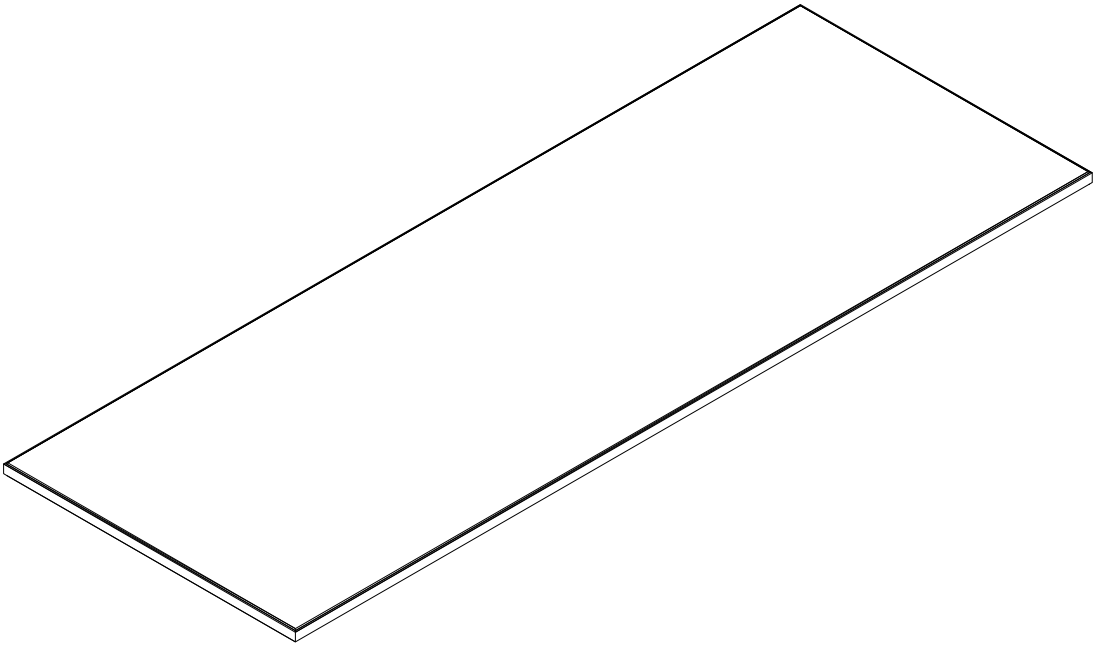




**Chatham Desk Top Large**

**ASSEMBLY INSTRUCTIONS**



## Important Safety Instructions:

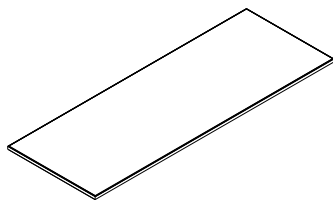
- Please read all instructions carefully before assembling.
- For your safety, assembly by two or more adults is strongly recommended.
- Keep instructions for future use.
- Use only vendor supplied hardware to assemble. Using unauthorized hardware could jeopardize the structural integrity of the item.

## Pre-assembly:

- Remove all parts and hardware from the box and lay out on a clear carpeted or scratch-free work surface, as this will avoid damaging parts during assembly. The shipping box provides an ideal work surface.
- Do not dispose of any packaging or contents of the shipping carton until assembly is completed to avoid accidentally discarding small parts or hardware.
- 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 hardware and split wood.

## PARTS INCLUDED:

H - Desk Top Large – 1 Pc



## BASES OPTIONS:

A – Fridge Cubby	B – File Pedestal	C – Storage Cabinet	D – Desk Leg	E – Multi Storage Base	
Desktop mounting hardware included	No desktop mounting hardware required	No desktop mounting hardware required	Desktop mounting hardware included	No desktop mounting hardware required	
<b>Tools Required:</b> Phillips Head Screwdriver (not included) 			1 - Allen Key 1 pc 		L - Bolts – 6pcs (M6 x 35mm) 
N - Bolts – 4pcs (M6 x 30mm) 					

## CONFIGURATIONS:

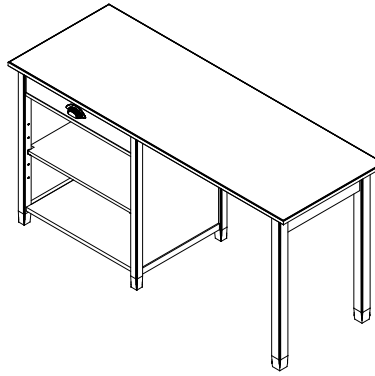
<b>1- (A) Fridge Cubby Pedestal and (D) Desk leg</b> (left shown, can be made right by turning desk top).	<b>2 - (B) File pedestal and (C) Storage Cabinet. (E) Multi Storage Base.</b> (Pedestals are interchangeable)	<b>3 - (B) File pedestal or (C) Storage Cabinet and (D) Desk Leg (E) Multi Storage Base</b>

**Note:** “Chatham Desk Top, Desk Leg, Pedestals (sold separately), are needed as main supports for desktop configurations.”

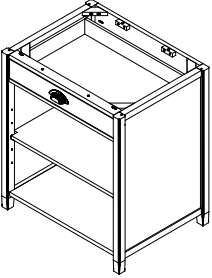
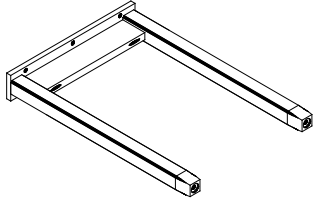
## Configuration \*1\*

(A) Fridge Cubby Pedestal and (D) Desk Leg

### Assembly Instructions:

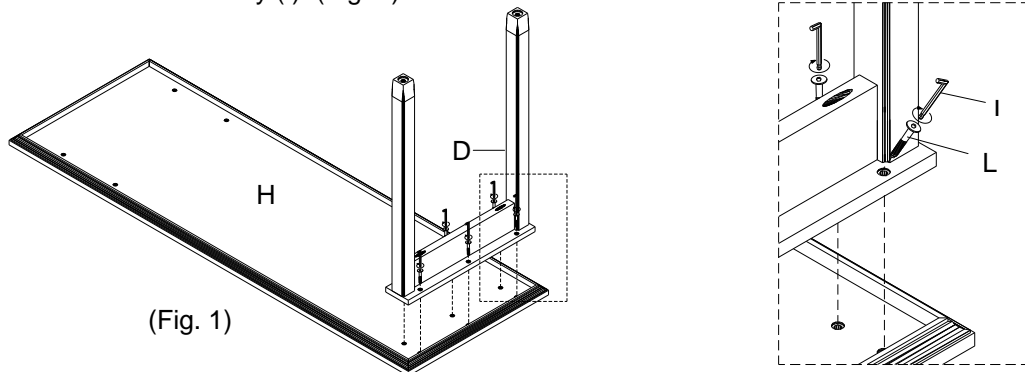


### BASES USED:

A – Fridge Cubby	D – Desk Leg – 1 Pc
 An isometric line drawing of a two-tiered cubby pedestal with a top shelf and a lower shelf, supported by four legs.	 An isometric line drawing of a single L-shaped desk leg component.

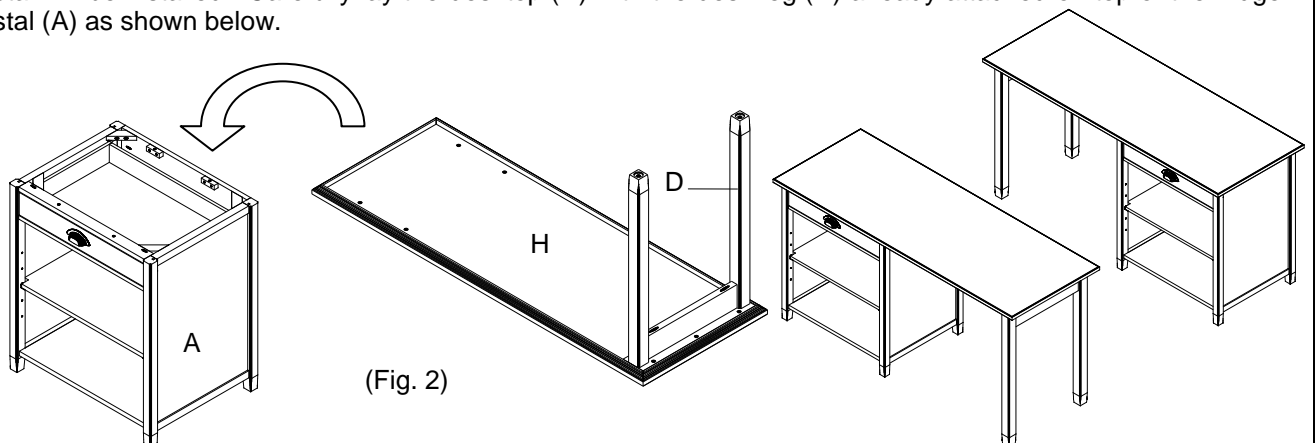
### Assembly Instructions:

1. Place the desktop large (H) upside down on a carpeted or scratch-free surface. The cardboard packaging can also be used as a work surface.
2. Align the 6 pre-drilled holes on the Desk Leg (D) with the 6 pre-inserted nuts on the Desk Top (H). Insert Bolts M6x35mm (L) through each of the 6 pre-drilled holes of the Desk Leg (D), and into the pre-inserted nuts on the Desk Top (H). Tighten with the Allen Key (I). (Fig.1 )



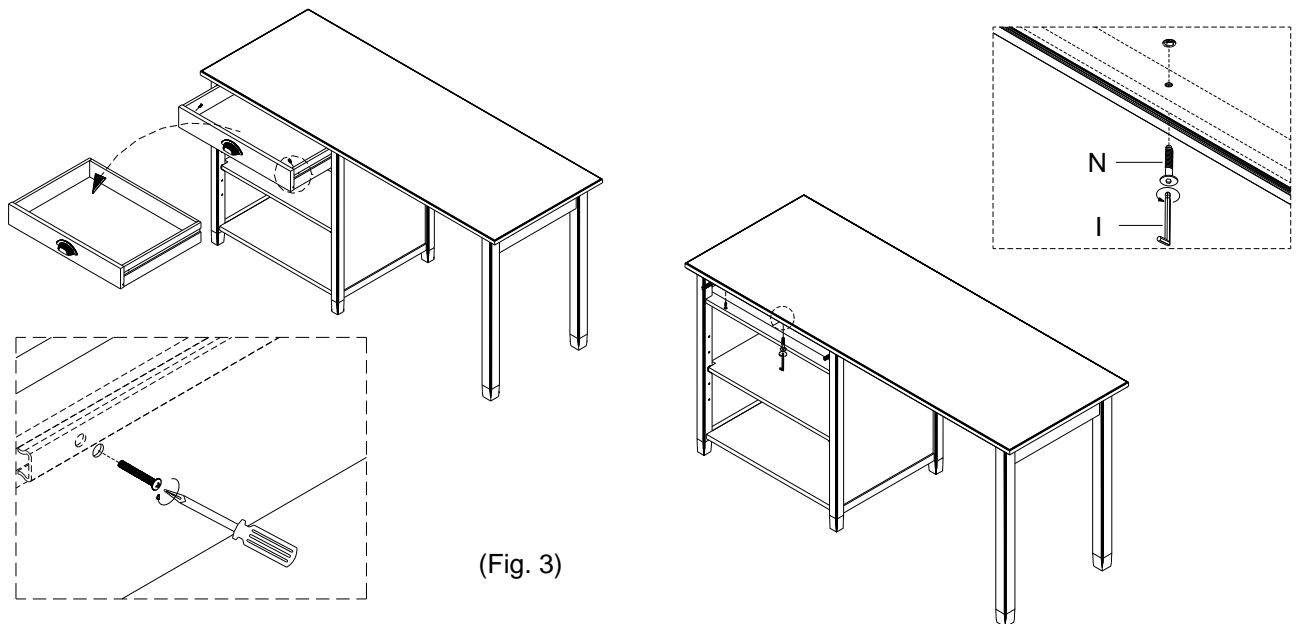
(Fig. 1)

3. Assemble the fridge pedestal to the desk top by first determining which side of the table (left or right) the fridge pedestal will be installed. Carefully lay the desktop (H) with the desk leg (D) already attached on top of the fridge pedestal (A) as shown below.

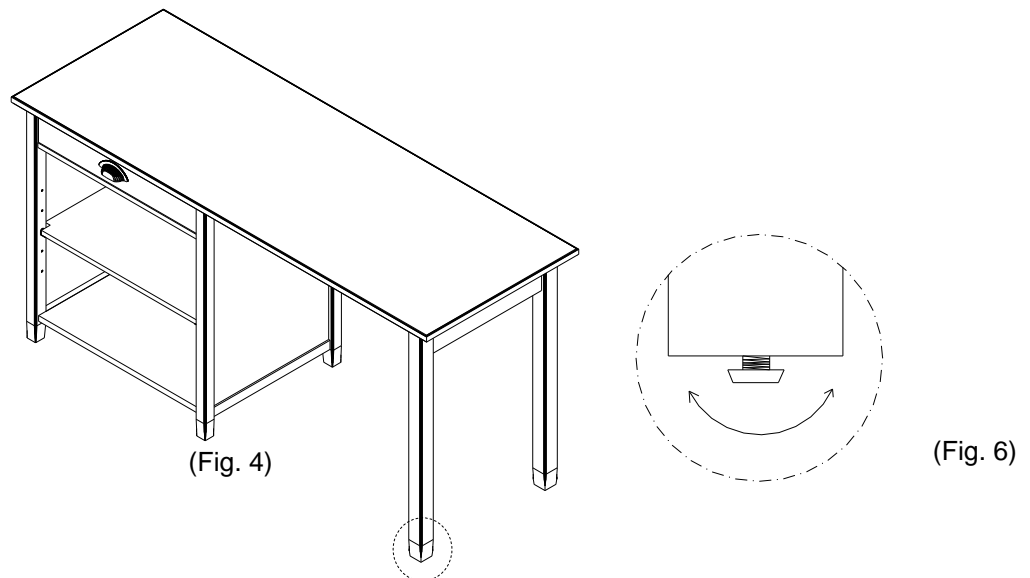


(Fig. 2)

4. Remove the drawer box by pulling out the drawer of Fridge Cubby, (A) and unscrewing the 2 small screws holding the drawer box to the drawer slides located on the inside of the drawer using the Phillips head screwdriver. Once the drawer is removed align the 4 pre-drilled holes on the Pedestal's wooden rails with the holes on the underside of the Large desk top (H). Secure the Large desk top (H) to the Fridge Cubby Pedestal (A) using the 4 bolts M6x30 (N) and tighten with the Allen key (I) as shown below. Re-install drawer to the case using the 2 small screws that were taken out earlier, re-attaching them to the drawer box and drawer slides using the Phillips head screwdriver.



5. If the floor is uneven adjust the pre-installed adjustable levelers found underneath each leg. (Fig.6)



6. Assembly is complete.

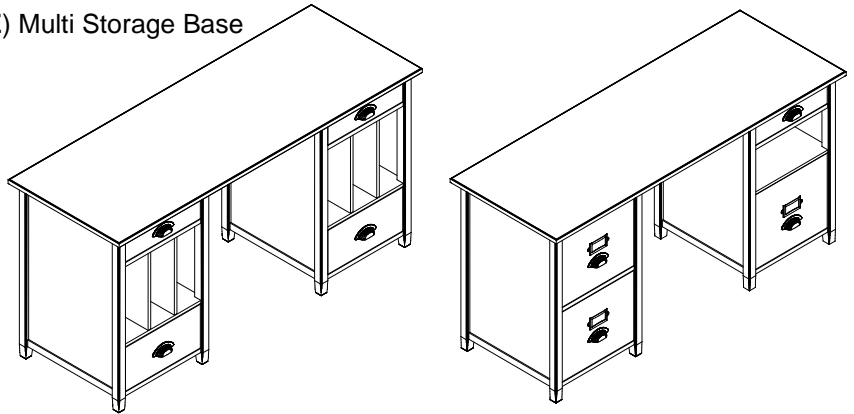
**Care Instructions:**

- Hardware may loosen over time. Periodically check to make sure all connections are tight. Re-tighten if necessary.
- Dust often using a clean, soft, dry and lint-free cloth.
- To clean, slightly moisten cloth with water. (A damp cloth holds dust and prevents scratching; dry thoroughly).

## CONFIGURATION \*2\*

(B) File pedestal and (C) Storage Cabinet (E) Multi Storage Base

### Assembly Instructions:

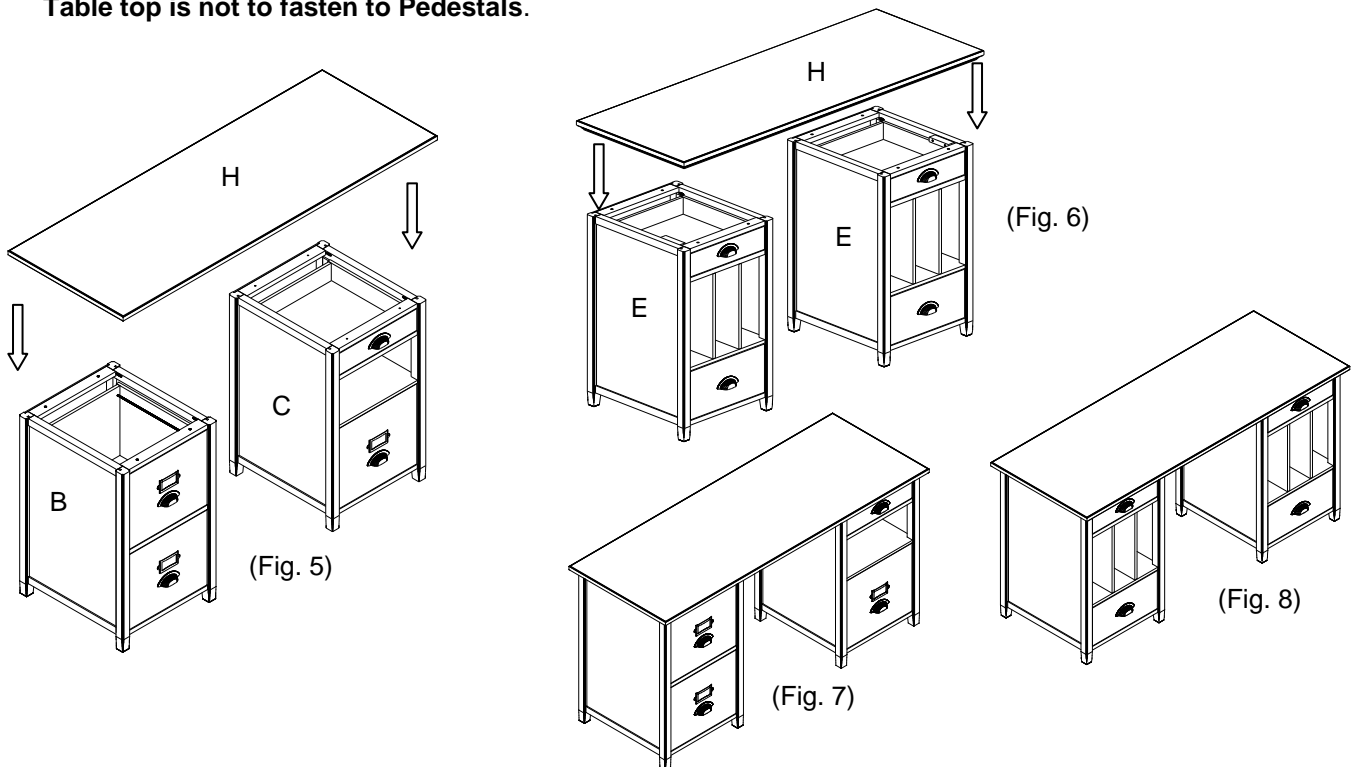


### BASES USED:

B - File Pedestal – 1 Pc	C - Storage Cabinet – 1 Pc	E - Multi Storage Base

### Assembly Instructions:

1. Carefully lay the top panel (H) on top of the storage cabinet or the file pedestal or multi storage base as shown below. (Fig.5 and Fig.6 Fig.7 and Fig.8)  
**Table top is not to fasten to Pedestals.**



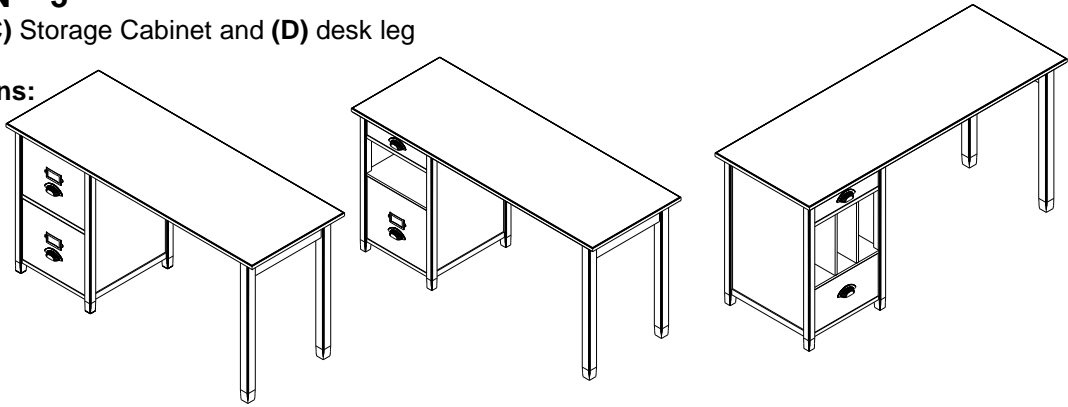
### Care Instructions:

- Hardware may loosen over time. Periodically check to make sure all connections are tight. Re-tighten if necessary.
- Dust often using a clean, soft, dry and lint-free cloth.
- To clean, slightly moisten cloth with water. (A damp cloth holds dust and prevents scratching; dry thoroughly).

## CONFIGURATION \*3\*

(B) File pedestal or (C) Storage Cabinet and (D) desk leg

### Assembly Instructions:

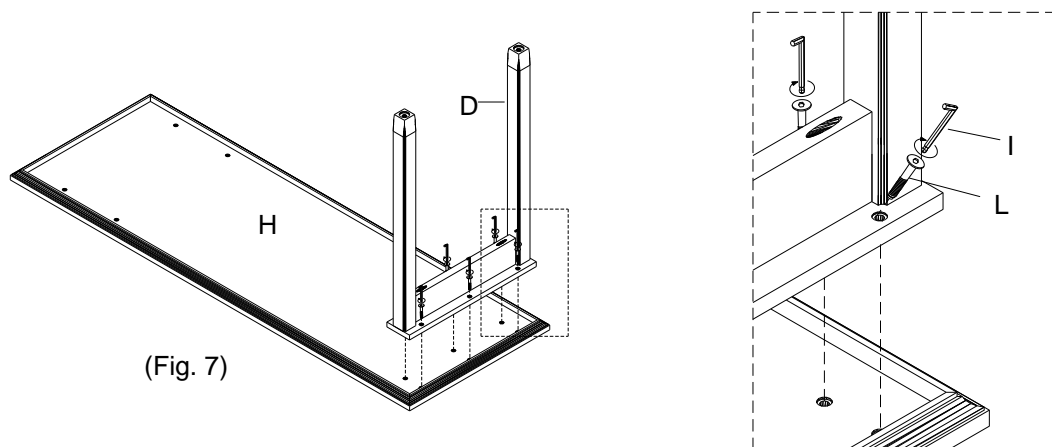


### BASES USED:

B - File Pedestal – 1 Pc	C - Storage Cabinet – 1 Pc	D – Desk Leg – 1 Pc	E - Multi Storage Base

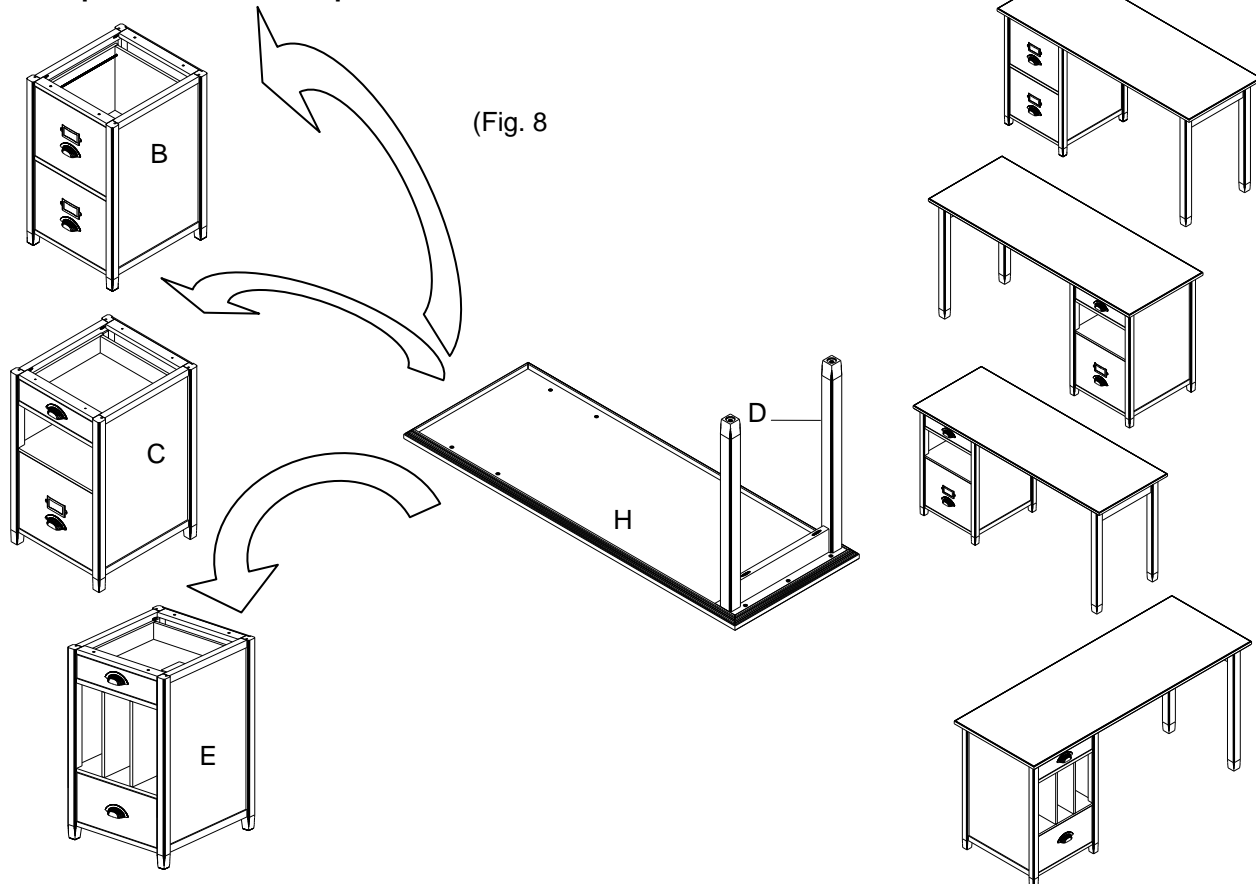
### Assembly Instructions:

1. Place the desktop large (H) upside down on a carpeted or scratch-free surface. The cardboard packaging can also be used as a work surface.
2. Align the 6 pre-drilled holes on the Desk Leg (D) with the 6 pre-inserted nuts on the Desk Top (H). Insert Bolts M6x35mm (L) through each of the 6 pre-drilled holes of the Desk Leg (D), and into the pre-inserted nuts on the Desk Top (H). Tighten with the Allen Key (I). (Fig. 7 )

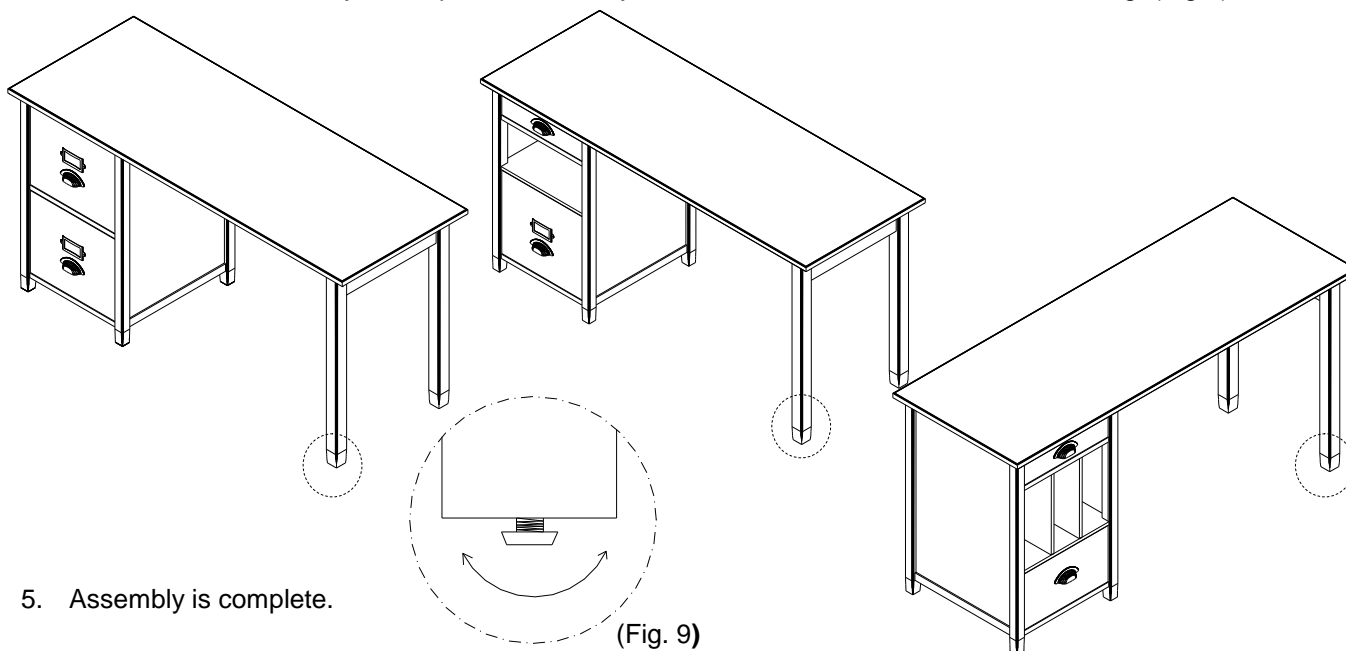


(Fig. 7)

3. Assemble the pedestal unit (B) or (C) or (E) to the desk top by first determining which side of the table (left or right) the pedestal will be installed. Carefully lay the desktop (H) with the desk leg (D) already attached on top of the pedestal (A) as shown below. (Fig. 8)  
**Table top is not to fasten to pedestal.**



4. If the floor is uneven adjust the pre-installed adjustable levelers found underneath each leg. (Fig.9)



5. Assembly is complete.

(Fig. 9)

**Care Instructions:**

- Hardware may loosen over time. Periodically check to make sure all connections are tight. Re-tighten if necessary.
- Dust often using a clean, soft, dry and lint-free cloth.
- To clean, slightly moisten cloth with water. (A damp cloth holds dust and prevents scratching; dry thoroughly).