

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.

Tools Required

- Screw gun
- 4mm Allen wrench OR
- 4mm Hex bit
- Phillips head screwdriver

Step 1:

- Place desk top face down on protected surface so threaded inserts are facing up.

Step 2:

- Align legs with threaded inserts. Drilling is offset closer to the back edge.
- Using a 4mm Allen wrench or 4mm Hex bit, secure top with #10-24x1" joint connector bolts. DO NOT FULLY TIGHTEN until Step 6.

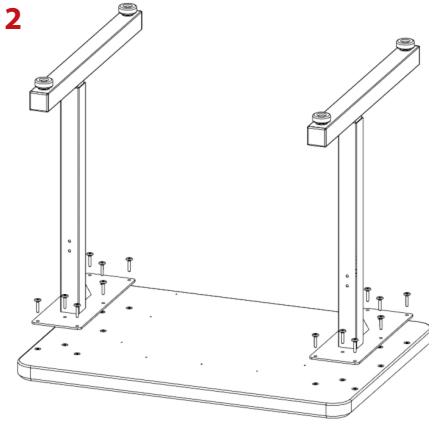
Step 3:

- Using a 4mm Allen wrench or 4mm Hex bit, attach connector bar(one piece) to the upper portion of the legs with 1/4-20x15mm joint connector bolts. The bar should rest inside the legs. DO NOT FULLY TIGHTEN until Step 6. **(Fig A)**
- If you have an adjustable connector bar, use #12 star washers and M6-1x14 screws to fasten the two connector bars together. DO NOT FULLY TIGHTEN until Step 6. **(Fig B)**

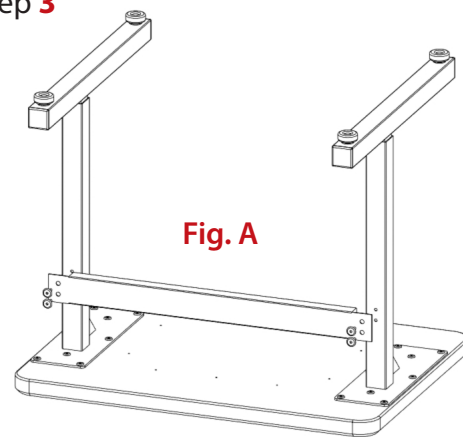
Step 4:

- If assembling a Stand Up desk, use a 4mm Allen wrench or 4mm Hex bit to attach the foot rest bar to lower portion of the legs using #12 star washers and M6 1x14 screws. DO NOT FULLY TIGHTEN until Step 6.

Step 2

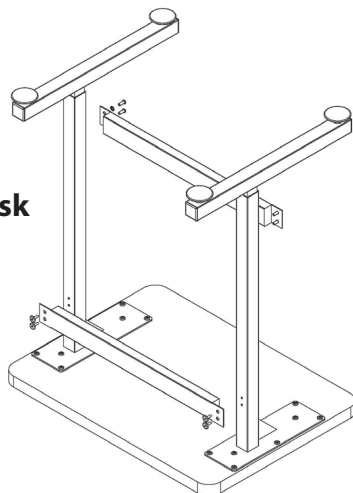


Step 3

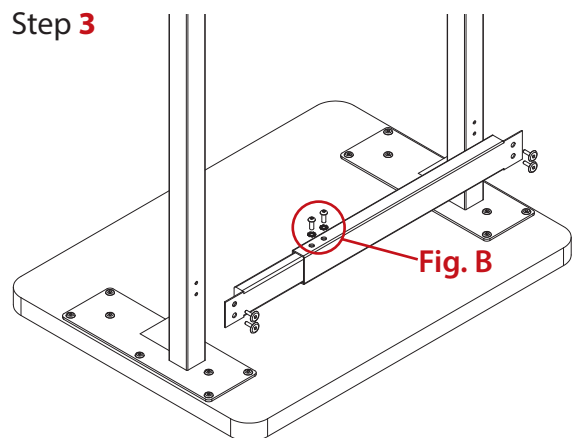


Step 4

Stand Up desk



Step 3



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Step 5:

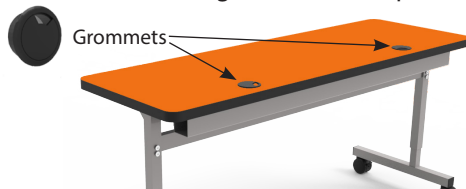
- If assembling a Workstation, align metal wire management with pilot holes.
- Attach wire management to top using #8x¾" screws to fasten it tightly down.

Step 6:

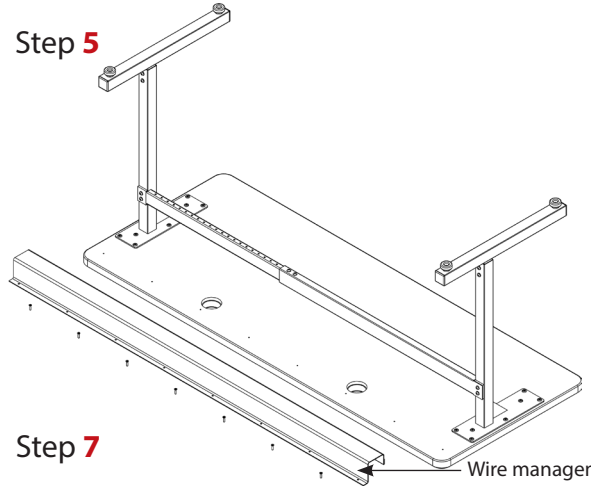
- Fully tighten leg, connector bar & foot rest (foot rest if assembling a Stand Up) fasteners. Adjust leg height and glides as needed.
- With someone's help, turn table upright.

Step 7:

- If assembling a Workstation, insert black grommet/s in top.



Step 5



Step 7

Wire management

Tools Required

- ½" wrench

Step 1:

- Remove Nylon glide from leg by rotating counterclockwise until glide is free.

Step 2:

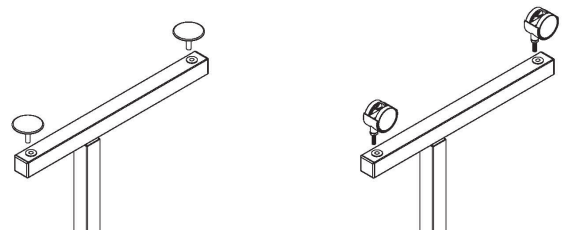
- Place stem of optional footing into the hole on the leg. Rotate clockwise until fully inserted into leg.

Step 3:

- Tighten with a ½" wrench. (for dual wheel caster only)

Step 4:

- Repeat for each caster/glide.



UNE-T Desk/Table

with Dual Wheel Locking Casters or 2.5" Grand Hank Glides

Tools Required

- Screw gun
- 4mm Allen wrench OR
- 4mm Hex bit

Step 1:

- Place top face down on protected surface.

Step 2:

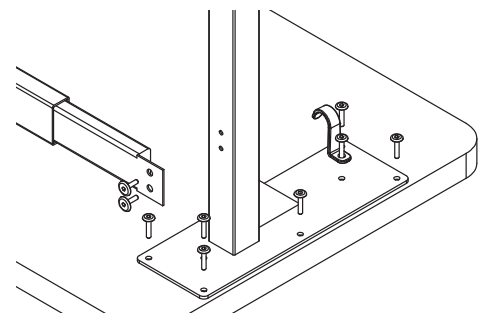
- Align tab of the backpack hook on top of the metal leg plate.

Step 3:

- Using a 4mm Allen wrench or 4mm Hex bit, secure backpack hook to the top leg plate with ¼-20x15mm joint connector bolt.

UNE-T Desk/Table

with Backpack Hook



UNE-T Desk/Table/Workstations

Part Identifier Key



Model #	Smooth Silver Sku #	Black Sku#	Description	Height"
UNE -ADJ	04009776-G4	N/A	UNE-T 1.25" Square Adj. Leg	21 - 30
UNE -ADJSU	04066604-G4	N/A	UNE-T 1.25" Sq. Adj. Stand Up Leg	32 - 41
UNE F	04066605-G4-AE	N/A	Black Lotz AE™ footrest	N/A
UNE -ADJ	04077761-G4	N/A	UNE-T 1.25" Sq. Adj. Double T Leg	21 - 30



Part #	Description	Qty.	
040164	1 $\frac{3}{8}$ dia. Grand Hank glide, $\frac{3}{8}$ "-16 x 1" <i>(Standard on Stand Up legs)</i>	2 per leg	
33021BK	Dual wheel casters w/brake	2 per leg	
04067195	Soft tread casters	1 per leg	
04066852 (black) 04066852-G4 (smooth silver)	Backpack hook <i>(Needs $\frac{1}{4}$"-20x15mm joint connector bolts)</i>	1	
04009023	$\frac{1}{4}$ "-20x15mm joint connector bolt <i>(Used to attach backpack hook to top)</i>	1 per backpack hook	
0401158	10-24x1" joint connector bolt <i>(Used to attach leg to top)</i>	6 per leg	
04009770 (27"L top size) fixed bar 04009771 (36"L top size) fixed bar 04009772-G4 (48"L top size) fixed bar 04009773 (54"L top size) fixed bar 04077747-G4 (27", 30" & 36"L top sizes) adj. bar 04066970 (27"-44"L top size) adj. bar 04066939 (38"-66"L top size) adj. bar	UNE-T connector bar (adj. or non-adjustable)	1	
04009023	$\frac{1}{4}$ "-20x15mm joint connector bolt <i>(Used to attach connector bar to legs)</i>	4	
0401259	M6-1x14 screw <i>(Used to connect adjustable connector bar)</i>	2	
0404281	#12 star lock washer <i>(Used to connect adjustable connector bar)</i>	2	
04066605	UNE-T foot rest <i>(Standard on Stand Up legs only)</i>	1	
0401259	M6-1x14 screw <i>(Used to attach foot rest to legs)</i>	4	
0404281	#12 star washer <i>(Used to attach foot rest to legs)</i>	4	
04009316 (36"L) 04009242 (48"L) 04009241 (60"L) 0400081 (72"L)	Metal wire management <i>(Used only on UNE-T Workstations)</i>	1	
0404248	#8x $\frac{3}{4}$ " screws <i>(Used to attach metal wire management to top)</i>	10	
0406659	2 $\frac{3}{8}$ "D black grommet w/ cover <i>(Used only on UNE-T Workstations)</i>	1 - 48"L 2 - 60" & 72"L	