

Get **executive**  
with this **decision**.

# Avon Leather Handled Desk

Model 5423235

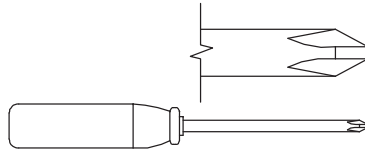
**NOTE:** THIS INSTRUCTION  
BOOKLET CONTAINS **IMPORTANT**  
SAFETY INFORMATION.

PLEASE READ AND KEEP FOR  
FUTURE REFERENCE.

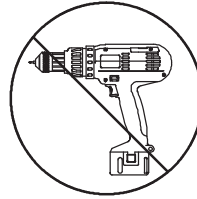
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# Assembly Tools Required

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No. 2 Phillips Screwdriver  
Tip Shown Actual Size



Skip the power trip.  
This time.

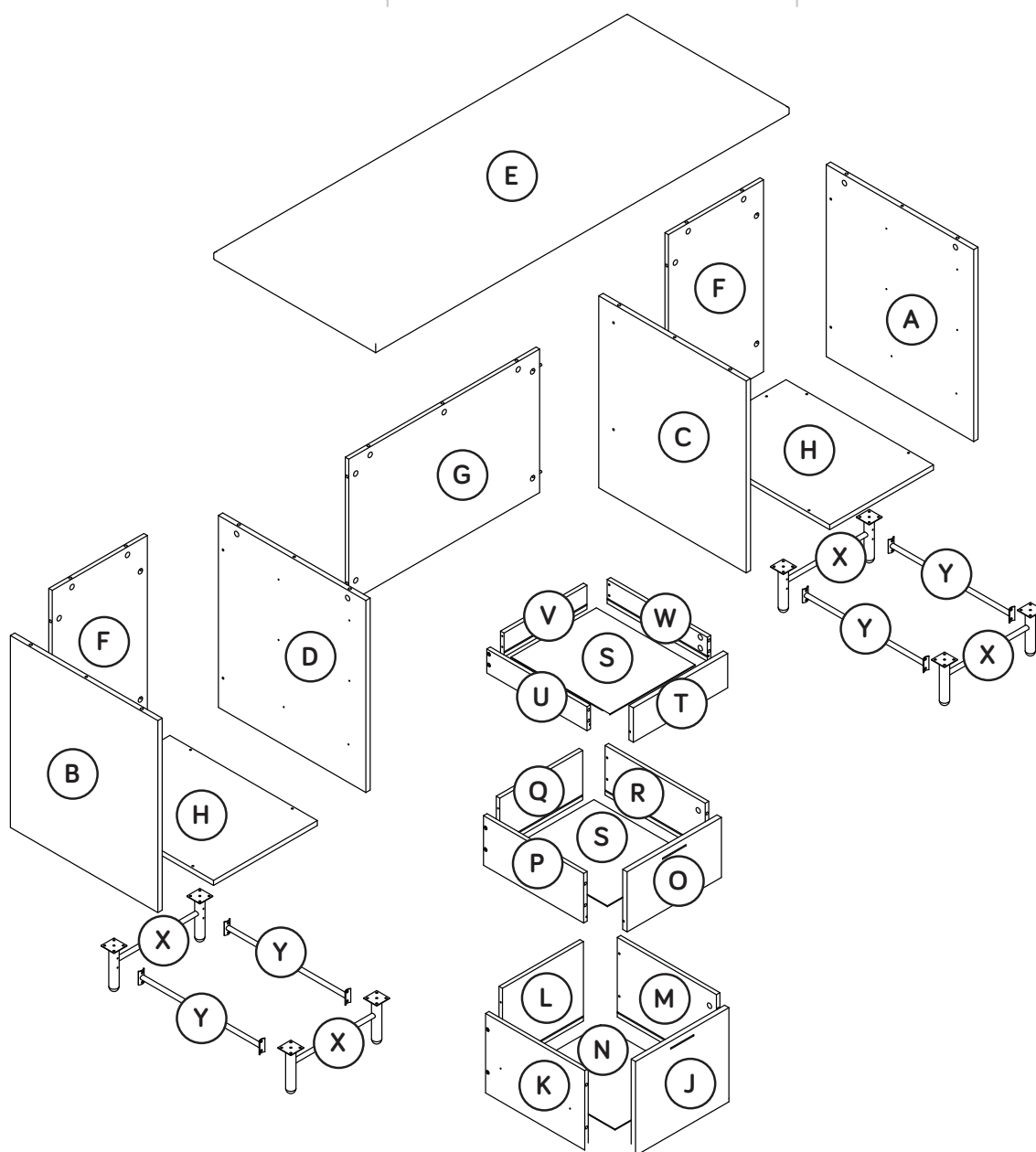
# Part Identification

Now you know  
our ABCs.



† While not all parts are labeled, some of the parts will have a label or an inked letter on the edge to help distinguish similar parts from each other. Use this part identification to help identify similar parts.

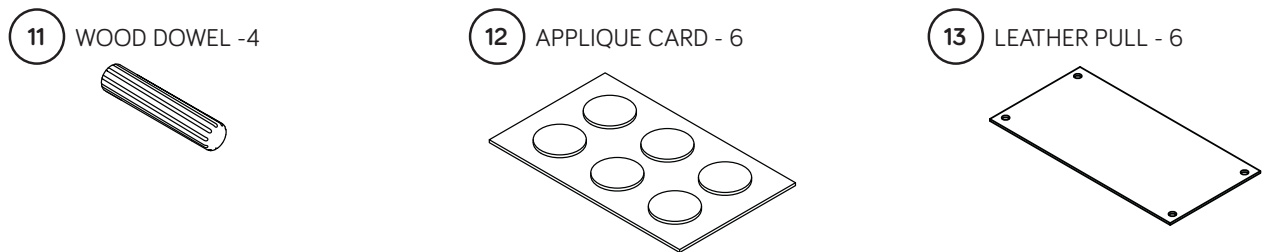
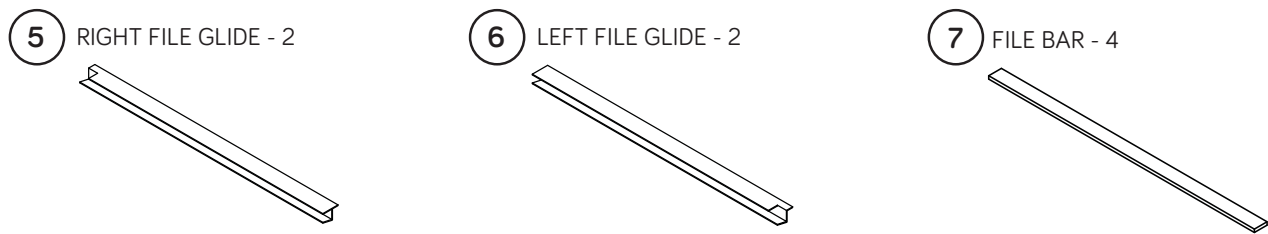
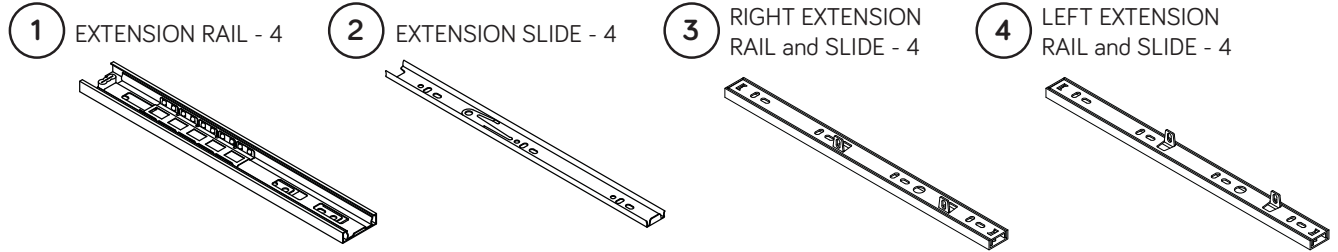
|   |                   |   |                             |   |                             |
|---|-------------------|---|-----------------------------|---|-----------------------------|
| A | RIGHT END (1)     | J | LARGE DRAWER FRONT (2)      | R | RIGHT DRAWER SIDE (2)       |
| B | LEFT END (1)      | K | LARGE LEFT DRAWER SIDE (2)  | S | DRAWER BOTTOM (4)           |
| C | RIGHT UPRIGHT (1) | L | LARGE DRAWER BACK (2)       | T | SMALL DRAWER FRONT (2)      |
| D | LEFT UPRIGHT (1)  | M | LARGE RIGHT DRAWER SIDE (2) | U | SMALL LEFT DRAWER SIDE (2)  |
| E | TOP (1)           | N | LARGE DRAWER BOTTOM (2)     | V | SMALL DRAWER BACK (2)       |
| F | BACK (2)          | O | DRAWER FRONT (2)            | W | SMALL RIGHT DRAWER SIDE (2) |
| G | MODESTY PANEL (1) | P | LEFT DRAWER SIDE (2)        | X | FOOT ASSEMBLY (4)           |
| H | BOTTOM (2)        | Q | DRAWER BACK (2)             | Y | FOOT BRACE (4)              |



# Hardware Identification

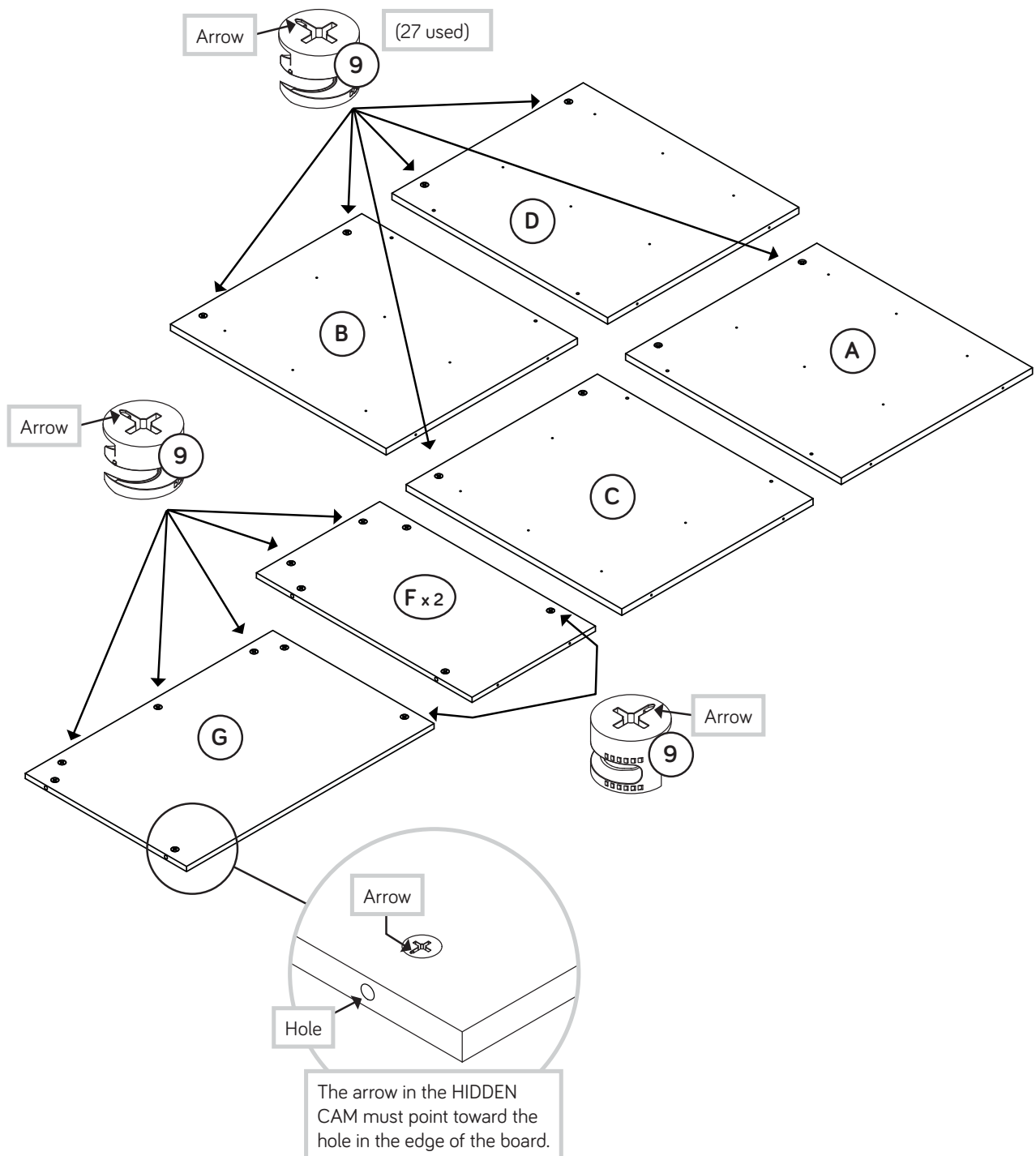
† Screws are shown actual size. You may receive extra hardware with your unit.

(EXTENSION SET SHOWN SEPARATED)



# Step 1

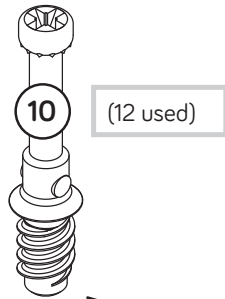
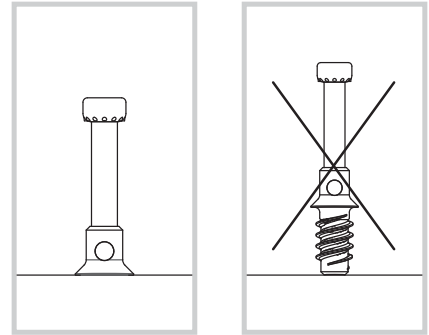
- ✚ Assemble your unit on a carpeted floor or on the empty carton to avoid scratching your unit or the floor.
- ✚ Push twenty-seven HIDDEN CAMS (9) into the ENDS (A and B), UPRIGHTS (C and D), BACKS (F), and MODESTY PANEL (G).



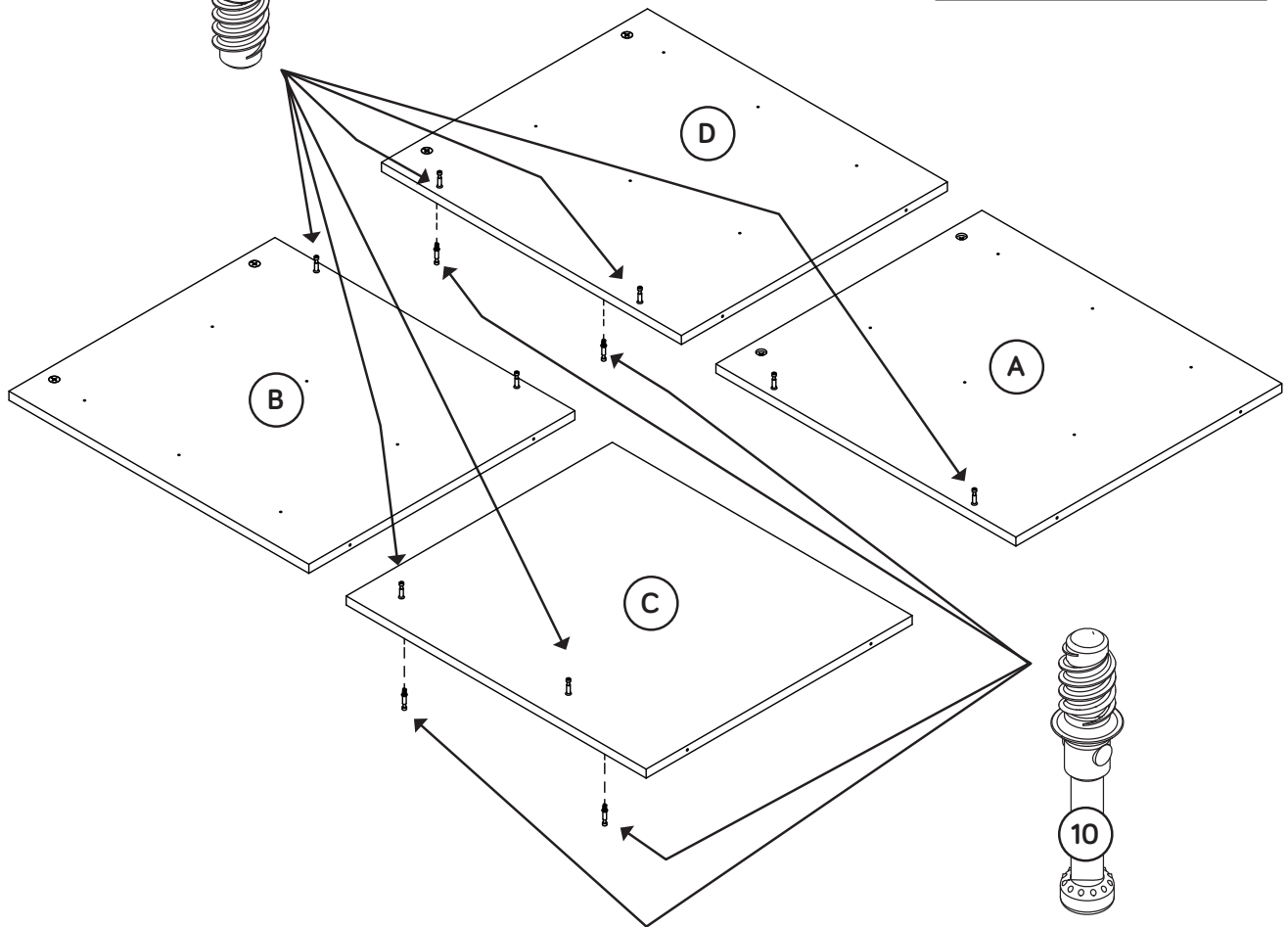
# Step 2

Turn twelve CAM SCREWS (10) into the ENDS (A and B) and UPRIGHTS (C and D).

**NOTE:** The UPRIGHTS (C and D) will get two CAM SCREWS in each surface.



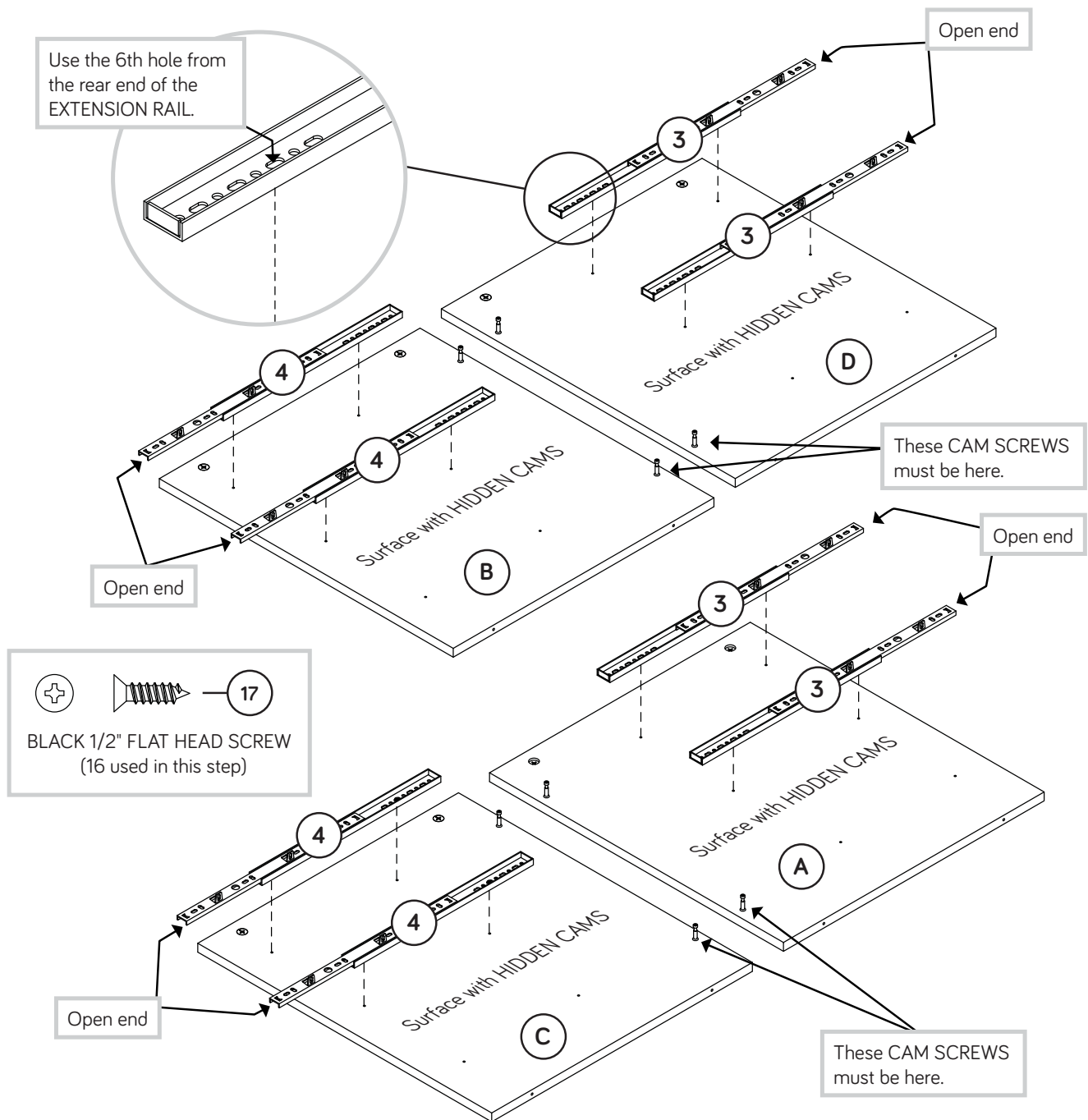
 Remember:  
Righty tighty.  
Lefty loosey.



# Step 3

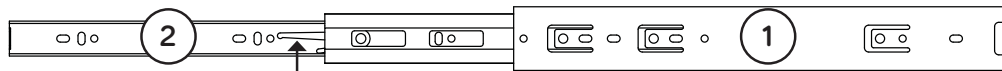
Fasten the RIGHT EXTENSION RAIL and SLIDE (3) to the RIGHT END (A) and LEFT UPRIGHT (D) and the LEFT EXTENSION RAIL and SLIDE (4) to the LEFT END (B) and RIGHT UPRIGHT (C). Use sixteen BLACK 1/2" FLAT HEAD SCREWS (17).

**NOTE:** For each EXTENSION RAIL, turn a SCREW into the hole shown in the enlarged diagram. Then, slide the inner cartridge of the EXTENSION RAIL out to find the other hole that lines up with the hole in the ENDS and UPRIGHTS. Turn a SCREW into this hole.

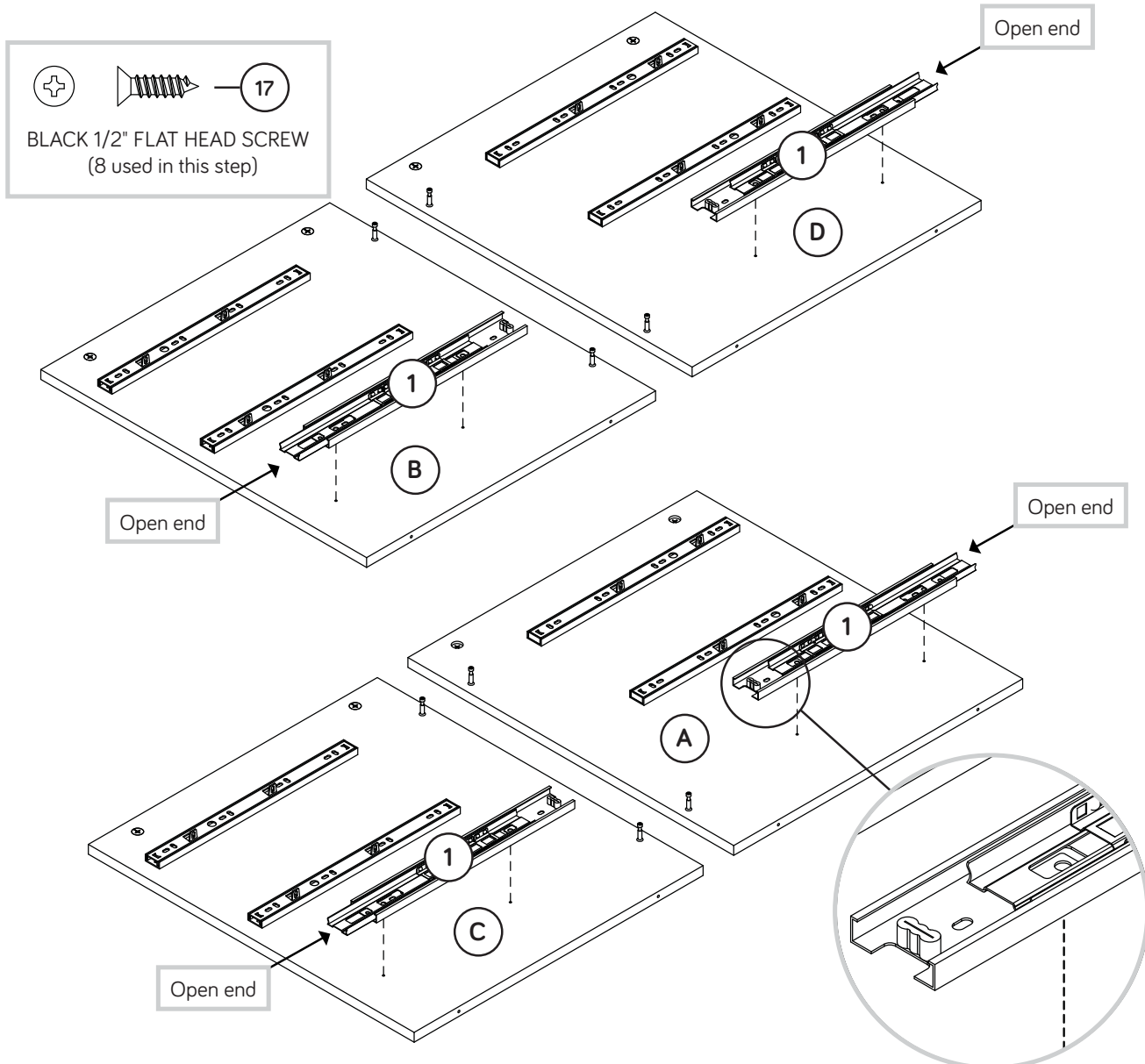


# Step 4

- ✚ Separate the EXTENSION SLIDES (2) from the EXTENSION RAILS (1) as shown in the upper diagram below. Be prepared, the parts are greasy.
- ✚ Fasten the EXTENSION RAILS (1) to the ENDS (A and B) and UPRIGHTS (C and D). Use eight BLACK 1/2" FLAT HEAD SCREWS (17).
- ✚ **NOTE:** Use the exact holes shown.
- ✚ **NOTE:** For each EXTENSION RAIL, turn a SCREW into the hole shown in the enlarged diagram. Then, slide the inner cartridge of the EXTENSION RAIL out to find the other hole that lines up with the hole in the EXTENSION BLOCK. Turn a SCREW into this hole.



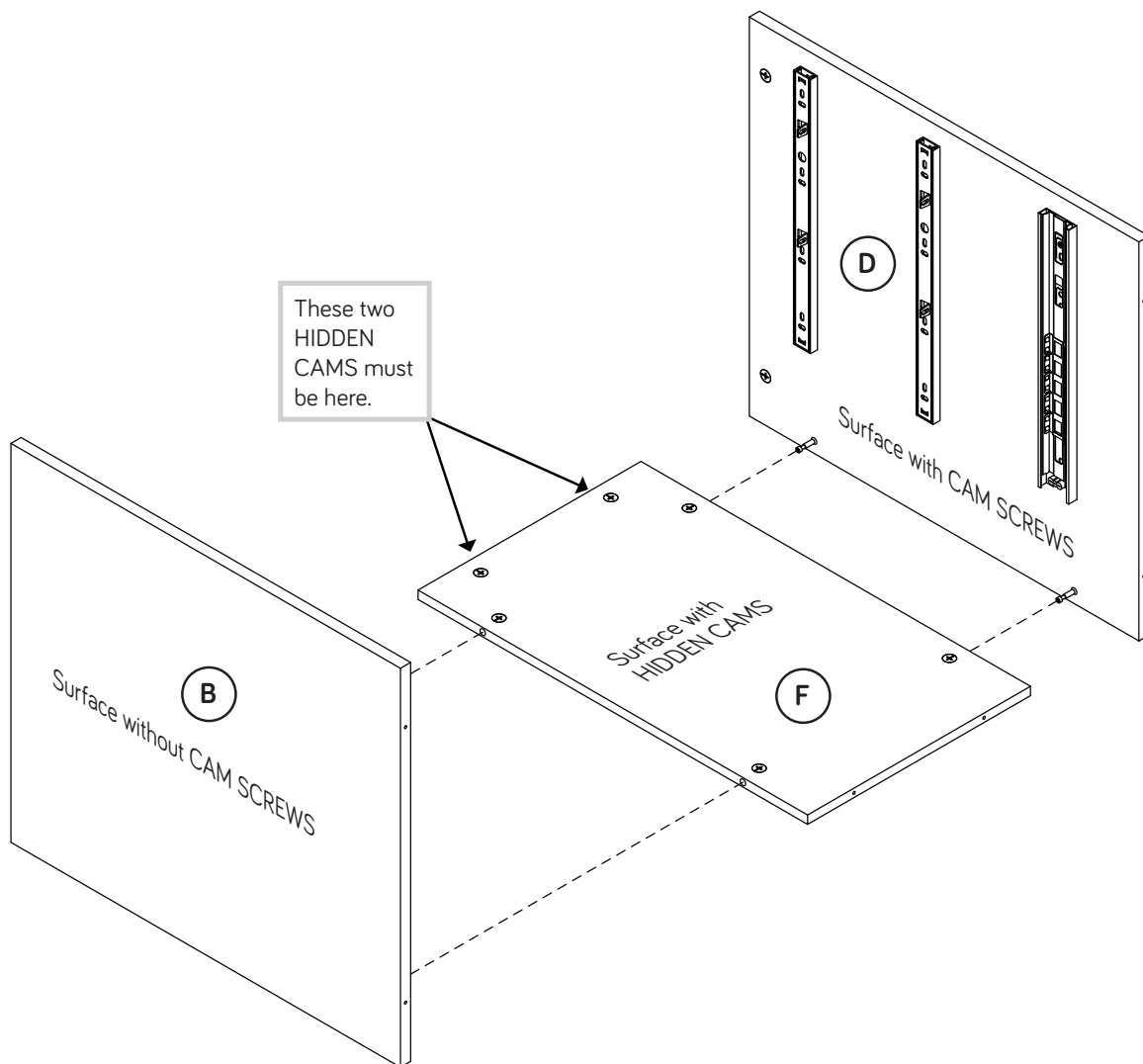
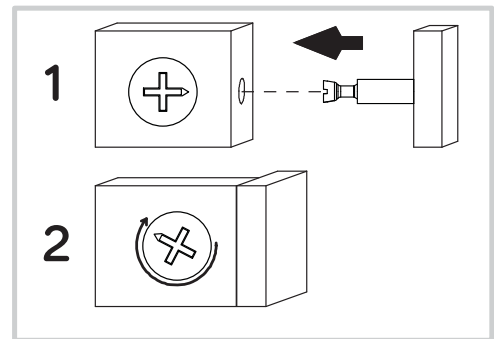
Pull down on the black lever and pull the SLIDE from the RAIL.





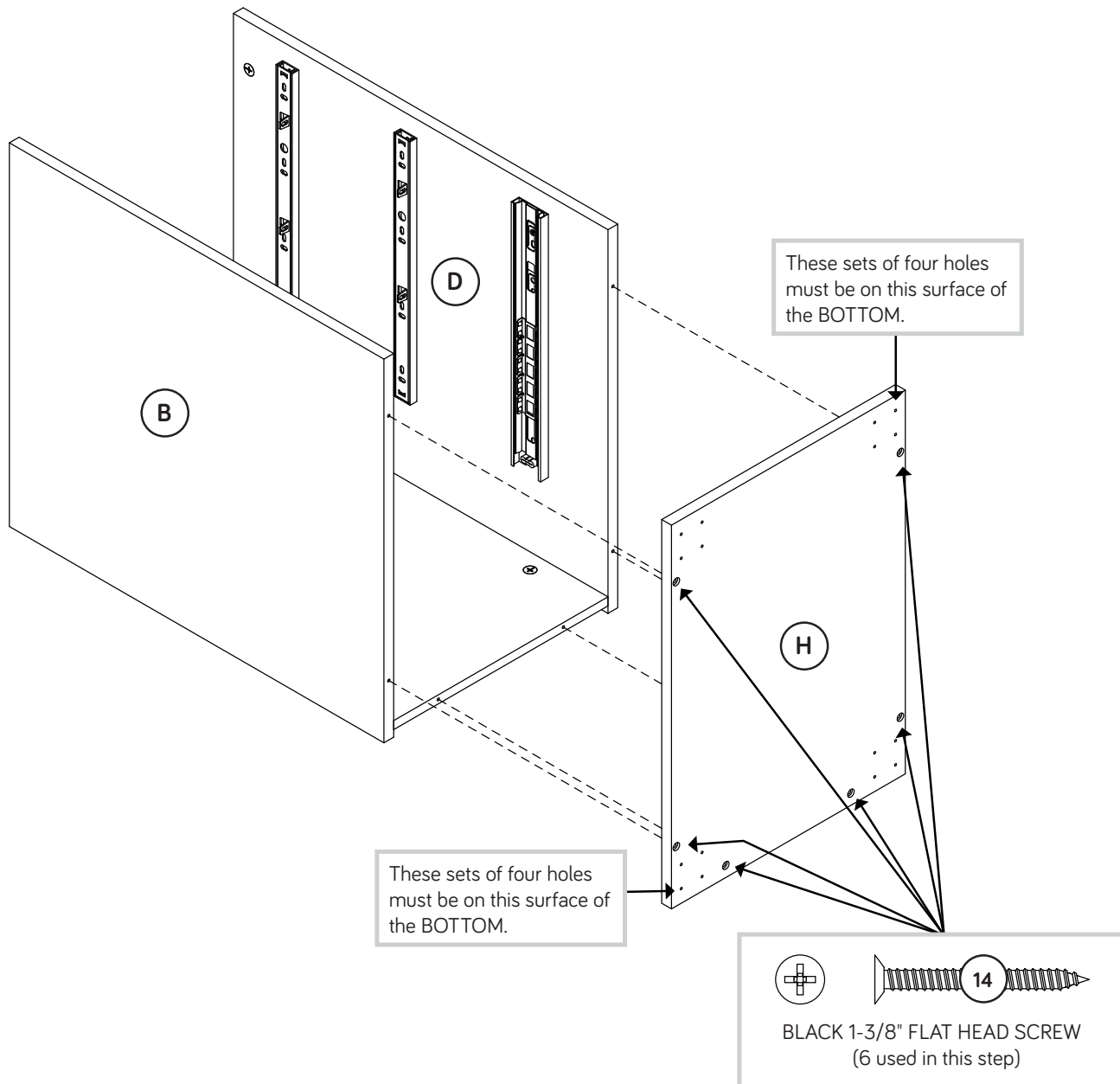
# Step 5

↑ Fasten the LEFT END (B) and LEFT UPRIGHT (D) to a BACK (F). Tighten four HIDDEN CAMS.



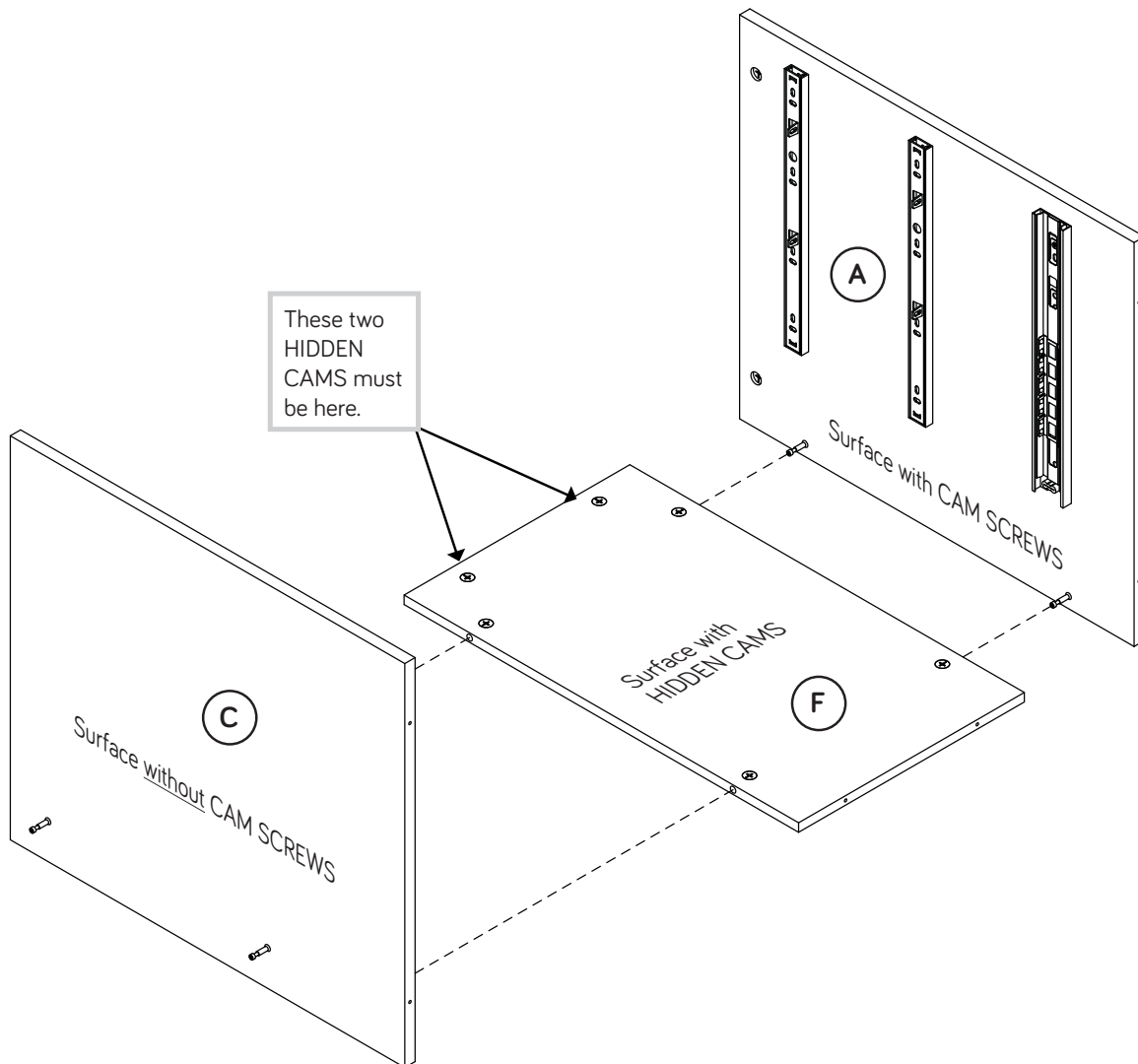
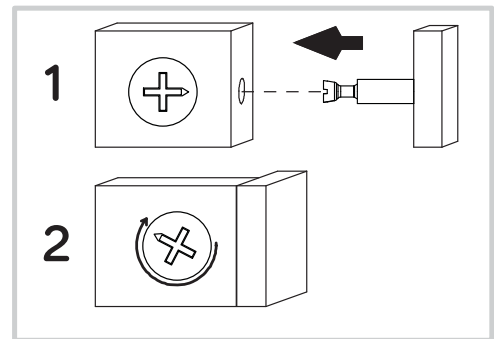
# Step 6

🔩 Fasten a BOTTOM (H) to the LEFT END (B) and LEFT UPRIGHT (D). Use six BLACK 1-3/8" FLAT HEAD SCREWS (14).



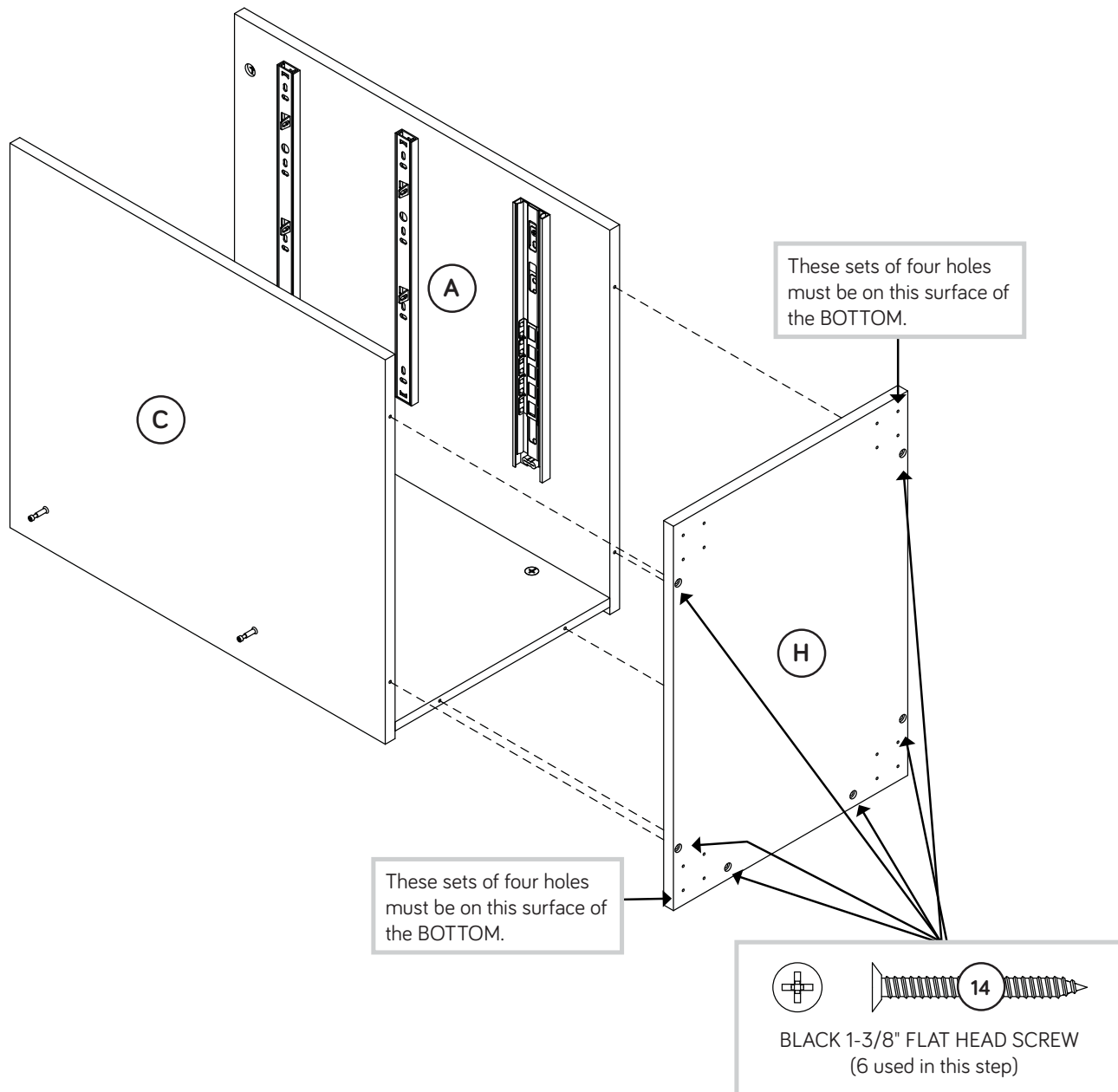
# Step 7

⚡ Fasten the RIGHT END (A) and RIGHT UPRIGHT (C) to the remaining BACK (F). Tighten four HIDDEN CAMS.



# Step 8

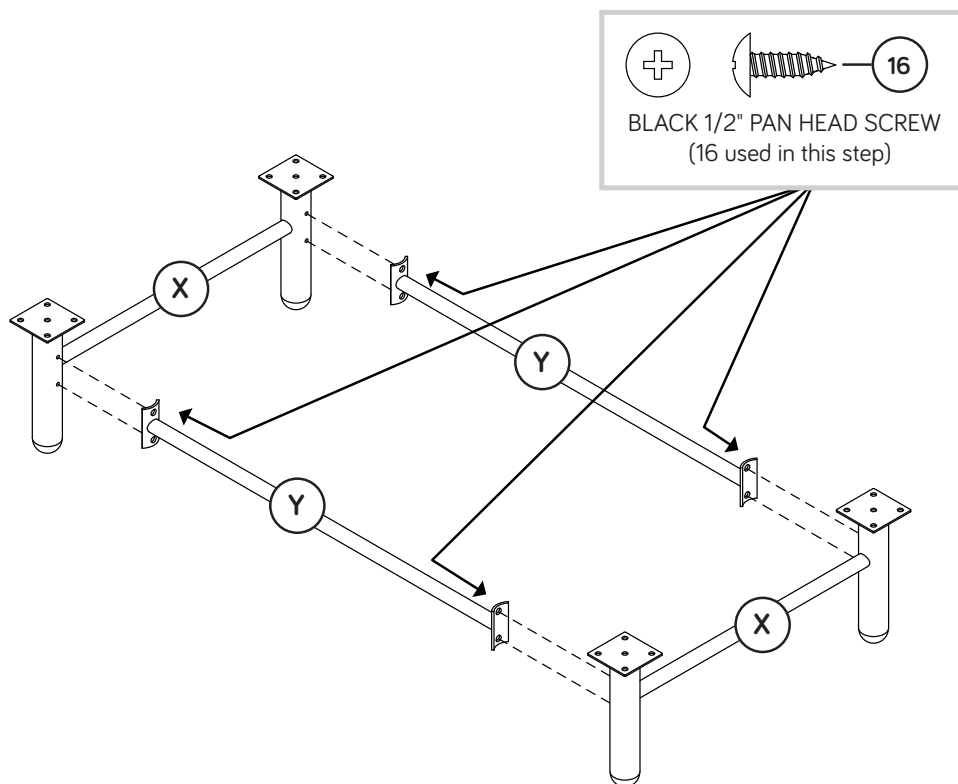
- Fasten the remaining BOTTOM (H) to the RIGHT END (A) and RIGHT UPRIGHT (C). Use six BLACK 1-3/8" FLAT HEAD SCREWS (14).



# Step 9

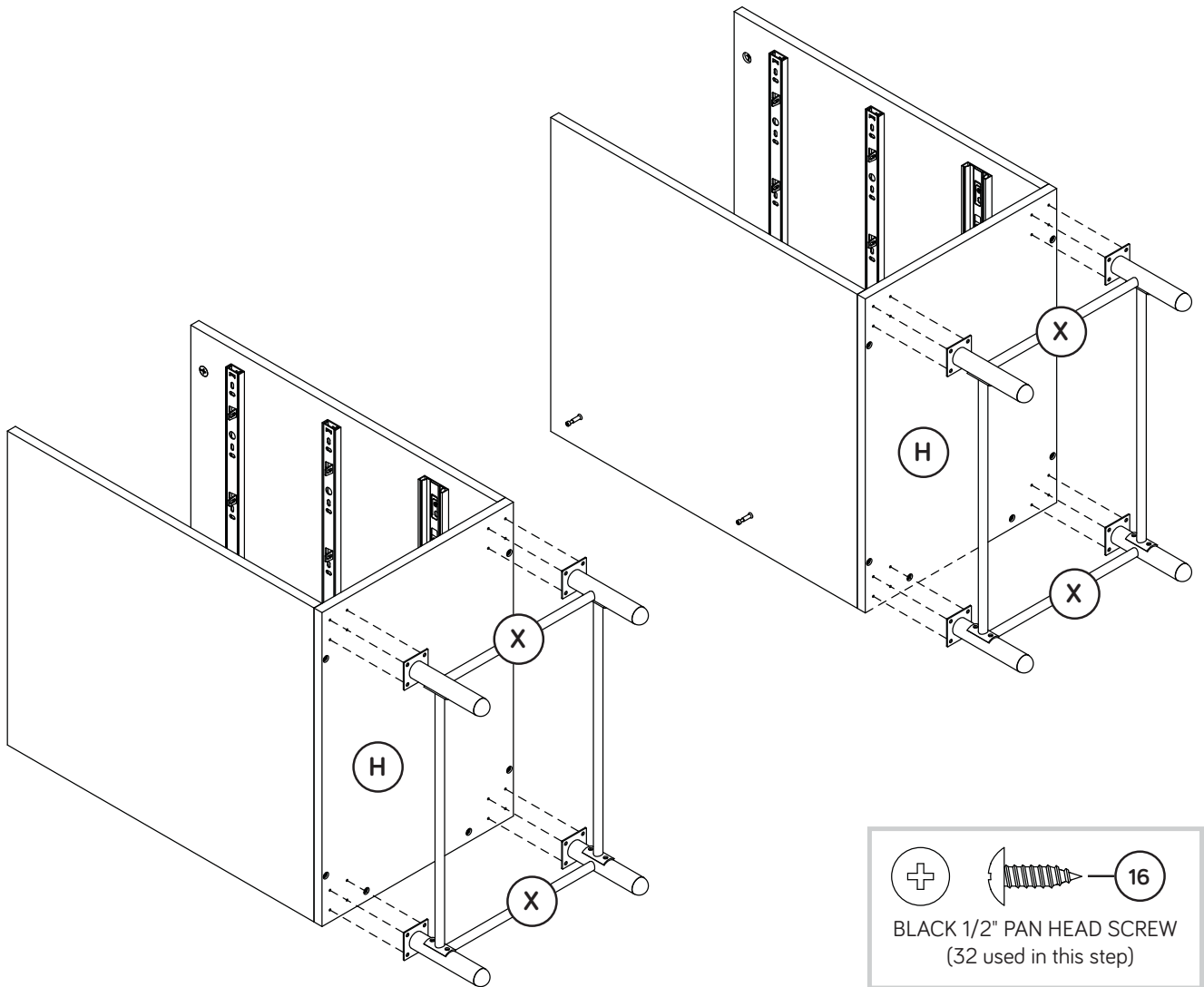
🔩 Fasten two FOOT ASSEMBLIES (X) to two FOOT BRACES (Y).  
Use eight BLACK 1/2" PAN HEAD SCREWS (16).

🔩 Repeat this step.



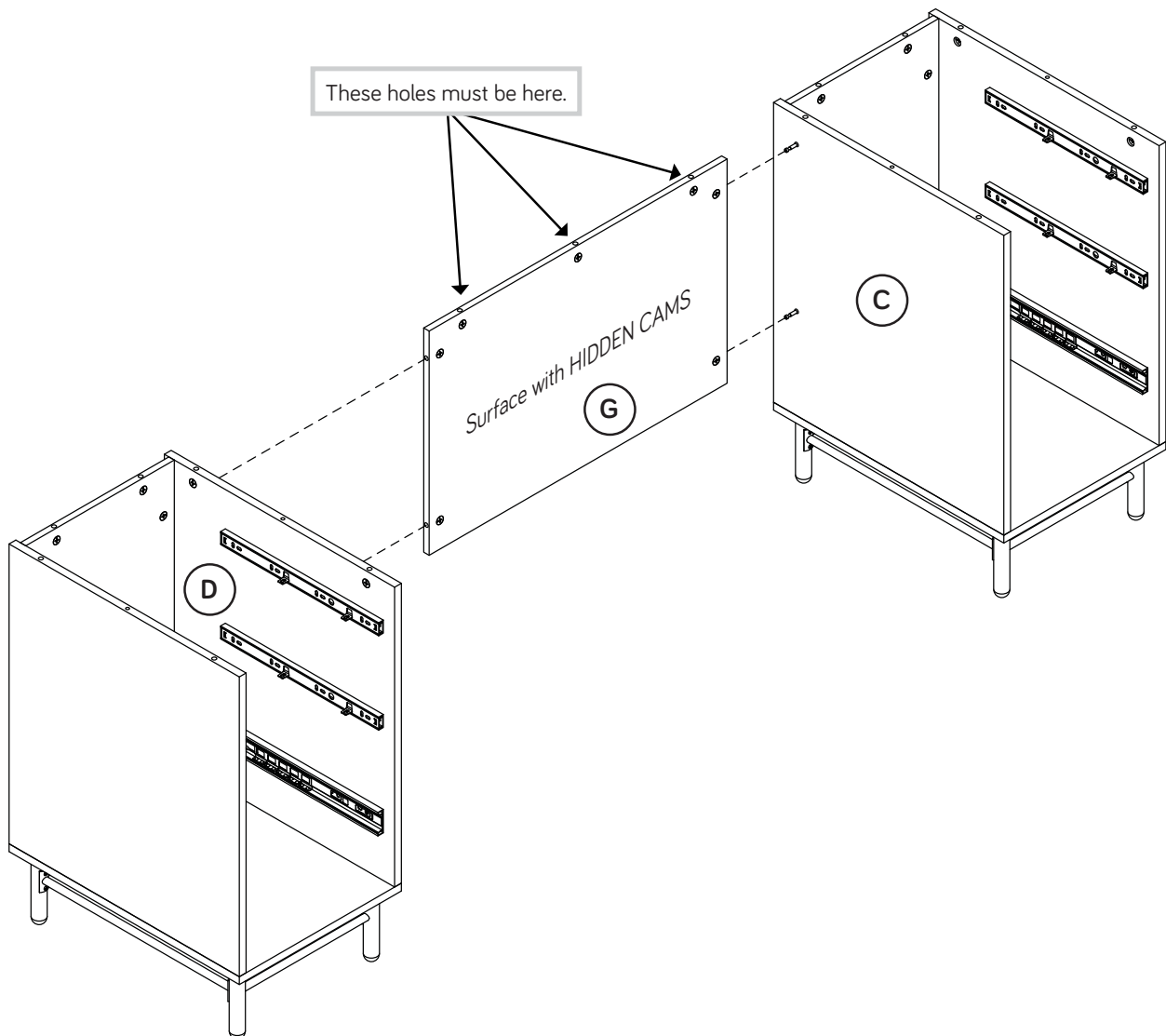
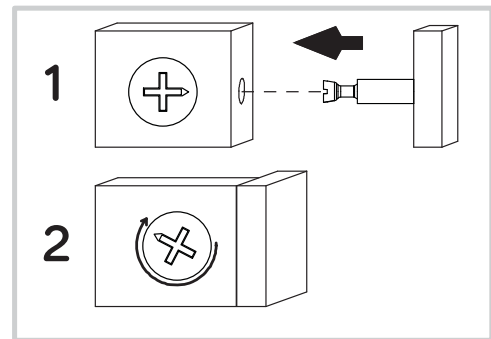
# Step 10

- Fasten the FOOT ASSEMBLIES (X) to the BOTTOMS (H).  
Use thirty-two BLACK 1/2" PAN HEAD SCREWS (16).



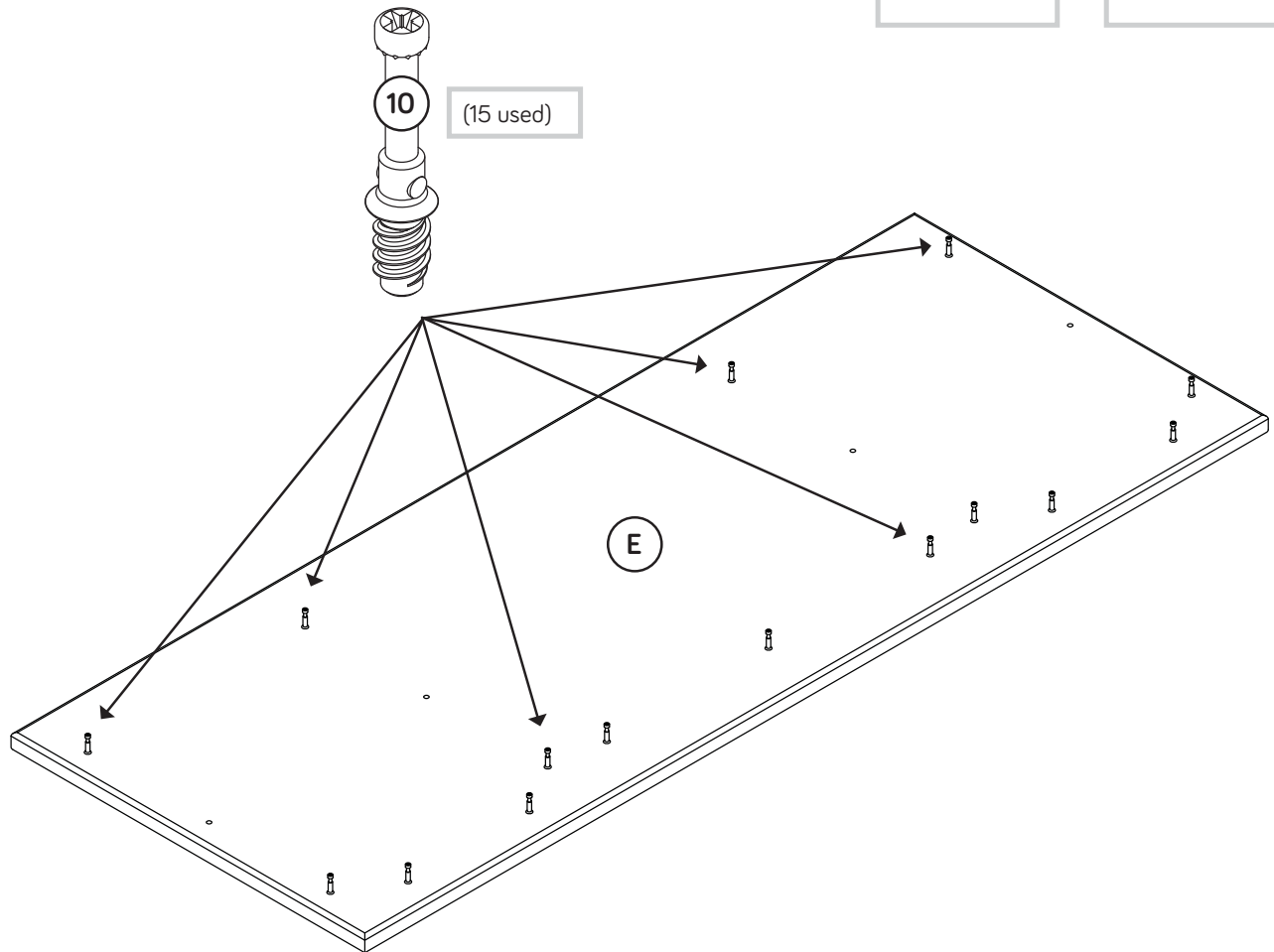
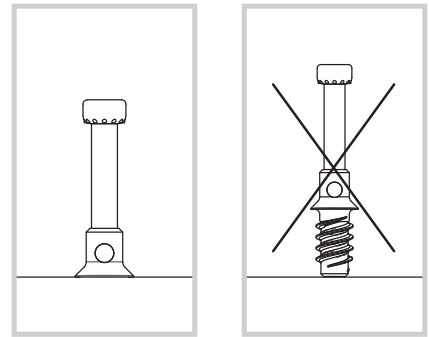
# Step 11

- ⚡ Carefully stand your END/UPRIGHT assemblies upright.
- ⚡ Fasten the UPRIGHTS (C and D) to the MODESTY PANEL (G).  
Tighten four HIDDEN CAMS.



# Step 12

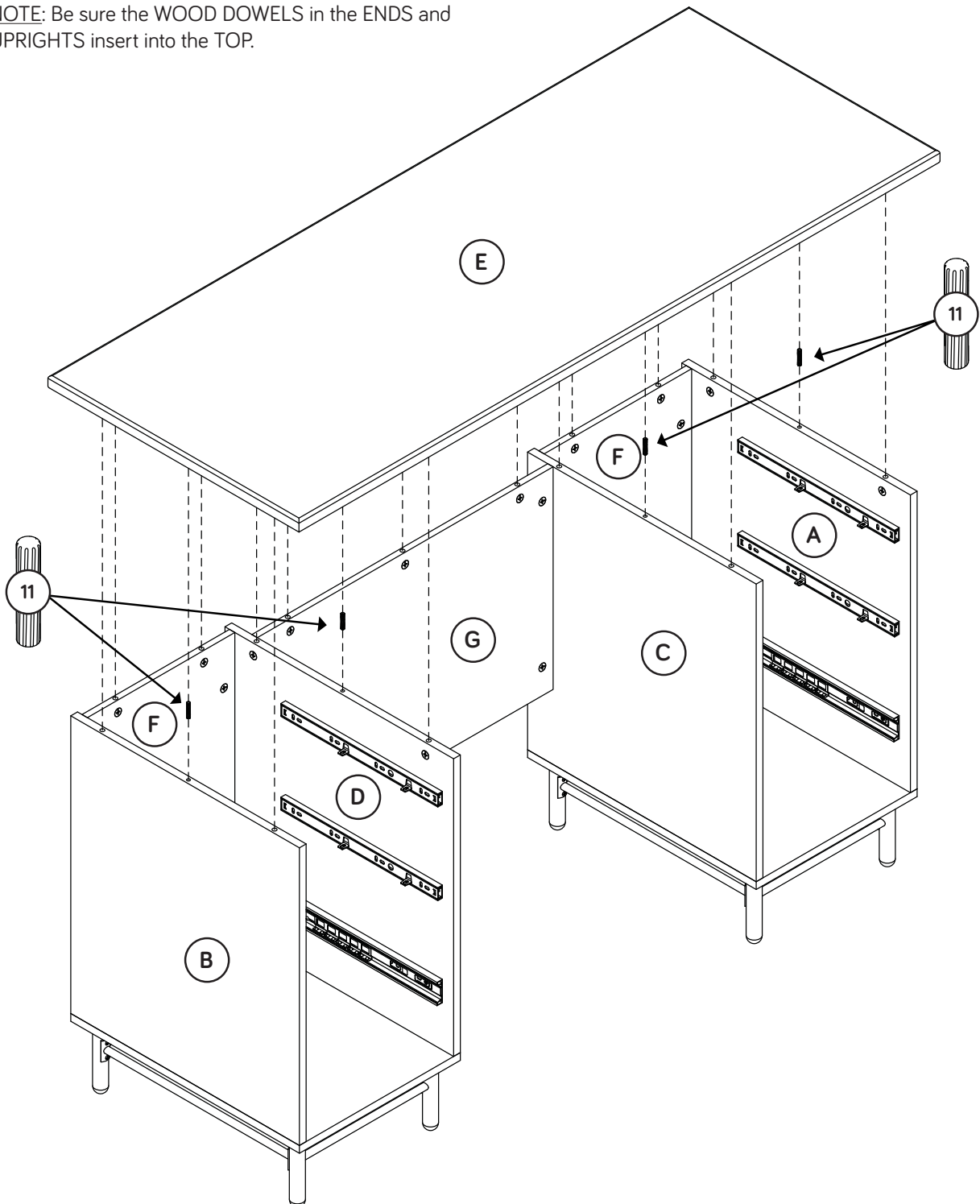
Turn fifteen CAM SCREWS (10) into the TOP (E).





# Step 13

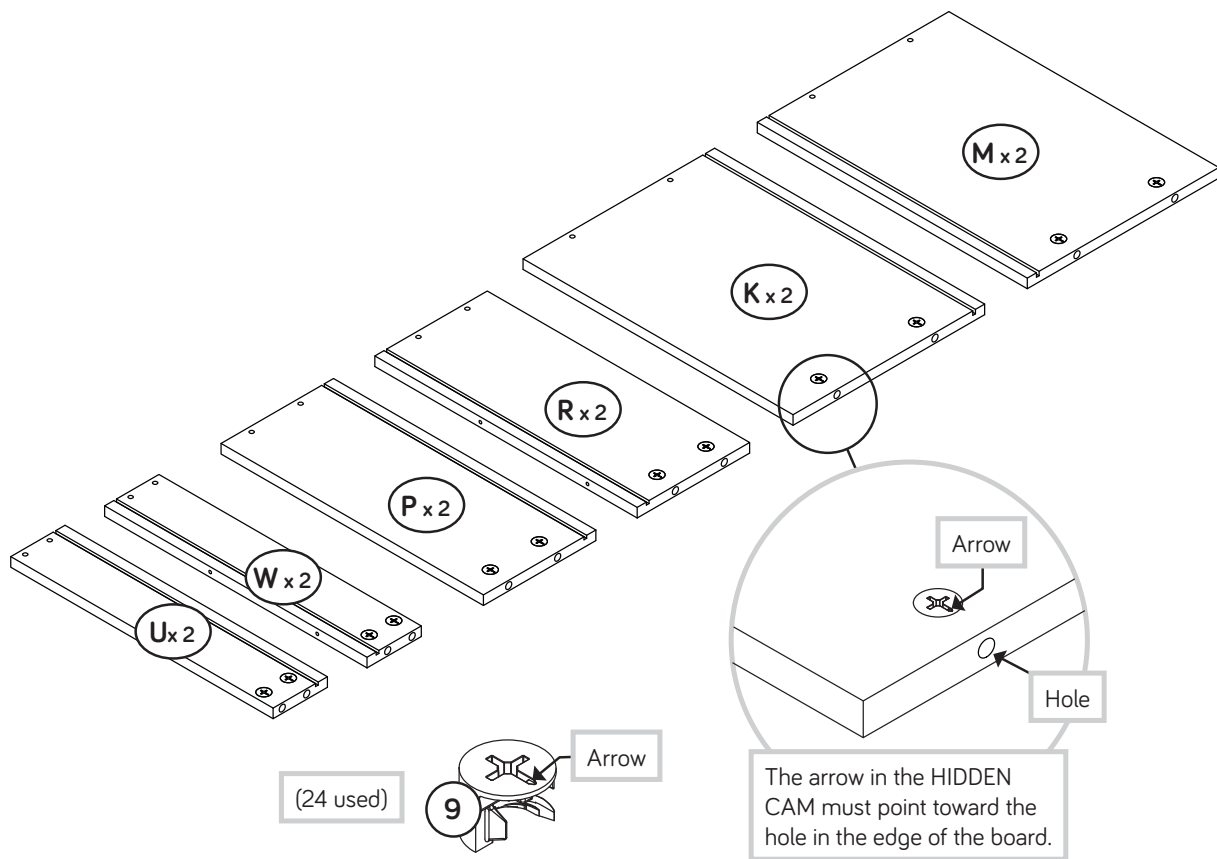
- ✚ Insert four WOOD DOWELS (11) into the ENDS (A and B) and UPRIGHTS (C and D).
- ✚ Fasten the TOP (E) to the ENDS (A and B), UPRIGHTS (C and D), BACKS (F), and MODESTY PANEL (G). Tighten fifteen HIDDEN CAMS.
- ✚ NOTE: Be sure the WOOD DOWELS in the ENDS and UPRIGHTS insert into the TOP.



# Step 14

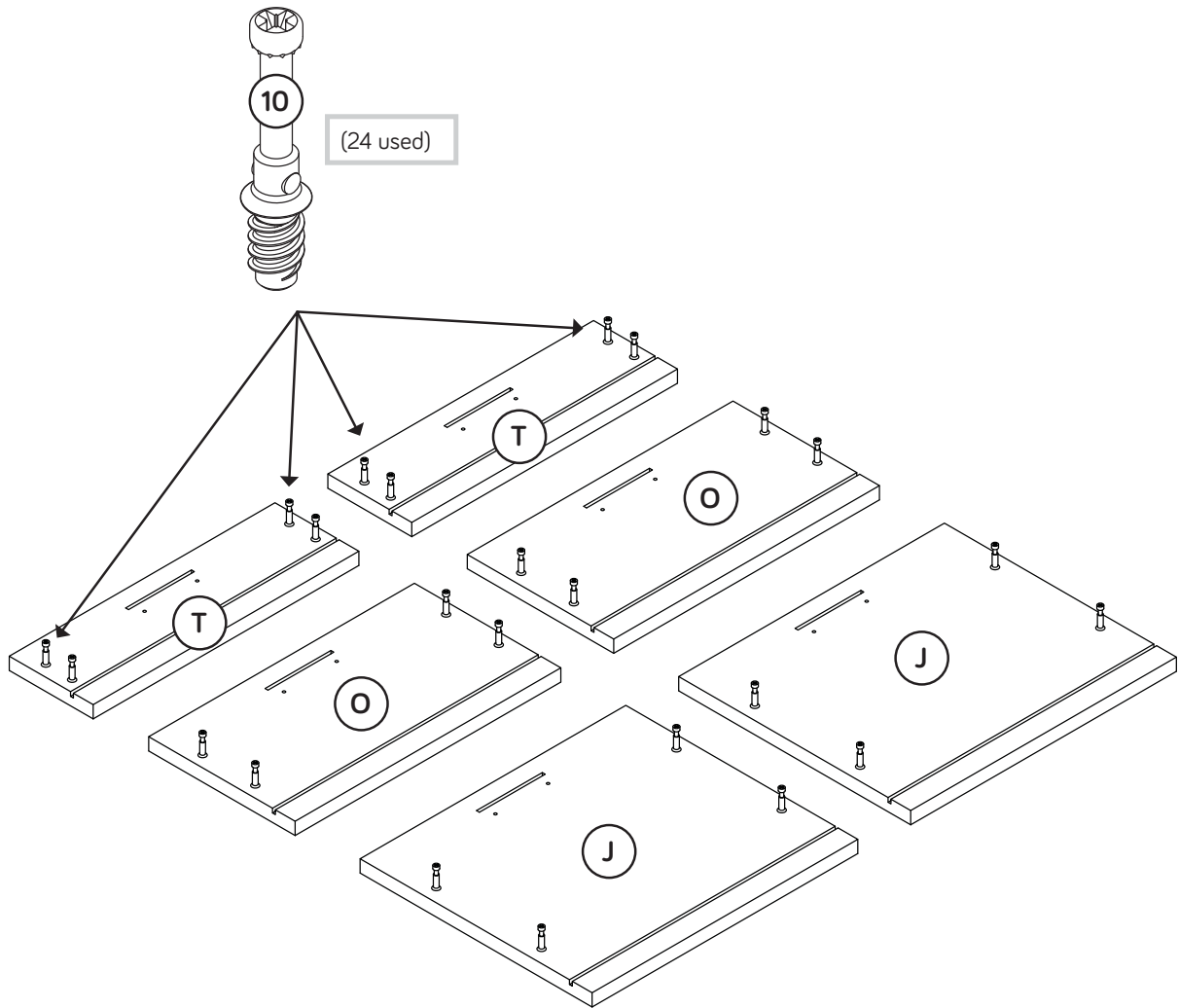
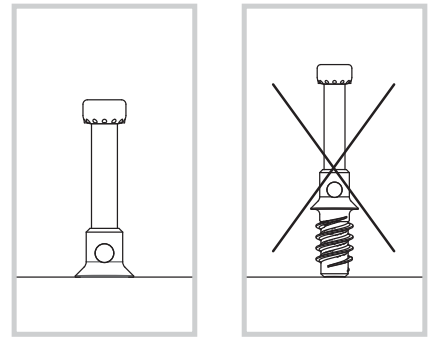
Push twenty-four HIDDEN CAMS (9) into the DRAWER SIDES (K, M, P, R, U and W).

 Side Step: Make nachos. (Optional, but recommended.)



# Step 15

Turn twenty-four CAM SCREWS (10) into the DRAWER FRONTS (J, O, and T).



# Step 16

- ✚ Lay each LEATHER PULL (13) flat with the holes on each end as shown in diagram 1.
- ✚ Fold each LEATHER PULL (13) in half as shown in diagram 2.
- ✚ Next, push the LEATHER PULLS through the slotted holes in the DRAWER FRONTS (J, O, and T).
- ✚ **NOTE:** Start by pushing the LEATHER PULLS through the opposite surface of the CAM SCREWS of each DRAWER FRONT.
- ✚ Fasten the LEATHER PULLS (13) to the inside surface of the DRAWER FRONTS (J, O, and T). Use twelve SILVER 1/2" LARGE HEAD SCREWS (15).

Diagram #1

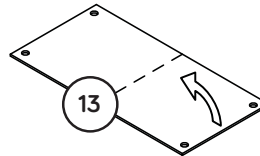
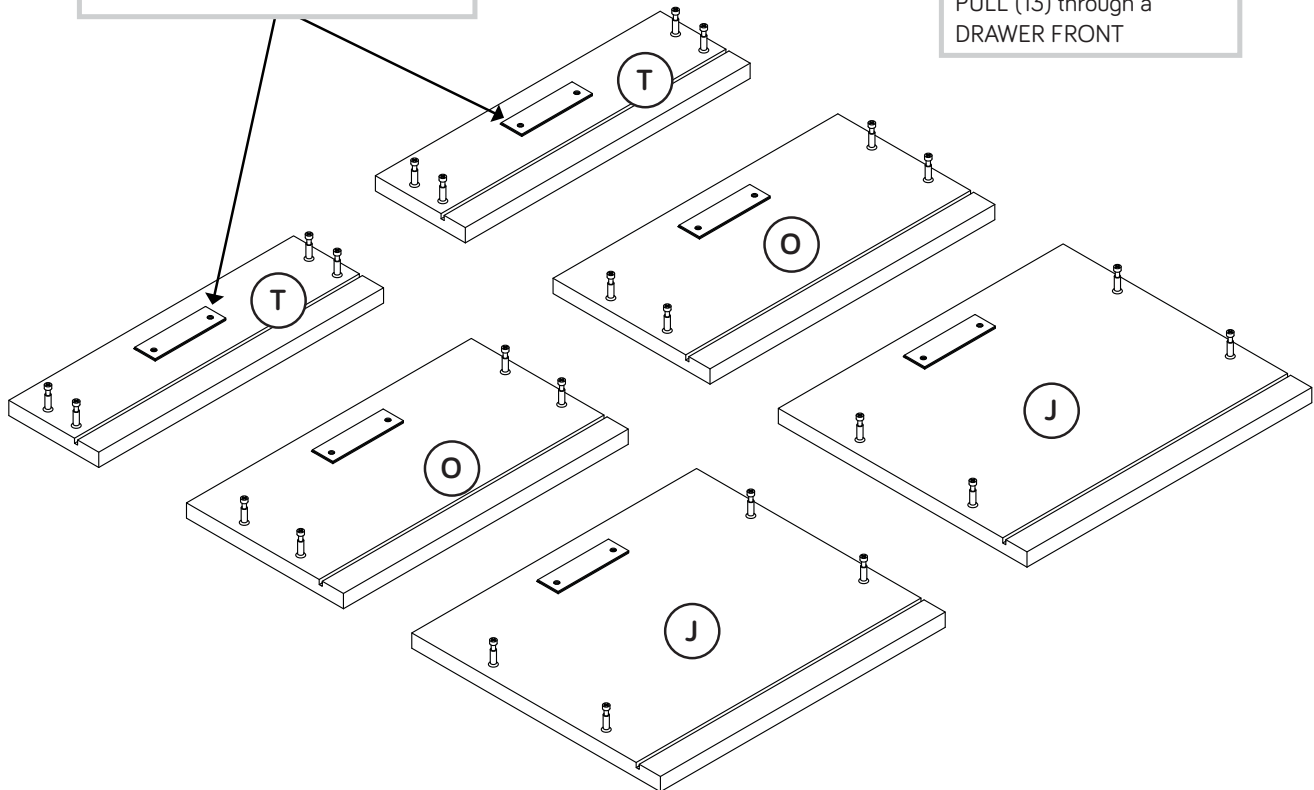
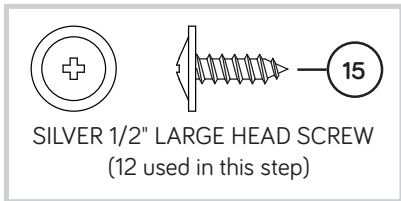
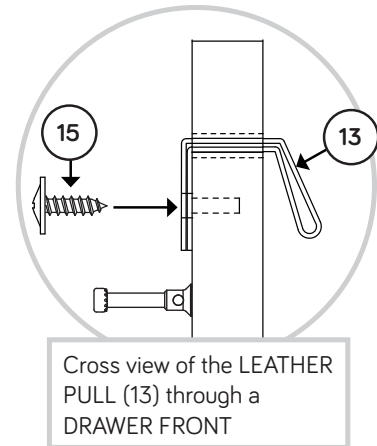
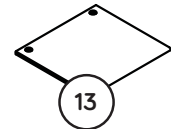


Diagram #2

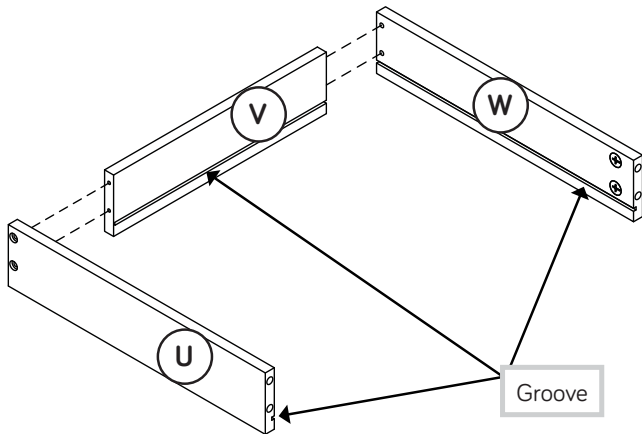


# Step 17

1

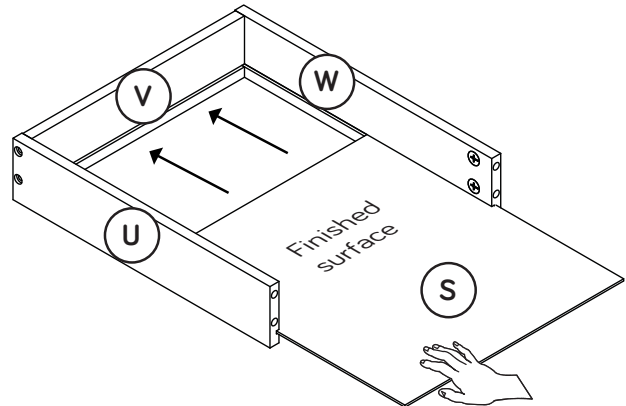


BLACK 1-3/8" FLAT HEAD SCREW  
(8 used in this step)



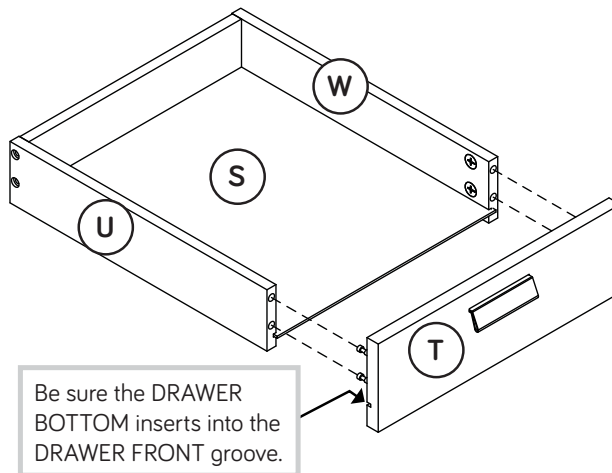
Fasten the SMALL DRAWER SIDES (U and W) to the SMALL DRAWER BACK (V). Use four BLACK 1-3/8" FLAT HEAD SCREWS (14).

2



Slide a DRAWER BOTTOM (S) into the grooves in the SMALL DRAWER SIDES (U and W) and SMALL DRAWER BACK (V).

3

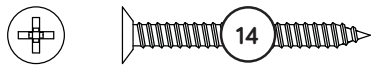


Be sure the DRAWER BOTTOM inserts into the DRAWER FRONT groove.

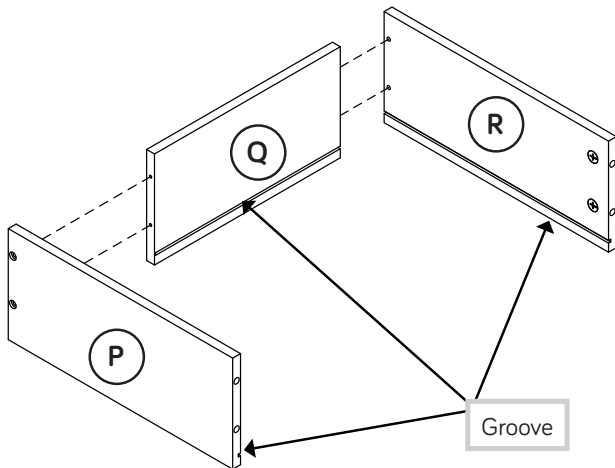
- Fasten the SMALL DRAWER FRONT (T) to the SMALL DRAWER SIDES (U and W). Tighten four HIDDEN CAMS.
- NOTE:** Be sure the DRAWER BOTTOM (S) inserts into the groove of the DRAWER FRONT (T).
- Repeat this step for the other small drawer.

# Step 18

1

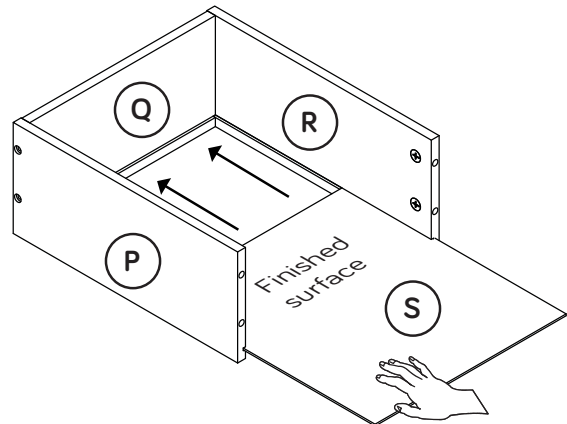


BLACK 1-3/8" FLAT HEAD SCREW  
(8 used in this step)



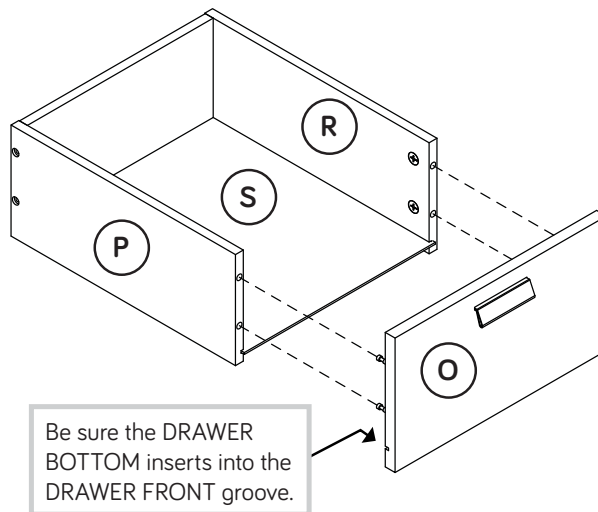
Fasten the DRAWER SIDES (P and R) to the DRAWER BACK (Q). Use four BLACK 1-3/8" FLAT HEAD SCREWS (14).

2



Slide a DRAWER BOTTOM (S) into the grooves in the DRAWER SIDES (P and R) and DRAWER BACK (Q).

3



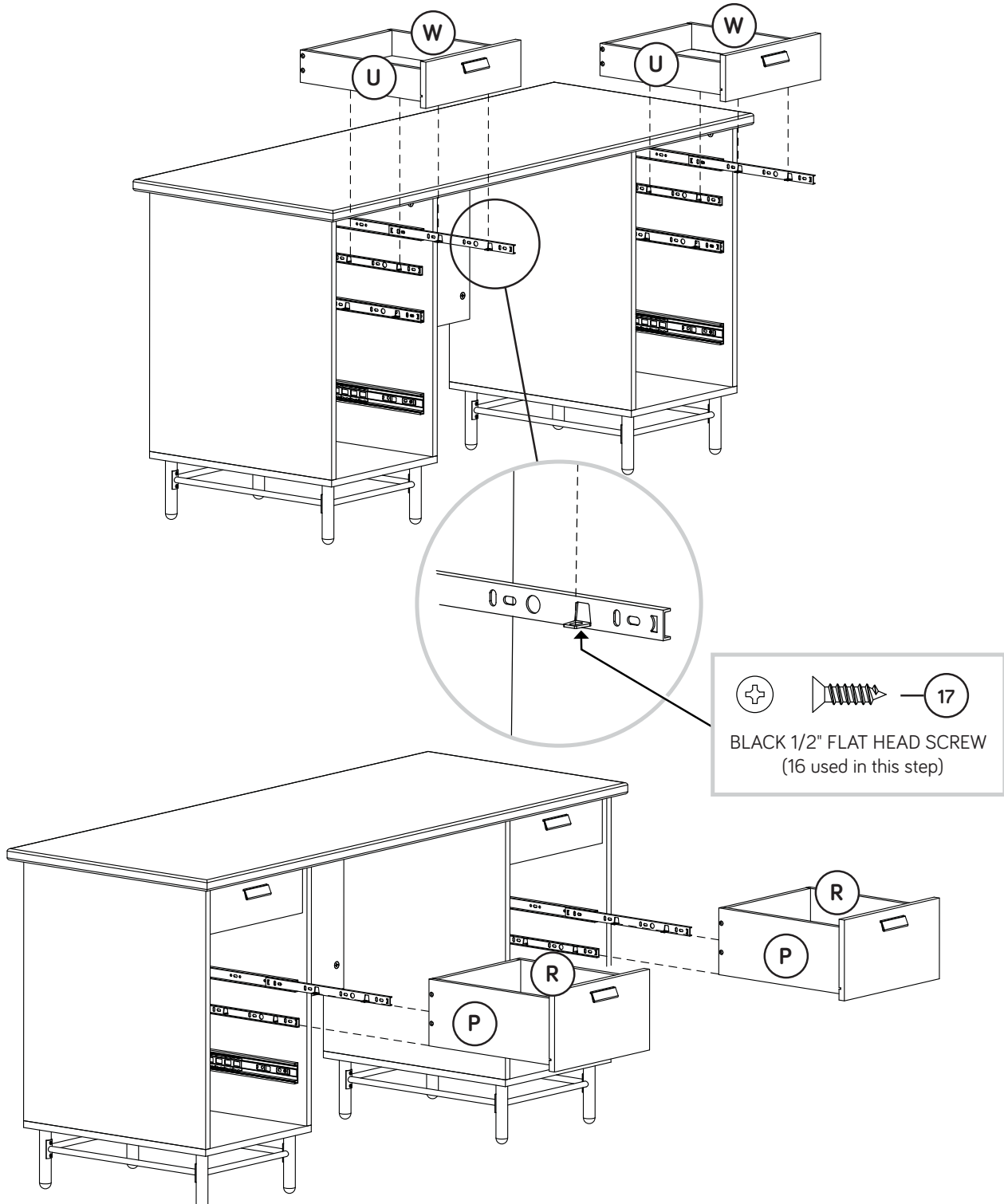
Fasten the DRAWER FRONT (O) to the DRAWER SIDES (P and R). Tighten four HIDDEN CAMS.

**NOTE:** Be sure the DRAWER BOTTOM (S) inserts into the groove of the DRAWER FRONT (O).

Repeat this step for the other drawer.

# Step 19

- First, pull and extend the upper EXTENSION RAIL and SLIDES out of the desk. Now, fasten the SMALL DRAWER SIDES (U and W) to the upper EXTENSION RAIL and SLIDES. Use eight BLACK 1/2" FLAT HEAD SCREWS (17). Push the small drawers into the desk.
- Pull and extend the middle EXTENSION RAIL and SLIDES out of the desk. Now, fasten the DRAWER SIDES (P and R) to the middle EXTENSION RAIL and SLIDES. Use eight BLACK 1/2" FLAT HEAD SCREWS (17).

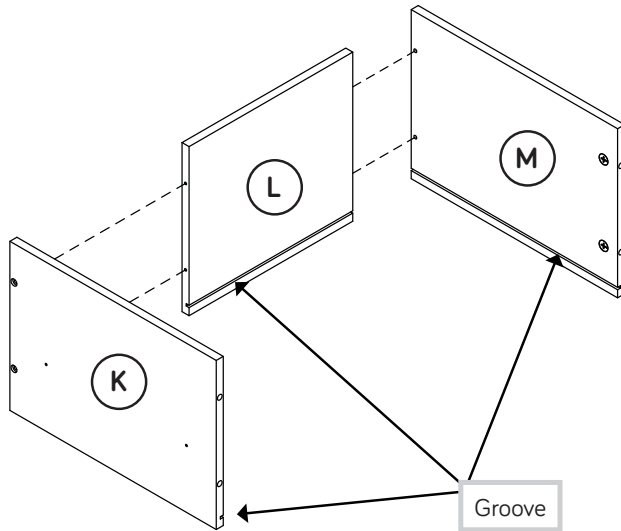


# Step 20

1

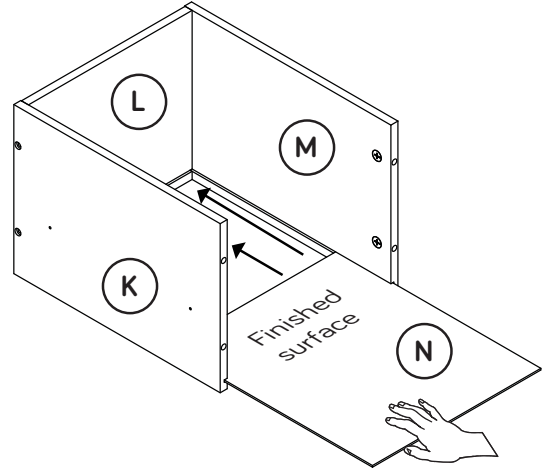


BLACK 1-3/8" FLAT HEAD SCREW  
(8 used in this step)



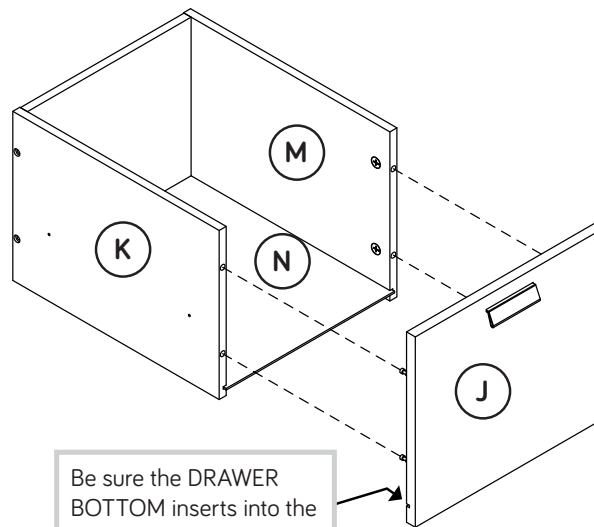
Fasten the LARGE DRAWER SIDES (K and M) to the LARGE DRAWER BACK (L). Use four BLACK 1-3/8" FLAT HEAD SCREWS (14).

2



Slide a DRAWER BOTTOM (N) into the grooves in the LARGE DRAWER SIDES (K and M) and DRAWER BACK (L).

3



Be sure the DRAWER BOTTOM inserts into the DRAWER FRONT groove.

Fasten the LARGE DRAWER FRONT (J) to the LARGE DRAWER SIDES (K and M). Tighten four HIDDEN CAMS.

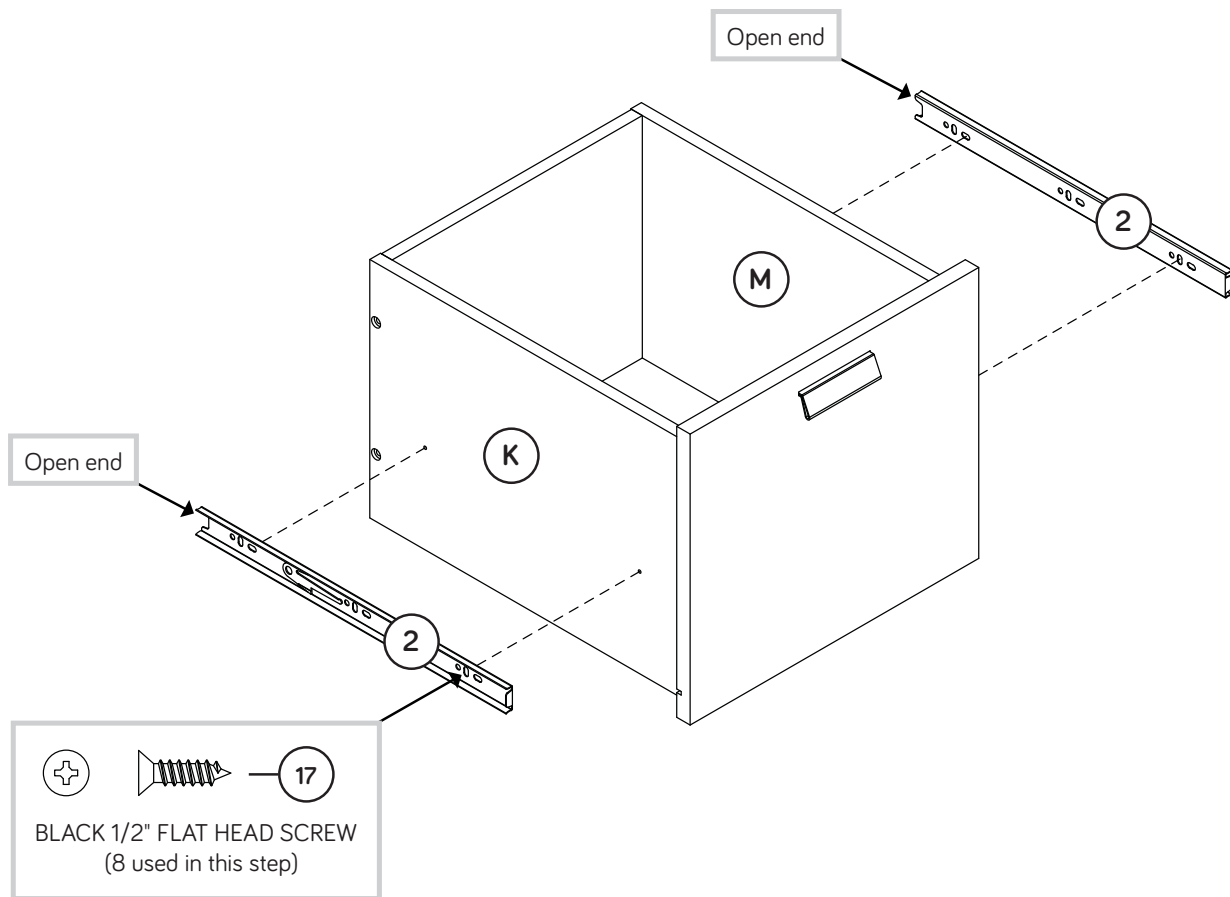
NOTE: Be sure the DRAWER BOTTOM (N) inserts into the groove of the DRAWER FRONT (J).

Repeat this step for the other large drawer.



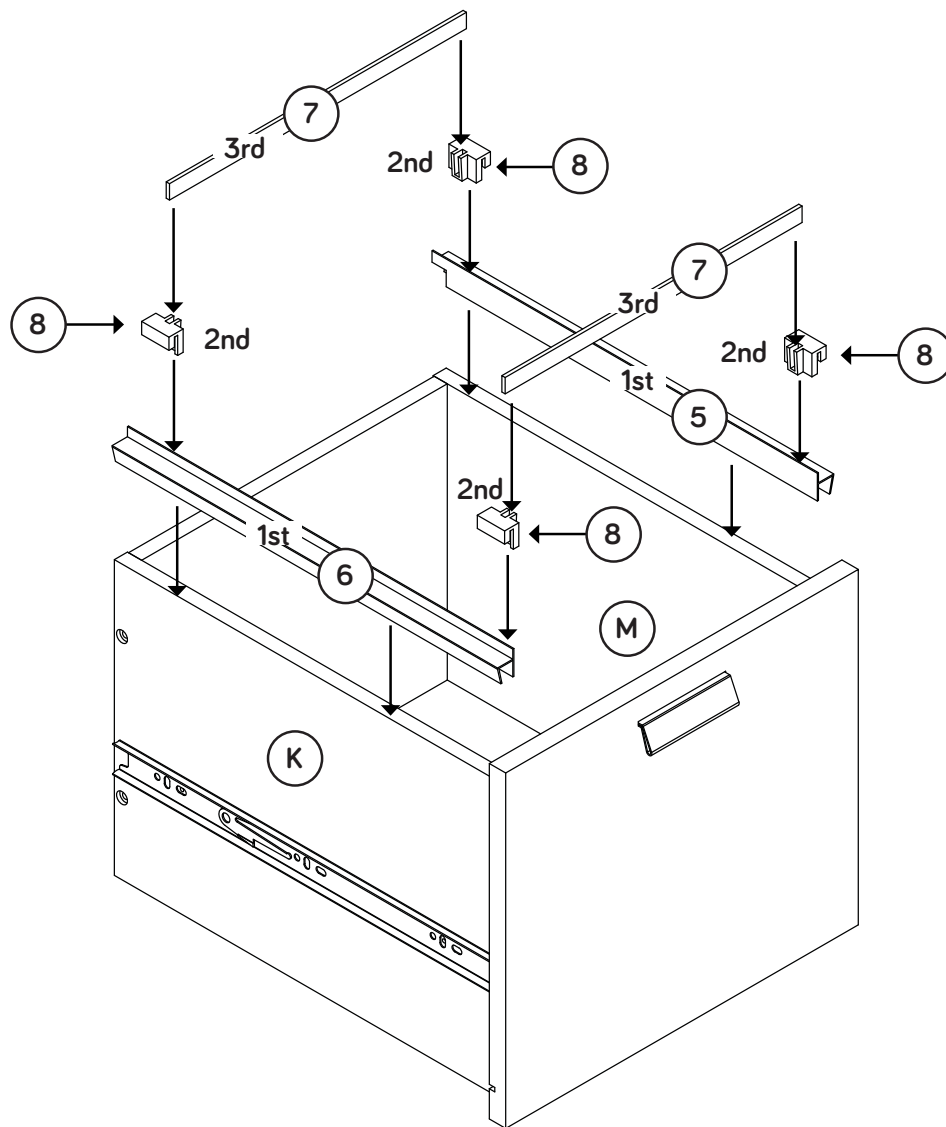
# Step 21

- Fasten the EXTENSION SLIDES (2) to the LARGE DRAWER SIDES (K and M). Use four BLACK 1/2" FLAT HEAD SCREWS (17).
- Repeat this step for the other large drawer.



# Step 22

- 1. Push the RIGHT FILE GLIDE (5) onto the LARGE RIGHT DRAWER SIDE (M) and the LEFT FILE GLIDE (6) onto the LARGE LEFT DRAWER SIDE (K).
- 2. Push four FILE CLIPS (8) onto the FILE GLIDES (5 and 6).
- 3. Push two FILE BARS (7) onto the FILE CLIPS (8).
- Repeat this step for the other large drawer.

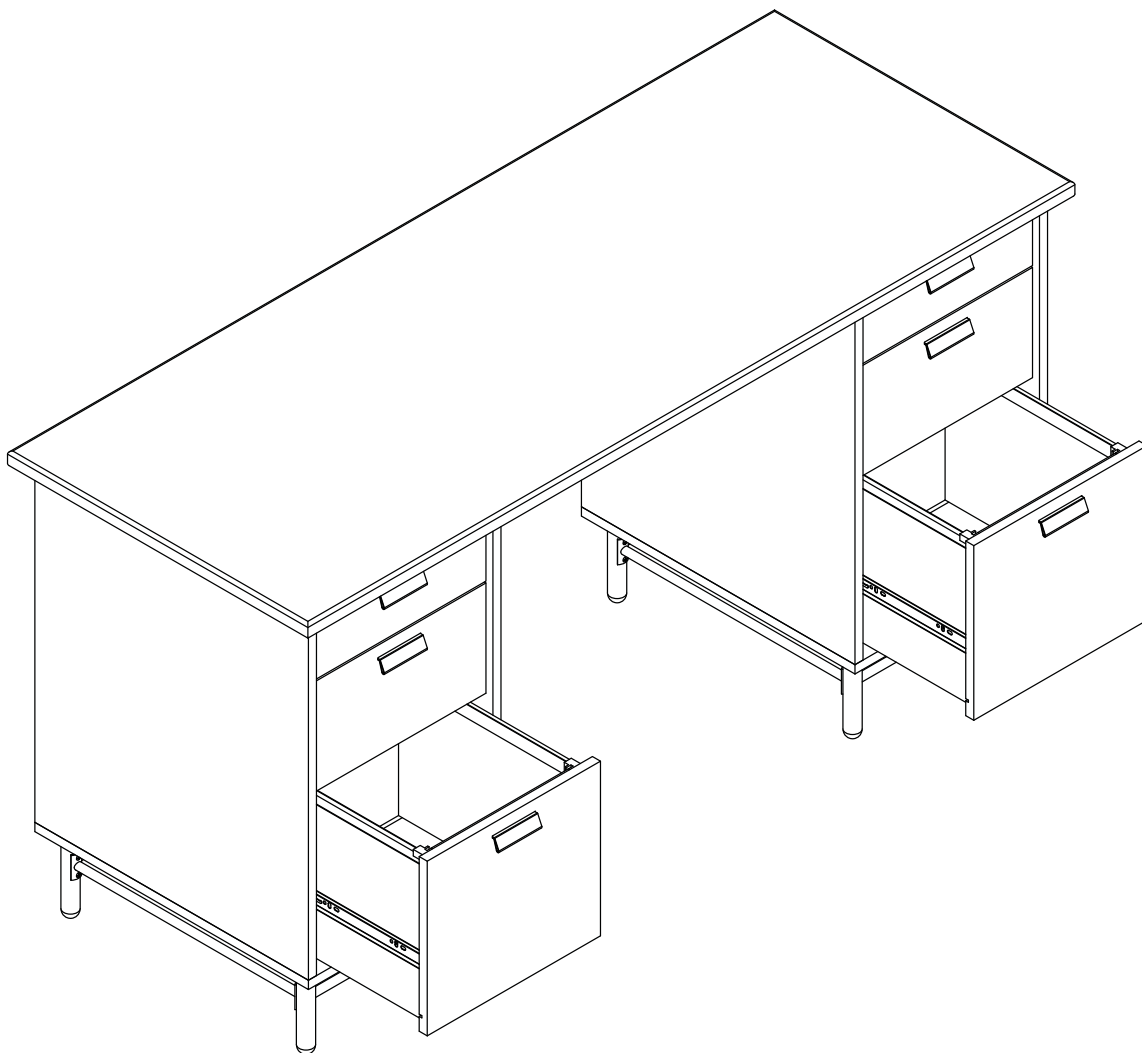


# Step 23

- † To insert the large drawers into your unit, line up the EXTENSION SLIDES on the drawer with the EXTENSION RAILS on the unit and push the drawer into the unit until the drawer is fully inserted. The drawer will push in hard until it is all the way in, then it will slide in and out easier.

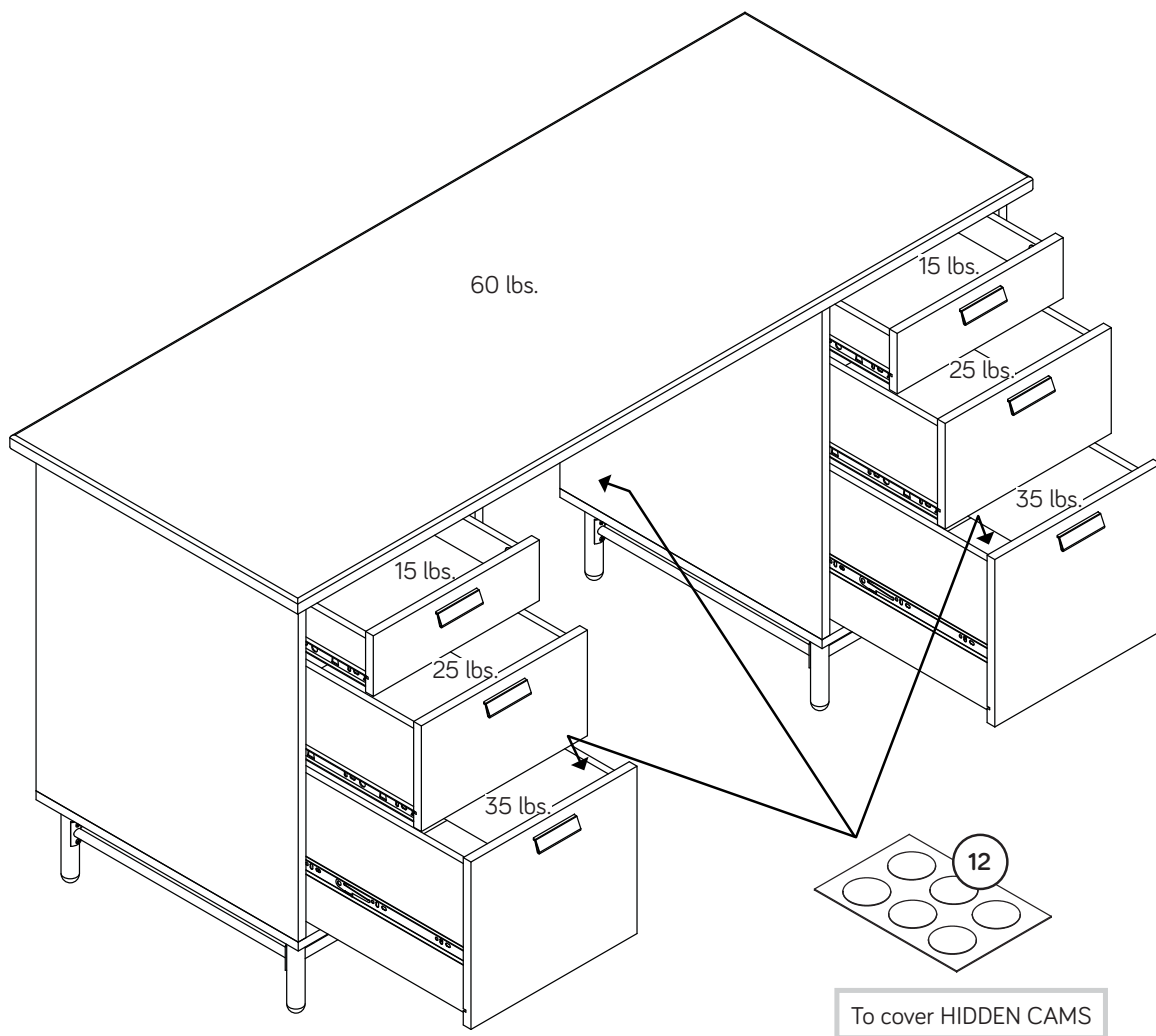


Almost time to celebrate! With a nap.



# Step 24

- ✚ Peel APPLIQUES from the APPLIQUE CARDS (12) and stick them onto each visible HIDDEN CAM.
- ✚ **NOTE:** Please read the back pages of the instruction booklet for important safety information.
- ✚ This completes assembly. Clean with your favorite furniture polish or a damp cloth. Wipe dry.



**⚠ WARNING**

Please use your furniture correctly and safely. Improper use can cause safety hazards, or damage to your furniture or household items. ***Carefully read the following chart.***

| Look out for:  | What can happen:  | How to avoid the problem:   |
|--|---|---|
| <ul style="list-style-type: none"><li>• Overloaded shelves or drawers.</li><li>• Improper loading can cause the product to be top-heavy.</li></ul> | <ul style="list-style-type: none"><li>• Risk of injury.</li><li>• Top-heavy furniture can tip over.</li><li>• Overloaded shelves and drawers can break.</li></ul>   | <ul style="list-style-type: none"><li>• Never exceed the weight limits shown in the instructions.</li><li>• Work from bottom to top when loading shelves and drawers. Place the heavier items on the lower shelves or in lower drawers.</li></ul>   |
| <ul style="list-style-type: none"><li>• Improperly moving furniture that is not designed and equipped with casters.</li></ul>                      | <ul style="list-style-type: none"><li>• Furniture can tip over or break if improperly moved.</li><li>• Physical injury. Furniture can be very heavy.</li><li>• Breakage of tops - particularly with double pedestal furniture (drawers at both ends).</li></ul> | <ul style="list-style-type: none"><li>• Unload shelves and drawers from top to bottom before moving the unit.</li><li>• Do not push furniture, especially on a carpeted floor. Have a friend help you lift the item and set it in place.</li><li>• Provide support to the center section of the top when lifting the furniture.</li></ul> |
| <ul style="list-style-type: none"><li>• Placing TVs on furniture items that are not designed to support a television is hazardous.</li></ul>       | <ul style="list-style-type: none"><li>• Risk of injury or death. TVs can be very heavy. Plus the weight and location of the picture tube tends to make TVs unbalanced and prone to tipping forward.</li></ul>   | <ul style="list-style-type: none"><li>• This product is not designed to support a television.</li></ul>   |