

# BALLARD DESIGNS

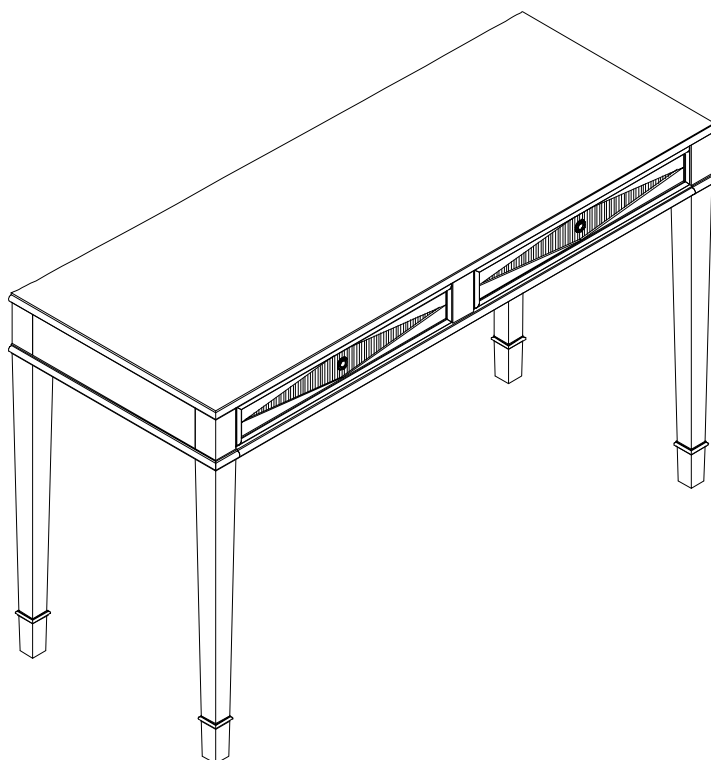


Customer Service: 800-367-2810  
Online: [www.ballarddesigns.com](http://www.ballarddesigns.com)

PRODUCT NAME: Margaret Desk

ITEM NUMBER: MO505

DIMENSIONS OF ITEM ASSEMBLED: 30"H x 48 3/4"W x 20"D



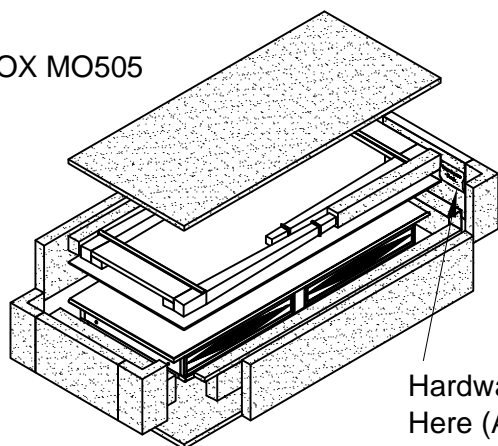
**Prevent accidentally discarding small parts or hardware. Retain all carton contents until assembly and installation are complete.**

PRODUCTS ARE NOT INTENDED  
FOR COMMERCIAL USE.  
UPDATED: 9/6/2021

MADE IN CHINA

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BOX MO505



Hardware Locate Here (A-E)



#### TOOLS NEEDED:

- Assembly requires 2 or more people.
- Assembly requires a screwdriver (not included).

**NOTE:** When unpacking, lay the parts on a padded surface such as the packaging provided. Be sure to locate all hardware before throwing away any packaging.

**NOTE:** To avoid accidentally discarding small parts or hardware, retain all carton contents until assembly and installation are complete.

Ltr.	Qty.	Hardware Included	Ltr.	Qty.	Hardware Included
A	8	Bolt 5/16"x18Tx1-1/4"	E	4	Drawer Stop
B	8	Spring Washer	I	2	Wall Anchoring (Anti-tip) Hardware Kits (see page 5)
C	8	Flat Washer			
D	1	Allen Wrench			

Ltr.	Qty.	Components
F	1	Desk Top (F)            Left Leg (G)            Right Leg (H)
G	1	
H	1	



#### Cleaning and Care

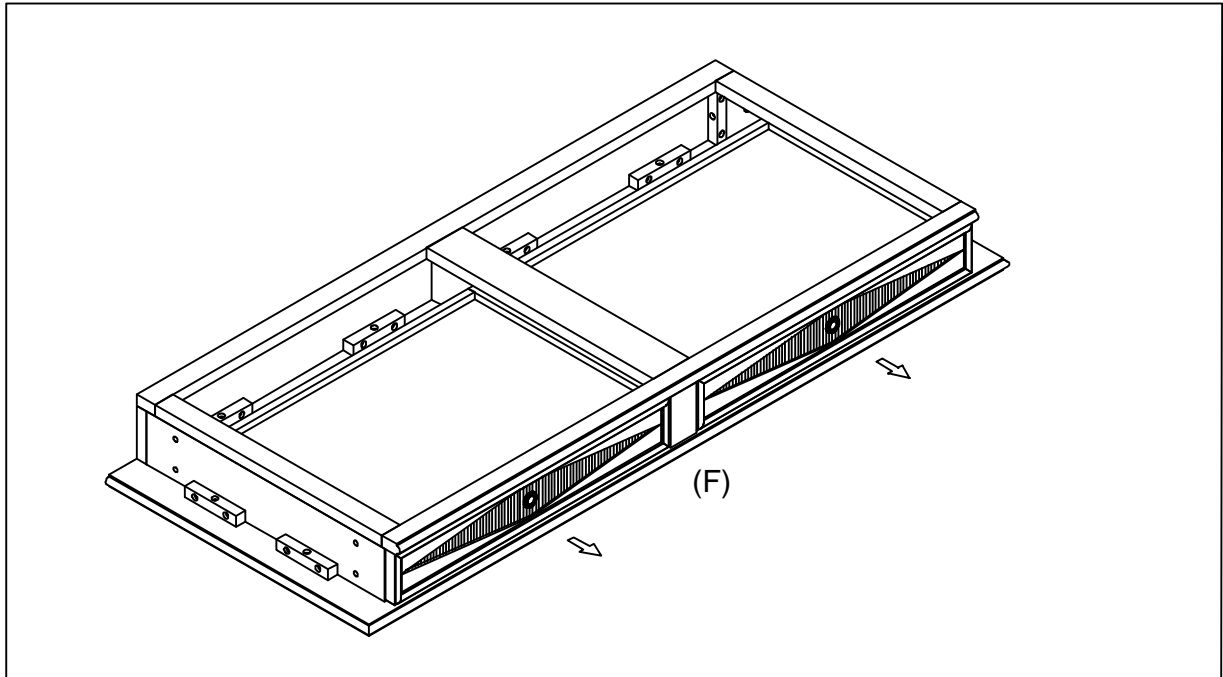
Periodically dust with a soft, dry cloth.  
Prevent finish damage: do not use alcohol based cleaners or polishers.



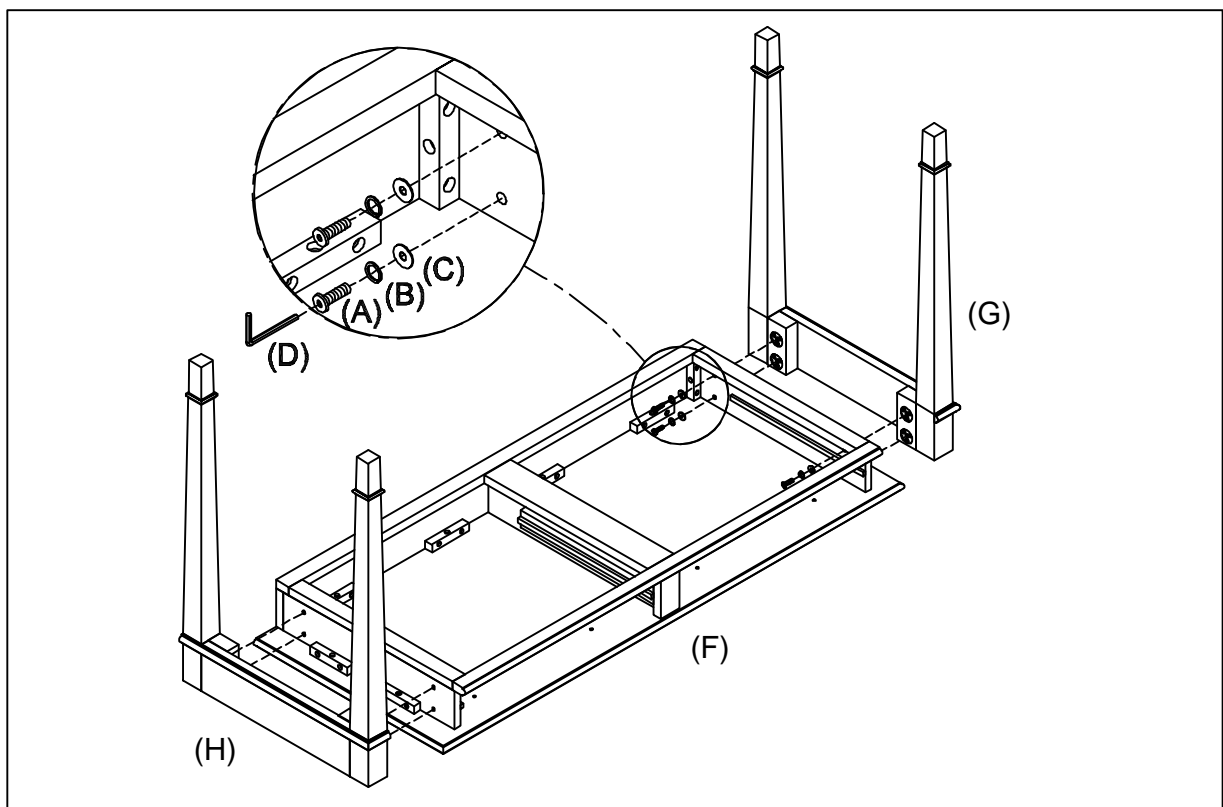
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**NOTE: Assemble the Desk & Hutch in desired location for use.**

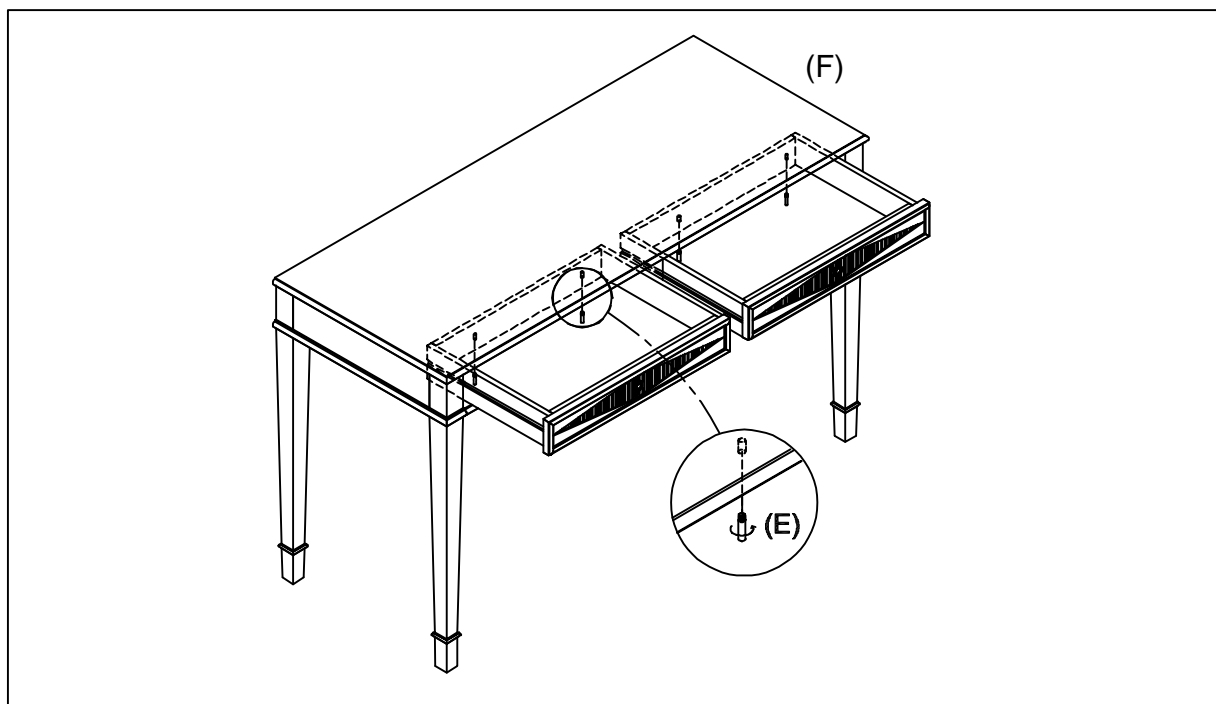
**STEP 1:** Lay the Desk Top (F) upside down on a smooth, clean surface such as the packaging provided. Remove both drawers from the Desk Top.



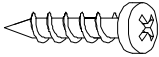
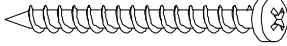
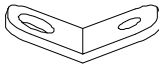
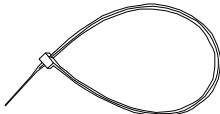
**STEP 2:** Attach the Legs (G) & (H) to the Desk Top (F) from the inside of the drawer holes using a Bolt (A), Spring Washer (B), and Flat Washer (C). Tighten using the Allen Wrench (D).



**STEP 3:** Turn the Desk upright. Insert both drawers back into the Desk Top (F). Find the pre-drilled holes in the underside of the Desk Top, inside the drawer opening. Insert the Drawer Stops (E) and tighten by hand into place.



ANTI TIP INSTALLATION:

Ltr.	Qty.	Hardware Included	
A	2		Small Screw
B	2		Large Screw
C	4		Brackets
D	2		Retention Belt

Attach 2 Brackets (C) to the back of the Desk with the Small Screws (A) through the smaller holes. Screw the remaining Brackets (C) into a wall stud with the Large Screws (B) 2 inches below the Brackets attached to the furniture. Align the Brackets vertically and string in the Retention Belts (D). Confirm Straps are securely laced and locked.

