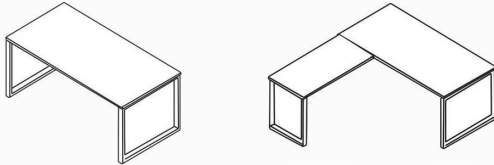



TrendSpaces Desk Series
Desk/Credenza Assembly Instructions
L-Desk Assembly Instructions
(PLT2472, PLT3066, PLT3672 & PLT2448
PLTLEGD2472, PLTLEGD30, PLTLEGD36 & PLTLEGD24)



List of Hardware:

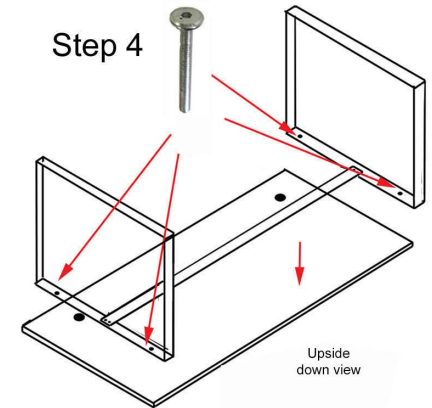
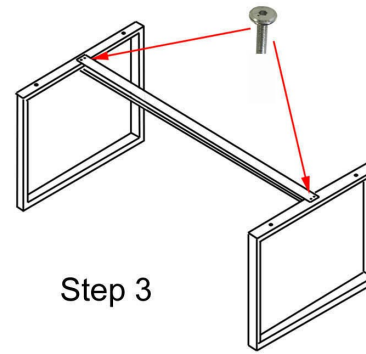
Part	Part
 Leveling Glide	 3/4" Bolt
 2" Bolt	 Bracket (for return desks only)
 Grommet	

Tools Needed:

- Allen Wrench included (to connect bolts)
- A Helper

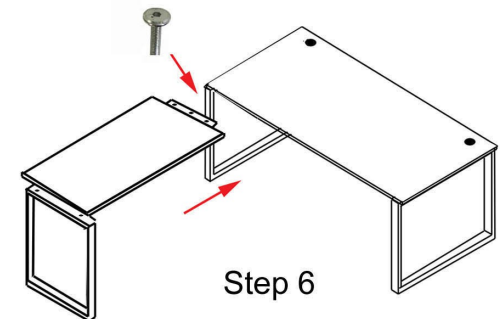
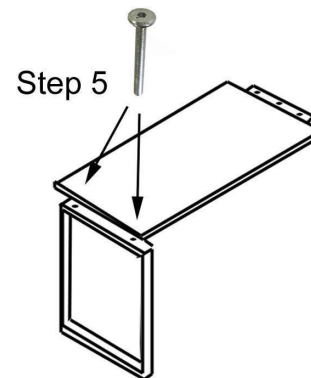
Desk or Credenza:

- 1.) Assemble on carpet or cardboard to protect parts during assembly. Assembly will require 2 people for safety.
- 2.) Screw in leveling glides on all frames.
- 3.) Next, assemble metal desk frame by attaching the cross beam to the left & right side legs. The bolts for the cross beam are already in the legs. Just back out, place beam and screw back in. Use 16 of the 3/4" bolts total for this step, 8 for each side.
- 4.) Use a total of 4 of the 2" Bolts to attach the metal frame to the worksurface. Once connected, insert the grommets.



Return Desk:

- 5.) If you purchased an L-desk, attach the return desk end leg to the desktop with 2 more 2" Bolts, that are taped to the leg.
- 6.) The mounting bracket will already be installed on the return desktop. Use a total of 6 of the 3/4" Bolts to attach the bracket to the underside of the two worksurfaces.

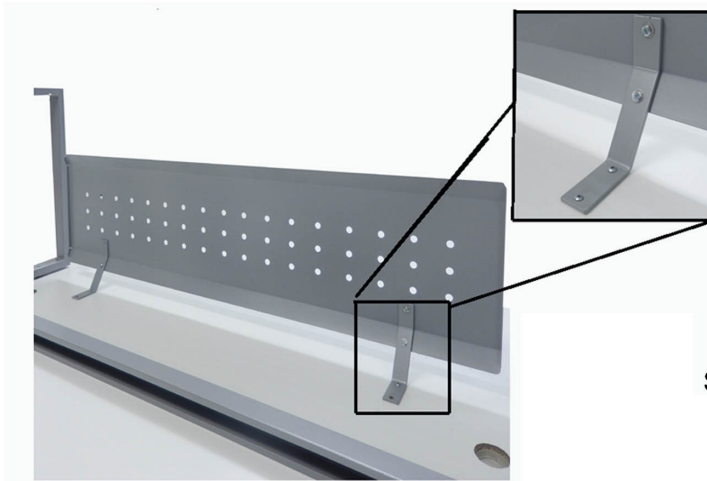


Questions? Please call 1-800-443-5117.
Customer Service available 8:30 - 5:00 Central Time, Monday - Friday

Y11129 Steel Modesty Panel Assembly Instructions (MMP6016-SLV)

Note: Holes are not predrilled on the underside of the worksurface due to the self-threading design of the pointed tip, coarse thread wood screws provided. The four wood screws will ensure a strong hold when screwed directly into the wood.

Positioning of the modesty panel is left to the personal preference of the user. It can either be placed flush to the front edge of the desk, or, set back several inches from the front edge.

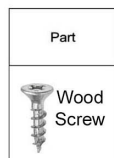


Step 1: Modesty Panel is easiest to attach when desk is upside down. Attach the two angled brackets to the modesty panel itself with the four bolts and washers provided. Screw silver caps on other side of panel once done.

Step 2: Next, measure your desktop and determine if you want your panel to overhang, be flush with, or be inset from the edge of the desktop. Line up modesty panel and mark holes where the angled bracket will be attached to the underside of the desk.

Step 3: Using a screwdriver or drill, attach the bracket by screwing the pointed wood screws into the underside of the desk, over the marks. Once done, with a helper turn the desk upright.

List of Hardware:



Tools Needed:

- Screwdriver or power screwdriver
- A Helper.

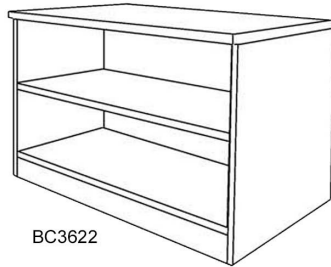
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TrendSpaces Desk Series

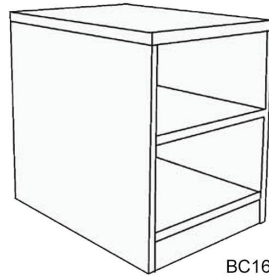
Y11130 - 36"W Open Storage Unit

Y11132 - TrendSpaces Small Stackable Open Storage Unit

Assembly Instructions



BC3622



BC1622

PARTS LIST

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

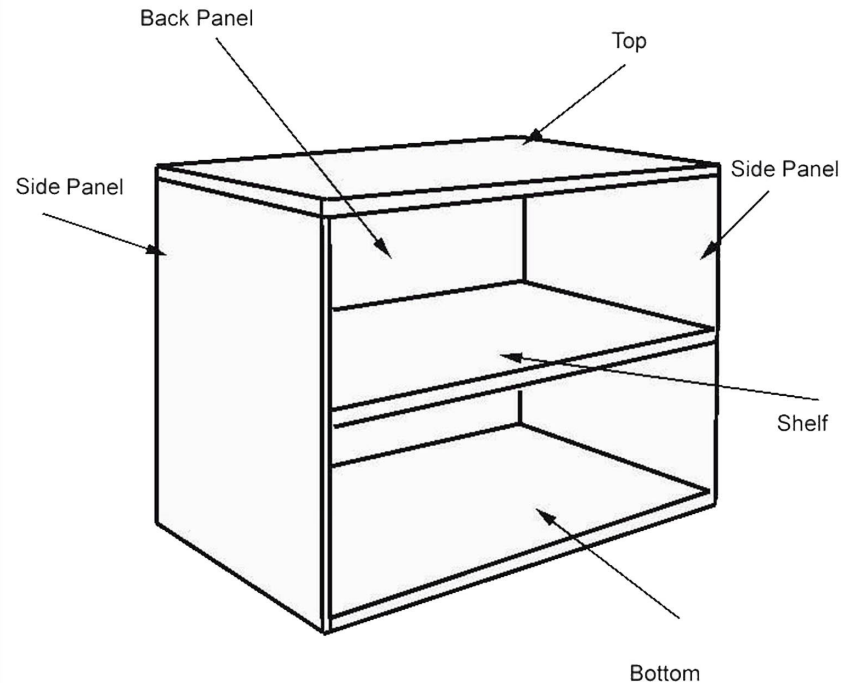
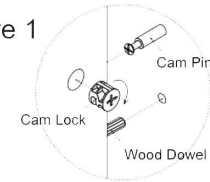
Tools Needed:
-Phillips Screwdriver
- A helper!

- 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



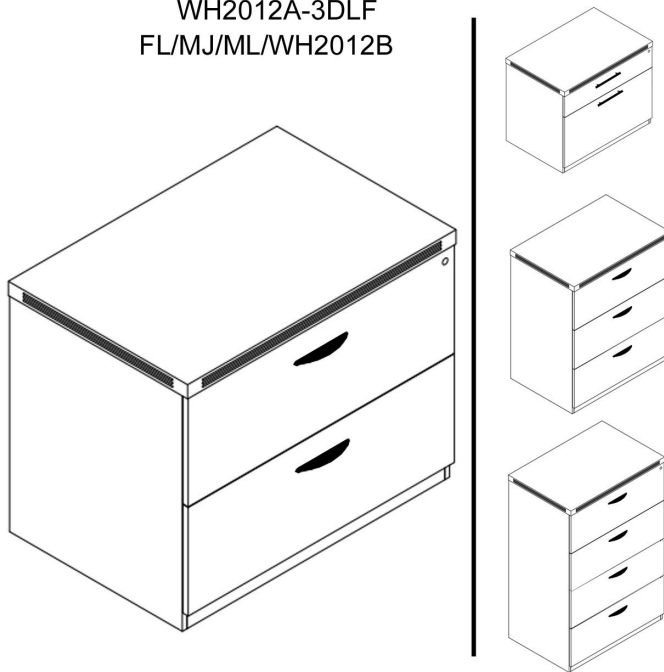
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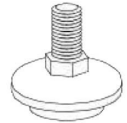
2, 3 & 4 Drawer Lateral File Assembly Instructions

Applies towards:

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



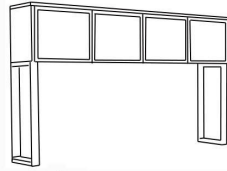
List of Hardware:

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

**TrendSpaces Desk Series
Hutch Assembly Instructions
for Y11873 U-Desk with Hutch,
Y11133 Wall Mounted Hutch &
Y11134 Desk Mounted Hutch
(1044WS & HUTCHLEGS-SLV)**



List of Hardware:

Part	Part	Part
 Wood Dowel	 Cam Lock Cap	Qty 4  Outside Door Hinge
 Cam Pin	 Machine Screw	Qty 4  Inside Door Hinge
 Cam Lock		Qty 8  Hinge Plate

Tools Needed:

- Allen Wrench included (to connect bolts)
- Power Screwdriver
- A Helper

- 1.) Identify the parts of the hutch using Fig 1. Assemble on cardboard or carpet to protect parts during assembly.
- 2.) Assemble upside down like shown in Fig 1. Attach panels using wood dowels, cam locks and cam pins in the order shown below. **LEAVE CAM LOCKS LOOSE DURING ASSEMBLY. FULLY TIGHTEN WHEN ALL PARTS CONNECTED:**
 - A - Attach Left Side Panel to Top Surface.
 - B - Attach Middle Support to Top Surface.
 - C - Attach Right Side Panel to Top Surface.
 - D - Attach Back Panel to Top Surface, Side Panels and Middle Support.
 - E - Attach Bottom Shelf.
- 3.) You will notice the Back Panel has a pre-installed brace. This is for if you plan to mount your hutch on your wall. There is wood brace included with your hutch that should be installed onto your wall, into your wall studs, with the angled side facing "up". The preinstalled brace will fit into the wall brace.

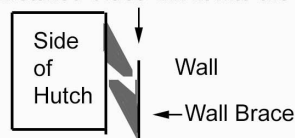
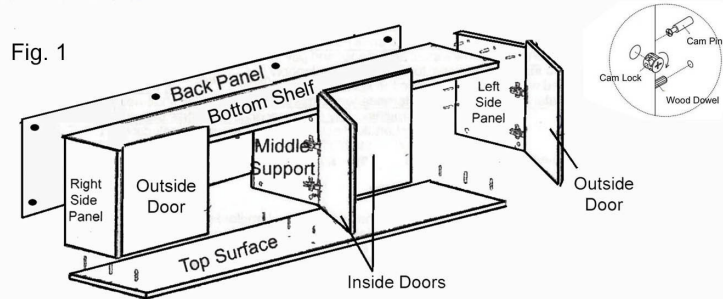
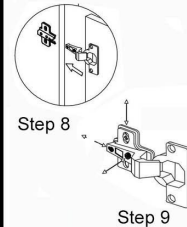


Fig. 1

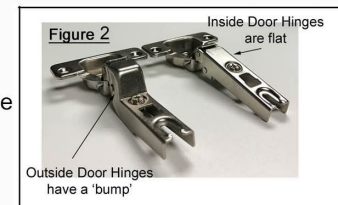


Special note: wall mounting hardware is not included. Due to the variety in wall and stud material, there is no universal screw that will work with all wall/studs. Customers to supply own hardware to mount brace.

- If you plan to attach the hutch to the desk, go to Step 4. If you plan to mount to the wall, go to Step 6.
- 4.) Attach hutch legs to the bottom of the hutch using the machine screws, 4 per side.
- 5.) Next, attach your hutch to its final destination, whether on a credenza for a U-desk or on top of lateral files or open storage units. Use the machine bolts to attach the hutch legs to the pre-drilled inserts on top of the credenza worksurface or lateral files, etc.
- 6.) Once the hutch is positioned and will no longer need to be moved, it is time to attach the doors. Connect all 8 hinge plates to the inside side panels using the screws provided. **LEAVE HINGE PLATES LOOSE!**
- 7.) Next, locate all of the hinges sort out the 'inside door' hinges from the 'outside door' hinges. They look slightly different. See Fig 2. below. The doors are all made the same.



- 8.) Attach 2 hinges per door. Use the hinges with the 'bump' on the outside left & right doors and the flat hinges on the inside left & right doors. Once hinges are attached, slide the doors/hinges over the hinge plates, fitting the screw head of the hinge plate into the slot of the hinge. Once fitted, tighten the set screw.



- 9.) Align the hutch doors by using your screwdriver to adjust the set screw to adjust the depth and screws on the hinge plates to move the door up/down. Once aligned,

Video on Hinge Door Adjustment available at link:
<http://www.modernofficefurniture.com/office-furniture-assembly-instructions.html>
"How to Adjust Hinges on 4-Door Hutch"

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