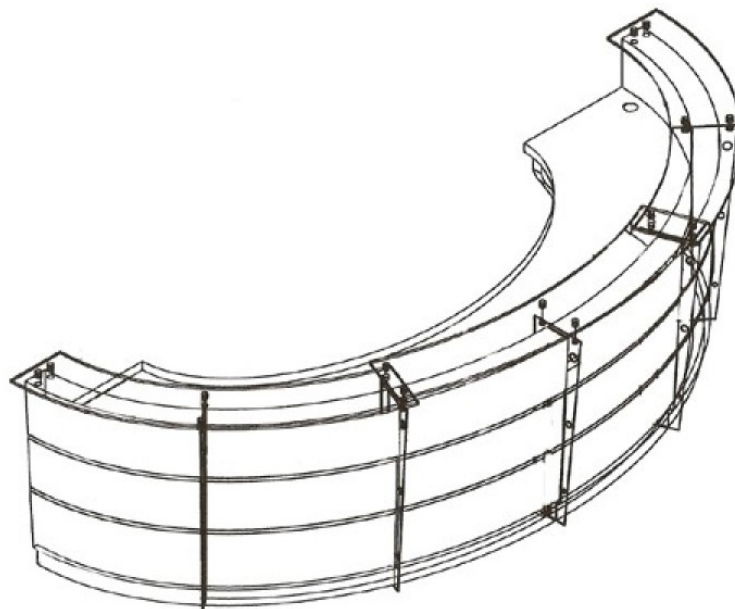




12'W
Curved Glass Top Real
Wood Reception Desk



Assembly Instructions



SAFETY TIPS

**IMPORTANT!
PLEASE READ & FOLLOW INSTRUCTIONS
COMPLETELY FOR PROPER ASSEMBLY**

Before beginning assembly, uncarton each piece and place on a smooth, carpeted surface to prevent scratching. You will want to assemble as close as possible to where the desk will be used since this piece is extremely heavy, large and difficult to move when assembled. Individual components are also very heavy and may require 2-3 people to hold and position components while fastening together for safety. This is a unique hand-made piece of furniture so evidence of handtool and hand workmanship may be found.



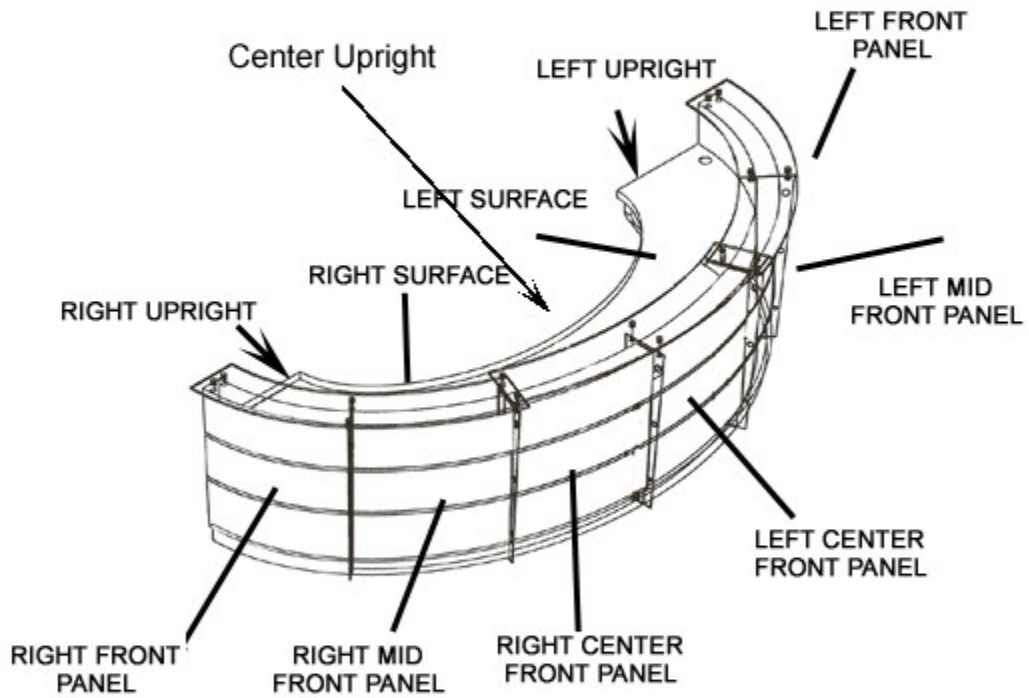
CAUTION

As with all heavy items, please be careful when moving, lifting or carrying the parts of this desk. Pinch points may occur during assembly, so please watch your fingers.



Tools Required:

- Drill with approx. 3/8" - 1/2" bits for boring holes
- Phillips Screwdriver
- Rubber Mallet
- Pliers
- Small Allen Wrench

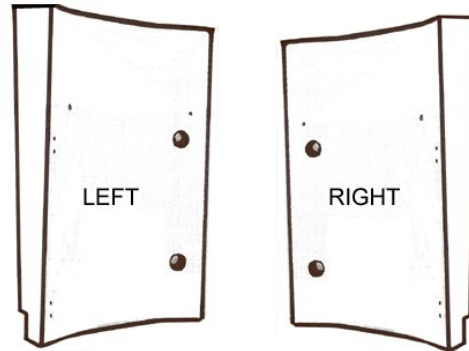


Front Panels are numbered 1-6. Assemble in numerical order.

Step 1

Identify positioning of the 6 front panels.
FRONT PANELS ARE NOT INTERCHANGEABLE.

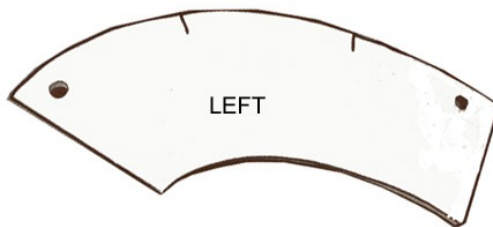
The Left & Right Front Panels are identified by the two large (2-1/4" diameter) holes, versus the four large holes of the other front panels



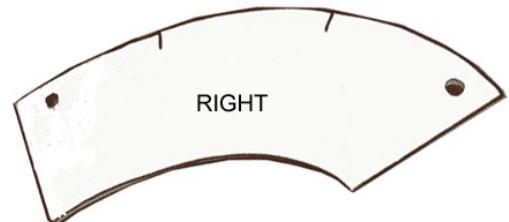
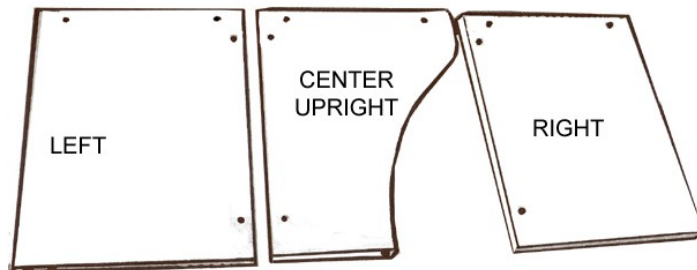
The two Center Front panels are identified by 4 large holes (2-1/2" diameter) and 4 small holes along the edge (2 are for screws, 2 are for dowels)



The Front Mid Panels look just like the Front Center Panels, except they have 4 large holes only.



Identify the Left, Right and Center Uprights.
Identify the Left & Right Surfaces



Step 2

Begin assembly by screwing 4 pins into the threaded inserts in the underside of both Left & Right Desk Surfaces.
DO NOT USE A DRILL FOR THIS. ONLY HAND TIGHTEN TO AVOID STRIPPING INSERTS



Next, gently tap in 4 wood dowels on the underside of the Left & Right Desk Surfaces.

Step 3

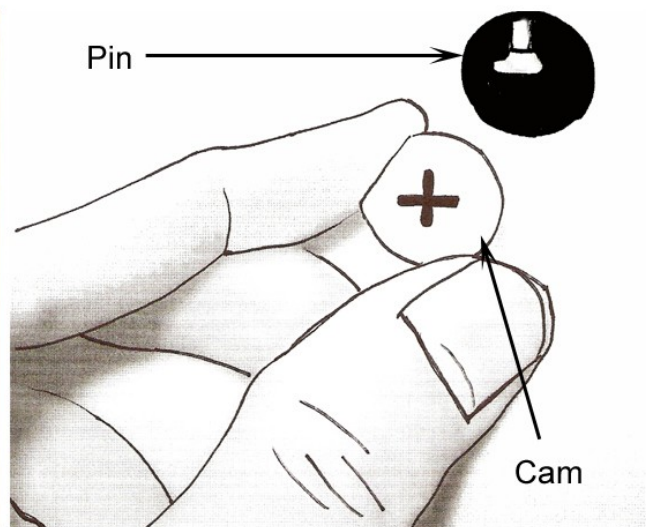
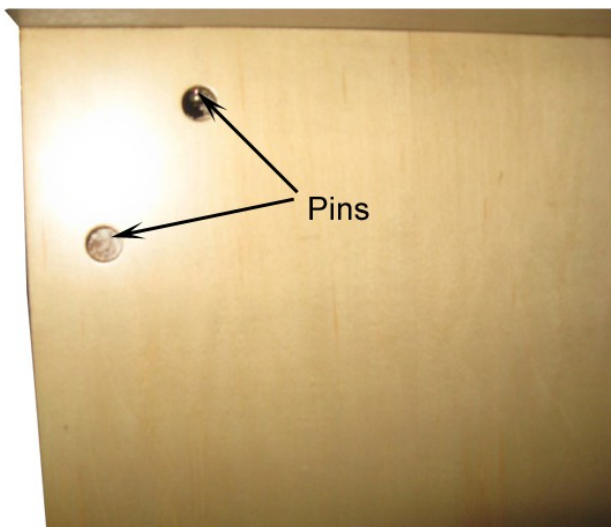
While one person holds the Left Desk Surface at desk height, place the pins from the underside of the Left Desk Surface into the left set of holes in the Center Upright. Then do the same with the Left Upright. DO NOT PLACE THE ROUND CAM LOCKS INTO THE HOLES OF THE LEGS UNTIL AFTER THE PINS HAVE BEEN SEATED. Use a rubber mallet to force the two pieces together.



Close Up

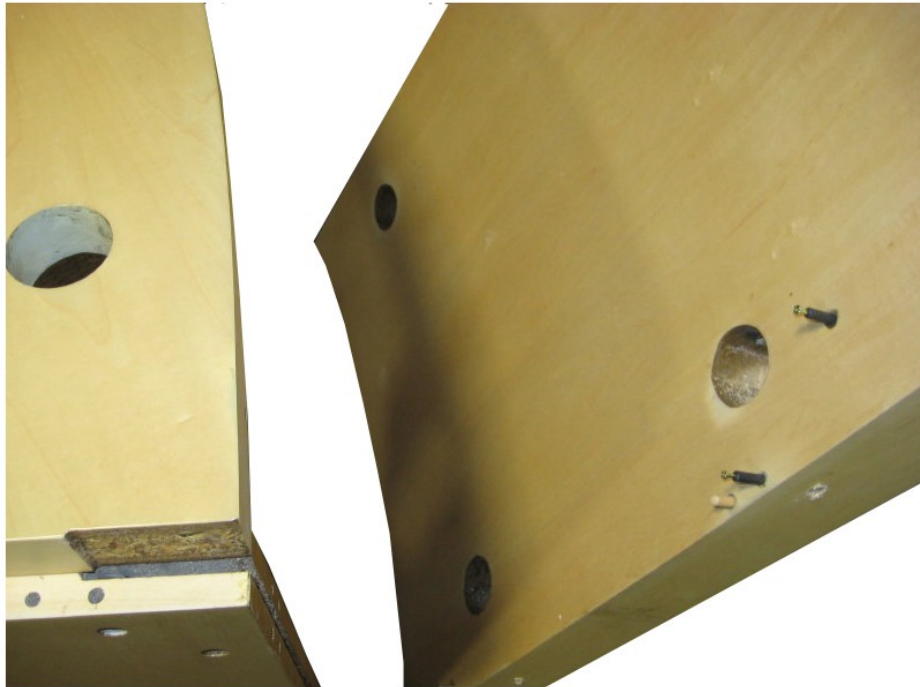


Once the pins are in place, then push the round cam lock into the predrilled hole and give it a half turn to lock the head of the pin. One person should be holding the unit steady as it will not be stable until the Front Panels have been attached. Be sure to keep the Uprights in a vertical position.



Step 4

You will now begin adding Front Panels with the Left Center Front Panel first. Hand tighten 4 pins to the Left Center Front Panel and tap in 4 dowels. Slide the pins into the front edge of the Left Desk Surface and then install the round cam locks as previously done



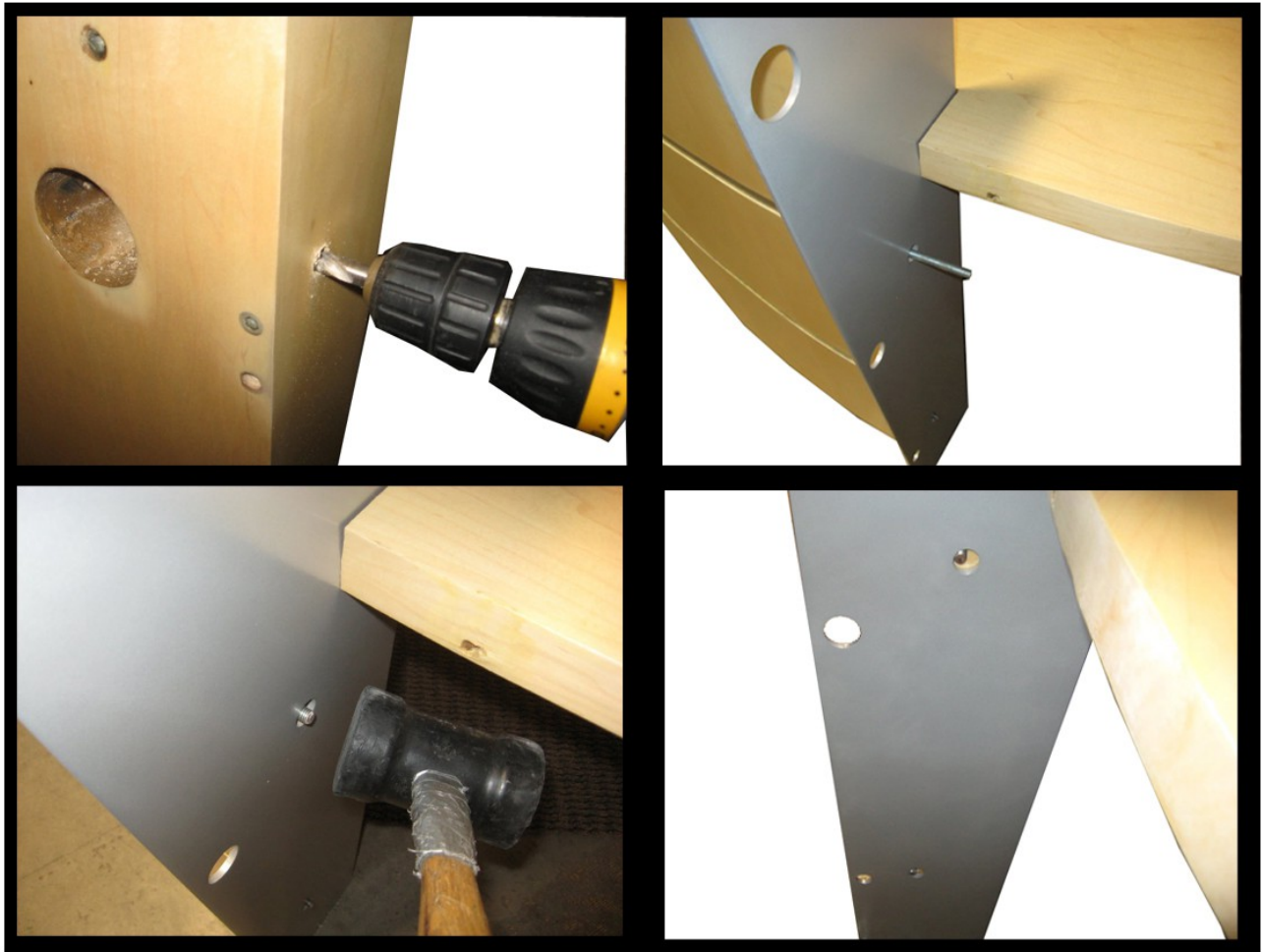
Back View



Front View

Step 5

Place a Metal Divider Plate into the notch next to the Left Center Front Panel and insert two 7" threaded tie rods through the steel plate and then tap all the way into the wood panel. All of your Metal Divider Plates are identical. Leave the tip of the tie rod sticking out about 1/8" from the Metal Divider Plate to help position the plate. It is very helpful to drill out the hole for the threaded insert before this step. Use a 3/8" to 1/2" drill bit to clear any debris or varnish that has collected in the hole. Enlarging this hole will make the next step much easier. This should be done for all of the Front Panels.



Step 6

Now add the Left Mid Front Panel in the same manner as the first Front Panel. To help identify this panel, note that the top view edge of this panel has a 90 degree edge compared to the more curved edges for the other pieces. Once you have pounded this piece into place, slide the threaded tie rod from the Center Front Panel into the Mid Front Panel from underneath the desk. Screw a washer and bolt onto each end of both threaded tie rods. You may need a pliers at this point to grasp the tie rod and slide it to the next panel. You may also need your helper to tap the bottom of the Panel so that it aligns with the adjacent panel and allows the tie rod to slide through.



Step 7

The next step is to attach the Left Front Panel in the same manner as the other Front Panels. You will notice that the pins and dowels will be difficult to insert on this piece. This is due to the curvature of the piece. You may need to push the pins inward with a screwdriver or pliers and gradually work in both sides to get all pins in. As the Front Panel works its way closer to the Desk Surface, you will find that the fit becomes much better and will eventually tighten in nicely. Again, attach the tie rods and cam locks as in the previous steps.



You now have one half of the desk completed!

TIP: You should move this half into its final position in your room now, as the desk will be extremely heavy once the second half is attached.

Step 8

Assemble the right side of the desk by proceeding in the same manner. Have one person hold the Right Desk Surface at desk height level while the other person guides the pins & dowels into the Center Upright. Then attach the Right Upright in the same manner. Lastly, attach the round cams over the pins and tighten. Be sure to keep the Right Upright in a straight vertical position.



Step 9

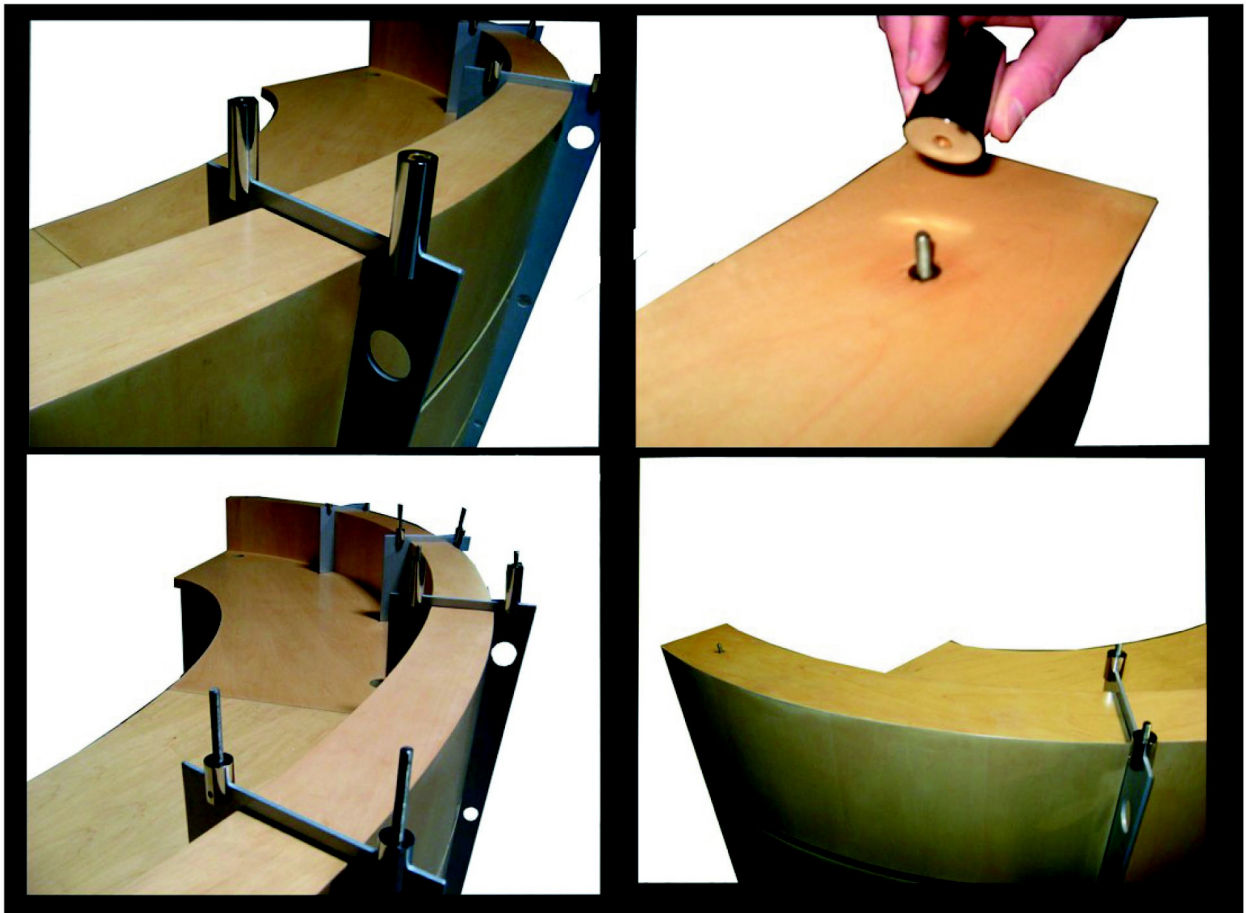
Attach the Right Center Front Panel, Right Mid Front Panel and Right Side Front Panel as on the other side



Glass Counters

Before attaching the Glass Counters position the desk exactly where you will be using it. The Glass Counters are tempered glass so shifting of the desk while moving it could stress the glass, causing it to shatter. Always remove the glass counters first if you ever need to move the desk in the future.

Attach the notch of the tallest threaded chrome cylinder over the Silver Upright. The smallest threaded post screws into both far ends of the counter with the appropriate threaded cylinder. The other 4 Silver Uprights receive the small chrome cylinders. Do not attach the chrome set screws until after the glass has been properly positioned.



Step 11

Now, place the Left & Right glass panels over the threaded tie rods with the frosted side of the glass down. Chrome extenders go over the tie rods for the main counter.



Step 12

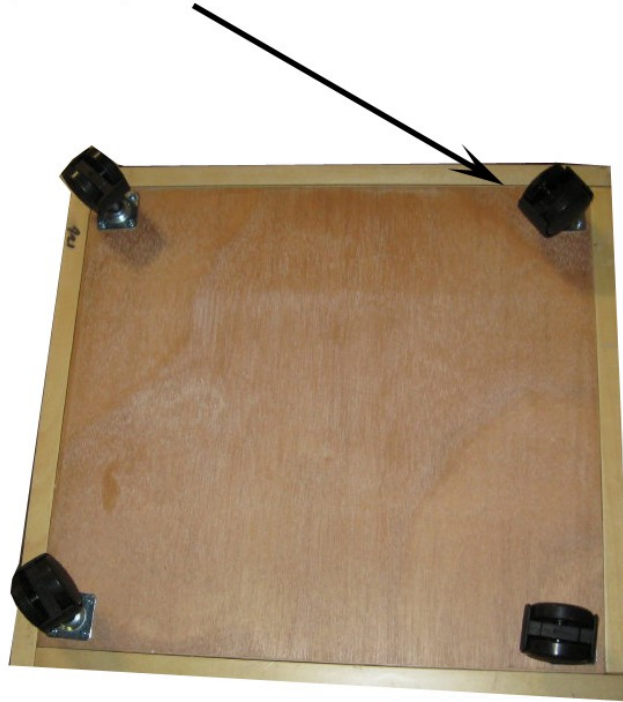
Position the Center Glass Panel over the tie rods. Then add the chrome caps to the top of each tie rod. Now that all glass surfaces are properly positioned, screw the set screws into the sides of the chrome cylinders.



Step 13

Drawer Pedestals

Turn both file units upside down and attach 4 casters to each with the screws provided. Position casters slightly inside of the side upright panels so that the screw will not split the panel apart.



Step 14

Attach the drawer handles with the screw provided for each. Additional shorter screws are included in case the handle is a little loose from the length of the pre-packaged screws with the handle.