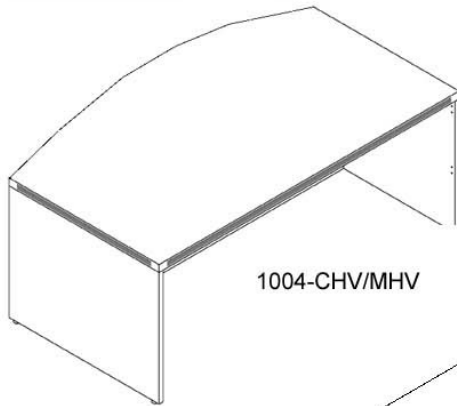




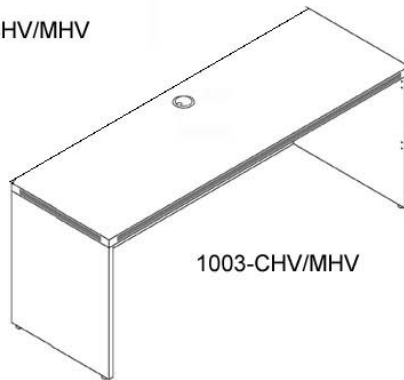
Modern Office  
 6900 Shady Oak Road, Ste 120  
 Eden Prairie, MN 55344  
 Phone: 800.443.5117  
 (In MN): 952-941-2837  
 Fax: 952.949.9816  
 www.modernofficefurniture.com

## Desk/Credenza Shell

1004- CHV(Cherry) or 1004-MHV (Mahogany) Desk Shell  
 1003-CHV (Cherry) or 1003-MHC (Mahogany) Credenza Shell



1004-CHV/MHV



1003-CHV/MHV

## ASSEMBLY INSTRUCTIONS

## PARTS LIST

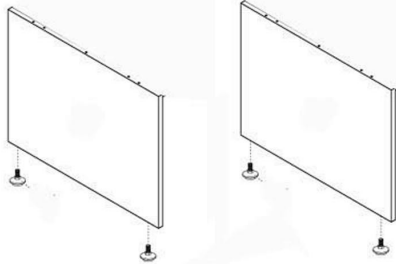
Part	Part
 Wood Dowel	 Cap
 Cam Pin	 Leveling Glide
 Cam Lock	 Grommet (Credenza Only)
 Screw	 L-Bracket



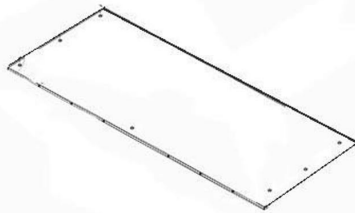
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1.) Assemble on a smooth, carpeted floor to prevent scratches or damage. Assembly will require 2 people for safety.

2.) Screw 2 leveling glides in completely on both side panels. When completed, the glides can be adjusted outward to level the desk on uneven floors.



3.) Next, take out the front panel and position with side panels like shown on page 3.

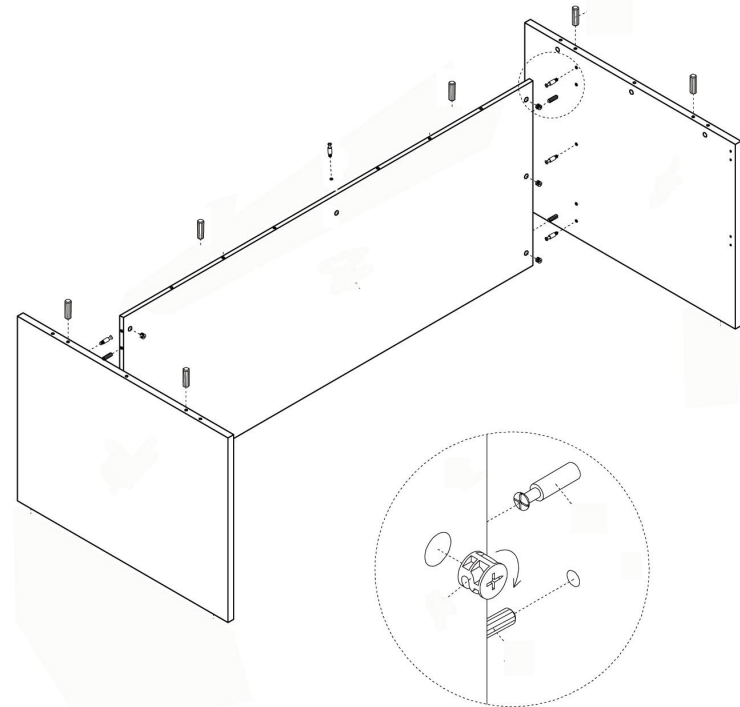


\*Special Note: Some of the pre-drilled holes may be covered by the veneer. Feel for holes with your finger and use a pencil or screwdriver to poke through the veneer to access the hole.

**2**

4.) Insert wood dowels into large holes and cam pins into smaller holes. Align the panels together and attach using a Phillips Screwdriver to twist the cam locks to secure.

(Number of holes in diagram may vary from actual desk)



**3**



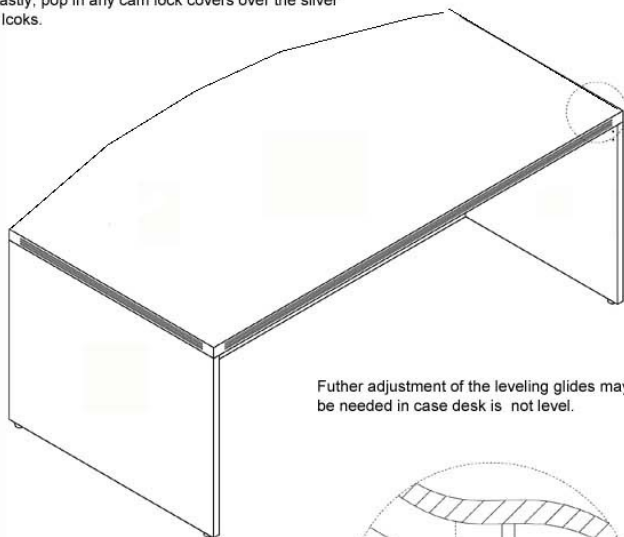
Modern Office  
6900 Shady Oak Road, Ste 120  
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Phone: 800.443.5117  
(In MN): 952-941-2837  
Fax: 952.949.9816  
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5.) Lower Desktop onto front and side panels, making sure to align holes. Twist any remaining cam locks to secure.

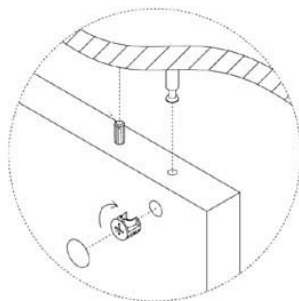
6.) L-brackets and screws are optional and can be placed anywhere underneath the desktop for additional strength. Screws are self-drilling

7.) Install grommets. Note: Credenza Shells have only 1 grommet.

8.) Lastly, pop in any cam lock covers over the silver cam locks.

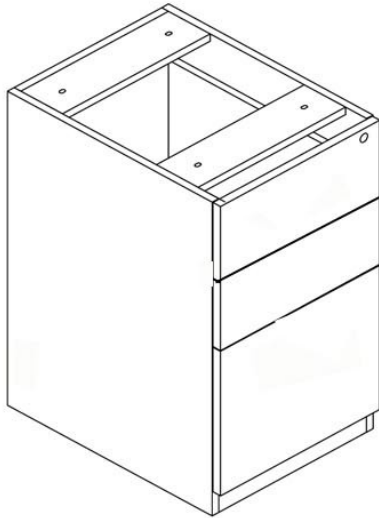


Further adjustment of the leveling glides may be needed in case desk is not level.





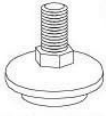
## Box/Box/File Pedestal

1023-CHV (Cherry) or 1023-MHV (Mahogany)



### Install Instructions

## PARTS LIST

Part	Part
 Bolt	
 Keys	 Leveling Glide

1) Install 4 leveling glides and level the file

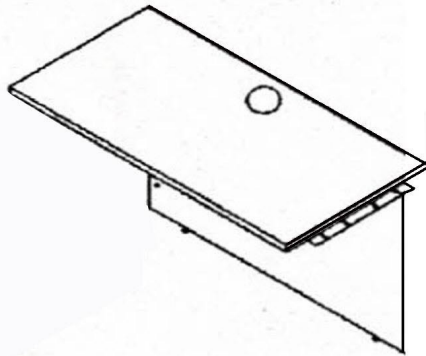
To attached under desk (optional):

1.) Remove 1 or 2 of the box drawers by locating the black tabs in the left & right side of the drawer. Pull up on one tab, push down on the other to unlock from the track and remove drawer.

2.) Use 4 bolts provided to go through the top of the file into the threaded holes on the underside of the desk.





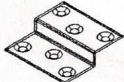





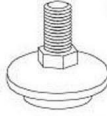
## Reversible Bridge for U-Desk

1018-CHV (Cherry) or 1018-MHV (Mahogany)

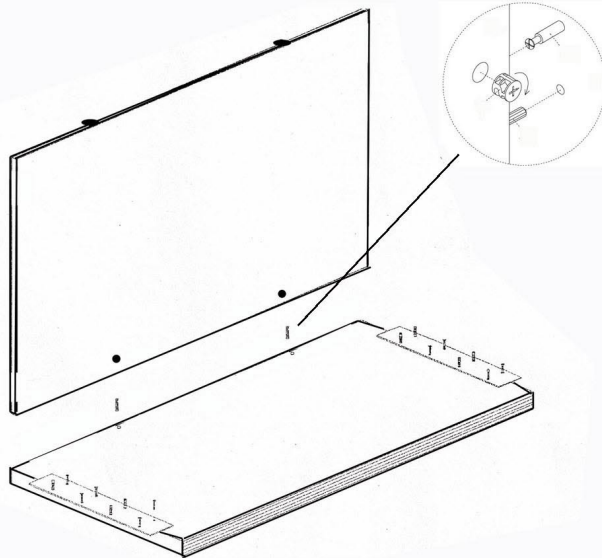
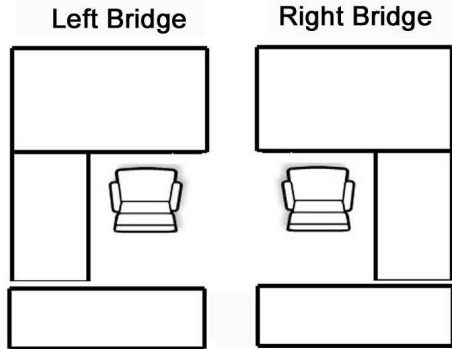


# ASSEMBLY INSTRUCTIONS

## PARTS LIST

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

## Can be used in left or right configuration



1.) Assemble with desktop face down on carpet or cardboard for protection during assembly.

2.) Attach long, worksurface brackets to underside of bridge. Use round-head screws to attach. Insert all/any hardware on worksurface.

3.) Insert any cam locks, cam pins and dowels to the side panel. Connect side panel to top panel using cam locks and pins. Use a Phillips screwdriver to twist the cam locks to secure.

4.) Screw in leveling glides on side panel.

5.) Carefully turn unit upright. Place in U-desk where you wish to connect. Level the desk if needed. Connect the worksurface brackets on the bridge to the front desk and back desk using same round-head screws.

6.) Using pointed wood screws and bent side panel brackets, connect the bridge side panel to the side panels of the front desk and back desk. Center bracket over the seam.

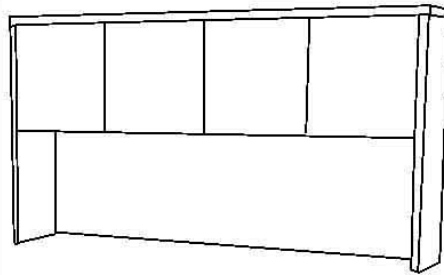
7.) Insert the shallow covers over the cam locks. Insert grommet in desktop.

### \*Special Note:

Some of the pre-drilled holes may be covered by the veneer. Feel for the holes under the veneer with your finger. You should feel a slight indentation. Poke through the veneer with a pencil or screwdriver to access the hole.

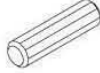



## 4-Door Hutch

1017-CHV (Cherry) or 1017-MHV (Mahogany)



## ASSEMBLY INSTRUCTIONS

## PARTS LIST

Part	Part
 Wood Dowel	 Cap
 Cam Pin	 Cam Lock
 Screw	

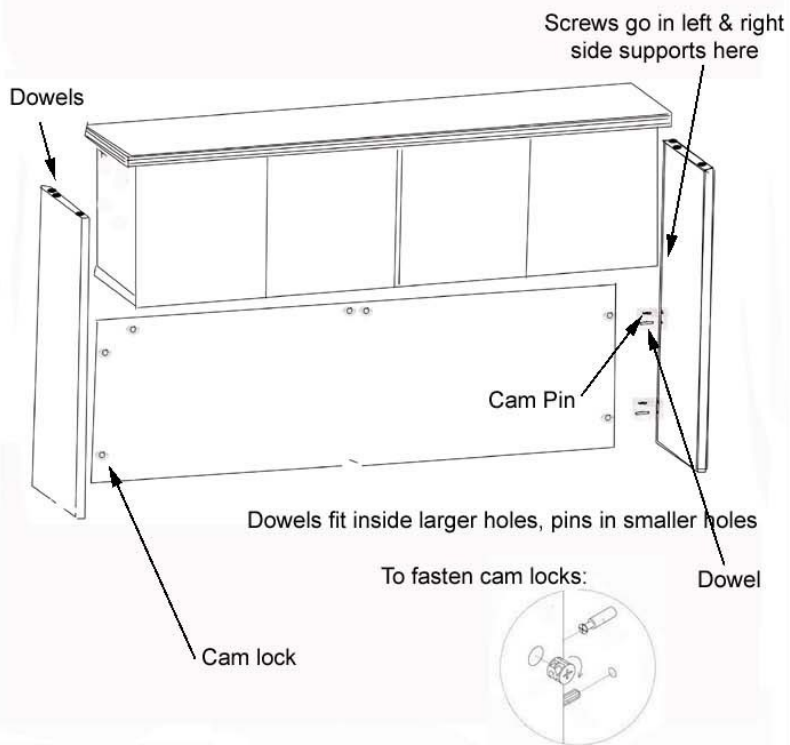
**Note:**

Some of the holes may be covered with veneer. Use your finger, pen or tip of Phillips screwdriver to poke through.



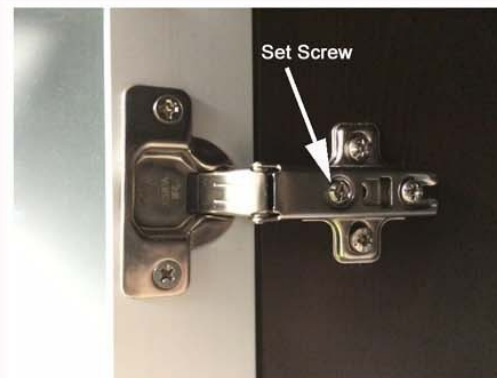
1.) Assemble on a smooth, carpeted floor to prevent scratches or damage. Assembly will require 2 people for safety.

2.) Cabinet of hutch is preassembled. You will need to attach the side supports and back panel using the cam locks, cam pins, dowels and screws as shown.



**2**

3.) You may need to align the hutch doors. You can do this by adjusting the set screw on the hinge. It also may help to loosen the other screws to help manipulate the hinges.



**3**