

Assembly Instructions

Before you begin, please make sure all parts and proper quantities are included. (See Part Identifier Key page) 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.

Step 1:

Place desktop face down (Shaped or Rectangle) on protected surface so threaded inserts are facing up.

Step 2:

With drawers taken out (if unit has them), place the base cabinet upside down on the desktop, aligning with threaded inserts (shown in green).

Using a 4mm Allen wrench or 4mm Hex bit, fasten base cabinet to the desktop with 1/4-20x35mm joint connector bolts.

Step 3: (UNET or ELS legs)

Align UNET leg with threaded inserts (shown in yellow), making sure the long side of leg plate (a) is facing the same direction as the front side of the base cabinet or align the ELS legs with the threaded inserts on the bottom of the desktop.

Using a 4mm Allen wrench or 4mm Hex bit, fasten leg to desktop with 1/4-20x15mm joint connector bolts. These bolts will be used for either leg.

Step 4:

Remove glides from UNET or ELS leg by rotating counterclockwise. Insert 60mm dual wheel locking casters into leg. Tighten with a 14mm open-ended wrench.

Step 5:

Using a 4mm Allen wrench or 4mm Hex bit, fasten 75mm casters (2 locking & 2 non-locking) to the bottom of the base cabinet using 1/4-20x25mm joint connector bolts.

Step 6a:

(Only if optional STEEL PERFORATED modesty panel was ordered)
Align the OPTIONAL perforated modesty panel with the five staggered threaded inserts (shown in grey) on the bottom of the desktop. The modesty panel will be located towards the back side of the base cabinet. (See image for the correct location.) Using a 4mm Allen wrench or 4mm Hex bit, fasten modesty panel to the desktop with 1/4-20x15mm joint connector bolts.

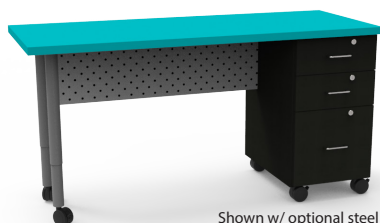
Step 6b:

(Only if optional LAMINATE modesty panel was ordered)
Align the OPTIONAL laminate modesty panel with the two most inner staggered threaded inserts on the bottom of the desktop. 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 desktop. (See image for the approximate location.) Use final L-Bracket to attach panel on opposite side to desktop.

Step 7:

With someone's help, lift desk up and place on casters.

Flip wire pulls/pulls to front.



Completed Universal Appleton Desk
w/ELS Legs & Rectangle top

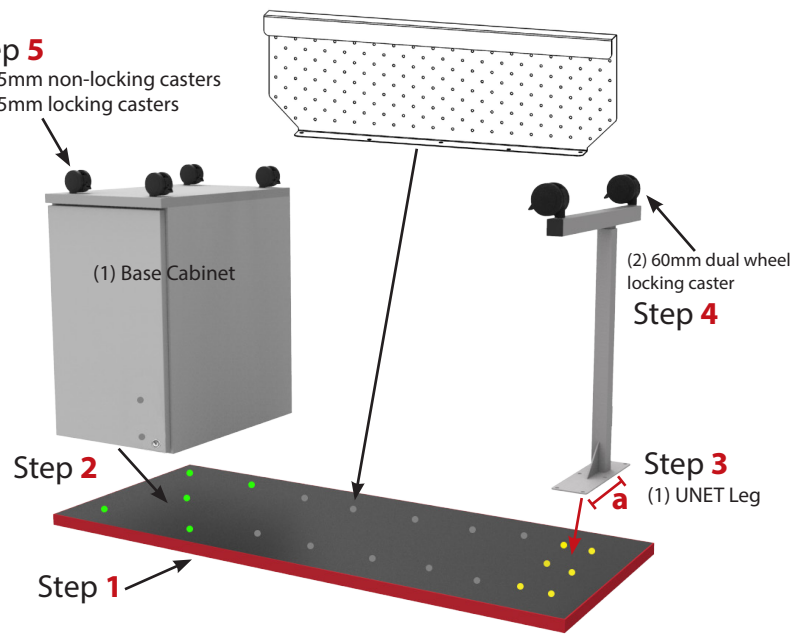
TD6071-95ELS-AC
Shown w/ optional steel perforated modesty panel

Step 6a

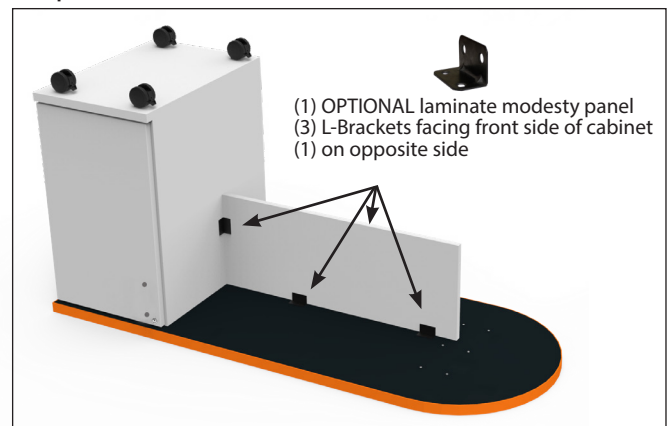
(1) OPTIONAL perforated modesty panel

Step 5

(2) 75mm non-locking casters
(2) 75mm locking casters



Step 6b Instructions to attach optional laminate modesty panel



Completed Appleton Desk w/ w/UNET Legs & Rectangle top



Step 7
Wire pull



Keys will be taped inside the cabinet

TD6071-31UNET-AC
Shown w/ optional steel perforated modesty panel

Tools Required

- Screw gun
- 4mm Allen wrench OR
- 4mm Hex bit
- Phillips head screwdriver
- Phillips drill bit
- 14mm open ended wrench

Part Identifier Key

Bolts and screws are shown close to actual size.



UNET & ELS/EJA Legs

Model #	Smooth Silver Sku #	Black Sku#	Description	Height"
UNET -EJA	04067355-G4	04067355	UNET 1.25" Sq. Adj. Jr. Leg	19 - 31
ELS -EJA	04066652-G4	04066652	ELO® 2" Straight Round Adj. Jr. Leg	20 - 33

	Part #	Description	Qty.	
Step 2 Hardware	0406686-WO	¼-20x35mm joint connector bolts <i>Used to attach desktop to base cabinet.</i>	5	
Step 3 Hardware for UNET Leg	04067351-G4 (SS) 04067351 (black)	UNE-T 1.25" square Sit to Stand Jr. leg (UNET)	1	See UNET leg image above
	04009023	¼-20x15mm joint connector bolts <i>Used to attach UNET leg to desktop.</i>	6	
Step 3 Hardware for ELS Legs	04066652-G4 (SS) 04066652 (black)	ELO® 2" Straight Round Jr. Leg (ELS)	2	See ELS leg image above
	04009023	¼-20x15mm joint connector bolts <i>Used to attach ELS leg to desktop.</i>	12	
Step 4 Hardware	NSL-33021BK	60mm dual wheel locking casters <i>Attach to UNET or ELS legs.</i>	2	
Step 5 Hardware	04066947	¼-20x25mm joint connector bolt	16	
	04009658	75mm locking casters	2	
	04009656	75mm non-locking casters <i>Used to attach 75mm casters to base of cabinet.</i>	2	
Step 6a Hardware	0400951	¼-20x15mm joint connector bolt <i>Used to attach optional steel perforated modesty panel to desktop.</i>	5	
Step 6b Hardware	0406829	27x27x50 L-brackets	4	
	0401036	#10 x ½" black pan head Philip screws <i>Used to attach optional laminate modesty panel to desktop.</i>	16	