



ITEM NO: I248-307-1/307-SLT-1
I248-308-1/308-SLT-1

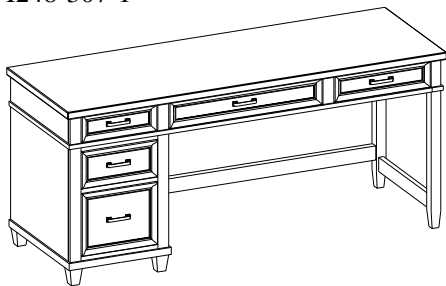
Single Ped Desk
48"Return Desk

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)

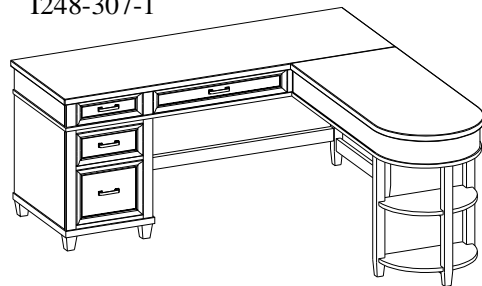
PHILLIPS SCREWDRIVER 

I248-307-1



For Option 1






I248-307-1







I248-308-1

For Option 2







HARDWARE LIST: I248-307-1/307-SLT-1

No.	Description	Sketch	Quantity
A	Bolt Ø1/4" x 1-3/8"		8 PCS
B	Bolt Ø1/4" x 3/4"		2 PCS
C	Lock Washer Ø1/4"		10 PCS
D	Flat Washer Ø1/4" x 3/4"		10 PCS
E	Allen Wrench 4mm		1 PC



COMPONENTS LIST: I248-307-1/307-SLT-1

No.	Description	Sketch	Quantity
1	Desk Top		1 PC
2	Pedestal		1 PC
3	Back Stretcher		1 PC
4	End Panel		1 PC

HARDWARE LIST: I248-308-1/308-SLT-1

No.	Description	Sketch	Quantity
F	Bolt Ø1/4" x 1-3/8"		3 PCS
G	Bolt Ø1/4" x 3/4"		6 PCS
H	Lock Washer Ø1/4"		9 PCS
I	Flat Washer Ø1/4" x 3/4"		9 PCS
J	Allen Wrench 4mm		1 PC
K	Metal Plate		1 PC

COMPONENTS LIST: I248-308-1/308-SLT-1

No.	Description	Sketch	Quantity
1	Return Desk Top		1 PC
2	Pedestal		1 PC

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Save these instructions for future reference.

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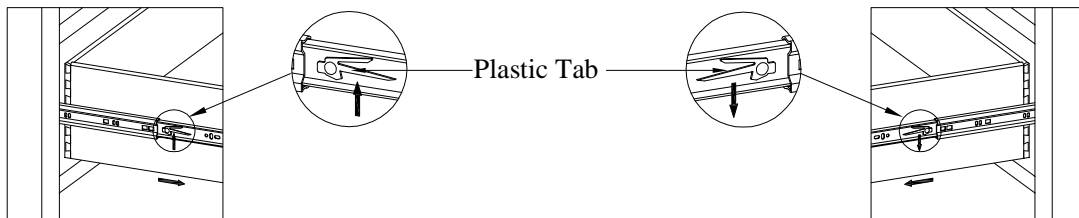


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I248-308-1/308-SLT-1

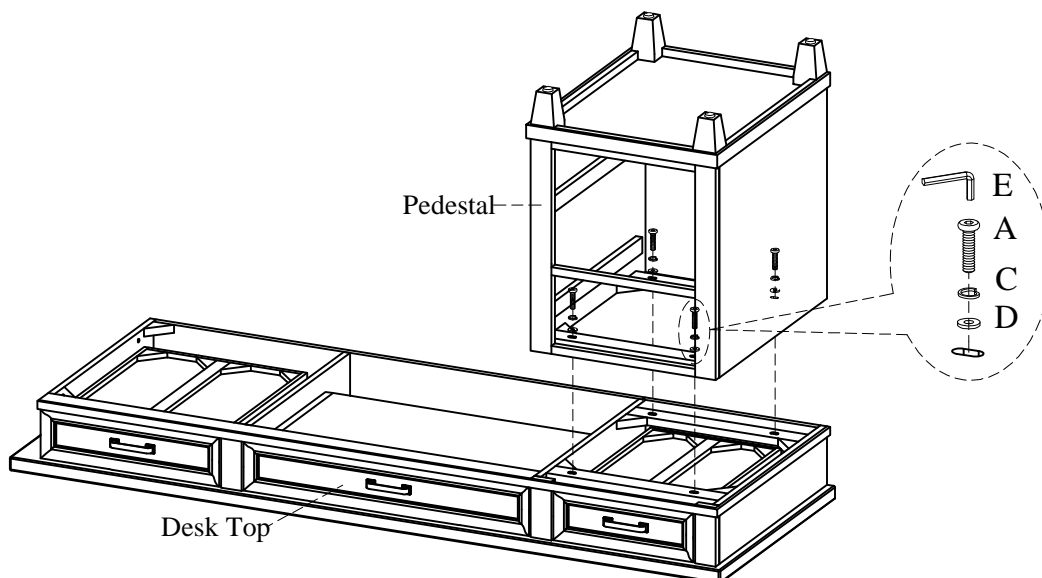
Single Ped Desk
48" Return Desk

For option 1

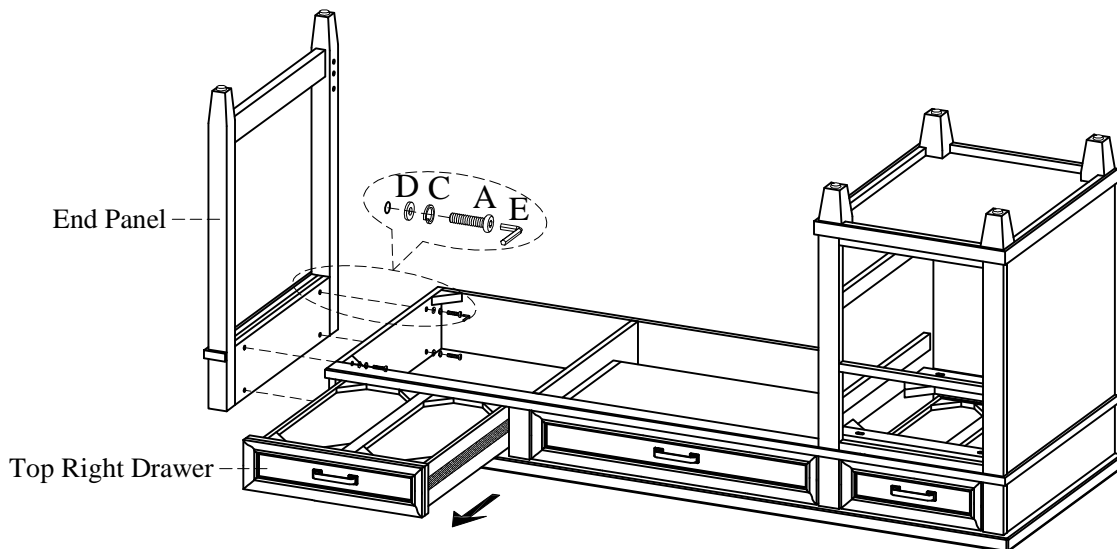
STEP 1: Remove the drawers from the pedestal: Fully extend the drawer, then press the plastic tab down on the right and up on the left at the same time as shown below. While holding the tabs pressed down/up, pull the drawer out.

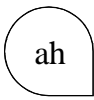


STEP 2: Put the desk top face down on a soft surface, attach the pedestal on the table top by using 4 bolts(A), lock washers(C) and flat washers(D) as shown below. Then use an allen wrench to tighten all the bolts.



STEP 3: Fully extend the top right drawer and attach the end panel to the table top by using 4 bolts(A), lock washers(C) and flat washers(D). Do not completely tighten bolts.

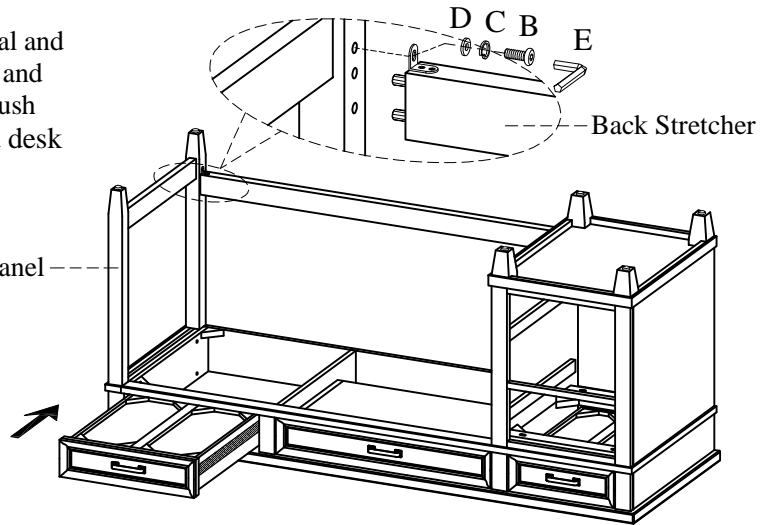




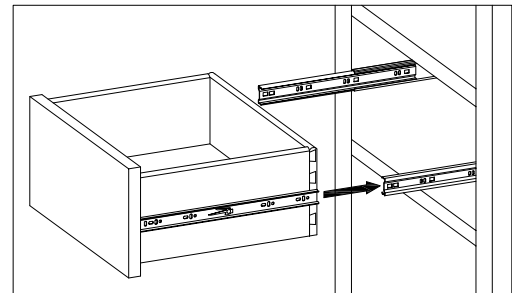
ITEM NO: I248-307-1/307-SLT-1
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Single Ped Desk
48" Return Desk

STEP 4: Attach the back stretcher to the pedestal and end panel by using 2 bolts(B), lock washers(C) and flat washers(D). Completely tighten all bolts. Push back the top right drawer. Turn the assembled desk to the upright position.

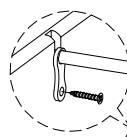
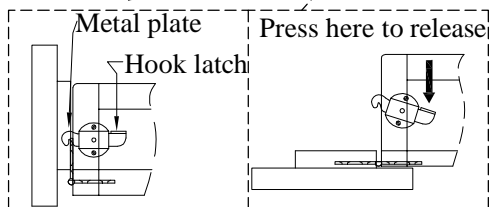
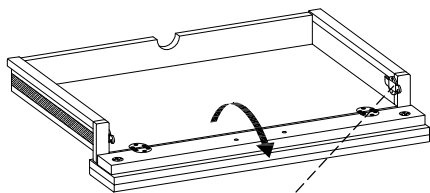
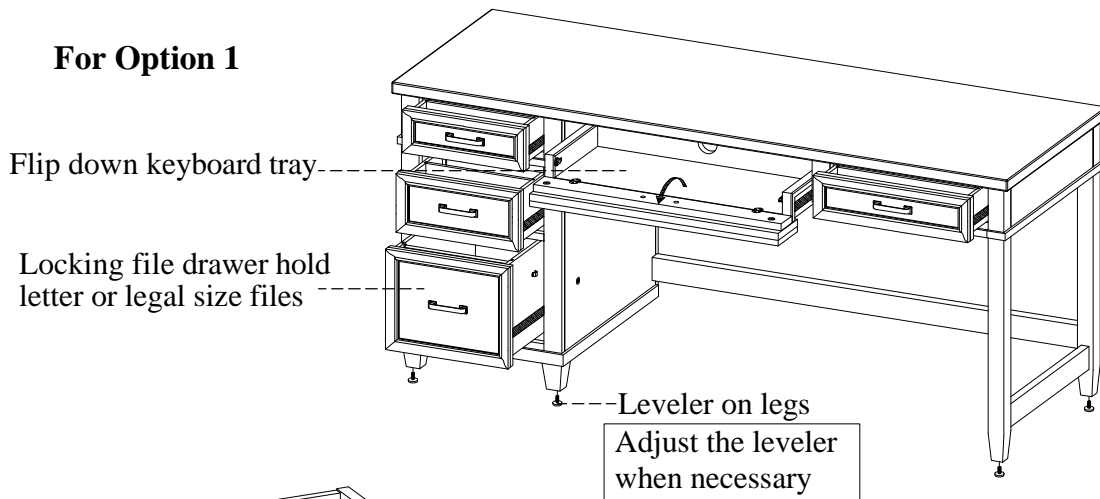


STEP 5: Replace all of the drawers in pedestal: Fully extend the slides from the case. Then align the slides on the drawer to the slides on the case as shown. Push the drawer back in. You may have to slide the drawer in and out several times in order to properly align the ball bearings.

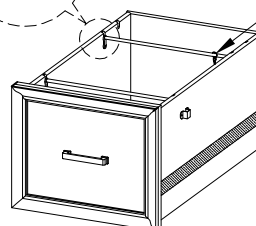


FUNCTIONALITY INSTRUCTION

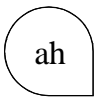
For Option 1



Keys for file lock.
Do not trash.



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



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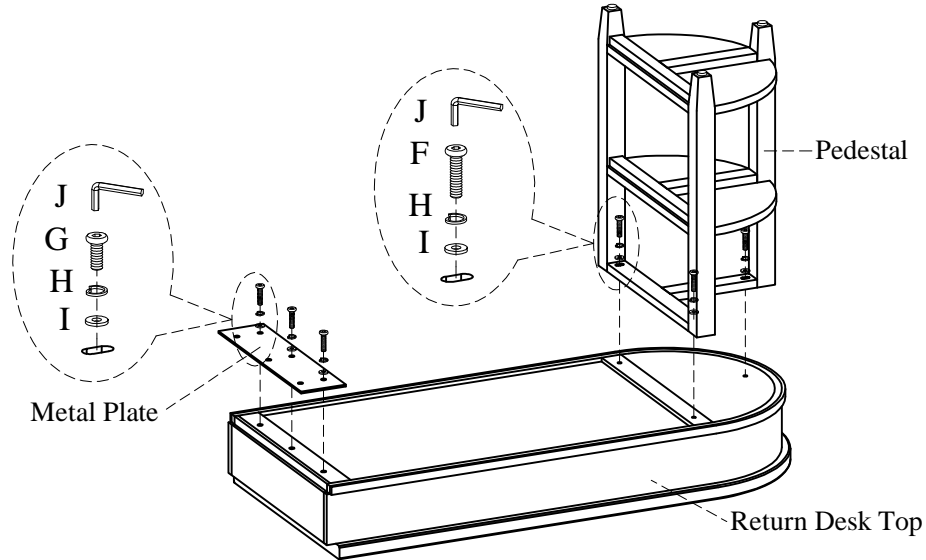
Single Ped Desk
48" Return Desk

For option 2

STEP 1: Put the return desk top face down on a soft surface.

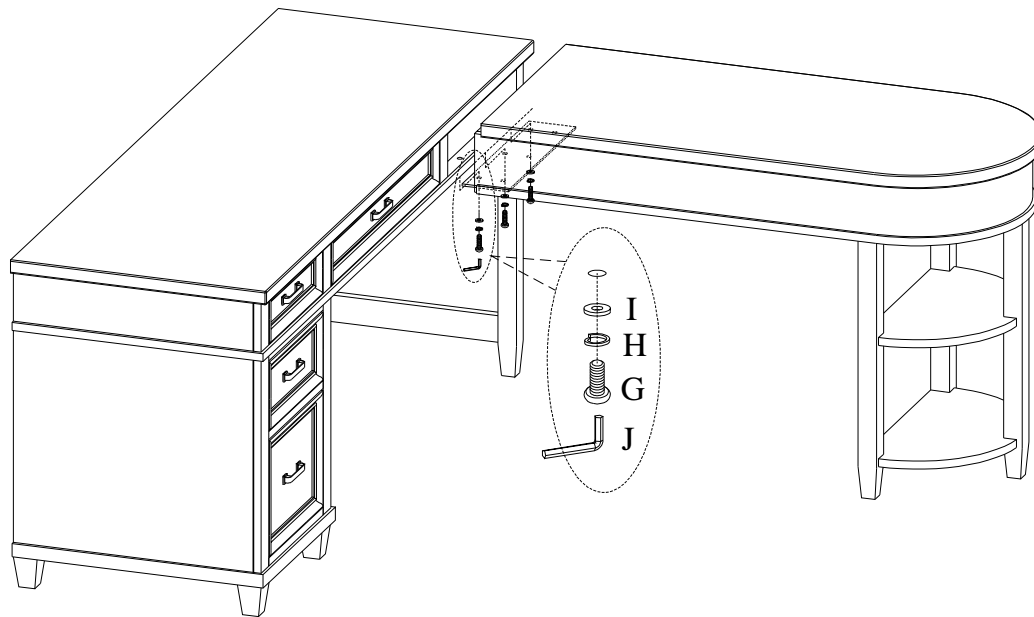
STEP 2-1: Attach the pedestal on the table top by using 3 bolts(F), lock washers(H) and flat washers(I) as shown below. Then use an allen wrench to tighten all the bolts.

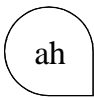
STEP 2-2: Attach the metal plate on the return table top by using 3 bolts(G), lock washers(H) and flat washers(I) as shown below. Do not completely tighten bolts.



STEP 3: Remove the top right drawer at the single pedestal desk by the same way as the STEP 1 of page 2.

STEP 4: Attach the assembled return desk to the ped desk by using 3 bolts(G), lock washers(H) and flat washers(I). Completely tighten all bolts.



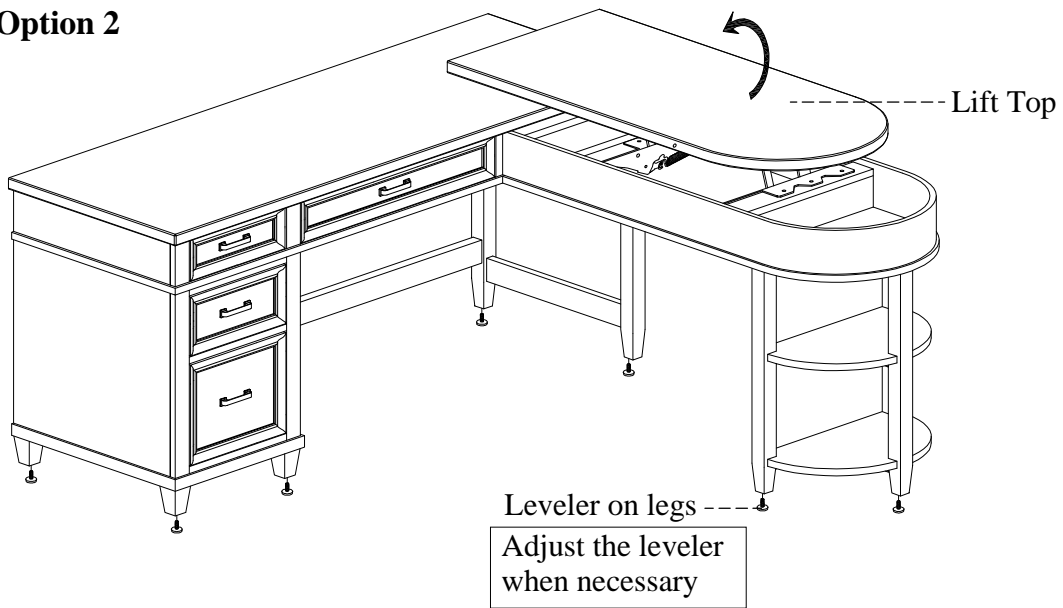


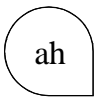
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Single Ped Desk
48" Return Desk

FUNCTIONALITY INSTRUCTION

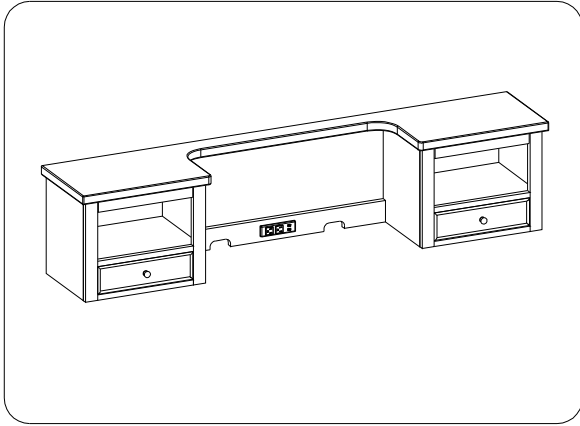
For Option 2






ITEM NO: I248-307H-1/307H-SLT-1 Single Ped Desk Hutch

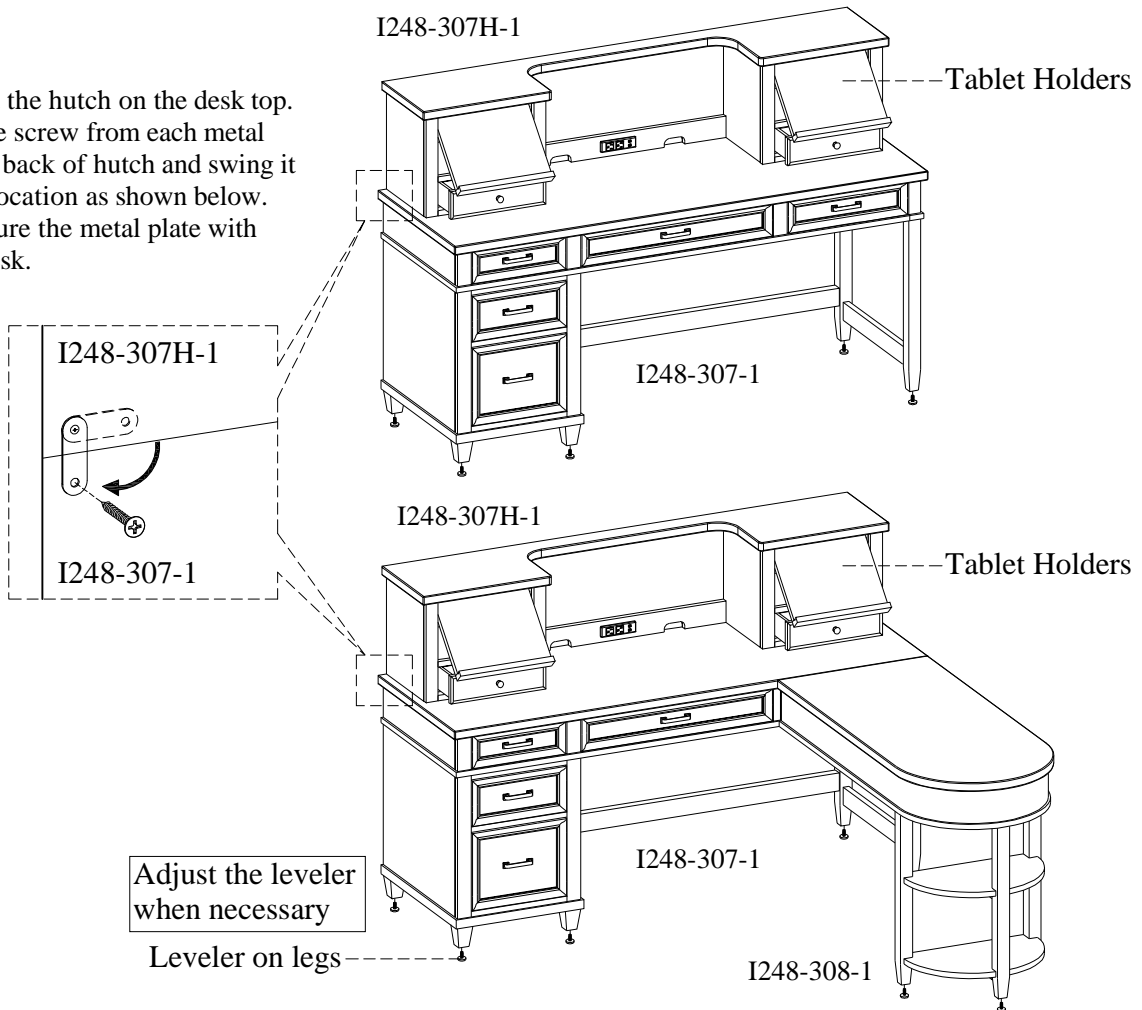
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TOOLS REQUIRED (NOT PROVIDED)
PHILLIPS SCREWDRIVER 

FUNCTIONALITY INSTRUCTION

STEP 1: Put the hutch on the desk top. Take off one screw from each metal plate on the back of hutch and swing it in an ideal location as shown below. Then re-secure the metal plate with screws to desk.



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