

# Elstree Executive Desk

Model 5426918

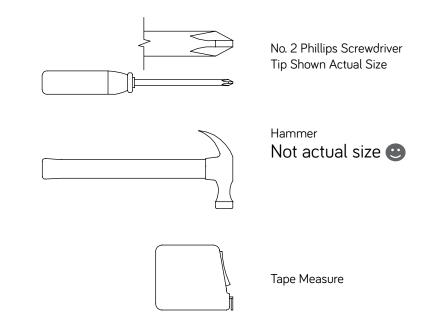
#### Table of Contents

# Assembly Tools Required

Part Identification 2-3

Hardware Identification 4-5

Assembly Steps 6-46



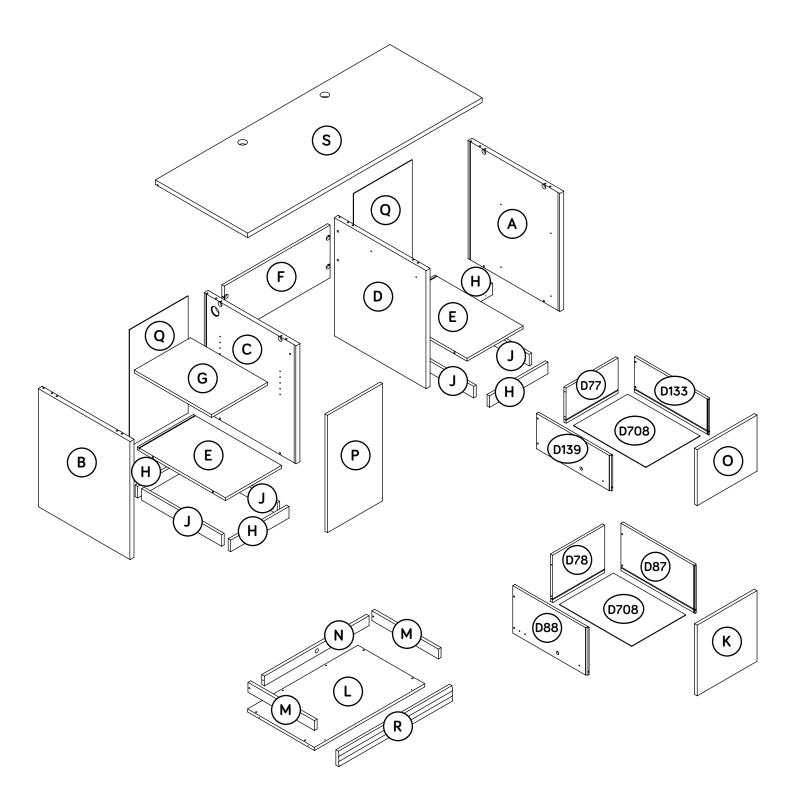
#### Part Identification

Use this part identification to help identify the parts.

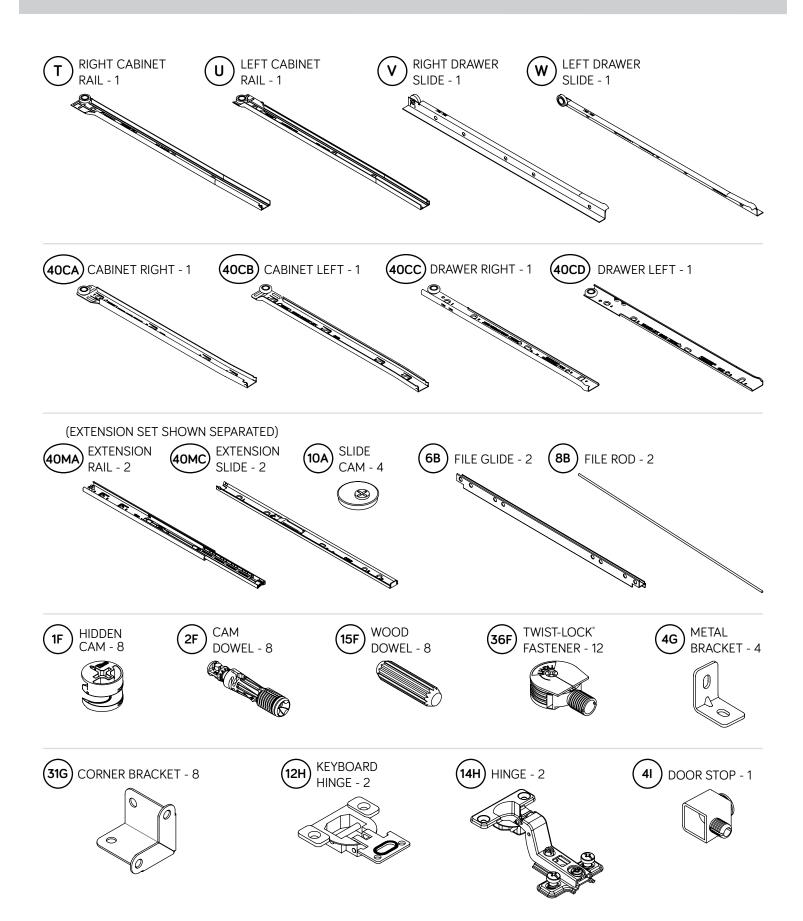
Α	RIGHT END (1)	D139	LEFT DRAWER SIDE (1)	М	KEYBOARD SIDE (2)
В	LEFT END (1)	D708	DRAWER BOTTOM (2)	N	KEYBOARD BACK (1)
С	LEFT UPRIGHT (1)	Е	BOTTOM (2)	0	DRAWER FRONT (1)
D	RIGHT UPRIGHT (1)	F	MODESTY PANEL (1)	Р	DOOR (1)
D77	DRAWER BACK (1)	G	ADJUSTABLE SHELF (1)	Q	BACK (2)
D78	FILE DRAWER BACK (1)	Н	SHORT BASE (4)	R	KEYBOARD FRONT (1)
D87	FILE RIGHT DRAWER SIDE (1)	J	LONG BASE (4)	S	TOP (1)
D88	FILE LEFT DRAWER SIDE (1)	K	FILE DRAWER FRONT (1)		
D133	RIGHT DRAWER SIDE (1)	L	KEYBOARD SHELF (1)		

#### 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.



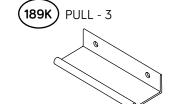
#### Hardware Identification



#### Hardware Identification

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













(10P) GROMMET - 4

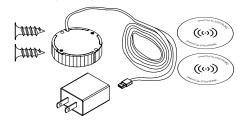








HIDDEN WIRELESS Qi COMPATIBLE CHARGER by EGGTRONIC - Item 425905 (sold separately)



(1S) BLACK 9/16" LARGE HEAD SCREW - 62





(3S) GOLD 5/16" FLAT HEAD SCREW - 20





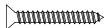
(11S) BLACK 1/2" FLAT HEAD SCREW - 4





(18S) BROWN 1" FLAT HEAD SCREW - 4





(23S) SILVER 5/8" FLAT HEAD SCREW - 4





(30S) BLACK 1-9/16" FLAT HEAD SCREW - 8





(51S) BLACK 9/16" PAN HEAD SCREW - 2





**(54S)** S

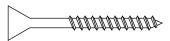
SILVER 9/16" LARGE HEAD SCREW - 2





(55S) BROWN 1-5/8" FLAT HEAD SCREW - 6





(133S) I

 $\mathsf{s})$  BLACK 1" FLAT HEAD SCREW - 2

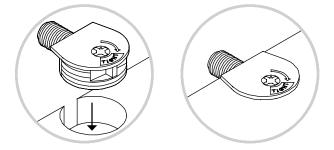




#### Hardware Usage Guide

#### HOW TO USE A TWIST-LOCK FASTENER

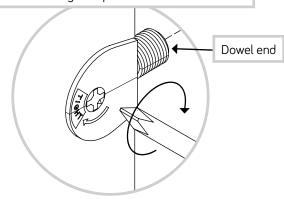
1. Push a TWIST-LOCK® FASTENER into the large hole in the part.



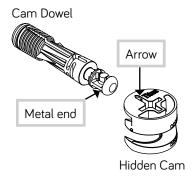
2. 1. Insert the dowel end of the FASTENER into the hole of the adjoining part.

<u>NOTE</u>: 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

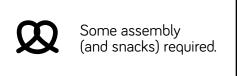


Push a HIDDEN CAM into the part. The arrow in the HIDDEN CAM must point toward the hole in the edge of the board.

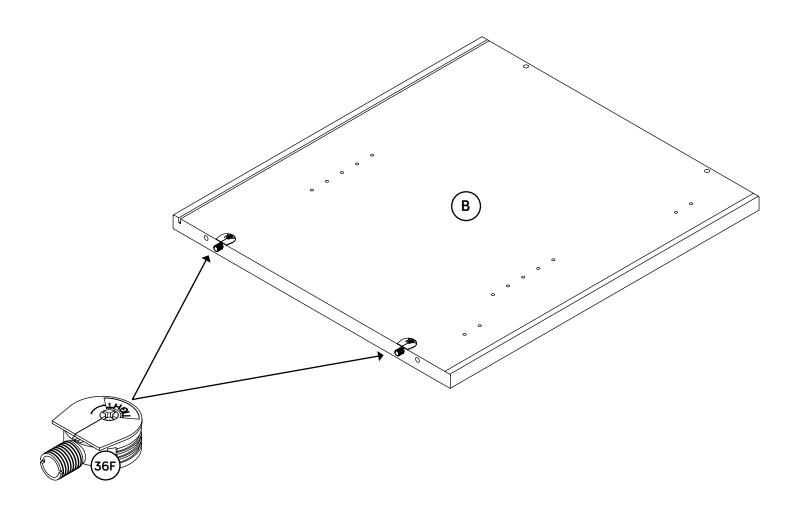
Insert the metal end of the CAM DOWEL into the HIDDEN CAM.

3. **Tighten** Caution Start Risk of damage or Arrow injury. HIDDEŇ CAMS must be completely Maximum Arrow tightened. HIDDEN 210 degrees CAMS that are not completely tightened may loosen, and parts may separate. To Minimum completely tighten: 190 degrees

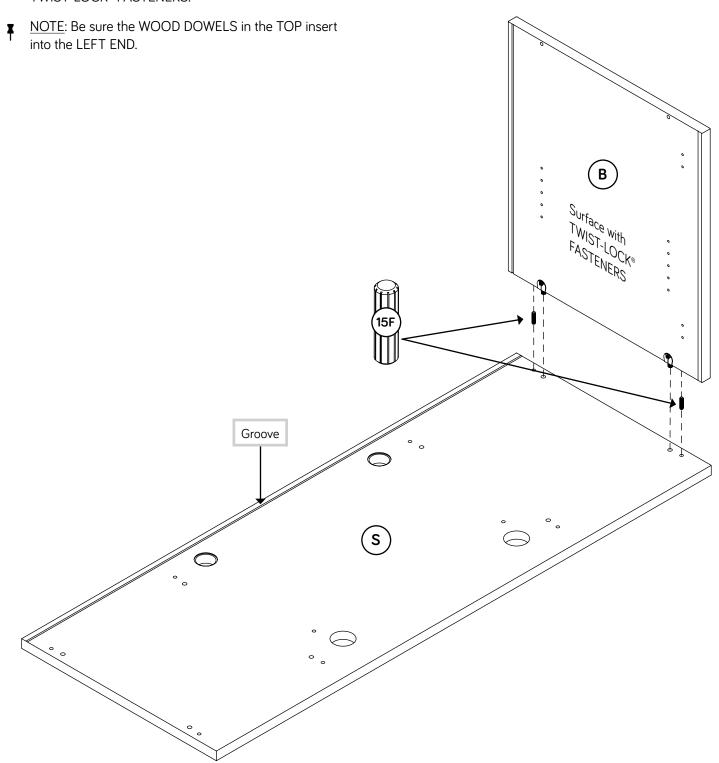
- Assemble your unit on a carpeted floor or on the empty carton to avoid scratching your unit or the floor.
- Push two TWIST-LOCK® FASTENERS (36F) into the large holes in the LEFT END (B)



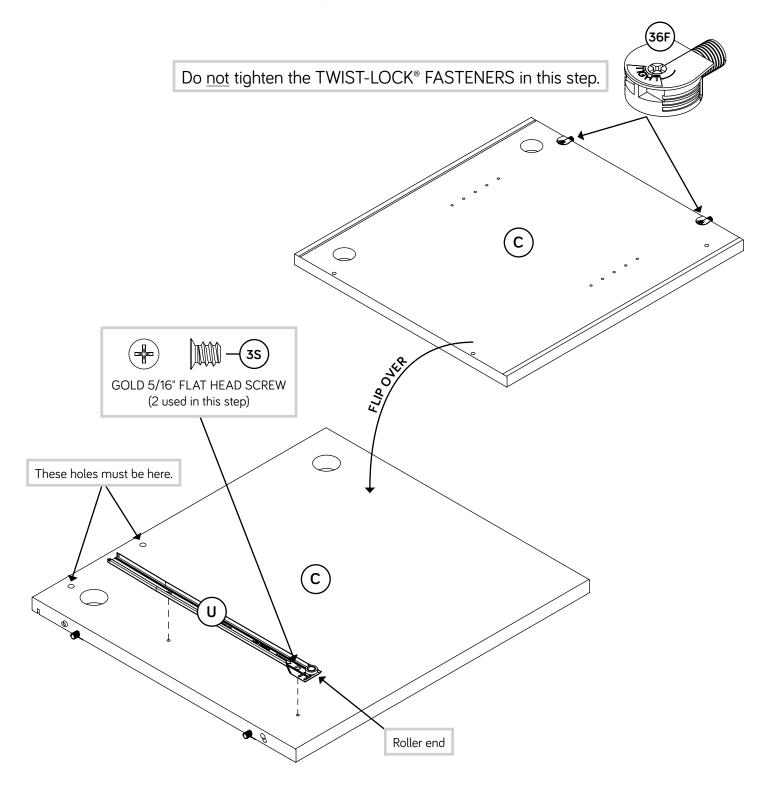
Do <u>not</u> tighten the TWIST-LOCK® FASTENERS in this step.



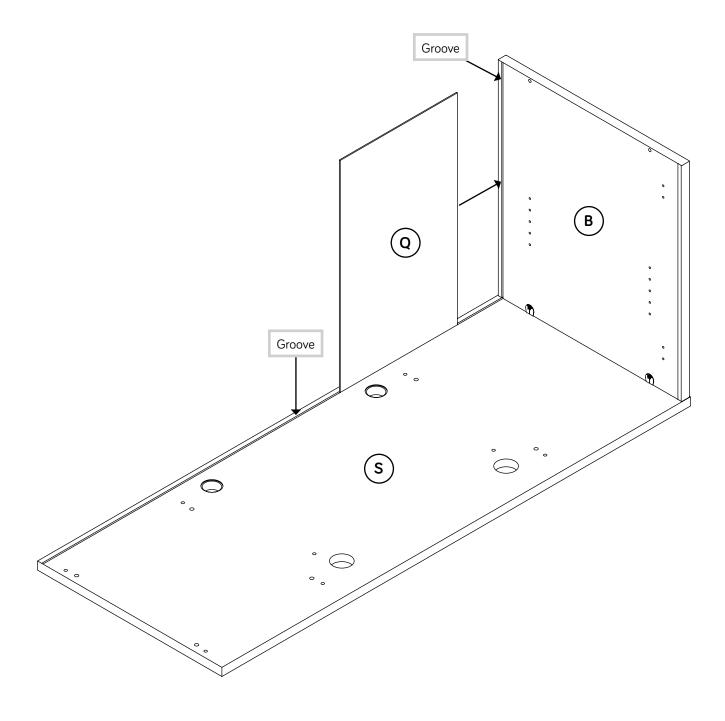
- Insert two WOOD DOWELS (15F) into the TOP (S).
- Fasten the LEFT END (B) to the TOP (S). Tighten two TWIST-LOCK® FASTENERS.



- Push two TWIST-LOCK® FASTENERS (36F) into the large holes in the LEFT UPRIGHT (C).
- Fasten the LEFT CABINET RAIL (U) to the LEFT UPRIGHT (C). Use two GOLD 5/16" FLAT HEAD SCREWS (3S).

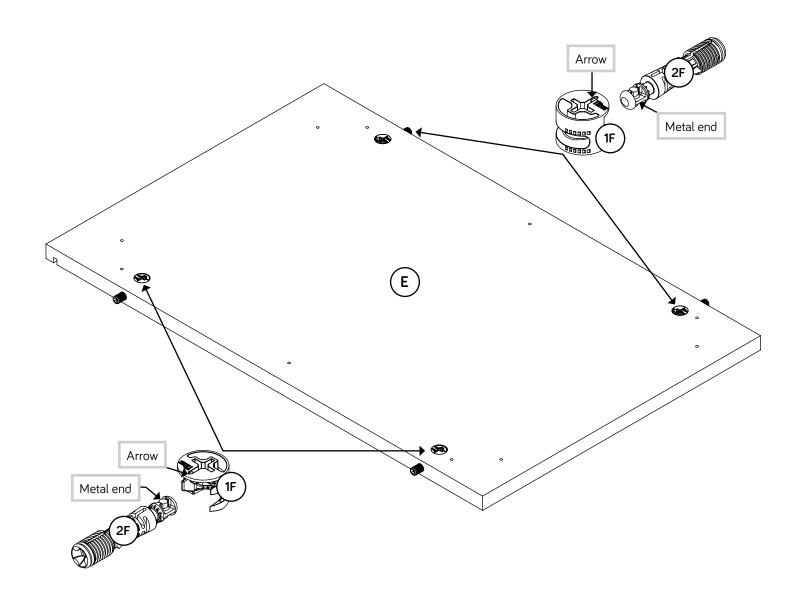


Slide a BACK (Q) into the grooves in the LEFT END (B) and TOP (S).

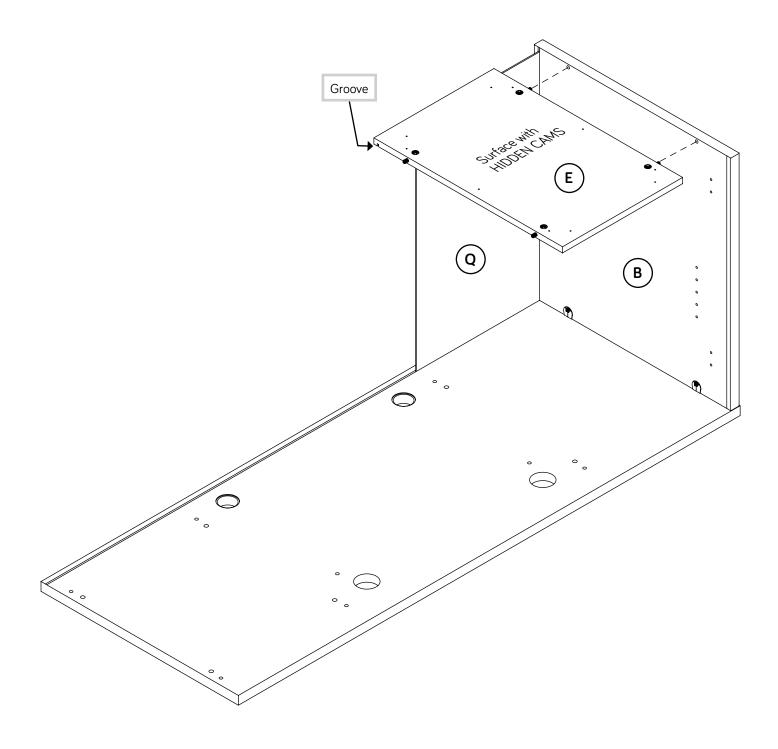


Push four HIDDEN CAMS (1F) into a BOTTOM (E).
Then, insert the metal end of a CAM DOWEL (2F) into each HIDDEN CAM.

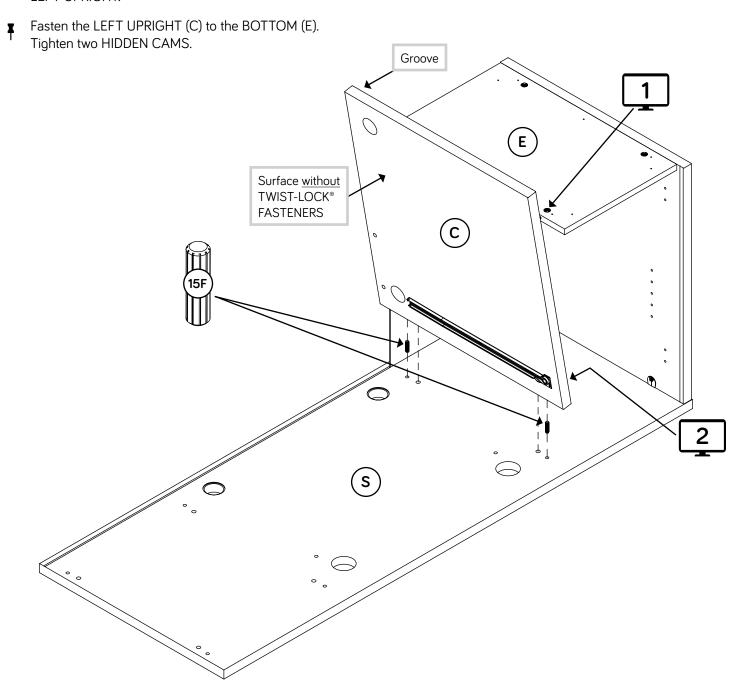
Do not tighten the HIDDEN CAMS in this step.



- Fasten the BOTTOM (E) to the LEFT END (B). Tighten two HIDDEN CAMS.
- NOTE: Be sure the BACK (Q) inserts into the groove in the BOTTOM.

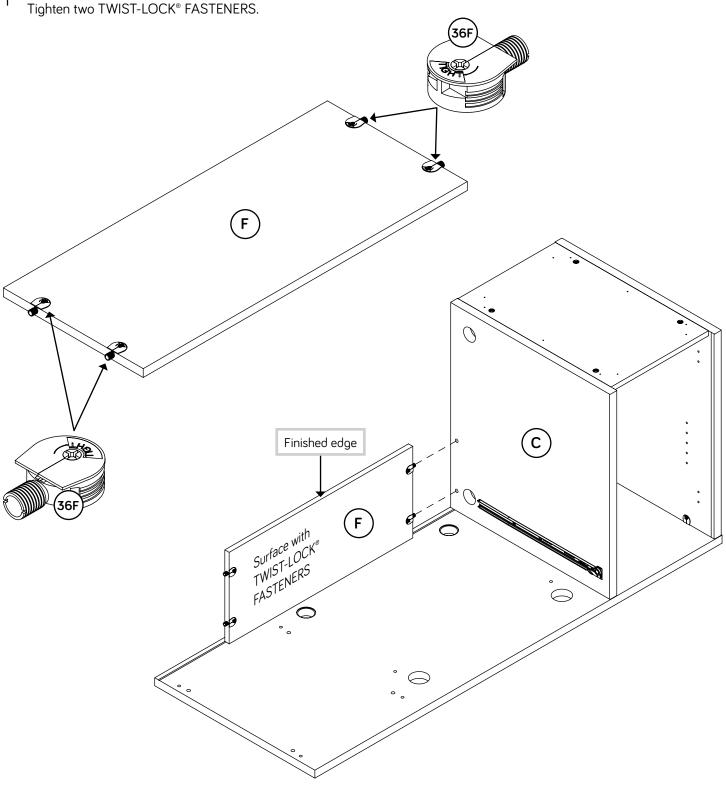


- Insert two WOOD DOWELS (15F) into the TOP (S).
- Fasten the LEFT UPRIGHT (C) to the TOP (S). Tighten two TWIST-LOCK® FASTENERS.
- NOTE: Be sure the WOOD DOWELS in the TOP insert into the LEFT UPRIGHT.
- NOTE: Be sure the BACK inserts into the groove in the LEFT UPRIGHT.



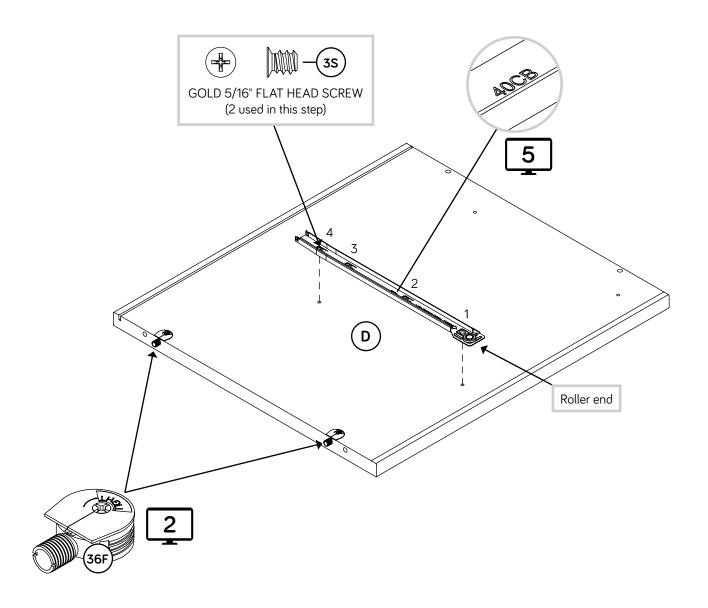
Push four TWIST-LOCK® FASTENERS (36F) into the large holes in the MODESTY PANEL (F).

Fasten the MODESTY PANEL (F) to the LEFT UPRIGHT (C).
Tighten two TWIST-LOCK® FASTENERS

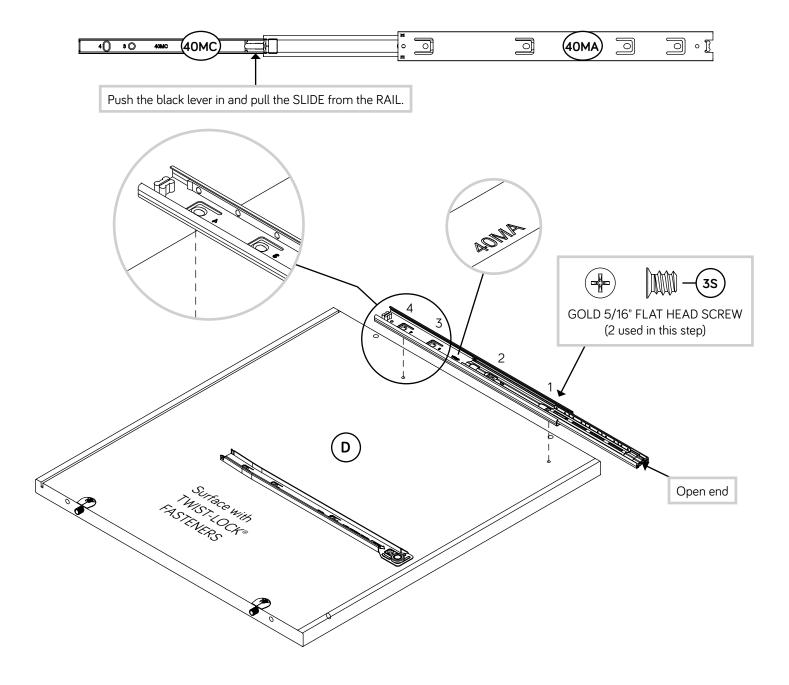


- Push two TWIST-LOCK® FASTENERS (36F) into the large holes in the RIGHT UPRIGHT (D)
- Fasten the CABINET LEFT (40CB) to the RIGHT UPRIGHT (D). Use two GOLD 5/16" FLAT HEAD SCREWS (3S) through holes #1 and #4.

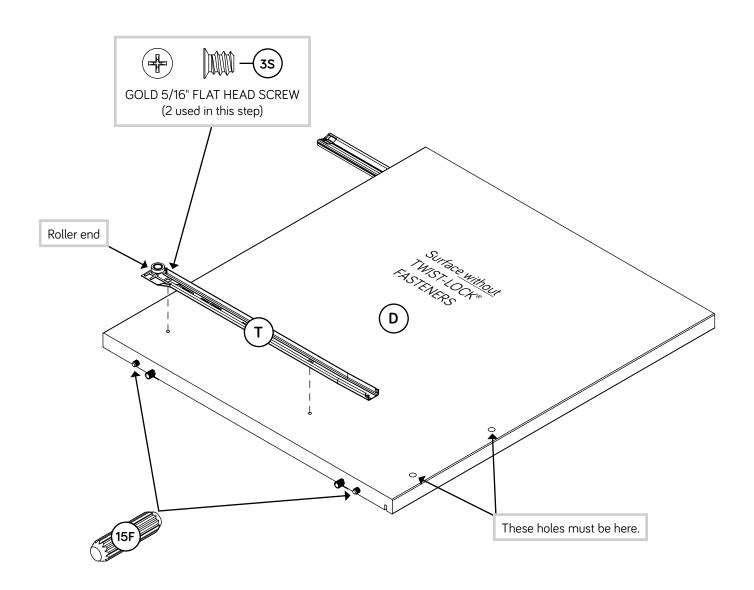
Do  $\underline{not}$  tighten the TWIST-LOCK  $^{\!\circ}$  FASTENERS in this step.



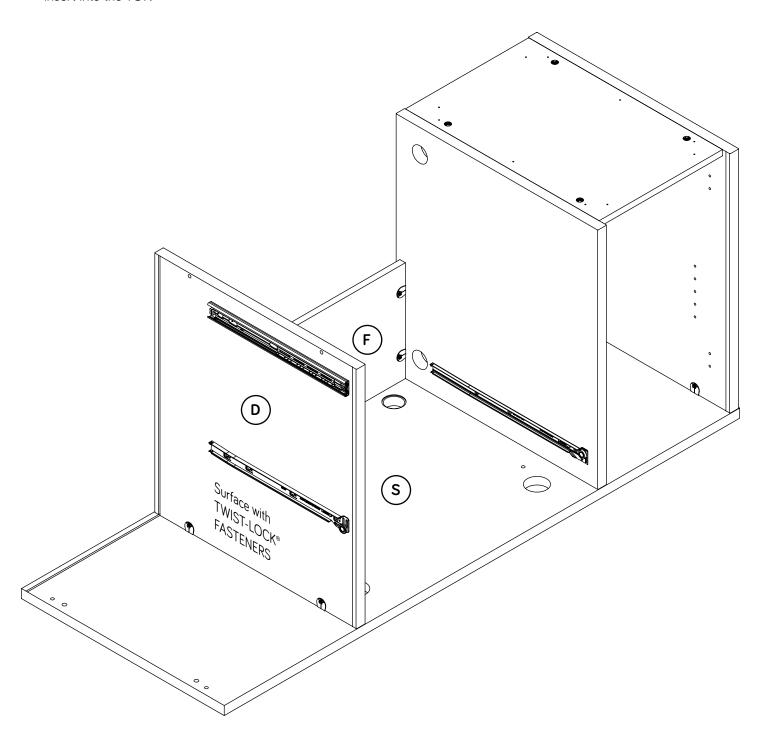
- Separate the EXTENSION SLIDES (40MC) from the EXTENSION RAILS (40MA) as shown in the upper diagram below. Be prepared, the parts are greasy.
- Fasten one EXTENSION RAIL (40MA) to the RIGHT UPRIGHT (D). Use two GOLD 5/16" FLAT HEAD SCREWS (3S) through holes #1 and #4.
- NOTE: For each EXTENSION RAIL, 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 DRAWER.



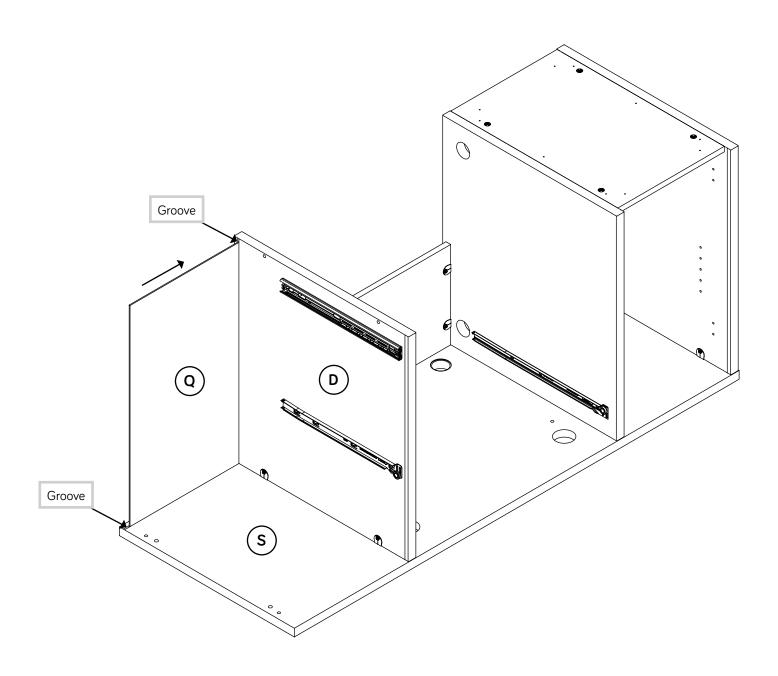
- Carefully turn the RIGHT UPRIGHT (D) over.
- Fasten the RIGHT CABINET RAIL (T) to the RIGHT UPRIGHT (D). Use two GOLD 5/16" FLAT HEAD SCREWS (3S).
- Insert two WOOD DOWELS (15F) into the edge of the RIGHT UPRIGHT (D).



- Fasten the RIGHT UPRIGHT (D) to the TOP (S) and MODESTY PANEL (F). Tighten four TWIST-LOCK® FASTENERS.
- NOTE: Be sure the WOOD DOWELS in the RIGHT UPRIGHT insert into the TOP.

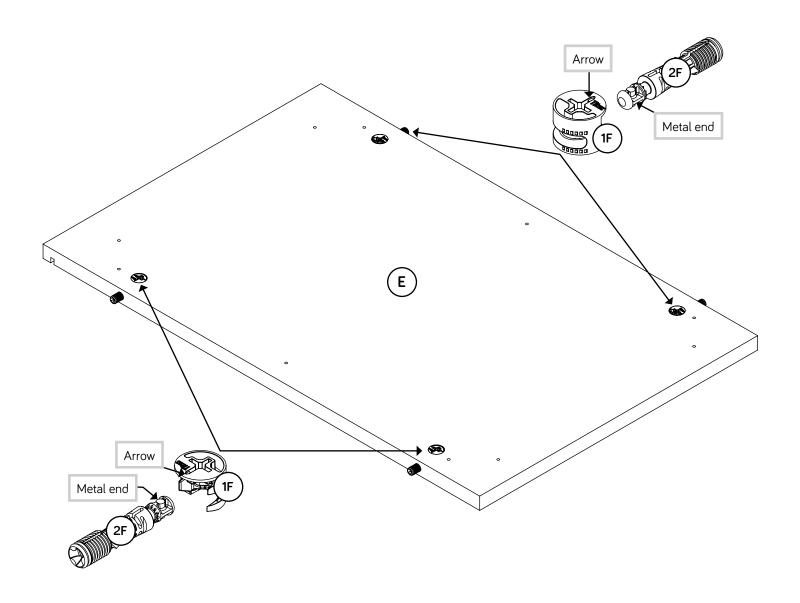


Slide the remaining BACK (Q) into the grooves in the RIGHT UPRIGHT (D) and TOP (S).

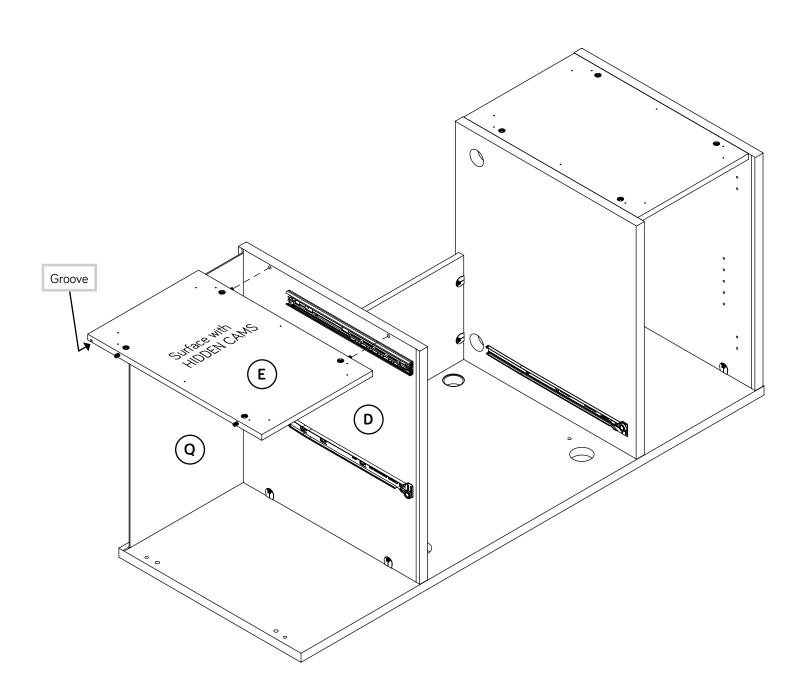


Push four HIDDEN CAMS (1F) into the remaining BOTTOM (E). Then, insert the metal end of a CAM DOWEL (2F) into each HIDDEN CAM.

Do <u>not</u> tighten the HIDDEN CAMS in this step.



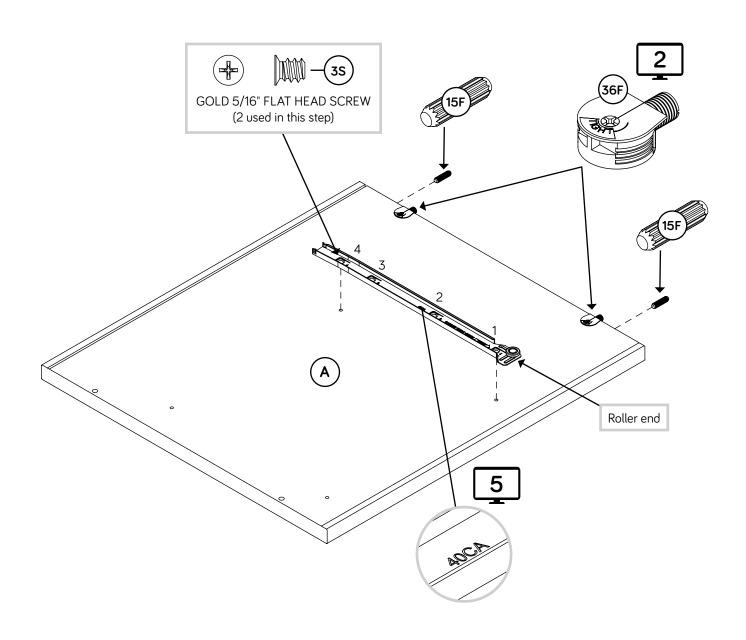
- Fasten the BOTTOM (E) to the RIGHT UPRIGHT (D). Tighten two HIDDEN CAMS.
- NOTE: Be sure the BACK (Q) inserts into the groove in the BOTTOM.



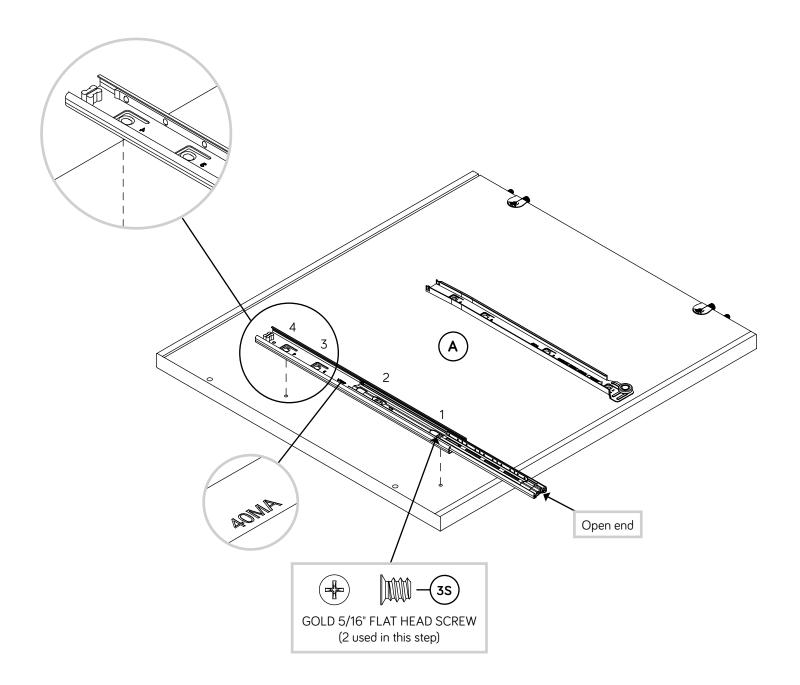
- Push two TWIST-LOCK® FASTENERS (36F) into the large holes in the RIGHT END (A).
- Insert two WOOD DOWELS (15F) into the RIGHT END (A).
- Fasten the CABINET RIGHT (40CA) to the RIGHT END (A). Use two GOLD 5/16" FLAT HEAD SCREWS (3S) through holes #1 and #4.



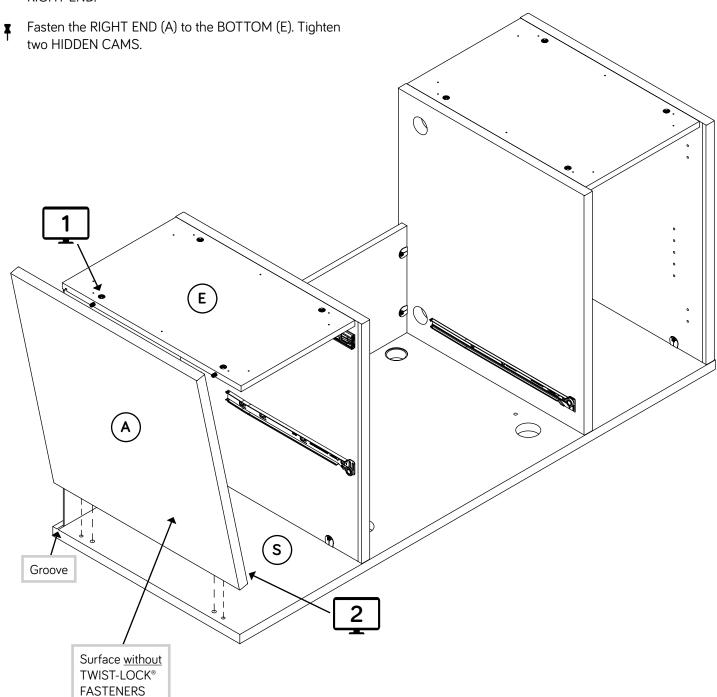
Do  $\underline{not}$  tighten the TWIST-LOCK  $^{\!\circ}$  FASTENERS in this step.



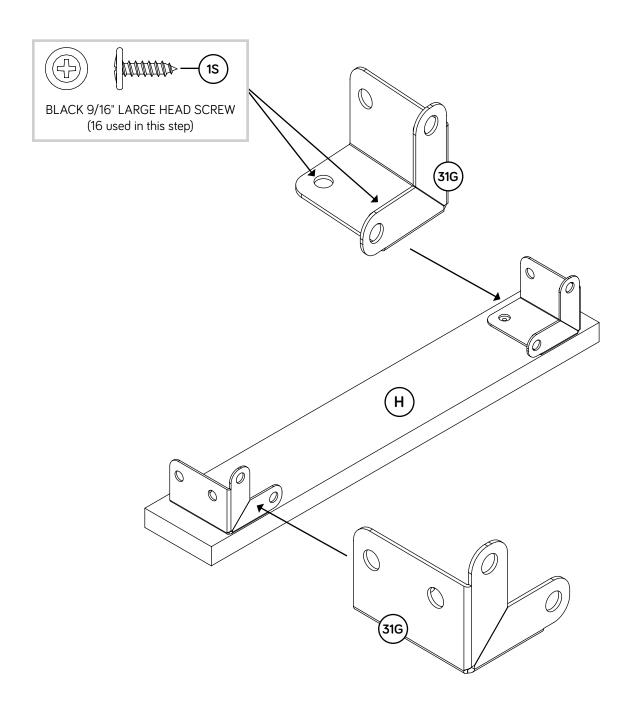
- Fasten the remaining EXTENSION RAIL (40MA) to the RIGHT END (A). Use two GOLD 5/16" FLAT HEAD SCREWS (3S) through holes #1 and #4.
- NOTE: For each EXTENSION RAIL, turn a SCREW into the hole shown in the enlarged diagram. Then, slide the inner cartridge of the EXTENSION RAIL in to find the other hole that lines up with the hole in the END. Turn a SCREW into this hole.



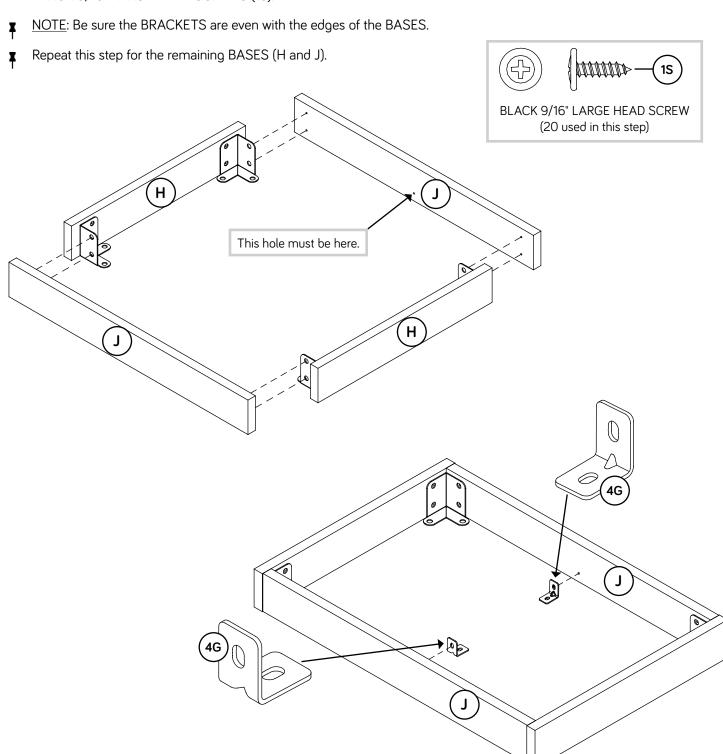
- Fasten the RIGHT END (A) to the TOP (S). Tighten two TWIST-LOCK® FASTENERS.
- NOTE: Be sure the WOOD DOWELS in the RIGHT END insert into the TOP.
- NOTE: Be sure the BACK inserts into the groove in the RIGHT END.



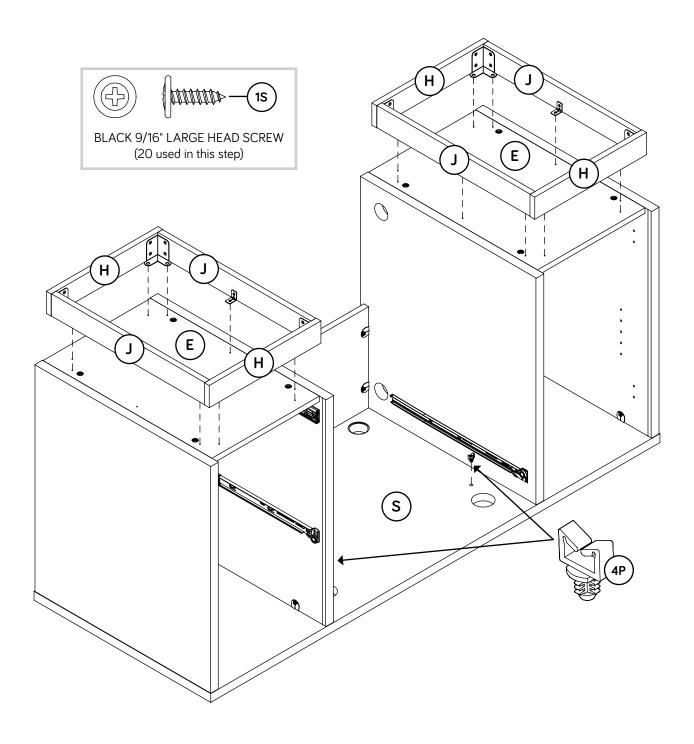
- Fasten two CORNER BRACKETS (31G) to one SHORT BRACE (H) exactly as shown. Use four BLACK 9/16" LARGE HEAD SCREWS (1S).
- NOTE: Be sure the BRACKETS are even with the edge of the BASE.
- Repeat this step for the remaining SHORT BASES (H).



- Fasten two LONG BASES (J) to the CORNER BRACKETS on two SHORT BASES (H). Use eight BLACK 9/16" LARGE HEAD SCREWS (1S) through the CORNER BRACKETS and into the LONG BASES.
- Fasten two METAL BRACKETS (4G) to the LONG BASES (J). Use two BLACK 9/16" LARGE HEAD SCREWS (1S).



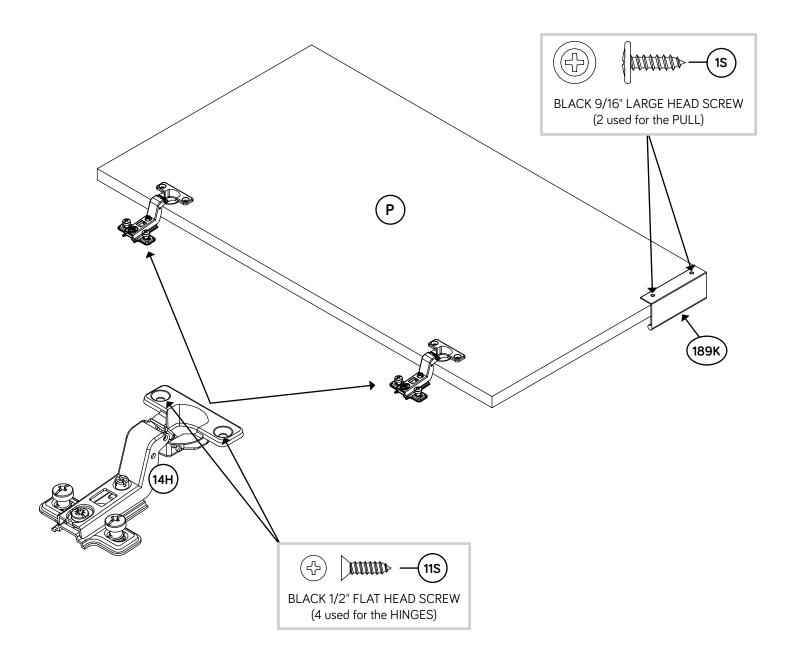
- Fasten the BRACKETS on the BASES (H and J) to the BOTTOMS (E). Use twenty BLACK 9/16" LARGE HEAD SCREWS (1S).
- Push two CORD CLIPS (4P) into the holes in the TOP (S).
- NOTE: The CORD CLIPS are used to hold the optional HIDDEN WIRELESS CHARGER cord.

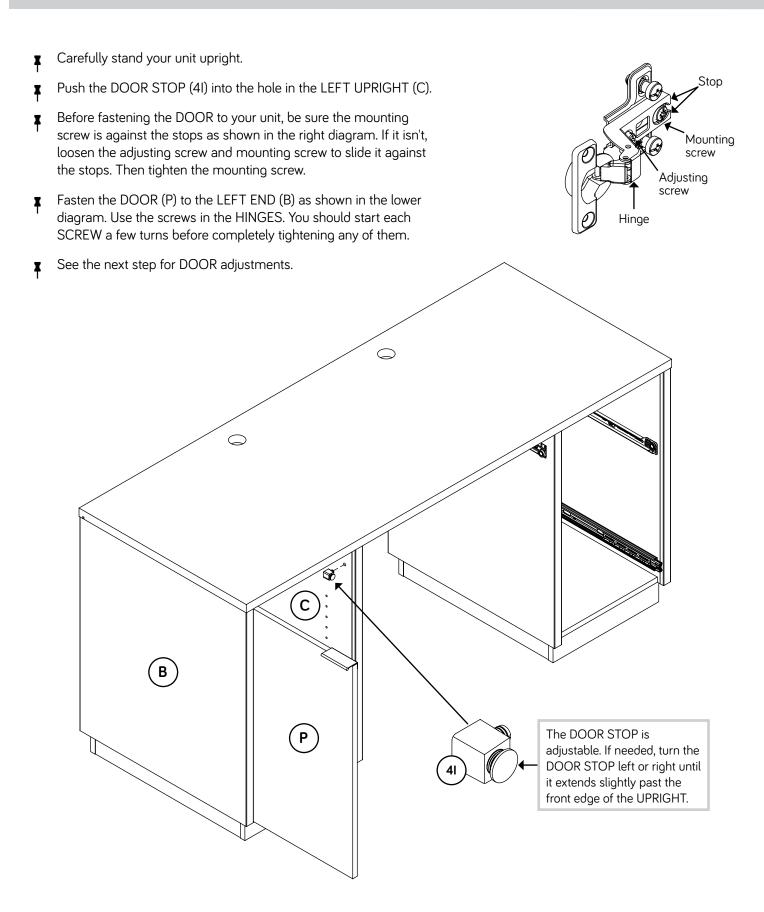


- Fasten two HINGES (14H) to the DOOR (P). Use four BLACK 1/2" FLAT HEAD SCREWS (11S).
- Fasten one PULL (189K) to the DOOR (P). Use two BLACK 9/16" LARGE HEAD SCREWS (1S).

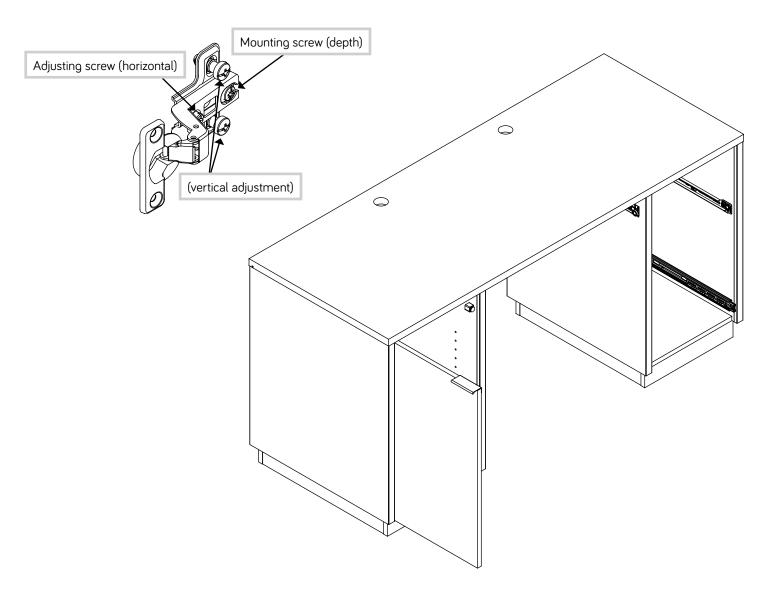


Now might be a good time to refresh your drink.

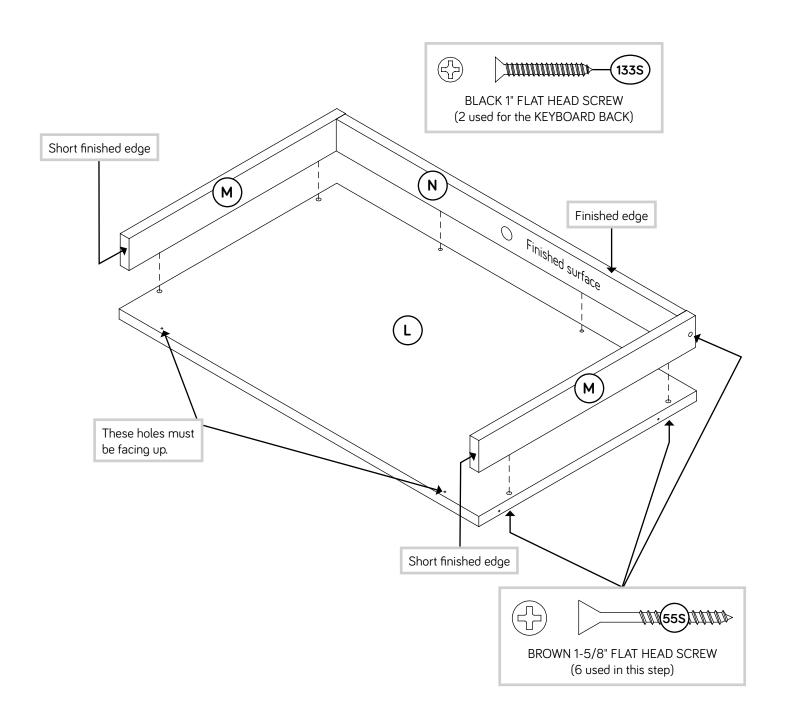




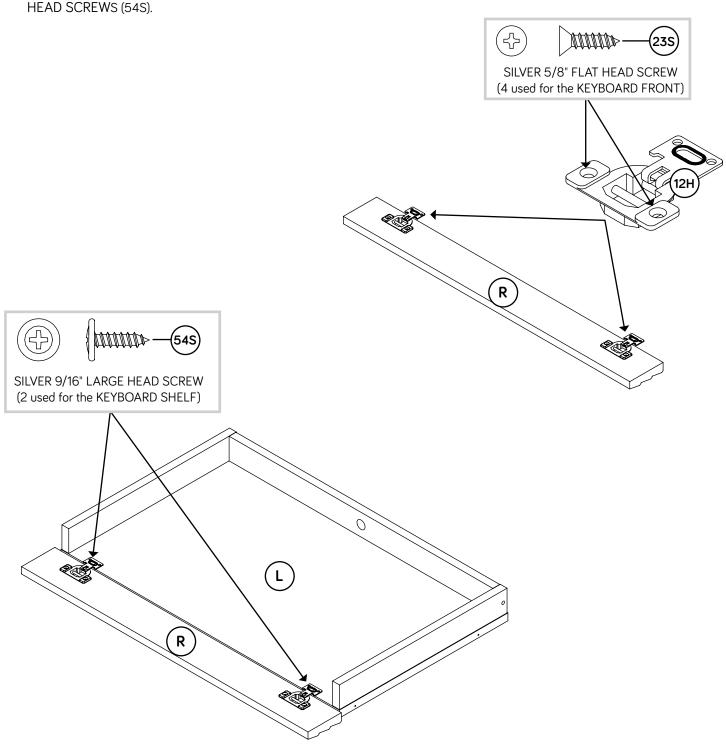
- Refer to the enlarged diagram to identify the parts on the HINGE.
- The DOOR may need some adjustments. Follow the text below to make needed adjustments.
- DOOR ADJUSTMENTS:
  To adjust the DOOR from side to side (horizontal), turn the adjusting screw in or out.
- To adjust the DOOR up and down (vertical), loosen both vertical adjustment screws. Move the DOOR up or down to the desired location. Tighten the screws after making adjustments.
- To adjust the DOOR in or out (depth), loosen the mounting screw one turn and move the DOOR in or out, as needed. Tighten the mounting screw after making adjustments.



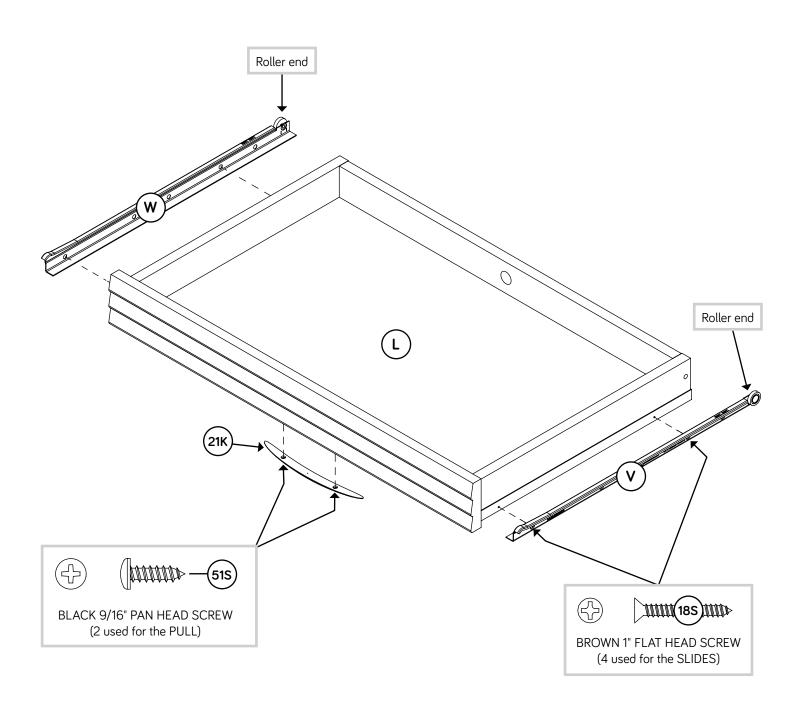
- Fasten the KEYBOARD SIDES (M) to the KEYBOARD SHELF (L). Use four BROWN 1-5/8" FLAT HEAD SCREWS (55S).
- ▼ Fasten the KEYBOARD BACK (N) to the KEYBOARD SIDES (M). Use two BROWN 1-5/8" FLAT HEAD SCREWS (55S).
- Fasten the KEYBOARD BACK (N) to the KEYBOARD SHELF (L). Use two BLACK 1" FLAT HEAD SCREWS (133S).
- NOTE: There are no pre-drilled holes in the KEYBOARD BACK (N). Use extra force when turning these SCREWS.



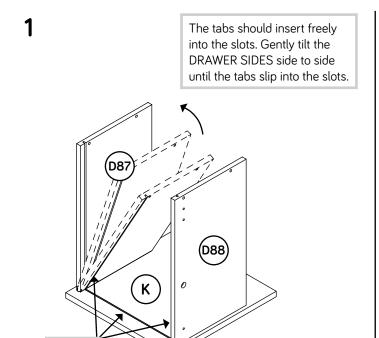
- Fasten the KEYBOARD HINGES (12H) to the KEYBOARD FRONT (R). Use four SILVER 5/8" FLAT HEAD SCREWS (23S).
- Fasten the KEYBOARD HINGES on the KEYBOARD FRONT (R) to the KEYBOARD SHELF (L). Use two SILVER 9/16" LARGE HEAD SCREWS (54S)



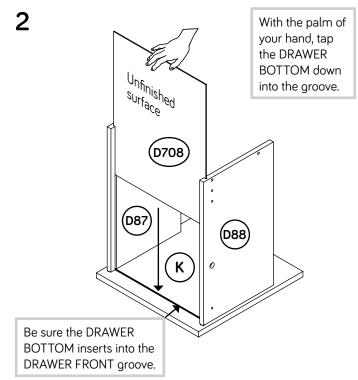
- Fasten the DRAWER SLIDES (V and W) to the KEYBOARD SHELF (L). Use four BROWN 1" FLAT HEAD SCREWS (18S).
- Fasten the PULL (21K) to the KEYBOARD SHELF (L). Use two BLACK 9/16" PAN HEAD SCREWS (51S).



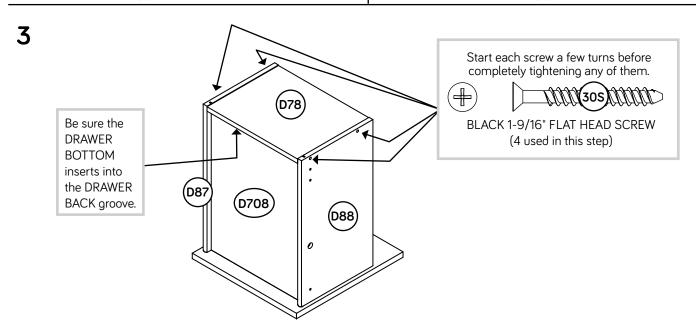
Groove



Insert the FILE DRAWER SIDES (D87 and D88) at an angle into the slot at each end of the FILE DRAWER FRONT (K).

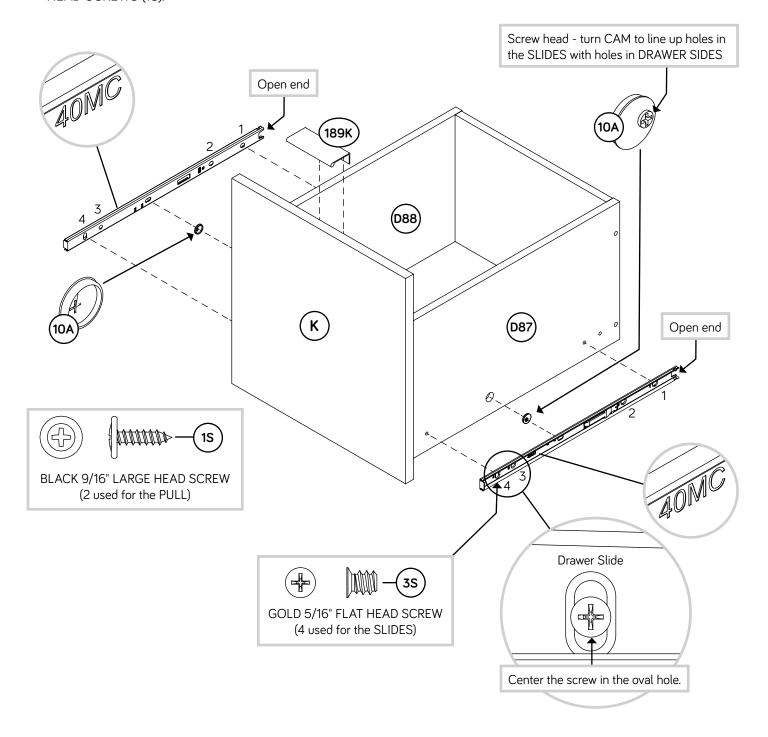


Slide the FILE DRAWER BOTTOM (D708) into the grooves in the FILE DRAWER SIDES (D87 and D88) and FILE DRAWER FRONT (K).

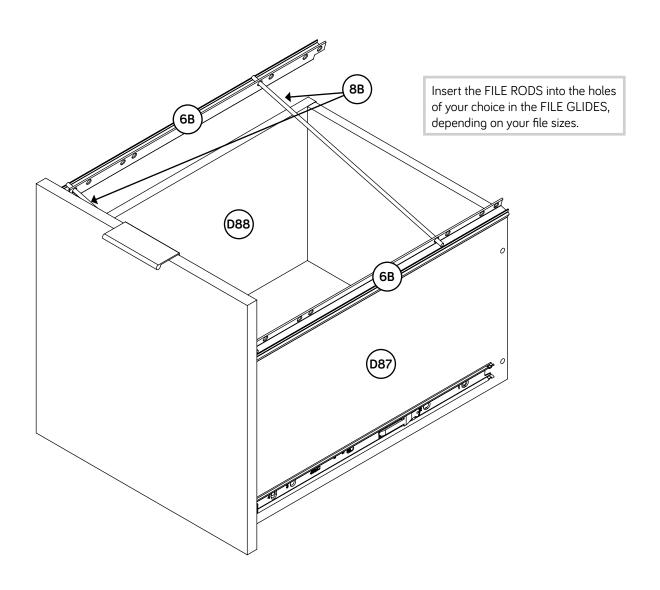


- Fasten the FILE DRAWER BACK (D78) to the FILE DRAWER SIDES (D87 and D88). Use four BLACK 1-9/16" FLAT HEAD SCREWS (30S).
- NOTE: Be sure the DRAWER BOTTOM (D708) inserts into the groove of the FILE DRAWER BACK (D78).

- Insert a SLIDE CAM (10A) into the FILE DRAWER SIDES (D87 and D88).
- Fasten the EXTENSION SLIDES (40MC) to the FILE DRAWER SIDES (D87 and D88). 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 (K). Use two BLACK 9/16" LARGE HEAD SCREWS (1S).

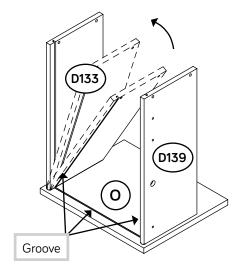


- ▼ Push a FILE GLIDE (6B) onto the FILE RIGHT DRAWER SIDE (D87).
- Slide the FILE RODS (8B) into the FILE GLIDE (6B) on the FILE RIGHT DRAWER SIDE.
- Slide another FILE GLIDE (6B) onto the other end of the FILE RODS (8B), then press this FILE GLIDE over the FILE LEFT DRAWER SIDE (D88).

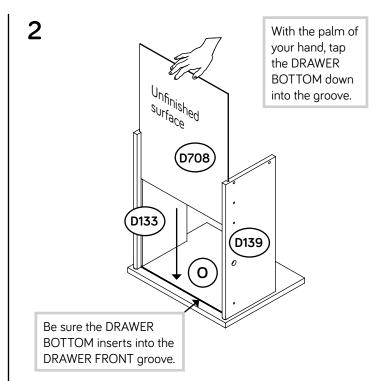


1

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

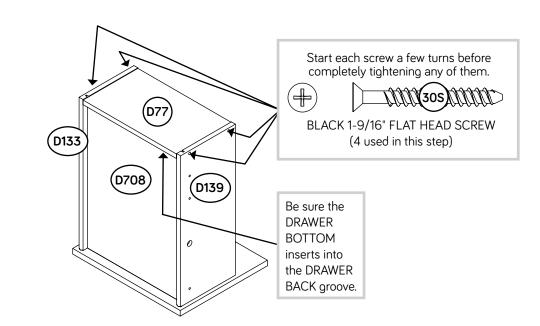


Insert the DRAWER SIDES (D133 and D139) at an angle into the slot at each end of the DRAWER FRONT (O).



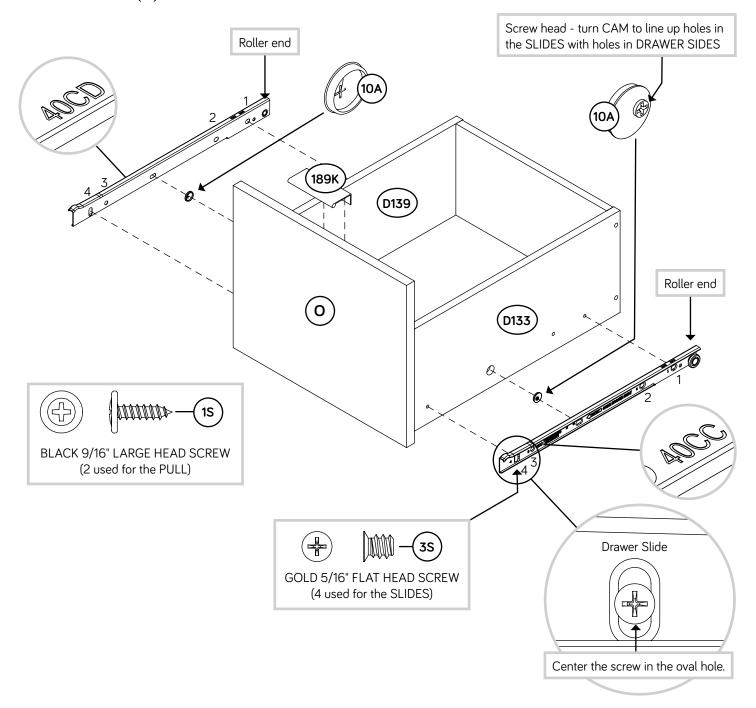
Slide the DRAWER BOTTOM (D708) into the grooves in the DRAWER SIDES (D133 and D139) and DRAWER FRONT (O).

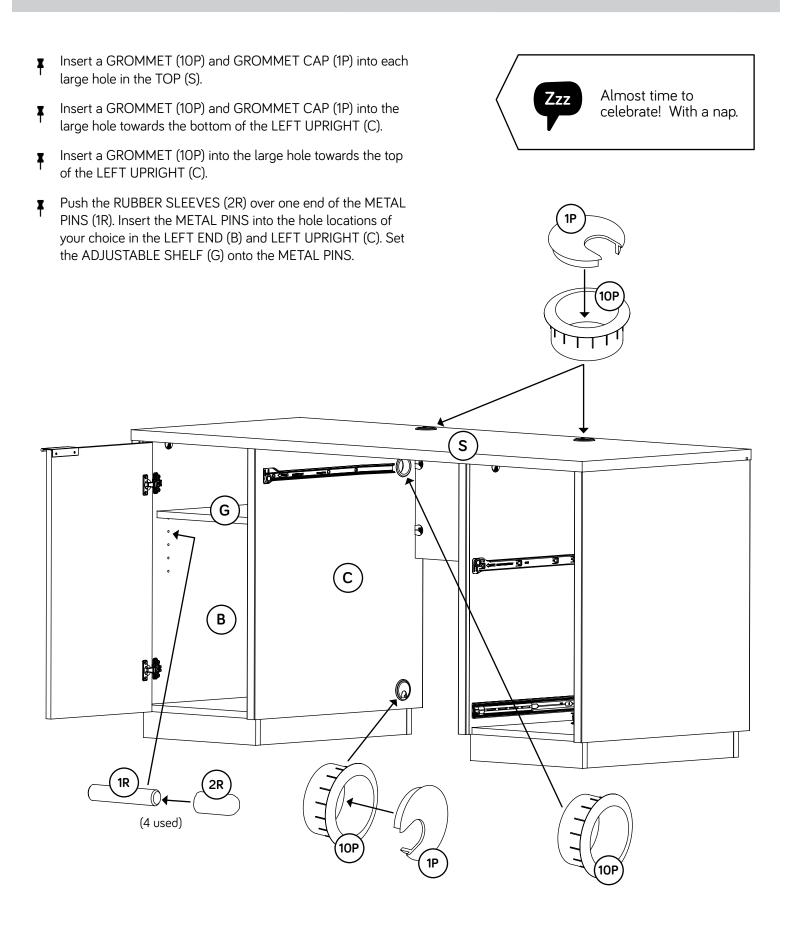
3



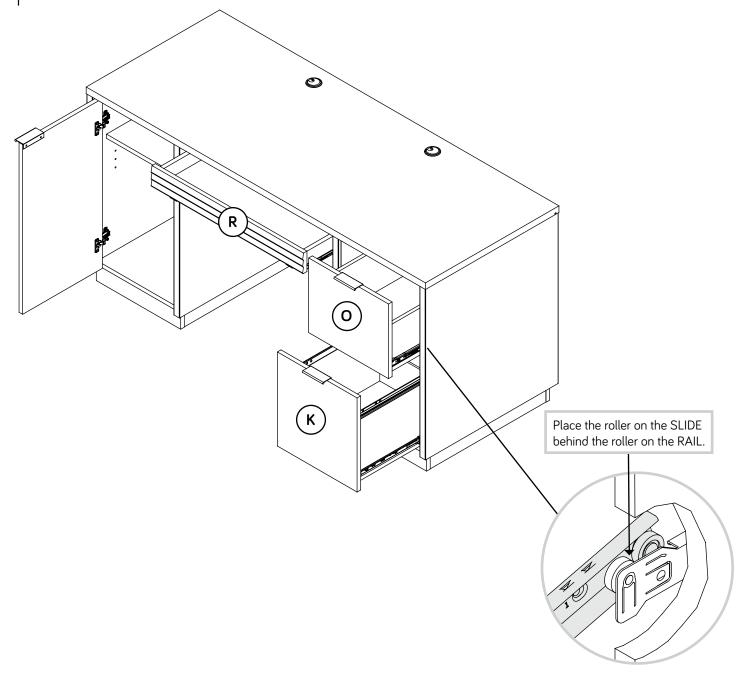
- Fasten the DRAWER BACK (D77) to the DRAWER SIDES (D133 and D139). Use four BLACK 1-9/16" FLAT HEAD SCREWS (30S).
- NOTE: Be sure the DRAWER BOTTOM (D708) inserts into the groove of the DRAWER BACK (D77).

- Insert a SLIDE CAM (10A) into the DRAWER SIDES (D133 and D139).
- Fasten the DRAWER RIGHT (40CC) to the RIGHT DRAWER SIDE (D133) and the 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 (O). Use two BLACK 9/16" LARGE HEAD SCREWS (1S).

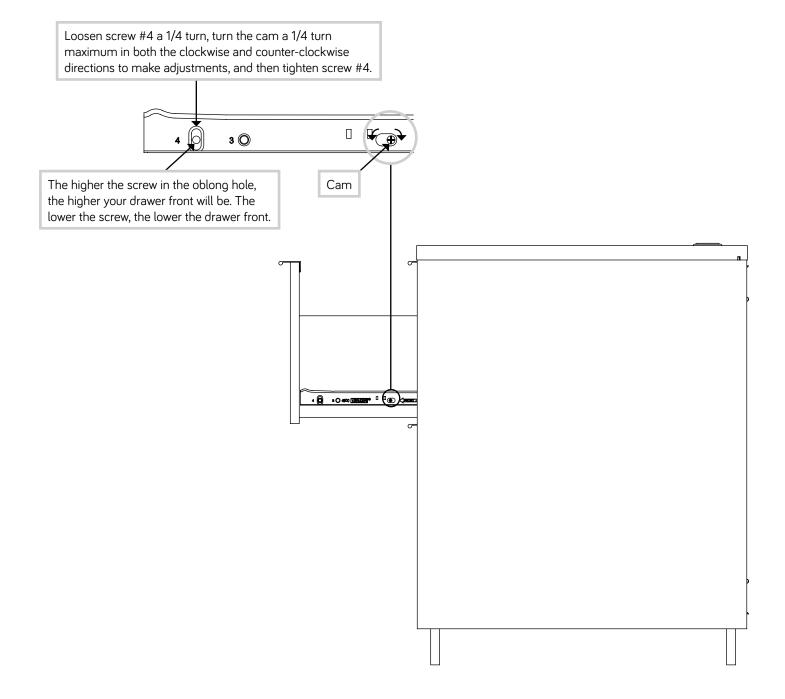




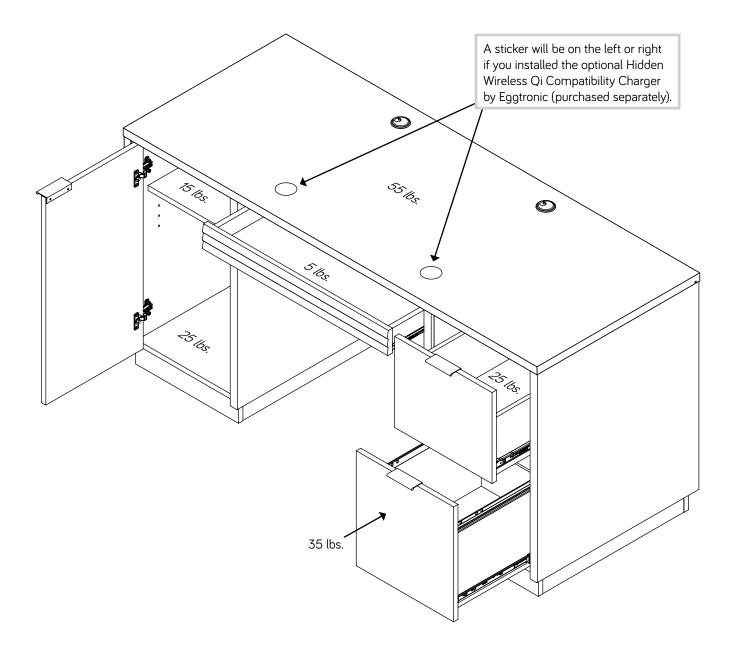
- To insert the DRAWER (O) into your unit, tip the front of the drawer down and drop the rollers on the drawer behind the rollers on the unit. Lift the front of the drawer up and slide it into the unit.
- Repeat this step to insert the KEYBOARD SHELF (R).
- To insert the FILE DRAWER (K) into your unit, line up the EXTENSION SLIDES on the drawer with the EXTENSION 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.
- If you did <u>not</u> install the optional Hidden Wireless Qi Compatible Charger by Eggtronic, go to Step 38.
- If you installed the optional Hidden Wireless Qi Compatible Charger by Eggtronic, go to the next step.



To make adjustments to the DRAWER and 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 you purchased and installed the HIDDEN WIRELESS QI COMPATIBLE CHARGER by EGGTRONIC, plug it into an outlet in your wall. To charge your phone, place it on the WIRELESS CHARGING SPOT STICKER. See the next page, if needed, for troubleshooting.
- NOTE: Please read the back pages of the instruction booklet for important safety information.
- This completes assembly. Clean with a damp cloth. Wipe dry.



WARNING

Please use your furniture correctly and safely. Improper use can cause safety hazards, or damage to your furniture or household items. Carefully read the following chart.

or damage to your formittie of nousenoto items. Carefully read the following chart.						
Look out for:	What can happen:	How to avoid the problem:				
<ul> <li>Overloaded shelves or drawers.</li> <li>Improper loading can cause the product to be top-heavy.</li> </ul>	<ul> <li>Risk of injury.</li> <li>Top-heavy furniture can tip over.</li> <li>Overloaded shelves and drawers can break.</li> </ul>	<ul> <li>Never exceed the weight limits shown in the instructions.</li> <li>Work from bottom to top when loading shelves and drawers. Place the heavier items on the lower shelves or in lower drawers.</li> </ul>				
• Improperly moving furniture that is not designed and equipped with casters.	<ul> <li>Furniture can tip over or break if improperly moved.</li> <li>Physical injury. Furniture can be very heavy.</li> <li>Breakage of tops - particularly with double pedestal furniture (drawers at both ends).</li> </ul>	<ul> <li>Unload shelves and drawers from top to bottom before moving the unit.</li> <li>Do not push furniture, especially on a carpeted floor. Have a friend help you lift the item and set it in place.</li> <li>Provide support to the center section of the top when lifting the furniture.</li> </ul>				
Placing TVs on furniture items that are not designed to support a television is hazardous.	• Risk of injury or death. TVs can be very heavy. Plus the weight and location of the picture tube tends to make TVs unbalanced and prone to tipping forward.	• This product is not designed to support a television.				