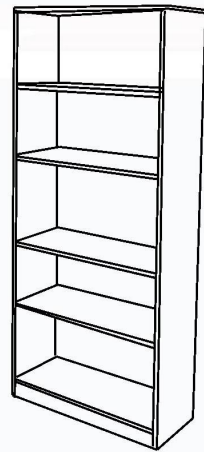




Modern Office
6900 Shady Oak Road, Ste 120
Eden Prairie, MN 55344
Phone: 800.443.5117
(In MN): 952.941-2837
Fax: 952.949.9816
www.modernofficefurniture.com







Bookcase

1012-CHV (Cherry) 1012-MHV (Mahogany)



ASSEMBLY INSTRUCTIONS

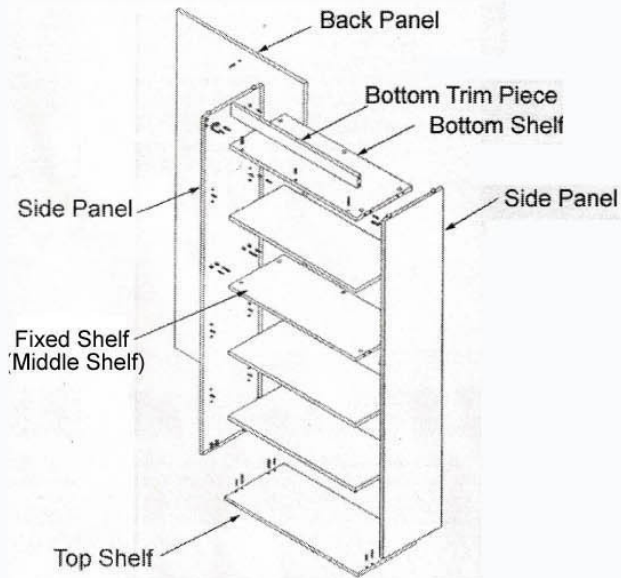
PARTS LIST

Part	Part
 Wood Dowel	 Shallow Cover
 Cam Pin	 Cam Lock
 Cam Lock	 Deep Cover

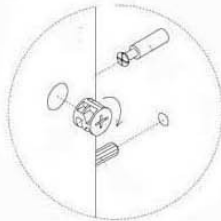
***Special Note:**

Some of the pre-drilled holes may be covered by the veneer. Feel for the holes under the veneer with your finger. You should feel a slight indentation. Poke through the veneer with a pencil or screwdriver to access the hole.

Exploded diagram of parts:



Assemble on a smooth, clean surface to prevent scratches.



1.) Screw in all camlock pins and insert all wooden dowels in both SIDE PANELS, BACK PANEL, TOP and BOTTOM SHELF.

2.) Attach the BOTTOM TRIM PIECE to the BOTTOM SHELF. Insert camlocks and tighten.

3.) Assemble the bookcase on its side. Begin by attaching the base with the trim piece by placing it over the cam pins and inserting the cam locks. DO NOT YET TIGHTEN.

4.) Repeat process with MIDDLE SHELF, making sure the that exposed cam lock holes will face downward. Again, DO NOT YET TIGHTEN.

5.) Next, attach the back panel of the bookcase by placing holes over cam pins in SIDE PANEL and fasten. NOW, TIGHTEN ALL CAM LOCKS ON BOTTOM AND MIDDLE SHELVES.

6.) Attach opposite SIDE PANEL and BOTTOM SHELF with TRIM PIECE, MIDDLE SHELF and BACK PANEL in the same manner. The last panel to attach will be the TOP SHELF. Screw in the LEVELING GLIDES to the underside of the bookcase. Further adjusting of the glides may be required after assembly to level the bookcase. NOTE: The middle shelf has a groove cut into the underside for the plunger lock.

7.) Make sure all connections are properly tightened and then carefully stand the bookcase upright. Insert adjustable SHELF PINS at desired height for the ADJUSTABLE SHELVES. Your last step is to insert the deep covers over the cam locks on the side panels and the shallow covers over the cam locks on the back panel.