



OfficeSource®
FURNITURE

Customer Service
Tel: 800-388-8202 (Mon-Fri | 9am-5pm EST.)
officesourcefurniture.com

OS Panel System

Assembly Instructions



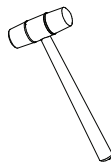
Useful Hints Before You Start

1. Read each step carefully before starting.
2. Before beginning assembly, identify, sort and count the parts before assembly.
3. Using the wrong screw will cause damage.
4. Using incompatible hardware might cause damage to product.
5. It is important that each step is performed in correct order to avoid difficulties.
6. Assemble your furniture on packaging cardboard to prevent scratch or damage.
7. Do not tighten any screws or bolt until the unit is completely assembled.
8. Keep all hardware parts out of reach of children.

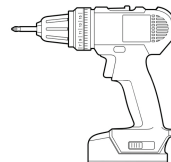
Necessary Tools



Phillips
Screwdriver



Rubber
Hammer

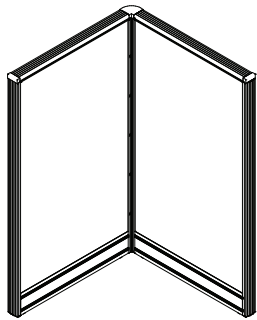


CAUTION – Power Drill
Risk of product damage!
Must be used on lowest torque setting.

Care & Maintenance

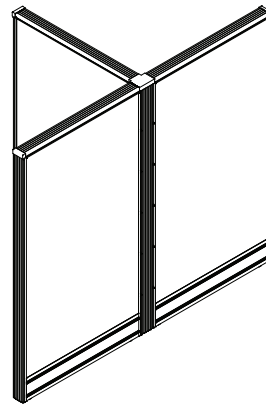
- Check bolts/screws periodically and tighten them if necessary.
- Use a soft, clean cloth that will not scratch the surface when dusting.
- Clean the product with mild cleanser using soft damped cloth. Do not use harsh or abrasive cleanser.
- Liquid spills should be removed immediately. Using a soft clean cloth, blot the spill gently.
- Always use protective pads under hot dishes and plates. Heat can cause chemical changes that may create spotting within the furniture finish.
- It is best to keep your furniture in a climate-controlled environment. Extreme temperature and humidity changes can cause fading, warping, shrinking and splitting of wood. It is advised to keep furniture away from direct sunlight as sun may damage the finish.

2-Way Connector



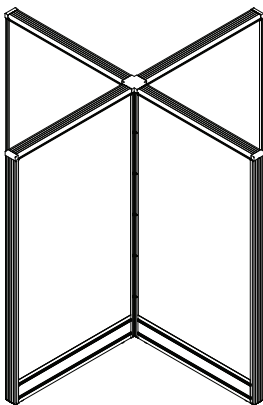
P4 - P5

3-Way Connector



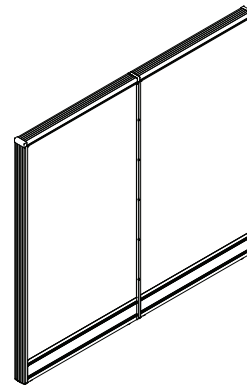
P6 - P7

4-Way Connector



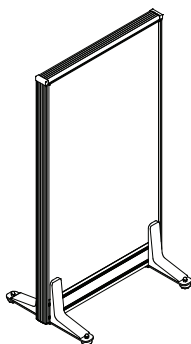
P8 - P9

Multi-Panel Wall



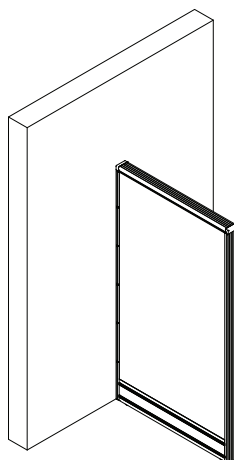
P10 - P11

Panel Floor Support



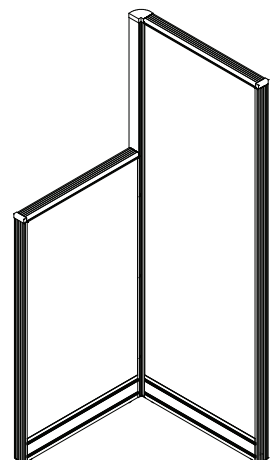
P12 - P13

Panel Wall Mount



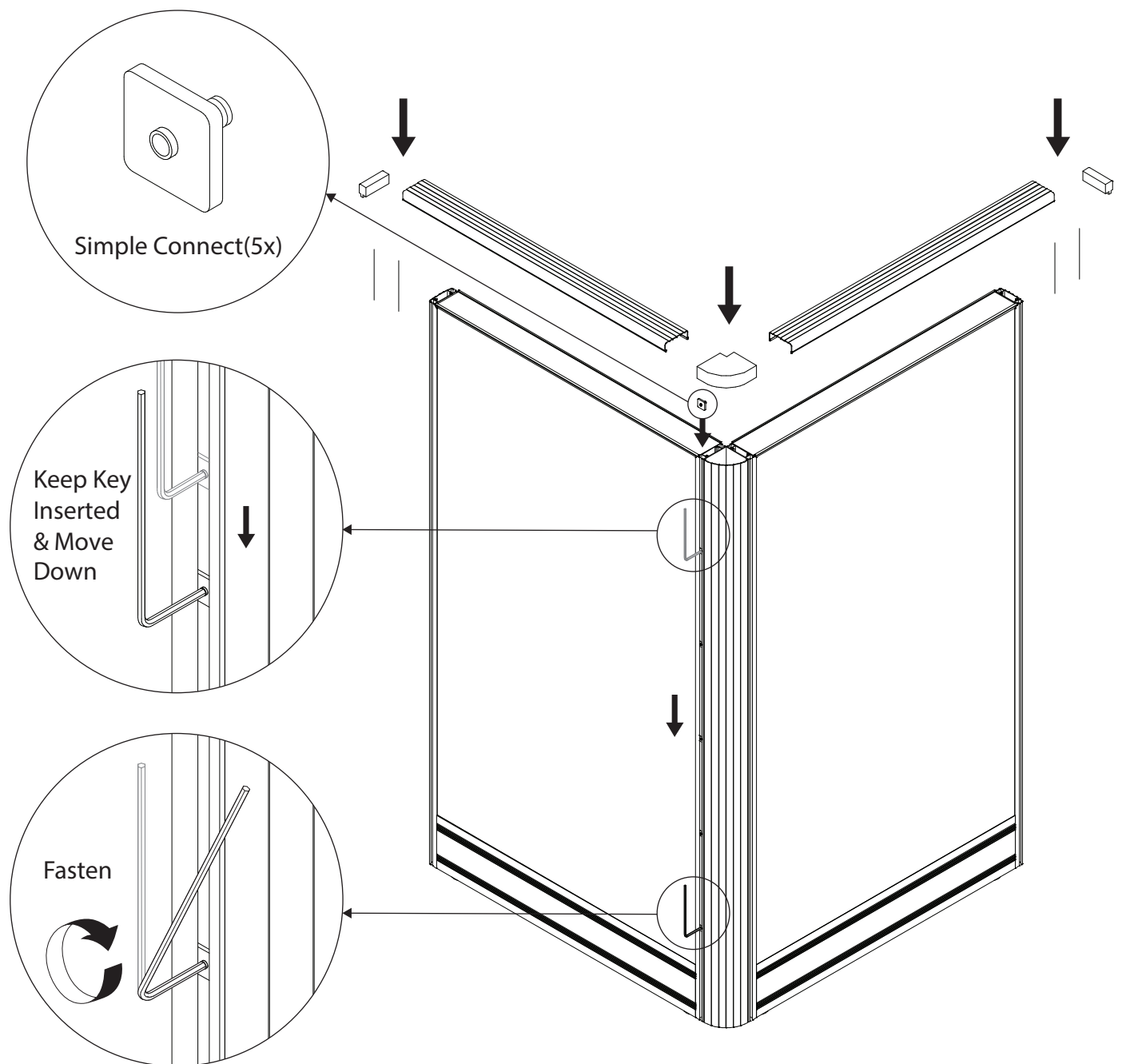
P14 - P15

2-Way Multi-Height

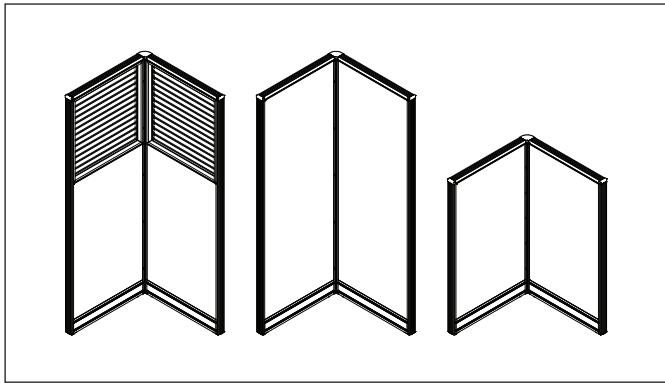


P16 - P17



Simple Connect System Instructions





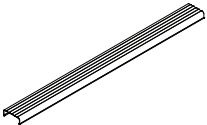
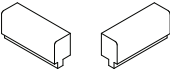

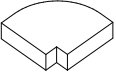
Assembly Instructions for 2-Way Connector

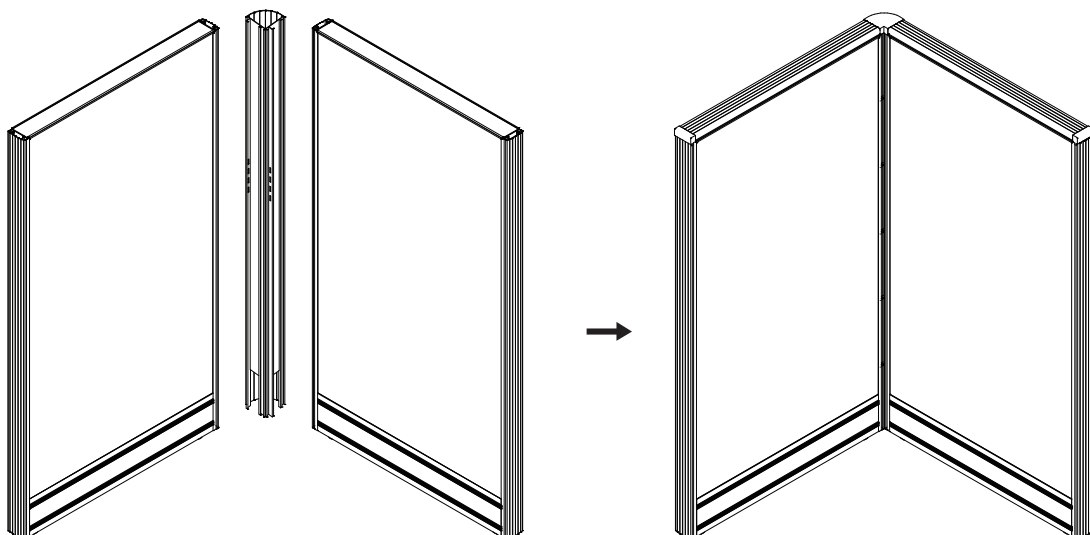


Hardware List

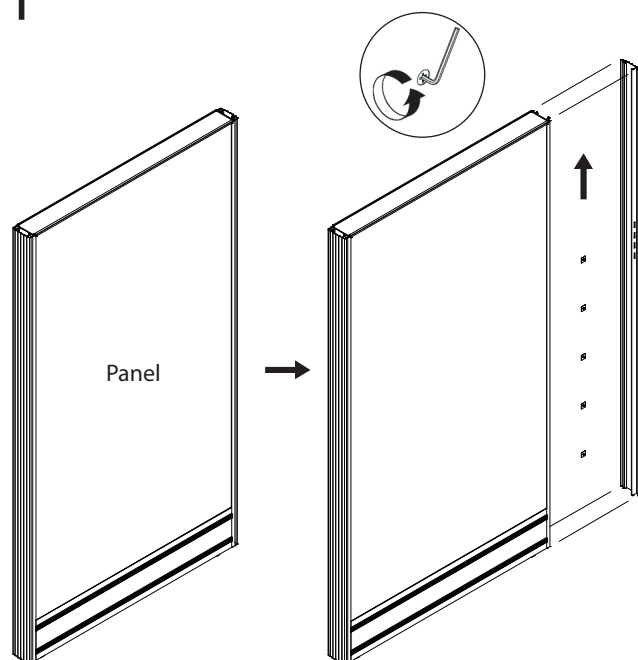
A  Simple Connect(10x)	B  Hex Key(1x)
--	--

Parts List

1  Panel(2x)	2  2-Way Connector(1x)	3  Top Cover(2x)	4  End Cover(2x)	5  Middle Spacer(1x)
6  2-Way Cover(1x)				

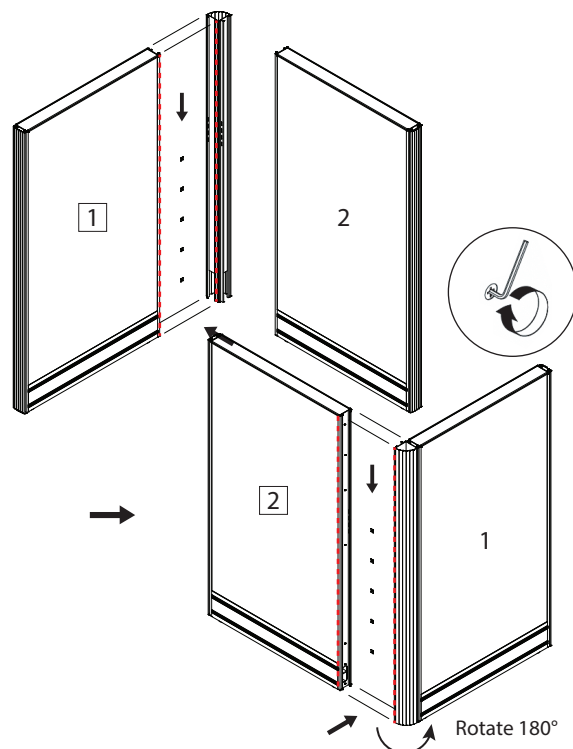


1



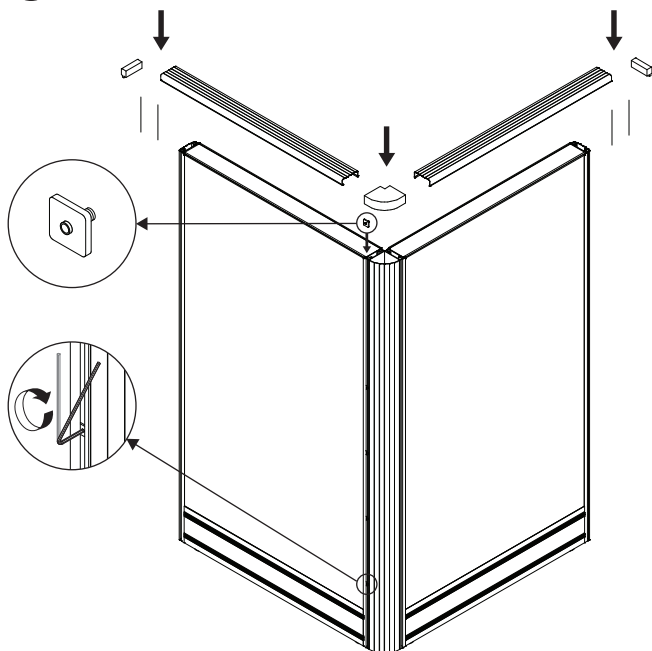
Insert the Hex Key(B) to unfasten the 5 Simple Connect(A). Remove the End Cover(4) from the Panel(1).

2



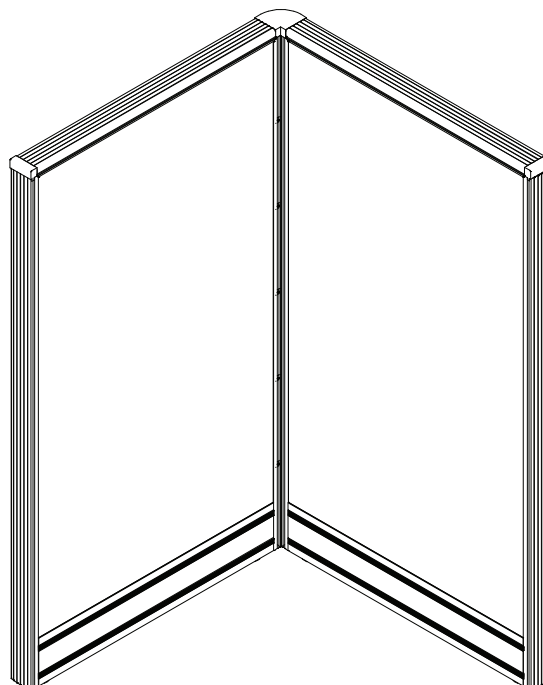
Place the 2-Way Connector(2) by Panel(1). Insert the Hex Key(B) into 5 Simple Connect(A) and fasten the 2-Way Connector(2). Slide the remaining Panel(1) into the gap of the 2-Way Connector(2) and fasten it with the 5 Simple Connect(1) until in position.

3

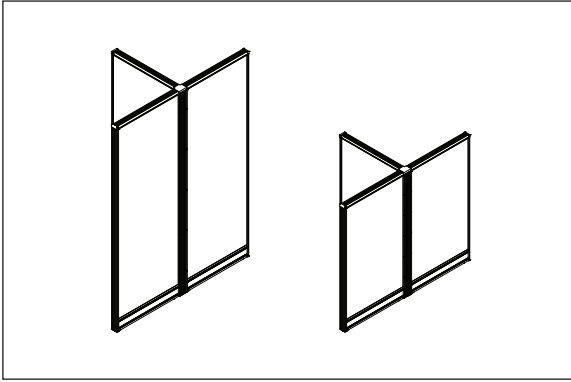


Using your hand, press the Top Cover(3) into place. Use a rubber hammer to lightly tap the End Cover(4), Middle Spacer(5) and 2-Way Cover(6) into place.



4





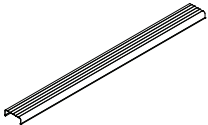
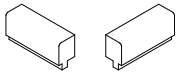

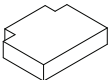
Assembly Instructions for 3-Way Connector

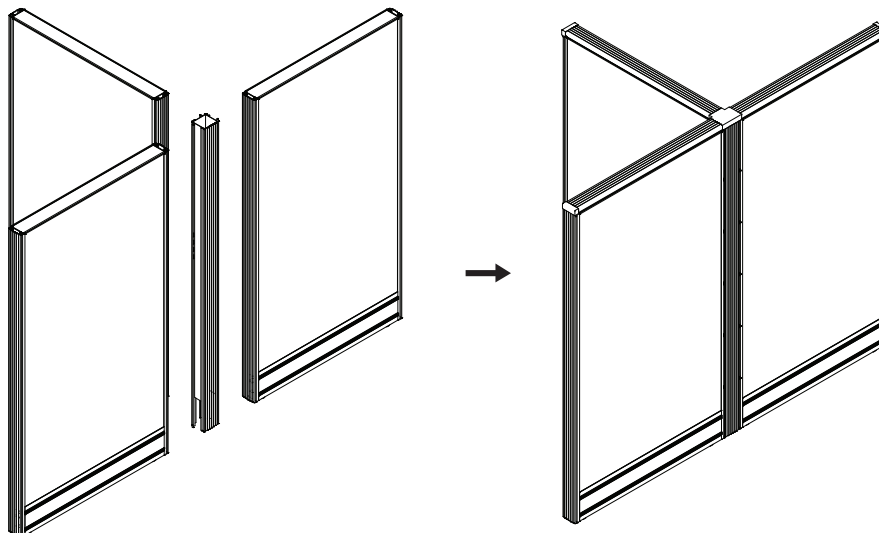


Hardware List

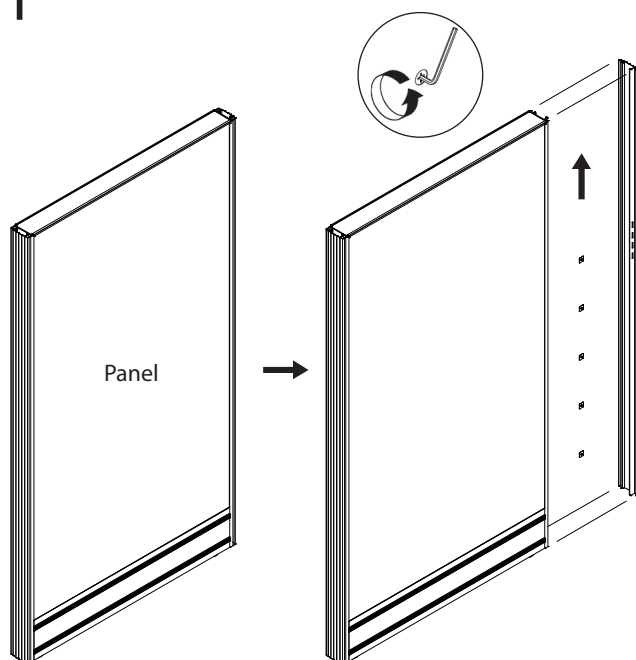
A  Simple Connect(15x)	B  Hex Key(1x)
--	--

Parts List

1  Panel(3x)	2  3-Way Connector(1x)	3  Top Cover(3x)	4  End Cover(3x)	5  Middle Spacer(1x)
6  3-Way Cover(1x)				

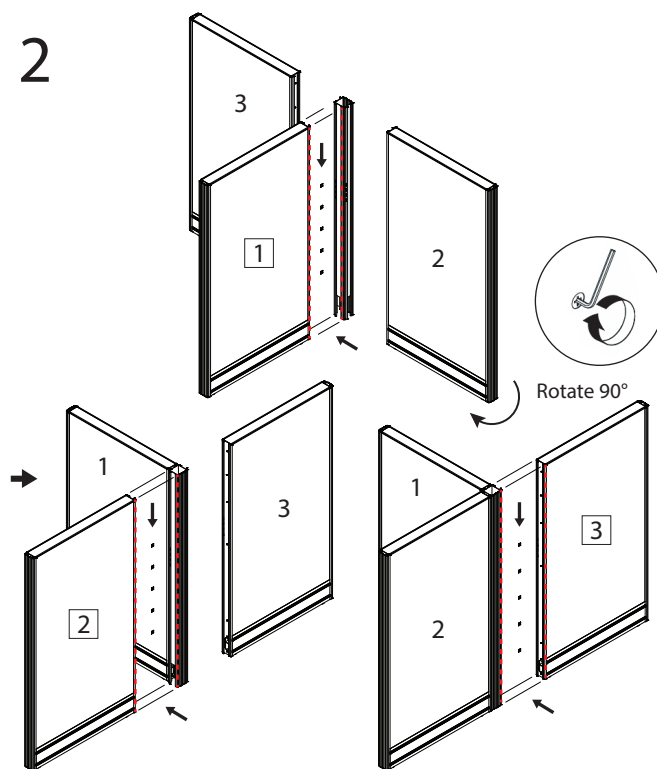


1



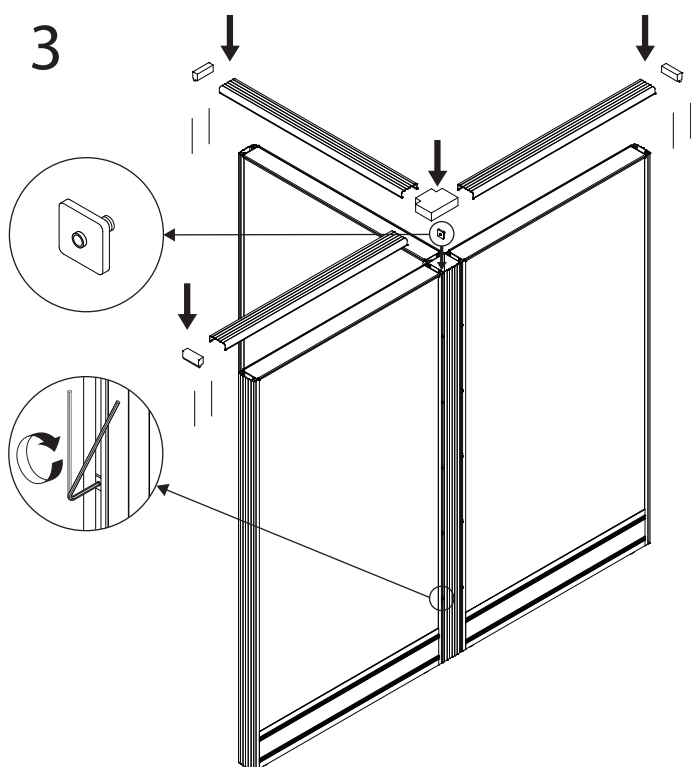
Insert the Hex Key(B) to unfasten the 5 Simple Connect(A). Remove the End Cover(4) from the Panel(1).

2



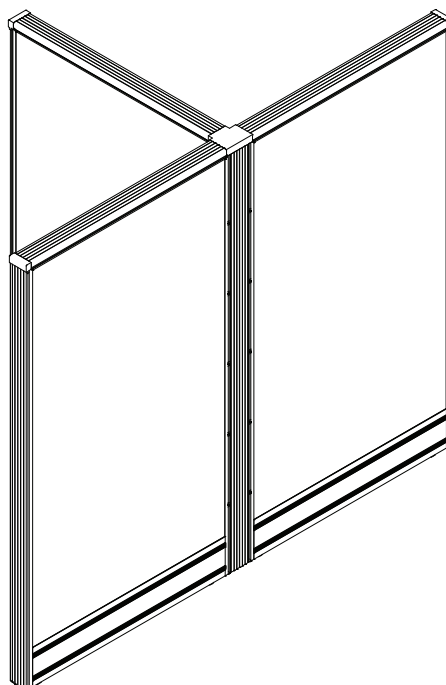
Place the 3-Way Connector(2) by Panel(1). Insert the Hex Key(B) into 5 Simple Connect(A) and fasten the 3-Way Connector(2). Slide the remaining Panels(1) into the gap of the 3-Way Connector(2) and fasten it with the 5 Simple Connect(1) until in position.

3

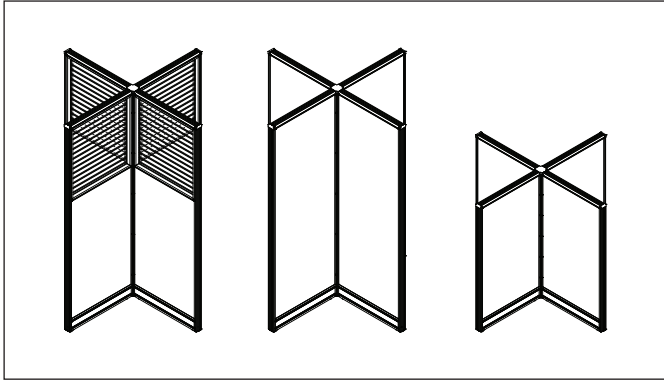


Using your hand, press the Top Cover(3) into place. Use a rubber hammer to lightly tap the End Cover(4), Middle Spacer(5) and 3-Way Cover(6) into place.



4





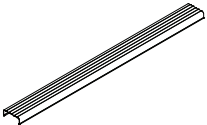
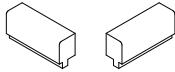

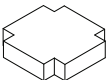
Assembly Instructions for 4-Way Connector

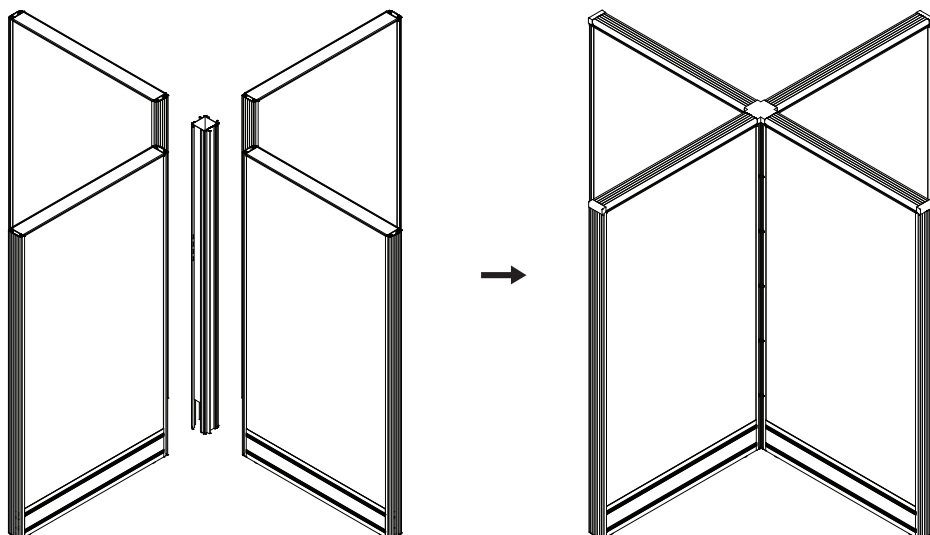


Hardware List

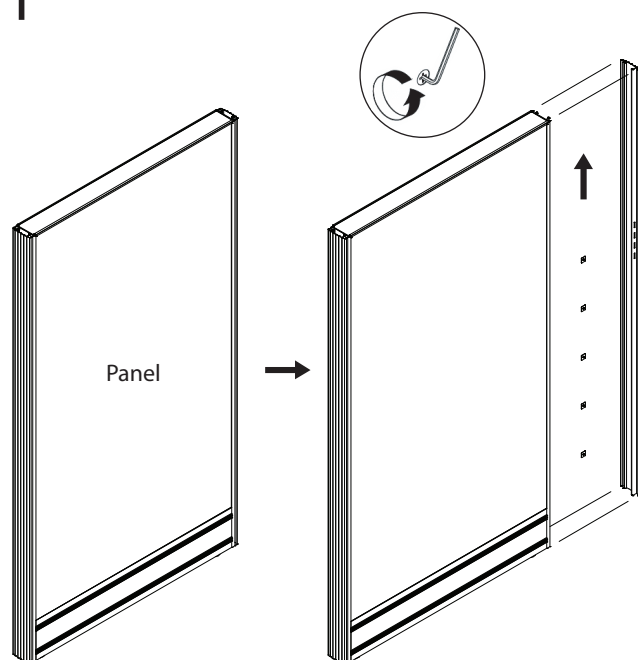
A  Simple Connect(20x)	B  Hex Key(1x)
--	--

Parts List

1  Panel(4x)	2  4-Way Connector(1x)	3  Top Cover(4x)	4  End Cover(4x)	5  Middle Spacer(1x)
6  4-Way Cover(1x)				

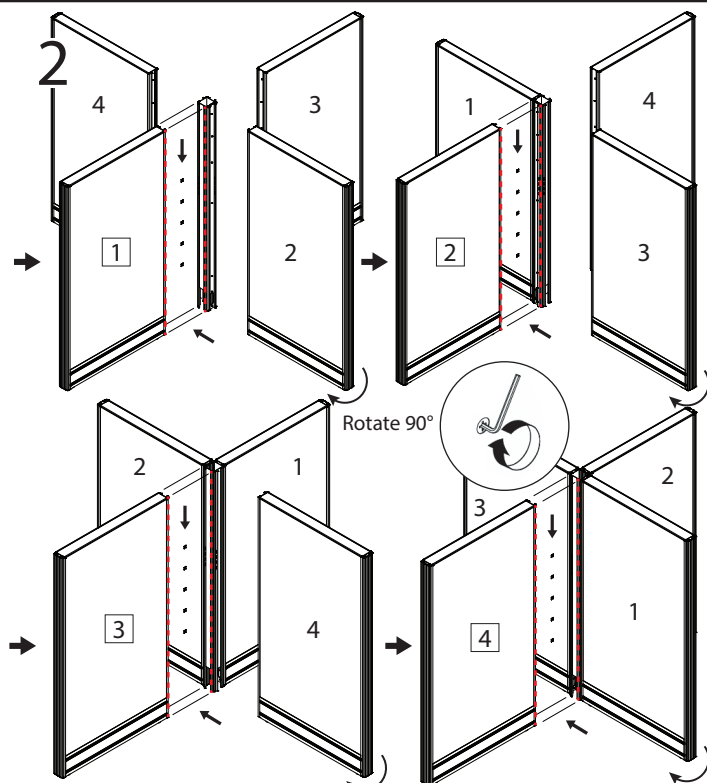


1



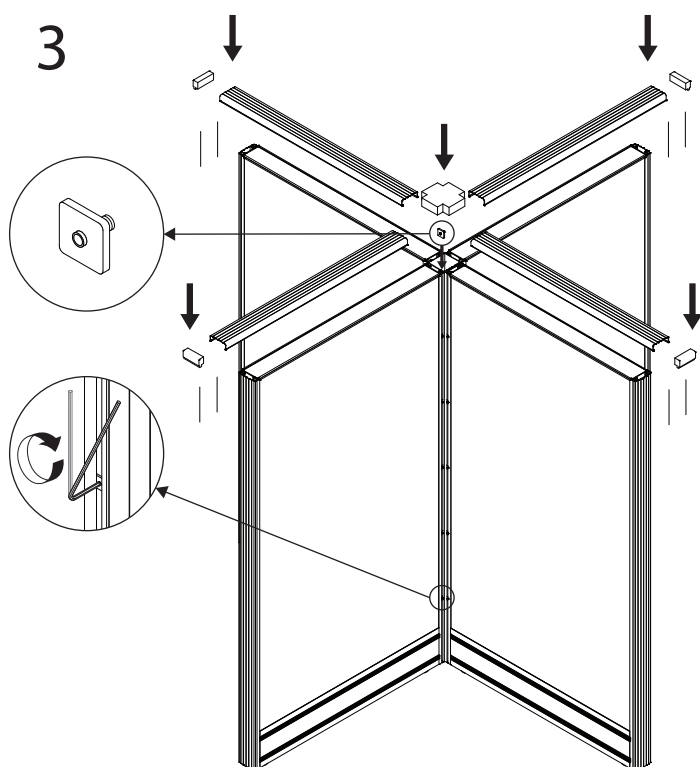
Insert the Hex Key(B) to unfasten the 5 Simple Connect(A). Remove the End Cover(4) from the Panel(1).

2



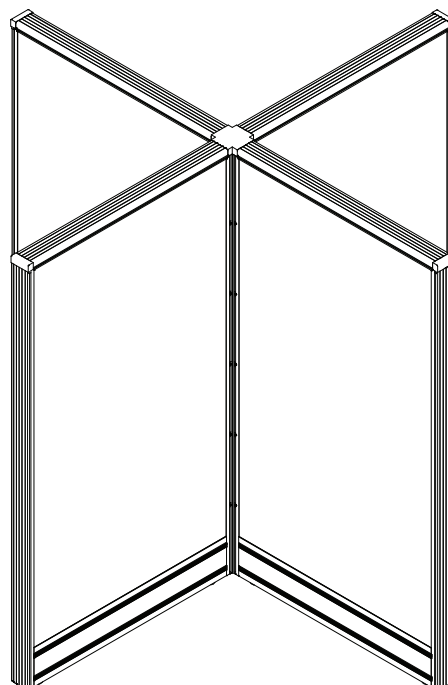
Place the 4-Way Connector(2) by Panel(1). Insert the Hex Key(B) into 5 Simple Connect(A) and fasten the 4-Way Connector(2). Slide the remaining Panels(1) into the gap of the 4-Way Connector(2) and fasten it with the 5 Simple Connect(1) until in position.

3

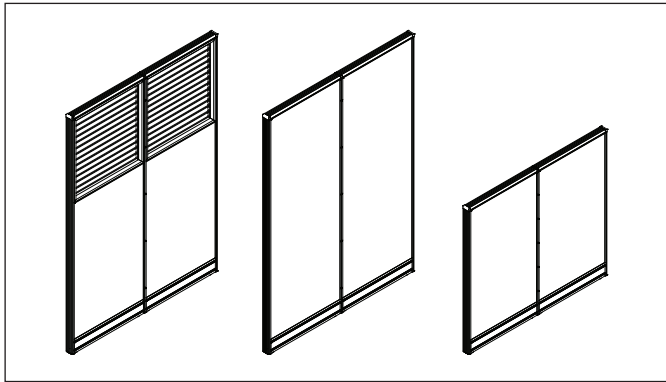


Using your hand, press the Top Cover(3) into place. Use a rubber hammer to lightly tap the End Cover(4), Middle Spacer(5) and 4-Way Cover(6) into place.



4




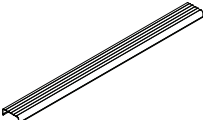
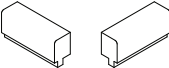

Assembly Instructions for Multi-Panel Wall

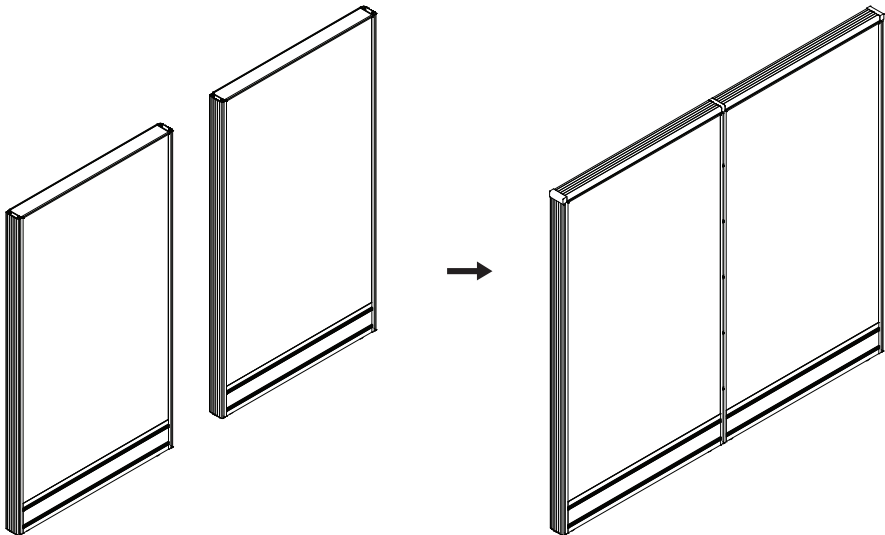


Hardware List

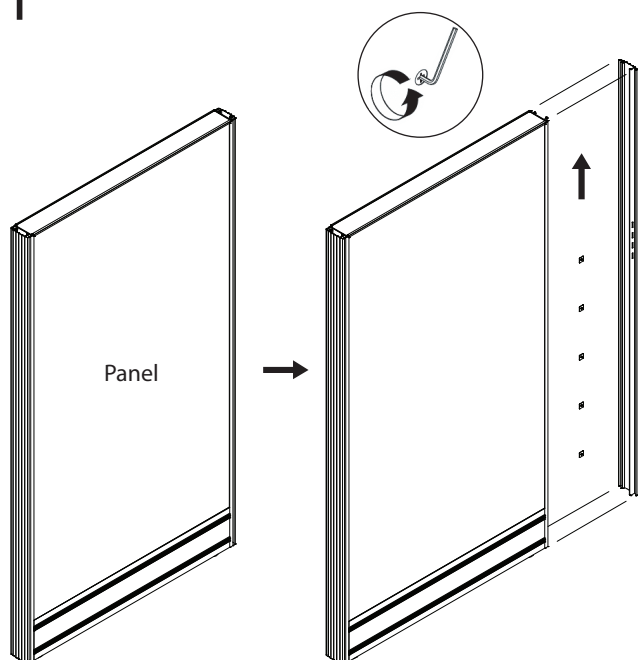
A  Simple Connect(10x)	B  Hex Key(1x)
--	--

Parts List

1  Panel(2x)	2  Top Cover(2x)	3  End Cover(2x)	4  Middle Spacer(1x)
--	--	--	--

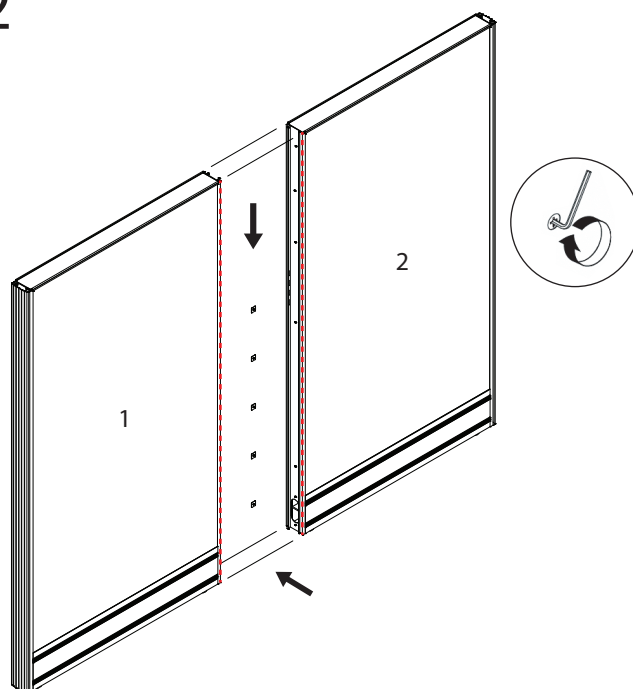


1



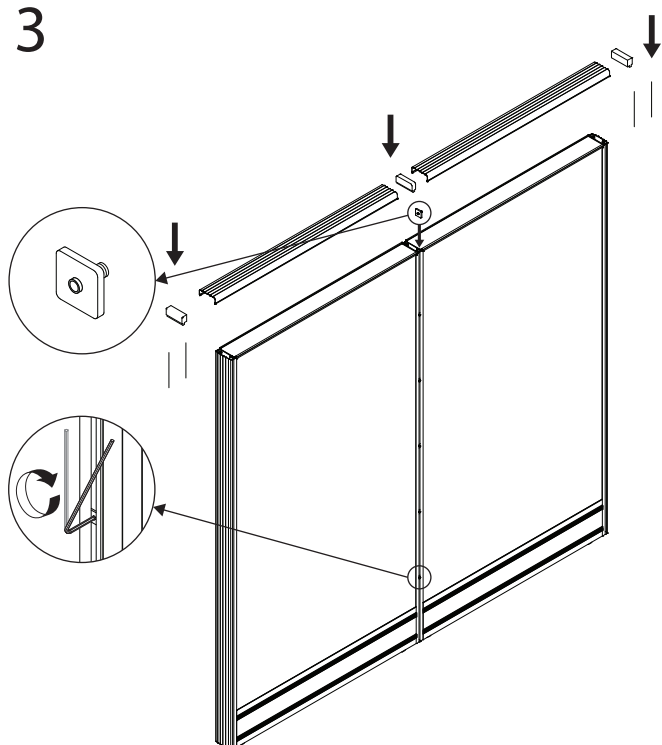
Insert the Hex Key(B) to unfasten the 5 Simple Connect(A). Remove the End Cover(4) from the Panel(1).

2



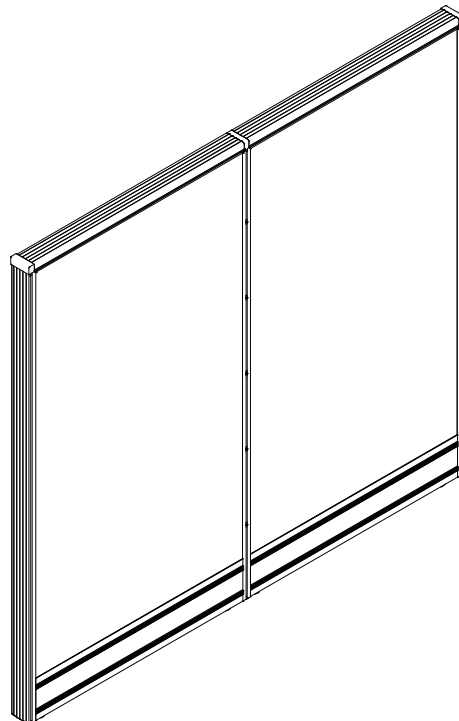
Place the Panels(1) together and fasten by using the Hex Key(B) and 5 Simple Connect(A).

3

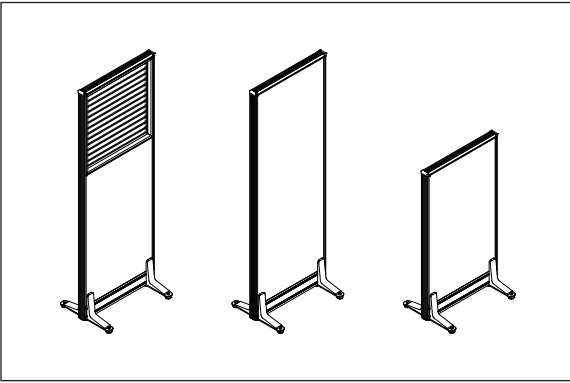


Using your hand, press the Top Cover(2) into place. Use a rubber hammer to lightly tap the End Cover(3) and Middle Spacer(5) into place.


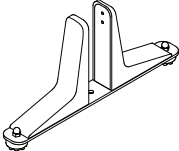
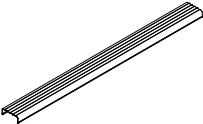
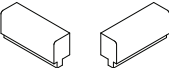

4



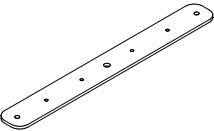
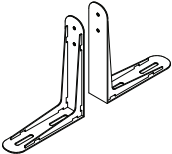
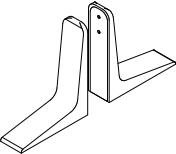




Assembly Instructions for Panel Floor Support

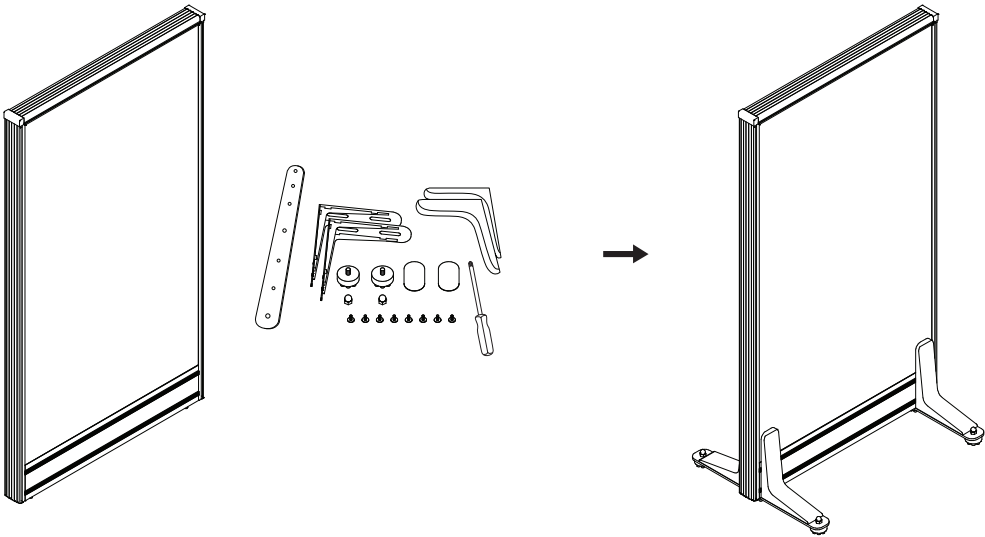


Parts List

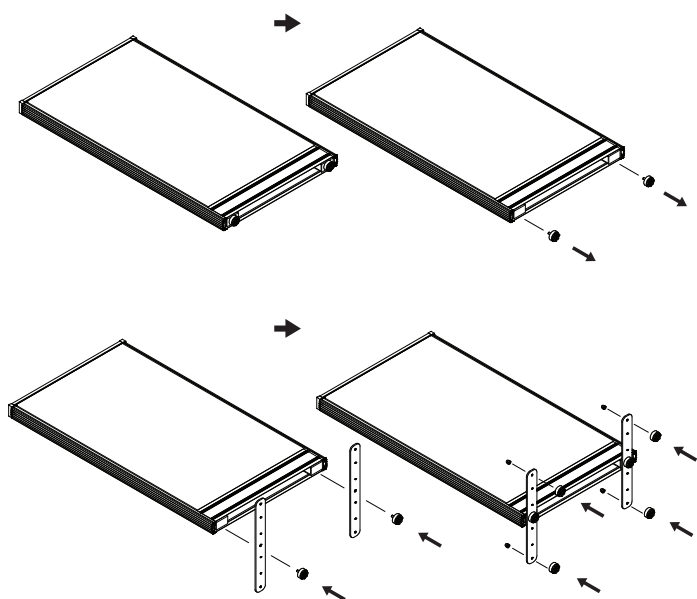
1		2		3		4		5	
	Panel(1x)		Floor Support(2x)		Top Cover(1x)		End Cover(2x)		Middle Spacer(1x)

Details for Panel Floor Support

A		B		C		D		E	
	Leg Bar(2x)		Corner Edge(4x)		Cover(4x)		M8x15(4x)		Screw Cover(4x)
F		G							
	M6x10(16x)		Pad(4x)						

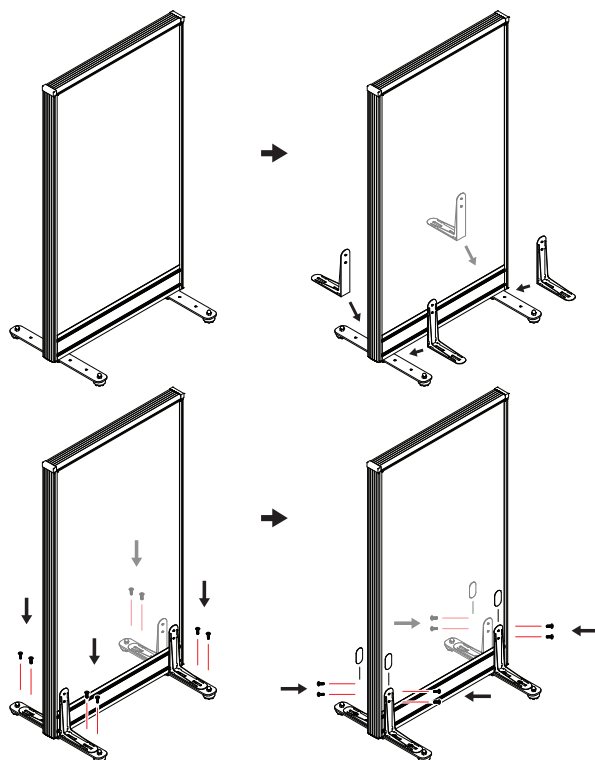


1



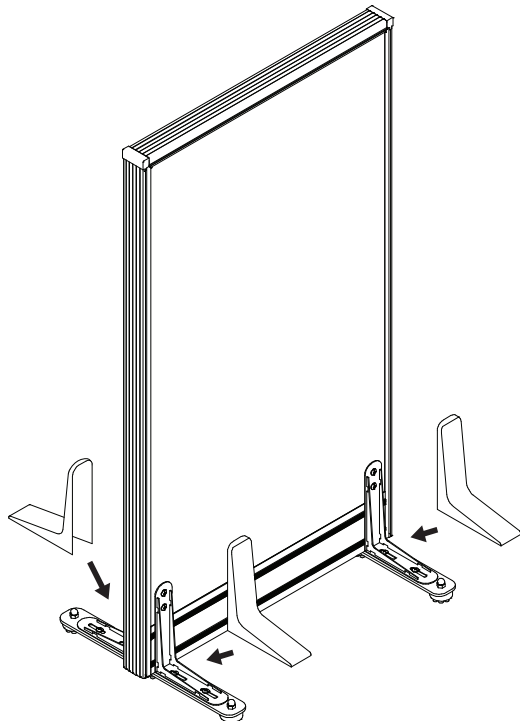
Lay the Panel(1) down on the floor and remove the 2 foot screws. Insert the Leg Bar(A) and insert and tighten the 2 foot screws. Insert 4 foot screws M8x15(D) and tighten. Attach Screw Covers(E).

2



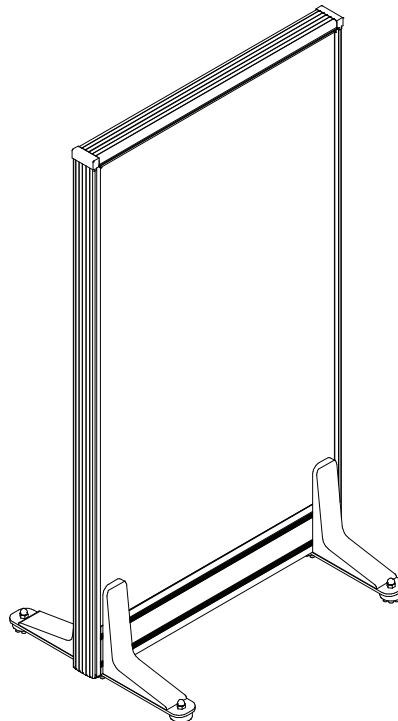
Stand the Panel(1) upright. Insert the 4 Corner Edge(B) and tighten 8 M6x10(F) screws. Put down the 4 Pads(G) and tighten the remaining 8 M6x10(F) screws into place.

3

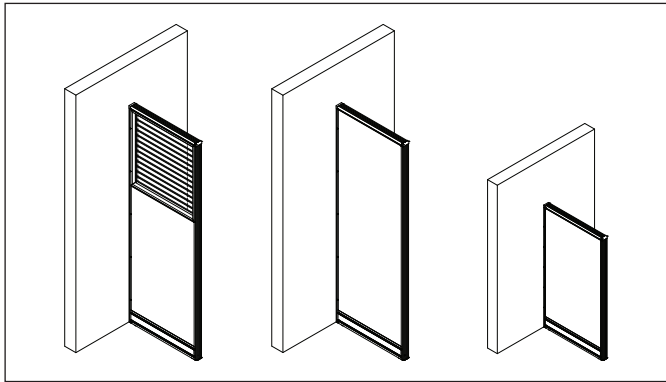


Using your hand, press the Cover(C) into place.



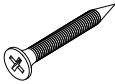
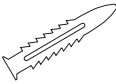
4





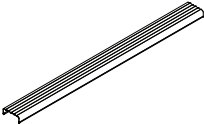
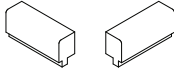

Assembly Instructions for Panel Wall Mount

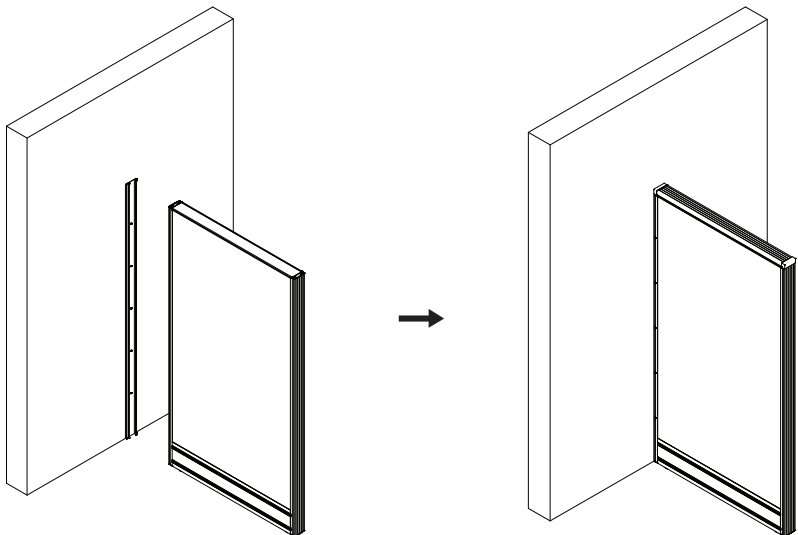


Hardware List

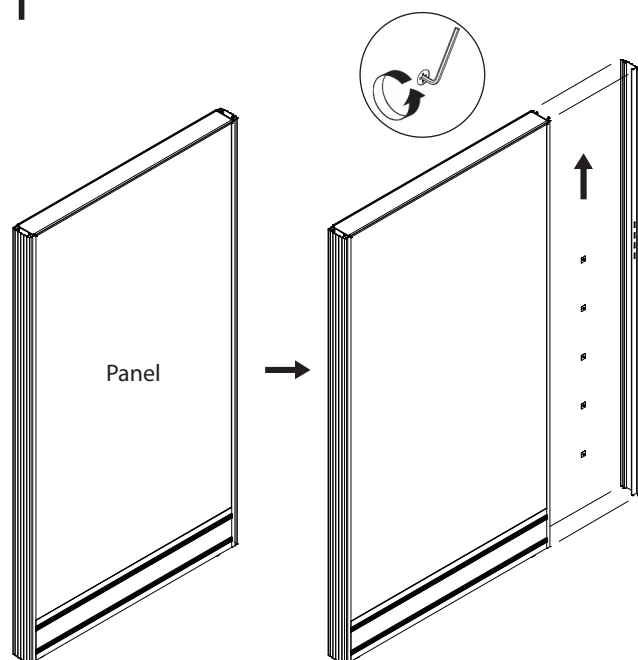
A  Simple Connect (10x)	B  Hex Key(1x)	C  M8x50(5x)	D  Anchor(5x)
---	--	--	---

Parts List

1  Panel(1x)	2  Wall Mount(1x)	3  Top Cover(1x)	4  End Cover(1x)	5  Middle Spacer(1x)
--	---	--	---	--

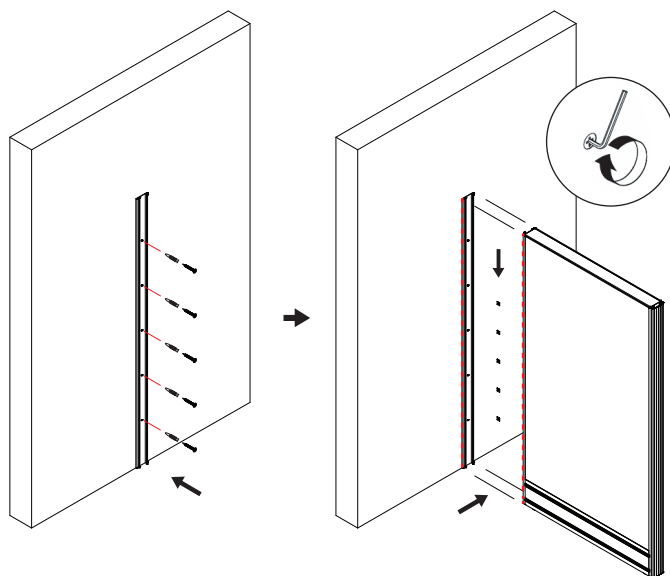


1



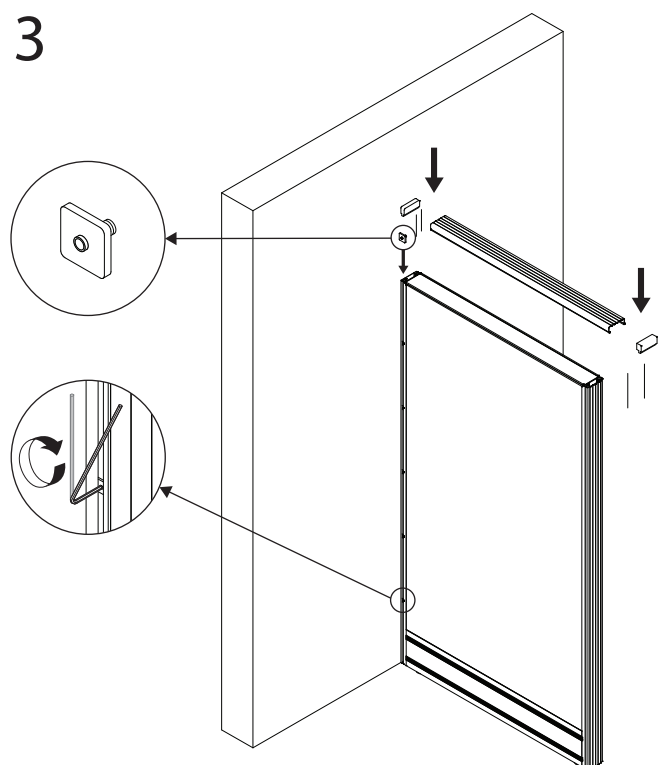
Insert the Hex Key(B) to unfasten the 5 Simple Connect(A). Remove the End Cover(4) from the Panel(1).

2



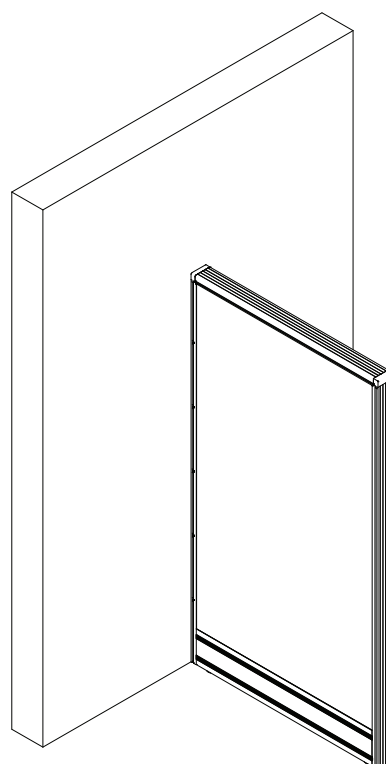
Position the Wall Mount(2) and fasten it to the wall by using a drill, 5 M8x50(C) screws and 5 Anchors(D). Place the Panel(1) to the Wall Mount(2) and fasten using the Hex Key(B) and Simple Connect(A).

3

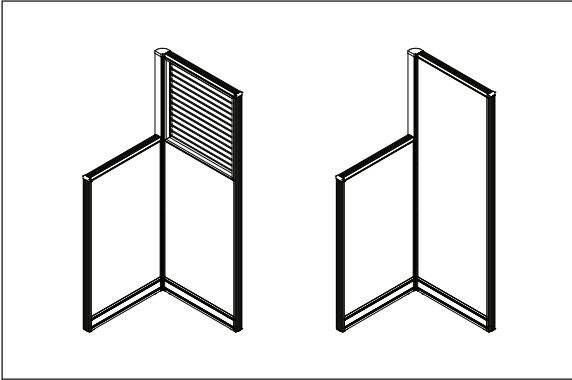


Using your hand, press the Top Cover(3) into place. Use a rubber hammer to lightly tap the End Cover(4) and Middle Spacer(5) into place.



4







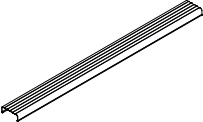
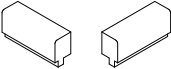

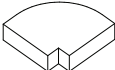
Assembly Instructions for 2-Way Multi-Height

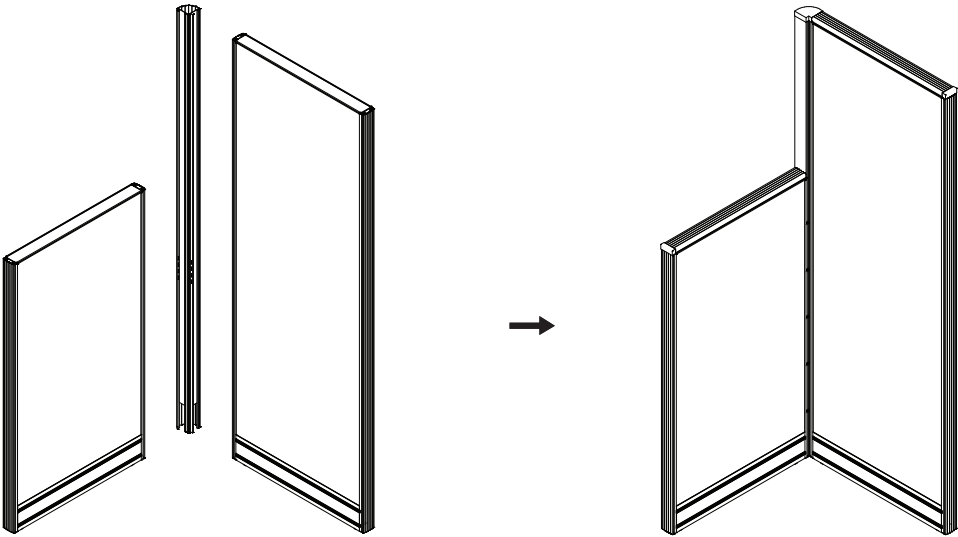


Hardware List

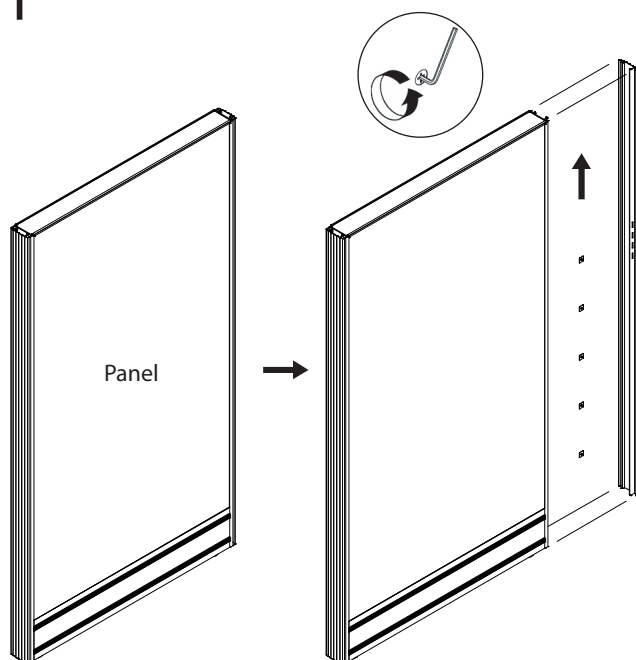
A  Simple Connect(10x)	B  Hex Key(1x)
--	--

Parts List

1  Panel(1x)	2  Panel(1x)	3  2-Way Connector(1x)	4  Height Cover(1x)	5  Top Cover(2x)
6  End Cover(3x)	7  Middle Spacer(1x)	8  2-Way Cover(1x)		

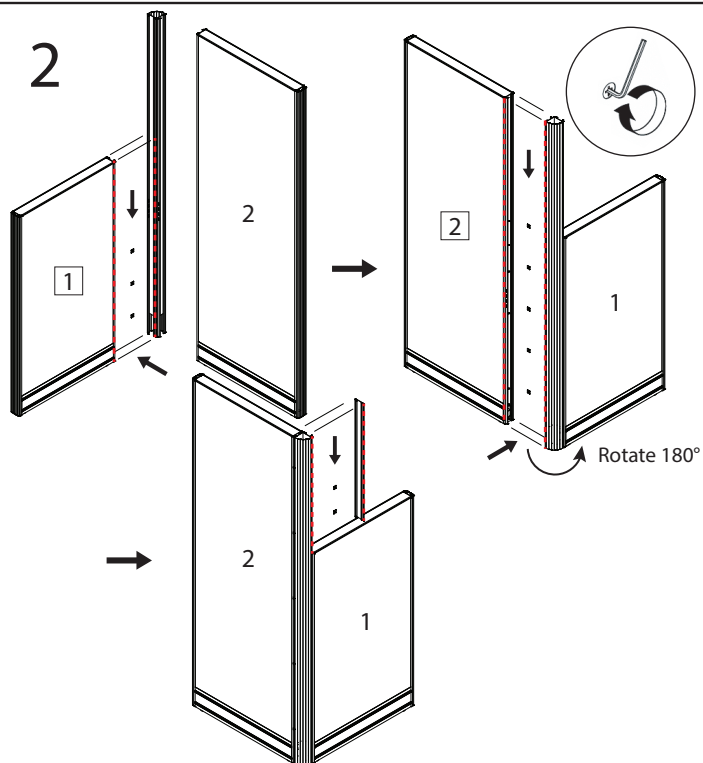


1



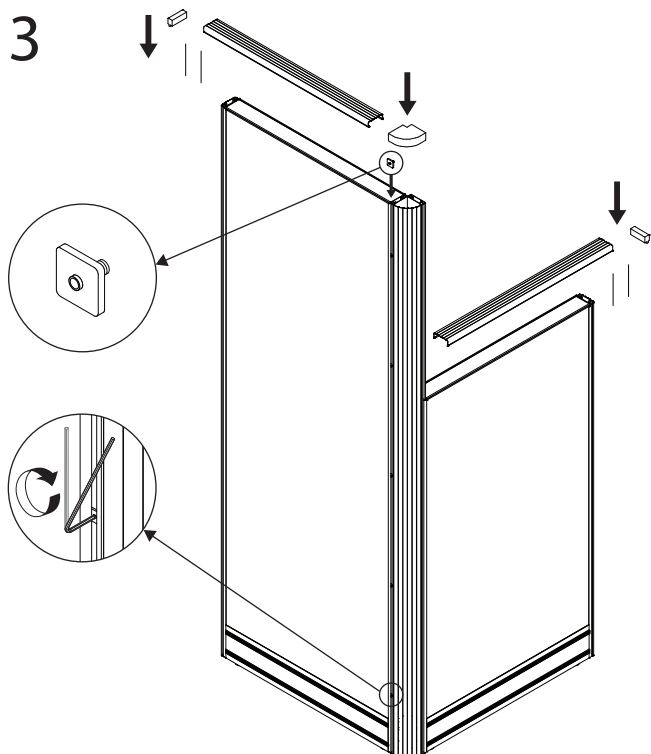
Insert the Hex Key(B) to unfasten the 5 Simple Connect(A). Remove the End Covers(4) from the Panels(1&2).

2



Place the 2-Way Connector(3) by Panel(1). Insert the Hex Key(B) into 5 Simple Connect(A) and fasten the 2-Way Connector(3). Slide Panel(2) into the gap of the 2-Way Connector(3) and fasten it with the 5 Simple Connect(1) until in position. Insert the Height Cover(4) and insert the Hex Key(B) into 2 Simple Connect(A).

3



Using your hand, press the Top Covers(5) into place. Use a rubber hammer to lightly tap the End Covers(6), Middle Spacers(7) and 2-Way Cover(8) into place.

4

