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.

List of Hardware:

<table>
<thead>
<tr>
<th>Part</th>
<th>Part</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leveling Glide</td>
<td>Bolt</td>
</tr>
<tr>
<td>2-1/2” wood</td>
<td>1” wood</td>
</tr>
<tr>
<td>screw</td>
<td>screw</td>
</tr>
<tr>
<td>(included only with return desk)</td>
<td></td>
</tr>
</tbody>
</table>

Grommet

Tools Needed:
- Allen Wrench included (to connect bolts)
- 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 & HUTCHLEGSS-LV)

List of Hardware:

<table>
<thead>
<tr>
<th>Part</th>
<th>Part</th>
<th>Part</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wood Dowel</td>
<td>Cam Lock Cap</td>
<td>Outside Door Hinge</td>
</tr>
<tr>
<td>Cam Pin</td>
<td>Machine Screw</td>
<td>Inside Door Hinge</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Qty 4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Qty 4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Qty 8</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Hinge Plate</td>
</tr>
</tbody>
</table>

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.

Tools Needed:
- Allen Wrench included (to connect bolts)
- Power Screwdriver
- A Helper

Fig. 1

Special note: wall mounting hardware is not included. Due the 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 worksurface 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,
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>
<th>Part</th>
</tr>
</thead>
<tbody>
<tr>
<td>Drawer Pull</td>
<td>Drawer Pull</td>
</tr>
<tr>
<td>Screw</td>
<td></td>
</tr>
<tr>
<td>2 per drawer pull</td>
<td>1 per drawer</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 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.

Questions? Please call 1-800-443-5117.
Customer Service available 8:30 - 5:00 Central Time, Monday - Friday
**Y12894 - 96 & Y12904 Assembly Instructions**

Questions? Call Customer Service at 1-800-443-5117, Monday - Friday 8:30 AM to 5:00 PM Central Time
www.modernofficefurniture.com

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**STEP 1**
Install the Leg and the Supporting Beam

![Diagram showing Step 1](image)

- Connect the leg (2) and the supporting beam (3) with screw A, and then tighten them with 4x4 Allen Key (F).

**STEP 2**
Install the Lifting Column

![Diagram showing Step 2](image)

- Connect the foot (1) and the lifting column (2) with the screw B, and then tighten them with 4x4 Allen Key (F).

**STEP 3**
Install the Tabletop, Control Box, and Hand Switch

![Diagram showing Step 3](image)

- Wood Screws are self-drilling. Center top on base and drill into underside, making your own holes.

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**Accessory List**

Attention: The drawings below are for guidance only and they may differ slightly from the product and fittings received. Please contact our customer service department should you have any queries.

<table>
<thead>
<tr>
<th>No.</th>
<th>Image</th>
<th>Spec</th>
<th>Qty</th>
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<tbody>
<tr>
<td>A</td>
<td></td>
<td>M6</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td></td>
<td>M6</td>
<td>4</td>
</tr>
<tr>
<td>C</td>
<td></td>
<td>SH4.2</td>
<td>7</td>
</tr>
<tr>
<td>D</td>
<td></td>
<td>Cable Tie</td>
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</tr>
<tr>
<td>E</td>
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<td>SH4.2</td>
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<tr>
<td>F</td>
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<td>Allen Key</td>
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**Technical Data**

<table>
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<tr>
<th>Column Stage</th>
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<tbody>
<tr>
<td>Max. Weight Capacity</td>
<td>80KG</td>
</tr>
<tr>
<td>Height Range</td>
<td>580-1230mm</td>
</tr>
<tr>
<td>Width Range</td>
<td>38mm/s</td>
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**Component List**

<table>
<thead>
<tr>
<th>No.</th>
<th>Part</th>
<th>Qty</th>
<th>No.</th>
<th>Part</th>
<th>Qty</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Pat</td>
<td>1</td>
<td>2</td>
<td>Pat</td>
<td>1</td>
</tr>
<tr>
<td>3</td>
<td>Lift Column</td>
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<td>4</td>
<td>Supporting Beam</td>
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<tr>
<td>5</td>
<td>Control Box</td>
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</tr>
<tr>
<td>6</td>
<td>Handle</td>
<td>1</td>
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<tr>
<td>7</td>
<td>Excl</td>
<td>4</td>
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</tr>
</tbody>
</table>

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Connect the tabletop and the supporting beam (3) with the screw C, and then tighten them with a phillips drill.
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:

<table>
<thead>
<tr>
<th>Part</th>
<th>Qty</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wood Screw</td>
<td>4</td>
</tr>
</tbody>
</table>

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