

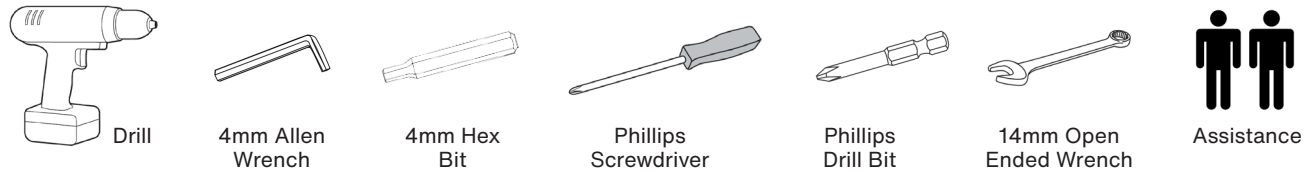


UNIVERSAL APPLETON/ APPLETON TEACHER'S DESK

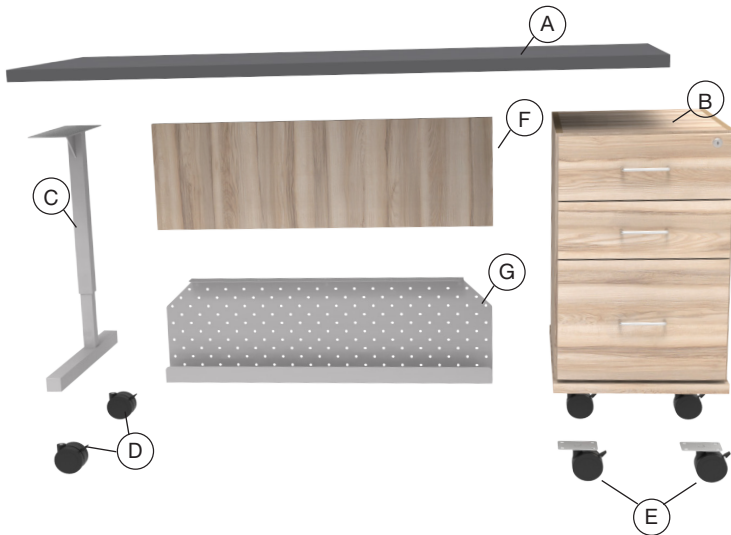
 NOTE: Before you begin, please make sure all parts and proper quantities are included. Any parts damaged during shipment must be reported within 24 hours of receipt. To report information regarding damages or if you have any questions, please call 800.242.2303.

 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
A	Laminate Top x 1
B	Base Cabinet x 1
C	Leg x 1 or 2 Depending On Model
D	Dual Wheel Casters x 2
E	Dual Wheel Casters x 4
F	Laminate Modesty Panel x 1 (Optional)
G	Perforated Metal Modesty Panel x 1 (Optional)

HARDWARE x QTY

LEG OPTIONS	FASTENERS
 <p>UNET -EJA ELS - EJA</p> <p>Hardware C x 1 UNET Leg 04067355 or Hardware C x 2 ELO® Legs 04066652</p>	 <p>Hardware H x 4 1/4" - 20x35mm JCB 0406686-WO</p>  <p>Hardware J x (UNET Leg x 6) (ELO® Leg x 12) 1/4" - 20x15mm JCB 604009023</p>
CASTERS	
 <p>Hardware D x 2 Dual wheel non-locking stem casters 04067540</p>  <p>Hardware E x 2 Dual wheel non-locking plate casters 04009656</p>  <p>Hardware E x 2 Dual wheel locking plate casters 04009658</p>	 <p>Hardware K x 16 1/4" - 20x25mm JCB 04066947</p>  <p>Hardware L x 5 1/4" - 20x15mm JCB</p>  <p>Hardware M x 4 27x27x50 L-brackets x 4 0406829</p>  <p>Hardware N x 16 #10x1/2" pan head Phillips screws 0401036</p>



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

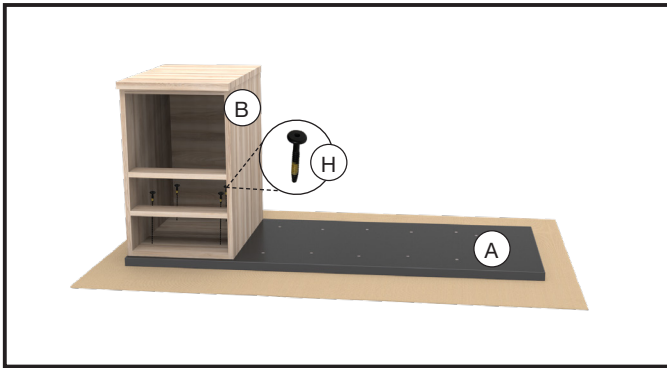


NOTE: Hardware packs are included in packaging. You may receive more hardware than needed. Discard any extra hardware after assembly.

ASSEMBLY

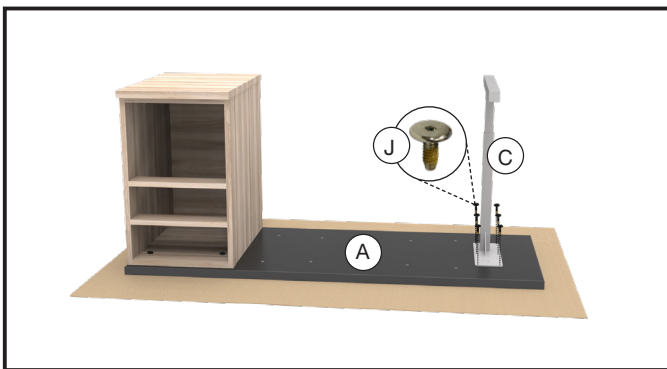
1. Place **Part A** face down on a protected flat surface so threaded inserts are facing up.
2. With drawers taken out of **Part B**, (if unit has them), Place **Part B** upside down on **Part A**, aligning pre-drilled holes in base cabinet with threaded inserts.

Using a 4mm Allen wrench or 4mm hex bit, fasten **Part B** to **Part A** with **Hardware H**.

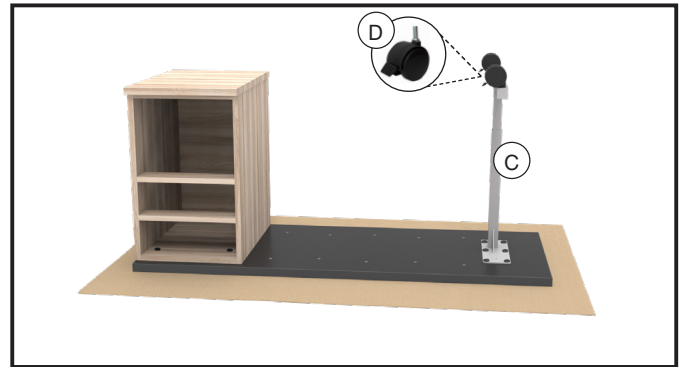


3. Align pre-drilled holes in **Part C** with threaded inserts in **Part A**, making sure the long side of leg plate(s) is facing the same direction as the front side of **Part A**.

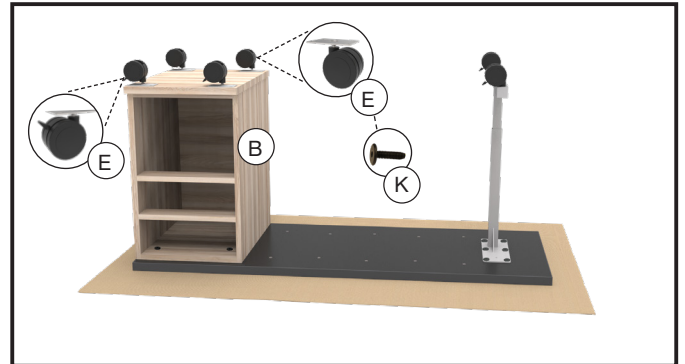
Using a 4mm Allen wrench or 4mm hex bit and screw gun, fasten **Part C** to **Part A** using **Hardware J**. These bolts will be used for either (ELS or UNET) leg(s).



4. If casters were ordered, remove glides from leg(s) by rotating counter clockwise. If glides will be used, skip Steps 4 & 5. Insert **Hardware D** into **Part C**. Tighten with a 14mm open-ended wrench.

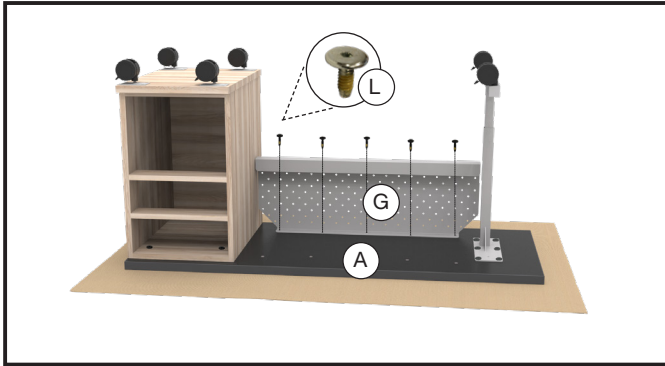


5. Place **Hardware E** on the caster base of **Part B**, align the holes in the plates with the threaded inserts in the caster base. We recommend placing the two locking casters towards the front end of the cabinet. Using a 4mm Allen wrench or 4mm hex bit, fasten **Hardware E** the caster base with **Hardware K**.



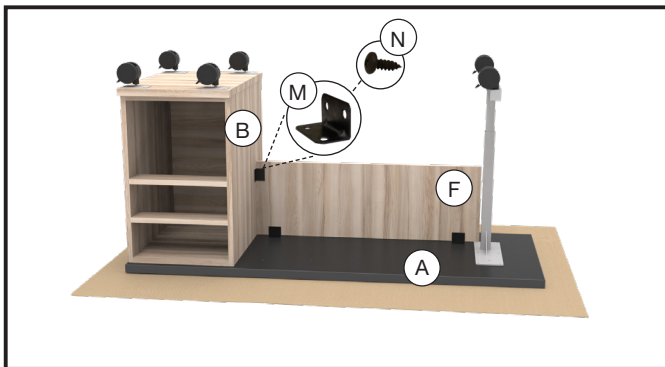
ASSEMBLY

- 6a. (Only if optional STEEL PERFORATED modesty panel was ordered.) Align **Part G** with the five staggered threaded inserts in **Part A**. 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 **Part G** to top with **Hardware L**.



- 6b. (Only if optional LAMINATE modesty panel was ordered.) NOTE: Fasteners **Hardware N** used in this step.

- Align **Part F** with the two most inner staggered threaded inserts in **Part A**.
- Attach the end of **Part F** to **Part B** with **Hardware M**
- Attach (2) **Hardware M** on long side of **Part F** (See image for the approximate location.)
- Use final **Hardware M** to attach **Part F** on opposite side of **Part F** to **Part A**




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.