Step 1

Remove Keys and Wood screws from the Main Unit’s drawer. Close and then lock the drawer by inserting the Key and rotating it 180° counterclockwise. Keep it locked during the installation process.

Note: If your desk is also being assembled and is currently upside down, you can do this by yourself. If your desk is already right-side up, ask a friend for assistance.

Step 2

Have a friend hold the drawer in place. The front of the drawer front should be flush with the front edge of desk and as far to one side of the desk as possible to allow for sufficient legroom. We recommend aligning with right or left frame side brackets as shown.

While your friend holds the drawer in its desired location, mark the location of the six (6) screw holes.

Step 3

Make your pilot holes using a drill with a 1/8” drill bit to make pilot holes no deeper than 1/2”.

Before inserting your screws, hold a screw up next to the desk’s edge to double-check that it is not too long and that you don’t drill too far into the desk.

Have a friend hold the drawer in place once more while installing six (6) Wood screws into the pilot holes.

Step 4

Unlock the drawer and store your personal items, like pens and notebooks, in the 12” x 12” compartment.

You can also place items on the drawer’s shelf for additional storage, up to 13” x 13”.

Store Keys in a safe place.

CAUTION: Read all instructions before assembly. Failure to assemble properly may result in product damage or injury.