

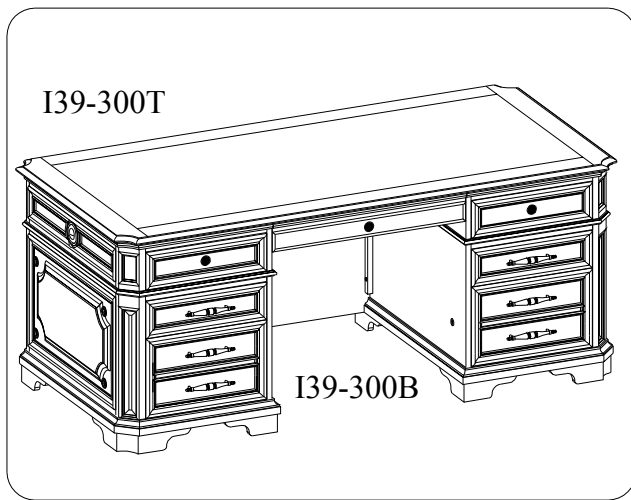


ITEM NO: I39-300T 75" Exec Desk Top
I39-300B 75" Exec Desk Bottom

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

HARDWARE LIST: I39-300T			
No.	Description	Sketch	Quantity
A	Bolt Ø1/4"*1-1/2"		17 PCS
B	Lock Washer Ø1/4"		17 PCS
C	Flat Washer Ø1/4" *3/4"		17 PCS
D	Allen Wrench 4MM		1 PC

COMPONENTS LIST: I39-300T			
No.	Description	Sketch	Quantity
1	Desk Top		1 PC
2	Mounting Plate		1 PC

COMPONENTS LIST: I39-300B			
No.	Description	Sketch	Quantity
1	Left pedestal		1 PC
2	Right Pedestal		1 PC
3	Modesty Panel		1 PC

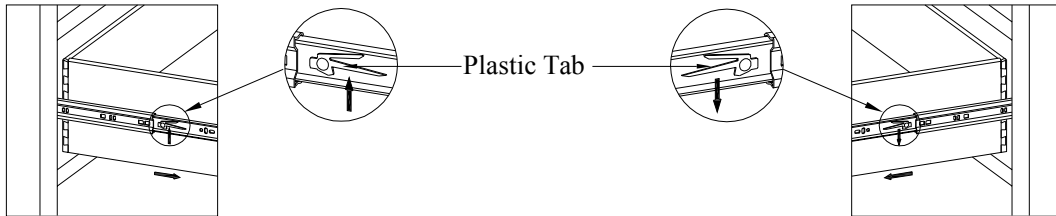
BEFORE USING THIS PRODUCT PLEASE READ, UNDERSTAND, AND FOLLOW THESE INSTRUCTIONS.
Save these instructions for future reference.

FOR INDOOR USE ONLY

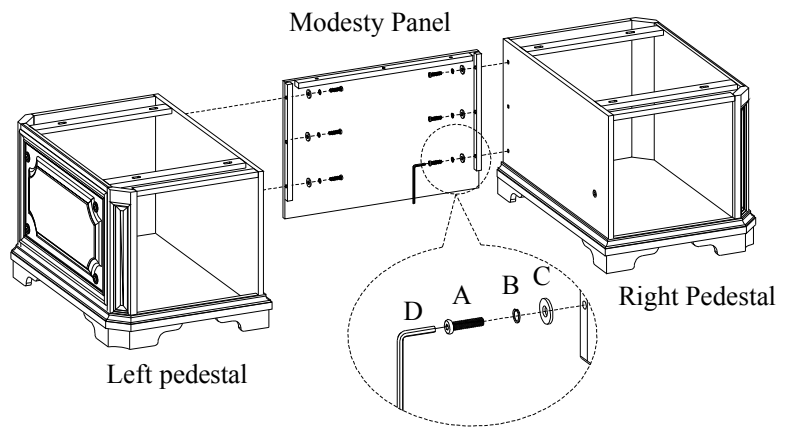


ITEM NO: I39-300T 75" Exec Desk Top
I39-300B 75" Exec Desk Bottom

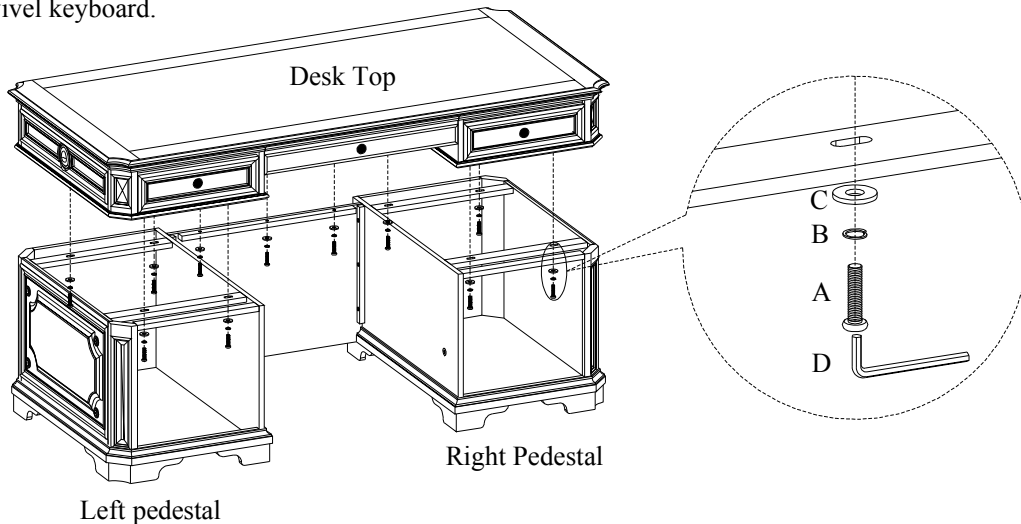
STEP 1: Remove the drawers from the pedestals: Fully extend the drawer, then press the plastic tab down on the right and up on the left at the same time as shown below. While holding the tabs pressed down/up, pull the drawer out.



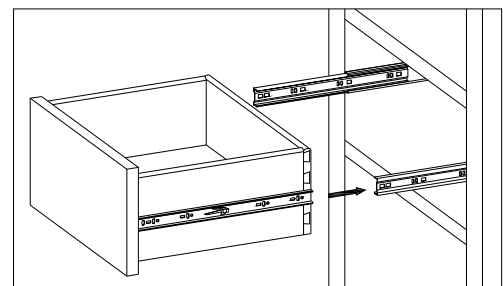
STEP 2: Attach the modesty panel to left pedestal and right pedestal by using 6 bolts(A), lock washers(B) and flat washers(C). Do not completely tighten bolts to allow some leeway for adjustment in STEP 3.



STEP 3: Put desk top on pedestals and modesty panel, attach the pedestals and modesty panel to the desk top by using 11 bolts(A), lock washers(B), flat washers(C). Completely tighten all bolts used in Steps 2 and 3. Save extra hardware for optional swivel keyboard.



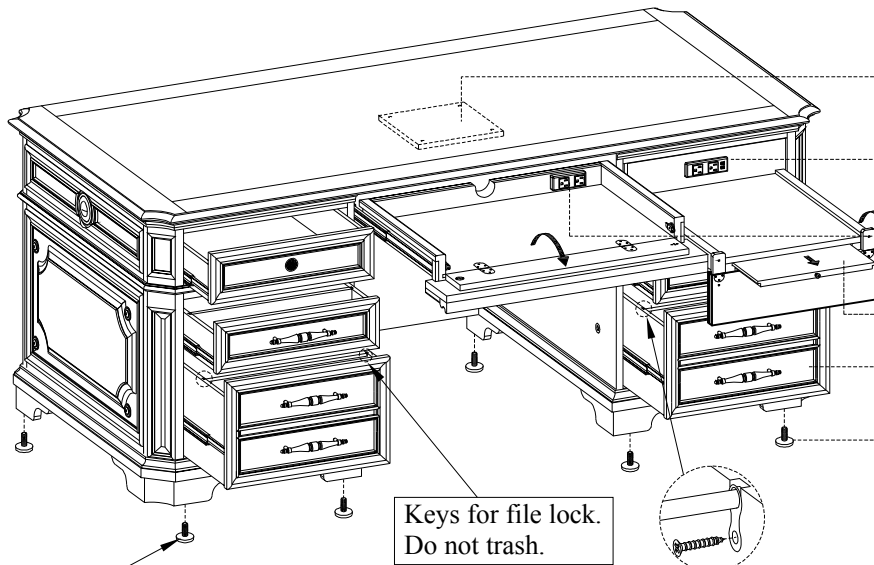
STEP 4: Replace all of the drawers in pedestals: Fully extend the slides from the case. Then align the slides on the drawer to the slides on the case as shown. Push the drawer back in. You may have to slide the drawer in and out several times in order to properly align the ball bearings.





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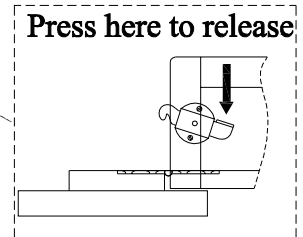
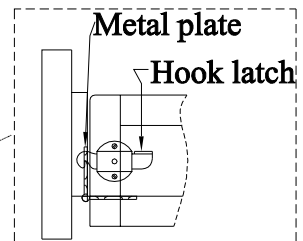
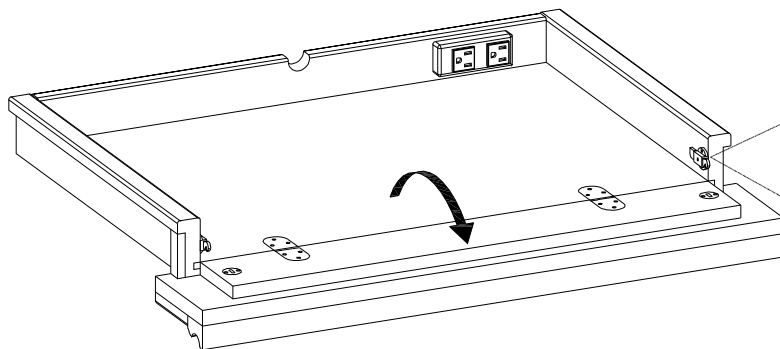
FUNCTIONALITY INSTRUCTION



- Convertible keyboard/Pencil drawer
- Flip down tray with 2 AC outlet / 2 USB power pack
- Flip down keyboard tray with 2 AC outlet Power Pack
- Pull-out panel
- Locking file drawers hold letter or legal size files
- Leveler on base

Adjust the leveler when necessary

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

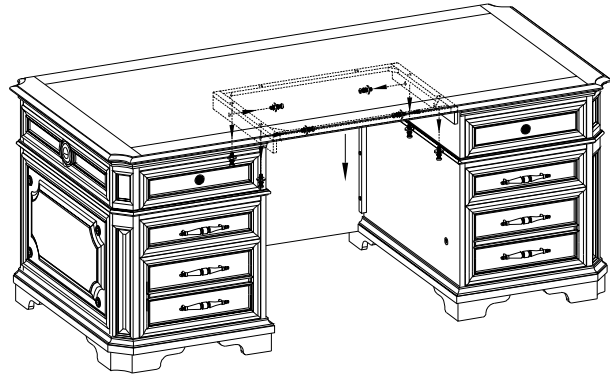




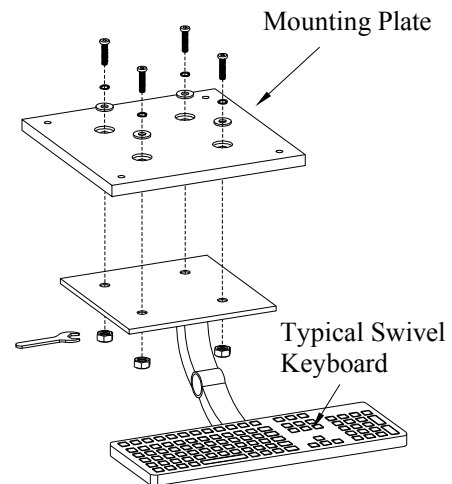
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To use a Typical Swivel Keyboard instead of the pencil drawer, please follow the procedure below.

STEP 1: Take the middle drawer off. Remove 8 bolts, lock washers and flat washers from drawer frame to the desk top. Take the drawer frame off. (Please keep the hardware that will be used on STEP 3.)



STEP 2: Attach Typical Swivel Keyboard to Mounting Plate by using 4 bolts, lock washers, flat washers and nuts. Using open wrench tighten all these bolts. (This hardware is included with Keyboard)



STEP 3: Attach Mounting Plate with Typical Swivel Keyboard to desk top by using 4 bolts, lock washers, flat washers. Tighten all bolts. (This hardware is from STEP 1)

