

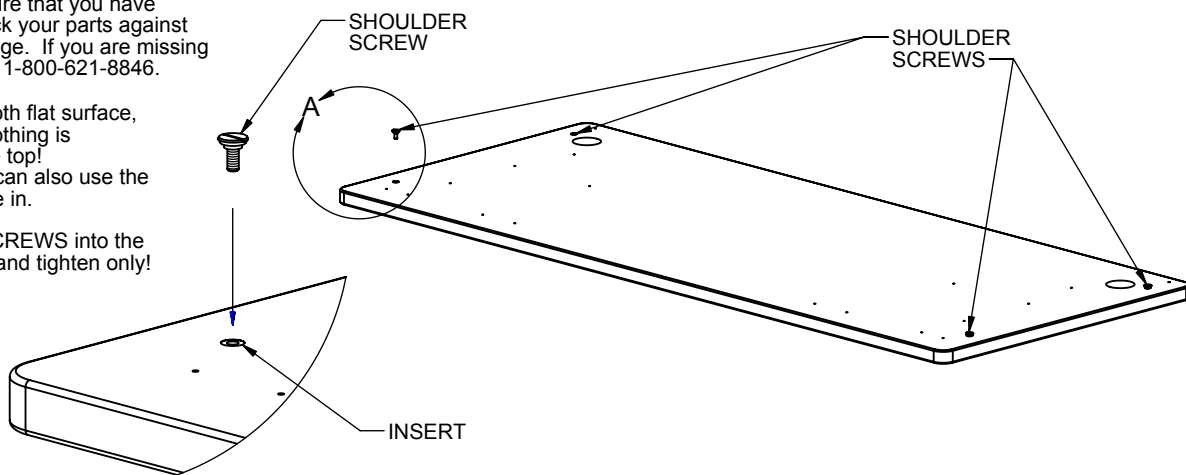
PRONTO DESK ASSEMBLY

Before assembly, make sure that you have everything you need- check your parts against the parts list on the last page. If you are missing anything, please call us at 1-800-621-8846.

Place the TOP on a smooth flat surface, face down. Make sure nothing is underneath to scratch the top! A carpet is best, but you can also use the carton that the desk came in.

Insert (4) SHOULDER SCREWS into the (4) inserts in the TOP. Hand tighten only!

DETAIL A
SCALE 1 : 4



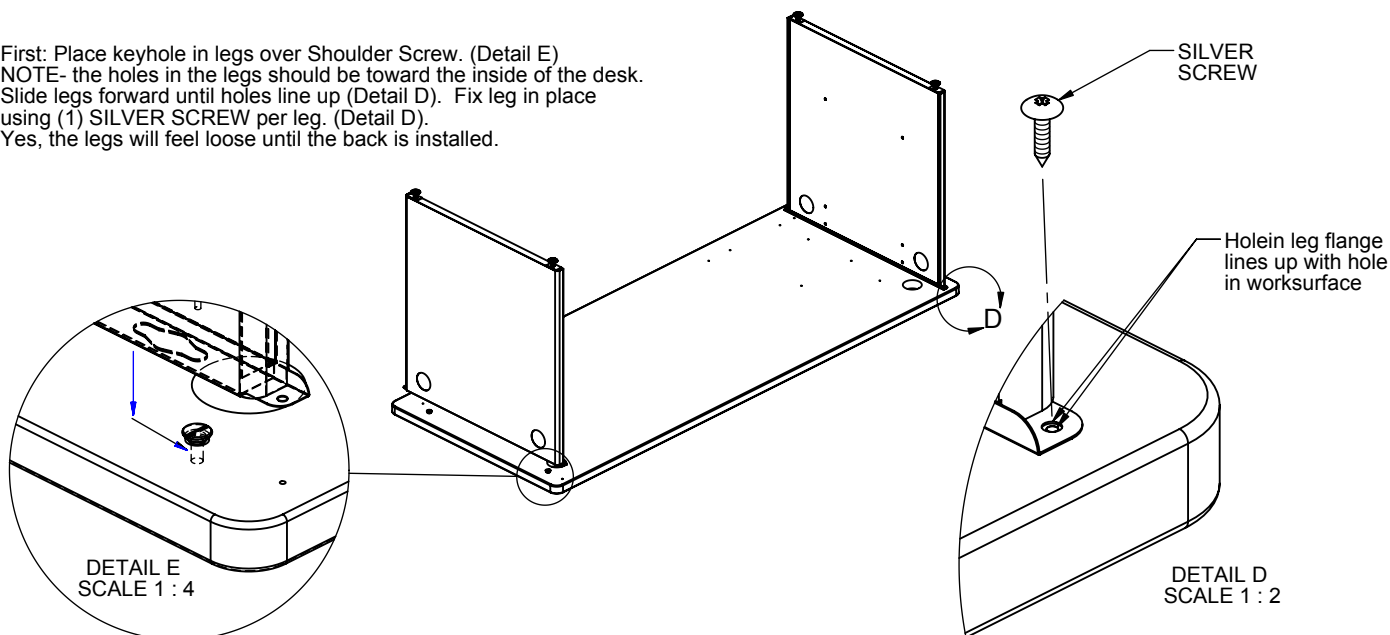
First: Place keyhole in legs over Shoulder Screw. (Detail E)
NOTE- the holes in the legs should be toward the inside of the desk.
Slide legs forward until holes line up (Detail D). Fix leg in place using (1) SILVER SCREW per leg. (Detail D).
Yes, the legs will feel loose until the back is installed.

DETAIL E
SCALE 1 : 4

SILVER SCREW

Hole in leg flange lines up with hole in worksurface

DETAIL D
SCALE 1 : 2



BEFORE YOU ATTACH THE BACK PANEL, LOCATE THE WIRE TROUGHS. Place the WIRE TROUGHS under the BACK PANEL. Attach BACK PANEL to LEGS- using (2) BLACK SCREWS per leg. Attach to TOP using (2) SILVER SCREWS. Make sure Double fold on the BACK is away from the top.

Loosen the SILVER SCREWS to slide the WIRE TROUGHS back and forth, if you wish to change their location.

WIRE TROUGH

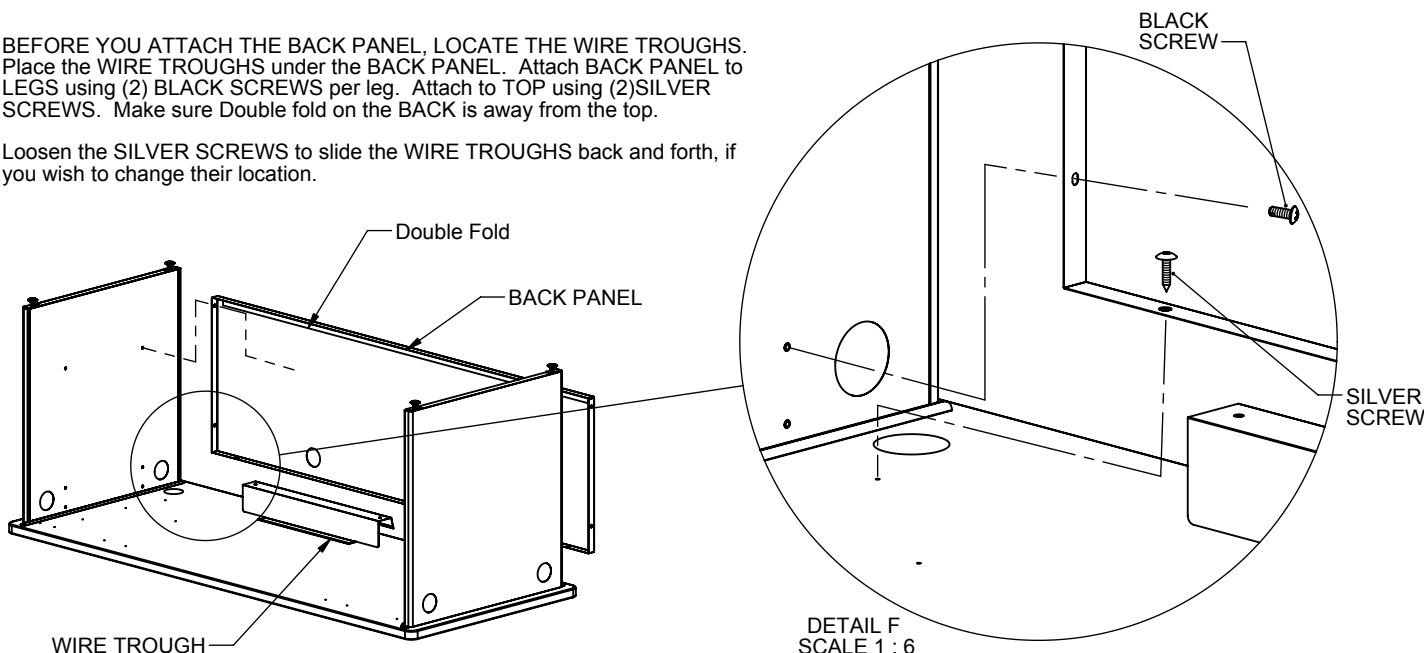
Double Fold

BACK PANEL

BLACK SCREW

SILVER SCREW

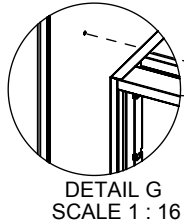
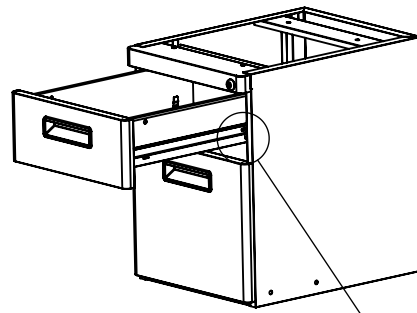
DETAIL F
SCALE 1 : 6



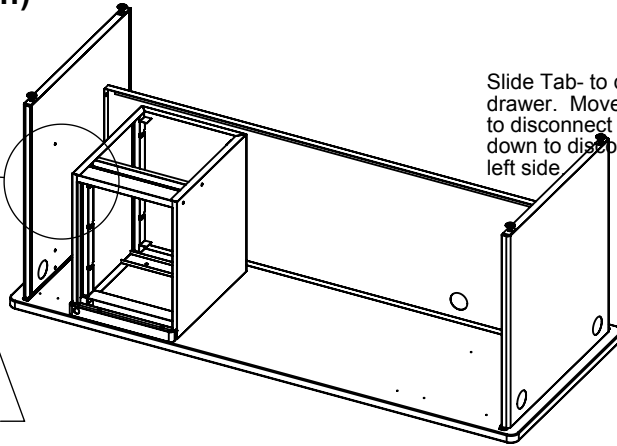
Remove drawers from PEDESTAL, as follows: Pull out the box drawer, and find the tab in the slide (see detail K). Move the tab up on the right slide, down on the left slide, and slowly remove the drawer completely. Set the drawer aside. Repeat for the file drawer.

The PEDESTAL can go on left or right side of desk (or both!) Position the PEDESTAL (upside-down) to the top- it goes up against the leg, and the front is even with the front of the leg. Screw PEDESTAL to TOP using (4) SILVER SCREWS.

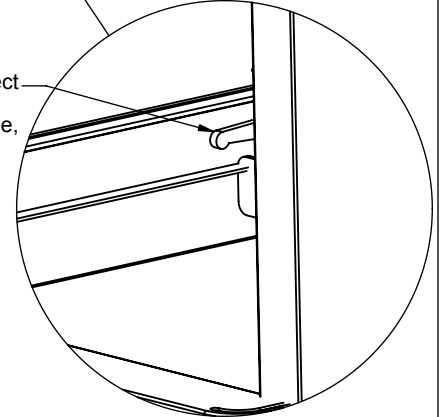
Screw the PEDESTAL to LEG using (1) Black screw. (See Detail G). (Make sure you do this- it strengthens the leg!!)



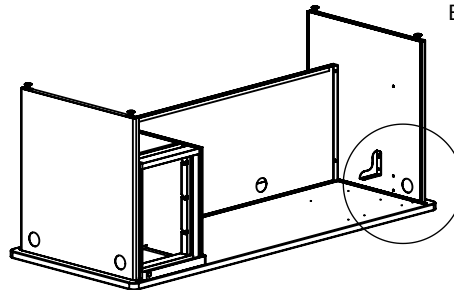
BLACK SCREW-
(Use rear hole of Ped for 30" top;
Use front hole for 24" top)



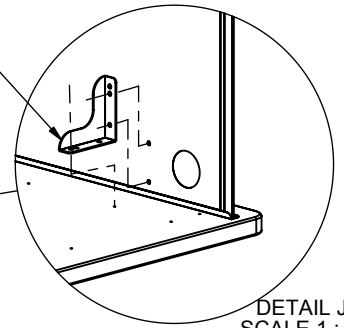
Slide Tab- to disconnect drawer. Move tab up to disconnect right slide, down to disconnect left side.



If you only have one pedestal, fasten the BRACE to the other leg, as shown. Use a SILVER SCREW for the top, and (2) BLACK SCREWS for the leg.



BRACE

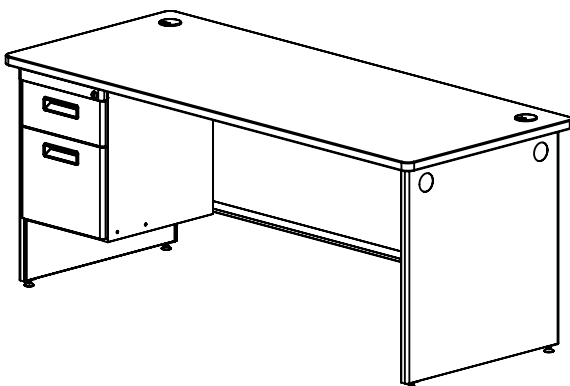


Turn the desk right-side-up. Carefully re-insert the drawers into the PEDESTAL.

To use the WIRE GROMMETS, simply pop out the circles in the rear of the leg that you want to use. Insert the GROMMET into the outer leg.

Insert (2) GROMMETS into the worksurface.

Your desk can be cleaned with a soft cloth and mild soap.



R05102 12/06/06

PARTS LIST

<u>QTY</u>	<u>DESCRIPTION</u>	<u>PART NUMBER</u>
**	PEDESTAL (1 or 2)	
(1)	TOP (WORKSURFACE)	
(2)	LEG	960007 (24" DEEP) 960008 (30" DEEP)
(1)	BACK (MODESTY) PANEL	240467 (48" WIDE) 240468 (60" WIDE) 240469 (66" WIDE) 240470 (72" WIDE)
(2)	WIRE TROUGH (48" Desk has only 1 trough)	630698
(1)	CORNER BRACE (Only used with Single Pedestal desks)	650777

HARDWARE BAG:

(14)	SILVER SCREW (#10 X 3/4)	F02886
(7)	BLACK SCREW (#10-24 X 1/2)	F09542
(4)	SHOULDER SCREW	F30022
(6)	GROMMET WITH LID	PM0130

PRONTO RETURN ASSEMBLY

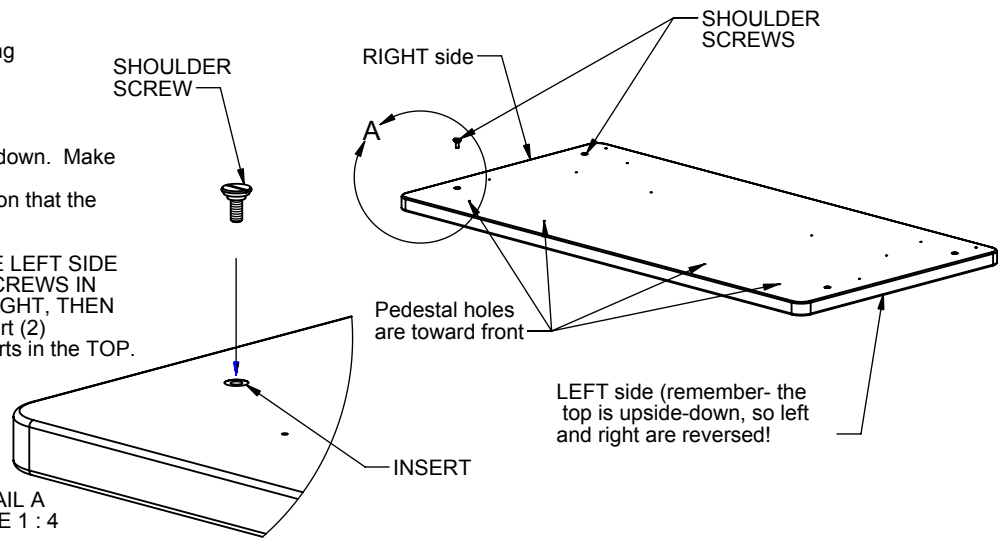
Before assembly, make sure that you have everything you need- check your parts against the parts list on the last page. If you are missing anything, please call us at 1-800-621-8846.

Place the TOP on a smooth flat surface, face down. Make sure nothing is underneath to scratch the top! A carpet is best, but you can also use the carton that the desk came in.

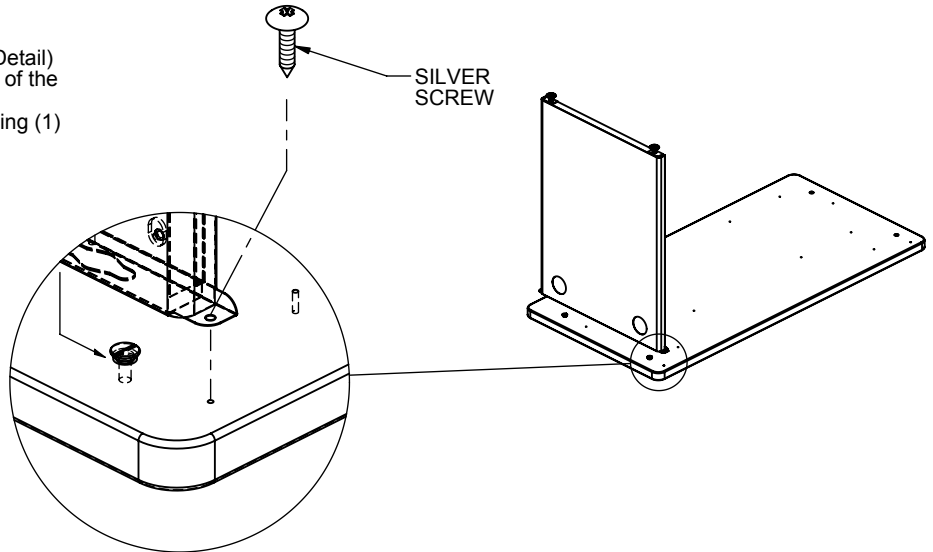
IF YOU WANT THE RETURN TO BE ON THE LEFT SIDE OF THE DESK, INSERT THE SHOULDER SCREWS IN THE LEFT SIDE (SEE NOTE!) IF ON THE RIGHT, THEN INSERT THEM INTO THE RIGHT SIDE. Insert (2) SHOULDER SCREWS into two of the (4) inserts in the TOP. Hand tighten only!

This instruction sheet shows a "RIGHT-HAND" return assembly. For a "LEFT HAND" assembly, screw the shoulder screws into the left side.

DETAIL A
SCALE 1 : 4



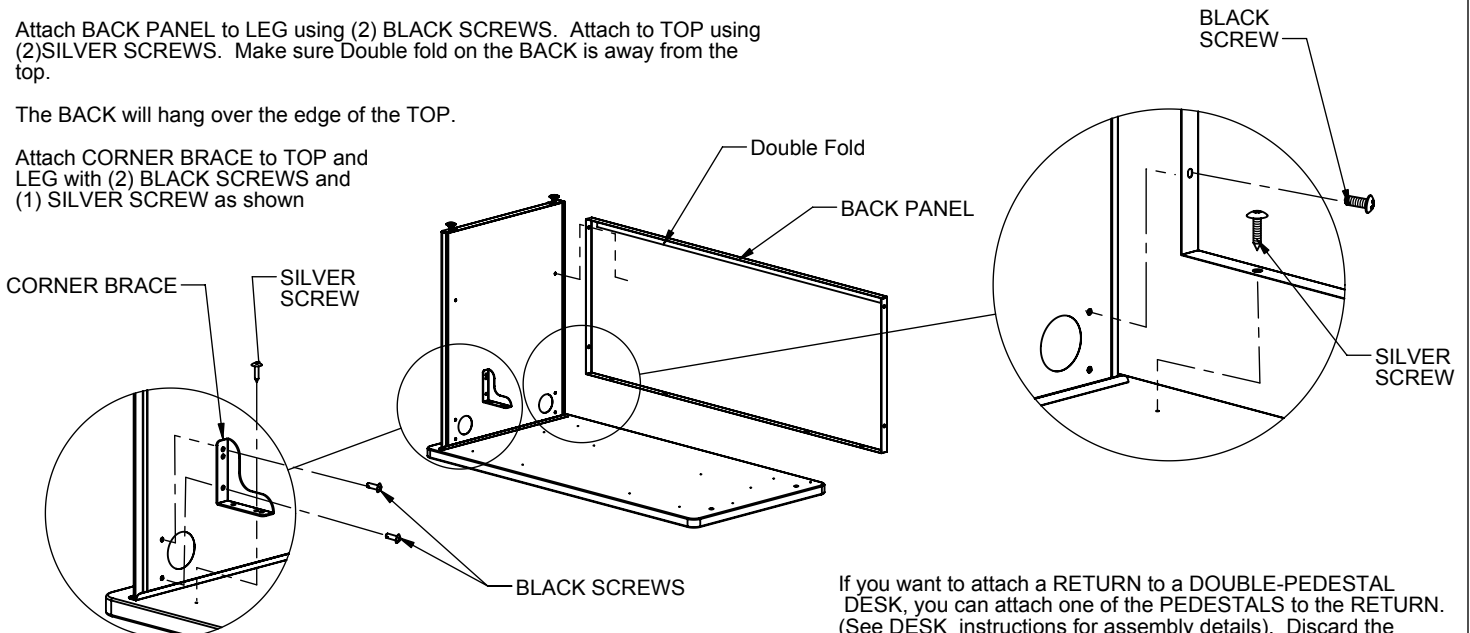
First: Place keyhole in leg over Shoulder Screw. (See Detail) NOTE- the holes in the leg should be toward the inside of the return. Slide leg forward until holes line up. Fix leg in place using (1) SILVER SCREW per leg. (See Detail). Yes, the leg will feel loose until the back is installed.



Attach BACK PANEL to LEG using (2) BLACK SCREWS. Attach to TOP using (2) SILVER SCREWS. Make sure Double fold on the BACK is away from the top.

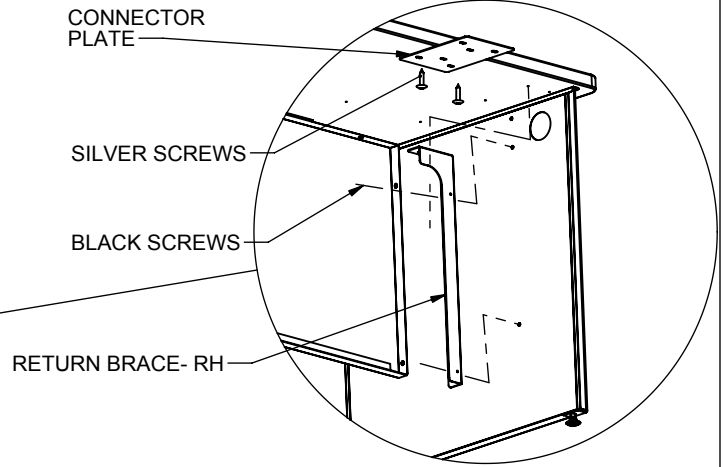
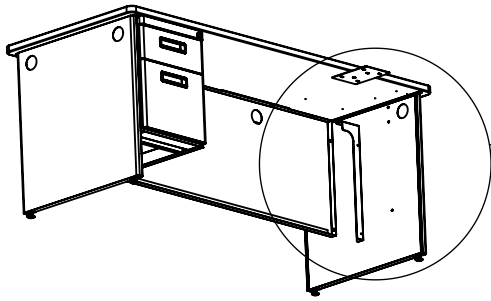
The BACK will hang over the edge of the TOP.

Attach CORNER BRACE to TOP and LEG with (2) BLACK SCREWS and (1) SILVER SCREW as shown

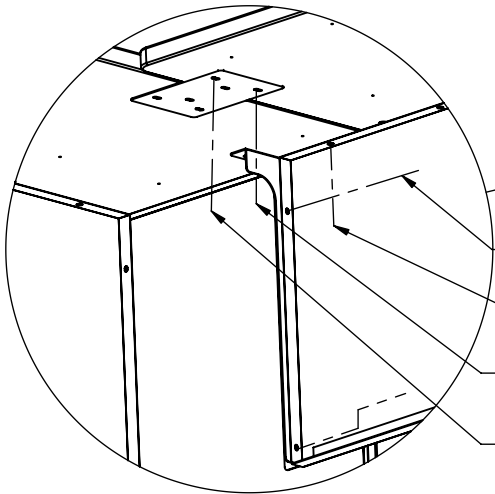
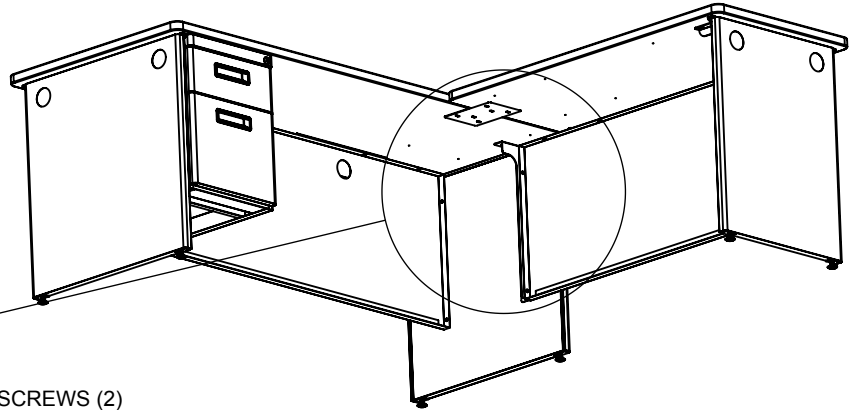


If you want to attach a RETURN to a DOUBLE-PEDESTAL DESK, you can attach one of the PEDESTALS to the RETURN. (See DESK instructions for assembly details). Discard the CORNER BRACE if you attach a PEDESTAL to the RETURN.

This shows how to attach a return to the RIGHT side of a desk. Reverse for the LEFT side. Attach the RETURN BRACE- RH (shown) to the LEG and TOP, using (2) BLACK SCREWS and (1) SILVER SCREW. Attach the CONNECTOR PLATE to the TOP using (2) SILVER SCREWS, as shown.



Attach the assembled Return to the Desk, as shown- using (2) BLACK SCREWS, (2) SILVER SCREWS, and (1) MACHINE SCREW.



- BLACK SCREWS (2)
(Through MODESTY PANEL into RETURN BRACE)
- SILVER SCREW
(Through MODESTY PANEL into TOP)
- SILVER SCREW
(Through CONNECTOR PLATE into TOP)
- MACHINE SCREW
(Through CONNECTOR PLATE into TOP)

PARTS LIST

QTY	DESCRIPTION	PART #
(1)	TOP (WORKSURFACE)	
(2)	LEG	960007
(1)	BACK (MODESTY) PANEL	240466
(1)	RETURN BRACE- LH	650778
(1)	RETURN BRACE- RH (You will use either the LH or RH brace- discard the other)	650779
(1)	CORNER BRACE (Only used with Single Pedestal desks)	650777

HARDWARE BAG:

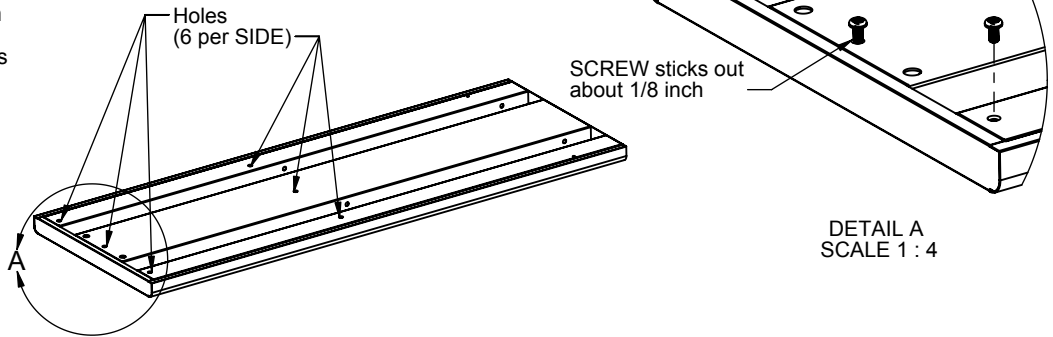
(12)	SILVER SCREW (#10 X 3/4)	F02886
(1)	MACHINE SCREW (1/4-20)	F03736
(8)	BLACK SCREW (#10-24 X 1/2)	F09542
(2)	SHOULDER SCREW	F30022
(2)	GROMMET WITH LID	PM0130

OVERSHELF ASSEMBLY

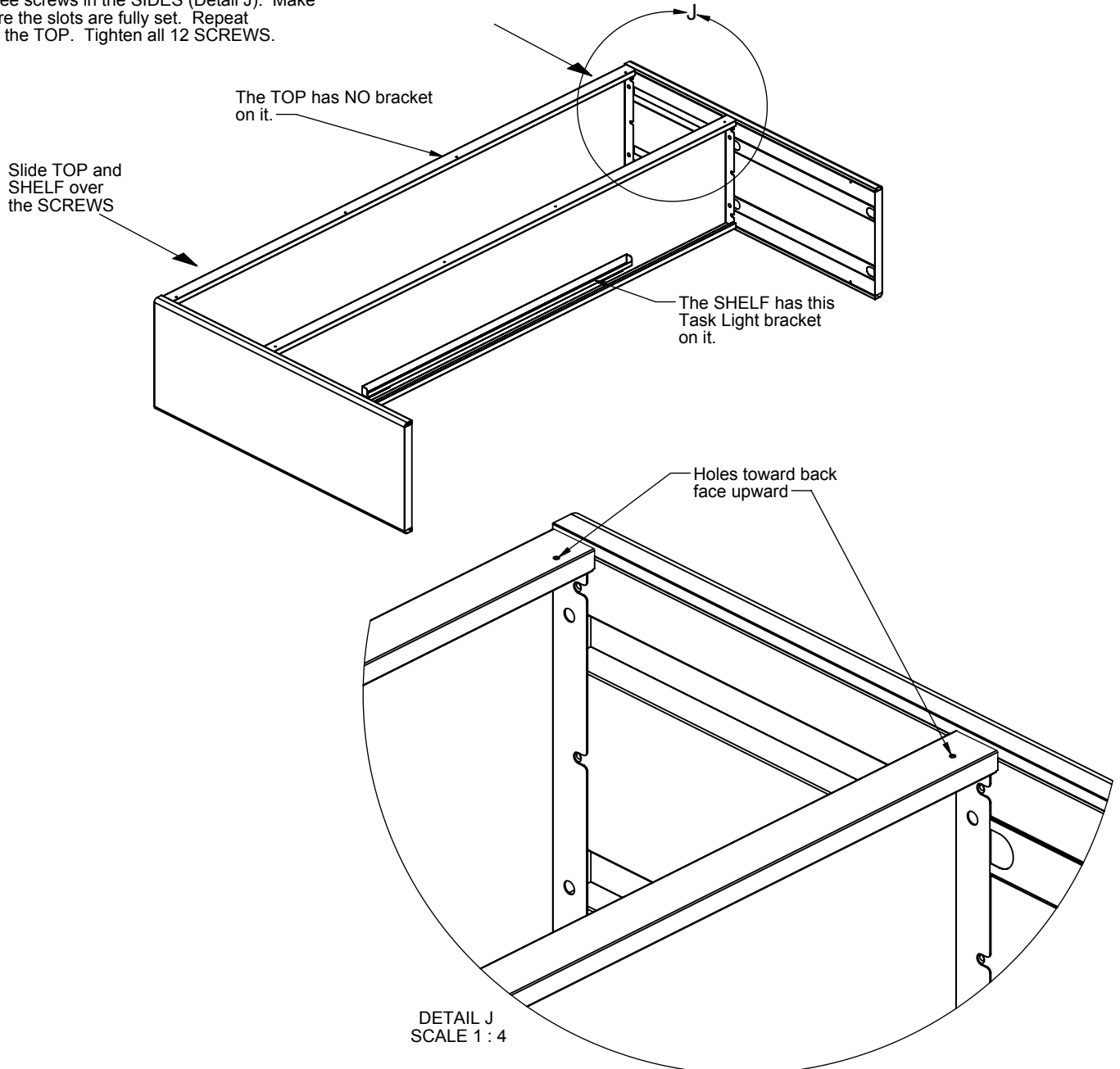
Before assembly, make sure that you have everything you need- check your parts against the parts list on the last page. If you are missing anything, please call us at 1-800-621-8846.

Find the non-handed SIDES. Lay them on a flat surface. Make sure nothing is underneath to scratch them! A carpet is best, but you can also use the carton that the Overshelf came in.

Screw (12) screws (6 for each SIDE) into the holes shown. DO NOT SCREW ALL THE WAY IN-leave about 1/8" of thread showing. (See Detail A)



Lay the SHELF face-down (back holes are up). Thread the three slots over the three screws in the SIDES (Detail J). Make sure the slots are fully set. Repeat for the TOP. Tighten all 12 SCREWS.



Lay the BACK in position, with small offset over TOP, and large offset over SHELF (See Detail K). Holes should line up!! Fasten back with (8) BLACK SCREWS.

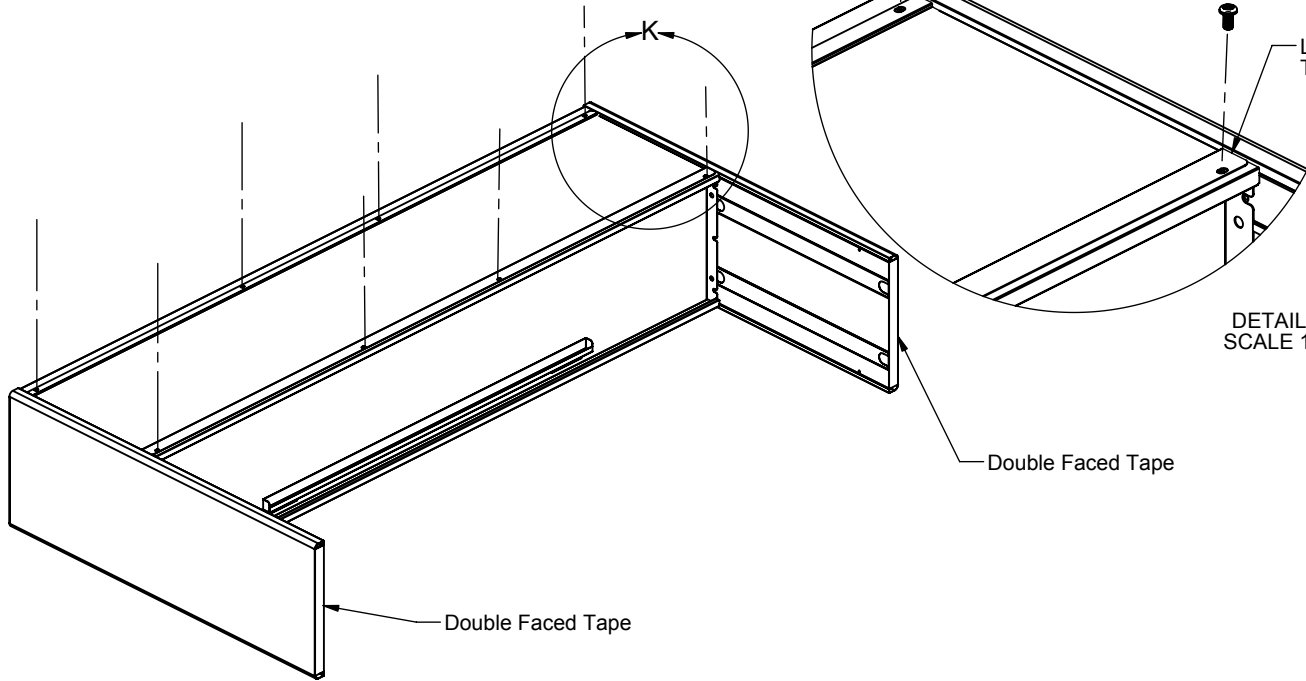
Note the Double-faced Tape on the ends of the SIDES.

BLACK SCREW
(8 req'd)

SHORT FLANGE IS
TOWARD TOP!!

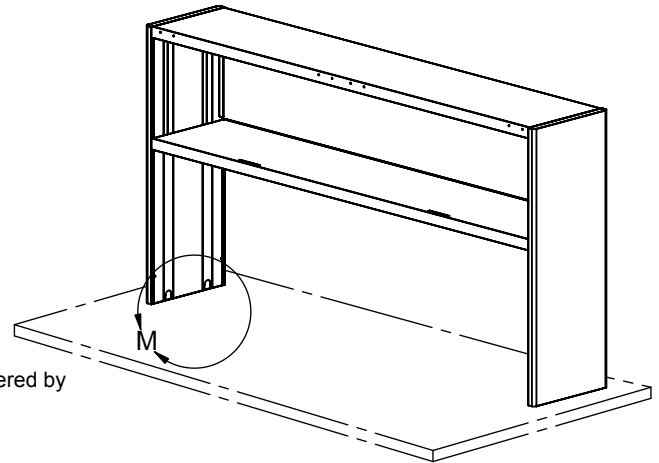
LONG FLANGE IS
TOWARD SHELF!!

DETAIL K
SCALE 1 : 6



Turn Overshelf upright, and place on Desk. CAUTION- THE DOUBLE-FACED TAPE IS STRONG!! USE CARE IN POSITIONING THE OVERSHELF! If you wish, you can leave the backer on the tape, and use it as a pad, instead. Note that the Overshelf will not be as stable if used this way.

See Detail M. The four WIRE GUIDES (2 in each SIDE) that cover the Wire Troughs are removable. Remove the "half-moon" in the WIRE GUIDE to allow the electrical cord to fit into the trough. Cover with the WIRE GUIDE.



Wire trough- covered by
Wire Guide

Remove "Half-moon" to
allow wire through trough.

wire

DETAIL M
SCALE 1 : 4

PARTS LIST

QTY	DESCRIPTION	PART #	QTY	DESCRIPTION	PART #
(2)	SIDE (NON HANDED)	MG772881	(1)	TOP	48"- MG772893 60"- MG772894 72"- MG772895
(1)	BACK PANEL	48"- MG772877 60"- MG772878 72"- MG772879	(1)	WIRE GUIDE (Already assembled to Legs)	MG772850
(1)	SHELF	48"- MG772882 60"- MG772883 72"- MG772884	HARDWARE BAG:		
			(24)	BLACK SCREW (#10-24 X 1/2)	F09542

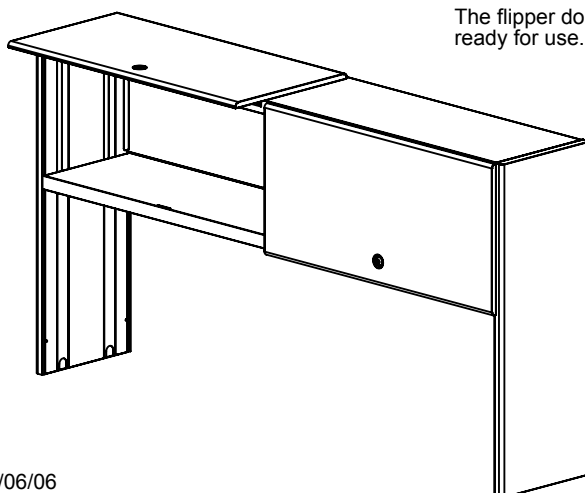
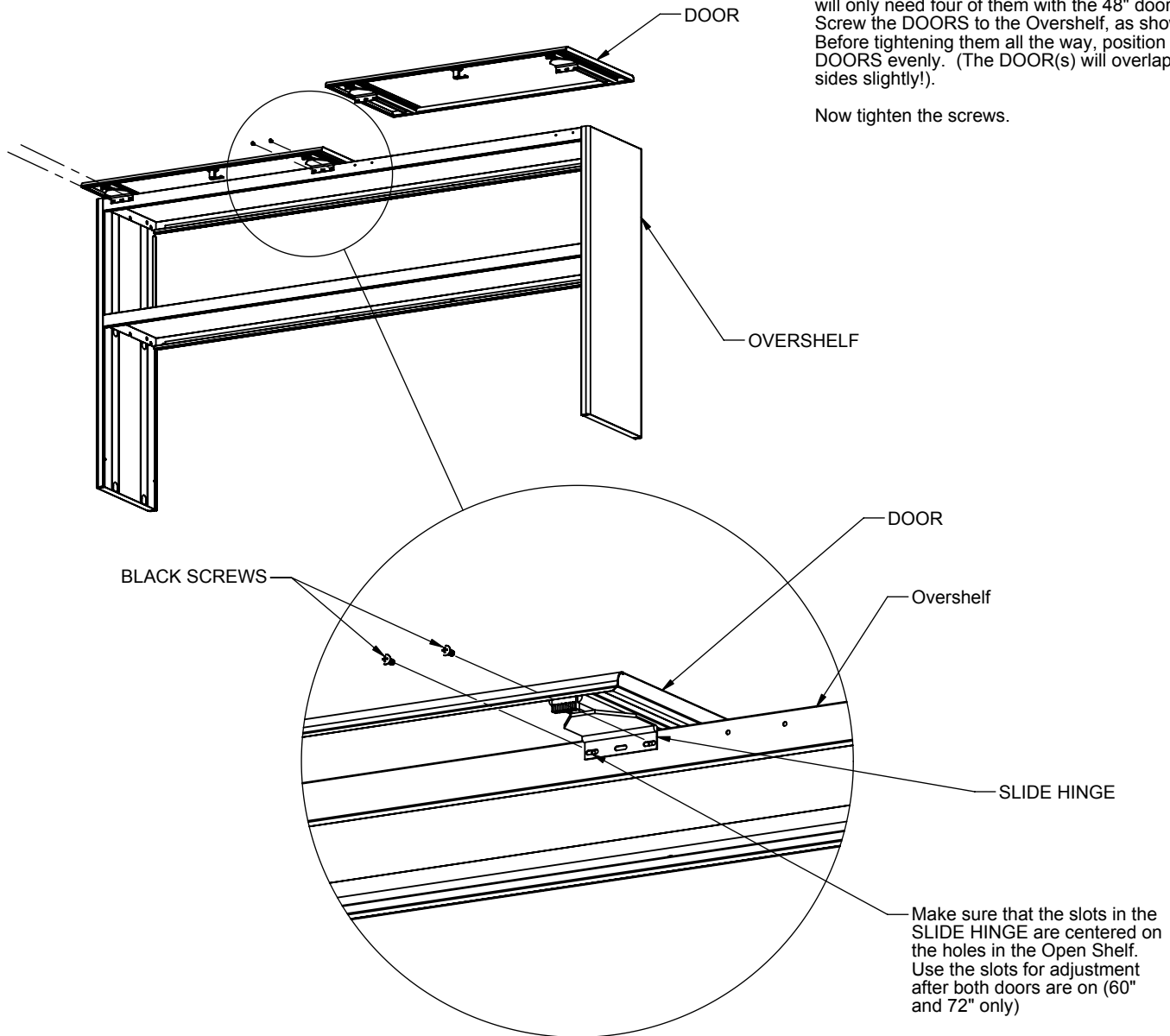
FLIPPER DOOR ASSEMBLY

Before assembly, make sure that you have everything you need—check your parts against the parts list at the bottom of the page. If you are missing anything, please call us at 1-800-621-8846.

Place the DOOR(s) on to the top of the Overshelf, with the locks facing forward, and the SLIDE HINGES touching the front face of the Overshelf, as shown. Line up the slots in the SLIDE HINGES with the holes in the front of the Overshelf.

Find the eight screws in the Hardware Bag (you will only need four of them with the 48" door). Screw the DOORS to the Overshelf, as shown. Before tightening them all the way, position the DOORS evenly. (The DOOR(s) will overlap the sides slightly!).

Now tighten the screws.



The flipper doors are now ready for use.

PARTS LIST

DESCRIPTION	PART #
DOOR	48" (qty = 1) MG772885
	60" (qty = 2) MG772886
	72" (qty = 2) MG772887

HARDWARE BAG:

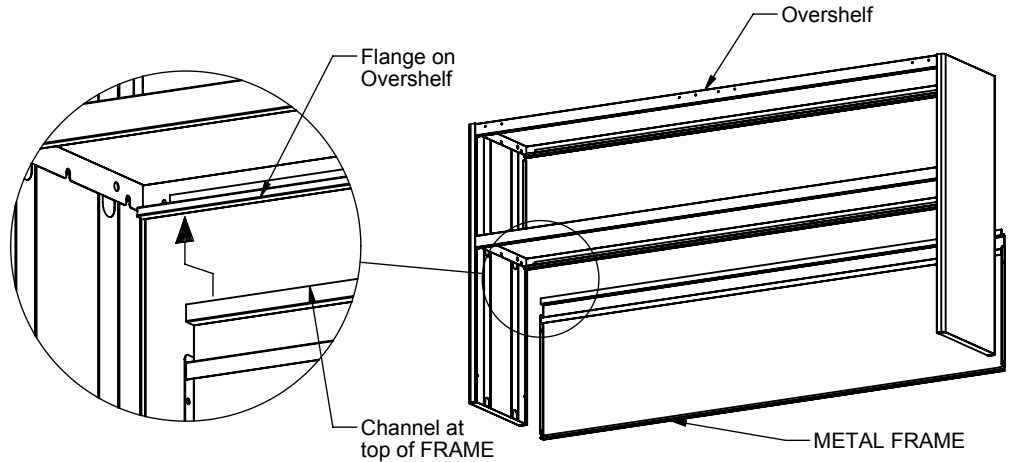
(8) BLACK SCREW (#10-24 X 1/2) F09542

TACKBOARD ASSEMBLY

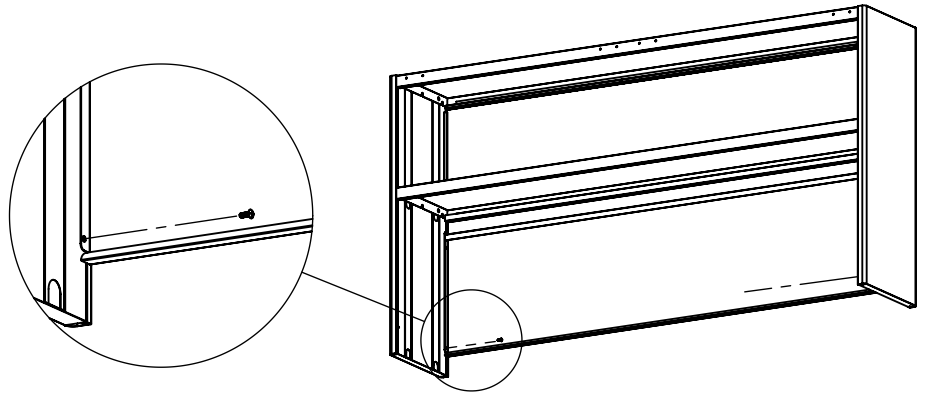
Before assembly, make sure that you have everything you need- check your parts against the parts list at the bottom of the page. If you are missing anything, please call us at 1-800-621-8846.

Remove the TACKBOARD from the metal FRAME. Set the TACKBOARD aside.

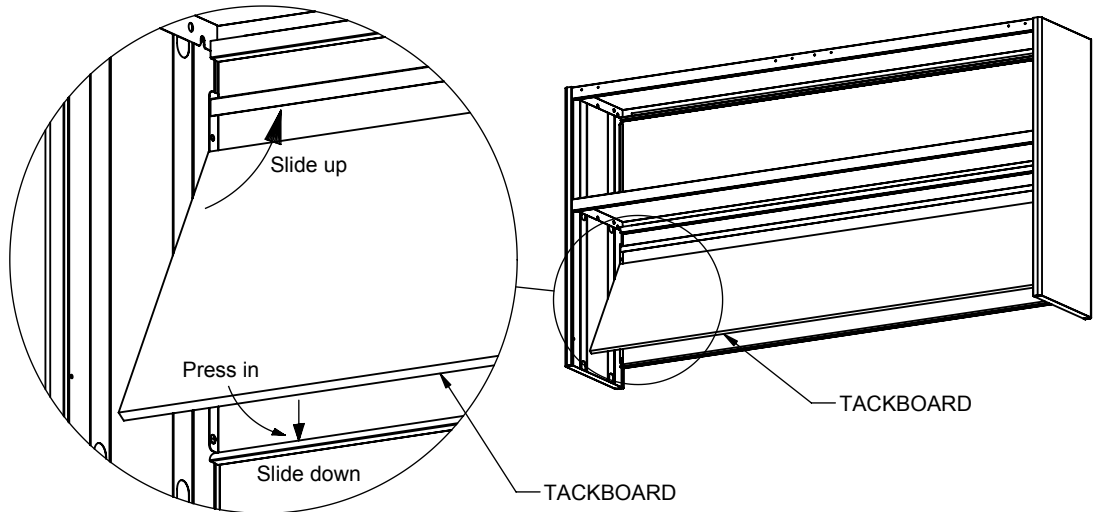
Align the metal FRAME with the Overshelf as shown. The channel at the top of the FRAME will go over the rear flange of the Overshelf, as shown in the Detail.



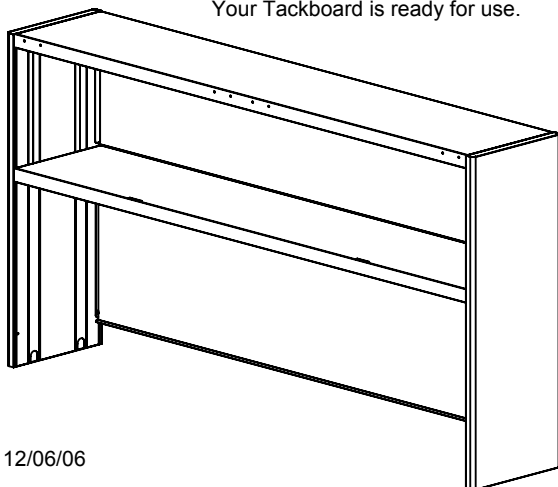
In the hardware bag, locate the two BLACK SCREWS. Line the hole in the FRAME with the hole in the side of the Overshelf. Screw the BLACK SCREWS into the sides- one on each side.



Take the TACKBOARD, and slide it up under the upper flange of the FRAME. Press it into the FRAME, and slide it down into the lower flange of the FRAME, as shown.



Your Tackboard is ready for use.



PARTS LIST

QTY	DESCRIPTION	PART #
(1)	TACKBOARD (IN FRAME)	48"- 731771 60"- 731772 72"- 731773
(1)	METAL FRAME	48"- MG772888 60"- MG772889 72"- MG772890

HARDWARE BAG:

(2)	BLACK SCREW (#10-24 X 1/2)	F09542
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