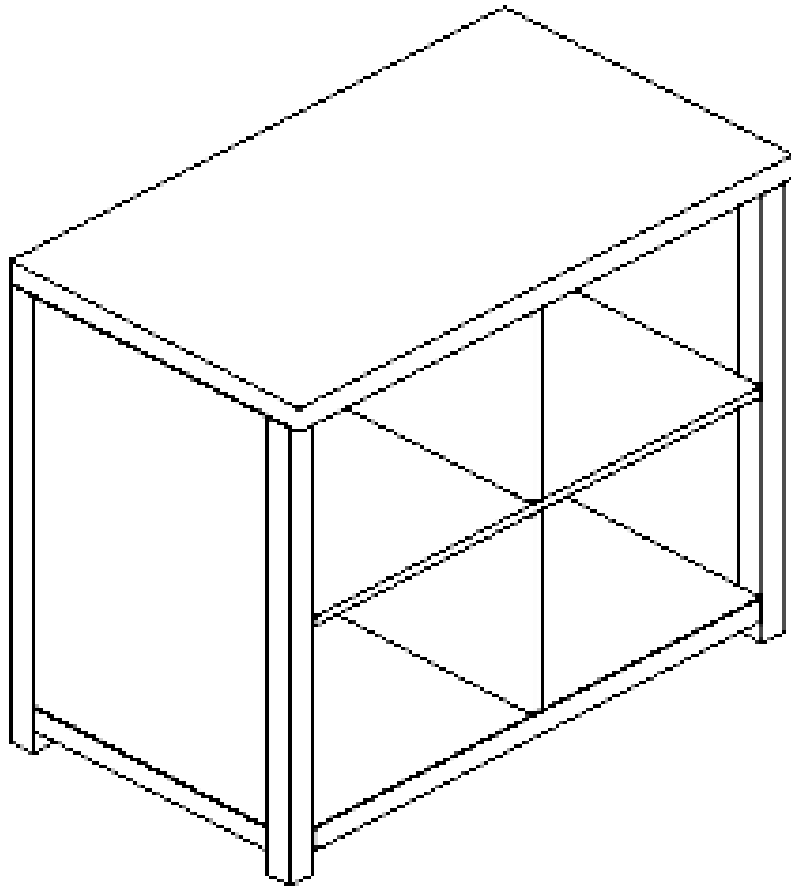


pottery barn kids



EVERETT MODULAR DESK CUBBY BASE

www.potterybarnkids.com

Important Safety Instructions:

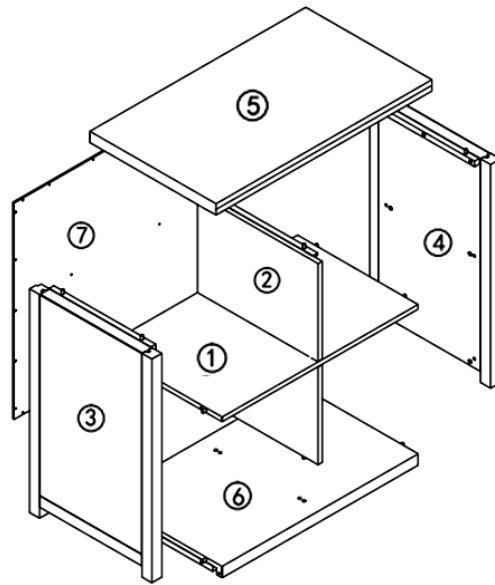
- Please read all instructions carefully before assembling this cubby base.
- For your safety, assembly by two or more adults is strongly recommended.
- Keep these instructions for future use.
- Use only vendor-supplied hardware to assemble this item. Using unauthorized hardware could jeopardize the structural integrity of the item.

Pre-assembly:

- Remove all parts and hardware from the box. Place all items on a carpeted or scratch-free work surface, as this will avoid damaging parts during the assembly. The shipping box provides an ideal work surface.
- To avoid accidentally discarding small parts or hardware, do not dispose of any packaging or contents of the shipping carton until assembly is complete.
- Use the parts and hardware lists below to identify and separate each 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 the hardware and split the wood.

Parts Included:

- | | |
|------------------------|----|
| (1) Horizontal Divider | 1x |
| (2) Vertical Divider | 1x |
| (3) Left Side Panel | 1x |
| (4) Right Side Panel | 1x |
| (5) Top Panel | 1x |
| (6) Bottom Panel | 1x |
| (7) Back Panel | 1x |



Tools Required:

Philips Head Screwdriver (not included)

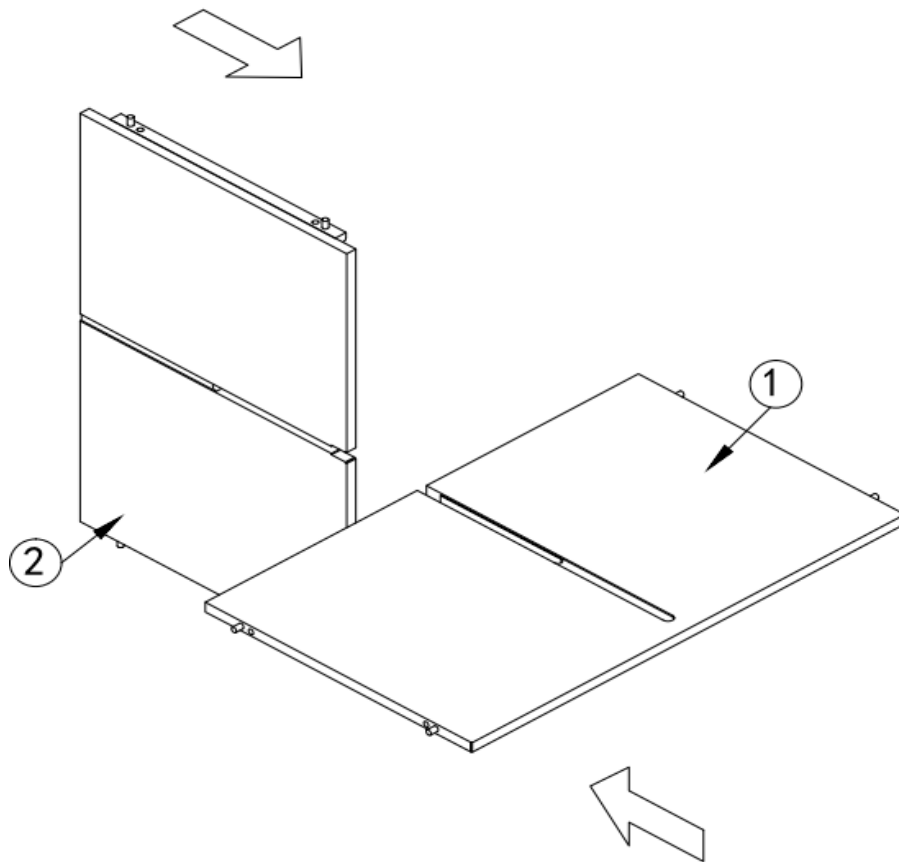


Hardware Included:

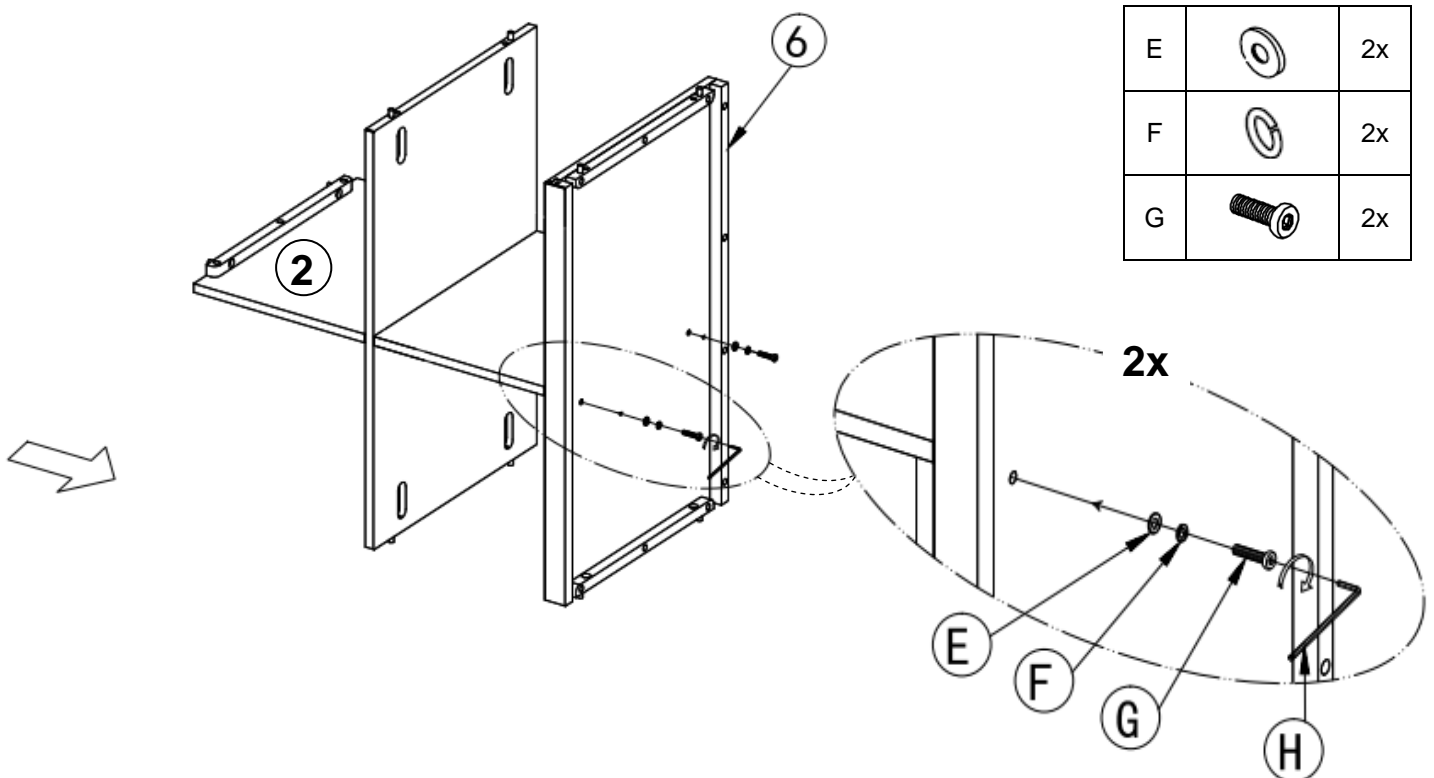
<p>E – Flat Washer 1/4" x Φ13 x 1 -12x</p>	<p>F - Spring Washer 1/4" x Φ11 x 1.2 -16x</p>	<p>G – Short Bolt 1/4" x 1" -12x</p>	<p>H - Allen Key M4 x 110mm x 30-1x</p>
<p>M - Half-moon Washer 20 x 10 x 7.5 -4x</p>	<p>S – Screw 3.5 x 19 -24x</p>	<p>T – Long Bolt 1/4" x 1-3/4" -4x</p>	<p>C - Mending Plate 65 x 20 x 2-1x</p>
<p>D – Machine Screw 5/32" x 1/2" -2x</p>			

Assembly Instruction Steps:

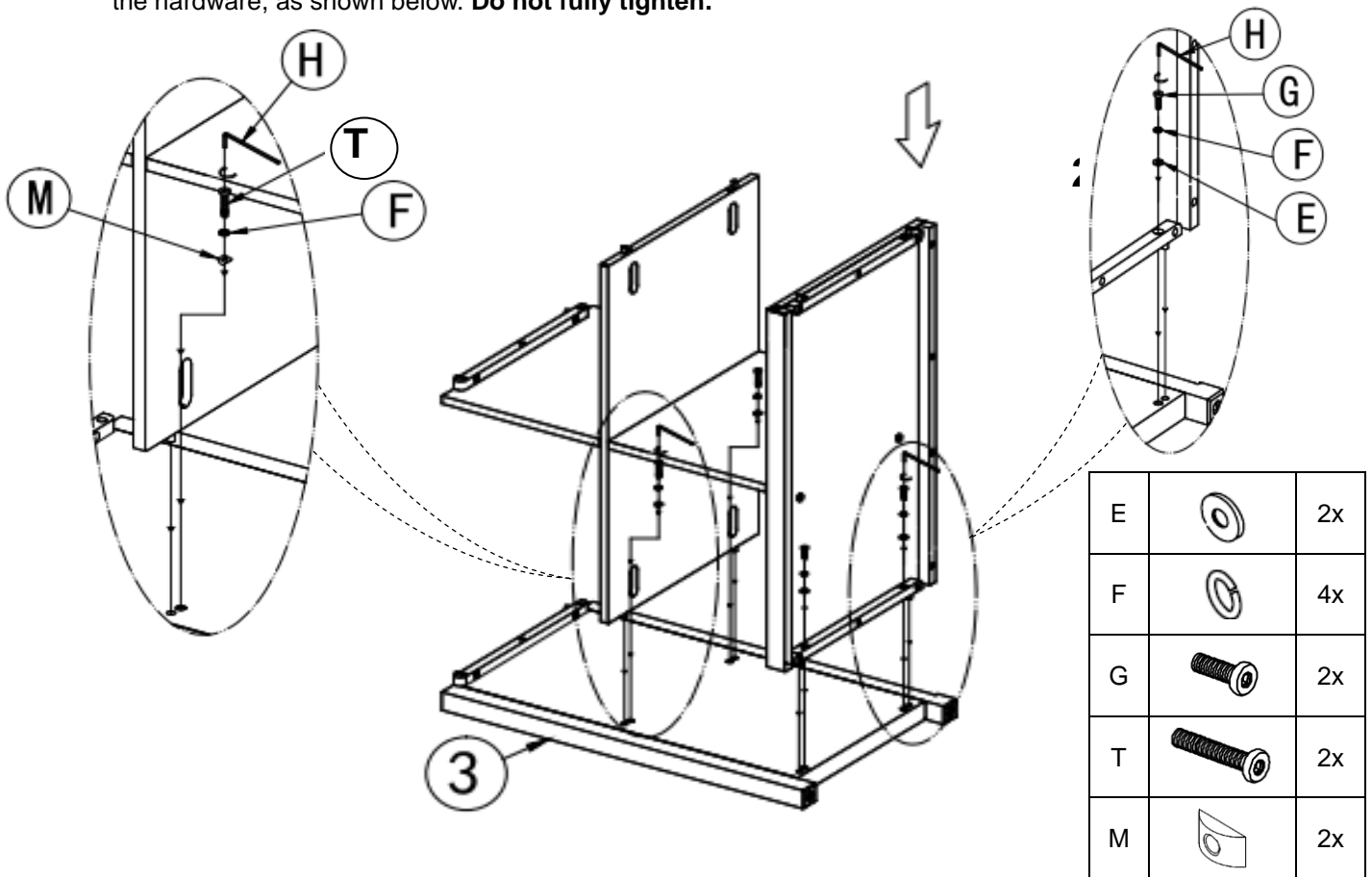
1. Attach (1) to (2), as shown below.



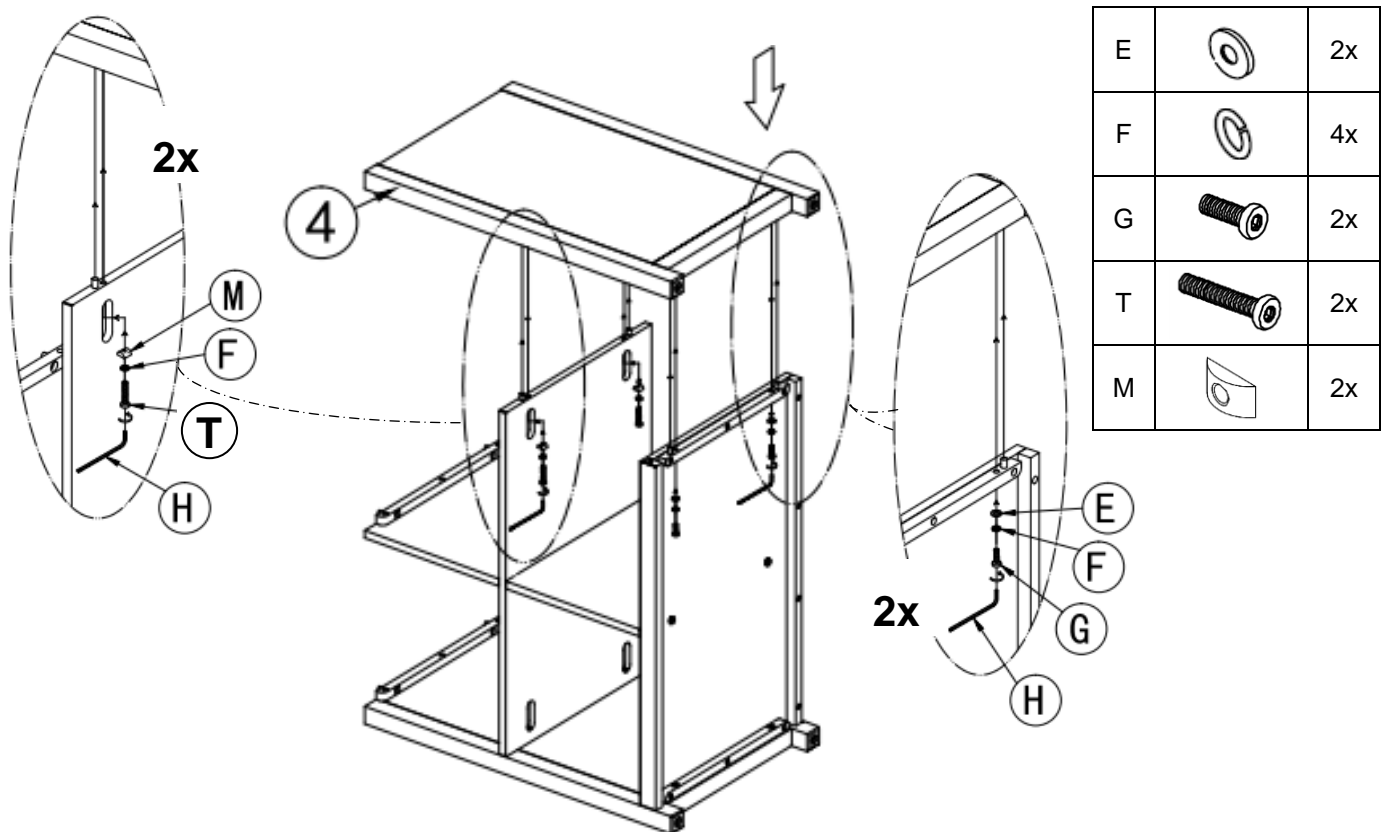
2. Attach (6) to (2) by aligning the pre-drilled holes with the wooden dowels and secure with the hardware, as shown below. **Do not fully tighten.**



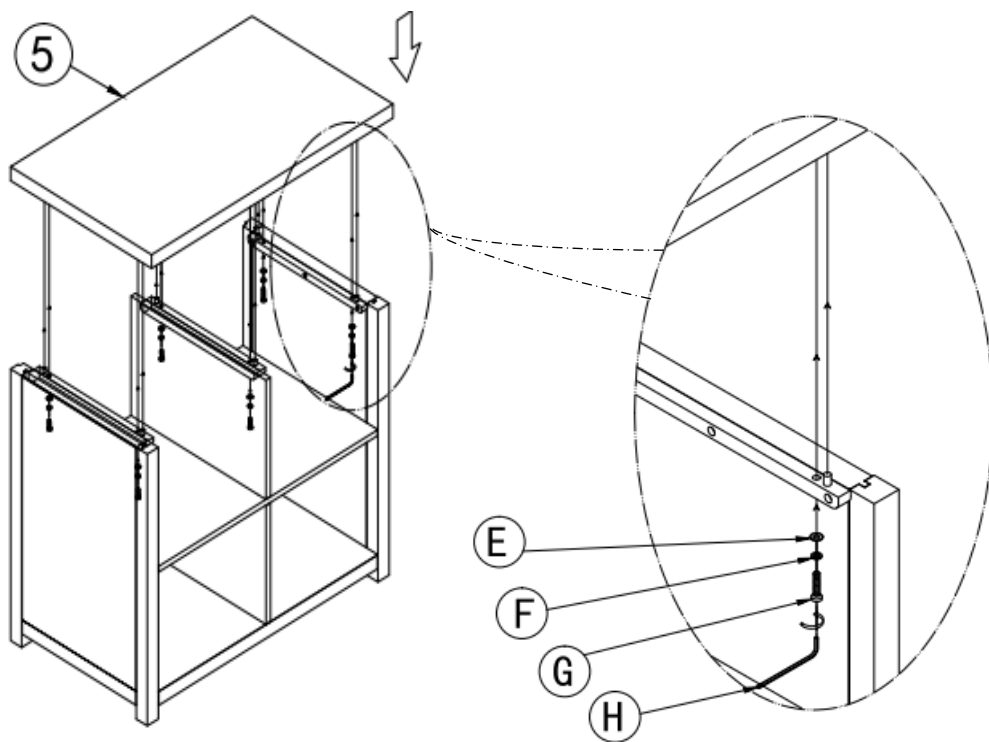
3. Attach the assembled pieces to (3), by aligning the pre-drilled holes with the wooden dowels and secure with the hardware, as shown below. **Do not fully tighten.**






4. Attach (4) to the assembled pieces by aligning the pre-drilled holes with the wooden dowels and secure with the hardware, as shown below. **Do not fully tighten.**

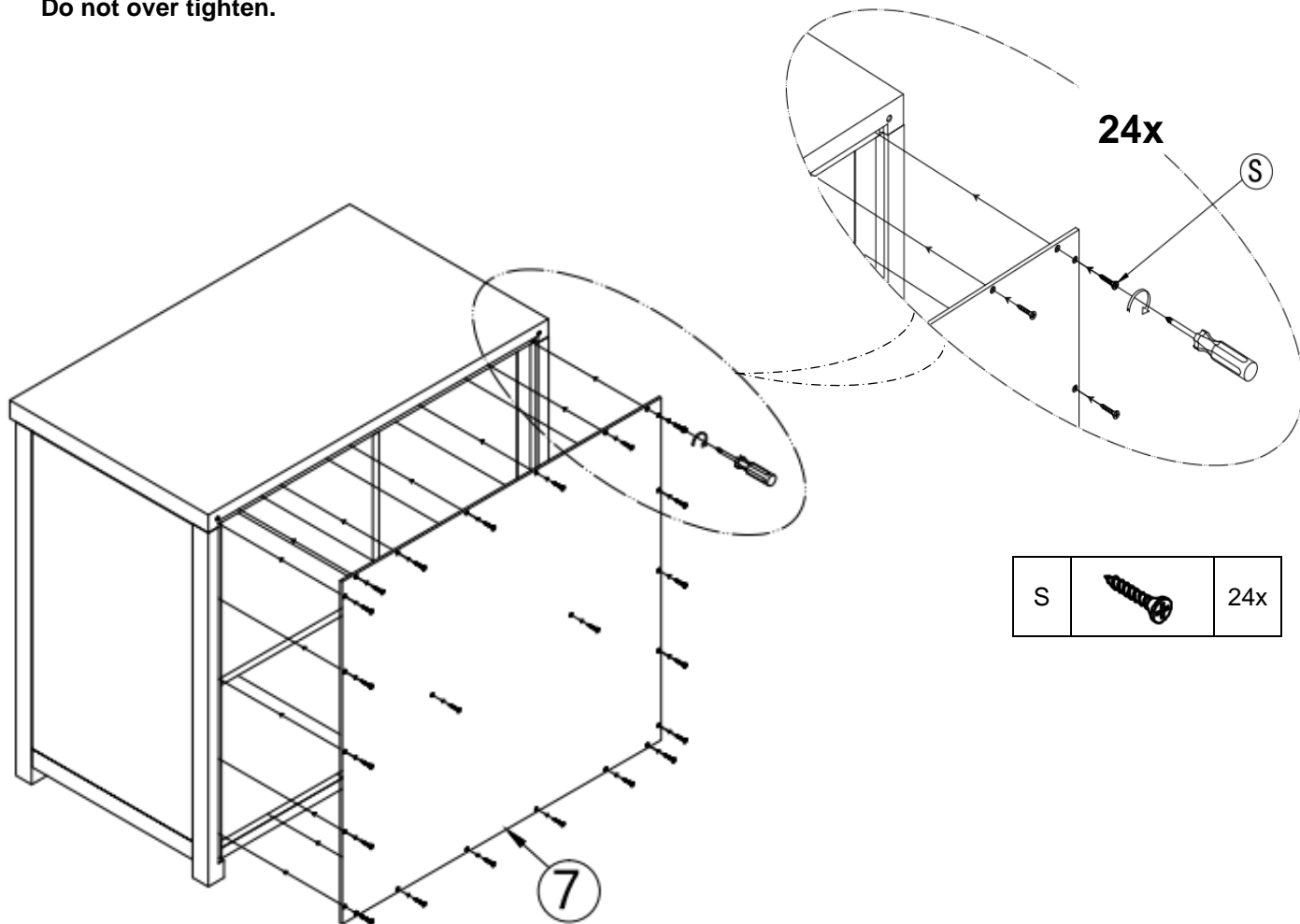


5. Attach (5) to the assembled pieces by aligning the pre-drilled holes with the wooden dowels and secure with the hardware, as shown below. **Do not fully tighten.**



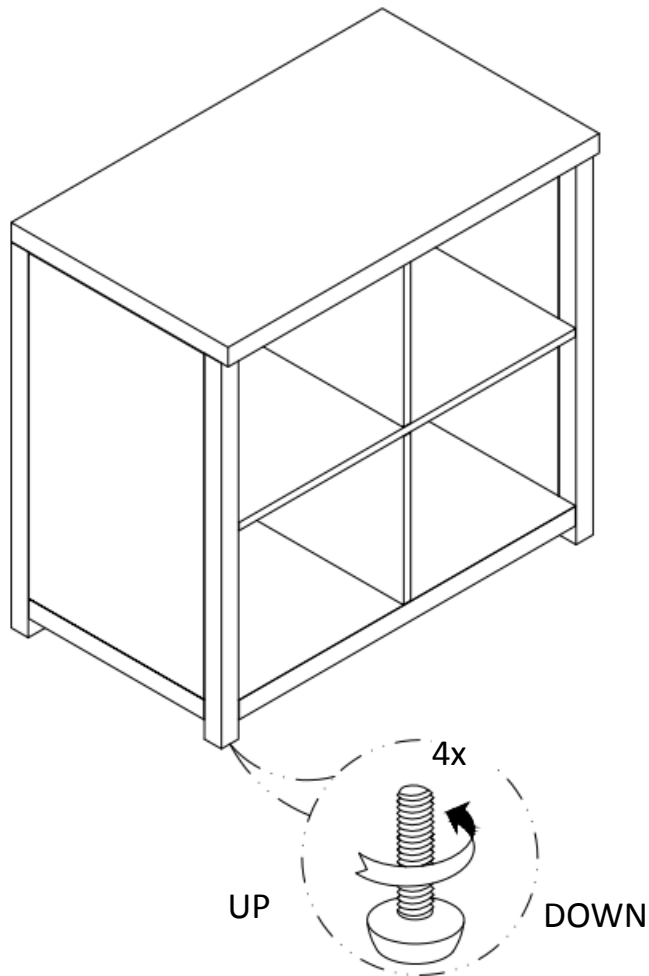
E		6x
F		6x
G		6x

6. Check alignments and fully tighten all connections at this time. **Do not over tighten.**
7. Attach (7) to the Cubby base and secure with the hardware and a Philips Head Screw Driver, as shown below. **Do not over tighten.**



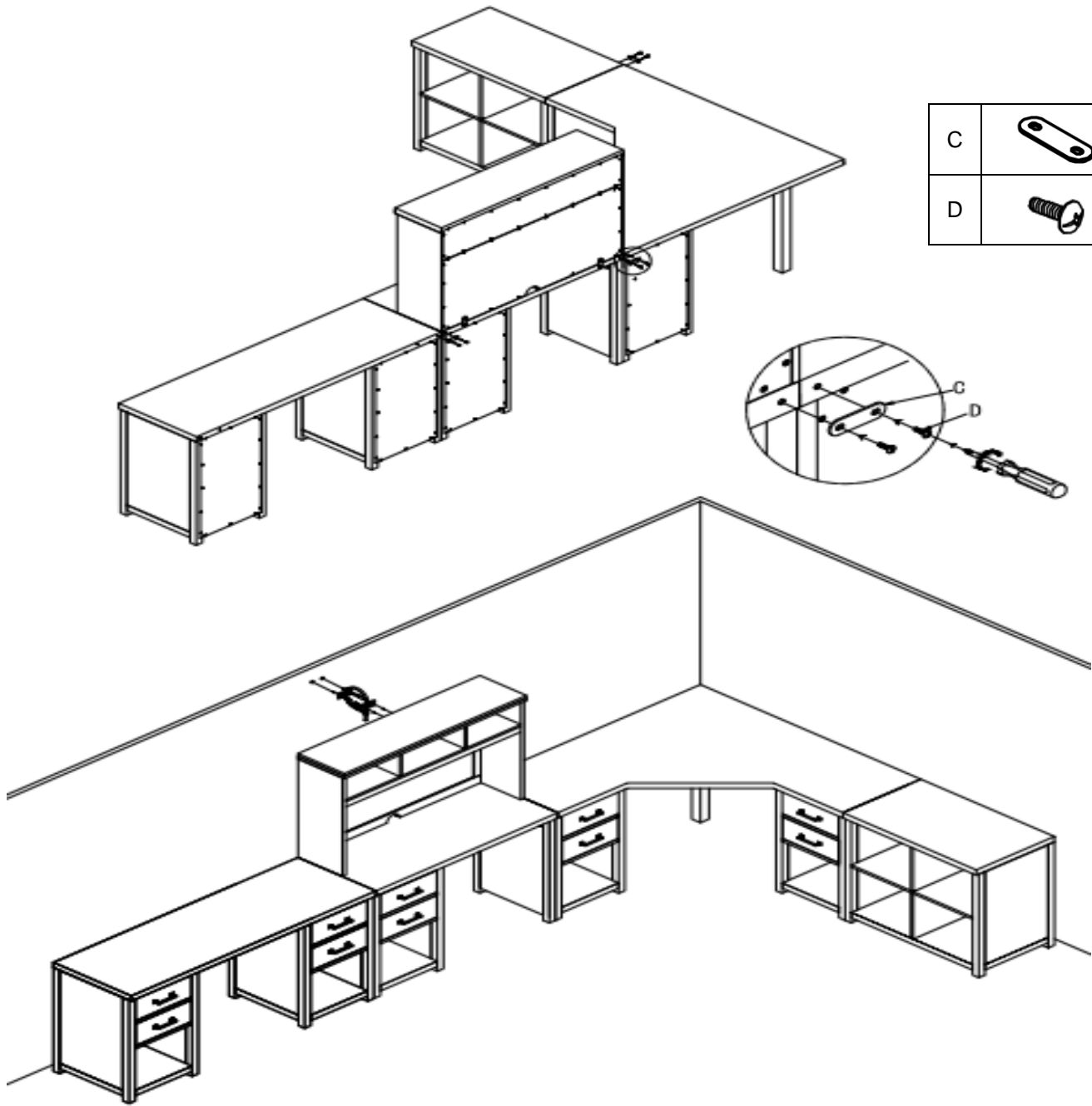
S		24x
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8. If the Cubby Base does not sit level, adjust the levelers underneath the legs, as seen in the illustration below
9. Assembly is complete.

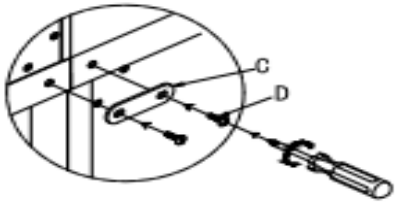


Multiple Desks can be combined together by following the assembly instructions below:

10. Place the Desks in the desired location.
11. Align the Desks together.
12. Place a Mending Plate (C) over the metal insert holes on the rear side of the Desk Tops, as seen below.
13. Insert 2 Machine Screws (D) through each of the pre-drilled holes of the Mending Plate and then into the metal insert holes on the Desk Tops.
14. Tighten all screws with a Phillip Head Screw Driver (not included).



C		1x
D		2x



Care Instructions:

- Dust often using a soft, dry, and clean 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 over time. Periodically check to make sure all connections are tight. Re-tighten if necessary.

Thank you for your purchase.
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