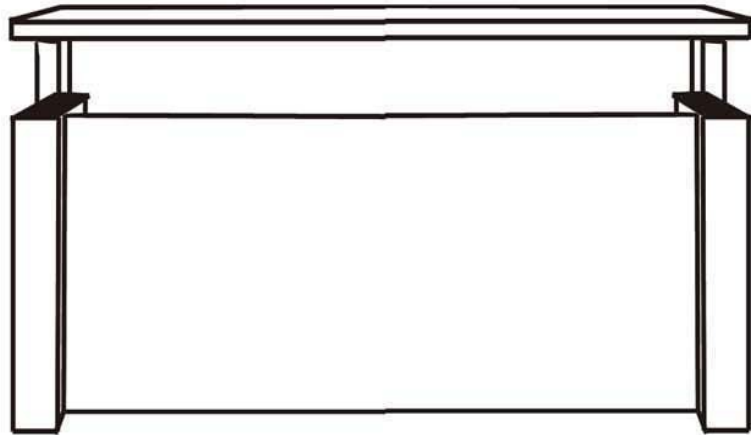








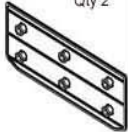



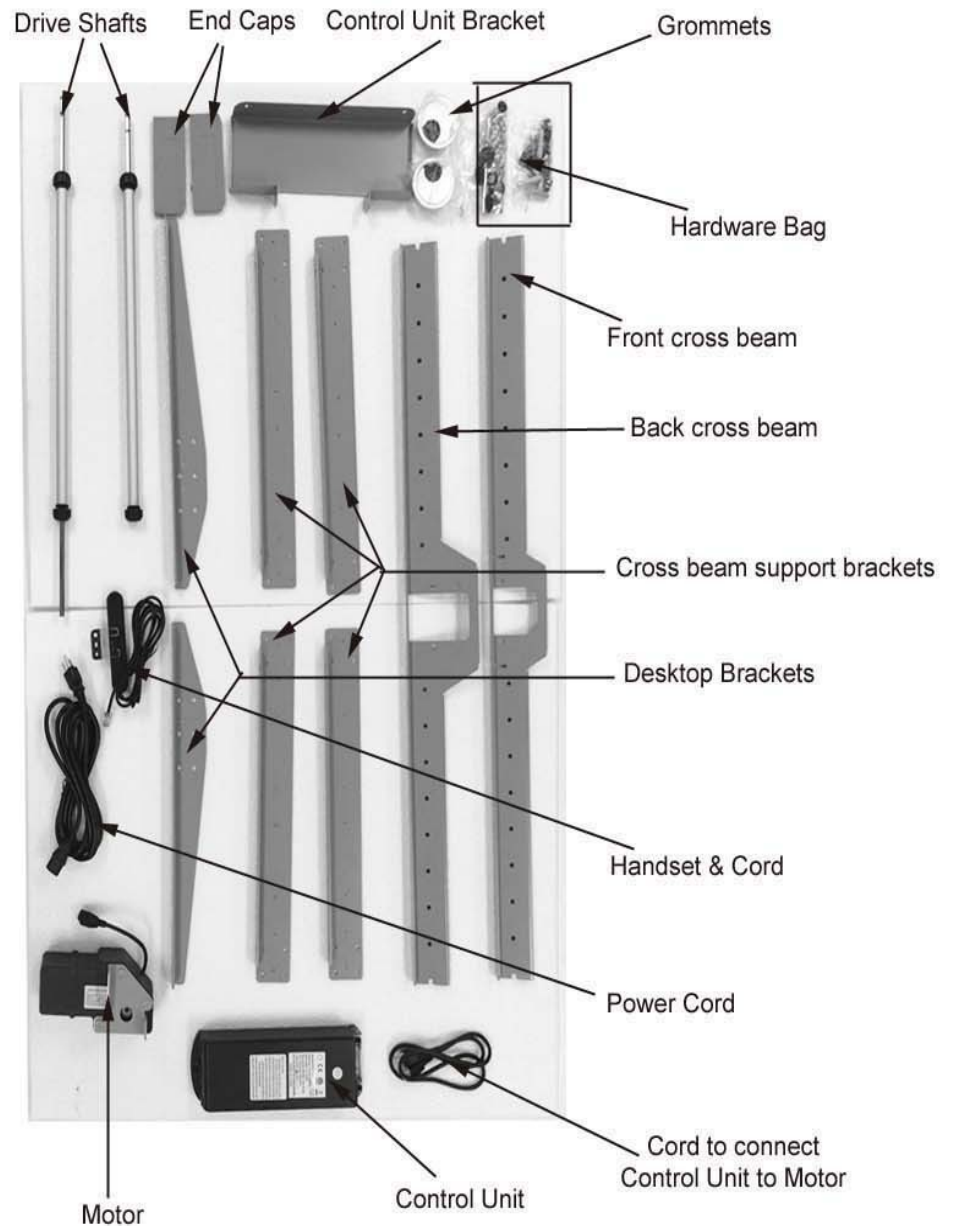
Assembly Instructions for Adjustable Height Executive Desks Y11741-Y11752



List of Hardware:

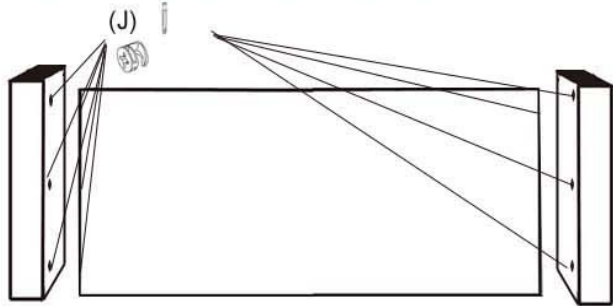
| | | | | |
|---|---|---|---|---|
| A | B | C | D Qty 19 | E Qty 4 |
|  |  |  |  |  |
| 4MM Allen Wrench | 5MM Allen Wrench | Wrench | M8x20 Machine Screw | M6x8 Machine Screw |
| F Qty 10 | G Qty 4 | H Qty 4 | I Qty 2 | J Qty 6 |
|  |  |  |  |  |
| ST4.8x20 Wood Screw | Large Washer | Small Washer | End Cap | Cam Lock/Pin Set |

List of Parts:

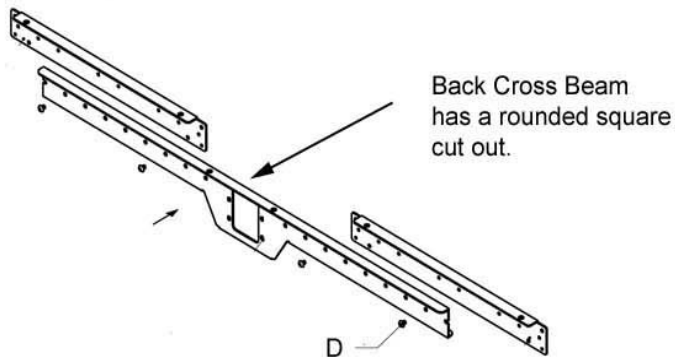


1.) Identify Left and Right Side Panels with assembled legs. Side Panels will be marked with L and R. Screw in Leveling Glides.

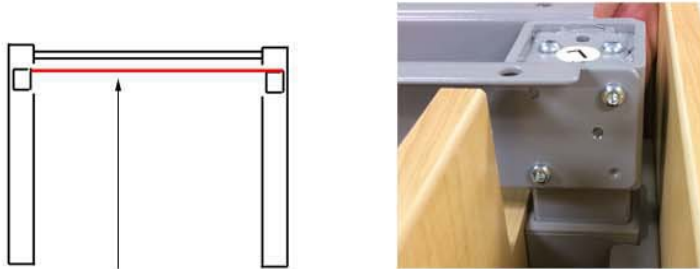
2.) Next, attach 3 cam pins to each left and right side panel. Stand up leg panels in position and attach front desk panel with (J) cam locks.



3.) Now, assemble the Back Cross Beam with two Cross Beam Supports, using the (D) M8x20 Machine Screws. Use two D screws to attach each Cross Beam support. Make sure length of entire cross beam matches the width of the desk.

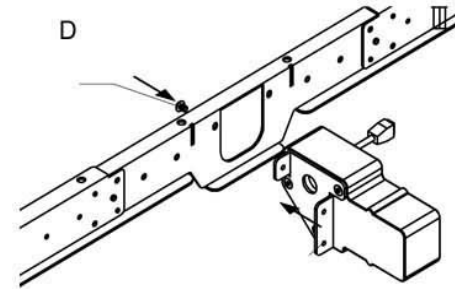


4.) Attach the back cross beam to the adjustable leg frame using two (D) screws per side.

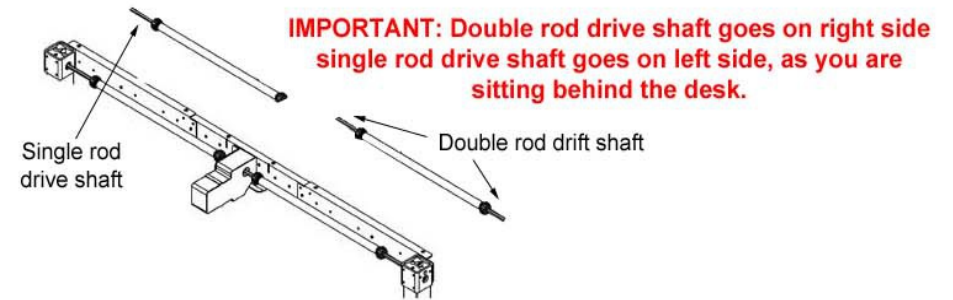


Attach Back Cross Beam to the side closest to the modesty panel

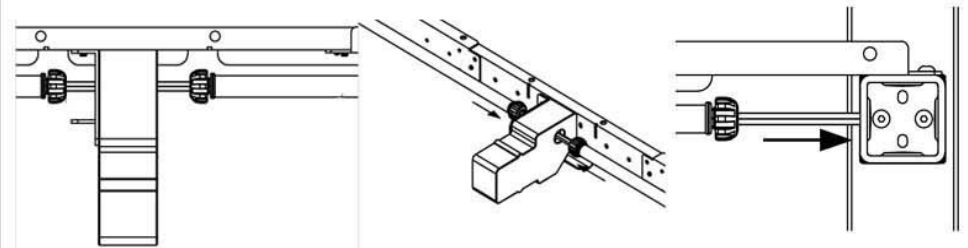
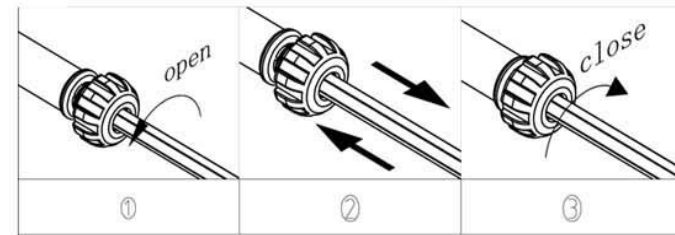
5.) Place the Motor inside the cutout. Use one (D) screw to attach bracket.



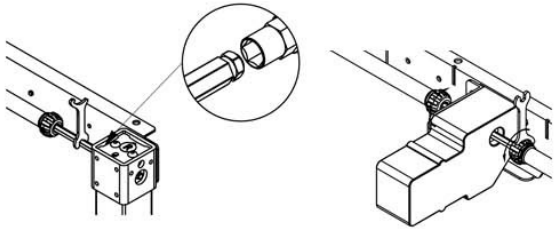
6.) The next step is to attach the Drive Shafts to the Motor.



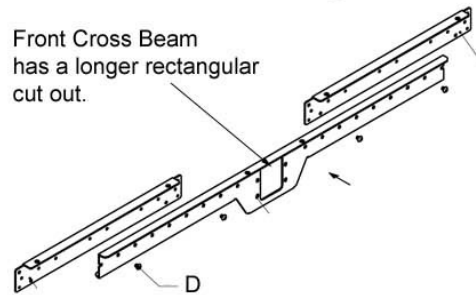
The Drive Shafts twist open and closed. Twist both open to allow you to slide the metal rod in and out of the shaft. Twist both shafts open and insert into motor and adjustable leg frames.



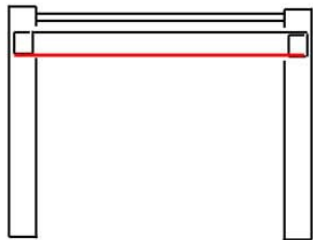
7.) Use (C) Wrench to tighten Drive Shafts.



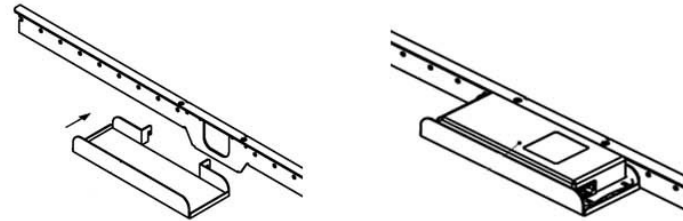
8.) Next, assemble Front Cross beam following same instructions as indicated in Step 3.



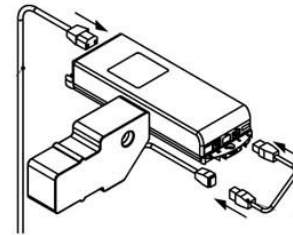
9.) Place Front Cross Beam so that the motor fits through the cutout. Attach motor with two (D) screws. Then, attach the front cross beam to the adjustable leg frame using two (D) screws per side, like shown in Step 4.



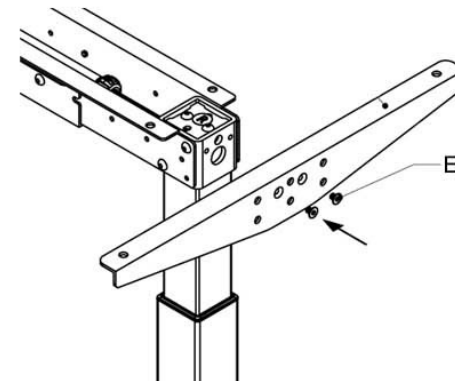
10.) Attach the Control Unit Bracket next. This fits into the slots on the Back Support Bracket. No screws needed to attach. Then, set control unit in bracket.



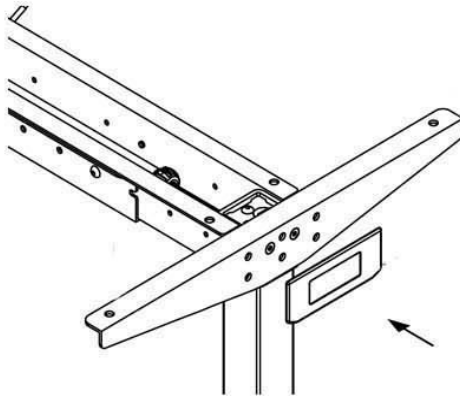
11.) Connect Control Unit to Motor as shown. Also connect power cord to motor and handset.



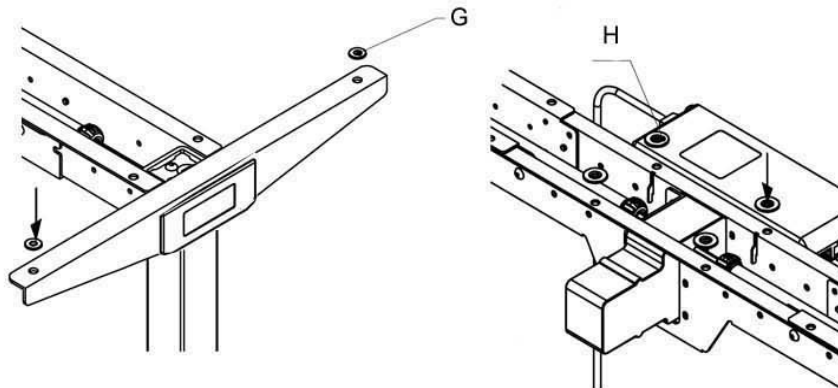
12.) Plug the power cord into a power outlet. Using the handset, raise the adjustable legs a few inches to make attaching the Desktop Brackets easier. Attach the Desktop Brackets with two (E) M6x8 Screws each.



13.) Next, snap on the Desktop Bracket End Caps.



14.) Place (G) Washers on the Desktop Brackets as shown. Place (H) washers over Cross Beams as shown.

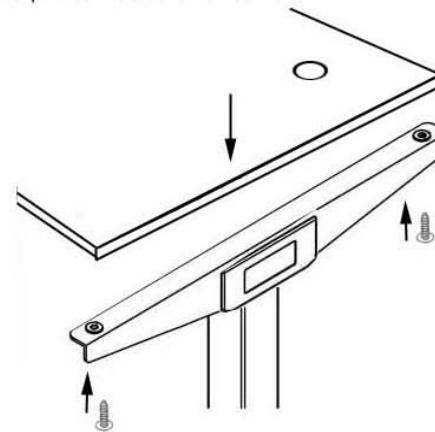


15.) It is time to mount the desktop. With a helper, lay the desktop on top of the assembled frame, making sure the front and back edges are flush with the leg panels and that there is 2" of desktop overhang on the sides of the leg panels. See picture on following page.

*****IMPORTANT***** It may be necessary to make use of the black washers included to level and adjust your desktop so that it is even with both side panels of the desk. After leveling, you will need to reinitialize the memory by pushing "M" and "Up" and then releasing. This will raise the desktop to the tallest height and then lower it to the desk height by stopping when it senses that is touching one of the side panels.



16.) Once the desktop placement is correct and the desk top is level, use a power screwdriver to drill the woodscrews into the desktop, through the frame to connect. Insert grommets once desktop is connected on all corners.



17.) Mount handset to underside of desktop with screws provided.

18.) Make sure all cords are connected to motor and plug your desk into a power outlet. Then see Initialization process on the follow page. **IMPORTANT: THE INITIALIZATION MUST BE COMPLETED IN ORDER TO ENSURE PROPER DESK FUNCTION.**



See next page

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

1. Press and hold the “M + Up” buttons. The controller will display (SET) and will start the initialization process. The desk will first go to the lowest position, then the highest position and finally stops in between. The initialization is completed is ready to use.
2. Initialization needs to be done every time when you are using different desktops.
3. Initialization will remember the highest and lowest position of the desk and you do not have to re-initialize if power goes out.
4. The lowest position of the system is (070) and this number will be shown on the controller when you press the down button and make it all the way down to the lowest position.

Operation:

1. Press Up button and the desk will stop when it reaches the highest position.
2. Press Down button and the desk will stop when it reaches the lowest position (070).

Memory feature:

1. Press and hold the S button and the controller will display (SET). Then, press one of the numbers and the system will remember this particular position.
2. Press one of the buttons that you have preset and the system will automatically adjust the desk to the height next time. If you want to stop, just press any button on the controller..

Overload protection:

1. When the weight on the desk is over 120Kg (265 lbs), the screen on the controller will appear (E01), which means the total weight on the desk is overloaded.

Anti-collision protection:

1. Press and hold “M + Down button + 3” for 3 seconds and the Anti-collision feature will be activated. The “point” on the screen will light up.
2. Press and hold “M + Down button + 3” for 3 seconds and the Anti-Collision feature will be deactivated. The “point” on the screen will be off. (The Anti-Collision feature is deactivated as a factory preset)
3. Anti-Collision preset code is (E16).
4. Grades of Anti-Collision: Grade 1 (Anti-Collision for light strength). Grade 2 (Anti-Collision for medium strength). Grade 3 (Anti-Collision for heavy strength). Press and hold “M + Up button + 1” for 3 seconds to setup these three grades, and the screen will show it as 1 , 2, 3.

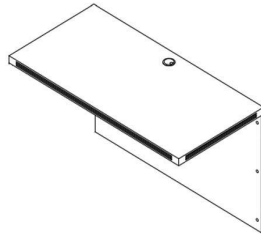
Motor stalling protection:

1. When motor stalls the protection feature will be activated and (E02) will appear on the screen.

Customers can set the lowest position:












1. Press and hold “M + 1 + Down” button to go to factory setting for the lowest desk position, the Nixie light will glitter. Press Up button to increase and Down button to decrease. The range will be 10~150, press M to confirm the setting after it goes to the desired position.

Reversible Bridge Assembly Instructions



Applies to:
BK/CH/FL/MJ/ML/WH2070

List of Hardware:

| Part | Part | Part |
|---|--|---|
|  Wood Dowel |  Shallow Cover |  Worksurface Bracket |
|  Cam Pin |  Deep Cover |  Side Panel Brackets (2) |
|  Cam Lock |  Grommet |  M6 Screw |
|  Wood Screw | |  Leveling Glide |

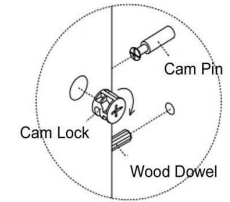
Tools Needed:

- Phillips Screwdriver
- Power Screwdriver
- A Helper

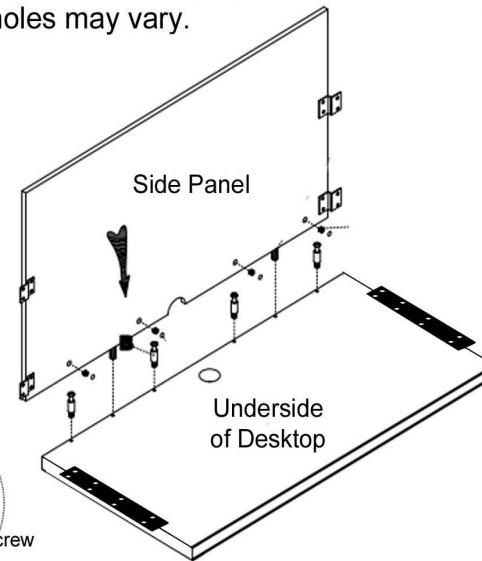
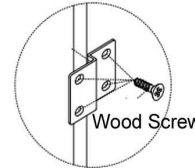
- 1.) Assemble on carpet or cardboard to protect parts during assembly. Assembly will require 2 people for safety.
- 2.) Insert all wood dowels, cam pins and cam locks on the Desktop and Side Panel. Then, connect the two panels together by lining up the holes with the dowels & pins. Insert cam pins into holes that align with cam locks. Twist cam locks with a Phillips Screwdriver to secure the connection
- 3.) The next step is to attach the bridge between your desks. Locate the 2 Worksurface brackets (they may already be attached on the ends of the Desktop. If not, use the M6 Machine Screws to attach, centered over the edges of the Desktop like shown in drawing.)

Special Note:

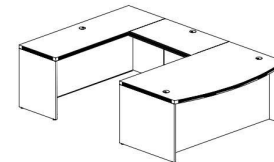
Location & number of cam pin, cam lock and dowel holes may vary.



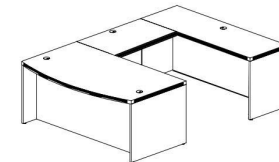
Step 5:
Offset Bracket



Left Hand Bridge



Right Hand Bridge



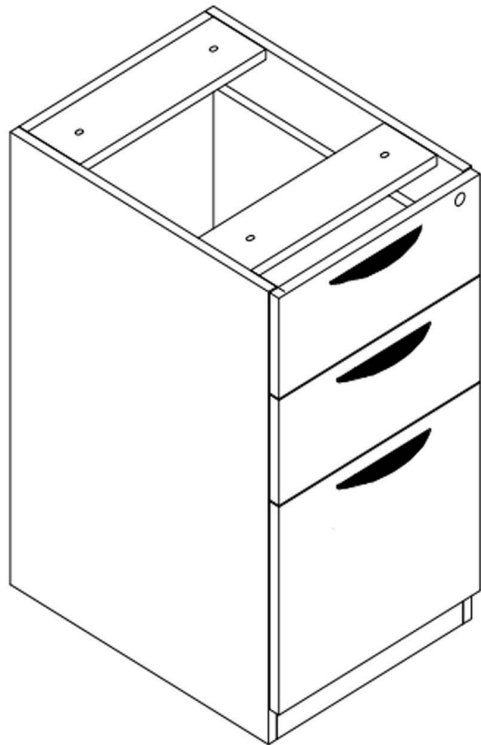
- 4.) Determine if the bridge will go on the left or right side of your desk. With a helper, have one person hold the bridge steady while the other person attaches the Worksurface Brackets to the undersides of the front desk & back credenza.
- 5.) Once installed & leveled, use the wood screws to install the offset side panel brackets. This will further secure the side panel, but is an optional step. A power screwdriver is helpful.
- 6.) Lastly, insert the grommet into the desktop and use the caps provided to cover the cam locks.

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




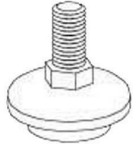
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Box/Box/File Desk Pedestal Assembly Instructions

Applies towards:
 BK/CH/FL/MJ/ML/WH2066

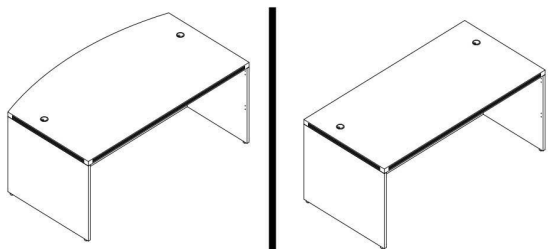


List of Hardware:

| Part | Part |
|--|---|
|  4 Large Bolts |  3 Drawer Pulls with screws |
|  1 set of keys |  4 Leveling Glides |

- 1.) Install 4 leveling glides.
- 2.) Use the screws to attach drawer pulls.
- 3.) To install under desk, remove the top box drawer (or top two box drawers) by locating the black tabs inside of the left & right drawer slides. Push down on one and push up on the other. This will release the drawer from the slides. Use 4 large bolts to connect to threaded holes on underside of desk. Once done, simply insert drawers back into the slides. They will snap in place.

Desk/Credenza Shell Assembly Instructions



Applies to:

(BK/CH/FL/MJ/ML/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!

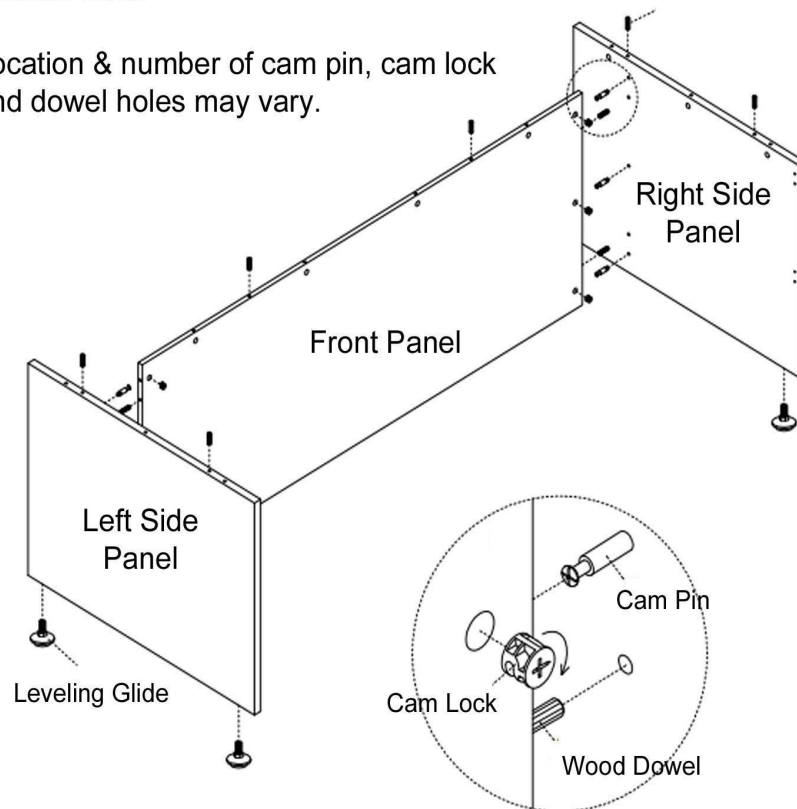
1.) Assemble on carpet or cardboard to protect parts during assembly. Assembly will require 2 people for safety.

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.

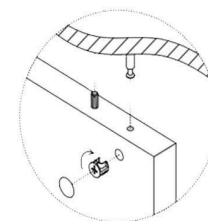
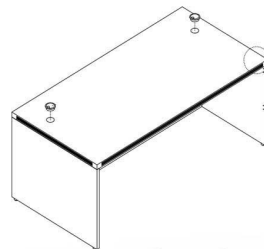
Special Note:

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.

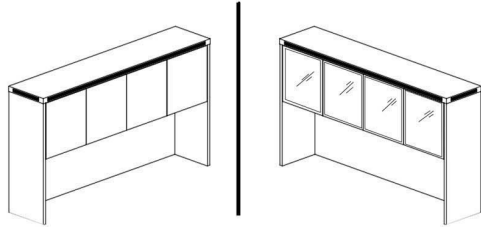
5.) Your last step is to insert the grommet(s) provided into the desktop. Cover the cam locks with the caps provided.



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

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4-Door Hutch Assembly Instructions











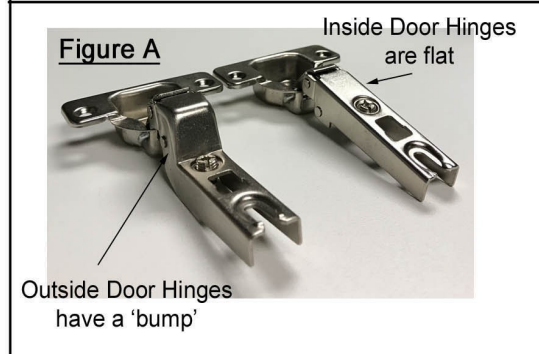
Applies to:
BK/CH/FL/MJ/ML/WH2044
MJ2025-CHL

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

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

List of Hardware:

| Part | Part | Part |
|---|---|---|
|  |  | Qty 4  |
|  | | Qty 4  |
|  |  | Qty 8  |



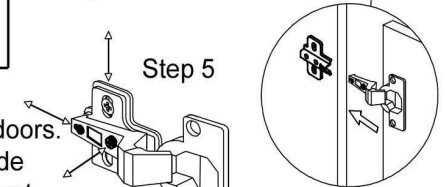
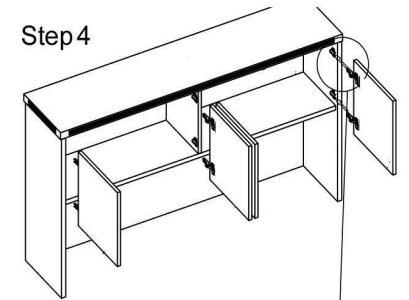
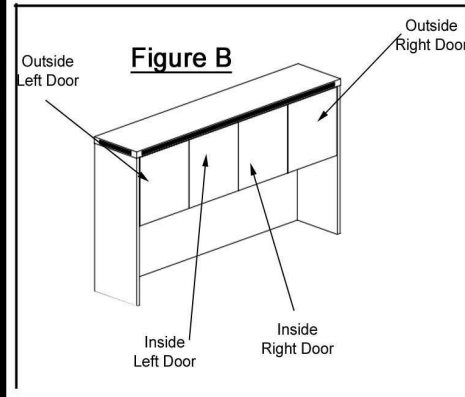
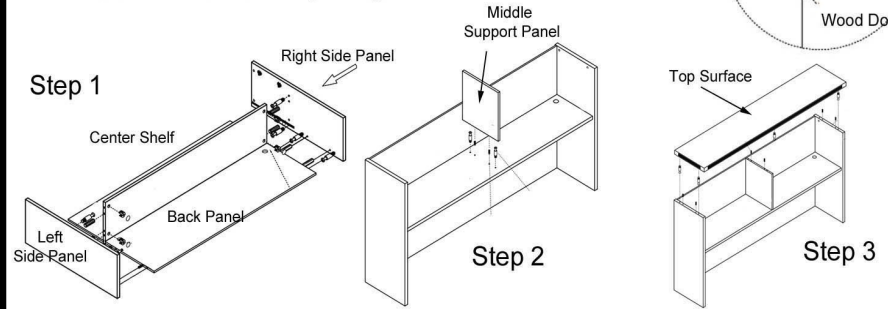
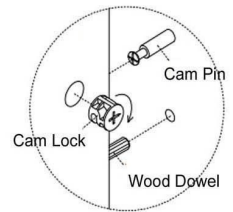
- 1.) Locate the Back Panel, Left & Right Side Panels and Center Shelf. Insert all wooden dowels, cam pins and cam locks. Connect Back Panel to the Center Shelf. Then connect the Left Side Panel, then Right Side Panel. Once all panels are connected, use your screwdriver to twist the cam locks to secure the connections.
- 2.) Connect the Middle Support Panel in same method.
- 3.) Attach Top Surface in same method.
- 4.) Attach all 8 Hinge Plates to the inside walls of the hutch. Use two per door. The holes are piloted. **DO NOT TIGHTEN DOWN THE SCREWS ALL OF THE WAY. LEAVE WIGGLE ROOM!**

Tools Needed:

- Phillips Screwdriver
- A Helper

Special Note:

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



- 4.) Your next step is to attach the hutch doors. See Figure "B" which identifies the Outside Doors and Inside Doors. There are different hinges that connect the inside & outside hinges. See Figure "A" to help identify. Attach two 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. The holes are piloted. Use the screws provided. Once the hinges are attached, slide the hinges over the Hinge Brackets, fitting the screw head of the Hinge Bracket in the slot of the Hinge. Once fitted, slightly tighten the set screw. Now, set your hutch on your desk. Use the double-sided tape to securely adhere to desktop.
- 5.) Next, it is time to adjust the doors so that they properly align. Using your screwdriver, turn the Set Screw on the hinge to adjust the depth and the screws on the hinge plate to move the door up/down.
- 6.) Last step is to install Cam Lock Caps and Grommet cover.

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"