

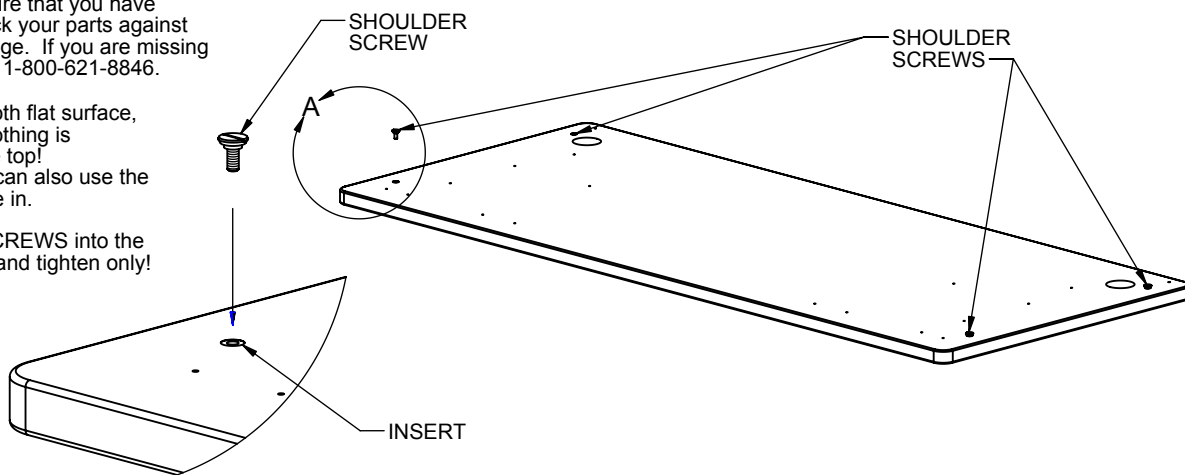
# PRONTO DESK ASSEMBLY

Before assembly, make sure that you have everything you need- check your parts against the parts list on the last page. If you are missing anything, please call us at 1-800-621-8846.

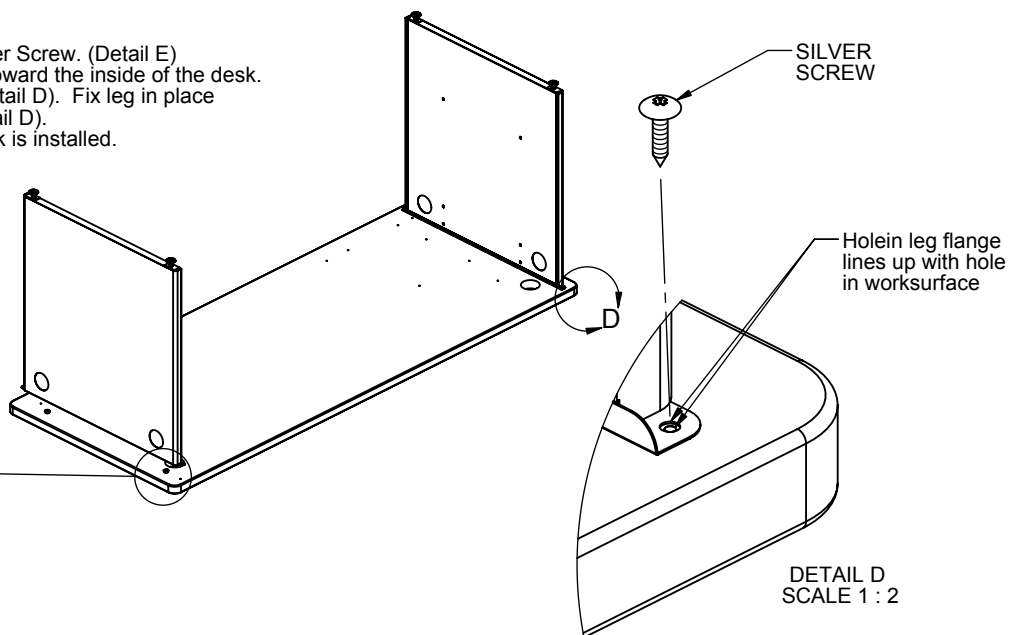
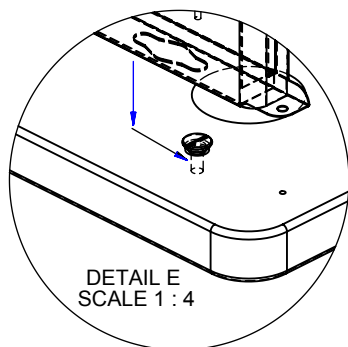
Place the TOP on a smooth flat surface, face down. Make sure nothing is underneath to scratch the top! A carpet is best, but you can also use the carton that the desk came in.

Insert (4) SHOULDER SCREWS into the (4) inserts in the TOP. Hand tighten only!

DETAIL A  
SCALE 1 : 4

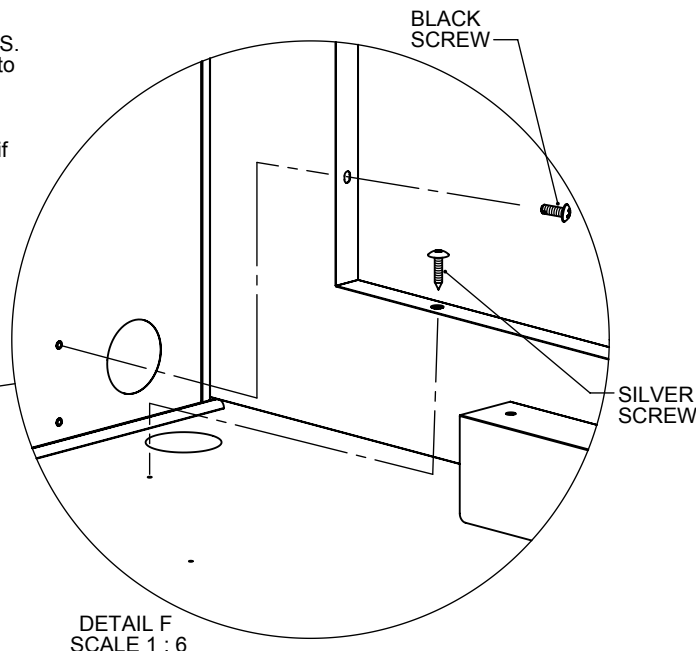
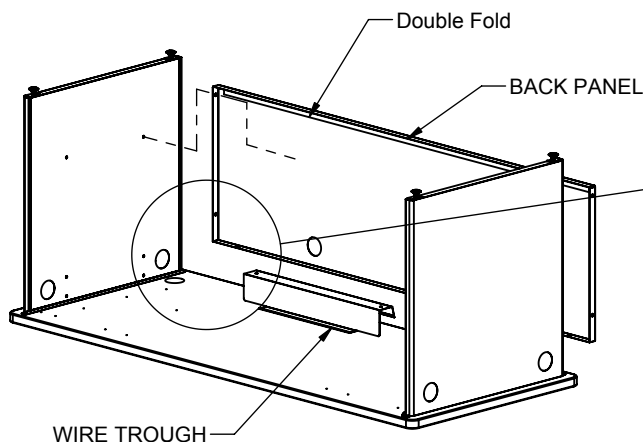


First: Place keyhole in legs over Shoulder Screw. (Detail E)  
NOTE- the holes in the legs should be toward the inside of the desk.  
Slide legs forward until holes line up (Detail D). Fix leg in place using (1) SILVER SCREW per leg. (Detail D).  
Yes, the legs will feel loose until the back is installed.



BEFORE YOU ATTACH THE BACK PANEL, LOCATE THE WIRE TROUGHS.  
Place the WIRE TROUGHS under the BACK PANEL. Attach BACK PANEL to LEGS using (2) BLACK SCREWS per leg. Attach to TOP using (2) SILVER SCREWS. Make sure Double fold on the BACK is away from the top.

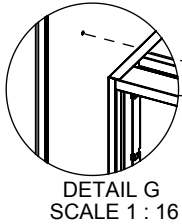
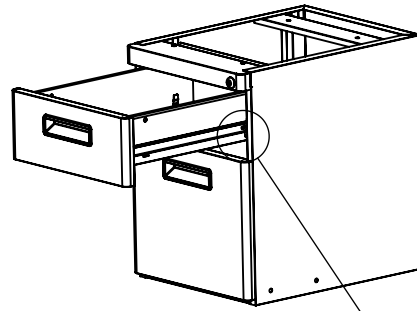
Loosen the SILVER SCREWS to slide the WIRE TROUGHS back and forth, if you wish to change their location.



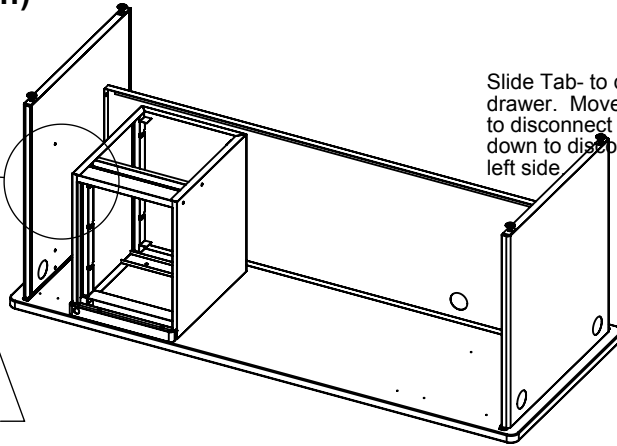
Remove drawers from PEDESTAL, as follows: Pull out the box drawer, and find the tab in the slide (see detail K). Move the tab up on the right slide, down on the left slide, and slowly remove the drawer completely. Set the drawer aside. Repeat for the file drawer.

The PEDESTAL can go on left or right side of desk (or both!) Position the PEDESTAL (upside-down) to the top- it goes up against the leg, and the front is even with the front of the leg. Screw PEDESTAL to TOP using (4) SILVER SCREWS.

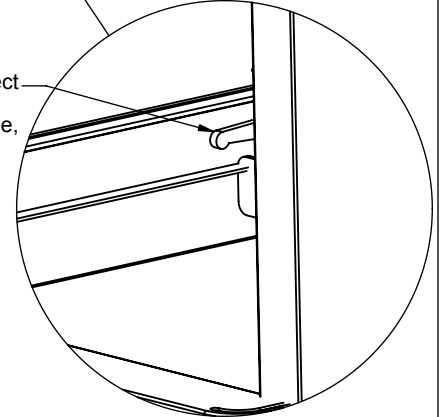
**Screw the PEDESTAL to LEG using (1) Black screw. (See Detail G). (Make sure you do this- it strengthens the leg!!)**



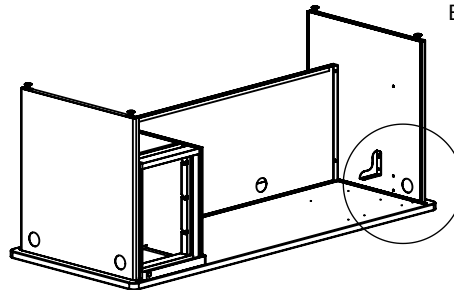
BLACK SCREW-  
(Use rear hole of Ped for 30" top;  
Use front hole for 24" top)



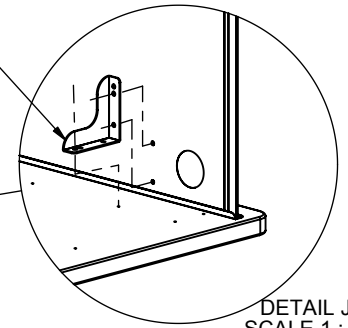
Slide Tab- to disconnect drawer. Move tab up to disconnect right slide, down to disconnect left side.



If you only have one pedestal, fasten the BRACE to the other leg, as shown. Use a SILVER SCREW for the top, and (2) BLACK SCREWS for the leg.



BRACE

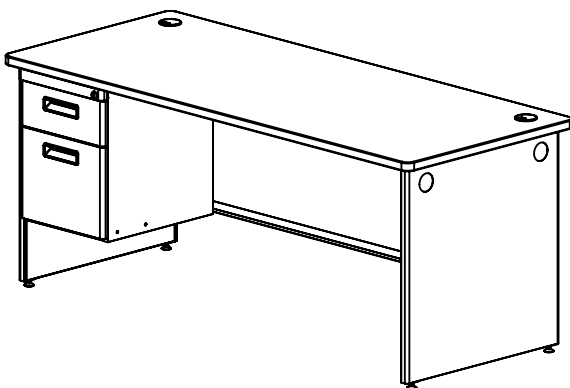


Turn the desk right-side-up. Carefully re-insert the drawers into the PEDESTAL.

To use the WIRE GROMMETS, simply pop out the circles in the rear of the leg that you want to use. Insert the GROMMET into the outer leg.

Insert (2) GROMMETS into the worksurface.

Your desk can be cleaned with a soft cloth and mild soap.



R05102 12/06/06

## PARTS LIST

<u>QTY</u>	<u>DESCRIPTION</u>	<u>PART NUMBER</u>
**	PEDESTAL (1 or 2)	
(1)	TOP (WORKSURFACE)	
(2)	LEG	960007 (24" DEEP) 960008 (30" DEEP)
(1)	BACK (MODESTY) PANEL	240467 (48" WIDE) 240468 (60" WIDE) 240469 (66" WIDE) 240470 (72" WIDE)
(2)	WIRE TROUGH (48" Desk has only 1 trough)	630698
(1)	CORNER BRACE (Only used with Single Pedestal desks)	650777

### HARDWARE BAG:

(14)	SILVER SCREW (#10 X 3/4)	F02886
(7)	BLACK SCREW (#10-24 X 1/2)	F09542
(4)	SHOULDER SCREW	F30022
(6)	GROMMET WITH LID	PM0130