

WINNERS ONLY

ASSEMBLY INSTRUCTIONS

PROD.NO: GA365

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: GA365			
NO.	DESCRIPTION	Q'TY	
A	 Main Desk	1pc	
B	 Return Desk	1pc	
C	 Desk Leg	4pcs	
D	 File Rod	2pcs	
E	 Key for Main desk drawer	1pc	

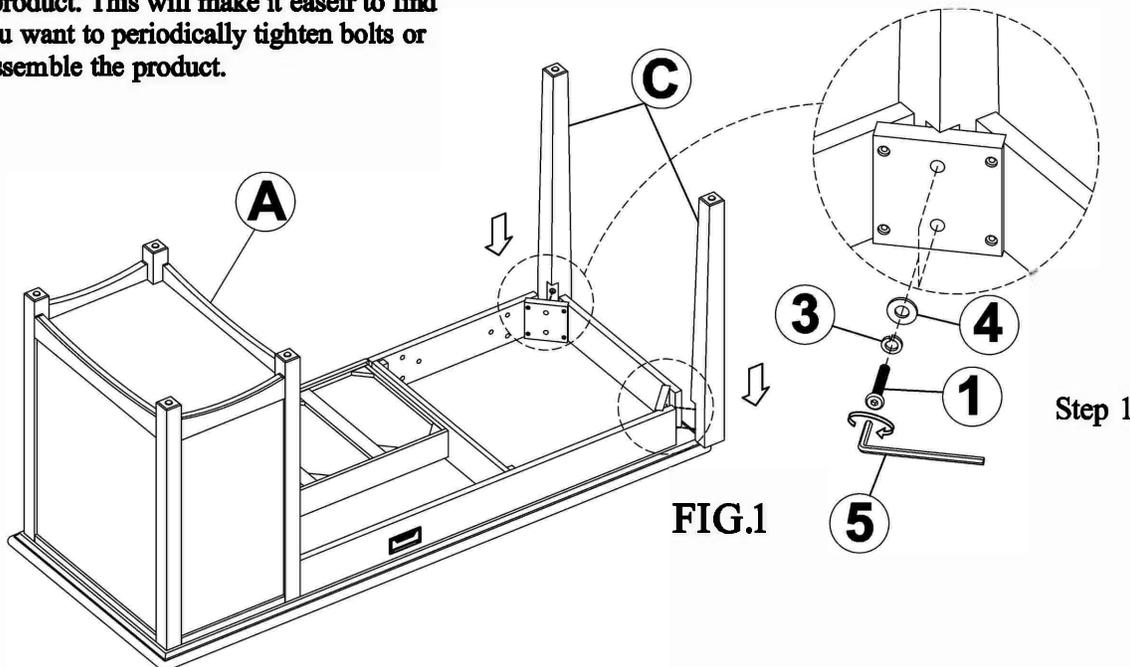
Hardware List: GA365				
NO.	DESCRIPTION	SIZE	SKETCH	Q'TY
1	Allen Bolts	5/16**50mm		8pcs
2	Allen Bolts	5/16**40mm		4pcs
3	Spring Washer	8mm		12pcs
4	Flat Washers	8*19*2mm		12pcs
5	Allen Key	4*30*80mm		1pc

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

NOTE: The key are not interchangeable

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.

STEP 1: Turn the Main desk (A) upside down on a protective surface such as a carpet or other soft material. Attach 2pcs Desk Leg (C) to Main Desk (A) as shown on FIG1



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STEP 2: Turn the Desk top to upright position as shown on FIG.2

Step2

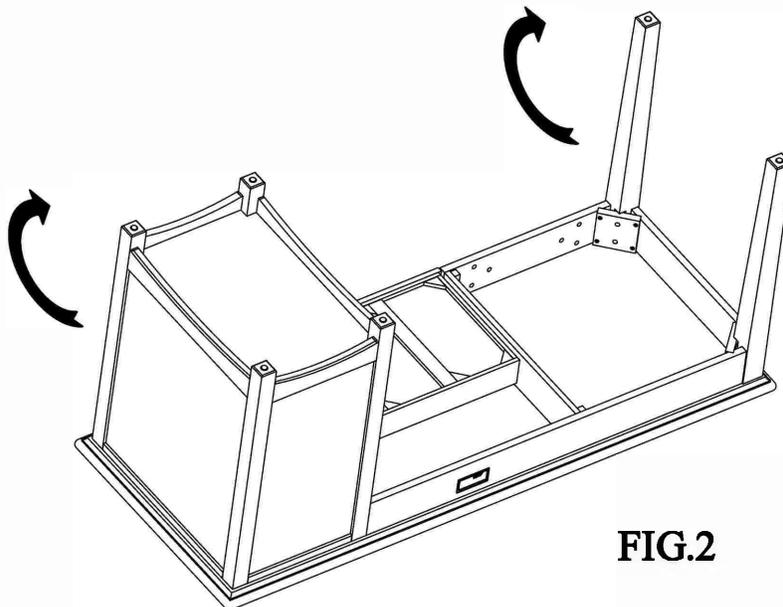
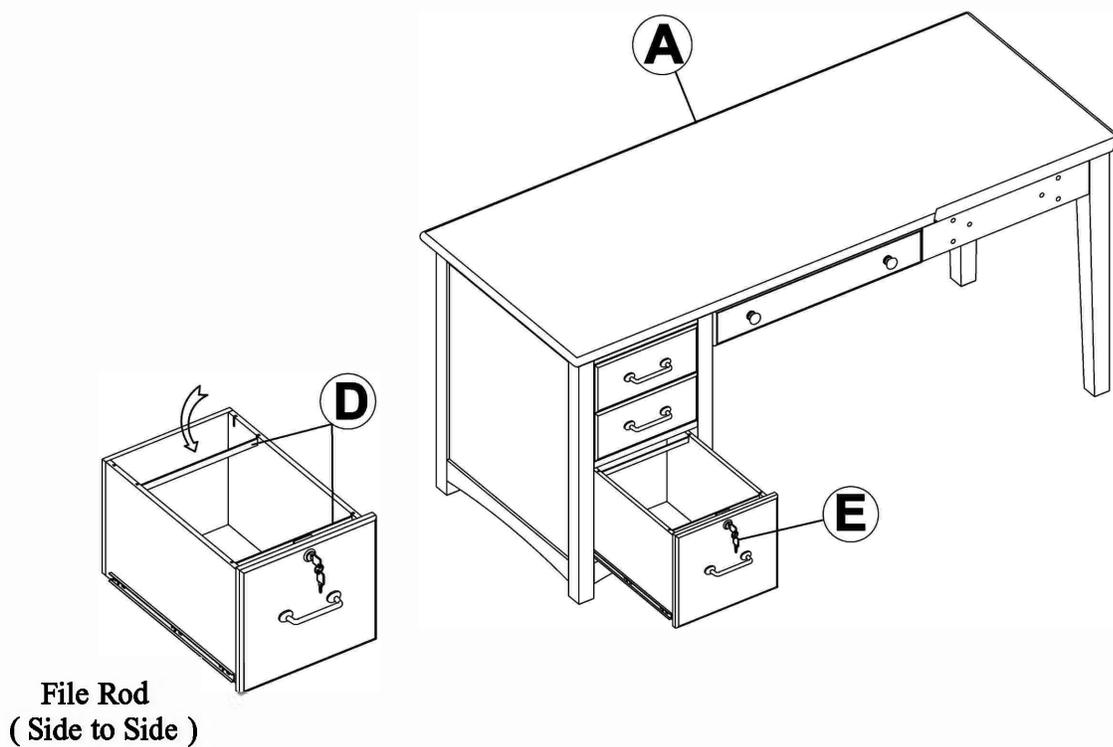


FIG.2



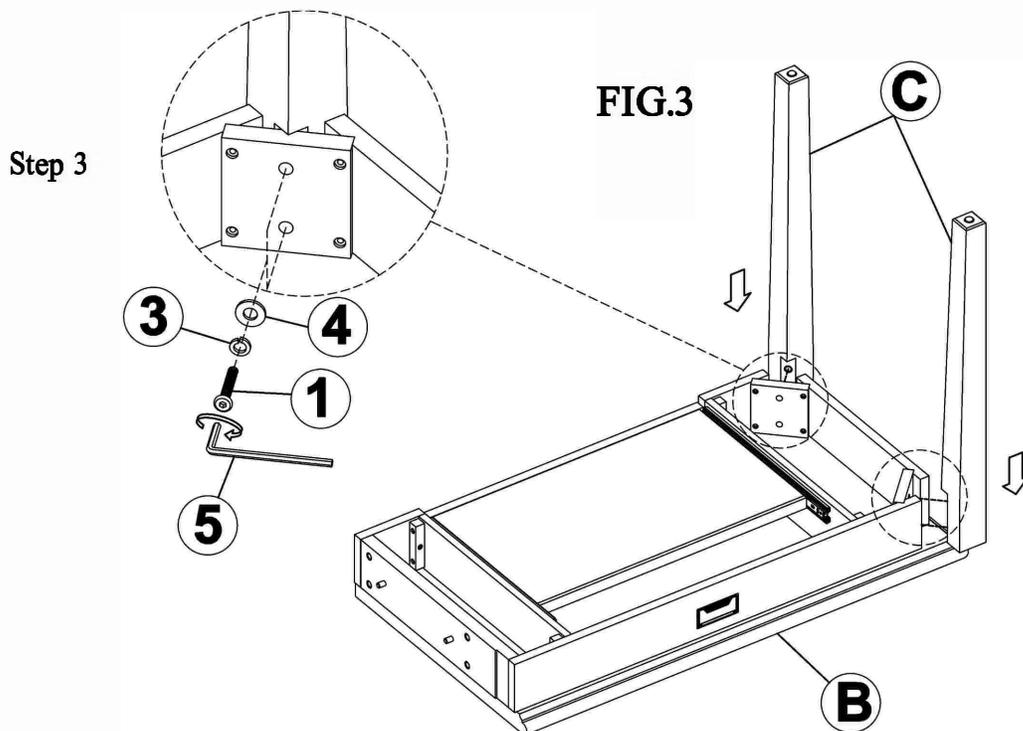
File Rod
(Side to Side)

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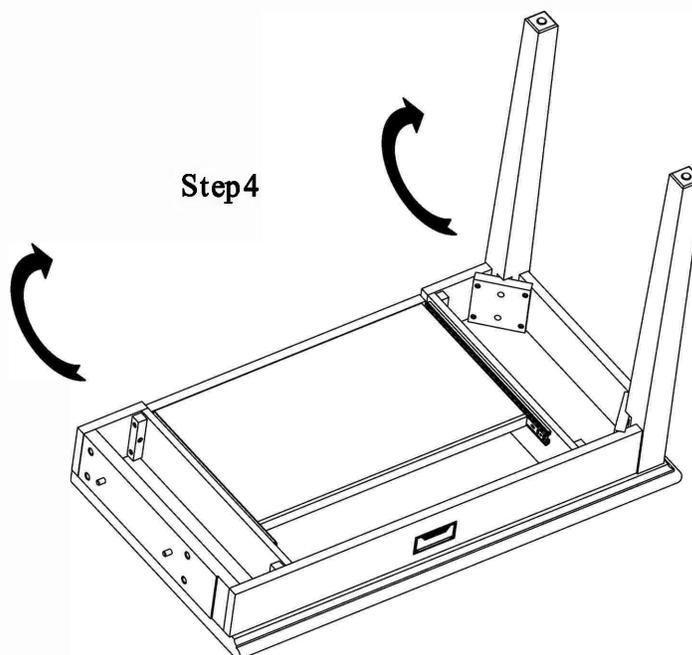
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STEP 3: Turn the Return desk (B) upside down on a protective surface such as a carpet or other soft material. Attach 2pcs Desk Leg (C) to Return Desk (B) as shown on FIG.3



Step 4: Turn the Desk top to upright position as shown on FIG.4

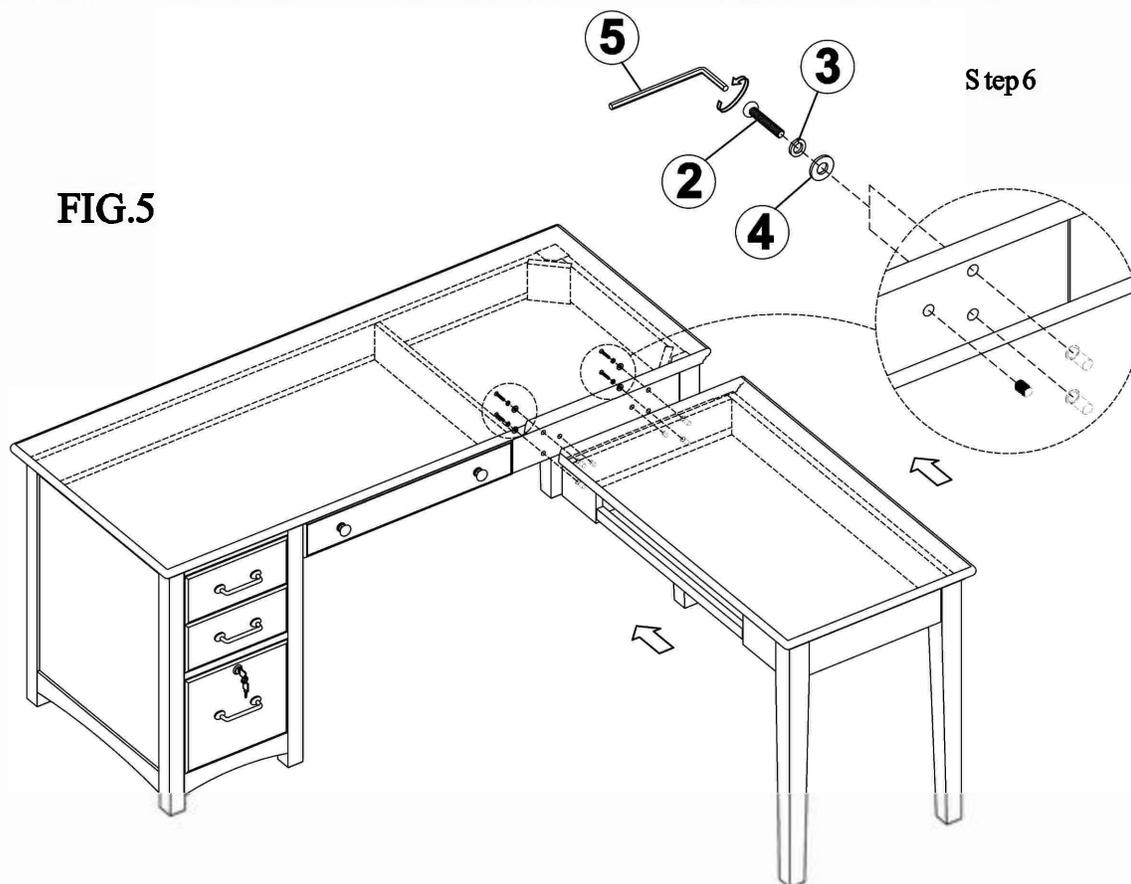


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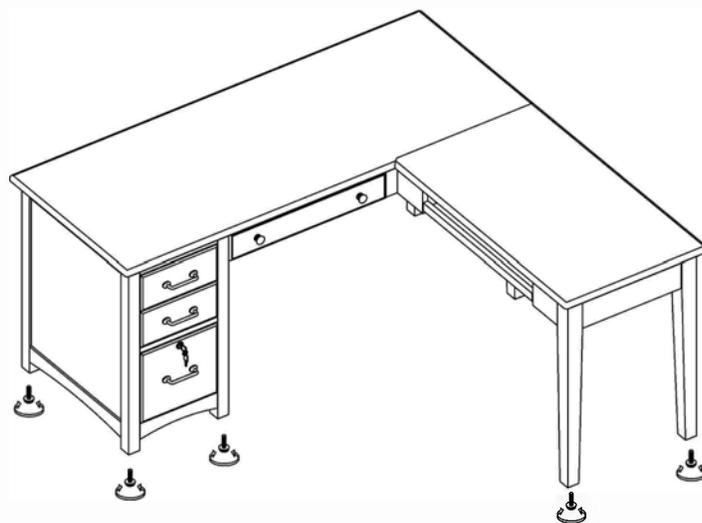
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STEP 4: Assemble the Main Desk (A) and Return Desk (B) by inserting and tightening Allen Bolts (2), Spring Washers (3), Flat Washers (4) and Allen Key (5) as shown on FIG.5



NOTE: Need two or more people to assemble



NOTE: Turn levelers clockwise or counter clockwise to adjust the levelers to keep the desk balanced as needed.