**Desk/Credenza Shell**

**MJ/FL/ML/WH**

2001/2002/2043/2089/3624/7124

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**ASSEMBLY INSTRUCTIONS**

**PARTS LIST**

<table>
<thead>
<tr>
<th>Part</th>
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<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>Grommet</td>
</tr>
<tr>
<td>Screw</td>
<td>L-Bracket</td>
</tr>
</tbody>
</table>
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.

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)
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 if desk is not level.
2-Drawer/4-Drawer Lateral File

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<tbody>
<tr>
<td>Screw</td>
<td>Drawer Pull</td>
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<tr>
<td>Keys</td>
<td>Leveling Glide</td>
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1) Install 4 leveling glides and level the file
2) Install drawer pulls with screws provided.
66" & 71" White Desktop Risers

WH2095 & WH2090

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<tbody>
<tr>
<td>Wood Dowel</td>
<td>Shallow Cover</td>
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<tr>
<td>Cam Pin</td>
<td>Deep Cover</td>
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<tr>
<td>Cam Lock</td>
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</table>
Assemble on a smooth, clean surface to prevent scratches.

1.) First, attach FRONT PANEL to one of the SIDE PANELS using the cam lock and cam pin sets provided. DO NOT YET FULLY TIGHTEN DOWN THE CAM LOCKS. That will be towards the end.

2.) Next, attach the other SIDE PANEL using same method.

3.) Now, insert any/all wooden dowels, cam locks and pins into the FRONT PANEL to attach the TOP COUNTER.

4.) Once all panels are connect, fully tighten all cam locks.

5.) Place in area of intended use and use covers to cover over the cam locks.

6.) Double Sided tape on bottom of side panels secures the riser to the desktop.
Reversible Bridge for U-Desk MJ/FL/ML/WH2070

ASSEMBLY INSTRUCTIONS
1.) Assemble with desktop face down on carpet or cardboard for protection during assembly.

2.) Attach long, worksurface brackets to underside of bridge. Use round-head screws to attach. Insert all/any hardware on worksurface.

3.) Insert any cam locks, cam pins and dowels to the side panel. Connect side panel to top panel using cam locks and pins. Use a Phillips screwdriver to twist the cam locks to secure.

4.) Screw in leveling glides on side panel.

5.) Carefully turn unit upright. Place in U-desk where you wish to connect. Level the desk if needed. Connect the worksurface brackets on the bridge to the front desk and back desk using same round-head screws.

6.) Using pointed wood screws and bent side panel brackets, connect the bridge side panel to the side panels of the front desk and back desk. Center bracket over the seam.

7.) Insert the shallow covers over the cam locks. Insert grommet in desktop.
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.

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 routered 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.
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**WHITE 2-SHELF BOOKCASE**

**WH2050**
1.) Screw in all camlock pins and insert all wooden dowels in both SIDE PANELS, BACK PANEL, TOP and BOTTOM.

2.) Assemble the bookcase on its side. Begin by attaching the BOTTOM and one SIDE PANEL by placing it over the cam pins and inserting the cam locks. DO NOT YET 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.) Connect BACK PANEL using same hardware method.

5.) Connect TOP and other SIDE PANEL. When done, TIGHTEN ALL CAM LOCKS.

6.) Turn unit right side up and place in area of intended use. Insert shelf pins and SHELF where desired.

7.) Cover the cam locks with the caps provided.
## White Mobile Pedestal

**WH2048**

### Install Instructions

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<td>Screws</td>
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<tr>
<td>Drawer Pulls</td>
<td>Screws</td>
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<tr>
<td>Keys</td>
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1. Turn file upside to to attach the 4 casters. Each caster has 4 screws to attach the plate to the underside of the file.

2. Next, attach the two drawer pulls using the 2 screws each, provided.