

# INSTALLATION INSTRUCTIONS



217WI-480 MICRO-OFFICE

# Sligh

## Set Up Instructions 217WI-480 Micro-Office



**IMPORTANT:**

READ THIS ENTIRE INSTRUCTION BOOKLET PRIOR TO BEGINNING.

**NOTE:**

THE SAFE SET-UP OF THIS FURNITURE REQUIRES TWO PEOPLE.

## Tools Required

Allen wrench (provided)  
6' step ladder

## Parts Enclosed

**NOTE:**

This product ships in two cartons (upper and lower units) for easier in-home delivery and set up.

One Allen wrench.

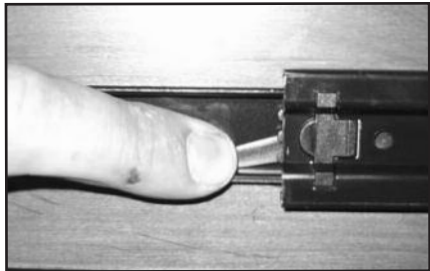
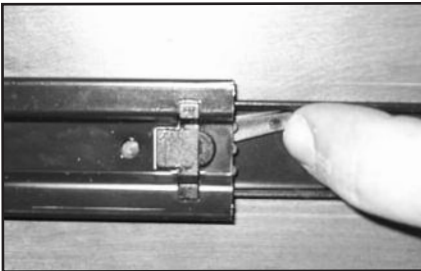
Four 25mm attachment bolts and t-nuts.

Installation guide.

## Set-Up Guidelines

1. Place the lower unit near the wall, close to its final position, approximately 12" from the wall.
2. Retrieve the lap-top port power cord located under the top at the rear/center area of the cabinet and plug it into a nearby wall outlet.
3. Level the lower unit utilizing the adjustable levelers located at four corner locations. Turn the leveler in a clockwise direction to raise the cabinet and a counter clockwise direction to lower the cabinet. Level the cabinet in both a left to right and front to back direction.
4. Using two people: Lift and position the upper unit on top of the lower unit. Align the rear edge and side panels of the upper unit with the rear edge and side edges of the lower unit.
5. Remove the upper unit lower right storage drawer and lower unit upper left box drawer as follows:

- a. Open the drawer completely forward. Push the left side drawer "tab" up with your left index finger and the right side drawer "tab" down with your right index finger.



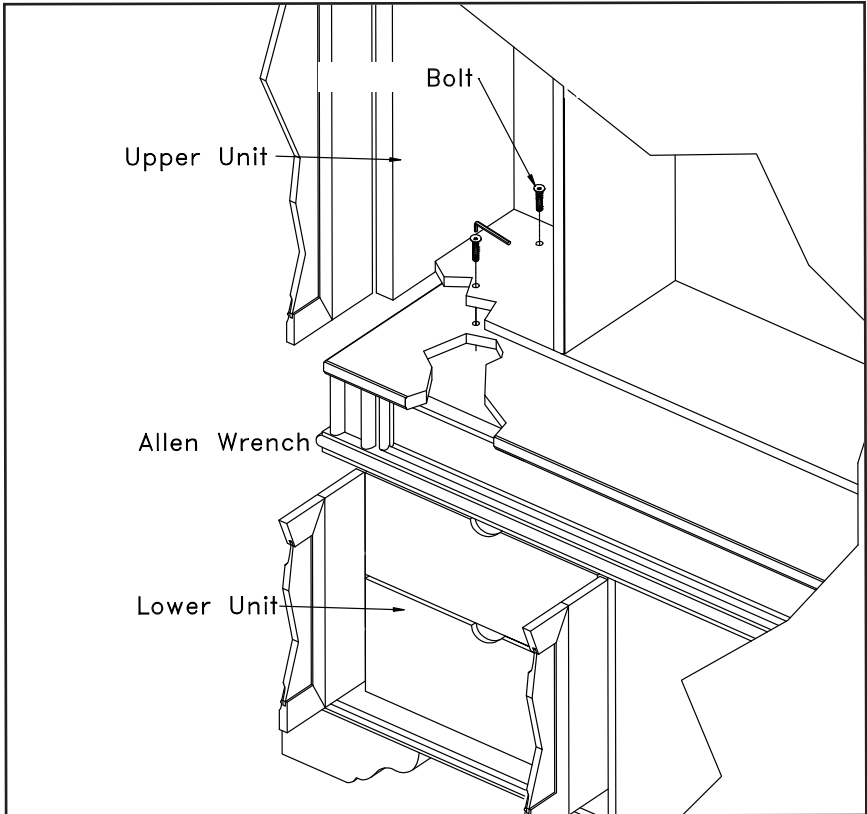
- b. While holding these "tabs" in the position described above pull the drawer straight out of the cabinet and set it aside.



- c. Retract the exposed drawer slide part back into the cabinet interior.

## Set-Up Guidelines

**6.** Insert the 25mm connecting bolts provided through the four bolt connecting holes in the bottom panel of the upper unit which are aligned with four corresponding threaded insert holes in the top panel of the lower unit and tighten with the Allen wrench provided.

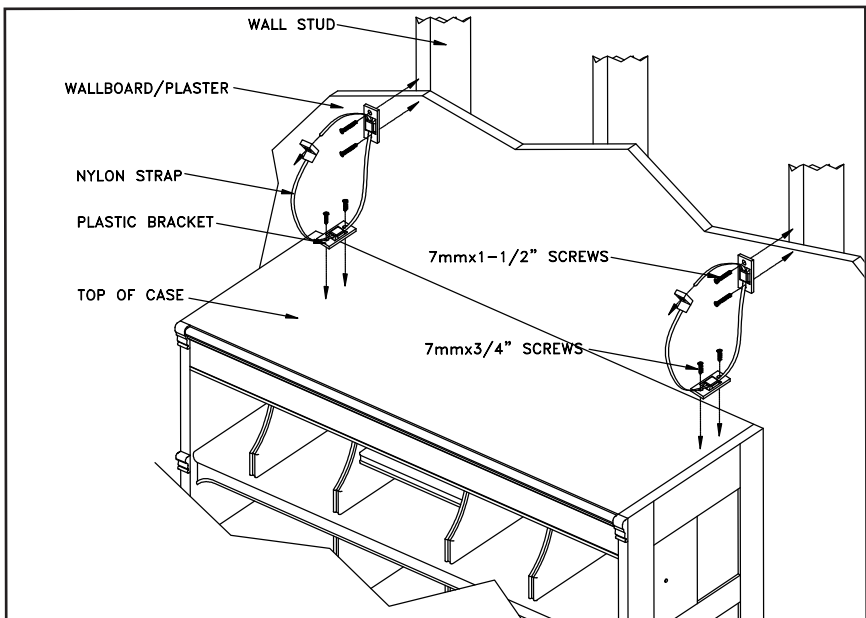


**7.** Re-install the upper unit lower right storage drawer and lower unit upper left box drawer as follows:

- a.** Fully extend the portion of the drawer slide located inside the case. Move the "silver slider" interior portion of the drawer slide fully forward.
- b.** Retrieve the drawer and position it near the protruding drawer slides. Place the portion of the drawer slide mounted to the sides of the drawer box into the portion of the drawer slide mounted to the case on both sides of the drawer.
- c.** Push the drawer firmly and evenly into the case. Pull the drawer back out and push it into the case a second time to insure it is properly engaged. If not repeat the process.

## Set-Up Guidelines

8. Temporarily position a 6' step ladder near one end of the assembled cabinet.
9. Prevent the cabinet from inadvertently falling forward by securing one end of the safety strap provided to the back of the cornice and the other end to a wall stud.
  - A. Place in desired location.
  - B. Locate wall studs behind case.
  - C. Attach one plastic bracket on studs at each end of the case, making sure that the nylon straps will reach the plastic brackets that will be placed on the case.
  - D. Attach one plastic bracket on the top or back of the case in line with the brackets attached to wall studs.
  - E. Guide the nylon straps through both plastic brackets.
  - F. Guide the tip of the nylon strap through the female end of the nylon strap and tighten to desired length.



SAFETY STRAP INSTALLATION

## Set-Up Guidelines

- 10.** Retrieve and unravel the display light fixture power cord that exits from a hole in the back side of the cornice. Plug this power cord into a nearby wall outlet.
- 11.** Retrieve and unravel the task light fixture power cord that exits from a hole in the middle of upper unit back panel. Plug this power cord into a nearby wall outlet. Move the step ladder out of the way.
- 12.** Using two people: Lift slightly and carefully nudge the assembled cabinet to its final intended position against the wall. Check level and re-level if necessary.
- 13.** Activate the display lights by touching the upper right hand door hinge. Touch once or twice for increased light intensity. A third touch will turn the lights off.
- 14.** Activate the task light by touching the on/off toggle switch located on the light fixture.

# Features

## ADJUSTABLE SHELVING

Adjustable height shelves may be re-located at different heights by removing the screw that holds the metal shelf support to the bottom side of the shelf, removing the shelf from the cabinet, re-locating the metal shelf support to the desired height, re-positioning the shelf on the shelf supports and re-inserting the screw through the shelf support and into the bottom of the shelf.



## TOUCH ACTIVATED DISPLAY LIGHTING

The top cornice area includes display lighting that is touch activated by touching the top right hand door hinge. Touch once to turn the lights on. Touch two and three times for increased light intensity. A fourth touch will turn the lights off.



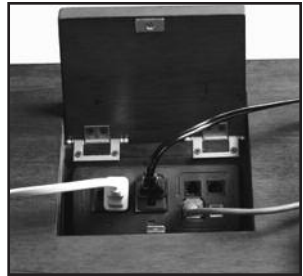
**Replacement bulbs are available from Furnlite Inc. Contact at [furnlite.com](http://furnlite.com) or call 704-538-3193.**

**Note: Do not touch the replacement bulbs with your bare hand. This will reduce the life of the bulb. Handle them with the foam shield they are wrapped in until the bulb is fully in place before removing the foam shield.**

## LAPTOP DOCKING STATION

A laptop docking station under a hinged section of the top includes power, internet and data ports.

Note: These ports still need your connections from behind the unit.



## ELONGATED DRAWER

The elongated drawer located in the lower unit includes a slide-back writing surface. Pull forward to use, push back to gain access to the drawer interior or stored keyboard. The elongated width is designed to provide ample space for a keyboard and mouse arrangement.

## WIRE MANAGEMENT

Remove both lower right hand drawers to make space available for CPU storage. Remove the cover plate on the back panel in this area for wire exit and heat escapement.

