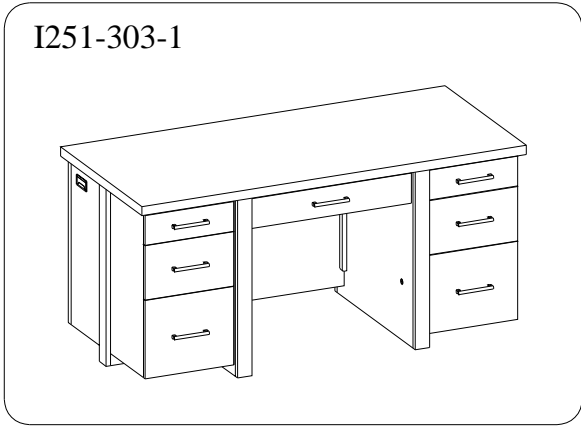




ITEM NO: I251-303-1 66" Executive Desk

Thank you for purchasing this quality product. Be sure to check all packing material carefully for small parts that may come loose inside the carton during shipment.



TOOLS REQUIRED (NOT PROVIDED)
PHILLIPS SCREWDRIVER

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

### FUNCTIONALITY INSTRUCTION

Felt-lined Top Drawers

Felt-lined Hidden Drawer and Pencil tray (note: hidden compartment can move from left second drawer to right second drawer)

Locking file drawers hold letter or legal size files

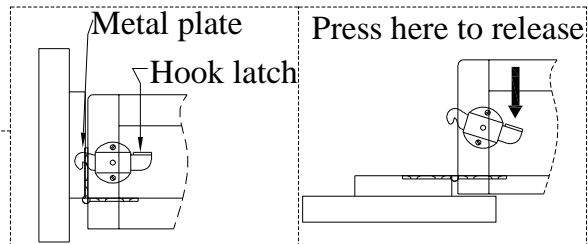
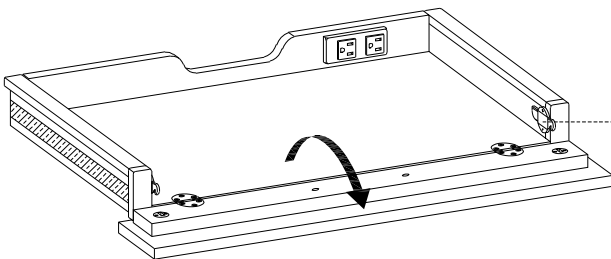
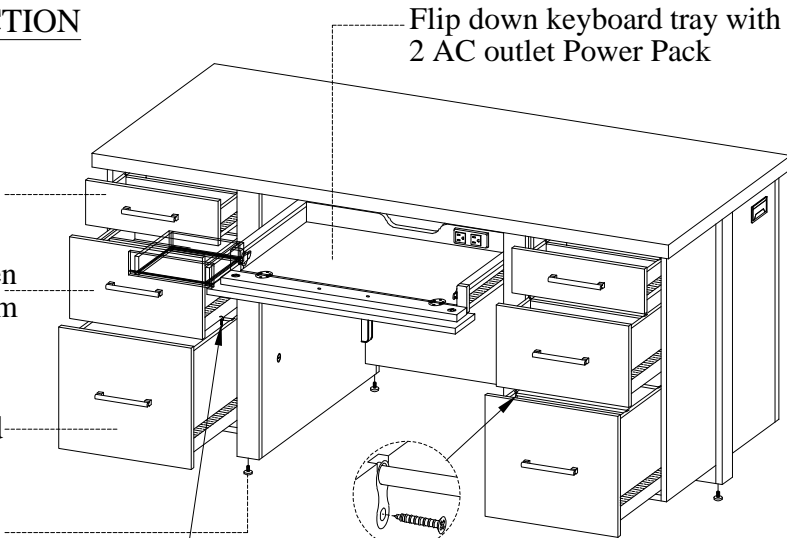
Leveler on base

Adjust the leveler when necessary

Keys for file lock. Do not trash.

Flip down keyboard tray with 2 AC outlet Power Pack

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.

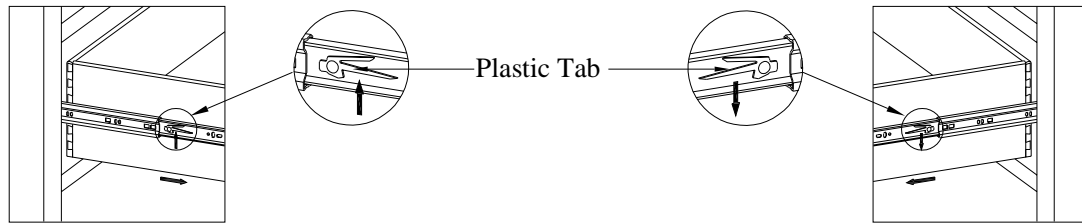
FOR INDOOR USE ONLY



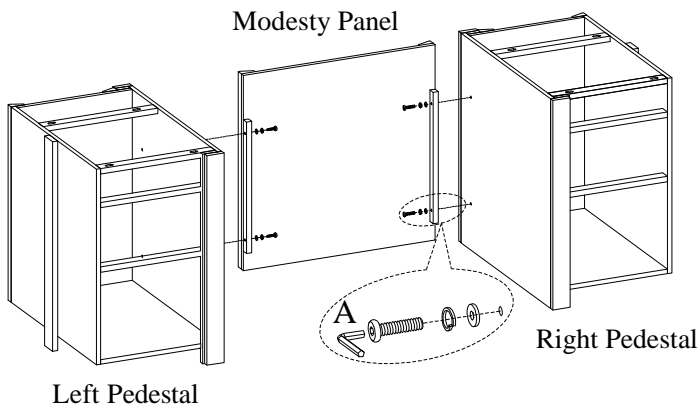
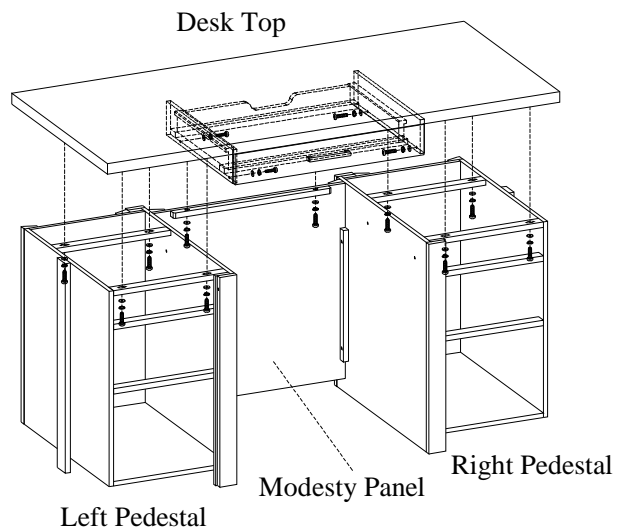
ITEM NO: I251-303-1 66" Executive Desk

### 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 (2 pcs), left pedestal (4 pcs) and right pedestal (4 pcs) connected to the desk top. And drawer box to left pedestal (2 pcs) and right pedestal (2 pcs). Take the desk top off.



**STEP 3:** Remove bolts, lock washers and flat washers from modesty panel to left pedestal (2 pcs) and right pedestal (2 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.

