

pottery barn kids

OLIVIA DESK

PRE-ASSEMBLY:

Please read all instructions before beginning assembly. The illustrations provided allow for easier assembly when used in conjunction with the assembly instructions.

For your safety and ease, assembly by two adults is recommended.

Remove all parts and hardware from box and lay out on a carpeted or scratch-free work surface, as this will avoid damaging any parts during assembly. The shipping box provides an ideal work surface. Do not dispose of any contents until assembly is completed to avoid accidentally discarding email parts or hardware.

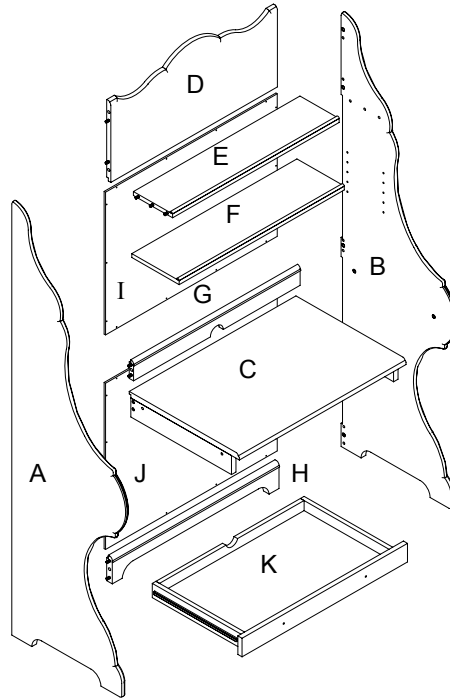
Use the parts and hardware lists to identify and separate each of the pieces included.

Note: Do not fully tighten all bolts until all parts are in place. Failure to follow these instructions may cause the bolts to misalign during assembly.

If using power tools to aid in assembly please use caution. Power tools can damage hardware or split wood.

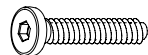
PARTS INCLUDED:

- (A) Left side board – 1pc
- (B) Right side board – 1pc
- (C) Desk top - 1pc
- (D) Top rail -1pc
- (E) Fixed shelf (with dowels at ends) -1pc
- (F) Adjustable shelf -1pc
- (G) Center rail -1pc
- (H) Bottom rail -1pc
- (I) Center back panel -1pc
- (J) Bottom back panel (with mouse hole) -1pc
- (K) Keyboard tray -1pc



HARDWARE ENCLOSED:

(L) 1/4" x 1-1/4" Allen Bolt - 4pcs



(Q) #8x15mm Screw - 30pcs



(M) Cam - 8pcs



(R) Shelf Support - 4pcs



(N) Cam screws - 8pcs



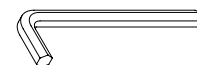
(S) 4mm Allen key - 1pc



(O) Knob - 2pcs



(T) 6mm Allen key - 1pc

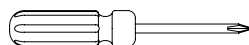


(P) Bolt - 2pcs



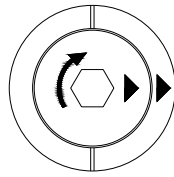
TOOLS REQUIRED:

Phillips head screwdriver (not included)

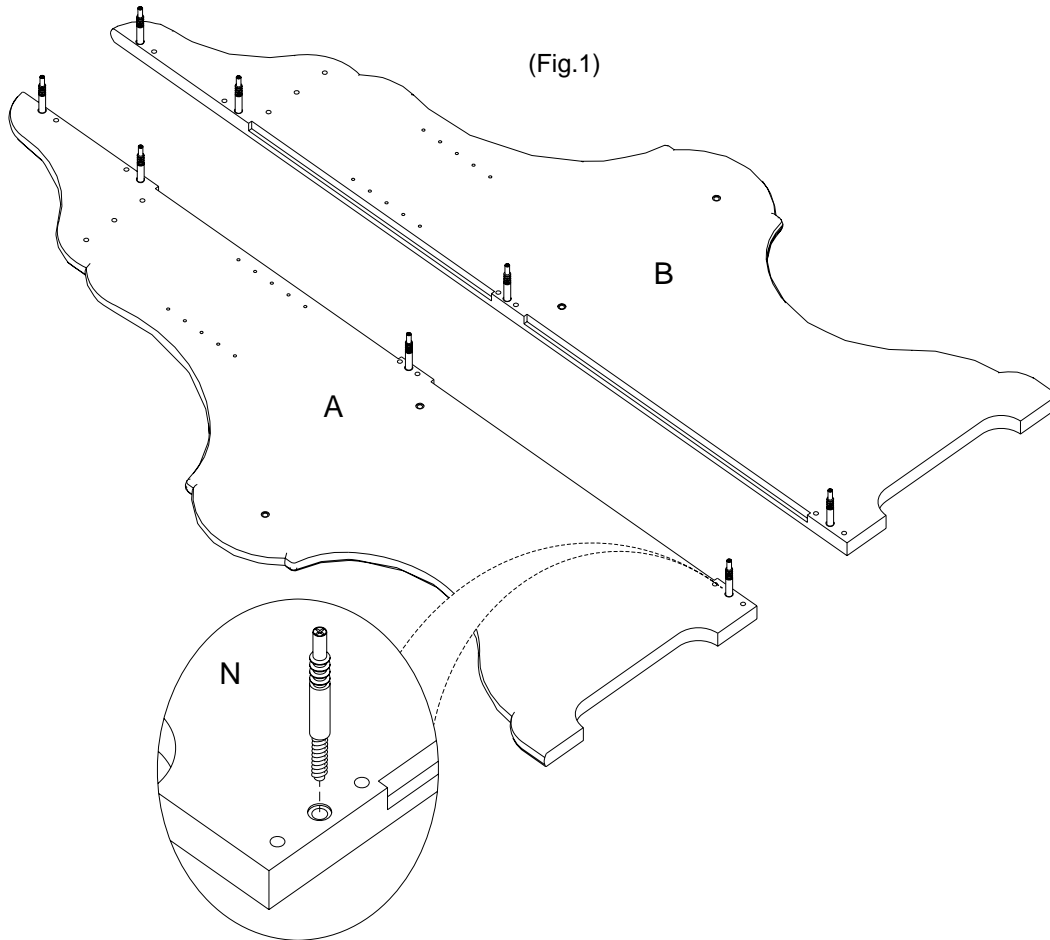


ASSEMBLY INSTRUCTIONS:

Note: Align outer arrow on cam with inner arrow at center of cam prior to insertion into the countersunk.

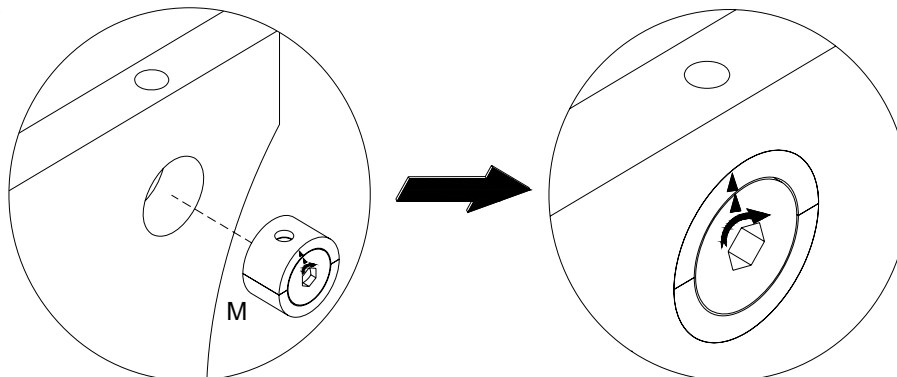


1. Place the Left side board (A) and the Right side board (B) on a soft, scratch-free work surface, as shown in figure 1. Screw the (8) Cam Screws (N) into the insert nuts on the Side boards (A) & (B).



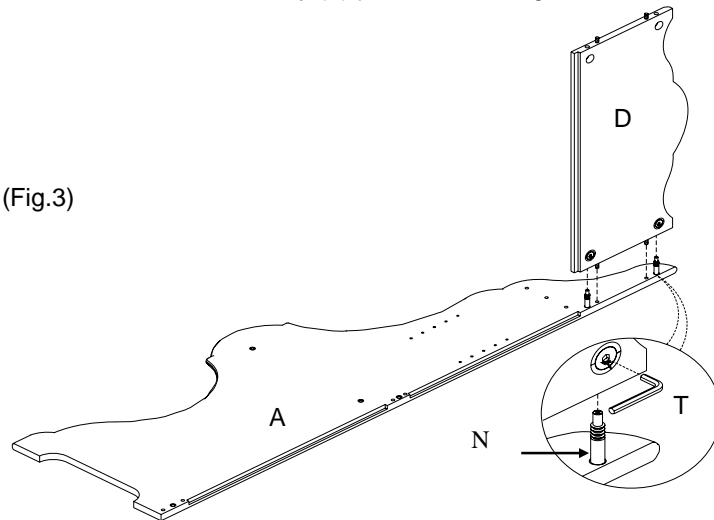
2. Insert the (8) Cams (M) into the pre-drilled holes on both ends of the Top rail (D), Center rail (G) and Bottom rail (H). Point the arrow mark on the Cam (M) toward the pre-drilled hole at the end of each rail. See figure 2.

(Fig. 2)



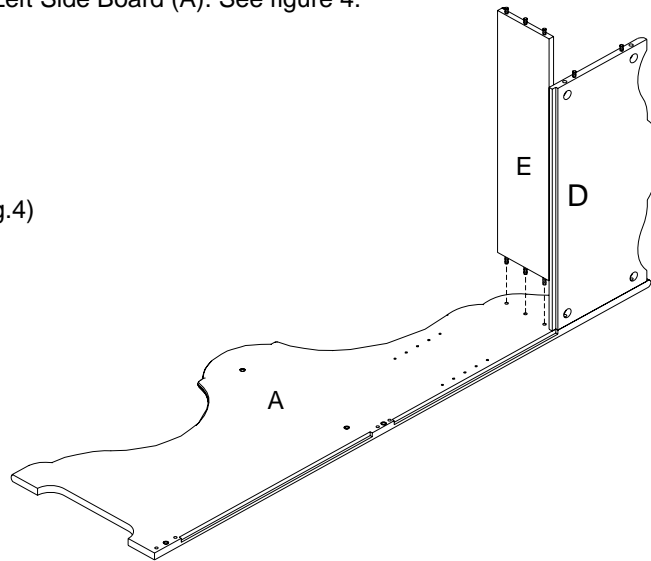
3. Attach Top Rail(D) to Left Side Board(A) by aligning the holes in Top Rail(D) with the two Cam Screws(N) on the Left Side Board. Secure with 6mm Allen Key (T) provided. See figure 3.

(Fig.3)



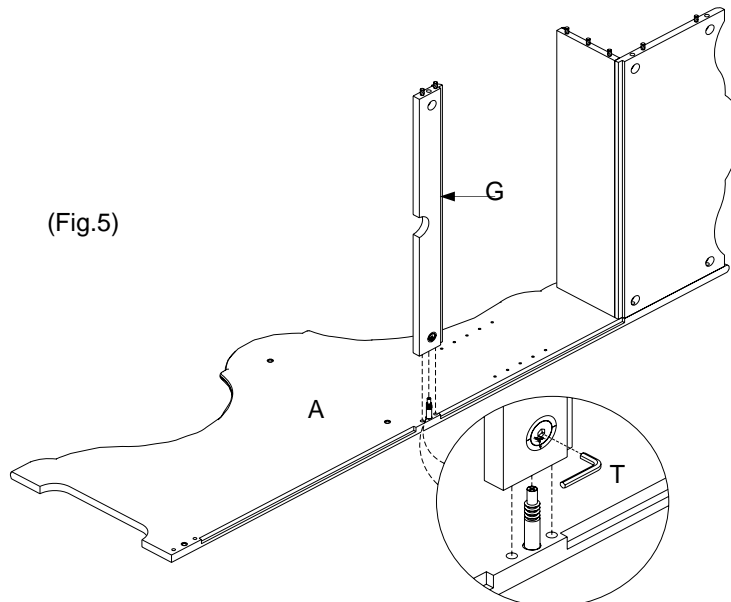
4. Attach the Fixed Shelf (E) to Left Side Board (A) by inserting the wooden dowel at the end of Fixed Shelf (E) into pre-drilled hole on Left Side Board (A). See figure 4.

(Fig.4)

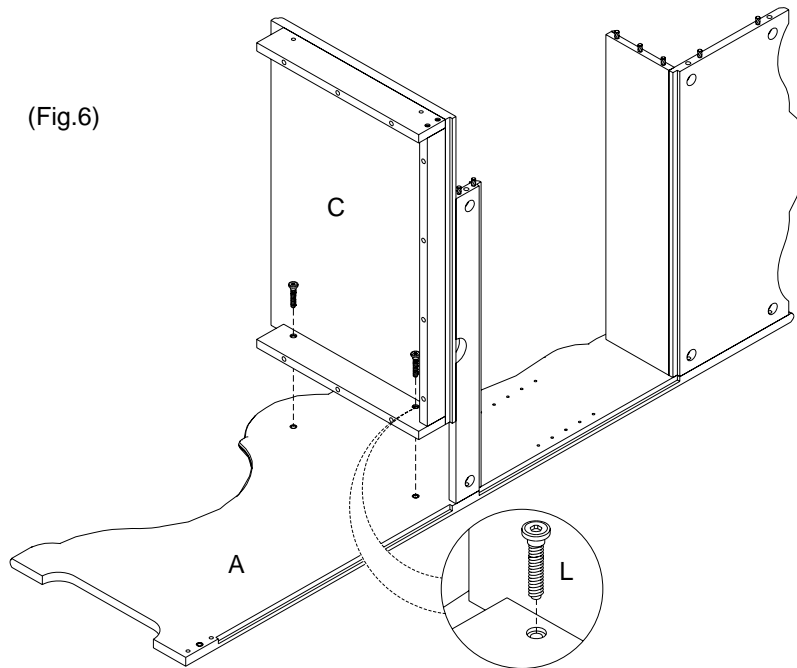


5. Attach Center Rail (G) to Left Side Board (A) by aligning the holes in Center Rail(G) with the Cam Screw (N) on the Left Side Board, secure with 6mm Allen Key(T) provided. See figure 5.

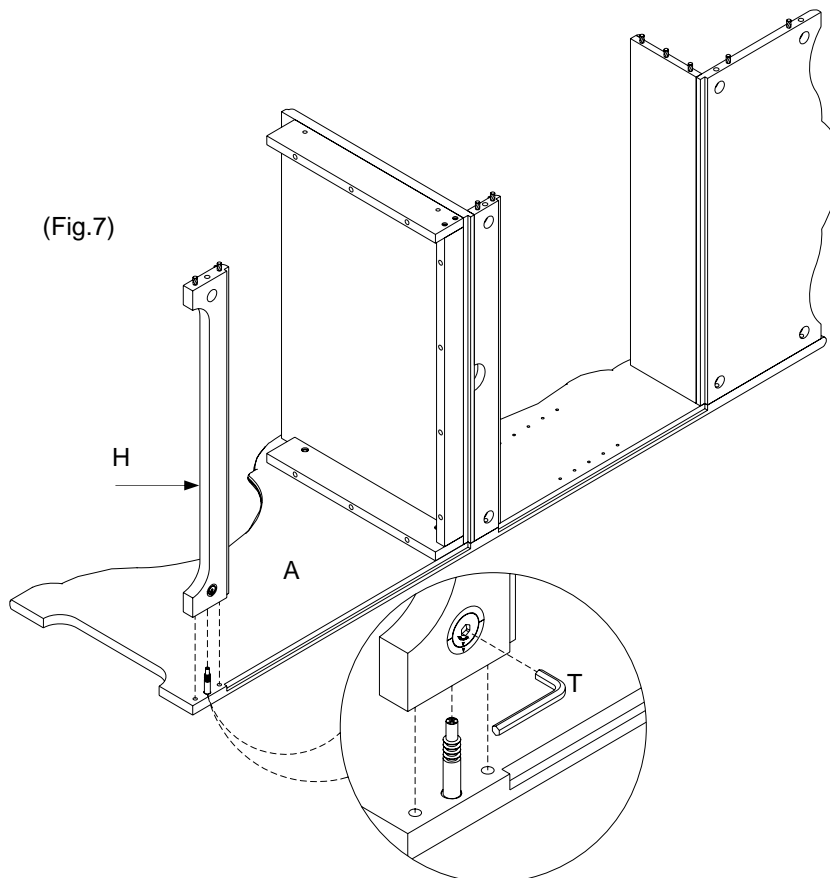
(Fig.5)



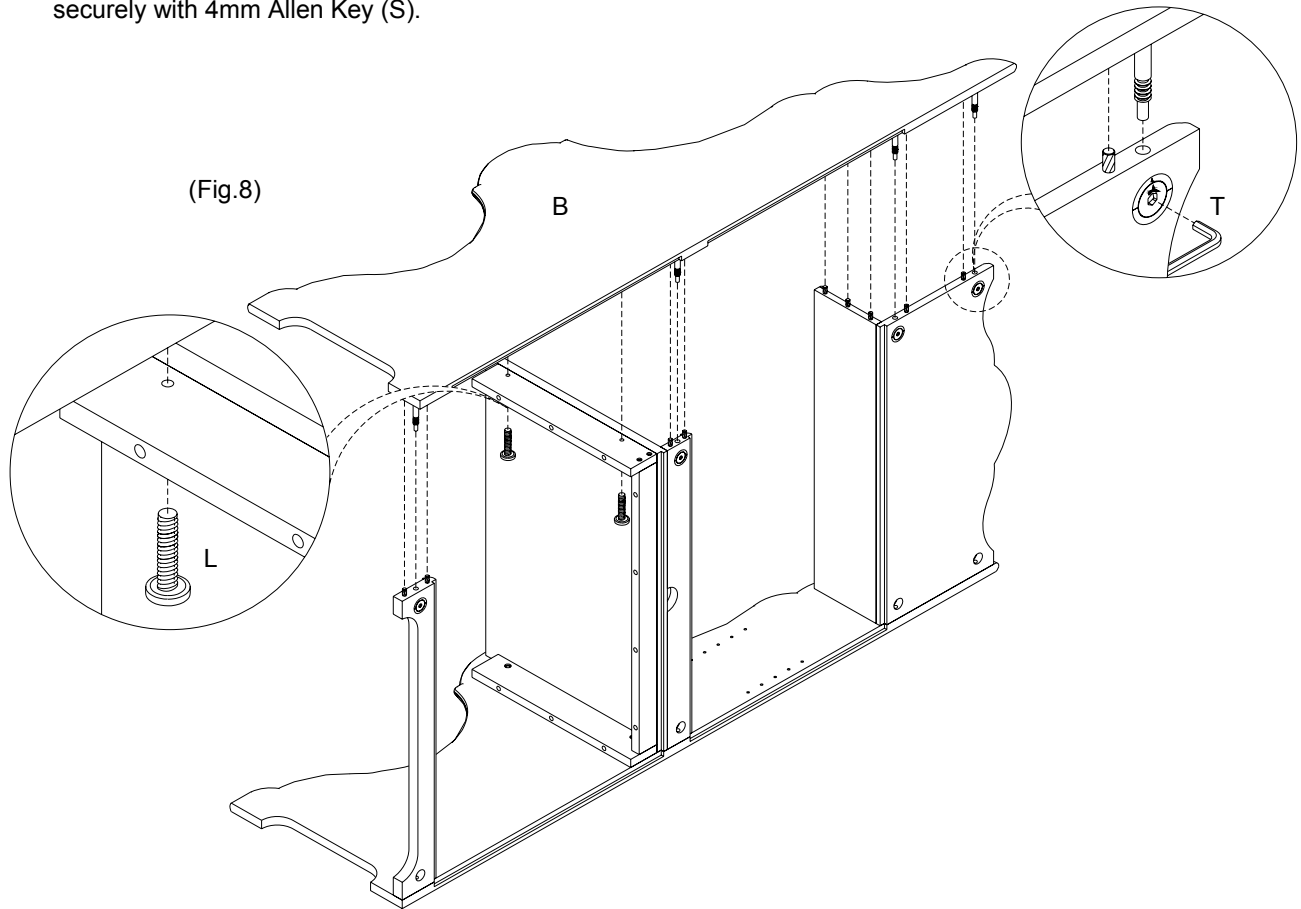
6. Attach the Desk Top (C) to Left Side Board (A) by aligning the pre-drilled holes on the left side of the Desk Top (C) with the two insert nuts on the Left Side Board (A), insert (2) 1/4" x 1-1/4" Allen Bolt (L) through these two pre-drilled holes, as shown in Figure 6. Tighten securely with 4mm Allen Key (S) provided.



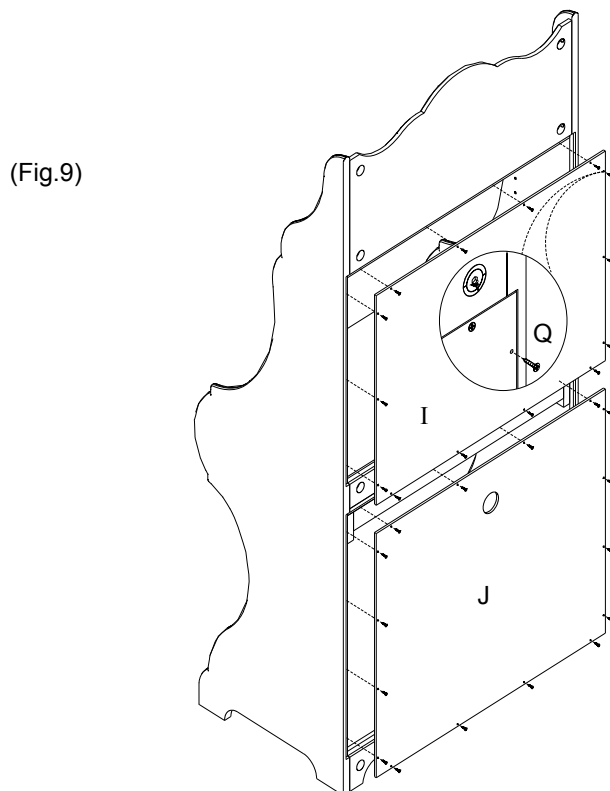
7. Attach Bottom Rail (H) to Left Side Board (A) by aligning the holes in Bottom Rail (H) with the Cam Screw (N) on the Left Side Board. Secure with 6mm Allen Key (T) provided. See figure 7.



8. Place Right Side Board (B) on top of assembled structure as shown below. Secure all Camms (M) with 6mm Allen Key (T). Insert (2) 1/4" x 1-1/4" Allen Bolt (L) through the pre-drilled holes on the wood cleats mounted underneath the Desk top (C) into the insert nuts of the Right side board (B), as shown in Figure 8. Tighten securely with 4mm Allen Key (S).

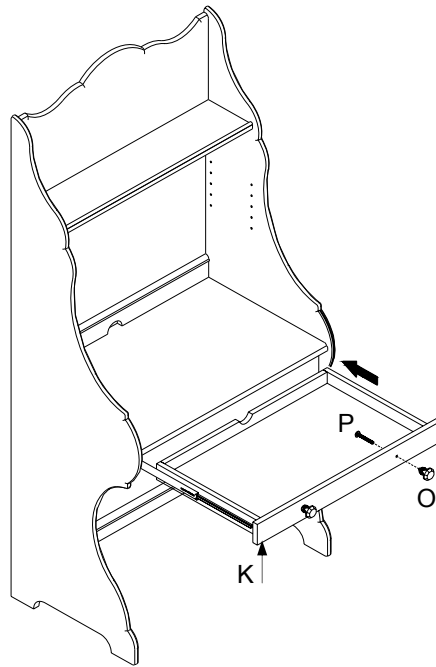


9. Turn the assembled frame upright. Attach the Center back panel (I) and Bottom back panel with mouse hole (J) to the back of the unit. Insert the (30) #8x15mm screws (Q) through pre-drilled holes on the back panel into the unit. Secure with Phillips head screwdriver (not included). See figure 9.



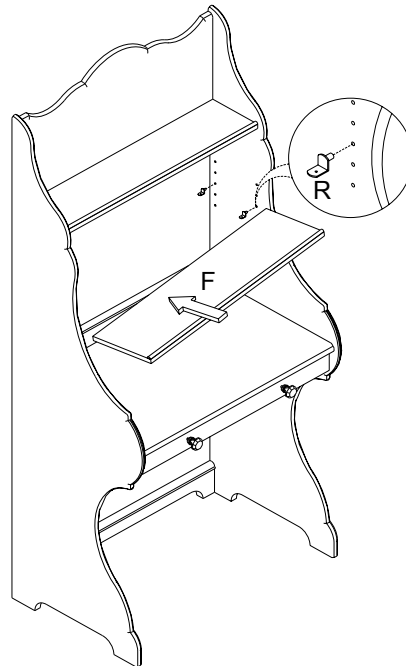
10. Fasten Knobs (O) to Keyboard tray (K) using Bolts (P). Tighten with Phillips head screwdriver. See Figure 10.

(Fig.10)



11. Determine the desired height for the Adjustable shelf (F). Insert the (4) Shelf Supports (R) into the pre-drilled holes on the Left side board (A) and the Right side board (B). Carefully place the Adjustable shelf (F) onto the Shelf Supports (R). Make sure the Adjustable shelf (F) is properly supported by all (4) Shelf Supports (R). See Figure 11.

(Fig.11)



CARE INSTRUCTIONS:

Dust often using a clean, soft, dry 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.

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