

DUO™ 6241 PEDESTAL DESK

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Product Registration

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Placement and Maintenance

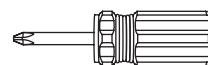
Your Duo Pedestal Desk is designed for indoor use on level floors. Clean wood veneer and steel parts with a moist cloth and clean glass with glass cleaner.

Duo is engineered for easy assembly. Carefully follow this procedure to prevent any damage. Do not use power tools for assembly of this product.

Step 1

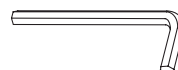
Unpack and identify the parts listed below. The assembly workspace should be a non-marring surface such as carpet. For missing hardware pieces, contact BDI Customer Service at: customerservice@bdiusa.com.

For all other concerns, please contact your BDI retailer.



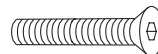
Tool Required:

Phillips screwdriver



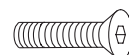
Tool Provided:

T1 Hex Wrench x 1



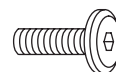
H1 1/4-20 x 32 mm

Flat Head Machine Screw x 4



H2 1/4-20 x 25 mm

Flat Head Machine Screw x 2



H3 M6 x 20 mm

Machine Screw x 4



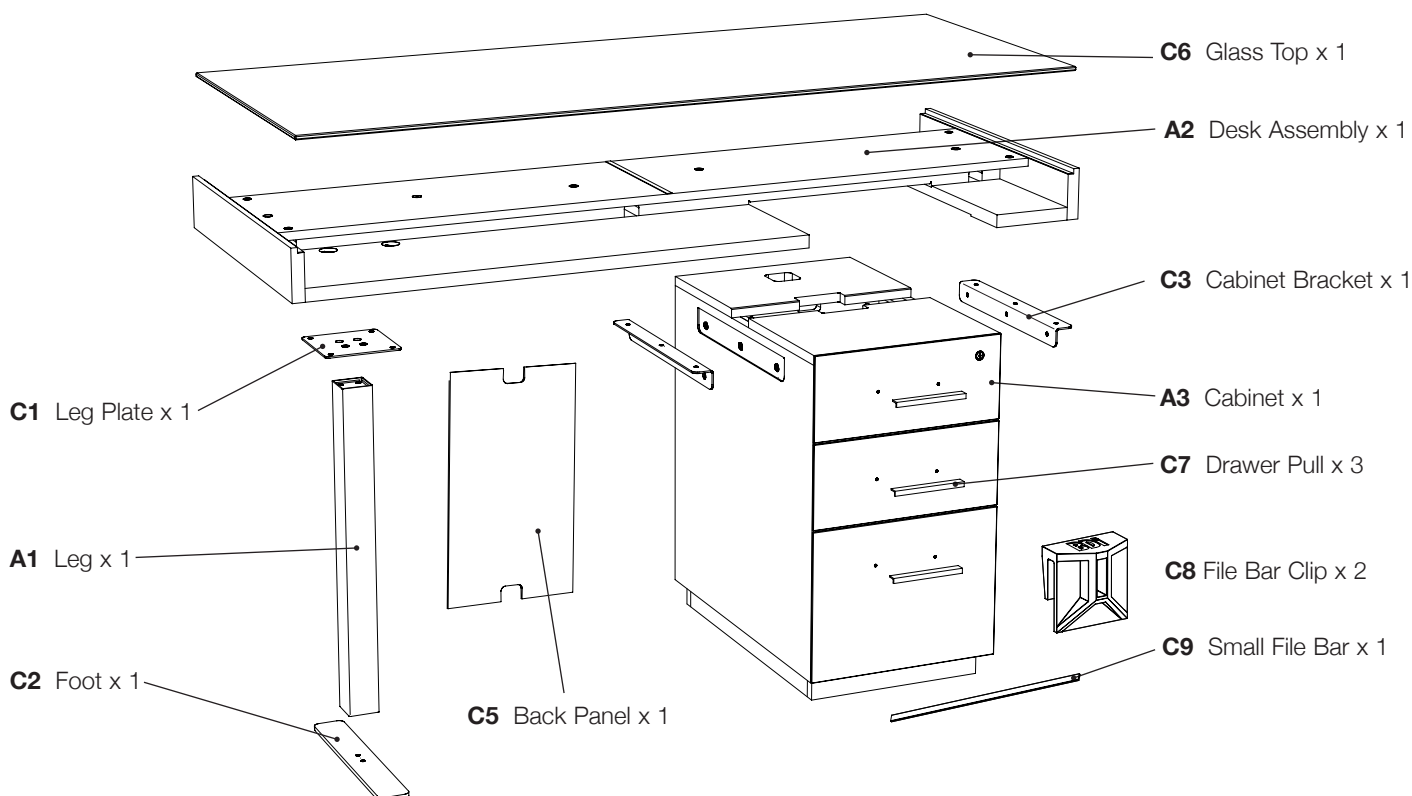
H4 1/4-20 x 13 mm Flat

Head Machine Screw x 12



H5 M4 x 38mm Machine

Screw x 6



Designed by Matthew Weatherly.

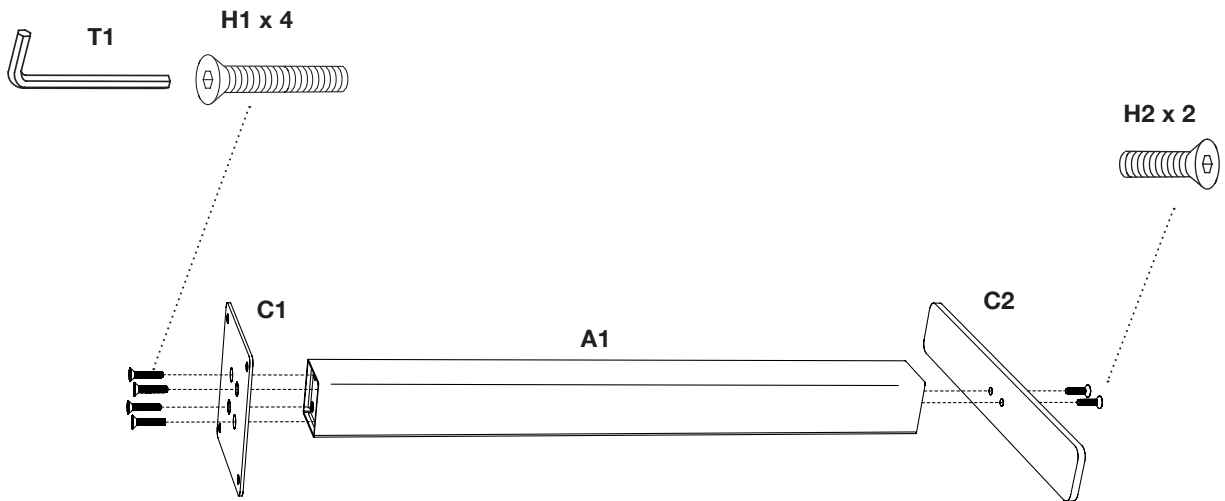
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Made in China. 7.11.2017 V4

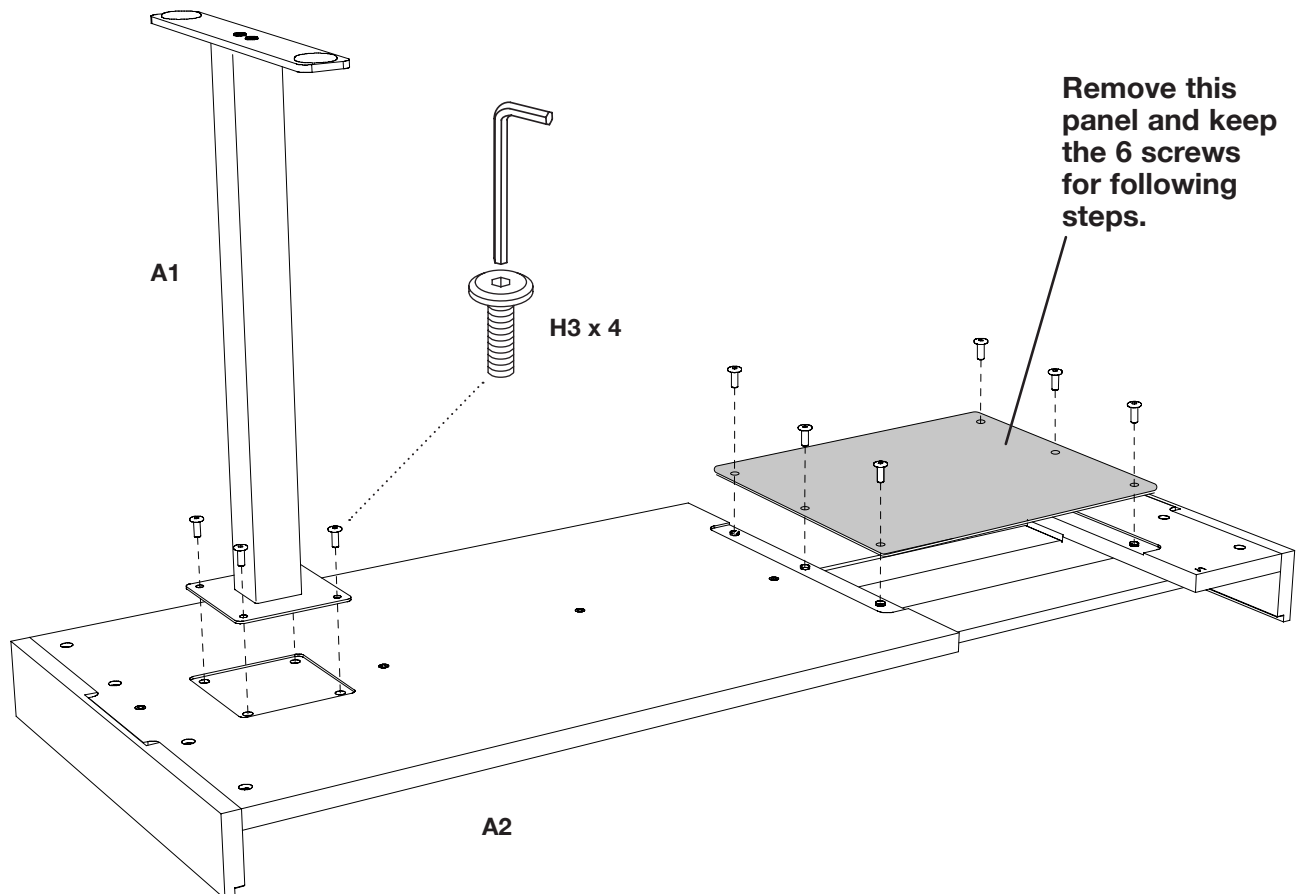
Step 2 - Assemble Leg

Attach **leg plate C1** to the top of **leg A1** using **screw H1 (x4)** and **hex wrench**. Attach **foot C2** to the bottom of **leg A1** using **screws H2 (x2)** and **hex wrench T1**.



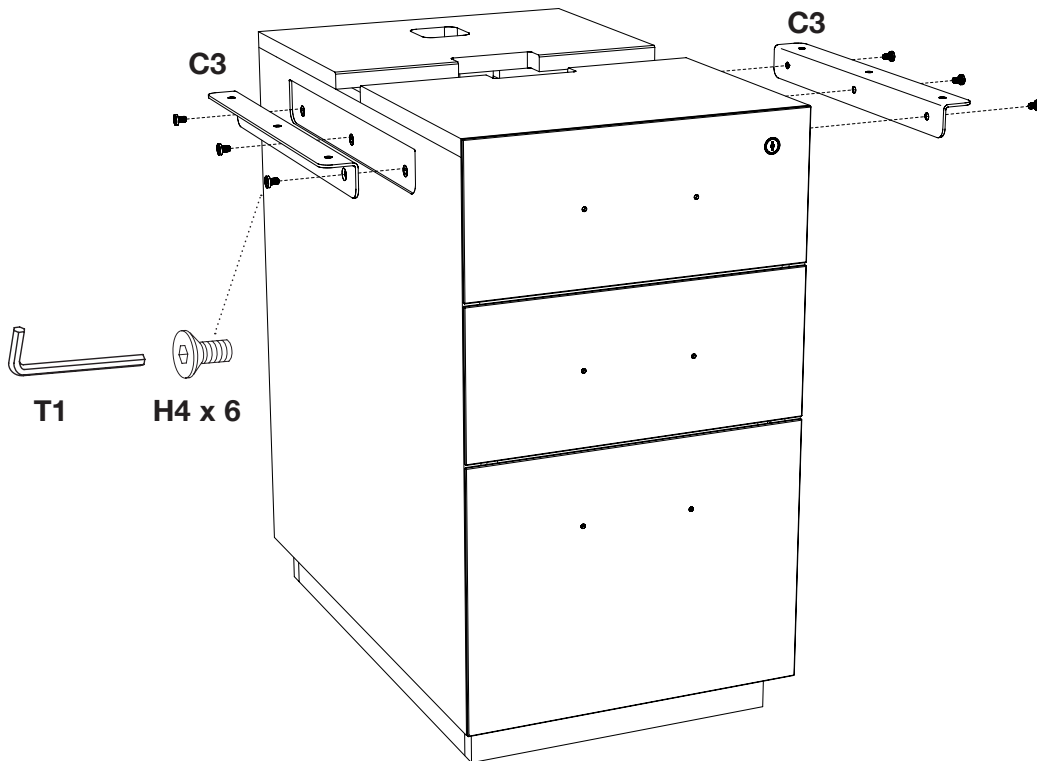
Step 3 - Attach Leg

Carefully position the **desk assembly A2** upside down. Remove the **flat panel** but keep the **6 screws** for **steps 4-5**. Attach **leg A1** into recessed square area using **screws H3 (x4)** and **hex wrench**.



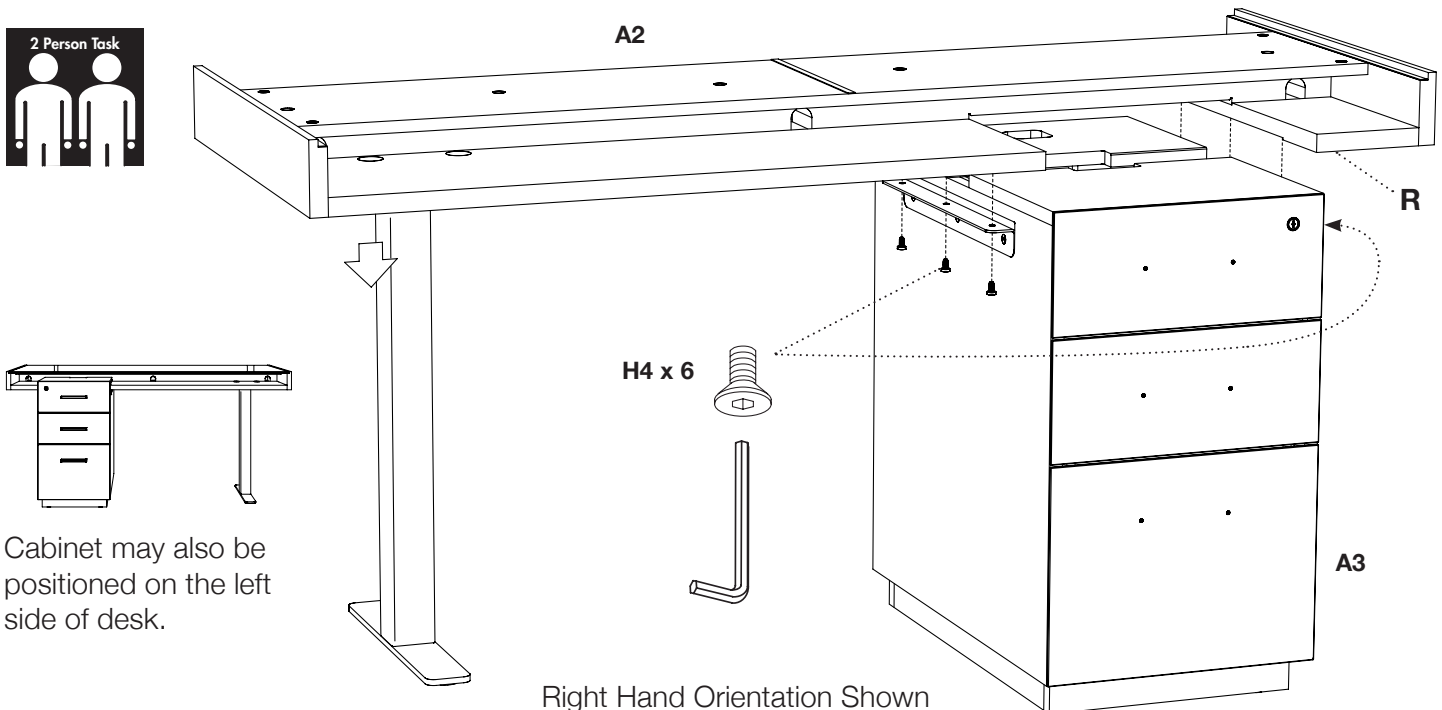
Step 4 - Cabinet Bracket Installation

Attach **cabinet brackets C3 (x2)** to both sides of cabinet using **screws H4 (x6)** and **hex wrench T1**.



Step 5 - Attach Desk Assembly to Cabinet

With help from another person, carefully position the **desk panel A2** over the **cabinet A3**. Since Duo is reversible, the cabinet may be positioned on the **left** or **right** side of the desk. Attach **desk assembly** to **cabinet brackets** using **screws H4 (x6)** and **hex wrench**. Look for "L" or "R" engraved into the bottom of the desk. Position front of cabinet towards "L" for left-hand orientation or "R" for right-hand orientation.



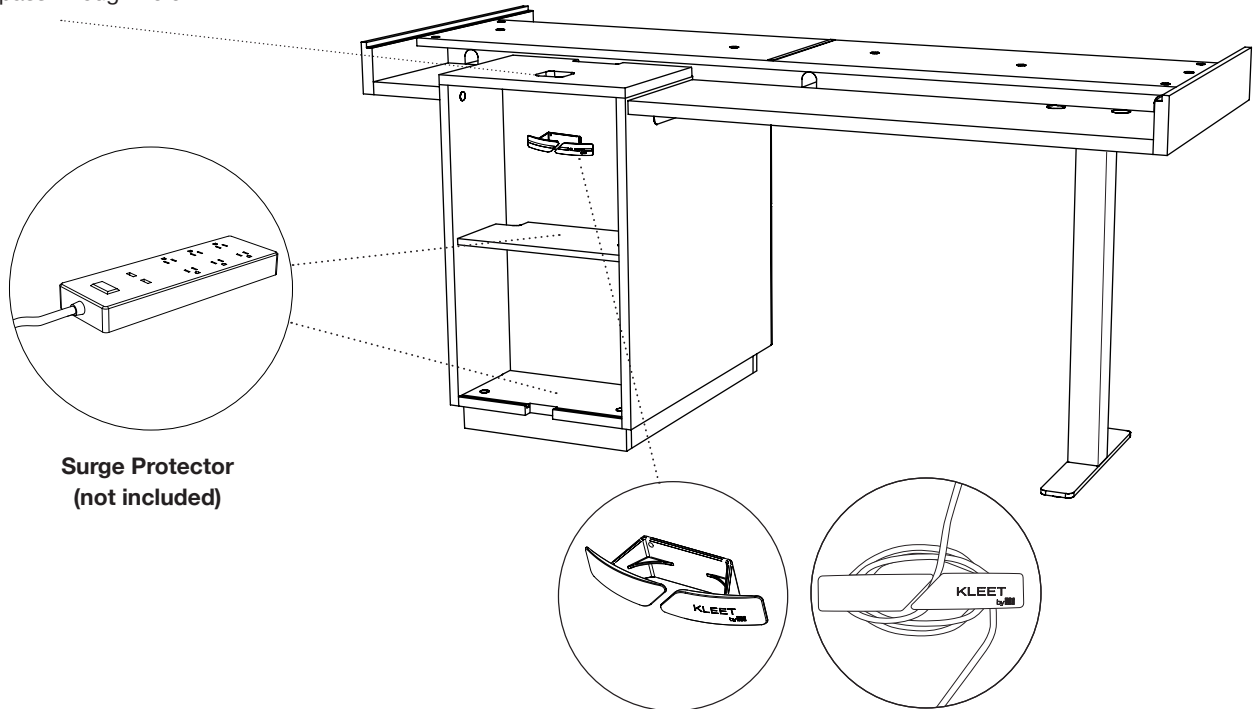
Cabinet may also be positioned on the left side of desk.

Right Hand Orientation Shown

Step 6 - Wire Management (Optional)

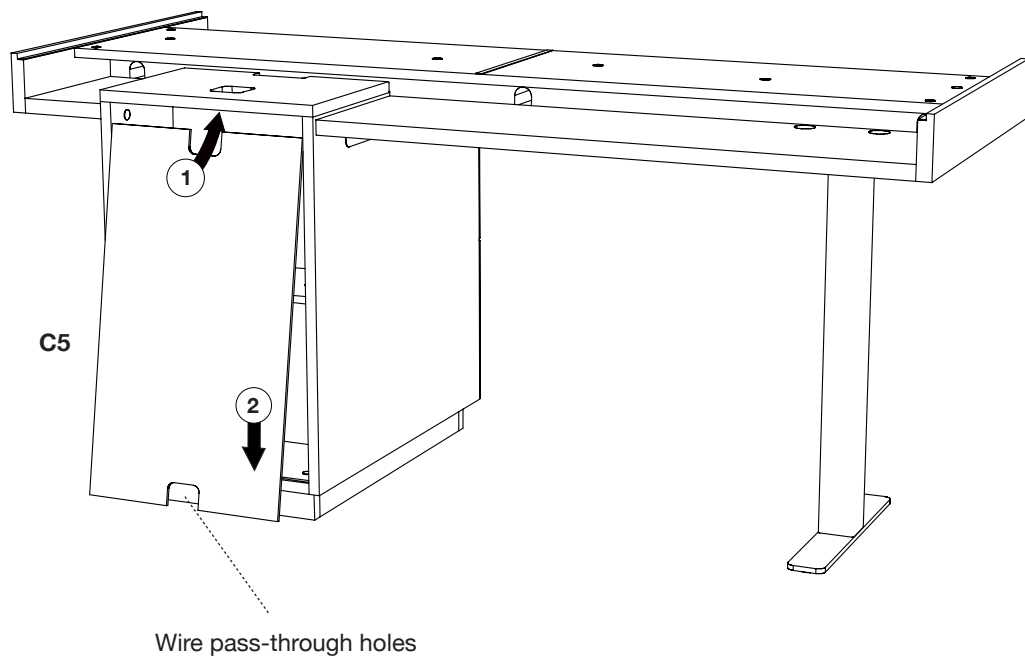
Your Duo Pedestal Desk has 2 concealed areas inside the back of the cabinet where a surge protector may be placed.

Cord pass through hole



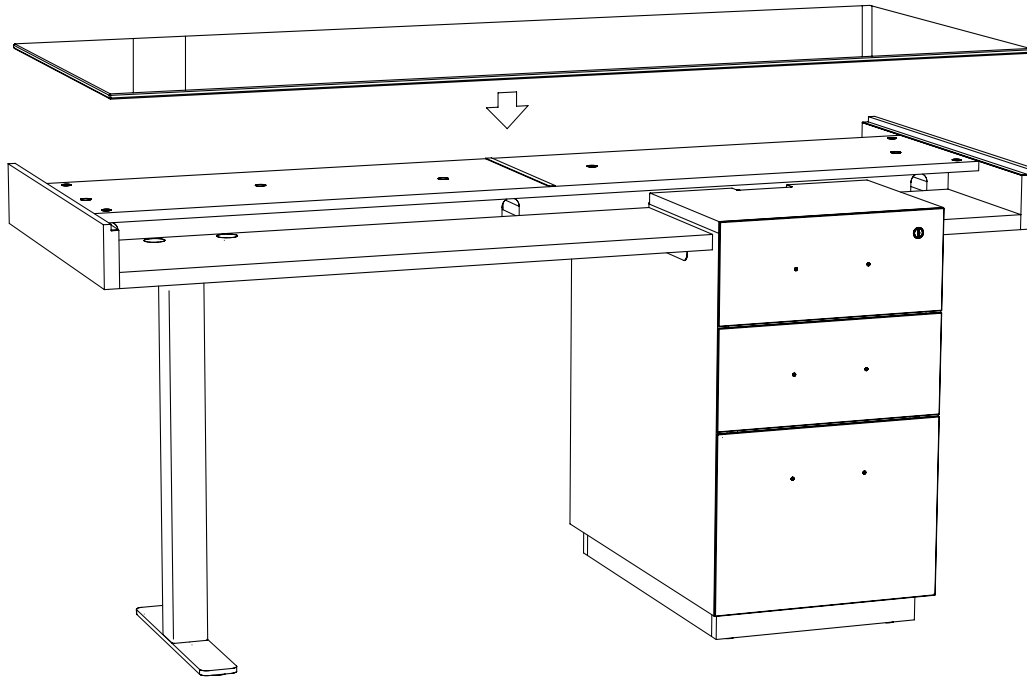
Step 7 - Back Panel Installation

Install the **back panel C5** by inserting the top edge into the upper groove, and inserting bottom edge into the lower groove. Power cords may be routed through the mouse holes on the top and bottom edge of **back panel**.



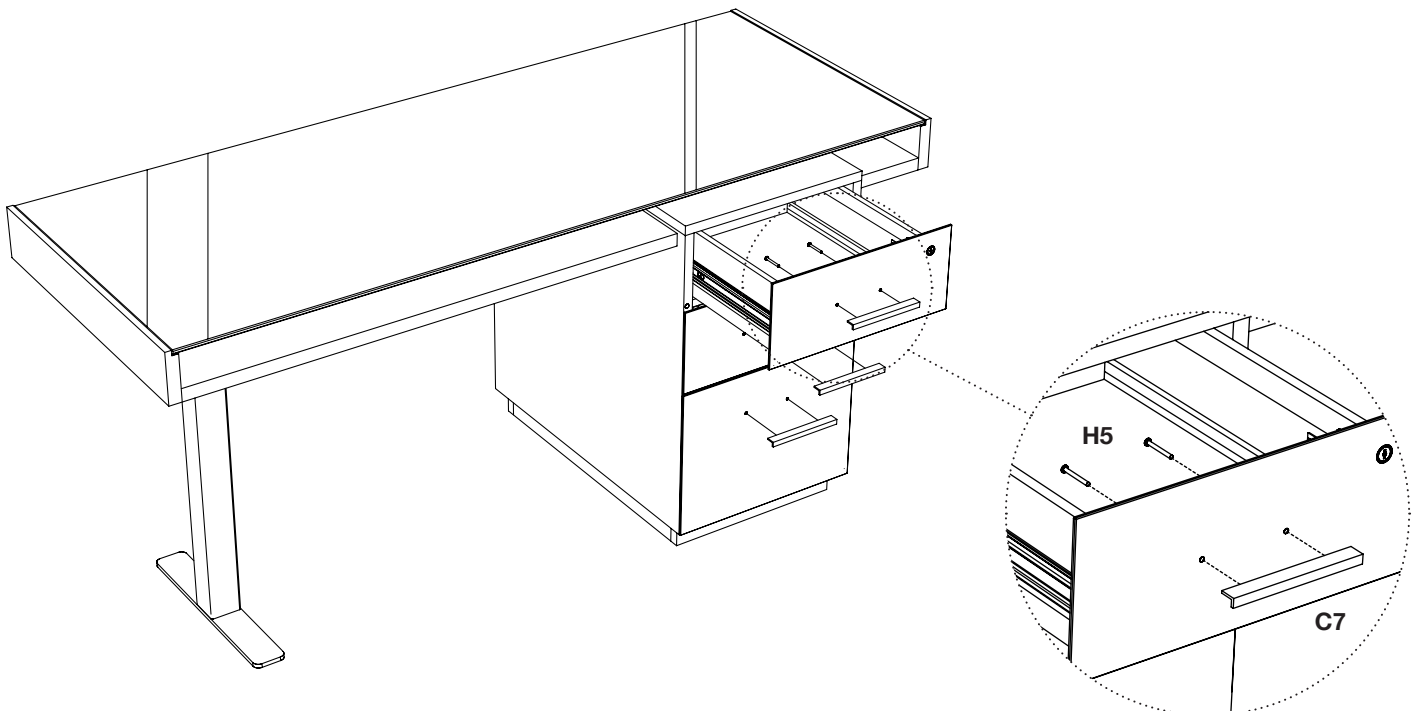
Step 8 - Glass Top Installation

With the help of another person, carefully lower **glass top C6** onto the desk assembly.



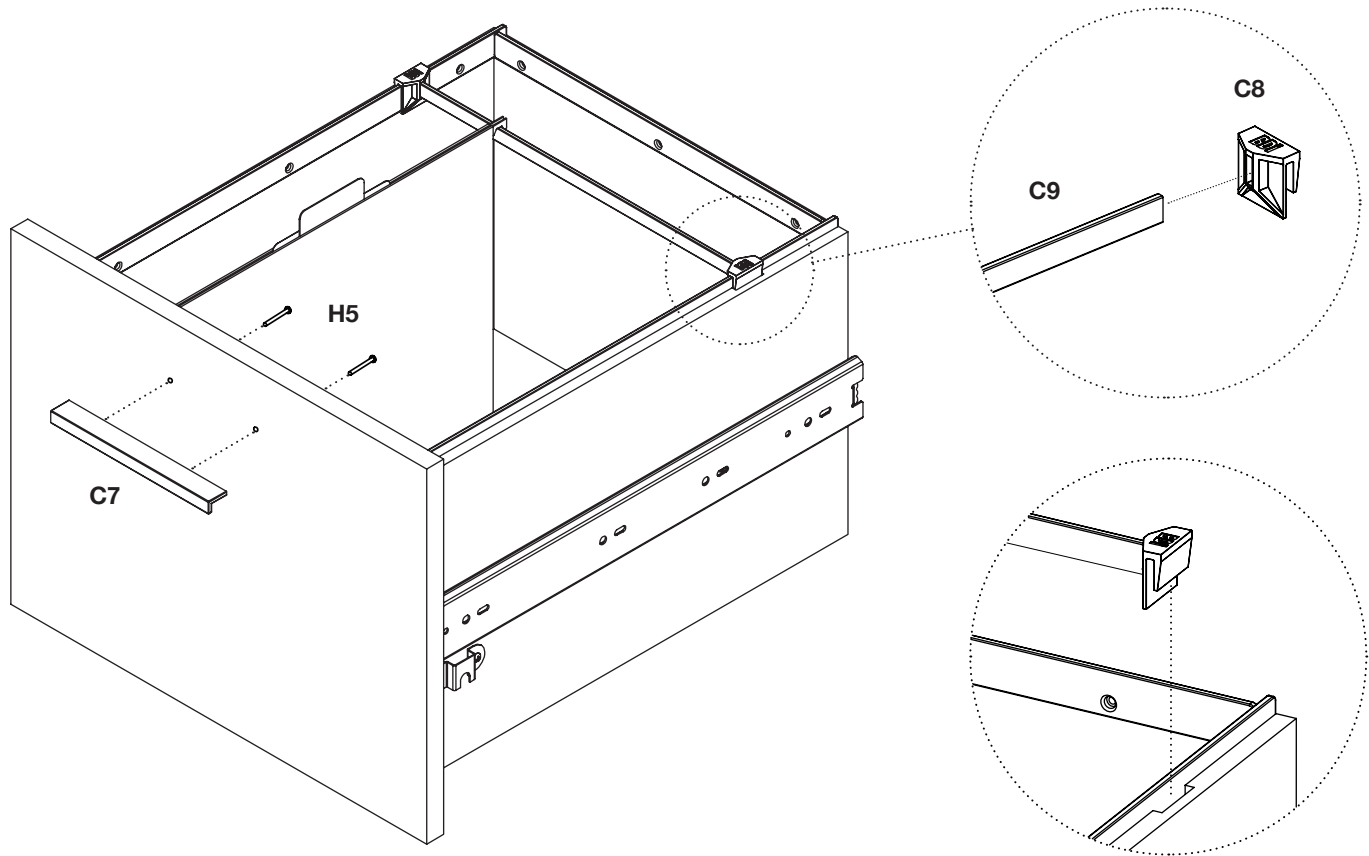
Step 9 - Attach Drawer Pulls

Open each drawer and install the **drawer pulls C7 (x3)** using **screws H5 (x6)** and a Phillips Screwdriver.



Step 10 - File Bar Installation (Letter File)

For letter files facing sideways, attach **file bar clip C8** to both ends of **small file bar C9** as shown. Place the file bar assembly in the notches located on the left and right drawer side panels. For front facing letter files, skip this step altogether.



Step 11 - Legal File Accommodation

