Adjustable Height Desk Shell Series
Assembly Instructions
Desk Shells with A-6-Silver Electric Lift

Assemble Electric Lift Frame First!

Tools Needed:
Phillips Screwdriver
Power Screwdriver
2 people

1. The width of your electric lift table base is determined by positioning of the sliding horizontal support bars (Long tubes). To adjust, lie the supports on your work surface with the mounting brackets downward and the eight set screws facing upward. By loosening these set screws the horizontal supports can be slid to any width desired within the limitations of the motor wire length. Tightening the set screws will lock the bars into position.

***** When on the final step of connecting the table base to your work surface, you will want to loosen these ***** set screws again to fine tune the base to the desired width appropriate for your particular work surface.

2. Connect the legs to the Long tube supports using eight of the M8x10 screws for each leg. Next, connect the Horizontal tube supports to the Legs also using the M8x10 screws as shown in the diagram.

3. Connect the Feet to the Legs using four M6x24 screws each.

4. Turn the table base upright for connection of the Control holder. Connect the Control holder with four M6x10 screws. The Control box will then slide into the Control holder.

5. Connect one each Motor wire between each motor and into the Control box. Now connect the Handset to the outlet on the control box labeled "control".

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Desk Shell Assembly Instructions

Desk Hardware List:

Wood Dowel
Cap
Cam Pin/Lock Set
Leveling Glide
Wood Screw
Grommet

1.) Assemble your desk shell once your electric lift base is assembled.

2.) Your desk shell can be used as a standard fixed height desk, or, in this case for your Adjustable Height Desk Shell. Begin by locating the left and right desk side panels and inserting the leveling glides. Then, connect the left and right desk side panels to the desk front panel with the wood dowels, cam locks and cam pins as shown. Now position these three connected pieces in your office where you intend to use the desk.

3.) Set the Electric Lift Table Base within the desk shell with the rear edge of the base feet pushed all of the way back until they meet with the desk shell back panel. Slide the frame apart as far as it will go within the Desk Shell so that the exterior of the base feet touch the side panels. Tighten the width adjustable bolts on the underside of the Electric Lift Table Base.

4.) Connect your power cord and adjust the Electric Lift Table Base up to the height of the desk side panels.

5.) Set the desk worksurface on top of the Electric Lift Table Base and Desk Shell. Do not attach any of the cam pins or dowels to either the underside of the desk worksurface or desk side panels. Make sure the top is aligned evenly with the side panels of the Desk Shell base.

6.) Have a helper hold the desk top in position while from the underside of the Electric Lift Table Base attach the Base to the underside of the desk worksurface with the self threading wood screws provided. DISREGARD ANY THREADED INSERTS. THOSE DO NOT APPLY FOR HEIGHT ADJUSTABLE DESKS. YOU ARE MAKING YOUR OWN HOLES WITH THE WOOD SCREWS PROVIDED.

7.) Attach your handset to the front underside of the desk worksurface with the two screws provided in position as desired.

8.) Test out the Electric Lift Table Base and set memories as desired. The electric lift mechanism has a safety stop to stop the unit from lowering when it hits an obstruction such as the desk side panels.

Questions? Please call 1-800-443-5117.
Customer Service available 8:30 - 5:00 Central Time, Monday - Friday
Handset Usage Instructions

- Raising button. Push and hold to raise desk/table.
- Lowering button. Push and hold to desk/table.
- Display screen. Shows current height. Ranges from 620-1170mm (24.4" - 50")
- Mode of Operation
  1. Lightly touch up/down button and hold the key to raise and lower the desk height.
  2. Press HOME button and quickly release to move the base height (without work surface) to a normal desk height of 28.3".
  3. To set M1 and M2 height memories press and hold key in for 5 seconds. Once set in memory, quickly press M1 or M2 to achieve programmed in height.
  4. After 30 seconds of not touching the keypad, display screen lights will turn off.
  5. To start keypad push either up or down to light up.

The height will automatically go to 720mm (28.3”). Touch the key and release.
Second memory position. Press and hold the key for 5 seconds for memory 2.
First memory position. Press and hold the key for 5 seconds for memory 1.
Reversible Bridge w/support leg for Electric Lift U-Workstation
Assembly Instructions

List of Hardware:

<table>
<thead>
<tr>
<th>Part</th>
<th>Part</th>
<th>Part</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wood Dowel</td>
<td>Shallow Cover</td>
<td>Worksurface Bracket</td>
</tr>
<tr>
<td>Cam Pin</td>
<td>Deep Cover</td>
<td>Side Panel Brackets (2)</td>
</tr>
<tr>
<td>Cam Lock</td>
<td>Grommet</td>
<td>M6 Screw</td>
</tr>
<tr>
<td>Wood Screw</td>
<td>L-Bracket</td>
<td>Leveling Glide</td>
</tr>
</tbody>
</table>

Tools Needed:
- Phillips Screwdriver
- Power Screwdriver
- A Helper

1.) Assemble on carpet or cardboard to protect parts during assembly. Assembly will require 2 people for safety.
2.) Determine if bridge will Left or Right handed. Locate Side Panel, End Panel and Half Size End Table. Dispose of larger End Panel, as that will not use this in this set up. Instead, you will use the Half Size End Panel for more leg room.
3.) Insert all Leveling Glides on Side Panel and Half Size End Panel.
4.) Attach Desktop to Side Panel using the cam pins/locks sets and dowels provided. Use your screwdriver to twist the cam locks to connect to the pins.
5.) Attach the Half Size End Panel using the L-Brackets & wood screws. Panel will attach UNDER the desktop surface.

6.) Now it’s time to attach the return to your desk. Locate the large flat bracket and M6 machine screws (it may be attached to the desktop already. If not, center the bracket over the edge and install 4 of the screws). With a helper, have one person hold the return desk stable while the other screws the machine screws into the back desk of the workstation, the side that is not height adjustable.
7.) Once installed & leveled, use the wood screws to install the offset side panel brackets onto the Side Panel onto the Side Panels of the back desk. This is an optional step, but will further secure the bridge.
8.) Lastly, insert the grommet into the desktop and use the caps provided to cover the cam locks.

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Desk/Credenza Shell Assembly Instructions

Applies to:

List of Hardware:

<table>
<thead>
<tr>
<th>Part</th>
<th>Part</th>
</tr>
</thead>
<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>
</tbody>
</table>

Tools Needed:
- Phillips Screwdriver
- A helper!

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

2.) Locate left & right side panels. Screw in the leveling glides by hand. Then, insert wood dowels & cam pins. The wood dowels fit into the slightly larger holes, compared to the cam pin holes.

3.) Locate front panel and insert all cam locks on the left & right sides. Then, align one of the side panels and connect the panel by inserting the cam pins into the cam locks and the dowels into the corresponding holes. (see diagram on next page). Twist the cam locks with a Phillips Screwdriver to secure.

4.) Next, insert all cam pins, dowels and cam locks on the top edges of the side panels and front panels. Locate the desktop and with a helper, carefully set the desktop on top of the assembly shown above. Twist cam locks to secure the connection.

5.) Your last step is to insert the grommet(s) provided into the desktop. Cover the cam locks with the caps provided.

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Box/Box/File Desk Pedestal Assembly Instructions

Applies towards:
BK/CH/FL/MJ/ML/WH2066

List of Hardware:

<table>
<thead>
<tr>
<th>Part</th>
<th>Part</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 Large Bolts</td>
<td>3 Drawer Pulls</td>
</tr>
<tr>
<td></td>
<td>with screws</td>
</tr>
<tr>
<td>1 set of keys</td>
<td>4 Leveling Glides</td>
</tr>
</tbody>
</table>

1.) Install 4 leveling glides.
2.) Use the screws to attach drawer pulls.
3.) To install under desk, remove the top box drawer (or top two box drawers) by locating the black tabs inside of the left & right drawer slides. Push down on one and push up on the other. This will release the drawer from the slides. Use 4 large bolts to connect to threaded holes on underside of desk. Once done, simply insert drawers back into the slides. They will snap in place.
4-Door Hutch Assembly Instructions

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>Qty 4</td>
</tr>
<tr>
<td>Cam Pin</td>
<td>Outside Door Hinge</td>
<td>Qty 4</td>
</tr>
<tr>
<td>Cam Lock</td>
<td>Grommet</td>
<td>Qty 8</td>
</tr>
<tr>
<td>Hinge Plate</td>
<td>Inside Door Hinge</td>
<td></td>
</tr>
</tbody>
</table>

Tools Needed:
- Phillips Screwdriver
- A Helper

Special Note:

Location & number of cam pin, cam lock and dowel holes may vary.

Figure A

Inside Door Hinges are flat

Outside Door Hinges have a 'bump'

1.) Locate the Back Panel, Left & Right Side Panels and Center Shelf. Insert all wooden dowels, cam pins and cam locks. Connect Back Panel to the Center Shelf. Then connect the Left Side Panel, then Right Side Panel. Once all panels are connected, use your screwdriver to twist the cam locks to secure the connections.

2.) Connect the Middle Support Panel in same method.

3.) Attach Top Surface in same method.

4.) Attach all 8 Hinge Plates to the inside walls of the hutch. Use two per door. The holes are piloted. DO NOT TIGHTEN DOWN THE SCREWS ALL OF THE WAY. LEAVE WIGGLE ROOM!

4.) Your next step is to attach the hutch doors. See Figure “B” which identifies the Outside Doors and Inside Doors. There are different hinges that connect the inside & outside hinges. See Figure “A” to help identify. Attach two 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. The holes are piloted. Use the screws provided. Once the hinges are attached, slide the hinges over the Hinge Brackets, fitting the screw head of the Hinge Bracket in the slot of the Hinge. Once fitted, slightly tighten the set screw. Now, set your hutch on your desk. Use the double-sided tape to securely adhere to desktop.

5.) Next, it is time to adjust the doors so that they properly align. Using your screwdriver, turn the Set Screw on the hinge to adjust the depth and the screws on the hinge plate to move the door up/down.

6.) Last step is to install Cam Lock Caps and Grommet cover.

Customer Service available 8:30 - 5:00 Central Time, Monday - Friday

Questions? Please call 1-800-443-5117.

www.modernofficefurniture.com

Video on Hinge Door Adjustment available at link:
“How to Adjust Hinges on 4-Door Hutch”