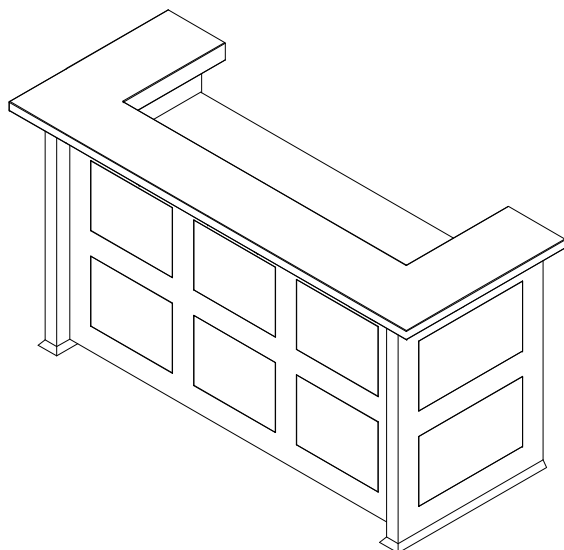




Reception Desk

Model #3099

Assembly Instructions



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.

PARTS LIST*

Part	Qty.	Description	Sketch
A	24	Bolt	
B	24	Curved Support	
C	24	Washer	
D	24	nut	
E	4	Cam lock	

Tools Required

14 mm wrench required(included)**

3 people required for assembly due to object weight.

*Check inside all boxes, cabinets, and drawers for boxes and bags of parts before beginning assembly.

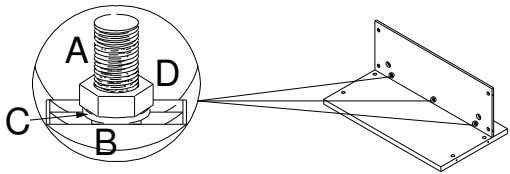
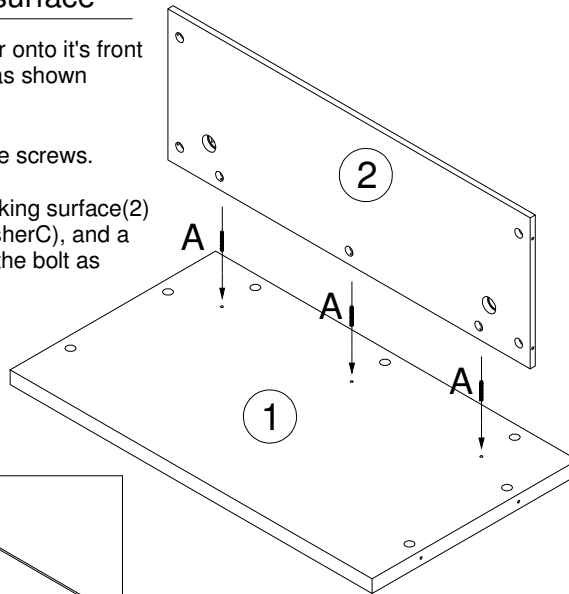
**Normal opened ended 14mm wrench recommended for faster assembly.

Components (Label - Description)

- | | |
|---------------------|--------------------------|
| 1) Front panel | 5) Right side upper trim |
| 2) Working surface | 6) Left side upper trim |
| 3) Right side panel | 7) Front side upper trim |
| 4) Left side panel | |

1 - Assembly of the working surface

- 1) Carefully turn the front panel(1) over onto it's front and insert 3 bolts(A) into the holes as shown below.
- 2) Insert the working surface(2) into the screws.
- 3) Secure the front panel(1) to the working surface(2) by fitting a curved support(B), a washer(C), and a nut(D) in that order onto the end of the bolt as shown.



A x3



C x3



B x3

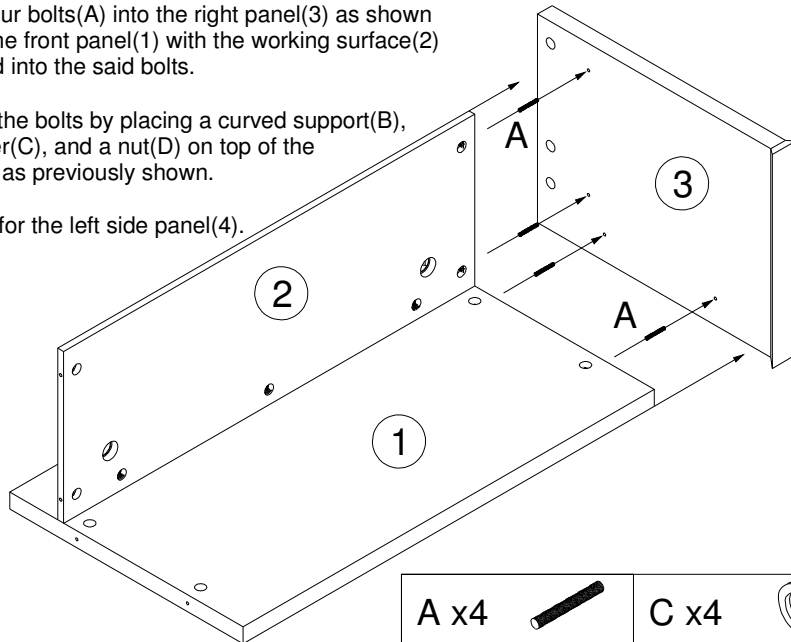


D x3



2 - Mounting the side panels

- 1) Insert four bolts(A) into the right panel(3) as shown and fit the front panel(1) with the working surface(2) attached into the said bolts.
- 2) Secure the bolts by placing a curved support(B), a washer(C), and a nut(D) on top of the bolts(A) as previously shown.
- 3) Repeat for the left side panel(4).



A x4



C x4



B x4

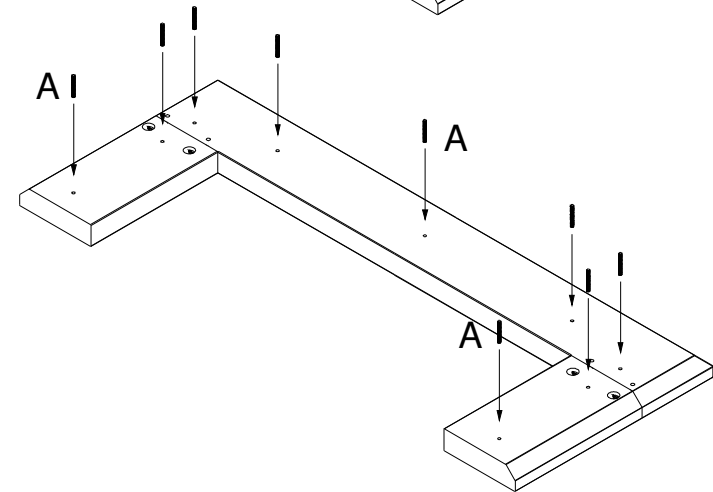
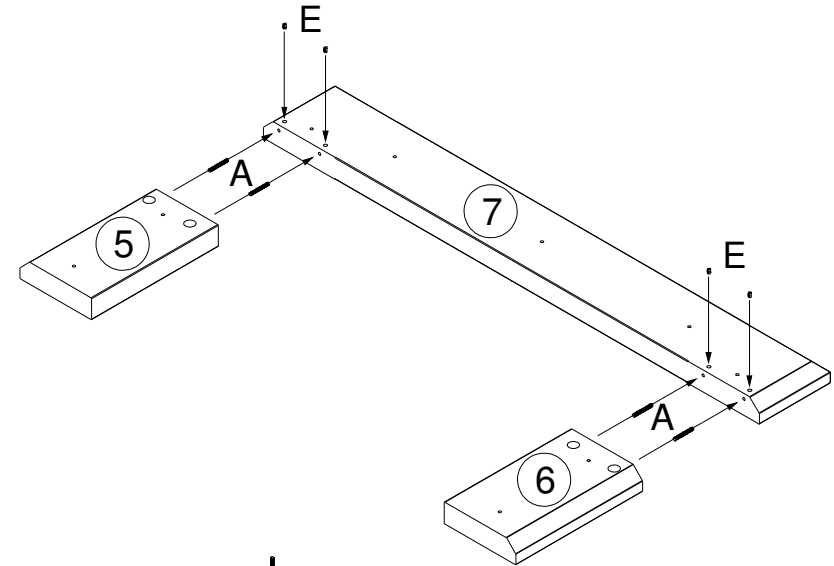


D x4



3 - Assembly of the desk top

- 1) Carefully place the right side upper trim(5), the left side upper trim(6), and the front side upper trim(7) upside down.
- 2) Insert four cam locks(E) into the front side upper trim into the holes as shown below.
- 3) Screw four bolts(A) into the cam locks(E) and insert the two side trim pieces over them.
- 4) Secure the bolts by placing a curved support(B), a washer(C), and a nut(D) on the end of the bolts(A) as previously shown in step 1.
- 5) Insert nine bolts(A) into the upper trim as shown below.



A x13



C x4



B x4



D x4

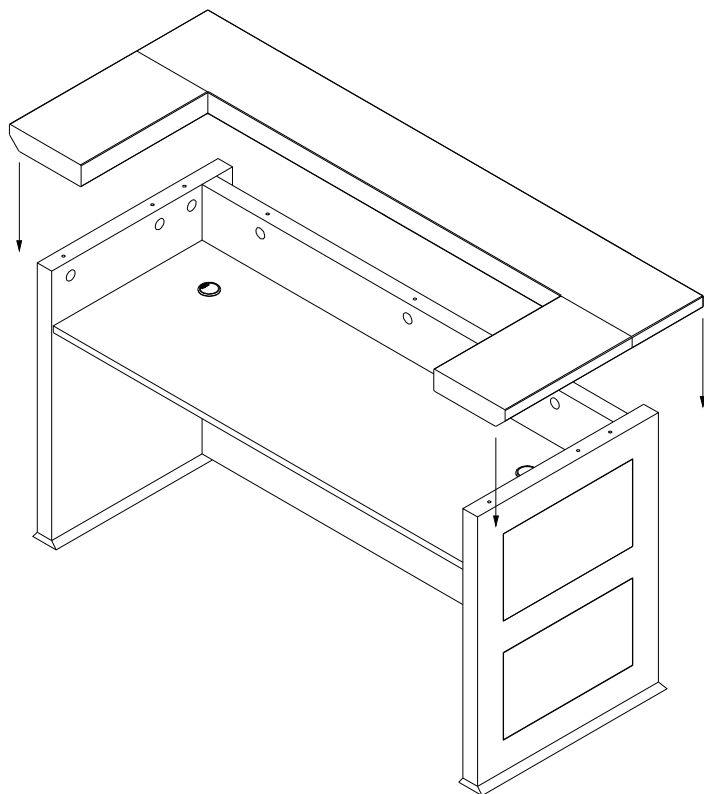


E x4



4 - Mounting the desk top

- 1) Rotate the desk so that it is upright and place the trim on top so that the bolts on the bottom of the trim fit into the holes on the top of the desk.
- 2) Secure the trim by placing a curved support(B), a washer(C), and a nut(D) on the end of the bolts(A) as previously shown in step 1.



B x9



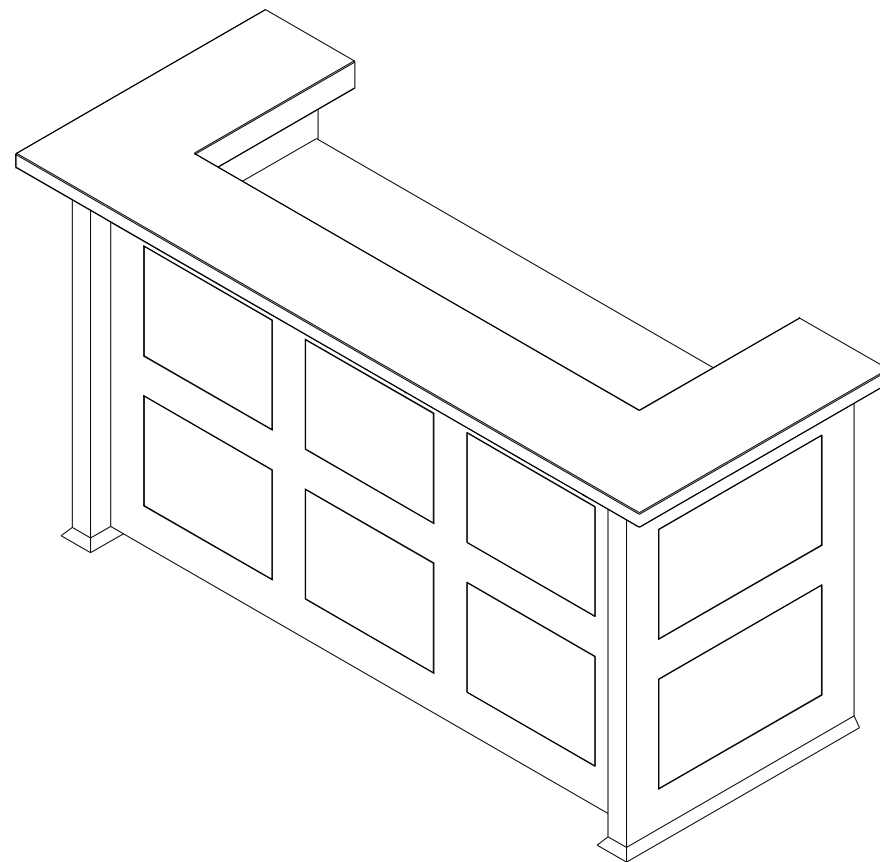
C x9



D x9



5 - Desk is Assembled



Care Instructions

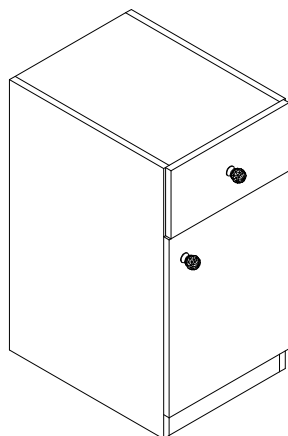
- Dust often using a clean, soft, dry and lint-free cloth.
- Blot spills immediately and wipe with a clean, damp cloth.
- We do not recommend the use of chemical cleansers, abrasives, or furniture polish on our lacquered finish.
- Hardware may loosen overtime. Periodically check to make sure all connections are tight. Re-tighten if necessary.



Assembly Instructions

Zao Cabinet

Model # 3088



PARTS LIST*

Part	Qty.	Description	Sketch
A	14	Cam screw and lock	
B	15	Wood dowel**	
C	1	Handle	
D	1	Handle screw	
E	24	Wood screw	
F	3	Hinge	
G	1	Large Wood Screw	
H	1	Drawer glides (cabinet component)	
I	1	Drawer glides (drawer component)	

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.

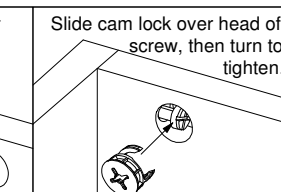
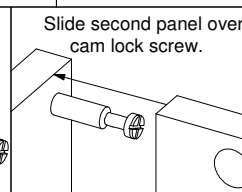
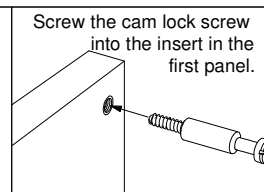
Phillips-head screwdriver required (+ drill recommended).
 *Check inside all boxes for parts before beginning assembly.
 **Dowels may already be attached to components.

Components (Label - Description)

1 - Side panel
 2 - Top/bottom panel
 3 - Skinny bottom panel
 4 - Back panel
 5 - Cabinet door

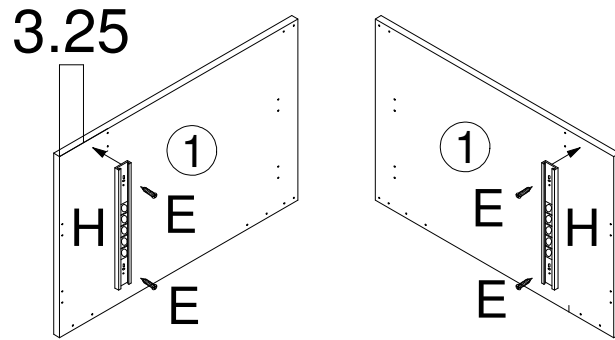
6 - Front drawer panel
 7 - Side drawer panel
 8 - Back drawer panel
 9 - Bottom drawer panel

Using a
cam lock



1 - Mounting the drawer glides

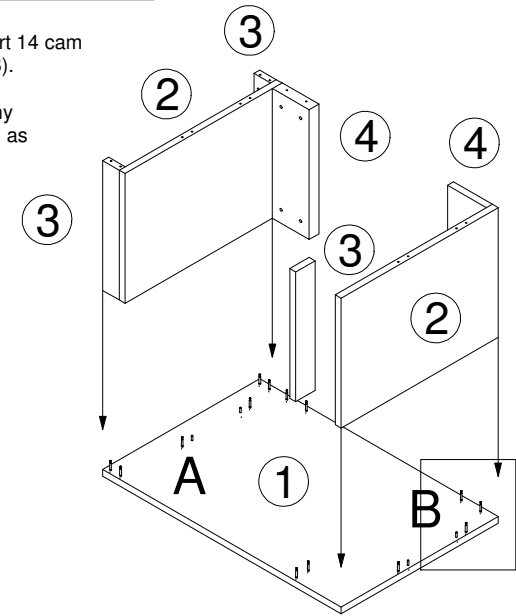
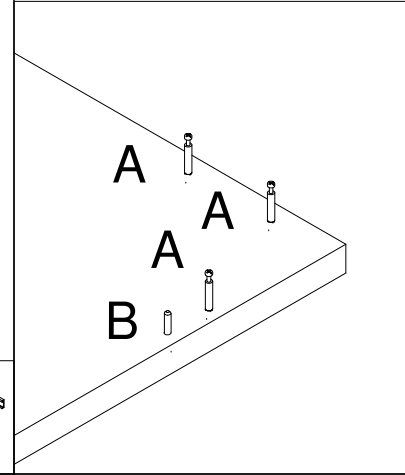
- 1) Align one drawer glide(H) with the edge of the side panel(1) and move the drawer glide 3.25 inches from the top of the panel as shown.
- 2) Make sure that the drawer glide is parallel to the ground and then insert 2 wood screws(E) as shown below.
- 3) Repeat for the other side panel.



H x2
E x4

2 - Assembling the Cabinet(1)

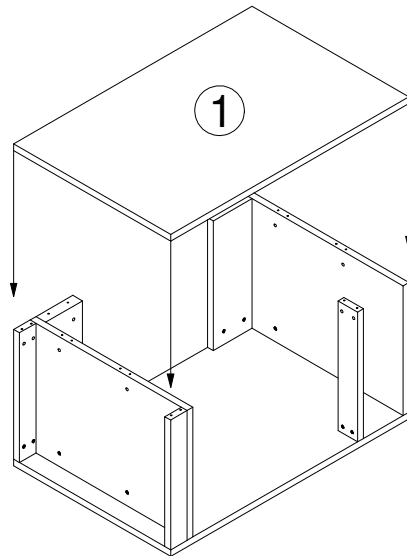
- 1) Lay the side panel on its back and insert 14 cam lock screws(A) and 4 wooden dowels(B).
- 2) Insert two top/bottom pieces(2), 3 skinny bottom panels(3), and 2 back panels(4) as shown below.
- 3) Lock the pieces together by fitting the cam lock head in the appropriate holes



A x14
B x4

3 - Assembling the Cabinet(2)

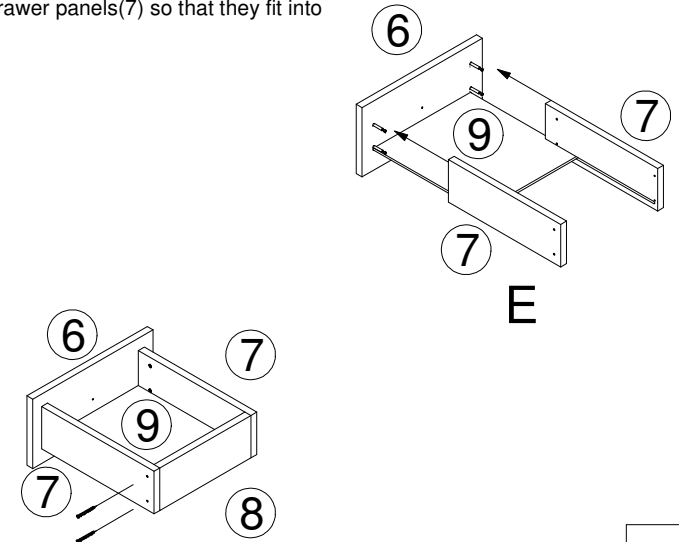
- 1) Repeat the last step for the other side panel(1) and fit the cam locks(A) and dowels(B) into the appropriate holes.
- 2) Insert cam lock heads(A) into place.



A x14
B x4

4 - Assembling the drawer

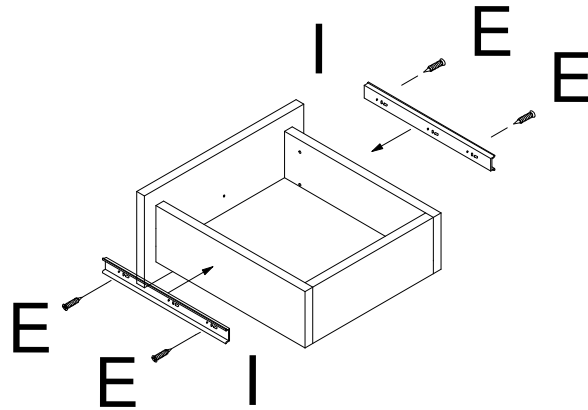
- 1) Screw 4 cam screws(A) into the front drawer panel(6) and place the bottom drawer panel(9) into the indentation.
- 2) Slide the two side drawer panels(7) so that they fit into the cam screws(A).



L x4
A x4

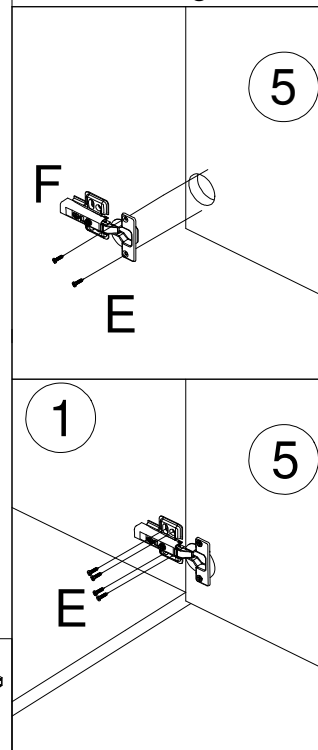
5 - Mounting the drawer glides

- 1) Align one drawer glide(I) with the surface of the side drawer panel(7) and move the drawer glide(I) so that it rest against the back of the front drawer panel(6).
- 2) Move the drawer glide(I) 3.25 inches from the top of the front drawer panel and screw 2 wood screws as shown below.
- 3) Repeat for the other side.

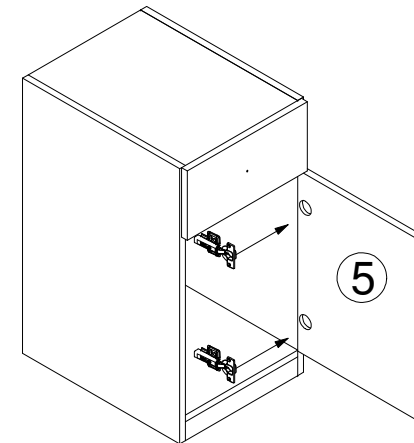


H x2
E x4

6 - Mounting cabinet door



- 1) Insert hinges(F) into cart door(5) in the three large holes with two wood screws(E).
- 2) Align the edge of the cabinet door(5) with the side panel(1) and screw 4 wood screws(E) into each hinge(F).

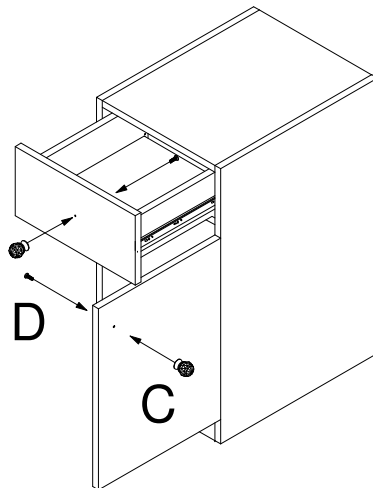


F x2

E x12

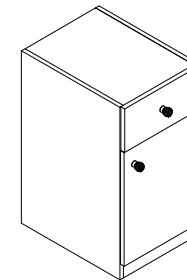
7 - Handle installation

- 1) Insert handle screw(D) into the back of the cabinet door(6) and screw handle(C) into cabinet door.
- 2) Repeat for the front drawer panel(5)



C x2
D x2

8 - Cabinet is Assembled



Care Instructions

- Dust often using a clean, soft, dry and lint-free cloth.
- Blot spills immediantly and wipe with a clean, damp cloth.
- We do not recommend the use of chemical cleansers, abrasives, or furniture polish on our lacquered finish.
- Hardware may loosen overtime. Periodically check to make sure all connections are tight. Re-tighten if necessary.