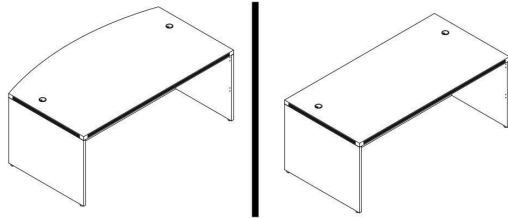


Desk/Credenza Shell Assembly Instructions



Applies to:

(BK/CH/MJ/ML/MWAL/WH) 2001/2002/2043/2089/3624/7124

List of Hardware:

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

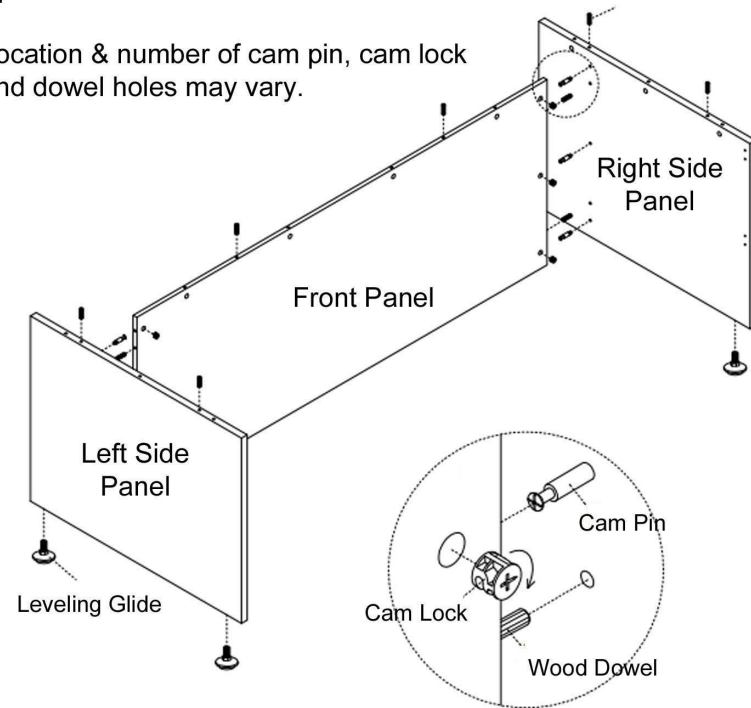
Tools Needed:

- Phillips Screwdriver
- A helper!

- 1.) Assemble on carpet or cardboard to protect parts during assembly. Assembly will require 2 people for safety.
- 2.) Locate left & right side panels. Screw in the leveling glides by hand. Then, insert wood dowels & cam pins. The wood dowels fit into the slightly larger holes, compared to the cam pin holes
- 3.) Locate front panel and insert all cam locks on the left & right sides. Then, align one of the side panels and connect the panel by inserting the cam pins into the cam locks and the dowels into the corresponding holes. (see diagram on next page). Twist the cam locks with a Phillips Screwdriver to secure.

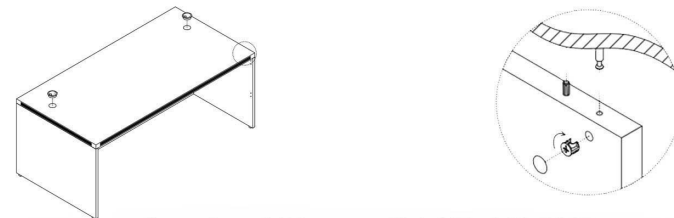
Special Note:

Location & number of cam pin, cam lock and dowel holes may vary.



4.) Next, insert all cam pins, dowels and cam locks on the top edges of the side panels and front panels. Locate the desktop and with a helper, carefully set the desktop on top of the assembly shown above. Twist cam locks to secure the connection.

5.) Your last step is to insert the grommet(s) provided into the desktop. Cover the cam locks with the caps provided.



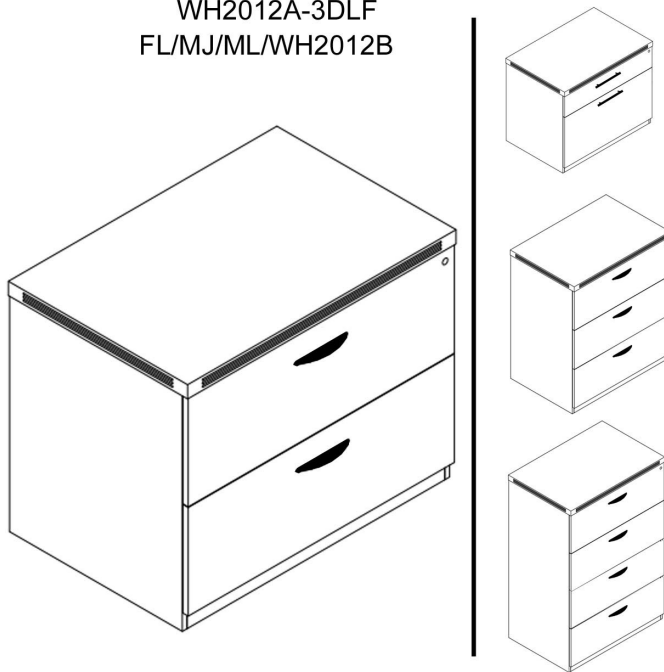
Questions? Please call 1-800-443-5117.

Customer Service available 8:30 - 5:00 Central Time, Monday - Friday




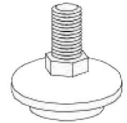
2, 3 & 4 Drawer Lateral File Assembly Instructions

Applies towards:

BK/FL/MJ/ML/WH2012
WH2012A
LF3622-MWAL
LF3622-WH
WH2012A-3DLF
FL/MJ/ML/WH2012B



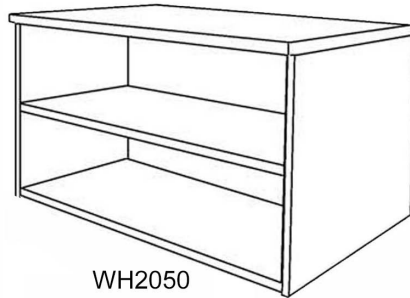
List of Hardware:

Part	Part
 Drawer Pull Screw 2 per drawer pull	 Drawer Pull 1 per drawer
 1 set of keys	 4 Leveling Glides

- 1.) Install 4 leveling glides. Keep the front two leveling glides 1/4" taller than the back back two, which means your file will be slightly tilted back. This is the proper way to level a lateral file cabinet. It keeps any unlocked file drawers from creeping open and distributes the weight more evenly.
- 2.) Use the screws to attach drawer pulls.

Questions? Please call 1-800-443-5117.
Customer Service available 8:30 - 5:00 Central Time, Monday - Friday

Y10406 - White Open Storage Unit Assembly Instructions



WH2050

PARTS LIST

Part	Part
 Wood Dowel	 Leveling Glide
 Cam Pin	 Shelf Pin
 Cam Lock	 Cap
	 Stickers

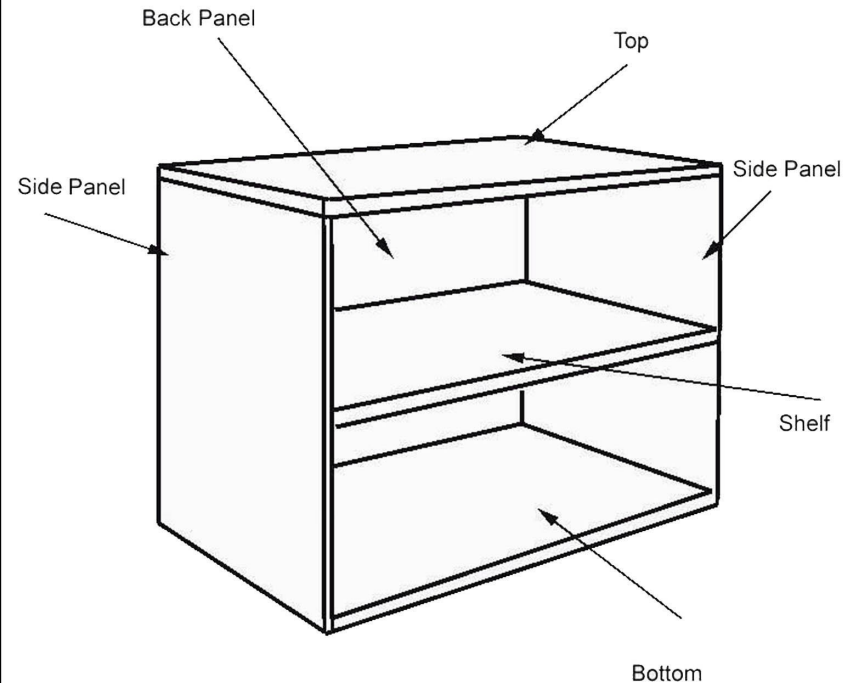
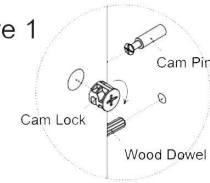
Tools Needed:
-Phillips Screwdriver
- A helper!

- 1.) Screw in all camlock pins and insert all wooden dowels in both SIDE PANELS, BACK PANEL, TOP and BOTTOM.
- 2.) Assemble the bookcase on its side. Begin by attaching the BOTTOM and one SIDE PANEL by placing it over the cam pins and inserting the cam locks. DO NOT YET TIGHTEN.
- 3.) Assemble the bookcase on its side. Begin by attaching the base with the trim piece by placing it over the cam pins and inserting the cam locks. DO NOT YET TIGHTEN.
- 4.) Connect BACK PANEL using same hardware method.
- 5.) Connect TOP and othe SIDE PANEL. When done, TIGHTEN ALL CAM LOCKS.
- 6.) Turn unit right side up and place in area of intended use. Insert shelf pins and SHELF where desired.
- 7.) Cover the cam locks with the caps provided.
- 8.) Use the stickers provided to cover any top surface pre-drilled holes, that won't be used to attach a hutch or desk frame.

Special Note:

Location & number of cam pin, cam lock and dowel holes may vary.

Figure 1



Questions? Please call 1-800-443-5117.

Customer Service available 8:30 - 5:00 Central Time, Monday - Friday