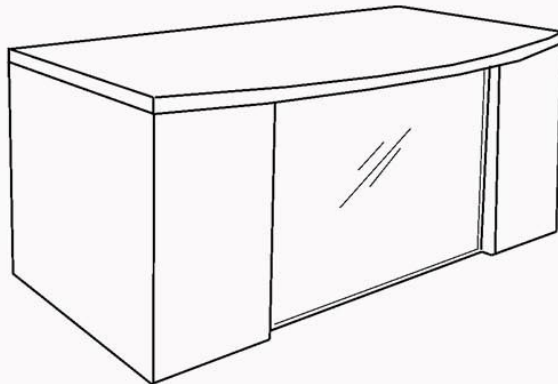


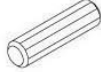
Glass Front Desk

MJ/FL/ML/WH Bowtop+Glass/
RTPED / LFTPED



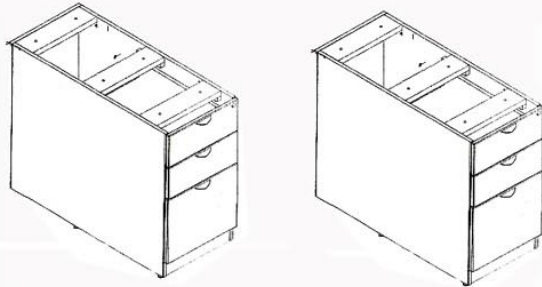
ASSEMBLY INSTRUCTIONS

PARTS LIST

Part	Part
 Wood Dowel	 Cap
 Cam Pin	 Leveling Glide
 Cam Lock	 Grommet
 Screw	

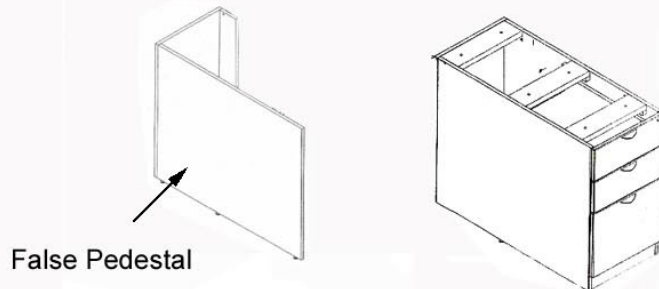
Assemble on a smooth, carpeted floor to prevent scratches or damage.
Assembly will require 2 people for safety.

If assembling executive desk:



Step 1: Attach leveling glides and drawer pulls to pedestals

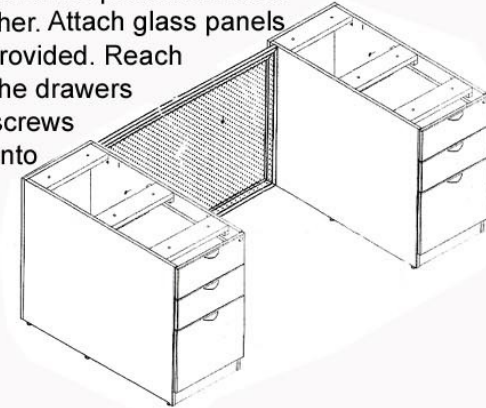
If assembling an L or U Desk



Step 1: Assemble false pedestal using cam locks and pins provided. Then attach drawer pulls and leveling glides to pedestal. Attach leveling glides to false pedestal as well.

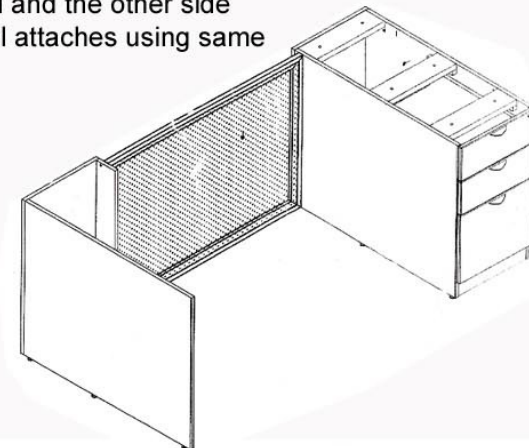
If assembling executive desk:

Step 2: Place pedestals so that the predrilled holes along the side face each other. Attach glass panels using round head screws provided. Reach into the open area behind the drawers inside the file to insert the screws through the side of the file into the glass panels. Bring the pedestals in as close as possible for a tight fit. Glass Panel will have threaded holes to receive the screws.

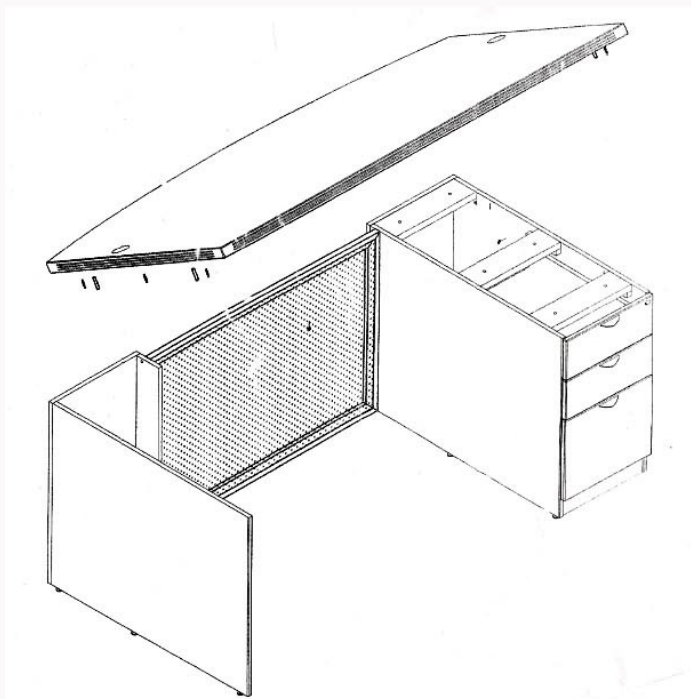


If assembling an L or U Desk

Step 2: Same procedure except one side will be the false pedestal and the other side is the file. False pedestal attaches using same screws as pedestal.



Step 3: Attach desktop to pedetals using cam pins, cam locks and wooden dowels provided.

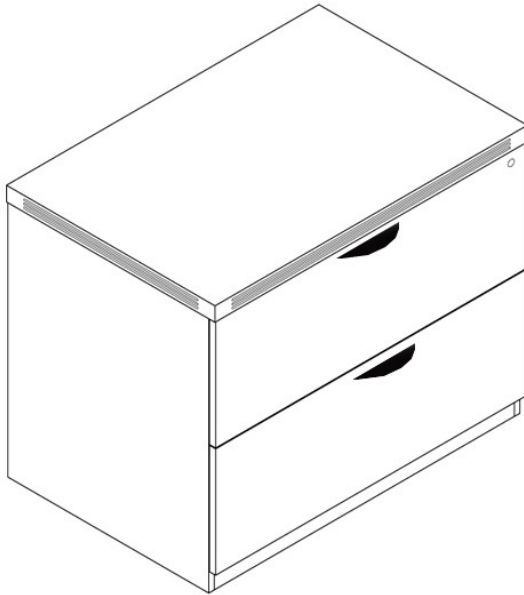


Step 4: Attach file pedestal(s) to desktop using the 6 bolts provided.




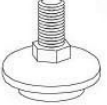
Step 5: Insert grommets.

2-Drawer/4-Drawer Lateral File

MJ/FL/ML/WH2012
MJ/FL/ML/WH2012A



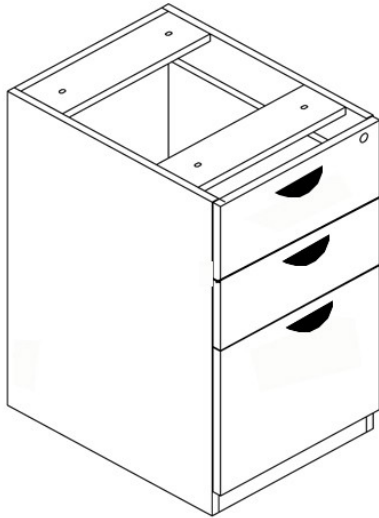
PARTS LIST

Part	Part
 Screw	 Drawer Pull
 Keys	 Leveling Glide

- 1) Install 4 leveling glides and level the file
- 2.) Install drawer pulls with screws provided.




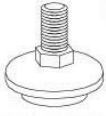
Box/Box/File Pedestal

MJ/FL/ML/WH2066



Install Instructions

PARTS LIST

Part	Part
 Bolt	 Drawer Pull & Screws
 Keys	 Leveling Glide

- 1) Install 4 leveling glides and level the file
- 2.) Install drawer pulls with screws provided.

To attached under desk (optional):

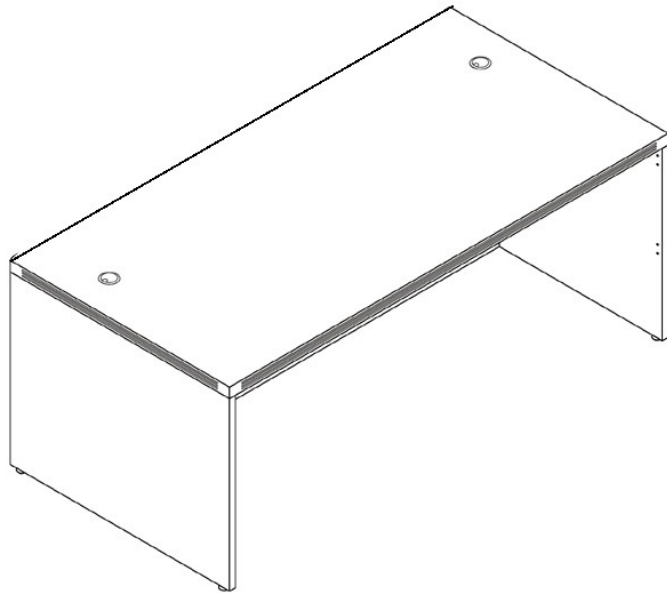
- 1.) Remove 1 or 2 of the box drawers by locating the black tabs in the left & right side of the drawer. Pull up on one tab, push down on the other to unlock from the track and remove drawer.
- 2.) Use 4 bolts provided to go through the top of the file into the threaded holes on the underside of the desk.



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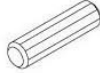

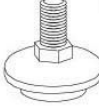
Desk/Credenza Shell

MJ/FL/ML/WH
2001/2002/2043/2089/3624/7124



ASSEMBLY INSTRUCTIONS

PARTS LIST

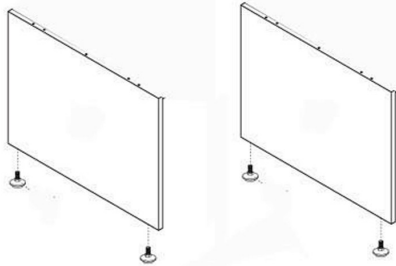
Part	Part
 Wood Dowel	 Cap
 Cam Pin	 Leveling Glide
 Cam Lock	 Grommet
 Screw	 L-Bracket



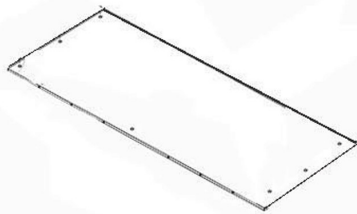
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1.) Assemble on a smooth, carpeted floor to prevent scratches or damage. Assembly will require 2 people for safety.

2.) Screw 2 leveling glides in completely on both side panels. When completed, the glides can be adjusted outward to level the desk on uneven floors.



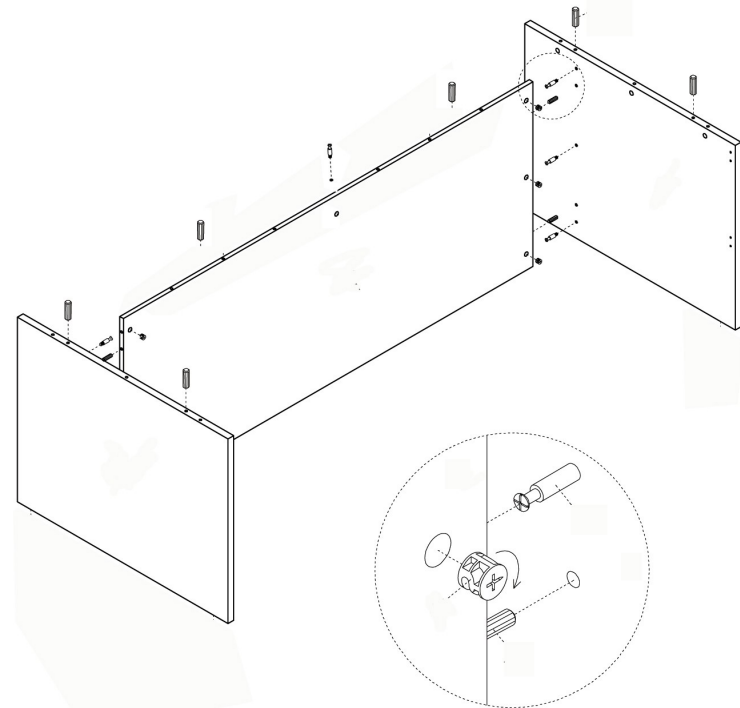
3.) Next, take out the front panel and position with side panels like shown on page 3.



2

4.) Insert wood dowels into large holes and cam pins into smaller holes. Align the panels together and attach using a Phillips Screwdriver to twist the cam locks to secure.

(Number of holes in diagram may vary from actual desk)

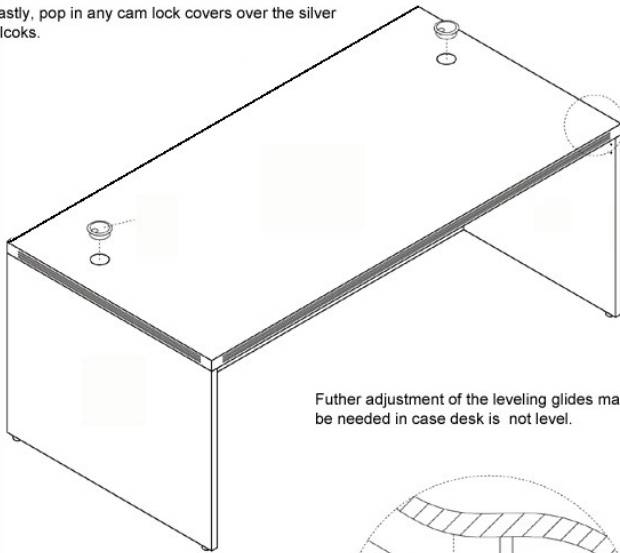


3

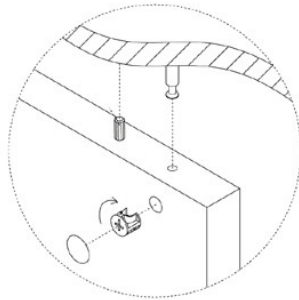


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- 5.) Lower Desktop onto front and side panels, making sure to align holes. Twist any remaining cam locks to secure.
- 6.) L-brackets and screws are optional and can be placed anywhere underneath the desktop for additional strength. Screws are self-drilling
- 7.) Install grommets. Note: Credenza Shells have only 1 grommet.
- 8.) Lastly, pop in any cam lock covers over the silver cam locks.

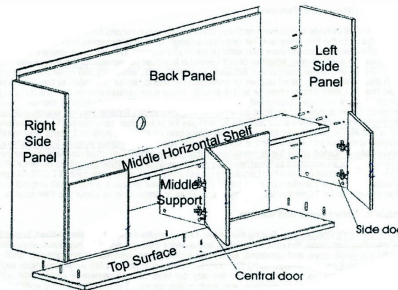


Further adjustment of the leveling glides may be needed in case desk is not level.



4-Door Hutch Assembly Instructions

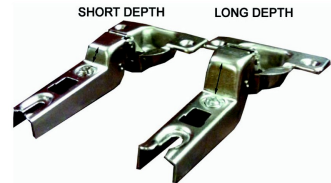
MJ2025 - 48"W Hutch and MJ/FL/ML/WH2044 - 71" Hutch



- 1.) Hutch should be assembled upside down until the final step of attaching doors.
- 2.) Insert all cam pins and dowels into hutch top and side panels in preparation of assembly. Identify 8 sets of holes approximately 2" from front edge of panels. Do not insert cam pins in these holes as they will be left open for door hinge brackets. Insert all circular camlocks into camlock holes, with the arrow on face of camlock pointing towards the closest edge of the piece where it will attach to the cam pin.
- 3.) Assemble pieces in following order – do not tighten camlocks until all the pieces are in position. It may be necessary to have a helper hold pieces in place while assembling, or partially tightening some of the connections.
 - A – Attach *Left Side Panel* to *Top Surface*
 - B – Attach *Middle Support* to *Top Surface*
 - C – Attach *Middle Horizontal Shelf* to *Left Side Panel* and *Middle Support*
 - D – Attach *Back Panel* to *Left Side Panel* and *Top Surface*. Make sure all camlocks face the rear of the unit so they are not exposed on front of unit.
 - E – Attach *Right Side Panel* to *Top Surface*, *Horizontal Center Shelf* and *Back Panel*. Do so by making connections to top surface first and then tipping side panel pins/dowels into *Horizontal Center Shelf*.
- 4.) Now tighten all connections until firmly in position.
- 5.) Turn unit over and attach to credenza or desk by peeling two-sided tape from underside and placing firmly in position where it will be used. HINT: It is easier to put the unit in place without the doors because the unit may shift while moving, causing the doors to get out of alignment and have to be readjusted.
- 6.) Attach and only partially tighten the 8 "+" shaped hinge brackets to the interior panels of the hutch with the screws provided. Do not tighten these hinge pieces. Leave them loose so that when the hinges are attached there is some play in them so they can align more easily with the door hinges. This will also allow you to raise and lower the doors so they align evenly with the hutch top panel.

Hinges

7.) Attach hinges to doors. **IMPORTANT:** Set all eight hinges next to each other before attaching. Notice that there are 'short depth' hinges and 'long depth' hinges. Attach the long depth hinges to the outside doors and the short hinges to the two middle doors.



8.) Now tighten interior "+" hinge brackets at desired height so doors are at the same height. Adjust hinge screws to align doors. You will notice that adjusting the fore and aft screws of the hinge adjusts the angle of the doors as needed.

