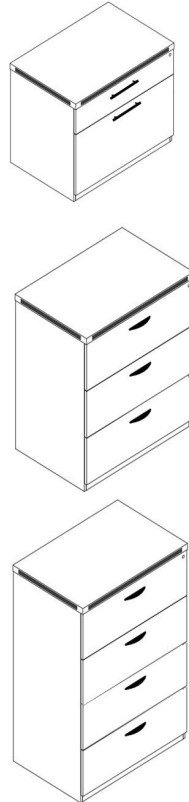
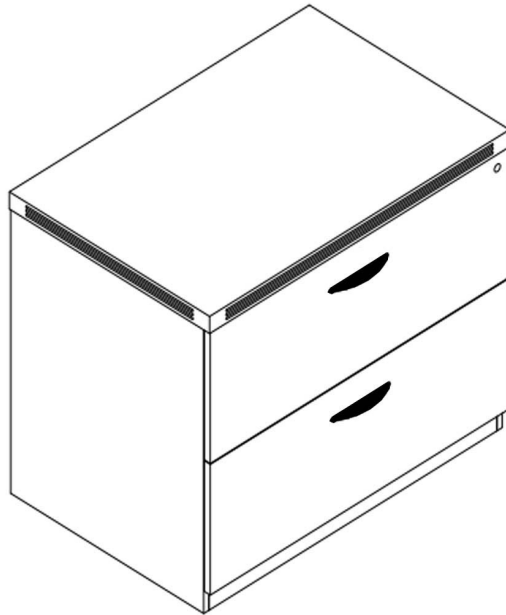





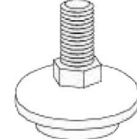
## 2, 3 & 4 Drawer Lateral File Assembly Instructions

Applies towards:

BK/FL/MJ/ML/WH2012  
WH2012A  
LF3622-MWAL  
LF3622-WH  
WH2012A-3DLF  
FL/MJ/ML/WH2012B



### List of Hardware:

Part	Part
<p>Drawer Pull Screw</p>  <p>2 per drawer pull</p>	<p>Drawer Pull</p>  <p>1 per drawer</p>
 <p>1 set of keys</p>	 <p>4 Leveling Glides</p>

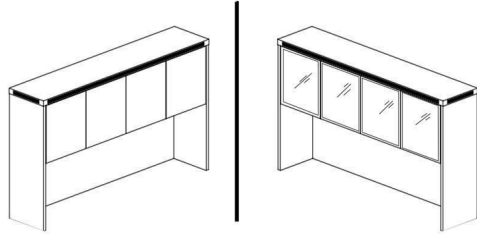
1.) Install 4 leveling glides. Keep the front two leveling glides 1/4" taller than the back back two, which means your file will be slightly tilted back. This is the proper way to level a lateral file cabinet. It keeps any unlocked file drawers from creeping open and distributes the weight more evenly.

2.) Use the screws to attach drawer pulls.

Questions? Please call 1-800-443-5117.

Customer Service available 8:30 - 5:00 Central Time, Monday - Friday

# 4-Door Hutch Assembly Instructions




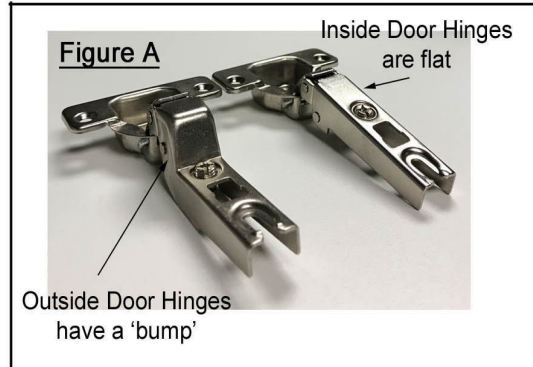
Applies to:  
BK/CH/FL/MJ/ML/WH2044  
MJ2025-CHL

Questions? Please call 1-800-443-5117.

Customer Service available 8:30 - 5:00 Central Time, Monday - Friday

## List of Hardware:

Part	Part	Part
		Qty 4 
		Qty 4 
		Qty 8 



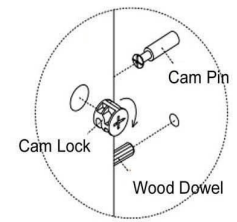
- 1.) Locate the Back Panel, Left & Right Side Panels and Center Shelf. Insert all wooden dowels, cam pins and cam locks. Connect Back Panel to the Center Shelf. Then connect the Left Side Panel, then Right Side Panel. Once all panels are connected, use your screwdriver to twist the cam locks to secure the connections.
- 2.) Connect the Middle Support Panel in same method.
- 3.) Attach Top Surface in same method.
- 4.) Attach all 8 Hinge Plates to the inside walls of the hutch. Use two per door. The holes are piloted. **DO NOT TIGHTEN DOWN THE SCREWS ALL OF THE WAY. LEAVE WIGGLE ROOM!**

## Tools Needed:

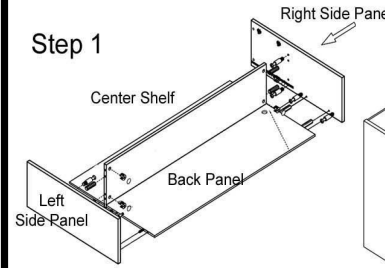
- Phillips Screwdriver
- A Helper

## Special Note:

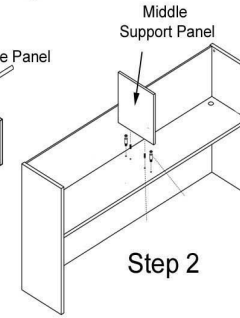
Location & number of cam pin, cam lock and dowel holes may vary.



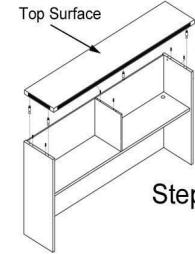
### Step 1



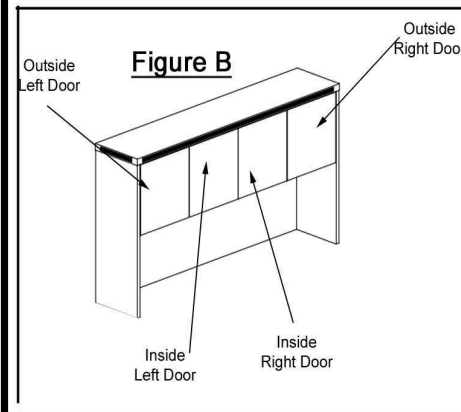
### Step 2



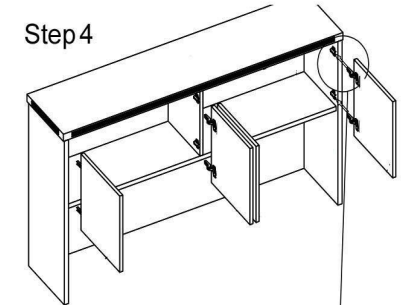
### Top Surface



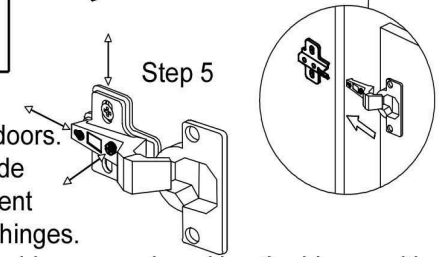
### Step 3



### Step 4



### Step 5



- 4.) Your next step is to attach the hutch doors. See Figure "B" which identifies the Outside Doors and Inside Doors. There are different hinges that connect the inside & outside hinges. See Figure "A" to help identify. Attach two hinges per door. Use the hinges with the 'bump' on the Outside Left & Right Doors and the flat hinges on the Inside Left & Right Doors. The holes are piloted. Use the screws provided. Once the hinges are attached, slide the hinges over the Hinge Brackets, fitting the screw head of the Hinge Bracket in the slot of the Hinge. Once fitted, slightly tighten the set screw. Now, set your hutch on your desk. Use the double-sided tape to securely adhere to desktop.
- 5.) Next, it is time to adjust the doors so that they properly align. Using your screwdriver, turn the Set Screw on the hinge to adjust the depth and the screws on the hinge plate to move the door up/down.
- 6.) Last step is to install Cam Lock Caps and Grommet cover.

Video on Hinge Door Adjustment available at link:

<http://www.modernofficefurniture.com/office-furniture-assembly-instructions.html>

"How to Adjust Hinges on 4-Door Hutch"