



SETUP INSTRUCTIONS

IMTR384T SIT / STAND WRITING TABLE

No	Parts List	Qty
A	 IMTR384T Removal Top	1
B	 Lift Base (Sold Separately)	1
C	 Lift Controller	1

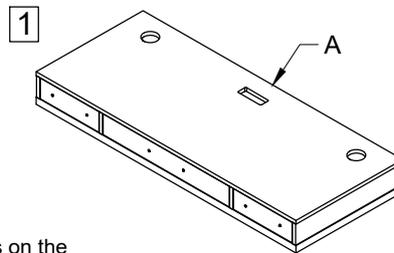
No	Hardware List	Qty
1	Hardware for Lift Base (Can be found in Lift Base Box)	1

Note:

- Locate the Hardware Pack.
- Once all items are removed from the carton, inspect carton for any parts that may have come loose during shipment.
- Please read through the instructions before you attempt to assemble.
- It is recommended to use two people during the assembly process.
- Tool required: Phillips Screwdriver (not provided)

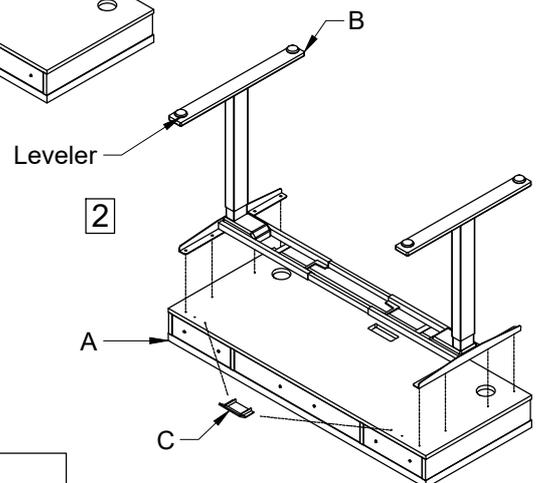
1

Turn the Removal Top (A) upside down on a smooth and clean surface, take special care so that the drawers do not fall and become damaged.



2

Assemble the Lift Base (B) and screw it to the pre-drilled holes on the bottom of the Removal Top (A). Use the screws that come with the Lift Base. Please refer to the Instruction Sheet that comes with the Lift Base. Assemble the Lift Controller (C) to either left or right of the Table.

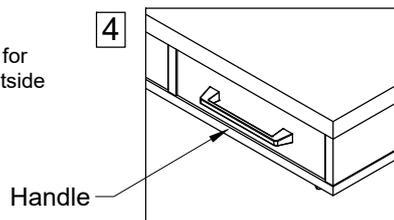


3

Turn the assembled Writing Table upright, again taking special care not to strain the drawers. Adjust the levelers if required.

4

The Drawer Handles are installed inside the drawers for packing. Unscrew the Handles and re-screw them outside the drawers.



CARING FOR YOUR FURNITURE

- Use a soft, clean cloth that will not scratch the surface when dusting.
- Use of furniture polishes are not necessary. Should you choose to use polishes, test in an inconspicuous area first.
- Using solvents of any kind on your furniture may damage your furniture finish.
- Never use water to clean your furniture as it may cause damage to the finish.
- Always use coasters under beverage glasses and flowerpots.
- Liquid spills should be removed immediately. Use a soft, clean cloth, blot the spill gently. Avoid rubbing.
- Direct sunlight may damage wood finishes.
- Extreme temperature and humidity changes can cause warping, shrinking and splitting of wood furniture. It is best to keep furniture in a climate controlled room.
- Always use protective pads under hot dishes and plates. Heat can cause chemical changes that may create spotting within the furniture finish.
- In the event that your furniture is stained or otherwise damaged during use, we recommend that you call a professional to repair your furniture.