



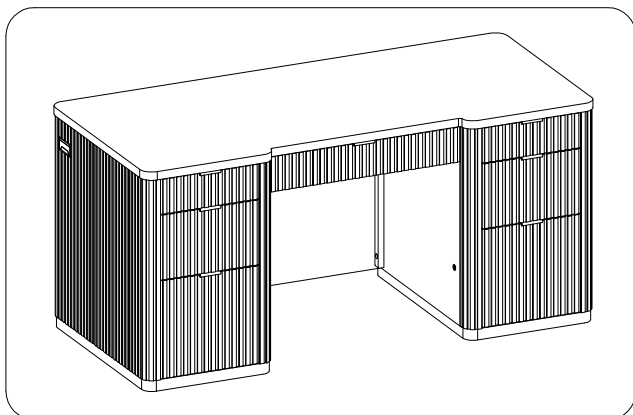
ITEM NO: I3404-303-DRT     66" Executive Desk

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.**



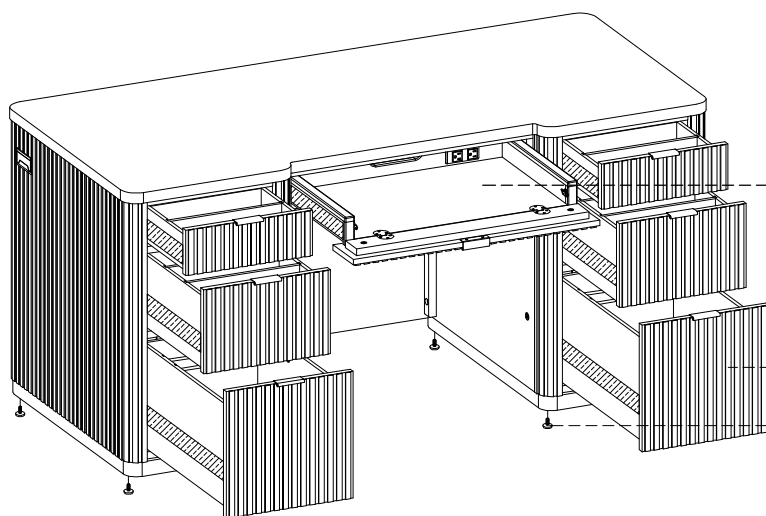
TOOLS REQUIRED (NOT PROVIDED)

PHILLIPS SCREWDRIVER

**HARDWARE LIST:**

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

### FUNCTIONALITY INSTRUCTION

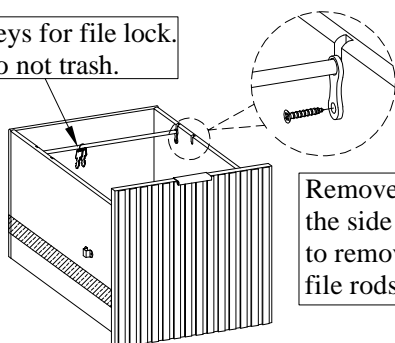


Flip down keyboard tray with  
2 AC outlet Power Pack

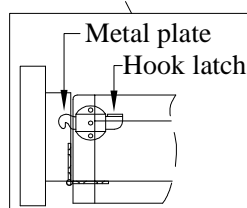
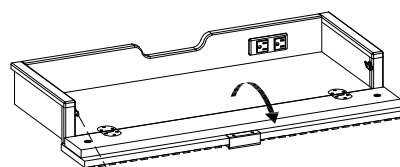
Locking file drawers hold  
letter or legal size files

Levelers on Bases  
Adjust the levelers  
when necessary

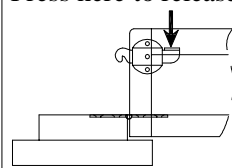
Keys for file lock.  
Do not trash.



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



Press here to release



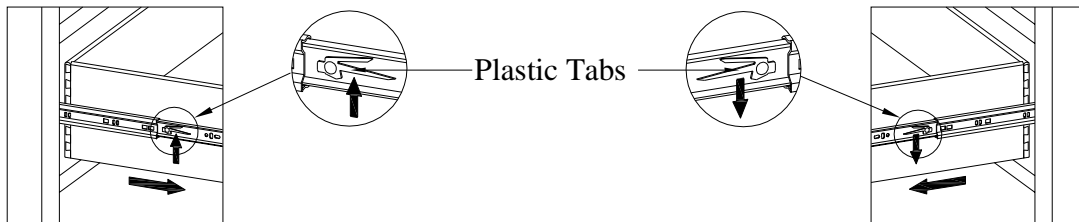
FOR INDOOR USE ONLY



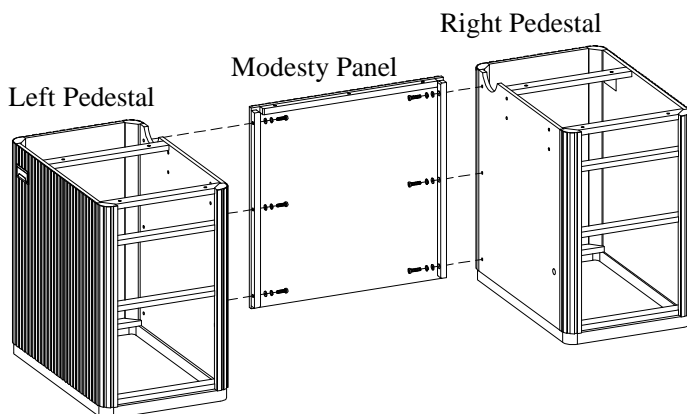
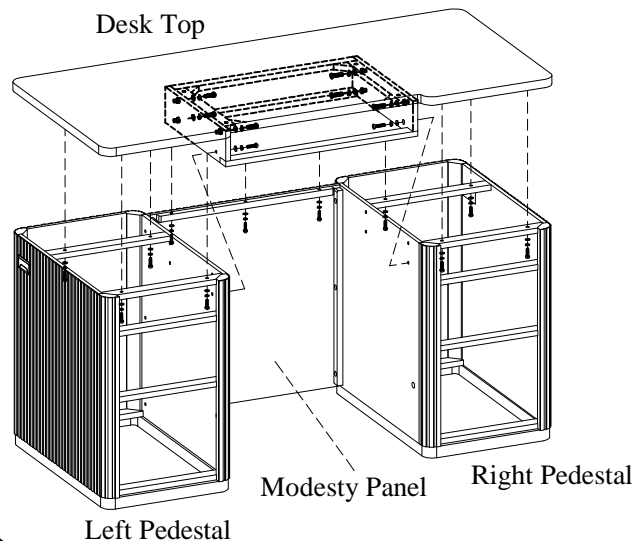
ITEM NO: I3404-303-DRT 66" Executive Desk

### **To dis-assemble desk (If necessary):**

**STEP 1:** Remove the drawers from the pedestals and desk top: Fully extend the drawers, then press the plastic tabs 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 drawers 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. Remove bolts, lock washers and flat washers from drawer box to left pedestal (4 pcs) and right pedestal (4 pcs). 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 desk: Fully extend the slides from the desk. Then align the slides on the drawers to the slides on the pedestals and desk top as shown. Push the drawers back in. You may have to slide the drawers in and out several times in order to properly align the ball bearings.

