# MADISON PARK

# **ASSEMBLY INSTRUCTIONS**

**Description:** Clausen Writing Desk

## Important safety instructions:

- Please carefully read all instructions before assembling.
- For your safety and ease, assembly by two or more adults is recommended.
- Keep instructions for future use.

#### Pre-assembly:

- Do not discard any contents until after assembly is complete to avoid accidentally discarding small parts or hardware.
- Remove all parts and hardware from box along with any plastic protective packaging.

#### Parts List

Item	Description		QTY
P1	Desk Top		1
P2	Stretcher		1
P3	Left Side Frame	♦ ®	1
P4	Right Side Frame	◇ Θ	1

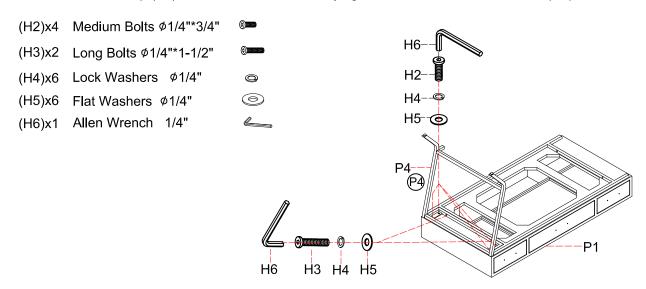
#### Hardware List

Item	Description		QTY
H1	Short Bolts Ø1/4"x1/2"		4
H2	Medium Bolts Ø1/4"*3/4"	0	8
НЗ	Long Bolts Ø1/4"*1-1/2"	0	4
H4	Lock Washers Ø1/4"	0	12
H5	Flat Washers Ø1/4"	0	12
H6	Allen Wrench 1/4"		1

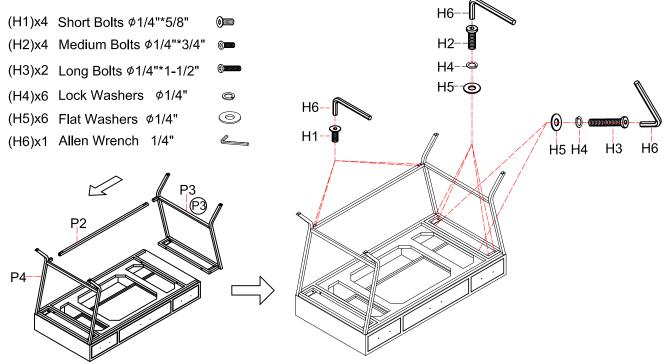


### **Assembly Procedures:**

Step 1. Assemble the desk on a flat, soft surface such as a carpet or cloth to prevent scratching the finish. Attach the right side frame (P4) to the desk top (P1) according to the label "P4" on the right side frame (P4) and the bottom side of desk top (P1) as shown below. Securely tighten all bolts with Allen wrench (H6).

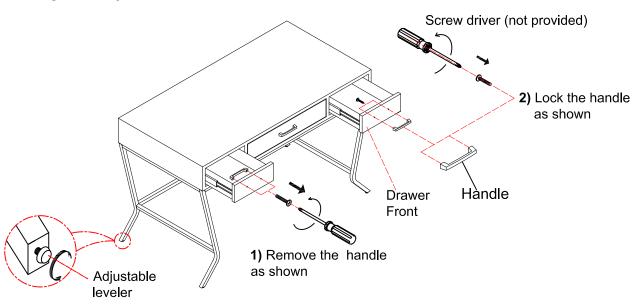


**Step 2.** Loosely attach the stretcher (P2) to right side frame (P4), then attach the left side frame (P3) to the desk top (P1) and stretcher (P2) according to the label "P3" on the right side frame (P3) and the bottom side of desk top (P1) as shown below. Securely tighten all bolts with Allen wrench (H6).



Step 3.

- 1) Turn the assembled desk to an upright position. Make sure the assembled desk is level and securely tighten all bolts with Allen wrench (H6).
- 2) Remove the handles from the back of drawer front panel by unscrewing the bolts with screw driver (not provided).
- 3) Reattach the handles to the front of drawer front panel using bolts as shown below. securely tighten all bolts with screw driver (not provided).
- 4) Leveler adjustment: Leveler are pre-installed on the legs and adjust as needed to make sure the desk is level. Assembly is complete. Failure to follow these instructions may cause the bolts to misalign during assembly.



ADDITIONAL NOTE ABOUT SAFETY: BOLTS MAY LOOSEN DURING NORMAL EVERYDAY USE. THEY SHOULD BE PERIODICALLY INSPECTED AND RE-TIGHTENED TO PREVENT DAMAGE OR INJURY. ALWAYS CHECK TO BE SURE THAT ALL HARDWARE IS KEPT TIGHTENED.

Thank you for your purchase