Assemble units as described herein only. To do otherwise may result in instability. All screws, nuts and bolts must be tightened securely and must be checked periodically after assembly. Failure to assemble properly, or to secure parts may result in assembly failure and personal injury.

4-Leg Trapezoid and Rectangle Shape Desks

1. To adjust the height of the leg, first place desk upside-down on a soft protective surface. Locate and remove the height-adjust screw using a T-30 Torx wrench. Move the leg up or down to desired height and re-install the height-adjust screw into appropriate alignment hole (Figure 1).

2. Repeat the above procedure for the remaining legs, then carefully turn the desk to the upright position.

3. *Adjustable leveling glides are installed to the back legs, opposite the user side of the desk. One or both adjustable glides may be turned clock-wise to account for un-level floor conditions. Each adjustable swivel glide has a threaded stem which must turn to adjust the glide (Figure 1).

3-Leg Tripod Shape Desks

1. Adjustment of legs for the 3-Leg Tripod Desk (figure 2) is the same procedure as the 4-Leg adjustable height desks above.

2. **No glide adjustment is necessary for un-level floors with a 3-Leg desk. All three glides are fixed height.
**Care & Maintenance** (referenced from KI-62149R4/KI/PDF/0516)

**IMPORTANT:** Please do not discard instructions. This document must be provided to the end user after installation.

**General Cleaning**
Proper care and careful use are the best methods of maintaining the appearance and finish of any product. For normal cleaning of poly shells, work surfaces, upholstery, and powder coated metal or chrome frames, use a soft cloth with mild soap and lukewarm water. Rinse thoroughly and dry with a soft cloth. Do not use solvents, citrus- or orange-based cleaners, heavy-duty kitchen cleaners (like Fantastic or 409), or any cleaners with bleach, including Clorox Wipes. For tough stains, spots or dirt accumulation, refer to the following recommendations:

**Textured Poly Shells**
Sunnyside Plastic Cleaner is ideal for light cleaning and to restore luster to smooth surfaces. Its anti-static properties help repel dust and dirt. High-quality wax, such as Johnson’s “Glo Coat” or “Simonize”, restores luster and protects the finish. Always follow the manufacturer’s directions.

**Powder-Coated Metal or Chrome Frames**
It is recommended that frames be kept dry and away from water, rain, ice, snow and salt. If additional cleaning is needed, use chrome polish on chrome frames. Once clean and dry, use a high-quality wax such as Johnson’s “Glo Coat” or “Simonize” to restore luster and protect the finish. Always follow the manufacturer’s directions.

**Worksurfaces - Laminate or Hard Plastic**
To clean, use a soft cloth with mild soap and lukewarm water. Do not soak the surface. Always rinse thoroughly and dry the surface with a dry cloth. Never use harsh, abrasive cleaners; scrub pads; etc. to clean the surface.

**Upholstery Fabric**
Vacuum upholstery frequently and thoroughly. Use a foam-type cleaner such as Johnson Wax “Glory” or Earl Grissmer Co. “Blue Lustre” for general cleaning. For more stubborn spots and stains, use Texis Chemical Co.’s “K2r”. Always follow the manufacturer’s directions for spot testing and application.

**CAUTION:** Do not use a coarse cloth when applying cleaning agents to smooth surfaces.

**CAUTION:** Do not use dry cleaning agents on upholstery.