

# Adjustable Length Table Assembly Instructions

**Note:** A power screw or socket driver will substantially reduce the assembly time. Be sure it is set to a low torque setting to avoid stripping the screws out of the wood when tightening.

1. Check that you have received everything in the list of contents below:
  - a) Two extension slide rails (*Box 1 of 3*)
  - b) One set of legs (*Box 2 of 3*). They include:
    - i. 2 legs (adjustable in height)
    - ii. 2 short “T” inserts to attach a leg to one end of the table - (for the leg assembly with short center brackets). **Note: The bottom leg insert piece is about 12” high.**
    - iii. 2 long “T” inserts to attach the other leg to the table – (for the leg assembly with long center brackets). **Note: The bottom leg insert piece is about 11” high. The longer “T” insert allows both legs to be folded under the table and lay straight with the table top if the longer one is folded in last.**  
**Note: Occasionally the bottom leg insert pieces get mixed or mismatched to the top piece, i.e. short bracket top with 11” instead of 12” bottom leg insert piece. This will make the table lean or be unlevel. Please confirm the leg sets are matched correctly before assembly!**
    - iv. 24 screws
  - c) The melamine wood table ends & leaves with assembly screws (*Box 3 of 3*)
    - v. Two 33” x 30” pre-drilled melamine table ends. **Note: The slide rails will be attached to the holes along the sides of the table ends. There are also holes in the ends of these sections that allow the user to attach the Portable Professional Frame with bolts, rather than using the clamps which are also provided with the frame (if desired).**
    - vi. One 30” x 30” table leaf
    - vii. Two 18” x 30” table leaves
    - viii. 40 screws to attach the extension slide rail
    - ix. 4 Latch sets to join the table ends/leaves with 4 screws for each latch set (16 screws-flat head Philips).
    - x. 16 Wood dowel pins to align table ends and leaves.
2. Place the table ends, melamine tabletop side down with pre-drilled side up, on a smooth surface to avoid scratching. Place the dowels in one table top end piece to help align the other table top end piece (**Figure 1**). (The dowels will be glued in place as a last step.)

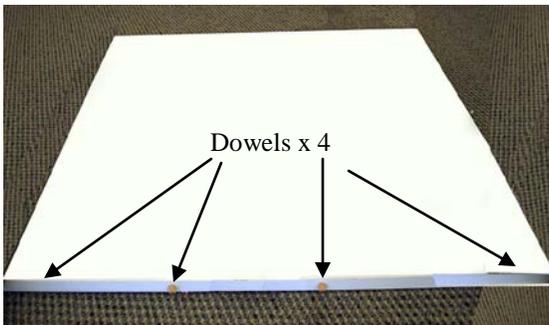


Figure 1

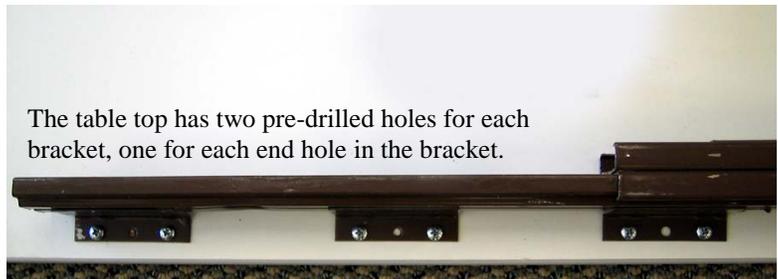


Figure 2

3. Install the rails:
  - a) Place both rails on the underside of the table, one on each side so the bracket with holes aligns with the pre-drilled set of holes along each edge of the table ends. It may be necessary to slightly extend or compress the rail to get alignment at both ends.  
**Note: the brackets with holes are on opposite sides of the rail at the two ends.**

- b) Put a screw in the end of each rail in the end pre-drilled hole. This should hold the rails in place so the rest of the screws can be installed quickly.
- c) Install the rest of the screws. **Note: 2 screws in each bracket – one on each end the center un-drilled holes can be used if you accidentally strip a screw (Figure 2).**

4. Install the legs:

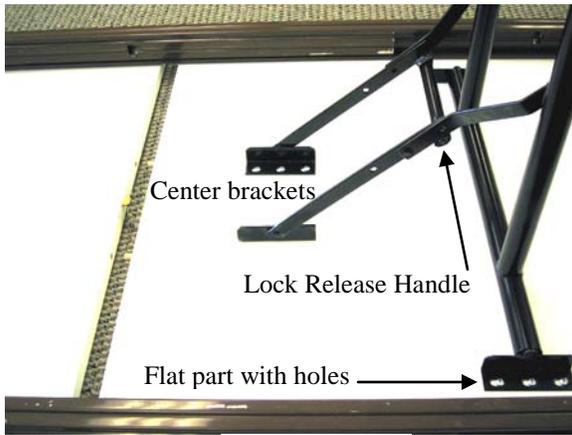


Figure 3

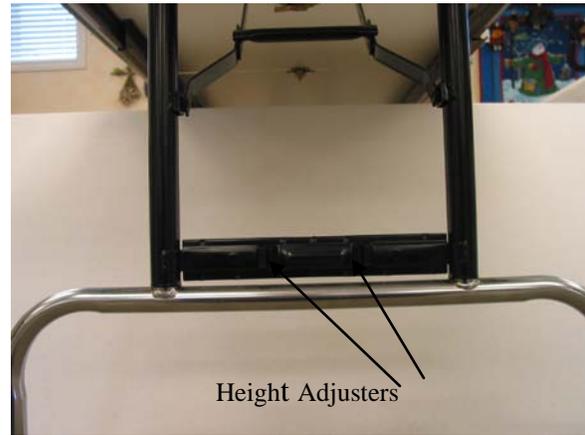


Figure 4

- a) Place one leg on the underside of the table between the rails with the center brackets toward the center. The center folding mechanism should have the flat side next to the table underside. The leg height adjusters push together to adjust table height and should face out away from the center of the table (**Figure 4**). **Note: The lock release handle should be down toward the table top (Figure 3).**
- b) Install the pivot “T” inserts (x2) into each end of the leg top. The “T” has a short round tube which slides into the top tube of the leg assembly. Use the same height “T” on each side of the leg. **Important note: Use the short “T” s on the leg with the short center brackets and the long “T” s on the leg with the long center brackets.** The flat part with holes of the “T” goes next to the table top (**Figure 3**).
- c) Align the “T”s and the center folding mechanism with the pre-drilled holes.
- d) Put the screws in the two “T”s and the two center brackets on each leg. Each “T” and each bracket has 3 screws.
- e) Test the leg. You should be able to lift the leg and lock the center folding mechanism to hold the leg in place. **Note: the lock release handle should be down toward the table top.**
- f) Repeat the above steps to install the other leg. When complete, the legs do overlap, but since one set of pivot “T”s is higher then the other, both legs fold parallel to the underside of the table top. Fold down the short “T” side first and the tall ”T” side last.



Figure 5

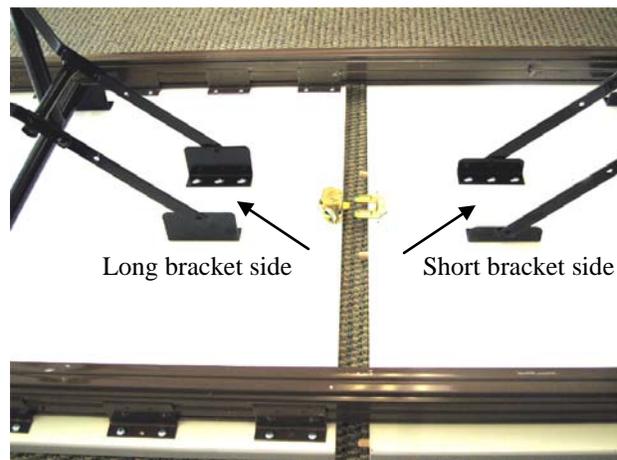


Figure 6

5. Install the locking brackets (**Figures 5 and 6**).

6. a) Align a locking piece with a corresponding latch at the center of each side of the table ends. Either piece can be placed on either end, but must match as a pair (a latch and a locking piece)  
**Note: Make sure the latches and locking piece and dowels are on the same side on each leaf so the leaves will match with each other no matter which one is used or taken out (Figure 7).**  
 b) Put screws in both pieces in the pre-drilled holes (Figures 5 & 6).  
 c) Install a locking piece & corresponding latch on opposite sides of each table leaf (Figure 7).

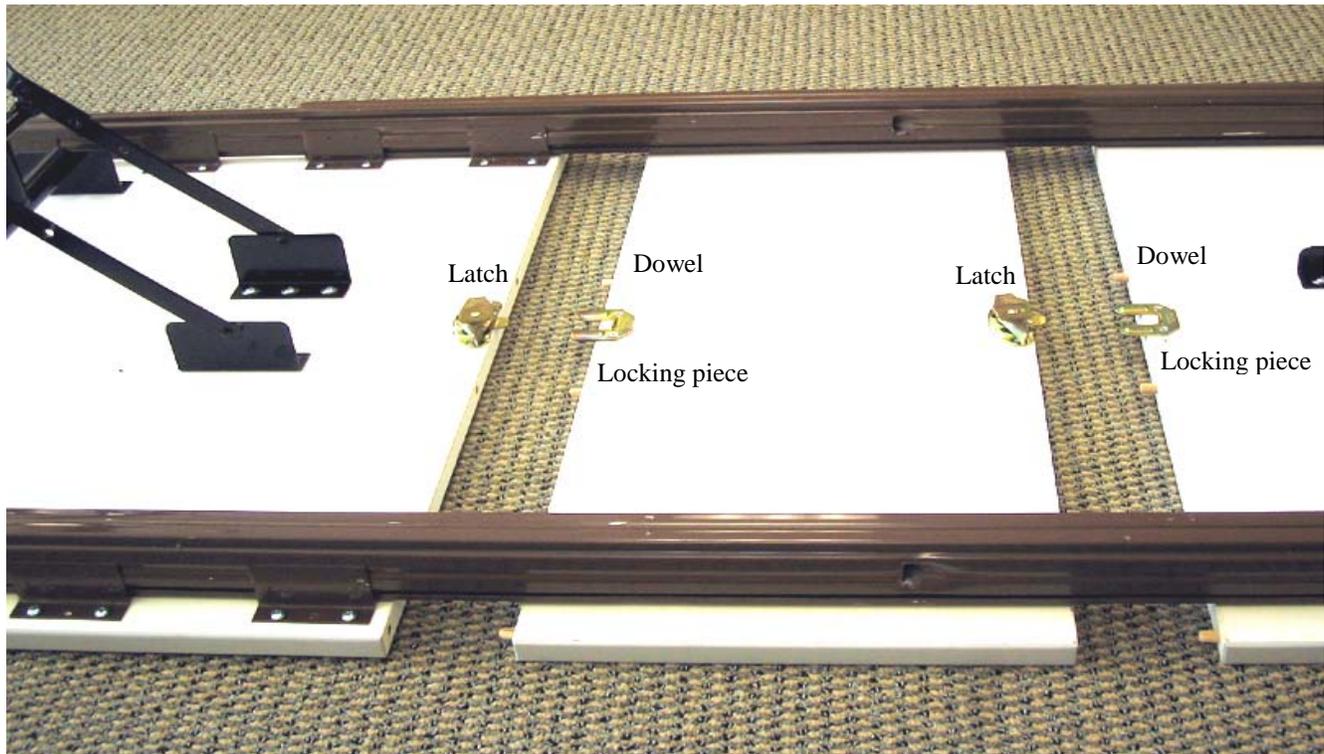


Figure 7

7. Turn table over, fold down and secure the legs. Table should extend to full length and return (may be a little stiff, but not excessive). Leg height adjustment can be raised or lowered by pinching together the two height adjusters in the center horizontal support of the leg, allowing the feet to slide in or out to adjust height. You may need to take the weight off the leg to pinch the height adjuster together.
8. Gluing the dowels in place (optional). (Figures 6 & 7)
  - a) Pull the table apart, remove the 4 dowels temporarily installed in the table halves.
  - b) Place a small amount of glue on the dowel end and sides and re-insert in the hole. All 4 dowels should be glued in the same table half.
  - c) Select the side of each leaf with the same latch component as the table half with the installed dowel ends (either the locking side or the latch side). **Important note: If dowels are put in the wrong side of any table leaf, the locking mechanisms will not be properly mated when the table is pushed together. You may want to test putting a leaf in the table to be sure before you glue.**
  - d) Glue 4 dowels in the selected side of each of the leaves (Figures 6 & 7).
  - e) Wipe any excess glue off the leaf face.
  - f) Leave to dry overnight.