

Office Panel Installation Instructions

For Modern Office Value and Premium Series Office Panels and Cubicles.
This guide explains how to connect the panels together.

Tools Needed: Phillips Screwdriver, Rubber Mallet, WD-40 and Clean Hands! **Hardware Included:** Each Panel includes Mounting Brackets. End Strips provided for end of panel runs.

Important Assembly Tips:

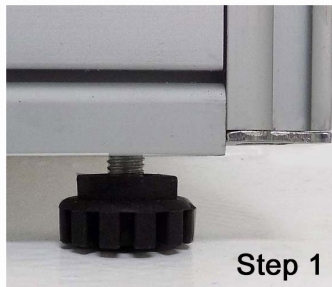
* If needed, use of a lubricant such as WD-40 in the side track may ease the process of removing and replacing mounting brackets, as well as sliding in end strips if an overly tight fit. Be careful not to overspray lubricant onto the fabric.

* Mounting brackets should only be very loosely attached. The pointed Phillips set screw attached to the brackets is merely for bracket positioning. Leaving the brackets as loose as possible will allow the connections to fit together properly.

* When installing an arrangement of panels, installation will be easier if the brackets of the first panel have the opening facing upward (see diagram below). This way, the next panel bracket drops into the receiving bracket, rather than having to lift the first panel off the floor for the connection.

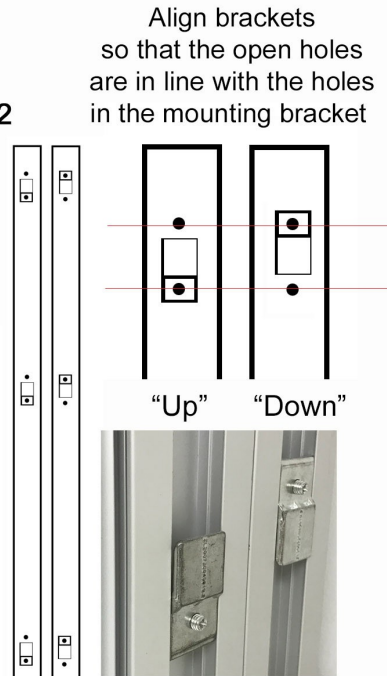
* See our [Panel Installation Video under Assembly Instructions: "How to Assemble Office Panels" or at the link: https://www.modernofficefurniture.com/office-furniture-assembly-instructions.html](https://www.modernofficefurniture.com/office-furniture-assembly-instructions.html)

Step 1) Screw in two leveling glides into the base of each panel.

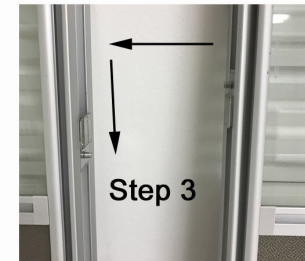


Step 2) 48"H panels require a total of four brackets (2 in each side track) and the 67"H panels require six brackets (3 in each side track) for connecting to another panel or connector post. Insert the mounting brackets into each side track, with the brackets on the first panel in the 'up' position. The brackets on the next connecting panel should be in the 'down' position on the connecting side. Align the brackets evenly as shown. See diagrams.

Step 2



Step 3) Slide your second panel into your first panel by slightly tipping the second panel and dropping the brackets down into the first panel. Brackets will fit together. Repeat Steps 1 & 2 as needed.



Step 4) Connector Posts will need 3 mounting brackets per side/connection and attach in same method as panels.

Step 5) Use the plastic end strips at the end of each panel run for a finished appearance. Do not add any mounting brackets in the rails when using the end strips.

Step 6) Cable troughs can be opened by inserting a straight blade screwdriver into the side or top edge to pop the door open.



Cubicle Worksurface Assembly Instructions

Toll Free: 1-800-443-5117

www.modernofficefurniture.com

This guide explains how to mount the desktops once the panels have been set up

Applies to carrels, straight cubicles, L-shaped cubicles and cluster workstations.

Tools Needed: Power Screwdriver and a helper!

Hardware Included: Silver L-Brackets, wood screws and worksurface brackets

[Watch our Installation Video under Assembly Instructions "Cubicle Assembly Instructions" or at the link <https://www.modernofficefurniture.com/office-furniture-assembly-instructions.html>](https://www.modernofficefurniture.com/office-furniture-assembly-instructions.html)

Step 1:

Once your panel carrels are assembled and freestanding, locate the small silver L-brackets and wood screws. Quantities of brackets will vary depending on size & style of workstation. Each L-Bracket will have 4 wood screws.

Each silver L-bracket fits into the track of the panel as shown below:

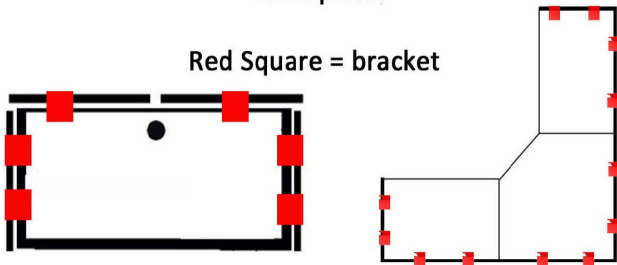


Step 2

Insert two L-brackets into the track on the 3 sides that the worksurface will be up against the panel. Space the brackets evenly.

Examples:

Red Square = bracket



Step 3:

Using two wood screws, attach the L-bracket to the panel, drilling the screws into the taupe fabric area of the panel. This is merely for placement of the brackets so they do not slip or fall out when positioning the worksurfaces. Repeat this step for all brackets.



Step 4:

Set your worksurface down on top of the brackets. Then using the remaining wood screws, connect the other side of the bracket to the underside of the worksurface. The result will look like image 1. If attaching a corner worksurface, you will also need to install one flat bracket in between each of the seams of the adjoining worksurfaces as shown in image 2.



Image 1

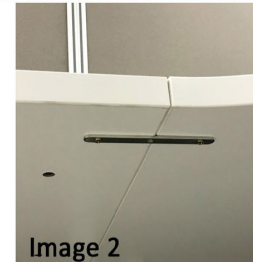


Image 2

Step 5

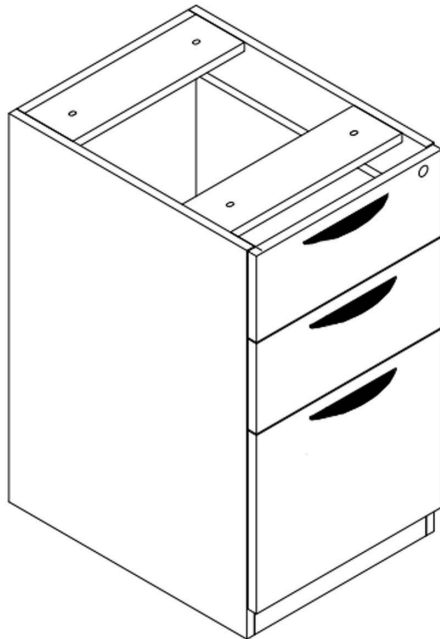
Insert grommet covers into the holes of the worksurface.

Questions?




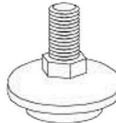
Call Customer Service at 1-800-443-5117
8:30 - 5:00 CT, Mon-Fri

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.

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