



WorkTrend Conference Table / Desk

WORK3672-WHITE/CHAR/MAPLE/MOCHA/MWAL/CHERRY
NTTWORKLEG



Included Hardware:

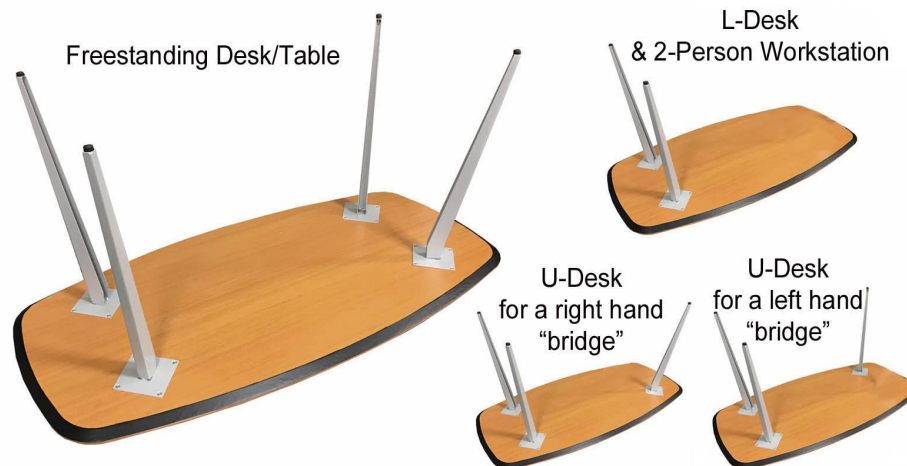
Part
<p>Qty 16</p>  <p>Machine Screw</p>
 <p>Double-Sided Tape (for workstations only)</p>

Tools Needed:

-Phillips Screwdriver or
Power Screwdriver

- 2 people

Close up of Leg attachment



1.) Set Table Top upside down on carpeted surface or on cardboard box for protection during assembly.

2.) Attach Angled Legs with Machine Screws provided, 4 per Leg. If assembling an L-Desk or 2-Person Shared Desk, only two Legs are included. If assembling a U-Desk, 3 Legs are included. 4 Legs are included with the Freestanding Desk/Table.

If assembling an L-Shaped Desk, U-Shaped Desk or 2-Person Shared Desk, skip Steps 3 & 4 and go directly to Step 5.

3.) With a helper, carefully turn the table upright. **DO NOT DRAG TABLE!** Lift table with a helper to put in position.

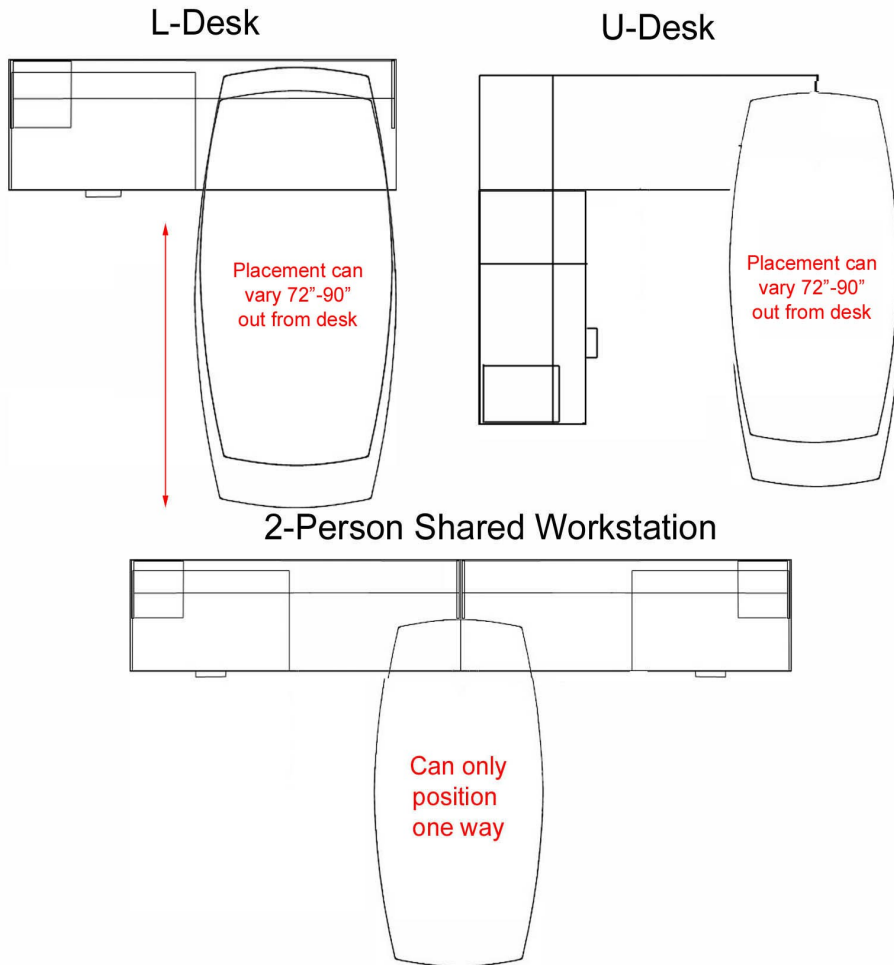
4.) Table can be leveled with built-in leveling glides on legs, if needed.

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

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Follow the steps below once the workstation shell has been assembled and is in position:

5.) See the diagrams below to guide you on how to place your Desk Top on your workstation.



6.) Placement:

For L-Desks and 2-Person Workstations, Set the open end of the Desk Top on the Workstation Shell and determine how far out you would like desk to extend outward. This can extend a total of 75" to 90" from the back of the Workstation Shell. Use two people for positioning of top.

For U-Desks, rest the open corner of the Desk Top upon the Workstation Shell. This can be positioned as desired, but for an even appearance the outer edge of the Desk Top should align with the back edge of the Workstation Shell. Then, carefully position so the Desk Top is parallel to the rear return section of the U-Shaped Workstation. Use two people for positioning of top.

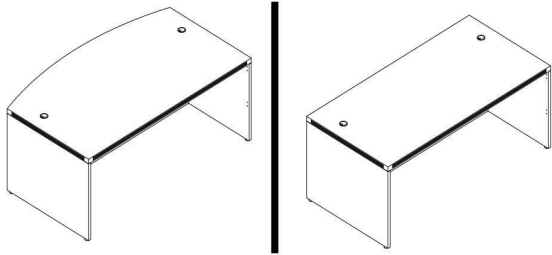
7.) Adjust the leveling glides so that the Desk Top sits completely flat on the adjoining desks.

8.) Once you have determined your ideal position, using the 2-sided foam adhesive provided, attach two full length strips of tape to the Workstation Shell surface. Press Desk Top down and within approximately 24 hours this will form a permanent bond.

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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!

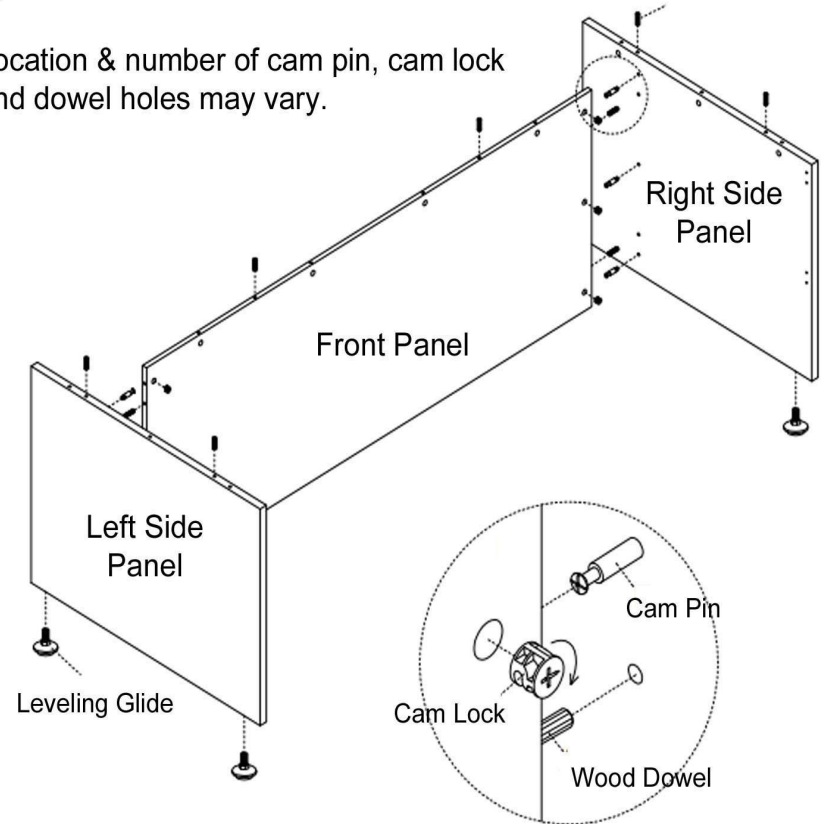
1.) Assemble on carpet or cardboard to protect parts during assembly. Assembly will require 2 people for safety.

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.

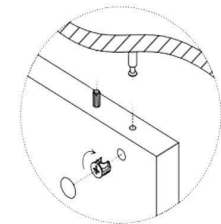
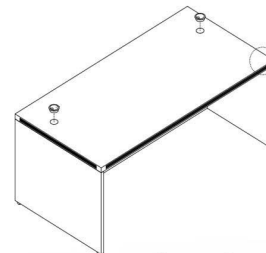
Special Note:

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.



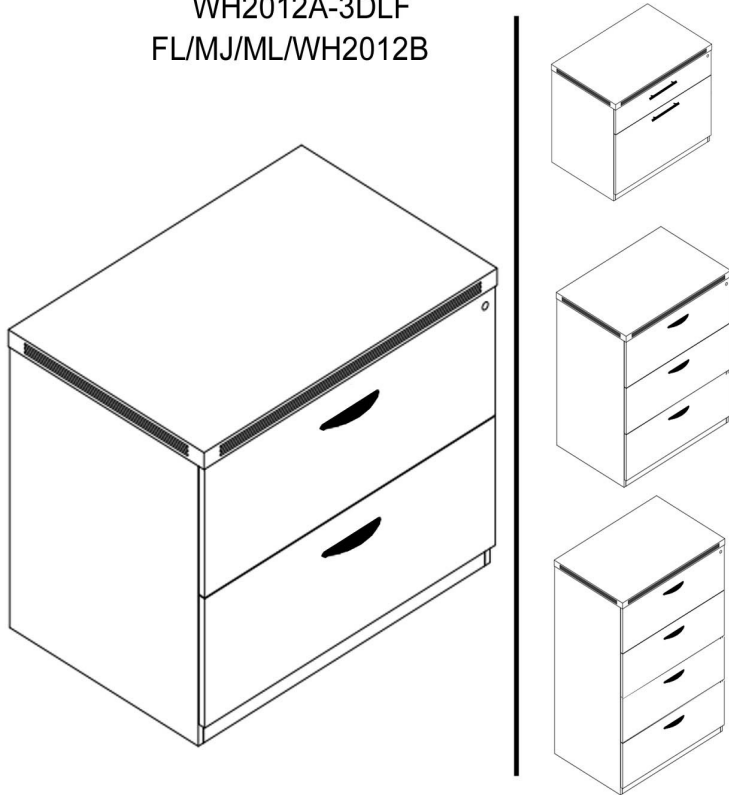
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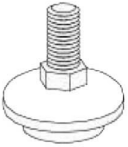
2, 3 & 4 Drawer Lateral File Assembly Instructions

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>

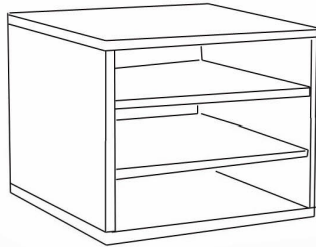
1.) Install 4 leveling glides. Keep the front two leveling glides 1/4" taller than the back back two, which means your file will be slightly tilted back. This is the proper way to level a lateral file cabinet. It keeps any unlocked file drawers from creeping open and distributes the weight more evenly.

2.) Use the screws to attach drawer pulls.

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White Storage Cube Assembly Instructions



APPLIES TO:
WH2040

List of Hardware:



1.) Screw in & insert all cam pins, cam locks and wood dowels in both Side Panels, Shelves, Top Surface & Bottom Panel.

2.) Start with assembling this unit on its side by selecting one of the two Side Panels. Connect the Back Panel first. Use your screwdriver to twist the cam locks to secure the connection like in Figure 1.

3.) Next, attach both Fixed Shelves to the Side Panel and Back Panel

4.) Then, attach the other Side Panel.

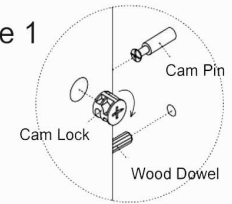
5.) Attach Top Surface and Bottom Panel

6.) Use the white stickers to cover the cam locks.

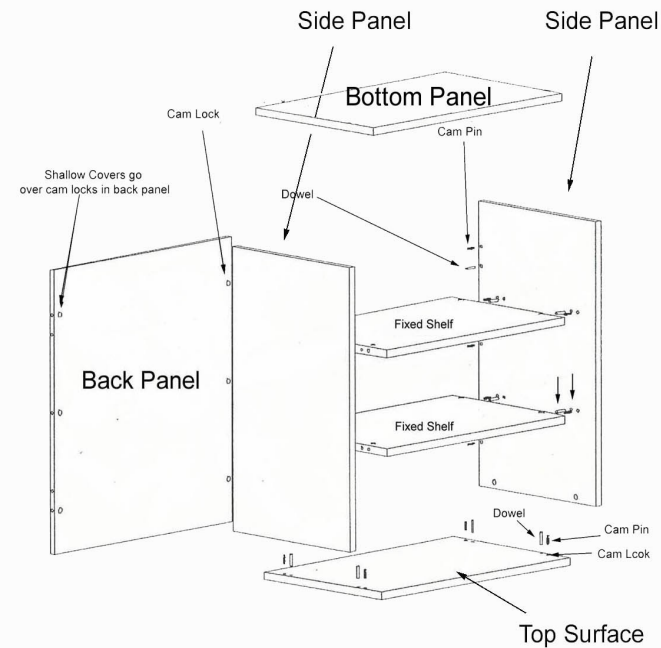
Special Note:

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

Figure 1



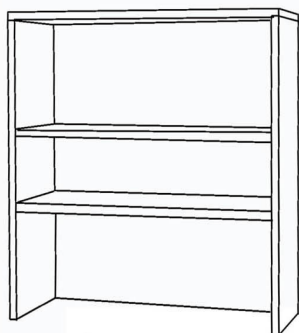
Exploded diagram of parts



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

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Bookcase Hutch Assembly Instructions



FL/MJ/ML/WH2050

List of Hardware:



1.) Screw in/insert all cam pins, cam locks and wood dowels in both side panels, fixed shelf and top surface.

2.) Assemble the unit on its side, on carpet or cardboard to protect it during assembly. Begin by attaching the Back Panel to one of the Side Panels. The cam pins and dowels should fit into the holes on the edge of the side panel. Use your screwdriver to twist the cam locks to secure the connection like shown in Figure 1.

3.) Next, attach the Fixed Shelf to the Side Panel and Back Panel using same method.

4.) Then, attach the opposite Side Panel to Fixed Shelf and Back Panel.

5.) Attach Top Surface.

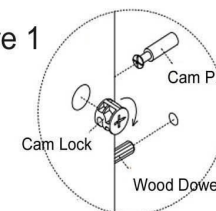
Tools Needed:

- Phillips Screwdriver
- A Helper

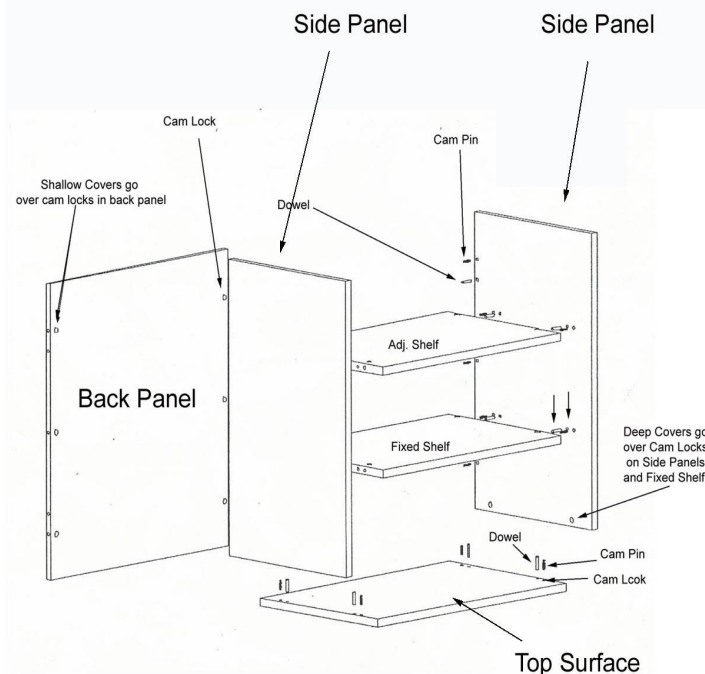
Special Note:

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

Figure 1



Exploded diagram of parts



6.) With a helper, turn the unit upright. Double-sided tape is pre-applied to the bottom of the left and right side panels. To secure your unit to the file or cabinet that this will sit upon, peel off the backing and carefully set the unit on top. The tape will hold and secure the hutch.

7.) Insert the shelf pins into your desired position and set the Adjustable Shelf on top of the pins to mount.

8.) Insert shallow covers to cover the cam locks on the Back Panel and the deep covers to cover the cam locks on the Side Panels.

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