Step 1. Leg Installation

Place back panel good side down on a clean surface.

Align the pins in the legs with the pre-drilled holes in the back and lower into place. Tighten all the connectors clockwise with a #2 Phillips screw driver.

Step 2. Desk Top installation

Align the top with the leg and modesty assembly and slide into place. Tighten all connectors clockwise with a #2 Phillips screw driver.

Step 3.

Turn desk to upright position.
Step 1. Upright Installation

Place back panel good side down on a clean surface.

Align the pins in the uprights with the pre-drilled holes in the back and lower into place. Tighten all the connectors clockwise with a #2 Phillips screw driver.

Step 2. Top installation

Align the top with the upright and back assembly and slide into place. Tighten all connectors clockwise with a #2 Phillips screw driver.

Step 3. Cap to desk assembly

Place the spacer blocks on edge against the desk. Carefully lower the reception cap onto the desk surface. Align the holes in the modesty and fasten with the bolts provided.
Final Step - Attaching the File Pedestal(s)

Securing File Pedestal to underside of desk is optional.

Note: Before installing pedestals complete the assembly of all desk units. Desk(s) should be placed in their final position and leveled. Ganged desks should be tied together using the supplied mending plates. Always remove pedestal from desk before moving desk.

Level desk

Step 1: Slide pedestal under desk until drawer fronts are flush with desk legs.

Step 2: Access levelers through holes in pedestal bottom. Use supplied Allen key to adjust levelers until pedestal top is tight to bottom of desk top. See below for instructions on removing drawers.

Adjust levelers to remove gap between pedestal top and desk.

Step 3: Remove upper drawers as necessary and install supplied #8 x 1⅜” pan head screws (holes are pre drilled in pedestal top) to secure pedestal to desk.

Step 4: Re-install drawers in their original location.