

PLACES™ FREESTANDING FURNITURE TABLE OF CONTENTS

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Freestanding Desk/Return/Credenza Drawer Pedestal Installation Instructions

Tools required: Phillips head screw driver and flat head screw driver.

NOTE: When installing pedestals on a newly-received freestanding unit, leave the unit in an upside down position in the shipping carton (Fig. 1). When installing pedestals on 20" deep returns, refer to instructions supplied with pedestal unit.

1. Remove drawers from drawer pedestal housing according to drawer pedestal installation/removal instructions provided with drawers.
2. The underside of the top is predrilled for mounting drawer pedestals. Determine right or left-hand drawer unit location. Start each of the four (4) # 14-10 X 1" hex head self-tapping screws in the correct holes in the surface, leaving a 3/16" gap between the surface and the screw heads (Fig. 2).
3. Attach the pedestal housing to the underside of the top by placing the pedestal housing over the heads of the screws, sliding the housing forward (away from the modesty panel) until the screws seat in the small portion of the keyhole slot. Tighten screws securely (Fig. 2).
4. Turn the assembled unit right side up. The recommended method for turning the unit over is end over end. If unit is turned top over front, protect the front edges of the end panels while turning unit over.

NOTE: If drawers are being installed on a return unit, at this point, see page 3 for return installation.

5. Replace drawers according to instructions provided with drawer pedestal.
6. Adjust glides to level the unit. Retain installation instructions for purposes of possible reconfiguration of units.

NOTE: Desks, credenzas or returns must never be used with the glides removed from end panels.

NOTE: For a credenza assembly, adjust doors on credenza center storage unit as necessary after unit is in position.

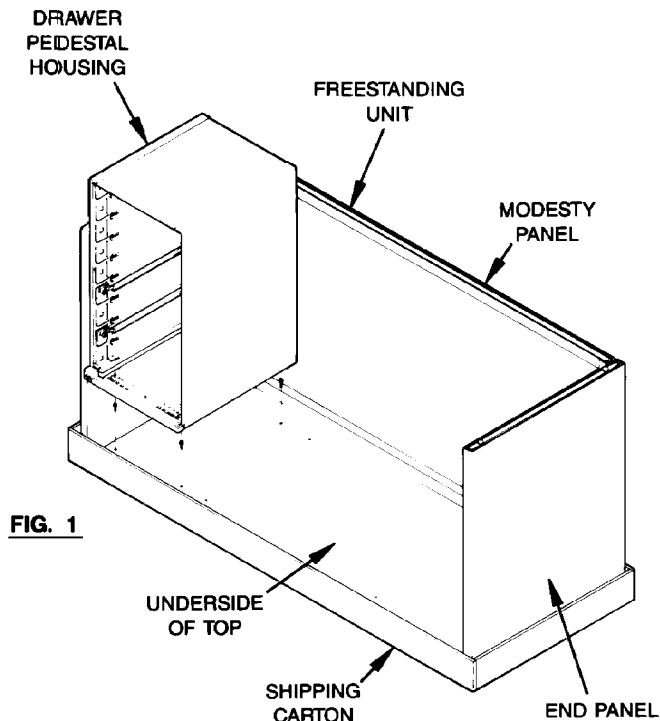


FIG. 1

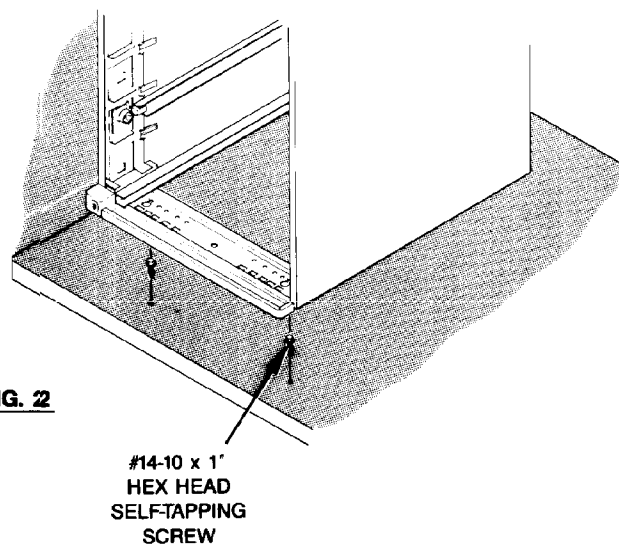


FIG. 2

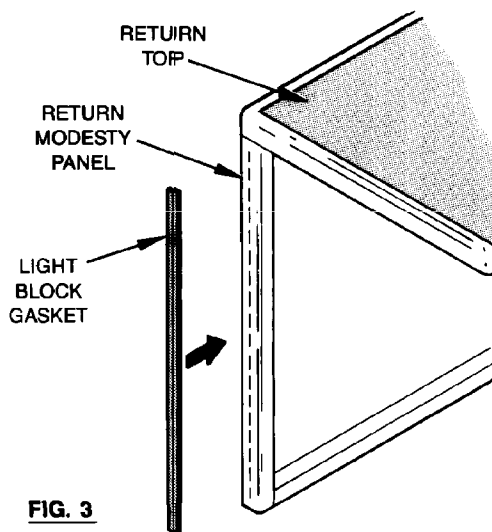
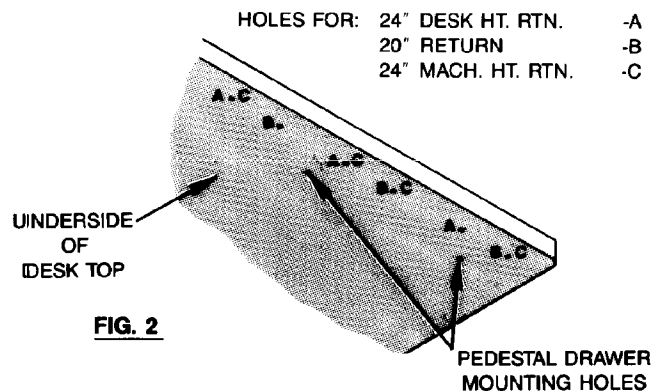
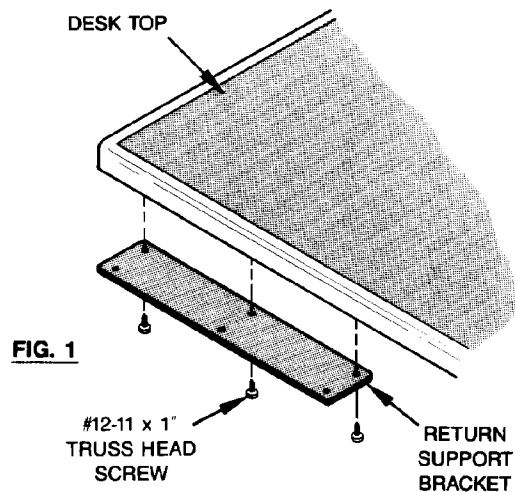
Machine Height or Desk Height Return Installation Instruction

NOTE: If drawer pedestals are to be included as part of the return assembly, see page 1 for drawer pedestal installation instructions. Then proceed to step 1.

1. Fasten return support bracket to the predrilled underside of the desk top, using three (3) #12-11 X 1" truss head screws provided (Fig. 1).

NOTE: The location of the return support bracket varies depending on whether it will connect a 24" machine height return, a 20" return or a 24" desk height return. See Fig 2 for correct hole identification.

2. Remove adhesive backing from the light block gasket and press the gasket into place along the side edge of the modesty panel, centering the gasket vertically and horizontally (Fig. 3).
3. Adjust the glides on the desk to level it. Set the return in place by resting the open end of the return top on the return support bracket. For desk height returns slide the return top so that it is tight against the desk top. For machine height returns slide return top tight against the vertical surface on the support bracket.



4. Fasten the return to the support bracket using the remaining three (3) #12-11 X 1" truss head screws provided (Figs. 4, 4A, 4B).
5. Adjust glides to level the return. The return top must be level with desk top plane.
6. Slide the lower return connector bracket onto the modesty panel flange. Locate bracket approximately 1/4" above the lower rail of the modesty panel. Using the bracket as a template, drill (2) two .147 dia. (#26 drill) pilot holes into the desk end panel. Insert two (2) #10-24 X 1/2" pan head self-drilling screws (Fig. 5).

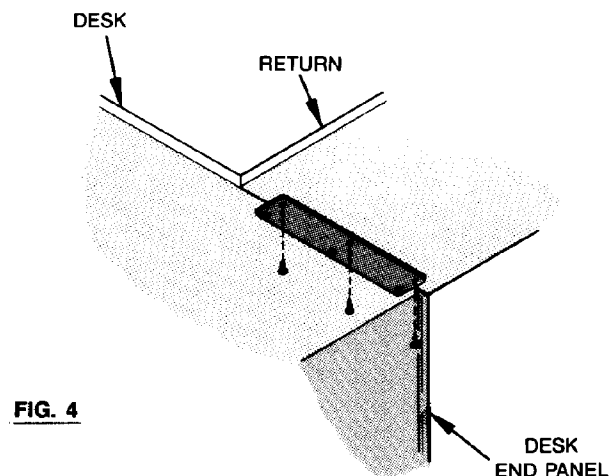


FIG. 4

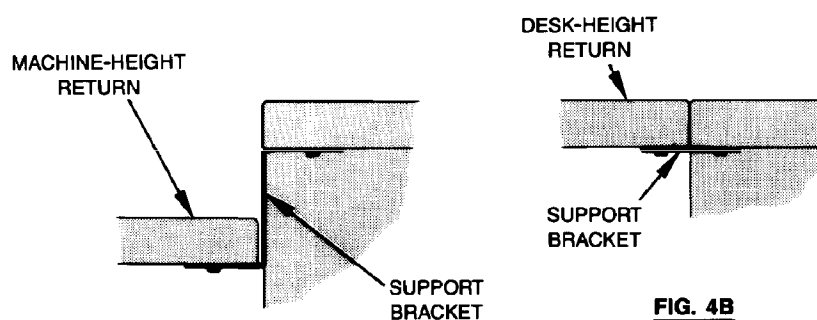


FIG. 4A

FIG. 4B

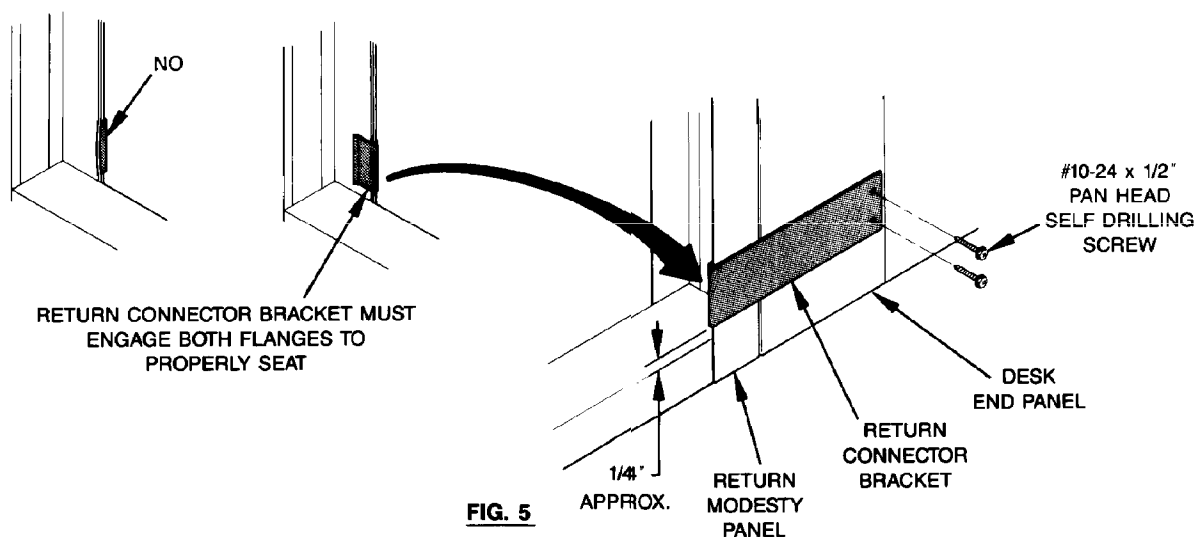


FIG. 5

Reconfiguration of Single Pedestal Desk Installation Instructions

Drawer Pedestal housings may be disassembled from the desk and repositioned left or right (Fig. 1). The following instructions cover this procedure.

1. Empty drawers of contents.
2. Remove drawers from drawer pedestal housing, according to the instructions provided with drawer pedestal unit.
3. Loosen the four (4) #14 X 1" hex head self-tapping screws approximately 3/16" and slide the housing back off the screws. Remove the four screws from the underside of the top (Fig. 2).
4. To remount the pedestal housing, select the desired hole pattern and thread each of the four (4) #14-10 X 1" hex head self-tapping screws into correct holes in the underside of top, leaving a 3/16" gap between the surface and each screw head.
5. Attach the pedestal housing to the top by placing the housing over the heads of the wood screws, sliding the housing forward (away from modesty panel) until the screws seat in the small portion of the keyhole slot. Tighten screws securely.
6. Replace the drawers according to the directions supplied with drawer pedestal unit.
7. Position the desk and adjust the glides to level the desk.

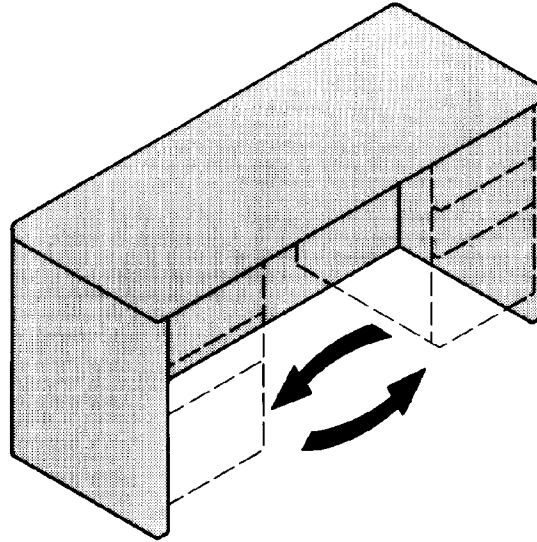


FIG. 1

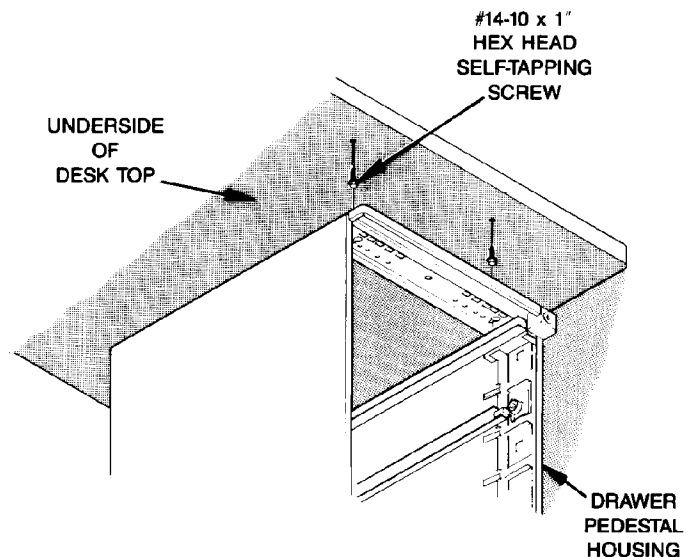
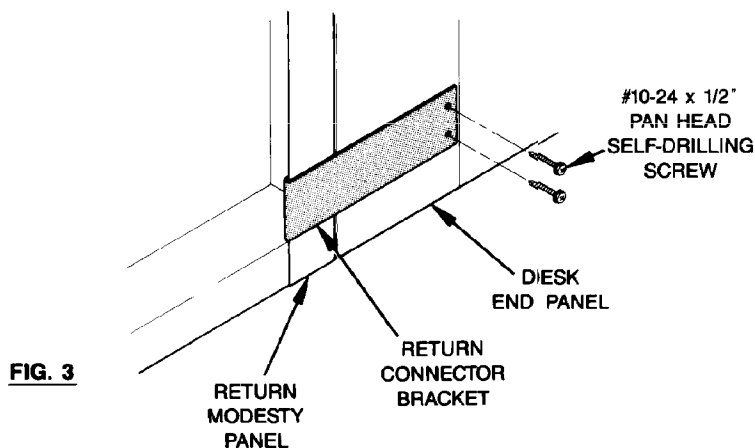
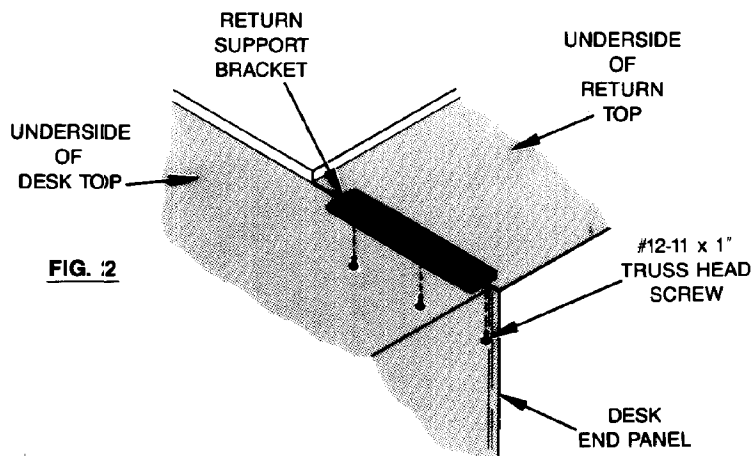
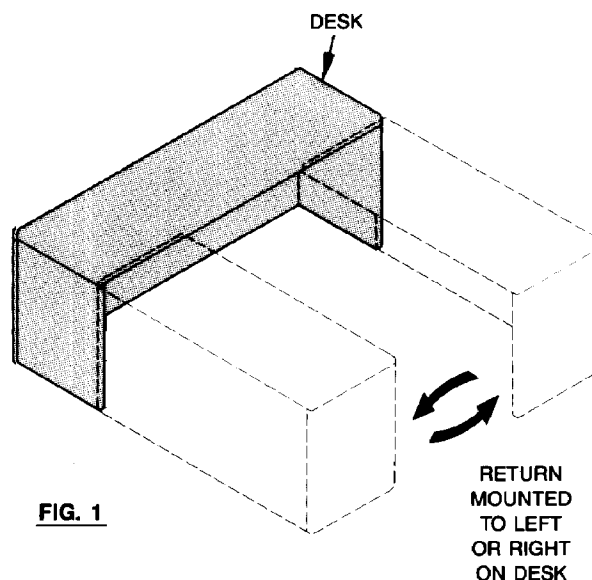


FIG. 2

Reconfiguration of Return/Desk Assembly Installation Instructions

A return may be dissassembled from a desk and repositioned at the other end of the desk (Fig. 1). The following instructions cover this procedure.

1. If drawer pedestal is mounted to under-side of return top, empty drawers of contents and remove drawers from pedestal housing, according to instructions provided with drawer pedestal unit.
2. Remove the #12-11 X 1" truss head screws which attach the return to the support bracket and set them aside (Fig. 2). Remove screws from return connector bracket. Set the bracket and screws aside (Fig. 3).
3. Remove the return and place it upside down on a clean carpeted or padded surface.



4. If a drawer pedestal is part of the return assembly, loosen the four (4) #14 X 1" hex head self-tapping screws approximately 3/16" and slide the drawer pedestal housing back off the screws. Remove the four screws from the top and set them aside (Fig. 4).
5. Remove the corner bracket and the screws which attach the return top to the modesty panel and set them aside. Remove glides from bottom of the end panel (Fig. 5).
6. Modular clips attach the end panel to the top.
 - Disengage clips from screws in the top by firmly pushing the end panel/modesty panel assembly toward the back of the top (Fig. 6).
 - Turn the end panel/modesty panel assembly right side up and unscrew the modular clips from the end panel.
 - Turn the end/modesty panel assembly over again and screw the modular clips into place on the opposite end of the end panel (Fig. 7). The open end of the modular clips must face away from the modesty panel.

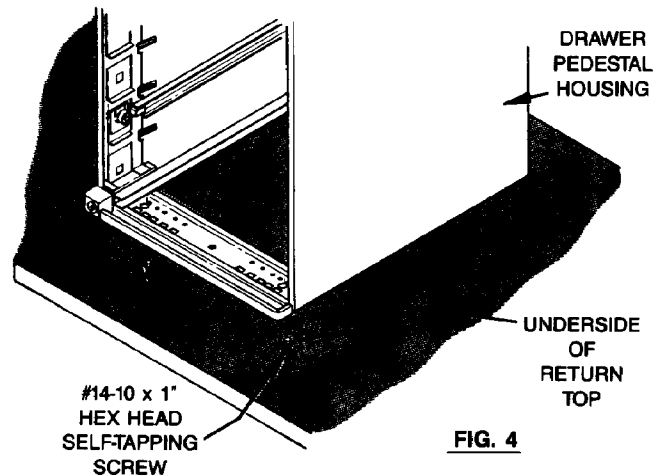


FIG. 4

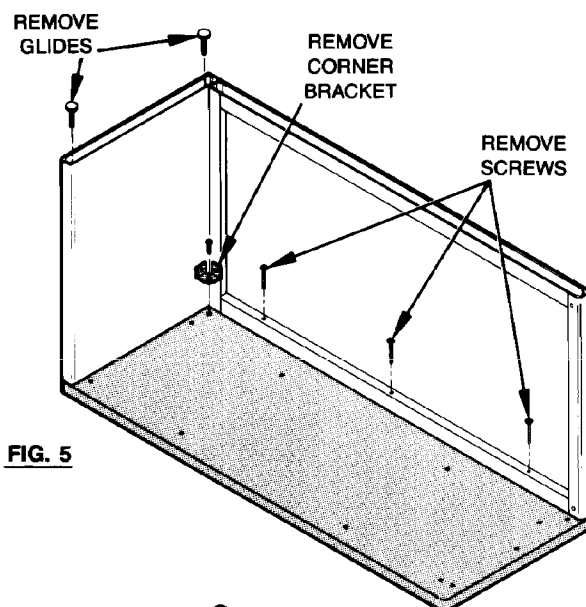


FIG. 5

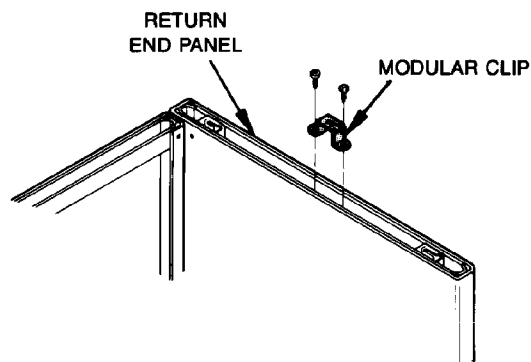


FIG. 7

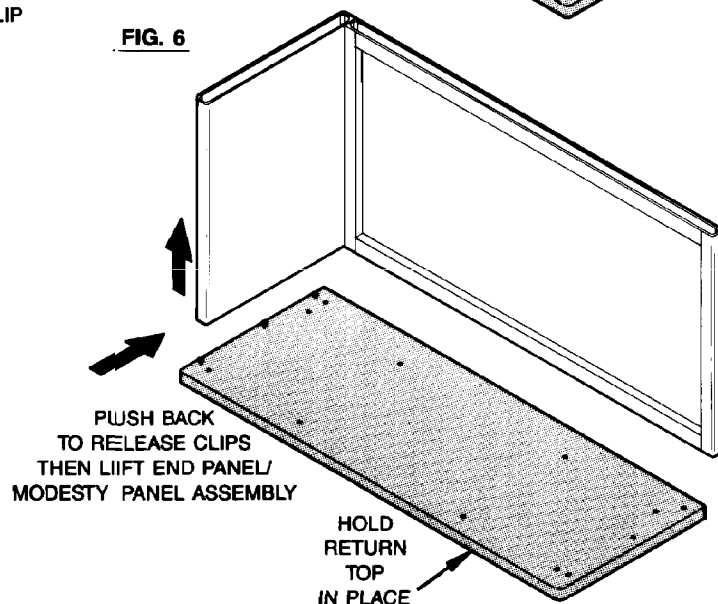


FIG. 6

7. Remove the modular clip screws from the top and thread them into the predrilled holes in the opposite end of the top.
8. Again, turn the end panel/modesty panel assembly over.
 - Set the assembly on the return top engaging the modular clips with the screws in the top.
 - Push the panel assembly forward on the top for engagement of modular clips.
 - Center end panels on top.
 - Thread the glides into the holes in the end panel.
 - Align hole in corner bracket with hole in top. Attach corner bracket to top using previously removed screws, being sure bracket is tight against the end panel and modesty panel prior to tightening screw in top.
 - Using the corner bracket as a template, drill .147 dia. (#26 drill) holes into the end panel and modesty panel. Attach the modesty panel and end panel to the corner bracket using the previously removed screws.
 - Attach the modesty panel to the top using the previously removed screws.

NOTE: When reconfiguring a three-quarter modesty panel/end panel assembly, after removing the modesty panel/end panel assembly from the top:

- Remove the screws which hold the modesty panel to the end panel.
- Remove the molding from the end panel.
- Reattach the end panel to the top as described above.
- Reattach modesty panel to end panel, making sure the front end of the modesty panel is even with the end panel and parallel with the edge of the top. The end of the modesty panel with the light block strip attached must be facing away from the end panel. Using the modesty panel as a template, drill .147 dia. (#26 drill) holes into the end panel. Attach the modesty panel to the end panel using the previously removed screws.

- Press the molding into place along the end seam, below the modesty panel, being careful to cover both the end seam and any exposed holes.

9. Any exposed holes in the end panel and modesty panel should have any burrs removed before the desk and return are placed in service. Any exposed holes may be covered with color dots, Haworth P/N 1220-1047. These may be obtained from your local Haworth dealer.
10. Select the appropriate hole pattern in the return work surface for mounting the drawer pedestal housing, (if desired), and start each of the four (4) #14 10 X 1" hex head self-tapping screws in the holes leaving a 3/16" gap between the top and each screw head.
11. Attach the drawer housing to the underside of the top by placing the pedestal housing over the heads of the screws and sliding it forward (away from the modesty panel) so that the screws seat in the small portion of the keyhole slots. Tighten screws securely (Fig. 8).
12. Reposition the desk as required. Attach the return support bracket to the opposite end of the desk.
13. Set the return upright and in place aligning the open end of the return top with the return bracket on the desk.
14. Replace drawers according to instructions provided with drawer pedestals.
15. Adjust the glides to level the return/desk assembly. Re-install the return connector, securing the return modesty panel to the end panel of the desk.

NOTE: Do not use return with glides removed from the end panels.

Moving Instructions

Care must be taken when moving the free-standing units to prevent injury to persons handling the unit and to prevent damage to the unit itself.

Never move a desk with the return attached. remove the return according to the instructions provided with the desk, relocate the units, and reattach the return.

There are two recommended methods for moving the free-standing units.

When moving a desk in a horizontal position, either a desk lift mechanism or a castor cart may be used. When using a lift mechanism, the lift arms must pick up on the inside edge of the drawer pedestal housing (Fig. 1). If a castor cart is used, the cart must be placed under the end panels (Fig. 2). Lifting or transporting the desk by lifting under the center of the pedestal units will damage the housing and prevent operation of the drawers (Fig. 3).

A desk may also be rotated to a vertical position, and transported using a two wheel appliance truck (Fig. 4). When moving this way be sure the work surface rests against the padded vertical portion of the hand truck. When transporting a single drawer pedestal unit, the end of the unit closest to the drawers must rest on the truck. When a double drawer pedestal unit is transported in this manner, it is recommended that a spacer bar be placed between the pedestal housings. If a castor cart is used to move the desk in a vertical position, the cart deck must be solid and larger than the desk end panel, or damage may result to the end of the desk (Fig. 5).

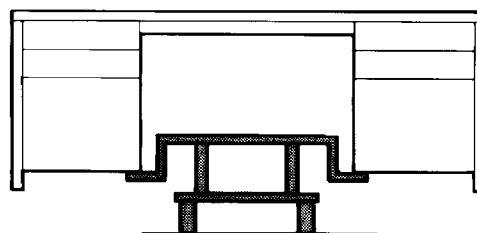


FIG. 1 DESK LIFT MECHANISM

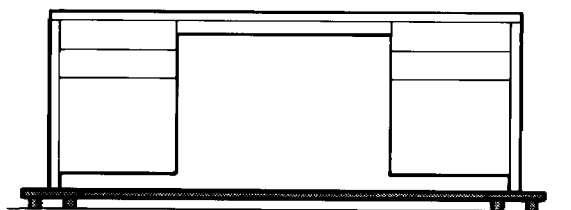


FIG. 2 CASTOR CART

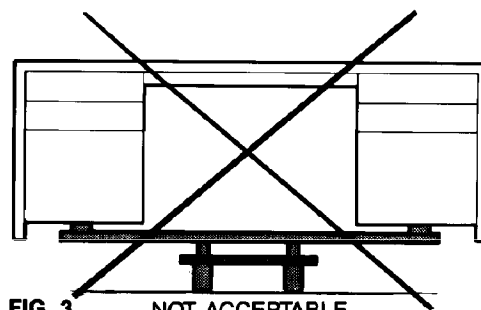


FIG. 3 NOT ACCEPTABLE

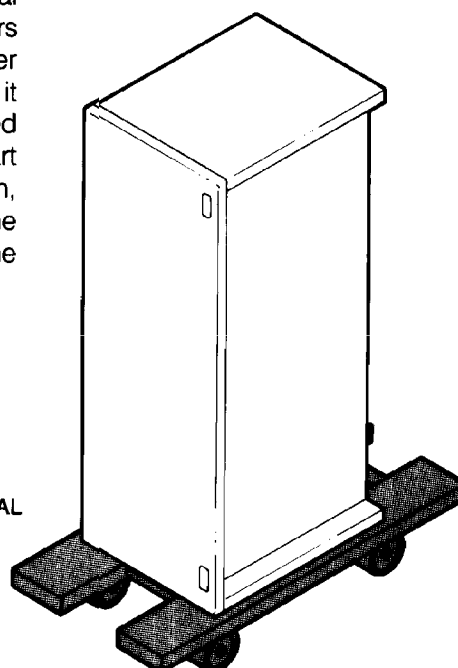


FIG. 5 CASTOR CART
DESK IN VERTICAL
POSITION

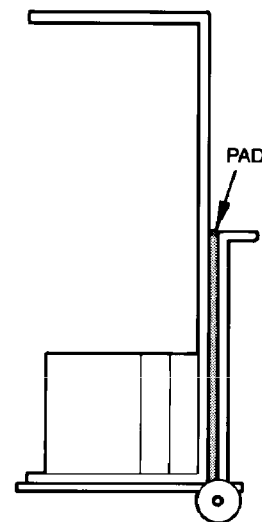


FIG. 4 TWO-WHEEL
APPLIANCE TRUCK