



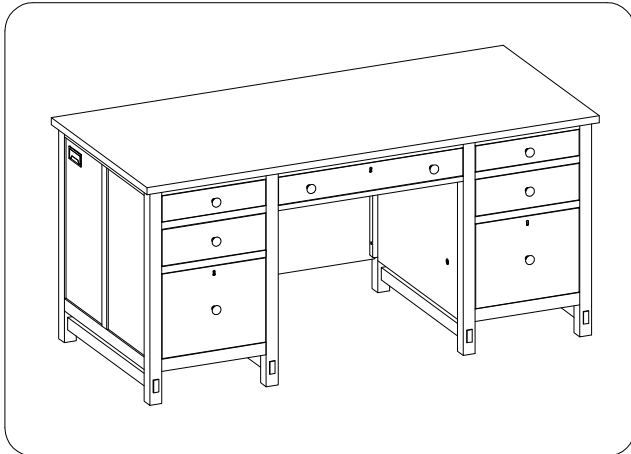
ITEM NO: I3017-303 66" Executive Desk

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.

WARNING! Before using this product, please read, understand, and follow these instructions. Failure to follow each of these assembly instructions precisely may result in damage to the product and / or injury to the consumer.




UNIT SHOULD BE INSTALLED BY 2 OR MORE PERSONS.



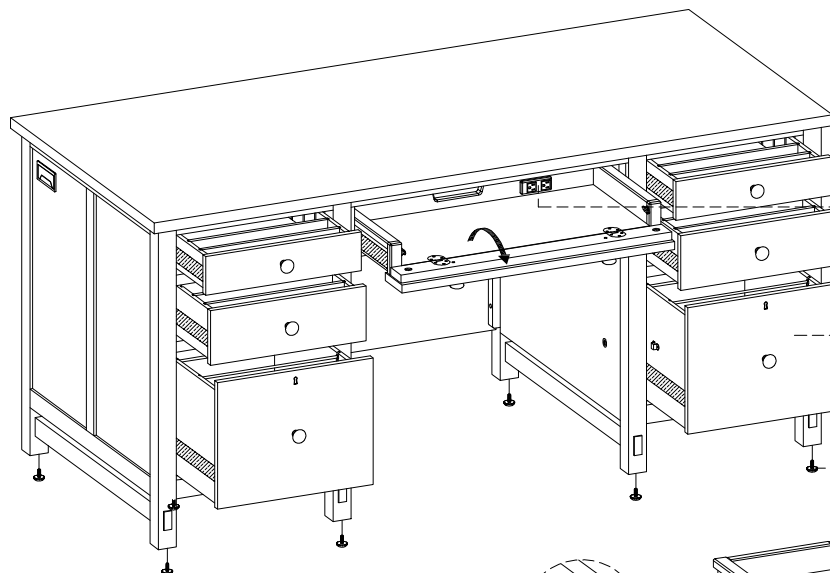
TOOLS REQUIRED (NOT PROVIDED)

PHILLIPS SCREWDRIVER

HARDWARE LIST:

No.	Description	Sketch	Quantity
A	Allen Wrench M4		1 PC

FUNCTIONALITY INSTRUCTION



Flip down keyboard tray with
2 AC outlet Power Pack

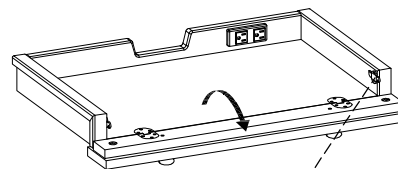
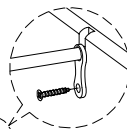
Locking file drawers hold
letter or legal size files

Adjust the leveler
when necessary

Leveler on Legs

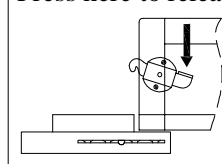
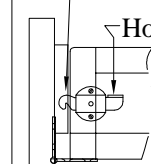
Keys for file lock.
Do not trash.

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



Metal plate
Hook latch

Press here to release



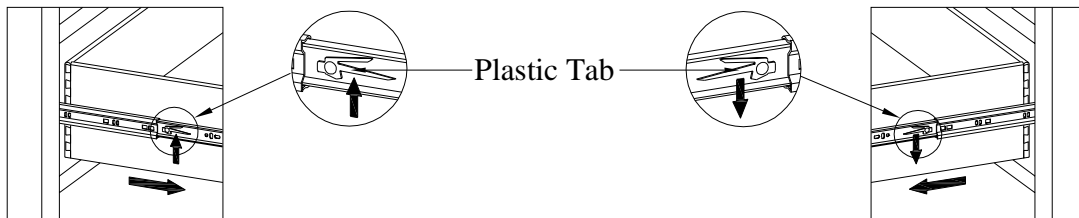
FOR INDOOR USE ONLY



ITEM NO: I3017-303 66" Executive Desk

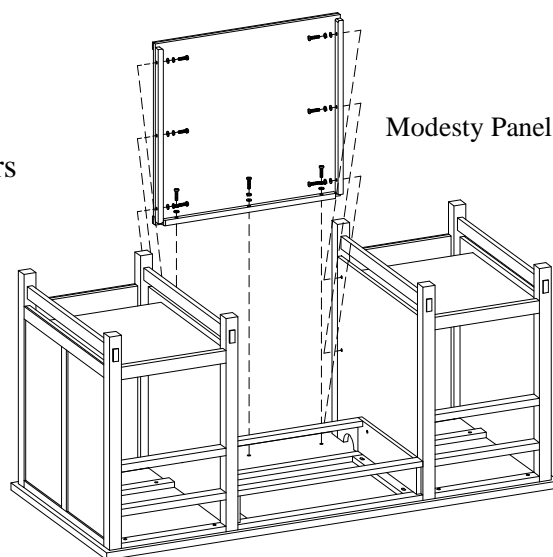
To dis-assemble desk (If necessary):

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.



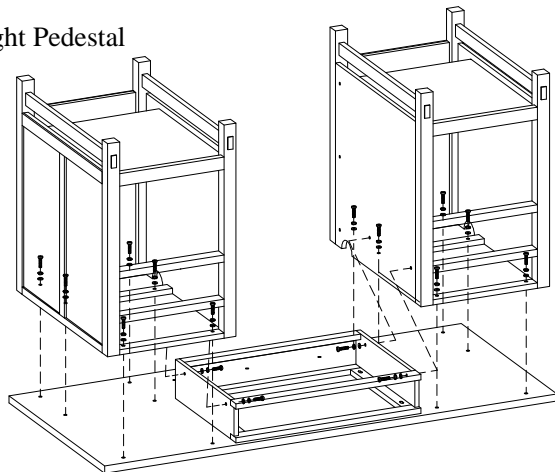
STEP 2: Put the desk face down on a soft surface.

STEP 3: Remove bolts, lock washers and flat washers from the modesty panel (9 pcs). Take the modesty panel off.



Right Pedestal

Left Pedestal



STEP 4: Remove bolts, lock washers and flat washers from left pedestal (6 pcs), right pedestal (6 pcs) and keyboard frame (4 pcs) connected to the desk top. Take the left/right pedestal off.

Notes: To reassemble desk, replace bolts removed in STEP 4 then STEP 3 above before proceeding to STEP 5 below.

STEP 5: 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.

