

**ENCLOSED FOREMAN'S DESK**

**READ INSTRUCTIONS CAREFULLY BEFORE ATTEMPTING TO ASSEMBLE YOUR Tennsco FOREMAN'S DESK. RETAIN INSTRUCTIONS FOR FUTURE REFERENCE!**



**DESCRIPTION**

Tennsco enclosed shop desks are designed for use in offices, schools, institutions, businesses, and the industrial work place. They provide a sturdy writing table, a storage riser divided into four compartments for storing supplies, a drawer that is secured with a cam lock to store utensils and supplies, and a storage compartment under the desktop drawer that can be secured by a three point locking system, and has two shelves to store larger items.

**GENERAL SAFETY INFORMATION**

Some parts may have sharp edges. CARE must be taken when handling various pieces to avoid injury. For safety, wear a pair of work gloves when assembling or performing any maintenance on workbench.

**SPECIFICATIONS**

Overall Dimensions ..... 29"d x 34½"w x 53"h  
Front Height ..... 43½"h

**Basic Construction**

Legs ..... 13 gauge steel  
Riser ..... 20 gauge steel  
Wrapper ..... 20 gauge steel  
Doors ..... 20 gauge steel  
Side Panels ..... 20 gauge steel  
Rear Panel ..... 20 gauge steel  
Drawer Body ..... 20 gauge steel  
Drawer Front ..... 16 gauge steel

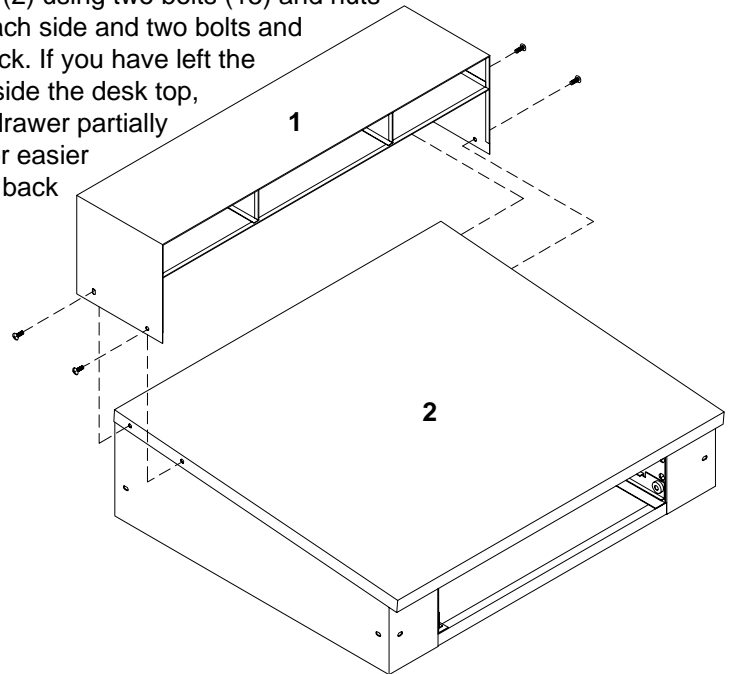
# Step By Step Installation Instructions

Tools required: One slotted screwdriver and a 7/16" wrench or nutdriver.  
Unit should be assembled on saw horses or any convenient flat surface.

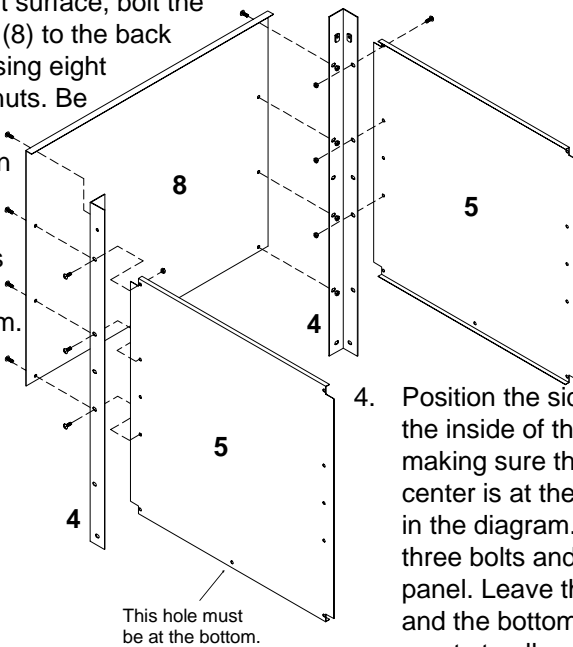
1. Remove all parts from carton and check against the parts list on back cover for any missing parts.

**NOTE:** The drawer has been placed inside the desktop for packaging purposes. While it is not necessary to remove the drawer to assemble the unit, you may wish to do so for easier access.

2. Attach the desk riser (1) to the desktop assembly (2) using two bolts (15) and nuts (16) on each side and two bolts and nuts in back. If you have left the drawer inside the desk top, slide the drawer partially forward for easier access to back holes.

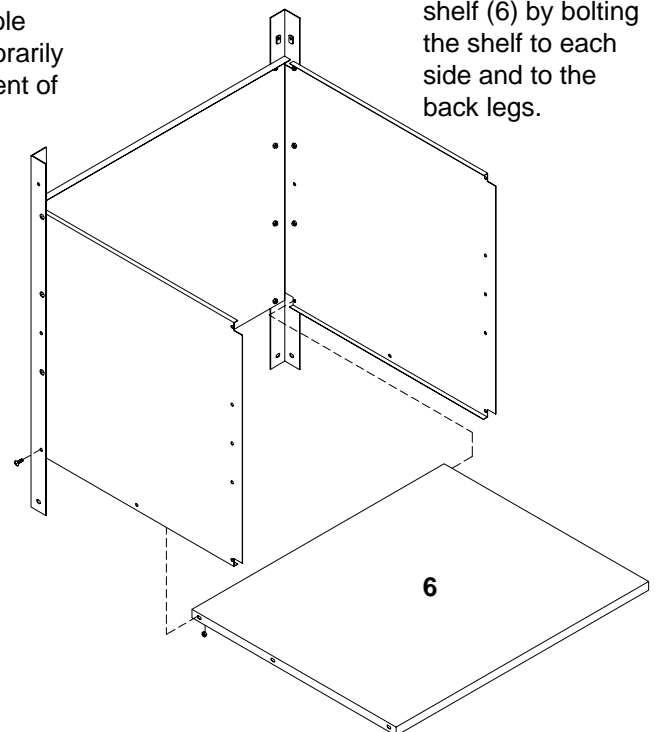
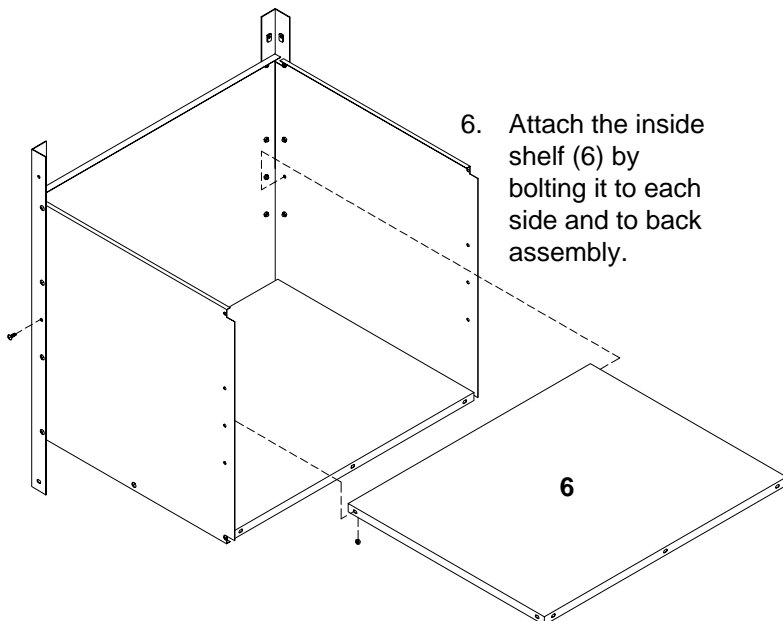


3. Using a flat surface, bolt the rear panel (8) to the back legs (4), using eight bolts and nuts. Be sure that the holes in the back legs are situated as shown in the diagram.

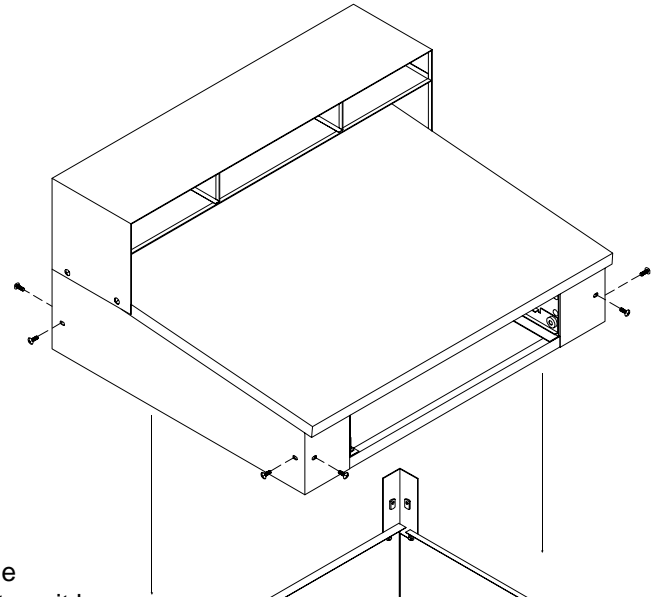
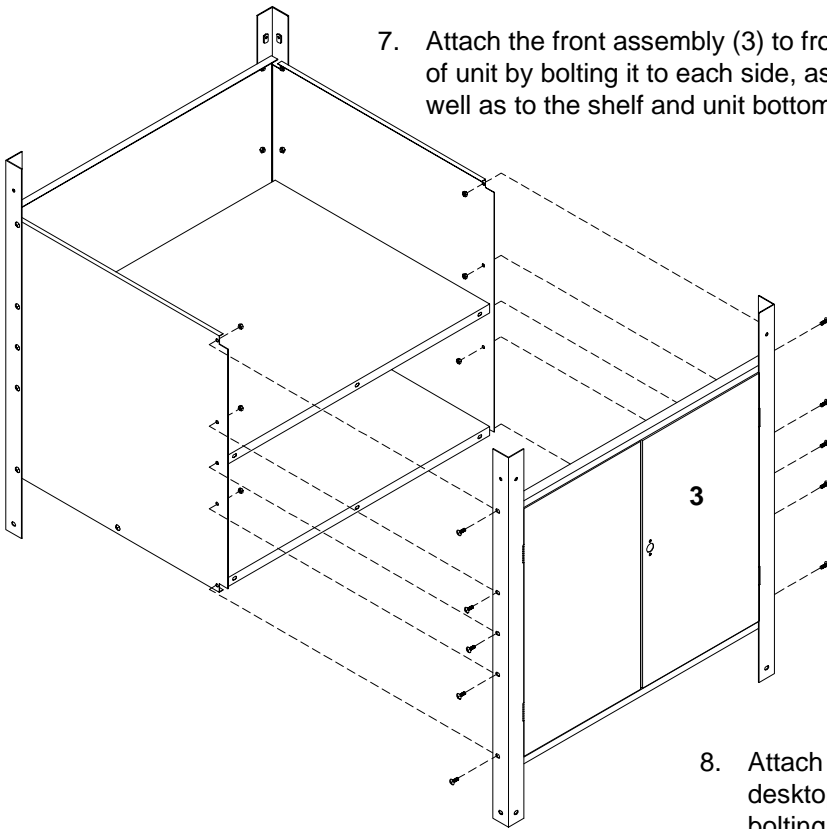


4. Position the side panels (5) on the inside of the rear legs, making sure that the hole in the center is at the bottom as shown in the diagram. Attach using three bolts and nuts in each panel. Leave the center hole and the bottom hole temporarily empty to allow for placement of the shelves.

5. Attach the bottom shelf (6) by bolting the shelf to each side and to the back legs.

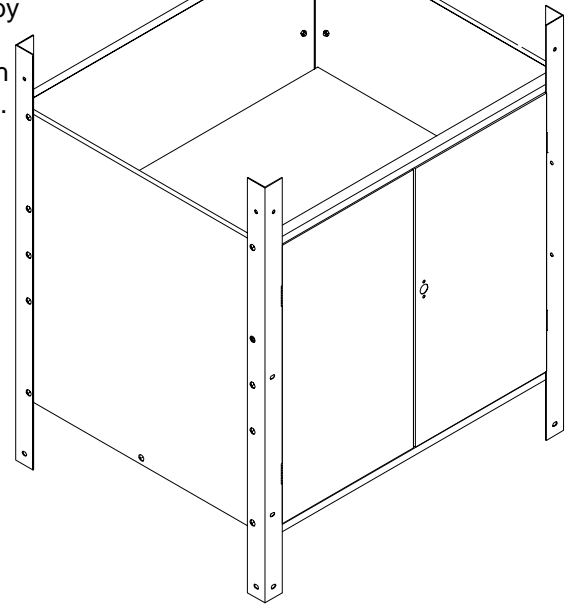
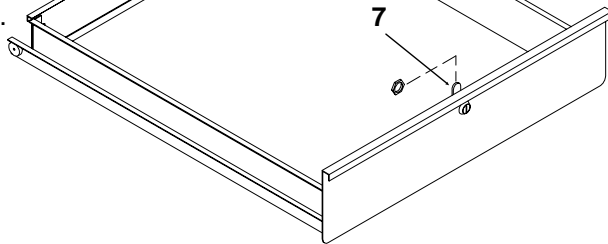


7. Attach the front assembly (3) to front of unit by bolting it to each side, as well as to the shelf and unit bottom.



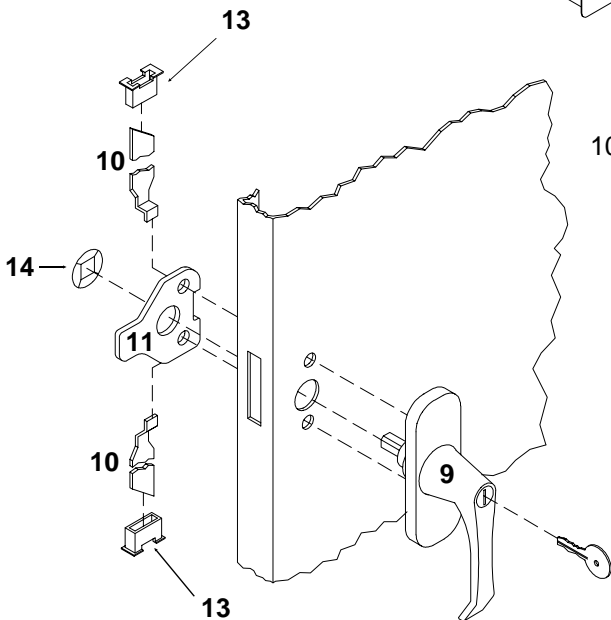
8. Attach the desktop to unit by bolting top to each leg through pre-welded nuts.

9. Insert drawer lock (7) into drawer front, then attach with accompanying hex nut. If you removed the drawer from the desktop earlier, reinsert it now.

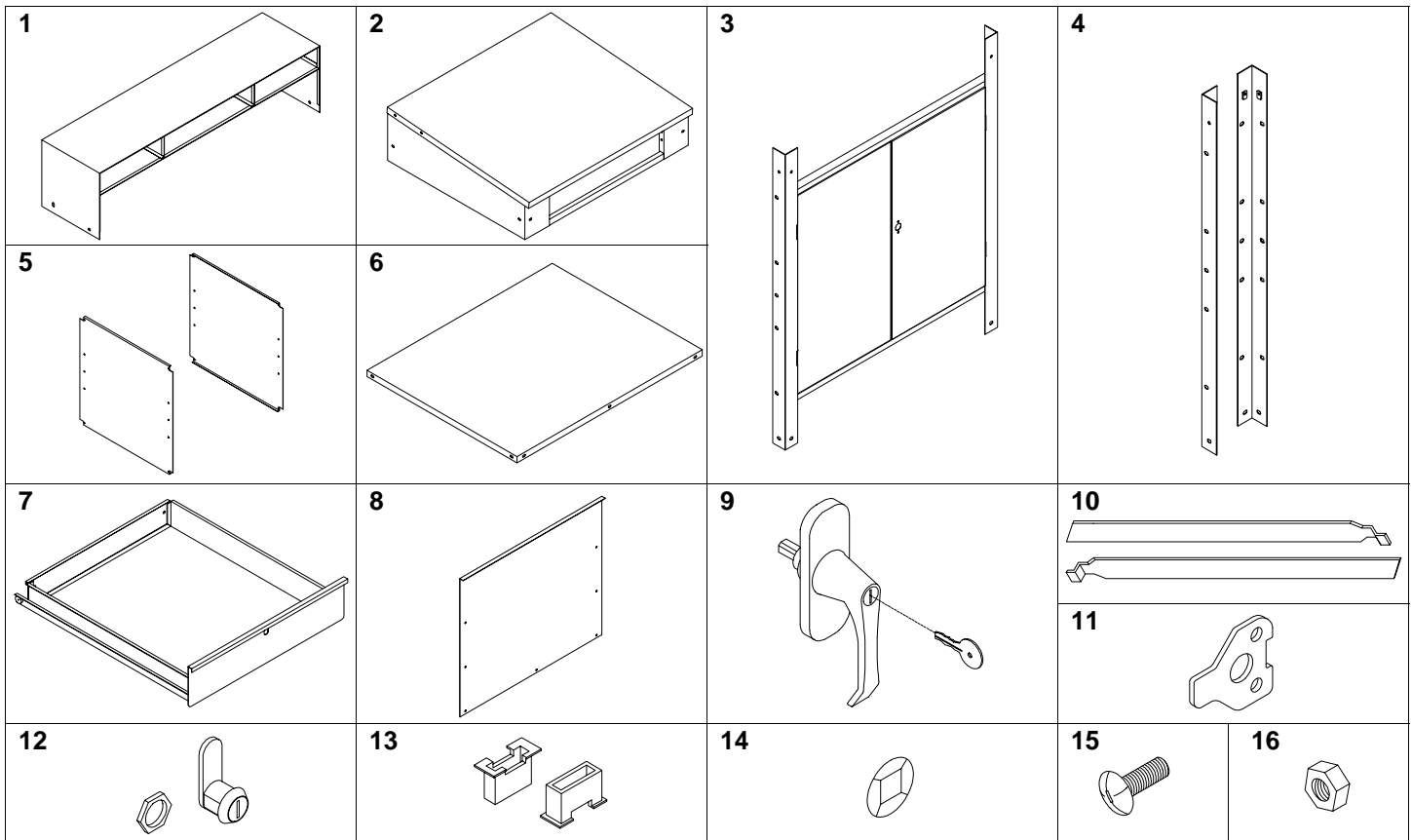


10. Attach the handle to front of desk as follows:

- Place locking handle (9) on right hand door and fasten with #8-32 bolts with lockwashers (enclosed with handle).
- Turn handle to open position and place locking cam (11) over square shank of door handle with latch facing downward.
- Hook lock bars (10) to locking cam and hold in position while sliding nylon lock bar guide inserts (13) over door lock bar and through door slots.
- Place locking cam retainer (14) over square shank of door handle and drive into place.



11. Make sure all bolts and nuts are tightened securely before using.



REF. NO.	DESCRIPTION	PART NUMBER	QTY.	REF. NO.	DESCRIPTION	PART NUMBER	QTY.
1	Desk Riser	SR-12R	1	9	Locking Handle with Keys	944LH	1
2	Desktop Assembly	SR-13T	1	10	Lock Bars	SR-42LB	1
3	Front Assembly	SR-18F	1	11	Locking Cam	944LC	1
4	Back Legs	SR-15L	2	12	Drawer Lock & Hex Nut	CL-1	2
5	Side Panels	SR-11SP	2	13	Locking Bar Guide Inserts	944GI	2
6	Inside Shelf/Bottom Shelf	SR-29S	2	14	Locking Cam Retainer	944CR	2
7	Drawer	SR-28D	1	15	1/4"-20 x 5/8" Slotted Screws	◆	42
8	Rear Panel	SR-11RP	1	16	1/4"-20 Hex Nuts	◆	34

◆ Standard hardware item, available locally

**Tennsco makes every effort to ensure that all units ship complete with all parts and arrive undamaged. However, should your unit contain missing or damaged parts, replacements may be obtained directly from Tennsco. To obtain proper replacement parts, follow the instructions below:**

**TO OBTAIN PROPER REPLACEMENT PARTS, PLEASE PROVIDE THE FOLLOWING INFORMATION:**

- Model Number
- Purchase Date
- Description of part(s) needed and part number(s) as shown in Parts List (above)
- Color
- Who product was purchased from
- Your company name
- Contact peron's name

**Tennsco Corp., P.O. Box 1888, Dickson, TN 37056-1888      Voice: (800) 251-81814      Fax: (800) 722-0134**

**If requesting parts by telephone, ask for customer service and have as much of the above information ready as possible.**

**LIMITED WARRANTY**

Tennsco warrants goods purchased hereunder to be free of defects in materials and workmanship for a period of one (1) year from the date of shipment, hereunder. This warranty shall not apply in the event goods are damaged as a result of misuse, abuse, neglect, accident, improper application, modification or repair by persons not authorized by Seller, where goods are damaged during shipment, or where the date stamps on the goods have been defaced, modified or removed. UNLESS CONSIDERED UNENFORCEABLE OR UNLAWFUL UNDER APPLICABLE LAW:

- a. ALL IMPLIED WARRANTIES, INCLUDING BUT NOT LIMITED TO WARRANTIES OR MERCHANT ABILITY AND FITNESS FOR A PARTICULAR PURPOSE ARE HEREBY EXCLUDED.
- b. BUYERS REMEDY, IF ANY, FOR ANY DEFECTIVE GOODS SHALL BE LIMITED TO A REFUND BY SELLER OR REPLACEMENT OF THE GOODS AT SELLER'S OPTION, AND SHALL IN NO EVENT INCLUDE DAMAGES OF ANY KIND, WHETHER INCIDENTAL, CONSEQUENTIAL OR OTHERWISE.

NO GOODS ACCEPTED FOR RETURN WITHOUT PRIOR APPROVAL. Seller shall have the right to inspect any goods claimed to be defective at Buyers place of business or require Buyer to return the goods to Seller for inspection on Seller's premises. Transportation charges covering returned goods will be borne by Seller only if such goods are proven to be defective, are covered by this warranty and are returned within the warranty period stated above.