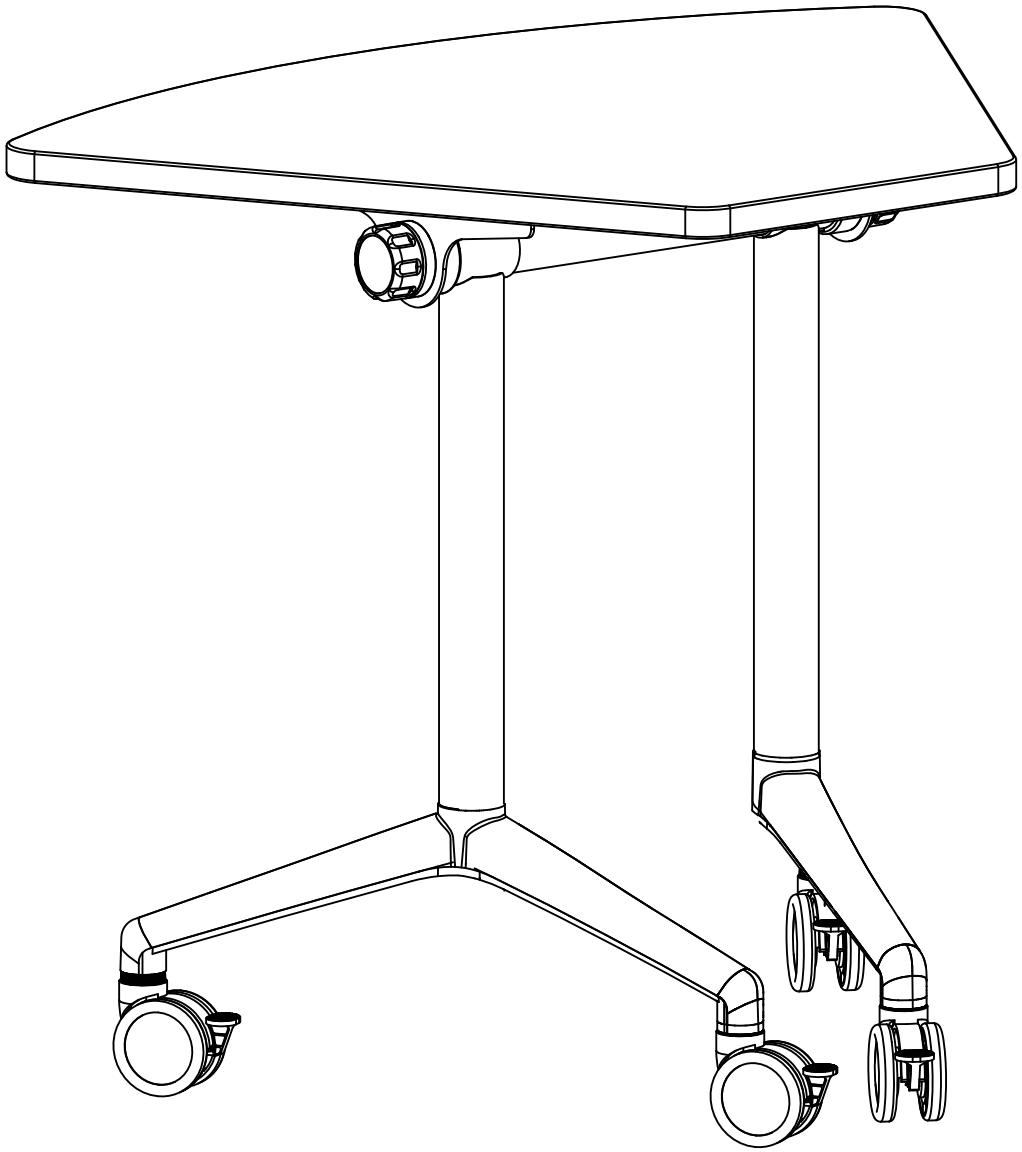
ASSEMBLY INSTRUCTION



IMPORTANT NOTICE

Safety Warnings

• Read Instructions Thoroughly:Carefully review all instructions before starting assembly.

• Keep Children Away:Ensure children are not in the assembly area and cannot access tools or parts.

• Use Proper Tools:Use the provided or specified tools to avoid damage.

Assembly Environment

• Flat Surface Required:Assemble on a level,stable surface to ensure stability.

• Avoid Extreme Conditions:Do not assemble in wet,damp,or excessively humid environments.

Assembly Process

• Follow Sequence:Assemble in the exact order specified to prevent misalignment.

• Secure Fastenings:Tighten all screws and bolts firmly but avoid over-tightening to prevent stripping.

• Check Stability:Ensure all parts are securely fastened before use.

Usage Precautions

• Surface Protection:Avoid placing hot,sharp,or abrasive objects on the desk surface.

• Inspect Regularly:Periodically check for loose parts or damage and address issues promptly.

Follow these tips for a safe assembly process.

INSTALLATION GUIDE

ONE PERSON ASSEMBLY: 20 MINUTES (APPROXIMATE)
TOOLS REQUIRED: M5 WRENCH & M8 WRENCH (PROVIDED) & PHILLIPS SCREWDRIVER (SELF-PROVIDED)

BEFORE ASSEMBLY

• Remore all packaging materials, staples and packing straps from the carton.

• Confirm with Parts Checklist in Page 3.

ATTENTION

• Leave sufficient room for assembly.

• Do not assemble on the ground that may hurt the product.

• Do not over-tighten any fittings as it may cause damage.

• DO NOT USE POWER TOOLS TO ASSEMBLE THIS PRODUCT.

• Do not sit or stand on it before the assembly is complete.

DAILY MAINTENANCE

• Recommended for indoor use only.

• Wipe with a soft, dry cloth. Keep away from abrasives and household cleaner.

• Check all the fittings periodically and re-tighten if necessary.
Do not use the product if any part is damaged or broken.

Follow these tips for a safe assembly process.

Office Conference Table Warranty Policy

Our office Conference Table are warranted from the date of purchase due to material and workmanship factors. Details as follows:

1 YEAR on all unmovable metal parts;
1 YEAR on upholstered PU leather and foam;
1 YEAR on component parts including control mechanism, gas cylinder, wood, plastic parts, base and casters.

To make a warranty claim, please contact us with model number, purchase proof, problem descriptions as well as pictures that shows the problem clearly.

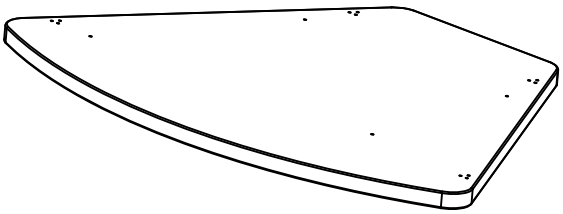
Problem verified, we will:

a) Send replacement parts.
b) Send a new product if necessary, customer need to return the original item to our warehouse. Return freight will be undertaken by us.

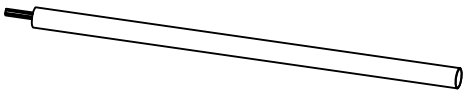
RETURN POLICY

30 Days Free Return Policy after receiving the product is available. Our company offers prepaid return labels and undertake the return freight.

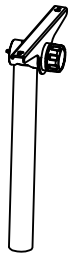
PARTS CHECK LIST



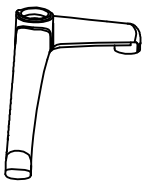
Ax1



Bx1



Cx2



Dx2

Ex4

Fx4

Hx1
(M5 wrench)

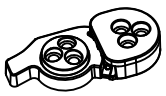
Ix1
(M8 wrench)

Jx2
(M10x10H)

Kx2
(M10x60H)

Lx4
(M5x20H)

Gx12
(M5x25H)

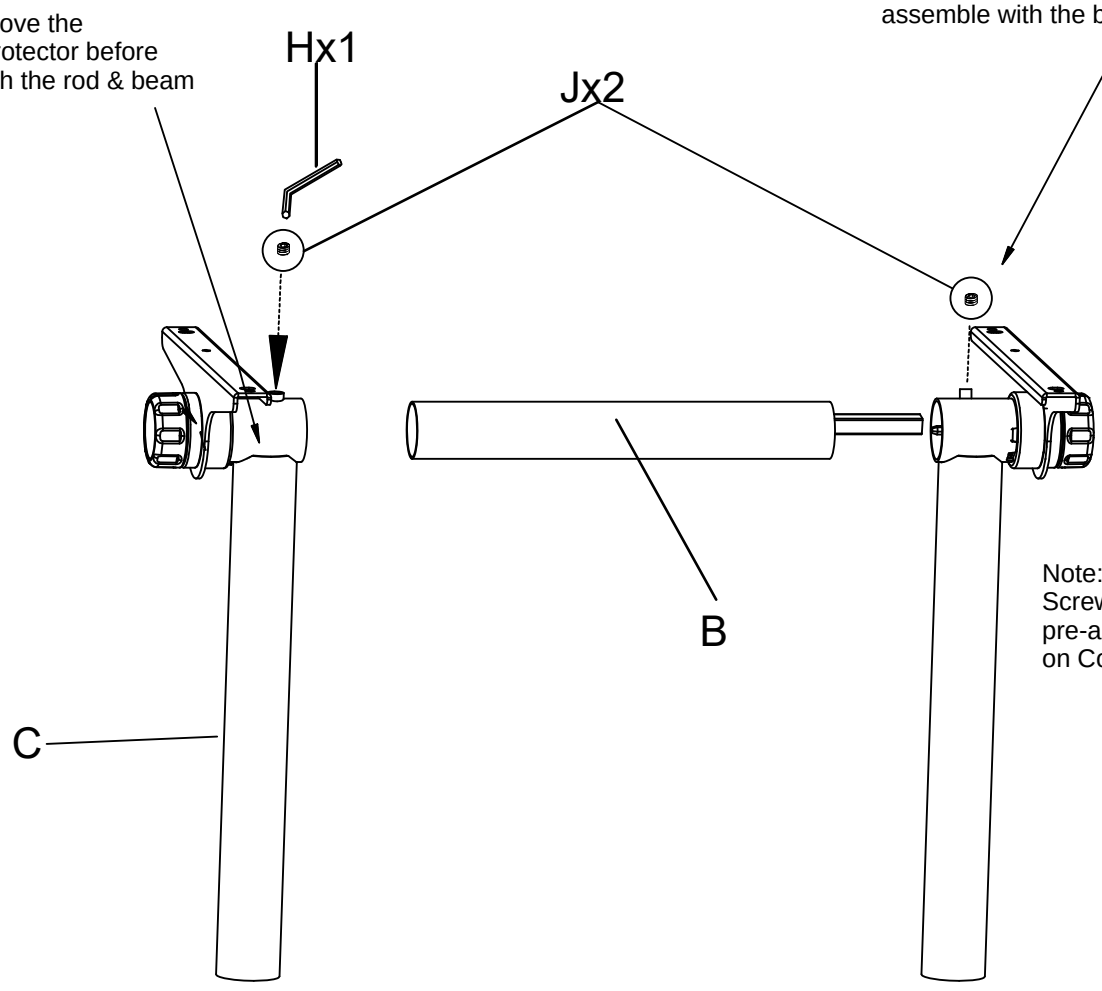


Mx2

Nx2

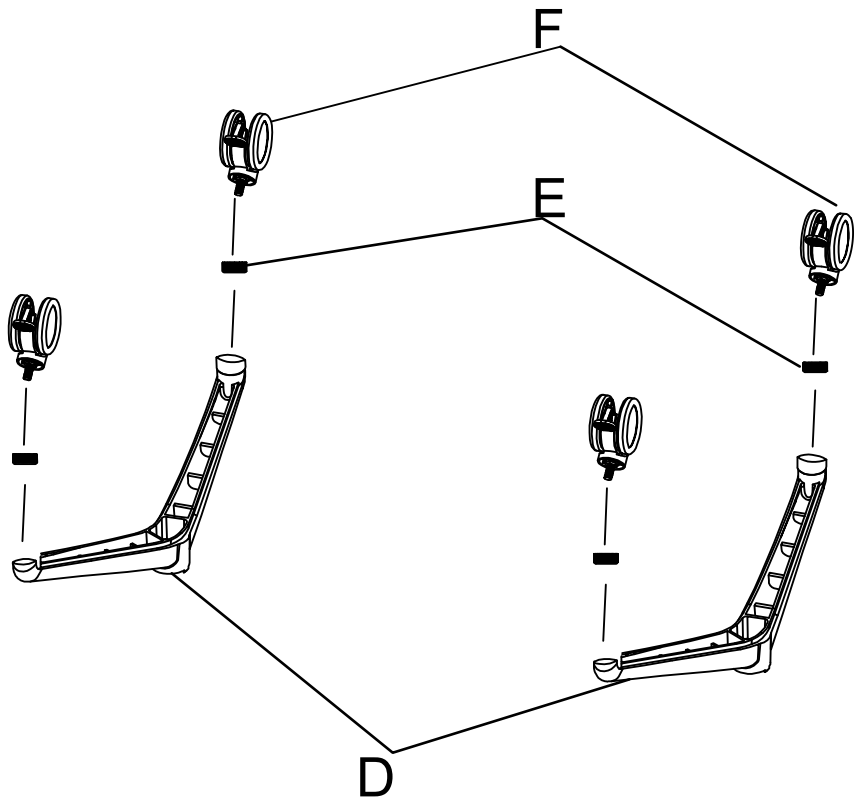
1.Please remove the white EPE protector before assemble with the rod & beam

2.Please remove the screw J from the short column before assemble with the beam



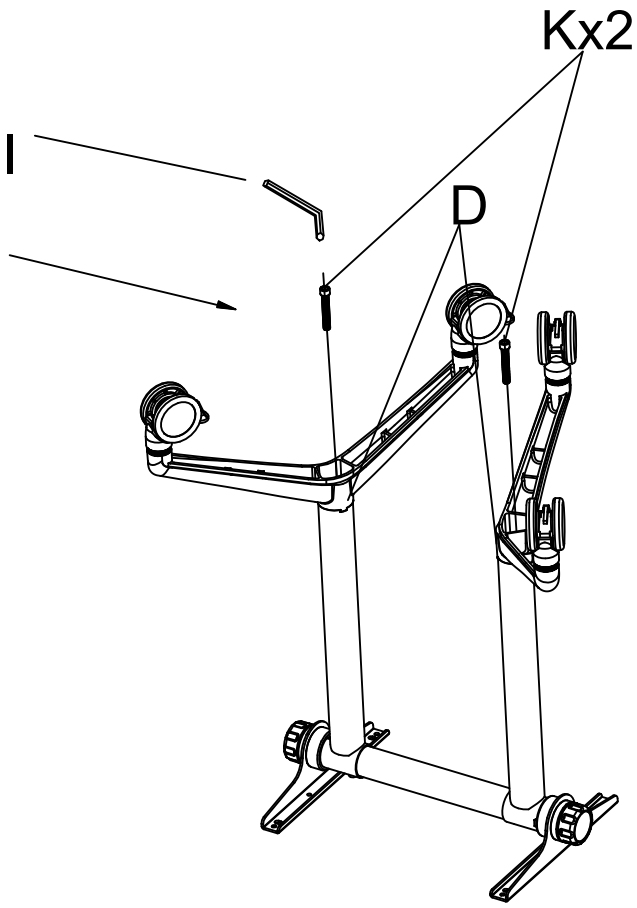
Note:
Screw J has been pre-assembled on Column C

Step 1: Connect each end of beam & rod B fitting into the Steel Column C as the picture, and use M5 wrench H to tight the screw Jx2.



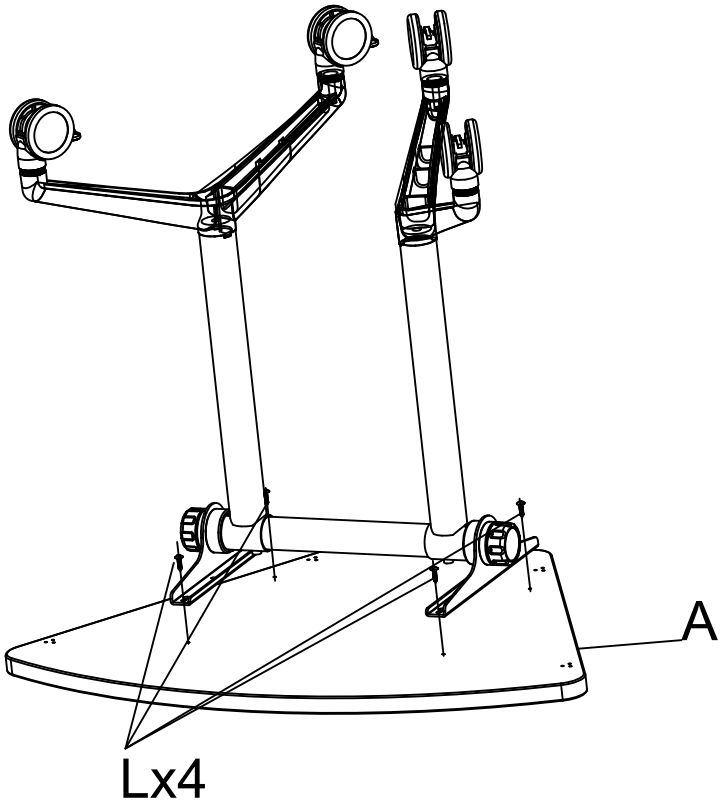
Step 2: Press Caster Fx4 and Cap Ex4 into Base Dx2 as the picture and using cap E to screw the caster to be tight.

2.Please remove the screw K from the column before assemble with the leg

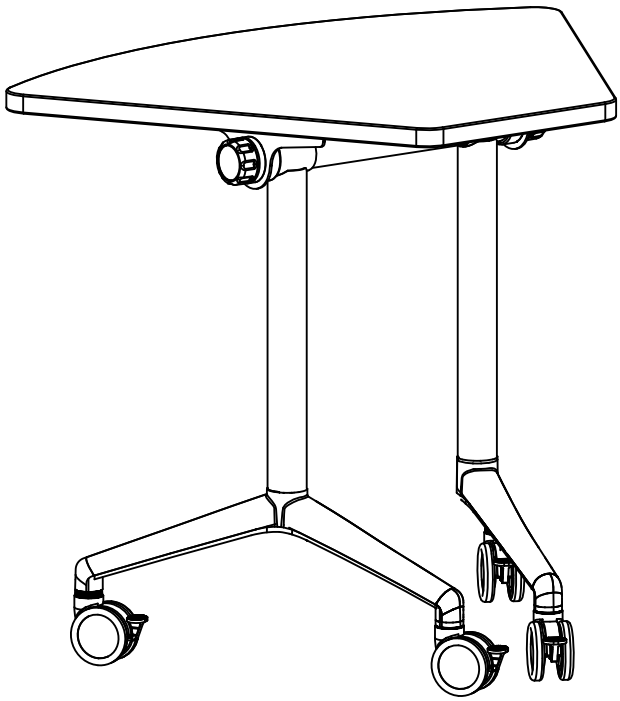


Note:
Screw K has been
Pre-assembled on the column

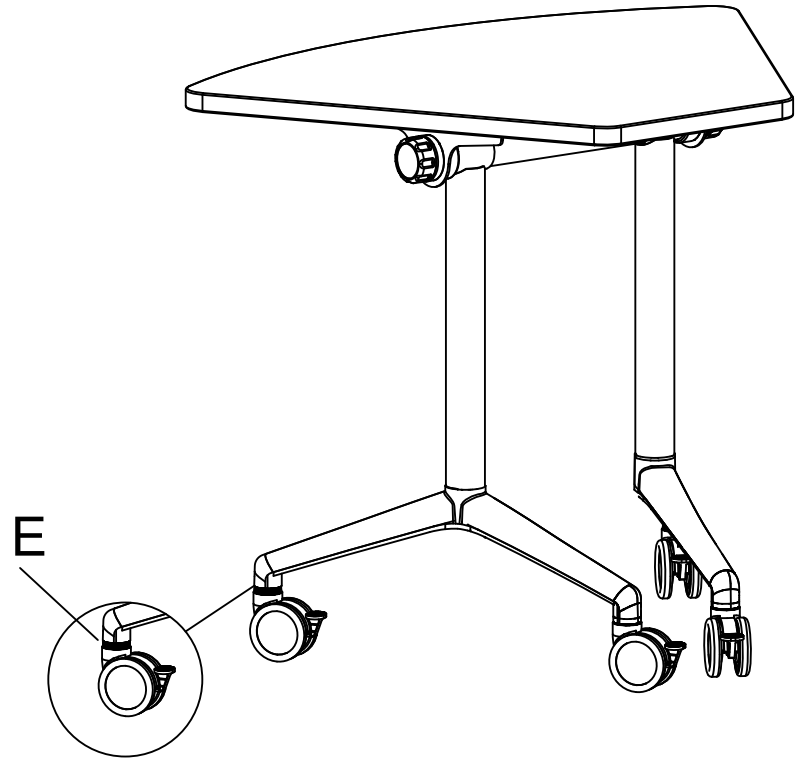
Step 3: Attach the Base Dx2 (Step 2) to the Frame (Step 1) with Screws Kx2 and tight it up with M8 Wrench I.



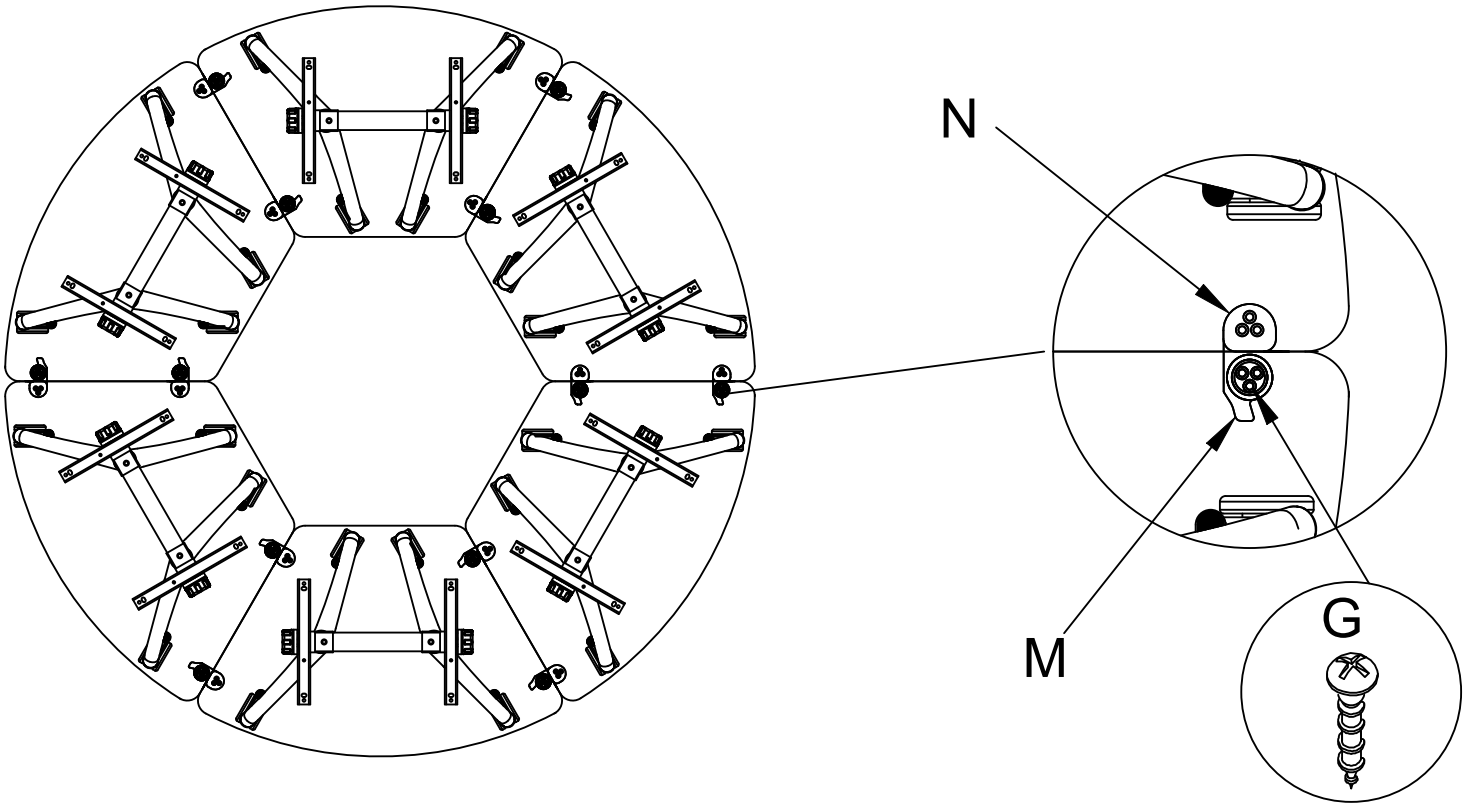
Step 4：Attach the Frame (Step 3) to the Table Top A and use screwdriver to fix them with Lx4.



Step 5: Enjoy your new table!



If additional tables need to be joined together, please use cap E to adjust the overall table height.



Multiple table combination being well considered too, please fix Male M and Female N on the bottom of each table with Screw G, turn M and N to be well connectted with each other and rotate relative cap E to adjust the table height to make sure all the table in good connection at the same height. Enjoy your new big table!

After-sales Support

We are working on delivering you a perfect product,
but sometimes the parts may still be damaged or lost in transit.

If any parts are damaged or lost, please contact us immediately,
perfect solutions will be offered to fix the issues.

Many thanks and welcome to our shop again!