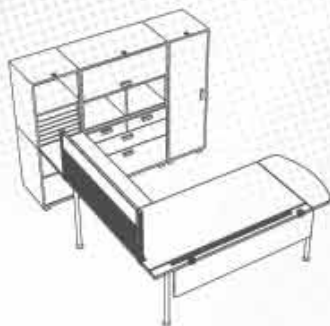


Mod Office® Setup Guide



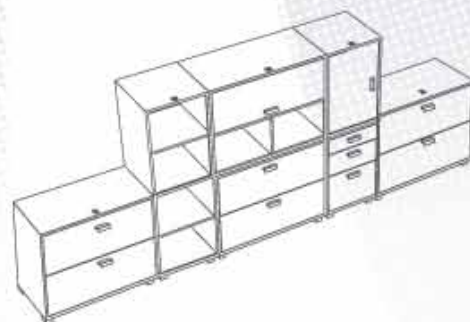
U-Desk



L-Desk



Executive Desk



Storage Wall

Welcome to Mod Office®

**Unique office furniture made for
unique professionals.**

Congratulations on your purchase of the modular Realspace® PRO Mod Office® line of sophisticated office furniture. Highly adaptable to growth and change within your business, this unique furniture is designed to allow you to create exactly what you need when you need it.

**Want to add a versatile assortment of desks to
accommodate your growing business?** Mod Office can help. Just looking for one or two pieces to really give you room to work? Mod Office can give you that space while creating a cohesive and stylish look.

So, go ahead and enjoy being creative with your ModOffice furniture and stop worrying about change. Because just like you, it's ready for almost anything.

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Executive Desk Setup 22

Storage Wall Setup 30

Things to Know Before You Start:

- This guide should be used in conjunction with the assembly instructions during the setup of each configuration.
Keep your assembly instructions handy with this guide while building each setup.
- **Please read the instruction sheets completely before assembly.**
- You will need at least one other person to help you set up.
- To avoid scratching the furniture during assembly, select a smooth work surface that will not scratch or damage parts.
- Consider your electrical source. Whether connecting to the wall or the floor, be sure to plan your configuration accordingly.
- The use of power tools is not recommended as this may cause stripping of the screws.
- Open boxes one at a time and start in sequential order as described for the configuration you are building. It is important to keep all pieces and boxes together.
- We recommend assembling storage walls no more than 3 feet from the wall for ease in moving into final position. You only need enough space for one person to fit behind and attach the back connectors to the cabinets.
- Do not stack lateral or pedestal cabinets more than 2 high.
- We recommend that you connect no more than 3 base cabinets to each other to facilitate moving to the final position.
- Install the doors and shelves after the entire configuration is in its desired location. Installing doors and shelves beforehand will add weight during final placement.

For questions, please call these toll-free numbers:

Assembly: **1-888-912-8430**

Set up: **1-800-978-2669**

Space Planning: **1-800-999-9933**



Look for this icon throughout the guide for specific assembly requirements



File Cabinet Warning

To prevent cabinets from tipping over and causing personal injury:

- Place heaviest items in the lowest drawers.
- Do not set heavy objects or other pieces of furniture on top of cabinets.
- Do not stack file cabinets on top of other furniture.
- Place file cabinets directly on the floor for use at all times.
- Never allow children to climb or hang on drawers.
- Never open more than one drawer at a time.

Use of anti-tilt devices may only reduce, but not eliminate, the risk of tip-over.

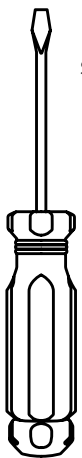
Call Us First!

DO NOT RETURN TO STORE.

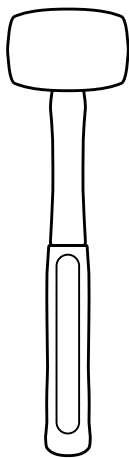
For immediate help with assembly or product information call our toll-free number: 1-888-912-8430, Mon-Fri 8am to 5pm EST.

Our staff is ready to provide assistance. Damaged or missing parts ship from our facility in 1-2 business days.

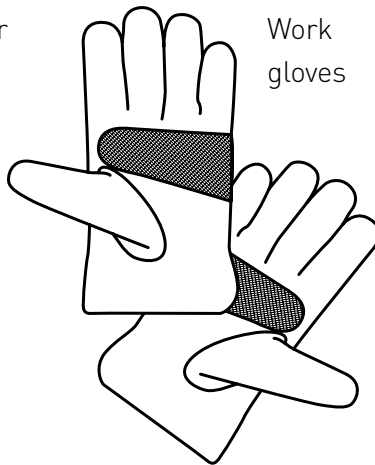
Additional Tools Needed:



Flathead
screwdriver

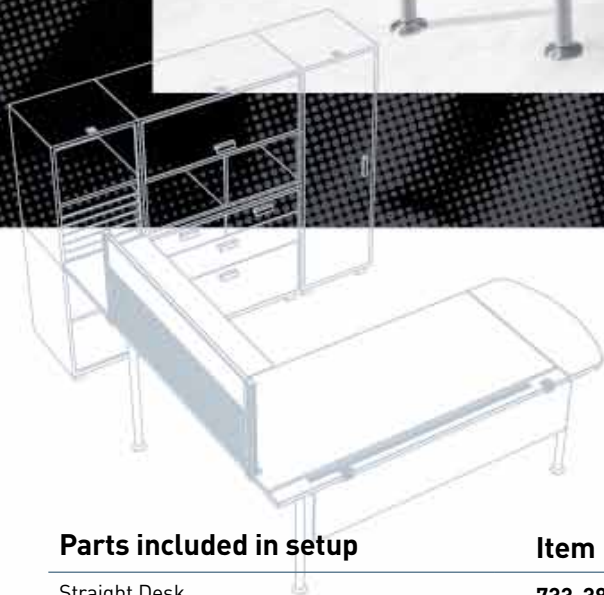


Rubber
mallet



Work
gloves

Mod Office® U-Desk Setup



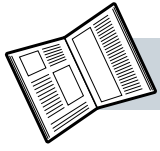
Dimensions of the office space must be at least 6 ft x 8.5 ft for each U-Desk configuration.

Parts included in setup

Parts included in setup	Item	Qty
Straight Desk	733-389	1
54" Desk Return	740-427	1
Modesty Panel	750-057	1
Large Privacy Panel	750-093	1
Straight Desk Endcap	740-292	1
Tall Cabinet Door	260-295	1

Parts included in setup

Parts included in setup	Item	Qty
Tall Cabinet	260-277	1
Lateral Cabinet Door with Divider	552-217	1
Open-Shelf Lateral Cabinet	260-259	1
4-Drawer Lateral Storage & File Cabinet	260-250	1
Open-Shelf Pedestal Cabinet	725-046	2
Sorter	260-322	1



Refer to Open-Shelf Pedestal Cabinet Assembly Instructions

1

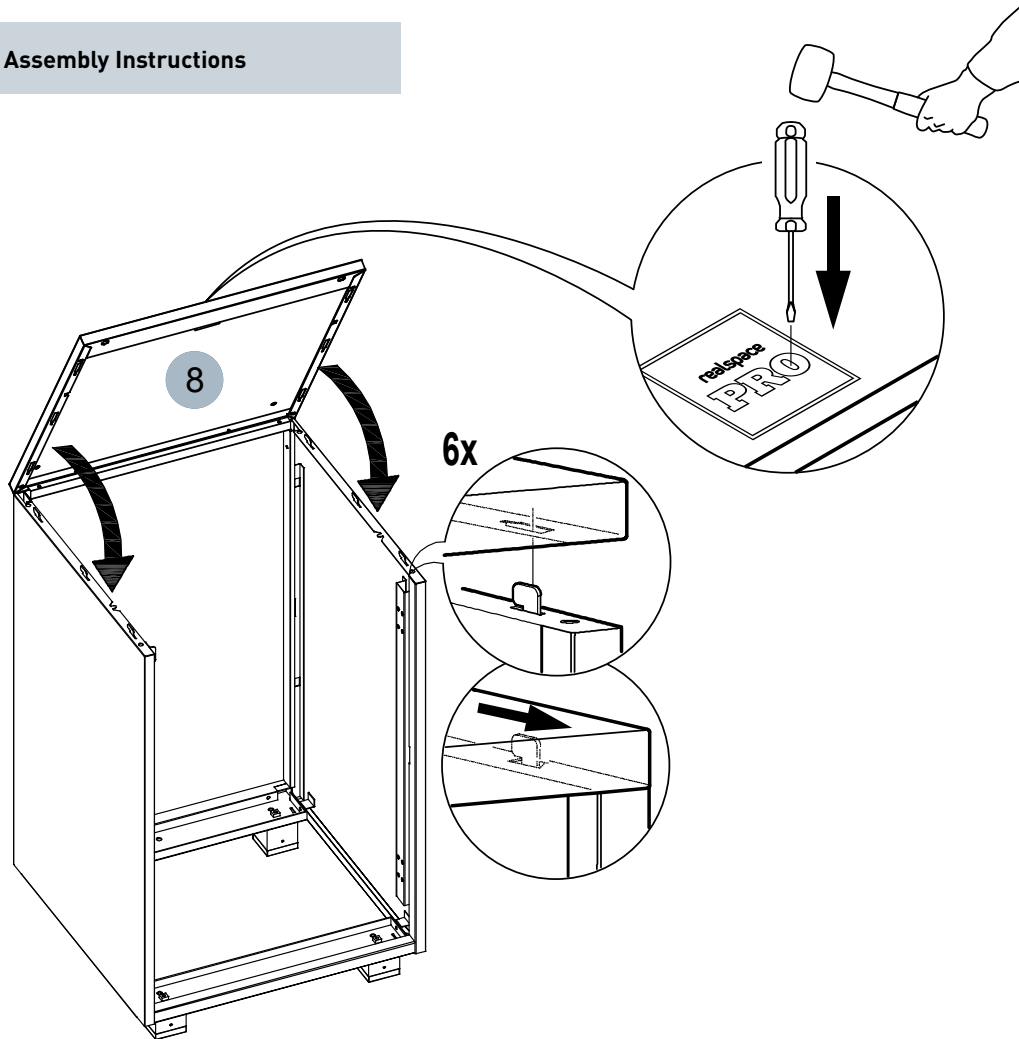
Build one **Open-Shelf Pedestal Cabinet** with **Footpads** and **Covers (B, A)** attached.

Use **Cabinet Top Panel (8)** as provided in the 48-inch or 54-inch **Desk Return**.

2

Set aside the following parts for later installation:

- **Bottom Panel (4)**
- **Shelf (9)**
- **Shelf Holders (C)**
- **Front Connecting Plate (I)**
- **Back Connecting Plate (J)**
- **Anti-Tilt Device Packet (K)**
- **Any screws associated with these parts.**



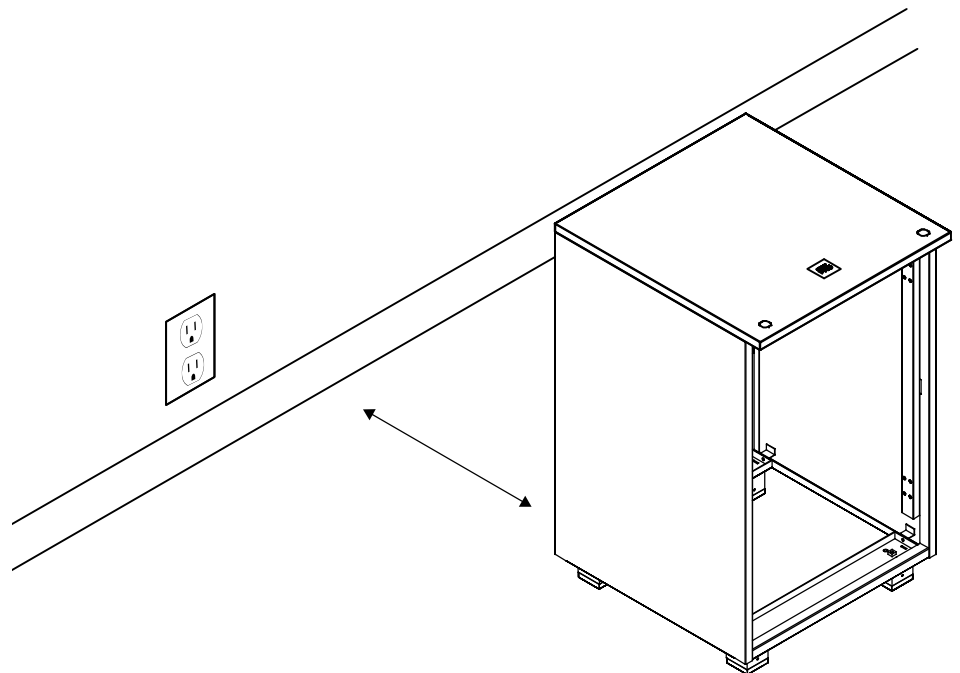
3

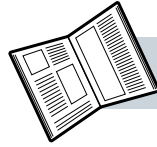
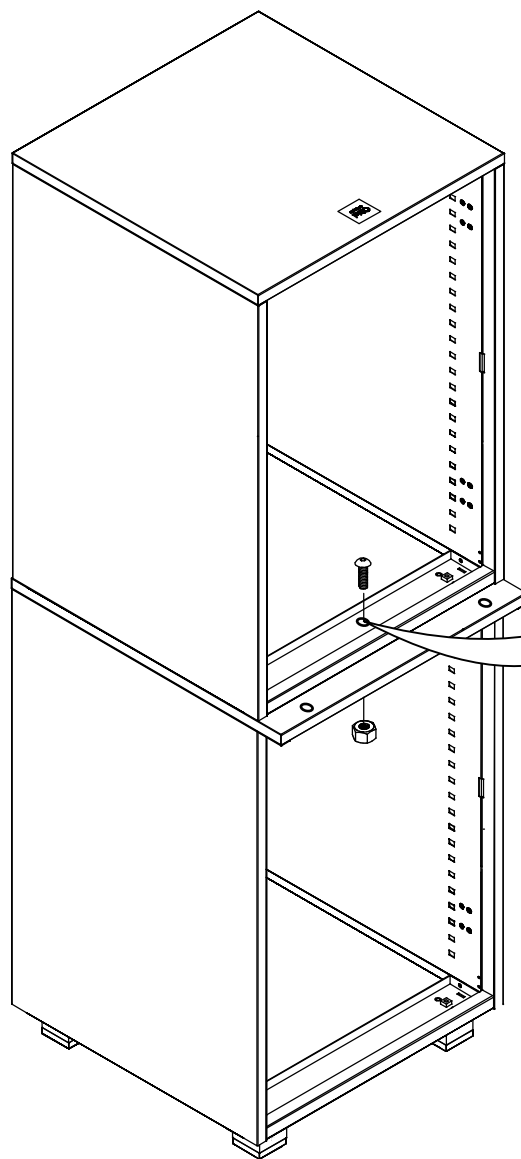
For **Cabinet Top Panel (8)**, punch out "O".

Punch out 2 holes at ends of Panel, if not punched out.

4

Position footed cabinet in close proximity to its final position, about 3 feet from wall.





Refer to Open-Shelf Pedestal Cabinet Assembly Instructions

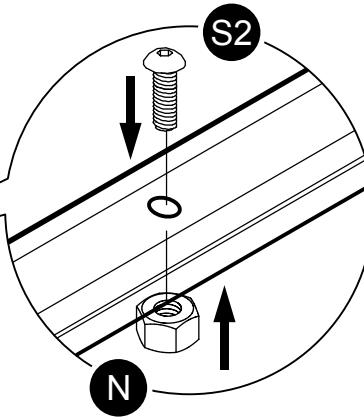
5

Build second **Open-Shelf Pedestal Cabinet** without **Footpads** and **Covers (B, A)**.

6

Set aside the following parts for later installation:

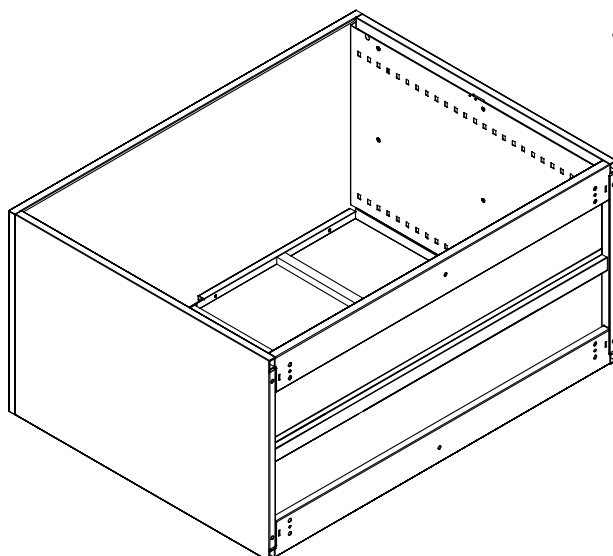
- **Bottom Panel (4)**
- **Shelf (9)**
- **Shelf Holders (C)**
- **Front Connecting Plate (I)**
- **Back Connecting Plate (J)**
- **Anti-Tilt Device Packet (K)**
- **Any screws associated with these parts.**



7

Stack second cabinet on top of footed cabinet.

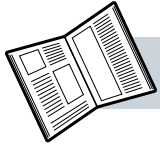
Secure the stacked cabinets to each other using **Screw (S2)** and **Nut (N)**.



Refer to Open-Shelf Lateral Cabinet Assembly Instructions

8

Build **Open-Shelf Lateral Cabinet** without **Footpads** and **Covers (B, A)**.

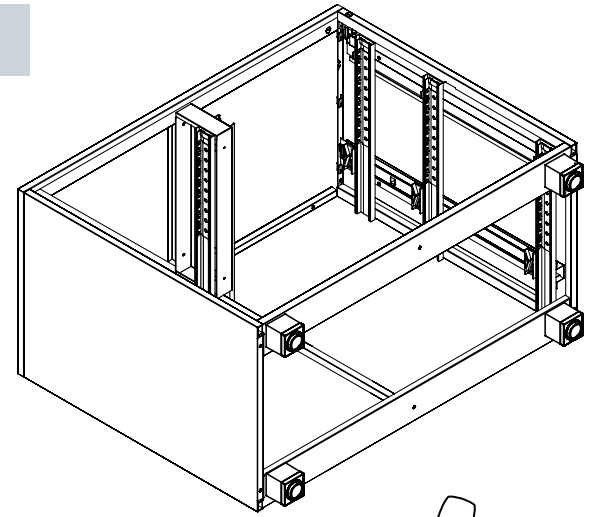


Refer to 4-Drawer Lateral Storage & File Cabinet Assembly Instructions

9

Build **4-Drawer Lateral Storage & File Cabinet** with **Footpads** and **Covers (B, A)** to this point:

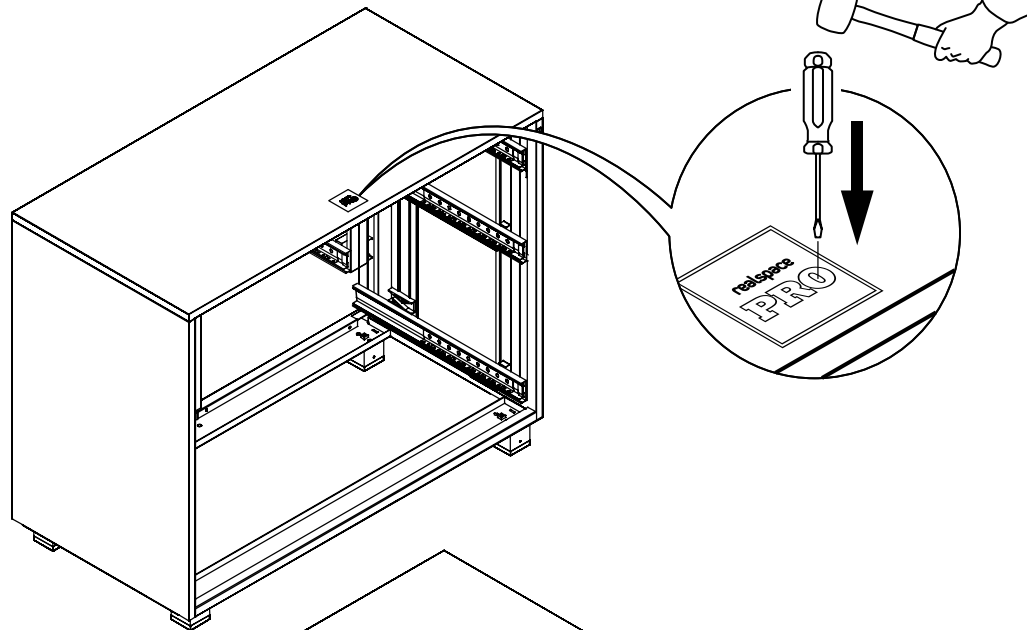
Build drawers and set aside to insert later.



10

Set aside the following parts for later installation:

- **Upper Partition (3)**
- **Bottom Panel (4)**
- **Front Connecting Plate (I)**
- **Back Connecting Plate (J)**
- **Anti-Tilt Device Packet (K)**
- **Any screws associated with these parts.**

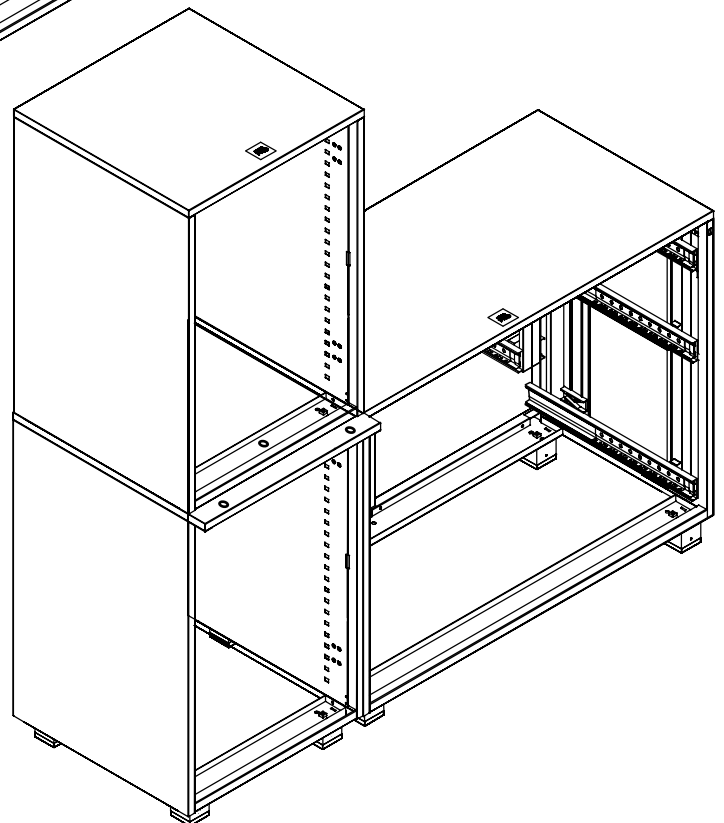


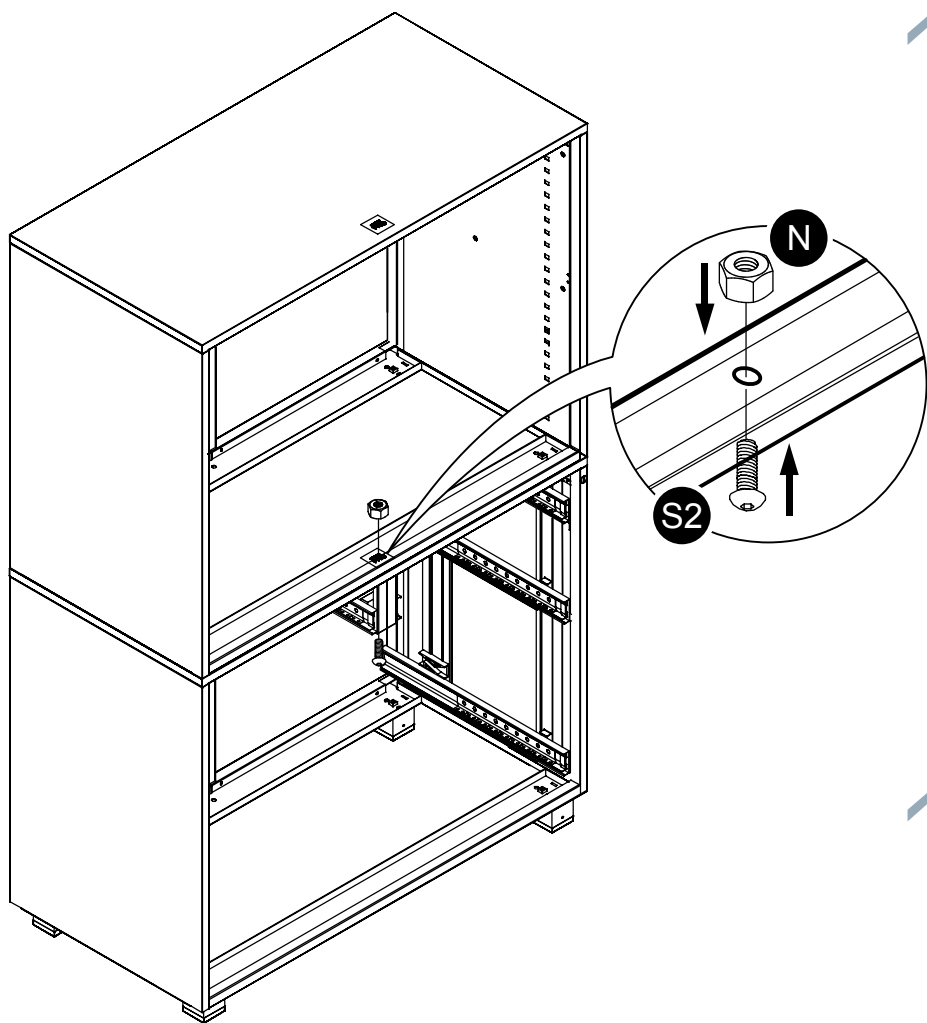
11

Punch out "O" on **Top Panel (1)**.

12

Move cabinet into position next to stacked **Open-Shelf Pedestal Cabinets**.



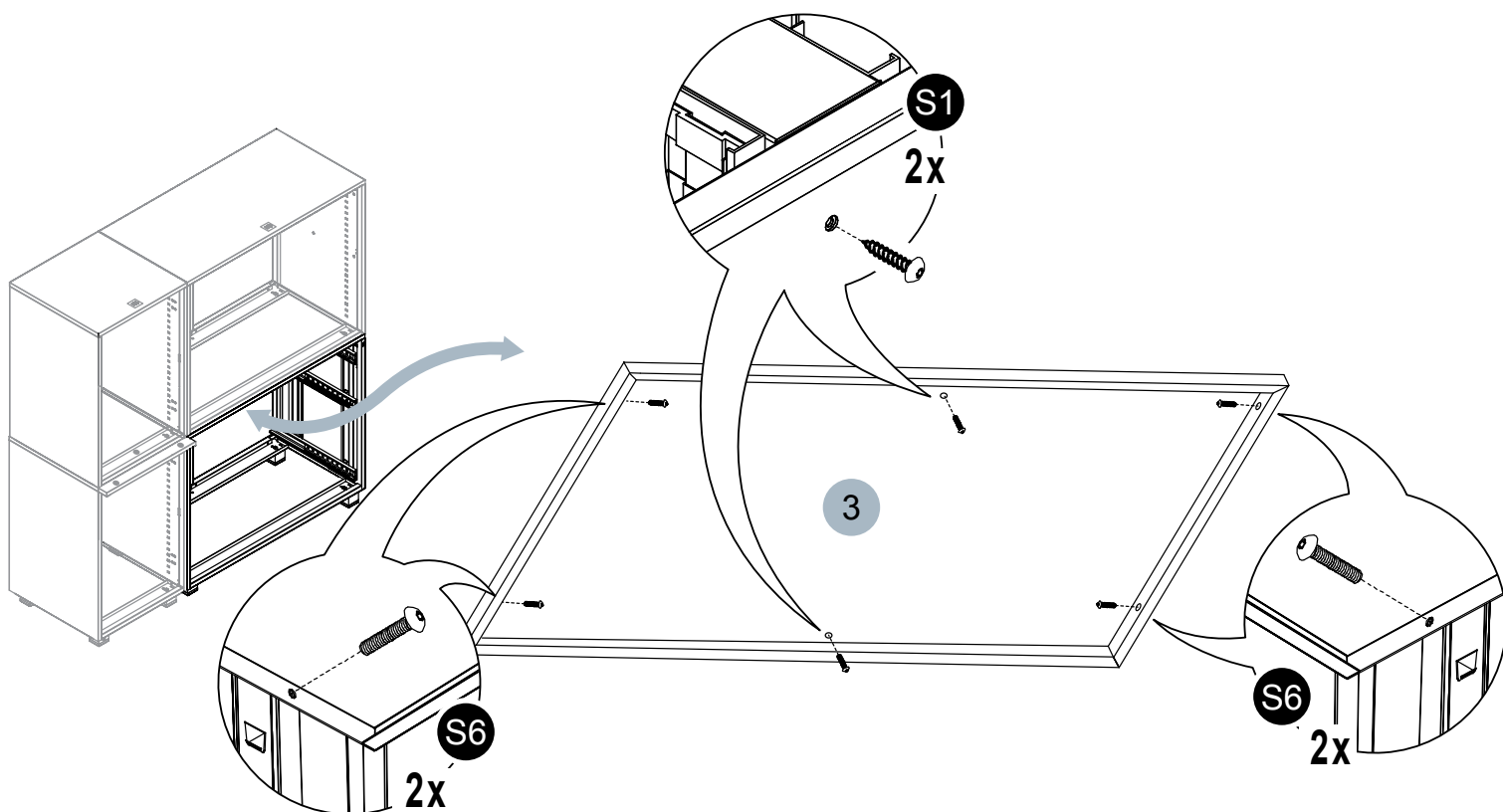


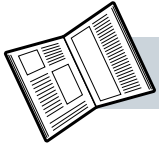
13

Stack **Open-Shelf Lateral Cabinet** on top of **4-Drawer Lateral Storage & File Cabinet** and secure cabinets to each other using **Screw (S2)** and **Nut (N)**.

14

Attach **Upper Partition (3)**.

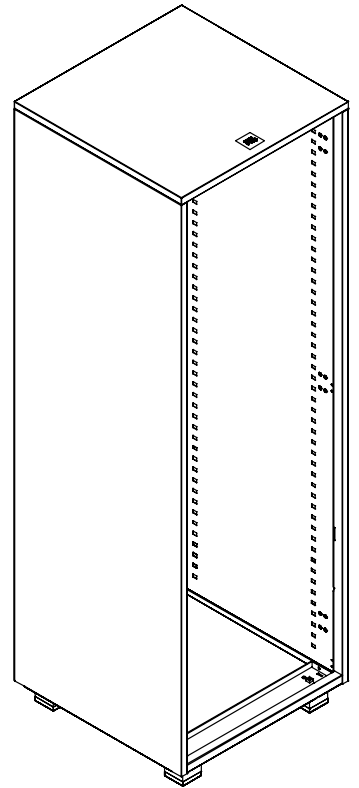




Refer to Tall Cabinet Assembly Instructions

15

Build **Tall Cabinet** with
Footpads and **Covers (B, A)**
to this point:

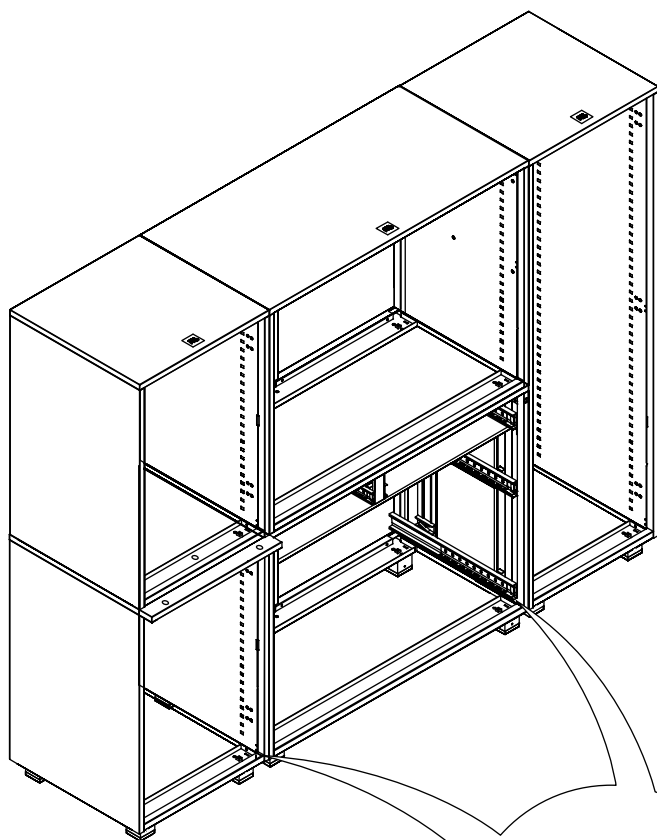


16

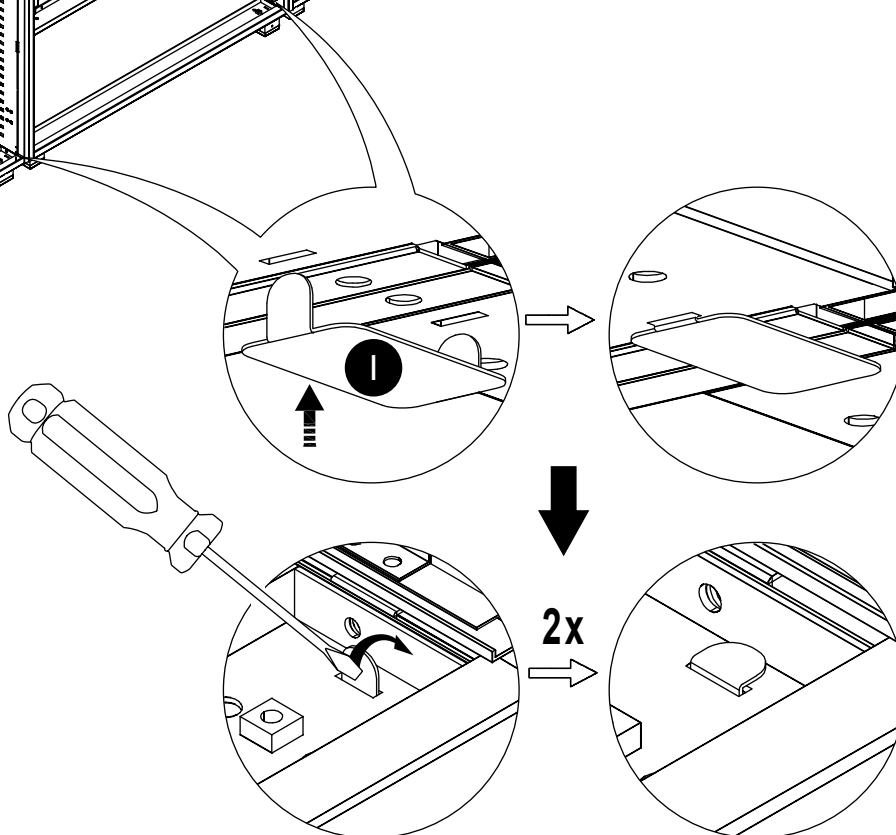
Set aside the following parts for
later installation:

- **Bottom Panel (4)**
- **Shelves (9)**
- **Shelf Holders (C)**
- **Hook (G)**
- **Front Connecting Plate (I)**
- **Back Connecting Plate (J)**
- **Anti-Tilt Device Packet (K)**
- **Any screws associated with these parts.**

17 Move the **Tall Cabinet** in place next to the stacked lateral cabinets.

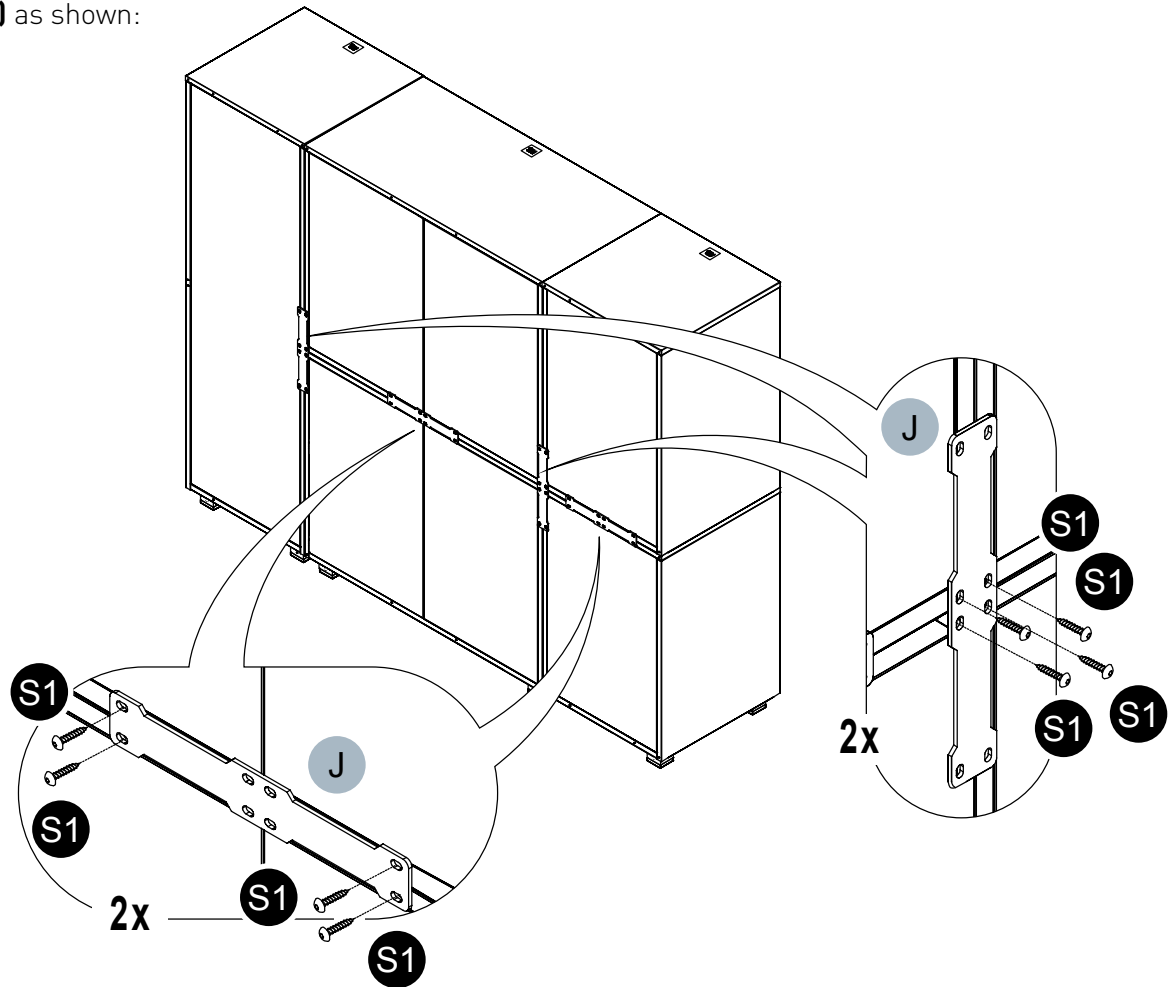


18 Attach the **Front Connecting Plates (I)** to the underside of base cabinets as shown:



19

Attach the **Back Connecting Plates (J)** as shown:



20

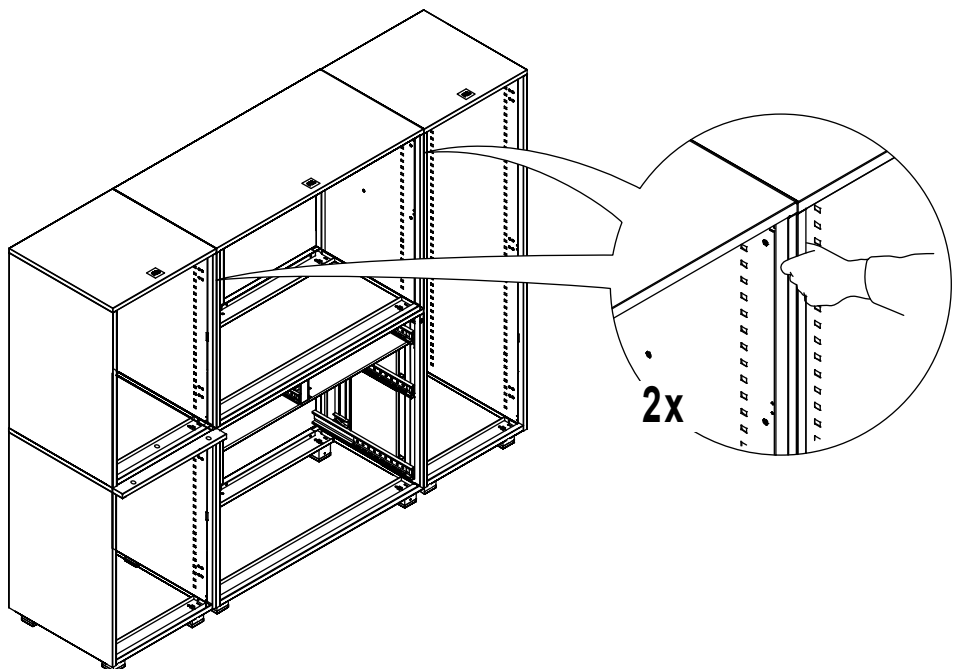
If the final setup will be against a wall, attach **Anti-Tilt Devices*** to cabinets, as instructed in the packet.

21

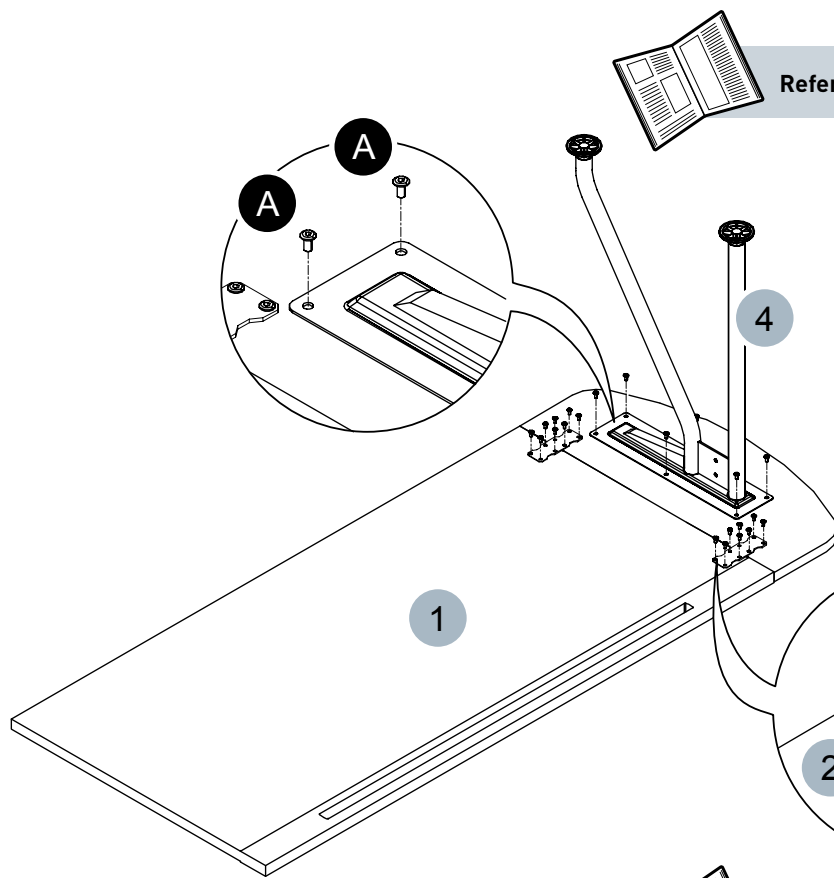
Grasping the cabinet sidewalls, move the connected pieces to final position.

Attach the **Anti-Tilt Devices*** to wall.

We recommend 2 people for lifting in this step.



* Anti-Tilt Devices are required by law in the State of California.



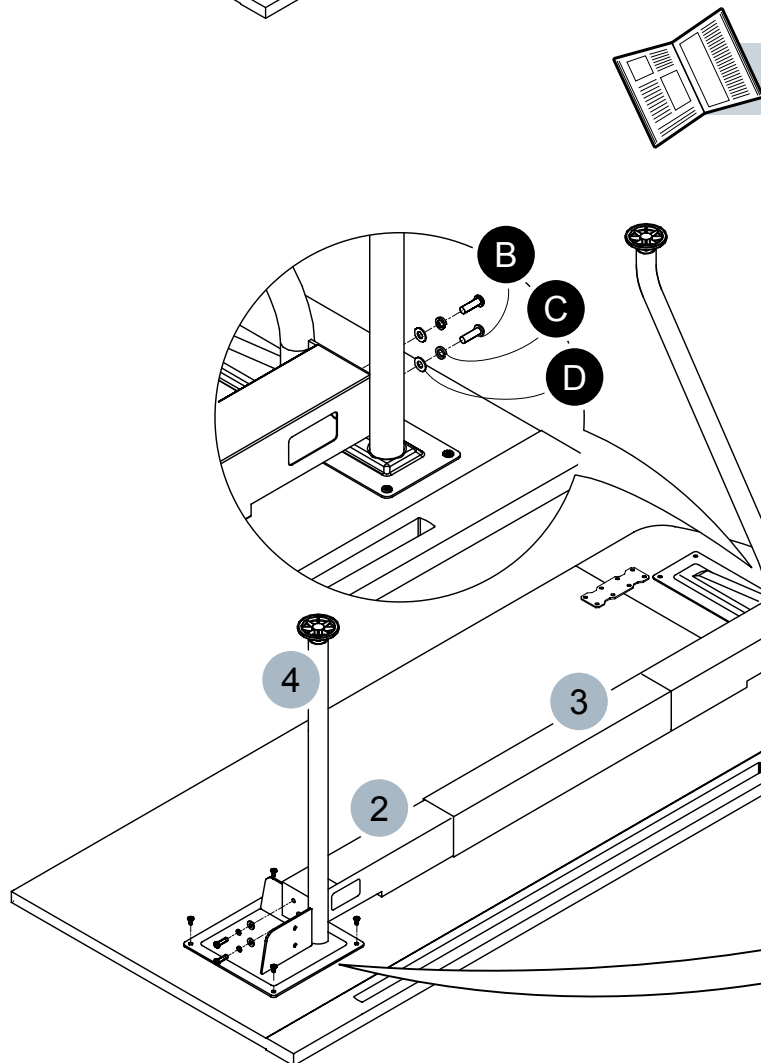
Refer to Endcap Assembly Instructions

22

Secure **Straight Desk Endcap** to **Desk Top (1)**.

Secure **Desk Leg (4)** to endcap.

Retain the second leg for possible future use.



Refer to Straight Desk Assembly Instructions

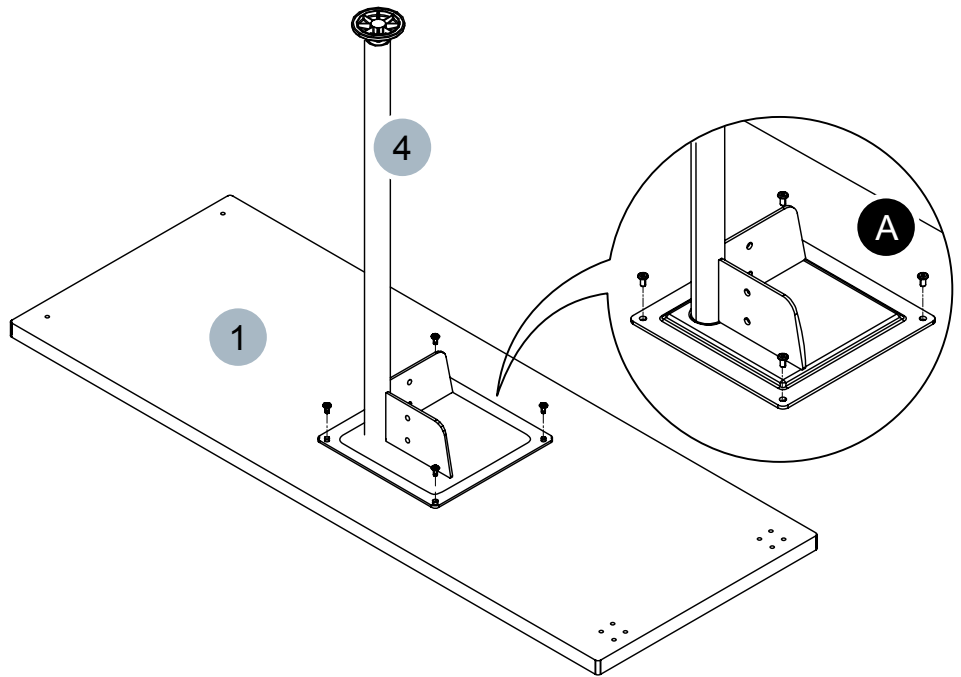
23

Secure the **Return Leg (4)** to the desk.

Join the 2 **Metal Chassis (2-3)** pieces, then attach the chassis between the **Desk Leg** and **Return Leg**.

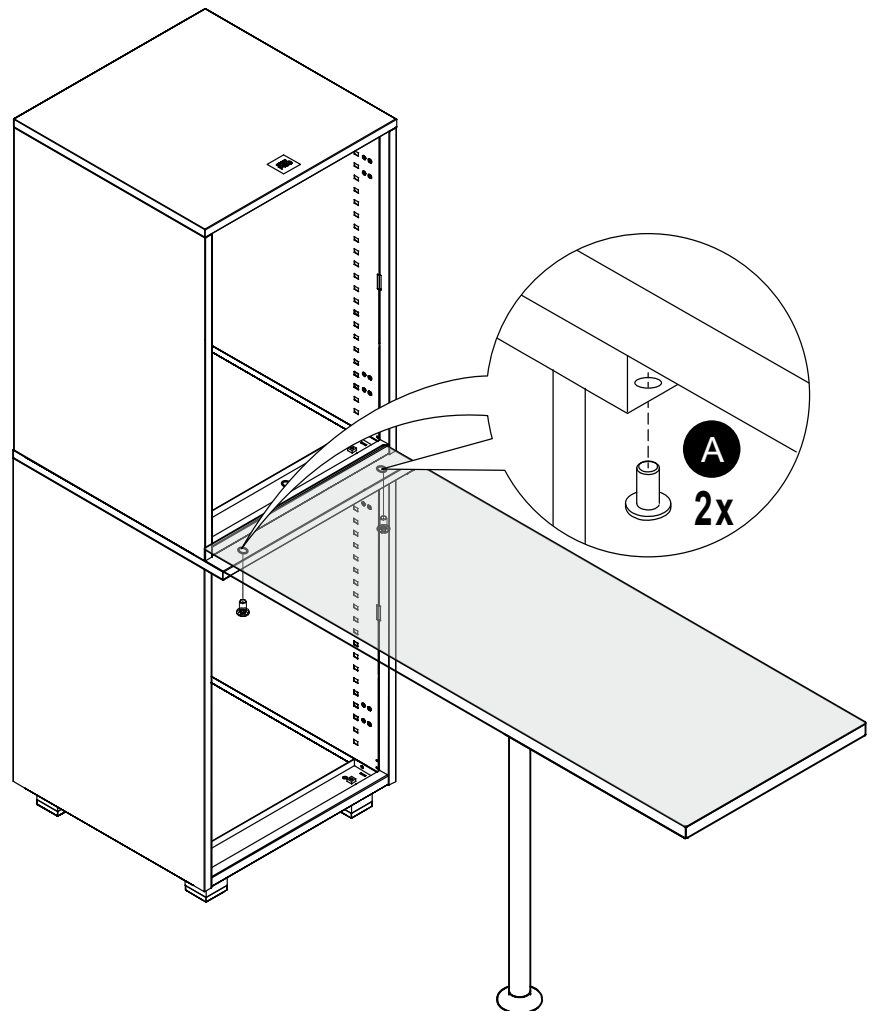
24

Attach **Return Leg (4)** to **Return Desk Top (1)**.



25

Turn right side up and attach the **Desk Return** to the **Open-Shelf Pedestal Cabinet**.

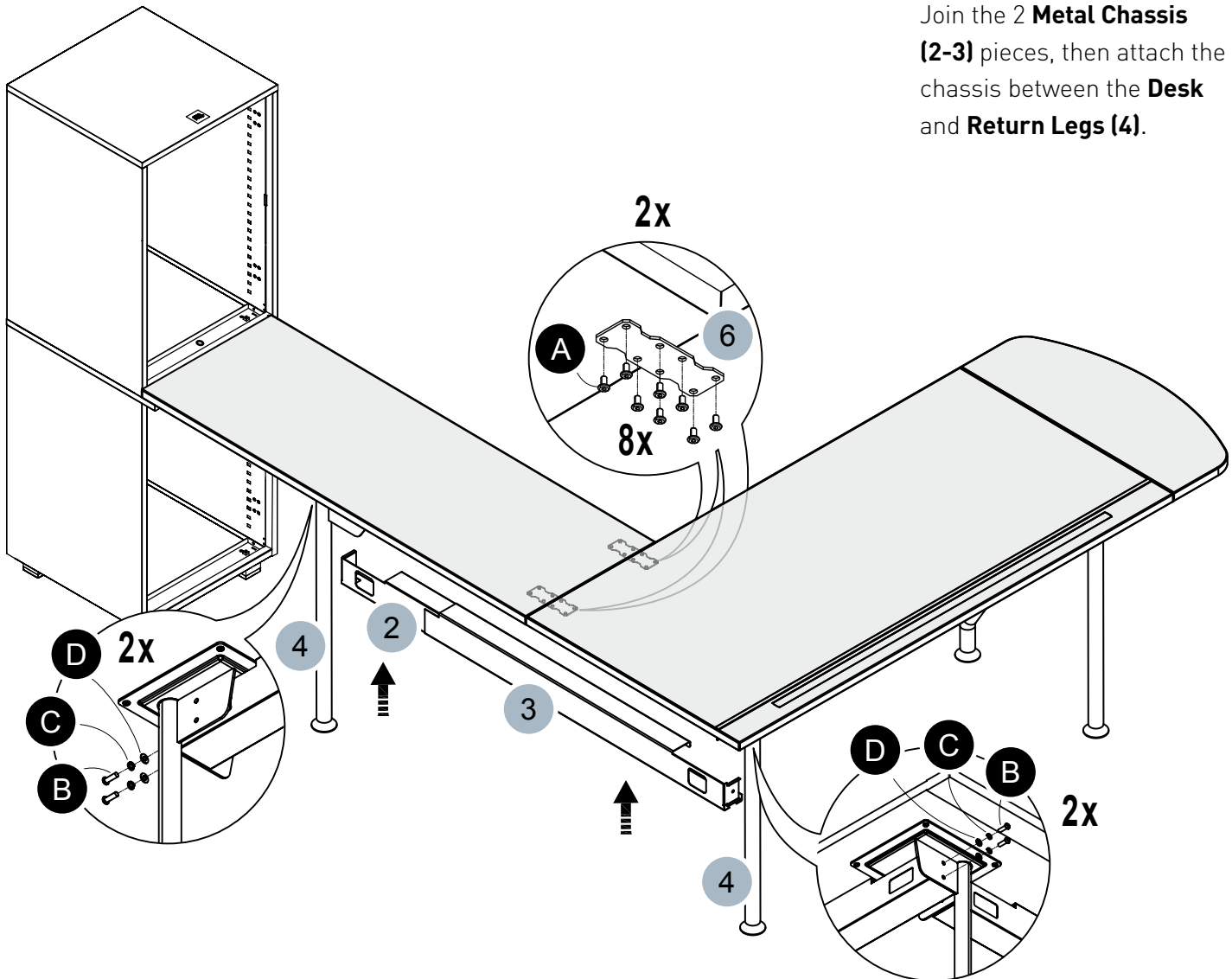


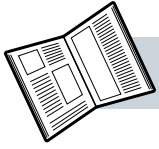
26

Turn desk right side up and position it next to the return.

Working from underneath the desk, attach the **Connecting Plates (6)** to the desk and the return.

Join the 2 **Metal Chassis (2-3)** pieces, then attach the chassis between the **Desk** and **Return Legs (4)**.

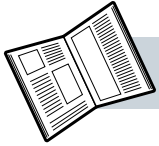




Refer to Assembly Instructions for all cabinets

27

Add bottom panels*, shelf holders, shelves, and drawers.



Refer to Lateral Cabinet Door with Divider Assembly Instructions

28

Install **Lateral Cabinet Door with Divider**.



Refer to Tall Cabinet Door Assembly Instructions

29

Install **Tall Cabinet Door**.

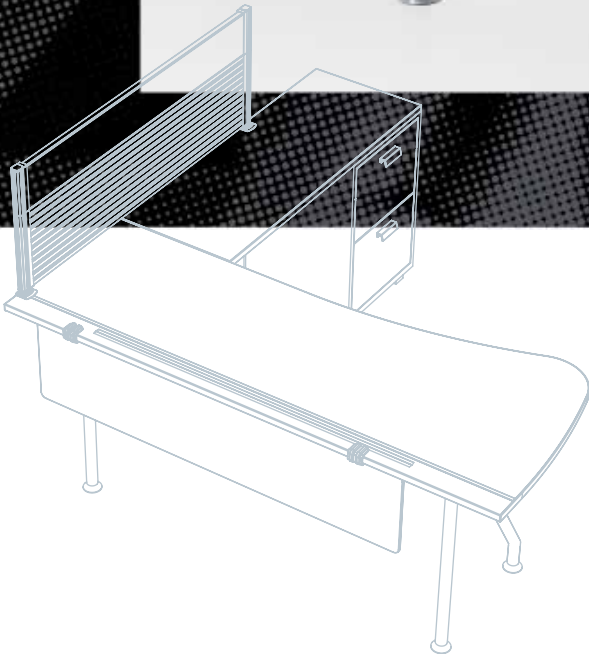


Refer to Privacy Panel & Modesty Panel Assembly Instructions

30

Attach **Privacy Panel** and **Modesty Panel**.

ModOffice® L-Desk Setup



Dimensions of the office space must be at least 6.5 ft x 6.5 ft for each L-Desk configuration.

Parts included in setup	Item	Qty
Left Soft-Edge Desk	786-057	1
54" Desk Return	740-427	1
3-Drawer Pedestal Storage & File Cabinet	725-019	1

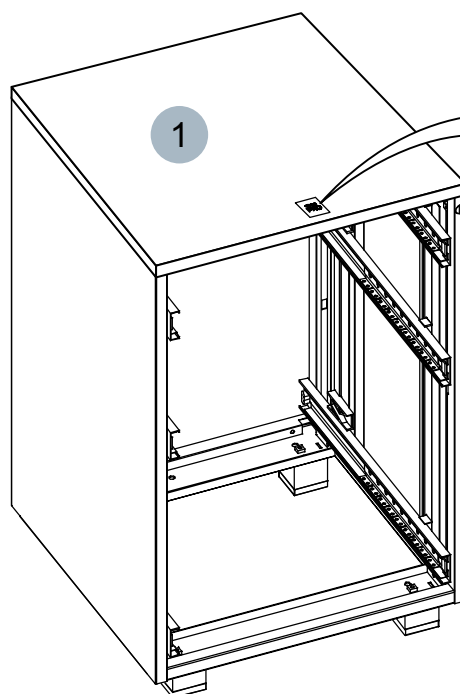


Refer to 3-Drawer Pedestal Storage & File Cabinet Assembly Instructions

1 Build **3-Drawer Pedestal Storage & File Cabinet** with **Footpads** and **Covers (B, A)** to this point:

Do not install **Bottom Panel (4)** at this time.

Build drawers and set aside to insert later.

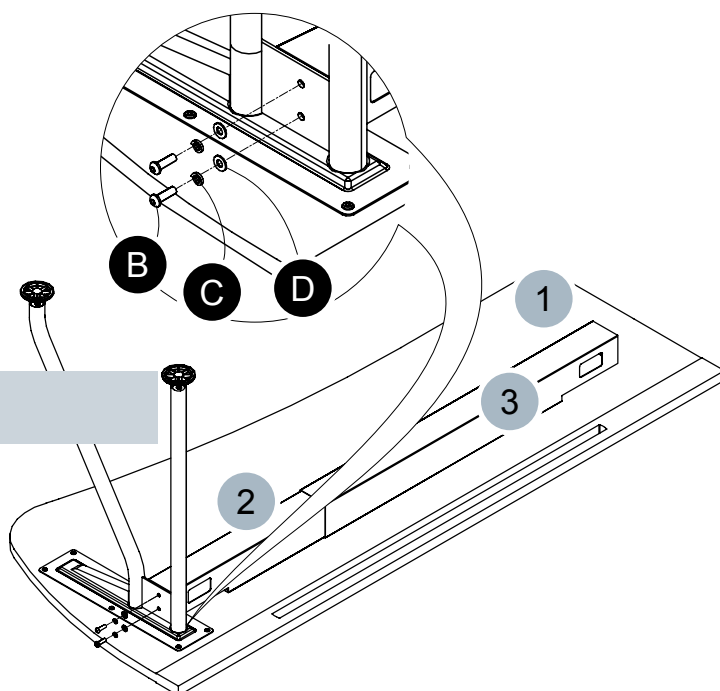


2 Reserve the following parts for possible later use:

- **Front Connecting Plate (I)**
- **Back Connecting Plate (J)**
- **Anti-Tilt Device Packet (K)**
- **Any screws associated with these parts.**

3 Punch out "O" in **Top Panel (1)**.

4 Set cabinet in desired final position.

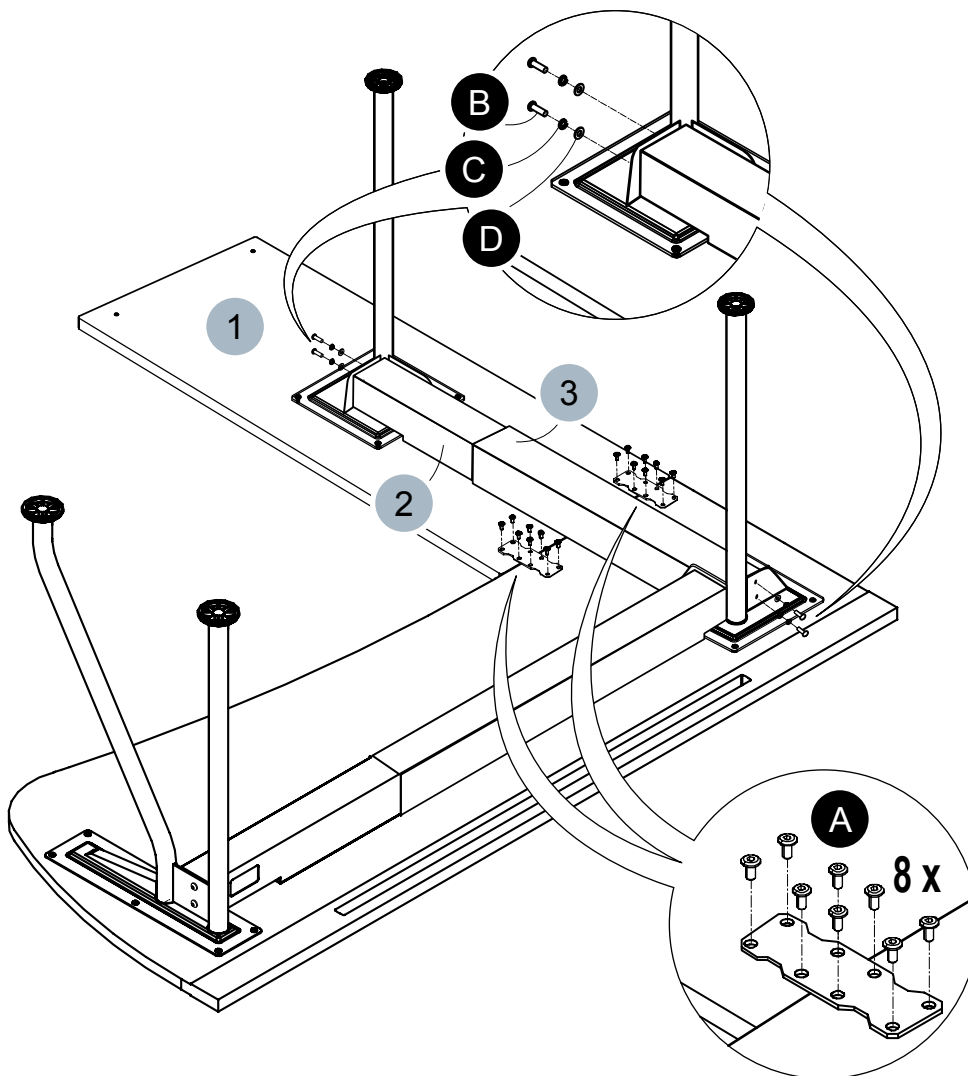
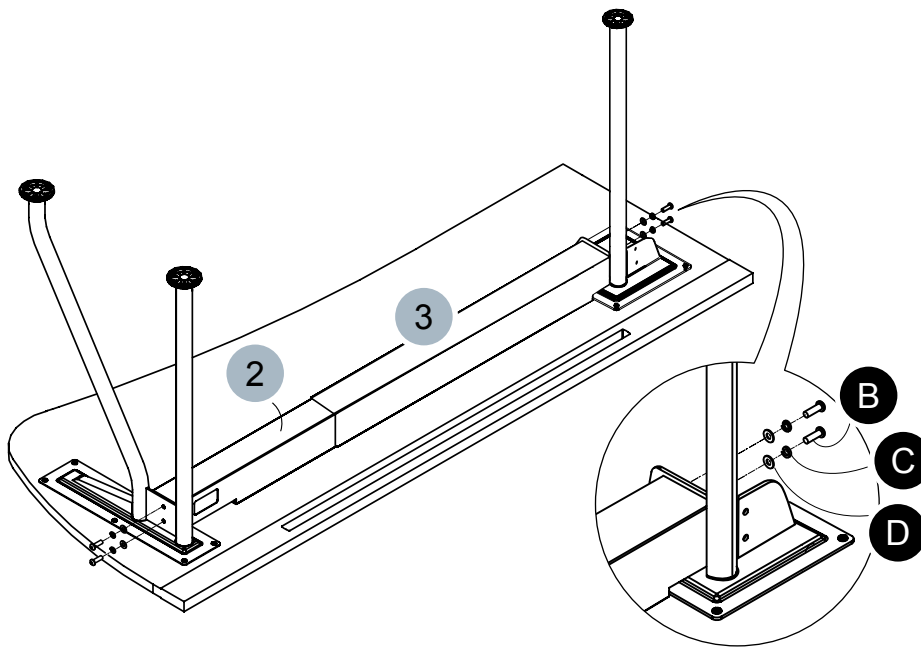


Refer to Soft-Edge Desk Assembly Instructions

5 Assemble **Soft-Edge Desk** to this point:

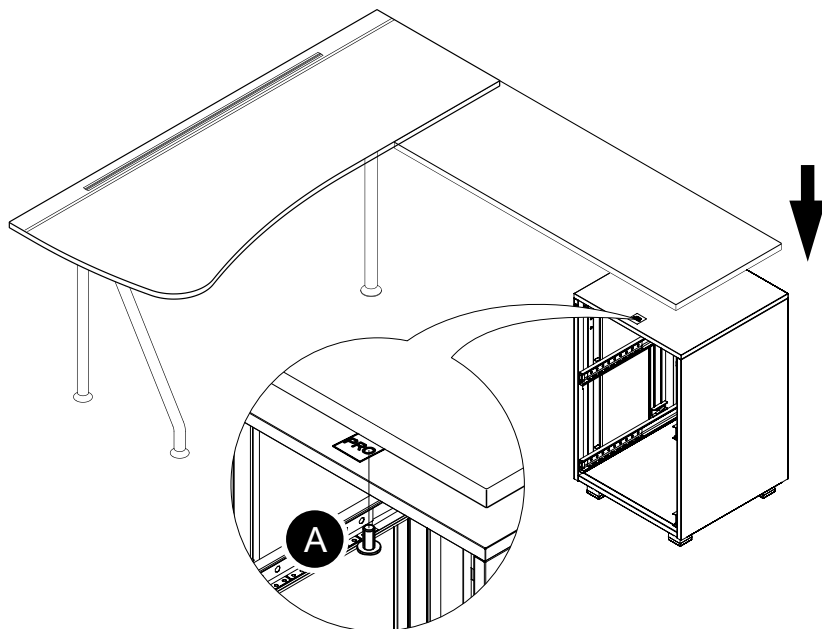
6

Build **Desk Return** and attach to straight side of **Soft-Edge Desk**.

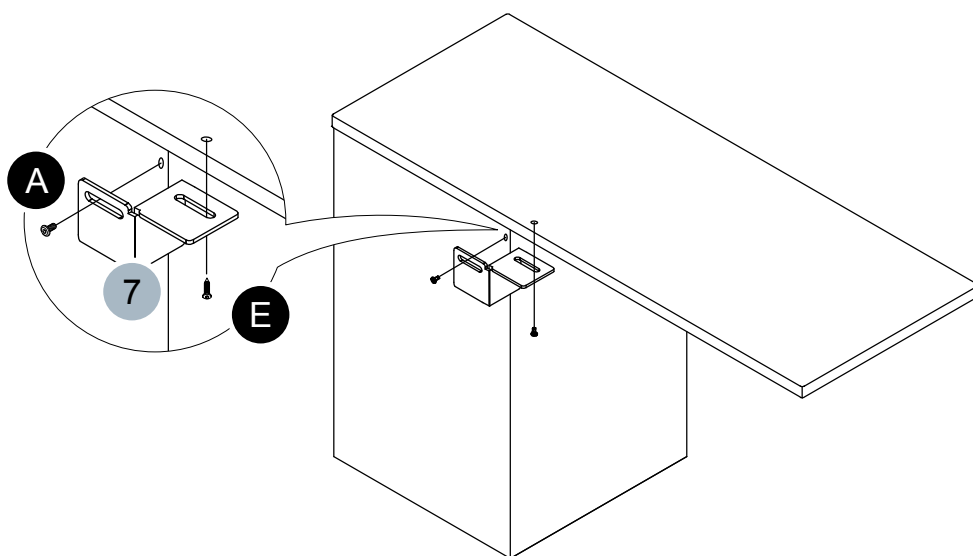


7 Turn desk and return right side up. Move into position so that return is over the **3-Drawer Pedestal Storage Cabinet & File**.

Secure return to cabinet using **Screw (A)**.



8 Attach **Bracket (7)** to cabinet and return.



Refer to **3-Drawer Pedestal Storage & File Cabinet Assembly Instructions**

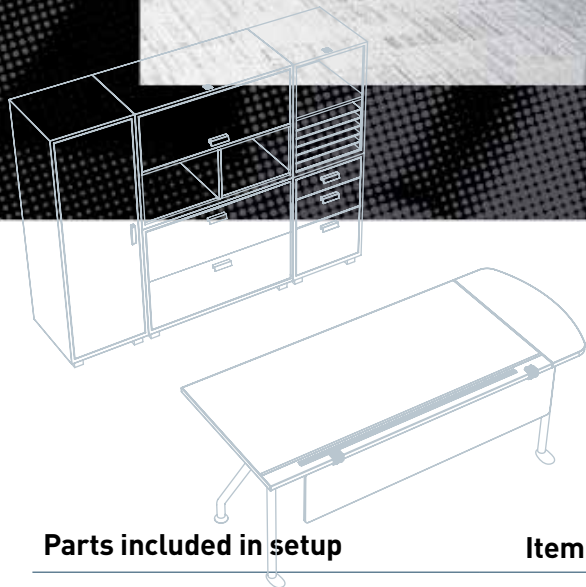
9 Insert drawers into cabinet.



Refer to **Privacy Panel & Modesty Panel Assembly Instructions**

10 If desired, attach **Privacy Panel** and **Modesty Panel**.

ModOffice® Executive Desk Setup



Dimensions of the office space must be at least 6 ft x 8 ft for each Executive Desk configuration.

Parts included in setup	Item	Qty
Straight Desk	733-389	1
Straight Desk Endcap	740-292	1
Modesty Panel	750-057	1
Tall Cabinet	260-277	1
Tall Cabinet Door	260-295	1
Open-Shelf Lateral Cabinet	260-259	1

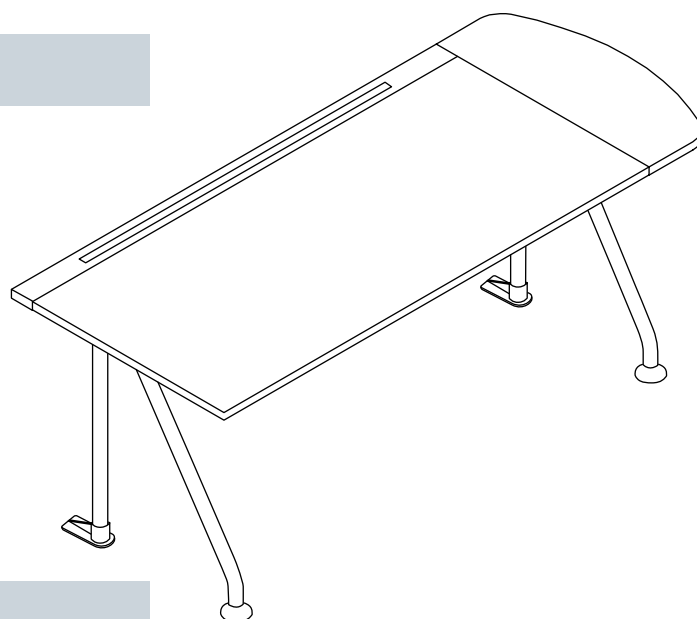
Parts included in setup	Item	Qty
2-Drawer Lateral File Cabinet	260-214	1
Lateral Cabinet Door with Divider	552-217	1
Open-Shelf Pedestal Cabinet	725-046	1
3-Drawer Pedestal Storage & File Cabinet	725-019	1
Sorter	260-322	1



Refer to Straight Desk and Endcap Assembly Instructions

1

Build **Straight Desk** with **Straight Desk Endcap** as directed in the Assembly Instructions for these pieces.



Refer to Tall Cabinet Assembly Instructions

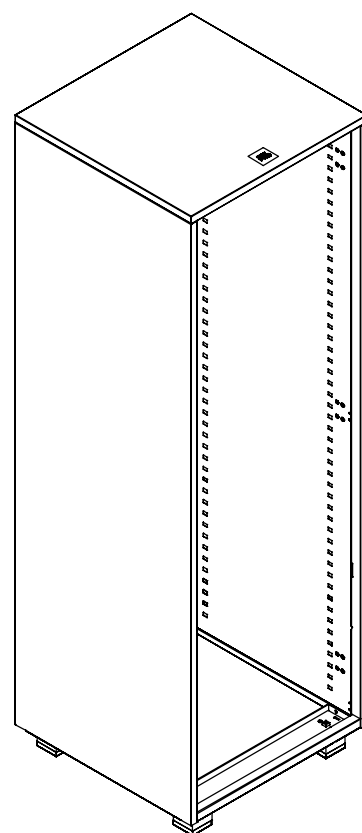
2

Build **Tall Cabinet** with **Footpads** and **Covers (B, A)** to this point:

3

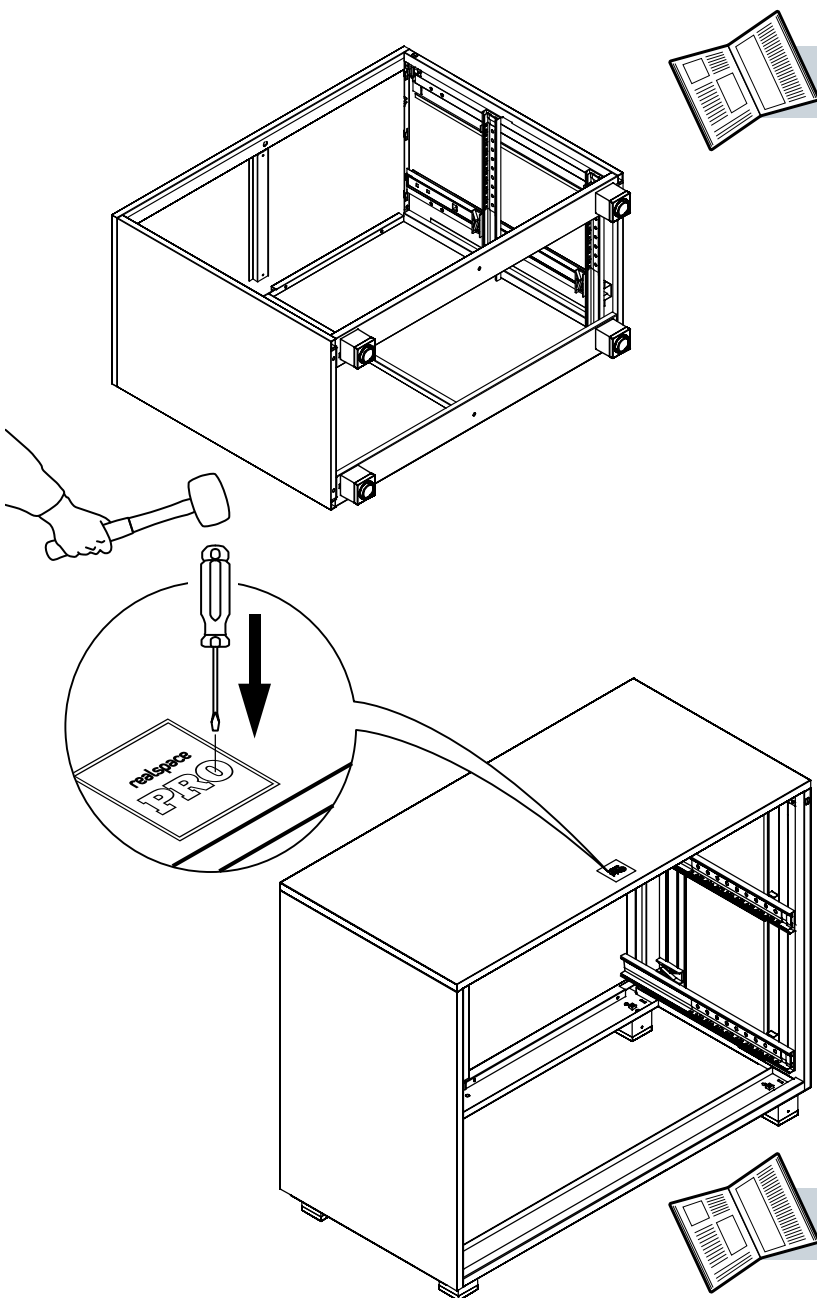
Set aside the following parts for later use:

- **Bottom Panel (4)**
- **Shelves (9)**
- **Shelf Holders (C)**
- **Hook (G)**
- **Front Connecting Plate (I)**
- **Back Connecting Plate (J)**
- **Anti-Tilt Device Packet (K)**
- **Any screws associated with these parts.**



4

Position the cabinet in close proximity to its final location.



Refer to 2-Drawer Lateral File Assembly Instructions

5

Build **2-Drawer Lateral File** with **Footpads** and **Covers (B, A)** to this point:

Do not install **Bottom Panel (4)** at this time.

Build drawers and set aside to insert later.

6

Set aside the following parts for later installation:

- **Bottom Panel (4)**
- **Front Connecting Plate (I)**
- **Back Connecting Plate (J)**
- **Anti-Tilt Device Packet (K)**
- **Any screws associated with these parts.**

7

Refer to Open-Shelf Lateral Cabinet Assembly Instructions

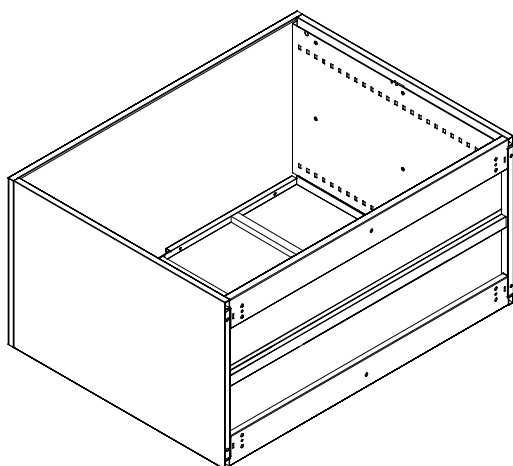
8

Build **Open-Shelf Lateral Cabinet** without **Footpads** and **Covers (B, A)**.

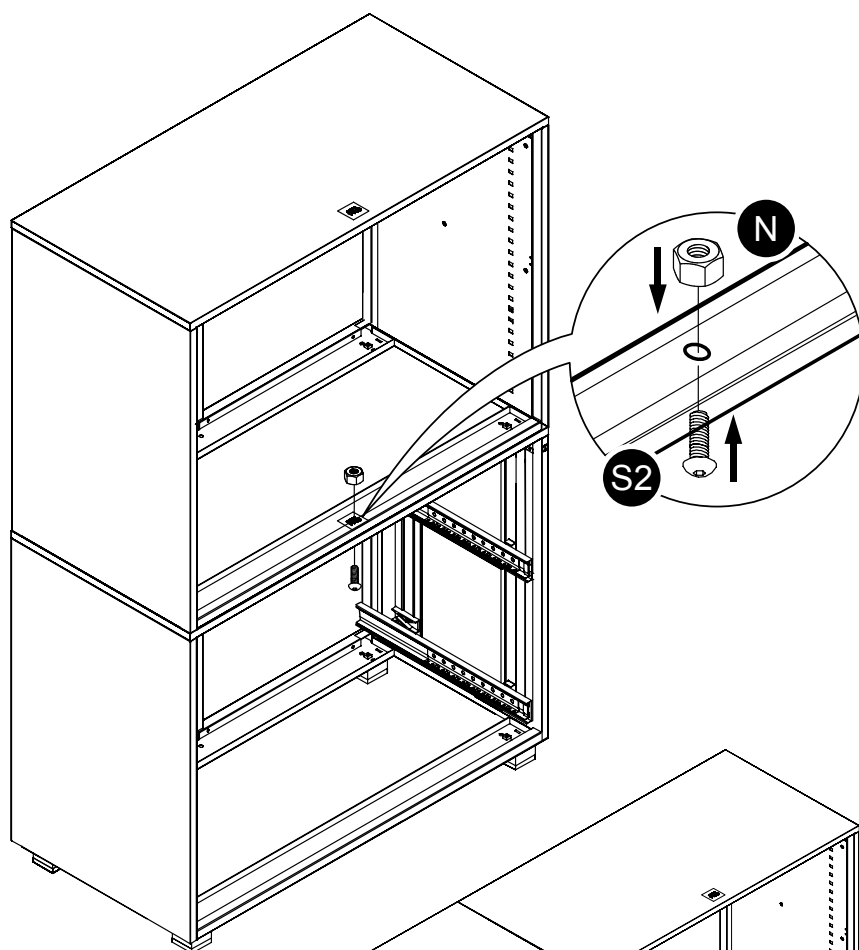
9

Set aside the following parts for later installation:

- **Bottom Panel (4)**
- **Upper Partition (3)**
- **Front Connecting Plate (I)**
- **Back Connecting Plate (J)**
- **Anti-Tilt Device Packet (K)**
- **Any screws associated with these parts.**



- 10 Stack **Open-Shelf Lateral Cabinet** atop the positioned file and secure them to each other using **Screw (S2)** and **Nut (N)**.



- 11 Move the stacked cabinets in place next to **Tall Cabinet**.

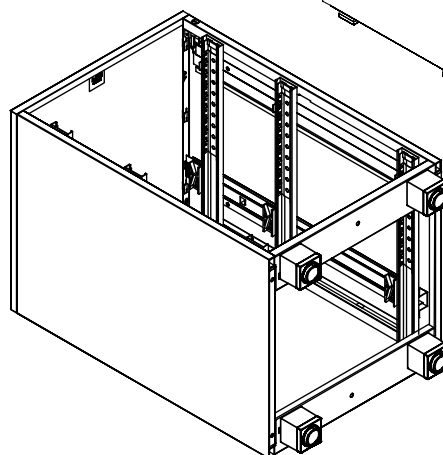


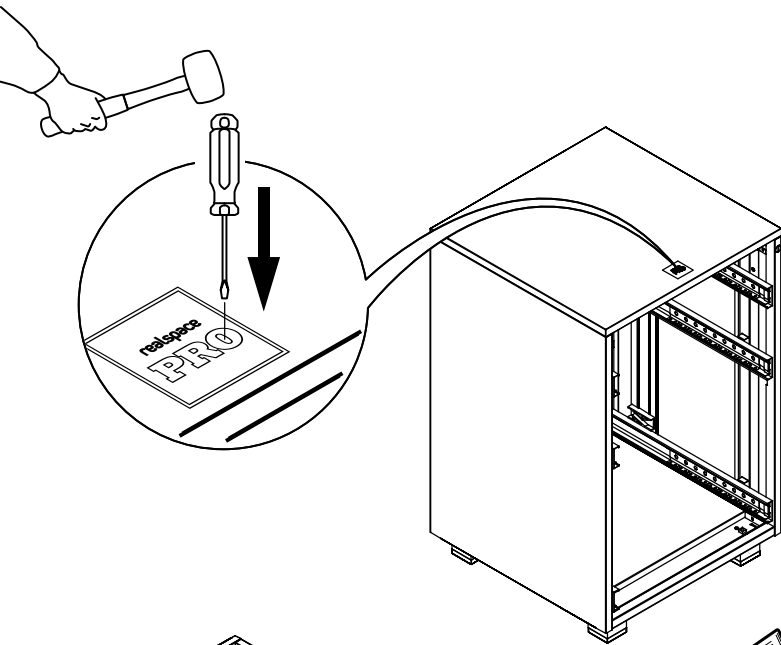
Refer to 3-Drawer Pedestal Storage & File Cabinet Assembly Instructions

- 12 Build **3-Drawer Pedestal Storage Cabinet & File** with **Footpads** and **Covers (B, A)** to this point:

- 13 Set aside the following parts for later installation:

- **Bottom Panel (4)**
- **Front Connecting Plate (I)**
- **Back Connecting Plate (J)**
- **Anti-Tilt Device Packet (K)**
- **Any screws associated with these parts.**



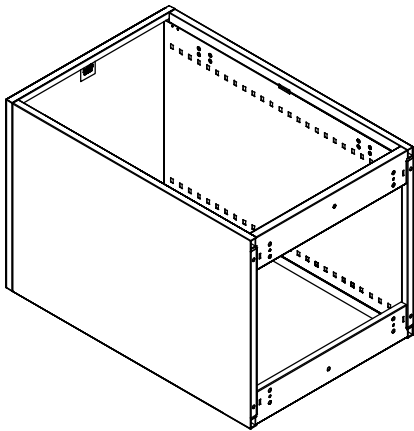


14

Punch out "O" in **Top Panel (1)**.



Refer to Open-Shelf Pedestal Cabinet Assembly Instructions



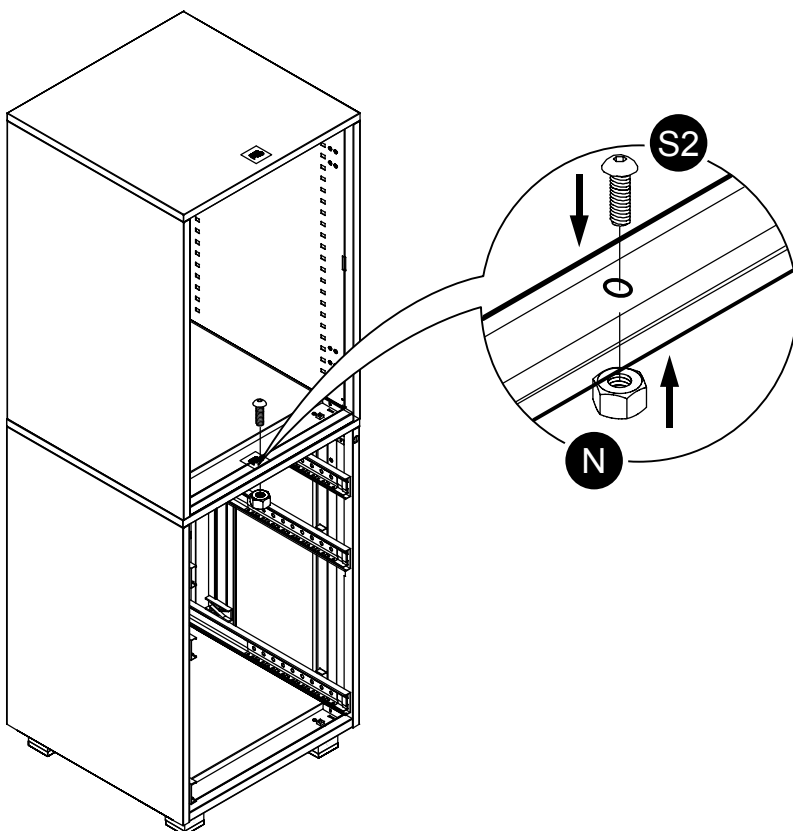
15

Build **Open-Shelf Pedestal Cabinet** without **Footpads** and **Covers (B, A)** to this point:

16

Set aside the following parts for later installation:

- **Bottom Panel (4)**
- **Front Connecting Plate (I)**
- **Back Connecting Plate (J)**
- **Anti-Tilt Device Packet (K)**
- **Shelf (9)**
- **Any screws associated with these parts.**



17

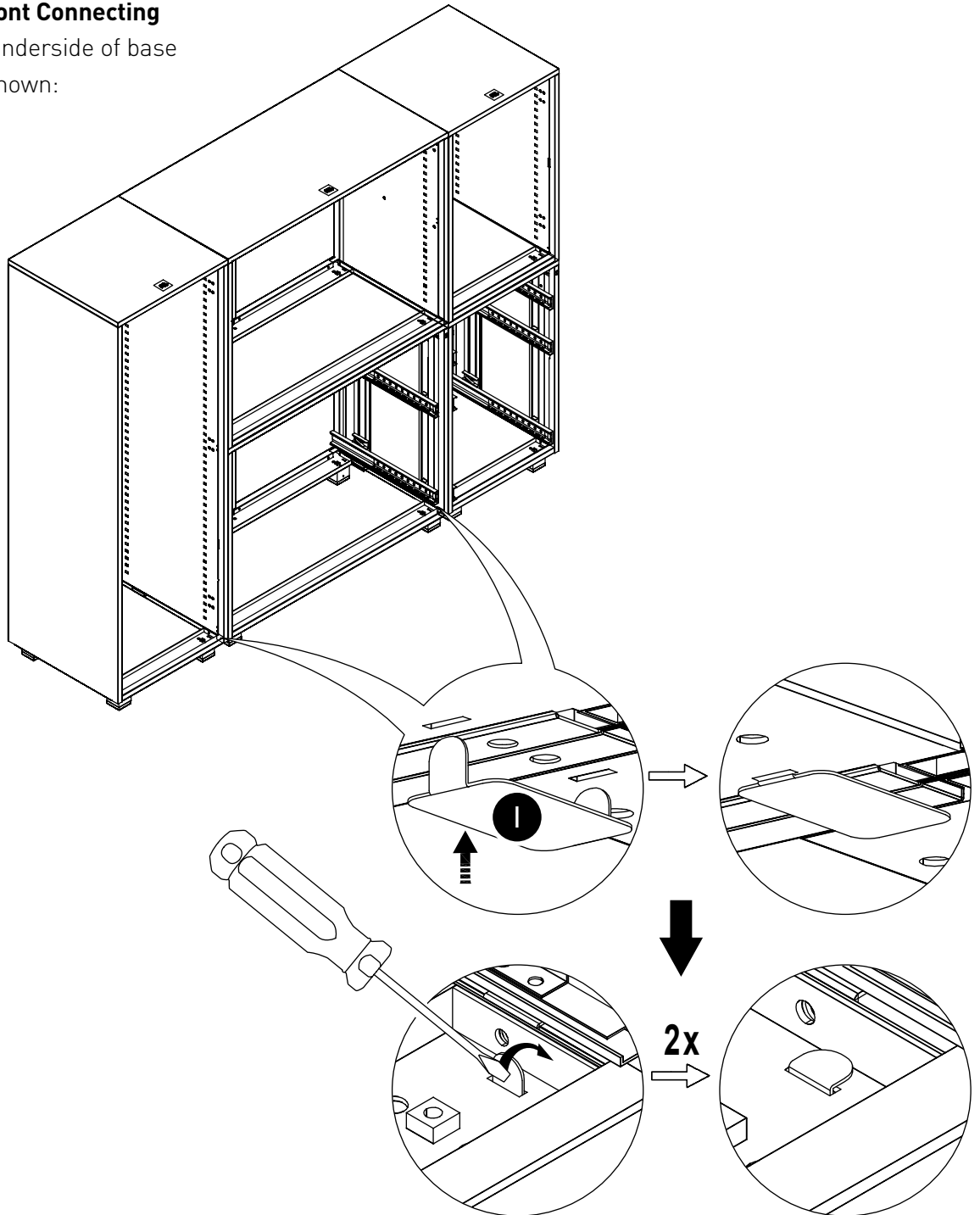
Stack **Open-Shelf Pedestal Cabinet** on top of **3-Drawer Pedestal Storage & File Cabinet** and secure cabinets to each other using **Screw (S2)** and **Nut (N)**.

18

Move cabinet into position next to stacked lateral cabinets.

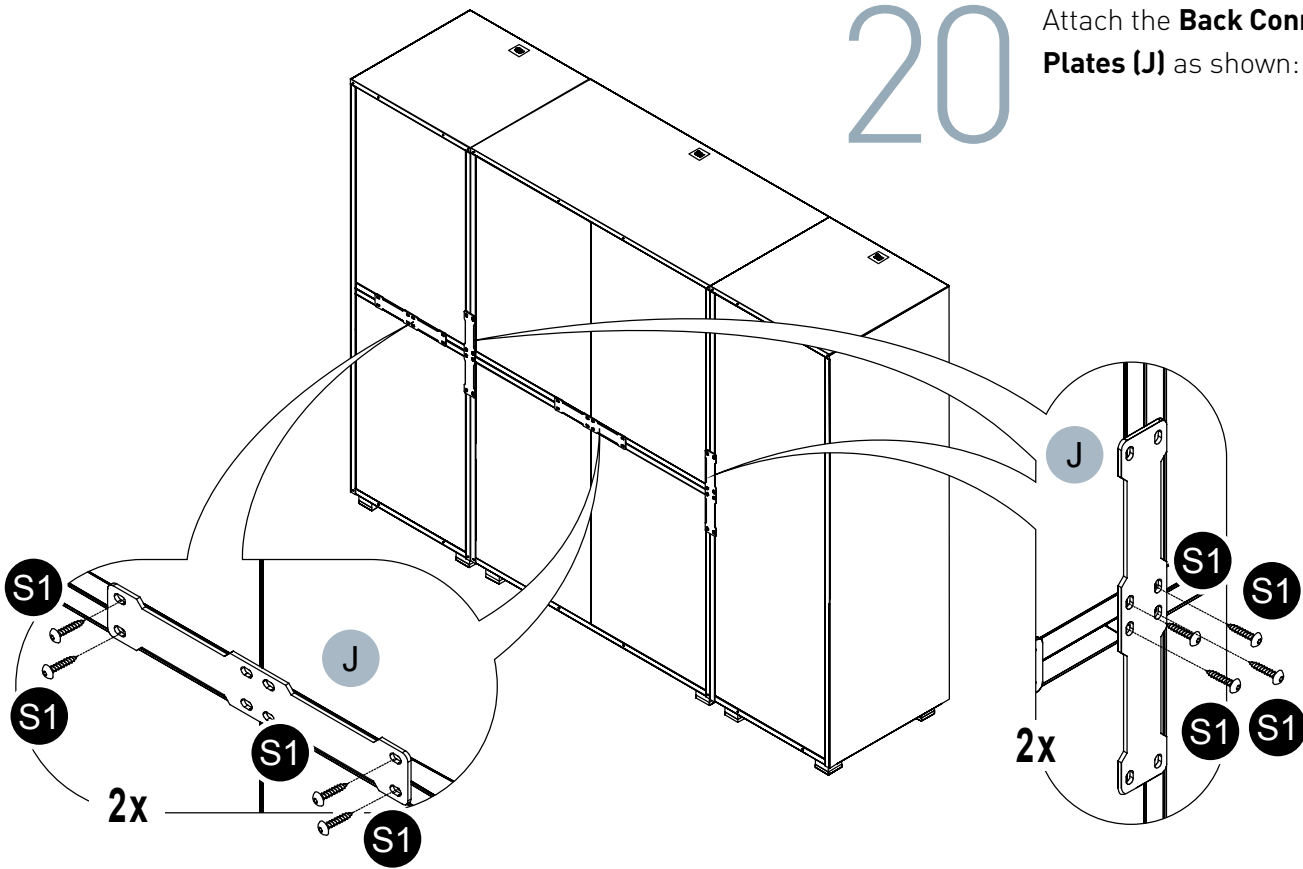
19

Attach the **Front Connecting Plates (I)** to underside of base cabinets as shown:



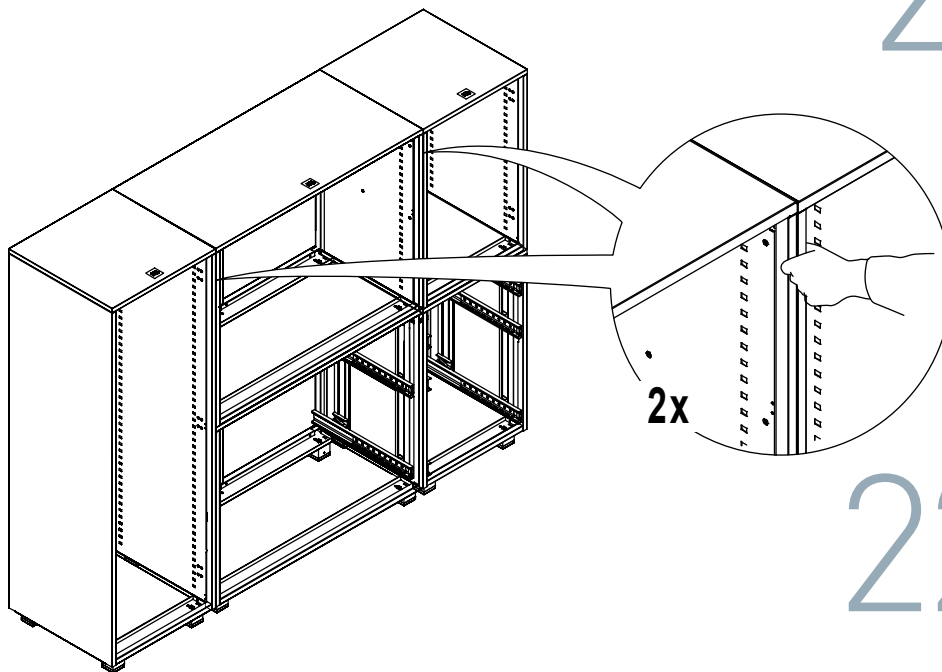
20

Attach the **Back Connecting Plates (J)** as shown:



21

If the final setup will be against a wall, attach **Anti-Tilt Devices*** to cabinets, as instructed in the packet.



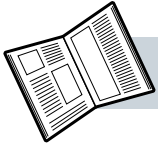
22

Grasping the cabinet sidewalls, move the connected pieces to final position.

Attach the **Anti-Tilt Devices*** to wall.

We recommend 2 people for lifting in this step.

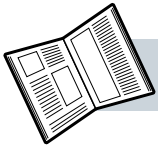
* Anti-Tilt Devices are required by law in the State of California.



Refer to Assembly Instructions for all cabinets

23

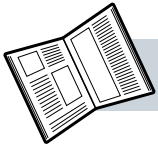
Add bottom panels, shelf holders, shelves, and drawers.



Refer to Tall Cabinet Door Assembly Instructions

24

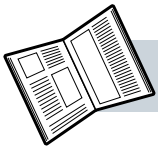
Install **Tall Cabinet Door**.



Refer to Lateral Cabinet Door with Divider Assembly Instructions

25

Install **Lateral Cabinet Door with Divider**.

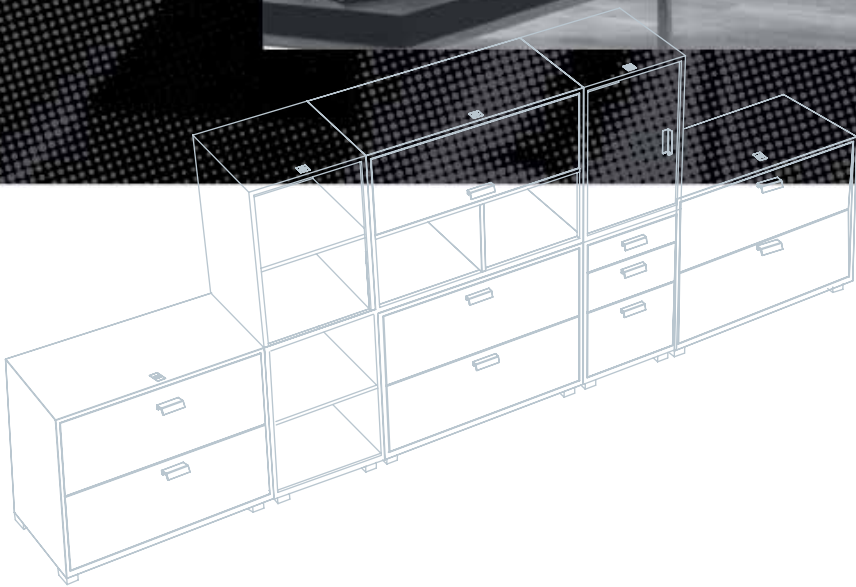


Refer to Sorter Assembly Instructions

26

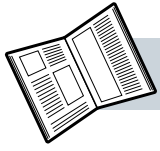
Install **Sorter**.

ModOffice® Storage Wall Setup



Dimensions of the office space must be at least 12 ft x 18 in for each Storage Wall.

Parts included in setup	Item	Qty
2-Drawer Lateral File Cabinet	260-214	3
Open-Shelf Pedestal Cabinet	725-046	3
3-Drawer Pedestal Storage & File Cabinet	725-019	1
Open-Shelf Lateral Cabinet	260-259	1
Lateral Cabinet Door with Divider	552-217	1
Pedestal Cabinet Door	725-073	1

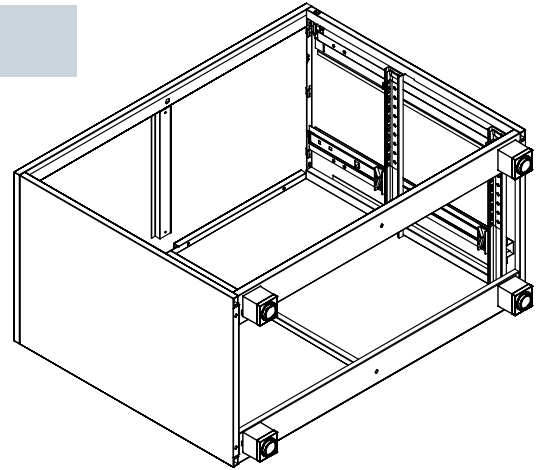


Refer to 2-Drawer Lateral File Assembly Instructions

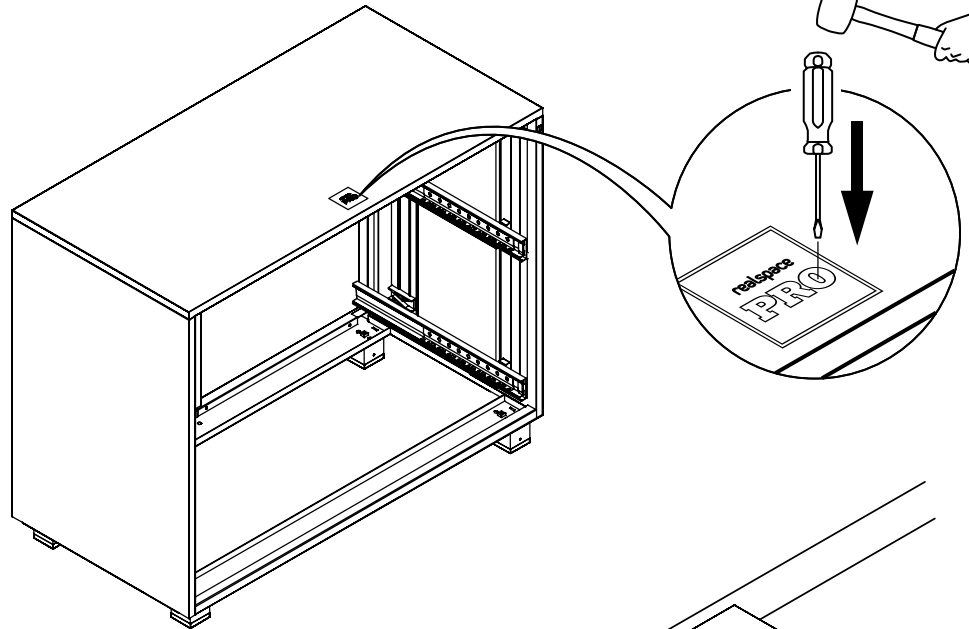
1 Build three **2-Drawer Lateral Files** with **Footpads** and **Covers (B, A)** to this point:

Do not attach **Bottom Panels** at this time.

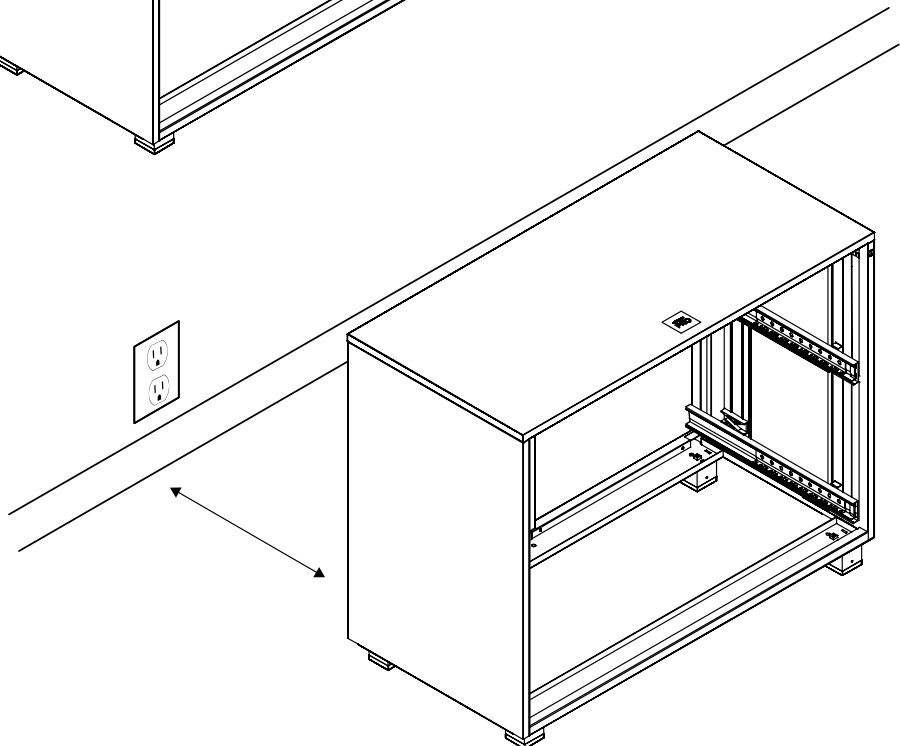
Build drawers and set aside to insert later.

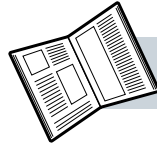


2 Punch out "O" on **Top Panel (1)** of one of the files.

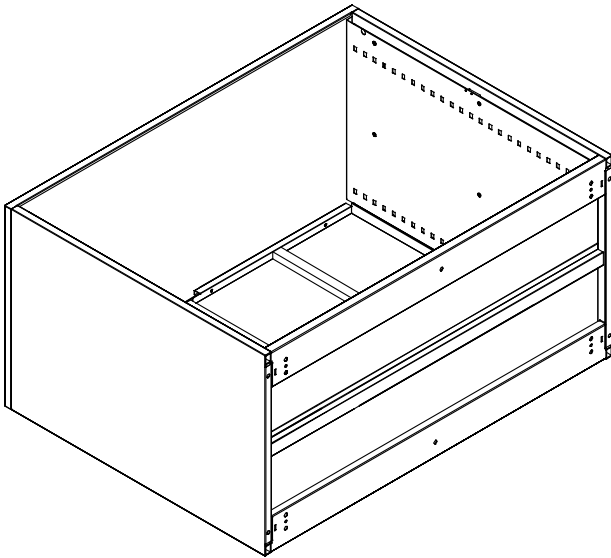


3 Position the file with the "O" punched out close to its final location.





Refer to Open-Shelf Lateral Cabinet Assembly Instructions



4

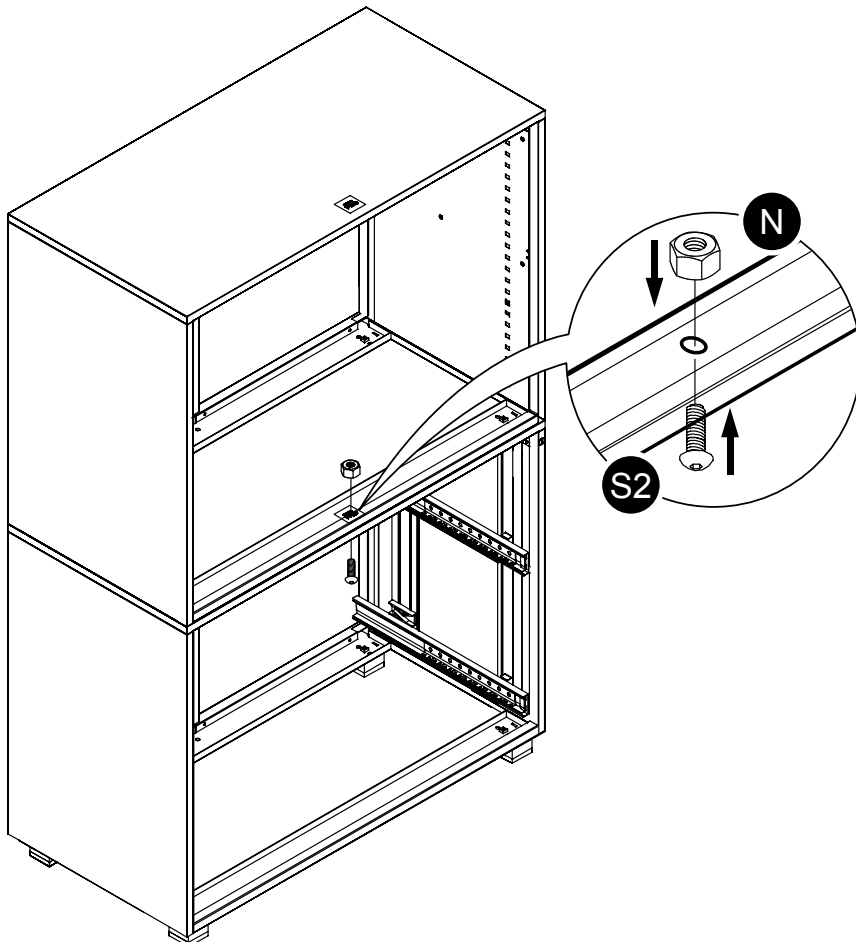
Build the **Open-Shelf Lateral Cabinet** to this point:

Do not attach **Footpads** or **Covers (B, A)**.

5

Set aside the following parts for later installation:

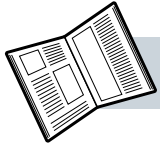
- **Bottom Panel (4)**
- **Upper Partition (3)**
- **Front Connecting Plate (I)**
- **Back Connecting Plate (J)**
- **Anti-Tilt Device Packet (K)**
- **Any screws associated with these parts.**



6

Stack **Open-Shelf Lateral Cabinet** on top of the positioned file.

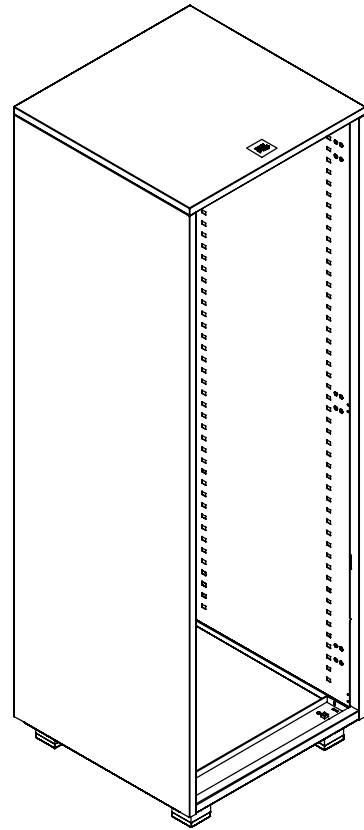
Secure them to each other using **Screw (S2)** and **Nut (N)**.



Refer to Tall Cabinet Assembly Instructions

7

Build **Tall Cabinet** with **Footpads** and **Covers (B, A)** to this point:



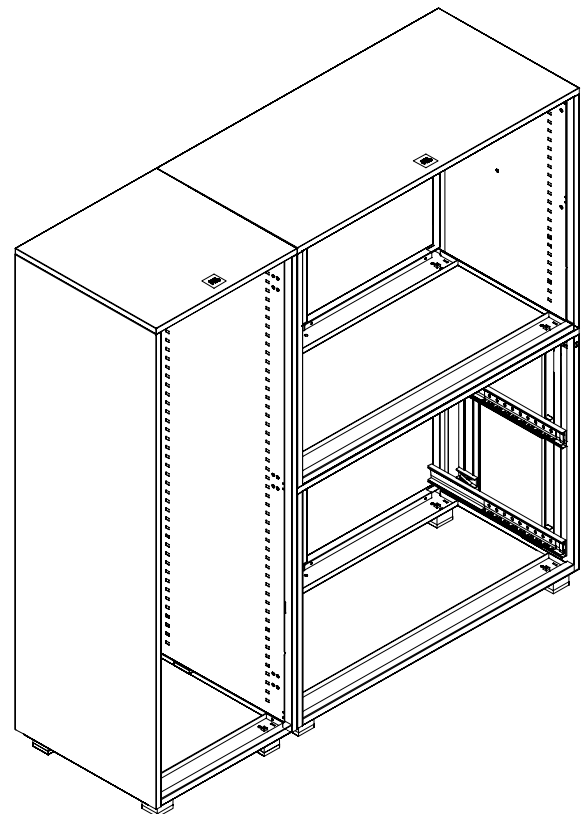
8

Set aside the following parts for later installation:

- **Bottom Panel (4)**
- **Shelves (9)**
- **Shelf Holders (C)**
- **Hook (G)**
- **Front Connecting Plate (I)**
- **Back Connecting Plate (J)**
- **Anti-Tilt Device Packet (K)**
- **Any screws associated with these parts.**

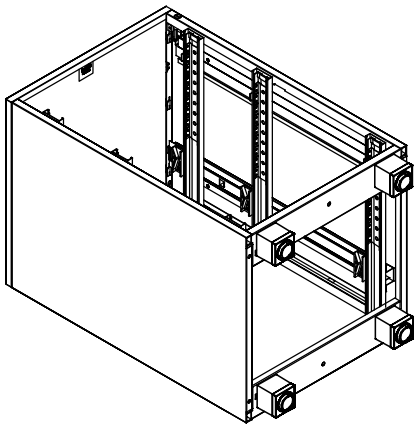
9

Move the **Tall Cabinet** in place next to the stacked lateral cabinet and file.





Refer to 3-Drawer Pedestal Storage & File Cabinet Assembly Instructions

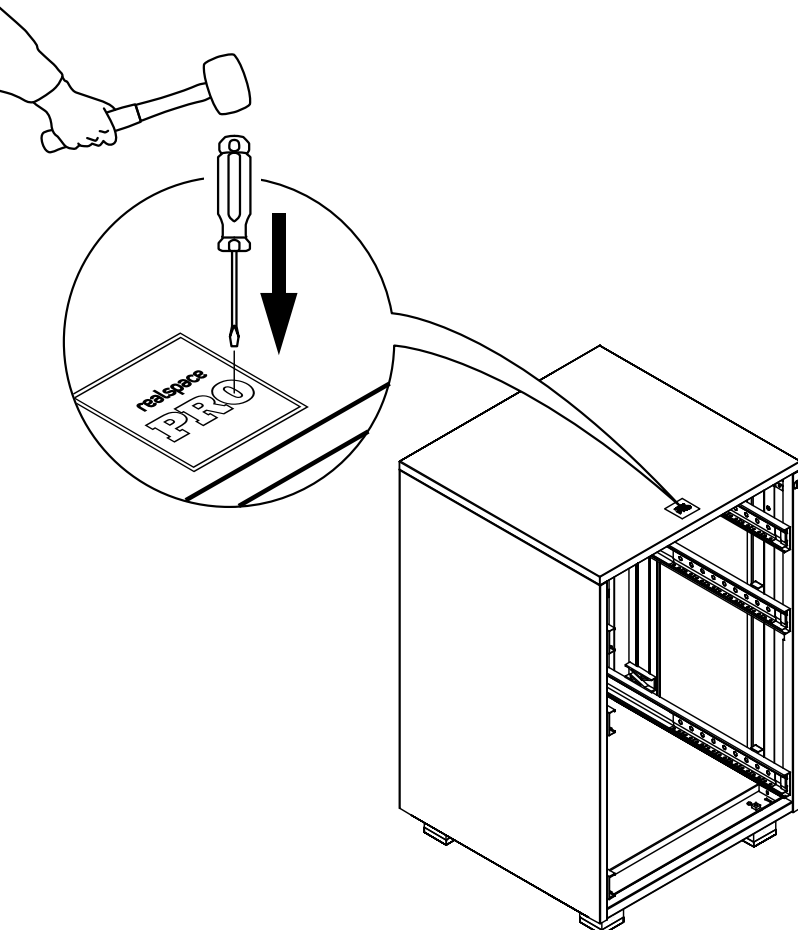


10 Build the **3-Drawer Pedestal Storage & File Cabinet** with **Footpads** and **Covers (B, A)** to this point:

Build drawers and set aside to insert later.

11 Set aside the following parts for later installation:

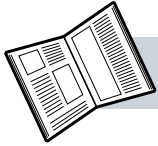
- **Bottom Panel (4)**
- **Front Connecting Plate (I)**
- **Back Connecting Plate (J)**
- **Anti-Tilt Device Packet (K)**
- **Any screws associated with these parts.**



12 Punch out "O" on **Top Panel (1)**.

13

Move the **3-Drawer Pedestal Storage & File Cabinet** in place next to the stacked lateral cabinets.



Refer to **Open-Shelf Pedestal Cabinet Assembly Instructions**

14

Build the **Open-Shelf Pedestal Cabinet** to this point:

Do not attach **Footpads** or **Covers (B, A)**.

15

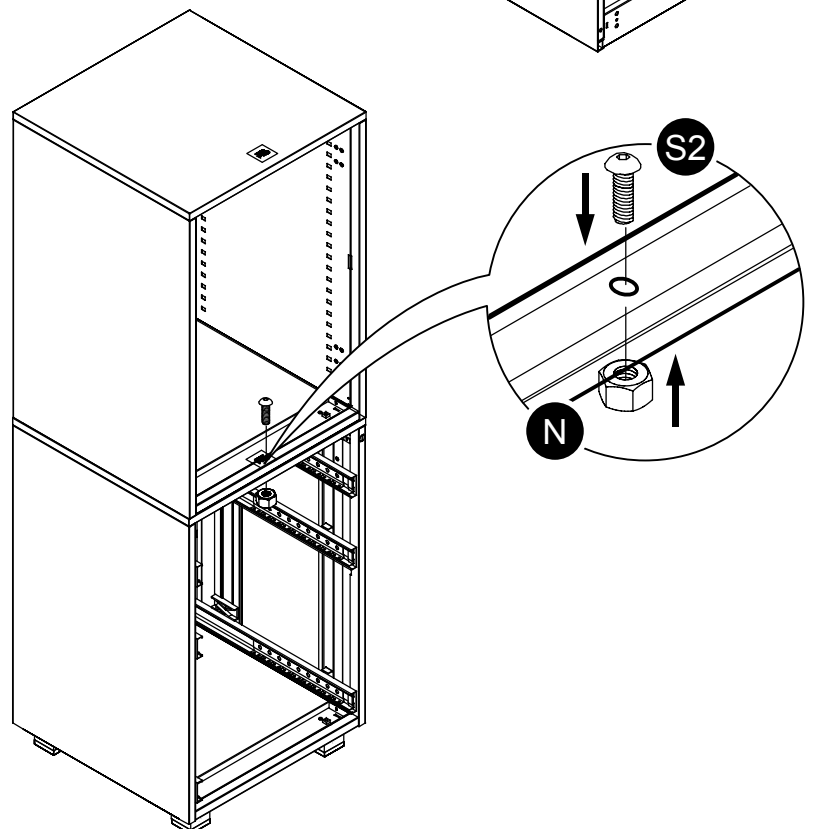
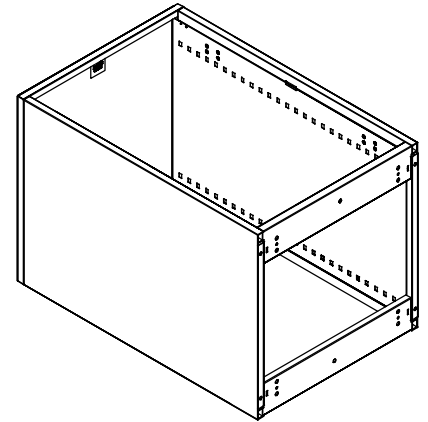
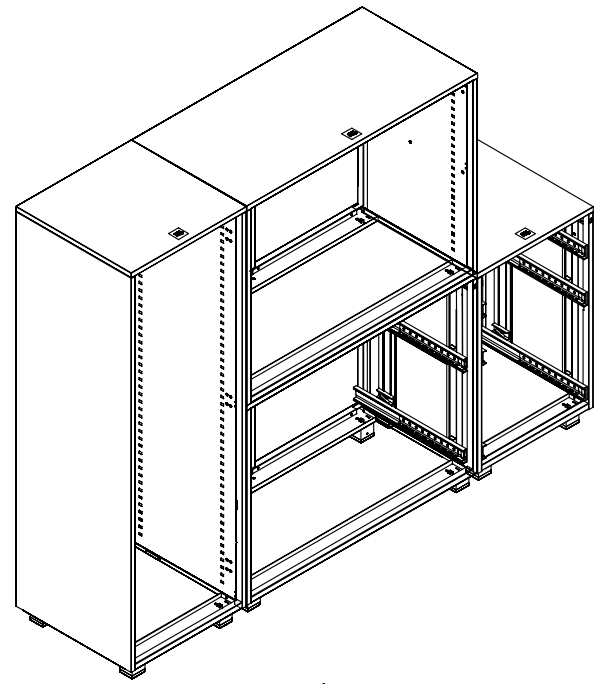
Set aside the following parts for later installation:

- **Bottom Panel (4)**
- **Shelf (9)**
- **Shelf Holders (C)**
- **Front Connecting Plate (I)**
- **Back Connecting Plate (J)**
- **Anti-Tilt Device Packet (K)**
- **Any screws associated with these parts.**

16

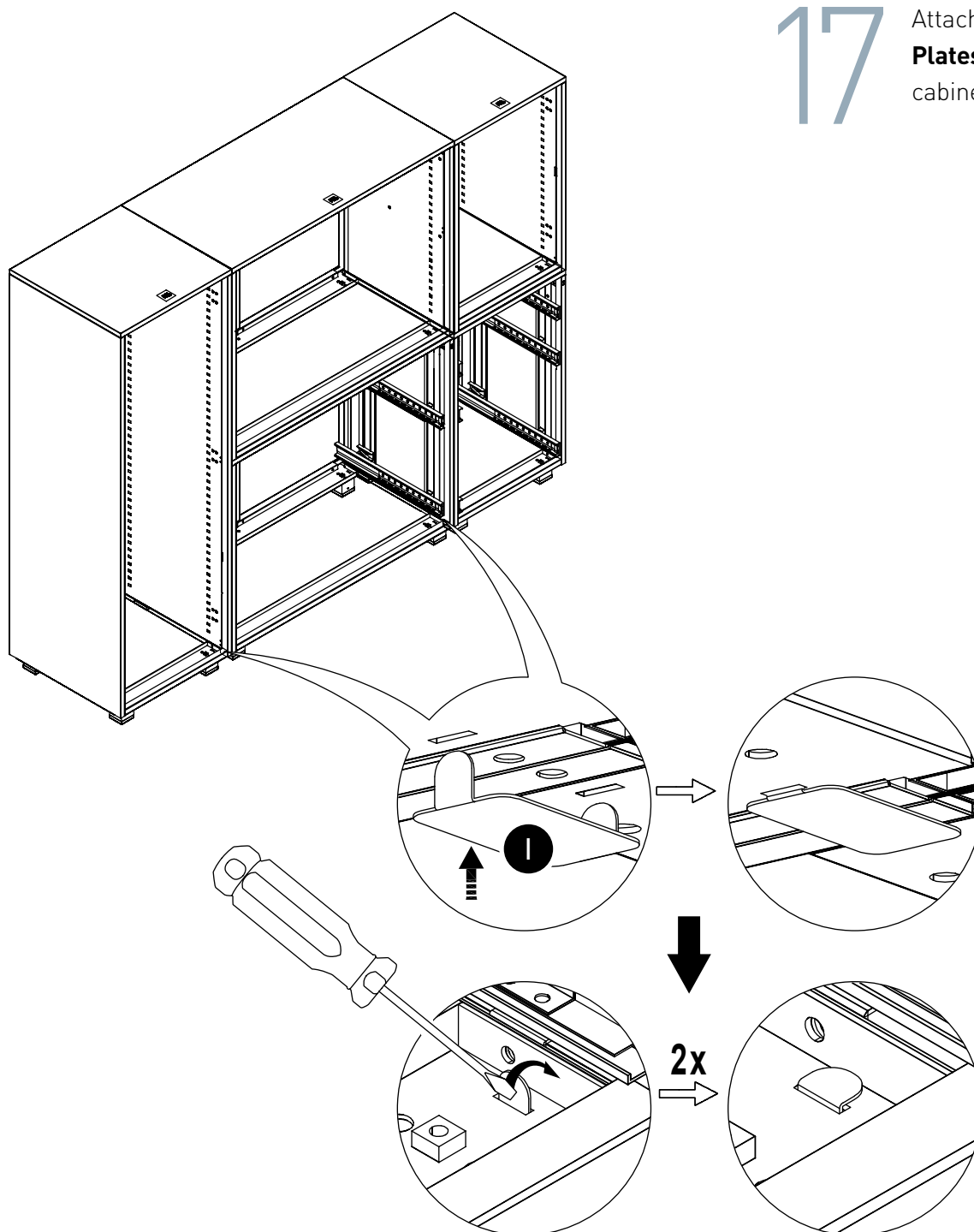
Stack the **Open-Shelf Pedestal Cabinet** on top of the positioned file cabinet.

Secure them to each other using **Screw (S2)** and **Nut (N)**.



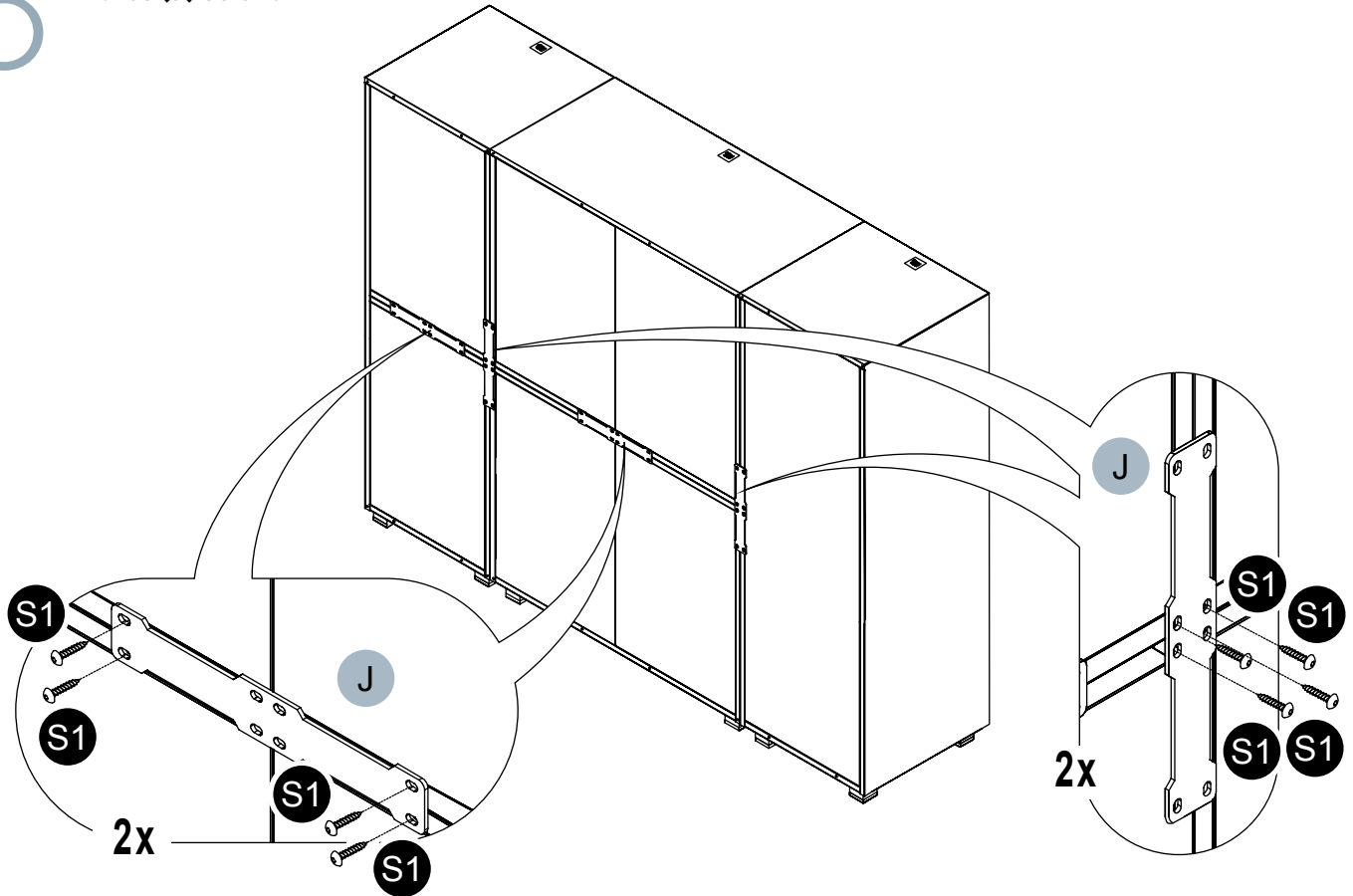
17

Attach the **Front Connecting Plates (I)** to underside of base cabinets as shown:



18

Attach the **Back Connecting Plates (J)** as shown.



19

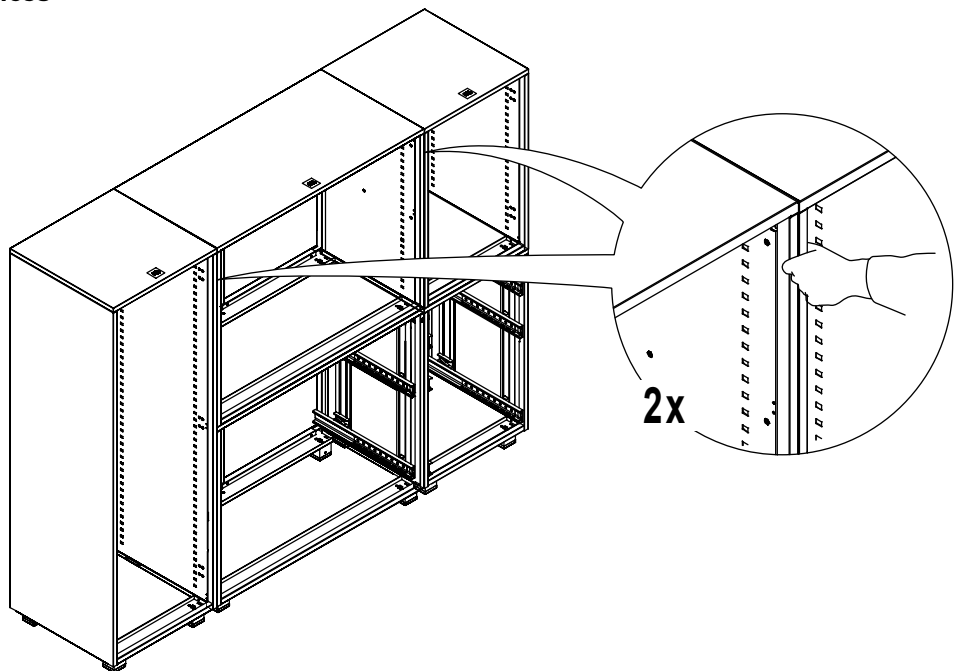
If the final setup will be against a wall, attach **Anti-Tilt Devices*** to cabinets, as instructed in the packet.

20

Grasping the cabinet sidewalls, move the connected pieces to final position.

Attach the **Anti-Tilt Devices*** to wall.

We recommend 2 people for lifting in this step.



* Anti-Tilt Devices are required by law in the State of California.

21

Move the 2 remaining **2-Drawer Lateral Files** into place on either side of the attached cabinets. Attach front connecting plates (1). Same as step 17.

Refer to Assembly Instructions for all cabinets

22

Add bottom panels, shelf holders, shelves, and drawers.

Refer to Assembly Instructions for all cabinet doors

23

Install **Lateral Cabinet Door with Divider**, **Tall Cabinet Door**, and **Pedestal Cabinet Door**.

Refer to Sorter Assembly Instructions

24

Install **Sorter**.

