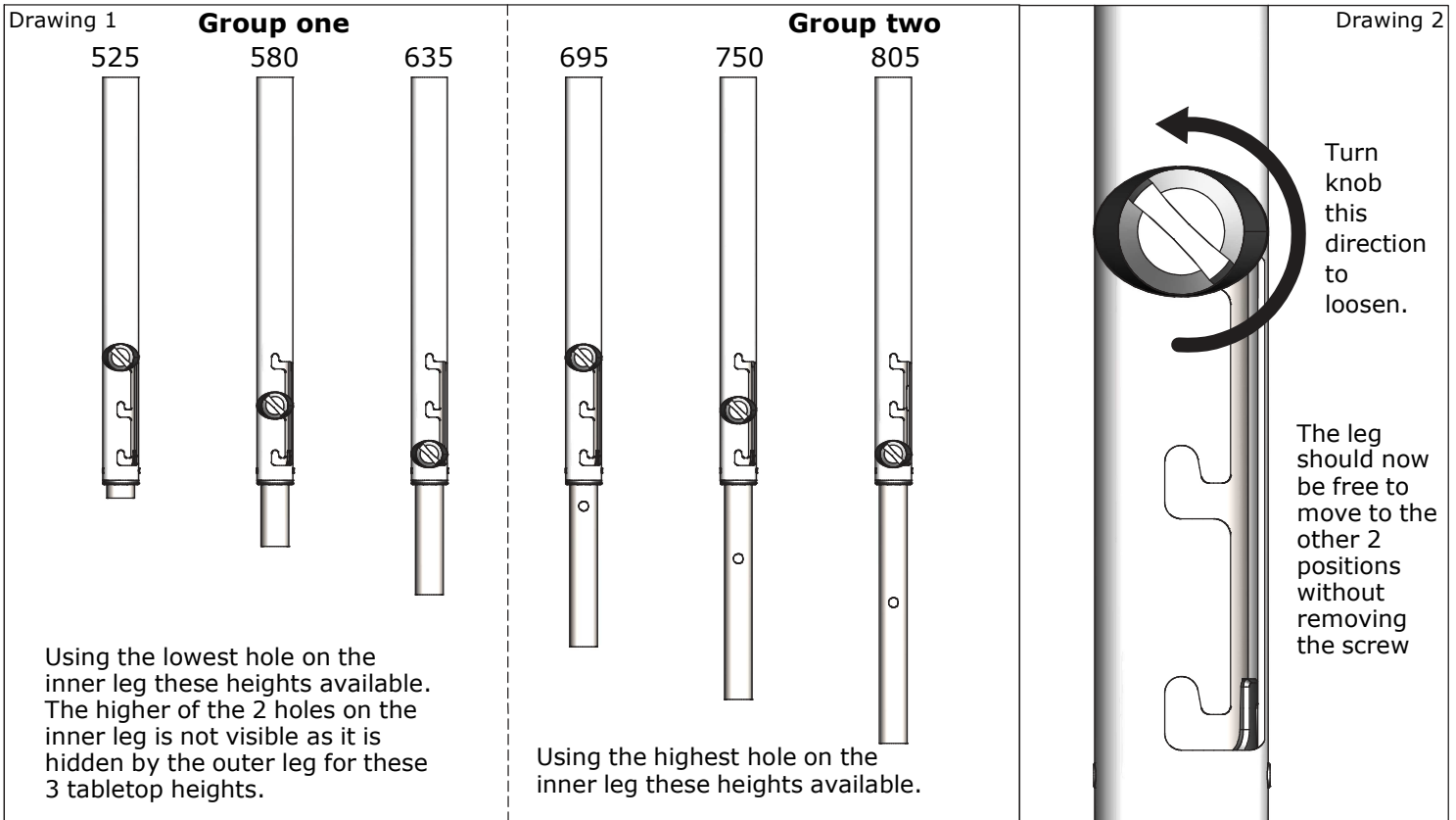


INSTRUCTIONS FOR THE WOODS ADJUSTA™ DESK MECHANISM

Congratulations on your purchase of a Woods Furniture desk with the Adjusta™ Mechanism. To provide you with an understanding on the operation of this mechanism we have put together this information sheet to assist you.

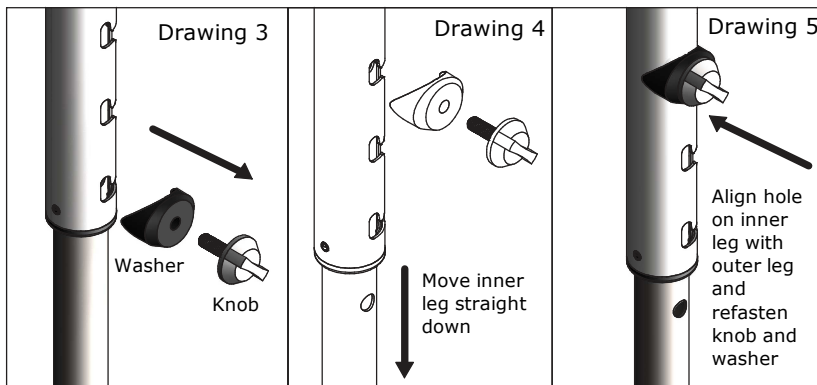
The mechanism is designed to adjust to 6 different tabletop heights using a combination of 3 locating positions on the outer leg and 2 threaded holes on the inner leg. To facilitate quick changes in the height of the desk in the classroom the 6 heights are broken up into 2 groups. (See drawing 1)



When the desk is delivered it will be set at its lowest tabletop height (525) to make it easier to transport. To change the height to either 580 or 635 turn the knob (See drawing 2) counter clockwise to loosen the screw so that the inner leg is free to move and rotate the inner leg in the direction of the slot while lifting the table slightly off the floor. Move the inner leg to the appropriate locating position on the outer leg. Place the table on the ground to make sure the screw is positioned correctly and turn the knob clockwise to secure the leg into position. Repeat this process on the other leg/legs as required.

To access the 695, 750 and 805 tabletop heights in the next grouping lift the desk slightly off the ground and turn the knob counter clockwise and remove both the knob and washer. Move the inner leg straight down until you can see the second hole. Try not to rotate the inner leg at this time, as the lip around the edge of the first threaded hole needs to pass through a groove in the plastic end cap of the outer leg. When the second hole is visible in slot of the outer leg refasten the knob and washer into the position require. See drawings 3, 4 and 5.

* **Please note** that the knob and washer only has to be completely removed when adjusting the tabletop height from one of the **group one** heights to one of the **group two** heights. When adjusting the height within a group the knob only has to be loosened by just over one complete revolution of the knob to allow the inner leg to slide to one of the three locating positions on the outer leg.



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