

Business or pleasure.  
Works both ways.

# Executive Desk

Trestle Collection | Model 5424127

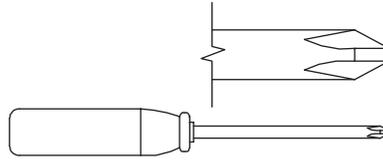
**NOTE:** THIS INSTRUCTION BOOKLET CONTAINS **IMPORTANT** SAFETY INFORMATION.

PLEASE READ AND KEEP FOR FUTURE REFERENCE.

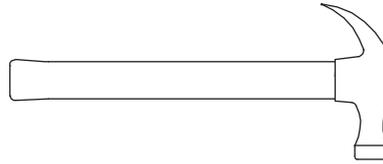
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# Assembly Tools Required

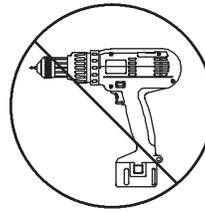
Part Identification	3
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No. 2 Phillips Screwdriver  
Tip Shown Actual Size



Hammer  
Not actual size 😊



Skip the power trip.  
This time.

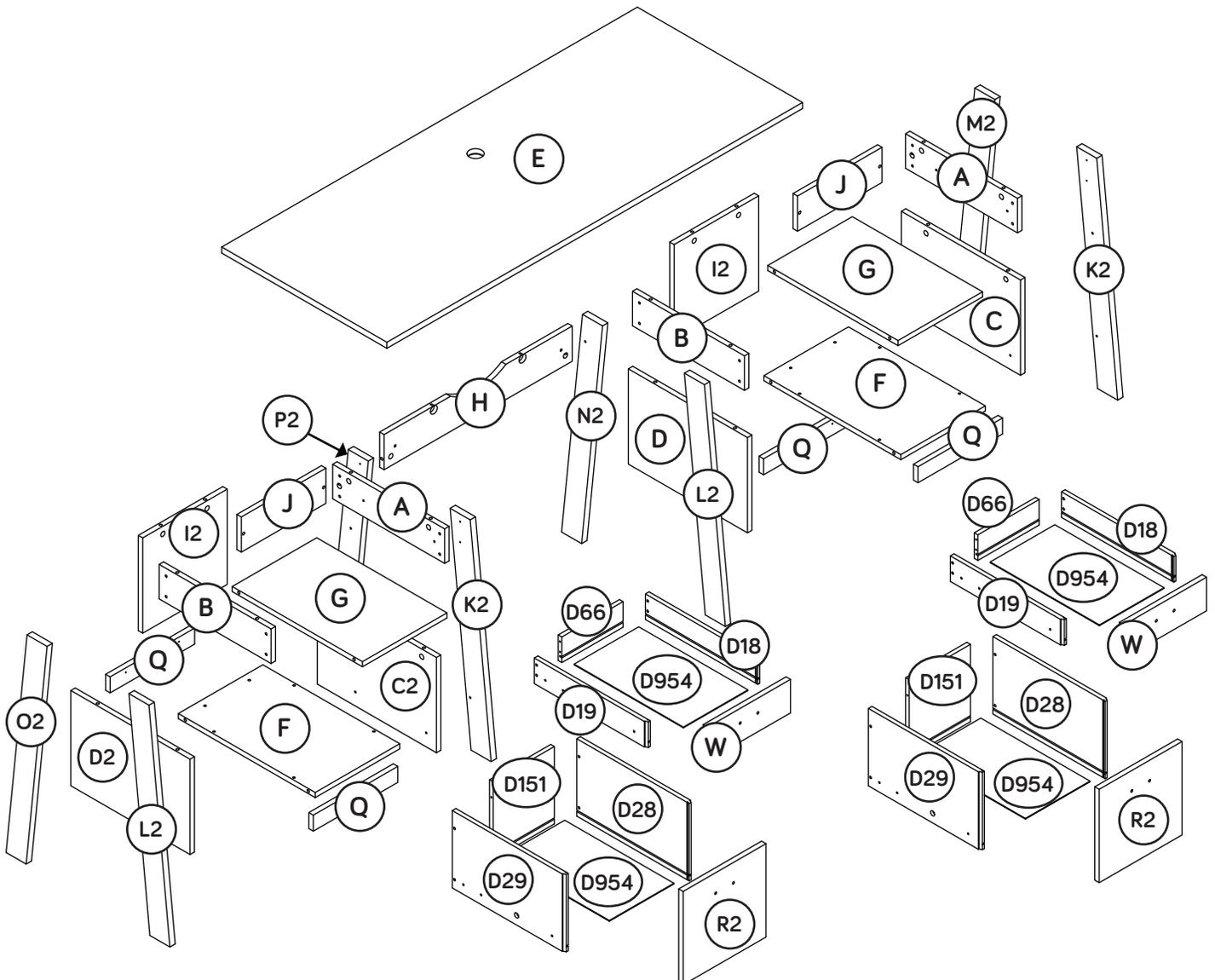
# Part Identification

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.

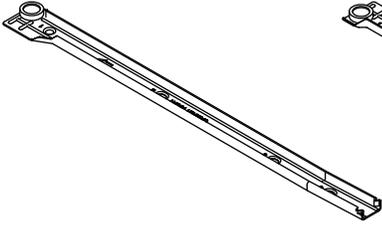
A	UPPER RIGHT END (2)	D151	LARGE DRAWER BACK (2)	L2	LEFT FRONT LEG (2)
B	UPPER LEFT END (2)	D954	DRAWER BOTTOM (4)	M2	RIGHT REAR LEG (1)
C2	LOWER RIGHT END (2)	E	TOP (1)	N2	CENTER RIGHT REAR LEG (1)
D2	LOWER LEFT END (2)	F	BOTTOM (2)	O2	LEFT REAR LEG (1)
D18	SMALL RIGHT DRAWER SIDE (2)	G	SHELF (2)	P2	CENTER LEFT REAR LEG (1)
D19	SMALL LEFT DRAWER SIDE (2)	H	LARGE BACK (1)	Q	SKIRT (4)
D28	LARGE RIGHT DRAWER SIDE (2)	I2	LOWER BACK (2)	R2	LARGE DRAWER FRONT (2)
D29	LARGE LEFT DRAWER SIDE (2)	J	BACK (2)	W	SMALL DRAWER FRONT (2)
D66	SMALL DRAWER BACK (2)	K2	RIGHT FRONT LEG (2)		



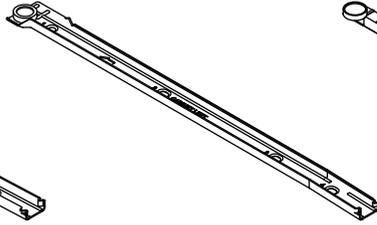
# Hardware Identification

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

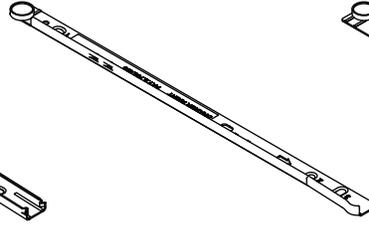
**CC** RIGHT CABINET RAIL - 2



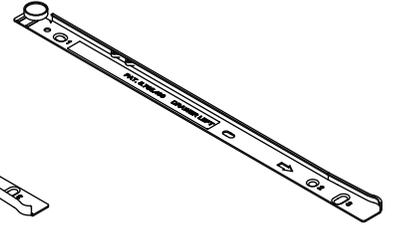
**DD** LEFT CABINET RAIL - 2



**EE** RIGHT DRAWER SLIDE - 2

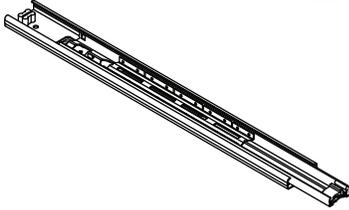


**FF** LEFT DRAWER SLIDE - 2

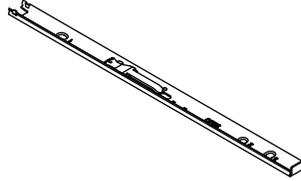


(EXTENSION SET SHOWN SEPARATED)

**35MA** EXTENSION RAIL - 4



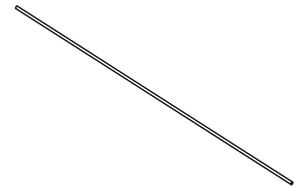
**35MC** EXTENSION SLIDE - 4



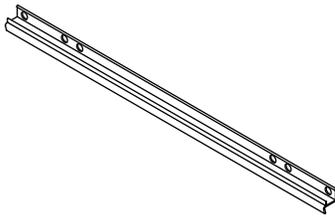
**10A** SLIDE CAM - 8



**7B** FILE ROD - 4



**15B** FILE GLIDE - 4



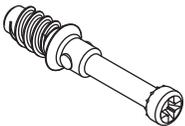
**1F** HIDDEN CAM - 42



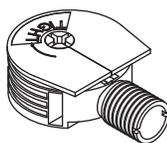
**2F** CAM DOWEL - 24



**8F** CAM SCREW - 18



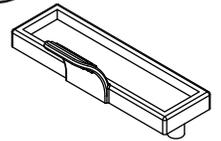
**10F** TWIST-LOCK® FASTENER - 4



**4G** METAL BRACKET - 12



**176K** PULL - 4



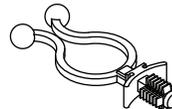
**7P** GROMMET - 1



**8P** GROMMET CAP - 1



**9P** CORD CLIP - 4



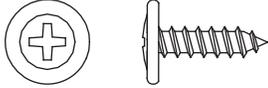
**13P** CAM COVER - 2



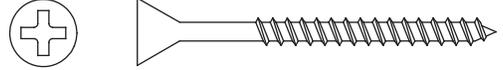
# Hardware Identification

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

**1S** BLACK 9/16" LARGE HEAD SCREW - 24



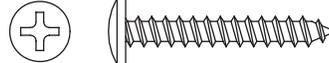
**2S** BLACK 1-7/8" FLAT HEAD SCREW - 12



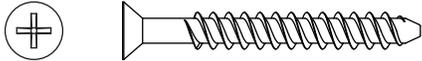
**3S** GOLD 5/16" FLAT HEAD SCREW - 32



**9S** BLACK 1-1/8" PAN HEAD SCREW - 16



**30S** BLACK 1-9/16" FLAT HEAD SCREW - 16



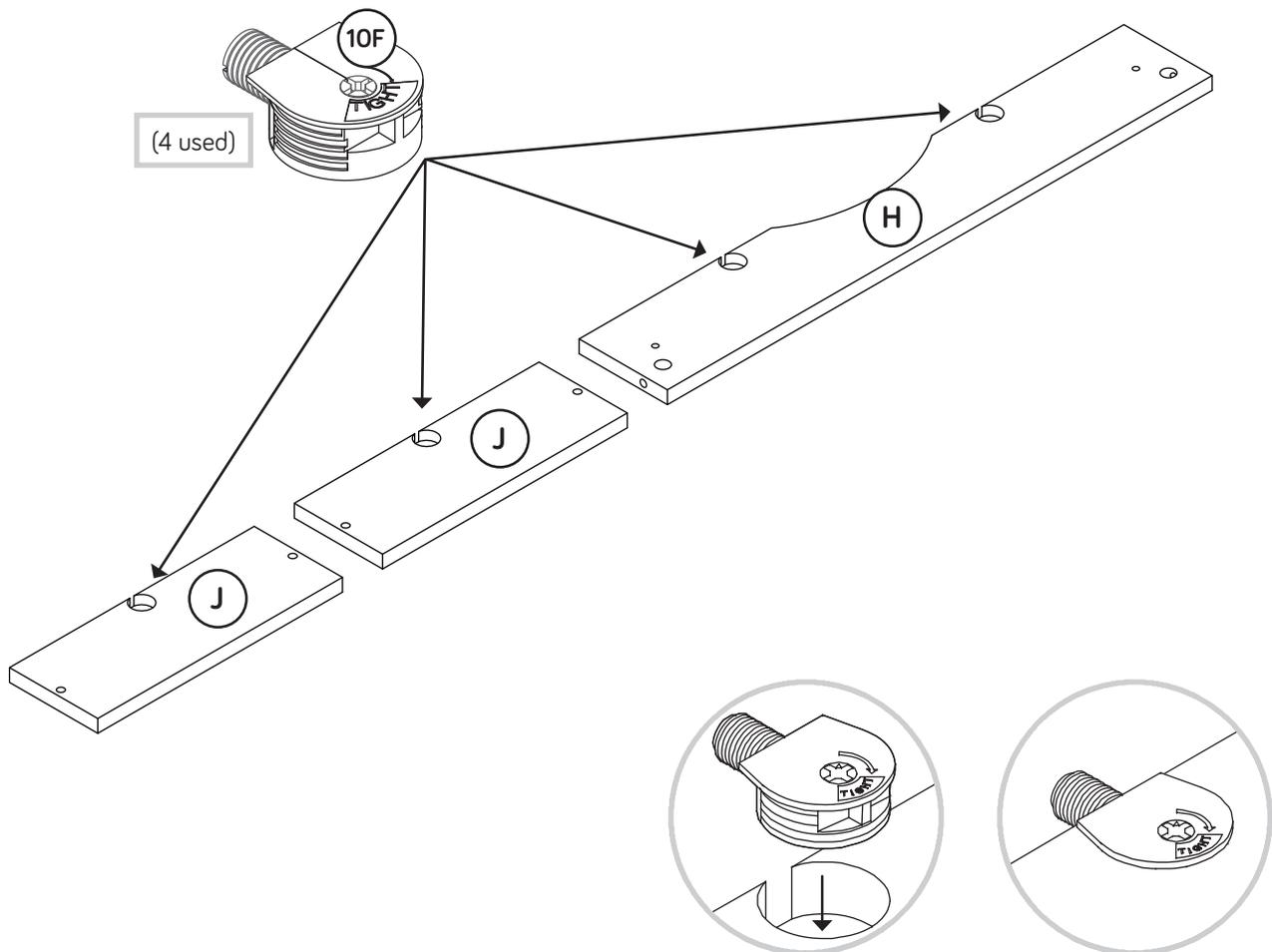
**38S** SILVER 1/2" MACHINE SCREW - 8



# Step 1

- ✚ Assemble your unit on a carpeted floor or on the empty carton to avoid scratching your unit or the floor.
- ✚ To begin assembly, push a SAUDER TWIST-LOCK® FASTENER (10F) into the large holes in the BACKS (H and J).

Do not tighten the TWIST-LOCK® FASTENERS in this step.

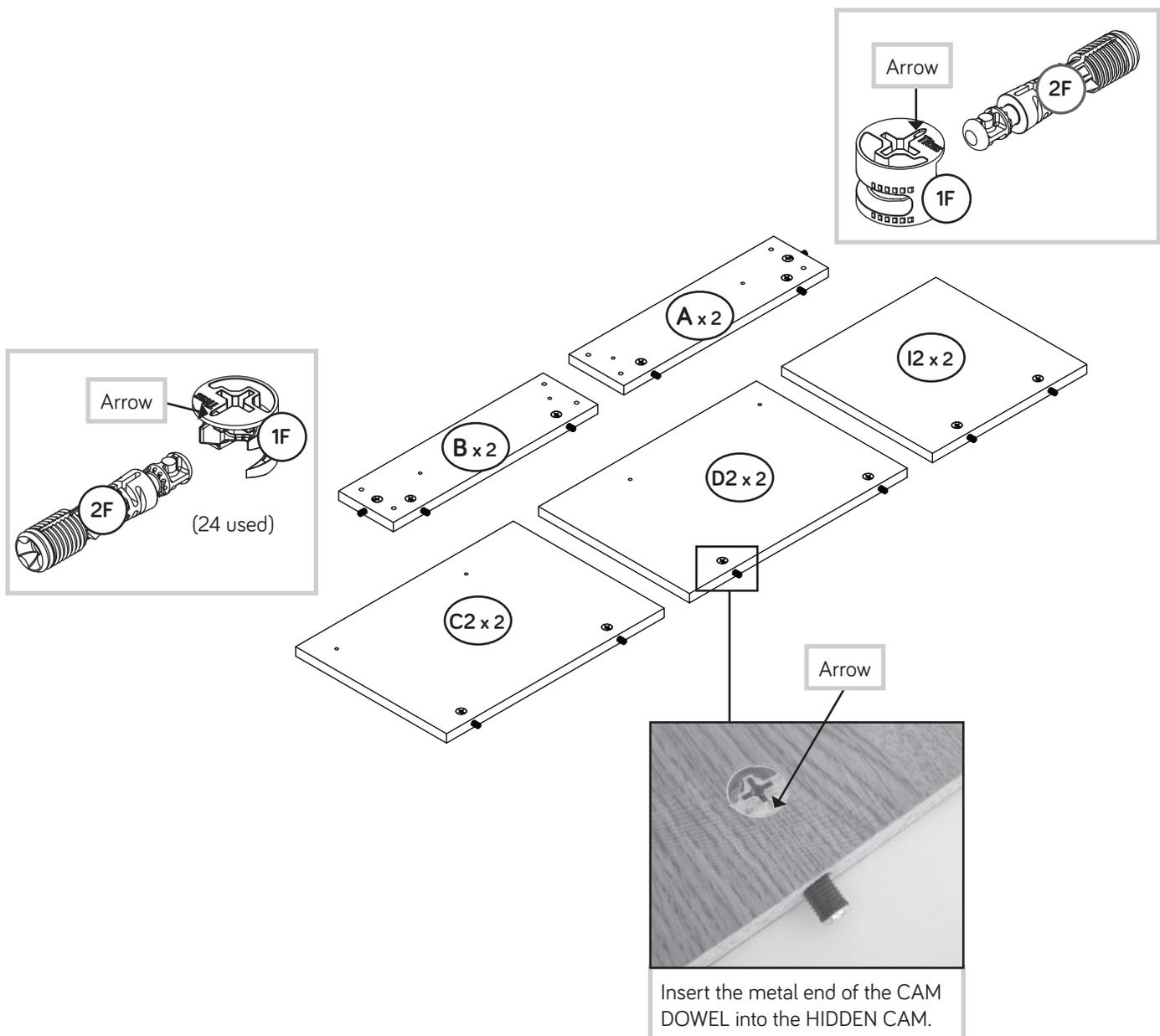


# Step 2

- Push twenty-four HIDDEN CAMS (1F) into the ENDS (A, B, C2, and D2) and LOWER BACKS (I2). Then, insert the metal end of a CAM DOWEL (2F) into each HIDDEN CAM.

**NOTE:** There are two of each of these parts (A, B, C2, D2, and I2).

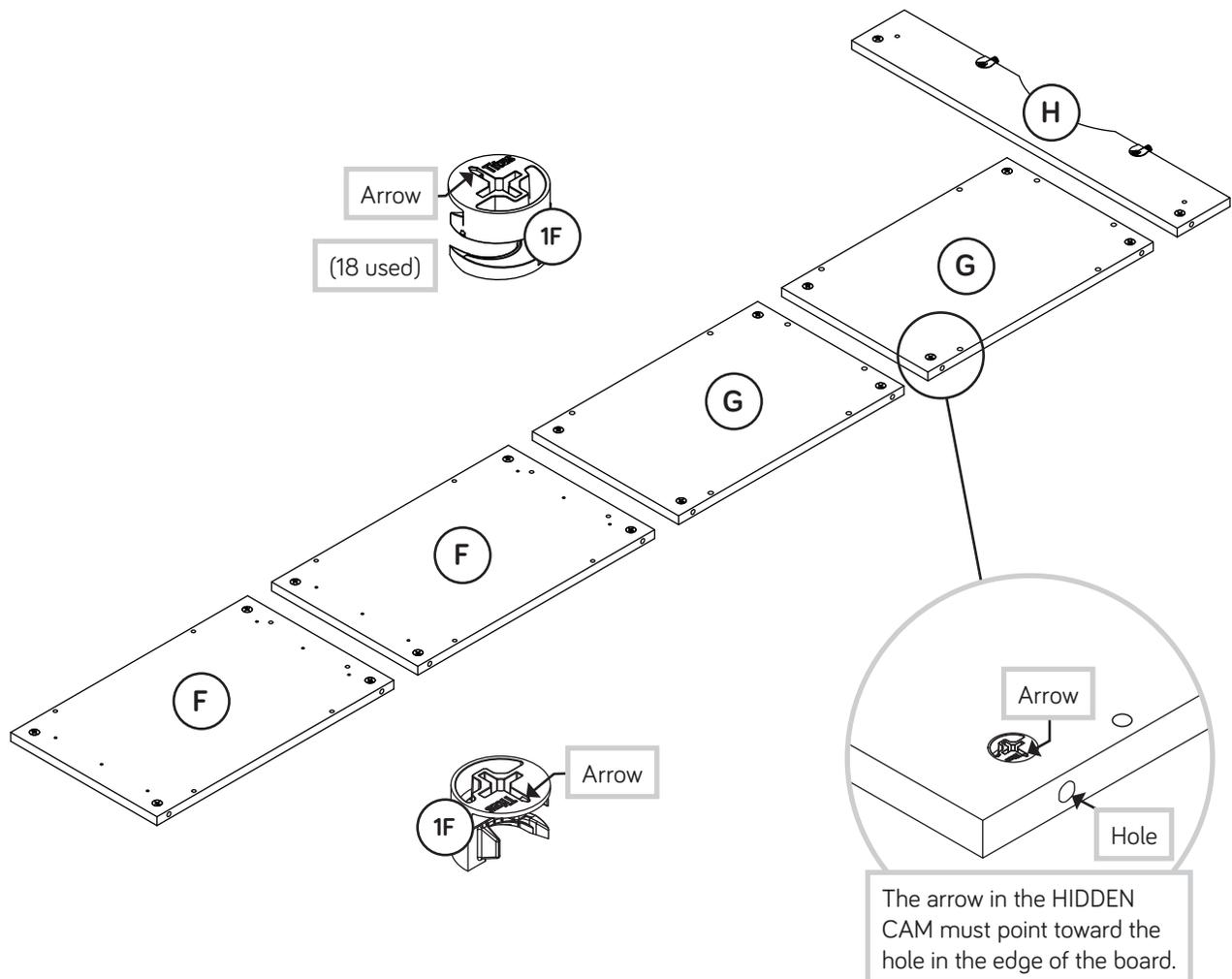
Do not tighten the HIDDEN CAMS in this step.



# Step 3

- Push the remaining eighteen HIDDEN CAMS (1F) into the BOTTOMS (F), SHELVES (G), and LARGE BACK (H).

Do not tighten the HIDDEN CAMS in this step.

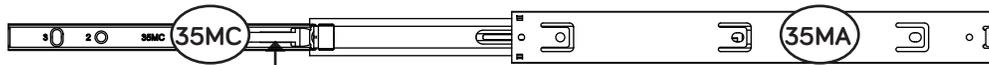


# Step 4

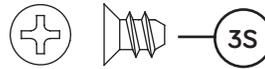
- ✚ Separate the EXTENSION SLIDES (35MC) from the EXTENSION RAILS (35MA) as shown in the upper diagram below. Be prepared, the parts are greasy.
- ✚ Fasten two EXTENSION RAILS (35MA) to a LOWER END (C2 and D2). Use four GOLD 5/16" FLAT HEAD SCREWS (3S) through holes #1 and #3.
- ✚ **NOTE:** For each 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 END. Turn a SCREW into this hole.
- ✚ Repeat this step for the remaining LOWER ENDS (C2 and D2).



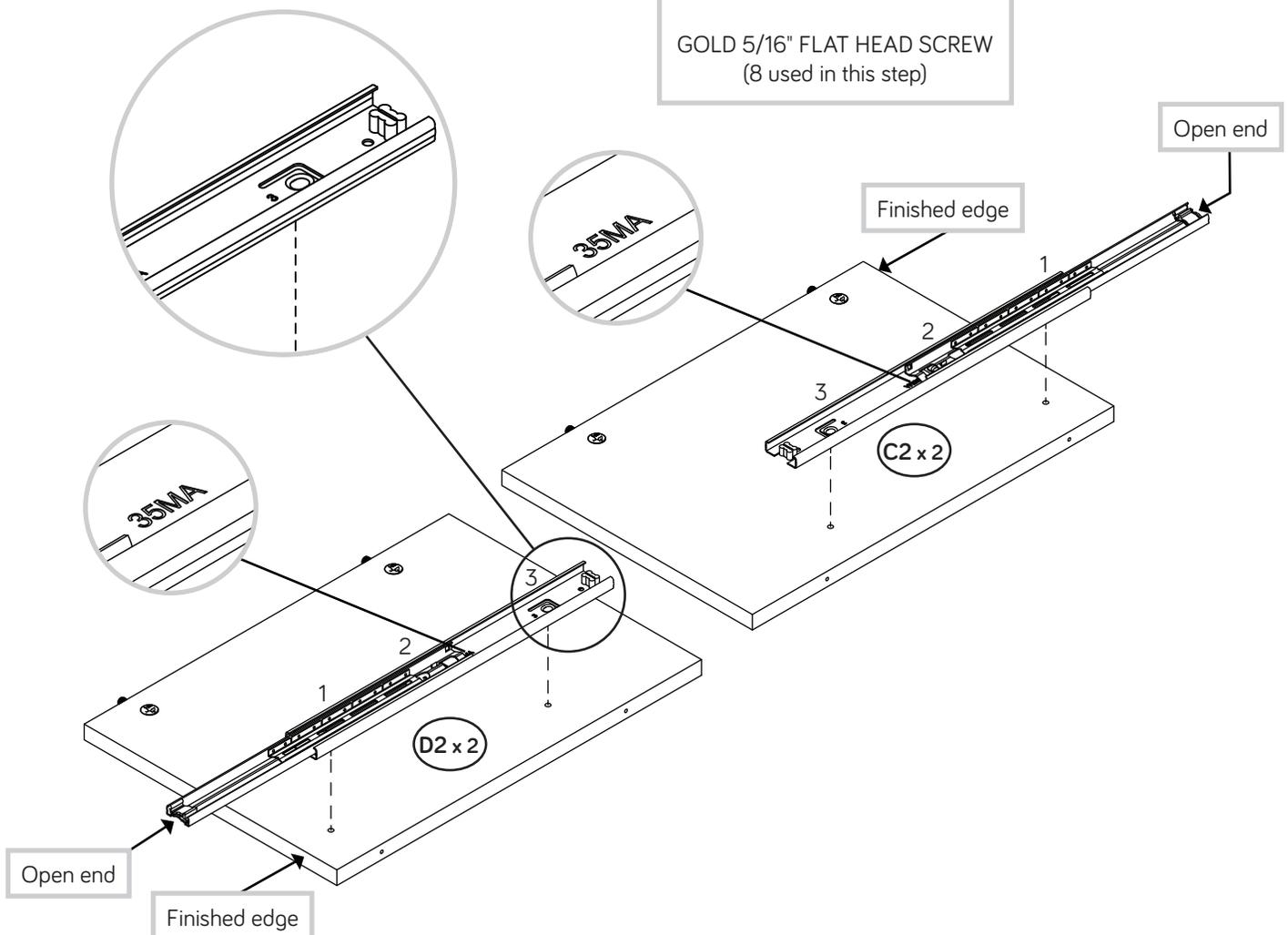
Remember:  
Righty tighty.  
Lefty loosey.



Push the black lever in and pull the SLIDE from the RAIL.

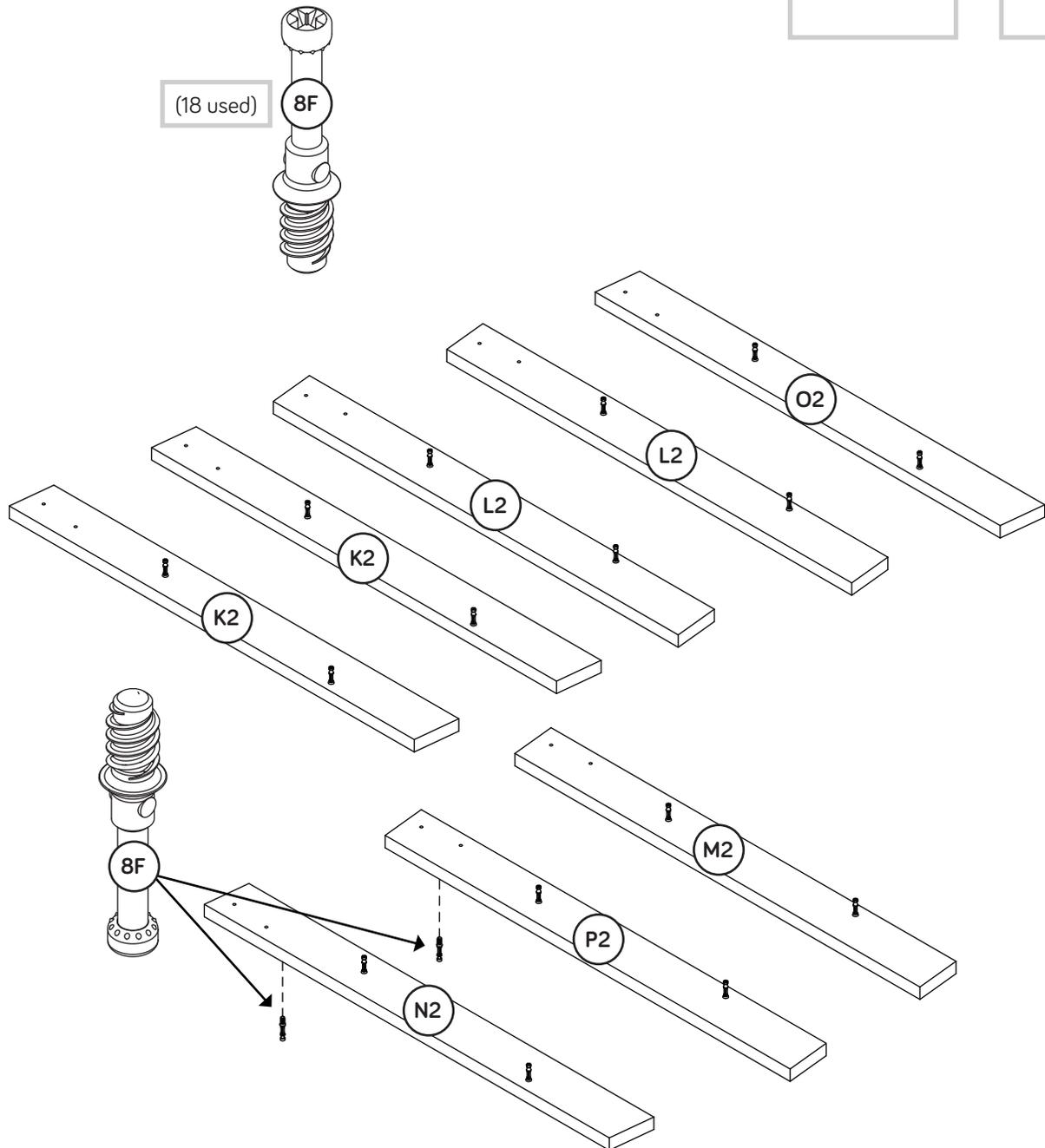
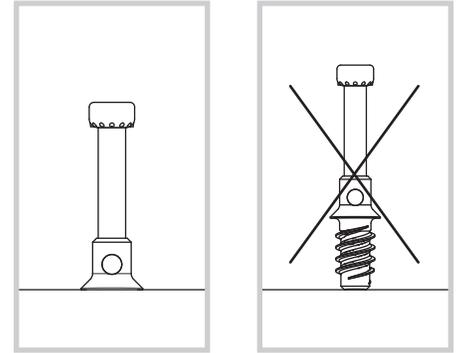


GOLD 5/16" FLAT HEAD SCREW  
(8 used in this step)



# Step 5

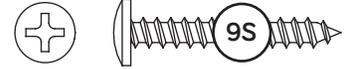
Turn eighteen CAM SCREWS (8F) into the LEGS (K2, L2, M2, N2, O2, and P2).



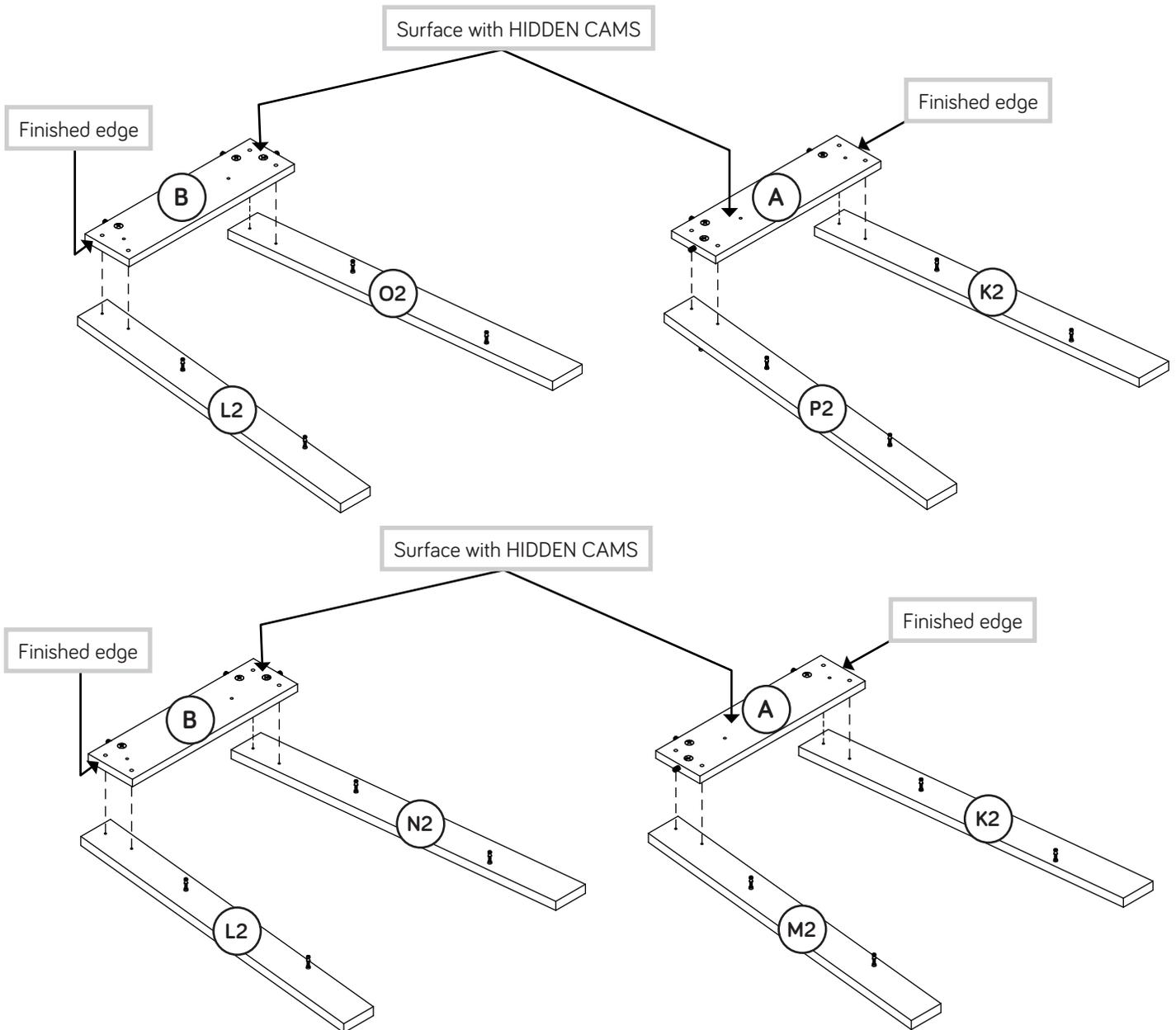
# Step 6

Fasten the UPPER ENDS (A and B) to the LEGS (K2, L2, M2, N2, O2, and P2). Use sixteen BLACK 1-1/8" PAN HEAD SCREWS (9S).

**NOTE:** Start each SCREW a few turns before completely tightening any of them.

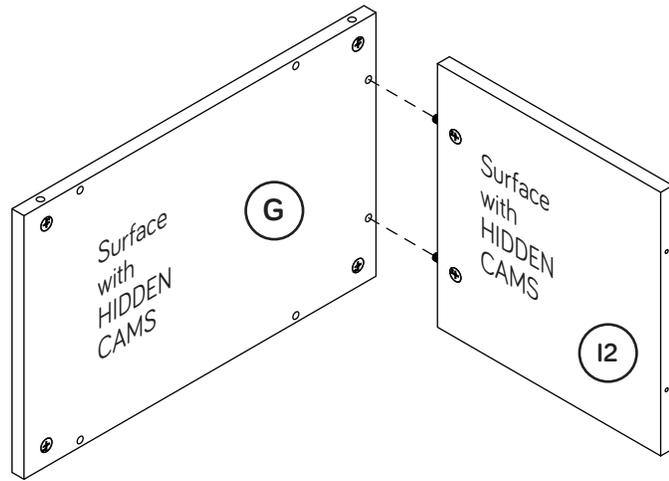
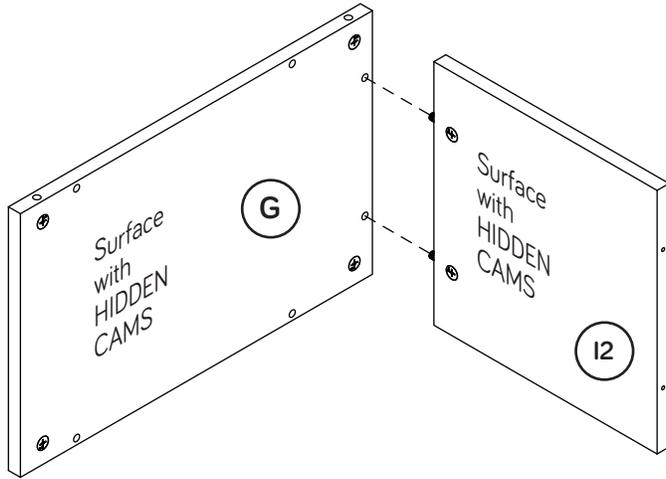


BLACK 1-1/8" PAN HEAD SCREW  
(16 used in this step)



# Step 7

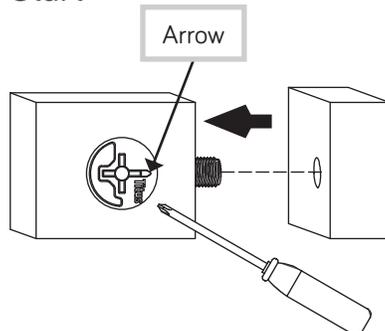
- Fasten the LOWER BACKS (I2) to the SHELVES (G).  
Tighten four HIDDEN CAMS.



## ⚠ Caution

Risk of damage or injury. HIDDEN CAMS must be completely tightened. HIDDEN CAMS that are not completely tightened may loosen, and parts may separate. To completely tighten:

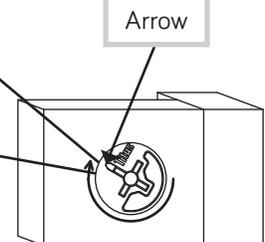
### Start



### Tighten

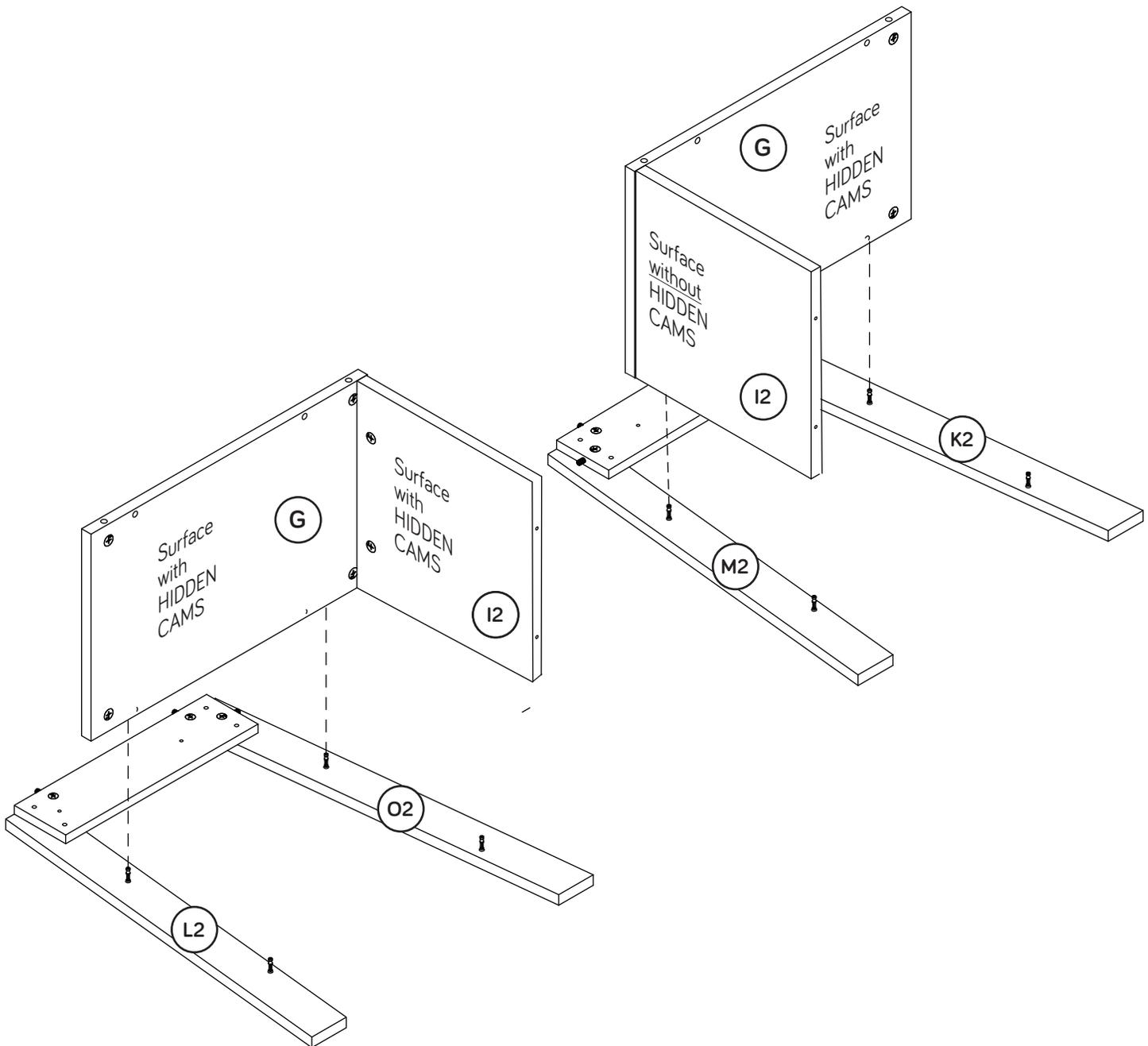
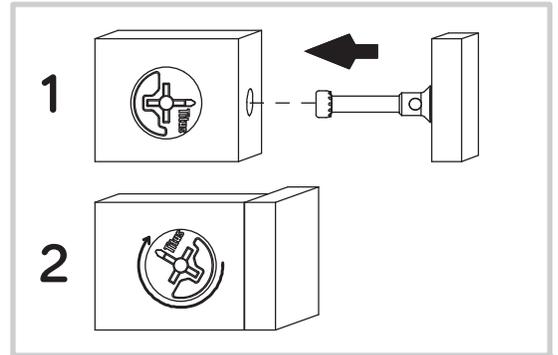
Maximum  
210 degrees

Minimum  
190 degrees



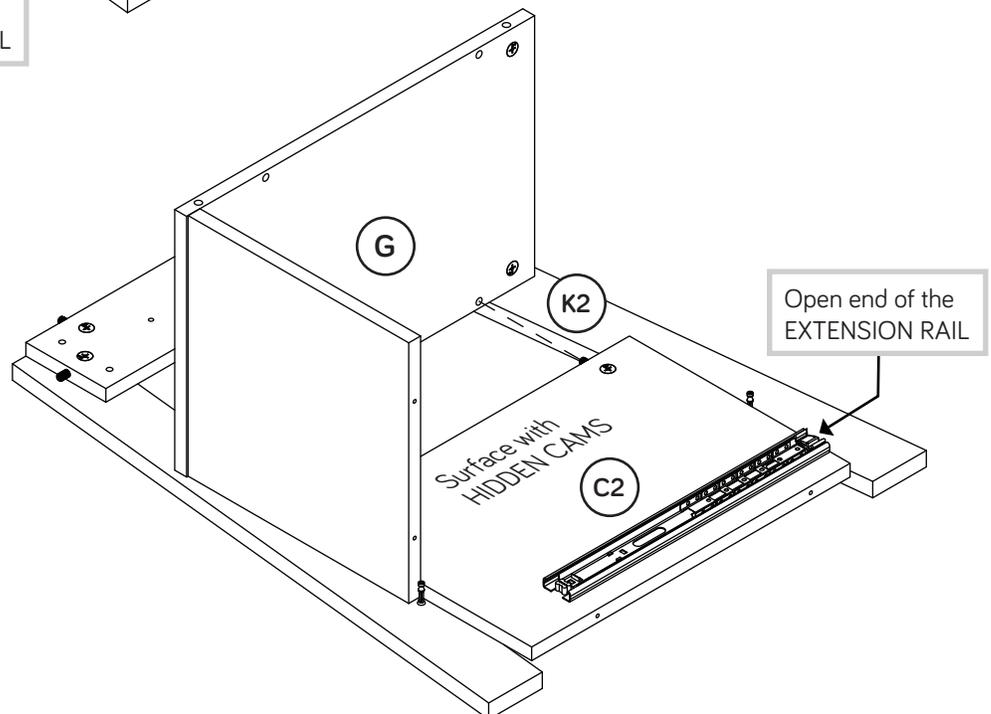
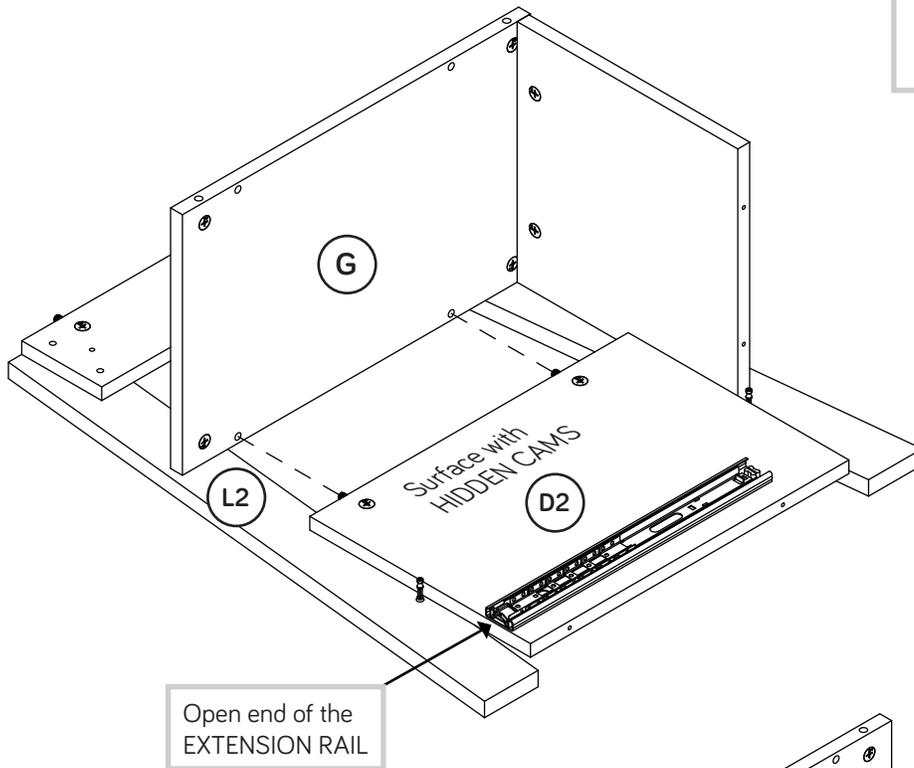
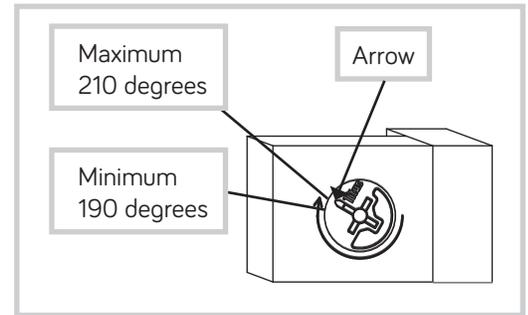
# Step 8

- Fasten the SHELVES (G) to the LEGS (K2, L2, M2, and O2).  
Tighten four HIDDEN CAMS.



# Step 9

Fasten one of the LOWER ENDS (C2 and D2) to the SHELVES (G). Tighten four HIDDEN CAMS.

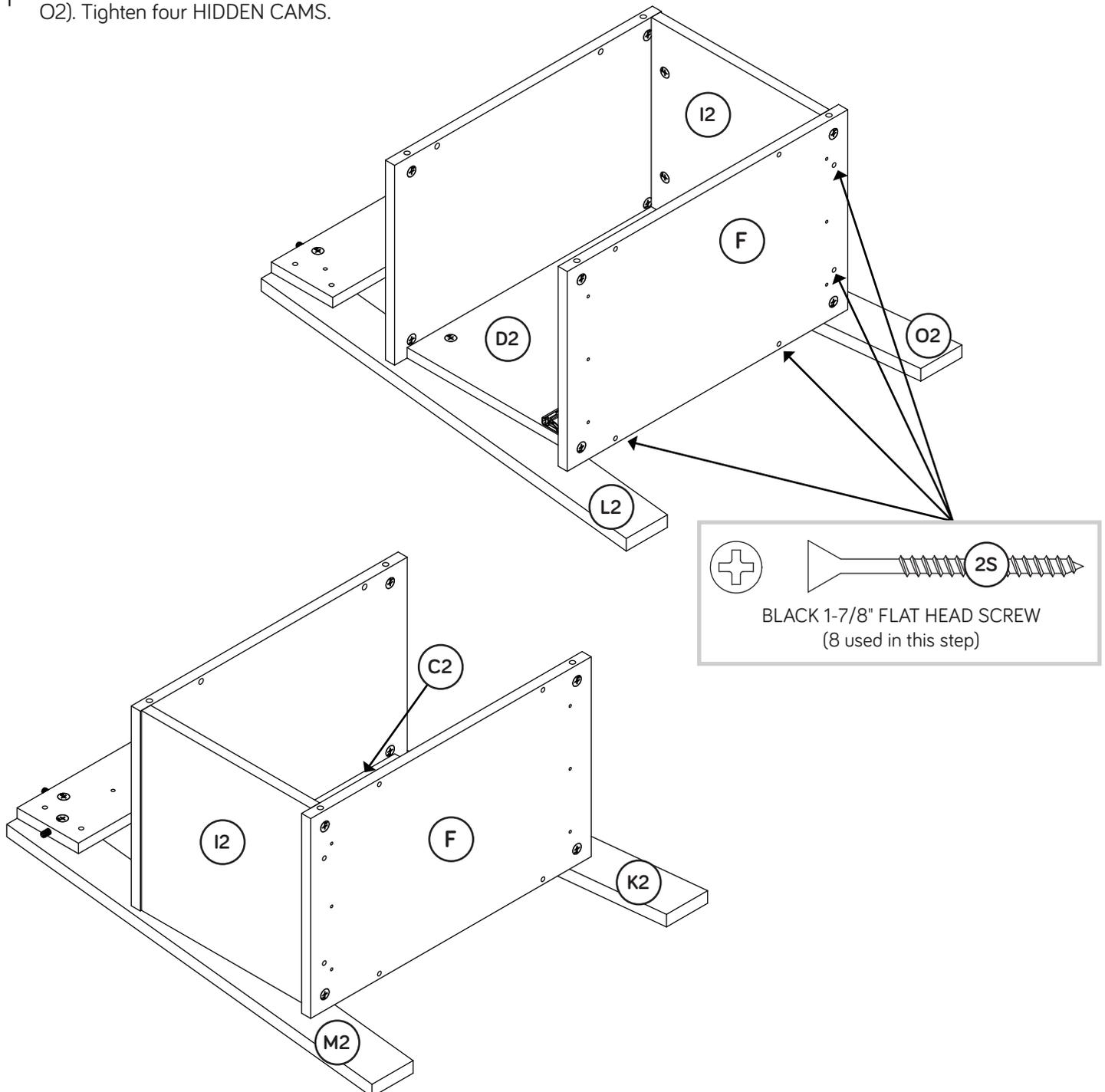


# Step 10

Fasten the BOTTOMS (F) to the LOWER BACKS (I2) and LOWER ENDS (C2 and D2). Use eight BLACK 1-7/8" FLAT HEAD SCREWS (2S).

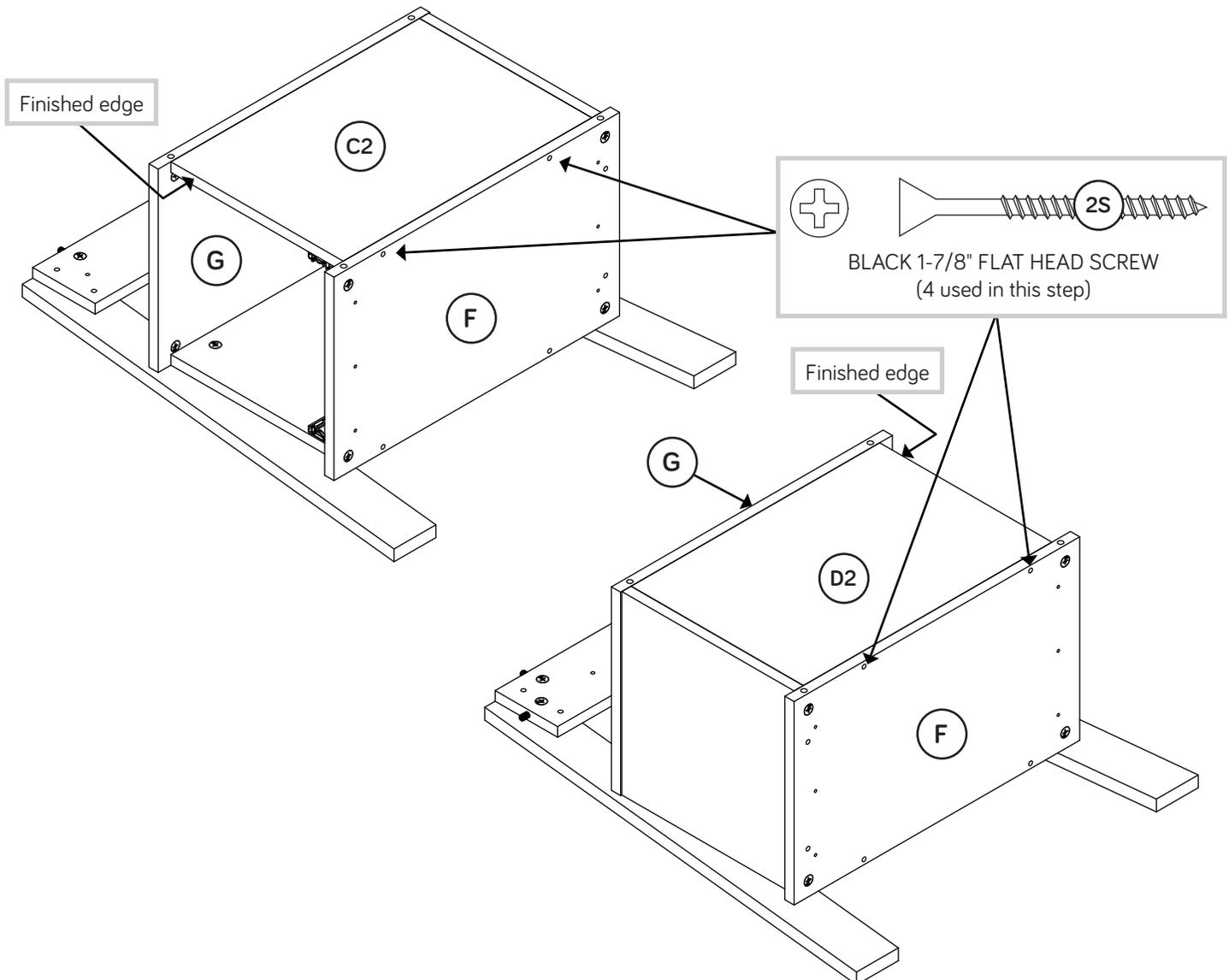
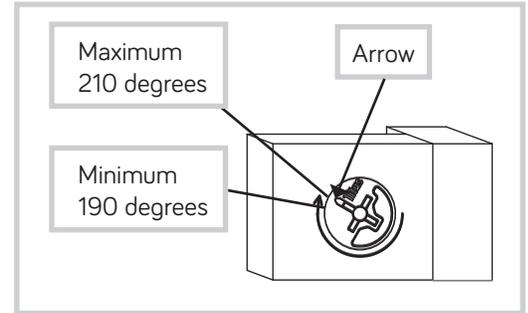
**NOTE:** Start each SCREW a few turns before completely tightening any of them.

Fasten the BOTTOMS (F) to the LEGS (K2, L2, M2, and O2). Tighten four HIDDEN CAMS.



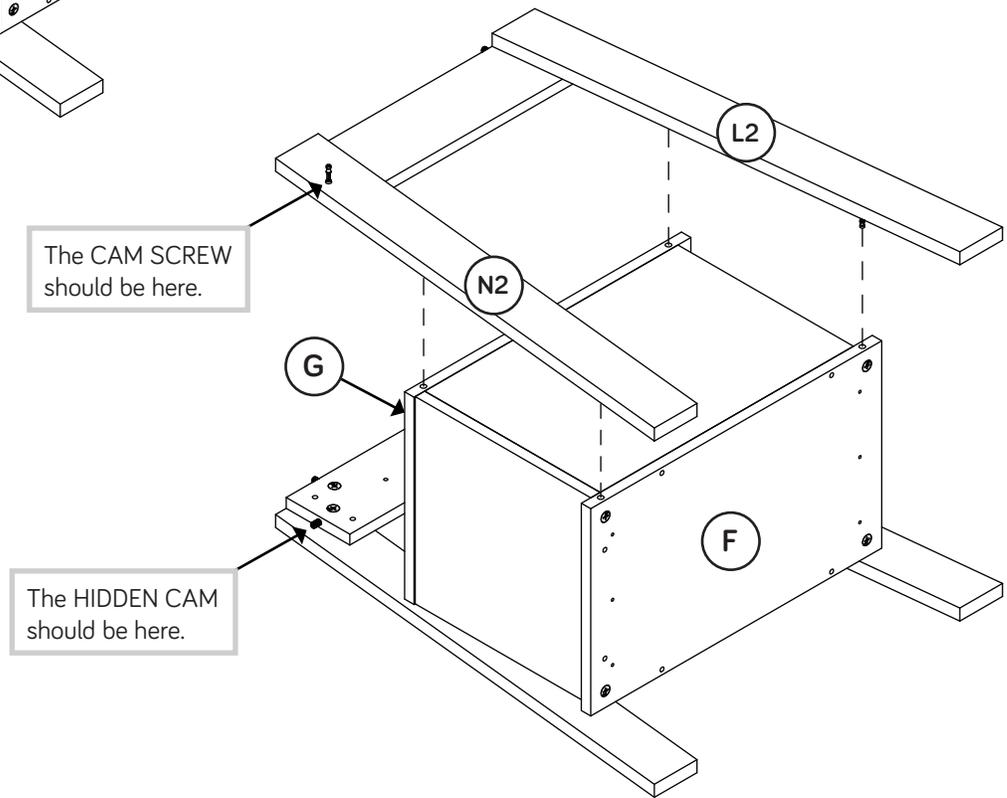
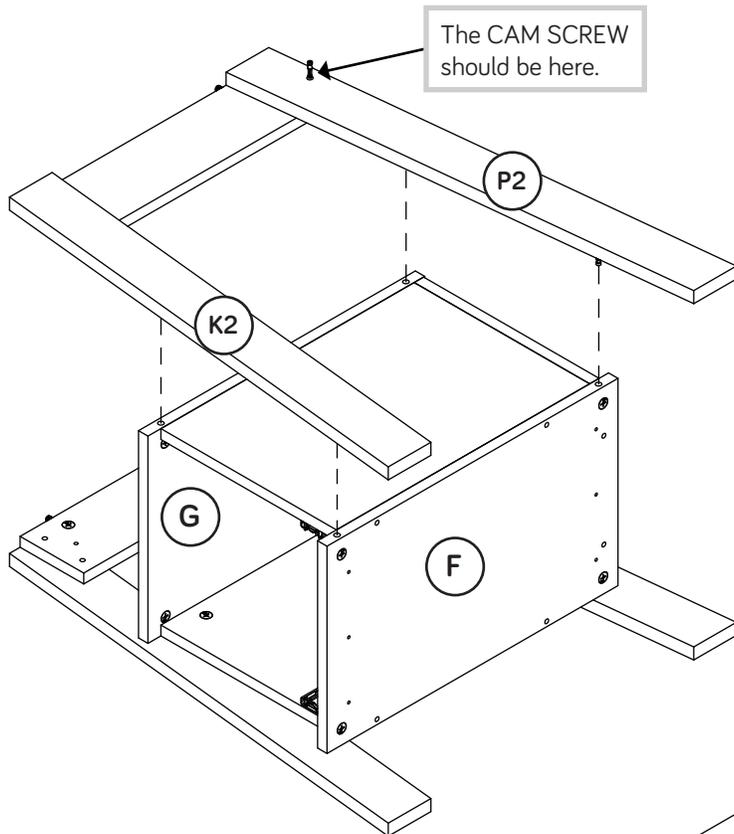
# Step 11

- Fasten the LOWER ENDS (C2 and D2) to the BOTTOMS (F). Use four BLACK 1-7/8" FLAT HEAD SCREWS (2S).
- NOTE:** Start each SCREW a few turns before completely tightening any of them.
- Fasten the LOWER ENDS (C2 and D2) to the SHELVES (G). Tighten four HIDDEN CAMS.



# Step 12

- Fasten the LEGS (K2, L2, N2, and P2) to the SHELVES (G) and BOTTOMS (F). Tighten eight HIDDEN CAMS.

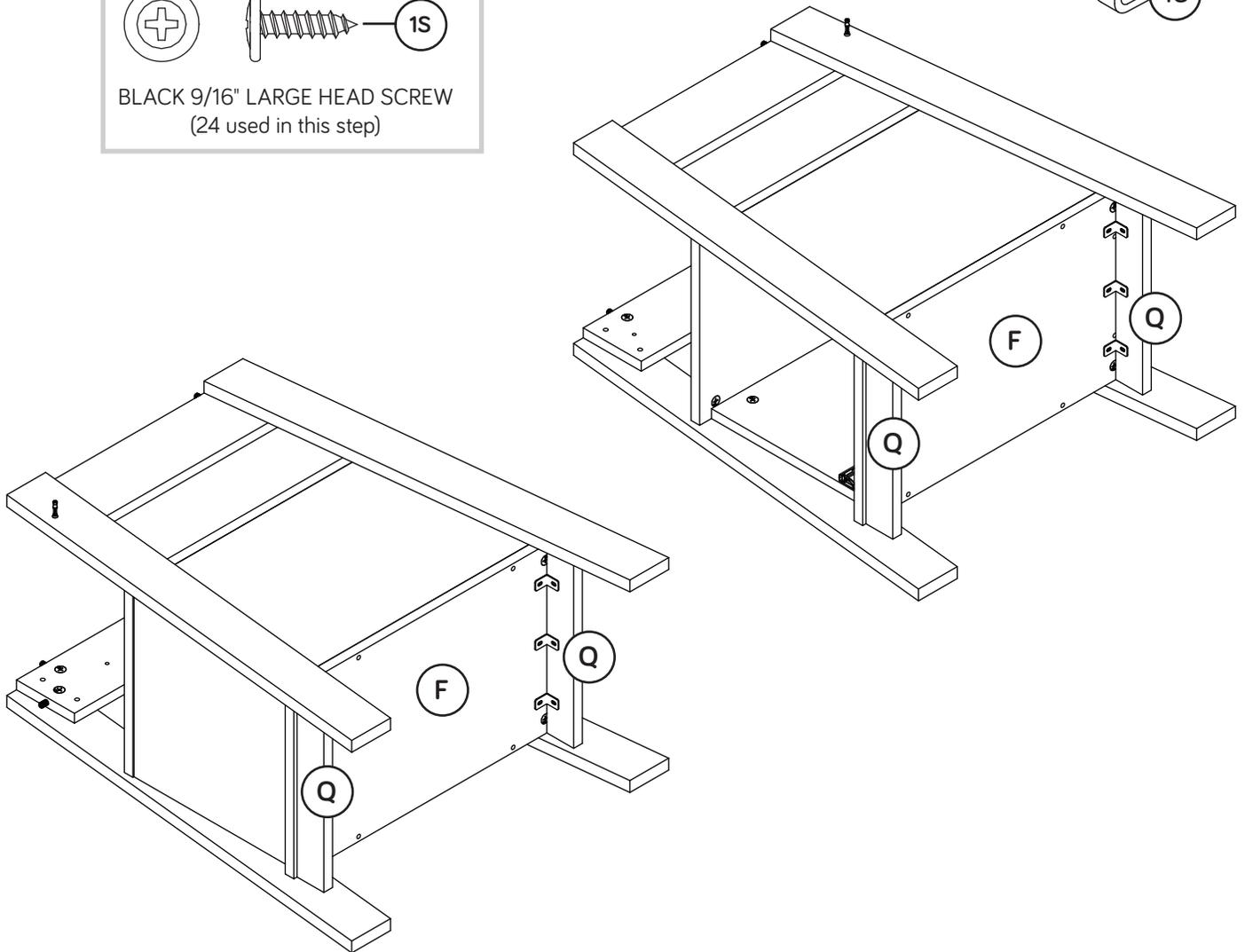
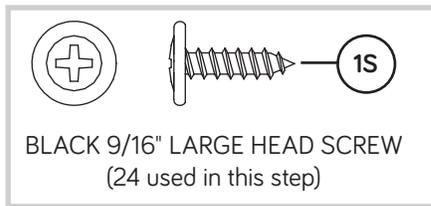
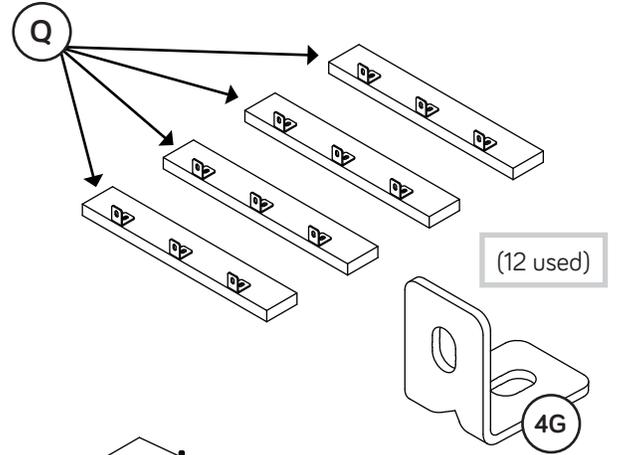


# Step 13

Fasten twelve METAL BRACKETS (4G) to the SKIRTS (Q).  
Use twelve BLACK 9/16" LARGE HEAD SCREWS (1S).

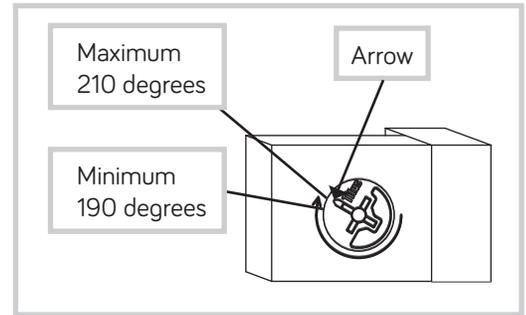
**NOTE:** Be sure the BRACKETS are even with the edges of the SKIRTS.

Fasten the SKIRTS (Q) to the BOTTOMS (F). Use twelve BLACK 9/16" LARGE HEAD SCREWS (1S).

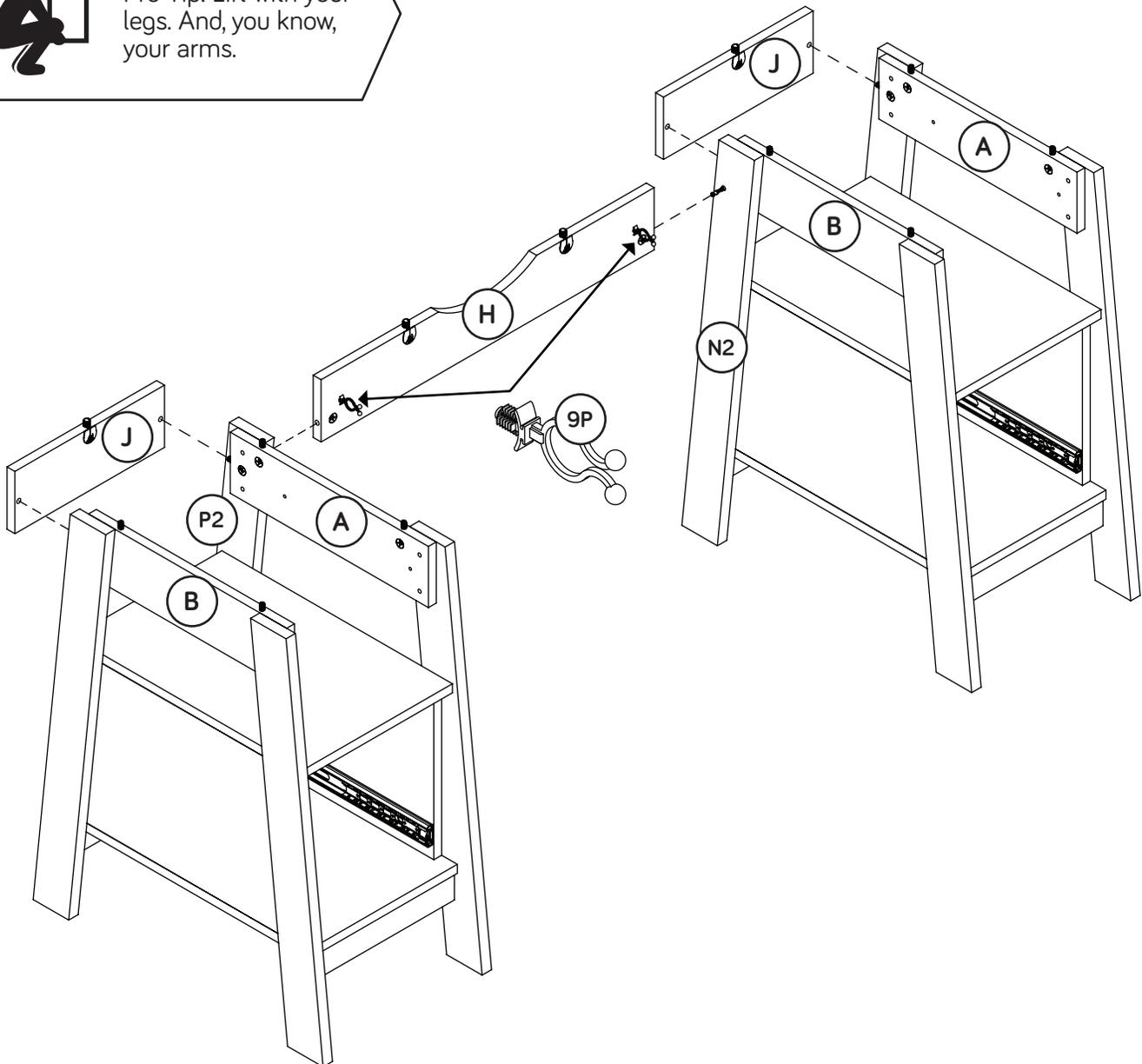


# Step 14

- ⚡ Carefully stand your unit upright.
- ⚡ Fasten the BACKS (J) to the UPPER ENDS (A and B). Tighten four HIDDEN CAMS.
- ⚡ Fasten the LARGE BACK (H) to the CENTER REAR LEGS (N2 and P2). Tighten two HIDDEN CAMS.
- ⚡ Turn two CORD CLIPS (9P) into the LARGE BACK (H).



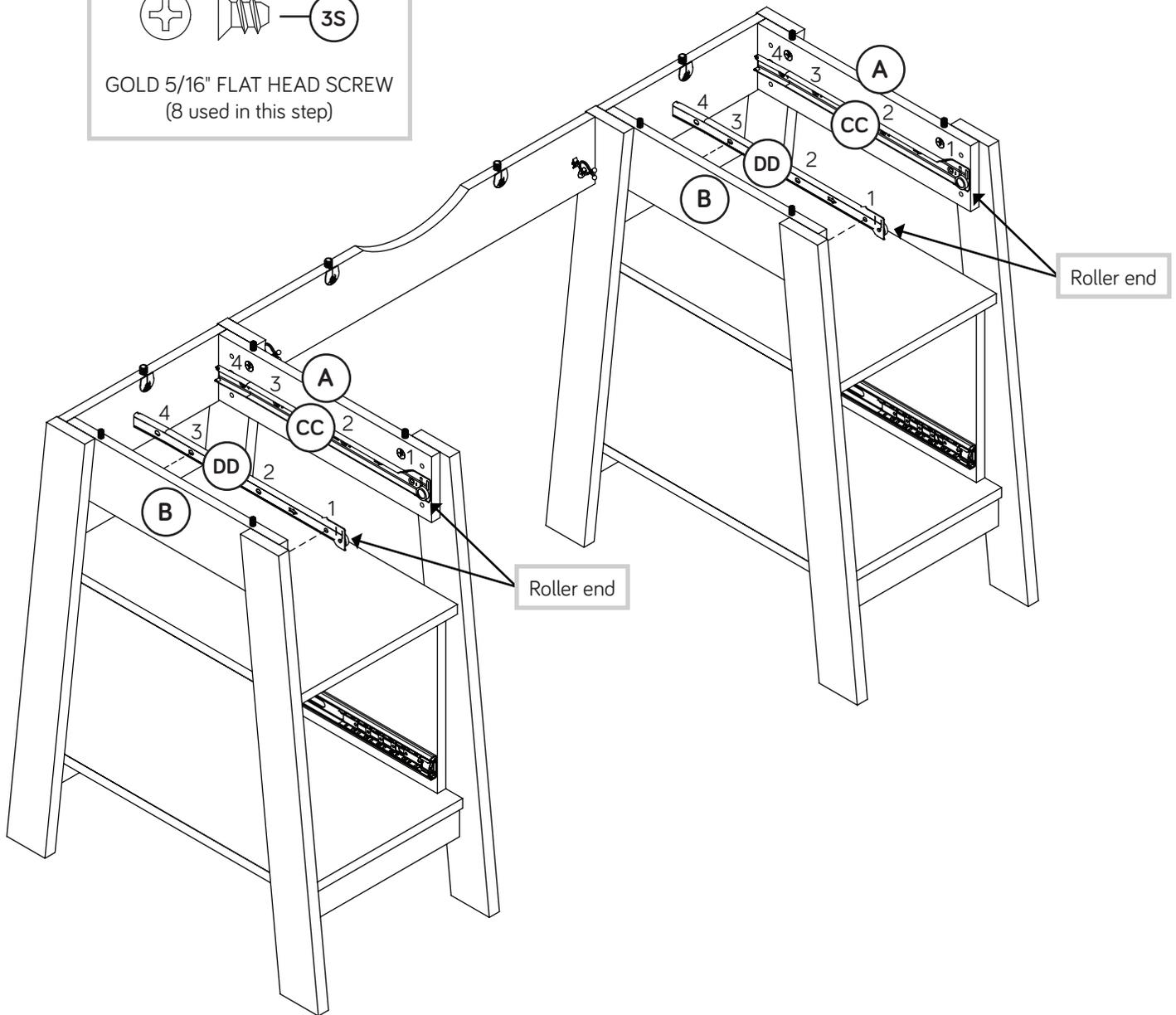
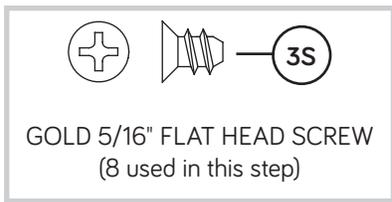
Pro Tip: Lift with your legs. And, you know, your arms.



# Step 15

Fasten the CABINET RAILS (CC and DD) to the UPPER ENDS (A and B). Use eight GOLD 5/16" FLAT HEAD SCREWS (3S) through holes #1 and #3.

**NOTE:** The CABINET RAILS are marked "CABINET RIGHT" and "CABINET LEFT" for easy identification.



# Step 16

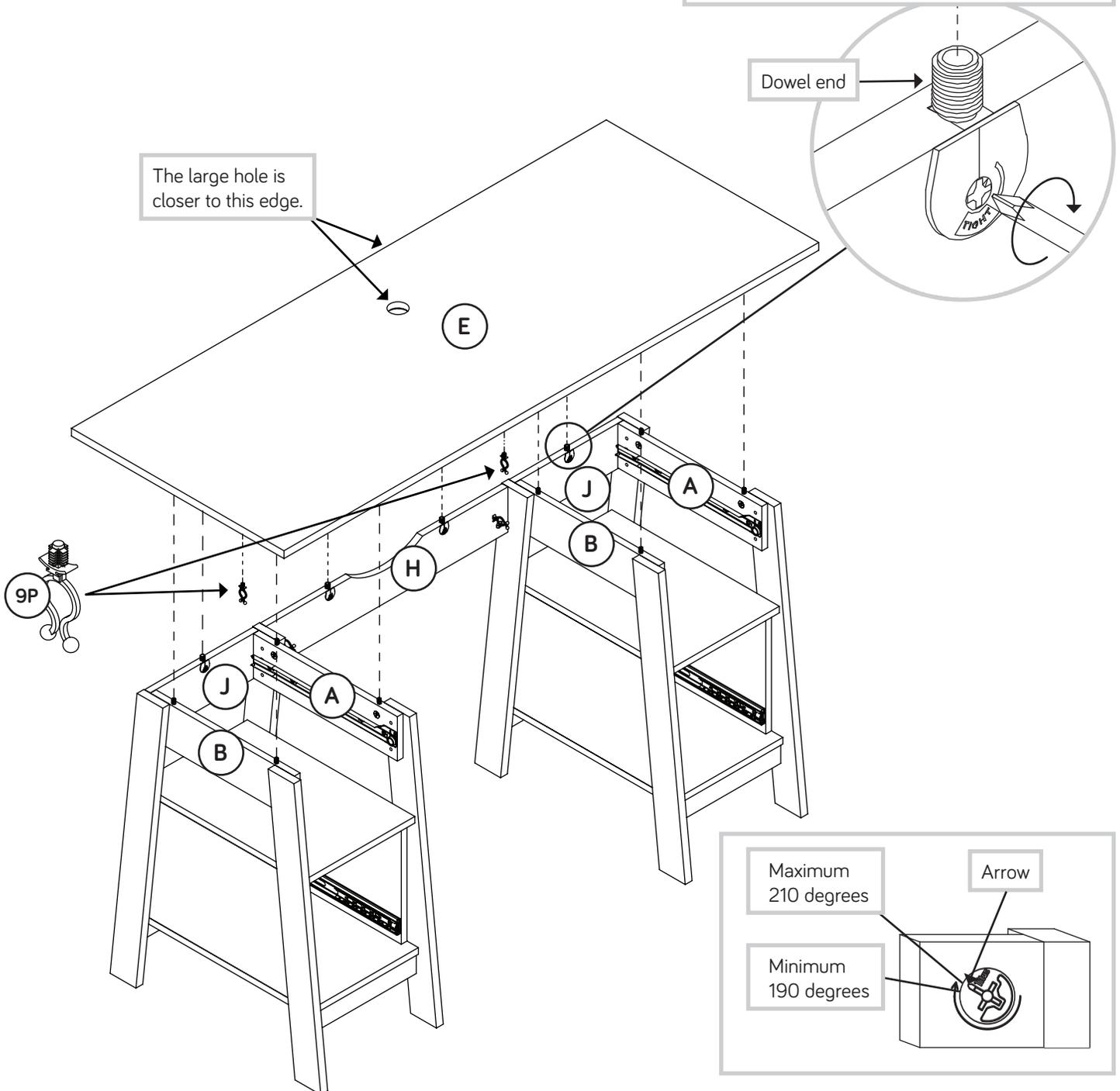
- Fasten the TOP (E) to the BACKS (J and H). Tighten four TWIST-LOCK® FASTENERS.
- Fasten the TOP (E) to the UPPER ENDS (A and B). Tighten eight HIDDEN CAMS.
- Turn two CORD CLIPS (9P) into the bottom surface of the TOP (E).

## How to use the SAUDER TWIST-LOCK® FASTENER

1. Insert the dowel end of the FASTENER into the hole of the adjoining part.

NOTE: The dowel end of the FASTENER must remain fully inserted in the hole of the adjoining part while locking the FASTENER.

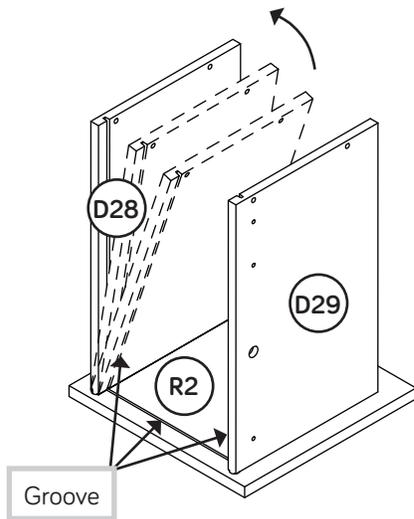
2. Tighten the FASTENER with a Phillips screwdriver as tight as possible.



# Step 17

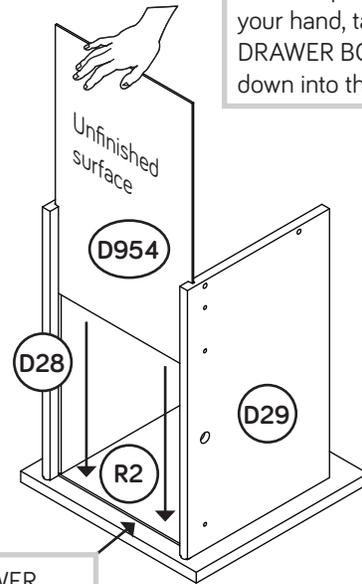
1

The tabs should insert freely into the slots. Gently tilt the DRAWER SIDES side to side until the tabs slip into the slots.



2

With the palm of your hand, tap the DRAWER BOTTOM down into the groove.



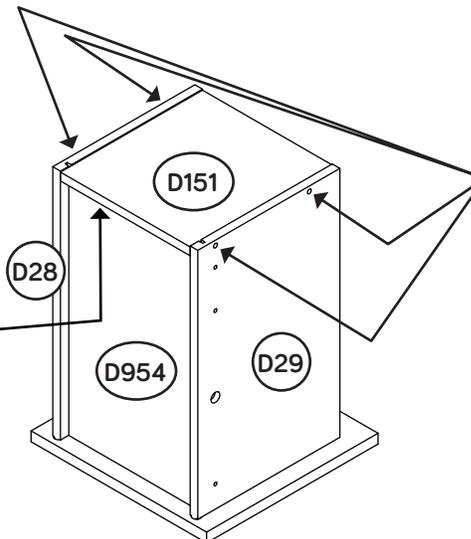
Be sure the DRAWER BOTTOM inserts into the DRAWER FRONT groove.

- ✚ Insert the LARGE DRAWER SIDES (D28 and D29) at an angle into the slot at each end of the LARGE DRAWER FRONT (R2).

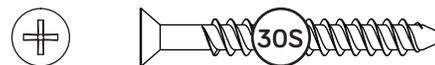
- ✚ Slide the DRAWER BOTTOM (D954) into the grooves in the LARGE DRAWER SIDES (D28 and D29) and LARGE DRAWER FRONT (R2).

3

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



Start each screw a few turns before completely tightening any of them.



BLACK 1-9/16" FLAT HEAD SCREW  
(16 used in this step)

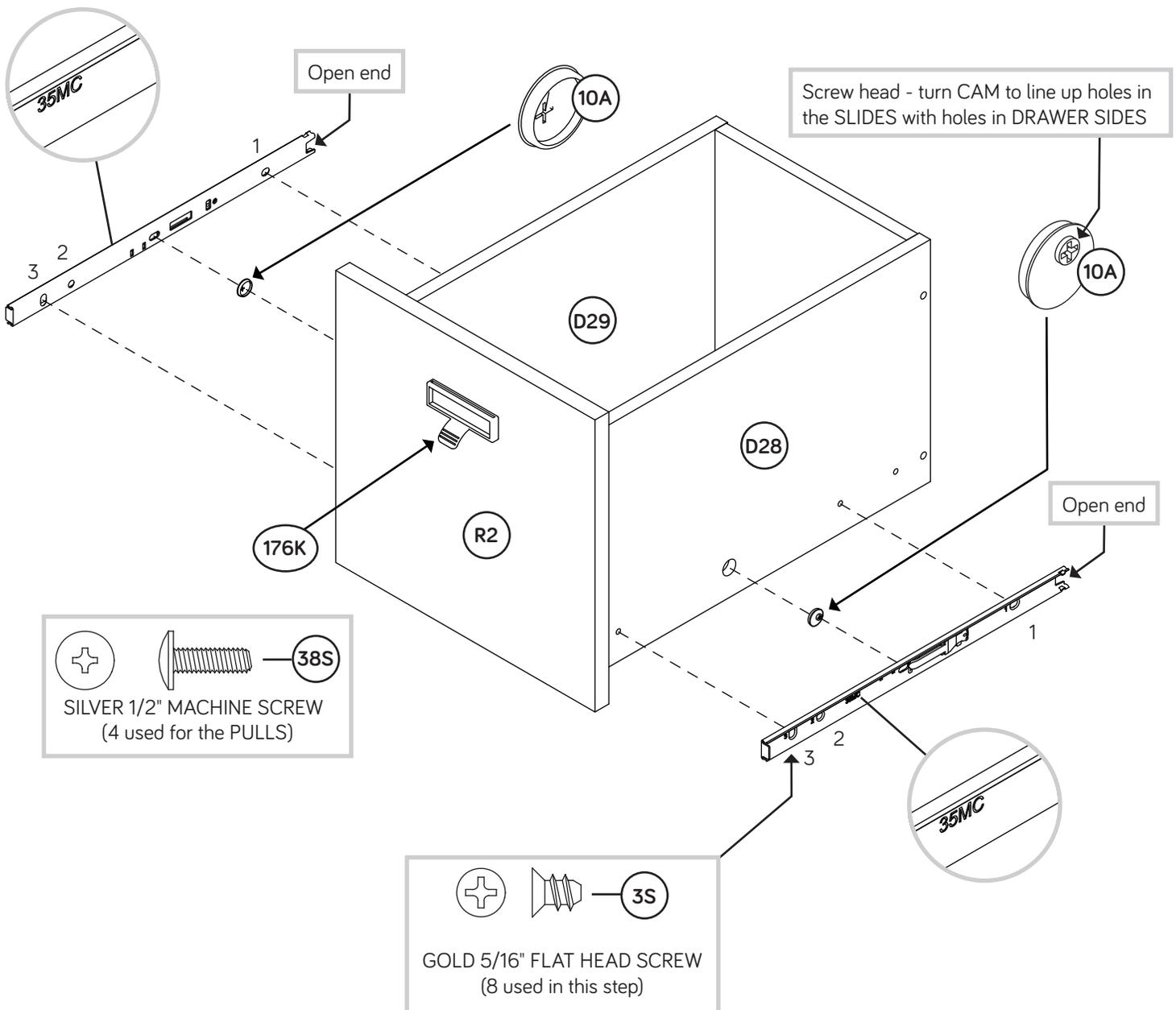
- ✚ Fasten the LARGE DRAWER BACK (D151) to the LARGE DRAWER SIDES (D28 and D29). Use four BLACK 1-9/16" FLAT HEAD SCREWS (30S).

- ✚ **NOTE:** Be sure the DRAWER BOTTOM (D954) inserts into the groove of the LARGE DRAWER BACK (D151).

- ✚ Repeat this step for the other drawers.

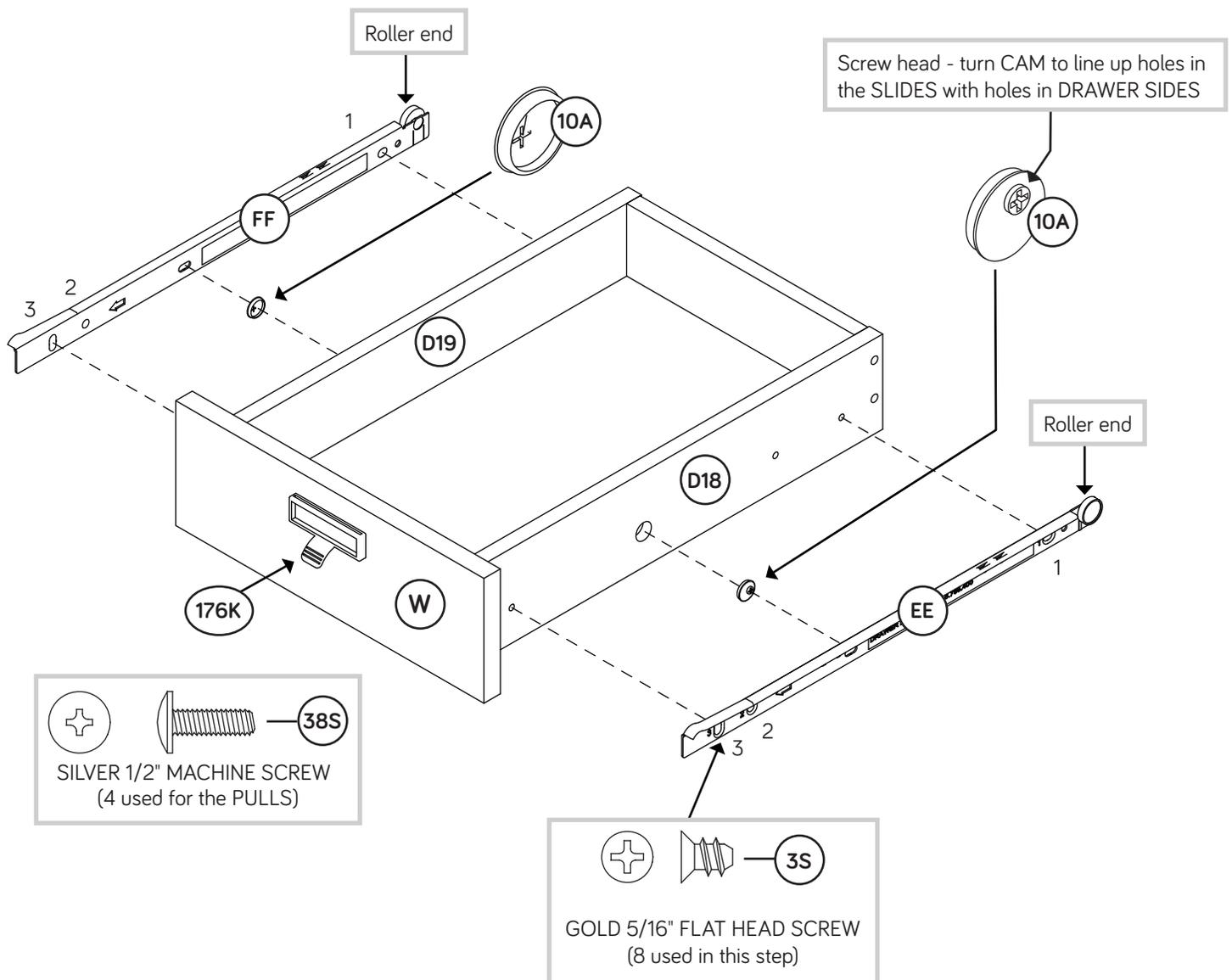
# Step 18

- ✚ Insert a SLIDE CAM (10A) into the LARGE DRAWER SIDES (D28 and D29).
- ✚ Fasten the DRAWER SLIDES (35MC) to the LARGE DRAWER SIDES (D28 and D29). Use four GOLD 5/16" FLAT HEAD SCREWS (3S) through holes #1 and #3.
- ✚ **NOTE:** The screw head in the CAM must be visible through the slotted hole in the SLIDE.
- ✚ Fasten a PULL (176K) to the LARGE DRAWER FRONT (R2). Use two SILVER 1/2" MACHINE SCREW (38S).
- ✚ Repeat this step for the other large drawer.



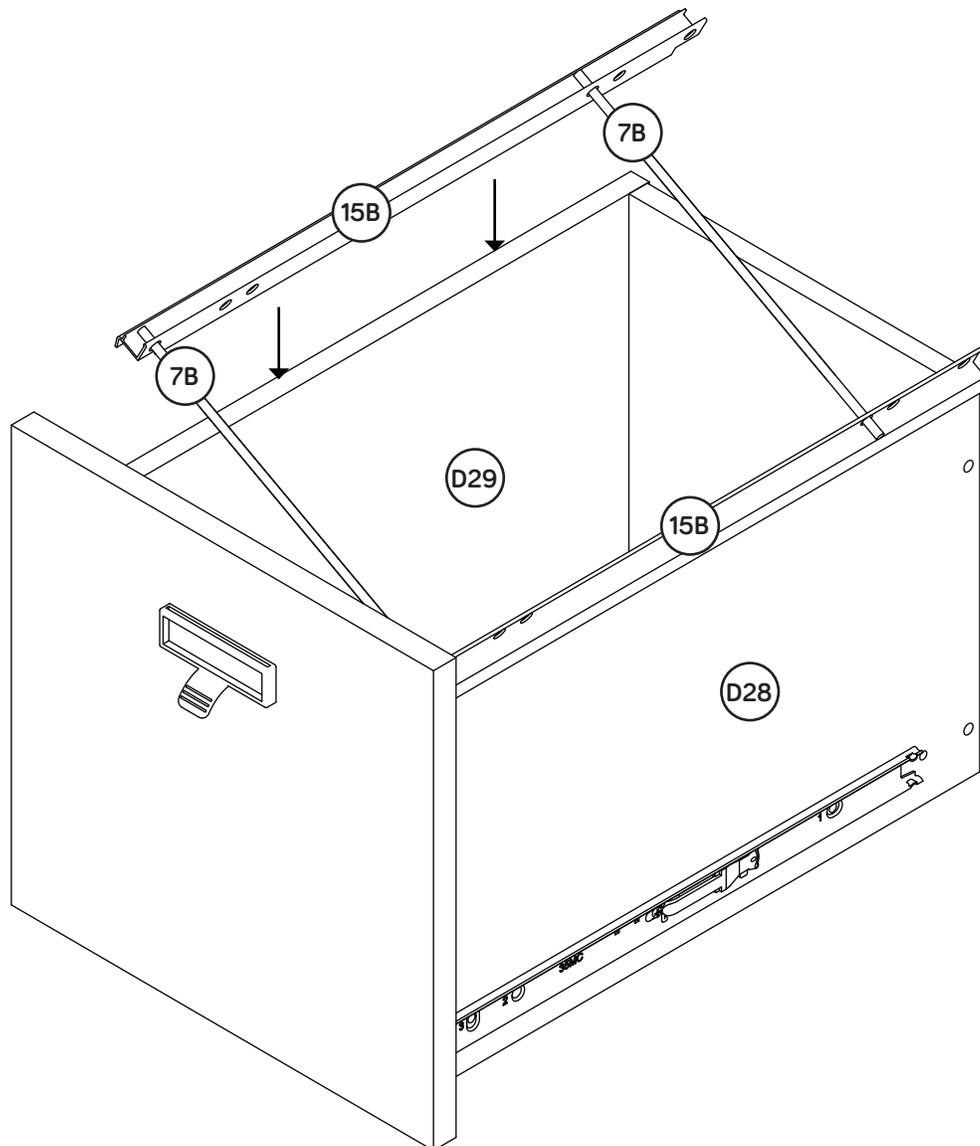
# Step 19

- ✚ Insert a SLIDE CAM (10A) into the SMALL DRAWER SIDES (D18 and D19).
- ✚ Fasten the DRAWER SLIDES (EE and FF) to the SMALL DRAWER SIDES (D18 and D19). Use four GOLD 5/16" FLAT HEAD SCREWS (3S) through holes #1 and #3.
- ✚ **NOTE:** The DRAWER SLIDES are marked "DRAWER RIGHT" and "DRAWER LEFT" for easy identification.
- ✚ **NOTE:** The screw head in the CAM must be visible through the slotted hole in the SLIDE.
- ✚ Fasten a PULL (176K) to the SMALL DRAWER FRONT (W). Use two SILVER 1/2" MACHINE SCREW (38S).
- ✚ Repeat this step for the other small drawer.



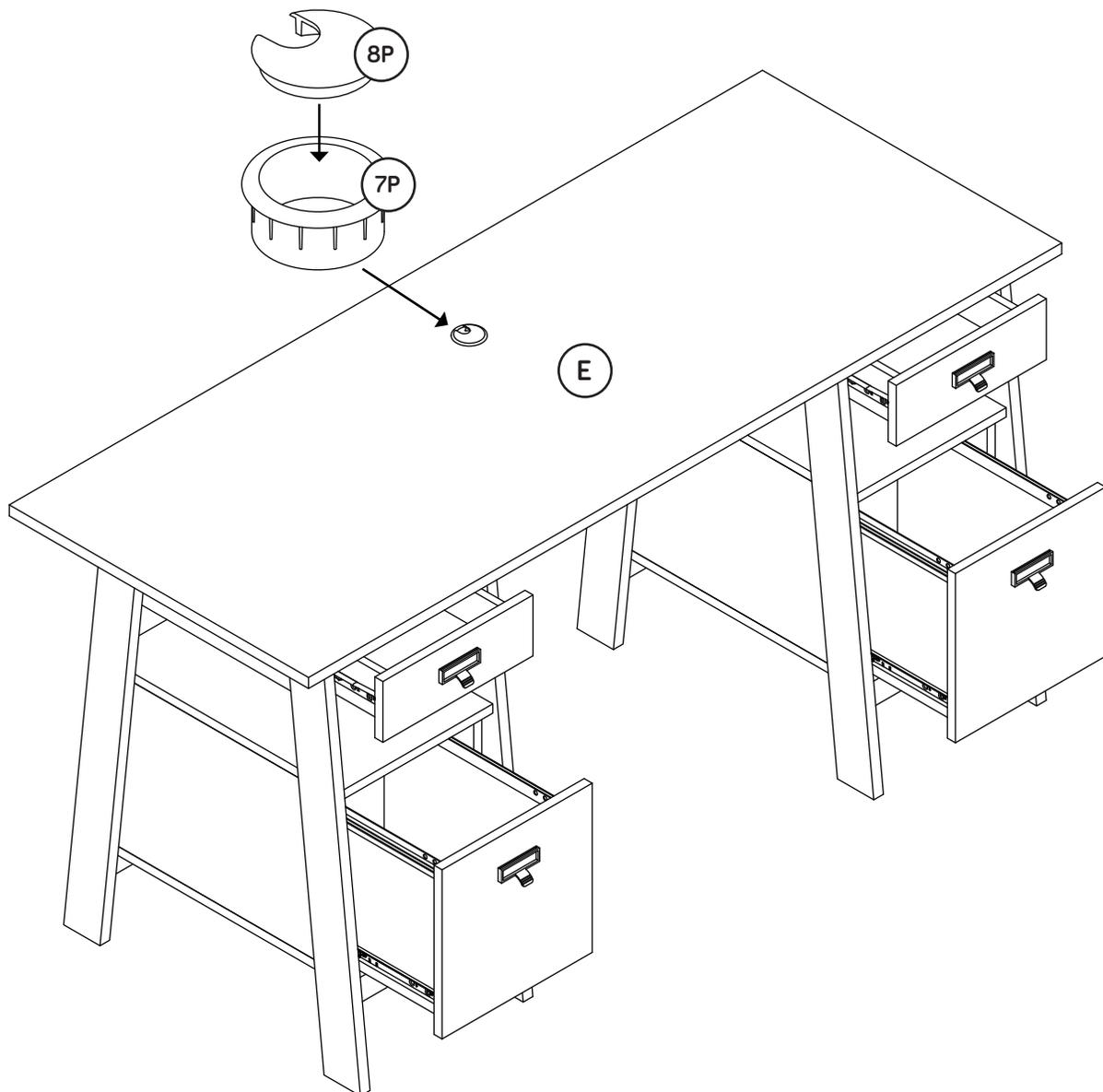
# Step 20

- ✦ Push a FILE GLIDE (15B) onto the LARGE RIGHT DRAWER SIDE (D28).
- ✦ Slide the FILE RODS (7B) into the FILE GLIDE (15B) on the RIGHT DRAWER SIDE.
- ✦ Slide another FILE GLIDE (15B) onto the other end of the FILE RODS (7B), then press this FILE GLIDE over the LARGE LEFT DRAWER SIDE (D29).
- ✦ Repeat this step for the other large drawer.



# Step 21

- ✚ Push a GROMMET (7P) and GROMMET CAP (8P) into the large hole in the TOP (E).
- ✚ To insert the small drawers into your unit, tip the front of the drawer down and drop the rollers on the drawer behind the rollers on the unit. Lift the front of the drawer up and slide it into the unit.
- ✚ 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.

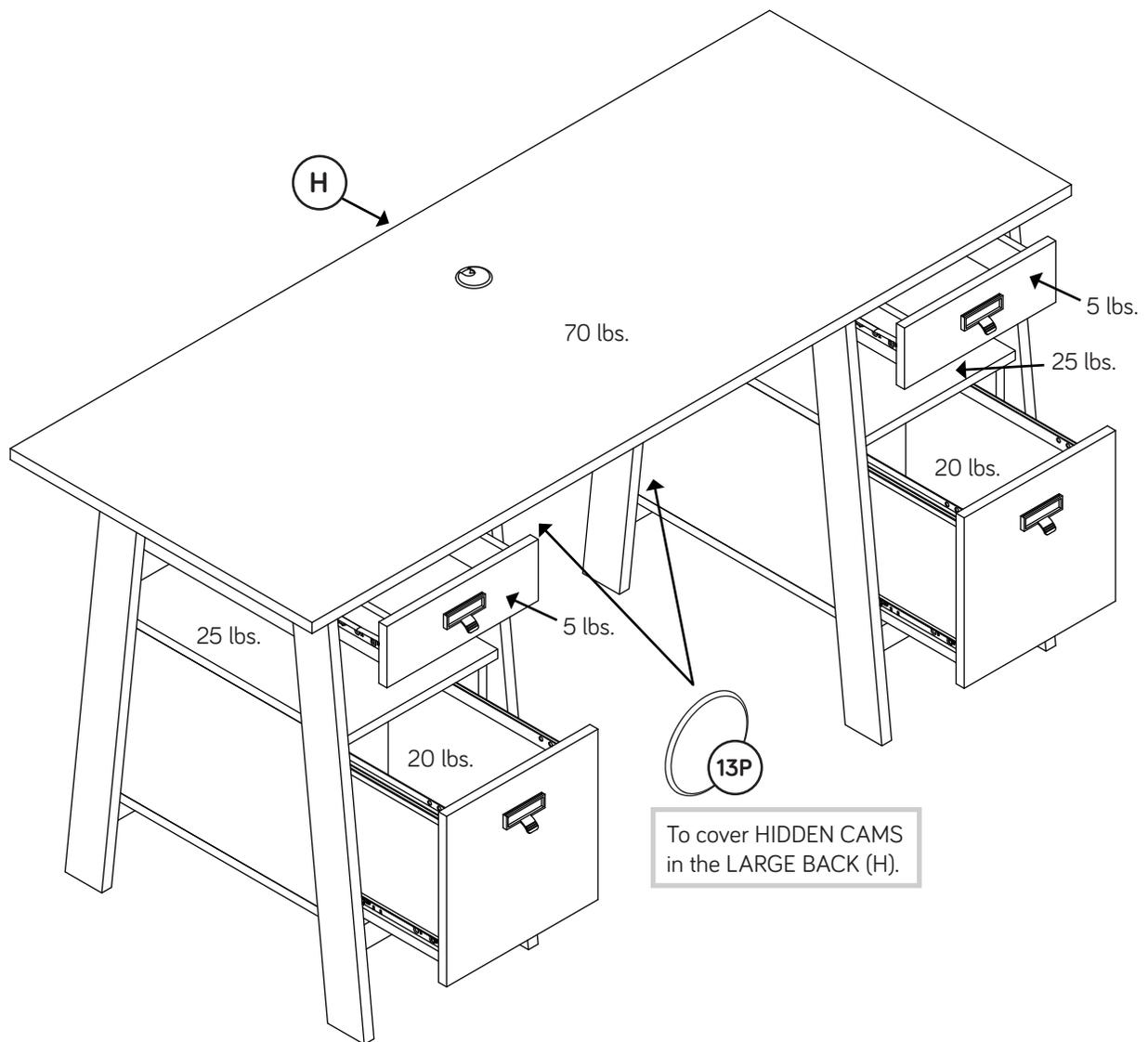


# Step 22

Using your hammer, gently tap a CAM COVER (13P) onto each HIDDEN CAM.

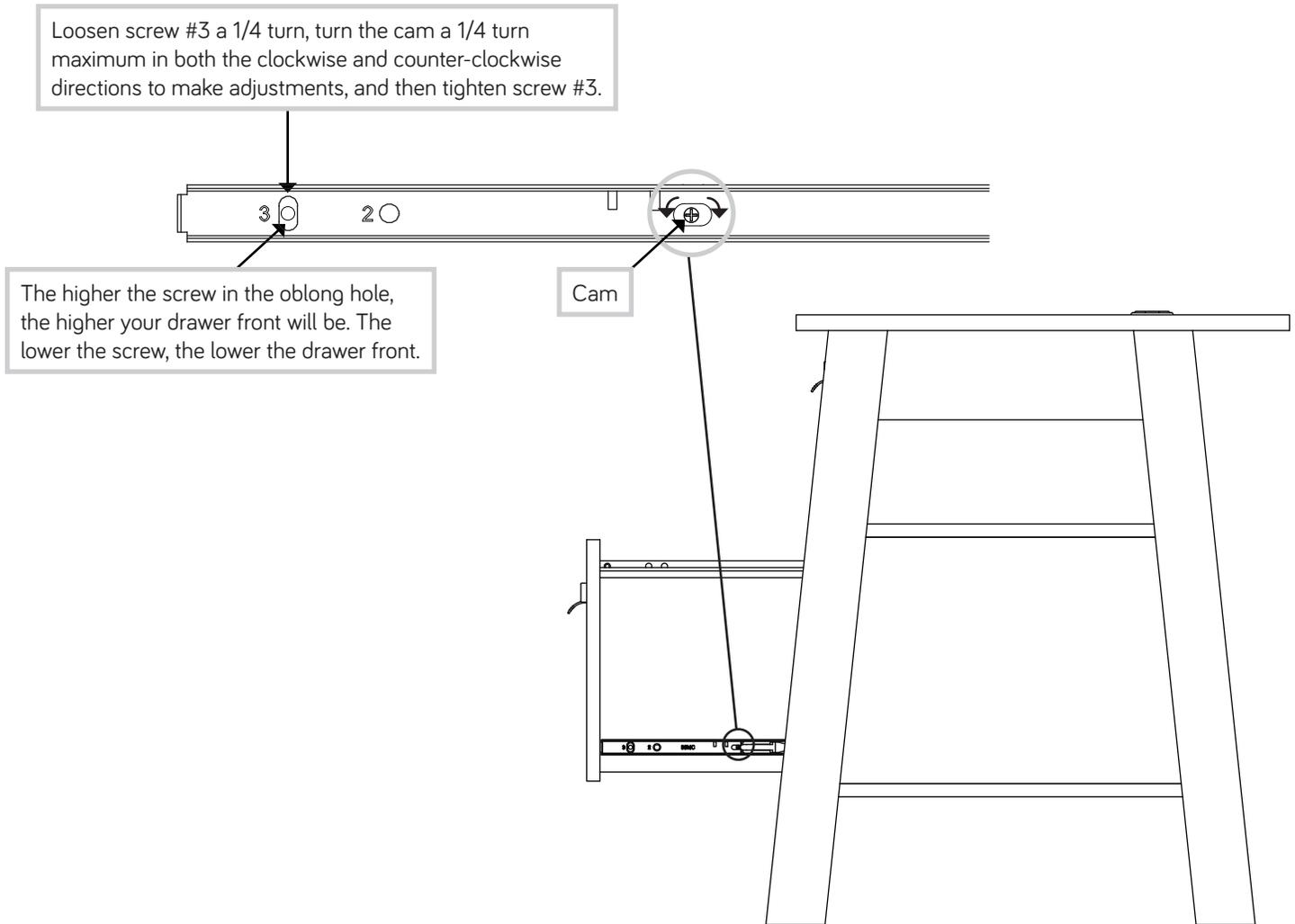
Zzz

Almost time to celebrate! With a nap.



# Step 23

- ✦ To make adjustments to the drawers, loosen SCREW #3 in the SLIDES a 1/4 turn, then turn the CAM clockwise or counter-clockwise. Notice how the drawer raises or lowers as you turn the CAM. The higher the screw in the oblong hole, the higher your drawer front will be. The lower the screw, the lower the drawer front. By adjusting the drawers this way, it will help the DRAWER FRONTS line up better when closed. Tighten the SCREW when finished with adjustments.
- ✦ **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 and 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>