

# Assembly Instructions

Instructions are based on the ELO® Adapt Desk

## Tools Required

- Screw Gun
- 5/32" Hex Bit
- Drill Bit Extension

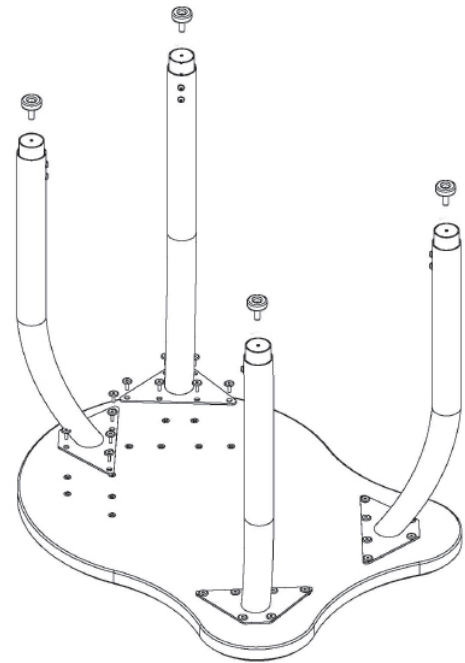
## Parts List: (per desk)

- (1) ELO® Desktop
- (4) ELO® Legs
- (24) Joint Connector Bolts 1/4"-20x15mm

Before you begin, please make sure all parts and proper quantities are included. Any parts damaged during shipment must be reported within 5 days of receipt. To report information regarding damages or if you have any questions, please call 800.242.2303.

- 1** Place desktop face down on protected surface so threaded inserts are facing up.
- 2** Align leg with threaded inserts.
- 3** Connect leg to desktop with the 1/4"-20x15mm joint connector bolt. Use six bolts for each leg.
- 4** Repeat this for each of the four legs.
- 5** Use a screw gun, 5/32" hex bit, and a drill bit extension to tighten the joint connector bolts to the desktop.

If optional accessories were ordered  
continue to page 2 and 3.



## Assembly Instructions

### for Optional Accessories

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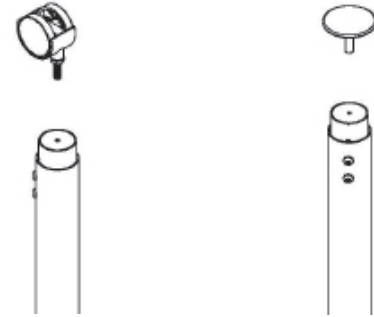
#### Tools Required

- 1/2" Wrench

#### Parts List: (per desk)

- (4) 2" Dual Wheel Locking Casters  
or  
• (4) 2.5" Grand Hank Glides

- 1** Remove Nylon glide from leg by rotating counterclockwise until glide is free.
- 2** Place stem of optional footing into the hole on the leg. Rotate clockwise until fully inserted into leg.
- 3** Tighten with a 1/2" Wrench. (only with the Dual Wheel Caster.)
- 4** Repeat for each caster or grand hank glide.



## ELO<sup>®</sup> Desk

### with Steel Book Box

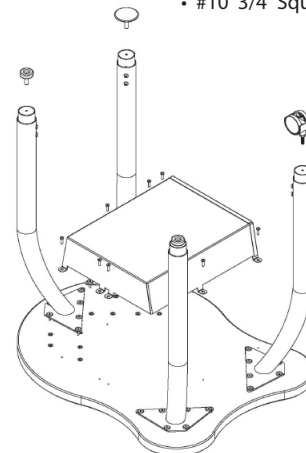
#### Tools Required

- Screw Gun
- # R2 Square Bit

#### Parts List: (per desk)

- (1) Steel Book Box
- #10 3/4" Square Pan Screws

- 1** Place desktop face down on protected surface so threaded inserts are facing up.
- 2** With legs installed, align tabs of the steel book box with the pre-drilled pilot holes.
- 3** Use #10 screws to fasten each of the tabs of the steel book box to the desktop.



## Assembly Instructions for Optional Accessories

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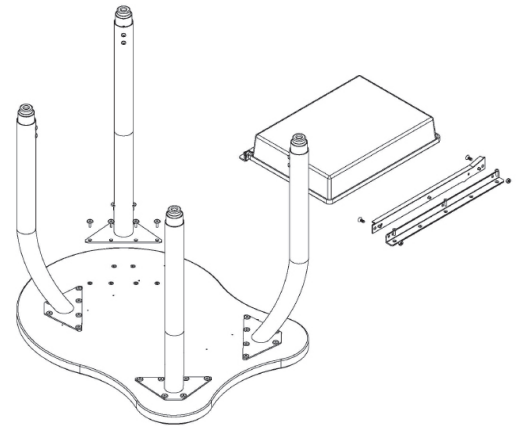
### Tools Required

- Screw Gun
- 3mm Drill Bit

### Parts List: (per desk)

- (2) Mounting Brackets
- (2) Clear Plastic Runners
- (1) 3" Deep Clear Tote Tray
- (4) 1/4-20x5/8" Flat Head Cap Screws
- (4) 1/4-20 Hex Nuts
- #10 3/4" Square Pan Screws
- Rubber Washers

- 1** Connect the plastic runner to the mounting bracket by inserting the runner's tabs through the mounting bracket.
- 2** Bolt both ends of the plastic runner to the mounting bracket with a 1/4-20x5/8" flat head cap screw and 1/4-20 hex nut. Complete for both the left and right rails.
- 3** Identify the appropriate pilot holes by aligning the mounting brackets on the desktop. The mounting bracket will align with at least three holes. Holes will vary depending on leg and desk type.
- 4** After identifying the correct pilot holes, use number 10 screws to fasten the mounting brackets to the desktop. If tote rails go over the leg plates, use provided rubber washers.



## ELO<sup>®</sup> Desk with Backpack Hook

### Tools Required

- Screw Gun
- 5/32" Hex Bit

### Parts List: (per desk)

- (1) Backpack Hook
- (2) Joint Connector Bolts 1/4"-20x15mm

- 1** Place desktop face down on protected surface.
- 2** Align tabs of the Backpack Hook with the metal inserts.
- 3** Use joint connector bolts to fasten both of the tabs of the backpack hook to the desktop.



## Hardware List



**Grand Hank Glide**



**1/4-20x15mm  
Joint Connector Bolt**



**Dual Wheel Locking Caster**



**1/4-20 Hex Nut**



**Rubber Washer**



**#10 3/4" Square  
Pan Screw**



**Backpack Hook**



**1/4-20x5/8  
Flat Head Cap Screw**



**Mounting Brackets**



**Clear Plastic Runners**