88 5003 181 **Executive Desk**

IMPORTANT NOTE

Carefully remove all the parts from the carton and put them individually on a soft cloth to prevent scratches or other damage occurring to the parts.

We have taken great care in the design of this product and request that you carefully and strictly follow our assembly instructions to ensure a completed product as it was designed.

Part I .ist





Home Styles Consumer Assistance : www.homestyles-furniture.com, servicedesk@homestyles-furniture.com, 888-680-7460, 877-831-0319

88 5003 182 Executive Desk

IMPORTANT NOTE

Carefully remove all the parts from the carton and put them individually on a soft cloth to prevent scratches or other damage occurring to the parts.

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Part List



0

0

0

0

0

For assembly also need carton 88 5003 181

Tools required for assembly : Phillips screwdriver, Level

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Assembly Instructions 2/7

IMPORTANT

- * Please keep Hex Wrench in a safe place as you may need to tighten up the Head Cap Bolts in the future.
- * Do not tighten up all the bolts until each part is properly assembled.
- * Use a soft cloth between these parts and the floor.
- * After assembly, item must be level to work properly. Use the included adjustable levelers to level.



Assembly Instructions 3/7

STEP 2



Assembly Instructions 4/7

STEP 5

Attach Keyboard Front (N) to Keyboard (O) with Wood Screws for Hinge.

Attach Knobs to keyboard with Machine Screws. (See Figure 4)

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Figure 4

STEP 6

Turn the unit from Step 4 over to its' upright position.

Attach Top (A) to unit with Cam Locks.

Slide keyboard into position.

STEP 5

Slide Drawers (K), (L) and (M) into position.

If you want to remove Drawer (M) in the future, push the plastic level on its' left side up, push the plastic level on its' right side down and pull open slowly. (See Figure 5)

To level the unit, adjust the adjustable levelers on the bottom of unit. (See Figure 6)

Cam Lock

Note : Unit must be level to work properly.





Figure 5



Assembly Instructions 5/7



STEP 2

Slide K5 into groove of K3 and K4. Be sure to push K5 all the way forward so it meets K1. (See Figure 2)



STEP 4

Attach Pull Handle with Machine Screws. (See Figure 4)

Tighten all screws used in drawer assembly.



STEP 1

Attach K1, K2 and K3 using a <u>Phillips</u> screwdriver and <u>long</u> wood screws (4X), tighten halfway.

Attach K1, K2 and K4 using a Phillips screwdriver and <u>long</u> wood screws (4X), tighten halfway. (See Figure 1)



STEP 3

Insert <u>short</u> wood screw (4X) into pre-drilled holes of K5, tighten screws. (See Figure 3)



Figure 4



Assembly Instructions 6/7

Drawer L

STEP 2

Slide K5 into groove of L3 and L4. Be sure to push K5 all the way forward so it meets L1. (See Figure 2)



STEP 4

Attach Pull Handle with Machine Screws. (See Figure 4)

Tighten all screws used in drawer assembly.

STEP 1

Attach L1, L2 and L3 using a <u>Phillips</u> screwdriver and <u>long</u> wood screws (4X), tighten halfway.

Attach L1, L2 and L4 using a Phillips screwdriver and <u>long</u> wood screws (4X), tighten halfway. (See Figure 1)



Insert <u>short</u> wood screw (4X) into pre-drilled holes of K5, tighten screws. (See Figure 3)



Figure 4



Assembly Instructions 7/7





STEP 1

Attach M1, M2 and M3 using a Phillips screwdriver and long wood screws (6X), tighten halfway.

Attach M1, M2 and M4 using a Phillips screwdriver and long wood screws (6X), tighten halfway. (See Figure 1)

M3

K5

STEP 2

Slide K5 into groove of M3 and M4. Be sure to push K5 all the way forward so it meets M1. (See Figure 2)



STEP 3

Insert short wood screw (4X) into pre-drilled holes of K5, tighten screws. (See Figure 3)



STEP 5

Place Metal Strips (P) into position. (See Figure 5)

The Metal Strip (P) can be adjusted for letter or legal size files as shown.

Figure 2 LegalSize Letter Size Figure 5

Μ4

STEP 4 Attach Pull Handle with

Machine Screws. (See Figure 4)

Tighten all screws used in drawer assembly.

Part List



M1. **Drawer Front** 2 pcs.



Figure 4





M3.

2 pcs.

Drawer Side

M4. **Drawer Side** 2 pcs.

K5. Drawer Base 2 pcs.