



Pencil Drawer Installation

Contents:

1. Pencil Drawer & Frame
2. 2 – 3" Screws
3. 4 – 1 ½" Screws

Tools required:

#2 Robertson or Phillips screwdriver

1. Remove the drawer "A" from the frame "B". (Pull out to the fully extended position, tip up & remove).
2. Position the frame "B" in the desired position. The front of the frame should be flush with the front of the ends of the desk.
3. Attach the back of the frame to the underside of the desk top with 1 ½" screws through holes "C"
4. Depending on the desk configuration and the position of the drawer:
Attach the front of the frame to the underside of the desk top with 3" screws through holes "D" and/or:
Attach the front of the frame to the sides of the desk ends with 1 ½" screws through holes "E"
5. Insert the drawer back into the frame, taking care that the wheels on the drawer slides are inserted **into** the metal slides on the frame (not on top).

