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ASSEMBLY INSTRUCTIONS

ITEM NO: I256-3025   Modular File
         I256-3030   Modular Keyboard Tray
         I256-3064   66" Writing Desk
         I256-3078   Modular Hutch

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.
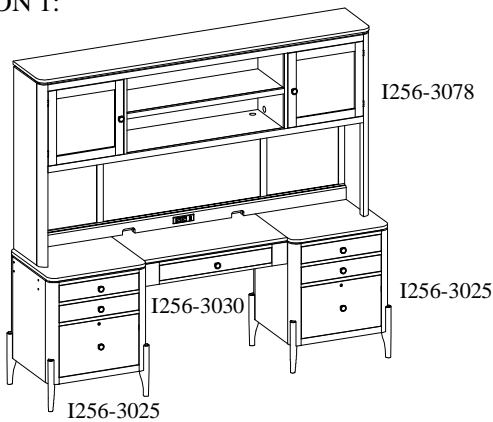
UNIT SHOULD BE INSTALLED BY 2 OR MORE PERSONS.

TOOLS REQUIRED (NOT PROVIDED)
PHILLIPS SCREWDRIVER

OPTION 1:

I256-3078
I256-3025
I256-3030
I256-3025

HARDWARE LIST: I256-3030

No.	Description	Sketch	Quantity
A	Bolt Ø5/16" x 1-1/2"		8 PCS
B	Lock Washer Ø5/16"		8 PCS
C	Flat Washer Ø5/16" x 3/4"		8 PCS
D	Bolt Ø1/4" x 1"		6 PCS
E	Lock Washer Ø1/4"		6 PCS
F	Flat Washer Ø1/4" x 3/4"		6 PCS
G	Allen Wrench 4mm		1 PC
H	Metal Plate		1 PC
I	Knob		1 PC
J	Screw Ø5/32" x 1-1/4"		1 PC

OPTION 2:

I256-3078
I256-3030
I256-3064
I256-3025

OPTION 3:

I256-3078
I256-3030
I256-3064
I256-3025
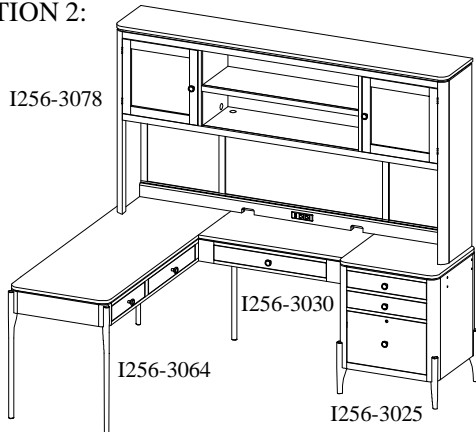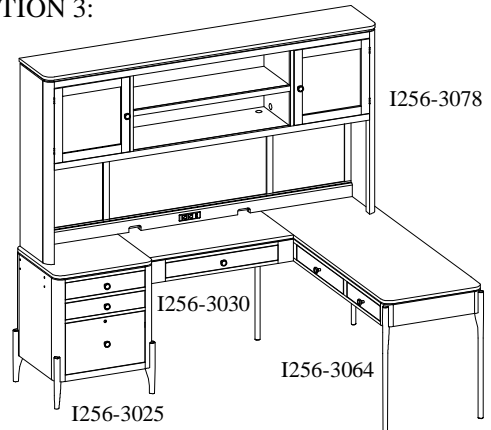
BEFORE USING THIS PRODUCT PLEASE READ, UNDERSTAND, AND FOLLOW THESE INSTRUCTIONS. Save these instructions for future reference.

FOR INDOOR USE ONLY

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ASSEMBLY INSTRUCTIONS

ITEM NO: I256-3025   Modular File
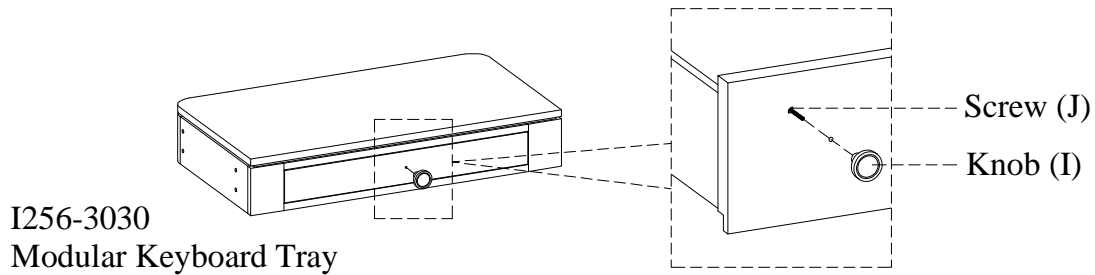   I256-3030   Modular Keyboard Tray
           I256-3064   66" Writing Desk
           I256-3078   Modular Hutch

STEP 1: Install the knob (I) to the keyboard drawer front with the screw (J) with screws as shown below.

Screw (J)

Knob (I)

I256-3030
Modular Keyboard Tray

FOR OPTION 1:

STEP 2: Attach the modular keyboard tray to the modular files by using 8 bolts (A), lock washers (B) and flat washers (C) as shown below. Tighten all bolts with an Allen wrench (G).
STEP 3: Insert wood Plugs into the holes on both modular files as shown below.

Modular Keyboard Tray

Modular File

Modular File

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ITEM NO: I256-3025   Modular File
           I256-3030   Modular Keyboard Tray
           I256-3064   66" Writing Desk
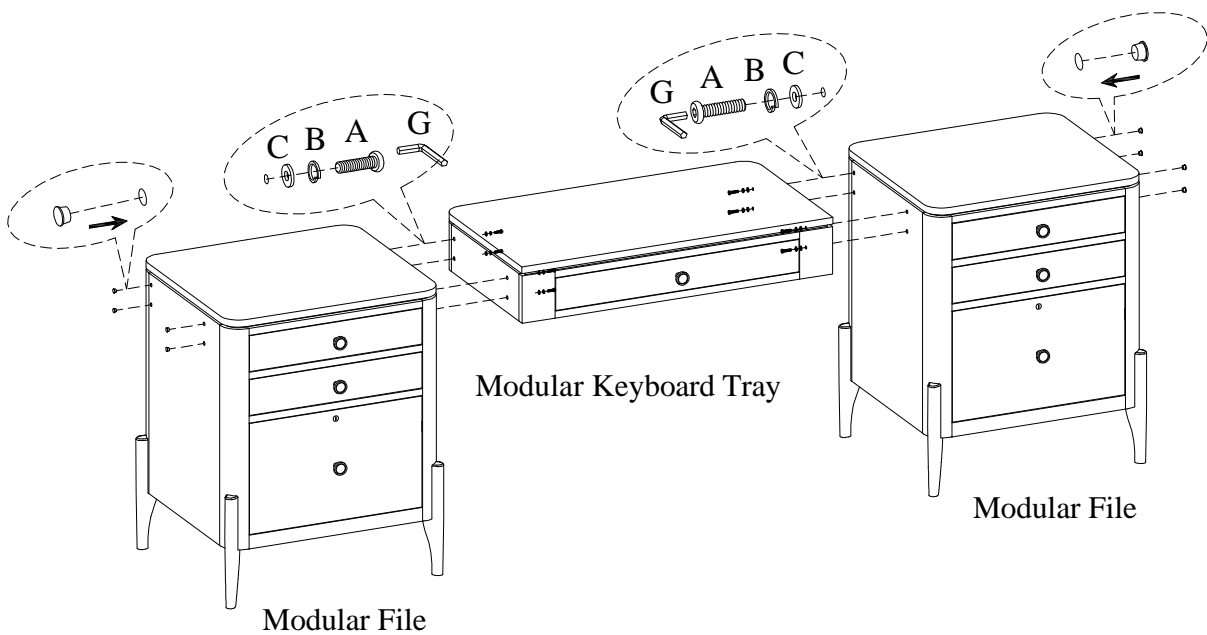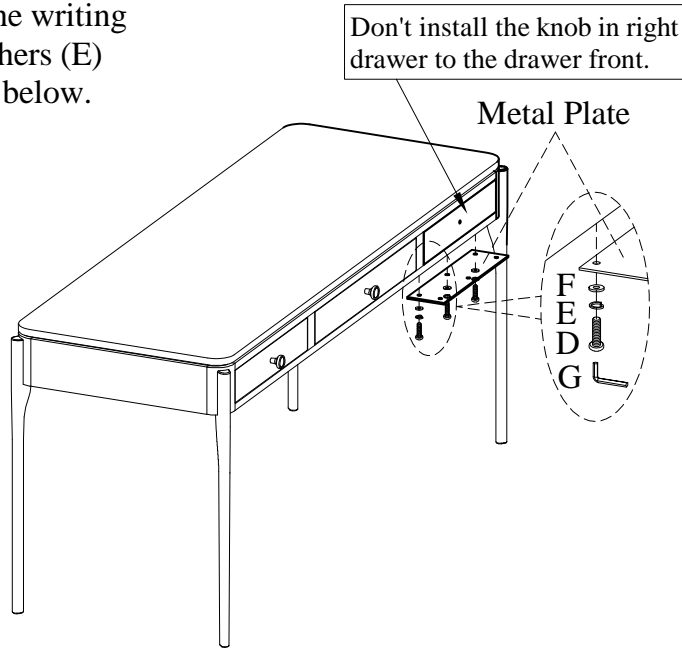   I256-3078   Modular Hutch

FOR OPTION 2:

STEP 2: Attach the metal plate to the writing desk by using 3 bolts (D), lock washers (E) and flat washers (F) as shown right below. Do not completely tighten bolts.

Don't install the knob in right drawer to the drawer front.

Metal Plate

F
E
D
G

STEP 3-1: Attach the modular keyboard tray to the modular file by using 4 bolts (A), lock washers (B) and flat washers (C) as shown below.
STEP 3-2: Attach the modular keyboard tray to the writing desk by using 3 bolts (D), lock washers (E) and flat washers (F) as shown below. Tighten all bolts with an Allen wrench (G).
STEP 4: Insert wood plugs into the holes on modular file as shown below.

Modular Keyboard Tray

G A B C

Metal Connect

F
E
D
G

Writing Desk

Modular File

ITEM NO: I256-3025   Modular File
        I256-3030   Modular Keyboard Tray
        I256-3064   66" Writing Desk
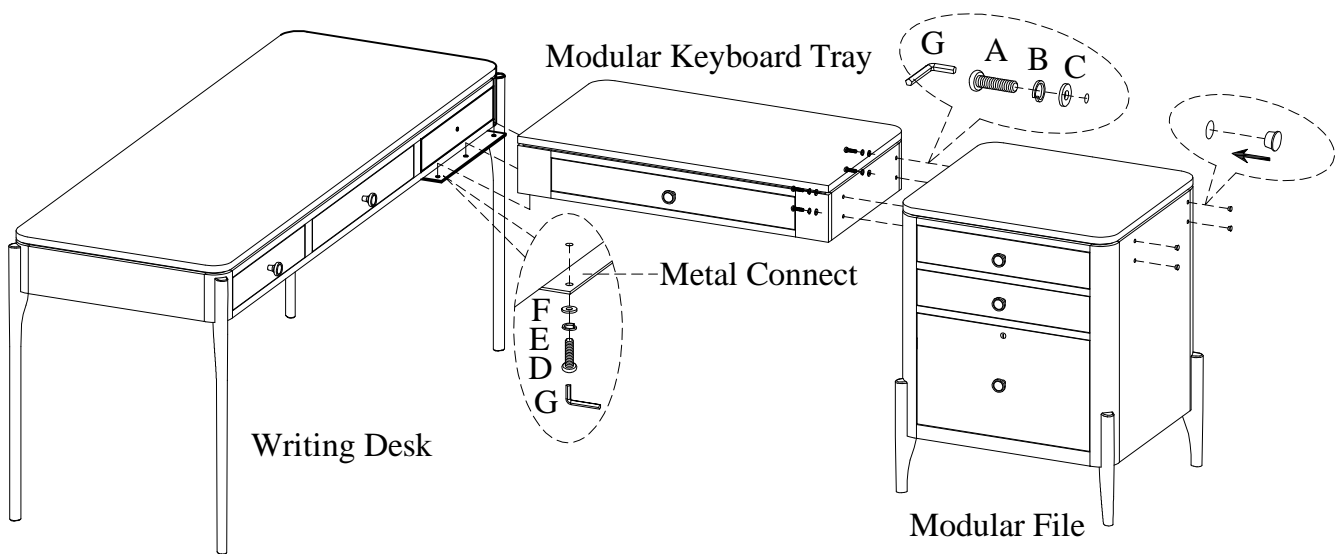   I256-3078   Modular Hutch

FOR OPTION 3:

STEP 2: Attach the metal plate to the writing desk by using 3 bolts (D), lock washers (E) and flat washers (F) as shown right below. Do not completely tighten bolts.
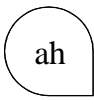
Don't install the knob in left drawer to the drawer front.

Metal Plate

F E D G

STEP 3-1: Attach the modular keyboard tray to the modular file by using 4 bolts (A), lock washers (B) and flat washers (C) as shown below.
STEP 3-2: Attach the modular keyboard tray to the writing desk by using 3 bolts (D), lock washers (E) and flat washers (F) as shown below. Tighten all bolts with an Allen wrench (G).
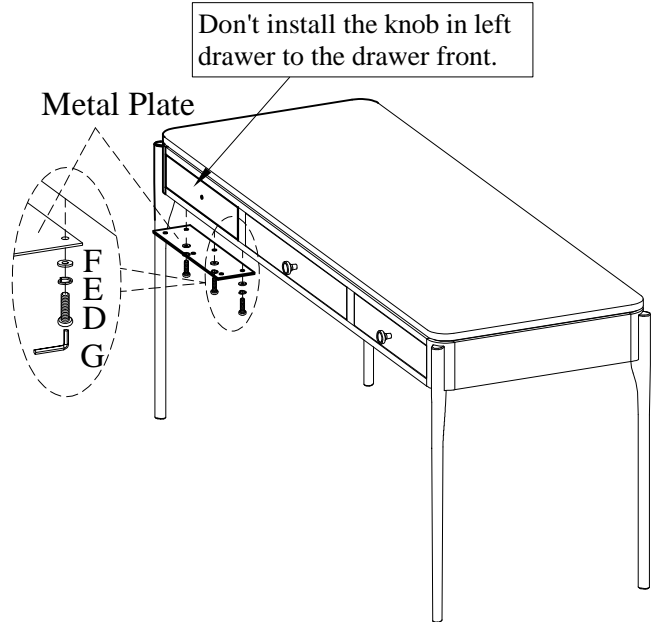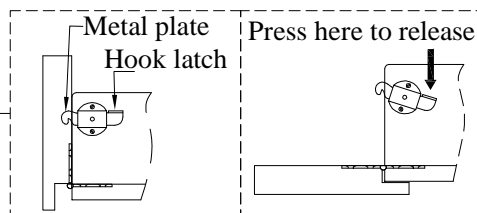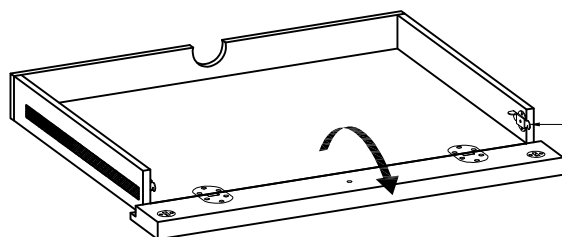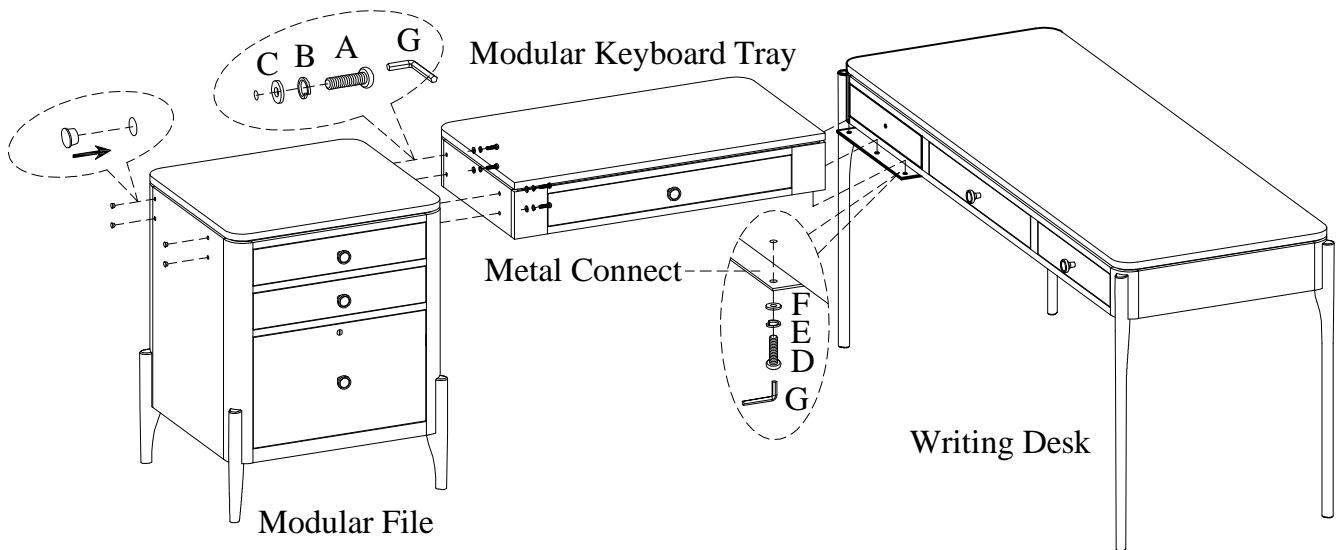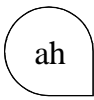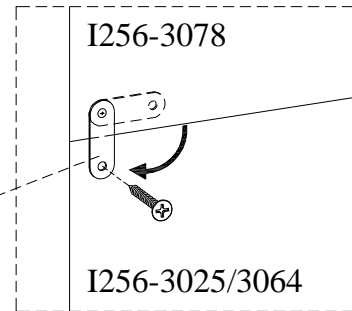STEP 4: Insert wood plugs into the holes on modular file as shown below.

C B A G
Modular Keyboard Tray

Metal Connect
F E D G

Writing Desk

Modular File

Metal plate
Hook latch

Press here to release

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FOR OPTION 1 & 2 & 3:

STEP 5: Put the hutch on the assembled group. Take off one screw from each metal plate on the back of hutch and swing it in an ideal place. Then re-secure the metal plate with screw to original position.

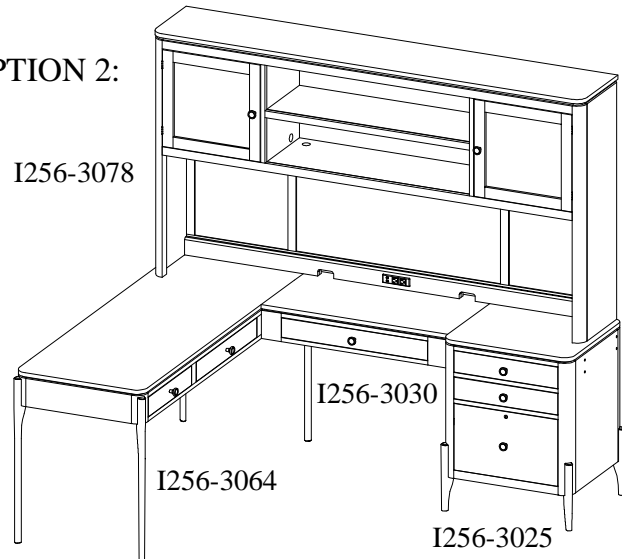I256-3078

Metal plates (2pcs) on the back of hutch

I256-3025/3064

FUNCTIONALITY INSTRUCTION

OPTION 2:

I256-3078

OPTION 1:

I256-3030

I256-3064

I256-3025

Leveler on legs
Adjust the leveler when necessary

OPTION 3:

I256-3078

I256-3030

I256-3064

I256-3025

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