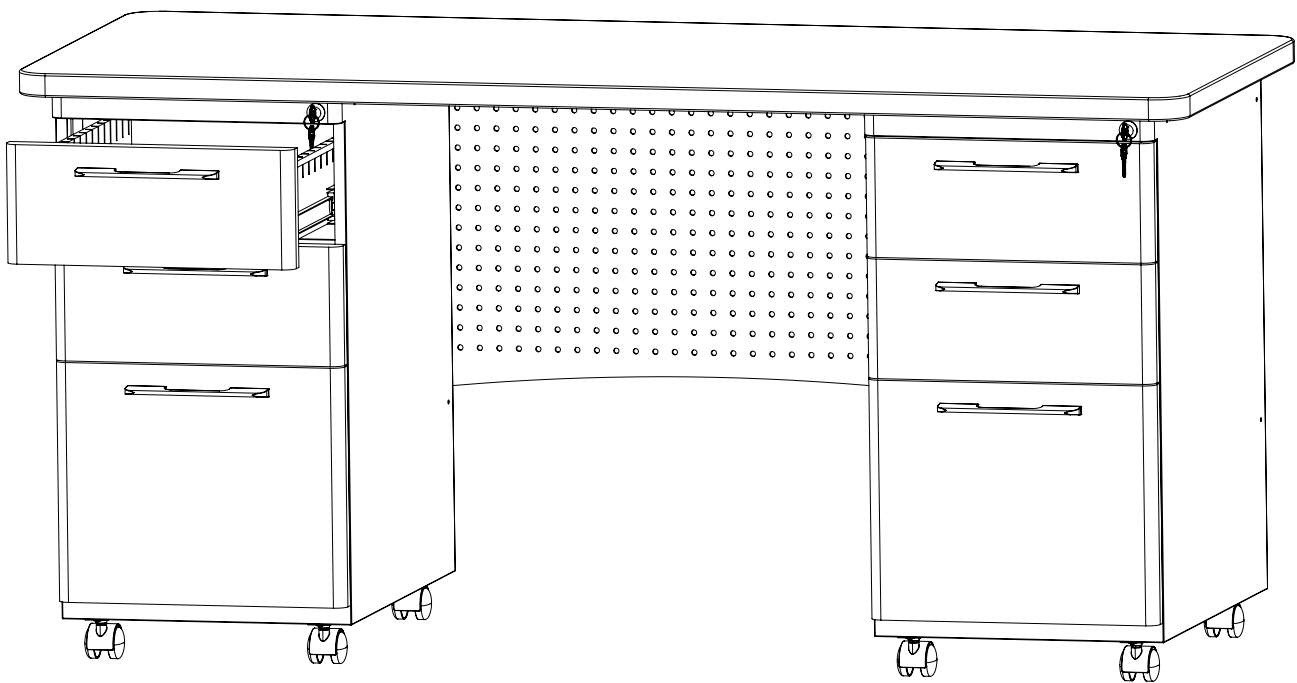


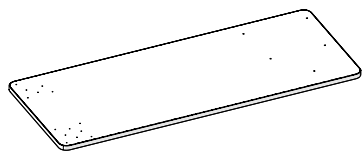
Classroom Select® NeoClass® Double Pedestal Teacher's Desk

ASSEMBLY INSTRUCTIONS

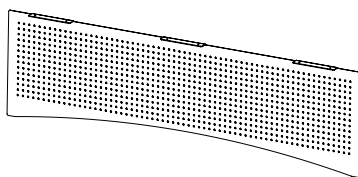
Thank you for purchasing the Classroom Select® NeoClass® Double Pedestal Teacher's Desk from School Specialty®. Please review the enclosed packing list to ensure all components are included and read the instructions carefully before you begin assembly. If you find anything missing or have any questions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



PART AND TOOL LIST



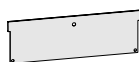
Large Top
Quantity: 1



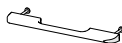
Modesty Panel
Quantity: 1



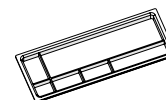
Pedestal Box
Quantity: 2



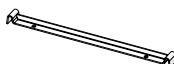
Divider Panel
Quantity: 2



Handle
Quantity: 6



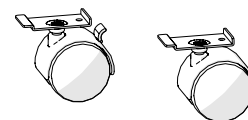
Pencil Tray
Quantity: 2



Divider Bar
Quantity: 2

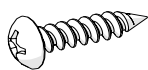


Key Set
Quantity: 2

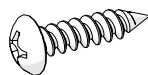


Locking/Non-Locking Casters
Quantity: 4 Pairs

PART AND TOOL LIST



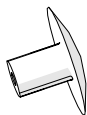
#10x1" Wood Screw
Quantity: 6



#12x1" Wood Screw
Quantity: 10



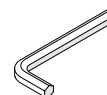
M4x12mm Tap Caster Screw
Quantity: 8



Plastic Side Cap
Quantity: 16



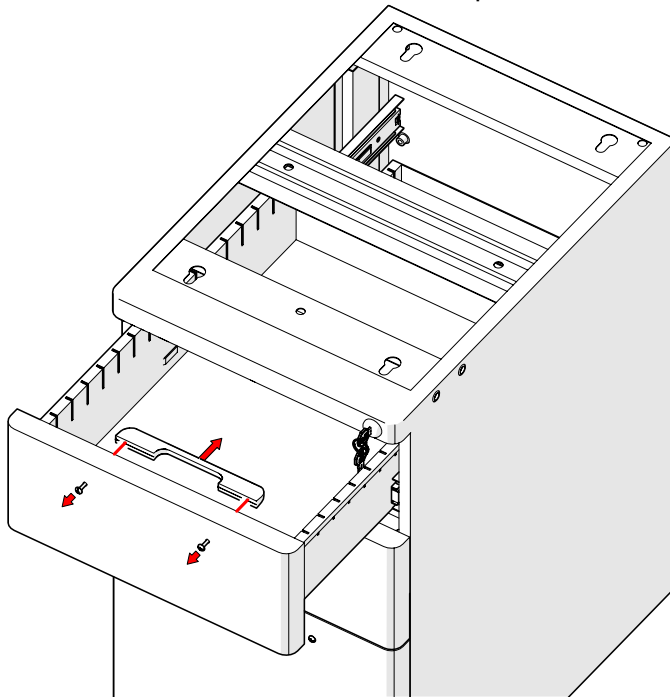
Plastic Back Cap (Not Used)
Quantity: 12



Allen Wrench
Quantity: 2

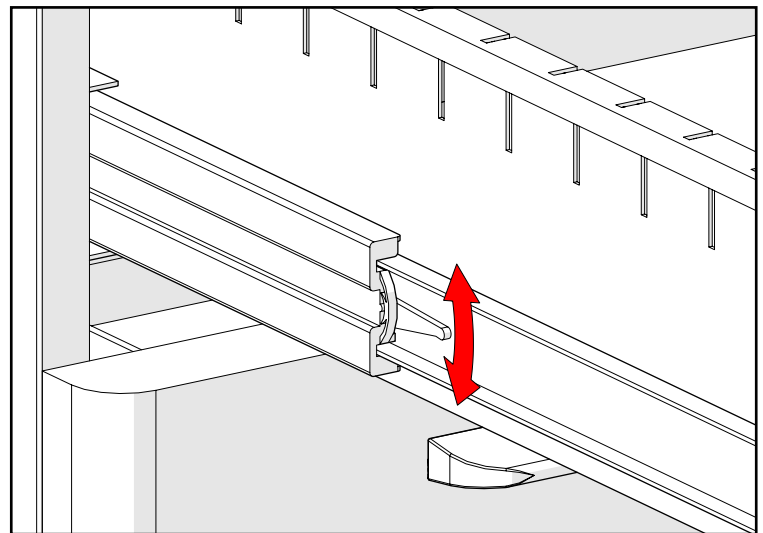
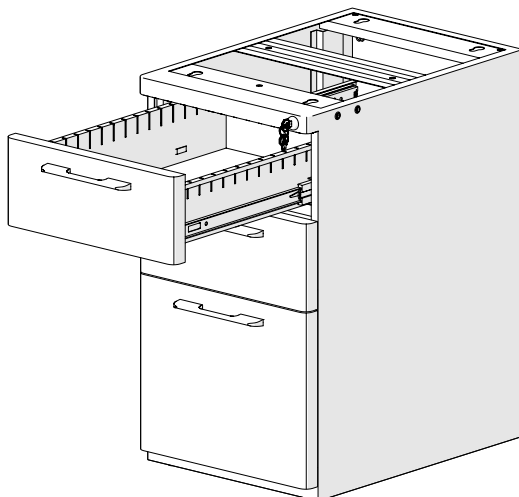
STEP 1

Open drawers and remove handle screws. Swap handles to front of drawers and insert handle screws from inside of shelves to secure handles in place.



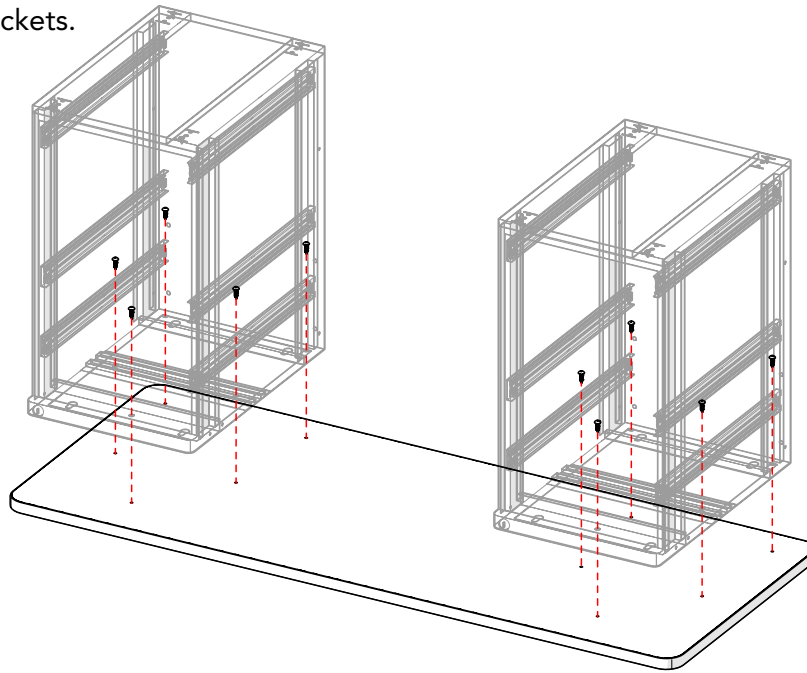
STEP 2

Remove drawers by first extending drawer to furthest setting until catch engages. To slide drawer off of rails, rotate visible catch levers on both sides of drawer either up or down while gently pulling drawer. Once both sides are free, drawer can be removed.



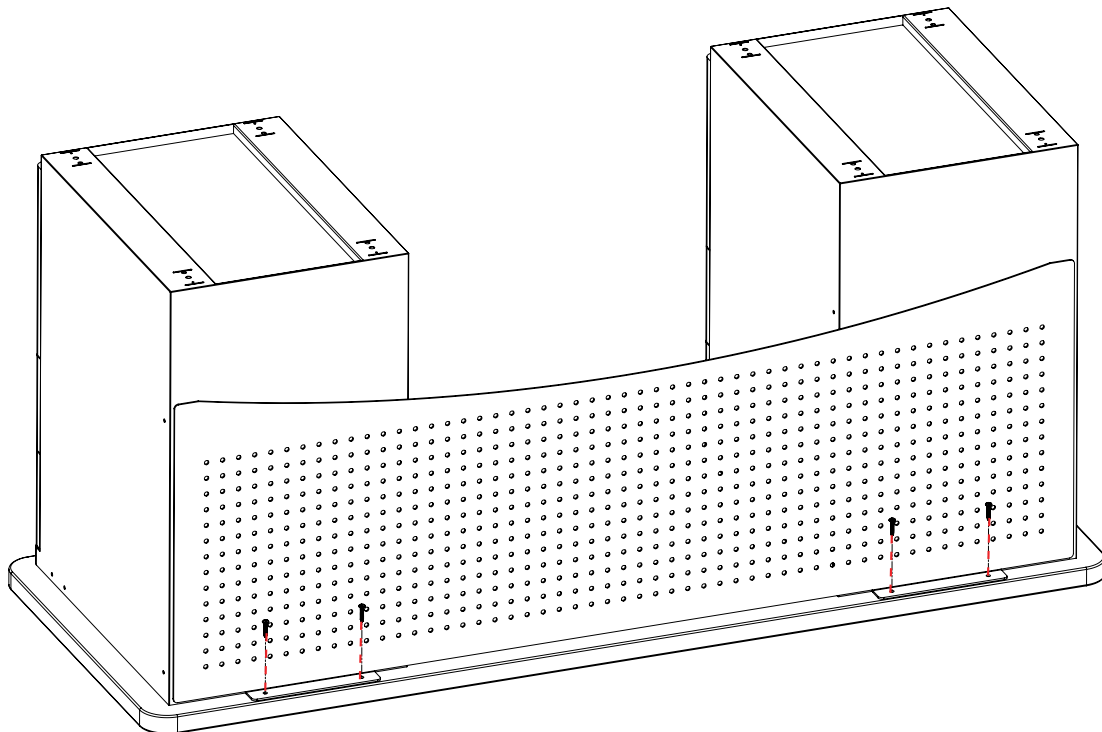
STEP 3

Place the top upside down on a stable, non-abrasive soft surface to avoid any scratching. Set pedestals (with drawers removed) upside down on top. Secure to top with #12x1" wood screws inserted through holes in pedestal top brackets.



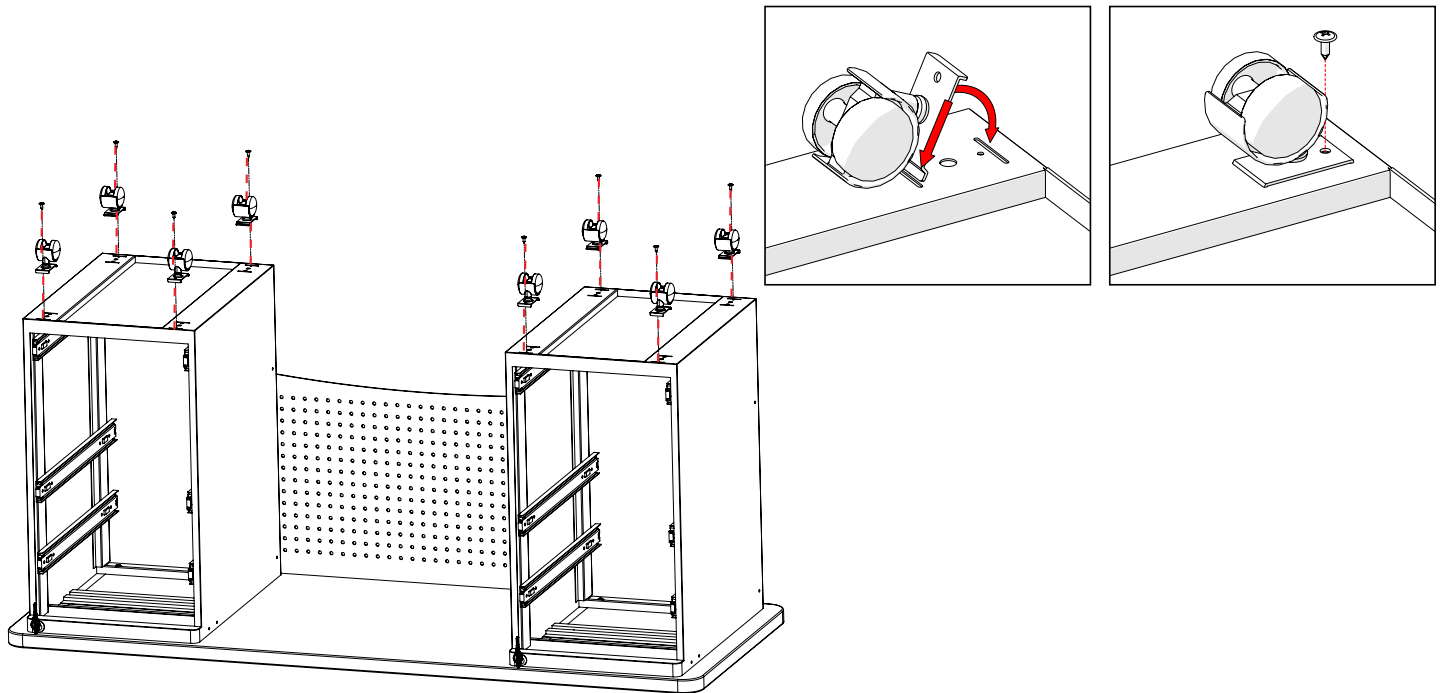
STEP 4

Align Modesty Panel flush to backs of pedestals with the tab facing out, centered on the top. Secure to top using #10x1" wood screws through all available tab holes.



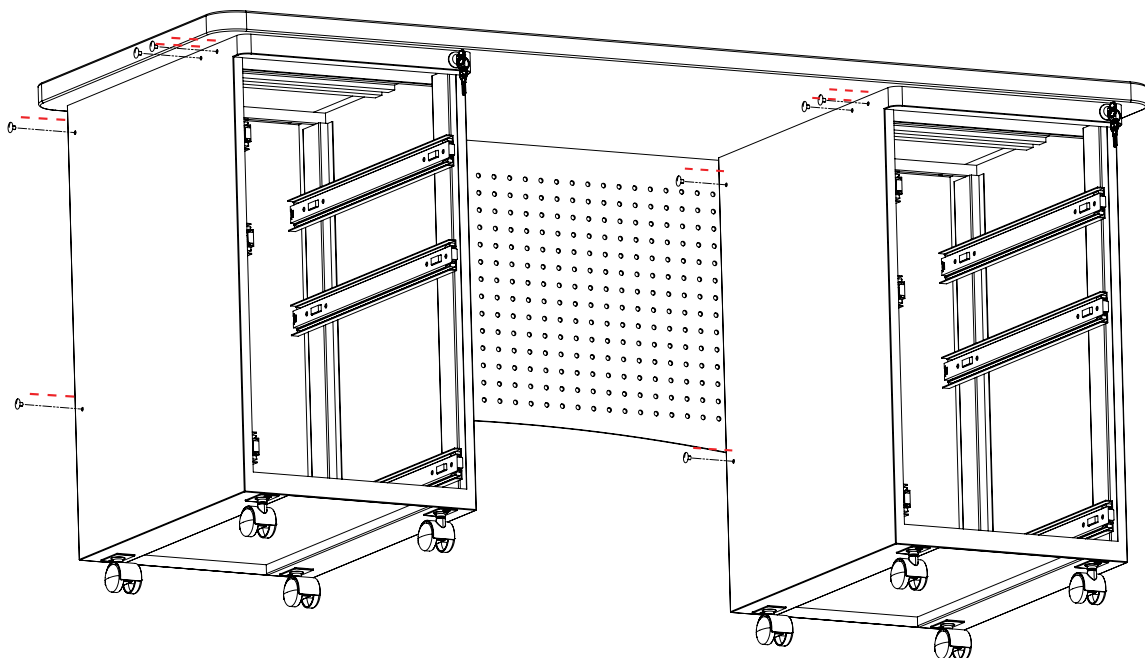
STEP 5

Install Casters to bottom of pedestals. Use Locking Casters in front of pedestal and Non-Locking Casters in the back. Secure casters with metal tap screws.



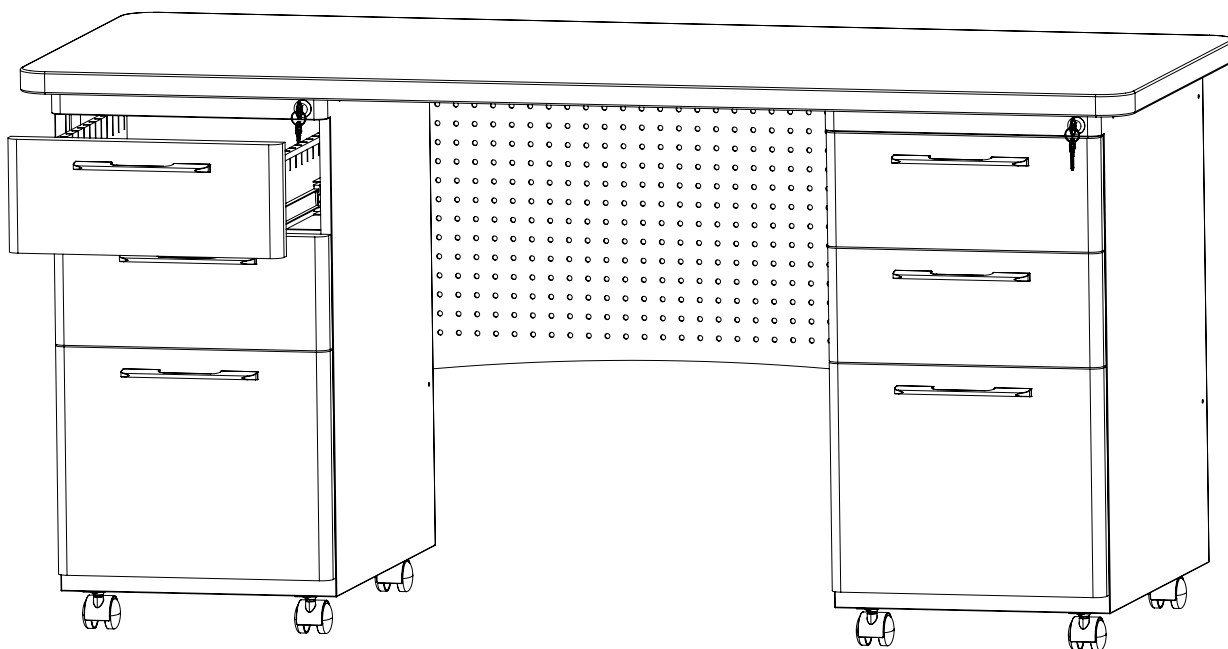
STEP 6

Return unit to an upright position and push Plastic Caps into inserts on either side of both pedestals. Additional holes are present on the hidden side of the pedestals in the view below.



STEP 7

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



THIS COMPLETES ASSEMBLY INSTRUCTION

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