LUXOR
Plastic Utility Cart Assembly Instructions
www.luxorworkspaces.com | 800-323-4656

Guide includes instructions for all Luxor Utility Carts. Identify your cart model on page two before assembling.

PARTS KEY:

A Top
C Middle
B Bottom

Tub Shelves*
(SEC, EC, STC, and TC models)

A Top
C Middle
B Bottom
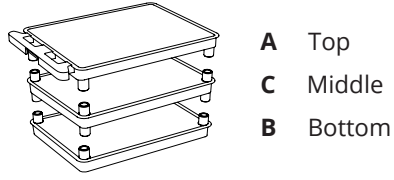
Flat Shelves*
(BC, HE, HC, LE, LP, and WT models)
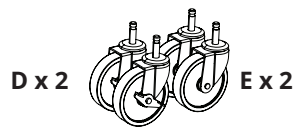
D x 2 **E x 2**
4" Standard Casters
(All models except for ECHD and XLC)
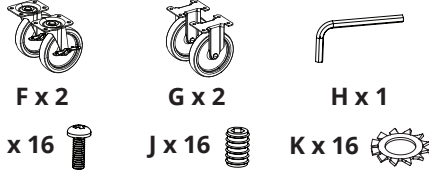
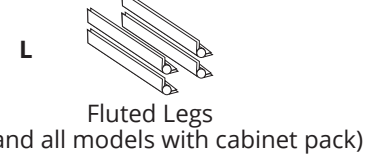**F x 2** **G x 2** **H x 1**
I x 16 **J x 16** **K x 16**
5" Heavy-Duty Casters + Hardware
(ECHD and XLC models)
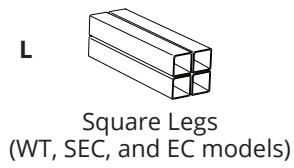
L Square Legs
(WT, SEC, and EC models)

L Round Legs
(LE, LP, STC, TC, and BC models)

L Fluted Legs
(XLC and all models with cabinet pack)

REQUIRED TOOLS:
Rubber Mallet (Not included)

Phillips Head Screwdriver (ECHD and XLC models only, not included)
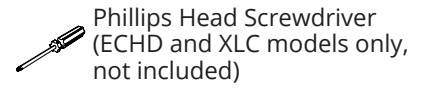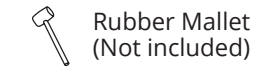
IMPORTANT:
If your cart includes options such as a power strip, pullout shelf, locking drawer, or locking cabinet, installation instructions for those components will be included in their packaging.
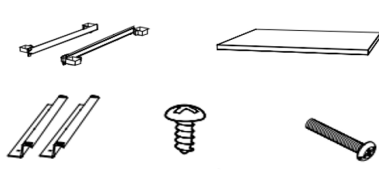
*NOTE: Some BC, STC, and TC models come with a mix of flat and tub shelves.
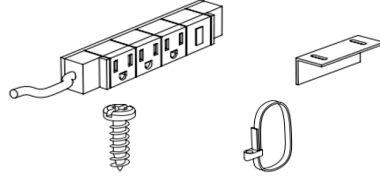
OPTIONAL ACCESSORIES: (If your cart includes one or more of the optional accessories shown below, separate installation instructions are enclosed with each accessory.)
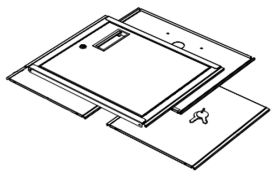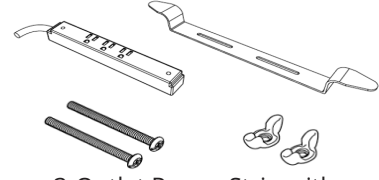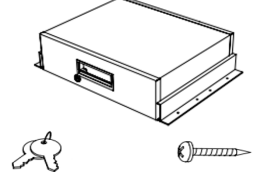

Cabinet Pack | Pullout Shelf + Hardware | 3-Outlet Power Strip + Hardware | 3-Outlet Power Strip with Cord Wrap + Hardware | Locking Drawer + Hardware

WHAT'S IN THE BOX:

| Part	Standard 2-Shelf	Standard 3-Shelf	Standard 4-Shelf	Standard 5-Shelf	Standard 6-Shelf	Heavy-Duty 2-Shelf	Heavy Duty 3-Shelf
Top Shelf (A)	1	1	1	1	1	1	1
Bottom Shelf (B)	1	1	1	1	1	1	1
Middle Shelf (C)	0	1	2	3	4	0	1
Locking 4" Caster (D)	2	2	2	2	2	0	0
Non-Locking 4" Caster (E)	2	2	2	2	2	0	0
Locking 5" HD Caster (F)	0	0	0	0	0	2	2
Non-Locking 5" HD Caster (G)	0	0	0	0	0	2	2
Allen Wrench (H)	0	0	0	0	0	1	1
Threaded Insert (I)	0	0	0	0	0	16	16
Threaded Screw (J)	0	0	0	0	0	16	16
Star Washer (K)	0	0	0	0	0	16	16
Legs (L)	4	8	12	16	20	4	8

ASSEMBLY INSTRUCTIONS:
Standard Models
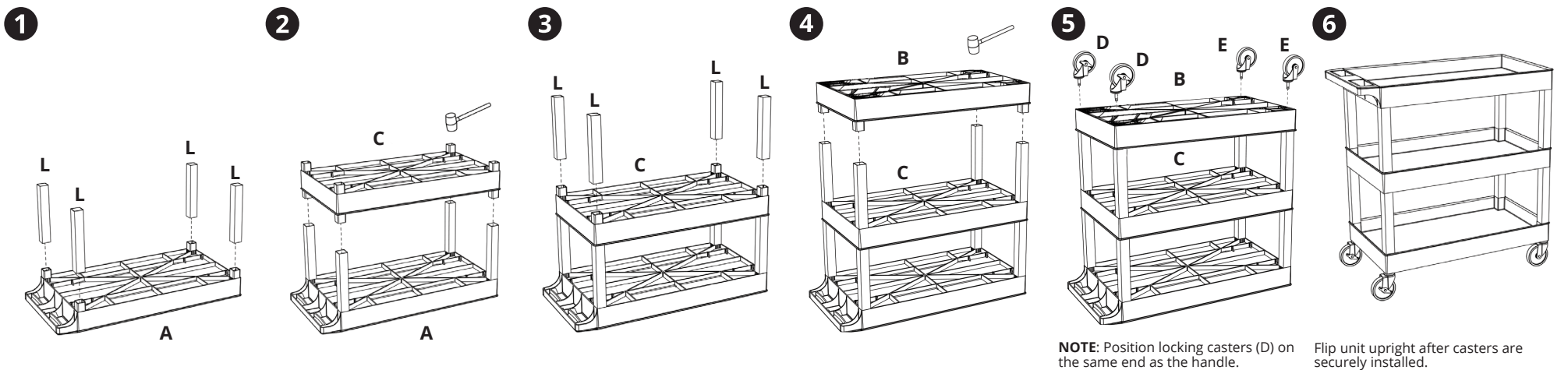
5 NOTE: Position locking casters (D) on the same end as the handle.

6 Flip unit upright after casters are securely installed.

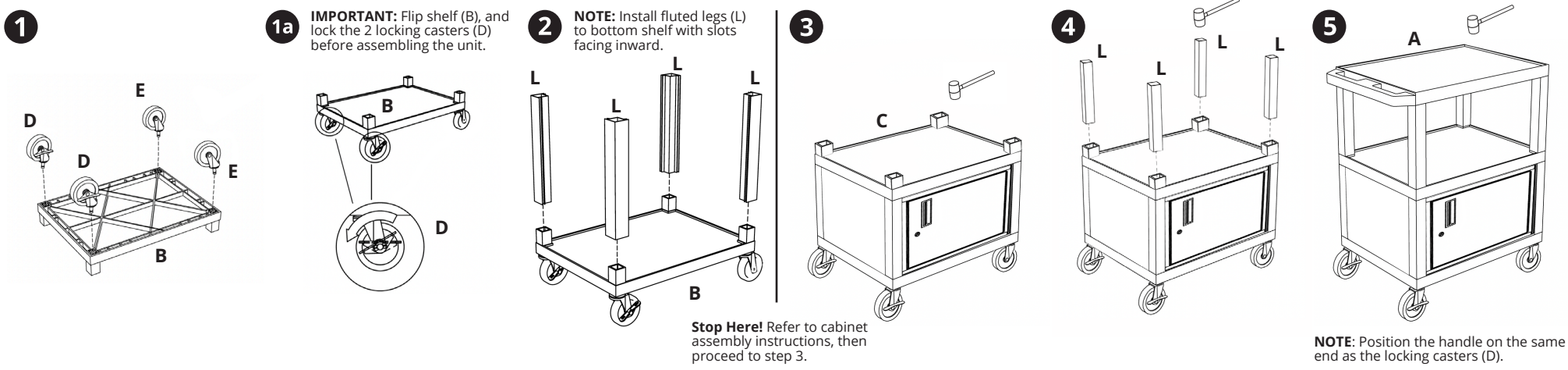### Heavy-Duty Models
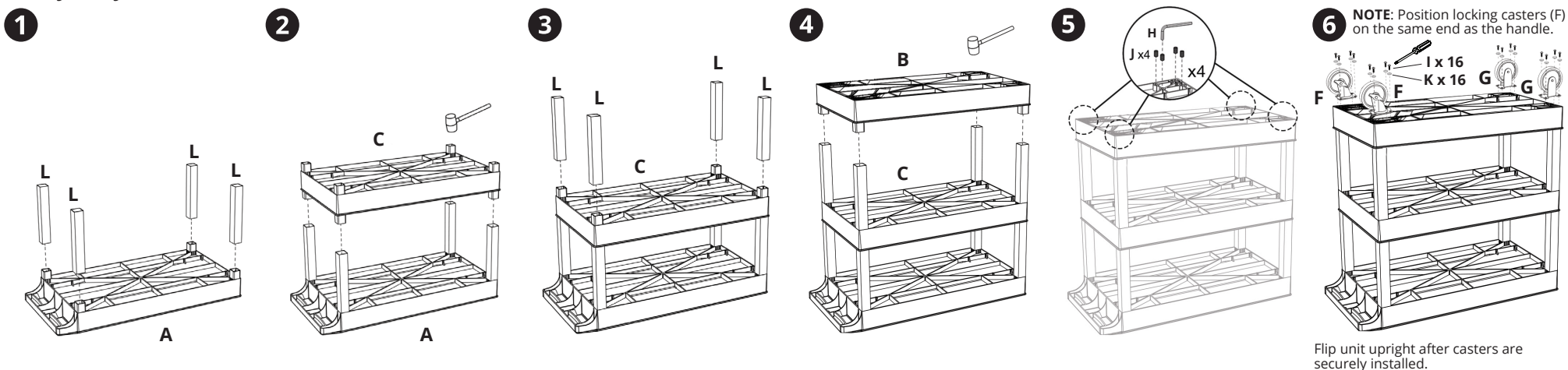
6 NOTE: Position locking casters (F) on the same end as the handle.

Flip unit upright after casters are securely installed.
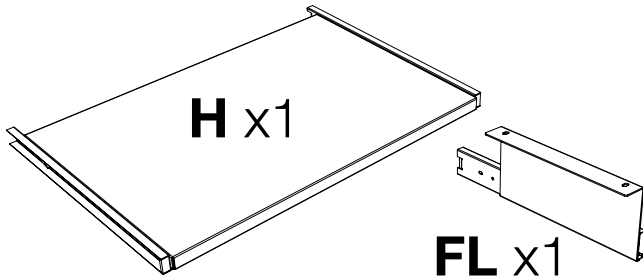
Cabinet Pack Models

1a IMPORTANT: Flip shelf (B), and lock the 2 locking casters (D) before assembling the unit.

2 NOTE: Install fluted legs (L) to bottom shelf with slots facing inward.

Stop Here! Refer to cabinet assembly instructions, then proceed to step 3.

5 NOTE: Position the handle on the same end as the locking casters (D).
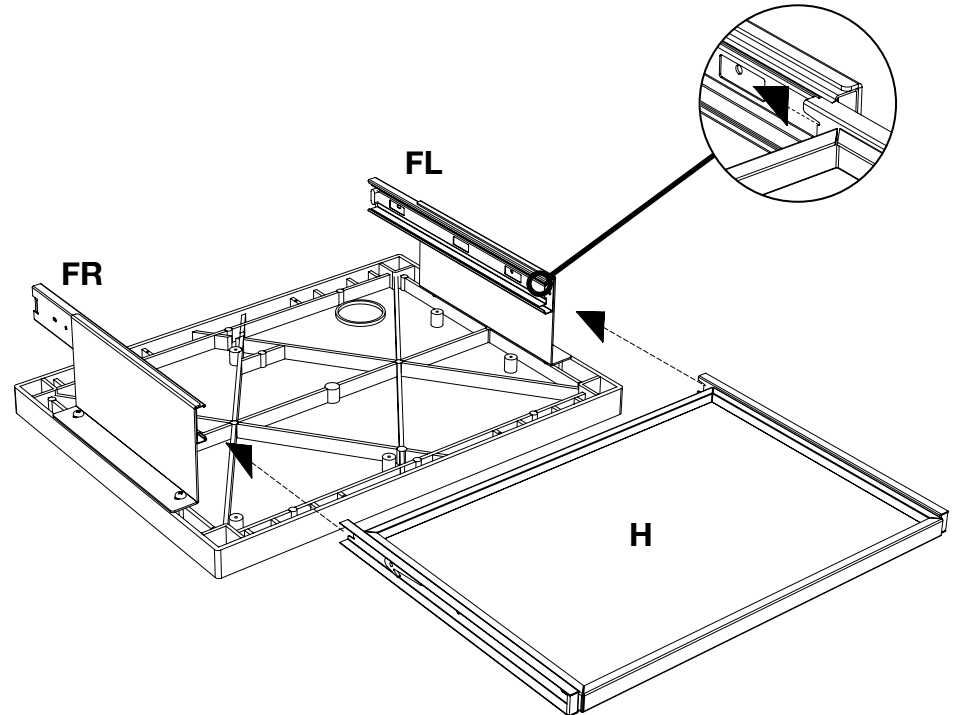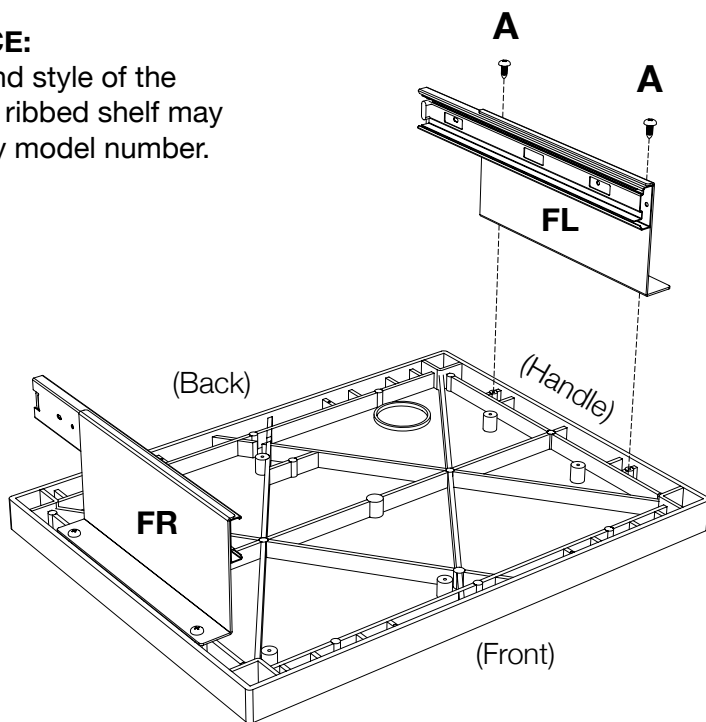
Parts List

FR x1

H x1

FL x1

Tools Required

- Phillips Screwdriver

A x4

NOTICE:
Size and style of the plastic ribbed shelf may vary by model number.

A

A

FL

(Back)

(Handle)

FR

(Front)

FR

FL

H

Take the top shelf of your plastic cart and lay it flat. Collect parts: **FL**, **FR** & **A**. Align **FR** & **FL** to the outer holes at the top of the shelf. Take screw **A** and fasten with a screwdriver, do not tighten fully until keyboard is attached.
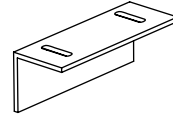
Collect parts: **H**. Align the pullout shelf **H** runner so that the runner snaps into place into the **FL** & **FR** brackets. Pull the shelf out to make sure it is fully seated. Tighten screws **A**. Pullout keyboard shelf assembly is now complete.

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LP + LE Electrical
Assembly Instructions
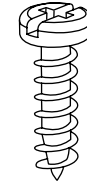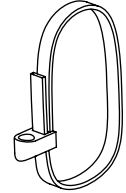
Parts List

F ×1
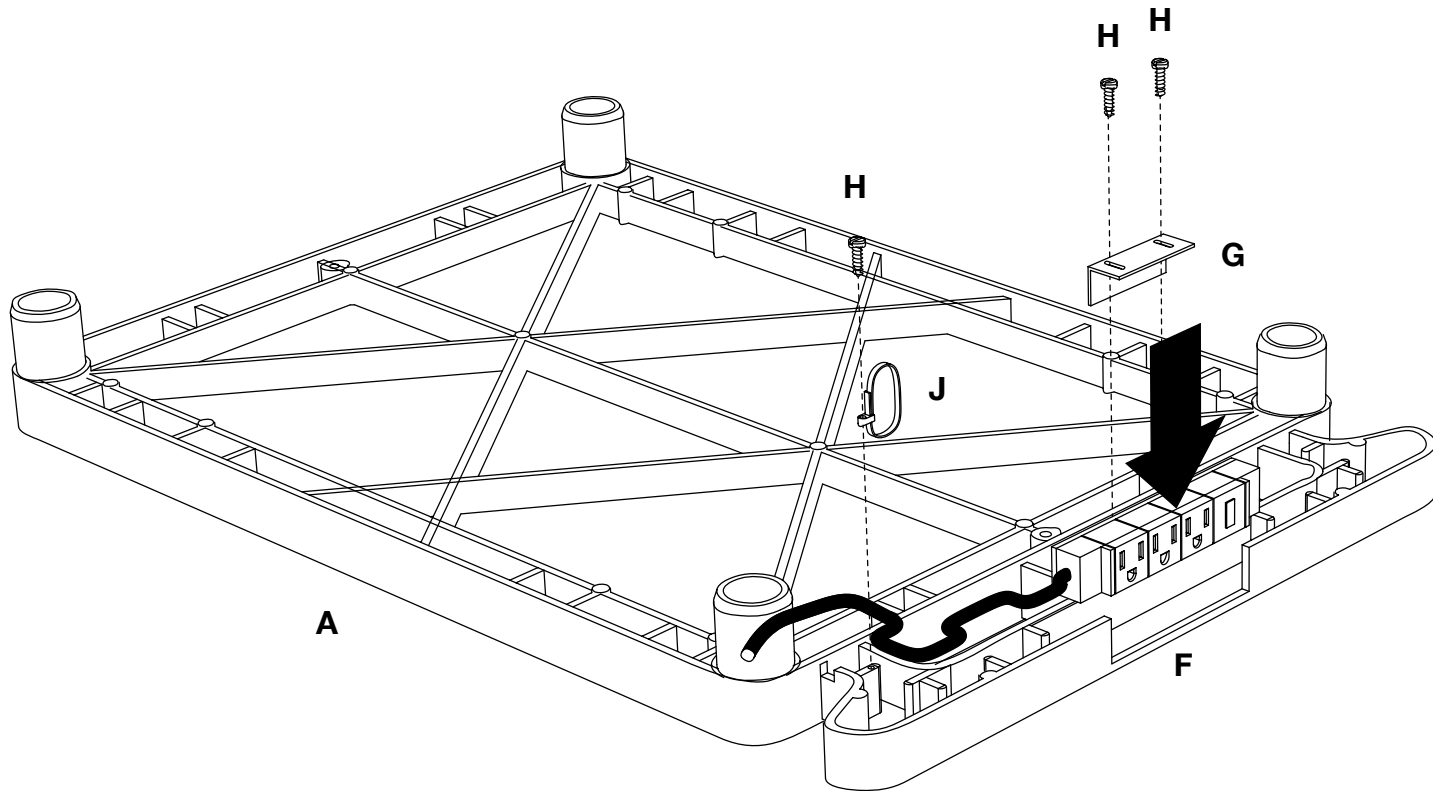
G ×1
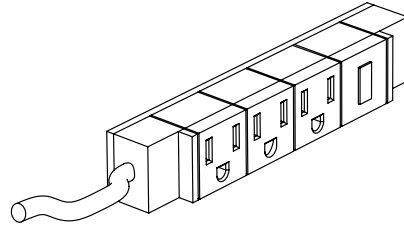
Tools Required

- Philips Screwdriver

H ×3

J ×1

1 Attach electric outlet **F** to top shelf **A**, secure with L bracket **G** and cable lock **J**. Loop outlet cable **F** through cable lock **J** and the inserts on shelf **A**. Screw L bracket **G** and cable lock **J** onto top shelf **A** with screw **H** and a philips screwdriver.