

REFINING THE LEVELNESS OF THE DESK

The easiest way to level the desk is upside down and then flip the desk. This generally works well but on some desks the manufacturing tolerances line up such that the desk level changes when rotated from upside down to right side up. You can fix this by following the procedure below.

In the case of the desk needs to be raised on the right side when top side is up

This corresponds to the right side of the desk dropping when the desk is upside down. Do the following.

- 1- Rotate the desk upside down
- 2- Loosen the screw furthest from the desk center about one turn
- 3- Loosen the screw nearest the desk center about 1 turn
- 4- Tighten the set screw until it touches the desk, but not tight enough to change the desk angle
- 5- Tighten the screw furthest from the center of the desk then tighten the screw nearest the center of the desk. Repeat. The screws only need to be moderately tight.
- 6- Flip the desk and check the level
- 7- If the right side of the desk is still too low, repeat the process until the desk is level

In the case of the desk needs to be dropped on the right side when top side is up

This corresponds to the right side of the desk rising when the desk is upside down. Do the following.

- 1- Rotate the desk upside down
- 2- Loosen the screw nearest the desk center about 1 turn
- 3- Loosen the set screw about one turn
- 4- Tighten the screw furthest from the center of the desk then tighten the screw nearest the center of the desk. Repeat. The screws only need to be moderately tight
- 5- Flip the desk and check the level
- 6- If the right side of the desk is still too high, repeat the process until the desk is level

In either case you may need to adjust the loosening angle to less than one turn in step 3 as you get very close to level.