PORTER DESK

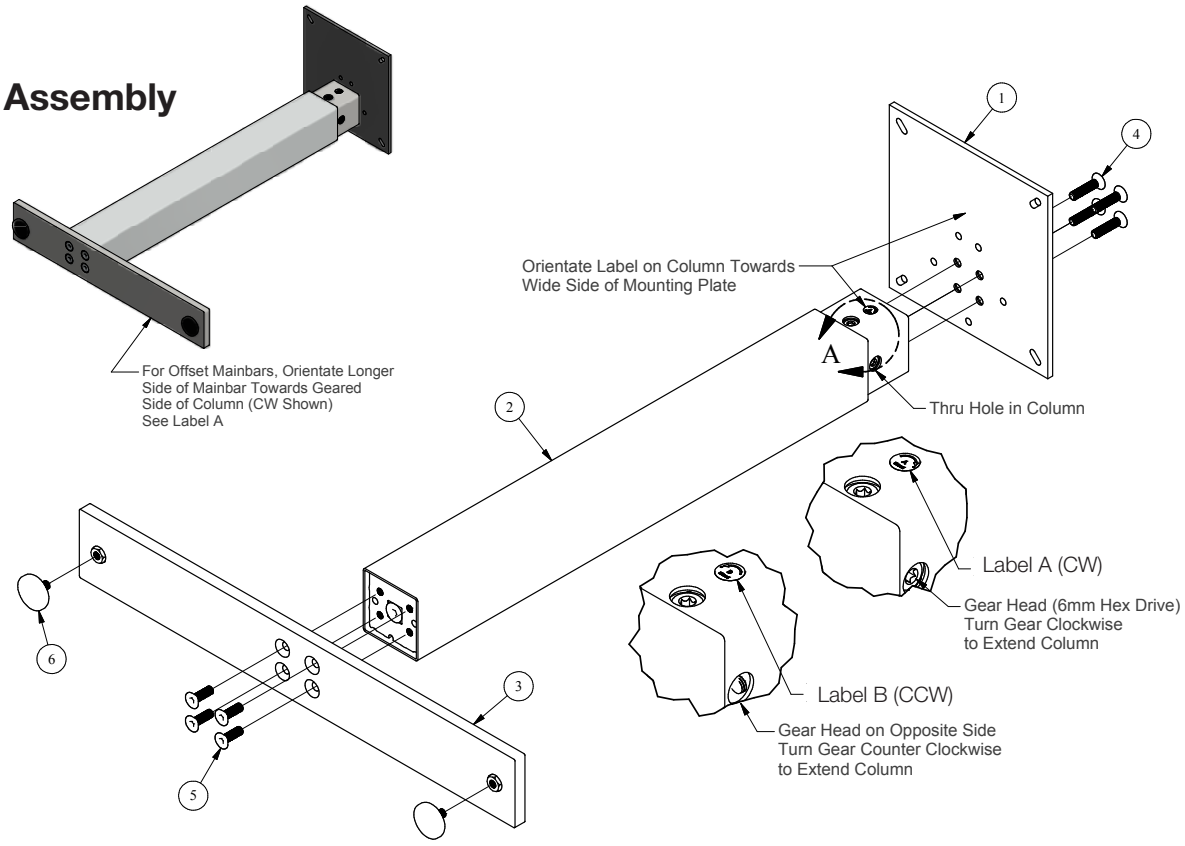
INSTALLATION GUIDE

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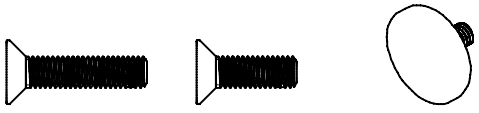
PORTER DESK

INSTALLATION GUIDE

Leg Assembly



Hardware Included:



M8 x 35mm | M8 x 25mm | Leveler

Tools Required:

- 5mm Hex Drive

Assembling the Desk Base

Step 1:

Align the four (4) holes in the Mounting Plate (#1) with the four tapped holes in the Column (#2). Insert the M8 x 35mm Screws (#4) thru the Mounting Plate and thread into the Column. With a 5mm Hex Drive, tighten the screws to 15 pounds of force.

Step 2:

Align the four (4) holes in the Mainbar (#3) with the four tapped holes in the Column as shown. Insert the M8 x 25mm Screws (#5) thru the Mainbar and thread into the Column. With a 5mm Hex Drive, tighten the screws to 15 pounds of force.

Step 3:

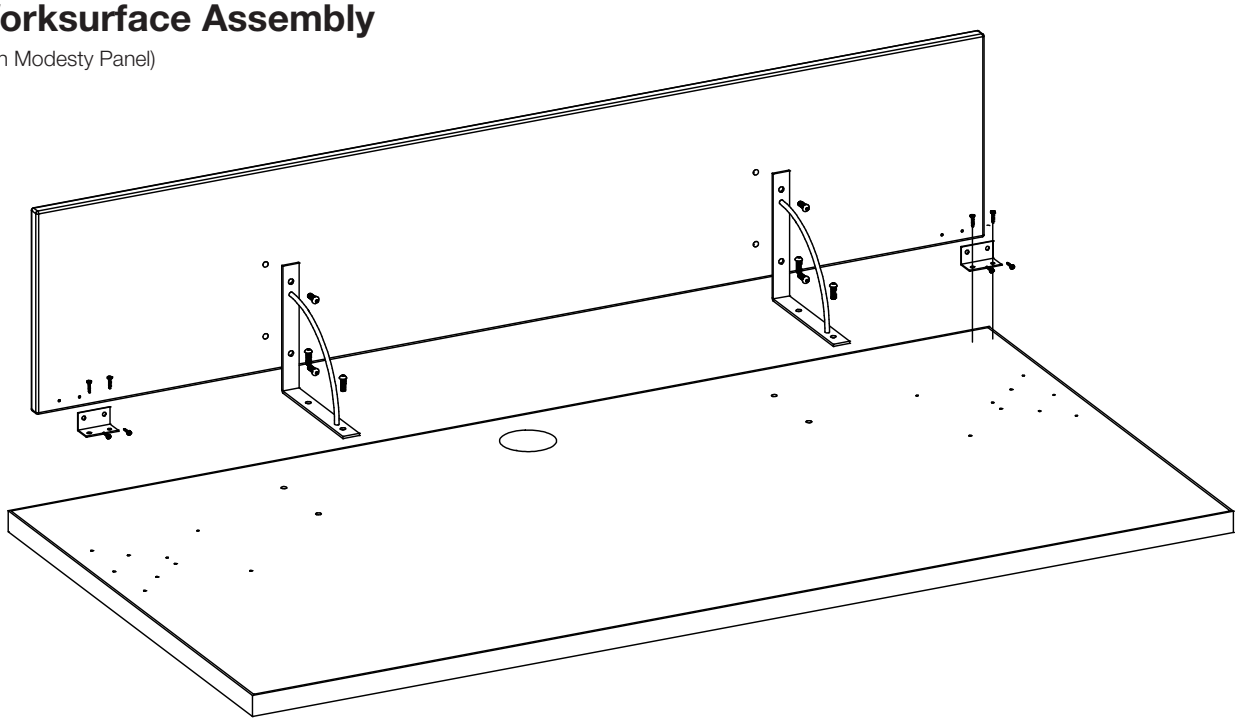
If not pre-installed, turn the threaded end of the Levelers (#6) or casters into the threaded inserts on the bottom side of the Mainbar.

PORTER DESK

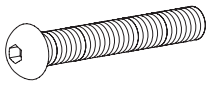
INSTALLATION GUIDE

Worksurface Assembly

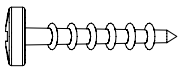
(with Modesty Panel)



Hardware Included:



1/4-20 x 3/4” Bolts



#8 x 5/8” PH Screws

Tools Required:

- 5/32” Hex Drive
- #2 Phillips Head Screwdriver

Assembling the Worksurface with Modesty Panel

Step 1:

Place worksurface top down on a clean padded surface.

Step 2:

Attach large Wire Brackets to Modesty Panel and worksurface as shown using 1/4-20 x 3/4” Bolts. With 5/32” Hex Drive, tighten the bolts to snug.

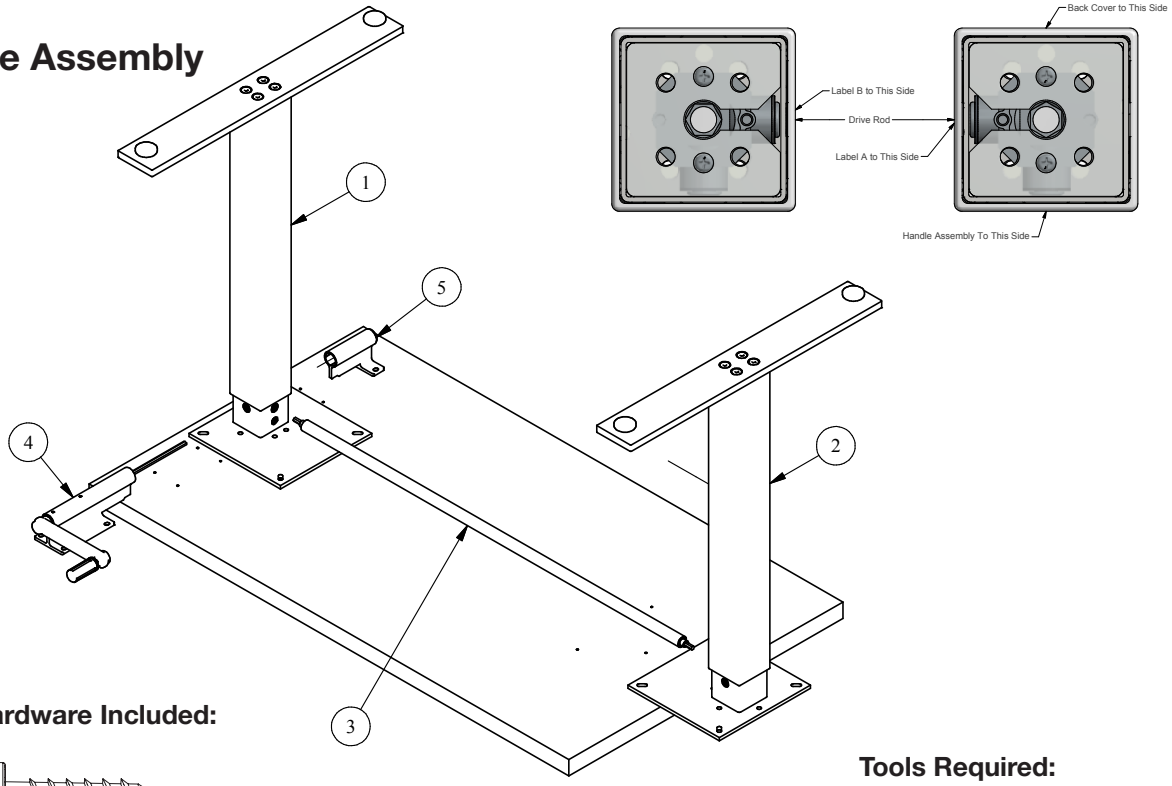
Step 3:

Attach smaller L Brackets to Modesty Panel and worksurface using #8 x 5/8”PH Screws. With #2 Phillips Head Screwdriver, tighten the screws to snug.

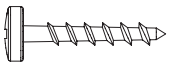
PORTER DESK

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Handle Assembly



Hardware Included:



#12 x 1" PH Screws

Tools Required:

- #2 Phillips Head Screwdriver

Assembling Handle for Leg Height Adjustment

Step 1: Assemble Leg Bases as shown on Page 1 of Porter Desk Assembly Guide.

Step 2: Insert hex rod of Handle Assembly (#4) into each Column Assembly (#1 & #2) and fully retract Columns.

Step 3: Postition Worksurface top down on padded surface.

Step 4: Determine desired handle location, and position the handle-side Leg Base onto the worksurface with wider side of Mounting Plate toward the center of the worksurface. Attach with (8) #12 x 1" PH Screws provided.

Step 5: Slide hex end of Handle Assembly (#4) thru gearing in Column as shown above, until Handle Assembly extrusion touches Mounting Plate. ***Note: When Handle is pushed in, the knob should be close to flush with edge of the desk top.* Attach Handle Assembly (#4) with #12 x 1" PH Screws.

Step 6: Align Handle Back Cover (#5) with hex rod of Handle Assembly and slide cover up towards column unit it touches the Mounting Plate. Attach Handle Back Cover (#5) to desk top with (2) #12 x 1" PH Screws.

Step 7: Slide one end of Drive Rod Assembly (#3) into Column Assembly (#1) that is attached to desk top.

Step 8: Postion unattached Column Assembly (#2) into place. ***If needed, turn handle to align hex end of drive rod with gearing of Column.* Attach Column Assembly (#2) to desk top with (8) #12 x 1" PH Screws.