

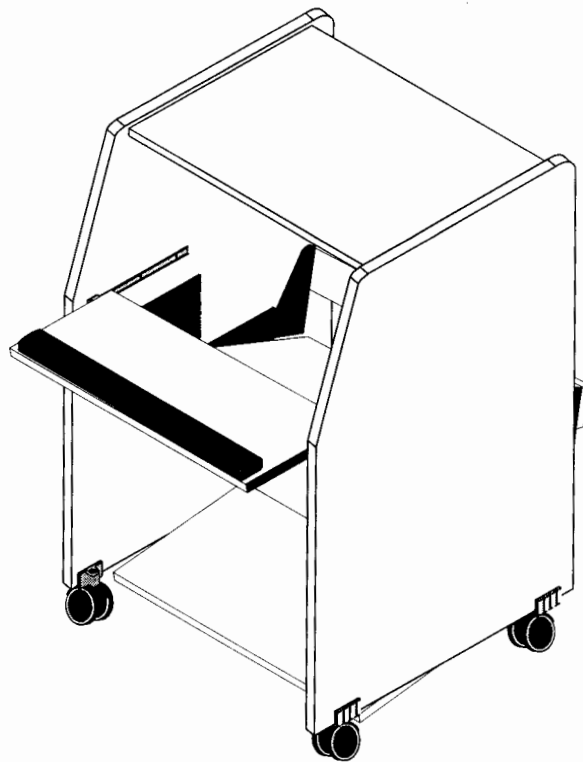
## GENERAL INSTRUCTIONS

To facilitate the assembly of this product, special fittings have been pre-mounted on some panels. After installation of **SHOULDER SCREWS** onto the edges of some panels, all that is needed to fasten the panels is to match the male and female fittings, tap the panels gently to insure a good fit and **turn the phillips head on the female fitting clockwise**, using a phillips screwdriver.

If the panels need to be taken apart, simply reverse the procedure. **Care must be taken, however, so as not to damage the fittings.**

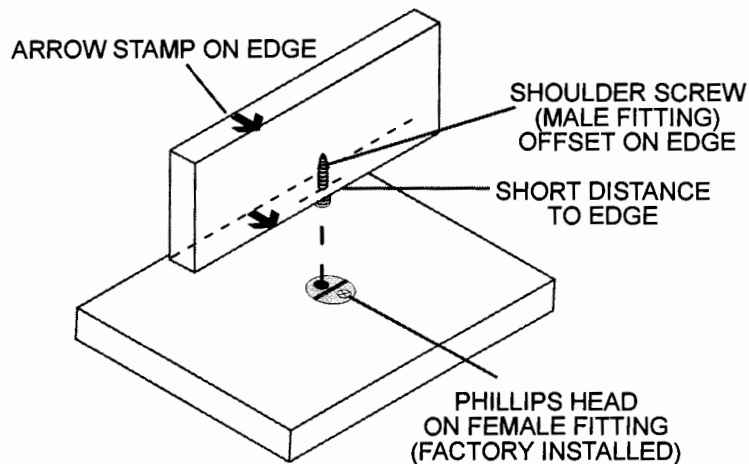
## IMPORTANT

**SHOULDER SCREWS** (male fittings) mounted on the edges of the panels are **NOT CENTERED** (See figure below). The portion which has the shortest distance to the edge of the panel **MUST** be adjacent to the phillips screw head on the female fitting. To aid in assembly, parts have been stamped with an **ARROW** on the **EDGE** to indicate direction of this offset.

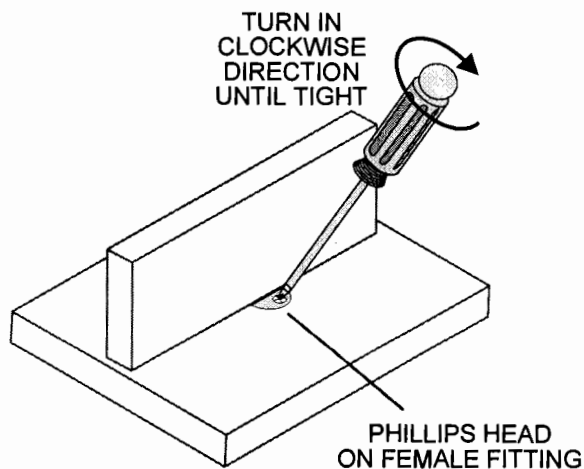


## TOOLS REQUIRED

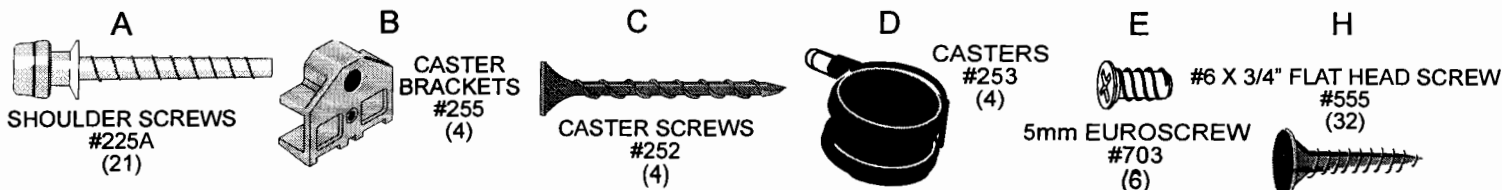
#2 PHILLIPS SCREWDRIVER



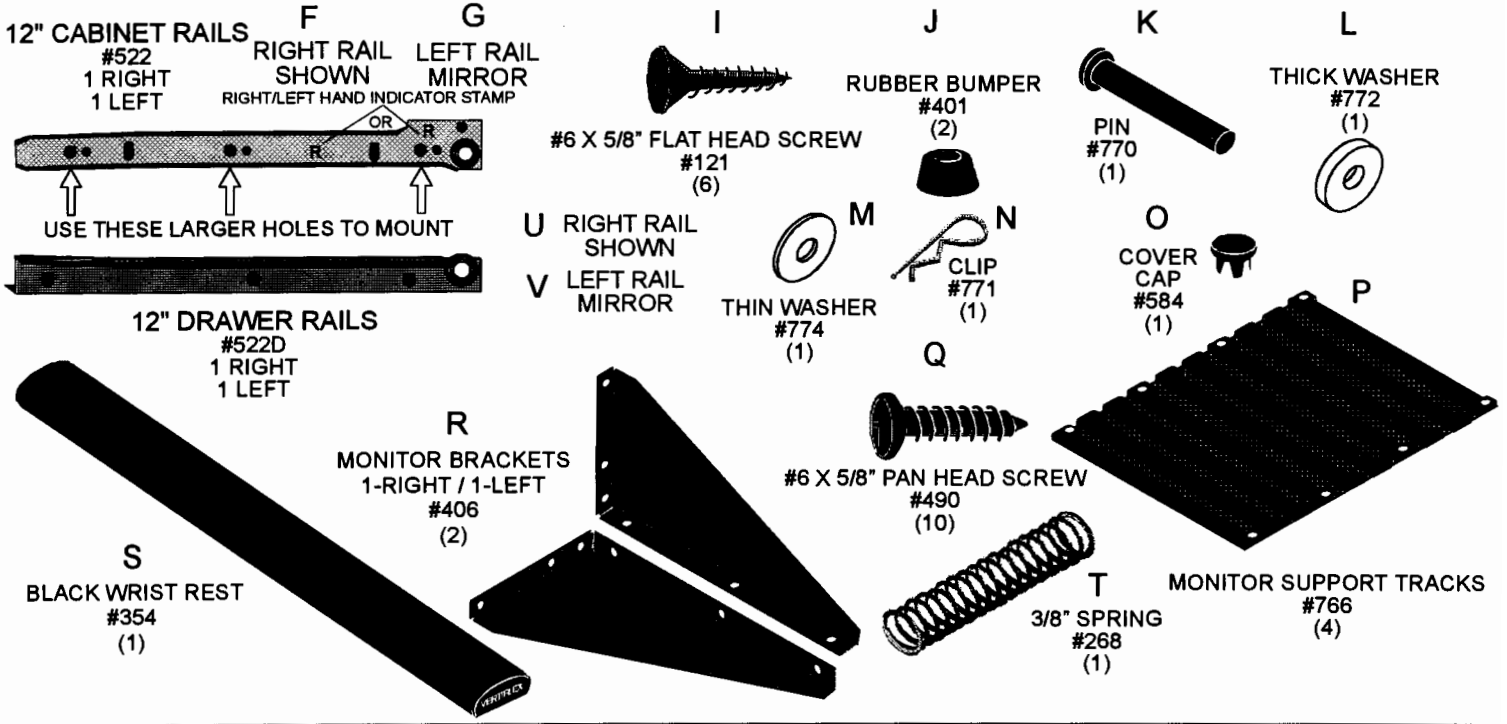
## POWER TOOLS NOT RECOMMENDED FOR ASSEMBLY OR TIGHTENING OF FITTINGS



## HARDWARE LIST

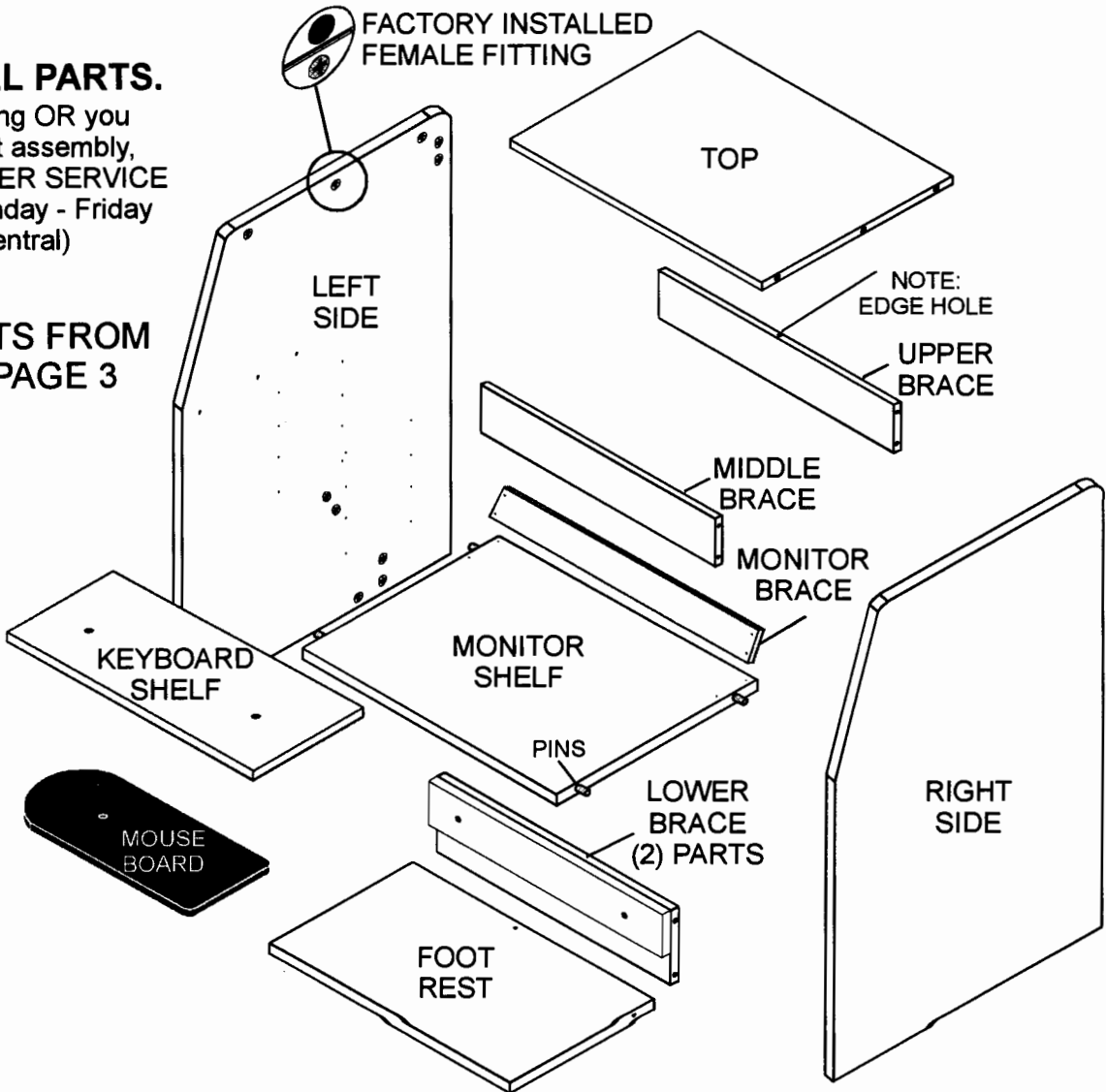


# HARDWARE LIST CONTINUED



**1. IDENTIFY ALL PARTS.**  
 If any parts are missing OR you have questions about assembly, please call CUSTOMER SERVICE 1-800-966-5511 Monday - Friday 8am. TO 4:30pm. (Central)

**IDENTIFY PARTS FROM PARTS LIST PAGE 3**



# 1. IDENTIFY ALL PARTS. CONTINUED

Identify parts by size as illustrated on PAGE 2.

NO.	WOOD PART LIST	WOOD PART SIZES			WOOD PART NUMBERS
		THICKNESS	WIDTH	LENGTH	
1	RIGHT SIDE	5/8"	X 23-5/8"	X 33-3/4"	330-RSIDE + COLOR
1	LEFT SIDE	5/8"	X 23-5/8"	X 33-3/4"	330-LSIDE
1	TOP	5/8"	X 15-3/4"	X 24"	330-TOP
1	UPPER BRACE	5/8"	X 3-7/8"	X 24"	330-UPBRACE
1	MIDDLE BRACE	5/8"	X 4"	X 24"	330-MIDBRACE
1	LOWER BRACE	5/8"	X 4" (2 PARTS)	X 24"	330-LOBRACE
1	FOOT REST	5/8"	X 12-1/2"	X 24"	330-FOOTREST
1	KEYBOARD SHELF	5/8"	X 12-3/8"	X 22-7/8"	330-KEYBRD
1	MONITOR SHELF	3/4"	X 18"	X 23"	330-MONSHLF
1	MONITOR BRACE	3/4"	X 4"	X 23"	330-MONBRACE
1	MOUSE BOARD	5/9"	X 8"	X 16"	330-MOUSBORD

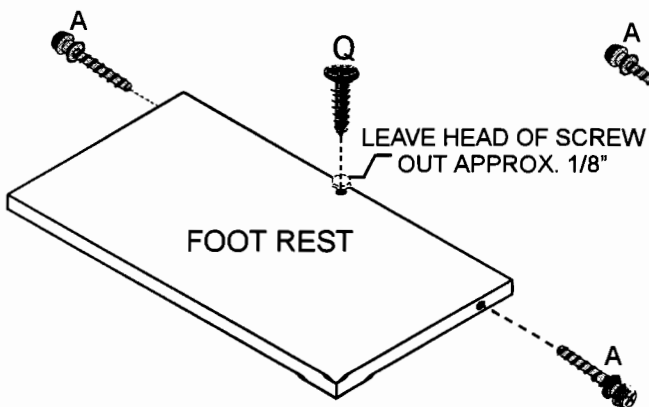
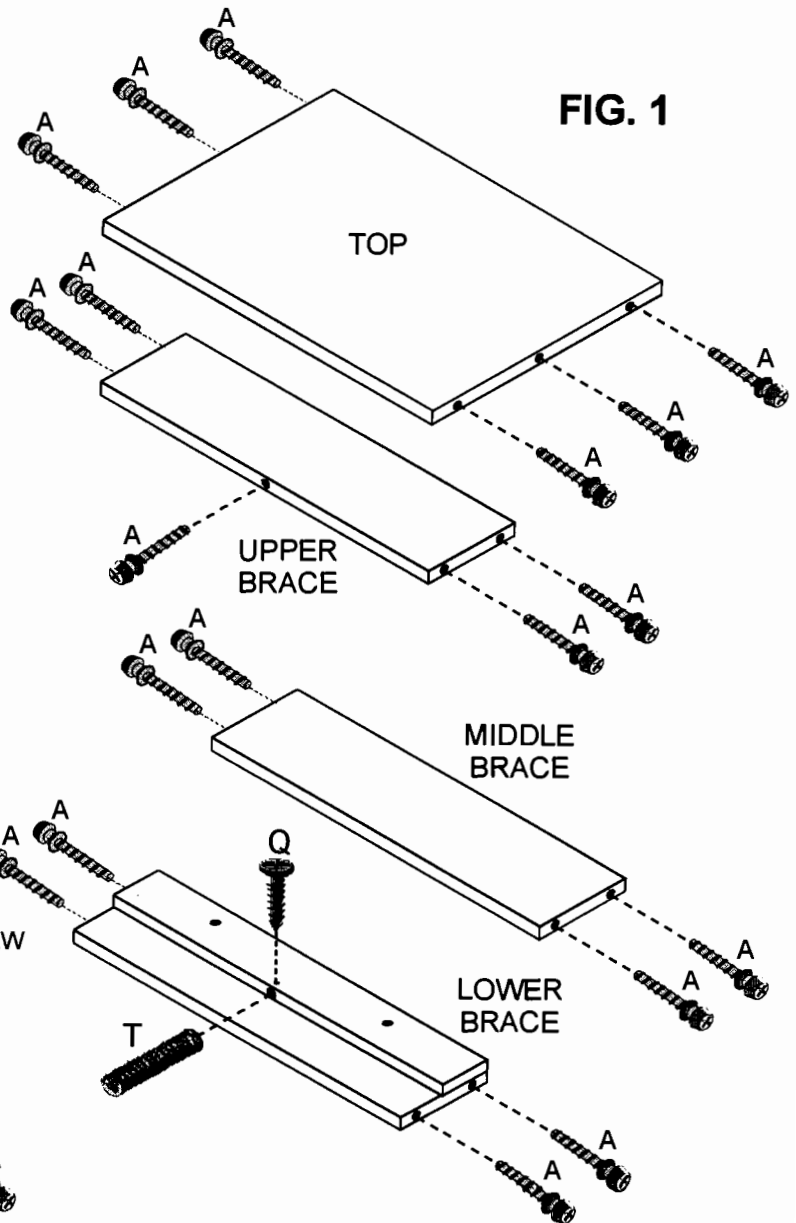
## 2. INSTALL SHOULDER SCREWS

Install SHOULDER SCREWS (A) into pre-drilled holes in edges of panels as shown, using a phillips screwdriver.

Install (6) SHOULDER SCREWS into TOP. Install (5) in UPPER BRACE. Install (4) into MIDDLE BRACE. Install (4) into LOWER BRACE and insert (1) SPRING (T) into larger hole in edge of attached panel. Secure SPRING (T) with (1) #6 x 5/8" PAN HEAD SCREW (Q) thru face hole and into coil of SPRING. Install (2) SHOULDER SCREWS into FOOT REST. Install (1) #6 x 5/8" PAN HEAD SCREW (Q) into face hole in FOOT REST. **LEAVE HEAD OF SCREW OUT ABOUT 1/8". DO NOT TIGHTEN ALL THE WAY.**

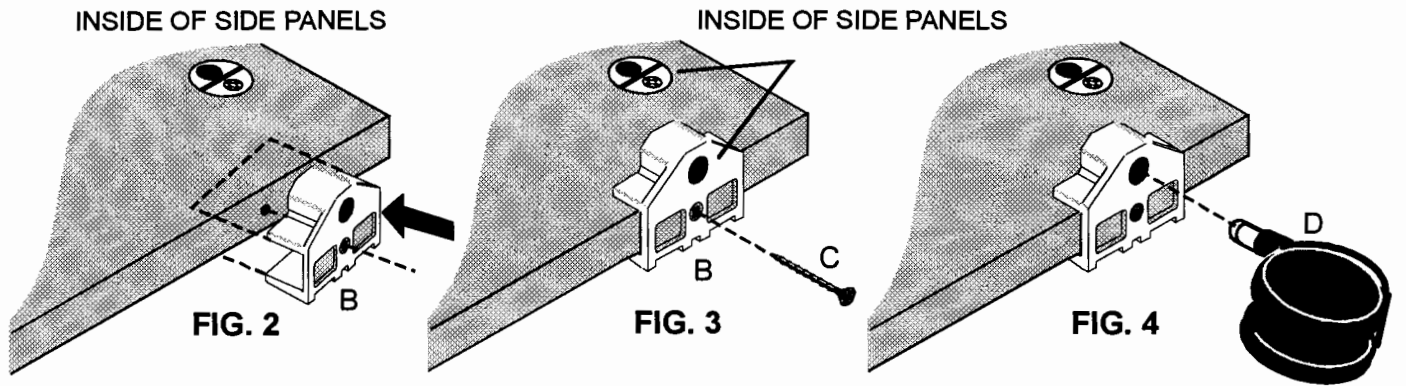
Tighten SHOULDER SCREWS until snug against edge of panel. **DO NOT OVER-TIGHTEN.**

**SET THESE PANELS ASIDE FOR LATER INSTALLATION.**



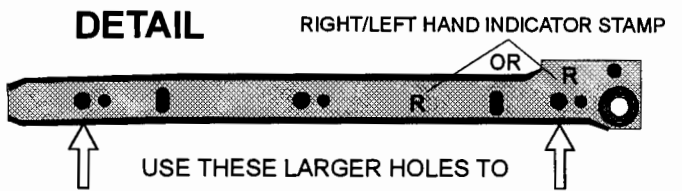
### 3. CASTER BRACKET AND CASTER INSTALLATION

Lay RIGHT and LEFT SIDES on a flat, non-scratch surface, assembly fittings facing up. Align CASTER BRACKETS (B) with hole on bottom edge of panel. NOTE: Large hole on CASTER BRACKET must be to inside (fitting side) of panel. Start BRACKET onto board at one corner first (FIG. 2). Push BRACKET all the way onto panel and secure with CASTER SCREW (C) through mounting hole (FIG. 3). Insert CASTER stem into larger mounting hole in BRACKET and push until it "CLICKS" into place. (FIG. 4) - SEE BELOW FOR LARGER VIEW OF SIDE.

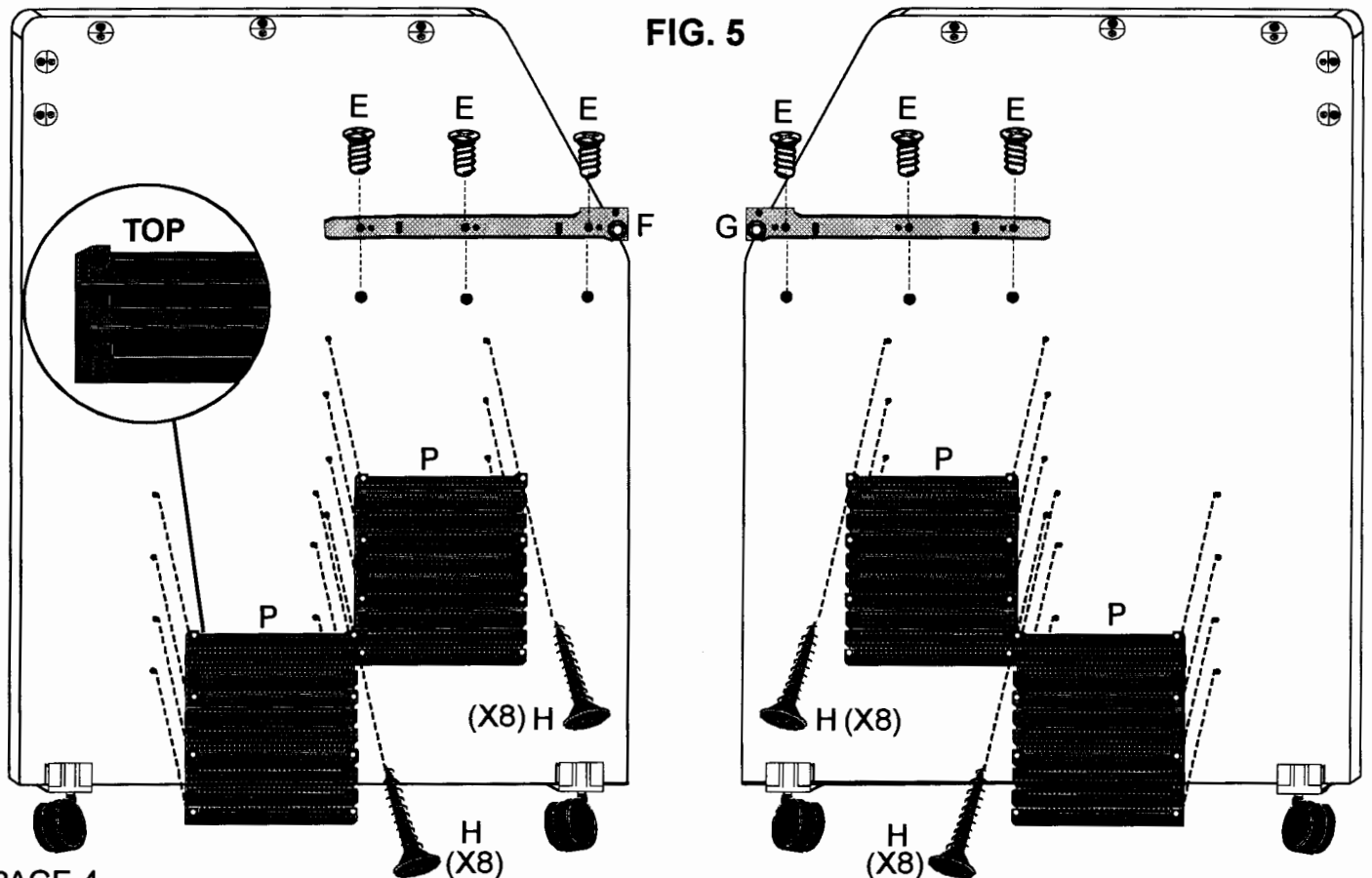


### 4. INSTALL HARDWARE

With RIGHT SIDE laying on a flat, non-scratch surface, align and attach (1) 12" RIGHT RAIL (F) as shown in FIG. 5 using (3) 5mm EUROSCREWS (E). Align LARGER MOUNTING HOLES with holes on panel (SEE DETAIL). Repeat for LEFT SIDE using (1) 12" LEFT RAIL (G) as shown.



Align and attach (2) MONITOR SUPPORT TRACKS (P) to pre-drilled series of holes as shown. Insure that the first open track faces to the top of the SIDE panel. Secure using (8) #6 x 3/4" FLAT HEAD SCREWS (H) per each TRACK. Repeat for both panels



## 5. INSTALL HARDWARE

Lay MONITOR BRACE on a flat surface, face drilled holes facing up. Align and attach (2) MONITOR BRACKETS (R) using #6 x 5/8" PAN HEAD SCREWS (Q). FIG. 6 NOTE: Screws go to the inside-mounting flanges face each other.

Lay MONITOR SHELF on a flat surface, face drilled holes facing up. Align and attach MONITOR BRACKETS (R) using (4) #6 x 5/8" PAN HEAD SCREWS (Q).

SET ASIDE FOR LATER INSTALLATION

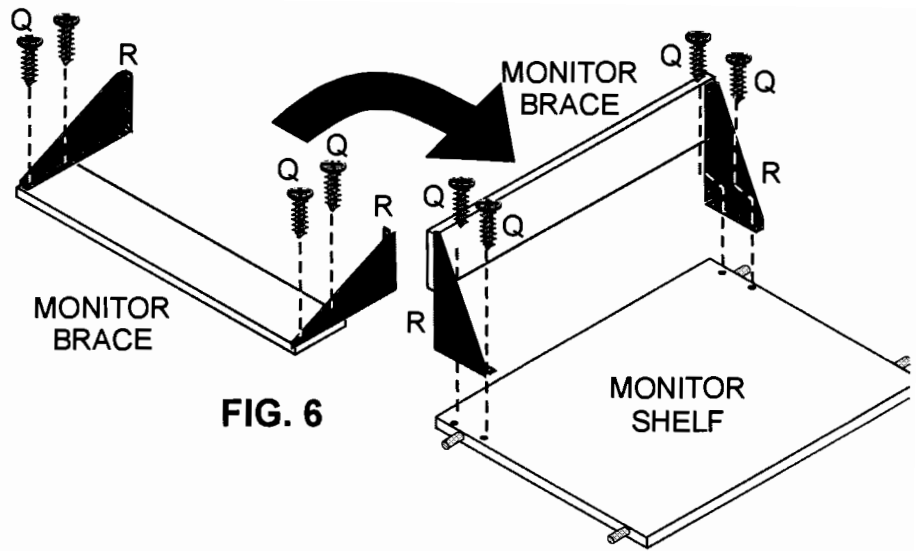
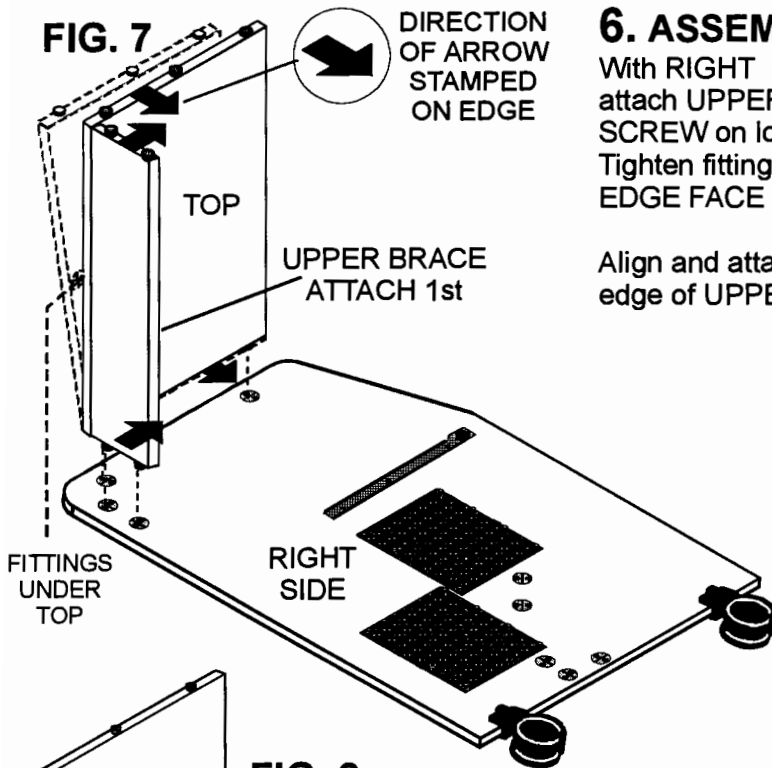


FIG. 6

FIG. 7



DIRECTION OF ARROW STAMPED ON EDGE

## 6. ASSEMBLE CABINET

With RIGHT SIDE laying on a flat, non-scratch surface, align and attach UPPER BRACE as shown in FIG. 7. INSURE that SHOULDER SCREW on long edge of UPPER BRACE faces to the TOP of the unit. Tighten fittings. NOTE: DIRECTION OF ARROWS STAMPED ON EDGE FACE INSIDE OF UNIT.

Align and attach TOP - 1st to RIGHT SIDE and then to FITTING on edge of UPPER BRACE. Tighten fittings.

## 7. ASSEMBLE CABINET

Align and attach MIDDLE BRACE to RIGHT SIDE as shown, ARROWS pointing to the TOP of the unit. FIG. 8 Tighten fittings. Align and attach FOOT REST to RIGHT SIDE, ARROWS to TOP. Tighten fittings. Insure that screw on face of panel is positioned toward TOP as shown.

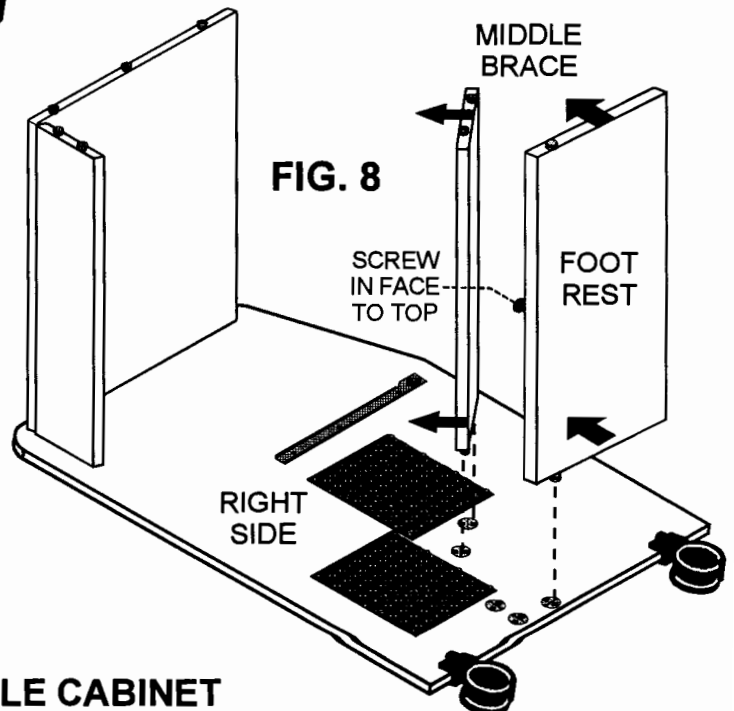


FIG. 8

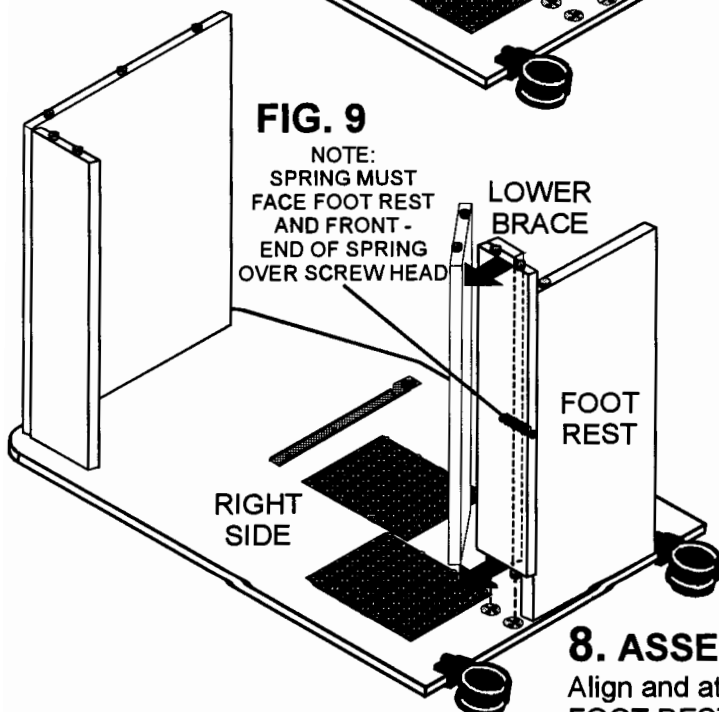


FIG. 9

NOTE: SPRING MUST FACE FOOT REST AND FRONT-END OF SPRING OVER SCREW HEAD

## 8. ASSEMBLE CABINET

Align and attach LOWER BRACE - SPRING facing FOOT REST as shown. FIG. 9 Tighten fittings

## 9. ASSEMBLE CABINET

Align and attach LEFT SIDE to all internal panels as shown. FIG. 10 Tighten all fittings. NOTE: Most fittings tighten from inside cabinet. DO NOT forget fittings on back side of LOWER BRACE. Carefully stand unit up-right onto casters.

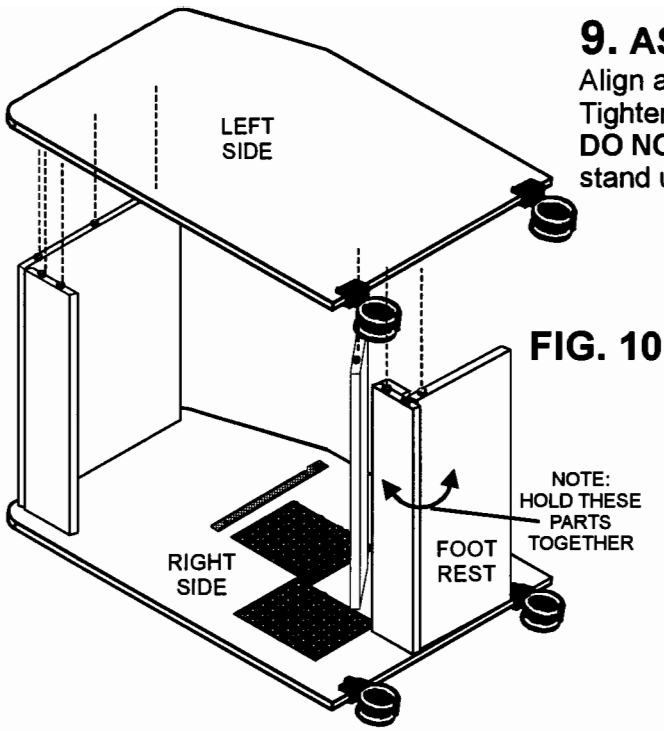


FIG. 10

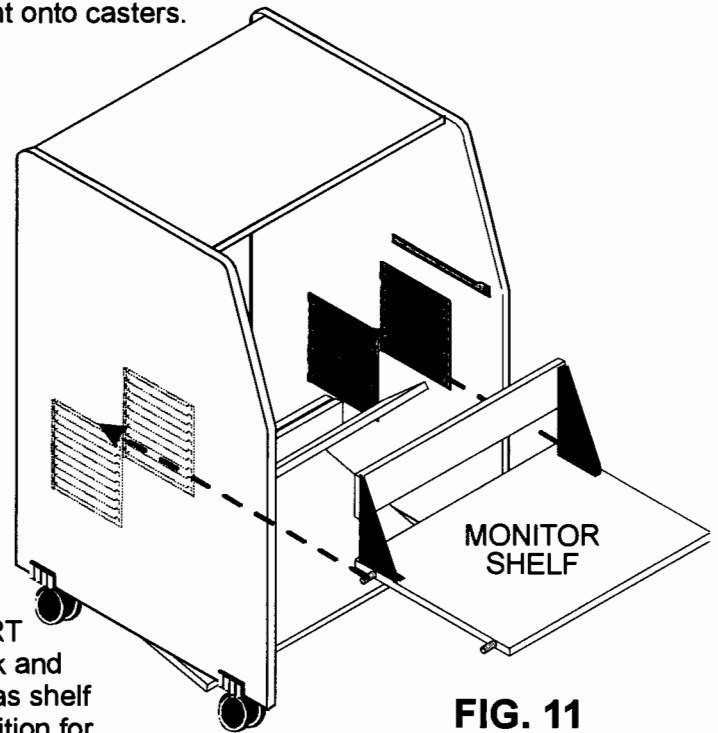


FIG. 11

## 10. INSTALL MONITOR SHELF

Align and attach MONITOR SHELF onto MONITOR SUPPORT TRACKS (P) FIG. 11 Engage pins on edge of panel into track and slide back. Lift slightly to engage in second set of TRACKS as shelf is pushed in. MONITOR SHELF may be left in horizontal position for loading monitor onto shelf.

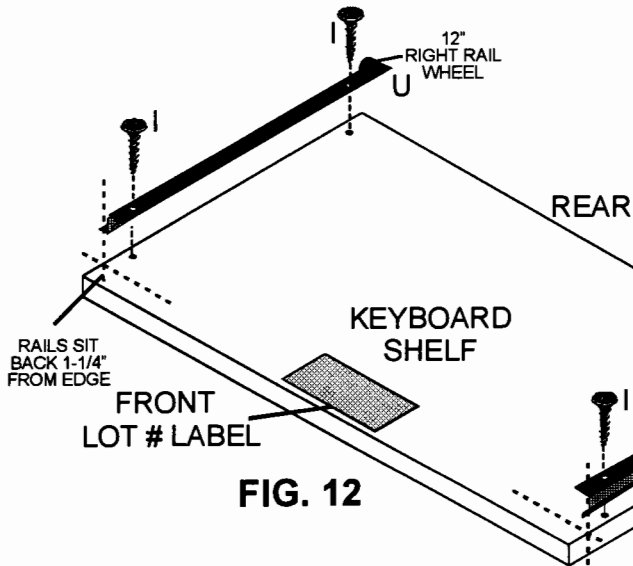


FIG. 12

## 11. INSTALL DRAWER RAILS

Lay KEYBOARD SHELF, drilled side facing up, on a flat, non-scratch surface. NOTE: Lot label indicates FRONT of KEYBOARD SHELF. FIG. 12 Align and attach (1) 12" RIGHT DRAWER RAIL (U) to left side of panel, wheel on rail to the REAR, using (2) #6 X 5/8" FLAT HEAD SCREWS (I) as shown.

Align and attach (1) 12" LEFT DRAWER RAIL (V) to right side of panel, wheel on rail to the REAR, using (2) #6 X 5/8" FLAT HEAD SCREWS (I). NOTE: Front end of rails will sit back 1-1/4" from edge.

## 12. PREPARE MOUSE BOARD

Align and attach (2) RUBBER BUMPERS (J) to pre-drilled holes as shown. FIG. 13 Use (2) #6 X 5/8" FLAT HEAD SCREWS (I).

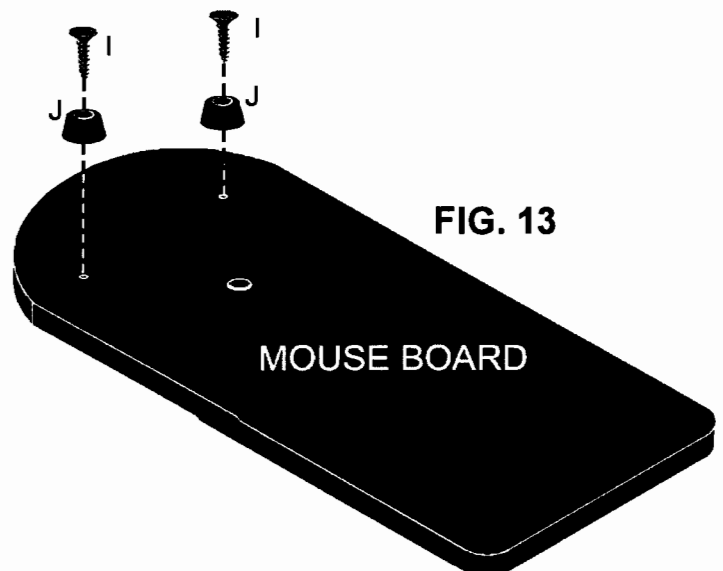
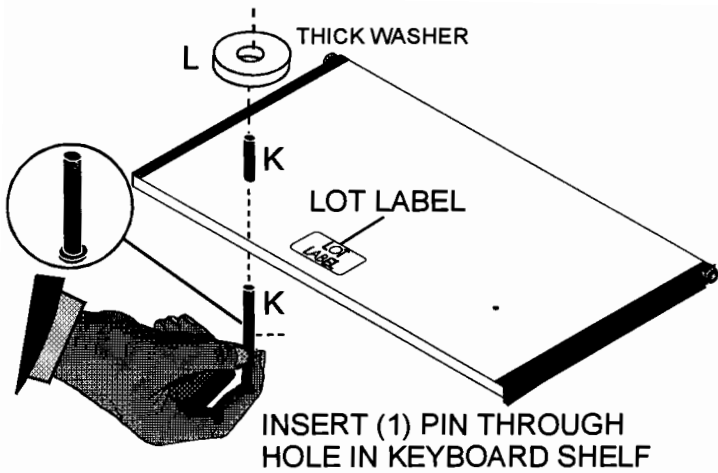


FIG. 13



INSERT (1) PIN THROUGH HOLE IN KEYBOARD SHELF

### 13. ATTACH MOUSE BOARD

Insert PIN (K) through top surface of KEYBOARD SHELF. FIG. 14 **NOTE:** LOT LABEL references underside of KEYBOARD SHELF. WHEELS on RAILS indicate back of KEYBOARD SHELF. Left hole selection as shown mounts MOUSE BOARD in right hand position. Select other hole for left hand position. Lay KEYBOARD SHELF (up-side down) on the corner of desk or table top to hold pin against SHELF surface. FIG. 15 **PROTECT DESK OR TABLE TOP.** Install THICK WASHER (L) as shown.

14. With MOUSE BOARD turned up-side down (RUBBER BUMPERS facing down), align and insert large hole onto PIN (K). Place THIN WASHER (M) over PIN. FIG. 15

15. Push down on MOUSE BOARD, hold down firmly to slightly compress BUMPERS and insert CLIP (N) into hole at end of PIN (K) to secure. FIG. 16

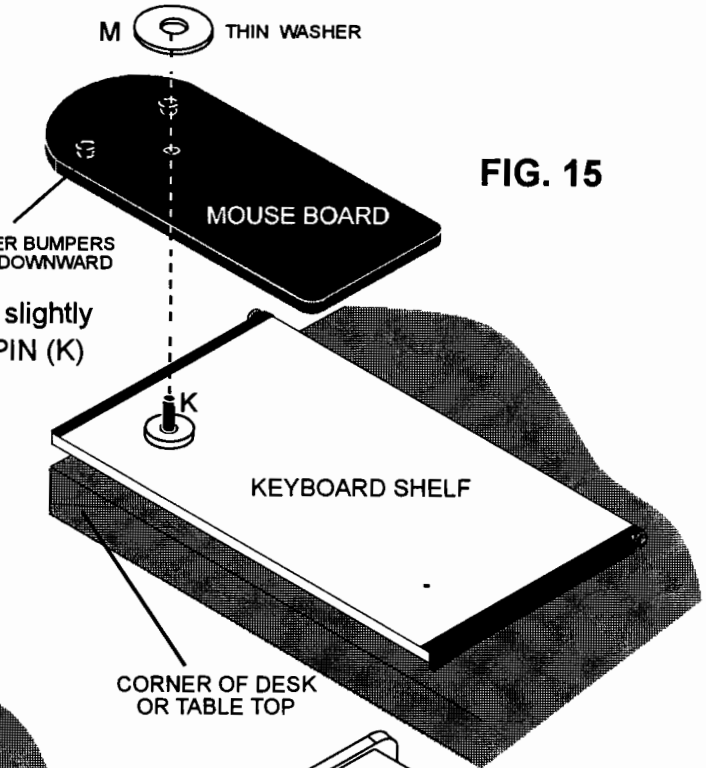


FIG. 15

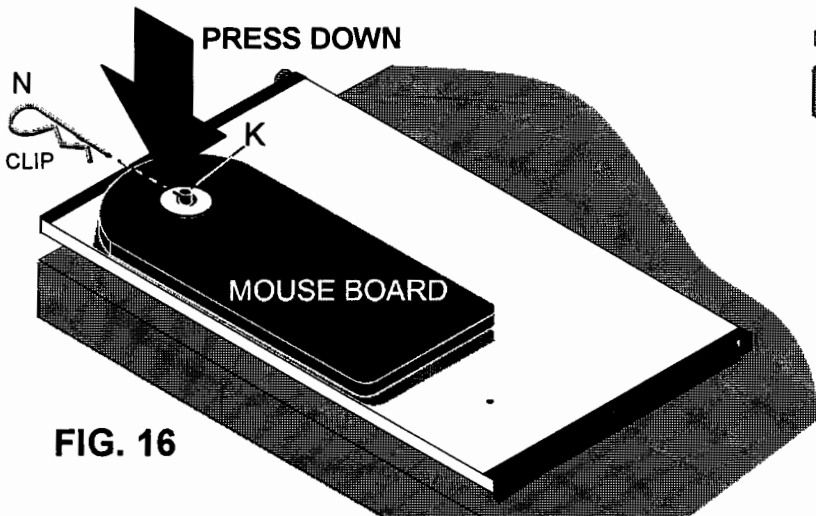


FIG. 16

### 16. INSTALL KEYBOARD AND WRIST REST

Align RAILS on KEYBOARD SHELF with set of RAILS on cabinet SIDES. FIG. 17 Install KEYBOARD SHELF. Insert (1) COVER CAP (O) into unused hole on KEYBOARD SHELF.

**NOTE: CARE MUST BE TAKEN IN POSITIONING WRIST REST ONTO KEYBOARD AREA. ONCE ADHESIVE IS ACTIVATED, WRIST REST MAY NOT BE REPOSITIONED.**

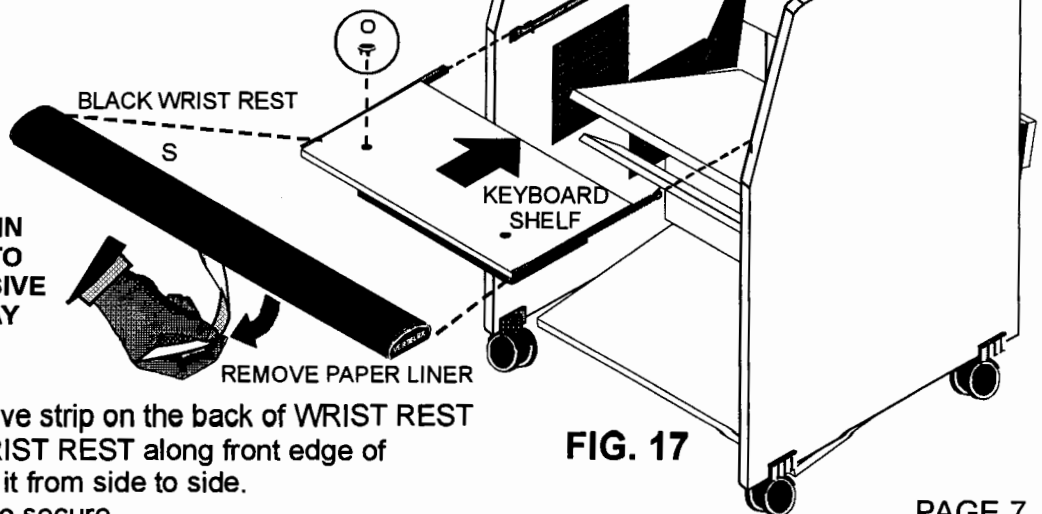


FIG. 17

Remove paper liner from adhesive strip on the back of WRIST REST (S). FIG. 17 Carefully align WRIST REST along front edge of KEYBOARD SHELF - centering it from side to side. Press WRIST REST onto shelf to secure.

## 17. INSTALL MONITOR

Remove KEYBOARD SHELF and set aside. Install monitor onto monitor shelf as shown FIG. 18. See last step of these instructions for adjusting the monitor angle. Replace KEYBOARD shelf.

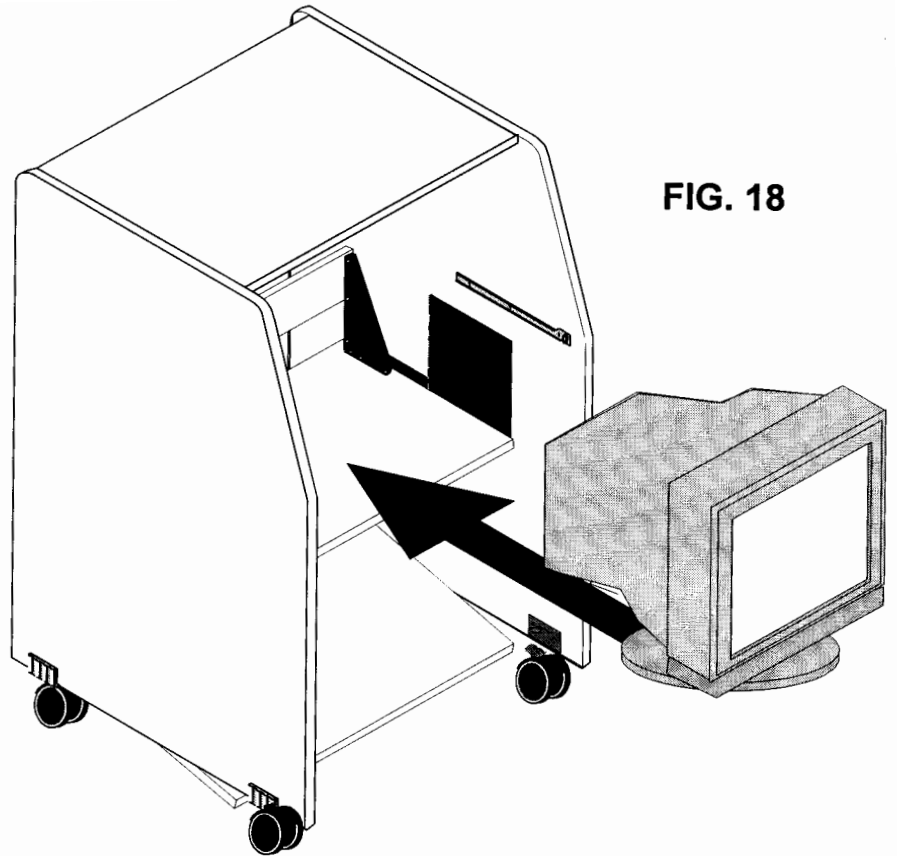


FIG. 18

## 18. ADJUSTING THE MONITOR

Adjust monitor by moving front and/or rear MONITOR SHELF position in MONITOR SUPPORT TRACKS as shown in figure 19. To adjust front: Using 2 people, pull shelf forward and out of track by lifting slightly. HOLD FRONT OF MONITOR SHELF SECURELY. Lift or lower monitor shelf to new position. Re-install shelf into track. Repeat front and rear until the appropriate angle is achieved. Insure that the KEYBOARD SHELF does not hit the monitor screen when in the closed position. Monitor may also be adjusted using monitor swivel base as shown.

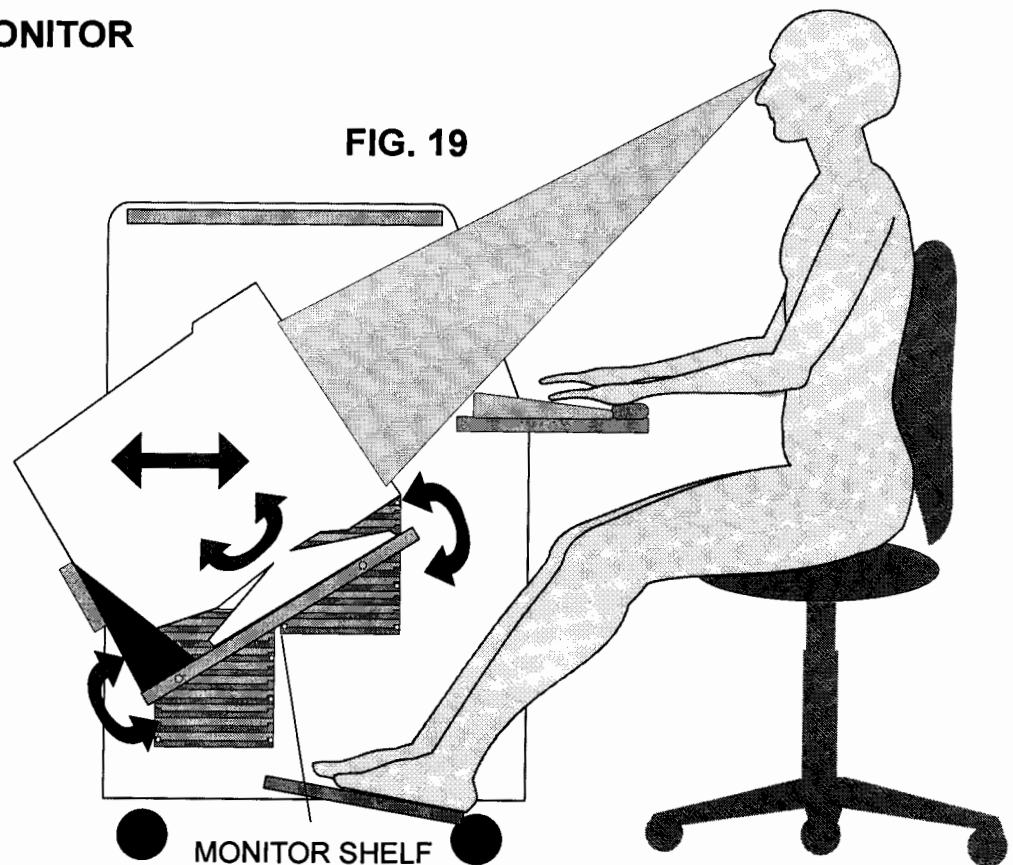


FIG. 19