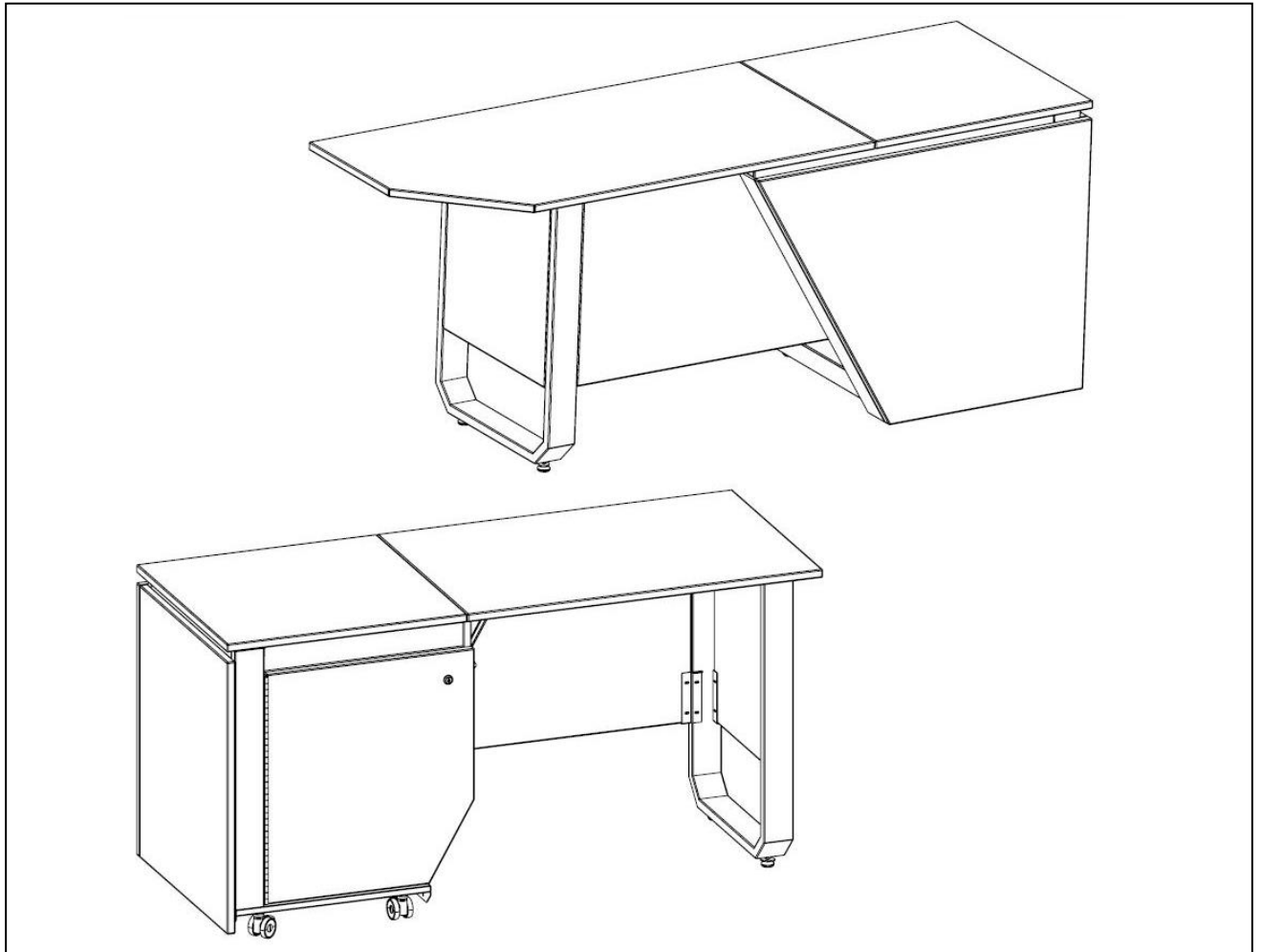


Assembly Instructions

MOTUM TEACHERS DESK SPLIT HEIGHT LEFT HAND



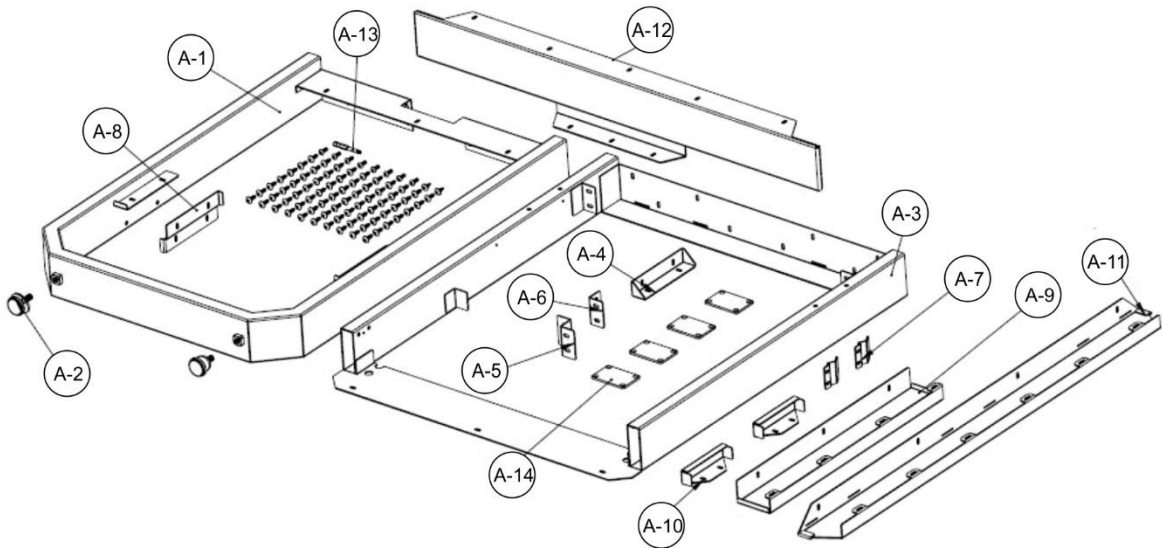
MODEL NUMBERS 58021 AND 58023

If you have damaged or missing components,
please contact customer service at 1-800-328-1061

Hardware and Components

BOX A (60149)

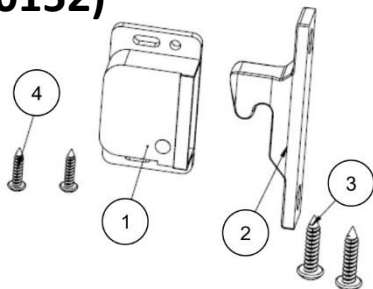
ITEM NO.	DESCRIPTION	QTY	ITEM NO.	DESCRIPTION	QTY
A-1	TEACHER DESK U TUBE LEG ASSEMBLY	1	A-8	TD U TUBE LEG Z BRACKET	1
A-2	SWIVEL GLIDE W/ GLIDE STOP	2	A-9	TD L BRACKET FRONT 120	1
A-3	TEACHER DESK STRAIGHT TUBE LEG ASSEMBLY	1	A-10	TD FILLER BRACKET	2
A-4	TD BRACED L BRACKET	1	A-11	TD L BRACKET FRONT MAIN	1
A-5	TD STRAIGHT TUBE LEG Z BRACKET	1	A-12	TD FRONT MAIN TO 120 SPACER	1



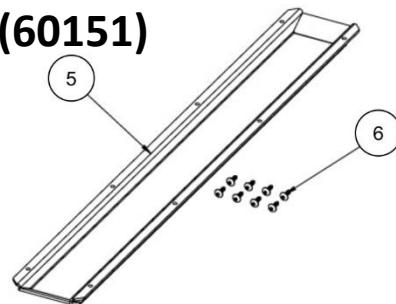
ITEM NO.	DESCRIPTION	QTY
1	Vibration-Resistant Catch	1
2	Vibration-Resistant Strike Plate	1
3	NO.8x3/4" PHILLIPS/SLOTTED WOOD SCREW	2
4	NO. 4 X 1/2" PHILLIPS/SLOTTED WOOD SCREW	2

ITEM NO.	DESCRIPTION	QTY
5	TD SUPPORT BRACE	1
6	TD SUPPORT BRACE HARDWARE PACK	1

(60152)



(60151)



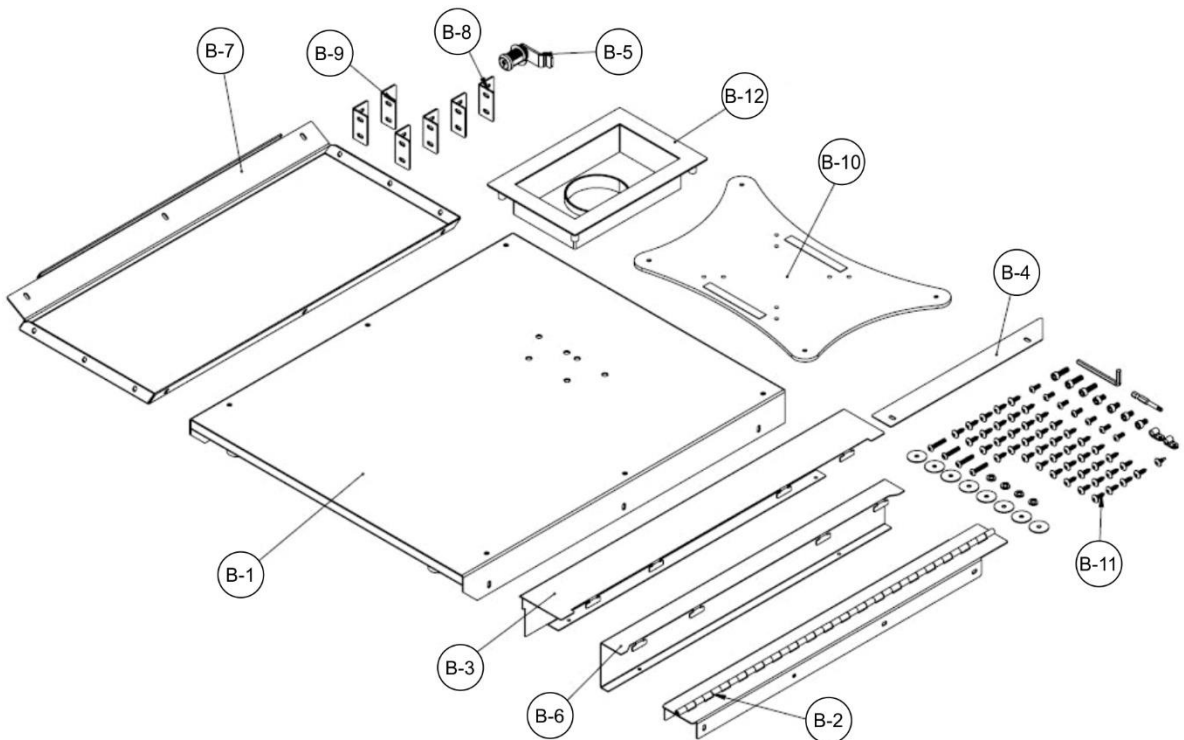
For 72" Model Only (58022)

Hardware and Components

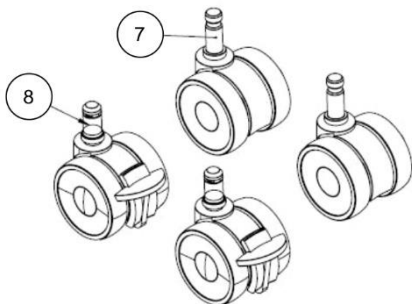
BOX B (60150)

ITEM NO.	DESCRIPTION	QTY
B-1	TD SPLIT HEIGHT BASE ASSEMBLY	1
B-2	TD DOOR HINGE ASSEMBLY	1
B-3	SPLIT HEIGHT COSMETIC COVER SIDE	1
B-4	SPLIT HEIGHT SPACER	1
B-5	MWS TD LOCK ASSEMBLY	1
B-6	SPLIT HEIGHT COSMETIC COVER FRONT	1

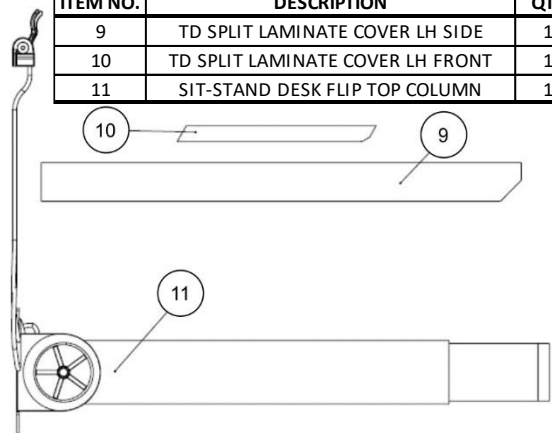
ITEM NO.	DESCRIPTION	QTY
B-7	TD SPLIT HEIGHT ANGLED PANEL	1
B-8	TD BOLT ON L BRACKET	5
B-9	MWS TD WELD ON L BRACKET	1
B-10	BUTTERFLY PLATE WITH HARWARE PACK	1
B-11	TD SPLIT HEIGHT HARDWARE PACK	1
B-12	MWS TOD TILT SUPPORT ASSEMBLY	1



ITEM NO.	DESCRIPTION	QTY
7	2" Caster No Lock w/ 7/16" Friction Stem	2
8	2" Caster w/Lock 7/16" Friction Stem	2



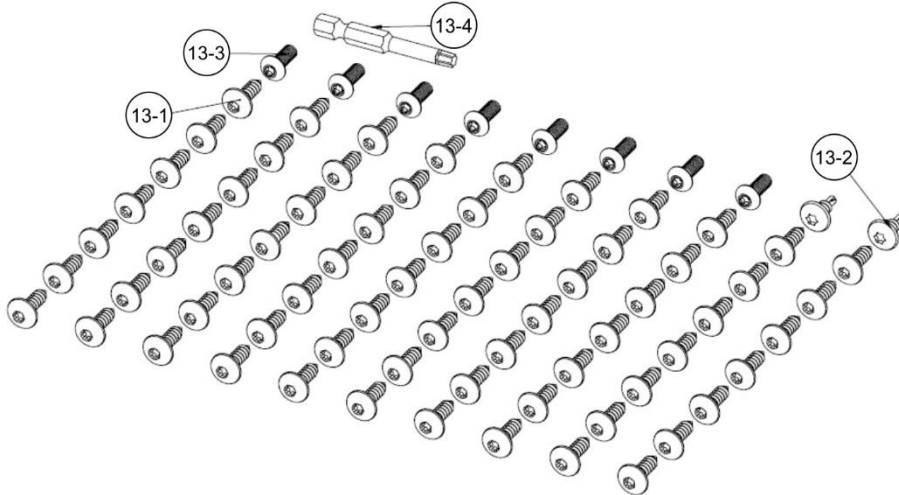
ITEM NO.	DESCRIPTION	QTY
9	TD SPLIT LAMINATE COVER LH SIDE	1
10	TD SPLIT LAMINATE COVER LH FRONT	1
11	SIT-STAND DESK FLIP TOP COLUMN	1



Hardware and Components

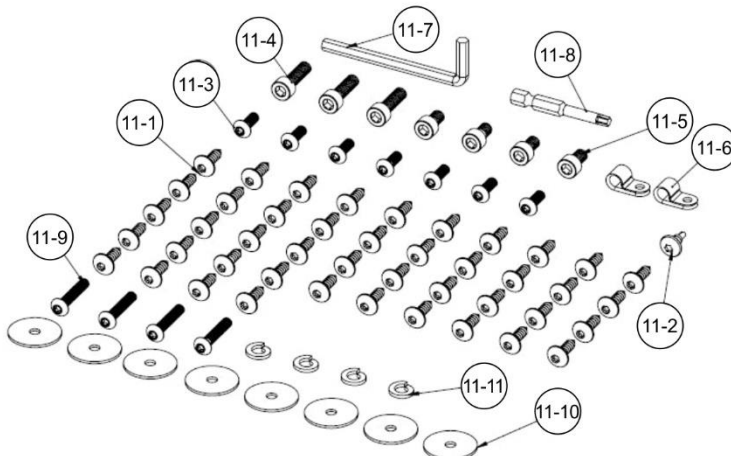
BOX A ITEM #A-13 (60139) – TEACHERS DESK HARDWARE PACK COMPONENTS

ITEM NO.	DESCRIPTION	QTY
13-1	NO. 10 X 5/8" TORX BUTTON HEAD SCREW	70
13-2	NO. 10 X 1/2" TORX SELF DRILLING BUTTON HEAD SCREW	2
13-3	10-32 X 1/2" TORX BUTTON HEAD W/PATCH	8
13-4	T25 TORX POWER BIT #2	1



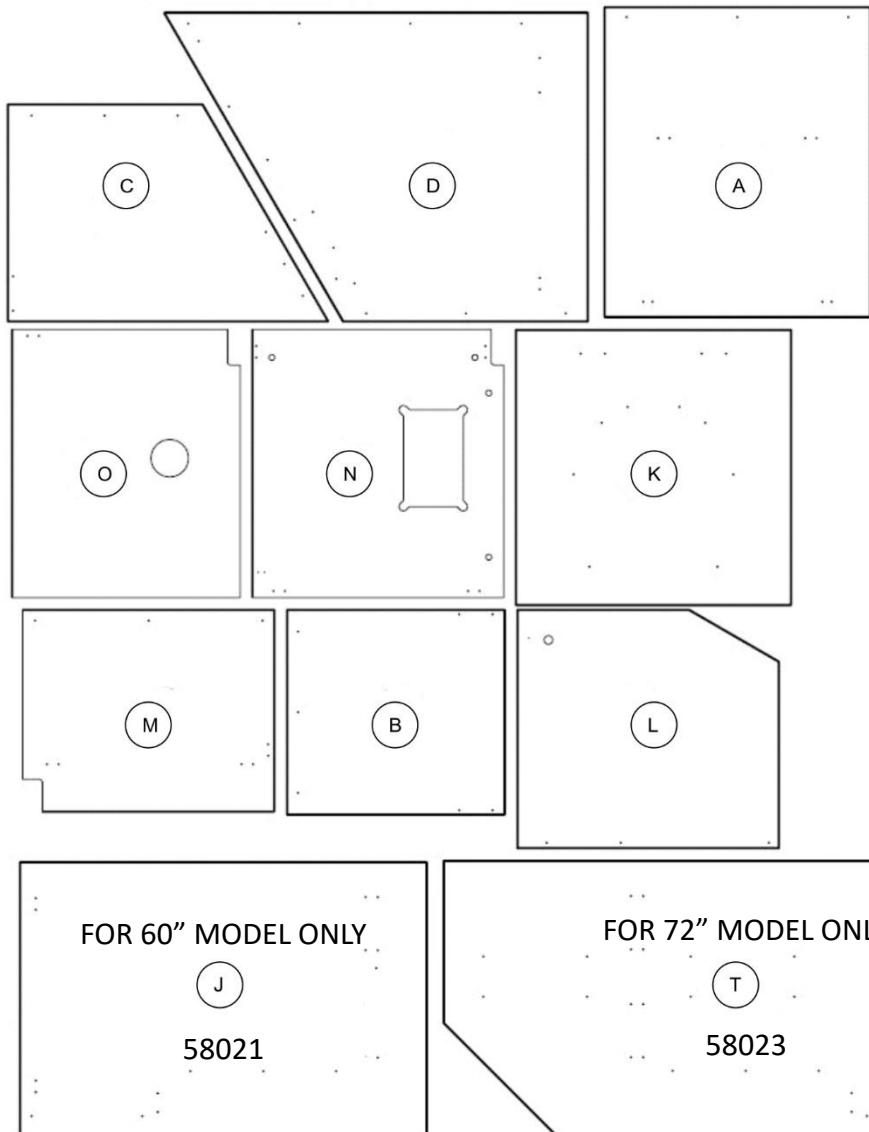
BOX B ITEM #B-11 (60140) – TD SPLIT HEIGHT HARDWARE PACK COMPONENTS

ITEM NO.	DESCRIPTION	QTY
11-1	NO. 10 X 5/8" TORX BUTTON HEAD SCREW	44
11-2	NO. 10 X 1/2" TORX SELF DRILLING BUTTON HEAD SCREW	1
11-3	10-32 X 1/2" TORX BUTTON HEAD SCREW W/PATCH	7
11-4	M6 X 1.0 X 20MM SOCKET HEAD, HEX DRIVE, BLK OX	3
11-5	M6 X 1.0 X 10MM SOCKET HEAD, HEX DRIVE, BLK OX	4
11-6	1/4" I.D. PLASTIC LOOP CLAMP	2
11-7	HEX KEY 5MM SHORT ARM	1
11-8	T25 TORX POWER BIT 2"	1
11-9	10-32 X 1" TORX BUTTON HEAD W/PATCH	4
11-10	#10 WASHER 1" od	8
11-11	M6 SPLIT LOCK WASHER	4



Hardware and Components

A	TD STRAIGHT LEG SIDE PANEL	1
B	TD U LEG SIDE PANEL	1
C	TD MAIN FRONT PANEL LH	1
D	TD 120 FRONT PANEL LH	1
J	TD SPLIT 24X36" TOP LH	1
K	TD SPLIT 24X24" TOP	1
M	TD SPLIT SIDE PANEL LH	1
L	TD SPLIT DOOR LH	1
O	TD SPLIT SHELF LH	1
N	TD SPLIT MIDDLE PANEL LH	1
T	TD SPLIT 24X45" TOP LH	1



General Assembly Guidelines

Special Notes:

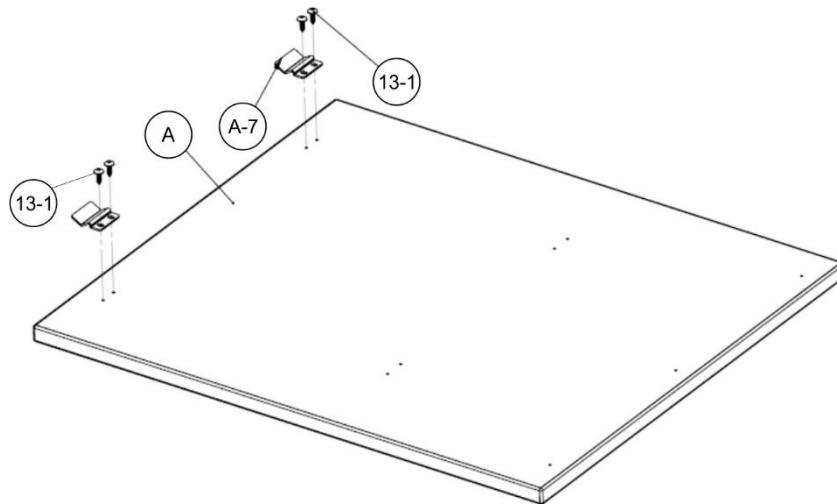
- Ensure that all components are accounted for and undamaged before assembling
- Follow each step carefully to ensure the proper assembly of this product
- 2-person assembly is highly recommended
- Clean the product with a mild cleaner and damp cloth

Tools:

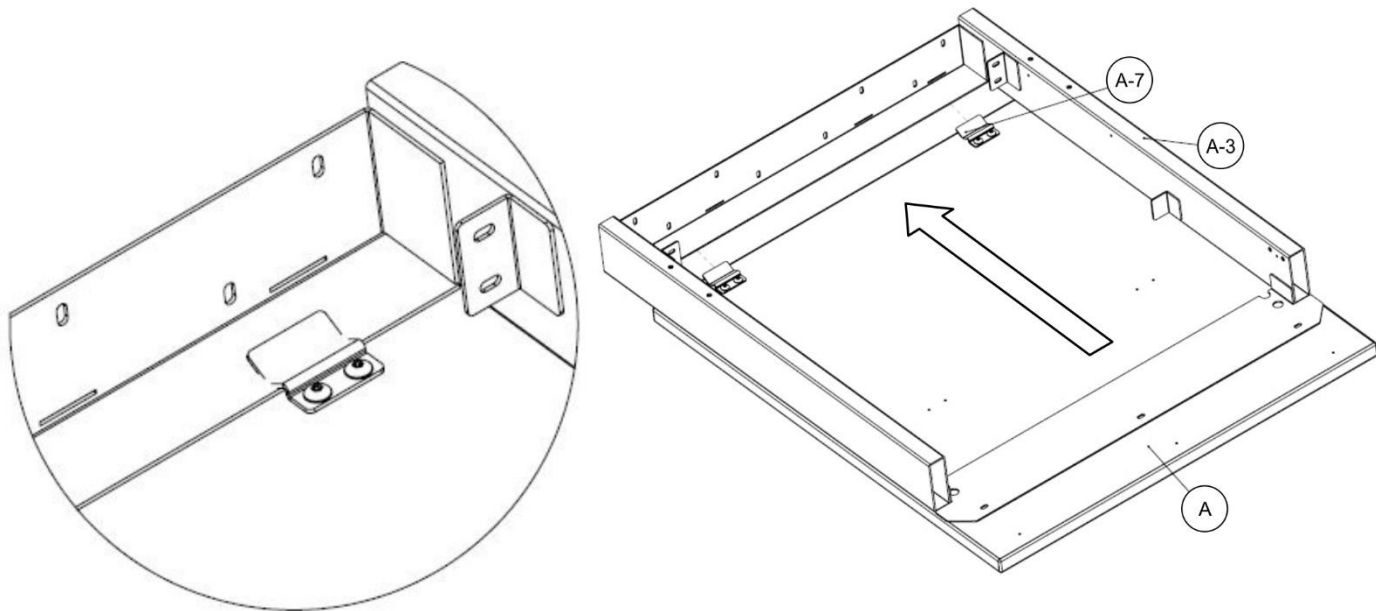
- Framing Square
- Drill
- #1 and #2 Phillips bit
- Screwdriver (optional)
- Wood Clamps (optional)
- ¼" bit extender (optional)

Assembly Instructions

1. Place wood top on clean smooth surface upside down with the pilot holes facing up, fasten 2x item #A-7 to item A using 4x fasteners item #13-1 using the supplied T25 Torx bit item #13-4.



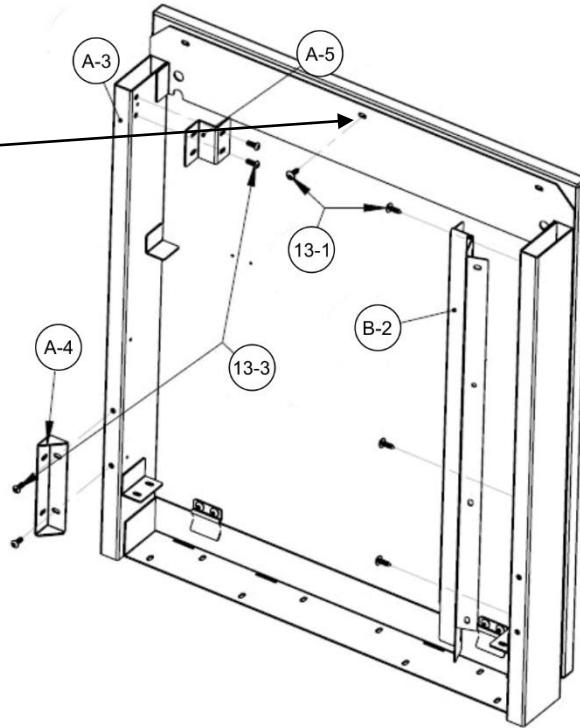
2. Slide the previously assembled panel A onto item #A-3, item #A-7 should side over the metal lip of item #A-3 as shown. Do not install any fasteners at this point this board will be removed later. It is helpful to clamp panel A to item #A-3.



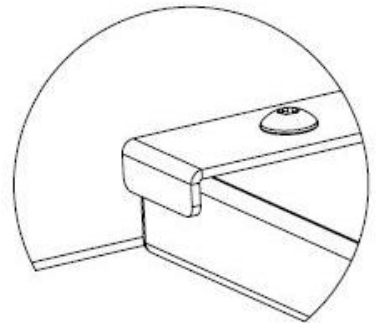
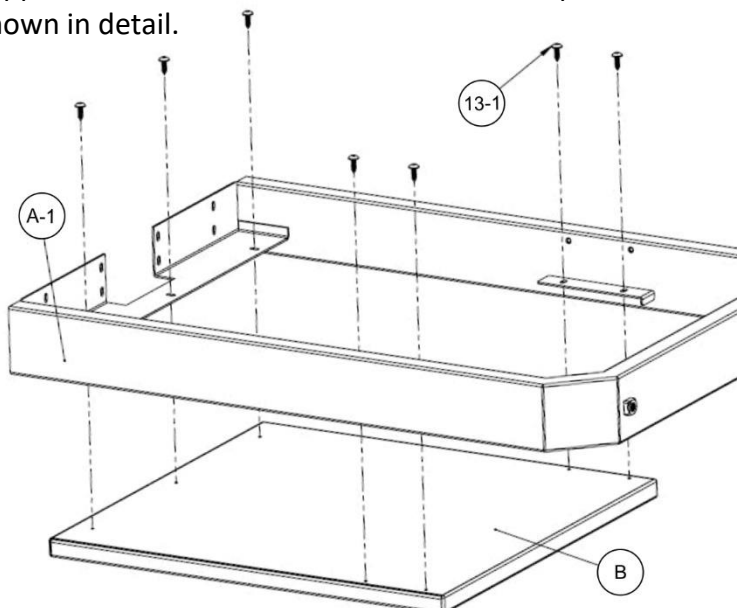
Assembly Instructions

- Using previously assembled components install item #A-4 and #A-5 using 4x fastener #13-3, do not fully tighten, install item #B-2 using 3x fastener #13-1 note to orientation of #B-2, do not fully tighten.

Optional: Use 1x fastener #13-1 to hold #A-3 in place. This fastener will be removed on step 10

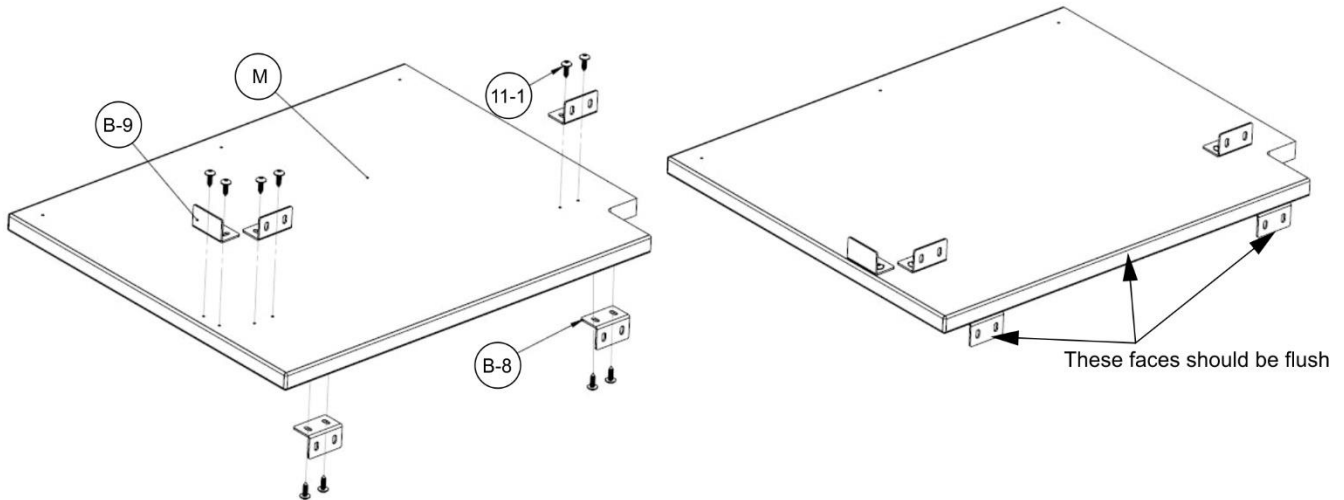


- Position Panel B as shown, centering the panel to create equal gaps, a spacer or credit card works well. Fasten panel B to item #A-1 using 7x fasteners item #13-1 using the supplied T25 Torx bit item # 13-4. NOTE: The panel should sit on the metal finger as shown in detail.

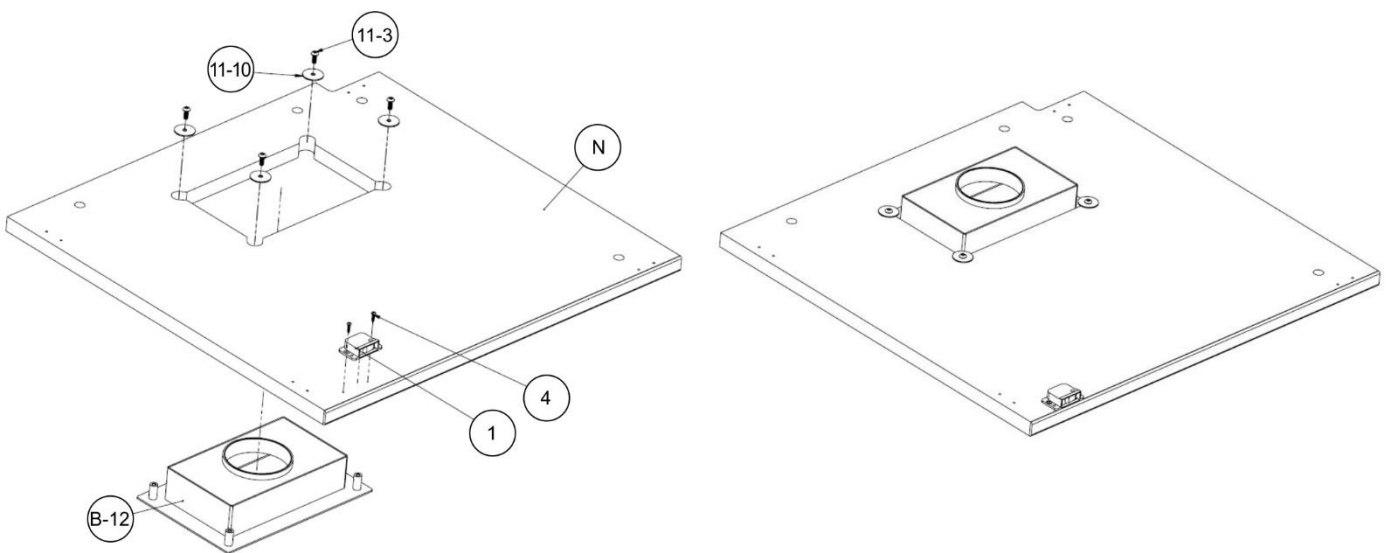


Assembly Instructions

5. Fasten 4x item #B-8 and 1x item #B-9 to panel M using 10x fasteners item #11-1 using the supplied T25 Torx bit item #13-4.

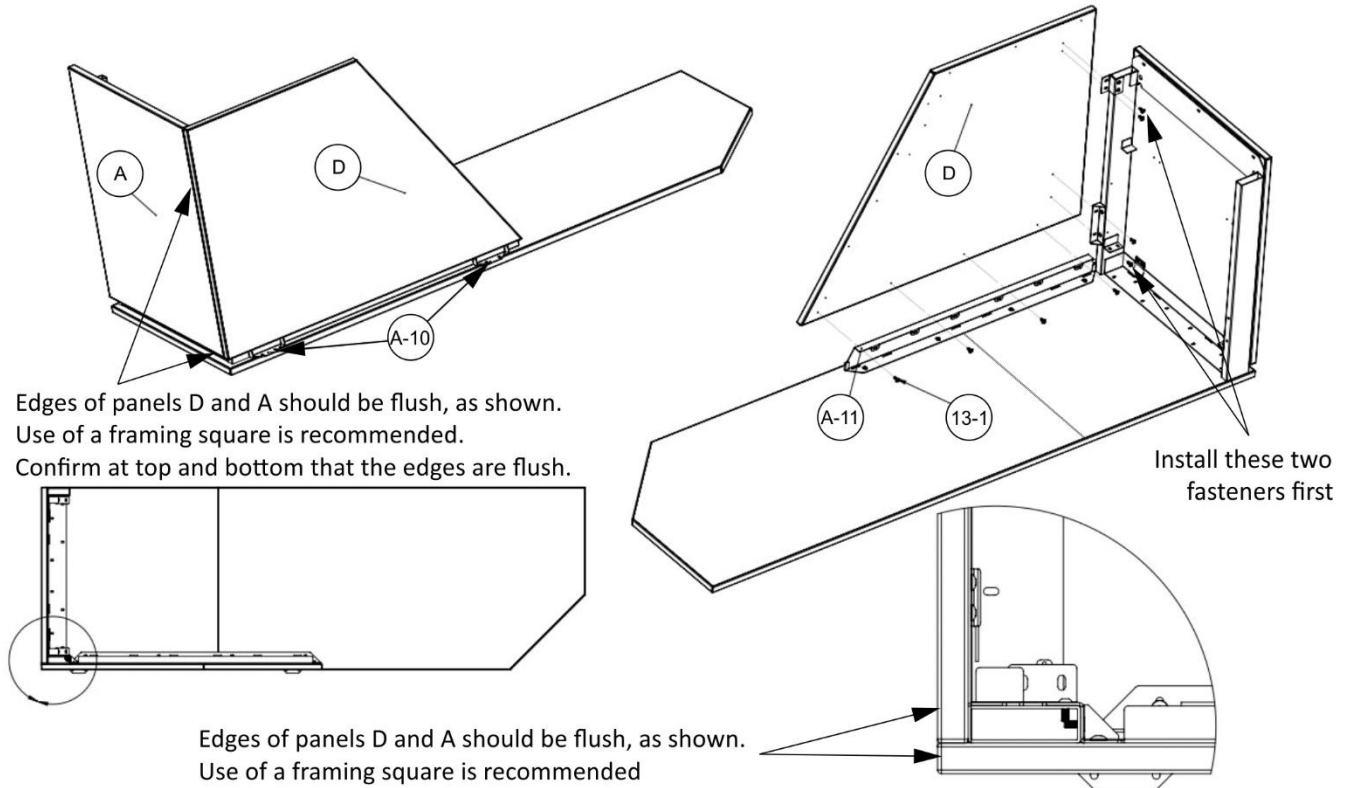


6. Position Panel N as shown over the top of item #B-12. Fasten panel N to item #B-12 using 4x fasteners item #11-3 and #11-10, finger tighten only. Fasten item #1 using 2x fastener #4 as shown.

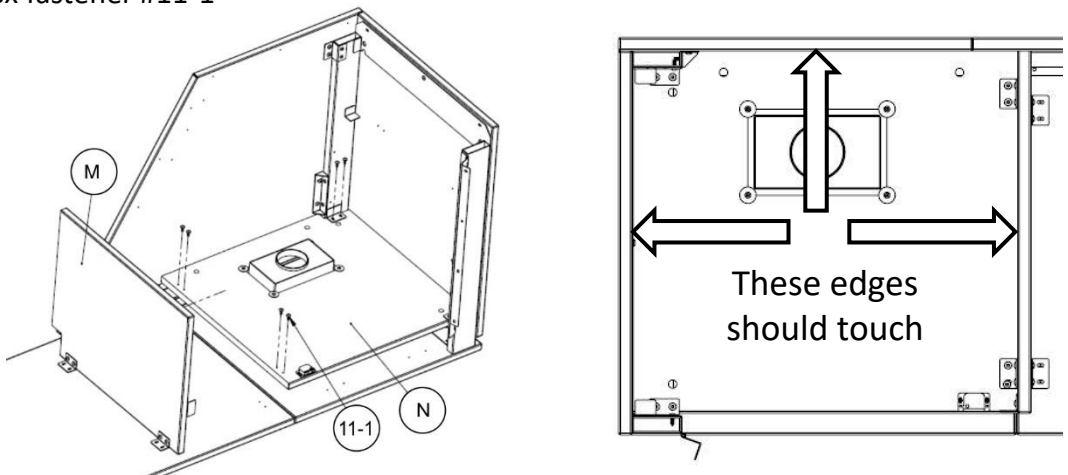


Assembly Instructions

7. Using 2x item #A-10 as spacers. Place panel D as shown. Confirm edges of panels D and A align as shown. Fasten panel D with the 2x indicated fastener #13-1. Confirm edges of panels D and A are still aligned before installing the remaining 6x #13-1 fasteners

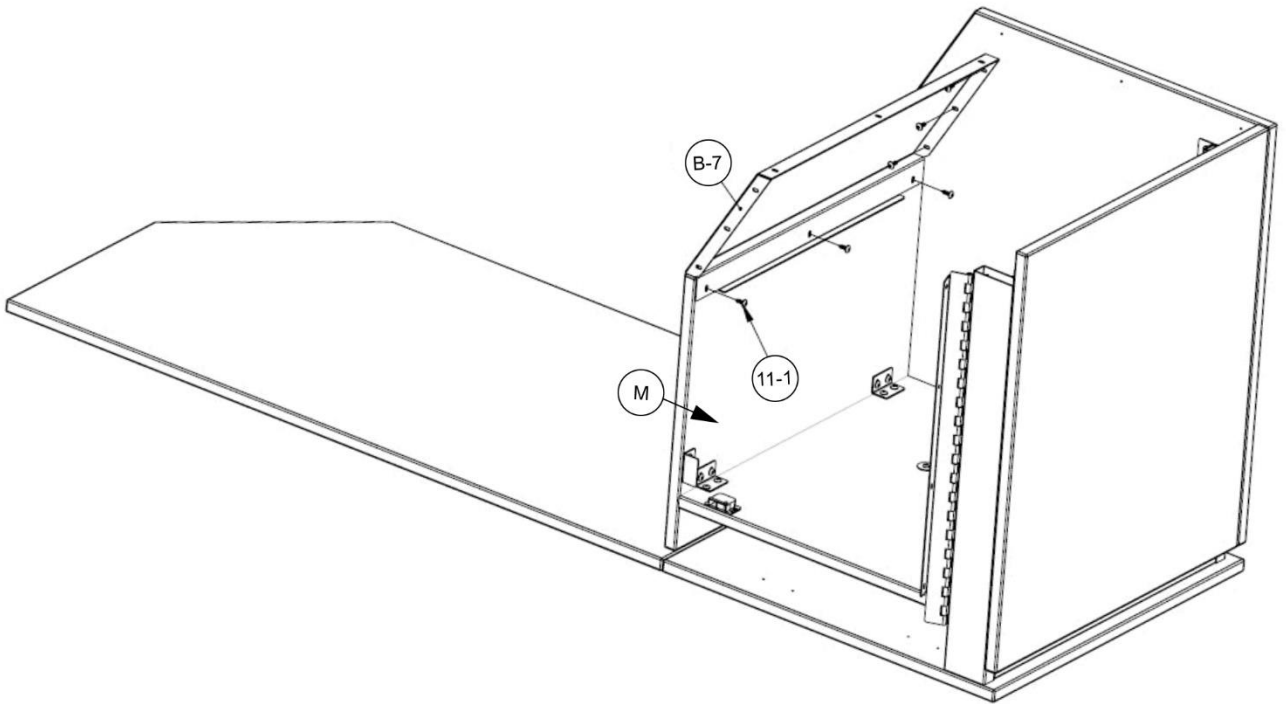


8. Place the previously assembled panel N as shown, ensure panel N is below the 4 mounting tabs before sliding panel M into place. **This is the most critical step, ensure all 3 edges of panel N are touching the corresponding edges as shown below.** Fasten panel N and M using 8x fastener #11-1

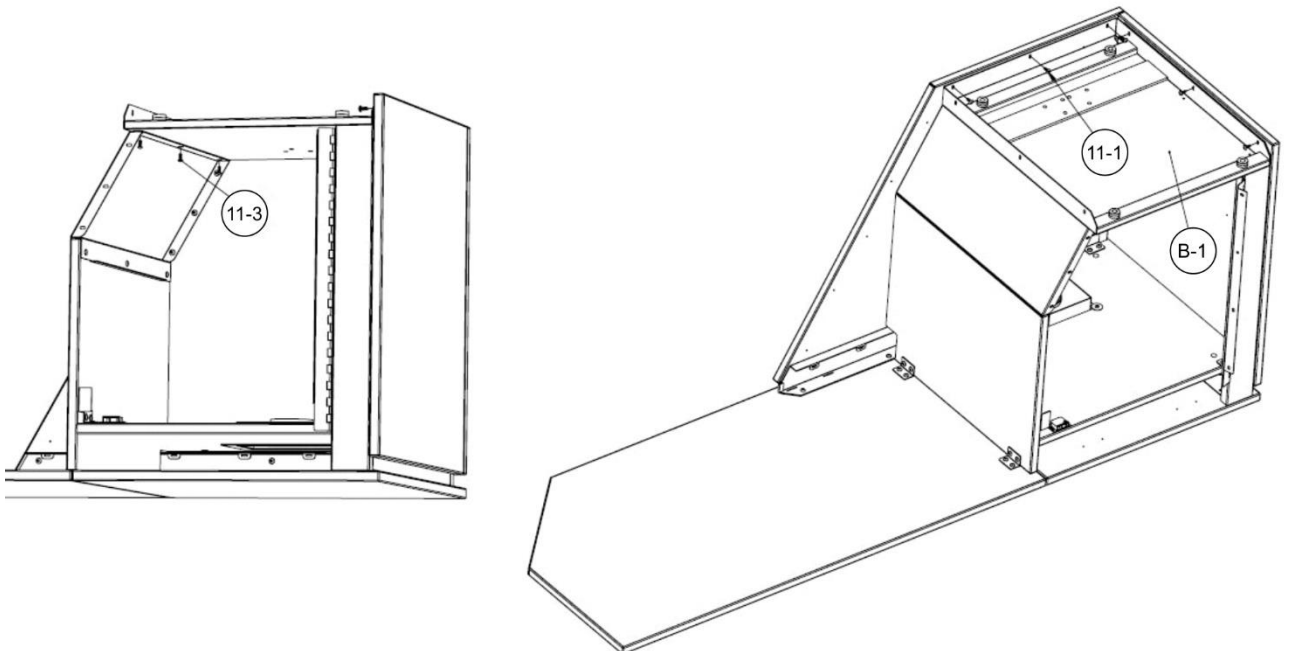


Assembly Instructions

9. Fasten item #B-7 with 6x fastener #11-1, it is recommended to use a square to ensure panel M is vertical.

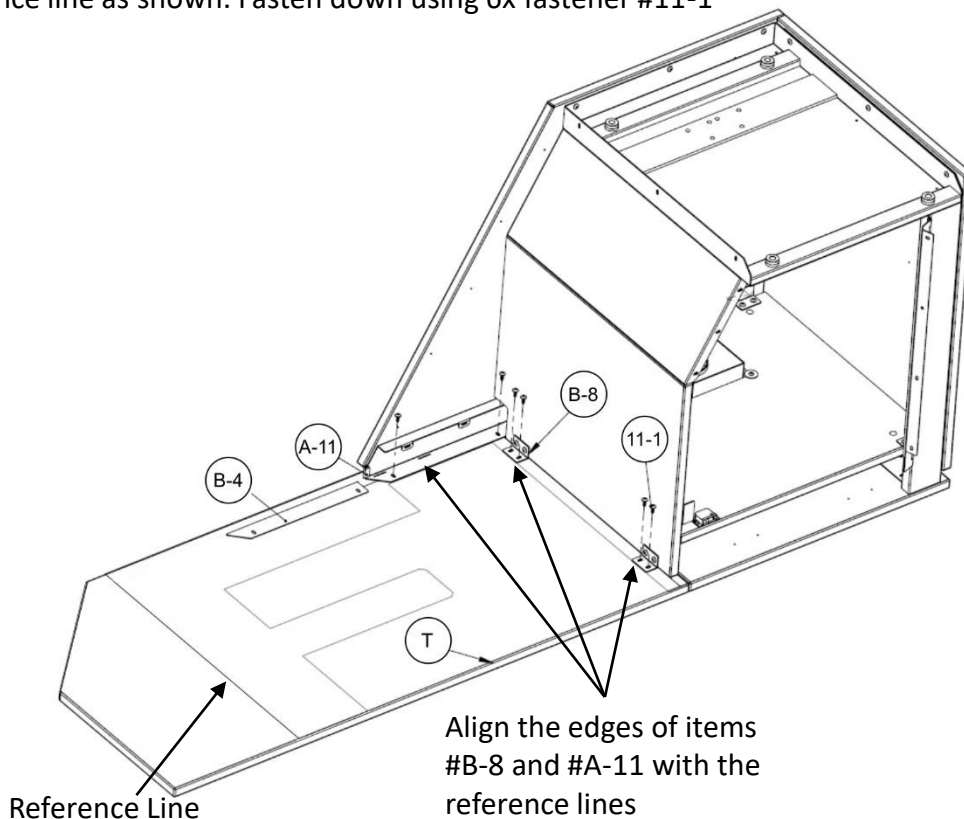


10. Remove noted fastener from step 3. Install item #B-1 as shown using 6x fastener 11-1 and 3x fastener 11-3.

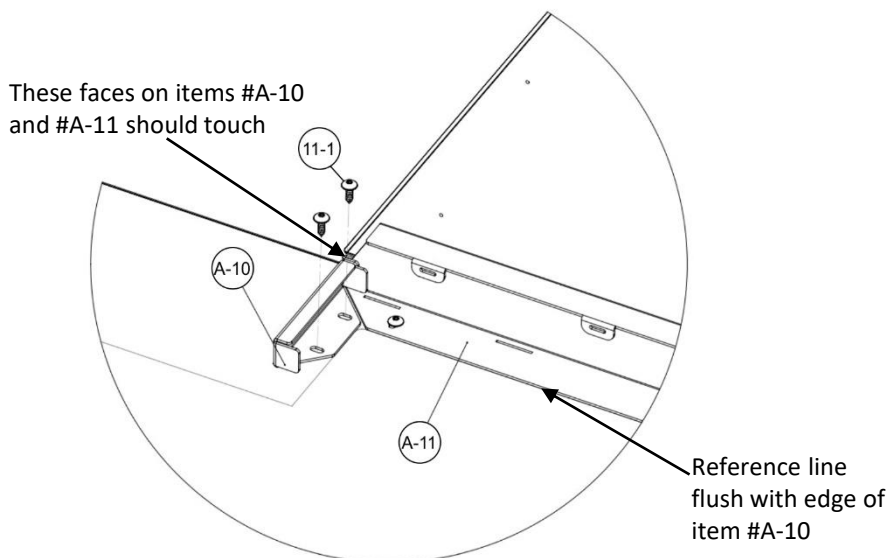


Assembly Instructions

- Slide item #B-4 under item #A-11. Align the edges of item #A-11 and #B-8 with the reference line as shown. Fasten down using 6x fastener #11-1

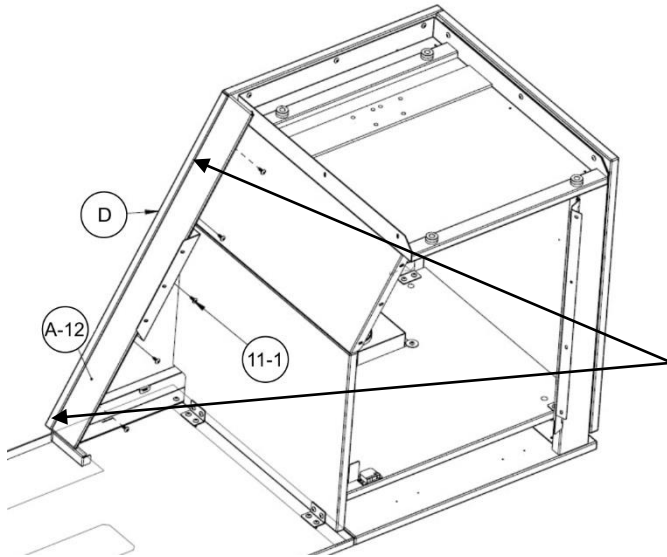


- Align the edge of item #A-10 with the reference line as shown. Item #A-10 should be touching item #A-11. Fasten #A-10 to top using 2x fastener #11-1.



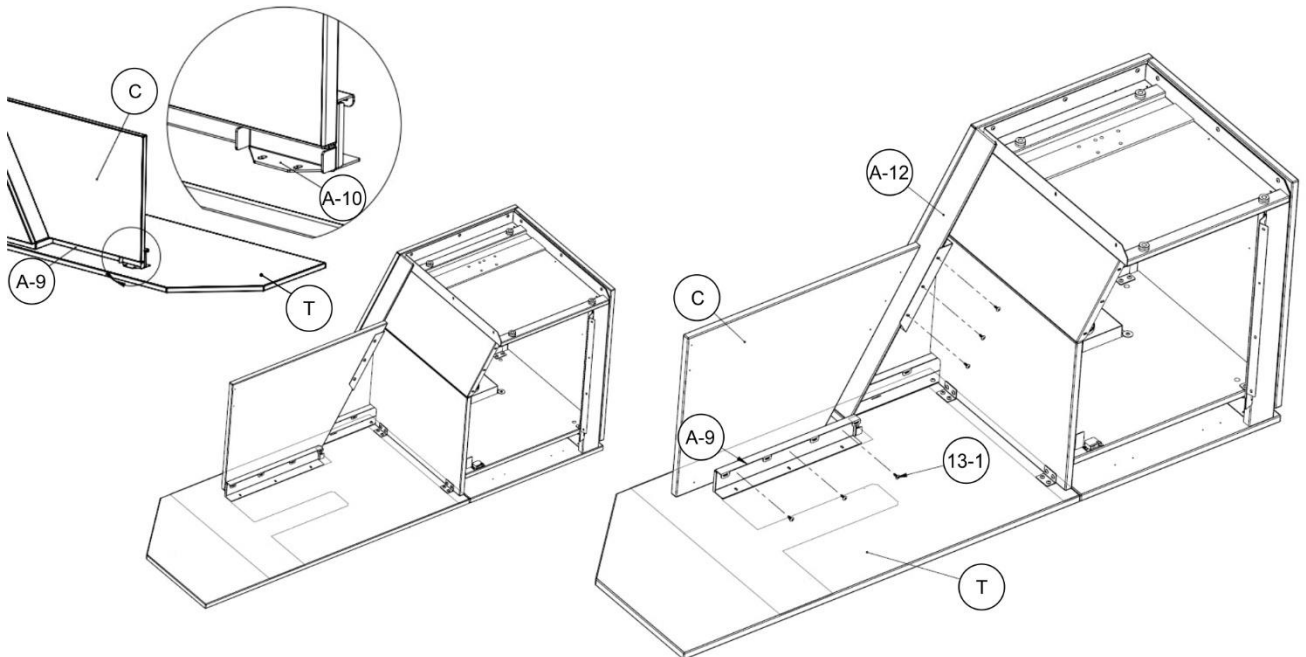
Assembly Instructions

13. Place item #A-12 as shown. Confirm faces of panel D and item #A-12 align as shown. Fasten item #A-12 with the 5x fasteners #11-1.



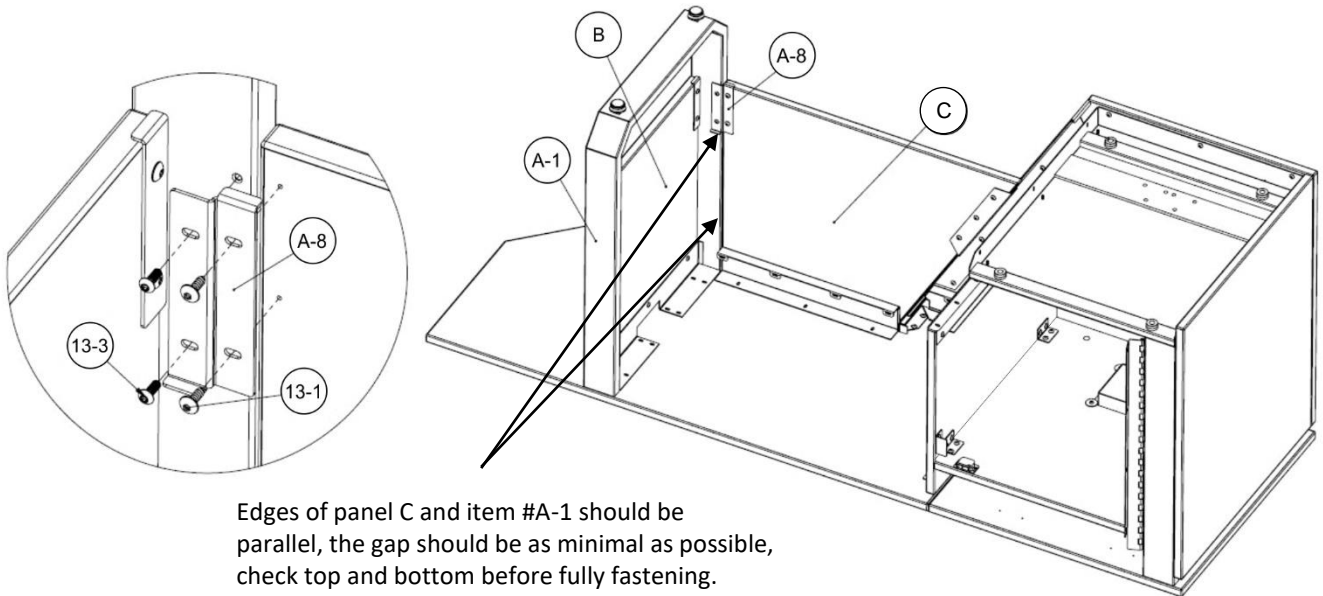
Edges of panel D and item #12 should be flush as shown, check top and bottom before fastening. Use of a straight edge is recommended.

14. Align edge of item #A-9 with the reference line as shown. Item #A-10 can be used as a spacer for panel C. Insert panel C into the slot of item #A-12. Place item #A-9 against panel C as shown. Confirm that all 3x holes on item #A-12 and item #A-9 can be seen through the slots while item #A-10 is in place. Fasten #A-12 and #A-9 to panel C using 3x fastener #13-1 each. (Do not fasten item #A-9 to the panel T, this will be done in future steps)

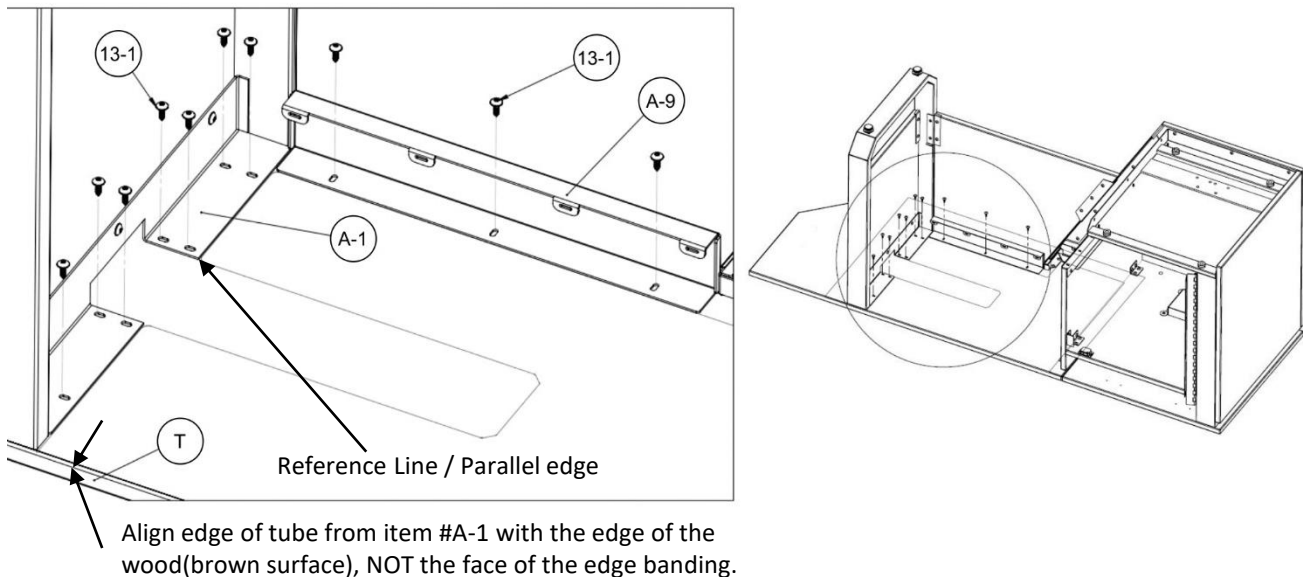


Assembly Instructions

15. Place the previously assembled item #A-1 and panel B as shown. Attach item #A-8 using 2x fastener #13-1 to panel C and attached item #A-8 to item #A-1 using 2x fastener #13-3, finger tighten only. Confirm the gap between item #A-1 and panel C is constant and as minimal as possible as shown below. Fully tighten fasteners.



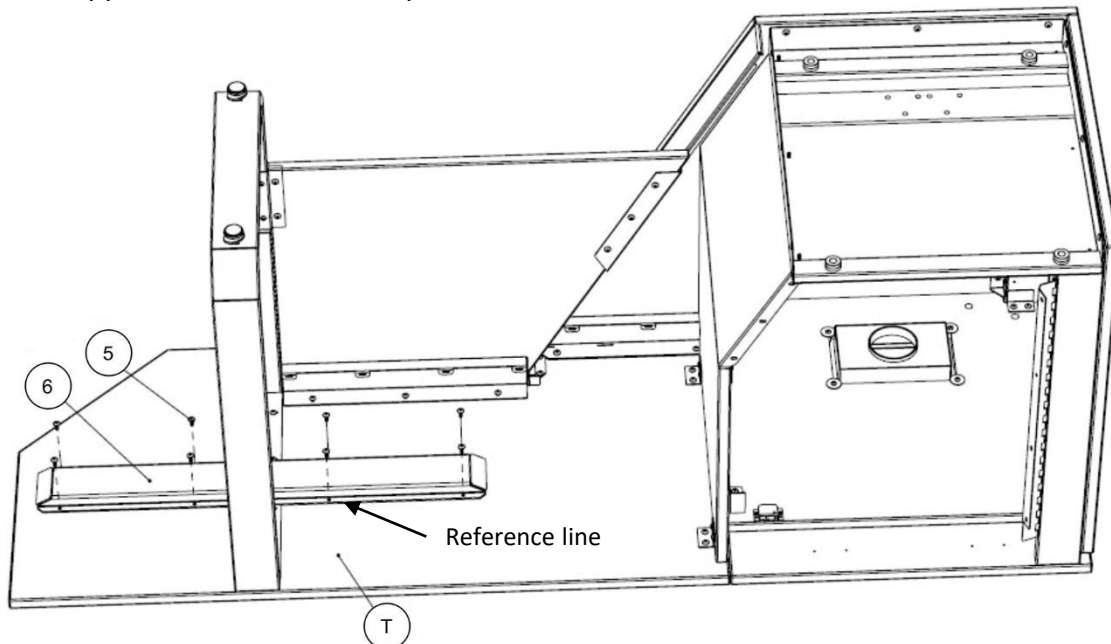
16. Edge of item #A-1 should be parallel with the reference line as shown (depending on the assembly process the reference line may not be flush with the edge of item #A-1) Align edge of tube from item #A-1 with the edge of the wood, NOT the face of the edge banding. Fasten #A-1 to panel T using 8x fastener #13-1 and then fasten item #A-9 to panel T using 3x fastener #13-1.



Assembly Instructions

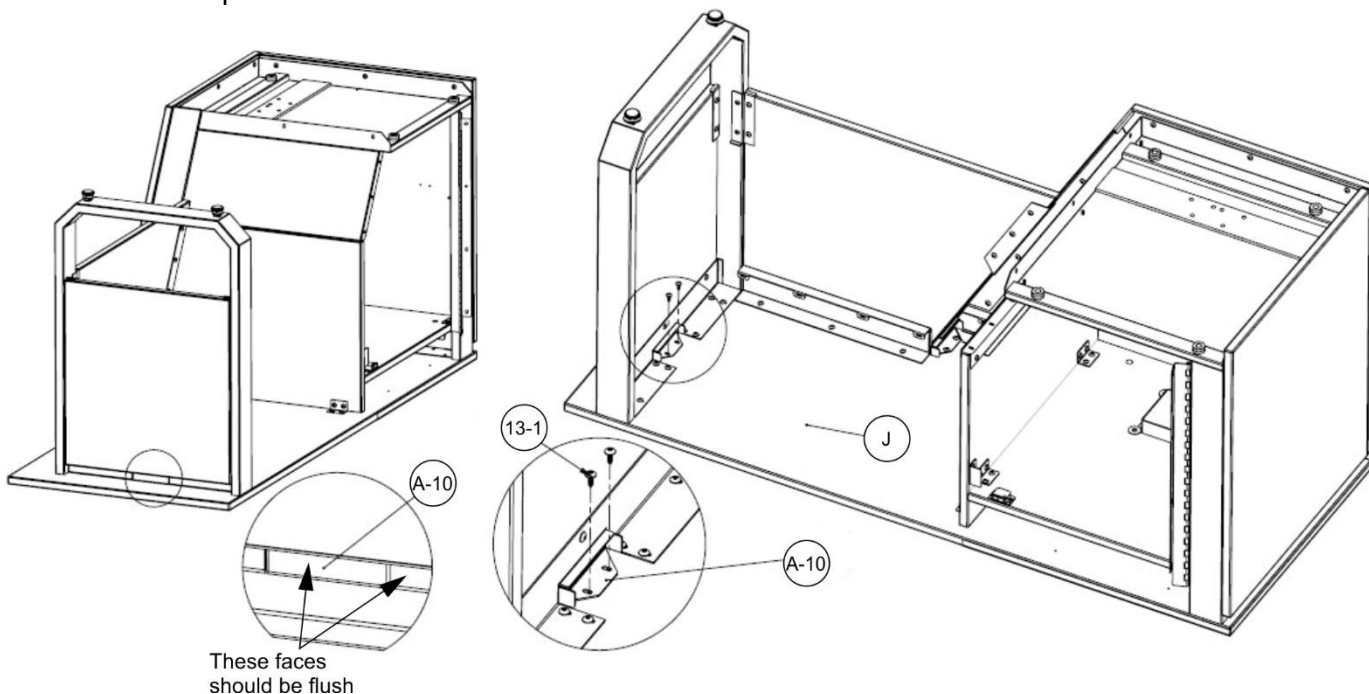
17-A. This step is 72" model only (58022), for 60" model (58020) skip to step 17-B.

Line up item #5 with the reference line. Install 8x fasteners #6 from hardware pack supplied with item #5 into panel T.



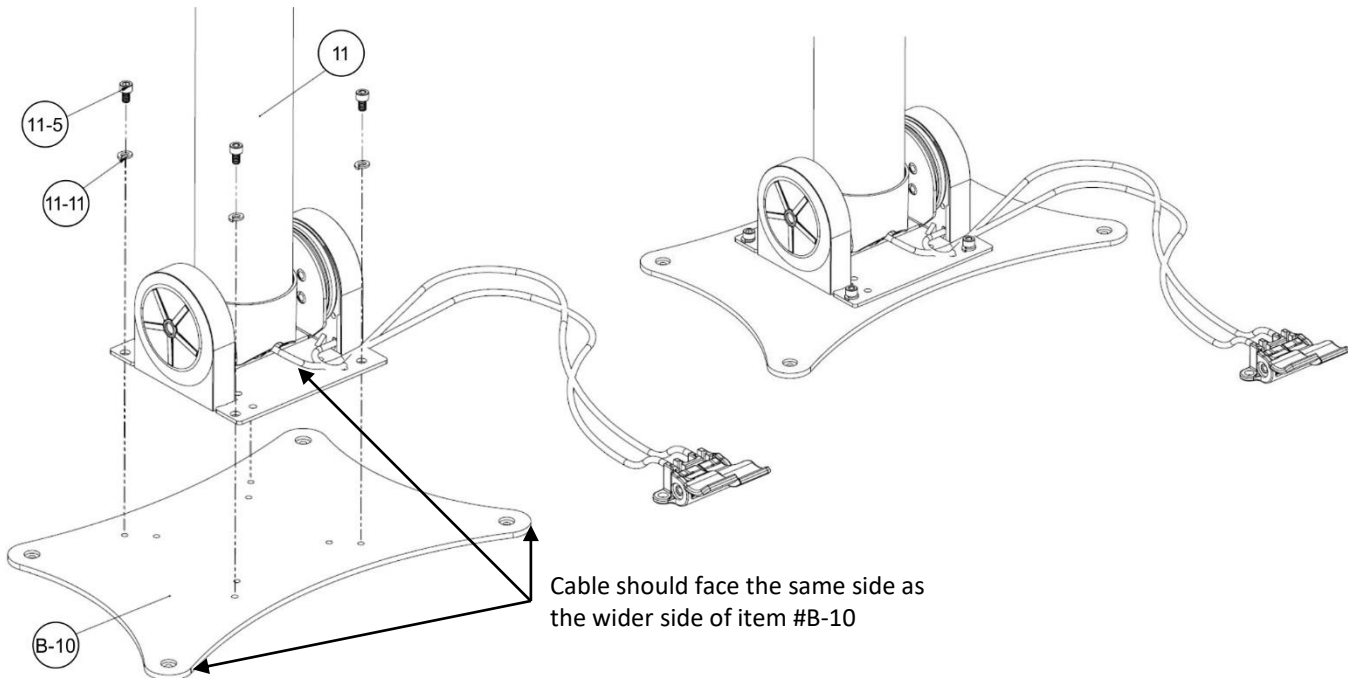
17-B. This step is for 60" Models only (58020).

The indicated face of item #A-10 should be flush as shown. Install 2x fasteners #13-1 into panel J.

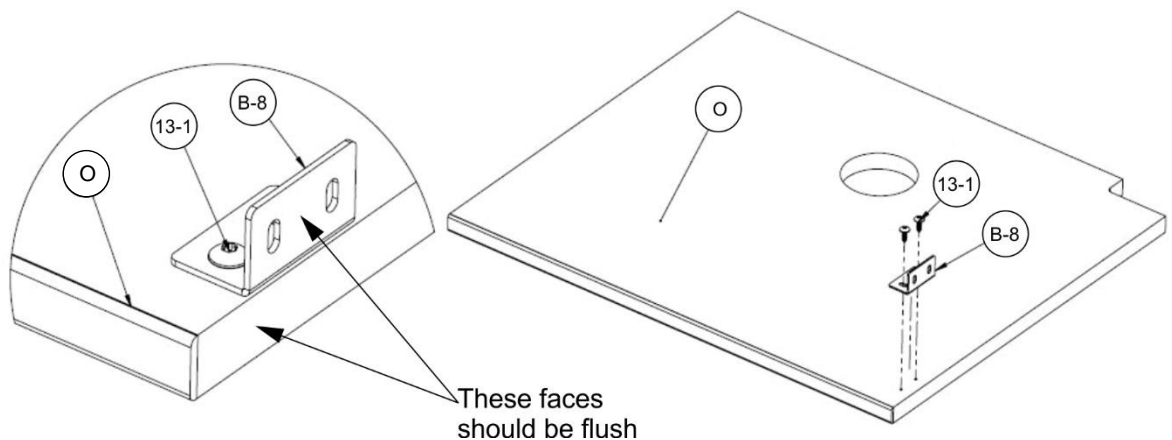


Assembly Instructions

18. Place item #B-10 with the tape face down. Position item #11 as shown below, fasten to item #B-10 using 4x fasteners #11-5 and #11-11

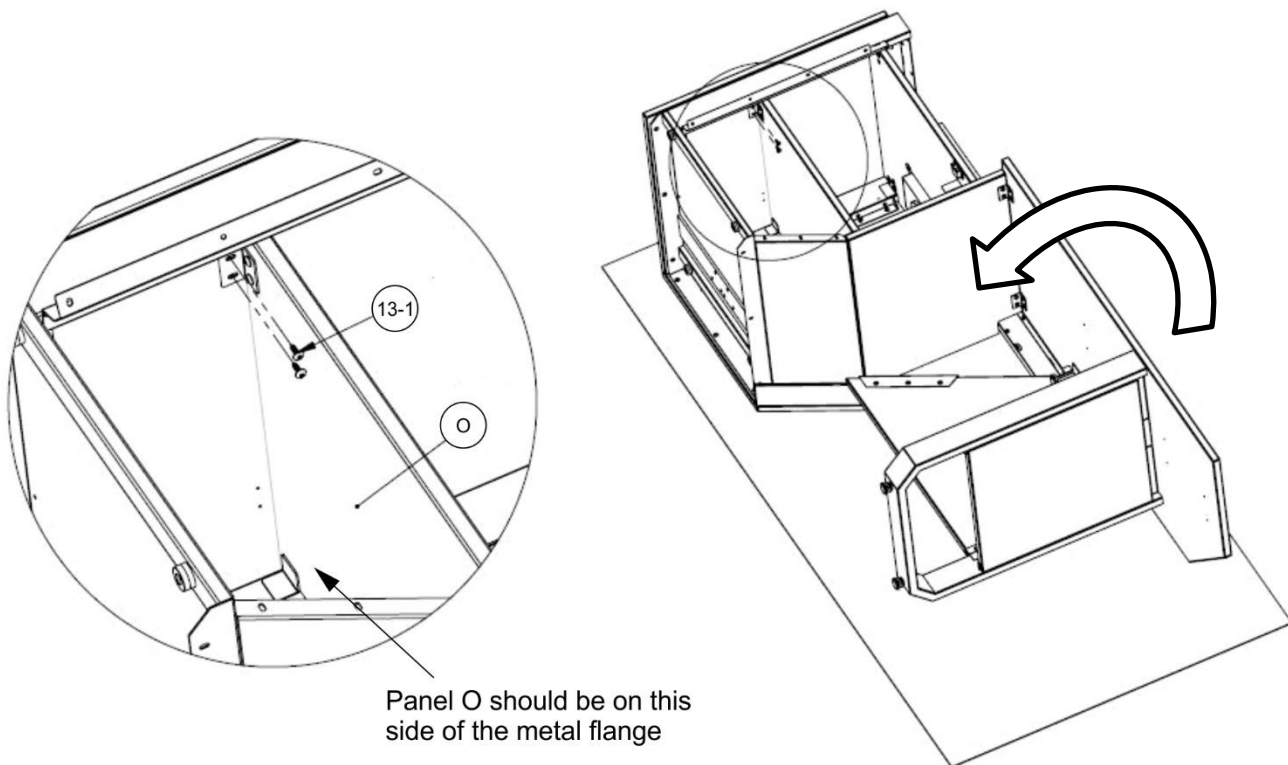


19. Fasten item #B-8 to panel O using 2x fastener #13-1

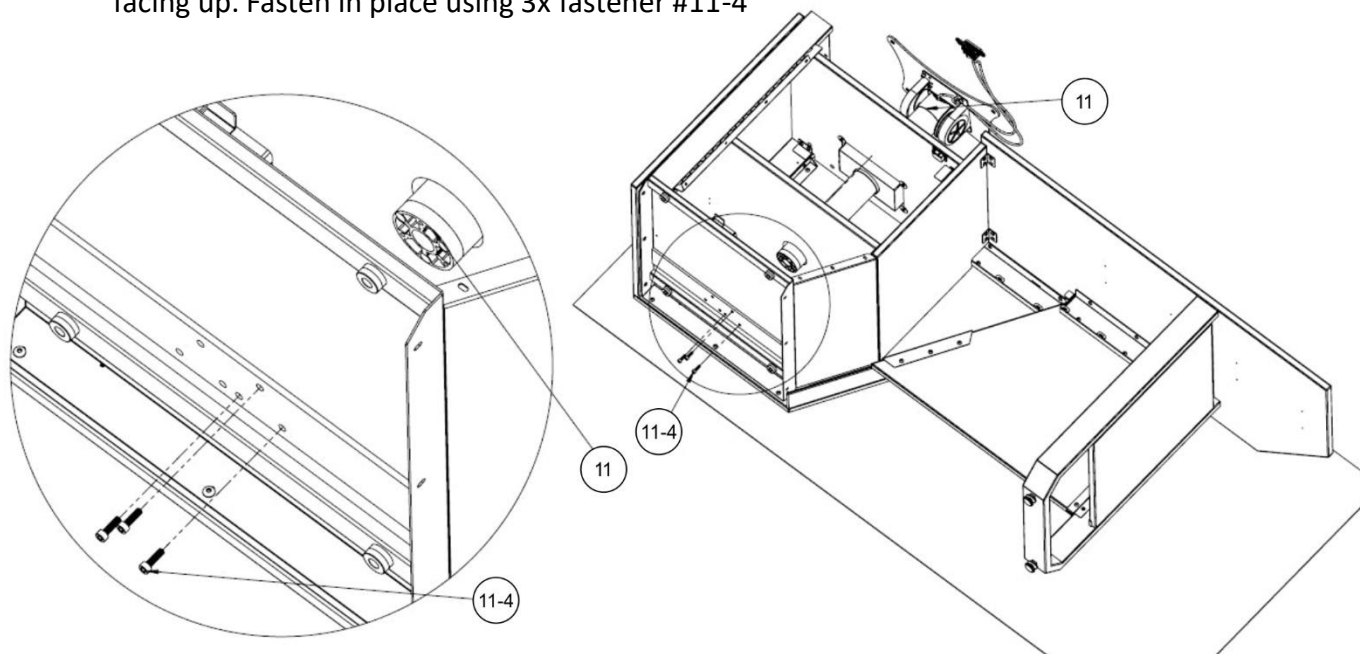


Assembly Instructions

20. On a soft, clean surface flip the desk on its front face as shown. Insert the previously assembled panel O into the unit as shown, fasten panel O with 2x fastener #13-1.

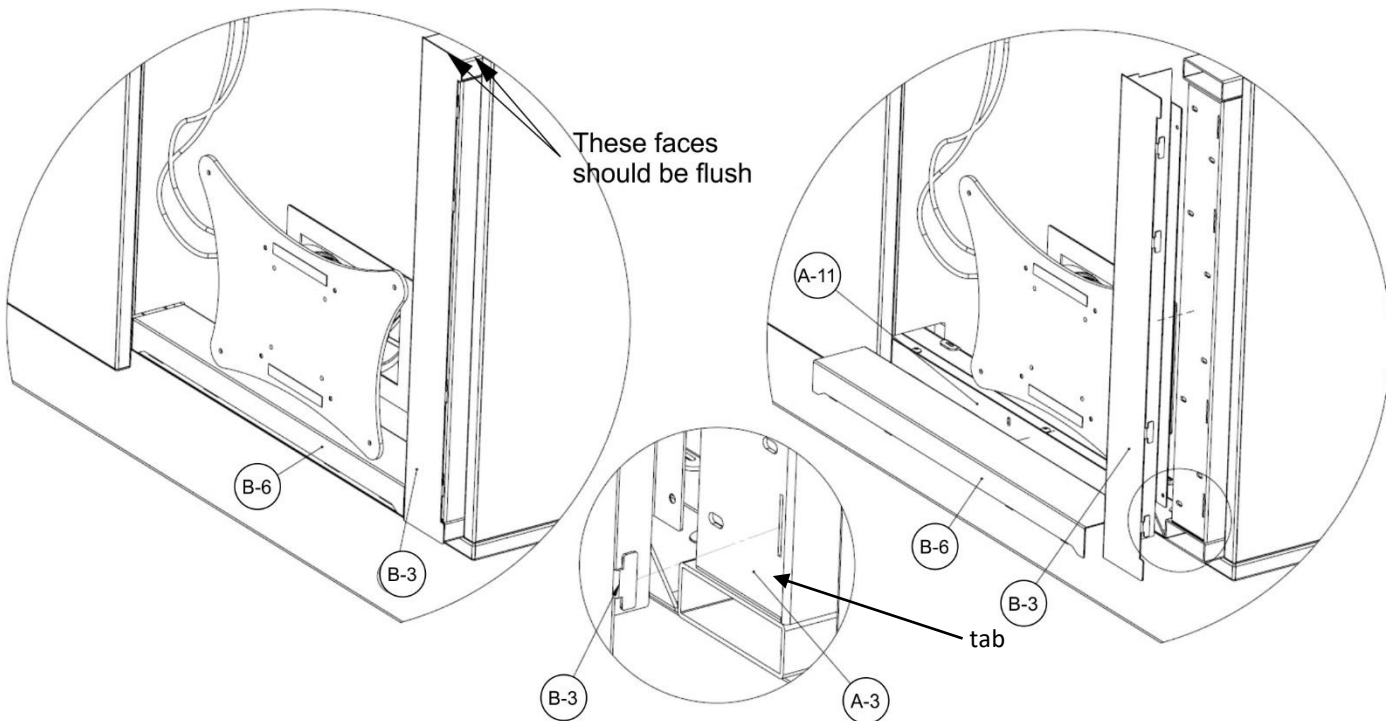


21. Carefully insert the previously assembled item #11 as shown below, the cables should be facing up. Fasten in place using 3x fastener #11-4

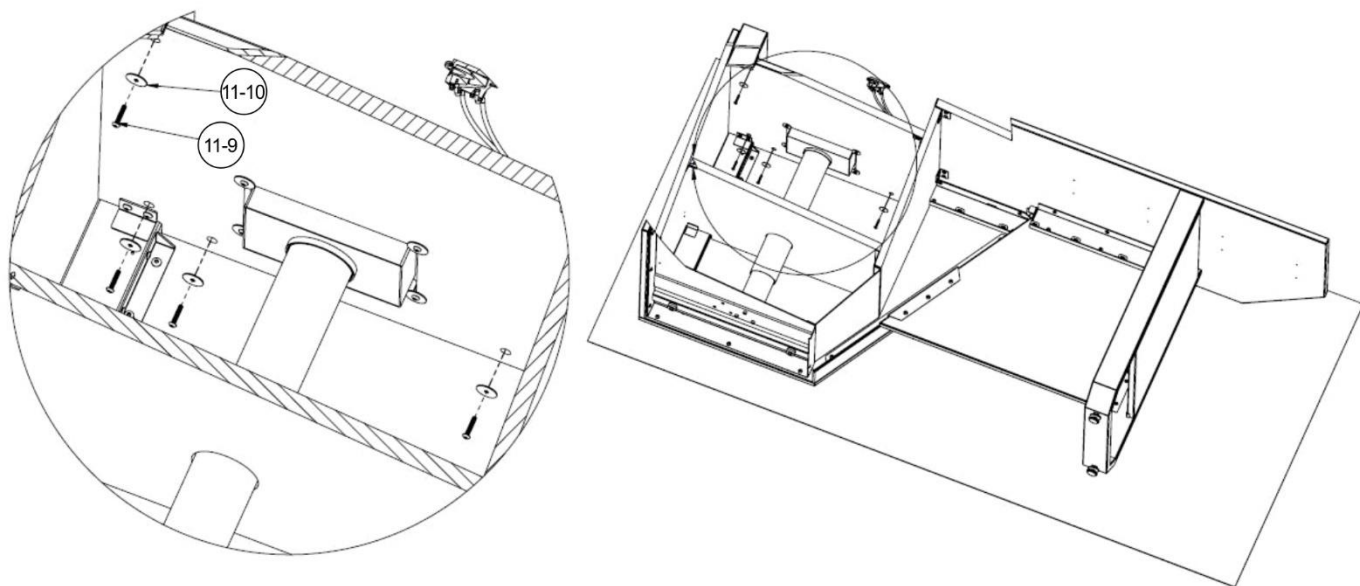


Assembly Instructions

22. Install item #B-6 first as shown below by sliding the tab into the slot of item #A-11. Slide over to lock into place. Repeat step for item #B-3. Slide item #B-6 back to touch item #B-3.

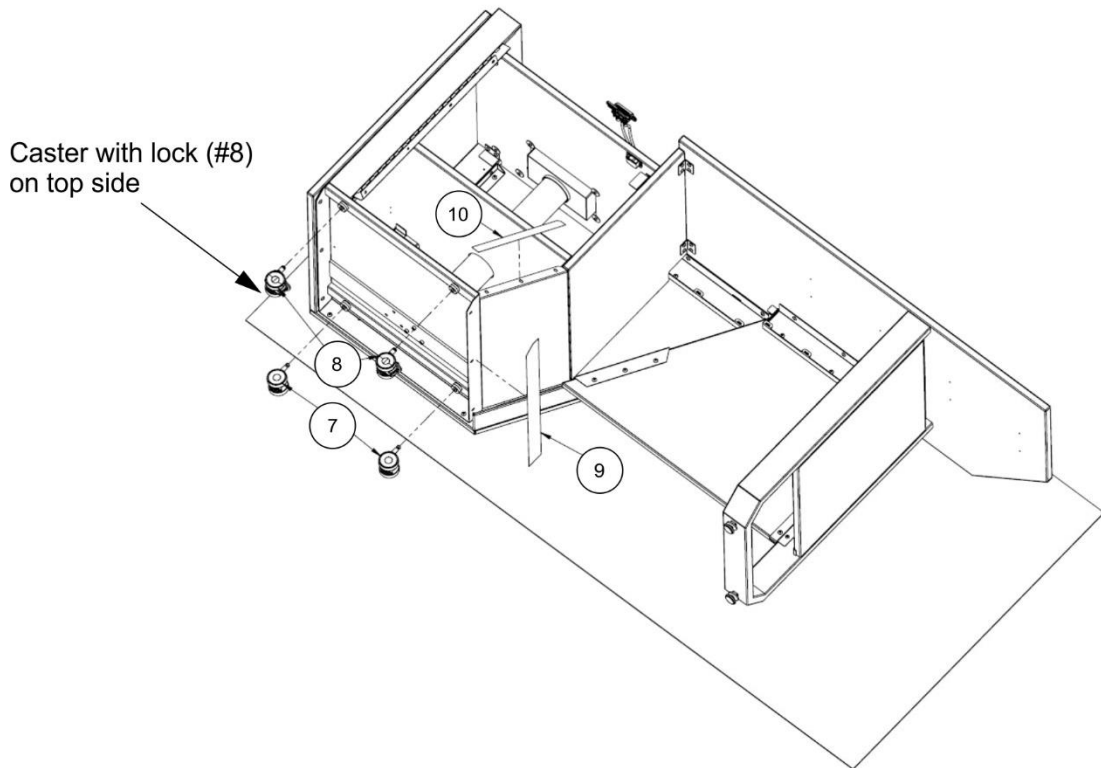


23. Install 4x of fastener #11-10 and #11-9 as shown, fastening items #B-3 and #B-6 in place.

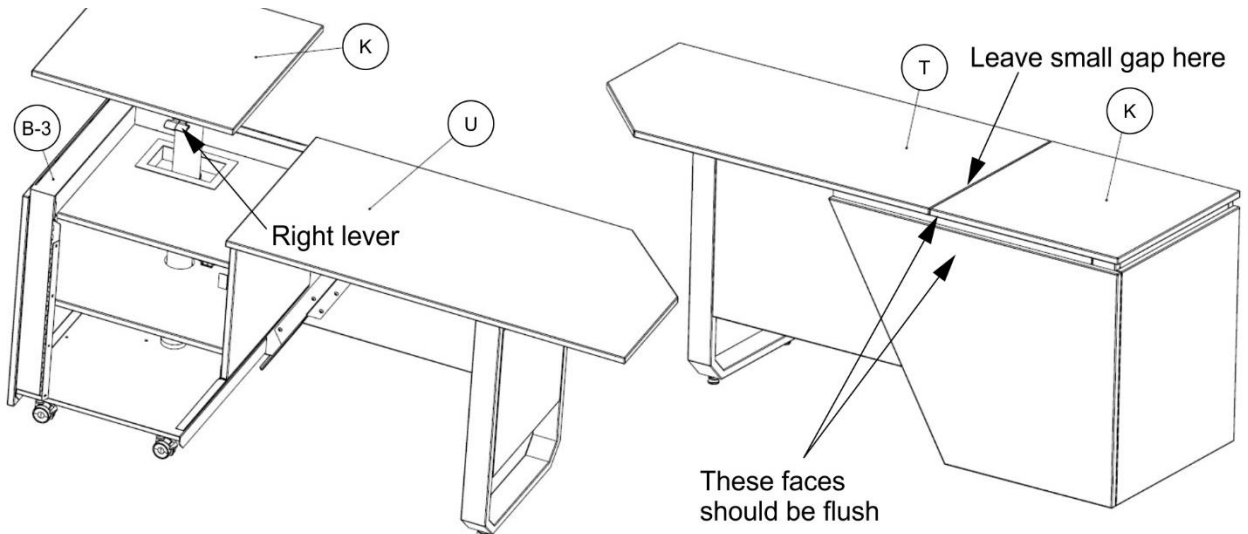


Assembly Instructions

24. Install item #7, #8, #9 and #10 as shown below.

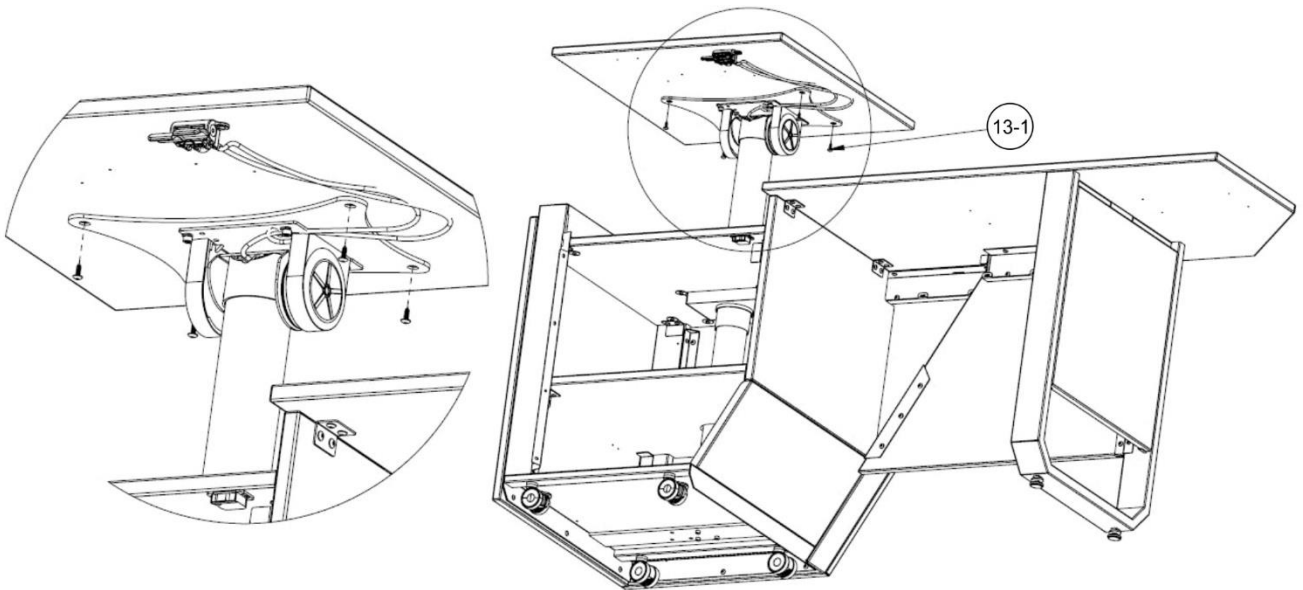


25. Carefully flip table to stand upright, without removing the tape backing, place panel K on top of item #B-10. While pressing the right lever, push down on panel K until it makes contact with the top of item #B-3. Release the right lever and remove panel K. Remove tape backing and replace panel K, leaving a small, credit card width, gap between panels K and T. Press panel K firmly in place.

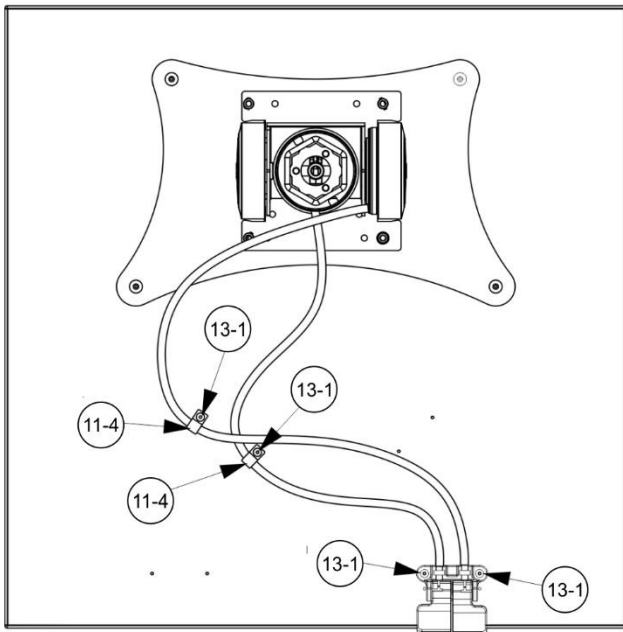


Assembly Instructions

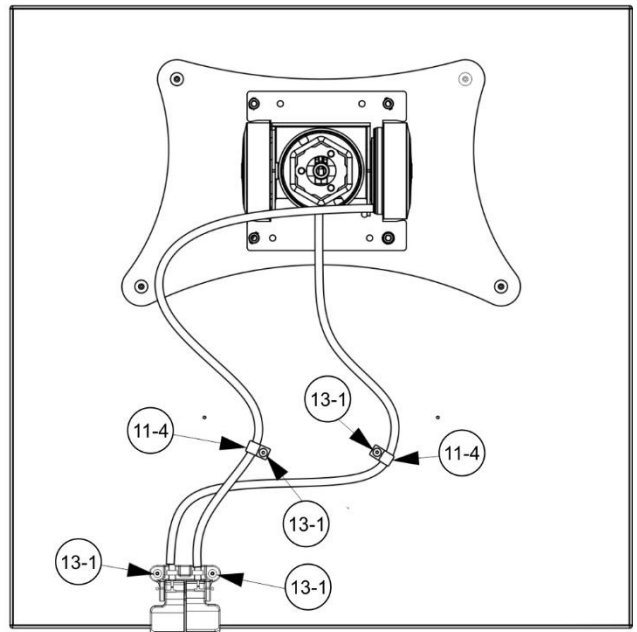
26. While applying pressure to panel K, press right lever to raise lift mechanism fully. Using 4x fastener #13-1, attach top K as shown while applying pressure from above.



27. Attach lift the lever and item #11-6 with 4x fastener #13-1 choosing your left- or right- hand operation. Confirm the lift operates freely, then tighten the 4x fasteners #11-3 from step 6.



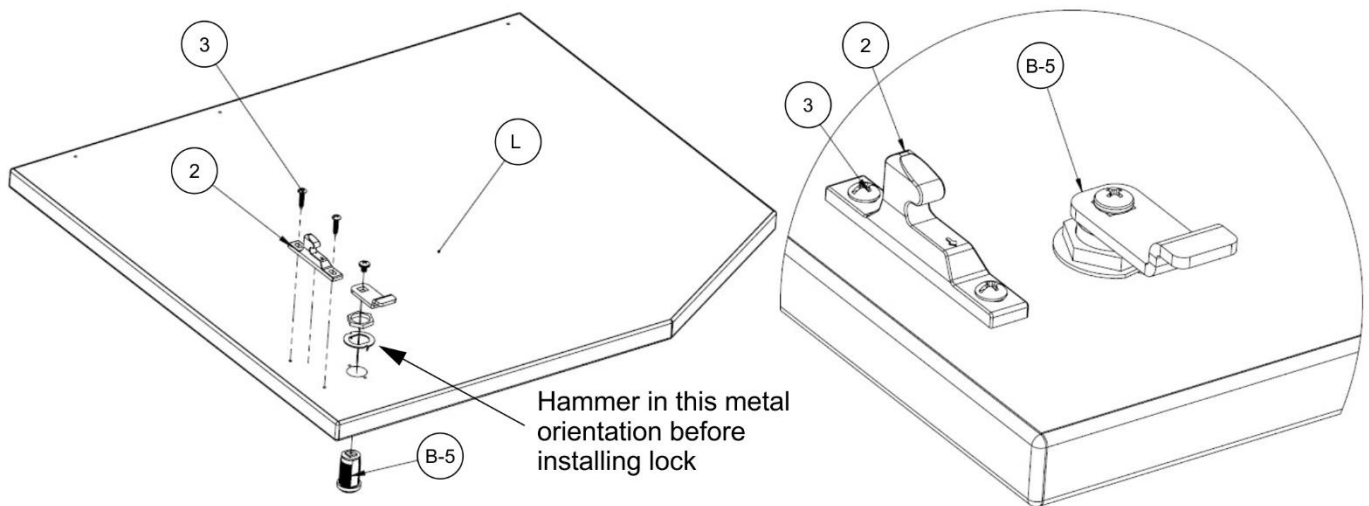
For Operation With Left Hand



For Operation With Right Hand

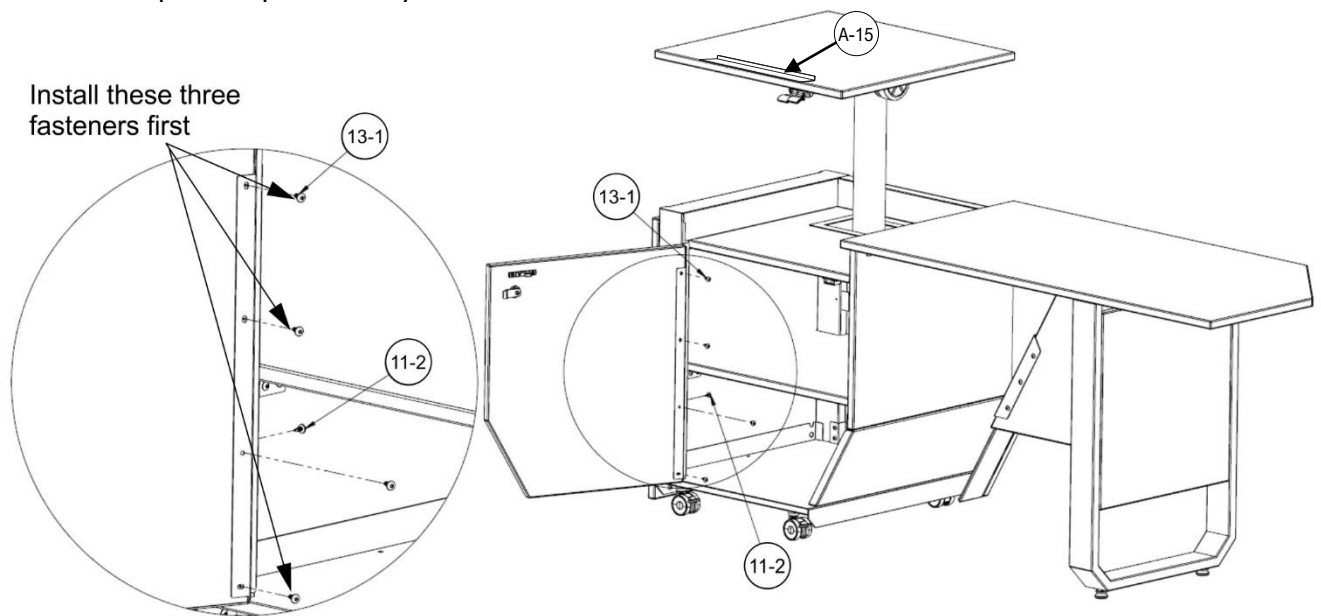
Assembly Instructions

28. Assemble door lock item #B-5 as shown with the gray laminate side facing up. Install item #2 using 2x fastener #3.



29. Place previously assembled panel L as shown, installing indicated 3x fastener #13-1 first. Confirm the door hangs level, latches, and locks correctly. Lock the door location in place by installing 1x fastener #13-1 in panel L and 1x fastener #11-2 in the inside of the unit.

30. Remove adhesive backing from pencil/paper retainer #A-15. Align front edges of #A-15 and top K and press firmly to attach.



Assembly Complete.