# ASSEMBLY INSTRUCTIONS

## Peninsula Desk

**PARTS LIST**

<table>
<thead>
<tr>
<th>Part</th>
<th>Part</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wood Dowel</td>
<td>Cap</td>
</tr>
<tr>
<td>Cam Pin</td>
<td>Leveling Glide</td>
</tr>
<tr>
<td>Cam Lock</td>
<td>Screw</td>
</tr>
</tbody>
</table>

Modern Office
6900 Shady Oak Road, Ste 120
Eden Prairie, MN 55344
Phone: 952.443.5117
(In MN): 952-941-2837
Fax: 952.949.9816
www.modernofficefurniture.com
For MJ (Cherry), ML (Maple) and WH (White) Peninsula Desks, follow these instructions:

You will be assembling your peninsula desk like shown below. Assemble on carpet or cardboard to avoid scratching during assembly.

Tools Needed: Phillips Screwdriver

1.) Assemble side panel and support using the cam locks, cam pins and wooden dowels provided.

2.) Then, set the side panel/support assemble onto the desktop. Attach with dowels, cam pins and cam locks.

3.) Attach Leveling Glides to Side Panel and Support.
MJ (Cherry), ML (Maple) and WH (White)

instructions continued....

4.) Attach the post leg to the center of the underside of the desktop with the screws provided.

5.) Lastly, carefully turn desk upright and place the cam lock covers over the silver cam locks.
For FL (Mocha) Peninsula Desk with modesty panel, follow these instructions:

You will be assembling your peninsula desk like shown below. Assemble on carpet or cardboard to avoid scratching during assembly.

Tools Need: Phillips Screwdriver

1.) Assemble side panel and support using the cam locks, cam pins and wooden dowels provided.

2.) Then, set the side panel/support assemble onto the desktop. Attach with dowels, cam pins and cam locks.

3.) Attach Leveling Glides to Side Panel and Support.
FL (Mocha) Peninsula Desk
instructions continued....

4.) Attach the post leg to the modesty panel using two cam pins & locks. Pins fit inside holes in leg. Then, Attach the post leg to the center of the underside of the desktop with the screws provided.

5.) Lastly, carefully turn desk upright and place the cam lock covers over the silver cam locks.
Reversible Desk Return
MJ/FL/ML/WH2045

ASSEMBLY INSTRUCTIONS

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<table>
<thead>
<tr>
<th>Part</th>
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<tbody>
<tr>
<td>Wood Dowel</td>
<td>Shallow Cover</td>
<td>Worksurface Bracket</td>
</tr>
<tr>
<td>Cam Pin</td>
<td>Deep Cover</td>
<td>Side Panel Brackets (2)</td>
</tr>
<tr>
<td>Cam Lock</td>
<td>Grommet</td>
<td>M6 Screw</td>
</tr>
<tr>
<td>Wood Screw</td>
<td>L-Bracket</td>
<td>Leveling Glide</td>
</tr>
</tbody>
</table>
Step 1:
Determine if return desk is to be Left or Right.

Step 2:
Attach Side Panel and Support Panel using dowels, cam locks and cam pins provided.

Step 3:
Using M6 Screws, attach flat bracket to edge of return as shown in the photo, centering it over the edge.

Step 4:
Using wood screws provided, attach both side panel offset brackets to the side panel as shown.

Step 5:
Screw in floor glides.

Step 6:
Carefully turn over return desk and attach to main desk using M6 screws, connecting other side of flat bracket to underside of main desk.

Step 7:
Insert grommet and covers. Shallow covers go over cams on side panel, deep covers go over cams on support panel, since those are more inset.
Box/Box/File Pedestal
MJ/FL/ML/WH2066

Install Instructions

PARTS LIST

<table>
<thead>
<tr>
<th>Part</th>
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<tbody>
<tr>
<td>Bolt</td>
<td>Drawer Pull &amp; Screws</td>
</tr>
<tr>
<td>Keys</td>
<td>Leveling Glide</td>
</tr>
</tbody>
</table>

1) Install 4 leveling glides and level the file
2) Install drawer pulls with screws provided.

To attach 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.
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 cam locks 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.
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.