

### Modular Casegoods Installation Planning

- These instructions provide the basic information to assemble Interworks freestanding modular casegoods.
- To reduce installation time, it is recommended you install modular casegoods in the following order:
  1. Pedestal
  2. End Panel
  3. Modesty Panel
  4. Undersurface Lateral File or File Center

### General Information

- Worksurfaces accept Pedestal or End Panel in standard position flush left or flush right only (Figure A). Rectangular worksurfaces are illustrated.
- Four Spacers are included with all Pedestals and Undersurface Lateral Files. These ARE NOT used unless freestanding unit is part of systems installation, e.g. a freestanding return joined to a systems top.
- One person can perform all operations, although two may be required to handle larger, heavier units.

### Tools Required

- Drill with 1/8" and #2 Phillips tip bits
- 5/16" Hex socket
- Level
- Measuring tape
- Flat head screwdriver

### Hardware

- Metal to worksurface:  
#10x1" Phillips pan head particleboard screws.
- Metal to metal: #10x1/2" Hex washer head drill screws.

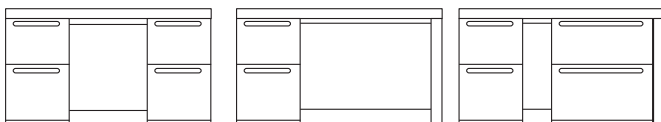
Figure A

#### TYPICAL APPLICATIONS

Double Pedestal Desk

Single Pedestal Desk/Return

Pedestal/Undersurface Lateral File



### Removing Drawers

#### To remove Pedestal Box and Undersurface Lateral File drawers (Figure B):

1. Begin with top drawer (Figure C). Extend drawer fully.
2. Insert flat head screwdriver in between pedestal drawer and slide. Pry slide away from drawer slightly (Figure C).
3. Put one hand underneath drawer. Lift front of drawer up to disengage from front drawer slide channel hooks.
4. When front of drawer is disengaged, pull entire drawer towards you, supporting it from the bottom. This should disengage drawer from rear drawer slide channel hooks.
5. Set all drawers aside and slide drawer channels back into case. Do not try to remove the entire drawer slide.

Figure B

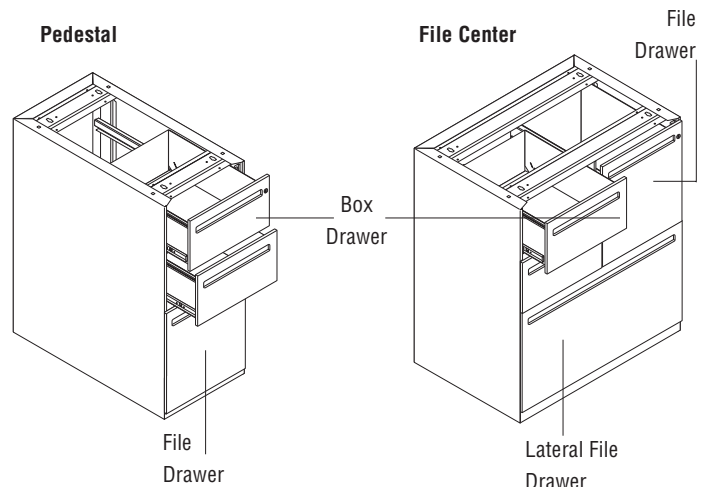
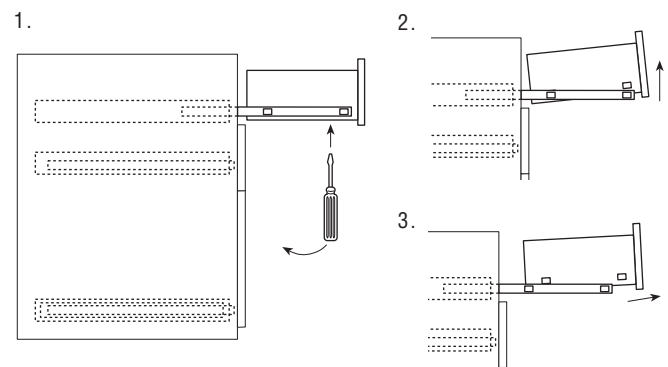


Figure C



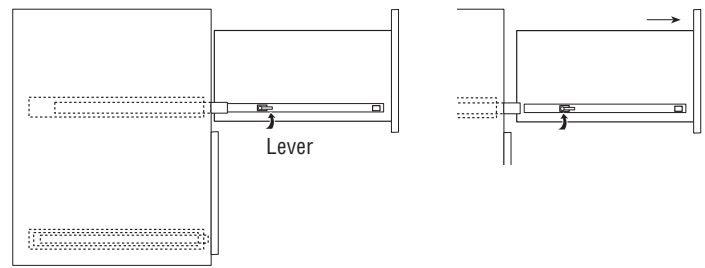
Proper product installation, in accordance with these instructions, is the responsibility of the installing agent. If you have any questions concerning these instructions, please call your Customer Care Team.

## Removing Drawers

### To remove File drawer:

1. Extend drawer fully (Figure D).
2. Each drawer slide has a lever: one is depressed, the other is lifted. Simultaneously while lifting and depressing the levers, hold drawer level and pull drawer toward you. This should disengage drawer from File Center unit.
3. Set drawer aside and slide drawer channels back into case. Do not try to remove the entire drawer slide.

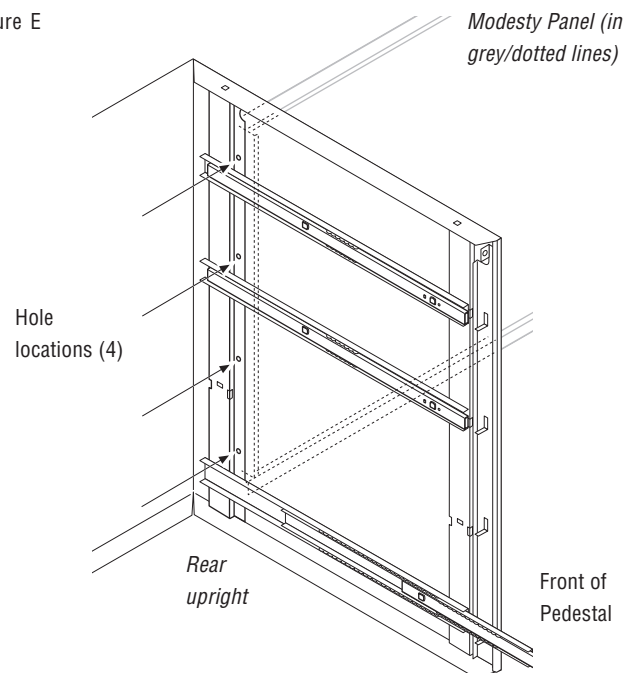
Figure D



## Pedestal Installation—Drill for Modesty Panel

- Inside each Pedestal, there are two front and two rear uprights or vertical channels. In the front flange of the rear upright, look for locator holes where Modesty Panel will attach (Figure E).
1. Facing the Pedestal, determine where the Modesty Panel will attach to the Pedestal: on the left or right side.
  2. Drill the four holes, left OR right, using a  $\frac{1}{8}$ " bit.
- NOTE:** If future reconfiguration is expected, a Pedestal Non-Deface Kit can be ordered to attach Modesty Panel to the Pedestal without drilling into the Pedestal. Contact Customer Care.

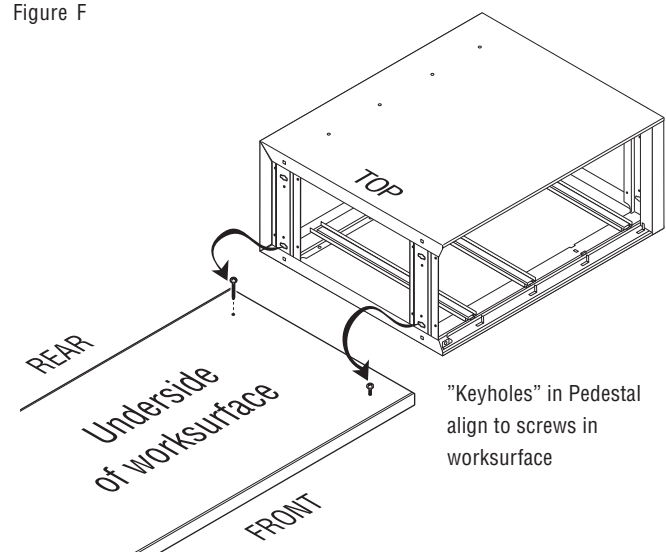
Figure E



## Pedestal Installation—Securing to Worksurface

1. Place worksurface flat on level ground, with front of worksurface closest to you.
2. Secure two #10x1" screws into worksurface where Pedestal will be installed. DO NOT tighten screws all the way down; leave about  $\frac{1}{4}$ " of the screw head exposed.
3. Turn Pedestal upside down and place it on its side. Tilt Pedestal upright and onto installed screws. Align front and rear "keyholes" in Pedestal with screws (Figure F).
4. Adjust Pedestal position inset  $\frac{1}{8}$ " from rear edge of top. If Pedestal is less than full depth with a planned overhang, inset to a position  $\frac{1}{8}$ " from front edge of top.
5. Use remaining "keyholes" to secure Pedestal to worksurface with remaining two screws and tighten all screws down fully.

Figure F



## End Panel Information

Refer to Figure G.

- Full End Panels include brackets for attaching to worksurface.
- Return Support Panels are less than full depth and secure directly to the worksurface. They are used to create a return.
- All end panels are predrilled to secure Modesty Panel.

**NOTE:** Install Full End Panel first, since it is fully loadbearing. When installing Return Support Panel, use caution in turning assembled worksurface upright, since it is less than full depth support.

## End Panel Installation

1. Determine location of support, left or right. Relocate the two glides to the opposite side of support as needed.
2. Inset End Panel approximately  $\frac{1}{8}$ " from front and back of worksurface and approximately  $\frac{1}{16}$ " from side of worksurface.

Secure front and rear End Panel/Worksurface Brackets to worksurface with four #10x1" screws per bracket (Figure H).

3. Turn End Panel upside down and align to installed brackets. Holes in the End Panel should be to the **INSIDE** and the glides should be facing **UP**. Secure loosely with two #10x $\frac{1}{2}$ " screws (Figure I).

**NOTE:** After you have installed the Modesty Panel, you will come back and retighten all screws.

## Return Support Panel Installation

1. Determine location of support, left or right. Relocate the two glides to the opposite side of support as needed.

**NOTE:** Modesty Panel attaches to the *flush* side of support. Therefore, hollow side should be facing out, toward user.

2. Secure Return Support Panel directly to worksurface with two #10x1" screws. It should be  $\frac{1}{8}$ " inset from rear corner, finished side facing in (Figure J).

Figure G

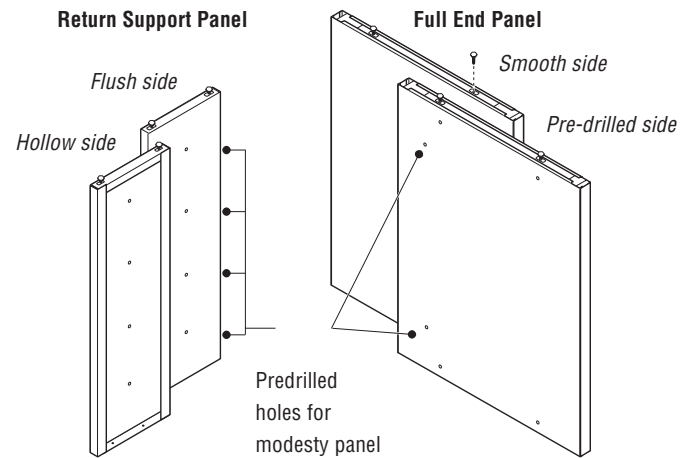


Figure H

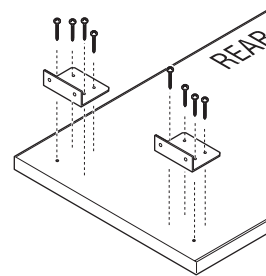


Figure I

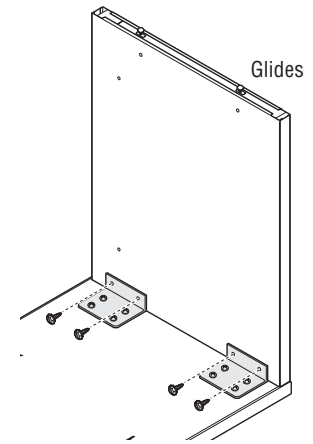
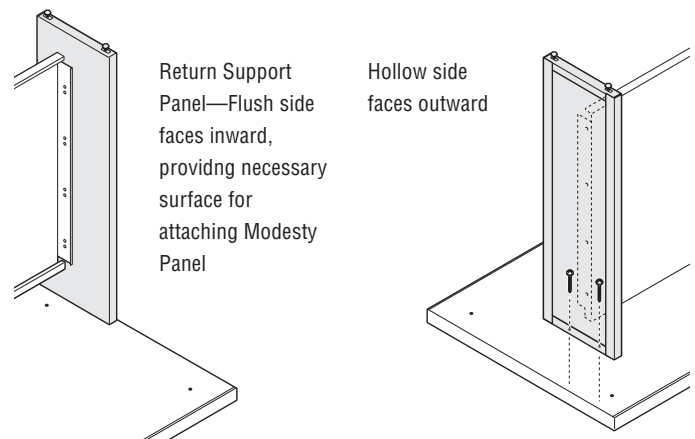


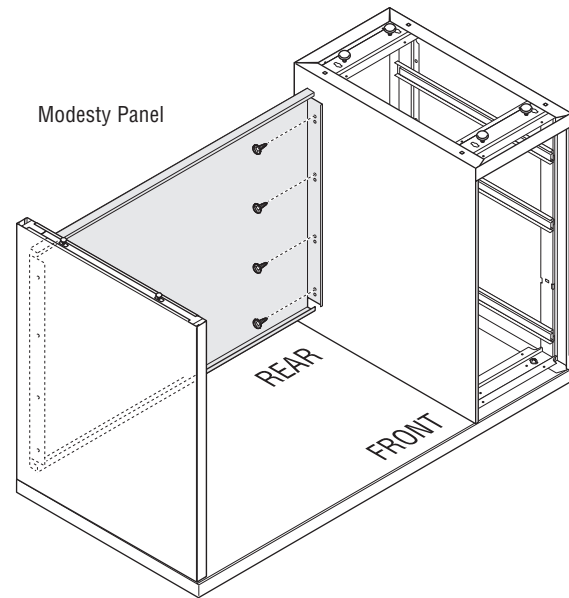
Figure J



## Modesty Panel Installation

- Modesty Panel is mounted 1½" from worksurface, 3" from floor, and 3" from rear edge of worksurface.
  - From approach side of desk, Modesty Panel is visibly inset.
1. Align Modesty Panel to Pedestal first. Finished side of Modesty Panel should be facing out (Figure K).
  2. Secure one end of Modesty Panel to Pedestal with four #10x½" screws.
  3. Secure other side of Modesty Panel to End Panel, Return Support Panel or second Pedestal.
  4. Retighten all screws, beginning with Modesty Panel screws and working your way out to Pedestal, End Panel, Return Support Panel.

Figure K



## Finishing Up

To finish installation, turn completed modular unit upright.

1. Level unit. Tip back and adjust glides on Pedestal, End Panel or Return Support Panel.
2. Inset End Panel approximately ⅛" from front and back of worksurface and approximately 1/16" from side of worksurface.

Once a basic shell is assembled, you are ready to install Undersurface Lateral File/File Center (or less-than-full depth Pedestal if Full End Panel is also used on that side).

3. Remove drawers of storage (see Page 1).
4. Slide storage under assembled modular unit, adjusting glides as needed. Front edge should be flush with other installed support.
5. Secure storage to underside of worksurface with four #10x1" screws through "keyholes" in top of storage.
6. Return can be secured to other unit with Flat Brackets (Figure L).

**NOTE:** Flat Brackets are not included with modular worksurfaces; contact Customer Care to order. Or, if you are installing systems worksurfaces, you may have additional Flat Brackets remaining.

7. Reinstall drawers into Pedestals, Files.

Figure L

