

Office Panel Installation Instructions

Y11800-Y11822

Tools Required:
Phillips Screwdriver
Rubber Mallet
Clean Hands

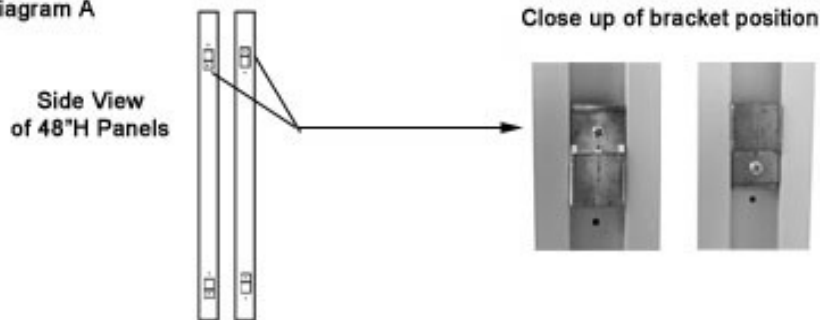
Important Assembly Tips

- * Use a lubricant such as WD-40 in the side panel track to remove and replace brackets as well as for sliding in End Strips. Be careful not to overspray lubricant onto fabric.
- * Mounting brackets should only be very loosely attached. The pointed phillips set screw attaching 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 connection.

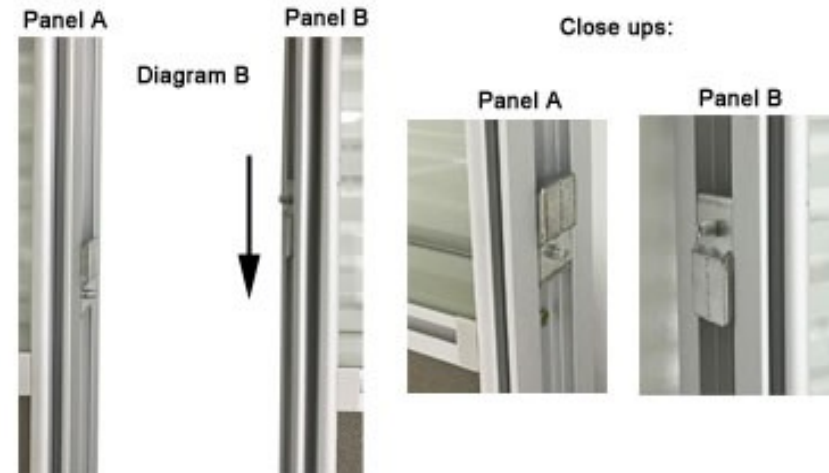
Step 1) Screw in two leveling glides to the base of each panel. Use the threaded hole furthest from the panel edge so that glides do not interfere with glides of the next panel.

Step 2) Mounting brackets are preattached on both edges of panel frame. 3 brackets are used for 67"H panels and 2 for 48"H panels. It may be necessary to back out the set screw of brackets on one side of each panel and slide them out of the channel to reverse their direction. Lubricant such as WD-40 will be helpful in sliding brackets if they jam in track. See diagram A.

Diagram A



Step 3) The brackets of your first panel should be positioned up. See Diagram B.



Step 4) Slide the second panel into the first by slightly tipping the panel and dropping the brackets down and into the upward angled brackets of the first panel.

Step 5) Connector Posts for 90 Degree, 3-way and 4-way connections will use the same method for bracketing. A base cap and leveling glide is included for the 2-1/4" posts but not the 1-1/4" posts. Top caps are included for both 2-1/4" and 1-1/4" posts.

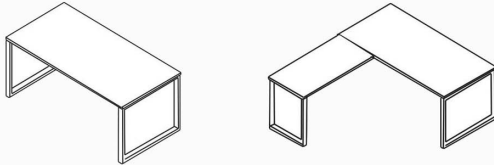
Step 6) At the end of a panel run make use of the plastic End Strips provided with each panel to finish off the appearance of the panel. Slide out any mounting brackets from the track that will not be used, and then replace with the End Strip.

Step 7) Cable troughs can be accessed by inserting a straight blade screwdriver into the side or top edge of the metal door panel to pop it open.



Questions? Call Customer Service
at 1-800-443-5117, Monday-Friday
8:30 AM - 5:00 PM CT

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



Desk or Credenza:

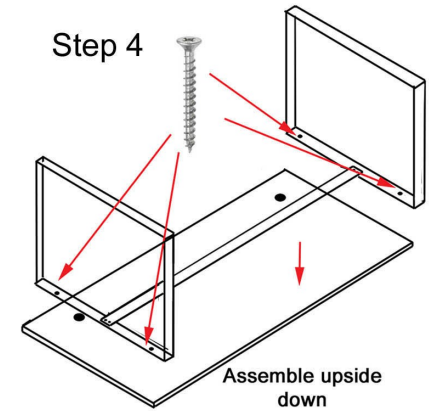
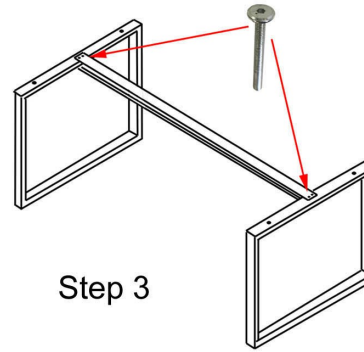
- 1.) Assemble on carpet or cardboard to protect parts during assembly. Assembly will require 2 people for safety.
- 2.) Screw in leveling glides on all frames.
- 3.) Next, assemble metal desk frame by attaching the cross beam to the left & right side legs. The bolts for the cross beam are already in 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	

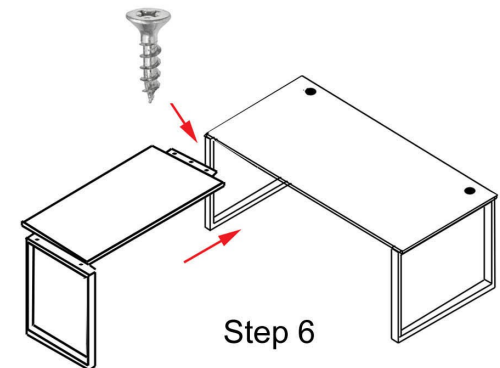
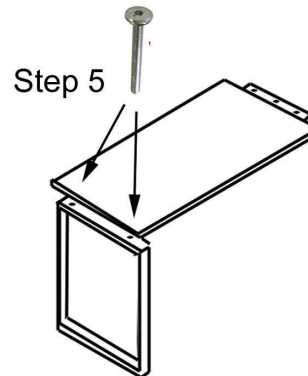
Tools Needed:

- 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