TrendSpaces Desk Series
Desk/Credenza Assembly Instructions
L-Desk Assembly Instructions
(PLT2472, PLT3066, PLT3672 & PLT2448
PLTLEGD2472, PLTLEGD30, PLTLEGD36 & PLTLEGD24)

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

2.) Screw in leveling glides on all frames.

3.) Next, assemble metal desk frame by attaching the cross beam to the left & right side legs. The bolts for the cross beam are already in the legs. Just back out, place beam and screw back in.

4.) Next, attach frame to desk top using the pointed tip, self-threading wood screws included with the desk top. To properly align, assemble upside down. Align and connect frame one side at a time with the edge of the frame aligned to the edge of the desktop. Use a power screwdriver to screw in 2-1/2” screw with washer through the frame and securely attach to top. Proceed to opposite leg/side and attach in same manner.

Return Desk:
5.) If you purchased an L-desk, attach the return desk end leg to the desktop with the two bolts, that are taped to the leg.

6.) The mounting bracket will already be installed on the return desktop. Use the 1” pointed tip, self-threading wood screws included with desktop to connect to main desk.

Questions? Please call 1-800-443-5117.
Customer Service available 8:30 - 5:00 Central Time, Monday - Friday
Small Office Electric Lift
Height Adjustable Table/Return/Bridge

For Y12386, Y12387 and Y12388 Desks,
Adjustable Bridge for Y12382 U-Desk,
Adjustable Return for Y12383 & Y12384 L-Desks
and Y12407 cubicle add-on

Questions? Please call 1-800-443-5117.
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Tools Needed:

Phillips Screwdriver
Power Screwdriver

List of Parts:

<table>
<thead>
<tr>
<th>NO.</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
</tr>
</thead>
<tbody>
<tr>
<td>QTY.</td>
<td>1</td>
<td>1</td>
<td>2</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
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A (6pcs)  
M8x10mm Machine Screw  
ST5.0x16mm (optional) Wood Screw

B (4pcs)  
ST4.2x16mm Wood Screw

C (2pcs)  
M8x20 Machine Screw

D (4pcs)  
Allen Wrench

WICHTIG - FÜR SPÄTERE VERWENDUNG AUFBEWAHREN - SORGFALTIG LESEN
AVIS - Ces instructions doivent être sauvegardées  
Pour utilisation future - Les instructions doivent être suivies

IMPORTANTE, conservar estas instrucciones para futuro uso. Siga estas instrucciones atentamente

NOTICE - These instructions must be saved for future use - Instructions must be followed
1. Assemble upside down. Attach Center Post to the Long/Short Arms using the (A) Machine Screws provided. Use the Allen Wrench included to secure the screws.

2. Turn your desktop face down on floor. Then, place the electric lift assembly on the underside of your desktop to attach with the (B) Wood Screws provided. The screws have pointed tips to easily drill into the desktop. Use your Phillips Screwdriver or Power Screwdriver to drill your own holes.

3. Attach the Base to the Center Post by using the (D) Machine Bolts with the Allen Wrench.

4. Use the (C) Wood Screws to attach the Handset on the left or right side, under the desktop.
With a helper, turn the assembled desk right side up. Then plug into electrical outlet to use.

Handset Instruction

The whole handset surface is a button panel. If there is no press within 30 seconds, the screen is locked and M1/M2/M3/M4 keys are locked correspondingly, you should press Up or Down key first, it can be used when the display screen light up.

- **Up or Down Key**
  To adjust the height of the desk, keep pressing on “up” or “down” until it fits your best position.

- **Display screen**
  Display the height value of the desk.

- **Memory Key (M1/ M2/ M3/ M4)**
  After setting memory keys, the desk can lift automatically to memory height.
  - How to set memory mode
    Please keep pressing M1/M2/M3/M4 keys for 5 seconds, until "be" sound, the memory height is successfully saved. Then press M1/M2/M3/M4, the desk moves to memory height automatically.

- **Safety function**
  When the desktop is on the rise or down, encountered reverse resistance, the desk will rebound.

- **Hot display**
  1. When desk keep working for 2 to 5 minutes, screen show "hot".
  2. After the screen show "hot", press any key will not working, the handset can automatically reworking after 5 minutes.

- **Setting solution for desk function**

  - Press M4 till hear the second beep sound (around 10s).
  - Use "+" or "-" key to choose A, b, C, d, E, F.
  - Press M4.
  - Sensitivity of lowering anti-collision
  - Press M4.
  - Sensitivity of lowering anti-collision

  - Press M4.
  - 1 cm
  - Press M4.
  - 2 inch

  - Press M4.
  - Basic height setting
  - Press M4.
  - Using "+" or "-" key to set basic height

  - Press M4.
  - Maximum height setting
  - Press M4.
  - Using "+" or "-" to adjust the height

  - Press M4.
  - Sensitivity of lipping anti-collision setting
  - Press M4.
  - 1 general sensitivity
  - Press M4.
  - 2 less sensitivity

  - Press M3 BACK to the main surface, all setting complete

  - Press M3 BACK to the setting surface, the data reserved

5 - 6

6 - 6
Y11129 Steel Modesty Panel Assembly Instructions (MMP6016-SLV)

Note: Holes are not predrilled on the underside of the worksurface due to the self-threading design of the pointed tip, coarse thread wood screws provided. The four wood screws will ensure a strong hold when screwed directly into the wood.

Positioning of the modesty panel is left to the personal preference of the user. It can either be placed flush to the front edge of the desk, or, set back several inches from the front edge.

Step 1: Modesty Panel is easiest to attach when desk is upside down. Attach the two angled brackets to the modesty panel itself with the four bolts and washers provided. Screw silver caps on other side of panel once done.

Step 2: Next, measure your desktop and determine if you want your panel to overhang, be flush with, or be inset from the edge of the desktop. Line up modesty panel and mark holes where the angled bracket will attached to the underside of the desk.

Step 3: Using a screwdriver or drill, attach the bracket by screwing the pointed wood screws into underside of the desk, over the marks. Once done, with a helper turn the desk upright.

List of Hardware:
- Wood Screw

Tools Needed:
- Screwdriver or power screwdriver
- A Helper.

Questions? Please call 1-800-443-5117.
Customer Service available 8:30 - 5:00 Central Time, Monday - Friday
TrendSpaces Desk Series
Hutch Assembly Instructions
for Y11873 U-Desk with Hutch, Y11133 Wall Mounted Hutch &
Y11134 Desk Mounted Hutch
(1044WS & HUTCHLEGS-SLV)

List of Hardware:

<table>
<thead>
<tr>
<th>Part</th>
<th>Qty</th>
<th>Part</th>
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<tbody>
<tr>
<td>Wood Dowel</td>
<td>QTY 4</td>
<td>Cam Lock Cap</td>
</tr>
<tr>
<td>Cam Pin</td>
<td>QTY 4</td>
<td>Machine Screw</td>
</tr>
<tr>
<td>Hinge Plate</td>
<td>QTY 8</td>
<td></td>
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</tbody>
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Tools Needed:
- Allen Wrench included (to connect bolts)
- Power Screwdriver
- A Helper

1.) Identify the parts of the hutch using Fig 1. Assemble on cardboard or carpet to protect parts during assembly.

2.) Assemble upside down like shown in Fig 1. Attach panels using wood dowels, cam locks and cam pins in the order shown below. LEAVE CAM LOCKS LOOSE DURING ASSEMBLY. FULLY TIGHTEN WHEN ALL PARTS CONNECTED:

A - Attach Left Side Panel to Top Surface.
B - Attach Middle Support to Top Surface.
C - Attach Right Side Panel to Top Surface.
D - Attach Back Panel to Top Surface, Side Panels and Middle Support.
E - Attach Bottom Shelf.

3.) You will notice the Back Panel has a pre-installed brace. This is for if you plan to mount your hutch on your wall. There is wood brace included with your hutch that should be installed onto your wall, into your wall studs, with the angled side facing "up". The preinstalled brace will fit into the wall brace.

Special note: wall mounting hardware is not included. Due to the variety in wall and stud material, there is no universal screw that will work with all wall/studs. Customers to supply own hardware to mount brace.

If you plan to attach the hutch to the desk, go to Step 4. If you plan to mount to the wall, go to Step 6.

4.) Attach hutch legs to the bottom of the hutch using the machine screws, 4 per side.

5.) Next, attach your hutch to its final destination, whether on a credenza for a U-desk or on top of lateral files or open storage units. Use the machine bolts to attach the hutch legs to the pre-drilled inserts on top of the credenza work surfaces or lateral files, etc.

6.) Once the hutch is positioned and will no longer need to be moved, it is time to attach the doors. Connect all 8 hinge plates to the inside side panels using the screws provided. LEAVE HINGE PLATES LOOSE!

7.) Next, locate all of the hinges sort out the 'inside door' hinges from the 'outside door' hinges. They look slightly different. See Fig 2. below. The doors are all made the same.

8.) Attach 2 hinges per door. Use the hinges with the 'bump' on the outside left & right doors and the flat hinges on the inside left & right doors. Once hinges are attached, slide the doors/hinges over the hinge plates, fitting the screw head of the hinge plate into the slot of the hinge. Once fitted, tighten the set screw.

9.) Align the hutch doors by using your screwdriver to adjust the set screw to adjust the depth and screws on the hinge plates to move the door up/down. Once aligned,

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Customer Service available 8:30 - 5:00 CT
Monday - Friday
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:

<table>
<thead>
<tr>
<th>Part</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Drawer Pull</td>
<td>Drawer Pull</td>
</tr>
<tr>
<td>Screw</td>
<td>Screw</td>
</tr>
<tr>
<td>2 per drawer</td>
<td>1 per drawer</td>
</tr>
<tr>
<td>pull</td>
<td></td>
</tr>
<tr>
<td>1 set of keys</td>
<td>4 Leveling Glides</td>
</tr>
</tbody>
</table>

1.) Install 4 leveling glides. Keep the front two leveling glides 1/4" taller than the 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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