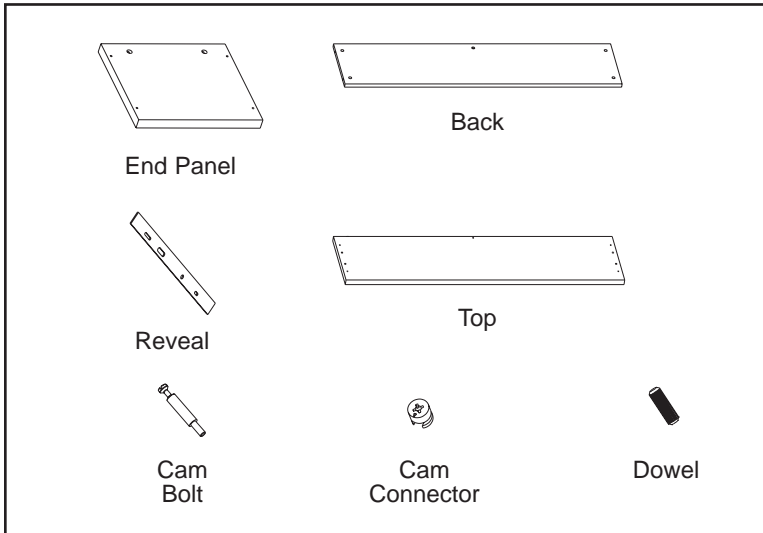


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INSTALLATION INSTRUCTIONS

Illustration 1



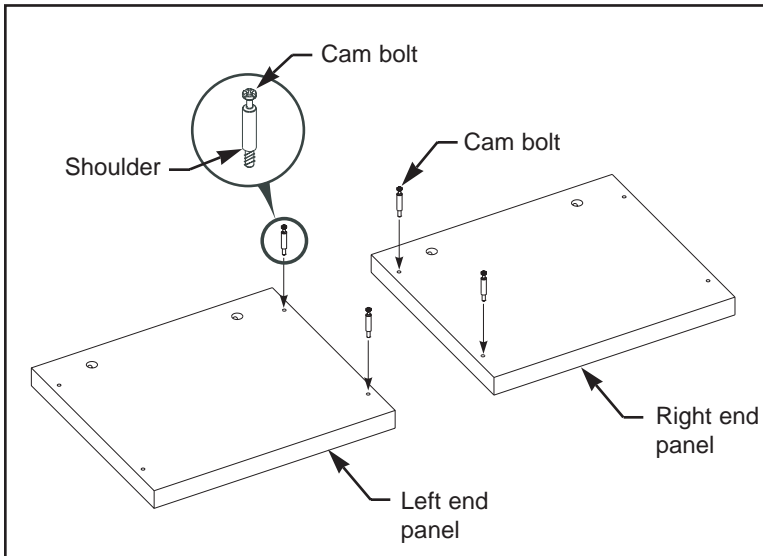
Read all instructions and review illustrations before installing.

Tools required for assembly:
Phillips screwdriver
Hammer
Masking tape
Tape measure

This assembly includes:

- (1) Top
- (1) Back
- (2) End panel
- (2) Reveal
- (4) Dowel
- (9) Cam bolt
- (9) Cam Connector
- (2) Mounting tape

Illustration 2



⚠ WARNING

Wood products are heavier than they appear and may be hard to control when moving. Use two or more people when moving wood products or severe personal injury may result.

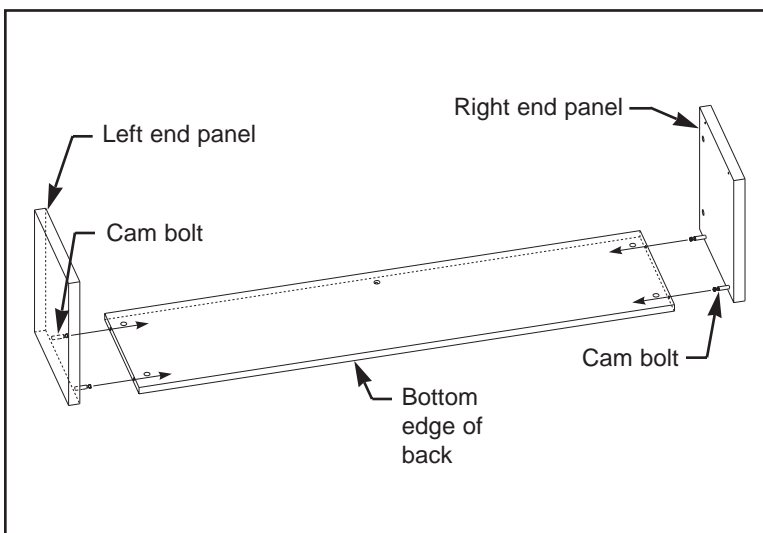
Heavy panels can pinch or crush fingers. Do not place fingers between or under panels during assembly.

Organizer Assembly:

1. Refer to Illustration 2. Lay end panels, with holes up, on cardboard or a carpeted surface.

Use the Phillips screwdriver to install cam bolts (from hardware pack) into the locations shown. Tighten cam bolts until cam bolt shoulder is flush against surface of end panels.

Illustration 3

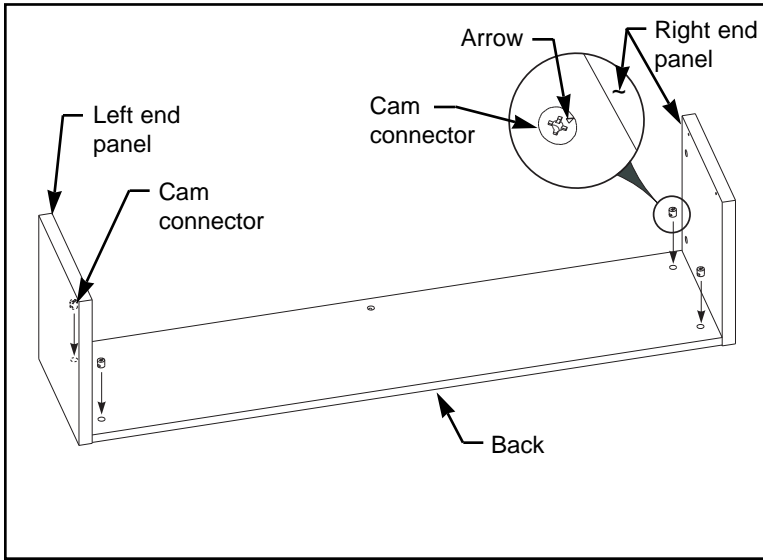


2. Refer to Illustration 3. Lay back, with holes up, on cardboard or a carpeted surface.

Insert right and left end panel cam bolts into holes in sides of back.

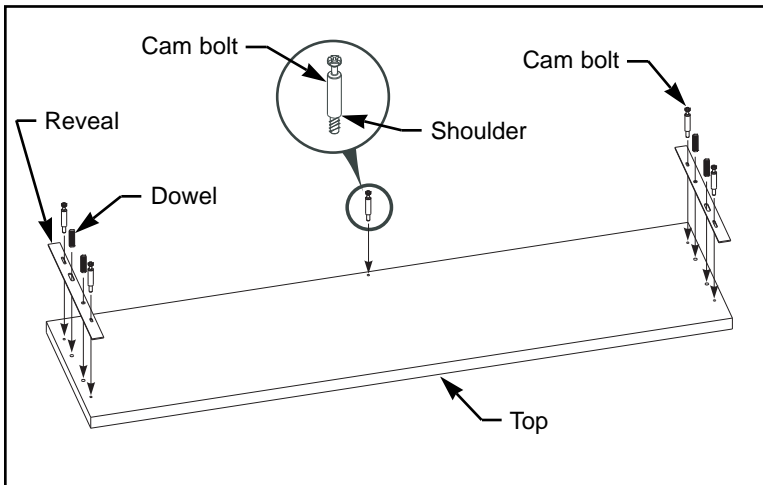
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Illustration 4



3. Refer to Illustration 4. With arrows facing each end panel, install cam connectors (from hardware pack) into holes along each side of back as shown. Use the Phillips screwdriver to tighten cam connectors. Turn cam connectors clockwise to tighten.

Illustration 5



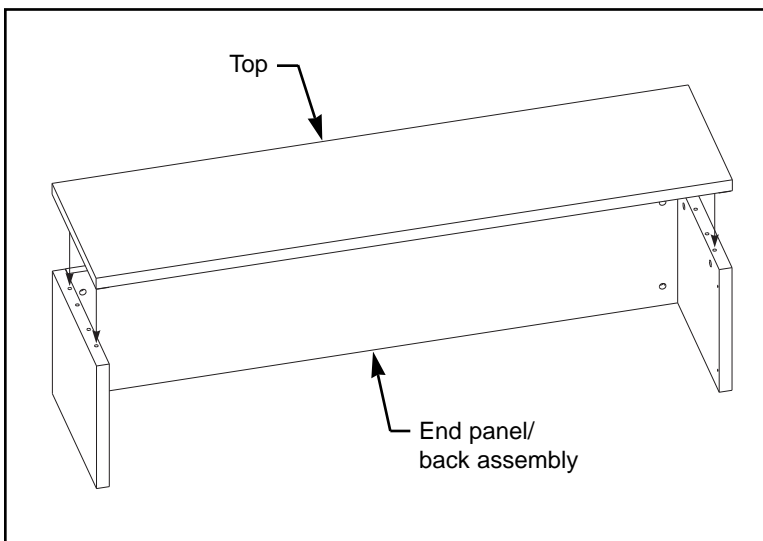
4. Refer to Illustration 5. Lay Top, with holes up, on cardboard or a carpeted surface.

Place reveals onto top as shown. Align holes in reveals with holes along sides of top. Position reveals so that edge of reveals is flush with edge of top.

Use the hammer to install dowels (from hardware pack) through holes in reveal and into holes in top at the locations shown.

Use the Phillips screwdriver to install cam bolts (from hardware pack) through holes in reveal and into holes in top at the locations shown. Tighten cam bolts until cam bolt shoulder is flush against surface of reveal. **Do not** over-tighten cam bolts.

Illustration 6

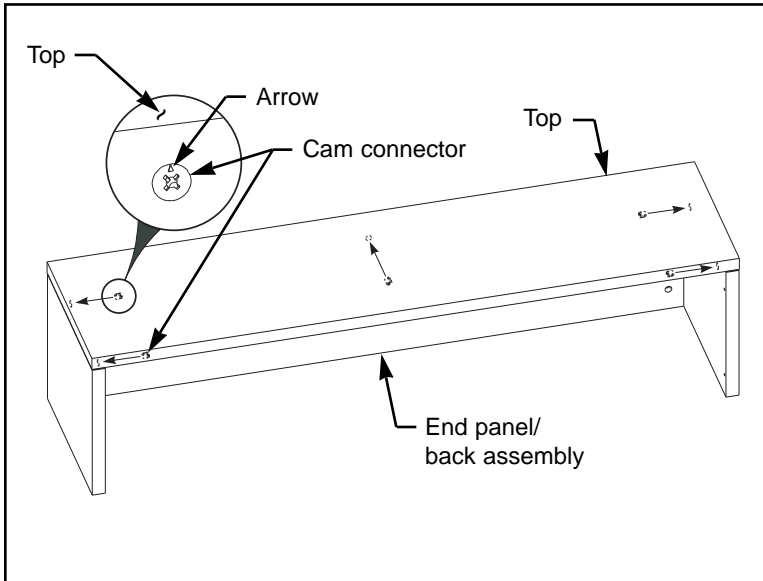


5. Refer to Illustration 6. Set end panel/back assembly upright (holes in top edge facing up).

Insert top cam bolts into holes in top edge of end panel/back assembly.

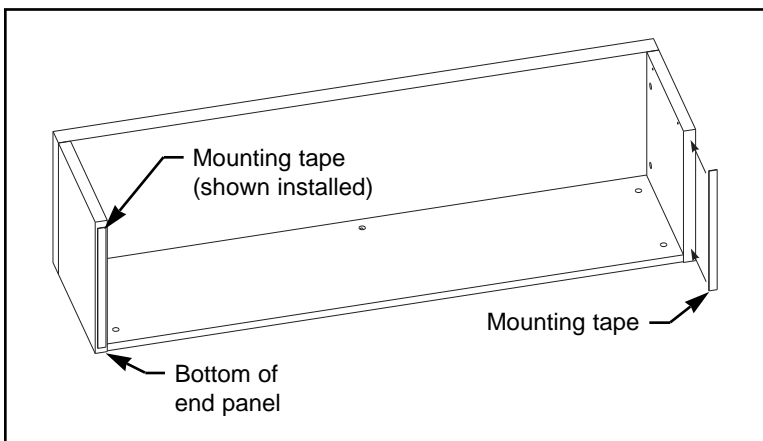
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Illustration 7



- Refer to Illustration 7. With arrows facing top, install cam connectors (from hardware pack) into holes along top of end panel/back assembly. Use the Phillips screwdriver to tighten cam connectors. Turn cam connectors clockwise to tighten.

Illustration 8

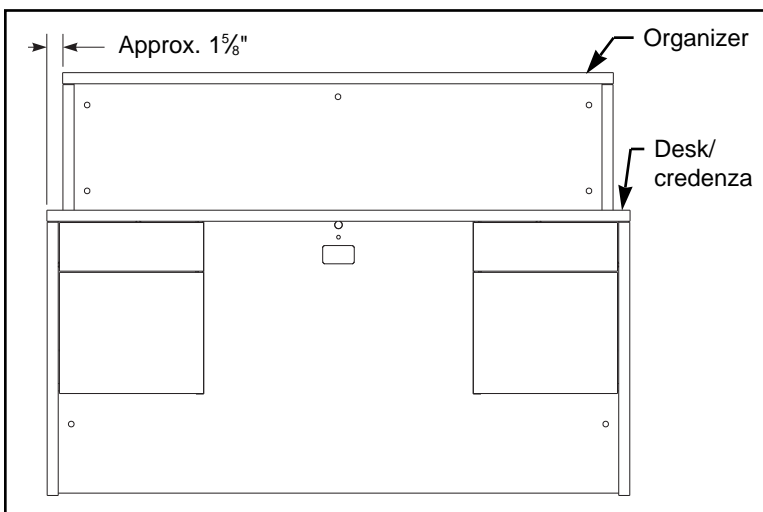


IMPORTANT
Mounting tape used to secure organizer is extremely sensitive and designed for permanent installation. Attempting to remove mounting tape after installation will damage mounting tape.

- Refer to Illustration 8. Ensure bottoms of organizer end panels are clean, dry, and free of oils. Use a rag and warm soapy water to clean bottom of end panels.

Remove protective backing from one side of mounting tape and carefully apply mounting tape to bottoms of organizer end panels.

Illustration 9



Organizer Installation:

- Ensure top of lateral file is clean, dry, and free of oils.

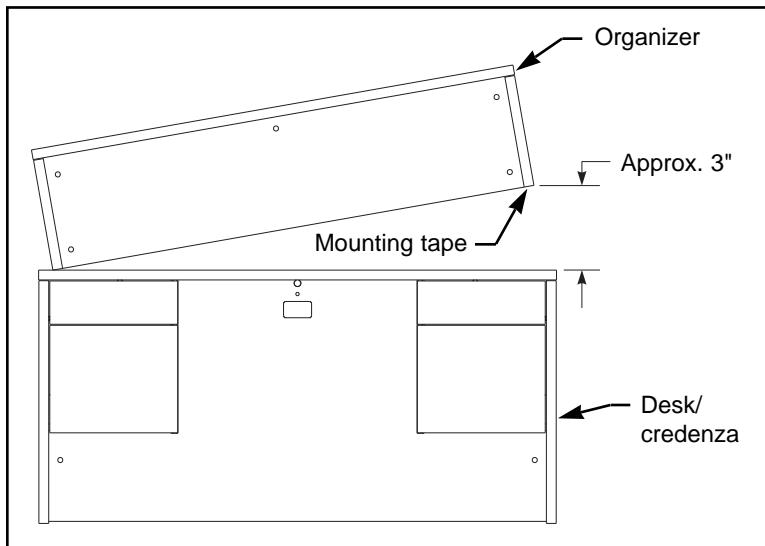
IMPORTANT
Do not remove protective cover on mounting tape until instructed to do so.

- Refer to Illustration 9. Use two or more people to position organizer onto desk/credenza. Organizer should be in $\frac{5}{8}$ " at the rear and centered from side-to-side approximately $1\frac{5}{8}$ " from each edge. **Do not remove protective cover from mounting tape on bottom edge of end panels.**

After aligning organizer, place masking tape on top of desk/credenza to mark position.

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Illustration 10



IMPORTANT

Mounting tape used to secure organizer is extremely sensitive and designed for permanent installation. Attempting to remove organizer will cause severe damage to surface of desk/credenza.

3. Refer to Illustration 10. Lift one end of organizer up approximately 3". Take care not to apply any pressure which may cause the opposite end of organizer to slip off of desk/credenza.

While organizer is raised, remove protective cover from mounting tape. While maintaining alignment, carefully lower organizer and realign end panel with masking tape.

Repeat this procedure for opposite end of organizer.

⚠ WARNING

Do not lean on, bump, or load top shelf of this organizer for a period of 12 hours minimum after mounting tape has been in contact with desk/credenza. Do not use this organizer without the mounting tape. Failure to follow this warning can cause the organizer to tip and fall, resulting in severe injury to yourself or others.