Harmony

ASSEMBLY INSTRUCTIONS

U.S. Department of Justice
UNICOR
Federal Prison Industries, Inc.

INTRODUCTION
BUILDING ON THE BASICS

The Harmony line is the perfect solution for the user seeking quality and functionality in a mid-priced office product. Common sense design and engineering make Harmony easy to understand, specify, install and reconfigure. Wood core construction with a durable laminate finish ensures long life at a reasonable cost.

Harmony is a comprehensive, modular office furniture line with multiple filing and storage options, and generous electrical and data cable management capabilities. It offers easy planning and gives a pleasant work environment for all Federal office needs.

The Harmony line comes in preconfigured, typical assemblies for your convenience. But the beauty of this line is its flexibility. It is designed to allow the user to build on the basics. Harmony gives you the basic pieces such as stand-alone shell desks, bridges, and credenzas. Then there are elements that can be added to customize your space. For example, overhead storage units, bookcases, and a choice of desktop organizers offer quick accessibility to computer media and miscellaneous materials

Transaction components transform desks into reception counters and keep important business forms at the user's fingertips in a presentable organized manner.

Featuring premier quality laminates in six faux wood finishes, Harmony's color palette offers cool to warm tones that work in any environment.

Harmony—a tremendous value for your furniture investment.

MATERIALS AND FABRICATION METHODS

CONSTRUCTION METHODS:

Harmony's European 32mm fabrication system assures precision construction and assembly. Additional holes are drilled for field adjustment of shelves.

MATERIALS:

SUBTRATE: Wood core construction, (1⅛" work surfaces, ¾" vertical panels)

LAMINATE: High-pressure plastic laminate has a matte finish (0.050” work surfaces, 0.028” vertical panels)

EDGE BANDING: 3mm PVC has a ribbed edge profile

DRAWERS: Drawer box sides are ½” birch plywood with ¼” birch plywood bottoms, finished with clear satin lacquer.

DETAILS:

DRAWER SLIDES: Full-extension, ball bearing slides are 150-pound rated and black epoxy powder-coated.

LIGHTING: Fluorescent task lighting is standard.

PAPER MANAGEMENT: Horizontal work bars with individual letter trays, slanted storage, and binder bins are available as options.

FILING: File drawers feature adaptable rails for letter and legal filing. Desk and credenza file drawers provide 24” and 16” file depths. Lateral file drawers allow 16” per row of front-to-back filing and 29” for side-to-side filing.

LOCKS: All file drawers have locking mechanism.

WIRE MANAGEMENT: Grommets are installed for convenient wire routing on desks and credenzas.

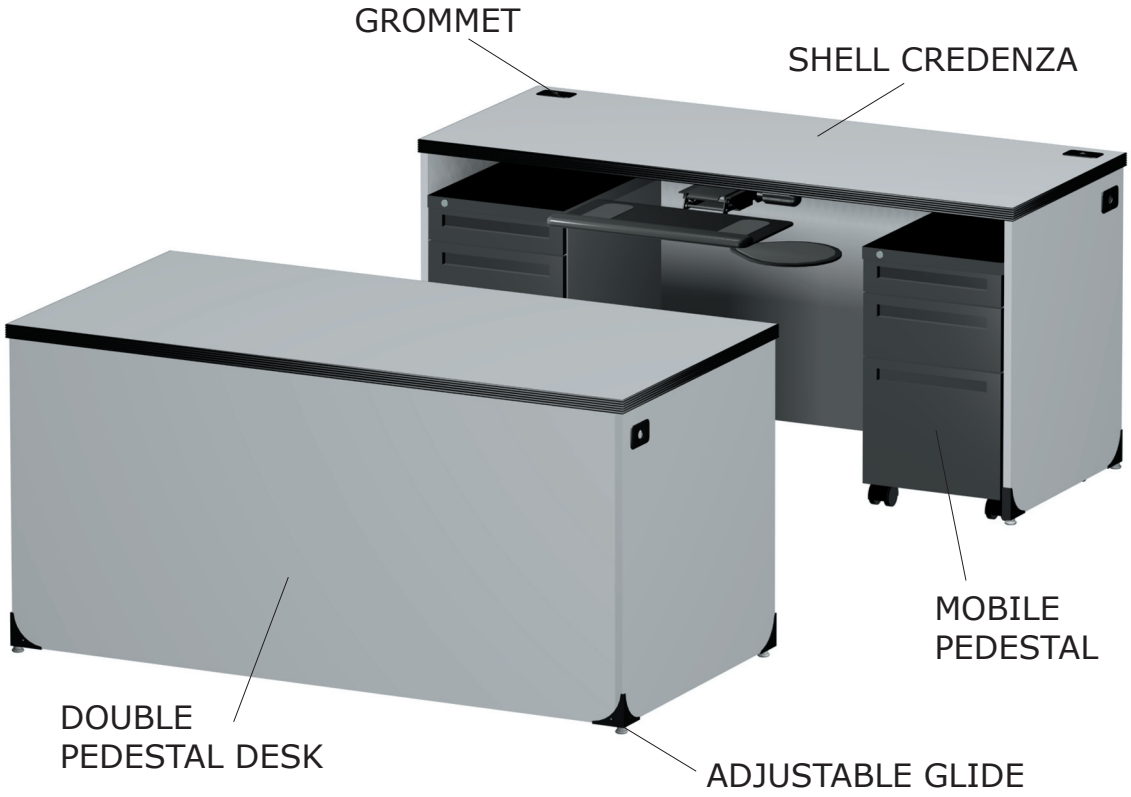
SPECIFICATIONS:

TESTING: Assembled furniture products meet or exceed ANSI/BIFMA standards x5.5 and 5.6

LAMINATE: Laminates meet NEMA GP50 standards

ASSEMBLY INSTRUCTIONS
HE-1100

1. Place the double pedestal desk and shell credenza in the desired location.
2. Level the desk and shell credenza using the adjustable glides. This is accomplished when the tops are level with the ground surface.
3. Route electrical cords through the grommet holes.
4. Slide mobile pedestals in place, under the shell credenza



Harmony

ASSEMBLY INSTRUCTIONS
HE-1200

1. Place the double pedestal desk and shell credenza in the desired location.
2. Level the desk and shell credenza using the adjustable glides. This is accomplished when the tops are level with the ground surface.
3. Place the upper closed shelf on the shell credenza and position it by aligning the rear corners directly over the rear of the shell credenza.
4. Route electrical cords through grommet holes and wireway provided.
5. Slide mobile pedestals in place, under the shell credenza.

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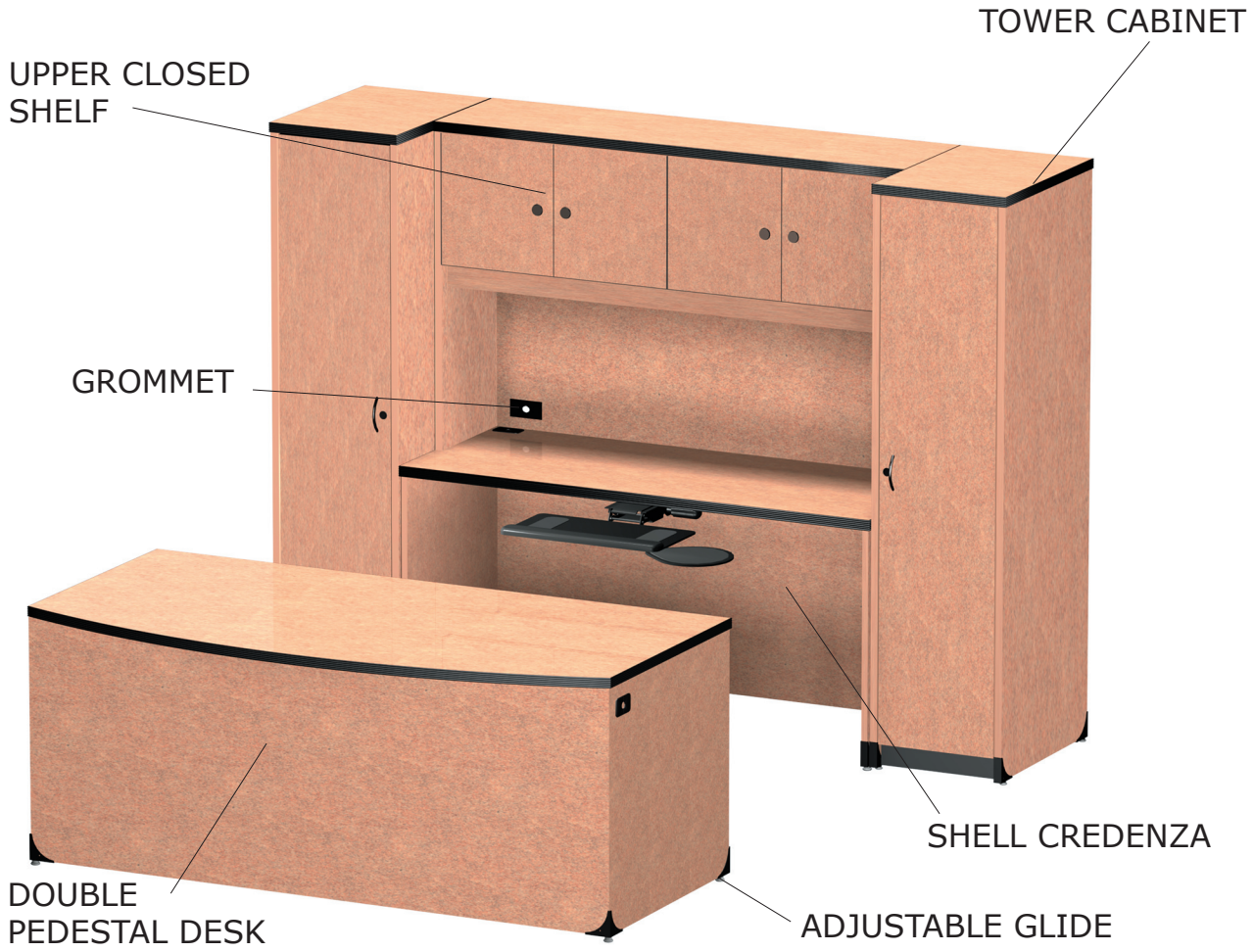
ASSEMBLY INSTRUCTIONS
HE-1300

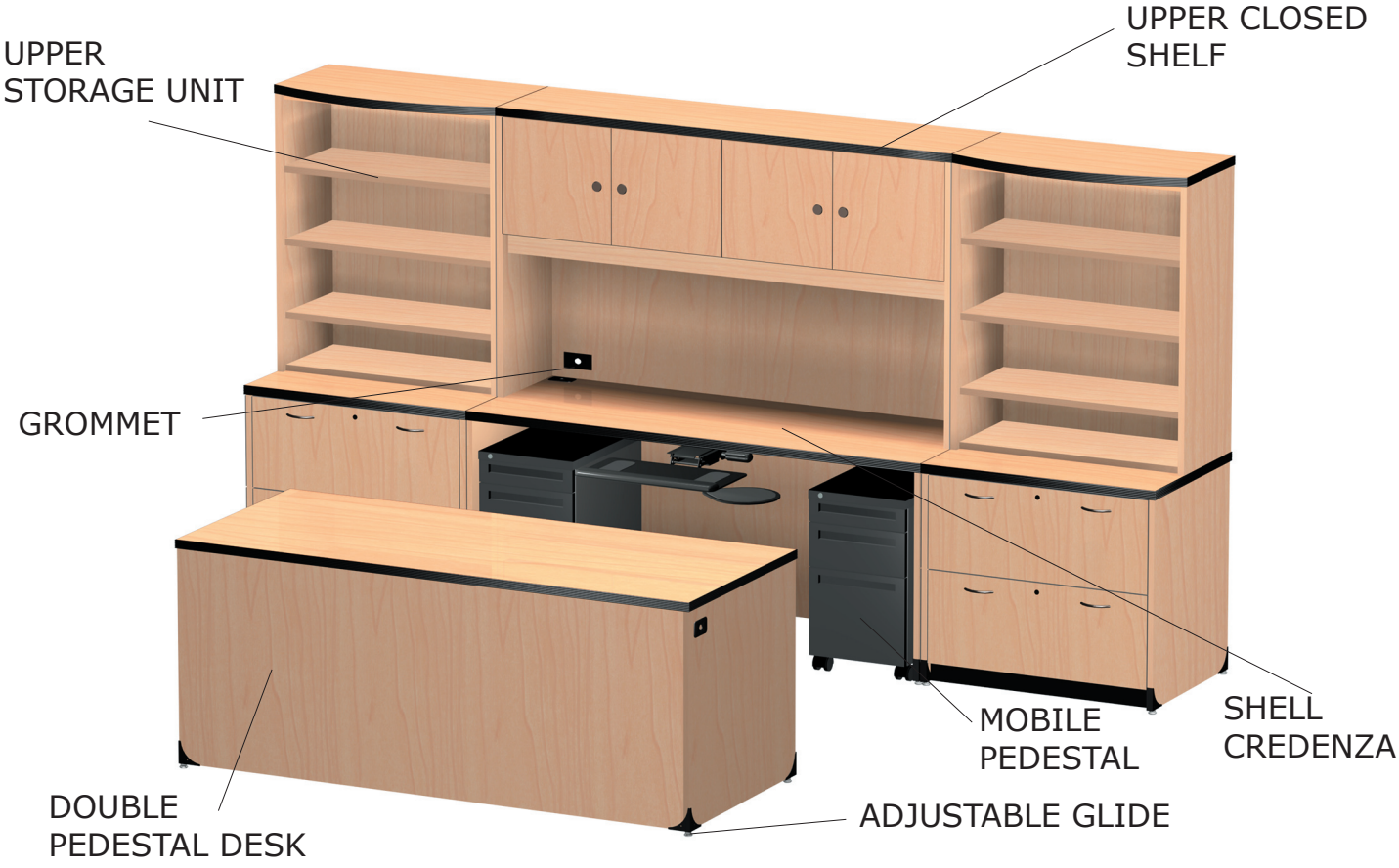
1. Place the double pedestal desk and shell credenza in the desired location.
2. Level the desk and shell credenza using the adjustable glides. This is accomplished when the tops are level with the ground surface.
3. Place the upper closed shelf on the shell credenza and position it by aligning the rear corners directly over the rear of the shell credenza.
4. Place the tower cabinets on each side of the shell credenza.
5. Level the tower cabinets using the adjustable glides. This is accomplished when the tops of the tower cabinets are flush with the top of the upper closed shelf.
6. Route electrical cords through grommet holes and wireway provided.



Harmony

ASSEMBLY INSTRUCTIONS
HE-1400

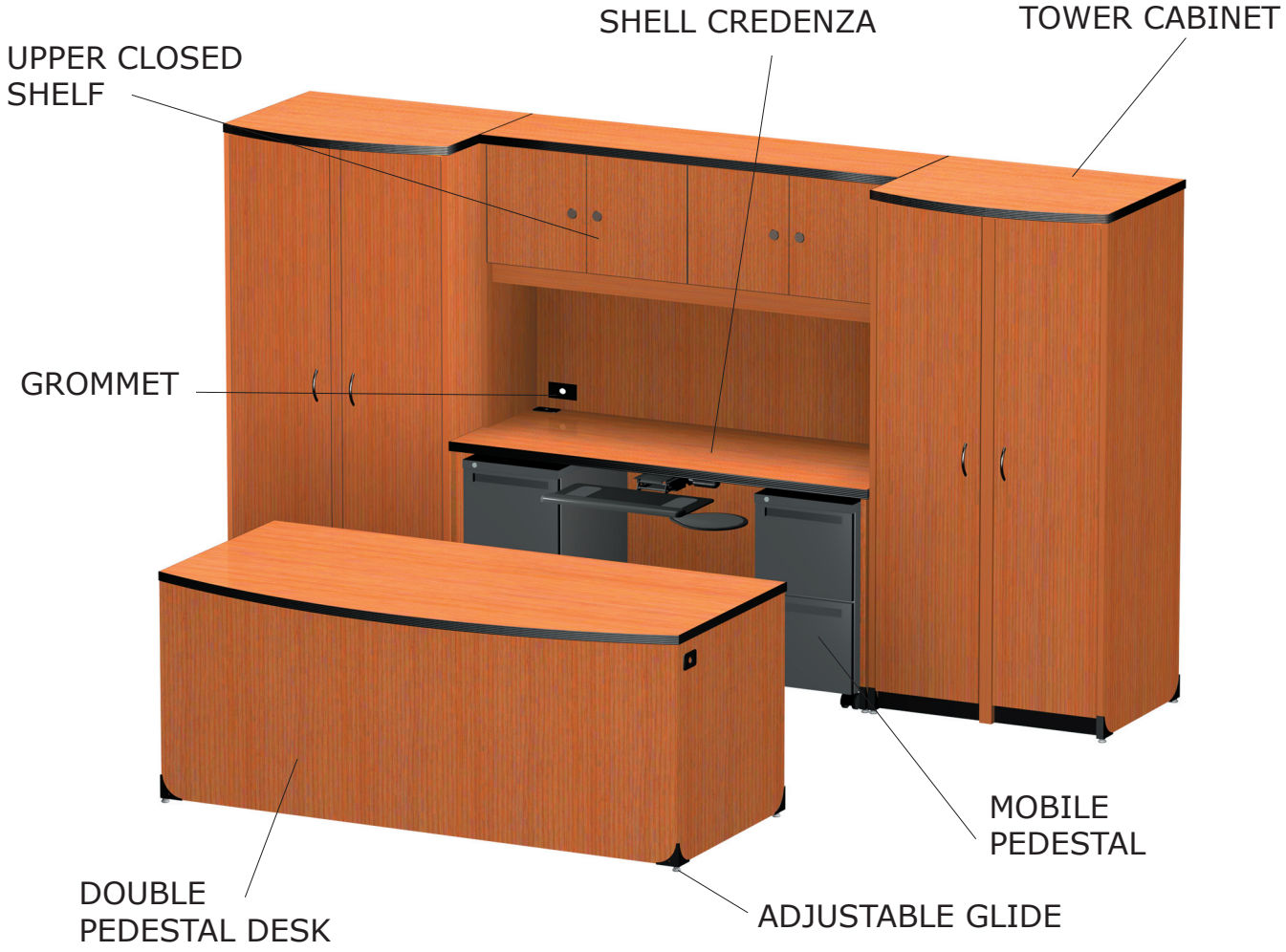
1. Place the double pedestal desk and shell credenza in the desired location.
2. Level the desk and shell credenza using the adjustable glides. This is accomplished when the tops are level with the ground surface.
3. Place the lateral files on each side of the shell credenza.
4. Level the lateral files using the adjustable glides. This is accomplished when the tops are level with the ground surface.
5. Place the upper closed shelf on the shell credenza and position by aligning the rear corners directly over the credenza unit.
6. Place the upper storage units on the lateral files and position by aligning the rear corners directly over the rear of the lateral files.
7. Route electrical cords through grommet holes and wireway provided.
8. Slide mobile pedestals in place, under the shell credenza.



Harmony

ASSEMBLY INSTRUCTIONS
HE-1500

1. Place the double pedestal desk and shell credenza in the desired location.
2. Level the desk and shell credenza using the adjustable glides. This is accomplished when the tops are level with the ground surface.
3. Place the upper closed shelf on the shell credenza and position it by aligning the rear corners directly over the rear of the shell credenza.
4. Place the tower cabinets on each side of the shell credenza.
5. Level the tower cabinets using the adjustable glides. This is accomplished when the tops of the tower cabinets are flush with the top of the upper closed shelf.
6. Route electrical cords through grommet holes and wire management provided.



Harmony

CUSTOMER COMPLAINTS

It is important to inspect the components of each container **before** the freight company departs. If there is visible damage, please make notation on the delivery receipt when signing for the order.

To file a complaint, please call 1-800-827-3168. The Customer Service Representative will provide you with a complaint number for reference. Please have your Customer Order Number available when contacting the Customer Service Center. It can be obtained from your product's shipping label. For example:

From: 1/1

UNICOR FEDERAL PRISONS
4002 ARKONA ROAD
MILAN, MI 48160

Roadway Contract Number 4600000549
PRO #: 266-218449-9

Customer Order Number: 10112900
FPI Reference Number: FPI03001781MIMT

SHIP TO:

BUREAU OF ATF
RHODE ISLAND
380 WESTMINISTER MALL
RM 569
PROVIDENCE, RI 02903

Customer P.O.# ATU010106
Ship to Contact: C.A. PARSONS, Phone 2029277732

Sample

PROOF OF DELIVERY

To obtain a copy of the proof of delivery for your shipment, you should first contact your respective UNICOR Project Manager. If you have not been assigned a Project Manager, you may contact the UNICOR Customer Service Center at 1-800-827-3168 and follow the automated help line. You will need your UNICOR Sales Order number.

You may use Roadway Express to request a faxed copy of your proof of delivery by calling 1-800-762-3929. You will need your Customer Order (CO) number.