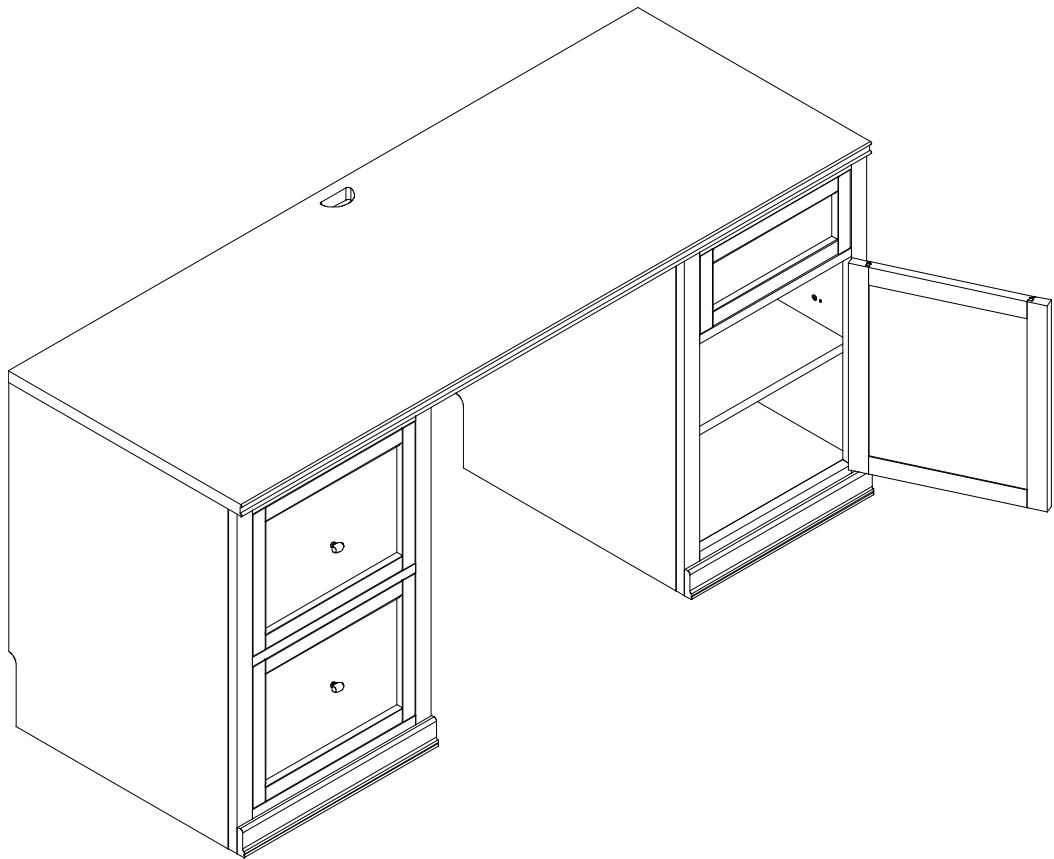


# POTTERY BARN



**(NOTE: This product comes with only 1 shelf that is adjustable – please refer to Assembly Instruction)**

## LOGAN DESK

**Important Safety Instructions:**

- Please read all instructions carefully before assembling.
- For your safety, assembly by two or more adults is strongly recommended.
- Keep instructions for future use.
- Use only vendor supplied hardware to assemble. Using unauthorized hardware could jeopardize the structural integrity of the item.

**Pre-assembly:**

- Remove all parts and hardware from the box and lay out on a clear carpeted or scratch-free work surface, as this will avoid damaging parts during assembly. The shipping box provides an ideal work surface.
- Do not dispose of any packaging or contents of the shipping carton until assembly is completed to avoid accidentally discarding small parts or hardware.
- Use the parts and hardware lists below to identify and separate each of the pieces included.
- The illustrations provided allow for easier assembly when used in conjunction with the assembly instructions.
- The use of power tools to aid in assembly is not recommended. Power tools can damage hardware and split wood.

**This Logan desk can be assembled with other Logan components to setup as the Home Office Suite.**

**Parts Included:**

Box 1

- (1) Desktop

Box 2

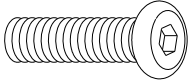

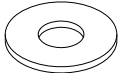

- (1) Left pedestal (with 2 drawers)

Box 3

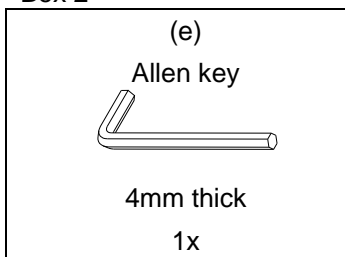
- (1) Right pedestal (with a drawer and a door)

**Hardware Included:**

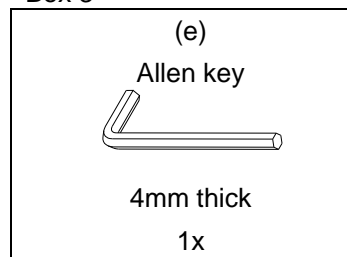
Box 1

<p>(a) Bolt</p>  <p>Dia. 8mm x 38mm 4x</p>	<p>(b) Lock Washer</p>  <p>diam 8mm x 1.8mm 4x</p>	<p>(c) Flat Washer</p>  <p>diam 8mm x 2mm 4x</p>	<p>(d) Allen key</p>  <p>5mm thick 1x</p>
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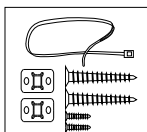
Box 2



Box 3



(1) Anti-tip kit

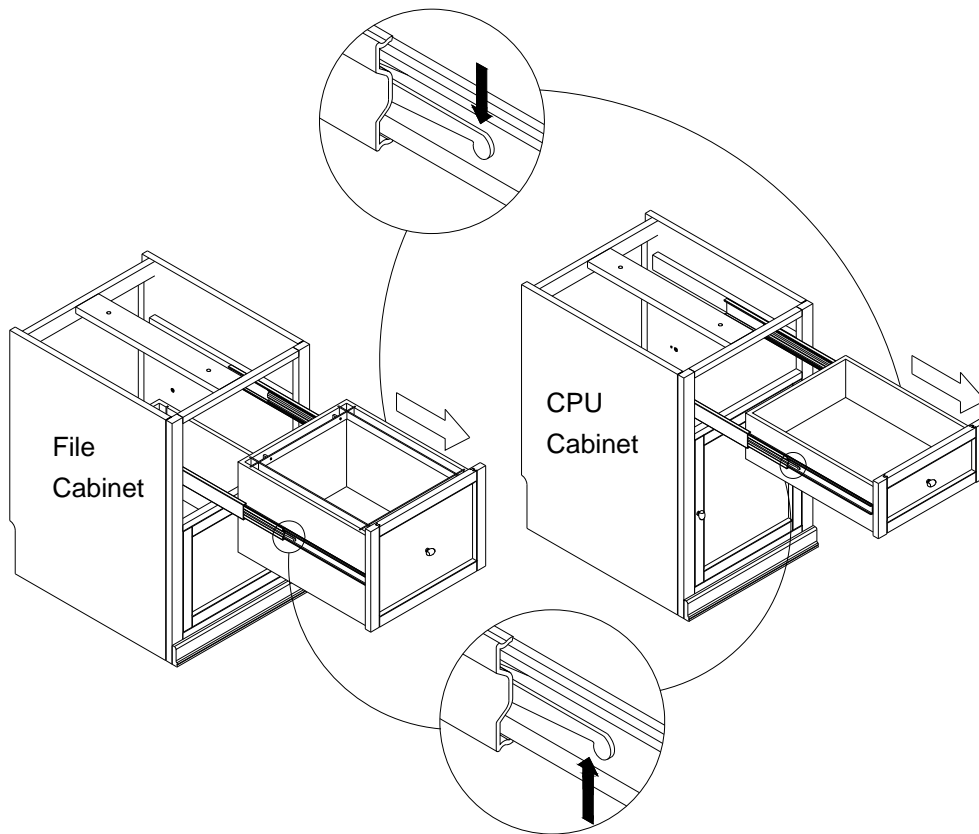


**Tools Required (not included):**

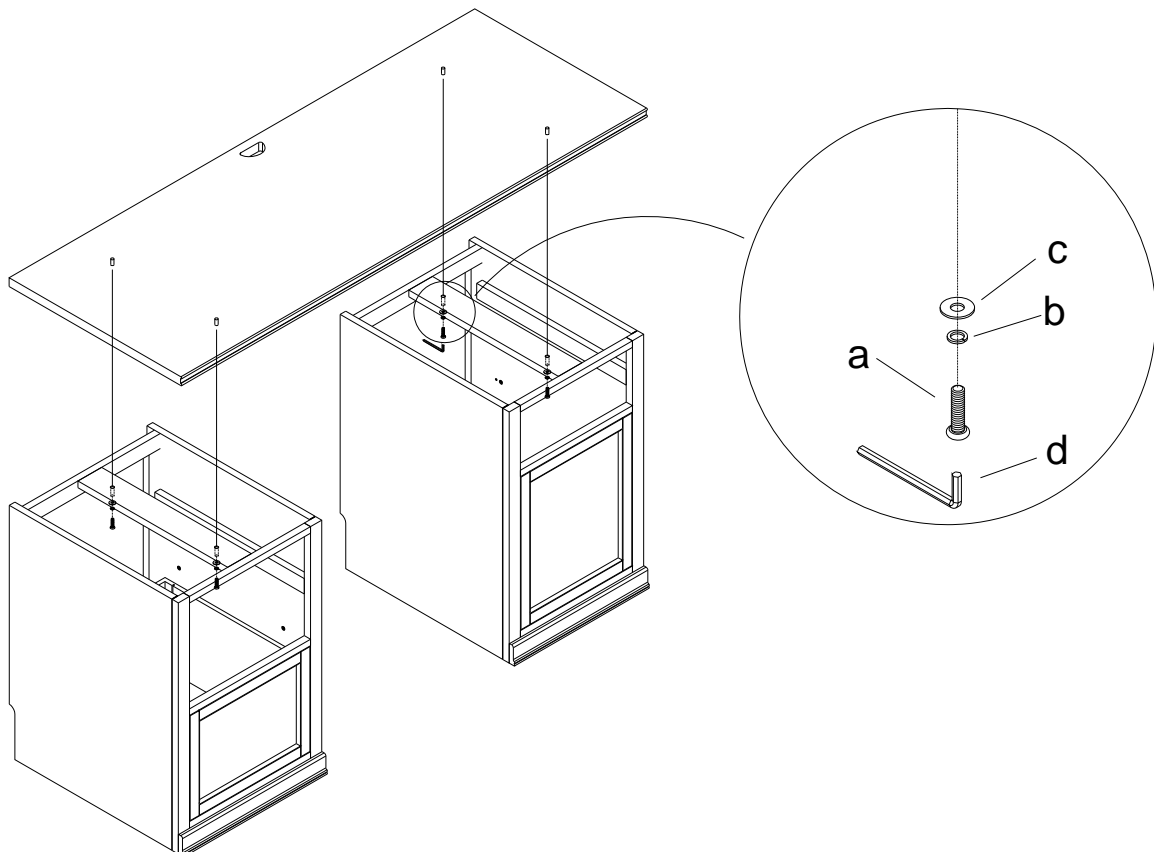
- Phillips head screwdrivers
- Flat head screwdriver
- Drill

**Assembly Instruction Steps:**

1. Set the file cabinet on the left and the CPU cabinet on the right. Remove the drawers of both cabinets by pressing the plastic locks on the side drawer slides upwards and downwards as shown while pulling drawers out.



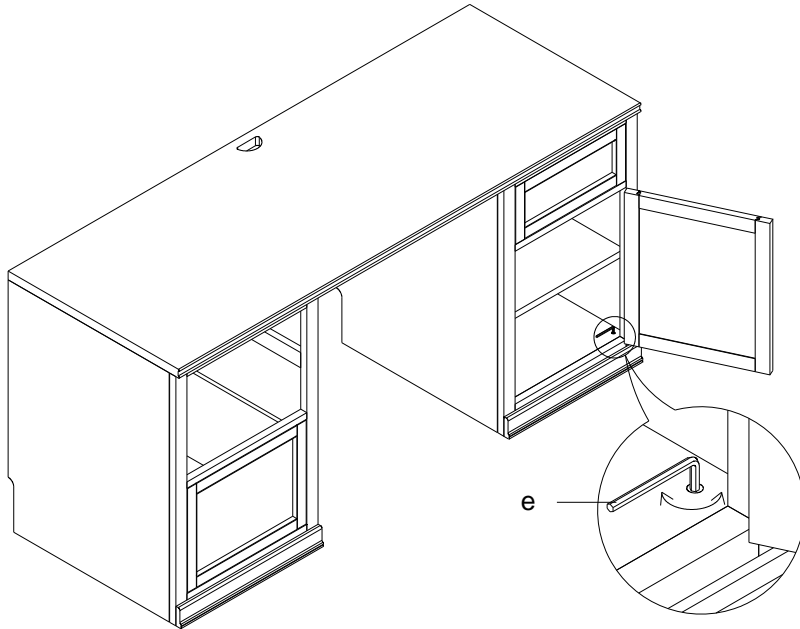
2. Gently rest the desktop onto the base cabinets. Align the pre-drilled holes in top rails of the bases with the pre-drilled holes underneath the desktop. Secure them with the bolts (a), lock washers (b) and flat washers (c) and tighten with the enclosed Allen key 5mm (d).



3. Adjusting the levelers:

Due to an uneven floor, the furniture may not sit level due causing it to wobble. If the furniture wobbles, determine which corner does not touch the ground correctly. With two people follow these steps:

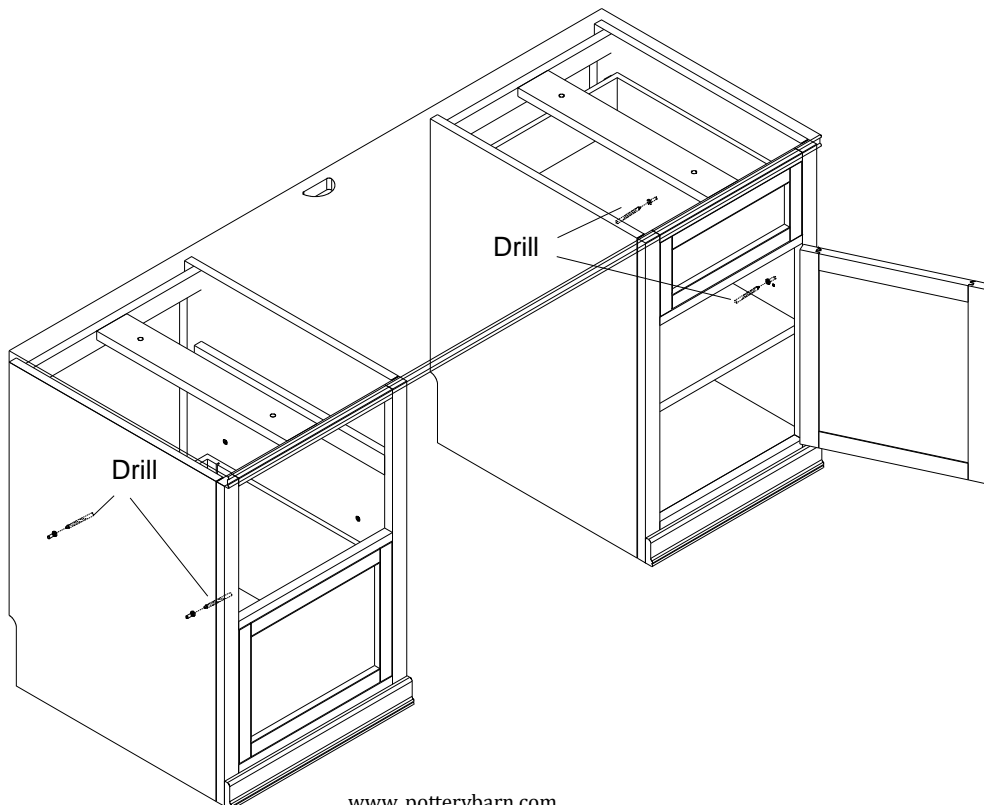
- 1) Adjust the levelers using the Allen key 4mm (e) on the interior holes of the bases until adequate contact will be made with the floor. Gently set down the piece and check stability and door alignment.
- 2) Repeat steps until furniture sits firmly and the doors are properly aligned.



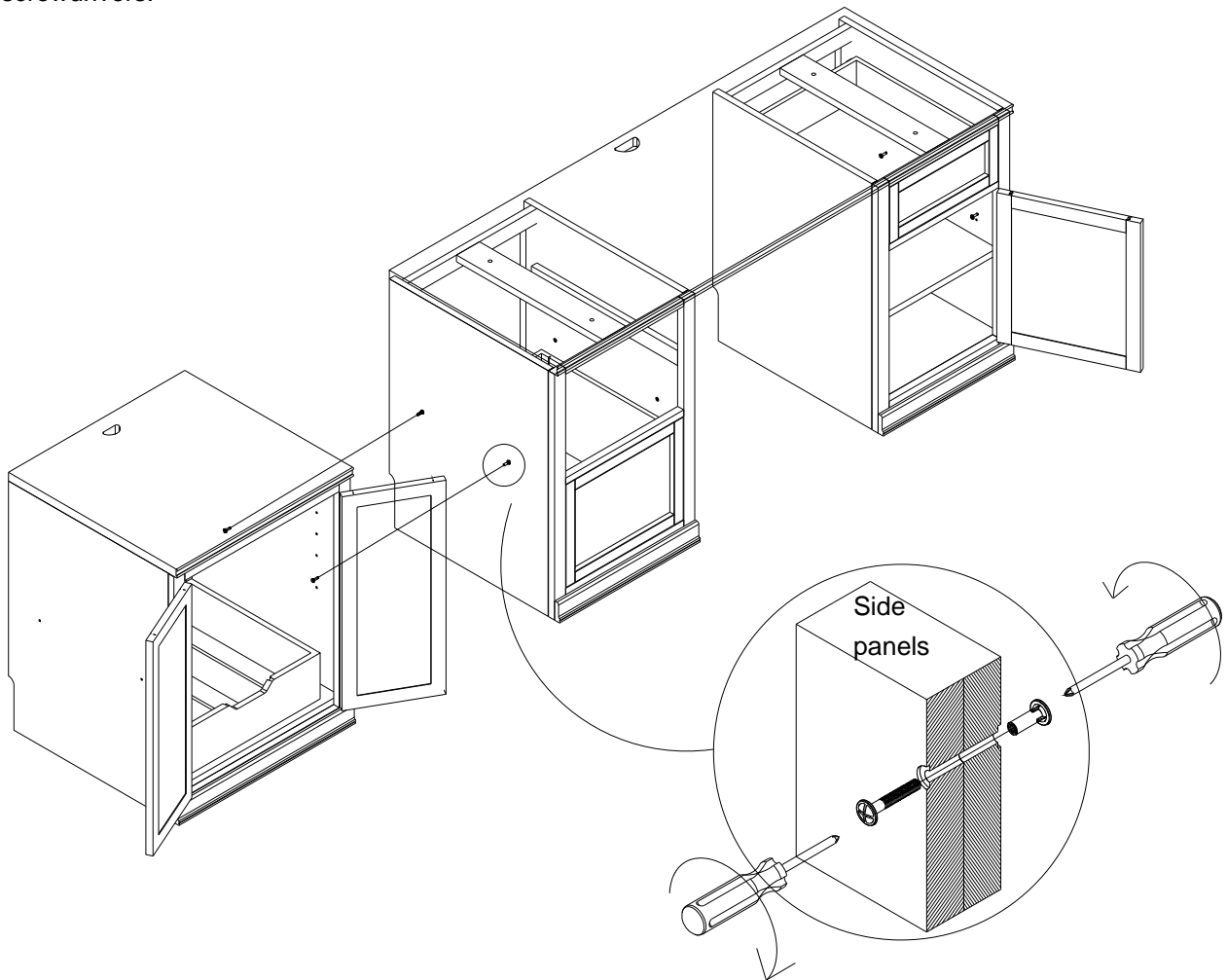
4. Desk assembly is complete.

**To setup as the Full Office Suite, follow the steps 5-7:**

5. Bore holes should be made on the exterior side panels of the desk. Using the pilot holes as a guide, bore holes on the sides using a drill with the 5mm drill bit (enclosed in the hardware pack of the base, see separate base instructions).



6. Align the holes on the side panels of the desk with the bored holes on the sides of the bases. Insert the sleeves (enclosed in the hardware pack of the base) into the hole and secure with the connecting screws (enclosed in the hardware pack of the base) on the other end by tightening and threading the sleeve using Phillips head screwdrivers.

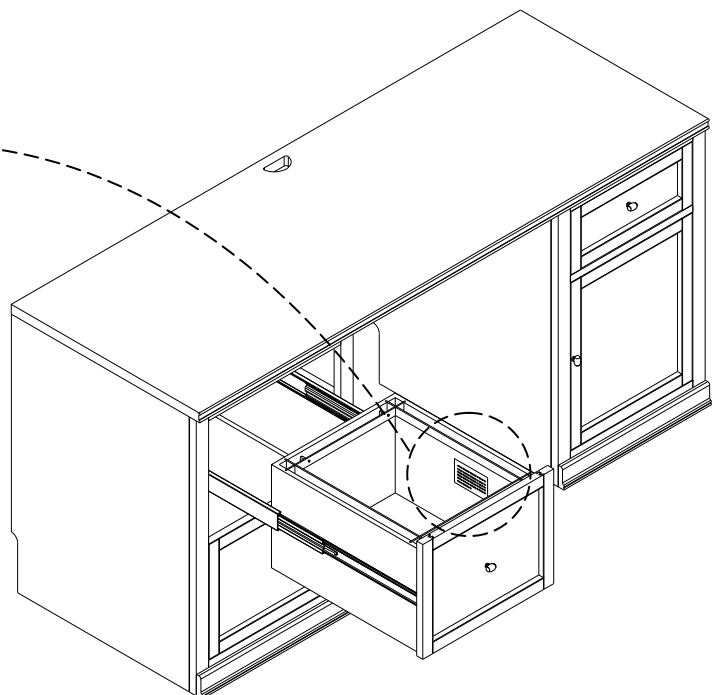


7. Set the hutch and bridge onto the bases using the hutch and bridge assembly instructions.
8. Fully extend the slides on the cabinet cases. Align these with the slides on the drawer boxes and install the drawers back onto the desk.

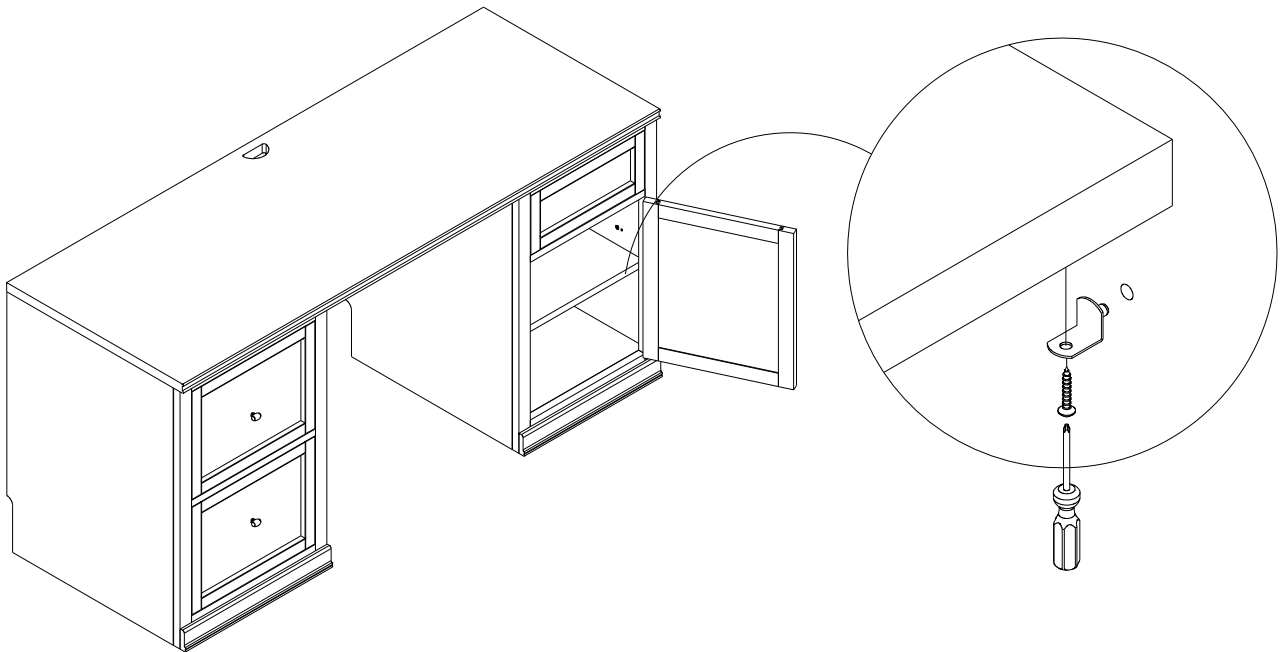
**! WARNING**

These drawers are equipped with Anti-Tilt guards which prevent both drawers being pulled out at the same time. Only one drawer can be open at a time to prevent the cabinet from tipping over.

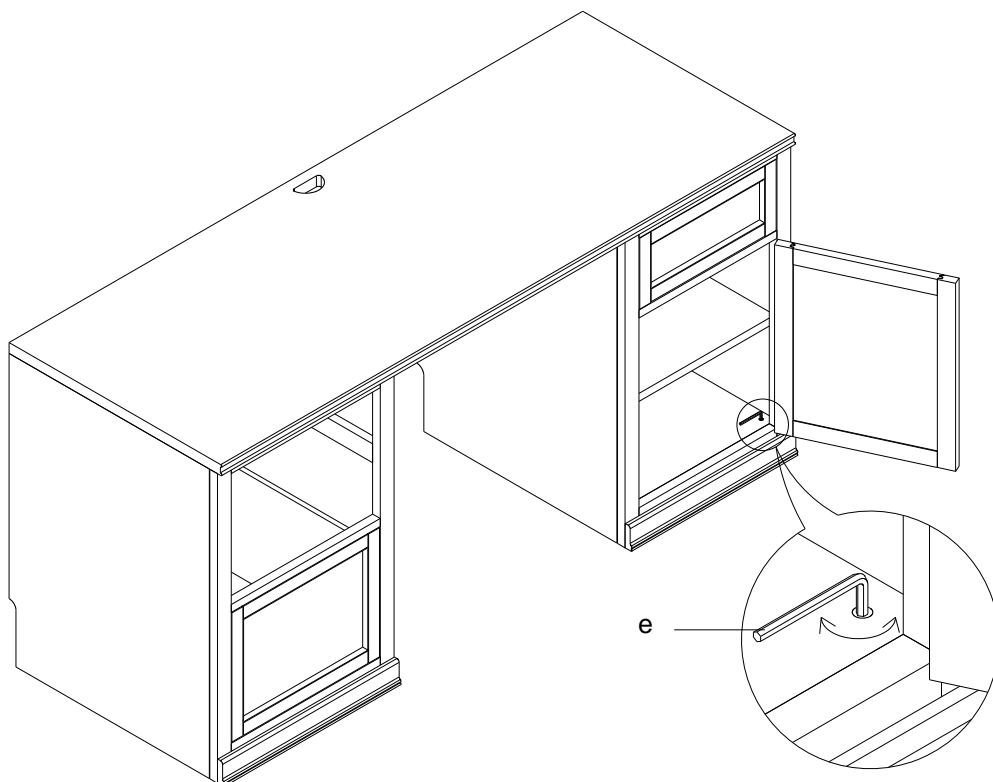
DO NOT REMOVE THIS LABEL



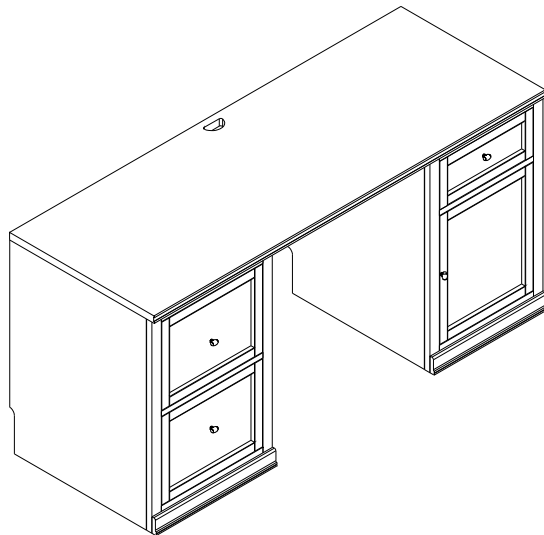
9. The wooden adjustable shelves were attached to the shelf supports to prevent damage during shipping. To change the position of a shelf, first remove the screws from the bottom of the shelf supports. Remove the shelf and relocate the shelf supports to another set of pre-bored holes. Gently rest the shelf on to the shelf pin and re-insert screws.



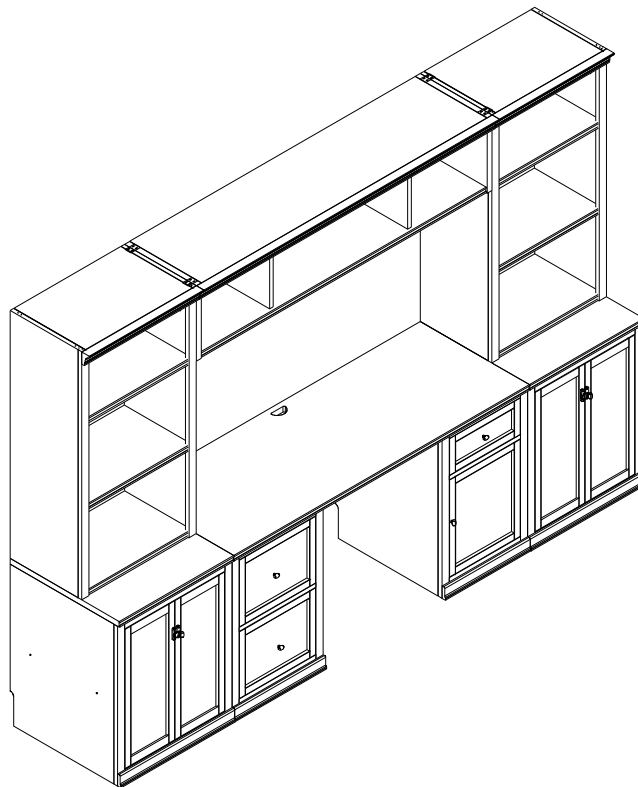
10. Once the assembled unit is moved into its final location, install included anti-tip kit (see separate instructions).  
11. If the furniture still wobbles, adjust the levelers through the holes at the four corners of the base with the Allen key 4mm (e).



12. Assembly is complete.



**NOTE: USE THE ANTI-TIP KIT PROVIDED TO SAFELY SECURE YOUR PRODUCT(S). FOLLOW THE INSTRUCTIONS PROVIDED TO PREVENT SERIOUS INJURY FROM TIPPING FURNITURE.**



**Care Instructions:**

- Dust often using a clean, soft, dry and 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.
- Hardware may loosen over time. Periodically check to make sure all connections are tight.  
Re-tighten if necessary.

Thank you for your purchase  
Stores | catalog

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3401 Dufferin St. Space 215, Toronto, Ontario, M6A 2T9, CA

## FURNITURE TIPPING RESTRAINT

**WARNING:** This product is only a deterrent. It is not a substitute for proper adult supervision. Manufacturer assumes no liability for improper installation or excessive loads placed on screws, brackets or straps.

Young children may be injured by tipping furniture and the use of a tipping restraint is highly recommended.

When properly installed, this restraint will provide protection against tipping of furniture. This tipping restraint **MUST** be secured to a wall-stud or wall structure of similar strength.

Hardware included:

- |                               |  |
|-------------------------------|--|
| (2) Brackets                  | (1) Nylon Strap                          |
| (2) Long Stud Mounting Screws | (2) Short Furniture-Side Mounting Screws |

Note: For safe mounting it is essential to use the proper hardware for your wall type. The included hardware is for drywall or stud mounting only. For other wall types (e.g., plaster, concrete and brick) please consult your local hardware store for fastener advice.

To install:

**1) LOCATING THE STUDS:** Use a stud finder to locate the vertical wooden studs within your wall located behind the final position of the furniture item. Mark the stud locations with a light pencil-mark.

**2) MOUNTING THE FURNITURE-SIDE BRACKET:** Move the furniture item close to the wall to its final position. Use pieces of tape or a pencil to transcribe the stud locations of the wall onto the furniture item. Move the furniture item again so you can access its back and use the marks to locate a suitable mounting point for the furniture-side bracket. Make sure that the bracket is secured to a firm portion of the furniture frame and as high as possible. Remember: The furniture-side bracket must be positioned near a wall stud. Using a pencil, and the bracket as a guide, mark "screw marks" on the furniture item through the bracket holes.

Use a 3/32" drill bit to drill pilot holes into the furniture item at the "screw marks". Use the TWO Short screws to secure the furniture-side bracket. This bracket can be positioned either vertically or horizontal as necessary (See Figure 1).

**3) MOUNTING THE WALL-SIDE BRACKET:** Position the wall-side bracket along the selected stud mark so that it will be adjacent the furniture-side bracket when the furniture item is moved to its final position. The wall-side bracket should be about ONE inch lower than the furniture-side bracket (See Figure 3). Use the TWO Long screws to secure the wall-side bracket to the wall. Remember to position the wall-side bracket vertically so that both screws will engage the selected wall stud (See Figure 2).

**4) ATTACHING THE STRAP:** When both brackets are securely attached, move the furniture to its final desired position and thread the strap through the openings of each bracket and also through the ratcheting "buckle". Tighten the strap until several "clicks" are heard. The furniture item is now securely tethered to the wall.

Note: If you must move the furniture item, you can release the strap by depressing the lever arm located at its buckle and simultaneously withdrawing the strap from the buckle. Make sure to reconnect the strap once the furniture item is returned to its previous position.

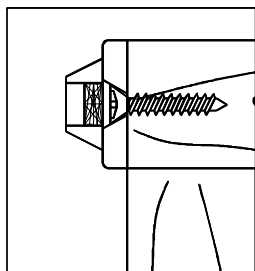


Figure 1

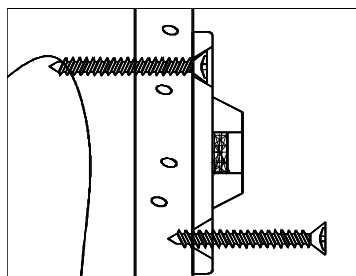


Figure 2

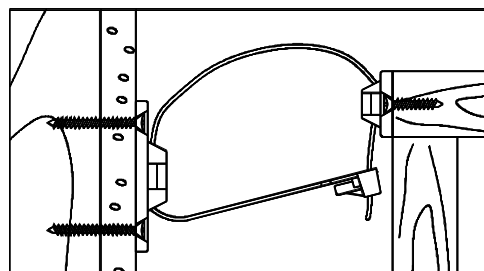


Figure 3