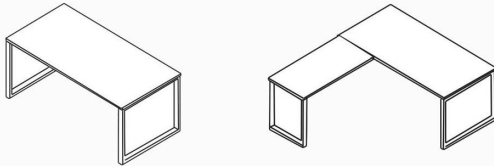


**TrendSpaces Desk Series**  
**Desk/Credenza Assembly Instructions**  
**L-Desk Assembly Instructions**  
 (PLT2472, PLT3066, PLT3672 & PLT2448  
 PLTLEGD2472, PLTLEGD30, PLTLEGD36 & PLTLEGD24)



**Desk or Credenza:**

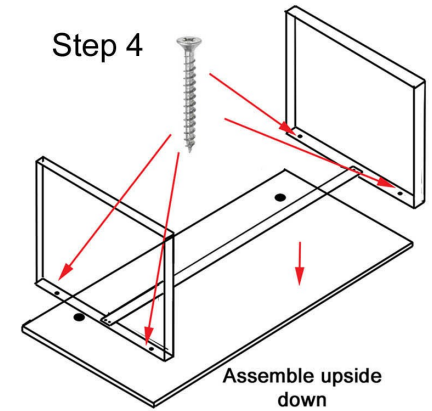
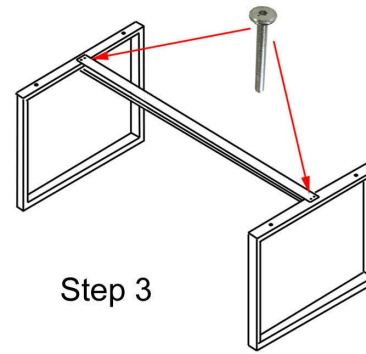
- 1.) Assemble on carpet or cardboard to protect parts during assembly. Assembly will require 2 people for safety.
- 2.) Screw in leveling glides on all frames.
- 3.) Next, assemble metal desk frame by attaching the cross beam to the left & right side legs. The bolts for the cross beam are already in the legs. Just back out, place beam and screw back in.
- 4.) Next, attach frame to desk top using the pointed tip, self-threading wood screws included with the desk top. To properly align, assemble upside down. 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.

**List of Hardware:**

Part	Part
 Leveling Glide	 Bolt
 2-1/2" wood screw	 1" wood screw (included only with return desk)
 Grommet	

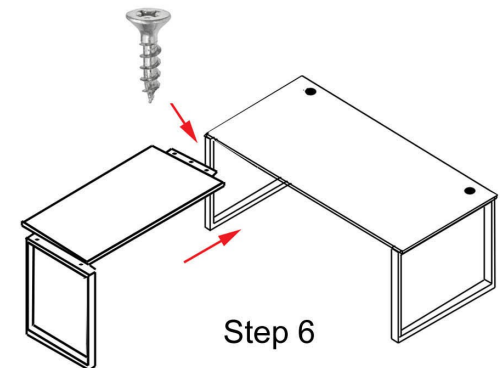
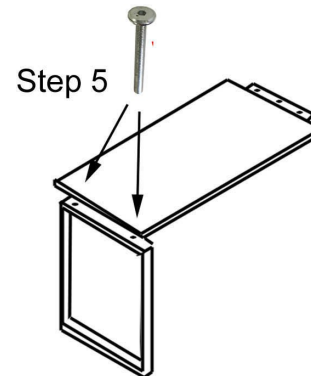
**Tools Needed:**

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



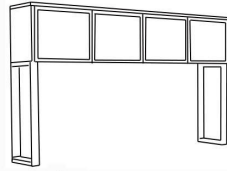
**Return Desk:**

- 5.) If you purchased an L-desk, attach the return desk end leg to the desktop with the two bolts, that are taped to the leg.
- 6.) The mounting bracket will already be installed on the return desktop. Use the 1" pointed tip, self-threading wood screws included with desktop to connect to main desk.











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

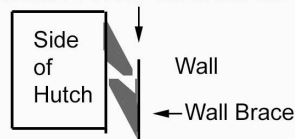
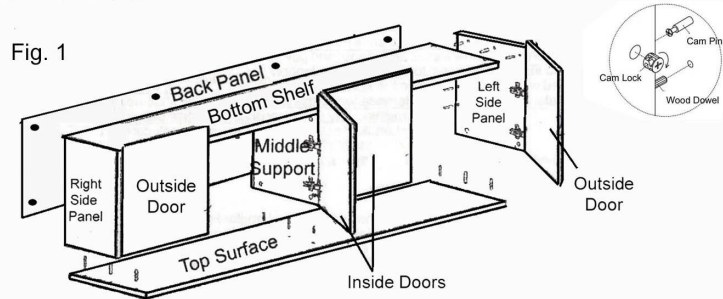
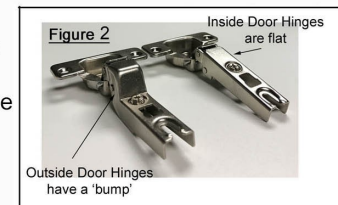
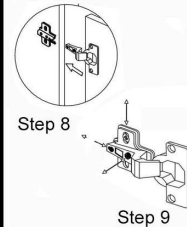


Fig. 1



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,

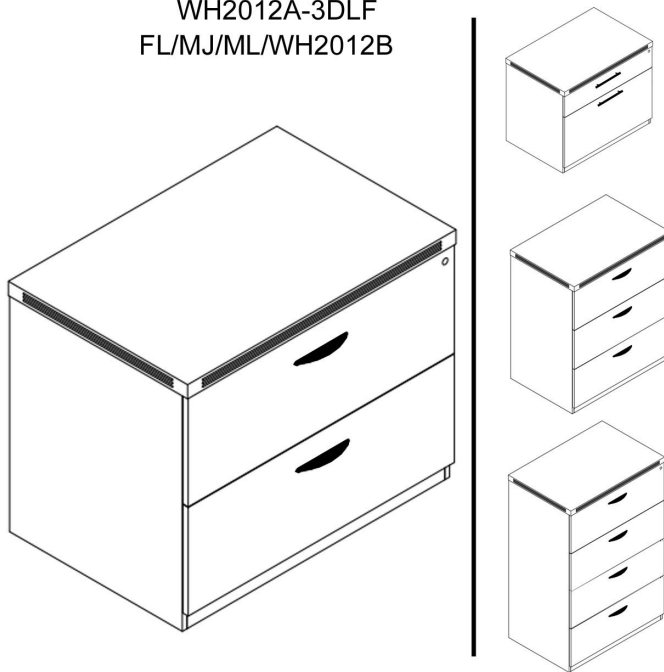
Video on Hinge Door Adjustment available at link:  
<http://www.modernofficefurniture.com/office-furniture-assembly-instructions.html>  
"How to Adjust Hinges on 4-Door Hutch"

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




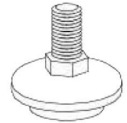
## 2, 3 & 4 Drawer Lateral File Assembly Instructions

Applies towards:

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



### List of Hardware:

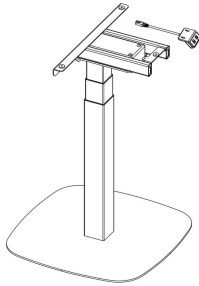
Part	Part
<p>Drawer Pull Screw</p>  <p>2 per drawer pull</p>	<p>Drawer Pull</p>  <p>1 per drawer</p>
 <p>1 set of keys</p>	 <p>4 Leveling Glides</p>

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

## Y12894 - 96 & Y12904 Assembly Instructions

Questions? Call Customer Service at 1-800-443-5117, Monday - Friday 8:30 AM to 5:00 PM Central Time  
www.modernofficefurniture.com



### Technical data

Column Stage	3
Max. Weight Capacity	80KG
Height Range	580-1230mm
Width Range	38mm/s

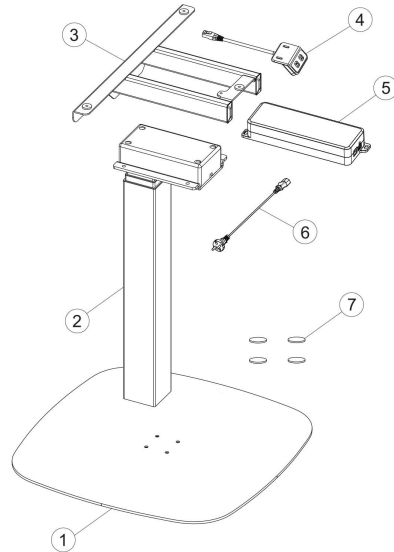
### Accessory list

Attention: The drawings below are for guidance only and they may differ slightly from the product and fittings received. Please contact our customer service department should you have any queries.

No.	Image	Spec	Qty
A		M6	4
B		M6	4
C		St4.2	7
D		Cable Tie	4
E		St4.2	4
F		Allen Key 4x4mm	1

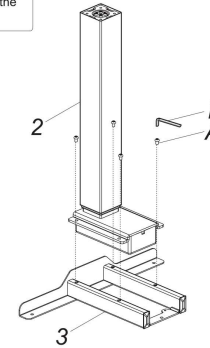
### Component list

No.	Part	Qty	No.	Part	Qty
①	Foot	1	②	Lifting Column	1
③	Supporting Beam	1	④	Hand Switch (Option)	1
⑤	Control Box	1	⑥	Power Plug	1
⑦	EVA pad	4			



### STEP 1

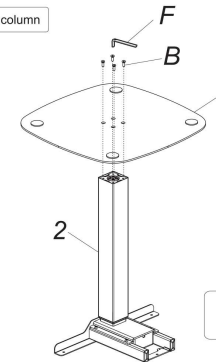
Install the Leg and the Supporting Beam



Connect the leg (2) and the supporting beam (3) with screw A, and then tighten them with 4x4 Allen Key (F).

### STEP 2

Install the lifting column



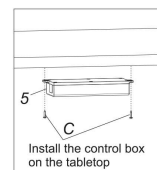
Connect the foot (1) and the lifting column (2) with the screw B, and tighten them with the 4x4 Allen Key (F).

### STEP 3

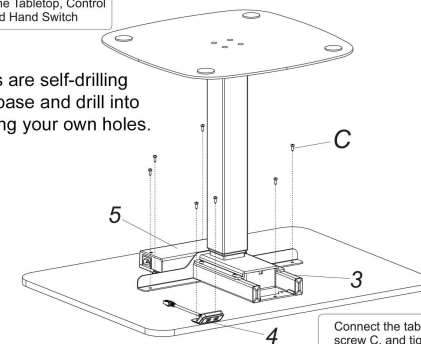
Install the Tabletop, Control Box, and Hand Switch



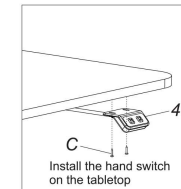
Wood Screws are self-drilling  
Center top on base and drill into  
underside, making your own holes.



Install the control box on the tabletop



Connect the tabletop and the supporting beam (3) with the screw C, and tighten them with a pistol drill.



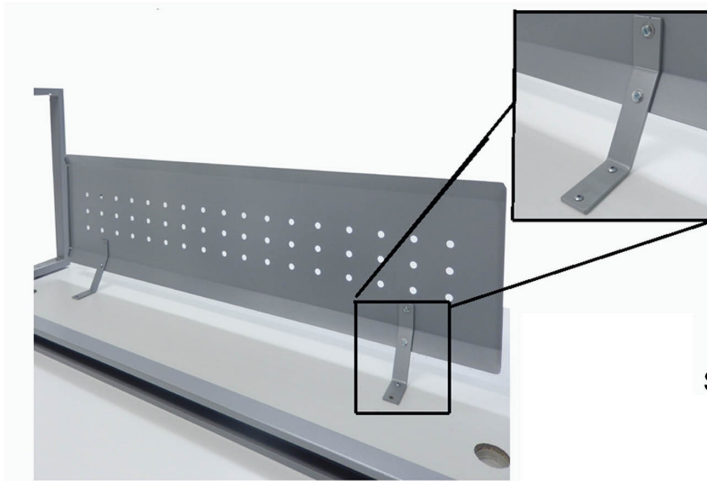
Install the hand switch on the tabletop

## 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.

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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 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.

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