

Slate collaborative assembly

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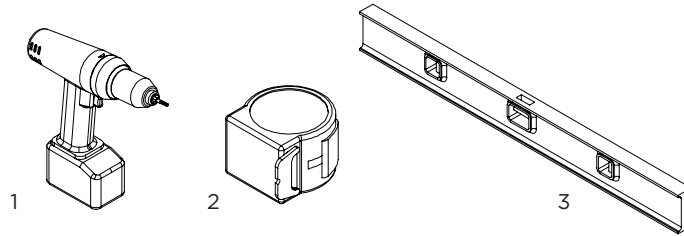


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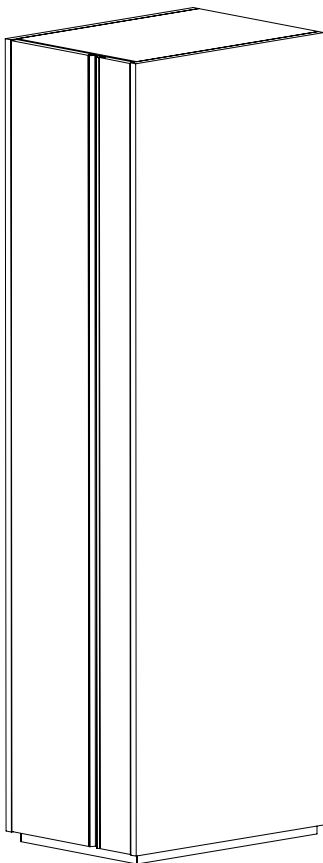
## Tools required

1. Drill
2. Tape measure
3. Level

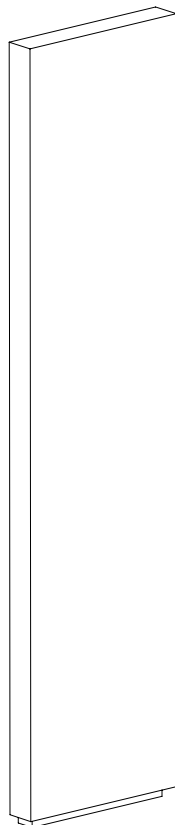


## Parts

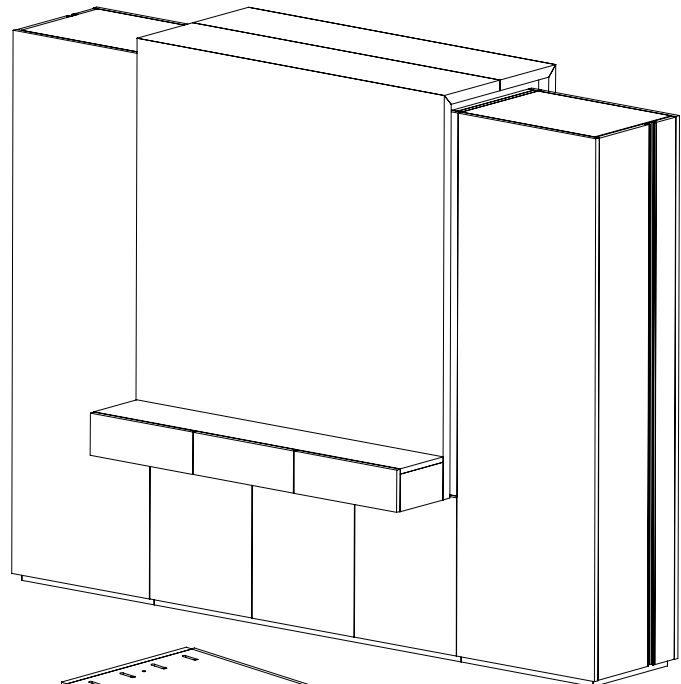
1. *NOTE: Not all parts listed below will be included with your selection. Some features are optional and will only be present if selected with your Slate set-up.*



End storage cabinet  
(optional)

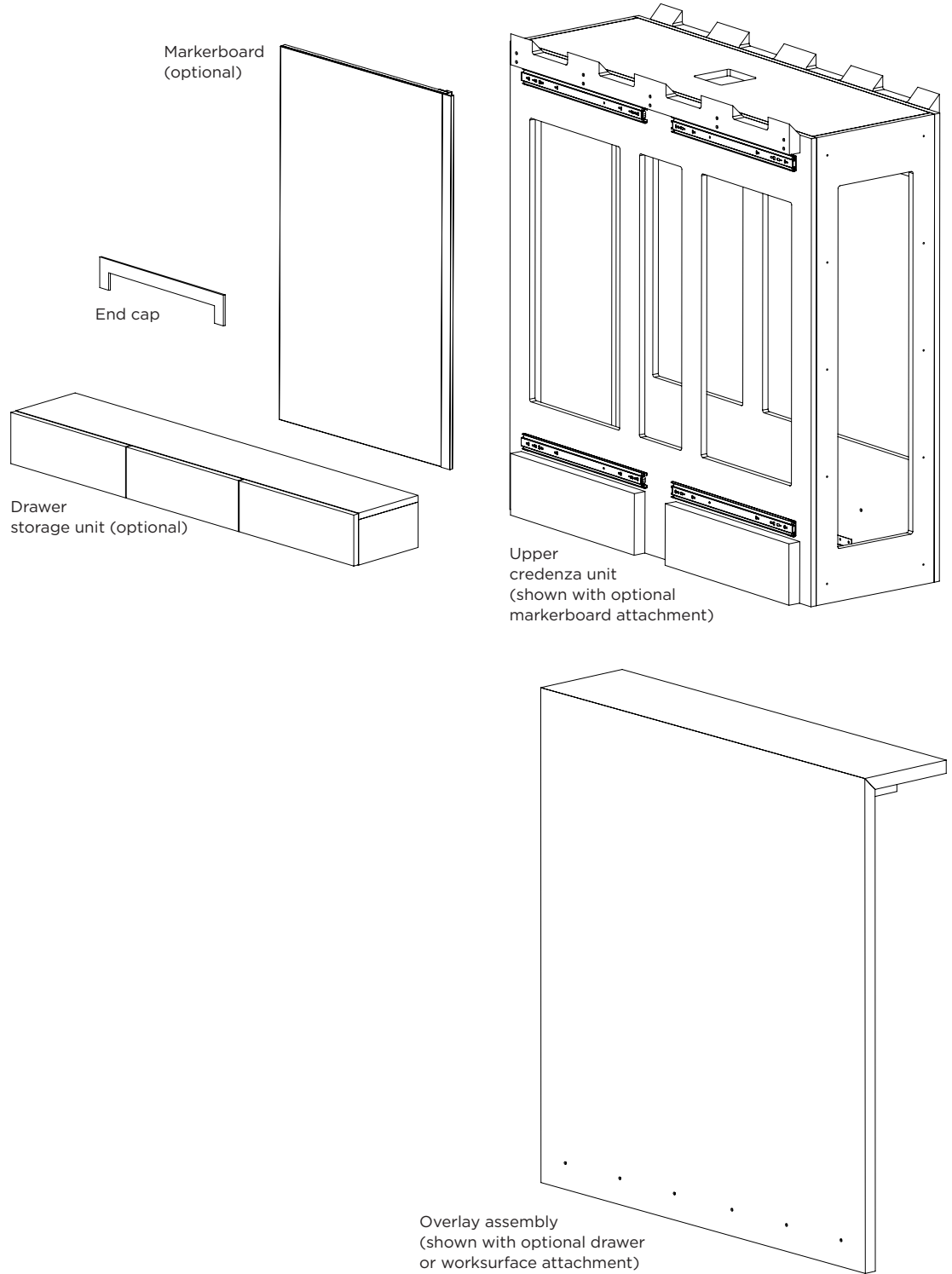


End panel



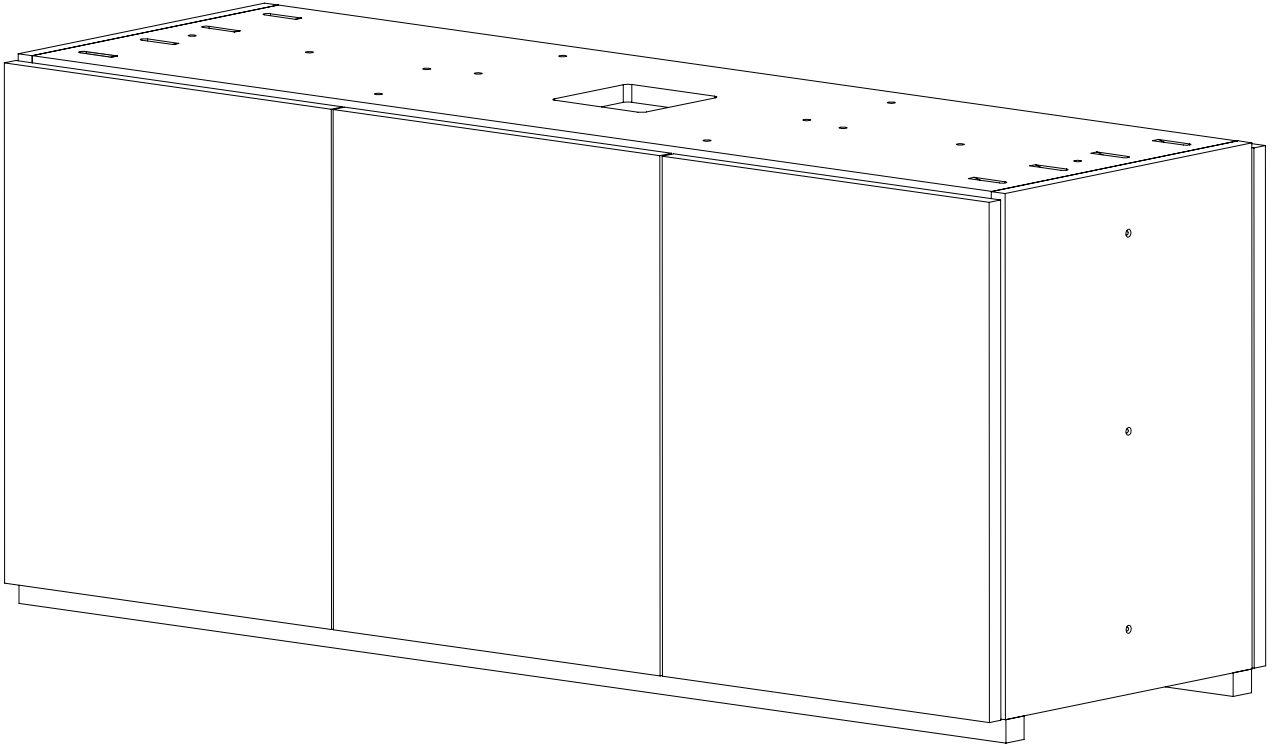
Lower  
credenza unit

Parts continued



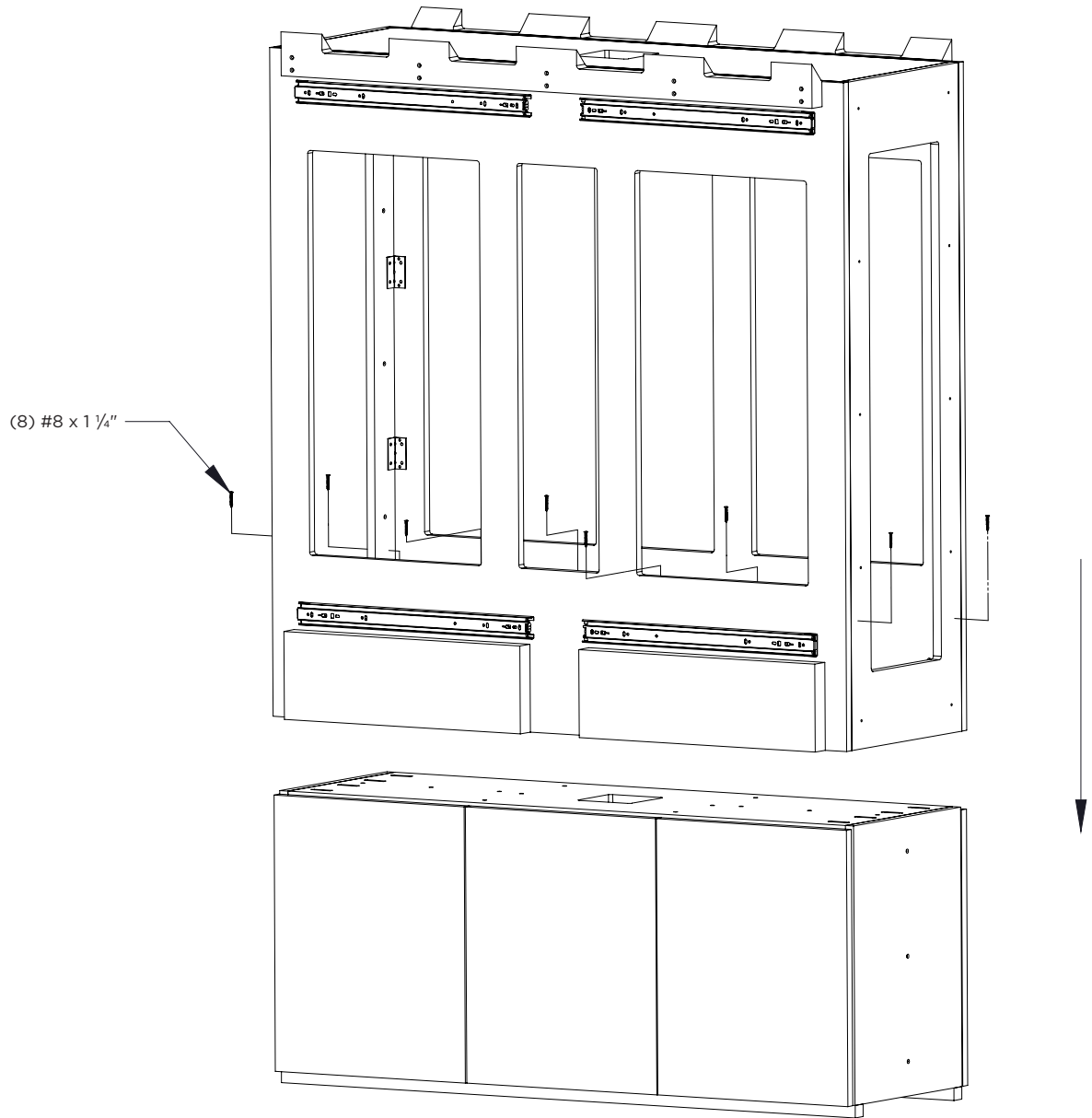
## Step 1: Position lower credenza unit

1. Place the lower credenza unit into its permanent location. The workspace assembly will be too heavy to move once it is fully assembled. Ensure that the credenza unit is level at this time.



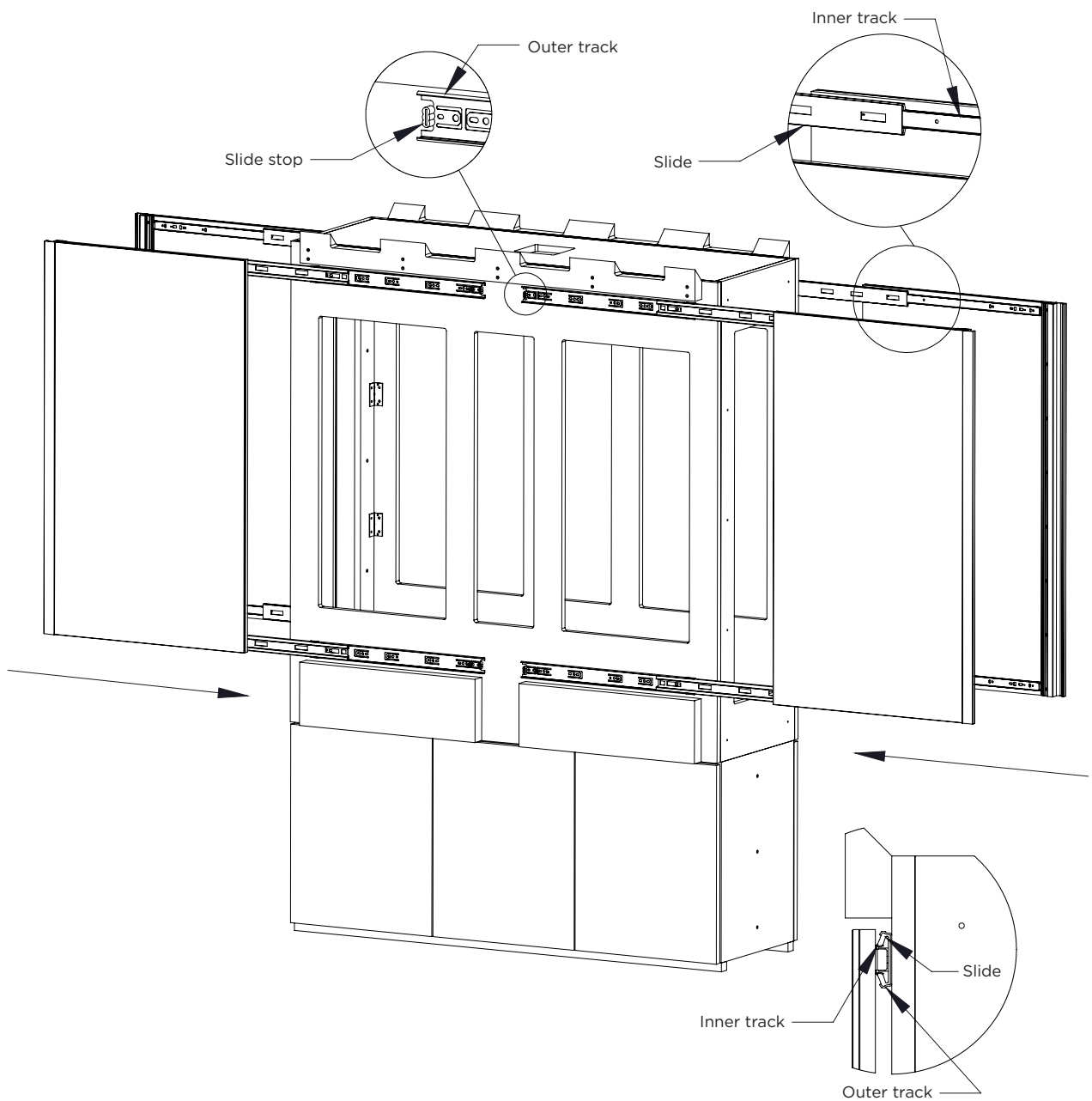
**Step 2: Attach upper credenza unit**

1. Place the upper credenza unit onto the lower credenza unit. Position both units such that all outside surfaces are flush with one another. Also, make sure the cord management hole in the center of the units are aligned with each other.
2. With both units in their proper position, fasten together by inserting the supplied screws from the HK-48 kit through the upper credenza and into the lower credenza.



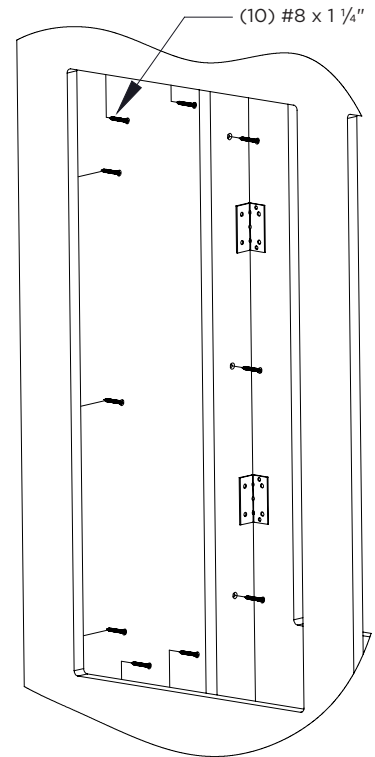
## Step 3: attach slide-out markerboards

1. *NOTE: The markerboards are an optional feature. Disregard this step if it is not part of your selection.*
2. Begin by identifying all parts of the drawer slide. The inner track is attached to the markerboard, the outer track and slide are mounted to the upper credenza.
3. Attach markerboard by inserting inner track onto slide. Making sure both parts are aligned into each other's groove, slide markerboard in completely until it reaches the slide stop.
4. Slide markerboard in and out to check for correct, smooth operation and to make sure the inner track is locked into place and does not slide out when fully extended.

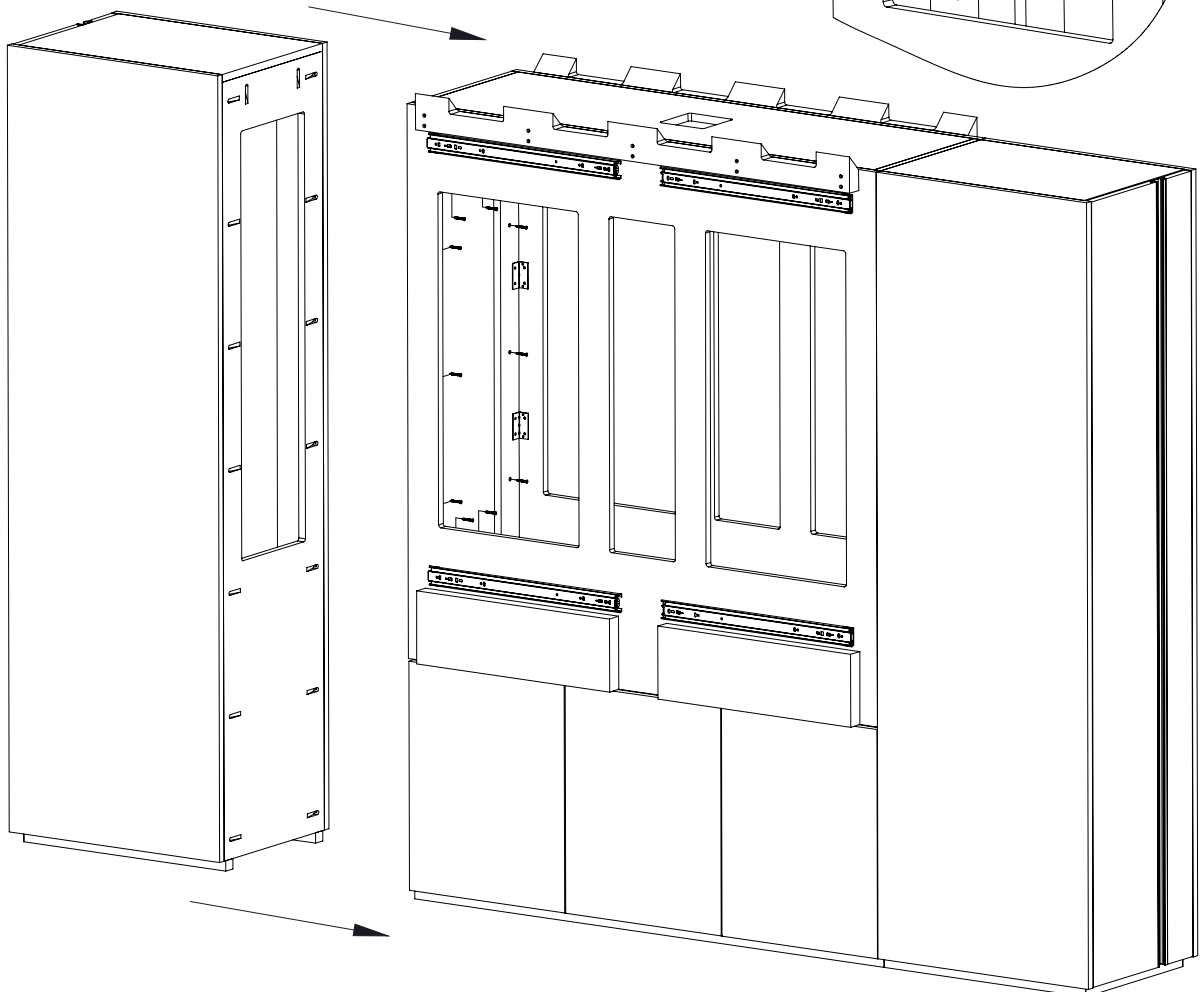


**Step 4a: Attach end storage cabinets**

1. *Note: This step is instructed for units with end storage cabinets. If end panels are part of your selection, see step 4b.*
2. Position the end storage cabinet next to the credenza assembly. Level storage cabinet and make sure all surfaces are aligned and flush with one another.
3. Slide markerboard out to gain access to the mounting holes for the end storage cabinets.
4. Attach cabinet by fastening the supplied screws from the HK-48 kit through the credenza assembly and into the storage cabinet as shown above. Repeat for remaining end storage cabinet.



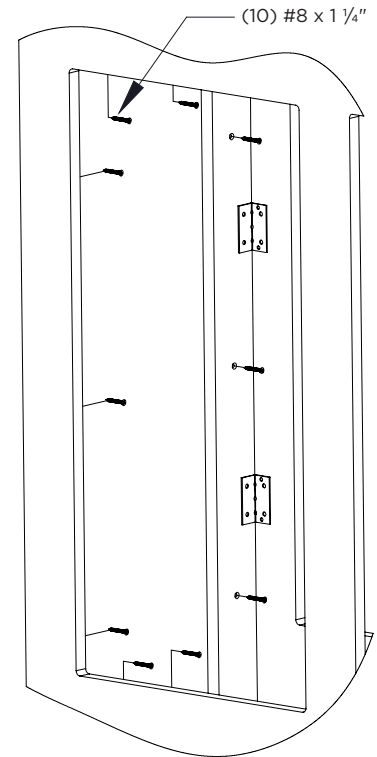
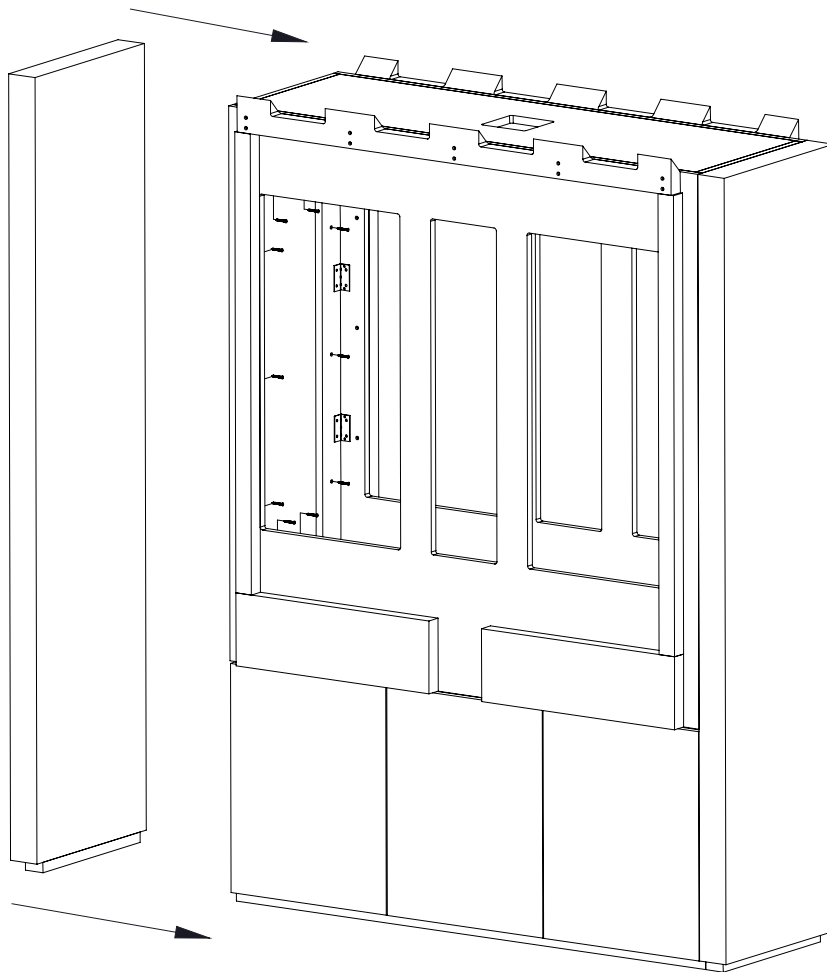
*Note: views shown without markerboards for clarity purposes.*





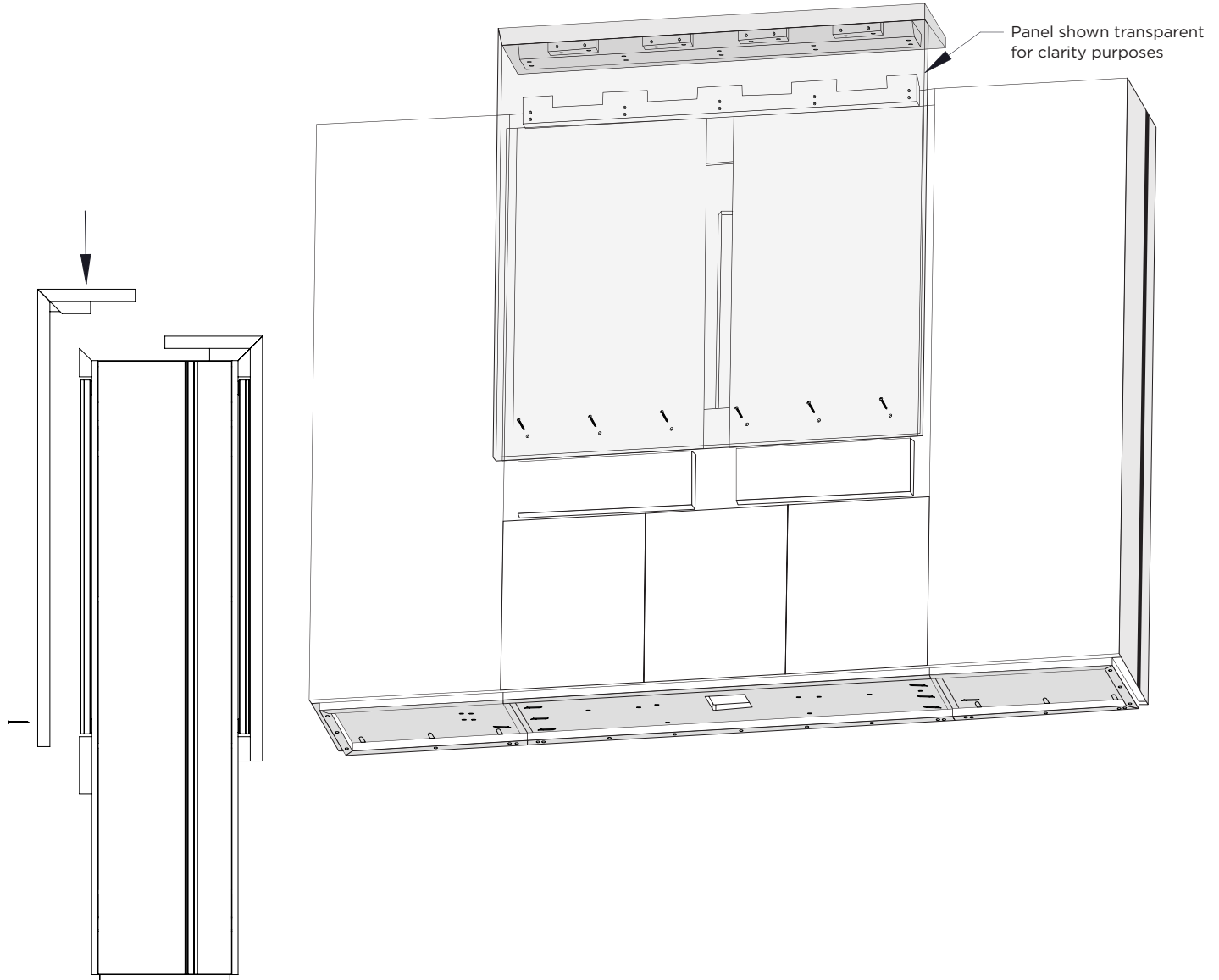
**Step 4b: Attach end panels**

1. *Note: This step is instructed for units with end panels. If end storage cabinets are part of your selection, see step 4a.*
2. Position the end panel next to the credenza assembly. Level panel and make sure all surfaces are aligned and flush with one another.
3. Attach panel by fastening the supplied screws from the HK-48 kit through the credenza assembly and into the panel as shown above. Repeat for remaining end panel.



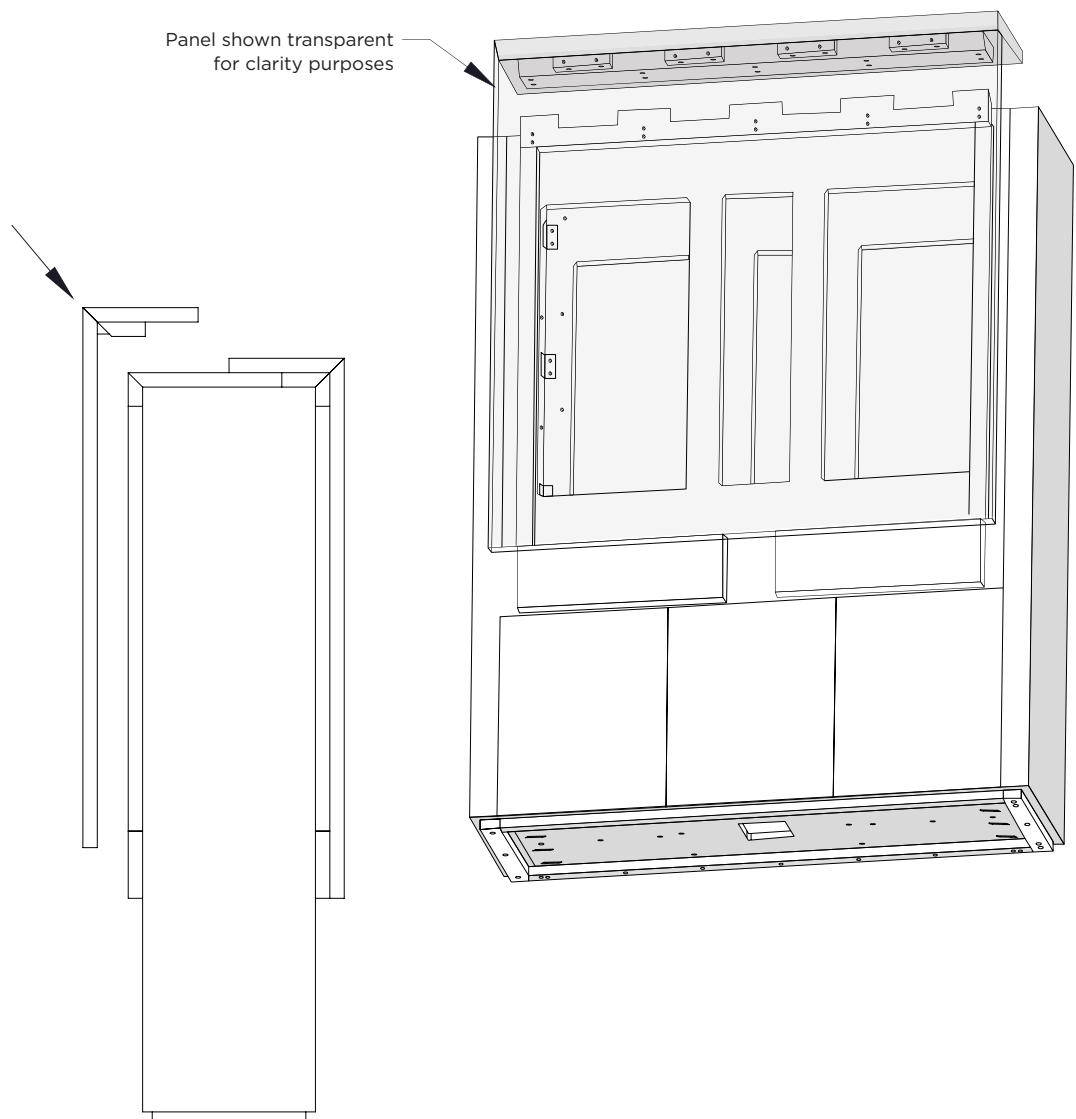
## Step 5a: Attach overlay assemblies

1. *NOTE: The overlay assembly size will vary depending on your selection. The instructions detailed below are for all sizes that will have a drawer storage unit or extension worksurface attached to it.*
2. If the markerboards are extended, slide them completely back in.
3. Take note of the notched support rail on the top of the credenza assembly and the support rail and cleats on the underside of the overlay assembly.
4. Lift overlay assembly up and onto the credenza assembly, lining up the cleats with the notches on the support rail as shown above. Gently tap on the overlay assembly so that the mitered sections of the support rails will be fully seated.
5. Repeat for remaining overlay. Make sure the top sections of the overlay assemblies are flush as well as the side surfaces. With both overlays in their proper position, fasten down using the supplied #8 x 2 1/2" wood screws as shown.



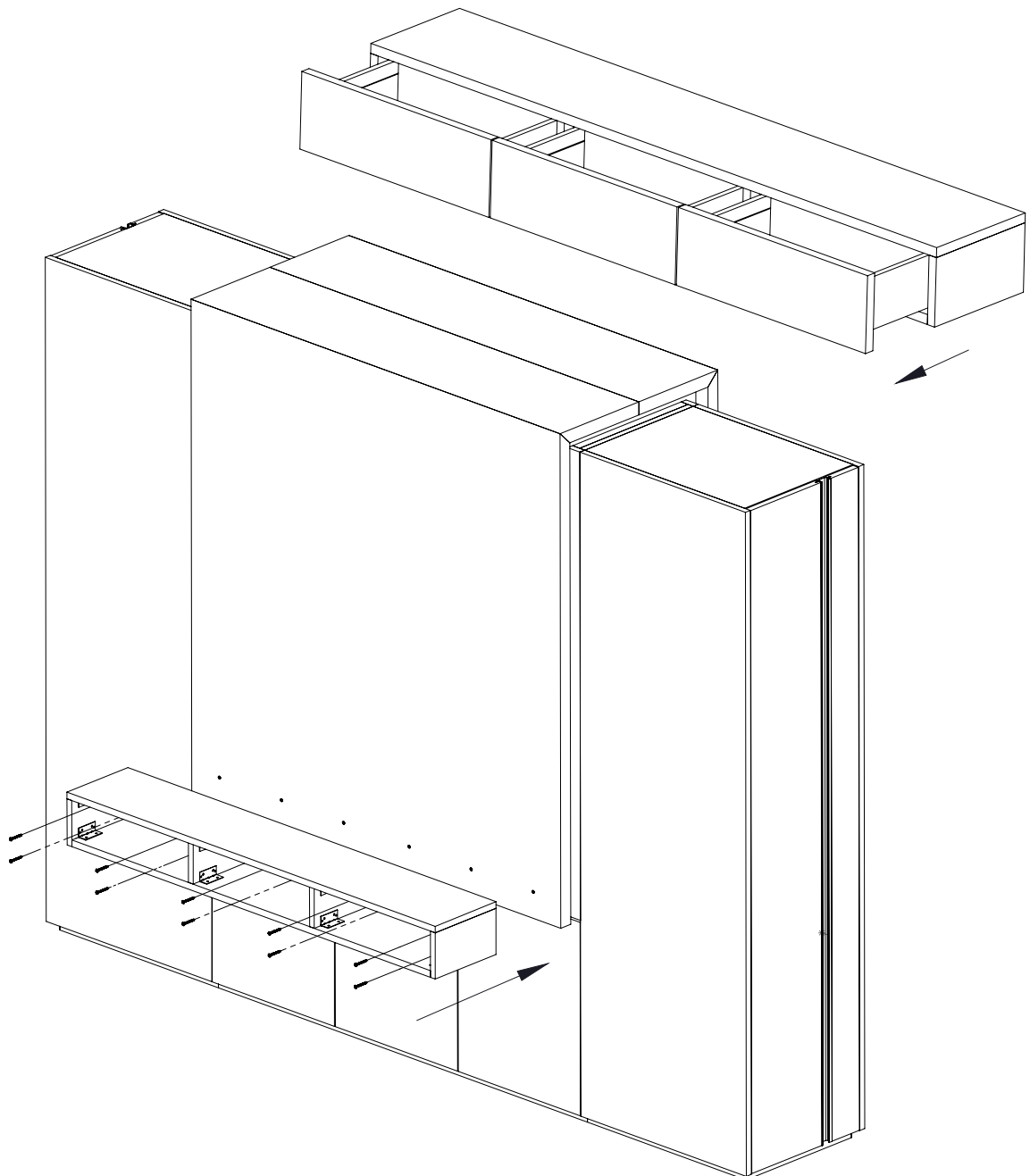
**Step 5b: Attach overlay assemblies**

1. *Note: The overlay assembly size will vary depending on your selection. The instructions detailed below are for all sizes that are plain and will have nothing attached to it.*
2. Take note of the notched support rail on the top of the credenza assembly and the support rail and cleats on the underside of the overlay assembly.
3. Lift overlay assembly up and onto the credenza assembly, lining up the cleats with the notches on the support rail as shown above. Gently tap on the overlay assembly so that the mitered sections of the support rails will be fully seated.
4. Repeat for remaining overlay. Make sure the top sections of the overlay assemblies are flush as well as the side surfaces.



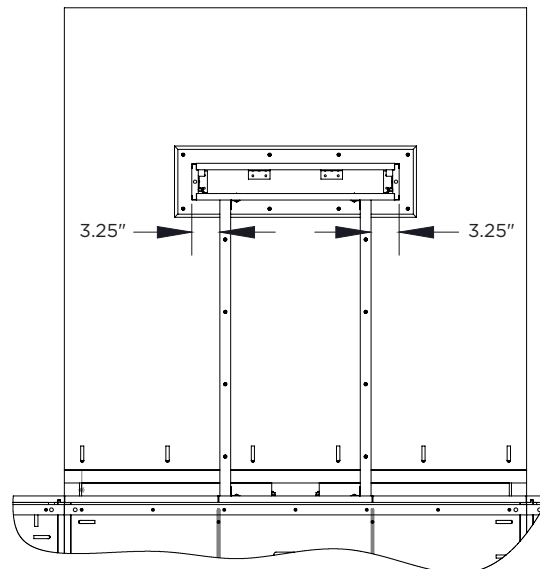
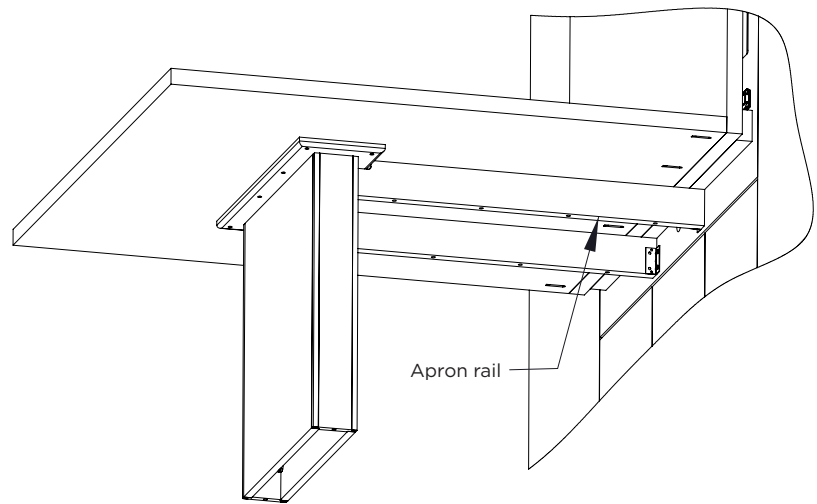
**Step 6: Attach drawer storage unit**

1. *Note: The drawer storage unit is an optional feature. Disregard this step if it is not part of your selection.*
2. Begin by removing the drawer boxes from the storage unit. Drawer boxes can be removed by pulling box slightly out and locating the plastic lock clips on the side of the inner tracks of the drawer slide. Next, press down on one of the lock clips while lifting up on the other lock clip and pull box out completely from the drawer slide.
3. Position storage unit up against the overlay assembly. Making sure the storage unit is flush against the edges, fasten the supplied screws from the HK-55 kit through the storage unit and into the overlay assembly as shown above.

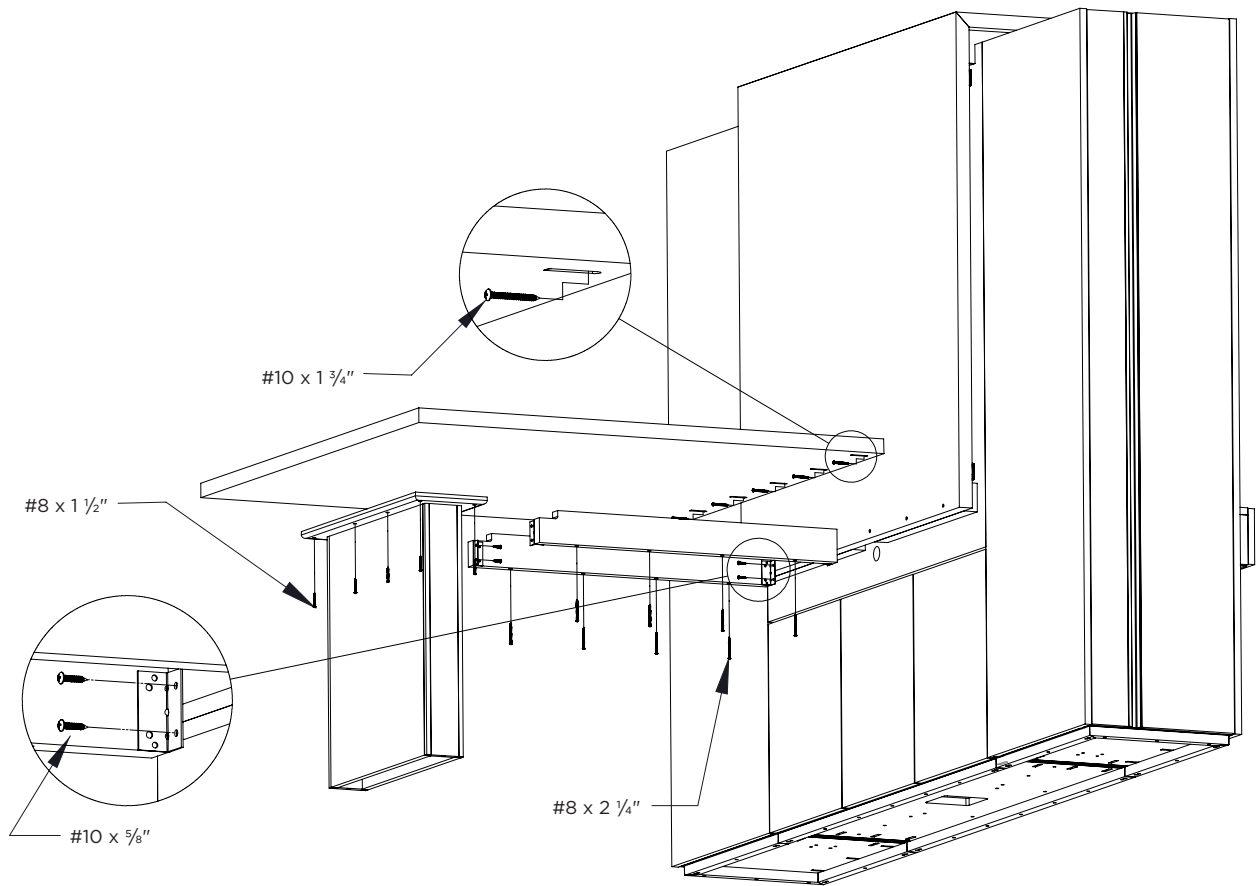


## Step 7: Attach extension work surface

1. *NOTE: The extension worksurface is an optional feature. Disregard this step if it is not part of your selection.*
2. Attach the apron rails to the table base using the supplied screws from the HK-10 kit at the spacing specified above. Slide table base and rail assembly directly against the credenza assembly. Making sure the table base and apron rails are level and square, fasten to the credenza assembly using the remaining screws from the HK-10 kit.



3. Place the worksurface onto the table base assembly and slide directly against the overlay assembly. Center the worksurface with the table base and attach to the overlay by fastening the supplied screws from the HK-55 kit through the worksurface and into the overlay.
4. Fasten the table base to the worksurface by inserting the supplied screws from the HK-15 kit through the base and into the underside of the worksurface. With the top secured, attach the apron rails to the underside of the worksurface using the supplied screws from the HK-67 kit.



**Step 8: Attach end caps**

1. Place end cap on top of workspace and carefully press inward until the end cap has reached the support rails on the overlay assemblies.
2. Repeat for remaining end cap. Assembly is now complete.

