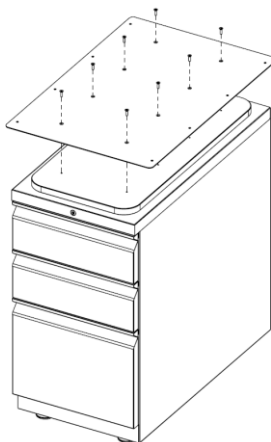
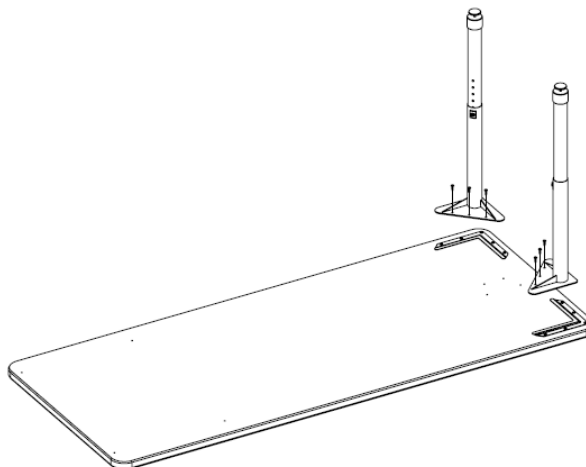


- SHIPPING
All teacher desks ship upside down.
- CAUTION
Pedestals are heavy.
Always use a minimum of two people when handling.

1. Unbox pedestal and place with glides on floor. Unbox mounting plate making sure to place the two (2) included bags of screws in an easily accessible area. Align eight (8) mounting plate holes with corresponding holes in the spacer board attached to the pedestal. Use #10 x .75" flat head screws to attach mounting plate to pedestal spacer.

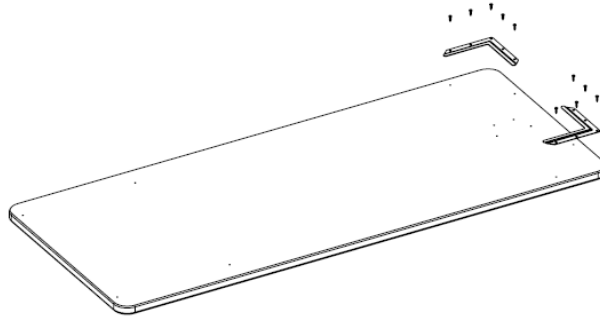


2. Place DTDT worksurface face down on padded surface.
3. If post legs were ordered, place legs in quickset plates and insert three (3) #12 x .75" pan head screws per leg (included)

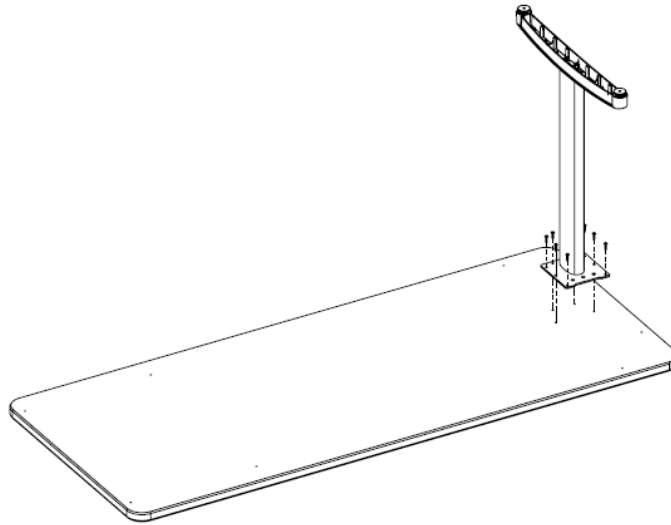


4. If a t-leg was ordered, follow instructions in t-leg carton to assemble leg.

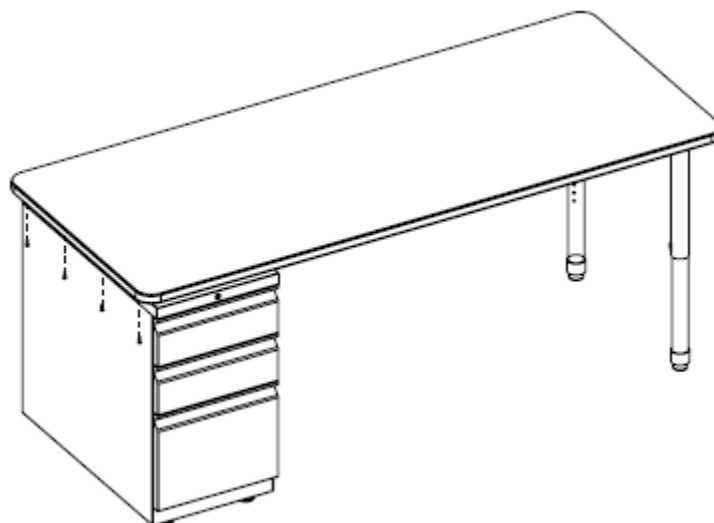
- a. Once assembled, remove quickset plates from DTDT worksurface.



- b. Align t-leg with predrilled holes and attach to worksurface with #12 x .75" pan head screws (included)

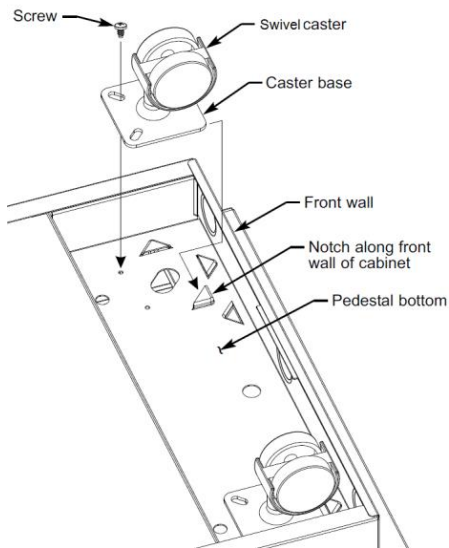


5. Using two (2) people, flip table and rest on pedestal while aligning four (4) mounting holes. Attach pedestal with #12 x .75" pan head screws (included)

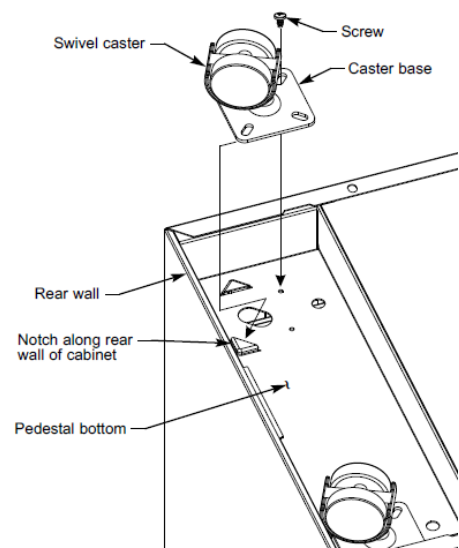


Caster Option (From page 1, Follow Steps 1-2 first)

1. For caster option, locate included caster package
2. For pedestal casters, locate notches in each corner of pedestal bottom.



Pedestal Casters - Front



Pedestal Casters – Rear

3. Remove glides and glide towers. KEEP Screw (use to install caster plate) and discard metal tower.
4. PEDESTAL CASTERS - FRONT
 - a. Insert corner of caster base into notch along front wall of pedestal. Align slotted hole in caster base with hole in pedestal bottom. Note: if holes do not align, caster is not oriented correctly. Remove and reorient caster.
 - b. Use the Phillips screwdriver to install screw through slotted hole in caster base and into hole in pedestal bottom. Fully tighten screw. Repeat steps 4a & 4b for remaining casters.
5. PEDESTAL CASTERS - REAR
 - a. On rear of pedestal, insert corner of swivel caster base into notch along rear wall of pedestal. Align hole in caster base with hole in pedestal bottom. Note: if holes do not align, caster is not oriented correctly. Remove and reorient caster.
 - b. Use Phillips screwdriver to install screw through slotted hole in caster base and into hole in pedestal bottom. Fully tighten screw. Repeat 5a & 5b for remaining swivel casters.
6. SINGLE PEDESTAL DESK LEG CASTERS – POST LEGS (H Leg Option)
 - a. Remove threaded glide, insert and tighten casters on both height adjustable legs.
 - b. Adjust leg height 2" lower to accommodate casters. This is accomplished by removing screw with 3/16 allen wrench and reinserting screw two holes lower (closer to glide) and tightening.
6. SINGLE PEDESTAL DESK LEG CASTERS – T-LEGS (TH)
 - a. Push 75mm casters into openings on bottom of T-Leg foot.