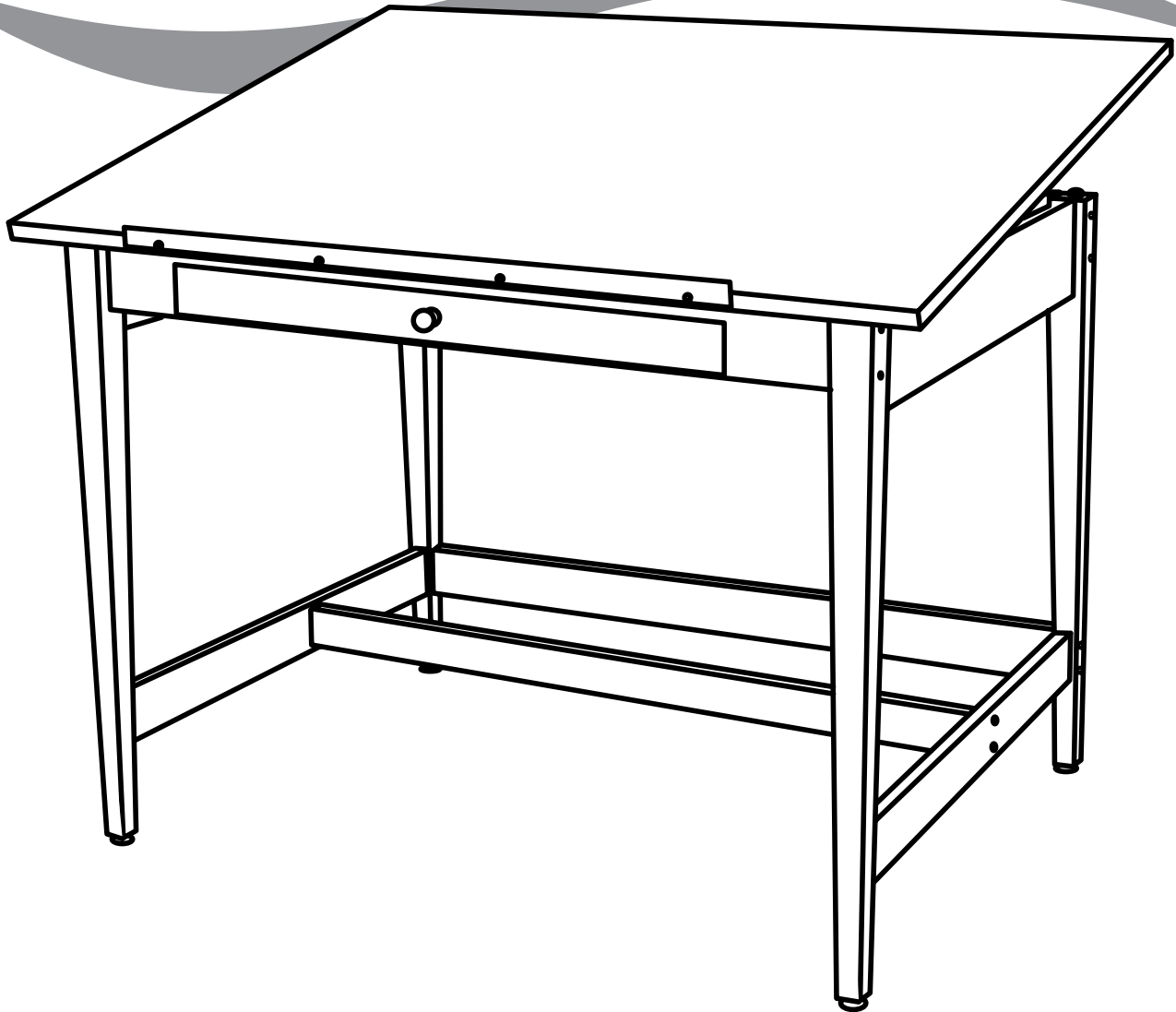




Vanguard™ Table Assembly Instructions



VAN48

www.alvinco.com

©2010 ALVIN & COMPANY, INC., Bloomfield, CT 06002



Vanguard™ Drawing Room Table

Assembly Instructions

For VAN48

Tools required:

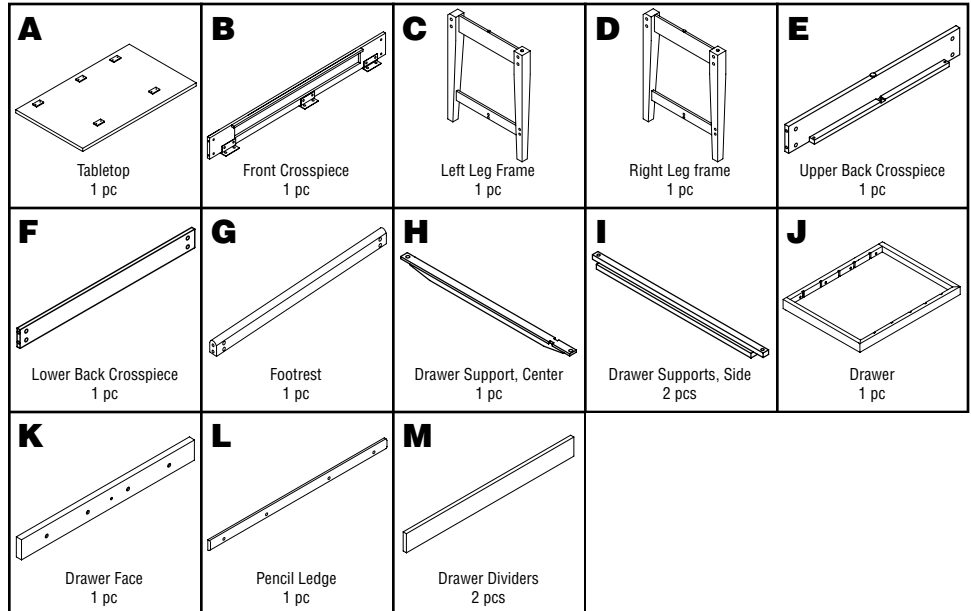
Phillips screwdriver, slotted screwdriver, pliers, or small wrench.

Important notes:

1. Power tools for assembly are not recommended. Great care must be taken to avoid over-tightening screws so that holes are not stripped accidentally.
2. Wood products can be easily scratched if not handled carefully. Please use care when unpacking and assembling to prevent damage.

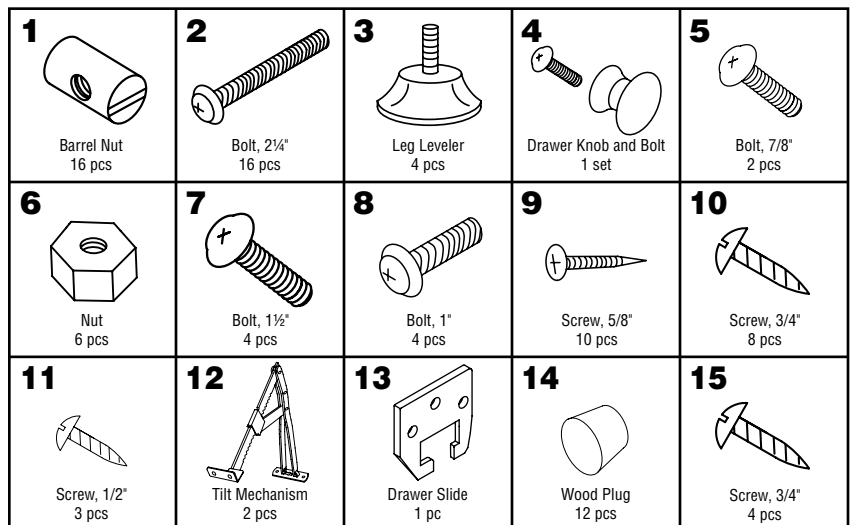
Wood Parts:

- A** 1pc Tabletop
- B** 1pc Front Crosspiece
- C** 1pc Left Leg Frame
- D** 1pc Right Leg Frame
- E** 1pc Upper Back Crosspiece
- F** 1pc Lower Back Crosspiece
- G** 1pc Footrest
- H** 1pc Drawer Support, Center
- I** 2pcs Drawer Supports, Side
- J** 1pc Drawer
- K** 1pc Drawer Face
- L** 1pc Pencil Ledge
- M** 2pcs Drawer Dividers



Hardware:

- 1** 16pcs Barrel Nuts
- 2** 16pcs Bolts for Frame (2¼")
- 3** 4pcs Leg Levelers
- 4** 1pc Drawer Knob and Bolt Set
- 5** 2pcs Bolts for Center Drawer Support (7/8")
- 6** 6pcs Nuts for Drawer Supports
- 7** 4pcs Bolts for Side Drawer Support (1½")
- 8** 4pcs Bolts for Drawer Face (1")
- 9** 9pcs Screws for Hinges (5/8")
- 10** 8pcs Screws for Tilt Mechanism (3/4")
- 11** 3pcs Screws for Drawer Slide (1/2")
- 12** 2pcs Tilt Mechanisms
- 13** 1pc Drawer Slide
- 14** 12pcs Wood Hole Plugs
- 15** 4pcs Screws for Pencil Ledge (3/4")

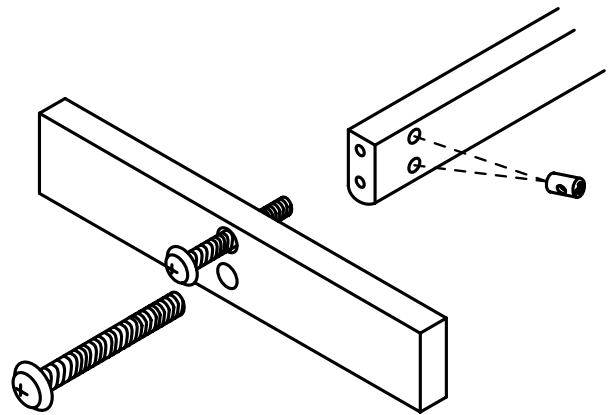
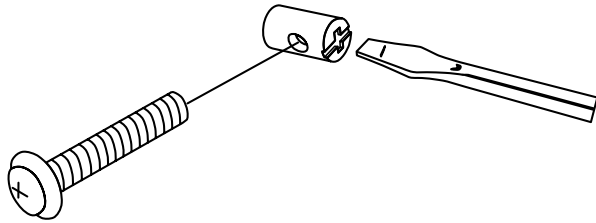


Thank you for purchasing this Alvin® table

Need assistance with assembly? Call customer service at 1-800-444-2584. Visit us on-line at www.alvinco.com.

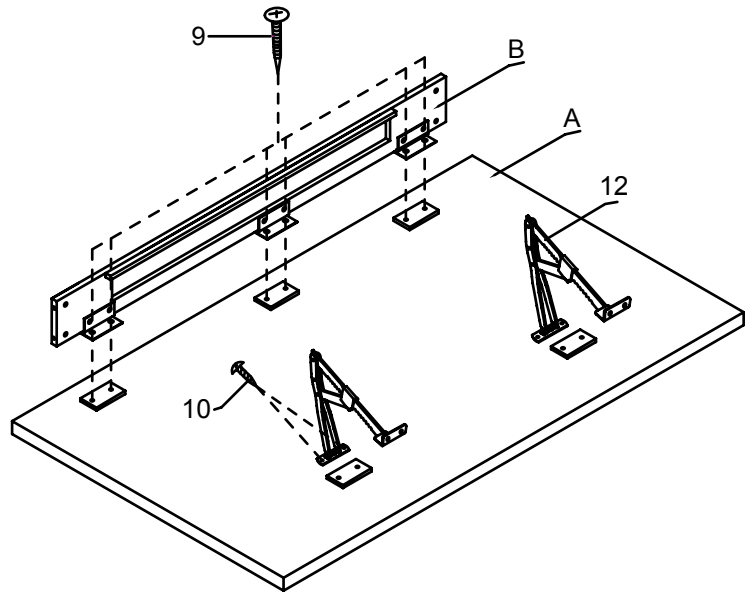
How To Install Bolts and Barrel Nuts

- 1** Insert barrel nut in pre-drilled hole.
- 2** Use slotted screwdriver to align long slot in barrel nut with bolt.
- 3** Tighten bolt with Phillips screwdriver.



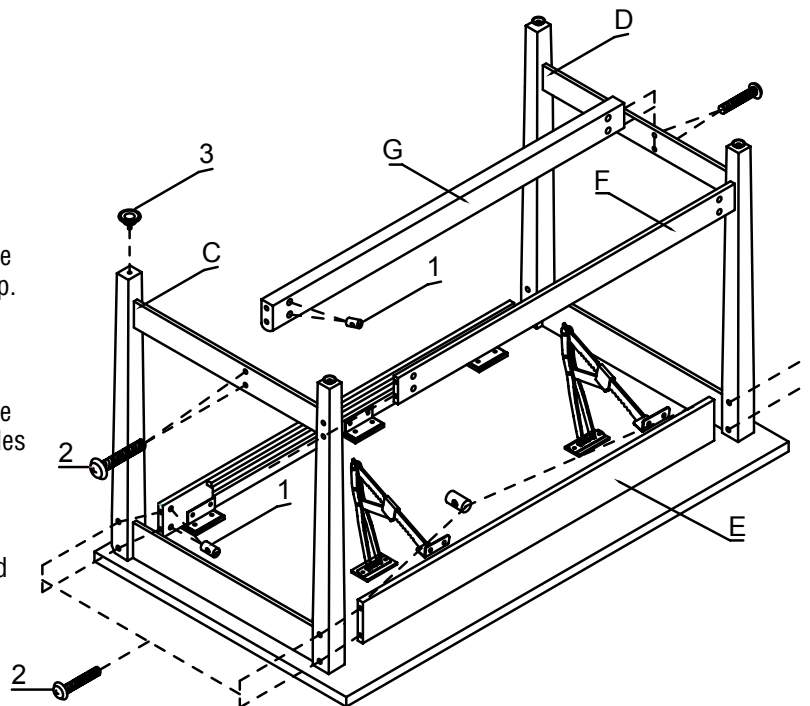
Step 1

- 1** Unwrap and lay out parts to be certain all are present.
- 2** Place tabletop (**A**) on a carpeted or otherwise protected floor (to prevent scratches) with the plywood pads and pre-drilled holes facing up.
- 3** Attach front crosspiece (**B**) to tabletop using 3/4" screws (**9**) through hinges into pre-drilled holes. Be sure screws are in all the way to avoid interference with hinge action.
- 4** Attach tilt mechanisms (**12**) to tabletop (**A**) using 3/4" screws (**10**) into pre-drilled holes. Tighten firmly but use care not to strip.



Step 2

- 1** Attach left and right leg frames (**C**) and (**D**) to front crosspiece using bolts (**2**) and barrel nuts (**1**). Leg posts with beveled tops go in front. Keep bolts slightly loose for now.
- 2** Place upper back crosspiece (**E**) between leg frames and attach at both ends using bolts (**2**) and barrel nuts (**1**). Be sure plywood pads face in and finished edge faces tabletop. Keep bolts slightly loose for now.
- 3** Place lower back crosspiece (**F**) between leg frames and attach at both ends using bolts (**2**) and barrel nuts (**1**). Be sure finished edge (of **F**) faces tabletop and barrel nut holes face back. Keep bolts slightly loose for now.
- 4** Place footrest (**G**) between leg frames and attach at both ends using bolts (**2**) and barrel nuts (**1**). Be sure rounded edge (of **G**) faces tabletop and barrel nut holes face back.
- 5** Tighten all bolts securely.
- 6** Screw leg levelers (**3**) into bottom of each leg.

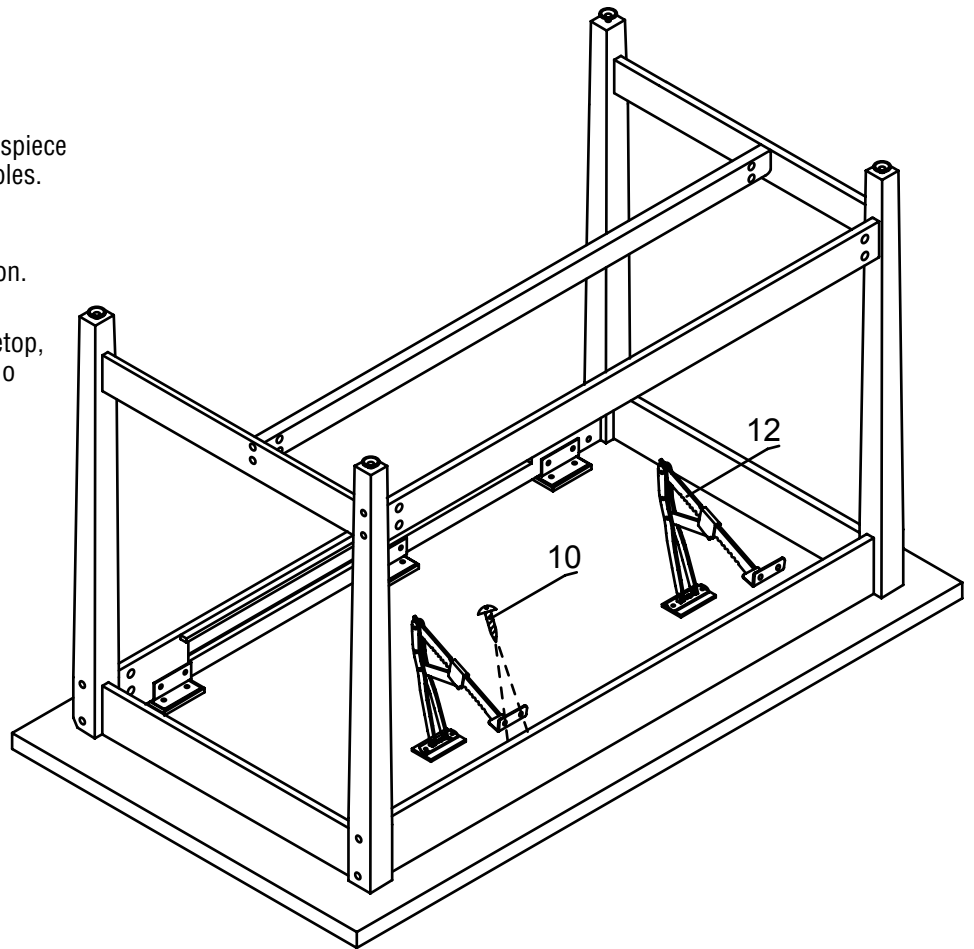


Step 3

1 Attach tilt mechanisms (**12**) to back crosspiece using 3/4" screws (**10**) into pre-drilled holes. Tighten firmly but use care not to strip.

2 Carefully return table to the upright position. This may require two people.

HINT Grasp entire assembly by the tabletop, not the legs, so that the tilt mechanisms do not open during this procedure.



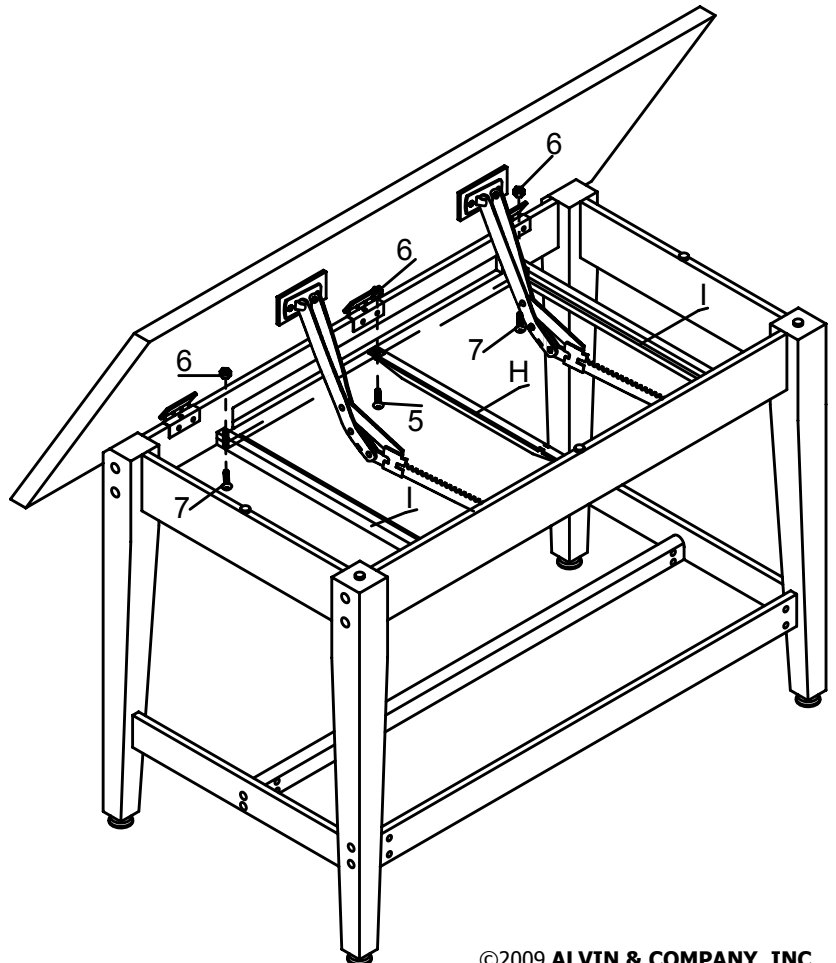
Step 4

1 Lift back of tabletop into an elevated tilt position. (See directions for adjusting tilt on the last page of these instructions.)

2 Attach center drawer support (**H**) to front and back crosspieces using 7/8" bolts (**5**) and nuts (**6**) through pre-drilled holes. Notch in center support should be closest to back.

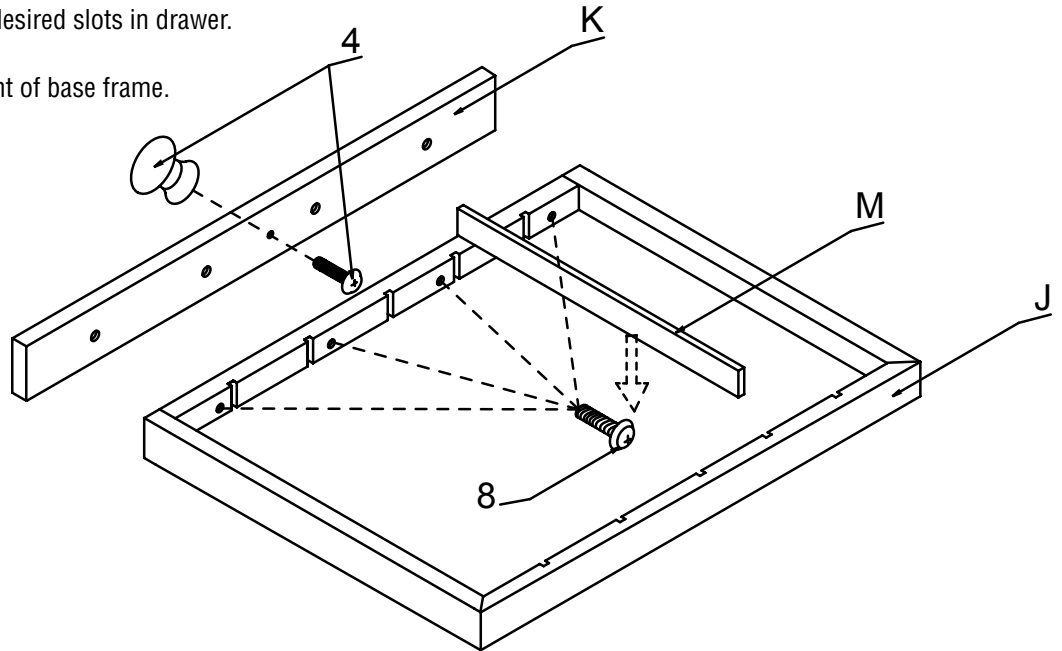
3 Attach side drawer supports (**I**) to front and back crosspieces using 1 1/2" bolts (**7**) and nuts (**6**) through pre-drilled holes.

4 Tighten all drawer support bolts securely.



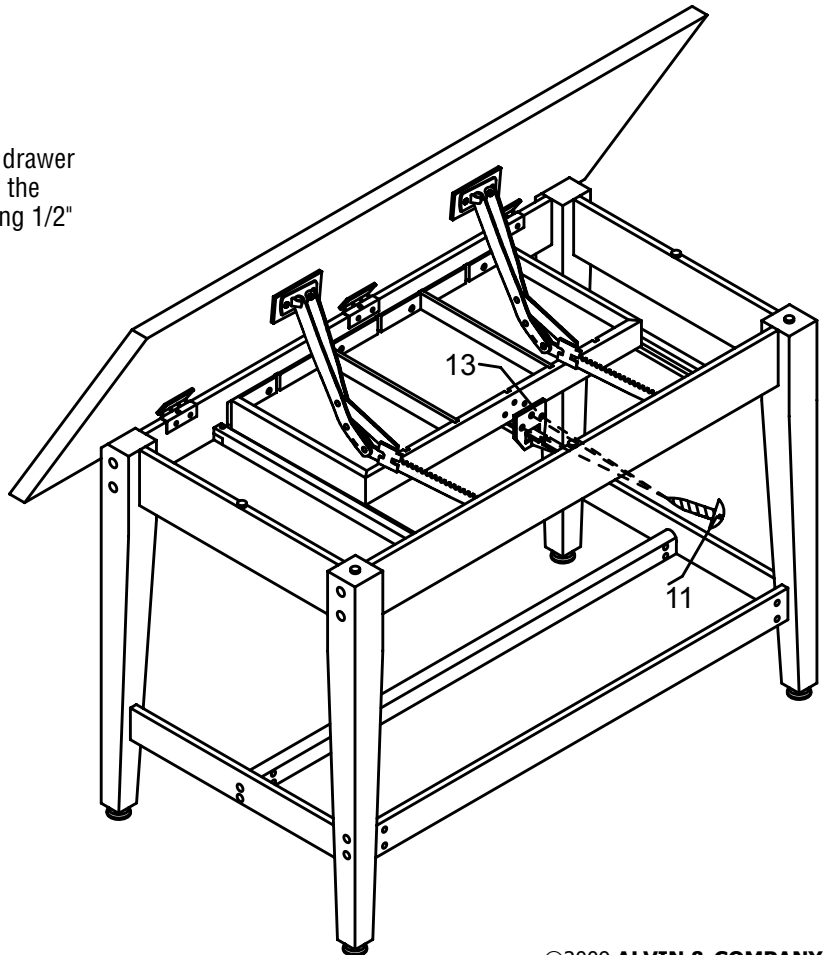
Step 5

- 1** Attach drawer knob and bolt set (**4**) to drawer face (**K**) through pre-drilled hole in center. Tighten firmly.
- 2** Attach drawer face to drawer (**J**) using 1" bolts (**8**) into threaded inserts.
- 3** Slide drawer dividers (**M**) into desired slots in drawer.
- 4** Slide drawer into opening in front of base frame.



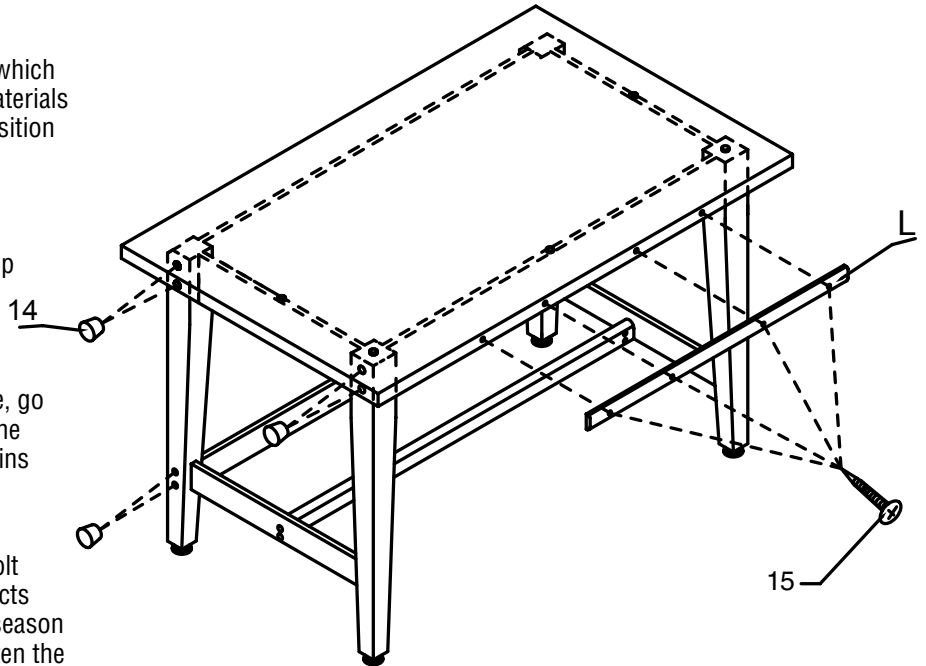
Step 6

- 1** Insert drawer slide (**13**) into notch in center drawer support piece and slide forward until it meets the back of the drawer. Attach slide to drawer using 1/2" screws (**11**) into pre-drilled holes.



Step 7

- 1** Return tabletop to flat position.
- 2** Pencil ledge has two functions, depending on which edge faces up. The raised position prevents materials from sliding off the tilted surface. The flush position provides a comfortable, rounded edge to rest forearms against.
- 3** Attach pencil ledge (**L**) to front edge of tabletop using 3/4" screws (**15**) into pre-drilled holes. Use care not to over-tighten or strip screws.
- 4** Now that the table assembly is nearly complete, go back and tighten all the leg bolts and screws one more time. This will ensure that the table remains strong, sturdy, and stable for years of use.
- 5** Insert the wood plugs (**14**) into each of the bolt holes. Gently tap into place. Since wood products have a tendency to expand and contract from season to season, remove the wood plugs and re-tighten the bolts every six months or so.



USAGE INSTRUCTIONS

Adjust Tilt

The ratcheted tilt mechanisms allow the tabletop to be set to a variety of comfortable working angles. Simply lift the tabletop from the back edge until it clicks into the desired position. To return the top to the flat position, raise the back edge as high as it will go, releasing the ratchet mechanism allowing the top to be lowered gently.

Pencil Ledge

Pencil ledge has two functions, depending on which edge faces up. The raised position prevents materials from sliding off the tilted surface. The flush position provides a comfortable, rounded edge to rest forearms against.

Reposition Drawer Dividers

The drawer has numerous slots for the dividers, for a variety of storage options. It is easiest to reposition the dividers from the back of the table. Close the drawer fully and lift the tabletop to its highest tilt position for easiest access.

Care Instructions

Clean like any other piece of fine wood furniture. Use a soft cloth and avoid harsh or abrasive cleansers.

Seasonal Adjustments

Since wood products have a tendency to expand and contract from season to season, remove wood plugs and re-tighten all the bolts and screws at least one time each year.



Please recycle as much of the packaging materials as possible. Thank you.