

For **all** your  
newfangled **gadgetry**.

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## Traditional Computer Workcentre

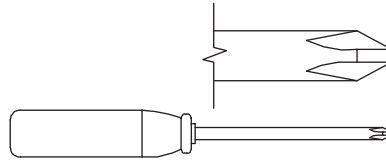
Model 5402174

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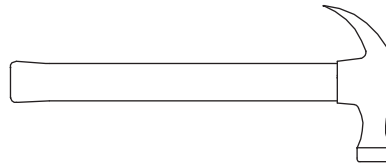
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# Assembly Tools Required

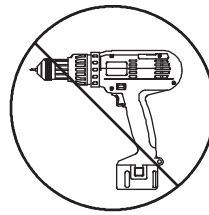
Part Identification	3
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Assembly Steps	7-24
Safety	33-34
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No. 2 Phillips Screwdriver  
Tip Shown Actual Size



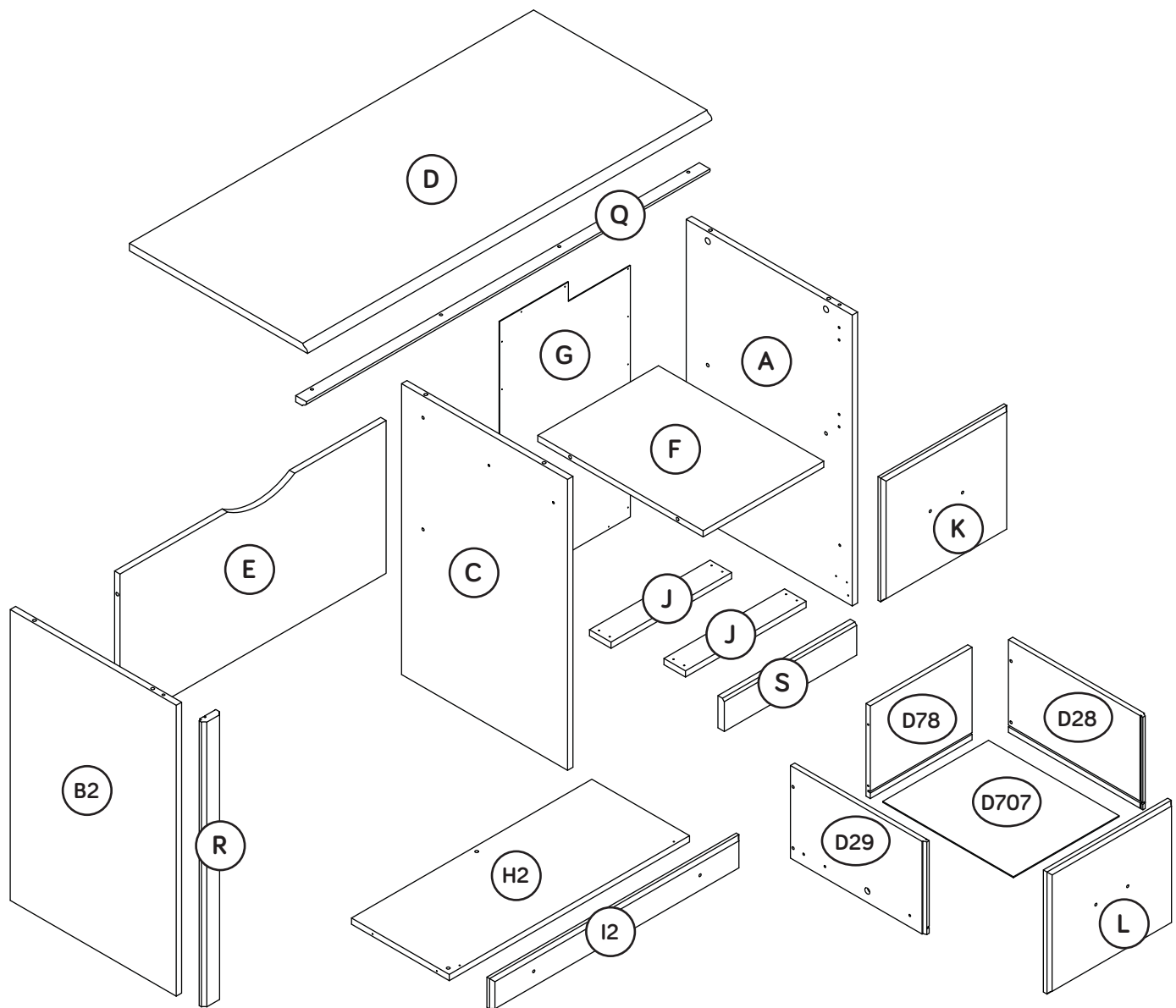
Hammer  
Not actual size 😊



# Part Identification

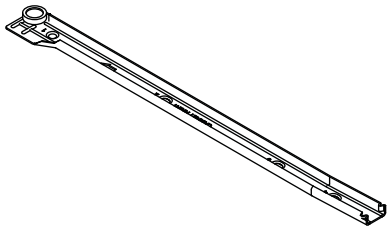
† While not all parts are labeled, some of the parts will have a label or an inked letter on the edge to help distinguish similar parts from each other. Use this part identification to help identify similar parts.

A	RIGHT END (1)	D78	DRAWER BACK (1)	I2	KEYBOARD FRONT (1)
B2	LEFT END (1)	D707	DRAWER BOTTOM (1)	J	BRACE (2)
C	UPRIGHT (1)	E	MODESTY PANEL (1)	K	DOOR (1)
D	TOP (1)	F	SHELF (1)	Q	TOP MOLDING (1)
D28	RIGHT DRAWER SIDE (1)	G	BACK (1)	R	END MOLDING (1)
D29	LEFT DRAWER SIDE (1)	H2	KEYBOARD SHELF (1)	S	BASE MOLDING (1)

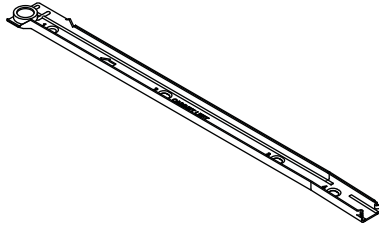


# Hardware Identification

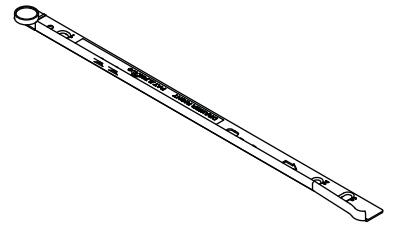
**T** LONG RIGHT CABINET RAIL - 1



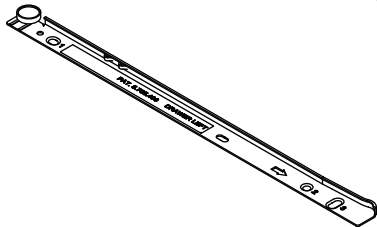
**U** LONG LEFT CABINET RAIL - 1



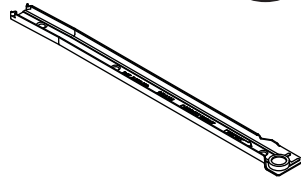
**V** LONG RIGHT DRAWER SLIDE - 1



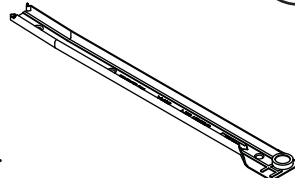
**W** LONG LEFT DRAWER SLIDE - 1



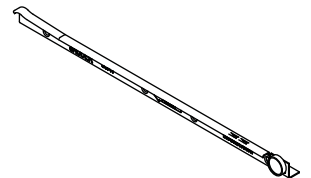
**35AW** CABINET RIGHT - 1



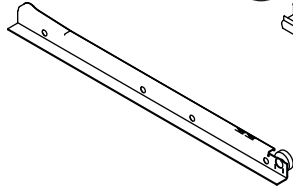
**35AX** CABINET LEFT - 1



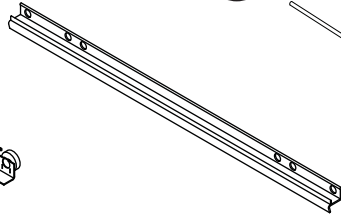
**35AY** DRAWER RIGHT - 1



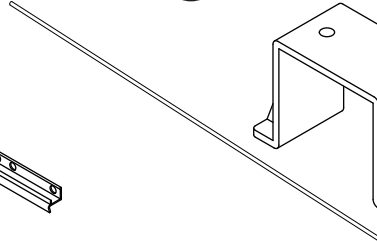
**35AZ** DRAWER LEFT - 1



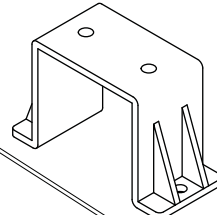
**15B** FILE GLIDE - 2



**CC** FILE ROD - 2



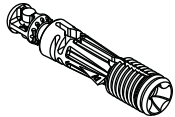
**DD** EXTENSION BRACKET - 2



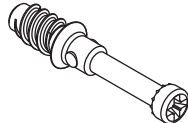
**1F** HIDDEN CAM - 12



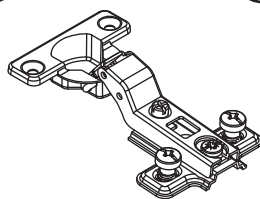
**2F** CAM DOWEL - 10



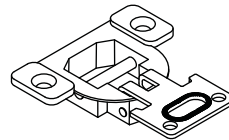
**8F** CAM SCREW - 2



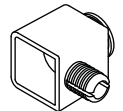
**HH** HINGE - 2



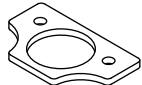
**12H** KEYBOARD HINGE - 2



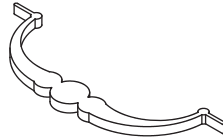
**4I** DOOR STOP - 1



**JJ** HINGE SPACER - 2



**KK** HANDLE - 2



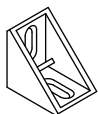
**LL** HANDLE MOUNT - 4



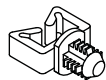
**MM** PULL - 2



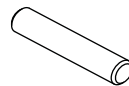
**NN** ANGLE BRACKET - 14



**PP** CORD CLIP - 1



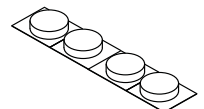
**QQ** METAL PIN - 2



**RR** SLIDE CAM - 2



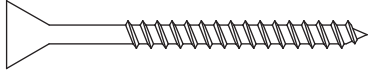
**SS** FELT DISC CARD - 1



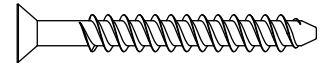
# Hardware Identification

† Screws are shown actual size. You may receive extra hardware with your unit.

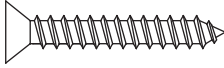
**TT** BLACK 1-7/8" FLAT HEAD SCREW - 2



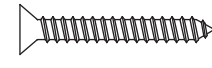
**30S** BLACK 1-9/16" FLAT HEAD SCREW - 4



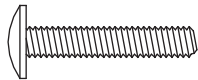
**UU** SILVER 1-1/8" FLAT HEAD SCREW - 4



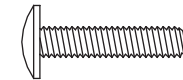
**VV** BROWN 1" FLAT HEAD SCREW - 4



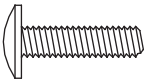
**WW** SILVER 7/8" MACHINE SCREW - 2



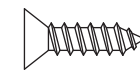
**XX** SILVER 3/4" MACHINE SCREW - 2



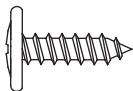
**YY** SILVER 5/8" MACHINE SCREW - 2



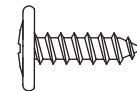
**ZZ** SILVER 5/8" FLAT HEAD SCREW - 8



**AAA** GOLD 9/16" LARGE HEAD SCREW - 32



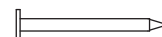
**BBB** SILVER 9/16" LARGE HEAD SCREW - 2



**CCC** GOLD 5/16" FLAT HEAD SCREW - 12



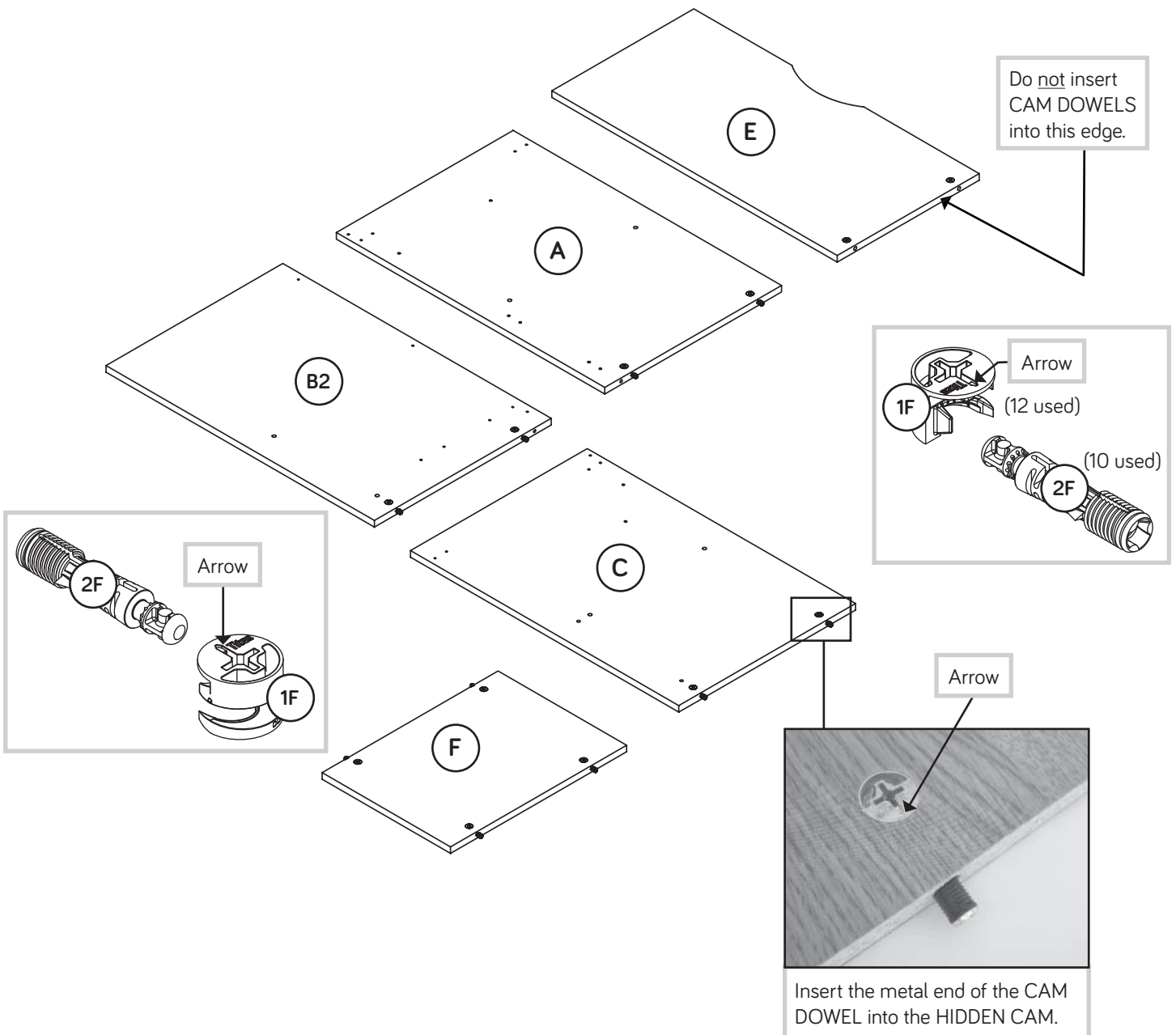
**DDD** NAIL - 20



# Step 1

- ✚ Assemble your unit on a carpeted floor or on the empty carton to avoid scratching your unit or the floor.
- ✚ Push twelve HIDDEN CAMS (1F) into the ENDS (A and B2), UPRIGHT (C), MODESTY PANEL (E), and SHELF (F). Then, insert the metal end of a CAM DOWEL (2F) into each HIDDEN CAM, except for the HIDDEN CAMS in the MODESTY PANEL.

Do not tighten the HIDDEN CAMS in this step.

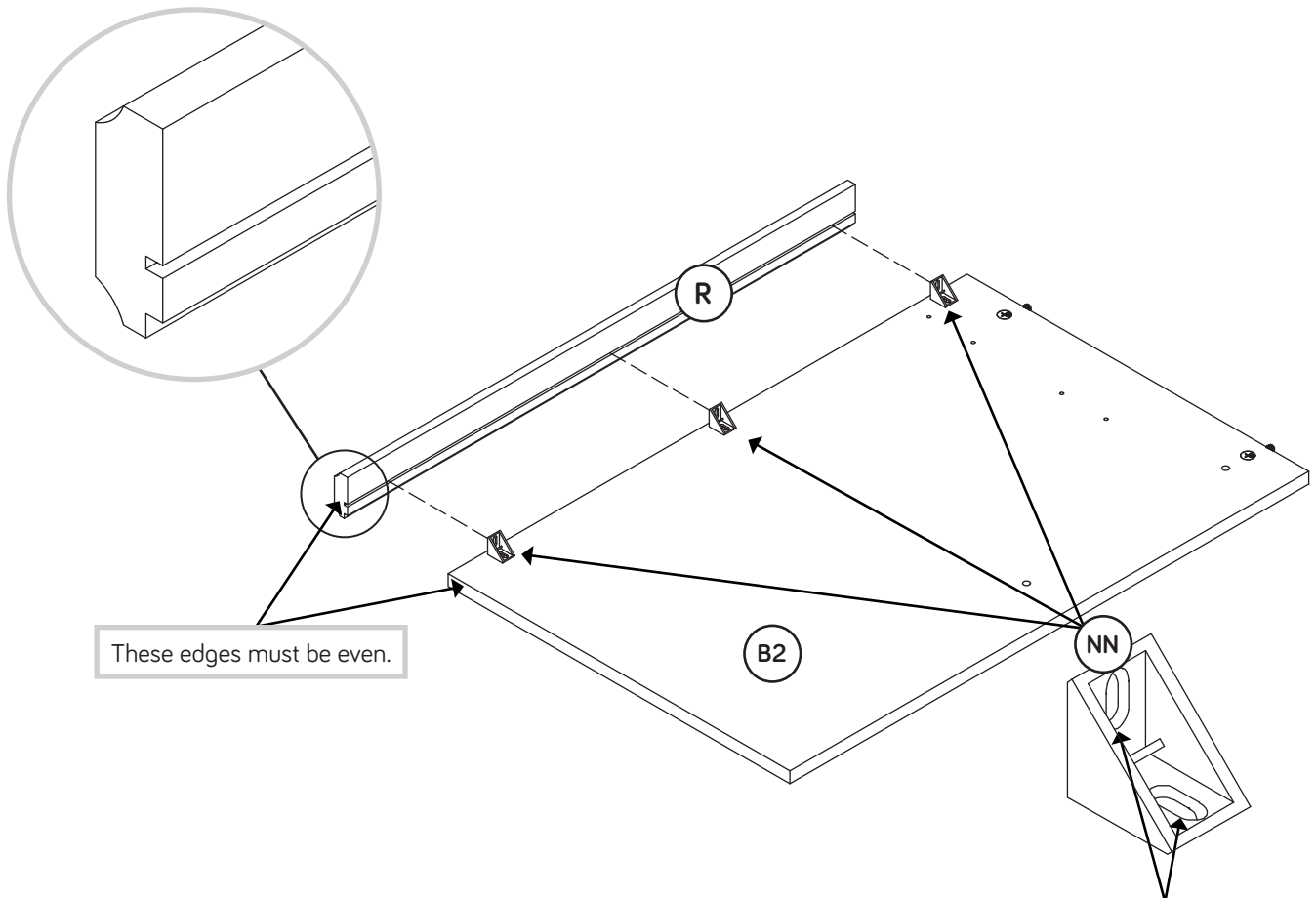


# Step 2

- Fasten three ANGLE BRACKETS (NN) to the LEFT END (B2).  
Use three GOLD 9/16" LARGE HEAD SCREWS (AAA).
- Fasten the END MOLDING (R) to the ANGLE BRACKETS (NN).  
Use three GOLD 9/16" LARGE HEAD SCREWS (AAA).
- NOTE:** There are no pre-drilled holes in the END MOLDING (R). The SCREWS will tighten into the groove.



Remember:  
Righty tighty.  
Lefty loosey.



These edges must be even.

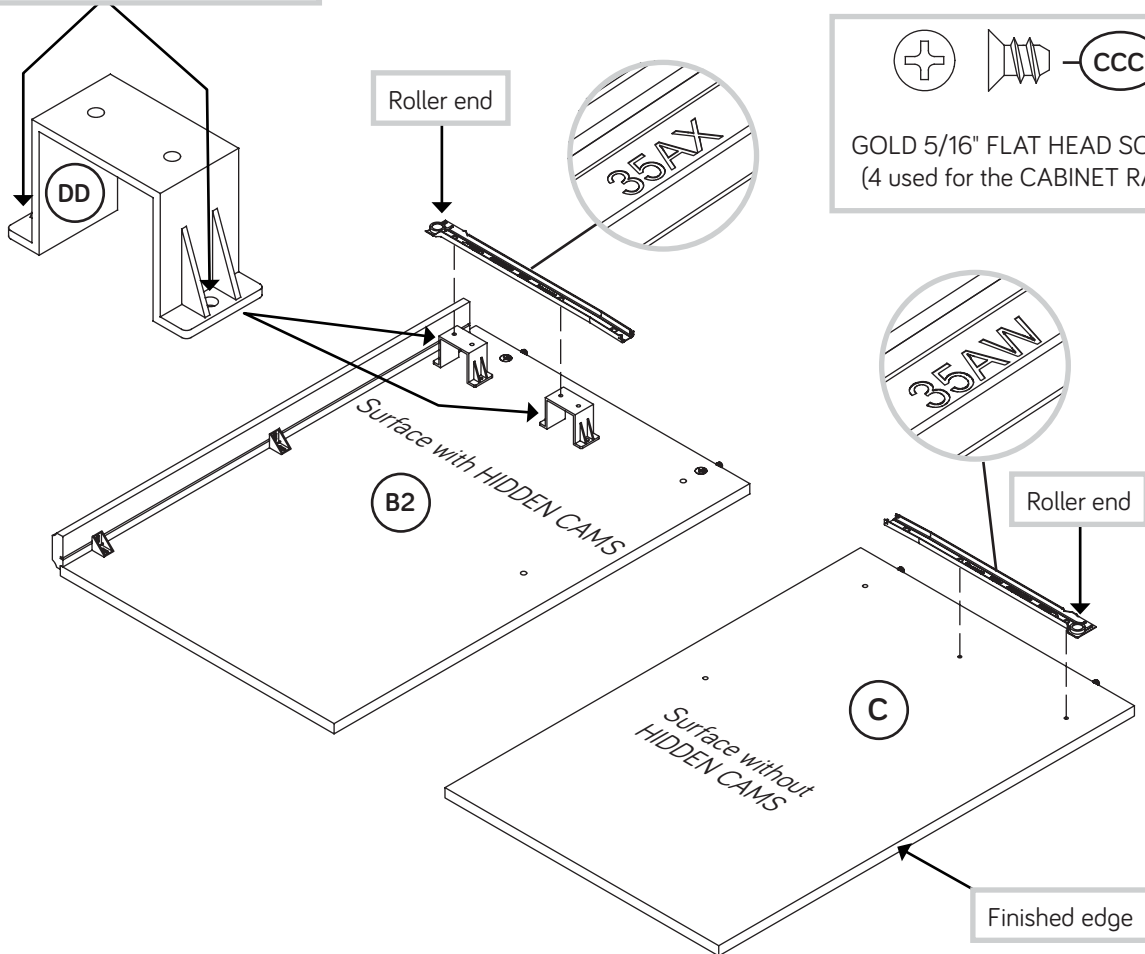
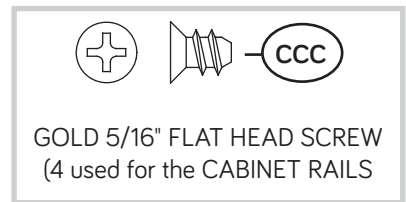
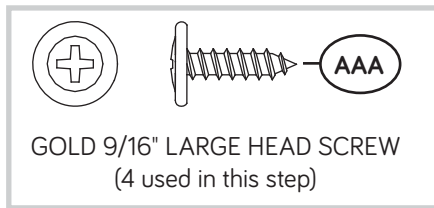


AAA

GOLD 9/16" LARGE HEAD SCREW  
(6 used in this step)

# Step 3

- Fasten two EXTENSION BRACKETS (DD) to the LEFT END (B2).  
Use four GOLD 9/16" LARGE HEAD SCREWS (AAA).
- Fasten the CABINET RIGHT (35AW) to the UPRIGHT (C)  
and the CABINET LEFT (35AX) to the LEFT END (B2).  
Use four GOLD 5/16" FLAT HEAD SCEWS (CCC).





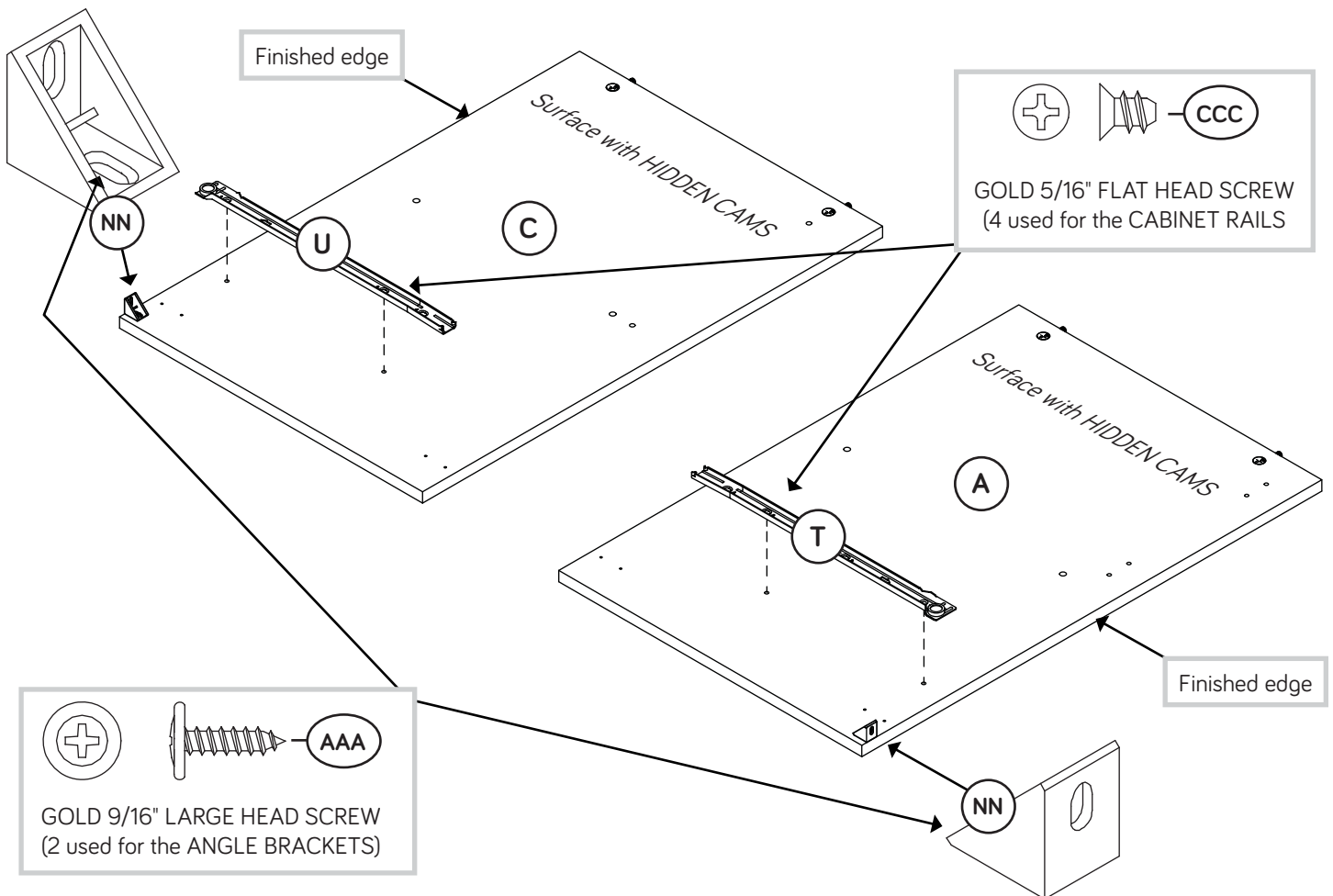
# Step 4

Fasten the LONG RIGHT CABINET RAIL (T) to the RIGHT END (A) and the LONG LEFT CABINET RAIL (U) to the opposite surface of the UPRIGHT (C). Use four GOLD 5/16" FLAT HEAD SCREWS (CCC).

**NOTE:** The CABINET RAILS are marked "CABINET RIGHT" and "CABINET LEFT" for easy identification.

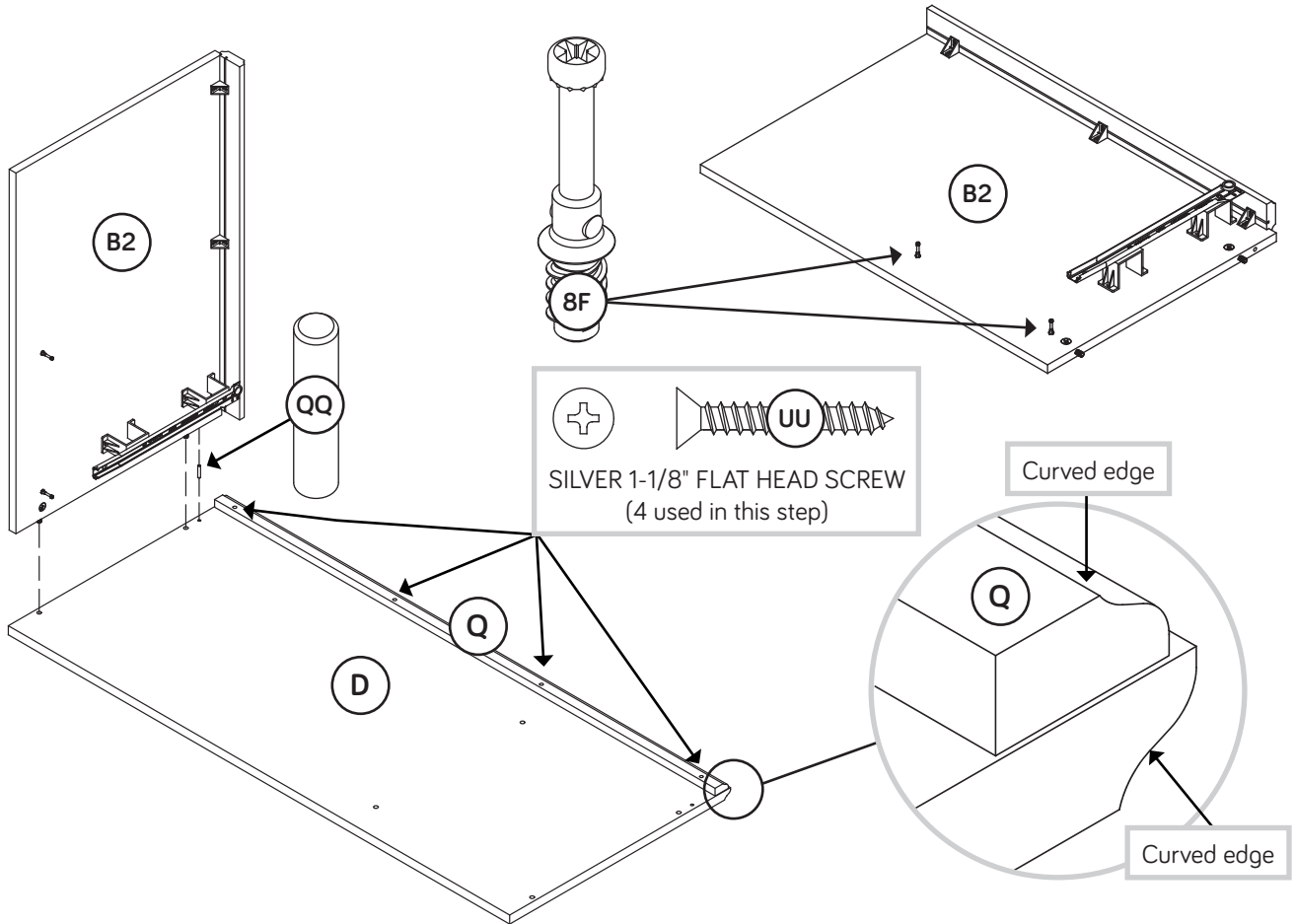
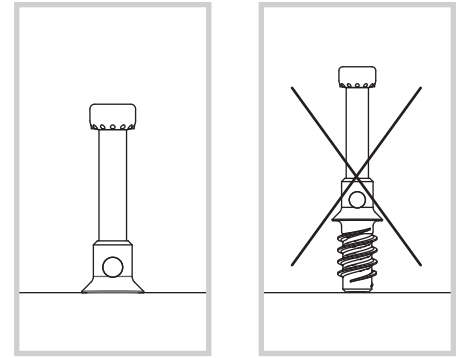
Fasten two ANGLE BRACKETS (NN) to the RIGHT END (A) and UPRIGHT (C). Use two GOLD 9/16" LARGE HEAD SCREWS (AAA).

**NOTE:** Be sure the edges of the ANGLE BRACKETS are even with the edges of the END and UPRIGHT.



# Step 5

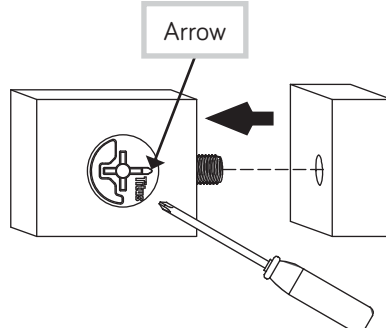
- ✚ Turn two CAM SCREWS (8F) into the LEFT END (B2).
- ✚ Fasten the TOP MOLDING (Q) to the TOP (D). Use four SILVER 1-1/8" FLAT HEAD SCREWS (UU).
- ✚ **NOTE:** Do not overtighten the SCREWS.
- ✚ Insert a METAL PIN (QQ) into the hole in the TOP (D).
- ✚ Fasten the LEFT END (B2) to the TOP (D). Tighten two HIDDEN CAMS.
- ✚ **NOTE:** Be sure the METAL PIN inserts into the hole in the LEFT END (B2).



## ⚠ Caution

Risk of damage or injury. HIDDEN CAMS must be completely tightened. HIDDEN CAMS that are not completely tightened may loosen, and parts may separate. To completely tighten:

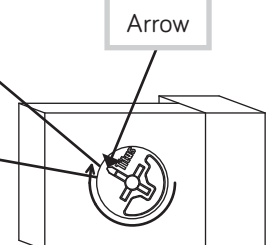
### Start



### Tighten

Maximum 210 degrees

Minimum 190 degrees

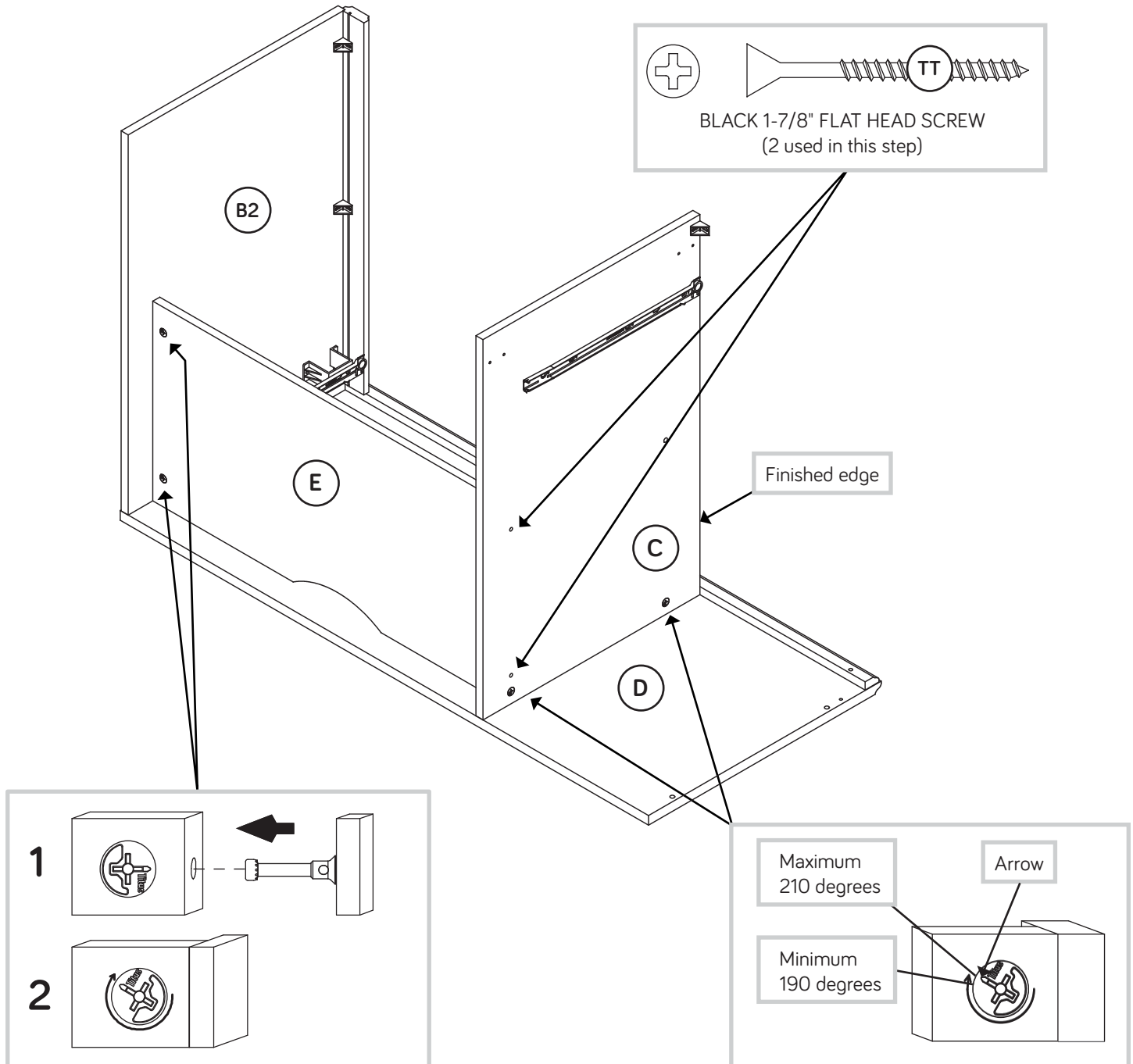


# Step 6

- Fasten the MODESTY PANEL (E) to the LEFT END (B2). Tighten two HIDDEN CAMS.
- Fasten the UPRIGHT (C) to the TOP (D). Tighten two HIDDEN CAMS.
- Fasten the UPRIGHT (C) to the MODESTY PANEL (E). Use two BLACK 1-7/8" FLAT HEAD SCREWS (TT).

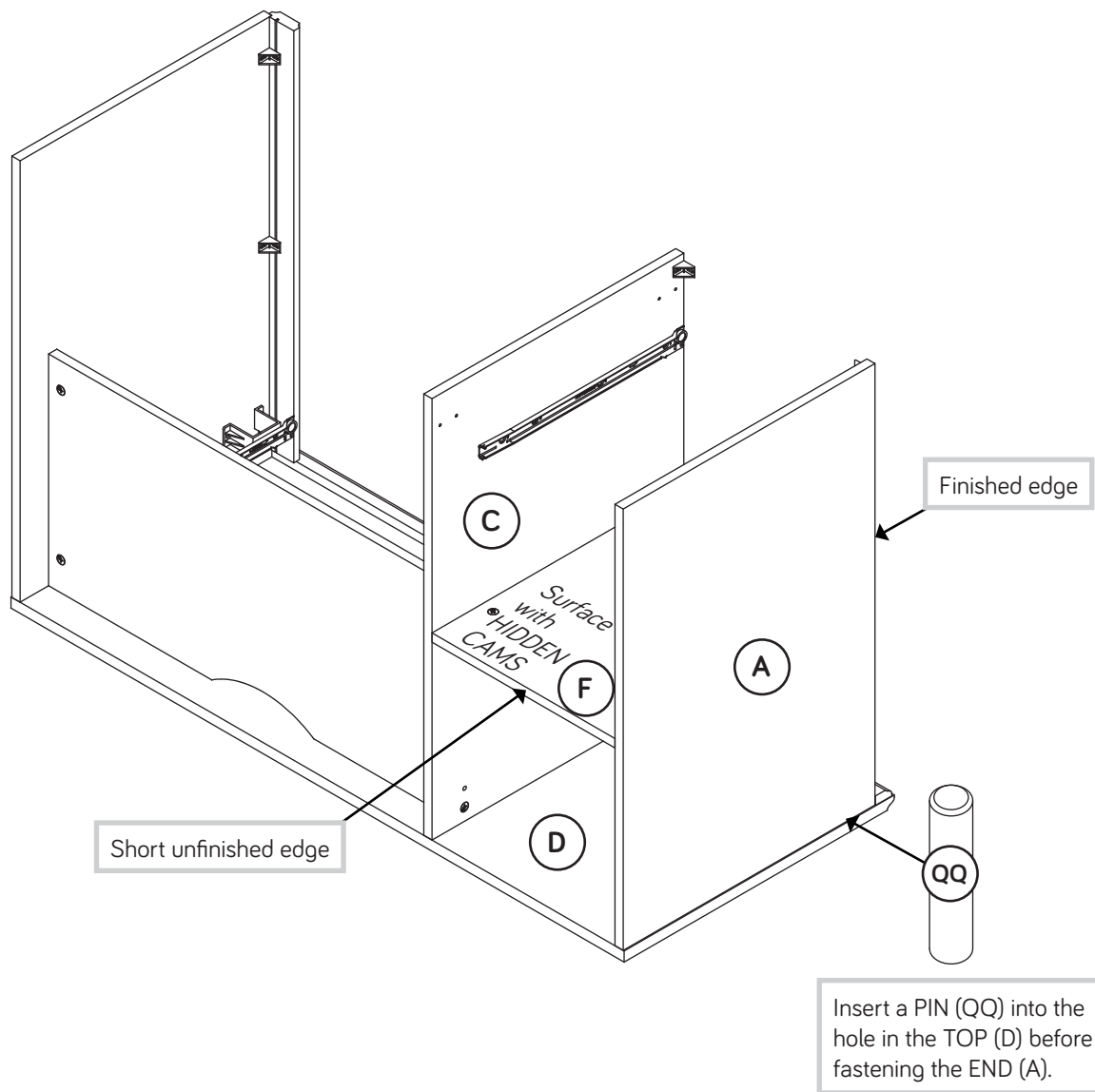
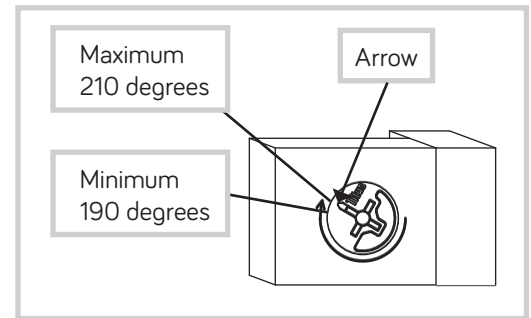


Do not stand the unit upright without the BACK fastened. The unit may collapse.



# Step 7

- Fasten the SHELF (F) to the UPRIGHT (C). Tighten two HIDDEN CAMS.
- Insert a METAL PIN (QQ) into the hole in the TOP (D).
- Fasten the RIGHT END (A) to the TOP (D) and SHELF (F). Tighten four HIDDEN CAMS.
- NOTE:** Be sure the METAL PIN inserts into the hole in the RIGHT END (A).



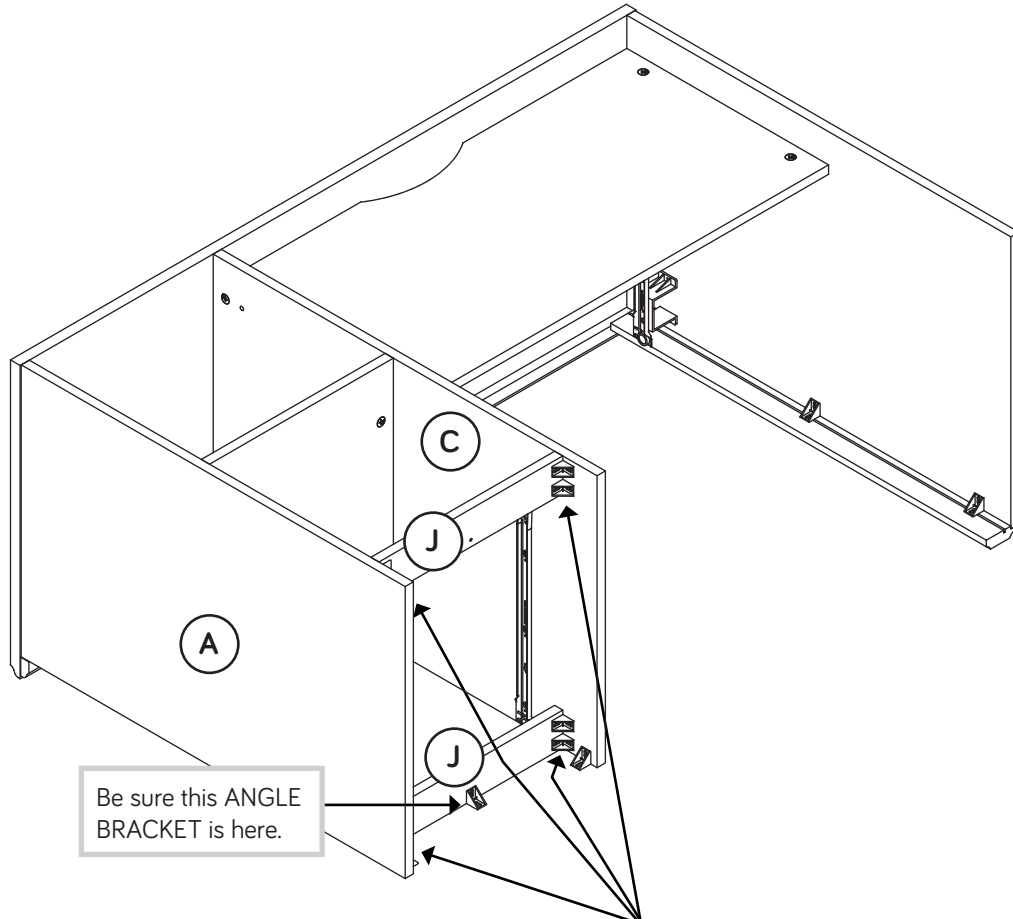
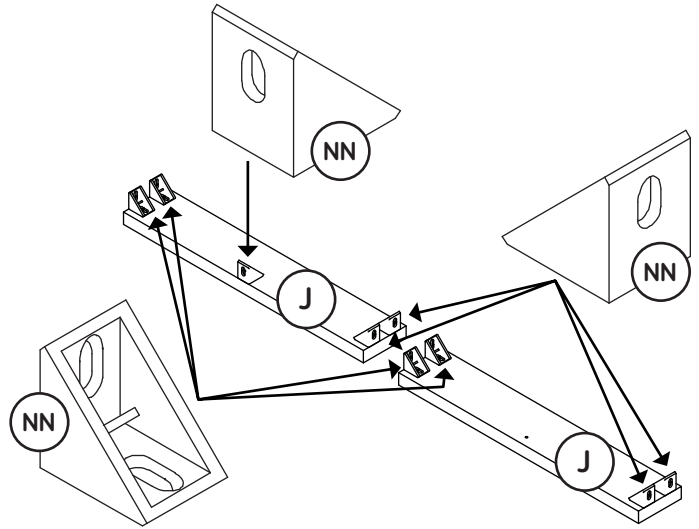
# Step 8

Fasten nine ANGLE BRACKETS (NN) to the BRACES (J).  
Use nine GOLD 9/16" LARGE HEAD SCREWS (AAA).

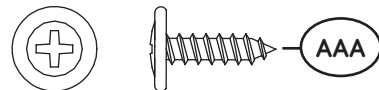
**NOTE:** Be sure the edges of the ANGLE BRACKETS are even with the edges of the BRACES (J).

Carefully turn your unit over onto its front edges.

Fasten the BRACES (J) to the RIGHT END (A) and UPRIGHT (C). Use eight GOLD 9/16" LARGE HEAD SCREWS (AAA).



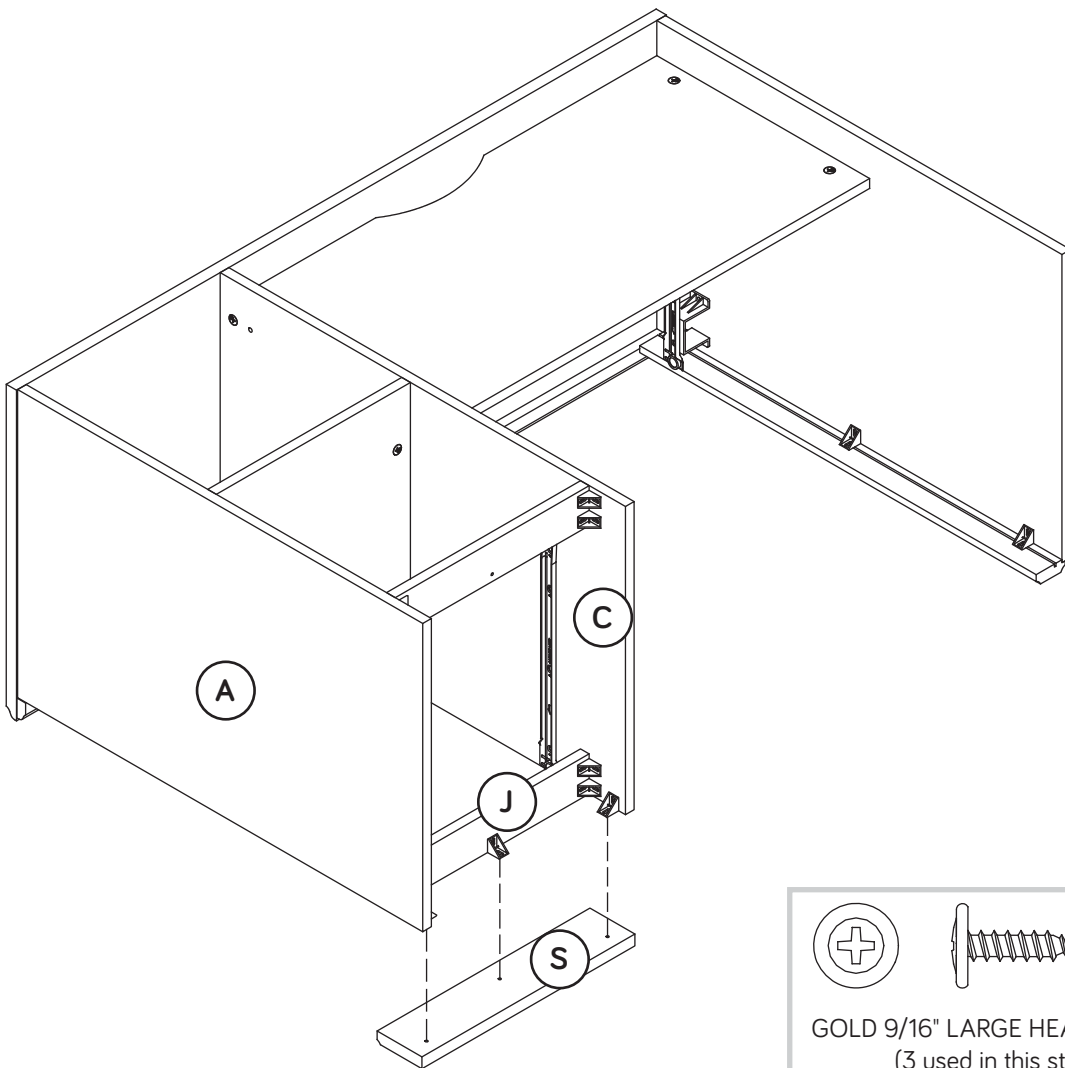
Be sure this ANGLE BRACKET is here.



GOLD 9/16" LARGE HEAD SCREW  
(17 used in this step)

# Step 9

- Fasten the BASE MOLDING (S) to the RIGHT END (A), UPRIGHT (C), and BRACE (J). Use three GOLD 9/16" LARGE HEAD SCREWS (AAA).

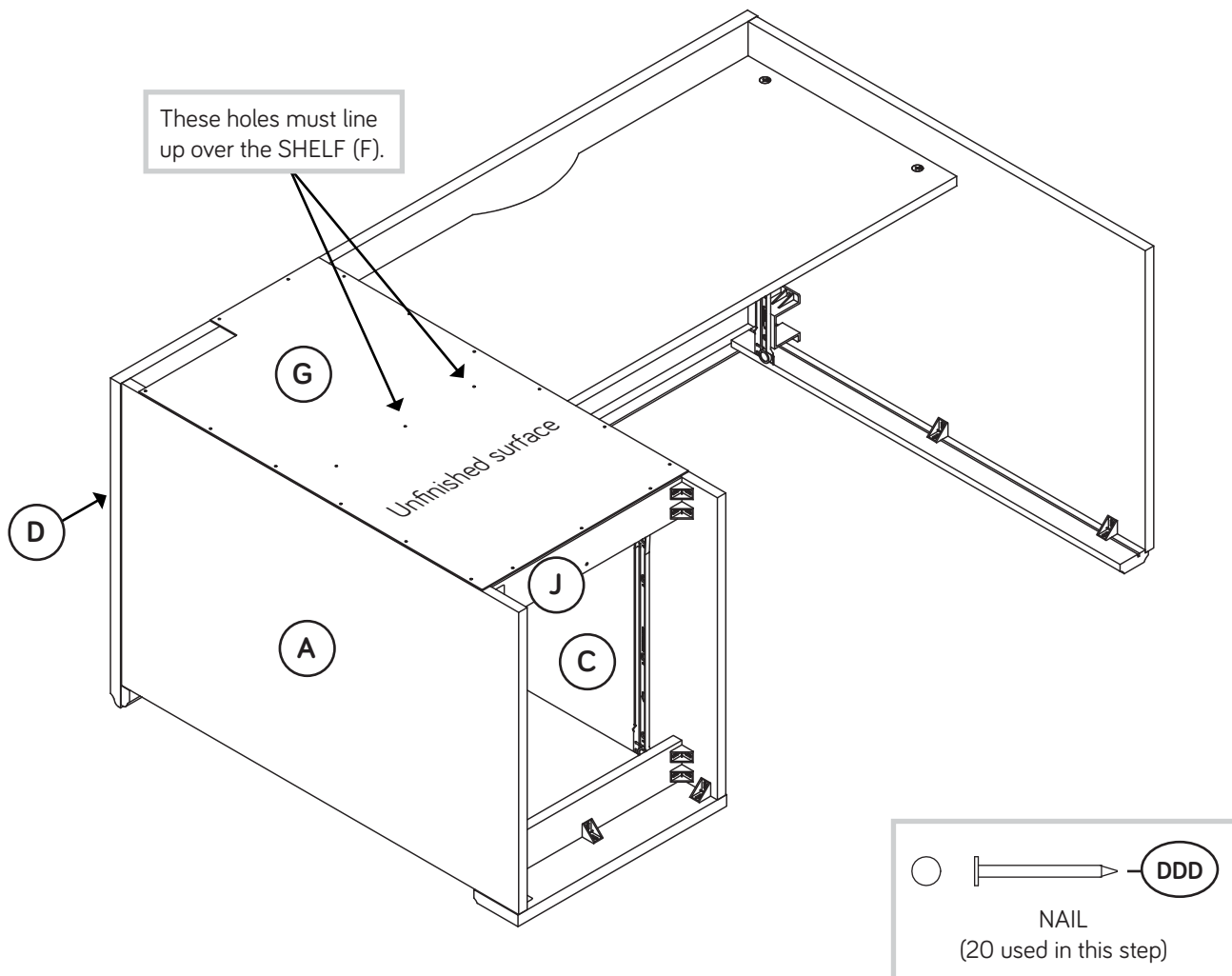


# Step 10

- 🔪 Lay the BACK (G) over your unit.
- 🔪 Make equal margins along all four edges of the BACK (G). Push on opposite corners of your unit if needed to make it "square".
- 🔪 Fasten the BACK (G) to your unit using the NAILS (DDD).
- 🔪 NOTE: Be sure to tap NAILS into the holes that line up over the SHELF (F).



Do not stand the unit upright without the BACK fastened. The unit may collapse.



# Step 11

Fasten two HINGES (HH) and HINGE SPACERS (JJ) to the DOOR (K). Use four SILVER 5/8" FLAT HEAD SCREWS (ZZ).

Carefully stand your unit upright.

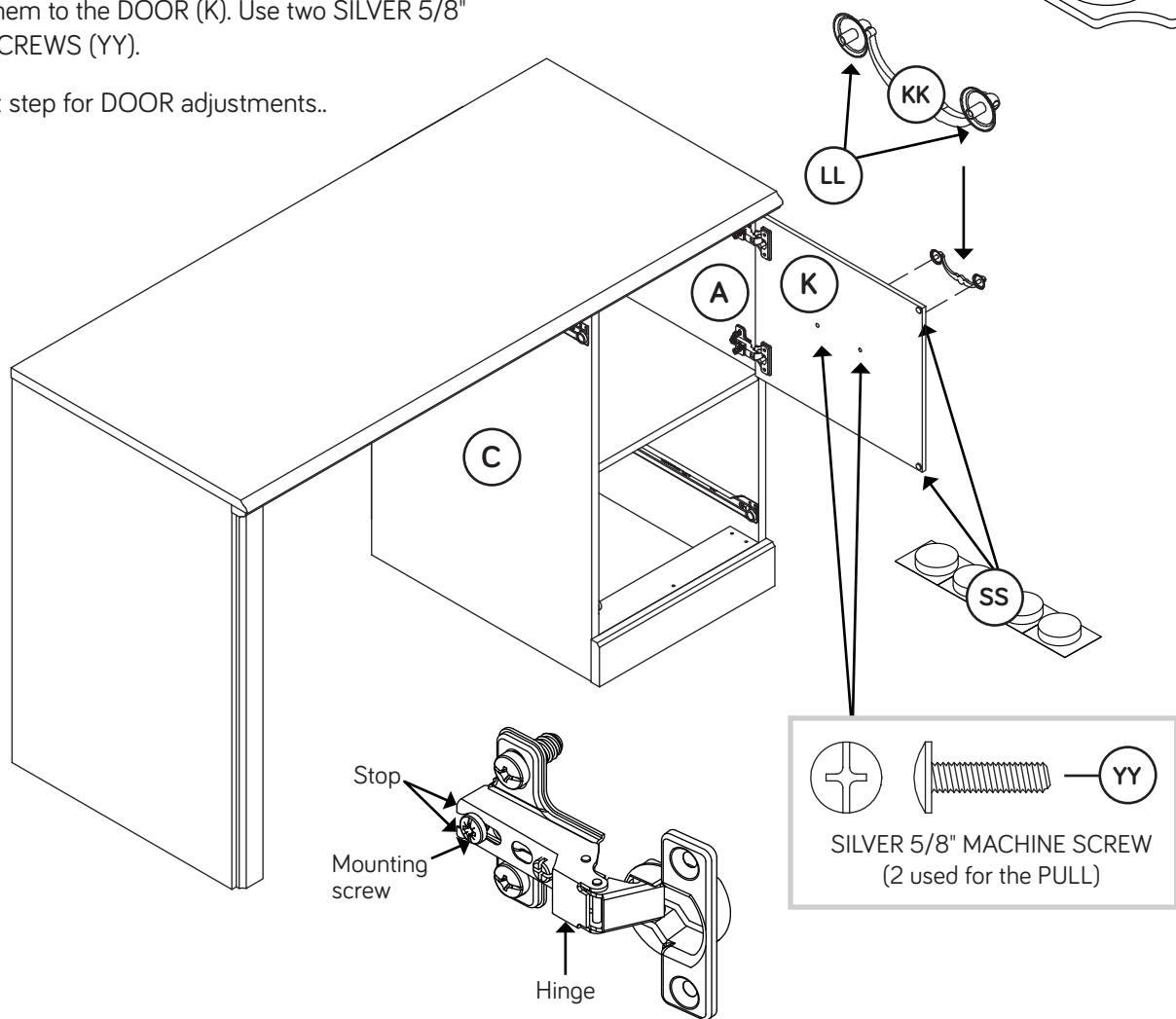
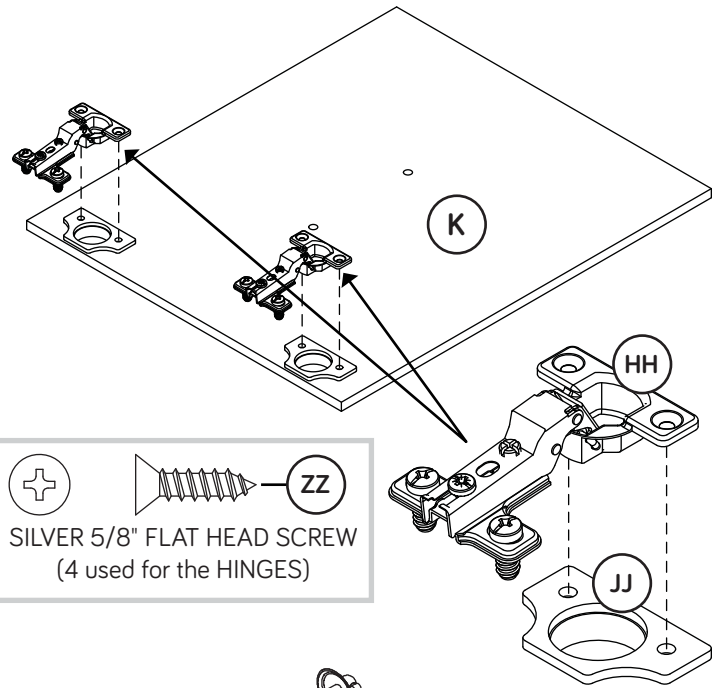
Before fastening the DOOR to your unit, be sure the mounting screw is against the stops as shown in the right diagram. If it isn't, loosen the mounting screw to slide it against the stops. Then tighten the mounting screw.

Fasten the DOOR (K) to the RIGHT END (A) as shown in the lower diagram. Use the screws in the HINGES. You should start each SCREW a few turns before completely tightening any of them.

Peel the FELT DISCS from the FELT DISC CARD (SS). Stick a FELT DISC on the DOOR where it comes in contact with the UPRIGHT (C).

Insert a HANDLE (KK) into two HANDLE MOUNTS (LL) and fasten them to the DOOR (K). Use two SILVER 5/8" MACHINE SCREWS (YY).

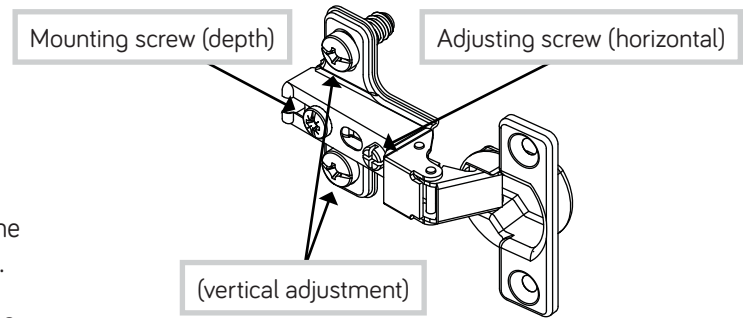
See the next step for DOOR adjustments..



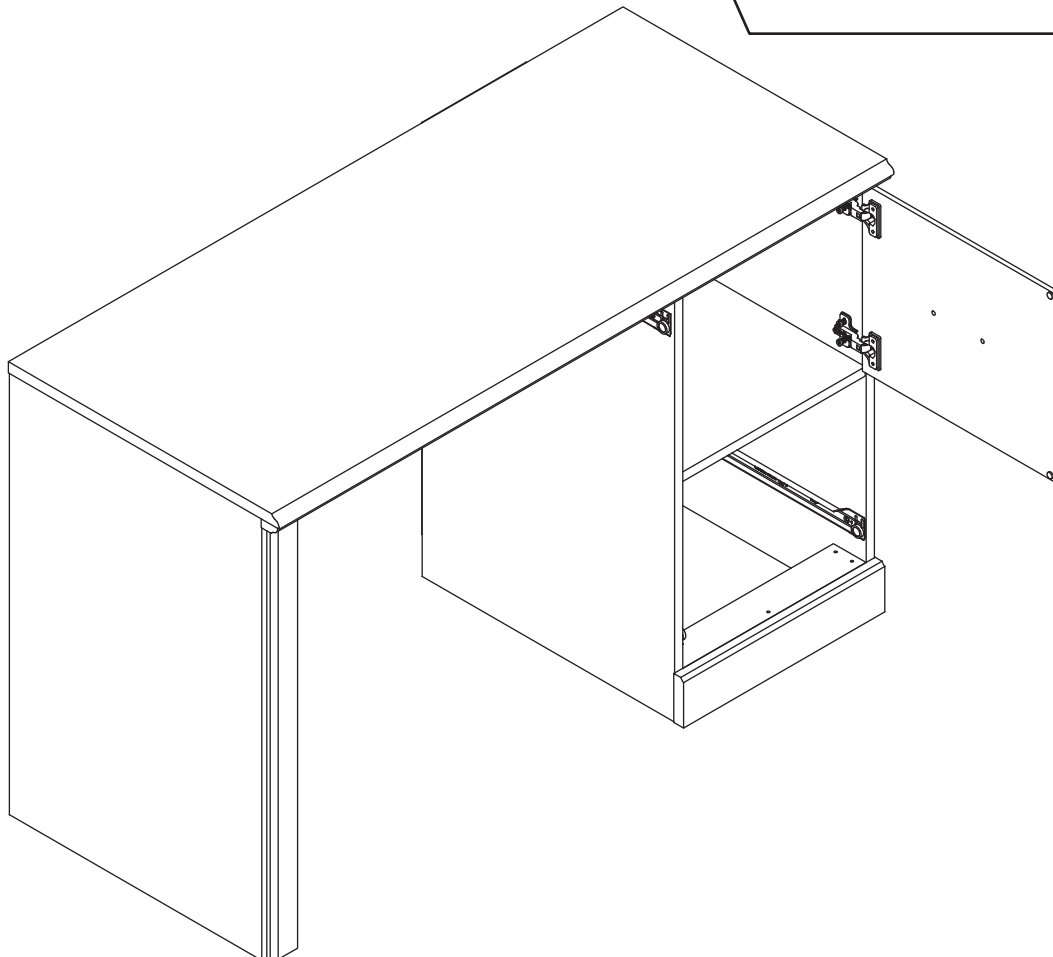


# Step 12

- Refer to the enlarged diagram to identify the parts on the HINGES.
- The DOORS may need some adjustments. Follow the text below to make needed adjustments.
- DOOR ADJUSTMENTS:**
  - To adjust the DOORS from side to side (horizontal) turn the adjusting screw in or out.
  - To adjust the DOORS up and down (vertical), loosen both vertical adjustment screws. Move the DOORS up or down to the desired location. Tighten the screws after making adjustments.
  - To adjust the DOORS in or out (depth), loosen the mounting screw one turn and move the DOORS in or out, as needed. Tighten the mounting screw after making adjustments.

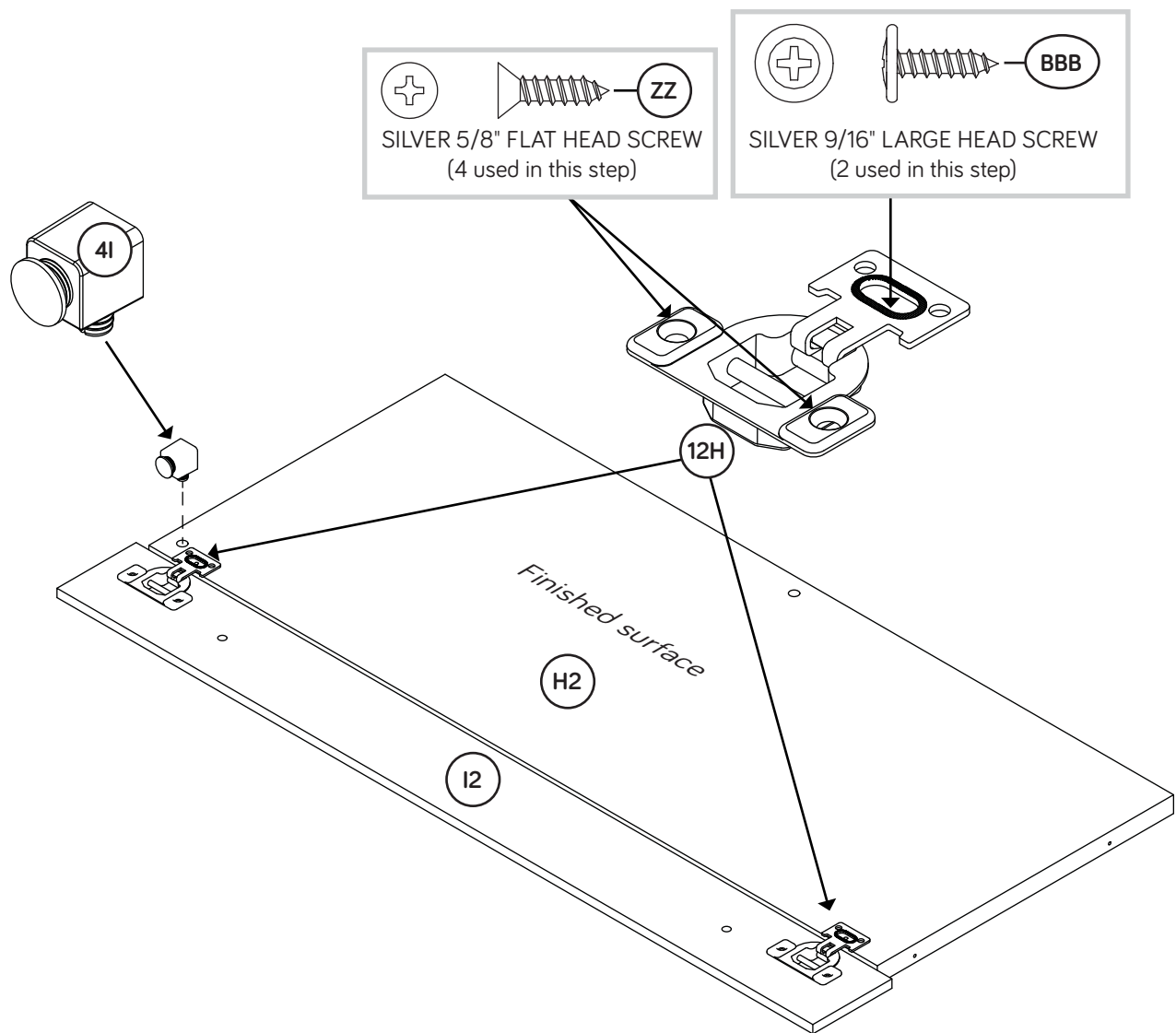


Hey! It's starting to look like something!



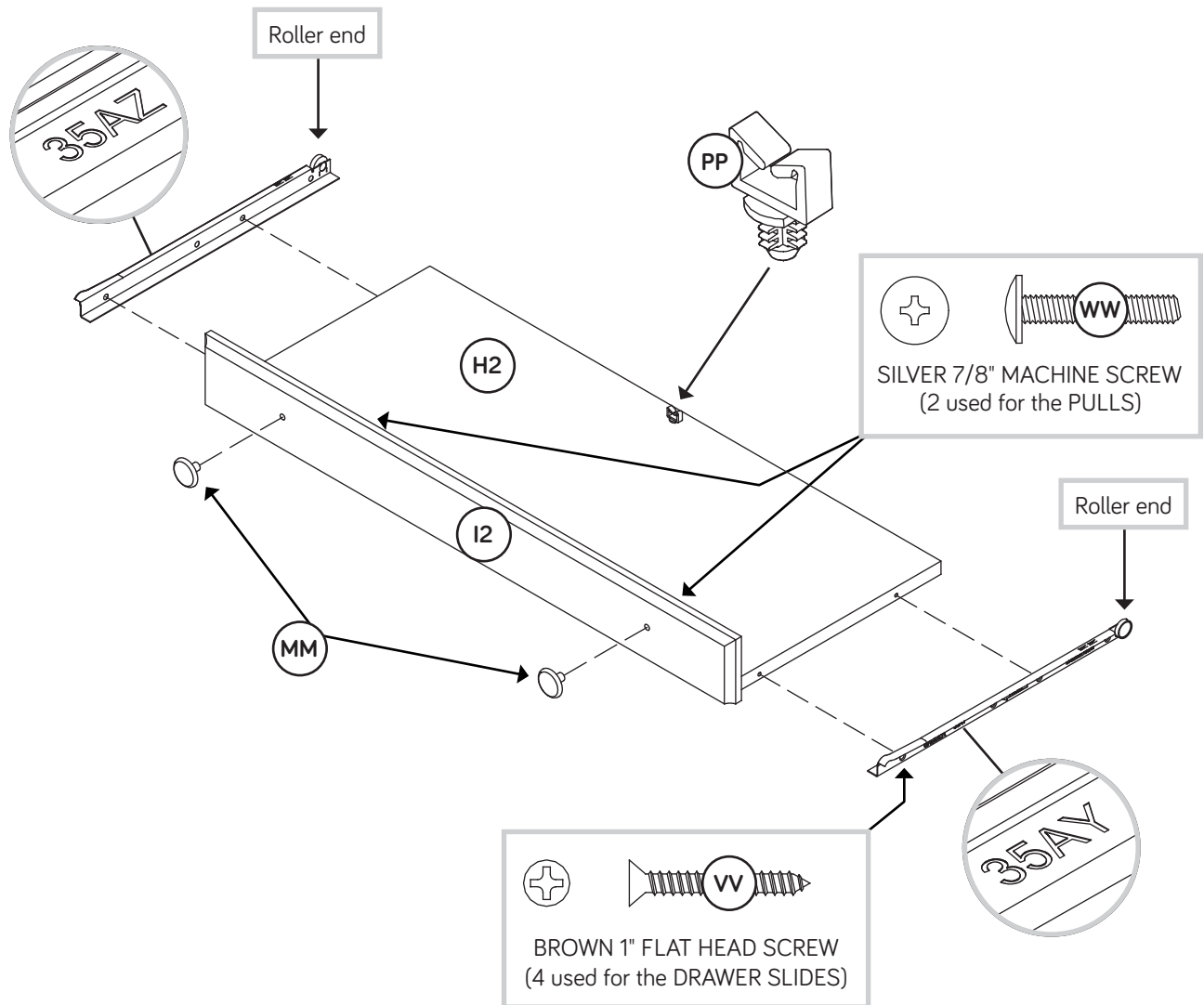
# Step 13

- Fasten the KEYBOARD HINGES (12H) to the KEYBOARD FRONT (I2). Use four SILVER 5/8" FLAT HEAD SCREWS (ZZ).
- Fasten the KEYBOARD HINGES to the KEYBOARD SHELF (H2). Use two SILVER 9/16" LARGE HEAD SCREWS (BBB).
- Push a DOOR STOP (4I) into the hole in the KEYBOARD SHELF (H2).



# Step 14

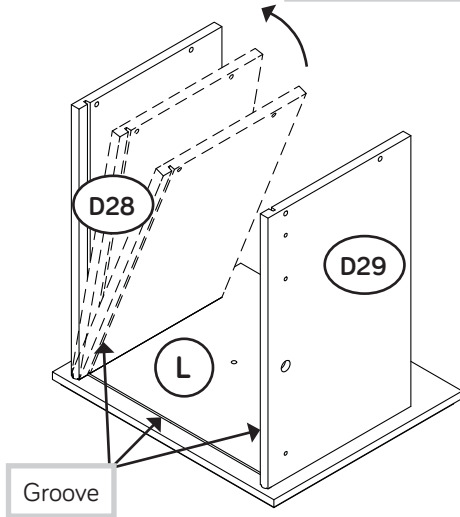
- Fasten the DRAWER RIGHT (35AY) and DRAWER LEFT (35AZ) to the KEYBOARD SHELF (H2). Use four BROWN 1" FLAT HEAD SCREWS (VV).
- Fasten the PULLS (MM) to the KEYBOARD FRONT (I2). Use two SILVER 7/8" MACHINE SCREWS (WW).
- Push a CORD CLIP (PP) into the hole in the KEYBOARD SHELF (H2).
- NOTE:** The CORD CLIP is used to hold your keyboard cord against the KEYBOARD SHELF.



# Step 15

1

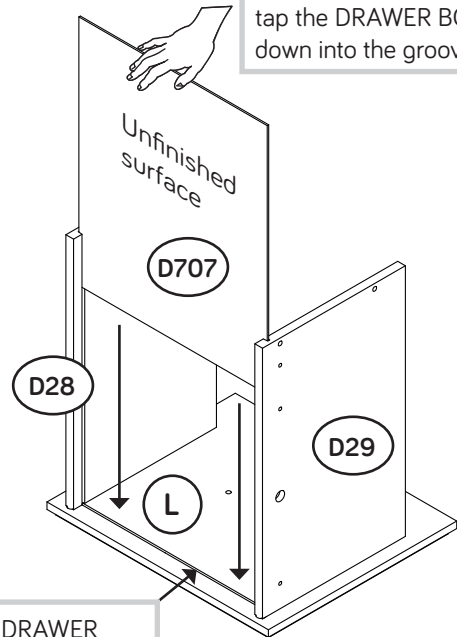
The tabs should insert freely into the slots. Gently tilt the DRAWER SIDES side to side until the tabs slip into the slots.



- ✚ Insert the DRAWER SIDES (D28 and D29) at an angle into the slot at each end of the DRAWER FRONT (L).

2

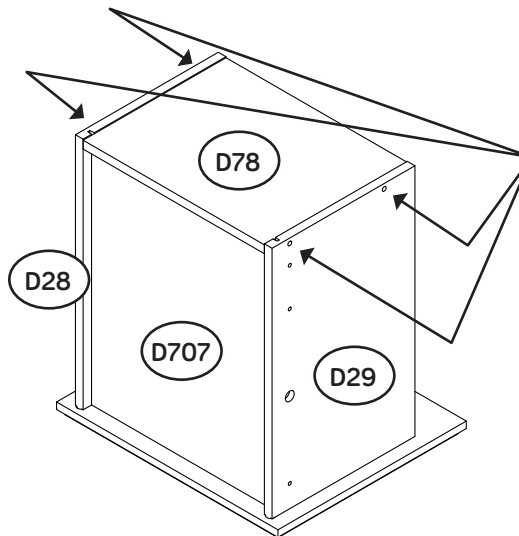
With the palm of your hand, tap the DRAWER BOTTOM down into the groove.



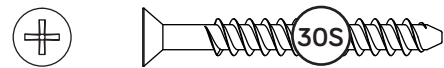
Be sure the DRAWER BOTTOM inserts into the DRAWER FRONT groove.

- ✚ Slide the DRAWER BOTTOM (D707) into the grooves in the DRAWER SIDES (D28 and D29) and DRAWER FRONT (L).

3



Start each screw a few turns before completely tightening any of them.

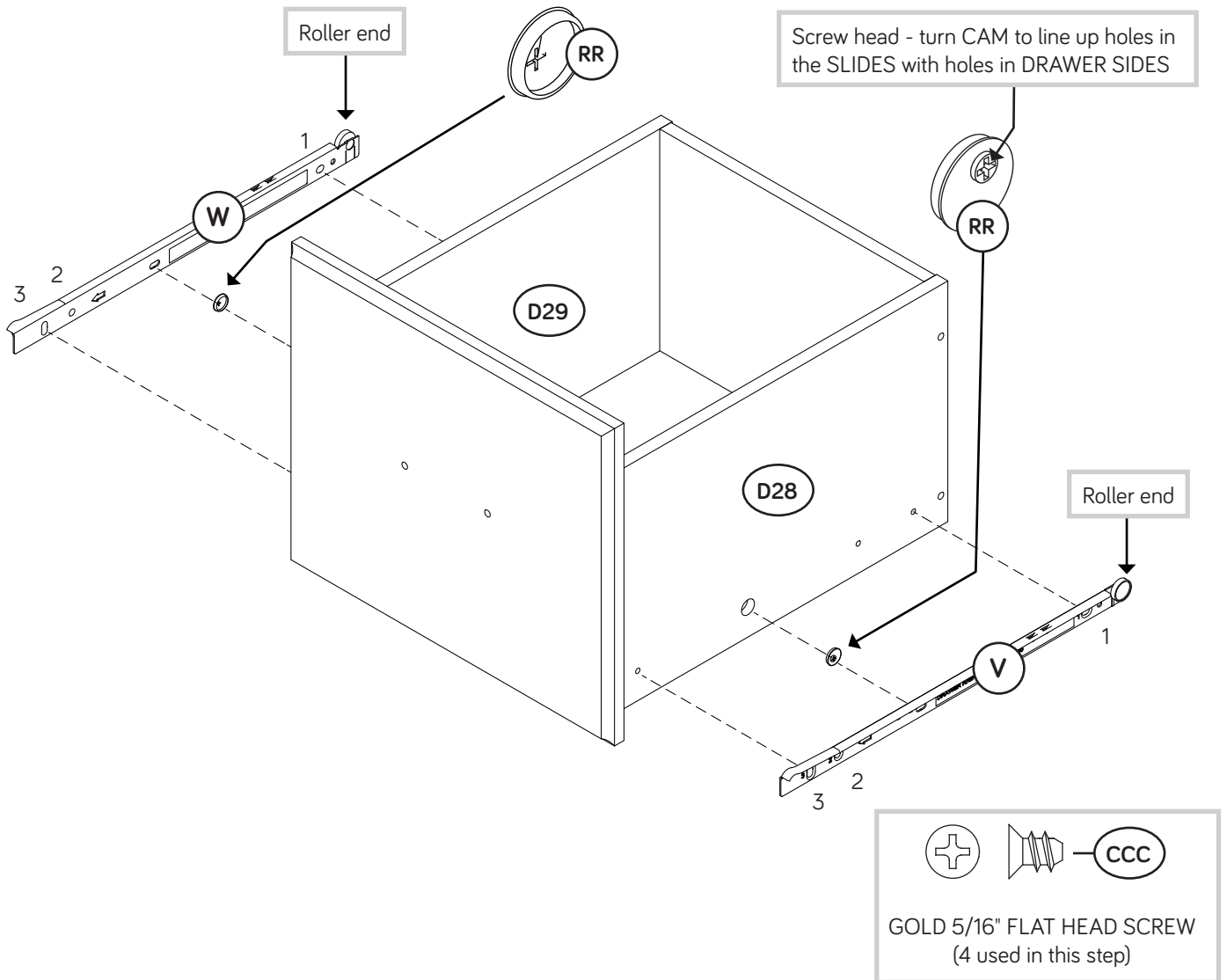


BLACK 1-9/16" FLAT HEAD SCREW  
(4 used in this step)

- ✚ Fasten the DRAWER BACK (D78) to the DRAWER SIDES (D28 and D29). Use four BLACK 1-9/16" FLAT HEAD SCREWS (30S).
- ✚ **NOTE:** Be sure the DRAWER BOTTOM (D707) inserts into the groove of the DRAWER BACK (D78).

# Step 16

- ✚ Insert a SLIDE CAM (RR) into each DRAWER SIDE (D28 and D29).
- ✚ Fasten the LONG RIGHT DRAWER SLIDE (V) to the RIGHT DRAWER SIDE (D28) and the LONG LEFT DRAWER SLIDE (W) to the LEFT DRAWER SIDE (D29). Use four GOLD 5/16" FLAT HEAD SCREWS (CCC) through holes #1 and #3.
- ✚ **NOTE:** The screw head in the CAM must be visible through the slotted hole in the SLIDE.

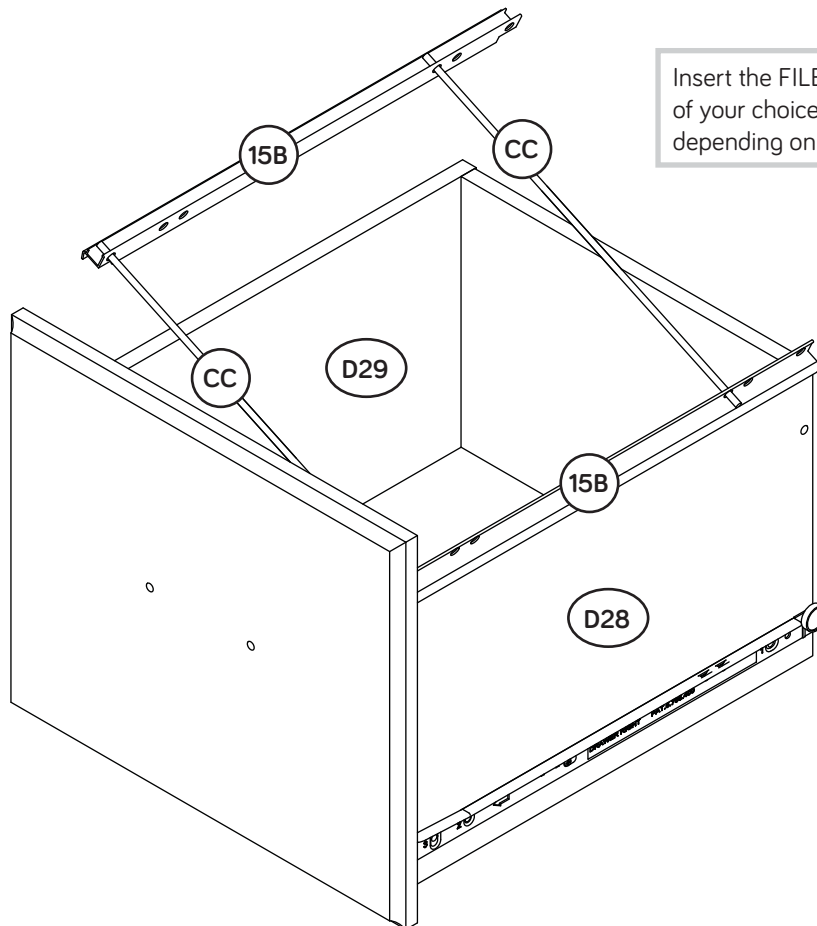


# Step 17

- ✚ Push a FILE GLIDE (15B) onto the RIGHT DRAWER SIDE (D28).
- ✚ Slide the FILE RODS (CC) into the FILE GLIDE (15B) on the RIGHT DRAWER SIDE.
- ✚ Slide another FILE GLIDE (15B) onto the other end of the FILE RODS (CC), then press this FILE GLIDE over the LEFT DRAWER SIDE (D29).

Zzz

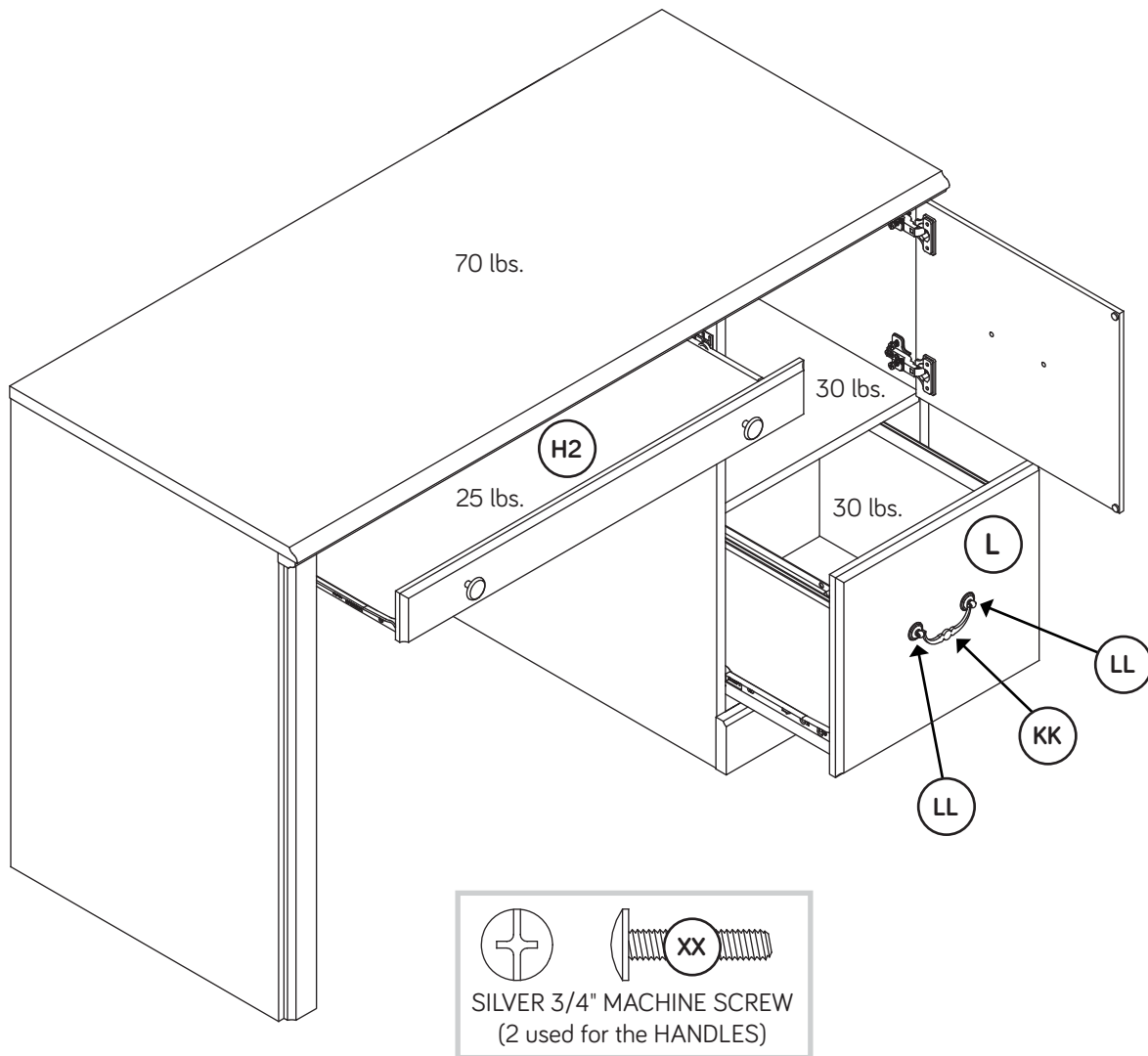
Almost time to celebrate! With a nap.



Insert the FILE RODS into the holes of your choice in the FILE GLIDES, depending on your file sizes.

# Step 18

- ✦ To insert the drawer into your unit, tip the front of the drawer down and drop the rollers on the drawer behind the rollers on the unit. Lift the front of the drawer up and slide it into the unit. Repeat this step to insert the KEYBOARD SHELF (H2).
- ✦ Insert a HANDLE (KK) into two HANDLE MOUNTS (LL) and fasten them to the DRAWER FRONT (L). Use two SILVER 3/4" MACHINE SCREWS (XX).



# Step 19

🔧 To make adjustments to the drawers, loosen SCREW #3 in the SLIDES a 1/4 turn, then turn the CAM clockwise or counter-clockwise. Notice how the drawer raises or lowers as you turn the CAM. The higher the screw in the oblong hole, the higher your drawer front will be. The lower the screw, the lower the drawer front. By adjusting the drawers this way, it will help the DRAWER FRONTS line up better when closed. Tighten the SCREW when finished with adjustments.

🔧 **NOTE:** Please read the back pages of the instruction booklet for important safety information.

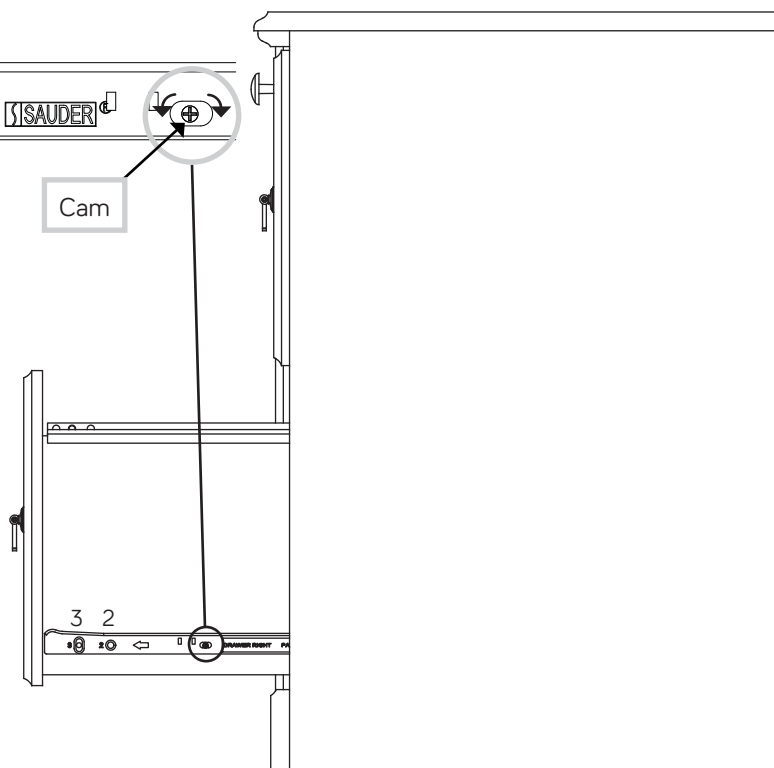
🔧 This completes assembly. Clean with your favorite furniture polish or a damp cloth. Wipe dry.

★ **And to celebrate, why not share your success story?**



Loosen screw #3 a 1/4 turn, turn the cam a 1/4 turn maximum in both the clockwise and counter-clockwise directions to make adjustments, and then tighten screw #3.

The higher the screw in the oblong hole, the higher your drawer front will be. The lower the screw, the lower the drawer front.





**⚠ WARNING**

Please use your furniture correctly and safely. Improper use can cause safety hazards, or damage to your furniture or household items. *Carefully read the following chart.*

Look out for:	What can happen:	How to avoid the problem:
<ul style="list-style-type: none"><li>• Overloaded shelves and drawers.</li><li>• Improper loading can cause the product to be top-heavy.</li></ul>	<ul style="list-style-type: none"><li>• Risk of injury.</li><li>• Top-heavy furniture can tip over.</li><li>• Overloaded shelves and drawers can break.</li></ul>	<ul style="list-style-type: none"><li>• Never exceed the weight limits shown in the instructions.</li><li>• Work from bottom to top when loading shelves and drawers. Place the heavier items on the lower shelves or in lower drawers.</li></ul>
<ul style="list-style-type: none"><li>• Improperly moving furniture that is not designed and equipped with casters.</li></ul>	<ul style="list-style-type: none"><li>• Furniture can tip over or break if improperly moved.</li><li>• Physical injury. Furniture can be very heavy.</li><li>• Breakage of tops - particularly with double pedestal furniture (drawers at both ends).</li></ul>	<ul style="list-style-type: none"><li>• Unload shelves and drawers from top to bottom before moving the unit.</li><li>• Do not push furniture, especially on a carpeted floor. Have a friend help you lift the item and set it in place.</li><li>• Provide support to the center section of the top when lifting the furniture.</li></ul>
<ul style="list-style-type: none"><li>• Placing TVs on furniture items that are not designed to support a television is hazardous.</li></ul>	<ul style="list-style-type: none"><li>• Risk of injury or death. TVs can be very heavy. Plus the weight and location of the picture tube tends to make TVs unbalanced and prone to tipping forward.</li></ul>	<ul style="list-style-type: none"><li>• This product is not designed to support a television.</li></ul>