

WINNERS ONLY

ASSEMBLY INSTRUCTIONS

PROD.NO: GN166R1/R2

Thank you for purchasing this quality product . Please read instructions thoroughly before unpacking assembly parts
 Caution: Sharp, exposed staple tips can cause injury. Therefore, for your protection, please remove any exposed staples used in packing. Please keep all hardware parts out of the reach of children.

1. We recommend that you should assemble this product with the assistance of another person; this will make assembly easier and will help to prevent personal injury and to insure parts are not damaged during assembly process.
2. Before beginning, please check packing materials carefully for small parts that may have come loose inside the carton during shipping. Do not discard any packing material until all parts have been located. If any parts are missing, please contact your dealer for prompt replacement.
3. To prevent damage to your floor or carpet, please check the bottom of each piece of furniture for stain residues and rough surfaces and also check for staples or nails left after removing the packing materials. The manufacturer will not be held responsible if preventive steps are not taken prior to installation.
4. Please do not over tighten screws or bolts. During normal use everyday, screws, bolts, nuts and wooden plugs may loosen up. They should be periodically inspected and re-tightened to prevent damage to the furniture and (or) personal property or cause Always check to be sure all hardware on this list and below mentioned components are attached to the furniture property and kept tightened.
5. Please lay all parts and hardware on a non-abrasive surface such as a carpet and follow the assembly.

Components List: GN166R1

NO.	DESCRIPTION	Q' TY
A	Main Desk	1pc
C	File Rod	2pcs
D	Key for Main desk drawer	2pcs

Components List: GN166R2

NO.	DESCRIPTION	Q' TY
B	Return Desk	1pc
C	File Rod	2pcs
E	Key for Return desk drawer	2pcs

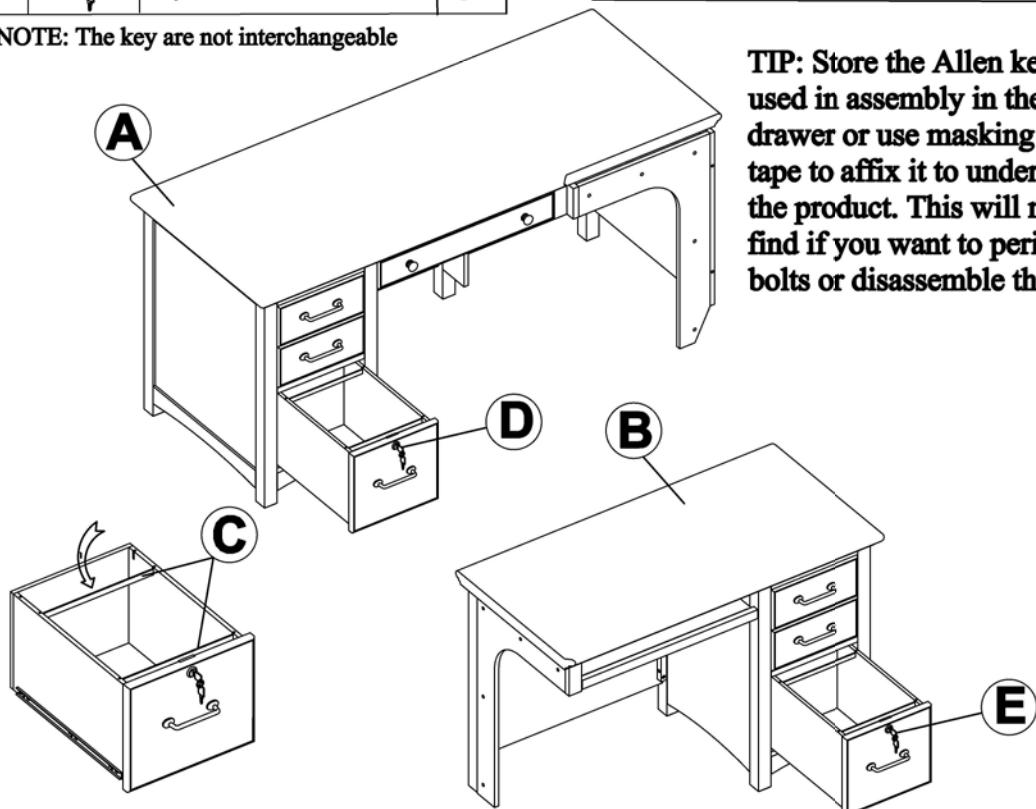
NOTE: The key are not interchangeable

Hardware List: GN166R1

NO.	DESCRIPTION	SIZE	SKETCH	Q' TY
1	Allen Bolts	5/16" * 35mm		5pcs
2	Spring Washer	8mm		5pcs
3	Flat Washers	8*19*2mm		5pcs
4	Allen Key	4*30*80mm		1pc
5	Wood dowel	Ø8*30mm		2pcs

IMPORTANT NOTE:

- Please do not over tighten screws or bolts
- Please keep all hardware parts out of the reach of children
- Two or more people are needed for assembly



File Rod
(Side to Side)

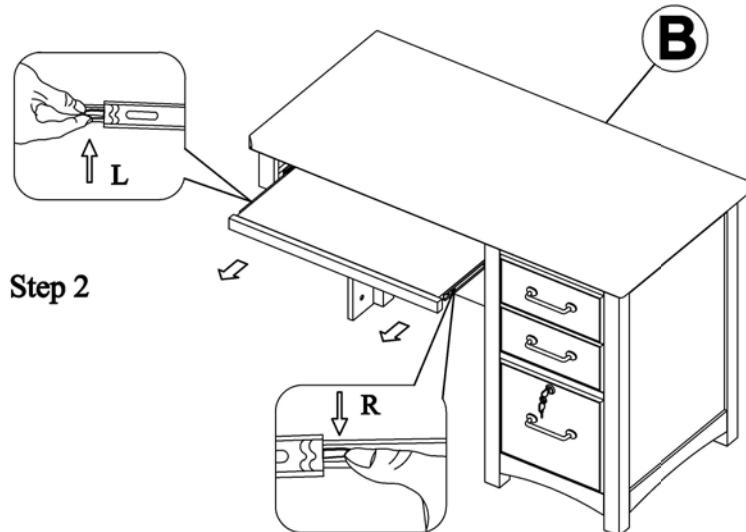
TIP: Store the Allen key or wrench used in assembly in the product drawer or use masking or painter's tape to affix it to underside of the product. This will make it easier to find if you want to periodically tighten bolts or disassemble the product.

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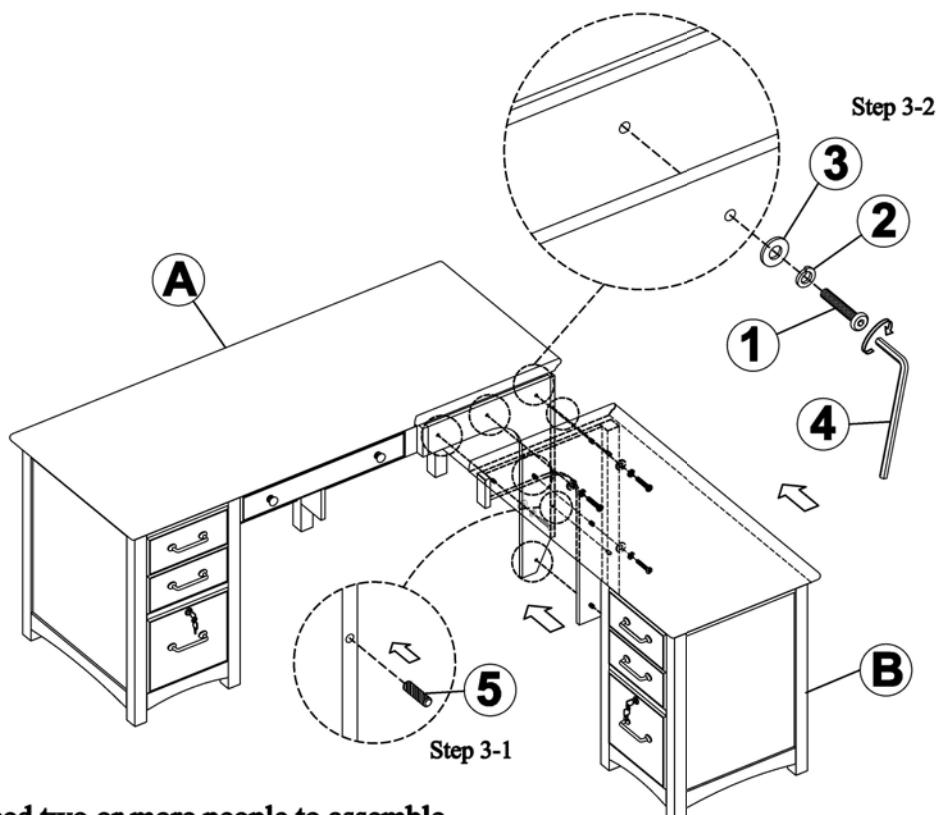
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STEP 1: Pull the Keyboard Pullout all the way out until the black plastic locks are visible.
STEP 2: Push the black plastic lock up (L) or down (R) for each ball bearing glides and gently pull the Keyboard Pullout out.



STEP 3: Do this step while the Keyboard Pullout is out.
Insert 2pcs Wooden Dowels (5) into Main Desk (A).
Assemble the Main Desk (A) and Return Desk (B) by inserting and tightening Allen Bolts (1),
Spring Washers (2), Flat Washers (3), and Allen Key (4)



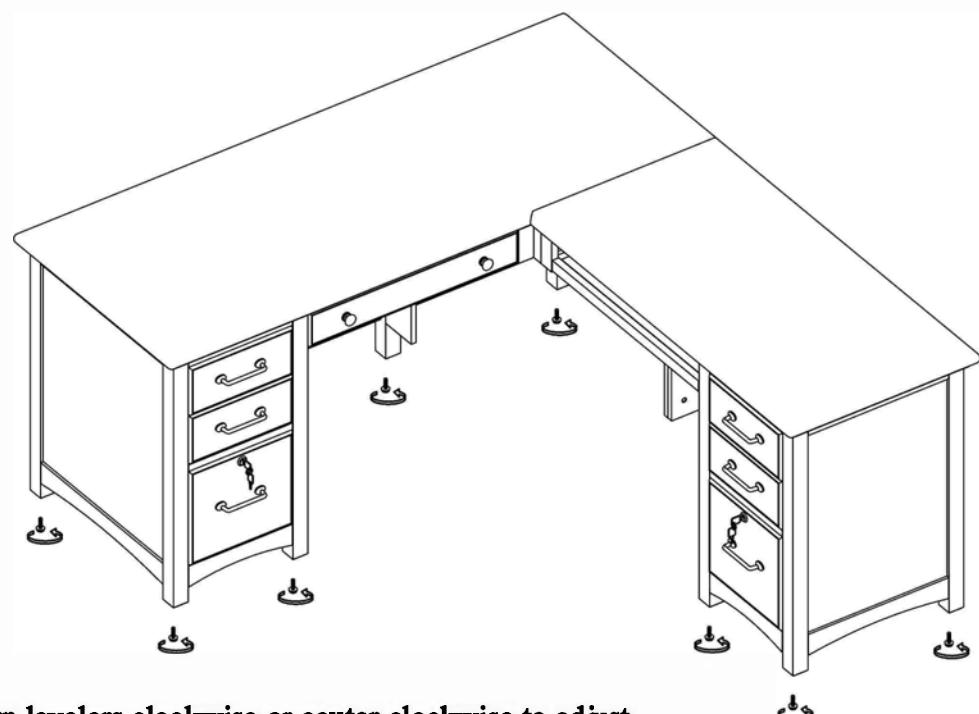
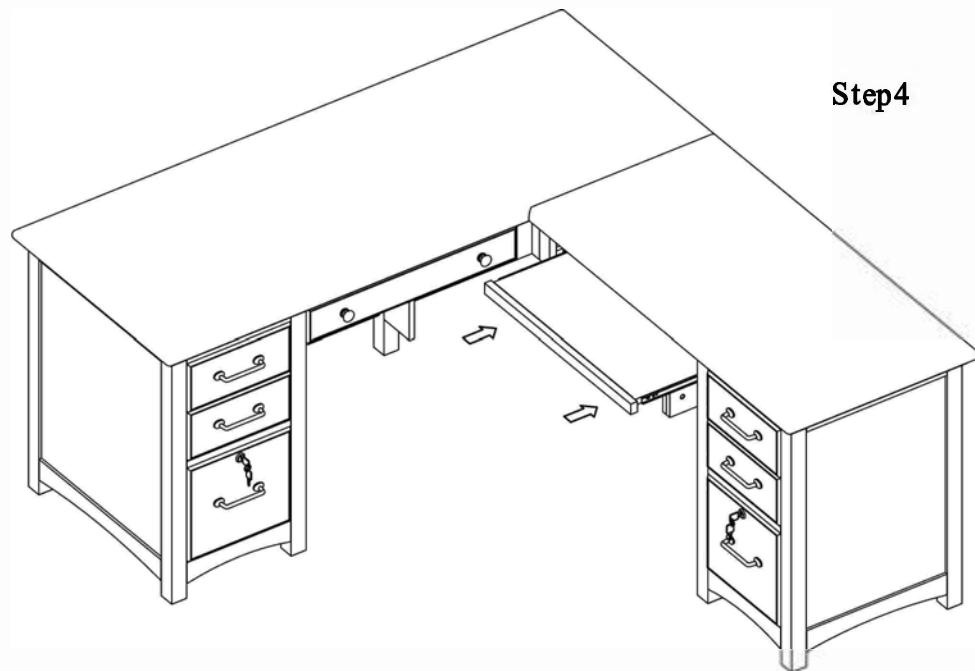
NOTE: Need two or more people to assemble

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STEP 4: Install the Keyboard Pullout back in place by carefull aligning the Keyboard's guide to glide then push the Keyboard Pullout slowly.



NOTE: turn levelers clockwise or couter clockwise to adjust the levelers to keep the desk balanced as needed.