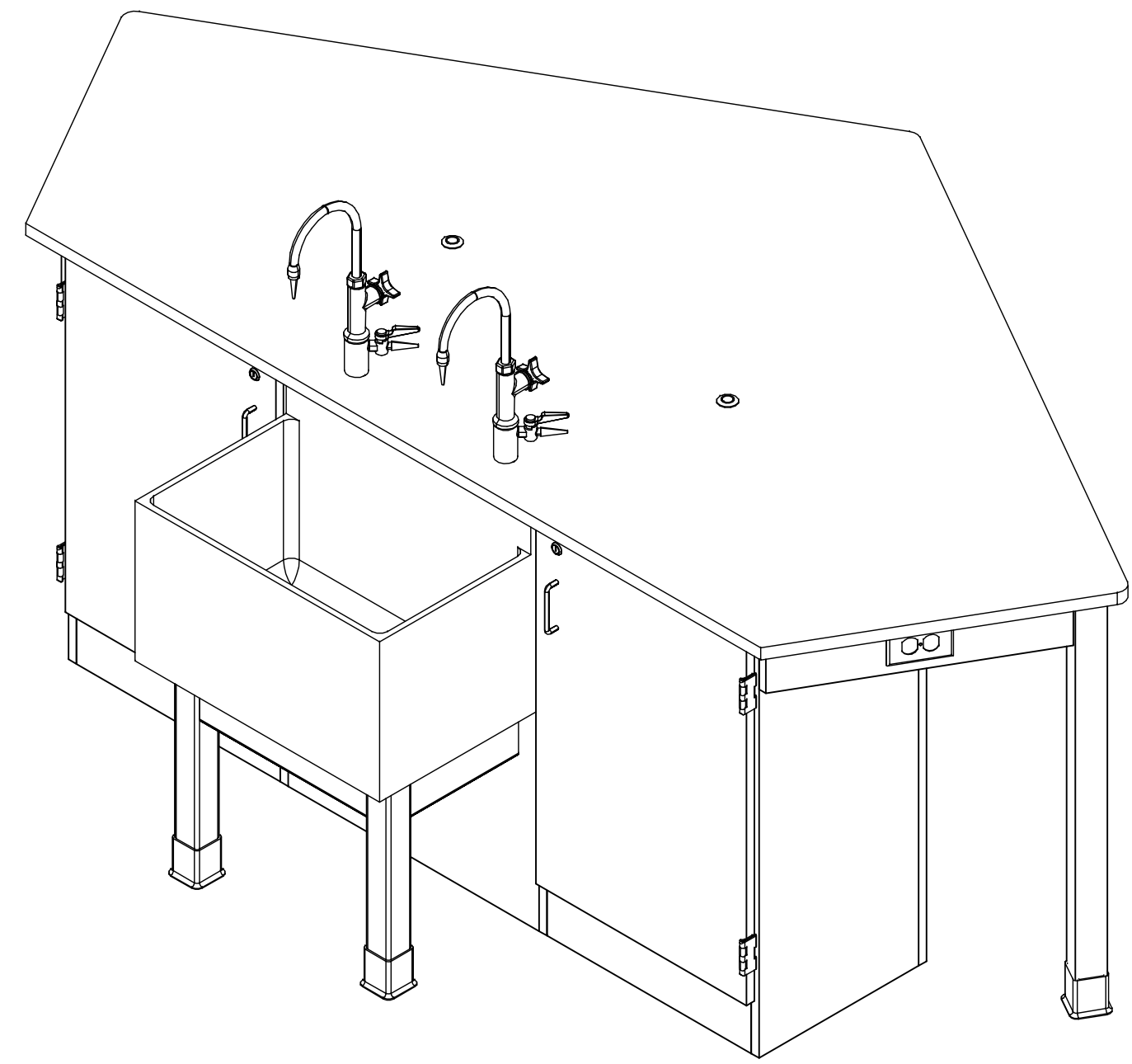


FORWARD VISION I

2916 & 2916LH & 2936 & 2936LH, 2946 & 2946F, 2956 & 2956F SERIES
ASSEMBLY INSTRUCTIONS



NOTE:

1. MODEL VIEWS MAY NOT REPRESENT EXACT MODEL PURCHASED

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DECIMALS: .X = ± .030	APR BY:		DATE APR:	
.XX = ± .020	APR BY:		DATE APR:	
.XXX = ± .010	APR BY:		DATE APR:	
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TITLE:
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ASSEMBLY INSTRUCTIONS**

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REV.	DESCRIPTION	DATE	NAME	ECN NO.
C	UPDATED SILICONE PROCEDURE	8/21/23	RJM	-
A	CREATED DRAWING	11/2/16	EMR	-
REVISION LEVEL				

DRAWING NUMBER:	SCALE:	SHEET:	REVISION:
FORWARD VISION I	NTS	1 OF 19	REV C

TOOLS REQUIRED

½" WRENCH
½" SOCKET AND TORQUE WRENCH - OPTIONAL
⅜" WRENCH
⅜" SOCKET AND TORQUE WRENCH - OPTIONAL
CONTACT CEMENT
SCREW DRIVER
C-CLAMPS
SHIM STOCK (IF NEEDED)

ASSEMBLY COMPONENTS

ITEMS INCLUDED	PART #	PART DESCRIPTION	QTY
TOP	VARIES	TOP,EPOXY (SIZE VARIES W/ STYLE OF CABINET)	1
CABINET	N/A	2946 & 2956 CABINETS - 24"W X 35"H X 15.25"D	2
CABINET	N/A	2916 & 2936 CABINETS - 21"W X 35"H X 15.25"D	2
REMOVABLE PANEL	N/A	2946 & 2956 REMOVABLE PANEL - 18"W X 35"H X 0.75"D	1
REMOVABLE PANEL	N/A	2916 & 2936 REMOVABLE PANEL - 24"W X 35"H X 0.75"D	1
BACK PANEL	N/A	BACK PANEL - 66"W X 35"H X 0.75"D	1
SCREWS - REMOVABLE PANEL	100495	SCREW,#10X1-½ PHIL TR. SMS,ZN	6
SCREWS - BACK PANEL	100478	SCREW,#8X1 ¼ SQ. WASHER FLAT HEAD	12
LONG APRON	N/A	LONG APRON - 0.81"THK X 4.50"W X 49"L	2
SHORT APRON	N/A	SHORT APRON - 0.81"THK X 4.50"W X 21.88"L	2
BRACKET - APRON TO CABINET	100972	BRACKET, APRON TO CABINET	2
SCREWS - APRON TO CABINET	100037	SCREW,#10X ⁵ / ₈ QUAD PNHD LUB	4
BOLT - APRON TO CABINET	100387	BOLT, ³ / ₈ -16X1.50 HEX HEAD	4
NUT - APRON TO CABINET	100621	NUT, ³ / ₈ -16 HEX ZINC	4
WASHER - APRON TO CABINET	100451	WASHER, ⁵ / ₁₆ FLAT ZINC PLATED	4
BRACKET - APRON TO APRON	100376	BRACKET, APRON TO APRON	1
SCREWS - APRON TO APRON	100037	SCREW,#10X ⁵ / ₈ QUAD PNHD LUB	8

NOTE:

1. *XX* INDICATES ITEMS USED ONLY FOR THE DROP IN SINK UNITS.
 - 1.1. EX. 2946 AND 2956
2. **XX** INDICATES ITEMS USED ONLY FOR THE END SINK UNITS.
 - 2.1. EX. 2916 AND 2936
3. ***XX*** INDICATES ITEMS USED ONLY FOR THE LAB HAND UNITS.
 - 3.1. EX. 2916LH AND 2936LH

REV.	DESCRIPTION	DATE	NAME	ECN NO.
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REVISION LEVEL				

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TITLE:
FORWARD VISION I
TOOLS AND ASSEMBLY COMPONENTS

DRAWING NUMBER:	SCALE:	SHEET:	REVISION:
FORWARD VISION I	NTS	2 OF 19	REV C

ASSEMBLY COMPONENTS

ITEMS INCLUDED	PART #	PART DESCRIPTION	QTY
BOLT - APRON TO APRON	100381	BOLT, 5/16 X2- 3/4, CARRIAGE BOLT	2
NUT - APRON TO APRON	100044	NUT, HEX 5/16 -18 STEEL ZINC	2
WASHER - APRON TO APRON	100451	WASHER, 5/16 FLAT ZINC PLATED	2
BRACKET - CORNER LEG	100077	CORNERS, STEEL TABLE APRON	2
SCREWS - CORNER LEG	100037	SCREW, #10X5/8 QUAD PNHD LUB	8
LEGS	500101	LEG, OAK, 2.25X2.25X34.25	3
LEG HARDWARE KIT	520001	LEG HARDWARE KIT, 1 LEG	2
LEG LEVELER	100079	LEG LEVELER, BLK, BASE 1	1
LEG BOOT	100076	LEG BOOT, BLK RUBBER	3
SILICONE	100711	SILICONE, SEALANT, CLEAR	1
RUBBER BASE MOLDING	100283	RUBBER BASE MOLDING (SOLD BY FOOT)	14
STAINLESS STEEL CORNERS	100057	CORNERS-STAINLESS STEEL, BASE	4
SCREWS - BASE	100064	SCREW, #6X 1/2 PTH SMS SS SCREW	16
ELECTRICAL BOX	100033	ELECTRICAL BOX 3.00X2X2.5 DEEP	2
ELECTRICAL OUTLET	100034	ELEC, OUTLET, GFI, 20A 125V, BLK	2
FIXTURE - FAUCET	100074-BKR	FIXTURE, L65-WSA-DIV (MULTI-SERVICE)	2
FIXTURE - SINK	100691	SINK, EPOXY L3, BLK	1
FIXTURE - SINK TRAP	100056	SINK TRAP, PLASTIC ADJUSTABLE	1
FIXTURE - SINK OUTLET/STRAINER	254047	SINK OUTLET TAIL PIECE/INTEGRAL STRAINER, BLK	1

NOTE:

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 - 1.1. EX. 2946 AND 2956
2. **XX** INDICATES ITEMS USED ONLY FOR THE END SINK UNITS.
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TITLE: FORWARD VISION I TOOLS AND ASSEMBLY COMPONENTS

DRAWING NUMBER:	SCALE:	SHEET:	REVISION:
FORWARD VISION I	NTS	3 OF 19	REV C

ASSEMBLY COMPONENTS

ITEMS INCLUDED	PART #	PART DESCRIPTION	QTY
LONG APRON	N/A	LONG APRON FOR END SINK - 0.81"THK X 4.50"W X 16.06"L	1
SHORT APRON	N/A	SHORT APRON FOR END SINK - 0.81"THK X 4.50"W X 10.44"L	2
LEGS	500100	LEG,OAK,2.25X2.25X28.25	2
LEG HARDWARE	520001	LEG HARDWARE KIT, 1 LEG	2
LEG BOOT	100076	LEG BOOT,BLK RUBBER	2
BRACKET - CORNER LEG	100077	CORNERS,STEEL TABLE APRON	2
SCREWS - CORNER LEG	100037	SCREW,#10X 5/8 QUAD PNHD LUB	8
L BRACKET	100355	BRACKET,RAIL 1.25X1.25X4.25	2
SCREWS - L BRACKET	100649	SCREW,#8X 3/4 PHIL TRUSS HEAD SMS	8
FIXTURE - FAUCETS	100074-BKR	FIXTURE,L65-WSA-DIV(MULTI-SERVICE)	2
FIXTURE - SINK	100831	SINK,EPOXY 46E,BLK END/WALL	1
FIXTURE - SINK TRAP	100056	SINK TRAP,PLASTIC ADJUSTABLE	1
FIXTURE - SINK OUTLET/STRAINER	254047	SINK OUTLET TAIL PIECE/INTEGRAL STRAINER,BLK	1
ROD SOCKETS	206505	ROD SOCKET ASSY,SOCKET,WASHER,NUT	2
LAB HAND	101090	LAB HAND METAL	2
LAB HAND ROD	206578-P	ROD,LAB HAND,PLASTIC 7/8 DIA X 9L	2

NOTE:

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 - 1.1. EX. 2946 AND 2956
2. **XX** INDICATES ITEMS USED ONLY FOR THE END SINK UNITS.
 - 2.1. EX. 2916 AND 2936
3. ***XX*** INDICATES ITEMS USED ONLY FOR THE LAB HAND UNITS.
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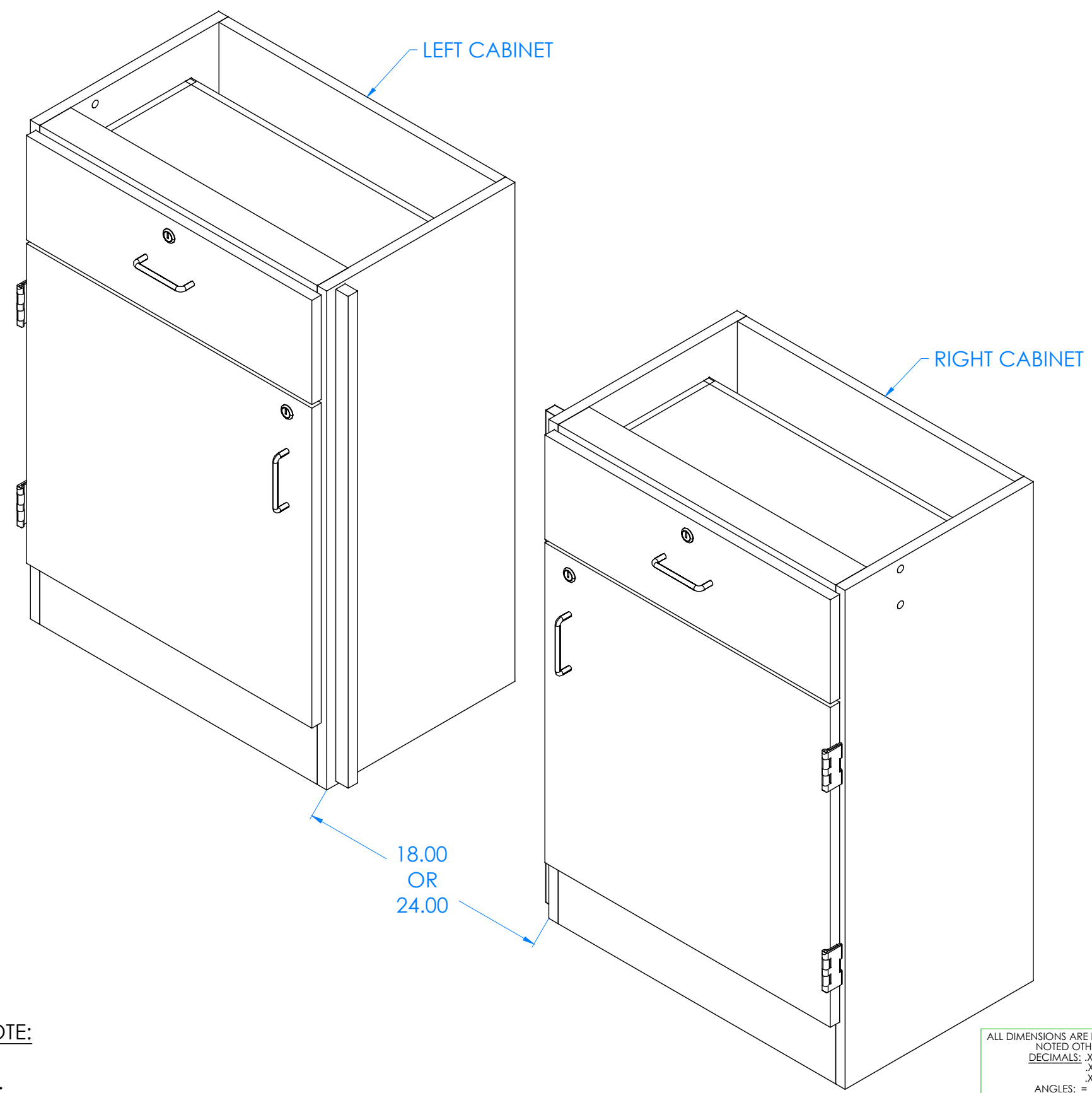
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TITLE: FORWARD VISION I
TOOLS AND ASSEMBLY COMPONENTS

DRAWING NUMBER:	SCALE:	SHEET:	REVISION:
FORWARD VISION I	NTS	4 OF 19	REV C



HARDWARE REQUIRED FOR STEP		
QTY	DESCRIPTION	PART NUMBER
2	CABINET	N/A
2	CABINET	N/A

STEP 1:

- a. POSITION THE TWO CABINETS IN DESIRED LOCATION.
- b. MAKE SURE DOOR HINGES ARE ON OUTSIDE.
- c. IF YOU HAVE A UNIT WITH A SINK/FIXTURES, PLACE CABINETS OVER UTILITY HOOKUPS.
- d. LEAVE ENOUGH ROOM IN BETWEEN CABINETS FOR REMOVABLE PANEL (EITHER 18" OR 24", DEPENDING ON UNIT YOU HAVE).
- e. LEVEL CABINETS.
- f. ATTACH TO FLOOR.

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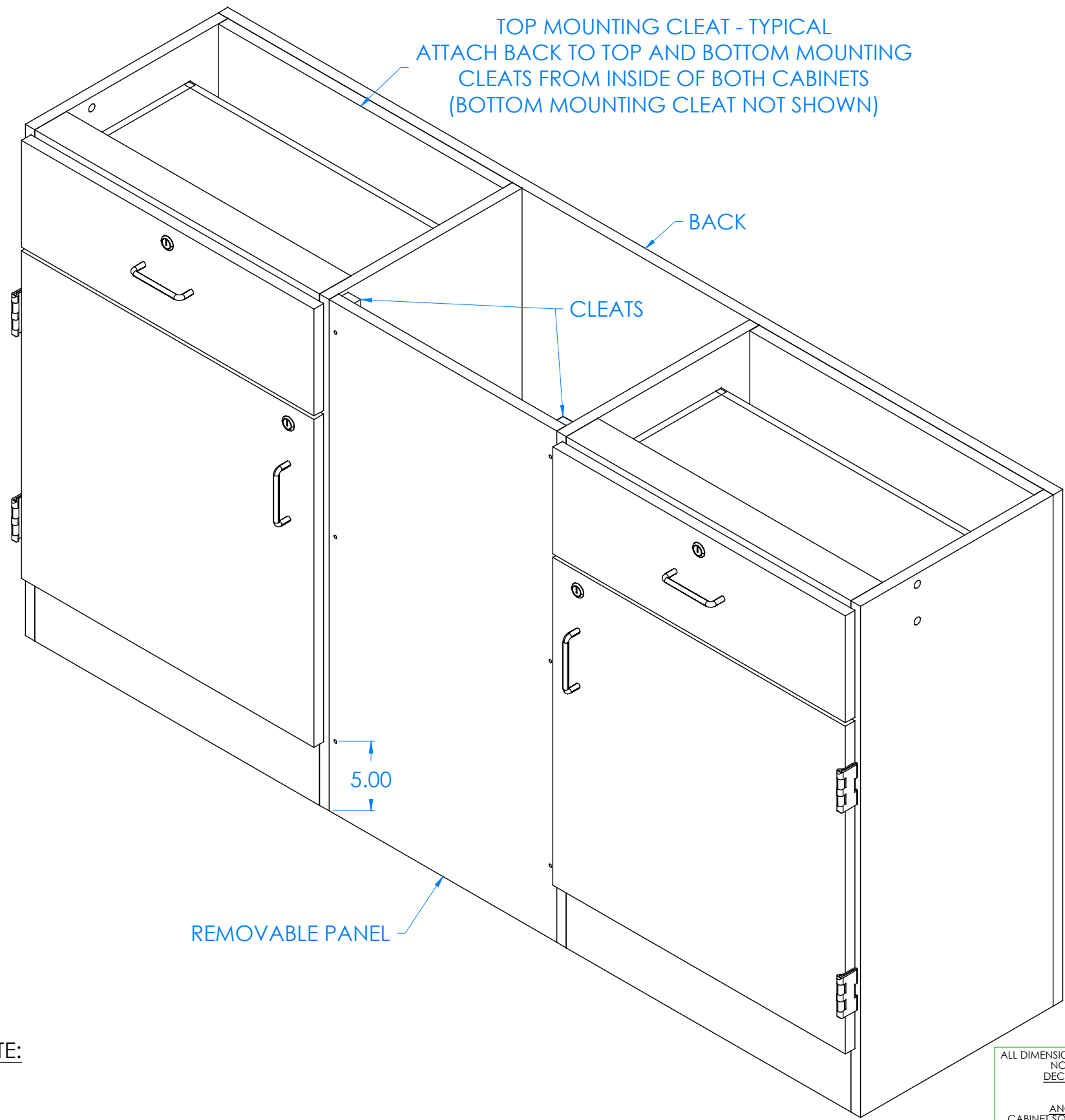
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REV.	DESCRIPTION	DATE	NAME	ECN NO.
C	UPDATED SILICONE PROCEDURE	8/21/23	RJM	-
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DRAWING NUMBER: FORWARD VISION I	SCALE: NTS	SHEET: 5 OF 19	REVISION: REV C
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HARDWARE REQUIRED FOR STEP

QTY	DESCRIPTION	PART NUMBER
1	REMOVABLE PANEL	N/A
1	REMOVABLE PANEL	N/A
1	BACK PANEL	N/A
6	SCREWS - REMOVABLE PANEL	100495
12	SCREWS - BACK PANEL	100478

STEP 2:

- a. USING PROVIDED HARDWARE LISTED ABOVE, ATTACH REMOVABLE PANEL TO THE CLEATS ON SIDES OF LEFT AND RIGHT CABINETS BY DRILLING PILOT HOLES THROUGH CLEATS.
- b. POSITION REMOVABLE PANEL SO THAT BOTTOM HOLES ARE MORE THAN 4" ABOVE FLOOR.
- c. USING PROVIDED HARDWARE LISTED ABOVE, ATTACH BACK PANEL TO BACK OF CABINETS BY MOUNTING CLEATS LOCATED INSIDE ON TOP AND BOTTOM OF BOTH CABINETS.

NOTE:

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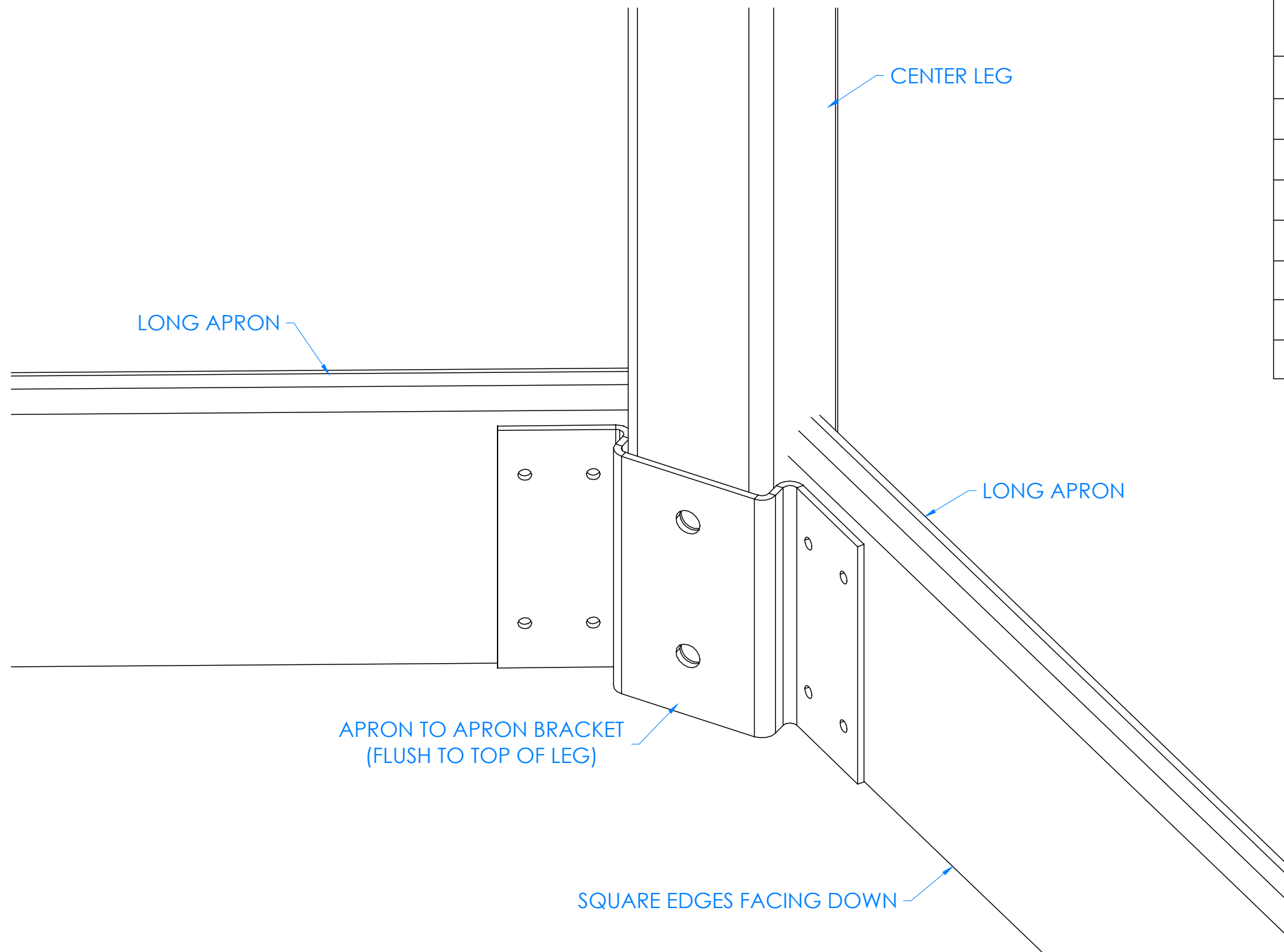
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HARDWARE REQUIRED FOR STEP

QTY	DESCRIPTION	PART NUMBER
2	LONG APRON	N/A
1	LEGS	500101
1	BRACKET - APRON TO APRON	100376
8	SCREWS - APRON TO APRON	100037
2	BOLT - APRON TO APRON	100381
2	NUT - APRON TO APRON	100044
2	WASHER - APRON TO APRON	100451

STEP 3:

- a. LAYOUT WORKSTATION FRAME WITH SQUARE EDGES OF APRONS ON FLOOR AND BOTTOM OF LEG FACING UP.
- b. ATTACH THE APRON TO APRON BRACKET ONTO CENTER LEG USING PROVIDED BOLTS, WASHERS, & NUTS.
- c. MAKE SURE BRACKET IS FLUSH TO TOP OF LEG.
- d. TIGHTEN NUTS USING A 1/2" WRENCH OR 1/2" SOCKET AND TORQUE WRENCH, TO A MINIMUM OF 12FT LBS BUT NOT TO EXCEED 17FT LBS.
- e. ATTACH THE TWO LONG APRONS TO THE APRON TO APRON BRACKET USING PROVIDED SCREWS.

CLOSE UP OF CENTER LEG AND APRON TO APRON BRACKET ASSEMBLY

NOTE:
1.

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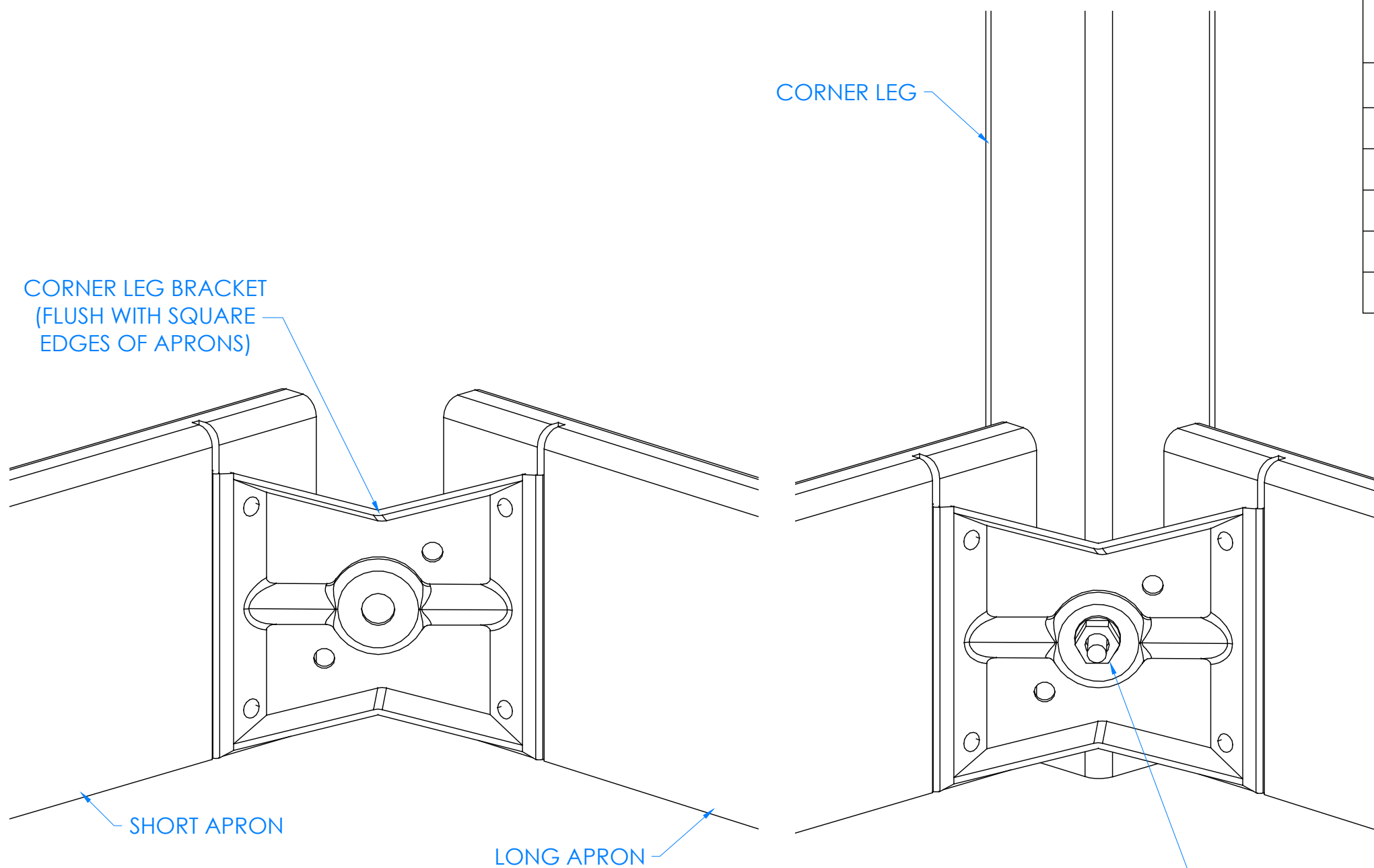
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 ASSEMBLY INSTRUCTIONS**

DRAWING NUMBER:	SCALE:	SHEET:	REVISION:
FORWARD VISION I	NTS	7 OF 19	REV C



HARDWARE REQUIRED FOR STEP		
QTY	DESCRIPTION	PART NUMBER
2	SHORT APRON	N/A
2	BRACKET - CORNER LEG	100077
8	SCREWS - CORNER LEG	100037
2	LEGS	500101
2	LEG HARDWARE KIT	520001

STEP 4:

- a. CONNECT LONG APRON AND SHORT APRON TOGETHER BY USING THE CORNER LEG BRACKET AND PROVIDED SCREWS.
- b. MAKE SURE BRACKET IS FLUSH WITH SQUARE EDGES OF APRONS.
- c. INSERT HANGER BOLT ON ONE LEG THROUGH THE CORNER BRACKET AND INSERT LOCK WASHER AND HEX NUT.
- d. TIGHTEN NUT USING A 1/2" WRENCH OR 1/2" SOCKET AND TORQUE WRENCH, TO A MINIMUM OF 12FT LBS BUT NOT TO EXCEED 17FT LBS.
- e. REPEAT FOR OTHER CORNER LEG.

CLOSE UP OF CORNER LEG AND CORNER LEG BRACKET ASSEMBLY

NOTE:
1.

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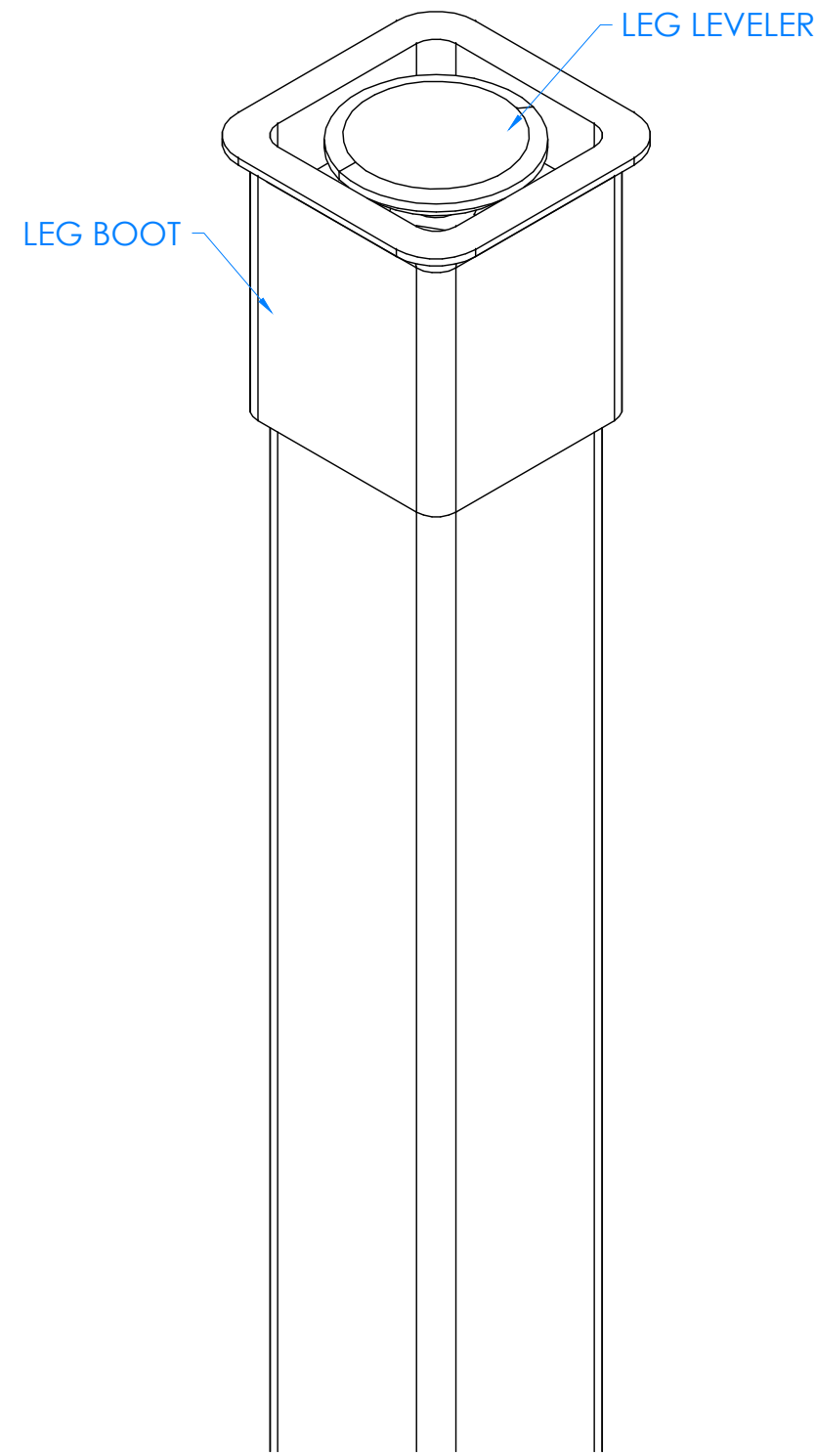
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TITLE:
**FORWARD VISION I
 ASSEMBLY INSTRUCTIONS**

DRAWING NUMBER: FORWARD VISION I	SCALE: NTS	SHEET: 8 OF 19	REVISION: REV C
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HARDWARE REQUIRED FOR STEP		
QTY	DESCRIPTION	PART NUMBER
1	LEG LEVELER	100079
2	LEG HARDWARE KIT	520001
3	LEG BOOT	100076

STEP 5:

- a. SLIDE LEG BOOT ONTO LEG WITH FLARED END TOWARDS BOTTOM OF LEG.
- b. SCREW LEG LEVELER INTO T-NUT ON BOTTOM OF THE LEG.
- c. REPEAT FOR ALL LEGS.

CLOSE UP OF LEG LEVELER AND LEG BOOT ASSEMBLY

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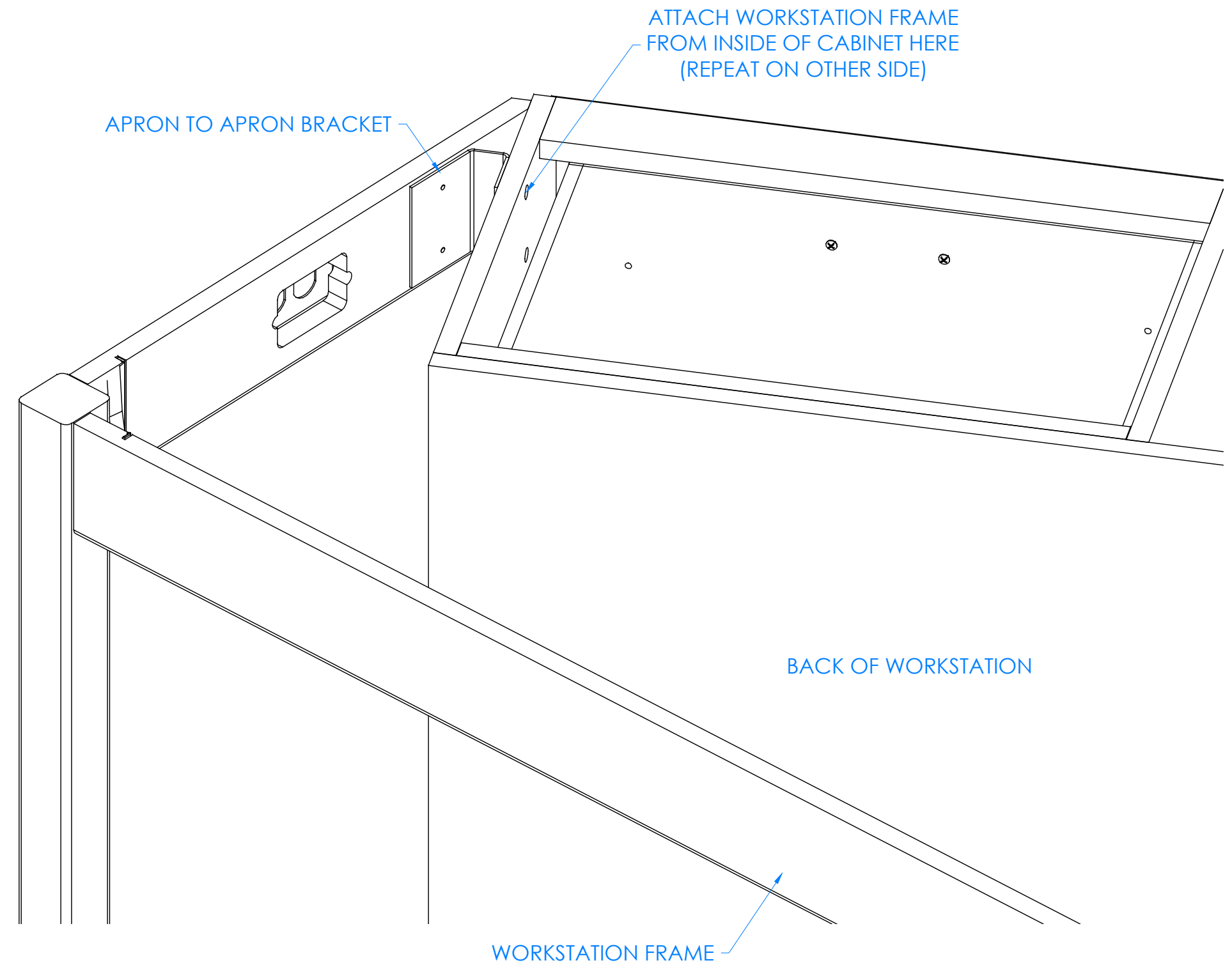
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HARDWARE REQUIRED FOR STEP

QTY	DESCRIPTION	PART NUMBER
2	BRACKET - APRON TO CABINET	100972
4	BRACKET - APRON TO CABINET	100037
4	BOLT - APRON TO CABINET	100387
4	NUT - APRON TO CABINET	100621
4	WASHER - APRON TO CABINET	100451

STEP 6:

- a. WITH HELP FROM ANOTHER PERSON, STAND WORKSTATION FRAME UP.
- b. POSITION FRAME UP TO CABINET, MAKING SURE APRONS ARE SET IN 1/4" FROM FRONT OF CABINETS.
- c. ATTACH APRON TO CABINET BRACKET ONTO APRON USING PROVIDED SCREWS.
- d. ATTACH BRACKET ONTO SIDES OF WORKSTATION USING PROVIDED BOLTS, NUTS, & WASHERS.
- e. PLACE WASHERS, AND NUTS ON OUTSIDE.
- f. TIGHTEN NUTS USING A 1/2" WRENCH OR 1/2" SOCKET AND TORQUE WRENCH, TO A MINIMUM OF 12FT LBS BUT NOT TO EXCEED 17FT LBS.

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TITLE:
**FORWARD VISION I
ASSEMBLY INSTRUCTIONS**

REV.	DESCRIPTION	DATE	NAME	ECN NO.
C	UPDATED SILICONE PROCEDURE	8/21/23	RJM	-
A	CREATED DRAWING	11/2/16	EMR	-

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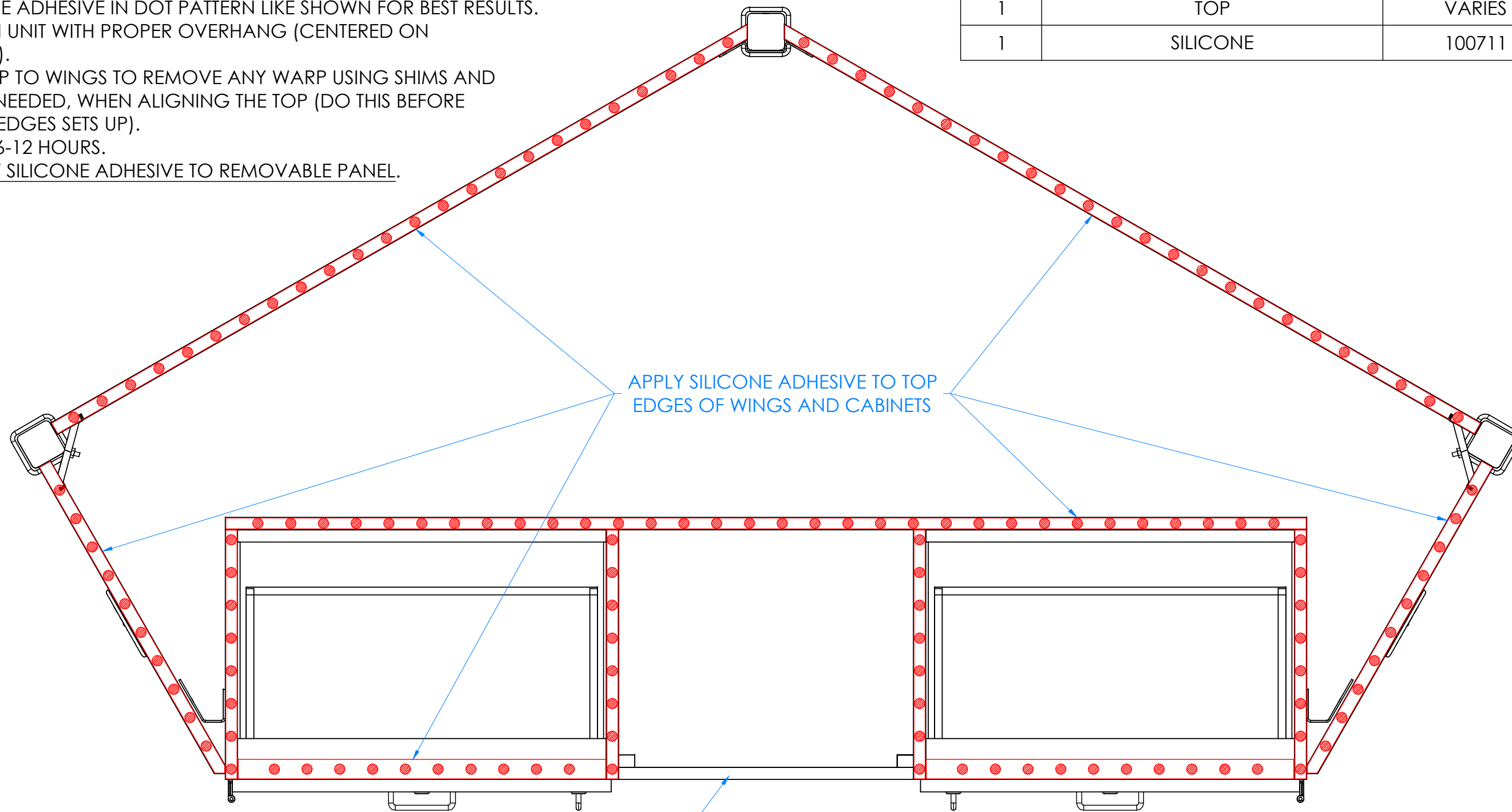
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FORWARD VISION I	NTS	10 OF 19	REV C

STEP 7:

- a. ADJUST LEG LEVELERS TO LEVEL WORKSTATION FRAME WITH CABINETS.
- b. APPLY SILICONE ADHESIVE TO TOP EDGES OF CABINET AND WINGS.
- c. APPLY SILICONE ADHESIVE IN DOT PATTERN LIKE SHOWN FOR BEST RESULTS.
- d. PLACE TOP ON UNIT WITH PROPER OVERHANG (CENTERED ON WORKSTATION).
- e. CLAMP ON TOP TO WINGS TO REMOVE ANY WARP USING SHIMS AND C-CLAMPS, IF NEEDED, WHEN ALIGNING THE TOP (DO THIS BEFORE ADHESIVE ON EDGES SETS UP).
- f. LET CURE FOR 6-12 HOURS.
- g. DO NOT APPLY SILICONE ADHESIVE TO REMOVABLE PANEL.

HARDWARE REQUIRED FOR STEP

QTY	DESCRIPTION	PART NUMBER
1	TOP	VARIES
1	SILICONE	100711



NOTE:

1.

DO NOT APPLY SILICONE ADHESIVE ON REMOVABLE PANEL

TOP VIEW OF WORKSTATION SHOWN

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ANGLES: = ± 1°		
CABINET SQUARENESS = ± .0625		



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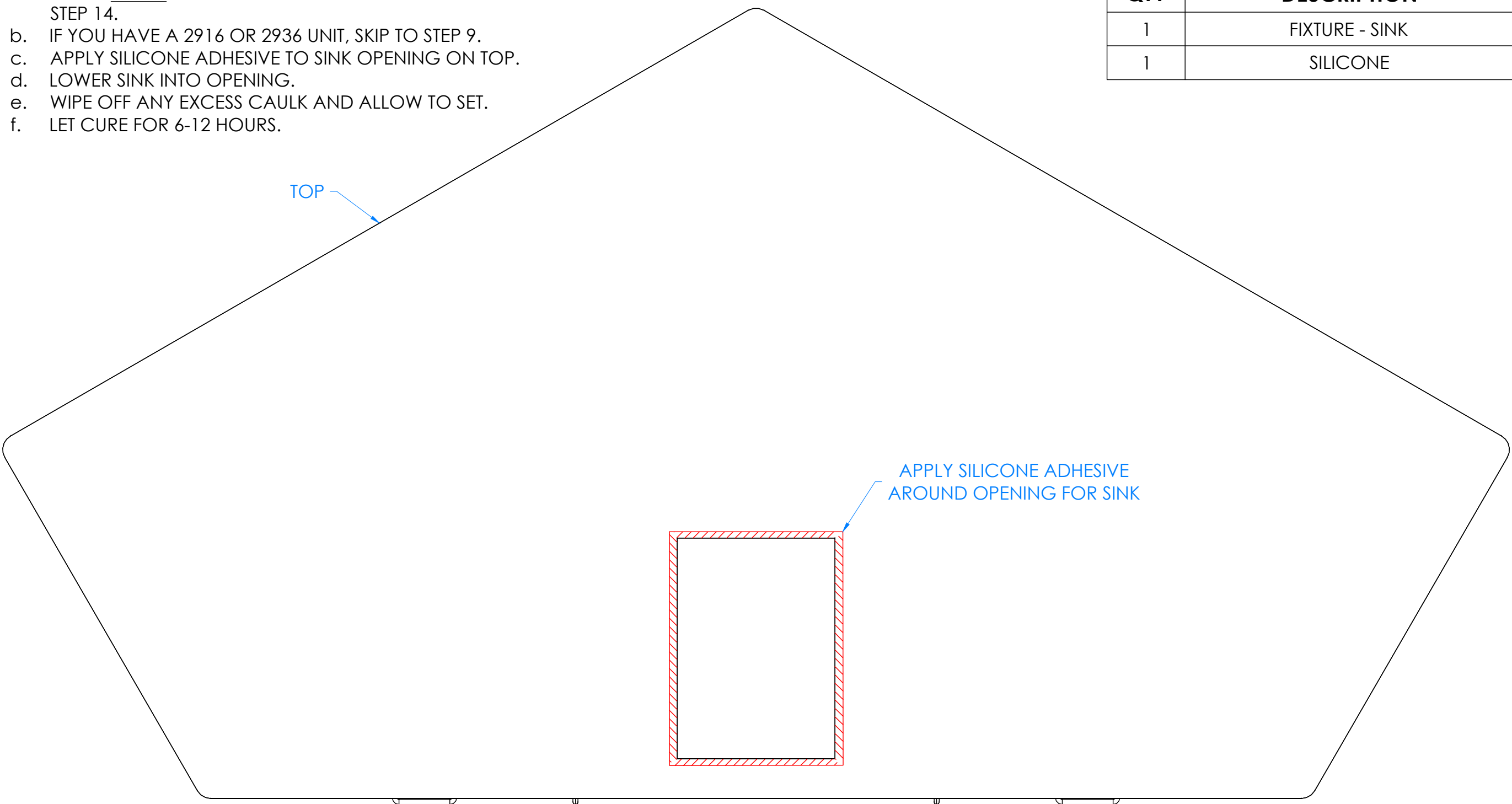
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STEP 8:

- a. IF YOU DON'T HAVE A UNIT WITH A SINK OR FIXTURES, SKIP TO STEP 14.
- b. IF YOU HAVE A 2916 OR 2936 UNIT, SKIP TO STEP 9.
- c. APPLY SILICONE ADHESIVE TO SINK OPENING ON TOP.
- d. LOWER SINK INTO OPENING.
- e. WIPE OFF ANY EXCESS CAULK AND ALLOW TO SET.
- f. LET CURE FOR 6-12 HOURS.

HARDWARE REQUIRED FOR STEP		
QTY	DESCRIPTION	PART NUMBER
1	FIXTURE - SINK	100691
1	SILICONE	100711



NOTE:

1.

TOP VIEW OF WORKSTATION SHOWN

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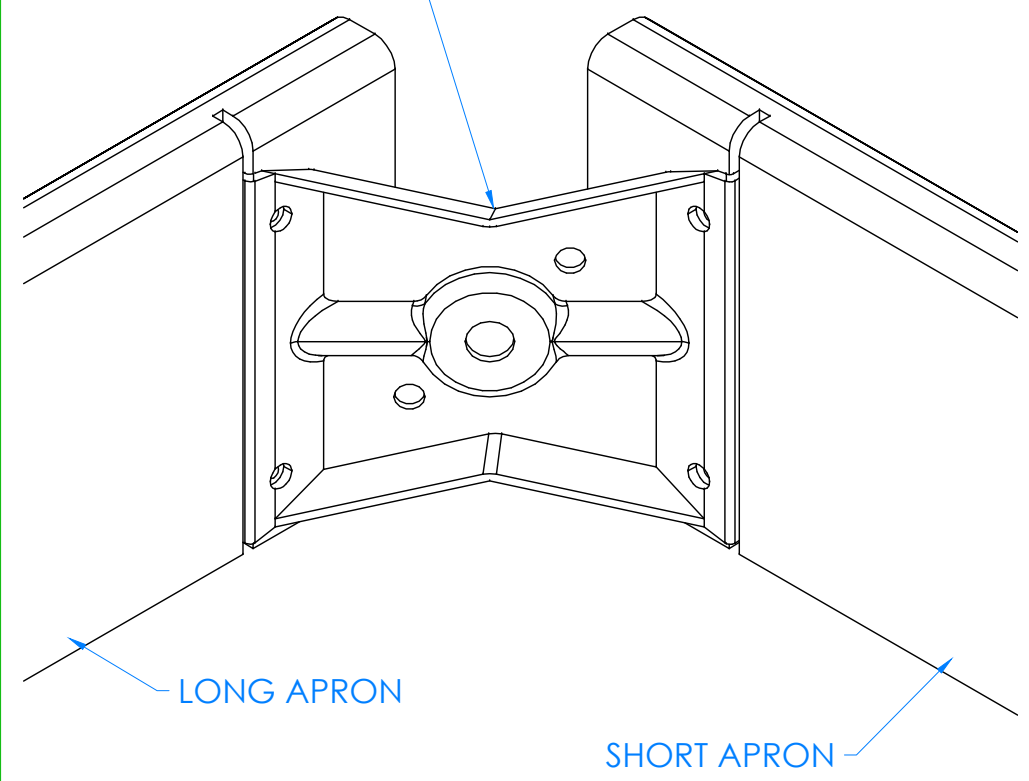


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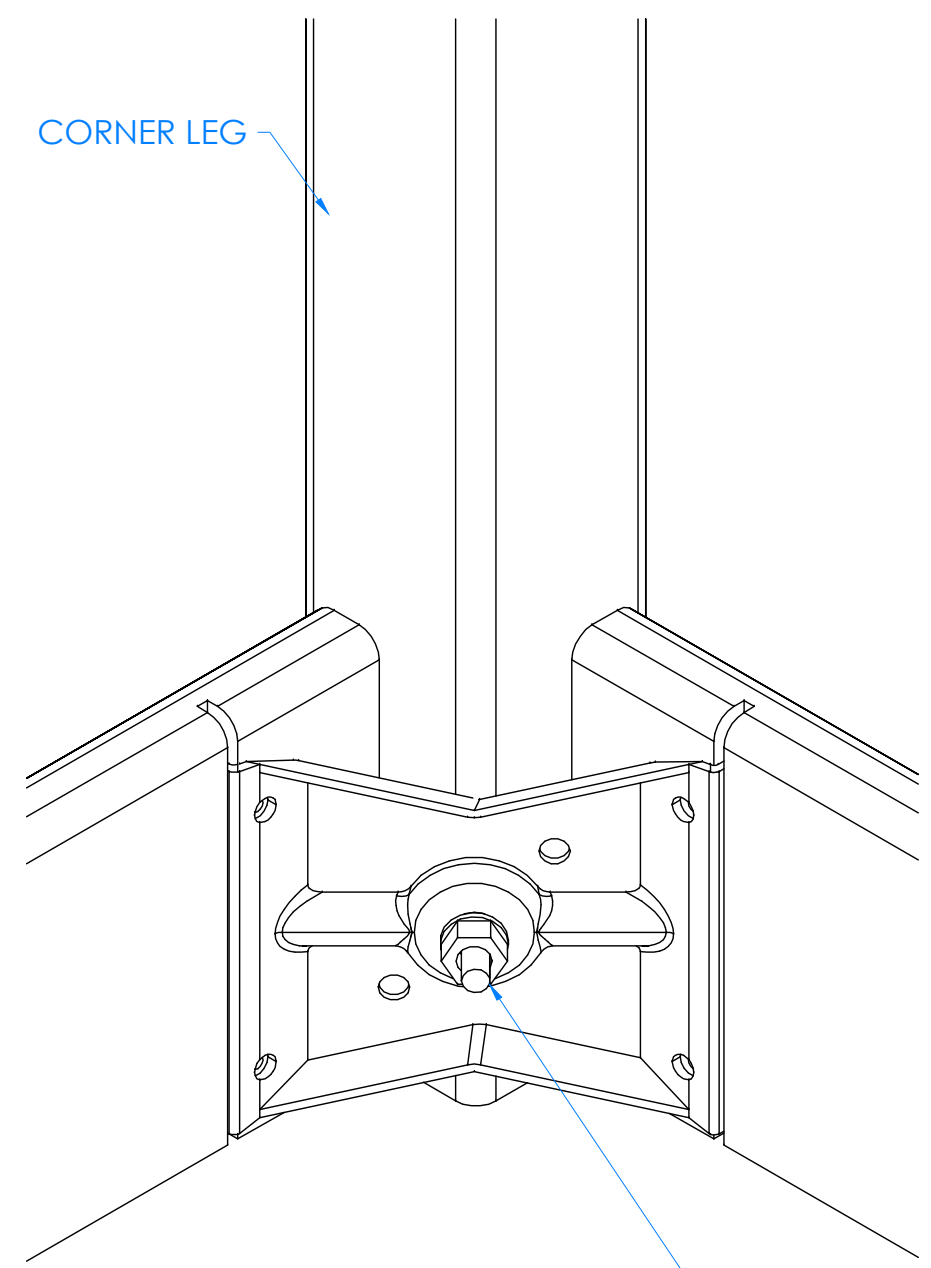
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CORNER LEG BRACKET
(FLUSH WITH SQUARED
EDGES OF APRONS)



CORNER LEG



INSERT HANGER BOLT
THROUGH HERE WITH LOCK
WASHER AND HEX NUT

CLOSE UP OF CORNER LEG BRACKET ON
END SINK ASSEMBLY

NOTE:
1.

HARDWARE REQUIRED FOR STEP

QTY	DESCRIPTION	PART NUMBER
1	**LONG APRON**	N/A
2	**SHORT APRON**	N/A
2	**BRACKET - CORNER LEG**	100077
8	**SCREWS - CORNER LEG**	100037
2	**LEGS**	500100
2	**LEG HARDWARE**	520001

STEP 9:

- b. IF YOU DON'T HAVE A 2916 OR 2936 UNIT, SKIP TO STEP 13.
- c. LAYOUT END SINK FRAME WITH SQUARE EDGES OF APRONS ON FLOOR AND BOTTOM OF LEGS FACING UP.
- d. CONNECT LONG APRON AND SHORT APRON OF THE END SINK FRAME TOGETHER BY USING THE CORNER LEG BRACKET.
- e. MAKE SURE BRACKET IS FLUSH WITH SQUARE EDGES OF APRONS.
- f. INSERT HANGER BOLT ON ONE OF THE LEGS THROUGH THE CORNER BRACKET AND INSERT LOCK WASHER AND HEX NUT.
- g. TIGHTEN NUT USING A 1/2" WRENCH OR 1/2" SOCKET AND TORQUE WRENCH, TO A MINIMUM OF 12FT LBS BUT NOT TO EXCEED 17FT LBS.
- h. REPEAT FOR OTHER CORNER LEG.

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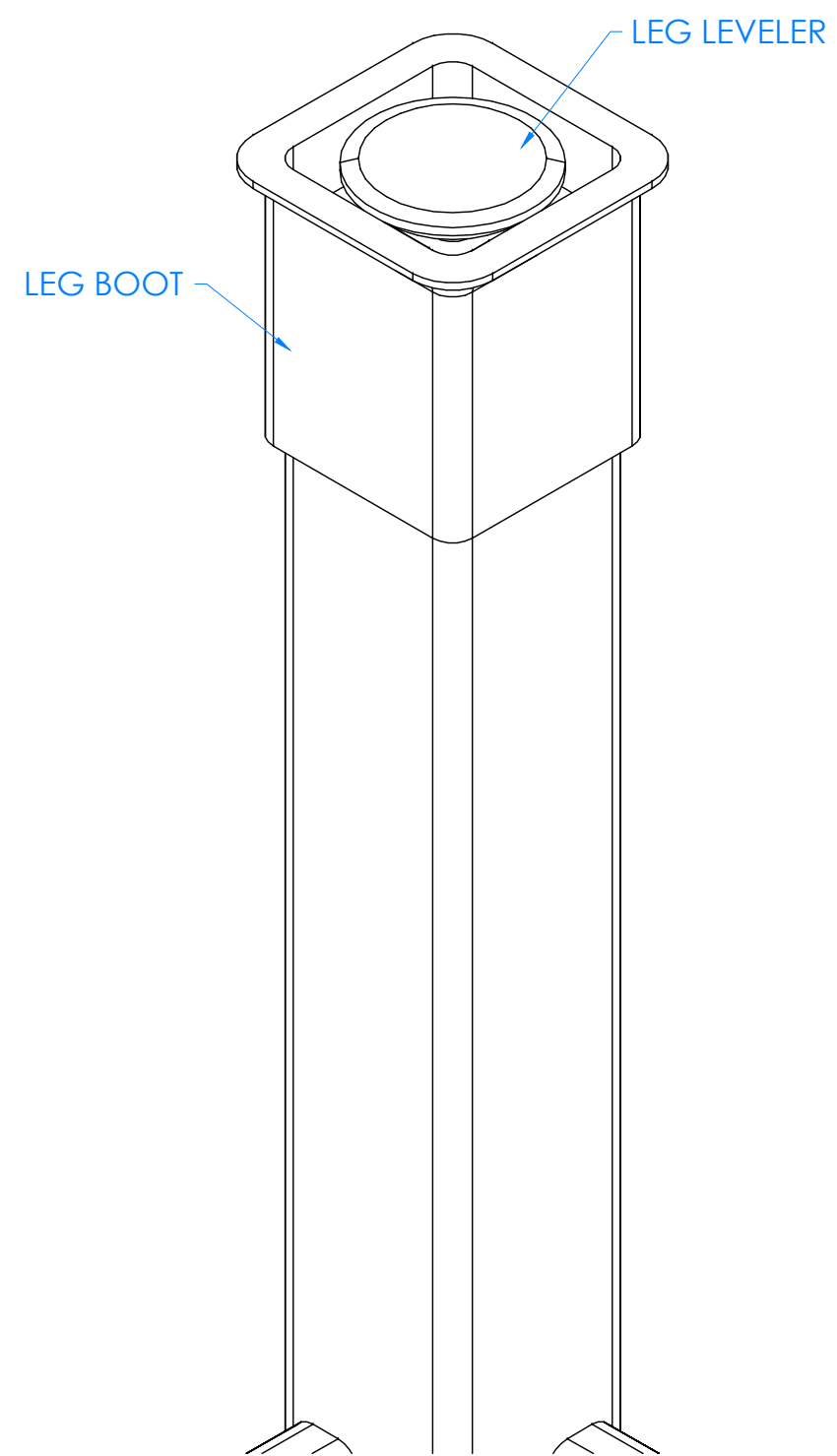
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CLOSE UP OF LEG LEVELER AND LEG BOOT ON END SINK ASSEMBLY

HARDWARE REQUIRED FOR STEP		
QTY	DESCRIPTION	PART NUMBER
2	**LEG BOOT**	100076
2	**LEG HARDWARE**	500021

STEP 10:

- a. SLIDE LEG BOOT ONTO LEG WITH FLARED END TOWARDS BOTTOM OF LEG.
- b. SCREW LEG LEVELER INTO T-NUT ON BOTTOM OF THE LEG.
- c. REPEAT FOR OTHER LEG.

NOTE:

1.

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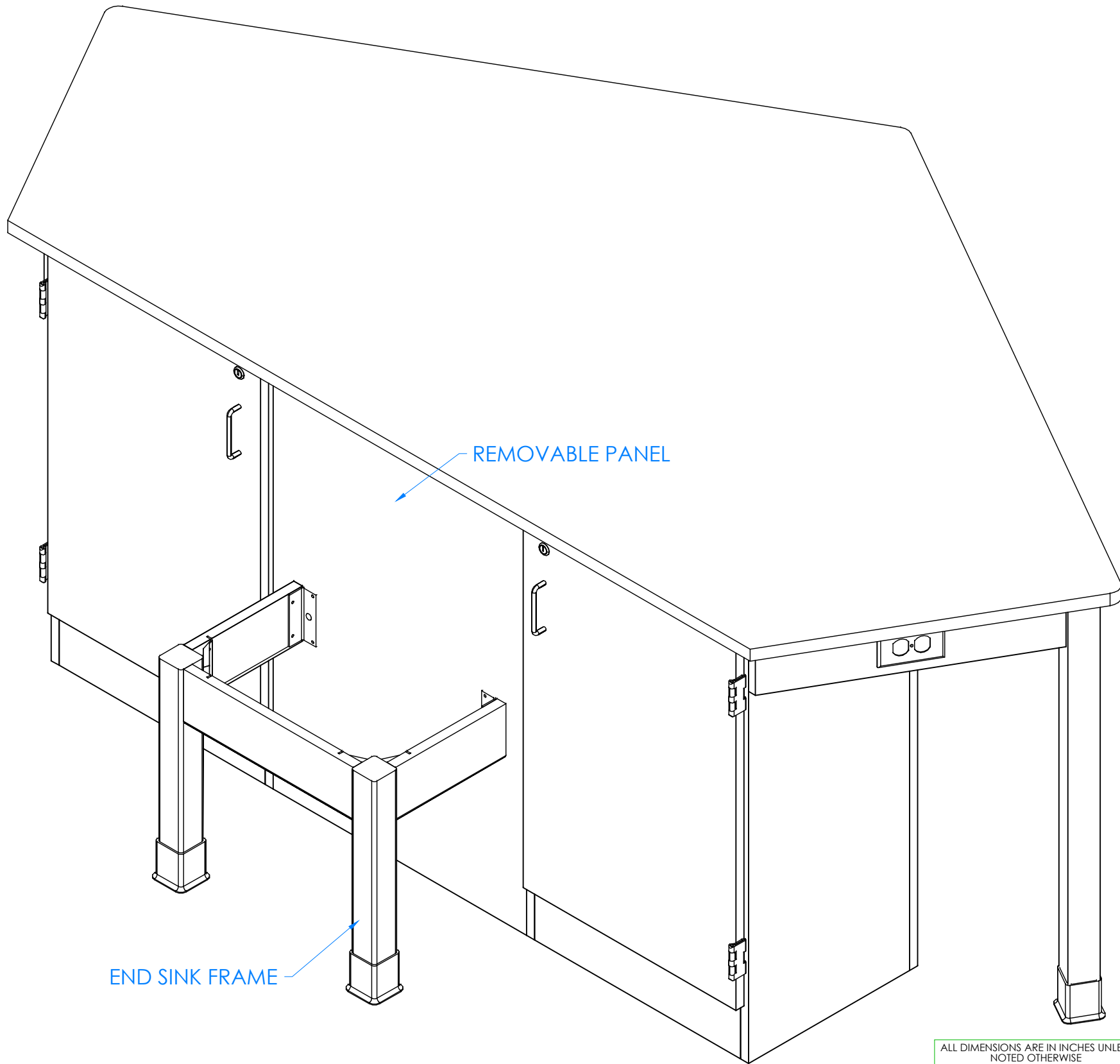
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HARDWARE REQUIRED FOR STEP		
QTY	DESCRIPTION	PART NUMBER
2	**L BRACKET**	100355
8	**SCREWS - L BRACKET**	100649



STEP 11:

- a. TURN END SINK FRAME UP SO SQUARE EDGES ARE FACING UP AND BOTTOM OF LEGS ARE ON FLOOR.
- b. LEVEL END SINK FRAME.
- c. ATTACH TO REMOVABLE PANEL USING PROVIDED HARDWARE LISTED ABOVE.

NOTE:
1.

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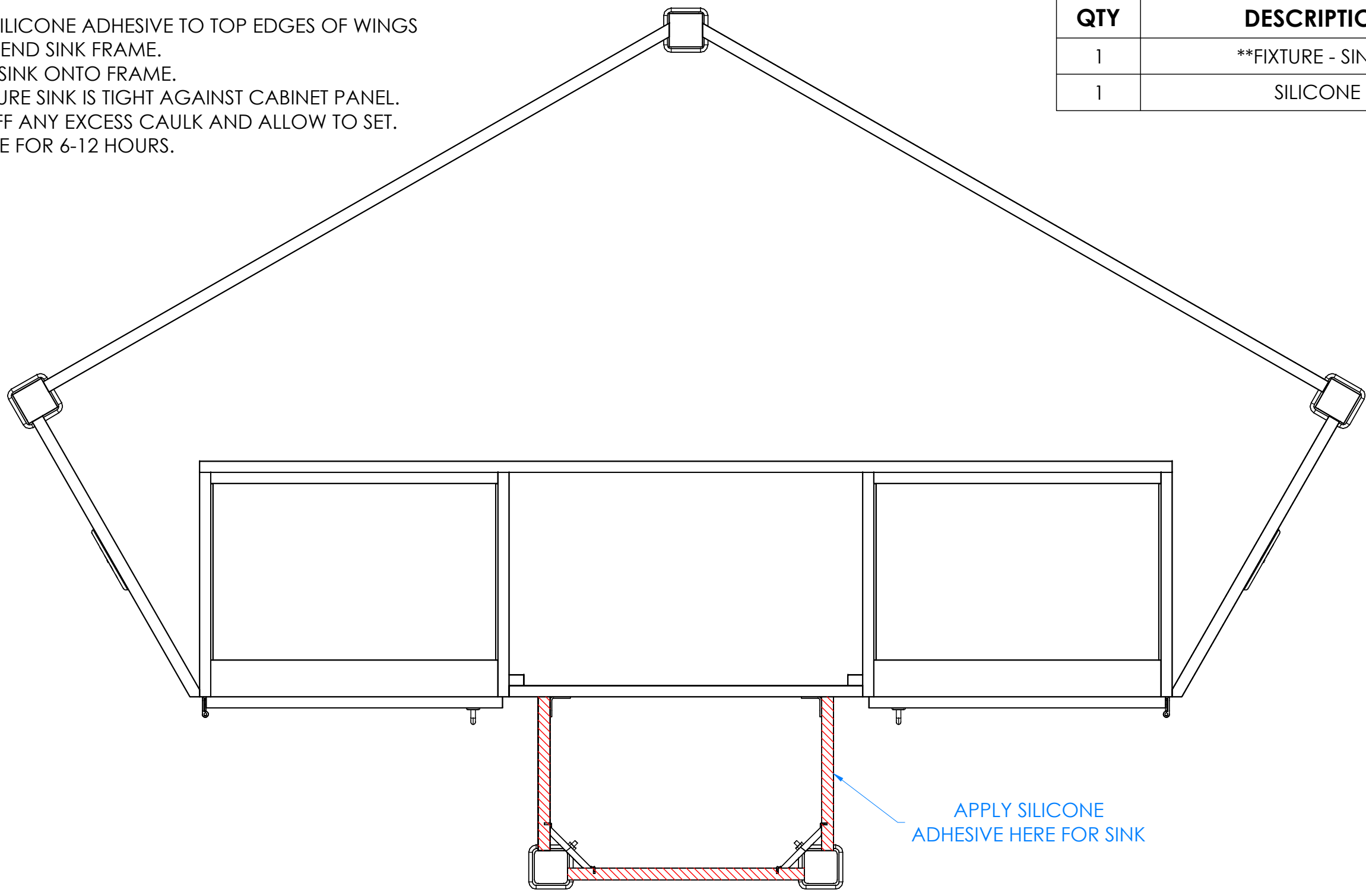
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STEP 12:

- a. APPLY SILICONE ADHESIVE TO TOP EDGES OF WINGS ON THE END SINK FRAME.
- b. LOWER SINK ONTO FRAME.
- c. MAKE SURE SINK IS TIGHT AGAINST CABINET PANEL.
- d. WIPE OFF ANY EXCESS CAULK AND ALLOW TO SET.
- e. LET CURE FOR 6-12 HOURS.

HARDWARE REQUIRED FOR STEP		
QTY	DESCRIPTION	PART NUMBER
1	**FIXTURE - SINK**	100831
1	SILICONE	100711



NOTE:

1.

TOP VIEW OF END SINK FRAME SHOWN
(TOP REMOVED TO SHOW CLARITY)

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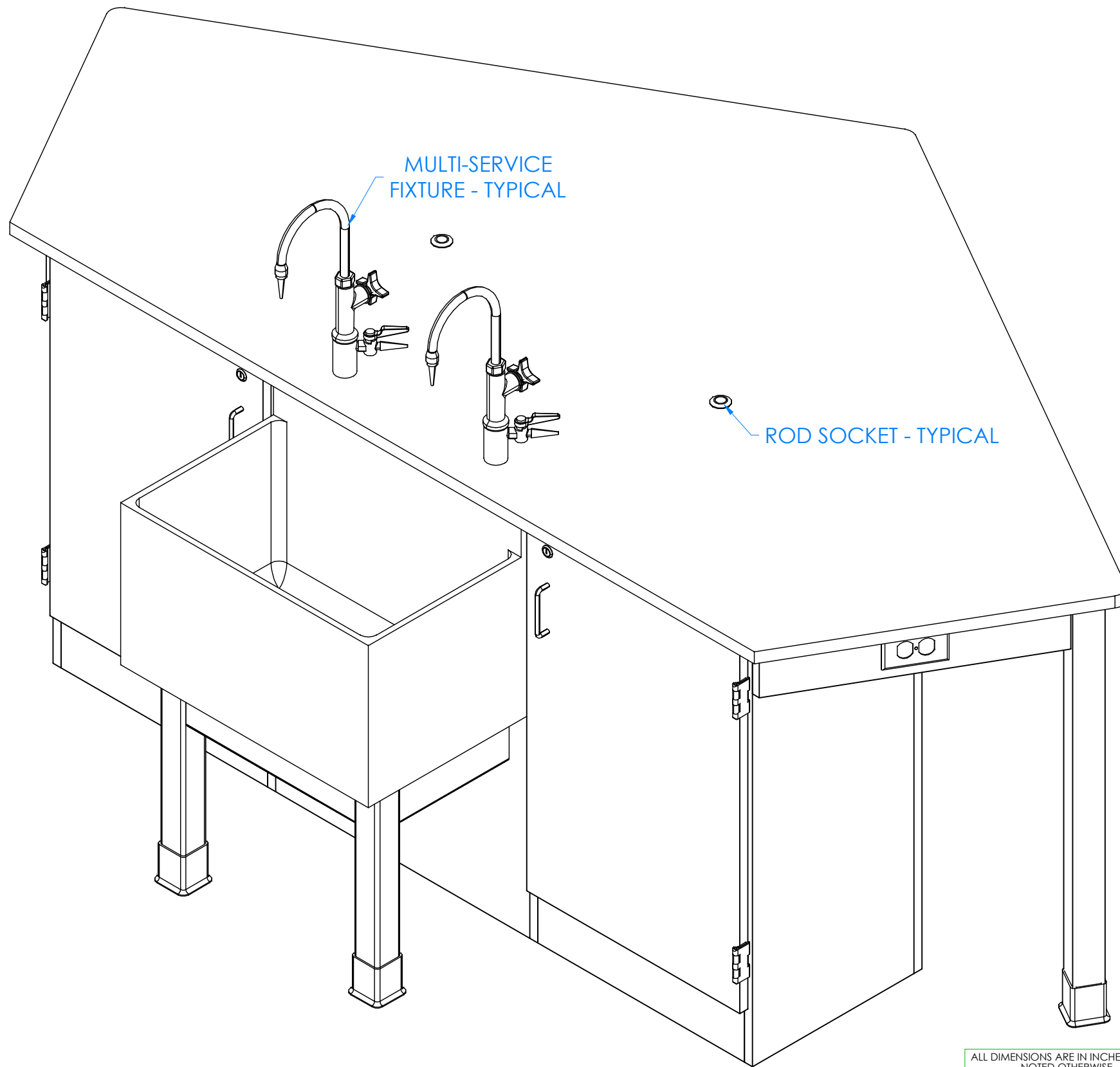
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HARDWARE REQUIRED FOR STEP

QTY	DESCRIPTION	PART NUMBER
2	*FIXTURE - FAUCET*	100074-BKR
1	*FIXTURE - SINK TRAP*	100056
1	*FIXTURE - SINK OUTLET/STRAINER*	254047
2	**FIXTURE - FAUCETS**	100074-BKR
1	**FIXTURE - SINK TRAP**	100056
1	**FIXTURE - SINK OUTLET/STRAINER**	254047
2	**ROD SOCKETS**	206505

STEP 13:

- a. INSTALL MULTI-SERVICE FIXTURES IN THE HOLES PROVIDED ON TOP.
- b. INSERT ROD SOCKETS INTO PRE-DRILLED HOLES IN TOP.

NOTE:

- 1. ALL WATER, ELECTRICAL, AND GAS CONNECTIONS SHOULD BE PERFORMED BY A TRAINED PROFESSIONAL PER LOCAL CODE.

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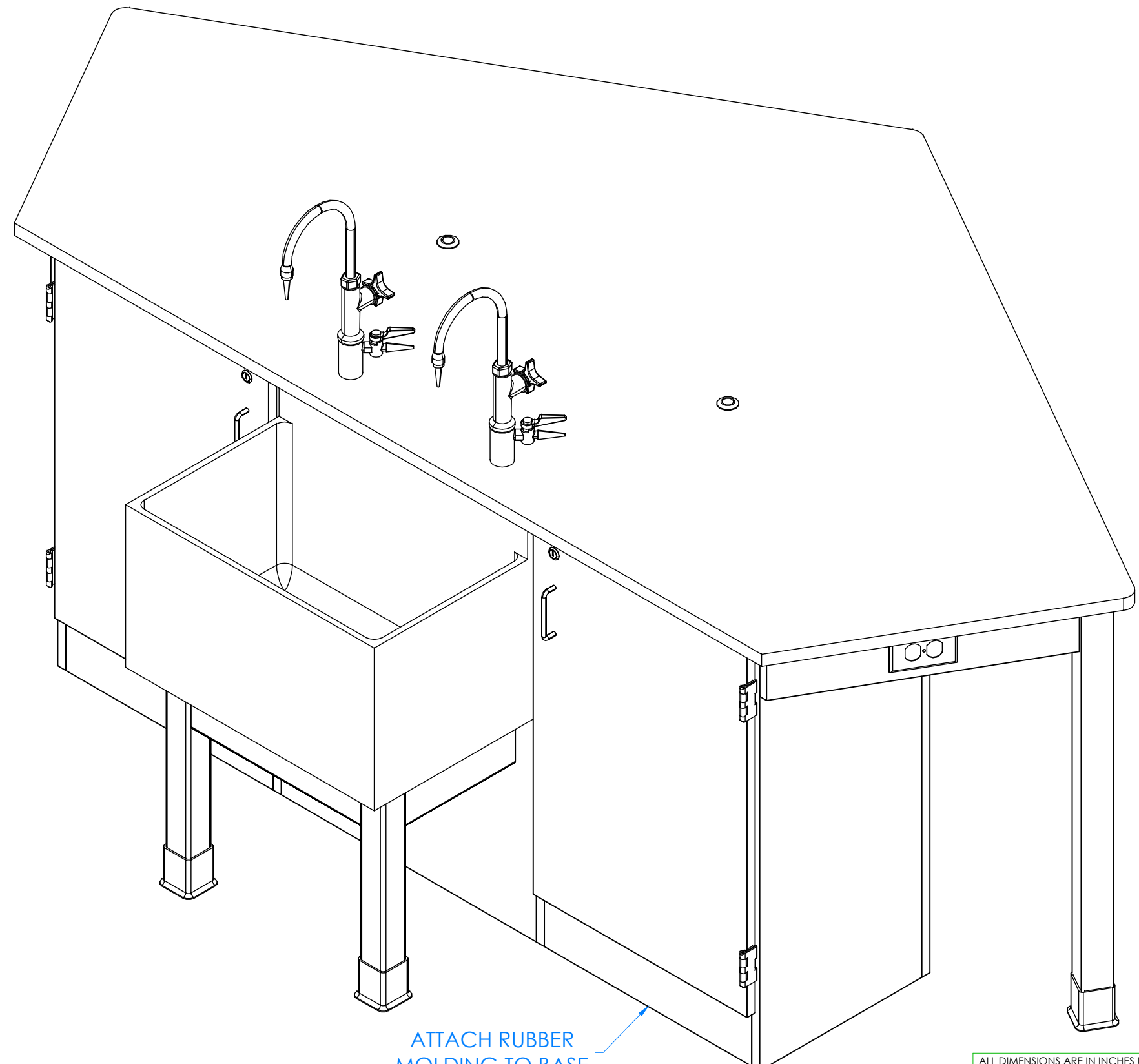
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HARDWARE REQUIRED FOR STEP

QTY	DESCRIPTION	PART NUMBER
14	RUBBER BASE MOLDING	100283
4	STAINLESS STEEL CORNERS	100057
16	SCREWS - BASE	100064

STEP 14:

- a. ATTACH RUBBER MOLDING TO BASE OF WORKSTATION USING CONTACT CEMENT.
- b. SCREW STAINLESS STEEL CORNER BRACKETS ON EACH CORNER OVER BASE MOLDING USING HARDWARE LISTED ABOVE.

COMPLETE UNIT SHOWN

NOTE:
1.

ATTACH RUBBER MOLDING TO BASE

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TROUBLESHOOTING YOUR GFCI ELECTRICAL RECEPTACLE:

PLEASE NOTE: THROUGHOUT ANY OF THE FOLLOWING STEPS (PROCEDURES); IF YOU ARE NOT SURE YOU CAN DO THIS JOB SAFELY, AND COMPETENTLY, REFER THIS WORK TO QUALIFIED PROFESSIONAL!

If your unit comes equipped with a GFCI (Ground Fault Circuit Interrupter) electrical receptacle, and there is no power in the receptacle please consider/check the following:

- The extension cord (if being used) is working properly.
- The breaker hasn't been tripped, or turned off.

This type of GFCI has two testing-related buttons on it. One button is appropriately labeled "TEST", and the other button is labeled "RESET". To test the GFCI receptacle follow these steps:

- Plug in an appliance (lamp or night light) into the outlet. The light should now be on. Then press the "TEST" button on the GFCI. The GFCI "RESET" button should pop out, and the light should go out.
- If the "RESET" button pops out, but the light doesn't go out, the GFCI has been improperly wired. In this case please contact a certified professional. There may also be a problem with other wiring in the same circuit.
- If the "RESET" button doesn't pop out, the GFCI is defective, or malfunctioned, and should be replaced.
- If the GFCI is functioning properly, and the lamp goes out, press the "RESET" button to restore power to the outlet.

Conversely, if you have a GFI that has tripped (which is common) and it will not reset, you may have a wiring short in the circuit, a defective appliance on the circuit, or the GFI itself has become defective. To test a tripping GFCI follow these steps:

- Remove every appliance connected to the GFCI's circuit and reset it. If it doesn't reset there may either be a wiring fault behind a socket outlet, or your GFCI itself has become faulty.
- Make sure whatever you are plugging into to the GFCI is dry and not damaged.
- Only plug in one item at a time. If you are plugging in a defective item it will cause the GFCI to trip, and that item therefore should be replaced.

If you are still having difficulty the easiest way to troubleshoot a GFI is to obtain a GFI tester, which is available at most hardware stores. It plugs into the GFI outlet, and will supply you with a "snapshot" of your connections, indicating wiring problems and/or the condition of the GFI. Another way to troubleshoot is to simply purchase a new GFI and install it.