

CIRCTDS

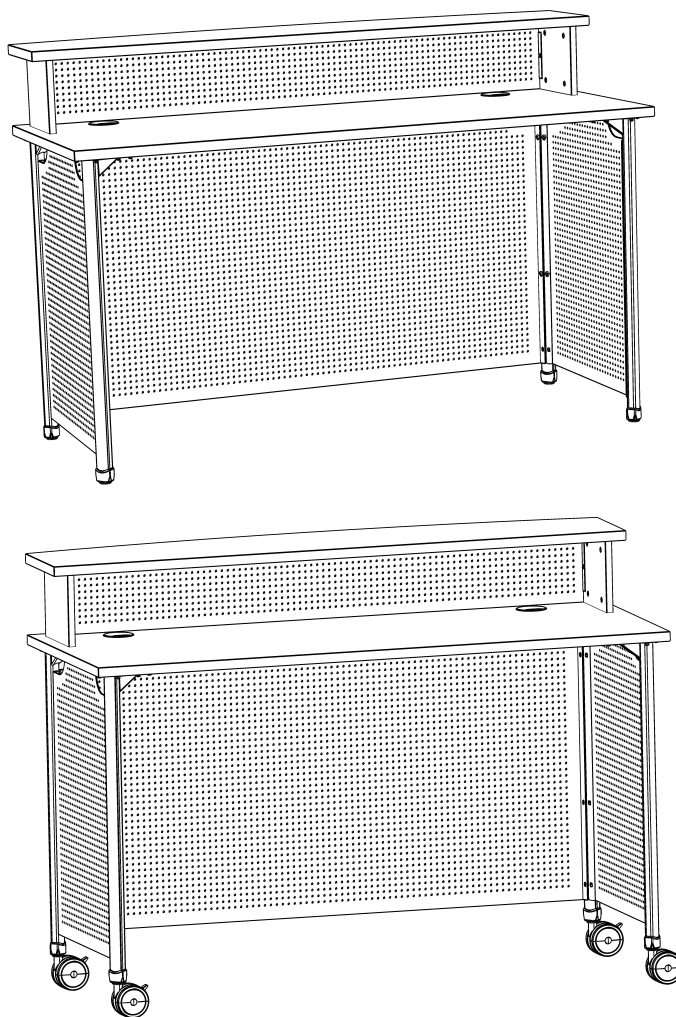
Assembly Instructions

Tools Required:

Power Drill with adjustable clutch.
Number 2 and number 3 Phillips bits.
Number 3 Phillips screwdriver.
11/16 wrench

Suggested:

2 people to complete assembly.



Shown with optional casters.

CIRCBR

Assembly Instructions

Tools Required:

Power Drill with adjustable clutch.

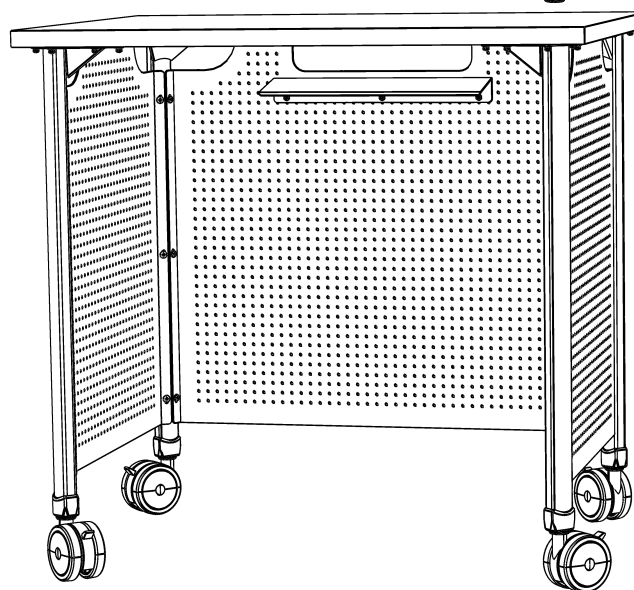
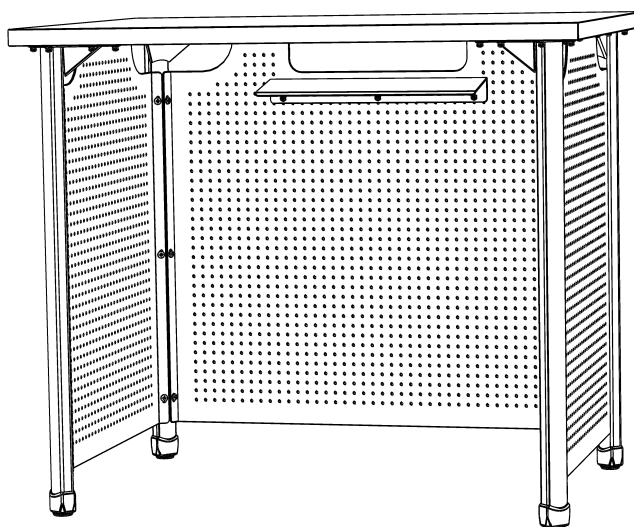
Number 2 and number 3 Phillips bits.

11/16 wrench.

3/8 wrench.

Suggested:

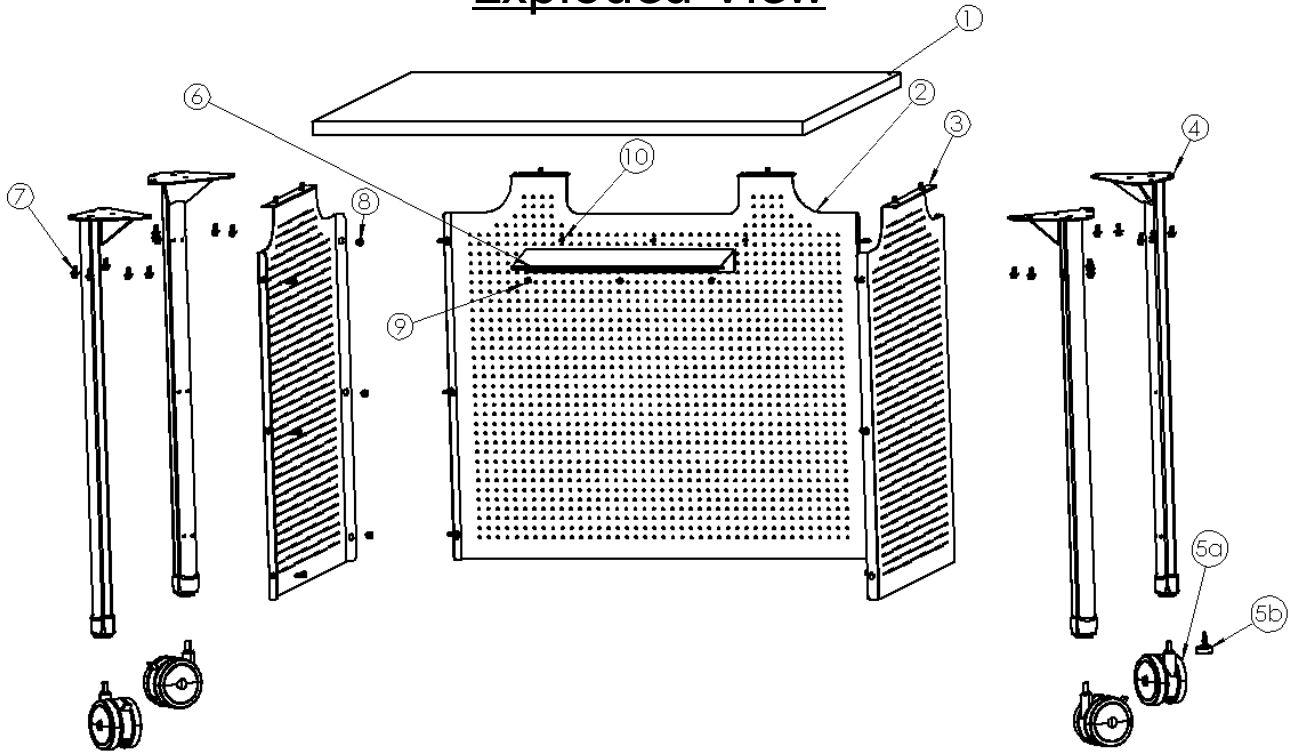
2 people to complete assembly.



Shown with optional casters.

CIRCBR

Exploded View



CIRC BR Parts List

Item #	Part #	Description	Qty.	
			40Lx29H	40Lx39H
1		IC-CIRC BR TOP	1	1
2		IC-CIRC BR FRONT MOD PANEL	1	1
3		IC-CIRC BR SIDE PANEL	2	2
4		FIXED AT LEG	4	4
5a		TWIN WHEEL CASTER W/BRAKE (IF INCLUDED)	4	4
5b		GLIDES	4	4
6	900230	BOOK RETURN BRACKET	1	1
7	10105602	10-32X3/4" SEMS MACHINE SCREW	30	30
8	10106831	#14 X 3/4 PPH SHTMTL SCREW	12	18
9	1010545	10-32 LOCKNUT	3	3
10	10105552	10-32 X 5/8" MACH SCREW	3	3

10105602: 10-32X3/4" SEMS MACHINE SCREW	
10106831: #14X3/4 PPH SHTMTL SCREW	
10105552: 10-32 X 5/8" MACH SCREW	
1010545: 10-32 LOCKNUT	

Assembly Instructions

1 Place IC-CIRC Top upside down on a scratch free surface.
Loosely attach all legs with 10105602 machine screws using a power drill with Phillips bit.
Machine screws will be tightened in step 6.

2 **Loosely attach** both IC-CIRC side panels to legs using 10106831 sheet metal screws and to top using 10105602 machine screws as shown.
Sheet metal screws will be tightened in step 5.
Machine screws will be tightened in step 6.

3 Attach Book Return Bracket using (3) 1010545 locknuts and (3) 1010552 machine screws.
Hold locknuts with 3/8 wrench and tighten machine screws using Phillips screwdriver.

4 **Loosely attach** IC-CIRC Mod Panel to legs using 10106831 sheet metal screws and to top with 10105602 machine screws as shown.

5 With all panels and legs loosely attached, **tighten all** 10106831 sheet metal screws connecting the panels to the legs.

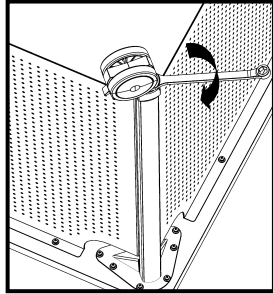
6 **Tighten all** 10105602 machine screws connecting the legs to the top.
Tighten all 10105602 machine screws connecting the panels to the top.

Assembly Instructions

7

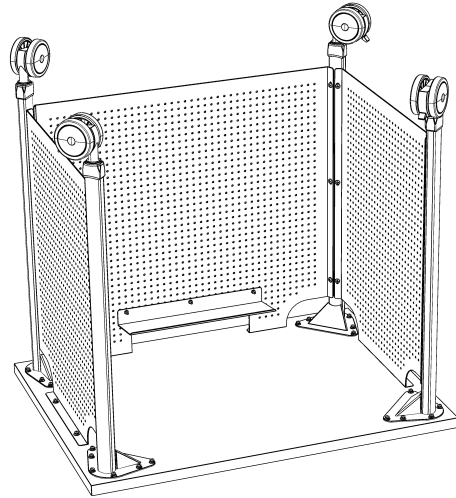
Complete this step only if twin wheeled casters are included.

- a. Unscrew glide.
- b. Thread caster into the feet.
- c. Tighten using 11/16 wrench.
- d. Repeat for each leg.



8

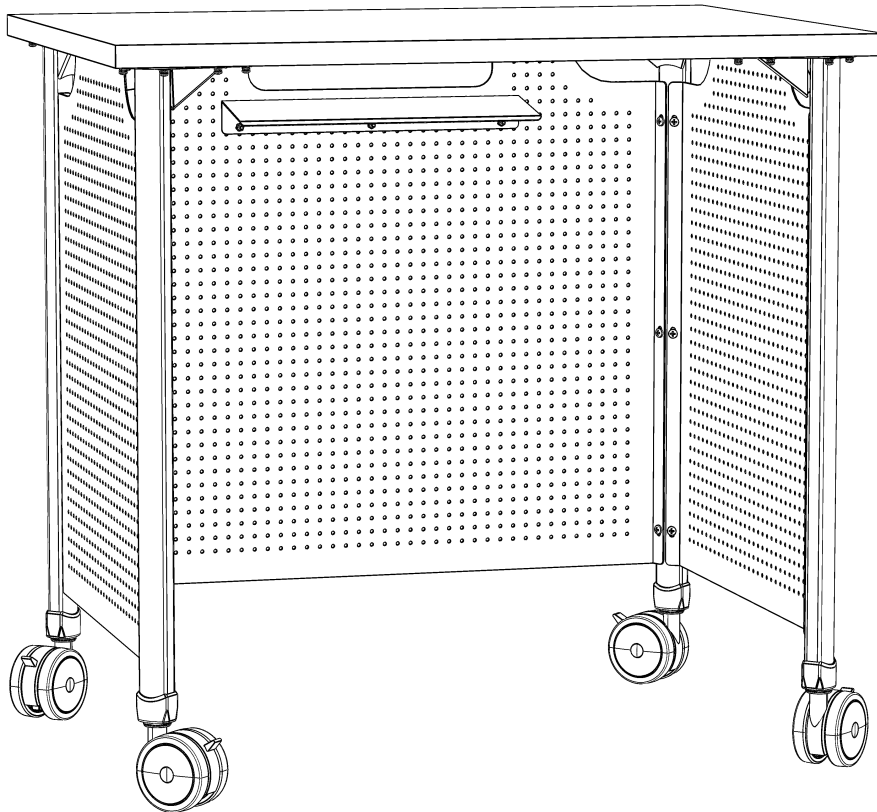
Inspect unit before turning upright.



9

Carefully turn unit right side up with the help of a partner.

Inspect unit, move into position and level casters/glides.



CIRCCR

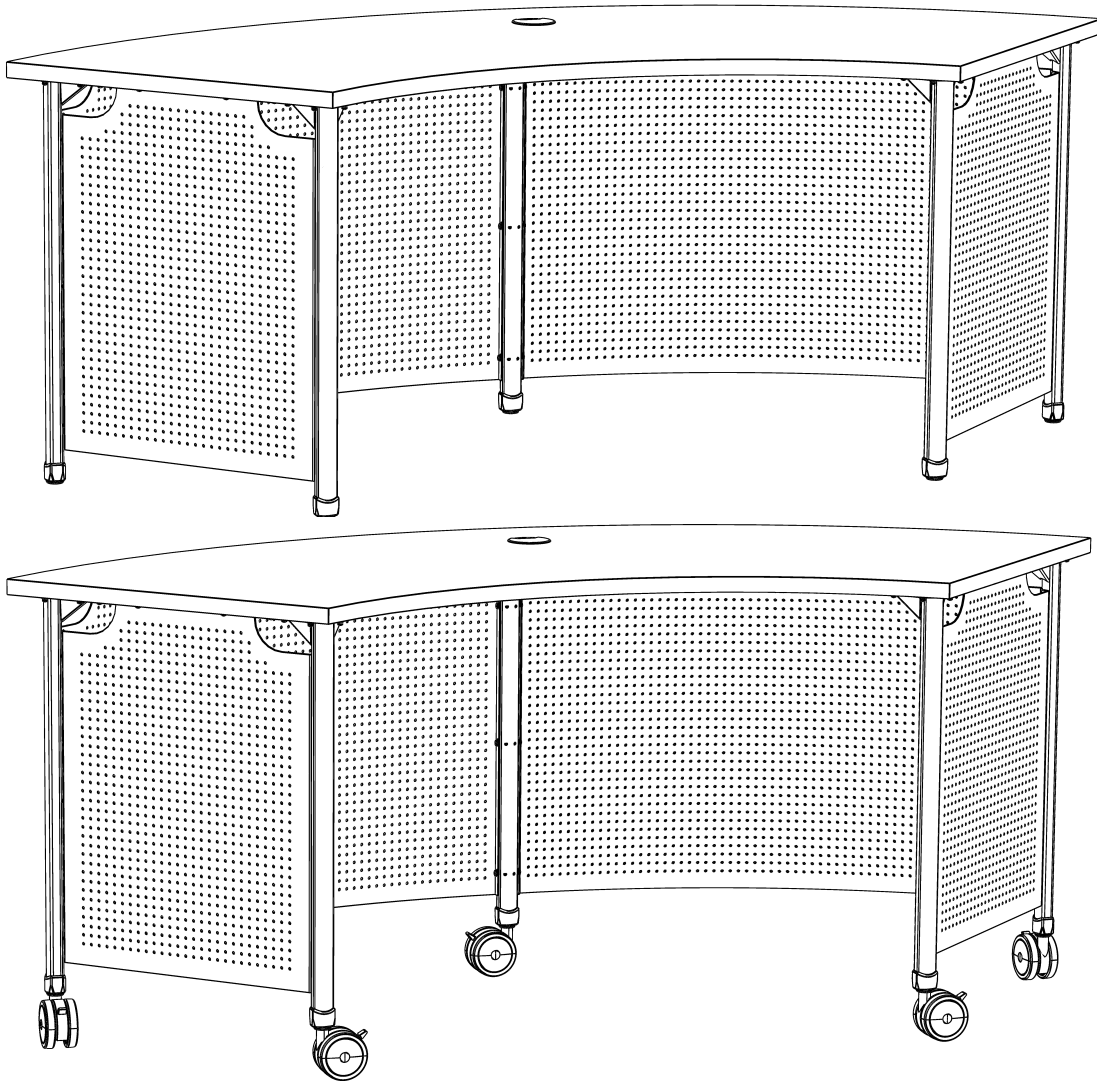
Assembly Instructions

Tools Required:

Power Drill with adjustable clutch.
Number 2 and number 3 Phillips bits.
11/16 wrench

Suggested:

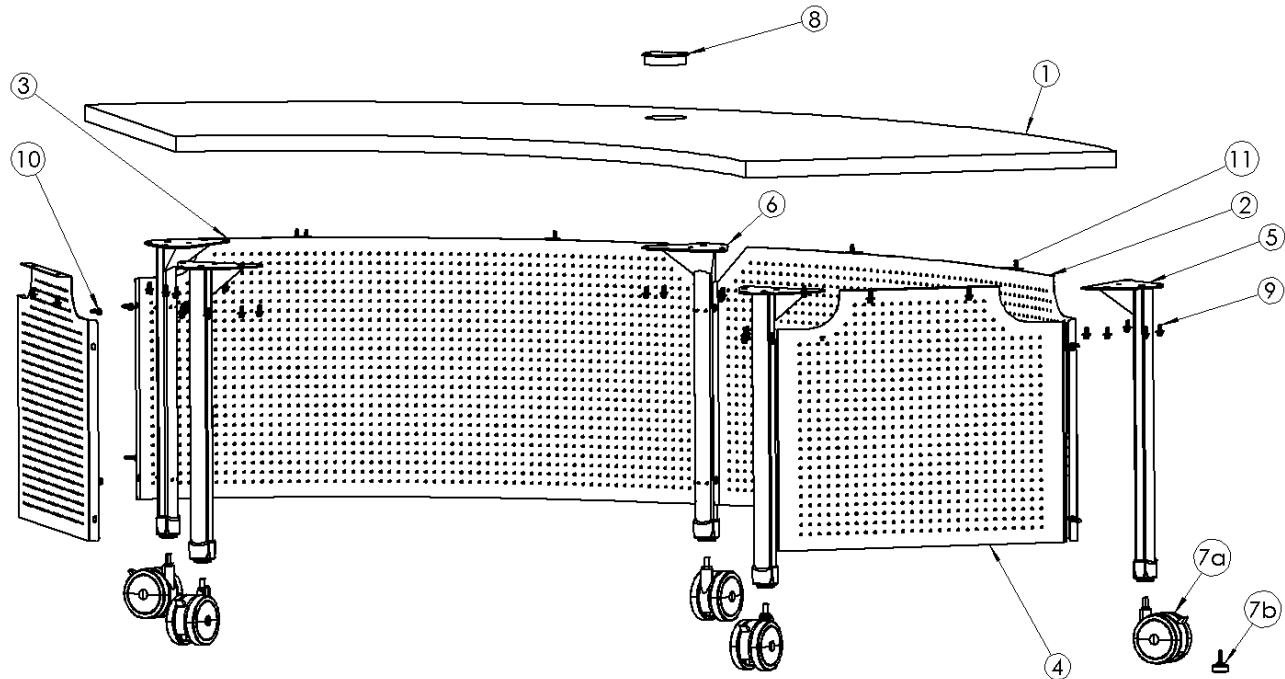
2 people to complete assembly.



Shown with optional casters.

CIRCCR

Exploded View



CIRCCR Parts List

Item #	Part #	Description	Qty.	
			72Lx29H	72Lx39H
1		IC-CIRC DESK TOP	1	1
2		IC-CIRC-CR CURVED MOD PANEL RIGHT	1	1
3		IC-CIRC-CR CURVED MOD PANEL LEFT	1	1
4		IC-CIRC SIDE PANEL	2	2
5		FXD AT LEG	4	4
6		FXD AT LEG (CENTER)	1	1
7a	10101201	TWIN WHEEL CASTER W/BRAKE (IF INCLUDED)	4	4
7b	1010558	GLIDES	4	4
8	1010534	3 1/4" RND BLACK GROMMET	1	1
9	10105602	10-32X3/4" SEMS MACHINE SCREW	34	34
10	10106831	#14 X 3/4 PPH SHTMTL SCREW	16	24
11	1010540	#10 X 3/4 WOOD SCREW	4	4

10105602: 10-32X3/4" SEMS MACHINE SCREW	
10106831: #14X3/4 PPH SHTMTL SCREW	
1010540 : #10 - 3/4" WOOD SCREW	

Assembly Instructions



1 Place IC-CIRC Top upside down on a scratch free surface.

Loosely attach all legs with 10105602 Machine Screws using a power drill with Phillips bit.

Center leg has holes drilled on both sides of the leg.

2 Loosely attach both short side panels to legs using 10106831 Sheet Metal Screws and to top using 10105602 Machine Screws.

Sheet metal screws will be tightened in step 5.
Machine screws will be tightened in step 6.

3 Loosely attach the first back panel to outside leg using 10106831 Sheet Metal Screws.

4 *It may be helpful to complete this step with a partner.*

Carefully bend back panel and loosely attach to center leg using 10106831 Sheet Metal Screws. Repeat for the other back panel working from the outside leg inward.

5 With all panels and legs loosely attached, tighten all 10106831 Sheet Metal Screws connecting the panels to the legs.

6 Tighten all 10105602 Machine Screws connecting the legs to the top.

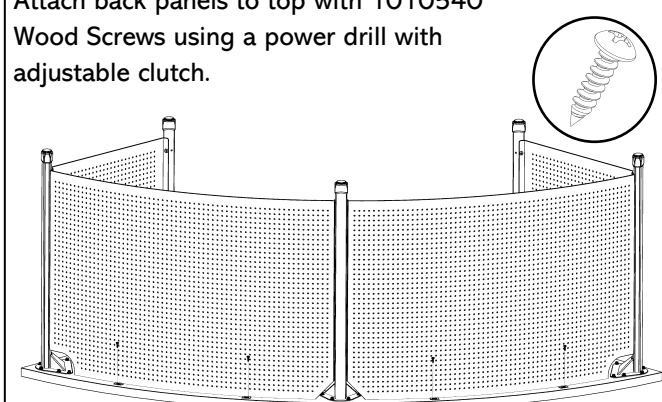
Tighten all 10105602 Machine Screws connecting the side panels to the top.

CIRCCR

Assembly Instructions

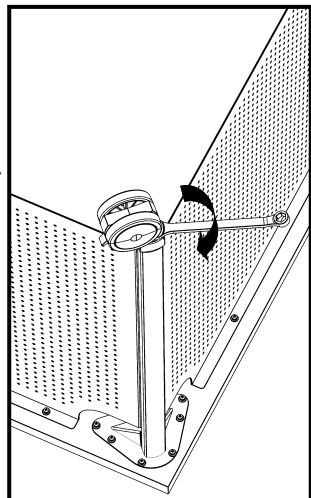
7 *Ensure back panels curve smoothly before attaching back panels.*
No predrilled holes are supplied for this step.

Attach back panels to top with 1010540 Wood Screws using a power drill with adjustable clutch.

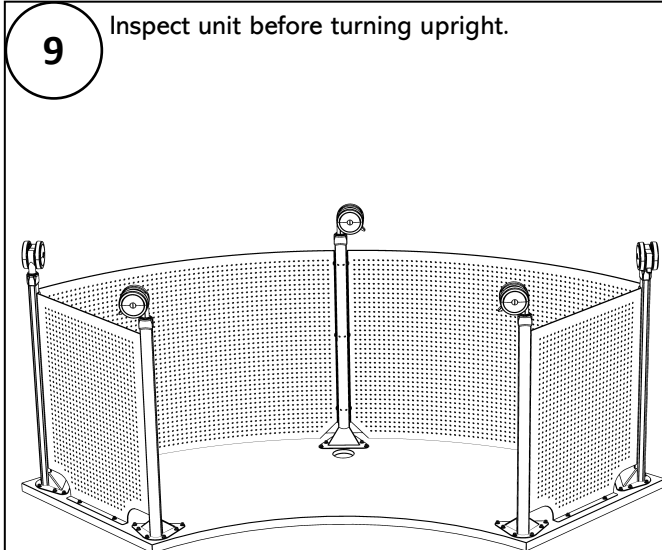


8 Complete this step only if twin wheeled casters are included.

- Unscrew glide.
- Thread caster into the feet.
- Tighten using 11/16 wrench.
- Repeat for each leg.

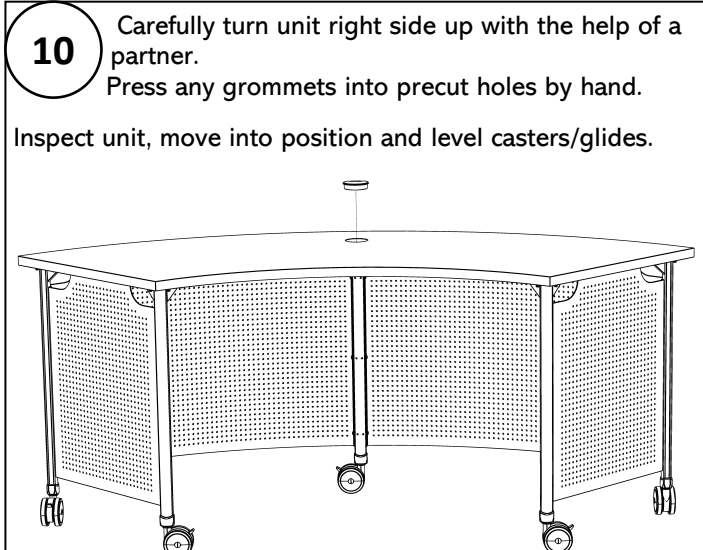


9 Inspect unit before turning upright.



10 Carefully turn unit right side up with the help of a partner.
Press any grommets into precut holes by hand.

Inspect unit, move into position and level casters/glides.



CIRCCRF

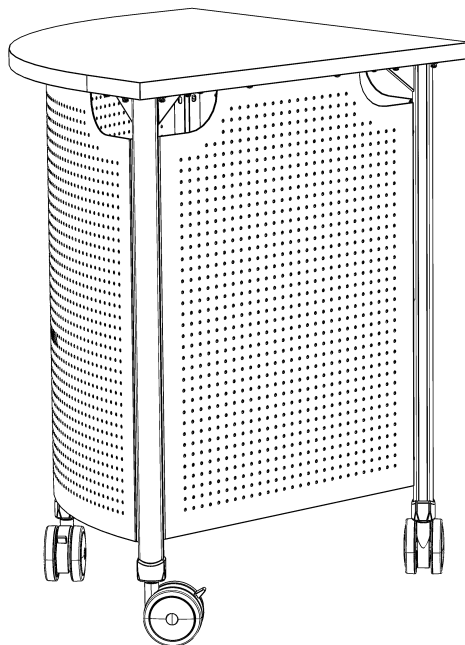
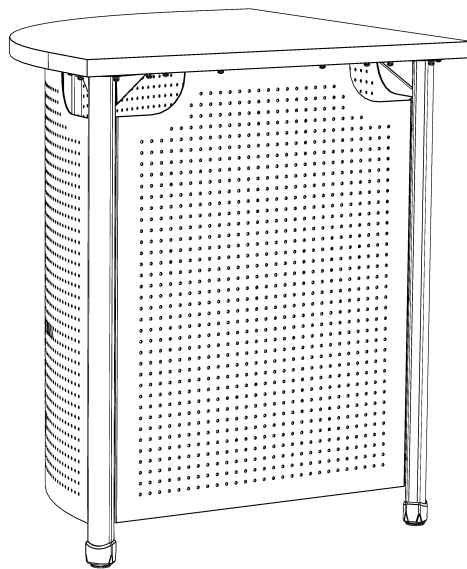
Assembly Instructions

Tools Required:

Power Drill with adjustable clutch.
Number 2 and number 3 Phillips bits.
11/16 wrench.

Suggested:

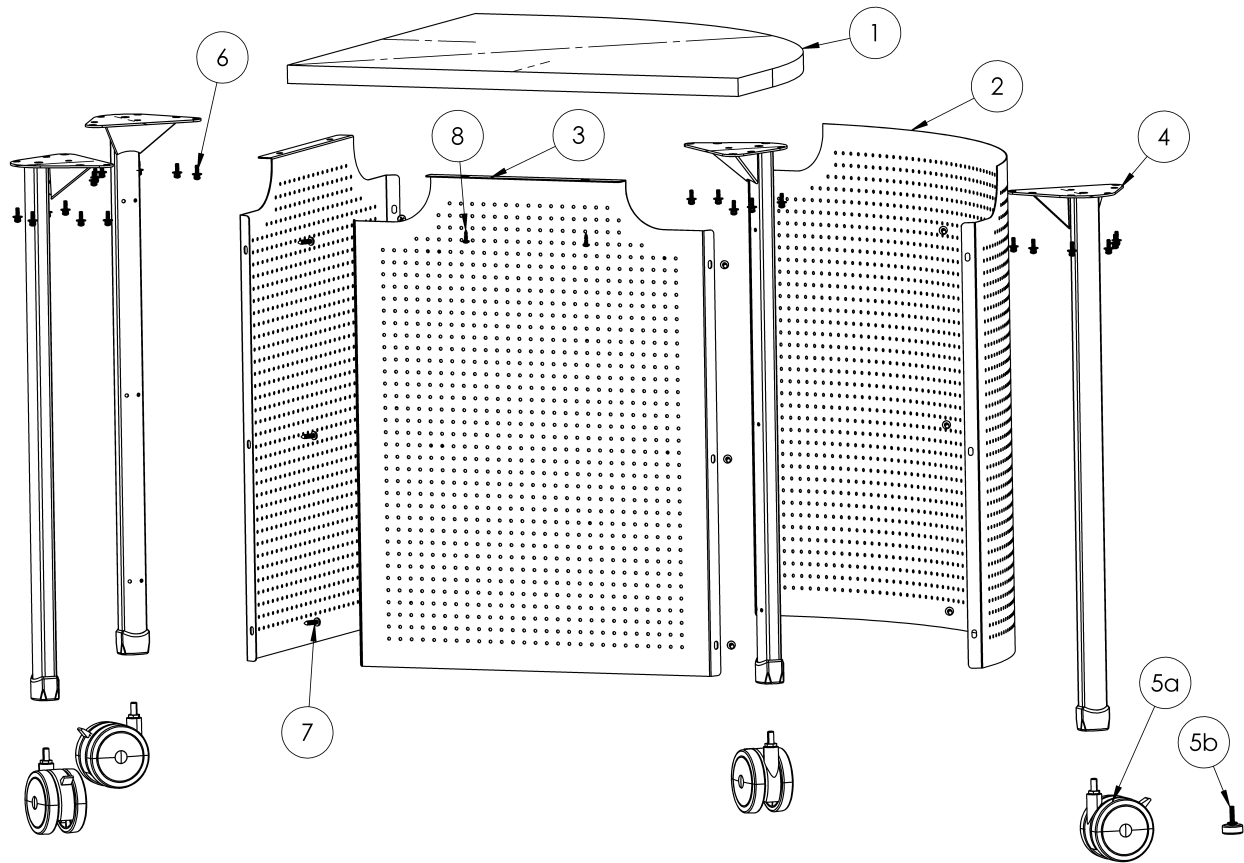
2 people to complete assembly.



Shown with optional casters.

CIRCCRF

Exploded View



CIRC CRF Parts List

Item #	Part #	Description	Qty.	
			29H	39H
1		IC-CIRC CRF TOP	1	1
2		IC-CIRC CRF FRONT MOD PANEL	1	1
3		IC-CIRC CRF SIDE PANEL	2	2
4		FIXED AT LEG	4	4
5a		TWIN WHEEL CASTER W/BRAKE (IF INCLUDED)	4	4
5b		GLIDES	4	4
6	10105602	10-32X3/4" SEMS MACHINE SCREW	24	24
7	10106831	#14 X 3/4 PPH SHTMTL SCREW	12	18
8	1010540	#10 - 3/4" WOOD SCREW	4	4

10105602: 10-32X3/4" SEMS MACHINE SCREW	
10106831: #14X3/4 PPH SHTMTL SCREW	
1010540 : #10 - 3/4" WOOD SCREW	

Assembly Instructions

1 Place IC-CIRC Top upside down on a scratch free surface.
Loosely attach all legs with 10105602 machine screws using a power drill with Phillips bit.
Machine screws will be tightened in step 6.

2 **Loosely attach** both IC-CIRC side panels to legs using 10106831 sheet metal screws and to top using 1010540 wood screws as shown.
Sheet metal screws will be tightened in step 5.
Wood screws will be tightened in step 6.

3 **Loosely attach** one side of IC-CIRC front Mod Panel to leg as shown using 10106831 sheet metal screws.

4 ***It may be helpful to complete this step with a partner.***
Carefully bend Curved Mod Panel around center leg and **loosely attach** to opposite leg using 10106831 sheet metal screws.

5 With all panels and legs loosely attached, **tighten all** 10106831 sheet metal screws connecting the panels to the legs.

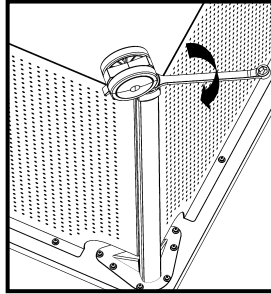
6 **Tighten all** 10105602 machine screws connecting the legs to the top.
Tighten all 1010540 wood screws connecting the panels to the top.

Assembly Instructions

7

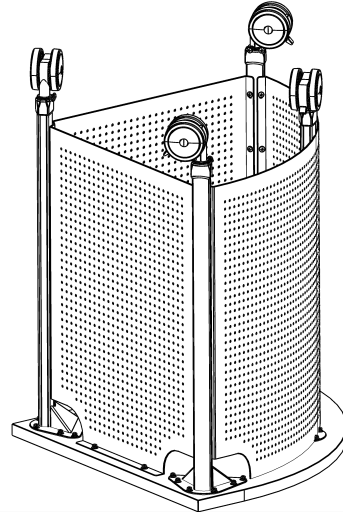
Complete this step only if twin wheeled casters are included.

- a. Unscrew glide.
- b. Thread caster into the feet.
- c. Tighten using 11/16 wrench.
- d. Repeat for each leg.



8

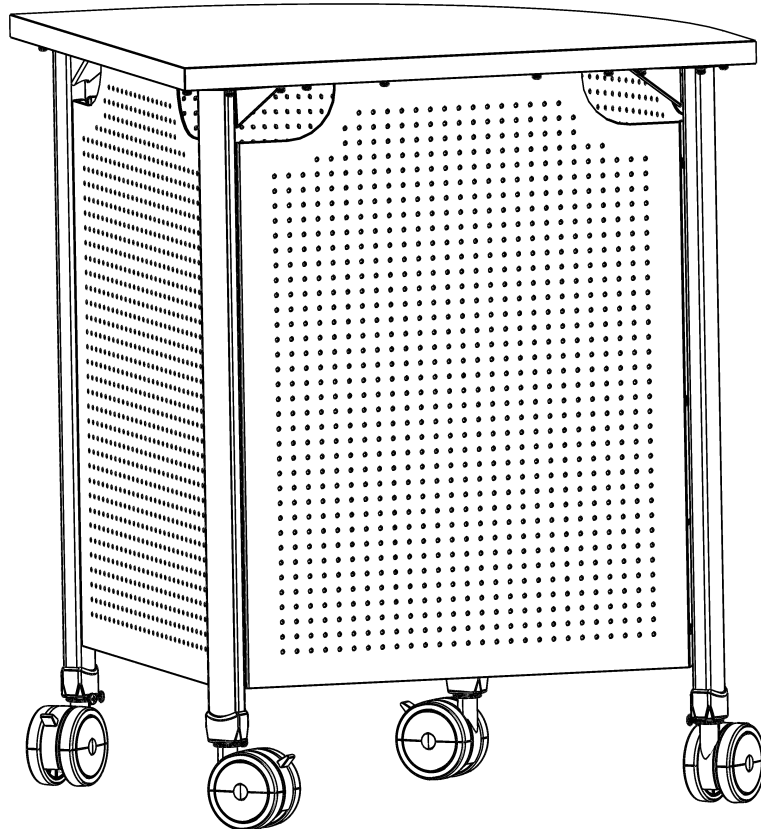
Inspect unit before turning upright.



9

Carefully turn unit upright with the help of a partner.

Inspect unit, move into position and level casters/glides.



CIRCDS

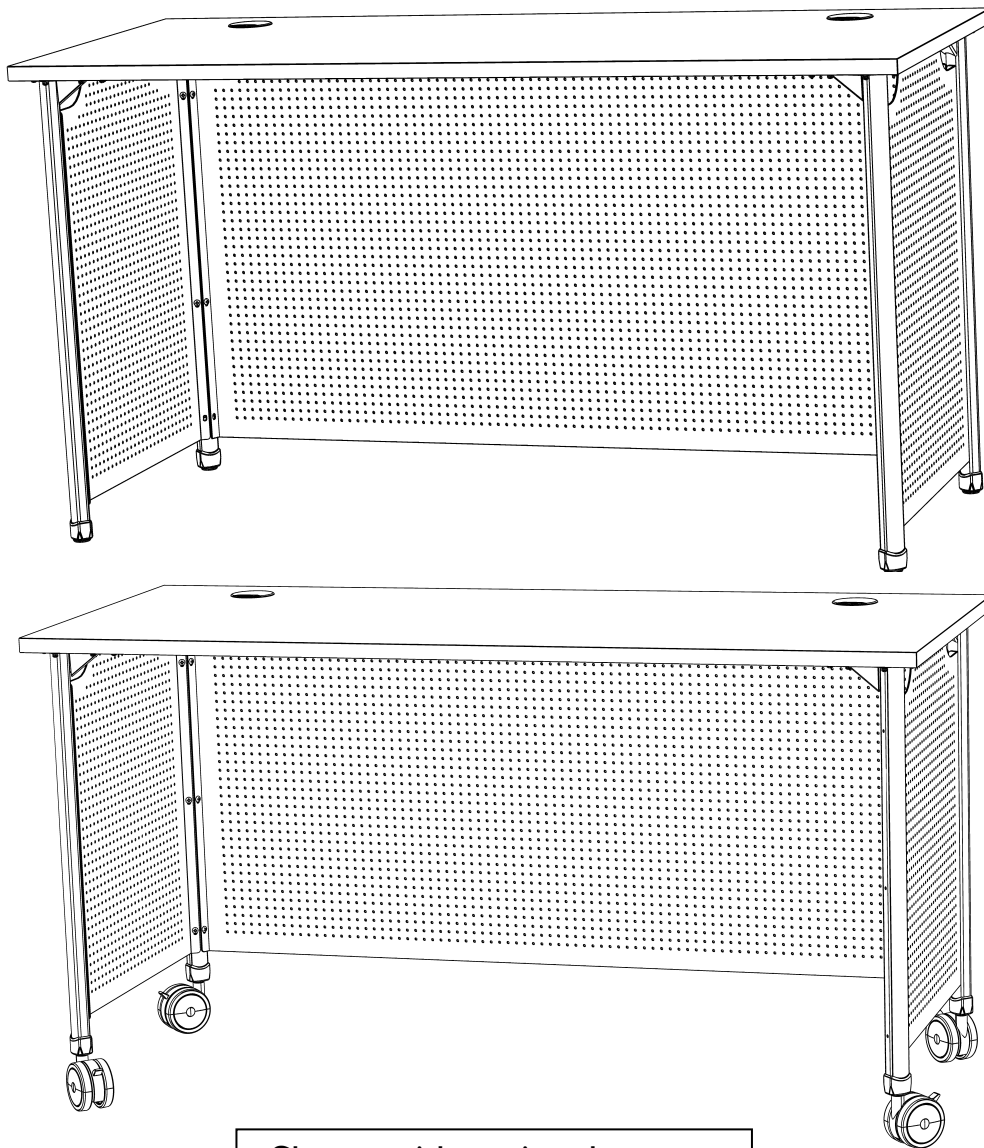
Assembly Instructions

Tools Required:

Power Drill with adjustable clutch.
Number 2 and number 3 Phillips bits.
11/16 wrench.

Suggested:

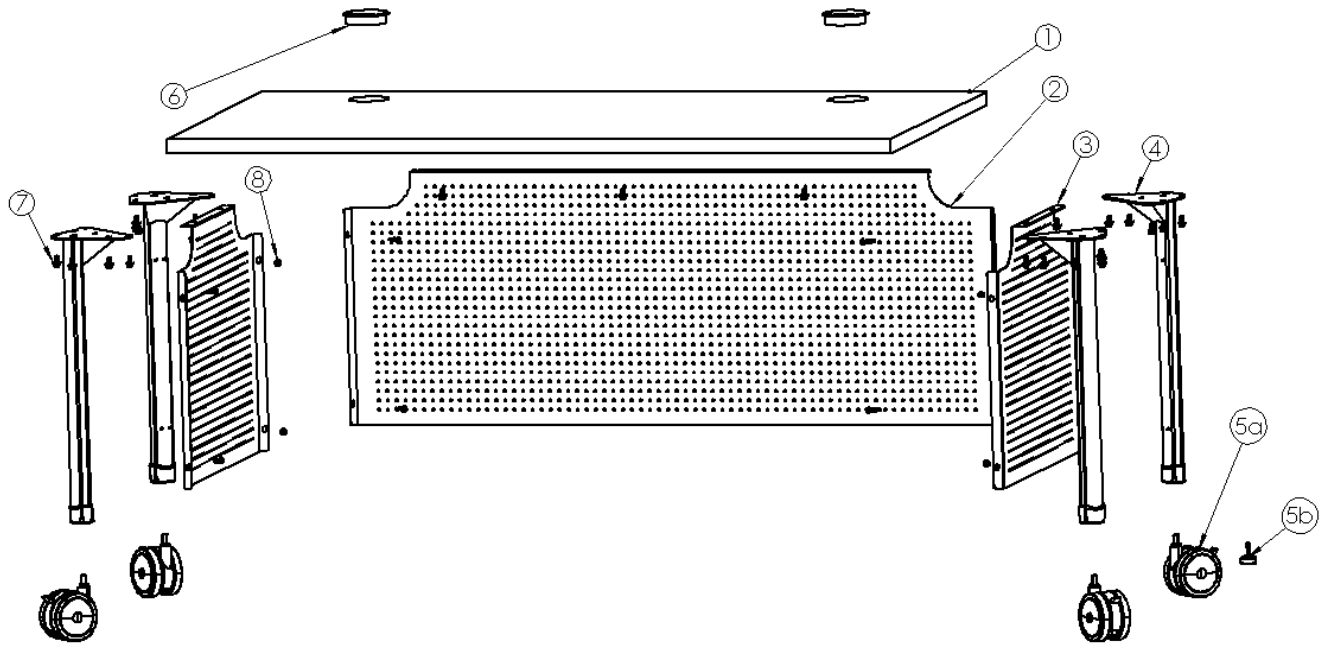
2 people to complete assembly.



Shown with optional casters.

CIRCDS

Exploded View



CIRCDS Parts List

Item #	Part #	Description	Qty.			
			40Lx29H	40Lx39H	>40Lx29H	>40Lx39H
1		IC-CIRC DESK TOP	1	1	1	1
2		IC-CIRC FRONT MOD PANEL	1	1	1	1
3		IC-CIRC SIDE PANEL	2	2	2	2
4		FXD AT LEG	4	4	4	4
5a	10101201	TWIN WHEEL CASTER W/BRAKE (IF INCLUDED)	4	4	4	4
5b	1010558	GLIDES	4	4	4	4
6	1010534	3 1/4" RND BLACK GROMMET	2	2	2	2
7	10105602	10-32 X 3/4" SEMS MACHINE SCREW	30	30	31	31
8	10106831	#14 X 3/4 PPH SHTMTL SCREW	12	18	12	18

10105602: 10-32X3/4" SEMS MACHINE SCREW	
10106831: #14X3/4 PPH SHTMTL SCREW	

Assembly Instructions



1 Place IC-CIRC Top upside down on a scratch free surface.
Loosely attach all legs with 10105602 machine screws using a power drill with Phillips bit.
Machine screws will be tightened in step 5.

2 **Loosely attach** both IC-CIRC side panels to legs using 10106831 sheet metal screws and to top using 10105602 machine screws as shown.
Sheet metal screws will be tightened in step 4.
Machine screws will be tightened in step 5.

3 **Loosely attach** IC-CIRC Mod Panel to legs using 10106831 sheet metal screws and to top with 10105602 machine screws as shown.

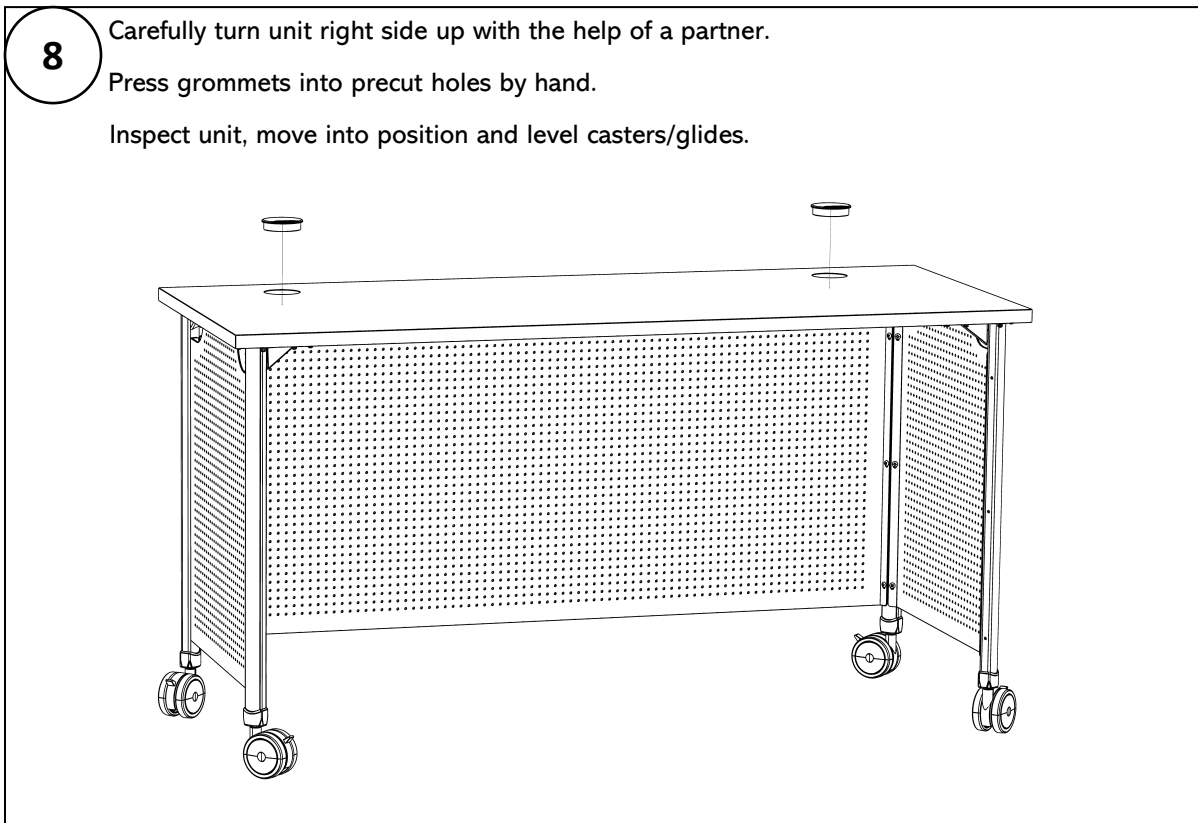
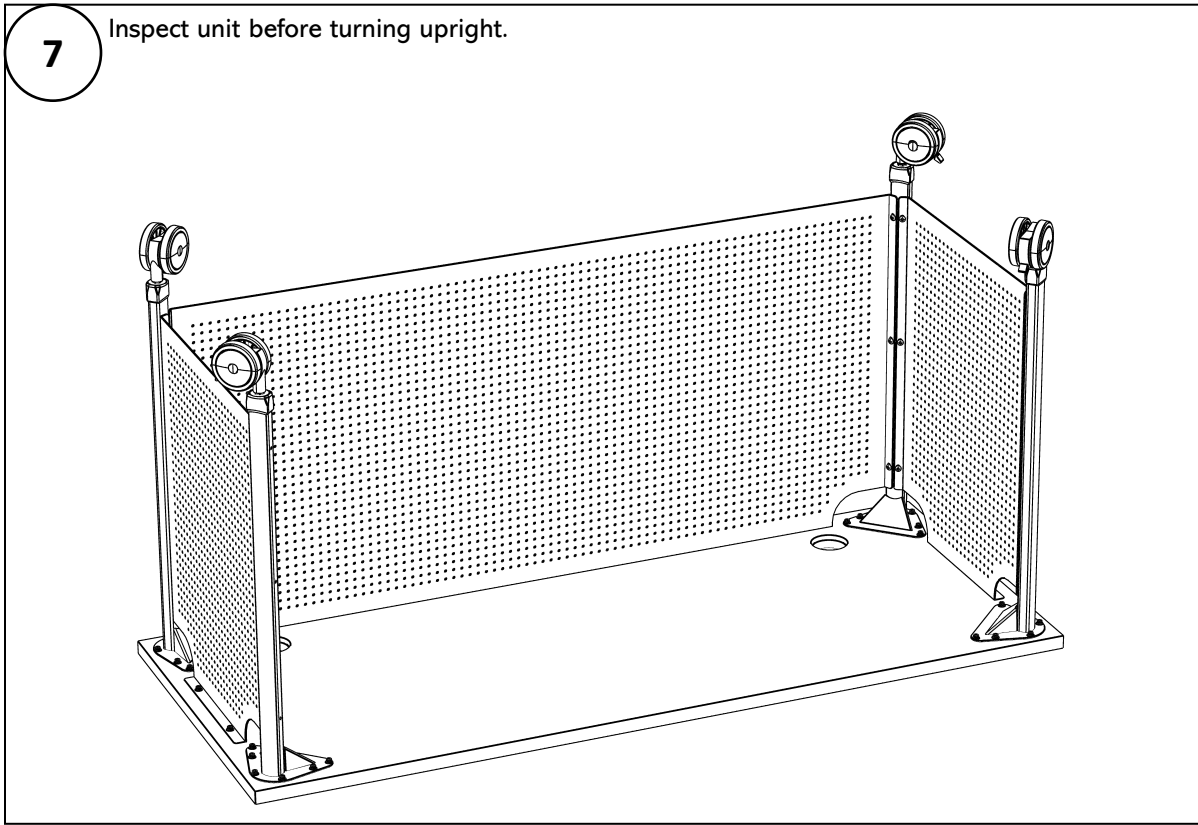
4 With all panels and legs loosely attached, **tighten** all 10106831 sheet metal screws connecting the panels to the legs.

5 **Tighten** all 10105602 machine screws connecting the legs to the top.
Tighten all 10105602 machine screws connecting the panels to the top.

6 **Complete this step only if twin wheeled casters are included.**

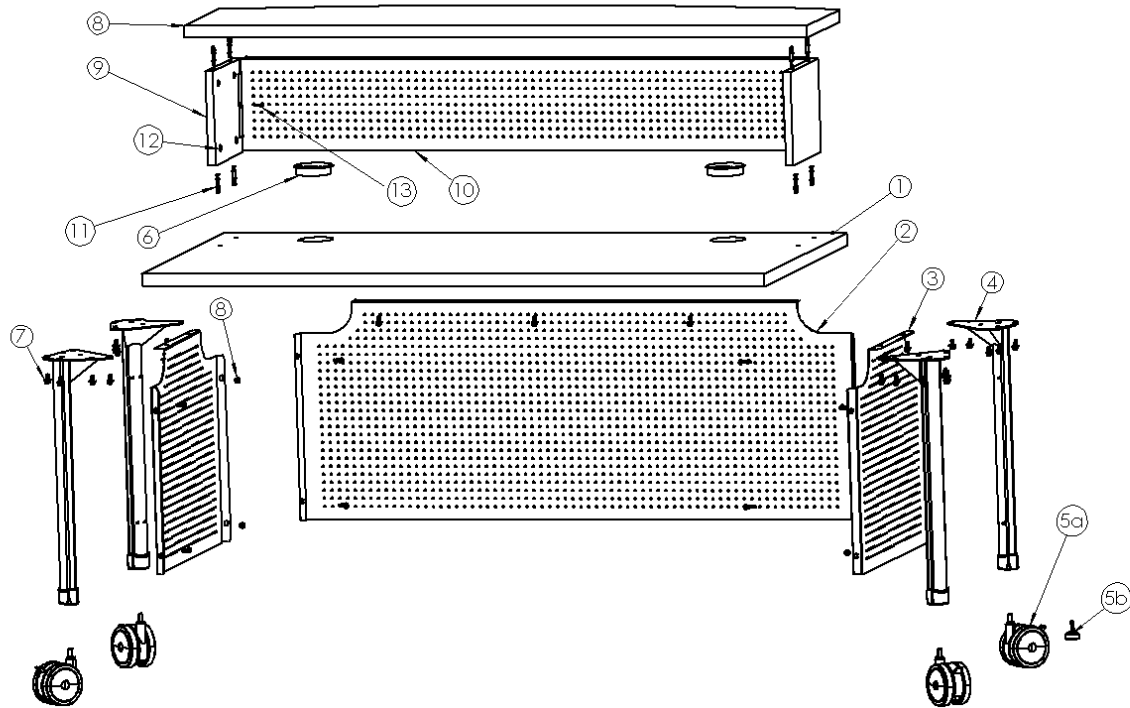
- Unscrew glide.
- Thread caster into the feet.
- Tighten using 11/16 wrench.
- Repeat for each leg.

Assembly Instructions



CIRCTDS

Exploded View



CIRCTDS Parts List

Item #	Part #	Description	Qty.			
			40Lx29H	40Lx39H	>40Lx29H	>40Lx39H
1		IC-CIRC TDS TOP	1	1	1	1
2		IC-CIRC FRONT MOD PANEL	1	1	1	1
3		IC-CIRC SIDE PANEL	2	2	2	2
4		FIXED AT LEG	4	4	4	4
5a		TWIN WHEEL CASTER W/BRAKE (IF INCLUDED)	4	4	4	4
5b		GLIDES	4	4	4	4
6	1010534	3 1/4" RND BLACK GROMMET	2	2	2	2
7	10105602	10-32 X 3/4" SEMS MACHINE SCREW	33	33	34	34
8	10106831	#14 X 3/4 PPH SHTMTL SCREW	12	18	12	18
9		TDS RISER SIDES	2	2	2	2
10		TDS RISER MOD PANEL	1	1	1	1
11	1010609	MINIFIX STUD	8	8	8	8
12	1010610	MINIFIX CAM	8	8	8	8
13	1010540	#10 - 3/4" WOOD SCREW	2	2	2	2

10105602: 10-32X3/4" SEMS MACHINE SCREW	
10106831: #14X3/4 PPH SHTMTL SCREW	
1010540 : #10 - 3/4" WOOD SCREW	

Assembly Instructions

1 Place IC-CIRC Top upside down on a scratch free surface.
Loosely attach all legs with 10105602 machine screws using a power drill with Phillips bit.
Machine screws will be tightened in step 5.

2 **Loosely attach** both IC-CIRC side panels to legs using 10106831 sheet metal screws and to top using 10105602 machine screws as shown.
Sheet metal screws will be tightened in step 4.
Machine screws will be tightened in step 5.

3 **Loosely attach** IC-CIRC Mod Panel to legs using 10106831 sheet metal screws and to top with 10105602 machine screws as shown.

4 With all panels and legs loosely attached, **tighten all** 10106831 sheet metal screws connecting the panels to the legs.

5 **Tighten all** 10105602 machine screws connecting the legs to the top.
Tighten all 10105602 machine screws connecting the panels to the top.

6 **Complete this step only if twin wheeled casters are included.**

- Unscrew glide.
- Thread caster into the feet.
- Tighten using 11/16 wrench.
- Repeat for each leg.

Assembly Instructions



7 Inspect unit before carefully turning upright.

8 Carefully turn unit right side up with the help of a partner.
Press grommets into precut holes by hand.

9 To assemble TDS Riser, first install Phillips head Minifix Studs in predrilled holes in top using a power drill with clutch.

10 Place Riser Top upside down on scratch free surface.
Install Phillips head Minifix Studs in predrilled holes using a power drill with clutch.
Set aside for Step 13.

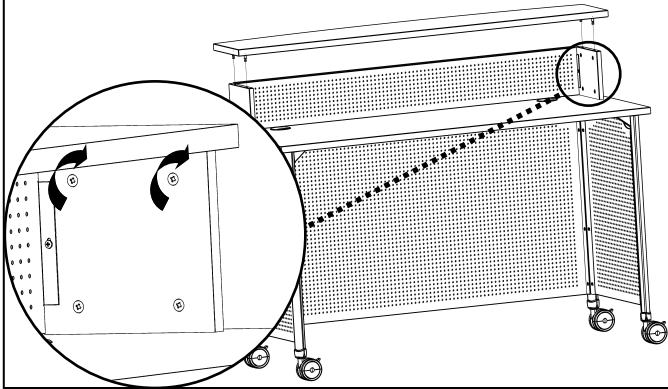
11 Place TDS Riser Sides with preinstalled Minifix Cams over Minifix Studs as shown.
Lock in place by turning Cams clockwise with a Phillips screwdriver.

12 Place TDS Riser Mod Panel in place and loosely attach using (2) 1010540 wood screws.
Screws will be tightened in step 14.

Assembly Instructions

13

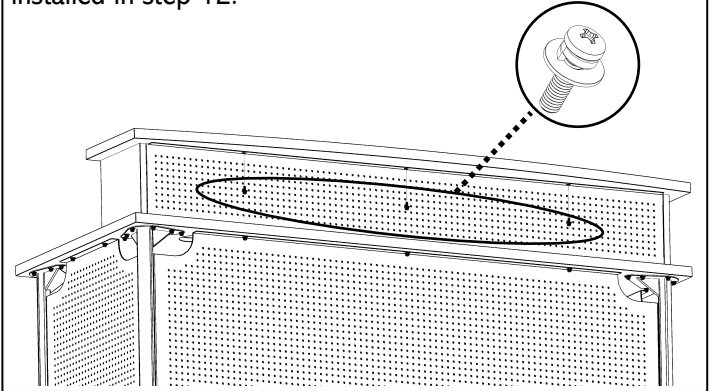
Place TDS Riser Top with previously installed Minifix Studs over holes.
Lock in place by turning Cams clockwise with a Phillips screwdriver.



14

Attach TDS Riser Mod Panel to Riser Top with 10105602 machine screws using a power drill with Phillips bit.

Tighten the 1010540 wood screws loosely installed in step 12.



15

Carefully inspect unit, move into position and level casters/glides.

