



LIVING SPACES

ASSEMBLY INSTRUCTIONS

- ITEM NO: IB248-3025 Modular File
 IB248-3030 Modular Keyboard Tray
 IB248-3064 Writing Desk
 IB248-3078 Modular Hutch

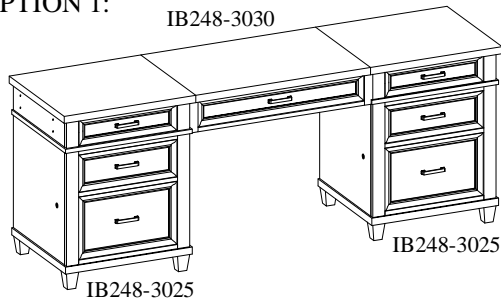
Thank you for purchasing this quality product. Be sure to check all packing material carefully for small parts that may come loose inside the carton during shipment.



UNIT SHOULD BE INSTALLED BY 2 OR MORE PERSONS.

OPTION 1:

IB248-3030



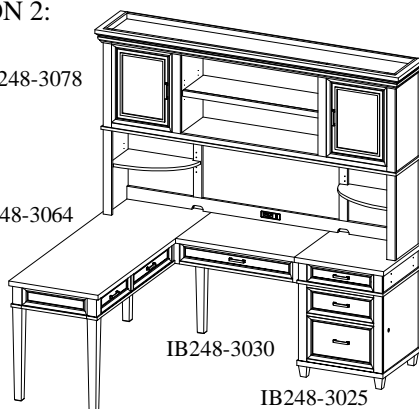
TOOLS REQUIRED (NOT PROVIDED)

PHILLIPS SCREWDRIVER

OPTION 2:

IB248-3078

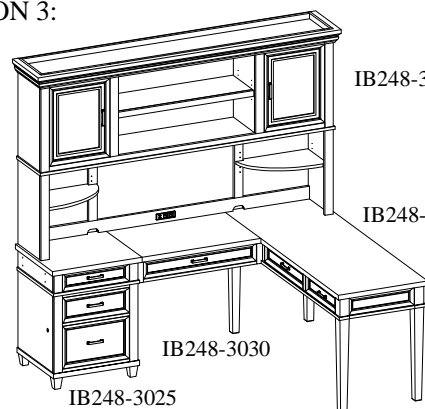
IB248-3064



OPTION 3:

IB248-3078

IB248-3064



HARDWARE LIST: IB248-3030

No.	Description	Sketch	Quantity
A	Bolt Ø1/4" x 1-1/4"		8 PCS
B	Bolt Ø1/4" x 5/8"		6 PCS
C	Lock Washer Ø1/4"		14 PCS
D	Flat Washer Ø1/4" x 3/4"		14 PCS
E	Allen Wrench 4mm		1 PC
F	Metal Plate		1 PC

BEFORE USING THIS PRODUCT PLEASE READ, UNDERSTAND, AND FOLLOW THESE INSTRUCTIONS.
 Save these instructions for future reference.

FOR INDOOR USE ONLY



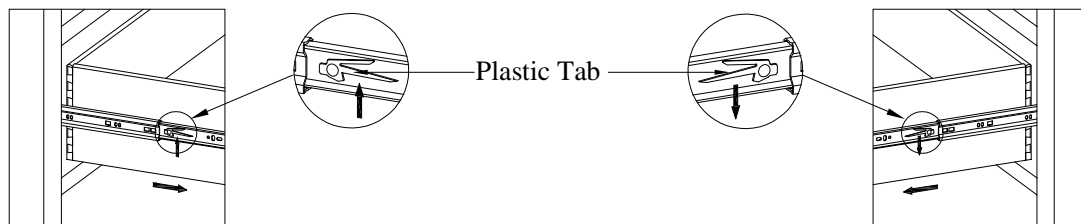
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To dis-assemble desk (If necessary):

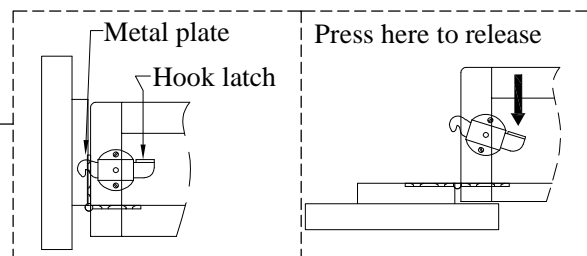
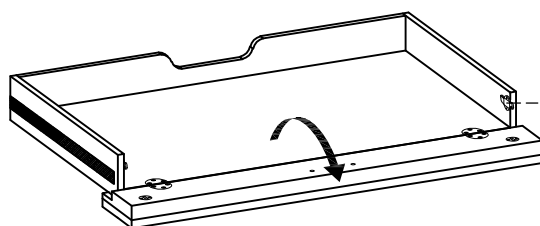
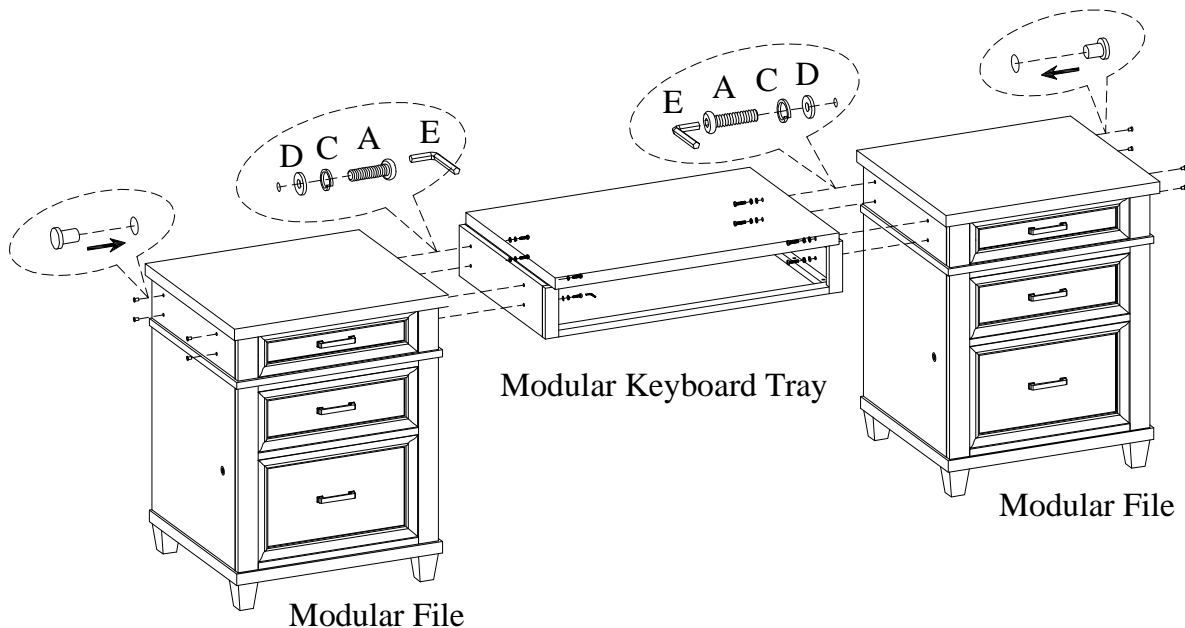
STEP 1: Remove the drawer from the modular keyboard tray and the writing desk: Fully extend the drawer, then press the plastic tab down on the right and up on the left at the same time as shown below. While holding the tabs pressed down/up, pull the drawer out.



FOR OPTION 1:

STEP 2: Attach the modular keyboard tray to the modular files by using 8 bolts (A), lock washers (C) and flat washers (D) as shown below. Tighten all bolts with an Allen wrench.

STEP 3: Insert wood Plugs into the holes on both modular files as shown below.





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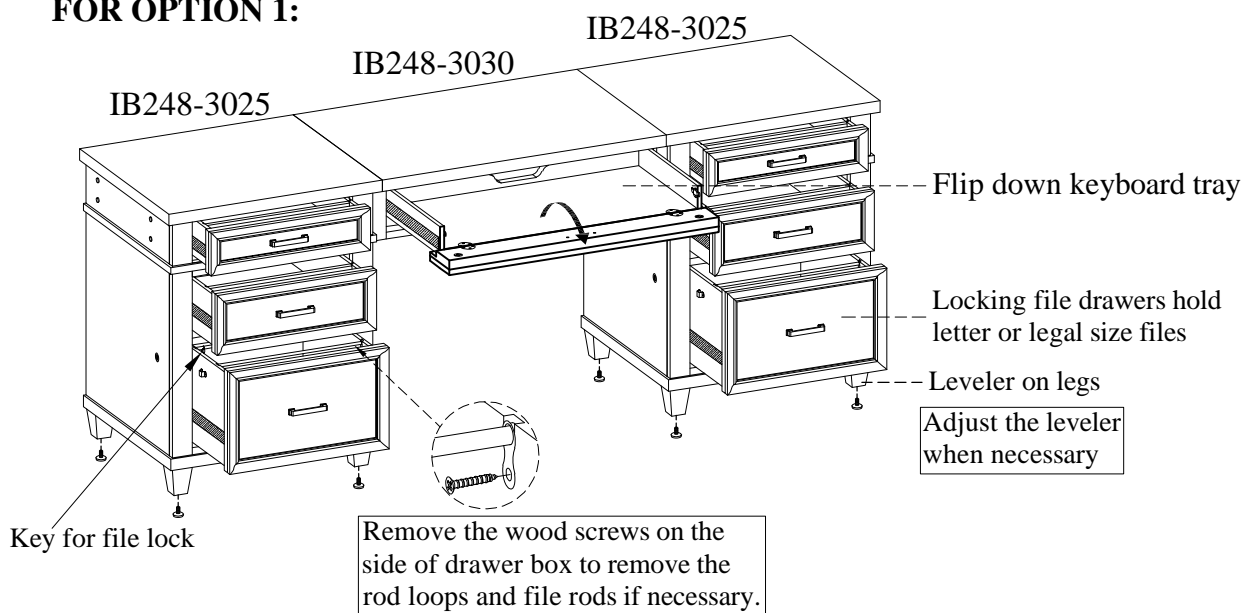
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STEP 4: Replace the drawer in the modular keyboard tray, please refer to the step 6 at page 5:

FUNCTIONALITY INSTRUCTION

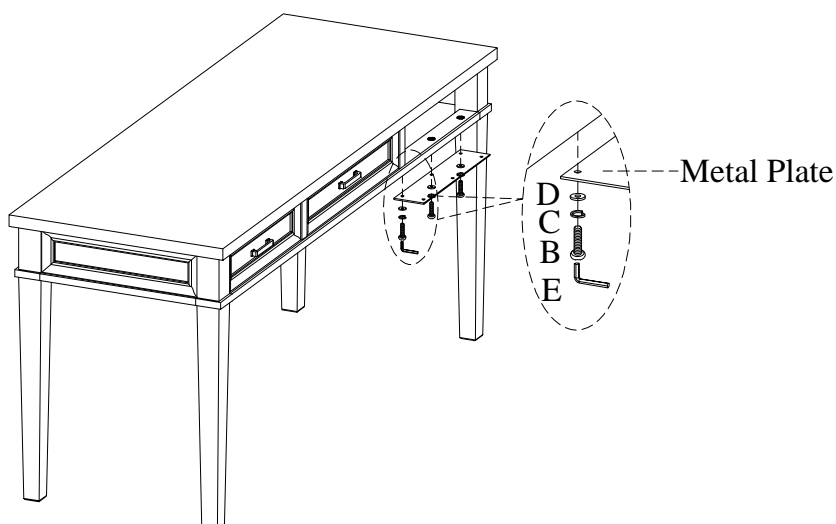
FOR OPTION 1:



FOR OPTION 2:

STEP 2: Attach the metal plate to the writing desk by using 3 bolts (B), lock washers (C) and flat washers (D) as shown right below. Do not completely tighten bolts.

STEP 3: Remove right drawer from the desk as shown STEP 1.





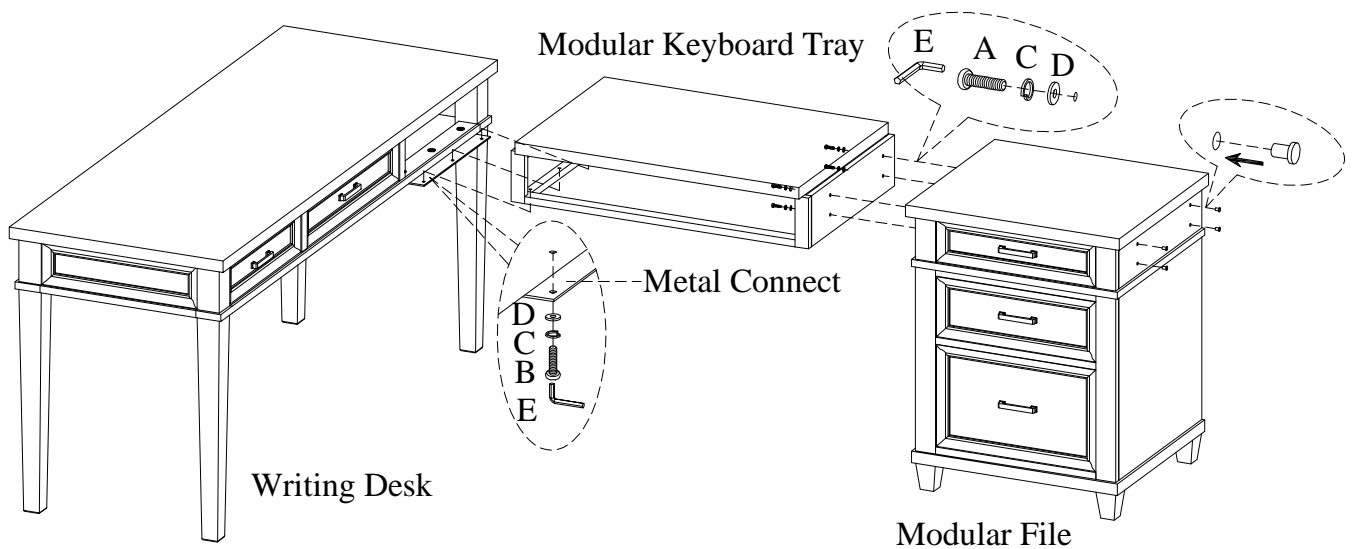
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STEP 4: Attach the modular keyboard tray to the modular file and the writing desk by using 4 bolts (A) 3 bolts (B), lock washers (C) and flat washers (D) as shown below. Tighten all bolts with an Allen wrench.

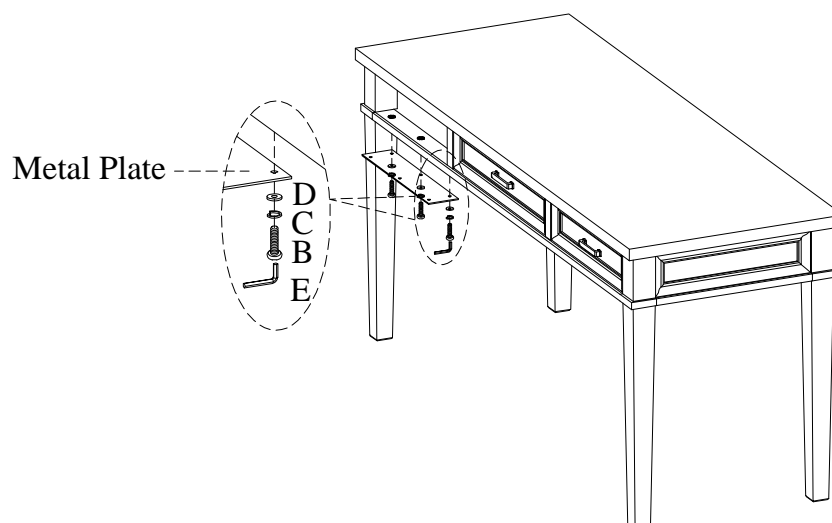
STEP 5: Insert wood plugs into the holes on modular file as shown below.



FOR OPTION 3:

STEP 2: Attach the metal plate to the writing desk by using 3 bolts (B), lock washers (C) and flat washers (D). Do not completely tighten bolts.

STEP 3: Remove left drawer from the desk as shown STEP 1.





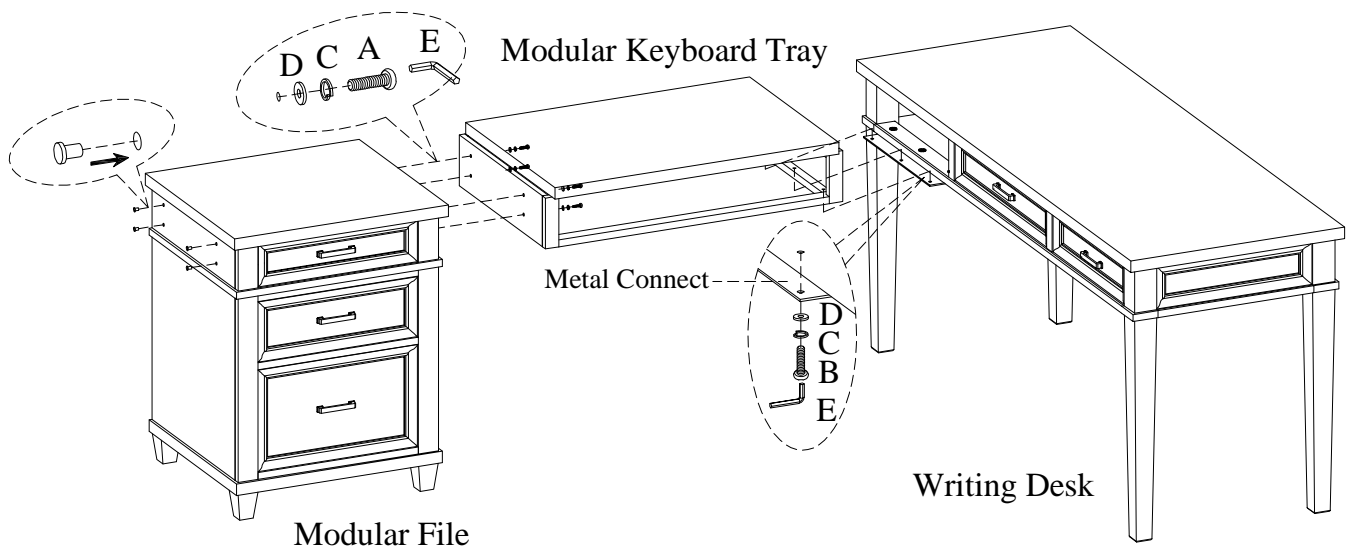
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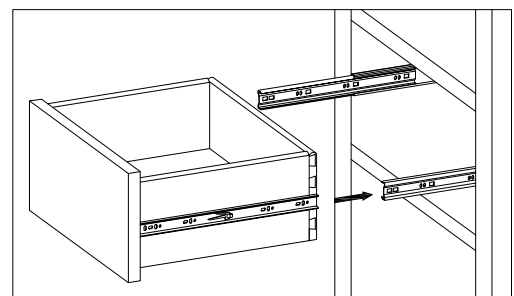
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STEP 4: Attach the modular keyboard tray to the modular file and the writing desk by using 4 bolts (A) 3 bolts (B), lock washers (C) and flat washers (D) as shown below. Tighten all bolts with an Allen wrench.

STEP 5: Insert wood plugs into the holes on modular file as shown below.



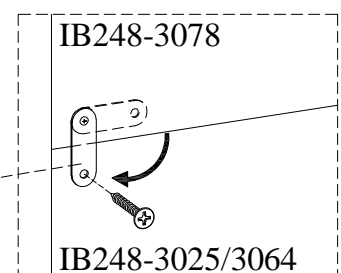
STEP 6: Replace all of the drawers in modular keyboard tray: Fully extend the slides from the case. Then align the slides on the drawer to the slides on the case as shown. Push the drawer back in. You may have to slide the drawer in and out several times in order to properly align the ball bearings.



FOR OPTION 2 & 3:

STEP 7: Put the hutch on the assembled group. Take off one screw from each metal plate on the back of hutch and swing it in an ideal place. Then re-secure the metal plate with screw to original position.

Metal plates (2pcs)
on the back of hutch





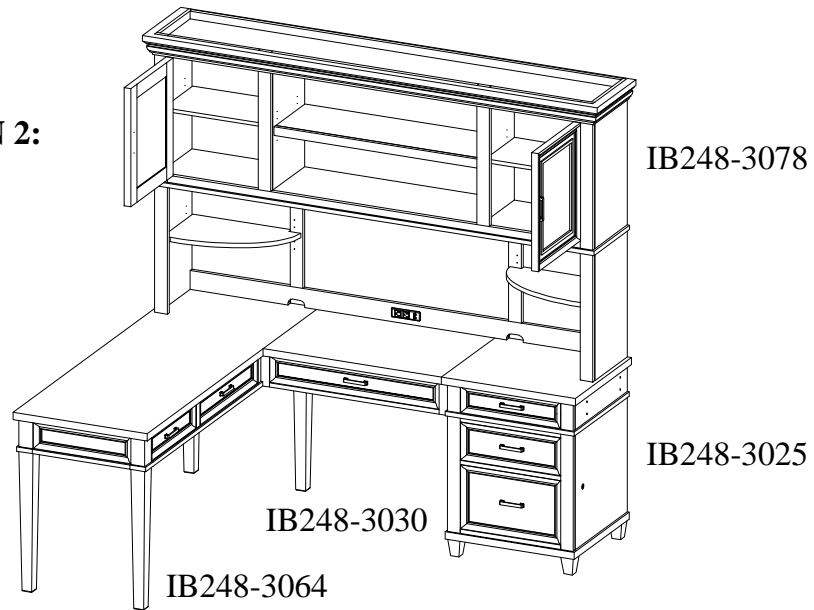
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FUNCTIONALITY INSTRUCTION

FOR OPTION 2:



FOR OPTION 3:

