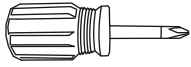


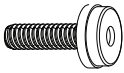
## Component List



**A** - Phillips Screwdriver  
x 1 (not provided)



**B** - 4mm Hex Wrench  
x 1



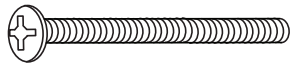
**C** - Glides x 4



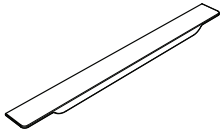
**H** - 1/4-20 x 1/2" Screw  
x 14



**J** - Adhesive Foam /  
Magnet x 4  
Pre-installed on  
**Upper Horizontal  
Beam (F)**



**M** - M4 x 37mm  
Phillips Screw  
x 4



**K** - Pull x 2

Format is engineered for easy assembly. Carefully follow this procedure to prevent any damage.

**Do not use power tools for assembly of this product.**



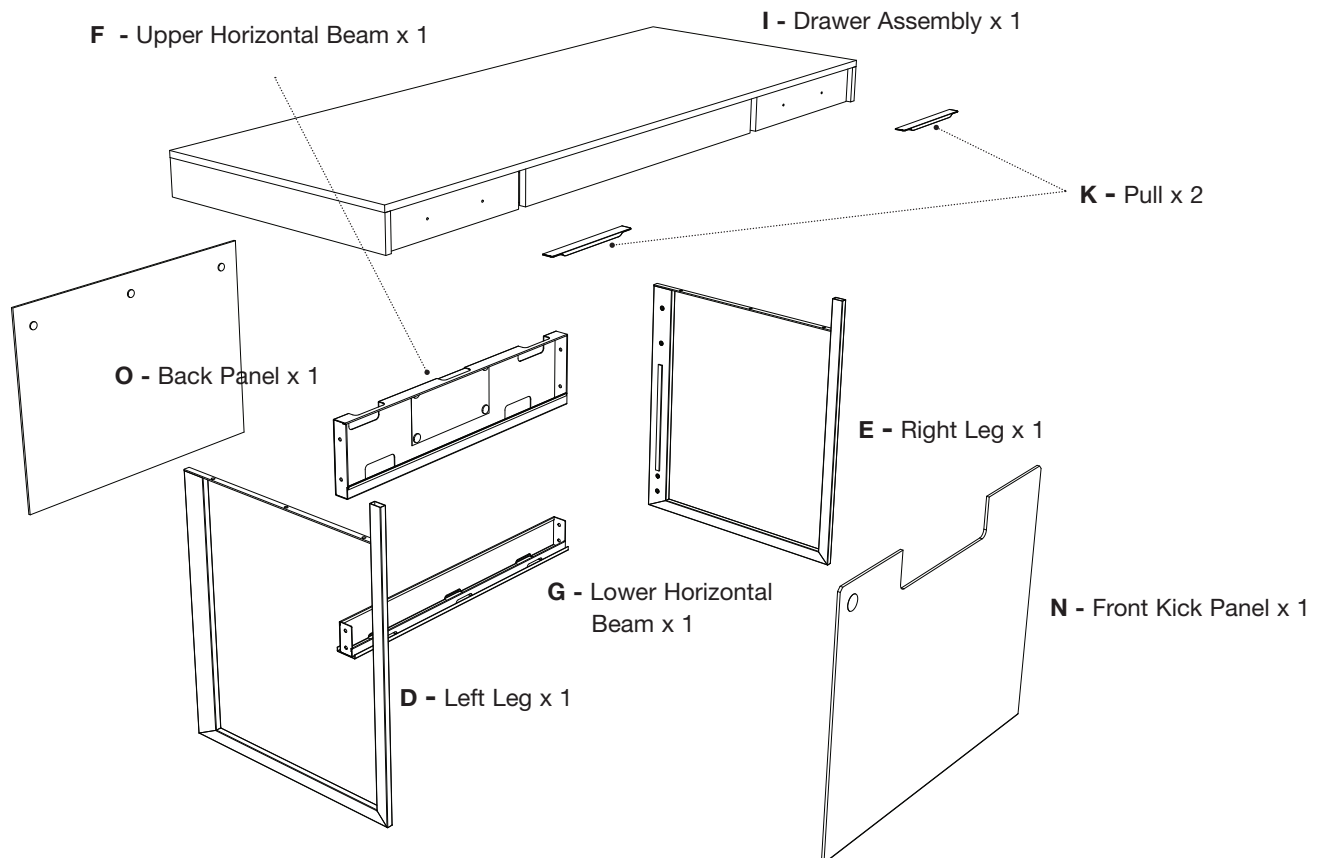
## Placement and Maintenance

Format™ Office furniture is designed for indoor use on level floors. Clean steel parts and wood veneer with a moist cloth.

## Step 1

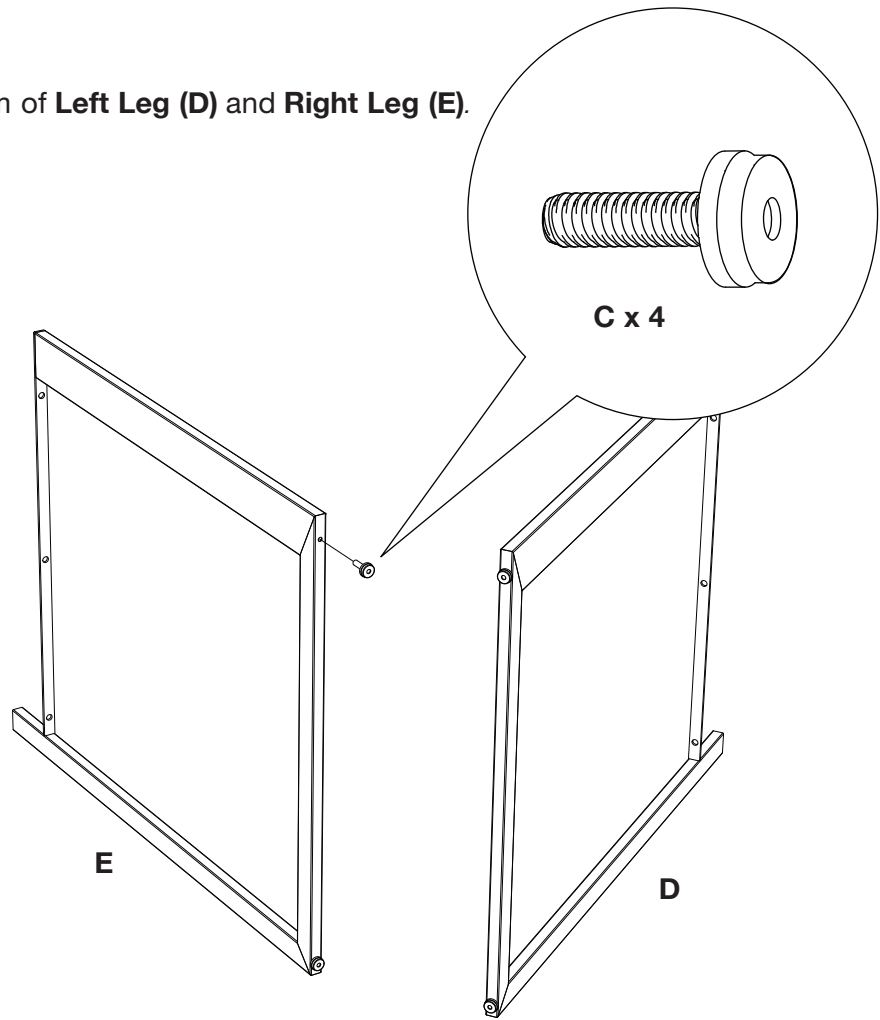
### Unpack and Identify

Unpack and identify the components at left. Note that some components are shipped inside the cabinet. The assembly workspace should be a non-marring surface such as carpet. For missing hardware pieces, please contact BDI Customer Service at customerservice@bdiusa.com. For all other concerns, please contact your BDI Retailer.



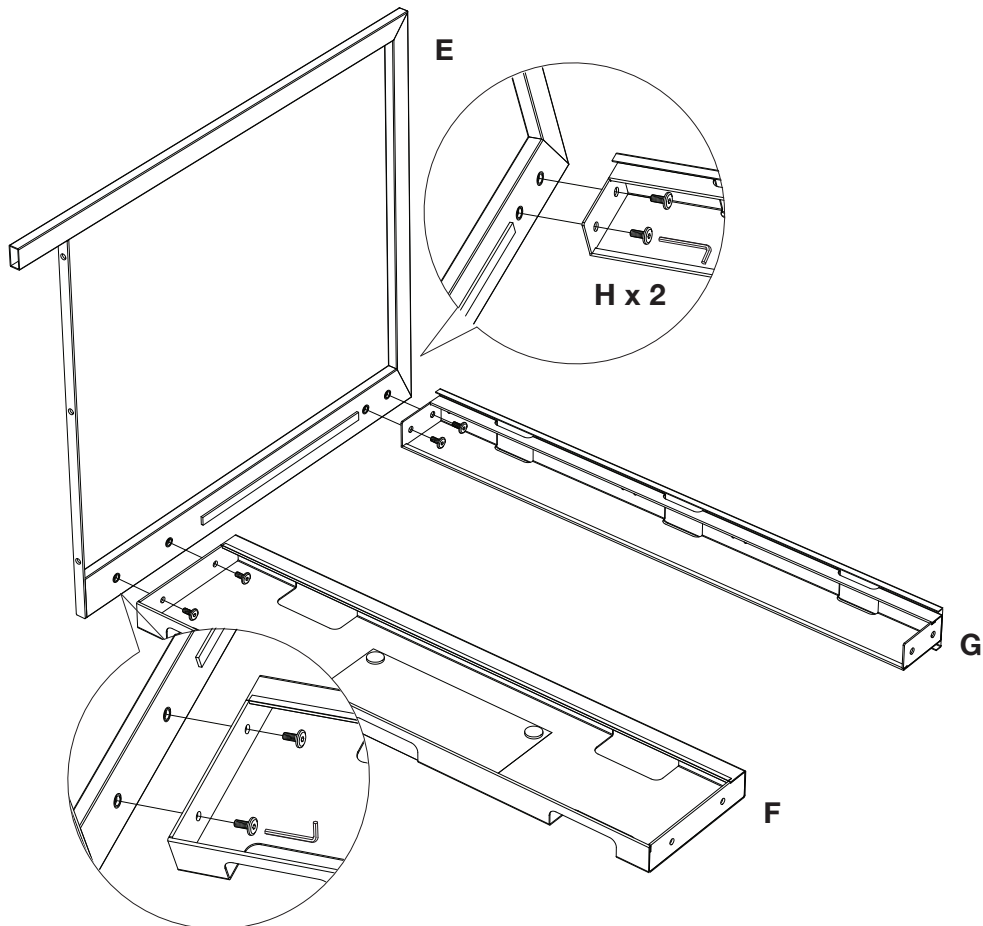
**Step 2**

Install **Glides (C)** to the bottom of **Left Leg (D)** and **Right Leg (E)**.



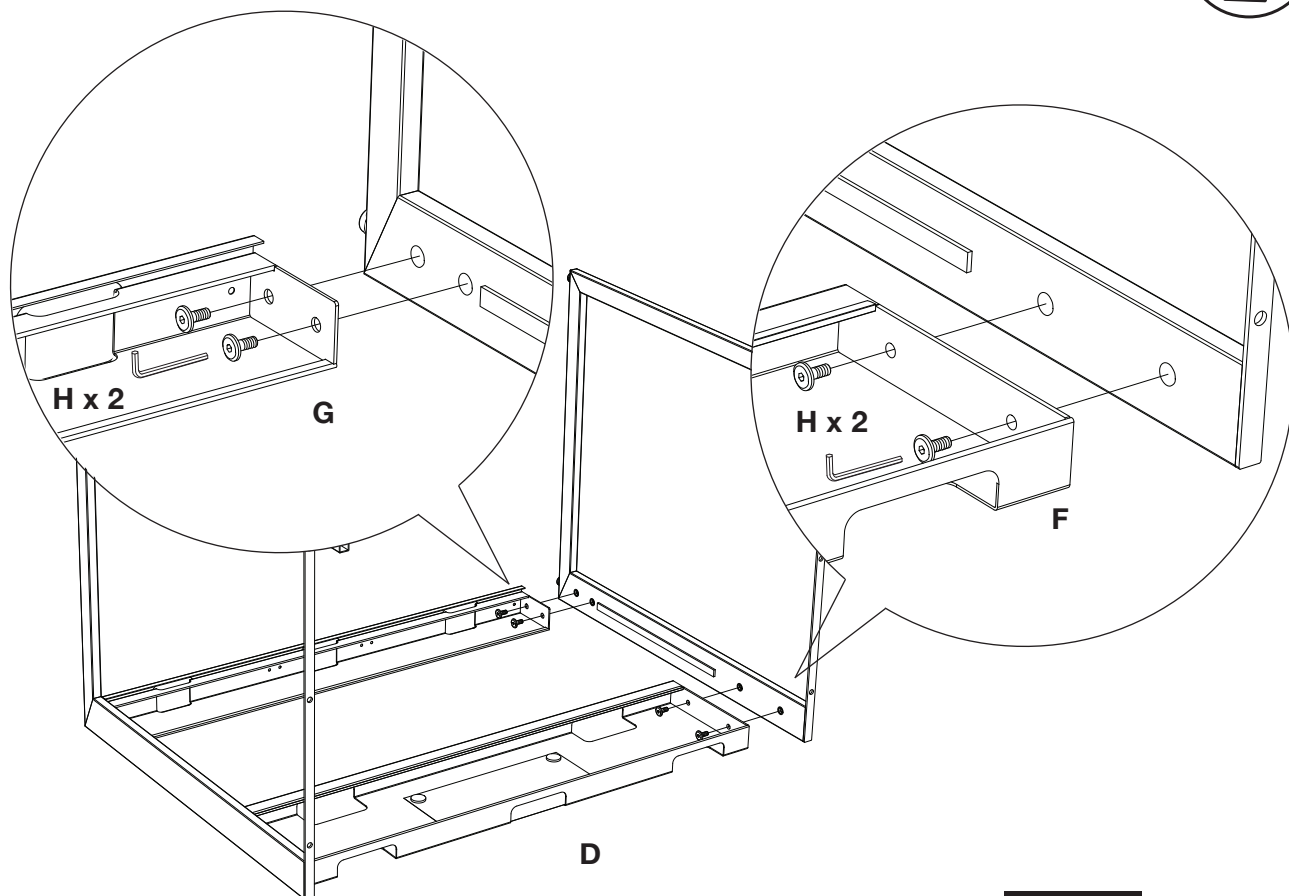
**Step 3**

Attach **Upper Horizontal Beam (F)** and **Lower Horizontal Beam (G)** to inside of **Right Leg (E)** using **Screw (H)** and **4mm Hex Wrench (B)**.



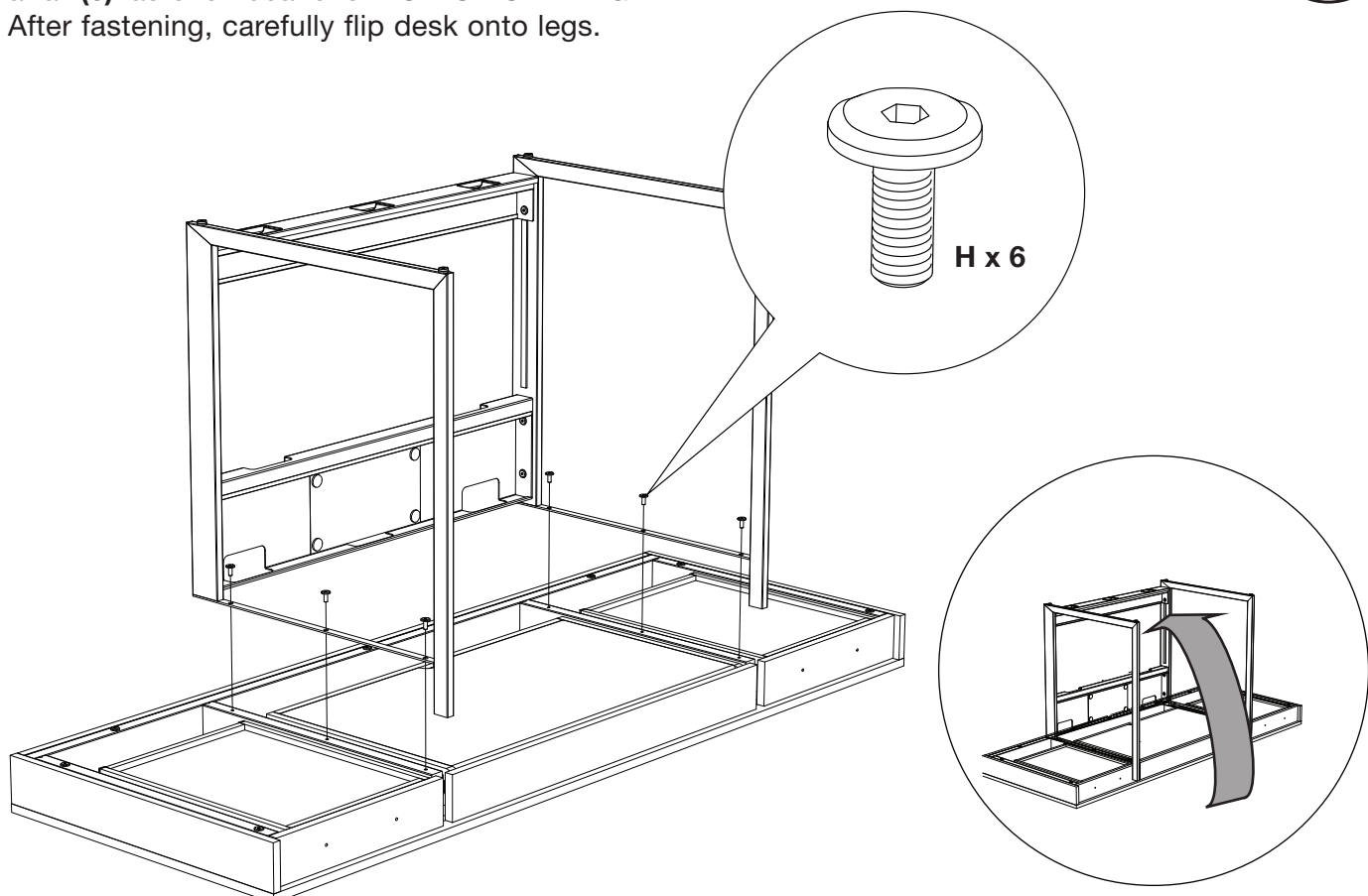
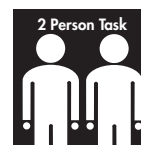
#### Step 4

Attach inside of **Left Leg (D)** to **Upper Horizontal Beam (F)** and **Lower Horizontal Beam (G)** using **Screw (H)** and **4mm Hex Wrench (B)**.



#### Step 5

With the help of another person, gently lower Leg Assembly onto **Drawer Assembly (I)**. Fasten into place using **Screw (H)** and **4mm Hex Wrench (B)** at all **(6)** fastener locations. **DO NOT OVERTIGHTEN!**  
After fastening, carefully flip desk onto legs.



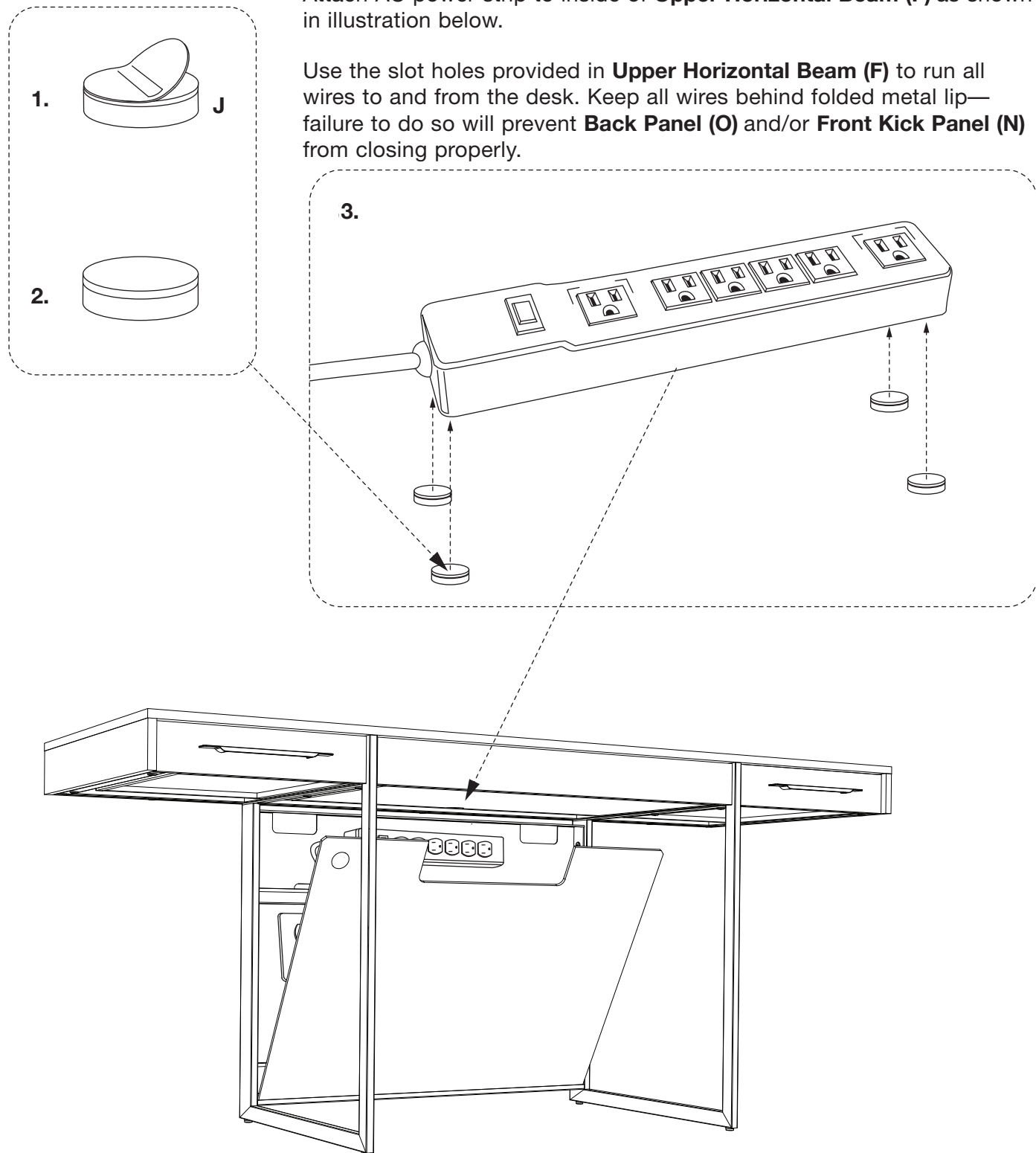
**Step 6 (optional)**  
**Attach Magnets to AC power strip (power strip not included)**

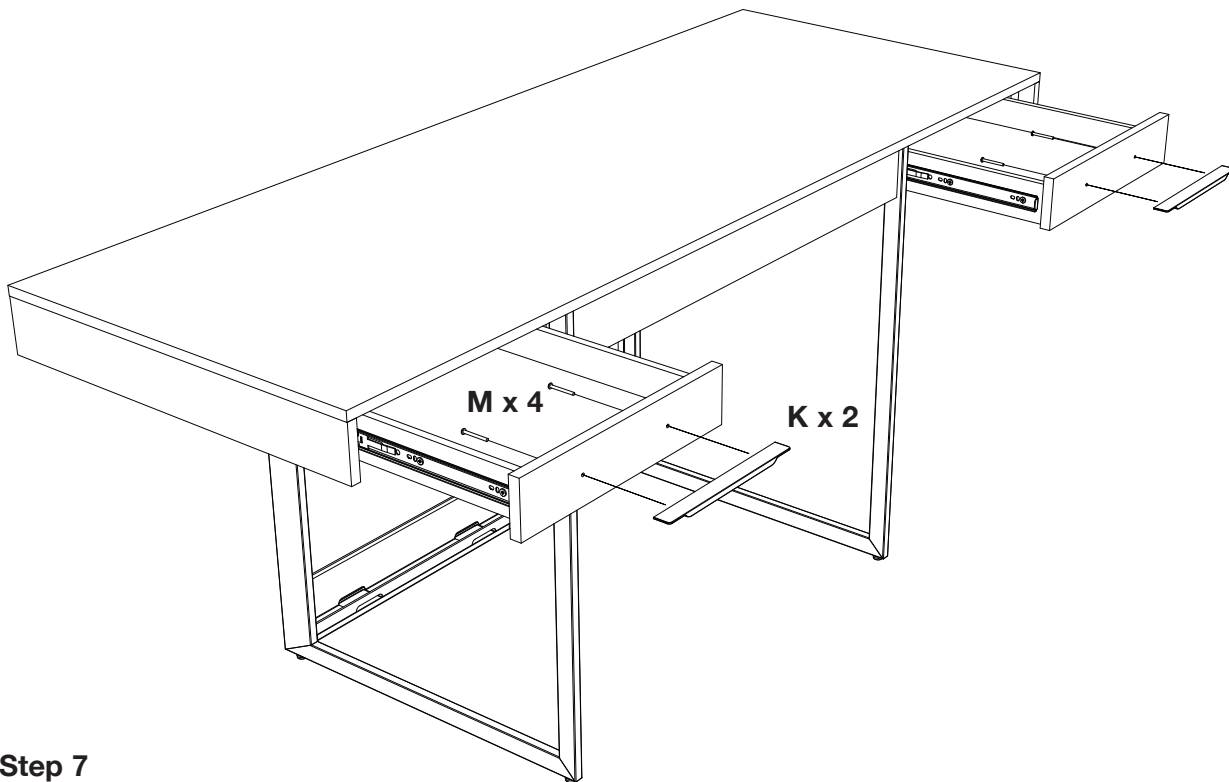
Cleaning of power strip surface with rubbing alcohol will ensure best adhesive bond. **\*\*UNPLUG POWER STRIP FROM POWER SOURCE BEFORE CLEANING\*\***

Remove **Adhesive Foam/Magnets (J)** from the **Upper Horizontal Beam (F)**. Peel film from side of the **Adhesive Foam/Magnets (J)** and attach to clean, dry back side of AC power strip.

Attach AC power strip to inside of **Upper Horizontal Beam (F)** as shown in illustration below.

Use the slot holes provided in **Upper Horizontal Beam (F)** to run all wires to and from the desk. Keep all wires behind folded metal lip—failure to do so will prevent **Back Panel (O)** and/or **Front Kick Panel (N)** from closing properly.





**Step 7**

Attach **Pulls (K)** using **Screw (M)**. Place Format Desk in desired location. Once all of the electrical wires are routed, install **Front Kick Panel (N)** as shown below. The rear side of panel has magnets that will hold the panel in place. **Note:** The Format Desk is designed to permit placement in front of an electrical outlet for easier wiring access.

