Glass Front Reception Desk
MJ/FL/ML/WH/BK2969

ASSEMBLY INSTRUCTIONS

PARTS LIST

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<thead>
<tr>
<th>Part</th>
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<tbody>
<tr>
<td>Wood Dowel</td>
<td>Cap</td>
<td>Clear Rubber Washer</td>
</tr>
<tr>
<td>Cam Pin</td>
<td>Leveling Glide</td>
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<tr>
<td>Cam Lock</td>
<td>Grommet</td>
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<tr>
<td>Metal disc</td>
<td>Metal dowel</td>
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Helpful Tips:

Assemble on carpet or on cardboard box to avoid damage during assembly.

Assemble in area of planned use for the desk. Avoid dragging assembled desk.

1.) Locate the two front panels and lay them face down. Insert cam pins and leveling glides.

2.) Locate the spacers for the front panels and insert dowels and cam locks.

3.) Using a screwdriver, turn the cam locks on the spacers clockwise to lock/attach the spacers to the front panels.

Tools needed:

- Phillips Screwdriver
- A helper

4.) With a helper, set the glass front panel, smooth side down, on front panels as shown. Line up the holes of the panel with the holes on the spacers.

5.) Next, insert the metal threaded dowels into the holes. Then set one clear rubber washer over each dowel. Finally, screw the chrome metal discs over the dowels.

6.) Next, locate the desktop and insert all of the hardware.

7.) Insert desktop like shown. Insert all cam locks and PARTIALLY TIGHTEN. DO NOT YET FULLY TIGHTEN.
8.) Locate one of the side panels, insert hardware and attach to front panels and desktop. DO NOT FULLY TIGHTEN YET!

9.) Repeat process with other side panel.

10.) Now, tighten down all cam locks on desktop, side panels and front panels.

11.) With a helper, carefully turn the desk upright.

12.) The next step is to attach the glass counter top. The counter top will have metal discs adhered already. Turn the counter disc side up and insert one cam pin per disc.

13.) Set counter top on desk, lining up the cam pins with the holes.

14.) Insert cam locks that align with those cam pins, and fully tighten down.

15.) Insert the desktop grommets and any cam lock covers as your last step.

Care & Maintenance:

Use a damp and/or soft cloth to clean. Regular glass cleaner can be used on the smooth, non-frosted side of the glass.

Questions?

Call us at 1-800-443-5117
Mon-Fri, 8:30-5:00 CT
Box/Box/File Pedestal
MJ/FL/ML/WH2066

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<tr>
<td>Bolt</td>
<td>Drawer Pull &amp; Screws</td>
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<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.

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.
Desk/Credenza Shell

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

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<td>Screw</td>
<td>L-Bracket</td>
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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.

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 in case desk is not level.
Reversible Bridge for U-Desk
MJ/FL/ML/WH2070

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<tr>
<td>Wood Dowel</td>
<td>Shallow Cover</td>
<td>Worksurface Bracket</td>
</tr>
<tr>
<td>Cam Pin</td>
<td>Side Panel Brackets (2)</td>
<td>Cam Lock</td>
</tr>
<tr>
<td></td>
<td></td>
<td>M6 Screw</td>
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<tr>
<td></td>
<td></td>
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Can be used in left or right configuration

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.
Box/Box/File Pedestal
MJ/FL/ML/WH2066

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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.
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 "Y" 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.

Use these to
raise/lower the doors

Tighten before aligning.

Caster block: Moves the door to the right
Caster block: Moves the door to the left