

# 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.

**Step 1:**

Place desktop face down on protected surface so pilot holes and inserts are facing up.

**Step 2:**

With drawers taken out(if unit has them), place the 1st base cabinet upside down on the desktop, aligning with inserts.

**Step 3:**

Use (4) 1/4"-20x35mm joint connector bolts and a 5/32" hex bit with a screw gun to fasten the base cabinet to desktop. Repeat **Steps 2 & 3** to attached the base cabinet for the other side.

**Step 4:**

Use (16) 1/4"-20x25mm Joint Connector Bolts and a 5/32" hex bit with a screw gun to fasten (2) 75mm casters and (2) 75mm Locking casters to the bottom of one of the base cabinets. Repeat **Step 4** to attach 75mm casters to the other base cabinet.

**Step 5:**

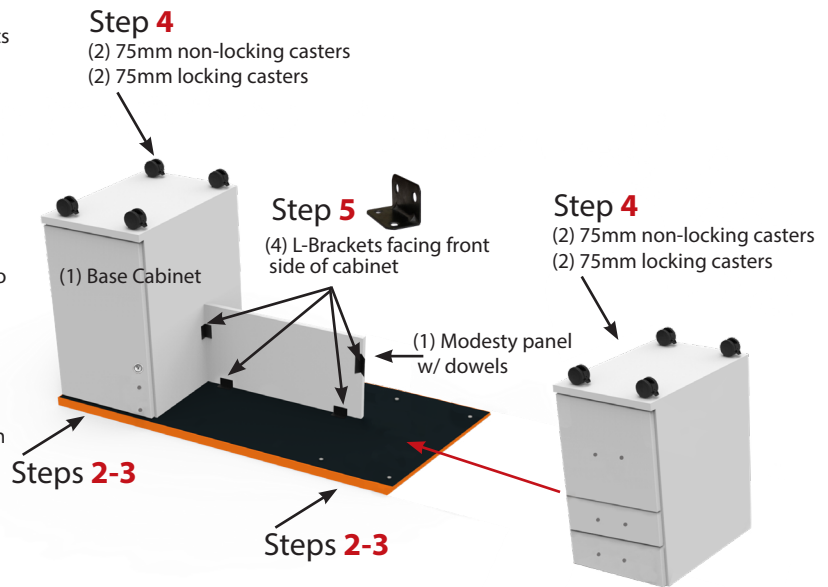
Align the doweled apron with the predrilled guide holes in the middle of the table. Attach L-Brackets with Pan Head Philips screws to secure modesty panel in place. Using (1) L-Bracket, attach one of the ends of the modesty panel to the facing front side of the cabinet. Repeat this for the other end. Use (2) L-Brackets to attach long side of panel to desktop. (See image to right for approximate locations)

**Step 6:**

With someone's help, lift desk up and place on casters.

**Step 7:**

Flip wire pulls/pulls to front.



## Completed Jackson Desk







**Step 7**



Keys will be taped inside the cabinet

## Part Identifier Key

Bolts and screws are shown close to actual size.

	Part #	Description	Qty.	
<b>Step 3 Hardware</b>	0406686-WO	¼"-20x35mm joint connector bolts	8	
	<i>Used to attach desktop to base cabinet.</i>			
<b>Step 4 Hardware</b>	04066947	¼"-20x25mm joint connector bolt	32	  
	04009658	75mm locking casters	4	
	04009656	75mm non-locking casters	4	
	<i>Used to attach 75mm casters to base of cabinet.</i>			
<b>Step 5 Hardware</b>	0406829	27x27x50 L-brackets	4	 
	0401036	#10 x ½" black pan head phillip screws	16	
<i>Used to attach modesty panel to desktop/base cabinet.</i>				

### Tools Required

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