

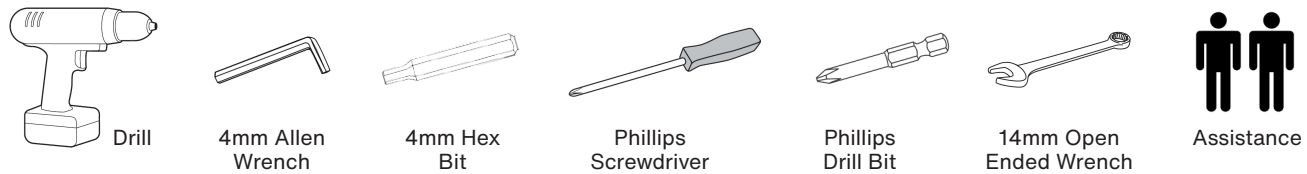


UNIVERSAL APPLETON/ APPLETON TEACHER'S DESK

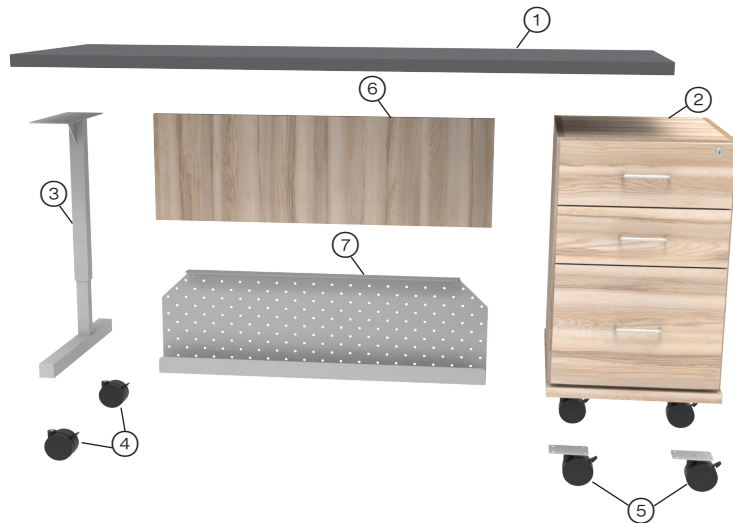
 NOTE: Before you begin, please make sure all parts and proper quantities are included. Any parts damaged during shipment must be reported within 24 hours of receipt. To report information regarding damages or if you have any questions, please call 800.242.2303.

 NOTE: These instructions are based on model #TD6071-95UNET-AC. These instructions work for all Universal Appleton & Appleton Teacher's Desk models. Product images are for illustrative purposes only and may differ from actual product.

TOOLS NEEDED



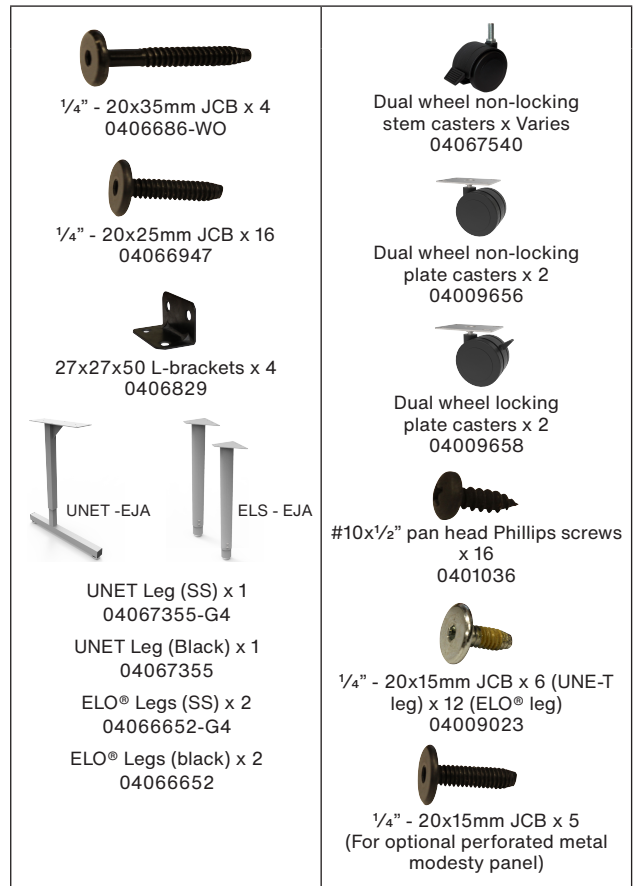
PARTS



PARTS x QTY

#	DESCRIPTION x QTY
1	Laminate Top x 1
2	Base Cabinet x 1
3	Leg x 1 or 2 Depending On Model
4	Dual Wheel Casters x 2
5	Dual Wheel Casters x 4
6	Laminate Modesty Panel x 1 (Optional)
7	Perforated Metal Modesty Panel x 1 (Optional)

HARDWARE x QTY





The assembly of this desk requires the assistance of another person.

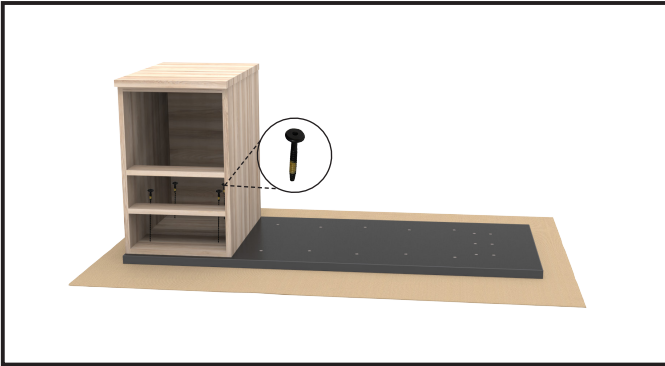


NOTE: Hardware packs are included in packaging. You may receive more hardware than needed. Discard any extra hardware after assembly.

ASSEMBLY

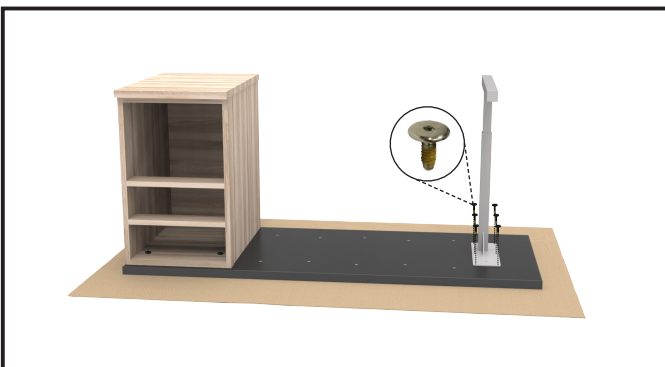
1. Place the top ① face down on a protected flat surface so threaded inserts are facing up.
2. With drawers taken out of base cabinet (if unit has them), place base cabinet ② upside down on the top, aligning pre-drilled holes in base cabinet with threaded inserts in top.

Using a 4mm Allen wrench or 4mm hex bit, fasten base cabinet to top with 1/4"-20x35mm joint connector bolts.

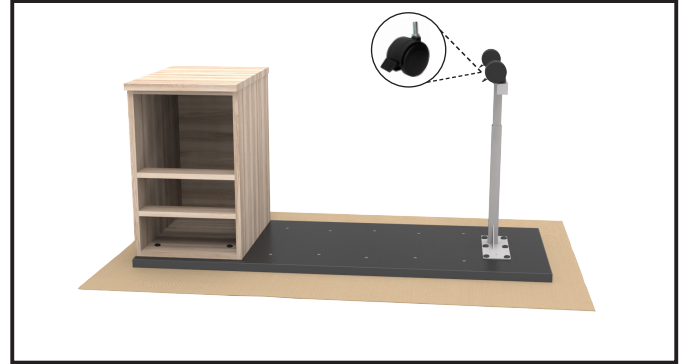


3. Align pre-drilled holes in leg(s) ③ with threaded inserts in top ①, making sure the long side of leg plate(s) is facing the same direction as the front side of base cabinet.

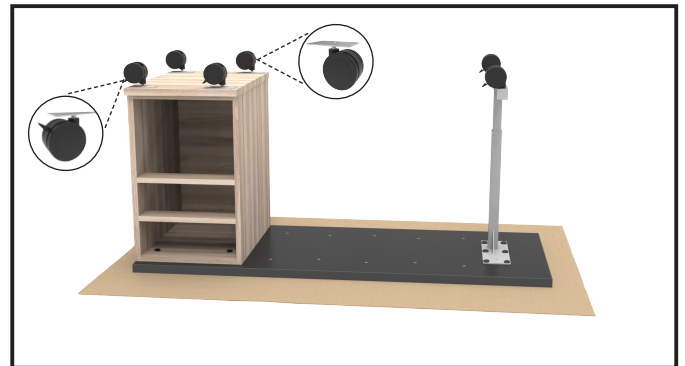
Using a 4mm Allen wrench or 4mm hex bit and screw gun, fasten leg(s) to top with 1/4"-20x15mm joint connector bolts. These bolts will be used for either (ELS or UNET) leg(s).



4. If casters ④ & ⑤ are needed, remove glides from leg(s) by rotating counter clockwise. If glides will be used, skips Steps 4 & 5. Insert dual wheel locking casters into leg(s) ④. Tighten with a 14mm open-ended wrench.

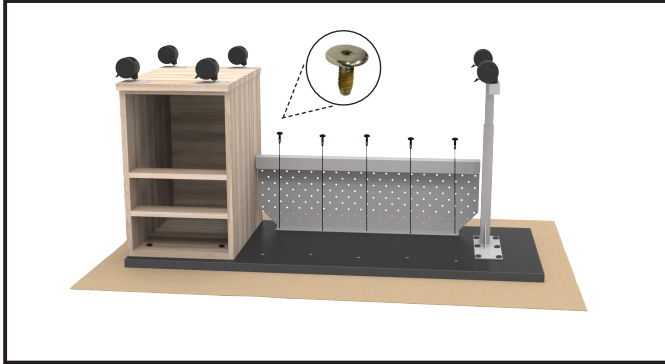


5. Place (2) locking and (2) non-locking 75mm plate casters ⑤ on the caster base of the base cabinet ②, aligning the holes in the plates with the threaded inserts in the caster base. We recommend placing the two locking casters towards the front end of the cabinet. Using a 4mm Allen wrench or 4mm hex bit, fasten casters to the caster base with 1/4"-20x25mm joint connector bolts.

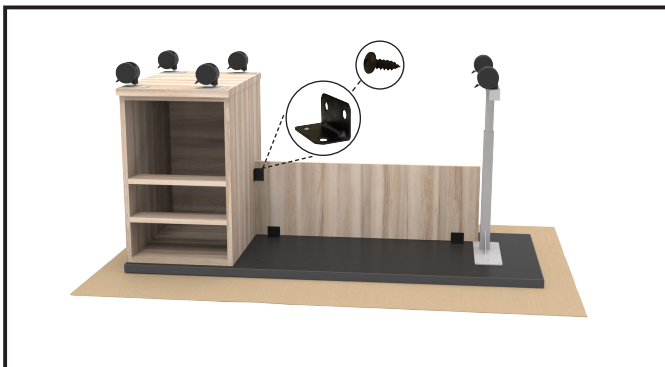


ASSEMBLY

6a. (Only if optional STEEL PERFORATED modesty panel was ordered.) Align the perforated modesty panel ⑦ with the five staggered threaded inserts in the top ①. The modesty panel will be located towards the back side of the base cabinet. Using a 4mm Allen wrench or 4mm hex bit and screw gun, fasten modesty panel to top with 1/4"-20x15mm joint connector bolts.



6b. (Only if optional LAMINATE modesty panel was ordered.) Align the laminate modesty panel ⑥ with the two most inner staggered threaded inserts in the top ①. The modesty panel will be located towards the back side of the base cabinet. Attach L-brackets with pan head Phillips screws to secure modesty panel in place. Using (1) L-bracket, attach the end of the modesty panel. Use (2) L-brackets to attach long side of panel to top. (See image for the approximate location.) Use final L-bracket to attach panel on opposite side to the top.




7. With assistance, turn desk upright.



8. Place drawers back in unit. Flip wire pulls to front.



 NOTE: Keys for drawer locks will be taped to the inside of the drawers.