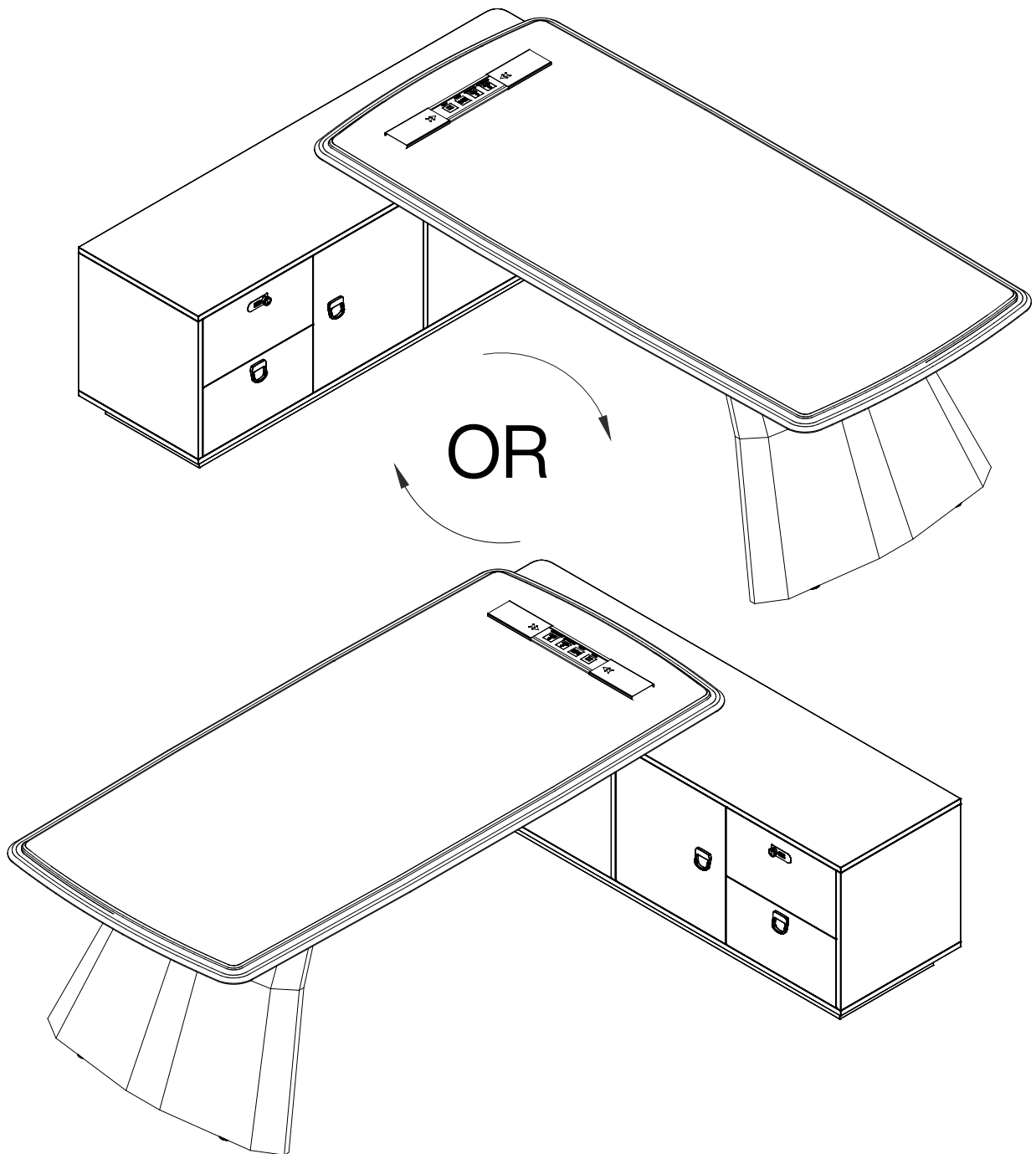




DESIGNED FOR LIFE

Assembly Instructions



Executive Desk

Model No.
HOGA-HL0103



LITTLE TREE
Little Tree by Tribesigns

www.tribesigns.com

Contact Us

We're here to help you.

If you have any issues with this product, please contact our customer service team before returning it.



We want you to be completely satisfied with your purchase! If anything is missing, damaged, incorrect, or not what you expected, don't worry. Please keep the outer packaging and take photos of the packaging and products, then reach out to us at premium@tribesigns.com or call us at 1-424-221-5669 anytime except 12:00 AM to 8:00 AM EST.

Assembly Instructions:

1. Carefully read these instructions and keep them for future reference.
2. Refer to the parts list for guidance and ensure that you have all the pieces before starting the assembly process. If anything is missing, damaged, incorrect, contact us **FIRSTLY BEFORE** assembling.
3. When assembling, place all parts on a soft, clean, and flat surface, such as a carpet, to prevent any scratches.
4. To avoid misalignment of the holes, please don't fully tighten the screws until you've ensured all parts are in place.

How to Get the Assembly Video

Step 1

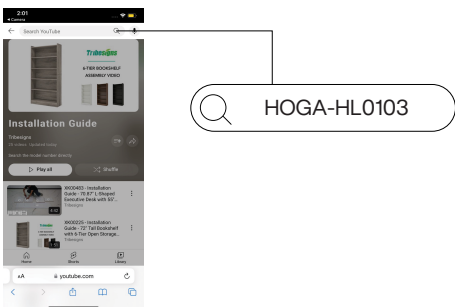
Scan the QR code.



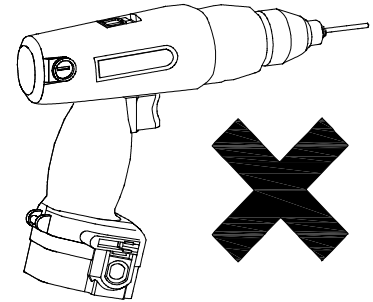
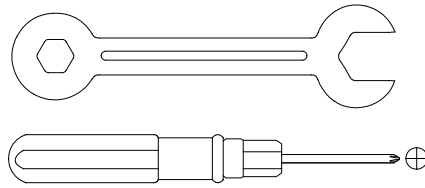
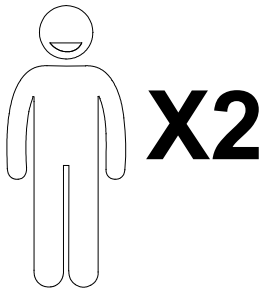
Installation Video

Step2

Search with the Model No.
(on the bottom left corner of the title page)

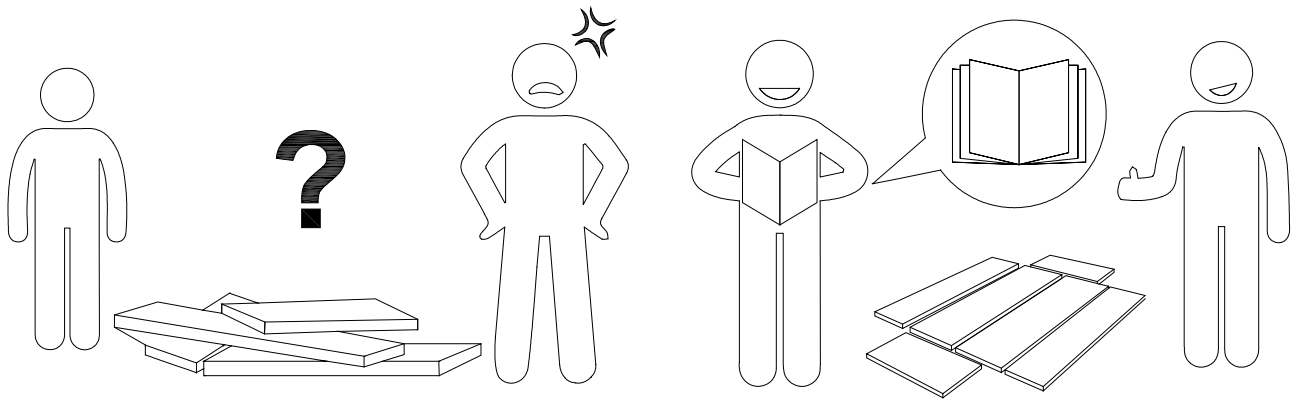


Note: If you can't find the assembly video, please contact us.



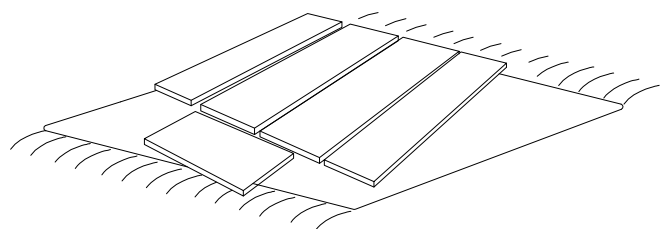
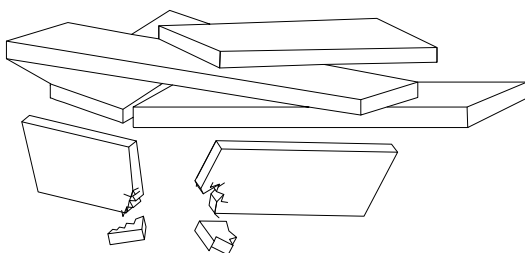
We recommend using hand tools for assembly.

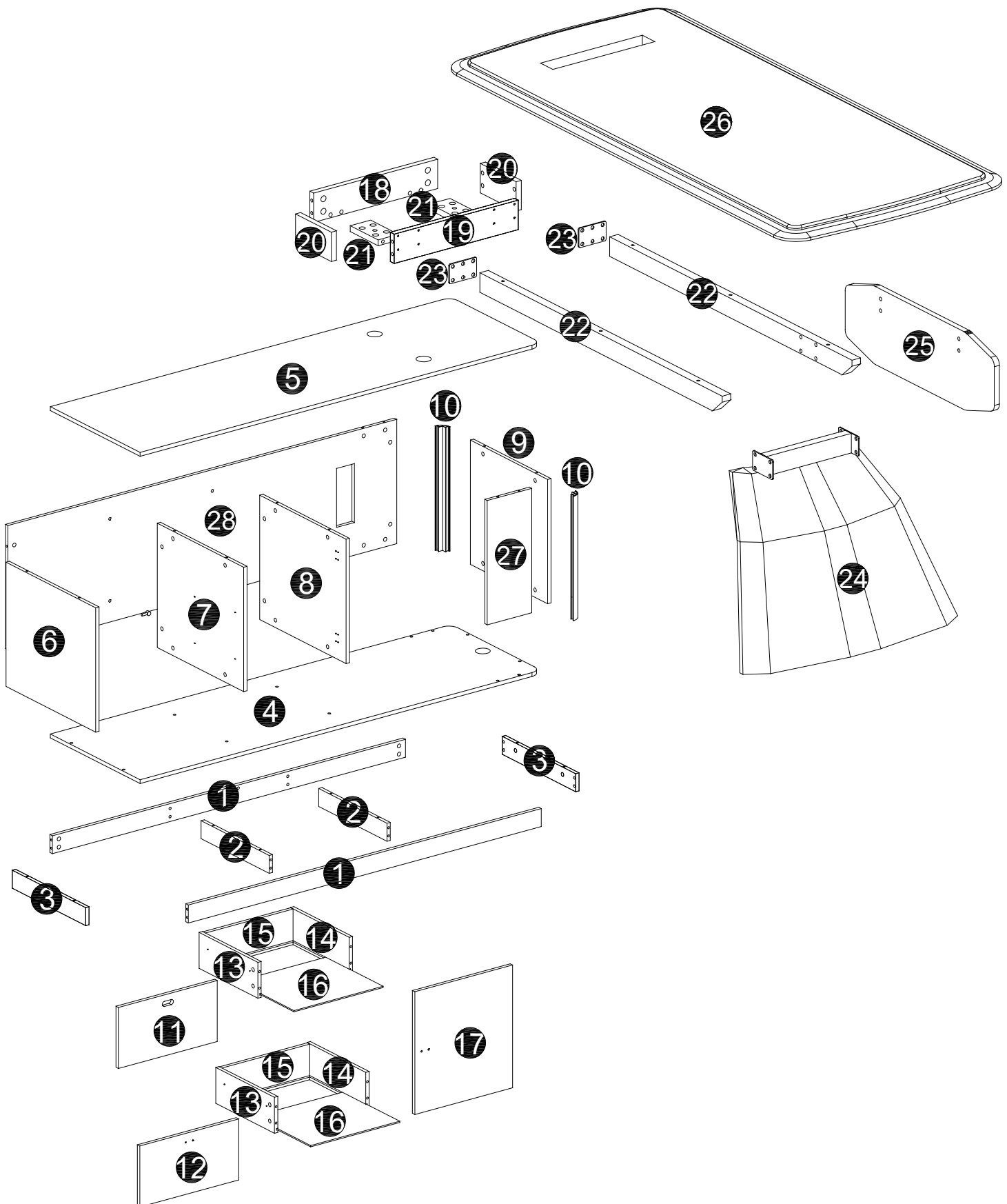
If an electric screwdriver is used, reduce power and torque to avoid damage to the product.



AVOID SCRATCHES

In order to avoid scratching, this furniture should be assembled on a soft surface, such as a rug.

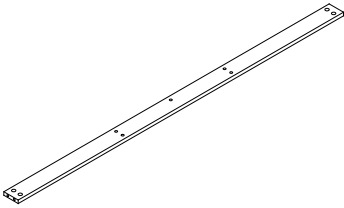
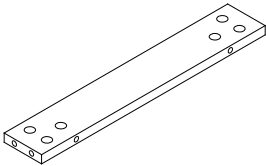
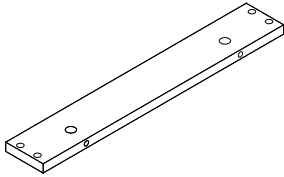
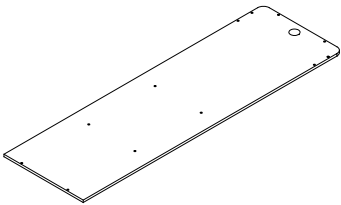
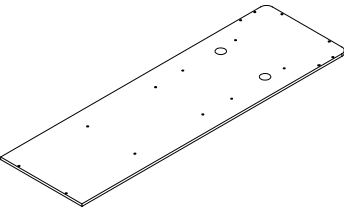
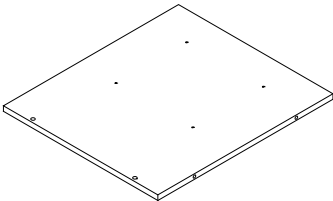
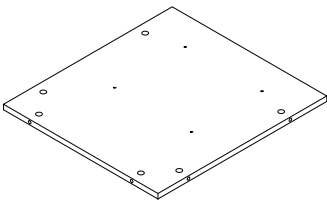
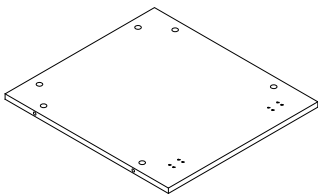
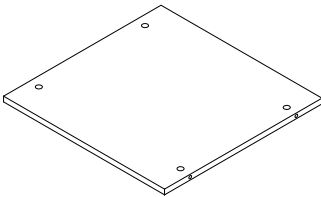
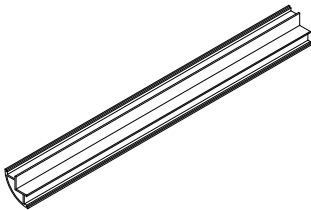
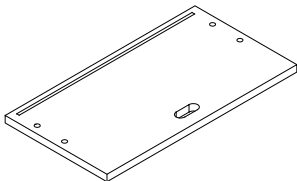
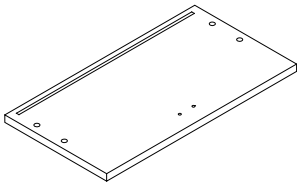
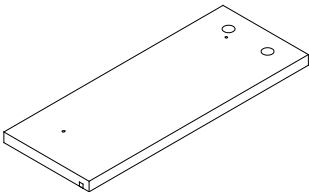
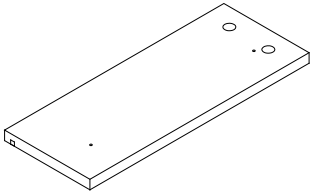
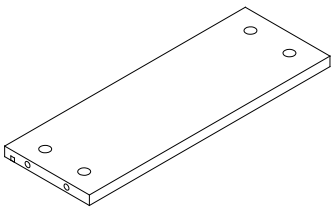
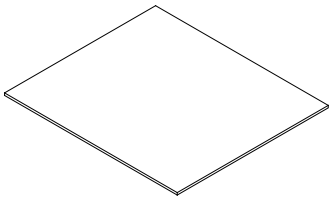
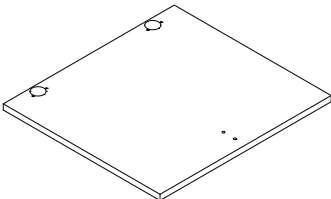
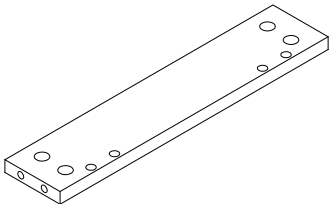
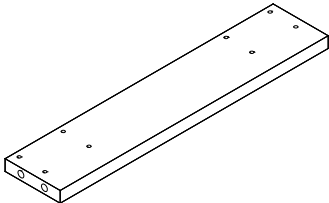
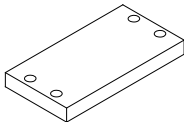




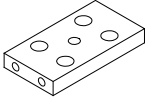
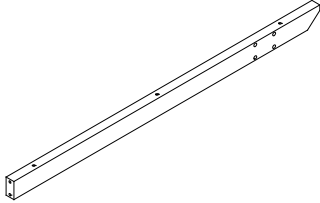
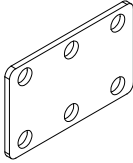
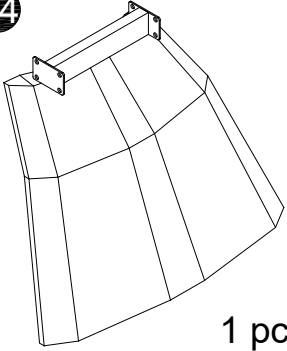
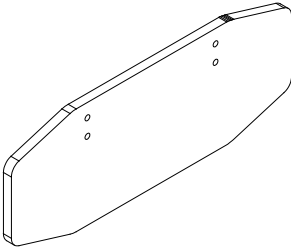
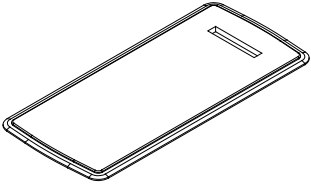
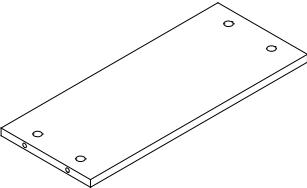
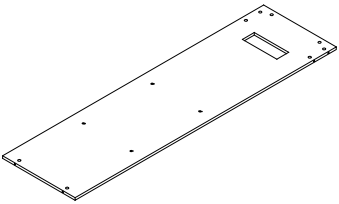
⚠ Caution

Make sure all parts are included. Most board parts are labeled or stamped on the raw edge. Contact us for a free replacement if you encounter any damaged or missing parts.

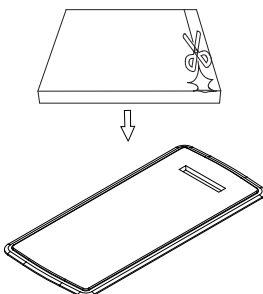
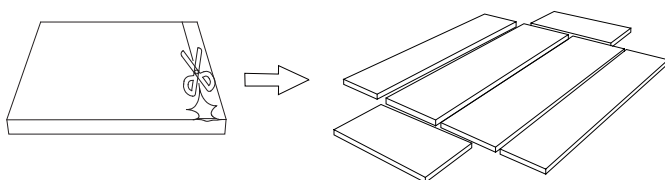
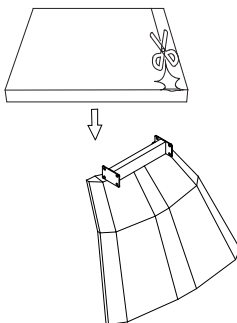
Parts List

1  2 pcs	2  2 pcs	3  2 pcs	4  1 pc
5  1 pc	6  1 pc	7  1 pc	8  1 pc
9  1 pc	10  2 pcs	11  1 pc	12  1 pc
13  2 pcs	14  2 pcs	15  2 pcs	16  2 pcs
17  1 pc	18  1 pc	19  1 pc	20  2 pcs

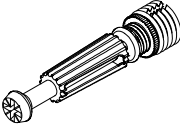
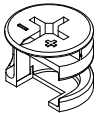
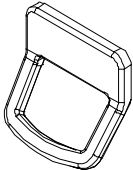
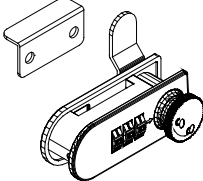
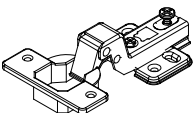
Parts List

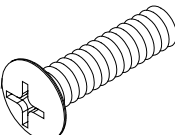
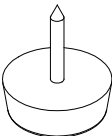
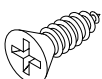
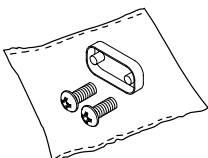
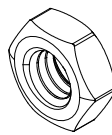
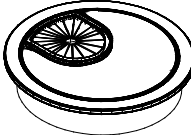
21  2 pcs	22  2 pcs	23  2 pcs	24  1 pc
25  1 pc	26  1 pc	27  1 pc	28  1 pc

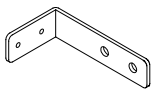
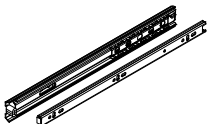
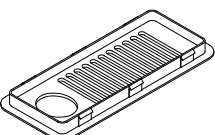
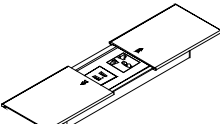
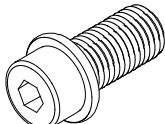
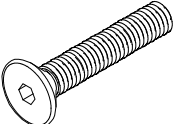
Before installation, please check if you have received the A, B and C packages, and check if the parts are complete.

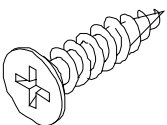
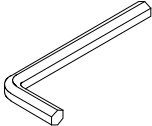
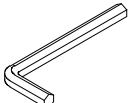
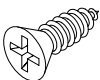
HOGA-HL0103-A		HOGA-HL0103-B								HOGA-HL0103-C	
26	1 pc	1	2 pcs	2	2 pcs	3	2 pcs	4	1 pc	24	1 pc
		5	1 pc	6	1 pc	7	1 pc	8	1 pc		
		9	1 pc	10	2 pcs	11	1 pc	12	1 pc		
		13	2 pcs	14	2 pcs	15	2 pcs	16	2 pcs		
		17	1 pc	18	1 pc	19	1 pc	20	2 pcs		
		21	2 pcs	22	2 pcs	23	2 pcs	25	1 pc		
		27	1 pc	28	1 pc						
											

Hardware List

A	B	C	D	E	F
					
M6x28mm	Ø15x12mm	M4-32mm	M4x10mm	72x23mm	Inline
96 pcs	96 pcs	2 pcs	4 pcs	1 pc	2 pcs

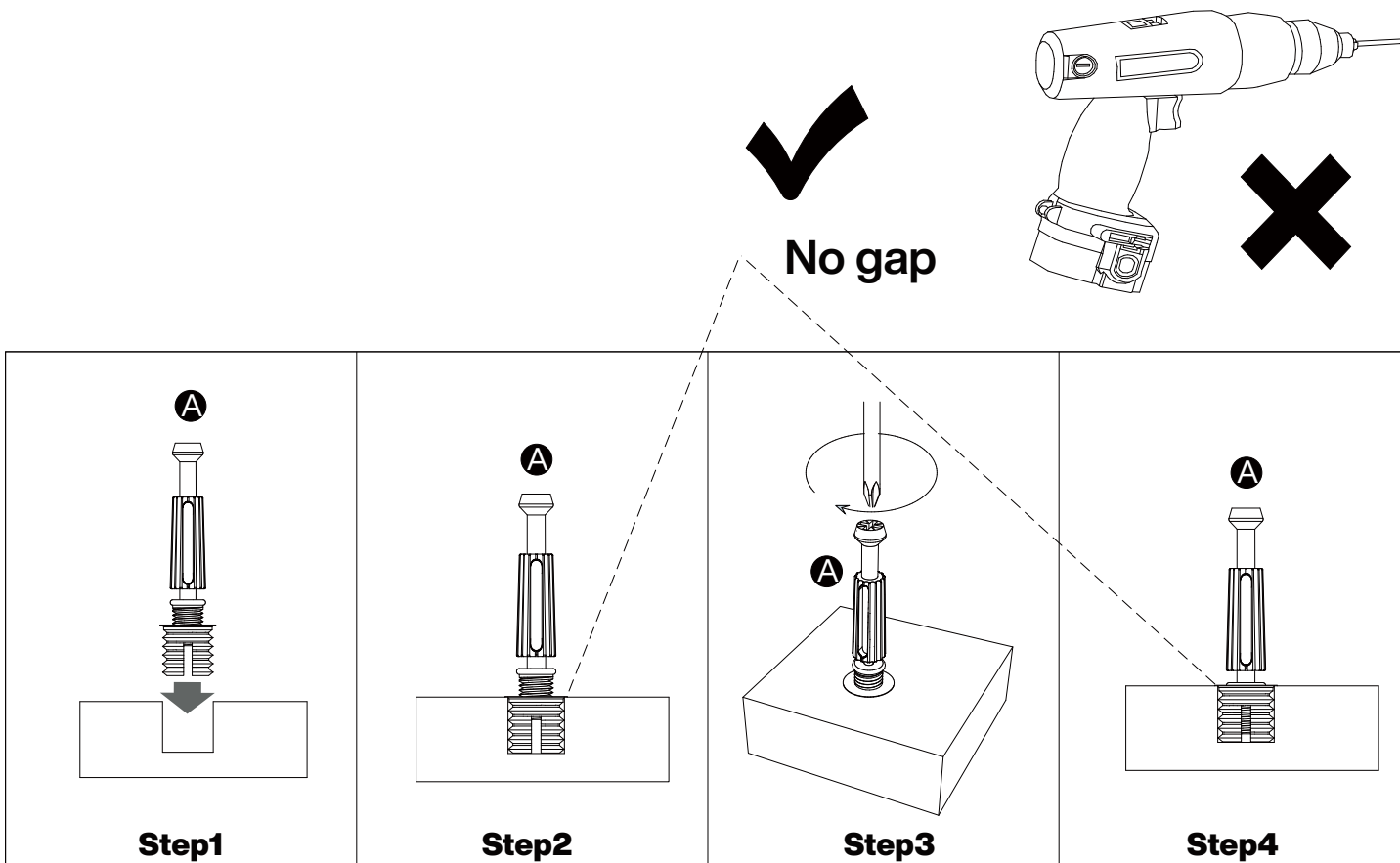
G	H	I	J	K	L
					
M6x25mm	Ø12x5mm	Ø3.5x14mm		M6x5mm	Ø60x12mm
2 pcs	12 pcs	30 pcs	2 pcs	8 pcs	3 pcs

M	N	O	P	Q	R
					
130mm	350mm			M8x15mm	M6x30mm
2 pcs	2 stes	1 pc	1 pc	8 pcs	4 pcs

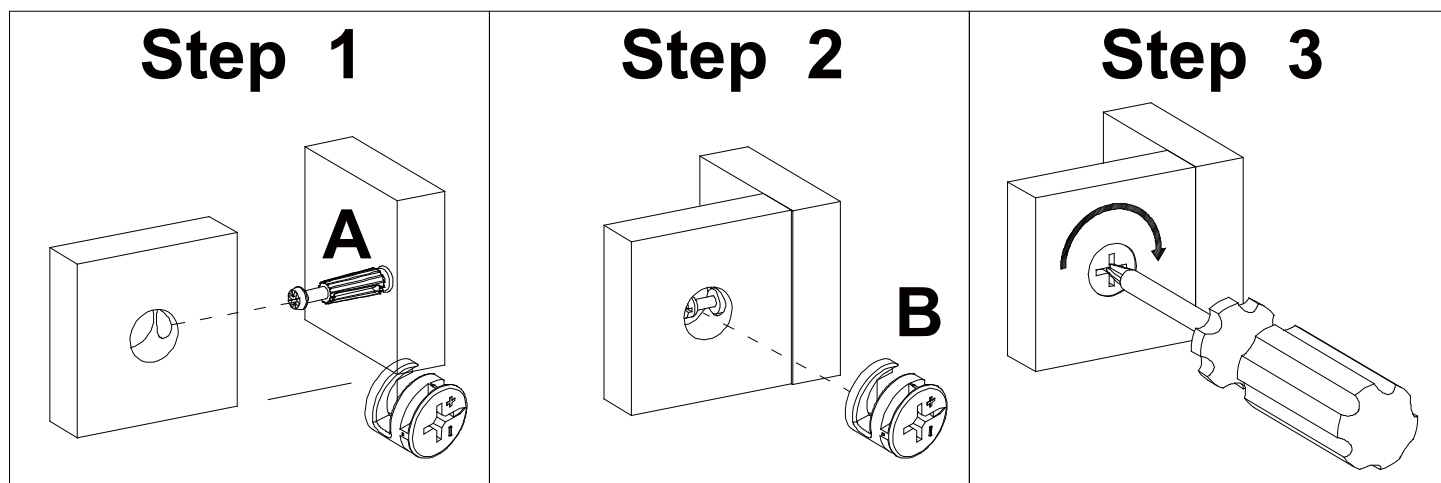
S	U	V	W		
					
Ø5x20mm			Ø3x10mm		
18 pcs	1 pc	1 pc	2 pcs		

Installation of Cams and Pins

Read each step carefully before starting. Each step of instruction should be performed in the correct order. If these steps are not followed in sequence, assembly difficulties may occur.



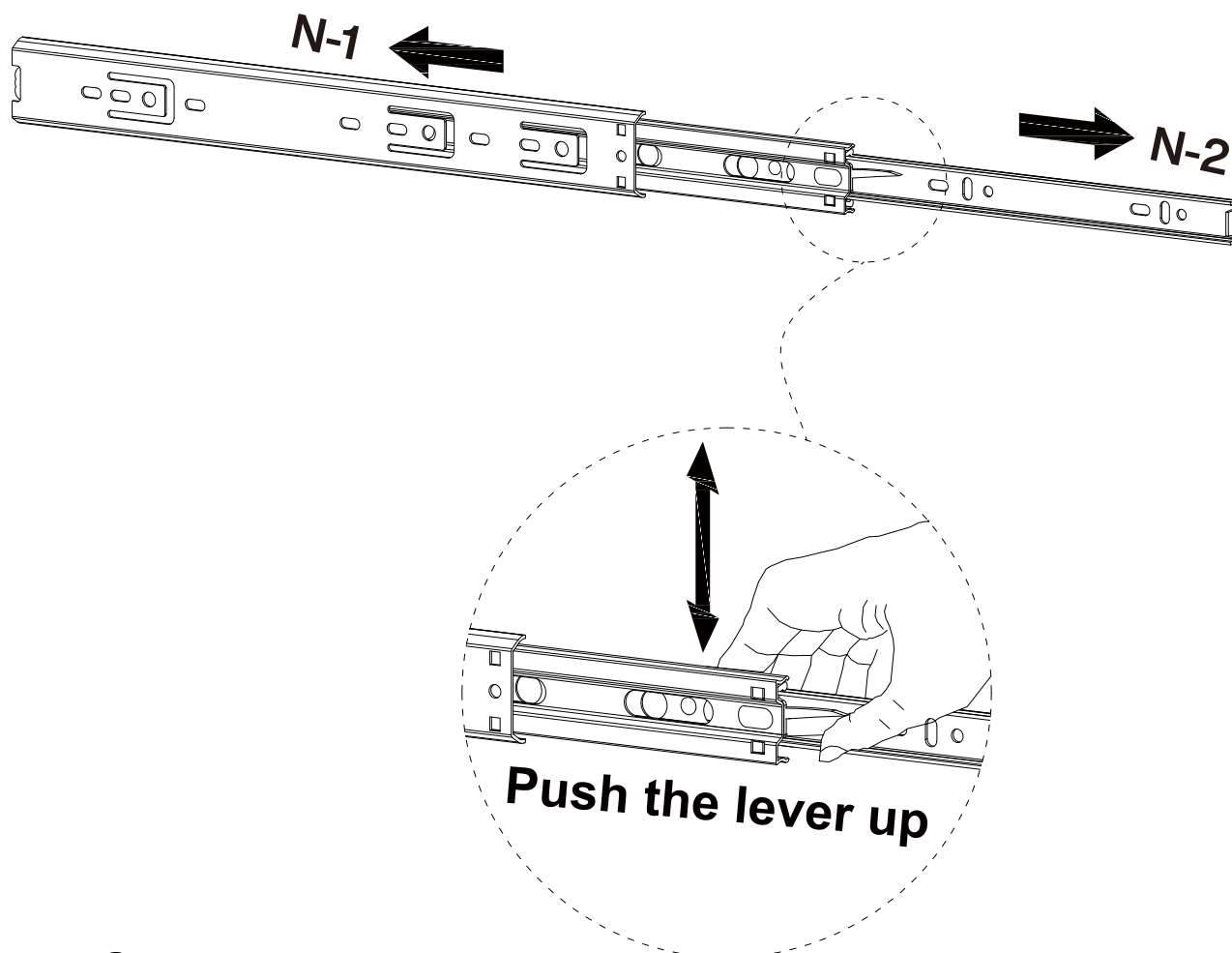
Screw the pin into the hole. Set the cams correctly by aligning the head of the cams with the lock pins. Lock the cam by turning the cam head with a screwdriver until it is tightened. Please do not use an electric screwdriver to assemble the unit.



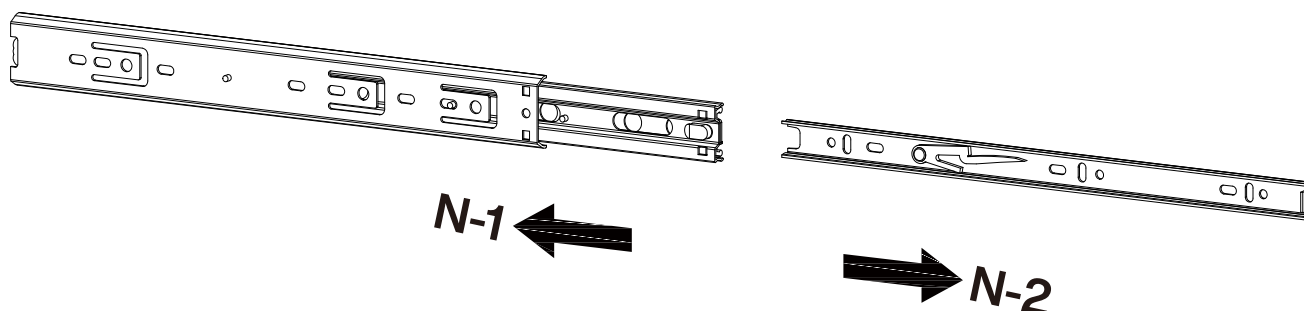
Please split component “N” into “N-1” and “N-2” before assembling the slide and then proceed to the next step of assembly

Step 1

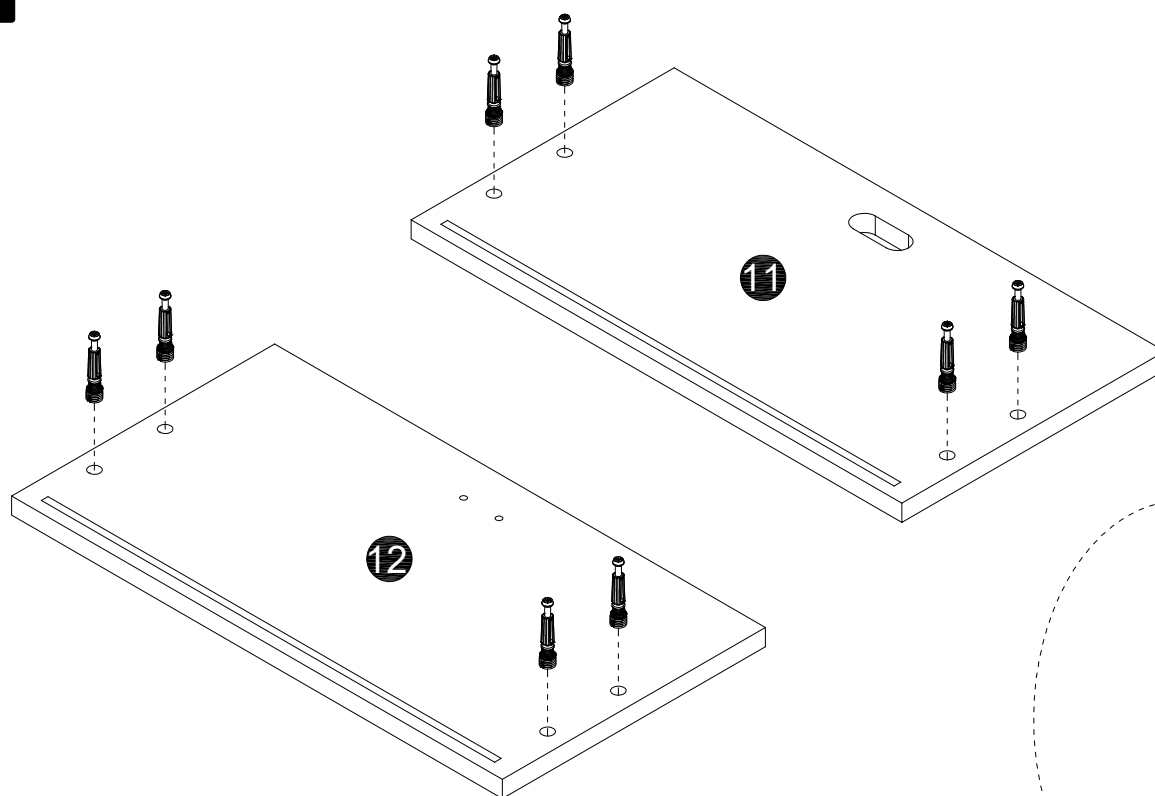
Pull apart component "N" to each side, and then gently push up the lever of component "N-1"



Step 2 Split component “N-1” and “N-2”

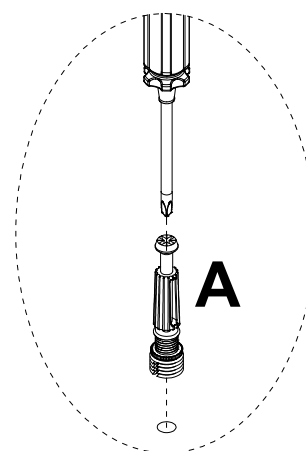


1

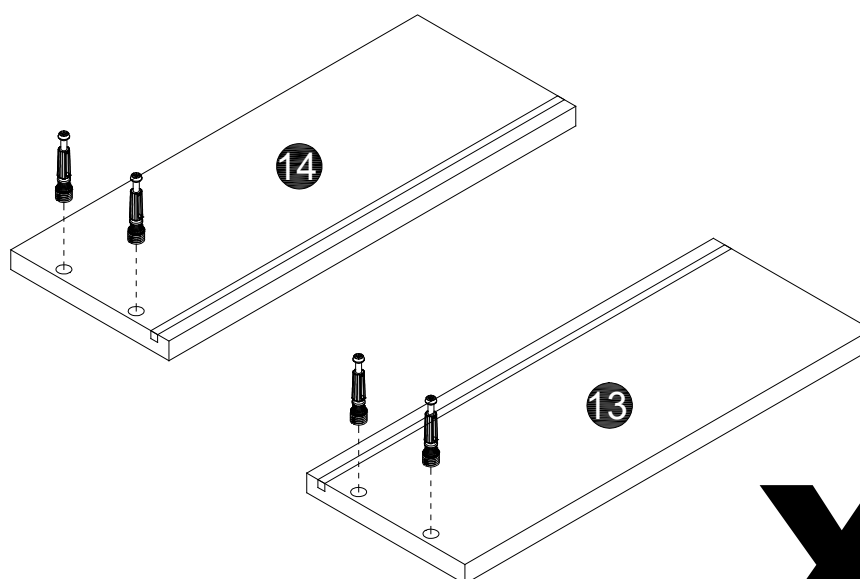


A

M6x28mm
8 pcs



2

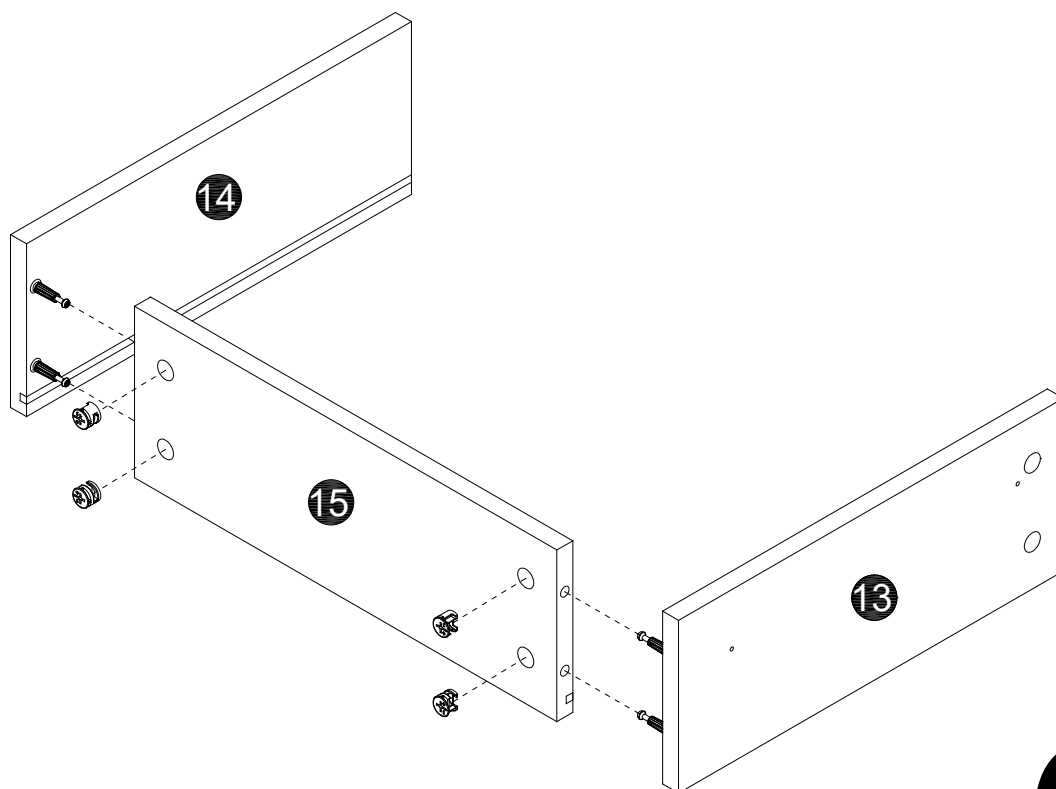


A

M6x28mm
8 pcs

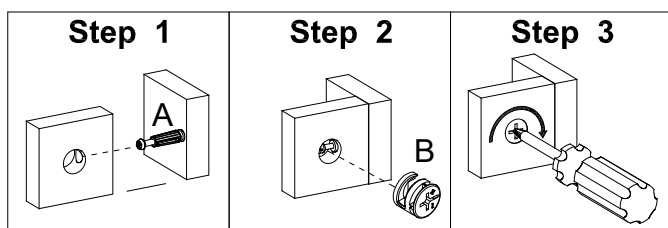
x2

3



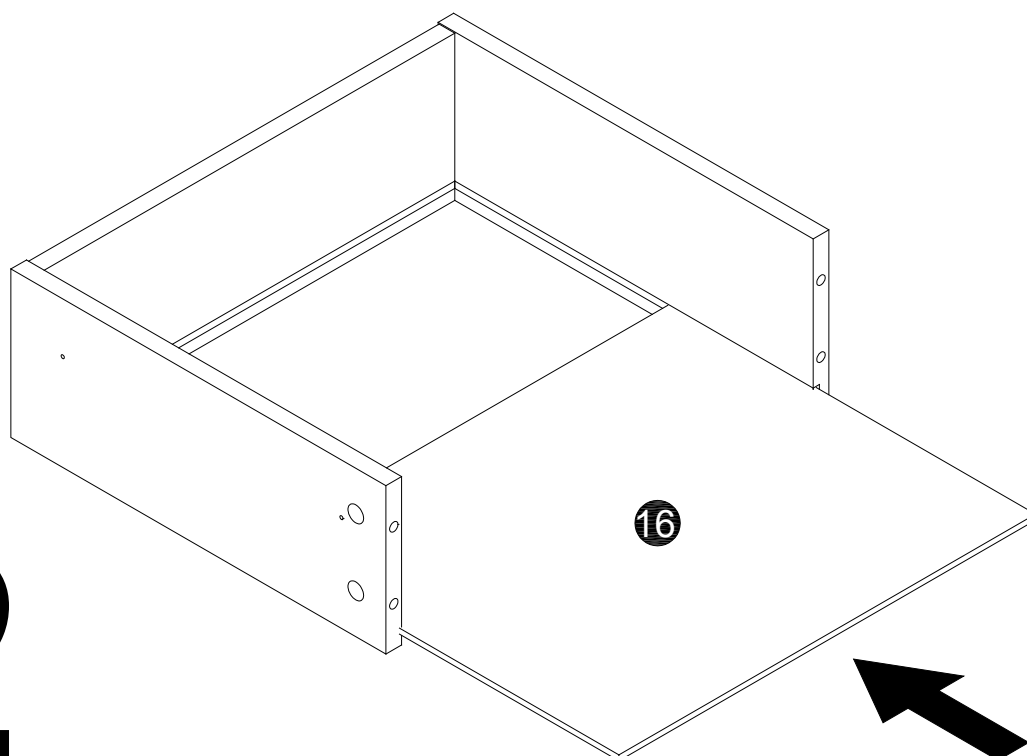
B

Ø15x12mm
8 pcs



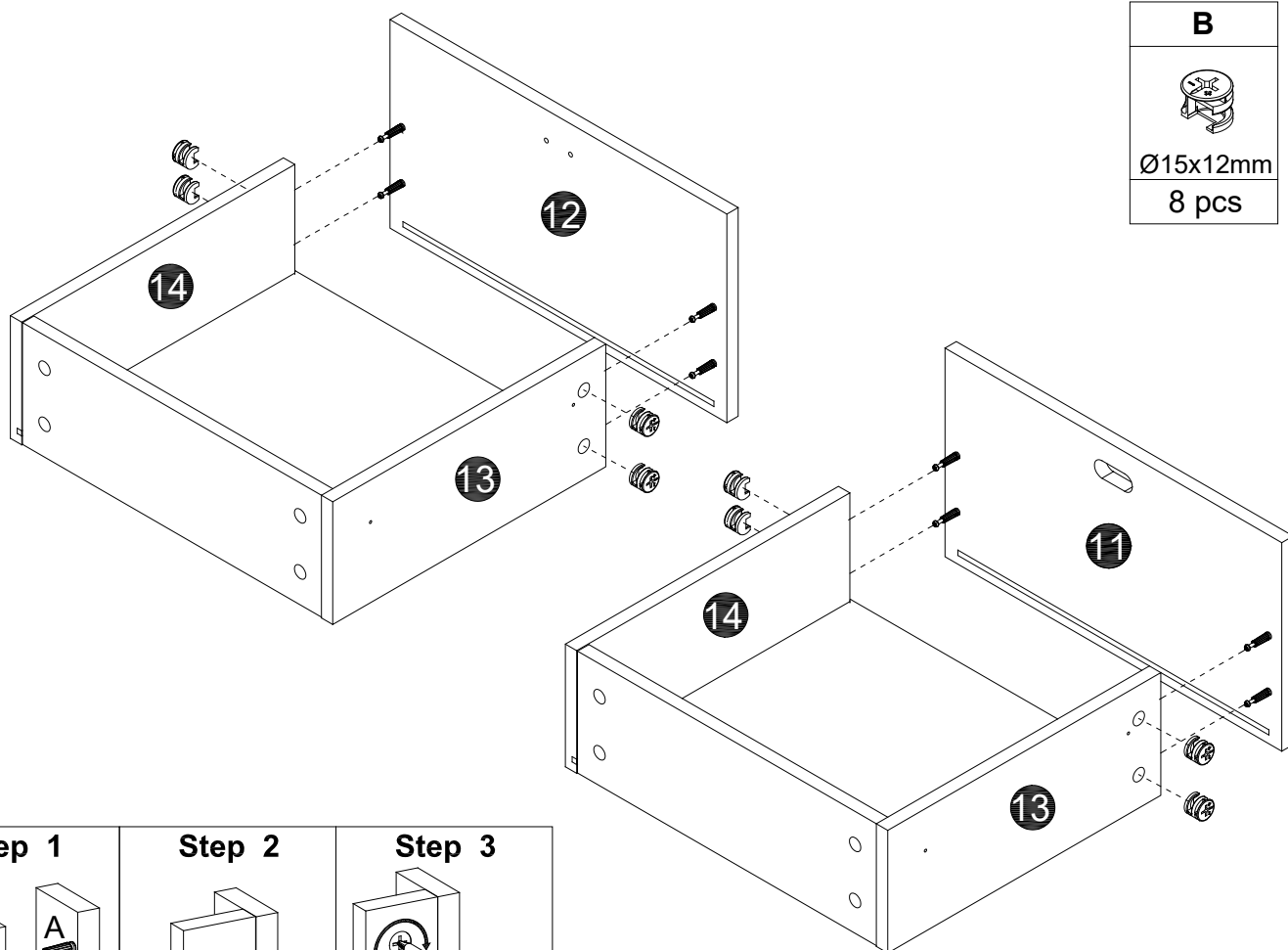
x2

4



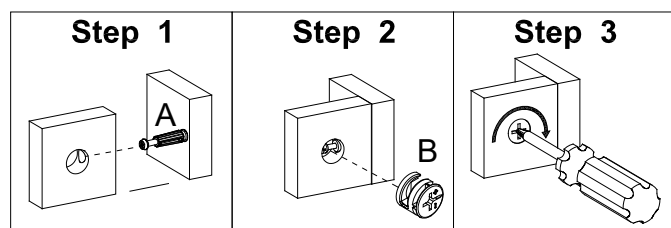
x2

5

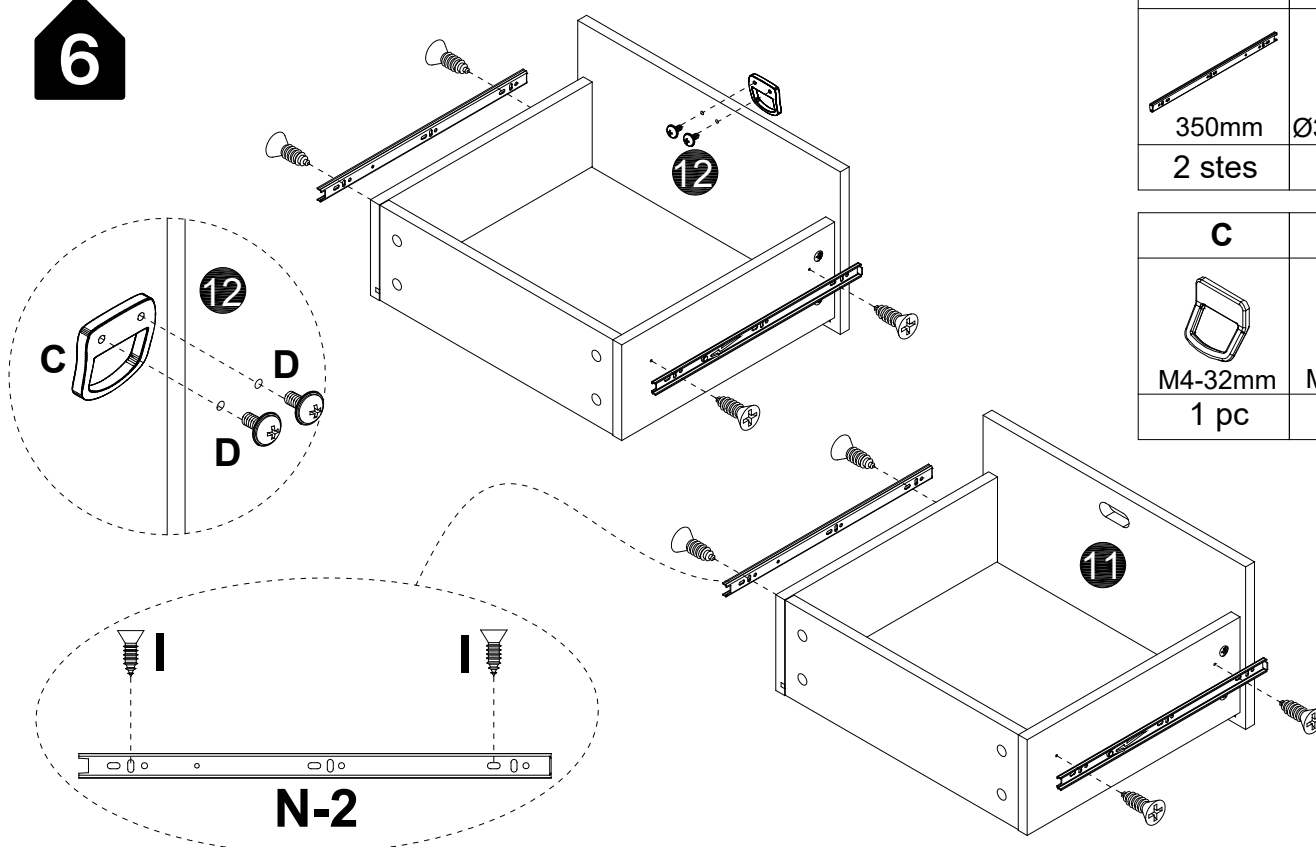


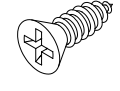
B

Ø15x12mm
8 pcs



6



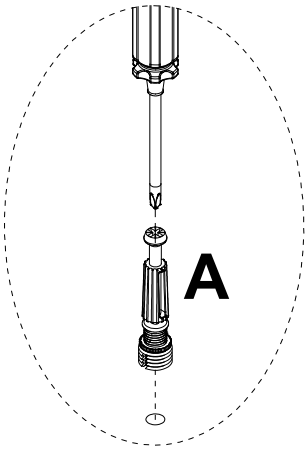
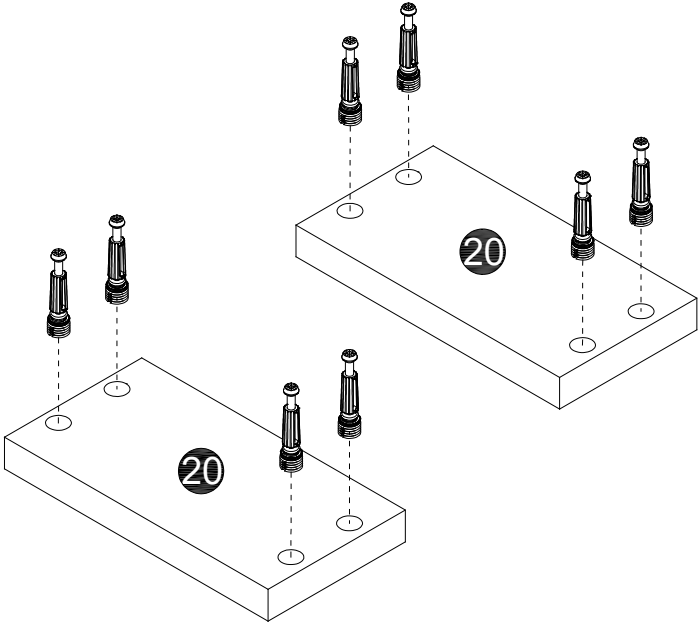
N-2	I
	
350mm	Ø3.5x14mm
2 stes	8 pcs

C	D
	
M4-32mm	M4x10mm
1 pc	2 pcs

7

A

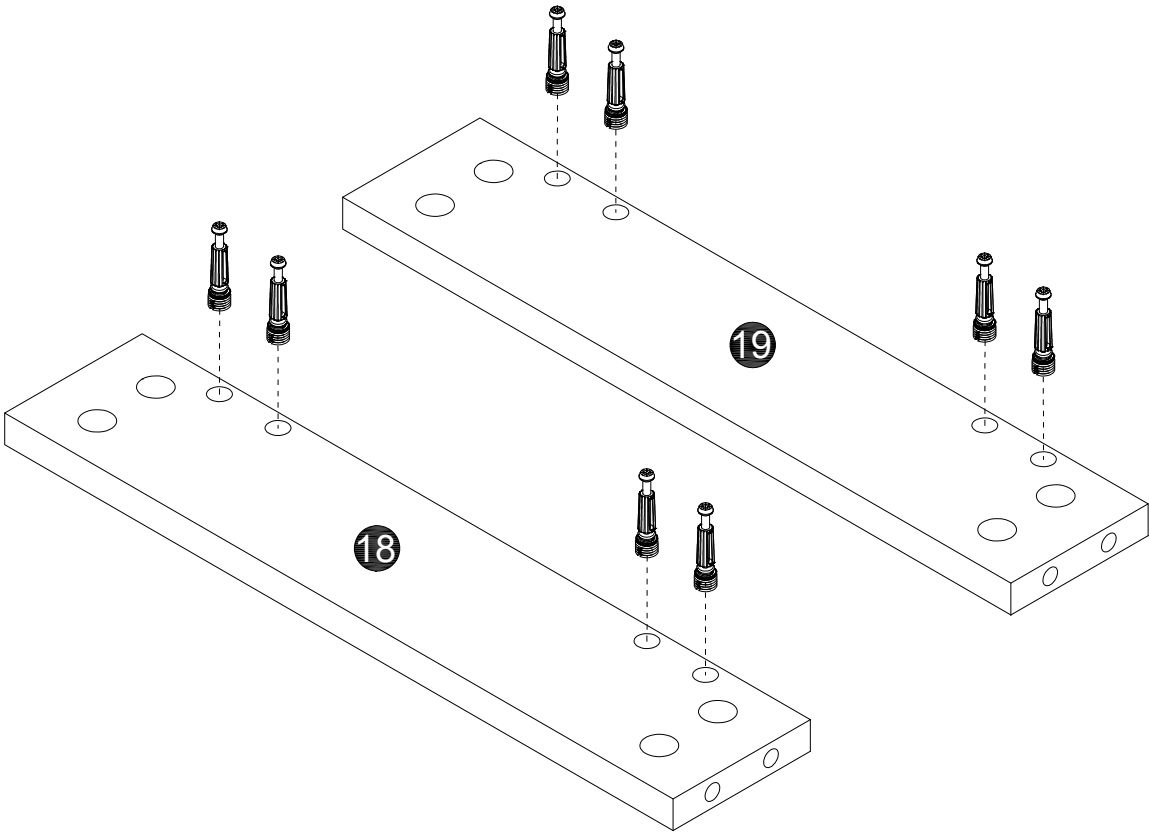
M6x28mm
8 pcs



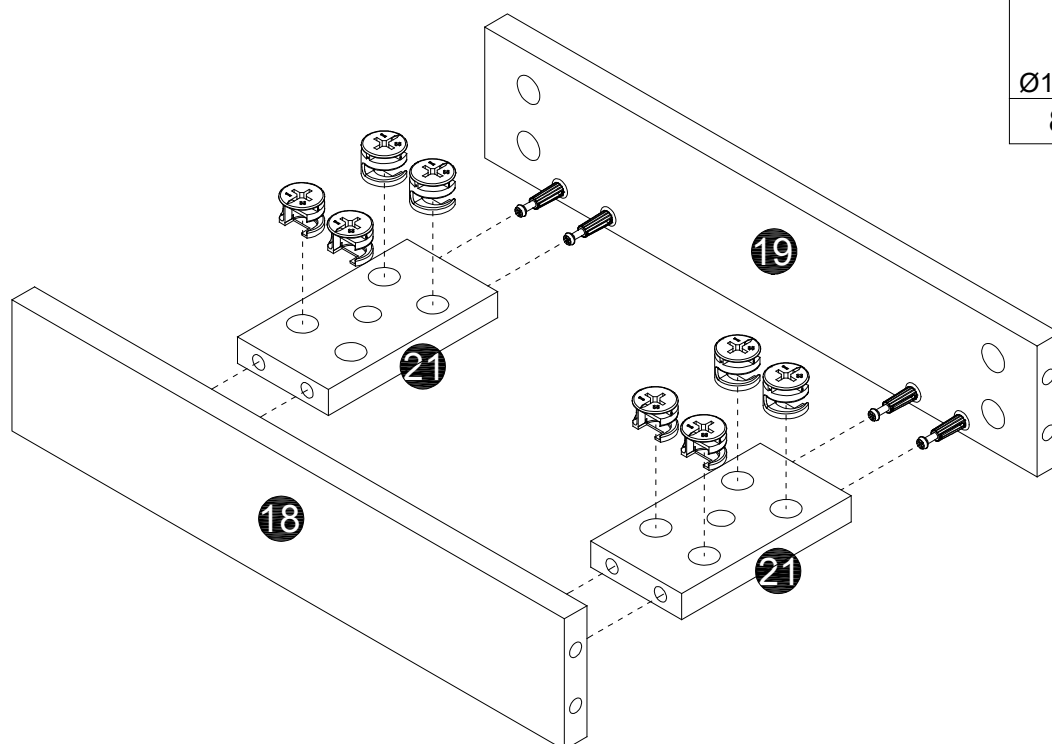
8

A

M6x28mm
8 pcs



9

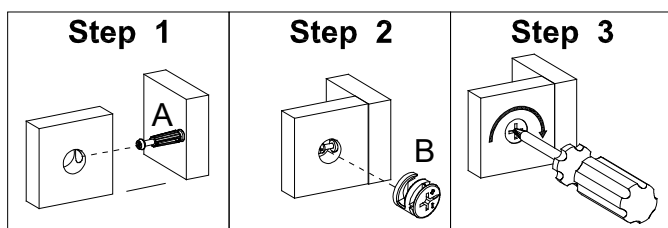


B

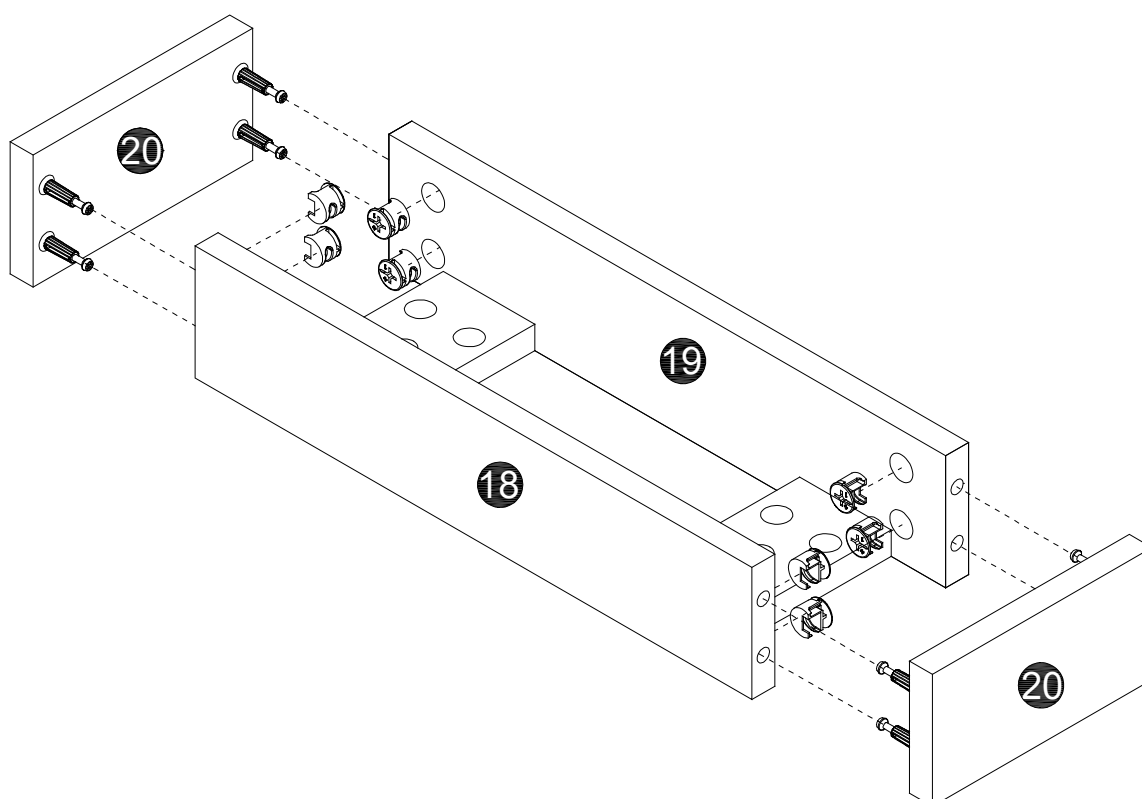


Ø15x12mm

8 pcs



10



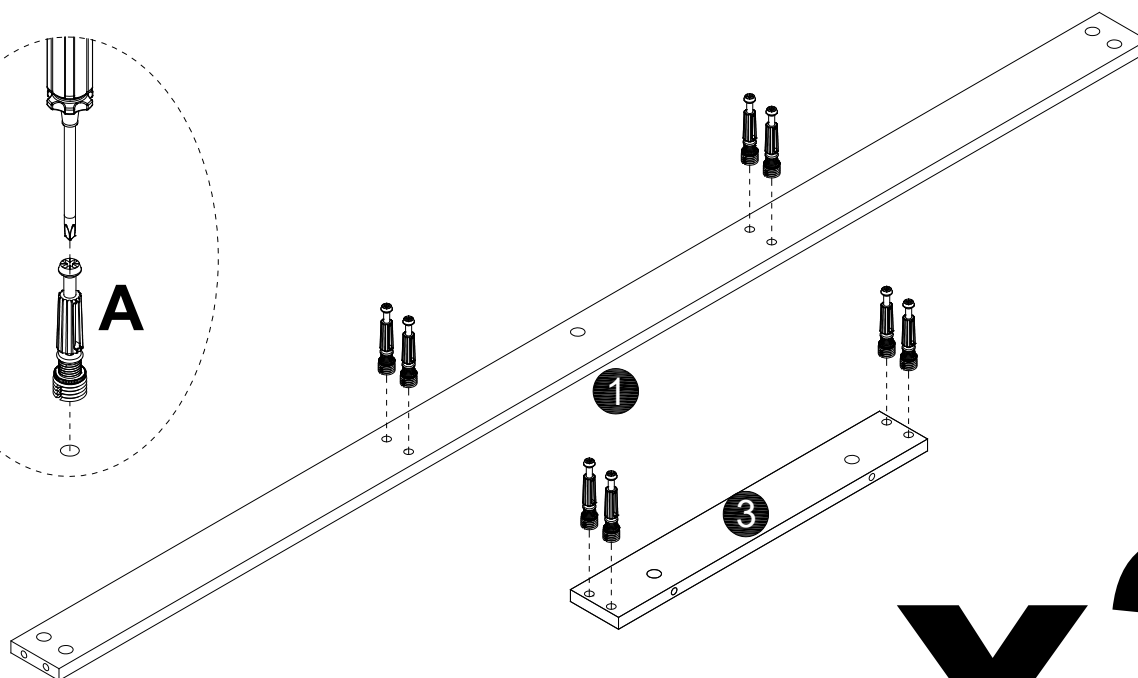
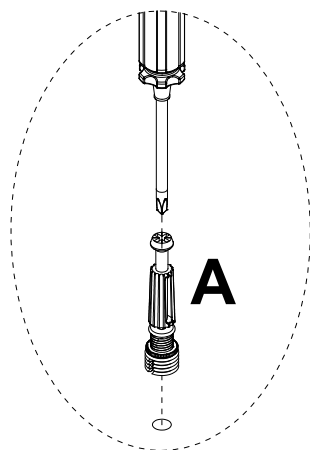
B



Ø15x12mm

8 pcs

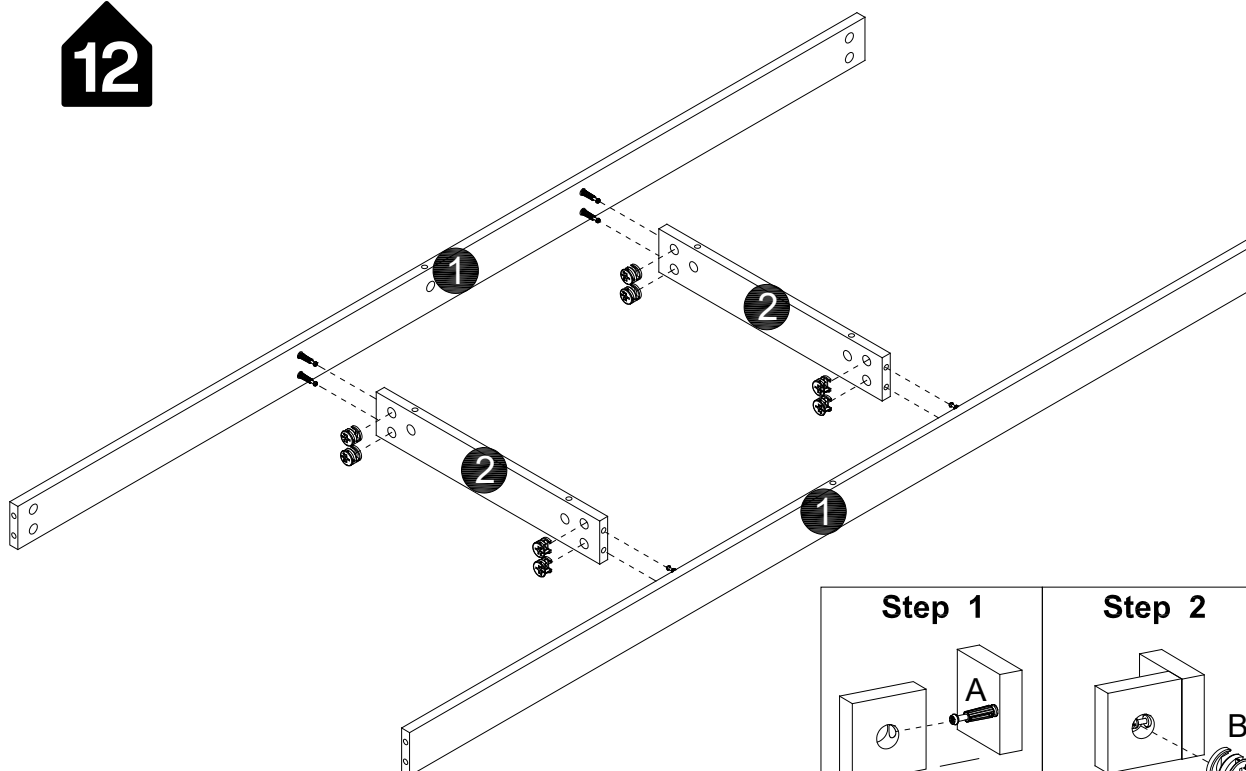
11



A

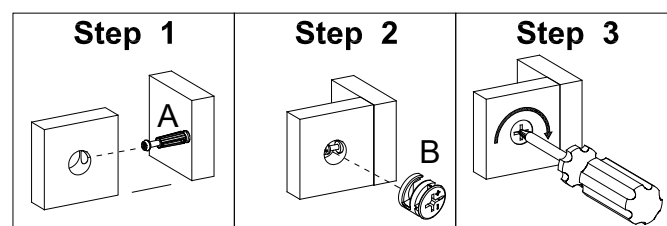
M6x28mm
16 pcs

12

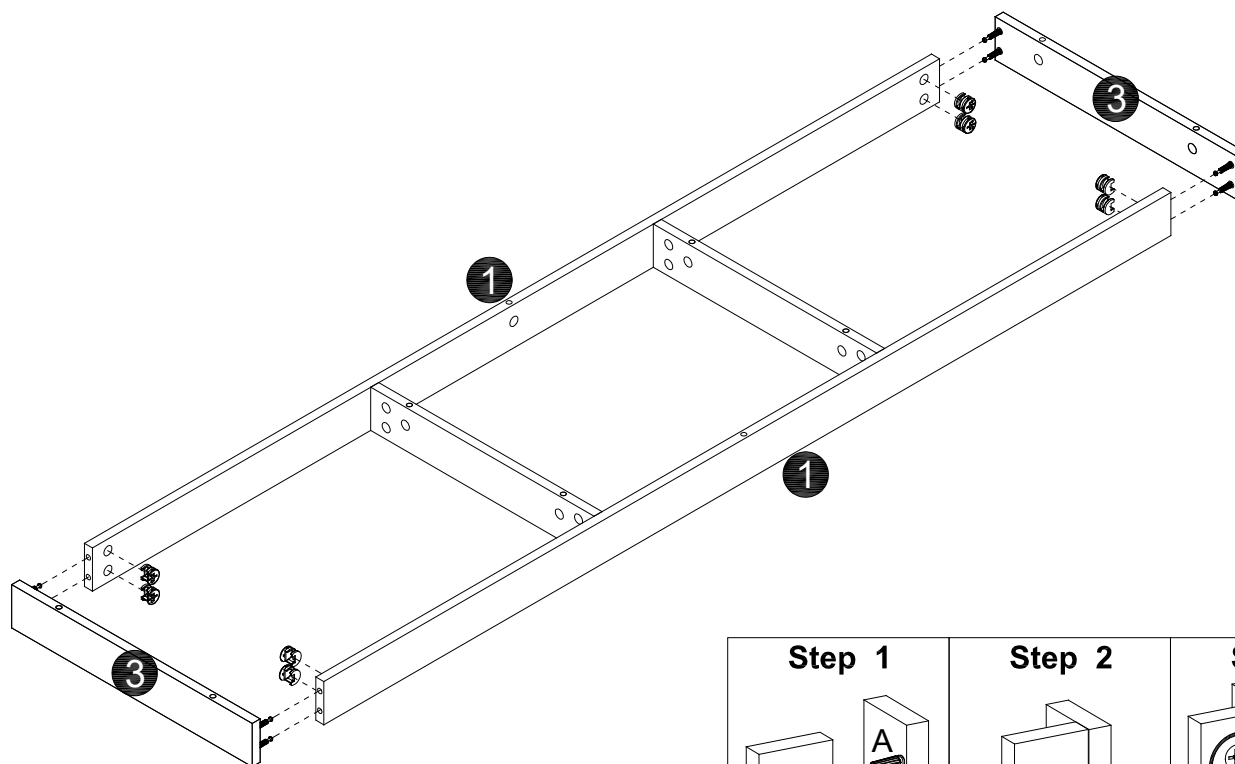


B

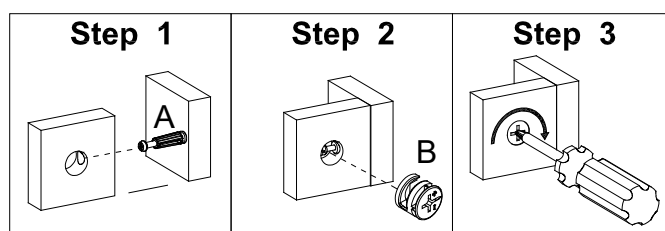
Ø15x12mm
8 pcs



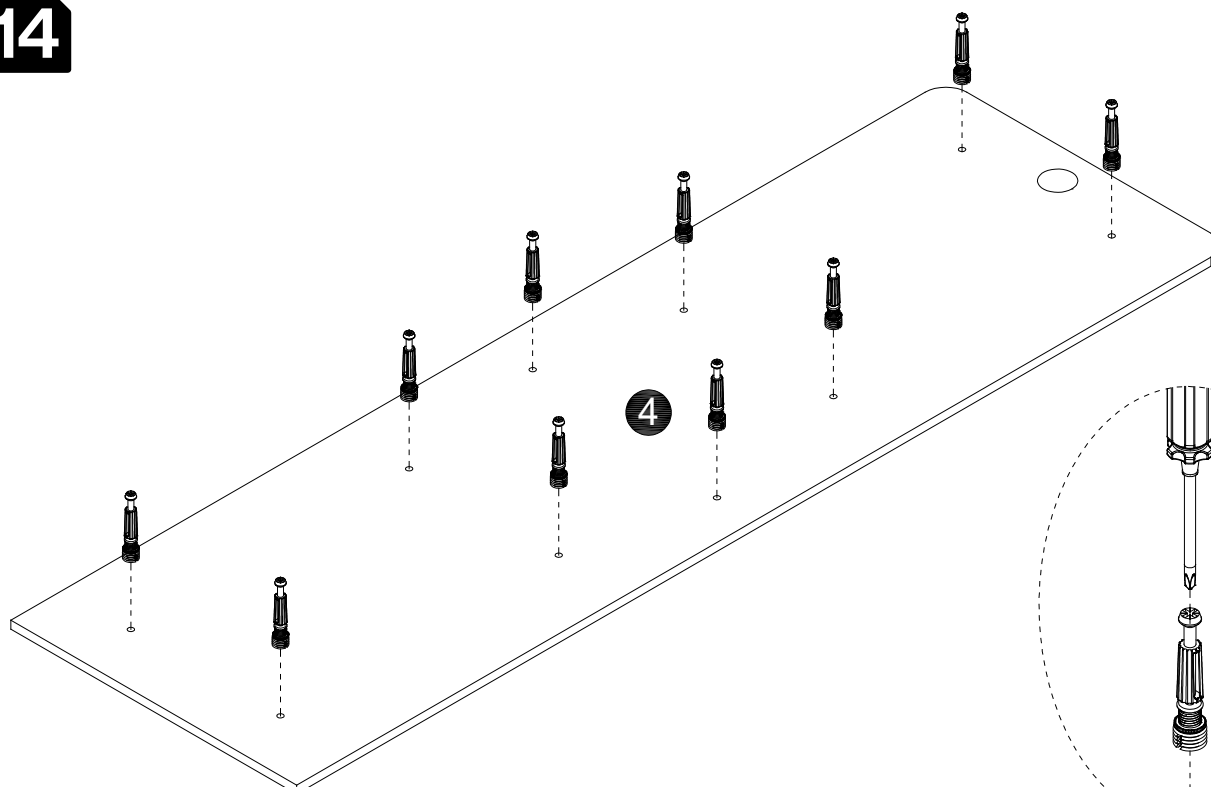
13



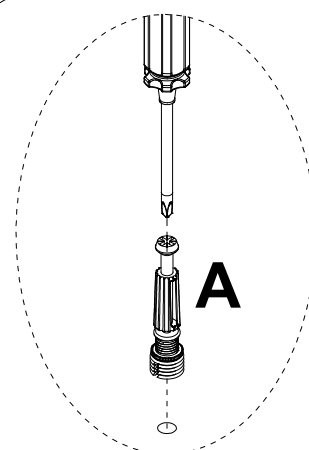
B	
Ø15x12mm	
8 pcs	



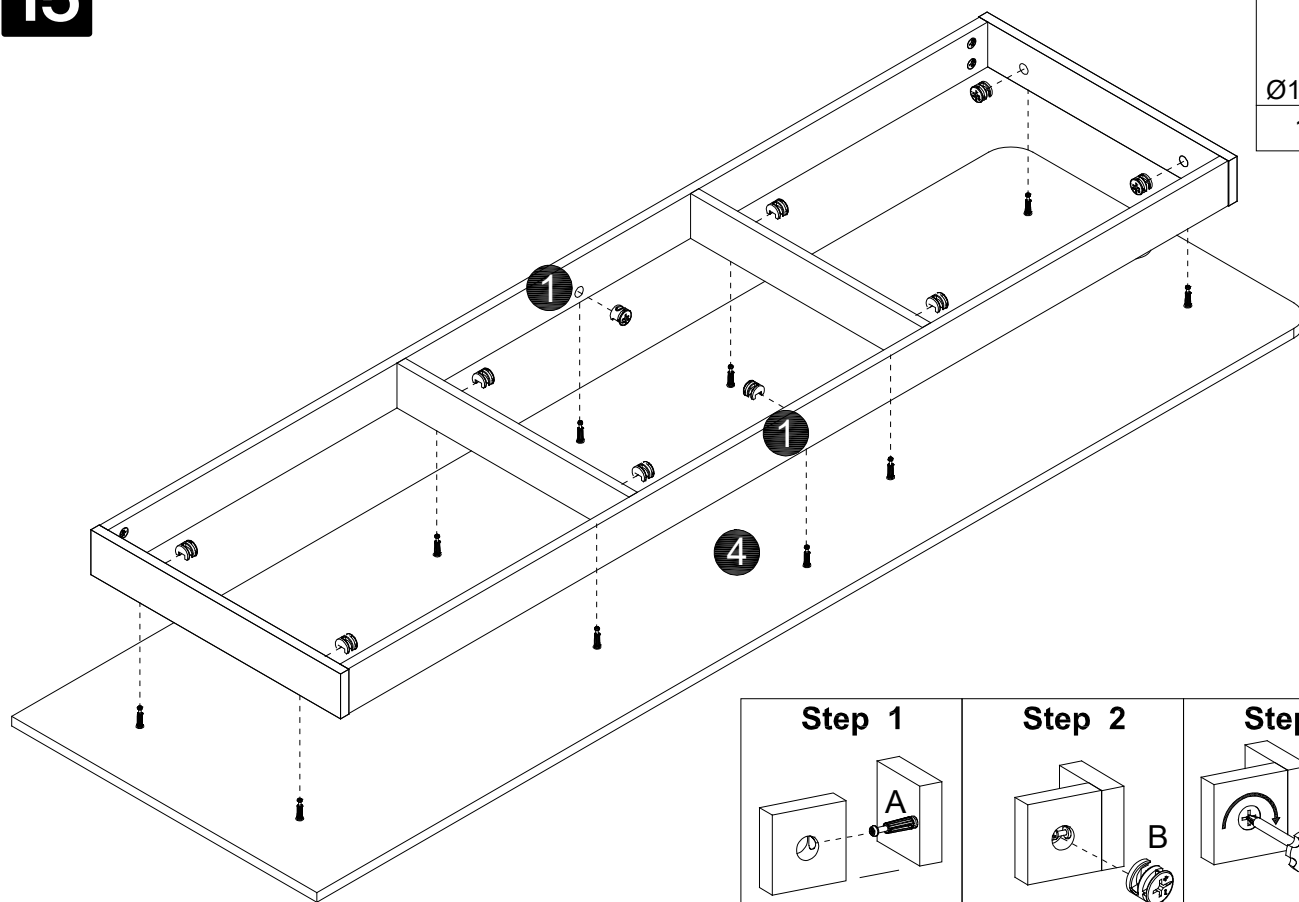
14



A	
M6x28mm	
10 pcs	

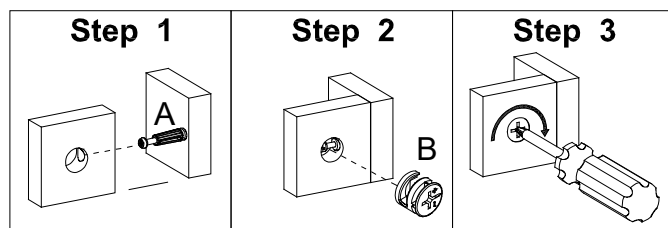


15

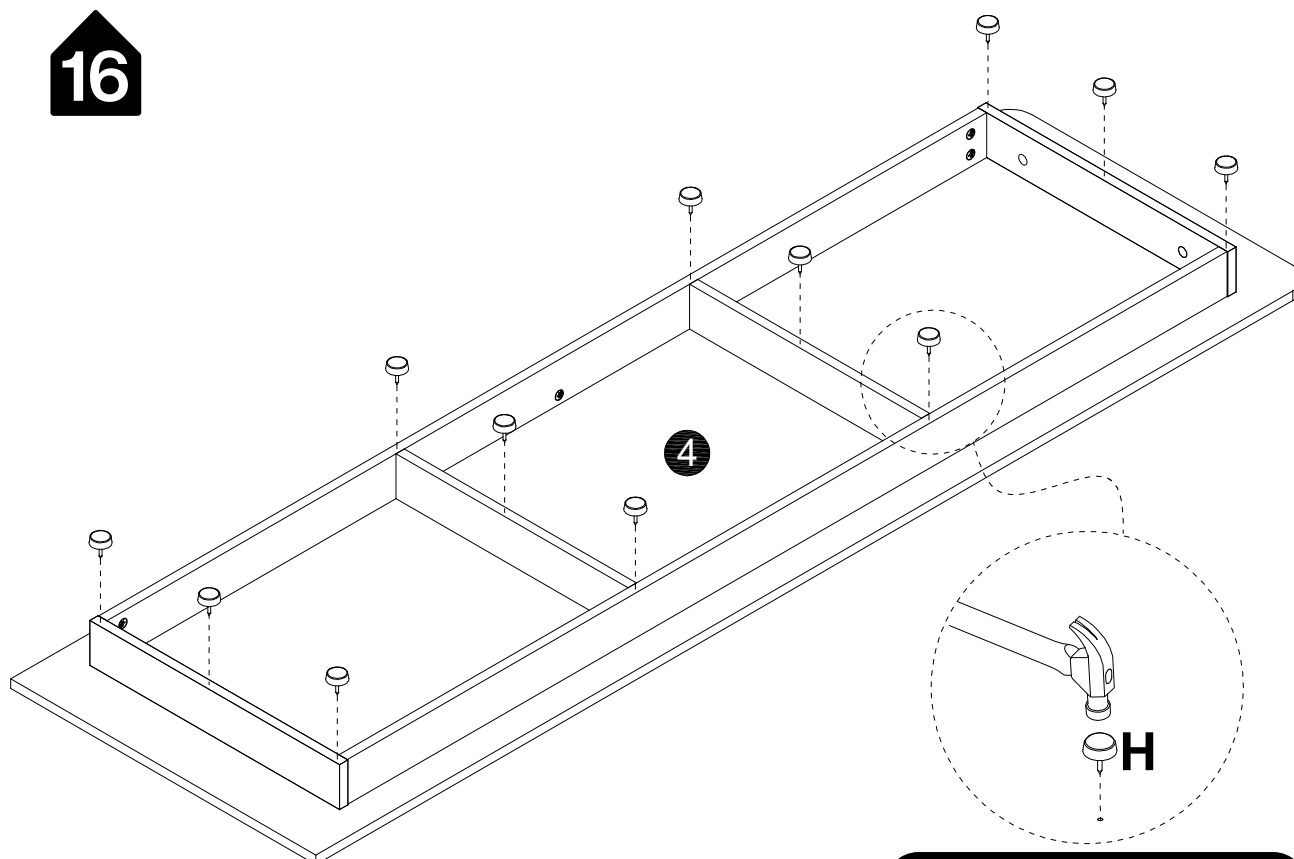


B

Ø15x12mm
10 pcs



16

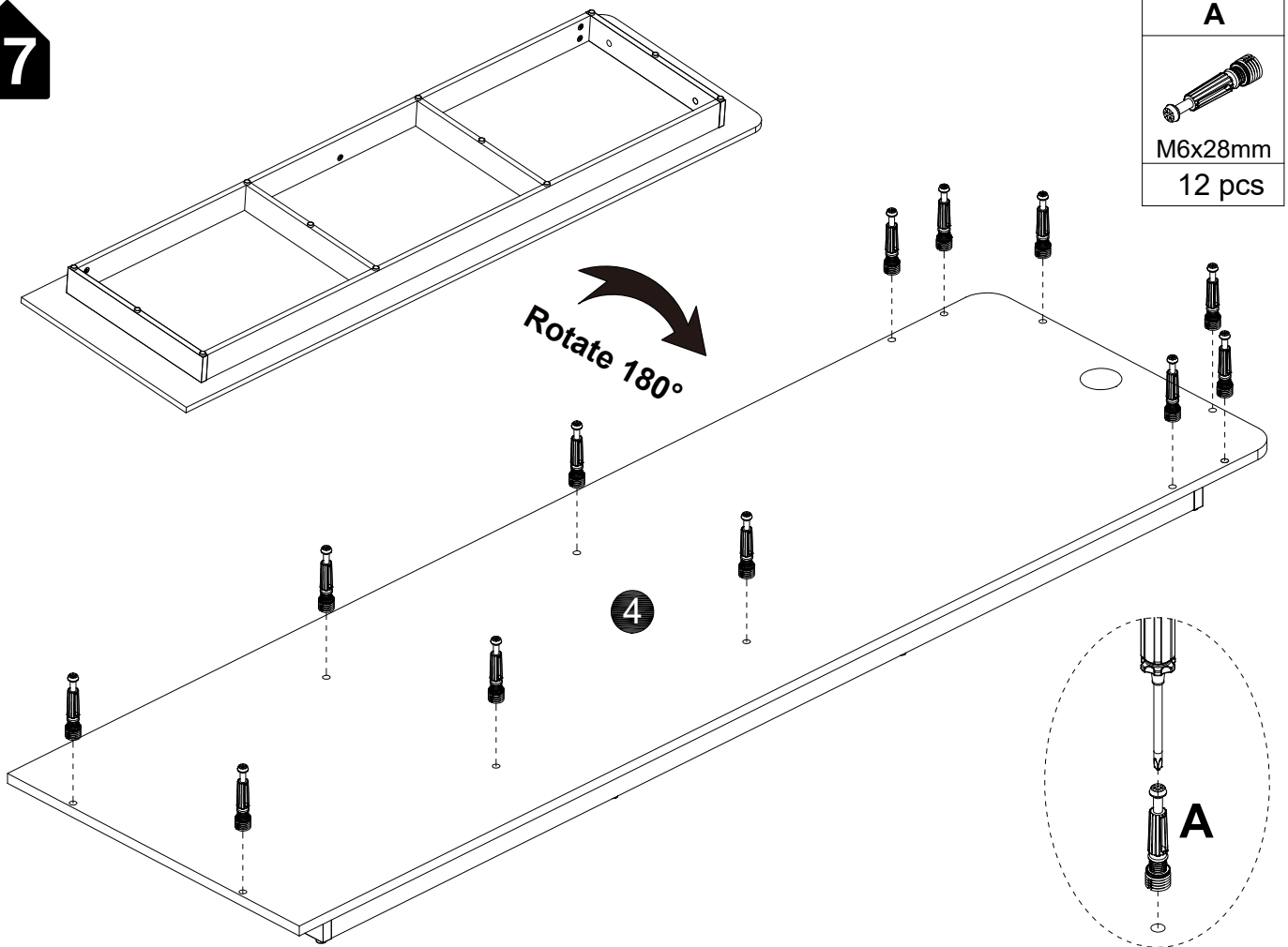


H

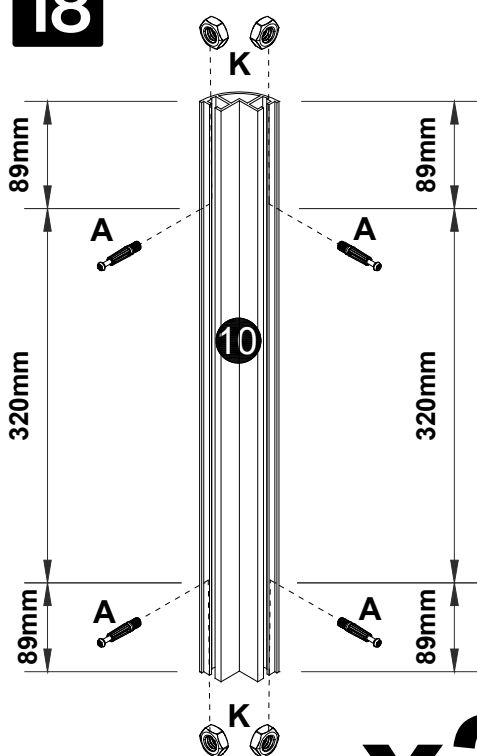
Ø12x5mm
12 pcs

⚠ Caution! Tap lightly

17

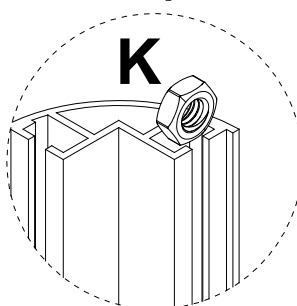


18

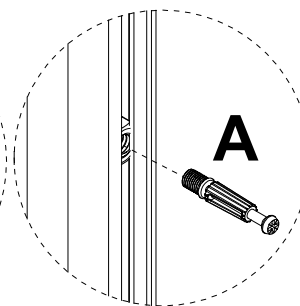


A	K
	
M6x28mm	M6x5mm
8 pcs	8 pcs

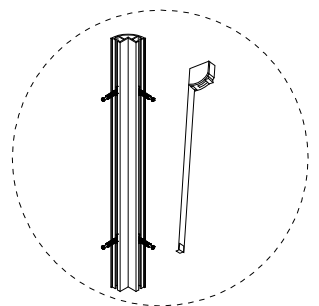
Step 1



Step 2



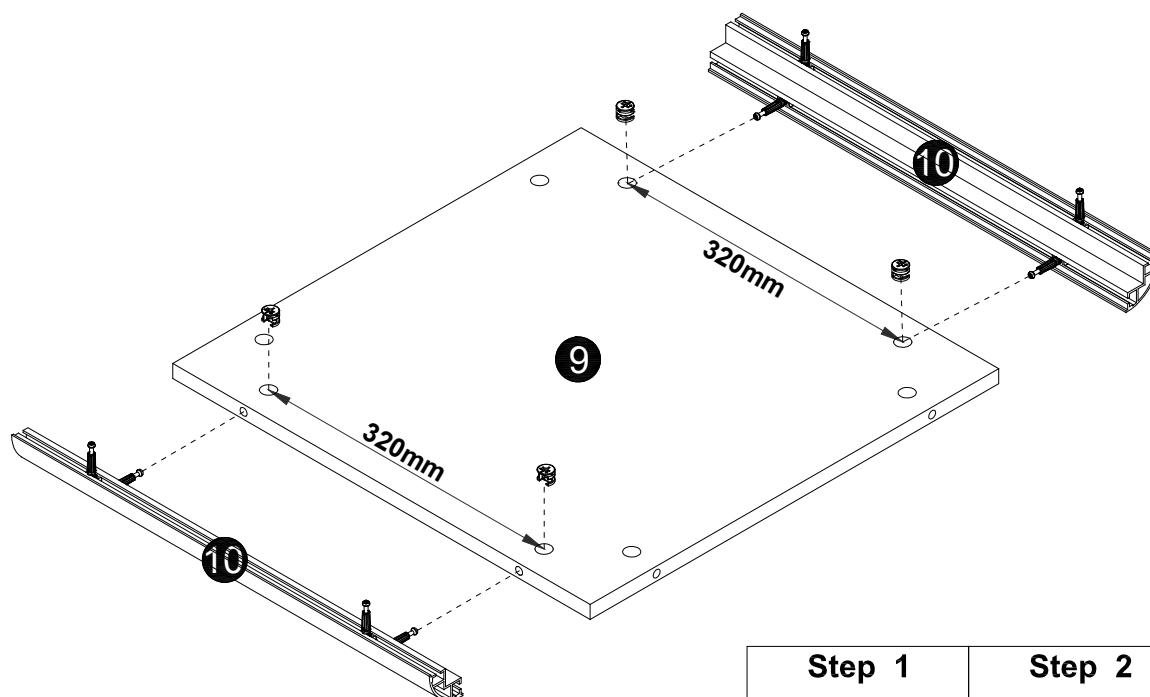
Step 3



Place #K into the slots of #10.
Align #A with #K and tighten 50% clockwise.
Measure the distance required to install #10 with parts #9#27#28.
Adjust the distance and tighten 100%.

x2

19



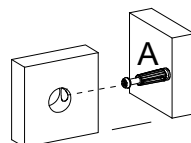
B



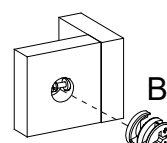
Ø15x12mm

4 pcs

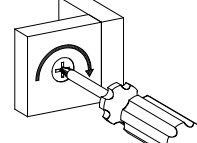
Step 1



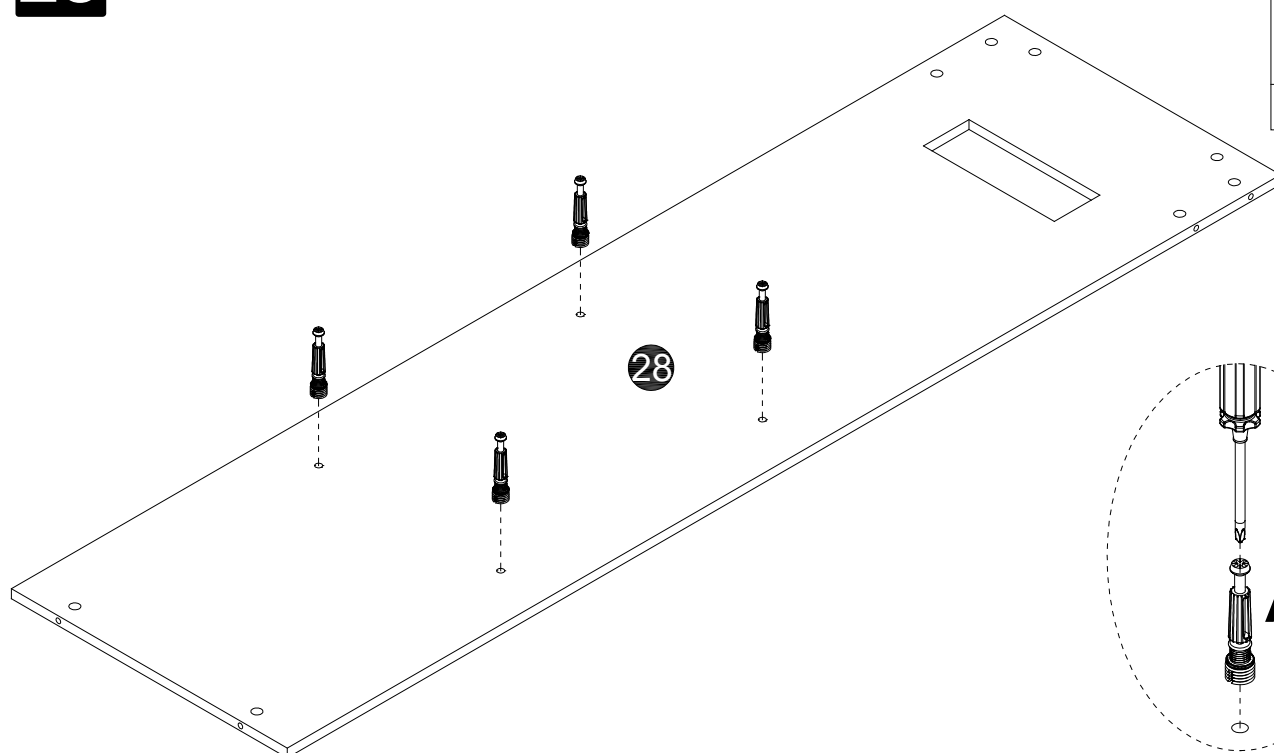
Step 2



Step 3



20



A

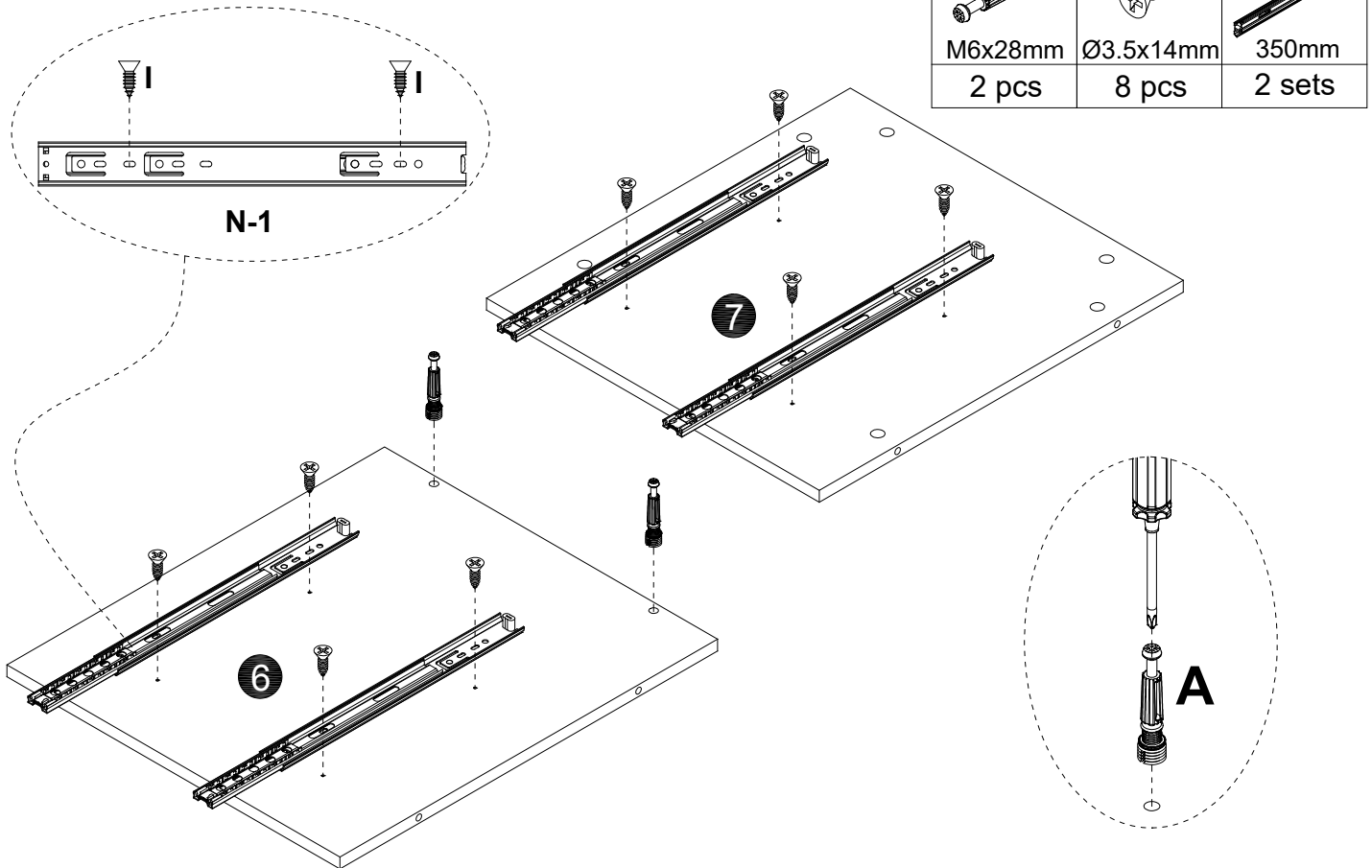


M6x28mm

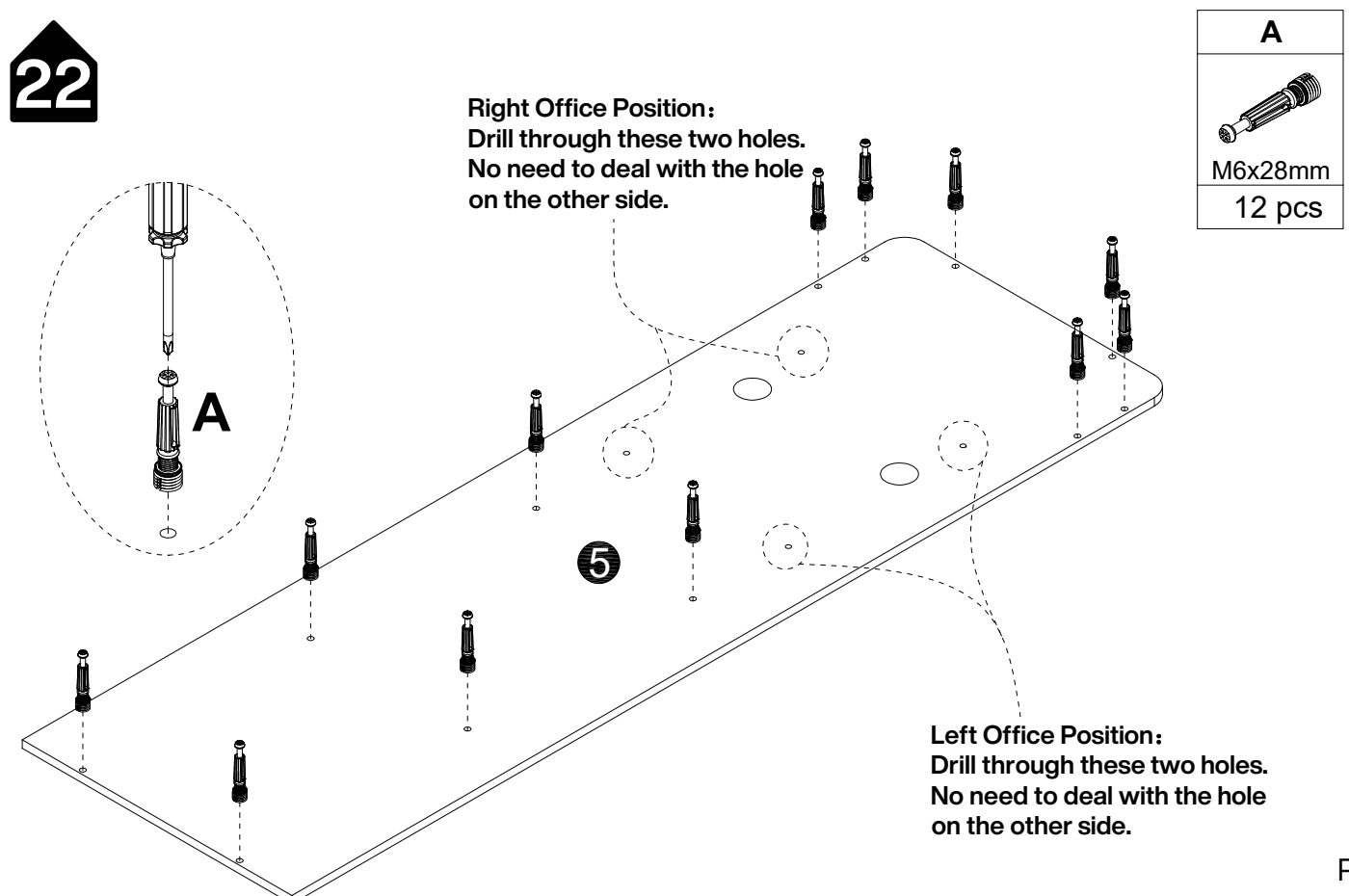
4 pcs

A

21

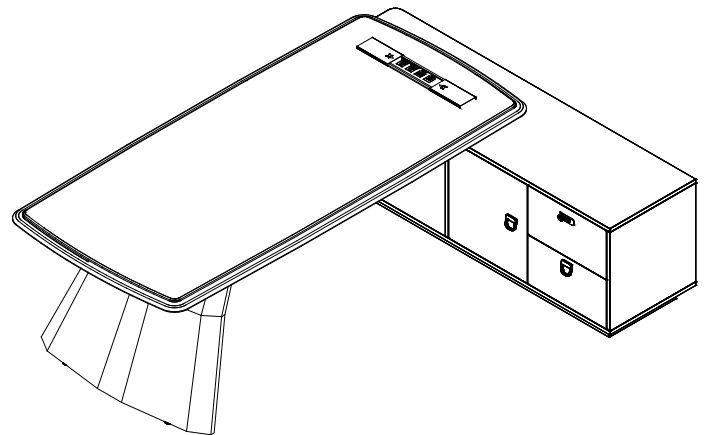
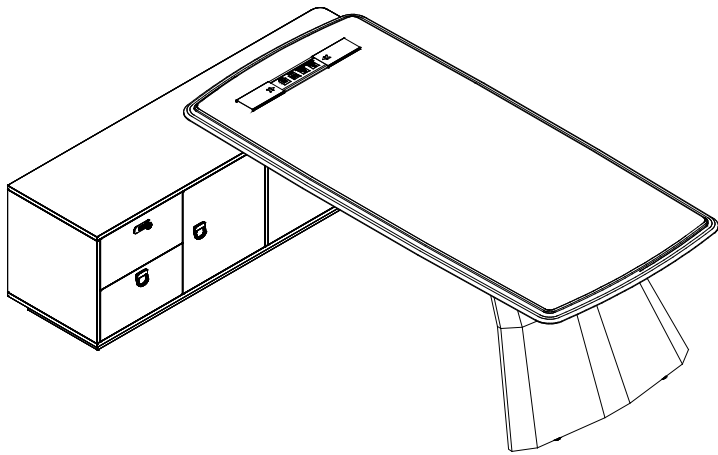


22

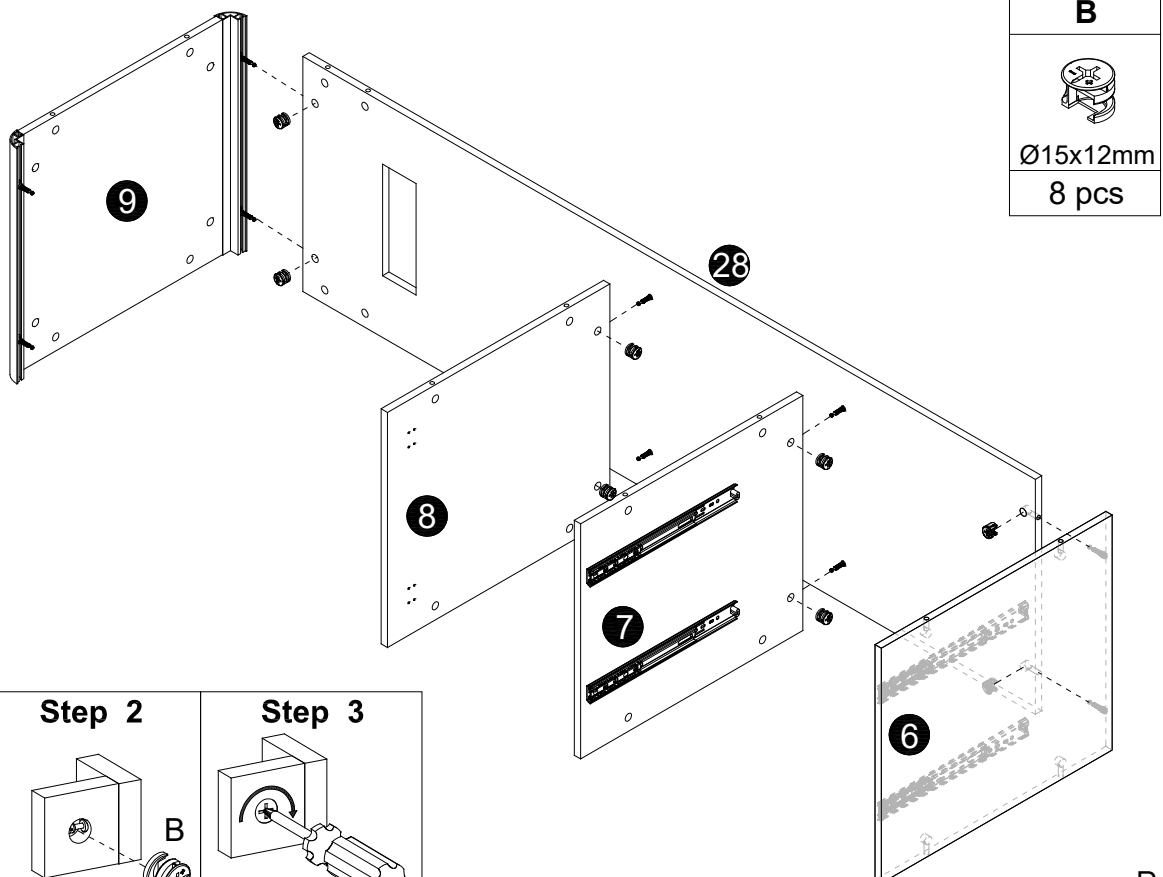


**Steps 23-27 are for the
assembly of the Right
Office Position.**

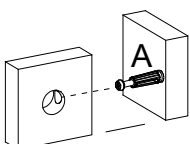
**Steps 28-34 are for the
assembly of the Left
Office Position.**



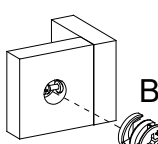
23



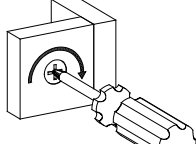
Step 1



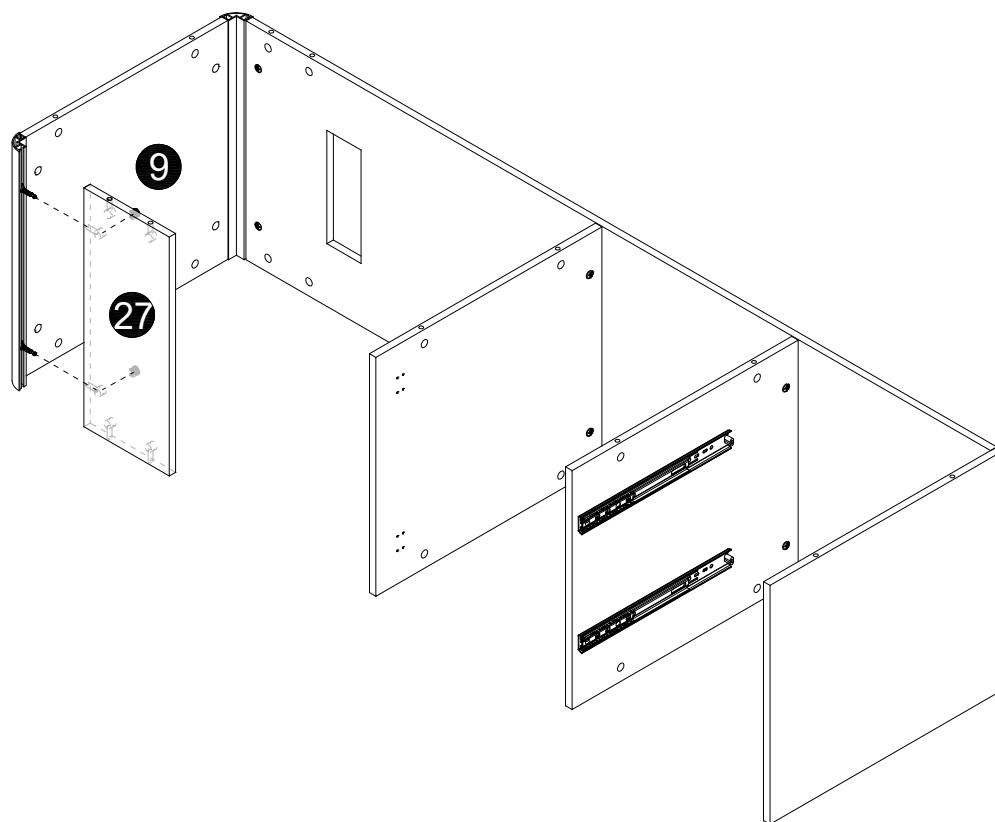
Step 2



Step 3



22



B

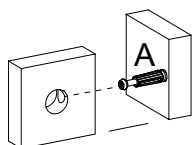


Ø15x12mm

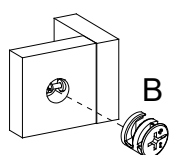
2 pcs

23

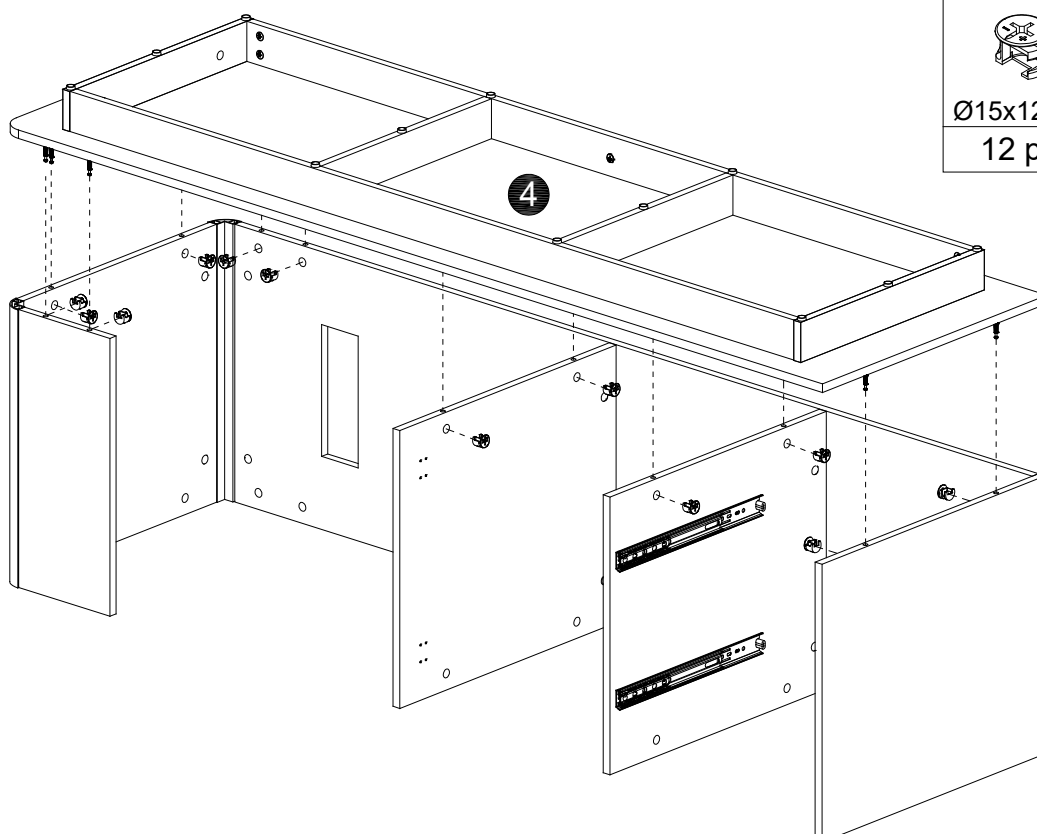
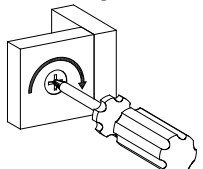
Step 1



Step 2



Step 3



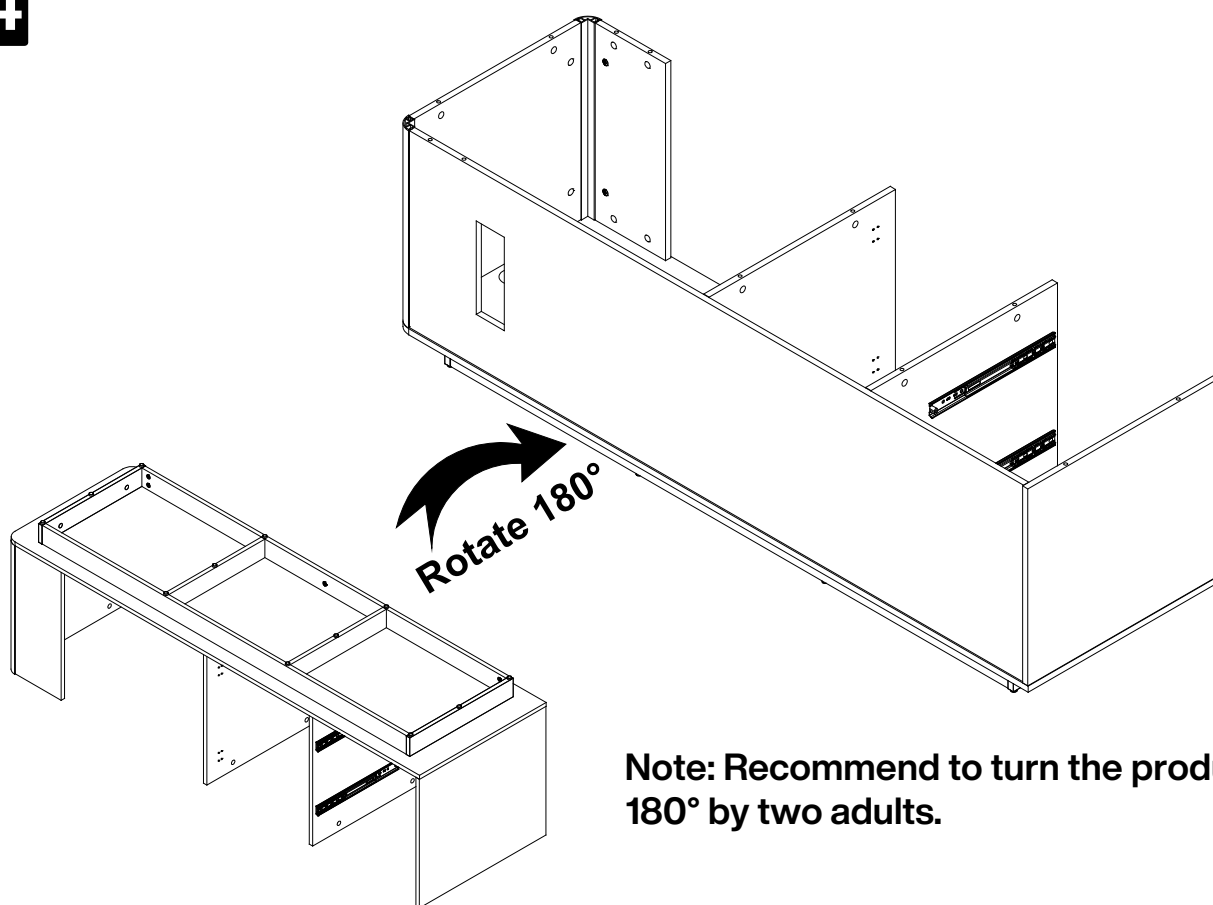
B



Ø15x12mm

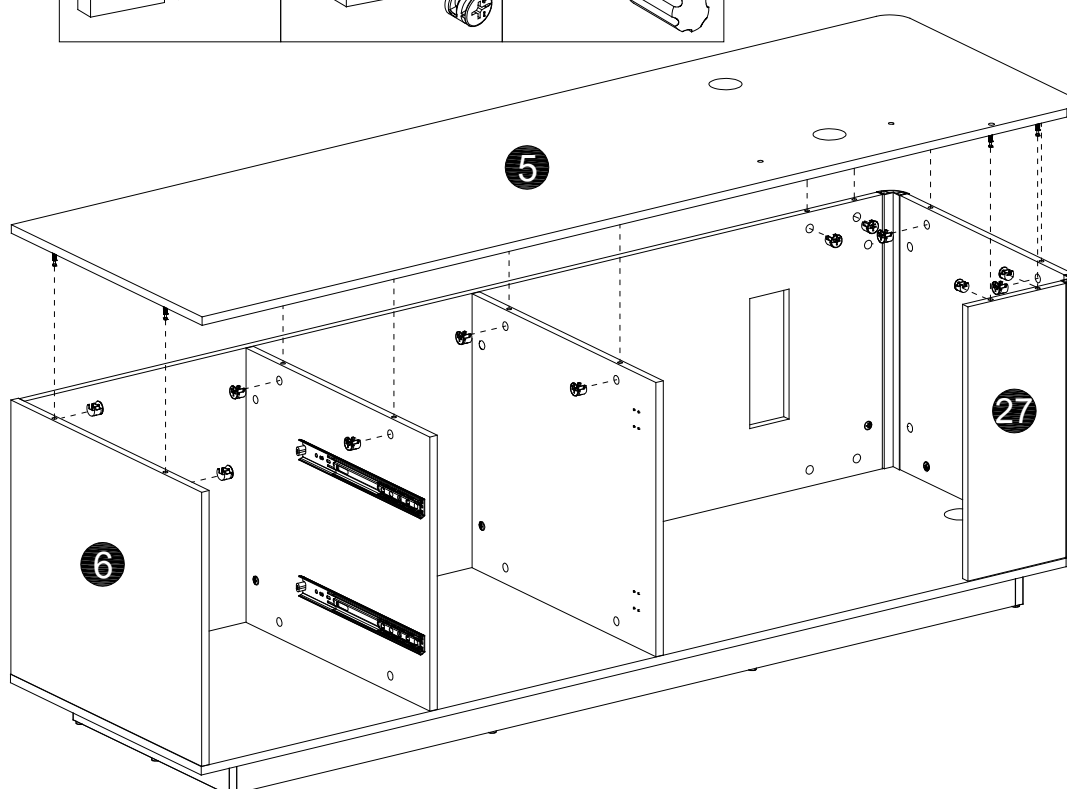
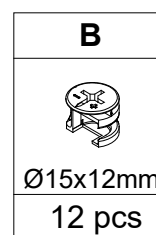
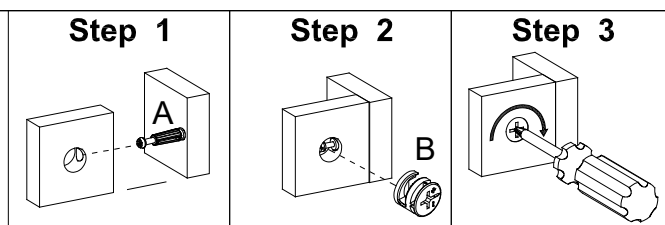
12 pcs

24



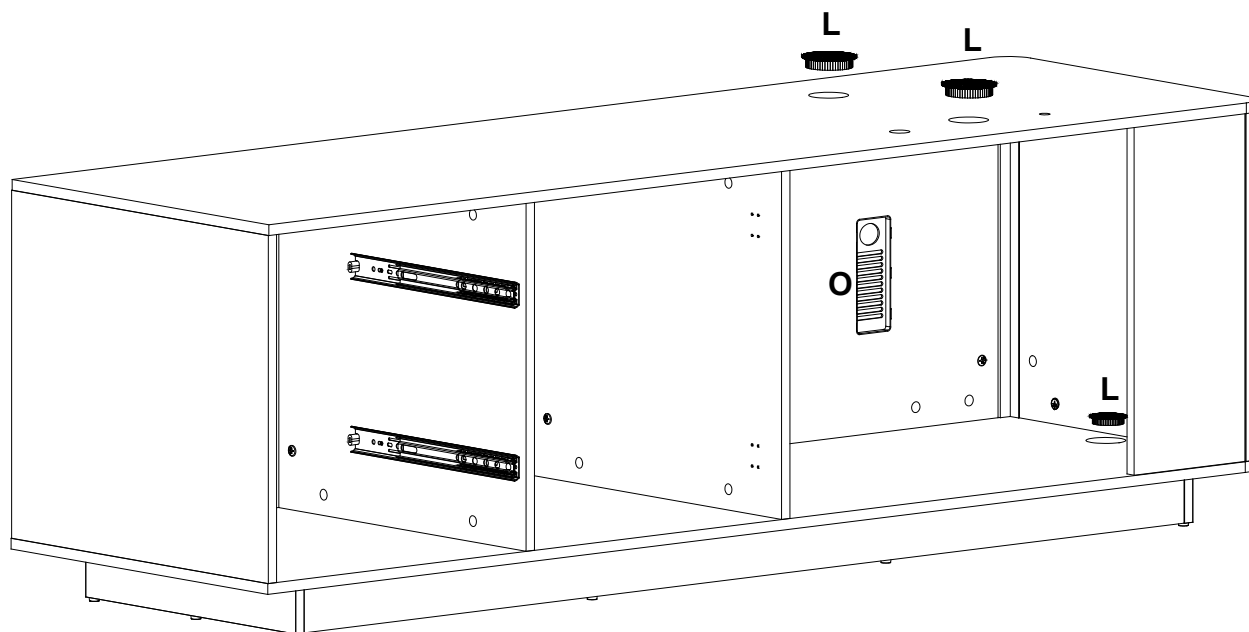
Note: Recommend to turn the product over 180° by two adults.

25

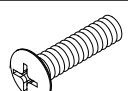


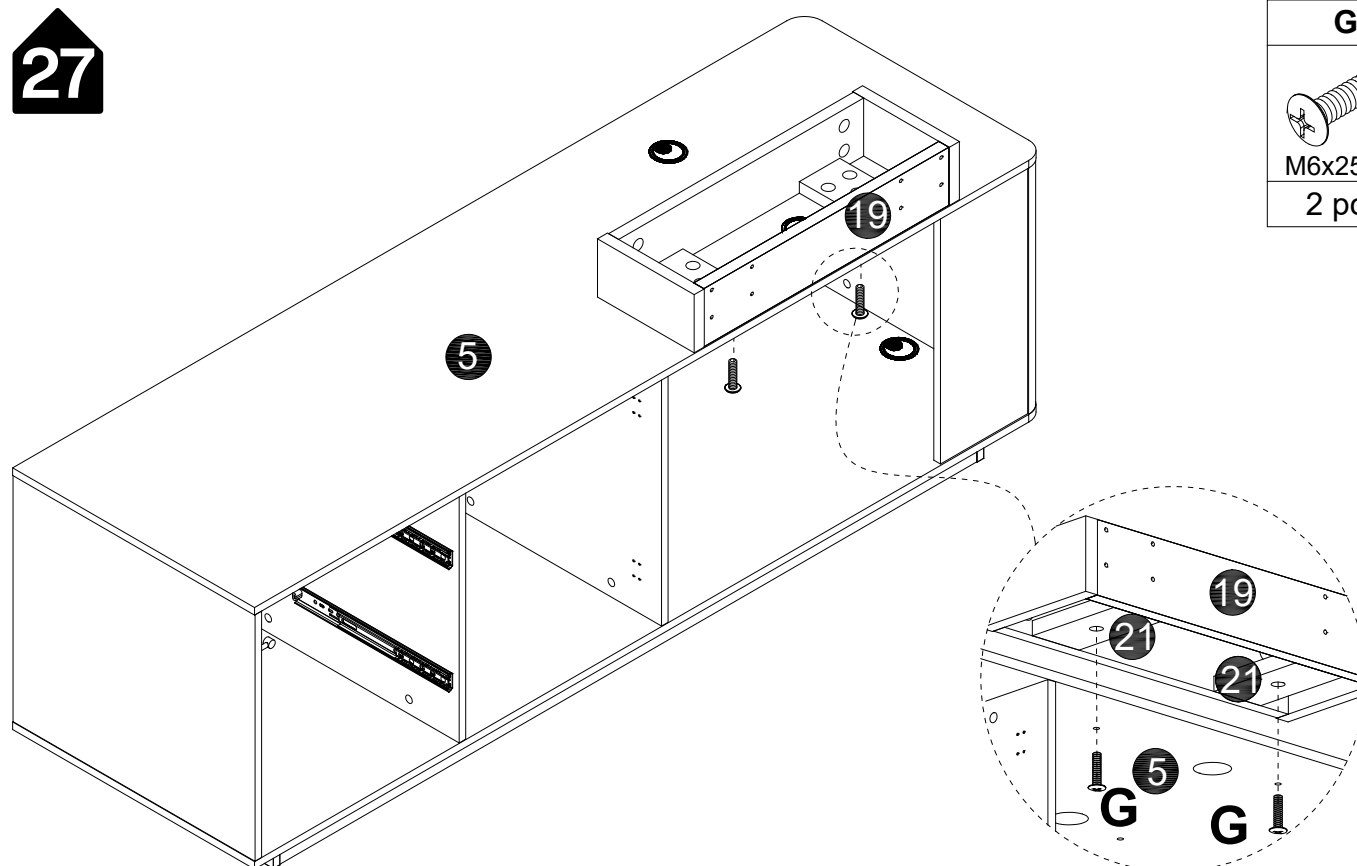
26

O	L
	
1 pc	3 pcs



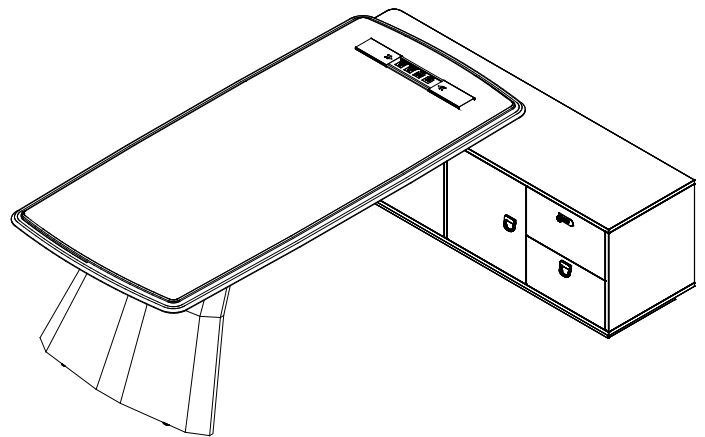
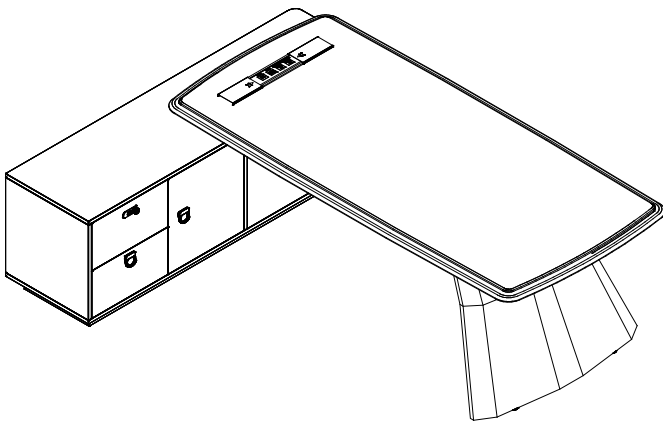
27

G

M6x25mm
2 pcs

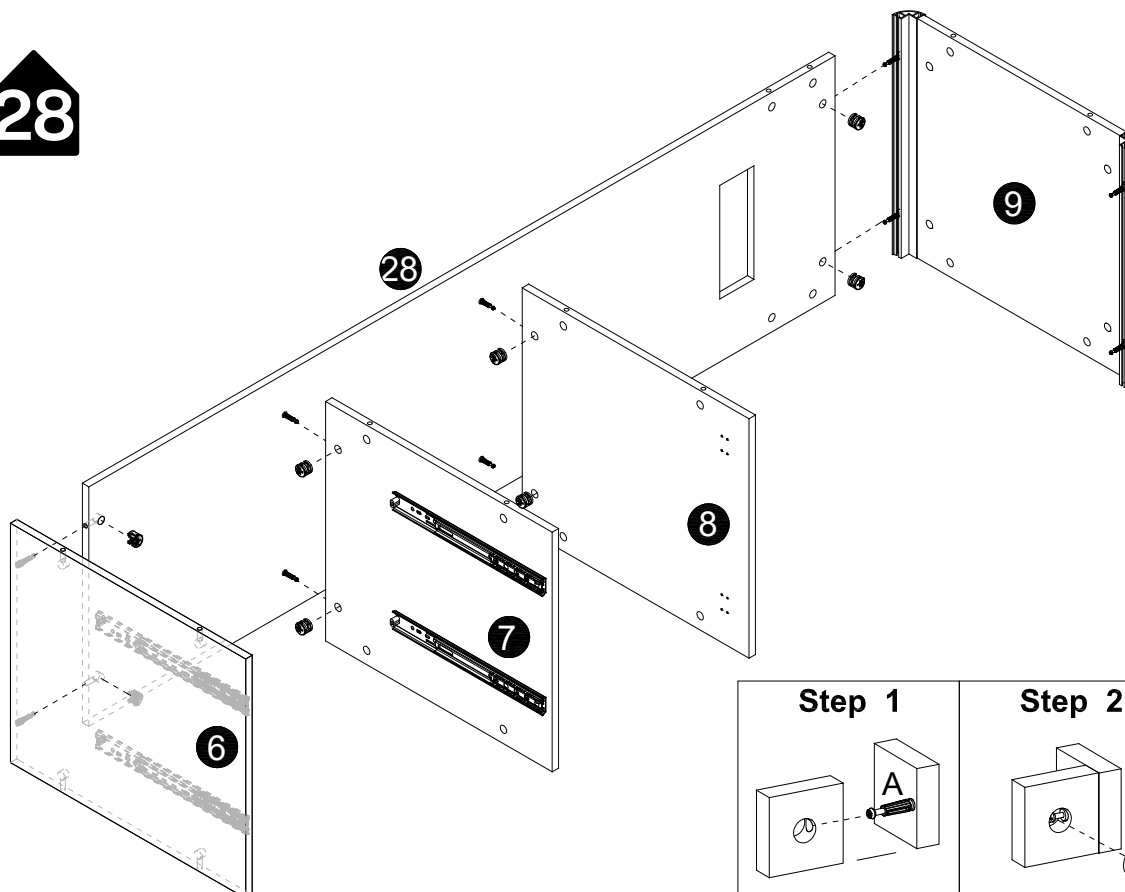


**Steps 23-27 are for the
assembly of the Right
Office Position.**

**Steps 28-34 are for the
assembly of the Left
Office Position.**

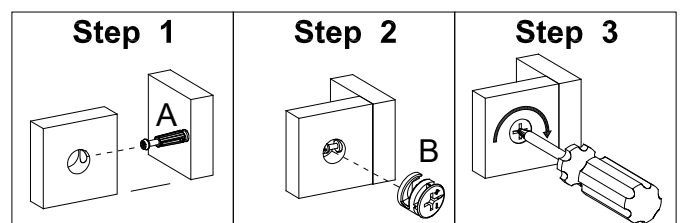


28

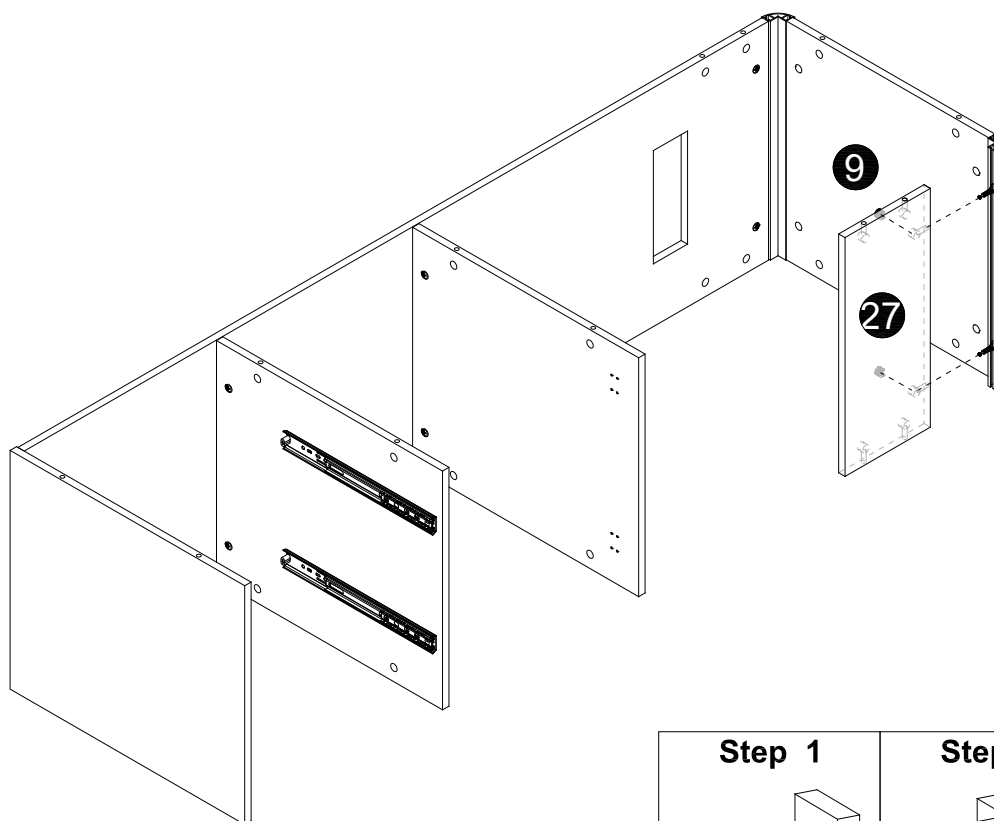


B

Ø15x12mm
8 pcs



29



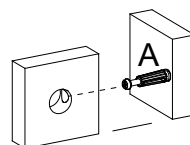
B



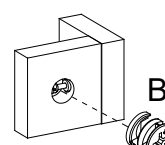
Ø15x12mm

2 pcs

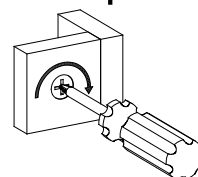
Step 1



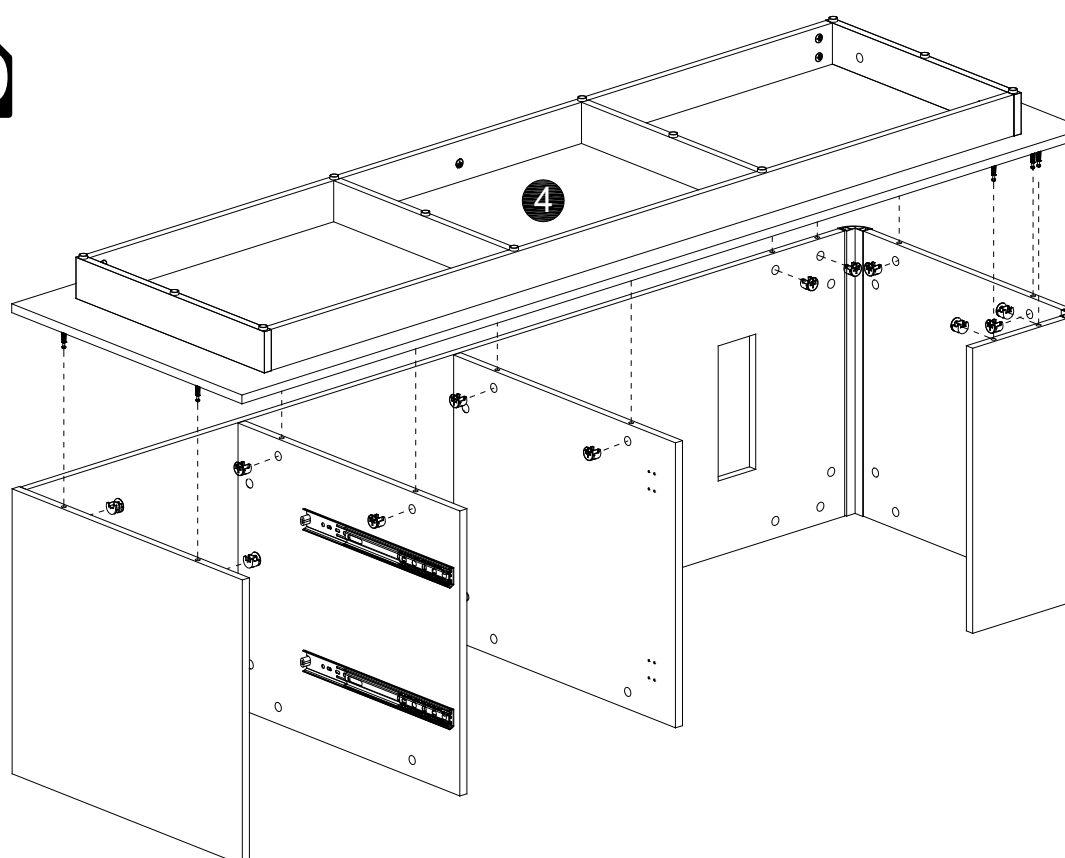
Step 2



Step 3



30



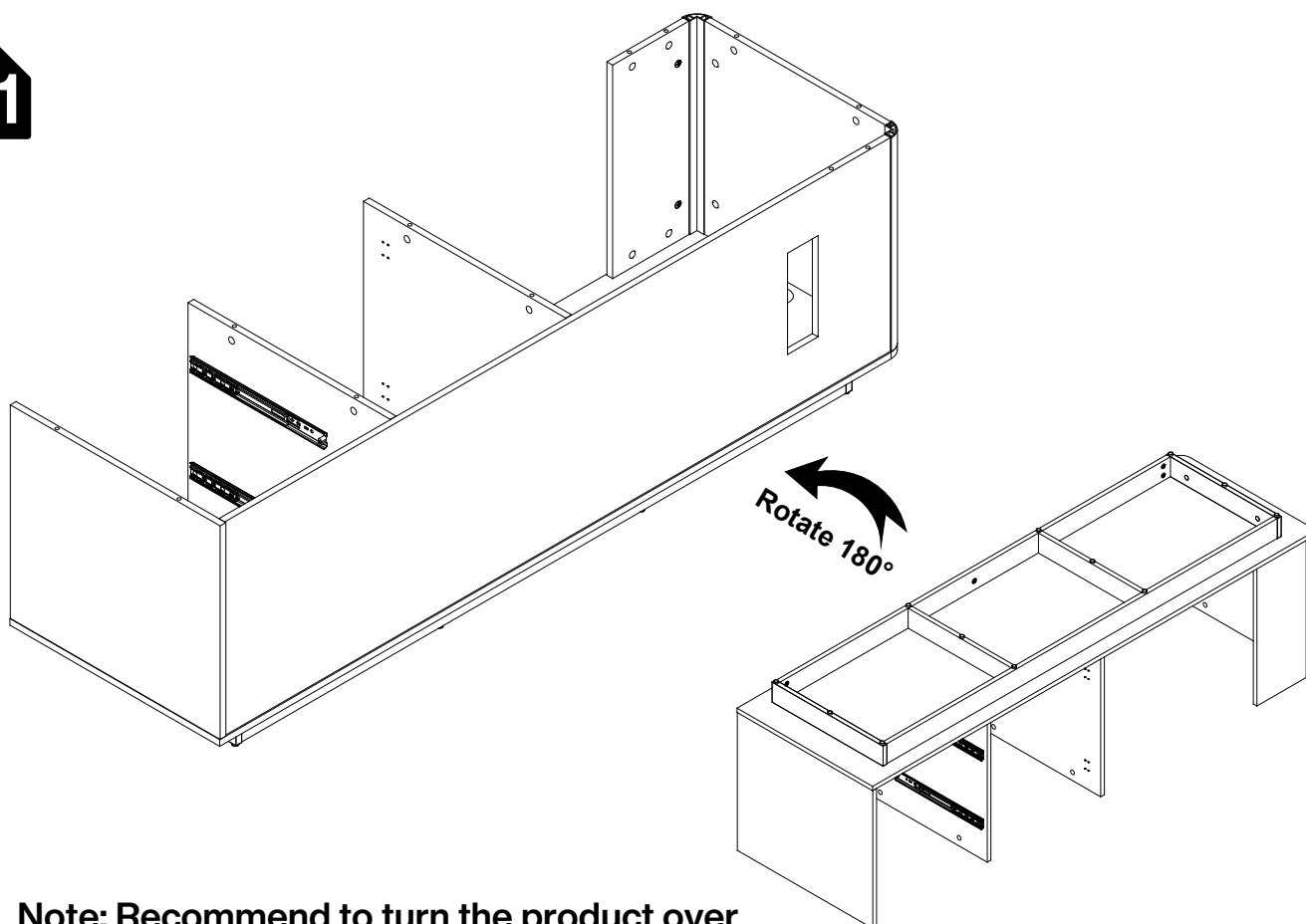
B



Ø15x12mm

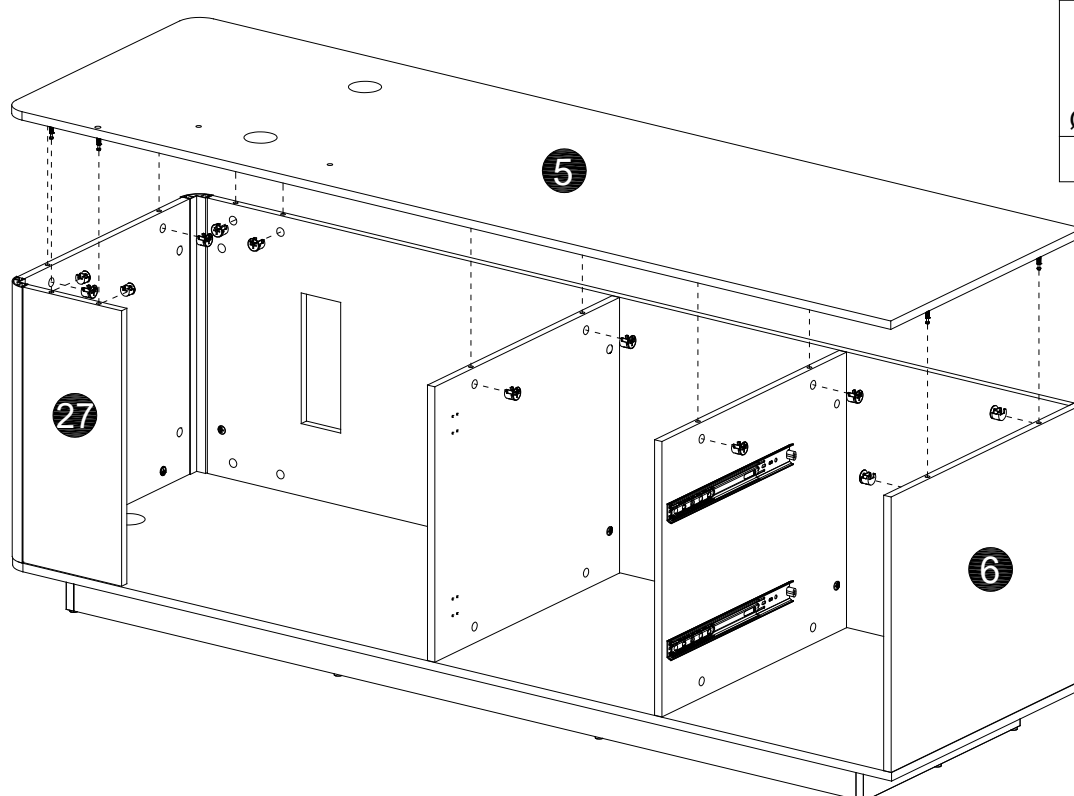
12 pcs

31



Note: Recommend to turn the product over 180° by two adults.

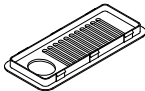
32

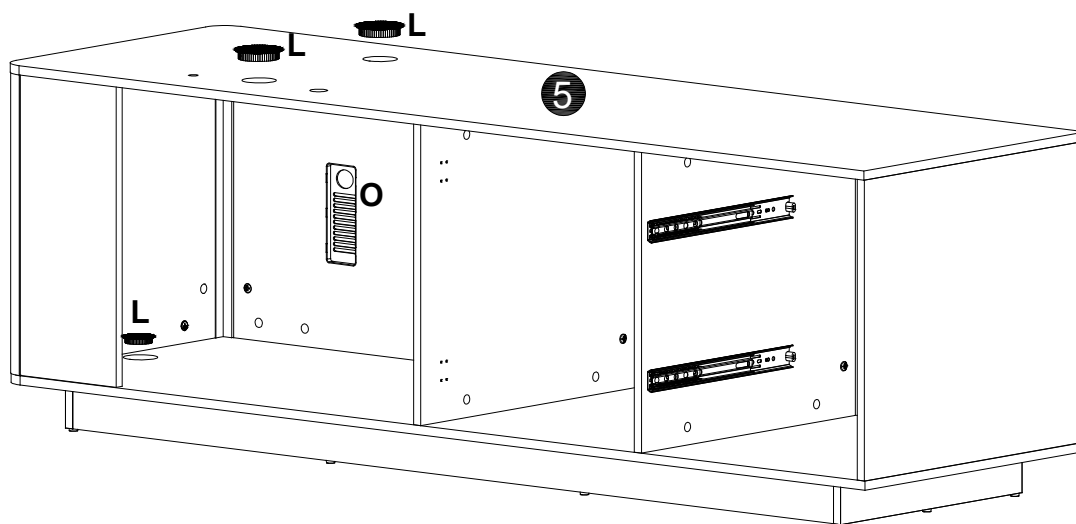


B

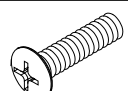
Ø15x12mm
12 pcs

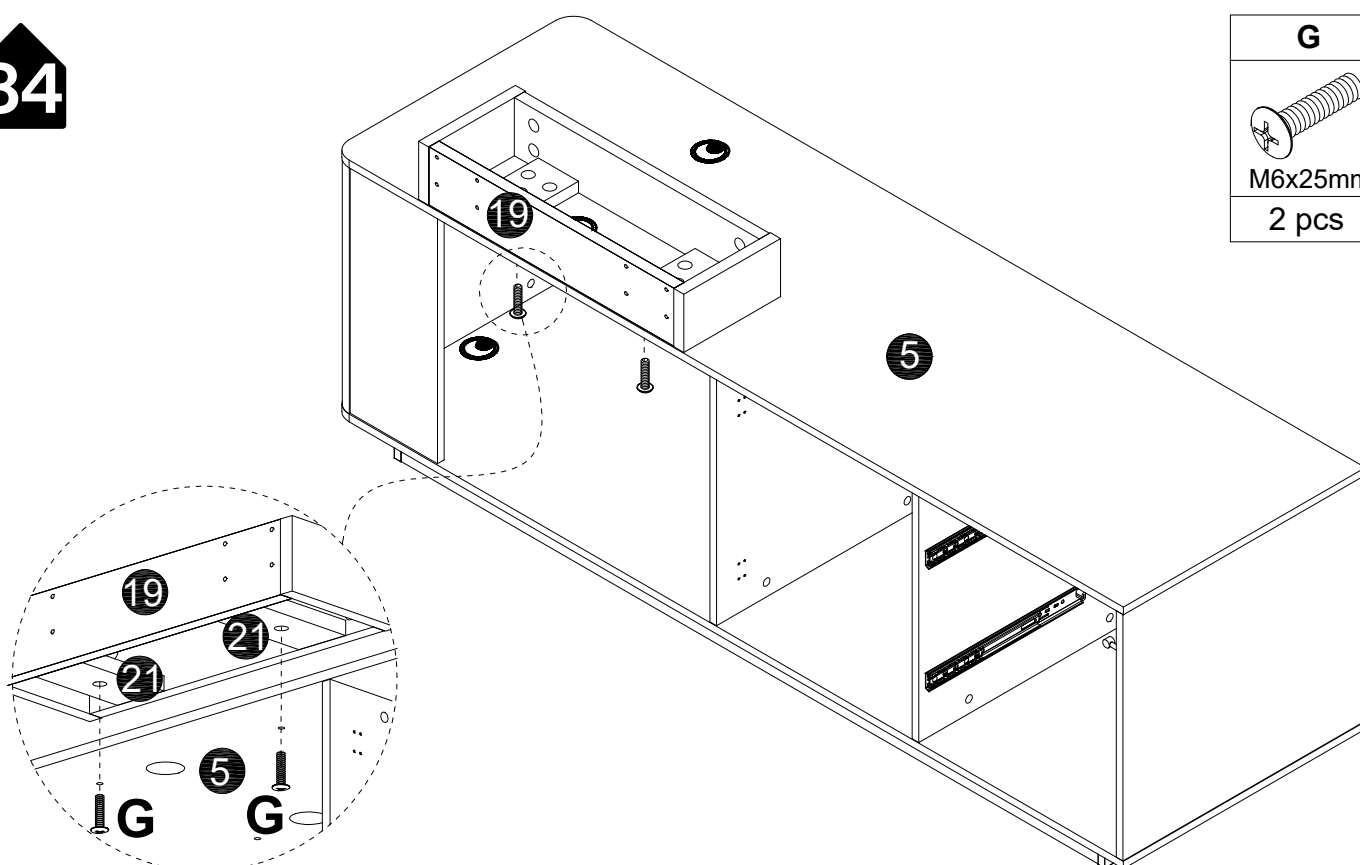
33

O	L
	
1 pc	3 pcs

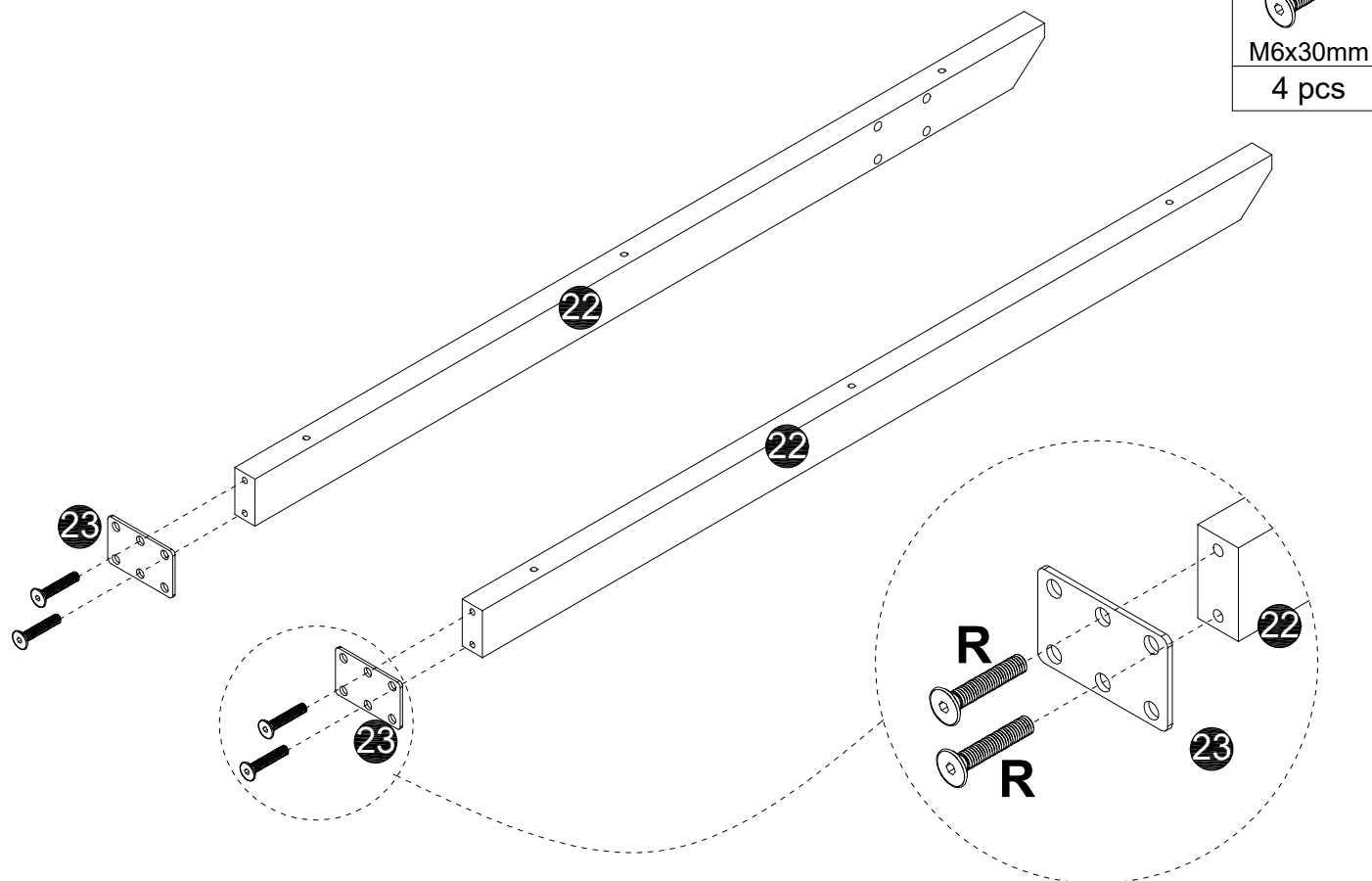


34

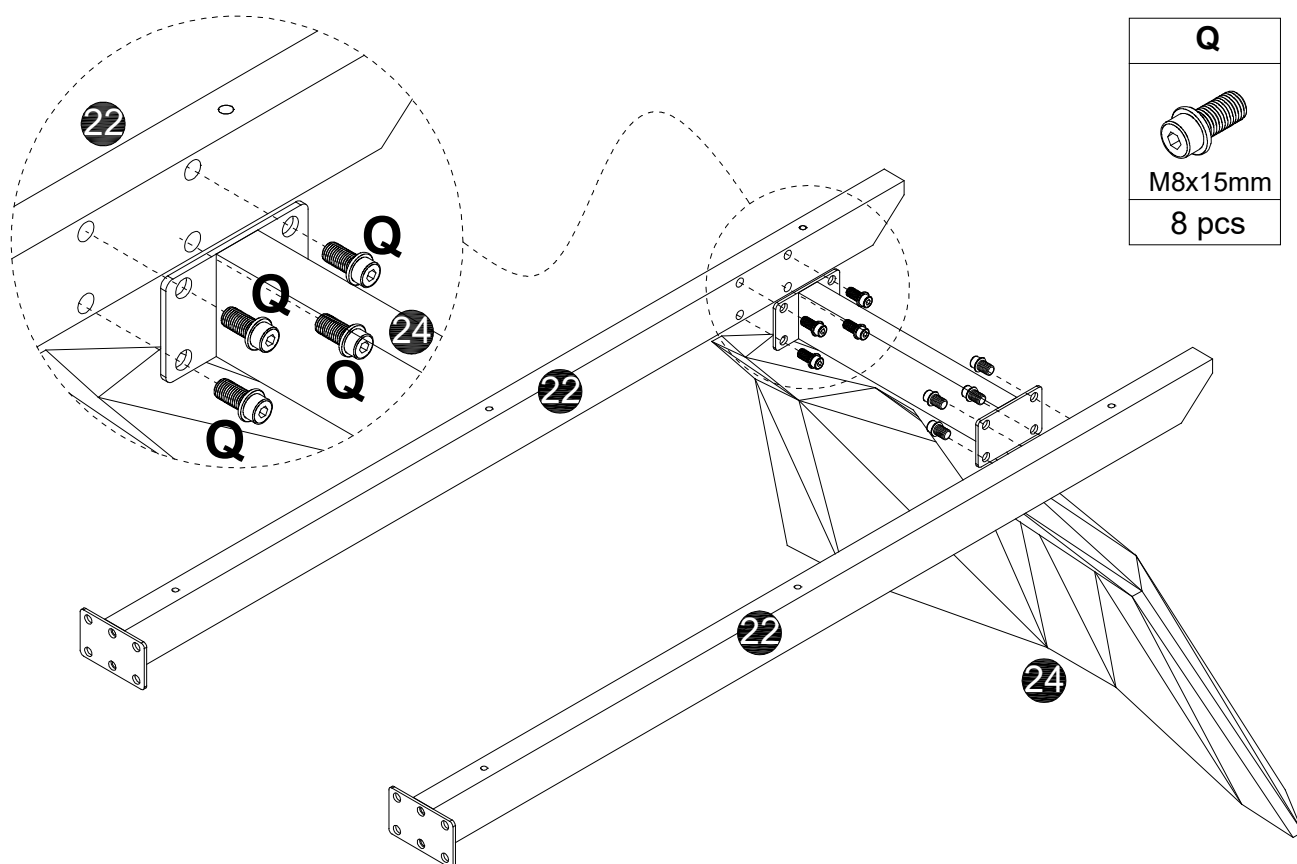
G

M6x25mm
2 pcs



35

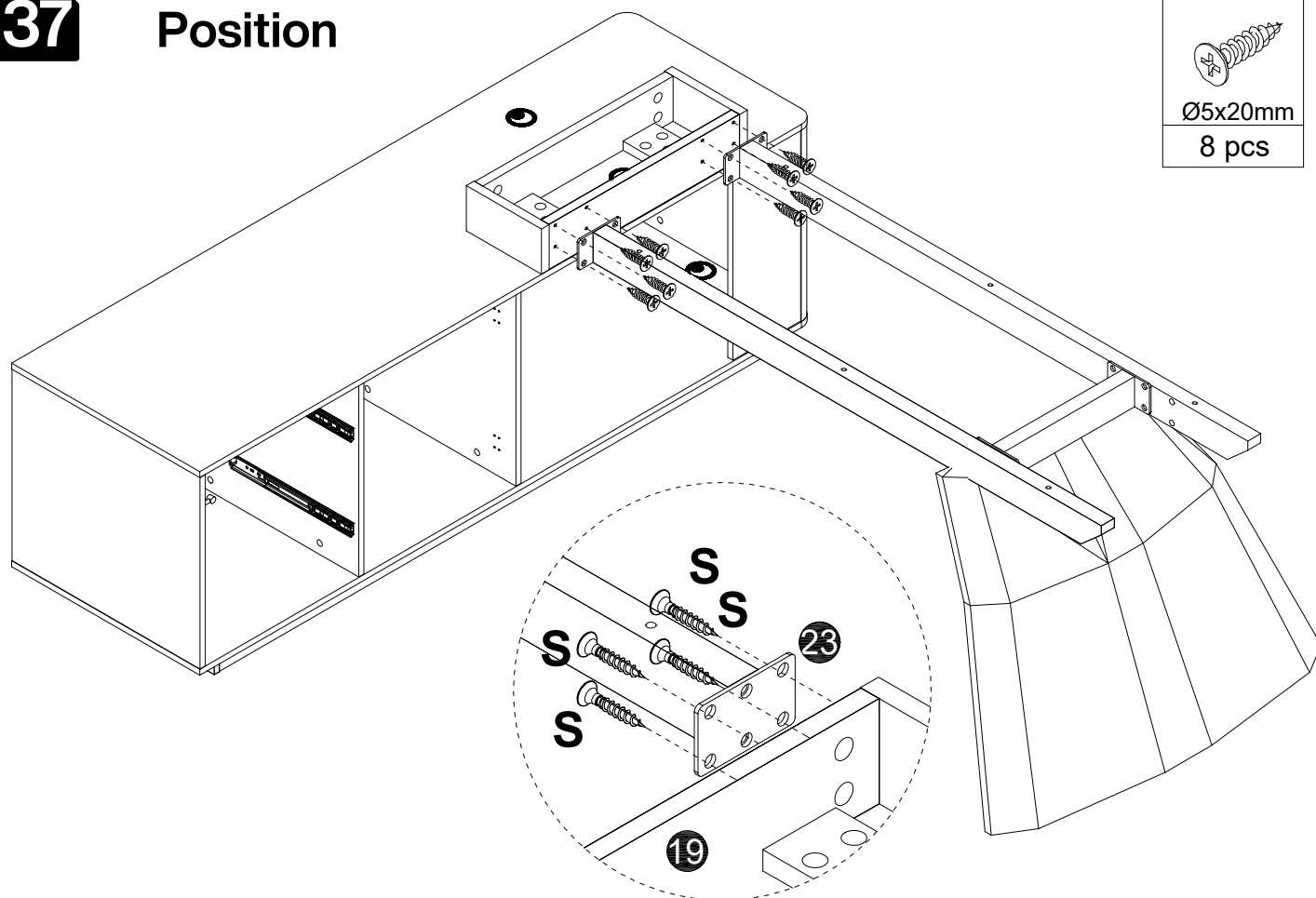


36



37

Right Office Position

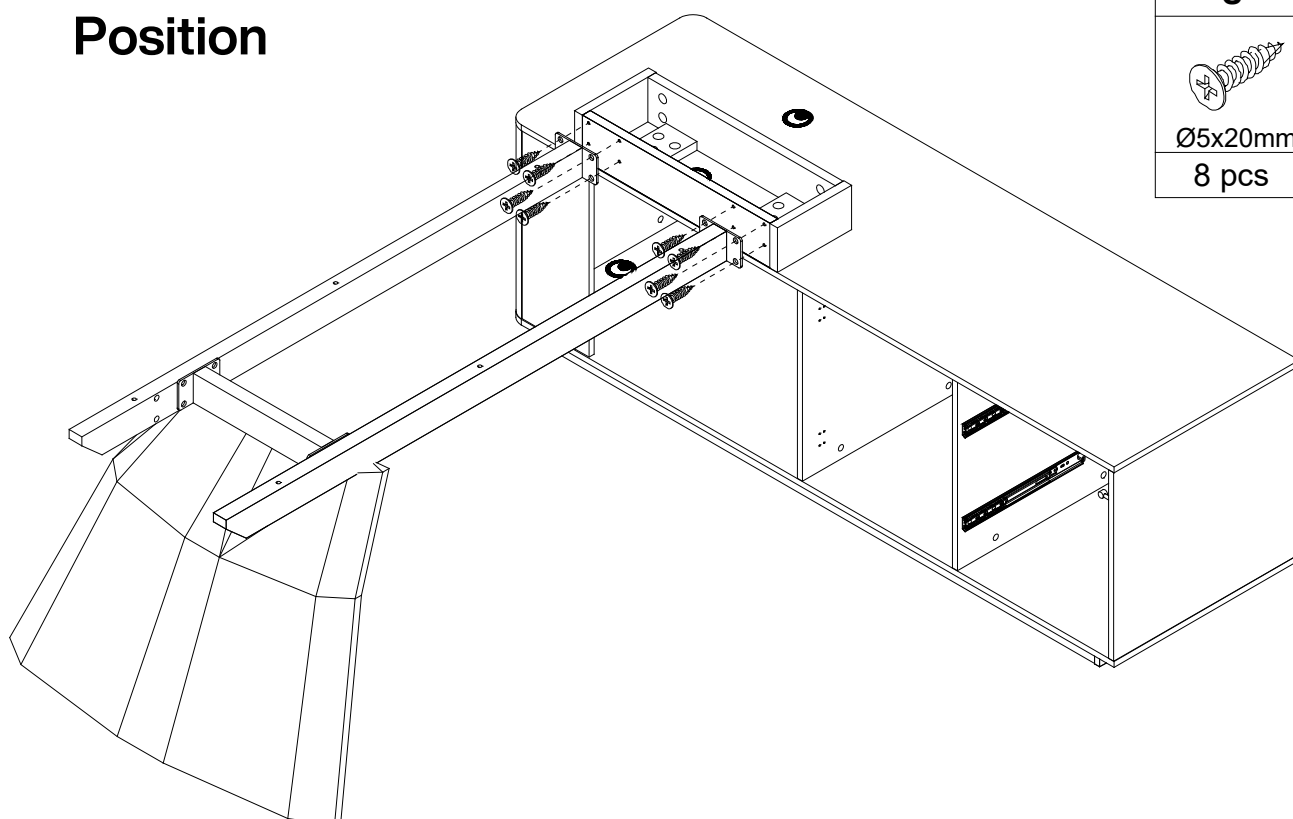


S

Ø5x20mm
8 pcs

38

Left Office Position

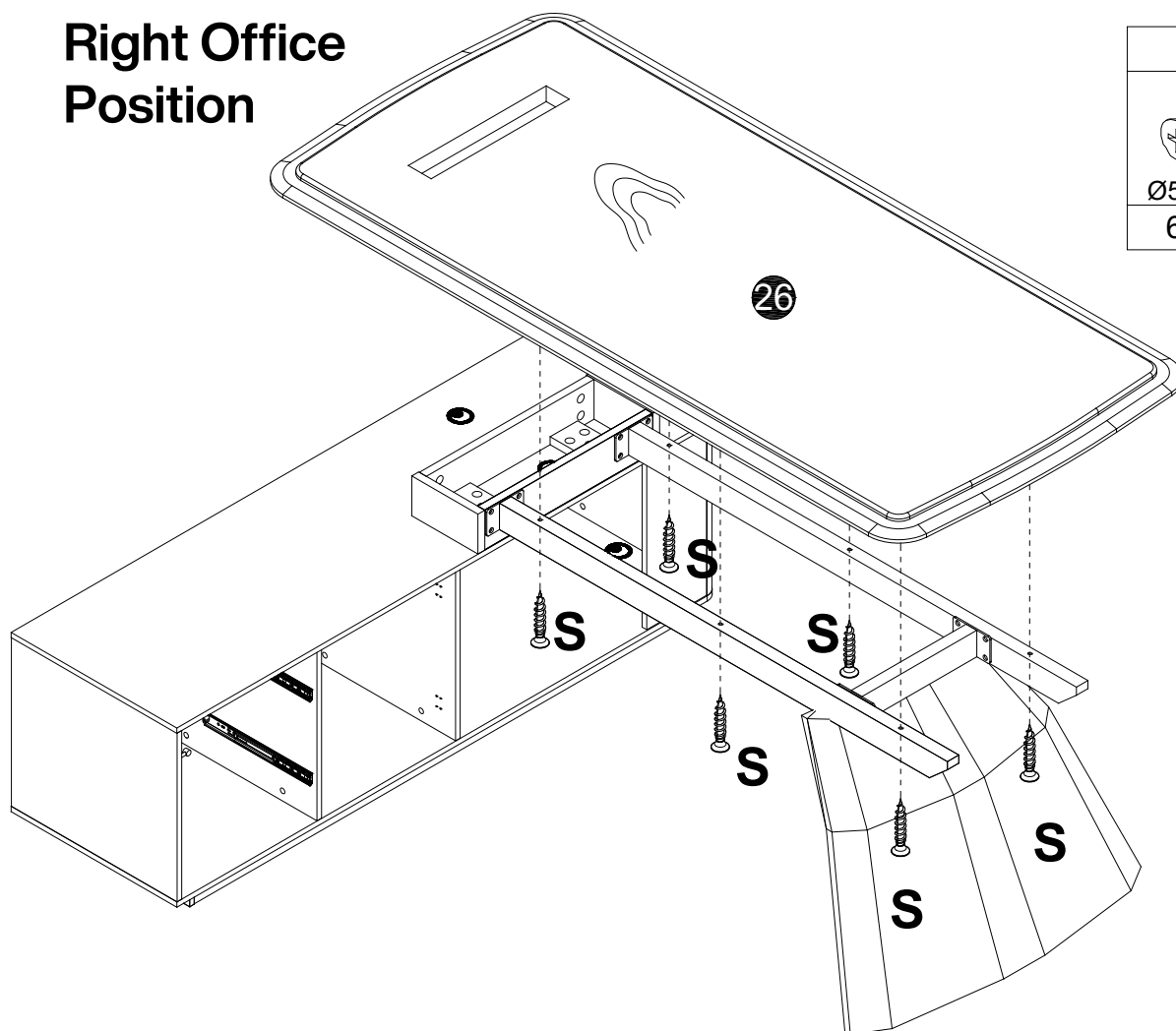


S

Ø5x20mm
8 pcs

39

Right Office Position

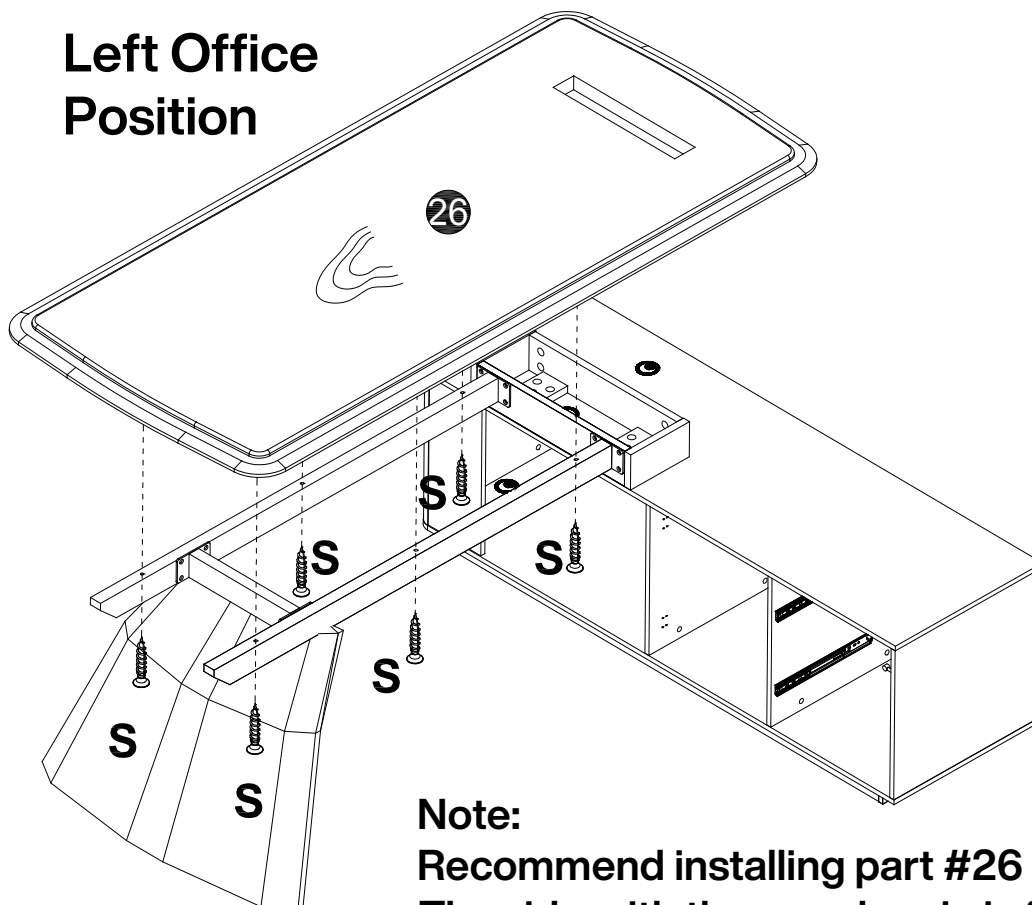


S

Ø5x20mm
6 pcs

40

Left Office Position



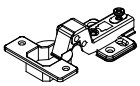
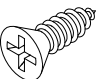
S

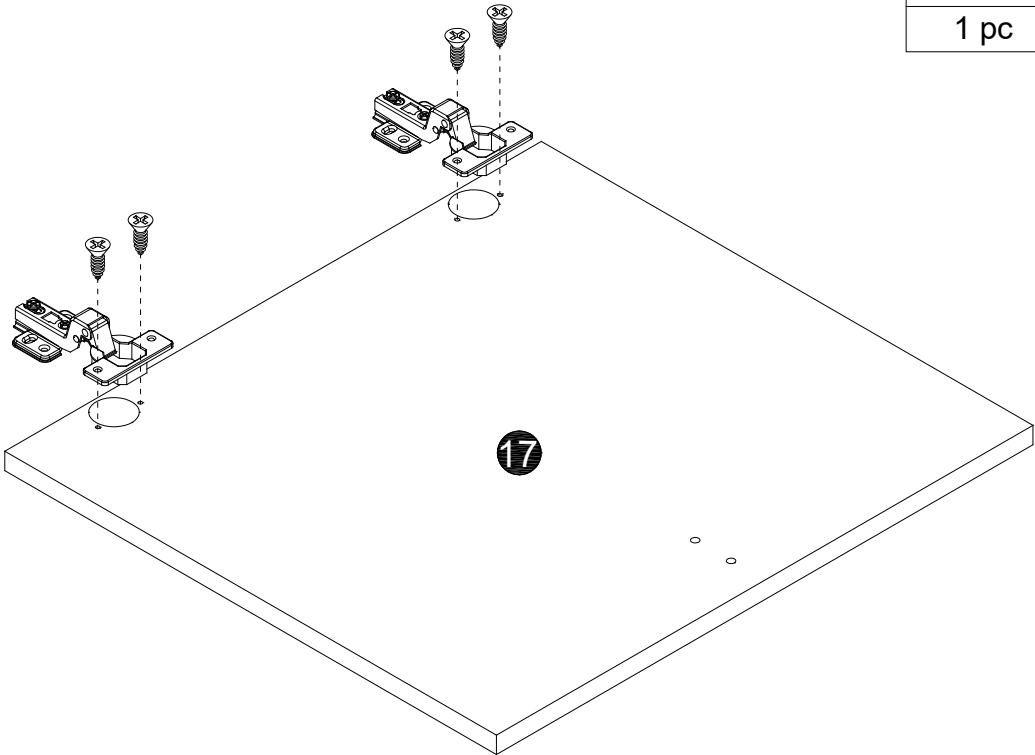
Ø5x20mm
6 pcs

Note:

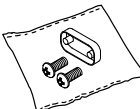
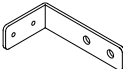
Recommend installing part #26 by two adults.
The side with the wood grain is facing up.

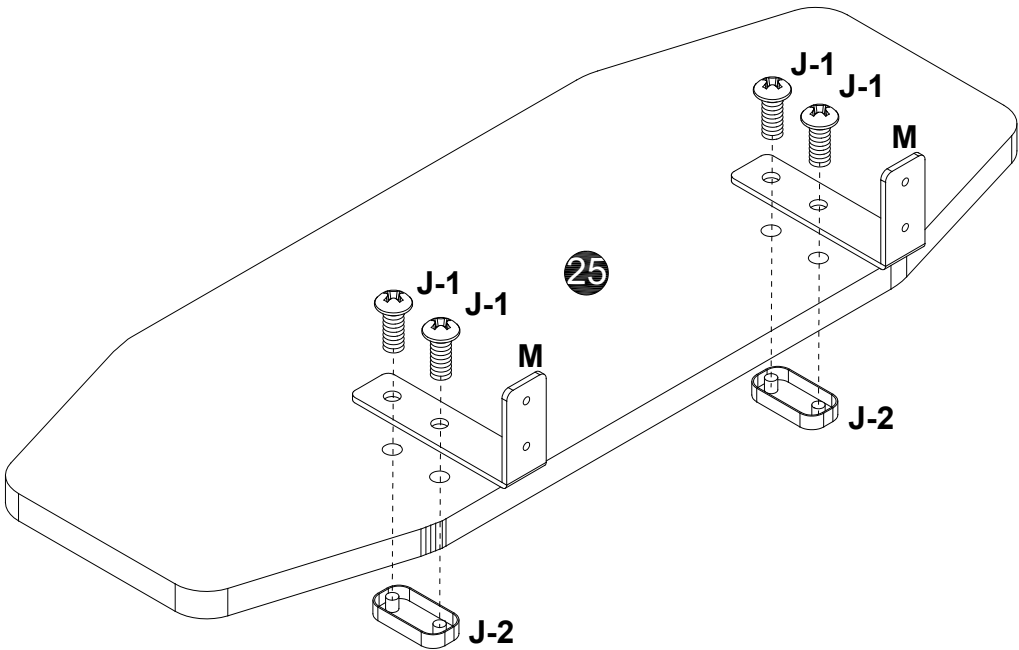
41

F	I
	
Inline	Ø3.5x14mm
1 pc	4 pcs



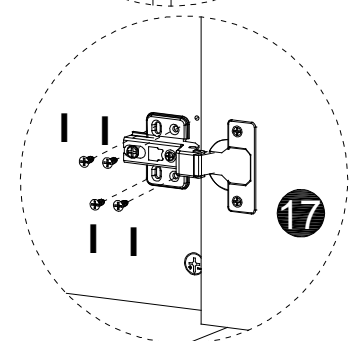
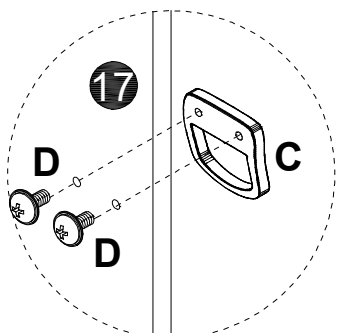
42

J	M
	
2 pcs	130mm
	2 pcs



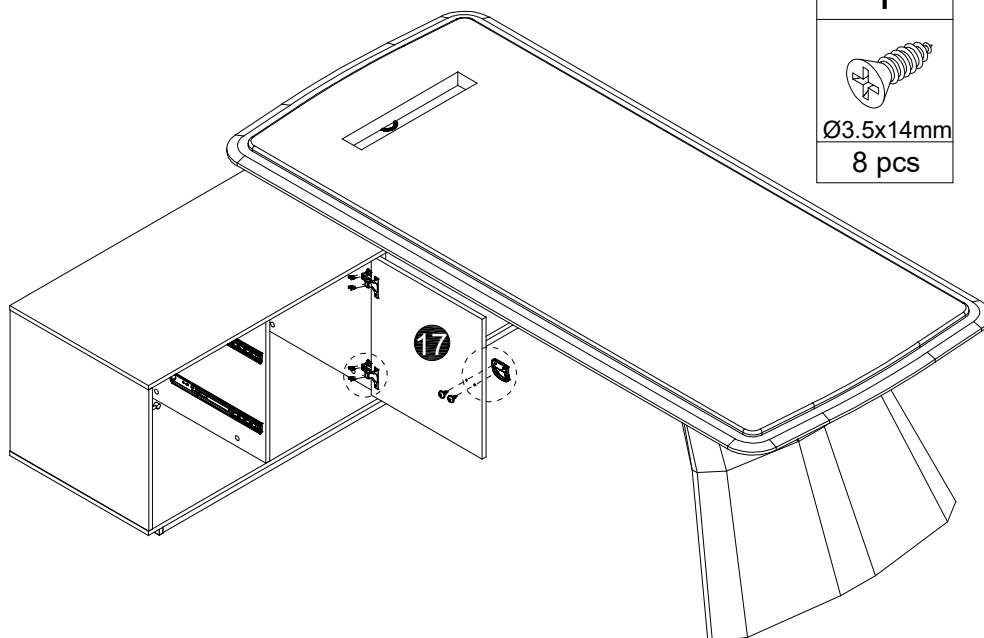
43

Right Office Position



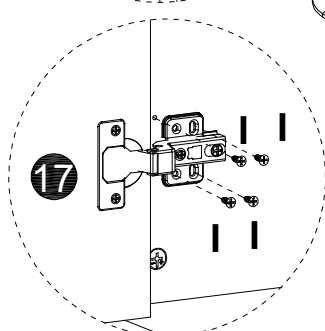
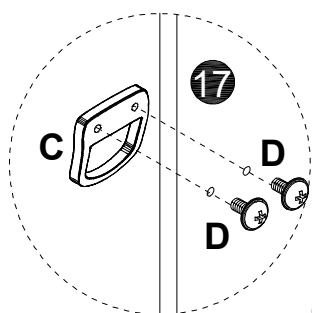
To prevent the door hinge from falling off, please install 4 screws

C	D
M4-32mm	M4x10mm
1 pcs	2 pcs
I	
Ø3.5x14mm	
8 pcs	



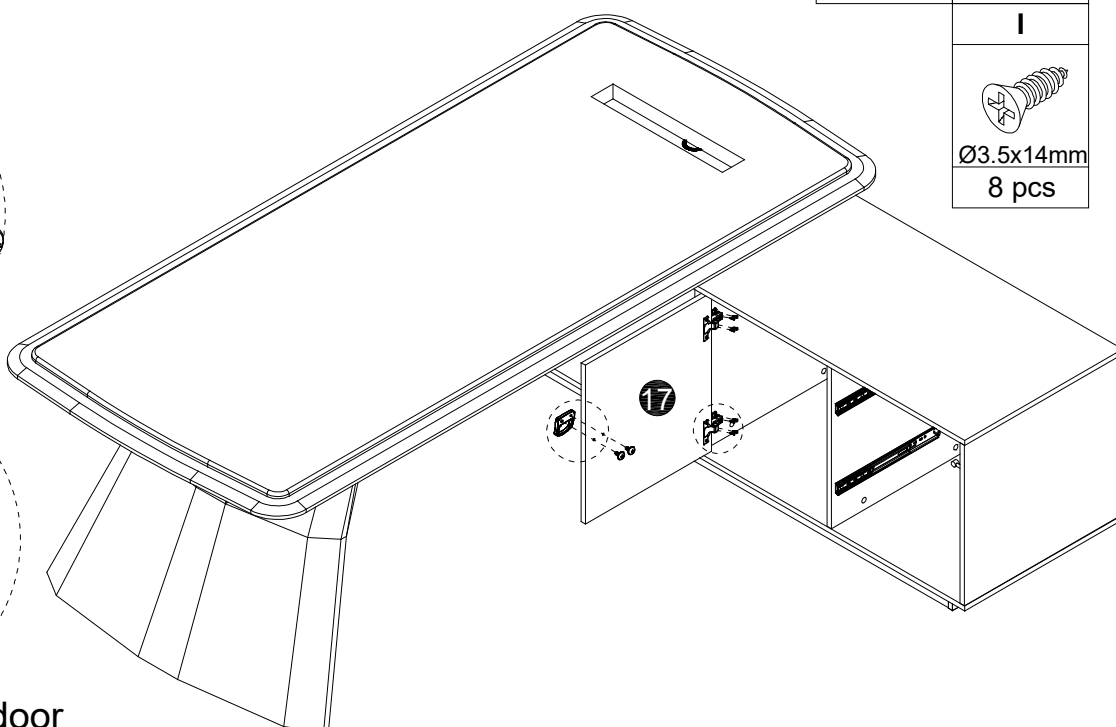
44

Left Office Position



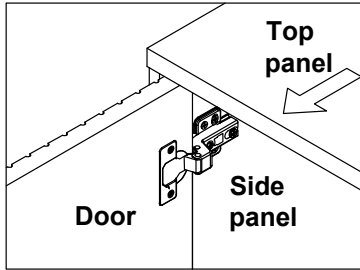
To prevent the door hinge from falling off, please install 4 screws

C	D
M4-32mm	M4x10mm
1 pc	2 pcs
I	
Ø3.5x14mm	
8 pcs	



Step 1

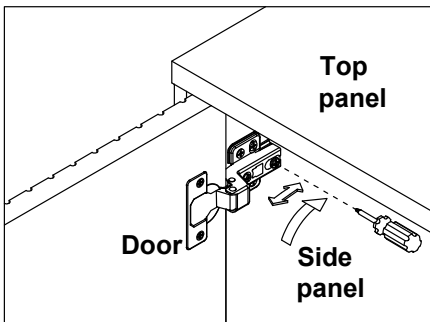
Open the door.



ADJUST YOUR DOORS TO MAKE THE GAPS MORE EVEN (OPTIONAL).

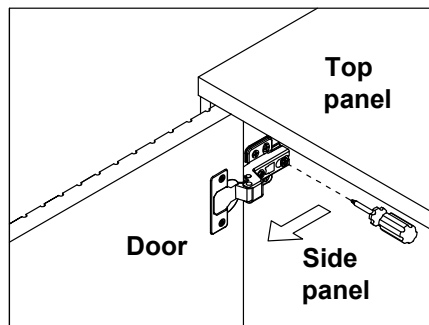
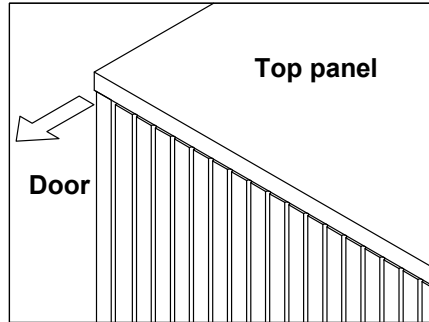
Step 2

Adjust the door panel to be flush with side panel and top panel edge.



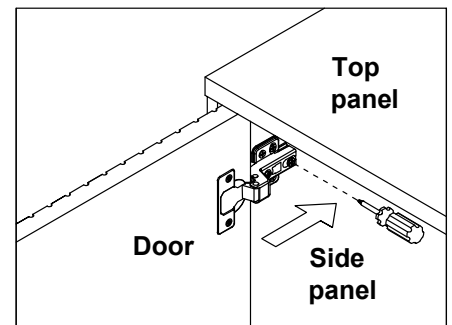
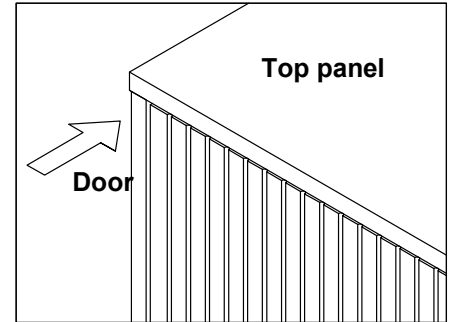
Loosen the screw indicated a little, adjust the hinge to the right position (see step 2a & 2b), then tighten the screw.

Step 2a MOVE DOOR OUT



Pull the hinge forward a little.

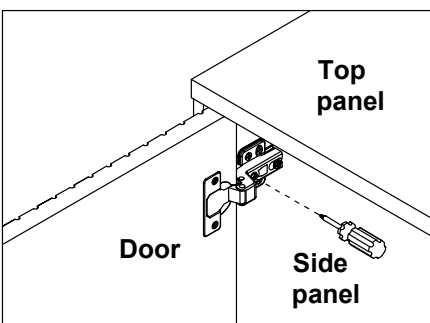
Step 2b MOVE DOOR IN



Push the hinge back a little.

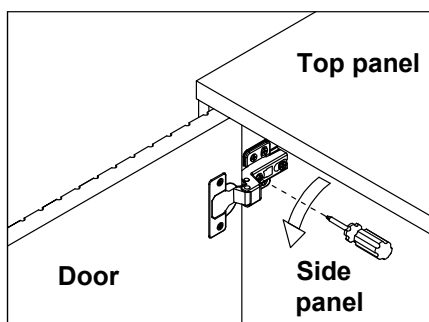
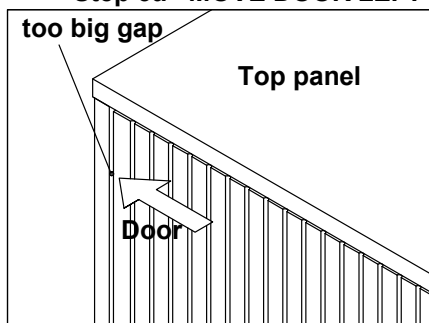
Step 3

Adjust the gap between the door panel and the side panel.



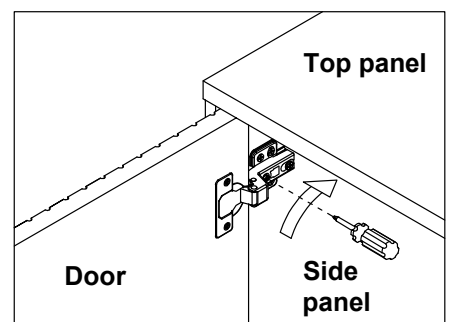
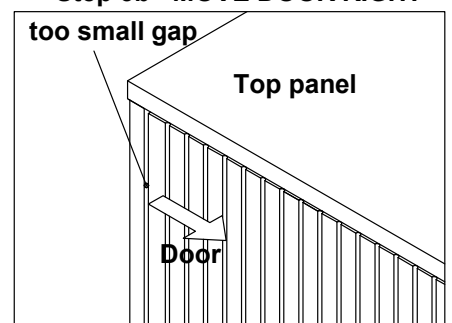
Loosen or tighten the screw indicated a little to adjust the gap between the door panels, adjust the hinge to the right position (see step 3a & 3b).

Step 3a MOVE DOOR LEFT



Turn the screw clockwise a little as shown to make the gap smaller

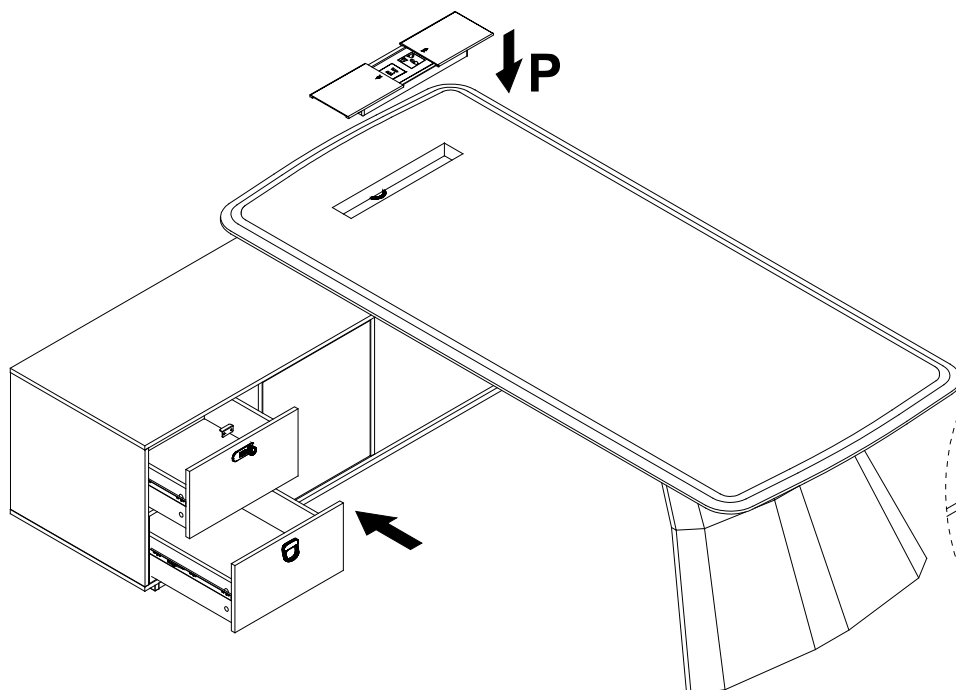
Step 3b MOVE DOOR RIGHT

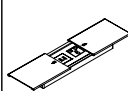


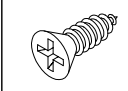
Turn the screw counterclockwise a little as shown to make the gap bigger

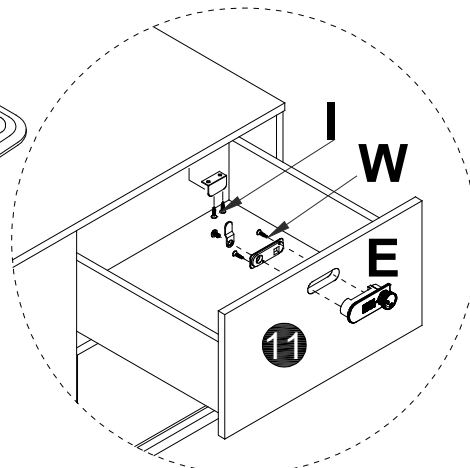
45

Right Office Position



E	P
	
72X32mm	
1 pcs	1 pc

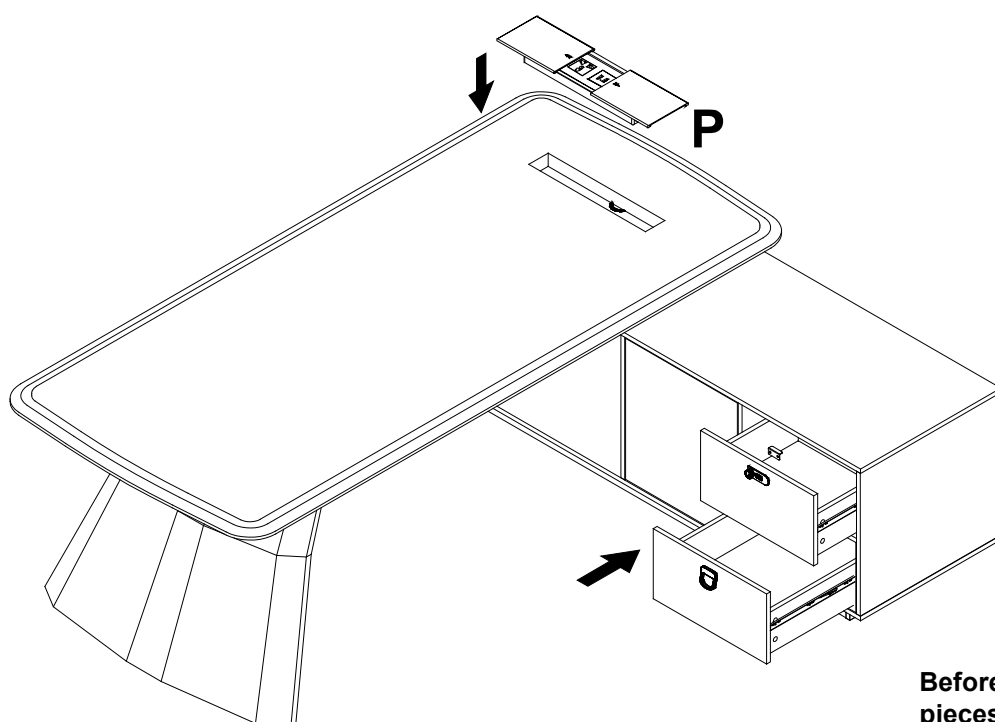
I	W
	
Ø3.5x14mm	Ø3x10mm
2 pcs	2 pcs



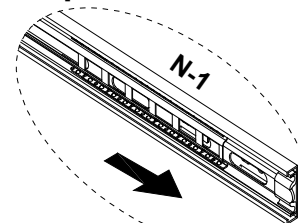
Installation and commissioning of the combination lock is described on page P-.

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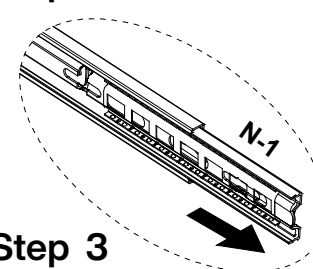
Left Office Position



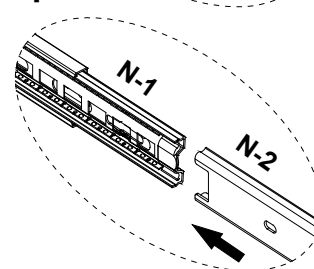
Step 1



Step 2

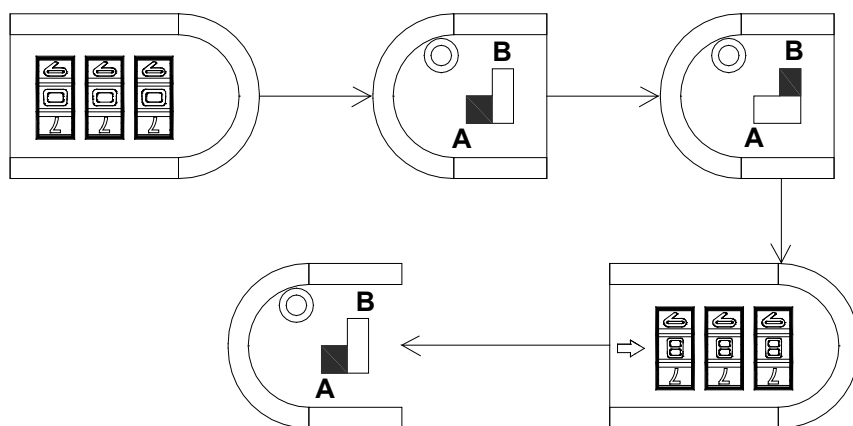
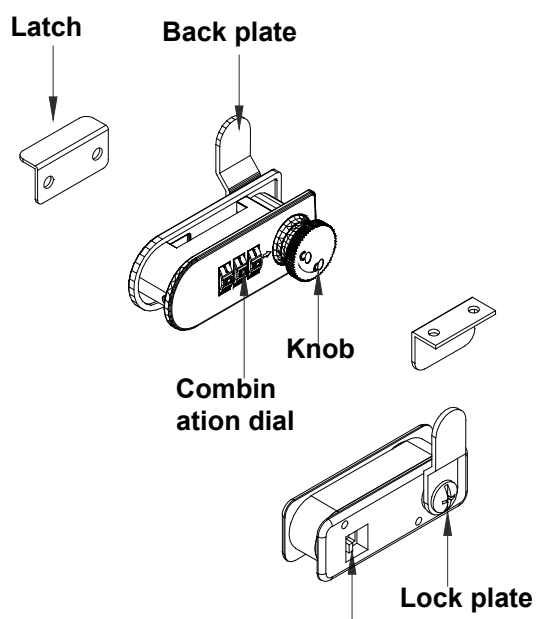
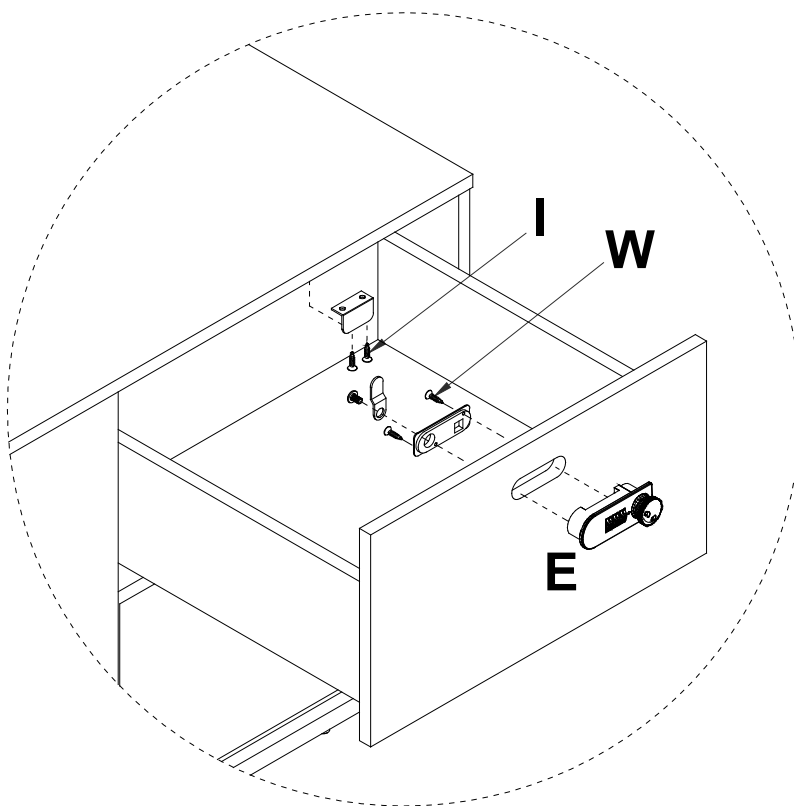


Step 3



Before installation, slide the inner iron pieces of #N-1 to the outermost side. Then align it with #N-2 and gently push it inward to complete the slide installation.

Combination Lock User Manual



Combination Setting

Preset at the factory to 0-0-0

To reset the combination, rstly, set the current correct combination, such as 0-0-0.

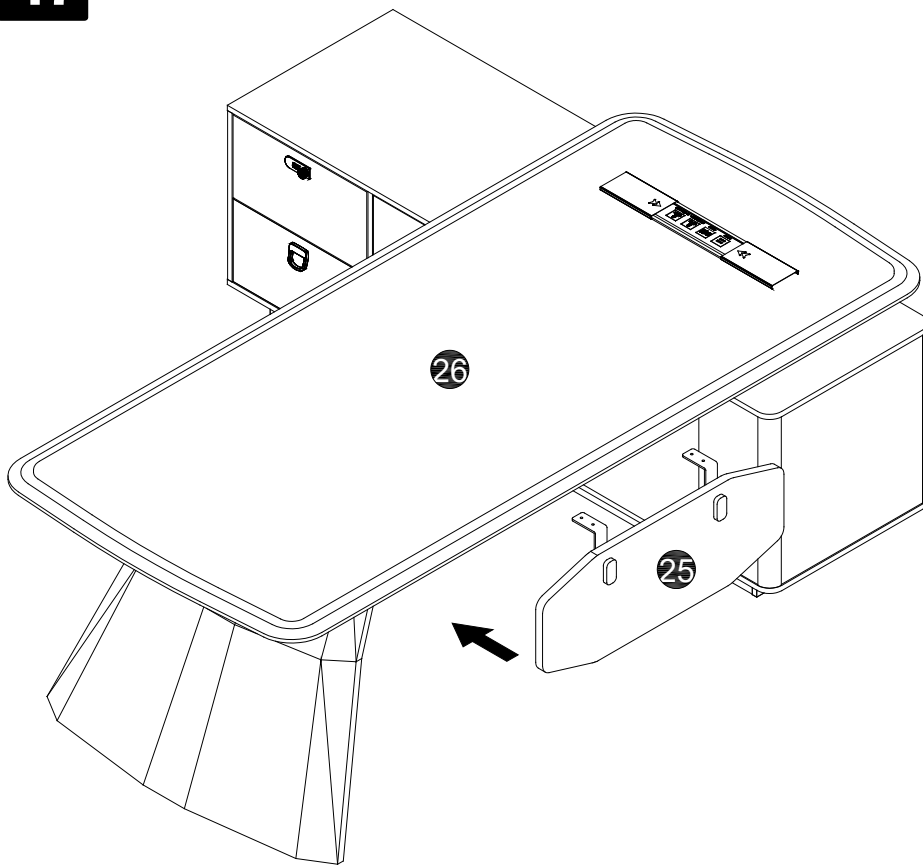
1: Move the reset lever on the back from position A to position B.

2: Set your new combination, such as 8-8-8.

3: After setting the new combination, move the lever back to position A. Done!

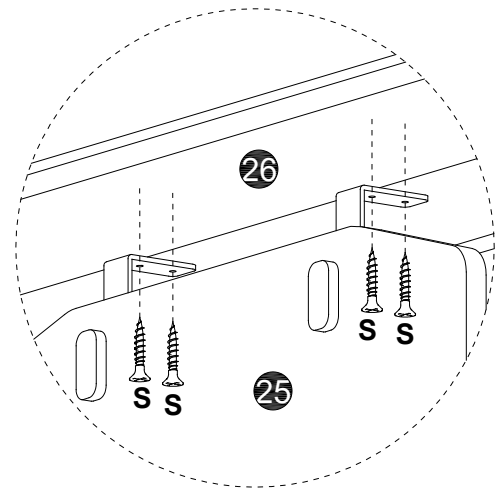
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Right Office Position



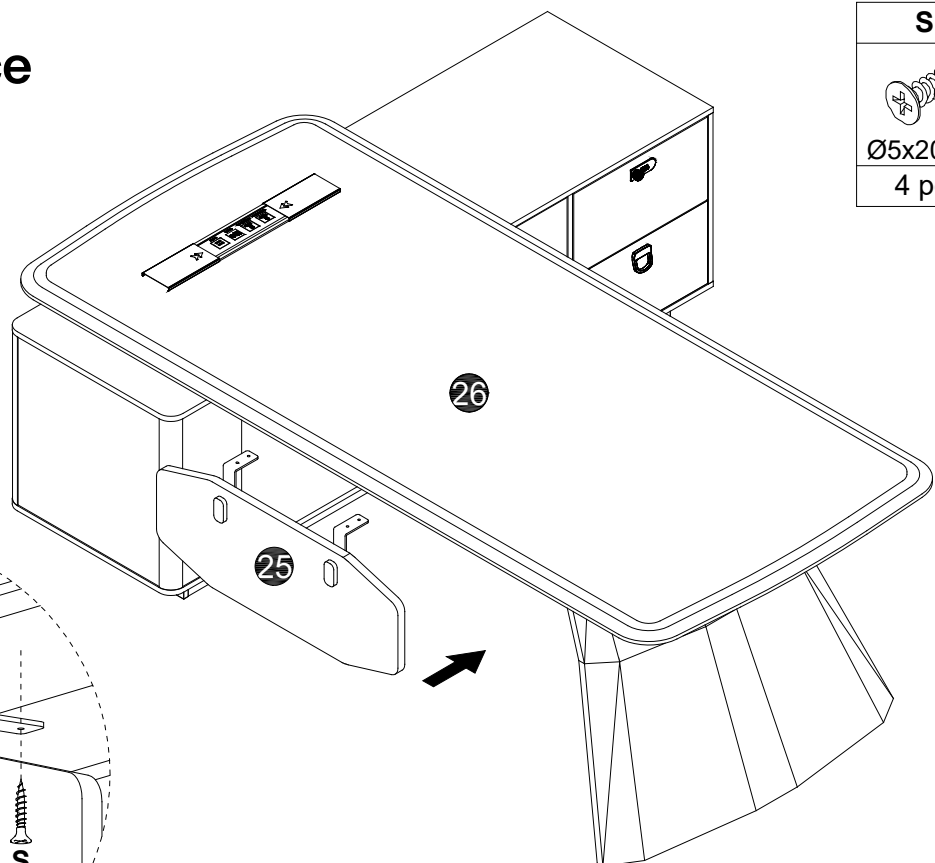
S

Ø5x20mm
4 pcs



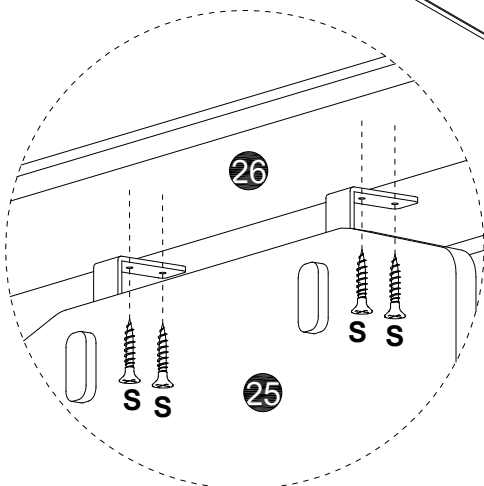
48

Left Office Position



S

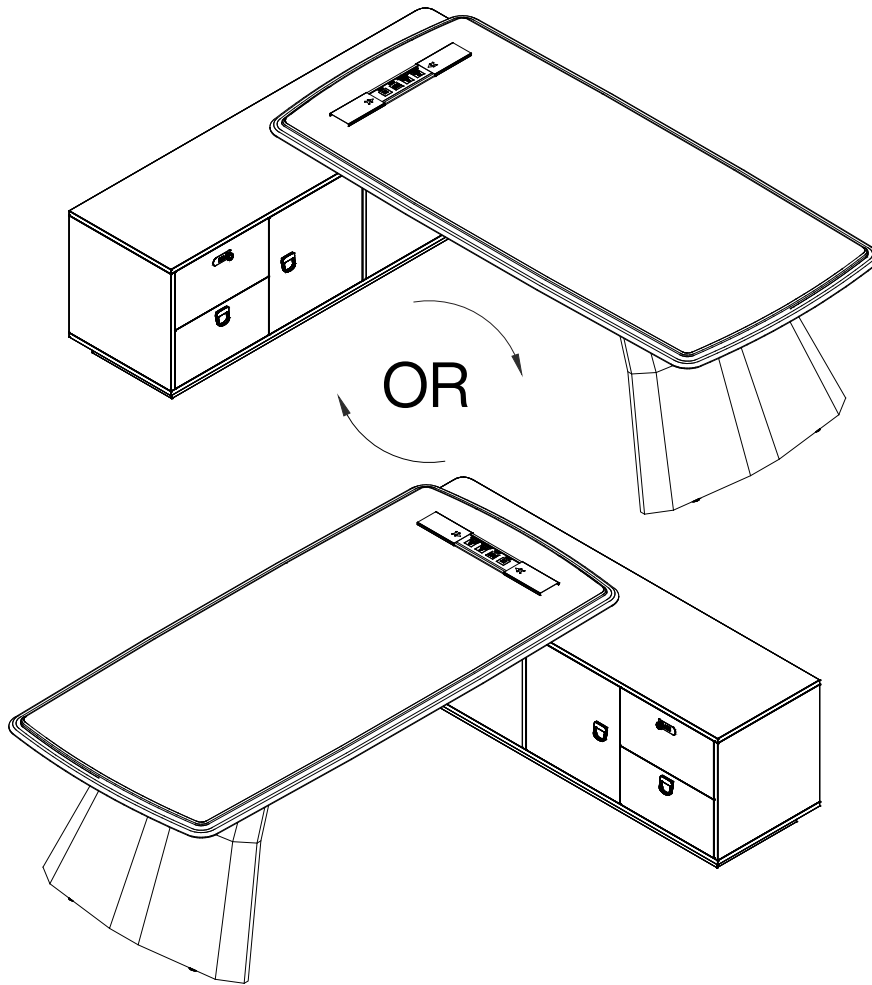
Ø5x20mm
4 pcs





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