

PALETTE ENGAGE TABLE ASSEMBLY INSTRUCTIONS

1. Lay the table top laminate side down on carpet, cardboard, or some padded material that is clean, smooth, and will not scratch the top.
2. You will see groupings of metal inserts toward the table edge. The legs will attach here. Most tables will have 4 legs (Harmony & Stella tables only have 3 legs). The end of the leg that will not be in contact with the ground has a leg plate attached to it with holes in the plate. Position this leg plate over a grouping of inserts and rotate/move the leg until the holes in the leg plate match the inserts. If there are just two legs that have casters be sure that these two legs are placed adjacent to each other.
3. Hand thread the provided machine screws through the holes in the leg plate and into the table inserts. Thread all the screws in one leg plate before tightening any in that leg plate. You may have to jiggle/rotate the leg & plate to get all the screws to fit. After all the screws have been threaded and turned at least 3 full revolutions (to insure it is not cross-threaded), use a 1/8" Allen wrench or 1/8" Hex bit to tighten the screws. **Tighten securely, but do not overtighten.**
4. Complete steps #2 & #3 for all the legs.
5. Turn table right side up.
 - A. If the table has no casters, fully lift (do not drag, secure the help of someone else if needed to carry the table) and move it to the location it is to be. Use leveling glides (on non-caster legs) to level table and make sure all legs contact the floor.
 - B. If the table has 2 casters, lift up on the non-castered legs and roll the table to the desired location. Level if necessary. Set the caster brakes if desired.
 - C. If the table has 3 or 4 casters, roll the table into place. Set the caster brakes if desired.