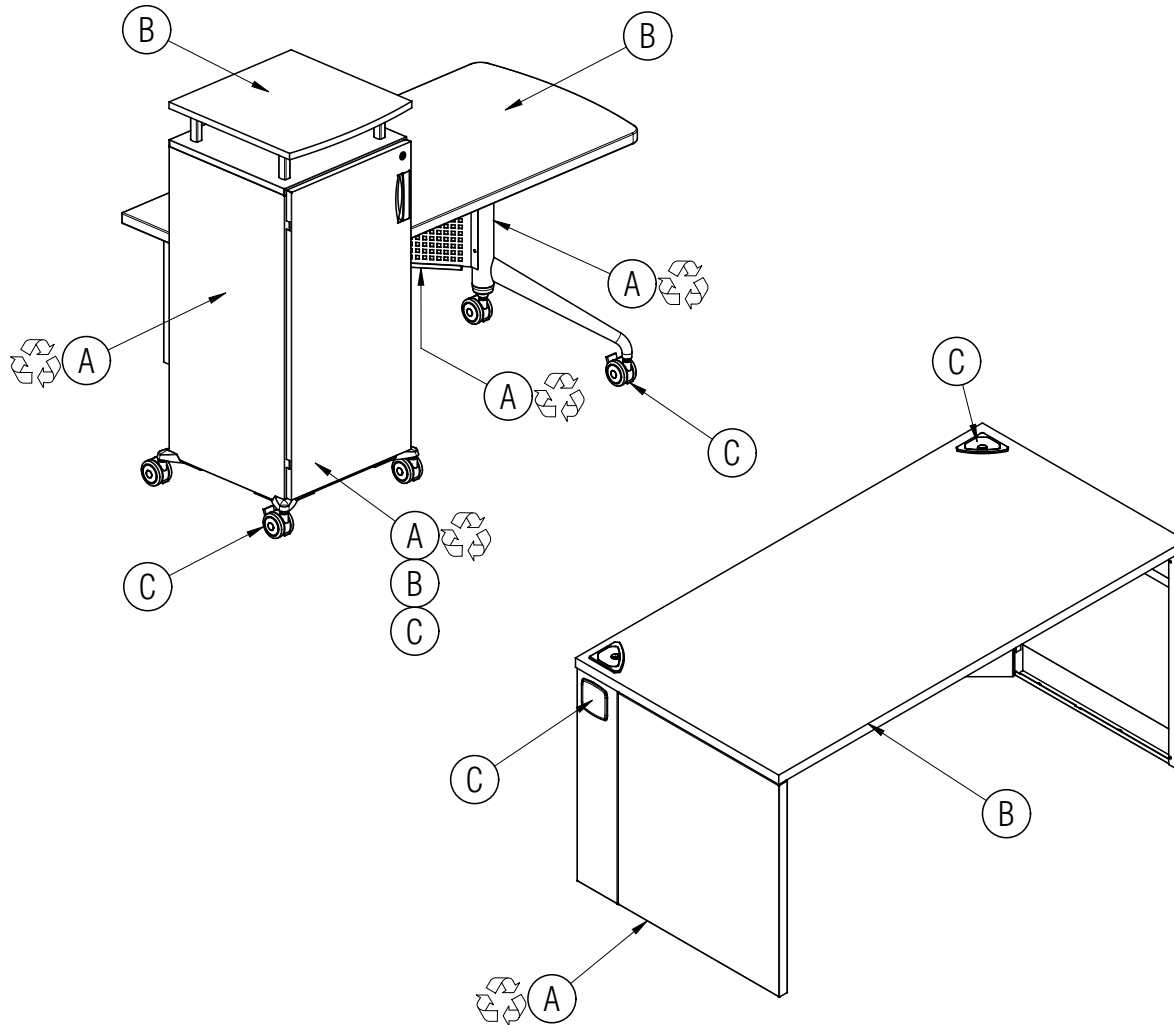


# Disassembly Instructions



700 Series Desk, True Desk, Instruct Desk

Material Type:      A. Steel              B. Wood              C. Plastic



## Procedure:

1. If wood or plastic doors are present, unscrew from the inside of unit from hinges.
2. If present, unscrew the laminate roll-out shelf from the unit.
3. Remove the screws holding any grommets and covers and remove the grommets and covers.
4. Remove the screws holding the desk top onto the desk frame and remove the top.
7. Remove the screws holding on any other steel components such as legs, channels, panels and ganging plates from the desk top.
8. If present, remove the screws holding any additional wood top to the unit and remove the top.
9. Remove any casters or plastic glides.

## General Notes:

1. Disassembly time: 10-15 minutes
2. This procedure assumes basic familiarity with hand tools and furniture terminology: no specialized training is required
3. All materials removed and disassembled shall be sorted and segregated with like materials and disposed of or recycled according to recycling availability or waste acceptance
4. For items to be recycled, refer to KI's End of Life Recycling Matrix and KI's End of Life Recovery Options Matrix, available at [www.ki.com](http://www.ki.com)

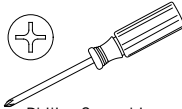
## Required Tools



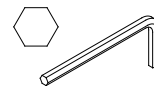
Safety Glasses



Gloves



Phillips Screwdriver



Allen Wrench



Combination Wrench