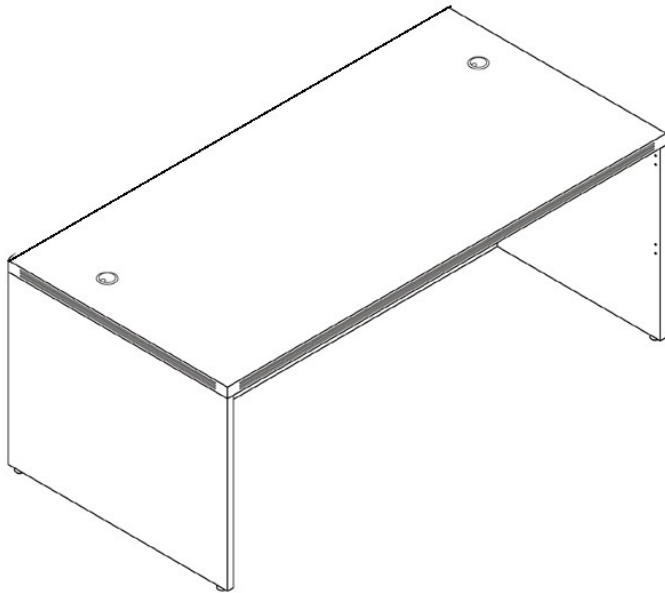




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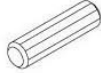

Desk/Credenza Shell

MJ/FL/ML/WH
2001/2002/2043/2089/3624/7124



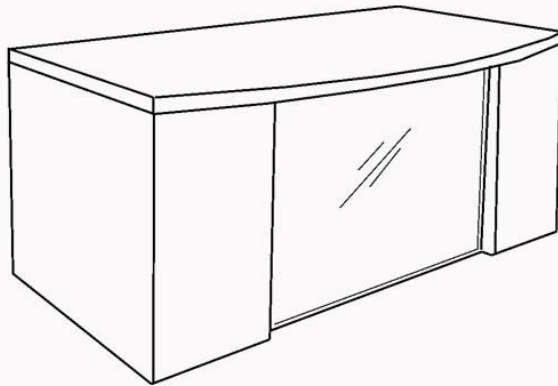
ASSEMBLY INSTRUCTIONS

PARTS LIST

Part	Part
 Wood Dowel	 Cap
 Cam Pin	 Leveling Glide
 Cam Lock	 Grommet
 Screw	 L-Bracket


Glass Front Desk

MJ/FL/ML/WH Bowtop+Glass/
RTPED / LFTPED



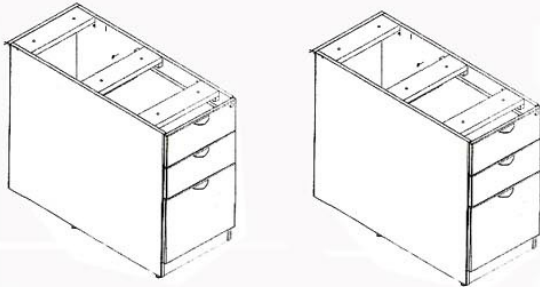
ASSEMBLY INSTRUCTIONS

PARTS LIST

Part	Part
 Wood Dowel	 Cap
 Cam Pin	 Leveling Glide
 Cam Lock	 Grommet
 Screw	

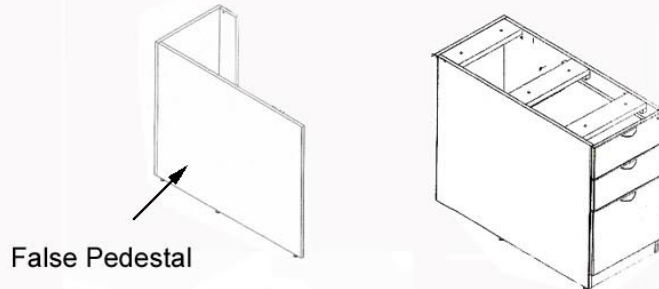
Assemble on a smooth, carpeted floor to prevent scratches or damage.
Assembly will require 2 people for safety.

If assembling executive desk:



Step 1: Attach leveling glides and drawer pulls to pedestals

If assembling an L or U Desk

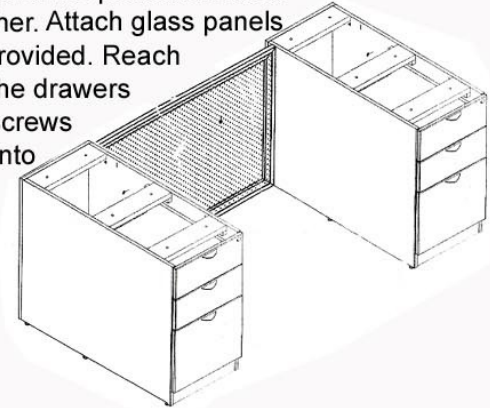


False Pedestal

Step 1: Assemble false pedestal using cam locks and pins provided. Then attach drawer pulls and leveling glides to pedestal. Attach leveling glides to false pedestal as well.

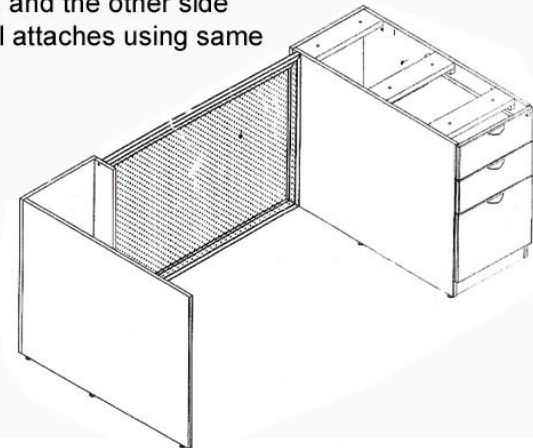
If assembling executive desk:

Step 2: Place pedestals so that the predrilled holes along the side face each other. Attach glass panels using round head screws provided. Reach into the open area behind the drawers inside the file to insert the screws through the side of the file into the glass panels. Bring the pedestals in as close as possible for a tight fit. Glass Panel will have threaded holes to receive the screws.

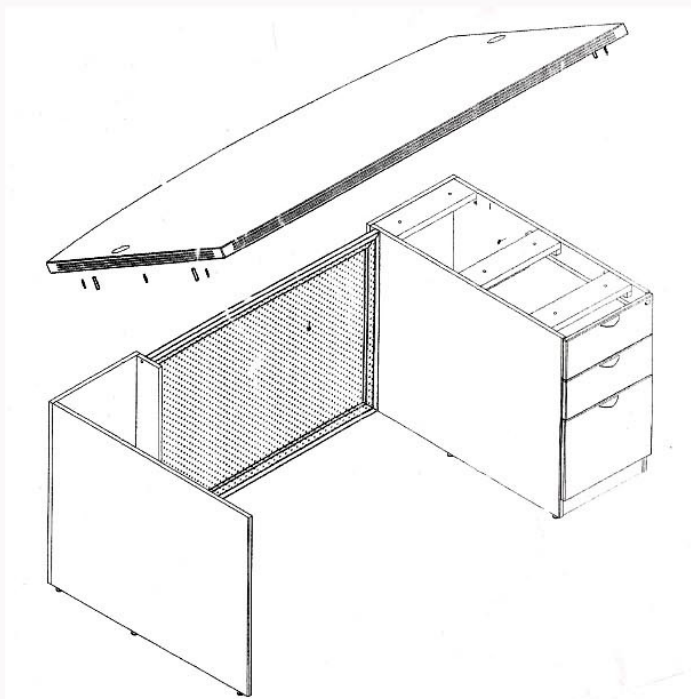


If assembling an L or U Desk

Step 2: Same procedure except one side will be the false pedestal and the other side is the file. False pedestal attaches using same screws as pedestal.



Step 3: Attach desktop to pedetals using cam pins, cam locks and wooden dowels provided.



Step 4: Attach file pedestal(s) to desktop using the 6 bolts provided.

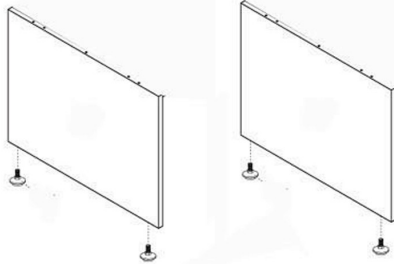
Step 5: Insert grommets.



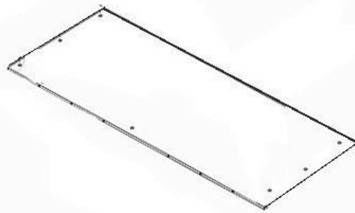
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1.) Assemble on a smooth, carpeted floor to prevent scratches or damage. Assembly will require 2 people for safety.

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.



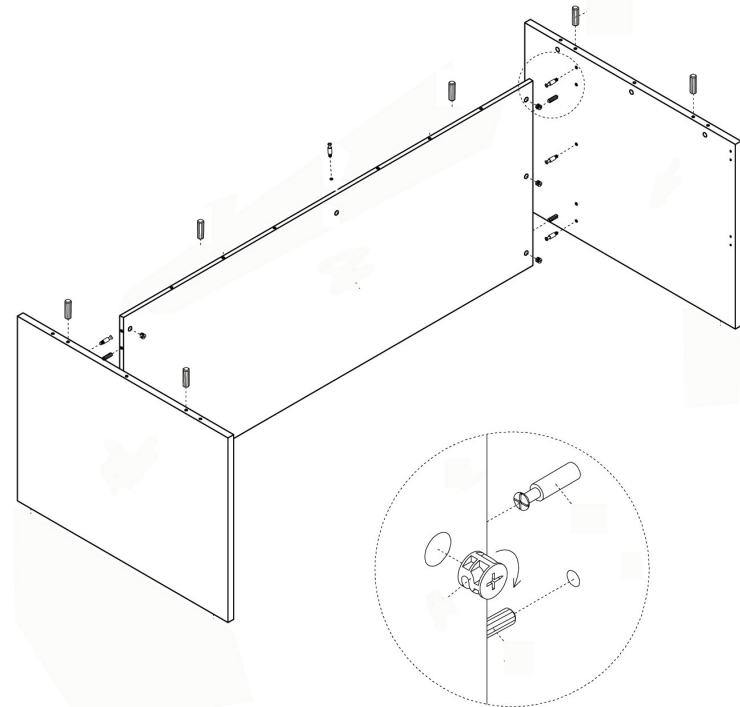
3.) Next, take out the front panel and position with side panels like shown on page 3.



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)



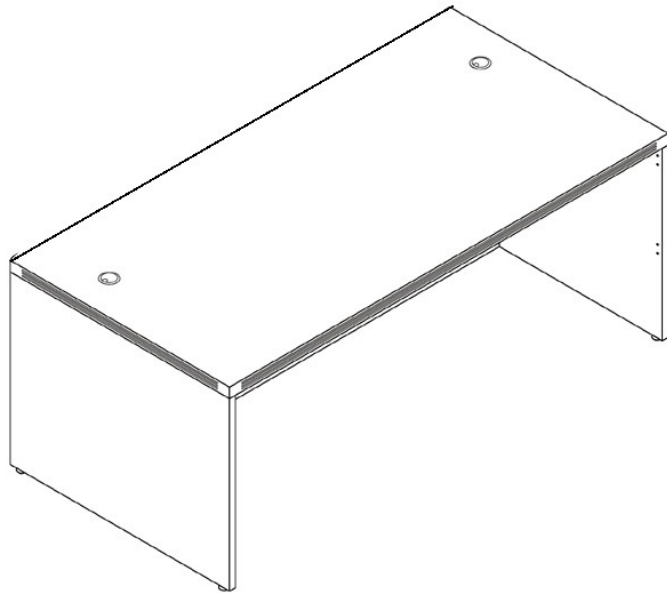
3



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Desk/Credenza Shell

MJ/FL/ML/WH
2001/2002/2043/2089/3624/7124



ASSEMBLY INSTRUCTIONS

PARTS LIST

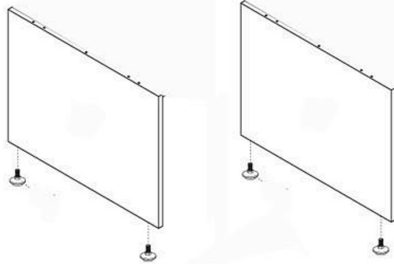
Part	Part
 Wood Dowel	 Cap
 Cam Pin	 Leveling Glide
 Cam Lock	 Grommet
 Screw	 L-Bracket



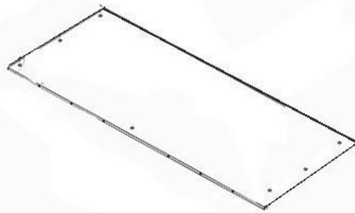
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1.) Assemble on a smooth, carpeted floor to prevent scratches or damage. Assembly will require 2 people for safety.

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.



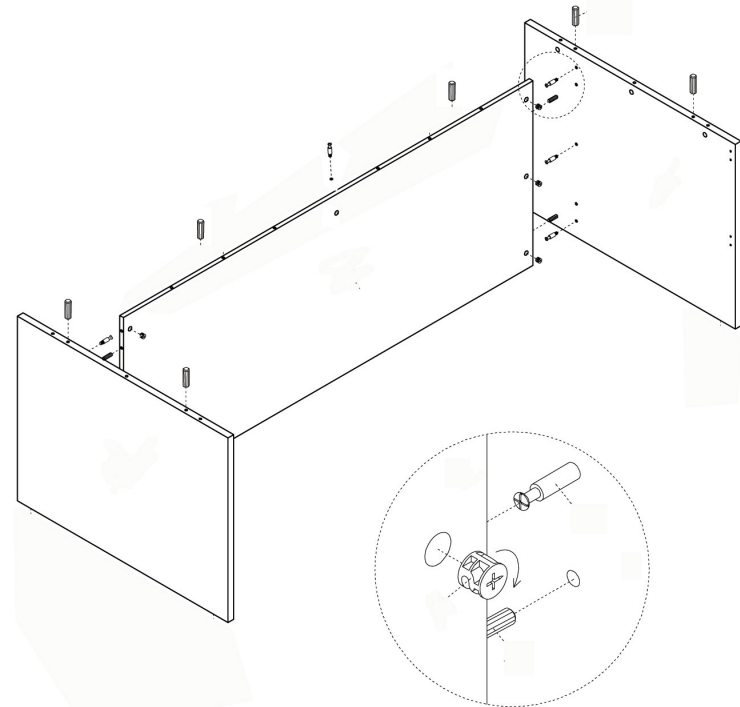
3.) Next, take out the front panel and position with side panels like shown on page 3.



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



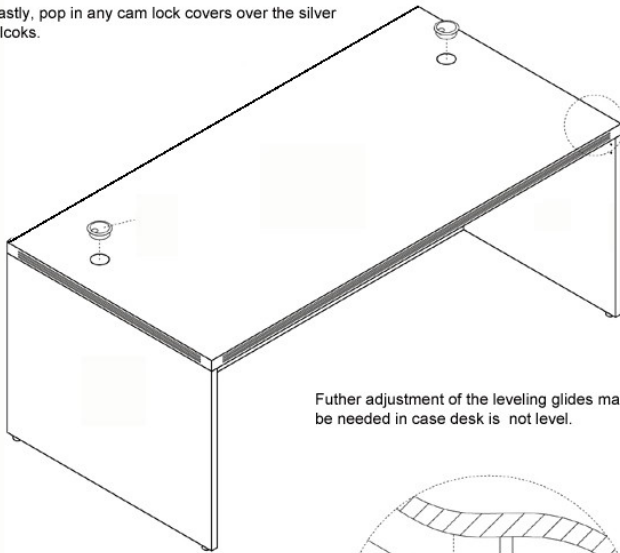
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5.) Lower Desktop onto front and side panels, making sure to align holes. Twist any remaining cam locks to secure.

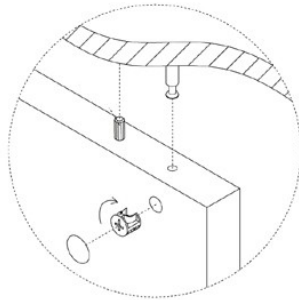
6.) L-brackets and screws are optional and can be placed anywhere underneath the desktop for additional strength. Screws are self-drilling

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

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

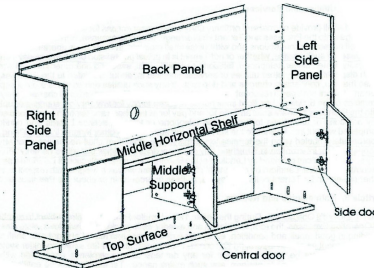


Further adjustment of the leveling glides may be needed in case desk is not level.



4-Door Hutch Assembly Instructions

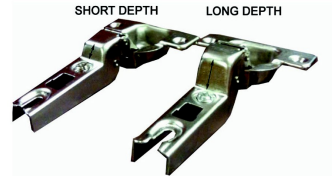
MJ2025 - 48"W Hutch and MJ/FL/ML/WH2044 - 71" Hutch



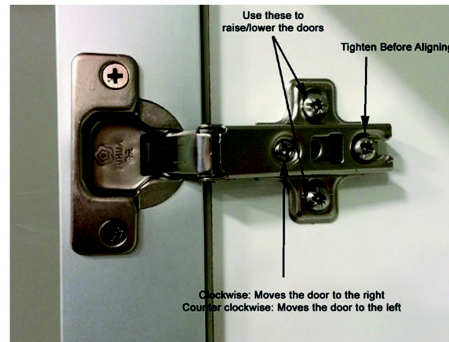
- 1.) Hutch should be assembled upside down until the final step of attaching doors.
- 2.) Insert all cam pins and dowels into hutch top and side panels in preparation of assembly. Identify 8 sets of holes approximately 2" from front edge of panels. Do not insert cam pins in these holes as they will be left open for door hinge brackets. Insert all circular camlocks into camlock holes, with the arrow on face of camlock pointing towards the closest edge of the piece where it will attach to the cam pin.
- 3.) Assemble pieces in following order – do not tighten camlocks until all the pieces are in position. It may be necessary to have a helper hold pieces in place while assembling, or partially tightening some of the connections.
 - A – Attach *Left Side Panel* to *Top Surface*
 - B – Attach *Middle Support* to *Top Surface*
 - C – Attach *Middle Horizontal Shelf* to *Left Side Panel* and *Middle Support*
 - D – Attach *Back Panel* to *Left Side Panel* and *Top Surface*. Make sure all camlocks face the rear of the unit so they are not exposed on front of unit.
 - E – Attach *Right Side Panel* to *Top Surface*, *Horizontal Center Shelf* and *Back Panel*. Do so by making connections to top surface first and then tipping side panel pins/dowels into *Horizontal Center Shelf*.
- 4.) Now tighten all connections until firmly in position.
- 5.) Turn unit over and attach to credenza or desk by peeling two-sided tape from underside and placing firmly in position where it will be used. HINT: It is easier to put the unit in place without the doors because the unit may shift while moving, causing the doors to get out of alignment and have to be readjusted.
- 6.) Attach and only partially tighten the 8 "+" shaped hinge brackets to the interior panels of the hutch with the screws provided. Do not tighten these hinge pieces. Leave them loose so that when the hinges are attached there is some play in them so they can align more easily with the door hinges. This will also allow you to raise and lower the doors so they align evenly with the hutch top panel.

Hinges

7.) Attach hinges to doors. **IMPORTANT:** Set all eight hinges next to each other before attaching. Notice that there are 'short depth' hinges and 'long depth' hinges. Attach the long depth hinges to the outside doors and the short hinges to the two middle doors.



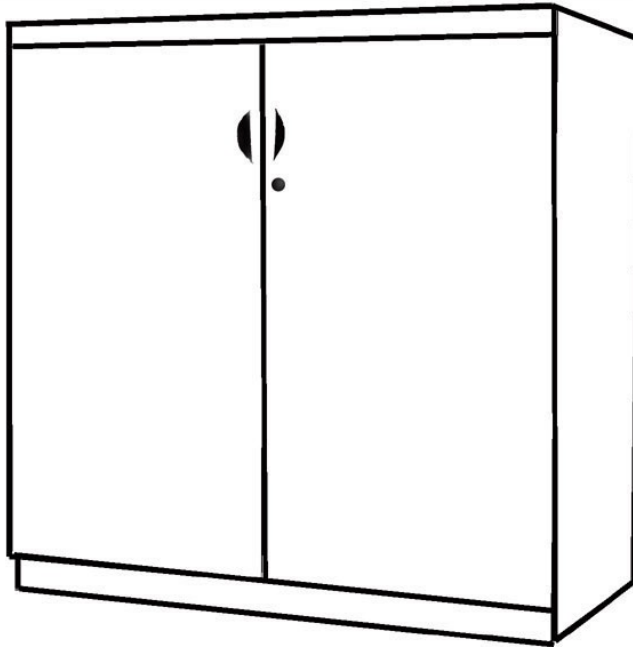
8.) Now tighten interior "+" hinge brackets at desired height so doors are at the same height. Adjust hinge screws to align doors. You will notice that adjusting the fore and aft screws of the hinge adjusts the angle of the doors as needed.





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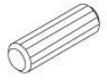









2-Door Cabinet Assembly Instructions



Applies towards

MJ/FL/ML/WH2013/2052

PARTS LIST

Part	Part
 Wood Dowel	 Shelf Pin
 Cam Post	 Plunger Lock
 Cam Fastener	 Leveling Glide
 Drawer Pull & Screws	 Shallow Cover
 Lock & Key Set	 Deep Cover

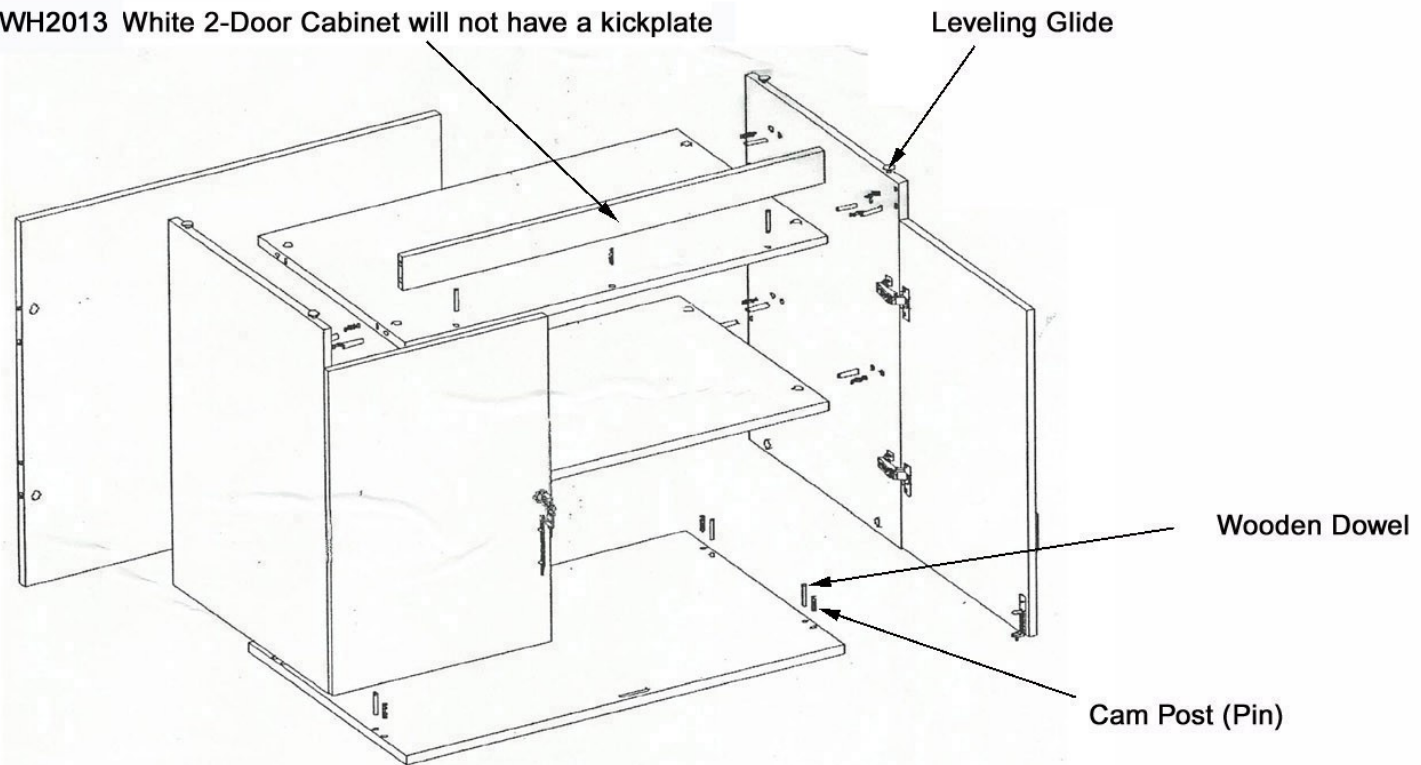
You should also have
 4 hinges, with screws
 included.



Screws for hinges
 are located inside
 the hinges

1.) First step, lay all of the panels out and attach/insert the hardware. Cam Posts (or Cam Pins) fit in the smallest holes. Wooden dowels fit in the larger holes. Cam Fasteners (or Cam Locks) fit in the holes adjacent to the Cam Posts. Attach 4 leveling glides to the Left & Right panels. Also attach the hinge plates to the Left & Right side panels, as attaching the hinges to the doors. The holes for the hinge plates will be piloted toward of front of the left & right side panels. Leave screws somewhat loose for ease of adjustment later on. Lastly, attach the door pulls to the doors using the screws provided. Save attaching the locks for the last step.

Y10407/WH2013 White 2-Door Cabinet will not have a kickplate



Other Tips:

-A second person may be handy to help hold some of the panels in place during assembly and to help turn the unit over once assembled.

-Assemble in a carpeted area near where the unit will be used.

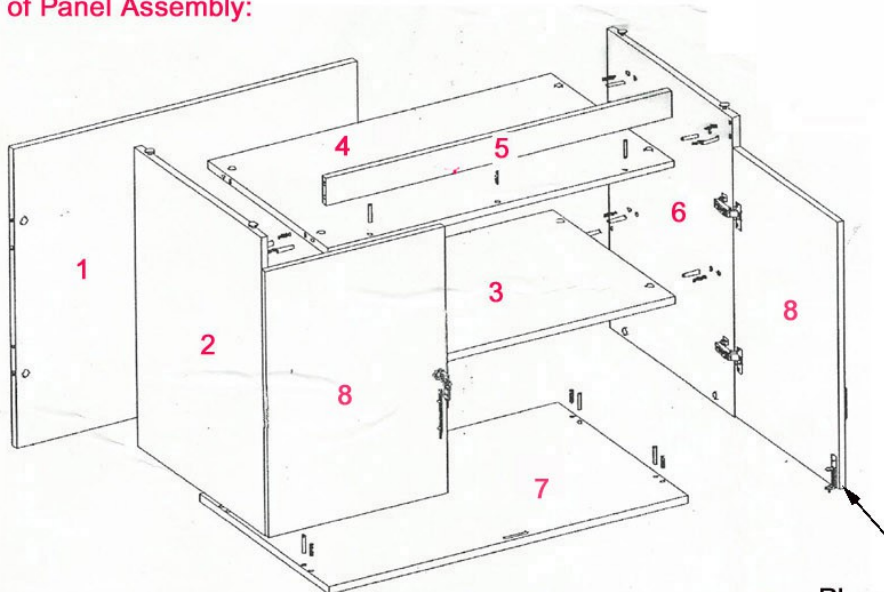
-You will need a Phillips Screwdriver to assemble this product.

- 2.) Assemble unit by laying the back panel, finished side down on the floor. Then, attach the right side panel (2) using the cam posts, fasteners and dowels provided.
- 3.) Next, attach Bottom Panel, Center Shelf and Kickplate using same hardware provided.
(Skip kickplate step if assembling Y10407)
- 4.) Now, attach Left Side Panel using same hardware.
- 5.) Attach the Top Surface using same hardware. The shell of the unit should now be complete. Carefully turn the unit upright.
- 6.) Mount the shelf using the Shelf Pins included.
- 7.) Your next step is to attach the doors using the hinges. Attach the hinges to the doors if you have not done so already. You will need to align the doors by turning the set screw with your Phillips screwdriver. See diagram below.
- 8.) Your last step is to attach the lock. Attach the lock core with the wood screws provided. Attach the Plunger Lock on doors as shown, again using wood screws provided. The plunger should align with the routed out hole in the underside of the Top Surface.

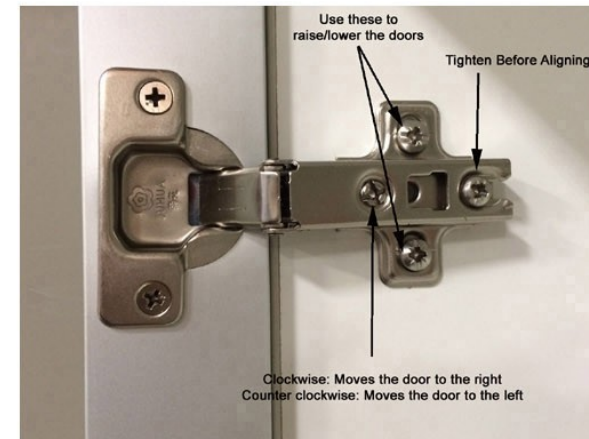
To lock doors: Close door with plunger lock and push in Plunger. Close the other door and turn the key.

To unlock: Turn the key to unlock first door, then hit the red button on the Plunger Lock to release the plunger.

Order of Panel Assembly:



Plunger Lock

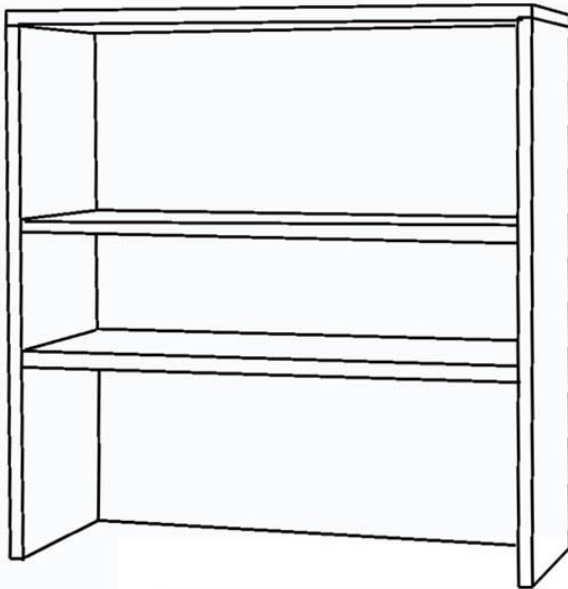




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





Bookcase/Lateral File Hutch

MJ/FL/ML/WH2050



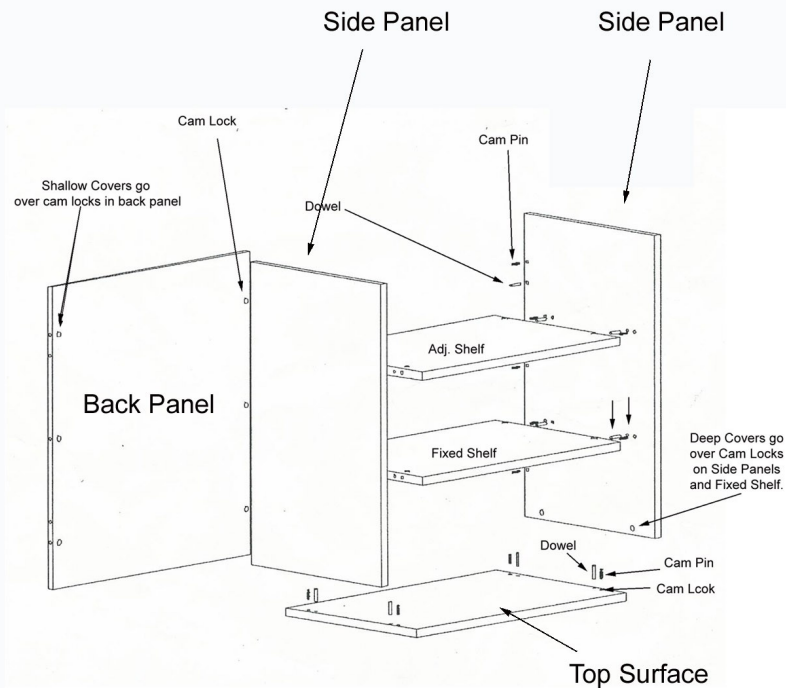
Assembly Instructions

PARTS LIST

Part	Part
 Wood Dowel	 Shelf Pin
 Cam Post	 Shallow Cover
 Cam Fastener	 Deep Cover

Assemble unit on a carpet or cardboard to avoid damage during assembly.

Exploded diagram of parts

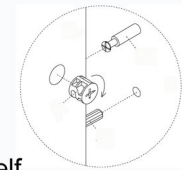


1.) Screw/insert in all cam pins, cam locks and wood dowels in both side panels, the back panel, fixed shelf and the top surface.

TIP: HOLES FOR WOODEN DOWELS ARE LARGER THAN THE HOLES FOR THE CAM PINS. FIXED SHELF WILL HAVE HOLES ALONG LEFT AND RIGHT EDGES.

2.) Assemble unit on its side. Begin by attaching the back panel to the side panel. Use a Phillips screwdriver to twist the cam locks to secure the fit.

3.) Next, attach the fixed shelf to the side panel.



4.) Next, attach the other side panel to the fixed shelf, the back panel.

5.) Now, attach the top surface to both side panels and the back panel.

6.) Carefully, 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 on, peel off the backing and carefully set the unit on top. The tape will hold and secure the hutch.

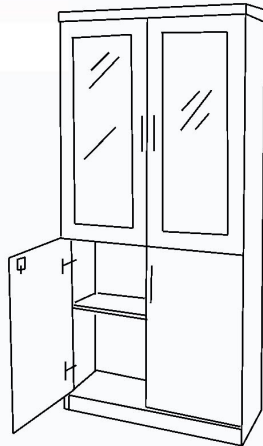
7.) Insert the shelf pins into your desired position. Then set the adjustable shelf on top of the pins.

8.) Insert the shallow covers and deep covers to conceal the silver cam locks.



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Glass Door Wall Unit MJ/FL/ML/WH2060

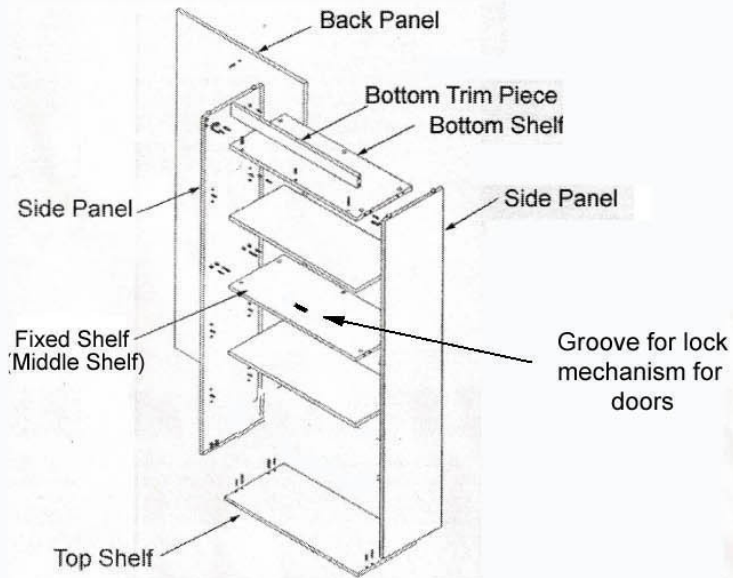


ASSEMBLY INSTRUCTIONS

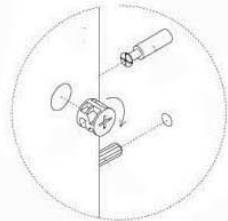
PARTS LIST

Part	Part	Part
 Wood Dowel	 Shallow Cover	 Shelf Pins
 Cam Pin	 Deep Cover	You should also have 8 hinges, with screws included. 
 Cam Lock	 Drawer Pull & Screws	 Screws for hinges are located inside the hinges
 Lock & Key Set x2	 Plunger Lock x2	 Leveling Glide

Exploded diagram of parts:



Assemble on a smooth, clean surface to prevent scratches.



1.) Screw in all camlock pins and insert all wooden dowels in both SIDE PANELS, BACK PANEL, TOP and BOTTOM SHELF.

2.) Attach the BOTTOM TRIM PIECE to the BOTTOM SHELF. Insert camlocks and tighten.

3.) Assemble the bookcase on its side. Begin by attaching the base with the trim piece by placing it over the cam pins and inserting the cam locks. DO NOT YET TIGHTEN.

4.) Repeat process with MIDDLE SHELF, making sure the that exposed cam lock holes will face downward. Again, DO NOT YET TIGHTEN.

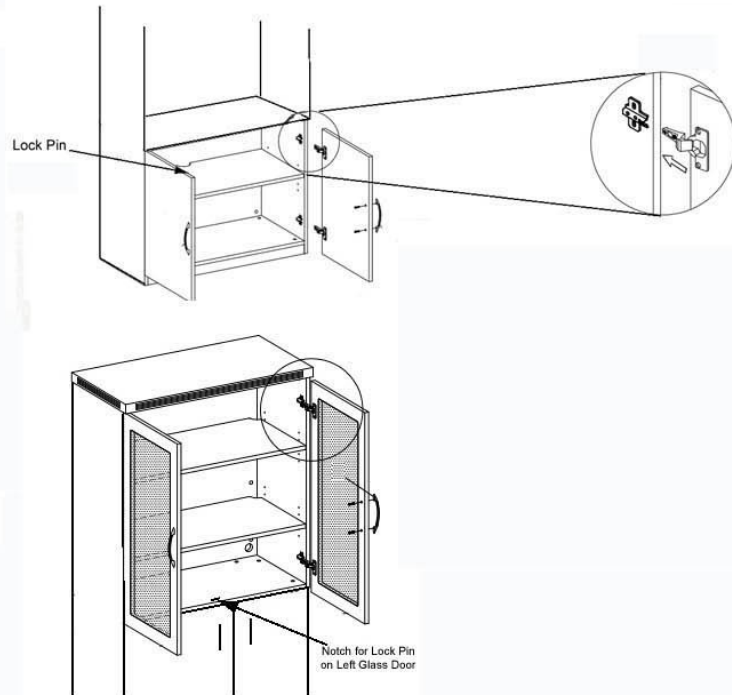
5.) Next, attach the back panel of the bookcase by placing holes over cam pins in SIDE PANEL and fasten. NOW, TIGHTEN ALL CAM LOCKS ON BOTTOM AND MIDDLE SHELVES.

6.) Attach opposite SIDE PANEL and BOTTOM SHELF with TRIM PIECE, MIDDLE SHELF and BACK PANEL in the same manner. The last panel to attach will be the TOP SHELF. Screw in the LEVELING GLIDES to the underside of the bookcase. Further adjusting of the glides may be required after assembly to level the bookcase. NOTE: The middle shelf has a groove cut into the underside for the plunger lock.

Lastly, with a helper, turn the bookcase upright.

See next page on how to attach doors.

To Attach the Doors:



To lock doors: Close door with plunger lock and push in Plunger. Close the other door and turn the key.

To unlock: Turn the key to unlock first door, then hit the red button on the Plunger Lock to release the plunger.

- 7.) Attach 8 hinge plates to the insides of the bookcase. Then, attach the 8 hinges to the 4 doors. The hinges screws are located inside of the hinges.
- 8.) Attach the doors to the bookcase by securing the hinges at all 8 points.
- 9.) Now, attach the two plunger locks to the inside of the bottom left door in the upper left corner and the upper left door at the lower left corner. Self-threading screws are included to attach the plunger locks. Attach the locks so that when the plunger is depressed, the plunger should fit into the holes on the top and underside of the fixed shelf. If core locks for the keys are not installed already, simply do so by inserting the two lock cores in the holes in both the upper and bottom right side doors and secure the locks on the inside of the door with the wood screws.
- 10) Then, attach the 4 door pulls with the screws provided.
- 11.) Once the bookcase is upright and placed where it will be used, align the both the upper and lower doors by adjusting the hinges with a Phillips screwdriver as shown in the picture.
- 12.) Once the doors are aligned, insert the shelf pins at your desired shelf height for the adjustable shelves.
- 13.) Your last step is to insert the deep covers over the cam locks on the sides of the bookcase and the shallow covers over the cam locks on the back panel

