



## Assembly Instructions

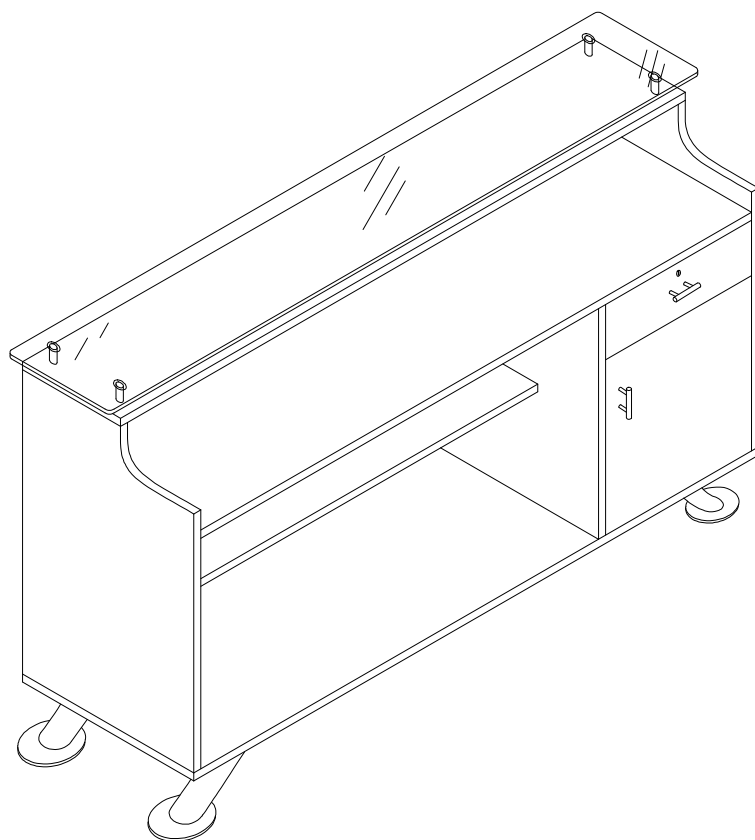


Tavola  
Reception Desk









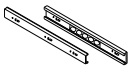








Model # 2015

## 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.

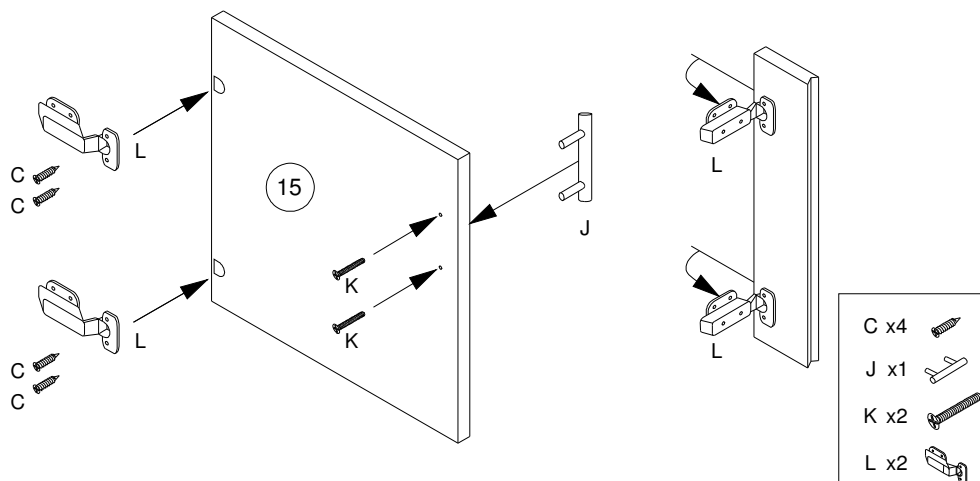
## Pre-Assembly

- 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 any packaging or contents of the shipping carton until assembly is complete.
- Use the parts and hardware list on the right to identify and separate all 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.

Care Instructions		PARTS LIST*			
<ul style="list-style-type: none"> <li>- Dust often using a clean, soft, dry and lint-free cloth.</li> <li>- Blot spills immediantly and wipe with a clean, damp cloth.</li> <li>- We do not recommend the use of chemical cleansers, abrasives, or furniture polish on our lacquered finish.</li> <li>- Hardware may loosen overtime. Periodically check to make sure all connections are tight. Re-tighten if necessary.</li> </ul>		Part	Qty.	Description	Sketch
		A	40	Large cam lock set	
		B	26	Wood dowel**	
		C	50	Small wood screw	
		D	4	Small cam lock set	
		E	4	Large wood screw	
		F	1	Drawer lock	
		G	1	Drawer lock catch	
		H	4	Medium wood screw	
		I	2	Drawer glide set	
		J	2	Drawer handle	
		K	4	Handle screw	
		L	2	Hinge	
		M	6	Steel support tube	
		N	6	Glass top screw	
		O	4	Foot	
		P	2	Support leg (5' model ONLY)	
		Q	40	Cam lock cover	
Components (Label - Description)		Phillips-head screwdriver required (not included)			
<div> <div>1 - Back panel</div> <div>2 - Left side panel</div> <div>3 - Right side panel</div> <div>4 - Top panel</div> <div>5 - Desk top panel</div> <div>6 - Inner shelf</div> <div>7 - Desk bottom panel</div> <div>8 - Interior divider</div> </div> <div> <div>9 - Drawer support</div> <div>10 - Drawer bottom</div> <div>11 - Drawer left side</div> <div>12 - Drawer right side</div> <div>13 - Drawer rear panel</div> <div>14 - Drawer front panel</div> <div>15 - Cabinet door</div> <div>16 - Glass top</div> </div>		<div> <div>Using a cam lock</div> <div> <div>Screw the cam lock screw into the first panel.</div> <div>Slide second panel over cam lock screw.</div> <div>Slide cam lock over head of screw, then turn to tighten.</div> </div> </div>			
<p>*Check inside all boxes, cabinets, and drawers for boxes and bags of parts before beginning assembly.</p> <p>**Dowels may already be inserted in the various wood panels.</p>					

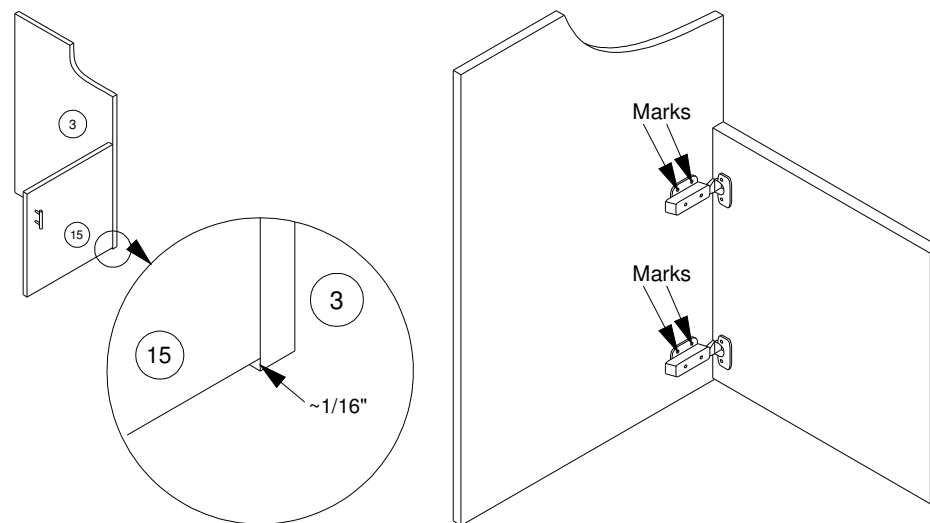
## 1.1 - Mounting hinges (1 of 3)

- 1) Fit the "bowl" of the hinges inside the notches cut into the door, then affix to the cabinet door (15) with 2 small screws (C) each.
- 2) Secure the door handle to the cabinet door (15) with 2 handle screws (K).
- 3) Fold the hinges all the way in, to 90-degree angle, as if the door were closed.



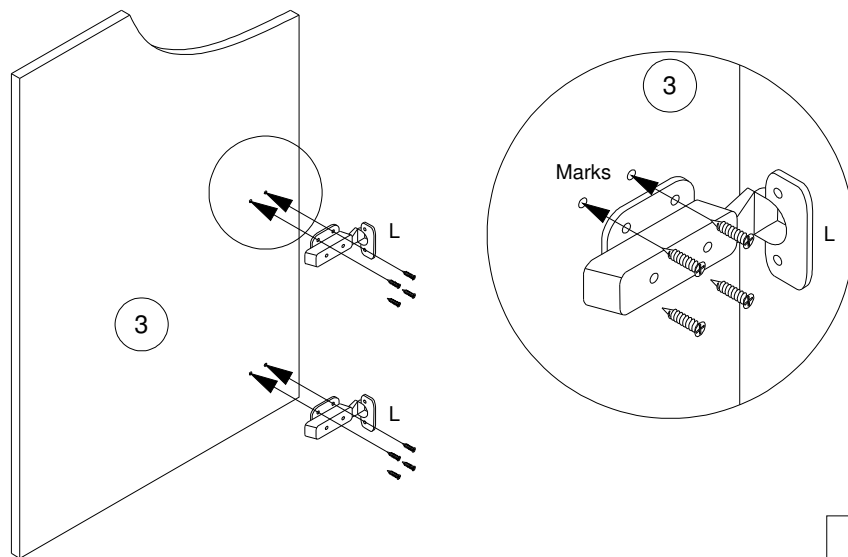
## 1.2 - Mounting hinges (2 of 3)

- 1) Hold the door (15) perpendicular to the right side panel such that the door front (15) is flush with the front edge of the right side panel (3).
- 2) Bottom edge of door should be approx. 1/16" above bottom edge of side panel (see magnification).
- 3) Using a pencil or a screw, create a mark in the two upper holes of both hinges on the right side panel (3).

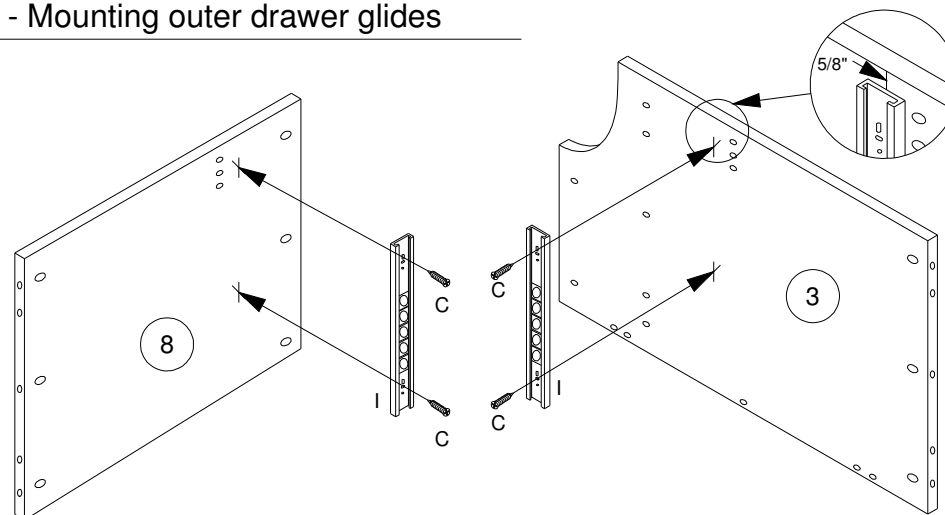


## 1.3 - Mounting hinges (3 of 3)

- 1) Remove the hinges (L) from the cabinet door (15). The door will be reattached after final assembly.
- 2) Align the top holes of the hinges (L) with the marks on the right side panel (3) from step 1.2.
- 3) Maintaining alignments with the marks, screw the hinges into the right side panel (3) using 8 screws (C).



## 2 - Mounting outer drawer glides



- 1) Place outer drawer glides over small pilot hole guides. Set drawer glides (I) in 5/8" from the front edges of the interior divider (8) and the right side panel (3).

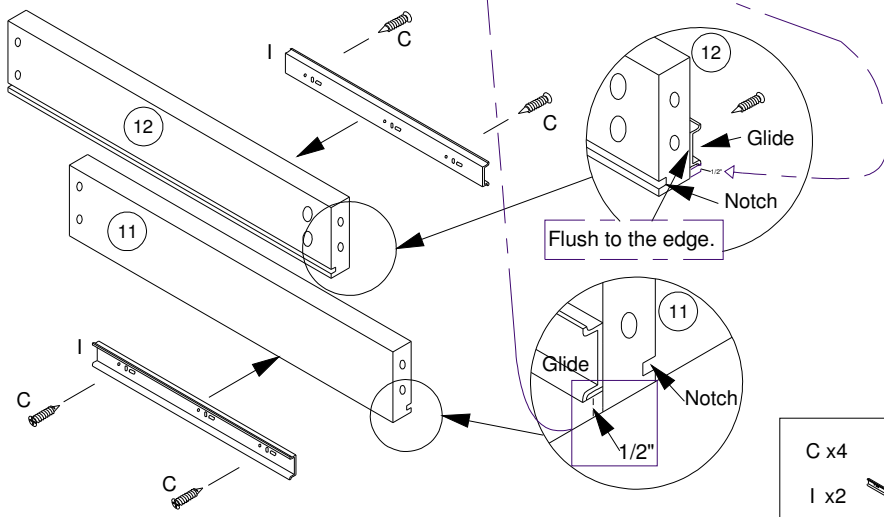
- 2) Secure each drawer glide with 2 screws (C).

\*Note: The drawer glides with the rolling silver plate are the outer glides.

C x4  
I x2

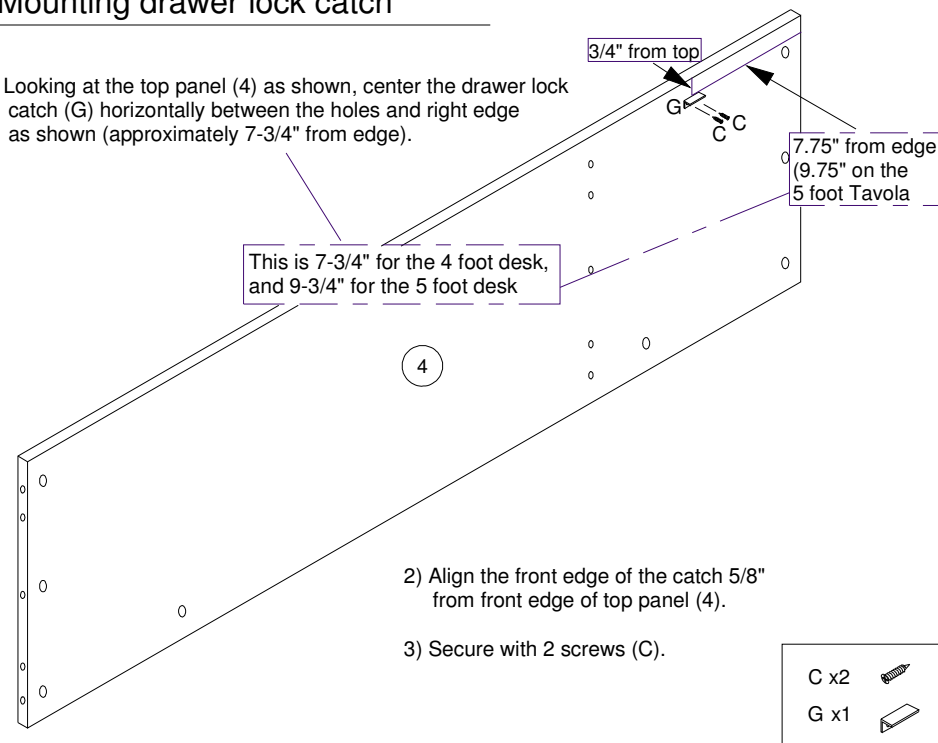
### 3 - Mounting inner drawer glides

- 1) Locate both drawer sides (11 and 12) and the inner drawer glides (I).
- 2) On the outside of the drawer sides (11 and 12), align the end of the inner drawer guide flush with the front edge of the sides (see magnifications).  
The bottom curved lip of the metal guide should 1/2" up from bottom of the drawer side.
- 3) Secure each drawer glide with 2 screws (C).



### 4 - Mounting drawer lock catch

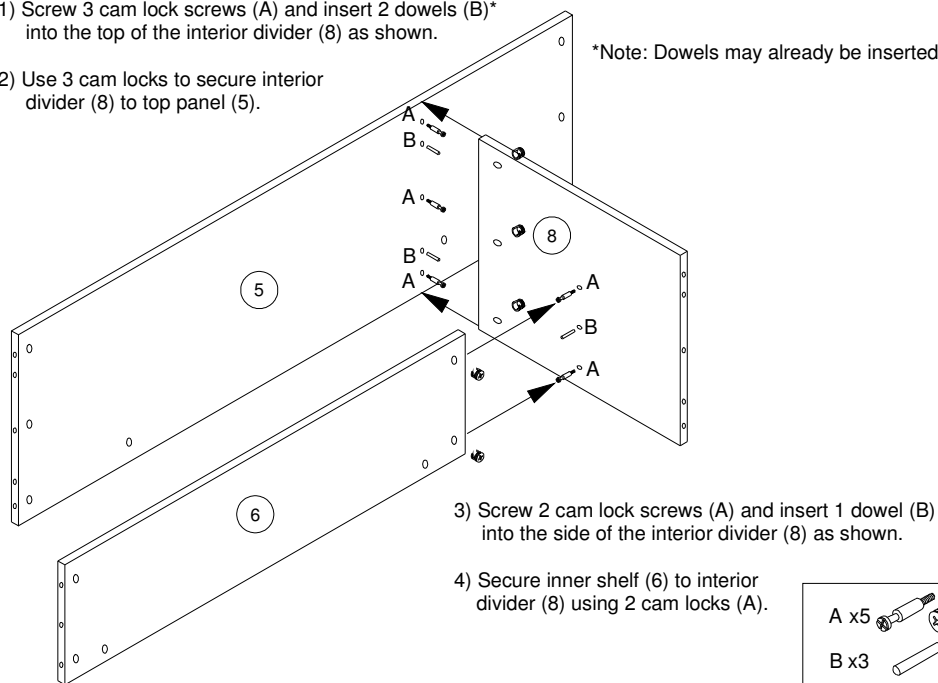
- 1) Looking at the top panel (4) as shown, center the drawer lock catch (G) horizontally between the holes and right edge as shown (approximately 7-3/4" from edge).



### 5 - Assembly of inner desk

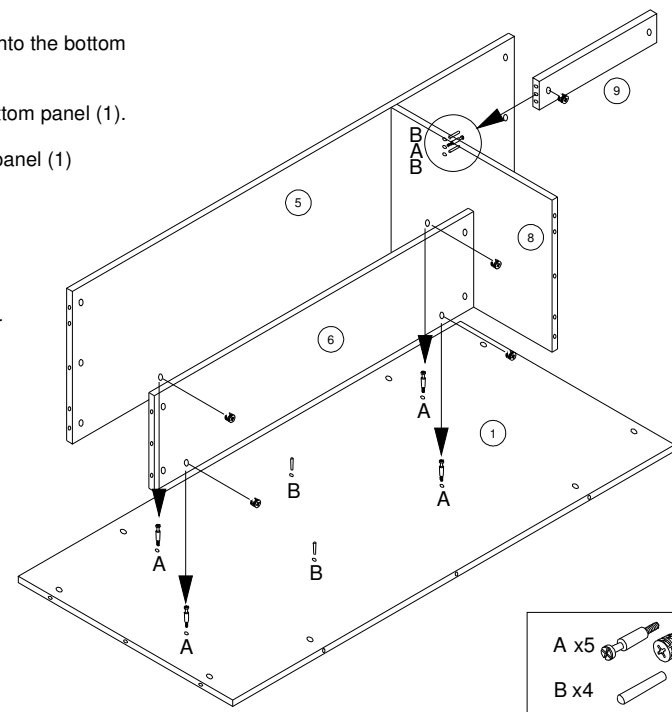
- 1) Screw 3 cam lock screws (A) and insert 2 dowels (B)\* into the top of the interior divider (8) as shown.
- 2) Use 3 cam locks to secure interior divider (8) to top panel (5).

\*Note: Dowels may already be inserted.



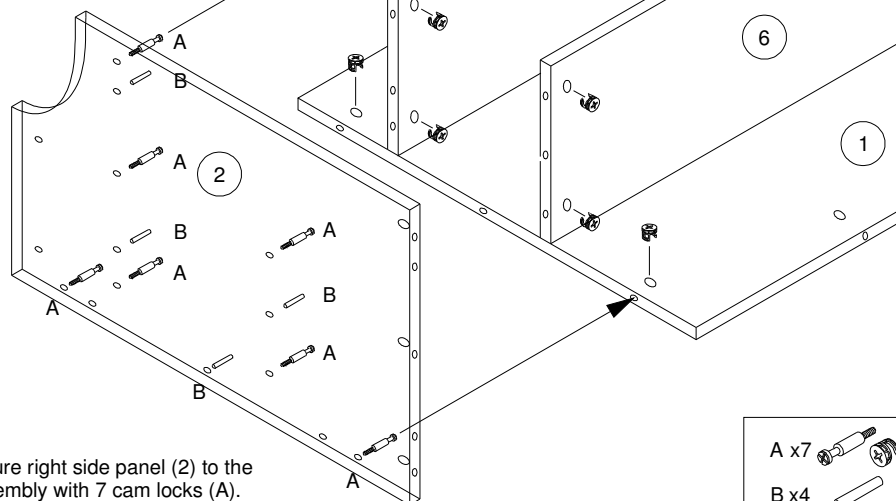
### 6 - Assembly and mounting of inner desk

- 1) Screw 4 cam lock screws (A) into the bottom panel (1) as shown.
- 2) Insert 2 dowels (B) into the bottom panel (1).
- 3) Secure assembly to the back panel (1) with 4 cam locks (A).
- 4) Locate the three holes on the outside of the interior divider (8) (see diagram).
- 5) Insert 2 dowels (B) in the outer holes and screw 1 cam lock screw (A) into the center hole.
- 6) Secure drawer support (9) to interior divider (8) with 1 cam lock (A).



## 7 - Attaching left side panel

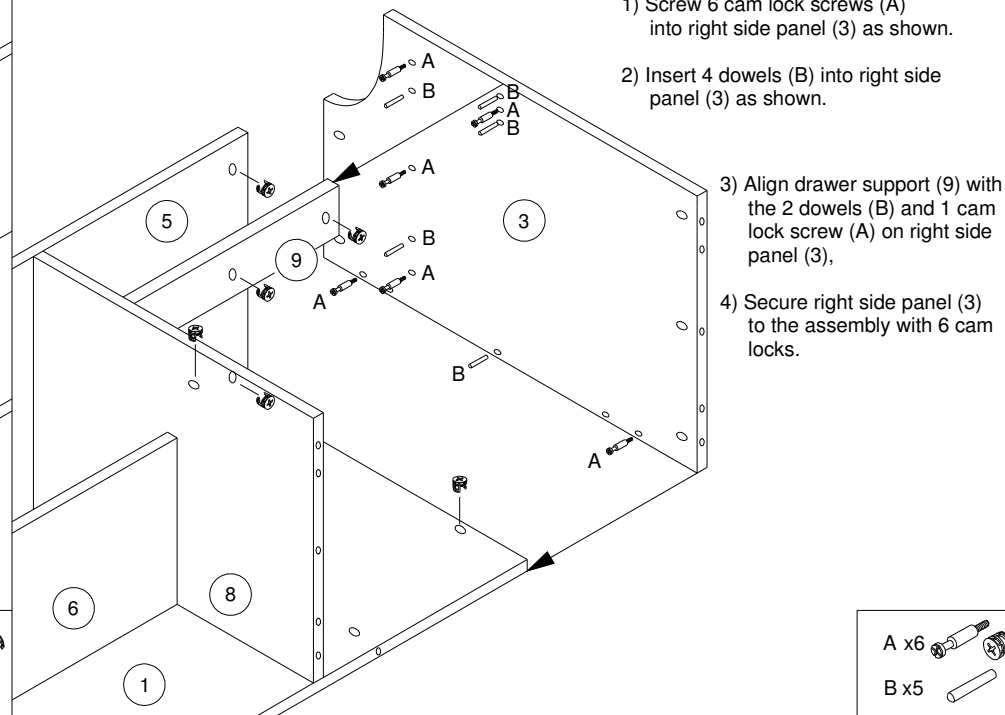
- 1) Screw 7 cam lock screws (A) into right side panel (2) as shown.
- 2) Insert 4 dowels (B) into right side panel (2).



- 3) Secure right side panel (2) to the assembly with 7 cam locks (A).

## 8 - Attaching right side panel

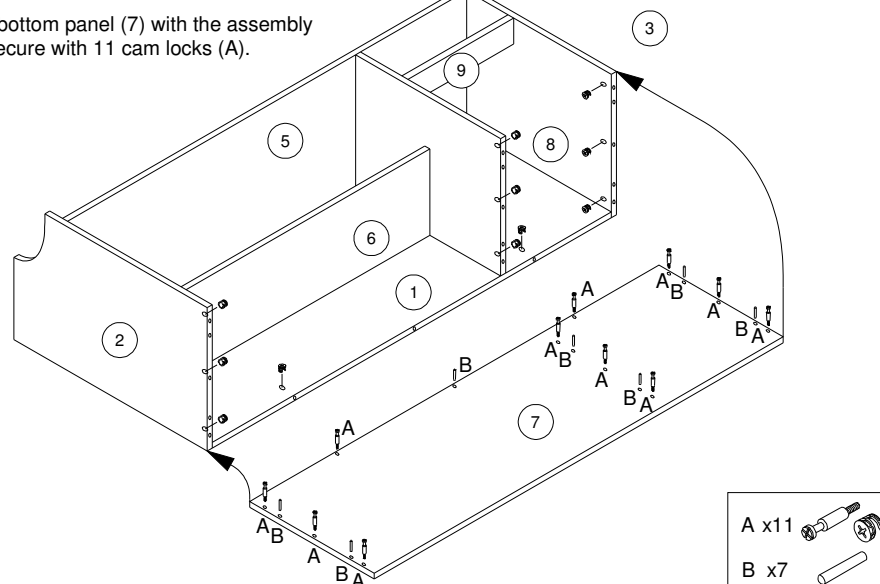
- 1) Screw 6 cam lock screws (A) into right side panel (3) as shown.
- 2) Insert 4 dowels (B) into right side panel (3) as shown.



- 3) Align drawer support (9) with the 2 dowels (B) and 1 cam lock screw (A) on right side panel (3),
- 4) Secure right side panel (3) to the assembly with 6 cam locks.

## 9 - Attaching the bottom panel

- 1) Screw 11 cam lock screws (A) into bottom panel (7) as shown.
- 2) Insert 7 dowels (B) into bottom panel (7) as shown.
- 3) Align bottom panel (7) with the assembly and secure with 11 cam locks (A).



## 10 - Attaching feet

- 1) Screw feet (O) onto bottom panel (7) using 5 screws each (C)\*\*

\*\*Note: 5' models include 2 additional support feet (P) to be centered between the feet (O) and secured with 4 screws (C) each.

There are NO pilot holes for the feet.

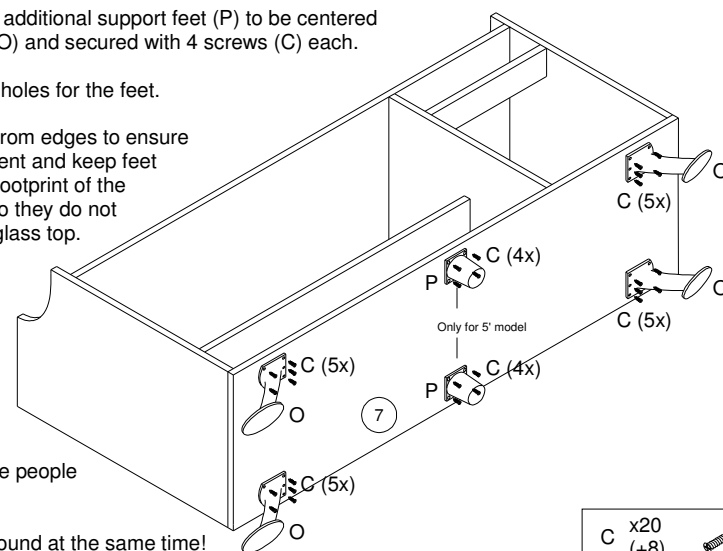
Measure distance from edges to ensure symmetric placement and keep feet bottom inside the footprint of the bottom panel (7) so they do not protrude past the glass top.

- 2) Stand unit upright.

ALWAYS use 2 or more people for this step.

Place all feet on the ground at the same time!

Failure to do so could cause the bottom panel or feet to break.



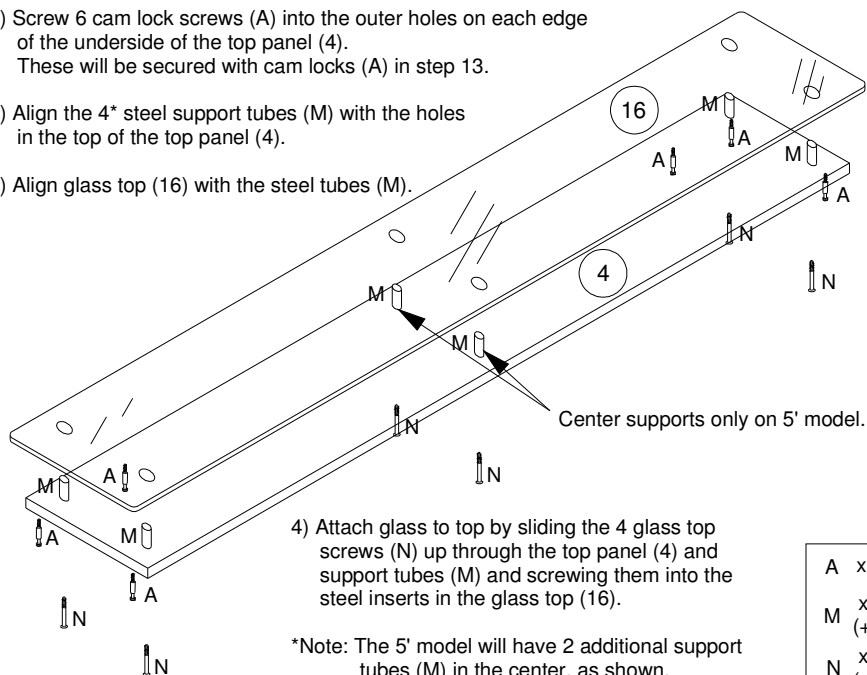
- C x20 (+8)  
O x4  
P (x2)

## 11 - Assembling the desk top

- 1) Screw 6 cam lock screws (A) into the outer holes on each edge of the underside of the top panel (4). These will be secured with cam locks (A) in step 13.

- 2) Align the 4\* steel support tubes (M) with the holes in the top of the top panel (4).

- 3) Align glass top (16) with the steel tubes (M).

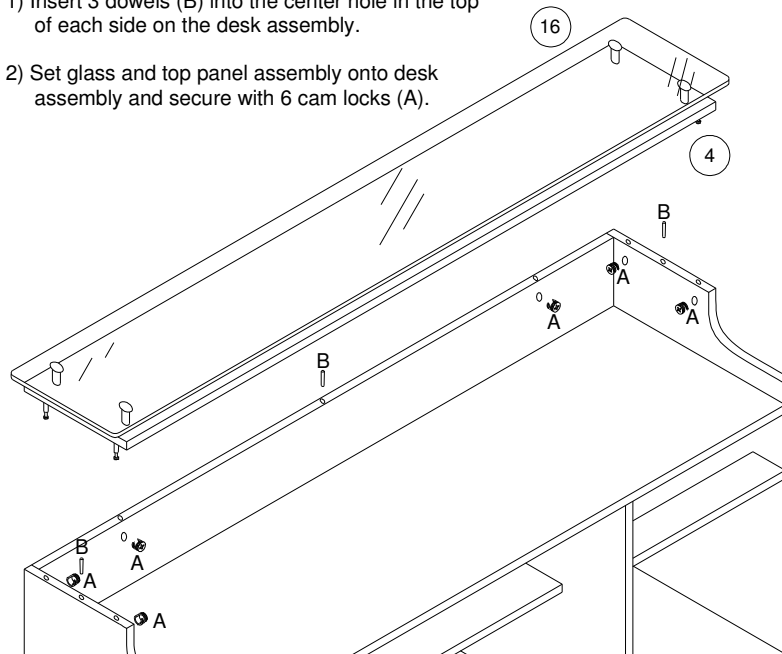


A x6  
M x4 (+2)  
N x4 (+2)

## 12 - Attaching the top

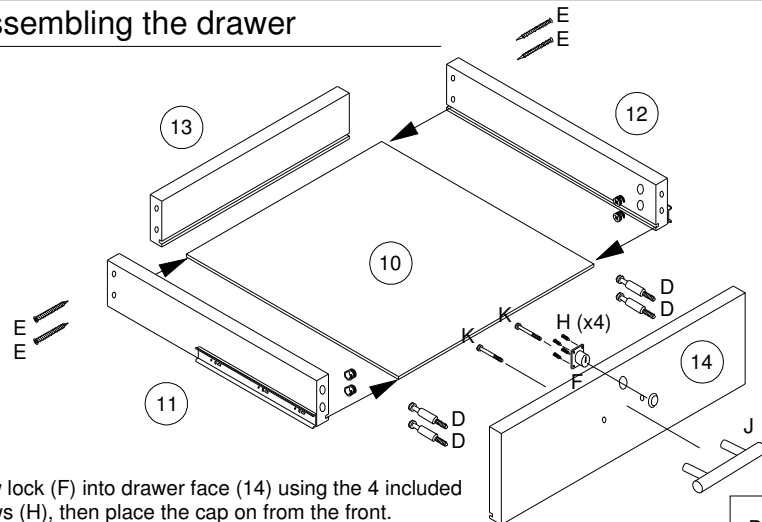
- 1) Insert 3 dowels (B) into the center hole in the top of each side on the desk assembly.

- 2) Set glass and top panel assembly onto desk assembly and secure with 6 cam locks (A).



A x6  
B x3

## 13 - Assembling the drawer

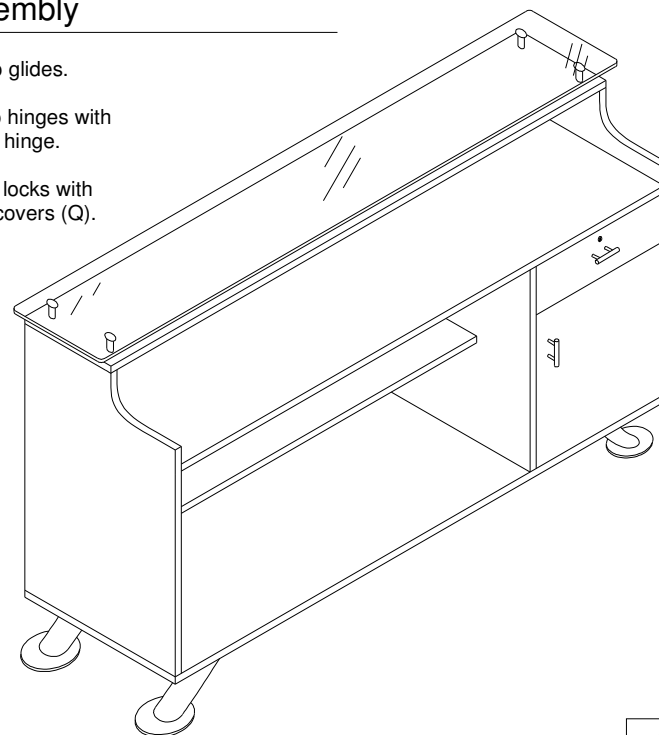


- 1) Screw lock (F) into drawer face (14) using the 4 included screws (H), then place the cap on from the front.
- 2) Screw the handle (J) on to drawer face (14) using 2 handle screws (K).
- 3) Screw 4 small cam lock screws (D) into back of drawer face (14).
- 4) Insert drawer bottom (10) into grooves on drawer sides (11 and 12), then secure to drawer face (14) with 4 cam locks (D).
- 5) Fit drawer back (13) over drawer bottom (10) and secure to sides (11 and 12) using 4 large wood screws (E).

D x4  
E x4  
F x1  
H x4  
J x1  
K x2

## 14 - Final assembly

- 1) Slide drawer onto glides.
- 2) Re-attach door to hinges with 2 screws (C) per hinge.
- 3) Cover all 40 cam locks with included plastic covers (Q).



Q x40