



BEADBOARD DESK
ASSEMBLY INSTRUCTIONS



Important Safety Instructions:

- Please read all instructions carefully before assembling this furniture.
- For your safety, assembly by two or more adults is strongly recommended.
- Keep these instructions for future use.
- Use only vendor-supplied hardware to assemble this item. Using unauthorized hardware could jeopardize the structural integrity of the item.

Pre-assembly:

- Remove all parts and hardware from the box. Place them on a carpeted or scratch-free work surface, as this will avoid damaging parts during assembly. The shipping box provides an ideal work surface.
- To avoid accidentally discarding small parts or hardware, do not dispose of any packaging or contents of the shipping carton until assembly is complete.
- Use the parts and hardware lists below to identify and separate each of the pieces included.
- The illustrations provided allow for easier assembly when used in conjunction with the assembly instructions.
- The use of power tools to aid in assembly is not recommended. Power tools can damage the hardware and split the wood.

Parts Needed:

(A) Desktop (1x)

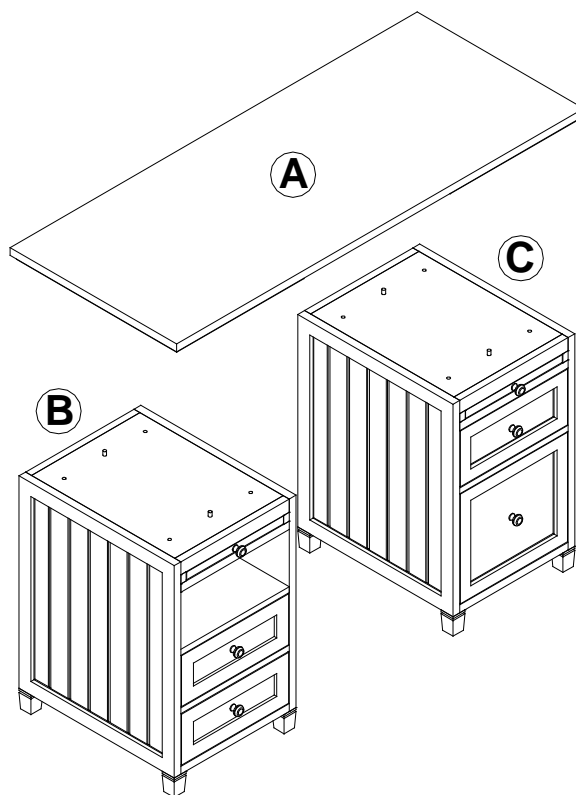
Part required (not included):

(B) Desk Cabinet (1x)


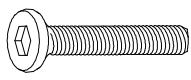
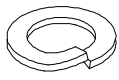
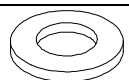
(C) Smart File Cabinet (1x)

Note:


The desk requires 2 bases and each base can be 1 of the cabinets listed above.



Hardware Included:

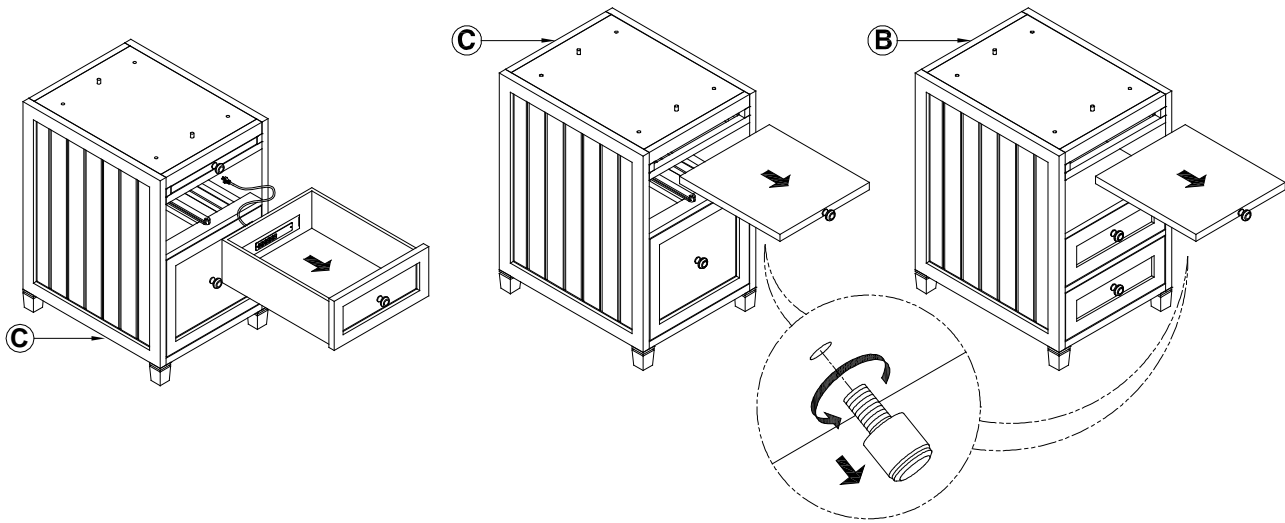
 (D) Allen Key – 1x	 (E) Bolt 1/4"x 35mm – 8x	 (F) Spring Washer – 8x
 (G) Flat Washer – 8x		

Tools Required:

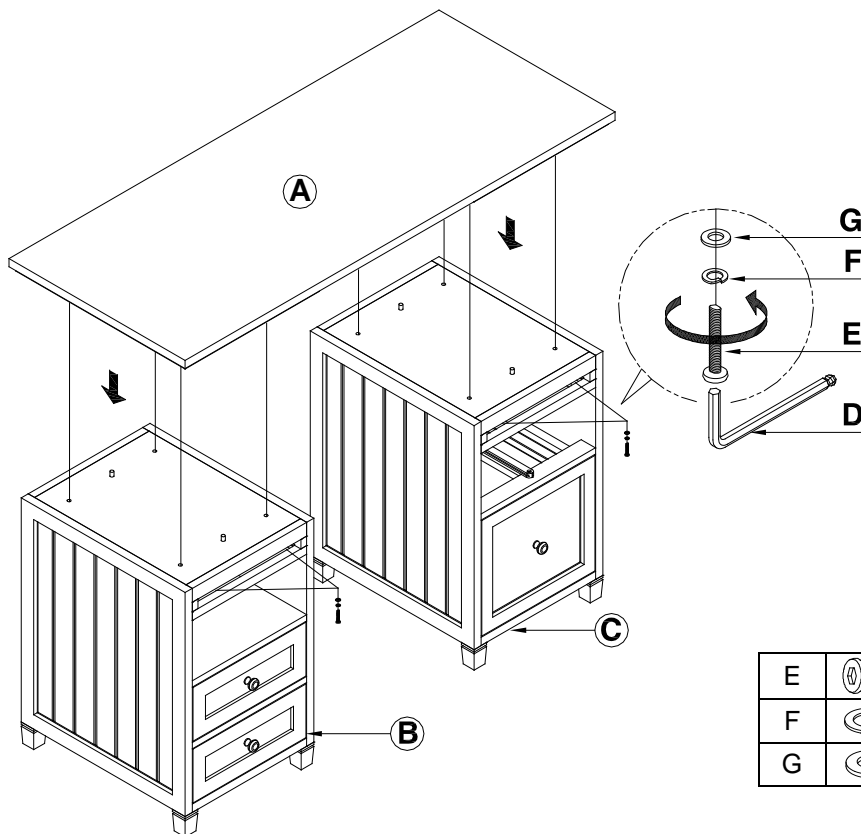
Philips Head Screwdriver  (not included)

Assembly Instruction Steps:

1. If you purchased a Smart File Cabinet (C) for the desk, remove the drawer box from the cabinet. Locate and turn the bolt under the tray to remove the tray from cabinet. Keep the drawer, tray and bolt for later use.
2. If you purchased a Desk Cabinet (B) for the desk, locate and turn the bolt under the tray to remove the tray from the cabinet. Keep the tray and bolt for later use.

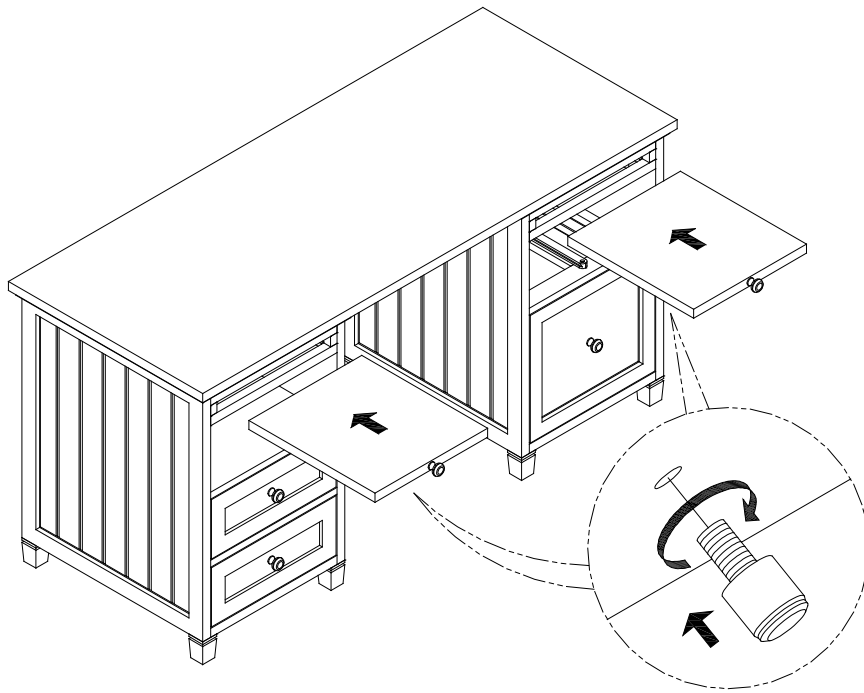


3. Put the 2 cabinets in parallel positions, as seen in the illustration below.
4. Place Desktop (A) onto the 2 cabinets by aligning the pre-drilled holes underneath Desktop (A) to the pre-fixed wooden dowels located on the top of the cabinets.
5. Insert 4 sets of: Bolt (E), Spring Washer (F), and Flat Washer (G) from the interior of the cabinet and into pre-fixed metal inserts under the Desktop, as seen in the illustration below.
6. Loosely tighten with Allen Key (D).
7. Repeat step # 6 to assemble the Desktop to the other cabinet.
8. Once the 2 cabinets are in place, tighten all bolts with Allen Key (D).

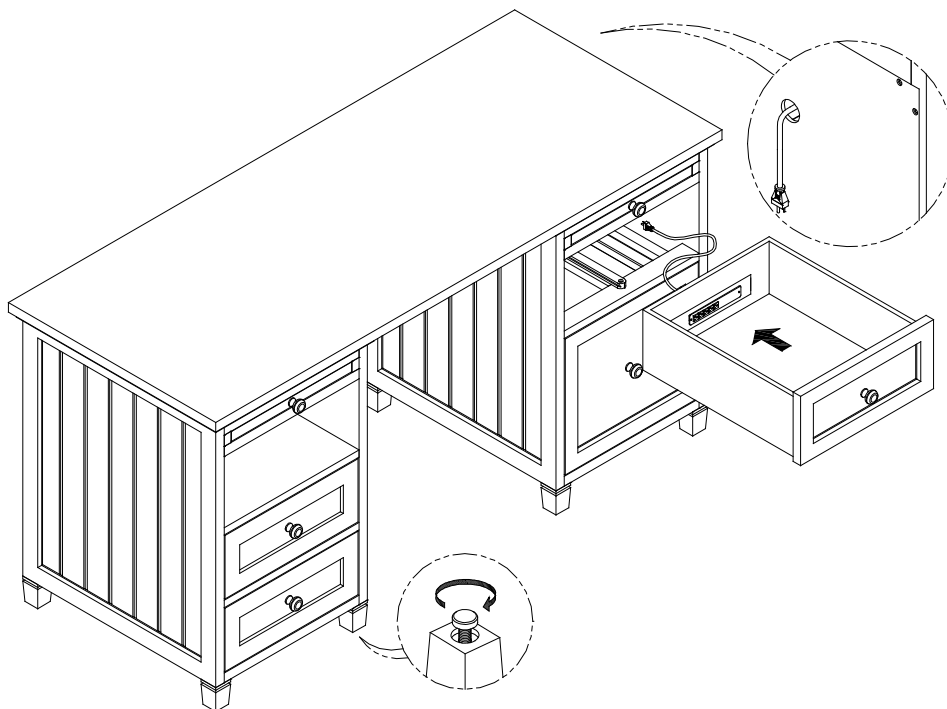


E		8x
F		8x
G		8x

- Place the trays that were removed from the cabinets back into the cabinets, as seen in the illustration below.
- Thread the original bolts into the metal inserts under the trays.



- If you have a Smart File Cabinet, place the drawer box removed from cabinet in Step 1 back to the cabinet. Make sure power cable goes through the cut-out on the back panel of the cabinet.
- To keep the desk level, adjust the levelers located on leg bottoms of Cabinets.



Care Instructions:

- Dust often using a clean, soft, dry, and lint-free cloth.
- Blot spills immediately and wipe with a clean, damp cloth.
- We do not recommend the use of chemical cleansers, abrasives, or furniture polish on our lacquered finish.
- Hardware may loosen over time. Periodically check to make sure all connections are tight. Re-tighten if necessary.