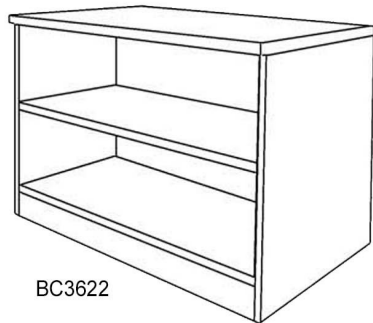


# TrendSpaces Desk Series

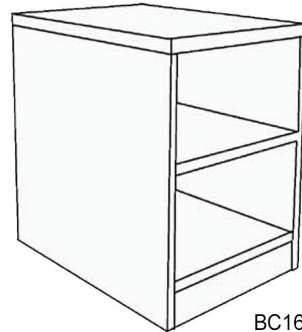
Y11130 - 36"W Open Storage Unit

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

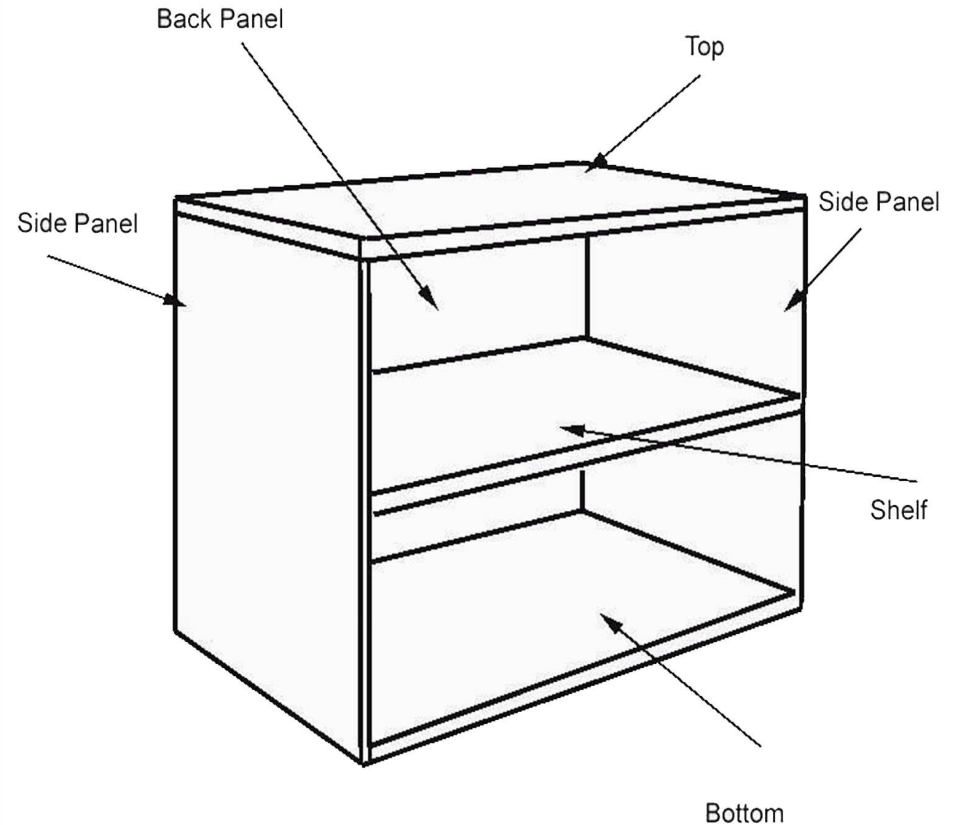
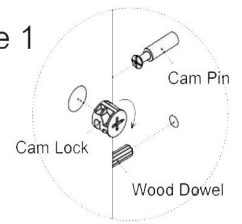
- 1.) Screw in all camlock pins and insert all wooden dowels in both SIDE PANELS, BACK PANEL, TOP and BOTTOM.
- 2.) Assemble the bookcase on its side. Begin by attaching the BOTTOM and one SIDE PANEL by placing it over the cam pins and inserting the cam locks. DO NOT YET TIGHTEN.
- 3.) Assemble the bookcase 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.

**Tools Needed:**  
-Phillips Screwdriver  
- A helper!

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

## 2, 3 & 4 Drawer Lateral File Assembly Instructions

Applies towards:

BK/FL/MJ/ML/WH2012

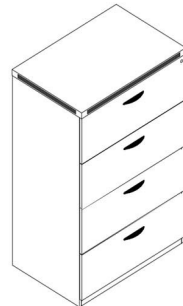
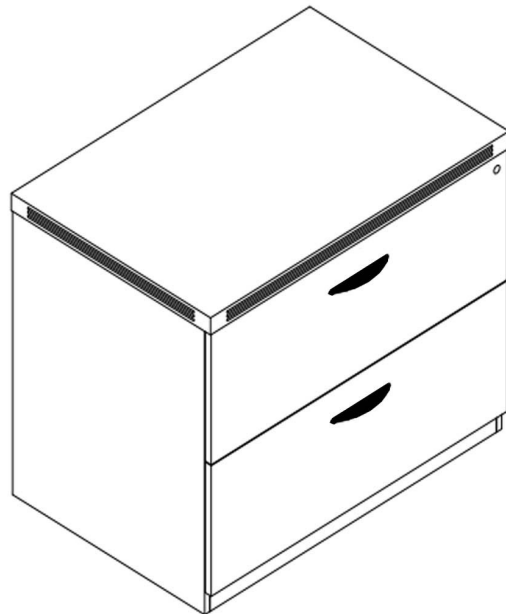
WH2012A

LF3622-MWAL




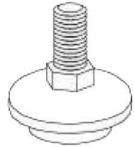
LF3622-WH

WH2012A-3DLF

FL/MJ/ML/WH2012B



### List of Hardware:

Part	Part
<p>Drawer Pull Screw</p>  <p>2 per drawer pull</p>	<p>Drawer Pull</p>  <p>1 per drawer</p>
 <p>1 set of keys</p>	 <p>4 Leveling Glides</p>

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.

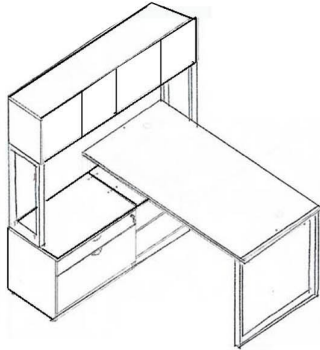
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TrendSpaces Desk Series

Y11126 - Executive Storage L-Desk

Y11127 - TrendSpaces Layered L-Desk w/Hutch

LEG36297FULL-SLV  
PLT3672



List of Hardware:

Part	Part
 Leveling Glide	 Bolt
 2-1/2" wood screw	 Grommet

Tools Needed:

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

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.) Determine if your storage unit return will be on the left or right, to determine which side the half leg will be on.

4.) 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.

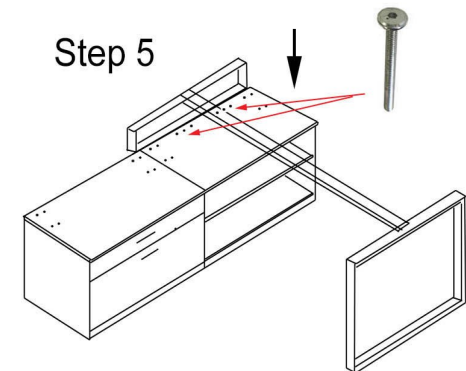
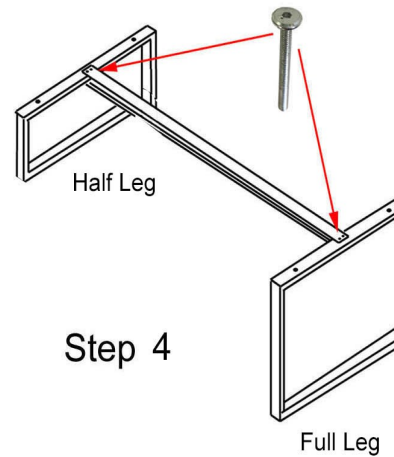
5.) Arrange your assembled box/lateral file and open storage unit side by side, in left or right hand return arrangement. The open storage unit will attach to the desk frame and will lie under the desk once assembled. With a helper, lift the assembled metal desk frame and set the half leg on top of the open storage unit.

Use the bolts provided to attach the desk frame to the open storage unit.

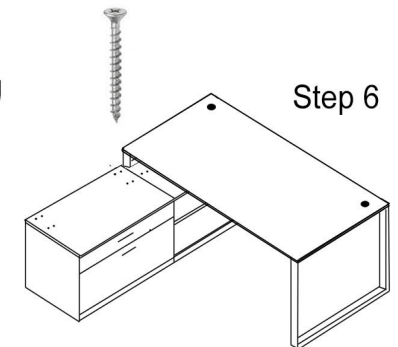
Left Return



Right Return



6.) Next, attach frame to desk top using the pointed tip, self-threading wood screws included with the desk top. Align and connect frame one side at a time with the edge of the frame aligned to the edge of the desktop. Use a power screwdriver to screw in 2-1/2" screw with washer through the frame and securely attach to top. Proceed to opposite leg/side and attach in same manner.



7.) Insert grommets into desktop.

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

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