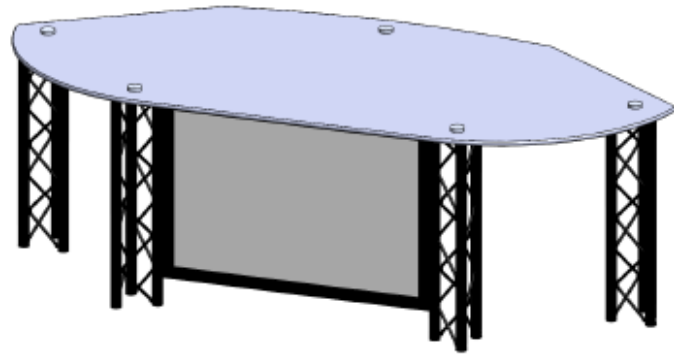


UNISET

UNI-PRO Desk System Assembly Instructions



Before You Get Started

UNISSET would like to thank you on your decision to purchase a UNI-PRO Desk System. Proper assembly of your UNI-PRO Desk will create the highest production quality reconfigurable news desk in the industry.

Please review the following assembly instructions with your team prior to starting. If you have any questions during the assembly please call UNISSET at (585)544-3820.

Step 1: Prepare Studio & Production Team

- Allocate a storage location for the UNI-PRO Desk system. The area required to store the entire desk system on its portable cart is only 32"x96"
- Familiarize the production team with these instructions prior to unpacking the UNI-PRO Desk system. A UNI-PRO Desk system video can be found at https://www.youtube.com/watch?time_continue=1&v=RZCZZABDCiA
- Assemble the UNI-PRO Desk system in the studio/shot on the location where you plan to use it. If you need to move the desk after it is fully assembled lift and place-do not drag.
- Use two or more people when reconfiguring the desk top.

Step 2: Unpack UNI-PRO Desk from Pallet

- Allocate minimum 2 people
- Remove all packing materials from shipment
- Cut poly straps securing system cart to pallet
- Remove reusable orange storage strap from around system cart
- Using 2 people unload all desk tops and set aside-use shipment packing material to set tops on
- Remove front media panel, 30” legs and 12” leg extenders from cart
 - Loosen silver caps to allow legs to slide out from their storage location on cart
- Using 2 people lift cart from pallet and place on floor
- Reload 12” leg extenders, 30” legs and front media panel onto cart
- Reload desk tops onto cart and secure with orange storage strap
- You are now ready to transport your desk system within your studio/building

UNI-PRO Desk Packaging

Media Panel Inserts Located Here

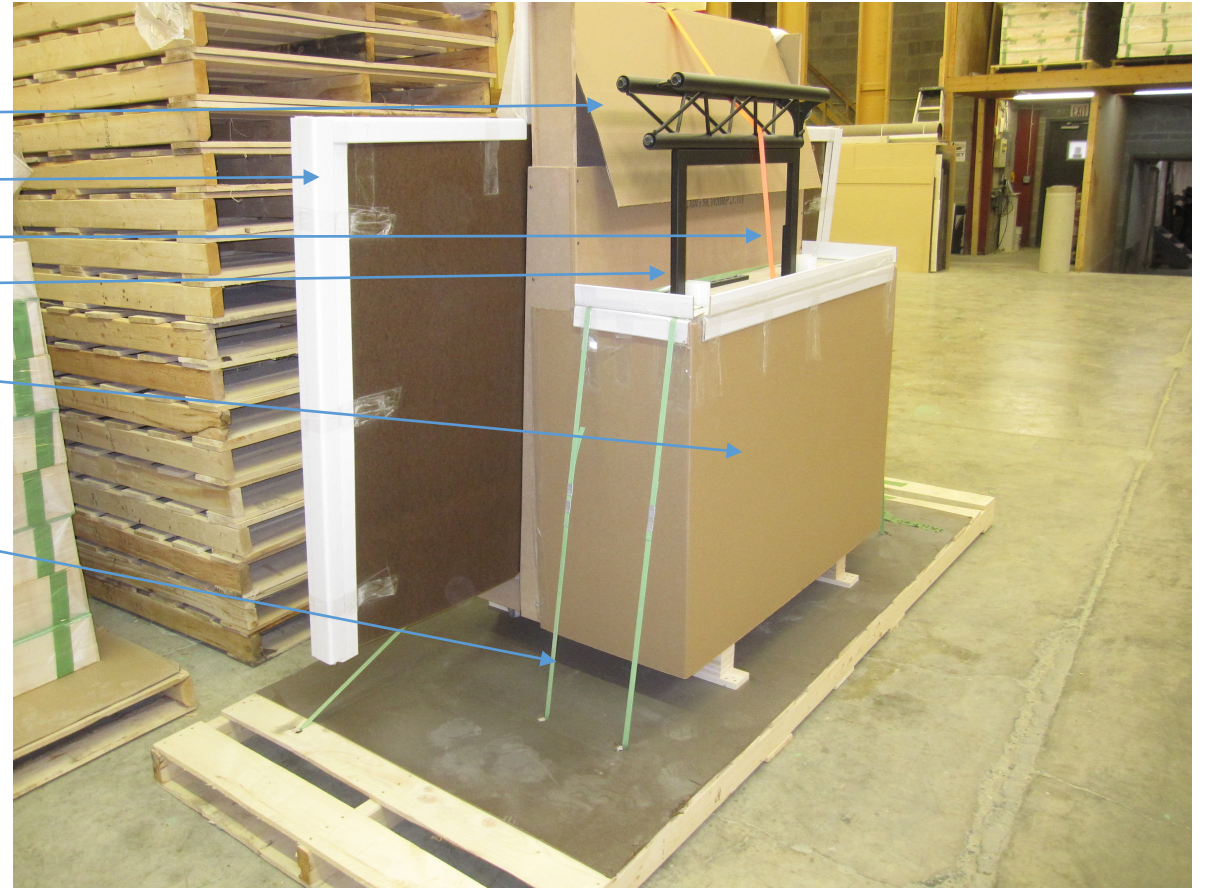
Desk Tops Under Located Here

Safety Strap

Front Media Panel

Legs Located Under Front Of Cart

Pallet Straps



UNI-PRO Desk System Packed for Shipping

Step 3: Assemble Desk 30" Height

- Select desk top you will be using for your production
- Remove front media panel from cart and position where you want the front of the desk in studio
- Remove 30" legs from cart and position in the approximated area where they will align with the mounting holes in the desk top you selected
 - Note not all desk tops use all legs
- Remove 2" diameter silver caps from the top of each of the legs being used
 - Do not remove the threaded silver spacer below the cap
- With 2 people align desk top holes over legs of the media panel
- Adjust 30" legs to align with remaining mounting holes in desk top
- Secure top to legs by threading 2" silver caps onto legs.
 - Hand tighten.
- If needed adjust feet on the bottom of legs to level desk by turning

UNI-PRO Desk System Base Components



Front Media Panel



Monitor Mounts

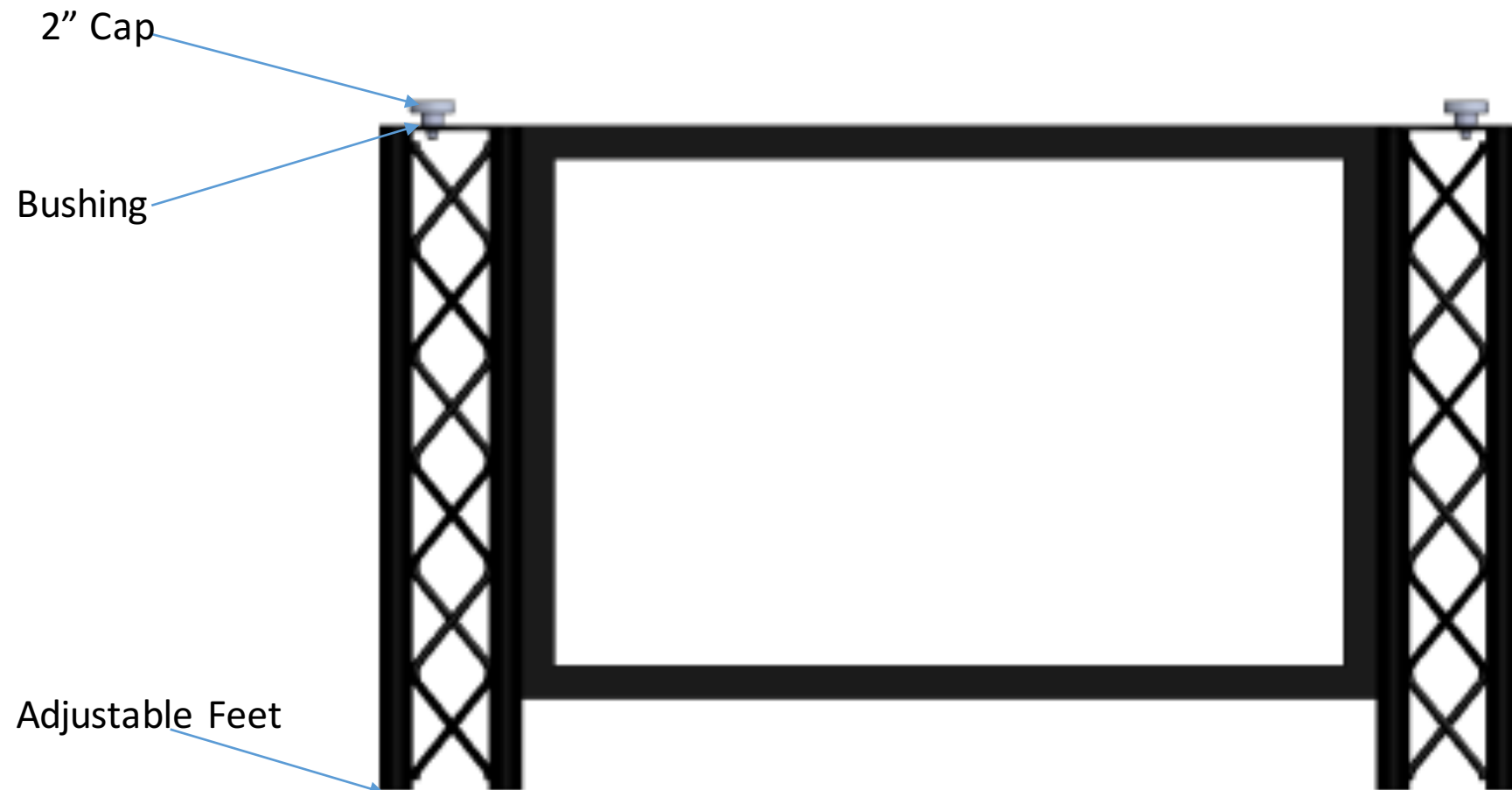


30" Leg

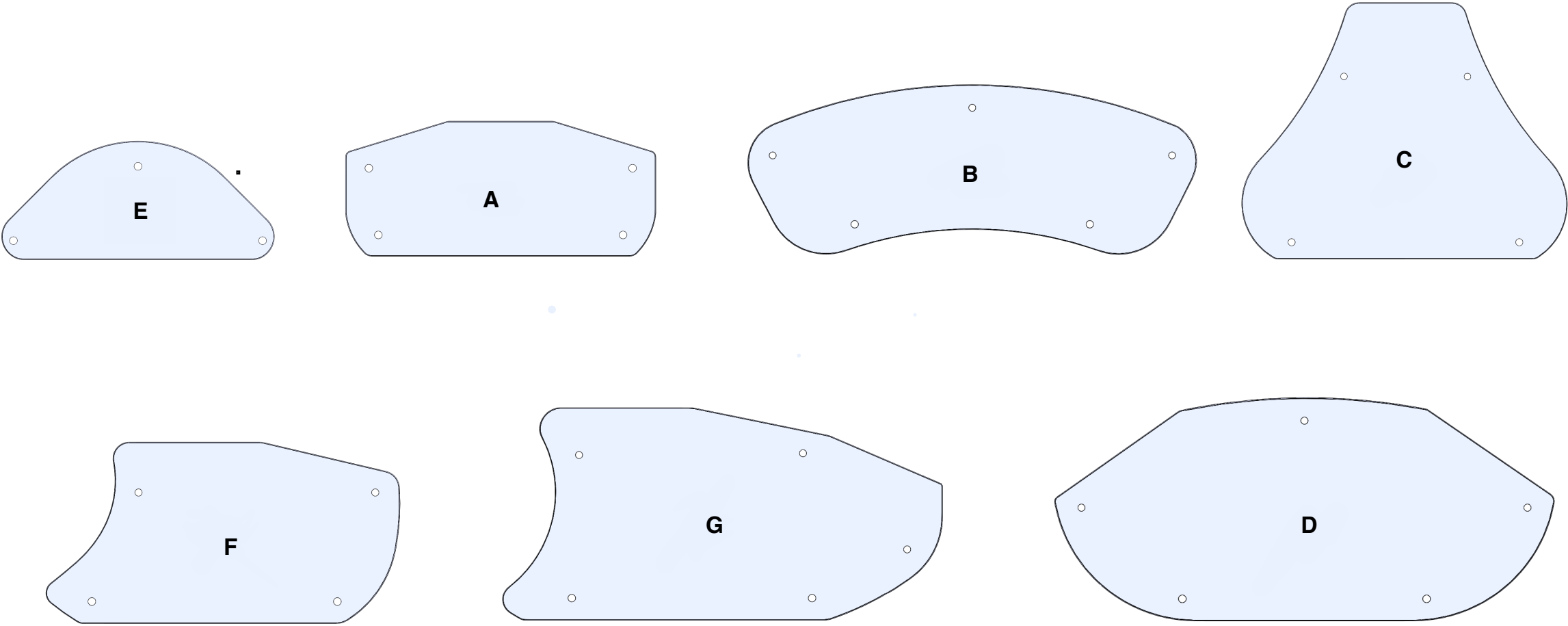


12" Leg Extender

Front Media Panel



UNI-PRO Desk System Tops



Step 3: Assemble Desk 42" Height

- Select desk top you will be using for your production
- Remove front media panel from cart and position where you want the front of the desk
- Remove 30" legs from cart and position in the approximated area where they will align with the mounting holes in the desk top you selected
 - Note not all desk tops use all legs
- Remove adjustable feet from bottom of all 30" legs (3) per leg
- Remove 12" leg extenders from cart
- Thread adjustable feet into 12" leg extenders
- Align and insert silver pins on leg extenders into bottom of 30" legs. Leg are now 42"
- Remove 2" diameter silver caps from the top of each of the legs being used
 - Do not remove the threaded silver spacer below the cap
- With 2 people align desk top holes of legs of the media panel
- Adjust 42" legs to align with remaining mounting holes in desk top
- Secure top to legs by threading 2" silver caps onto legs.
 - Hand tighten.
- If needed adjust feet on the bottom of legs to level desk by turning



30" Leg



12" Leg Extender

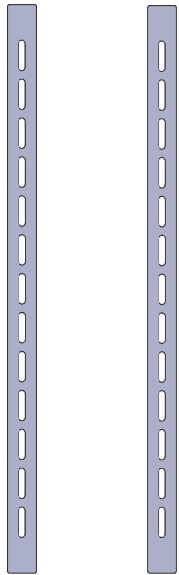
Step 4: Inserting Graphics In Front Media Panel

- Fully assemble your desk
- Select the insert panel you want for your production
- Graphic panels are inserted from the back side of the media panel using rails located at the top and bottom of the rectangular opening
- Use notches located at the end of the rails to thread the panel

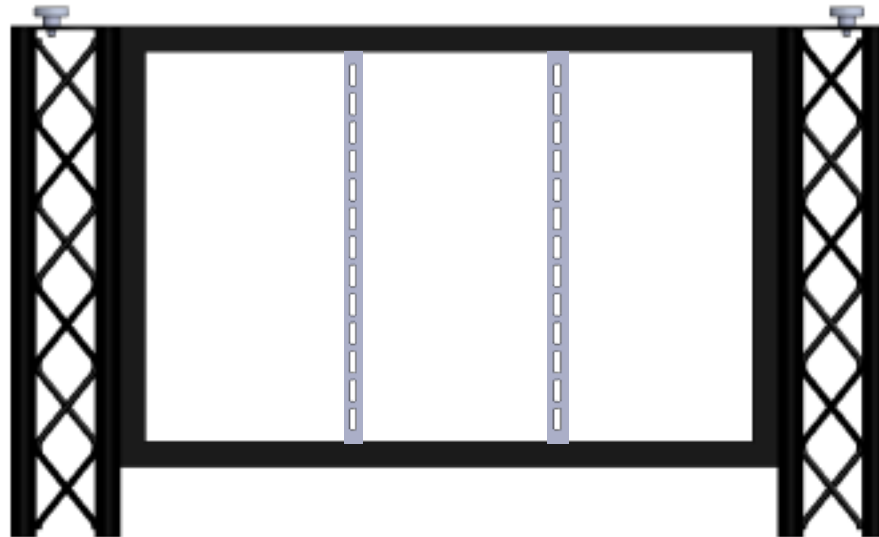
Step 5: Mounting Monitor

- Fully Assemble your desk
- Use up to 43" diagonal monitor
- Remove (2) 1.25"x24" universal mounting brackets from desk system cart
- Insert black media panel trim insert onto rail system on back side of front media panel
- Insert mounting brackets onto rails on back side of front media panel behind the trim insert and position to align with mounting locations on back of monitor
- Position monitor in center of media panel and thread mounting screws through slots in brackets and into back of monitor
 - Mounting screws are not included
 - Use 4 screws to mount
- Use caution when changing tops with monitor installed as the weight of some monitors may cause the front media panel to fall forward when not attached to a desk top

Universal Monitor Mounting Bracket Orientation



Monitor
Mounts



Front Media Panel



#3 Desk With Monitor