

### 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.**

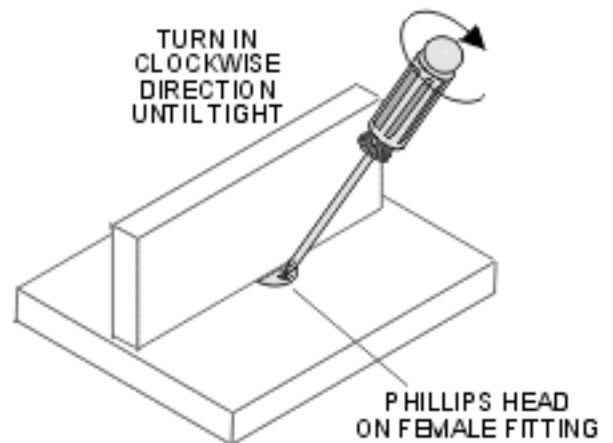
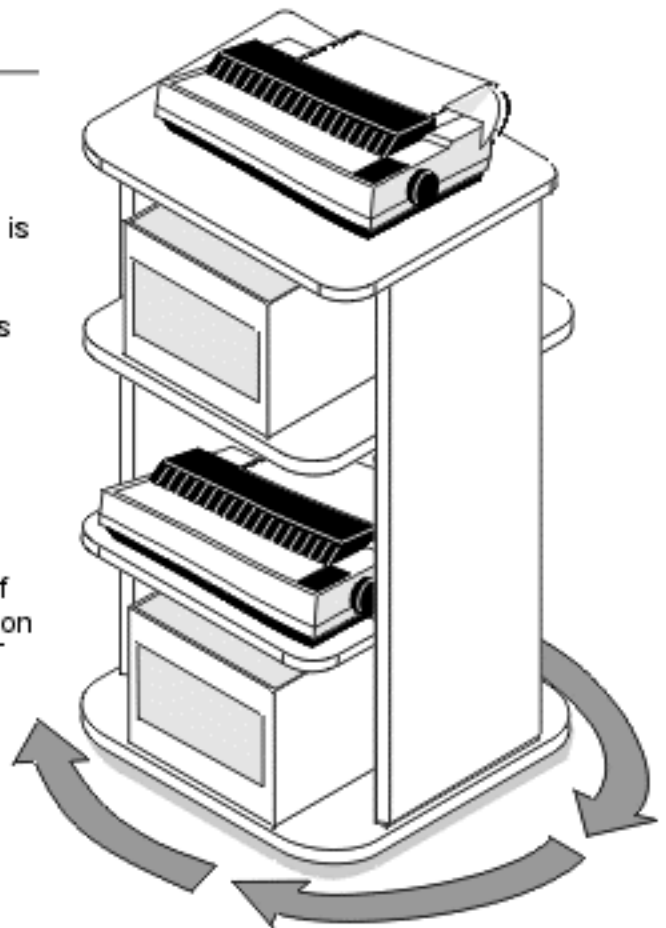
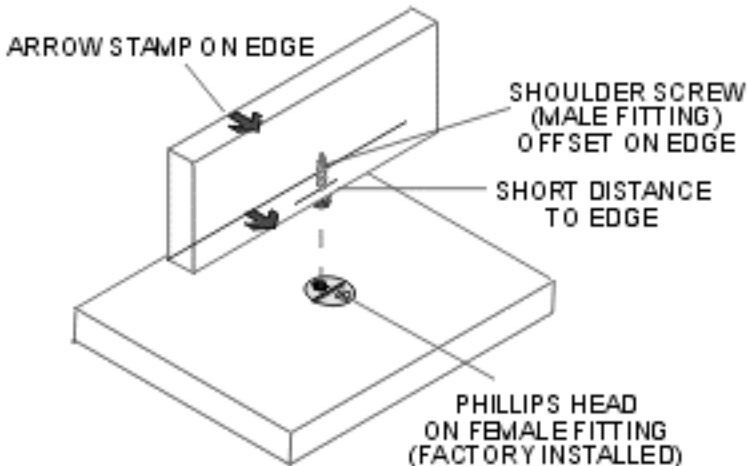
### IMPORTANT

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 screwhead on the female fitting. To aid in assembly, parts have been stamped with an **ARROW** on the **EDGE** to indicate direction of this offset.

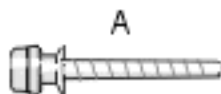
### TOOLS REQUIRED

#2 PHILLIPS SCREWDRIVER

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



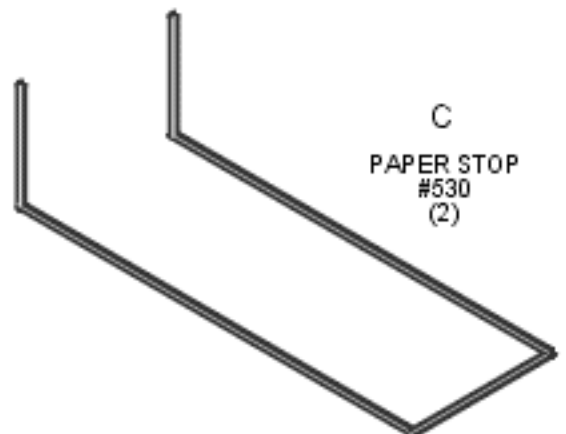
### HARDWARE LIST



SHOULDER SCREWS  
#225A  
(24)



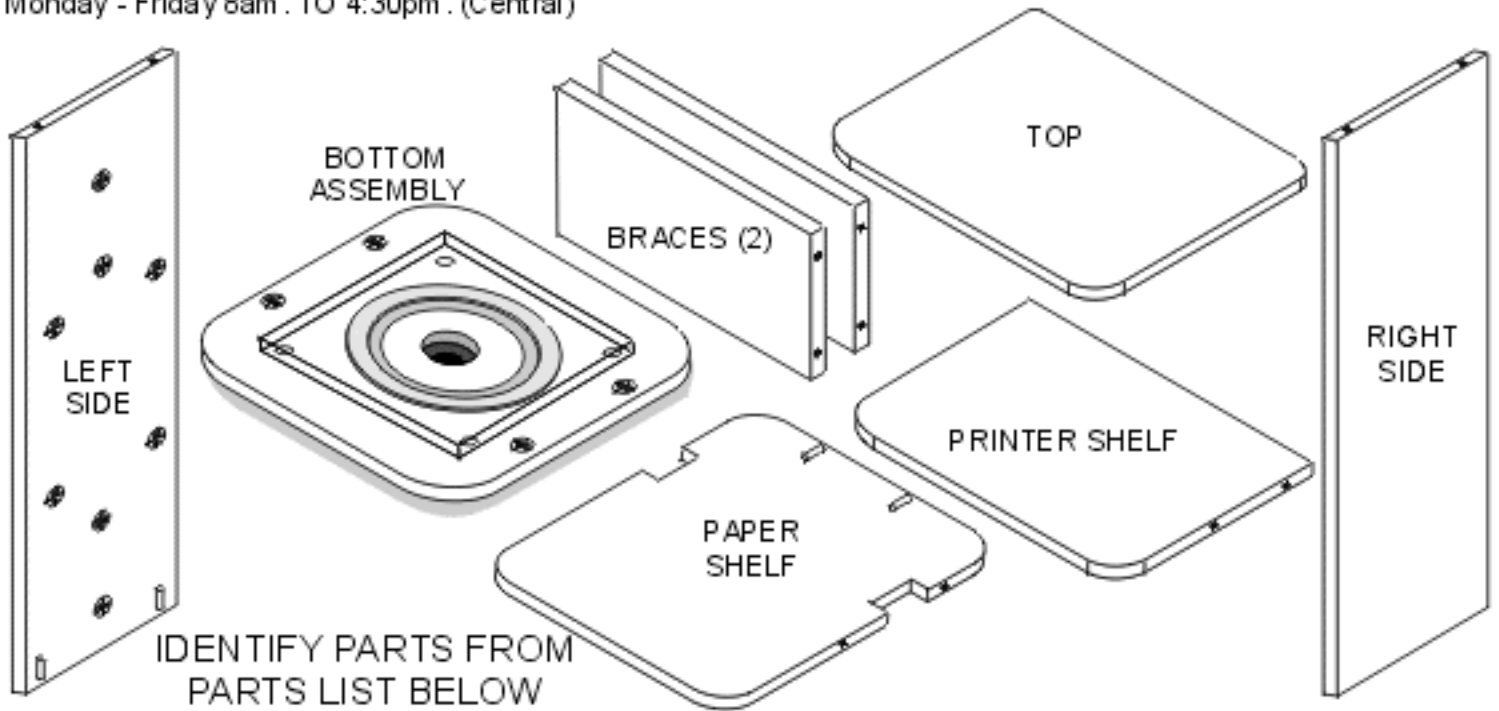
LEVELER LEGS  
#530  
(4)



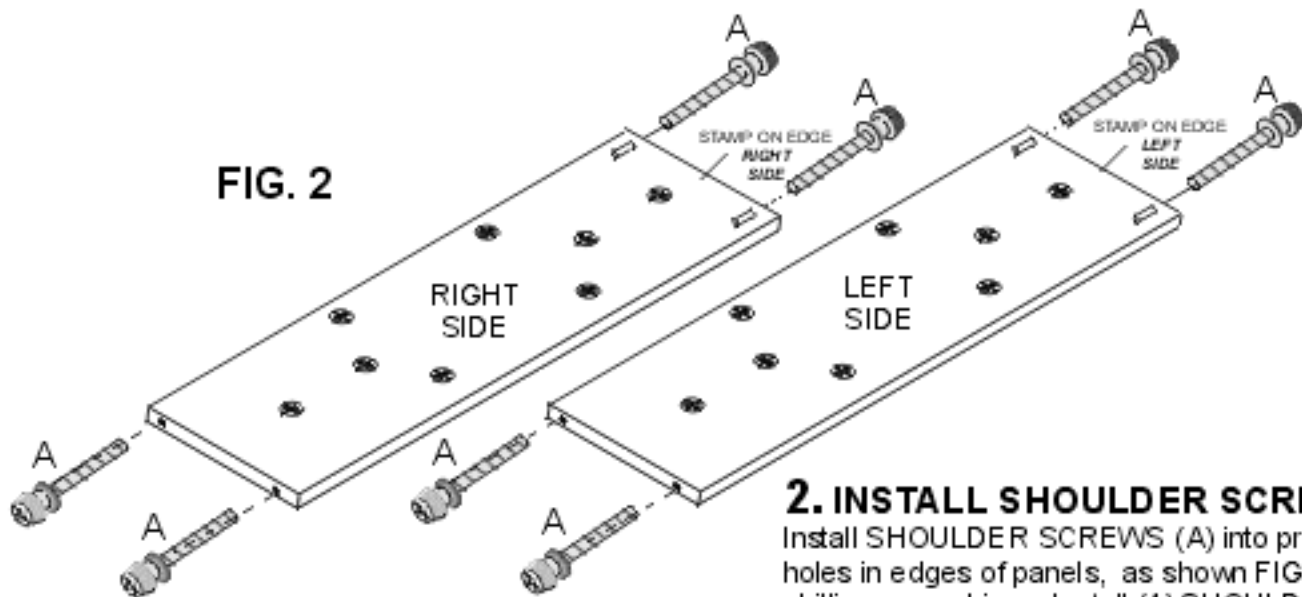
PAPER STOP  
#530  
(2)

# 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)

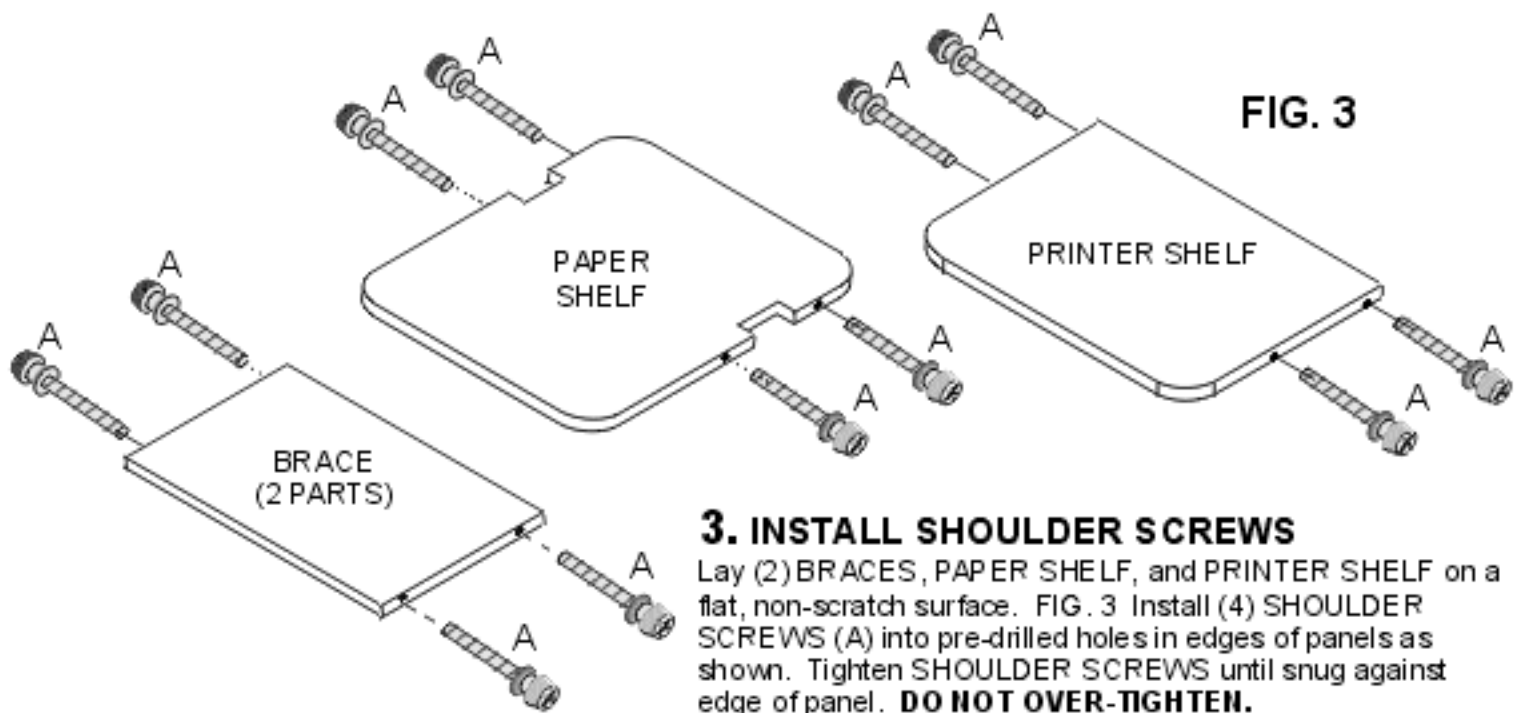


NO.	WOOD PART LIST	WOOD PART SIZES			WOOD PART NUMBERS
		THICKNESS	WIDTH	LENGTH	
1	RIGHT SIDE	5/8"	X 11-3/4"	X 35-3/8"	960-RSIDE + COLOR
1	LEFT SIDE	5/8"	X 11-3/4"	X 35-3/8"	960-LSIDE
1	BOTTOM	1-1/2" (2 PCS.)	X 24"	X 24"	960-BOTTOM
1	TOP	5/8"	X 18"	X 24"	960-TOP
2	BRACE	5/8"	X 7-3/4"	X 22"	960-BRACE
1	PRINTER SHELF	5/8"	X 15-3/4"	X 22"	960-PRINSHLF
1	PAPER SHELF	5/8"	X 22"	X 23-7/8"	960-PAPRSHLF



## 2. INSTALL SHOULDER SCREWS

Install SHOULDER SCREWS (A) into pre-drilled holes in edges of panels, as shown FIG. 2, using a phillips screwdriver. Install (4) SHOULDER SCREWS (A) each into RIGHT SIDE and LEFT SIDE. Tighten SHOULDER SCREWS until snug against edge of panel. **DO NOT OVER-TIGHTEN.**



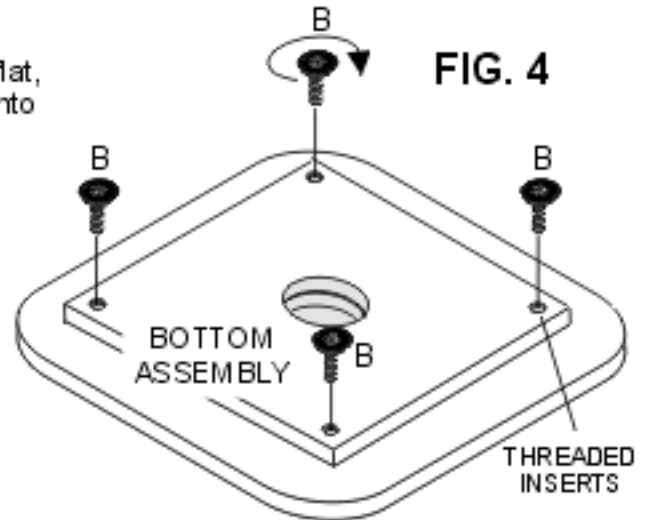
**FIG. 3**

### 3. INSTALL SHOULDER SCREWS

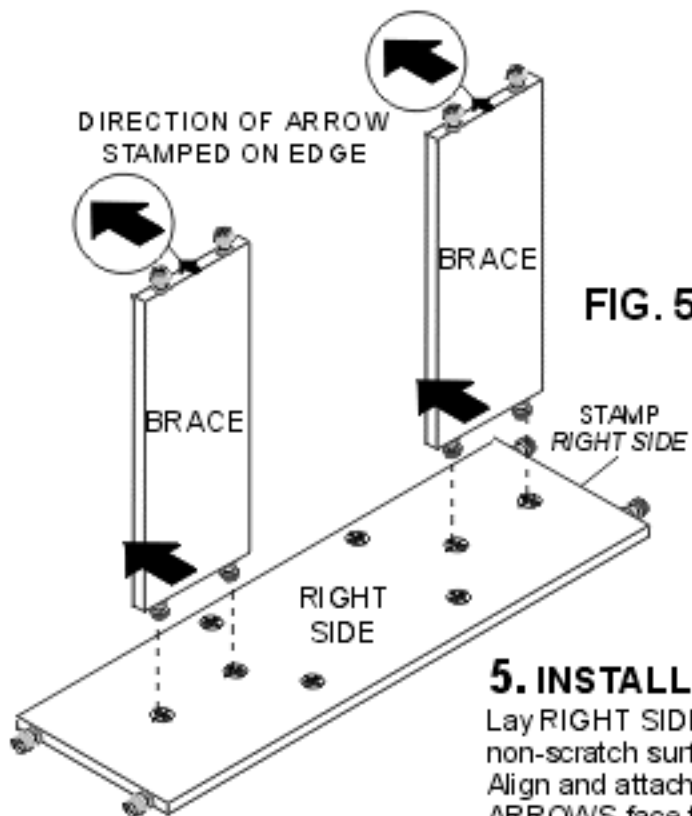
Lay (2) BRACES, PAPER SHELF, and PRINTER SHELF on a flat, non-scratch surface. FIG. 3 Install (4) SHOULDER SCREWS (A) into pre-drilled holes in edges of panels as shown. Tighten SHOULDER SCREWS until snug against edge of panel. **DO NOT OVER-TIGHTEN.**

### 4. INSTALL LEVELER LEGS

Lay BOTTOM ASSEMBLY (assembly fitting side down) on a flat, non-scratch surface. FIG. 3 Install (4) LEVELER LEGS (B) into factory installed THREADED INSERTS on underside of BOTTOM ASSEMBLY by turning in clockwise direction. **DO NOT OVER-TIGHTEN LEVELERS.**



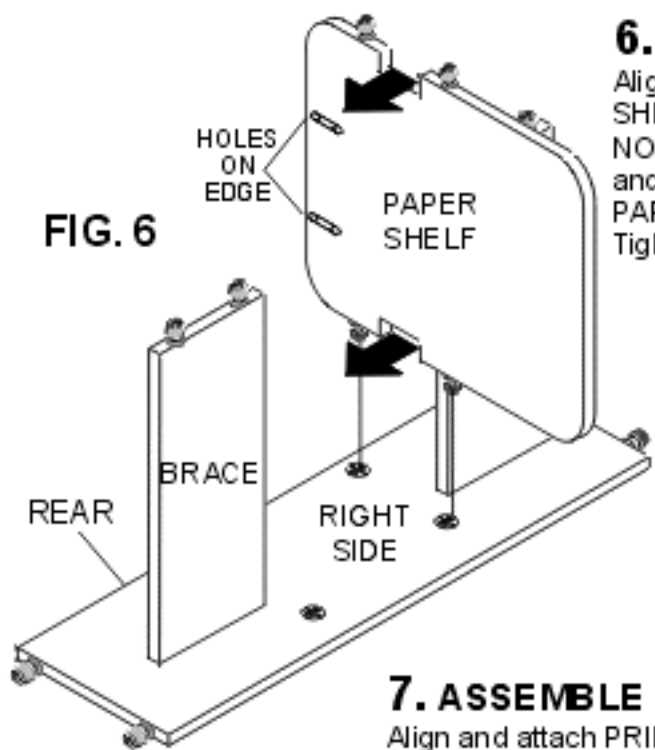
**FIG. 4**



**FIG. 5**

### 5. INSTALL LEVELER LEGS

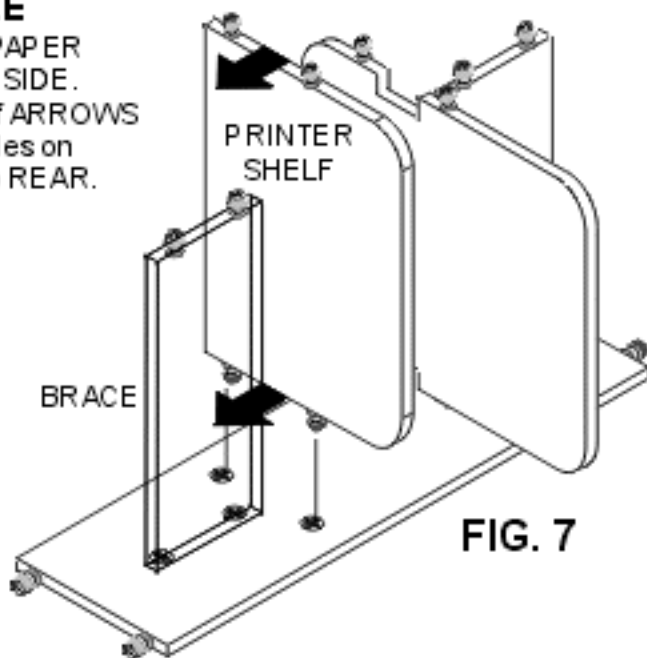
Lay RIGHT SIDE (NOTE: *RIGHT SIDE* STAMP on top edge) on a flat, non-scratch surface, assembly fittings facing up. FIG. 5 Align and attach (2) BRACES to RIGHT SIDE. NOTE direction of ARROWS face to the LEFT as shown. Tighten fittings.



**FIG. 6**

## 6. ASSEMBLE

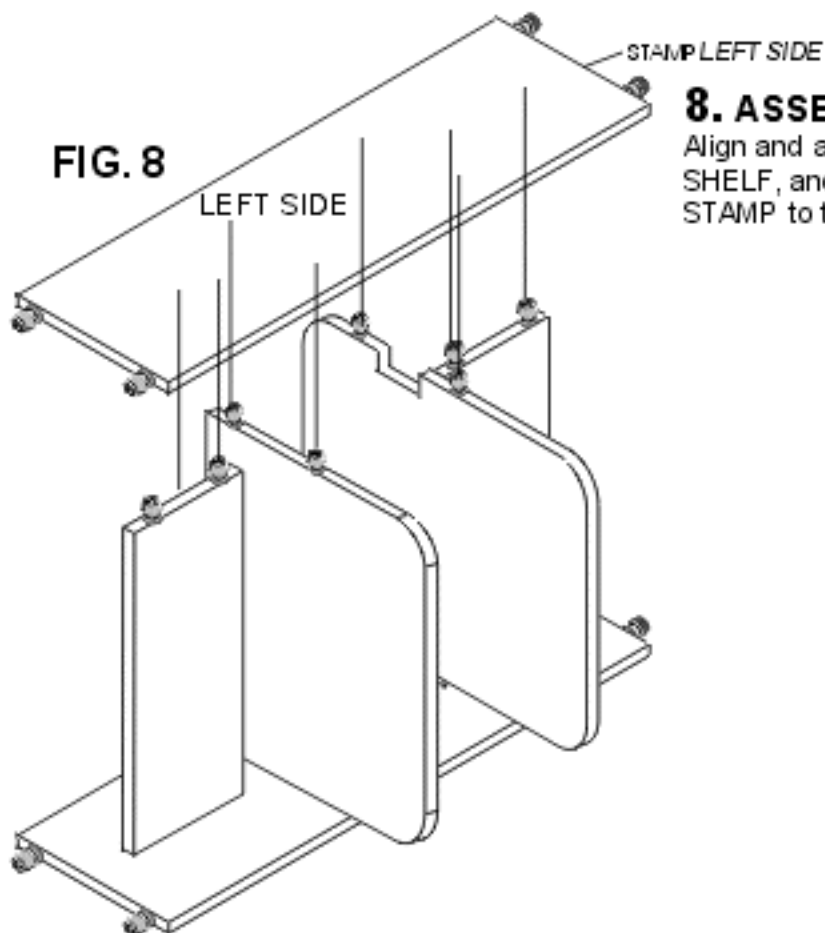
Align and attach PAPER SHELF to RIGHT SIDE. NOTE direction of ARROWS and pre-drilled holes on PAPER SHELF to REAR. Tighten fittings.



**FIG. 7**

## 7. ASSEMBLE

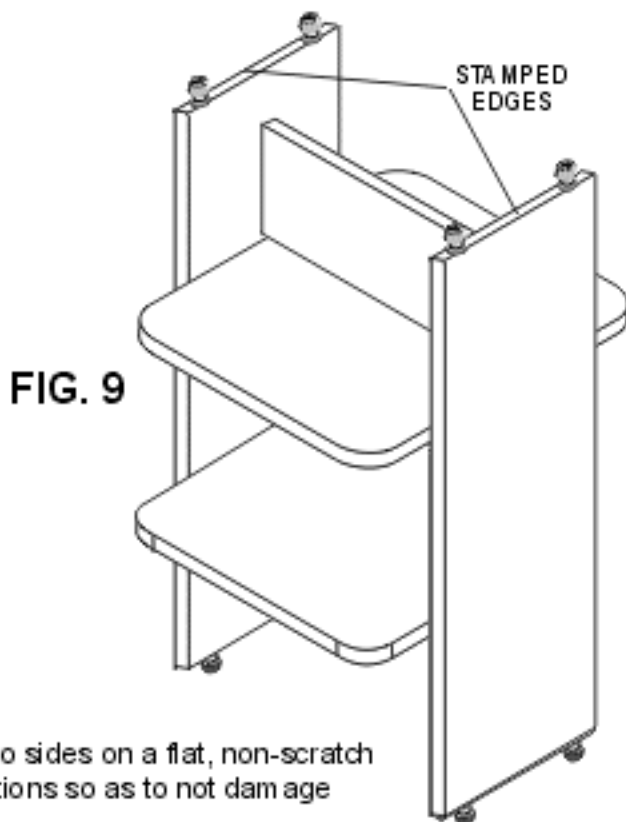
Align and attach PRINTER SHELF to RIGHT SIDE. NOTE direction of ARROWS. Tighten fittings.



**FIG. 8**

## 8. ASSEMBLE

Align and attach LEFT SIDE to (2) BRACES, PRINTER SHELF, and PAPER SHELF. NOTE position of LEFT EDGE STAMP to the top of the unit. Tighten fittings.



**FIG. 9**

## 9. PREPARE

Carefully stand assembly up onto sides on a flat, non-scratch surface as shown. Take precautions so as to not damage bottom fittings.

## 10. ASSEMBLE

Place BOTTOM ASSEMBLY on a flat surface, assembly fittings facing up as shown. FIG. 10 Using 2 people, if possible, align and attach RIGHT and LEFT SIDES to BOTTOM ASSEMBLY. Tighten fittings.

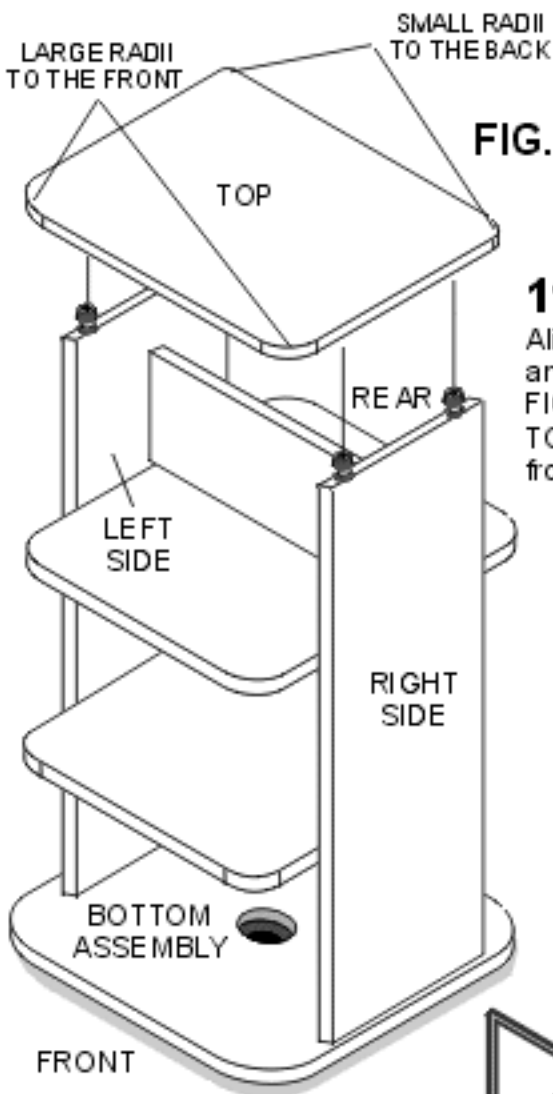
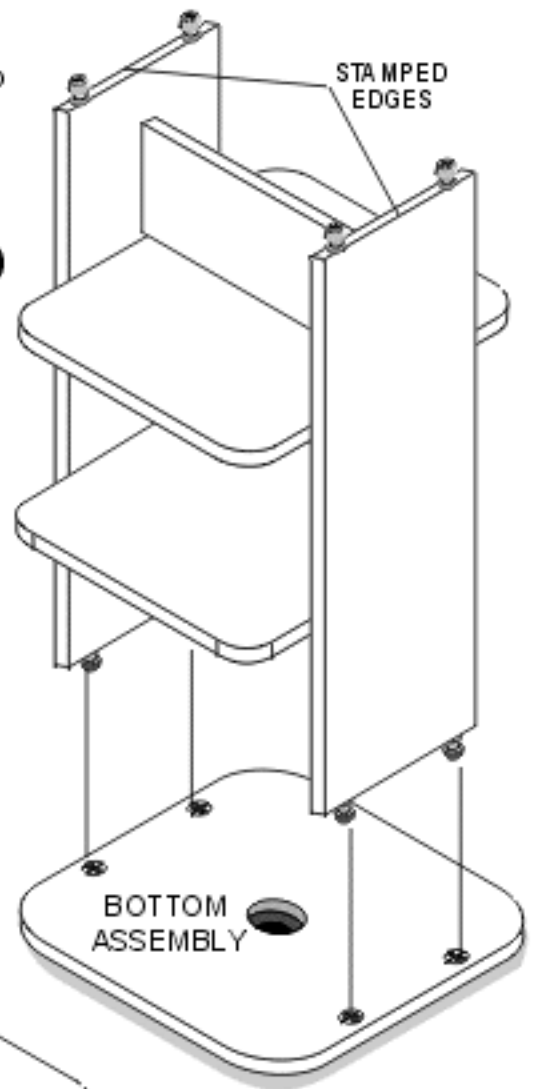


FIG. 10



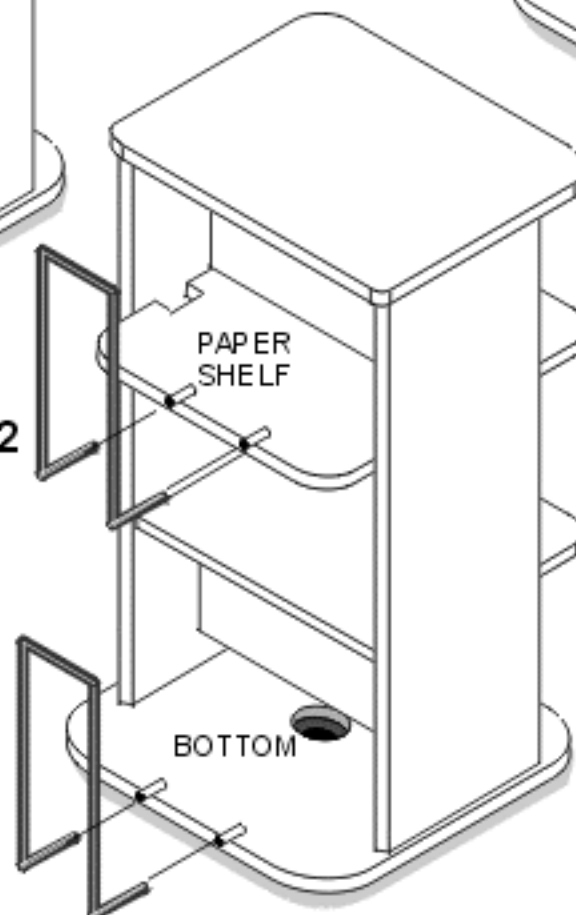
## 11. ASSEMBLE

Align and attach TOP to RIGHT and LEFT SIDES as shown. FIG. 11 NOTE direction of TOP. Large radii corners go to front, small radii to back..

## 12.FINISH

Align and install (2) PAPER STOPS (C) onto the back edge of PAPER SHELF and BOTTOM. FIG. 12 Align ends of wire PAPER STOP with factory drilled holes in rear edge of PAPER SHELF and BOTTOM. Push in until secure.

FIG. 12



## 13. HOW IT WORKS

Cables from printer may be routed through cut-outs in PAPER SHELF and down through center cut-out in BOTTOM, and then to computer or power supply. Full boxes of paper may be held on the BOTTOM. PAPER SHELF is for continuous output paper storage. To retrieve printer output, swivel the unit 180 degrees, right or left and remove output. Twist unit back in the same direction to continue printing.