aspenhome®

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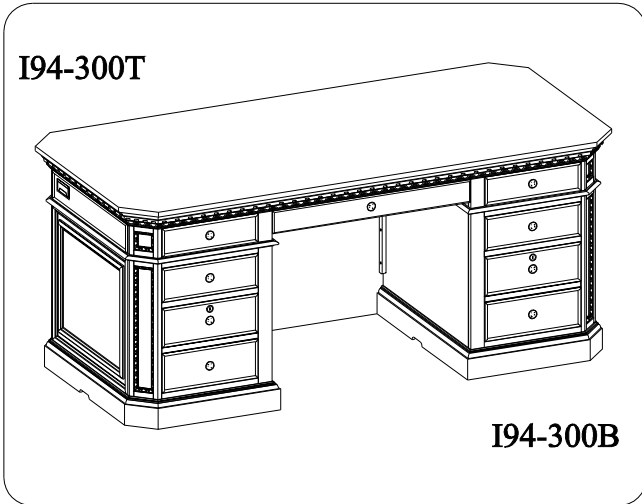
ASSEMBLY INSTRUCTIONS

ITEM NO: **I94-300T**   72" Exec Desk Top

I94-300B   72" Exec Desk Base

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.**

I94-300T

I94-300B

TOOLS REQUIRED (NOT PROVIDED)
PHILLIPS SCREWDRIVER

HARDWARE LIST: I94-300T

No.	Description	Sketch	Quantity
A	Bolt Ø1/4" x 1-1/2"		17 PCS
B	Lock Washer Ø1/4"		17 PCS
C	Flat Washer Ø1/4" x 3/4"		17 PCS
D	Allen Wrench 4MM		1 PC

COMPONENTS LIST: I94-300T

No.	Description	Sketch	Quantity
1	Desk Top		1 PC
2	Mounting Plate		1 PC

COMPONENTS LIST: I94-300B

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.
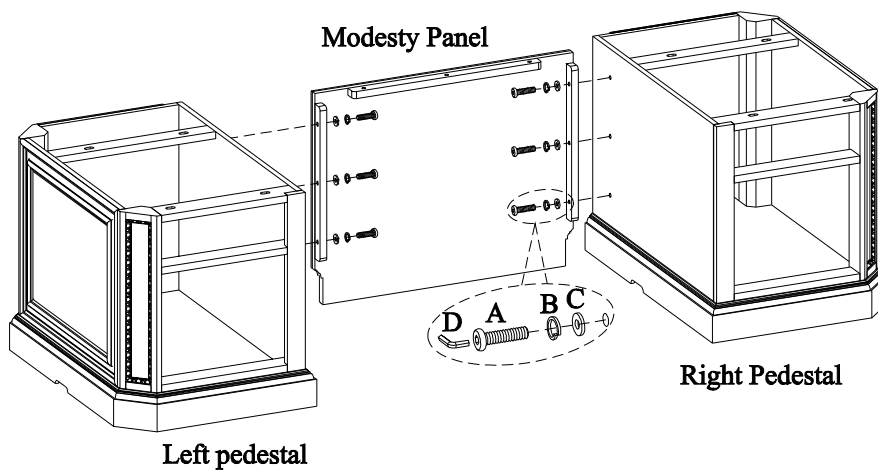
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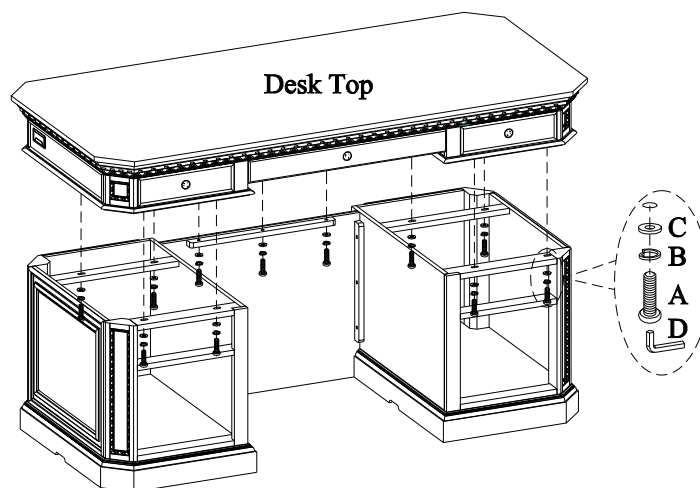
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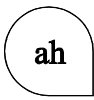
ITEM NO: I94-300T   72" Exec Desk Top
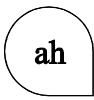
         I94-300B   72" Exec Desk Base

STEP 1: Remove the drawers from the pedestals as shown on page 5/5.

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.

Modesty Panel

D A B C

Right Pedestal

Left pedestal

STEP 3: 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.
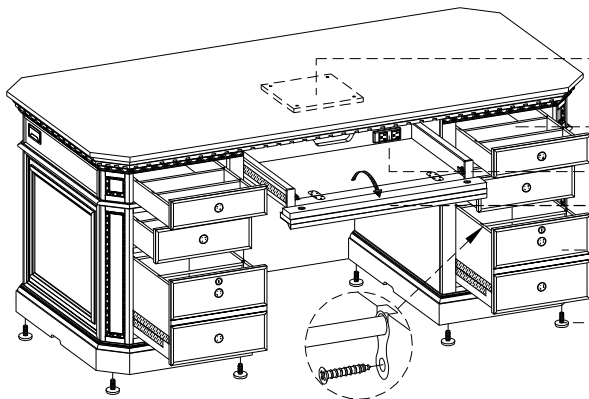

Desk Top

C
B
A
D

ITEM NO: I94-300T   72" Exec Desk Top

I94-300B   72" Exec Desk Base

STEP 4: Replace the drawers in pedestals as shown on page 5/5.

## FUNCTIONALITY INSTRUCTION

Convertible keyboard/Pencil drawer

Felt-lined top side drawers with under mount soft closing guide

Flip down keyboard tray with 2 AC outlet Power Pack

Flip down keyboard tray with regular slide

Locking file drawers hold letter or legal size files with heavy duty ball bearing slide

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.

Metal plate

Hook latch

Press here to release

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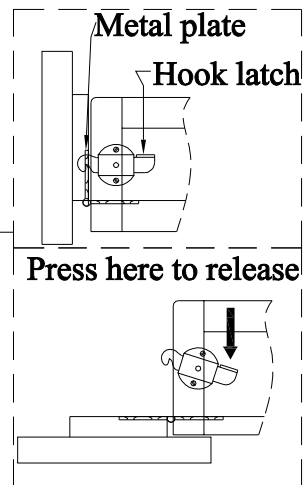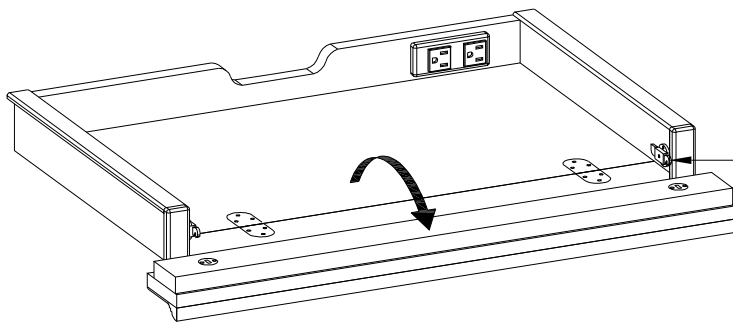
ITEM NO: I94-300T   72" Exec Desk Top

I94-300B   72" Exec Desk Base

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.)
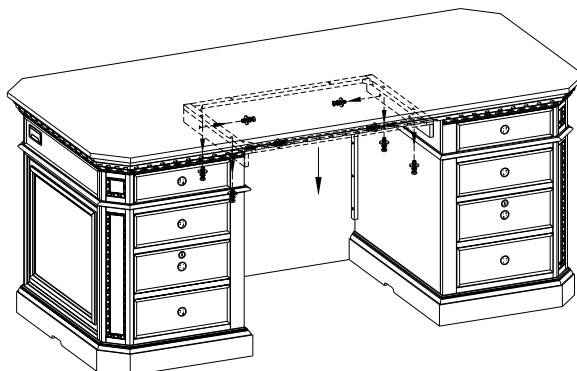

STEP 2: Attach Typical Swivel Keyboard to Mounting Plate by using 4 bolts, lock washers, flat washers and nuts. Using open wrench tighten all these bolts. (This hardware is included with Keyboard)

Mounting Plate

Typical Swivel Keyboard
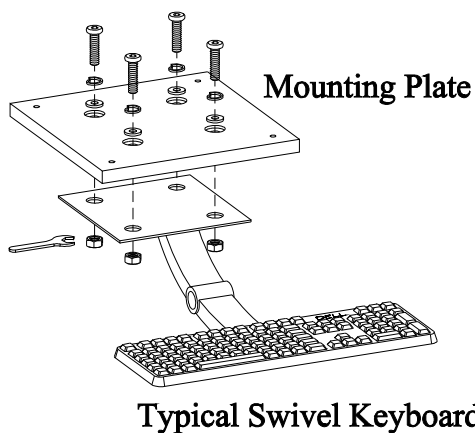
STEP 3: Attach Mounting Plate with Typical Swivel Keyboard to desk top by using 4 bolts, lock washers, flat washers. Tighten all bolts. (This hardware is from STEP 1)
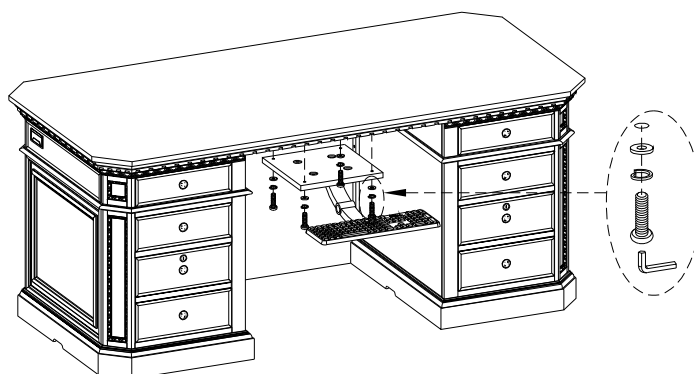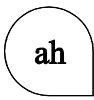
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Instruction for the File Drawer with Heavy Duty Ball Bearing Slides

To remove the drawer, please remove the set screws on two sides of the drawers. Push the tab in toward the drawer and lift up the drawer to move out.

To install the drawer, please extend the slides all the way out. Set the drawer box into cabinet rail and slide back so the drawer rail goes under the hook in cabinet rail. Then snap the tab into drawer rail and replace set screws.

Push this tab in

Hook

Drawer rail

Cabinet rail

Set screw
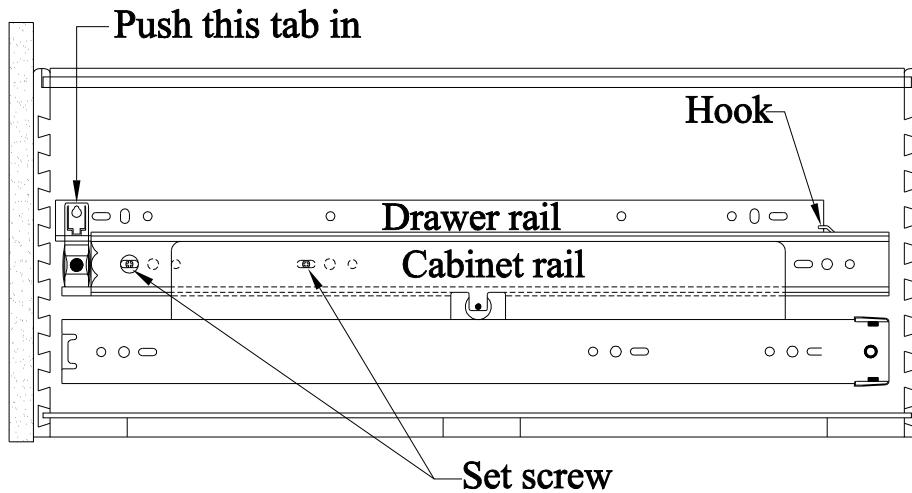
Instruction for the Drawer with Self-Closing Slides

To remove the drawer, fully extend the drawer and press the plastic tab, then lift up the drawer to move out.

To install the drawer, please Fully extend the slides and align the slides hook to the drawer hole as shown. then press the plastic tab button the drawer rails, Push the drawer back in.

Hook

Drawer rail

Press these plastic tabs

Drawer Bottom