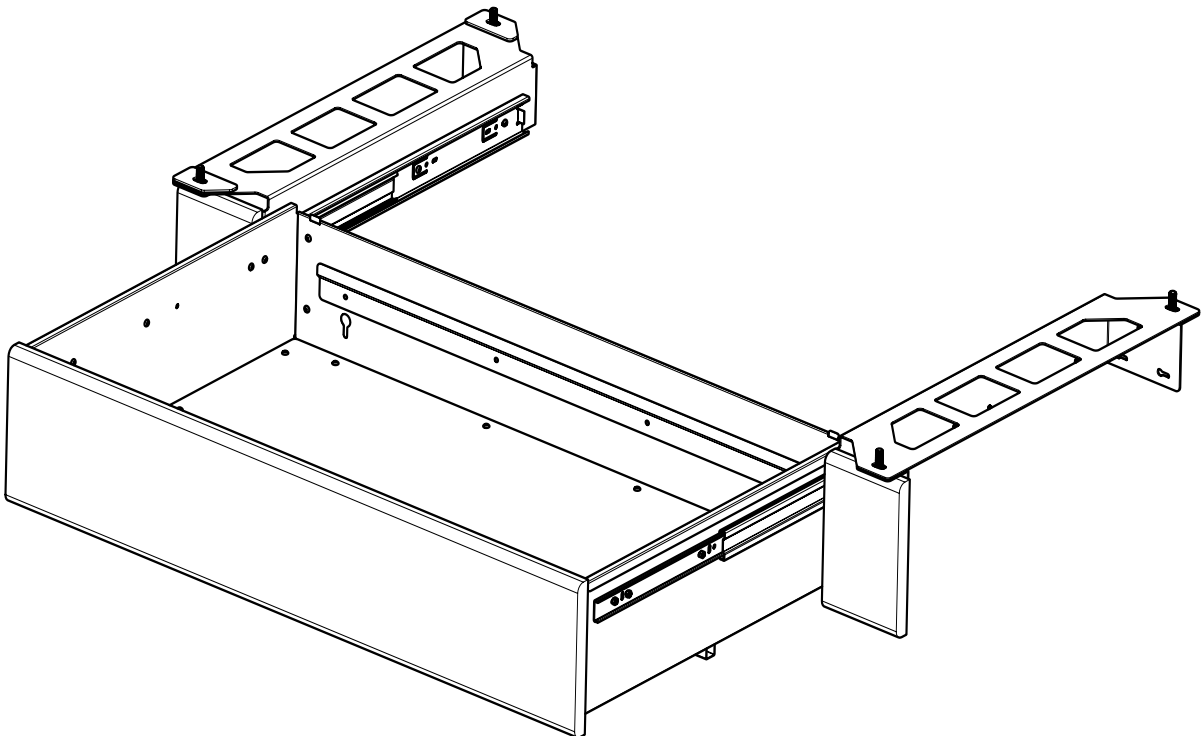


MY *Secret* DRAWER™

Assembly Instructions

Compatible with:
HQ Studio® and HQ Studio2™ Frames (HG01400) and
HQ Gallery® and HQ Gallery 2™ Frames (HG01410)



Parts Lists

My Secret Drawer, For HQ Studio and HQ Studio 2 Frames HG01400

PART #	DESCRIPTION	QTY
HG01400-02	DRAWER SIDE	2
HG01400-03	DRAWER REAR-4 FOOT	1
HG01400-05	DRAWER BOTTOM BOARD 4 FOOT	1
HG01400-06	DRAWER FRONT-4 FOOT	1
HG01400-07	BRACE DRAWER BOTTOM	1
HG01400-08	DRAWER SIDE FACE SMALL	2
HG01400-10	DRAWER SLIDE-SINGLE ACTION	2
HG01400-12	DRAWER MOUNTING SPACER	2
HG01400-01	BRACKET SHORT-STUDIO FRAME	2
QM10959	SCREW-M8 X 20 FLGD SKB ZN	4
HG01400-16	SCREW-M4 X 12MM SKB ZN	16
HG01400-17	SCREW-M4 X 8MM SKB ZN	4
HG01400-18	SCREW-M4 X 6MM SKB ZN	8
HG01400-19	SCREW-PHP W 3.5 X 15MM ZN	17
QM10528	NUT-M4 SERRATED FLANGE ZN	4
HG01400-21	HEX DRIVER 2.5MM	1
HG01400-20	HEX WRENCH 7MM	1
QM10289	HEX KEY L 5MM	1

My Secret Drawer, For HQ Gallery and HQ Gallery 2 Frames HG01410

PART #	DESCRIPTION	QTY
HG01400-02	DRAWER SIDE	2
HG01400-03	DRAWER REAR-4 FOOT	1
HG01400-05	DRAWER BOTTOM BOARD 4 FOOT	1
HG01400-06	DRAWER FRONT-4 FOOT	1
HG01400-07	BRACE DRAWER BOTTOM	1
HG01400-08	DRAWER SIDE FACE SMALL	2
HG01400-10	DRAWER SLIDE-SINGLE ACTION	2
HG01400-12	DRAWER MOUNTING SPACER	2
HG01400-14	BRACKET LONG-GALLERY FRAME	2
QM10959	SCREW-M 8 X 20 FLGD SKB ZN	4
HG01400-16	SCREW, M4 X 12MM SKB ZN	16
HG01400-17	SCREW-M4 X 8MM SKB ZN	4
HG01400-18	SCREW, M4 X 6MM SKB ZN	8
HG01400-19	SCREW-PHP W 3.5 X 15MM ZN	17
QM10528	NUT-M4 SERRATED FLANGE ZN	4
HG01400-21	HEX DRIVER 2.5MM	1
HG01400-20	HEX WRENCH 7MM	1
QM10289	HEX KEY L 5MM	1

Tools Needed:

- 2.5 mm hex driver (provided)
- #2 Phillips screwdriver (not provided)
- 7mm wrench (provided)
- 5mm L hex key (provided)

Assembly Suggestions:

- Protect the work surface and drawer by covering the work surface with a protective covering such as a large thick towel.
- Do not tighten screws until instructed to do so at the end of the drawer assembly process.

Section 1: Removing Drawer Slides from Drawer Sides

➤ **IMPORTANT:** The drawers are for straight leg frames. They are not compatible with curved leg frames.

✎ **NOTE:** A drawer may be installed at the front or rear of any four-foot table top section on these two frames.

➤ **IMPORTANT:** The drawer slides are lubricated to help them slide smoothly. Take care while handling the sides and slides, so as to not transfer the lubricant to other surfaces or clothing.

ITEM	PART #	DESCRIPTION	QTY
1	HG01400-02	DRAWER SIDE	2
2	HG01400-10	DRAWER SLIDE-SINGLE ACTION	2

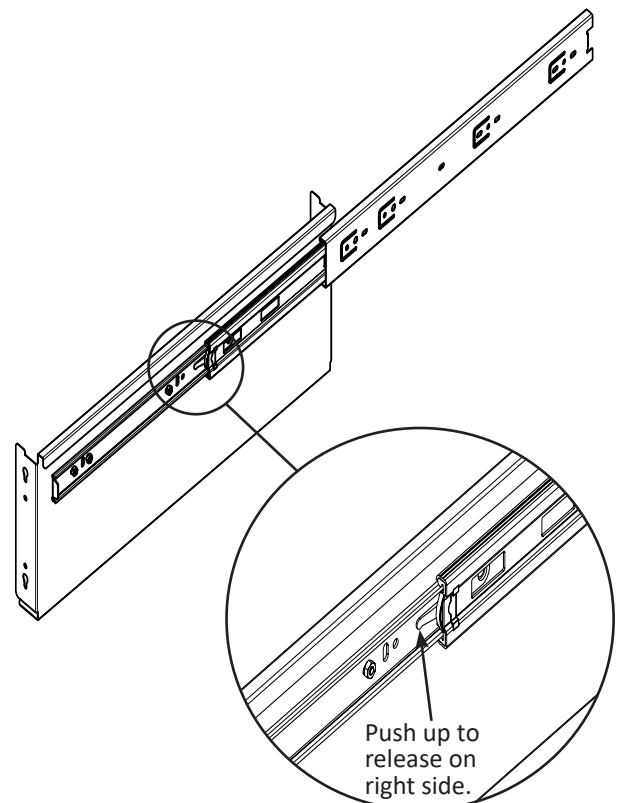
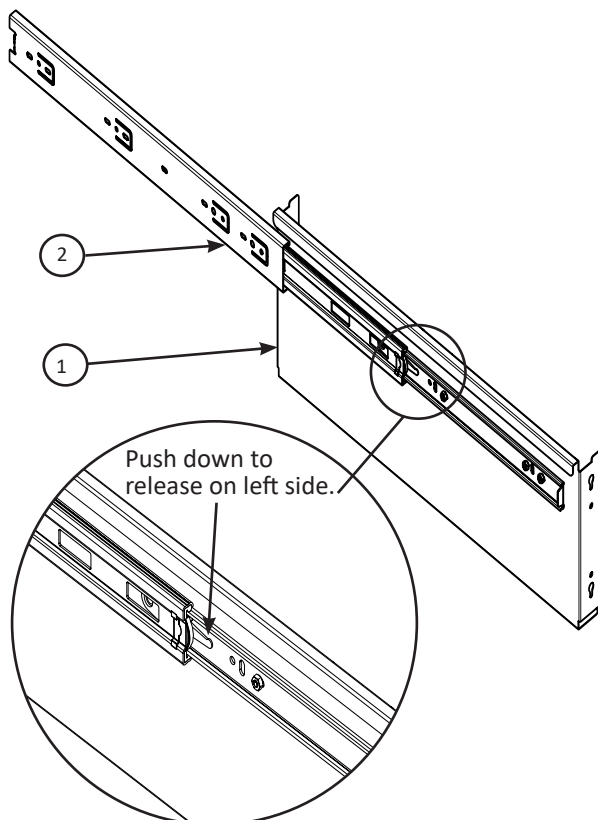
Step 1: Locate the two drawer sides (item 1) with slides (item 2).

Step 2: Extend the slide all the way out.


Step 3: Locate the little black lever near the center of the small section of the slide. You will either push up or down on the latch as shown in diagram below.

Step 4: Remove the slide by pulling the larger section of the slide away from the smaller inside section. The small slide section with black latch will remain attached to the drawer side.


Step 5: Repeat Steps 1-4 for the other drawer side.




Section 2: Drawer Slides to Bracket Assembly

 **NOTE:** The drawer can be mounted on any four foot frame section of the frame. The drawer can open one way, either to the front or to the rear of the frame.

Step 1: Determine the location and direction of the drawer to be mounted. In these instructions the drawer is shown mounted at one end of the frame, with the front of the drawer to the front of the frame.

 **NOTE:** The small gray bumper on the largest part of the drawer slide, goes to the back and the black guide goes to the front of the drawer.

Step 2: Orient the parts as shown in the image at bottom left. Install the drawer slide (item 2) to the mounting bracket (item 1) with four screws (item 3).

 **NOTE:** Move the two parts of the drawer slide as needed to access all four threaded holes to insert the screws.

HG-01400

My Secret Drawer, For Studio Frame

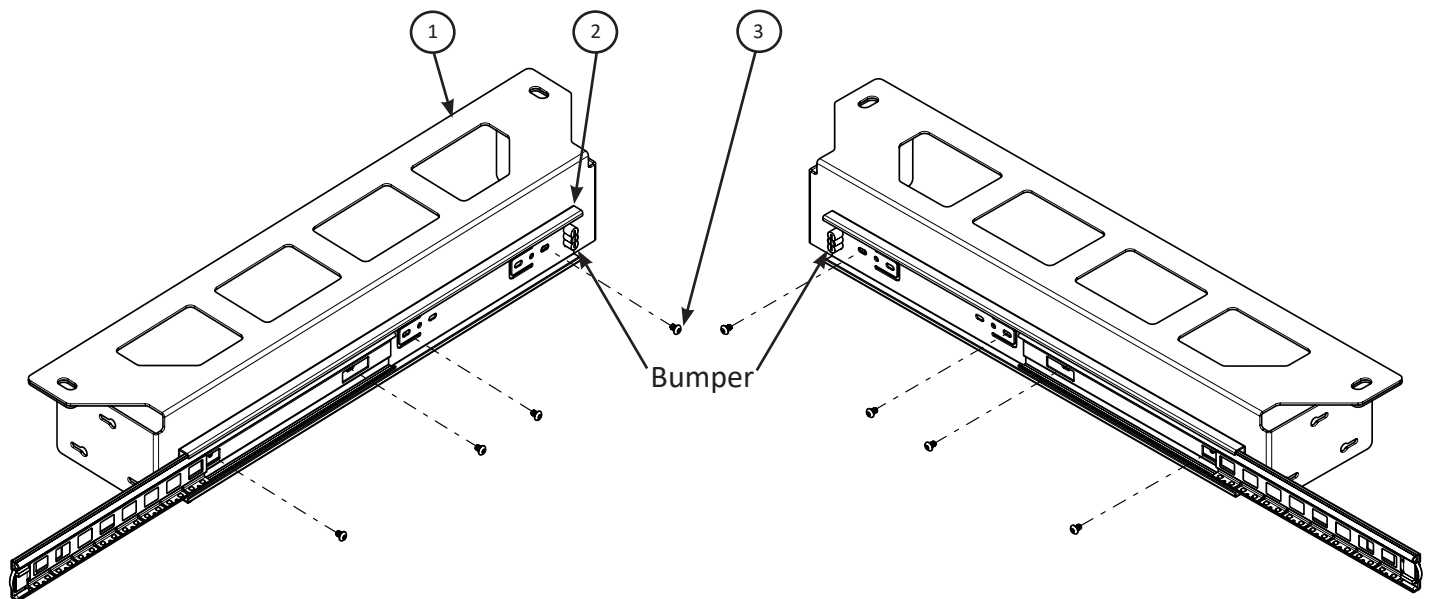
ITEM	PART #	DESCRIPTION	QTY
1	HG01400-01	BRACKET SHORT-STUDIO FRAME	2
2	HG01400-10	DRAWER SLIDE- SINGLE ACTION	2
3	HG01400-18	SCREW-M4 X 6MM SKB ZN	8

HG01410


My Secret Drawer, For Gallery Frame

ITEM	PART #	DESCRIPTION	QTY
1	HG01400-14	BRACKET LONG-GALLERY FRAME	2
2	HG01400-10	DRAWER SLIDE- SINGLE ACTION	2
3	HG01400-18	SCREW-M4 X 6MM SKB ZN	8

Step 3: Orient the part as shown in the image at bottom right. Repeat Step 2 for the other bracket.



Section 3: Spacer to Drawer Bracket

 **NOTE:** Spacers with sticky tape are provided for the side bracket that does not have a table top splicer. Table top splicers are used where each four foot table section meets another section, at both the front and the rear of the frame. The spacers both go on the same bracket to keep the drawer level with the splicer end. The bracket with spacers will be located next to an end leg of the frame. If a drawer is mounted in the center four foot section of the frame, both sides of the drawer will have a splicer, so no spacers will be necessary. In this case, save the spacers should you decide to move the drawer to a side location later.

HG-01400

My Secret Drawer, For HQ Studio Frame


ITEM	PART #	DESCRIPTION	QTY
1	HG01400-01	BRACKET SHORT-STUDIO FRAME	2
2	HG01400-12	DRAWER MOUNTING SPACER	2

HG01410

My Secret Drawer, For HQ Gallery Frame

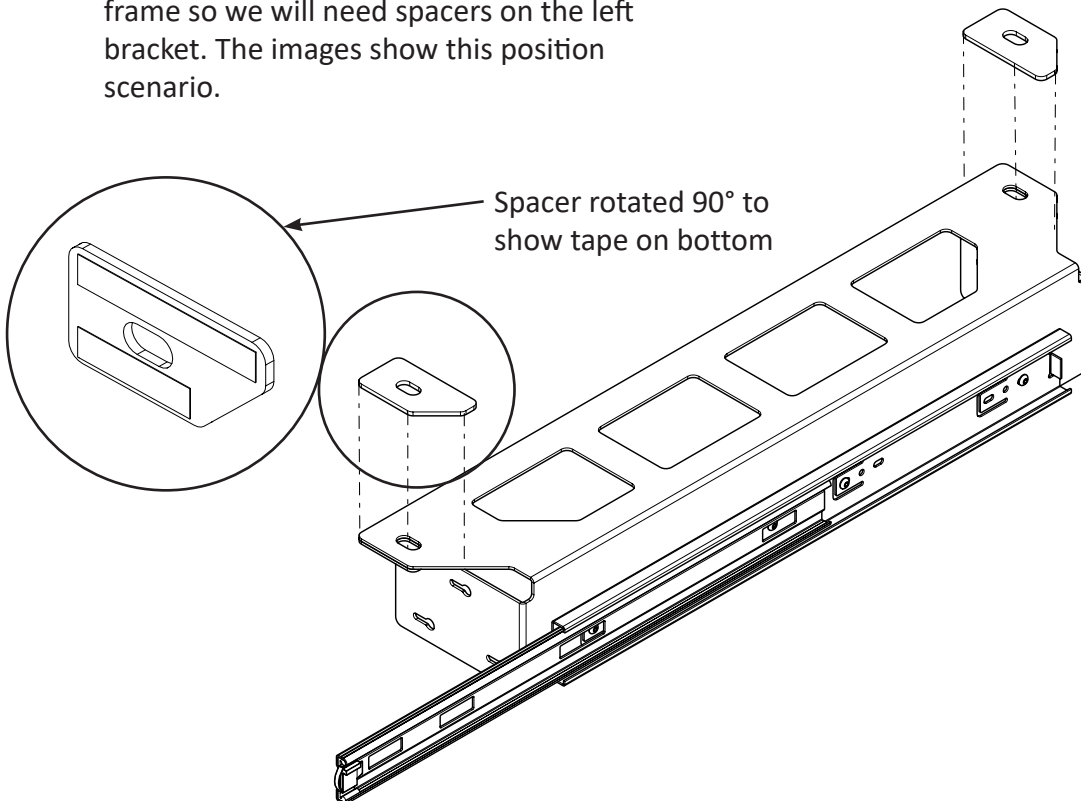
ITEM	PART #	DESCRIPTION	QTY
1	HG01400-14	BRACKET LONG-GALLERY FRAME	2
2	HG01400-12	DRAWER MOUNTING SPACER	2

Step 1: Determine where the spacers will go and take note of how they will align to the proper bracket. See note above for more information.

 **NOTE:** In these instructions we are mounting the drawer to the left end of the frame so we will need spacers on the left bracket. The images show this position scenario.

Step 2: Remove the backing from the sticky tape on the back of the spacers.


Step 3: Align the spacers and press them down firmly, ensuring that the elongated holes and edges line up between the spacer and the bracket.



Section 4: Left Bracket to Frame Assembly

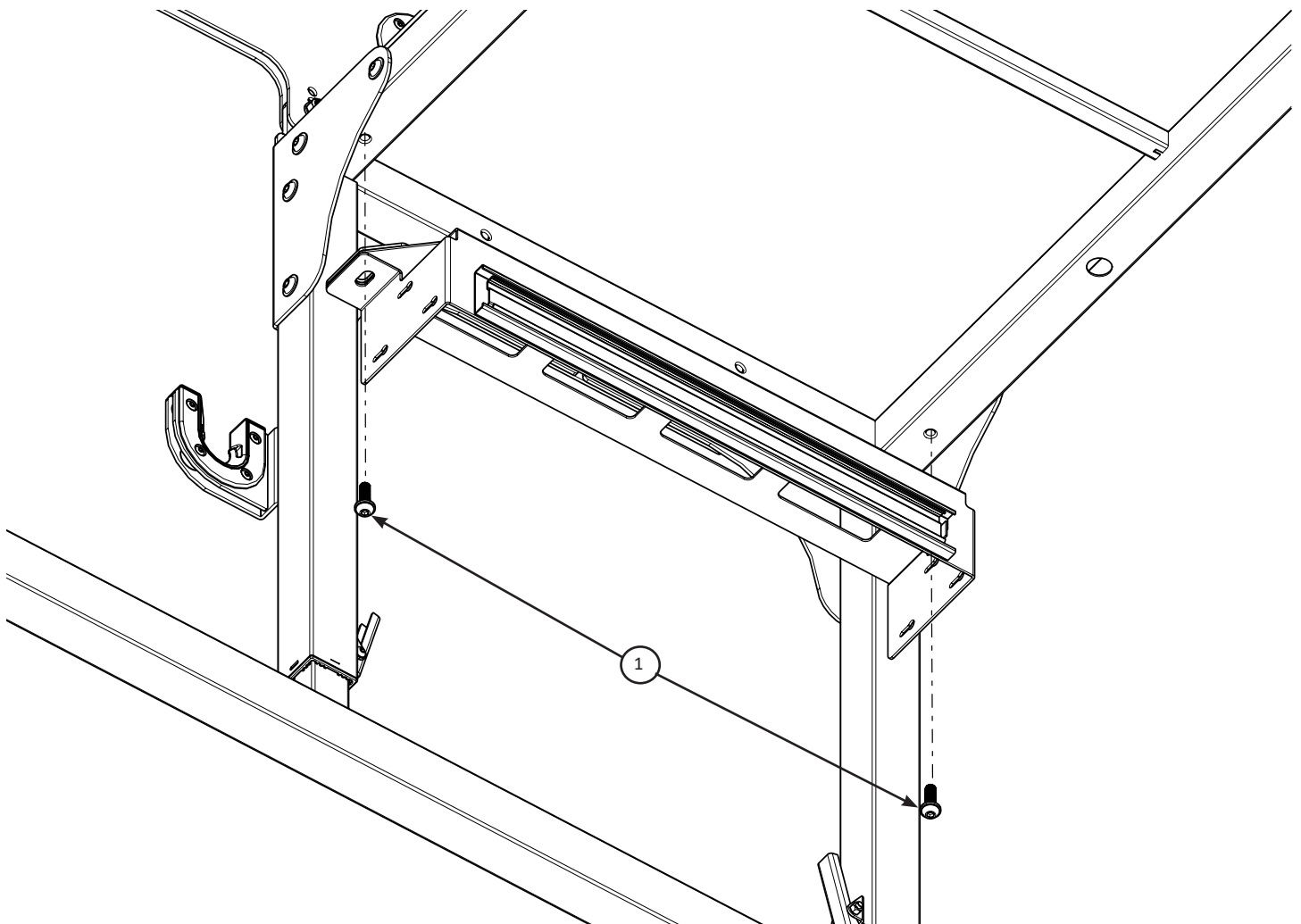
Step 1: Align the left bracket with spacers to the underside of the frame, next to the end leg.

ITEM	PART #	DESCRIPTION	QTY
1	QM10959	SCREW-M8 X 20 FLGD SKB ZN	2

 **NOTE:** This is best done with a second person holding the bracket while you insert the screws.

Step 2: Insert two large M8 X 20 flanged screws (item 1) through the bracket and up into the threaded holes on the bottom of the frame top.

Step 3: Center the bracket left to right on the screws and fully tighten the screws with the 5mm L hex tool (item 2) provided.



Section 5: Right Bracket to Frame Assembly

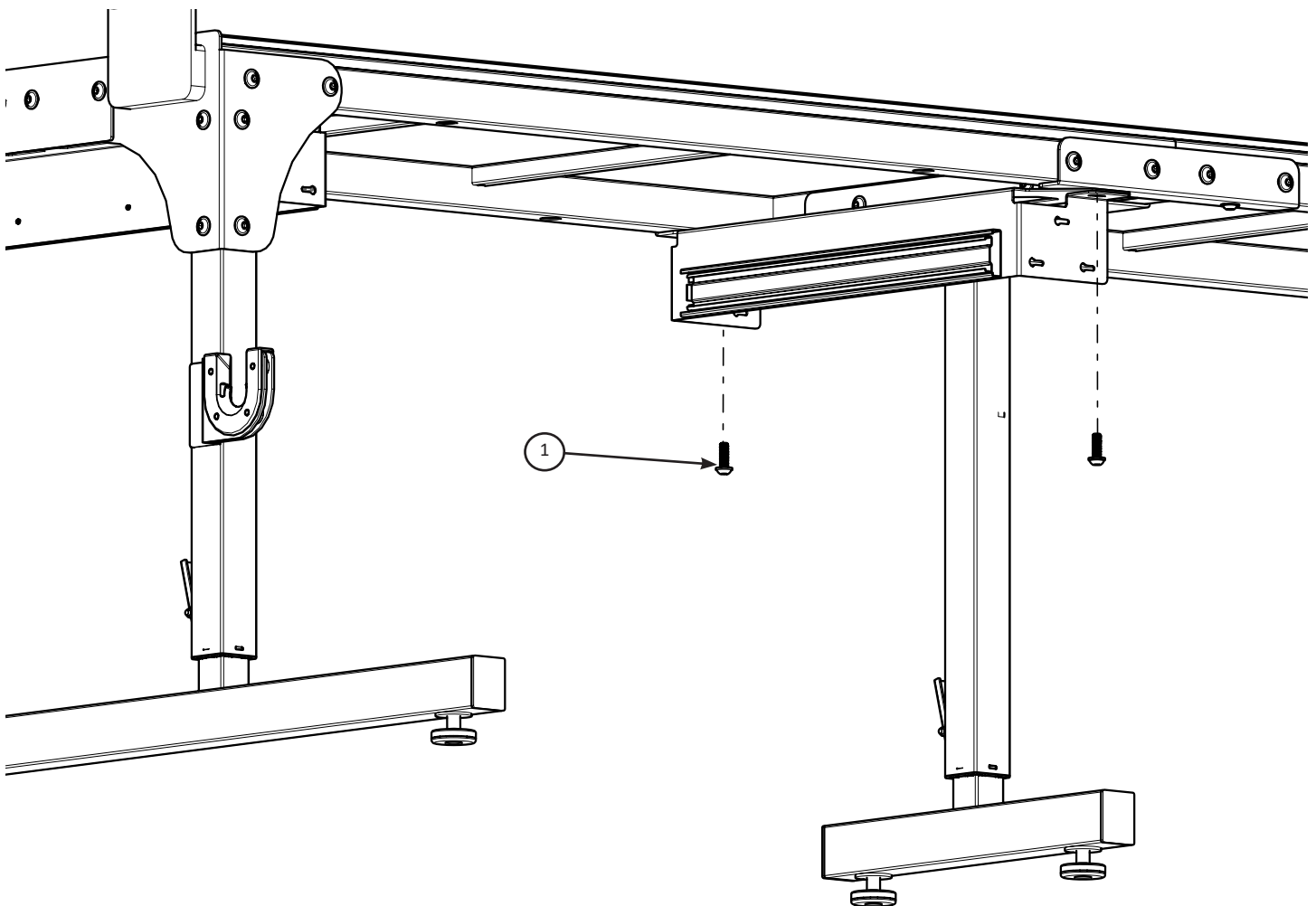
Step 1: Remove the two screws at the end of the splicer where the drawer bracket will be mounted. These two screws will be replaced by longer screws (item 1).

ITEM	PART #	DESCRIPTION	QTY
1	QM10959	SCREW-M8 X 20 FLGD SKB ZN	2


Step 2: Align the right bracket to the underside of the frame. The edge will lay over the table top splicer.

Step 3: Insert two large M8 X 20 flanged screws (item 1) through the bracket and up into the threaded holes on the bottom of the table top.

Step 4: Center the bracket left to right on the screws and tighten the screws only partially, leaving them loose enough to adjust the bracket later on.



Section 6: Drawer Side Attachment

 **NOTE:** The ball bearing slider in the inside drawer slider goes together best when pulled all the way to the front of the inside slider.


Step 1: Pull the ball bearing cage assembly to the front of the inside drawer slide until it stops into the black end cap.

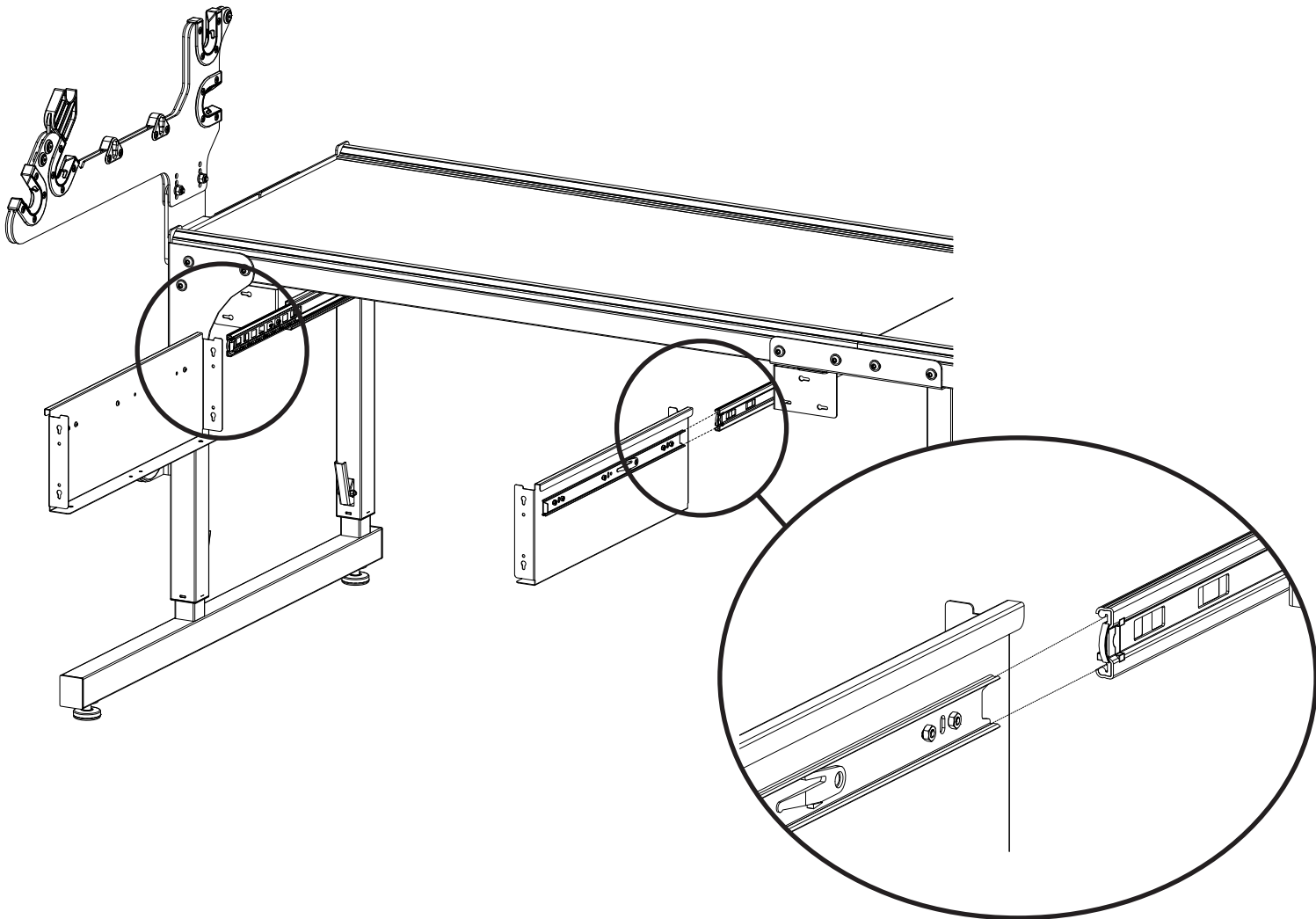
Step 2: Align the drawer slide mounted to the drawer with the black end caps and ball bearing cages on the brackets.

Step 3 Slide the drawer slide evenly into the slide on the brackets. You will feel some resistance; however it should be smooth as the ball bearing cages engage into the slides on the brackets.

Step 4: Slide the drawer in all the way.

Step 5: Repeat for the opposite drawer side.

 **NOTE:** Test the slides by sliding the drawer side open and closed a few times to ensure it is smooth. The drawer should now go in and out smoothly. If not, try steps 2 through 4 again. Do not force the drawer side but remove it and try again. You may have to push the small release lever again in order to remove the drawer side.



Section 7: Drawer Sides to Drawer Rear Assembly

Step 1: Locate the drawer rear (item 2).

Step 2: Orient the drawer rear so the top lip is to the outside and the bottom bend is to the inside.

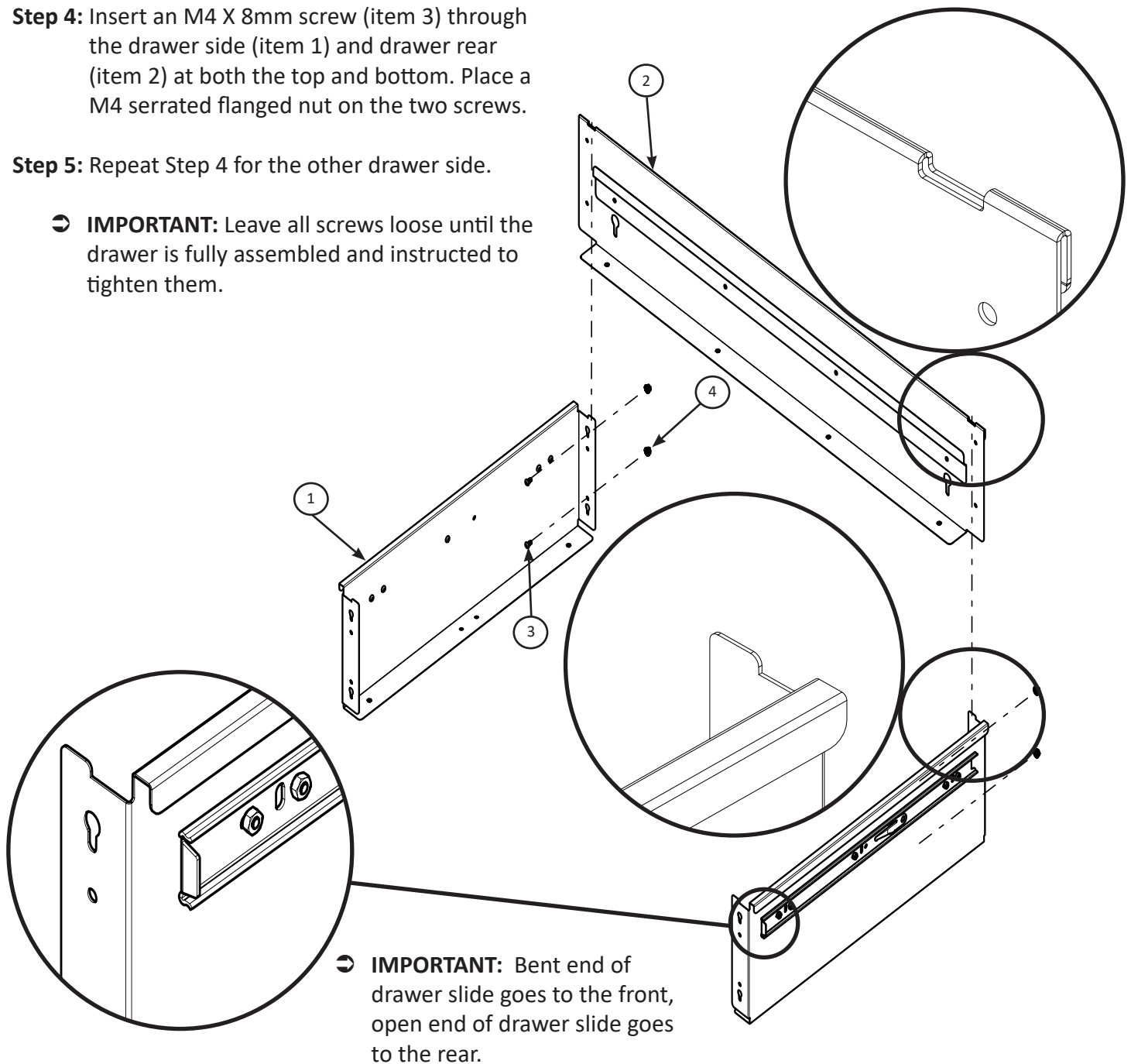
ITEM	PART #	DESCRIPTION	QTY
1	HG01400-02	DRAWER SIDE	2
2	HQ01400-03	DRAWER REAR-4 FOOT	1
3	HG01400-17	SCREW-M4 X 8MM SKB ZN	4
4	QM10528	NUT M4 SERRATED FLANGE	4

Step 3: Place the rear of the drawer down over the location tab at the rear of each drawer side. It may be easier to pull the drawer sides forward for better access to the back.

Step 4: Insert an M4 X 8mm screw (item 3) through the drawer side (item 1) and drawer rear (item 2) at both the top and bottom. Place a M4 serrated flanged nut on the two screws.

Step 5: Repeat Step 4 for the other drawer side.

➤ **IMPORTANT:** Leave all screws loose until the drawer is fully assembled and instructed to tighten them.



Section 8: Drawer Bottom and Front Assembly

Step 1: Locate the drawer front (item 1) and the drawer bottom board (item 2).

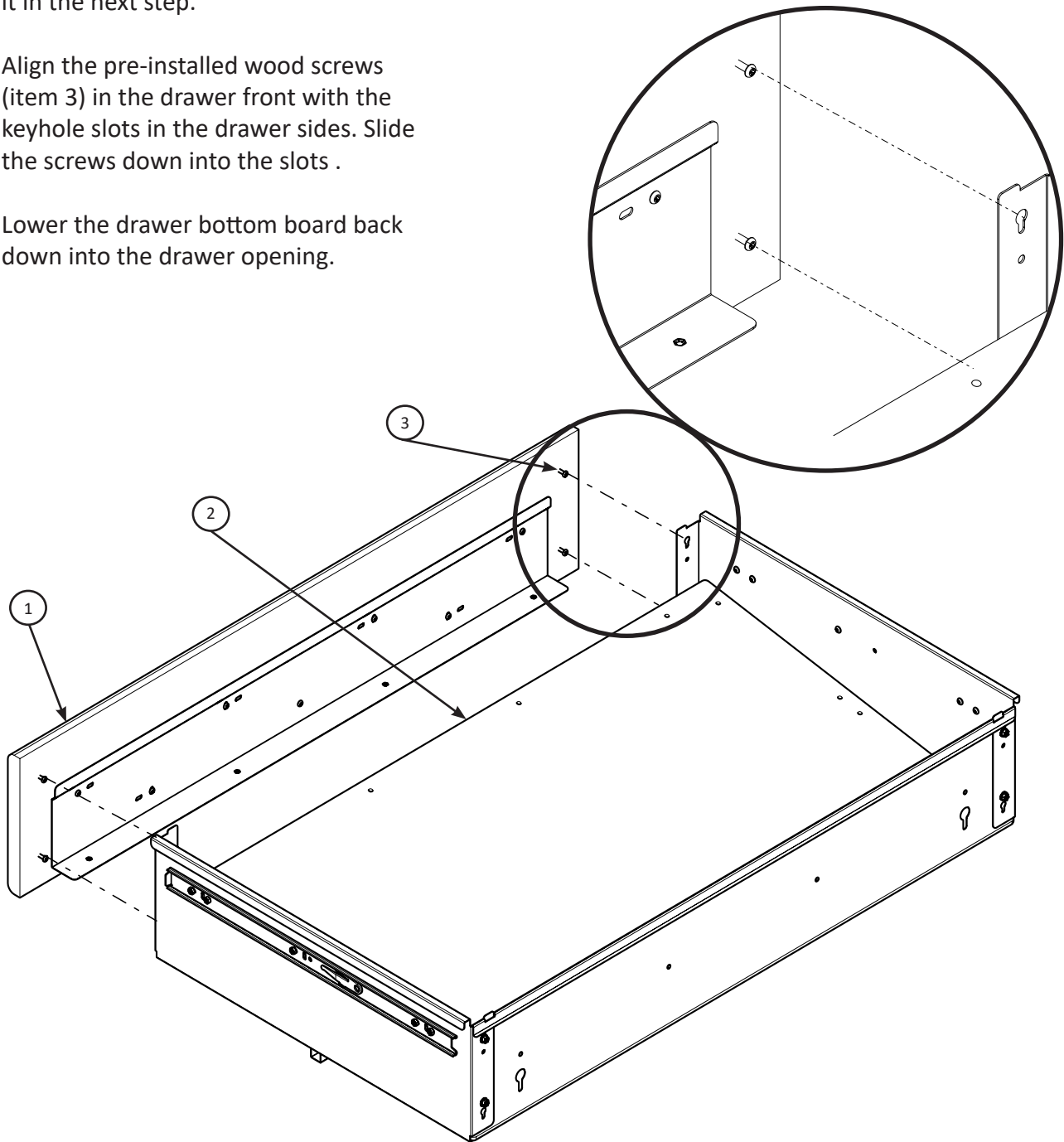
ITEM	PART #	DESCRIPTION	QTY
1	HQ01400-06	DRAWER FRONT-4 FOOT	1
2	HG01400-05	DRAWER BOTTOM BOARD 4 FOOT	1
3	HG01400-19	SCREW-PHP W 3.5MM X 15MM ZN (PRE-INSTALLED)	11

Step 2: Place the drawer bottom board down into the drawer sides and drawer rear.

Step 3: Lift the bottom board enough in the front to slide the drawer front metal lip under it in the next step.

Step 4: Align the pre-installed wood screws (item 3) in the drawer front with the keyhole slots in the drawer sides. Slide the screws down into the slots.

Step 5: Lower the drawer bottom board back down into the drawer opening.




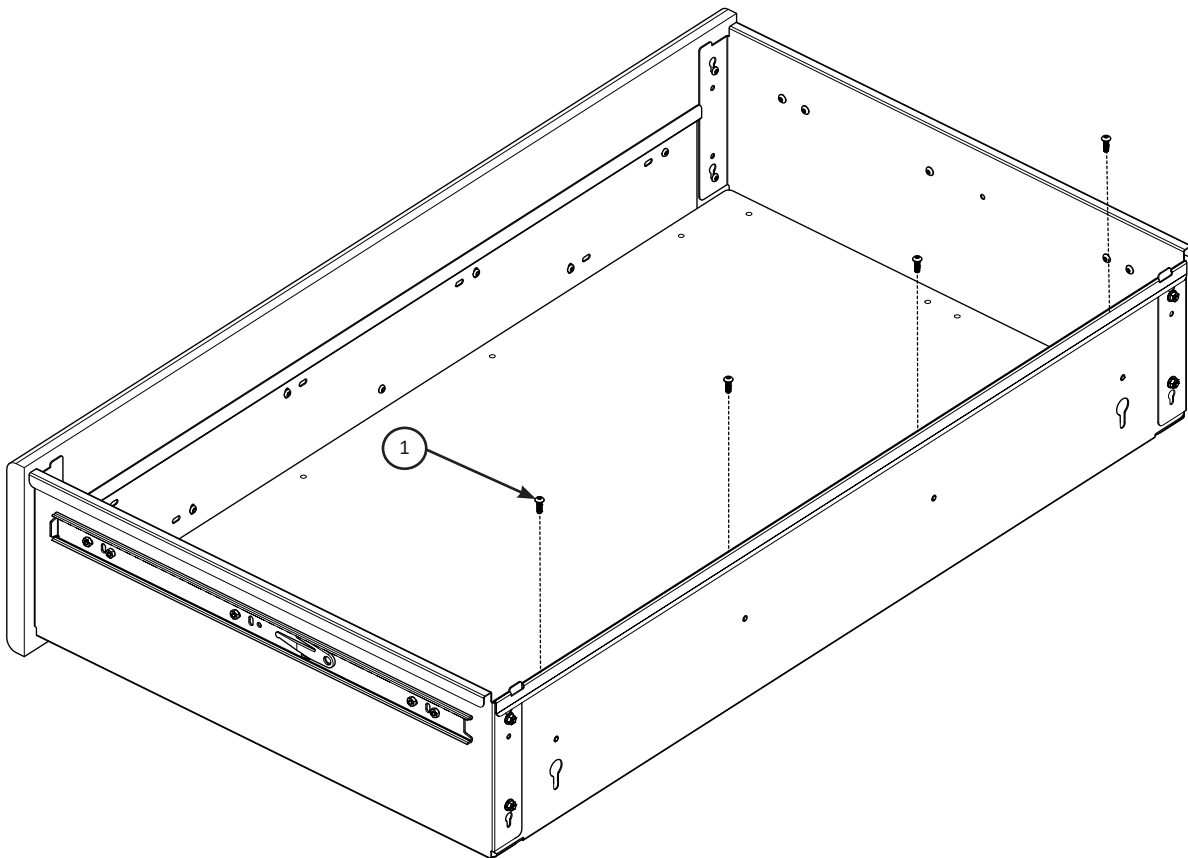
Section 8: Drawer Bottom and Front Assembly - *continued*

Step 6: Align and insert the four screws through the drawer bottom into the drawer rear.

ITEM	PART #	DESCRIPTION	QTY
1	HG01400-16	SCREW-M4 X 12MM SKB ZN	4

Step 7: Just start the screws for now, using the 2.5mm hex driver (provided).


 **NOTE:** Drawer shown out of frame for ease of illustration.




Section 8: Drawer Bottom and Front Assembly - *continued*

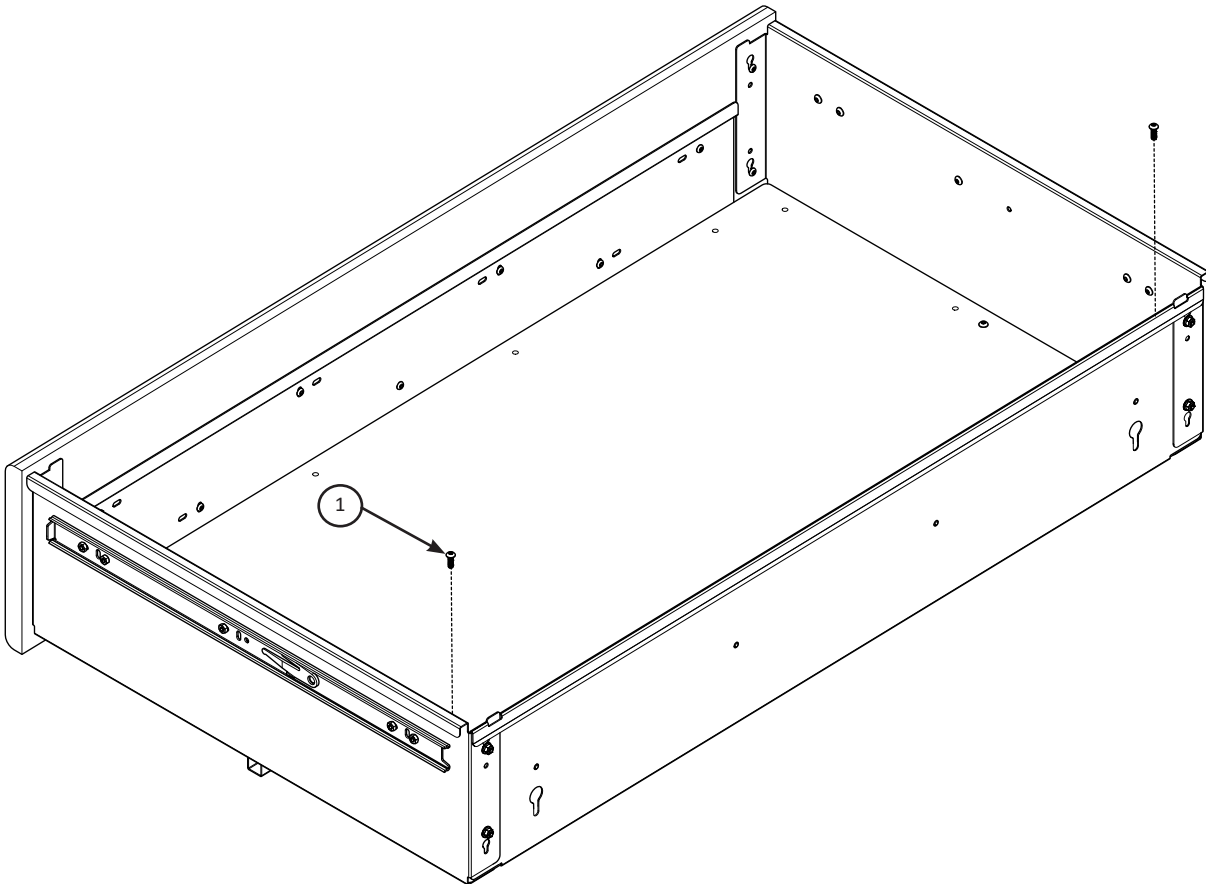
Step 8: Align and insert the corner screws (item 1) through the drawer bottom and into the drawer sides at the rear.

ITEM	PART #	DESCRIPTION	QTY
1	HG01400-16	SCREW-M4 X 12MM SKB ZN	2

 **NOTE:** Do not insert screws into the center two holes on the drawer bottom and sides or along the front at this time.

Step 9: Just start the screws for now, using the 2.5mm hex driver (provided).

 **NOTE:** Drawer shown out of frame for ease of illustration.



Section 9: Drawer Bottom Brace Assembly

Step 1: Pull back about 1 inch of the red backing on the sticky tape on each end of the bottom drawer brace (item 1) and fold it at 45°. You should have four little red tabs to grab to remove the red backing later on.

➡ **IMPORTANT:** Do not pull the red backing off until instructed to do so.

Step 2: From the inside of the drawer, insert two screws (item 2) through the center 2 holes in the drawer bottom at one side.

Step 3: With a second person's assistance, hold the drawer base (item 1) in position on the bottom of the drawer as shown with the red tape toward the bottom of the drawer.

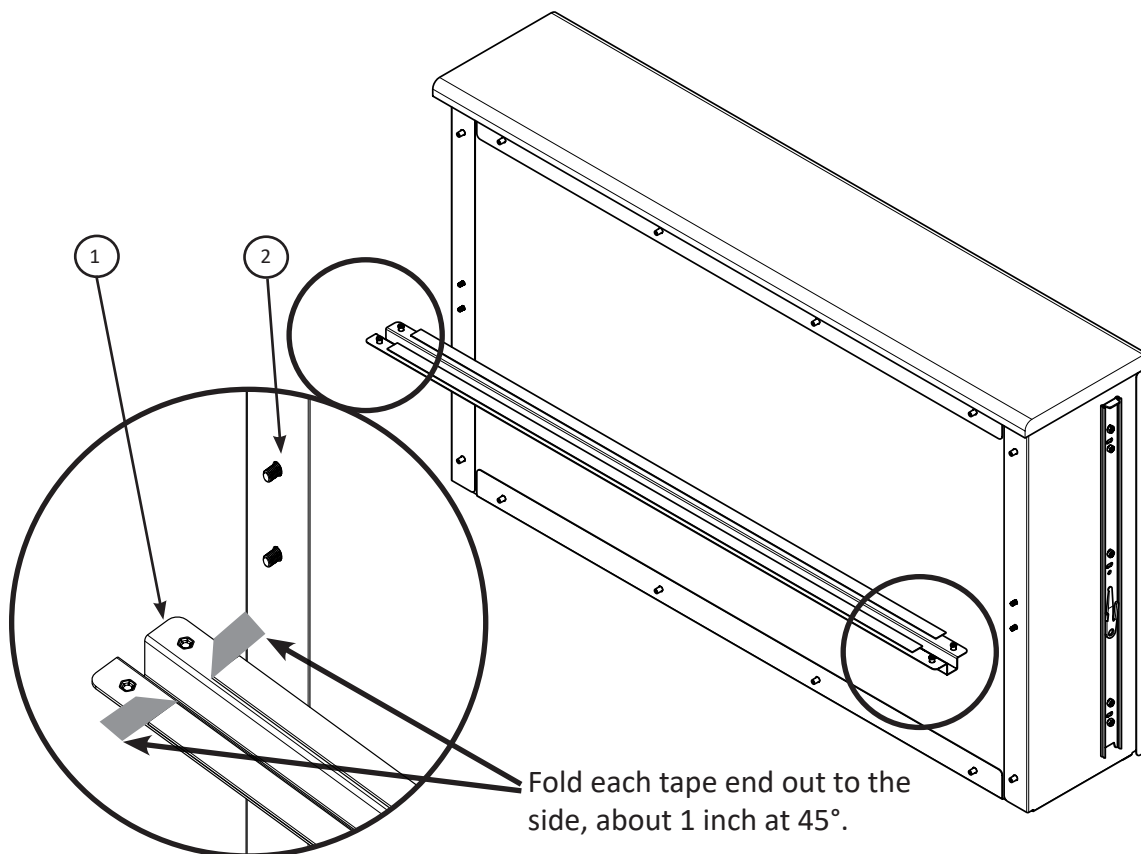
ITEM	PART #	DESCRIPTION	QTY
1	HG01400-07	BRACE-DRAWER BOTTOM	1
2	HG01400-16	SCREW-M4 X 12MM SKB ZN	4

Step 4: Align the two brace holes with the screws coming through the drawer bottom. Using the 2.5 mm hex driver on the inside of the drawer, start the screws into the brace.

➡ **IMPORTANT:** Just start the screws, do not tighten them yet.

Step 5: Repeat Step 4 for the two screws on the other end of the drawer.

✍ **NOTE:** The red tape will be pulled off later on, after the sides, back, and front are pushed in at the bottom, minimizing gaps.



Section 10: Tightening Drawer Screws

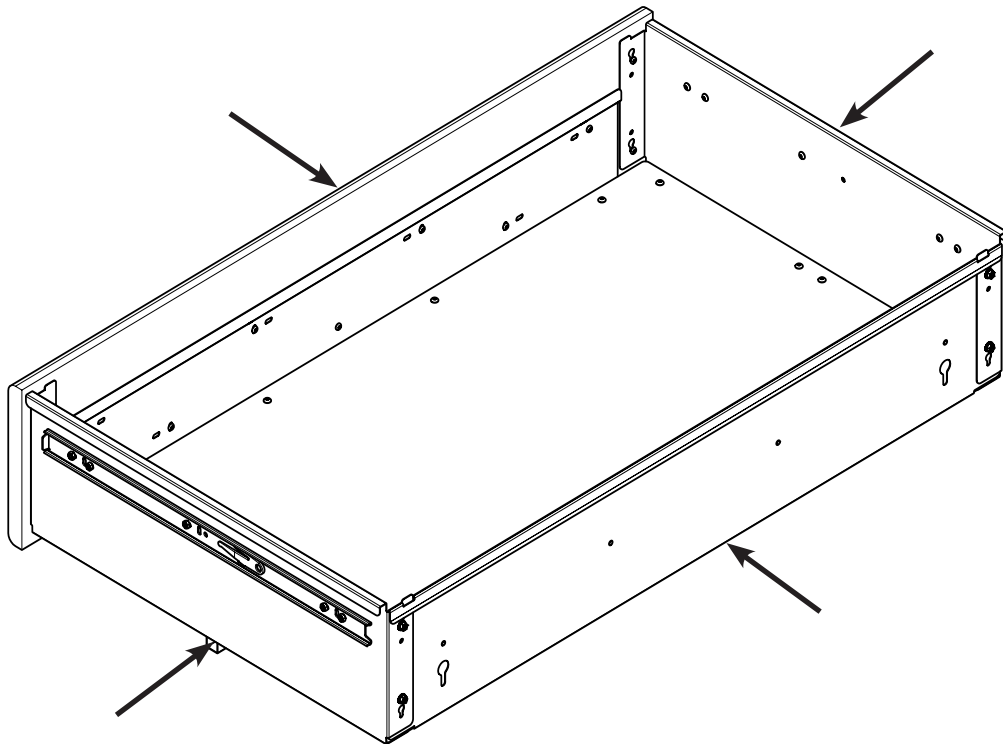
Step 1: Push the side of the drawer in towards the drawer bottom to get it as straight and close as possible and tighten the two rear corner screws firmly, using the 2.5 handle hex tool (provided).

➡ **IMPORTANT:** Do not tighten the two center screws into the brace at this time.

Step 2: Push the drawer rear in towards the drawer bottom to get it as straight and close as possible and tighten the four back bottom screws firmly.

Step 3: Tighten the two screws with nuts, firmly holding the drawer side to the drawer back, using the 7mm wrench and 2.5mm handle hex tool (provided).

Step 4: Repeat Step 3 on the other drawer side to the drawer back.




Section 11: Tightening Center Bottom Drawer Brace Screws

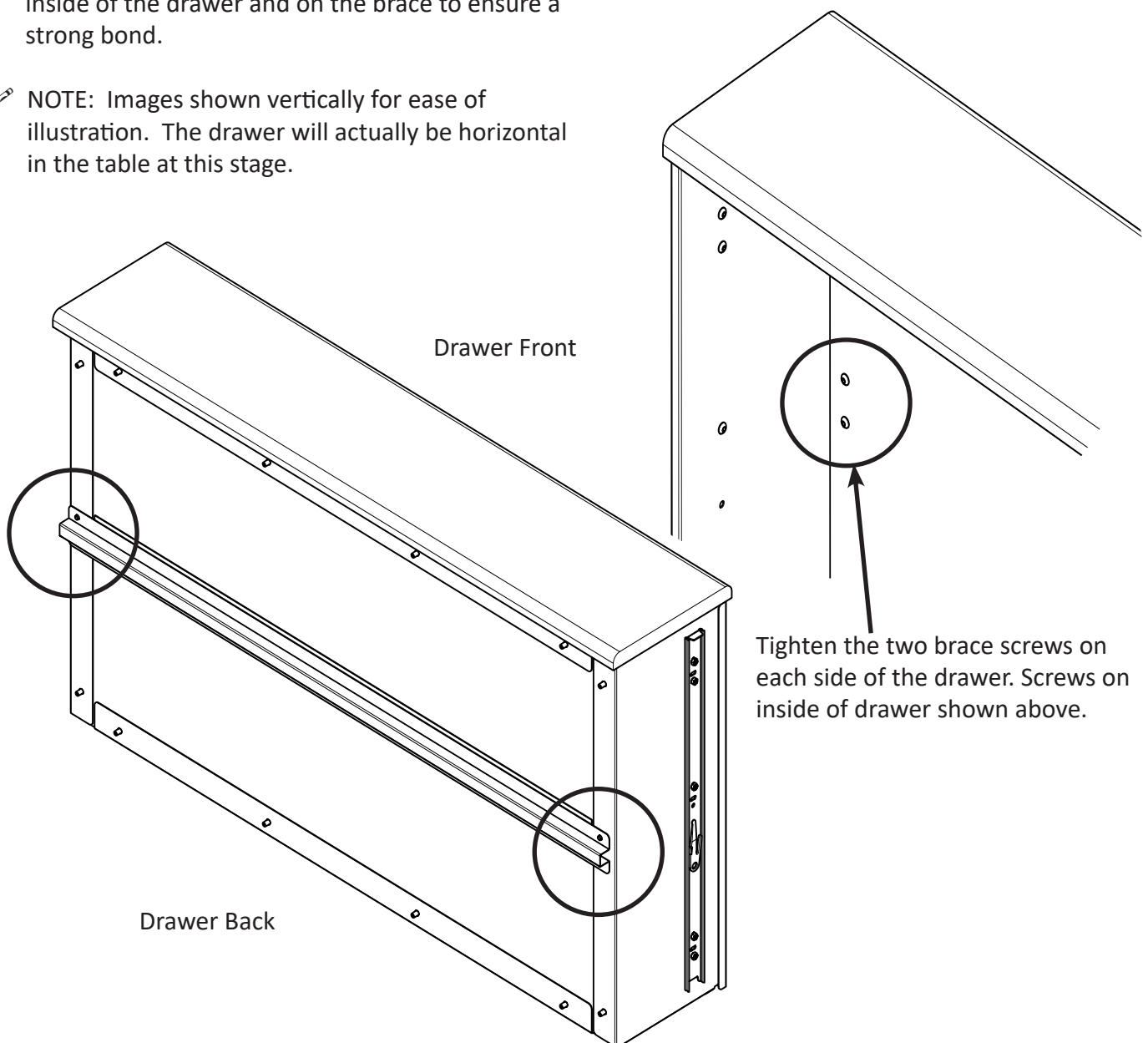
Step 1: Pull the four red tabs created in Section 4, Step 2 to remove the red tape to expose the sticky tape on the drawer brace.

Step 2: Push the brace evenly up on the screws towards the wood.


Step 3: Tighten the two screws inside the drawer at the center of each side into the bottom drawer brace firmly with the 2.5 hex driver (provided).

Step 4: Using your hands, apply firm pressure from the inside of the drawer and on the brace to ensure a strong bond.

 **NOTE:** Images shown vertically for ease of illustration. The drawer will actually be horizontal in the table at this stage.



Section 12: Tightening Bracket to Frame

 Note: At this point the drawer is assembled with the front face loose but in position and the right side bracket loose as well.

Step 1: Push the drawer all the way back to the closed position; this will align the brackets.

Step 2: Tighten the two mounting screws on the right side that were left loose in Section 5. Make sure when tightening that the bracket is not putting pressure on the drawer.

Step 3: Check the drawer by pulling it out and pushing it in a couple of times. If it feels tight, loosen the two screws on the right bracket and repeat steps 1 through 3.

Section 13: Drawer Side Face Assembly

🔁 **IMPORTANT:** The drawer side faces cover the drawer mounting bracket. Because of this they are installed last, after alignment adjustments are made.

✍️ **NOTE:** The drawer side faces come with the screws started into the wood; however, the drawer front has to be removed momentarily while installing them.

Step 1: Lift upward on the drawer front and pull forward to remove the drawer front.

Step 2: Insert the heads of the three wood screws located in the side face through the keyholes in the bracket and slide them towards the drawer.

Step 3: Tighten the screws with a #2 Phillips screw driver (not provided). Do not tighten completely until final adjustments are made.

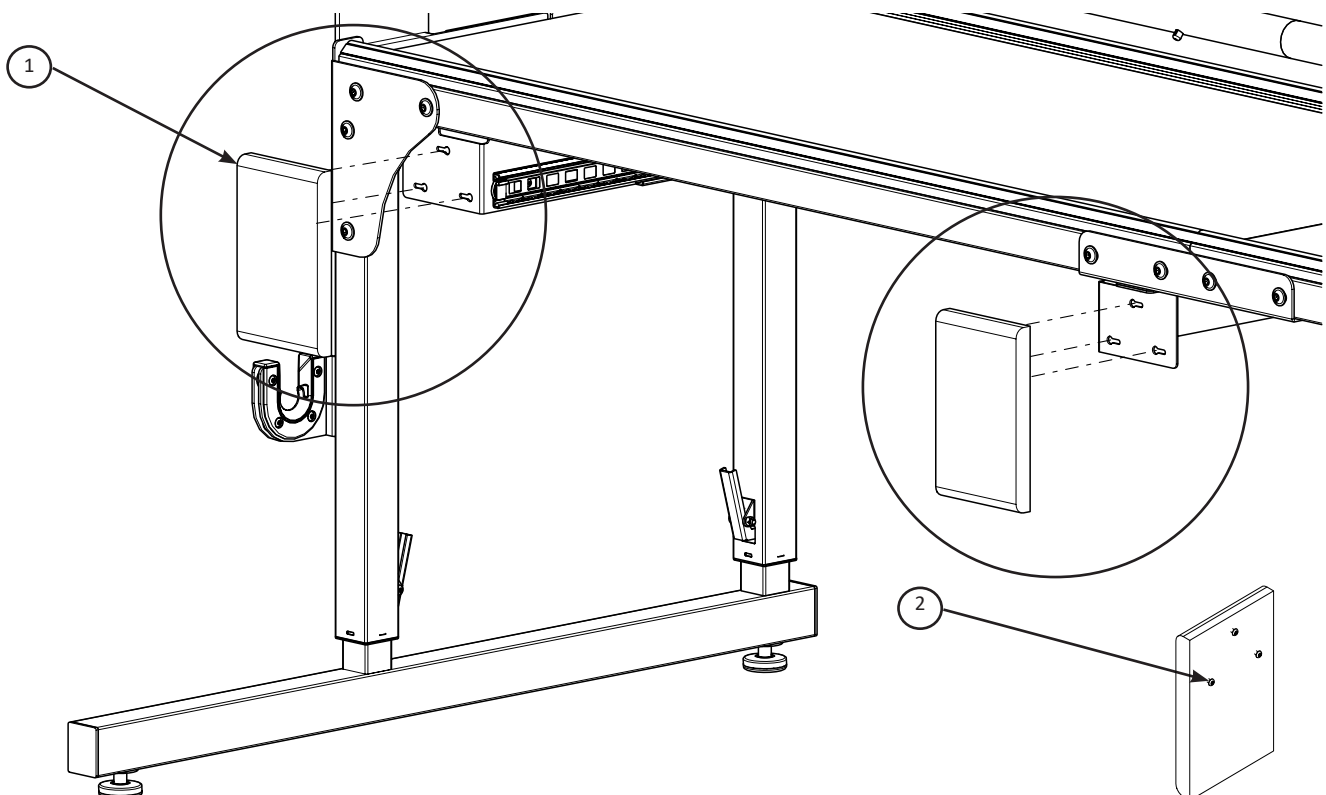
ITEM	PART #	DESCRIPTION	QTY
1	HG01400-08	DRAWER SIDE FACE	2
2	HG01400-19	SCREW-PHP W 3.5 X 15MM ZN	6
3	HQ01400-16	SCREW-M4 X 12MM SKB ZN	6

Step 4: Repeat Step 3 for the drawer face on the other side.

Step 5: Reinstall the drawer front, making sure the lower bend slides under the bottom board and the four screws in the wood front are properly installed in the keyhole slots.

Step 6: Install the remaining six screws in the front of the bottom board. After all six have been started, they may be fully tightened using a 2.5mm hex tool.

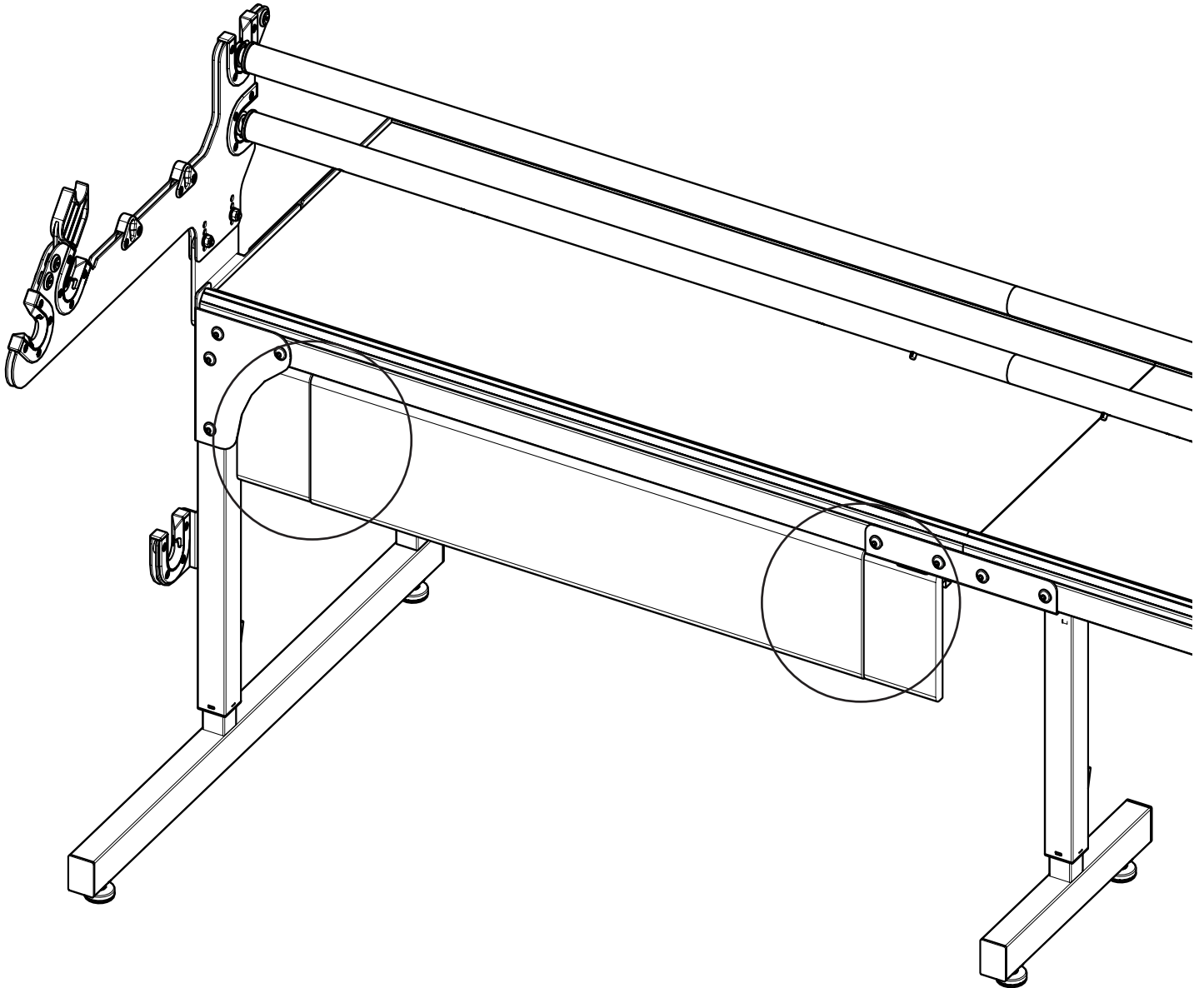
Step 7: Tighten the four wood screws to the drawer front using a #2 Phillips screwdriver (not provided).



Section 14: Side Face Alignment

Step 1: Align the side drawer face to have about 1/8" gap between it and the large drawer front. Fully tighten the three wood screws with a #2 Phillips screwdriver (not provided).

Step 2: Repeat Step 1 on the other side face.





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