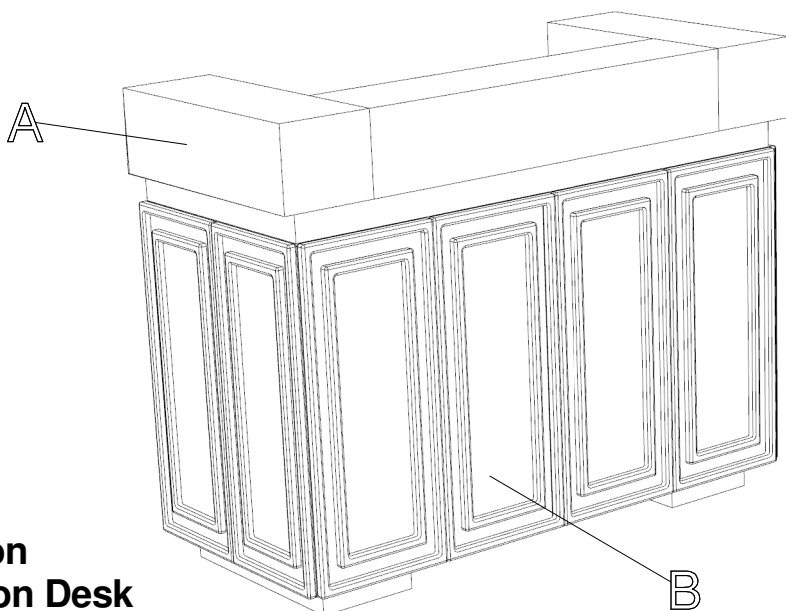




# Assembly Instructions





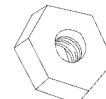

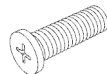
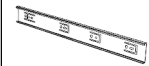

**Anderson  
Reception Desk**

**Model #3066**

## COMPONENTS LIST\*

Label	Item Name	Qty.
A	Desk Top	1
B	Base	1

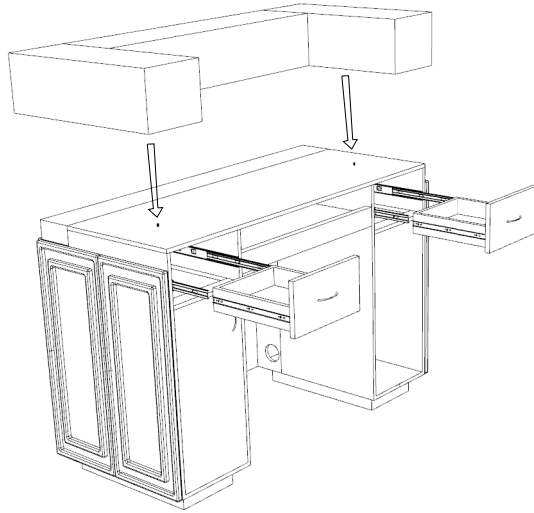
## PARTS LIST:

<b>Bolt</b> x4 	<b>Washer</b> x4 	<b>Nut</b> x4 	<b>Handle</b> x3 
<b>Handle screw</b> x6 	<b>Drawer glides (cabinet)</b> x4 	<b>Drawer glides (drawer)</b> x4 	<b>**Phillips-head screwdriver required for knob assembly</b>  <b>Wrench may be required for bolts</b>

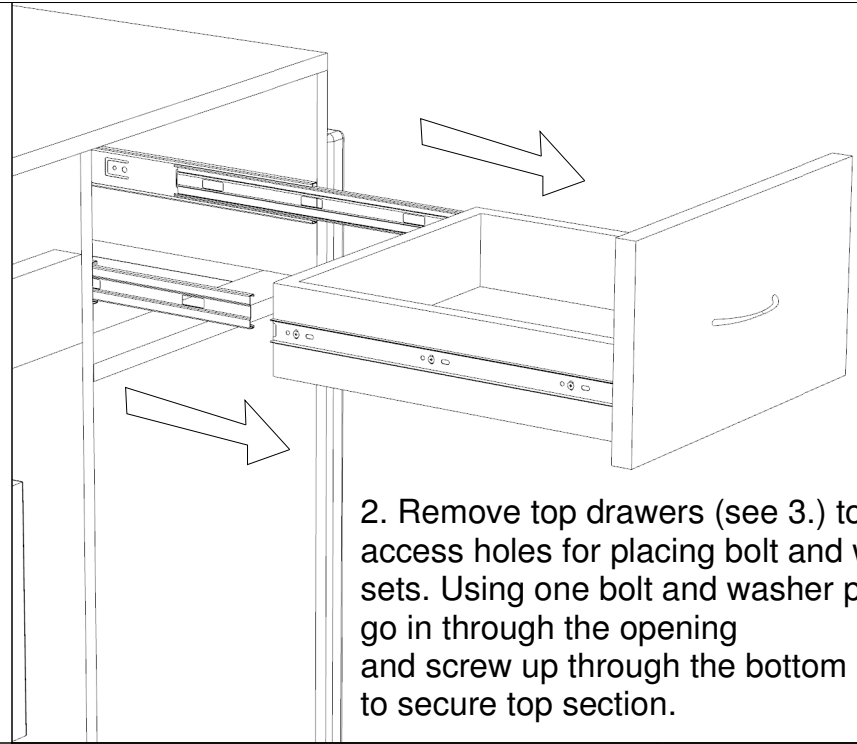
## Pre-assembly

- 1) - Please read all instructions carefully before assembling this desk  
- Keep these instructions for future use.
- 2) - For your safety and ease of assembly, the help of two or more adults is strongly recommend
- 3) - Check inside all boxes, cabinets, and drawers for boxes and bags of parts before begining assembly.
- 4) - Place on carpeted or scratch-free work surface to avoid damaging parts during assembly.
- 5) - To avoid accidently discarding small parts or hardware, do not dispose any pakaging or contents of the shipping carton until assembly is complete.
- 6) - Use the component and parts list above to identify and seperate all of the pieces included.
- 7) - The use of powertools to aid in assembly is not recommended. Power tools can damage hardware and split wood.

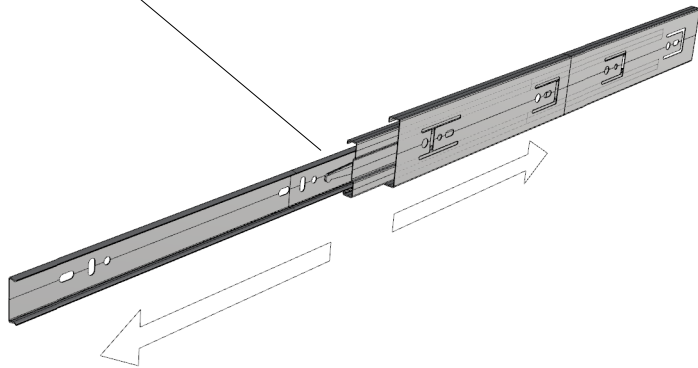
1. Line up the top to the base. Use bolt + washer + nut sets to connect the top to the base. Screw bolts into threaded insert shown here.



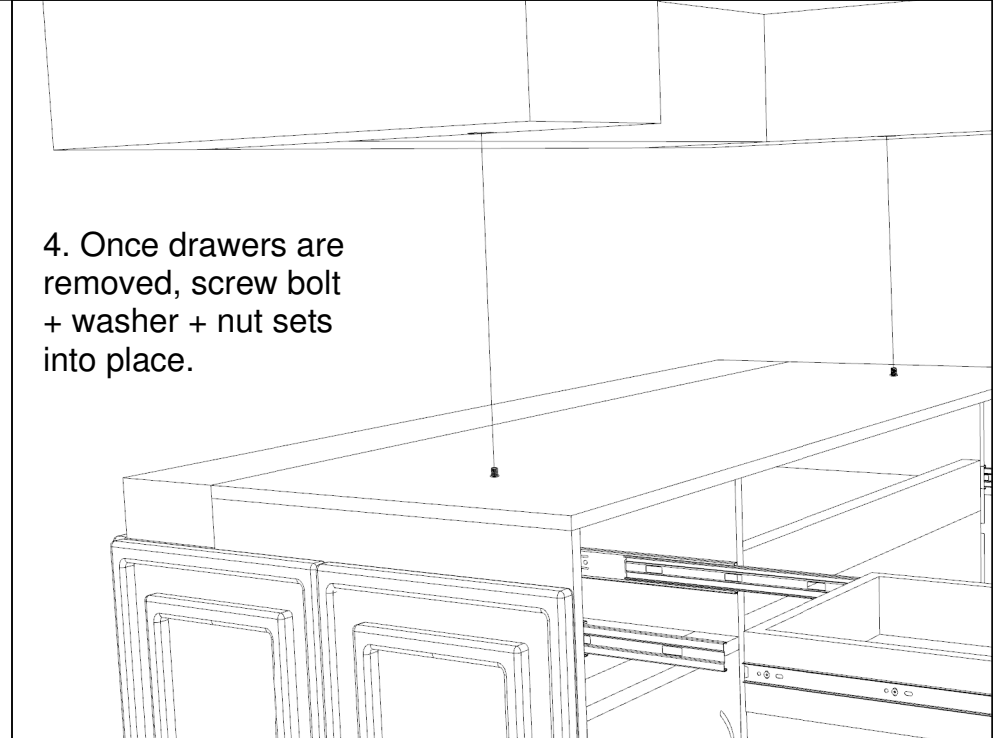
2. Remove top drawers (see 3.) to access holes for placing bolt and washer sets. Using one bolt and washer per side, go in through the opening and screw up through the bottom to secure top section.

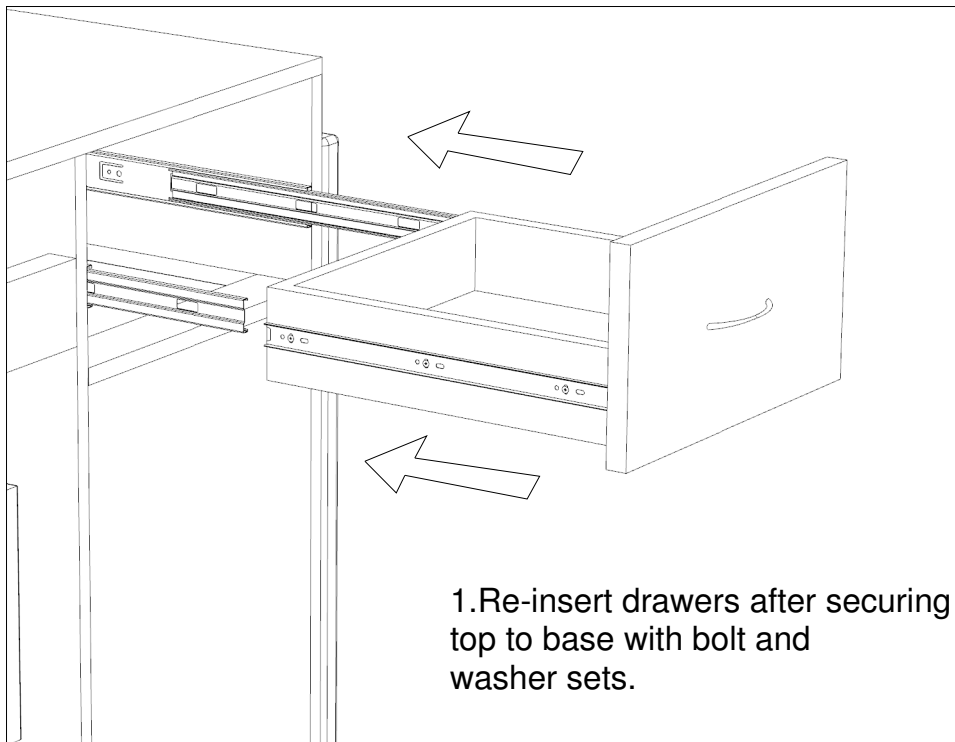


3. Remove drawers by extending the drawer guides and removing the innermost piece by pushing and holding the **tab** and sliding the piece out (some tabs need to be pushed  $\uparrow$  up and some  $\downarrow$  down.)

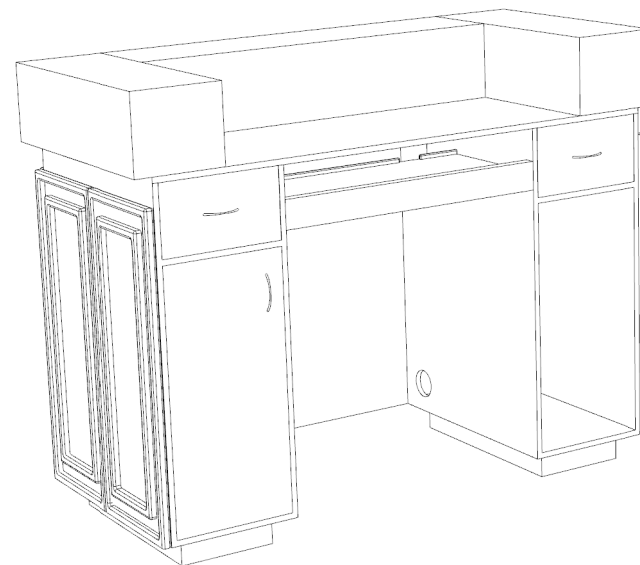


4. Once drawers are removed, screw bolt + washer + nut sets into place.





Assembly is now complete.



Thanks for choosing Minerva!

If you have any questions or problems during assembly please call our customer service at 1.888.332.0123

**Enjoy your new Anderson Reception Desk!**