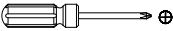
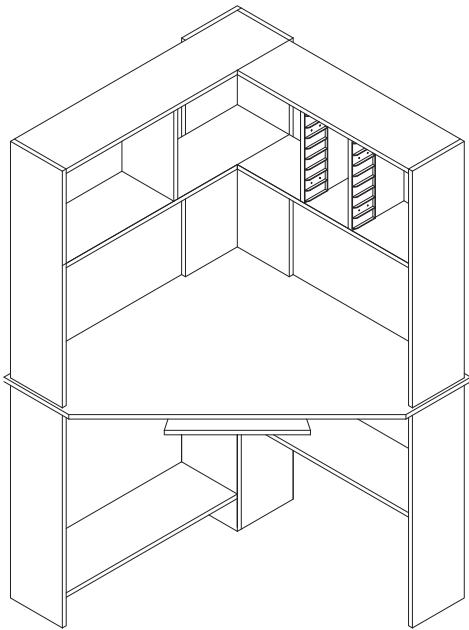


ASSEMBLY INSTRUCTIONS
MorganComputerDeskwithHutch ITEM# 21023

ASSEMBLY REQUIREMENTS:	2-Person Assembly	45 Minutes Assembly Time (Approximate)	
	Tools Required (Not Provided)	Phillips Screwdriver Flat Screwdriver	 



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**

PRODUCTS ARE ELIGIBLE FOR REPLACEMENT PARTS PURCHASED THROUGH OUR AUTHORIZED VENDORS ONLY.
We appreciate your business!

THIS PRODUCT IS FOR INDOOR AND HOUSEHOLD USE ONLY - NOT FOR COMMERCIAL USE.

ASSEMBLY PREPARATION

1. Remove all packaging materials, staples and packing straps from the carton.
2. Refer to Parts List and Hardware List and ensure they are complete before you start assembling.
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. Please check all of the parts and quantities are included before assembly. Contact customer service for missing parts.
4. Identify all of the parts, hardware and quantities required for each step.
5. During assembly, do not over-tighten any fittings as this may cause damage.
6. DO NOT USE POWER TOOLS TO ASSEMBLE THIS PRODUCT.
7. Always place the product on a flat surface.
8. Do not sit or stand on the partially assembled product; only use the product for which it is intended.

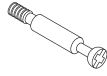
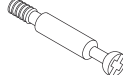
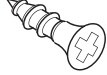
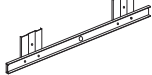
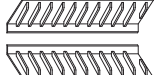
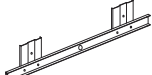
CARE AND MAINTENANCE

- 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/or pull the furniture.

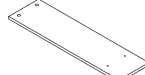
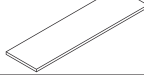
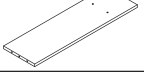
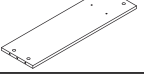
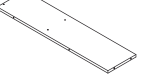
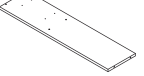
ASSEMBLY INSTRUCTIONS

Morgan Computer Desk with Hutch Item# 21023

HARDWARE LIST

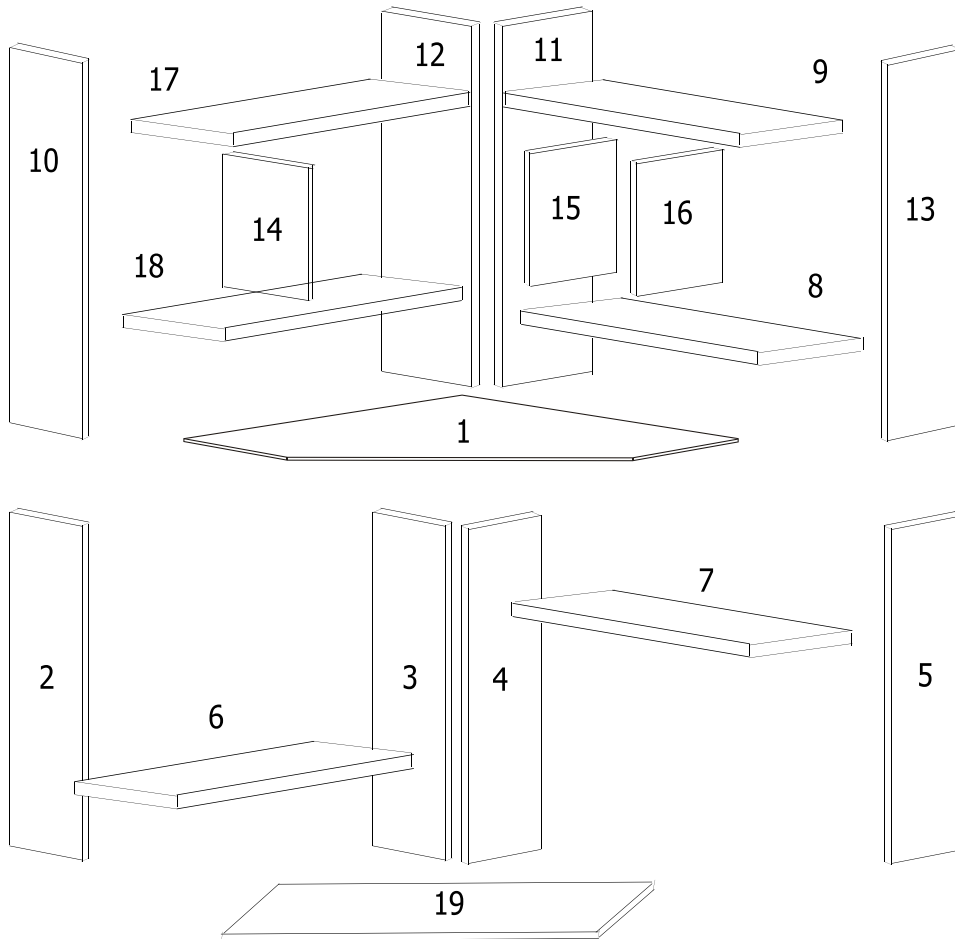
ITEM	DESCRIPTION	PART	QTY
Ⓐ	Cam-bolt (Short)		22 PCS
Ⓑ	Cam-lock		26 PCS
Ⓒ	Cam-bolt (Long)		4 PCS
Ⓓ	Screw (Φ4x12mm)		12 PCS
Ⓔ	Metal Runner-Panel		1 PC
Ⓕ	Allen Wrench		1 PC
Ⓖ	CD Rack		2 Sets of 2 PCS
Ⓗ	Plastic Cap		24 PCS
Ⓘ	Bracket		4 PCS
Ⓙ	Screw(Φ4x8mm)		4 PCS
Ⓚ	Wooden Dowel		6 PCS
Ⓛ	Screw(Φ3x12mm)		16 PCS
Ⓜ	Barrel Nut		4 PCS
Ⓝ	Screw		30PCS
Ⓞ			1 PC

PARTS LIST

ITEM	DESCRIPTION	PART	QTY
①	Lower Top Panel		1 PC
②	Lower Outside Left Side panel		1 PC
③	Lower Inside Right Side Panel		1 PC
④	Lower Inside Left Side Panel		1 PC
⑤	Lower Outside Right Side panel		1 PC
⑥	Lower Layer Panel		1 PC
⑦	Lower Layer Panel		1 PC
⑧	Upper Layer Panel		1 PC
⑨	Upper Layer Panel		1 PC
⑩	Upper Left Side Panel		1 PC
⑪	Upper Left Back Panel		1 PC
⑫	Upper Right Back Panel		1 PC
⑬	Upper Right Side Panel		1 PC
⑭	Divider		1 PC
⑮	Divider		1 PC
⑯	Divider		1 PC
⑰	Upper Layer Panel		1 PC
⑱	Upper Layer Panel		1 PC
⑲	Keyboard		1 PC

ASSEMBLY INSTRUCTIONS
Morgan Computer Desk with Hutch Item# 21023

PARTS ASSEMBLY OVERVIEW



Instructions For Fastening CAM-BOLT and CAM-LOCK



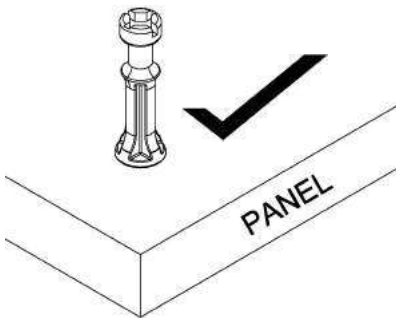
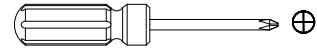
CAM-BOLT



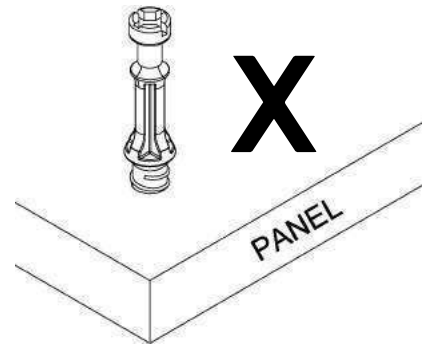
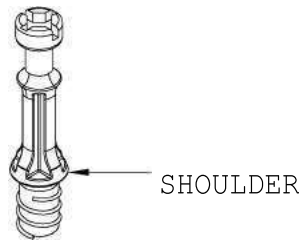
CAM-LOCK

CAM-BOLT

Insert Cam-bolt into the pre-drilled hole. Use a Phillips Screwdriver to tighten until shoulder is snug and flushed with the panel. See illustrations below.



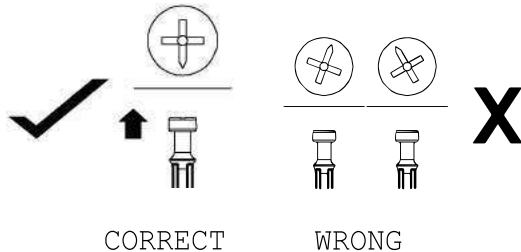
Shoulder is flushed (on the same level) with the panel.



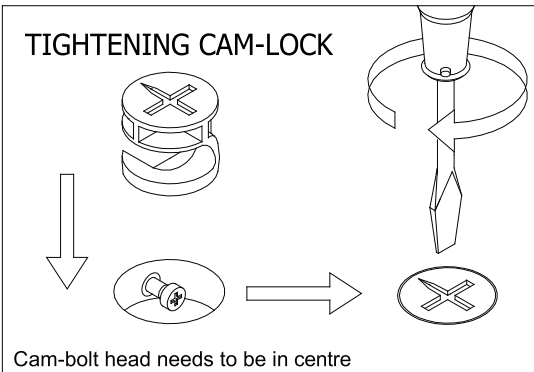
Shoulder is above the panel.

INSERTING CAM-LOCK

Align the arrow on the Cam-lock to the Cam-bolt head and insert the Cam-lock. The Cam-bolt head and insert the Cam-lock.



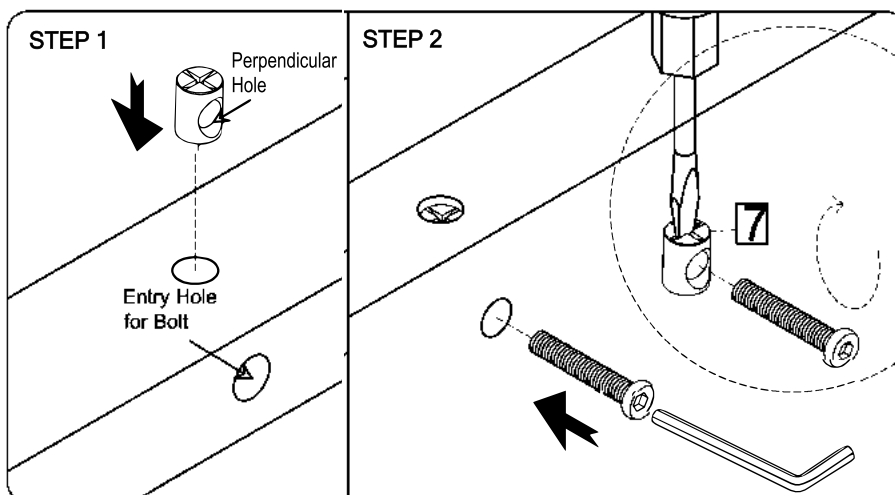
TIGHTENING CAM-LOCK



Use a Flat-head Screwdriver to turn the Cam-lock clockwise to lock 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

Instructions for installing Barrel Nut

Insert Barrel Nut with the perpendicular hole facing and in-line with the drill hole that the bolt is to be inserted.

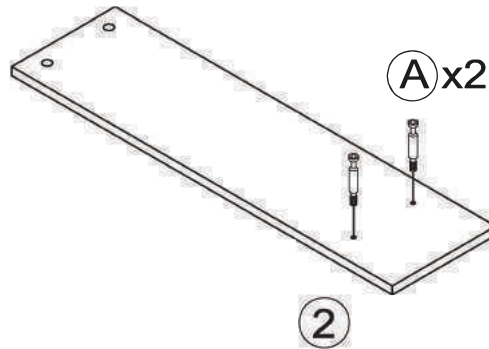


Use a Flat-head Screwdriver to hold Barrel Nut in position before inserting bolt to thread into the Barrel Nut.

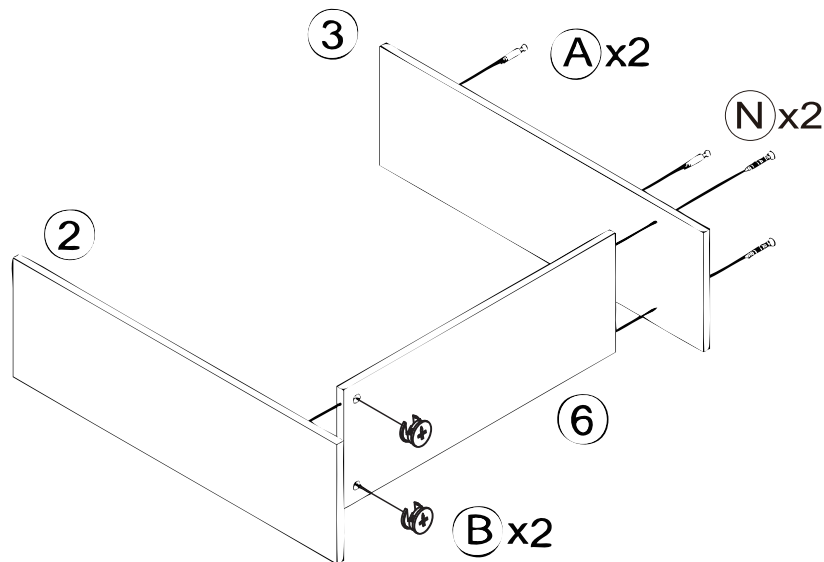
ASSEMBLY INSTRUCTIONS
MORGAN COMPUTER DESK WITH HUTCH Item # 21023

REMINDER: Place parts on a surface that does not scratch or damage the parts.

STEP 1



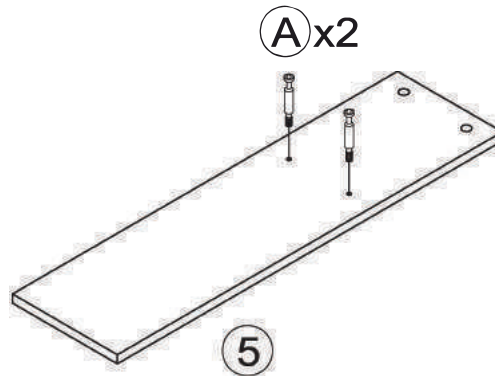
- a) Use a Phillips Screwdriver to screw in Cam-lock (A) to Lower Outside Left Panel (2) as shown. Refer to Page 5 for instruction on fastening Cam-bolts.



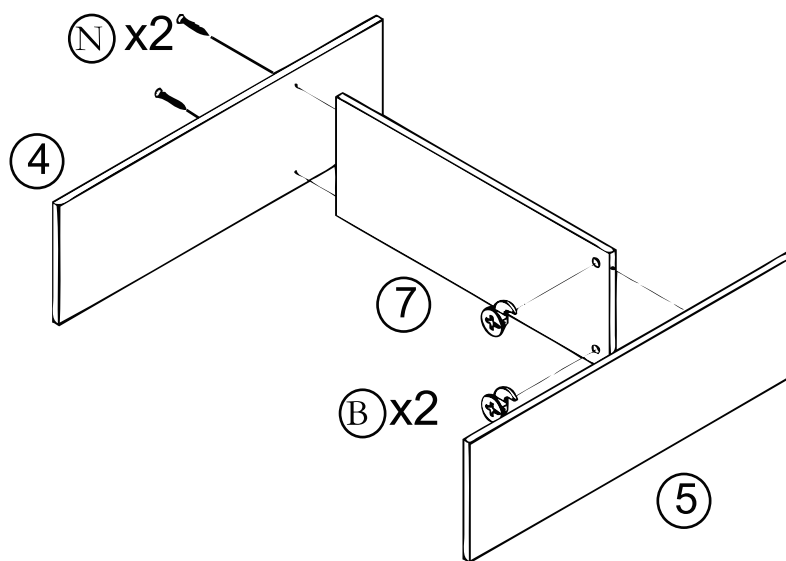
- b) Attach Lower Layer Panel (6) to Lower Outside Left Panel (2) by inserting Cam-bolts on (2) into the holes at the edge of (6).
c) Insert Cam-lock (B) into designated hole on (6) and use a Flat Screwdriver to turn (B) clockwise to lock onto Cam-bolt. Refer to Page 4 for instruction on inserting and fastening Cam-lock.

- d) Fasten Lower Inside Right Panel (3) to Lower Layer Panel (6) by using Screws (N) as shown. Use a Phillips Screwdriver to drive (N). Do not fasten (N) completely until both screws are in place.
e) Use a Phillips Screwdriver to screw in Cam-bolt (A) into the 2 screw holes near the top edge of (3) as shown.

STEP 2



a) Use a Phillips Screwdriver to screw in Cam-bolt (A) to Lower Outside Right Panel (5) as shown.



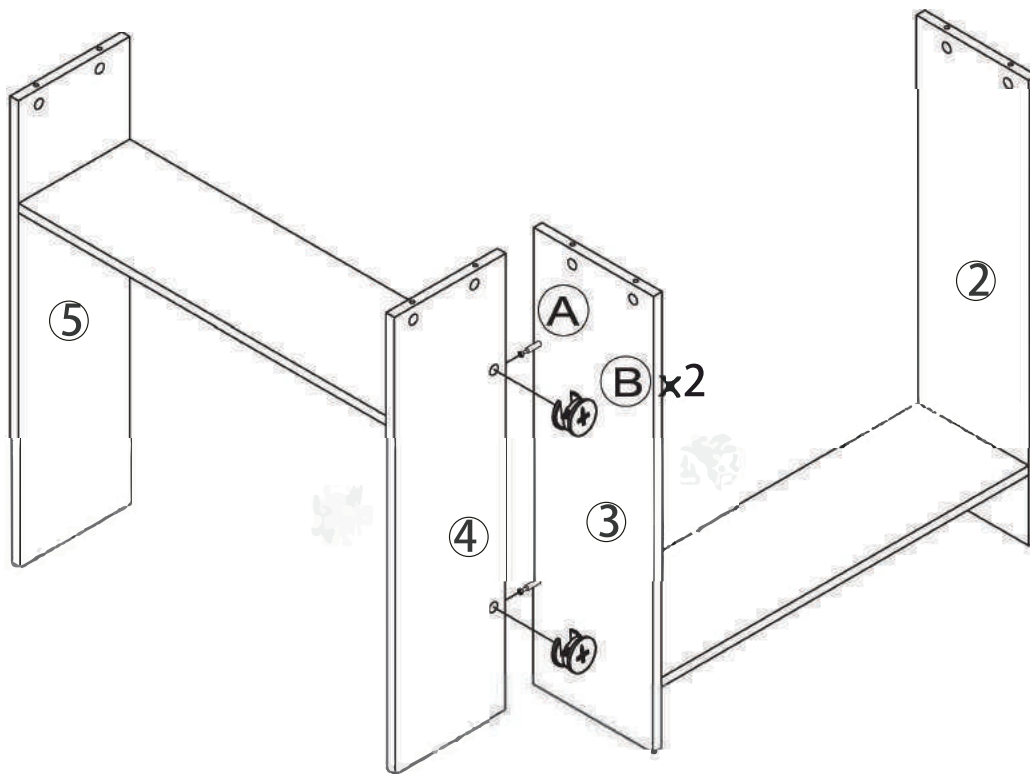
- b) Attach Lower Layer Panel (7) to Lower Outside Right Side Panel (5) by inserting Cam-bolts on (5) into the holes at the edge of (7).
- c) Insert Cam-lock (B) into designated hole on (7) and use a Flat Screwdriver to turn (B) clockwise to lock onto Cam-bolt.
- d) Fasten Lower Inside Left Panel (4) to Lower Layer Panel (7) by using Screws (N) as shown. Use a Phillips Screwdriver to drive (N). Do not fasten (N) completely until both screws are in place.

ASSEMBLY INSTRUCTIONS

MORGAN COMPUTER DESK WITH HUTCH Item # 21023

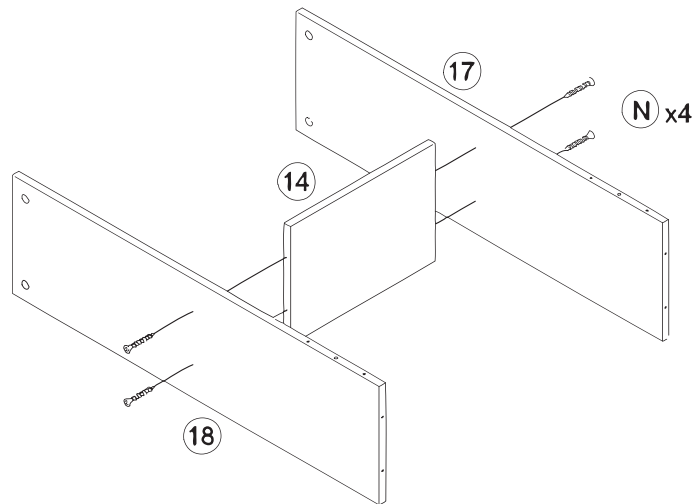
STEP 3 Connect Lower Inside Panels (4) and (3)

- a) Position the sub-assemblies from Step 1 & Step 2 as shown.
- b) Align and insert Cam-bolts on (3) to the drilled holes on (4).
- c) Insert Cam-lock (B) into the designated holes and use a Flat Screwdriver to turn (B) clockwise to lock onto Cam-bolts.



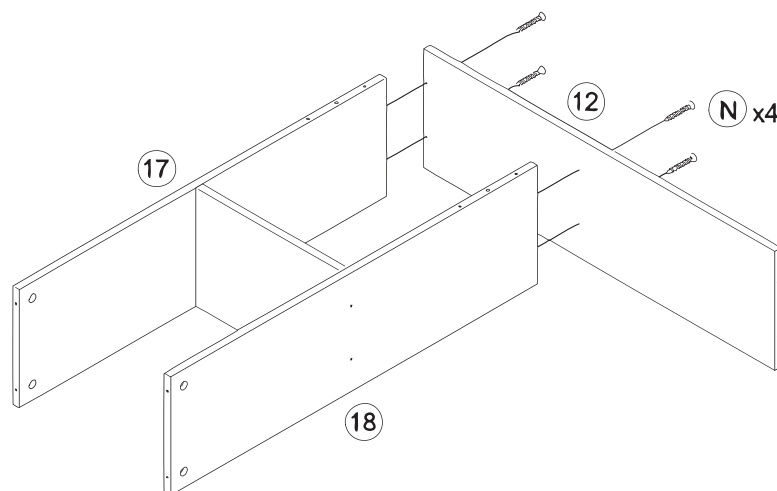
STEP 4 ASSEMBLE LEFT UPPER LAYER SUB-ASSEMBLY

- a) Position Divider (14) and Panel (17) & (18) as shown below.
- b) Align the screw holes on (14) to the screw holes on (17). Use a Phillips Screwdriver drive Screw (N) to fasten (14) to (17). Do not tighten (N) completely until both screws are in position.
- c) Align the screw holes on (18) to the screw holes on (14). Use a Phillips Screwdriver drive Screw (N) to fasten (18) to (14). Do not tighten (N) completely until both screws are in position.



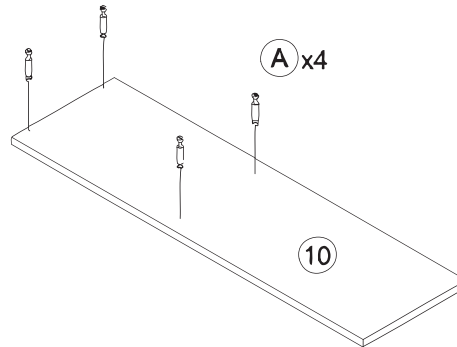
STEP 5 ATTACH UPPER RIGHT BACK PANEL TO LEFT UPPER LAYER SUB-ASSEMBLY

- a) Position the LEFT UPPER LAYER SUB-ASSEMBLY from STEP 5 and Upper Right Back Panel (12) as shown below.
- b) Align the screw holes on (12) to the screw holes on (17 & 18). Use a Phillips Screwdriver to drive Screw (N) to fasten (12) to (17 & 18). Do not tighten (N) completely until all 4 screws are in place.
- c) Set sub-assembly aside.

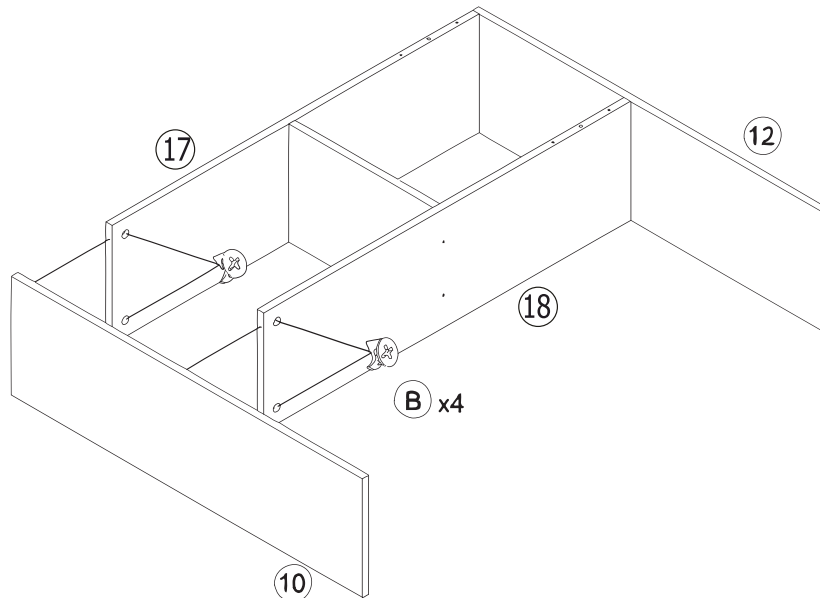


STEP 6 ATTACH UPPER LEFT SIDE AND BACK PANELS TO COMPLETE LEFT UPPER LAYER ASSEMBLY

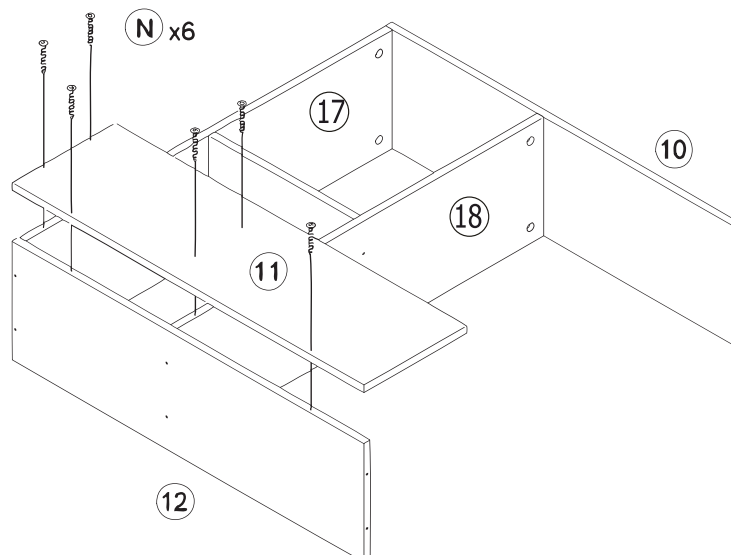
- a) Place Upper Left Side Panel (10) as shown and screw-in Cam-bolts (A).



- b) Attach Upper Left Side Panel (10) to the LEFT UPPER LAYER SUB-ASSEMBLY from STEP 6 by inserting Cam-bolts on (10) into the designated holes on (17) & (18).
c) Insert Cam-lock (B) into designated holes on (17) & (18) and use a Flat Screwdriver to turn (B) clockwise to lock onto Cam-bolt on (10).
d) Turn the sub-assembly over to install Upper Left Back Panel (11).

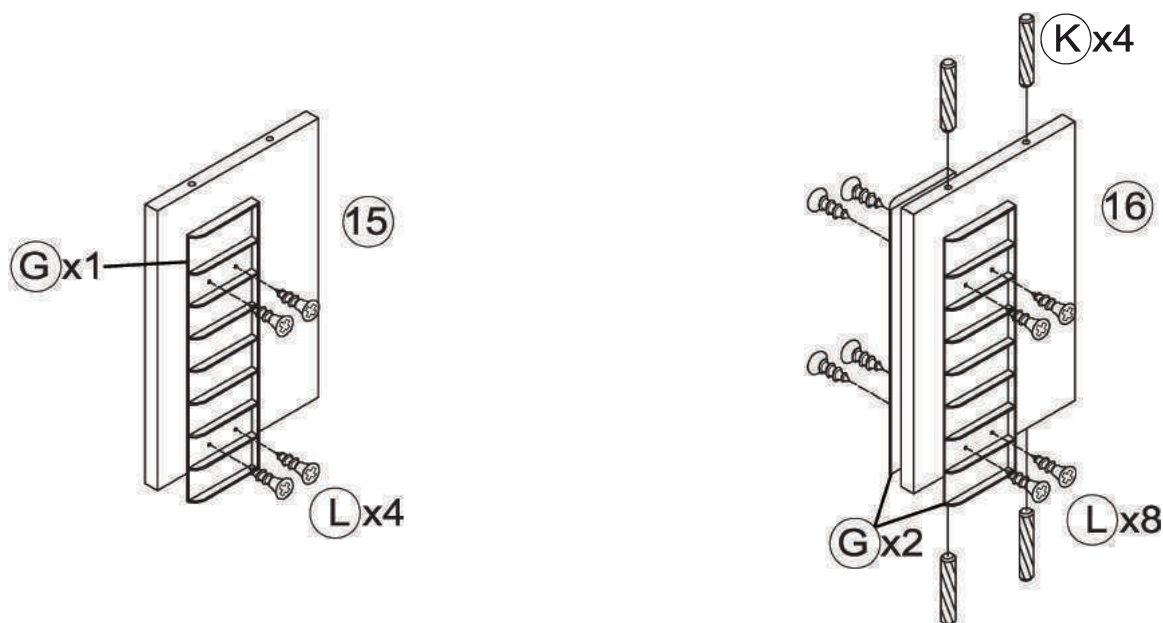


- e) Align the screw holes on Upper Left Back Panel (11) to the screw holes on (12), (18) & (17) as shown. Use a Phillips Screwdriver to drive Screw (N) to fasten (11). Do not tighten (N) completely until all 5 screws are in place.

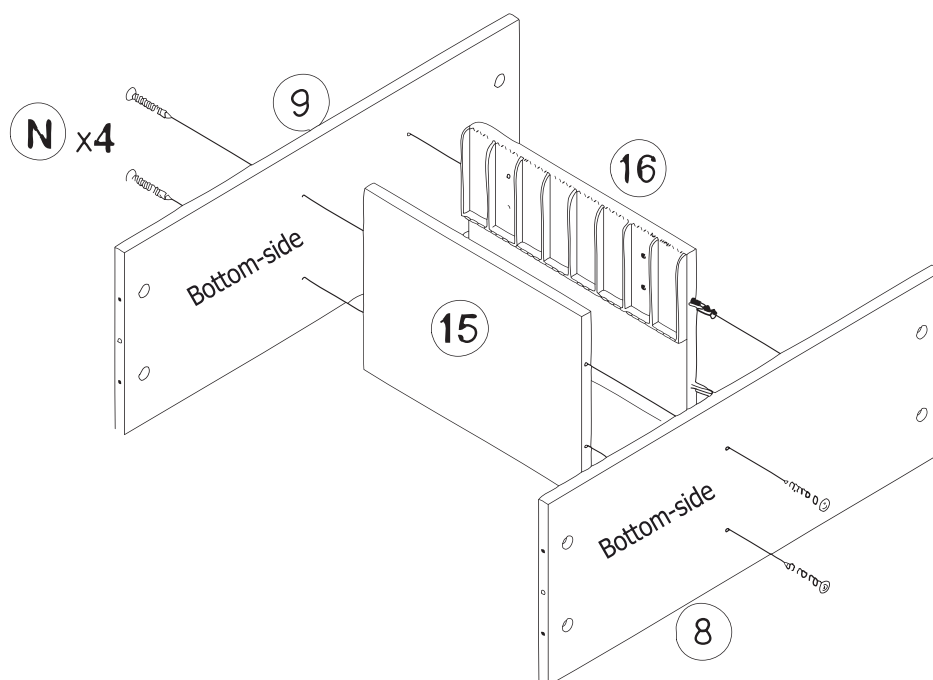


STEP 7 ASSEMBLE RIGHT UPPER LAYER SUB-ASSEMBLY

- a) Locate pilot holes on Dividers (15) & (16). Use Screws (L) to fasten CD Rack (G) to (15) & (16).
- b) Insert Dowels (K) into designated holes on to top and bottom edge of Divider (16).

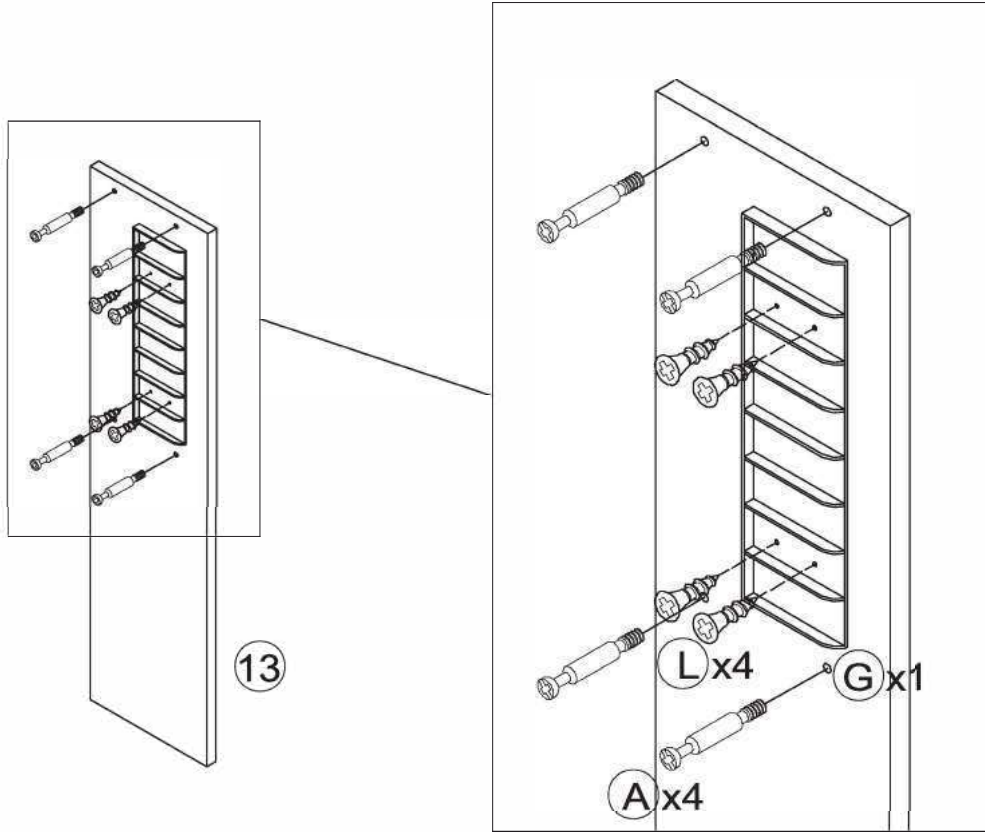


- c) Position Upper Layer Panel (9) as shown and locate holes for screws and wood dowels.
- d) Attach (16) from STEP 8b) to (9) via wood dowels on (16).
- e) Insert Screw (N) from the top-side of (9) to fasten (15) from STEP 8a) to (9). Do not tighten (N) completely until both screws are in place.
- f) Position Upper Layer Panel (8) as shown and locate holes for screws and wood dowels on top side.
- g) Attach (8) to (16) via Wood Dowels on (16), but leave a gap for now. Align screw holes on (8) to screw holes on bottom edge of (15).
- h) Insert Screw (N) from the bottom-side of (8) to fasten (8) to (15). Do not tighten (N) completely until both screws are in place.

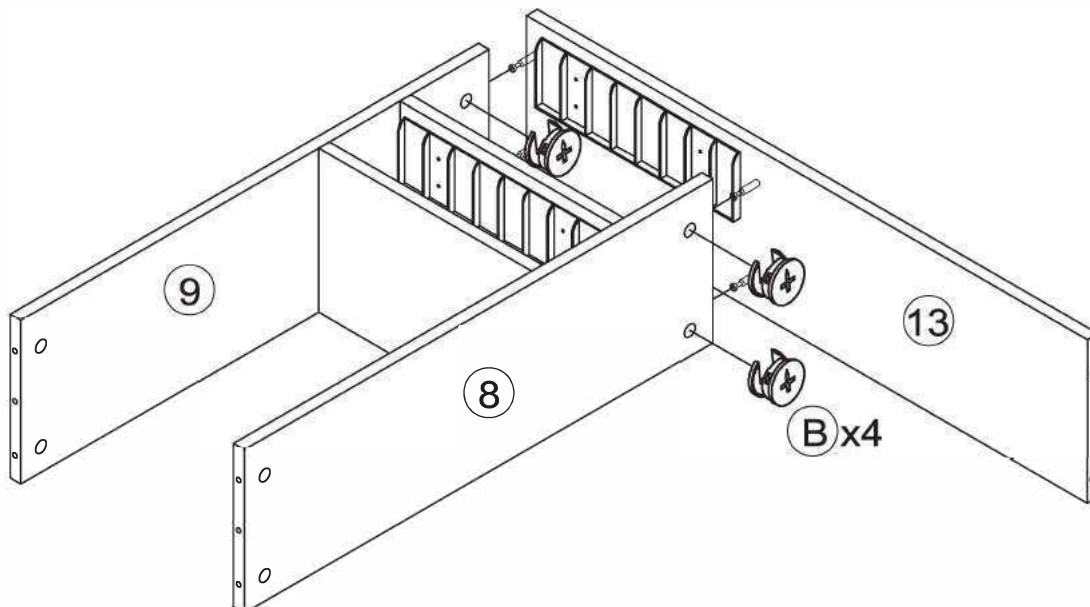


STEP 8 INSTALL UPPER RIGHT SIDE PANEL

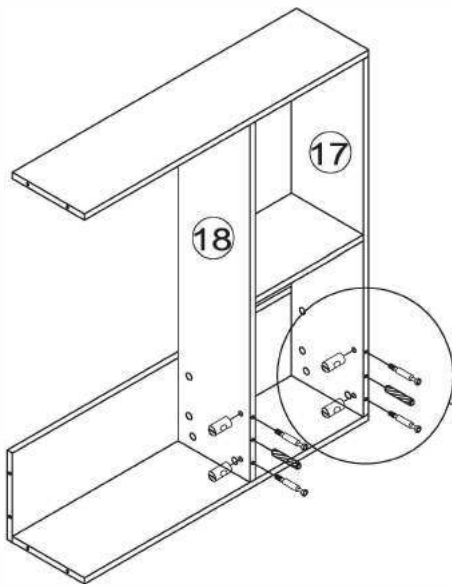
- 1) Use a Phillips Screwdriver to screw in Cam-bolt (A) into designated holes on Upper Right Side Panel (13) as shown.
- 2) Locate pilot holes on (13) and use Screw (L) to affix CD Rack (G) to (13).



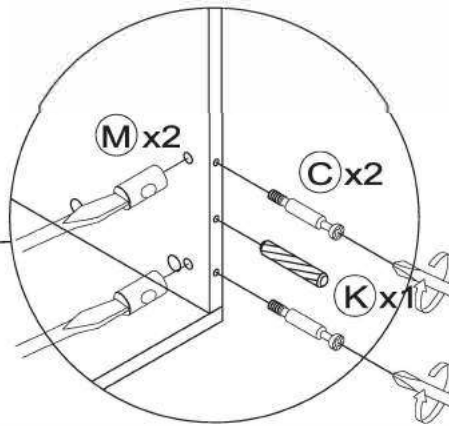
- 3) Align and insert the Cam-bolt on the Upper Right Side Panel (with CD Rack) to the pre-drilled holes on the right edge of Upper Layer Panel (8) & (9).
- 4) Insert Cam-Lock (B) into designated holes on the bottom-side of Upper Layer Panel (8) & (9) and use a Flat Screwdriver to turn (B) clockwise to lock onto Cam-bolt.



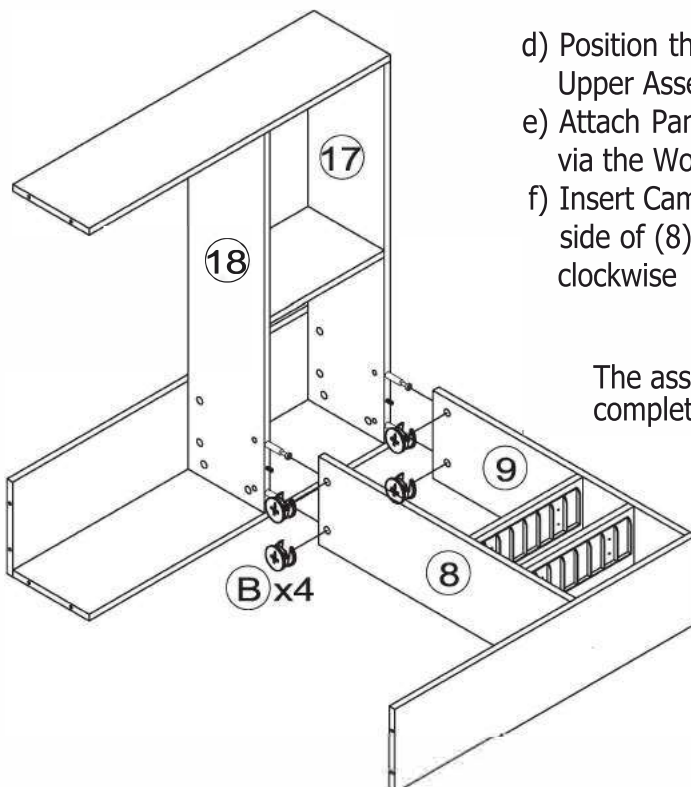
STEP 9 CONNECT LEFT & RIGHT UPPER ASSEMBLIES



a) Place Left Upper Assembly (from Step 7) as shown.



- b) Insert Barrel Nut (M) into the pre-drilled holes on Upper Layer Panels (17) and (18) as shown. Ensure the hole on the side of the Barrel Nut is in-line with the pre-drilled hole for the Cam-bolt (C). Use a Flat-head Screwdriver to hold (M) in place and screw in long Cam-bolt (C) and tighten completely.
- c) Insert Wood Dowel (K) into the hole between the Cam-bolts.

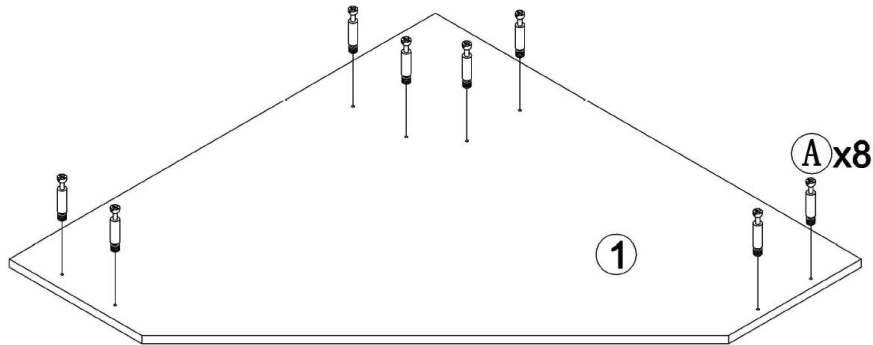


- d) Position the Right Upper Assembly perpendicular to Left Upper Assembly as shown.
- e) Attach Panels (8) and (9) to Panels (18) & (17), respectively via the Wood Dowels and Cam-bolts on 18) & (17).
- f) Insert Cam-lock (B) into the designated holes on the bottom-side of (8) and (9). Use a Flat screwdriver to turn (B) clockwise to lock onto Cam-bolt.

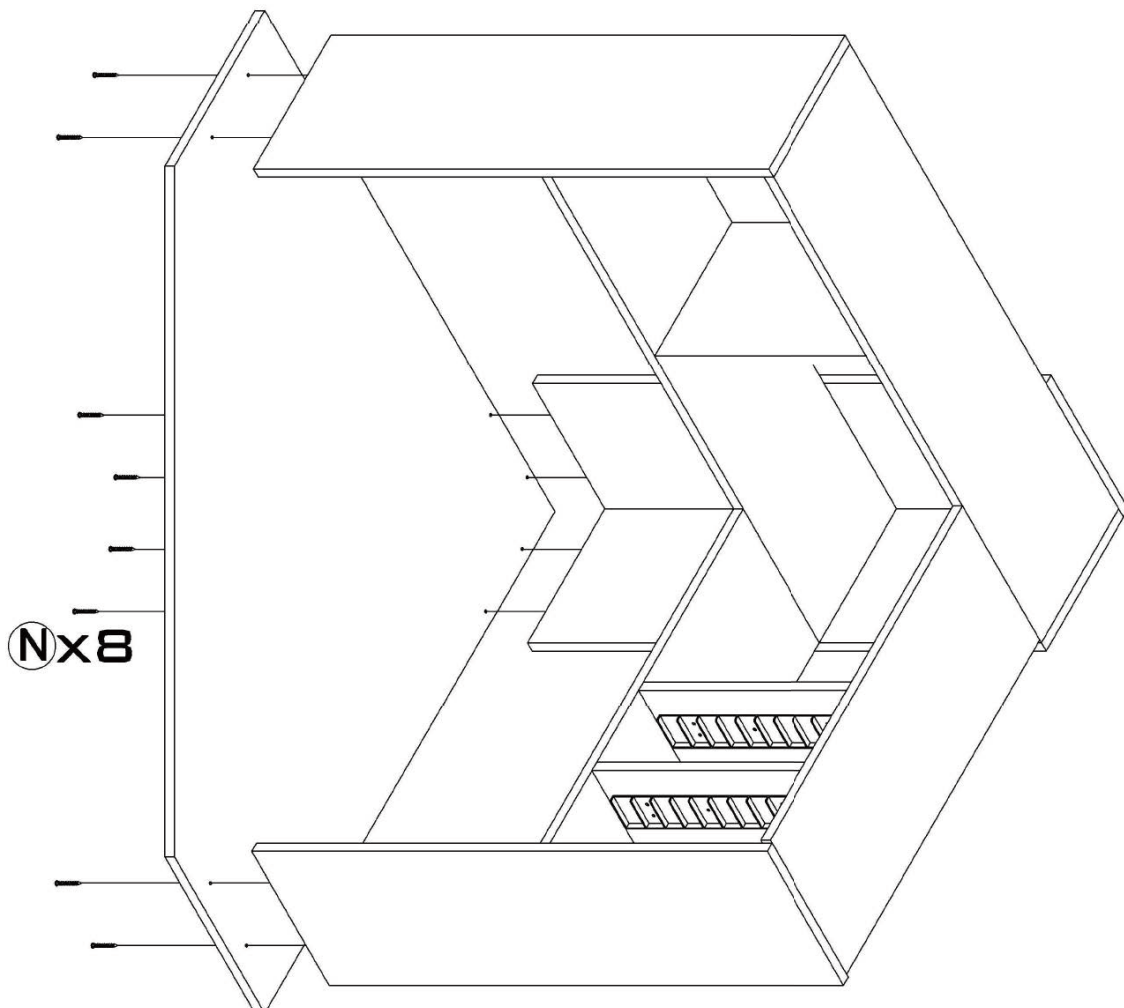
The assembly of the Hutch (Upper Assembly) is complete.

STEP 10 ATTACH THE UPPER ASSEMBLY (HUTCH) TO THE DESK TOP

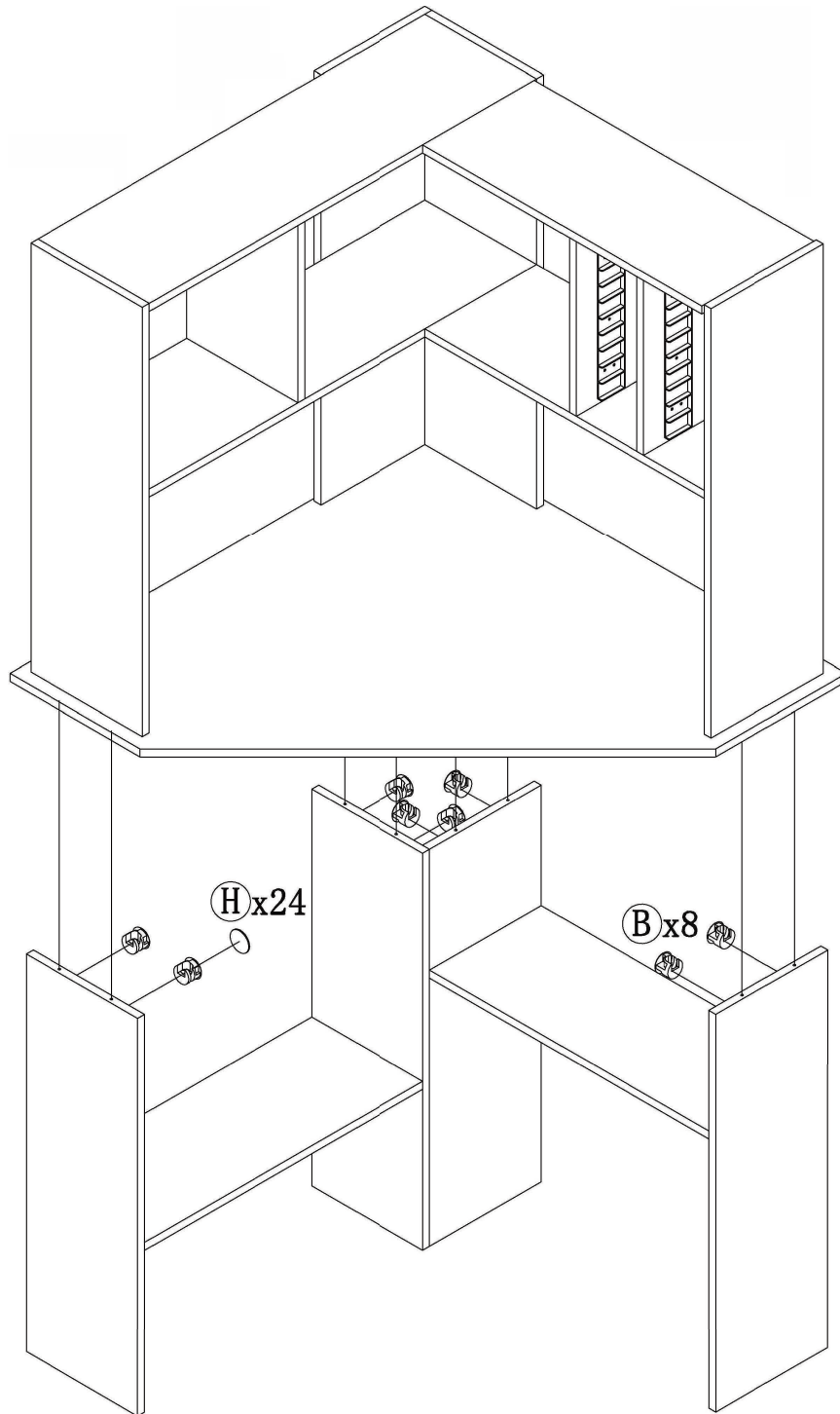
- a) Place Lower Top Panel (1) bottom-side facing up and use a Phillips Screwdriver to screw in cambolt (A).



- b) Place the Lower Top Panel (1) top-side to The Upper and insert 8 screw(N) on the bottom of The Lower Top Panel into predrilled holes.

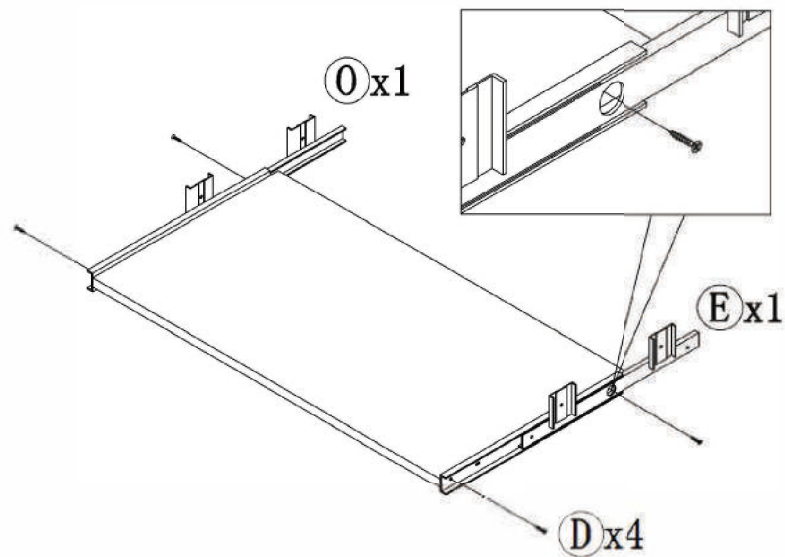


- a) Position the Hutch to align the respective pre-drilled holes on the bottom edge of the top edge of Panels (2), (3), (4)& (5). Insert the 8 Cam-bolts (A) on the bottomsides to the pre-drilled holes on the top edge of Panels (2), (3), (4)& (5).
- b) Insert Cam-lock (B) into designated holes on Panels (2), (3), (4) & (5) and use a Flat Screwdriver to turn (B) clockwise to lock onto Cam-bolts.

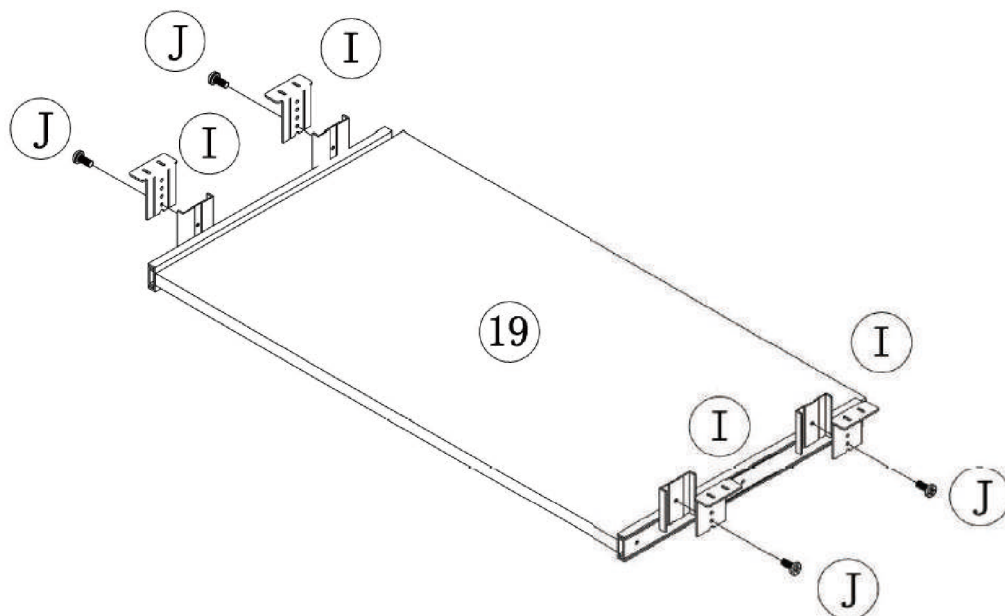


STEP 11 INSTALL SLIDING KEY BOARD PANEL

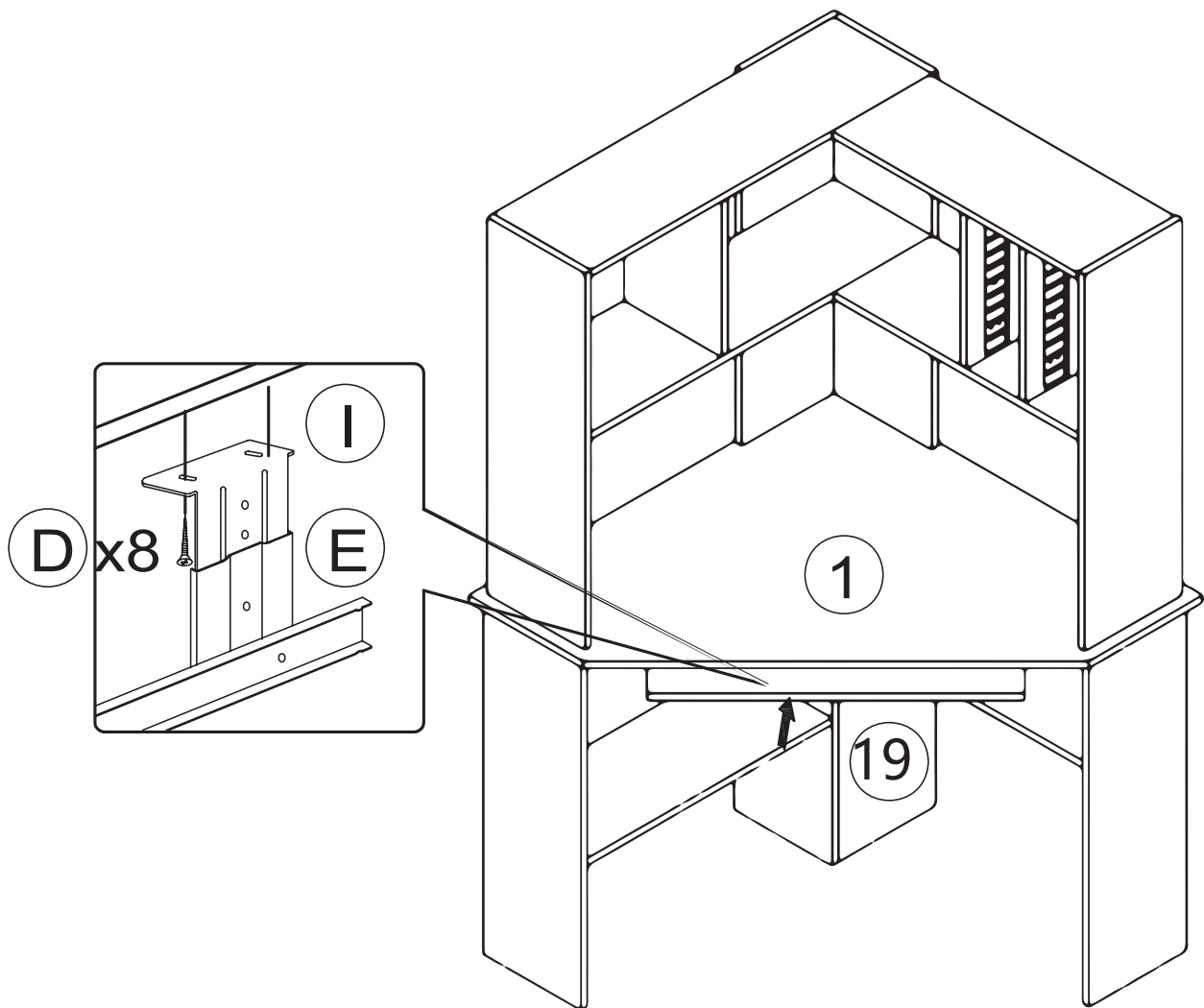
1.) Attach Metal Runners (F) to the sides of the Key Board (19) by using Screws (D).



2.) Use a Phillips Screwdriver to drive Screw (J) to attach Bracket (I) to Metal Runner Panel (E).



STEP 12



Use Screws (D) to attach Bracket (I) on Key Board (completed in STEP 12) to under-side of the Top Panel (1). Use a Phillips Screwdriver to drive the screws.

The assembly of the Computer Desk with Hutch is complete.