

# Installing alpha desk

This is the first time installation of the Stay-Level Desk. You will be mounting the mechanism and hinge system. One of our employees made a video showing the steps. See [video link](#).

## Step 1 | Connect Desk to Rear Riser

Set the Rear Riser on top of the Desk and fastened together with  $\frac{5}{8}$ " pan head screws approximately every 6 to 8 inches..

### Notes:

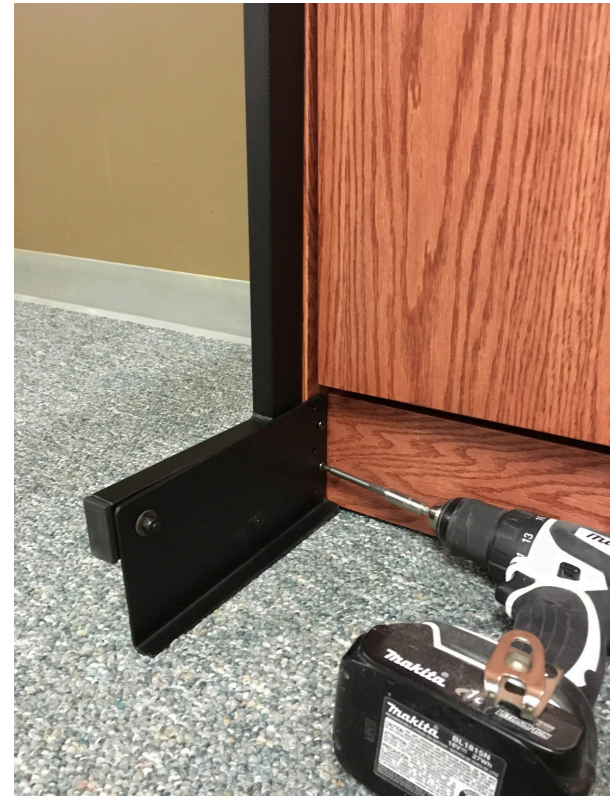


## Step 2 | Temporarily mount the lower bracket.

Put the Desk Mechanism into place and attach temporarily with two  $\frac{5}{8}$ " pan-head screws in the lower bracket.

*(Note: There is a left and a right Desk Mechanism. To make sure you have the correct side, the arm goes on the outside of the bracket)*

### Notes:



## Step 3 | Rotate Mechanism Down

Rotate the arm of the mechanism down so that the flat edges sitting directly on the ground.

### Notes:



## Step 4 | Attach Desk to Mechanism

Place desk the assembly on the bracket system and attach from the back with  $\frac{5}{8}$ " Pan Head Screws.  
(Make sure the desk assembly is pulled tightly against bracket before inserting screws)

### Notes:





## Step 5 | Attach Bottom Desk to Brackets

Rotate the desk 90° and insert  $\frac{5}{8}$ " Panhead screws in the bottom as you did in step four.

### Notes:



## Step 6 | Attach the hinges.

Push the brackets all the way to the mechanism bracket. Using the  $\frac{5}{8}$ " flat head screws, attach the hinge with half the knuckle (round part) above the top of the desk riser..

*Note: This is the smaller leg of the hinge.*

In some cases there may be a center hinge. Repeat the process with the center hinge, centered on the desk riser.

### Notes:



## Step 7 | Level the Desk

Lift the desk into place. Using a level level the desk, rotate the desk until it is level. Place a piece of tape above the hinge to mark the top edge. Mark the position of the hinge on the width by dividing the difference of the spacing between the desk in the Murphy bed face. Mark to this location on the tape.

### Notes:





## Step 8 | Mark position of Hinge Clip

Put another piece of tape slightly below the first one. And mark down 2 1/4 from the edge of the top tape. Transfer the marks you made to mark the edge of the hinge.

*(2 1/4" is the distance from the top of the hinge to the middle of the hinge clip hole.)*

### Notes:



## Step 9 | Mark Hinge Clip Holes

Put the Hinge Clips into place. You like marked in Step 8 will bet he center of the holes. Mark the location of your holes.

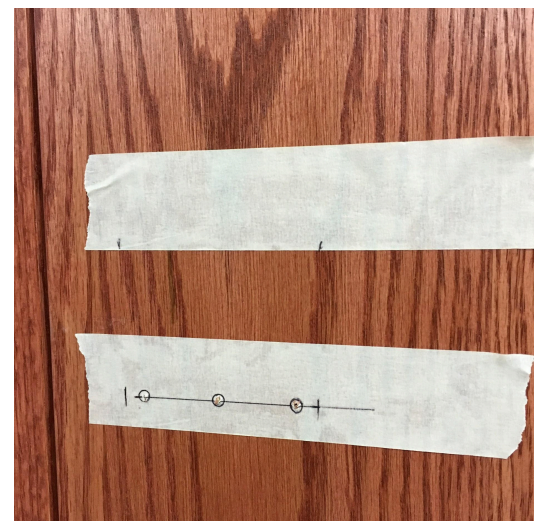
### Notes:



## Step 10 | Pre Drill Hinge Clip Holes

With a 1/8" drill bit, pre-drill the holes marked in Step 9.

### Notes:



## Step 11 | Remove Tape

Remove all tape and mount the hinge clip using three-quarter flat head screws.

### Notes:

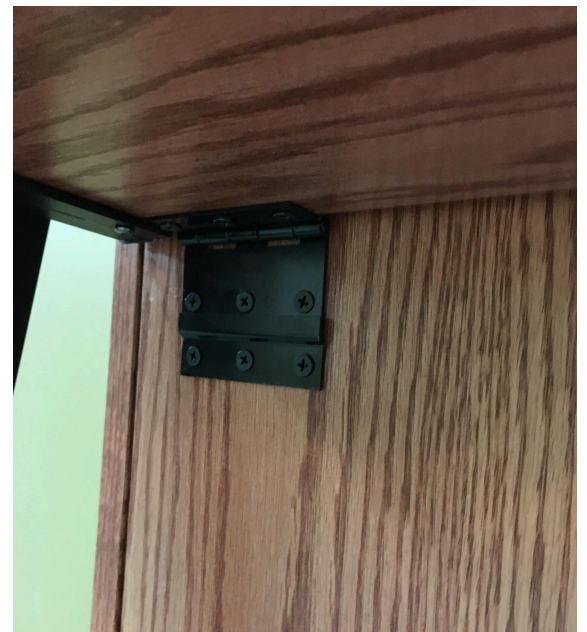


## Step 12 | Detach the Desk Mechanism

Remove the temporary screws that you put in on Step 2 to remove separate the desk from the Murphy bed. .

## Step 13 | Place Desk Hinge into Hinge Clip

With the Dask rotated 90° up, place to loose end of the hinge into the Hinge Clip and secure with  $\frac{5}{8}$ " flat-head screws.



## Step 14 | Reattach Base

Rotate the desk back down and re-insert the  $\frac{5}{8}$ " pan-head screws that were removed from Step 12. Finish putting in the other  $\frac{5}{8}$ " pan-head screws into the base.

## Step 15 | Check Operation

Check the desk for level and open and close the bed to make sure bed is operating properly.

### **Notes:**