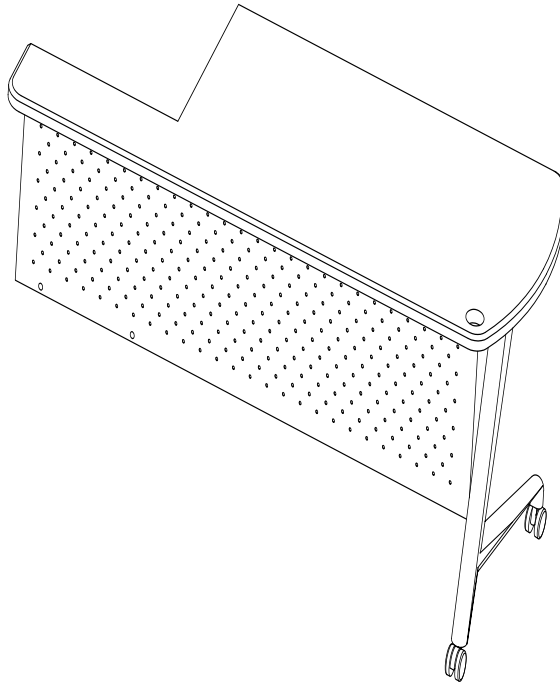




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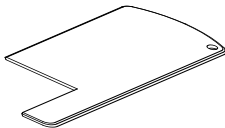

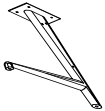
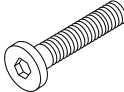
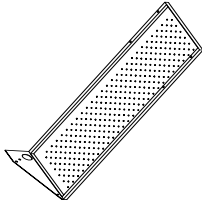

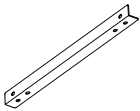

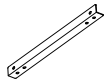

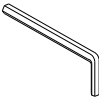
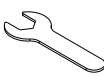

Trend Podium Desk



Assembly Instructions

#27693 Trend Podium Desk

Hardware List

Part Drawing	Description	Qty	Part Drawing	Description	Qty
P-1	 Table Top	1 EA	A	 Screw M6 X 15mm	13 EA
P-2	 Leg	1 EA	B	 Screw M6 X 32mm	4 EA
P-3	 Modesty Panel	1 EA	C	 Locking Caster	1 EA
P-4	 Long Angle Support	1 EA	D	 Non-Locking Caster	1 EA
P5	 Short Angle Bracket	1 EA	E	 Lock Washer	2 EA
			F	 Allen Wrench	1 EA
			G	 Caster Wrench	1 EA
			H	 Grommet	1 EA

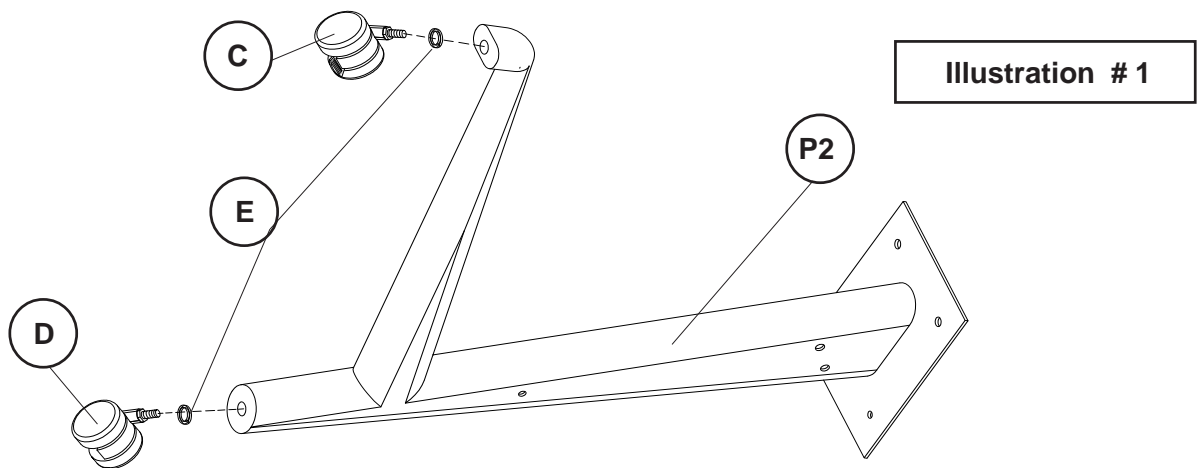
Missing Parts or UPS Damaged Parts
 For Your Convenience you can
 EMAIL us at
support@moorecoinc.com
 24HOURS 7 DAYS A WEEK

***Should you require assistance during
 assembly,
 please call our Customer Service
 Department Monday - Friday
 8 a.m. - 5 p.m.
 Central Standard Time
 1-800-749-2258***

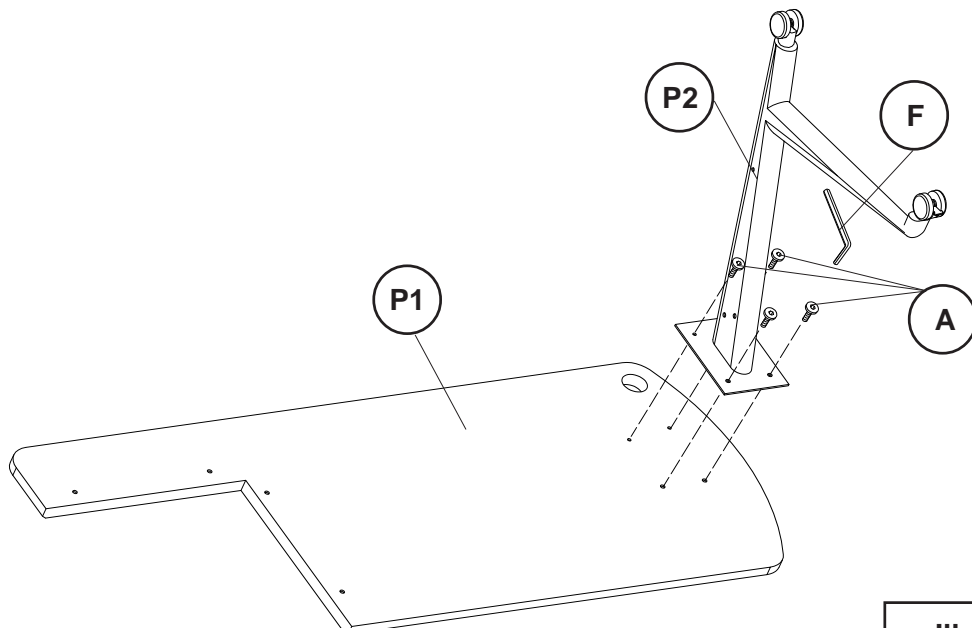
#27593 Trend Podium Desk Assembly Instruction

**READ THROUGH INSTRUCTIONS FROM BEGINNING
TO END BEFORE STARTING TO ASSEMBLE UNIT.**

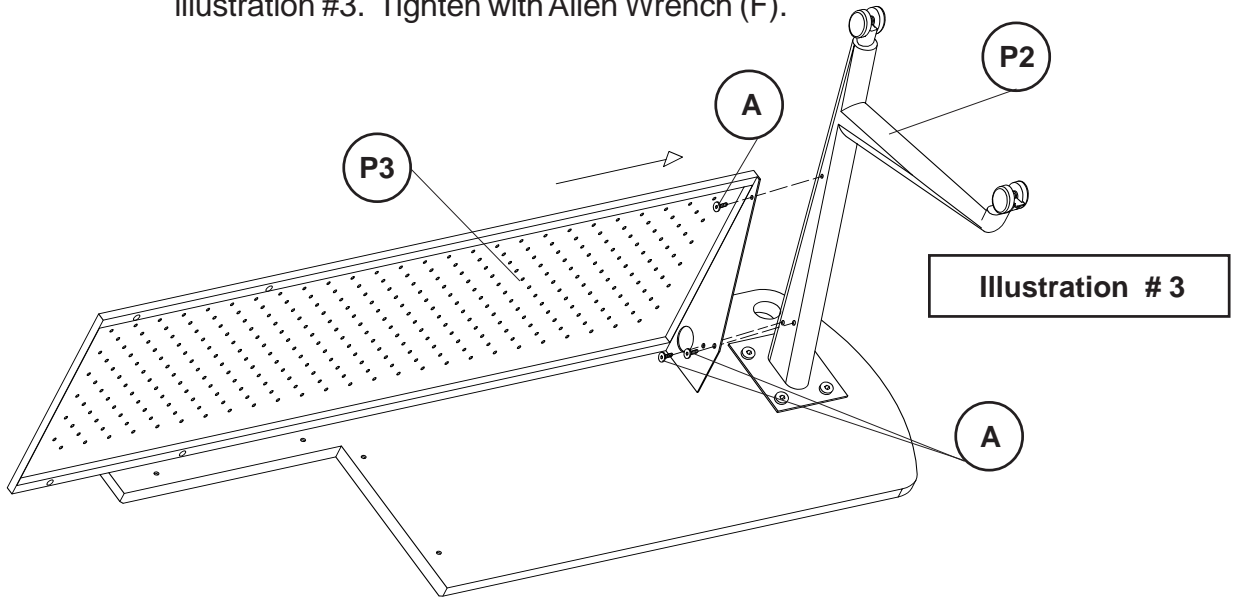
- 1.) Identify and Separate all the Parts and Hardware.
- 2.) Place a Lock Washer (E) on the threaded stem of the Locking Caster (C) and screw it into the front Leg(P-2). Tighten with Caster Wrench (G). Place a Lock Washer (E) on the threaded stem of the Non-Locking Caster (D) and screw it into the rear Leg (P-2) and tighten with Caster Wrench (G) as shown in illustration #1.



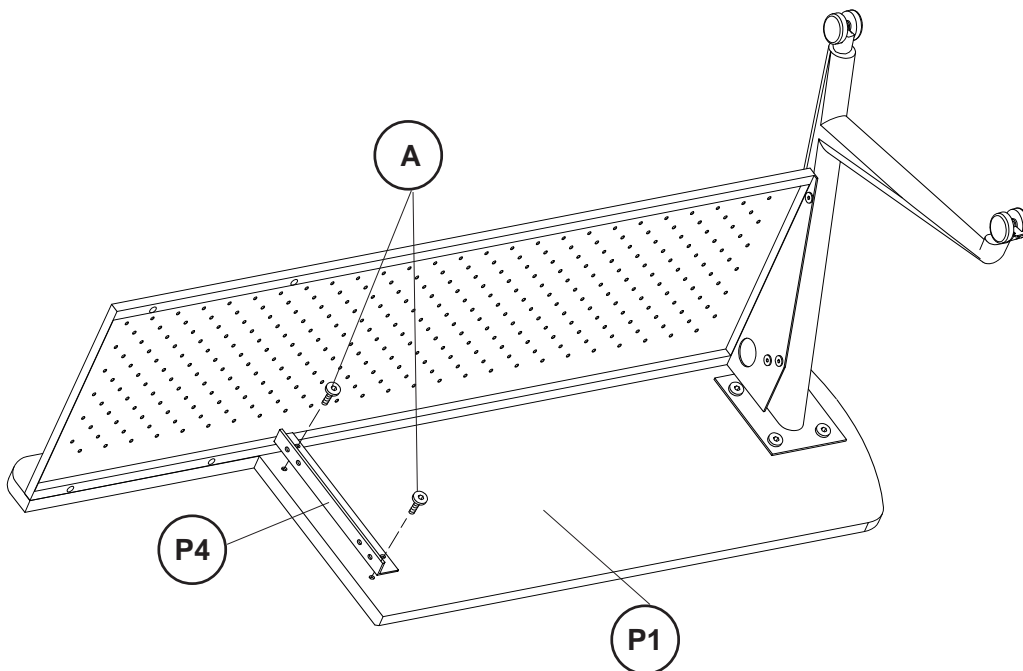
- 3.) Place the Desk Top (P-1) face down on a padded surface. Line the holes in the Leg (P-2) attachment plate with the four threaded holes in the bottom of the Desk Top. Attach using four Screws (A). Tighten with Allen Wrench (F).



- 4.) Attach the Modesty Panel (P-3) to the Leg (P-2) using three Screws (A) as shown in illustration #3. Tighten with Allen Wrench (F).



- 5.) Attach the Long Angle Supports (P-4) to the threaded insert under the cut-out of the Desk Top (P-1) using two Screws (A). See illustration #4.



- 6.) Attach the Trend Desk #27593 assembly from Step #5 to the Trend Podium #27694 assembly using the extra hardware from the Trend Desk #27593. Attach the Modesty Panel (P-3) to the Podium's Back Panel using two Screws (B) through the bottom two holes in the Modesty Panel and into the the bottom threaded inserts in the Podium's Back Panel as shown in illustration #5.

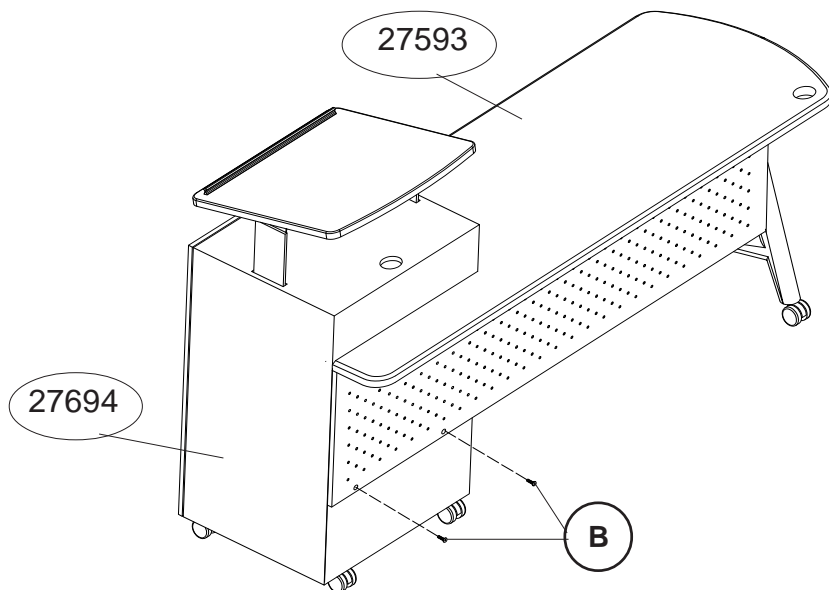


Illustration # 5

- 7.) Attach the top of the Modesty Panel (P-3) to the Podium's Back Panel using two Screws (B) inserted through the Short Angle Support (P-5) and into the threaded inserts in the top of the Podium's back. Use two Screws (A) to attach the Angle Support to the Table Top (P-1). Tighten all Screws using Allen Wrench (F) as shown in illustration #6.

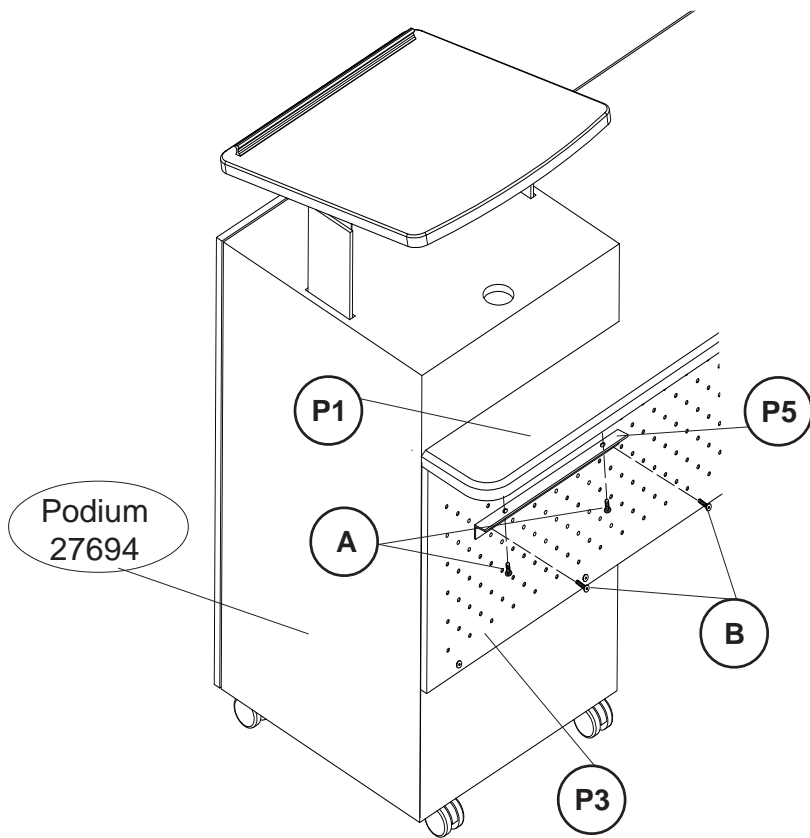


Illustration # 6

8.) Use two Screws (A) through the Long Angle Support (P-4) that is attached to the bottom of the Table Top (P-1) and into the threaded inserts that are attached to the Left Side Panel of the Podium.

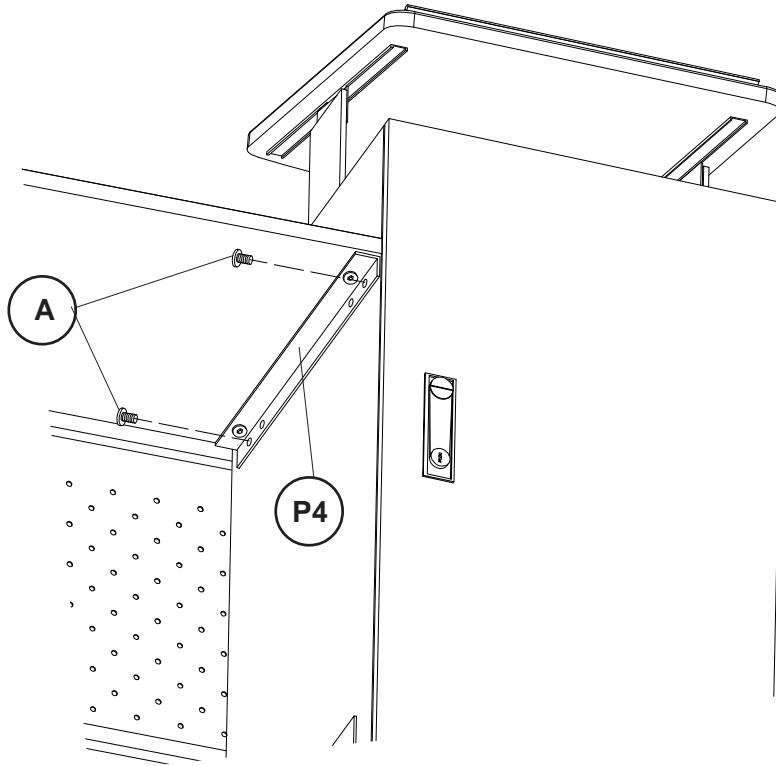
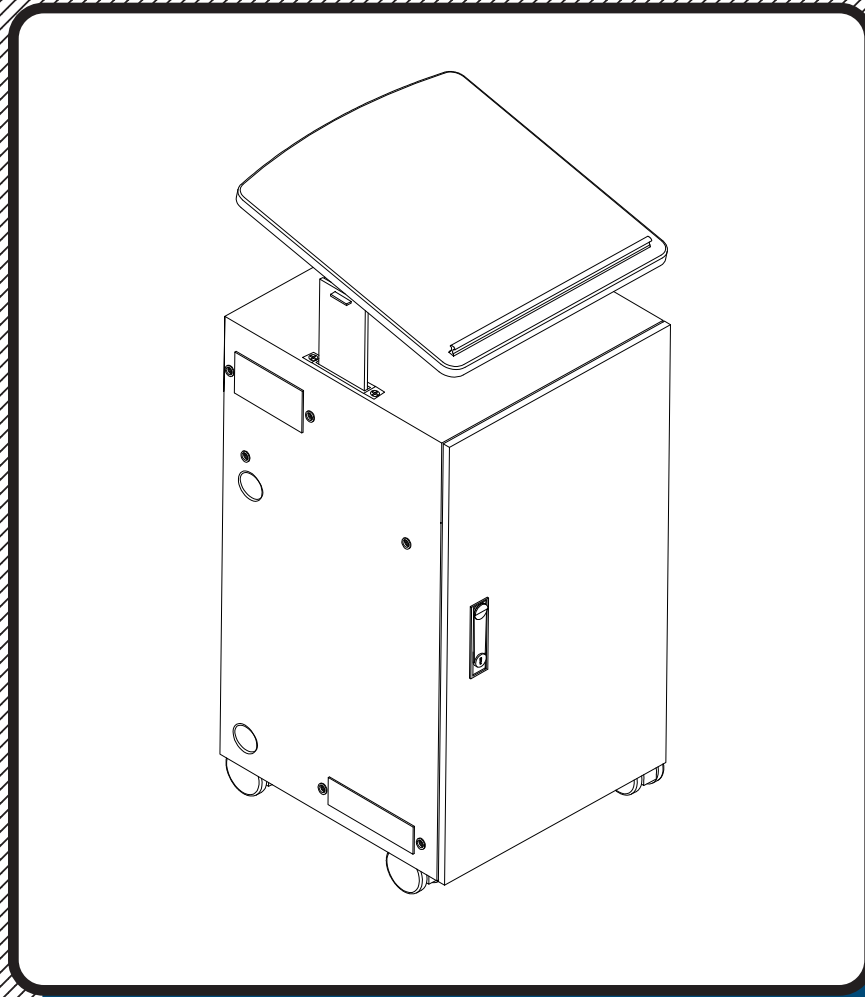


Illustration # 7

9.) Press in Grommet (H) into the cut-out in the top corner of Table Top (P-1).

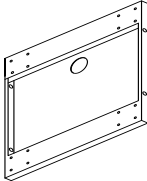
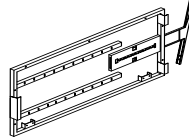

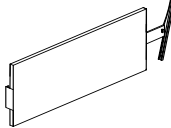

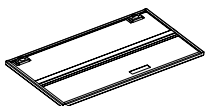

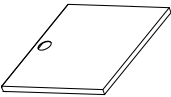

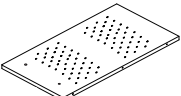



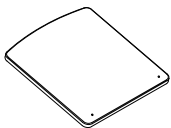
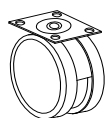


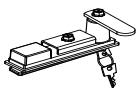


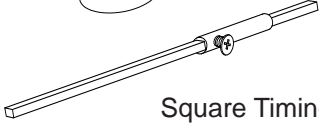

Do not use unless all screws are tight. At least every six months, check all screws to be sure they are tight. If parts are missing, broken, damaged, or worn, stop use of the product until repairs are made by your dealer using factory authorized parts.

27694 Trend Podium



Assembly Instructions

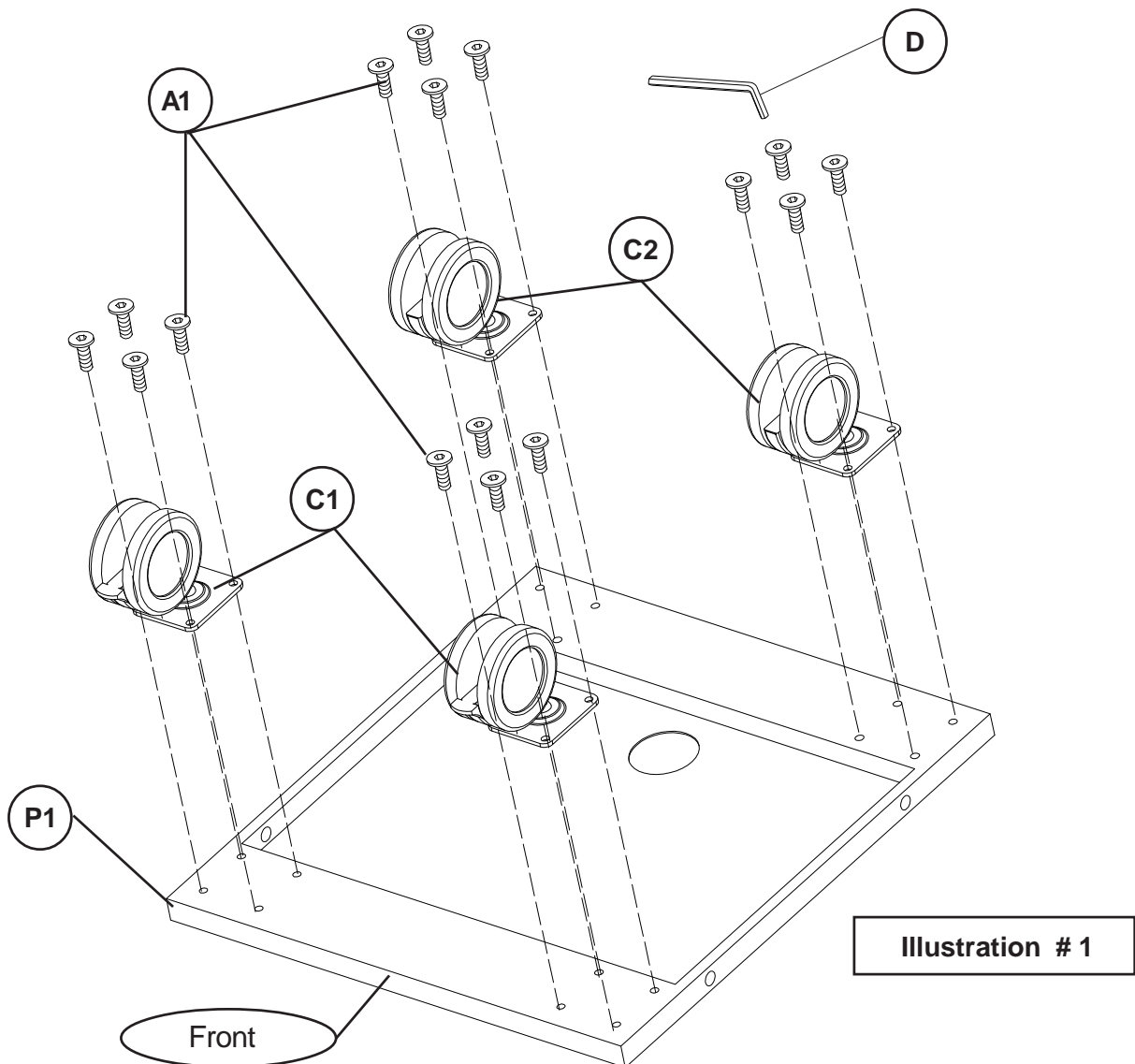
#27694 Trend Podium

Part	Drawing	Description	Qty	Part	Drawing	Description	Qty
P-1		Base	1 EA	Hardware List			
P-2		Right Side Panel	1 EA	A1		Screw M6x12mm	30 EA
P-3		Left Side Panel	1 EA	A2		Phil CS Screw M4x10mm	8 EA
P-4		Door	1 EA	A3		Wood Screw 4X25mm	4 EA
P-5		Metal Top	1 EA	A4		Book Stop Screw M4x30mm	2 EA
P-6		Back Panel	1 EA	B		Shelf bracket	8 EA
P-7		Removeable Shelf	2 EA	C 1		3" Locking Caster	2 EA
P-8		Wood Top	1 EA	C 2		3" Caster	2 EA
P-9		Book Stop	1 EA	D		Allen Wrench	1 EA
P-10		Door Lock & Keys	1 EA	E		Grommet	6 EA
P-11		Door Hinge	2 EA	F		Square Timing Rod Assembly	1 EA
				G		Insert Cap	6 EA

#27694 Trend Podium Assembly Instruction

**READ THROUGH INSTRUCTIONS FROM BEGINNING
TO END BEFORE STARTING TO ASSEMBLE UNIT.**

- 1.) Identify and Separate all the Parts and Hardware.
- 2.) Attach two Locking Casters (C1) to the front holes on the bottom of Base (P1) using four Screws (A1) for each. Attach two Non-Locking Casters (C2) to the rear holes on the bottom of Base (P1) using four Screws (A1) for each as shown in illustration #1.
Tighten Screws (A1) using Allen Wrench (D).



- 3.) Attach the Right Side Panel (P2) to the Base (P1) using two Screws (A1) through the bottom flanges of each as shown in illustration #2. Use Allen Wrench (D) to tighten all Screws.

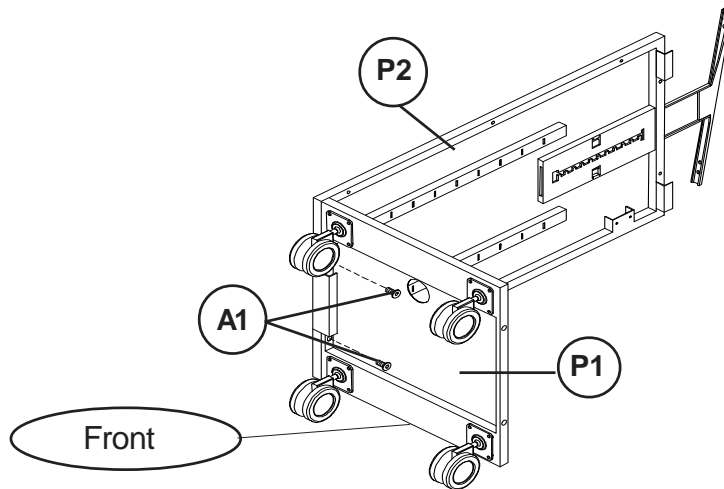


Illustration # 2

- 4.) Repeat Step #3 to install the Left Side Panel (P3) to Base (P1) using two Screws (A1) to secure. See illustration #3

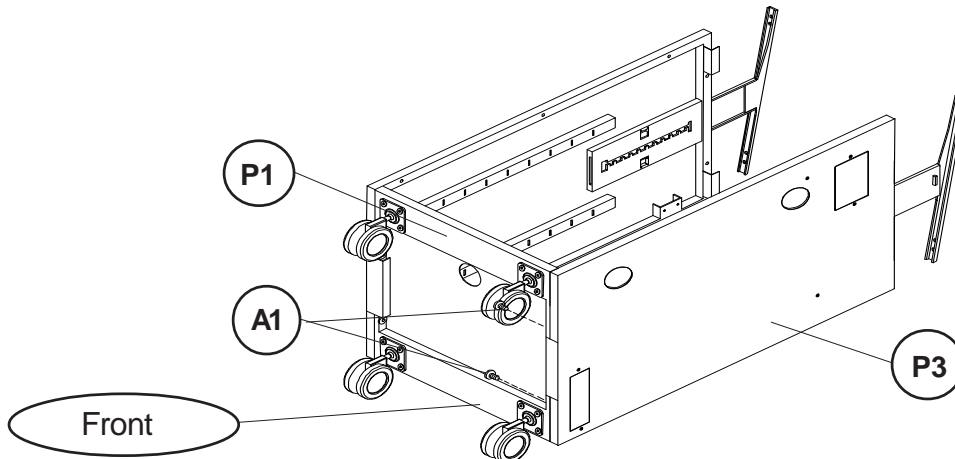


Illustration # 3

- 5.) Insert the back the Back Panel (P6) in between the Right Side Panel (P2) and the Left Side Panel (P3). Line up the holes in the the edge flanges and secure using six Screws (A1) as shown in illustration #4.

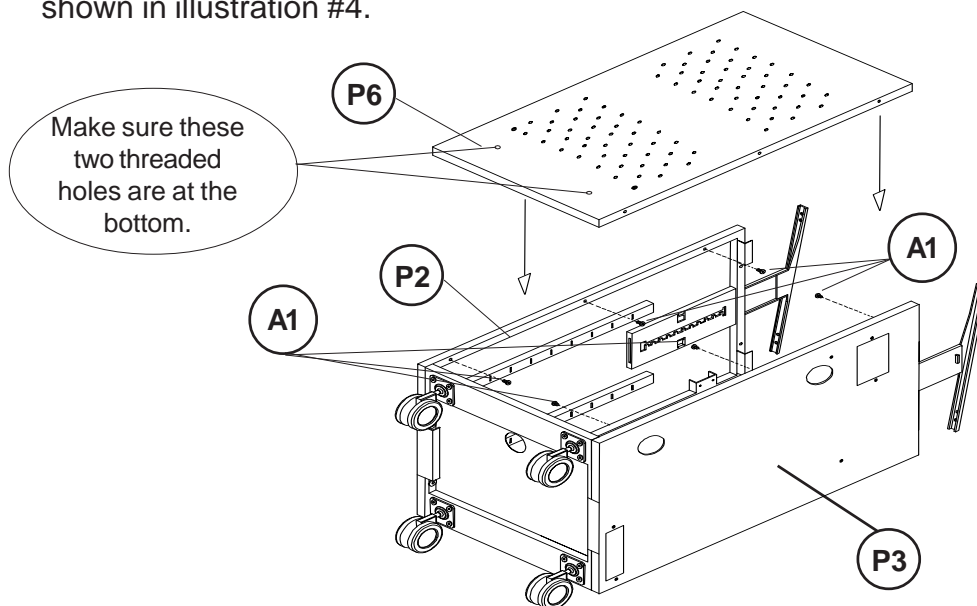
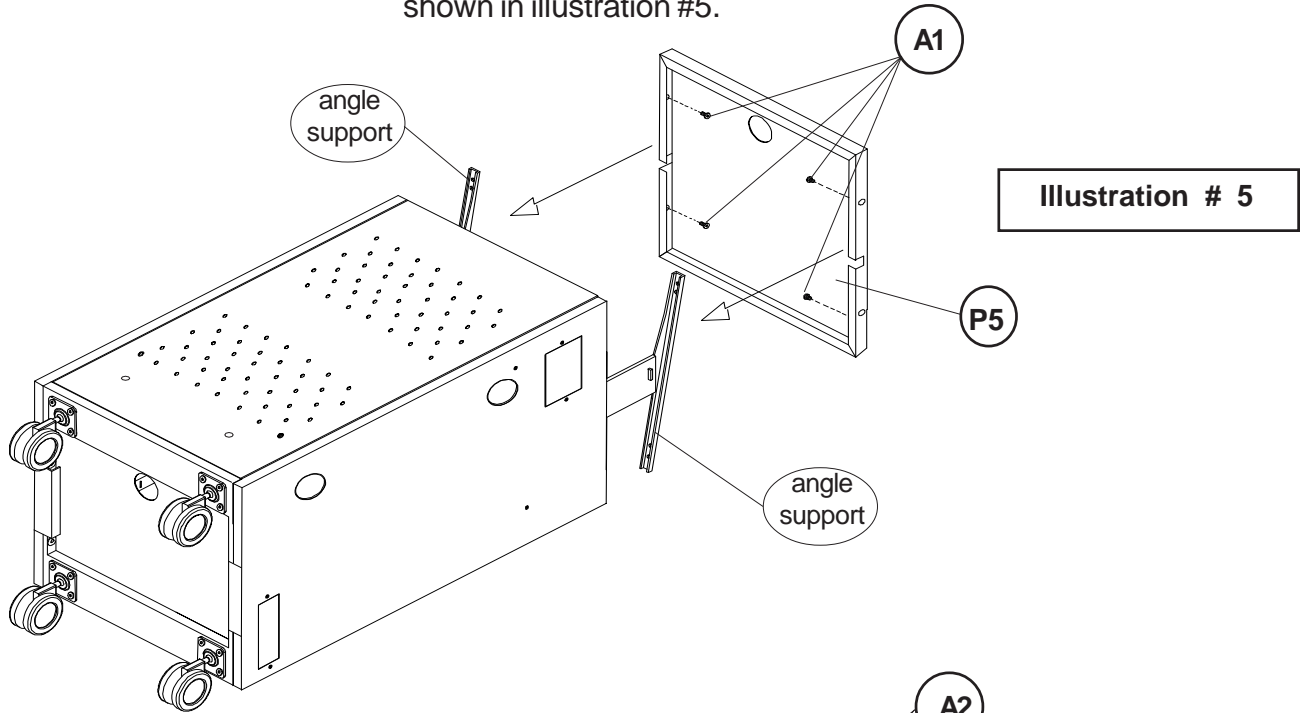
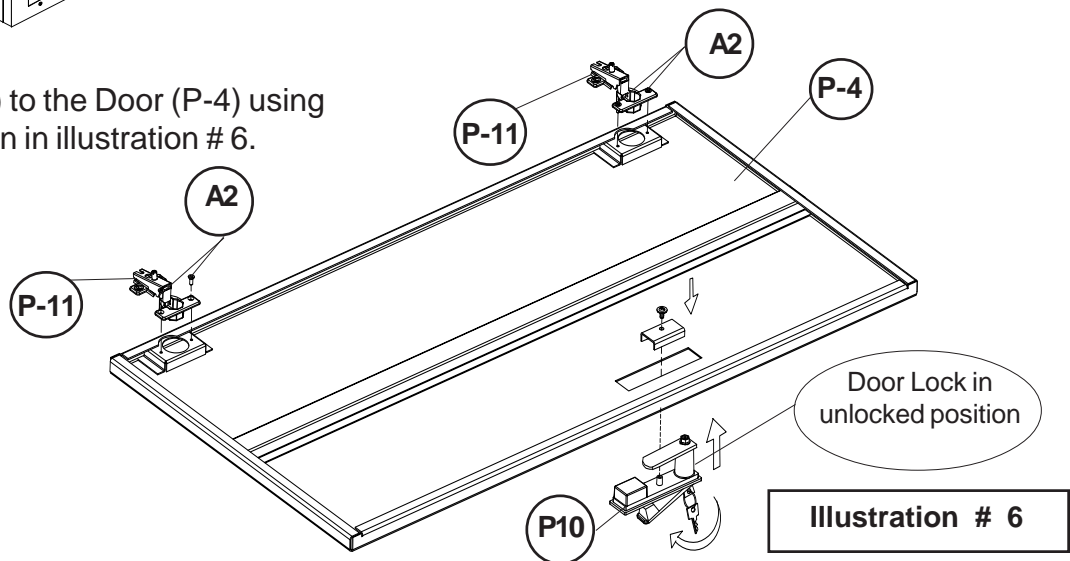


Illustration # 4

6.) Place the Metal Top (P5) in between the angle supports and down on the cabinet assembly. Line up the flange holes and secure the Metal Top to the sides using four Screws (A1) as shown in illustration #5.



7.) Attach 2 Hinges (P-11) to the Door (P-4) using 4 screws (A2) as shown in illustration # 6.



8.) Remove the center screw on the back of the Door Lock (P10) assembly along with the lock bracket. Unlock Door Lock with key. Insert the Door Lock, from the front, through the cut-out in the Door (P4) as shown in illustration #6. Lock Door Lock with key. Place the lock bracket on the back of the Door Lock and secure it with the screw that was removed. See reassembled detail in illustration #6a.

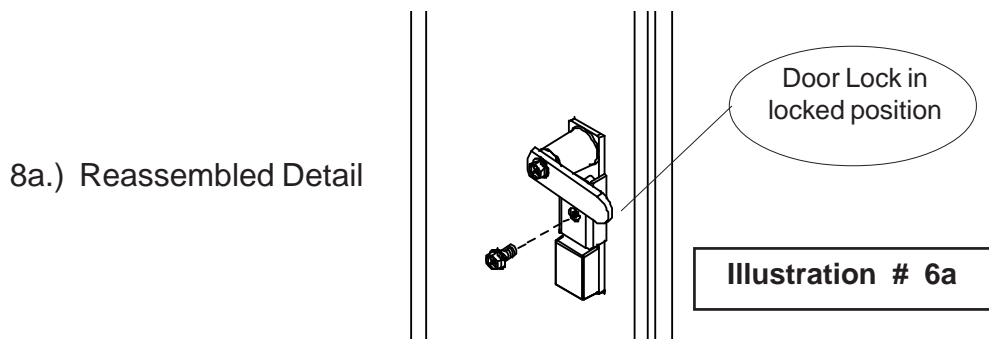
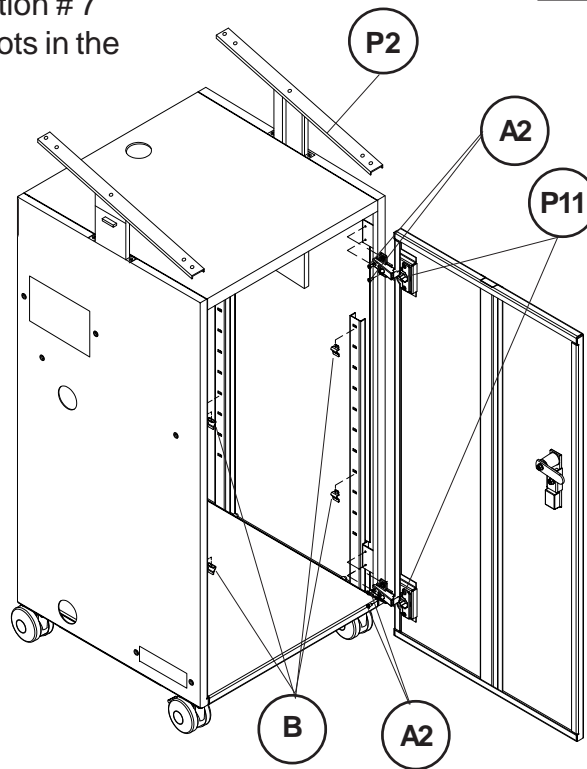


Illustration # 7

- 9.) Attach 2 Hinges (P-11) to the Right Side (P-2) using 4 screws (A2) as shown in illustration # 7. Insert eight Shelf Brackets (B) into the slots in the Right Side Panel (P2) and the Left Side Panel (P3).

Note: Make sure Shelf Brackets are in line and level.



- 10.) Place 2 Removeable Shelves (P-7) onto the Shelf Brackets (B) as shown in illustration #8.

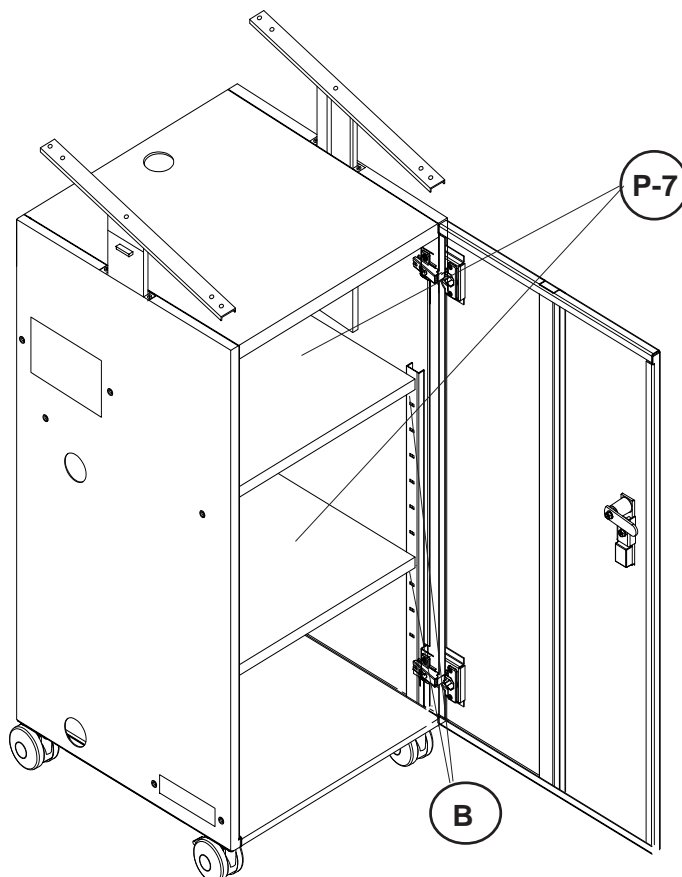


Illustration # 8

- 11.) Attach the Book Stop (P9) to the Wood Top (P8) using two Book Stop Screws (A4) as shown in illustration #9.

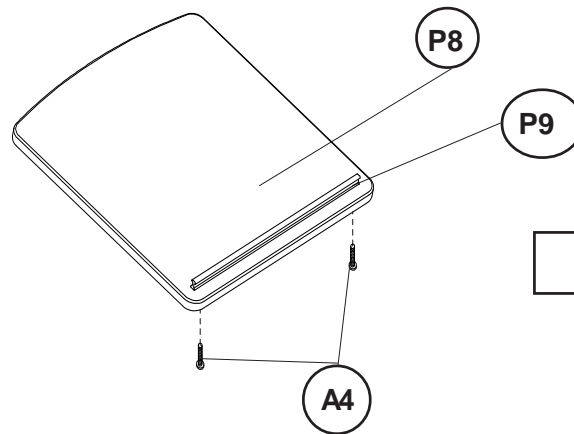


Illustration # 9

- 12.) Press Grommet Sleeves (E) into the round holes in Metal Top (P5), both Removeable Shelves (P-7), Bottom Panel (P-1) and two in Left Side (P-2) as shown in illustration #10. Attach the Wood Top (P8) to the top angle supports using four Wood Screws (A3). Use the holes nearest the tips of the Top Support Angles. Push in six Insert Caps (G) into the threaded holes showing on the Left Side and Back Panels to cover them up in a stand alone podium.

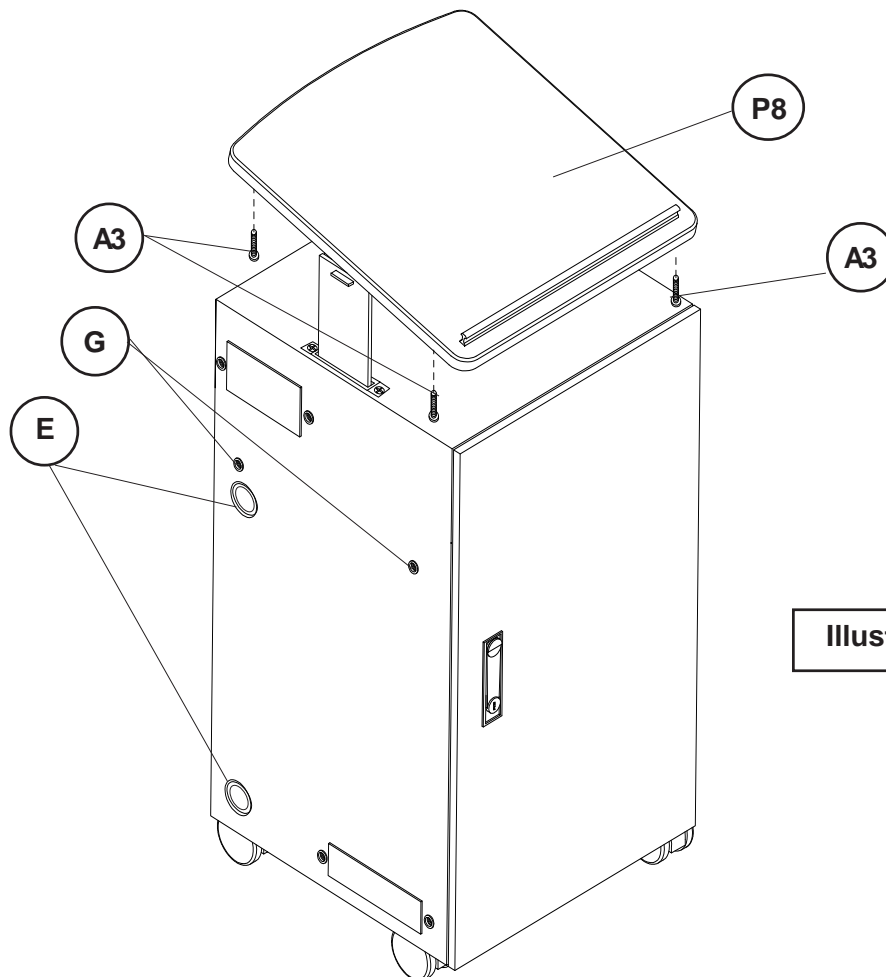


Illustration # 10

- 13.) Raise the podium's top to the highest position by pulling up on the Side Release Tabs.. Open the door to the cabinet and look in the top of the cabinet. Find the square hole recesses at the top of the height adjustment mechanisms. Loosen the screw on the screw on the Square Timing Rod (F). Insert the Square Timing Rod's ends into the square recesses on both Side Panels. Tighten the screw on the Square Timing Rod to lock the rod's length. See illustration #11.

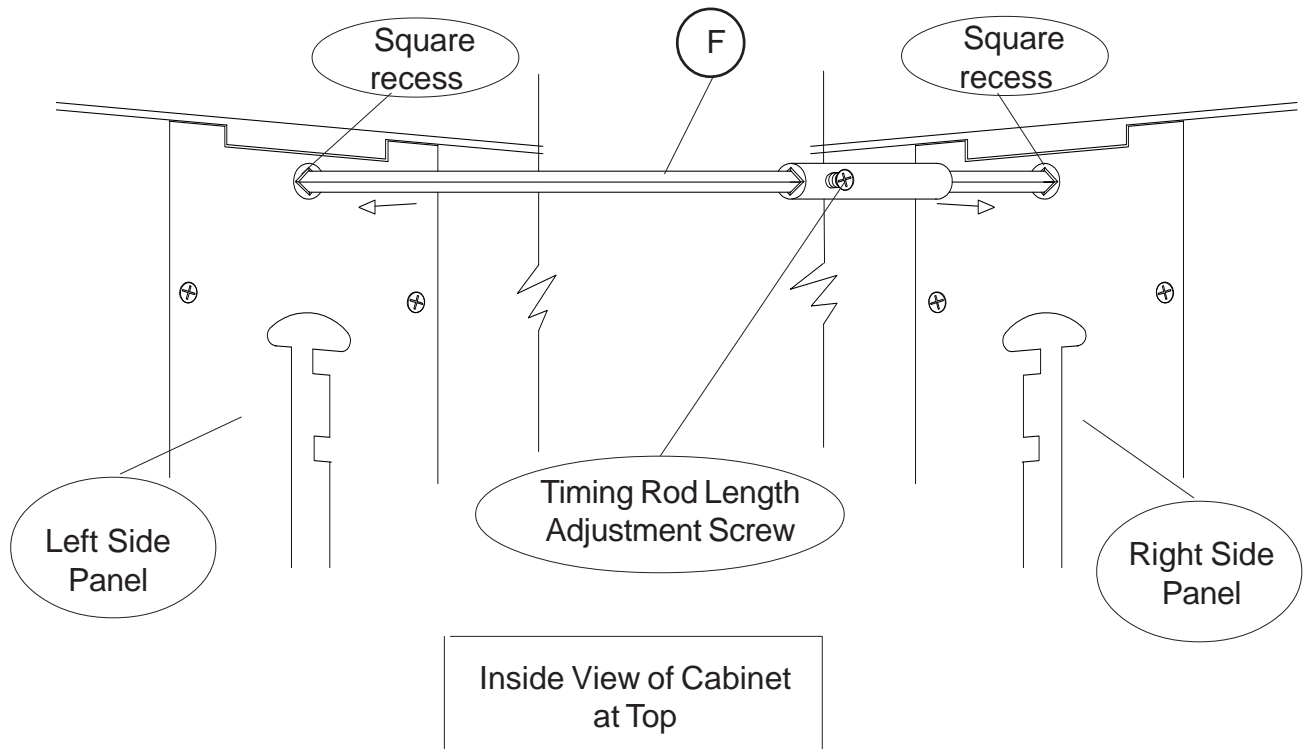


Illustration # 11