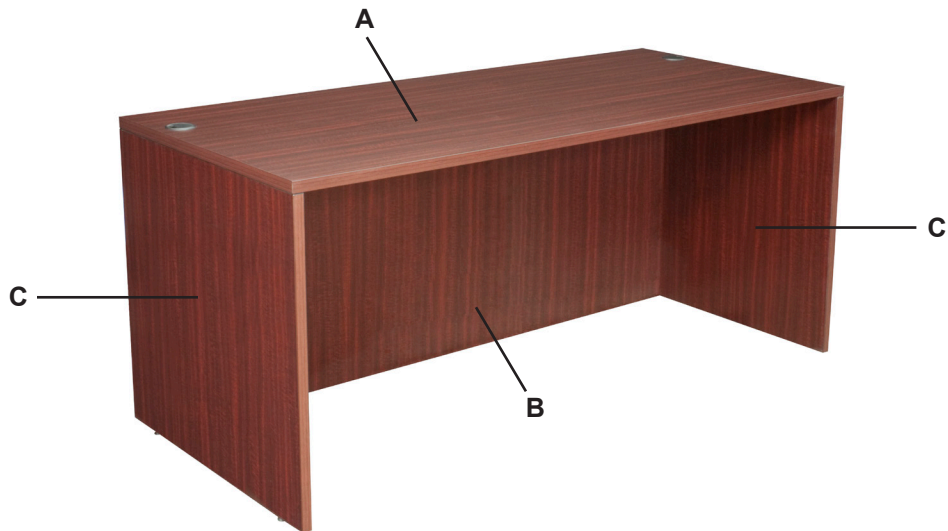# Desk Shell • INSTRUCTIONS

Organize your parts. You may need a rubber mallet.

A

C

C

B

Parts:

A: Desk Top	**B:** Desk Front
Quantity: 1	Quantity: 1

C: Desk Side

Quantity: 2

IMPORTANT NOTICE:

Place all wooden parts on a clean and smooth surface such as a rug or carpet to avoid scratching the parts.

Check to be sure that you have all parts and hardware.

Remove all wrapping materials, including staples & packing straps before you start to assemble.

Keep all hardware parts and packaging out of reach of children.

Any problems or questions, please call us

Desk Shell • INSTRUCTIONS

Organize your parts. You may need a rubber mallet.

STEP 1: Attach **Desk Front (B)** to one of the **Desk Sides (C)** by lining up the Eclip with its corresponding holes, and sliding into place *(see figure 1).*
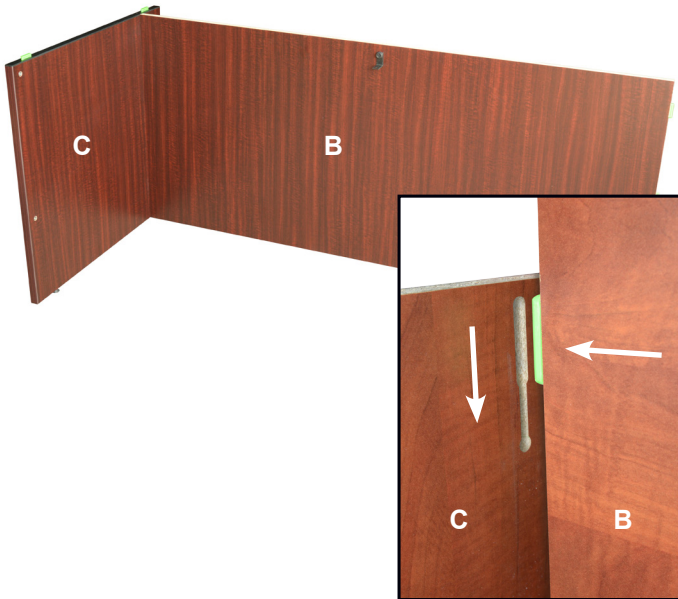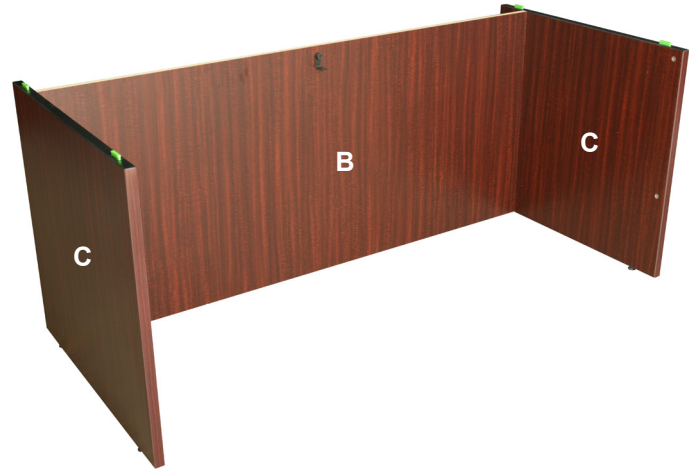
C

B

C B

Figure 1

STEP 2: Attach the remaining **Desk Side (C)** to the **Desk Front (B)** by lining up the Eclip with its corresponding holes, and sliding into place.

C

B

C

STEP 3A: Remove Thumb Screw from **Desk Top (A)** before assembly. Next, attach **Desk Top (A)** to the assembled base by lining up the Eclip with its corresponding holes, and sliding into place *(see figure 2.)*
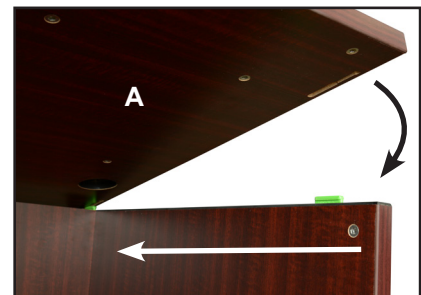
A

A

Figure 2

STEP 3B: Finally, place Thumb Screw into the front angle bracket connecting the **Desk Top (A)** to the **Desk Front (B)** *(see figure 3.)*
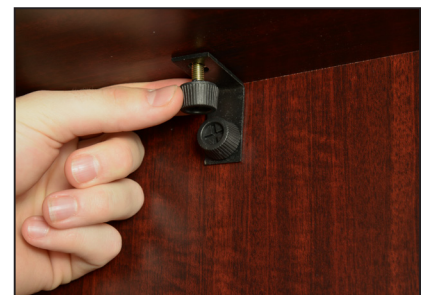
Figure 3

Any problems or questions, please call us

Return Shell   • INSTRUCTIONS

Organize your parts. You may need a rubber mallet.

A

B

C

Parts:

Hardware:

A: Return Top

Quantity: 1

B: Leg

Quantity: 1

C: Back Panel

Quantity: 1

D: 4-Hole Flat Bracket

Quantity: 1

E: Corner Bracket

Quantity: 1

F: 2-Hole Flat Bracket

Quantity: 1

G: Thumb Screws

Quantity: 10

IMPORTANT NOTICE:
Place all wooden parts on a clean and smooth surface such as a rug or carpet to avoid scratching the parts.
Check to be sure that you have all parts and hardware.
Remove all wrapping materials, including staples & packing straps before you start to assemble.
Keep all hardware parts and packaging out of reach of children.

Any problems or questions, please call us

Return Shell • INSTRUCTIONS

Organize your parts. You may need a rubber mallet.

STEP 1: Attach **Back Panel (C)** to the underside of the **Return Top (A)** by lining up the Eclip with its corresponding holes, and sliding into place *(see figure 1).*
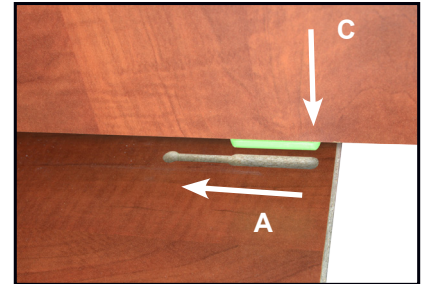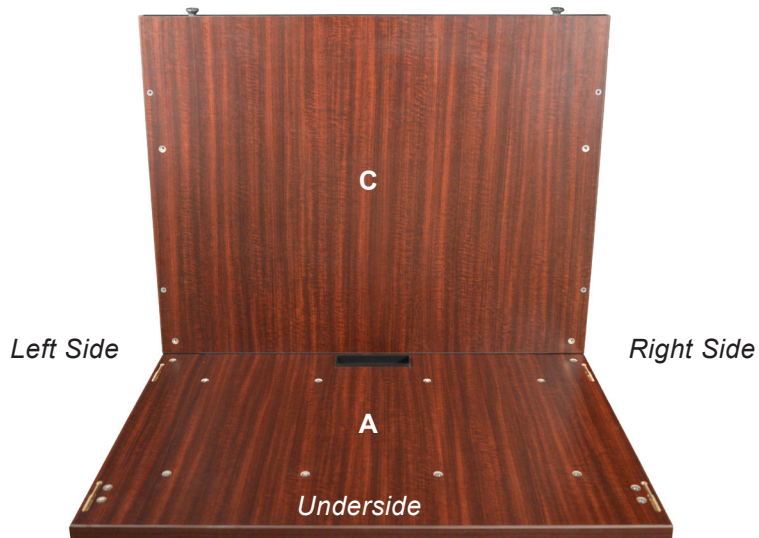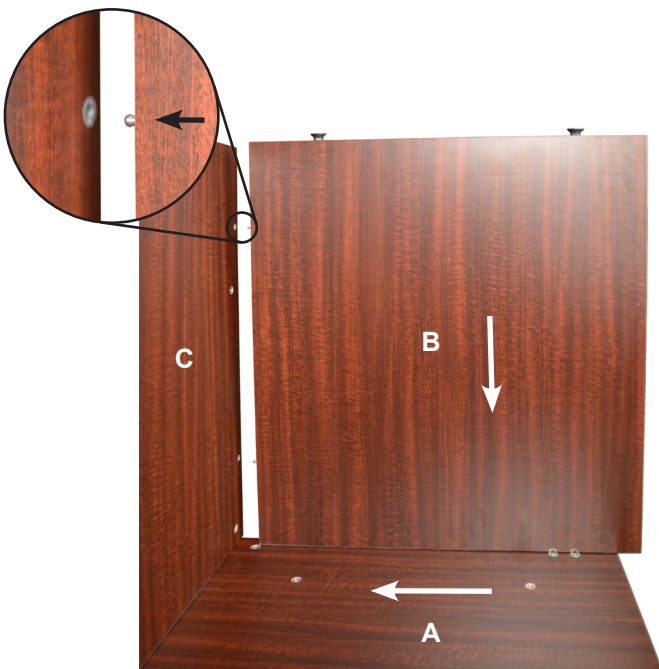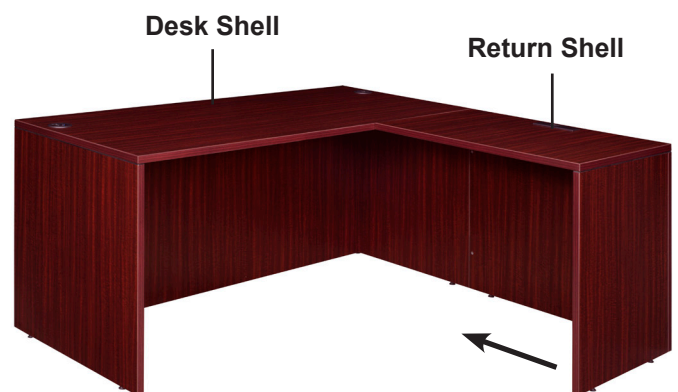
Left Side

Right Side

C

A

Underside

C

A

Figure 1

STEP 2: Attach **Leg (B)** to the underside of the **Return Top (A)** by lining up the Eclip with its corresponding holes, and sliding into place. While sliding over, line up Pins with corresponding holes in **Back Panel (C)** and press into place.

C

B

A

SPECIAL NOTE: Return is reversible. In Step 2, attach Leg (B) on left side of Return Top (A) for Right Return. Or, attach on right side of Return Top (A) for Left Return.

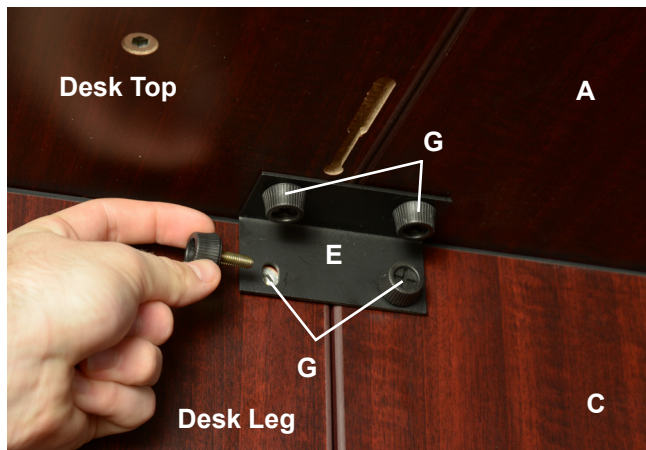**STEP 3:** Using two people, flip over your assembled Return, and line it up with your assembled Desk Shell.
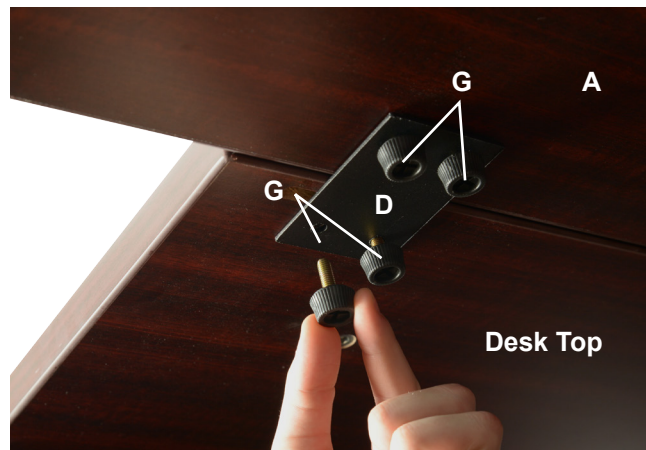
Desk Shell

Return Shell

Note: Right Return shown.

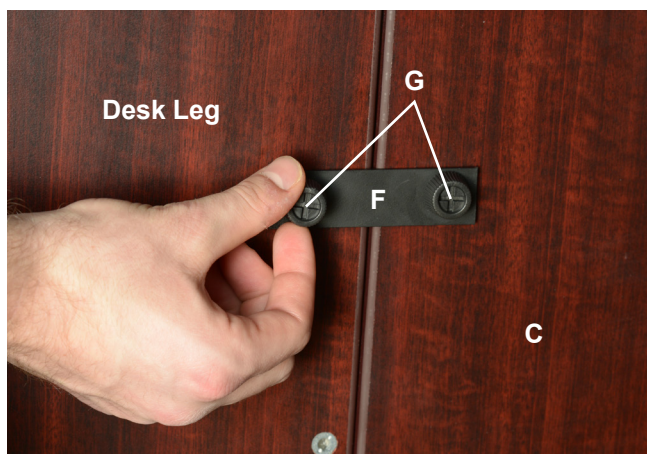Any problems or questions, please call us

STEP 4: Attach **Corner Bracket (E)** to the underside of the your desk, where the **Return Top (A)** and **Back Panel (C)** meet your Desk Top and Desk Leg. Attach by placing 4 **Thumb Screws (G)** through the **Corner Bracket (E)** and into the predrilled holes.

STEP 5: Place **4-Hole Flat Bracket (D)** to the underside of where **Return Top (A)** meets the Desk Top. Attach **4-Hole Flat Bracket (D)** by inserting 4 **Thumb Screws (G)** through the **4-Hole Flat Bracket (D)** and into the predrilled holes.

STEP 6: Under the desk, where the **Back Panel (C)** meets your Desk Leg. Attach **2-Hole Flat Bracket (F)** using 2 **Thumb Screws (G)**. Insert **Thumb Screws (G)** through the **2-Hole Flat Bracket (F)** and into the predrilled holes.

Note: Right Return shown.

Any problems or questions, please call us

Pedestals • INSTRUCTIONS

Organize your parts and hardware
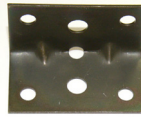
Parts and hardware:

A: Pedestal

shown

B: Thumbscrew

Quantity: 4
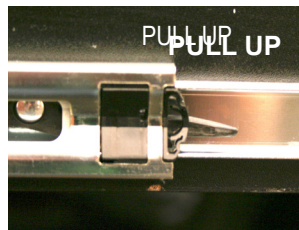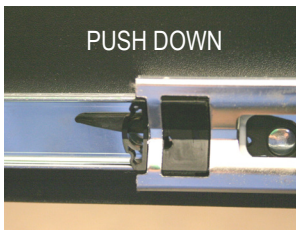
C: Corner Bracket

Quantity: 2

D: Screws

Quantity: 12

Please note: Pedestal Attachment is easiest when desk shell is still upside down.
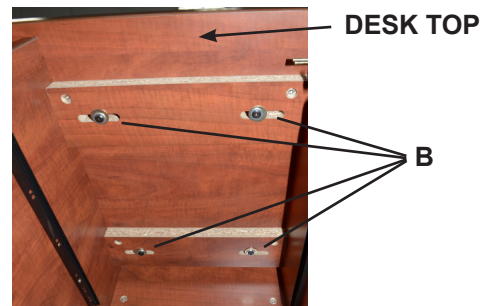

STEP 1 : Remove all drawers from pedestal.
To remove Box drawers: Fully extend drawer and gently roll drawer up and out.
To remove File drawers: Simultaneously press down lever on right side of drawer and pull up lever on left side of drawer and slide drawer straight out of the track

PUSH DOWN

PULL UP

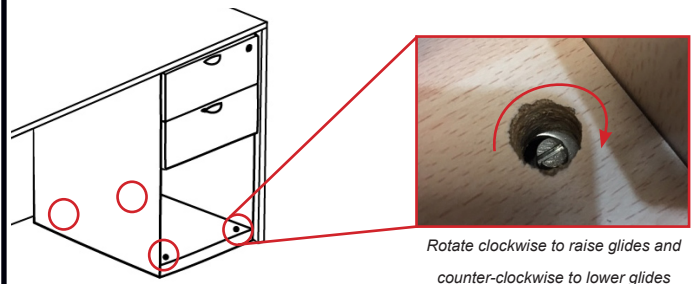*Note: Do not replace drawers while desk is upside down*

STEP 2 : Thread **Thumbscrews (B)** through holes. Align **Pedestal (A)** with pre-drilled holes on the underside of desktop and attach. Do not tighten **Thumbscrews (B)** until all four are in place and pedestal is aligned flush with side of desk.

DESK TOP

B

Attach **Corner Brackets (C)** to the underside of **Pedestal (A)** and side of desk with **Screws (D.)**

A

C & D

FRONT

DESK SHELL

Adjust leveling glides to bring **Pedestal (A)** level with desk shell. With the desk upright and drawers out, use screwdriver to rotate glide through the bottom of **Pedestal (A)** until level.

Rotate clockwise to raise glides and
counter-clockwise to lower glides

IMPORTANT NOTICE:
Place all wooden parts on a clean and smooth surface such as a rug or carpet to avoid scratching the parts.
Check to be sure that you have all parts and hardware.
Remove all wrapping materials, including staples & packing straps before you start to assemble.
Keep all hardware parts and packaging out of reach of children.

Any problems or questions, please call us