Assembling the Control Station
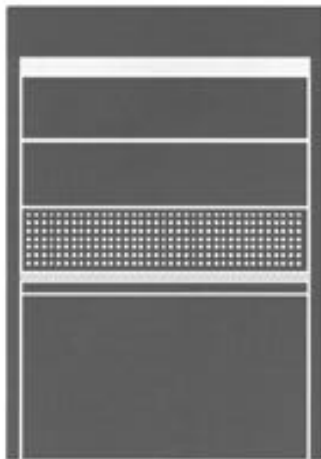
Lista offers three types of Control Stations:

- Basic Control Station
- Control Station with Owner-Configured Drawers
- Control Station with Preconfigured Drawers

The Control Station is available in two sizes: 2000mm and 2200mm. All Control Stations feature a locking Tambour Door. Depending on your security requirements, the Tambour Door can be locked at the desktop, or at the base of the Control Station.
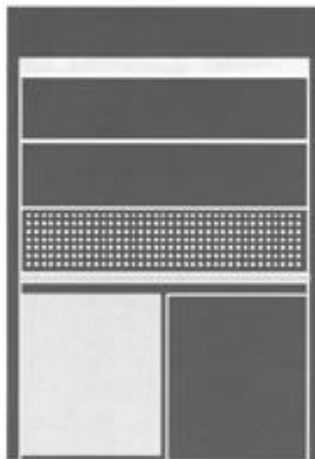
Assembly Suggestions

Assembly instructions are identical for all types of Control Stations, unless otherwise indicated. Assembling the Control Station requires two people to attach the Universal Panels to the Vertical Side Frames, and to attach the Rear Panels.
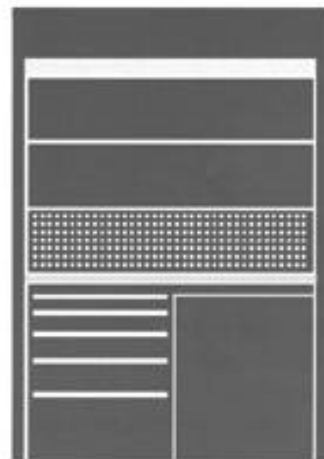
Figure 1 Types of Control Stations

| **Basic Control Station** | **Control Station with Owner-Configured Drawers** | **Control Station with Preconfigured Drawers** |

Assembling the Control Station Frame

This chapter provides instructions for assembling the frame of the Basic Control Station, and the Control Station with owner- or pre-configured drawers. Refer to the section for the type of Control Station you're assembling. When done, refer to Attaching the Top Panel on page 4.
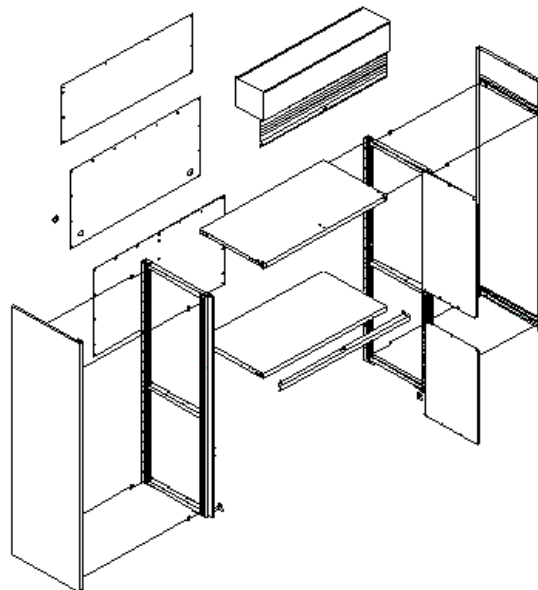
Note: This procedure requires two people.

Assembling the Basic Control Station (QS2000 and QS2200)

The following provides instructions for assembling the Basic Control Station. The frame of the Basic Control Station consists of two Vertical Side Frames (right and left) and one Center Universal Panel.

Attaching the Vertical Side Frames to the Center Universal Panel	
Step	**Action** (Refer to Figure 2)
1	Position the Left Vertical Side Frame ① with the foot on the floor, and the channels for the Tambour Door facing the *inside*.
2	Position the Center Universal Panel ⑥ with the flat-finished side *up* and attach it to the Left Vertical Side Frame ① using two 3/8 - 16 x 5/8" Hex Head bolts and nuts. Insert the bolts through the inside of the Center Universal Panel ⑥ and into the Left Vertical Side Frame ① . Secure with 3/8" - 16 nuts from inside the Vertical Side Frame. **Note: Make sure you install the Center Universal Panel at an appropriate height to accommodate a cabinet and/or chair space.**
3	Attach the Right Vertical Side Frame ② to the Center Universal Panel ⑥ at the exact height that you attached the Left Vertical Side Frame ①. Secure as indicated in Step 2.
4	Attach the 22x22x4 Anchor Brackets (#60) to the Cross-Bar (#17) using M6 x 16 Hex Head bolts (#56). Slide the assembly down through the rear channels of the Left and Right Door Tracks. With the Cross-Bar (#17) flush with the Center Universal Panel ⑥, tighten the M6 x 16 Hex Head bolts to secure the Cross-Bar in place.
5	Proceed to "Attaching the Top Panel" on page 4.

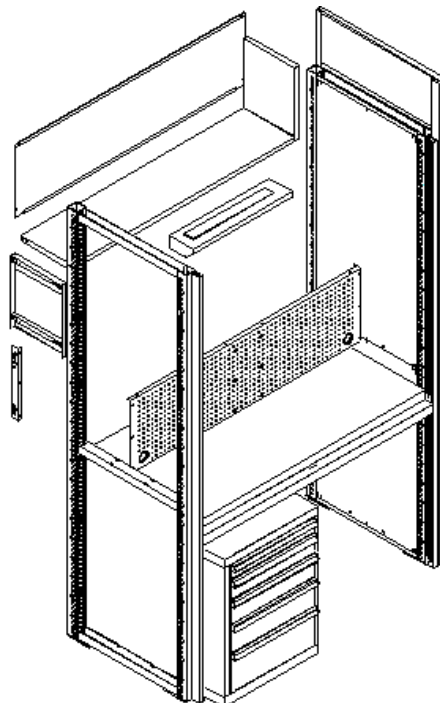**Figure 2 Basic Control Station Frame Assembly**

Assembling the Control Station with Cabinet (QS2x00/1 and QS2x00/5)

The Control Station frame with Owner- or Pre-configured Drawers consists of: Left, Right, and Intermediate Vertical Side Frames, one Floor Panel (36U), and two Center Panels. Depending on your security requirements, the cabinets may, or may not include a locking system.

	Attaching the Vertical Side Frames to the Universal Panels	
Step	**Action**	**(Refer to Figure 3)**
1	Position the Left Vertical Side Frame ① with the foot on the floor, and the channels for the Tambour Door facing the *inside*.	
2	Attach the Floor Universal Panel ⑥ to the bottom of the Left Vertical Side Frame ① using 3/8 - 16 x 5/8" Hex Head bolts and nuts. Insert the bolts through the Floor Universal Panel ⑥ and into the Left Vertical Side Frame ①. **Note: The 36U Panel should be positioned with the flat-finished side *down*. If the Cabinet includes a locking system, make sure the cut-out on the 36U Panel faces the *back* of the unit.**	
3	Attach the Floor Universal Panel ⑥ to the bottom of the Intermediate Vertical Side Frame ③ using 3/8 - 16 x 5/8" Hex Head bolts and nuts, as indicated in Step 2.	
4	Insert two Shelf Support Clips (H-shaped) into the uppermost inside cutouts of the Intermediate Vertical Side Frame ③. The wider, offset part of the clip should face the inside of the Intermediate Vertical Side Frame ③. Insert one clip in the rear of the Intermediate Vertical Side Frame, and the other into the front.	
5	Insert two Shelf Support Clips into the Left Vertical Side Frame ① at the same height as the clips in the Intermediate Vertical Side Frame ③. Use a tape measure to ensure that both sides are equal.	
6	Place the Left Center Panel (with the flat-finished side *up)* onto the four Shelf Support Clips. Loosely secure with 3/8" - 16 x 5/8" Hex Head bolts and nuts inserted into each Vertical Side Frame (① and ③) and through the Center Panel. For appearance purposes, make sure the Center Universal Panel is flush with the Left and Intermediate Vertical Side Frames before completely tightening the hardware. **Note: If the Cabinet includes a locking system, make sure the hole in the front of the Center Panel faces the front of the unit.**	
Instructions continued on page 4.		

Figure 3 Control Station with Cabinet Frame Assembly

Attaching the Vertical Side Frames to the Universal Panels (continued)		
Step	**Action**	**(Refer to Figure 4)**
7	Insert two Shelf Support Clips into the uppermost inside cutouts on the *right side* of the Intermediate Vertical Side Frame ③.	
8	Attach the Right Center Panel ⑥ to the Intermediate Vertical Side Frame ③ using 3/8 - 16 x 5/8" Hex Head bolts and nuts.	
9	Position the Right Vertical Side Frame ② with the foot on the floor and the Tambour Door channel facing the front of the unit. Insert two Shelf Support Clips into the Right Vertical Side Frame ② at the same height as the clips in the Intermediate Vertical Side Frame ③. Use a tape measure to ensure that both sides are equal.	
10	Place the Right Center Panel ⑥ (with the flat-finished side *up)* onto the four Shelf Support Clips. Loosely secure with 3/8" - 16 x 5/8" Hex Head bolts and nuts inserted into each Vertical Side Frame (③ and ②) and through the Center Panel. For appearance purposes, make sure the Center Universal Panel is flush with the Right and Intermediate Vertical Side Frames before completely tightening the hardware.	

Attaching the Top Panel

This section provides instructions for attaching the 78U (Top Universal Panel). Assembly instructions are identical for each type of Control Station.

| **Step**	**Action**	**(Refer to Figure 4)**
1	Insert four Shelf Support Clips (two for each Vertical Side Frame) into the uppermost cutouts of Left and Right Vertical Side Frames ① and ②.	
2	With the flat-finished side *up*, and the double hole patterns facing the *front,* place the Top Universal Panel ⑦ over the Shelf Support Clips. Secure with 3/8 - 16 x 5/8" Hex Head bolts and nuts.	

> **Security Option: If you plan to secure the End Panels to the Control Station, do so now before the Insert Panels are installed. Refer to "Attaching the End Panels" on page 12 for instructions.**

Installing Insert Panels

This section provides instructions for installing the panels into the inside sections of the Control Station. Note: The Basic Control Station does not include an Intermediate Vertical Side Frame. If you are assembling a Basic Control Station, skip Step 2 in the following instructions.

Step	**Action**	**(Refer to Figure 4)**
1	With the tabs facing *up* and the flat-finished side facing the *inside* of the unit, insert the Lower Insert Panels ④ into the *inside* of the sections of the Left and Right Vertical Side Frames (① and ②). Allow the tabs at the bottom to drop down into the slots of the Vertical Side Frame. The Insert Panel should be slightly recessed into the Vertical Side Frame.	
Note: If the welded section of the Vertical Side Frame interferes with the installation of the Insert Panel, bend the top tabs inwards approximately 45° to clear the welded area.		
2	Repeat Step 1 to install the Intermediate Insert Panel (#18) into the right side of the Intermediate Vertical Side Frame ③. Note, the Intermediate Vertical Side Frame only requires one Insert Panel (#18).	
3	Repeat Step 1 to install the Upper Insert Panels ⑤ into the Left and Right Vertical Side Frames (① and ②).	
Security Option: For added security, the Insert Panels can be secured to the Vertical Side Frames with sheet metal screws. Mark the hole patterns in the Insert Panels and drill pilot holes into the Vertical Side Frames.		

Figure 4 Frame Assembly with Insert Panels
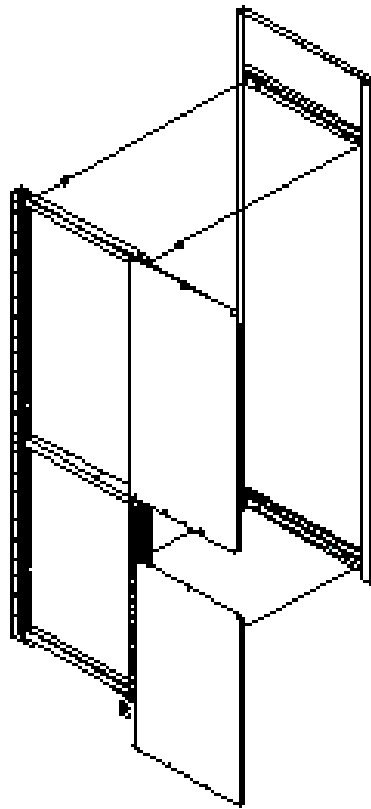
Installing the Cabinet Locking System and Drawers

Refer to the following instructions if your Cabinet includes a locking system. Otherwise, proceed to "Attaching the Rear Panels" on page 7**.** If your Control Station locks at the base of the unit (instead of at the desktop), the cabinet locking system is not necessary. If you Control Station locks at the desktop, Lista provides an additional locking system for the cabinet. Follow the instructions below to install the cabinet locking system.

For Control Stations with pre-configured drawers, the drawers occupy 750mm of drawer points. Lista marks these heights with oblong-shaped notches on the front and back of each Vertical Side Frame. Each notch equals 25mm of space. Each U-Track occupies three notches (75mm). The following table provides information on installing the U-Tracks.

Drawer Height	Install U-Track with this many open notches showing
2" (75mm)	Top (covering first 3 open notches)
3" (100mm)	one open notch showing
4" (125mm)	2 open notches showing
5" (150mm)	3 open notches showing
11" (300mm)	14 open notches showing

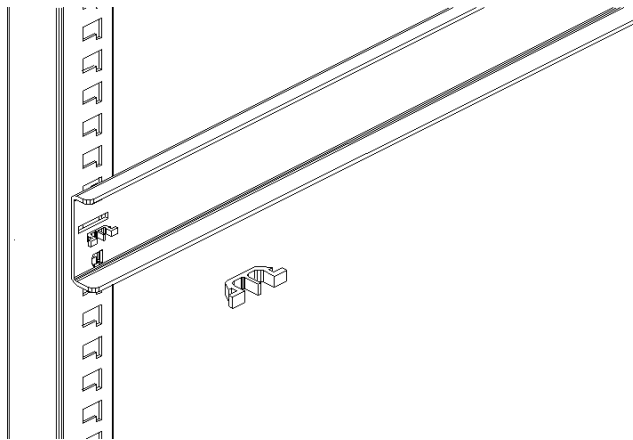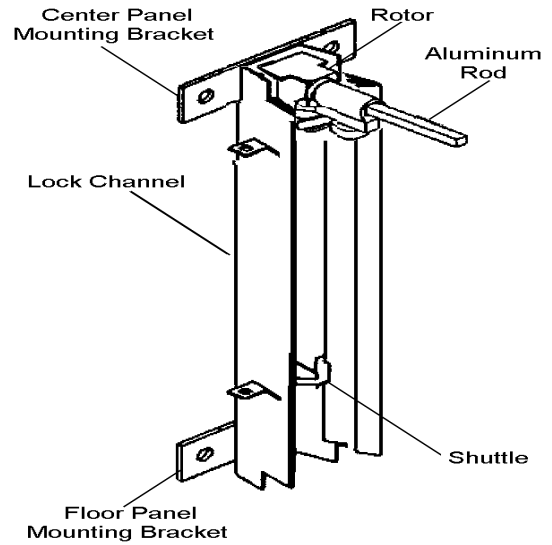| **Inserting the U-Tracks**	
Step	**Action** **(Refer to Figure 5)**
Caution: Wear gloves when handling the U-Tracks as their edges can be quite sharp.	
1	Hold the U-Track so that the tabs are in front and the prongs are in back. Each U-Track is stamped with an L (for Left) or an R (Right). Install each U-Track (as indicated above for pre-configured drawers) onto the insides of the Left Vertical Side Frame and Intermediate Vertical Side Frame. Make sure the tabs in front are firmly seated.
2	Press a Safety Clip into the front rectangular notch of each U-Track to lock them firmly into place.
Note: If the Safety Clip does not seem to fit properly, it indicates that the U-Track is not firmly seated in its mounting slot. If you need to remove the Safety Clip, gently tap it with a screwdriver.	
Inserting the Cabinet Lock System	
Step	**Action** **(Refer to Figure 6 through Figure 9)**
1	Position the Lock Channel into the back of the Floor and Left Center Universal Panels. **Note: The Plastic Pivot of the Lock Channel should be at the top.**
2	Viewing the cabinet area from the front, loosely secure the Mounting Brackets to the rightmost hole patterns (2nd and 4th) in the Center and Floor Universal Panels using ¼" - 20 x ½" Round Head screws and ¼" - 20 Kep nuts. Insert the screws through the Mounting Brackets and into the Panels and secure with Kep nuts.
Note: Do not fully tighten the Mounting Bracket screws at this time.	
3	Install the 3rd and 4th drawers by holding the drawer at an angle with the Suspension Frame *up* to prevent it from sliding, and insert the Suspension Frame into the U-Track. Installing only the 3rd and 4th drawers provides enough room to access the Lock Channel Mounting Brackets. The Camplates on the back of the drawers should fit snugly around the Lock Channel.
Note: Occasionally, the drawer's Camplates may interfere with the Shuttle of the Lock system. If this happens, loosen the Mounting Bracket screws and slide the Lock Channel up or down until the Camplate no longer touches the Shuttle. Re-tighten the Mounting Bracket screws.	
4	Insert the Aluminum Rod into the Rotor of the Lock Channel.
5	Insert the Cylinder Lock into the hole in the front of the Center Universal Panel.
6	Secure the Cylinder Lock to the Center Universal Panel with the Lock Mounting Nut.
7	Insert the end of the Aluminum Rod into the Cylinder Lock assembly and insert the Plastic Clip so that it fits over the Cylinder Lock. The Plastic Clip holds the Aluminum Rod in place.
8	Once the Rear Panels are installed, insert the drawers.

Figure 6 Lock Channel

Figure 5 U-Track and Safety Clip

Center Panel
Mounting Bracket   Rotor

Aluminum
Rod

Lock Channel

Shuttle

Floor Panel
Mounting Bracket

Figure 7 Cylinder Lock

Plastic Clip

Cylinder
Lock

Aluminum Rod

Mounting
Nut
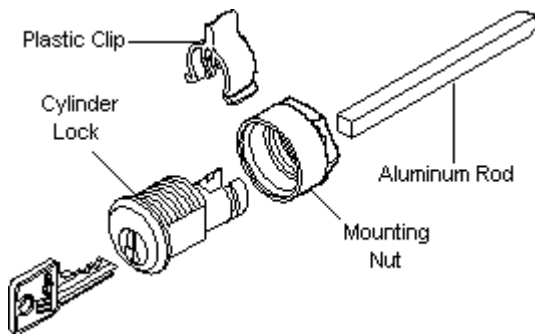
Figure 8 Drawer with Suspension Frame

Right U-Track

Drawer

Left U-Track

Figure 9 Drawers Installed in Cabinet

Suspension Frame
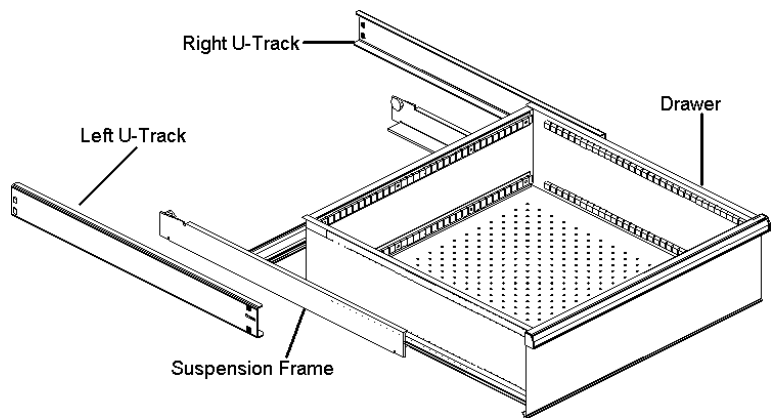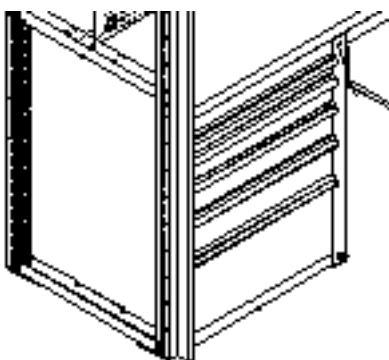
Attaching the Rear Panels

Note: Attaching the Rear Panels requires two people. For an easier installation, have someone positioned inside the unit to attach the Kep nuts to the bolts as they are inserted.

Attaching the Lower Rear Panel	
Step	**Action** (Refer to Figure 10)
1	Attach the Lower Rear Panel (#8) to the back of the unit by aligning the hole patterns on each end (and in the middle if your Control Station includes an Intermediate Vertical Side Frame) with the hole patterns of the Vertical Side Frames (①, ②, (and ③ if applicable)).
Note: Make sure the tabs of the Lower Rear Panel (#8) face *up* and *outside.*	
2	Insert ¼ - 20 x 5/8" Hex Head bolts through the back of the Lower Rear Panel (#8) and into the Vertical Side Frames, leaving the uppermost hole pattern on each side open to accept the Middle Rear Panel (#9). Secure from the inside with ¼" - 20 Kep nuts.
Attaching the Middle Rear Panel	
Step	**Action** (Refer to Figure 10)
1	Position the Middle Rear Panel (#9) with the large hole patterns towards the floor. Drop the Middle Rear Panel (#9) down into the tabs of the Lower Rear Panel (#8) and align the hole patterns with the Left and Right Vertical Side Frames (① and ②). The Middle Rear Panel overlaps the Lower Rear Panel.
2	Insert ¼ - 20 x 5/8" Hex Head bolts through the back of the Middle Rear Panel (#9) and into the Vertical Side Frames, leaving the uppermost hole pattern on each side open to accept the Upper Rear Panel (#10). **Note: You may need to use an awl or screwdriver to align the overlapped hole patterns.** Secure from the inside using ¼" - 20 Kep nuts.
3	Insert the Snap Bushings (#62) and Plastic Grommets (#63) into the large holes in the back of the Middle Rear Panel (#9).
Attaching the Upper Rear Panel	
Step	**Action** (Refer to Figure 10)
1	Drop the Upper Rear Panel (#10) down into the tabs of the Middle Rear Panel (#9) and align the hole patterns with the Left and Right Vertical Side Frames (① and ②). The Upper Rear Panel (#10) overlaps the Middle Rear Panel (#9).
2	Insert ¼ - 20 x 5/8" Hex Head bolts through the back of the Upper Rear Panel (#10) and into the Vertical Side Frames. **Note: You may need to use an awl or screwdriver to align the overlapped hole patterns.** Secure from the inside with ¼" - 20 Kep nuts.

Leveling and Anchoring the Control Station

With the Rear Panels in place, move the Control Station to its permanent location. Check the vertical and horizontal level of the Left, Right, and if applicable, Intermediate Vertical Side Frame. Lista provides shims to help with the leveling of the Control Station. The following provides instructions for anchoring the Control Station to the floor.

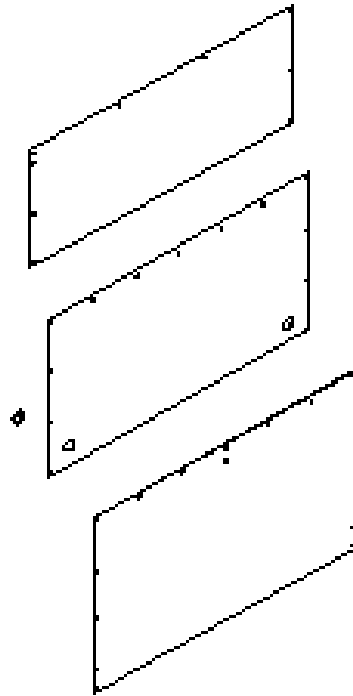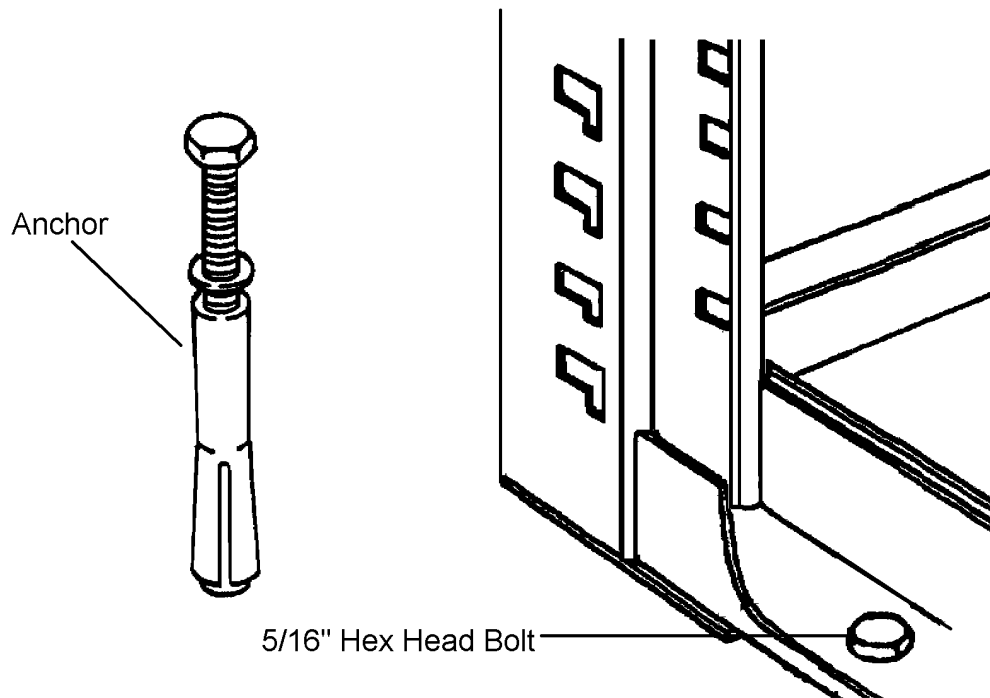| Anchoring the Control Station	
Step	**Action** (Refer to Figure 11)
1	With the Control Station in its permanent location and level, mark the holes in the bottom of each Vertical Side Frame (①, ②, (and ③, if applicable)).
2	Using a 3/8" masonry drill bit, drill 2" deep (50mm) holes into the floor (through the holes in each Vertical Side Frame).
3	Insert the Anchors through each of the holes in the Vertical Side Frames and into the holes drilled in the floor. Secure each Anchor with a 5/16" Hex Head bolt.

Figure 10 Rear Panels

Figure 11 Anchoring the Control Station

Anchor

5/16" Hex Head Bolt

Installing the Bookcase(s)

Your Control Station may have one or two bookcases, depending on the size. The 2000mm Control Station includes one bookcase; the 2200mm Control Station includes two bookcases. Hardware is not required to assemble and attach the bookcase(s).

Step	Action (Refer to Figure 12)
1	Each Bookcase End (#26) includes four tabs which fit into the notches of the Vertical Side Frames (① and ②). Position the left Bookcase End (#26) against the highest point on the Left Vertical Side Frame ① and slide it down so that the tabs fit securely into the notches of the Left Vertical Side Frame ①. Repeat for the right Bookcase End (#26).
2	Slide the Back Panel (#27) *up* and *behind* the left and right Bookcase Ends (#26). Drop the Back Panel (#27) down so that the hem fits securely into the top cutouts of each Bookcase End (#26).
3	With the flat-finished side *up,* slide the Bottom Bookcase Panel (#28) onto the bottom of each Bookcase End (#26) until if snaps firmly into place.
Note: For 2200mm Control Stations, install the second bookcase directly below the top bookcase. When installing the Bookcase Ends, one notch will show on the Vertical Side Frames between the two bookcases.	
4	To attach the Light (#44), place the Magnetic Strip (#45) under the lower Bottom Bookcase Panel (#28) and peel off the adhesive backing. Press the Light (#44) onto the adhesive strip until it is firmly in place. Feed the electric cord through the hole in the back of the Middle Rear Panel (not shown).

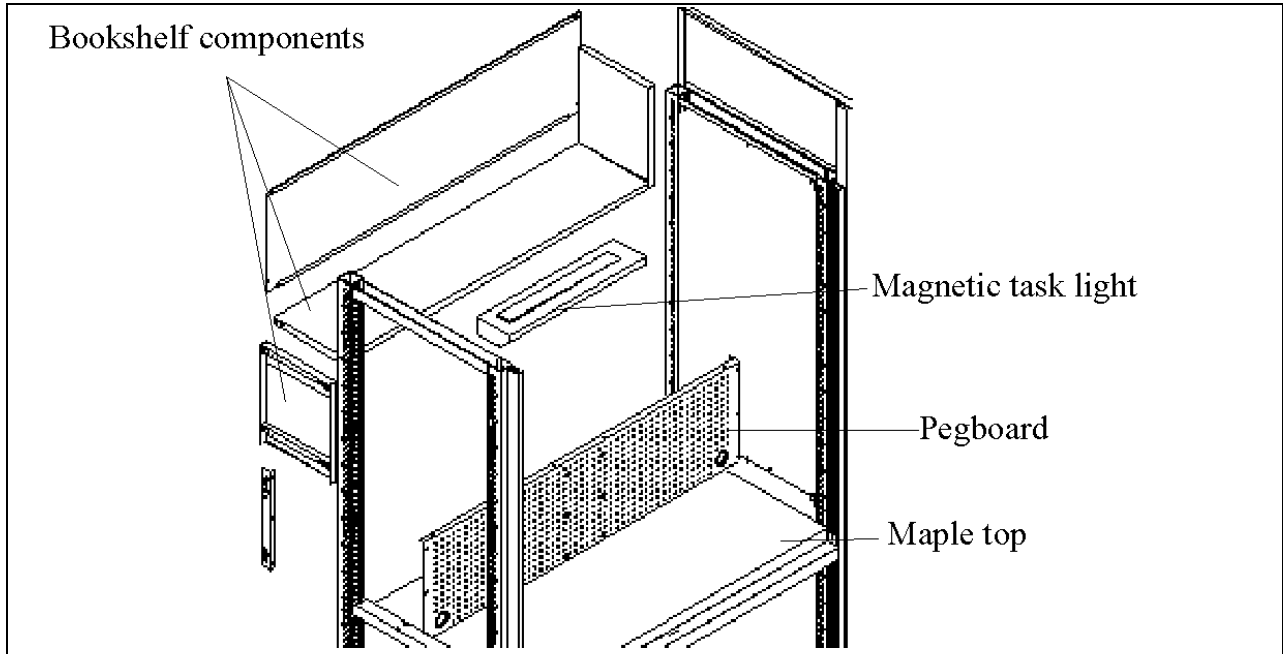# Installing the Pegboard, Privacy, or Louvered-Panels

The following provides instructions for attaching the Pegboard, Privacy/Magnetic, or Louvered-Panel to the Control Station. The instructions are identical for each type of panel.

Step	Action (Refer to Figure 12)
1	Insert the Left and Right Panel Brackets (#29 and #30) by placing the brackets (with the tabs facing *down*) against the inside corners of the Vertical Side Frames (① and ②). Slide the Panel Brackets (#29 and #30) down until they fit securely on the Vertical Side Frame (① and ②).
Note: For 2200mm Control Stations with two bookcases, you'll notice only three open notches in the Vertical Side Frame in which to place the Panel Brackets. You can mount the Panel flush with the work surface, centered between the lower bookcase and top, or one notch down from the bookcase. For 2000mm Control Stations, you can mount the Panel at any desired height between the bookcase and work surface.	
2	Insert one Plastic Retainer Clip (#52) into the rectangular slot of each bracket (#29 and #30) and into the Vertical Side Frame (① and ②). This secures the Brackets to the Vertical Side Frame.
3	Place the Peg-(#31), Louvered-(#32), or Privacy-Panel (#33) onto the Brackets (#29 and #30) and secure using 10-32 x ¼" Phillips Pan Head Self-Tapping screws (three for each side). Insert the Snap Bushings (#62) and Plastic Grommets (#63) into the large holes at the bottom of the Panel (#31, #32, or #33).
Note: Once the Peg-, Louvered-, or Privacy-Panel is attached, you should have approximately 2" of space between the bottom of the Panel and the top of the Center Universal Panels. This allows enough room to insert the Maple Top.	

Installing the Maple Top

Step	Action (Refer to Figure 12)
1	Slide the Maple Top (#43) into place on top of the Center Universal Panel(s). The front edge of the top should be flush with the edge of the Panels, which may require aligning the Left, Right, and Intermediate Vertical Side Frames.
2	Insert 5/16" - 1" Hex Head Lag bolts and 5/16" washers up through the corners of the Center Panel(s) and into the pre-drilled holes in the Maple Top (#43).

Figure 12 Bookcase(s), Peg-Board, Maple Top Installation

Bookshelf components

Magnetic task light

Pegboard

Maple top

Attaching the Tambour Door

Assembling the Endstops and Attaching the Tambour Door	
Step	**Action** (Refer to Figure 13)
1	Place the pre-assembled door unit (#12) on its back (12" - 16" from the front of the unit) on top of the pre-drilled Top Universal Panel (#7). (It will be positioned properly later in this procedure.)
2	Assemble the Left and Right Endstops (#15) using Anchor Brackets (#59) secured with M6 x 16 Hex Head bolts. Insert the Left Endstop (#15) into the rear portion of the Left Door Track (the L shape faces the front of the unit). Insert the Right Endstop (#15) into the rear portion of the Right Door Track.
3	Slide the Endstops (#15) all the way to the bottom of the Door Tracks so that the bottom of the Endstops (#15) are flush with the bottom of the Door Tracks.
4	Pull the Tambour Door out far enough to easily access the bottom door slat. Attach the Door Handle to the bottom slat by inserting the Left and Right Handle End Caps.
5	Upright the Tambour Door unit (#12) and guide each side of the Tambour Door into the Left and Right Door Tracks. **Note: Make sure that the Tambour Door remains level as you guide it into the tracks and down.**
6	Secure the Tambour Door unit (#12) to the Top Universal Panel (#7) by inserting M6 x 16 Hex Head bolts and washers up through the inside of the Top Universal Panel (#7) and into the Tambour Door unit (#12).
7	Check for smooth operation and secure all hardware. **Note: Over-tightening the Hex Head bolts may interfere with the operation of the door.**
Attaching the Lock	
Step	**Action** (Refer to Figure 13)
1	**Base Tambour Door Lock:** Insert the Lock Stud (#17) into the lower hole of the Intermediate Vertical Side Frame ③. Insert the 5/16" Plastic Plug (#64) into the top hole. **Desktop Tambour Door Lock:** Insert the Lock Stud (#17) into the upper hole of the Intermediate Vertical Side Frame ③. Insert the 5/16" Plastic Plug (#64) into the lower hole. **Basic Control Station:** A Lock Stud is not required. The Tambour Door locks into the Cross-Bar. Secure the Lock Stud (#17) to the Intermediate Vertical Side Frame ③ using a Hex Head Flanged Whiz Lock and washer inserted into the back of the Lock Stud.
2	Pull the Tambour Door down and turn the handle so that it locks onto the Lock Stud (#17) to ensure proper installation.

Attaching the End Panels

Step	**Action** (Refer to Figure 13)
1	Insert four Shelf Support Clips onto the outside top and bottom of each Vertical Side Frame (two at the top, one notch down from the top, and two at the bottom, one notch up from the bottom).
2	Position the Left End Panel (#13) a few inches above the Left Vertical Side Frame ① and push the End Panel against the Vertical Side Frame, sliding it down over the Shelf Support Clips. Repeat for the Right End Panel (#14).
Security Option: For added security, install two 5/16-18x ½" Socket Cap screws (#65) from the *inside* of the unit into the holes at the inside top of each End Panel to prevent the panel from sliding up. Secure with 5/16" - 18 Kep nuts. (If you've already inserted the Upper Insert Panel, you will need to remove it to access the End Panel from the inside of the unit. Refer to page 4 for instructions.)	

Figure 13 Tambour Door and End Panels

Tambour Door

End Panel

Top Universal Panel

End Panel

Vertical Side Frame