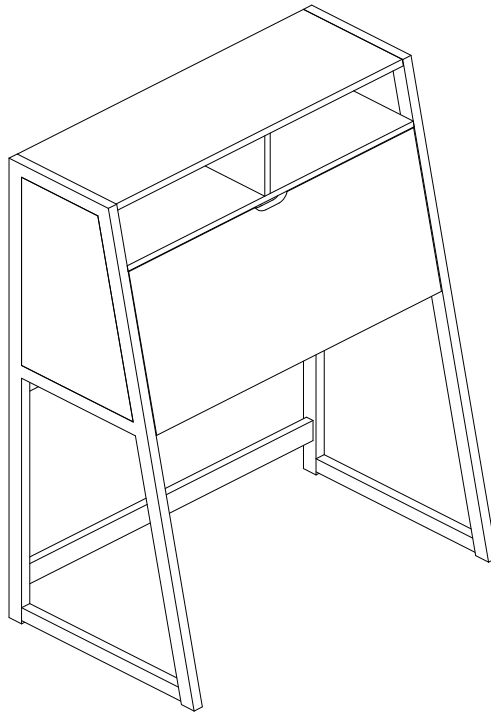


USE AND CARE GUIDE

FLIP TOP WRITING DESK



**Questions, problems, missing parts? Before returning to the store,
call Home Decorators Collection Customer Service.
8 a.m. – 7 p.m., EST, Monday – Friday, 9 a.m. – 6 p.m., EST, Saturday**

1-800-998-7021

HOMEDEPOT.COM/HOMEDECORATORS

THANK YOU

We appreciate the trust and confidence you have placed in Home Decorators Collection through the purchase of this Flip Top Writing Desk. We strive to continually create quality products designed to enhance your home. Visit us online to see our full line of products available for your home improvement needs. Thank you for choosing Home Decorators Collection!

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Safety Information



DANGER

- Keep small parts away from children during assembly.
- Read and follow instructions carefully.



WARNING

- Read these instructions carefully and keep in a safe place.
- TO GUARANTEE THE SAFE USE OF THIS PRODUCT, FOLLOW THE WARNINGS, GUIDELINES AND RECOMMENDATIONS IN THIS MANUAL.
- Adult assembly required.
- Small parts may present choking hazard prior to assembly.
- To further reduce the risk of serious injury and death from tip-overs:
 - Place heaviest items in the lowest compartments or drawers.
 - Never allow children to climb or hang on drawers, doors or shelves.
 - Never open more than one drawer at a time.
 - Use of tip-over restraints may only reduce, but not eliminate, the risk of tip-over.
 - For safe mounting, it is essential to use wall anchors appropriate to your wall type (i.e. plaster, drywall, concrete, etc). Mount to wood studs whenever possible.*



CAUTION

- Do not use power tools to assemble your furniture. Power tools may strip or damage parts/product.
- Do not overtighten connectors (screws, bolts, etc.). Overtightening can lead to product damage.
- Be sure to check all packing materials carefully for small parts that may have come loose inside the carton during shipment. If parts are missing, contact THE HOME DEPOT to obtain any missing parts.
- DO NOT USE SUBSTITUTE PARTS.
- This product should only be used on a flat, level surface.
- Some assembly may involve attaching glass or mirrors.
- Be very careful handling the glass or mirrors, as severe injury may result if the glass or mirror breaks.
- Never handle large pieces of glass or mirrors by yourself.
- Assembly requires two people; assembly alone may cause injury.

Warranty

3 YEAR WARRANTY

WHAT IS COVERED

We guarantee this product to be free of manufacturing defects to the original purchaser for three years.

WHAT IS NOT COVERED

This warranty does not cover commercial use, acts of nature, and abusive use.

Pre-assembly

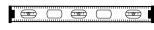
PLANNING ASSEMBLY

This product has been designed for easy assembly and constructed for durability. All parts were checked prior to packaging to ensure quality. Prior to beginning assembly, however, make sure all parts and hardware are included and free of obvious defects. If a part is missing or defective, please contact the store where purchased.

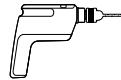
TOOLS REQUIRED



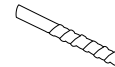
Safety goggles



Level



Drill



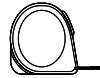
Bit



Pencil



Phillips

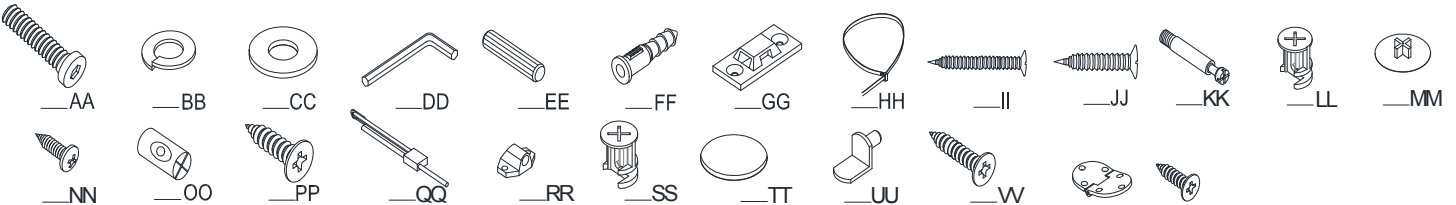


Tape Measure

HARDWARE INCLUDED



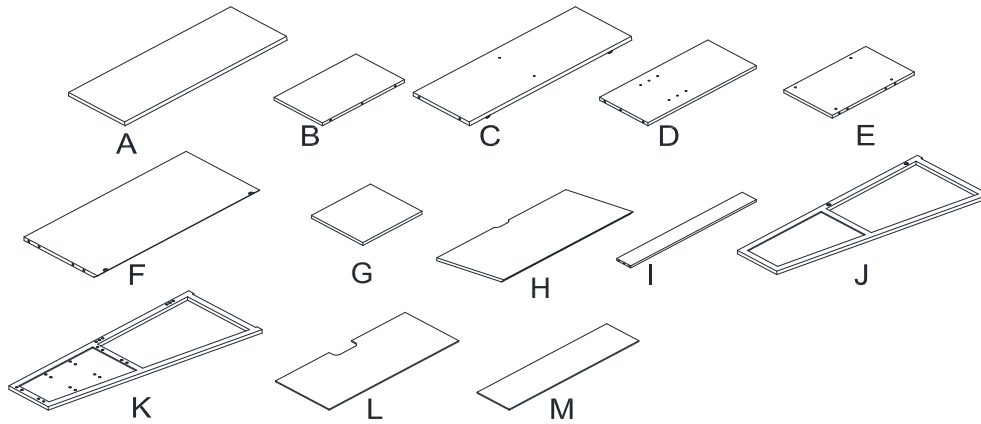
NOTE: Hardware not shown to actual size.



Part	Description	Quantity
AA	Long Bolt	4
BB	Spring Washer	4
CC	Flat Washer	4
DD	Allen Wrench	1
EE	Wood Dowel	40
FF	Plastic Anchor	4
GG	Plastic Bracket	4
HH	Plastic Rope	2
II	Long Wood Screw 3.5*38mm	4
JJ	Short Wood Screw 3.5*15mm	4
KK	Cam Lock Bolt	26
LL	Short Cam Lock	18
MM	Cam Lock Cap	26
NN	Round Head Screw	27
OO	Connecting Screw Knott	4
PP	Short Flat Screw	14
QQ	Flip Stay(L/R)	2
RR	Metal Rail Cap	4
SS	Long Cam Lock	8
TT	Plastic Cap	4
UU	Shelf Holder	4
VV	Long Flat Screw	6
	Flip Board Hinge (Pre-Installed)	2
	Long Flat Screw (Pre-Installed)	6

Pre-assembly (continued)

PACKAGE CONTENTS

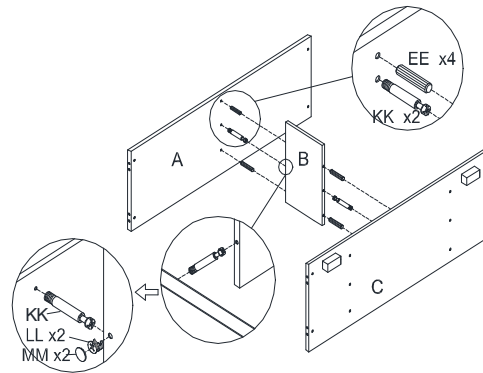


Part	Description	Quantity
A	Top Panel	1
B	Top Divider	1
C	Mid Upper Panel	1
D	Mid Divider	2
E	Mid Panel	2
F	Bottom Panel	1
G	Adjustable Panel	1
H	Flip Board	1
I	Support Rail	2
J	Left Panel	1
K	Right Panel	1
L	Lower Back Panel	1
M	Upper Back Panel	1

Assembly

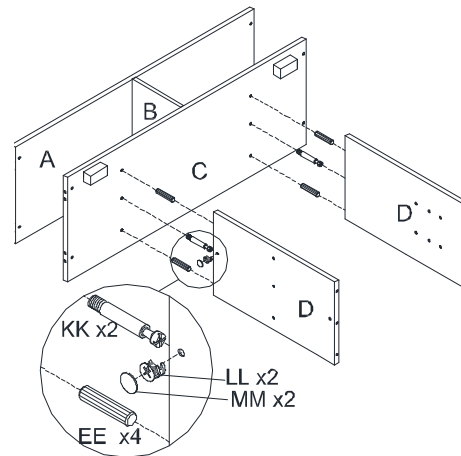
1 Assemble Top Panel, Mid Upper Panel with Top Divider

- Insert Wood Dowel (EE) into Top Divider (B). **Apply 4 times.**
- Screw in Cam Lock Bolt (KK) into Top Panel (A) and Mid Upper Panel (C). **Apply 2 times.**
- Align and attach Cam Lock Bolt (KK) with holes of Top Divider (B). Insert Cam Lock (LL), turn to fixate Cam Lock Bolt (KK), then insert Cam Lock Cap (MM). **Apply 2 times.**



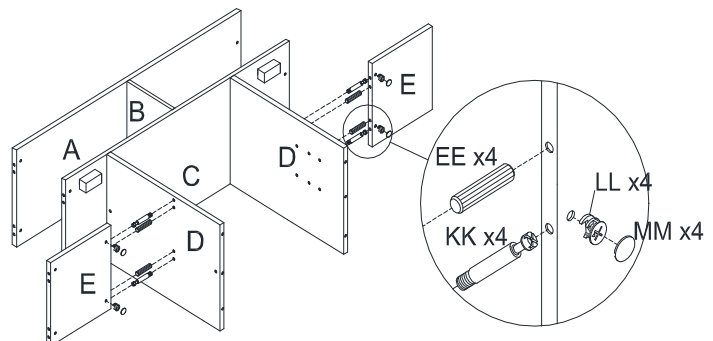
2 Assemble Mid Upper Panel with Mid Dividers

- Insert Wood Dowel (EE) into Mid Upper Panel (C). **Apply 4 times.**
- Screw Cam Lock Bolt (KK) into Mid Upper Panel (C). **Apply 4 times.**
- Align and attach Cam Lock Bolt (KK) with holes of Mid Dividers (D). Insert Cam Lock (LL), turn to fixate Cam Lock Bolt (KK), then insert Cam Lock Cap (MM). **Apply 4 times.**



3 Assemble Mid Panels to Mid Dividers

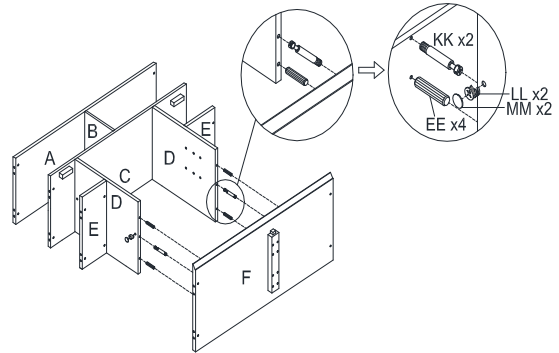
- Insert Wood Dowel (EE) to Mid Dividers. **Apply 4 times.**
- Screw in Cam Lock Bolt (KK) into Mid Dividers (D). **Apply 4 times.**
- Align and attach Cam Lock Bolt (KK) with holes of Mid Panels (E). Insert Short Cam Lock (LL), turn to fixate Cam Lock Bolt (KK), then insert Cam Lock Cap (MM). **Apply 4 times.**



Assembly

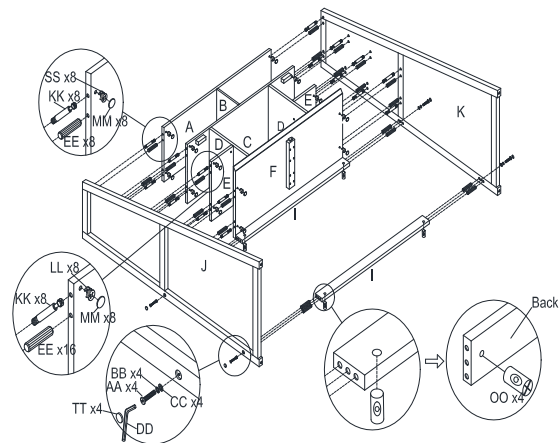
4 Assemble Bottom Panel with Mid Dividers

- Insert Wood Dowel (EE) to Mid Dividers. **Apply 4 times.**
- Attach Cam Lock Bolt (KK) into Bottom Panel (F). **Apply 2 times.**
- Insert Short Cam Lock (LL) to secure Cam Lock Bolt (KK), then insert Cam Lock Caps (MM). **Apply 2 times.**



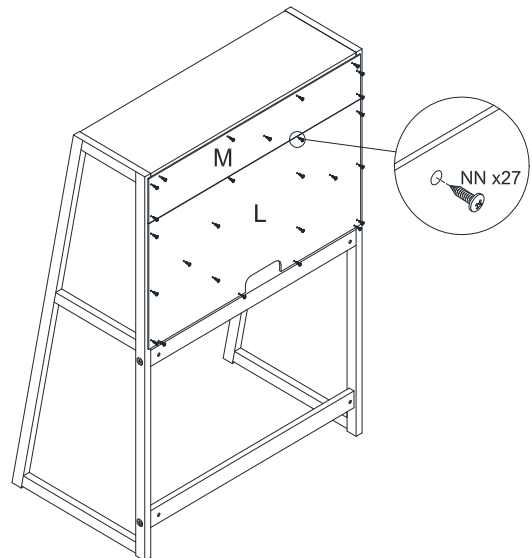
5 Assemble Side Panels

- Insert Wood Dowel (EE) into Panels A/C/E/F. **Apply 24 times.**
- Attach Cam Lock Bolt (KK) into Side Panels (J/K). Insert Long Cam Lock (SS) for Top and Bottom Panel (A/F). Insert Short Cam Lock (LL) to secure the Cam Lock Bolt (KK) for Mid Upper and Mid Panel (C/E). Insert Cam Lock Caps (MM). **Apply 16 times.**
- Insert and align Connecting Screw Knott (OO) to holes of Support Rail (I). **Apply 4 times.**
- Attach Long Bolt (AA) through Spring Washer (BB) and Flat Washer (CC). Use Allen Wrench (DD) to tighten then cover holes with Plastic Cap (TT). **Apply 4 times.**



6 Assemble Upper and Lower Back Panel onto Desk

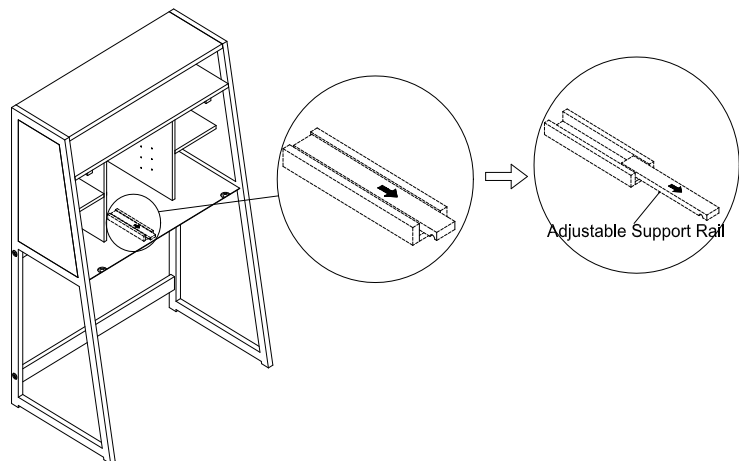
- Screw in Round Head Screw (NN) into Upper and Lower Back Panels (L/M) to attach to back side of the desk. **Apply 27 times.**



Assembly

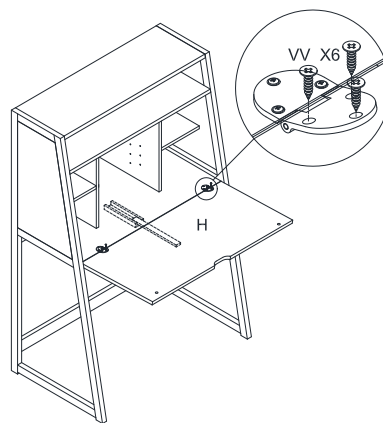
7 Extend Adjustable Support Rail

- Fully Extend the Adjustable Support Rail.



8 Assemble Flip Board to Desk

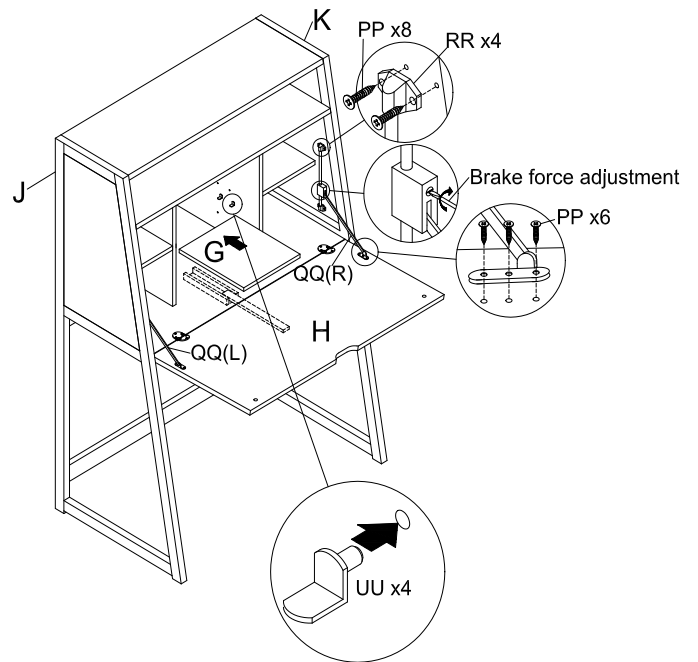
- Screw in Long Flat Screw (VV) into the pre-installed Flip Board Hinge. **Apply 6 times.**



9 Assemble Side Rails to Desk and Flip Board

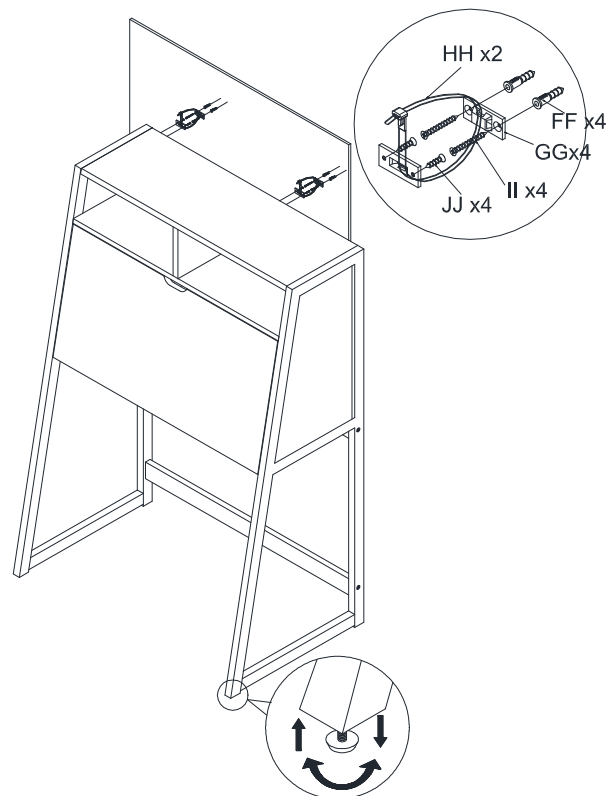
- Screw in Short Flat Screw (PP) through Metal Rail Cap (RR) to the lower hole on the inner side of Right Panel (K). Insert Right Flip Stay (QQ) into the Metal Rail Cap (RR). Cover the top of Right Flip Stay (QQ) with Metal Rail Cap (RR) and screw in Short Flat Screw (PP) to the upper hole on the inner side of Right Panel (K). Attach Short Flat Screw (PP) through the extension base of the Right Flip Stay (QQ) into Flip Board (H). **Repeat same step for Left Panel (J). Using Left Flip Stay (QQ)**
- Insert Shelf Holder (UU) to the inner sides of Mid-Dividers (D) and place in the Adjustable Panel (G).

Assembly



10 Secure Desk to Wall for Anti-tipping

- Use Long Wood Screw (II) to fix Plastic Bracket (GG) to secure to desired location on the wall. **Apply 4 times.**
- Use Short Wood Screw (JJ) to fix the Plastic Bracket (GG) to the Roof Panel by using Plastic Rope (HH). **Apply 4 times.**
- Adjust height of the Desk by twisting the pre-installed levelers below the Side Panels (J/K).



Assembly

Maintenance

- In the event that your furniture is stained or otherwise damaged during use, we recommend that you call a professional to repair your furniture.
- Check bolts/screws periodically and tighten them if necessary.

Care and Cleaning

- Use a soft, clean cloth that will not scratch the surface when dusting.
- Using solvents of any kind on your furniture may damage the finish.
- Use of furniture polishes is not necessary.
- Never use water to clean your furniture, as it may cause damage to the finish.
- Liquid spills should be removed immediately. Use a soft and clean cloth to blot the spill gently. Avoid rubbing.
- Use of furniture polishes is not necessary.
- Avoid placing furniture directly under windows.

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Retain this manual for future use.