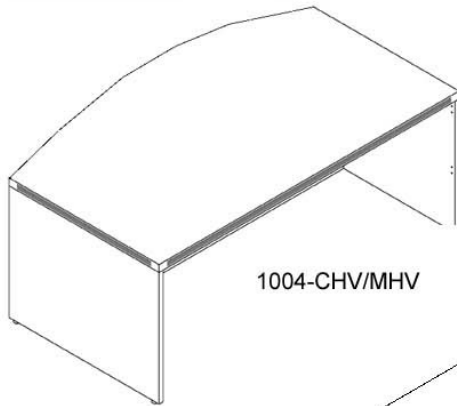




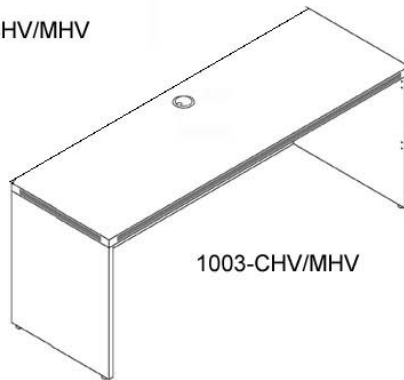
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Desk/Credenza Shell

1004- CHV(Cherry) or 1004-MHV (Mahogany) Desk Shell
 1003-CHV (Cherry) or 1003-MHC (Mahogany) Credenza Shell



1004-CHV/MHV



1003-CHV/MHV

ASSEMBLY INSTRUCTIONS

PARTS LIST

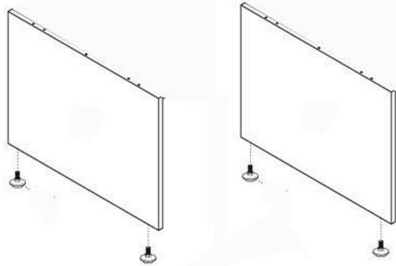
Part	Part
 Wood Dowel	 Cap
 Cam Pin	 Leveling Glide
 Cam Lock	 Grommet (Credenza Only)
 Screw	 L-Bracket



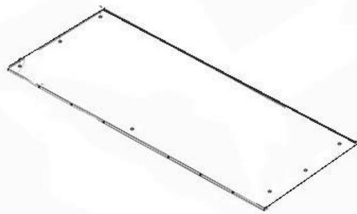
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1.) Assemble on a smooth, carpeted floor to prevent scratches or damage. Assembly will require 2 people for safety.

2.) Screw 2 leveling glides in completely on both side panels. When completed, the glides can be adjusted outward to level the desk on uneven floors.



3.) Next, take out the front panel and position with side panels like shown on page 3.

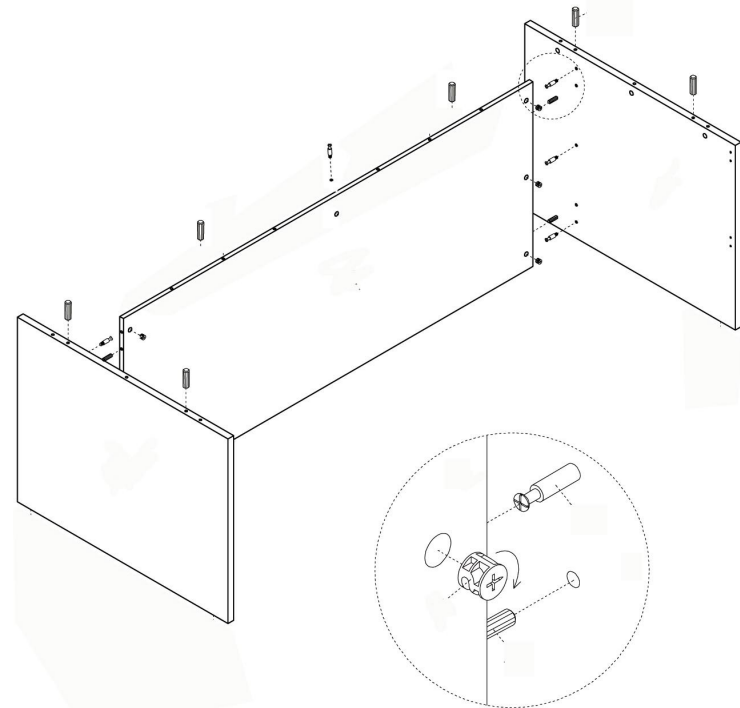


*Special Note: Some of the pre-drilled holes may be covered by the veneer. Feel for holes with your finger and use a pencil or screwdriver to poke through the veneer to access the hole.

2

4.) Insert wood dowels into large holes and cam pins into smaller holes. Align the panels together and attach using a Phillips Screwdriver to twist the cam locks to secure.

(Number of holes in diagram may vary from actual desk)

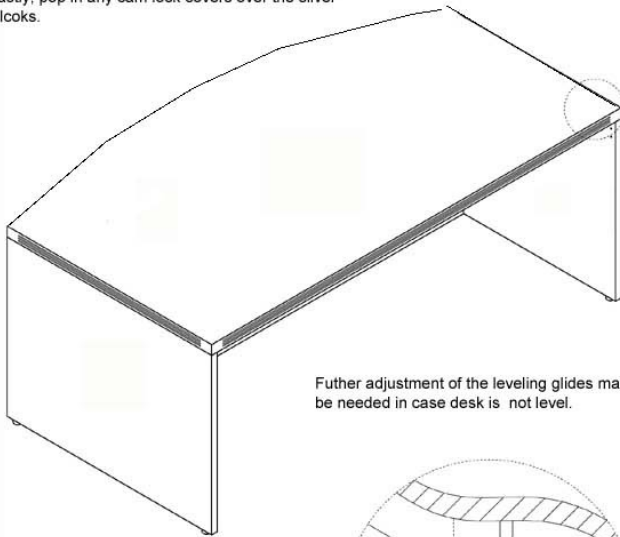


3



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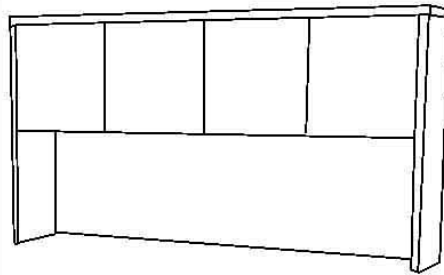
- 5.) Lower Desktop onto front and side panels, making sure to align holes. Twist any remaining cam locks to secure.
- 6.) L-brackets and screws are optional and can be placed anywhere underneath the desktop for additional strength. Screws are self-drilling
- 7.) Install grommets. Note: Credenza Shells have only 1 grommet.
- 8.) Lastly, pop in any cam lock covers over the silver cam locks.



Further adjustment of the leveling glides may be needed in case desk is not level.

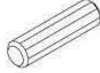




4-Door Hutch

1017-CHV (Cherry) or 1017-MHV (Mahogany)



ASSEMBLY INSTRUCTIONS

PARTS LIST

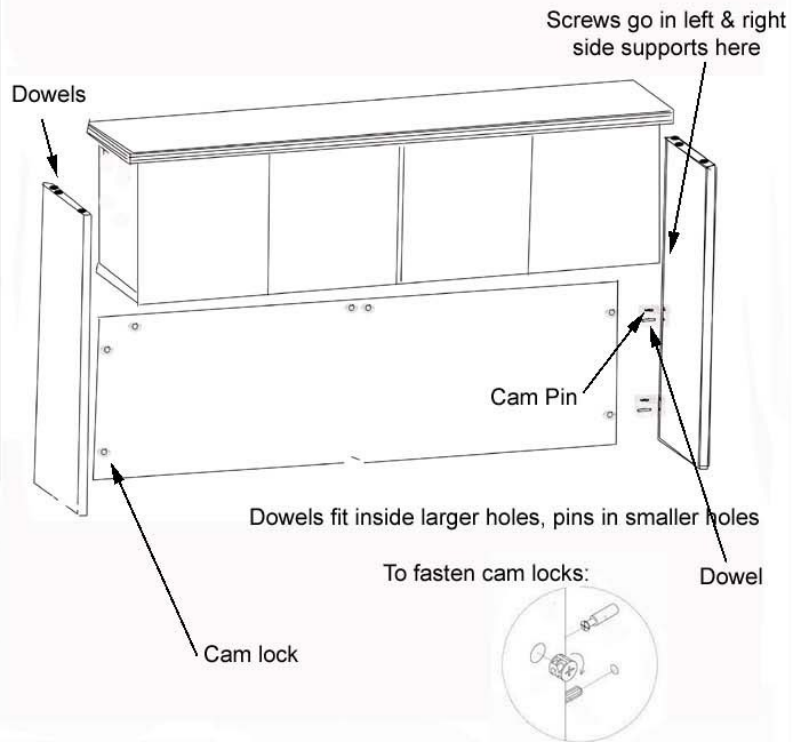
Part	Part
 Wood Dowel	 Cap
 Cam Pin	 Cam Lock
 Screw	

Note:

Some of the holes may be covered with veneer. Use your finger, pen or tip of Phillips screwdriver to poke through.

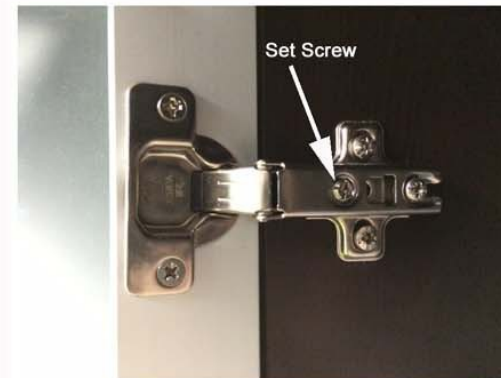
1.) Assemble on a smooth, carpeted floor to prevent scratches or damage. Assembly will require 2 people for safety.

2.) Cabinet of hutch is preassembled. You will need to attach the side supports and back panel using the cam locks, cam pins, dowels and screws as shown.



2

3.) You may need to align the hutch doors. You can do this by adjusting the set screw on the hinge. It also may help to loosen the other screws to help manipulate the hinges.



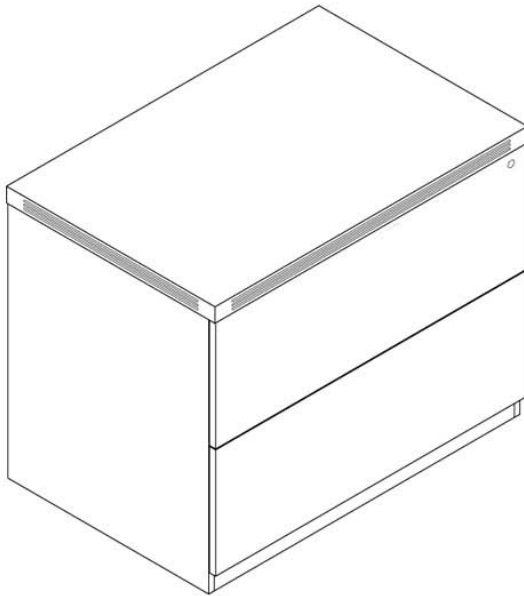
3





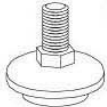
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2-Drawer Lateral File

1022-CHV (Cherry) or 1022-MHV (Mahogany)



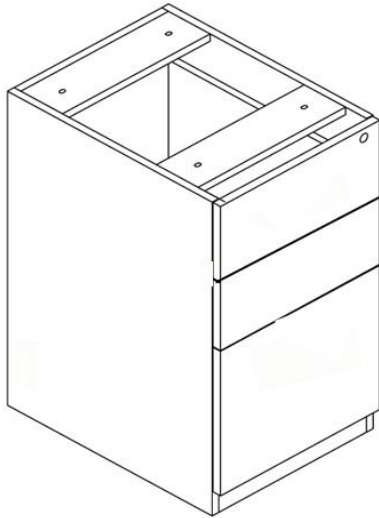
PARTS LIST

Part	Part
 Screw	
 Keys	 Leveling Glide

1) Install 4 leveling glides and level the file



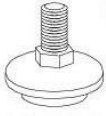
Box/Box/File Pedestal

1023-CHV (Cherry) or 1023-MHV (Mahogany)



Install Instructions

PARTS LIST

Part	Part
 Bolt	
 Keys	 Leveling Glide

1) Install 4 leveling glides and level the file

To attached under desk (optional):

1.) Remove 1 or 2 of the box drawers by locating the black tabs in the left & right side of the drawer. Pull up on one tab, push down on the other to unlock from the track and remove drawer.

2.) Use 4 bolts provided to go through the top of the file into the threaded holes on the underside of the desk.