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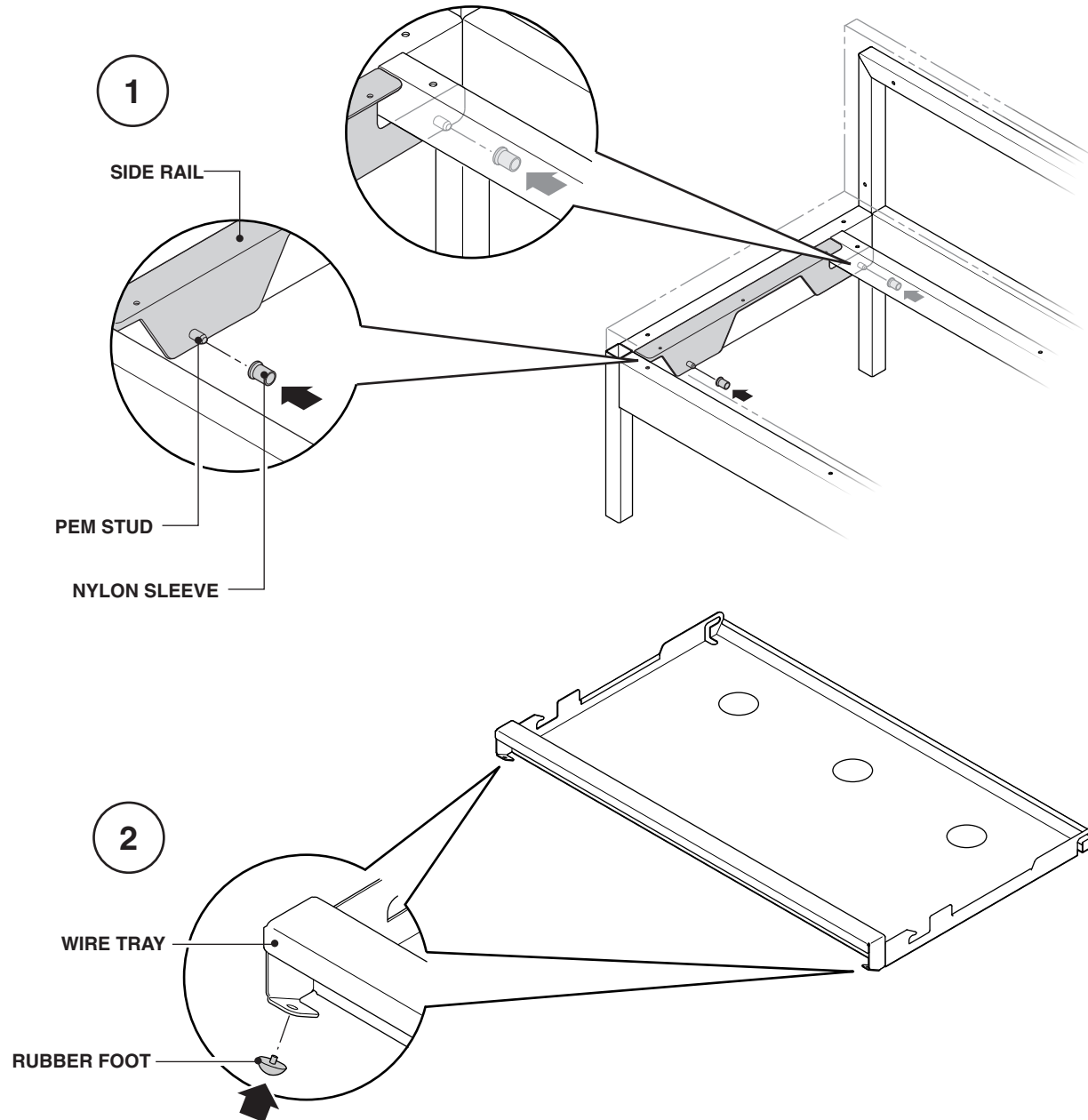
Printed in U.S.A.

**1.** Place nylon sleeves over pem studs.

**NOTE:** Top and back surface removed from illustration for clarity.

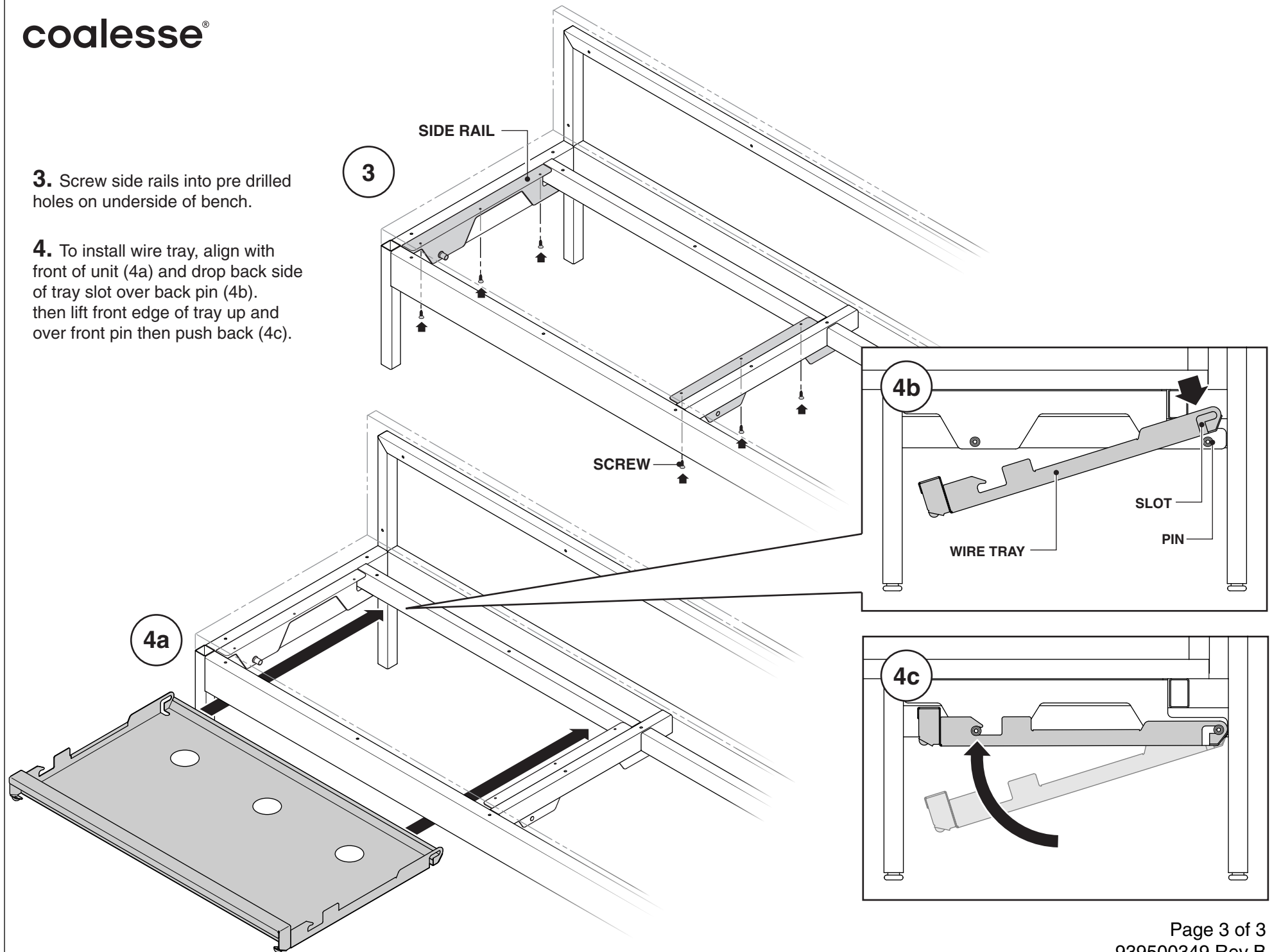
- If desired, a drop of adhesive (super glue for example) can be added to hold the nylon sleeve in place, but is not required.
- Trim sleeve flush with end of stud if necessary.

**2.** Attach two rubber feet to front side of wire tray.

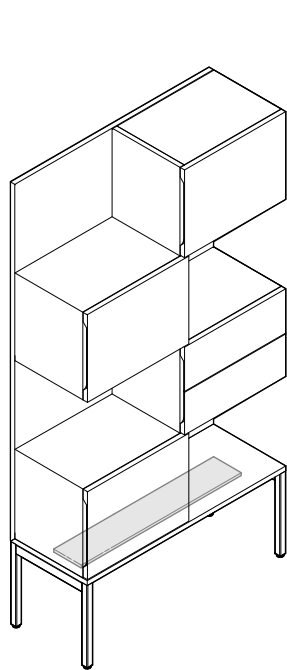


**3.** Screw side rails into pre drilled holes on underside of bench.

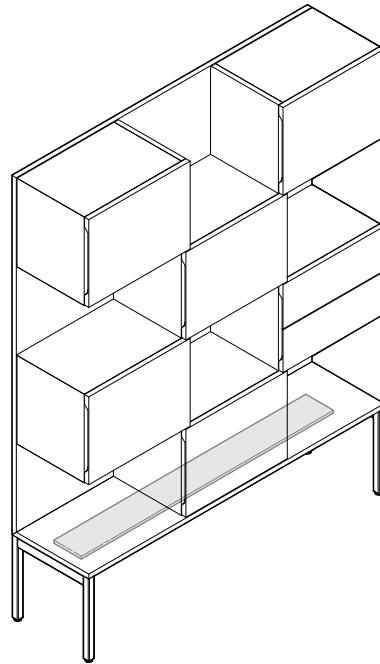
**4.** To install wire tray, align with front of unit (4a) and drop back side of tray slot over back pin (4b). then lift front edge of tray up and over front pin then push back (4c).



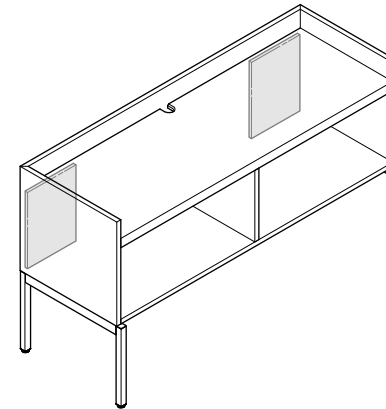
Applicable to: 35in Tower, 52in Tower and Credenza



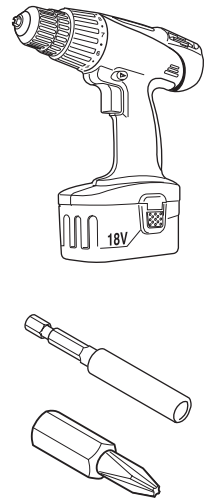
**35" Tower**



**52" Tower**



**Credenza**



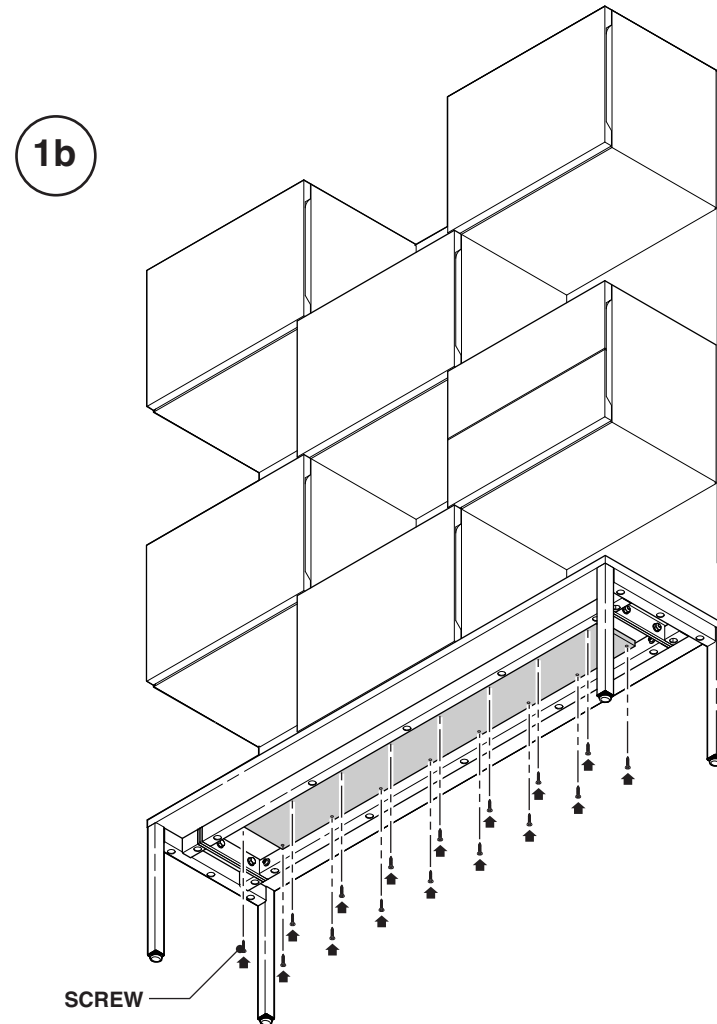
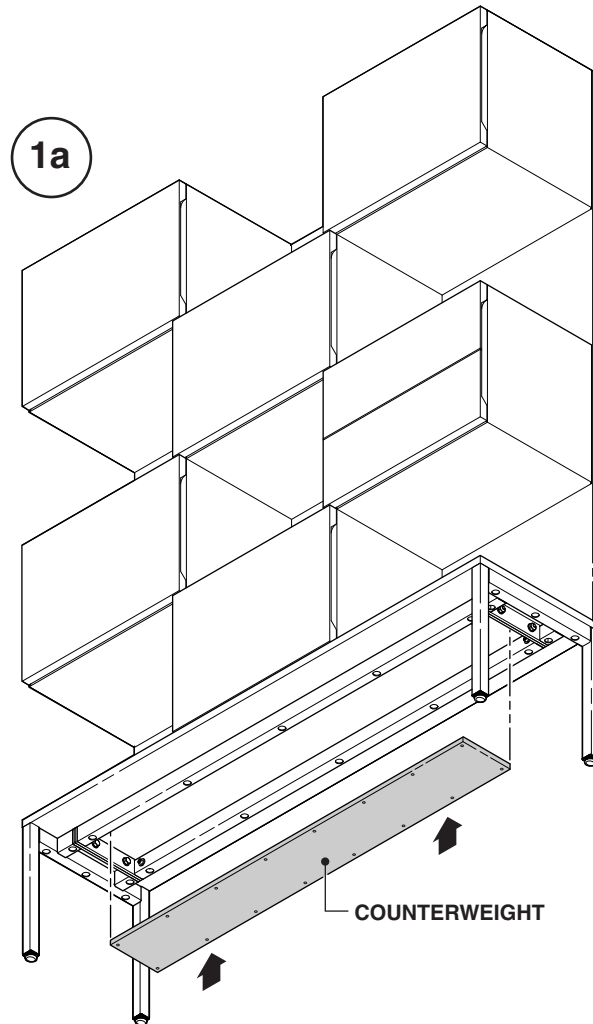
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## Installing a Counterweight to a Tower

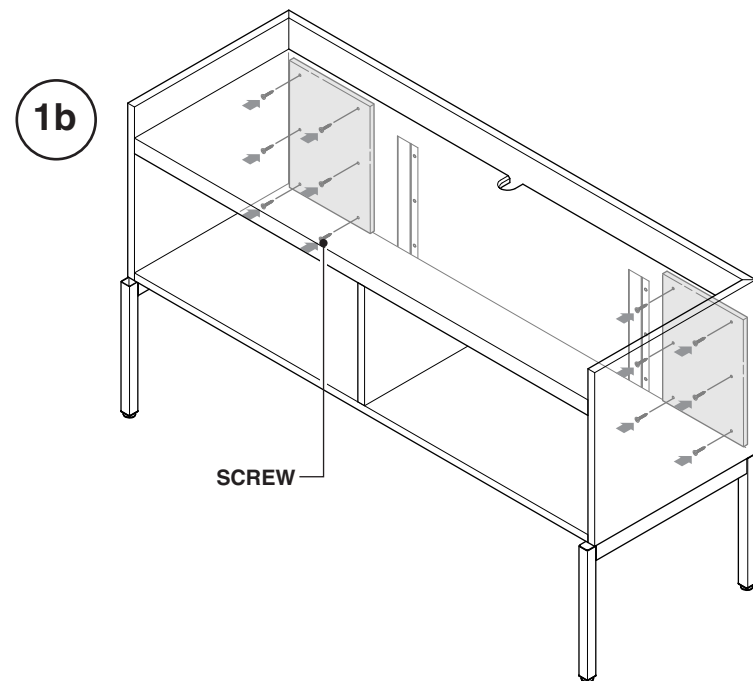
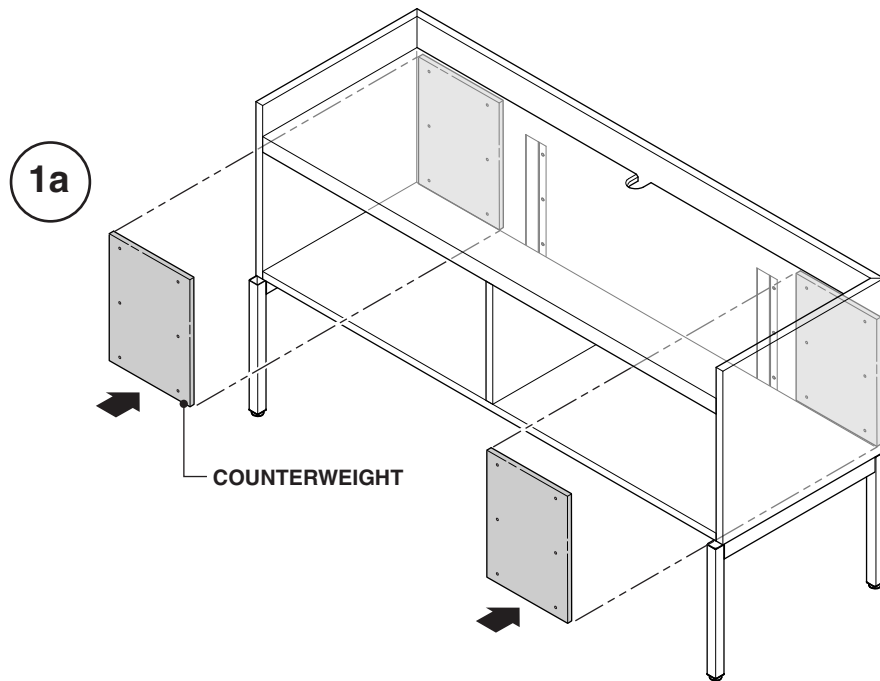
**1.** Align the counterweight with the bottom of the tower (1a). Pre-drill screw holes if necessary. Secure using several screws (1b). **Make sure not to overtighten screws.**

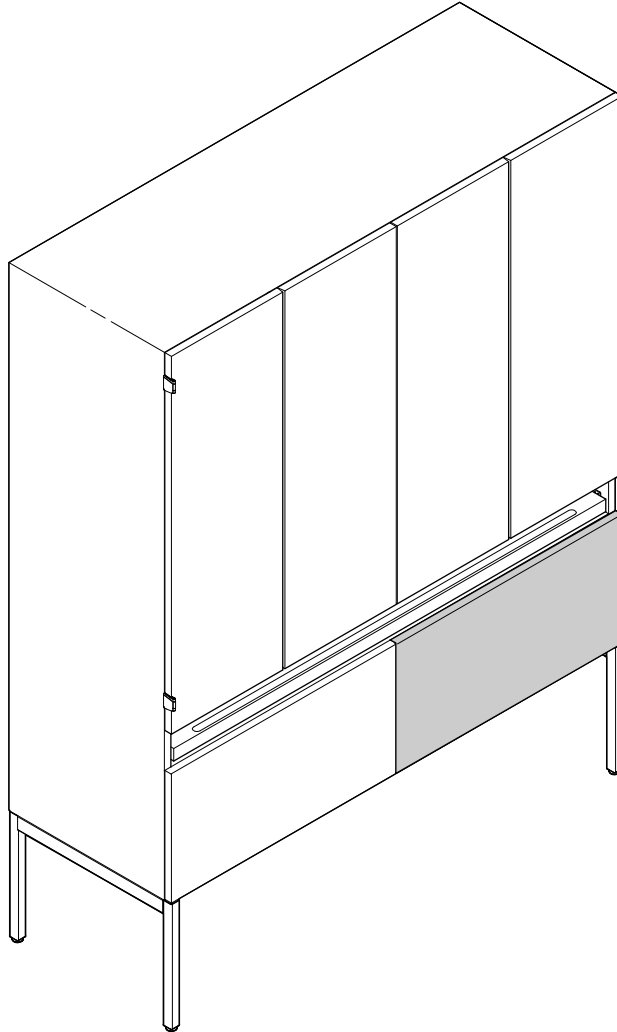
**2.** When towers are ganged to benches, the counterweight will need to be removed before ganging.



## Installing a Counterweight to a Credenza

**1.** Align the counterweights with the credenza as shown (1a). Pre-drill screw holes if necessary. Secure each counterweight to the credenza using six (6) wood screws (1b). **Make sure not to overtighten screws.**



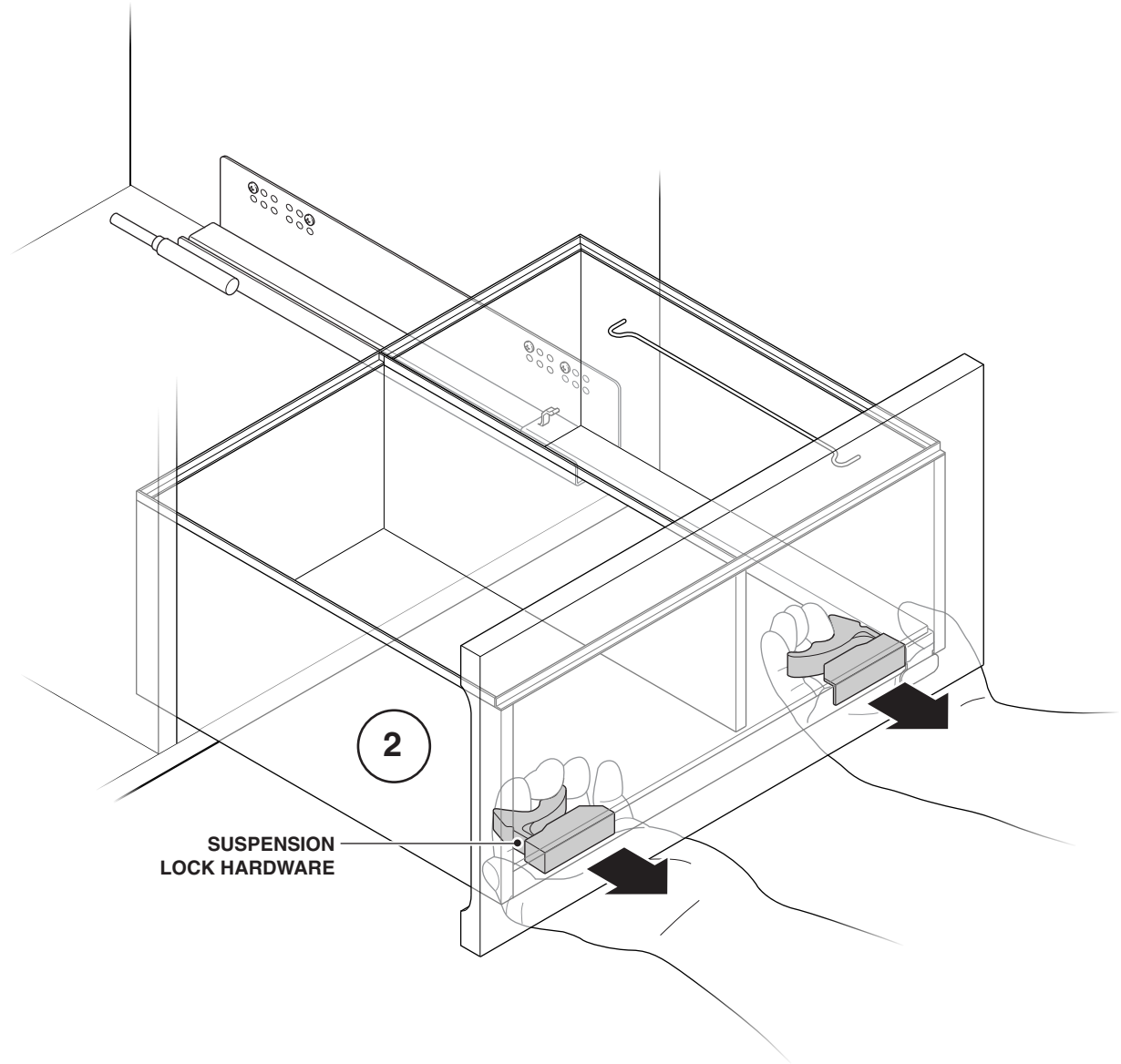
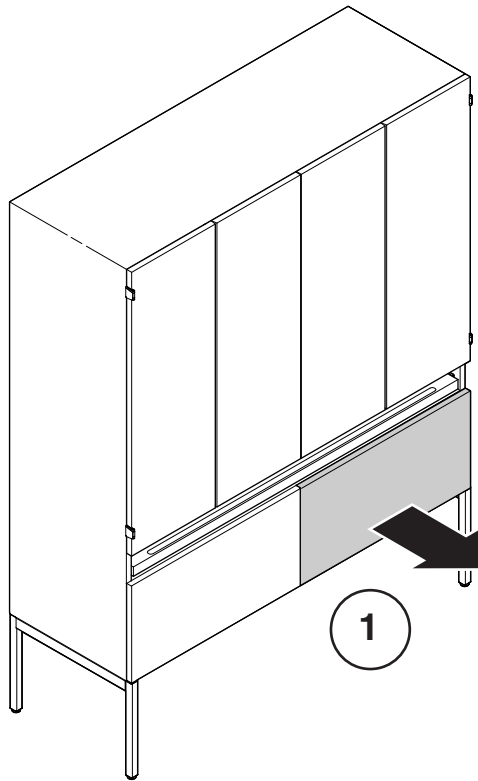


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**1.** To remove drawer, open the drawer fully making sure the drawer is empty.

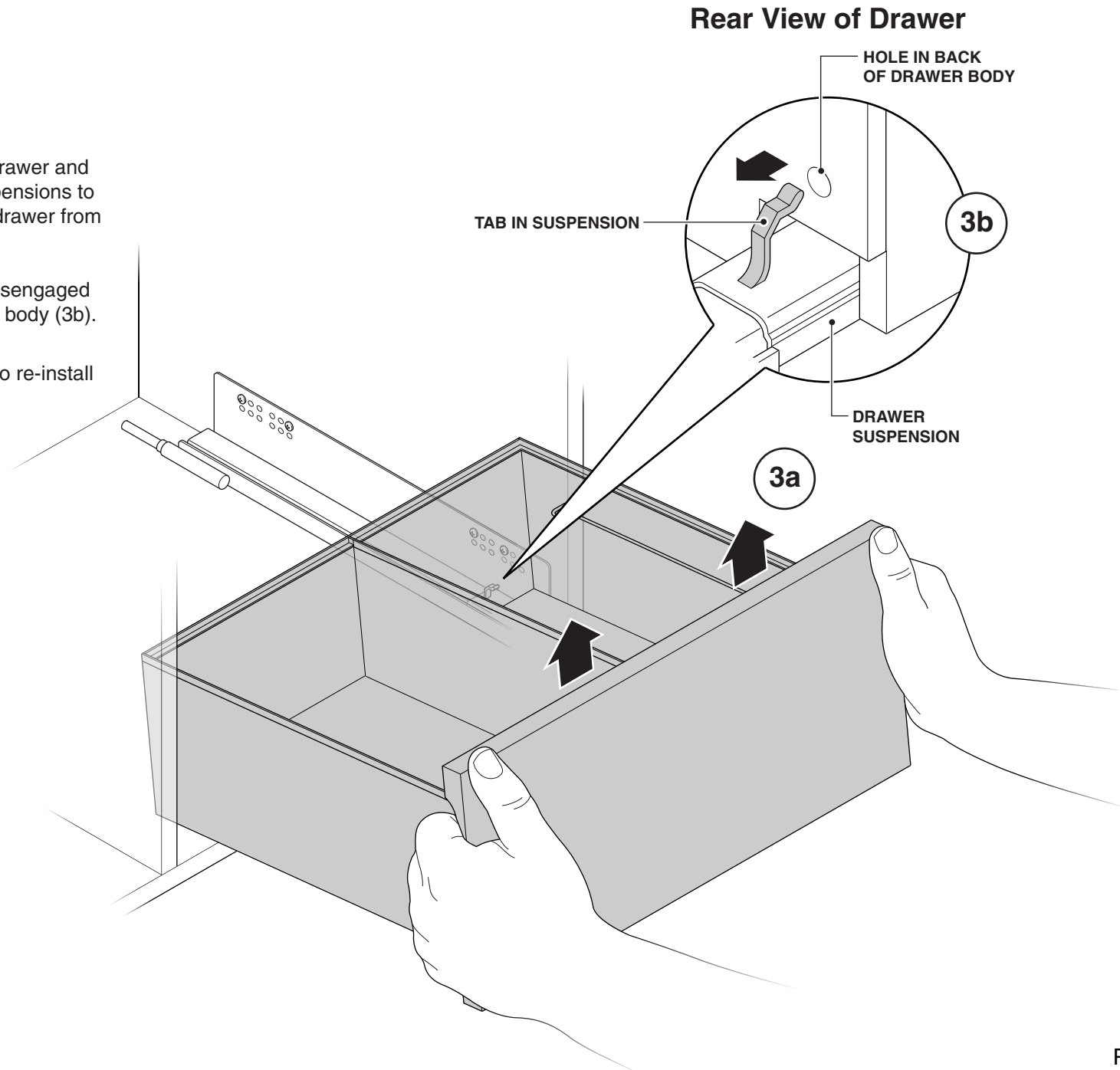
**2.** With each hand, reach under the drawer body at the left and right front corners and squeeze the suspension lock hardware to disengage the front of the drawer from the suspensions.



**3.** Tilt-up the front end of drawer and pull drawer away from suspensions to disengage the back of the drawer from the suspensions (3a).

Tab in suspension will be disengaged from hole in back of drawer body (3b).

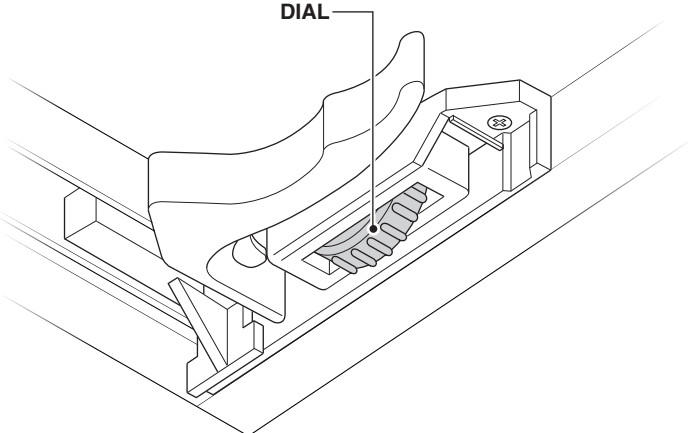
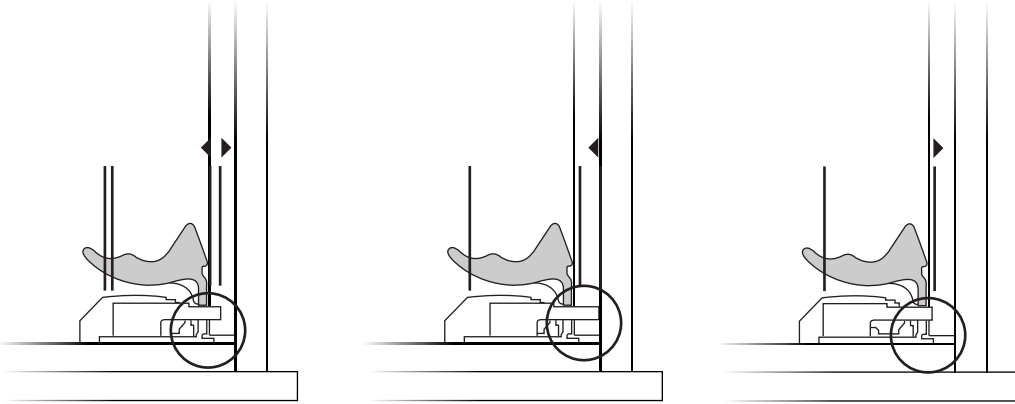
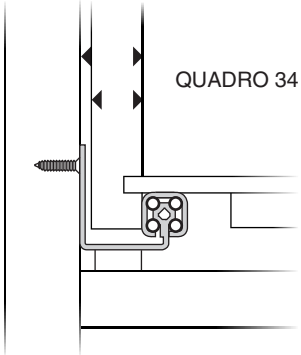
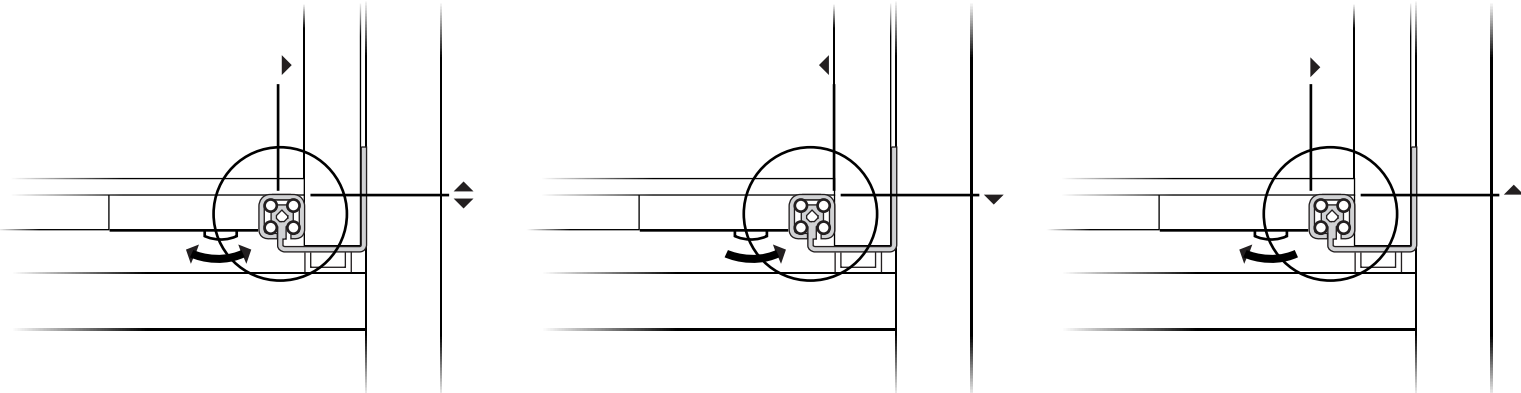
**4.** Reverse steps 1 thru 3 to re-install the drawer.



### Drawer Adjustment

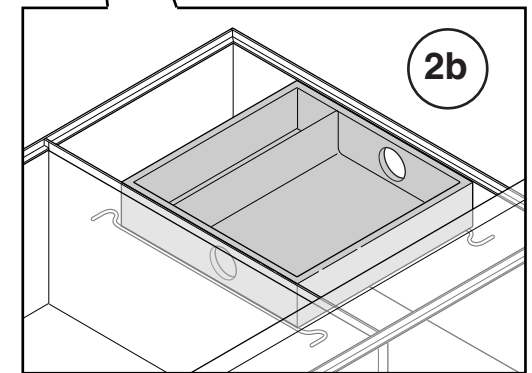
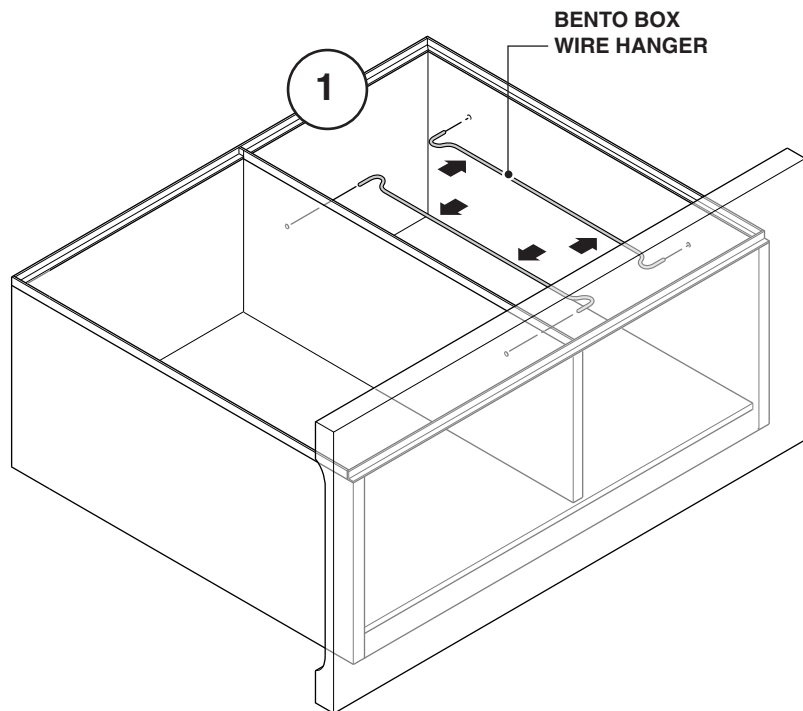
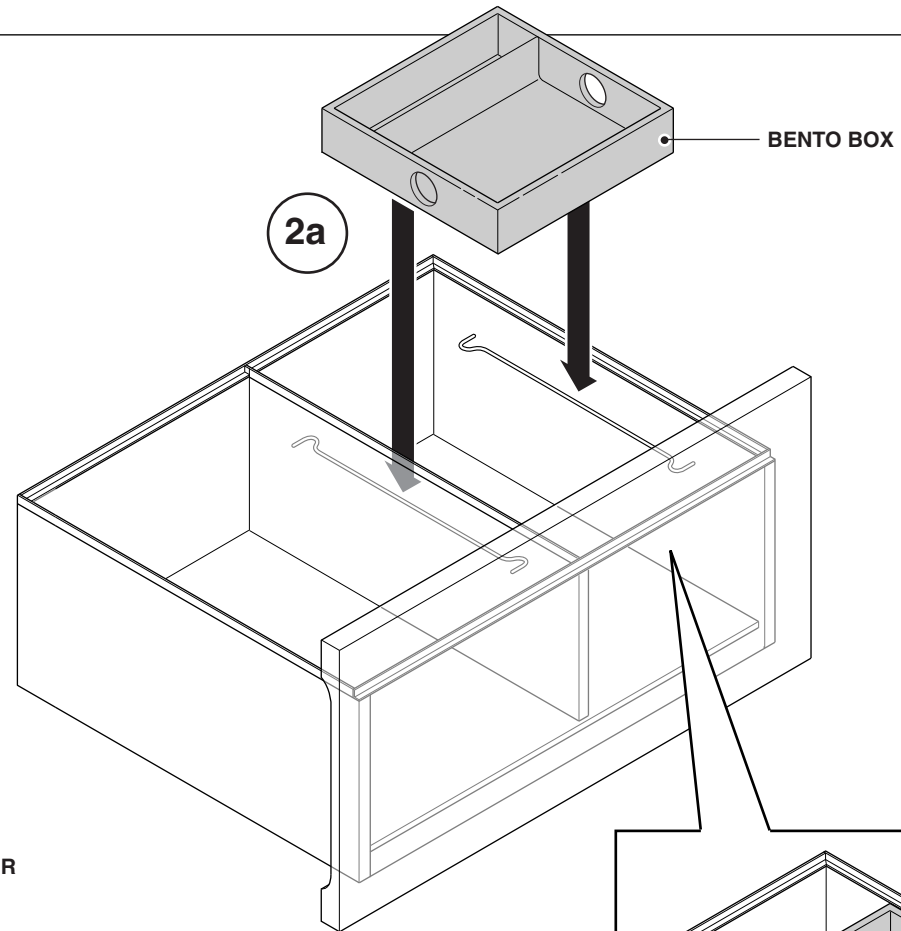
A section of the rear drawer frame must be notched for mounting on the Quadro runner. The front drawer frame remains unchanged.

Toolless height adjustment +2 mm



## Installing a Bento Box Drawer Wire Hanger

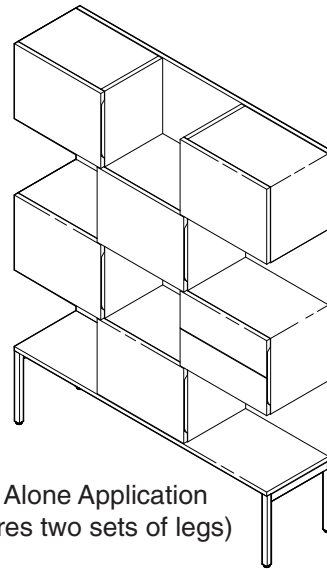
1. Insert each Bento box wire hanger into the holes on the side of the drawer body.
2. Lower Bento box onto wire hangers (2a) so it is seated as shown (2b).



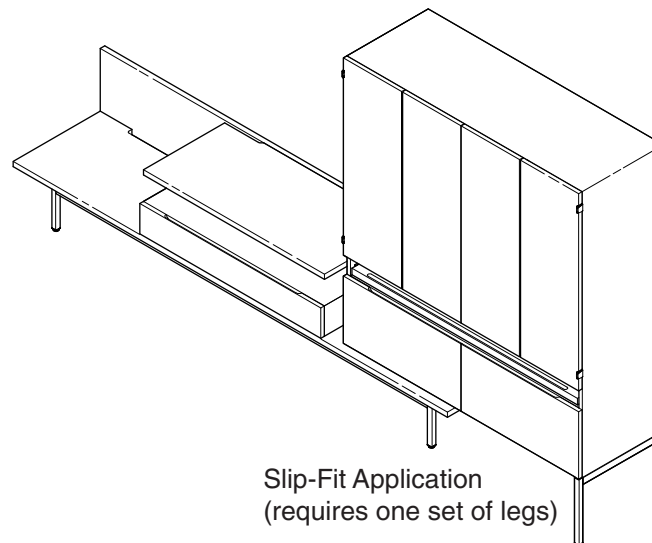
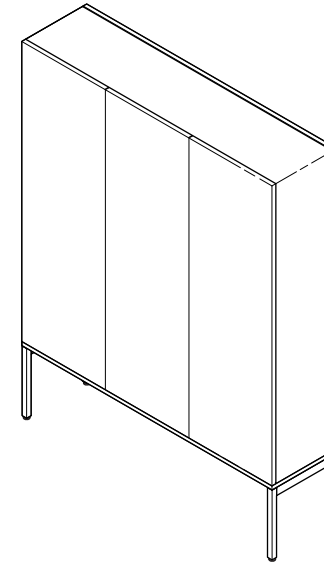
Applicable to: Secretaries, Credenza, Wardrobes and Towers

### Overview:

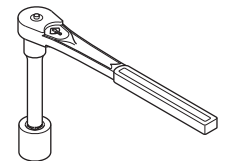
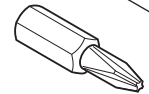
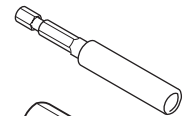
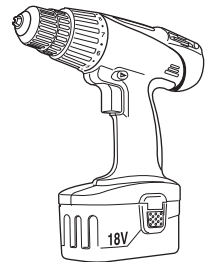
- Secretaries and credenzas share a common set of legs.
  - Towers and wardrobes also share a common set of legs.
  - Both the secretaries/credenza and tower/wardrobe legs are a bolt together assembly consisting of two leg assemblies and a center section.
  - Both the secretaries/credenza and the tower/wardrobes are designed so that one set of legs could be removed and the legless end of the casegood can be rested and attached to a bench forming a ganged assembly.
  - For storage components, depending on the application, you will have some components left over for future configuration. Keep these extra components for future reconfiguration.
- Stand alone application, you will use both sets of legs and the ganging brackets will be left over.
  - Slip-fit application, you will have one set of legs left over.



Stand Alone Application  
(requires two sets of legs)



Slip-Fit Application  
(requires one set of legs)

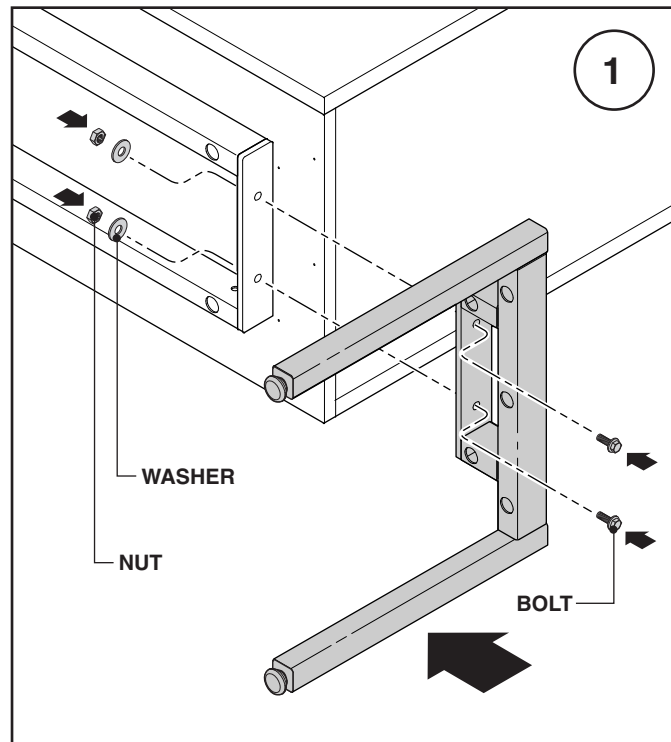
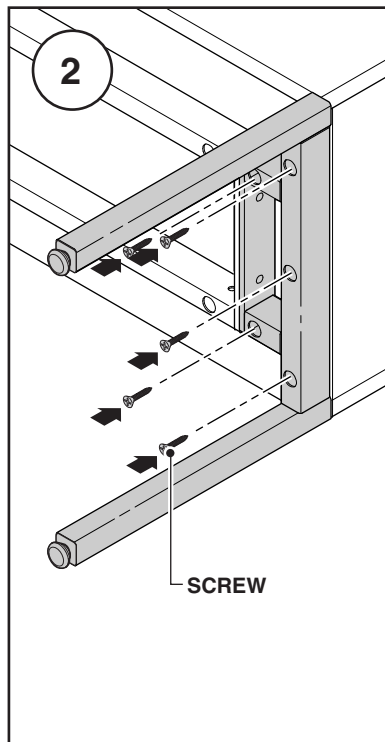
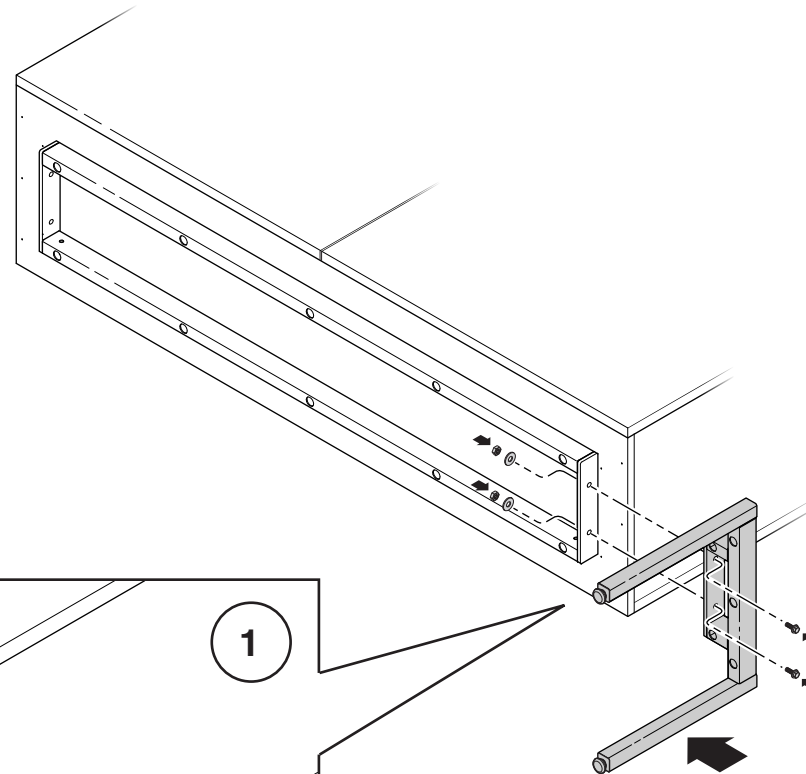


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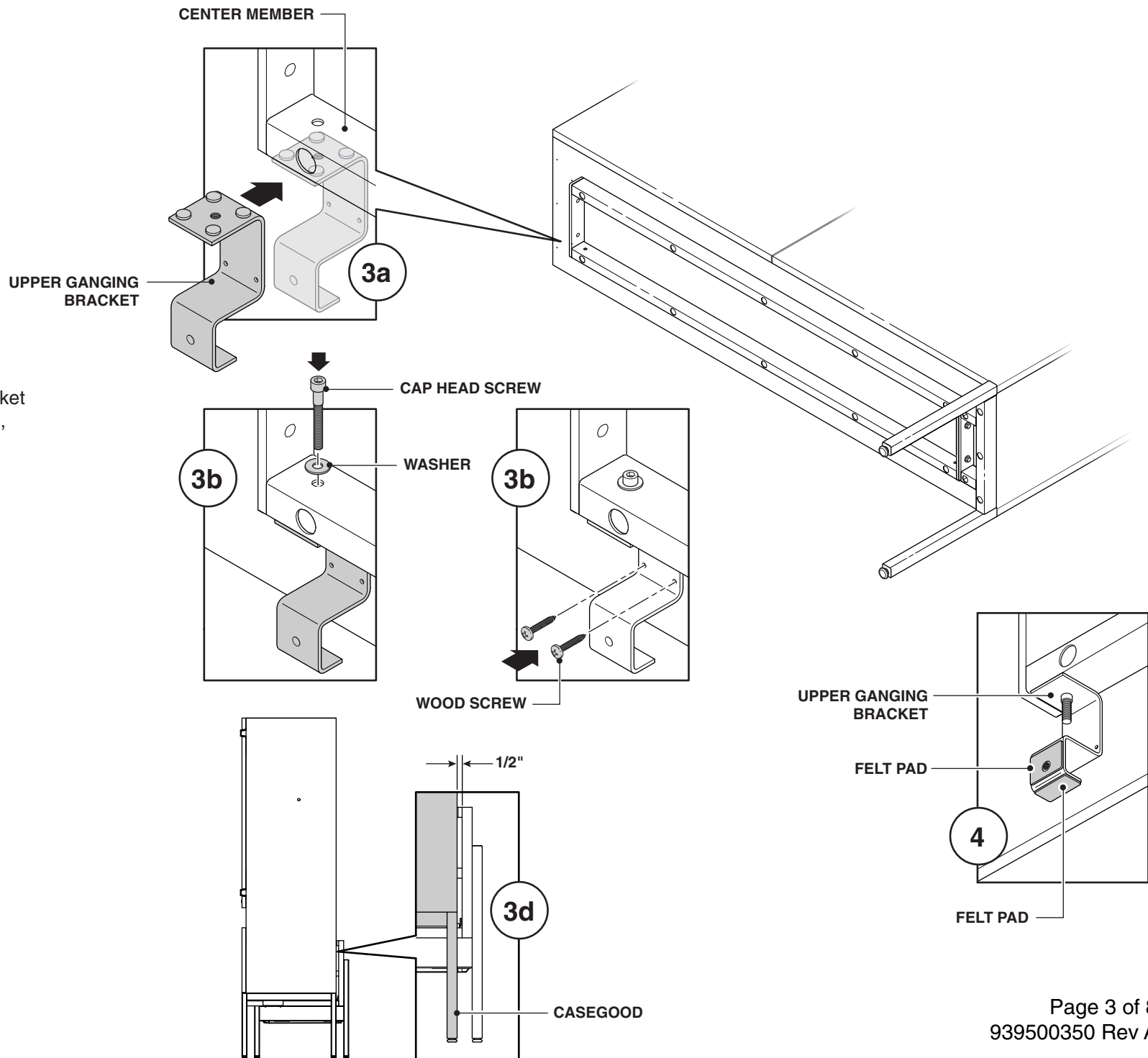
**1.** Place leg onto bottom of cabinet and secure leg to frame using two (2) nuts, two (2) washers and two (2) bolts.

**2.** Secure leg assembly to bottom of cabinet by inserting five (5) screws through leg assembly and into cabinet.



**3.** Place upper ganging bracket onto center member (3a). Line up hole in center member with hole in bracket and install one (1) cap head screw and one (1) washer through upper ganging bracket and into case bottom (3b). Install two (2) wood screws through bracket holes and into cabinet (3c), making sure upper ganging bracket protrudes 1/2" beyond the back of the casegood (3d).

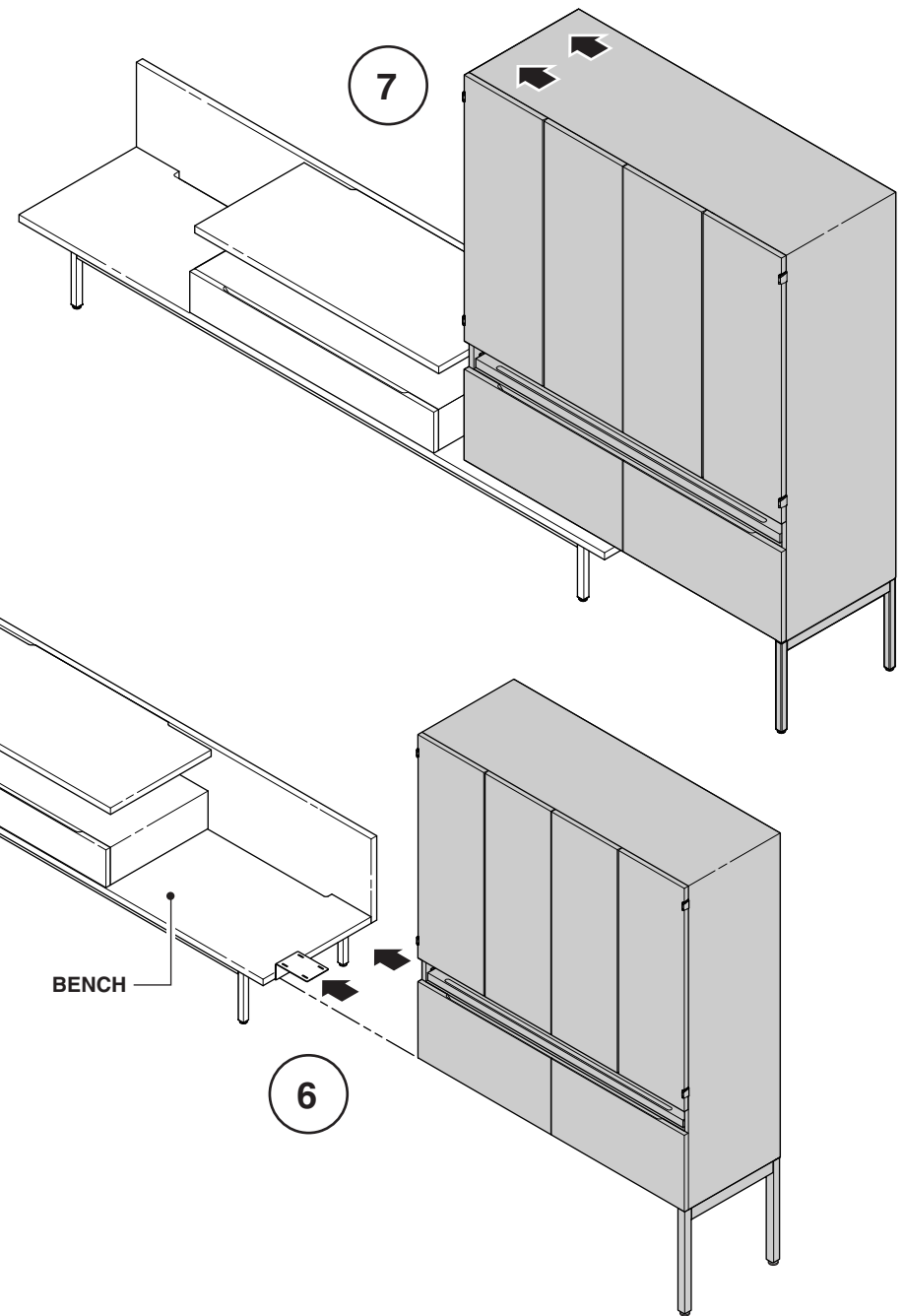
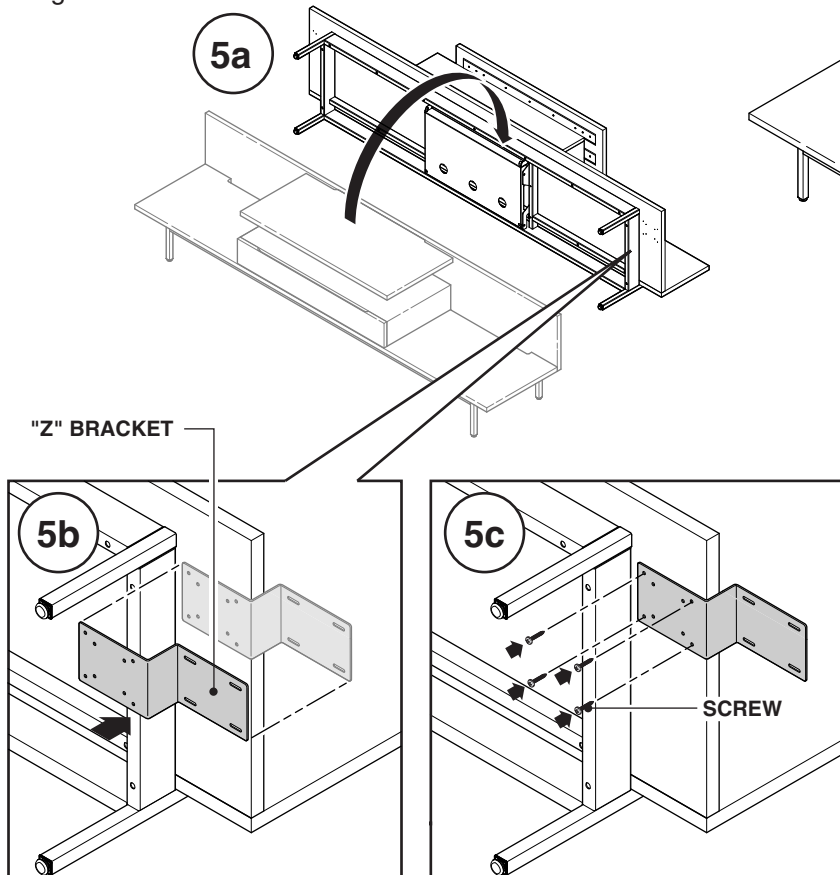
**4.** Insure that felt pads are on back of upper ganging bracket and on bottom.



**5.** Rotate bench as shown (5a). Place "Z" bracket as shown (5b) and screw "Z" bracket onto the bottom of the bench (5c). Bench side of bracket uses four (4) screws. Extra holes in bracket are for alternate screw locations if primary ones are damaged.

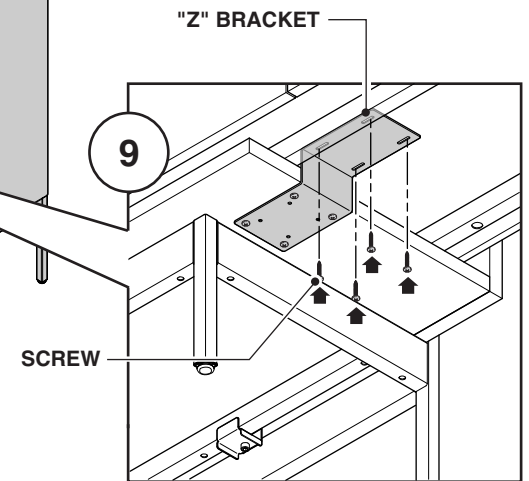
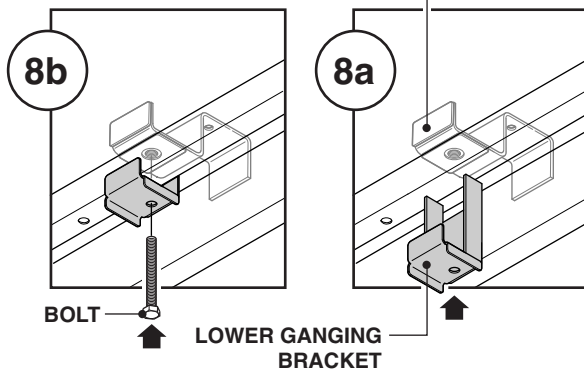
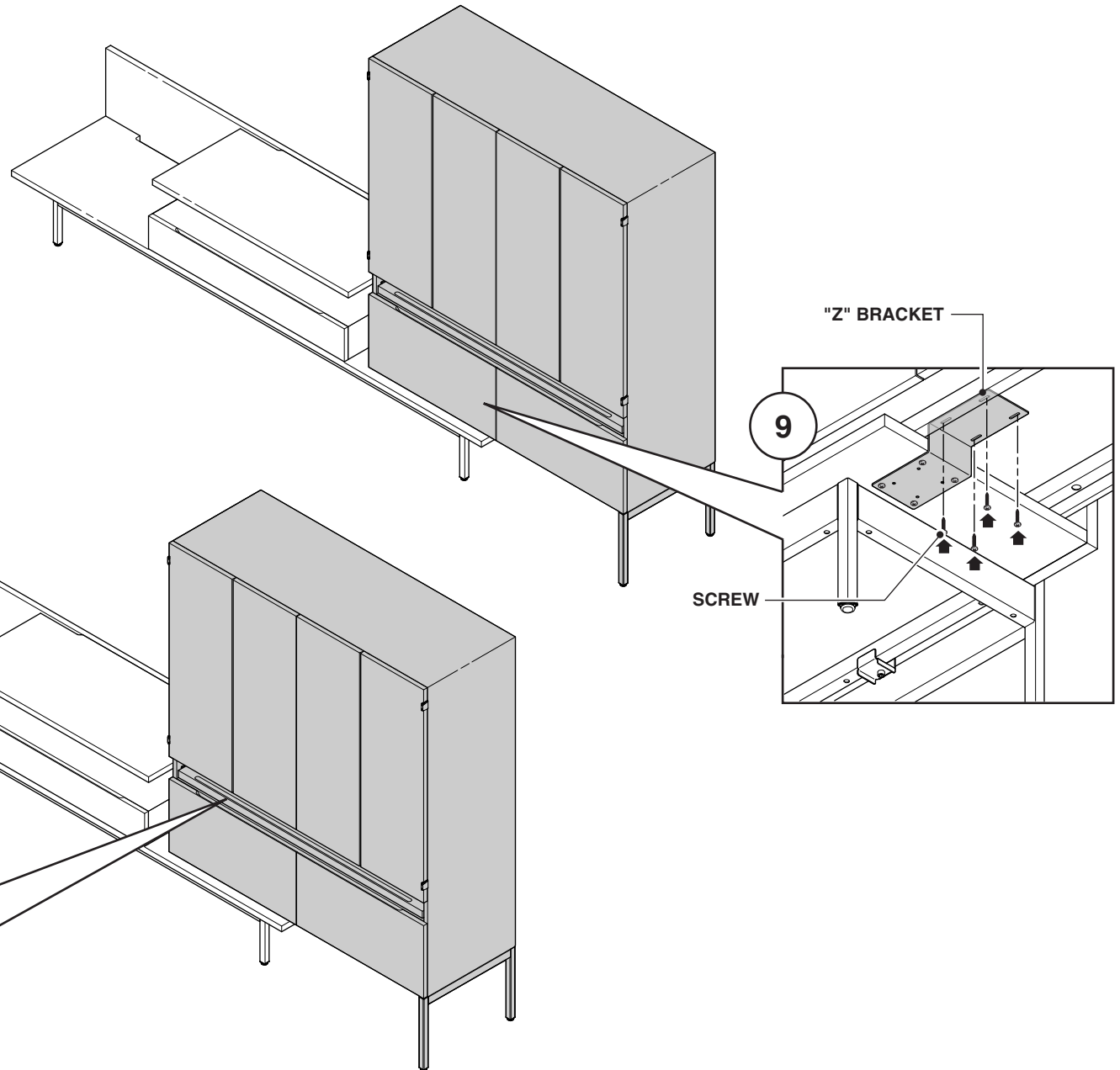
**6.** Using two (2) or more people, lift the legless end of the unit over the "Z" bracket and place it onto the bench.

**7.** Slide unit into final position. See pages 6 through 8 for dimensional ranges.



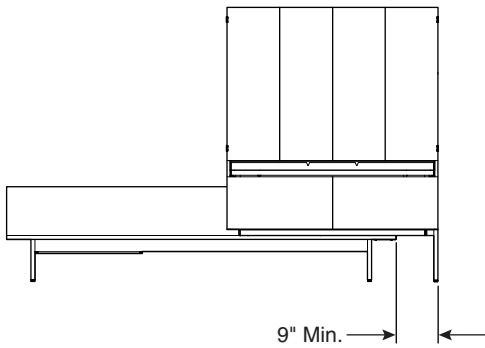
**8.** Insert lower ganging bracket into upper ganging bracket (8a) and bolt lower ganging bracket to upper ganging bracket (8b).

**9.** Insert four (4) screws through the "Z" bracket holes on the case side. Case side of bracket has elongated slots to allow for small incremental adjustment prior to tightening all screws and rear bracket.

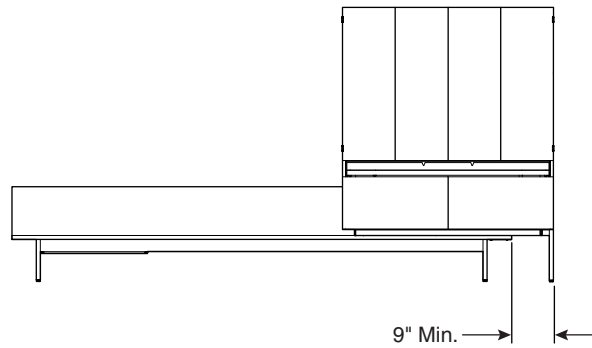


## Ganged Units Dimensional Ranges

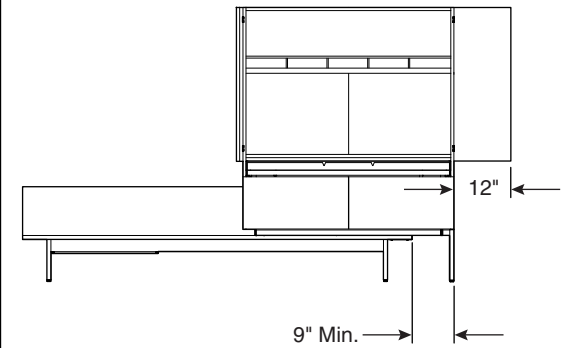
**Secretary 72 in Bench Short**  
(Also applies to all 52"W credenza, towers and wardrobes)



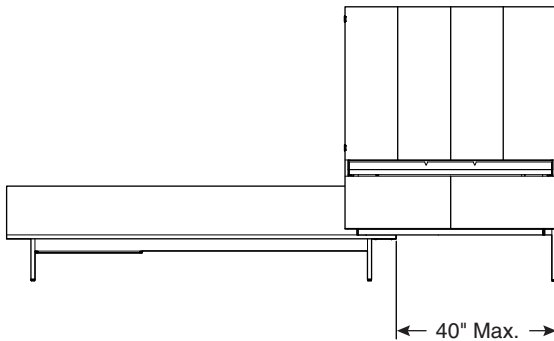
**Secretary 96 in Bench Short**  
(Also applies to all 52"W credenza, towers and wardrobes)



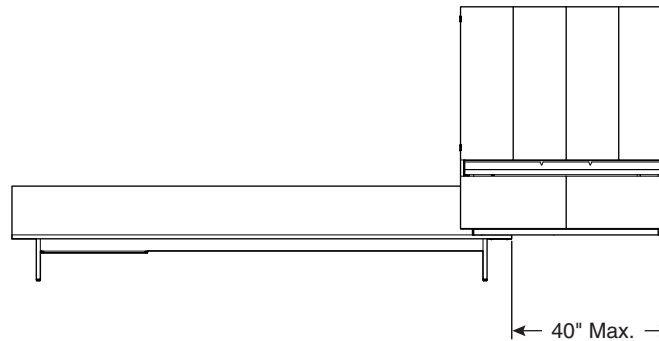
**Secretary Side Clearance for Door Swing**



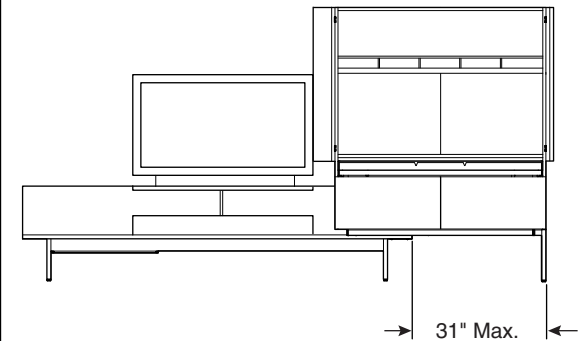
**Secretary 72 in Bench Long**  
(Also applies to all 52"W credenza, towers and wardrobes)



**Secretary 96 in Bench Short**  
(Also applies to all 52"W credenza, towers and wardrobes)



**Approximate Minimum Clearance with 42" Plasma TV**

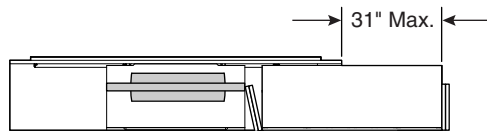


## Ganged Units Dimensional Ranges

### Top View

(monitor positioned to the rear)

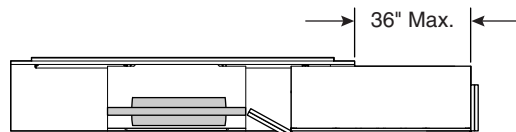
- Minimum clearance would depend on the position of the monitor on the shelf, and the size of the monitor.



### Top View

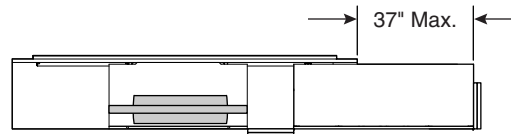
(monitor positioned to the front)

- Minimum clearance would depend on the position of the monitor on the shelf, and the size of the monitor.



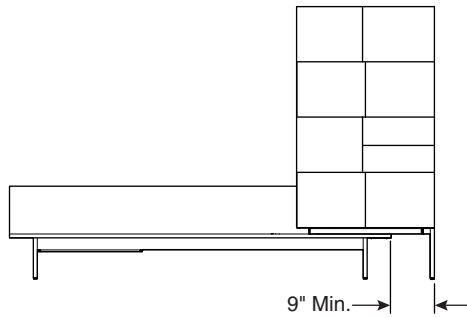
### Fully Safe

- With this configuration door swing would not interfere with the monitor regardless of monitor position.

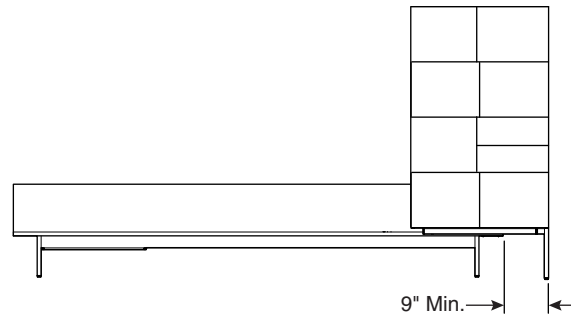


## Ganged Units Dimensional Ranges

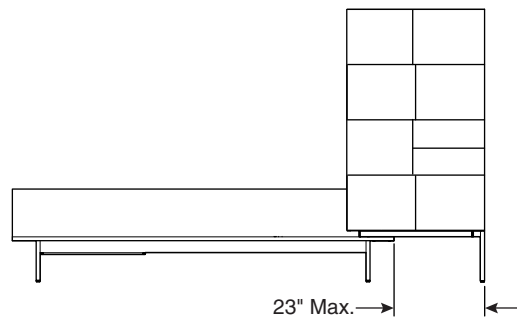
**35" Tower 72" Bench Short**  
(Also applies to 35" wardrobe)



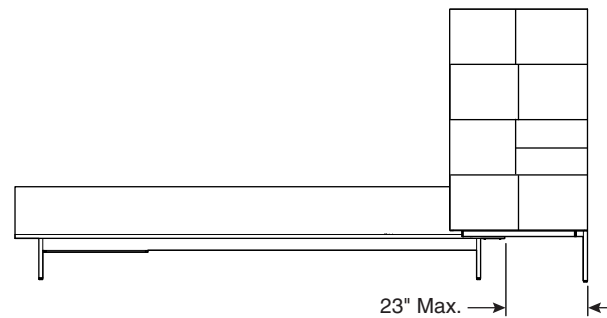
**35" Tower 96" Bench Short**  
(Also applies to 35" wardrobe)

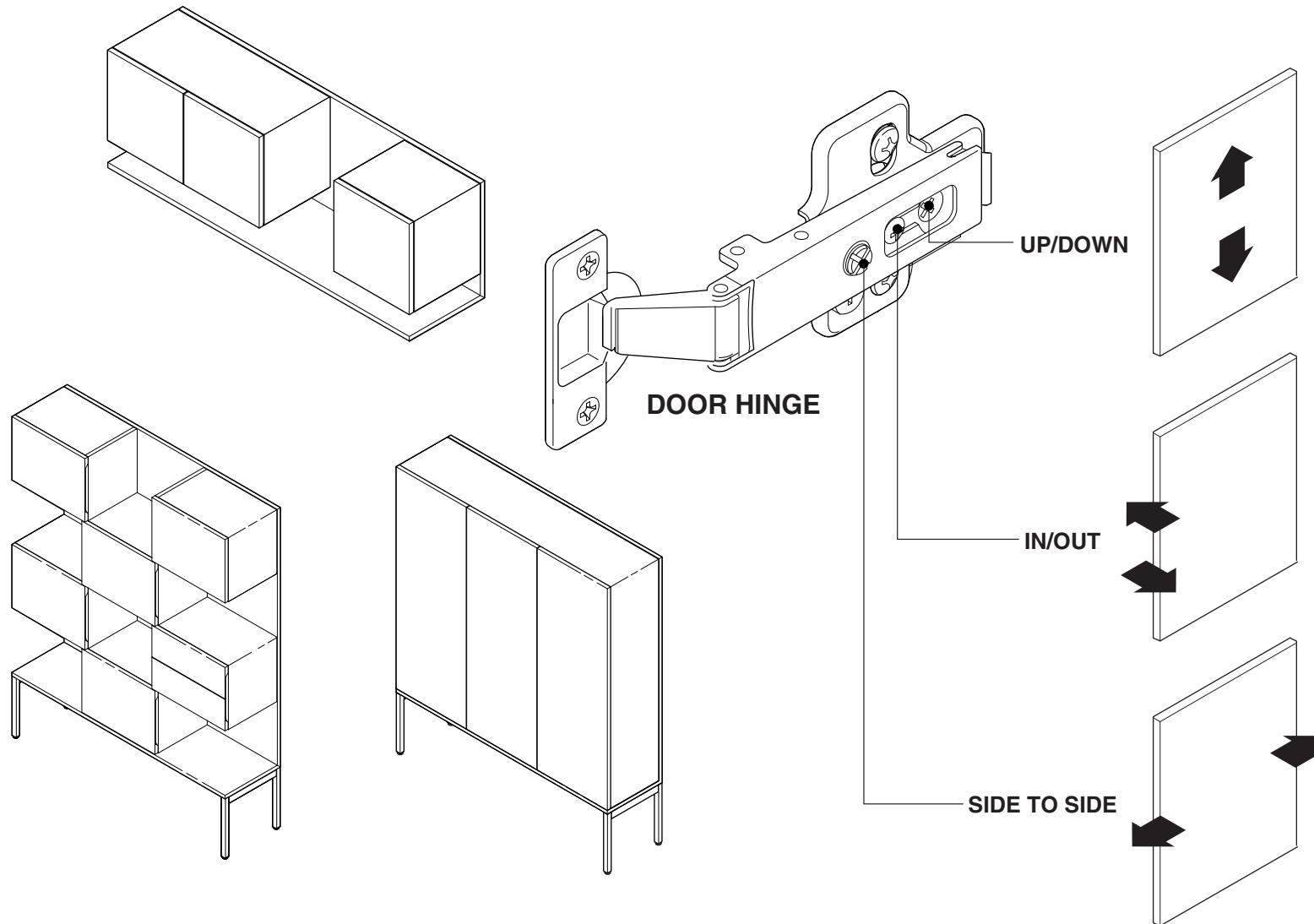


**35" Tower 72" Bench Long**  
(Also applies to 35" wardrobe)



**35" Tower 96" Bench Long**  
(Also applies to 35" wardrobe)

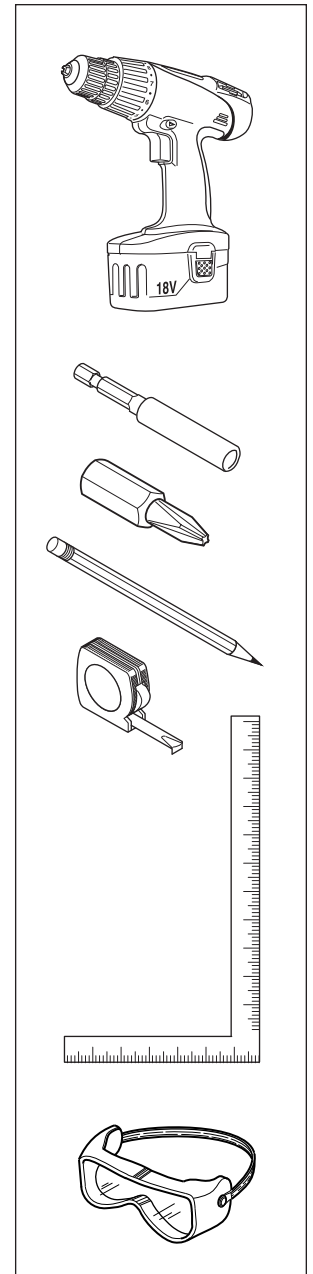
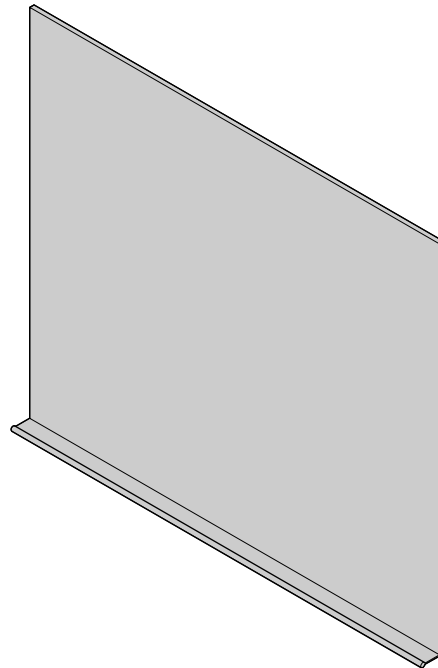




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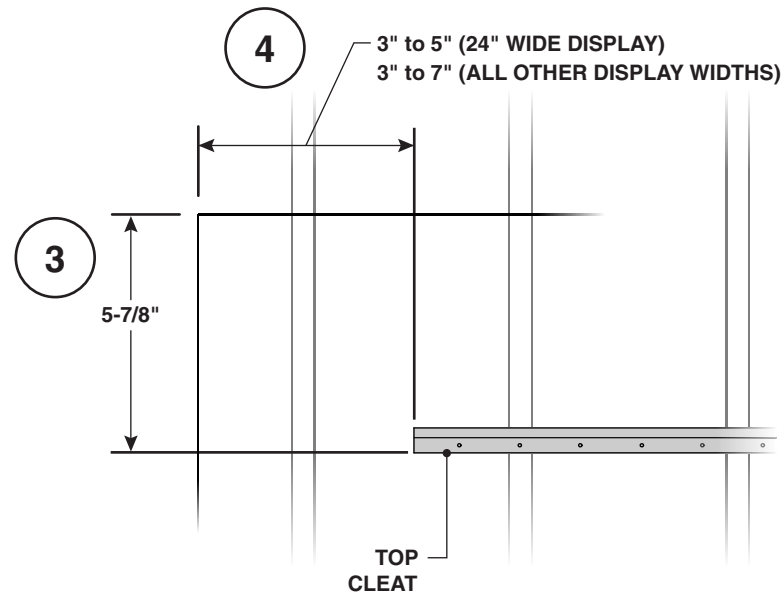
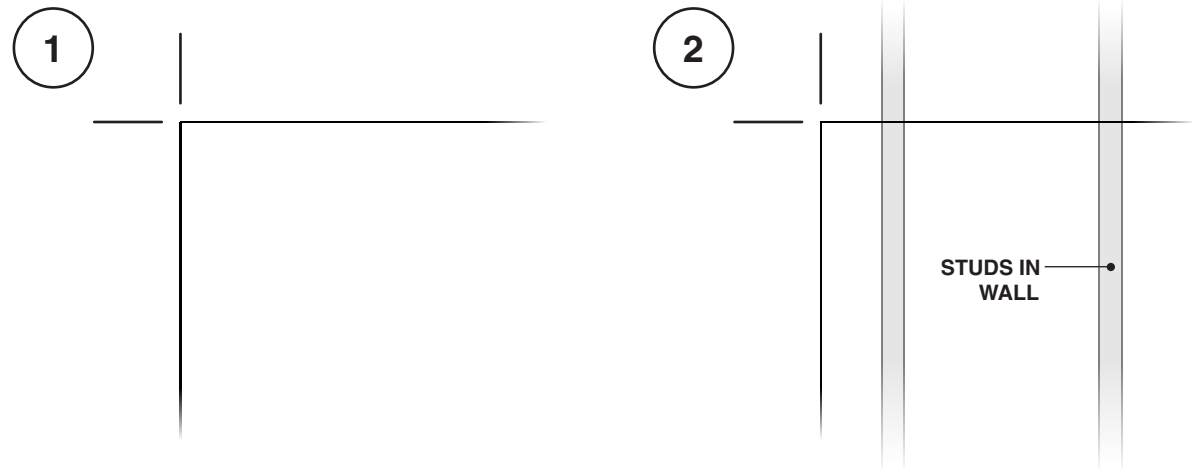
**NOTE:** There are several different types of fasteners that could be used to attach this to several types of walls. These instructions are how to attach it to a wood framed wall with drywall, since it is the most complicated process.

**1.** Determine the position of where the overhead will be hung on the wall to line up properly with the rest of the furniture.

**2.** Determine where the studs are in that area.

**3.** Mark a line 5-7/8" from where the top of the display should be. This will be where you line up the bottom edge of the top cleat.

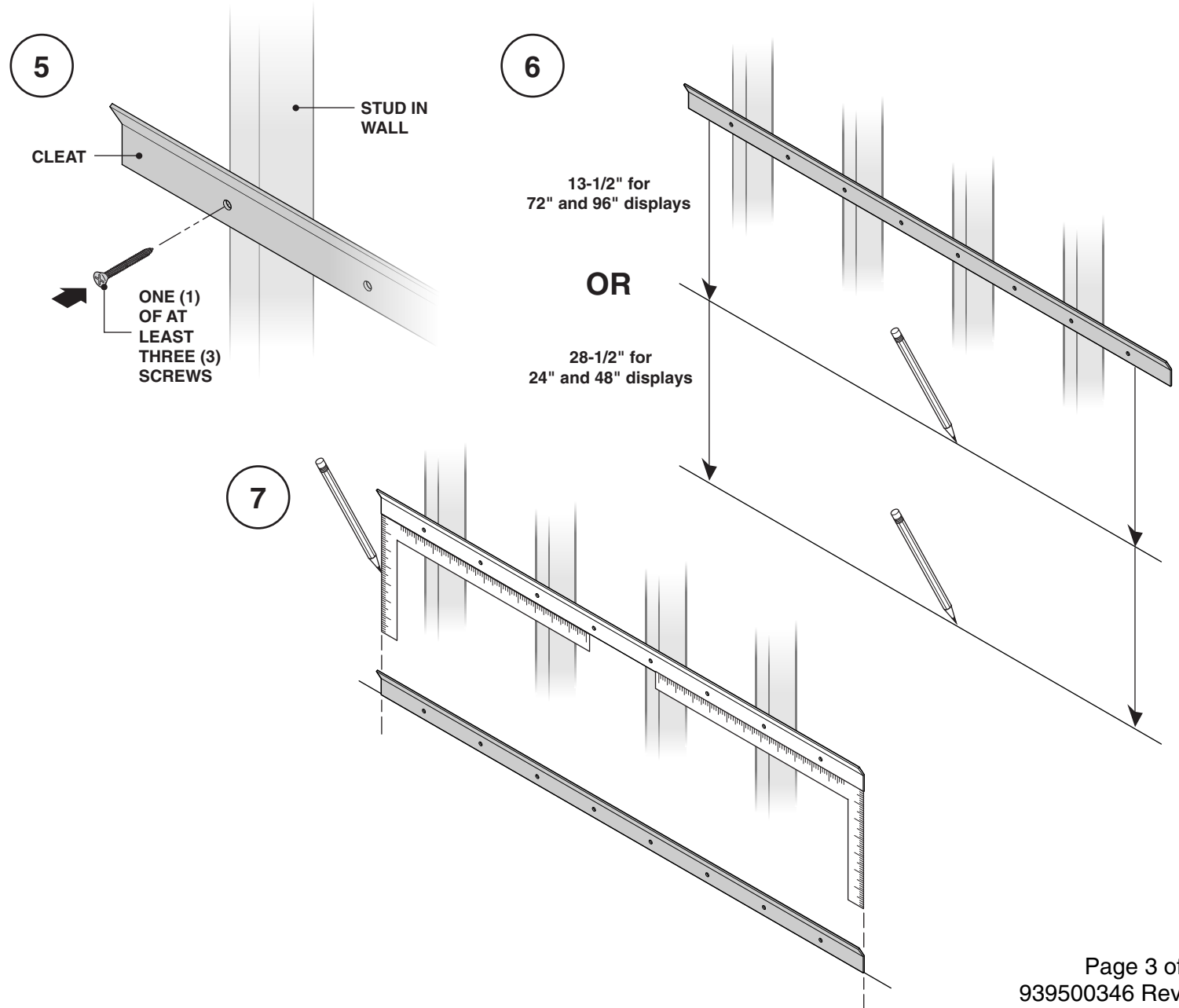
**4.** Determine the horizontal position of the cleat by lining up the holes with the studs. For the 24" Display, the edge of the cleat should be between 3" to 5" from where the edge of the display should be. For all other displays, the edge should be between 3" to 7" from where the edge of the display should be. The holes in the cleats should be spaced so that you can find a position where some of the holes line up with the studs in the wall while the edge is in this position.



**5.** Once the position of the cleat has been determined, make sure it is level and drive screws through the holes into the studs. At least 3 screws should be driven into the wall. If you cannot find enough studs for 3 screws, you will need to use a toggle bolt or drywall insert to hold up the cleat.

**6.** Once the top cleat is screwed into place, measure 28-1/2" (for 24" and 48" displays) or 13-1/2" (for 72" and 96" displays) from the bottom of the cleat and draw a line. This will be where you line up the bottom edge of the bottom cleat.

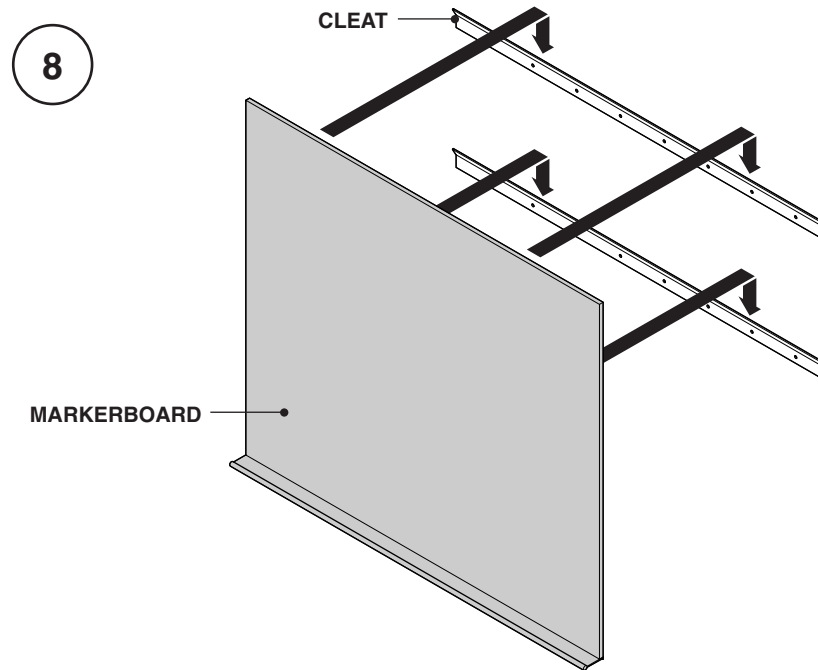
**7.** Line up the side of the bottom cleat with the side of the top cleat, level, and screw into place the same way as the top cleat.



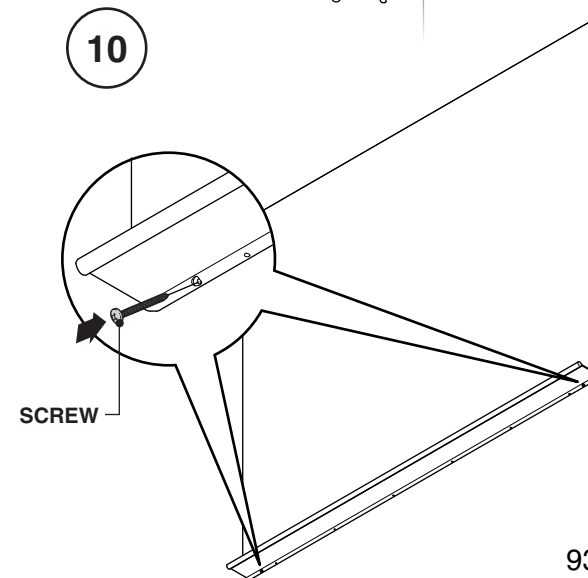
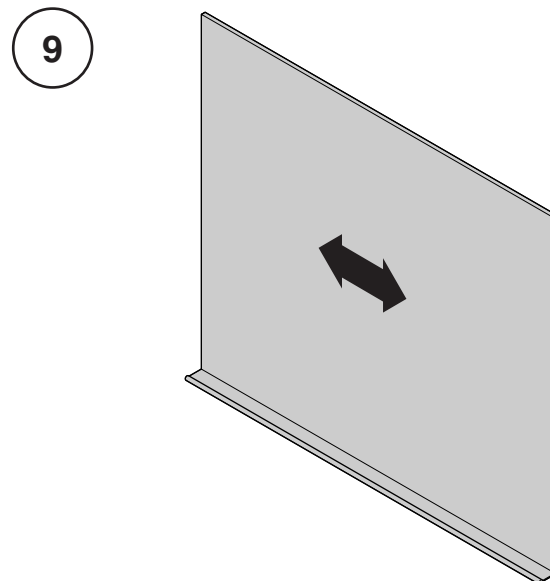
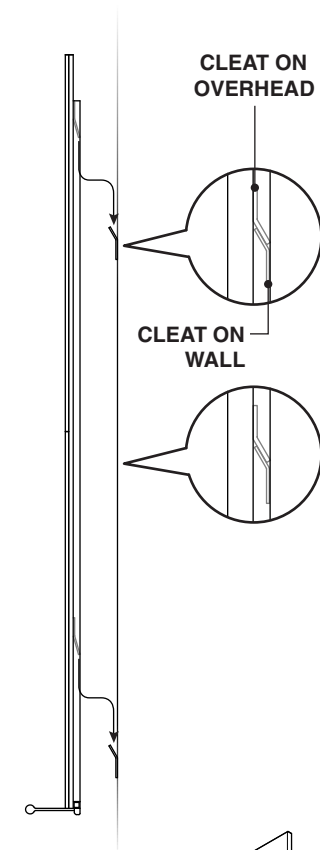
**8.** Once the cleats are hung, lift the display unit and place it over the cleats so that it hangs on its own.

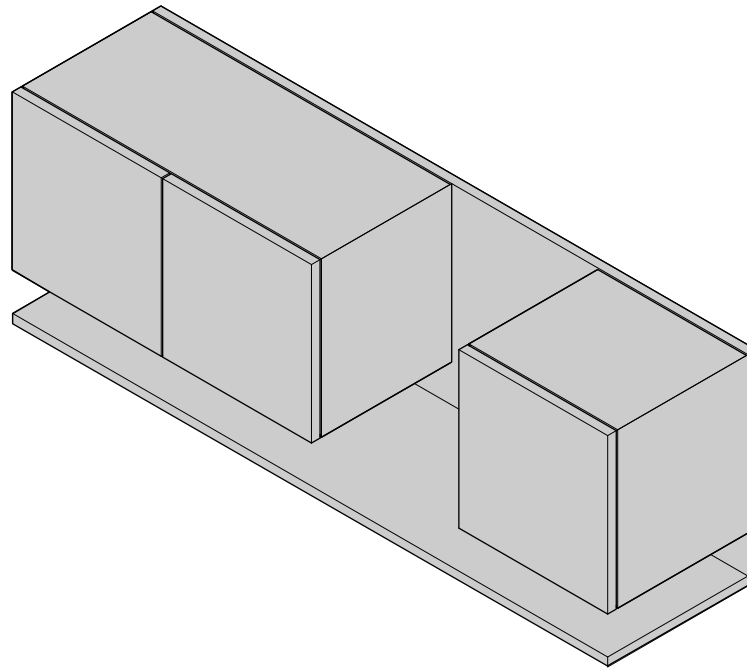
**9.** Slide the display unit side-to-side until it is aligned properly horizontally.

**10.** There are two holes on the underside of the pencil tray. Once the unit is aligned properly, drive a screw through each of these holes to lock it into place.



Side View

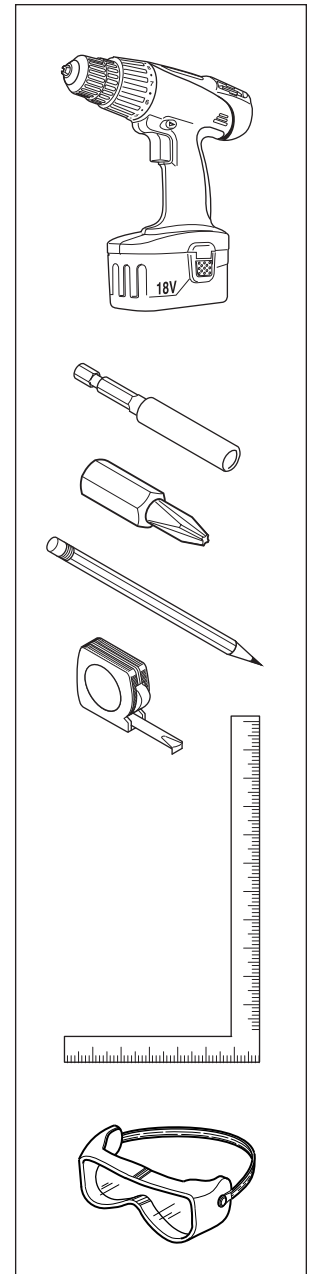




**"Consult your local building official to ensure installation is in compliance with all local codes. The building Engineer of Record shall verify the adequacy of the structure (e.g. walls, floors, ceilings) and shall design backing, reinforcement, studs, etc. as necessary."**

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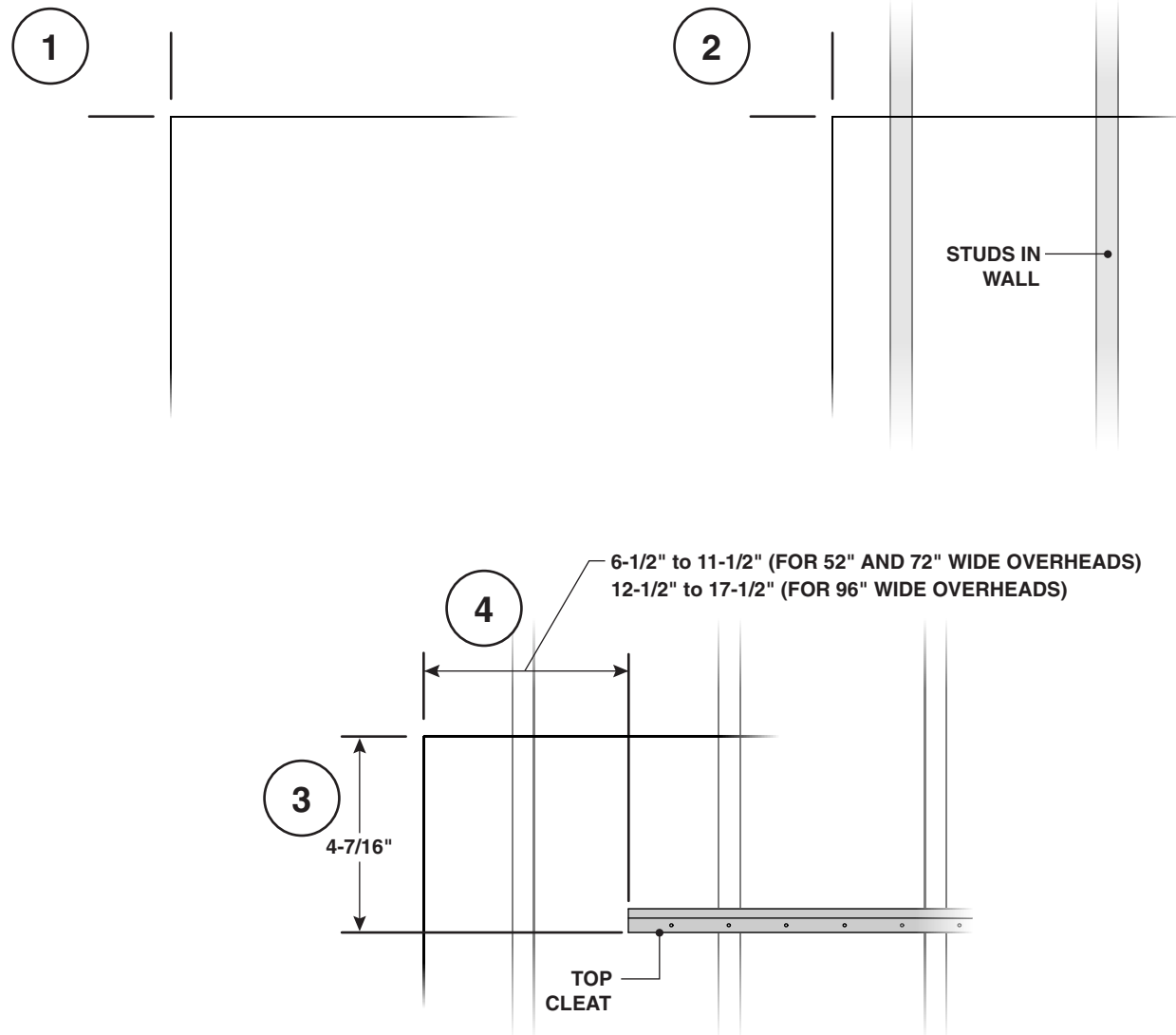
**NOTE:** There are several different types of fasteners that could be used to attach this to several types of walls. These instructions are how to attach it to a wood framed wall with drywall, since it is the most complicated process.

**1.** Determine the position of where the overhead will be hung on the wall to line up properly with the rest of the furniture.

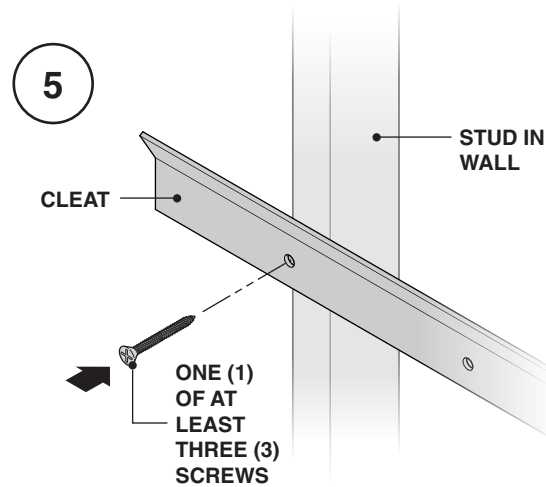
**2.** Determine where the studs are in that area.

**3.** Mark a line 4-7/16" from where the top of the display should be. This will be where you line up the bottom edge of the top cleat.

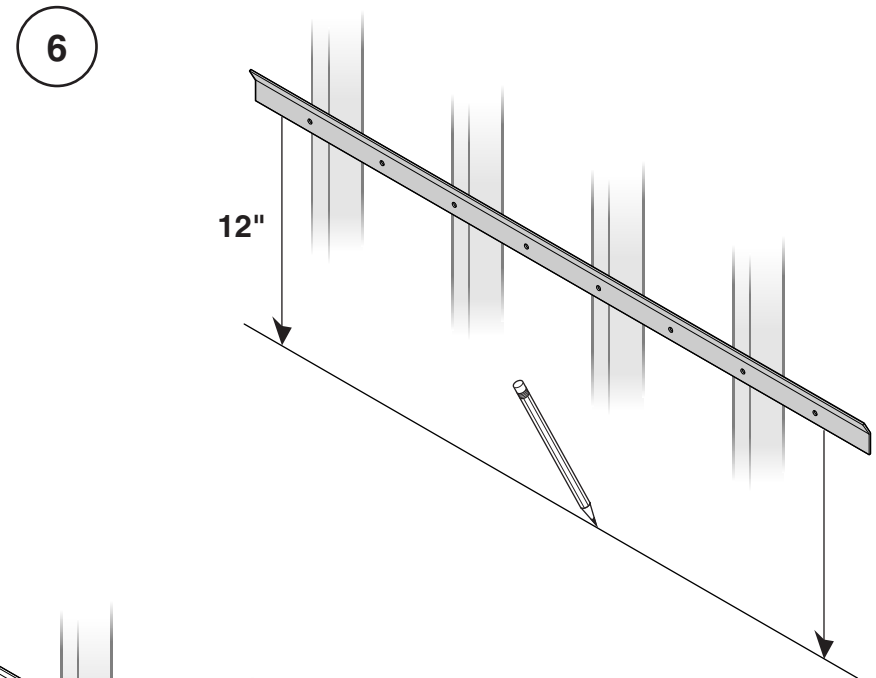
**4.** Determine the horizontal position of the cleat by lining up the holes with the studs. The edge of the cleat should be between 6-1/2" to 11-1/2" from where the edge of the overhead should be (for 52" & 72" wide overheads) or between 12-1/2" to 17-1/2" from where the edge of the overhead should be (for 96" wide overheads). The holes in the cleats should be spaced so that you can find a position where some of the holes line up with the studs in the wall while the edge is in this position.



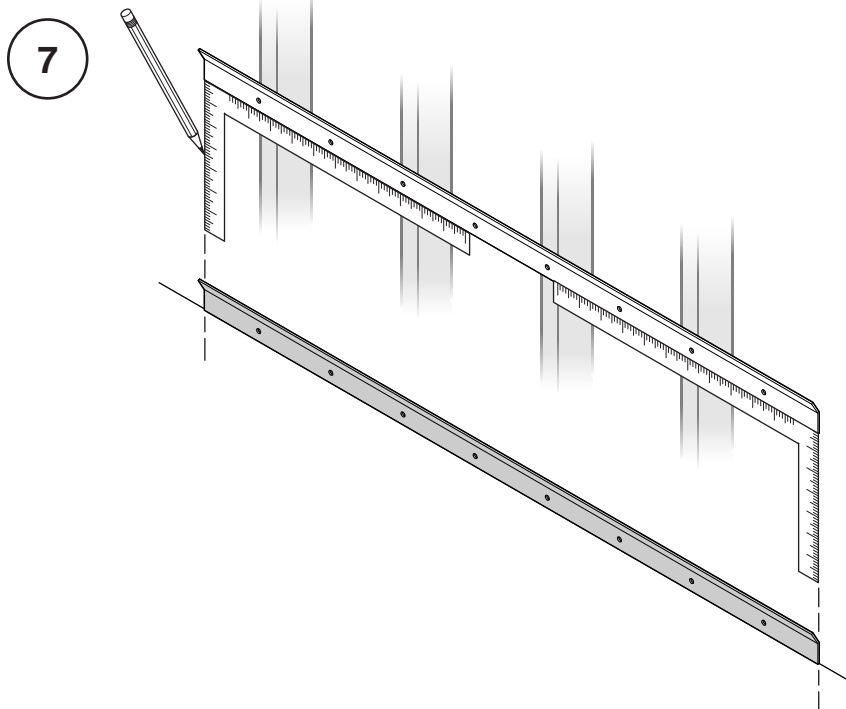
**5.** Once the position of the cleat has been determined, make sure it is level and drive screws through the holes into the studs. Use ALL mounting holes to ensure safe attachment. If you cannot find enough studs for at least 3 of the screws per cleat, you will need to consult your building engineer of record to ensure safe attachment.



**6.** Once the top cleat is screwed into place, measure 12" from the bottom of the cleat and draw a line. This will be where you line up the bottom edge of the bottom cleat.



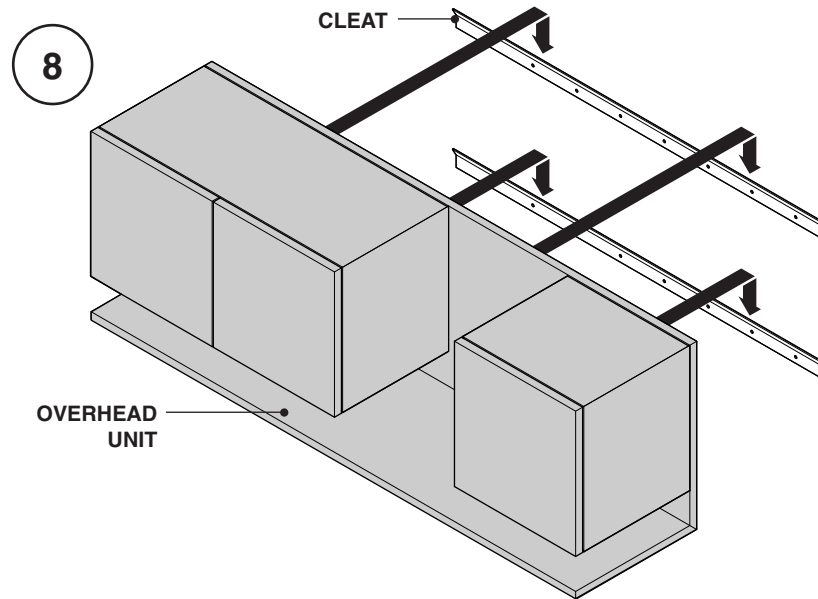
**7.** Line up the side of the bottom cleat with the side of the top cleat, level, and screw into place the same way as the top cleat.



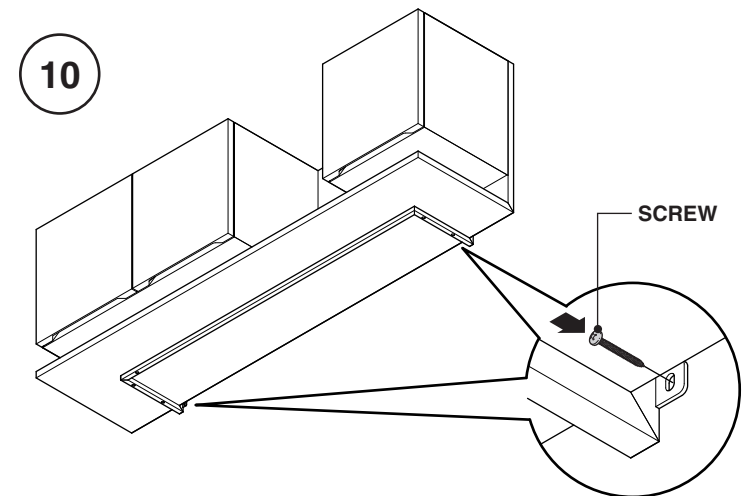
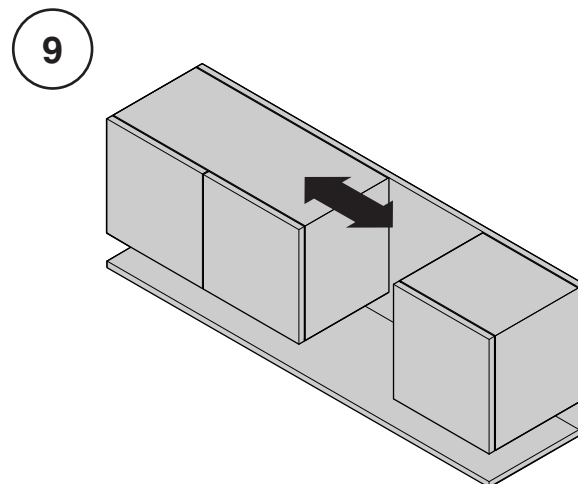
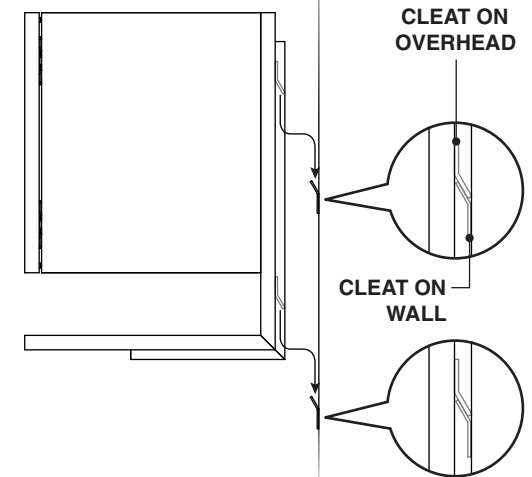
**8.** Once the cleats are hung, lift the overhead unit and place it over the cleats so that it hangs on its own.

**9.** Slide the overhead unit side-to-side until it is aligned properly horizontally.

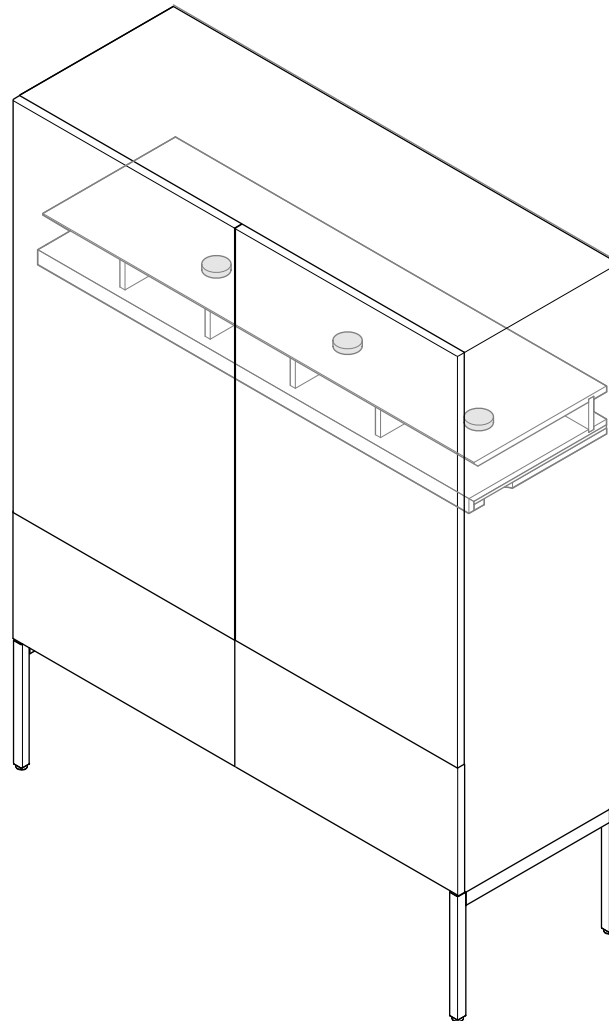
**10.** There are two tabs on the inside of the overhead frame. Once the unit is aligned properly, drive a screw through each of these holes to lock it into place.



Side View



# Denizen™ Secretary Light Adjustment and Bulb Replacement



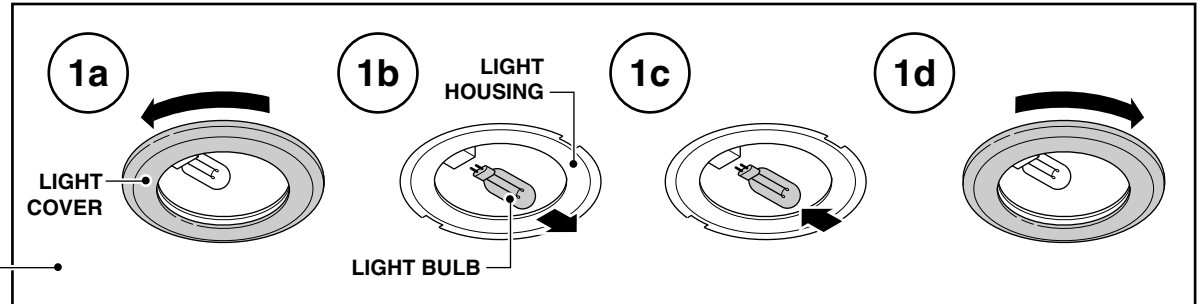
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## Underside of the Secretary Light Shelf

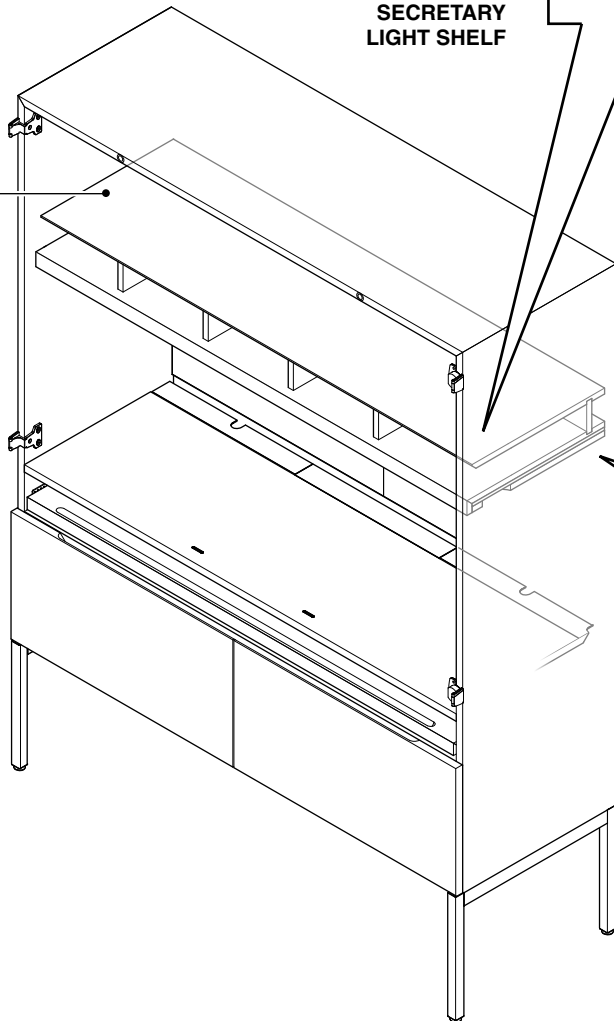
**NOTE:** Cabinet doors have been removed from the illustration for clarity.

**1.** To replace the light bulb, follow steps 1a thru 1d.



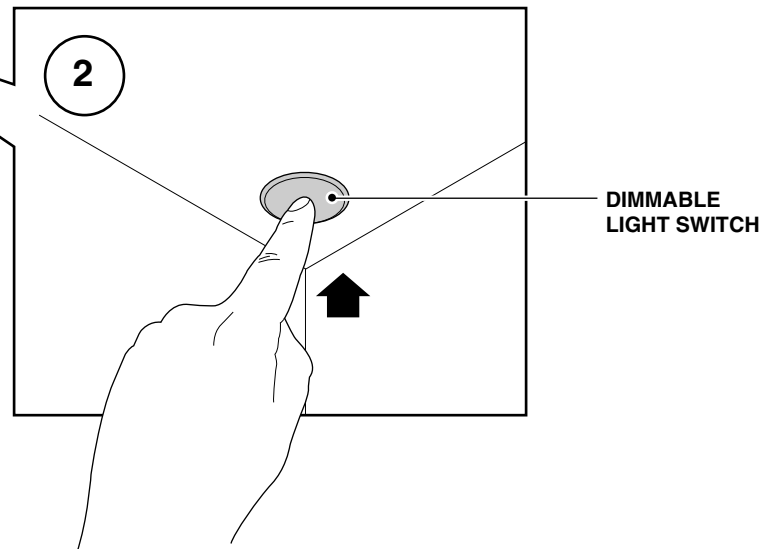
UNDERSIDE OF SECRETARY LIGHT SHELF

SECRETARY LIGHT SHELF

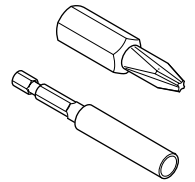
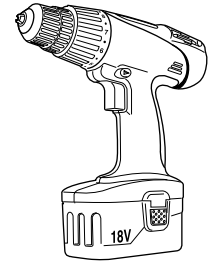
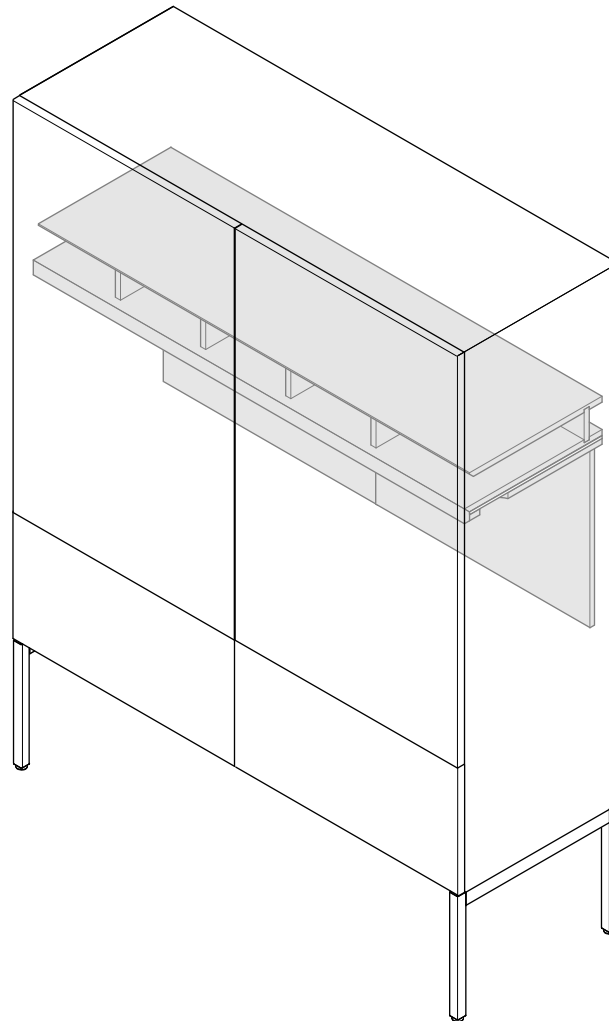


**2.** The dimmable light switch is located in the right rear corner underneath the light shelf. The light is activated by lightly touching your finger on the round metal switch. The lights require two to three extra "touches" to get the light at it's brightest.

## Underside of Secretary Light Shelf



# Denizen™ Secretary Light Shelf and Cork Panel Replacement

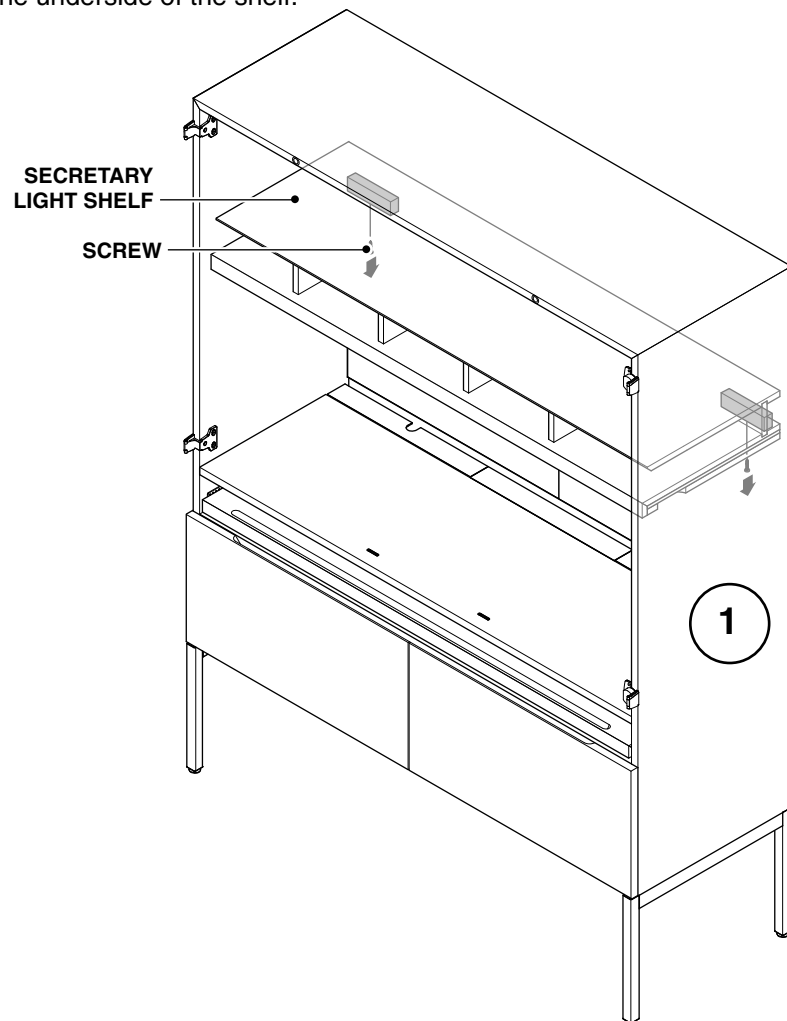


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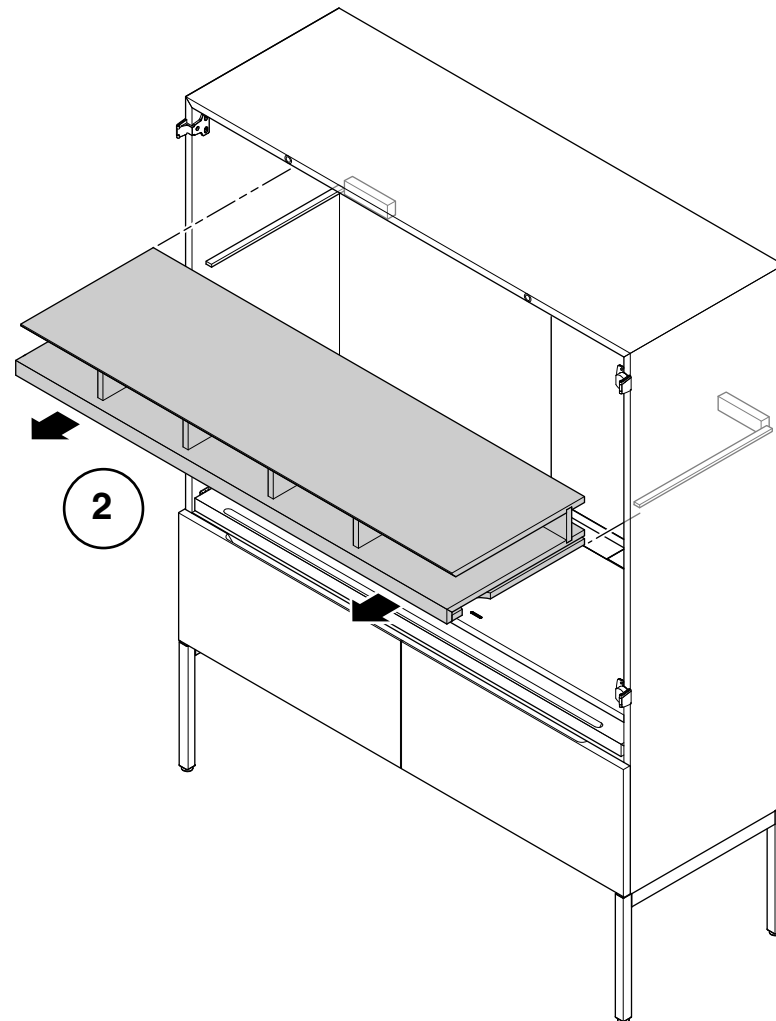
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**NOTE:** Cabinet doors removed from the illustration for clarity.

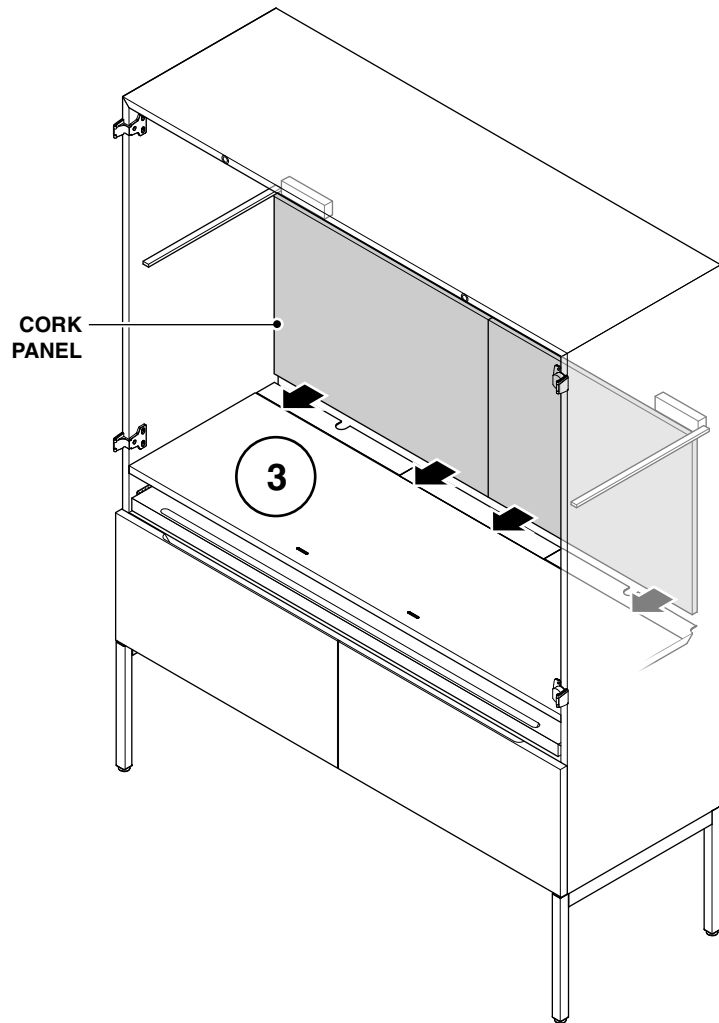
**1.** To remove secretary light shelf, remove one (1) screw from each end of the underside of the shelf.



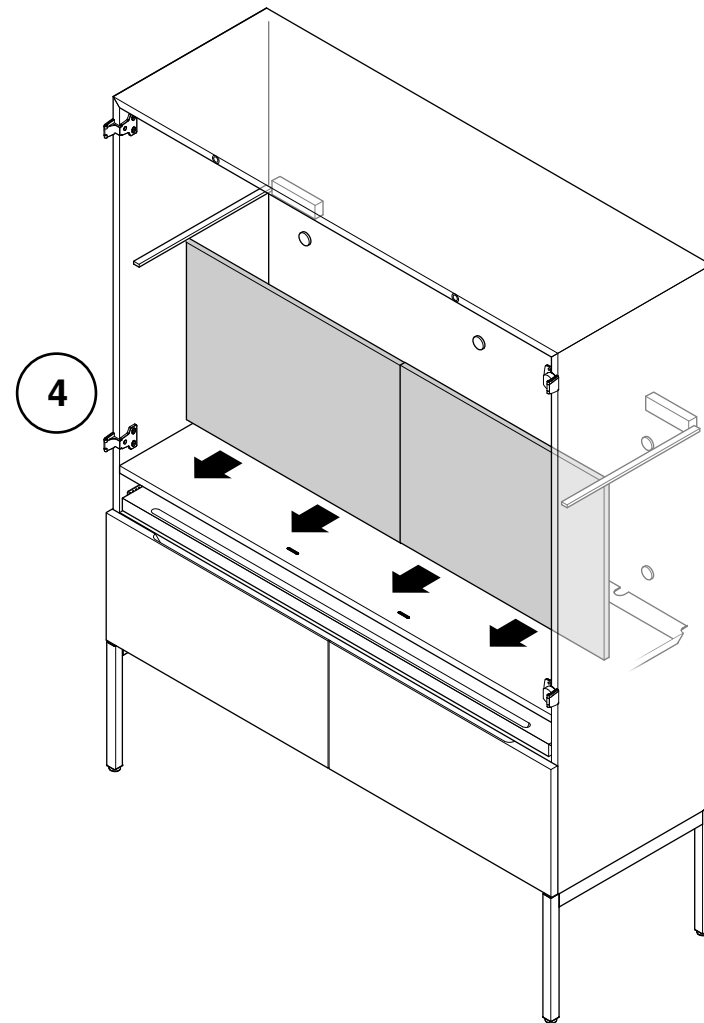
**2.** Slide the secretary shelf outward and remove.



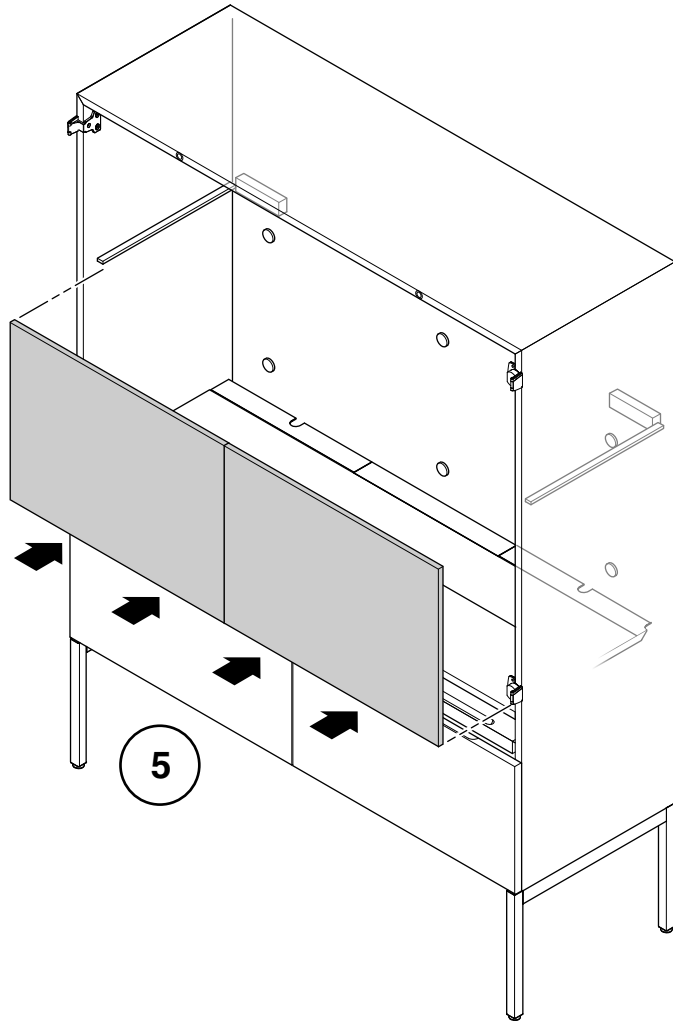
**3.** To remove the cork panel, pull outward. This will release the cork panel from the dual lock fastener connections.



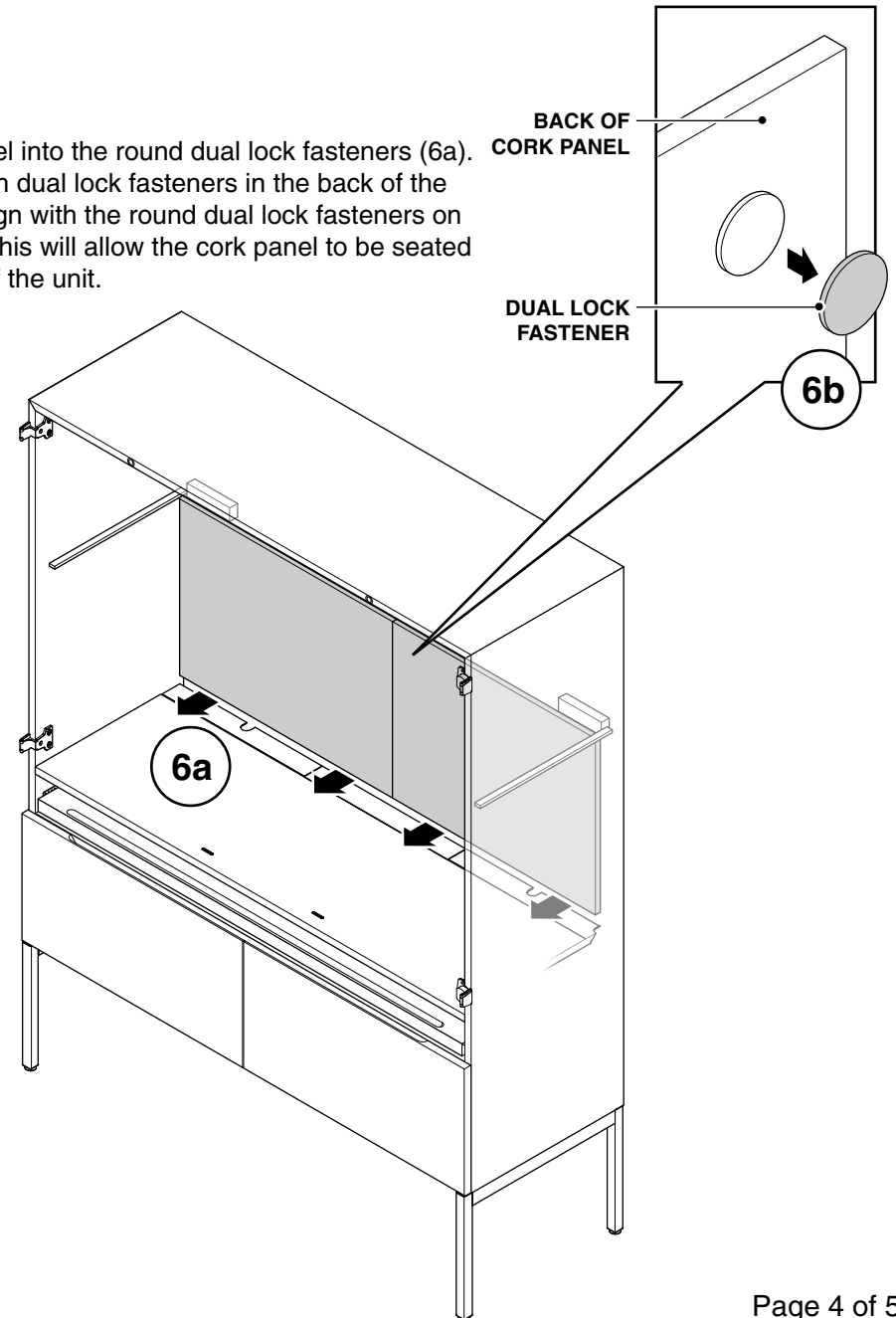
**4.** Remove the cork panel.

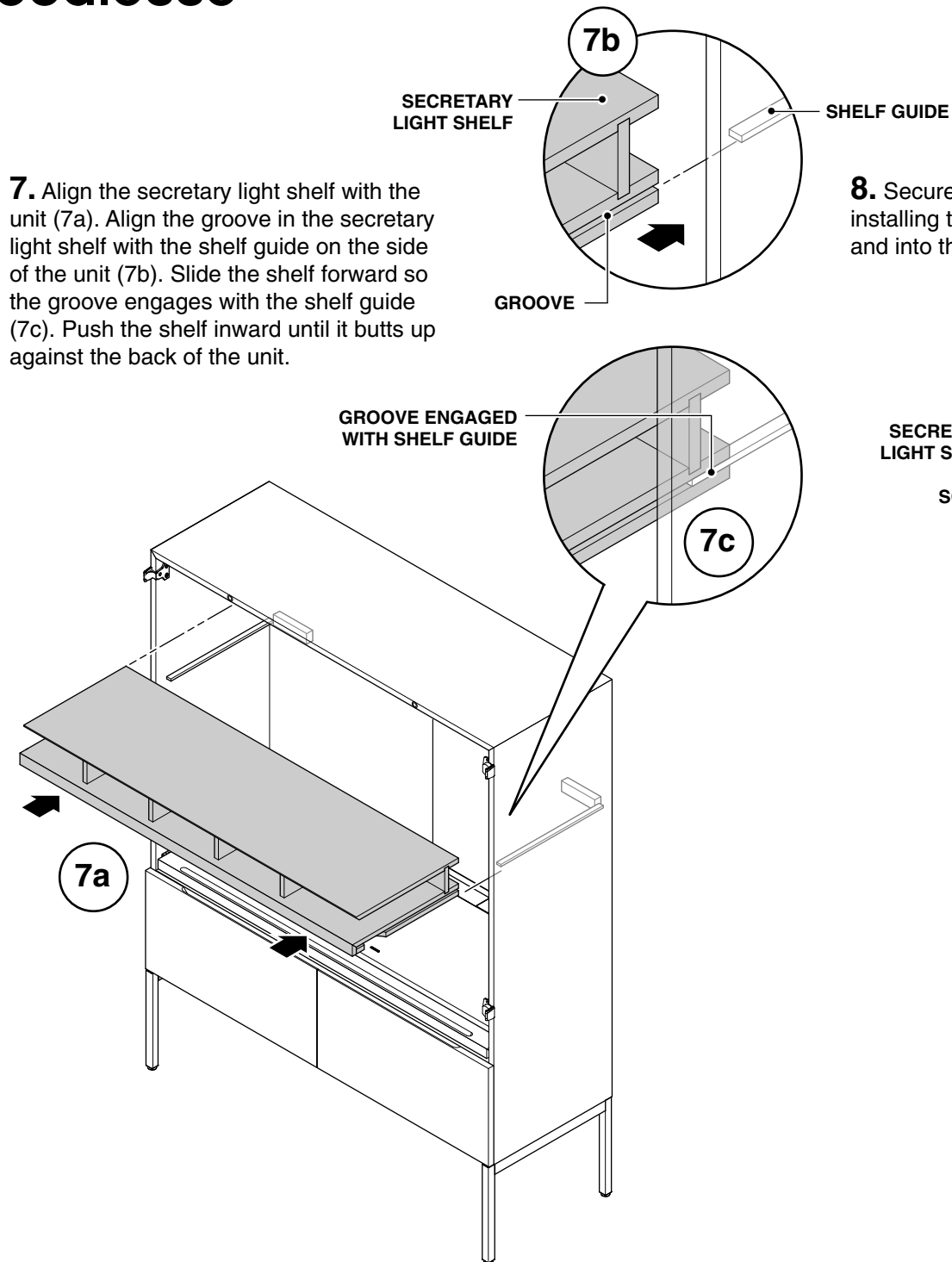


**5.** Align the cork panel with the back of the unit.

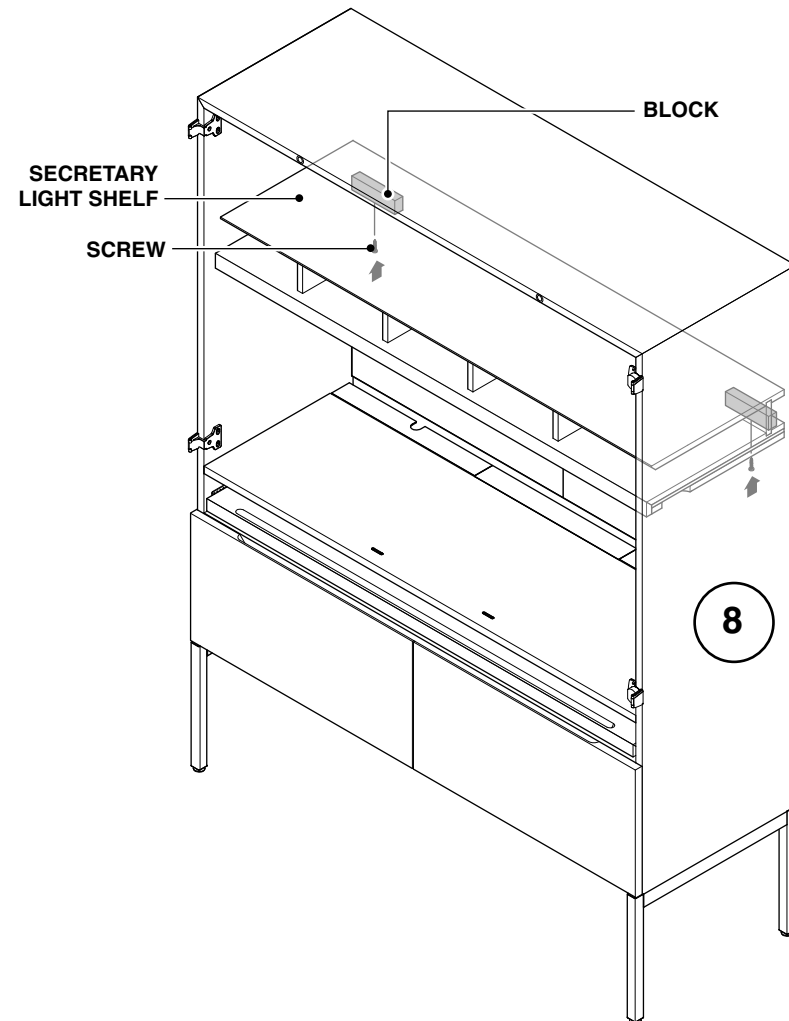


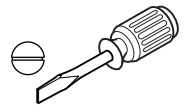
**6.** Push the cork panel into the round dual lock fasteners (6a). The round cutouts with dual lock fasteners in the back of the cork panel need to align with the round dual lock fasteners on the back panel (6b). This will allow the cork panel to be seated firmly onto the back of the unit.





**8.** Secure the secretary light shelf to the back of the unit by installing two (2) screws through the underside of the shelf and into the blocks on the back of the unit.





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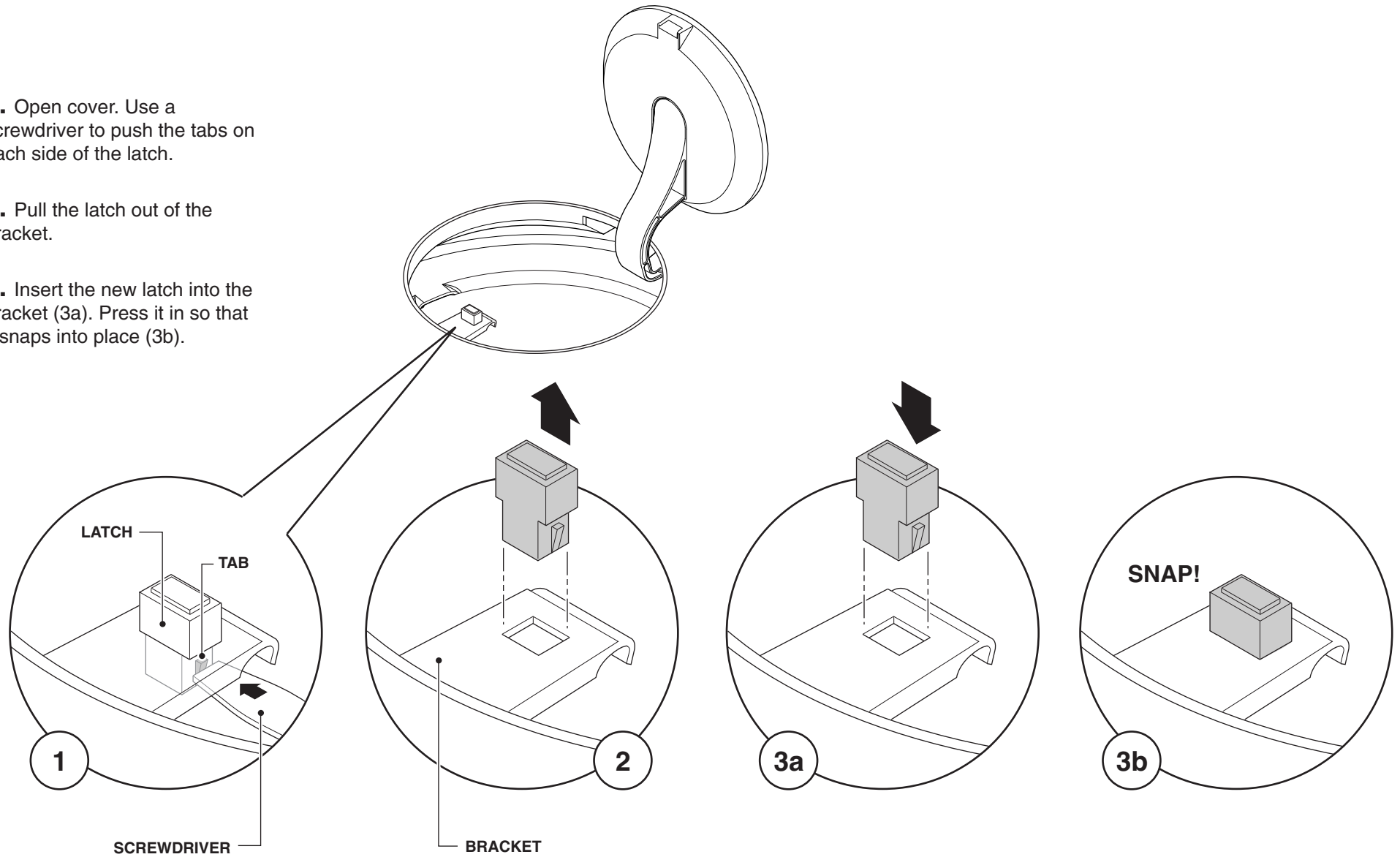
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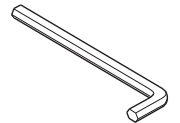
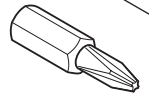
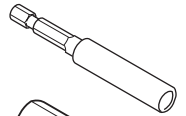
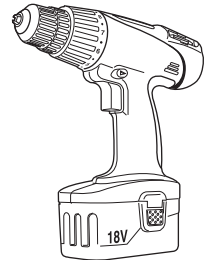
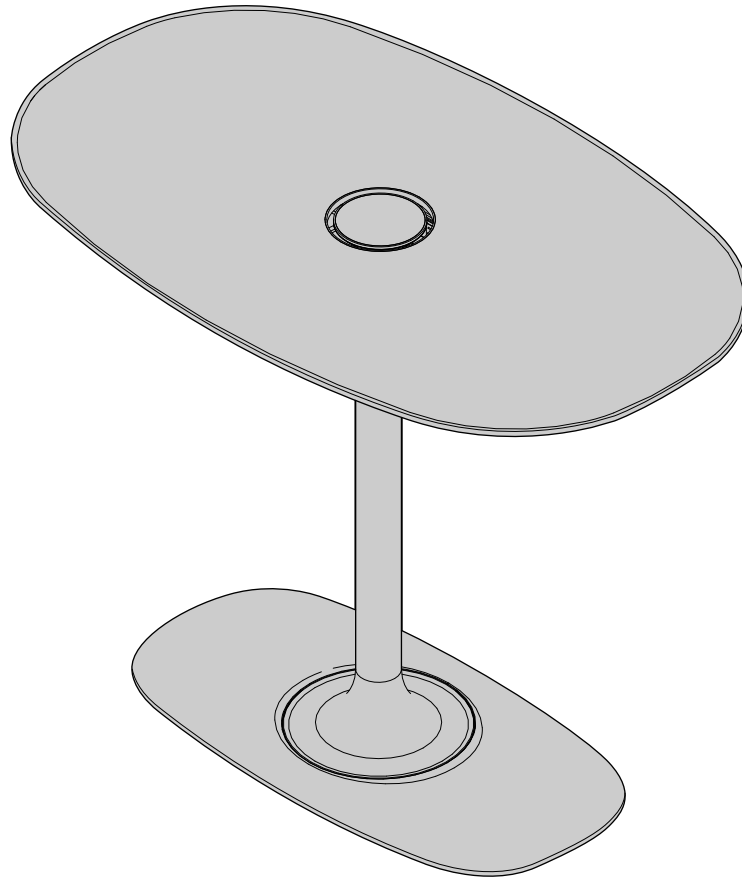
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**1.** Open cover. Use a screwdriver to push the tabs on each side of the latch.

**2.** Pull the latch out of the bracket.

**3.** Insert the new latch into the bracket (3a). Press it in so that it snaps into place (3b).





**ALLEN  
WRENCH**

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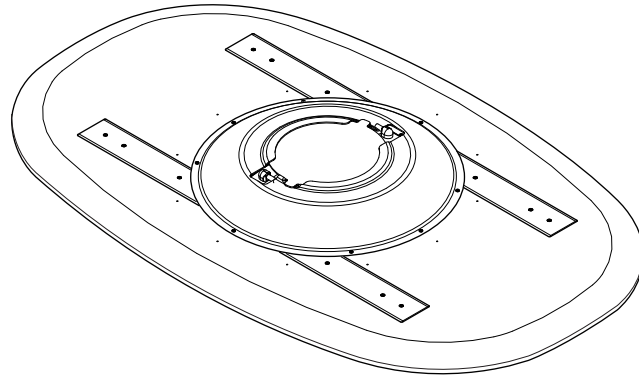
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**1.** Place table top (preassembled with PVD lid and liner, if your table has the PVD lid option) face down on the floor (preferably on a carpeted surface to protect from scratching).

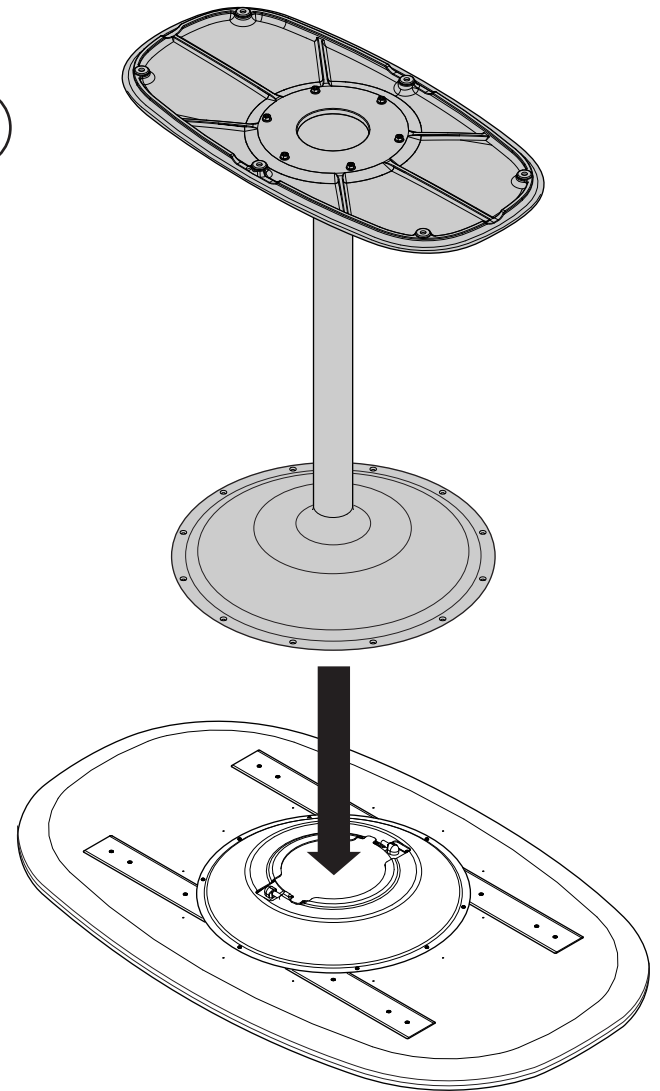
**2.** Place column/base assembly on underside of table, lining it up with pre-drilled holes. On the oval tables, it should be positioned so the base lines up with the top.

**3.** Place four (4) screws spaced evenly around the column and slowly tighten to make sure that the column is centered on the table top.

1

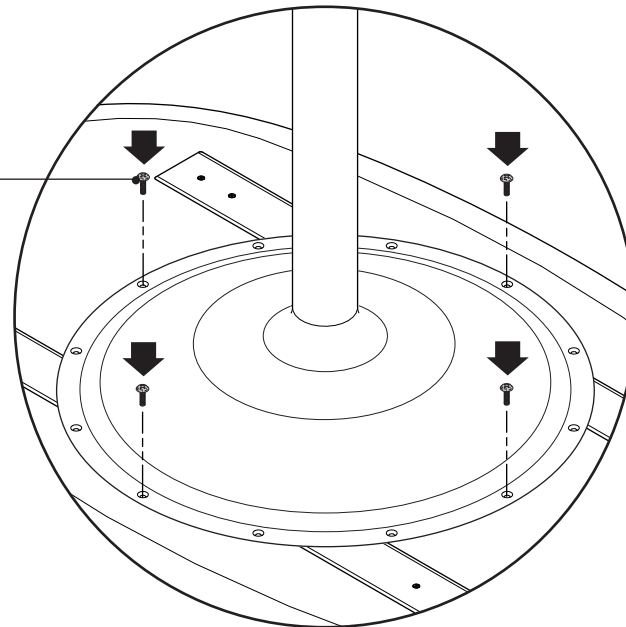


2



3

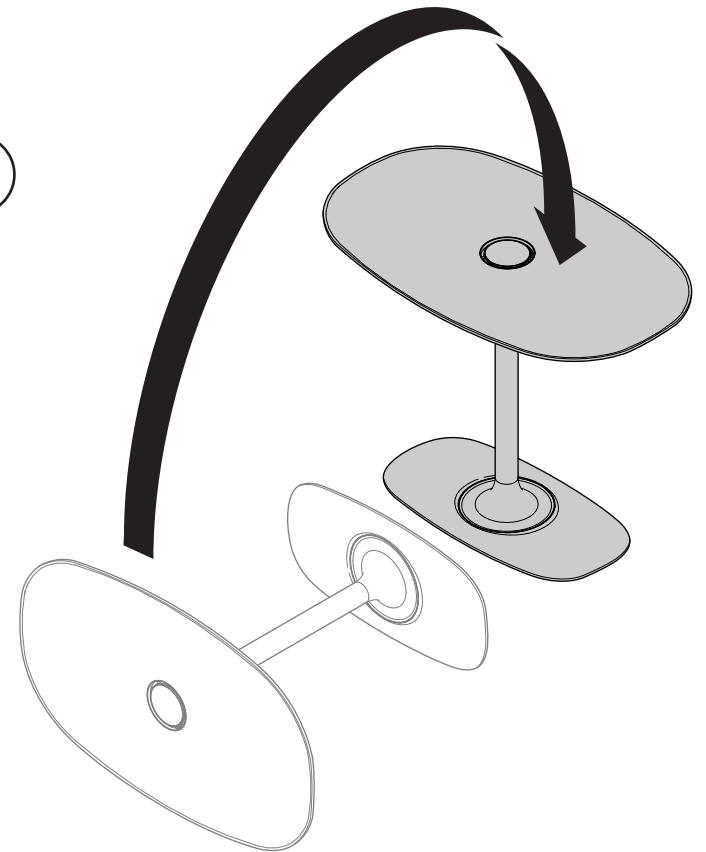
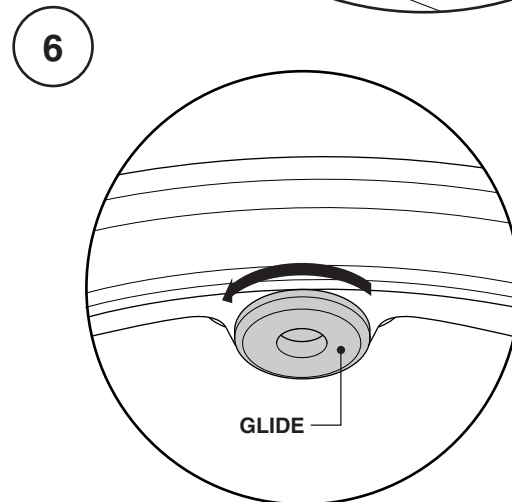
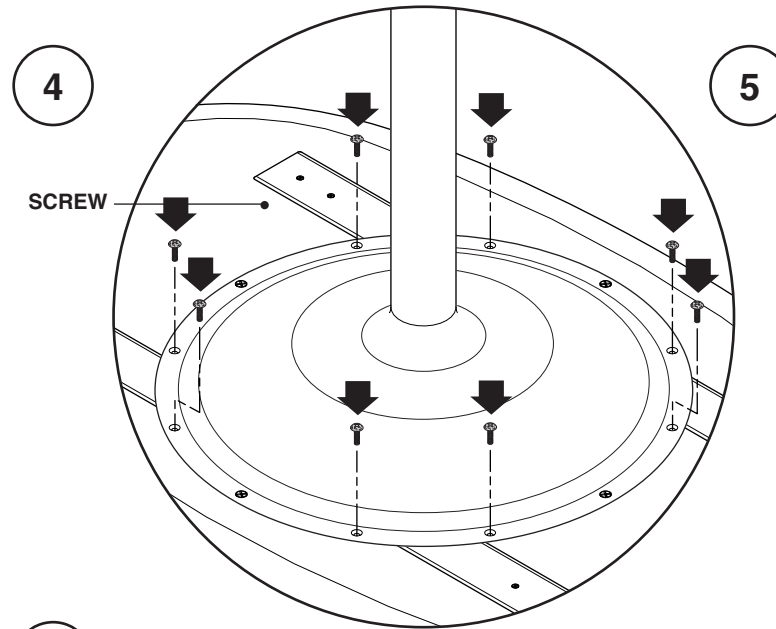
SCREW



**4.** Once the four (4) screws are tightened into place, screw in the remaining eight (8).

**5.** Flip the table over so that it is upright.

**6.** Adjust the leveling glides by tipping the table and backing the glides out of their holes until the table is level.



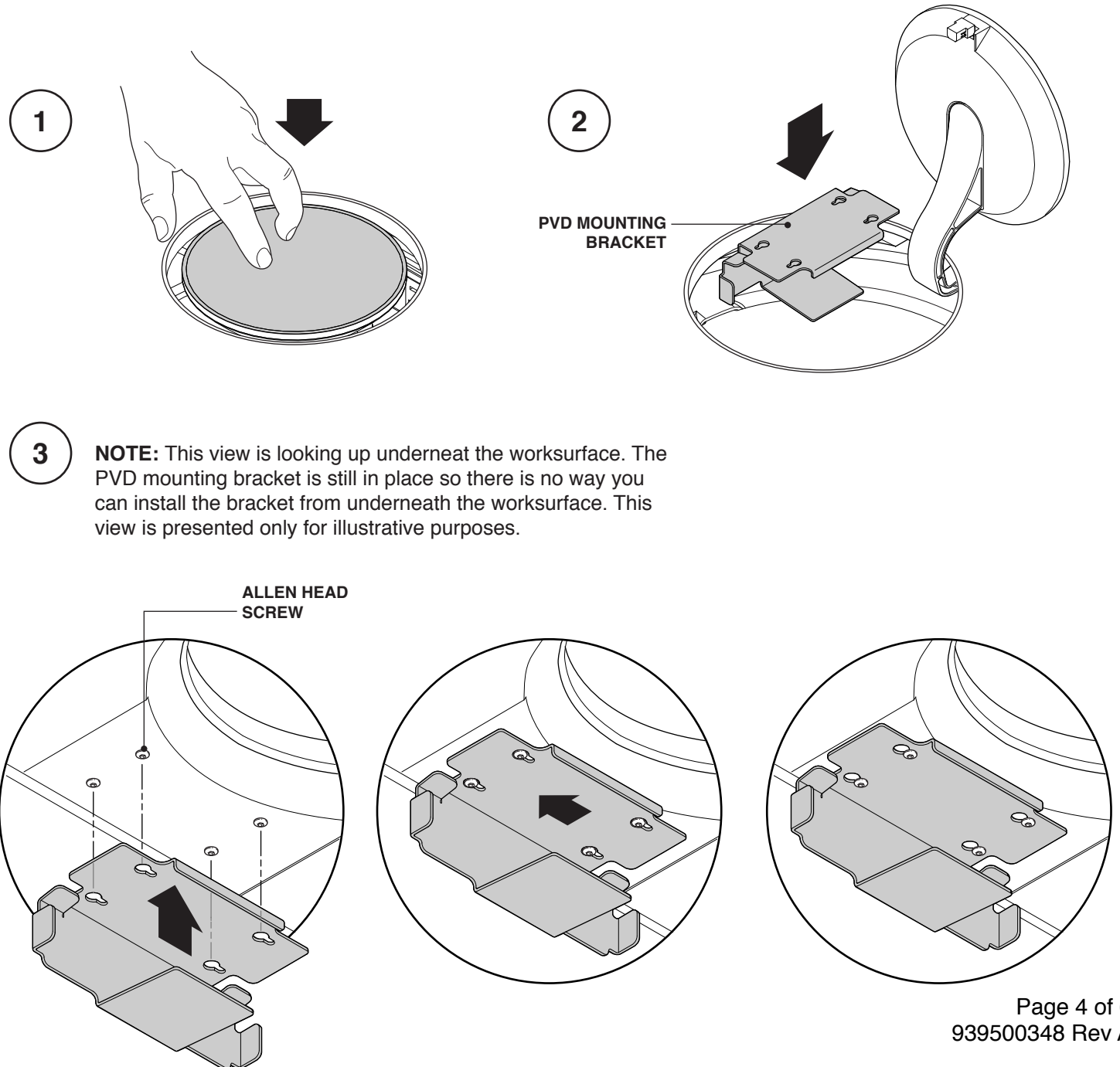
## PVD Installation

**1.** Open PVD (power/voice/data) lid by pressing down on the lid so that it pops open (touch latch).

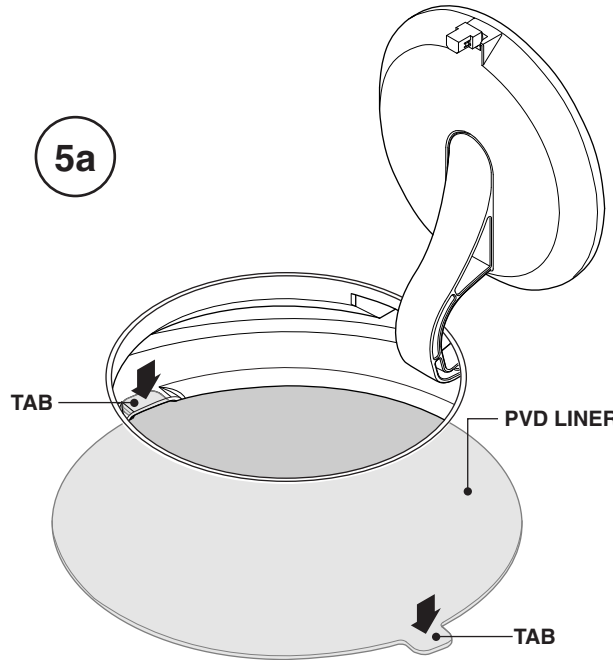
**2.** Take PVD mounting bracket and pass it through the hole in the center of the table.

**3.** On the left and right of the PVD lid, there should be four (4) Allen head screws mounted on the underside of the table. The keyhole slots on the PVD mounting bracket should slide over these.

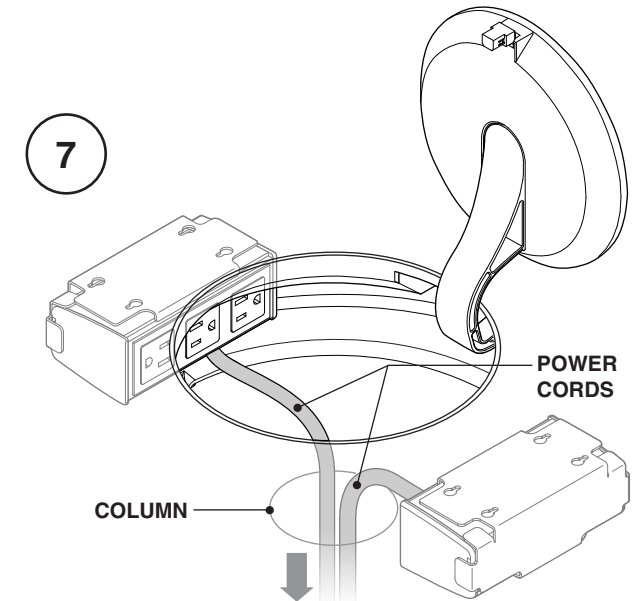
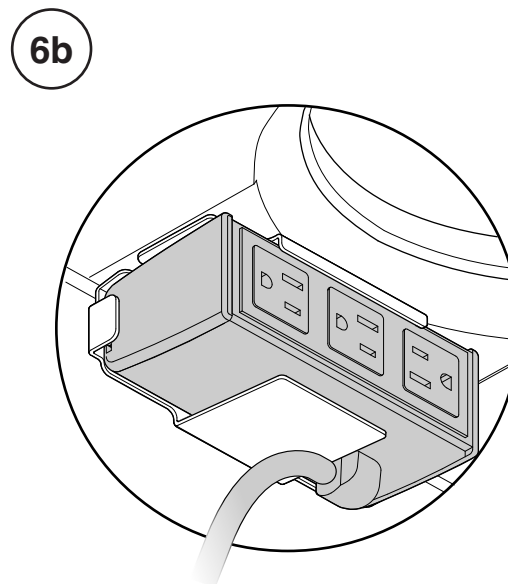
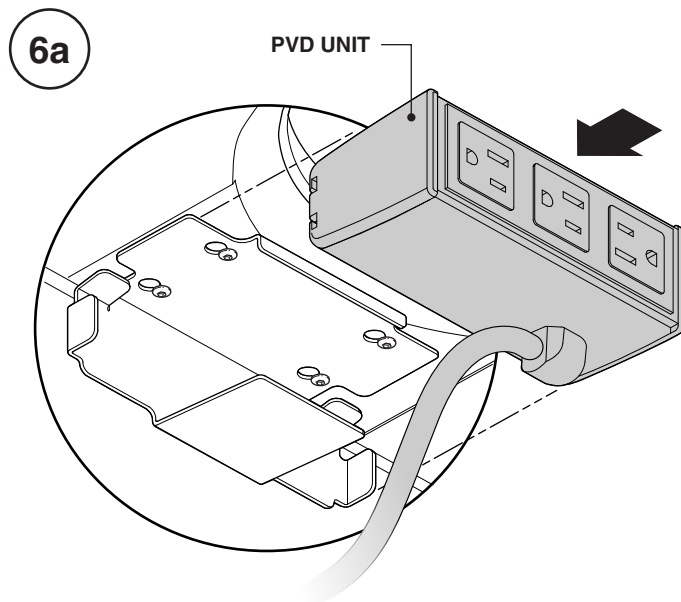
**4.** With the PVD mounting bracket in place, tighten all four (4) Allen head screws with an Allen wrench.



**5.** Remove insert in PVD liner by pressing down on the edges closest to the PVD mounting bracket (5a) and twisting clockwise (5b) until tabs come out the slot to the side (5a). Push insert to the side of the PVD liner.

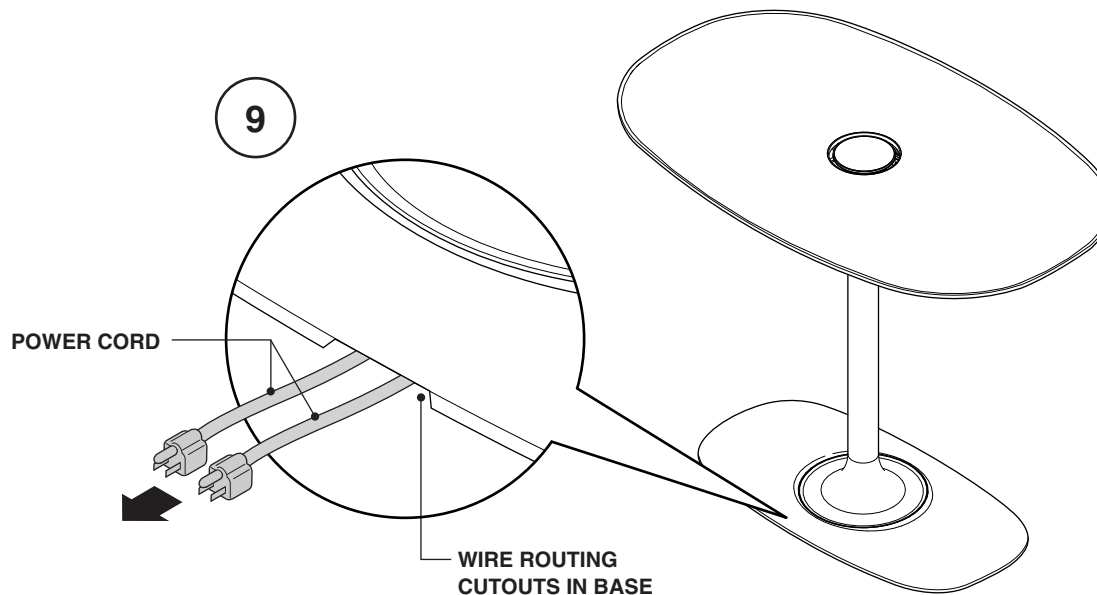
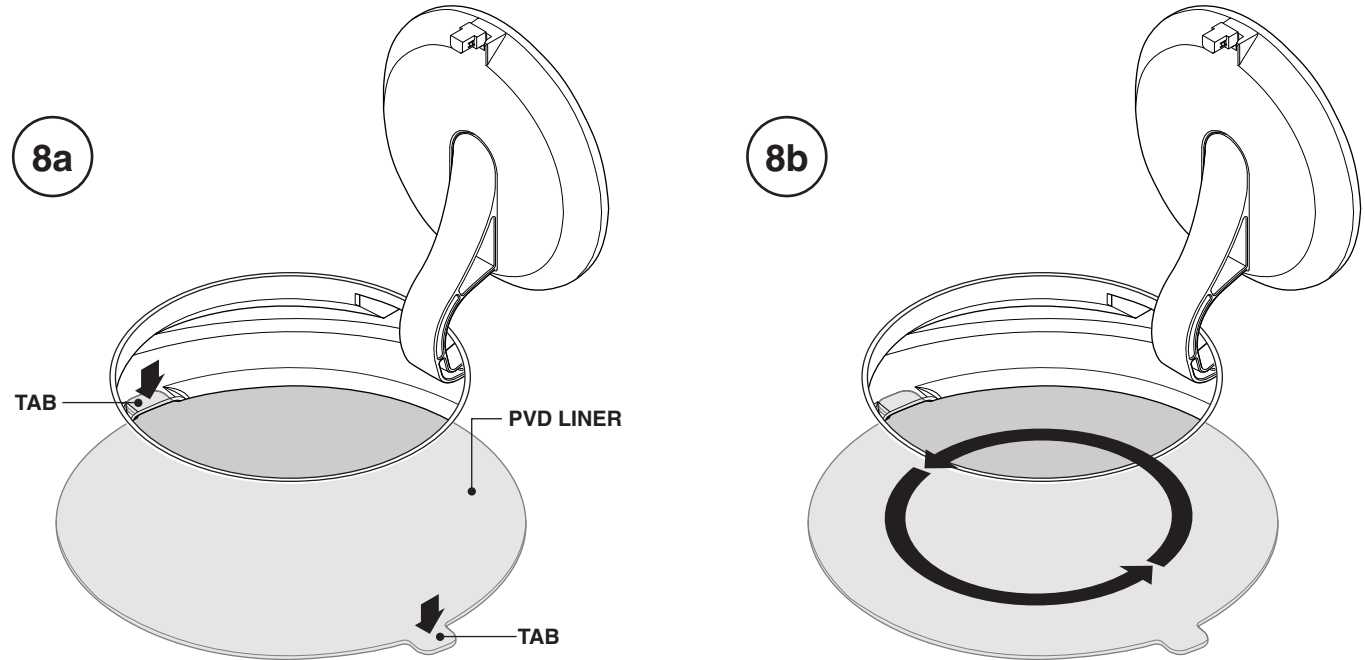


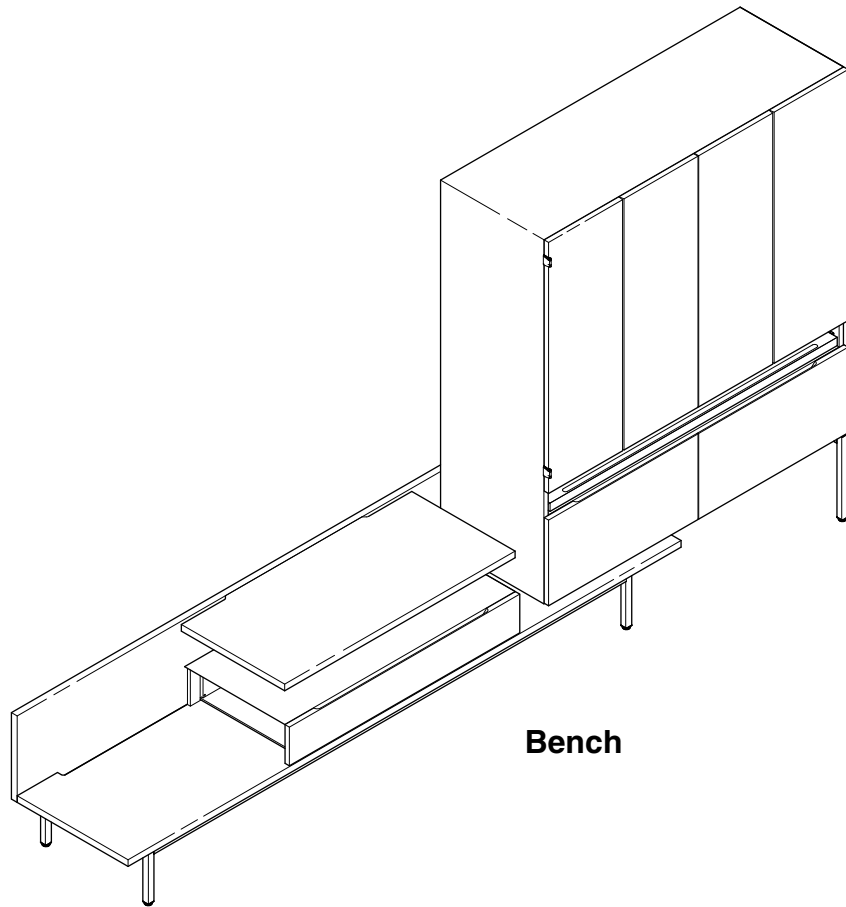
**6.** Take PVD unit and snap it into the mounting bracket (6a). Make sure it is centered in the bracket so that it can snap in all the way. Make sure the cord tucks into the slot in the PVD liner as well (6b). Repeat steps 2 thru 6 for installation of second PVD.



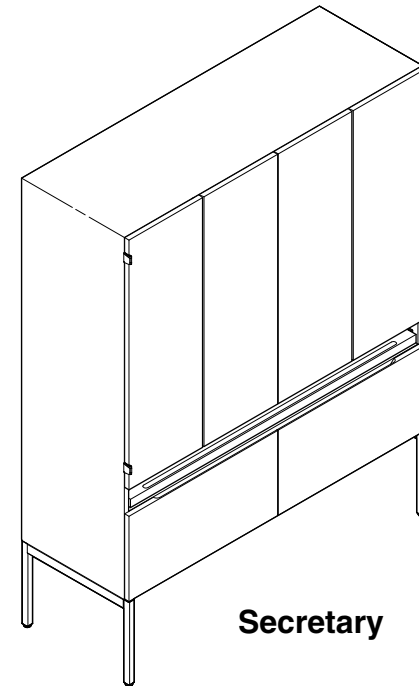
**8.** Once the PVD units are in place, move the insert in the PVD liner back into position so that the tabs are in the slots. Press down on the insert near the tabs (8a) and rotate it counter-clockwise (8b) so that they snap into the detents on the side.

**9.** Tip the table on its side, and pull the power cords through the hole in the base and out through one of the wire routing cutouts on the side of the base.





**Bench**



**Secretary**

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## Bench Wire Paths

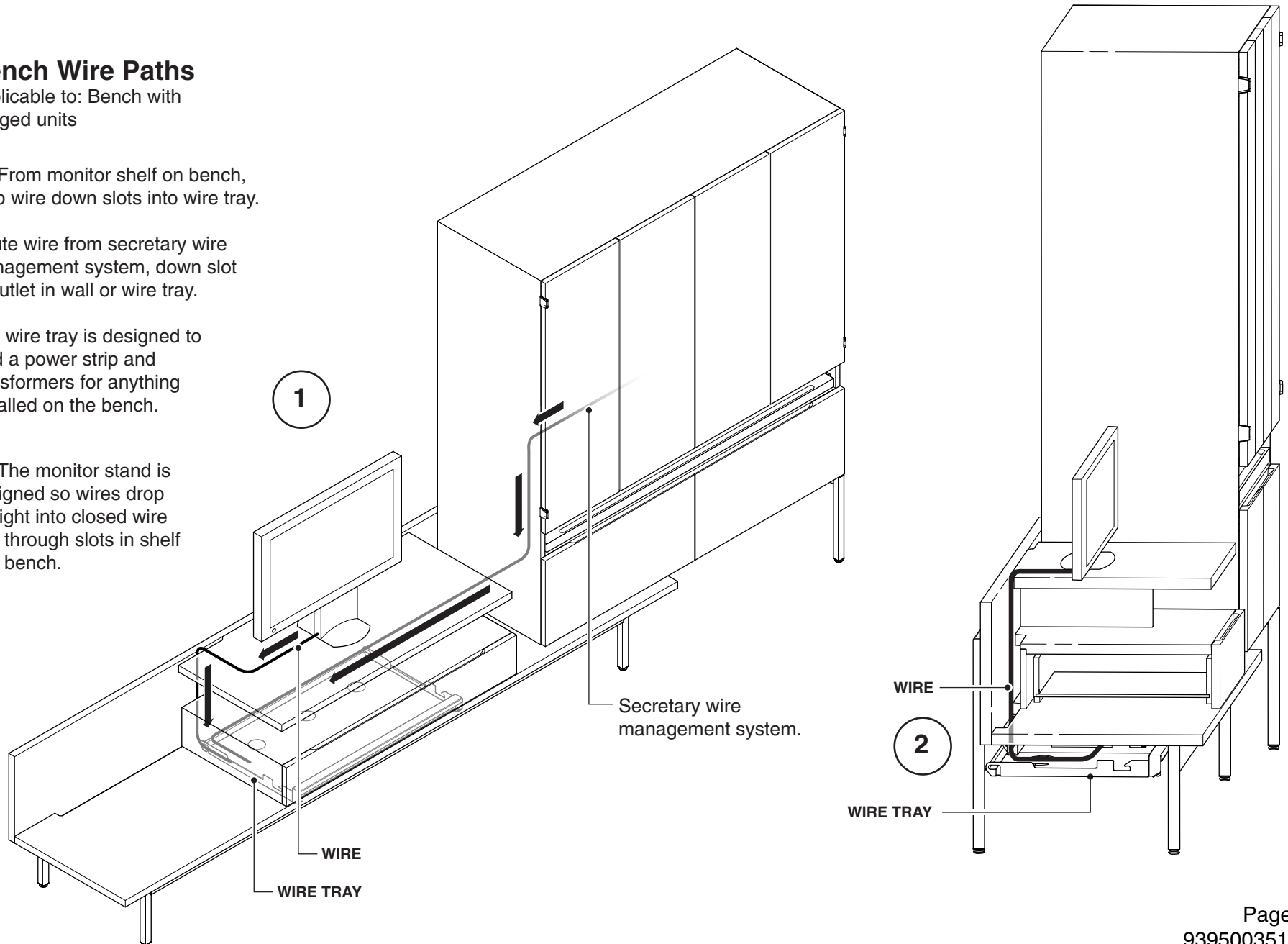
Applicable to: Bench with ganged units

**1.** From monitor shelf on bench, drop wire down slots into wire tray.

Route wire from secretary wire management system, down slot to outlet in wall or wire tray.

The wire tray is designed to hold a power strip and transformers for anything installed on the bench.

**2.** The monitor stand is designed so wires drop straight into closed wire tray through slots in shelf and bench.



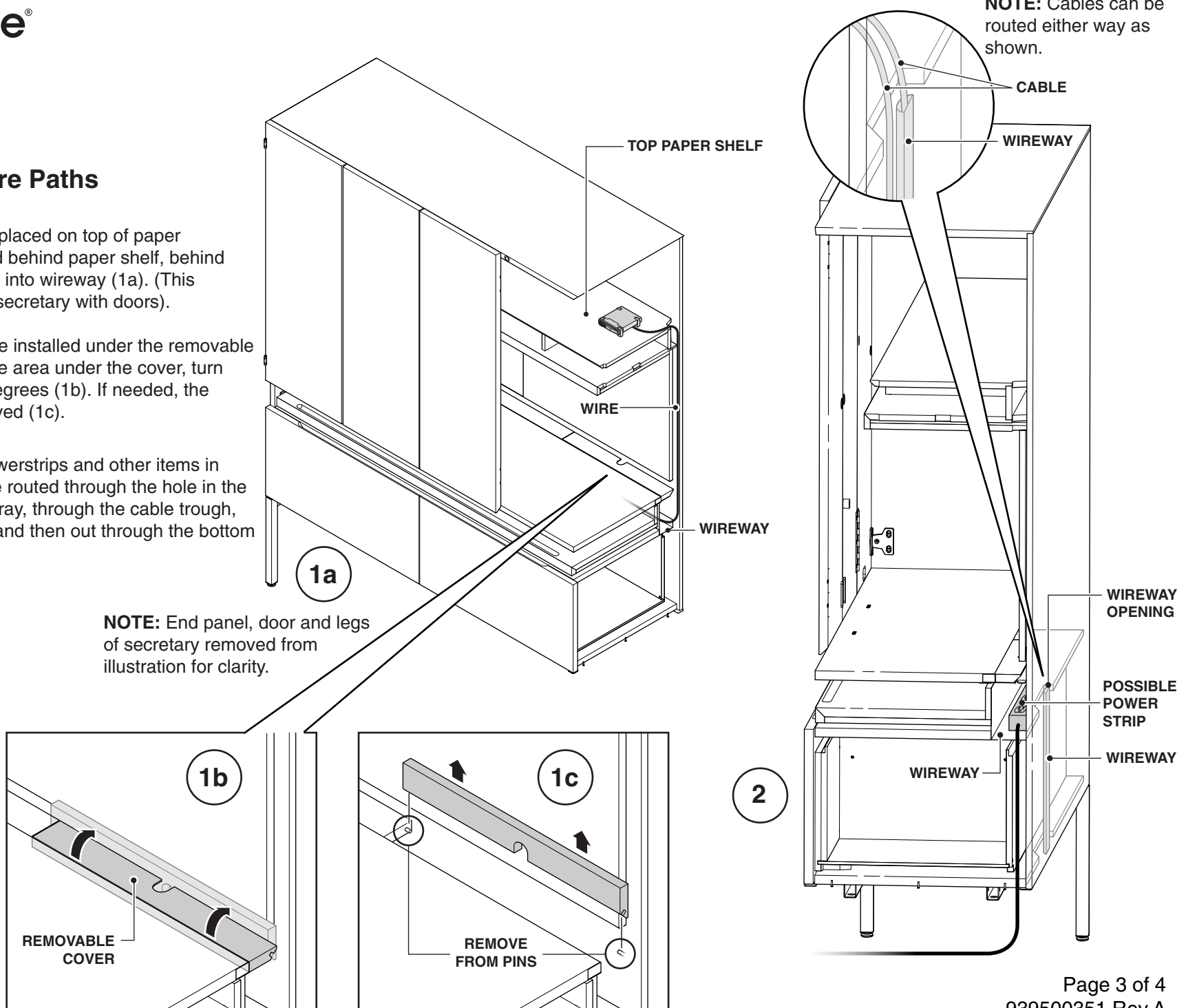
## Secretary Wire Paths

**1.** Wires for items placed on top of paper shelf, can be routed behind paper shelf, behind corkboard and then into wireway (1a). (This only applies to the secretary with doors).

A power strip can be installed under the removable cover. To access the area under the cover, turn cover upward 90 degrees (1b). If needed, the cover can be removed (1c).

**2.** Cables from powerstrips and other items in the wire tray can be routed through the hole in the bottom of the wire tray, through the cable trough, behind the drawer and then out through the bottom of the secretary.

**NOTE:** End panel, door and legs of secretary removed from illustration for clarity.



**NOTE:** Cables can be routed either way as shown.

## Installing a Secretary Keyboard

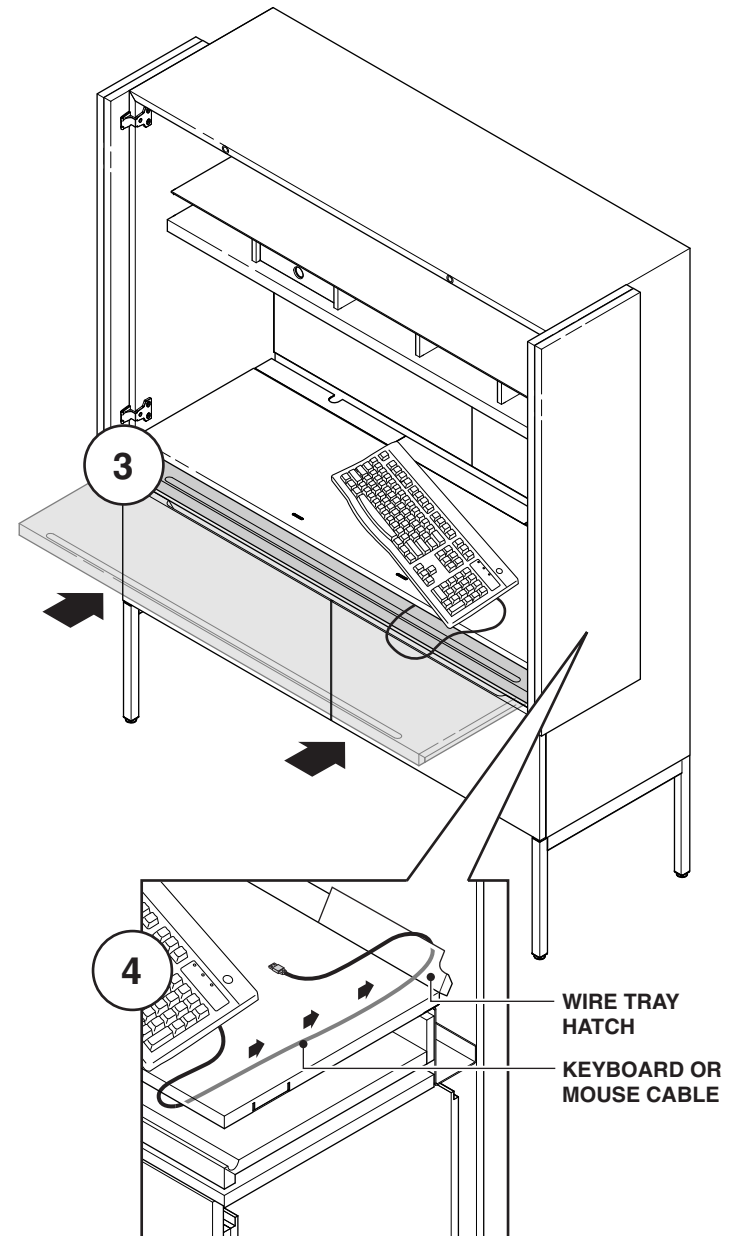
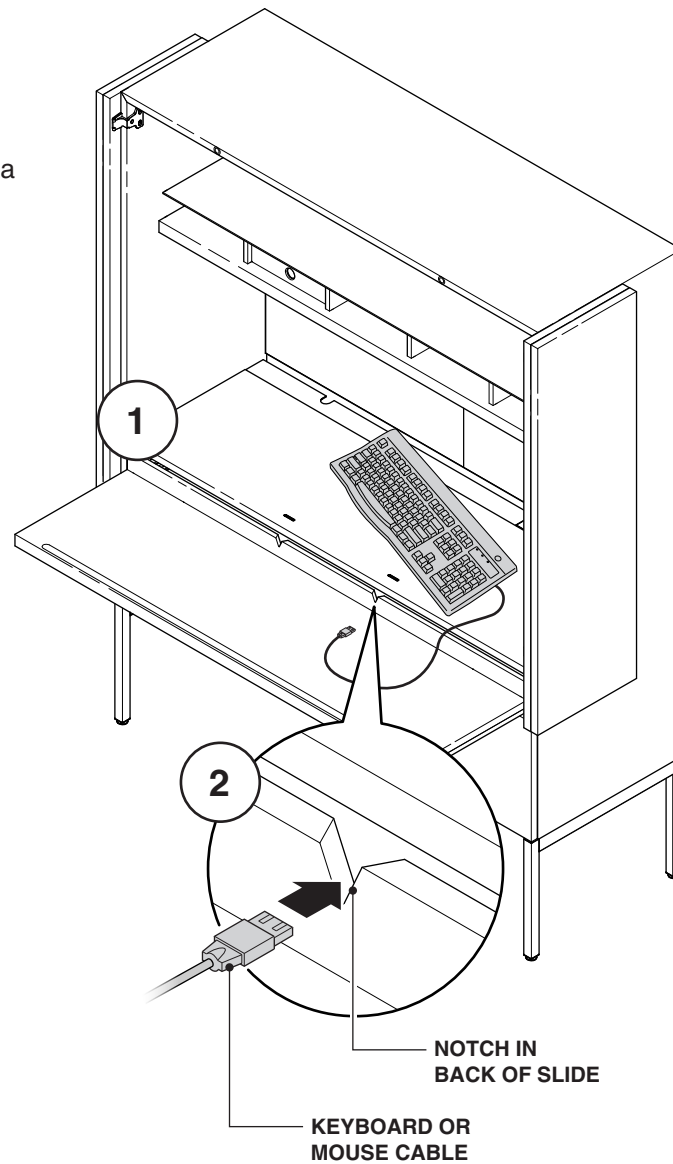
Applicable to: Secretary, Credenza and Standing Credenza

**1.** Place keyboard on top of monitor shelf.

**2.** Insert end of keyboard or mouse cable through notch in back of slide.

**3.** Push keyboard tray in.

**4.** Reach in through wire tray hatch and pull cable into wire tray.



**NOTE:** End panel removed from illustration for clarity.