



## Assembly Instructions

### Tools Required

- 4mm Allen Wrench
- Screw Gun
- 5/32" Hex Bit

Qty	Parts List (per desk)
12	Joint Connector Bolts 10-24x1"
4	Joint Connector Bolts 1/4-20x15mm
1	Connector Bar

Qty	Parts List (per desk)
1	UNE-T Desktop
2	UNE-T Legs

Before you begin, please make sure all parts and proper quantities are included. Any parts damaged during shipment must be reported within 5 days of receipt. To report information regarding damages or if you have any questions, please call 800.242.2303.

### Step 1:

Place desktop face down on protected surface so threaded inserts are facing up.

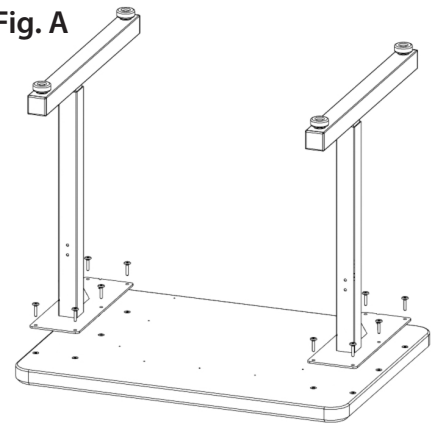
### Step 2:

Align legs with inserts. Drilling is offset 1" closer to the back edge.

### Step 3:

Connect legs to top with (12) #10-24x1" joint connector bolts. DO NOT FULLY TIGHTEN. Fig. A

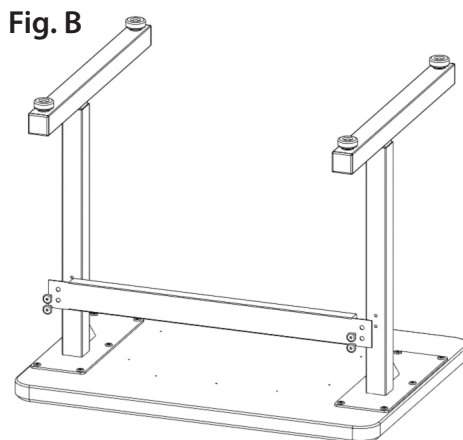
Fig. A



### Step 4:

Attach connector bar to legs using (4) 1/4-20x15mm joint connector bolts. The bar should rest inside the legs. Fig. B

Fig. B



### Step 5:

Tighten leg and connector bar fasteners and flip desk over, adjust leg height and glides as needed.

# UNE-T Desk

with 2" Dual Wheel Locking Casters  
or 2.5" Grand Hank Glides

## Assembly Instructions

### for Optional Accessories

Before you begin, please make sure all parts and proper quantities are included. Any parts damaged during shipment must be reported within 5 days of receipt. To report information regarding damages or if you have any questions, please call 800.242.2303.

#### Tools Required

- 1/2" Wrench

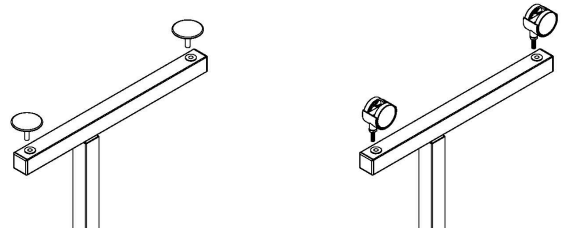
Qty	Parts List (per desk)
4	2" Dual Wheel Locking Casters OR
4	2.5" Grand Hank Glides

#### 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 1/2" Wrench. (for Dual Wheel Caster only)

#### Step 4:

Repeat for each caster/glide.

#### Tools Required

- Screw Gun
- # R2 Square Bit

Qty	Parts List (per desk)
1	Steel Book Box
	#10 3/4" Square Pan Screws

#### Step 1:

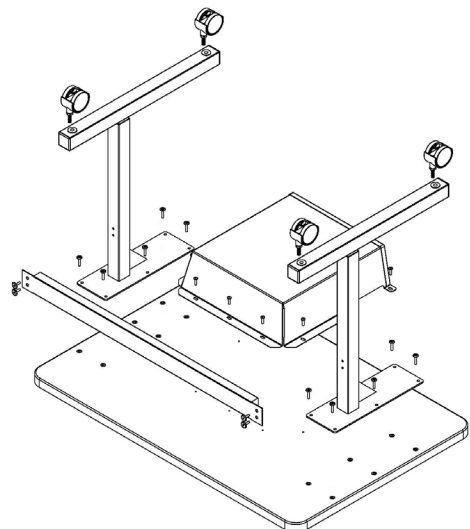
Place desktop face down on protected surface so threaded inserts are facing up.

#### Step 2:

With legs installed, align tabs of the steel book box with the pre-drilled pilot holes.

#### Step 3:

Use #10 screws to fasten each of the tabs of the steel book box to the desktop.



## Assembly Instructions for Clear View Tote Tray

Before you begin, please make sure all parts and proper quantities are included. Any parts damaged during shipment must be reported within 5 days of receipt. To report information regarding damages or if you have any questions, please call 800.242.2303.

### Tools Required

- Screw Gun
- 3mm Drill Bit

Qty	Parts List (per desk)
2	Mounting Brackets
2	Clear Plastic Runners
1	3" Deep Clear View Tote Tray
4	1/4-20x5/8" Flat Head Cap Screws

Qty	Parts List (per desk)
4	1/4-20 Hex Nuts
	#10 3/4" Square Pan Screws
	Rubber Washers

### Step 1:

Connect the plastic runner to the mounting bracket by inserting the runner's tabs through the mounting bracket.

### Step 2:

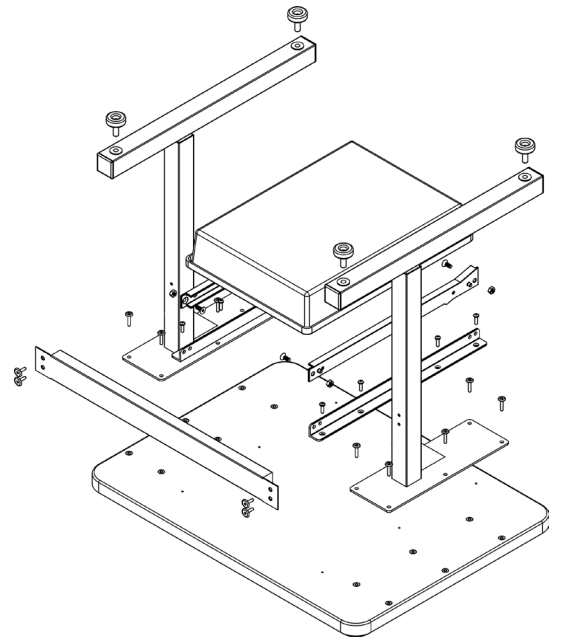
Bolt both ends of the plastic runner to the mounting bracket with a 1/4-20x5/8" flat head cap screw and 1/4-20 hex nut. Complete for both the left and right rails.

### Step 3:

Identify the appropriate pilot holes by aligning the mounting brackets on the desktop. The mounting bracket will align with the pre-drilled pilot holes.

### Step 4:

Use number 10 screws to fasten the mounting brackets to the desktop. If tote rails go over the leg plates, use provided rubber washers.



## Parts List



Grand Hank Glide



Dual Wheel Locking Caster



#10 3/4" Square Pan Screw



1/4-20x5/8 Flat Head Cap Screw



Mounting Brackets



1/4-20x15mm Joint Connector Bolt



10-24x1" Joint Connector Bolt



1/4-20 Hex Nut



Rubber Washer



Clear Plastic Runners



Scan or click  
QR code to  
watch the UNE-T  
Standup Desk  
assembly video

## Assembly Instructions

### Tools Required

- 4mm Allen Wrench
- Screw Gun
- 5/32" Hex Bit

Qty	Parts List (per desk)
12	Joint Connector Bolts 10-24x1"
4	Joint Connector Bolts 1/4"-20x15mm
4	M6 1X14 Screws
4	Star Washers
1	Connector Bar

Qty	Parts List (per desk)
4	2.5" Grand Hank Glides
1	Footrest
1	UNE-T Desktop
2	UNE-T Legs

Before you begin, please make sure all parts and proper quantities are included. Any parts damaged during shipment must be reported within 5 days of receipt. To report information regarding damages or if you have any questions, please call 800.242.2303.

### Step 1:

Place desktop face down on protected surface so threaded inserts are facing up.

### Step 2:

Connect legs to top with (12) #10-24x1" joint connector bolts. DO NOT FULLY TIGHTEN.

### Step 3:

Attach connector bar to legs using (4) 1/4"-20x15mm joint connector bolts. DO NOT FULLY TIGHTEN.

### Step 4:

Attach foot rest bar to legs using M6 1x14 screws and star washers. DO NOT FULLY TIGHTEN.

### Step 5:

Fully tighten leg, footrest and connector bar fasteners.

### Step 6:

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

### Step 7:

Place stem of Grand Hank Glide into the hole on the leg. Rotate clockwise until fully inserted into leg.

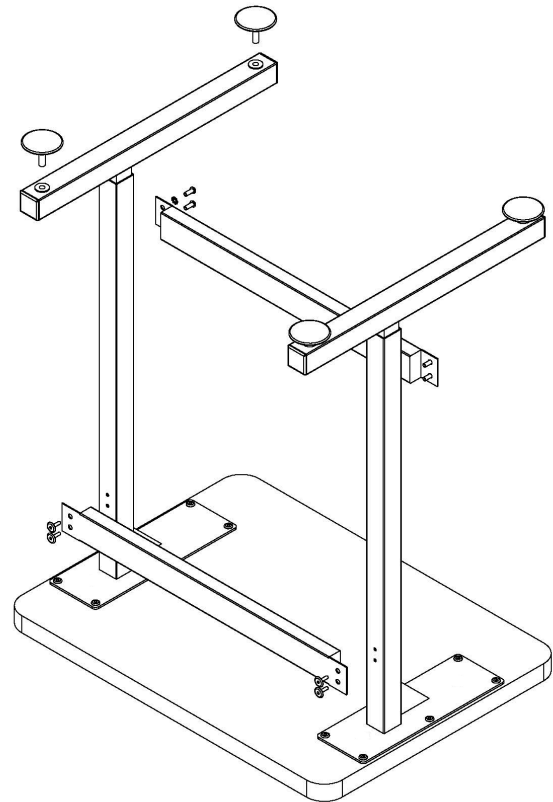
### Step 8:

Repeat for each leg.

### Step 8:

Flip desk over, adjust leg height and glides as needed.

If optional accessories were ordered continue to page 2.



# UNE-T Stand Up Desk with 2" Dual Wheel Locking Casters

## Assembly Instructions for Optional Accessories

### Tools Required

- ½" Wrench

Qty	Parts List (per desk)
4	2" Dual Wheel Locking Casters

Before you begin, please make sure all parts and proper quantities are included. Any parts damaged during shipment must be reported within 5 days of receipt. To report information regarding damages or if you have any questions, please call 800.242.2303.

### Step 1:

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

### Step 2:

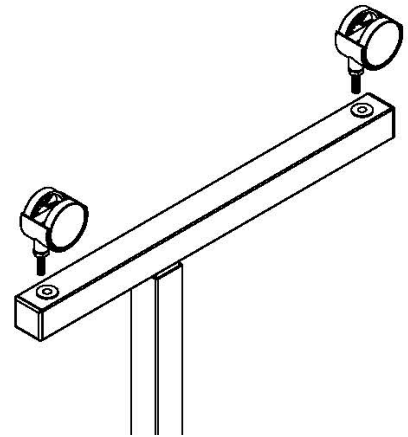
Place stem of Dual Wheel Locking Caster into the hole on the leg. Rotate clockwise until fully inserted into leg.

### Step 3:

Tighten with a ½" Wrench.

### Step 4:

Repeat for each leg.



# UNE-T Stand Up Desk with Steel Book Box

### Tools Required

- Screw Gun
- # R2 Square Bit

Qty	Parts List (per desk)
1	Steel Book Box
10	#10 Screws

### Step 1:

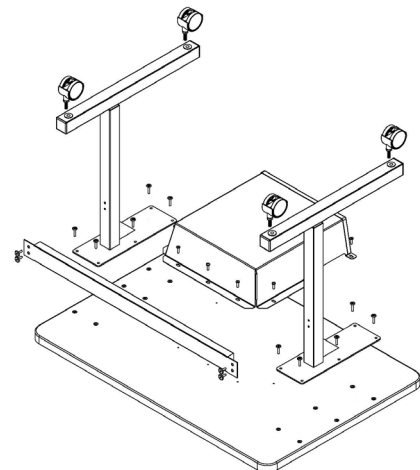
Place desktop face down on protected surface so threaded inserts are facing up.

### Step 2:

Align steel book box with the pre-drilled pilot holes.

### Step 3:

Use #10 screws to fasten the steel book box to the desktop.



## Hardware List



**Grand Hank Glide**



**M6 1x14 Screw**



**Dual Wheel Locking Caster**



**Star Washer**



**#10 1/4" Square  
Pan Screw**



**1/4-20x15mm  
Joint Connector Bolt**



**10-24x1"  
Joint Connector Bolt**