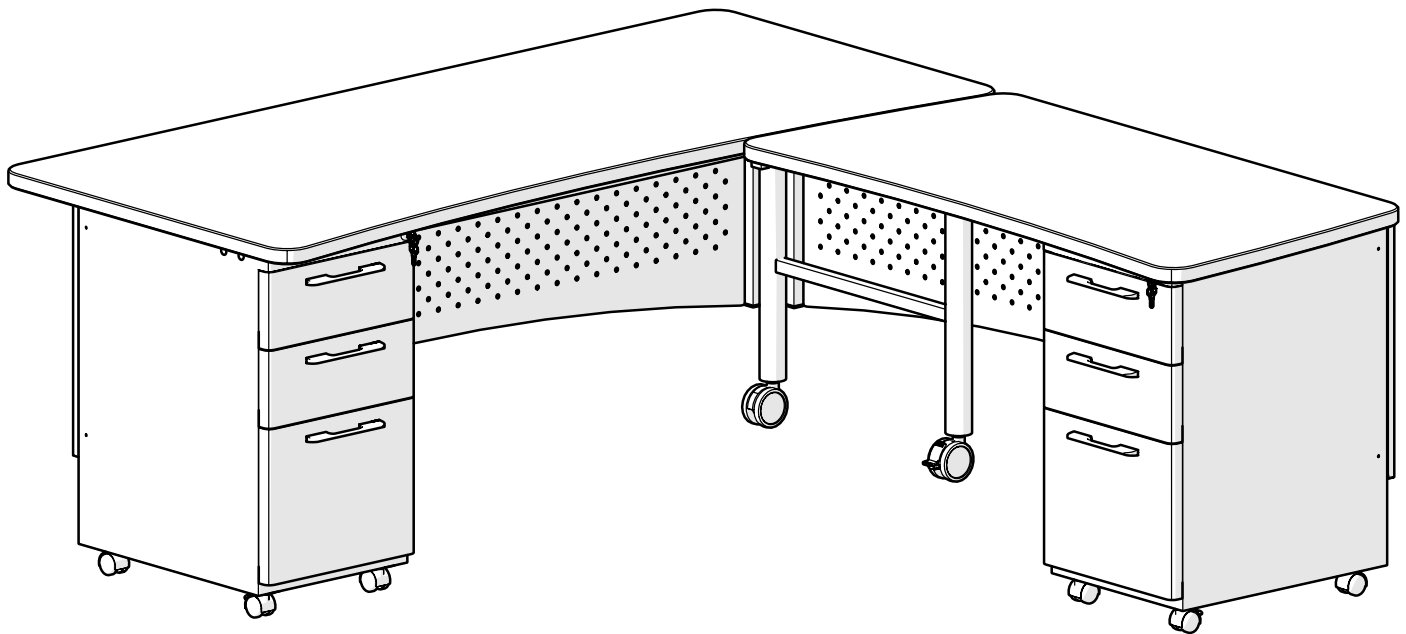


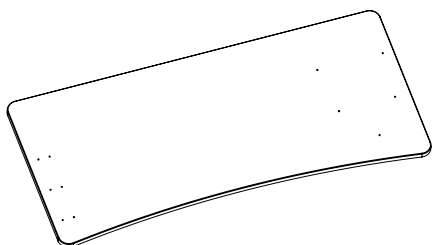
Classroom Select® NeoClass® Double Pedestal Right or Left Return Teacher's Desk

ASSEMBLY INSTRUCTIONS

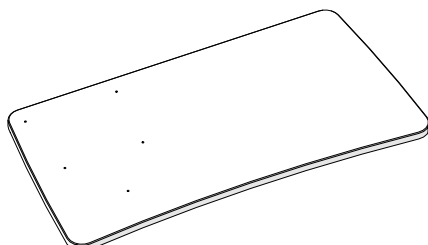
Thank you for purchasing Classroom Select® NeoClass® Double Pedestal Right or Left Return Teacher's Desk from School Specialty®. Please review the enclosed packing list to ensure all components are included and read the instructions carefully before you begin assembly. If you find anything missing or have any questions now or after set-up, please contact Customer Care at 888.388.3224 or customercare.schoolspecialty.com/contact-us-email.



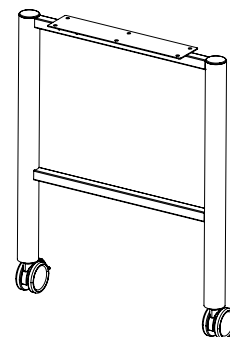
PART AND TOOL LIST



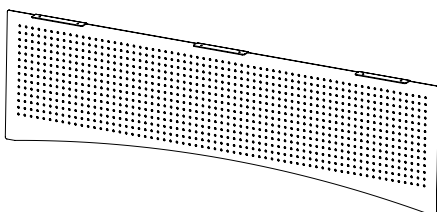
Large Top
Quantity: 1



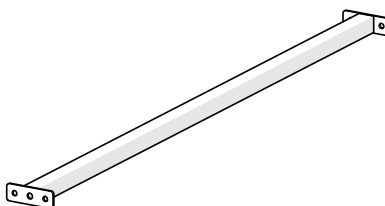
Small Top
Quantity: 1



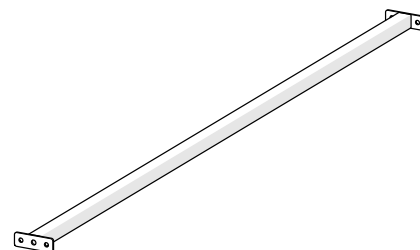
Leg Set
Quantity: 1



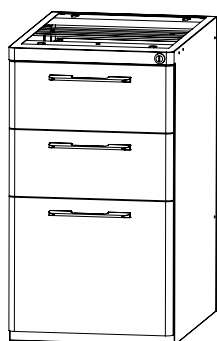
Modesty Panel
Quantity: 2



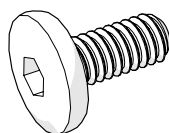
Short Crossbar
Quantity: 1



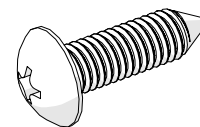
Long Crossbar
Quantity: 1



Pedestal
Quantity: 2

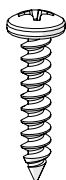


Ped. Panel Screw
(M6 x12mm)
Quantity: 8

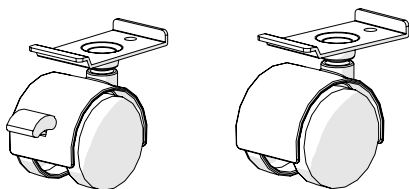


Ped Wood Screw
(#12 x 1")
Quantity: 10

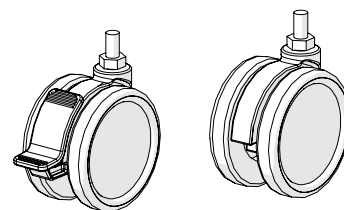
PART AND TOOL LIST



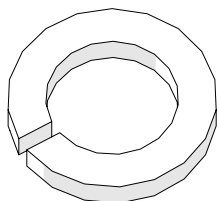
Leg Wood Screw
Quantity: 16
Panel Wood Screw
Quantity: 12



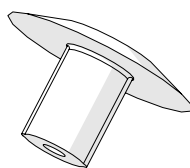
Pedestal Casters
Quantity: 8



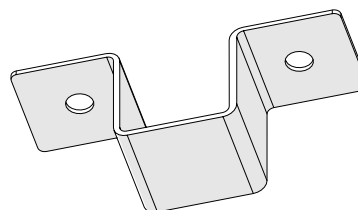
Leg Casters
Quantity: 2



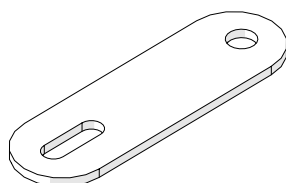
Lock Washer
Quantity: 2



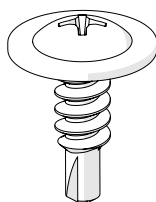
Plastic Side Cap
Quantity: 16



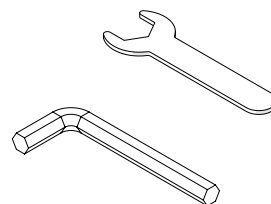
U-Clamp
Quantity: 4



Ganger
Quantity: 1



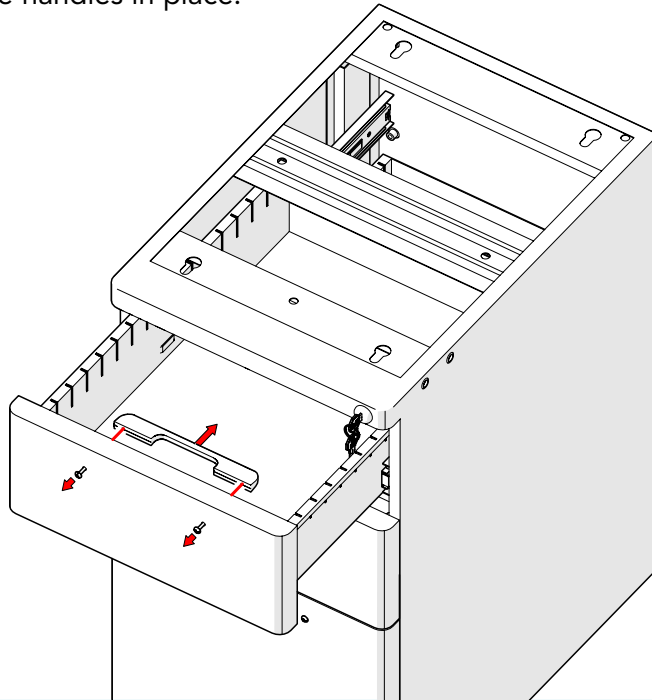
Ped. Caster Screw
Quantity: 8



Included tools:
Caster Wrench & Allen Wrench

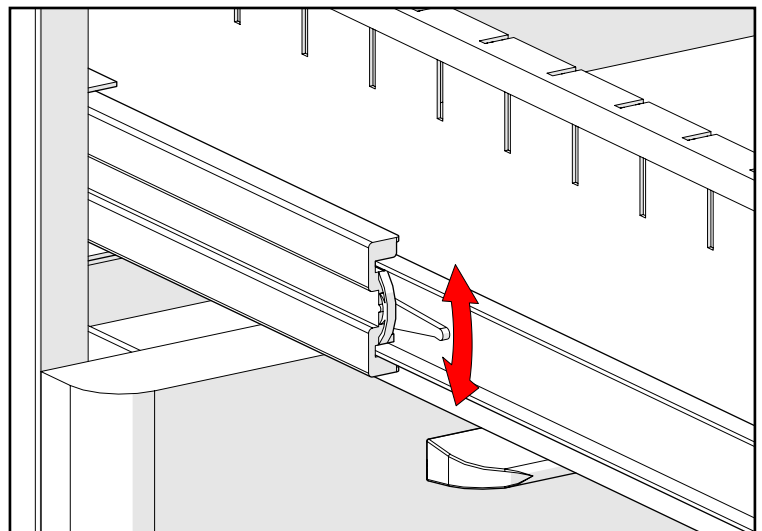
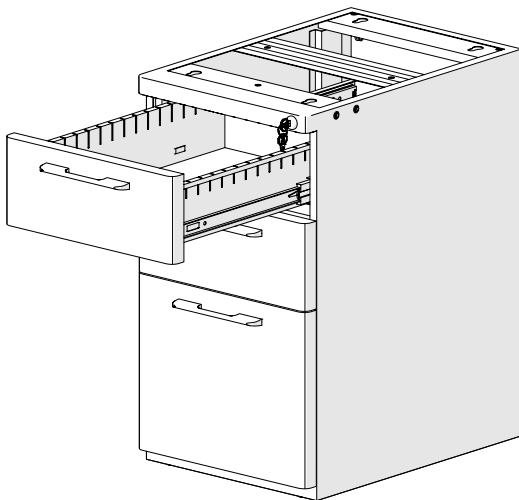
STEP 1

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.



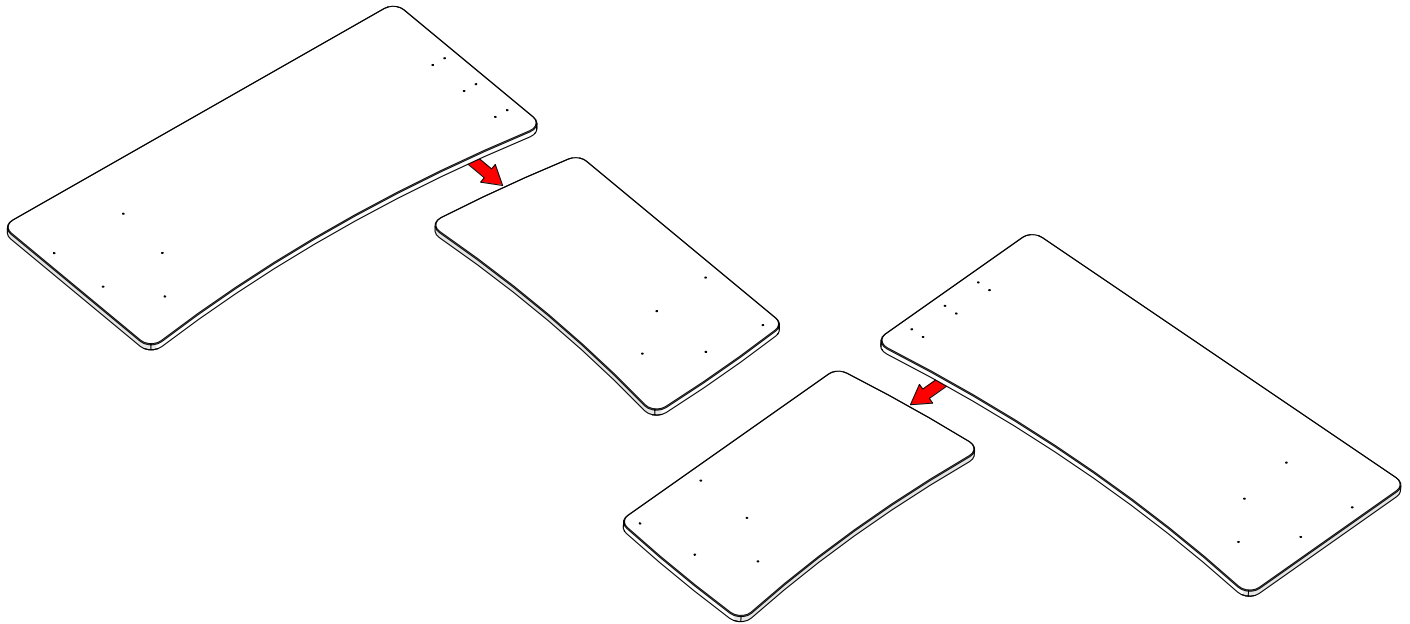
STEP 2

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, the shelf can be removed.



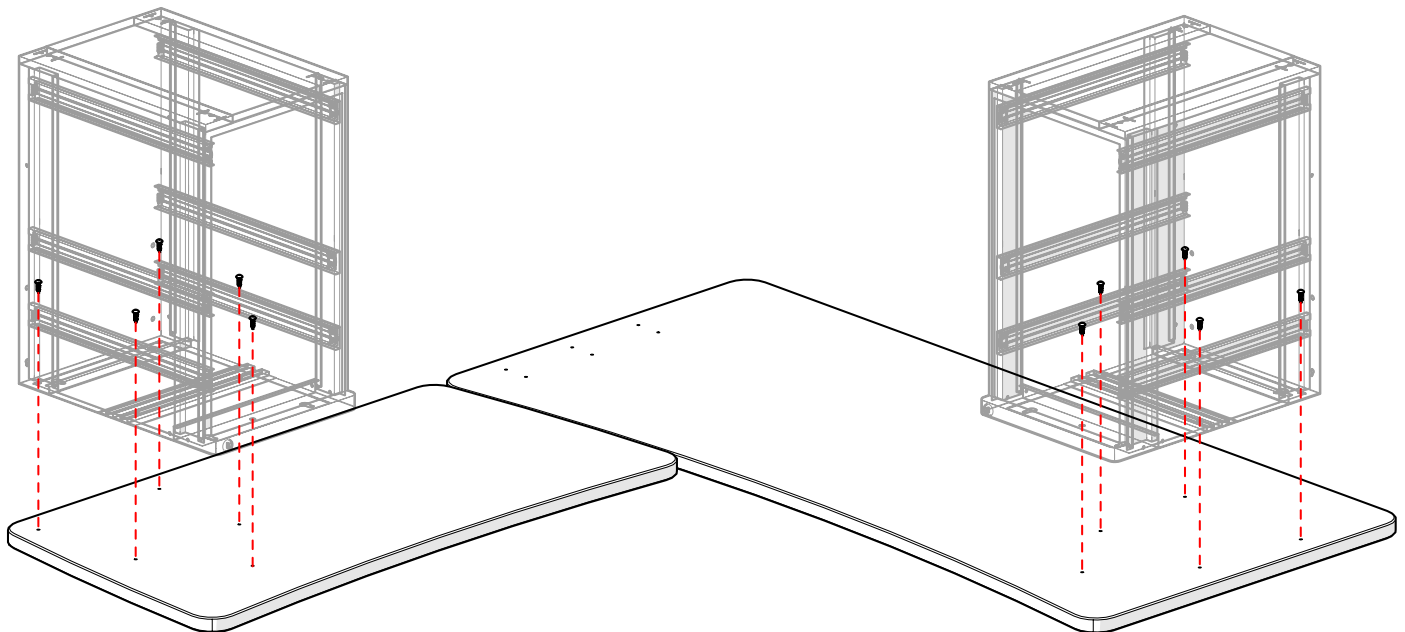
STEP 3

Place tops on a flat protective surface with pre-drilled holes face-up. Arrange tops in positions shown for left or right handed desk installation.



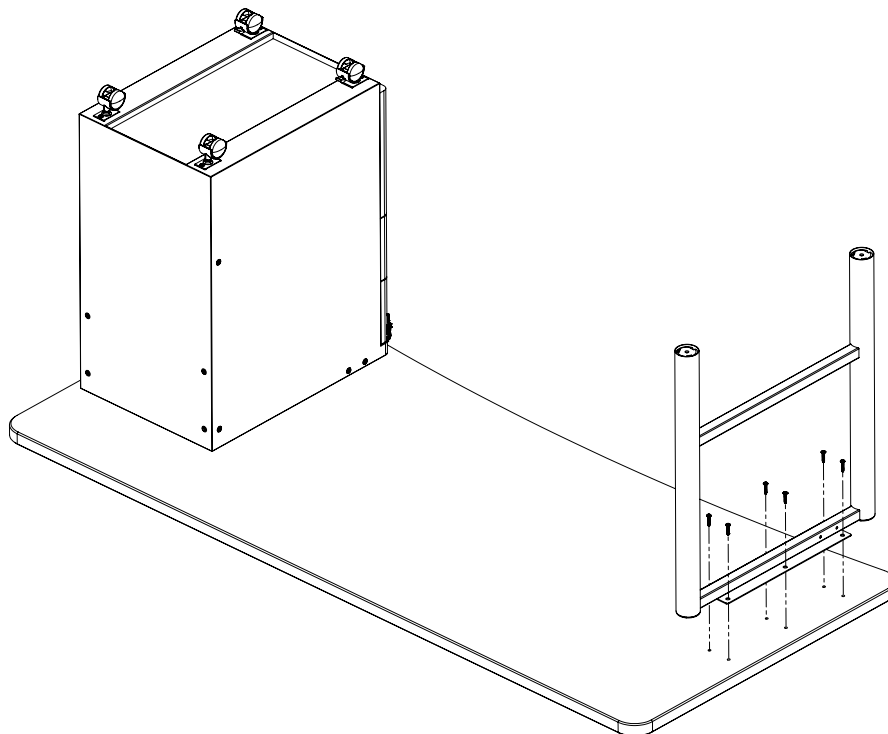
STEP 4

Set pedestals (with shelves removed) upside down on tops. Secure to tops with Pedestal Wood Screws (B) inserted through holes in pedestal top brackets. (Right handed desk depicted, placement will be reversed for left handed desks).



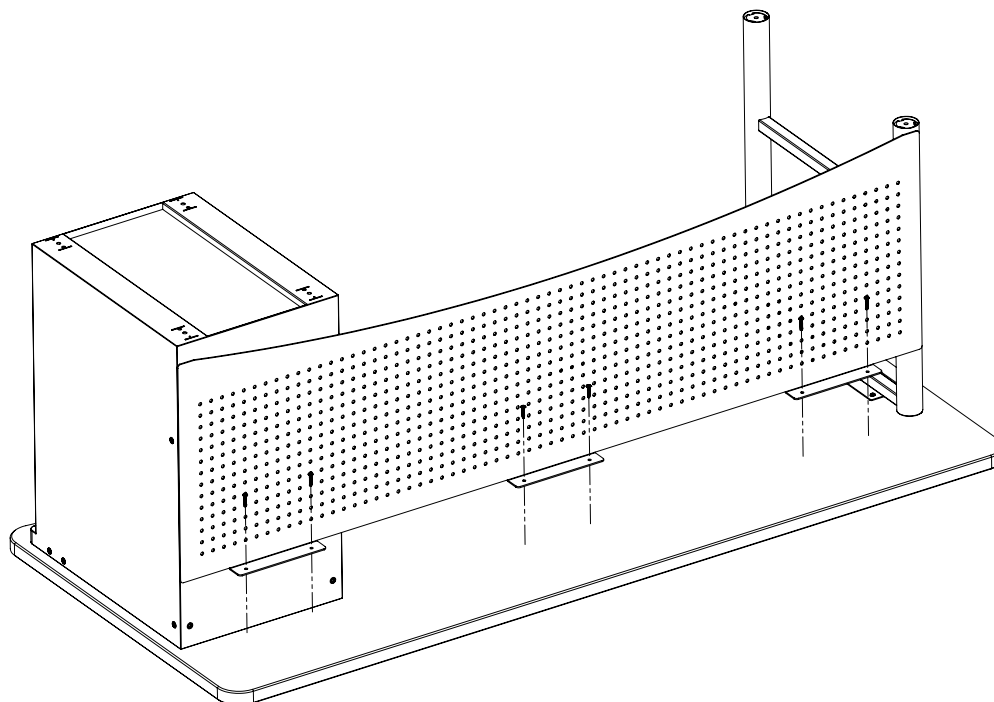
STEP 5

Screw in Leg Set to Large Top using Leg Wood Screws.



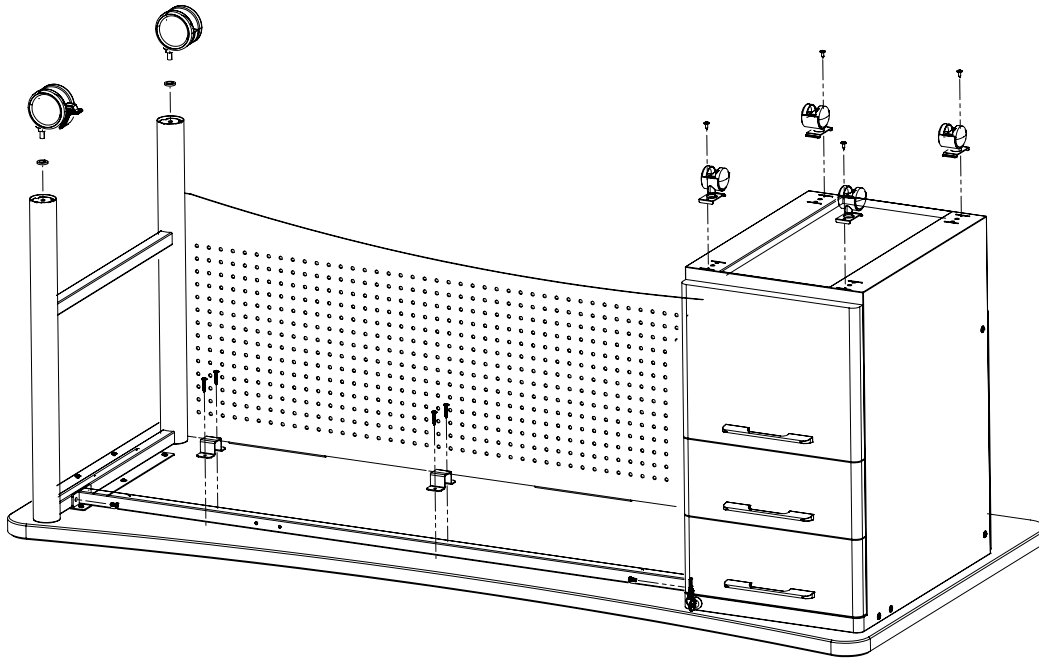
STEP 6

Align Modesty Panel flush to end of Pedestal and screw to table top as shown using Panel Wood Screws.



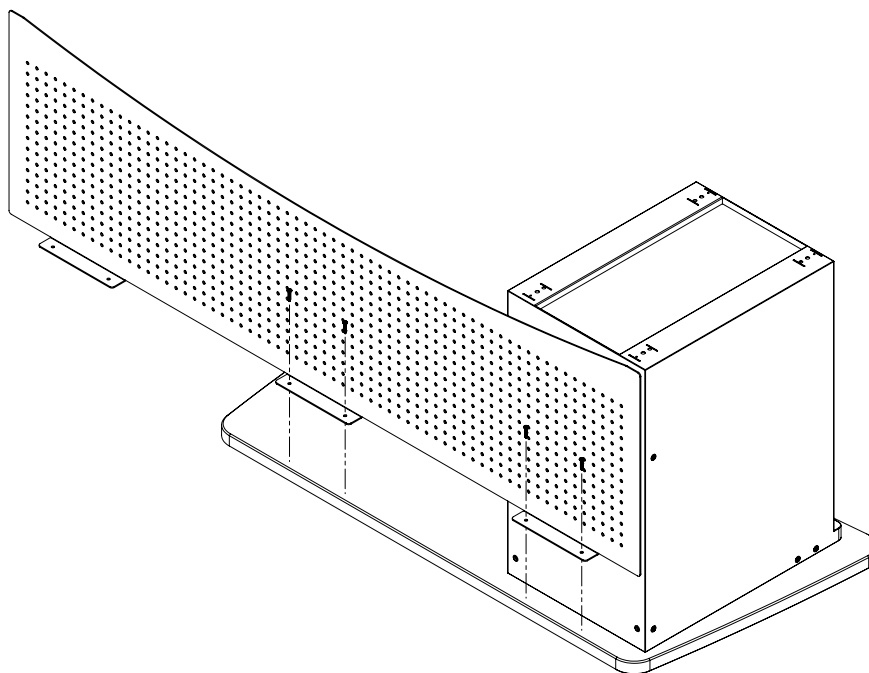
STEP 7

Secure Long Crossbar to Top with two (2) U-Clamps and Panel Wood Screws and attach to both the Leg Set and Pedestal with Ped Panel Screws. Then add Pedestal Casters to Pedestal with Ped Caster Screws and Leg Casters to Dual Leg assembly, making sure to include Lock Washers.



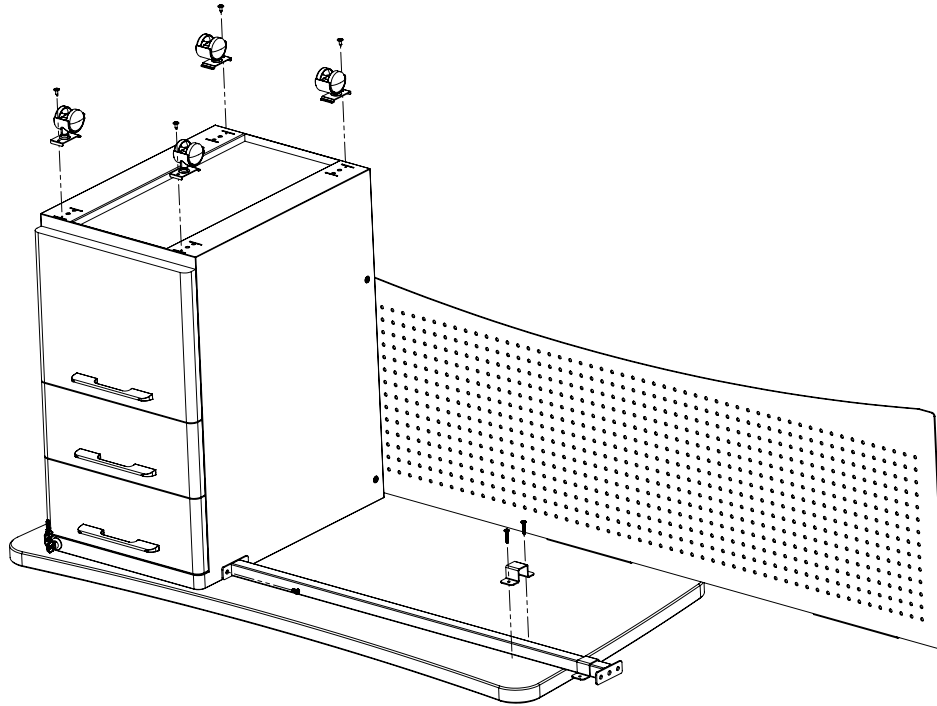
STEP 8

Align Modesty Panel flush to end of Pedestal and screw to table top as shown using Panel Wood Screws.



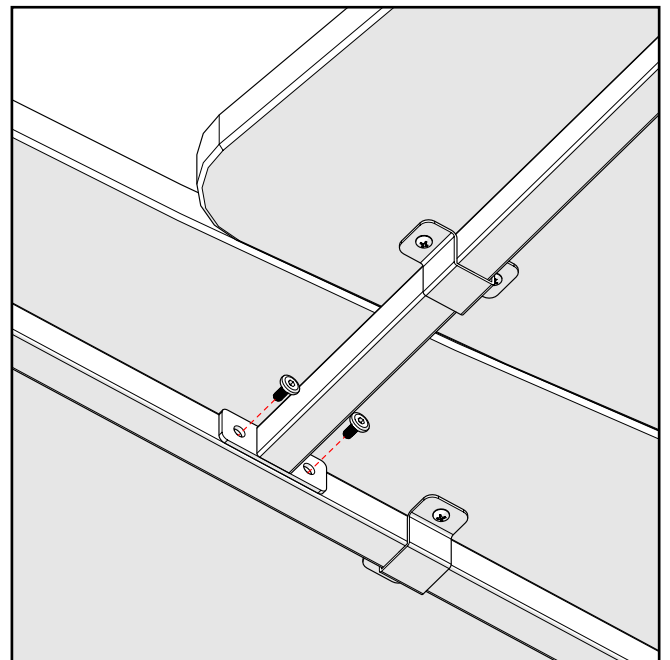
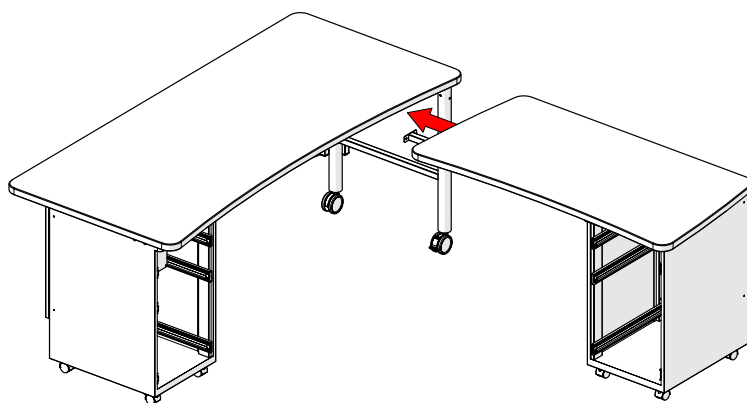
STEP 9

Secure Short Crossbar Top with one (1) U-Clamp and Panel Wood Screws and attach to Pedestal with Ped Panel Screws and attach Pedestal Casters with Ped Caster Screws.



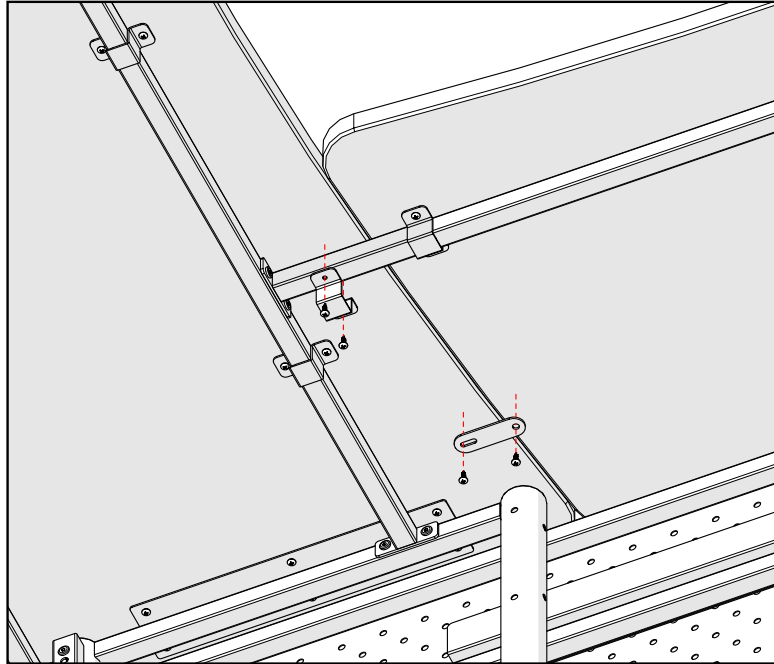
STEP 10

With two people, flip large top assembly upright. Nest, set return on its casters and push top together with large top as shown. Link together by adding two Ped Panel Screws through end of Short Crossbar and screwing into side of Long Crossbar.



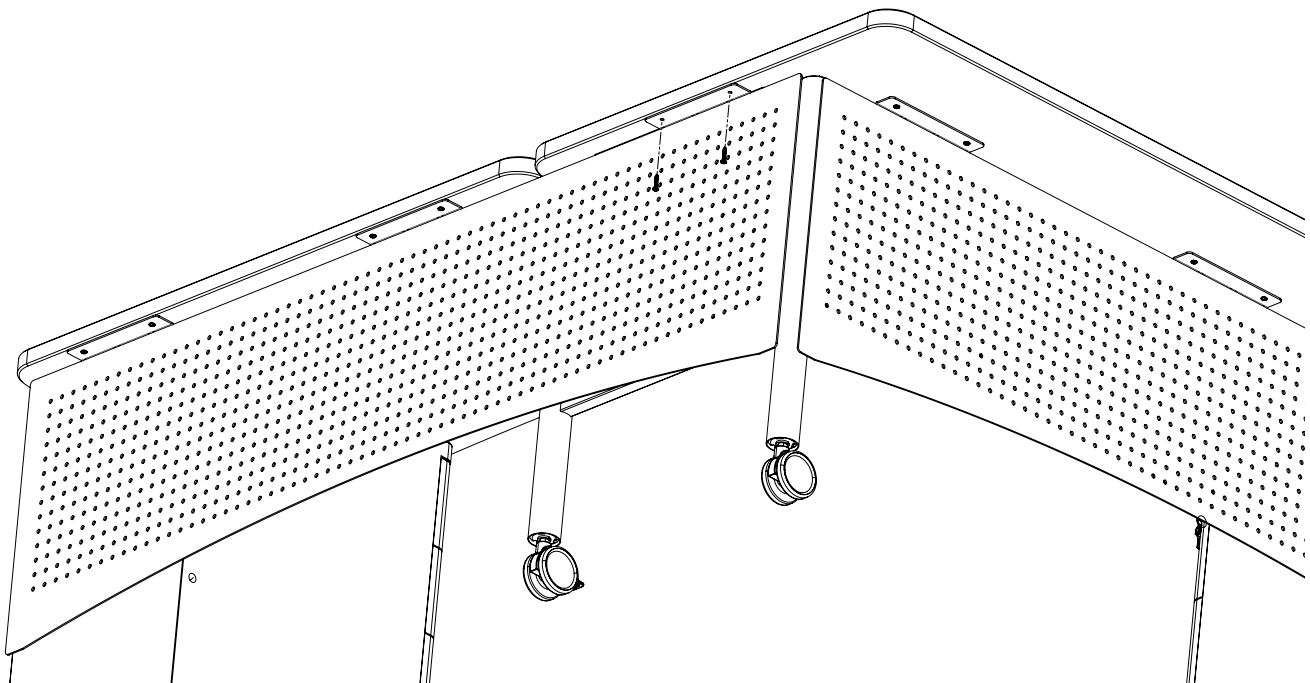
STEP 11

From underneath the desk add one (1) U-Clamp to Short Crossbar and screw into Large Top with Panel Wood Screws. Add Ganger across top edges, close to Modesty Panel, and secure with Wood Panel Screws.



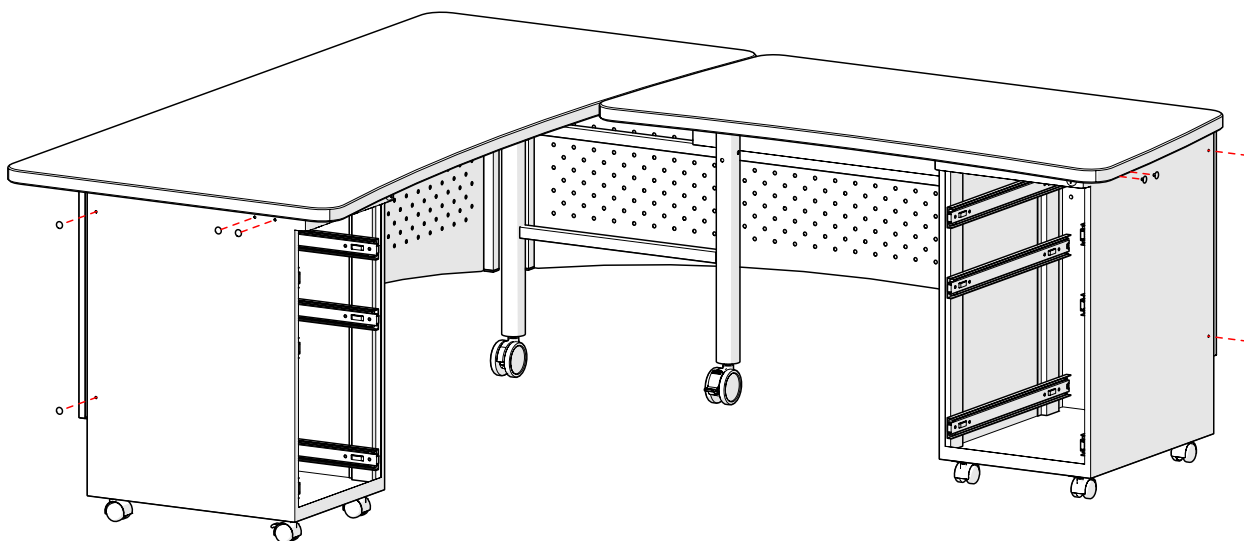
STEP 12

After ganging the desks, fasten the Modesty Panel to second desk via the two remaining holes in the Modesty Panel tab with Panel Wood Screws.



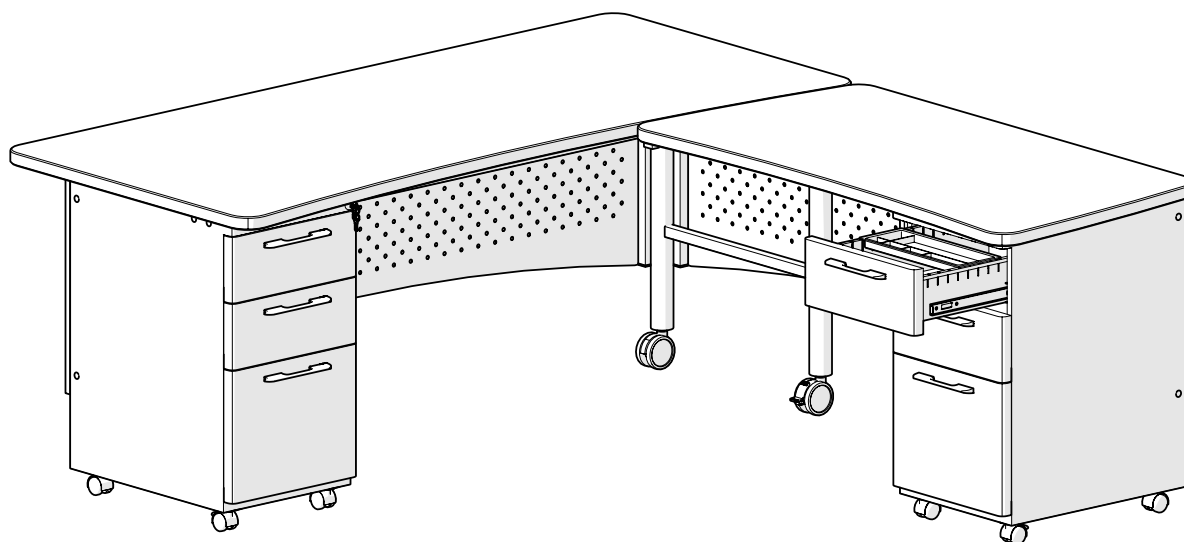
STEP 13

Push Plastic Caps into inserts on either side of both pedestals.



STEP 14

Insert drawers back into pedestal boxes and place accessories as desired within drawers.



DISCLAIMERS

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Heavy or large furniture may require two or more people for proper assembly. Improper assembly may void the warranty. Ensure all hardware is correctly installed and screws are fully tightened before use. Recheck and tighten screws at least once per year. Failure to assemble or secure parts properly may result in product failure or personal injury.

The products illustrated/photographed in this assembly instruction may vary slightly from the actual product.

Product Warranty: help.schoolspecialty.com/s/article/Product-Warranties