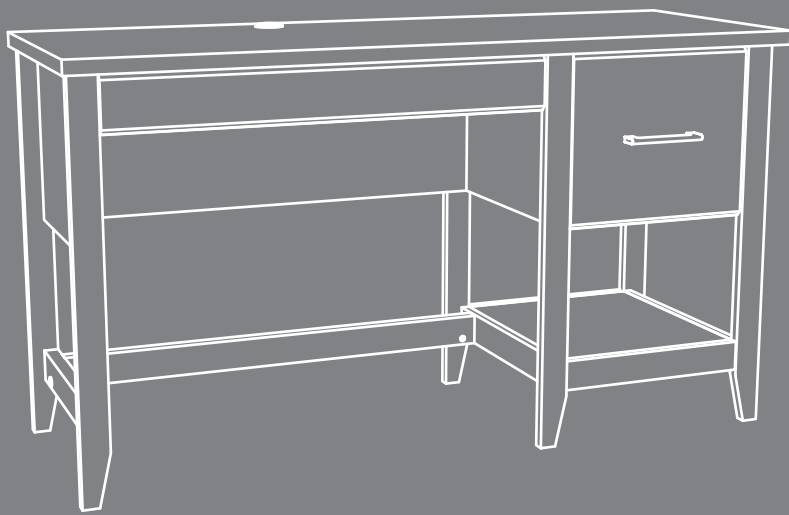


[www.teknikoffice.co.uk](http://www.teknikoffice.co.uk)

**Teknik**

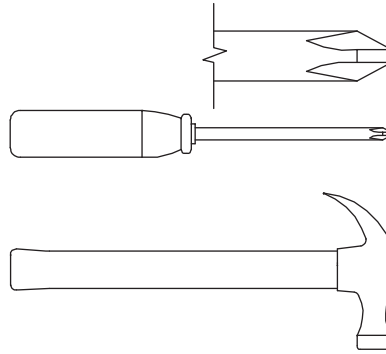


The original **desktop**.

# Summit Desk

Model 5425015

Part Identification	3
Hardware Identification	4-5
Assembly Steps	6-28
Français	29-32
Español	33-36
Safety	37-38
Warranty	39



No. 2 Phillips Screwdriver  
Tip Shown Actual Size

Hammer  
Not actual size 😊

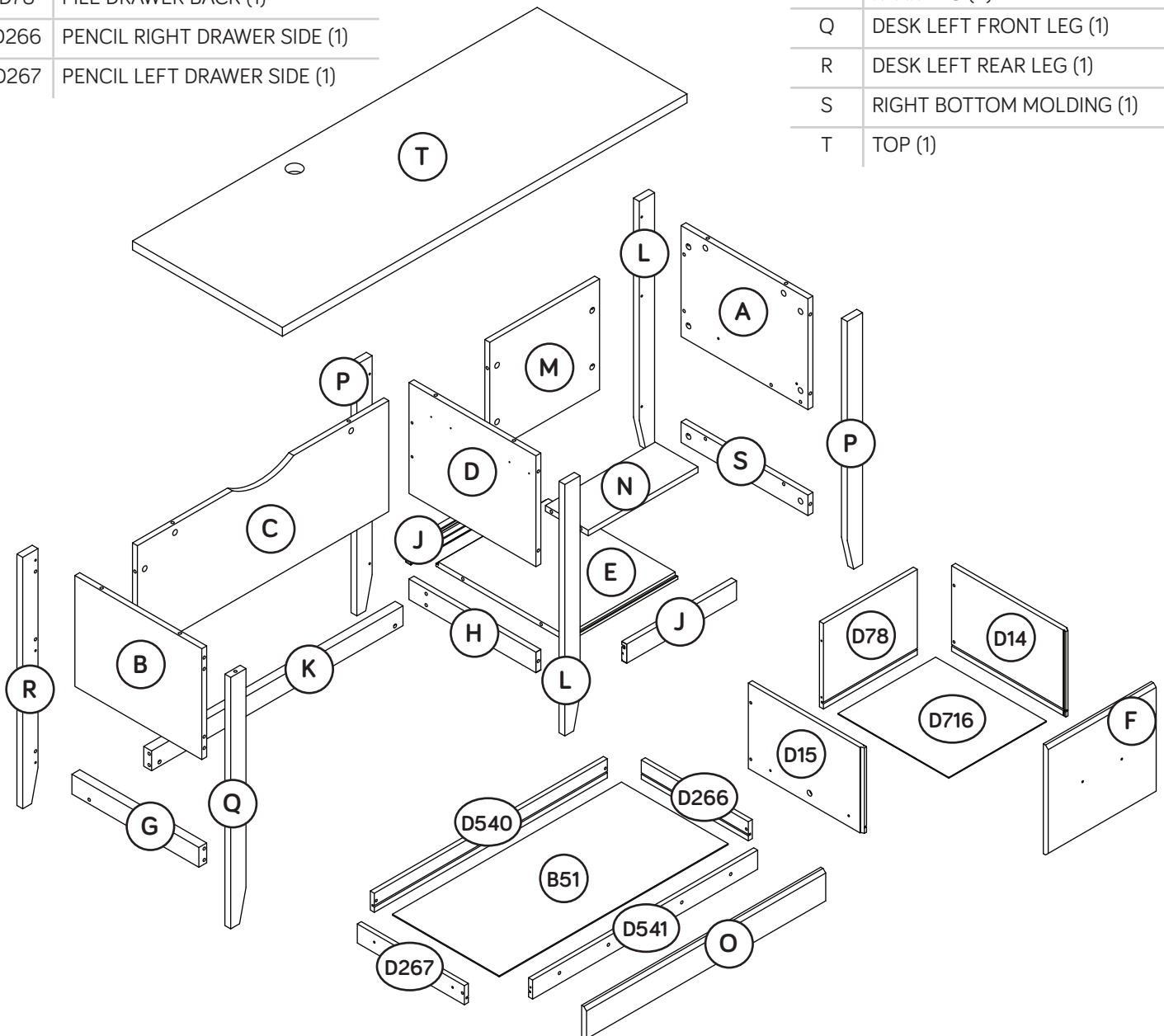
# Part Identification

Now you know  
our ABCs.



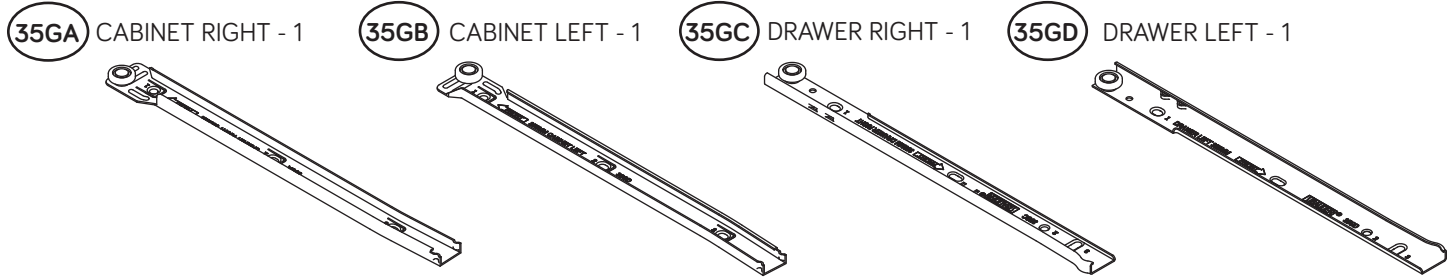
⚠ While not all parts are labeled, some of the parts will have a label or an inked letter on the edge to help distinguish similar parts from each other. Use this part identification to help identify similar parts.

A	RIGHT END (1)	D540	PENCIL DRAWER BACK (1)	J	FRONT/BACK MOLDING (2)
B	LEFT END (1)	D541	PENCIL DRAWER BOX FRONT (1)	K	LONG BRACE (1)
B51	PENCIL DRAWER BOTTOM (1)	D716	FILE DRAWER BOTTOM (1)	L	PEDESTAL LEFT FRONT/RIGHT REAR LEG (2)
C	MODESTY PANEL (1)	E	BOTTOM (1)	M	BACK (1)
D	UPRIGHT (1)	F	FILE DRAWER FRONT (1)	N	BRACE (1)
D14	FILE RIGHT DRAWER SIDE (1)	G	LEFT BRACE (1)	O	PENCIL DRAWER FRONT (1)
D15	FILE LEFT DRAWER SIDE (1)	H	LEFT BOTTOM MOLDING (1)	P	PEDESTAL RIGHT FRONT/LEFT REAR LEG (2)
D78	FILE DRAWER BACK (1)			Q	DESK LEFT FRONT LEG (1)
D266	PENCIL RIGHT DRAWER SIDE (1)			R	DESK LEFT REAR LEG (1)
D267	PENCIL LEFT DRAWER SIDE (1)			S	RIGHT BOTTOM MOLDING (1)
				T	TOP (1)

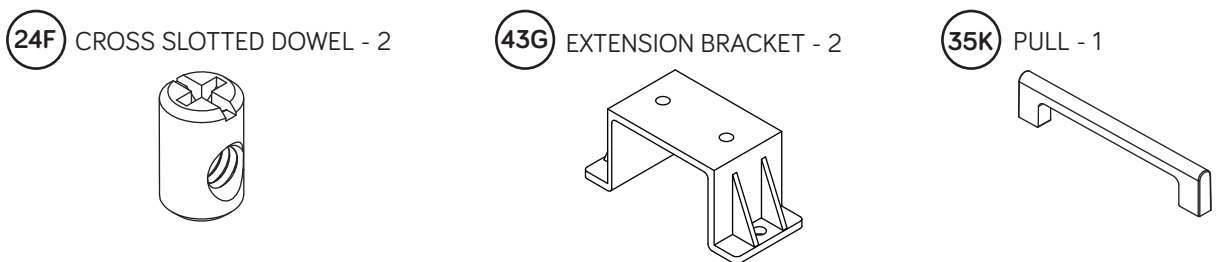
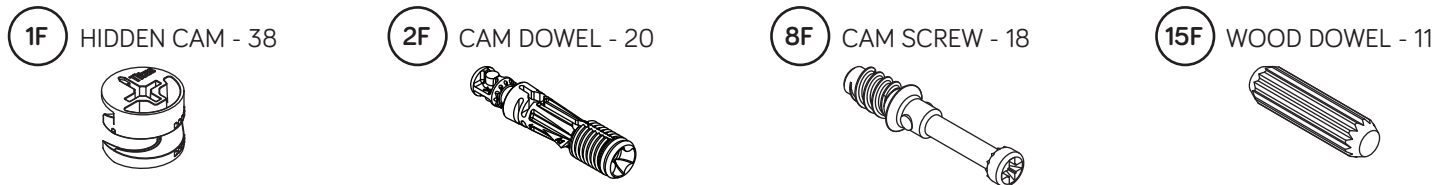
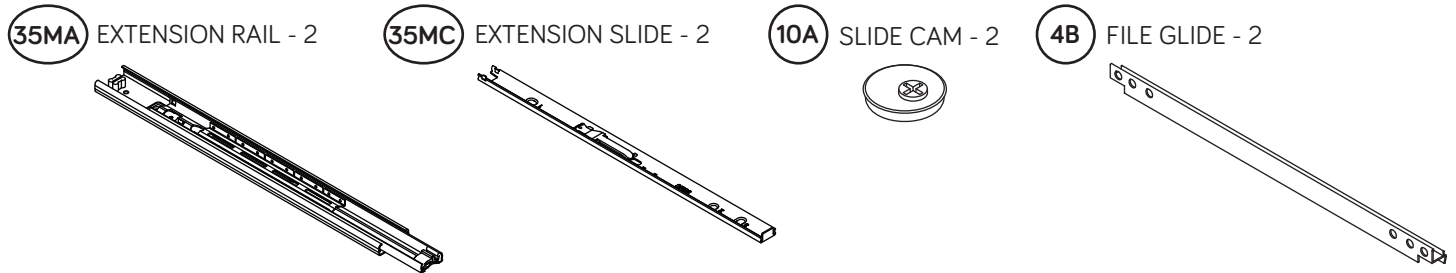


# Hardware Identification

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



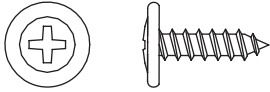
(EXTENSION SET SHOWN SEPARATED)



# Hardware Identification

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

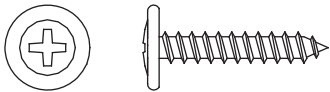
**1S** BLACK 9/16" LARGE HEAD SCREW - 4



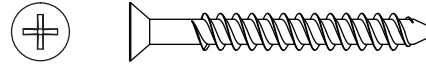
**3S** GOLD 5/16" FLAT HEAD SCREW - 16



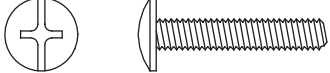
**17S** BLACK 7/8" LARGE HEAD SCREW - 4



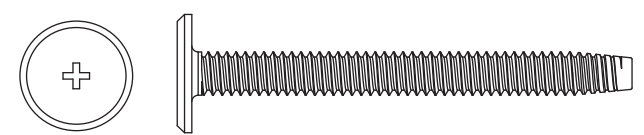
**30S** BLACK 1-9/16" FLAT HEAD SCREW - 8



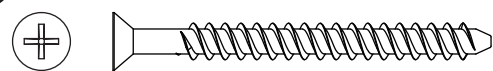
**37S** BLACK 7/8" MACHINE SCREW - 2



**103S** BLACK 2-3/8" FLAT HEAD BOLT - 2



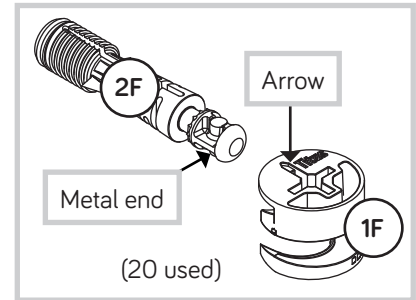
**113S** BLACK 1-15/16" FLAT HEAD SCREW - 2



# Step 1

- ✦ Assemble your unit on a carpeted floor or on the empty carton to avoid scratching your unit or the floor.
- ✦ Push twenty HIDDEN CAMS (1F) into the ENDS (A and B), MODESTY PANEL (C), UPRIGHT (D), BOTTOM (E), BACK (M), and BRACE (N). Then, insert the metal end of a CAM DOWEL (2F) into each HIDDEN CAM.

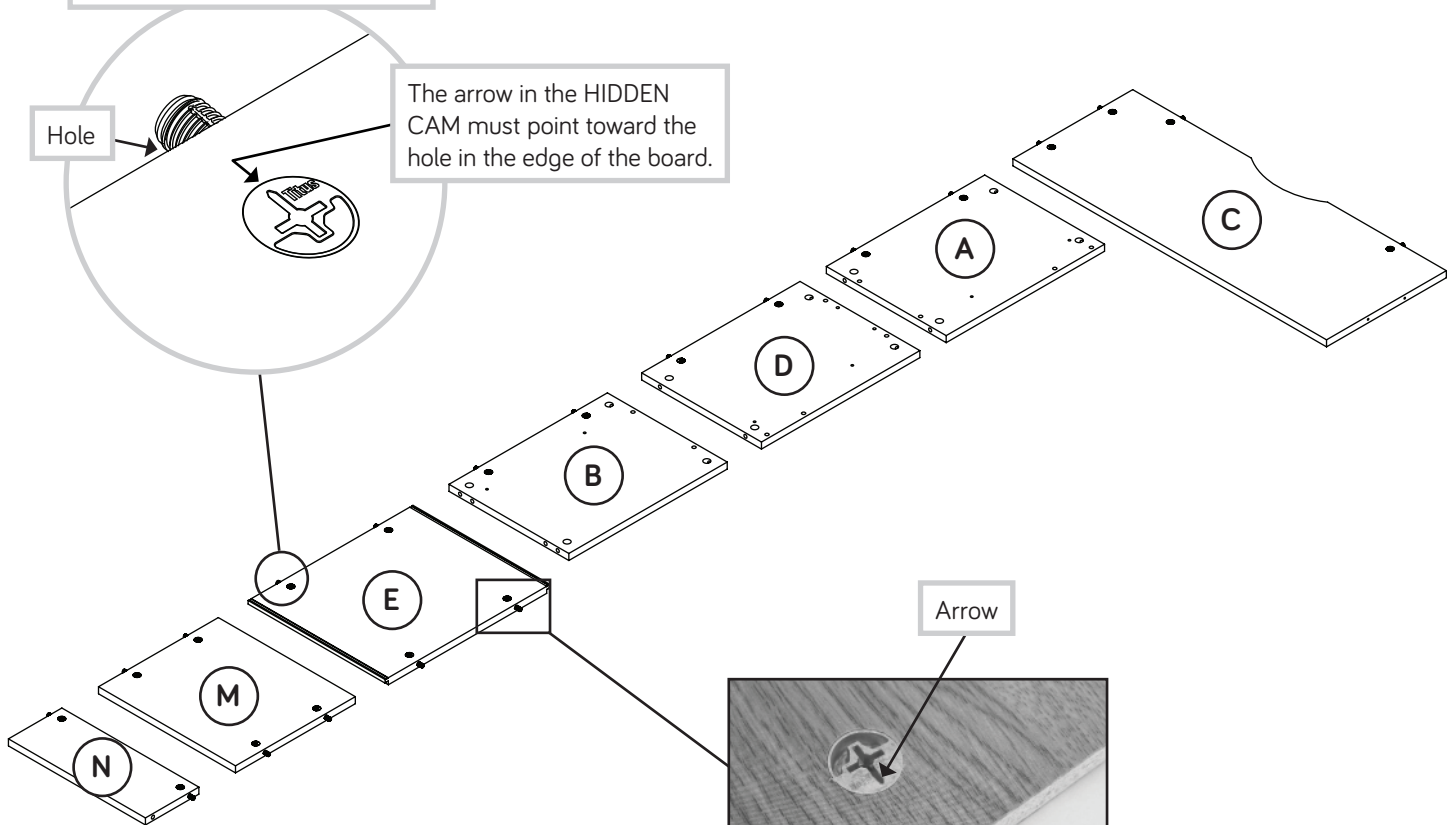
Do not tighten the HIDDEN CAMS in this step.



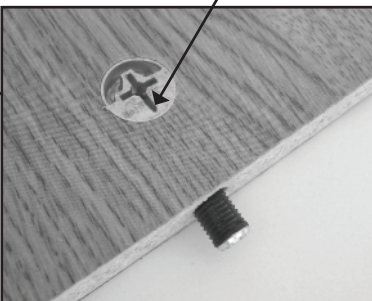
Insert the metal end of the CAM DOWEL into the HIDDEN CAM.

Hole

The arrow in the HIDDEN CAM must point toward the hole in the edge of the board.



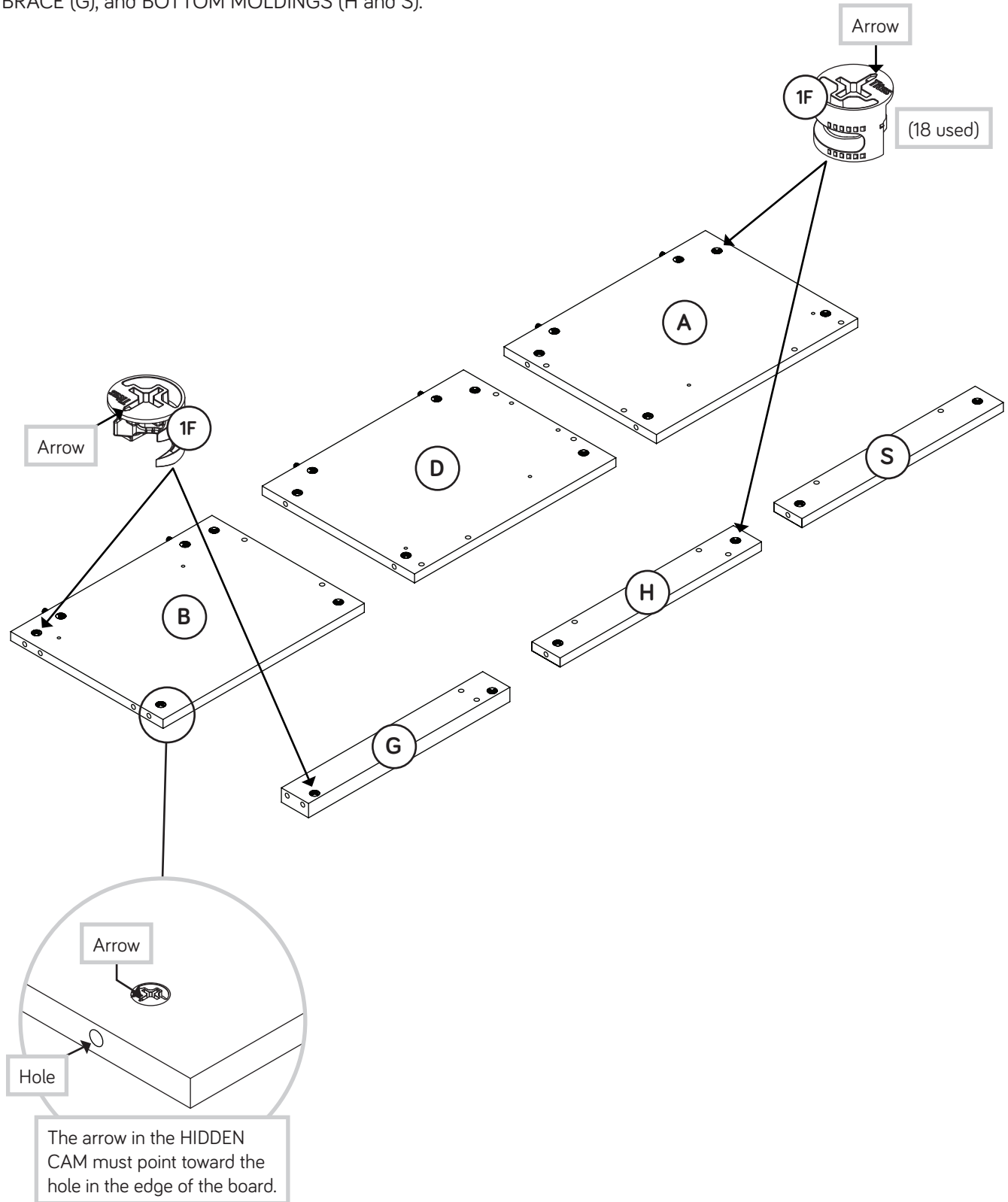
Arrow



Insert the metal end of the CAM DOWEL into the HIDDEN CAM.

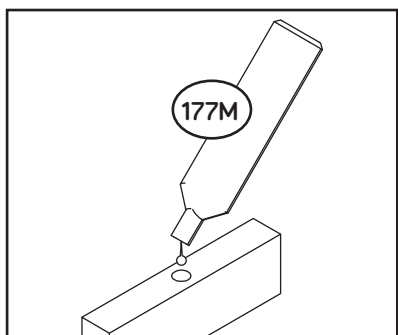
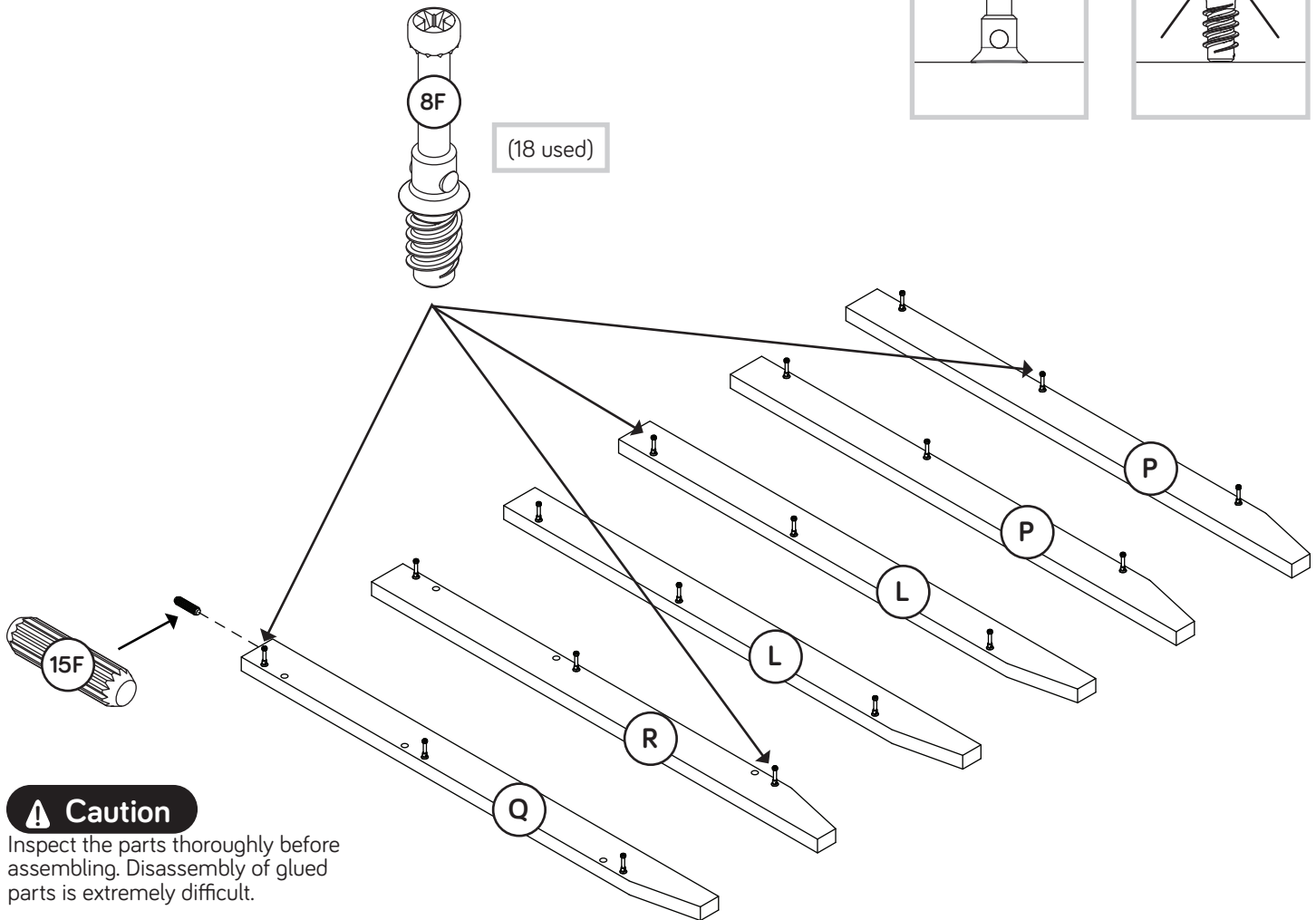
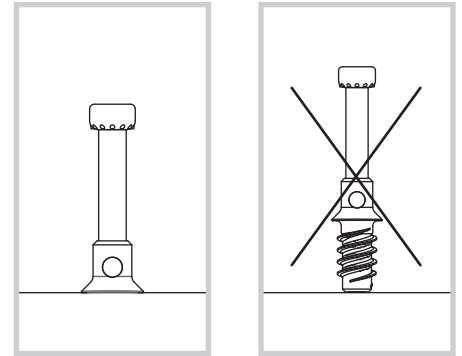
# Step 2

- Push eighteen HIDDEN CAMS (1F) into the remaining holes of the ENDS (A and B), UPRIGHT (D), LEFT BRACE (G), and BOTTOM MOLDINGS (H and S).



# Step 3

- ✚ Turn eighteen CAM SCREWS (8F) into the LEGS (L, P, Q, and R).
- ✚ First, fill the hole in the end of the LEG (Q) 1/4 to 1/2 full with GLUE (177M). Then, insert the WOOD DOWEL (15F) into the hole. Wipe away the excess GLUE.

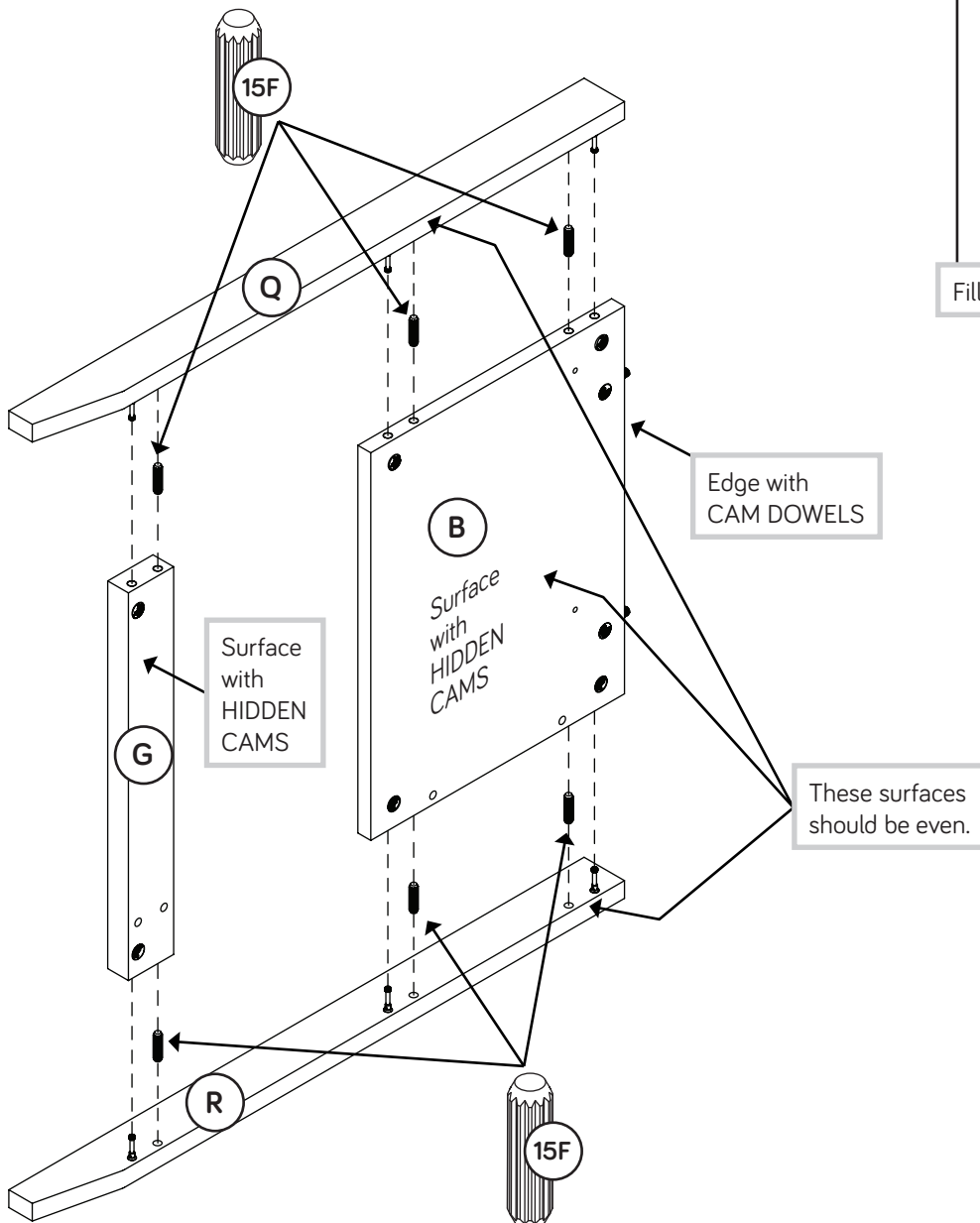
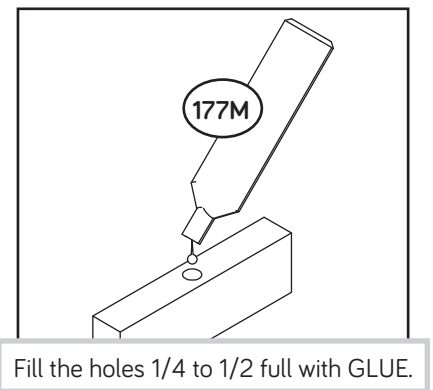
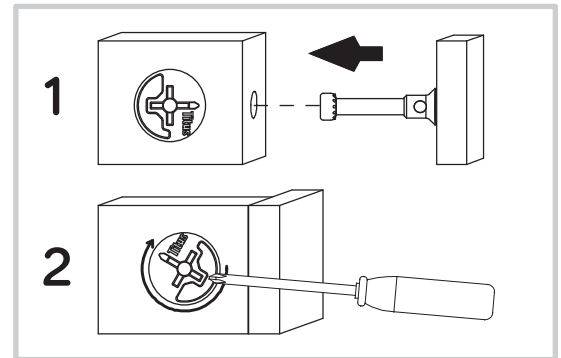


Fill the holes 1/4 to 1/2 full with GLUE.



# Step 4

- First, fill the holes in the LEGS (Q and R) 1/4 to 1/2 full with GLUE (177M). Then, insert the WOOD DOWELS (15F) into the holes. Wipe away the excess GLUE.
- Now, fill the holes in the LEFT END (B) and LEFT BRACE (G) 1/4 to 1/2 full with GLUE.
- Fasten the LEGS (Q and R) to the LEFT END (B) and LEFT BRACE (G). Tighten six HIDDEN CAMS. Wipe away the excess GLUE.
- NOTE:** Be sure the WOOD DOWELS in the LEGS insert into the LEFT END and LEFT BRACE.

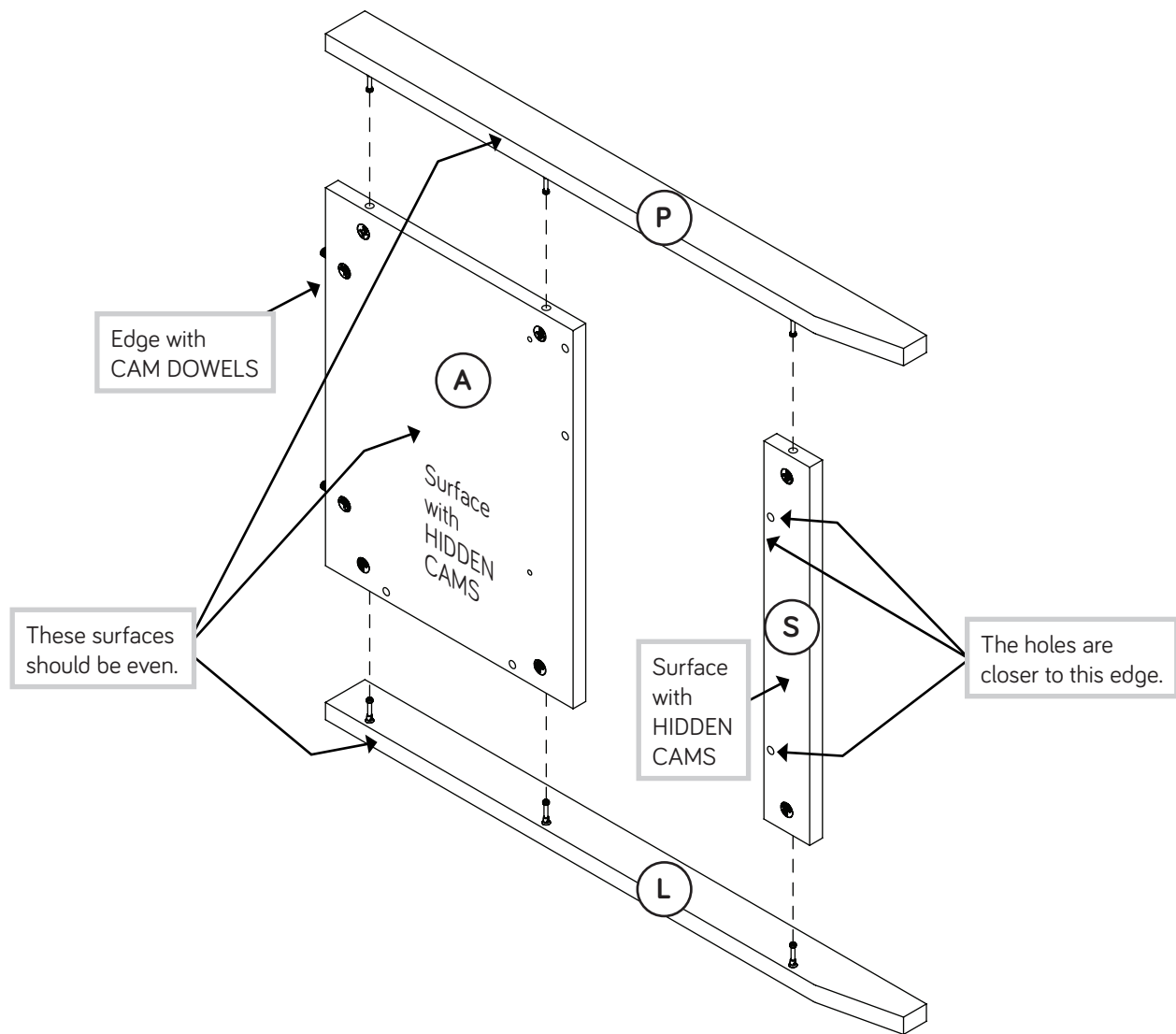


**Caution**  
Inspect the parts thoroughly before assembling. Disassembly of glued parts is extremely difficult.

# Step 5

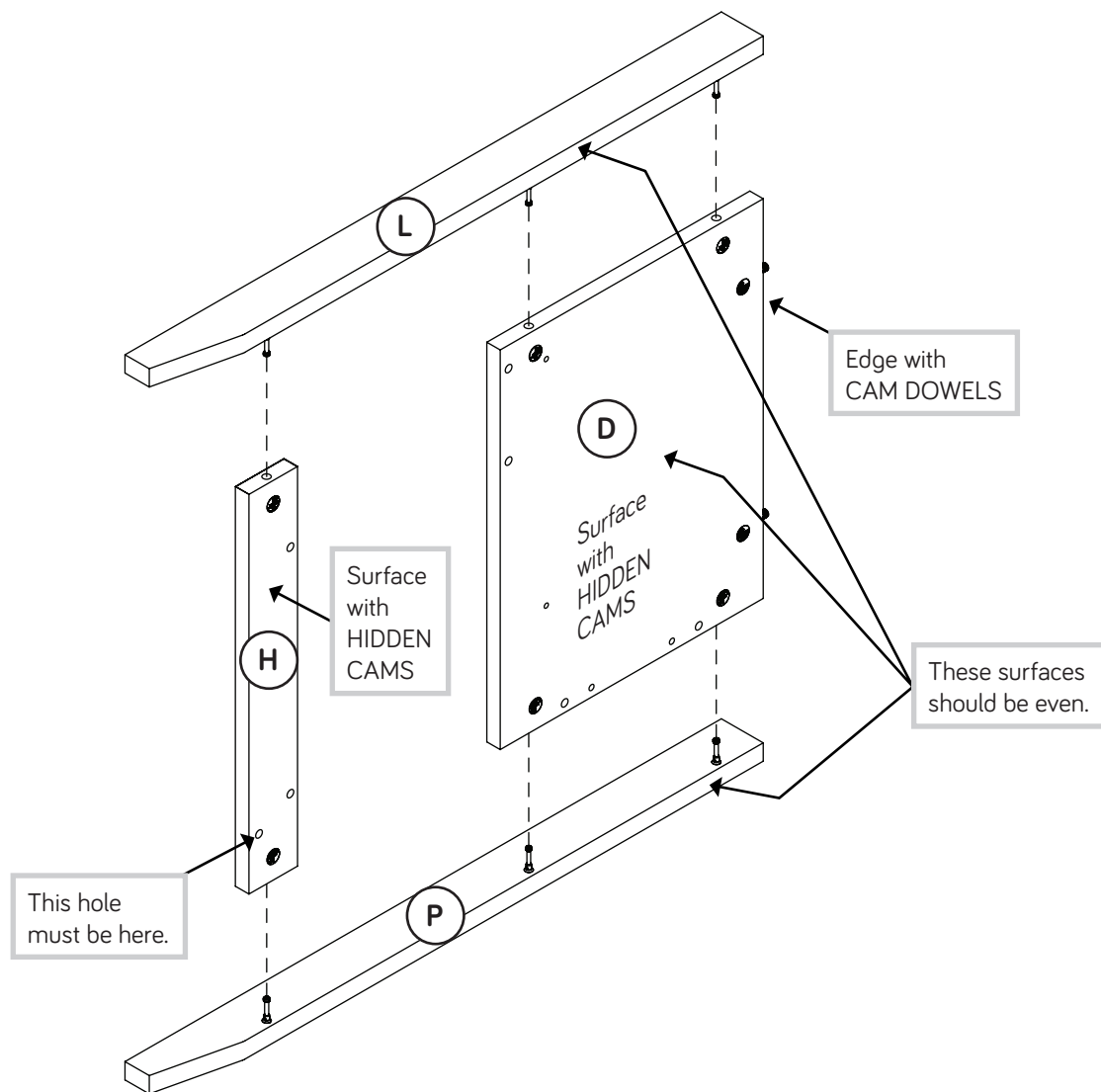
Fasten the LEGS (L and P) to the RIGHT END (A) and RIGHT BOTTOM MOLDING (S). Tighten six HIDDEN CAMS.

**NOTE:** Position the RIGHT BOTTOM MOLDING (S) exactly as shown.



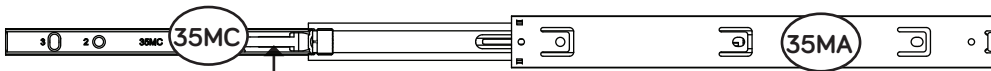
# Step 6

- Fasten the LEGS (L and P) to the UPRIGHT (D) and LEFT BOTTOM MOLDING (H). Tighten six HIDDEN CAMS.
- NOTE:** Position the LEFT BOTTOM MOLDING (H) exactly as shown.



# Step 7

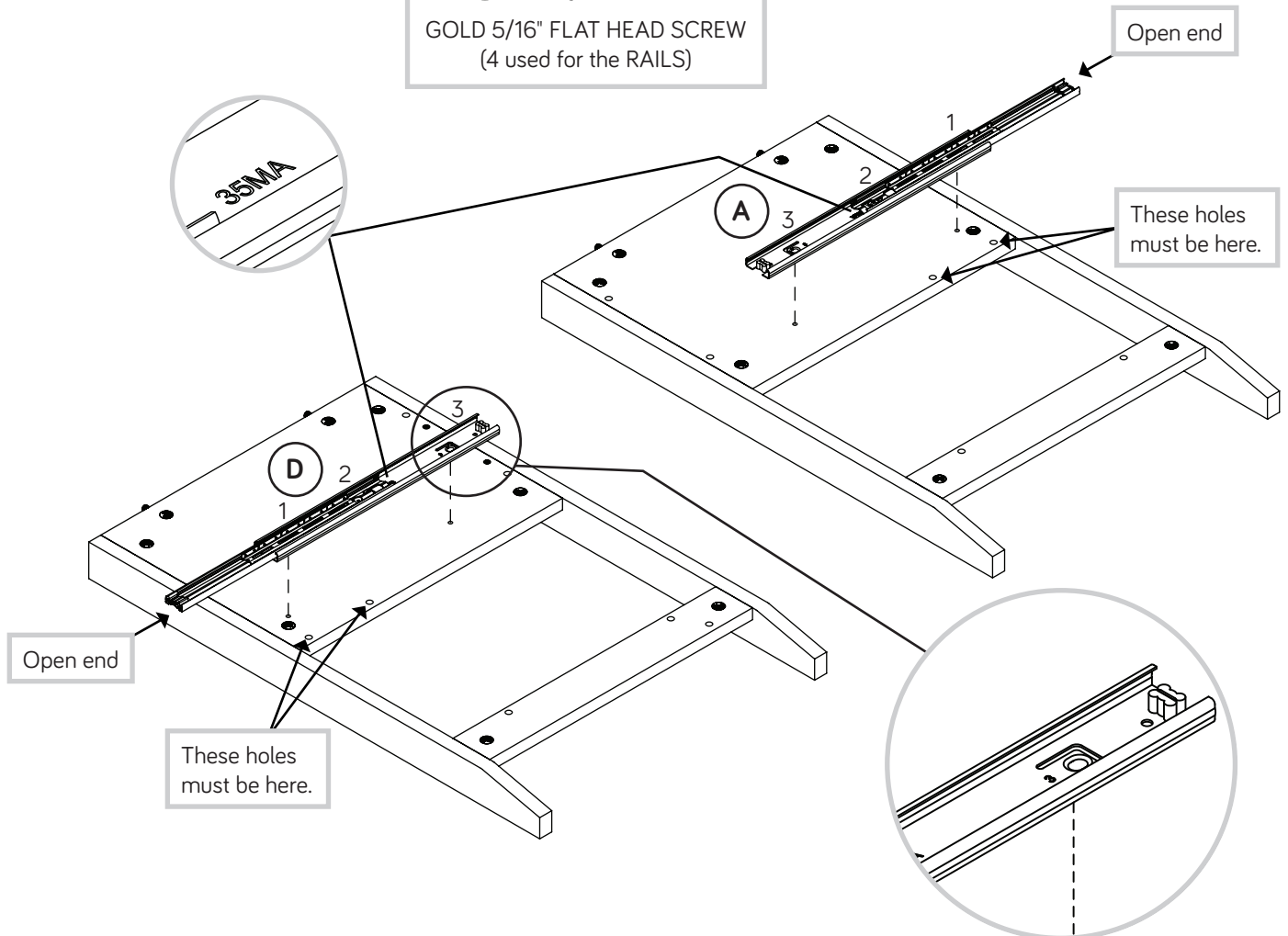
- ✚ Separate the EXTENSION SLIDES (35MC) from the EXTENSION RAILS (35MA) as shown in the upper diagram below. Be prepared, the parts are greasy.
- ✚ Fasten the EXTENSION RAILS (35MA) to the RIGHT END (A) and UPRIGHT (D). Use four GOLD 5/16" FLAT HEAD SCREWS (3S).
- ✚ NOTE: For each EXTENSION RAIL, turn a SCREW into the hole shown in the enlarged diagram. Then, slide the inner cartridge of the EXTENSION RAIL in to find the other hole that lines up with the hole in the END/UPRIGHT. Turn a SCREW into this hole.
- ✚ NOTE: The EXTENSION SLIDES (35MC) will be used later for the FILE DRAWER.



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

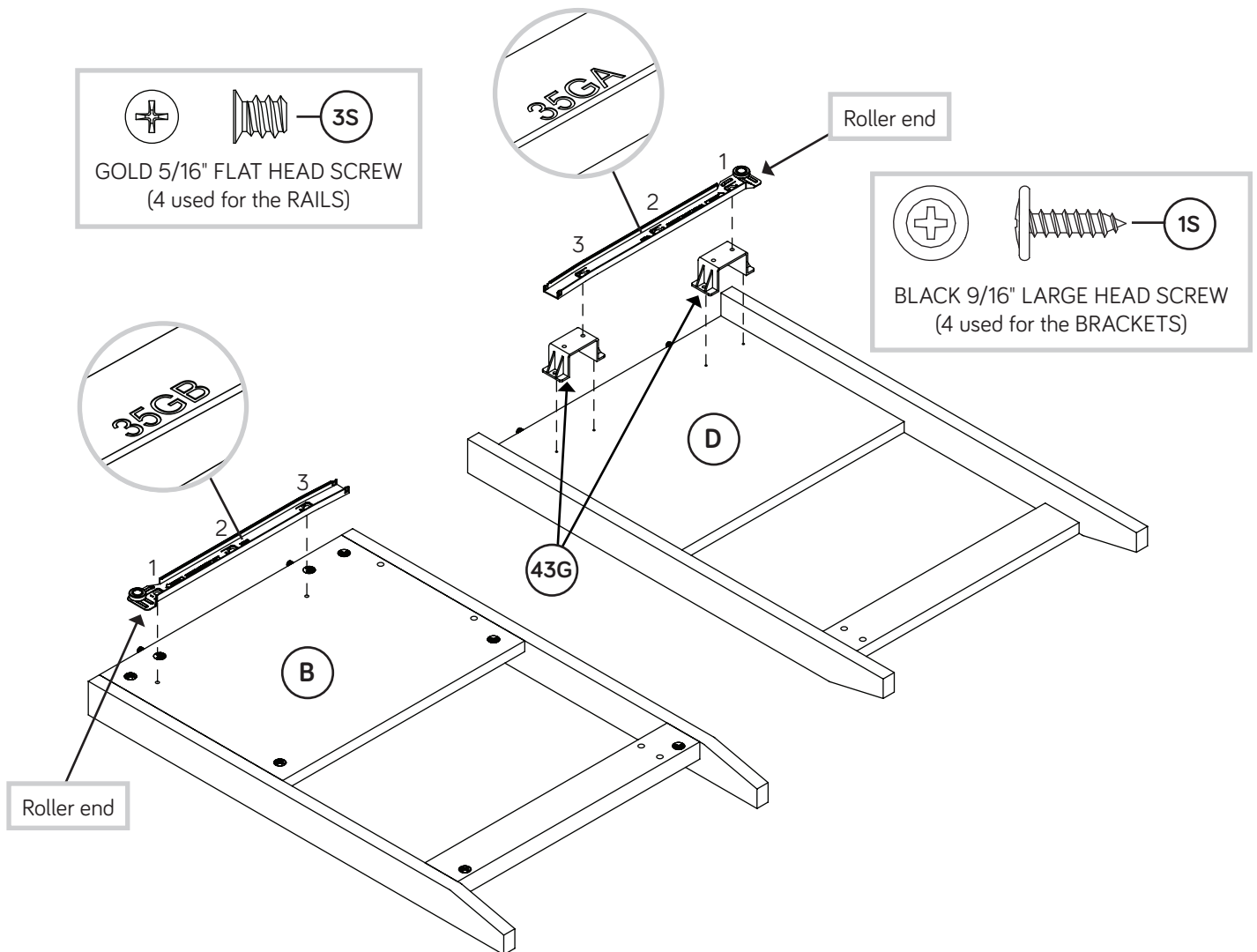


GOLD 5/16" FLAT HEAD SCREW  
(4 used for the RAILS)



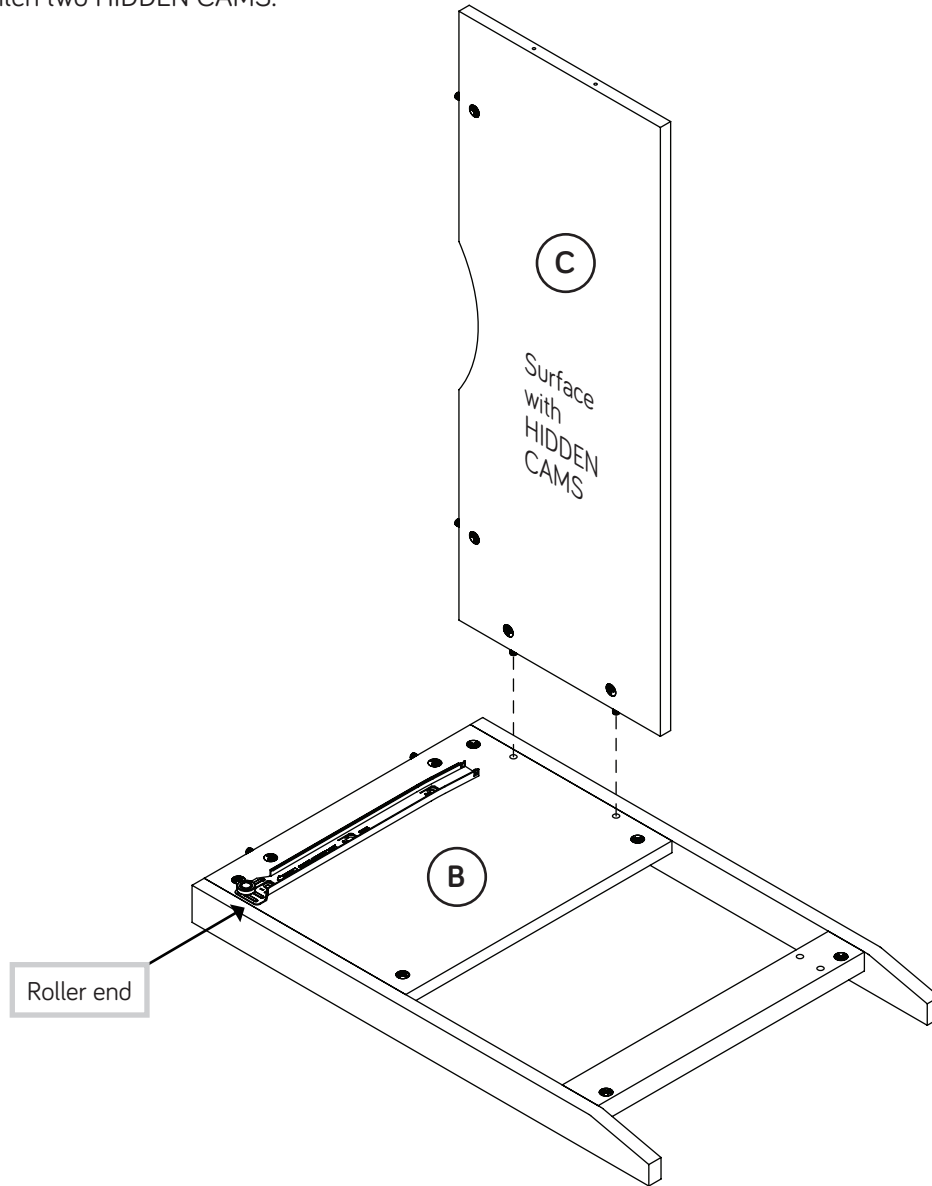
# Step 8

- ✚ Carefully flip the UPRIGHT (D) over.
- ✚ Fasten two EXTENSION BRACKETS (43G) to the UPRIGHT (D). Use four BLACK 9/16" LARGE HEAD SCREWS (1S).
- ✚ Fasten the CABINET RIGHT (35GA) to the EXTENSION BRACKETS (43G) on the UPRIGHT (D). Use two GOLD 5/16" FLAT HEAD SCREWS (3S) through holes #1 and #3.
- ✚ NOTE: Use the exact holes shown in the EXTENSION BRACKETS.
- ✚ Fasten the CABINET LEFT (35GB) to the LEFT END (B). Use two GOLD 5/16" FLAT HEAD SCREWS (3S) through holes #1 and #3.



# Step 9

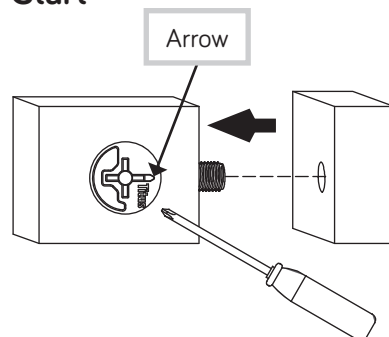
- Fasten the MODESTY PANEL (C) to the LEFT END (B). Tighten two HIDDEN CAMS.



## ⚠ 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:

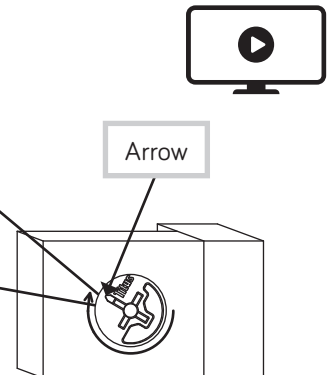
### Start



### Tighten

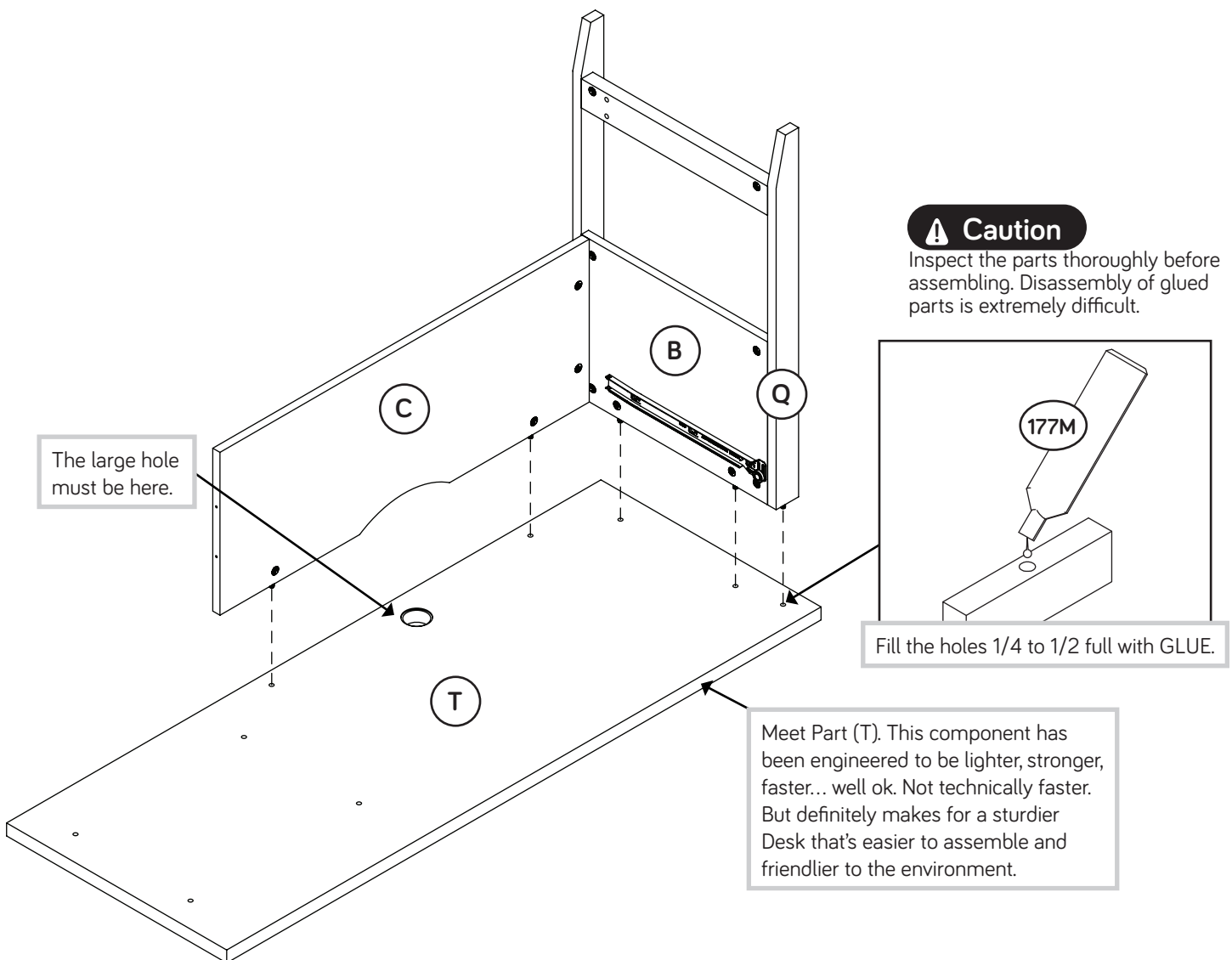
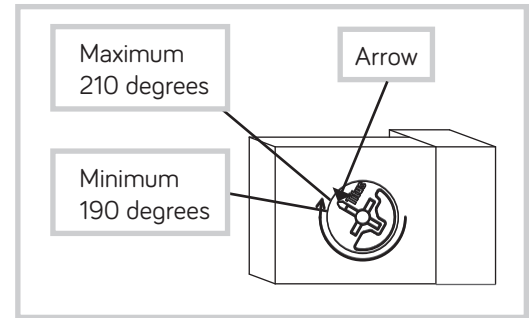
Maximum 210 degrees

Minimum 190 degrees



# Step 10

- First, fill the hole in the TOP (T) 1/4 to 1/2 full with GLUE (177M).
- Then, fasten the LEFT END (B) and MODESTY PANEL (C) to the TOP (T). Tighten four HIDDEN CAMS.
- NOTE:** Be sure the WOOD DOWEL in the LEG (Q) inserts into the TOP. Wipe away the excess GLUE.



# Step 11

✚ Push two CROSS-SLOTTED DOWELS (24F) into the LONG BRACE (K) as shown.

✚ **NOTE:** The threads in the DOWEL should be pointed toward the hole in the edge of the LONG BRACE.

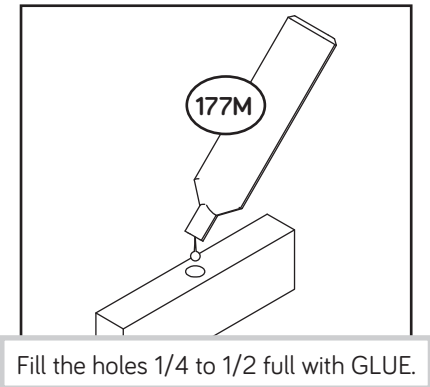
✚ First, fill the holes in the ends of the LONG BRACE (K) 1/4 to 1/2 full with GLUE (177M). Then, insert the WOOD DOWELS (15F) into the holes. Wipe away the excess GLUE.

✚ Now, fill the hole in the LEFT BRACE (G) 1/4 to 1/2 full with GLUE.

✚ Fasten the LONG BRACE (K) to the LEFT BRACE (G). Use one BLACK 2-3/8" FLAT HEAD BOLT (103S).

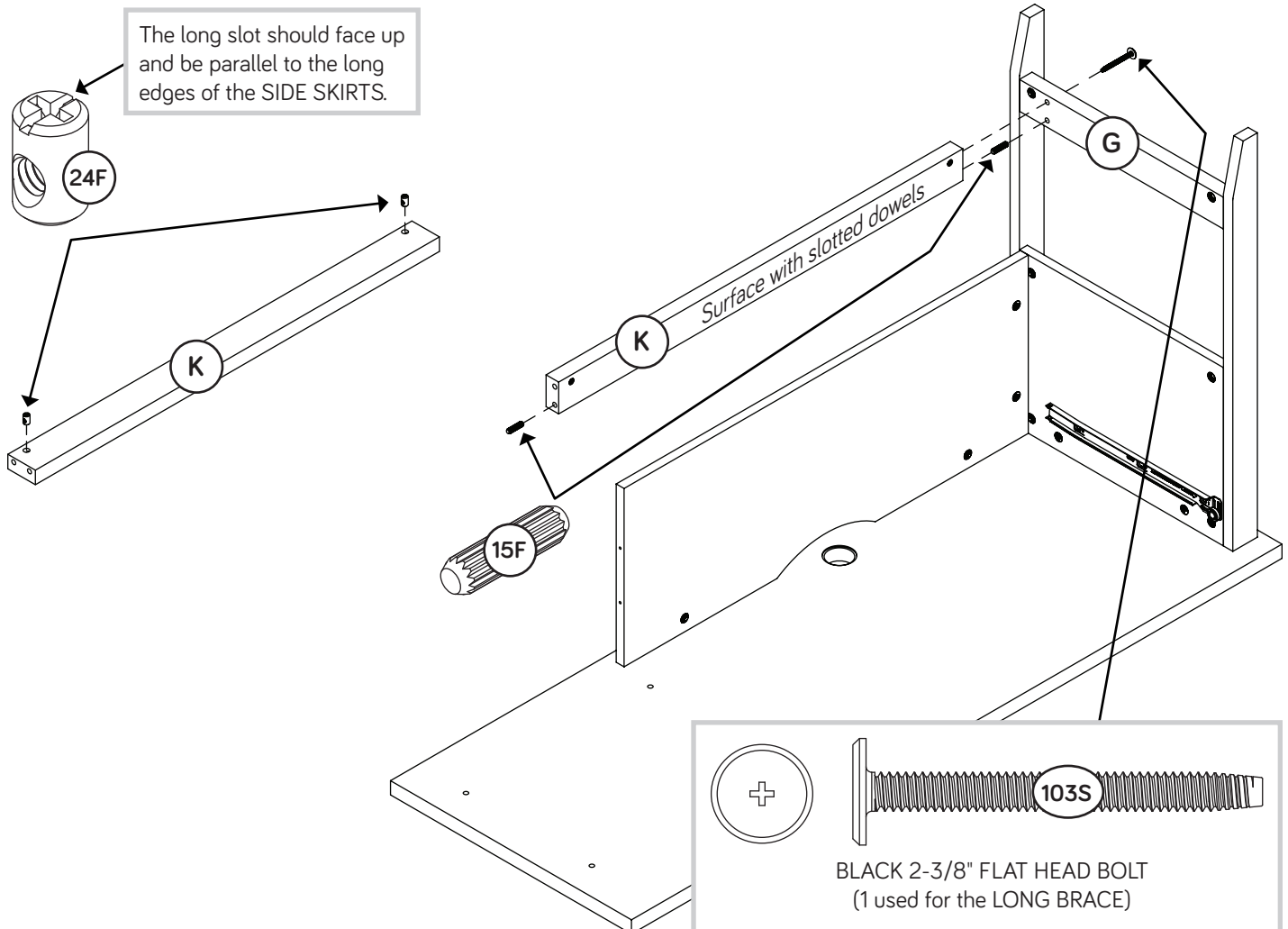
✚ **NOTE:** The BOLT will thread into the DOWEL in the LONG BRACE.

✚ **NOTE:** Be sure the WOOD DOWEL in the LONG BRACE inserts into the LEFT BRACE. Wipe away the excess GLUE.



## **⚠ Caution**

Inspect the parts thoroughly before assembling. Disassembly of glued parts is extremely difficult.





# Step 12

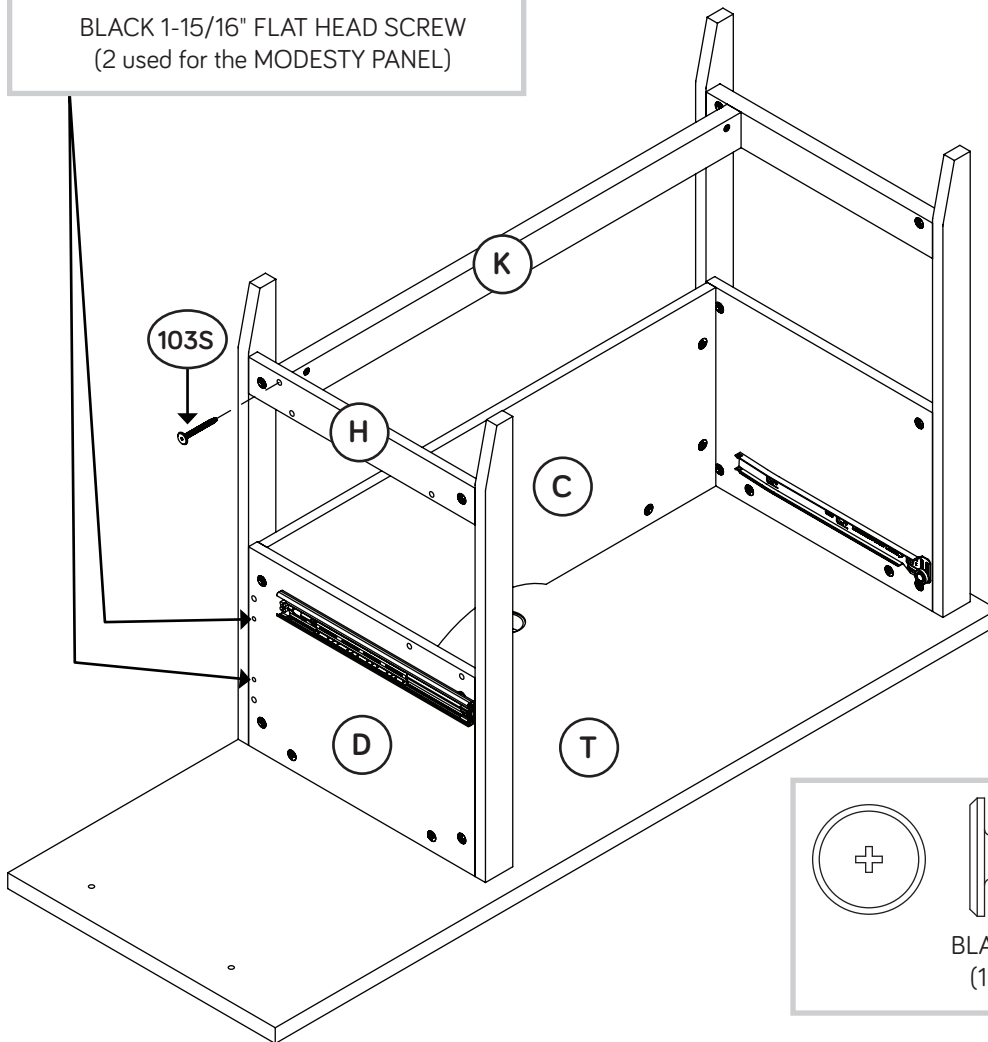
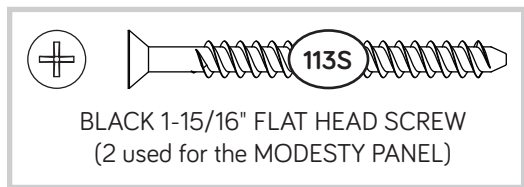
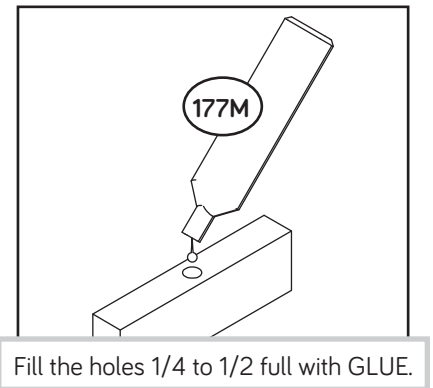
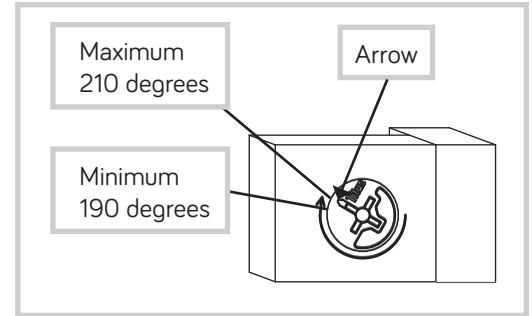
First, fill the hole in the LEFT BOTTOM MOLDING (H) 1/4 to 1/2 full with GLUE.

Next, fasten the UPRIGHT (D) to the TOP (T). Tighten two HIDDEN CAMS.

**NOTE:** Be sure the WOOD DOWEL in the LONG BRACE (K) inserts into the LEFT BOTTOM MOLDING (H). Wipe away the excess GLUE.

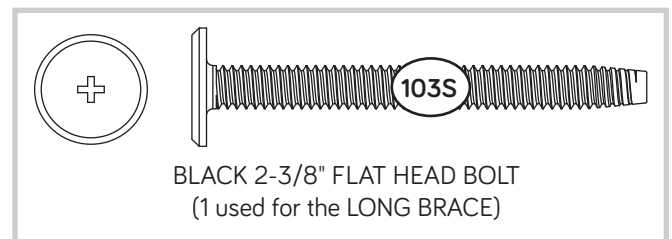
Fasten the LEFT BOTTOM MOLDING (H) to the LONG BRACE (K). Use one BLACK 2-3/8" FLAT HEAD BOLT (103S).

Fasten the UPRIGHT (D) to the MODESTY PANEL (C). Use two BLACK 1-15/16" FLAT HEAD SCREWS (113S).



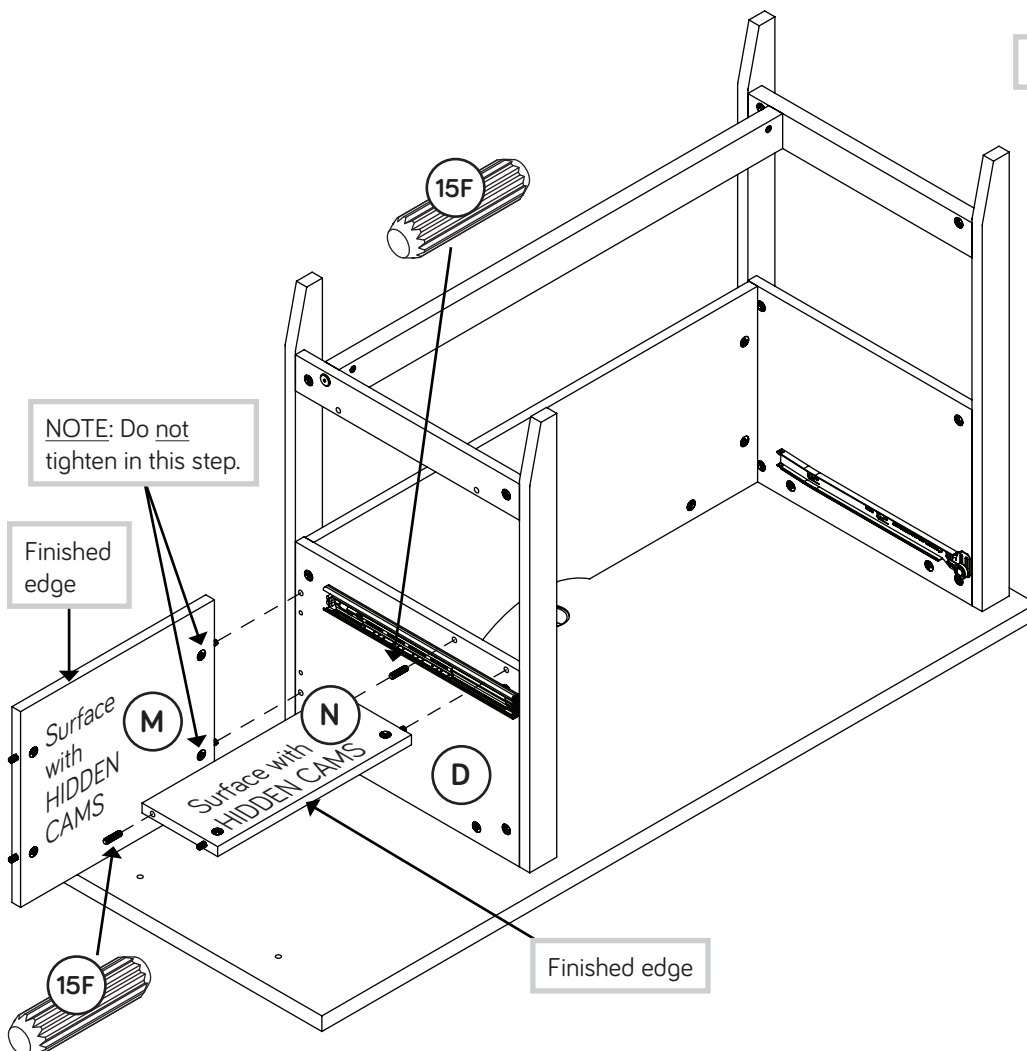
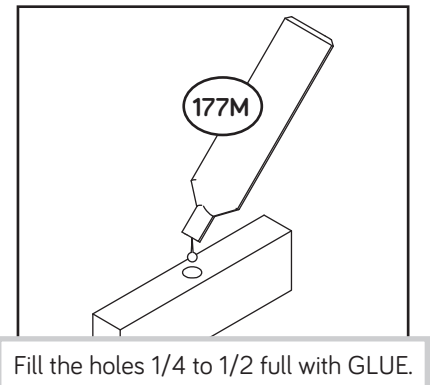
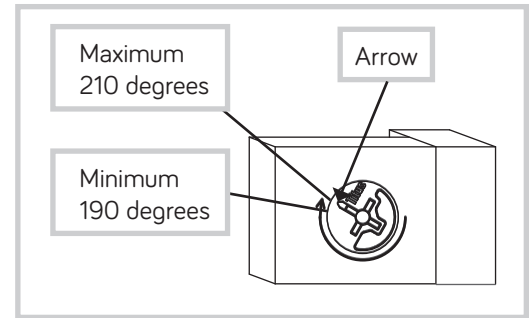
## Caution

Inspect the parts thoroughly before assembling. Disassembly of glued parts is extremely difficult.



# Step 13

- First, fill the holes in the BRACE (N) 1/4 to 1/2 full with GLUE (177M). Then, insert the WOOD DOWELS (15F) into the holes. Wipe away the excess GLUE.
- Now, fill the hole in the UPRIGHT (D) 1/4 to 1/2 full with GLUE.
- Fasten the BRACE (N) to the UPRIGHT (D). Tighten one HIDDEN CAM.
- NOTE:** Be sure the WOOD DOWEL in the BRACE inserts into the UPRIGHT. Wipe away the excess GLUE.
- Insert the CAM DOWELS in the edge of the BACK (M) into the UPRIGHT (D) but do not tighten them.

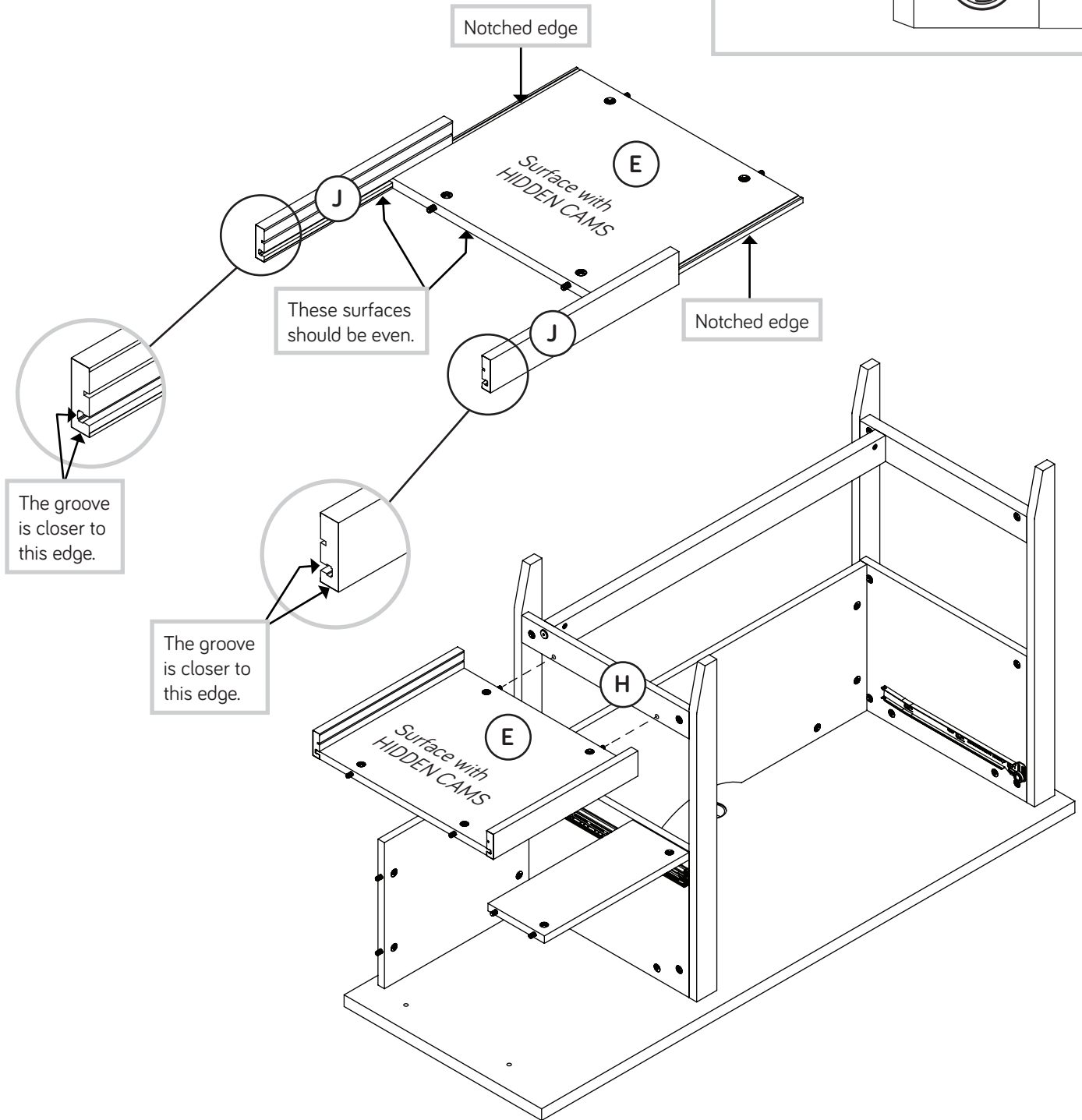
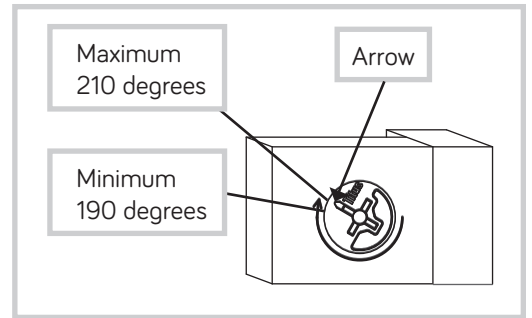


## ⚠ Caution

Inspect the parts thoroughly before assembling. Disassembly of glued parts is extremely difficult.

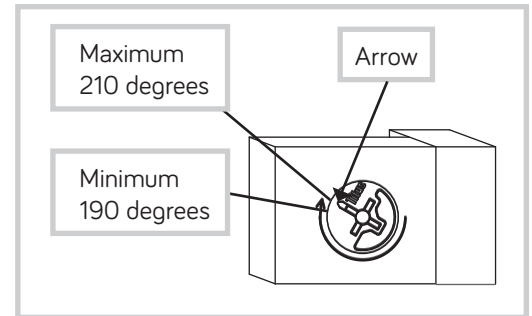
# Step 14

- Slide the FRONT/BACK MOLDINGS\* (J) onto the notched edges of the BOTTOM (E).
- Fasten the BOTTOM (E) to the LEFT BOTTOM MOLDING (H). Tighten two HIDDEN CAMS.
- \*U.S. Patent No. 5,499,886



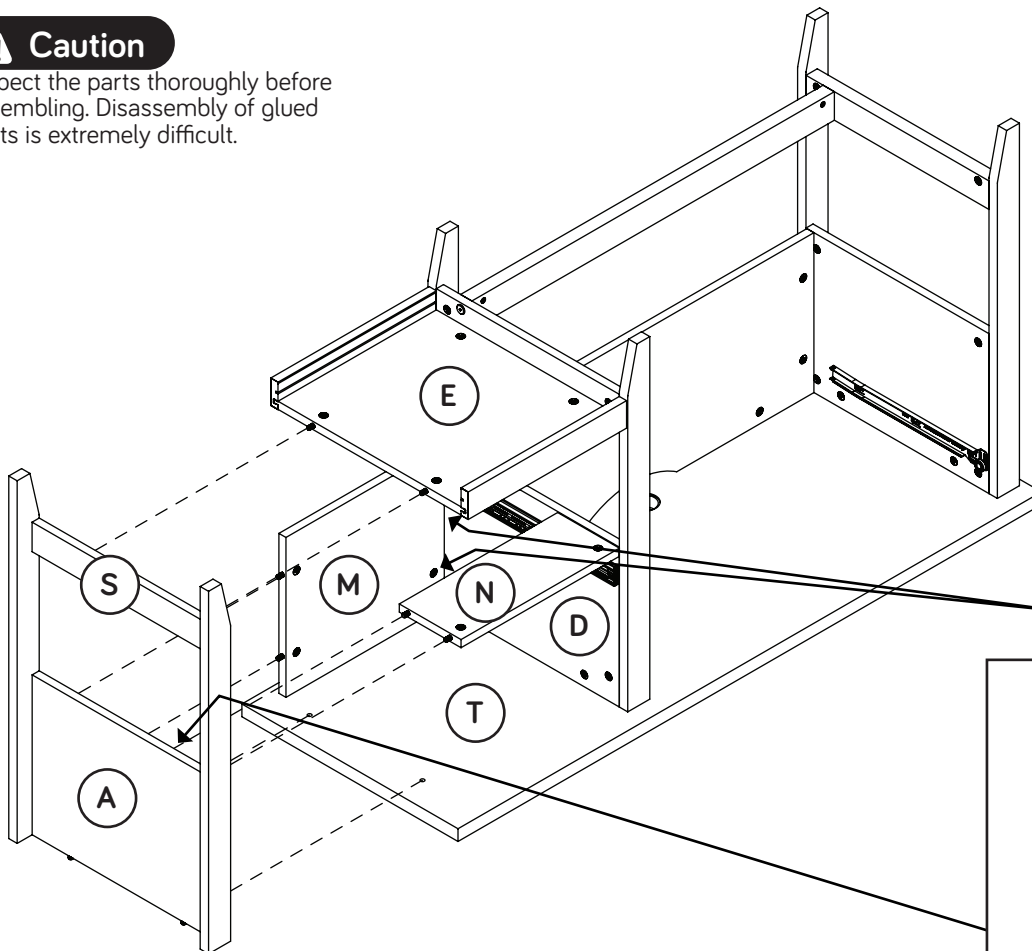
# Step 15

- ✚ First, fill the hole in the RIGHT END (A) 1/4 to 1/2 full with GLUE.
- ✚ Next, fasten the RIGHT END (A) to the BOTTOM (E), BACK (M), BRACE (N), and TOP (T). Tighten seven HIDDEN CAMS.
- ✚ **NOTE:** You may need to lift the BACK (M) up slightly to align the holes.
- ✚ **NOTE:** Be sure the WOOD DOWEL in the BRACE (N) inserts into the RIGHT END (A). Wipe away the excess GLUE.
- ✚ Fasten the BACK (M) to the UPRIGHT (D). Tighten two HIDDEN CAMS.

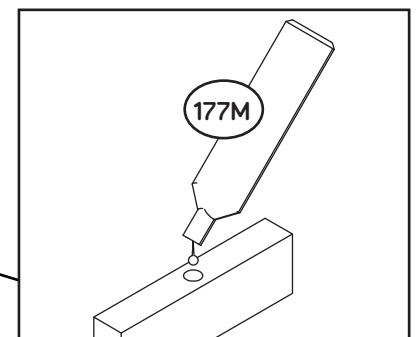


## ⚠ Caution

Inspect the parts thoroughly before assembling. Disassembly of glued parts is extremely difficult.



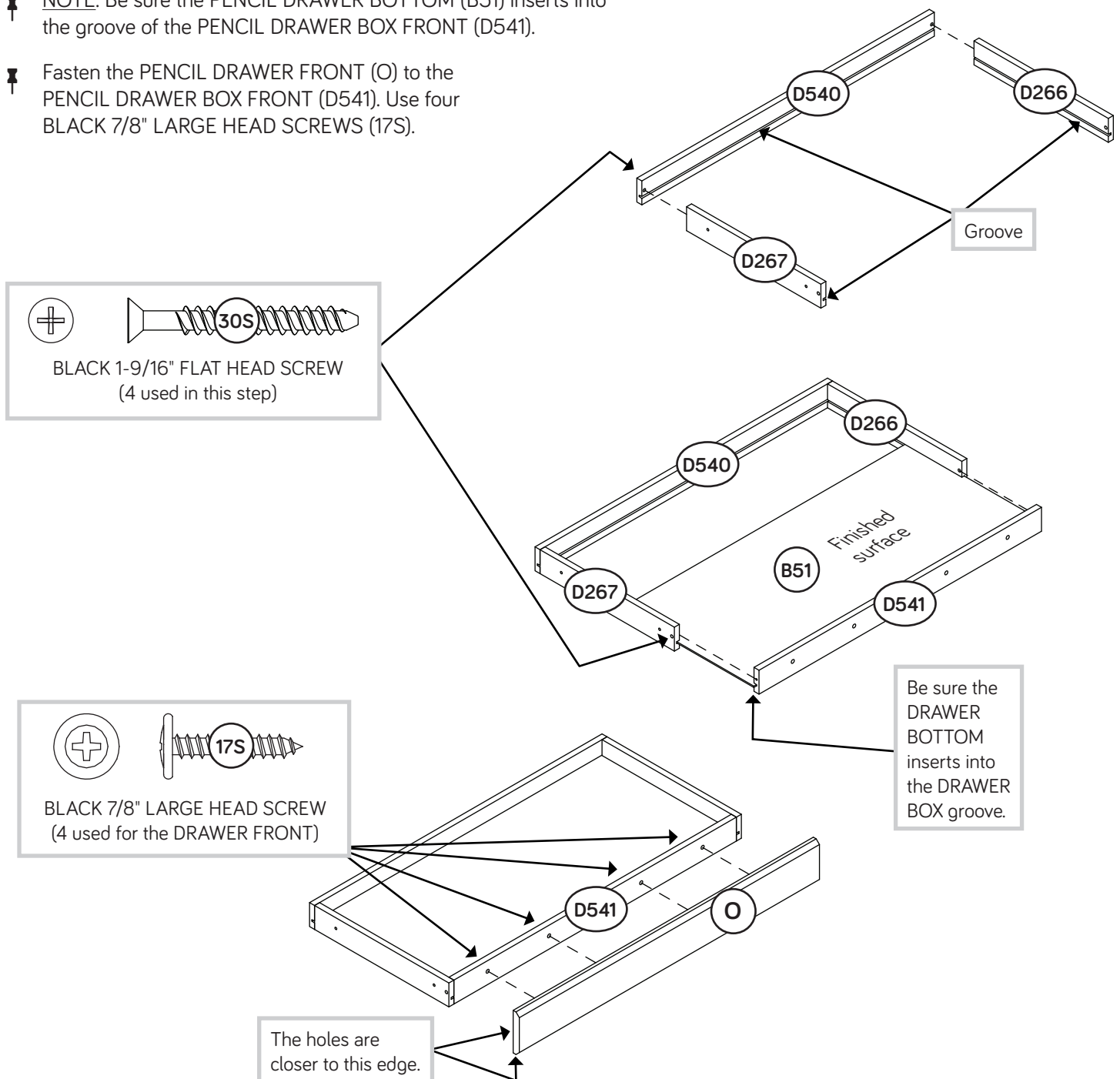
**NOTE:** Tighten two HIDDEN CAMS to fasten the BACK (M) to the UPRIGHT (D).



Fill the holes 1/4 to 1/2 full with GLUE.

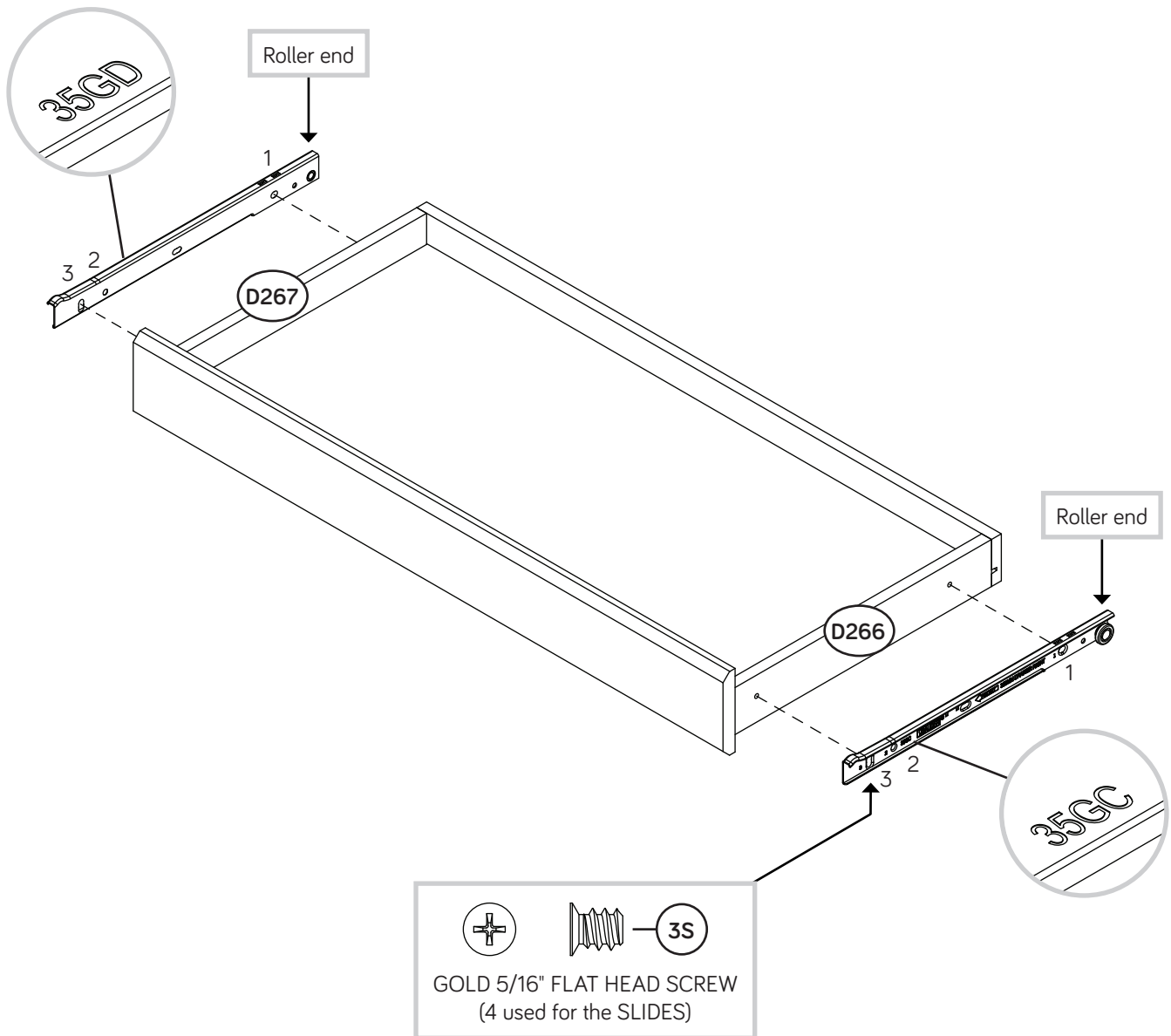
# Step 16

- Fasten the PENCIL DRAWER BACK (D540) to the PENCIL DRAWER SIDES (D266 and D267). Use two BLACK 1-9/16" FLAT HEAD SCREWS (30S).
- Slide the PENCIL DRAWER BOTTOM (B51) into the grooves in the PENCIL DRAWER SIDES (D266 and D267) and PENCIL DRAWER BACK (D540).
- Fasten the PENCIL DRAWER BOX FRONT (D541) to the PENCIL DRAWER SIDES (D266 and D267). Use two BLACK 1-9/16" FLAT HEAD SCREWS (30S).
- NOTE:** Be sure the PENCIL DRAWER BOTTOM (B51) inserts into the groove of the PENCIL DRAWER BOX FRONT (D541).
- Fasten the PENCIL DRAWER FRONT (O) to the PENCIL DRAWER BOX FRONT (D541). Use four BLACK 7/8" LARGE HEAD SCREWS (17S).



# Step 17

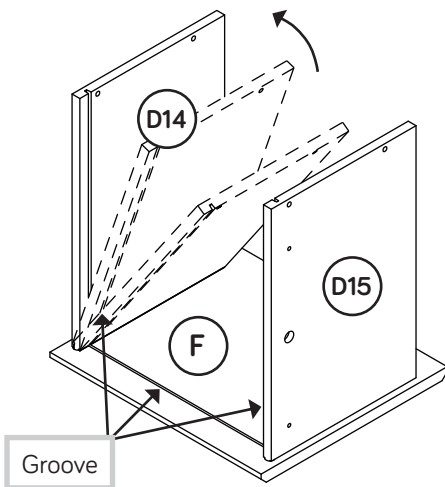
- Fasten the DRAWER RIGHT (35GC) to the PENCIL RIGHT DRAWER SIDE (D266) and the DRAWER LEFT (35GD) to the PENCIL LEFT DRAWER SIDE (D267). Use four GOLD 5/16" FLAT HEAD SCREWS (3S) through holes #1 and #3.



# Step 18

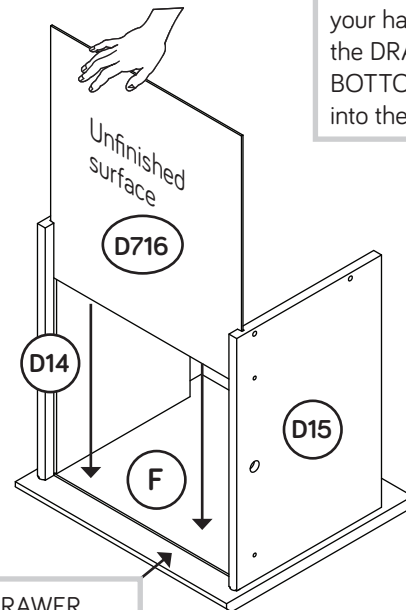
1

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.



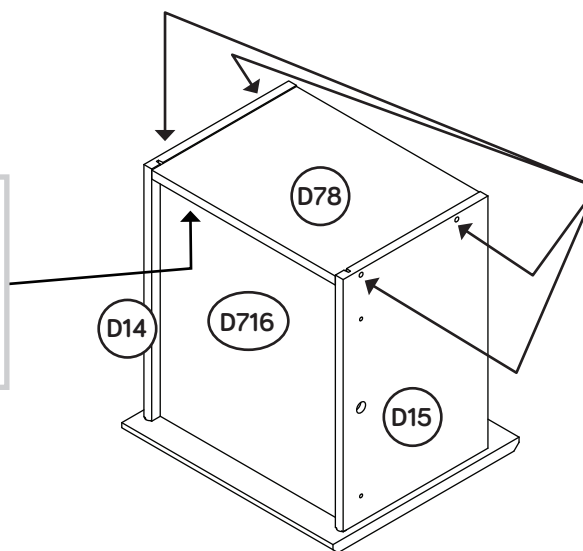
Be sure the DRAWER BOTTOM inserts into the DRAWER FRONT groove.

✚ Insert the FILE DRAWER SIDES (D14 and D15) at an angle into the slot at each end of the FILE DRAWER FRONT (F).

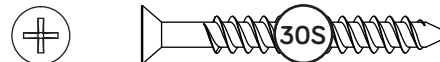
✚ Slide the FILE DRAWER BOTTOM (D716) into the grooves in the FILE DRAWER SIDES (D14 and D15) and FILE DRAWER FRONT (F).

3

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



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



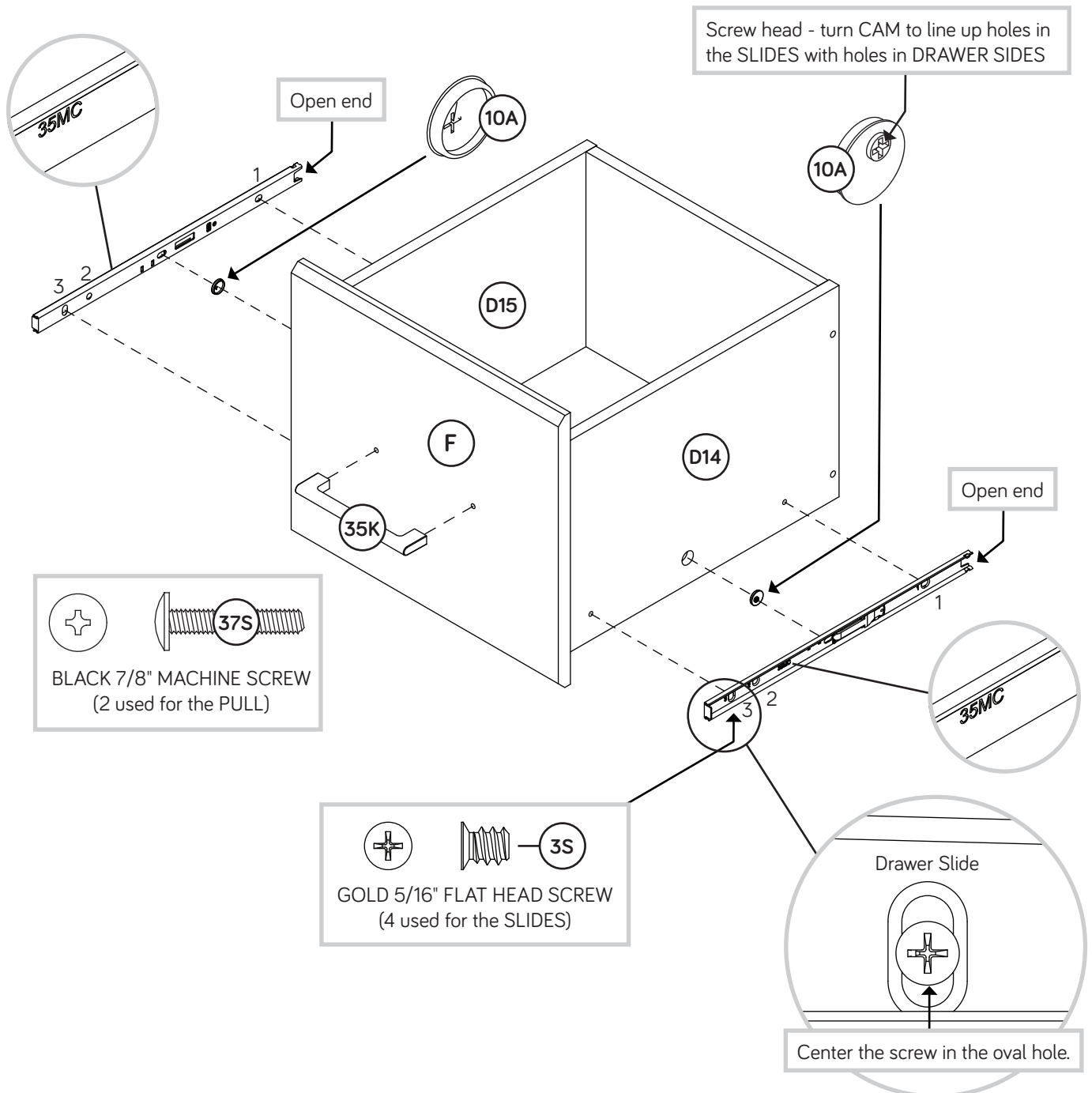
BLACK 1-9/16" FLAT HEAD SCREW (4 used in this step)

✚ Fasten the FILE DRAWER BACK (D78) to the FILE DRAWER SIDES (D14 and D15). Use four BLACK 1-9/16" FLAT HEAD SCREWS (30S).

✚ NOTE: Be sure the FILE DRAWER BOTTOM (D716) inserts into the groove of the FILE DRAWER BACK (D78).

# Step 19

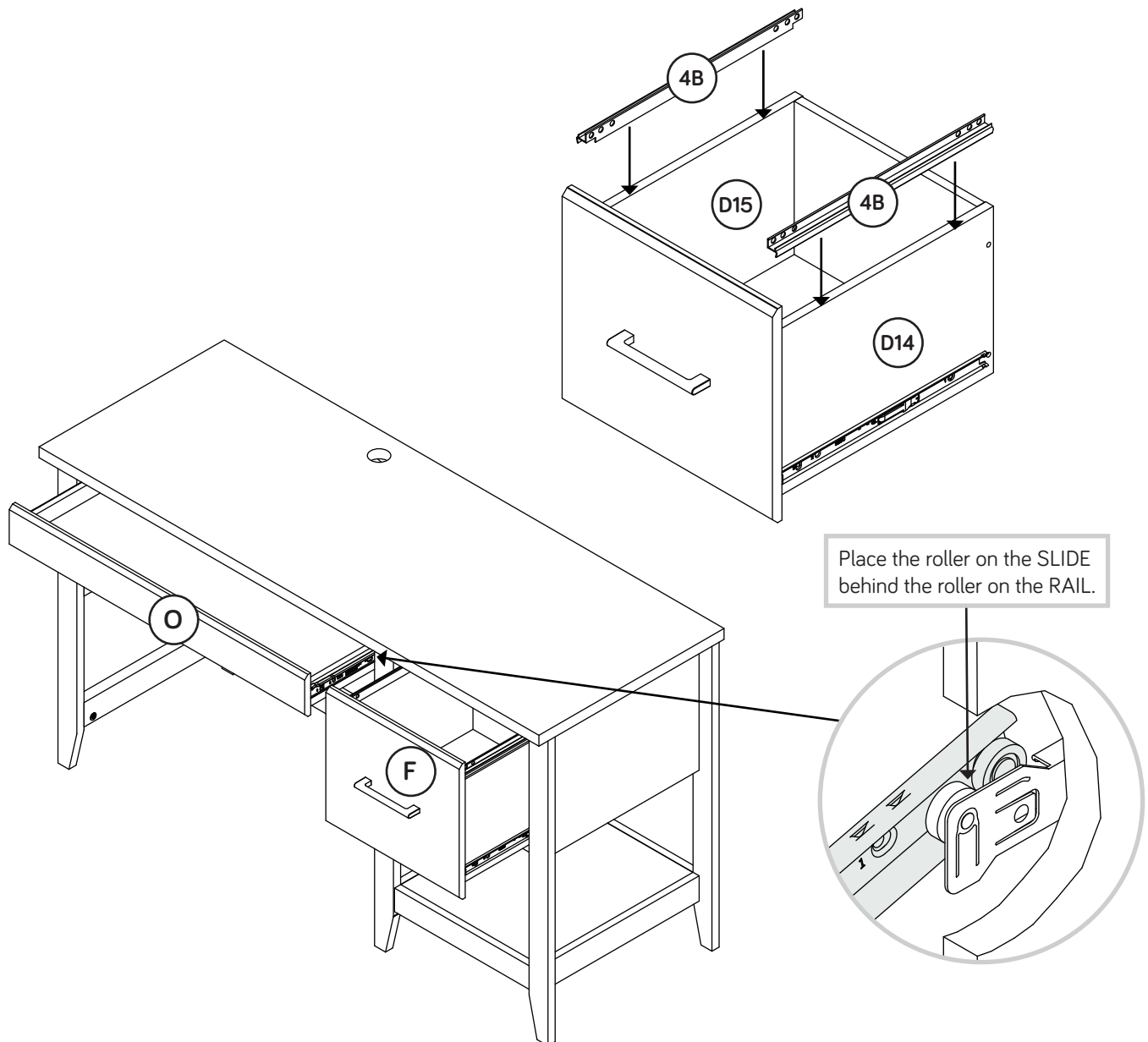
- ✚ Insert a SLIDE CAM (10A) into the FILE DRAWER SIDES (D14 and D15).
- ✚ Fasten the EXTENSION SLIDES (35MC) to the FILE DRAWER SIDES (D14 and D15). Use four GOLD 5/16" FLAT HEAD SCREWS (3S) through holes #1 and #3.
- ✚ **NOTE:** The screw head in the CAM must be visible through the slotted hole in the SLIDE.
- ✚ Fasten the PULL (35K) to the FILE DRAWER FRONT (F). Use two BLACK 7/8" MACHINE SCREWS (37S).





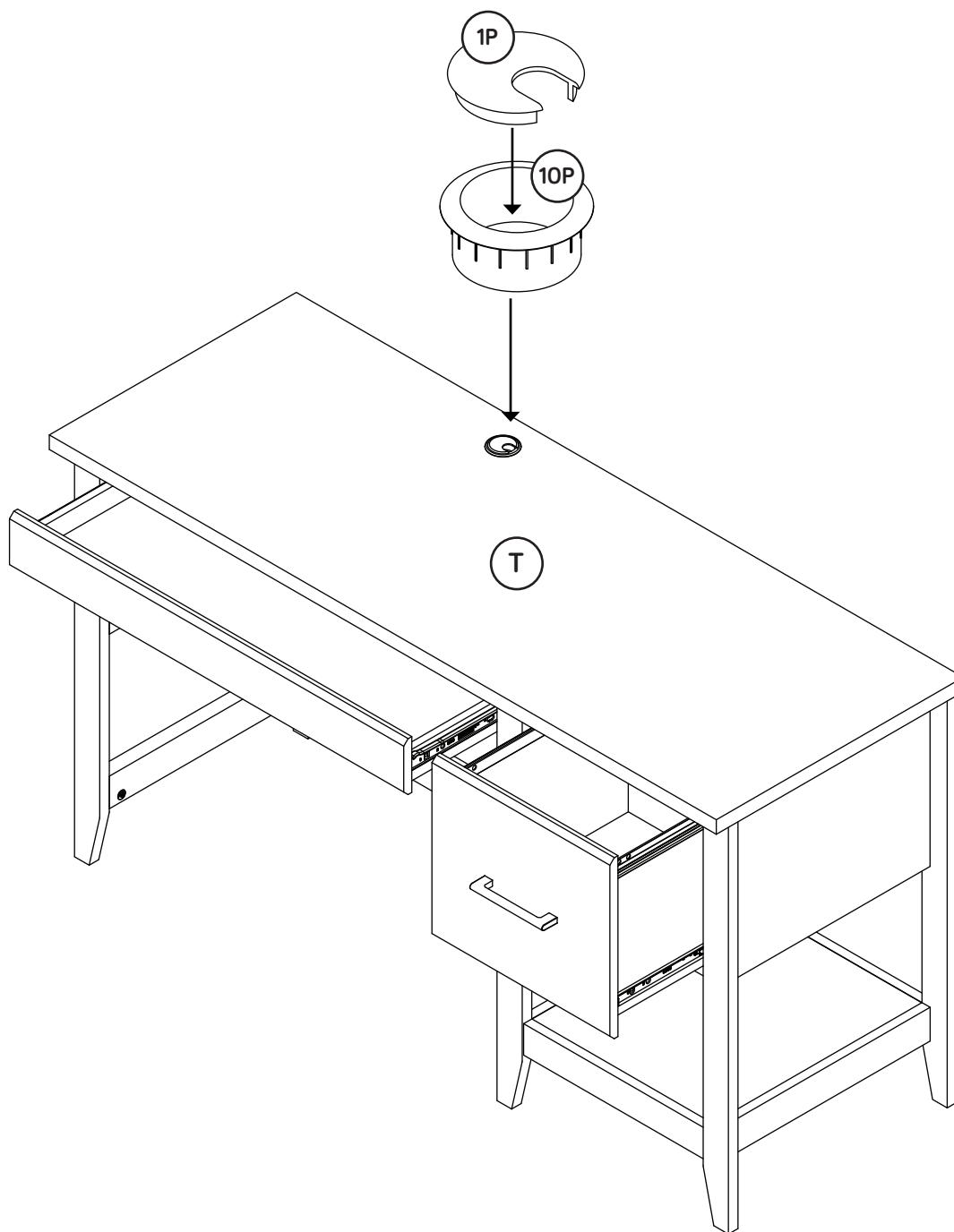
# Step 20

- ✚ Push the FILE GLIDES (4B) onto the FILE DRAWER SIDES (D14 and D15).
- ✚ Carefully stand your unit upright.
- ✚ To insert the PENCIL DRAWER (O) 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 FILE DRAWER (F) 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.



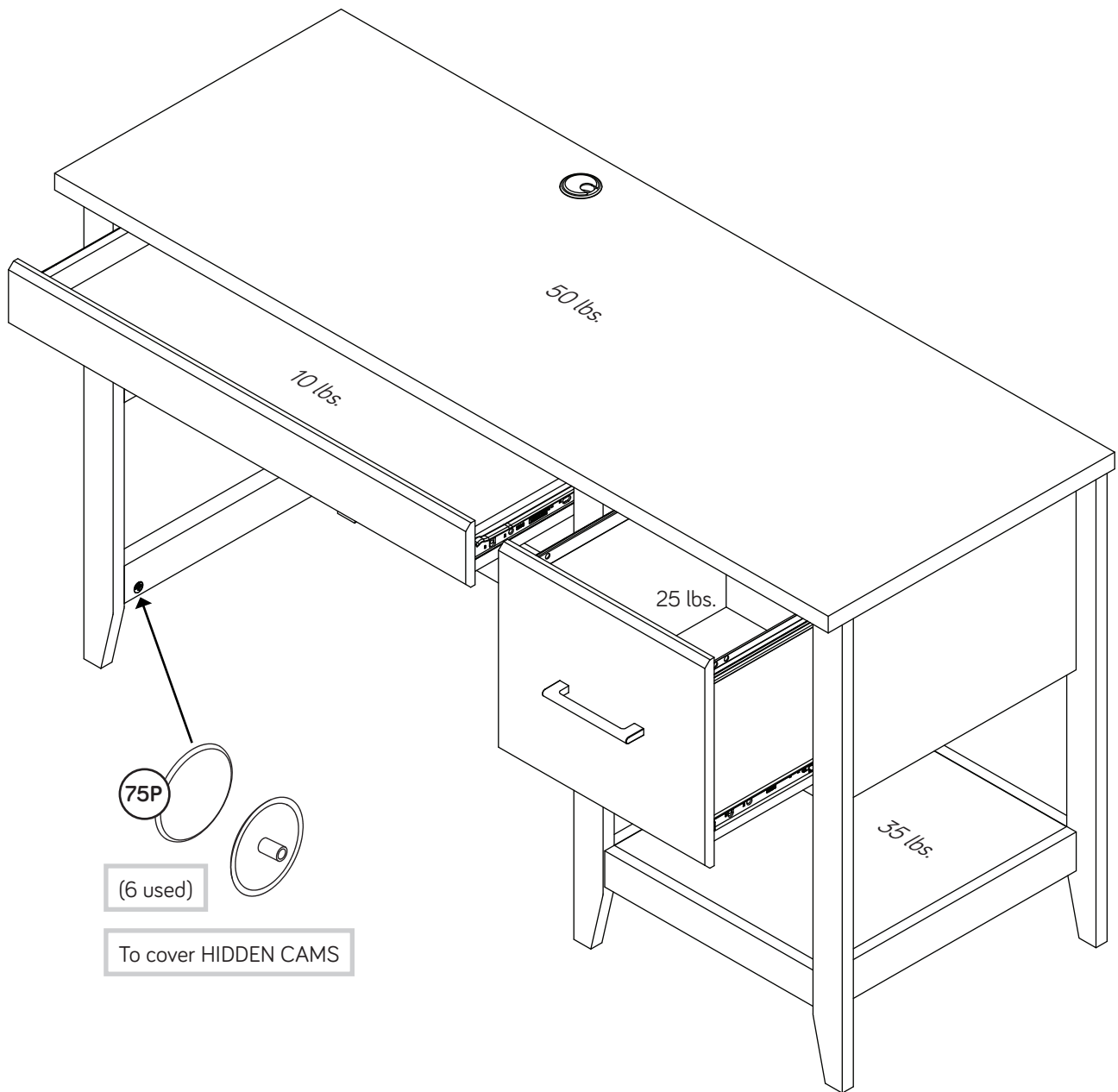
# Step 21

- ✦ Insert the GROMMET (10P) and GROMMET CAP (1P) into the large hole in the TOP (T).



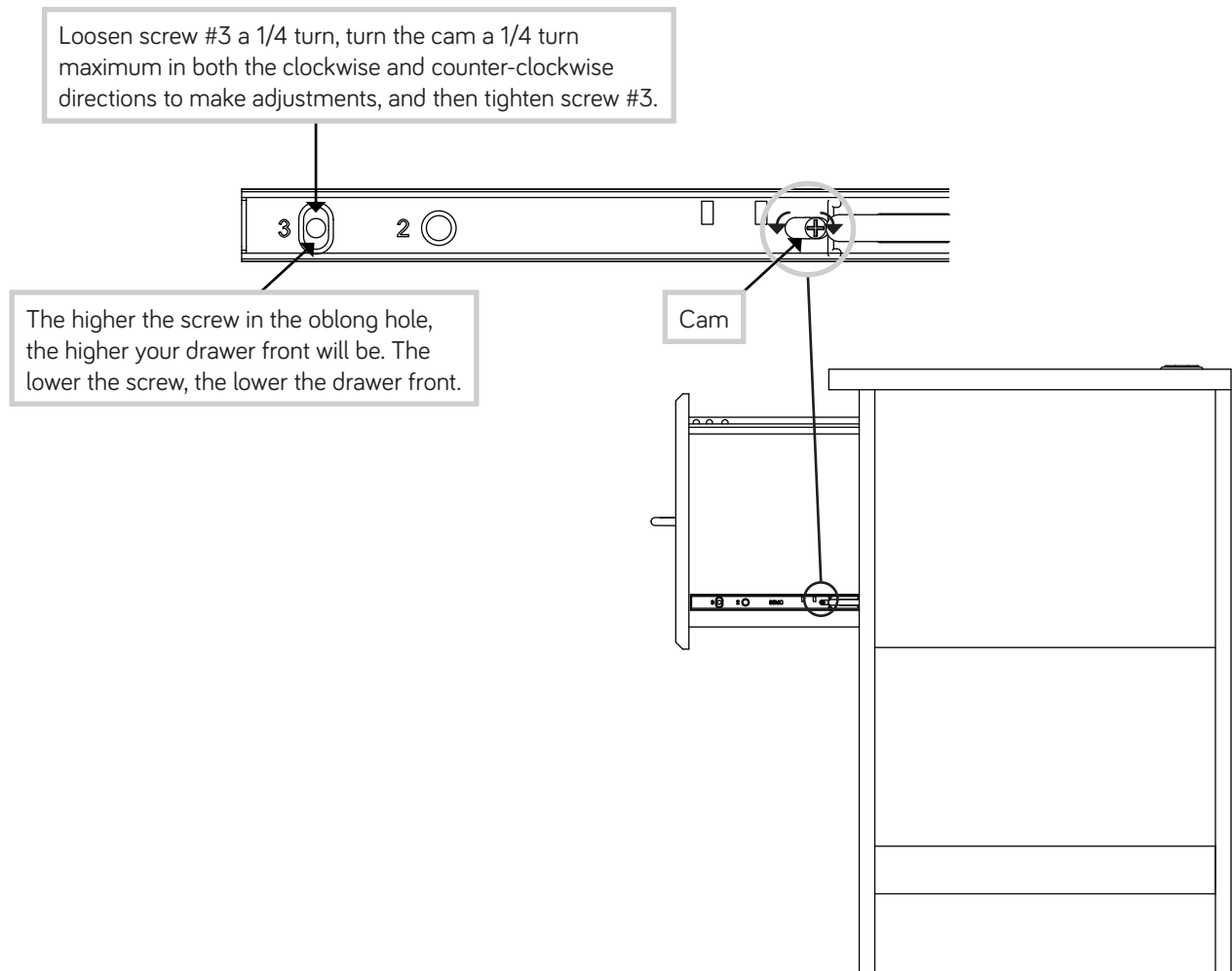
# Step 22

- Using your hammer, gently tap a CAM COVER (75P) onto each visible HIDDEN CAM.



# Step 23

- ✚ To make adjustments to the drawer, 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. By adjusting the drawer this way, it will help the DRAWER FRONT line up better when closed. Tighten the SCREWS when finished with adjustments.
- ✚ NOTE: Please read the back pages of the instruction booklet for important safety information.
- ✚ This completes assembly. Clean with 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>