

ASSEMBLY INSTRUCTIONS

Description: Peoria Writing Desk

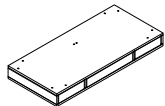
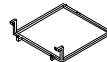
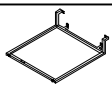


Important safety instructions:

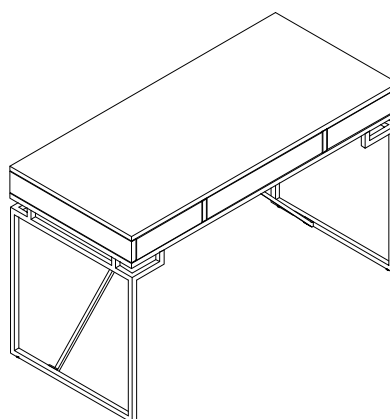
- Please carefully read all instructions before assembling.
- For your safety and ease, assembly by two or more adults is recommended.
- Keep instructions for future use.





Pre-assembly:

- Do not discard any contents until after assembly is complete to avoid accidentally discarding small parts or hardware.
- Remove all parts and hardware from box along with any plastic protective packaging.

Parts List



Item	Description		QTY
P1	Desk Top		1
P2	Left Leg	 (P2)	1
P3	Right Leg	 (P3)	1
P4	Left Stretcher	 (P4)	1
P5	Right Stretcher	 (P5)	1

**Hardware List**

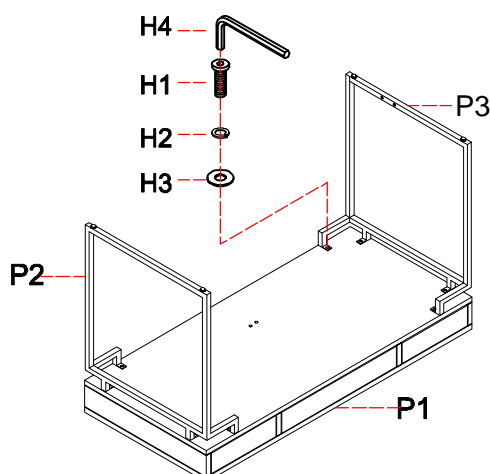
Item	Description		QTY
H1	Bolts Ø1/4"×5/8"L		14
H2	Lock Washers 1/4"		14
H3	Flat Washers 1/4"		14
H4	Allen Wrench 1/4"		1

Assembly Procedures:





Step 1. Assemble the desk on a flat, soft surface such as a carpet or cloth to prevent scratching the finish. Loosely attach the left and right leg (P2 & P3) to the bottom of desk top (P1) as shown below.

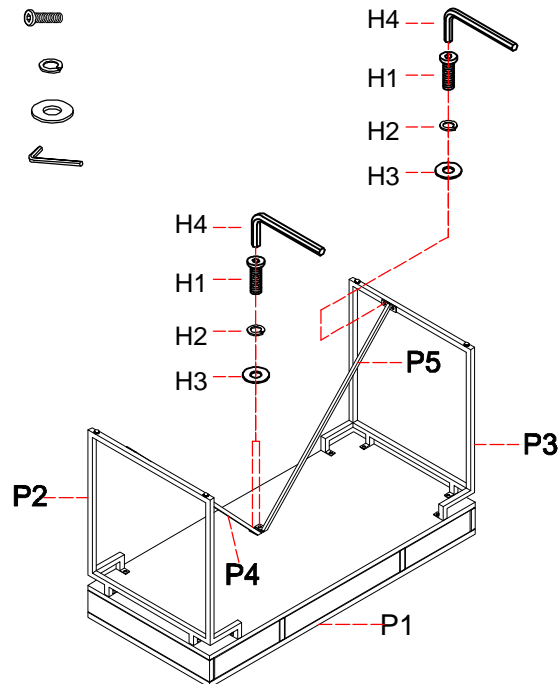
- (H1)x8 Bolts Ø1/4"×5/8"L 
- (H2)x8 Lock Washers 1/4" 
- (H3)x8 Flat Washers 1/4" 
- (H4)x1 Allen Wrench 1/4" 

Note: Please know there are labels with parts number for legs and stretchers.



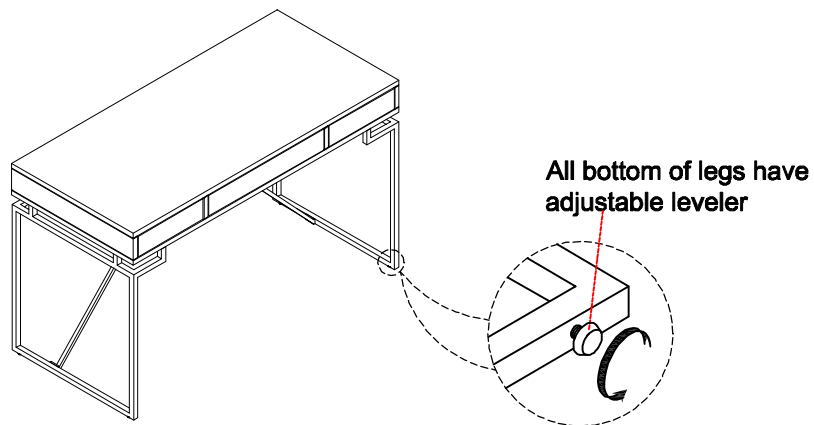
Step 2. Loosely attach the left and right stretcher (P4 & P5) to the assembled legs (P2 & P3) and bottom of desk (P1) as shown below.

- (H1)x6 Bolt $\varnothing 1/4" \times 5/8"$ L 
- (H2)x6 Lock Washer $1/4"$ 
- (H3)x6 Flat Washer $1/4"$ 
- (H4)x1 Allen Wrench $1/4"$ 



Step 3.

- 1) Securely tighten all bolts. Turn the assembled desk to an upright position.
- 2) To level desk. If there is a gap between a leg and the floor, please adjust the adjustable leveler up or down under each leg.
- 3) Assembly is complete. **Failure to follow these instructions may cause the bolts to misalign during assembly.**



ADDITIONAL NOTE ABOUT SAFETY: BOLTS MAY LOOSEN DURING NORMAL EVERYDAY USE. THEY SHOULD BE PERIODICALLY INSPECTED AND RE-TIGHTENED TO PREVENT DAMAGE OR INJURY. ALWAYS CHECK TO BE SURE THAT ALL HARDWARE IS KEPT TIGHTENED.

Thank you for your purchase