

Collective®Office  
GETTING STARTED  
Tools Needed

**Jofco**

Free Standing Product -- All Units



Tape Measure



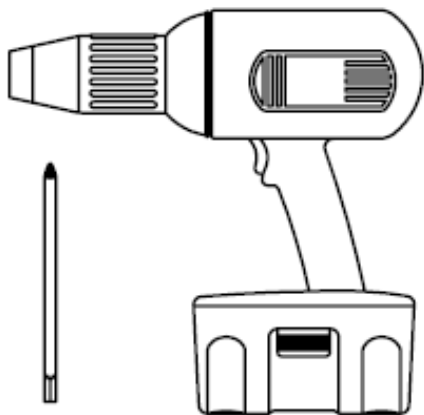
Rubber Mallet



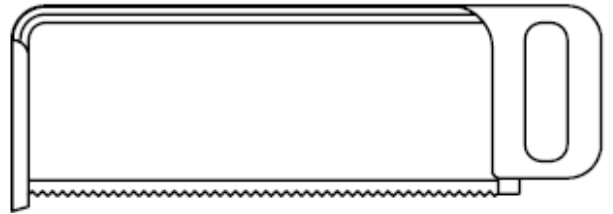
7/16" Open Ended Wrench



Laser Level or 4 Foot Level



Cordless Drill with Phillips Head Bit



Hack Saw  
Cutting Aluminum  
*(May be needed on certain layouts)*

## PRELIMINARY INSTALLATION GUIDELINES

### LEVELING IS MANDATORY FOR ANY SUCCESSFUL INSTALL

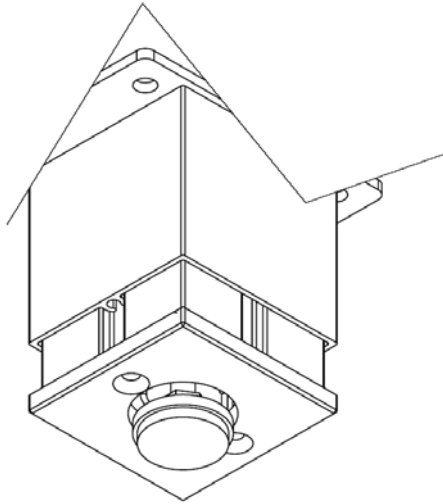
Please read prior to the start of installation. Following these guidelines will aid in a successful installation of the Jofco Collective® Office product.

1. Find the isometric drawing labeling each item; the drawings should be included in this packet. This packet is shipped with the product and also sent to the dealer prior to the installation. These guidelines are for free standing applications of Collective® Office product.
2. Carton labeling on the Jofco product is extremely important. These labels will have model numbers and line numbers that match the ones listed on the isometric drawings in this packet. This will help you group all of the items needed for each setup.



**TIP:** Recommend cutting the label from the carton and keeping the label with the unpacked items.

3. When unpacking any products with feet, adjust the glide out to approximately 1" to allow a 7/16" open ended wrench to be placed onto the nut at the bottom of the glide for adjusting and leveling during the installation.



4. Determine the level of the floor where the furniture will be placed. Knowing the level of the floor will help in advance in determining the amount of adjust that maybe needed

**Beyond this point in this instruction packet, the instructions have been prepared specifically for this installation.**

*The information provided was supplied by the Jofco Marketing and Product Services departments. Please contact Jofco Customer Service for questions or comments.*

Collective®Office  
GETTING STARTED  
Tools Needed



Tape Measure



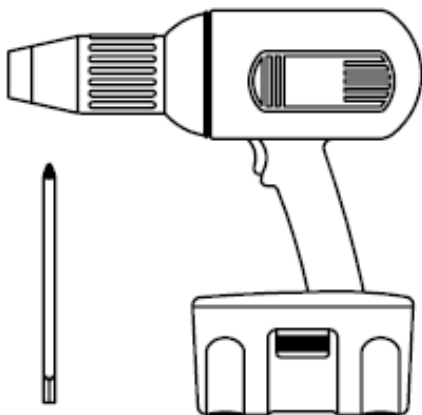
Rubber Mallet



7/16" Open Ended Wrench



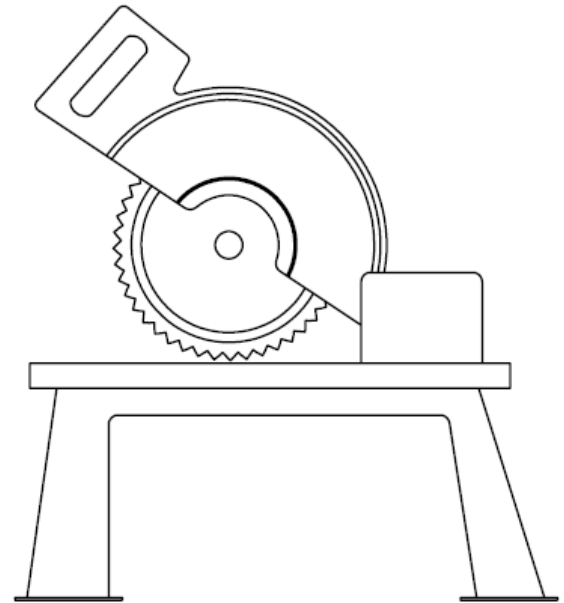
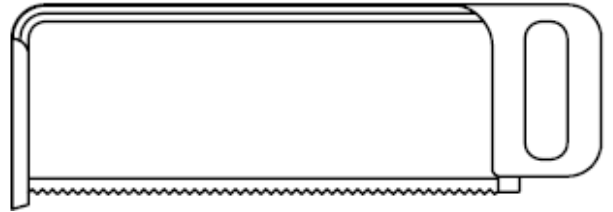
Laser Level or 4 Foot Level



Cordless Drill with Phillips Head Bit

**Jofco**

WALL HANGING PRODUCT



Cutting Aluminum Wall Hanging Extrusion  
Hack Saw

*(Satisfactory for Small Job Sites)*

OR

Cut-off Saw with Aluminum Cutting Blade

*(Recommended for Large Job Sites)*

**Wall Connectors/Wall Toggle Bolts**  
determined by type of walls product is  
mounted to; not included with the product  
and must be provided on the job site

## PRELIMINARY INSTALLATION GUIDELINES

### LEVELING IS MANDATORY FOR ANY SUCCESSFUL INSTALL

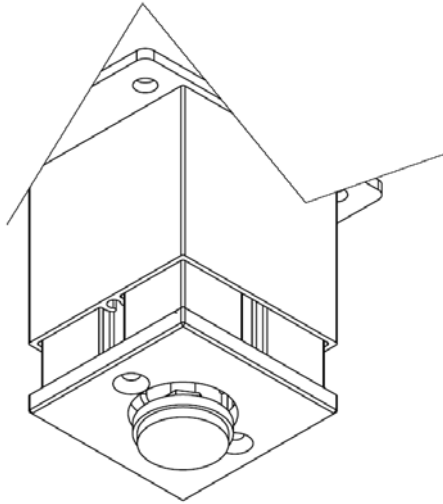
Please read prior to the start of installation. Following these guidelines will aid in a successful installation of the Jofco Collective® Office product.

1. Find the isometric drawing labeling each item; the drawings should be included in this packet. This packet is shipped with the product and also sent to the dealer prior to the installation. These guidelines are for wall hanging applications of Collective® Office product.
2. Carton labeling on the Jofco product is extremely important. These labels will have model numbers and line numbers that match the ones listed on the isometric drawings in this packet. This will help you group all of the items needed for each setup.



**TIP:** Recommend cutting the label from the carton and keeping the label with the unpacked items.

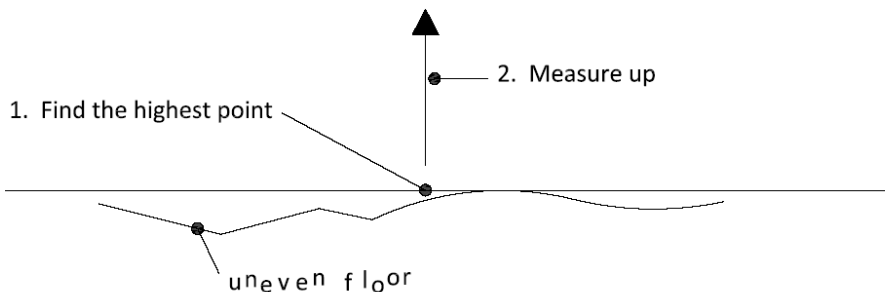
- When unpacking any products with feet, adjust the glide out to approximately 1" to allow a 7/16" open ended wrench to be placed onto the nut at the bottom of the glide for adjusting and leveling during the installation.



- Determine the level of the floor where the wall hanging units will be placed.

**THE HIGHEST POINT MUST BE ESTABLISHED PRIOR TO DOING ANY MEASUREMENTS FOR WALL HANGING BRACKETS**

5. Mark reference line for 30" High Binder Bins - 82-3/4" from highest floor point
4. Mark reference line for Binder Bins - 67- 3/4" from highest floor point
3. Mark reference line for Niche - 51-1/2" from highest floor point



Note: The reference line #5 is only used for binder bins 30" high

From the highest point on the floor, measure up. (Please see specific instructions for each type of unit included in this packet). Mark reference lines for use in determining the mounting location of the wall brackets.

(Further instructions in this packet will show you the specific measurements needed for the wall brackets).

**TIP:** The wall should also be checked to assure that the wall plane is plum; shims may need to be added on the job site.

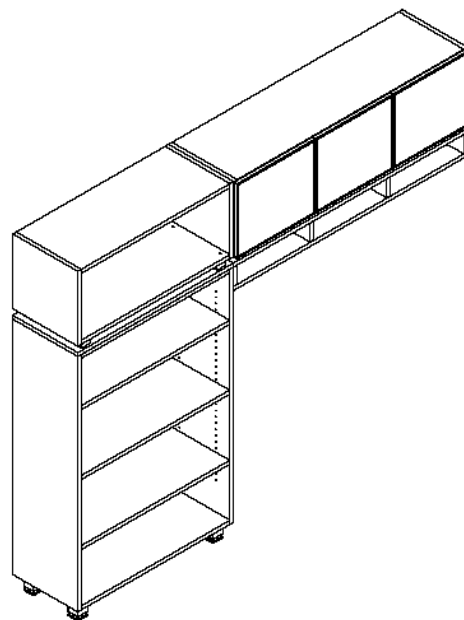
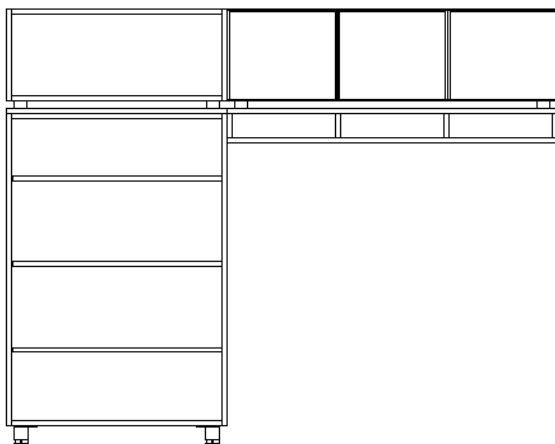
**TIP:** The attachment hardware for the wall bracket is not provided by Jofco; it is recommended that the proper bolt be used to secure the brackets to the wall. (The building contractor may need to be consulted).

**TIP:** Recommend that the wall hanging cabinets be placed prior to the lower cabinets; this makes accurate leveling and measuring a must.

5. The following two illustrations are general diagrams provided for reference only - please follow the specific instructions included in this packet for each of the units being installed.

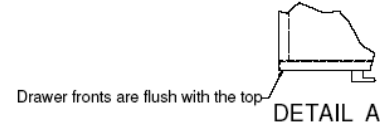
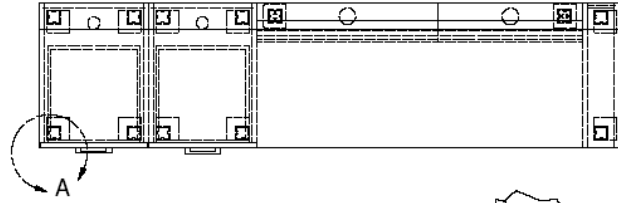
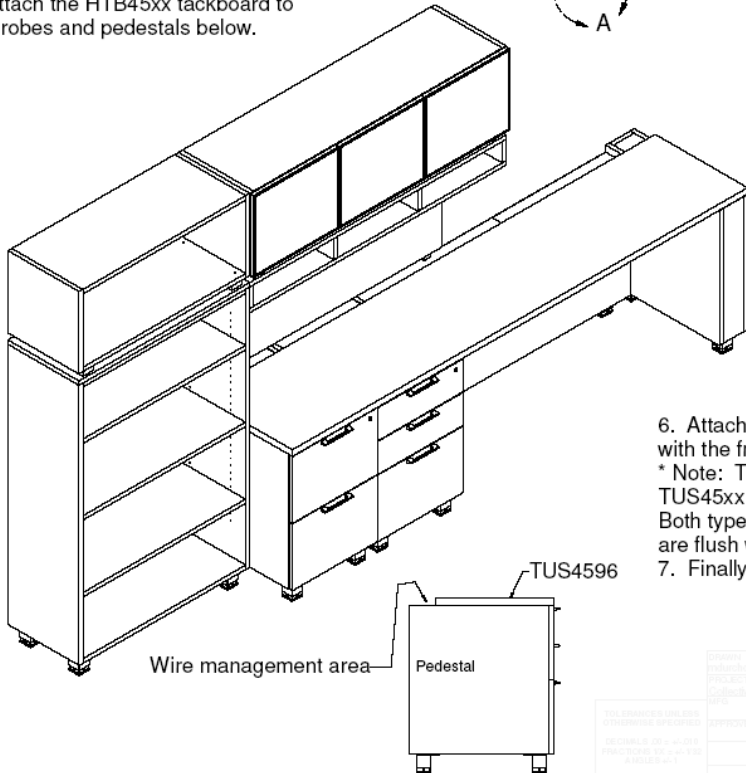
#### General Diag. 1

1. Wall hang the overheads (BOS45xx and BOS45xx-30) and Asymmetric shelf (ES45xx).
  2. Place and level wardrobes (WD45xx) and bookcases (BC45xx).
- \* Note: Tackboards HTB45xx is frame mounted and installed after pedestals. CO9HxBx-19xx is a wall mounted tackboard that is installed before the pedestals.
3. Attach the wall mounted CO9HxBx-19xx tackboard.



## General Diag. 2

4. Place and level lower units in the credenza.  
This includes pedestals, PS45xx, P45xx CRS45xx, PE45xx, and PMPA45xx.  
\* Note: PS45xx and CRS45xx both have spacers between the sub-top and the work surface above. P45xx, PE45xx, does not have spacers.
5. Attach the HTB45xx tackboard to wardrobes and pedestals below.

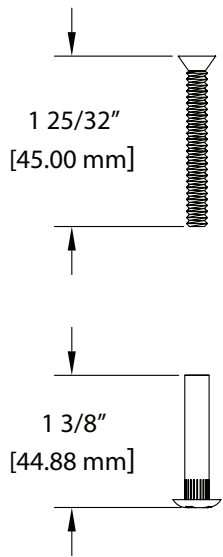
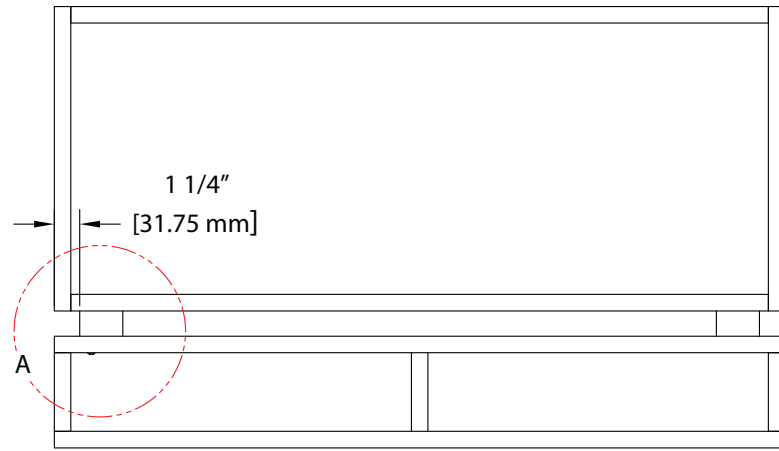
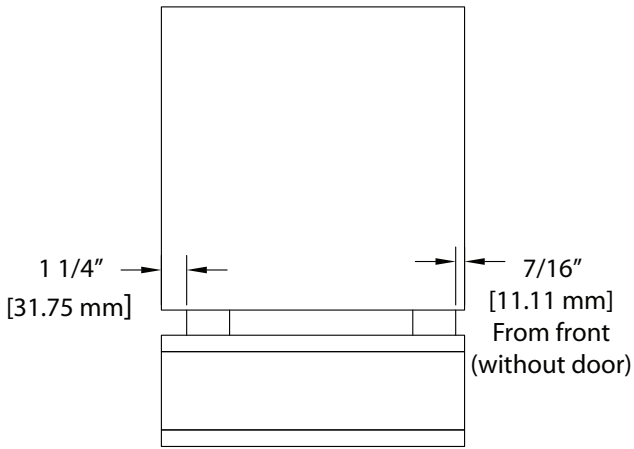


6. Attach the top; flush the front of the top with the fronts of the drawers.  
\* Note: TU45xx tops cover the entire pedestal, TUS45xx allows for wire management at the rear. Both types can be used with a spacer pedestal and are flush with the drawer fronts on the pedestal below.
7. Finally, attach any bridges or run-off desks.

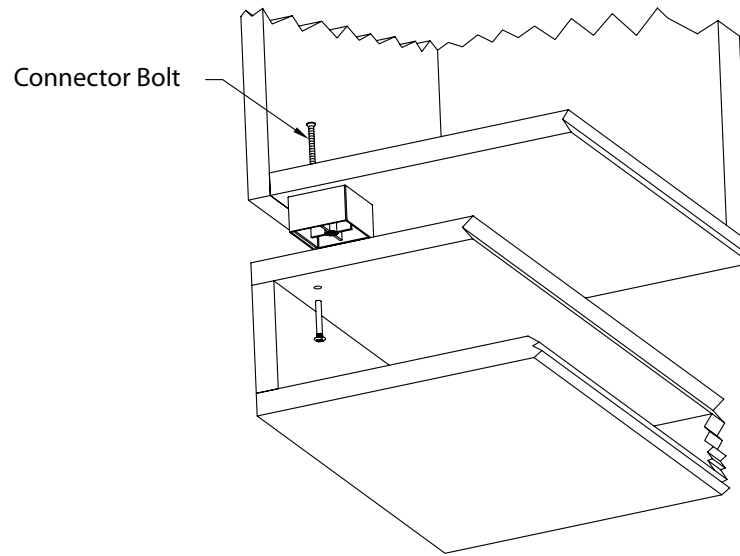
PROJECT	DATE	JCFCO	
PROJECT	REVISED	P.O. 80211, WARDEN W. 4547	
CLIENT	PROJECT	TYPE	General Installation Instructions
CLIENT	PROJECT	REV	1P-45012 General Instructions
DATE	DATE	REV	
DATE	DATE	REV	

**Beyond this point in this instruction packet, the instructions have been prepared specifically for this installation.**

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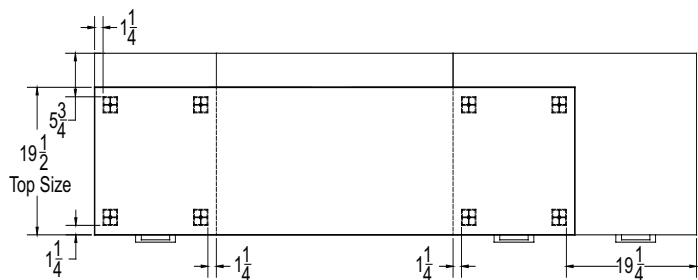
Connector Bolt



DETAIL A

**INSTRUCTIONS:**

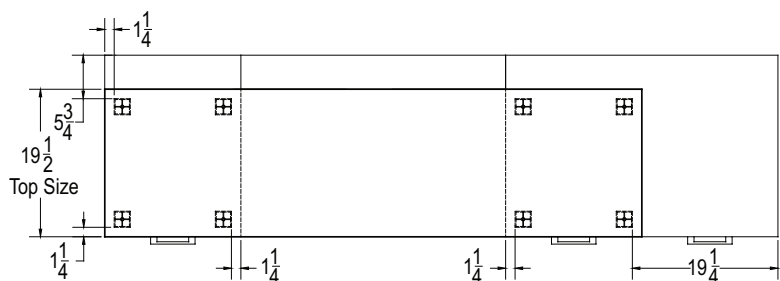
1. Align niche and binder bin
  2. Use the pre-drilled holes in the binder bins as a locating hole for drilling a hole thru the niche (1/4" bit).
- Caution:** Drill slow or place a scrap piece of wood on the underside of niche to prevent it from splintering out.
3. Insert the screw thru the hole on the binder bin and the shaft thru the underside of the niche.



### SPACER LOCATION ON A 24" DEEP MODULAR TOP

The left side of desk shows the application when the top covers the entire pedestal.

The right side of the desk shows the application when the top doesn't cover the entire pedestal.

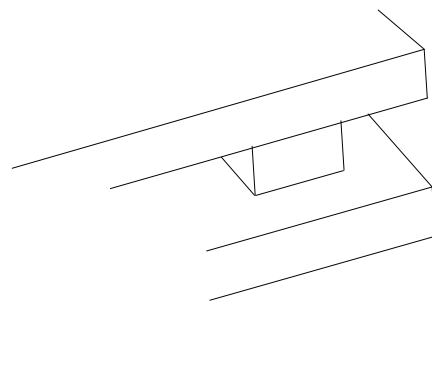
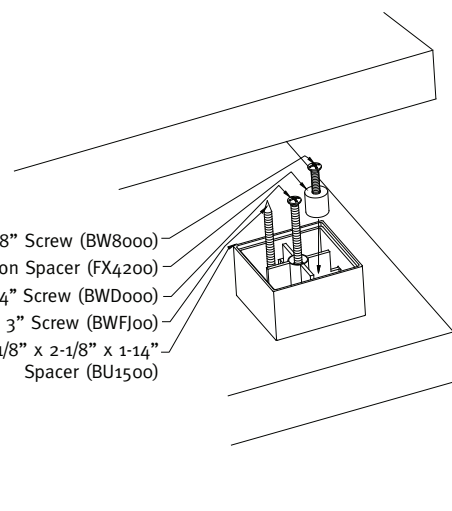


### SPACER LOCATION ON A 19 1/2" DEEP MODULAR TOP

The left side of desk shows the application when the top covers the entire pedestal.

The right side of the desk shows the application when the top doesn't cover the entire pedestal.

- (1) # 8 x 1-1/8" Screw (BW8000)
- (1) White Nylon Spacer (FX4200)
- (1) #10 x 1-3/4" Screw (BWD000)
- (1) # 8 x 3" Screw (BWFJ00)
- (1) 2-1/8" x 2-1/8" x 1-1/4" Spacer (BU1500)



### INSTRUCTIONS:

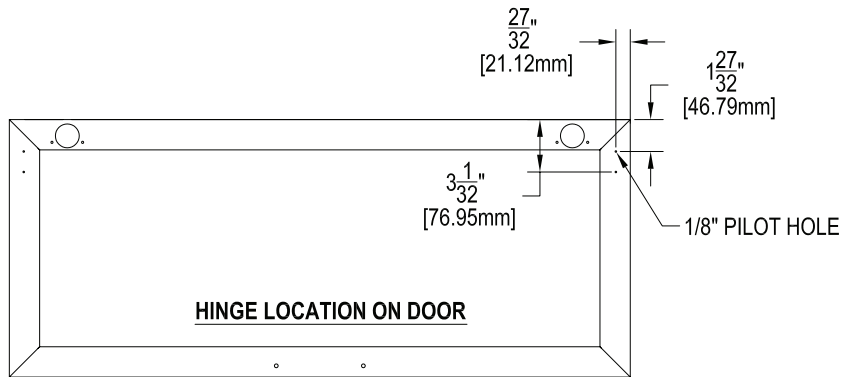
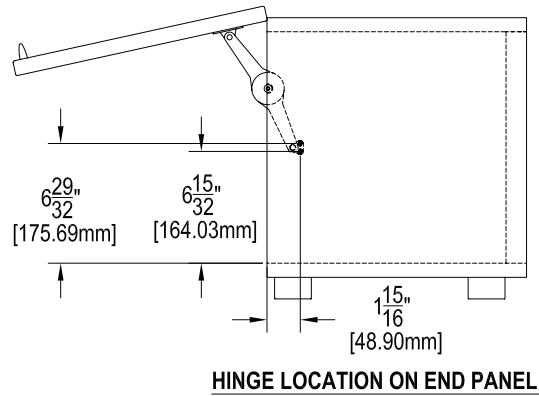
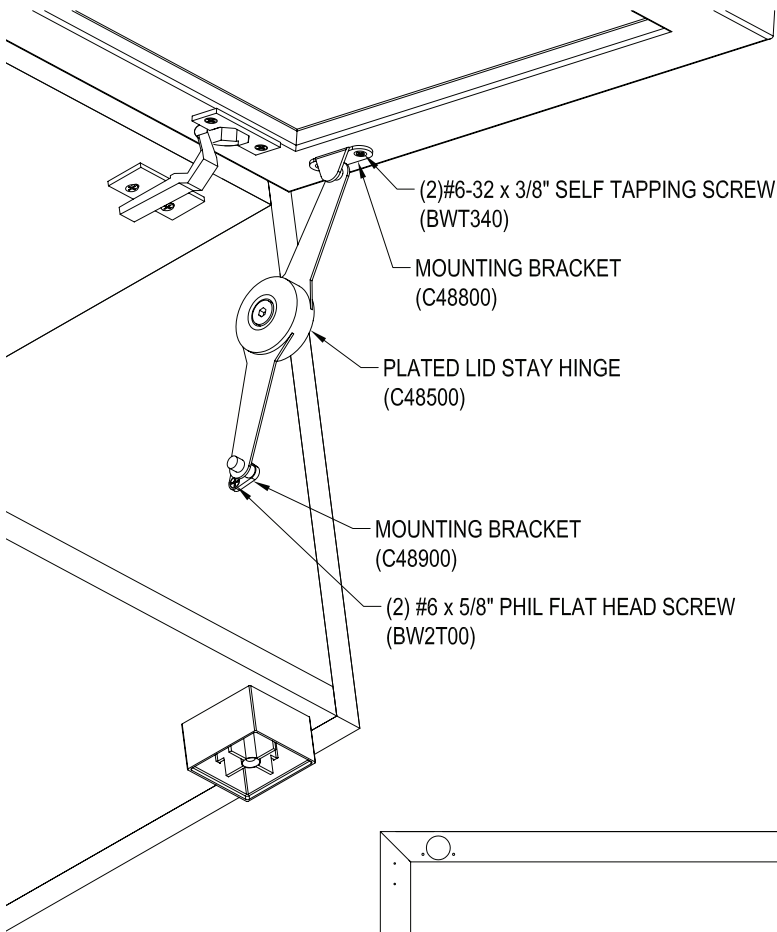
1. Determine what top is being used in this current installation.
2. Locate the spacer location by using the diagram provided.
3. Run a #10 x 1-3/4" screw through the center of the spacer into the pedestal top.
4. Place the white nylon spacer in one corner of the metal spacer and run the #8 x 1-1/8" screw through it. This is to prevent the spacer from rotating on the pedestal surface.
5. Drill a 3/16" hole through one of the sections in the metal spacer. **Do not countersink the hole.**
6. Place the worksurface top in correct location and so it is flush with pedestal front. See illustration for dimensions.
7. Use the #8 x 3" screw to tighten the top down from inside the pedestal.

# Jofco

P.O. Box 71 | Jasper, Indiana 47546 | 800-23-JOFCO | www.jofco.com

Instruction Sheet Number: IF45002  
Metal Spacer (BU1500) Location on a Pedestal

Effective Date: 1-8-10 CO35



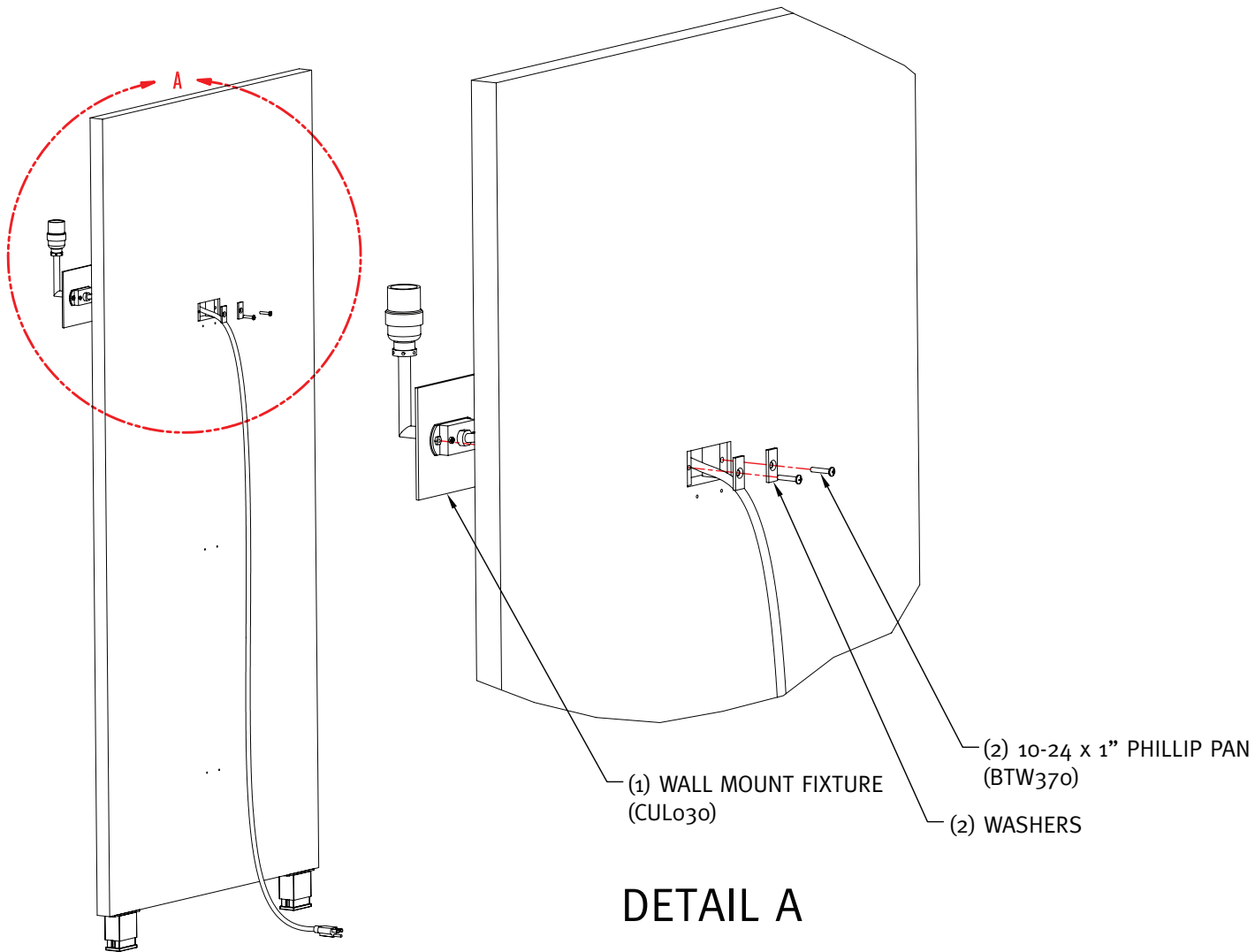
**INSTRUCTIONS:**

1. Mark and drill the door for the lid stay hinge by using the diagram provided.

**Caution:** When drilling into a glass door make sure you drill slowly so the drill bit does not hit the glass in the door.

2. Mark and drill the end panel using the diagram provided, hole location can vary slightly from the location that is specified below.

3. Please refer to the drawing on the left for proper screw location.



**INSTRUCTIONS:**

1. Locate the lamp and performance wall end panel.
2. Place a metal washer between the performance wall end panel and the metal screws that are provided.
3. Tighten the screw to a snug fit and rout the lamp cord thru the performance wall.

**Caution:** Do not splice the end of the lamp cord or there will be no warranty on the lamp.

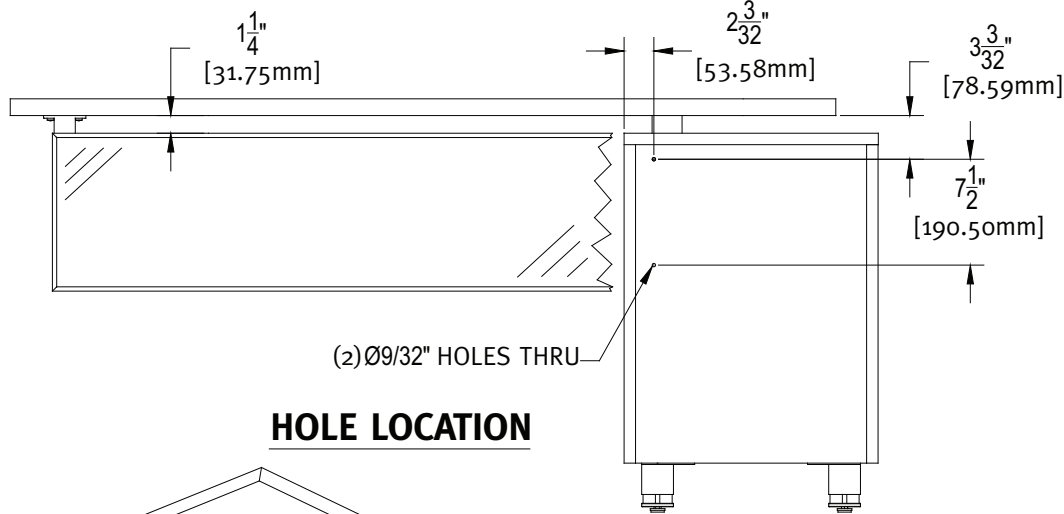
4. Follow instructions provided in the lamp box for installing the lamp cover.

**Jofco**

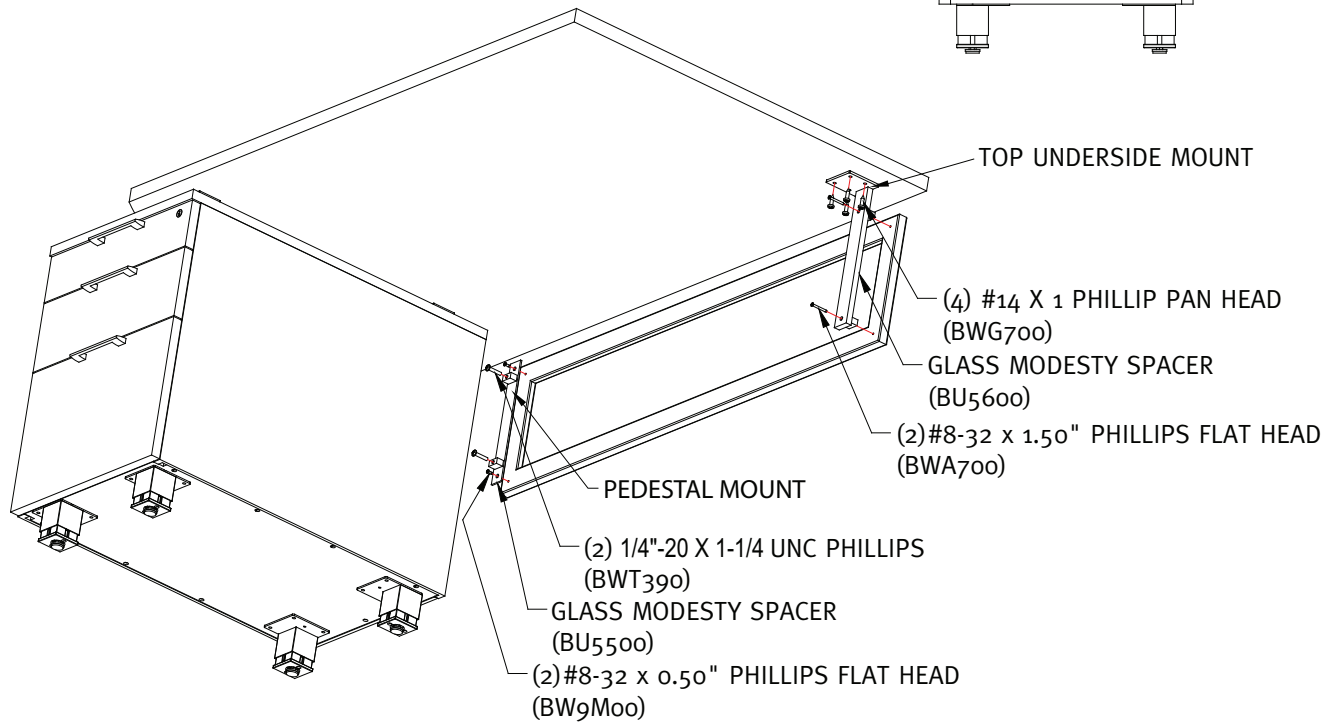
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Instruction Sheet Number: IF45004  
 Installation of Performance Wall Light

Effective Date: 2-20-07 CO37



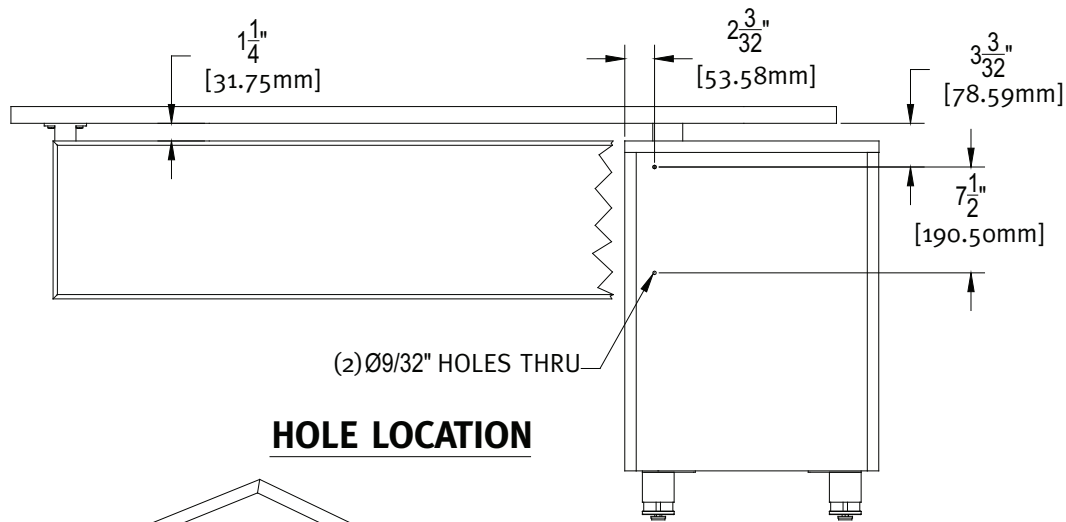
**HOLE LOCATION**



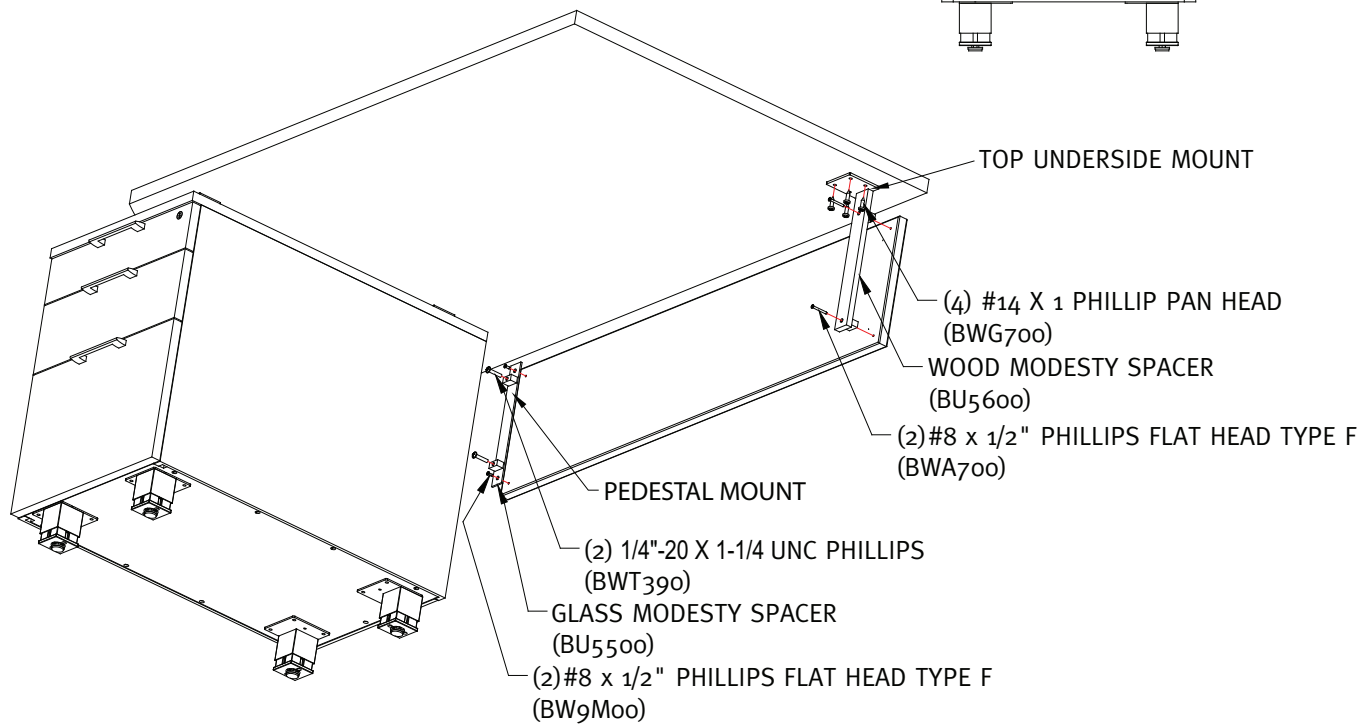
**INSTRUCTIONS:**

1. Measure and mark hole location on the back side of the pedestal.
2. Remove the drawers from the pedestal before drilling 9/32" holes through the back panel.
3. Fasten the two glass modesty spacers to the glass modesty panel as shown. Your application might vary from the drawing shown below.
4. Insert (2) 1/4"-20 x 1-1/4" screws through the hole and tighten into the glass modesty spacer.
5. Evenly space the glass modesty panel from the front edge of the top and fasten the other glass modesty spacer to the top with (4) #14 x 1" pan head screws.

**NOTE:** There are three modesty panel applications; combination mount (shown) with one bracket mounting to pedestal and the other mounting to the underside of the top, two pedestal mounts for when there is a pedestal on both sides, and the last is two underside mounts for when there are no pedestals present.



### HOLE LOCATION



### INSTRUCTIONS:

1. Measure and mark hole location on the back side of the pedestal.
2. Remove the drawers from the pedestal before drilling 9/32" holes through the back panel.
3. Fasten the two glass modesty spacers to the wood modesty panel as shown. Your application might vary from the drawing shown below.
4. Insert (2) 1/4"-20 x 1-1/4" screws through the hole and tighten into the glass modesty spacer.
5. Evenly space the wood modesty panel from the front edge of the top and fasten the other wood modesty spacer to the top with (4) #14 x 1" pan head screws.

**NOTE:** There are three modesty panel applications; combination mount (shown) with one bracket mounting to pedestal and the other mounting to the underside of the top, two pedestal mounts for when there is a pedestal on both sides, and the last is two underside mounts for when there are no pedestals present.

# Jofco

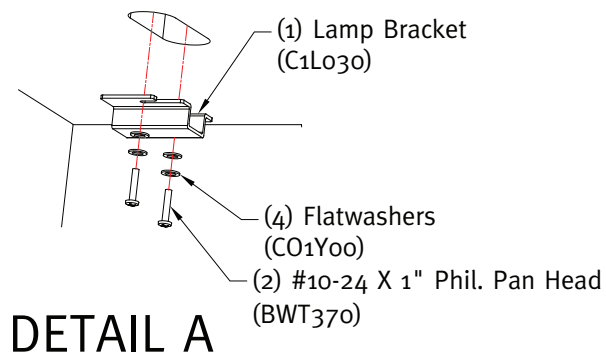
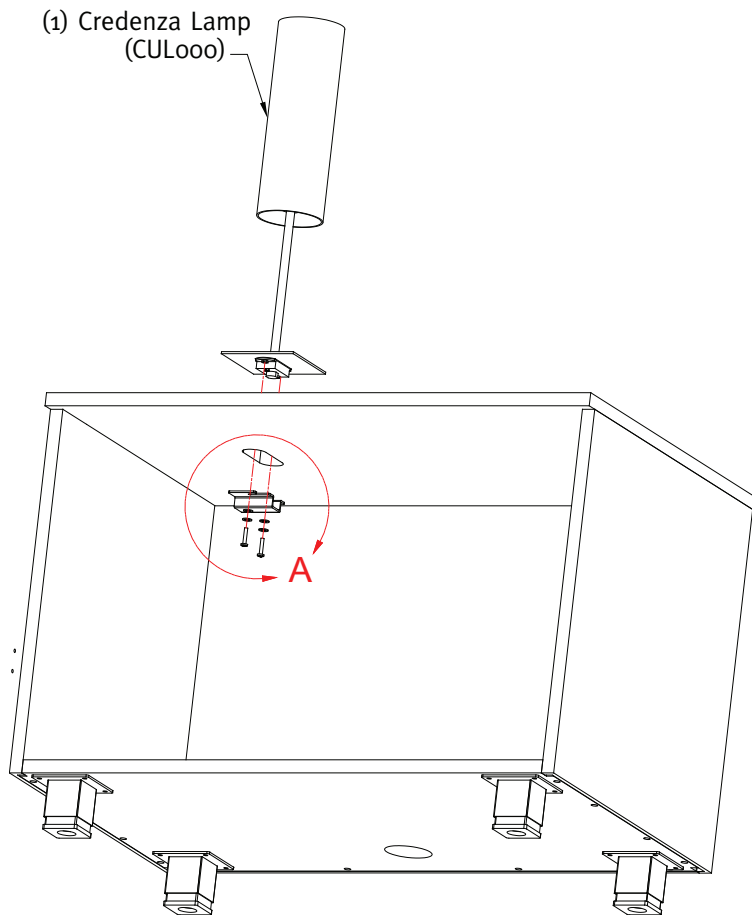
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Instruction Sheet Number: IF45006

Installation of Wood Modesty

Effective Date: 8-16-11 CO39





**INSTRUCTIONS:**

1. Locate lamp box in the bottom drawer of the unit.
2. Run the cord into the unit so the plate sets on top of the unit.
3. Place the lamp bracket as shown in the diagram and tighten the screws.
4. Washers are provided to prevent the lamp from moving after tightening.

**NOTE:** DO NOT OVER-TIGHTEN SCREWS or the lamp nuts can become loose.

**Jofco**

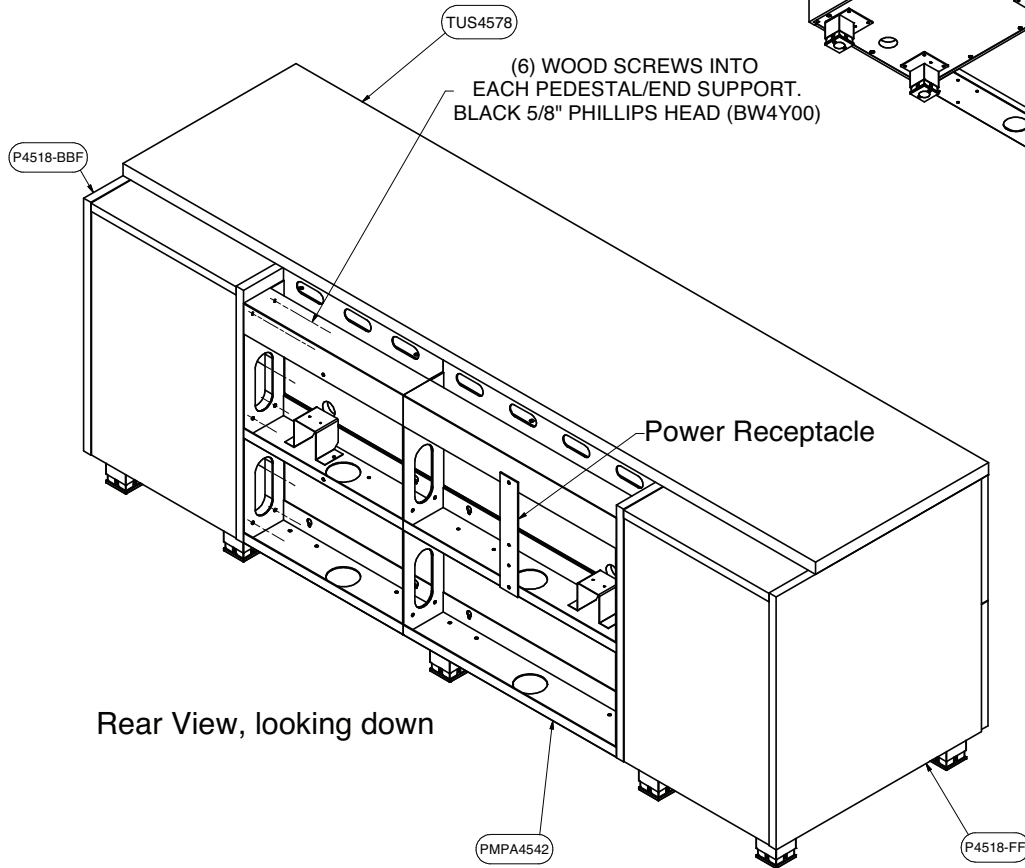
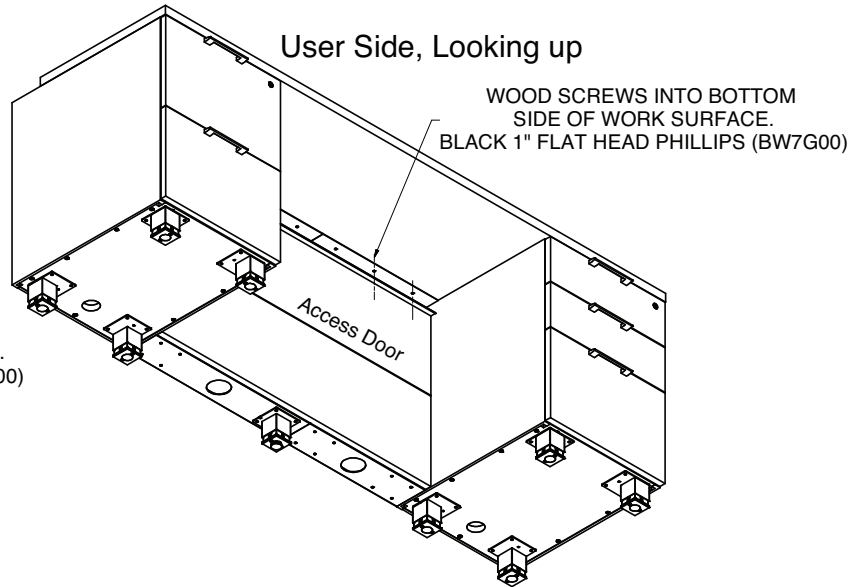
P.O. Box 71 | Jasper, Indiana 47546 | 800-23-JOFCO | www.jofco.com

Installation Sheet Number: IF45009

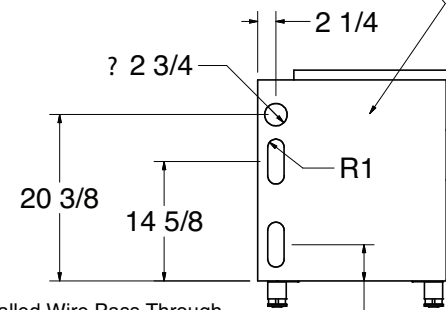
Installation of Credenza Lamp

Effective Date: 2-20-07 CO42

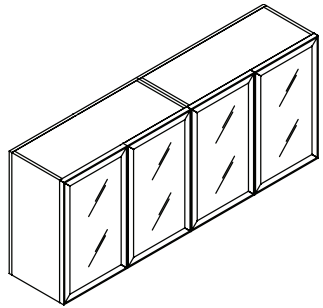
PMPA's are used between Pedestals or WorkSurface Support Ends.



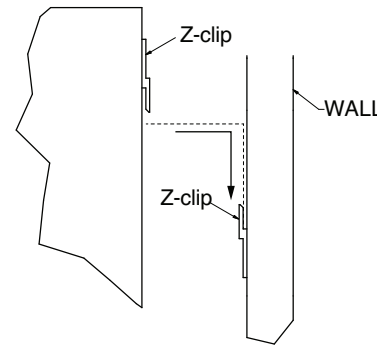
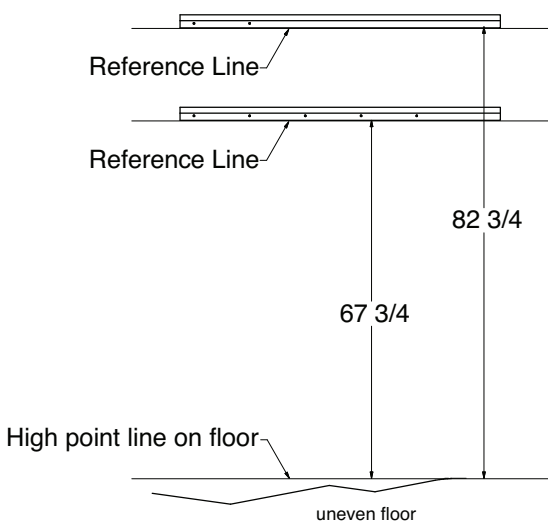
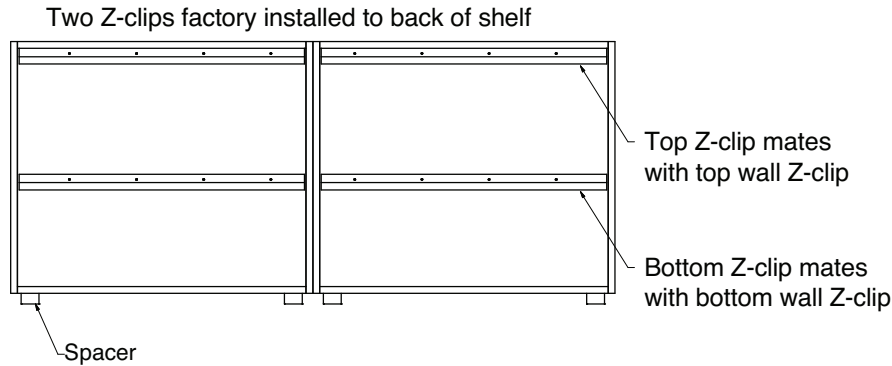
End panel attaching to the PMPxx-x.



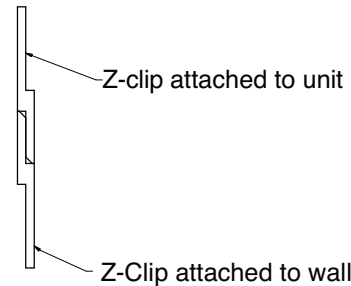
Field Installed Wire Pass Through.  
 Drill as needed for wire pass through  
 in the end panels of the pedestals to access  
 the PMPA45xx wire management.  
 For Plinth Base option dimension would be  
 from the bottom of the end panel up.



Tall Overhead Storage  
Illustration may vary from product



**DETAIL A**



**INSTRUCTIONS:**

1. On the wall the furniture will be attached, find the highest point on the floor. At that point measure up  $67\frac{3}{4}$ " and  $82\frac{3}{4}$ ". Special units without spacers: measure up  $66\frac{1}{2}$ " and  $81\frac{1}{2}$ ".

2. Using a level, establish the reference lines for the overhead unit.

**Tip:** It is recommended at this point to mark the remaining reference lines for the remaining wall hung units.

3. Align the bottom of a wall mount bracket (Z-clip) to each of the reference lines and attach to the wall.

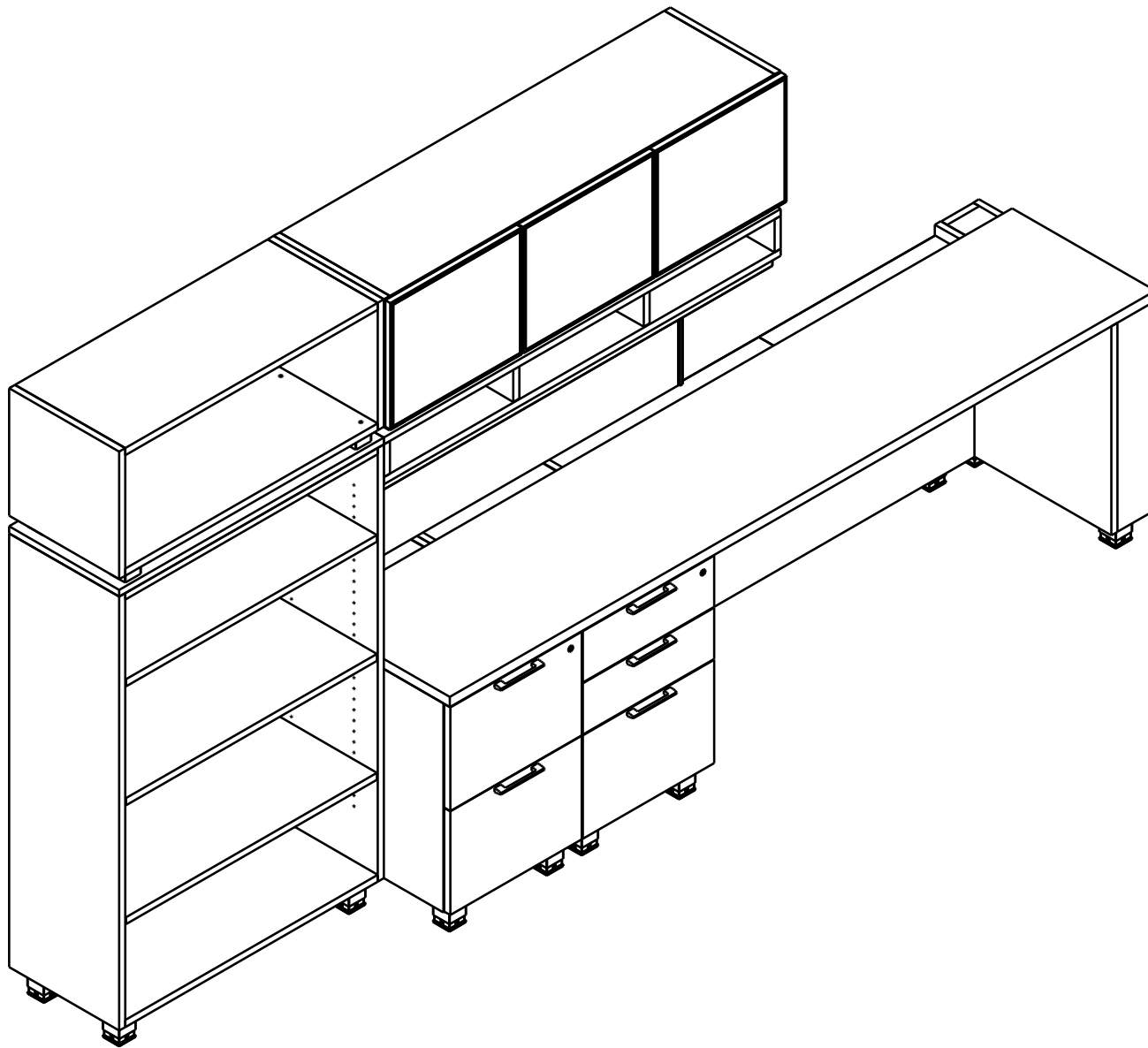
**Note:** Z-clips that mount to the wall are shipped in a separate carton.

Hardware (wall anchor or toggle bolts) are provided by installer. Consulting with a contractor for proper mounting is recommended.

4. The overhead has two factory installed Z-clips that mate to the Z-clips attached to the wall at the job site. Place the unit in the approximate location. The opposing Z-clips should mate.

**Note:** Adjustments for alignment can be made by lifting slightly to disengage the nested Z-clip.

5. If a niche was specified, secure it to the overhead at this time from the inside of the niche.



**INSTRUCTIONS:**

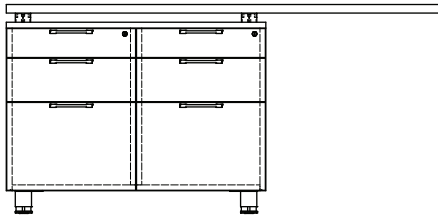
Shown here is an example of a wall mounted workwall setup. Before beginning installation a flat wall must first be obtained in order for the furniture to rest flush against the wall.

Remove conduits, baseboards, etc from the installation area. When architectural details such as protruding columns or sills exist it is recommended building up the wall to achieve a flat surface.

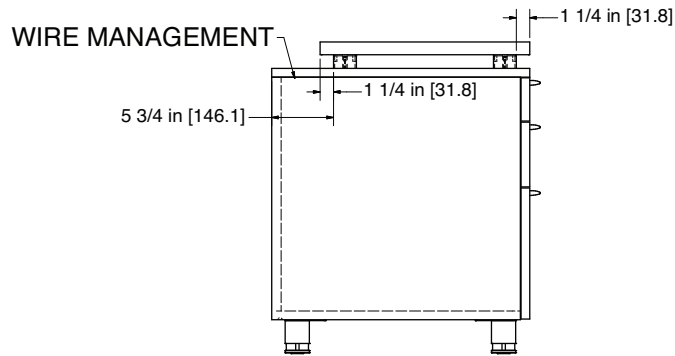
If a flat surface cannot be obtained, Jofco can design custom furniture to fit the workspace. Please contact a Jofco Representative for more information.

**Jofco**

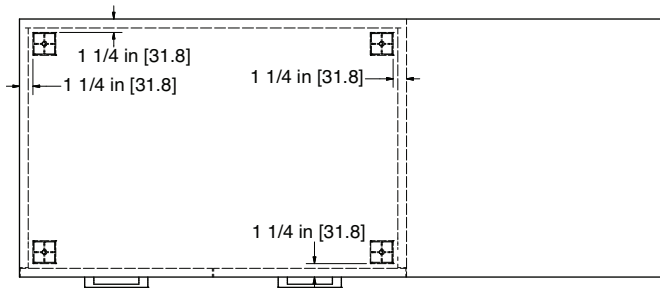
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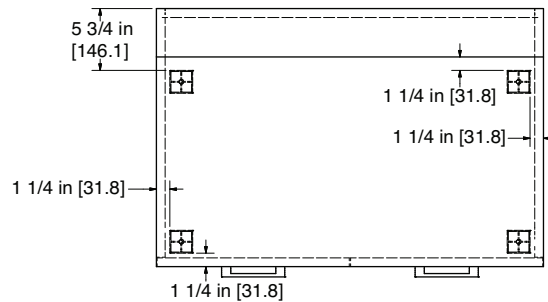
Spacer Credenza and Flush Top  
Illustration may vary from product



Side View  
fully covered pedestal with back workwall top (TUS45xx)



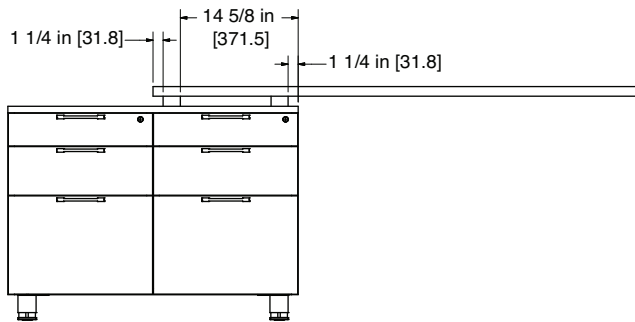
Top View  
fully covered pedestal with modular top (TU45xx)



Top View  
fully covered pedestal with back workwall top (TUS45xx)

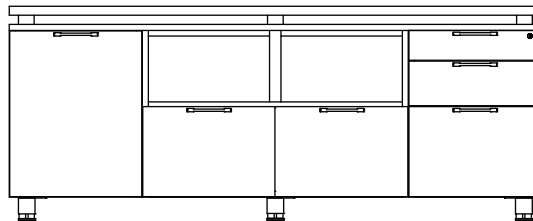
#### INSTRUCTIONS:

1. Place pedestal in preferred location of work area.
2. Install spacers using placement shown in illustration.
3. Place top on spacers so it is flush on the front and left side of pedestal. A TU45xx top will also be flush in back.
4. Secure the top from the inside of the pedestal using the pre-drilled holes.



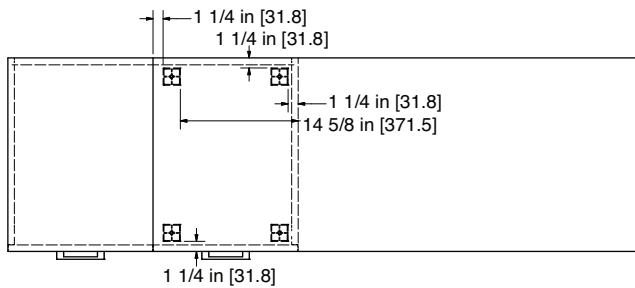
Front View

half covered pedestal with back modular top (TU45xx)



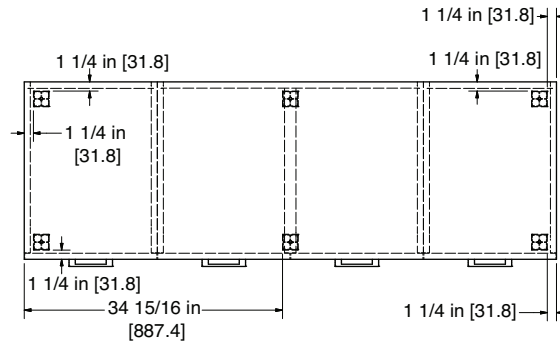
Front View

fully covered pedestal with back modular top (TU45xx)



Top View

half covered pedestal with back modular top (TU45xx)

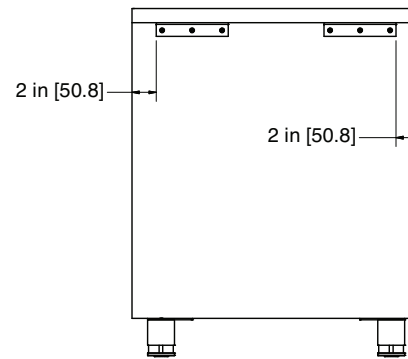
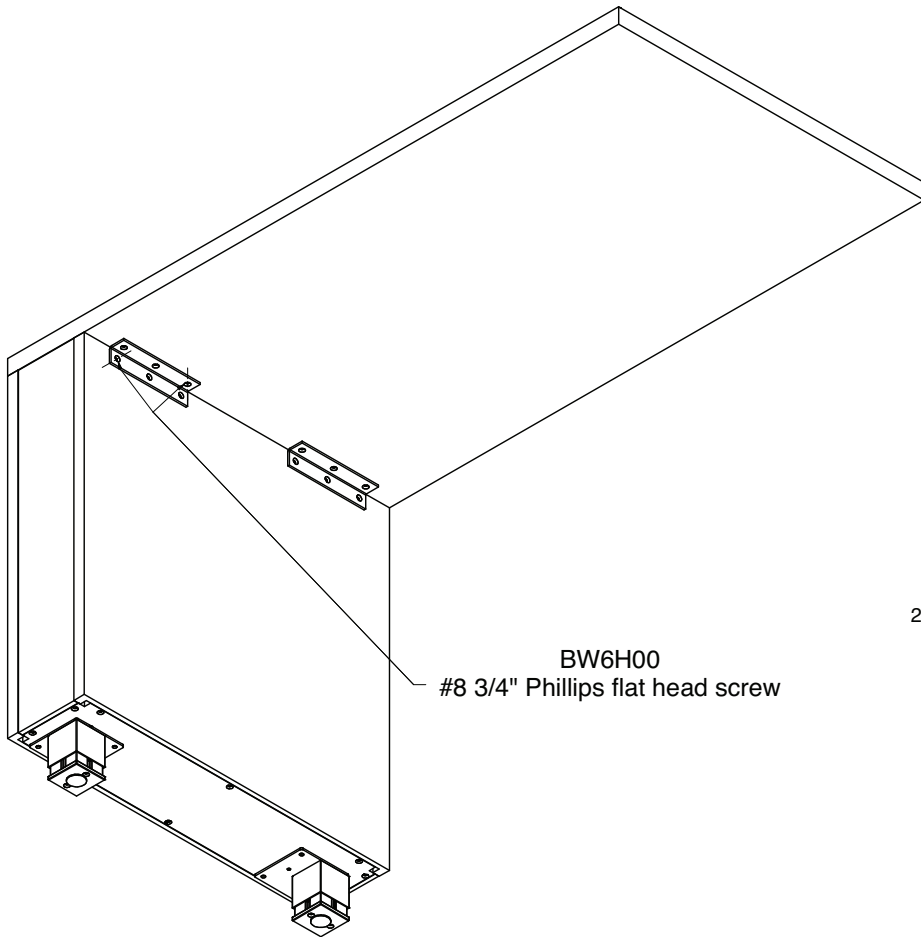


Top View

fully covered pedestal with back modular top (TU45xx)

INSTRUCTIONS:

1. Place pedestal in preferred location of work area.
2. Install spacers using placement shown in illustration.
3. Place top on spacers in proper location as shown in illustration.
4. Secure the top from the inside of the pedestal using the pre-drilled holes.



**INSTRUCTIONS:**

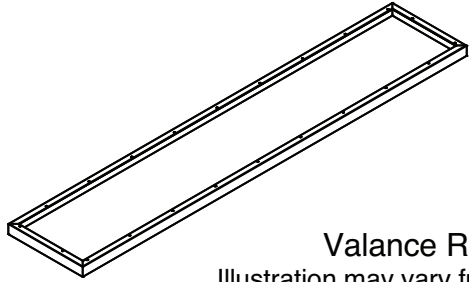
1. Place support panel in desired location and level.
2. Place top onto panel flush on outer side, front and back.
3. Fasten metal angle brackets to panel and top using #8 phillips flat head 3/4" screws. See illustration for proper location.

**Jofco**

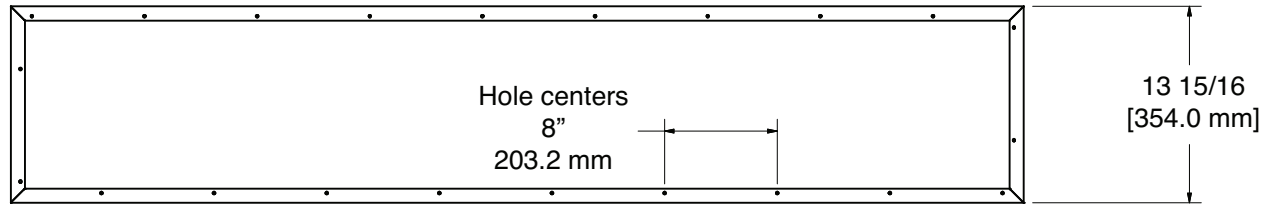
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Instruction Sheet Number: IF45014  
Top to 6" Support Panel Connection

Effective Date: 10-10-08 CO48

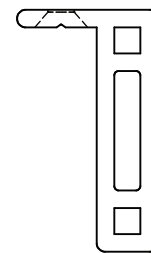


**Valance Rail**  
Illustration may vary from product



**Top View**

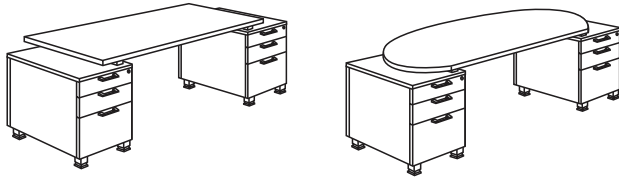
Valance rail	Length of center	Number of screws
VL45108	107-15/16	32
VL45105	104-15/16	30
VL4590	89-15/16	26
VL4578	77-15/16	24
VL4575	74-15/16	24
VL4572	71-15/16	22
VL4560	59-15/16	20
VL4554	53-15/16	16
VL4548	47-15/16	16
VL4536	35-15/16	14



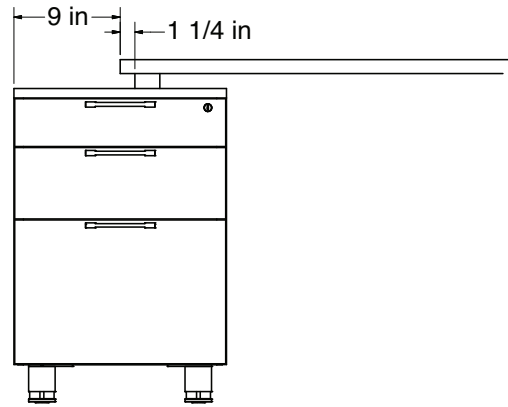
**End Cap Extrusion**

**INSTRUCTIONS:**

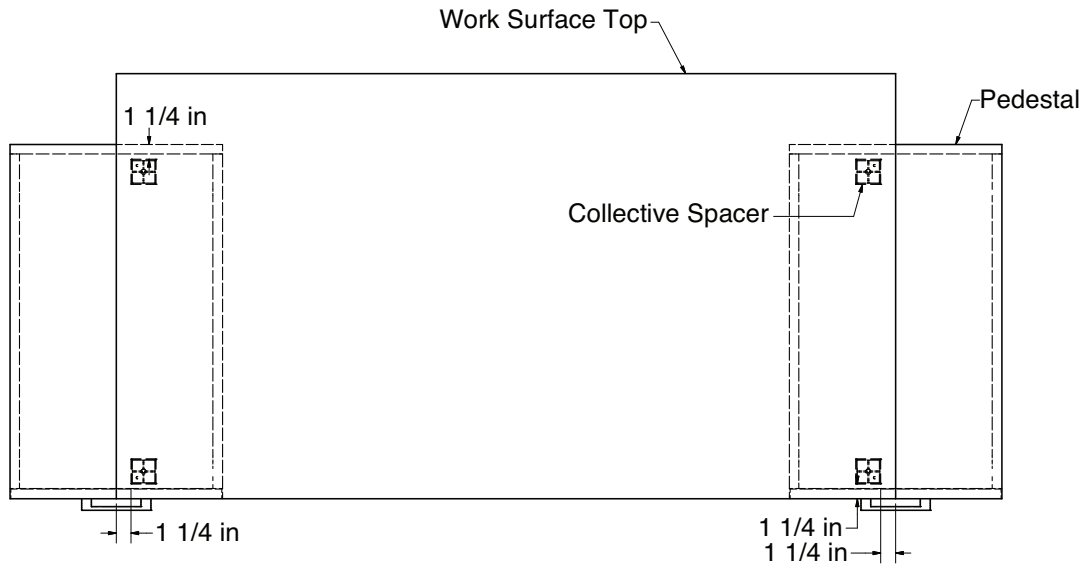
1. Align valance rail 1" in from the front of the niche or overhead and center right to left.
2. Use the #6-5/8" zinc flat head screws to attach valance rail. Screws should be approximately 8" apart. Refer to chart for number of screws recommended.



Double Pedestal Spacer Desk  
Illustration may vary from product



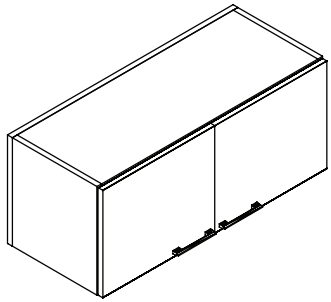
USER SIDE



TOP VIEW

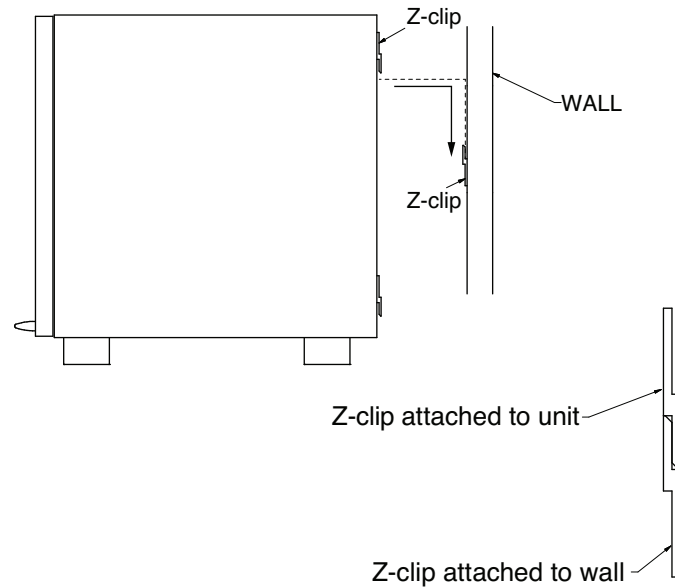
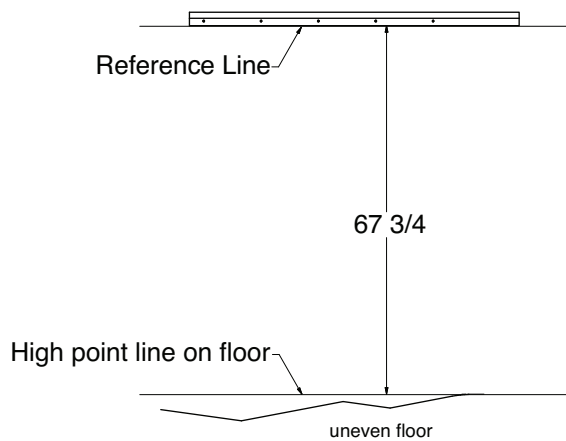
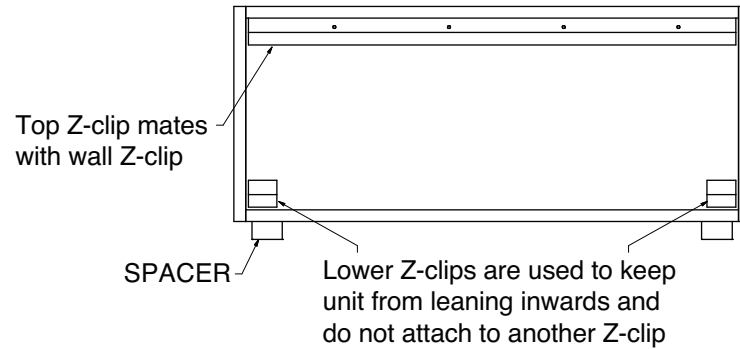
**INSTRUCTIONS:**

1. Place one pedestal in the preferred location of work area.
2. Place second pedestal in its proper location in relation to the first pedestal. Make sure the pedestals are both square and flush with each other.
3. Place top on the pedestal spacers so the top overlaps each pedestal 9".
4. Secure the top from the inside of the pedestal using the pre-drilled holes.



Overhead Storage  
Illustration may vary from product

Three Z-clips factory installed to back of shelf



**INSTRUCTIONS:**

1. On the wall the furniture will be attached, find the highest point on the floor. At that point measure up 67<sup>3</sup>/<sub>4</sub>". Special units without spacers: measure up 66<sup>1</sup>/<sub>2</sub>".

2. Using a level, establish a reference line for the asymmetrical shelf.

**Tip:** It is recommended at this point to mark the remaining reference lines for the remaining wall hung units.

3. Align the bottom of the wall mount bracket (Z-clip) to the reference line and attach to the wall.

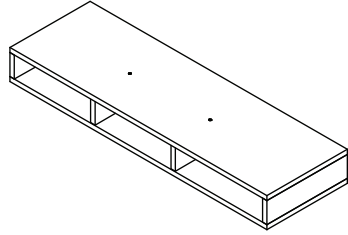
**Note:** Z-clips that mount to the wall are shipped in a separate carton.

Hardware (wall anchor or toggle bolts) are provided by installer. Consulting with a contractor for proper mounting is recommended.

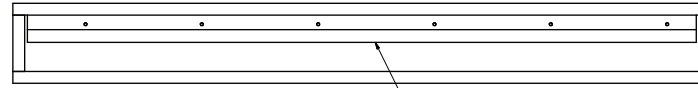
4. The shelf has three factory installed Z-clips. The top mates to the Z-clip attached to the wall at the job site. The bottom are to keep unit from leaning inward. Place the unit in the approximate location. The opposing Z-clips should mate.

**Note:** Adjustments for alignment can be made by lifting slightly to disengage the nested Z-clip.

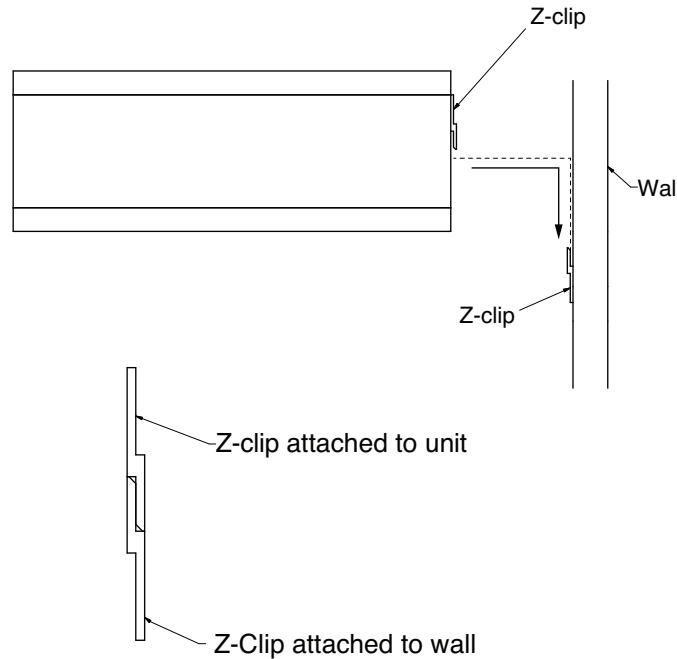
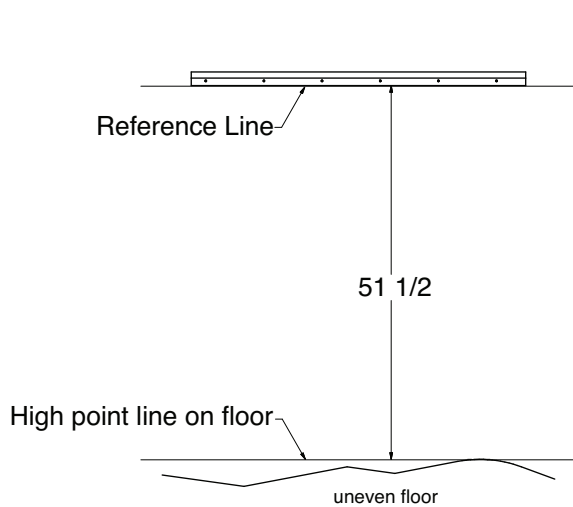
5. If a niche was specified, secure it to the overhead at this time from the inside of the niche.



Wall Mounted Paper Niche  
Illustration may vary from product



Z-clip factory installed to back of niche



INSTRUCTIONS:

1. On the wall the furniture will be attached, find the highest point on the floor. At that point measure up 51½”.

2. Using a level, establish a reference line for the paper niche unit(s).

**Tip:** It is recommended at this point to mark the remaining reference lines for the remaining wall hung units.

3. Align the bottom of the wall mount bracket (Z-clip) to the reference line and attach to the wall.

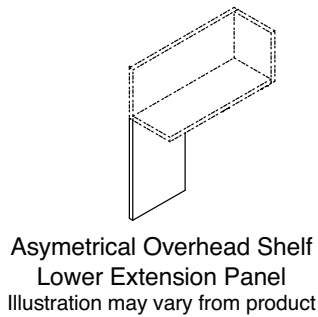
**Note:** Z-clips that mount to the wall are shipped in a separate carton.

Hardware (wall anchor or toggle bolts) are provided by installer. Consulting with a contractor for proper mounting is recommended.

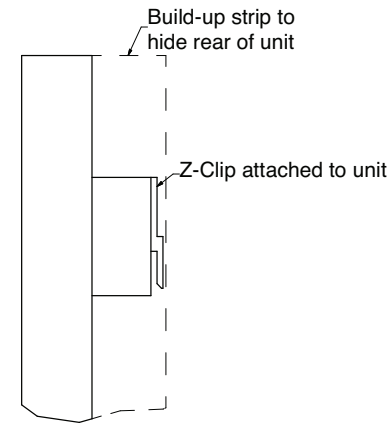
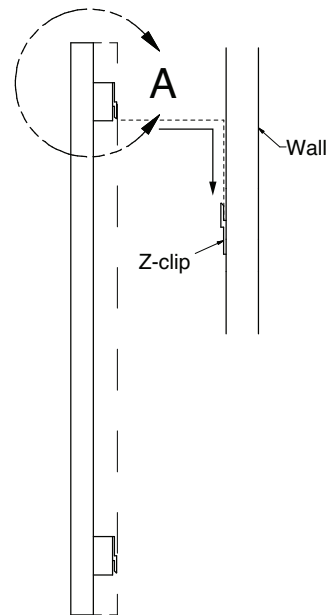
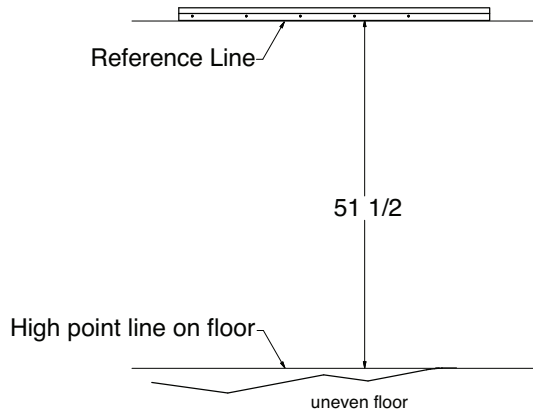
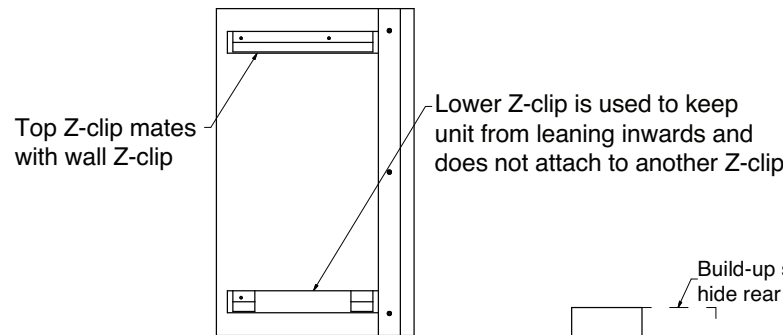
4. The niche has a factory installed Z-clip that mates to the Z-clip attached to the wall at the job site. Place the unit in the approximate location. The opposing Z-clips should mate.

**Note:** Adjustments for alignment can be made by lifting slightly to disengage the nested Z-clip.

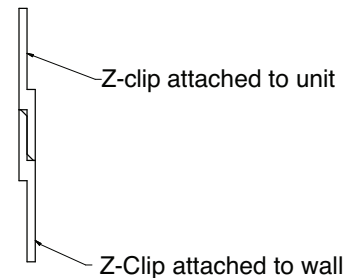
To prevent the niche from leaning downward, it will need to be supported until attached to the overhead.



Two Z-clips factory installed to back of shelf



DETAIL A



INSTRUCTIONS:

1. On the wall the furniture will be attached, find the highest point on the floor. At that point measure up 51½”.

2. Using a level, establish a reference line for the shelf's lower extension panel.

**Tip:** It is recommended at this point to mark the remaining reference lines for the remaining wall hung units.

3. Align the bottom of the wall mount bracket (Z-clip) to the reference line and attach to the wall.

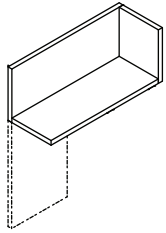
**Note:** Z-clips that mount to the wall are shipped in a separate carton.

Hardware (wall anchor or toggle bolts) are provided by installer. Consulting with a contractor for proper mounting is recommended.

4. The extension panel has two factory installed Z-clips. The top mates to the Z-clip attached to the wall at the job site. The bottom is to keep unit from leaning inward. Place the unit in the approximate location. The opposing Z-clips should mate.

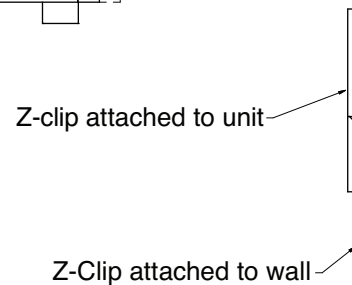
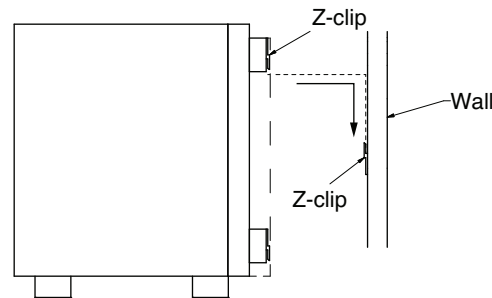
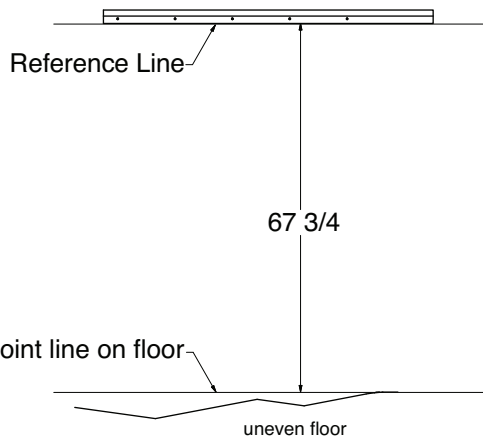
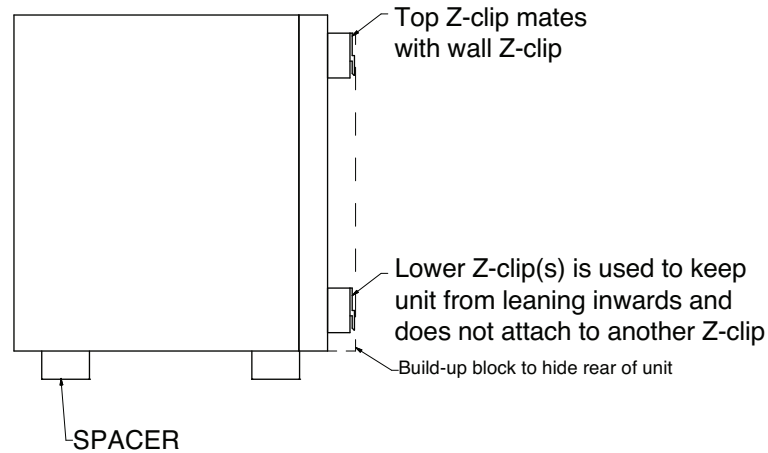
**Note:** Adjustments for alignment can be made by lifting slightly to disengage the nested Z-clip.

5. If a niche was specified, secure it to the panel at this time from the inside of the niche.



Asymmetrical Overhead Shelf  
Illustration may vary from product

Z-clips factory installed to back of shelf



**INSTRUCTIONS:**

1. On the wall the furniture will be attached, find the highest point on the floor. At that point measure up  $67\frac{3}{4}$ ". Special units without spacers: measure up  $66\frac{1}{2}$ ".

2. Using a level, establish a reference line for the asymmetrical shelf.

**Tip:** It is recommended at this point to mark the remaining reference lines for the remaining wall hung units.

3. Align the bottom of the wall mount bracket (Z-clip) to the reference line and attach to the wall.

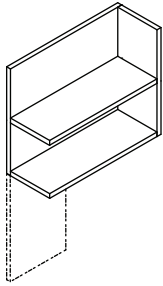
**Note:** Z-clips that mount to the wall are shipped in a separate carton.

Hardware (wall anchor or toggle bolts) are provided by installer. Consulting with a contractor for proper mounting is recommended.

4. The shelf has factory installed Z-clips. The top mates to the Z-clip attached to the wall at the job site. The bottom are to keep unit from leaning inward. Place the unit in the approximate location. The opposing Z-clip should mate.

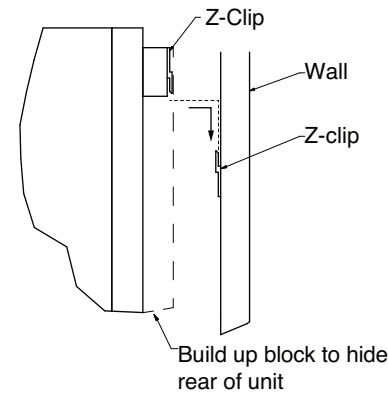
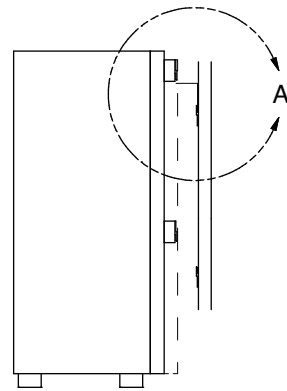
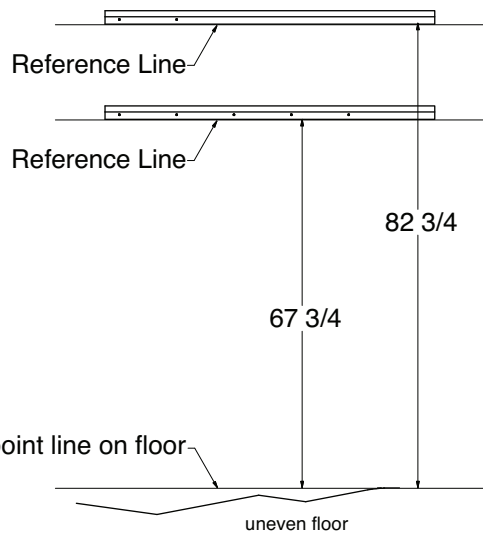
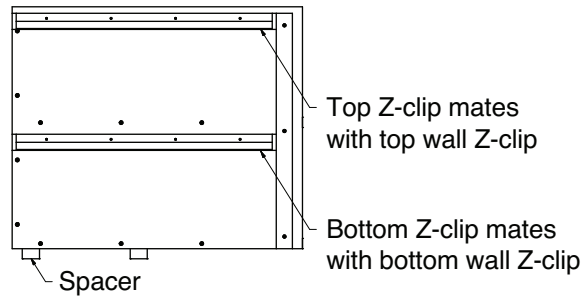
**Note:** Adjustments for alignment can be made by lifting slightly to disengage the nested Z-clip.

5. If a niche was specified, secure it to the shelf at this time from the inside of the niche.

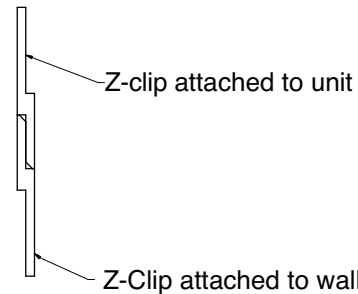


Tall Asymmetrical Overhead Shelf  
Illustration may vary from product

Two Z-clips factory installed to back of shelf



### DETAIL A



### INSTRUCTIONS:

1. On the wall the furniture will be attached, find the highest point on the floor. At that point measure up  $67\frac{3}{4}$ " and  $82\frac{3}{4}$ ". Special units without spacers: measure up  $66\frac{1}{2}$ " and  $81\frac{1}{2}$ ".

2. Using a level, establish the reference lines for the asymmetrical shelf.

Tip: It is recommended at this point to mark the remaining reference lines for the remaining wall hung units.

3. Align the bottom of a wall mount bracket (Z-clip) to each of the reference lines and attach to the wall.

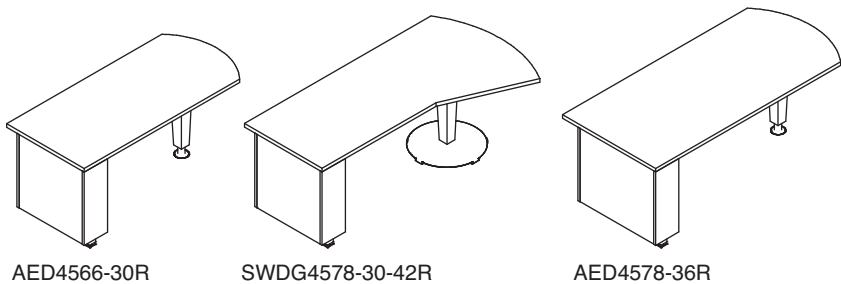
Note: Z-clips that mount to the wall are shipped in a separate carton.

Hardware (wall anchor or toggle bolts) are provided by installer. Consulting with a contractor for proper mounting is recommended.

4. The asymmetrical shelf has two factory installed Z-clips that mate to the Z-clips attached to the wall at the job site. Place the unit in the approximate location. The opposing Z-clip should mate.

Note: Adjustments for alignment can be made by lifting slightly to disengage the nested Z-clip.

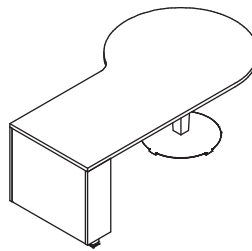
5. If a niche was specified, secure it to the shelf at this time from the inside of the niche.



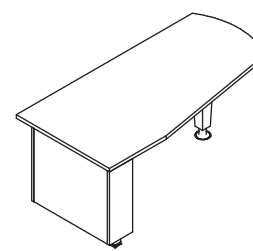
AED4566-30R

SWDG4578-30-42R

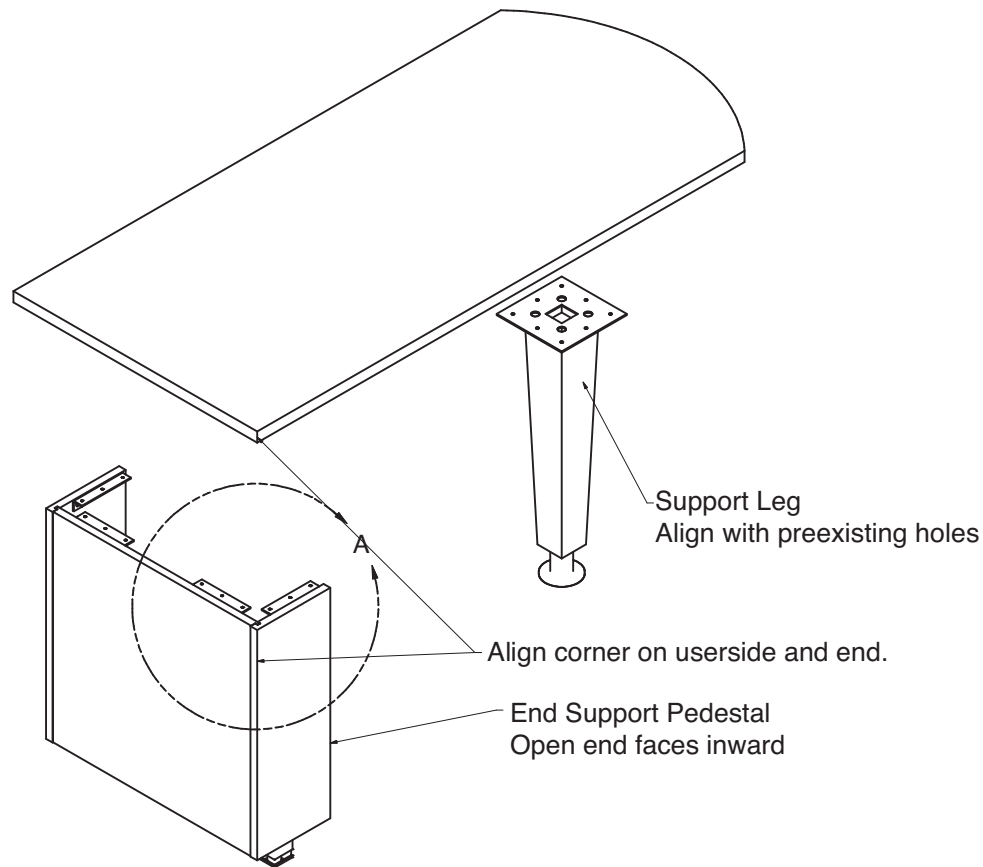
AED4578-36R



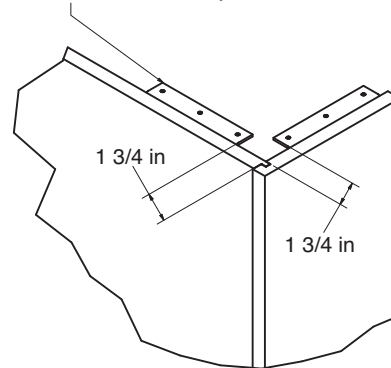
AED4578-36R



AED4578-36R



Angle Brackets  
Align Flush with top of pedestal  
and 1-3/4" from pedestal corner.



**DETAIL A**

**INSTRUCTIONS:**

1. Position top over end support pedestal so it is flush on the end and user side.

If the desk is a right unit (as shown), the end support pedestal will be on the left when on the user side. If the desk is a left unit, it will be on the right when on the user side.

The approach side (the side opposite the user) may be flushed or it may protrude, depending on the type of desk.

2. Space four (4) angle brackets where the end panel and top meet. Each bracket should be approximately 1-3/4" from the corner of the end panel (see Detail A).

3. Fasten each brackets with six (6) 8 x 2/4" phillips flat head wood screws.

4. Position leg so the wholes of the metal plate line up with the preexisting pilot holes in the underside of the top.

5. Fasten leg using eight (8) 14 x 3/4" phillip pan head wood screws.

RIGHT UNITS SHOWN.

Illustrations may vary from product.

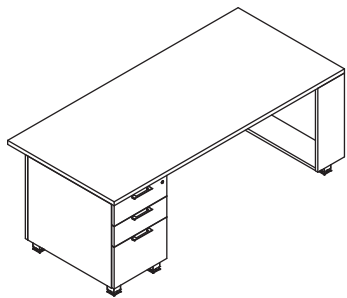
**Jofco**

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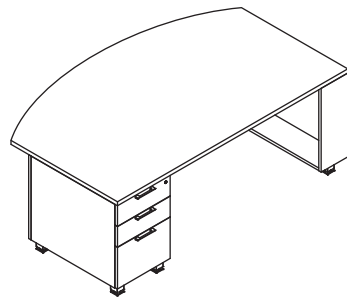
Instruction Sheet Number: IF45026

Desk with Leg Support Assembly

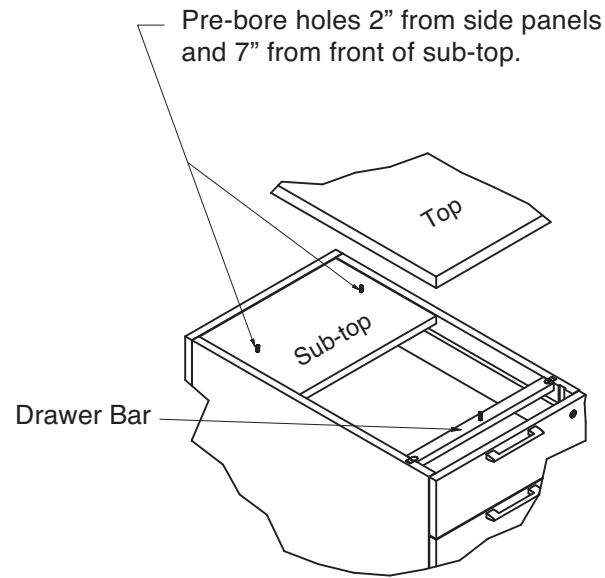
Effective Date: 10.14.10 CO57



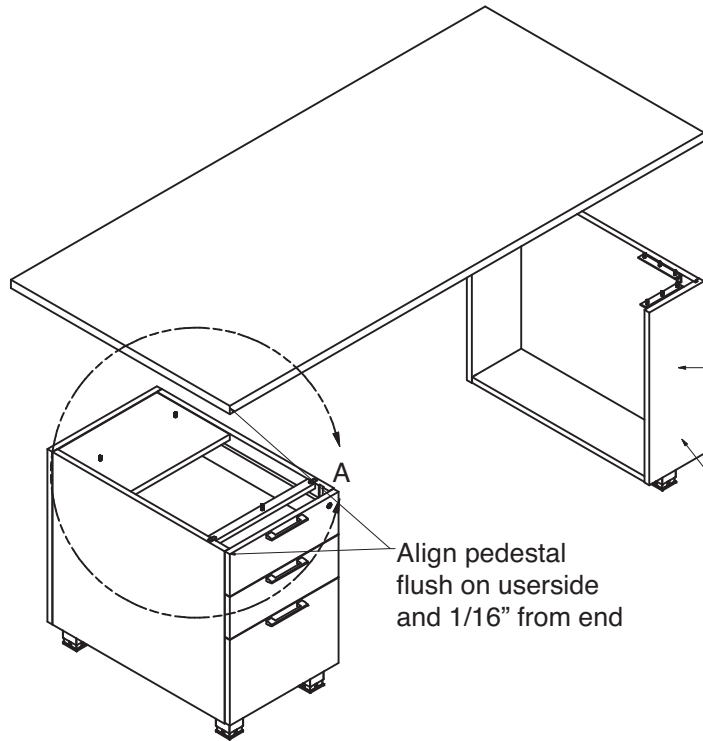
SP4566R, SP4572R, SP4578R



BSP4566R, BSP4572R, BSP4578R



## DETAIL A



Angle Brackets  
Align Flush with top of pedestal  
and 1-3/4" from pedestal corner.

End Support Pedestal  
Open end faces inward

Align pedestal  
flush on userside  
and 1/16" from end

### INSTRUCTIONS:

1. Position top over end support pedestal so it is flush on the end and user side.

If the desk is a left unit (as shown), the end support pedestal will be on the right when on the user side. If the desk is a right unit, it will be on the left when on the user side.

The approach side (the side opposite the user) may be flushed or it may protrude, depending on the type of desk.

2. Space four (4) angle brackets where the end panel and top meet. Each bracket should be approximately 1-3/4" from the corner of the end panel.

3. In the sub-top of the pedestal, pre-bore two (2) 3/16" holes 2" inward from side panels and 7" from the front of the sub-top.

4. At the opposite end from the end support unit, place the pedestal underneath the top and align so it is flush with the user side and 1/16" from edge.

5. Secure pedestal to top using three (3) 8 x 1-1/2" phillips flat head screws - two (2) in sub-top, one (1) in drawer bar.

LEFT UNITS SHOWN.

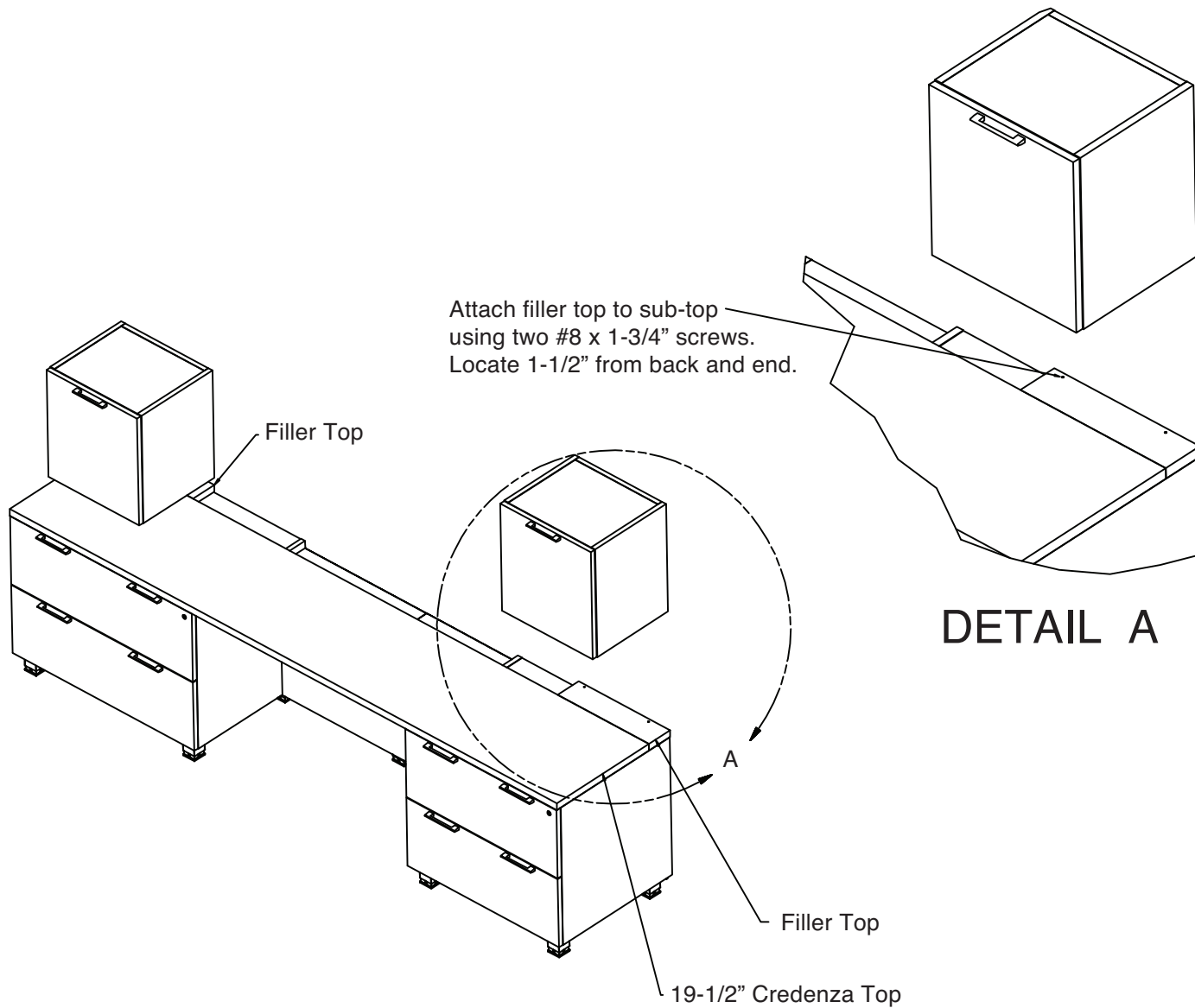
Illustrations may vary from product.

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Instruction Sheet Number: IF45027  
Desk with Pedestal Support Assembly

Effective Date: 10.14.10 CO58

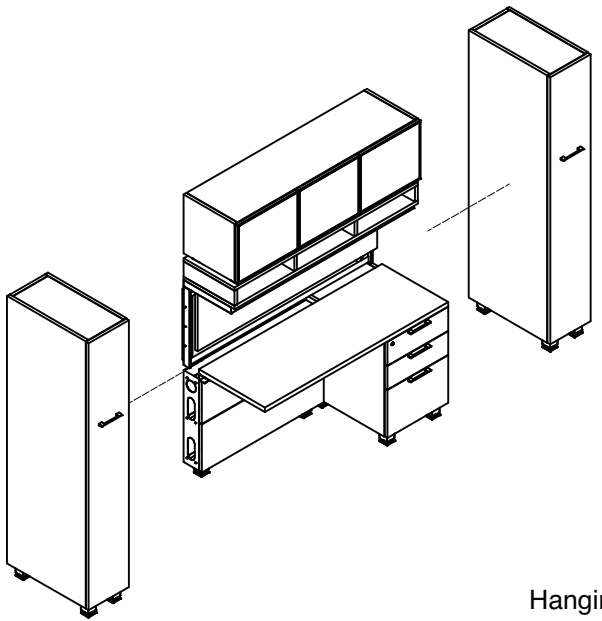


**INSTRUCTIONS:**

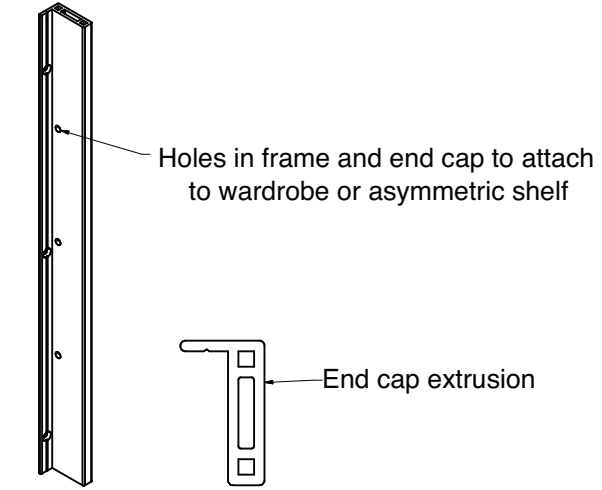
Filler top is shipped with worksurface units (WSTN45XX) unless otherwise noted on order.

Filler tops are used with 19-1/2" credenza tops only.

1. Position filler top behind credenza top and on top of pedestal sub-top in the location where the worksurface unit will be.
2. Attach filler top to pedestal sub-top with two (2) #8 x 1-3/4" screws. Screws should be 1-1/2" from back and 1-1/2" from end.
3. Place worksurface unit on filler and credenza top.

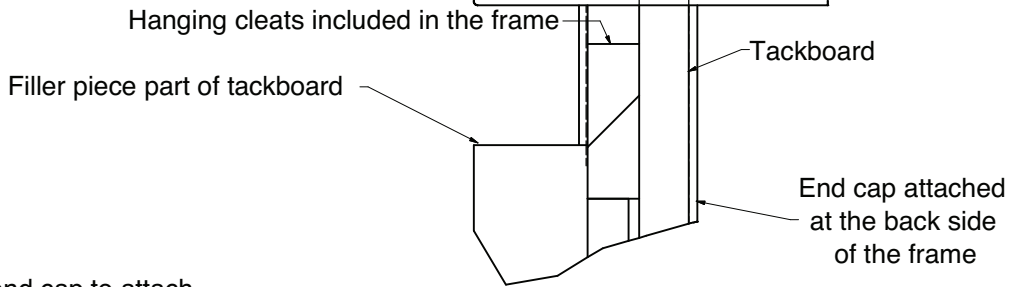


The end cap is placed tight up to the valance rail above, and flush in the rear with the valance rail. The bottom of the end cap is approximately flush with the bottom of the work surface.



Holes in frame and end cap to attach to wardrobe or asymmetric shelf

End cap extrusion

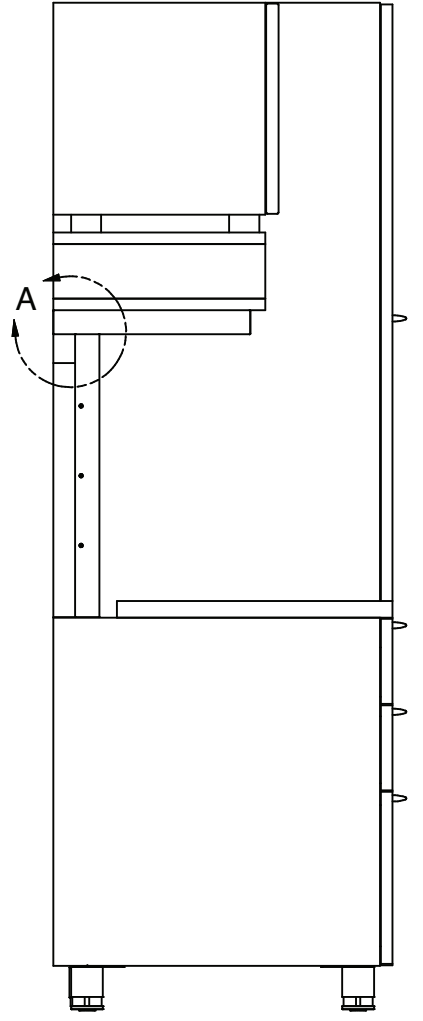


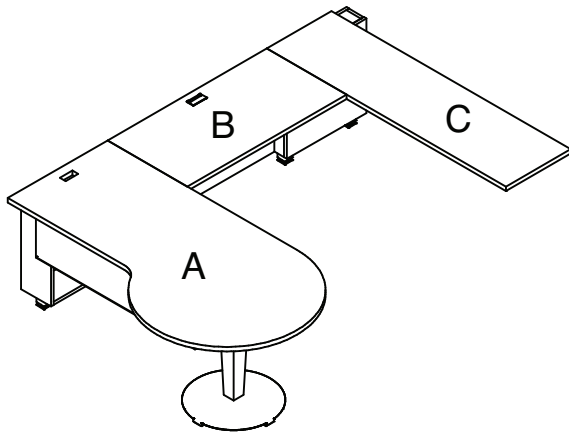
Hanging cleats included in the frame

Tackboard

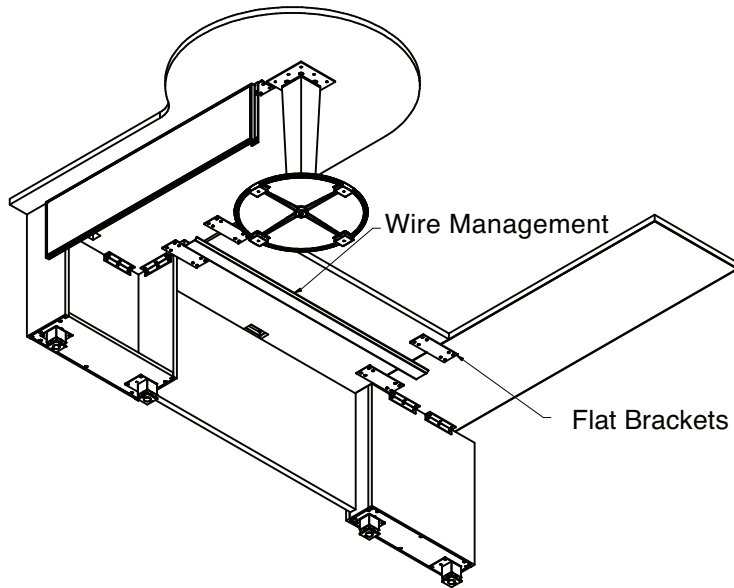
End cap attached at the back side of the frame

### DETAIL A

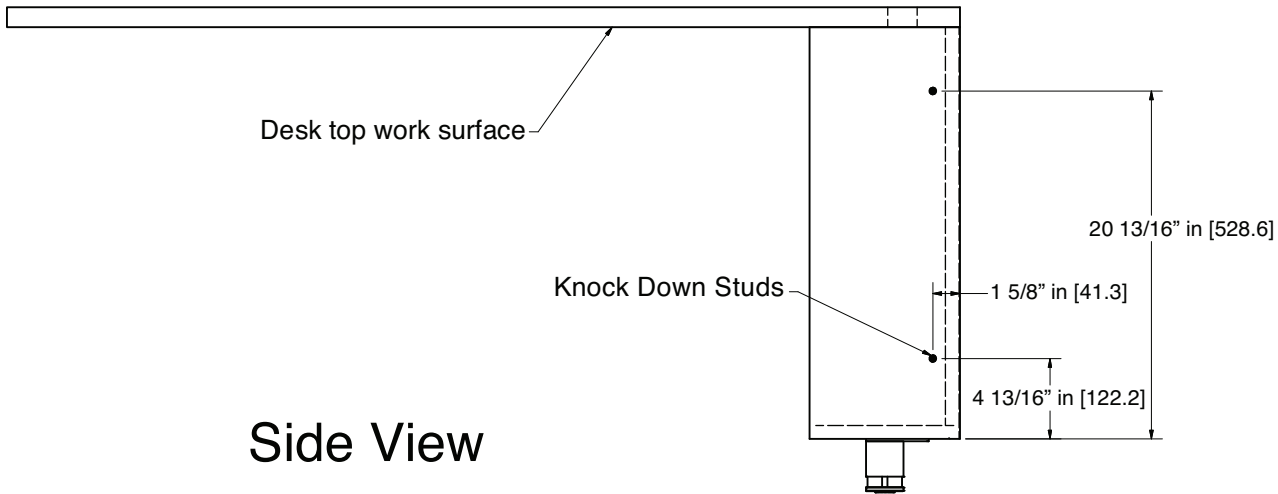




Bridge with Modesty (Unit B)  
Illustration may vary from product



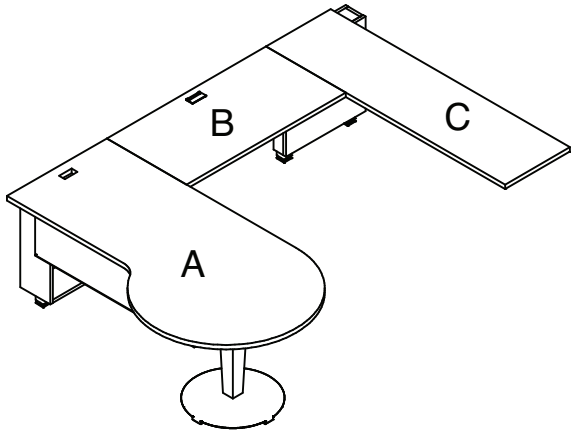
Underneath View



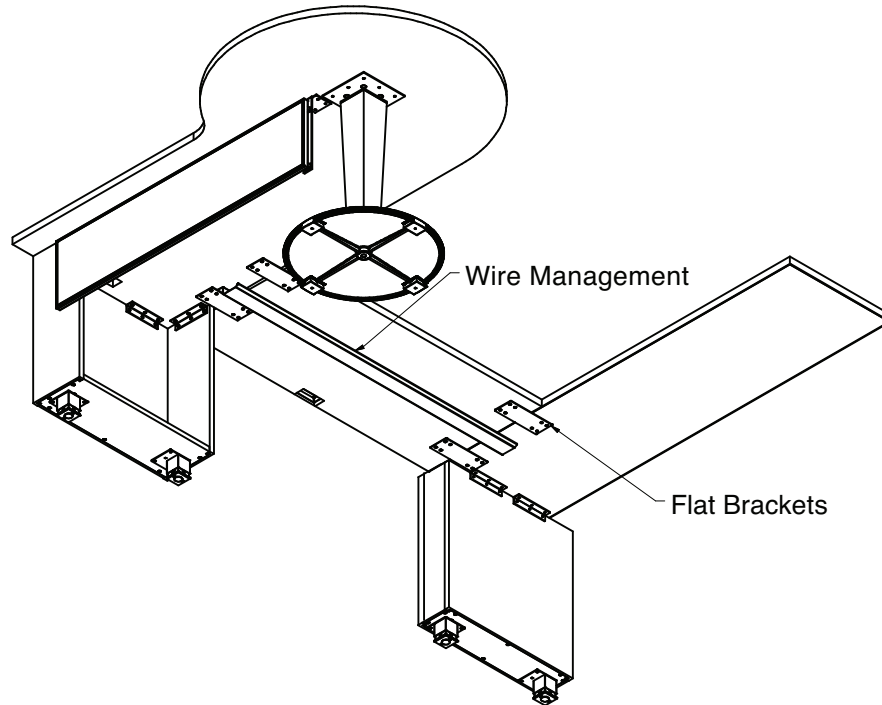
Side View

INSTRUCTIONS:

1. Level credenza and desk top.
2. Attach flat brackets to the desk (unit A) and credenza (unit C) tops using #8-5/8 phillips flat head screws.
3. Rest the bridge top (unit B) on the flat brackets and position the desk and credenza in the proper location, keeping the desk about 1/2" away from its final position.
4. Using a hole punch, mark the location of the knock down studs. Pre-drill a 3/32" hole about 5/8" deep.
5. Install the knock down studs for the knock down clips as shown on both the desk and credenza end support units.
6. Hold the modesty in place tight against the bridge top and move the desk unit into its final position.
7. Drop the modesty panel into place.
8. Secure bridge top to flat brackets.
9. Attach the wire management using #8-3/4 phillips flat head screws.



Bridge without Modesty (unit B)  
Illustration may vary from product



Underneath View

INSTRUCTIONS:

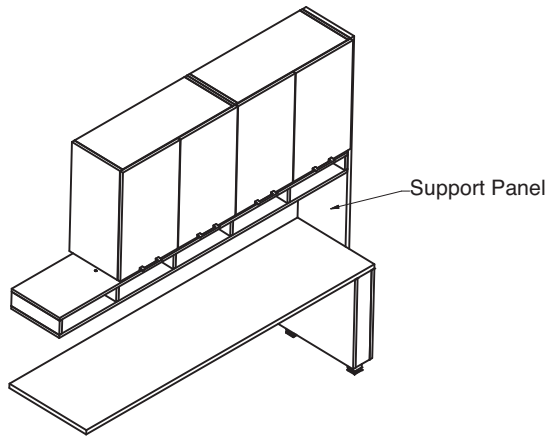
1. Level credenza and desk top.
2. Attach flat brackets to the desk (unit A) and credenza (unit C) tops using #8-5/8 phillips flat head screws.
3. Rest the bridge top (unit B) on the flat brackets all units so their tops are flushed.
4. Secure bridge top to flat brackets using #10 x 1" phillips pan head screws.
5. Attach the wire management using #8-3/4 phillips flat head screws.

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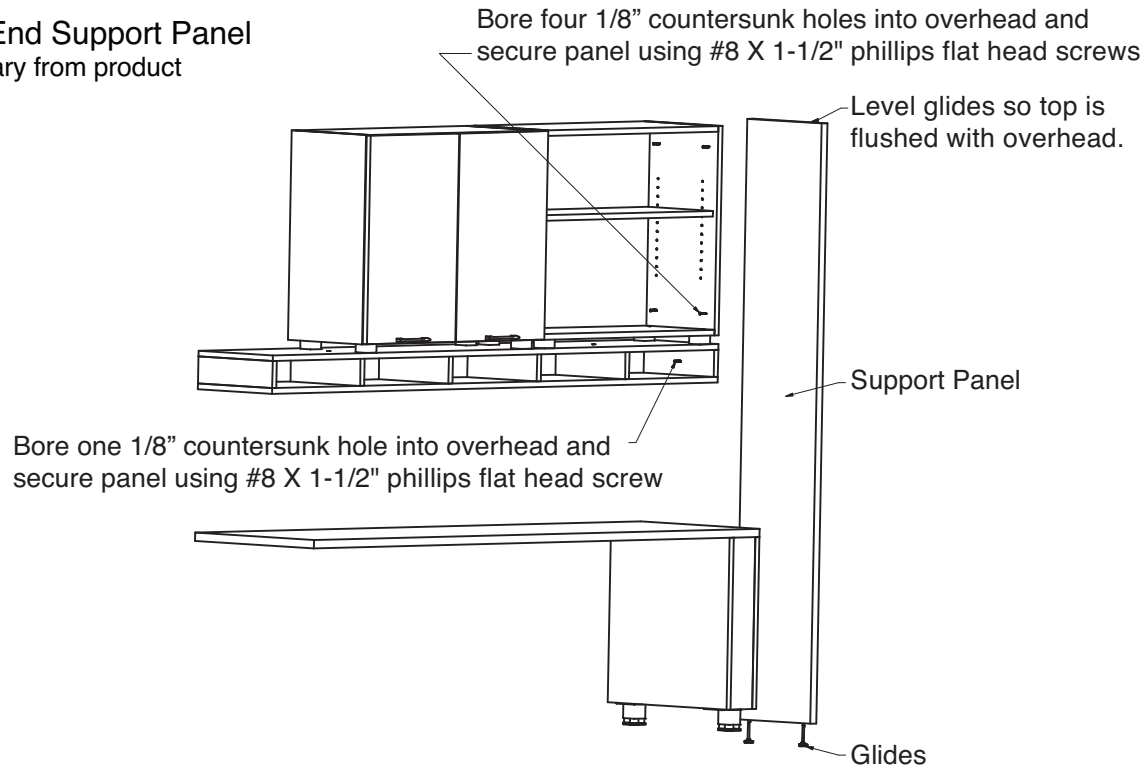
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Instruction Sheet Number: IF45032  
Bridge without Modesty Installation

Effective Date: 10-15-10 C062



**Floor to Overhead End Support Panel**  
Illustration may vary from product



**INSTRUCTIONS:**

Wall mounted overhead and niche units, as well as lower storage (credenza) units, must be assembled and in place before beginning this installation.

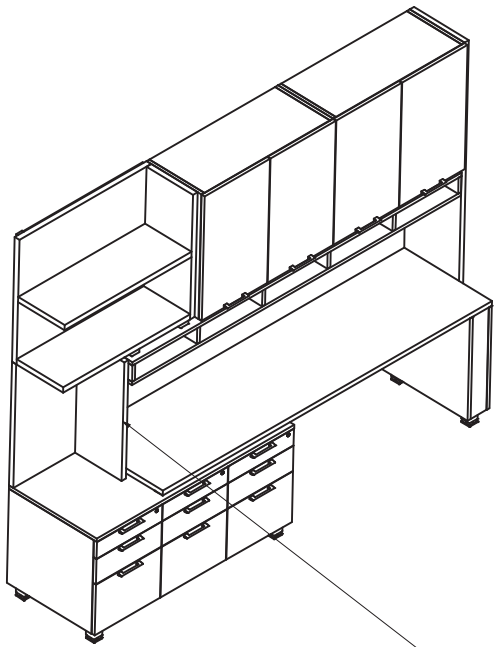
1. Place the end support panel against overhead, niche, and credenza. Adjust glides so it is flushed at the top of the overhead.

Optional: remove doors from overhead for easier access.

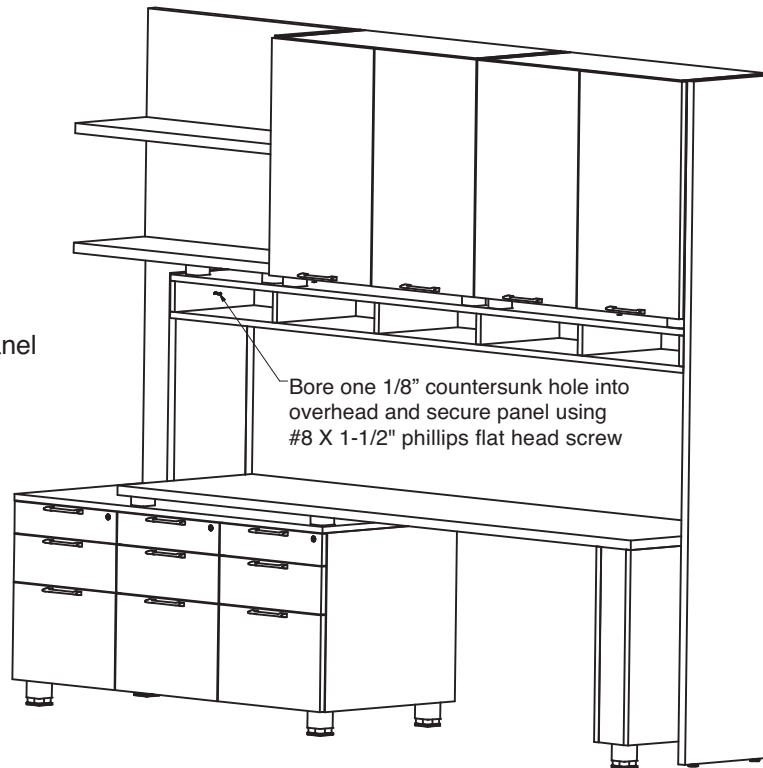
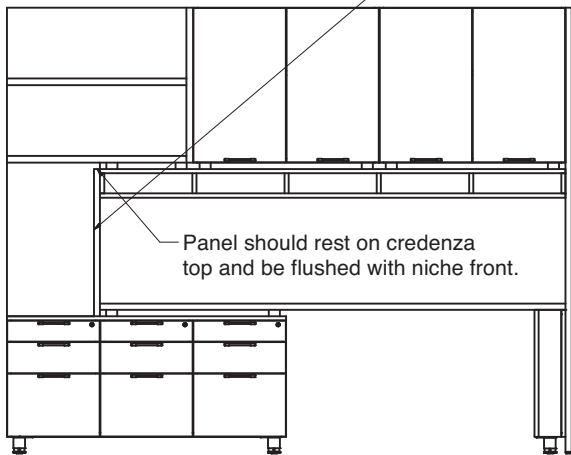
2. Bore four (4) 1/8" countersunk holes into the overhead. Two holes will be located directly behind the hinges so they are hidden. The other two are placed at the back of the unit, approximately level with the first two.

3. Bore one (1) 1/8" whole in the niche, centered front to vertically and horizontally in the niche.

2. Secure end support panel to the overhead and niche using #8 x 1-1/2" phillips flat head screws.



Case Top  
Niche Support Panel



#### INSTRUCTIONS:

All other back workwall units, including but not limited to the overhead, credenza, and end support panel, must be assembled and in place before beginning this installation.

1. Position case top niche support panel so it is resting on credenza and flushed with niche front.
2. Bore one (1) 1/8" hole in the niche, centered front to vertically and horizontally in the niche.
3. Secure support panel with a #8 x 1-1/2" phillips flat head screw.

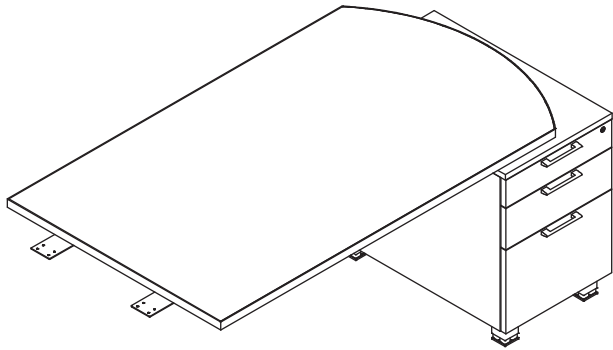
Illustrations may vary from product.

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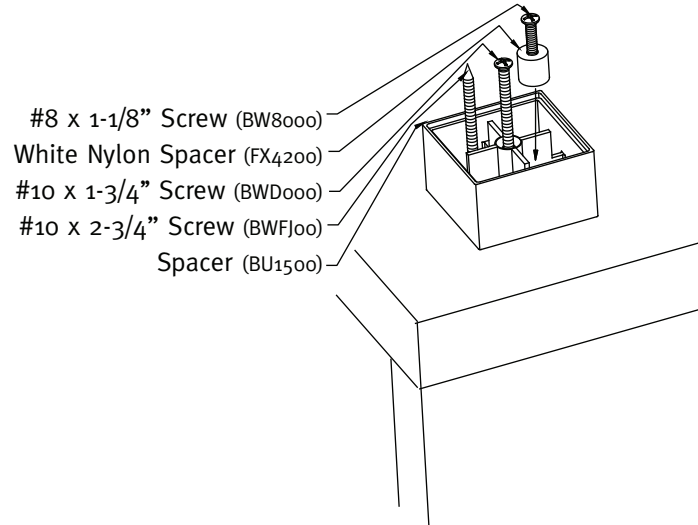
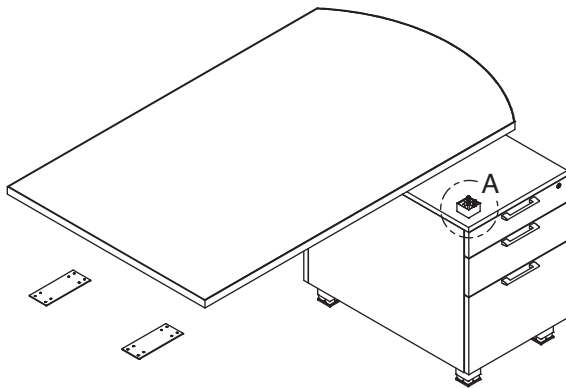
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Instruction Sheet Number: IF45034  
Case Top Niche Support Panel Installation

Effective Date: 10-15-10 C064



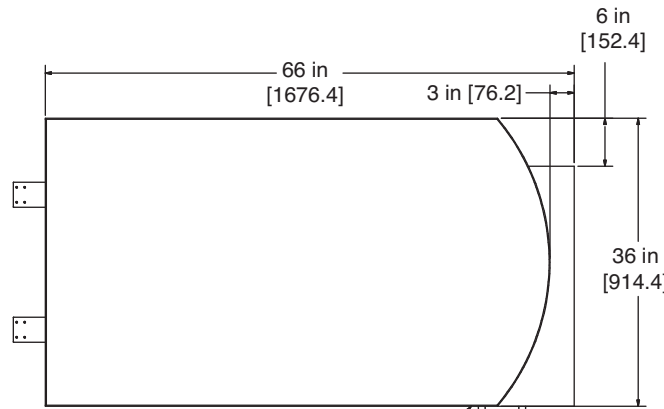
**Runoff Desk with Pedestal Support**  
Illustration may vary from product  
right unit shown



- #8 x 1-1/8" Screw (BW8000)
- White Nylon Spacer (FX4200)
- #10 x 1-3/4" Screw (BWD000)
- #10 x 2-3/4" Screw (BWFJ00)
- Spacer (BU1500)

## DETAIL A

Position Spacer 1-1/2" from each side



Top is flush with front of the pedestal

### INSTRUCTIONS:

1. Determine which two corners need spacers. For a right desk, the spacers go on the left corners. For left desks, the spacers go on the right corners.
2. Position spacers in corner, 1-1/2" from the pedestal end on each side.
3. Run a #10 x 1-3/4" screw through the center of the spacer into the pedestal top.
4. Place the white nylon spacer in one corner of the metal spacer and run the #8 x 1-1/8" screw through it. This is to prevent the spacer from rotating on the pedestal surface.
5. Drill a 3/16" countersunk hole through one of the sections in the metal spacer.
6. Place the worksurface top on the metal spacer. Position top so the farthest point is 3 inches from the pedestal edge and flush with the pedestal front (see illustration).
7. Use the #10 x 2-3/4" phillips flat head screw to tighten the top down from the inside of the pedestal..

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Instruction Sheet Number: IF45035  
Runoff Arc Desk with Pedestal Support

Effective Date: 1-8-10 C065