

Elsie Storage Desk

ASSEMBLY INSTRUCTIONS



Important safety instructions:

- Please read all instructions carefully before assembling this Desk.
- 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 all items on a carpeted or scratch-free work surface. The shipping box provides an ideal work surface.
- To avoid accidentally discarding small parts or hardware, please do not dispose of any contents until assembly is complete.
- Two people are recommended for your safety and ease of assembly.
- Prior to starting the assembly, use the parts and hardware lists to identify and separate each of the pieces included.
- The illustrations provided allow for easier assembly when used in conjunction with the assembly instructions.
- Note: Do not fully tighten any of the bolts until all parts are in place. Failure to follow these instructions may cause the bolts to misalign during assembly.
- Please use caution if using power tools to aid in assembly. Power tools can damage the hardware or split the wood.

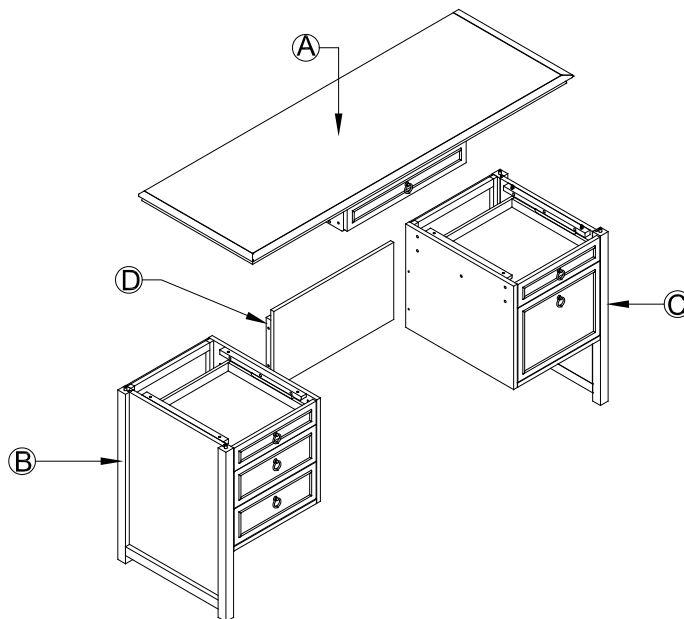
Parts included:

A – Desktop (x1)


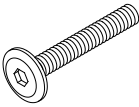


B – Left Side Panel (x1)

C – Right Side Panel (x1)

D – Bottom Back Panel (x1)

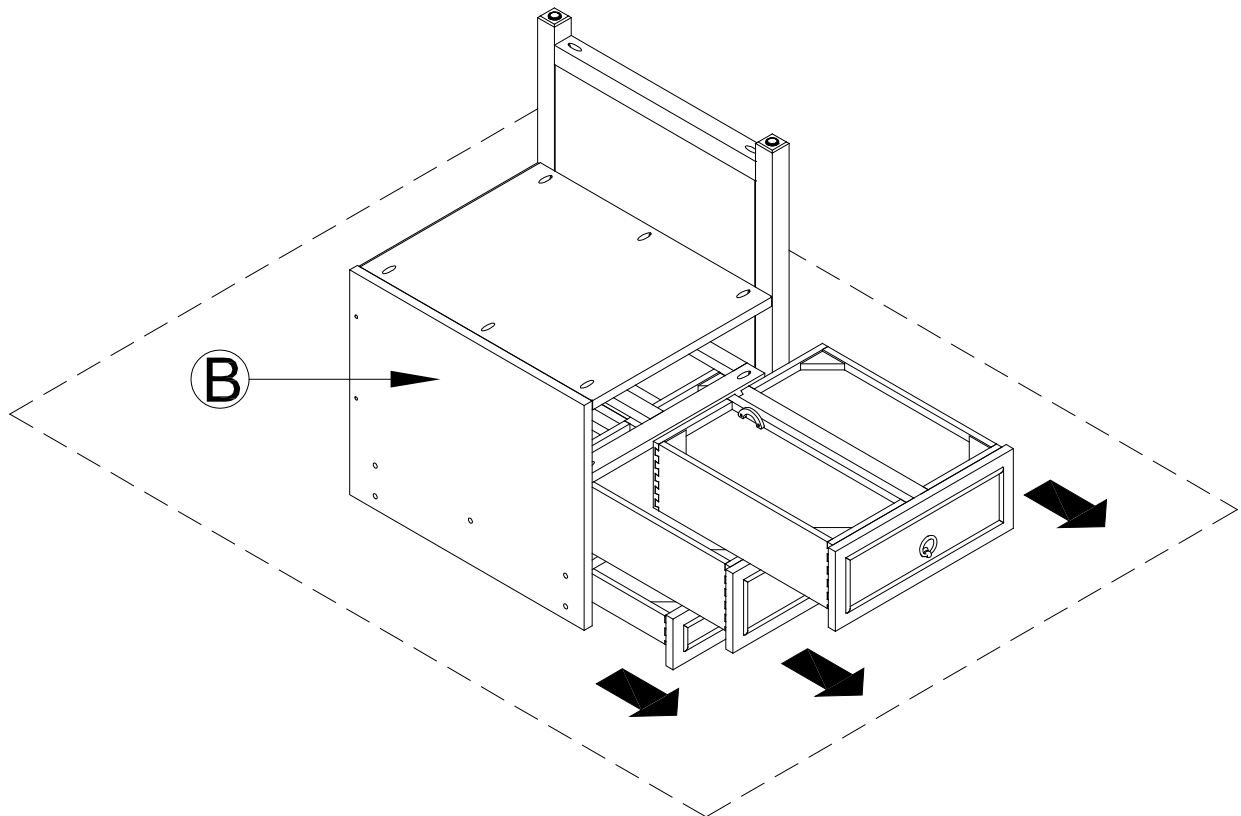
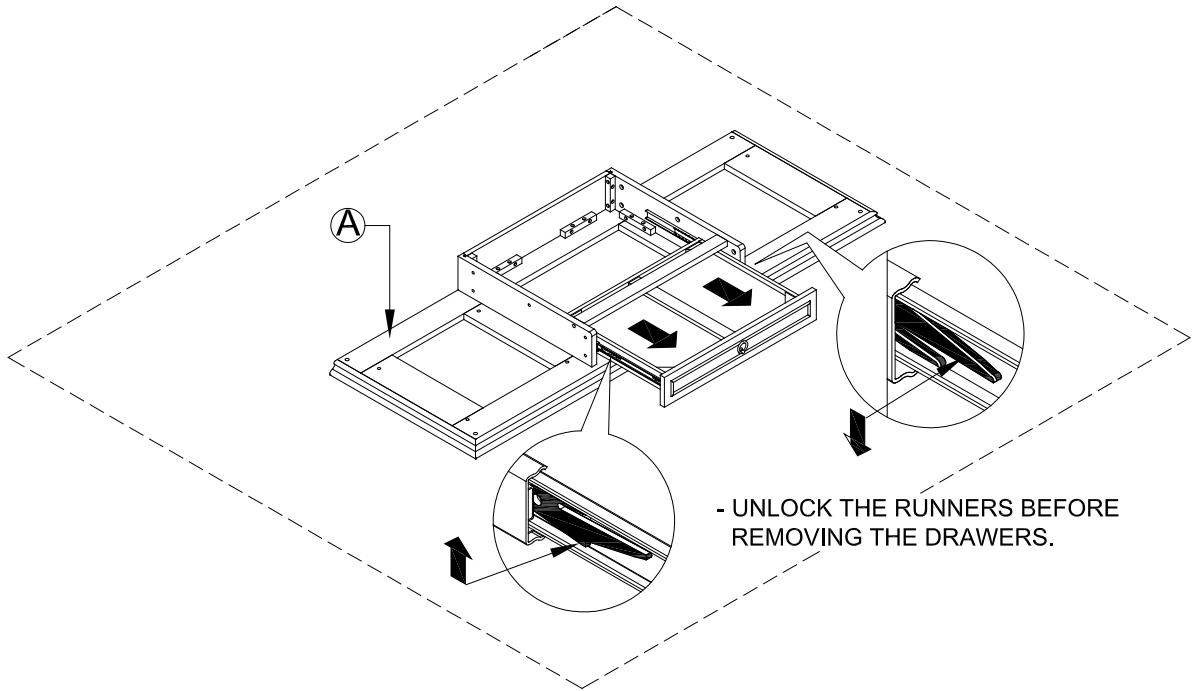


Hardware included:

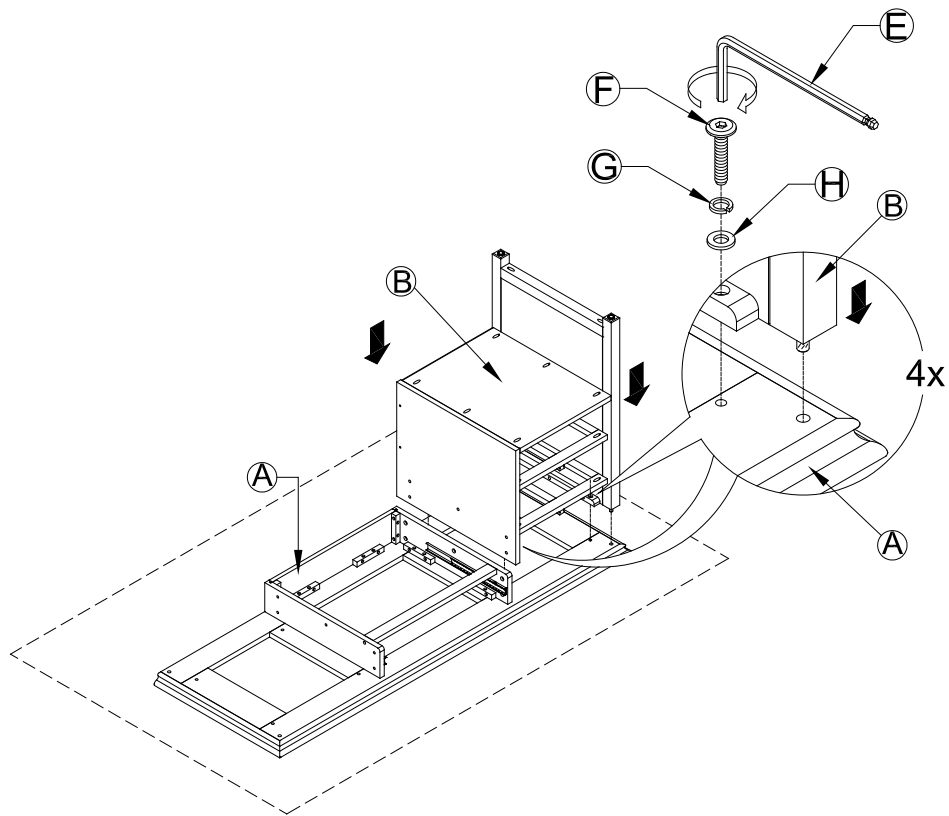
E – Ball Tip Allen Key	F – Allen Bolt	G – Spring Washer	H – Flat Washer
 4x95x30mm	 1/4" x 28 x Φ13(mm)	 1/4" x 10 x 1.5(mm)	 1/4" x 12 x 1.5(mm)
1pc	22pcs	22pcs	22pcs

Assembly instruction steps:

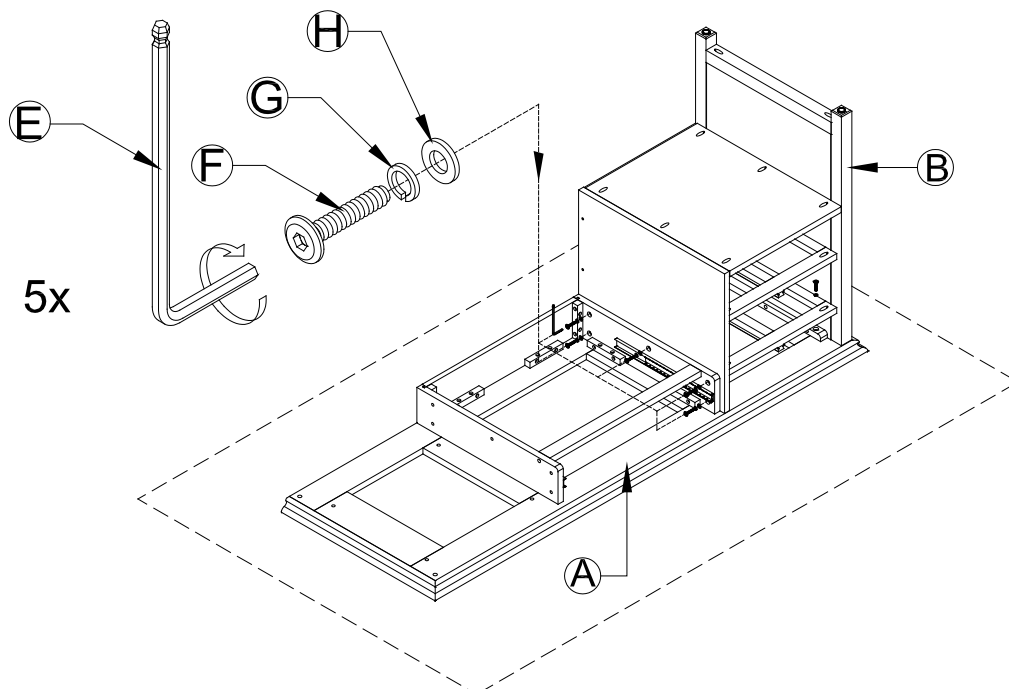
1. Place Desk (A) and Left Side Panel (B) down on a soft, scratch-free surface such as a rug or carpet, as seen in the illustration below.
2. Unlock the runners and remove the drawers, as seen in the illustration below. Save the drawers for later use.



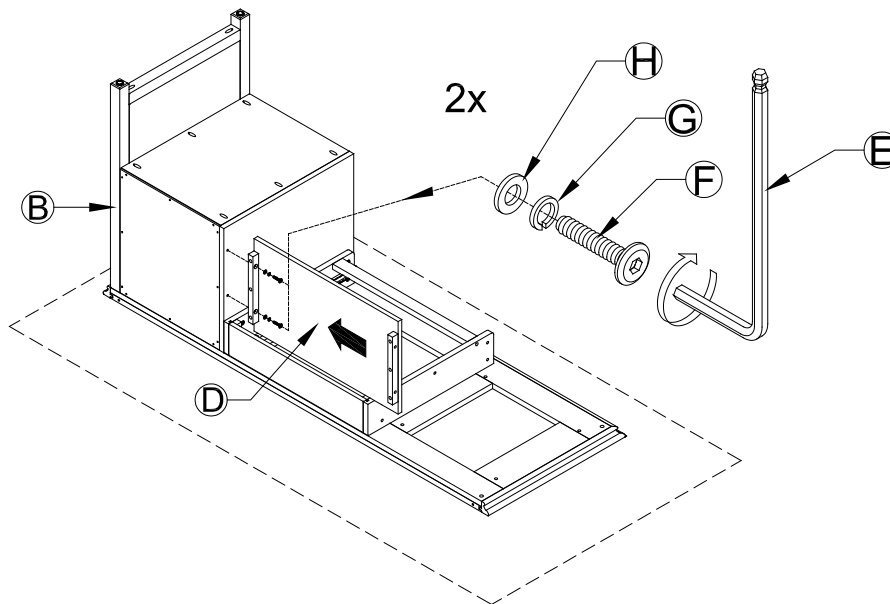
3. Using the locating dowels, attach the Left Side Panel (B) to Desktop (A), as seen below.
4. Secure with 4 sets of: Allen Bolt (F), Spring Washer (G), and Flat Washer (H) to the pre-drilled holes of the Left Side Panel (B) and into the metal inserts of the Desk (A), as seen below.
5. Tighten all the bolts with Ball Tip Allen Key (E), but do not over tighten.



6. Secure the Desk (A) to the Left Side Panel (B) with 5 sets of: Allen Bolt (F), Spring Washer (G), and Flat Washer (H) to the pre-drilled holes of the Desktop (A) and into the metal inserts of the Left Side Panel (B), as seen below.
7. Tighten all the bolts with Ball Tip Allen Key (E), but do not over tighten.

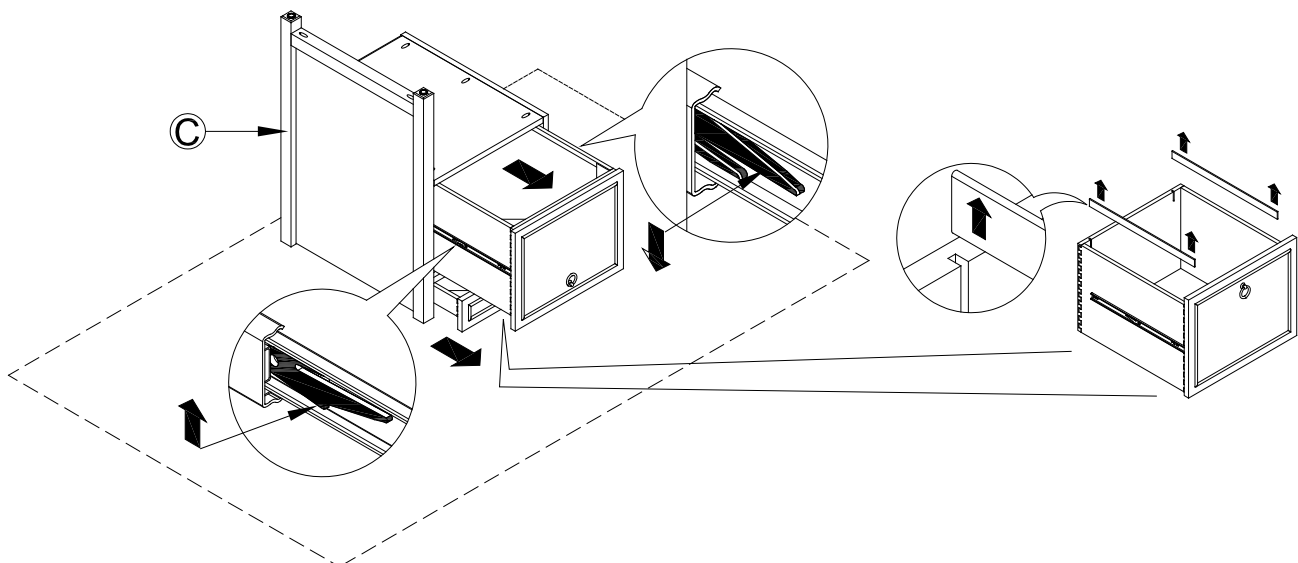


8. Secure the Bottom Back Panel (D) to the Left Side Panel (B) with 2 sets of: Allen Bolt (F), Spring Washer (G), and Flat Washer (H) to the pre-drilled holes of the Bottom Back Panel (D) and into the metal inserts of the Left Side Panel (B), as seen below.
9. Tighten all the bolts with Ball Tip Allen Key (E), but do not over tighten

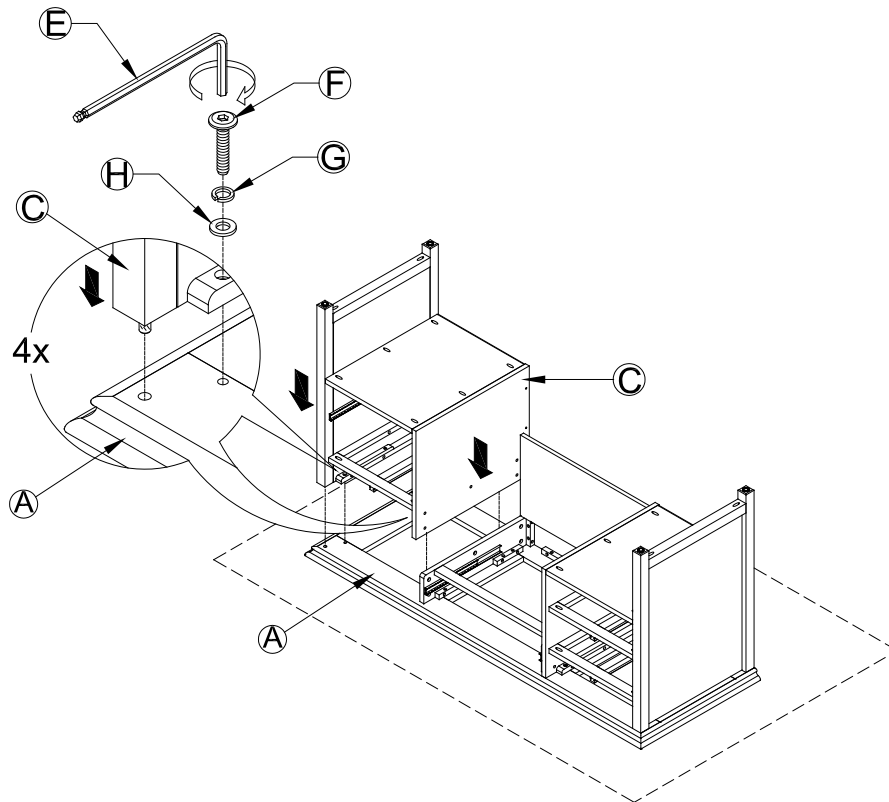


10. Place Right Side Panel (C) down on a soft, scratch-free surface such as a rug or carpet, as seen in the illustration below.
11. Remove the file metal divider from the big drawer box as seen in illustration below, save for later usage. Unlock the runners and remove the drawers, as seen in the illustration below. Save the drawers for later use.

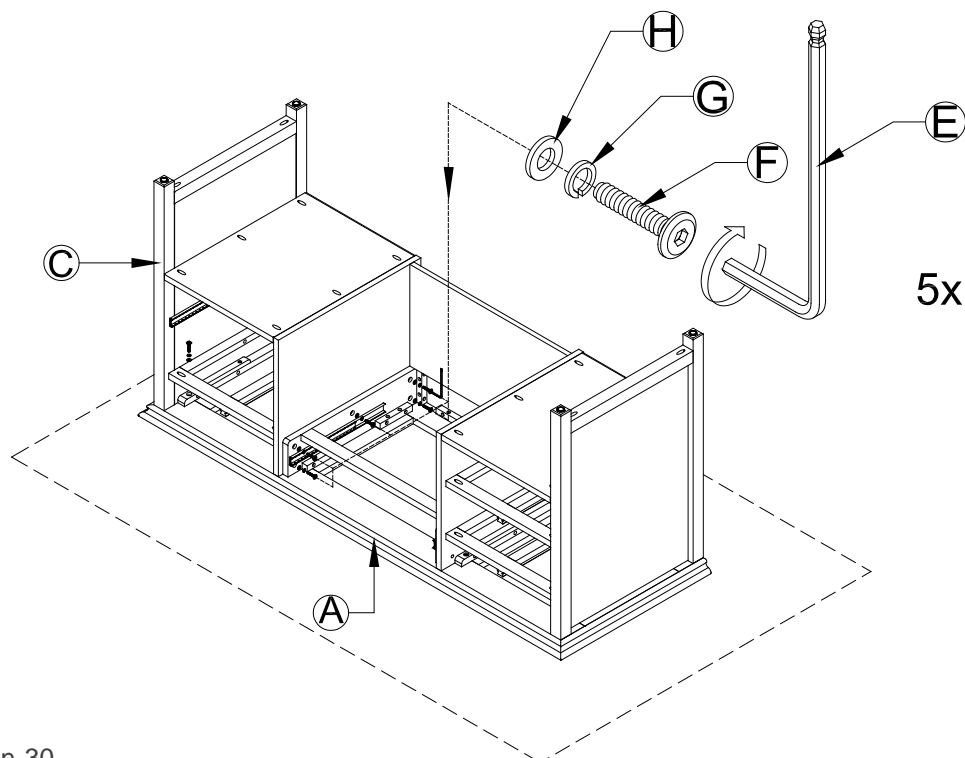
- UNLOCK THE RUNNERS BEFORE REMOVING THE DRAWERS.



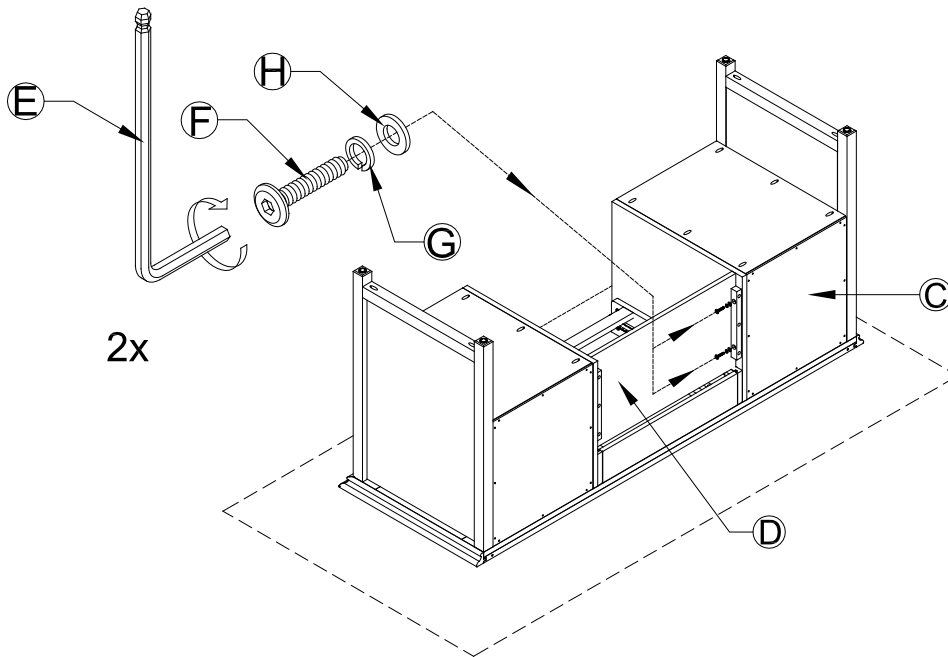
12. Using the locating dowels, attach the Right Side Panel (C) to Desktop (A), as seen below.
13. Secure with 4 sets of: Allen Bolt (F), Spring Washer (G), and Flat Washer (H) to the pre-drilled holes of the Right Side Panel (B) and into the metal inserts of the Desk (A), as seen below.
14. Tighten all the bolts with Ball Tip Allen Key (E), but do not over tighten.



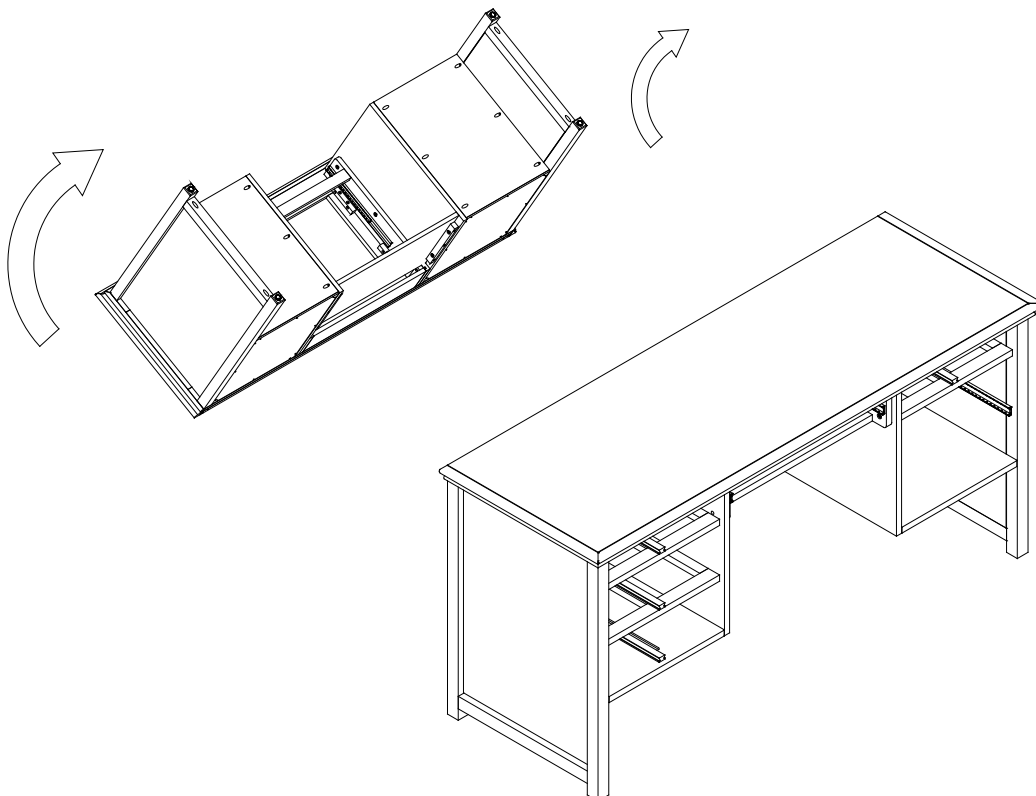
15. Secure the Desk (A) to the Right Side Panel (C) with 5 sets of: Allen Bolt (F), Spring Washer (G), and Flat Washer (H) to the pre-drilled holes of the Desktop (A) and into the metal inserts of the Right Side Panel (C), as seen below.
16. Tighten all the bolts with Ball Tip Allen Key (E), but do not over tighten.



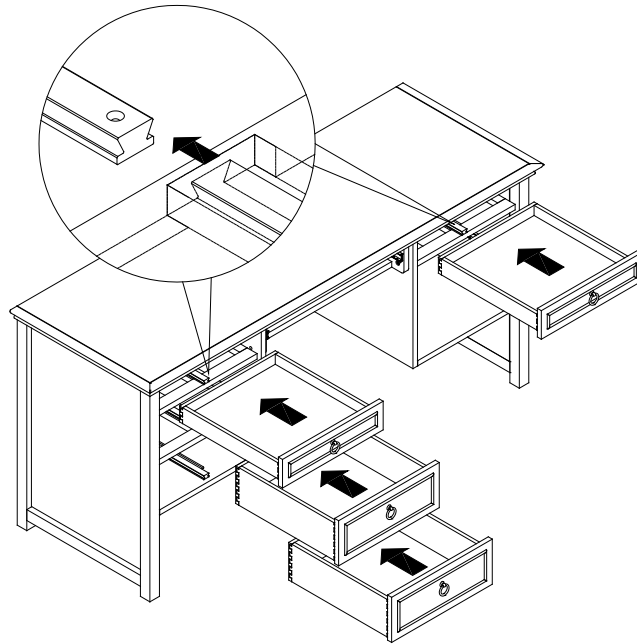
17. Secure the Bottom Back Panel (D) to the Right Side Panel (C) with 2 sets of: Allen Bolt (F), Spring Washer (G), and Flat Washer (H) to the pre-drilled holes of the Bottom Back Panel (D) and into the metal inserts of the Right Side Panel (C), as seen below.
18. Tighten all the bolts with Ball Tip Allen Key (E), but do not over tighten



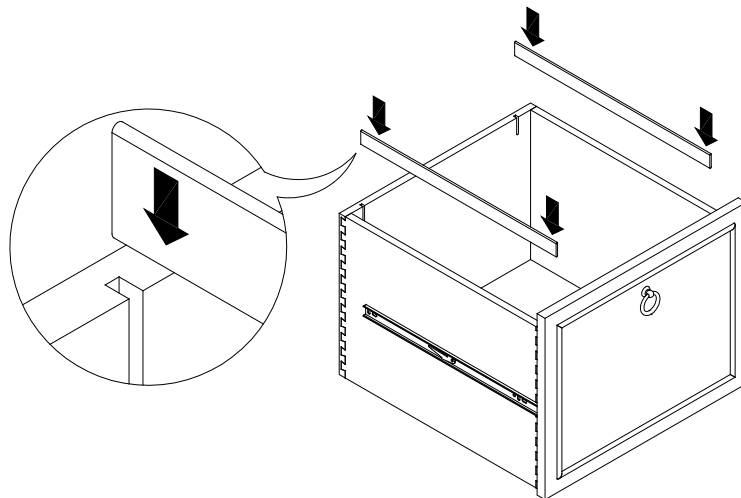
19. With the help of 2 adults on each side of the Desk, turn the Desk over as shown as below illustration.



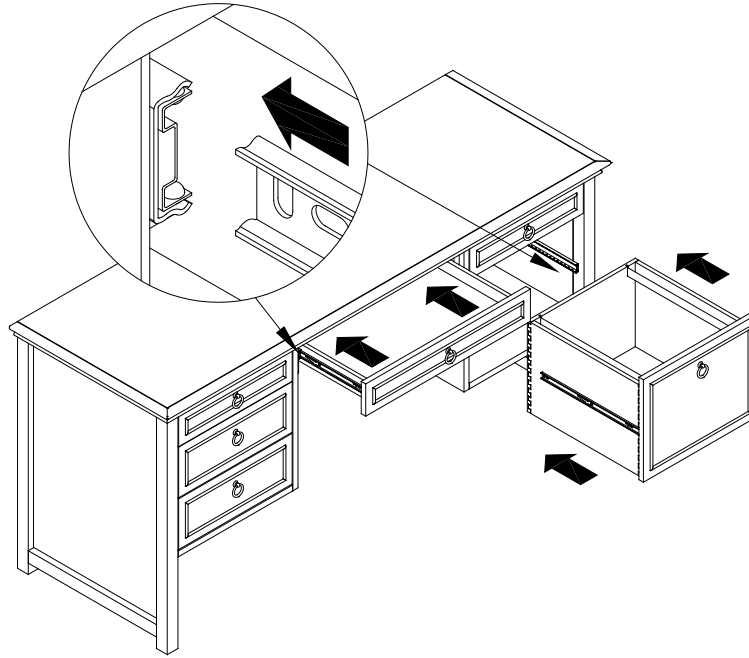
20. Put the selected drawers (**bottom as wooden drawer glide**) back, as shown in the illustration below.
21. Adjust the levelers found on the bottom of the legs (either up or down) to keep the Desk level.



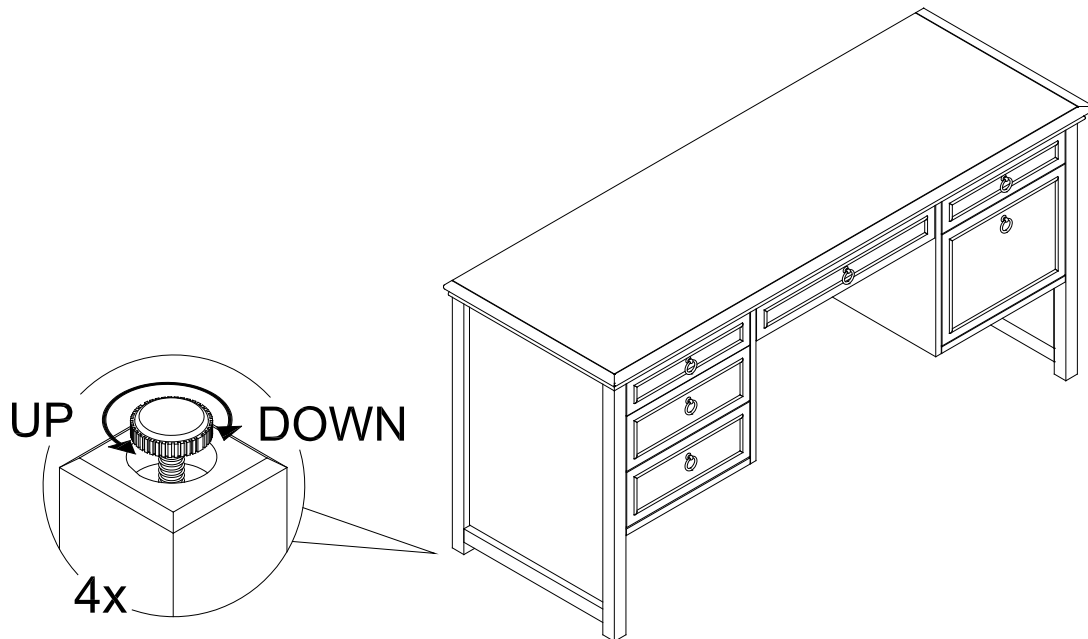
22. Insert the file folder metal divider into the Bigger drawer box as shown as illustration below.



23. Put the selected drawers (as ball-bearing drawer glide) back, as shown in the illustration below.



24. Adjust the levelers found on the bottom of the legs (either up or down) to keep the Desk level.



25. Assembly is completed.



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.