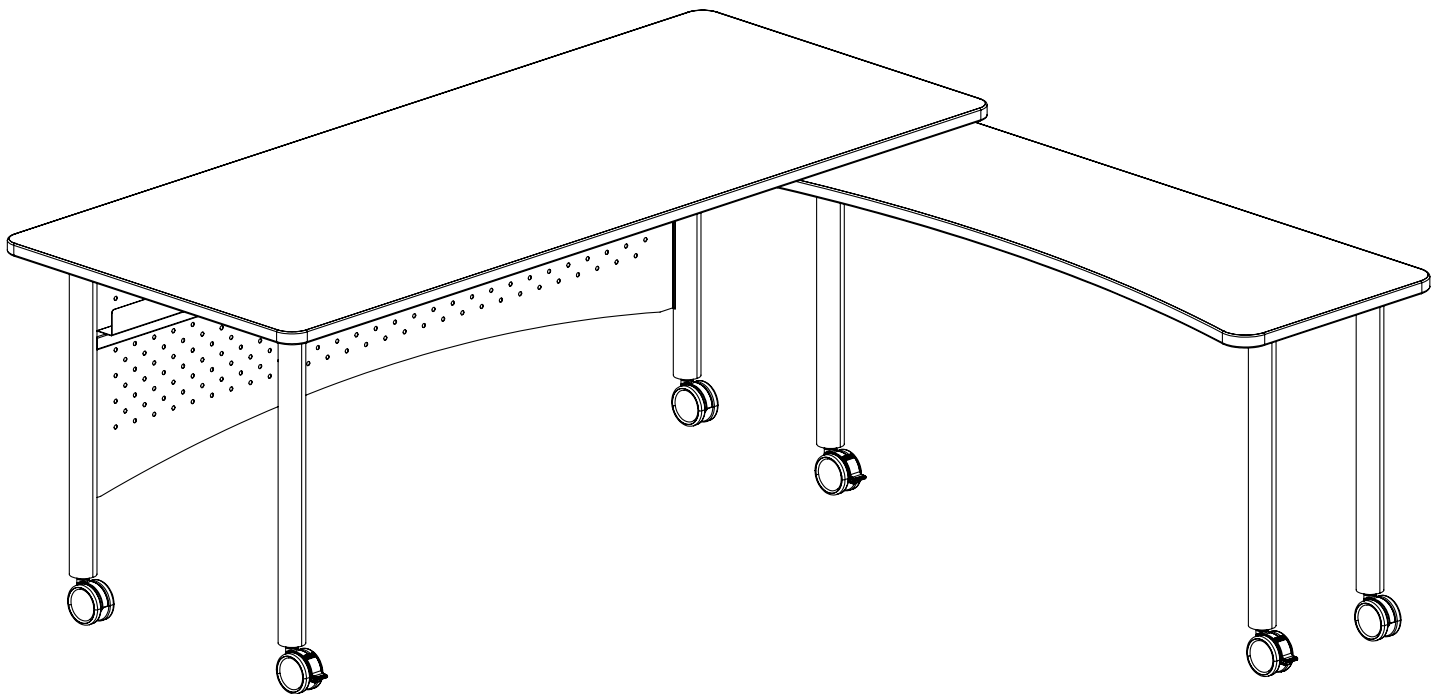


# Classroom Select® NeoClass® Teacher's Desk with Return

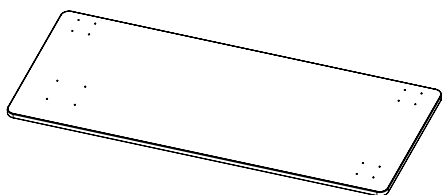
## ASSEMBLY INSTRUCTIONS

Thank you for purchasing Classroom Select® NeoClass® Teachers Desk with Return 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 [customer@schoolspecialty.com](mailto:customer@schoolspecialty.com)/contact-us-email.

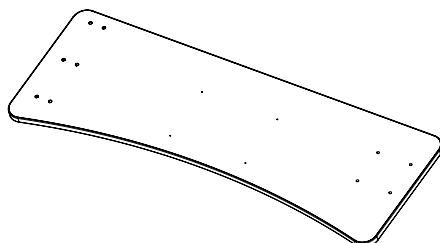


## PART AND TOOL LIST

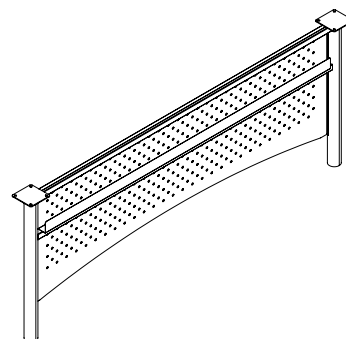
---



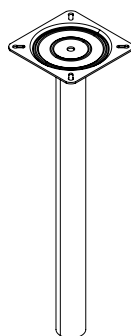
Large Top  
Quantity: 1



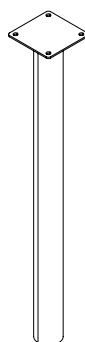
Small Top  
Quantity: 1



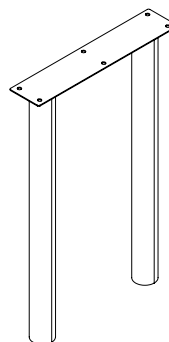
Panel Legs  
Quantity: 1



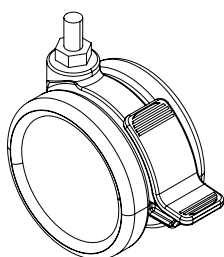
Swivel Leg  
Quantity: 1



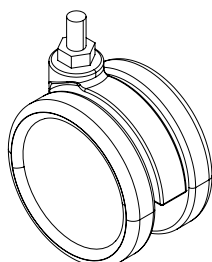
Single Leg  
Quantity: 1



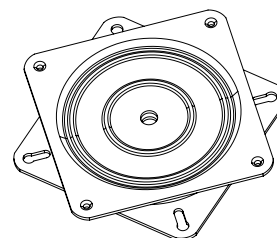
Dual Legs  
Quantity: 1



Locking Casters  
Quantity: 3



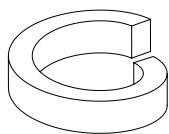
Non-Locking Casters  
Quantity: 3



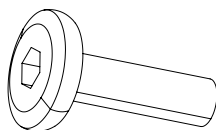
Swivel Mech  
Quantity: 1

## PART AND TOOL LIST

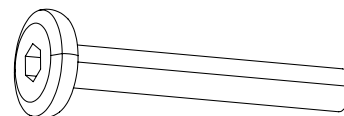
---



Lock Washer  
Quantity: 6



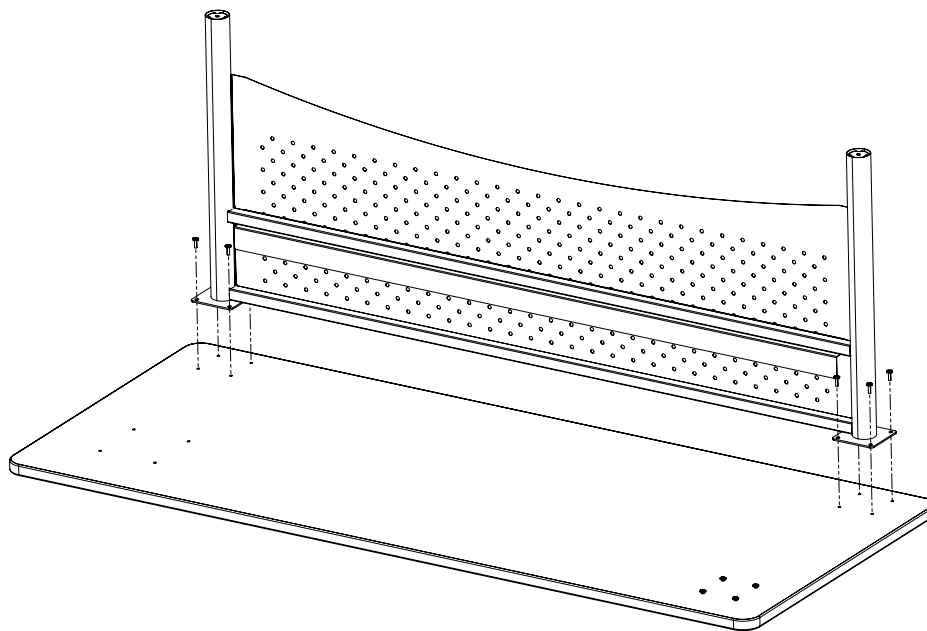
Screw, M6 x 18mm  
Quantity: 22



Screw, M6 x 38mm  
Quantity: 4

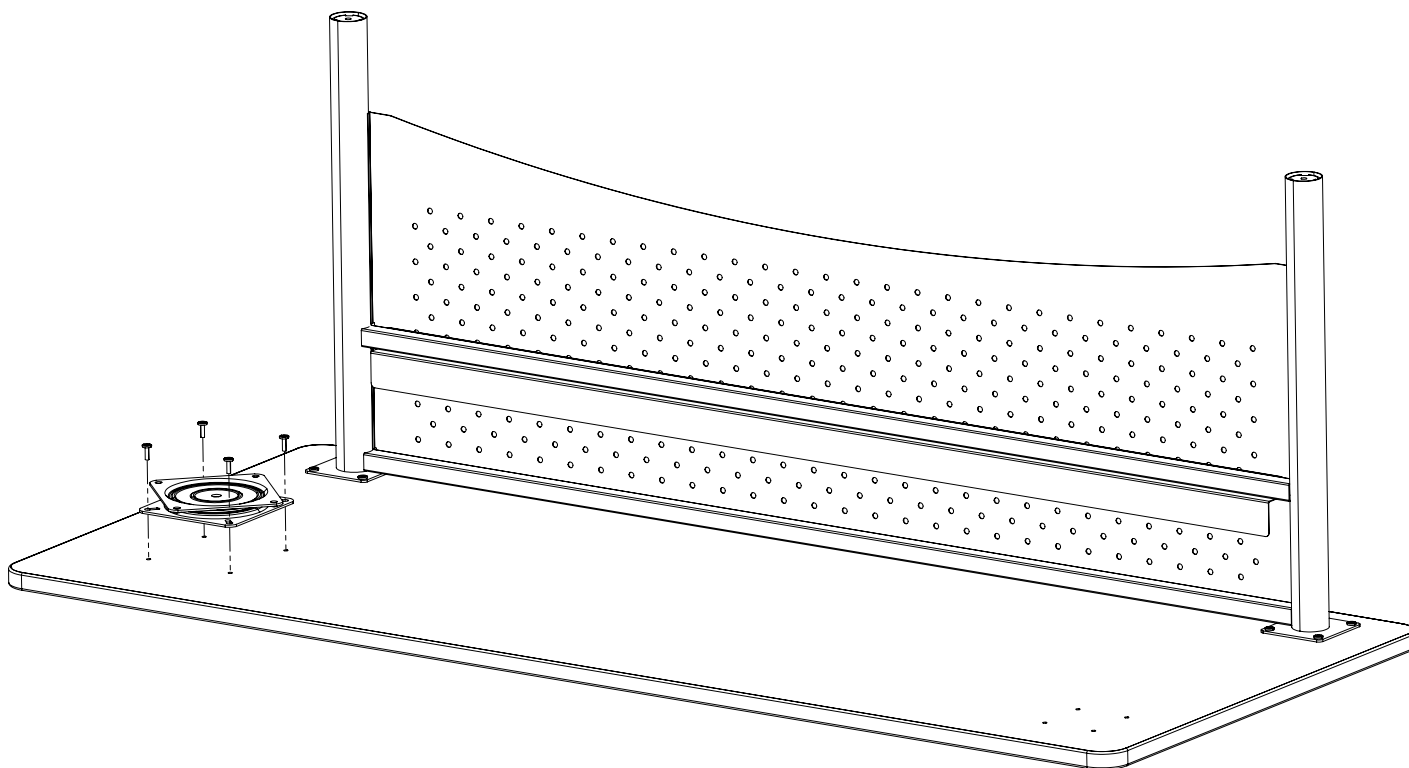
## STEP 1

Place the top upside down on a stable, non-abrasive soft surface to avoid any scratching. Install Panel Legs onto the Large Top using eight M6 x 18mm screws.



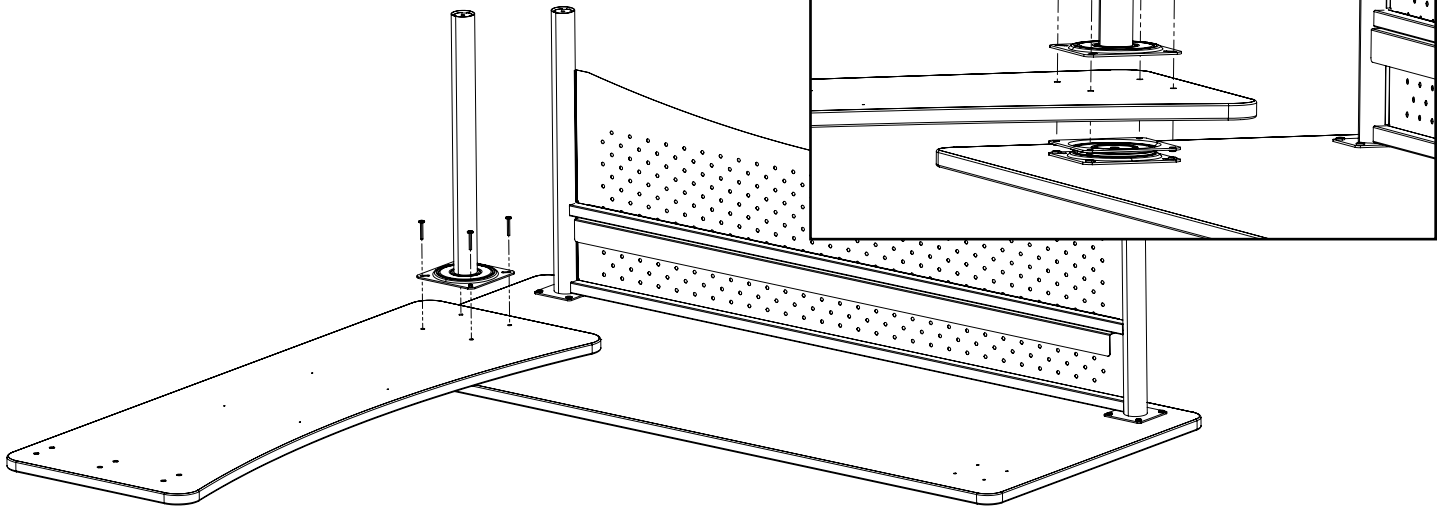
## STEP 2

Secure the Swivel Mech to the top with the slotted side down using four M6 x 18mm screws.



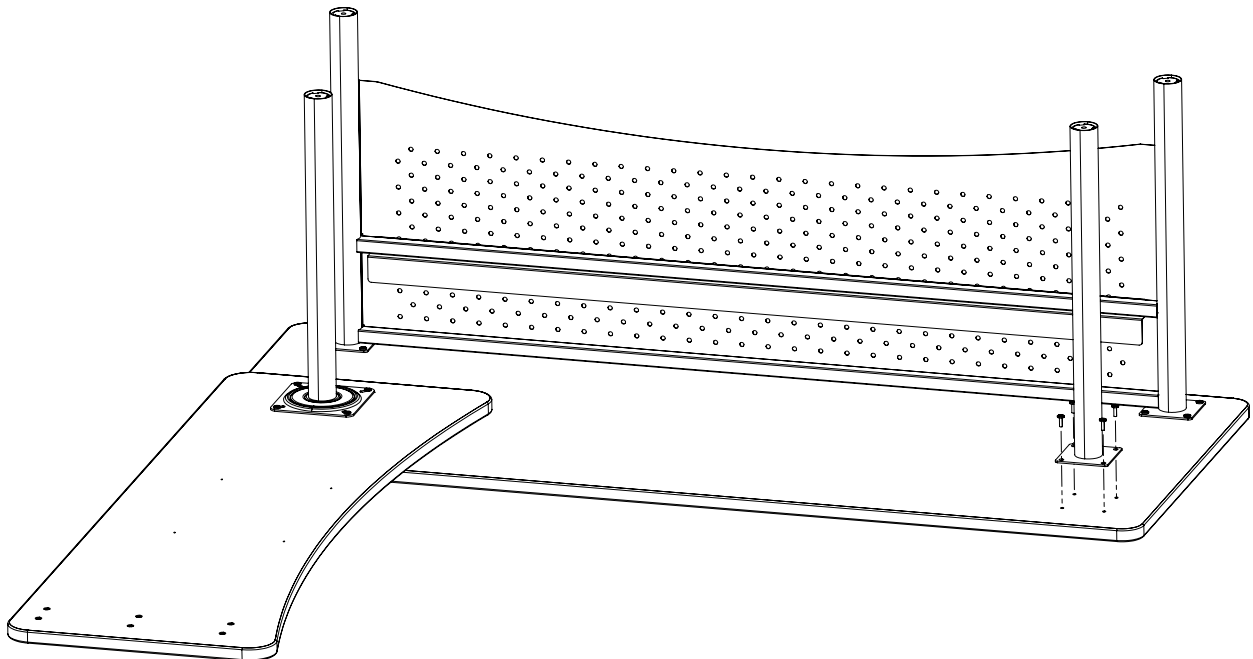
## STEP 3

Using the 4 M6 x 38mm screws, secure the Swivel Leg to the assembly by inserting the screws through Swivel Leg and Small top into the Swivel Mech underneath.



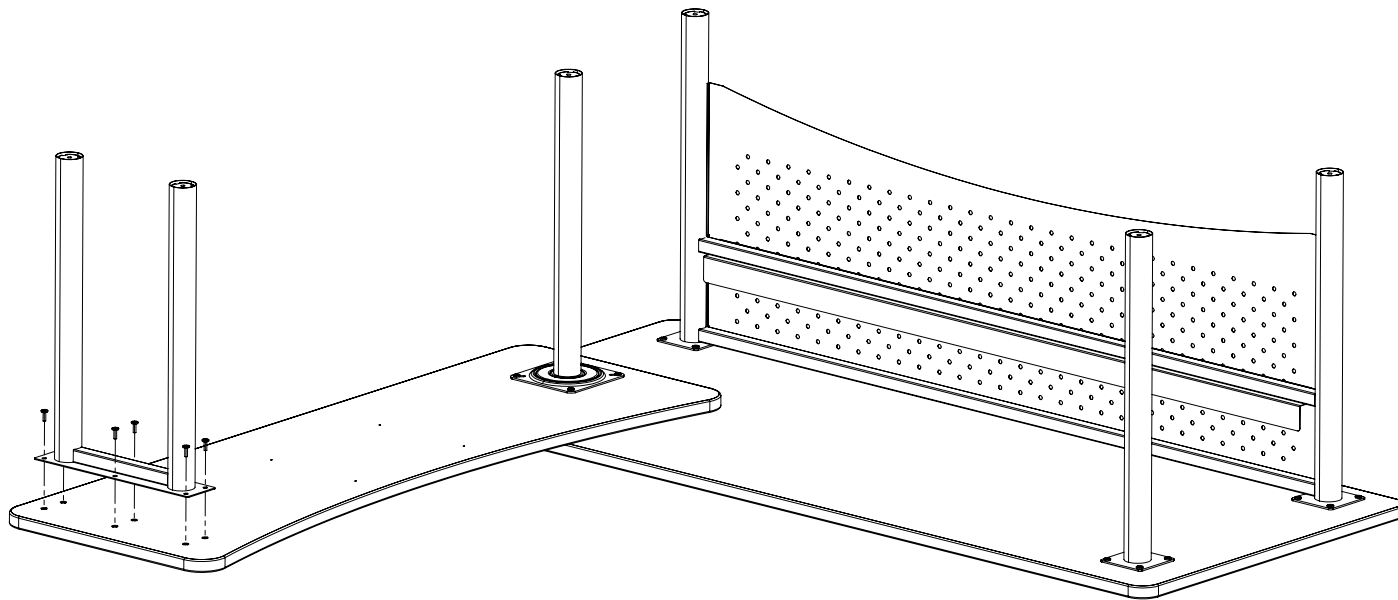
## STEP 4

Secure Single Leg to Large Top using 4 M6 x 18mm screws.



## STEP 5

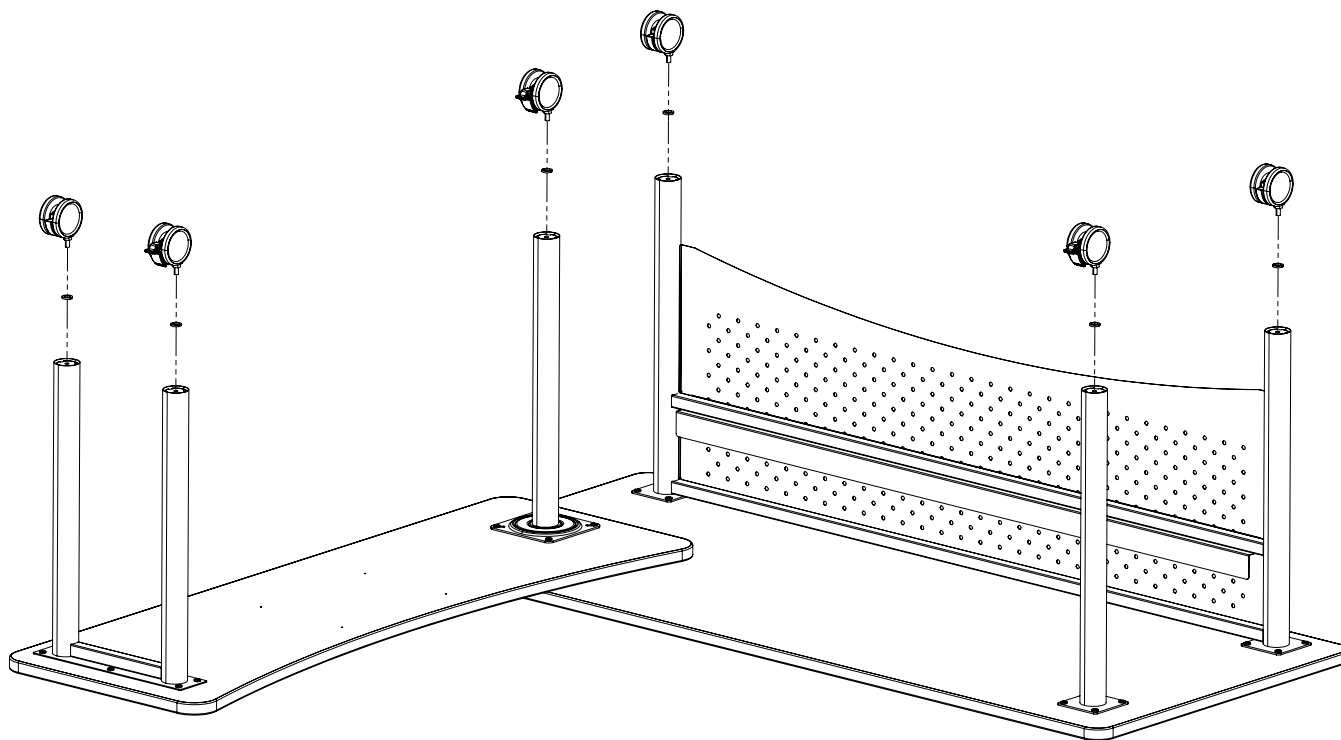
Using 6 M6 x 38mm screws, secure the Dual Leg to the Small Top.



## STEP 6

Screw in Locking and Non-Locking Casters with Lock Washers. Using two people, flip desk upright.

\*NOTE\* - Locking Casters should be on the occupant side of the desk as shown below.



## DISCLAIMERS

---

Please review the enclosed packing list to ensure all components are included. Please 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](mailto:customercare.schoolspecialty.com/contact-us-email).

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](https://help.schoolspecialty.com/s/article/Product-Warranties)