

# Executive Desk

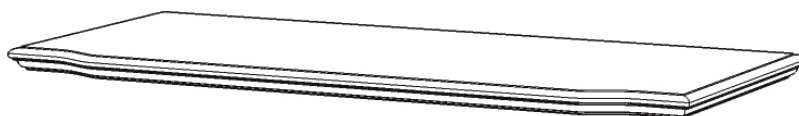


## IMPORTANT NOTE

Carefully remove all the parts from the carton and put them individually on a soft cloth to prevent scratches or other damage occurring to the parts.

We have taken great care in the design of this product and request that you carefully and strictly follow our assembly instructions to ensure a completed product as it was designed.

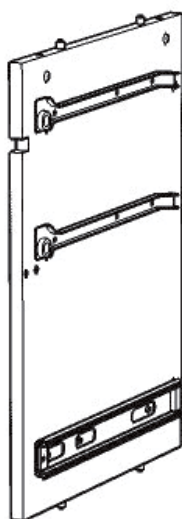
## Part List



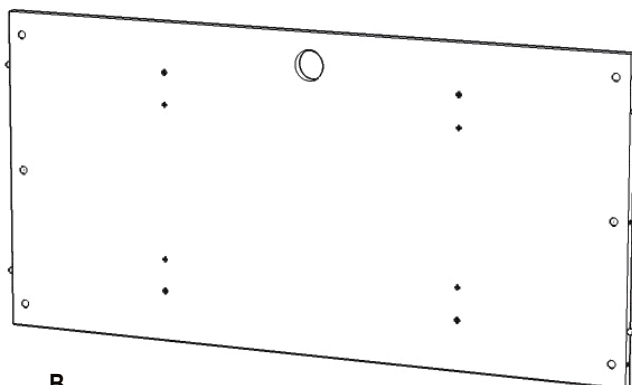
**A.**  
**Top**  
1 pc.



**E.**  
**Middle Panel**  
1 pc.



**F.**  
**Middle Panel**  
1 pc.



**B.**  
**Back Panel**  
1 pc.

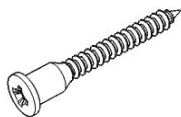
## Hardware List



**Cam Lock**  
24 pcs. (+6 extra)



**Cam Lock Screw**  
24 pcs. (+2 extra)



**M6x32**  
**Wood Screw**  
for Base  
8 pcs. (+1 extra)



**M3x10**  
**Wood Screw**  
for Hinge  
6 pcs. (+1 extra)



**Flat Washer**  
8 pcs. (+1 extra)



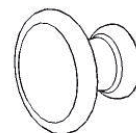
**M3x15**  
**Wood Screw (short)**  
24 pcs. (+1 extra)



**M3x25**  
**Wood Screw (long)**  
56 pcs. (+1 extra)



**M4x25**  
**Machine Screw**  
10 pcs.



**Knob**  
10 pcs.

*For assembly see instructions in carton*

# Executive Desk

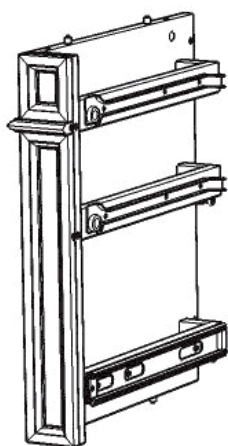


## IMPORTANT NOTE

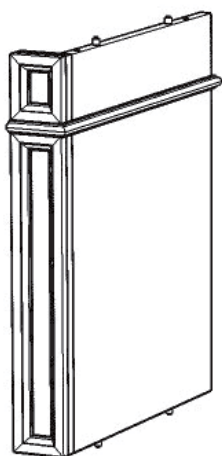
Carefully remove all the parts from the carton and put them individually on a soft cloth to prevent scratches or other damage occurring to the parts.

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## Part List



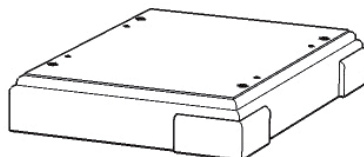
**C.**  
Side Panel  
1 pc.



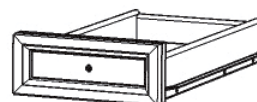
**D.**  
Side Panel  
1 pc.



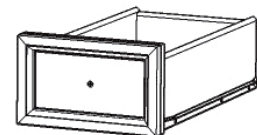
**I.**  
Base  
1 pc.



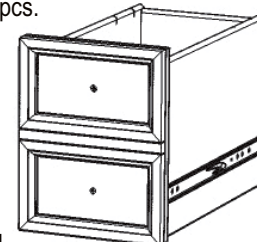
**J.**  
Base  
1 pc.



**K.**  
Drawer  
2 pcs.



**L.**  
Drawer  
2 pcs.



**M.**  
Drawer  
2 pcs.

*(Please refer to the last page of these instructions for drawer assembly steps.)*



**N.**  
Keyboard Front  
1 pc.



**G.**  
Front Stretcher  
1 pc.



**H.**  
Front Stretcher  
2 pcs.



**P.**  
Metal Strip  
4 pcs.



**O.**  
Keyboard  
1 pc.

*For assembly also need carton*

*Tools required for assembly : Phillips screwdriver, Level*



## STEP 2

Attach Middle Panels (E) and (F) to Back Panel (B) with Cam Locks.  
(See Figure 2)

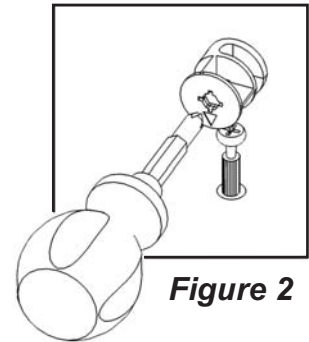
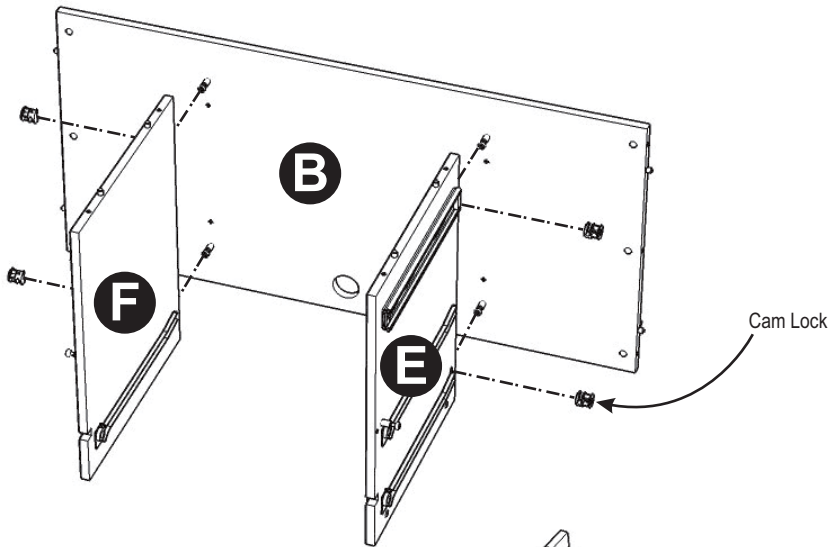
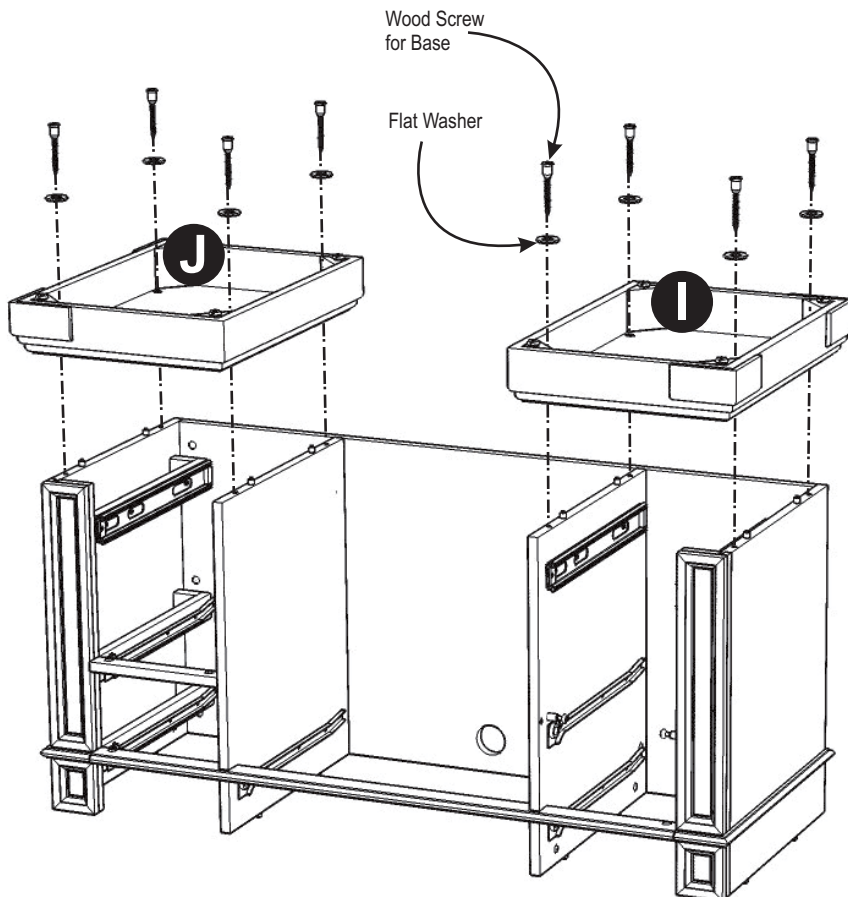
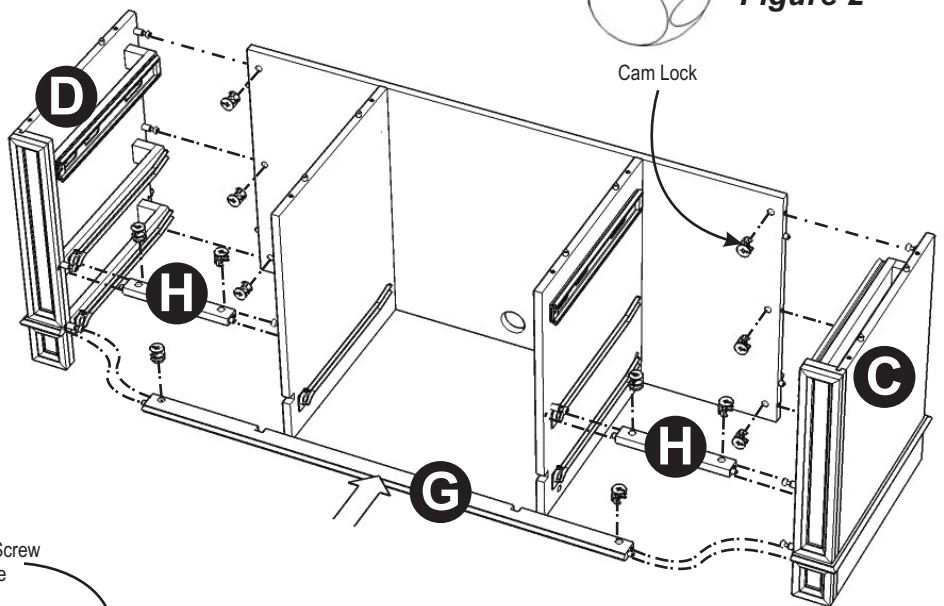


Figure 2

## STEP 3

Attach Front Stretchers (G) and (H) to unit with Cam Locks.

Attach Side Panels (C) and (D) to unit with Cam Locks.



## STEP 4

Attach Bases (I) and (J) to unit with Flat Washers and Wood Screws for Base.  
(See Figure 3)

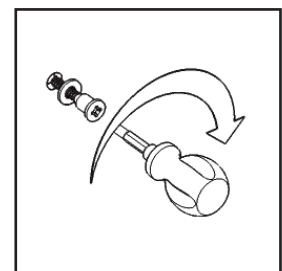


Figure 3

## STEP 5

Attach Keyboard Front (N) to Keyboard (O) with Wood Screws for Hinge.

Attach Knobs to keyboard with Machine Screws.  
(See Figure 4)

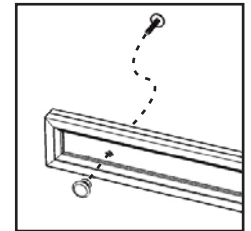
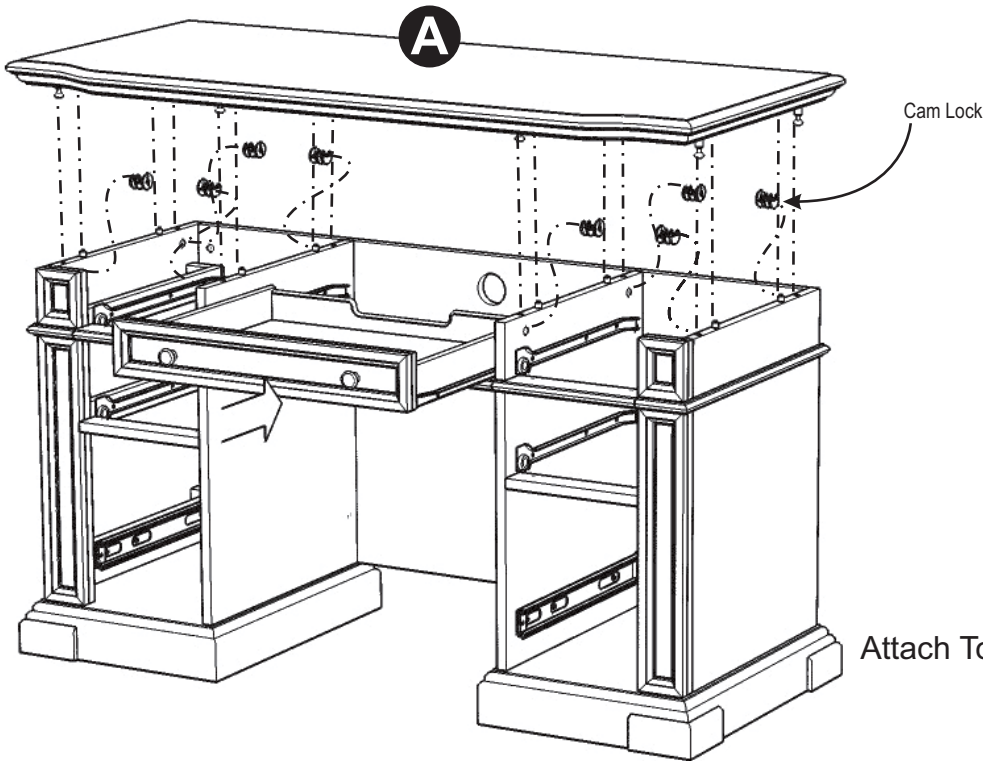
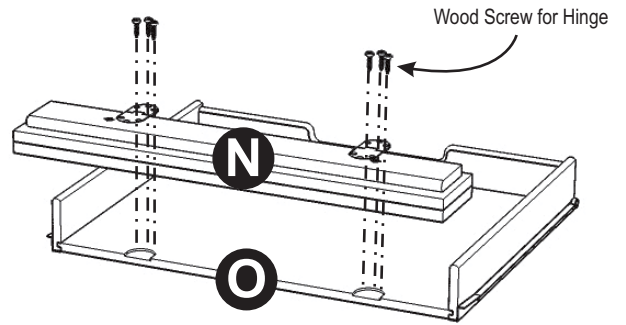


Figure 4

## STEP 6

Turn the unit from Step 4 over to its' upright position.

Attach Top (A) to unit with Cam Locks.

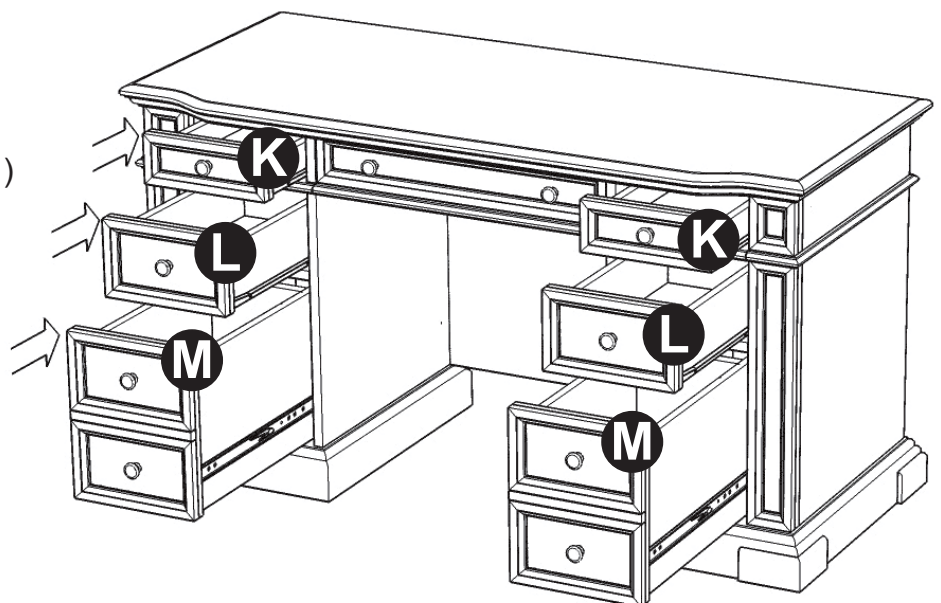
Slide keyboard into position.

## STEP 5

Slide Drawers (K), (L) and (M) into position.

If you want to remove Drawer (M) in the future, push the plastic level on its' left side up, push the plastic level on its' right side down and pull open slowly.  
(See Figure 5)

To level the unit, adjust the adjustable levelers on the bottom of unit.  
(See Figure 6)



**Note : Unit must be level to work properly.**

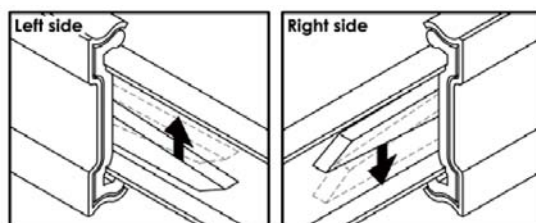


Figure 5

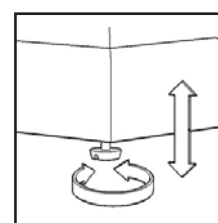


Figure 6

## Drawer K

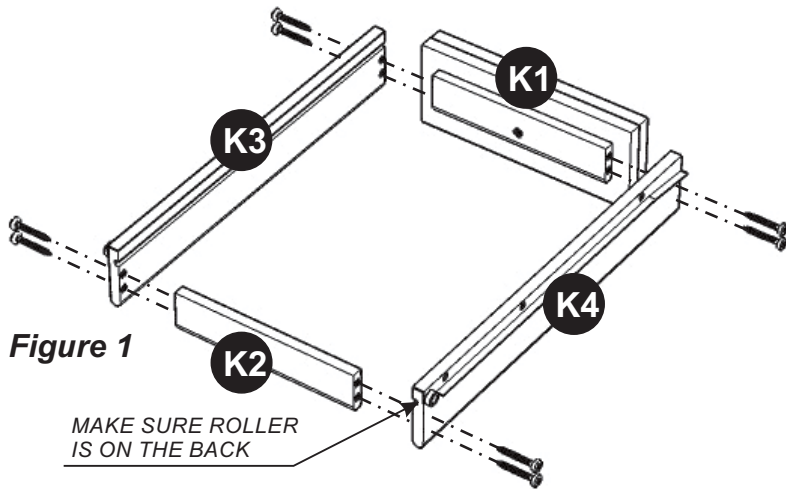
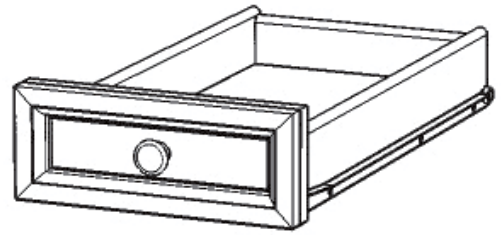


Figure 1

MAKE SURE ROLLER IS ON THE BACK

### STEP 1

Attach K1, K2 and K3 using a Phillips screwdriver and long wood screws (4X), tighten halfway.

Attach K1, K2 and K4 using a Phillips screwdriver and long wood screws (4X), tighten halfway. (See Figure 1)

### STEP 2

Slide K5 into groove of K3 and K4. Be sure to push K5 all the way forward so it meets K1. (See Figure 2)

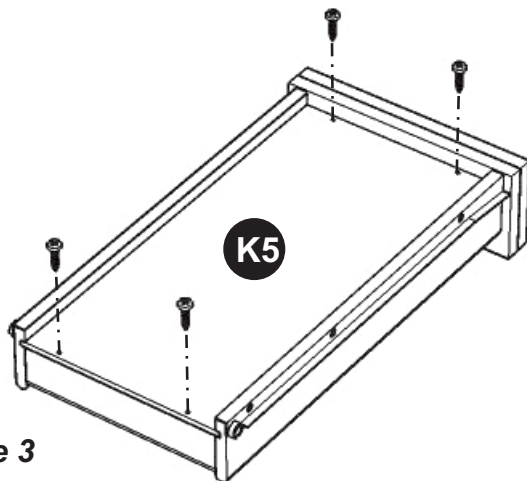


Figure 3

### STEP 4

Attach Pull Handle with Machine Screws. (See Figure 4)

Tighten all screws used in drawer assembly.

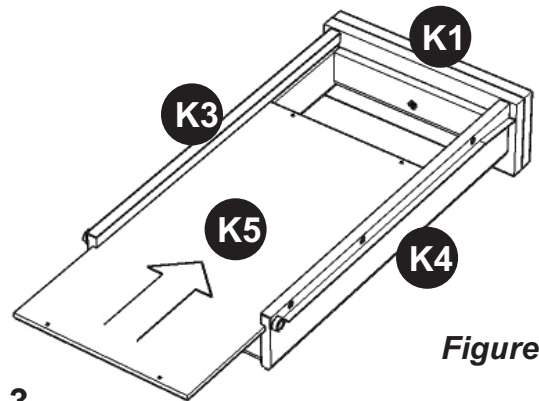


Figure 2

### STEP 3

Insert short wood screw (4X) into pre-drilled holes of K5, tighten screws. (See Figure 3)

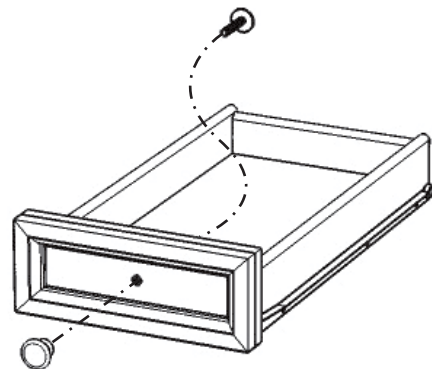
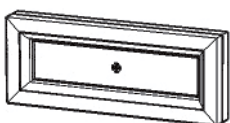


Figure 4

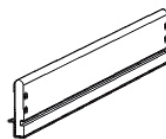
## Part List



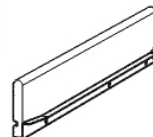
**K1.**  
Drawer Front  
2 pcs.



**K2.**  
Drawer Back  
2 pcs.



**K3.**  
Drawer Side  
2 pcs.



**K4.**  
Drawer Side  
2 pcs.



**K5.**  
Drawer Base  
2 pcs.

## Drawer L

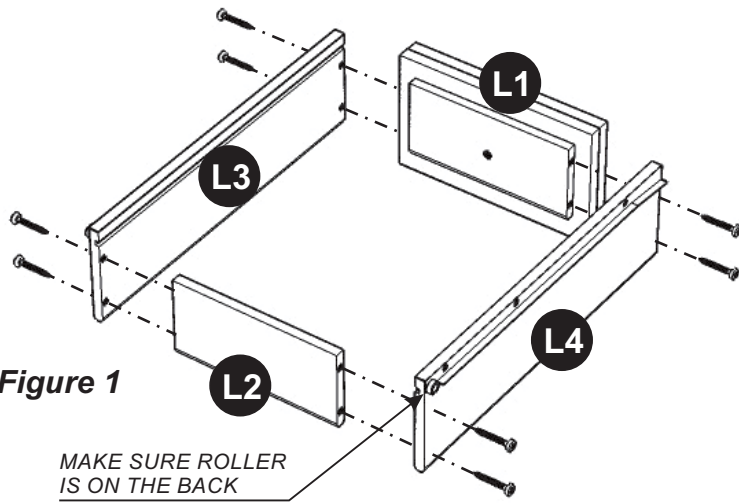
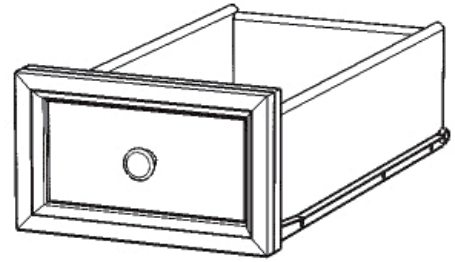


Figure 1

### STEP 1

Attach L1, L2 and L3 using a Phillips screwdriver and long wood screws (4X), tighten halfway.

Attach L1, L2 and L4 using a Phillips screwdriver and long wood screws (4X), tighten halfway. (See Figure 1)

### STEP 2

Slide K5 into groove of L3 and L4. Be sure to push K5 all the way forward so it meets L1. (See Figure 2)

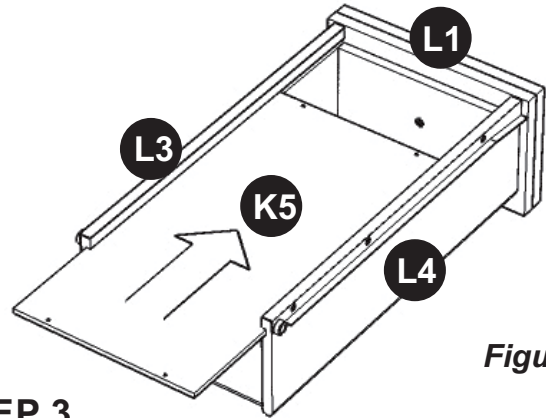


Figure 2

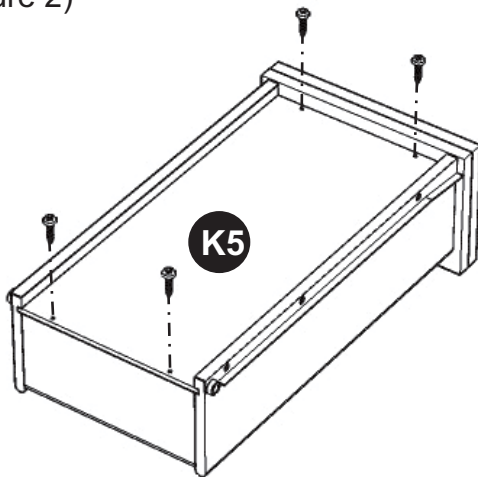


Figure 3

### STEP 3

Insert short wood screw (4X) into pre-drilled holes of K5, tighten screws. (See Figure 3)

### STEP 4

Attach Pull Handle with Machine Screws. (See Figure 4)

Tighten all screws used in drawer assembly.

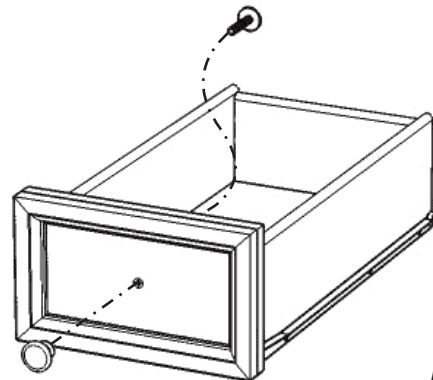
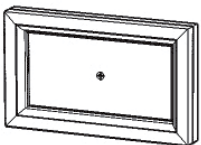


Figure 4

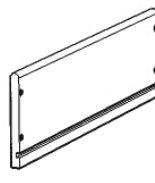
## Part List



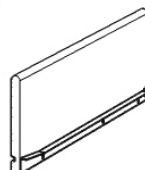
L1.  
Drawer Front  
2 pcs.



L2.  
Drawer Back  
2 pcs.



L3.  
Drawer Side  
2 pcs.



L4.  
Drawer Side  
2 pcs.



K5.  
Drawer Base  
2 pcs.

## Drawer M

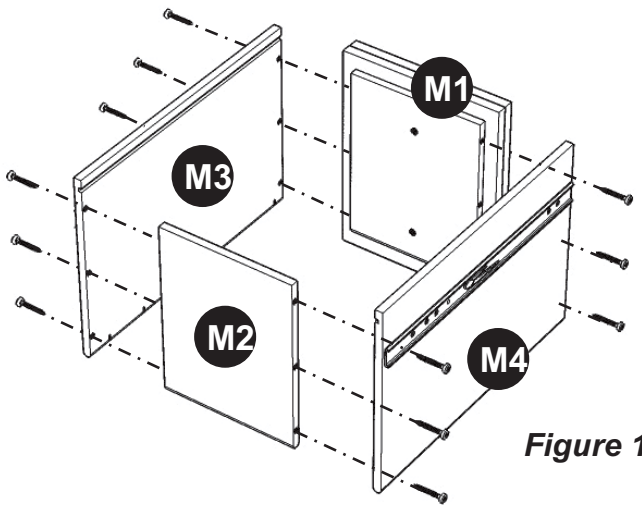
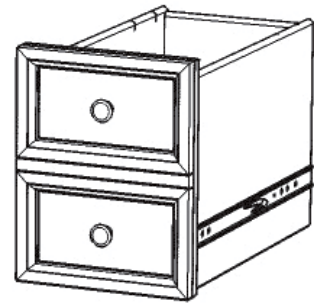


Figure 1



### STEP 1

Attach M1, M2 and M3 using a Phillips screwdriver and long wood screws (6X), tighten halfway.

Attach M1, M2 and M4 using a Phillips screwdriver and long wood screws (6X), tighten halfway. (See Figure 1)

### STEP 2

Slide K5 into groove of M3 and M4. Be sure to push K5 all the way forward so it meets M1. (See Figure 2)

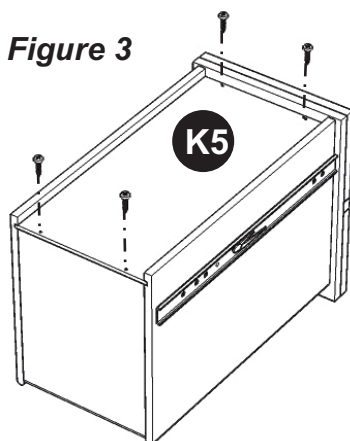


Figure 3

### STEP 3

Insert short wood screw (4X) into pre-drilled holes of K5, tighten screws. (See Figure 3)

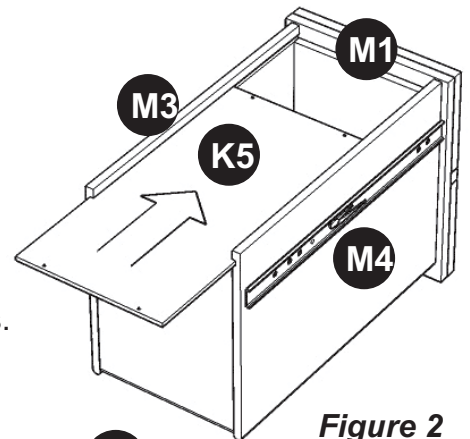


Figure 2

### STEP 4

Attach Pull Handle with Machine Screws. (See Figure 4)

**Tighten all screws used in drawer assembly.**

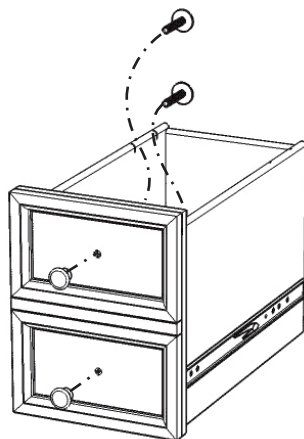


Figure 4

### STEP 5

Place Metal Strips (P) into position. (See Figure 5)

The Metal Strip (P) can be adjusted for letter or legal size files as shown.

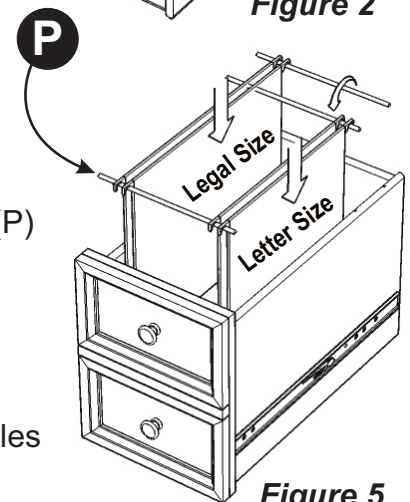
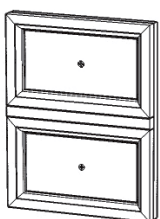
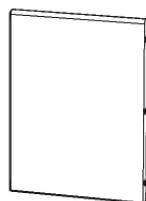


Figure 5

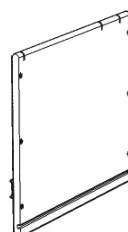
## Part List



**M1.**  
Drawer Front  
2 pcs.



**M2.**  
Drawer Back  
2 pcs.



**M3.**  
Drawer Side  
2 pcs.



**M4.**  
Drawer Side  
2 pcs.



**K5.**  
Drawer Base  
2 pcs.