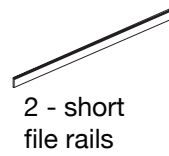
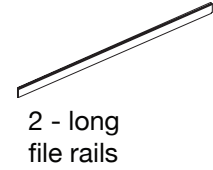


Thank you for purchasing the **Simple Desk**. This page lists all the contents included in the box. Please take the time to identify the hardware as well as the individual components to this product. As you unpack and prepare for assembly, place the contents on a carpeted or padded area to protect them from damage. Note: 2 people are required to safely assemble this product.

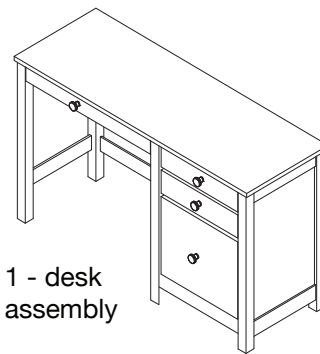
COMPONENTS



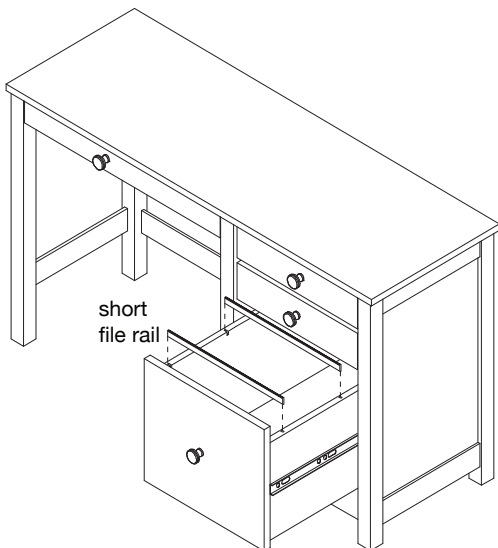
2 - short
file rails



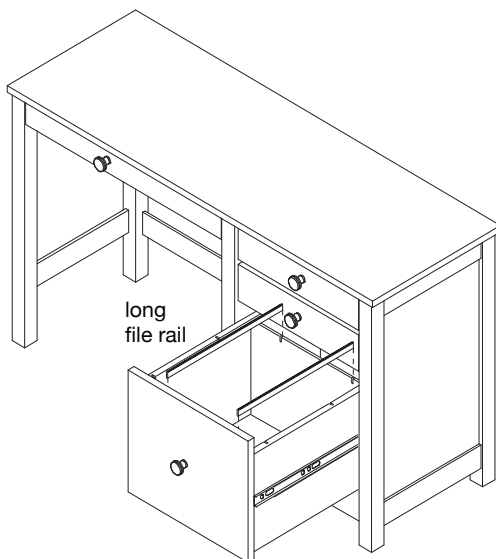
2 - long
file rails



1 - desk
assembly

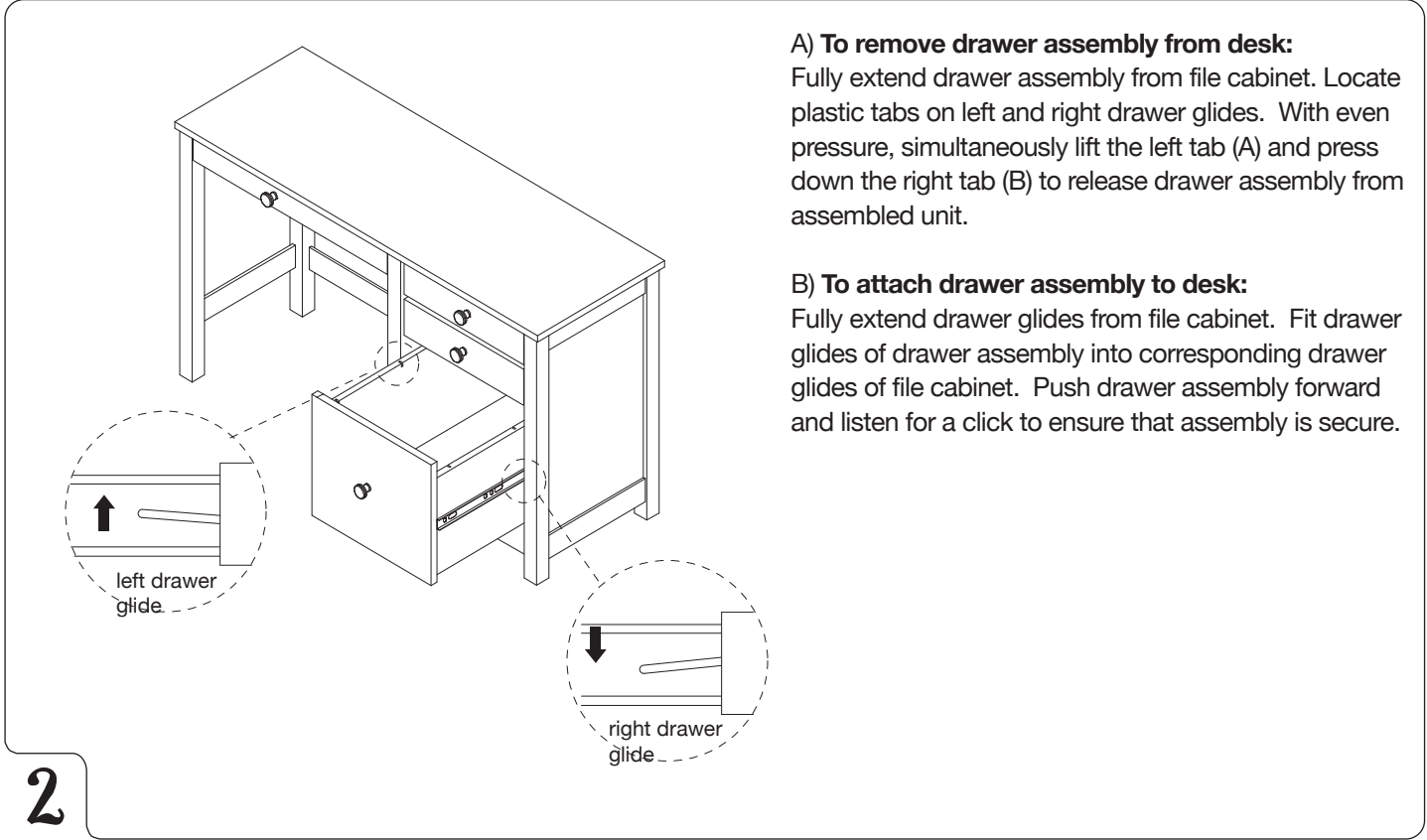


A
Letter
Hanging
Files



B
Legal
Hanging
Files

1. **A.** For letter hanging files, insert **short file rails** into notches as shown, and fit file hooks over file rails.
- B.** For legal hanging files, insert **long file rails** into notches as shown, and fit file hooks over file rails.



A) To remove drawer assembly from desk:

Fully extend drawer assembly from file cabinet. Locate plastic tabs on left and right drawer glides. With even pressure, simultaneously lift the left tab (A) and press down the right tab (B) to release drawer assembly from assembled unit.

B) To attach drawer assembly to desk:

Fully extend drawer glides from file cabinet. Fit drawer glides of drawer assembly into corresponding drawer glides of file cabinet. Push drawer assembly forward and listen for a click to ensure that assembly is secure.

CLEANING AND CARE

Clean surfaces with a dry or damp soft cloth. Do not use abrasive cleaners. Do not use furniture wax or polish as the unit is finished with a protective clear lacquer.