

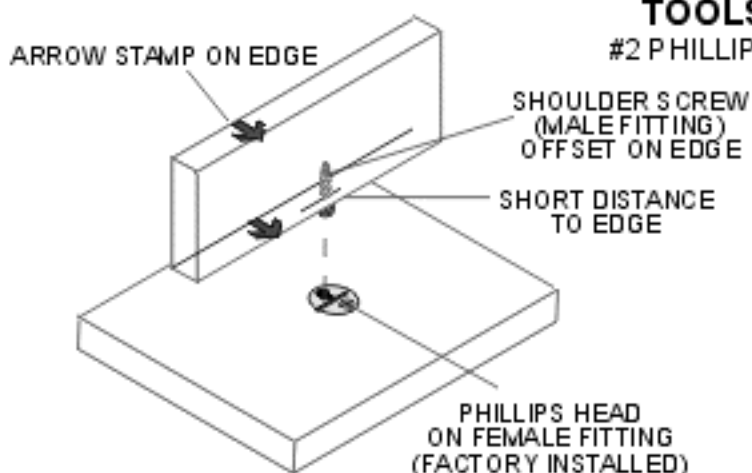
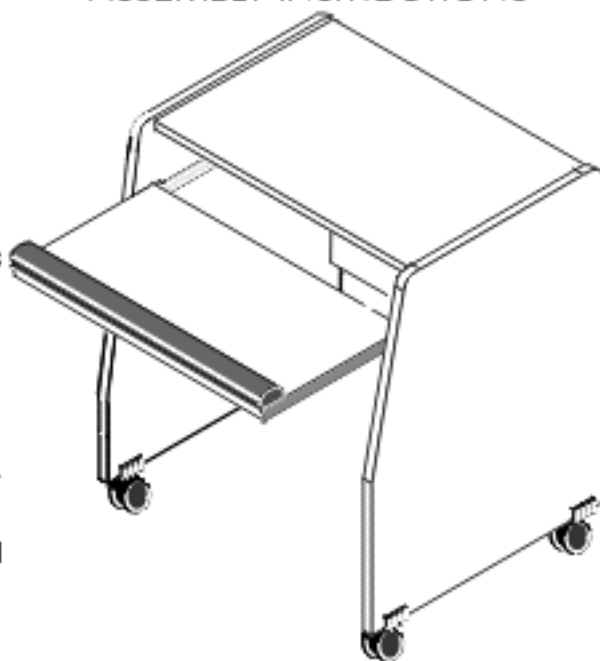
GENERAL INSTRUCTIONS

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.**

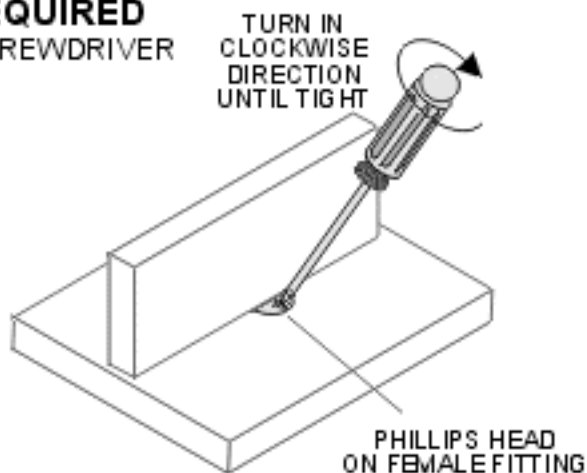
IMPORTANT

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.

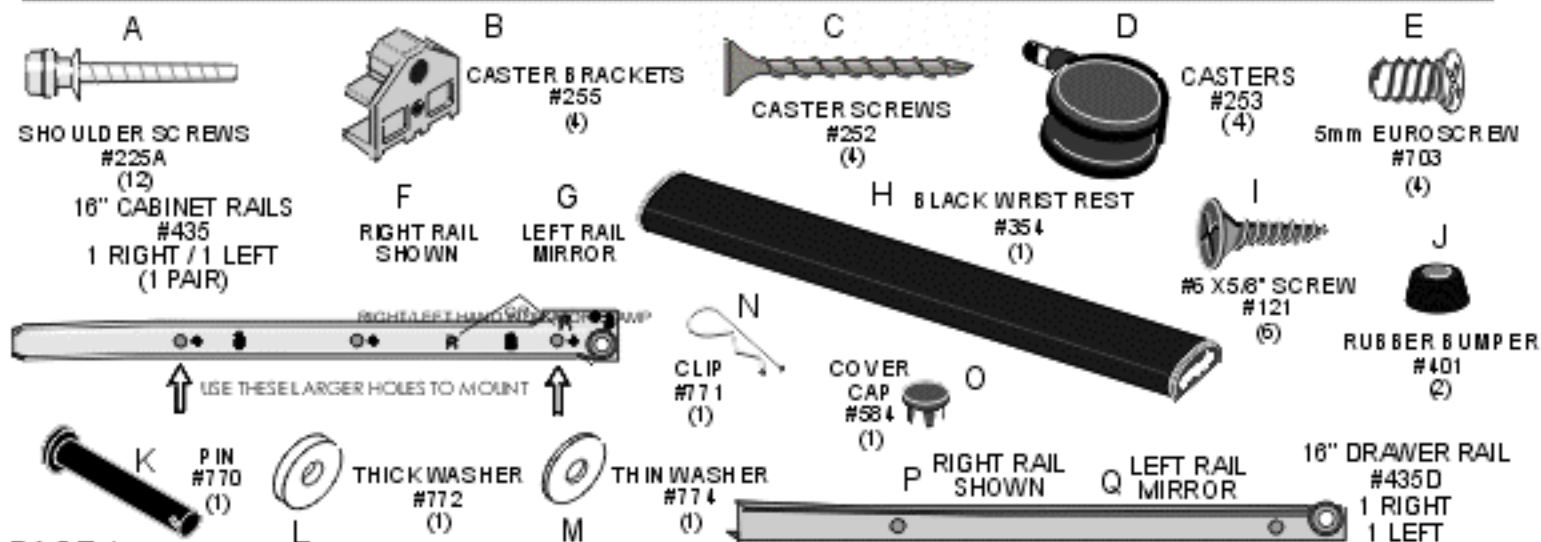


TOOLS REQUIRED

#2 PHILLIPS SCREWDRIVER

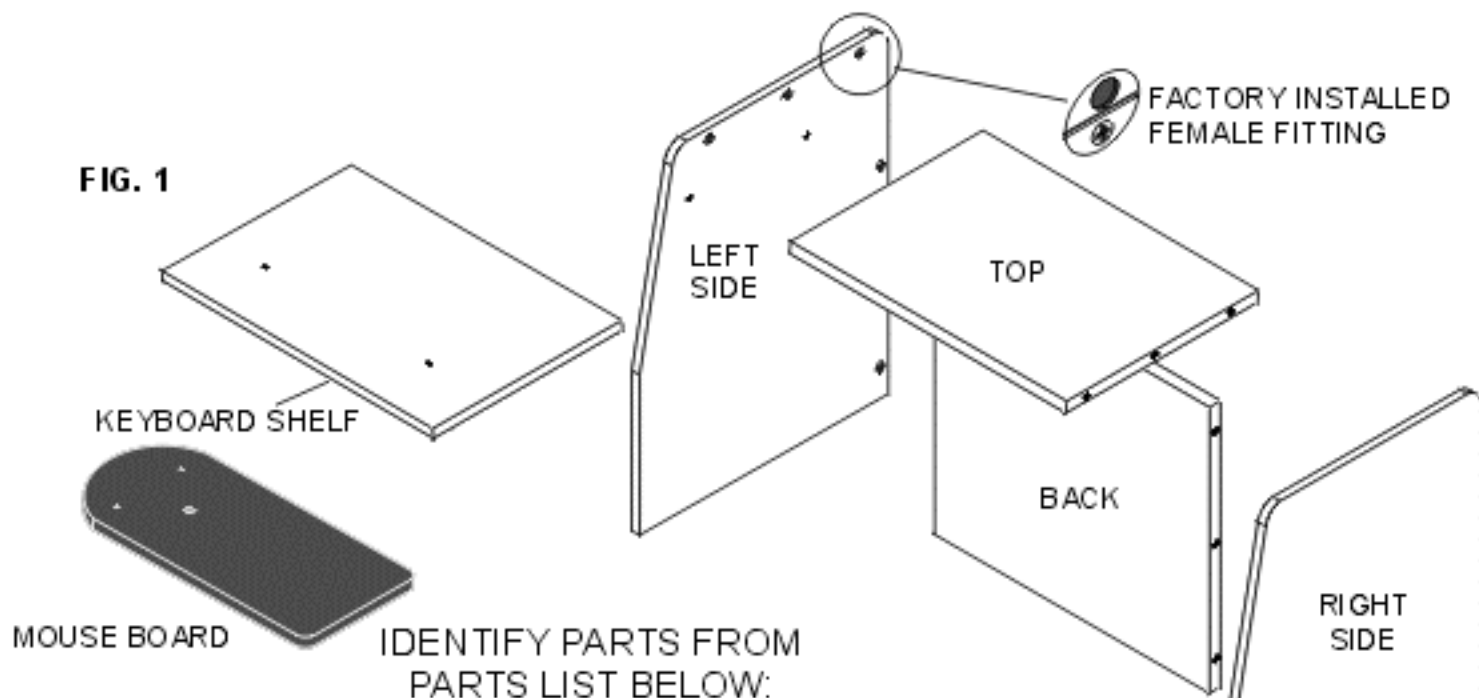


HARDWARE LIST



1. IDENTIFY ALL PARTS.

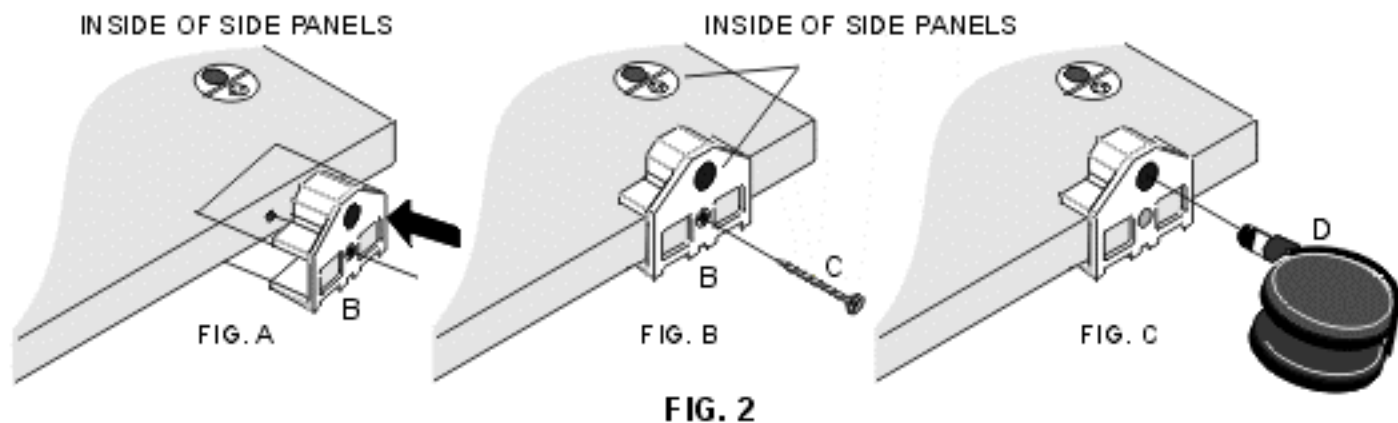
If any parts are missing OR you have questions about assembly, please call CUSTOMER SERVICE 1-800-966-5511 Monday - Friday 8am. TO 4:30pm. (Central)



NO.	WOOD PART LIST	WOOD PART SIZES			WOOD PART NUMBERS
		THICKNESS	WIDTH	LENGTH	
1	RIGHT SIDE	5/8"	X 22"	X 27"	340-RSIDE + COLOR
1	LEFT SIDE	5/8"	X 22"	X 27"	340-LSIDE
1	TOP	5/8"	X 15-1/2"	X 24 1/2"	340-TOP
1	BACK	5/8"	X 22"	X 24 1/2"	340-BACK
1	KEYBOARD SHELF	5/8"	X 15-1/2"	X 23-1/2"	340-KEYBRD
1	MOUSE BOARD	5/8"	X 8"	X 18"	340-MOUSBRD

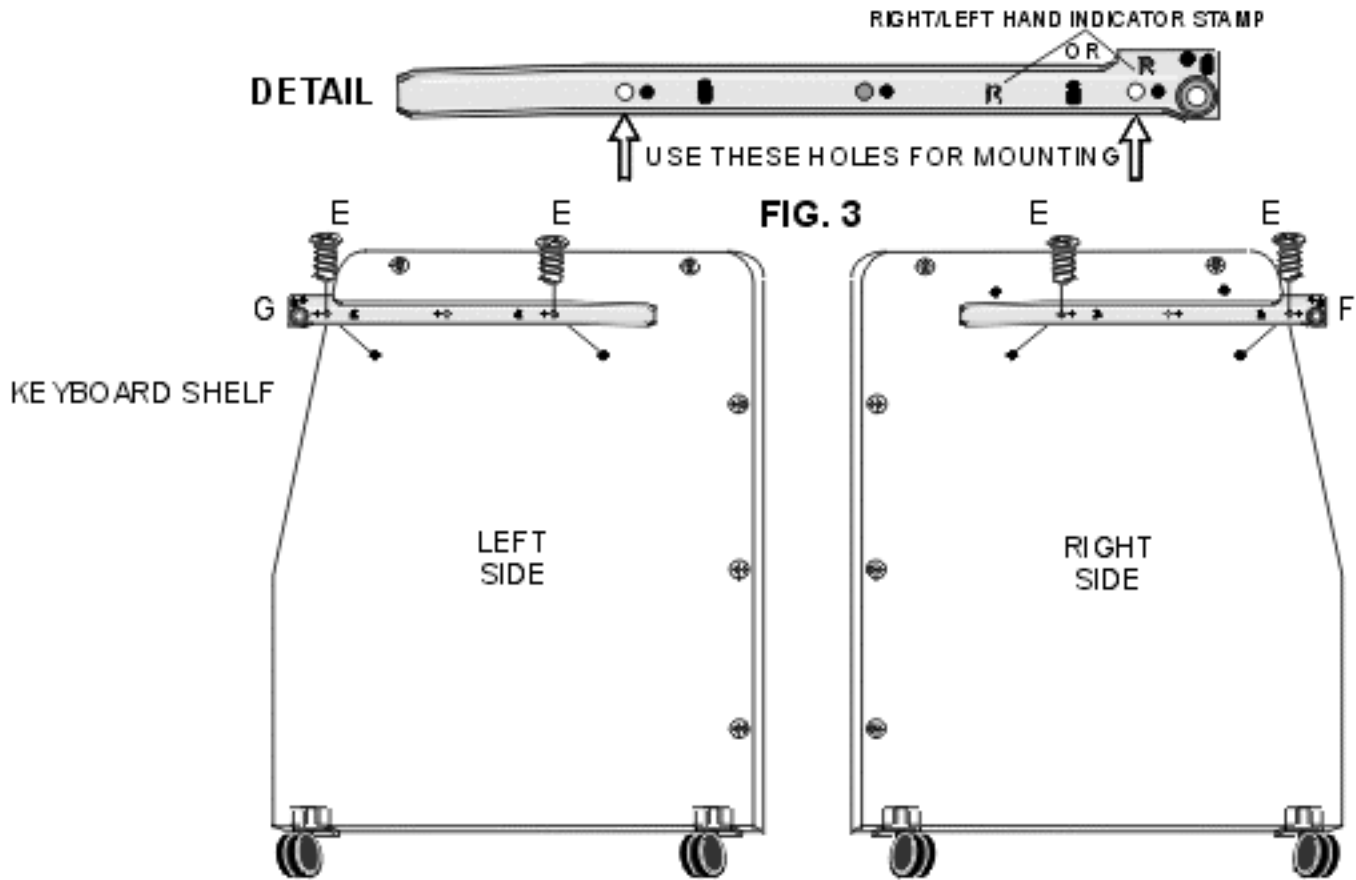
2. CASTER BRACKET AND CASTER INSTALLATION

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. A). Push BRACKET all the way onto panel and secure with CASTER SCREW (C) through mounting hole (FIG. B). Insert CASTER stem into larger mounting hole in BRACKET and push until it "CLICKS" into place. (FIG. C)



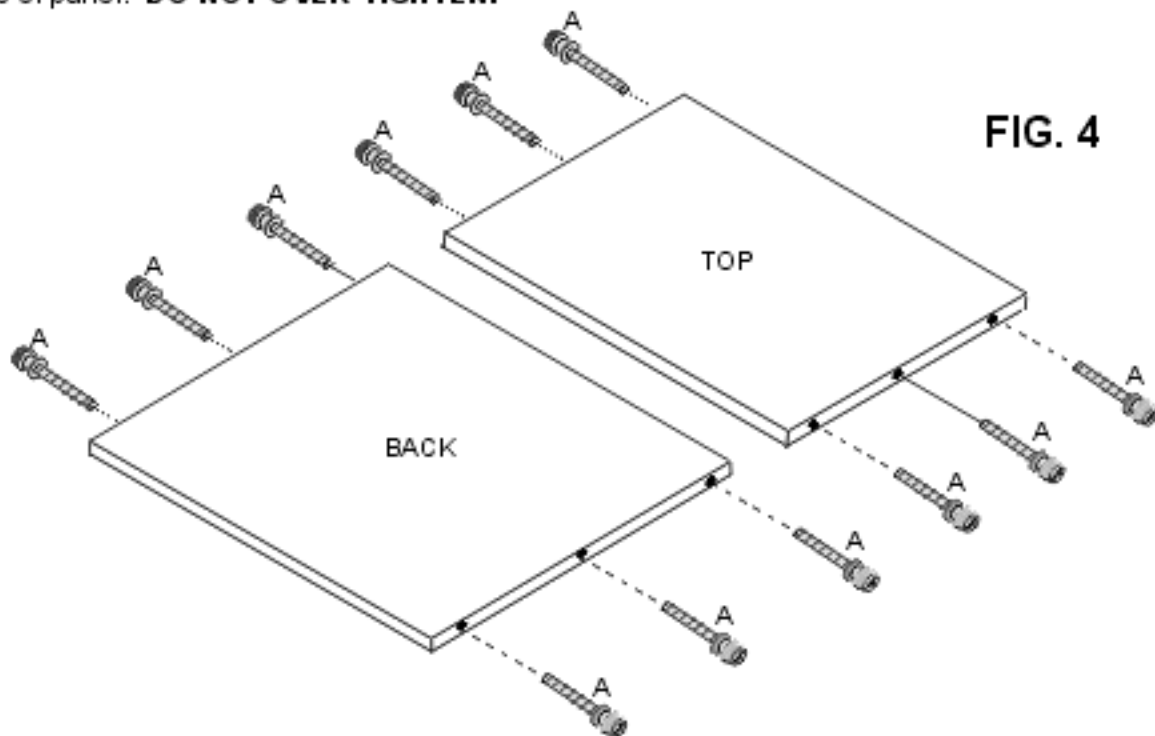
3. INSTALL HARDWARE

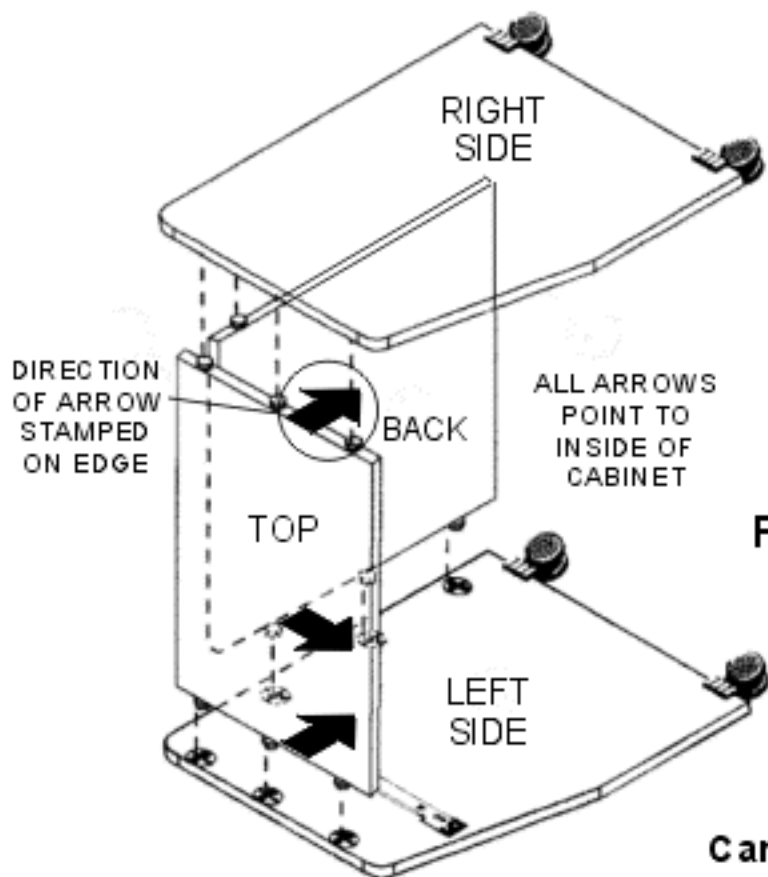
With RIGHT SIDE laying on a flat, non-scratch surface, align and attach (1) 16" RIGHT RAIL (F) as shown in FIG. 3 using (2) 5mm EUROSCREWS (E). Align LARGER MOUNTING HOLES with holes on panel (SEE DETAIL) Repeat for LEFT SIDE using (1) 16" LEFT RAIL (G) as shown.



4. INSTALL SHOULDER SCREWS

Install SHOULDER SCREWS (A) into pre-drilled holes in edges of panels as shown in figure 4, using a phillips screwdriver. Install (6) SHOULDER SCREWS each into TOP and BACK. Tighten SHOULDER SCREWS until snug against edge of panel. **DO NOT OVER-TIGHTEN.**





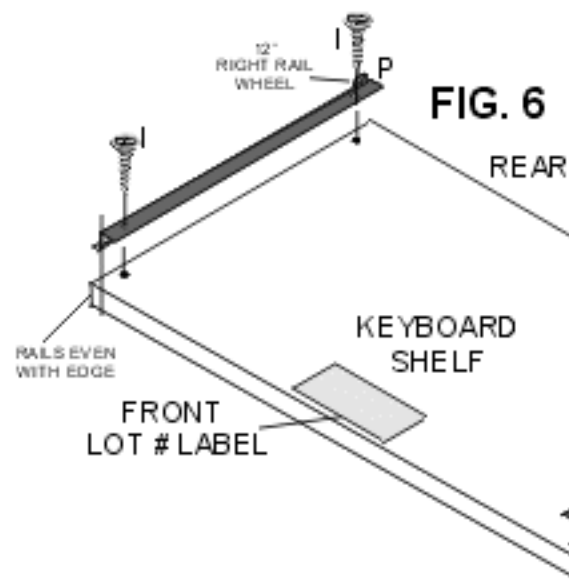
5. ASSEMBLE CABINET

With LEFT SIDE laying on a flat, non-scratch surface, align and attach TOP as shown in FIG. 5. Tighten fittings. **NOTE:** DIRECTION OF ALL ARROWS STAMPED ON EDGE FACE INSIDE OF UNIT. Align and attach BACK. Tighten fittings. Align and attach RIGHT SIDE to TOP and BACK. Tighten all fittings.

FIG. 5



Carefully stand unit upright onto casters.



6. 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. 6 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).

7. PREPARE MOUSE BOARD

Align and attach (2) RUBBER BUMPERS (J) to pre-drilled holes as shown. FIG. 7 Use (2) #6 X 5/8" FLAT HEAD SCREWS (I).

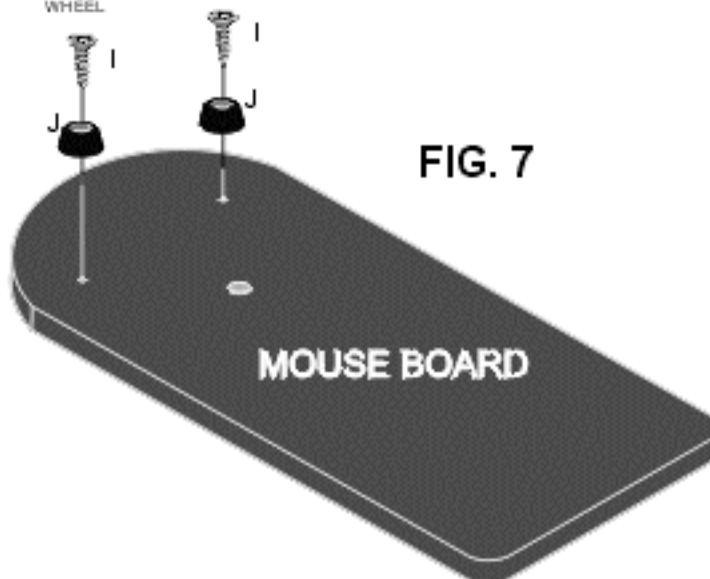


FIG. 7

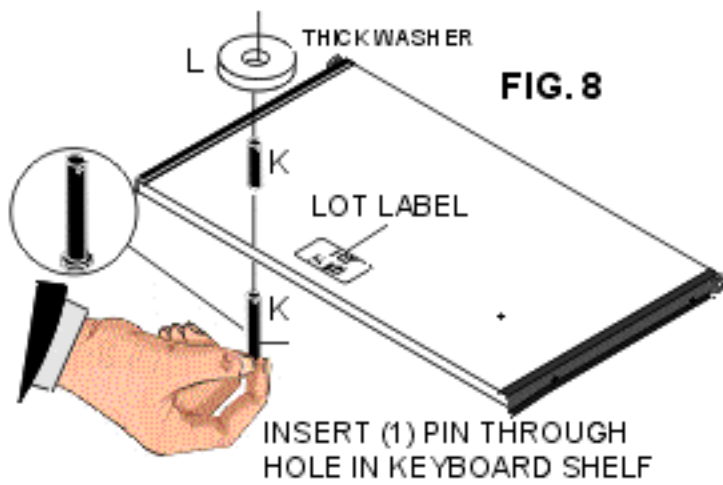


FIG. 8

INSERT (1) PIN THROUGH HOLE IN KEYBOARD SHELF

8. ATTACH MOUSE BOARD

Insert PIN (K) through top surface of KEYBOARD SHELF. FIG. 8 **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. 8 **PROTECT DESK OR TABLE TOP.** Install THICK WASHER (L) as shown.

9. 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

10. 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

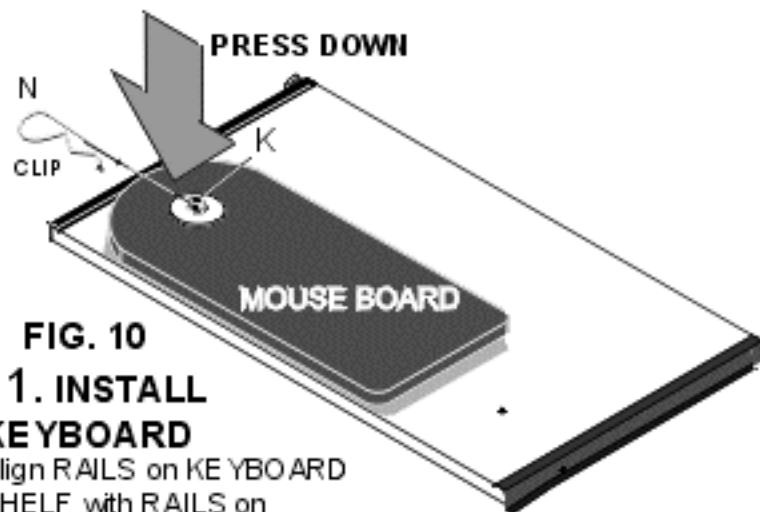


FIG. 10

11. INSTALL KEYBOARD

Align RAILS on KEYBOARD SHELF with RAILS on cabinet SIDES. (FIG. 11) 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.

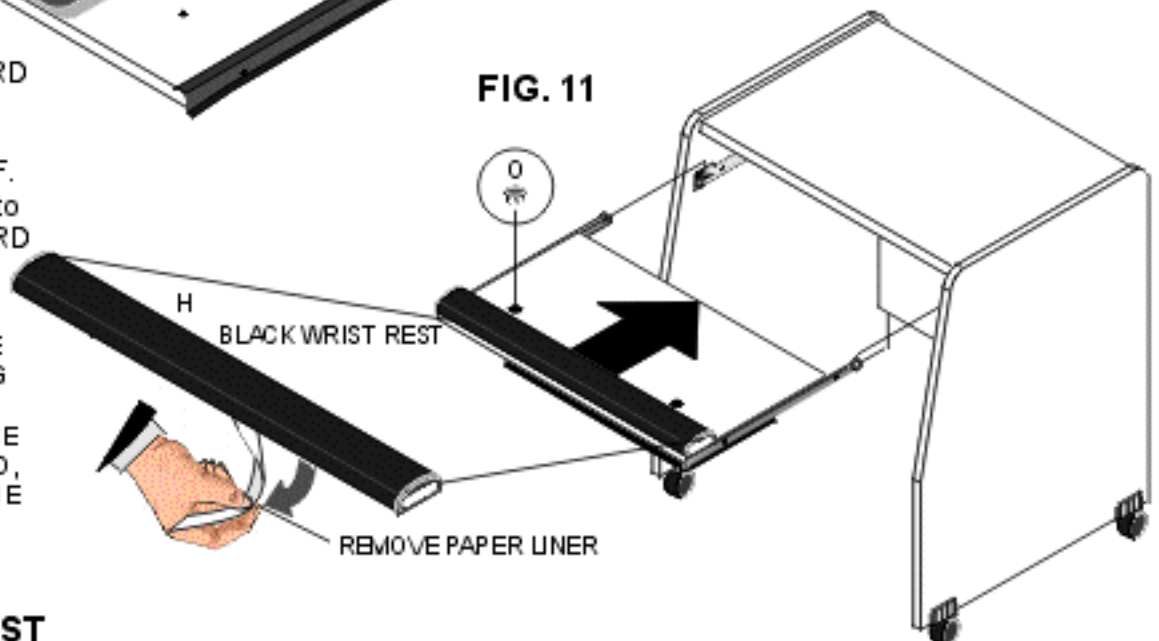


FIG. 11

INSTALL WRIST REST

Remove paper liner from adhesive strip on the back of WRIST REST (H). (FIG. 11) Carefully align WRIST REST along front edge of KEYBOARD SHELF - centering it from side to side. Press WRIST REST onto shelf to secure.