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

ASSEMBLY INSTRUCTIONS

PARTS LIST

<table>
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<tr>
<th>Part</th>
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<tbody>
<tr>
<td>Wood Dowel</td>
<td>Cap</td>
</tr>
<tr>
<td>Cam Pin</td>
<td>Leveling Glide</td>
</tr>
<tr>
<td>Cam Lock</td>
<td>Grommet (Credenza Only)</td>
</tr>
<tr>
<td>Screw</td>
<td>L-Bracket</td>
</tr>
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</table>
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.

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)
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 if desk is not level.
4-Door Hutch
1017-CHV (Cherry) or 1017-MHV (Mahogany)

ASSEMBLY INSTRUCTIONS

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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.

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.
2-Drawer Lateral File
1022-CHV (Cherry) or 1022-MHV (Mahogany)

PARTS LIST

1) Install 4 leveling glides and level the file

Part

Part

Screw

Keys

Leveling Glide

1
Box/Box/File Pedestal
1023-CHV (Cherry) or 1023-MHV (Mahogany)

Install Instructions

PARTS LIST

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<tr>
<td>Bolt</td>
<td>Keys</td>
</tr>
<tr>
<td>Leveling Glide</td>
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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.