

ASSEMBLY INSTRUCTIONS

STUDENT WRITING DESK WITH 6 FABRIC BINS

ITEM # 96615/ 96616

| | | | | | | |
|--------------------------|----------------------|--|----------------------------------|---|---|--|
| ASSEMBLY REQUIREMENTS | 1-Person Assembly | 30 Minutes Assembly Time (Approximate) | Tools Required (Not Provided) |  Phillips Screwdriver |  Flat Screwdriver |  Mallet |
|--------------------------|----------------------|--|----------------------------------|---|---|--|

Thank you for purchasing our product!

Please refer and use this assembly instruction to assemble the product.
Contact our customer service department in case there are any missing or damage parts or hardware.
Replacement parts are normally shipped within 2 or 3 days.

Email: replacementparts@buylateral.com
Within 30 days from delivery date

We appreciate your business!

ASSEMBLY PREPARATION:

1. Remove all packaging materials, staples and packing straps from the carton.
2. Refer to Parts List and Hardware List. Ensure all the parts, hardware and quantities are correct before assembling the product. Contact customer service for missing parts.
3. Place all wooden parts on a clean, flat and soft surface (e.g. carpet or rug) to prevent parts from getting scratched.

SAFETY PRECAUTION:

1. KEEP ALL HARDWARE PARTS OUT OF REACH OF CHILDREN.
2. DISPOSE PLASTIC PACKAGING MATERIAL IMMEDIATELY TO AVOID ANY RISK OF SUFFOCATION TO CHILDREN AND ANIMALS.

TIPS FOR ASSEMBLY:

1. Allow ample room for assembly and in close proximity to where product will be placed.
2. Assemble the product on a surface that does not scratch or damage the exterior gloss and finish of the furniture.
3. Identify all of the parts, hardware and quantities required for each step.
4. During assembly, do not over-tighten any fittings as this may cause damage.
5. DO NOT USE POWER TOOLS TO ASSEMBLE THIS PRODUCT.
6. Always place the product on a flat, level surface.
7. Do not sit or stand on the partially assembled product; only use the product for which it is intended.

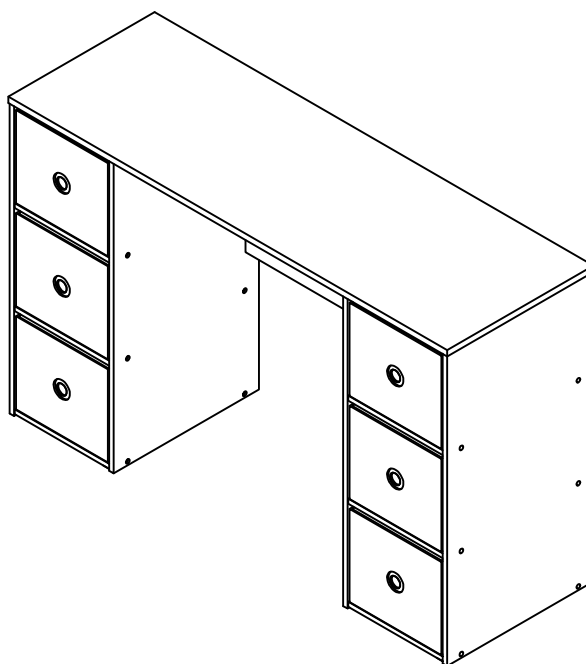
CARE AND MAINTENANCE:

- Use a slightly damp cloth to clean the product. Do not use bleach or abrasive cleaning material.
- Check all the fittings periodically and re-tighten as necessary. Do not use the product if any of the parts is damaged or broken.
- Never allow any kind of liquid to remain on your furniture. Absorption can cause wood to warp or delaminate.
- Do not place hot items (e.g. hot drinks) directly onto the wood surface.
- Do not drag and pull your furniture.




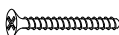

ASSEMBLY INSTRUCTIONS





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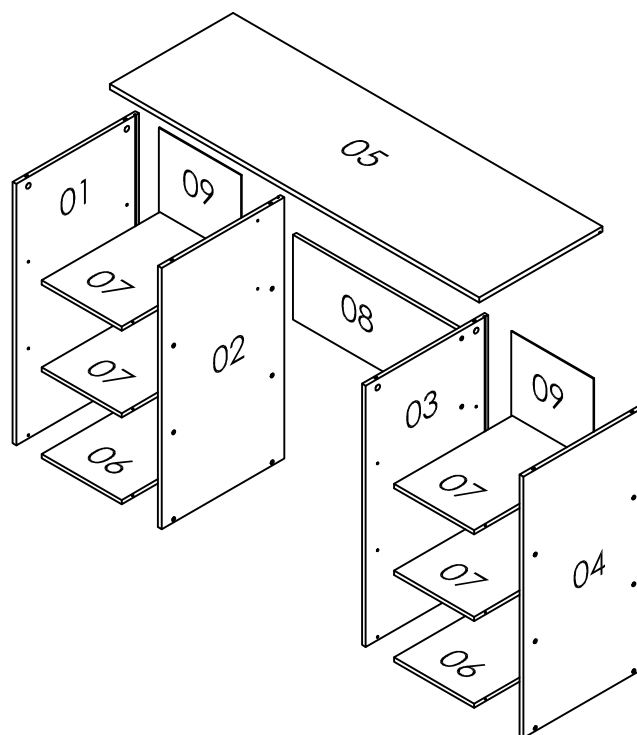
HARDWARE LIST

| NO | | DESCRIPTION | QTY | EXTRA |
|----|---|------------------------------------|-----|-------|
| A |  | 9047975 BOLT DOWEL DU319 20X5MM | 8 | |
| B |  | 9116018 CAM 15/12 | 8 | |
| C |  | ROUND STICKER (Ø18mm) | 8 | |
| D |  | CSK SCREW M4.7 X 38MM | 28 | 2 |
| E |  | PLASTIC HOLE PLUG (Ø12mm) | 28 | |

| NO | | DESCRIPTION | QTY | EXTRA |
|----|---|---|-----|-------|
| F |  | CSK SCREW M3.5 X 15MM | 8 | 1 |
| G |  | BACKPLY STOPPER | 8 | |
| H |  | STORAGE CUBE BAG (225(H)x250(W)x370(D)mm) | 6 | |
| J |  | PLASTIC LEG STUD | 8 | |

*EXTRA HARDWARE FOR SPARE USE.

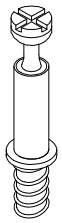
PARTS LIST - ASSEMBLY OVERVIEW



PARTS LIST

| NO. | PART NAME | QTY | NO. | PART NAME | QTY |
|-----|-----------------------|-----|-----|----------------------------|-----|
| 1 | SIDE PANEL (LEFT) | 1 | 6 | BOTTOM PANEL | 2 |
| 2 | DIVIDER PANEL (LEFT) | 1 | 7 | FIXED SHELF PANEL | 4 |
| 3 | DIVIDER PANEL (RIGHT) | 1 | 8 | REAR PANEL (CENTER) | 1 |
| 4 | SIDE PANEL (RIGHT) | 1 | 9 | REAR PANEL (LEFT / RIGHT) | 2 |
| 5 | TOP PANEL | 1 | | | |

Instructions For Fastening CAM-BOLT and CAM-LOCK

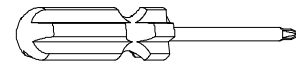
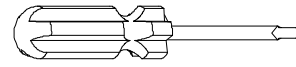


CAM-BOLT

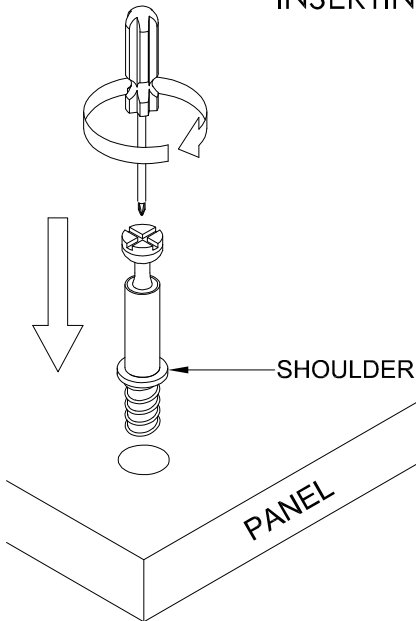


CAM-LOCK

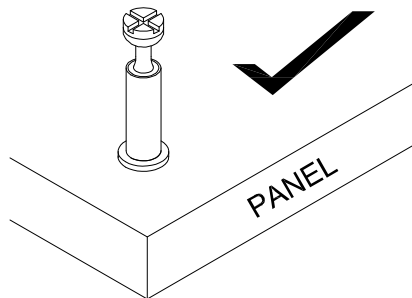
Tools Required



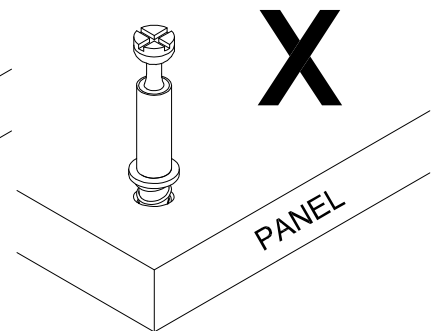
INSERTING AND TIGHTENING CAM-BOLT



Place Cam-bolt on pre-drilled hole and screw in vertically



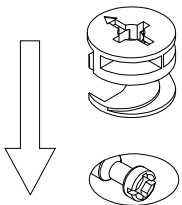
Shoulder is flushed (on the same level) with the panel.



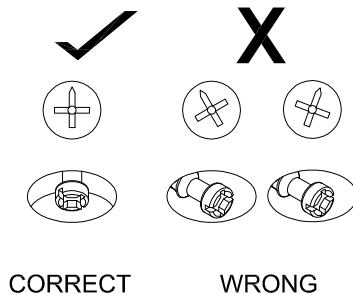
Shoulder is above the panel.

Place Cam-bolt on the designated pre-drilled holes on the panel. Use a Phillips Screwdriver to screw-in Cam-bolt vertically until shoulder is flushed (on the same level) with panel. Do not over-tighten or under-tighten.

INSERTING CAM-LOCK



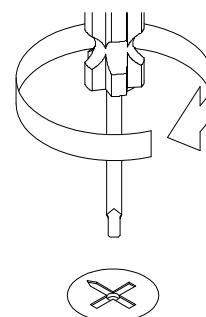
Insert Cam-lock with arrow align to Cam-bolt head



CORRECT

WRONG

TIGHTENING CAM-LOCK

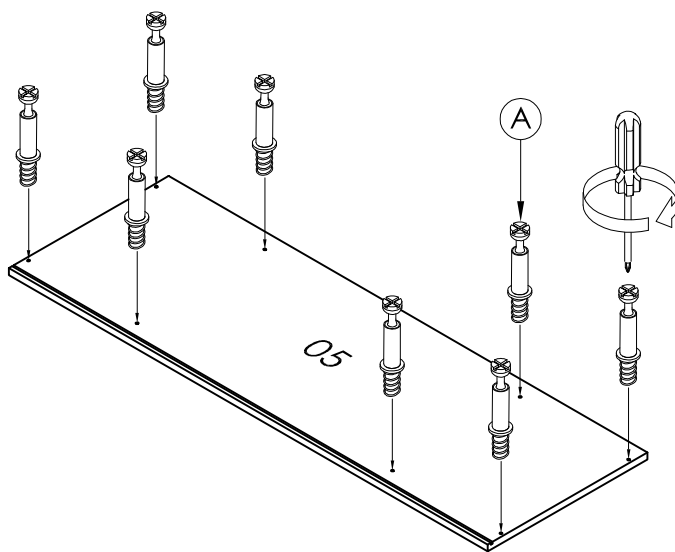


Use a Flat-head Screwdriver to turn Cam-lock clockwise so it locks onto the head of the Cam-bolt. Turn until it is snug (about one half a turn) -- over-tightening could damage Cam-lock or/and Cam-bolt.


CAM-LOCK

Align the arrow on the Cam-lock to the Cam-bolt head and insert the Cam-lock. Ensure Cam-lock is fully inserted.

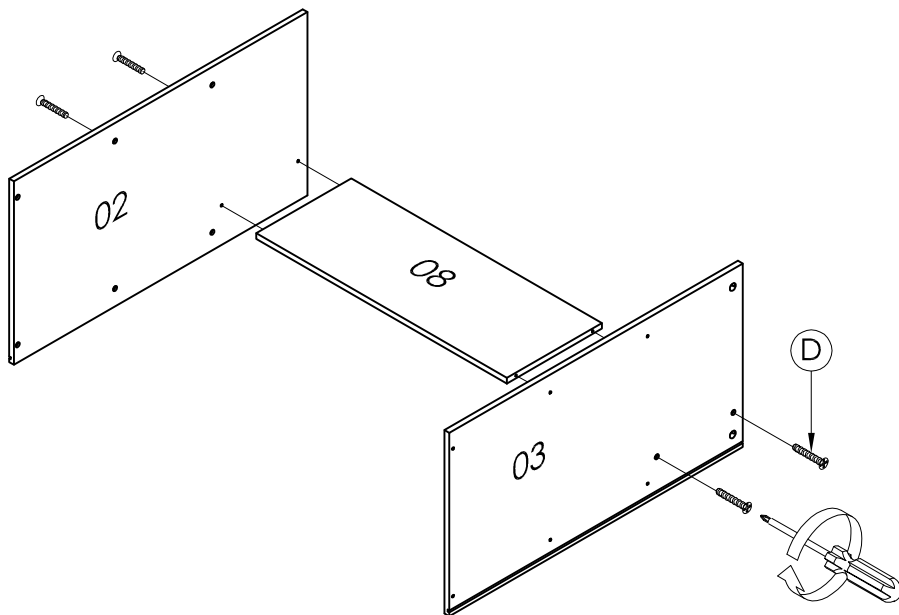
STEP 1



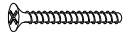
A X8



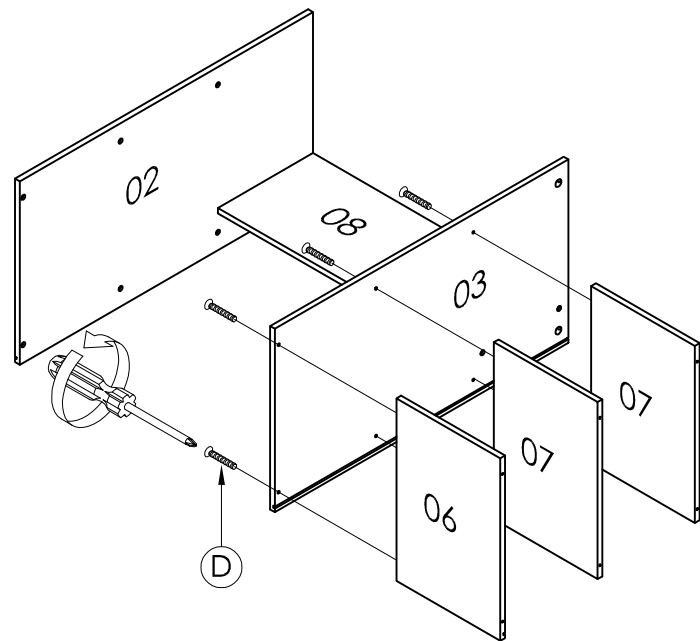
STEP 2



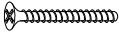
D X4



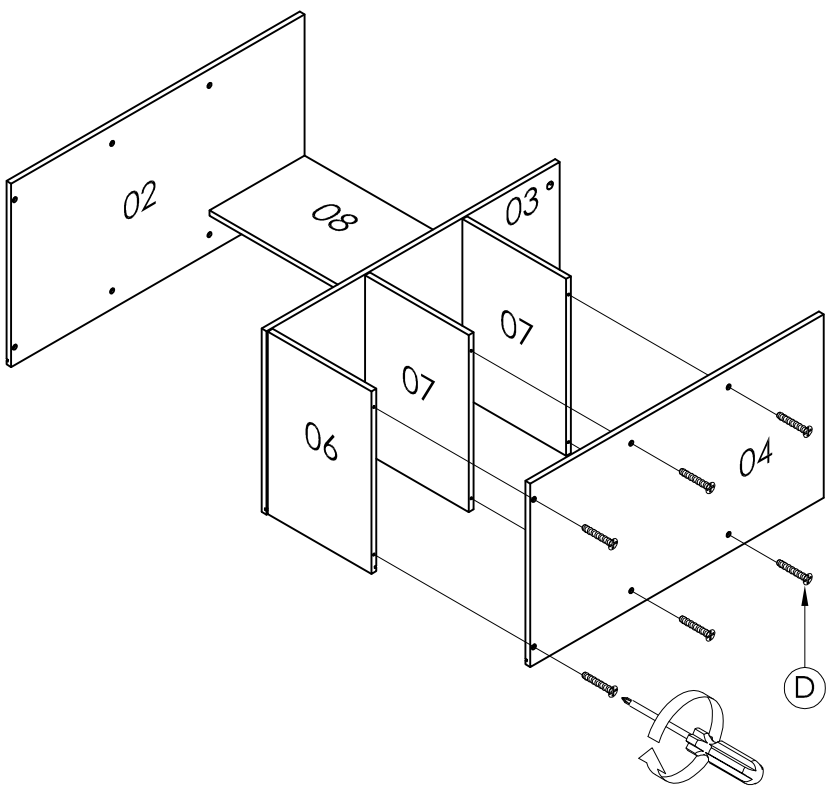
STEP 3



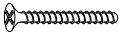
D X6



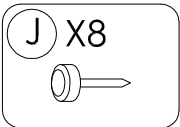
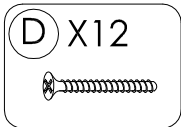
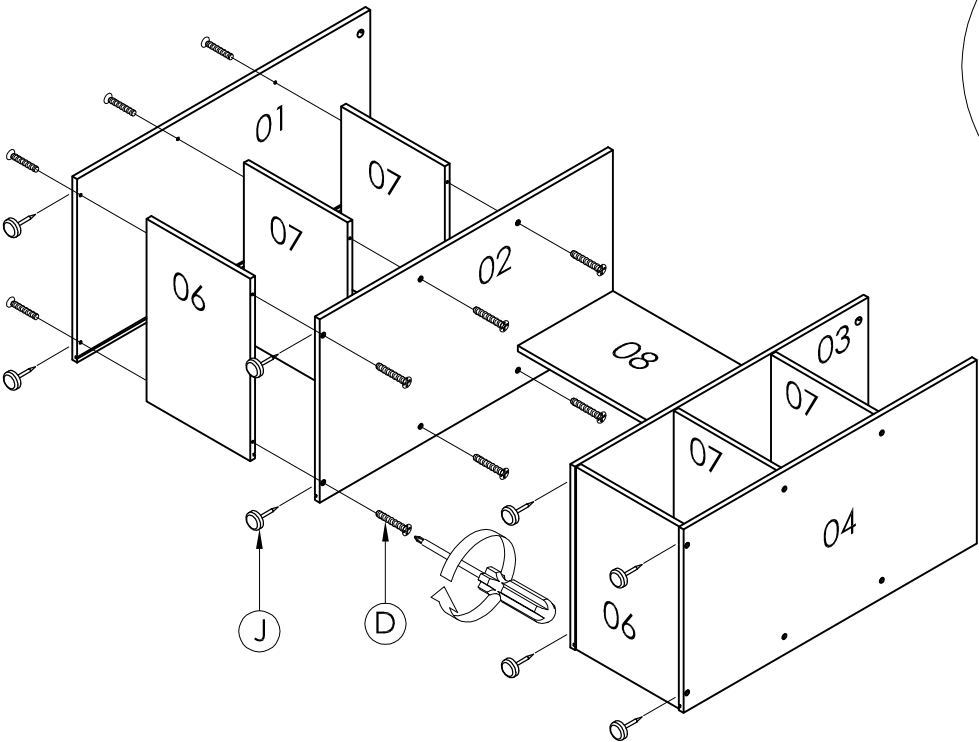
STEP 4



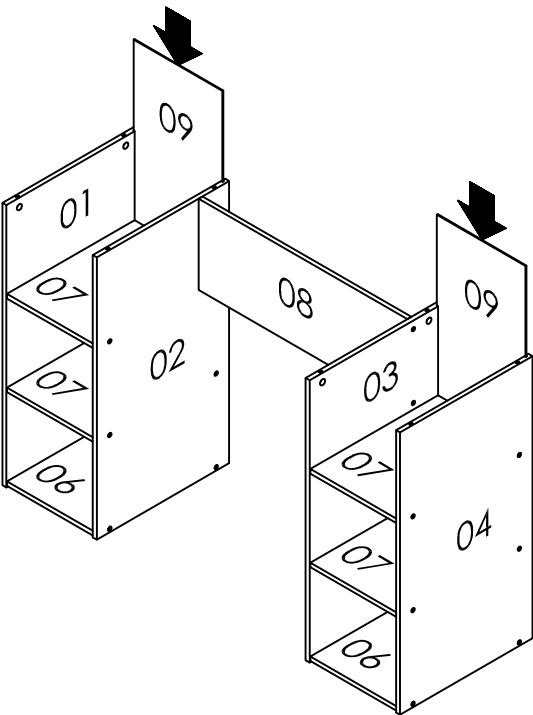
D X6



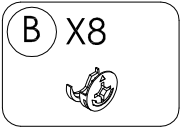
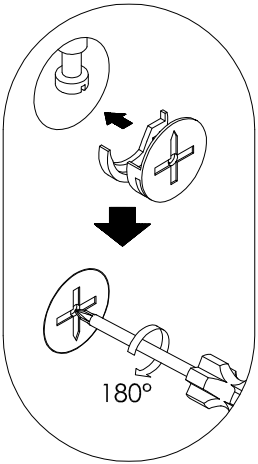
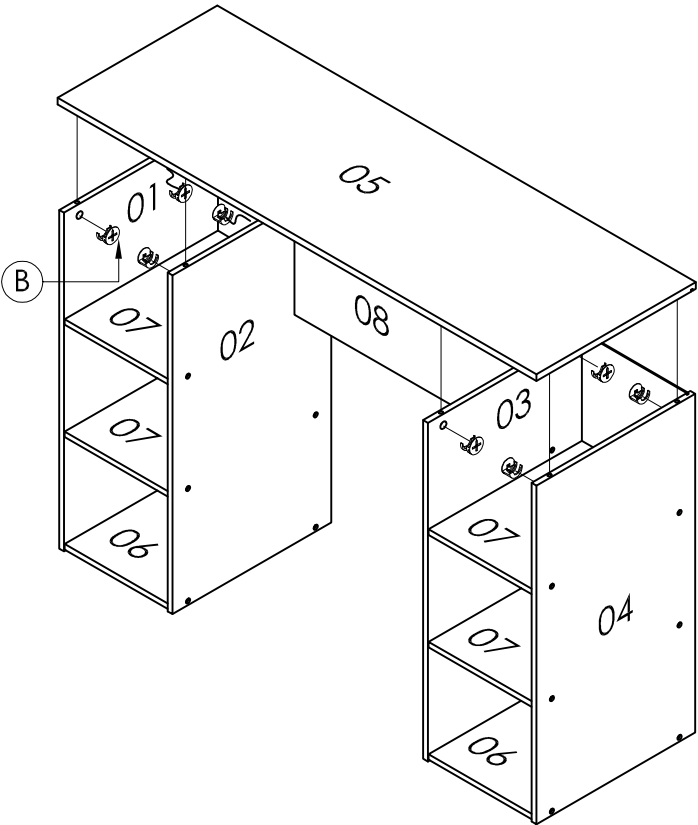
STEP 5



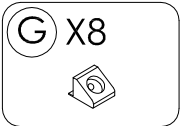
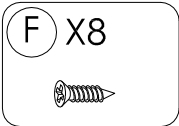
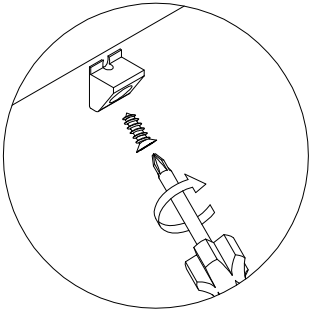
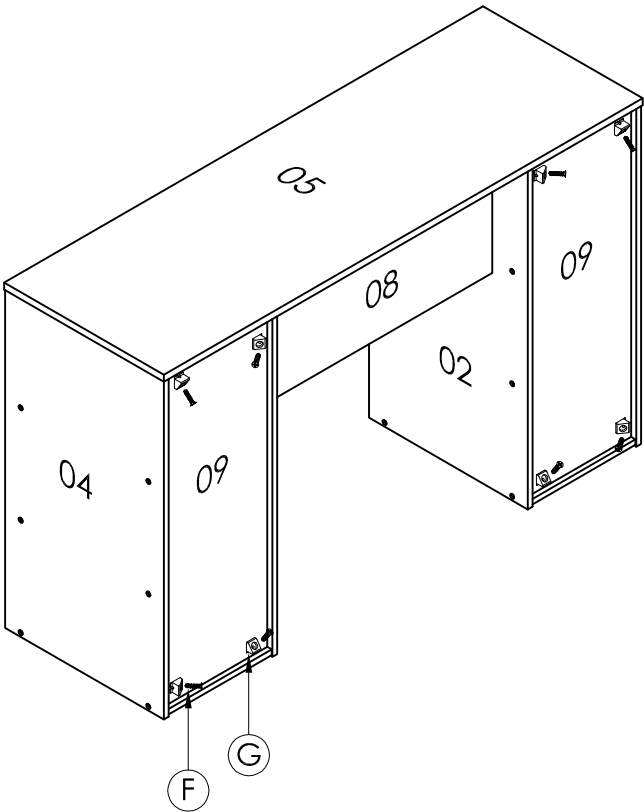
STEP 6



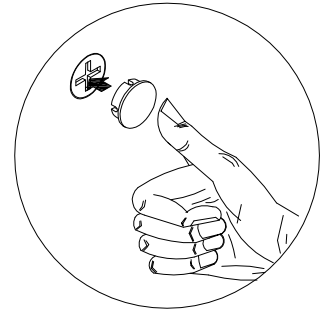
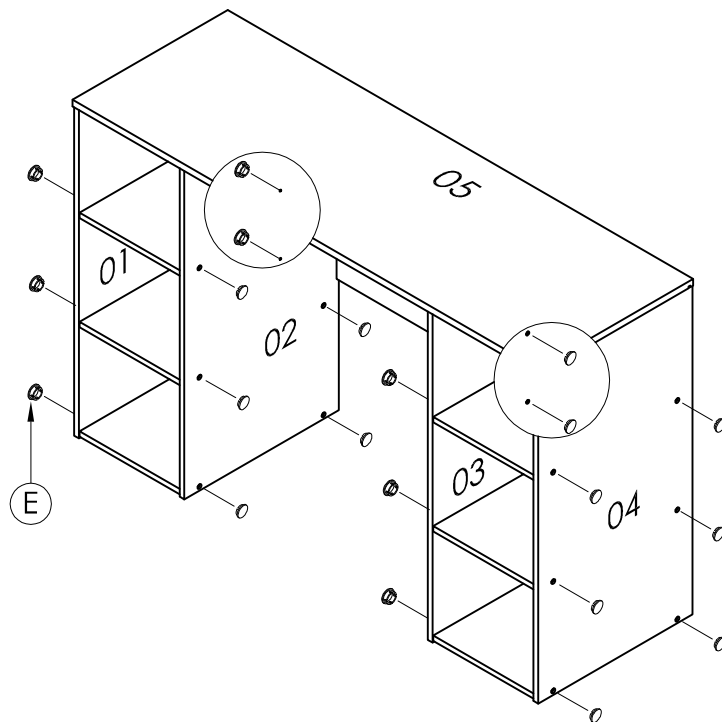
STEP 7



STEP 8



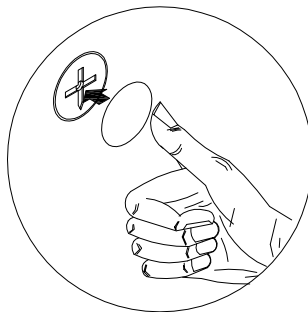
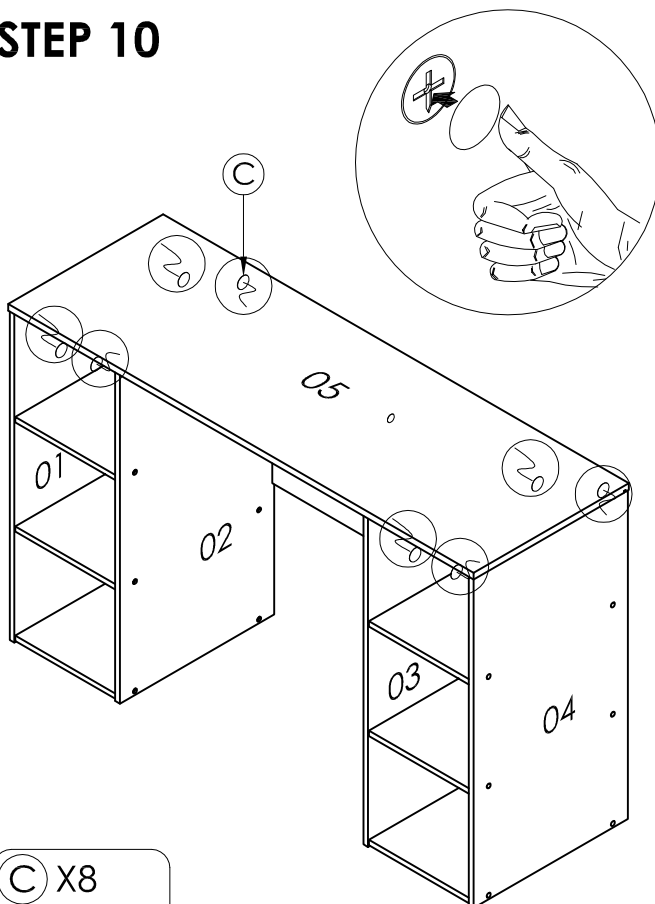
STEP 9



(E) X28



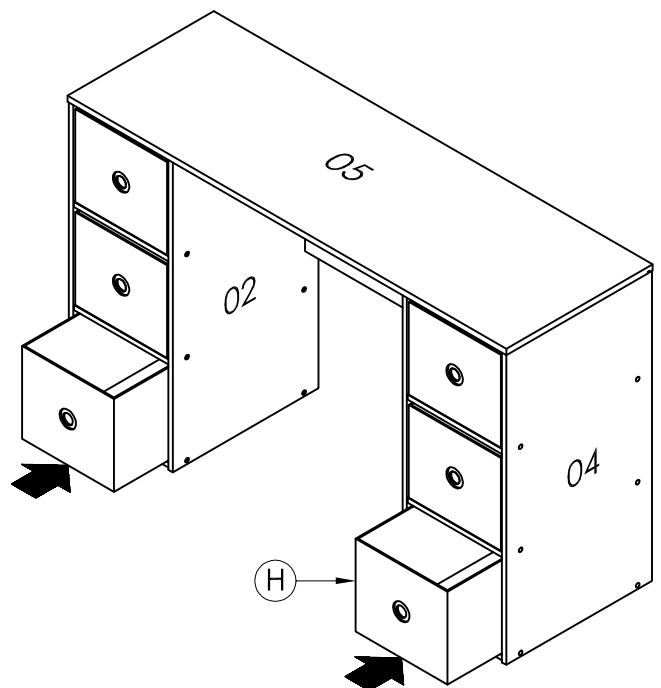
STEP 10



(C) X8



STEP 11



(H) X6

