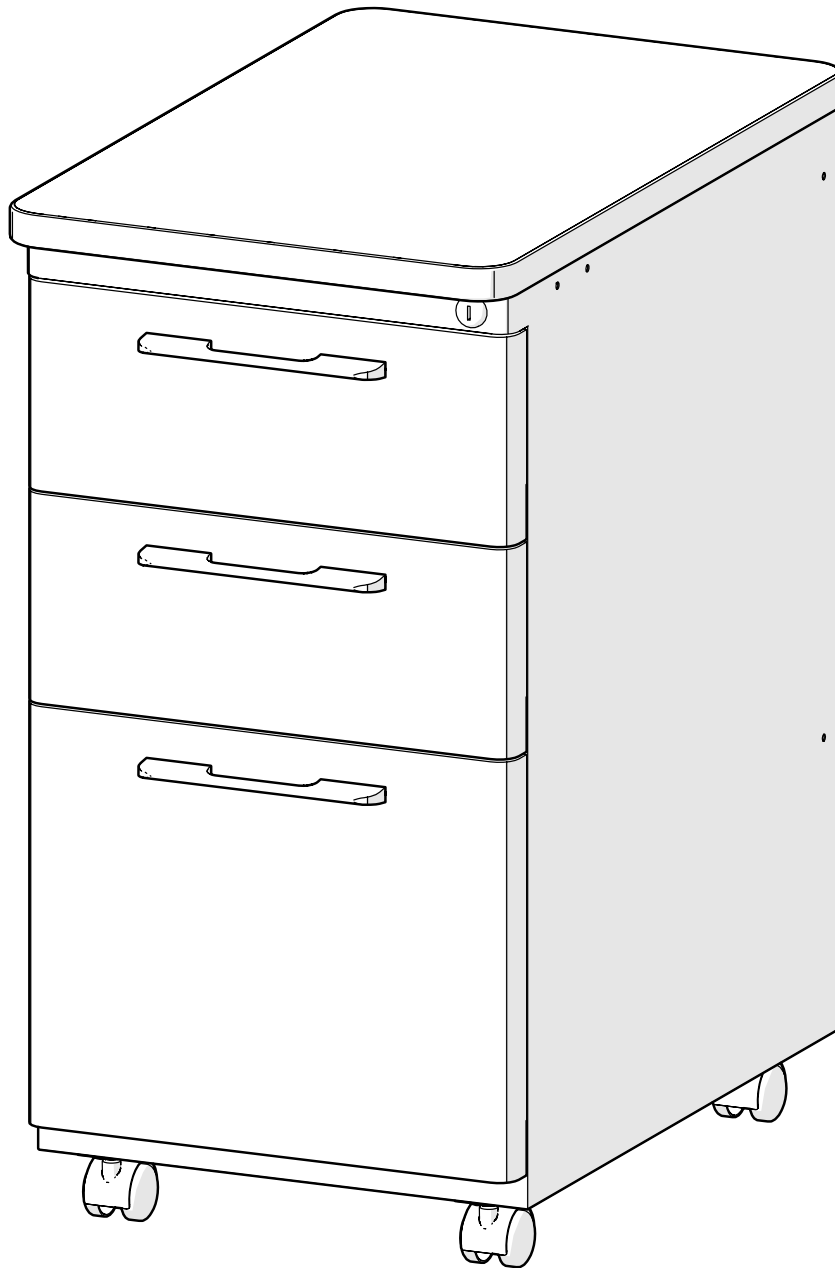


# Single Pedestal with Laminate Top



**\*\*DISCARD THIS INSTRUCTION IF USING WITH DESK\*\***



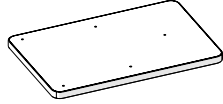
 **ASSEMBLY INSTRUCTIONS**  **DO NOT THROW AWAY!**

**INSTRUCCIONES DE ENSEMBLAJE**  
NO LA TIRE

**INSTRUCTIONS DE MONTAGE**  
NE PAS JETER

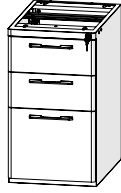
## Parts

P1 - Top



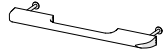
x1

P2 - Pedestal Box



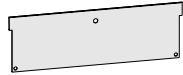
x1

P3 - Handle



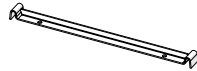
x3

P4 - Divider Panel



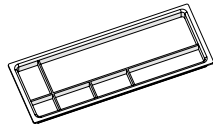
x1

P5 - Divder Bar



x1

P6 - Pencil Tray



x1

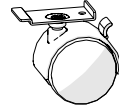
P7 - Key Set



x1

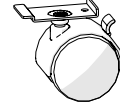
## Hardware

A - Pedestal Caster Locking



x2

B - Pedestal Caster Non - Locking



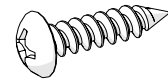
x2

C - Caster Screw



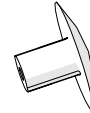
x4

D - Wood Screw



x5

E - Plastic Side Cap



x8

F - Plastic Back Cap



x6

## **WARNINGS AND DISCLAIMERS**

Review full assembly instructions and check that all parts are present before beginning assembly. Heavy or large furniture may require multiple persons in order to properly assemble. If you have questions regarding assembly, contact the manufacturer before continuing. Damage due to incorrect assembly may not be covered by warranty. Do not use product unless all screws are tight. Check all screws for tightness at least every six months. If parts are broken, missing, damaged, or worn, stop use of the product until repairs are made by your dealer using factory authorized parts.

## **ADVERTENCIAS Y RENUNCIAS**

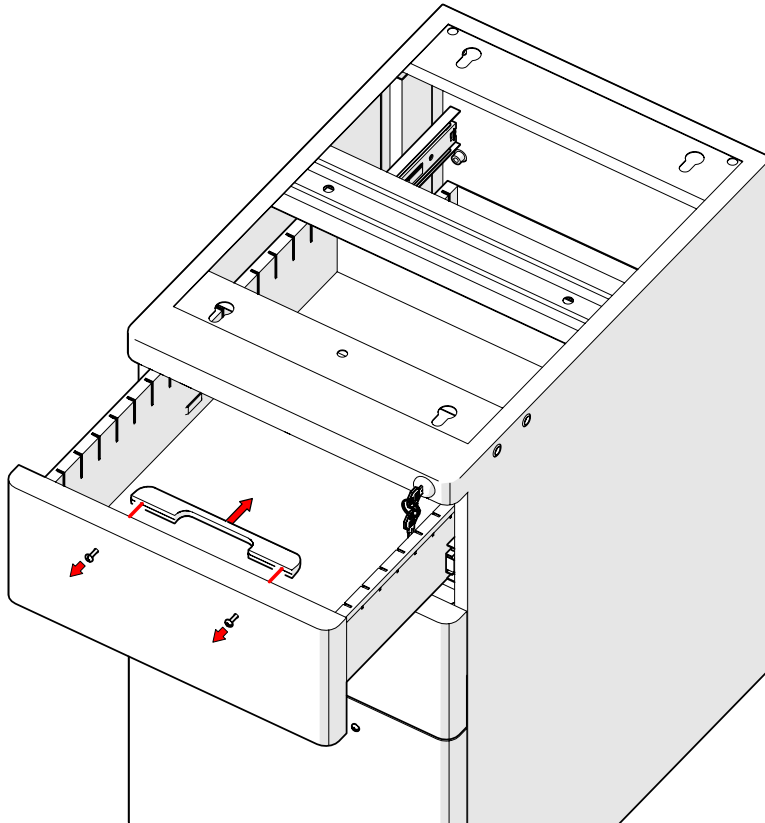
Previo a comenzar el proceso de ensamblaje favor de revisar las instrucciones y asegurarse que cuenta con todas las partes y materiales necesarios. Es posible que los muebles grandes o pesados, requieran mas de una persona para ensamblarlos correctamente. Por favor contacte al fabricante directamente si tiene alguna duda o pregunta antes de continuar con el proceso de armado del producto. La garantía no cubrirá daños que ocurrieron por errores cometidos durante el proceso de ensamblaje. Todos los tornillos deben estar ajustados previo el uso del producto. Debe revisar los tornillos periódicamente, por lo menos cada seis meses y asegurarse de que estén bien ajustados. Por favor detenga el uso del producto si partes del producto se pierden, rompen, se deterioran por uso o se rompen. Favor de contactar a su distribuidor para que le envíen las partes necesarias o realice las reparaciones necesarias con partes autorizadas por el fabricante.

## **AVERTISSEMENTS**

Avant de commencer l' assamblage veuillez consulter les instructions complètes et vérifier si vous avez toutes les pièces nécessaires. Il est possible que plusieurs personnes soient nécessaires pour assemble des meubles grand ou lourds. En cas de doute sur l' assamblage contactez le fabricant avant de continuer. Les dommages encourus pendant l' assamblage ne seront pas couvert par la garantie. Ne pas utiliser le produit sans vérifier que tous les vis soient serrées. Vérifiez que les vis sont serrées au moins tous le 6 mois. Si aucune pièce se casse, manque, est endommagée ou usée, arrêtez d' utiliser de produit jusqu'à ce que le vendeur le repaire a l'aide de pièces autorisées par la fabricant.

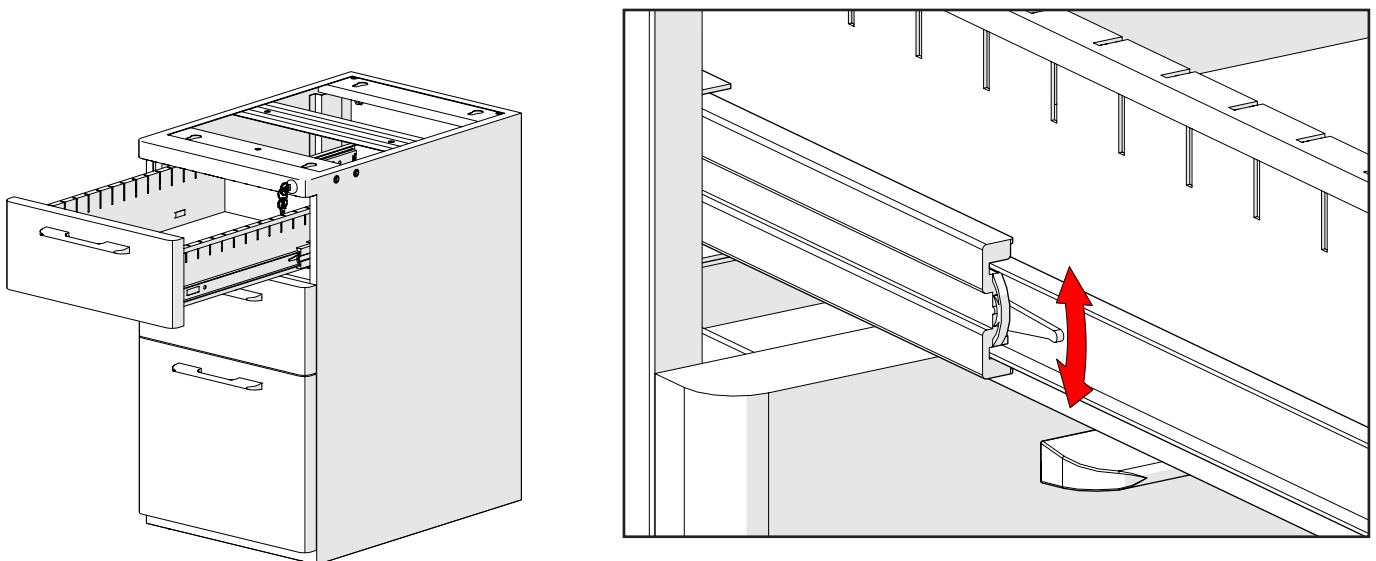
## STEP 1

Open shelves and remove handle screws. Swap handles to front of shelves and insert handle screws from inside of shelves to secure handles in place.



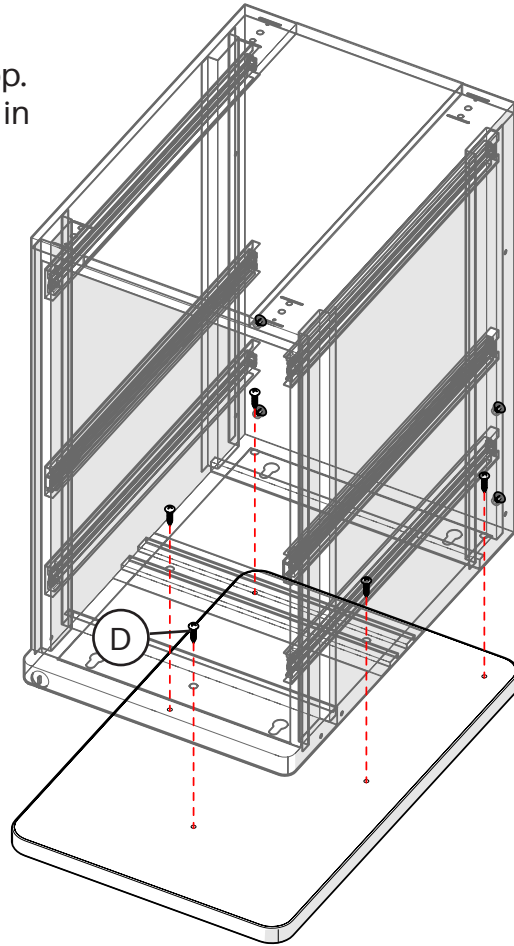
## STEP 2

Remove shelves by first extending shelf to furthest setting until catch engages. To slide shelf off of rails, rotate visible catch levers on both sides of shelf either up or down while gently pulling shelf. Once both sides are free, shelf can be removed.



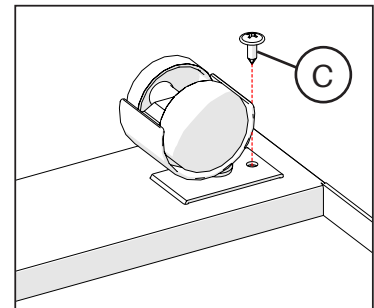
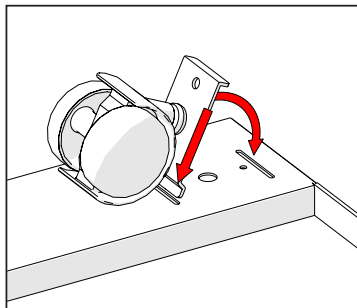
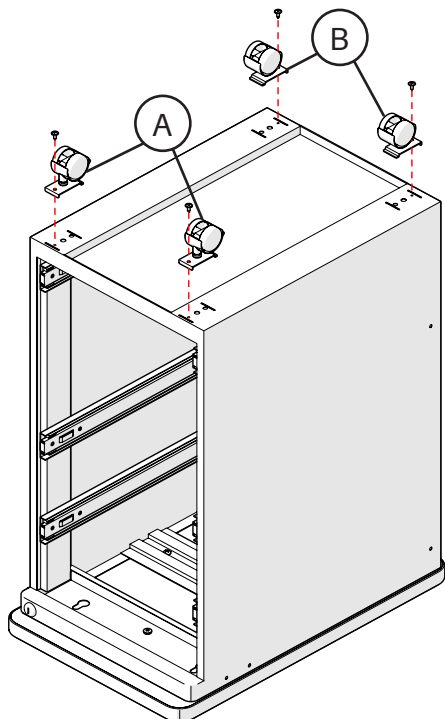
## STEP 3

Set pedestal (with shelves removed) upside down on top. Secure to top with wood screws inserted through holes in pedestal top brackets.



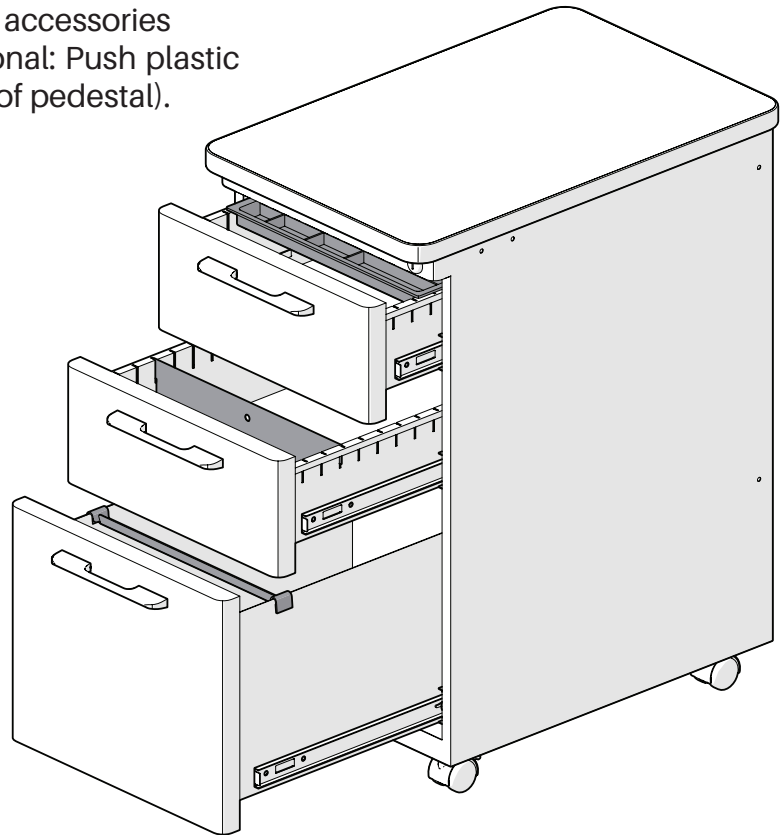
## STEP 4

Install Casters to bottom of pedestal. Use Locking Casters in front of pedestal and Non-Locking Casters in the back. Secure casters with screws.



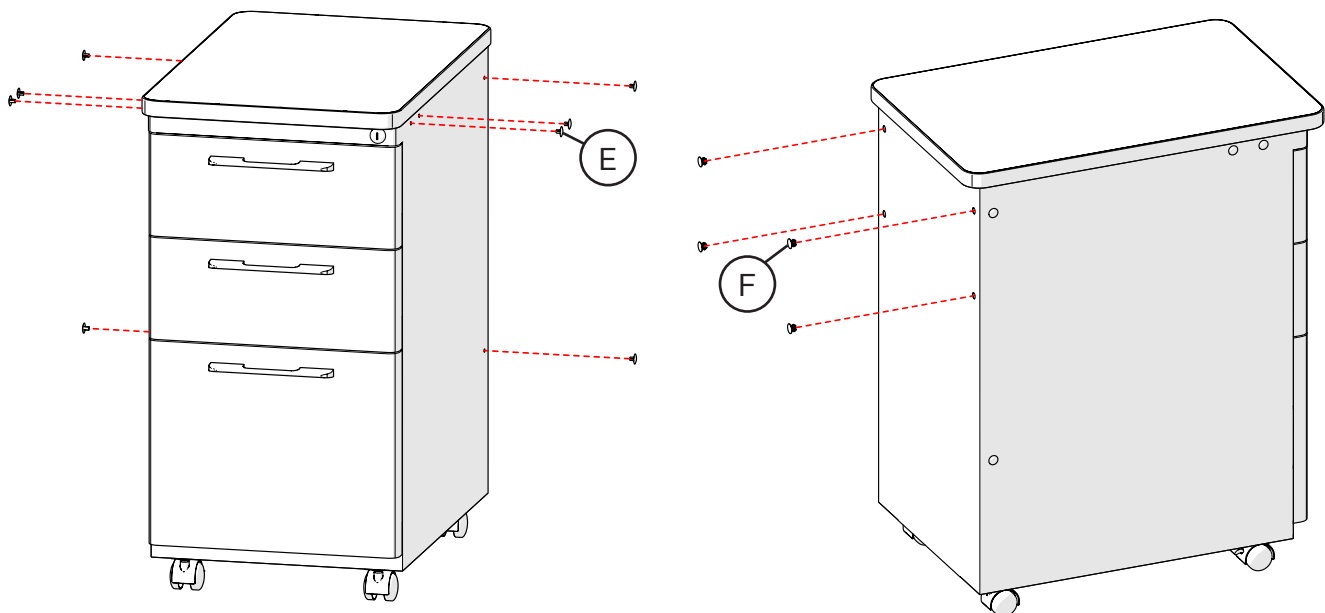
## STEP 5

Insert shelves back in pedestal. Place file accessories in desired location within shelves. (Optional: Push plastic caps into threaded inserts on either side of pedestal).



## STEP 6

Optionally customer may choose to plug side and back holes with Plastic Side Caps (E) and Back Caps (F). Extra caps are included.



**THIS COMPLETES ASSEMBLY INSTRUCTION**