

Sit and surf.

Executive Desk

Elstree | Model 5426484

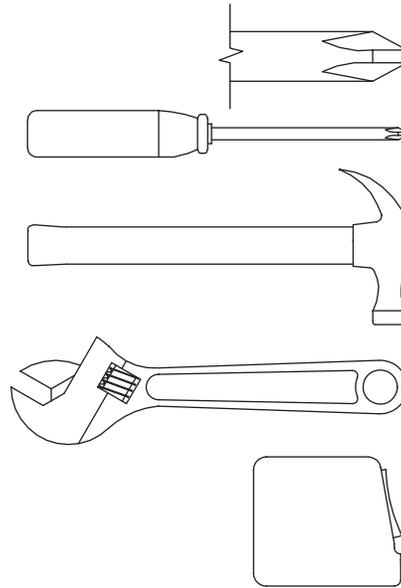
NOTE: THIS INSTRUCTION BOOKLET CONTAINS **IMPORTANT** SAFETY INFORMATION.

PLEASE READ AND KEEP FOR FUTURE REFERENCE.

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Assembly Tools Required

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No. 2 Phillips Screwdriver
Tip Shown Actual Size

Hammer
Not actual size 😊

Adjustable Wrench

Tape Measure

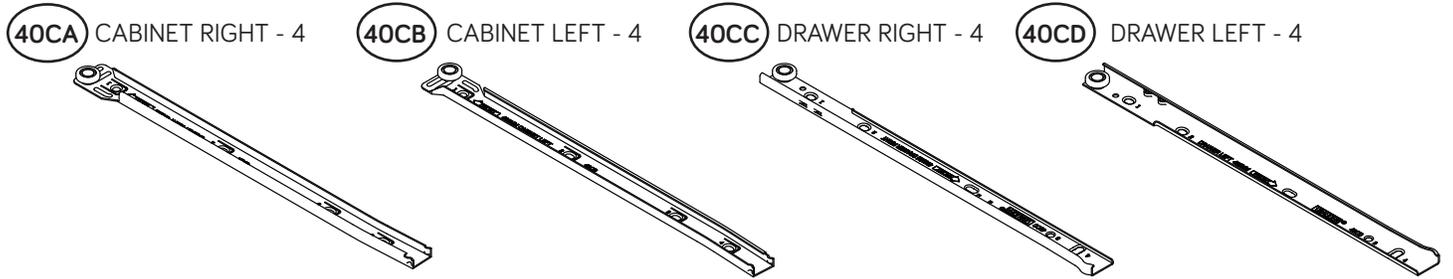
Part Identification

⚠ While not all parts are labeled, some of the parts will have a label or an inked letter on the edge to help distinguish similar parts from each other. Use this part identification to help identify similar parts.

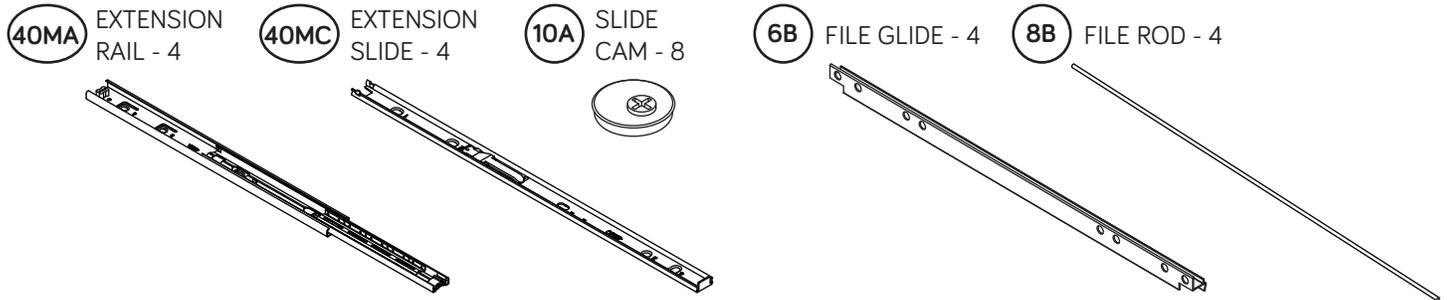
A	RIGHT END (1)	D429	FILE LEFT DRAWER SIDE (2)	H	SHORT BASE (4)
B	LEFT END (1)	D430	FILE RIGHT DRAWER SIDE (2)	J	FILE DRAWER FRONT (1)
B56	PENCIL DRAWER BOTTOM (2)	D565	PENCIL RIGHT DRAWER SIDE (2)	K	DRAWER FRONT (2)
C	RIGHT UPRIGHT (1)	D566	PENCIL LEFT DRAWER SIDE (2)	L	MODESTY PANEL (1)
D	LEFT UPRIGHT (1)	D567	PENCIL DRAWER BACK (2)	M	FRONT MOLDING (1)
D77	DRAWER BACK (2)	D568	PENCIL DRAWER BOX FRONT (2)	N	PENCIL DRAWER FRONT (2)
D78	FILE DRAWER BACK (2)	D708	DRAWER BOTTOM (4)	O	LOUVERED BACK (2)
D133	RIGHT DRAWER SIDE (2)	E	BOTTOM (2)	P	TOP (1)
D139	LEFT DRAWER SIDE (2)	G	LONG BASE (4)	W	LOCKING DRAWER FRONT (1)

Hardware Identification

† Screws are shown actual size. You may receive extra hardware with your unit.



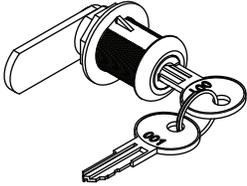
(EXTENSION SET SHOWN SEPARATED)



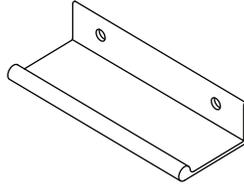
Hardware Identification

↑ Screws are shown actual size. You may receive extra hardware with your unit.

21J LOCK PACK - 1



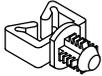
189K PULL - 6



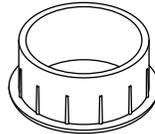
1P GROMMET CAP - 2



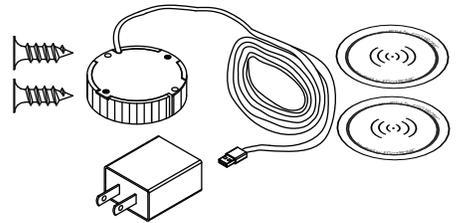
4P CORD CLIP - 2



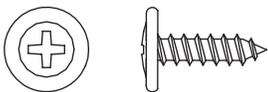
10P GROMMET - 2



HIDDEN WIRELESS Qi COMPATIBLE CHARGER by EGGTRONIC - Item 425905 (sold separately)



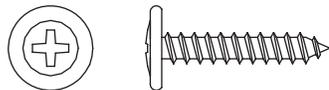
1S BLACK 9/16" LARGE HEAD SCREW - 92



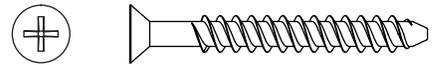
3S GOLD 5/16" FLAT HEAD SCREW - 48



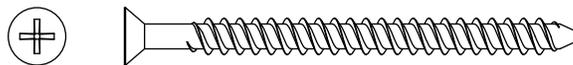
17S BLACK 7/8" LARGE HEAD SCREW - 4



30S BLACK 1-9/16" FLAT HEAD SCREW - 24



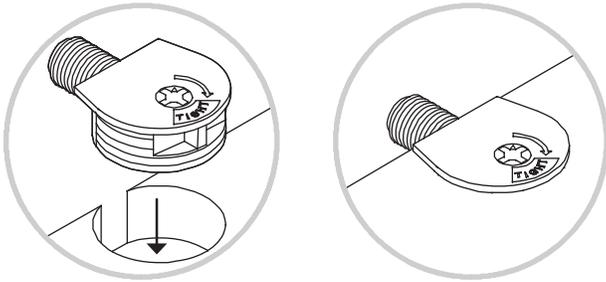
146S BLACK 2-3/8" FLAT HEAD SCREW - 4



Hardware Usage Guide

HOW TO USE A TWIST-LOCK® FASTENER

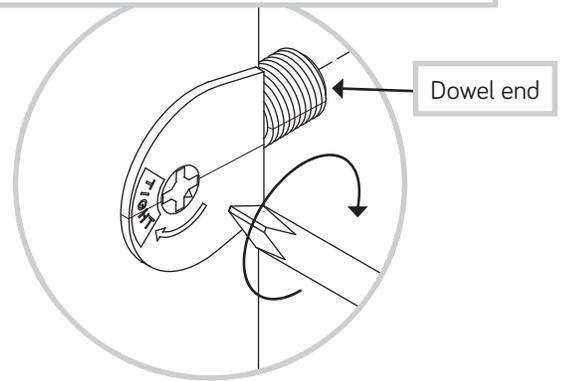
1. Push a TWIST-LOCK® FASTENER into the large hole in the part.



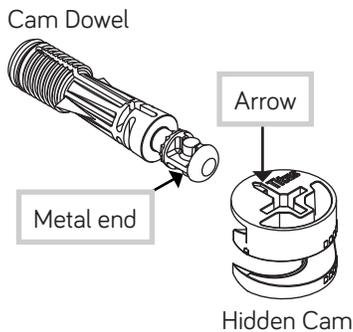
2. 1. Insert the dowel end of the FASTENER into the hole of the adjoining part.

NOTE: The dowel end of the FASTENER must remain fully inserted in the hole of the adjoining part while locking the FASTENER.

2. Tighten the FASTENER with a Phillips screwdriver as tight as possible.

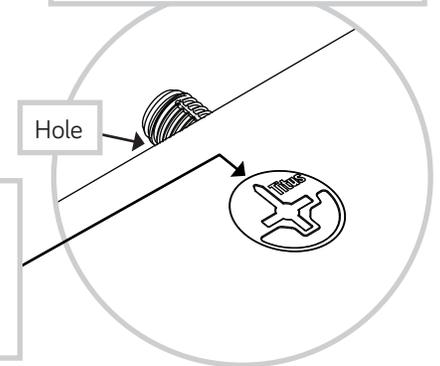


HOW TO USE A HIDDEN CAM & CAM DOWEL

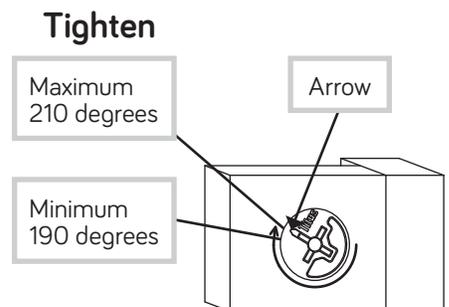
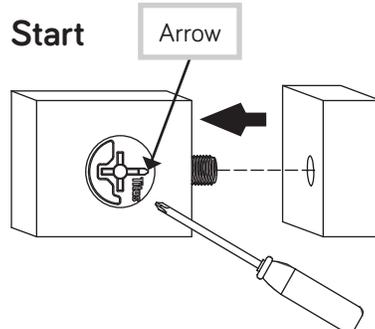


2. Insert the metal end of the CAM DOWEL into the HIDDEN CAM.

1. Push a HIDDEN CAM into the part. The arrow in the HIDDEN CAM must point toward the hole in the edge of the board.

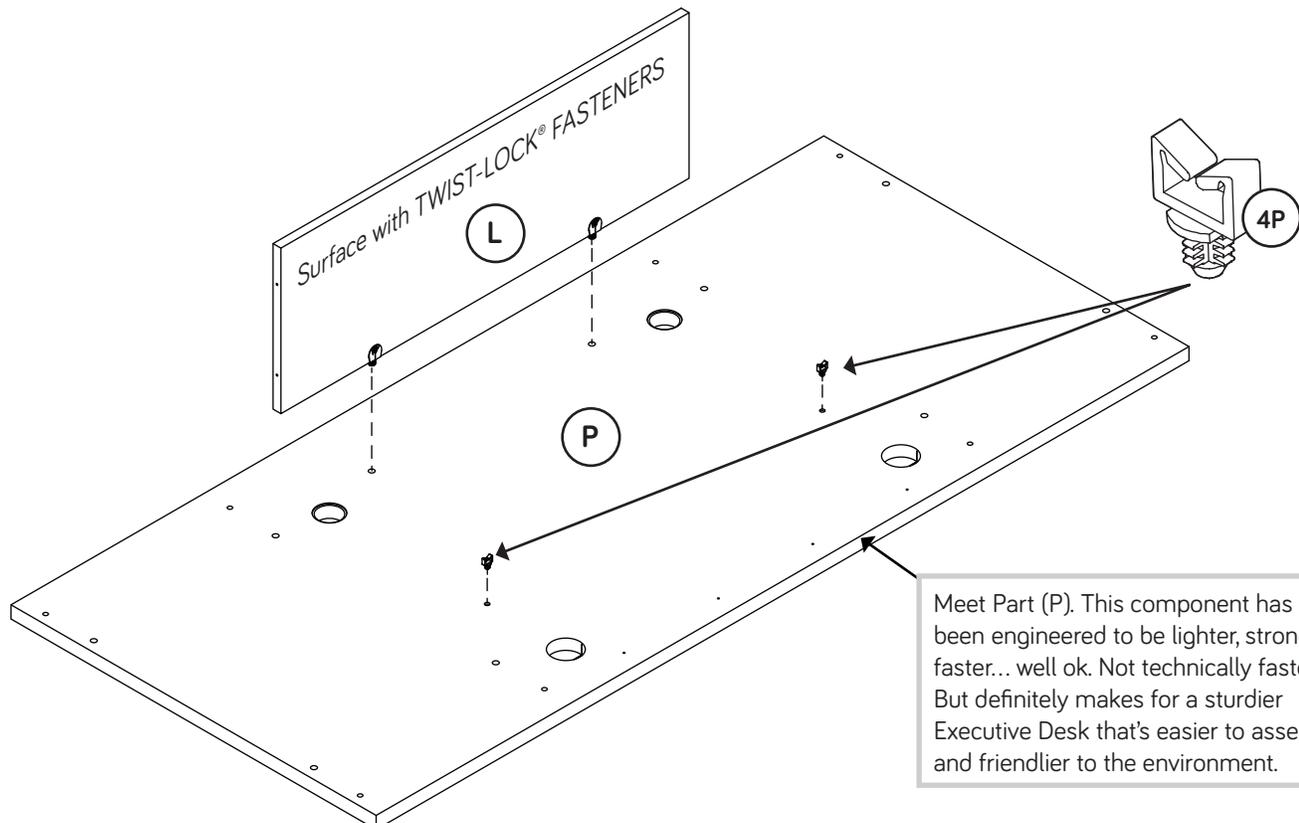
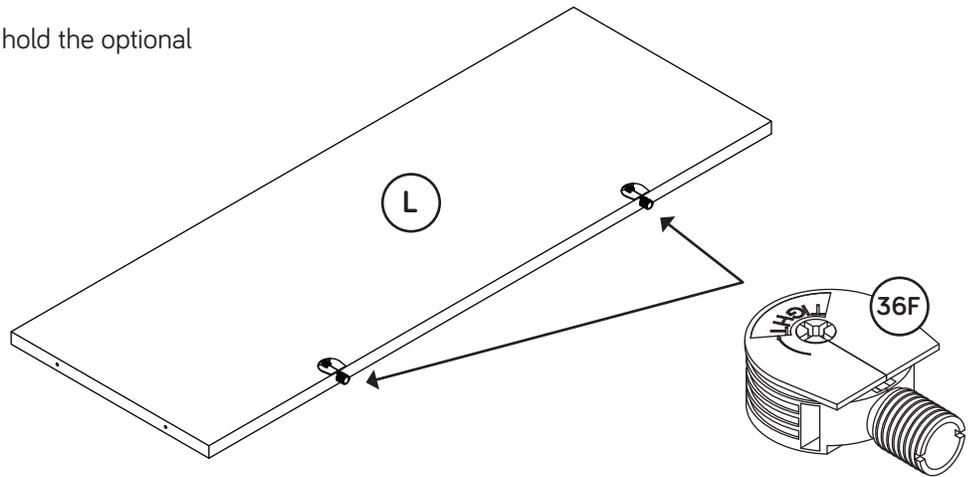


3. **Caution**
Risk of damage or injury. HIDDEN CAMS must be completely tightened. HIDDEN CAMS that are not completely tightened may loosen, and parts may separate. To completely tighten:



Step 1

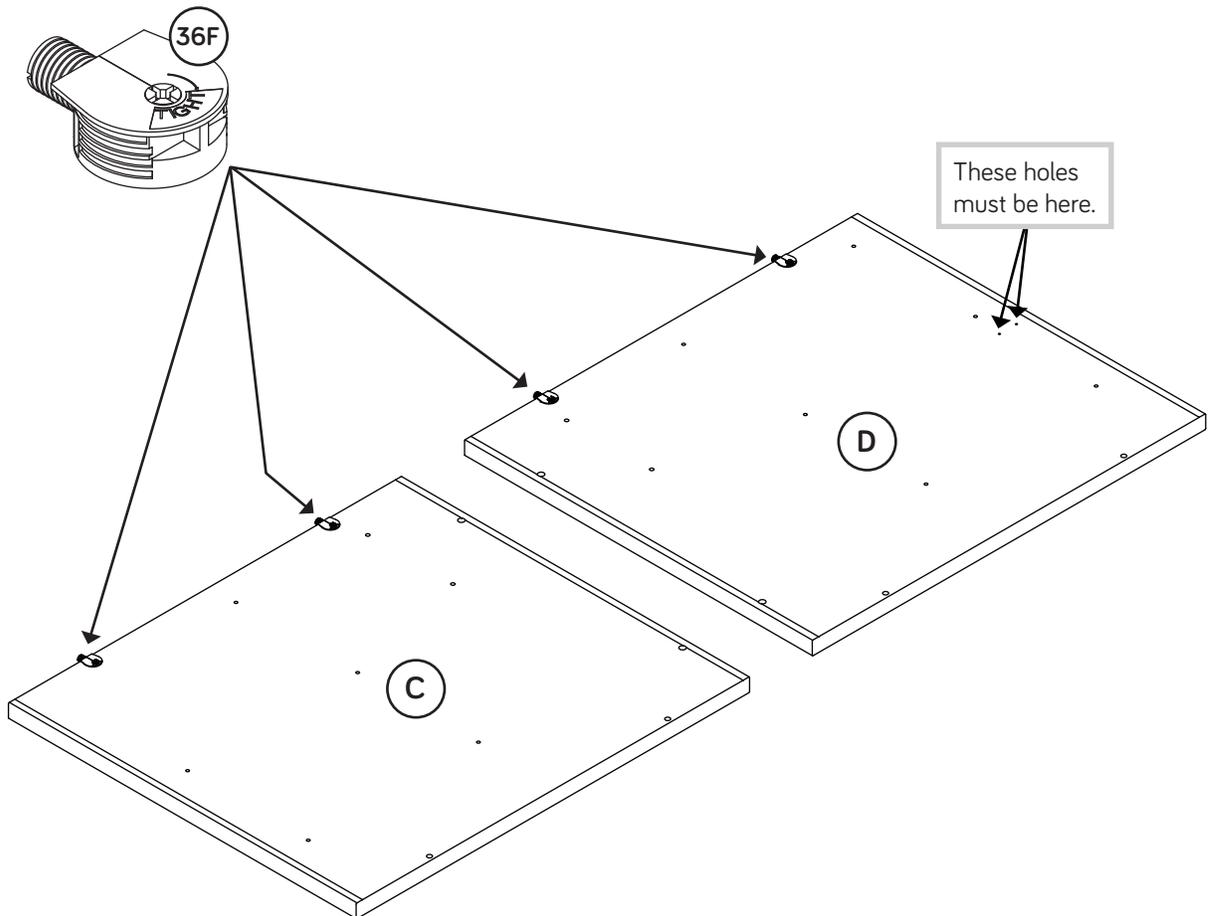
- ✚ Assemble your unit on a carpeted floor or on the empty carton to avoid scratching your unit or the floor.
- ✚ Push two SAUDER TWIST-LOCK® FASTENERS (36F) into the large holes in the MODESTY PANEL (L).
- ✚ Fasten the MODESTY PANEL (L) to the TOP (P). Tighten two TWIST-LOCK® FASTENERS.
- ✚ Push two CORD CLIPS (4P) into the holes in the TOP (P).
- ✚ NOTE: The CORD CLIPS are used to hold the optional HIDDEN WIRELESS CHARGER cord.



Step 2

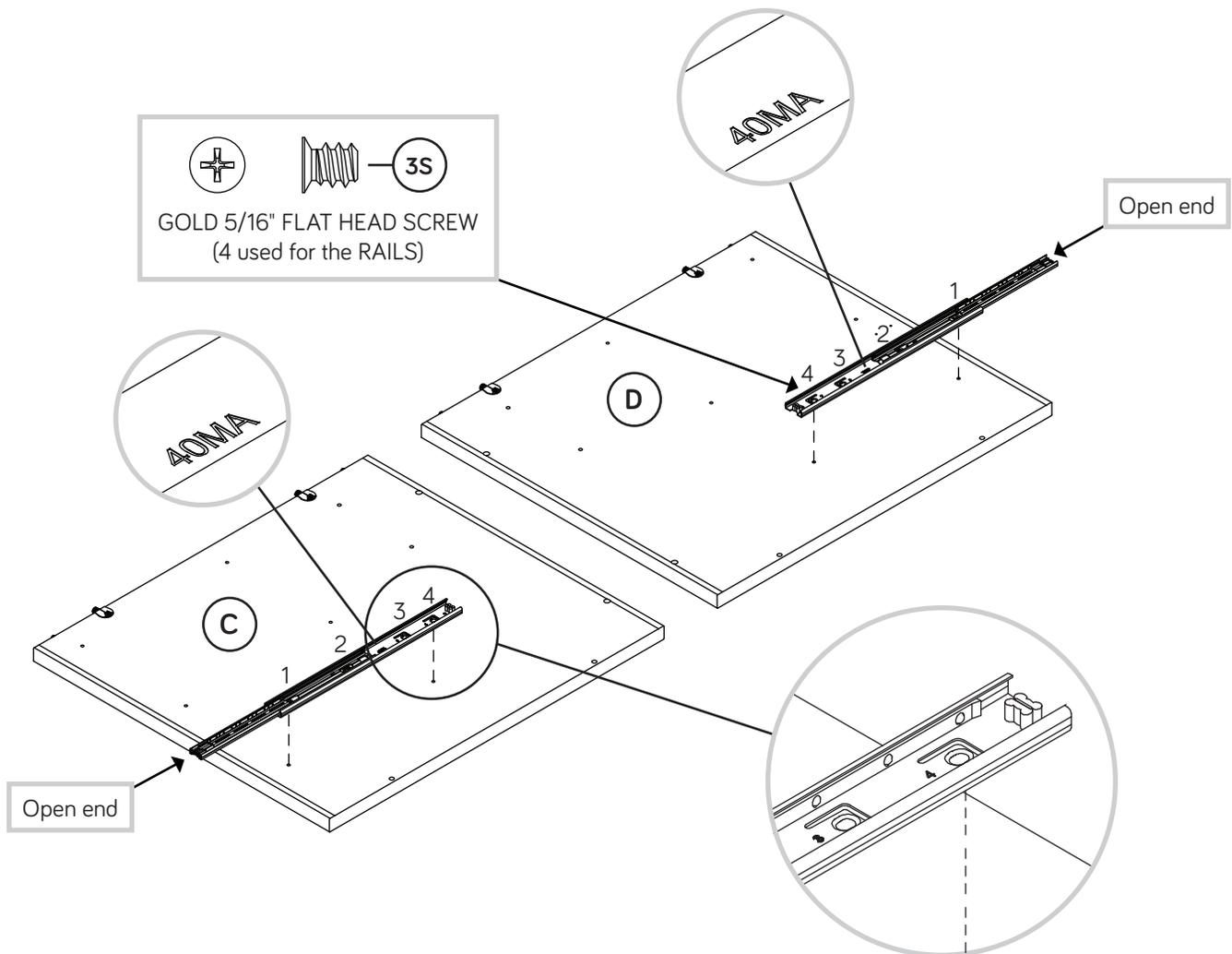
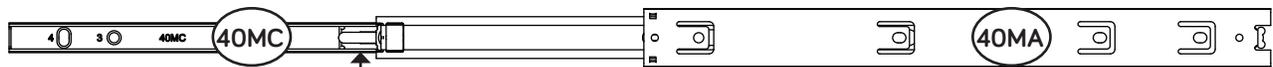
- Push four SAUDER TWIST-LOCK® FASTENERS (36F) into the large holes in the UPRIGHTS (C and D).

Do not tighten the TWIST-LOCK® FASTENERS in this step.



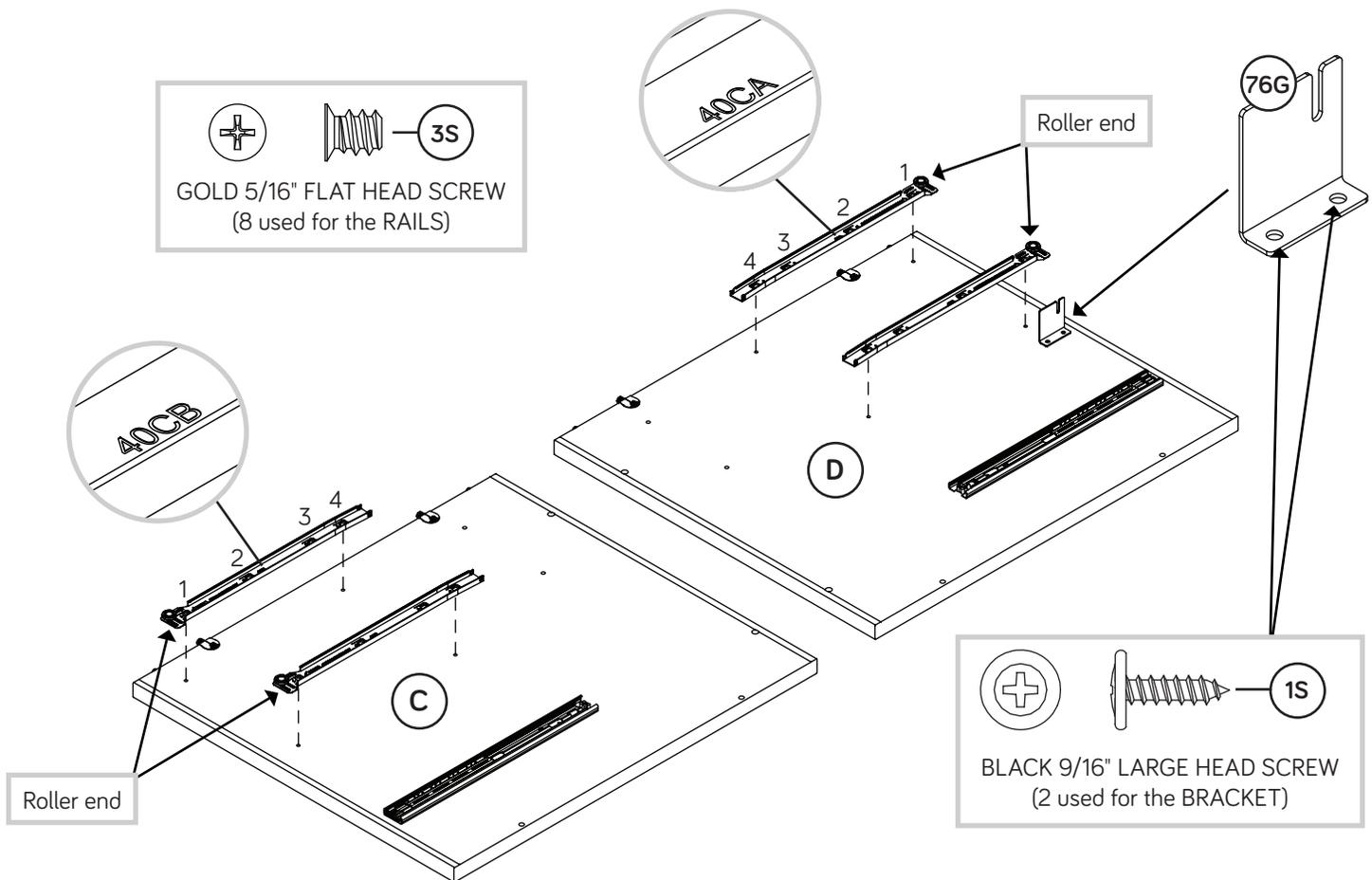
Step 3

- ✚ Separate the EXTENSION SLIDES (40MC) from the EXTENSION RAILS (40MA) as shown in the upper diagram below. Be prepared, the parts are greasy.
- ✚ Fasten two EXTENSION RAILS (40MA) to the UPRIGHTS (C and D). Use four GOLD 5/16" FLAT HEAD SCREWS (3S) through holes #1 and #4.
- ✚ NOTE: For each EXTENSION RAIL, turn a SCREW into the hole shown in the enlarged diagram. Then, slide the inner cartridge of the EXTENSION RAIL in to find the other hole that lines up with the hole in the UPRIGHT. Turn a SCREW into this hole.
- ✚ NOTE: The EXTENSION SLIDES will be used later for the FILE DRAWERS.



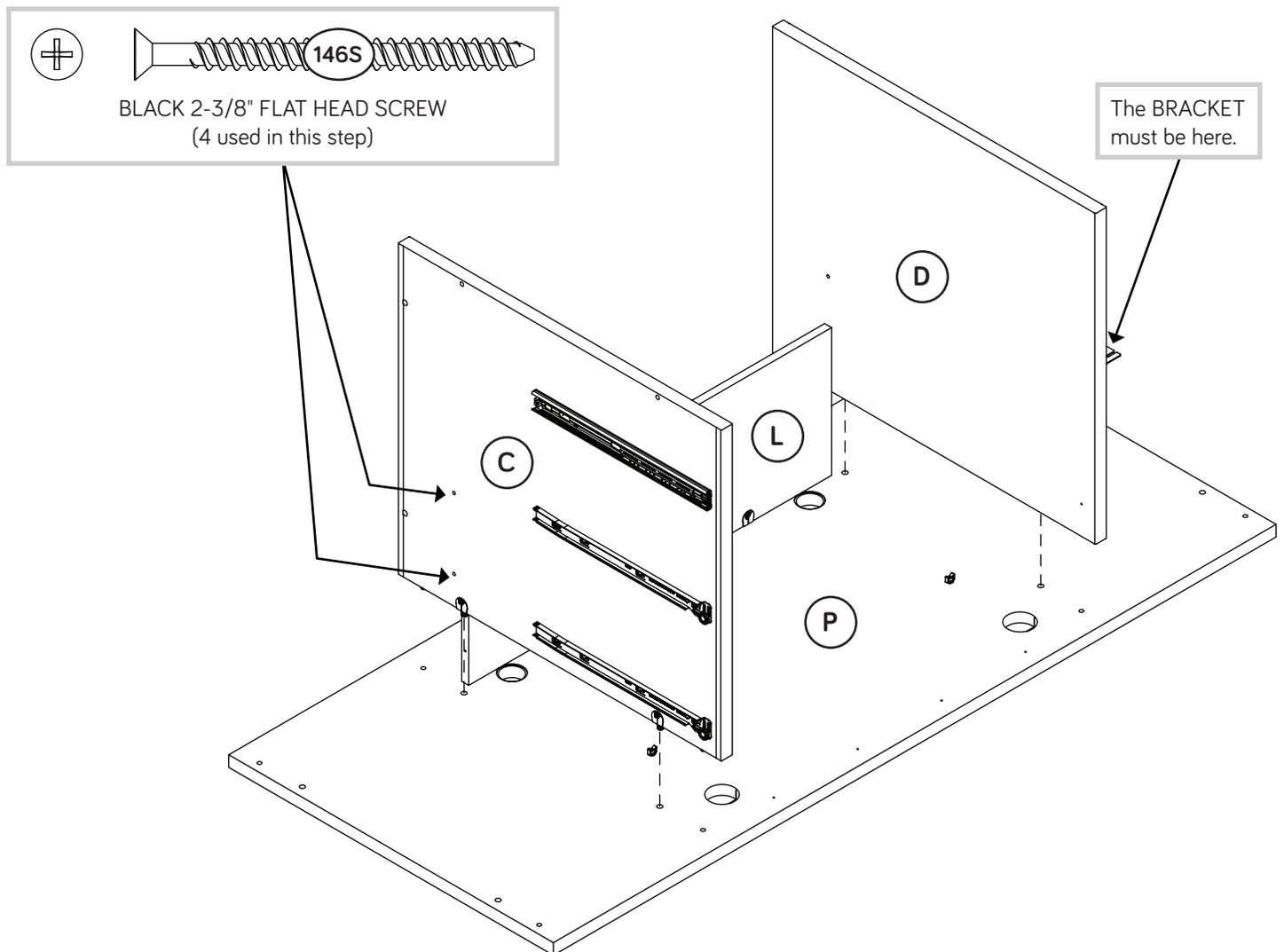
Step 4

- Fasten two CABINET RIGHTS (40CA) to the LEFT UPRIGHT (D) and two CABINET LEFTS (40CB) to the RIGHT UPRIGHT (C). Use eight GOLD 5/16" FLAT HEAD SCREWS (3S) through holes #1 and #4.
- Fasten the L-LOCK BRACKET (76G) to the LEFT UPRIGHT (D) exactly as shown. Use two BLACK 9/16" LARGE HEAD SCREWS (1S).



Step 5

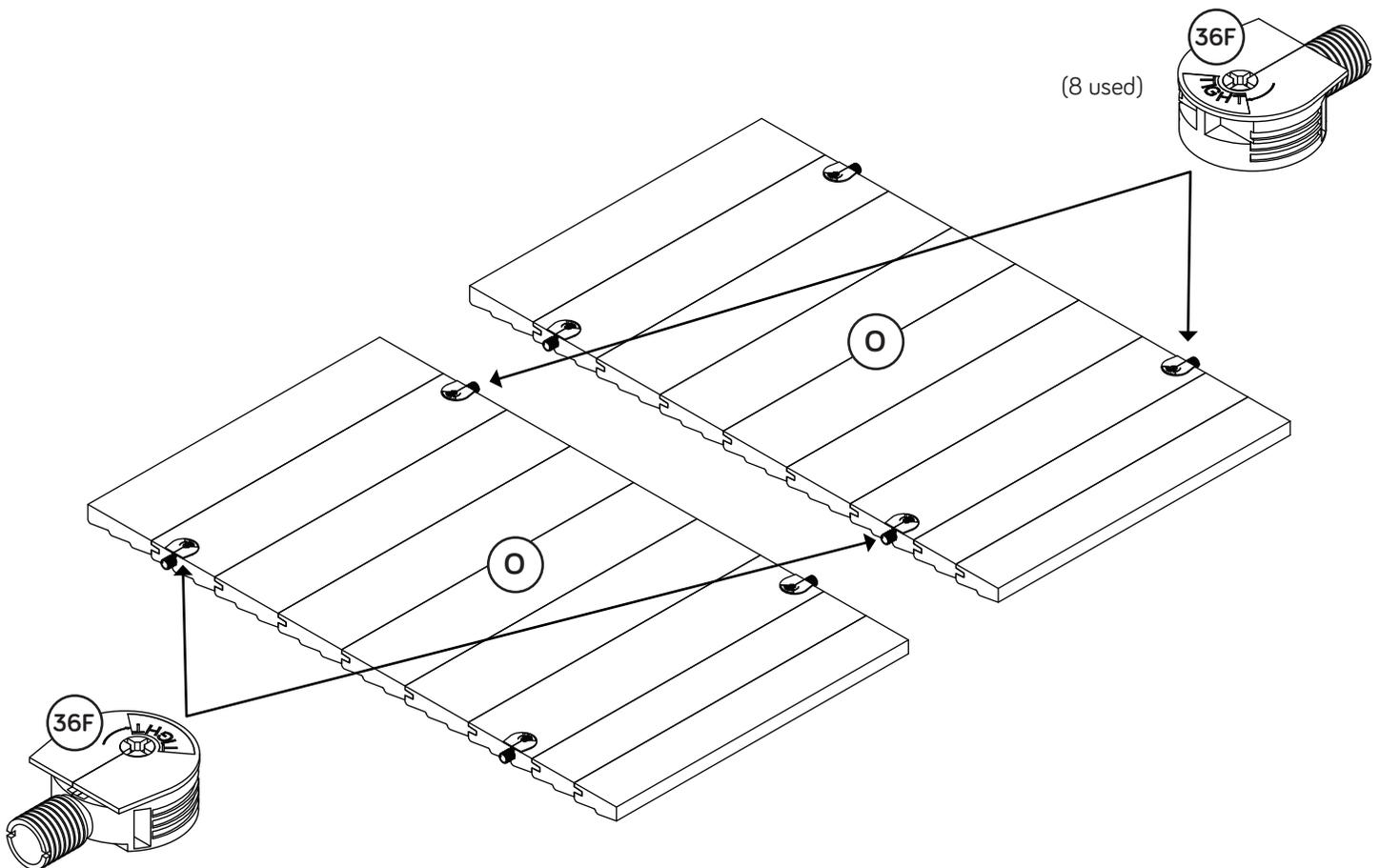
- ✚ Fasten the UPRIGHTS (C and D) to the TOP (P). Tighten four TWIST-LOCK® FASTENERS.
- ✚ Fasten the UPRIGHTS (C and D) to the MODESTY PANEL (L). Use four BLACK 2-3/8" FLAT HEAD SCREWS (146S).
- ✚ NOTE: You should start each SCREW a few turns before completely tightening any of them.



Step 6

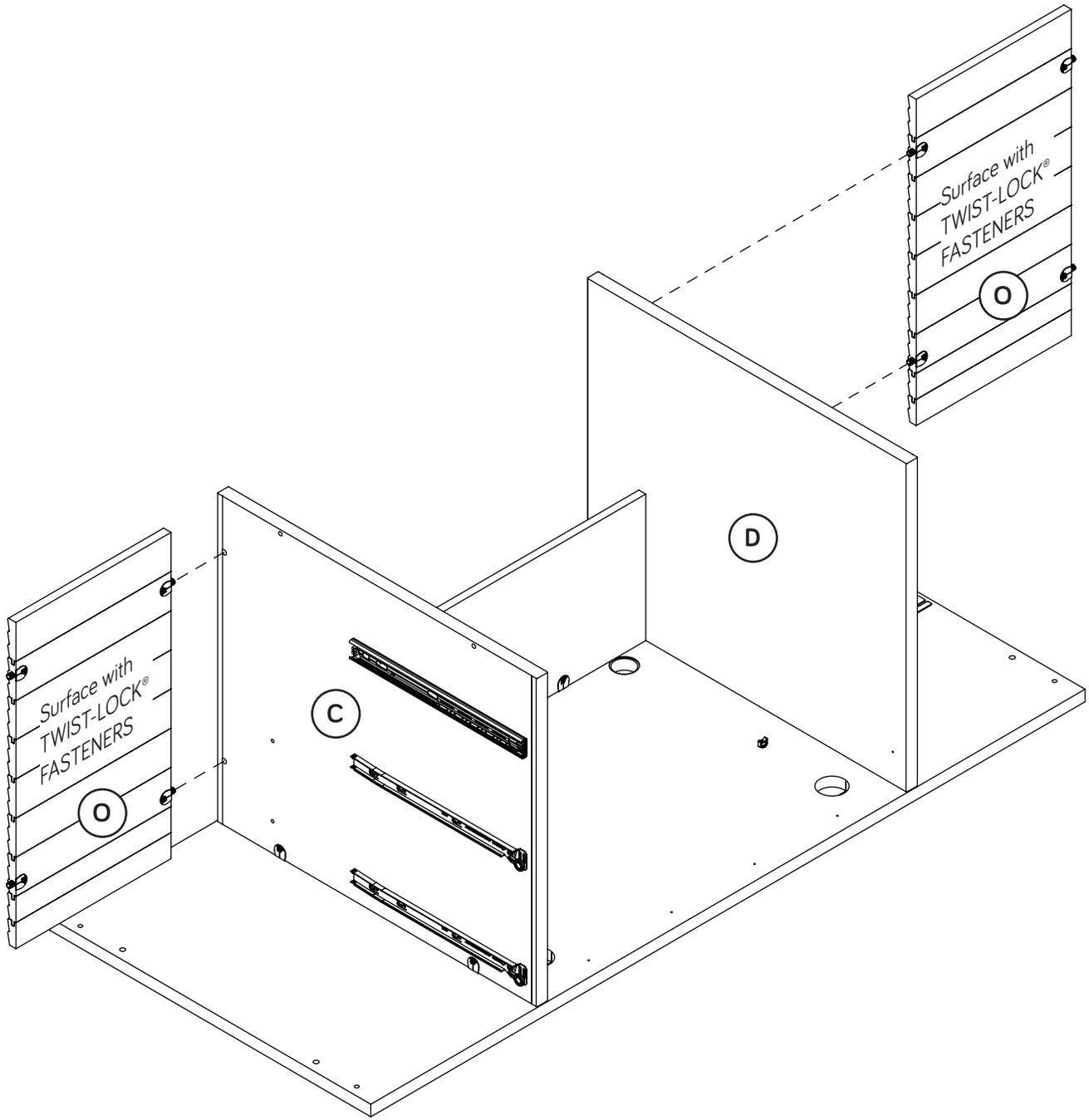
- Push eight SAUDER TWIST-LOCK® FASTENERS (36F) into the large holes in the LOUVERED BACKS (O).

Do not tighten the TWIST-LOCK® FASTENERS in this step.



Step 7

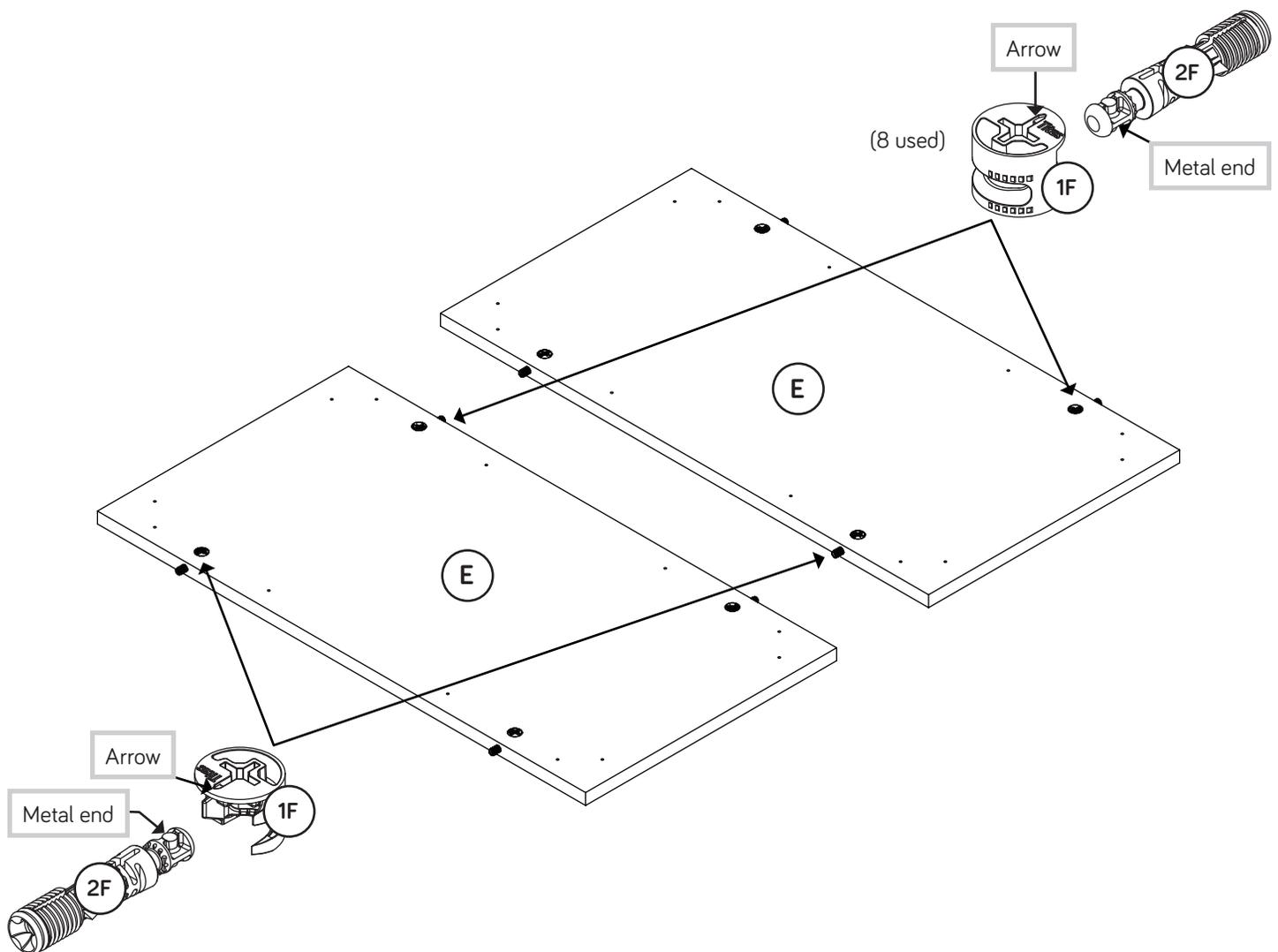
- Fasten the LOUVERED BACKS (O) to the UPRIGHTS (C and D).
Tighten four TWIST-LOCK® FASTENERS.



Step 8

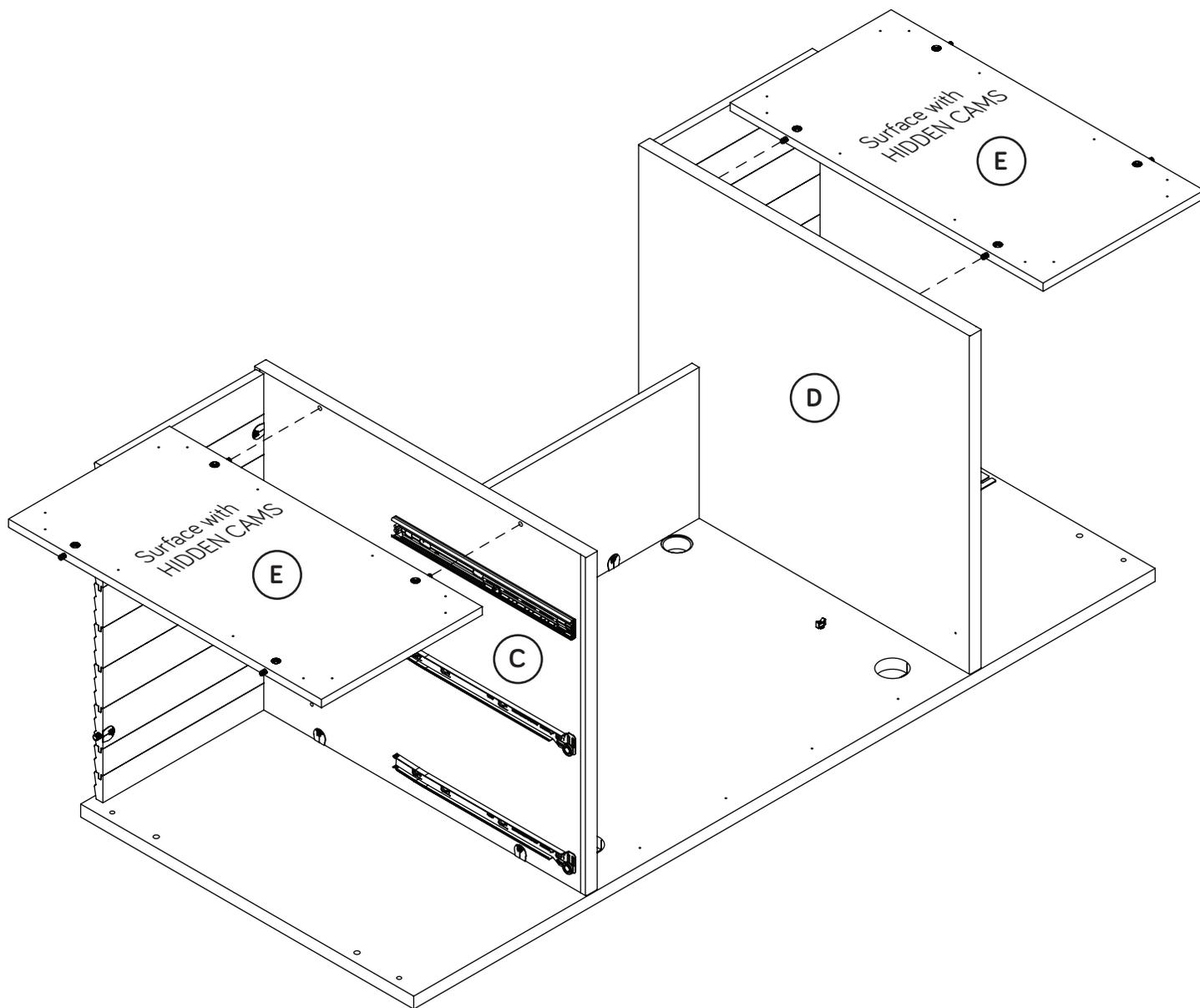
- Push eight HIDDEN CAMS (1F) into the BOTTOMS (E). Then, insert the metal end of a CAM DOWEL (2F) into each HIDDEN CAM.

Do not tighten the HIDDEN CAMS in this step.



Step 9

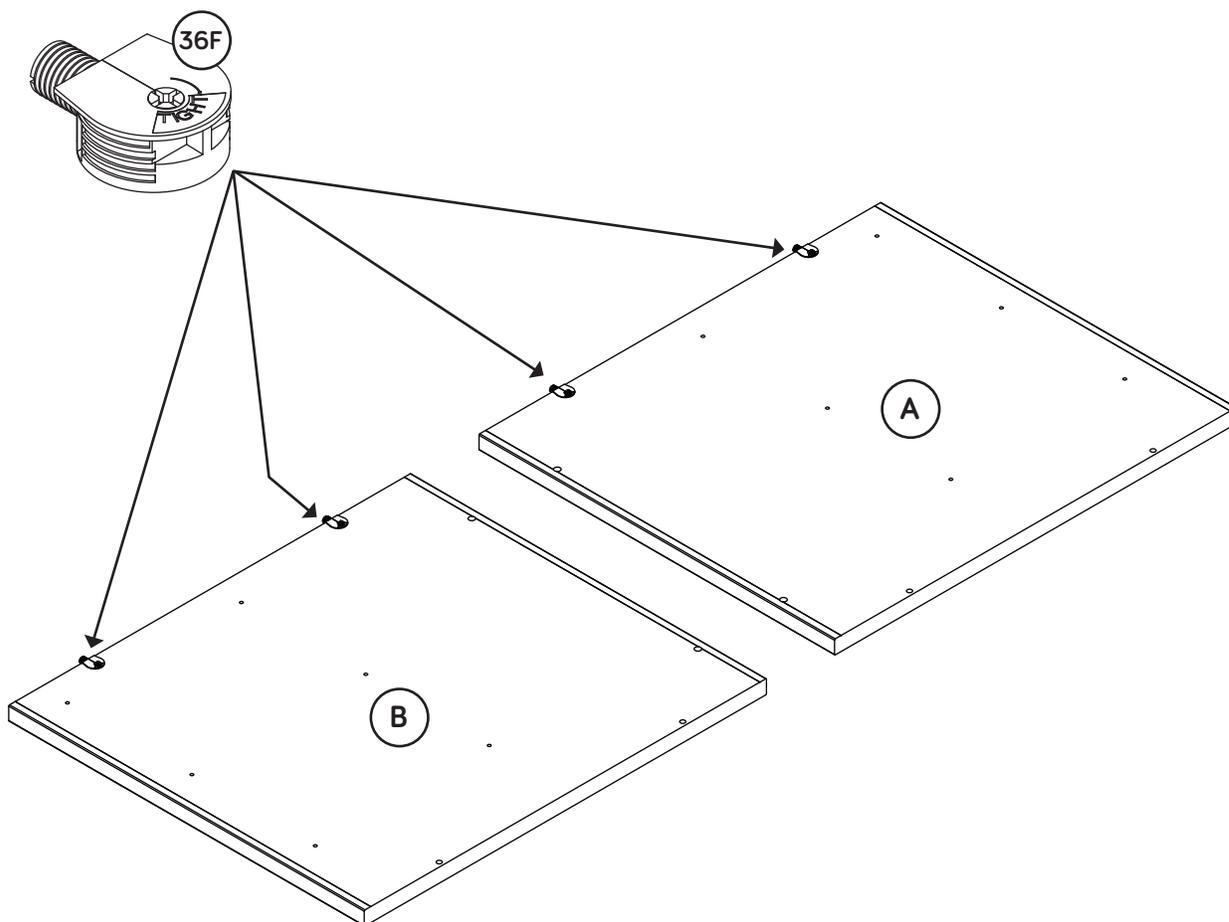
- Fasten the BOTTOMS (E) to the UPRIGHTS (C and D).
Tighten four HIDDEN CAMS.



Step 10

- Push four SAUDER TWIST-LOCK® FASTENERS (36F) into the large holes in the ENDS (A and B).

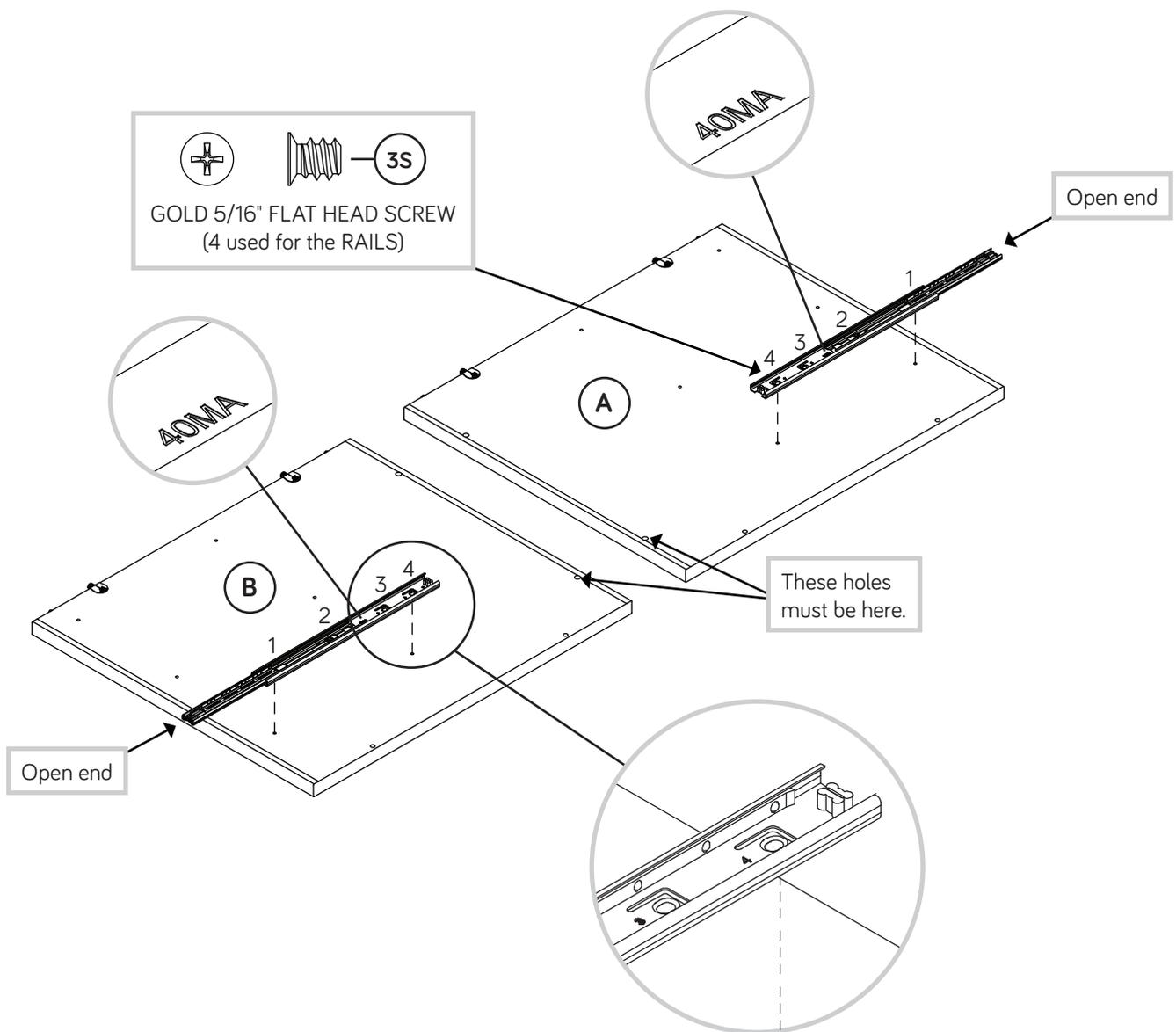
Do not tighten the TWIST-LOCK® FASTENERS in this step.



Step 11

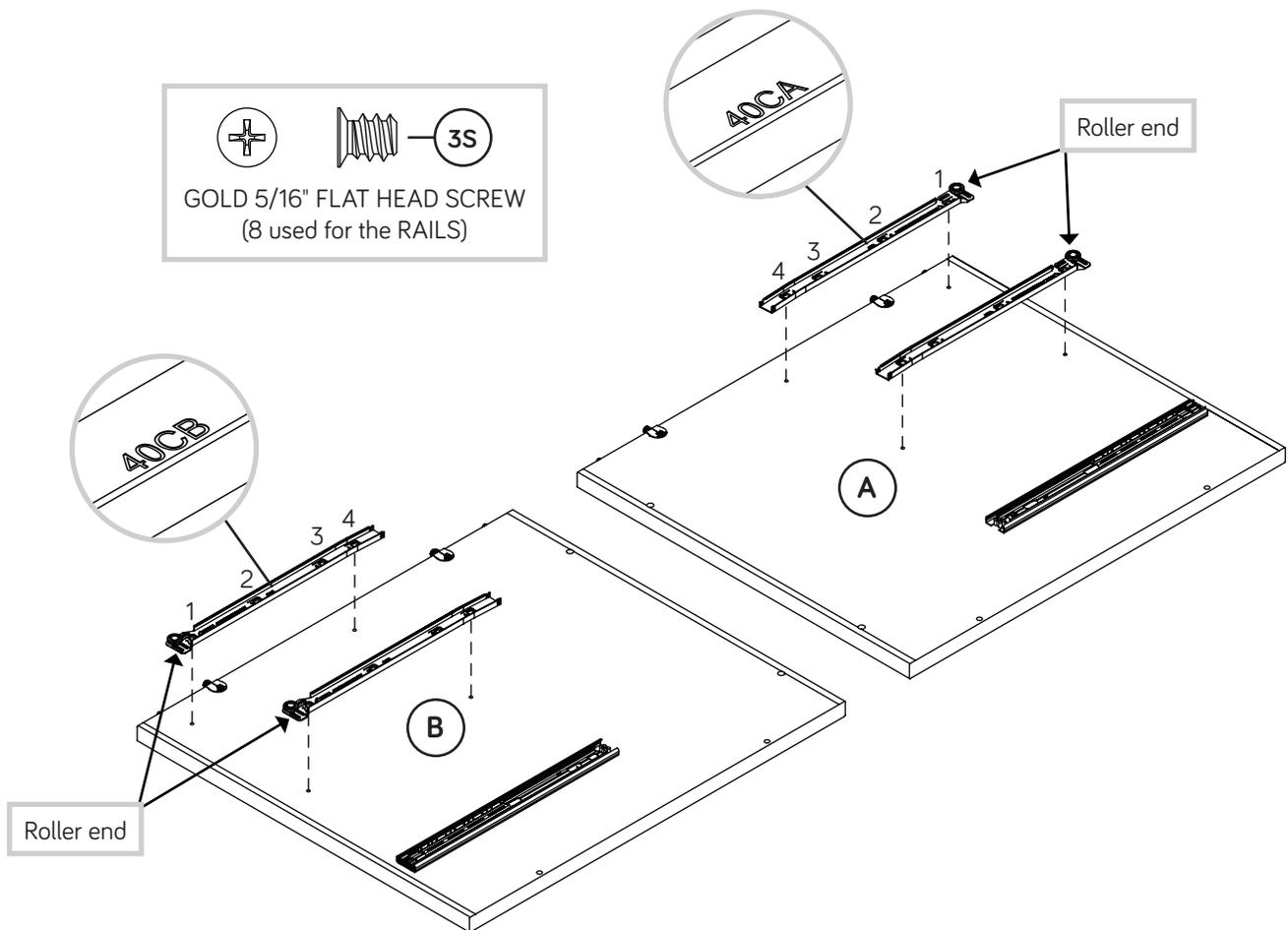
✚ Fasten two EXTENSION RAILS (40MA) to the ENDS (A and B). Use four GOLD 5/16" FLAT HEAD SCREWS (3S) through holes #1 and #4.

✚ NOTE: For each EXTENSION RAIL, turn a SCREW into the hole shown in the enlarged diagram. Then, slide the inner cartridge of the EXTENSION RAIL in to find the other hole that lines up with the hole in the END. Turn a SCREW into this hole.



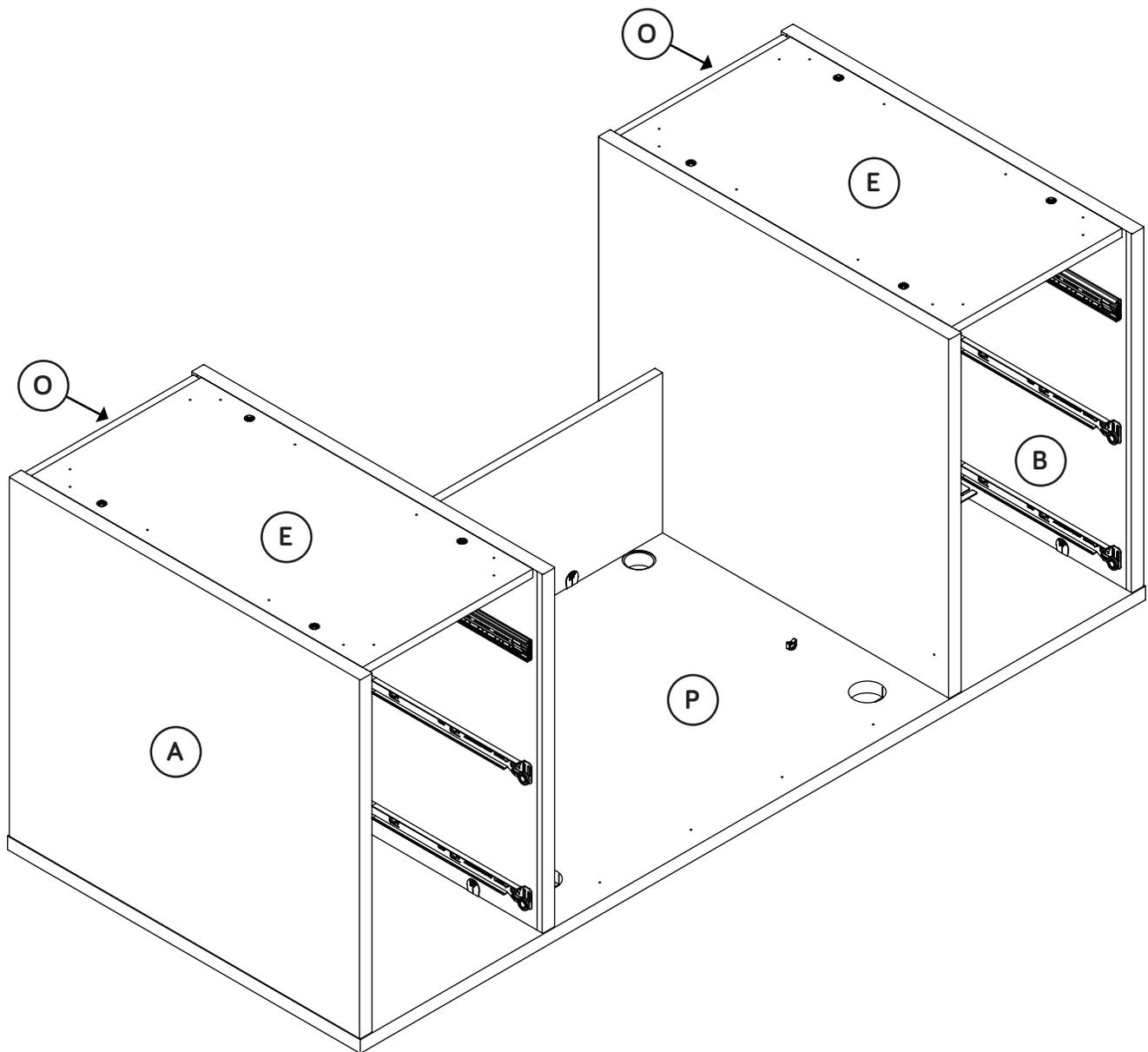
Step 12

- Fasten two CABINET RIGHTS (40CA) to the RIGHT END (A) and two CABINET LEFTS (40CB) to the LEFT END (B). Use eight GOLD 5/16" FLAT HEAD SCREWS (3S) through holes #1 and #4.



Step 13

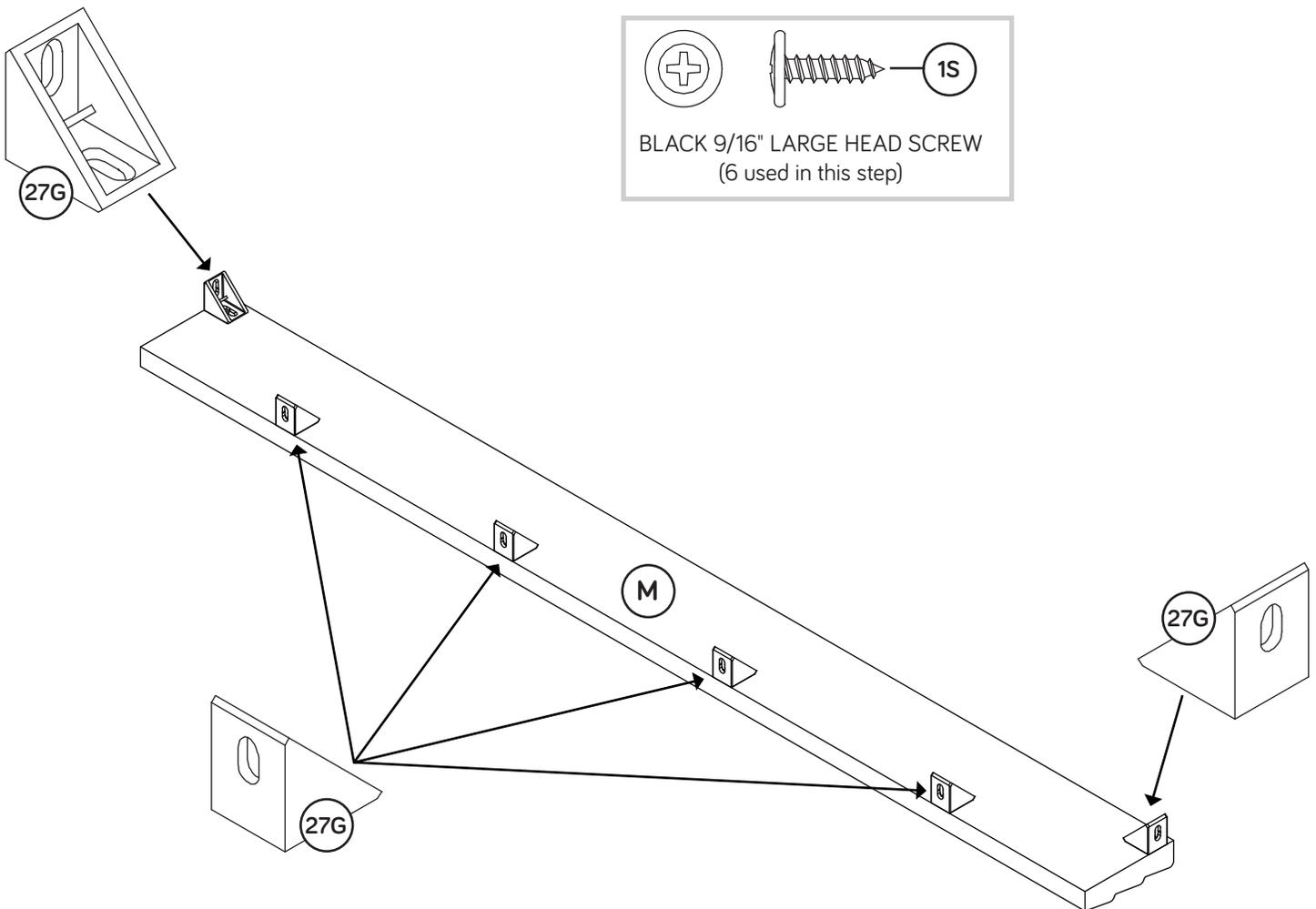
- Fasten the ENDS (A and B) to the BACKS (O) and TOP (P). Tighten eight TWIST-LOCK® FASTENERS.
- Fasten the ENDS (A and B) to the BOTTOMS (E). Tighten four HIDDEN CAMS.



Step 16

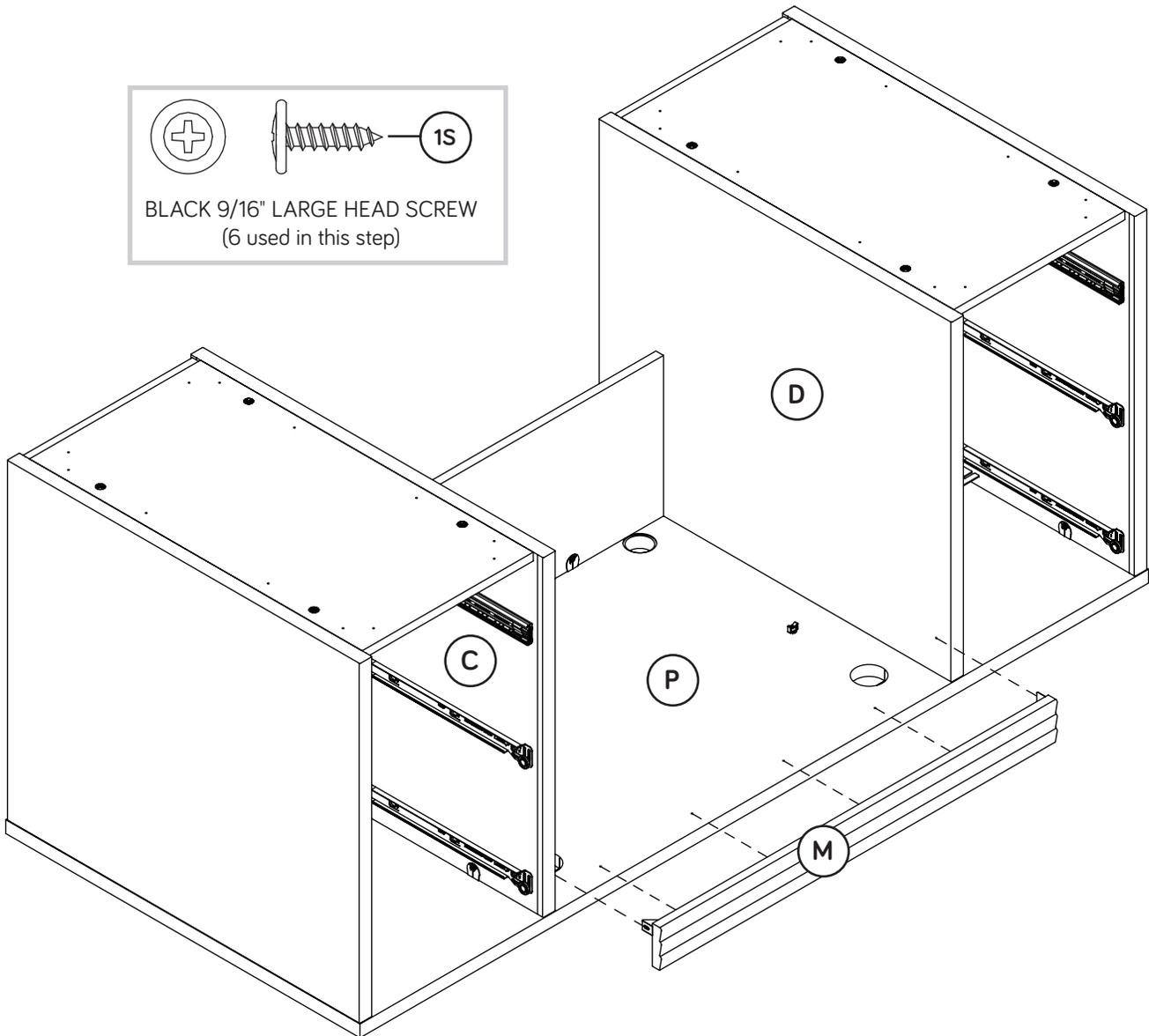
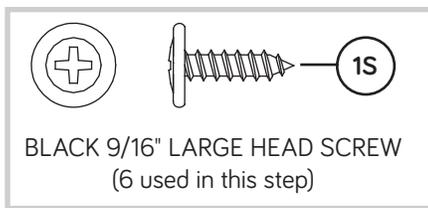
Fasten six ANGLE BRACKETS (27G) to the FRONT MOLDING (M).
Use six BLACK 9/16" LARGE HEAD SCREWS (1S).

NOTE: Be sure the edges of the ANGLE BRACKETS are even with the edges of the FRONT MOLDING.



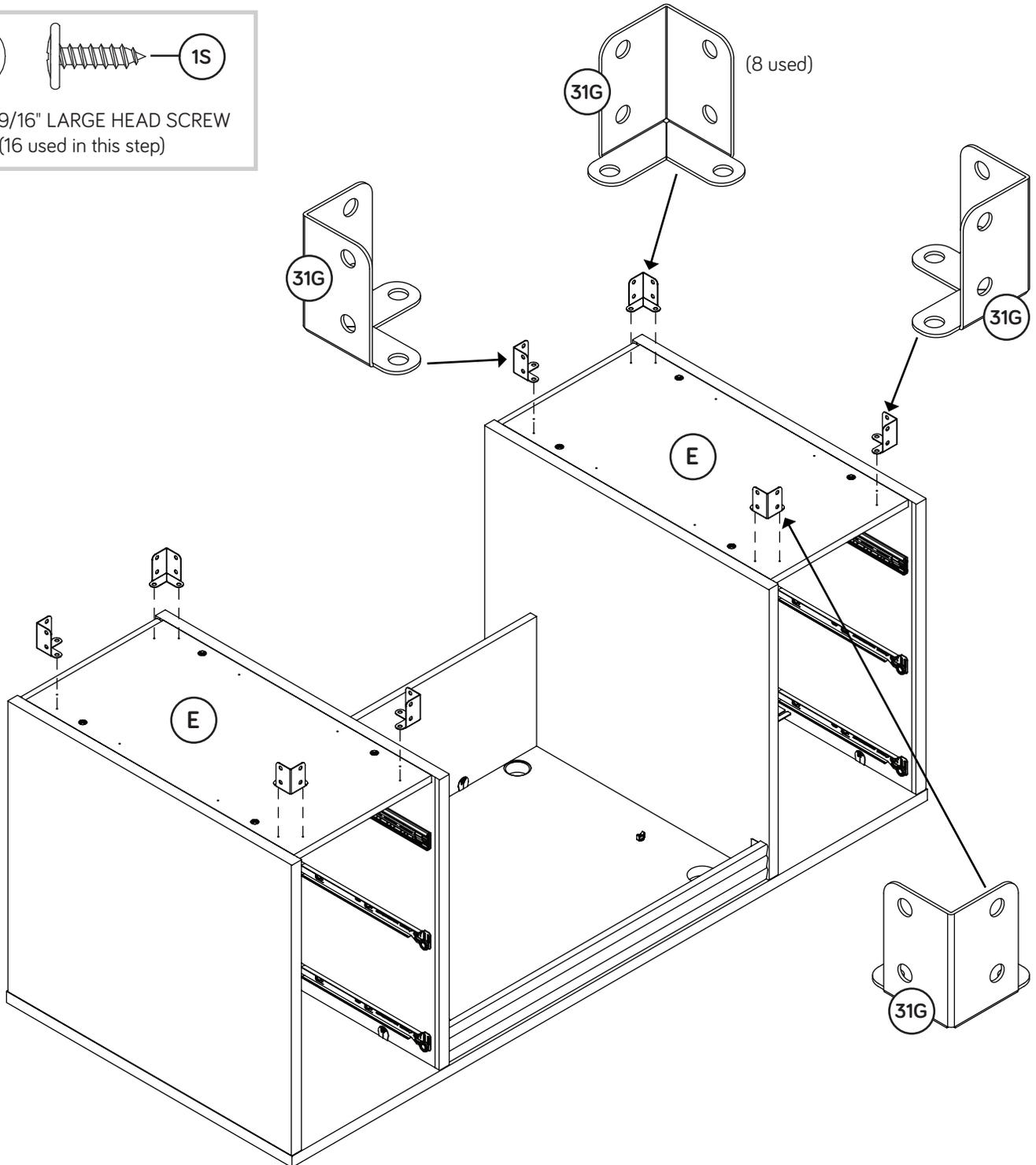
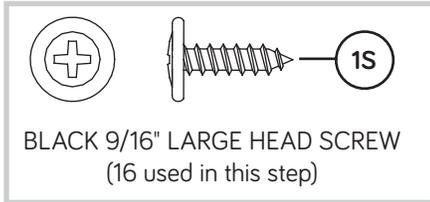
Step 17

- Fasten the FRONT MOLDING (M) to the UPRIGHTS (C and D) and TOP (P). Use six BLACK 9/16" LARGE HEAD SCREWS (1S) through the ANGLE BRACKETS on the FRONT MOLDING and into the holes in the UPRIGHTS and TOP.



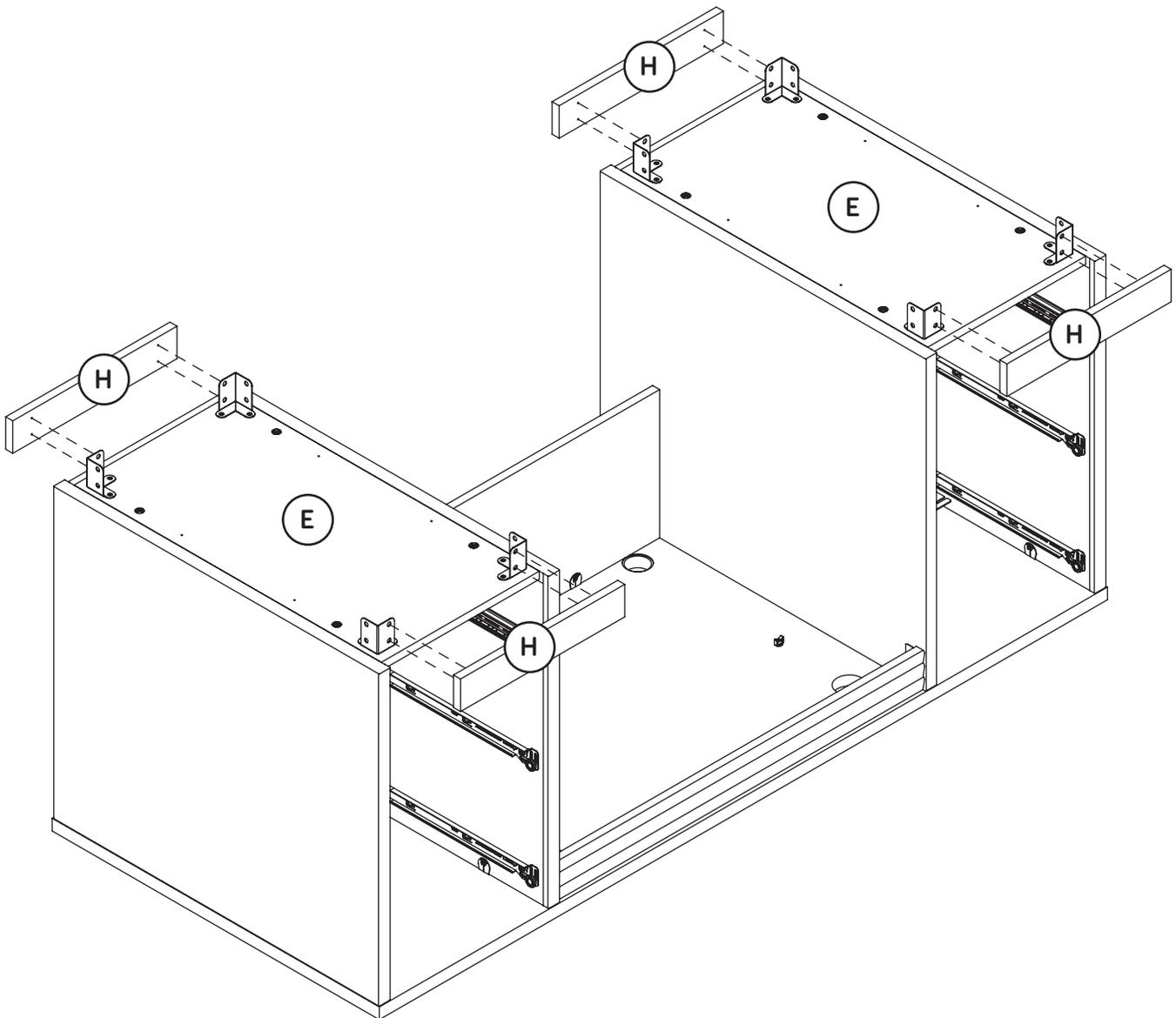
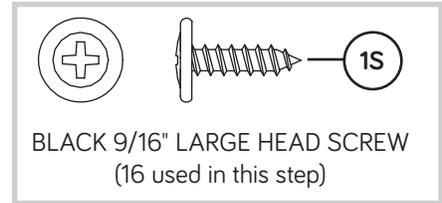
Step 18

- Fasten the CORNER BRACKETS (31G) to the BOTTOMS (E).
Use sixteen BLACK 9/16" LARGE HEAD SCREWS (1S).



Step 19

- Fasten the SHORT BASES (H) to the CORNER BRACKETS on the BOTTOMS (E). Use sixteen BLACK 9/16" LARGE HEAD SCREWS (1S).



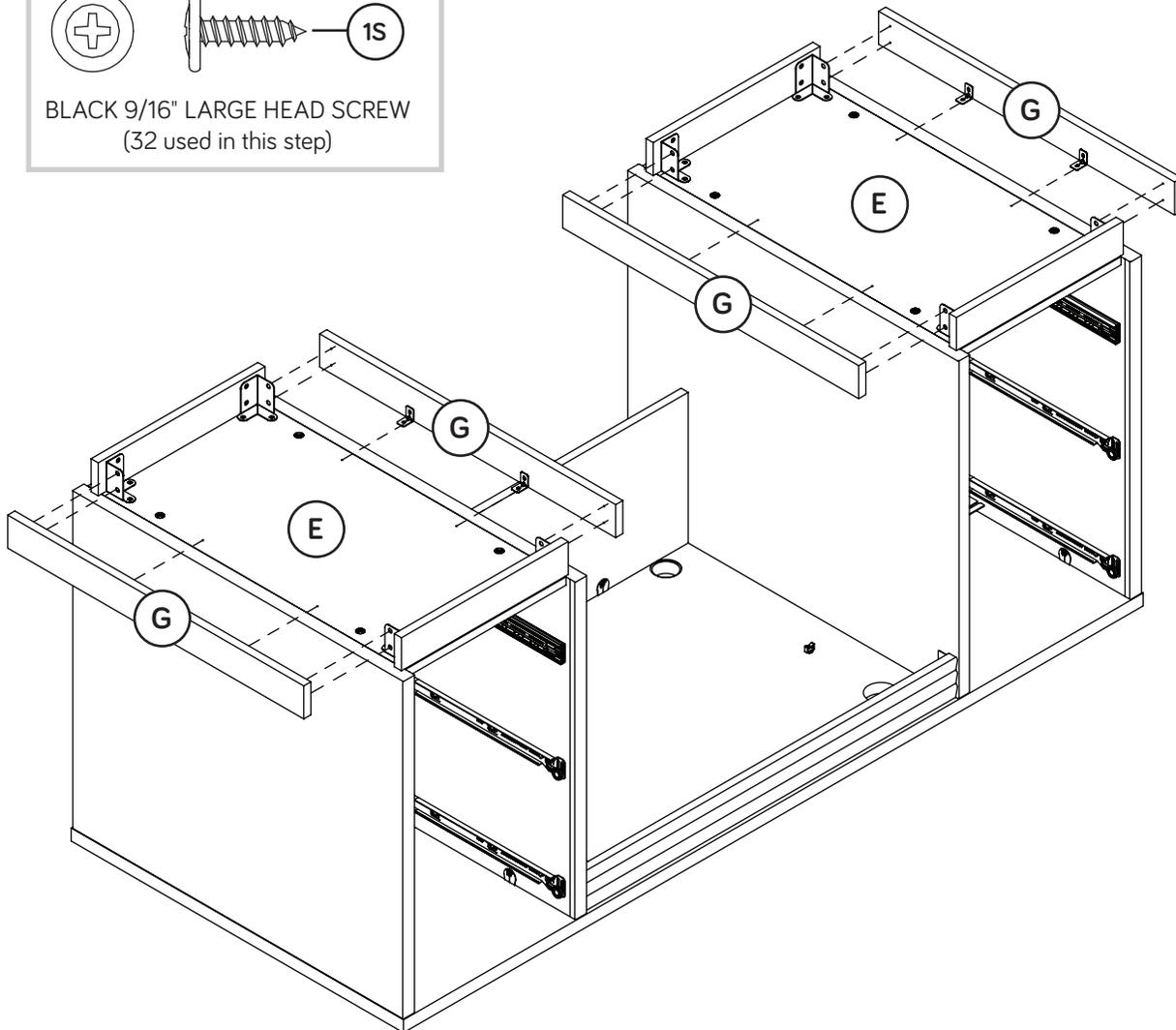
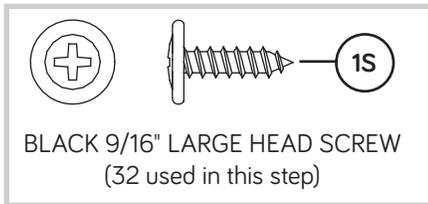
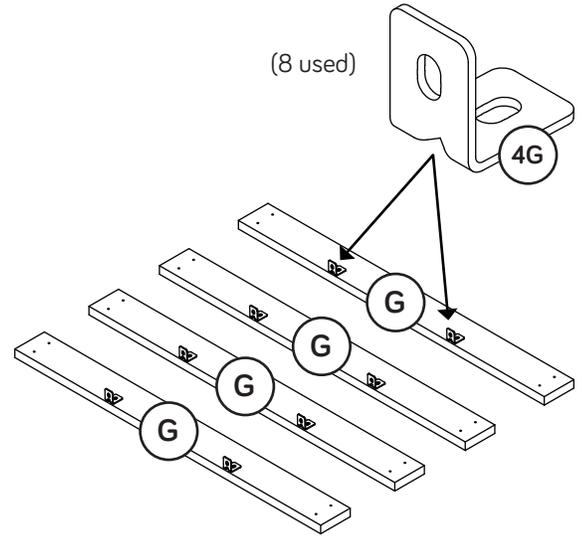
Step 20

Fasten eight METAL BRACKETS (4G) to the LONG BASES (G).
Use eight BLACK 9/16" LARGE HEAD SCREWS (1S).

NOTE: Be sure the BRACKETS are even with the edge of each LONG BASE.

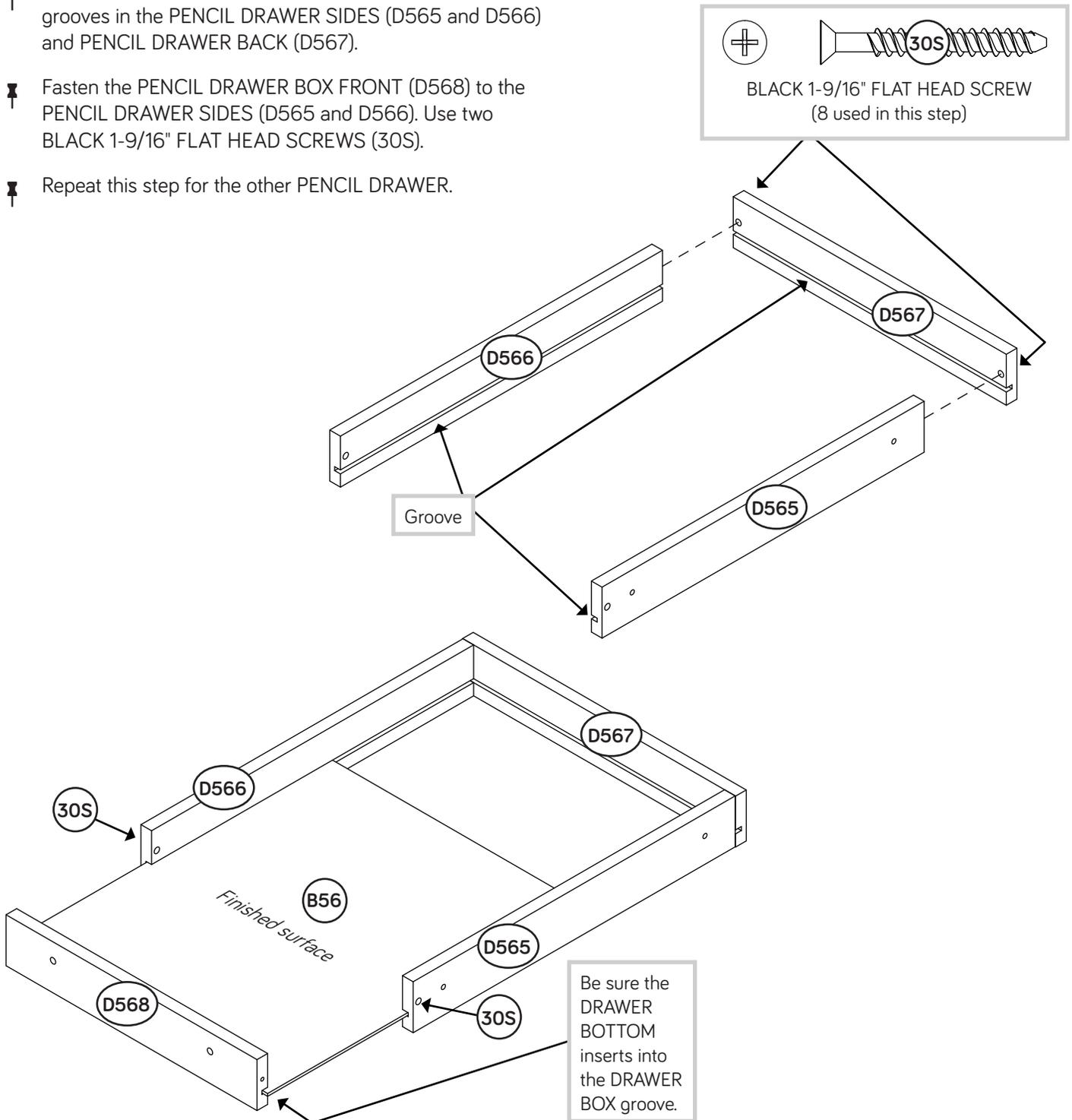
Fasten the LONG BASES (G) to the CORNER BRACKETS on the BOTTOMS (E). Use sixteen BLACK 9/16" LARGE HEAD SCREWS (1S).

Fasten LONG BASES (G) to the BOTTOMS (E). Use eight BLACK 9/16" LARGE HEAD SCREWS (1S) through the METAL BRACKETS on the LONG BASES and into the holes in the BOTTOMS.



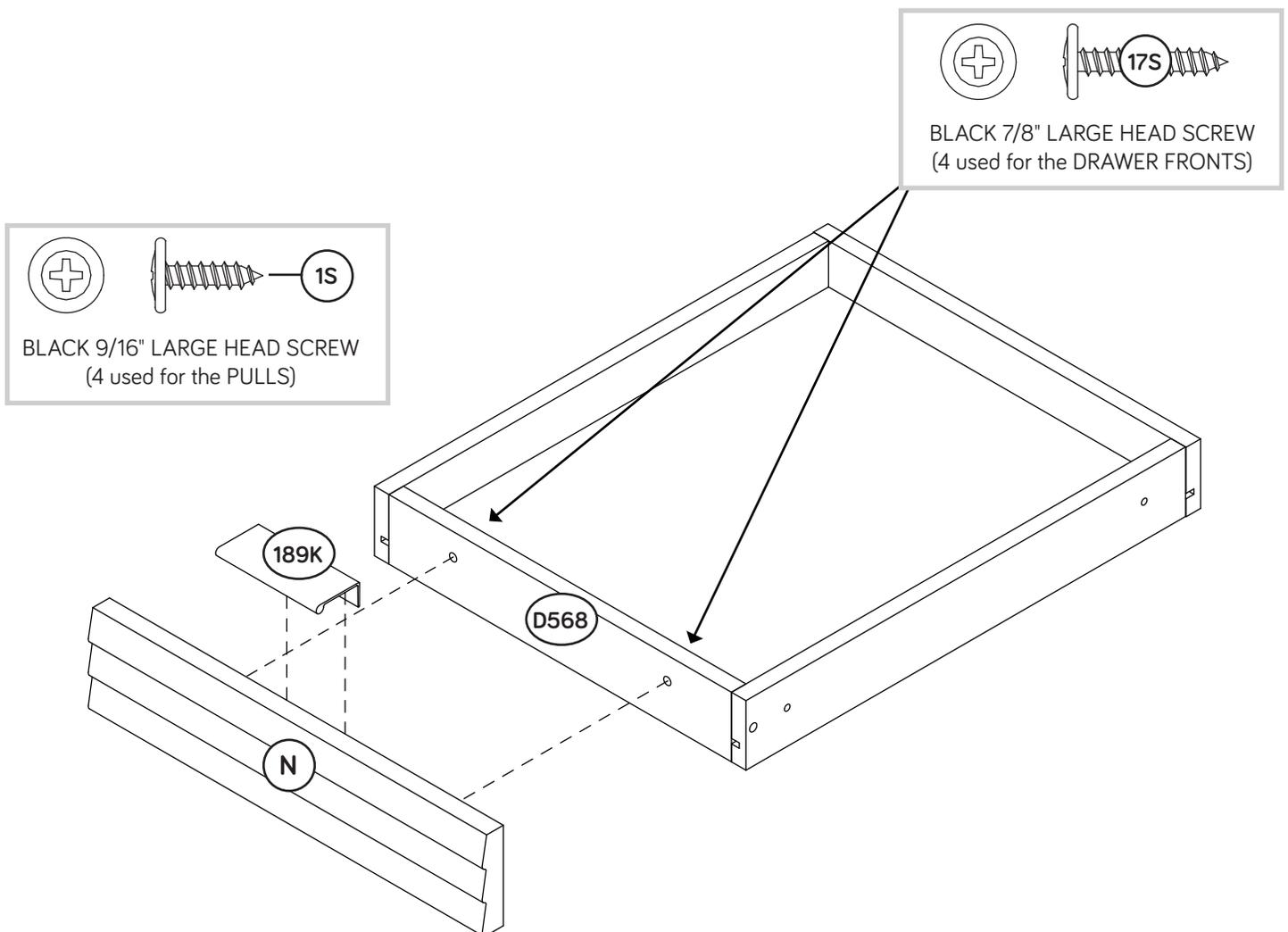
Step 21

- Fasten the PENCIL DRAWER BACK (D567) to the PENCIL DRAWER SIDES (D565 and D566). Use two BLACK 1-9/16" FLAT HEAD SCREWS (30S).
- Slide the PENCIL DRAWER BOTTOM (B56) into the grooves in the PENCIL DRAWER SIDES (D565 and D566) and PENCIL DRAWER BACK (D567).
- Fasten the PENCIL DRAWER BOX FRONT (D568) to the PENCIL DRAWER SIDES (D565 and D566). Use two BLACK 1-9/16" FLAT HEAD SCREWS (30S).
- Repeat this step for the other PENCIL DRAWER.



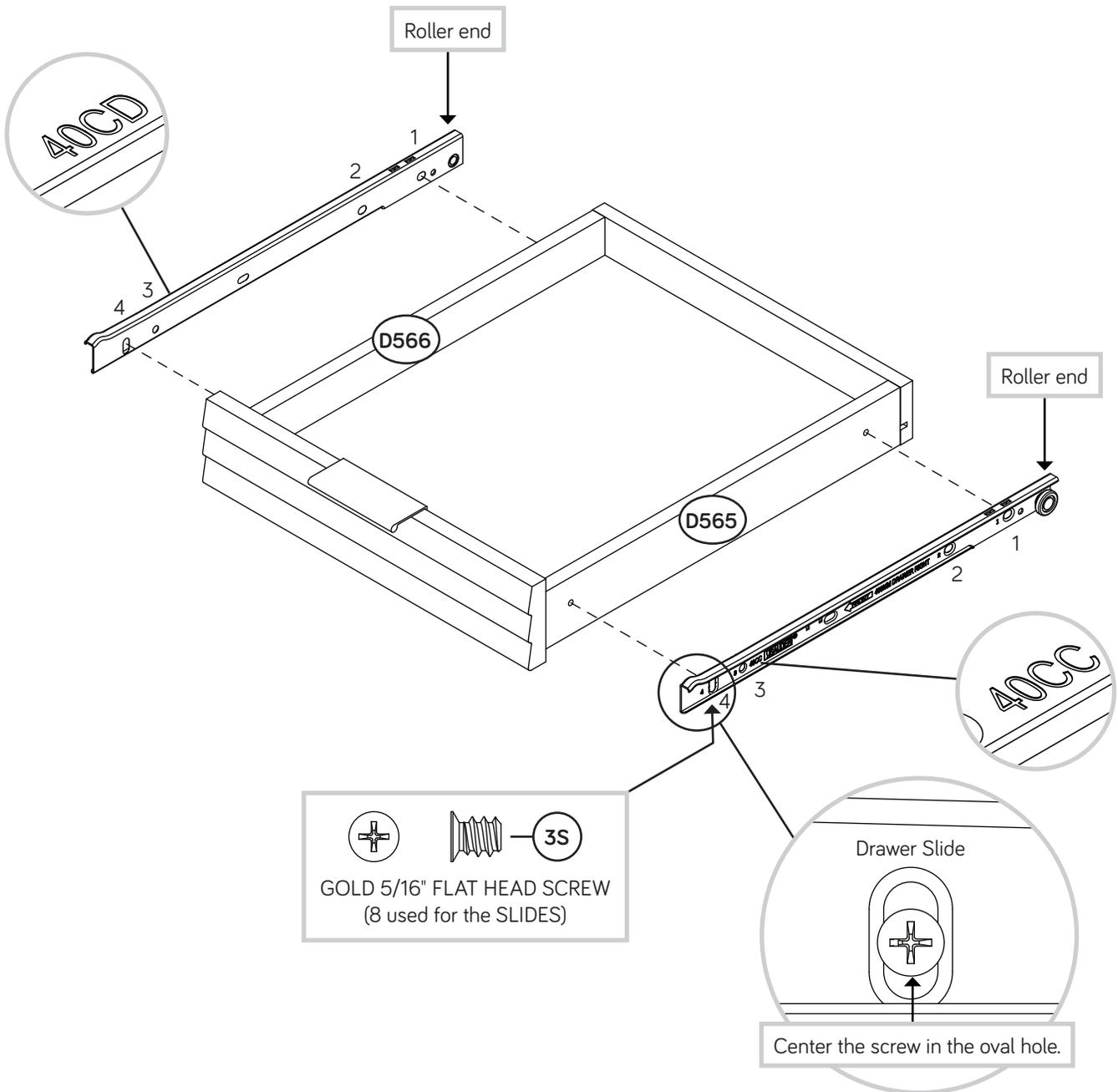
Step 22

- Fasten the PENCIL DRAWER FRONT (N) to the PENCIL DRAWER BOX FRONT (D568). Use two BLACK 7/8" LARGE HEAD SCREWS (17S).
- Fasten one PULL (189K) to the PENCIL DRAWER FRONT (N). Use two BLACK 9/16" LARGE HEAD SCREWS (1S).
- Repeat this step for the other PENCIL DRAWER.



Step 23

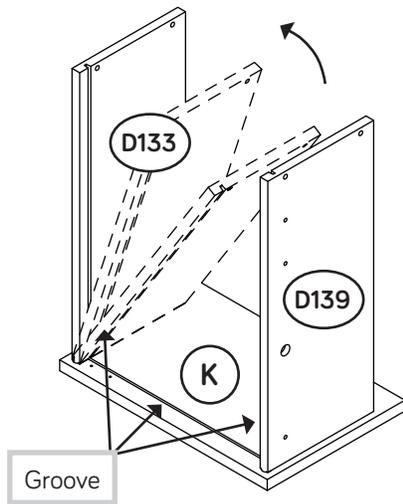
- Fasten a DRAWER RIGHT (40CC) to the PENCIL RIGHT DRAWER SIDE (D565) and a DRAWER LEFT (40CD) to the PENCIL LEFT DRAWER SIDE (D566). Use four GOLD 5/16" FLAT HEAD SCREWS (3S) through holes #1 and #4.
- Repeat this step for the other PENCIL DRAWER.



Step 24

1

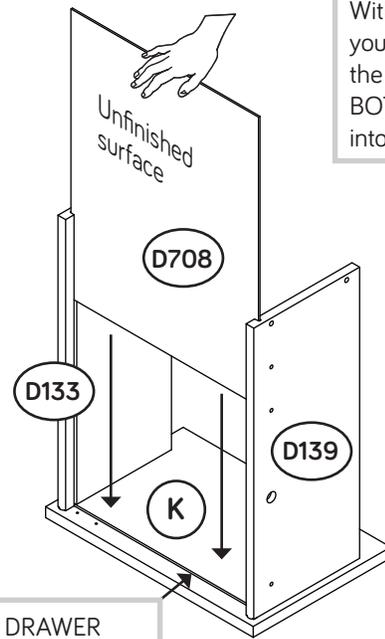
The tabs should insert freely into the slots. Gently tilt the DRAWER SIDES side to side until the tabs slip into the slots.



✚ Insert the DRAWER SIDES (D133 and D139) at an angle into the slot at each end of the DRAWER FRONT (K).

2

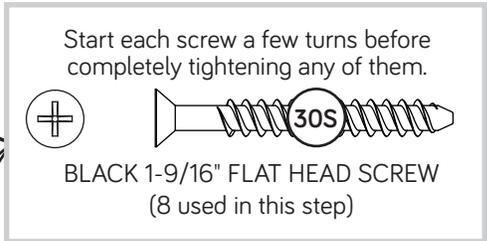
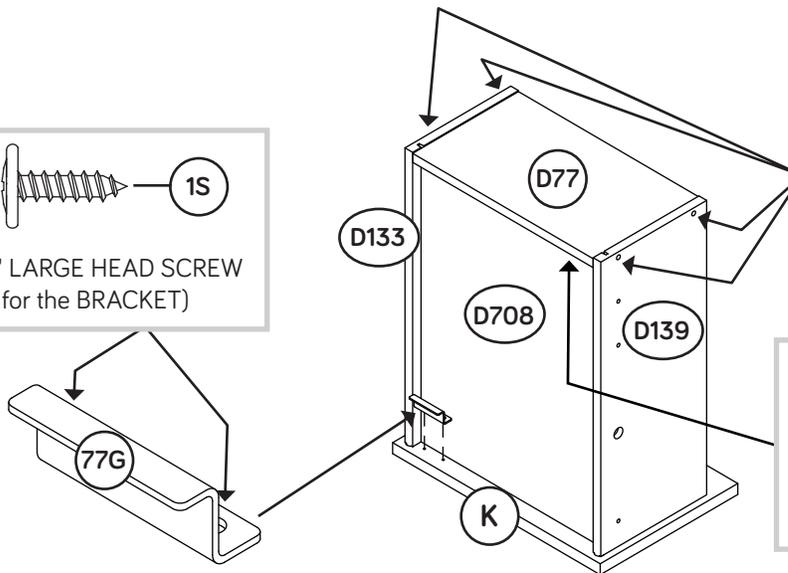
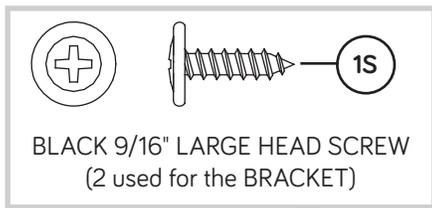
With the palm of your hand, tap the DRAWER BOTTOM down into the groove.



Be sure the DRAWER BOTTOM inserts into the DRAWER FRONT groove.

✚ Slide the DRAWER BOTTOM (D708) into the grooves in the DRAWER SIDES (D133 and D139) and DRAWER FRONT (K).

3

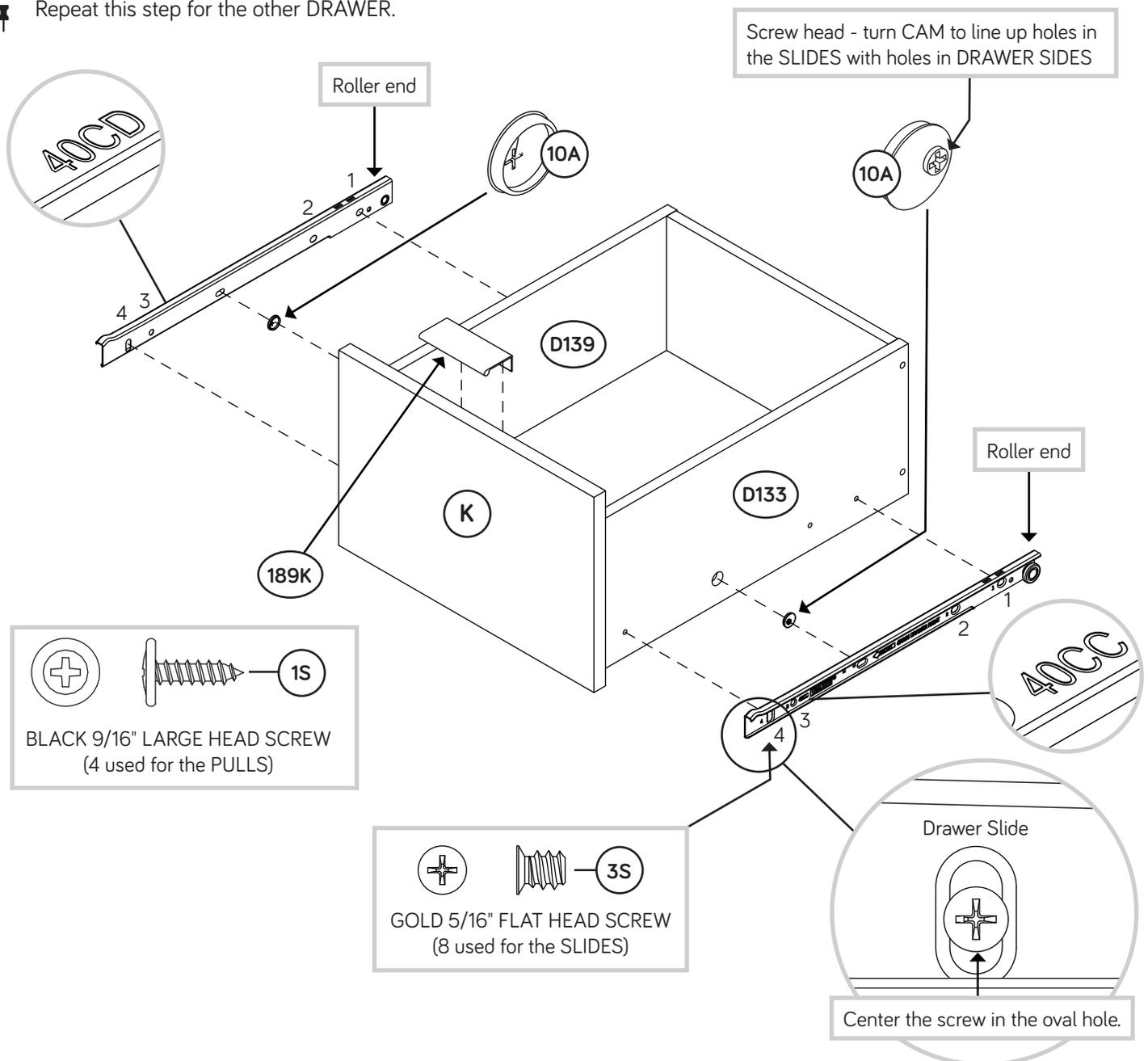


Be sure the DRAWER BOTTOM inserts into the DRAWER BACK groove.

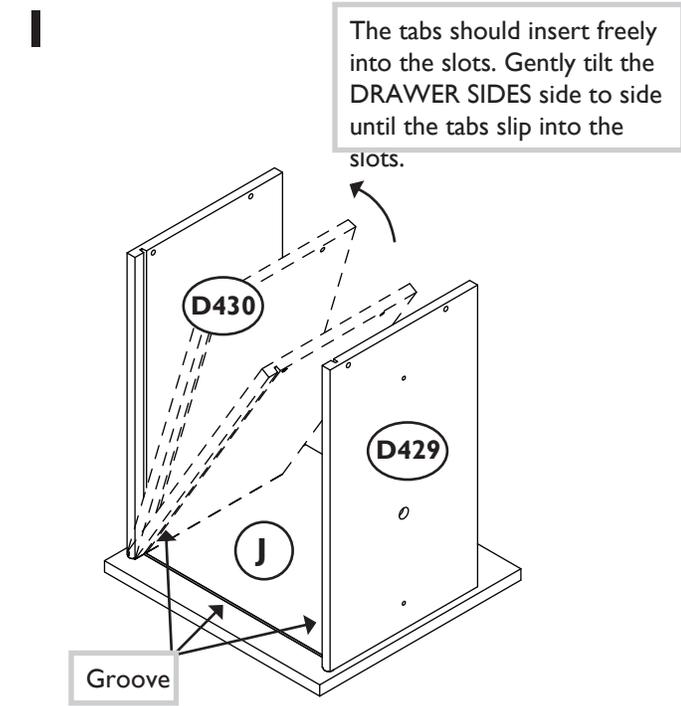
- ✚ Fasten the DRAWER BACK (D77) to the DRAWER SIDES (D133 and D139). Use four BLACK 1-9/16" FLAT HEAD SCREWS (30S).
- ✚ NOTE: Be sure the DRAWER BOTTOM (D708) inserts into the groove of the DRAWER BACK (D77).
- ✚ Repeat this step for the other drawer.
- ✚ Fasten the Z-LOCK BRACKET (77G) to one of the DRAWER FRONTS (K) exactly as shown. Use two BLACK 9/16" LARGE HEAD SCREWS (1S).

Step 25

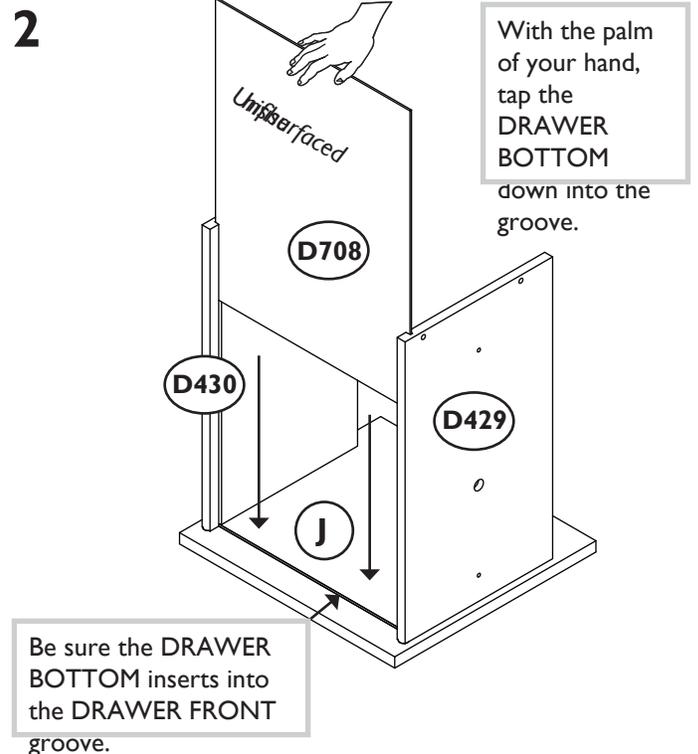
- ✚ Insert a SLIDE CAM (10A) into the DRAWER SIDES (D133 and D139).
- ✚ Fasten a DRAWER RIGHT (40CC) to the RIGHT DRAWER SIDE (D133) and a DRAWER LEFT (40CD) to the LEFT DRAWER SIDE (D139). Use four GOLD 5/16" FLAT HEAD SCREWS (3S) through holes #1 and #4.
- ✚ **NOTE:** The screw head in the CAM must be visible through the slotted hole in the SLIDE.
- ✚ Fasten one PULL (189K) to the DRAWER FRONT (K). Use two BLACK 9/16" LARGE HEAD SCREWS (1S).
- ✚ Repeat this step for the other DRAWER.



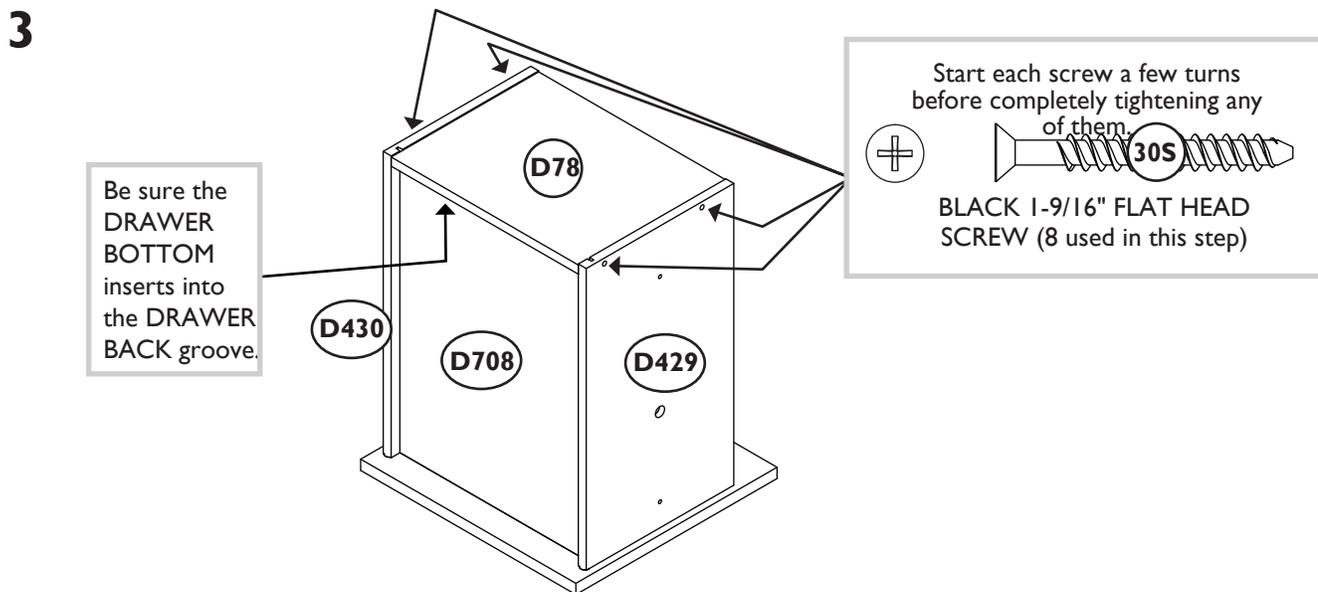
Step 26



⦿ Insert the FILE DRAWER SIDES (D429 and D430) at an angle into the slot at each end of the FILE DRAWER FRONT (J).



⦿ Slide the FILE DRAWER BOTTOM (D708) into the grooves in the FILE DRAWER SIDES (D429 and D430) and FILE DRAWER FRONT (J).



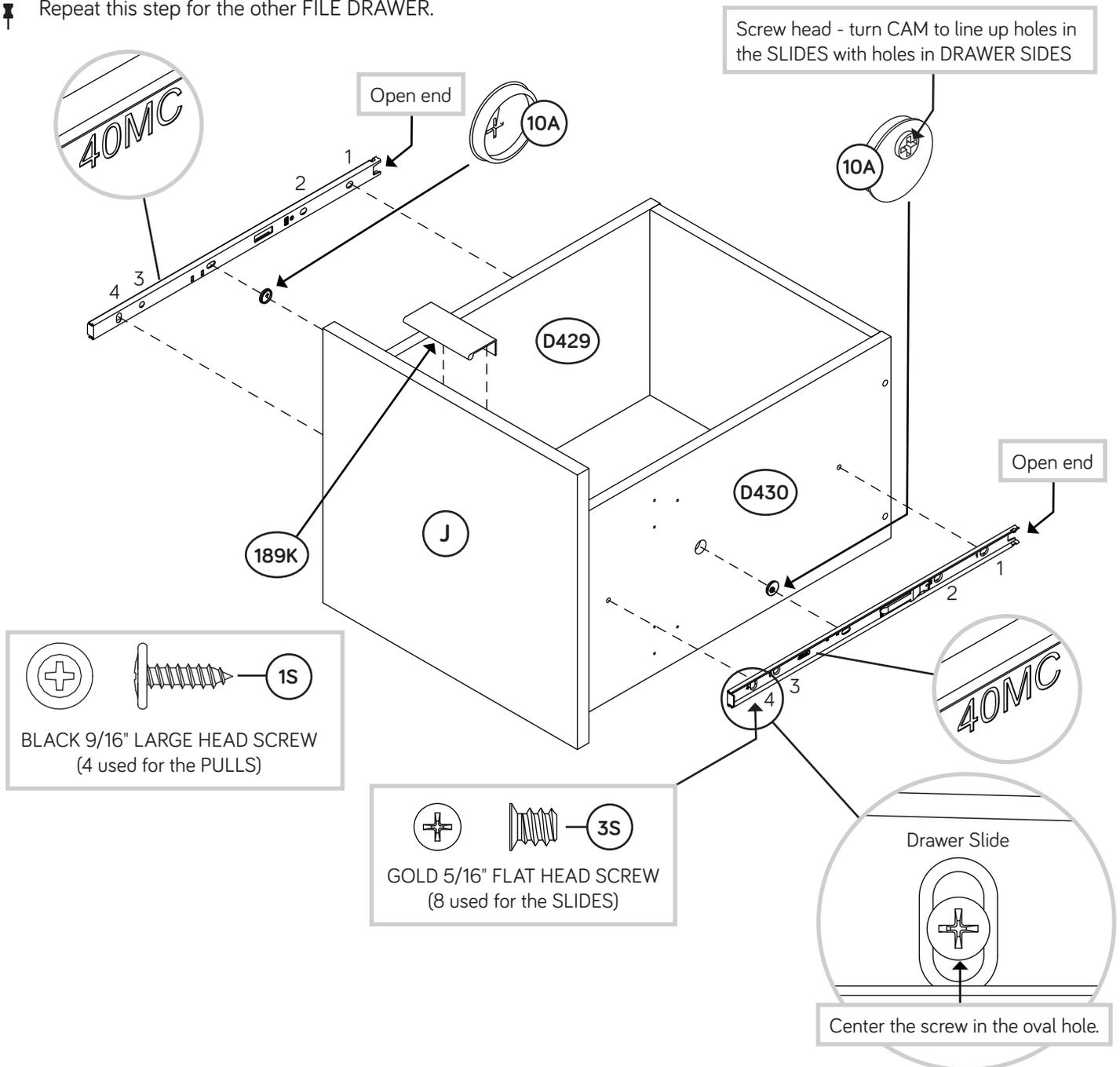
⦿ Fasten the FILE DRAWER BACK (D78) to the FILE DRAWER SIDES (D429 and D430). Use four BLACK 1-9/16" FLAT HEAD SCREWS (30S).

⦿ **NOTE:** Be sure the FILE DRAWER BOTTOM (D708) inserts into the groove of the FILE DRAWER BACK (D78).

⦿ Repeat this step for the LOCKING DRAWER FRONT (W).

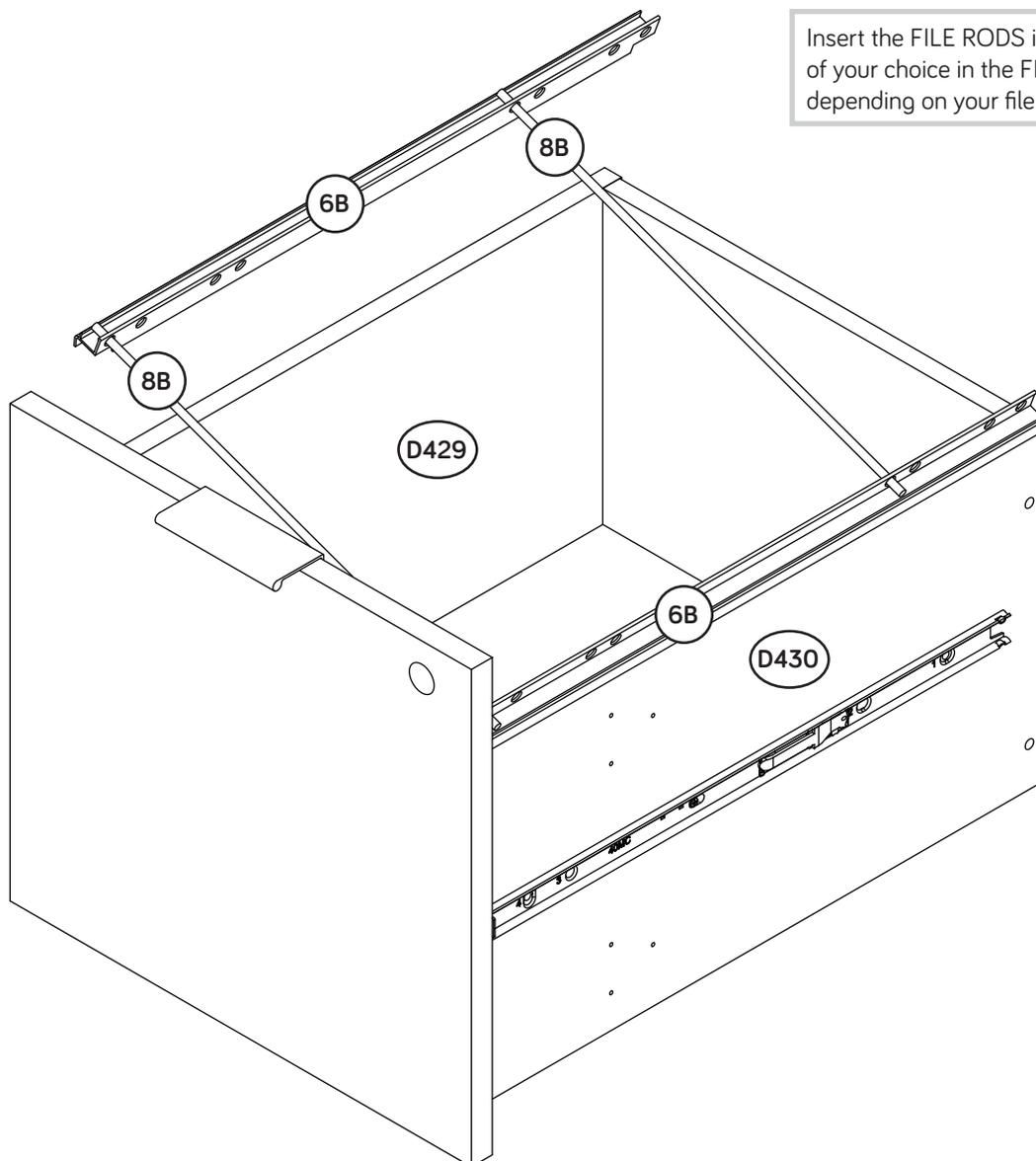
Step 27

- ✚ Insert a SLIDE CAM (10A) into the FILE DRAWER SIDES (D429 and D430).
- ✚ Fasten the EXTENSION SLIDES (40MC) to the FILE DRAWER SIDES (D429 and D430). Use four GOLD 5/16" FLAT HEAD SCREWS (3S) through holes #1 and #4.
- ✚ **NOTE:** The screw head in the CAM must be visible through the slotted hole in the SLIDE.
- ✚ Fasten one PULL (189K) to the FILE DRAWER FRONT (J). Use two BLACK 9/16" LARGE HEAD SCREWS (1S).
- ✚ Repeat this step for the other FILE DRAWER.



Step 28

- ✚ Push a FILE GLIDE (6B) onto the FILE RIGHT DRAWER SIDE (D430).
- ✚ Slide the FILE RODS (8B) into the FILE GLIDE (6B) on the FILE RIGHT DRAWER SIDE.
- ✚ Slide another FILE GLIDE (6B) onto the other end of the FILE RODS (8B), then press this FILE GLIDE over the FILE LEFT DRAWER SIDE (D429).
- ✚ Repeat this step for the other FILE DRAWER.

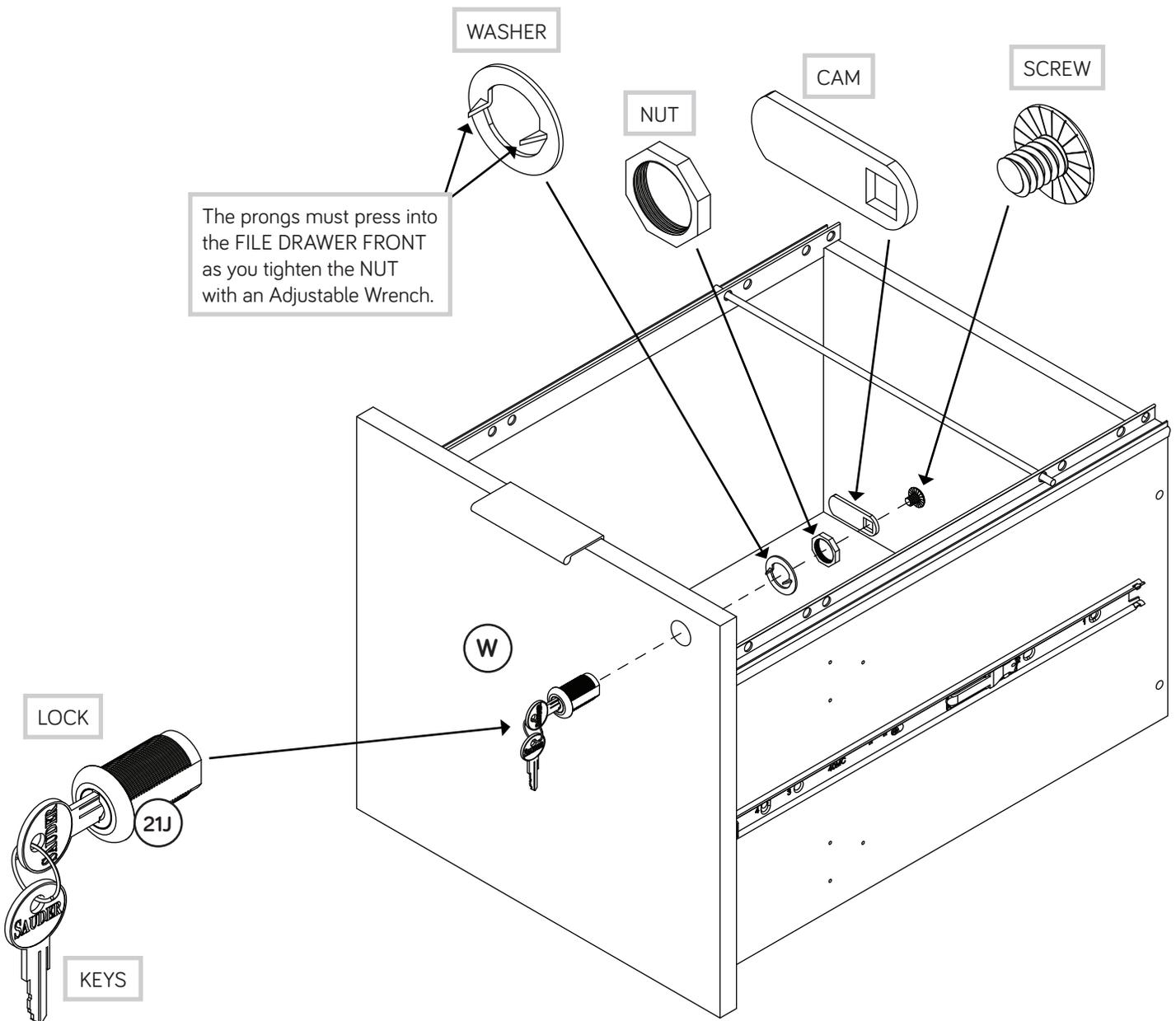


Step 29

✚ Fasten the LOCK PACK (21J) to the LOCKING DRAWER FRONT (W) in the exact order shown.

✚ NOTE: It is important to position the CAM exactly as shown.

✚ NOTE: Turn the KEY clockwise to lock.



Step 30

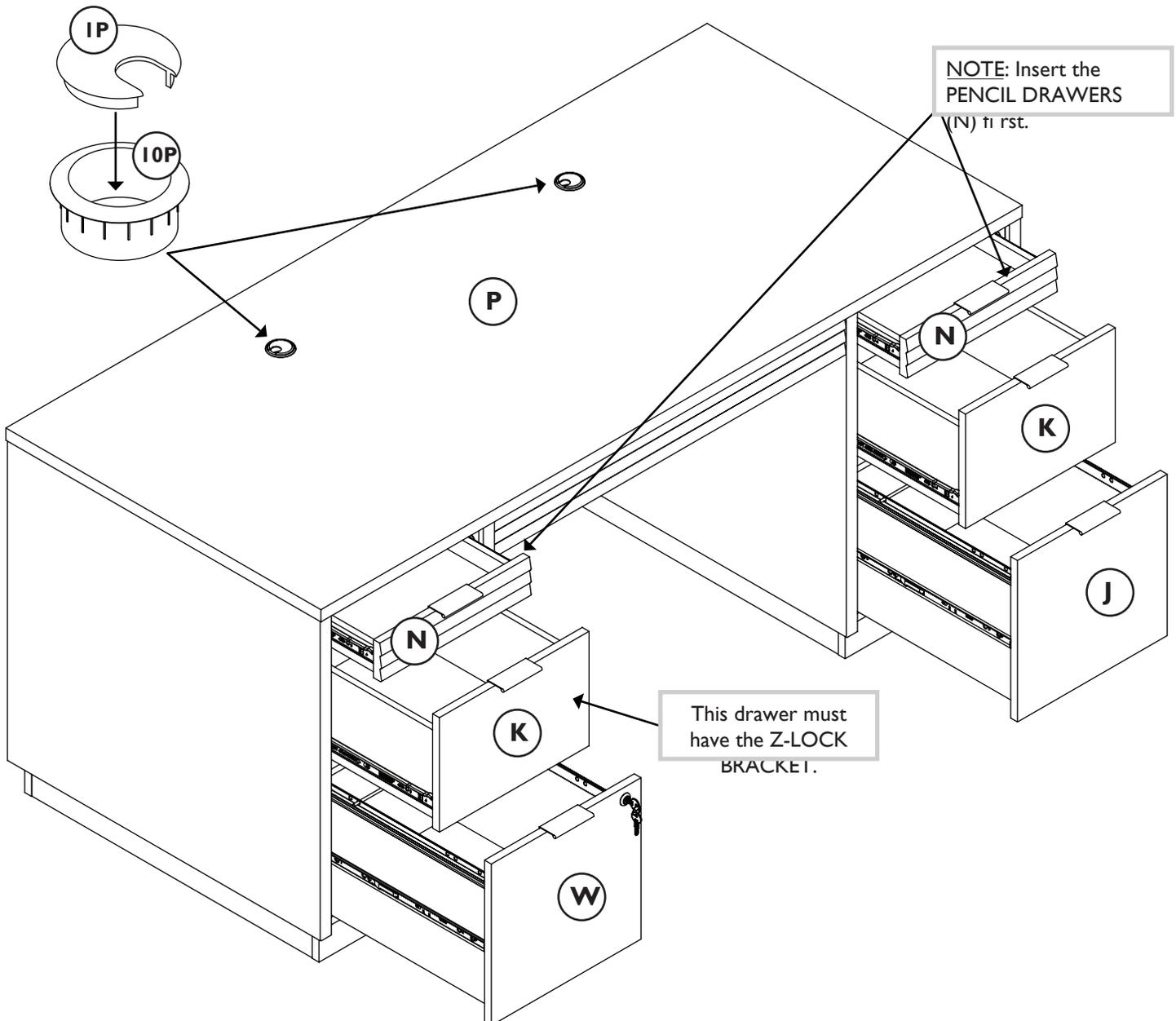
⌚ Carefully stand your unit upright.

⌚ To insert the PENCIL DRAWERS (N) into your unit, tip the front of the drawer down and drop the rollers on the drawer behind the rollers on the unit. Lift the front of the drawer up and slide it into the unit. Repeat this step to insert

⌚ To insert the DRAWERS (J and W) into your unit, the DRAWERS (K) EXTENSION SLIDES on the drawer with the RAILS on the unit and push the drawer into the unit until the drawer is fully inserted. The drawer will push in hard until it is all the way in, then it will slide in and out easier.

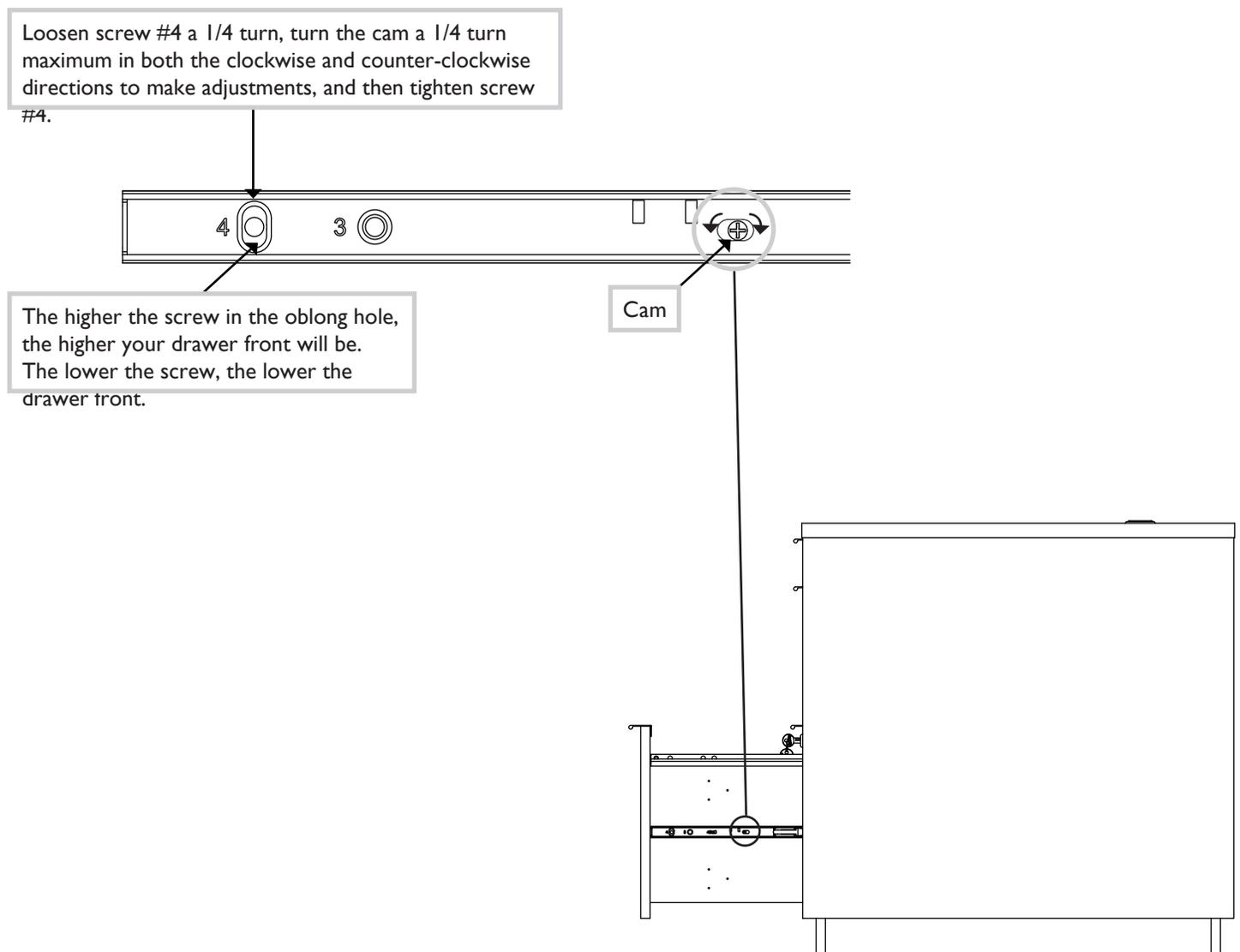
⌚ Insert the GROMMETS (10P) and GROMMET CAPS (IP) into the large holes in the TOP (P).

⌚ If you did not install the optional Hidden Wireless Qi Compatible Charger by Eggtronic, go to Step 32. ⌚ If you installed the optional Hidden Wireless Qi Compatible Charger by Eggtronic, go to the next step.



Step 32

- To make adjustments to the FILE DRAWER loosen SCREW #4 in the SLIDES a 1/4 turn, then turn the cam clockwise or counter-clockwise. Notice how the drawer raises or lowers as you turn the cam. By adjusting the drawer this way, it will help the DRAWER FRONT line up better when closed. Tighten the SCREWS when finished with adjustments.
- If needed, repeat this step for the middle DRAWER.



Step 33

⌚ NOTE: Please read the back pages of the instruction booklet for important safety information.

⌚ This completes assembly. Clean with a damp cloth. Wipe dry.

