



ITEM NO: I215-303 66" Executive Desk

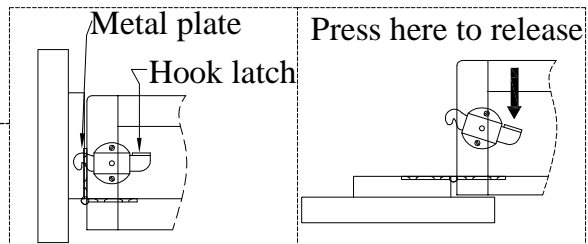
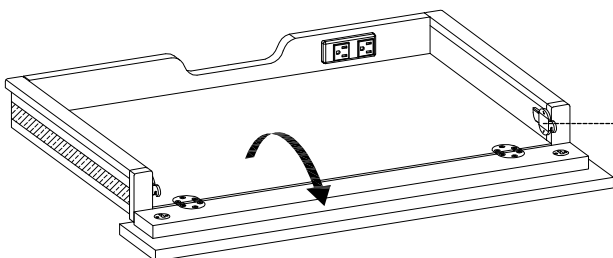
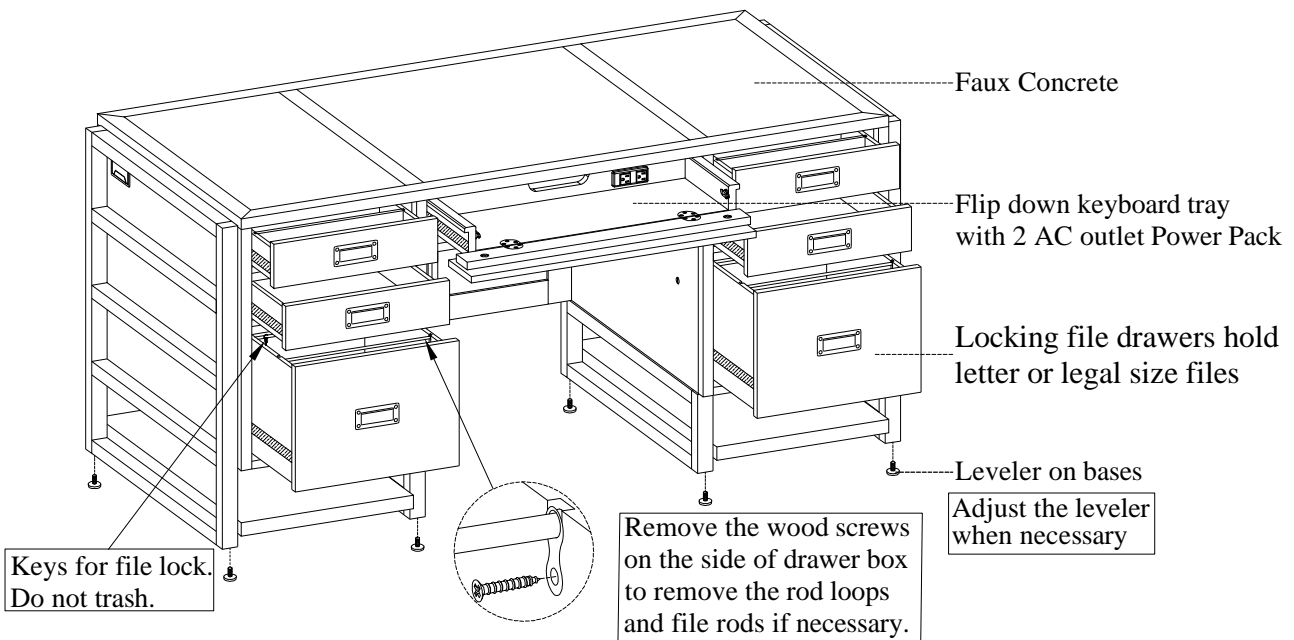
Thank you for purchasing this quality product. Be sure to check all packing material carefully for small parts that may come loose inside the carton during shipment.



TOOLS REQUIRED (NOT PROVIDED)	
PHILLIPS SCREWDRIVER	

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

FUNCTIONALITY INSTRUCTION



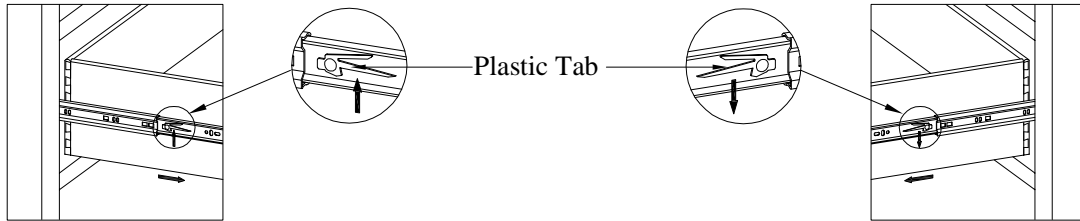
BEFORE USING THIS PRODUCT PLEASE READ, UNDERSTAND, AND FOLLOW THESE INSTRUCTIONS. Save these instructions for future reference. FOR INDOOR USE ONLY



ITEM NO: I215-303 66" Executive Desk

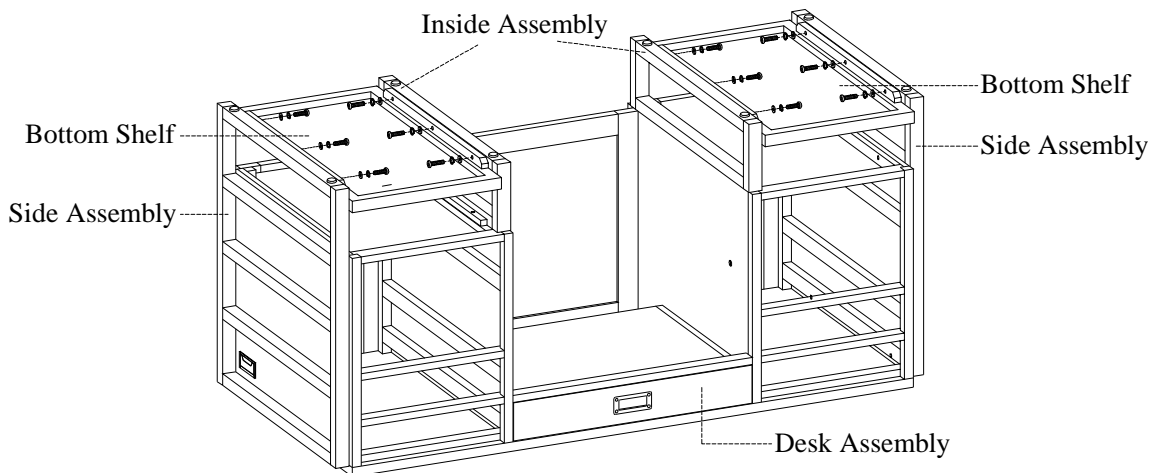
To dis-assemble desk (If necessary):

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.

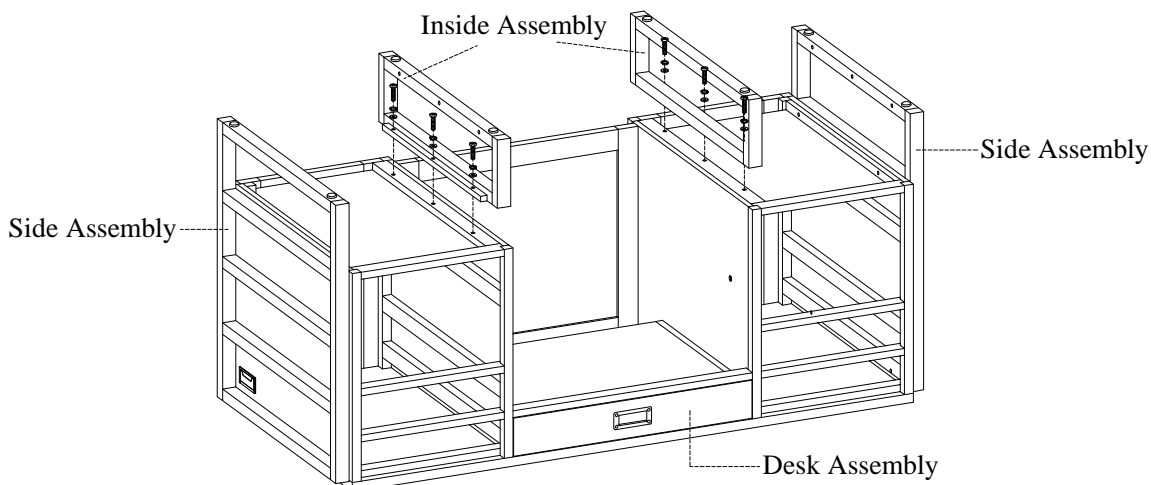


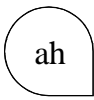
STEP 2: Put the desk assembly face down on a soft surface.

STEP 3: Remove bolts, lock washers and flat washers from the bottom shelves (12 pcs) connected to the side assemblies and inside assemblies, Take the bottom shelves off.



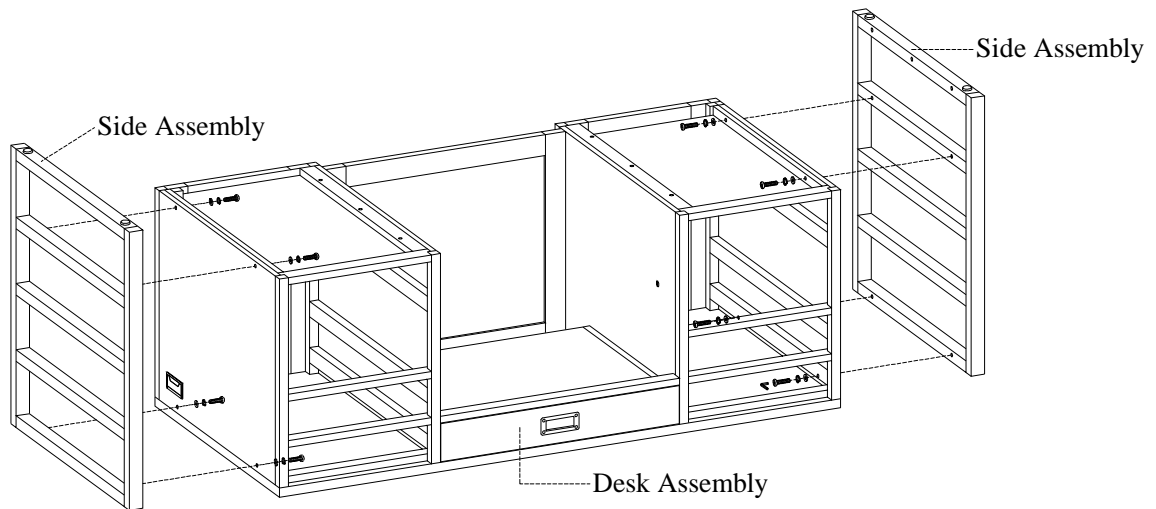
STEP 4: Remove bolts, lock washers and flat washers from the inside assemblies (6 pcs) connected to the desk assembly, Take the inside assembly off.





ITEM NO: I215-303 66" Executive Desk

STEP 5: Remove bolts, lock washers and flat washers from the desk assembly (8 pcs) connected to the side assemblies, Take the inside assemblies off.



Notes: To reassemble desk, replace bolts removed in STEP 5 & 4 then STEP 3 above before proceeding to STEP 6 below.

STEP 6: 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.

