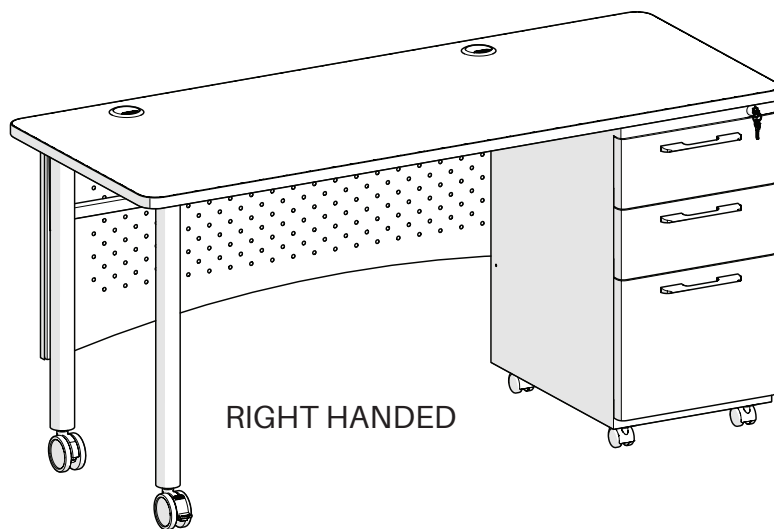
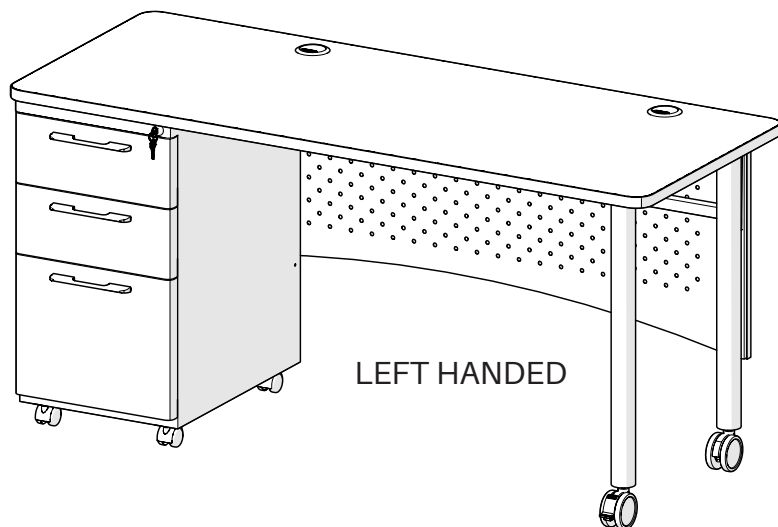


# Single Pedestal Teacher's Desk

91774, 91775, 91776, 91777-XXXX-XX



**ASSEMBLY INSTRUCTIONS**  
DO NOT THROW AWAY!

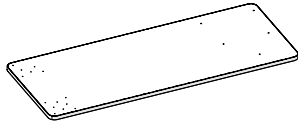


**INSTRUCCIONES DE ENSEMBLAJE**  
NO LA TIRE

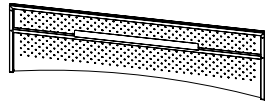
**INSTRUCTIONS DE MONTAGE**  
NE PAS JETER

## Parts

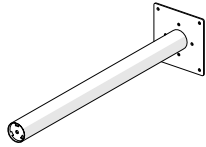
P1 - Table Top x1



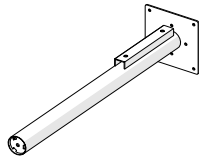
P2 - Modesty Panel x1



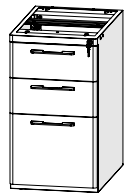
P3 - Front Leg x1



P4 - Back Leg x1



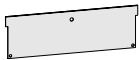
P5 - Pedestal Box x1



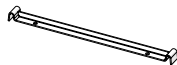
P5A - Handle x3



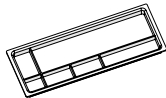
P5B - Divider Panel x1



P5C - Divider Bar x1



P5D - Pencil Tray x1

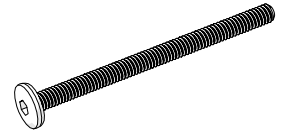


P5E - Key Set x1



## Hardware

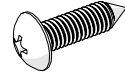
A - Leg Panel Screw (M6 x 75mm) x2



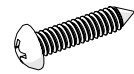
B - Ped. Panel Screw (M6 x 12mm) x2



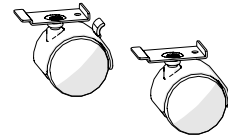
C - Ped. Wood Screw (#12 x 1") x5



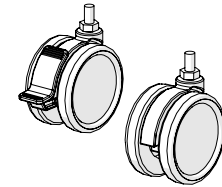
D - Leg Wood Screw (#10 x 1") x14



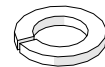
E - Pedestal Casters  
E1 - Locking x2  
E2 - Non-Locking x2



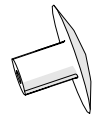
F - Leg Casters  
F1 - Locking x1  
F2 - Non-Locking x1



G - Lock Washer x2



H - Plastic Side Cap x8



I - Ped. Caster Screw (M4 x 12mm Tap) x4



J - Plastic Back Cap (NOT USED) x6



Tool(s):  
-Allen Wrench  
-Caster Wrench



## **WARNINGS AND DISCLAIMERS**

Review full assembly instructions and check that all parts are present before beginning assembly. Heavy or large furniture may require multiple persons in order to properly assemble. If you have questions regarding assembly, contact the manufacturer before continuing. Damage due to incorrect assembly may not be covered by warranty. Do not use product unless all screws are tight. Check all screws for tightness at least every six months. If parts are broken, missing, damaged, or worn, stop use of the product until repairs are made by your dealer using factory authorized parts.

## **ADVERTENCIAS Y RENUNCIAS**

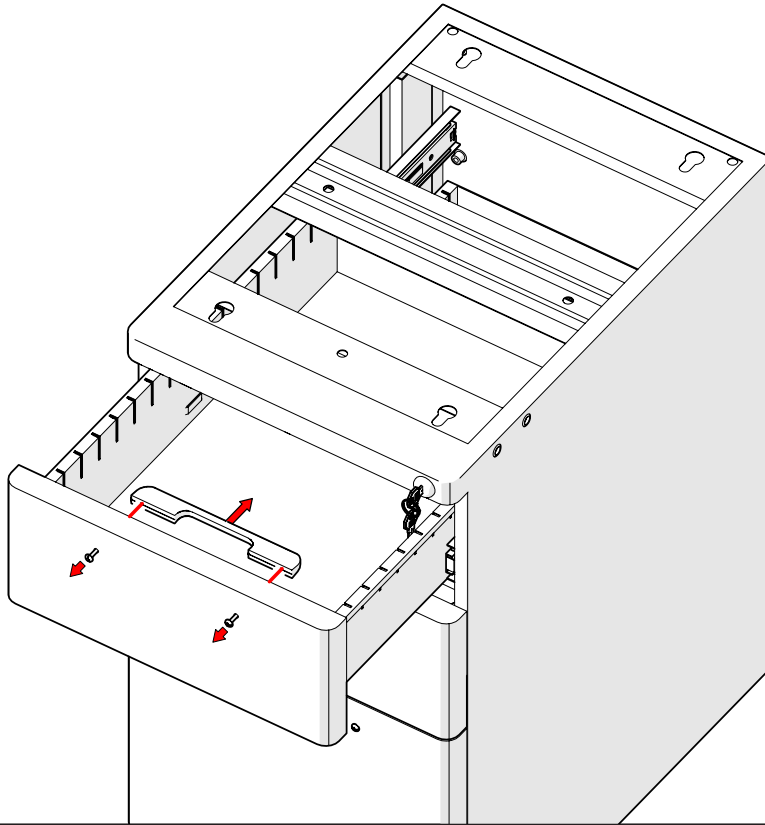
Previo a comenzar el proceso de ensamblaje favor de revisar las instrucciones y asegurarse que cuenta con todas las partes y materiales necesarios. Es posible que los muebles grandes o pesados, requieran mas de una persona para ensamblarlos correctamente. Por favor contacte al fabricante directamente si tiene alguna duda o pregunta antes de continuar con el proceso de armado del producto. La garantía no cubrirá daños que ocurrieron por errores cometidos durante el proceso de ensamblaje. Todos los tornillos deben estar ajustados previo el uso del producto. Debe revisar los tornillos periódicamente, por lo menos cada seis meses y asegurarse de que estén bien ajustados. Por favor detenga el uso del producto si partes del producto se pierden, rompen, se deterioran por uso o se rompen. Favor de contactar a su distribuidor para que le envíen las partes necesarias o realice las reparaciones necesarias con partes autorizadas por el fabricante.

## **AVERTISSEMENTS**

Avant de commencer l' assamblage veuillez consulter les instructions complètes et vérifier si vous avez toutes les pièces nécessaires. Il est possible que plusieurs personnes soient nécessaires pour assemble des meubles grand ou lourds. En cas de doute sur l' assamblage contactez le fabricant avant de continuer. Les dommages encourus pendant l' assamblage ne seront pas couvert par la garantie. Ne pas utiliser le produit sans vérifier que tous les vis soient serrées. Vérifiez que les vis sont serrées au moins tous le 6 mois. Si aucune pièce se casse, manque, est endommagée ou usée, arrêtez d' utiliser de produit jusqu'à ce que le vendeur le repaire a l'aide de pièces autorisées par la fabricant.

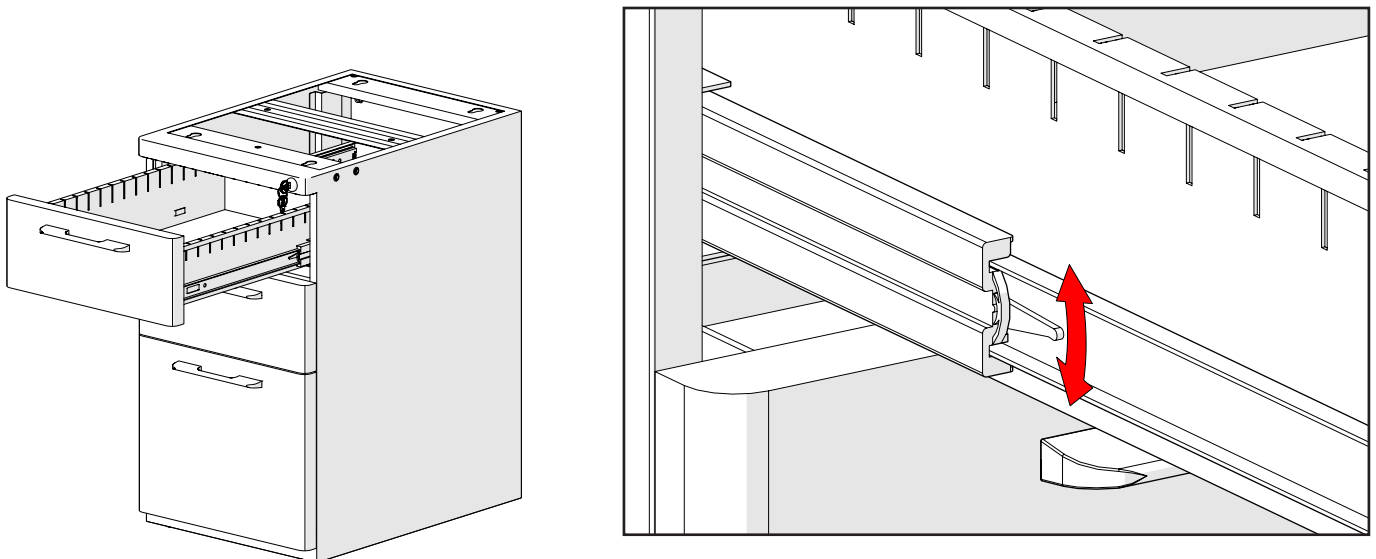
## STEP 1

Open shelves and remove handle screws. Swap handles to front of shelves and insert handle screws from inside of shelves to secure handles in place.



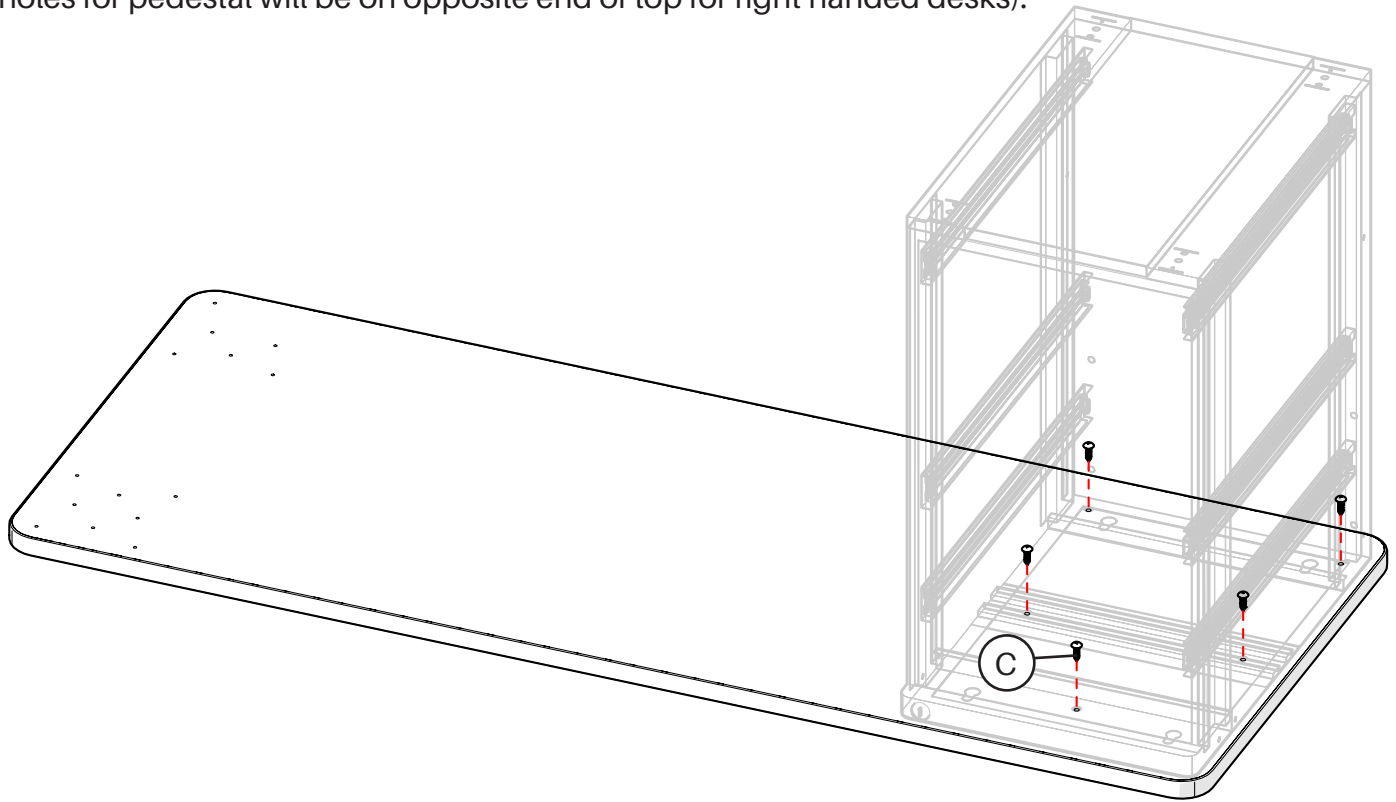
## STEP 2

Remove shelves by first extending shelf to furthest setting until catch engages. To slide shelf off of rails, rotate visible catch levers on both sides of shelf either up or down while gently pulling shelf. Once both sides are free, shelf can be removed.



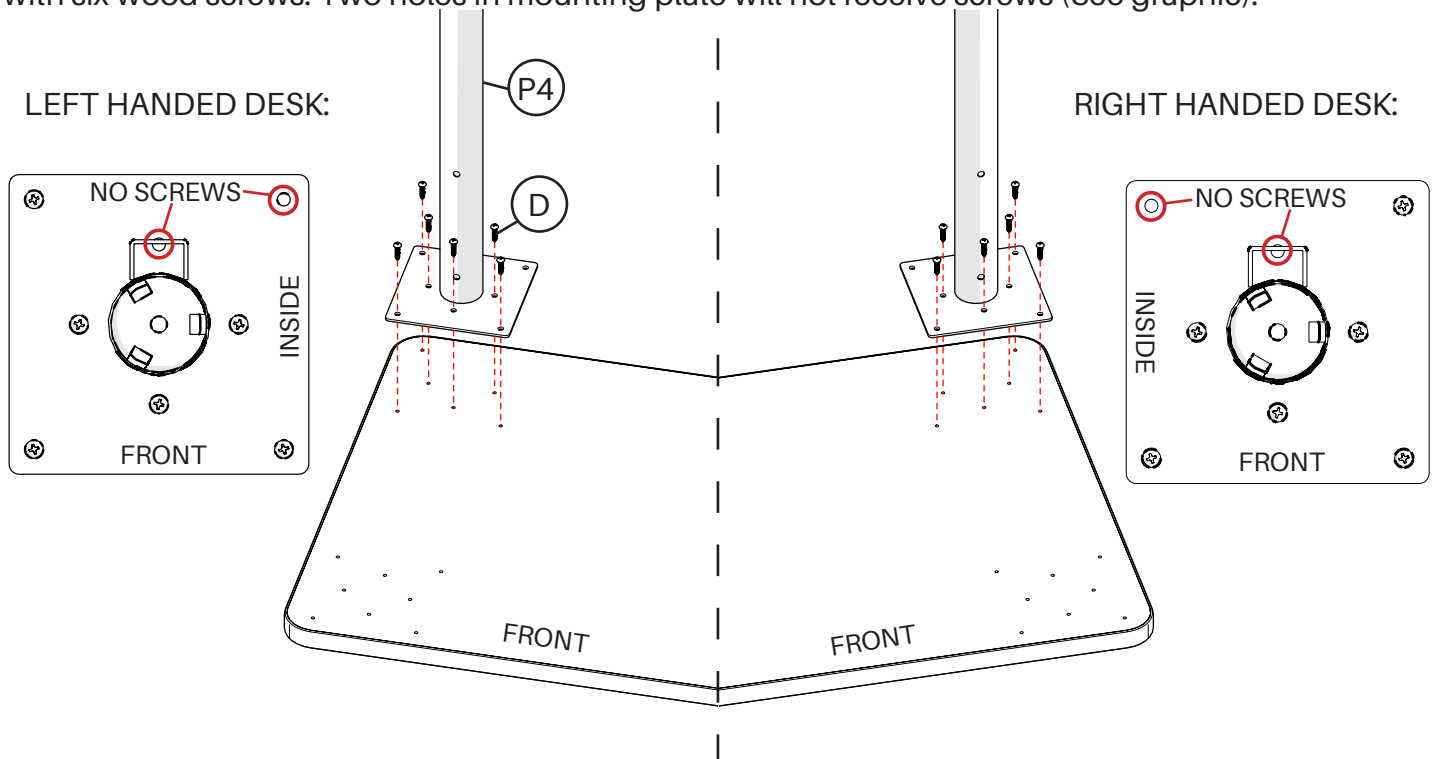
## STEP 3

Set pedestal (with shelves removed) upside down on top. Secure to top with wood screws inserted through holes in pedestal top brackets. (Left handed desk depicted, pre-drilled holes for pedestal will be on opposite end of top for right handed desks).



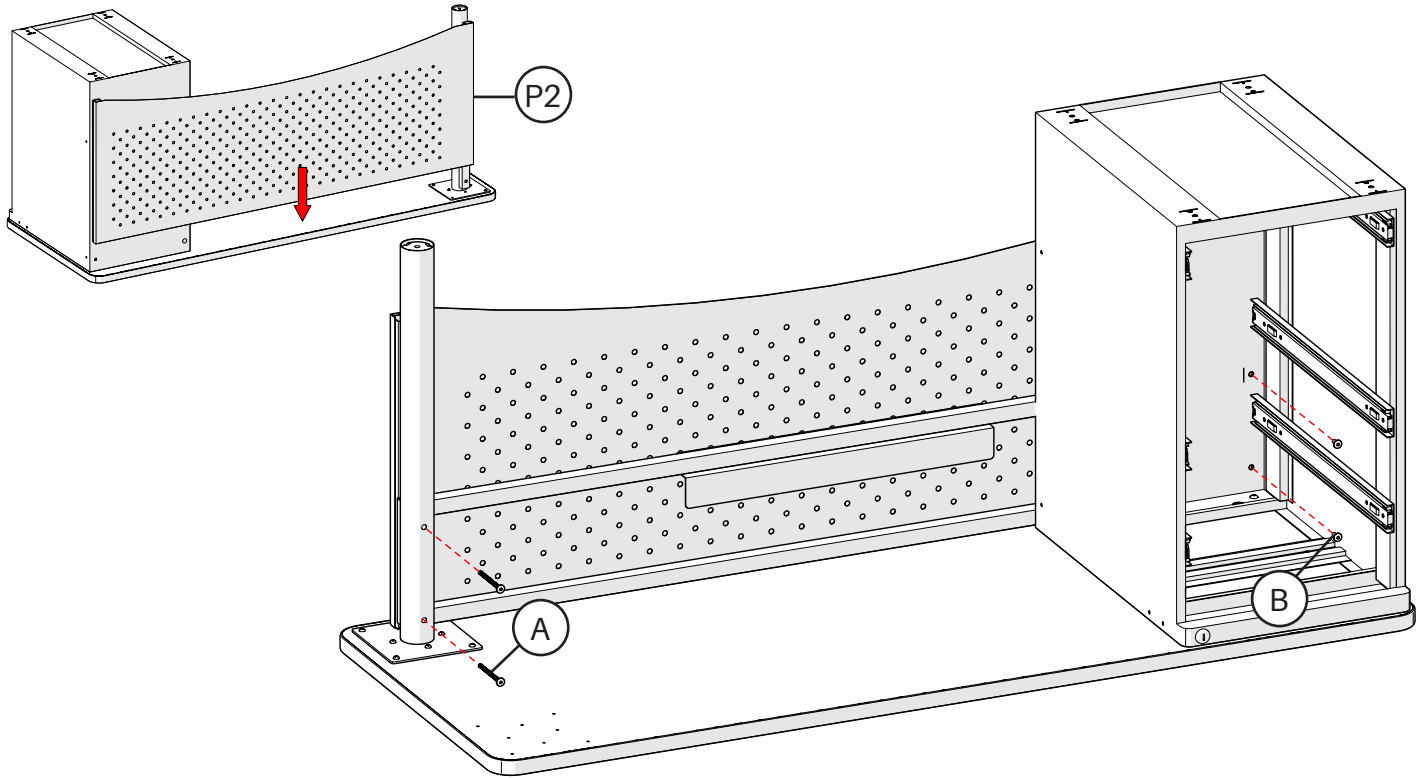
## STEP 4

Set Back Leg on Top and using pre-drilled holes as a guide for placement, screw to top with six wood screws. Two holes in mounting plate will not receive screws (See graphic).



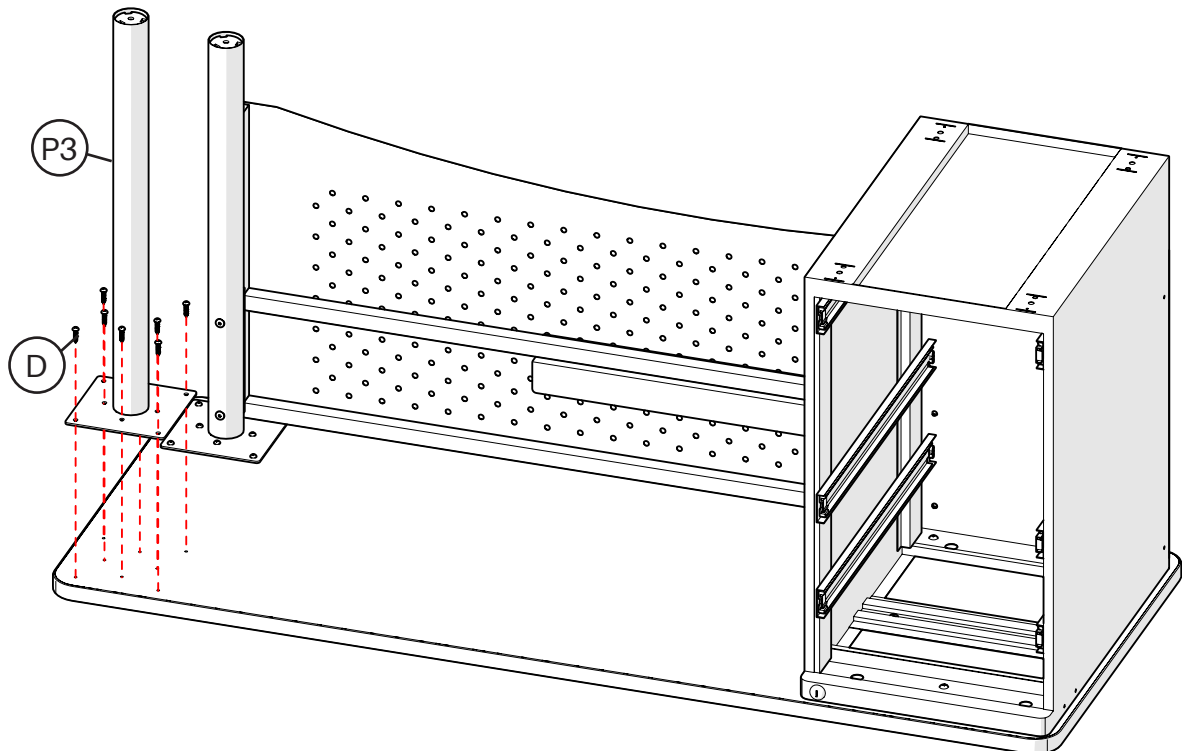
## STEP 5

Install Modesty Panel using two screws through Back Leg and two screws within pedestal.



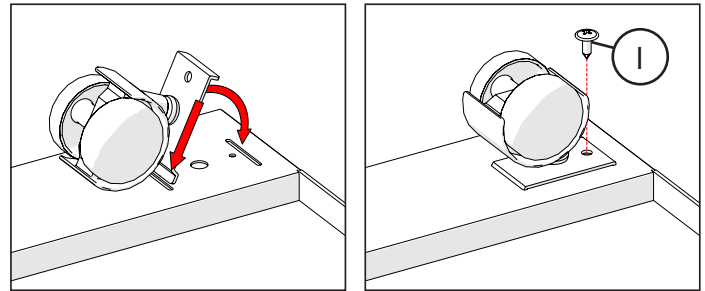
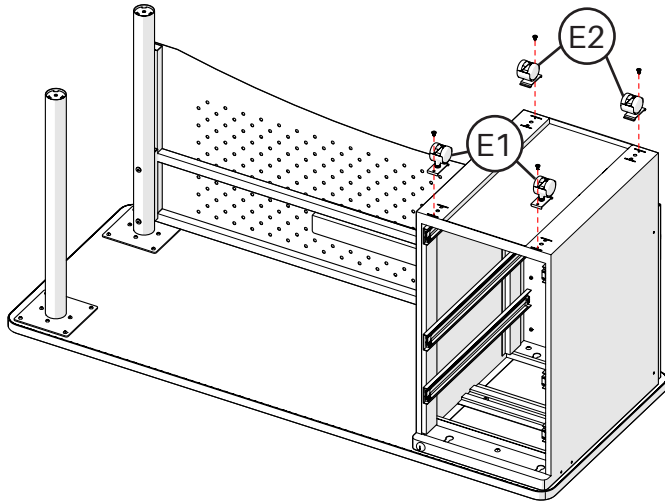
## STEP 6

Screw Front Leg to Top using eight wood screws.



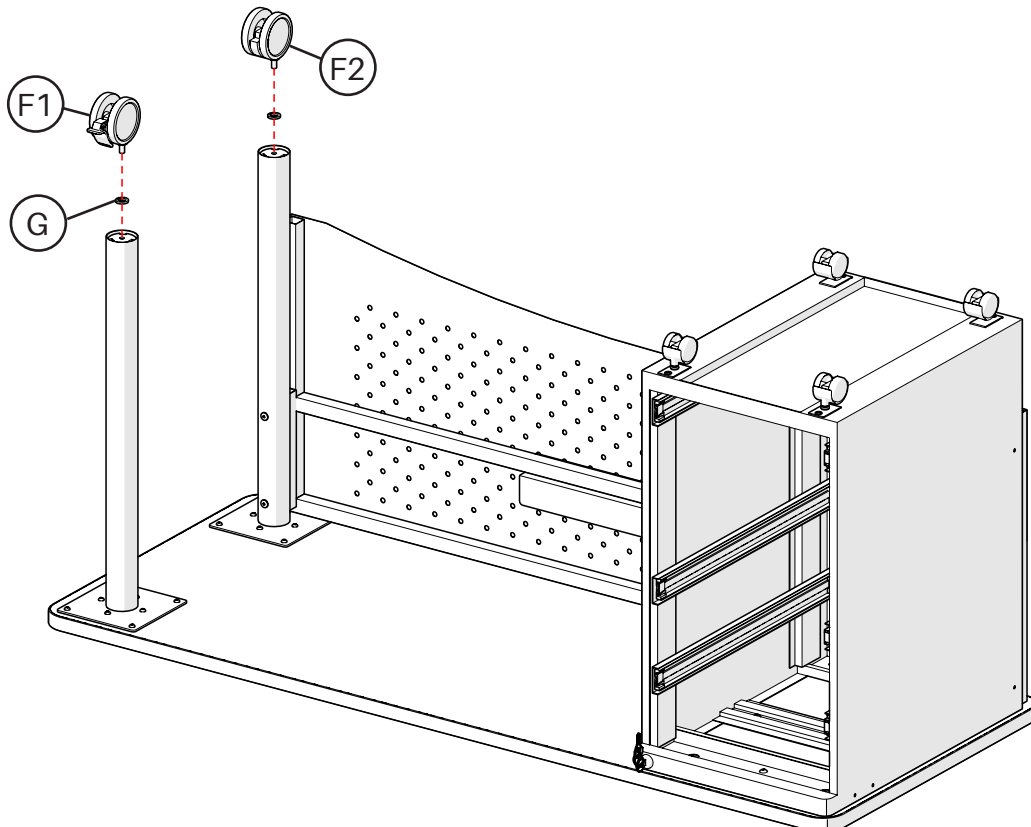
## STEP 7

Install Casters to bottom of pedestal. Use Locking Casters in front of pedestal and Non-Locking Casters in the back. Secure casters with screws.



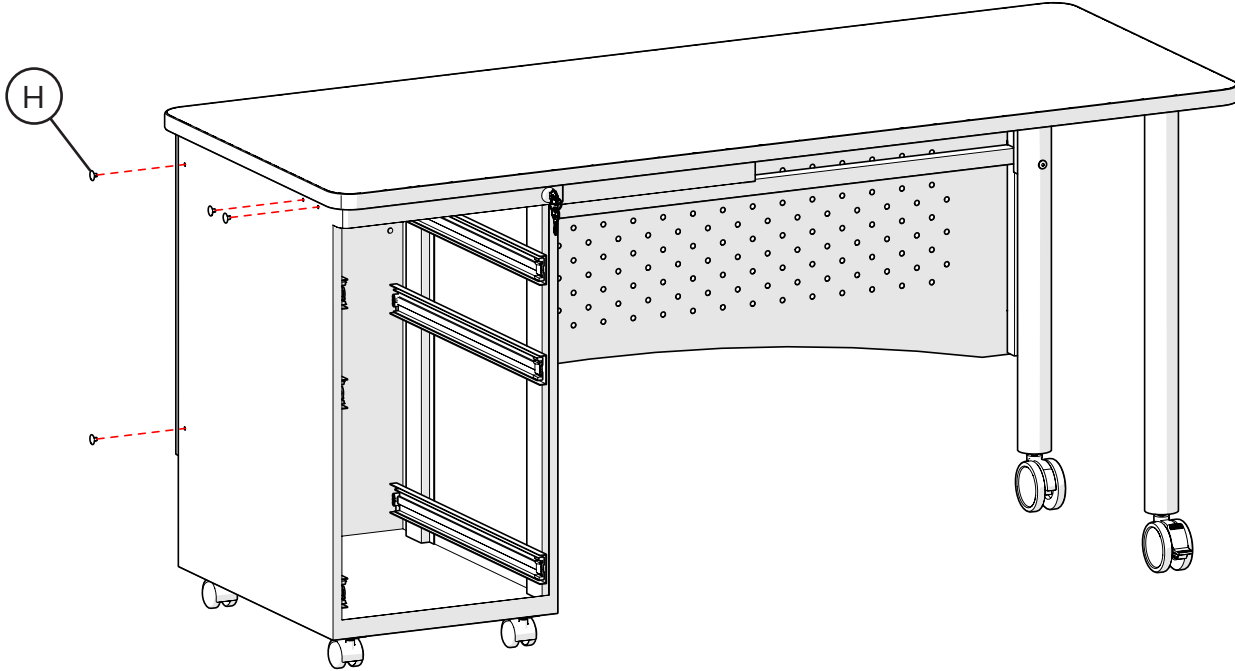
## STEP 8

Screw casters with Lock Washers into legs. Install Locking Caster in front and Non-Locking Caster in back. Tighten with Caster Wrench.



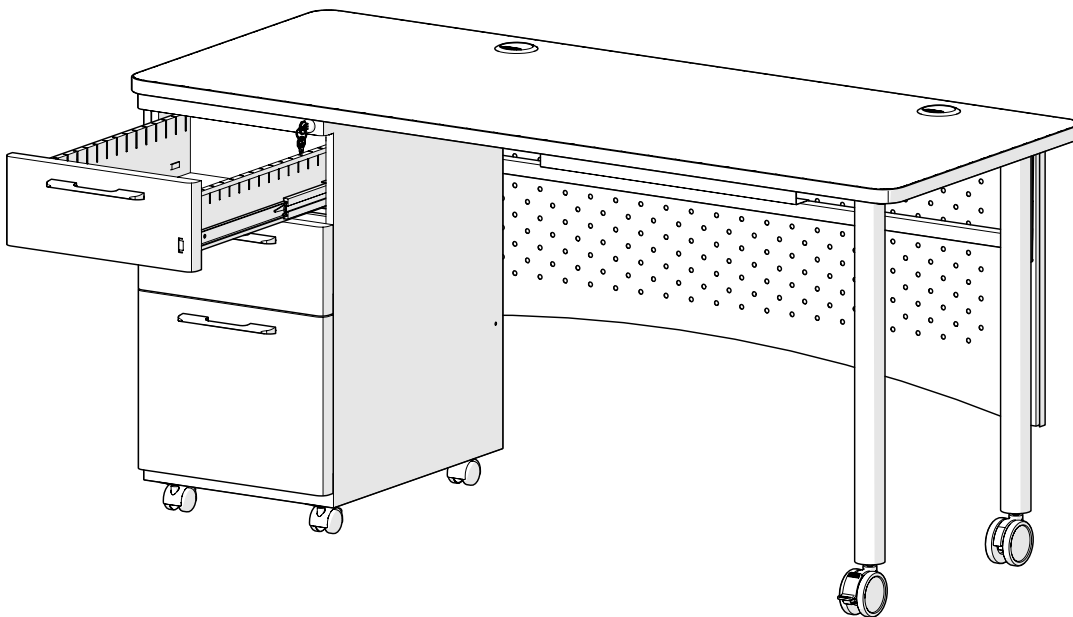
## STEP 9

With at least two people, carefully flip desk upright. Push in Plastic Caps into inserts on either side of pedestal.



## STEP 10

Insert shelves back into pedestal box and place accessories as desired within shelves.



**THIS COMPLETES ASSEMBLY INSTRUCTION**