

Freestanding Desk Assembly Instructions

- Panel legs are non handed.
- Allow for 1/2" overhang on front, back, and sides of all desks. Work surfaces are pre-drilled for proper panel leg positioning.
- A corner desk may not be used as a stand-alone or end-of-run desk; it must attach on both sides to a bridge or return.
- A peninsula may not be used as a stand-alone desk; it must attach on at least one side to a bridge, desk shell, or return.
- The side panels on full hutches and return hutches (which attach to the work surface) must be positioned within 2" of a pedestal, panel leg, or corner leg to insure adequate support.
- Panel legs (23" and 29") each require one gusset when no modesty panel is present.
- Modesty panels attach to pre-drilled holes located on the inside edges of panel legs. When a modesty panel must attach to the end of a panel leg, as with a return or bridge, then a modesty panel offset bracket is required to connect pre-drilled attachment points.



electric screw driver



#2 Phillips



work surface screw



sheet metal screw



Phillips screw driver

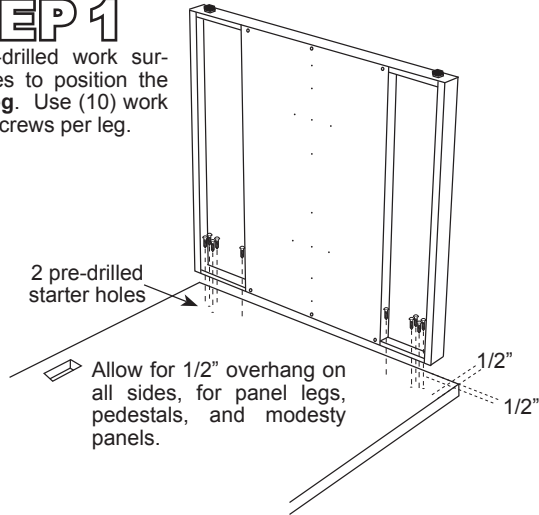


1/8" drill bit

PANEL LEG, MODESTY PANEL, AND PEDESTAL DESK ASSEMBLY

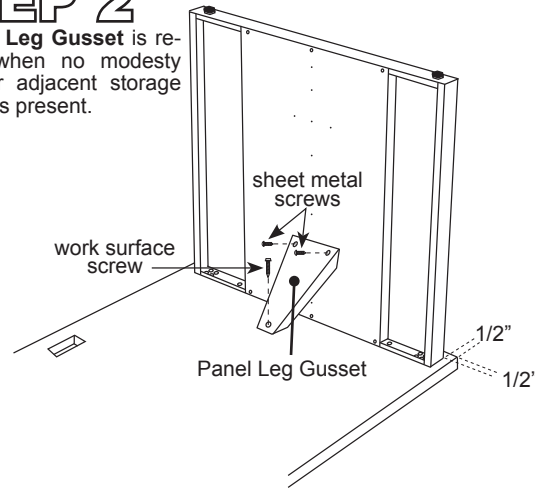
STEP 1

Use pre-drilled work surface holes to position the **Panel Leg**. Use (10) work surface screws per leg.



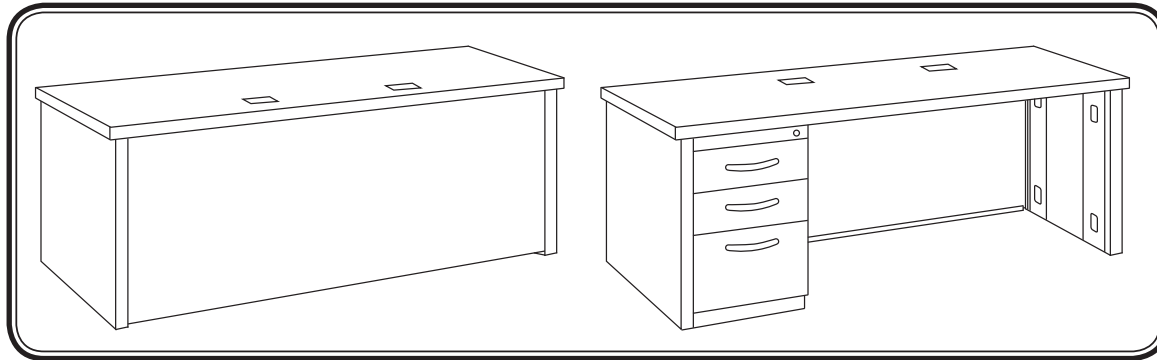
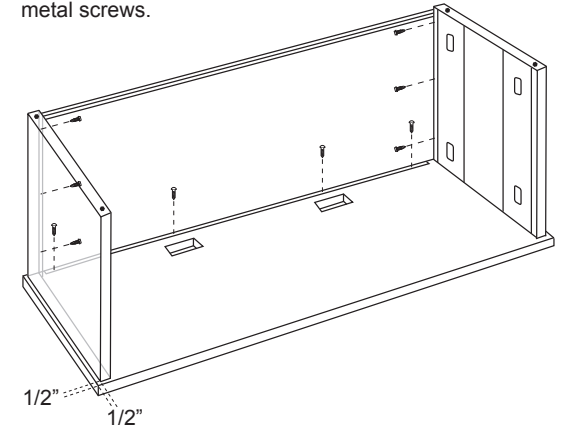
STEP 2

A **Panel Leg Gusset** is required when no modesty panel or adjacent storage cabinet is present.



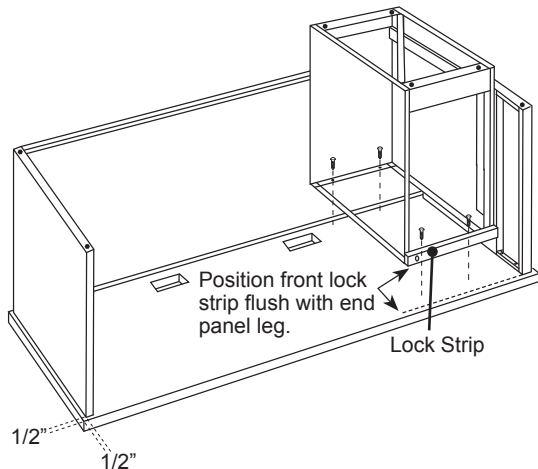
STEP 3

Install **Full or Partial Modesty Panel** as shown. Modesty panel mounts flush to the back end panel leg using sheet metal screws.



STEP 4

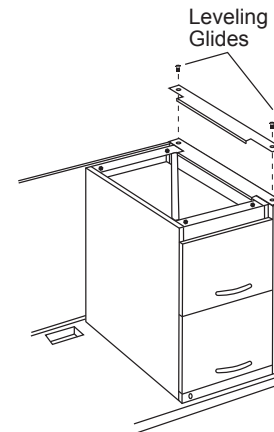
Pedestal is attached to work surface using (4) work surface screws. Fully extend or remove pedestal drawers to access fastener locations. The front of the pedestal lock strip should sit flush with the front of the panel leg, all with 1/2" set-back from the work surface edge.



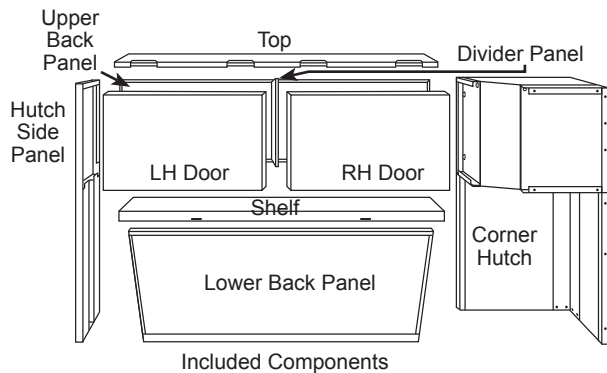
Leveling Glides

STEP 5

Panel Leg / Pedestal Bracket joins the pedestal and panel leg for extra support. To install, remove the leveling glides on the panel leg, and peel back the double sided tape cover on the bracket. Next, hook the bracket over the pedestal side flange, then stick the bracket to the bottom of the panel leg. Re-install the panel leg leveling glides.

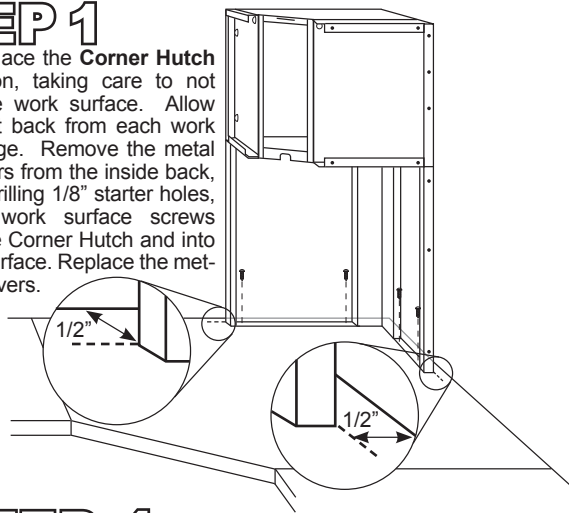


CORNER HUTCH AND RETURN HUTCH ASSEMBLY



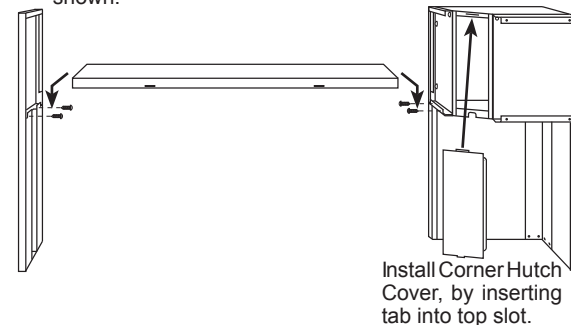
STEP 1

Carefully place the **Corner Hutch** into position, taking care to not scratch the work surface. Allow for 1/2" set back from each work surface edge. Remove the metal panel covers from the inside back, and after drilling 1/8" starter holes, drive (4) work surface screws through the Corner Hutch and into the work surface. Replace the metal panel covers.



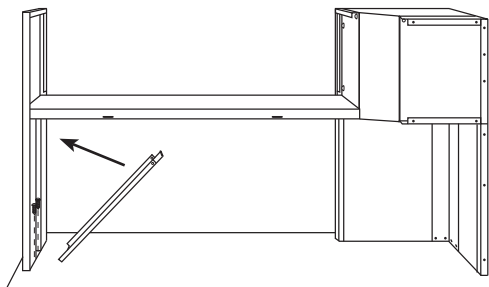
STEP 2

Install the **Return Hutch** by first removing the wire management cover from the Hutch Side Panel. Attach the **Hutch Return Shelf** to the Hutch Side Panel and Corner Hutch. Drive (4) sheet metal screws into place as shown.



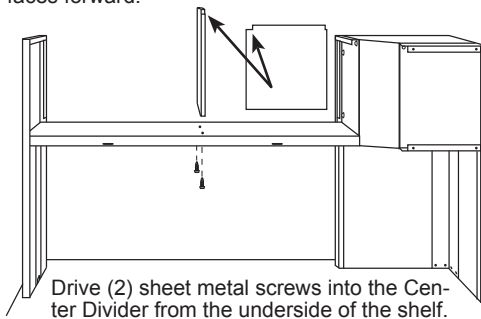
STEP 3

Anchor the **Side Panel** of the Return Hutch to the work surface by first drilling 1/8" starter holes and then driving (2) work surface screws into place.



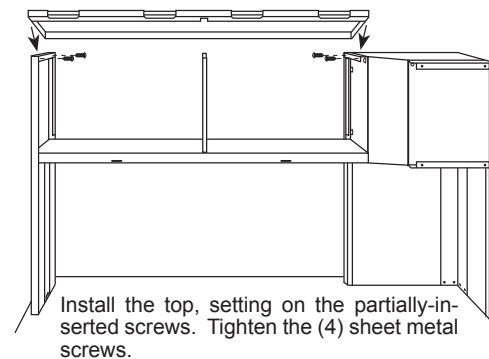
STEP 4

Attach the **Center Divider** (included only on Return Hutches 48" and wider) to the shelf. Position the Center Divider so that the larger corner notch faces forward.



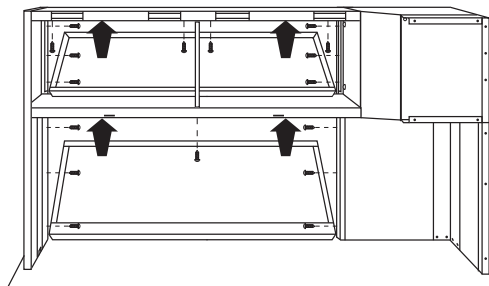
STEP 5

Assemble the **Return Hutch Top** by first partially inserting (4) sheet metal screws in the top of the Side Panel and Corner Hutch.



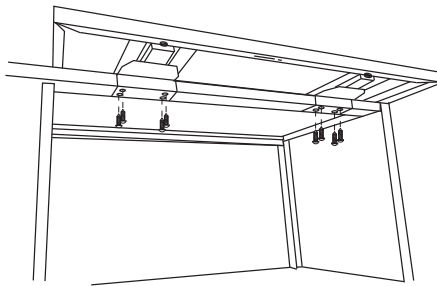
STEP 6

To install the **Return Hutch Back Panels**, slide first one and then the other position, and fasten with sheet metal screws.



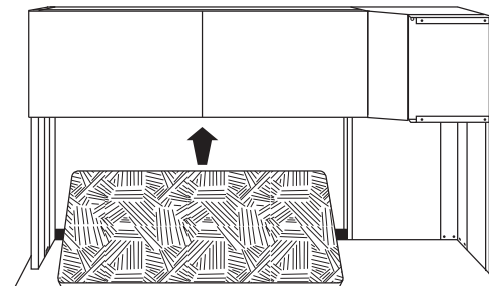
STEP 7

Lay the **Hutch Door(s)** on top of the Return Hutch Top, aligning hinge mounting brackets with holes underneath the top flange. Fasten with sheet metal screws. The door should cycle and lock smoothly.



STEP 8

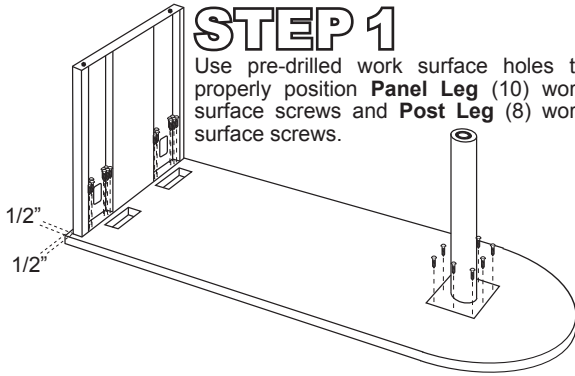
Install the **Desk Hutch Tack Board** by inserting the upper edge into the upper flange of the back panel. Press the sides and bottom of the board against the back panel until it slides down and behind the rubber wire management strip.



PENINSULA AND BRIDGE ASSEMBLY

STEP 1

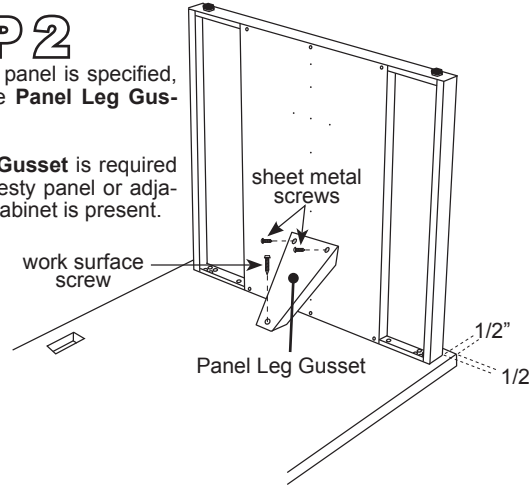
Use pre-drilled work surface holes to properly position **Panel Leg** (10) work surface screws and **Post Leg** (8) work surface screws.



STEP 2

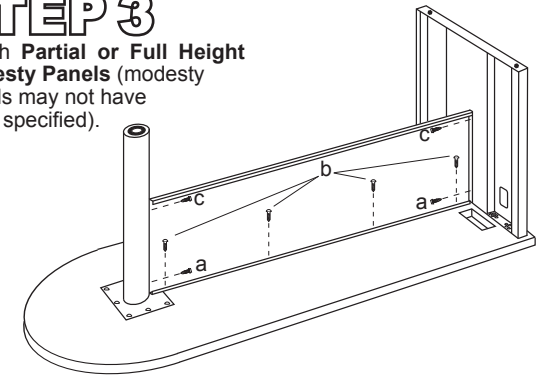
If no modesty panel is specified, install a single **Panel Leg Gusset**.

A **Panel Leg Gusset** is required when no modesty panel or adjacent storage cabinet is present.



STEP 3

Attach **Partial or Full Height Modesty Panels** (modesty panels may not have been specified).

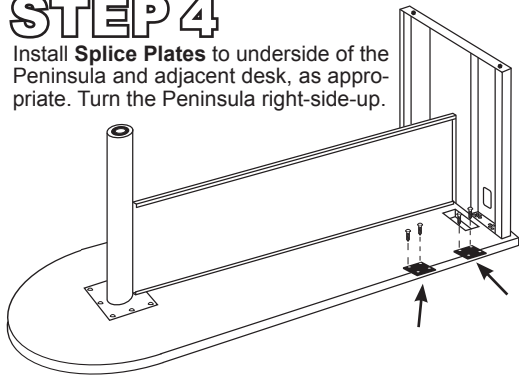


Screw sequence for mounting modesty panel:

- Install screws (a) halfway in on both sides.
- Install all (b) screws tight.
- Install all (c) screws tight.
- Tighten both (a) screws.

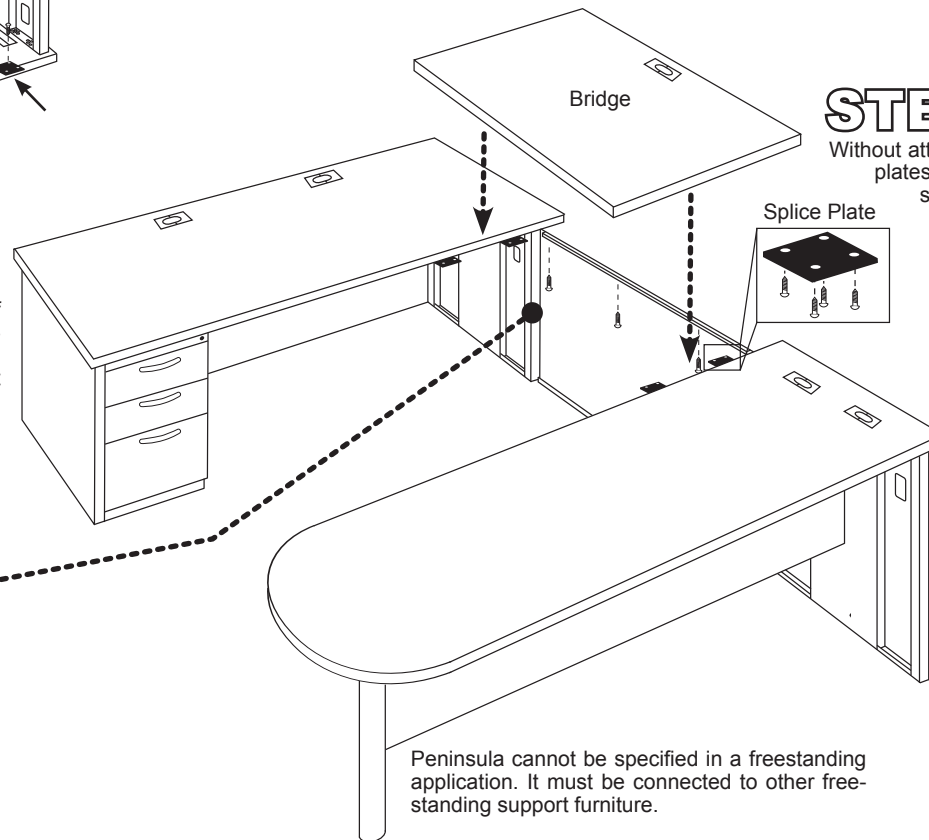
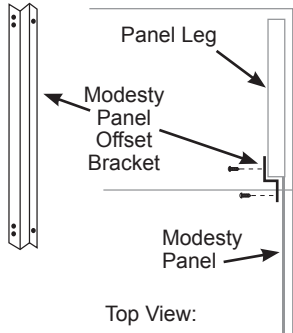
STEP 4

Install **Splice Plates** to underside of the Peninsula and adjacent desk, as appropriate. Turn the Peninsula right-side-up.



STEP 5

Modesty Panel Offset Brackets are needed when attaching a modesty panel to the end of a panel leg, as with a return or bridge. Different size brackets are used for full and partial modesty panels. Attach Modesty Panel Offset Brackets to panel legs as needed.



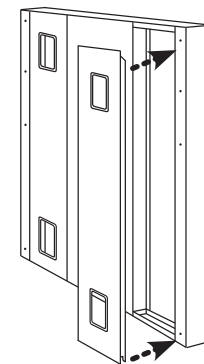
STEP 6

Without attaching the screws yet, properly position the **Bridge** on the splice plates and the **Modesty Panel** (if specified), insuring all components fit snugly and without gaps. Then insert screws in this order:

1. Attach Bridge work surface to splice plates
2. Attach Modesty Panel to Modesty Panel Offset Brackets
3. Attach Modesty Panel to underside of Bridge work surface

STEP 7

Level all desk components, and install **Wire Management Covers**, if specified.

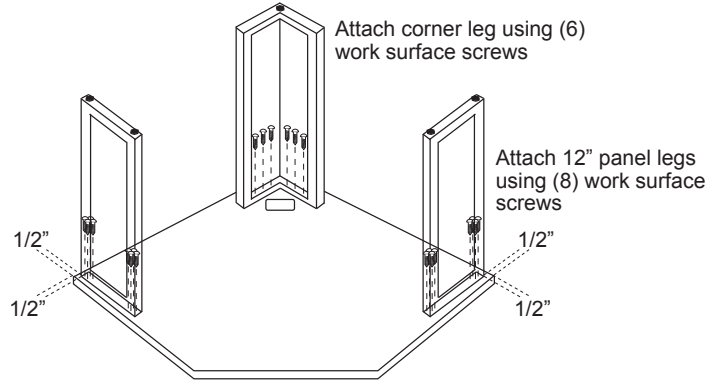


Peninsula cannot be specified in a freestanding application. It must be connected to other free-standing support furniture.

CORNER DESK AND RETURN DESK ASSEMBLY

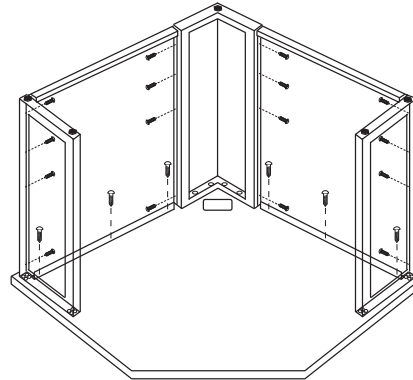
STEP 1

Use pre-drilled work surface holes to properly position **Corner Leg** and **12" Panel Legs**.



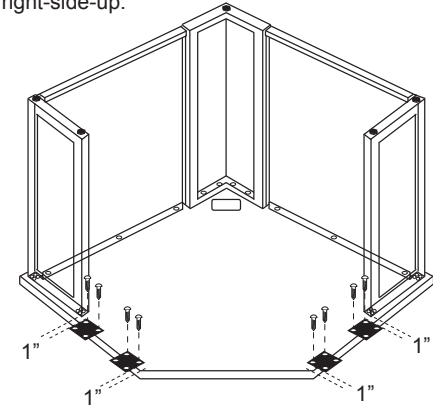
STEP 2

Attach **Partial or Full Height Modesty Panels** (modesty panels may not have been specified).



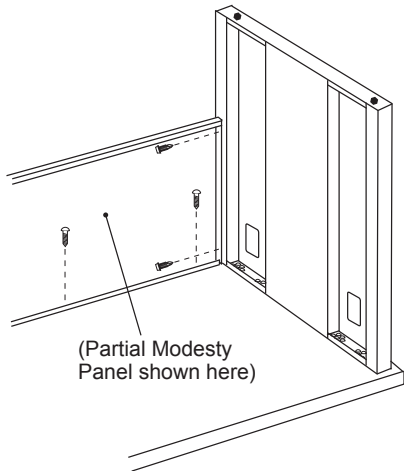
STEP 3

Install **Splice Plates** to underside of the corner desk as shown. Turn assembled corner desk right-side-up.



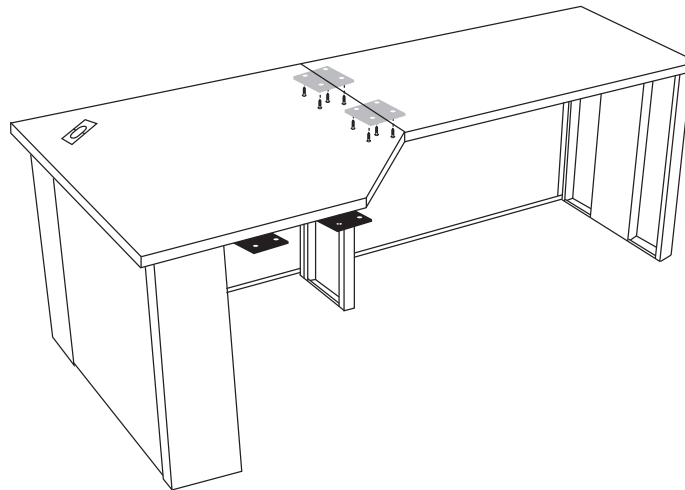
STEP 4

Attach **Panel Leg and Modesty Panel to Return Shell**, as shown on page 2 of these instructions.



STEP 5

Turn **Return Shell** right-side-up, then attach to **Corner Desk** via splice plates and modesty panel.



STEP 6

Install **Wire Management Covers**, if specified.

