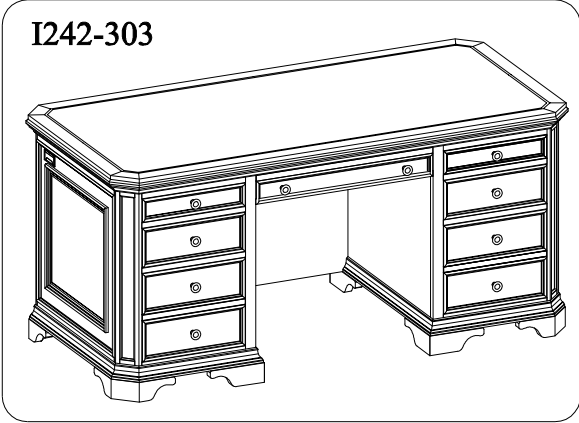




ITEM NO: I242-303 66" Executive Desk

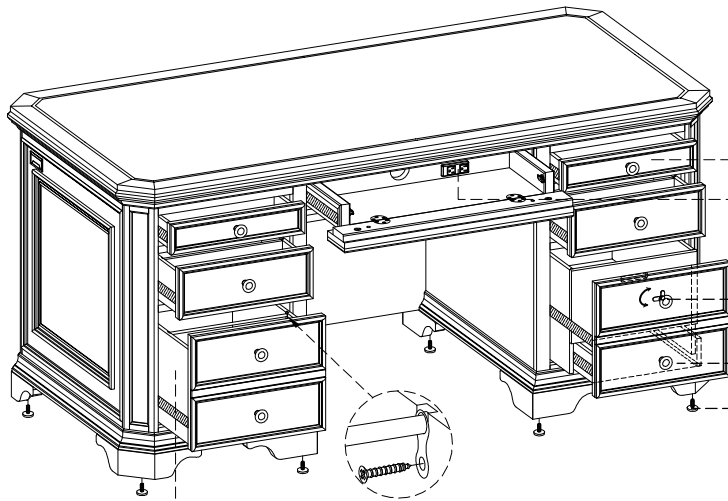
Thank you for purchasing this quality product. Be sure to check all packing material carefully for small parts that may come loose inside the carton during shipment.



TOOLS REQUIRED (NOT PROVIDED)	
PHILLIPS SCREWDRIVER	

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

FUNCTIONALITY INSTRUCTION

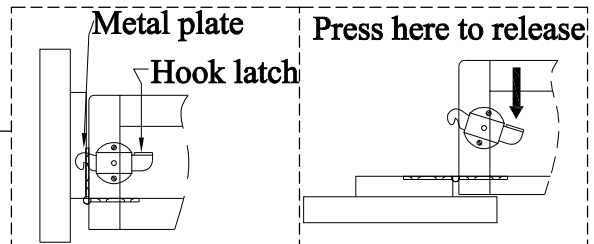
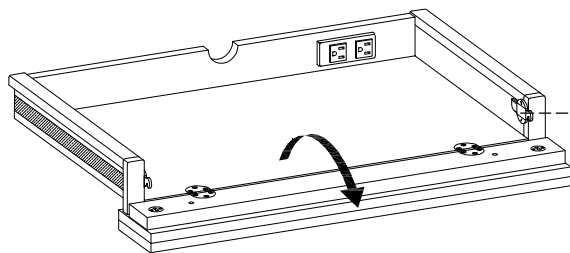


- Felt-lined Top Drawers
- Flip down keyboard tray with 2 AC outlet Power Pack
- Knob with lock function: clockwise is LOCK, counterclockwise is UNLOCK
- Felt-lined Hidden Bottom Drawer
- Leveler on legs

Adjust the leveler when necessary

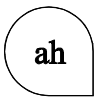
Locking file drawer hold letter or legal size files

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



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

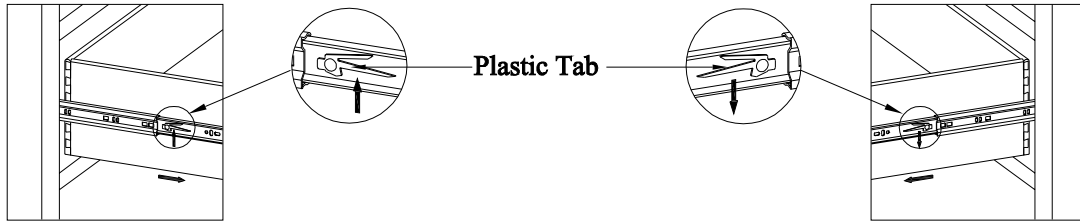
FOR INDOOR USE ONLY



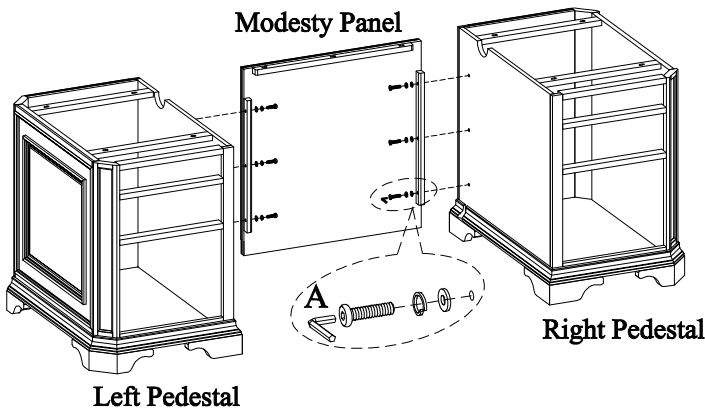
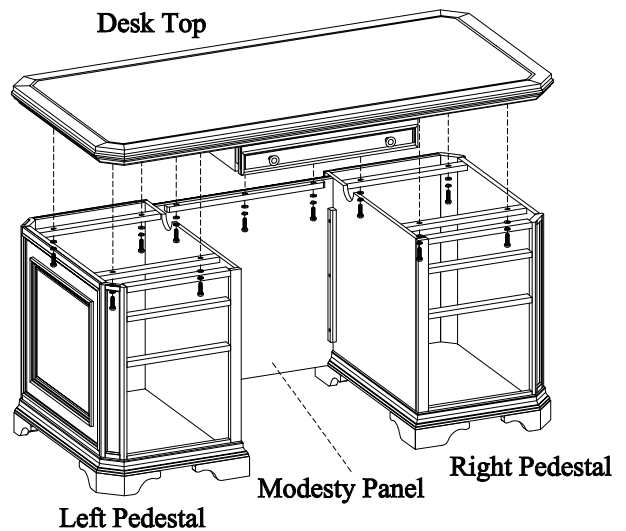
ITEM NO: I242-303 66" Executive Desk

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: 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. 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 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.

