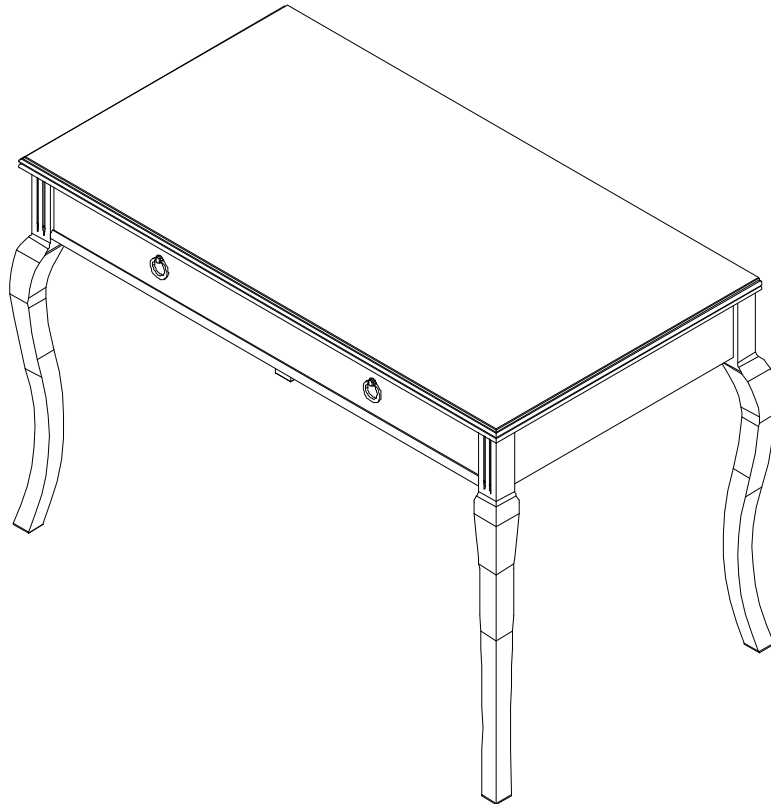




QUINCY DESK

ASSEMBLY INSTRUCTIONS



Important Safety Instructions:

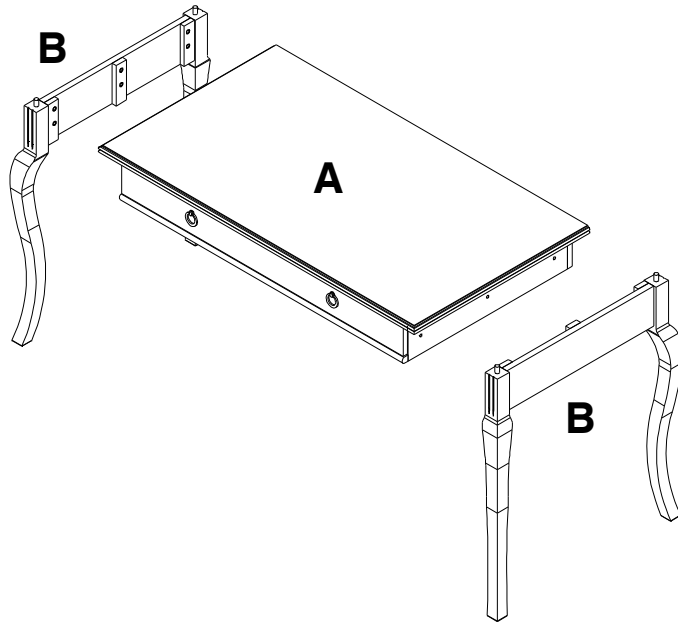
- Please read all instructions carefully before assembling this desk.
- For your safety, assembly by two or more adults is strongly recommended.
- Keep these instructions for future use.
- Use only vendor-supplied hardware to assemble this item. Using unauthorized hardware could jeopardize the structural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

Pre-assembly:


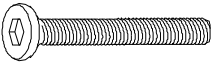


- Remove all parts and hardware from the box. Place them on a carpeted or scratch-free work surface, as this will avoid damaging parts during assembly. The shipping box provides an ideal work surface.
- To avoid accidentally discarding small parts or hardware, do not dispose of any packaging or contents 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 hardware and split wood.

Parts Included:

- (A) Desktop (1x)
- (B) Leg Panel (2x)

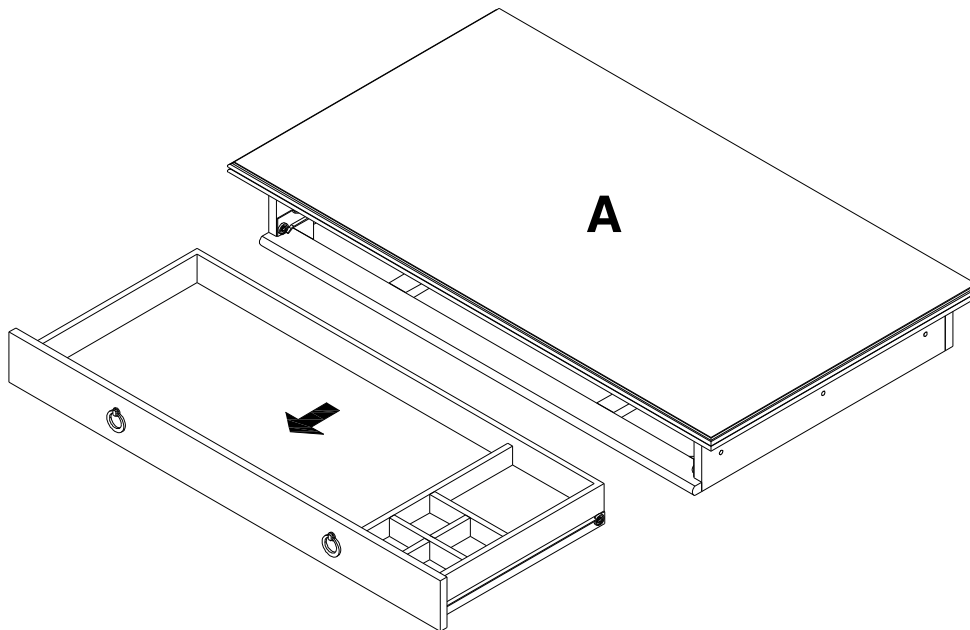


Hardware Included:

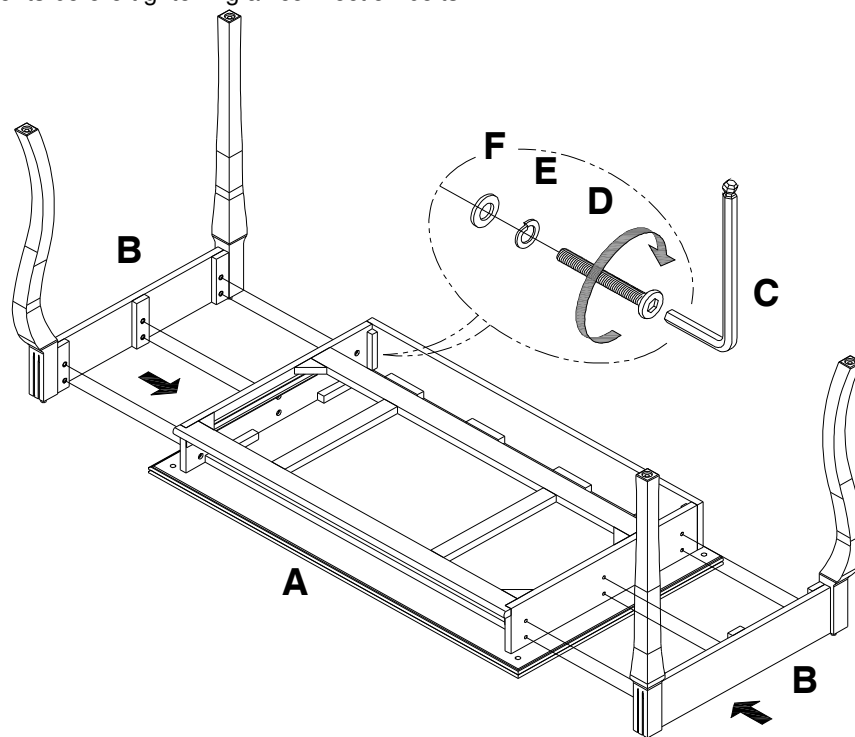
 (C) Allen Key – 1x	 (D) Bolt 1/4"x 35mm – 12x
 (E) Spring Washer – 12x	 (F) Flat Washer – 12x

Assembly Instruction Steps:

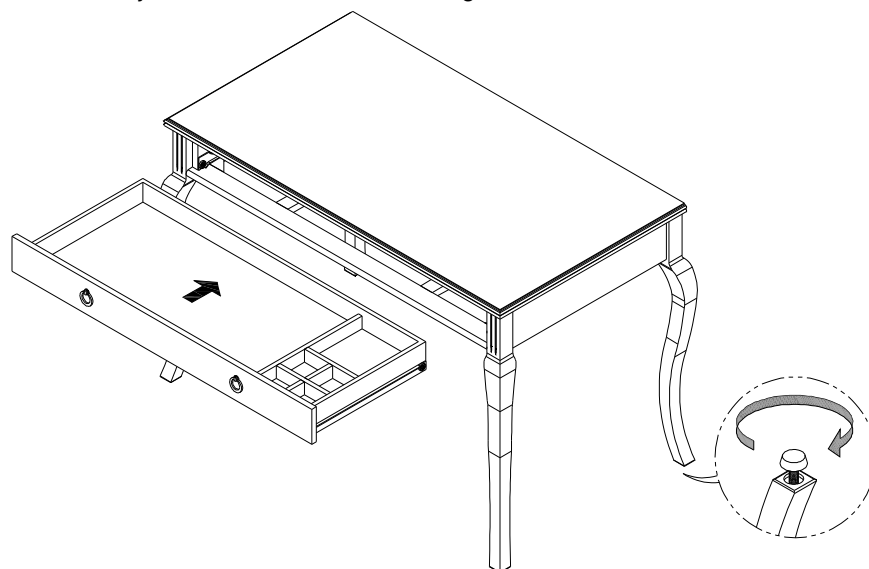
1. Remove Drawer Box from Desktop (A). Keep the drawer box for later use.



2. Place the Desktop upside down on a soft, scratch-free surface, as seen in the illustration below.
3. Slide a Spring Washer (E) and a Flat Washer (F) onto each Bolt (D).
4. Attach a Leg Panel (B) to one side of the Desktop.
5. Secure with (3) Bolts (with washers) into the metal inserts pre-installed in the Leg Panel. The bolts (D) should be positioned from the interior of the desktop apron, as seen in the illustration below.
6. Tighten with Allen Key (C).
7. Repeat the above steps to assemble the other Leg Panel.
8. Check alignments before tightening all connection bolts.



9. Turn the assembled desk upright, as seen in the illustration below.
10. Place the drawer box back into the desktop.
11. To keep the desk level, adjust the levelers located on leg bottoms either in or out.



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.