

Smartdesks Unpacking Instructions

All Smartdesks products come packaged unassembled complete with hardware. Please follow unpacking and assembling instructions with care in order not to cause damage to the packaged panels, parts and hardware. Instructions for assembly can be located on our website www.smartdesks.com.

NOTE: To avoid damaging desk finishes and materials, 2 person assembly required for proper unpacking.

**STEP 1 - Cut Metal Bands**

Using a utility knife cut the metal bands. Being careful not to cut into the cardboard box which can damage the finishes of the panels.

**STEP 2 - Removal of Cardboard Top**

Lift the cardboard top off being careful that staples in top of box do not damage contents.

STEP 3 - Removal of Foam

Remove foam pieces used for packing.

**STEP 4 - Removal of Stretchers & Plywood Walls**

NOTE: 2 people are required for proper unpacking

Stretchers (small 1" x 3" or 1" x 2" lengths of wood that provide additional support for package during shipping) are attached to plywood pieces and can be used as handles to assist in unpacking Smartdesks product. One person at each end of package will grip top portion of stretcher and pull up to remove.

STEP 5 - Separate & Stack Panels/Inventory Hardware

Separate and stack panels by like types before beginning assembly process.