

Assembly Instructions ■

Instruct® Teacher Pedestal Desk

October 2024

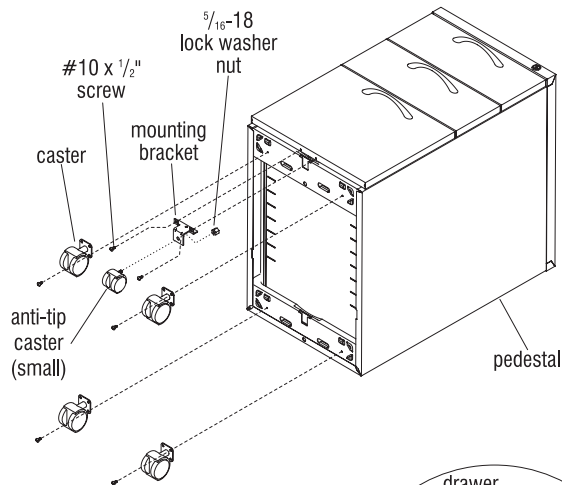
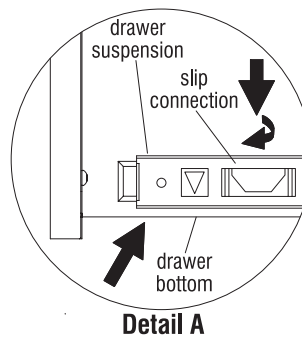


Figure 1



Detail A

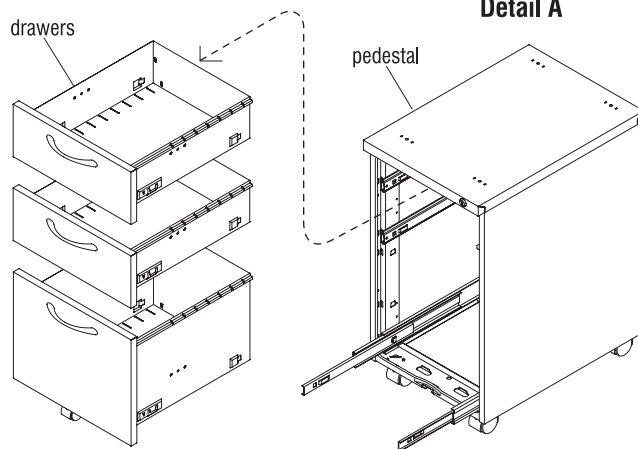


Figure 2



Assemble units as described herein only. To do otherwise may result in instability. All screws, nuts and bolts must be tightened securely and must be checked periodically after assembly. Failure to assemble properly, or to secure parts may result in assembly failure and personal injury.

Note: Four plate-mounted casters and a small anti-tip caster are provided for installation to the base of the pedestal. The plate mounted casters are installed in the four corners. The small caster will fasten to the lower drawer bracket.

1. Carefully lay pedestal onto a soft protective surface, on it's back-side as illustrated (Figure 1).
2. Slide each caster plate to nest into the formed tabs under the appropriate corner of the pedestal. Properly nested, a single mounting hole in the base of each corner caster will align with a pre-drill hole in the underside of the pedestal. Secure each caster to the underside of the pedestal with one #10 x 1/2" screw (Figure 1).
3. Extend the bottom drawer of the pedestal out to expose the center caster mount. Fasten the anti-tip caster to the drawer bracket and secure firmly in place with the 5/16-18 lock washer nut.

Note: To ease the assembly of support brackets to cabinets and cabinets to worksurfaces, all file drawers should be removed.

4. Empty the contents of file drawers and open drawer until suspension is fully extended (Figure 2).
5. Using a slot screwdriver, place tip between the drawer body and the suspension, near the slip connection (Detail A).
6. Rotate the screw driver to pry the suspension away from the drawer body, while pressing up on the bottom of the drawer. Repeat on the other side (Detail A).
7. The drawer will now slip free from the front connections by pulling the drawer evenly at a slight angle upwards, then pull forward to disengage the rear connection (Figure 2).



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8. Next, attach worksurface spacers to the top of the pedestal by inserting both spacer tabs into the spacer tab holes. The worksurface spacer snaps in place once the spacer tabs are seated (Figure 3 & Detail B).
9. Place worksurface with backer-side facing upwards on a clean, soft protective surface to avoid scratching the top. Determine the location where the pedestal will mount on the worksurface (left pedestal location shown in Figure 4).
10. Turn the pedestal over and carefully place it onto the worksurface with the four holes in the top of the pedestal aligning with the pre-drilled worksurface holes (Figure 4).
11. Insert four #14 x $\frac{7}{8}$ " screws through the holes in the top of the pedestal. Twist the screws into the pre-drilled holes in the worksurface, securing the pedestal to the worksurface (Figure 4).

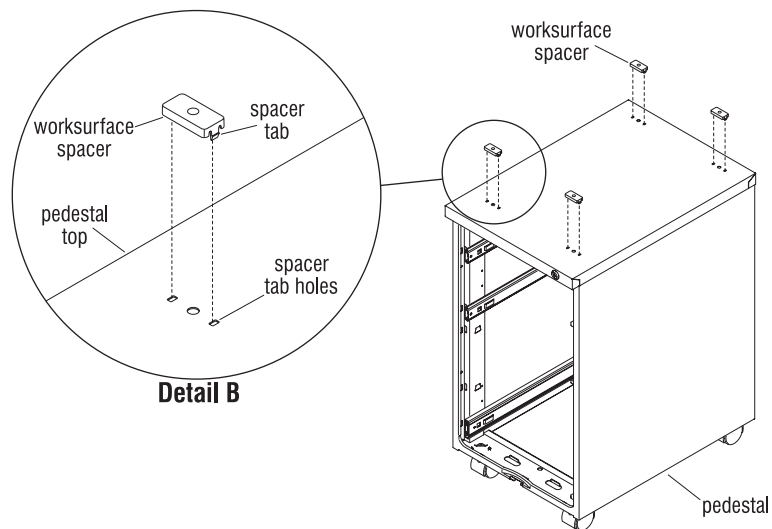


Figure 3

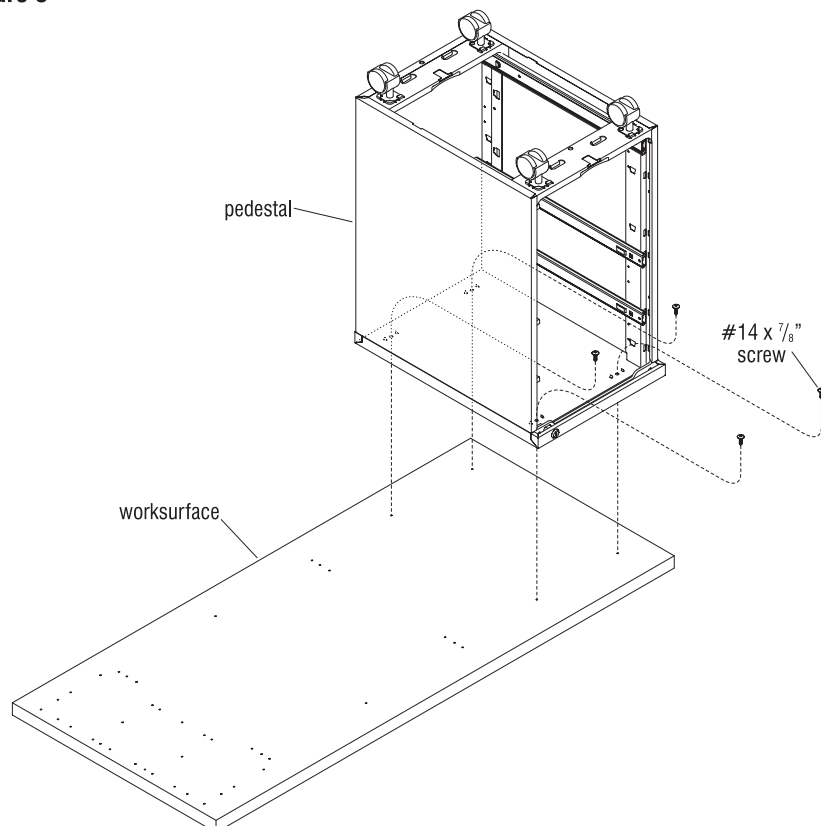


Figure 4



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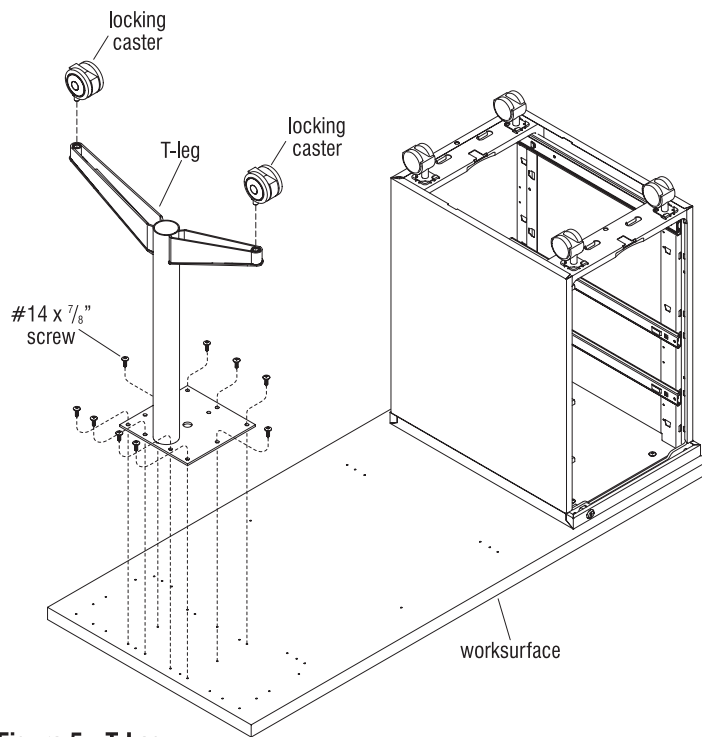


Figure 5 - T-Leg

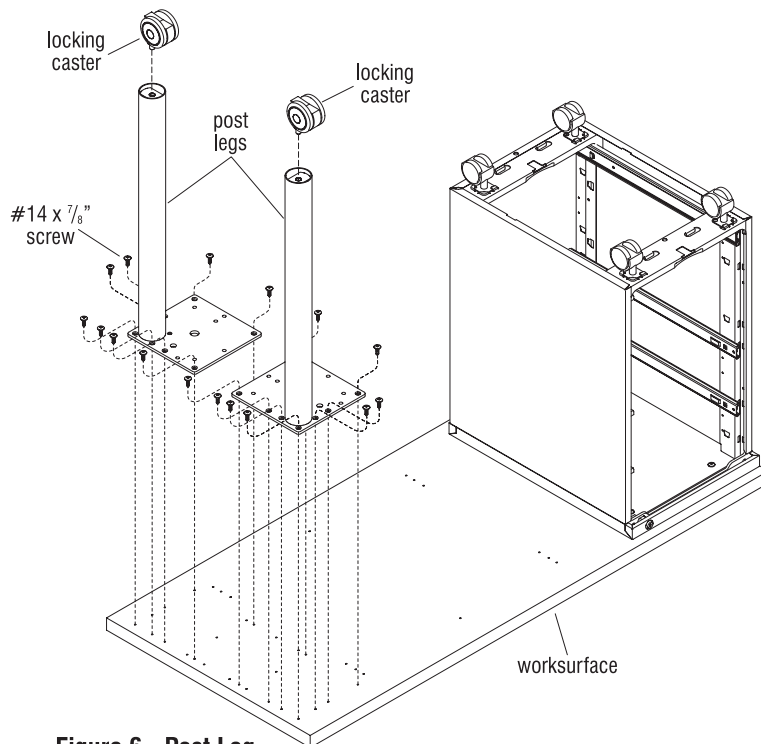


Figure 6 - Post Leg

Note: Instruct teacher pedestal desks are specified with either T-legs or Post Legs and come with a four-piece caster kit that has two locking and two non-locking casters. Customer must install the locking casters.

12. If a T-Leg is specified, position the leg as illustrated to the center end of the worksurface opposite of the pedestal. Align the mounting holes of the leg to the pre-drilled holes of the worksurface and secure using nine #14 x $\frac{7}{8}$ " screws. Use a $\frac{3}{4}$ " open end wrench to tighten locking casters to each foot of the leg (Figure 5).
13. If post legs are specified, position the legs as illustrated to the two corner ends of the worksurface opposite of the pedestal. Align the mounting holes of the legs to the pre-drilled holes of the worksurface and secure using eight #14 x $\frac{7}{8}$ " screws per leg. Use a $\frac{3}{4}$ " open end wrench to tighten locking casters to the foot of each leg (Figure 6).



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Note: Instruct teacher pedestal desks can be specified without a modesty panel, with a perforated steel modesty panel or with a laminate modesty panel.

14. If a perforated steel modesty panel is specified, position the steel modesty panel as illustrated at the edge of the worksurface, opposite of the user side. Align the mounting holes of the steel modesty panel to the three pre-drilled holes of the worksurface and secure using three #14 x 7/8" screws (Figure 5).
15. If a laminate modesty panel is specified, align the left and right modesty panel brackets over the pre-drilled holes on the laminate modesty panel as shown and attach using two #10 x 1/2" screws per bracket.

Note: The rounded corners of the laminate modesty panel must face away from the bottom of the worksurface.

16. Next, position the laminate modesty panel with brackets at the edge of the worksurface opposite of the user side. Align the mounting holes of the modesty panel brackets to the four pre-drilled holes of the worksurface and secure using two #14 x 7/8" screws per bracket (Figure 6).

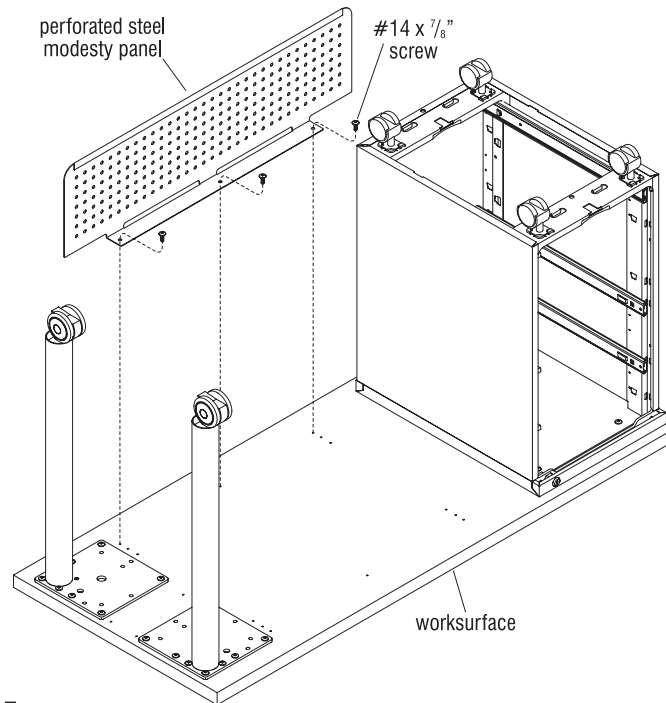


Figure 7

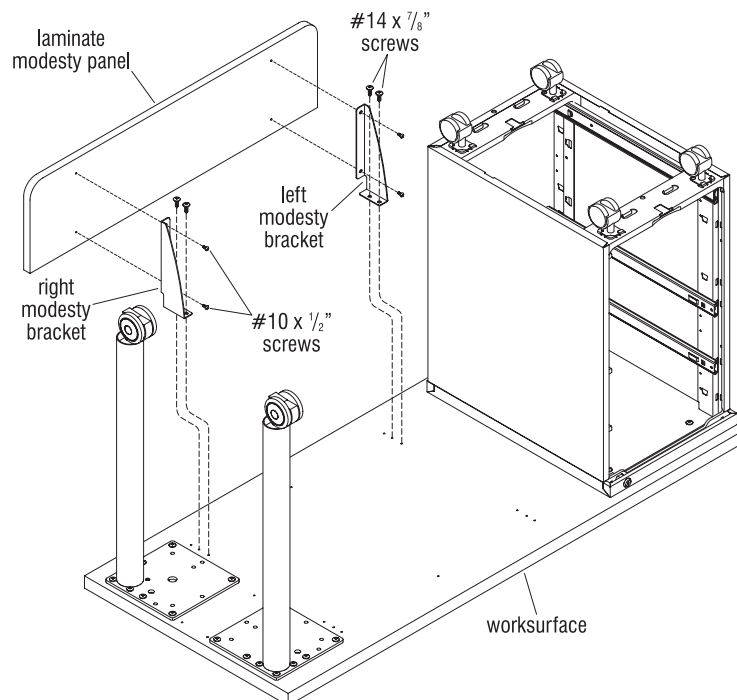


Figure 8



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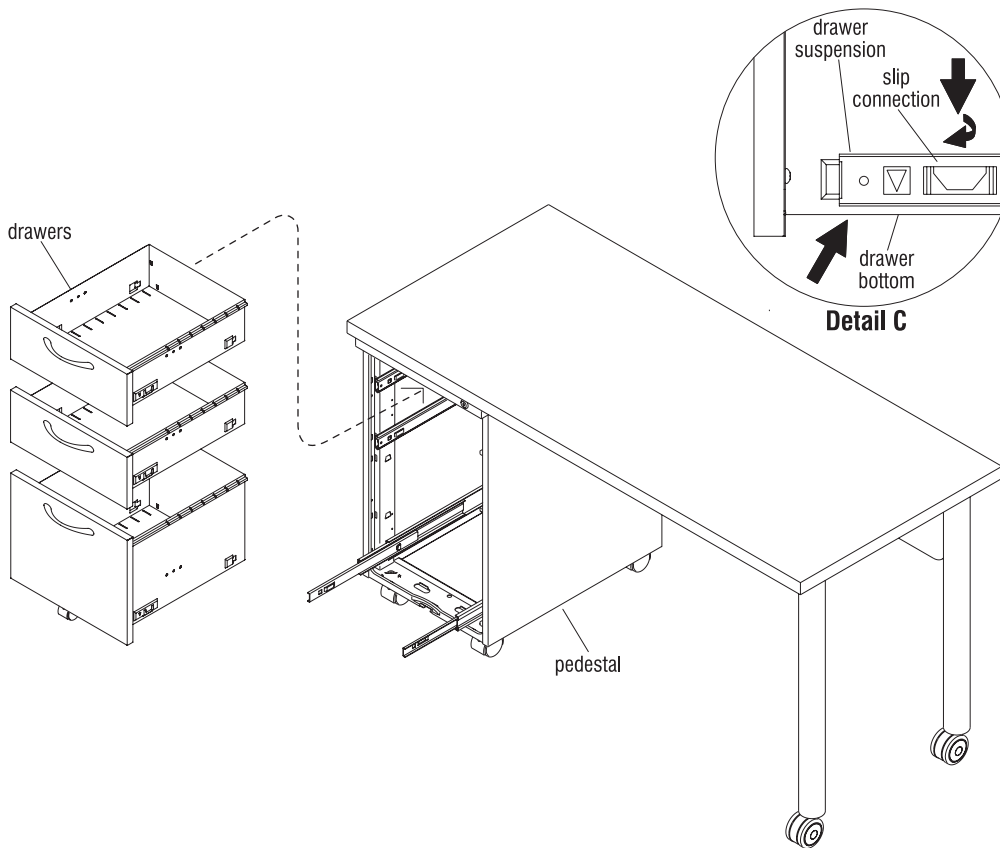


Figure 9

17. Using two people, carefully lift and rotate the desk right-side up and onto the casters (Figure 9).
18. Re-install drawer(s) one at a time by first extending suspension out of cabinet (Figure 9).
19. Slide the rear slip connection together by aligning the tab of the suspension with the corresponding slot in the drawer body. Hold suspension firmly while pushing the drawer, making sure the slip connection fits together properly (Figure 9 & Detail C).
20. If the rear slip connection is put in place correctly, the front connection tabs will align and the drawer can be pushed down into place. Secure drawer body into the front slip connection. Ensure the drawer is fully seated in the suspensions and the suspensions are fully seated in the shell (Figure 9 & Detail C).

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