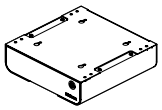
Desk Drawer

STR101

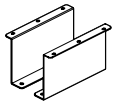
UPLIFT DESK
Work better. Live healthier.

Package Contents

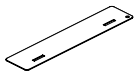
Drawer



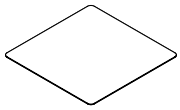
Brackets
qty 2



Back Plate



Neoprene Pad



Installation Template



M4 x 8 Machine Screws
qty 4



#10 x 5/8" Wood Screw
qty 6

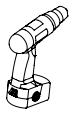


Keys
qty 2



You'll also need

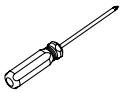
Electric Drill



1/8" Drill Bit



Phillips Screwdriver



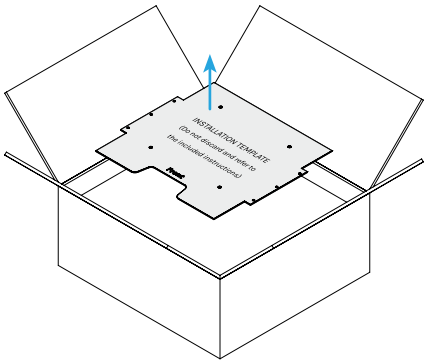
Assembly Instructions

Step 1 - Inventory of Parts

Lay out all parts from and ensure you have everything listed in the package contents of this manual before throwing away any packaging.

Be sure not to throw away the Installation Template.

If a part is missing, please triple check that the part isn't in the box. Check the box very thoroughly by removing all packaging; check every nook and cranny. If the part is still missing, call (800) 349-3839 or email support@upliftdesk.com before beginning assembly.



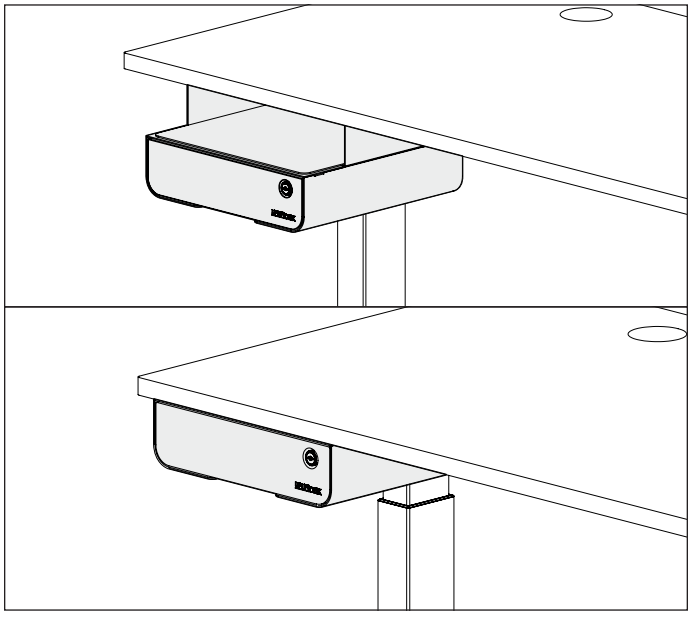
The Desk Drawer can be installed with or without the Brackets.
See information below to determine how you would like to attach the Desk Drawer to your desk or table.

Mounting with Brackets:

Mount the Desk Drawer with the Brackets to create a shelf on top of the drawer to place items like notepads, tablets, laptops, etc. Including the Brackets lowers the bottom of the drawer to 7.5" below the desk. Begin at Step 2 below for this installation.

Mounting without Brackets:

Mount the Desk Drawer without the Brackets if you prefer a more shallow drawer with no shelf. Without the Brackets, the bottom of the drawer is 3.75" below the desk. Begin at Step 3 for this installation.



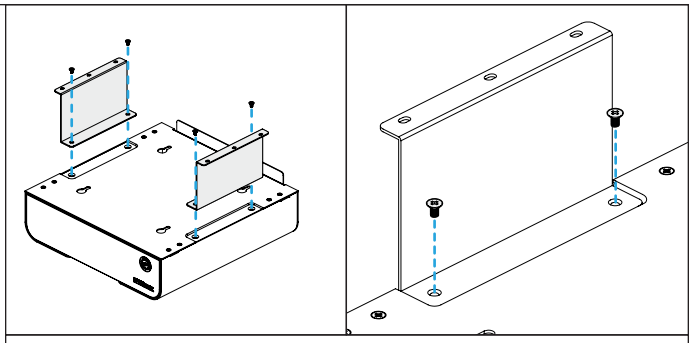
Step 2 - Drawer with Brackets Assembly

Skip to Step 3 if you prefer to install the Desk Drawer flush to the desktop without the Brackets.

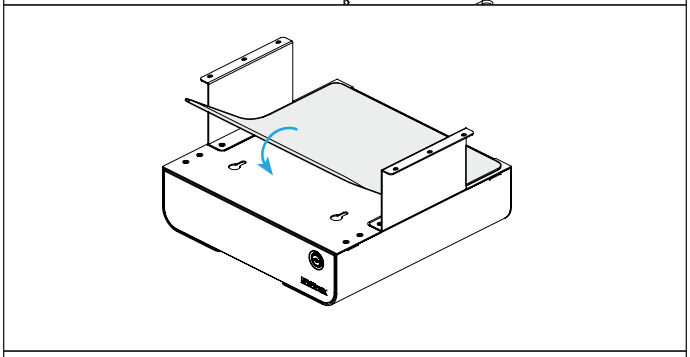
A. Align the holes in the Brackets with the holes in the top of the Drawer in the orientation shown.

B. Insert an M4 x 8 Machine Screw through each hole and tighten with a Phillips screwdriver.

C. Peel the backing off of the Neoprene Pad.

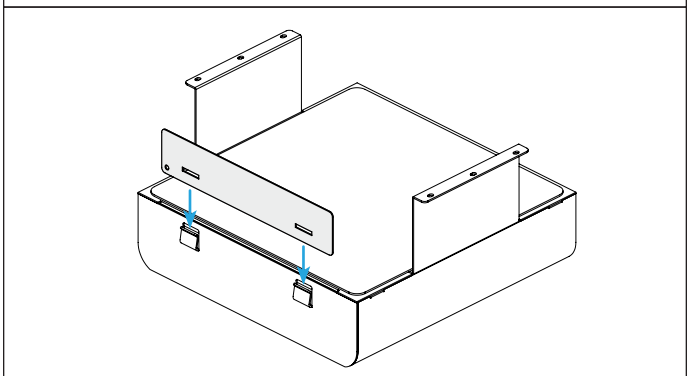


D. Align the pad within the edges of the drawer as shown and press it down to adhere it to the top surface of the Drawer.



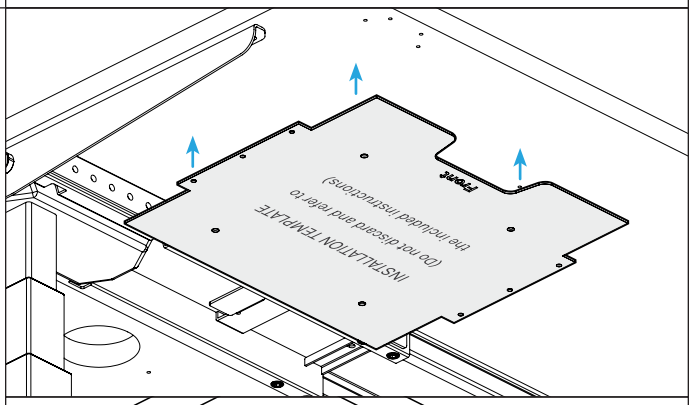
E. Press the Back Plate into the two clips at the back of the Drawer as shown. The clips should engage in the slots in the Back Plate.

The Back Plate will keep items from falling off the back of the Drawer shelf.



Step 3 - Mark Mounting Hole Locations

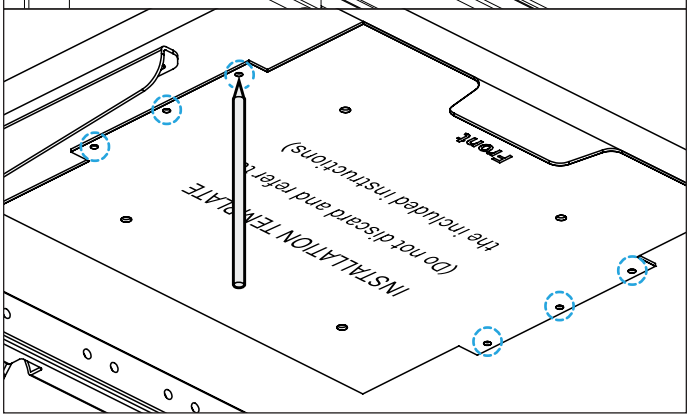
A. Align the Installation Template with the front edge of the desk as shown, in the location you would like to mount the Desk Drawer.



B. Make pencil marks at each of the hole locations as noted below depending on whether you are using the Brackets or not.

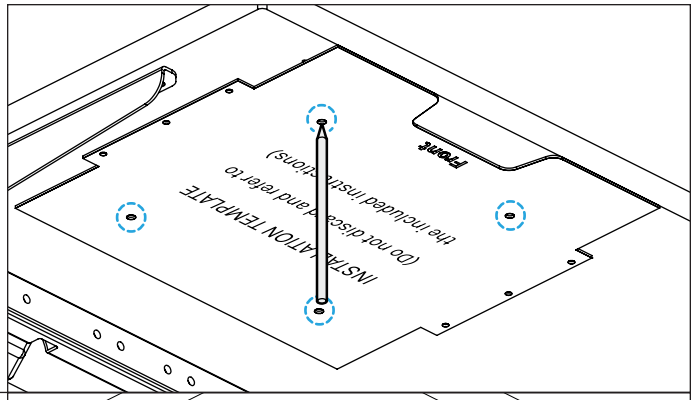
Mounting with Brackets

Make a pencil mark at each of the hole locations in the "tabs" of the Installation Template. These tabs represent the mounting tabs on the Brackets.



Mounting without Brackets

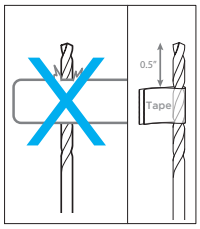
Make a pencil mark at each of the hole locations further inside the edges of the Installation Template as shown.

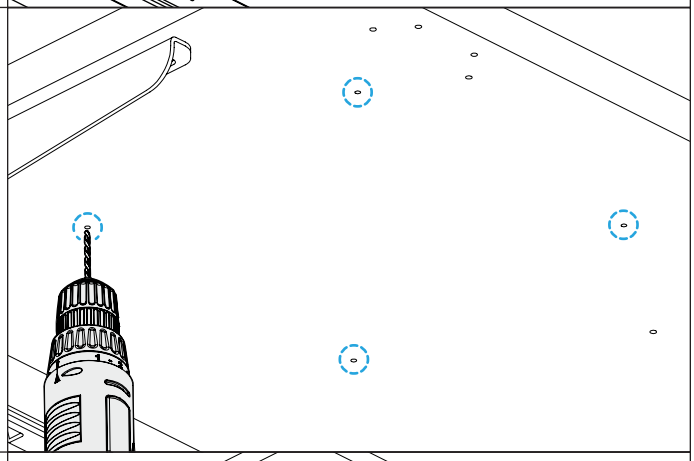


Step 4 - Drill Pilot Holes

For harder desktops such as bamboo or solid woods, it may be easier to pre-drill mounting holes.

Use an electric drill and a 1/8" drill bit to drill pilot holes at the pencil marks. **IMPORTANT:** Ensure your desktop is at least 0.75" thick and DRILL NO DEEPER THAN 1/2" to avoid drilling through your desktop. To help with this, wrap a piece of tape around your drill bit 1/2" from the tip. Stop drilling just before the tape touches the desktop.





Step 5 - Mount Desk Drawer

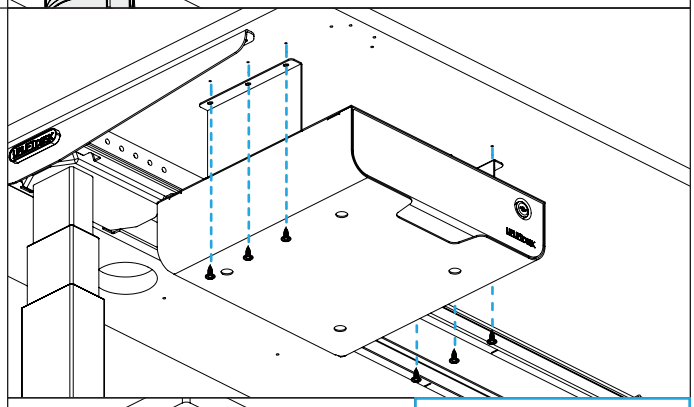
Desk Drawer with Brackets

A. If your desk is already assembled and right side up, have a friend hold the Desk Drawer in place.

B. Align the mounting holes in the Brackets with the pilot holes drilled in Step 4.

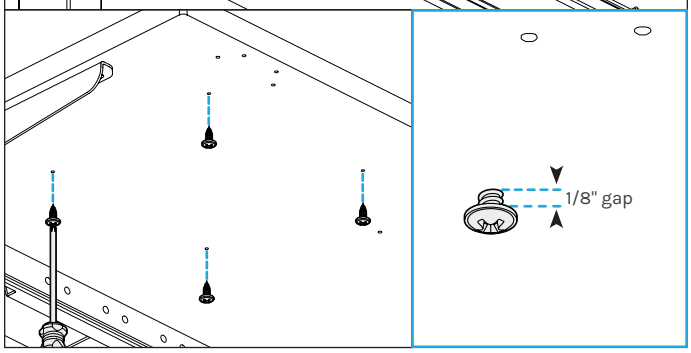
C. Use a Phillips screwdriver to start a #10 x 5/8" Wood Screw in each mounting hole. Don't tighten the screws until all have been started.

D. Once all screws have been started, tight them completely, but be careful not to overtighten them to prevent stripping.

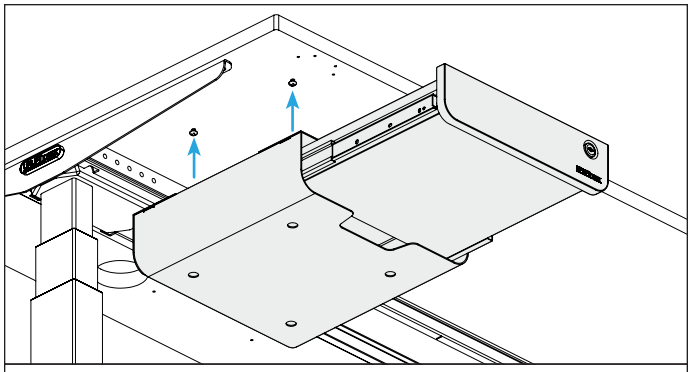


Desk Drawer without Brackets

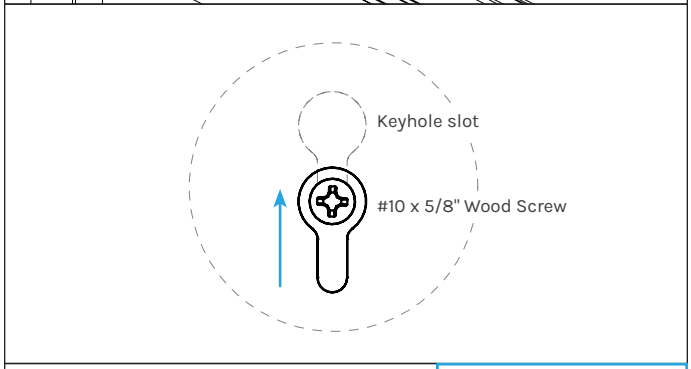
A. Use a Phillips screwdriver to insert the screws about 3/4" of the way into the holes drilled in Step 2 or at the locations marked in Step 1. Leave about a 1/8" gap between the underside of each screw head and the desk surface.



B. Open the drawer, then align the large hole in the shelf keyhole slots with the screw heads and push up against the desktop.

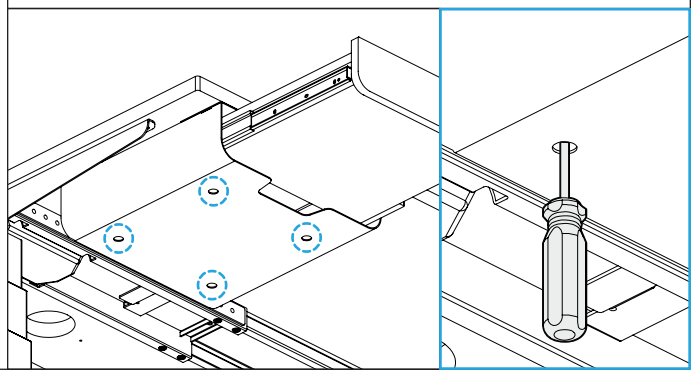


C. Slide the Desk Drawer forward so that the screws engage with the keyhole slots and the front of the shelf is flush with the front edge of the desktop.



D. Insert the Phillips screwdriver through the screw access holes in the bottom of the shelf and tighten the screws to secure the Desk Drawer.

E. Close the drawer.



Safety and Warnings

CAUTION: Read all instructions before assembly. Failure to assemble or operate properly may result in damage or personal injury. Retain manual for future reference.

Under no circumstances does the manufacturer accept warranty or liability claims for damages caused from improper use of this product. Please provide these instructions to any new user or owner of the product.

Save This Manual: Study this manual carefully. If this product is sold, please provide this manual to the buyer, installers, or support personnel operating the product.

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