

HELPFUL ASSEMBLY TIPS

Our Customer Service department was asked to submit their "Greatest Hits" list from years of experience helping customers assemble Anthro furniture.

BEFORE YOU BEGIN:

- Gather all your instructions – for your main piece as well as your accessories – and do a quick read of them.
- Inventory all the parts and kits before you start. Keep fasteners in their bags until you use them.
- Don't recycle the packaging until your assembly is complete. Make sure there aren't any parts in there!
- It helps to have another person when putting together larger pieces – to hold shelves up, for example – and for moral support.
- Plan your shelf heights before starting assembly. Use masking tape or something else easily removable to mark the holes where the shelf support should go.
- Protect shelf laminate from being scratched by placing shelves on a clean surface – preferably carpet.
- Be sure you have enough available light. This will make a huge difference when trying to see if holes are lined up. Move a floor lamp into your assembly area if you have to.
- Choose the right time to put together your furniture – like when you have more than a few minutes and when you're well rested and relaxed.



(HINT: THIS IS THE HEX HEAD BALL DRIVER.)

Which is basically a fancy name for a screw driver with a ball-shaped end. The ball shape allows you to tighten or loosen fasteners at an angle. And that can be helpful when you're working on hard-to-get-at screws under a low or high shelf.



(HINT: THIS IS NOT A STRANGE CRAYON.)

It's a wax stick and it will make your life (and inserting the split sleeves on the extension tubes into other tubes) a lot easier.

More tips on back! ▶



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HELPFUL ASSEMBLY TIPS (continued)

READY TO START?

- Don't tighten all the screws completely until the very end of assembly. Otherwise you'll have a difficult (if not impossible) time installing shelves and work surfaces because there won't be enough "give" in the structure.
- Using a drill can be very helpful – however, make sure that the torque is turned down or you risk stripping fasteners and causing damage to laminated and painted surfaces. Also, use the drill only in the middle of the job. Use the hex head ball driver and hand tighten the fasteners in the beginning and the end of the job to further avoid stripping and scratches.
- If you decide to use a drill, be sure to wear safety glasses in case a screw or metal shaving goes flying!
- When positioning a shelf support on a vertical tube, use the hex head ball driver end to help align the support with the screw holes on the tube (see photo on right).
- A small, ratcheting socket wrench is indispensable for getting in and out of tight spots – like when you need to tighten nuts below a work surface.
- Only go by the small numbers printed on the individual parts bags. The big numbers won't match the numbers in the instructions because they refer to the bag itself.
- If attaching a drawer, it's much easier if you attach it while the unit is already upside down on the floor during assembly.
- If you need to remove Extension Tubes after they've been installed, wiggle the tube enough to expose about ¼" of the split sleeve underneath. Squirt a bit of liquid dish soap onto the exposed split sleeve - going all the way around - then gently pound the tube back into place with your mallet. Wait about 10-20 minutes for the soap to lubricate the sleeve then pull the tube out. (It should come out without too much trouble.)
- When assembling the Adjustable Laptop Cart, POC Cart or Zido Adjustable-height Cart, make sure to put the release lever in the cradle near the perimeter of the mount, not in the center of the stem. (See photo on right).



STUCK? FEELING FRUSTRATED?



Call us or use our Chat Line.
We're happy to walk you through your assembly!



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