



ITEM NO: I248-303-1/303-SLT-1 66" Executive Desk

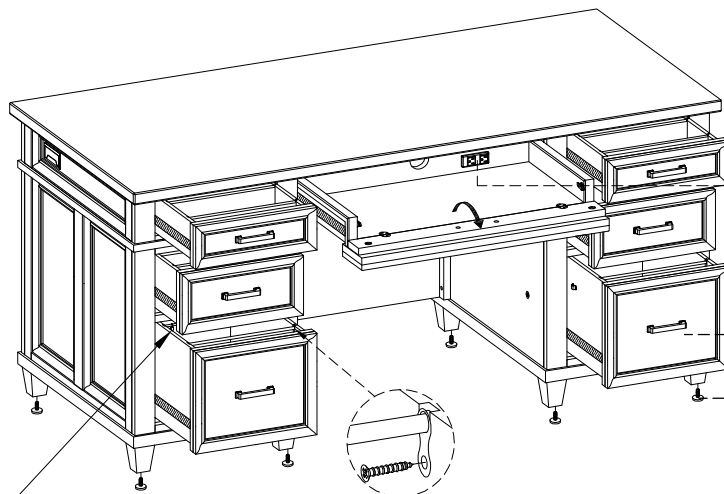
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TOOLS REQUIRED (NOT PROVIDED)
PHILLIPS SCREWDRIVER

HARDWARE LIST:			
No.	Description	Sketch	Quantity
A	Allen Wrench 4mm		1 PC

FUNCTIONALITY INSTRUCTION



Flip down keyboard tray with 2 AC outlet Power Pack

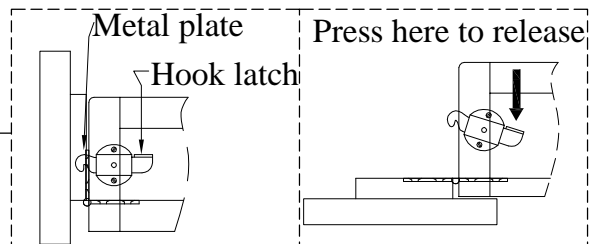
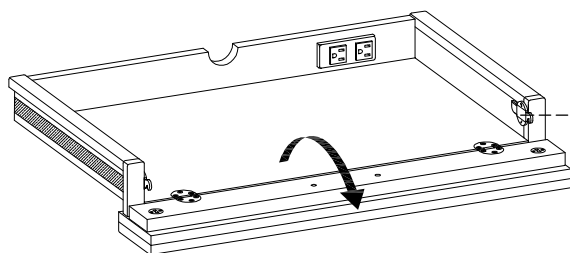
Locking file drawers hold letter or legal size files

Leveler on legs

Adjust the leveler when necessary

Key for file lock

Remove the wood screws on the side of drawer box to remove the rod loops and file rods if necessary.



BEFORE USING THIS PRODUCT PLEASE READ, UNDERSTAND, AND FOLLOW THESE INSTRUCTIONS. Save these instructions for future reference.

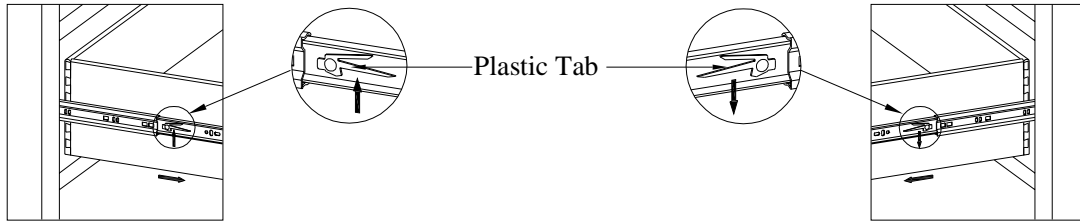
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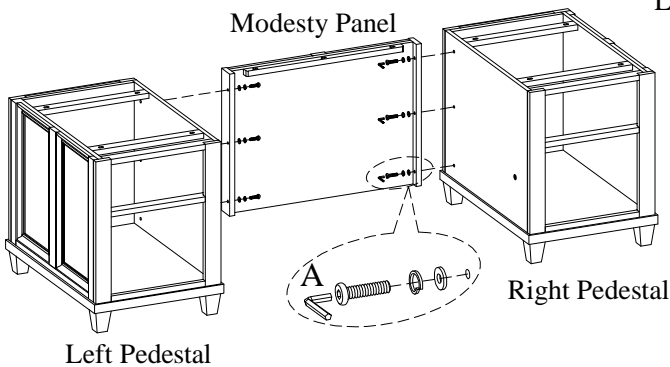
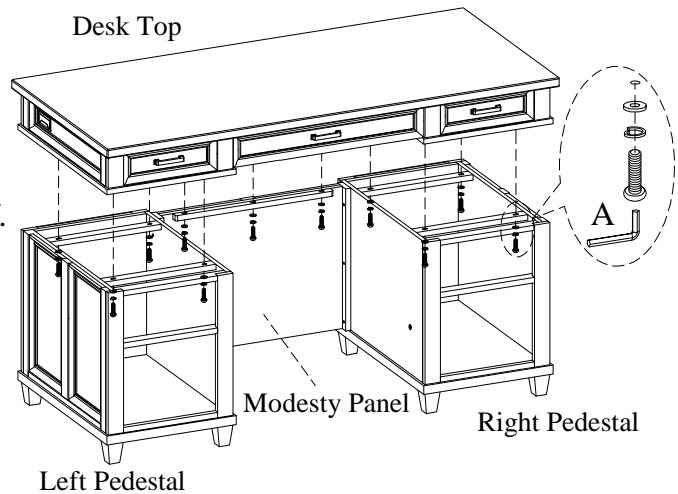
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To dis-assemble desk (If necessary):

STEP 1: Remove the drawers from the pedestals: Fully extend the drawer, then press the plastic tab down on the right and up on the left at the same time as shown below. While holding the tabs pressed down/up, pull the drawer out.



STEP 2: Remove bolts, lock washers and flat washers from modesty panel (3 pcs), left pedestal (4 pcs) and right pedestal (4 pcs) connected to the desk top. Take the desk top off.



STEP 3: Remove bolts, lock washers and flat washers from modesty panel to left pedestal (3 pcs) and right pedestal (3 pcs).

Notes: To reassemble desk, replace bolts removed in STEP 3 then STEP 2 above before proceeding to STEP 4 below.

STEP 4: Replace all of the drawers in pedestals: Fully extend the slides from the case. Then align the slides on the drawer to the slides on the case as shown. Push the drawer back in. You may have to slide the drawer in and out several times in order to properly align the ball bearings.

