

For things 'n such.

Hutch

Clifton Place Collection | Model 5421116

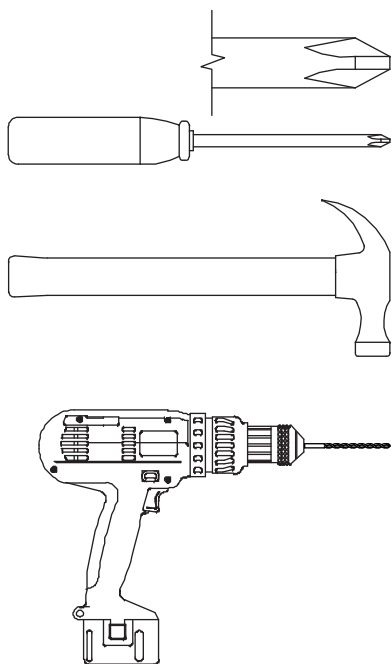
NOTE: THIS INSTRUCTION BOOKLET CONTAINS **IMPORTANT** SAFETY INFORMATION.

PLEASE READ AND KEEP FOR FUTURE REFERENCE.

Table of Contents

Assembly Tools Required

Part Identification	3
Hardware Identification	4
Assembly Steps	5-14
Français	15-17
Español	18-20
Safety	21-22
Warranty	23



No. 2 Phillips Screwdriver
Tip Shown Actual Size

Hammer
Not actual size 😊

Electric drill with 1/4" bit
(ONLY in indicated step)

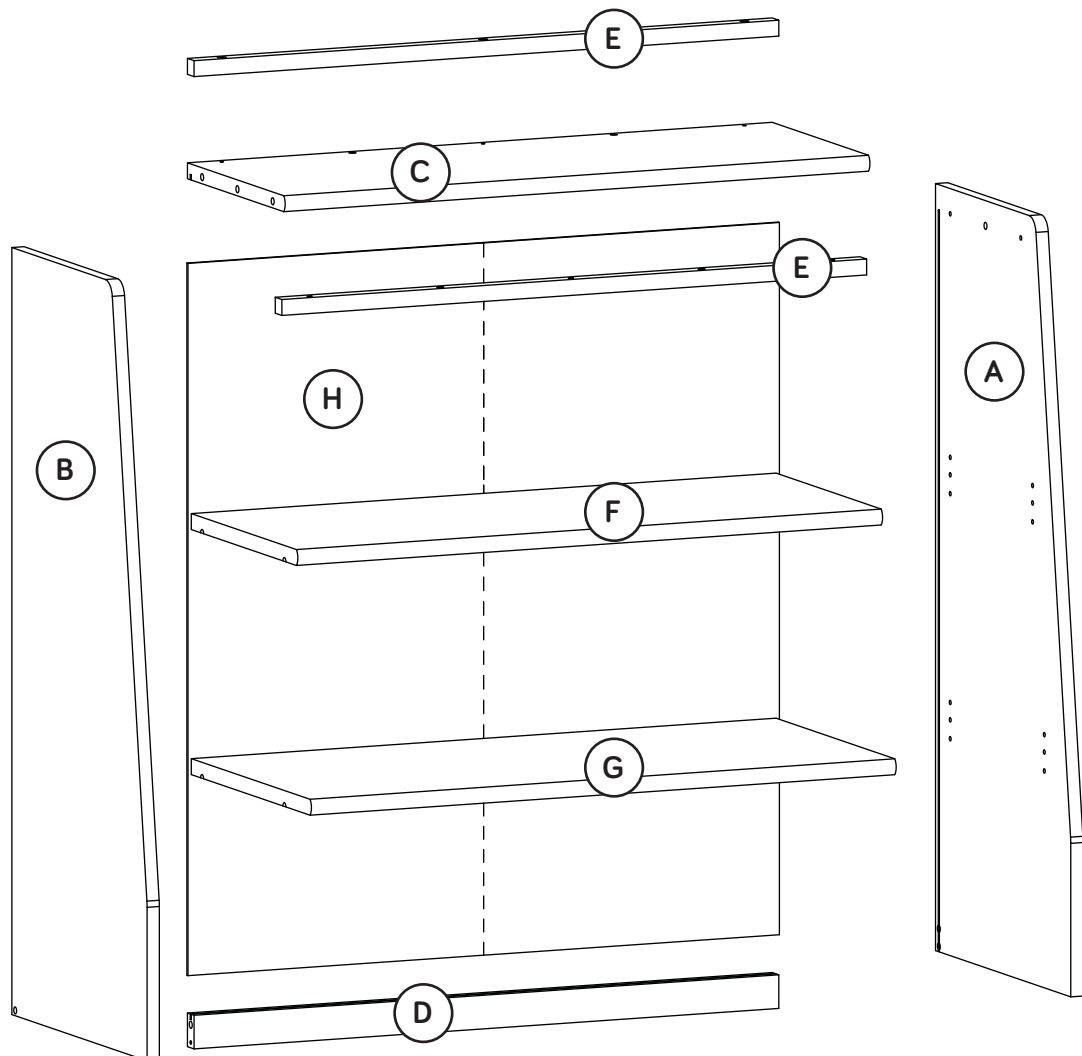
Part Identification

Now you know
our ABCs.



† While not all parts are labeled, some of the parts will have a label or an inked letter on the edge to help distinguish similar parts from each other. Use this part identification to help identify similar parts.

A	RIGHT END (1)
B	LEFT END (1)
C	TOP (1)
D	BRACE (1)
E	MOLDING (2)
F	UPPER ADJUSTABLE SHELF (1)
G	LOWER ADJUSTABLE SHELF (1)
H	BACK (1)



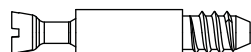
Hardware Identification

† Screws are shown actual size. You may receive extra hardware with your unit.

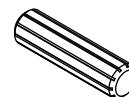
1 HIDDEN CAM - 4



2 CAM SCREW - 4



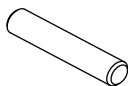
3 WOOD DOWEL - 4



4 SHORT WOOD DOWEL - 4



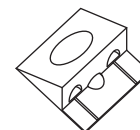
5 METAL PIN - 8



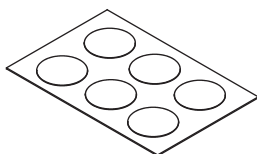
6 RUBBER SLEEVE - 8



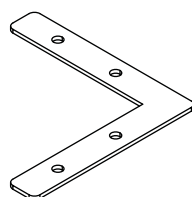
7 BACK CONNECTOR - 6



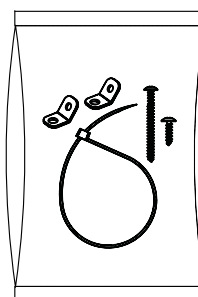
8 APPLIQUE CARD - 1



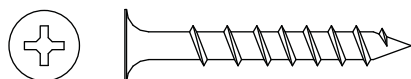
9 BRACKET - 2



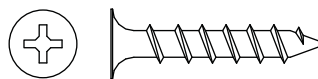
99 FURNITURE TIPPING RESTRAINT KIT - 1



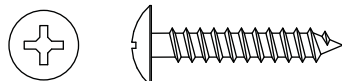
10 BLACK 1-1/2" FLAT HEAD SCREW - 4



11 BLACK 1-1/8" FLAT HEAD SCREW - 6



12 BLACK 1" PAN HEAD SCREW - 8

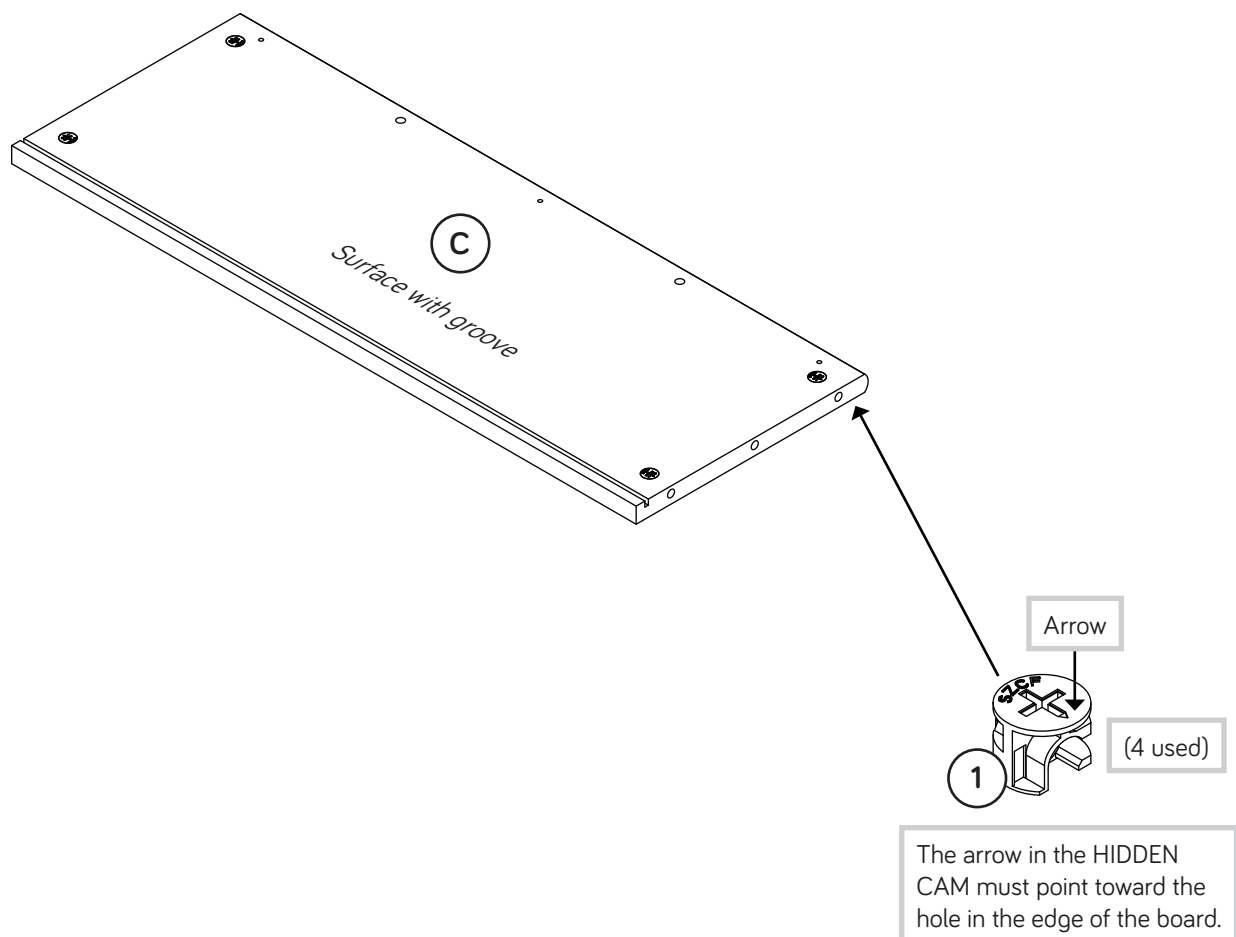


13 SILVER 5/8" FLAT HEAD SCREW - 6



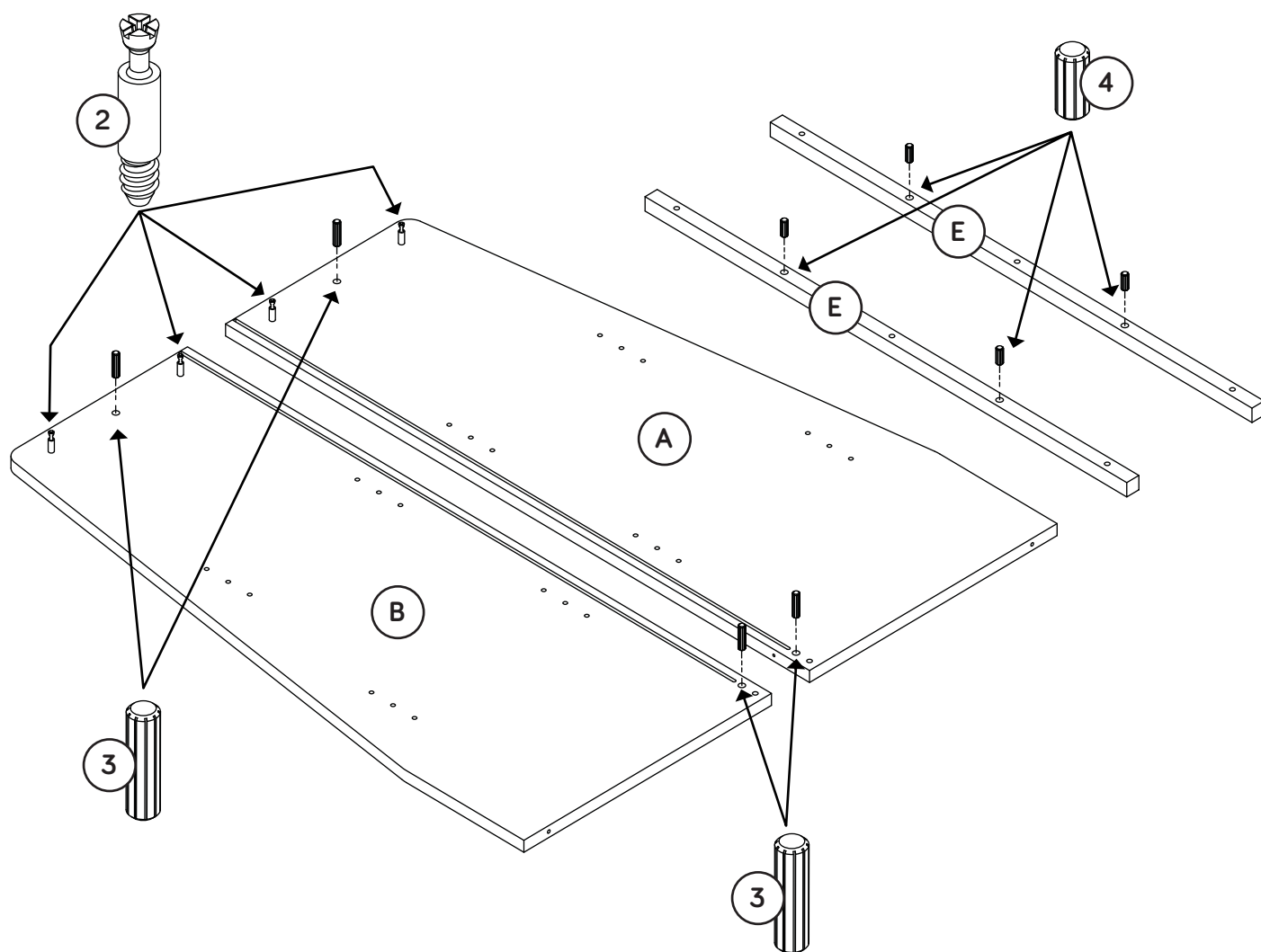
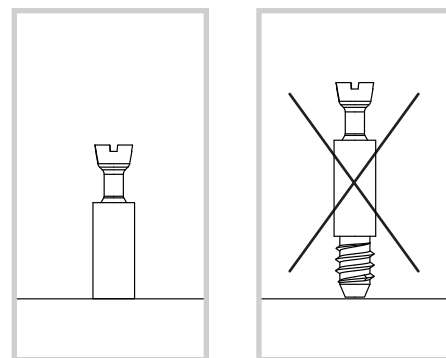
Step 1

- ✚ Assemble your unit on a carpeted floor or on the empty carton to avoid scratching your unit or the floor.
- ✚ Insert four HIDDEN CAMS (1) into the TOP (C).



Step 2

- ✚ Insert four WOOD DOWELS (3) into the ENDS (A and B).
- ✚ Turn four CAM SCREWS (2) into the ENDS (A and B).
- ✚ Insert four SHORT WOOD DOWELS (4) into the MOLDINGS (E).



Step 3

Fasten the MOLDINGS (E) to the TOP (C). Use six BLACK 1-1/8" FLAT HEAD SCREWS (11).

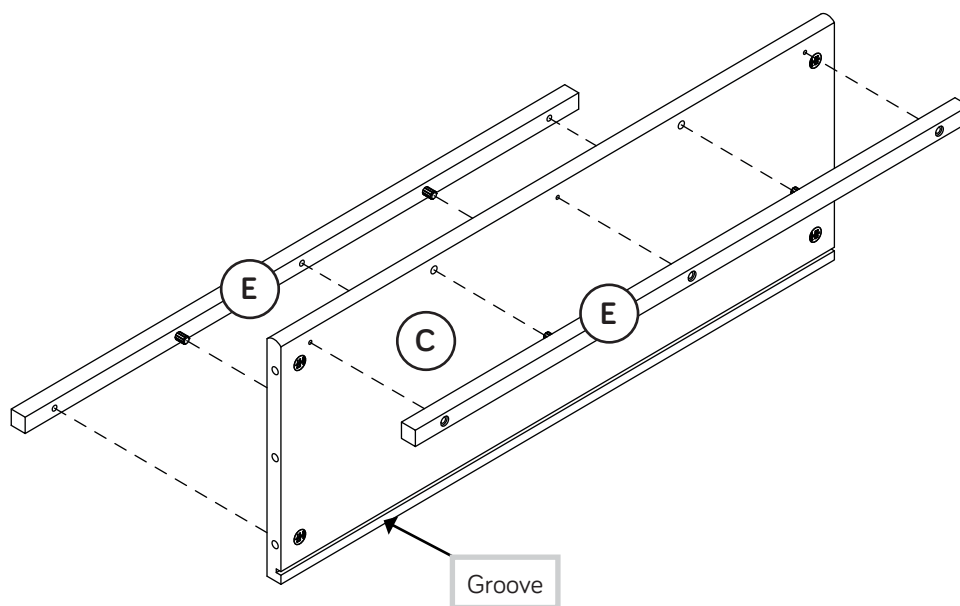
NOTE: Be sure the SHORT WOOD DOWELS in the MOLDINGS insert into the TOP.



Remember:
Righty tighty.
Lefty loosey.



BLACK 1-1/8" FLAT HEAD SCREW
(6 used in this step)

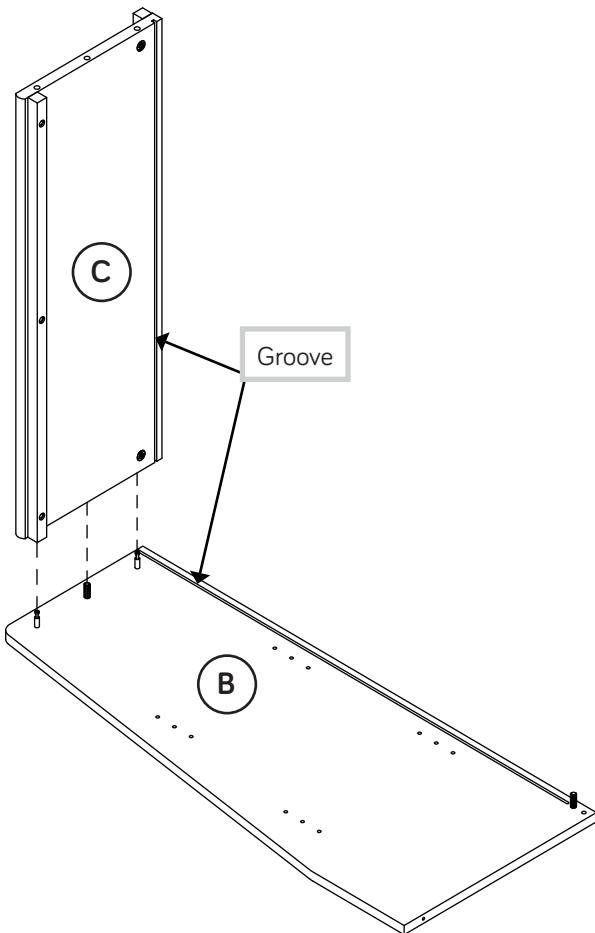
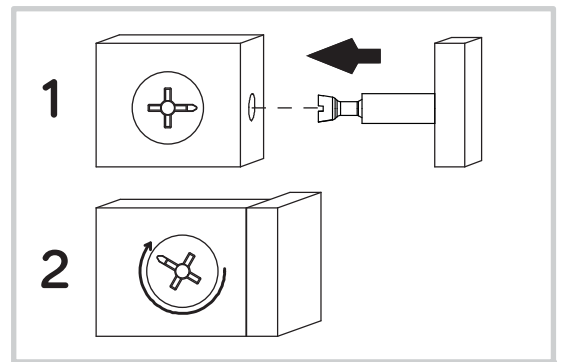


Step 4

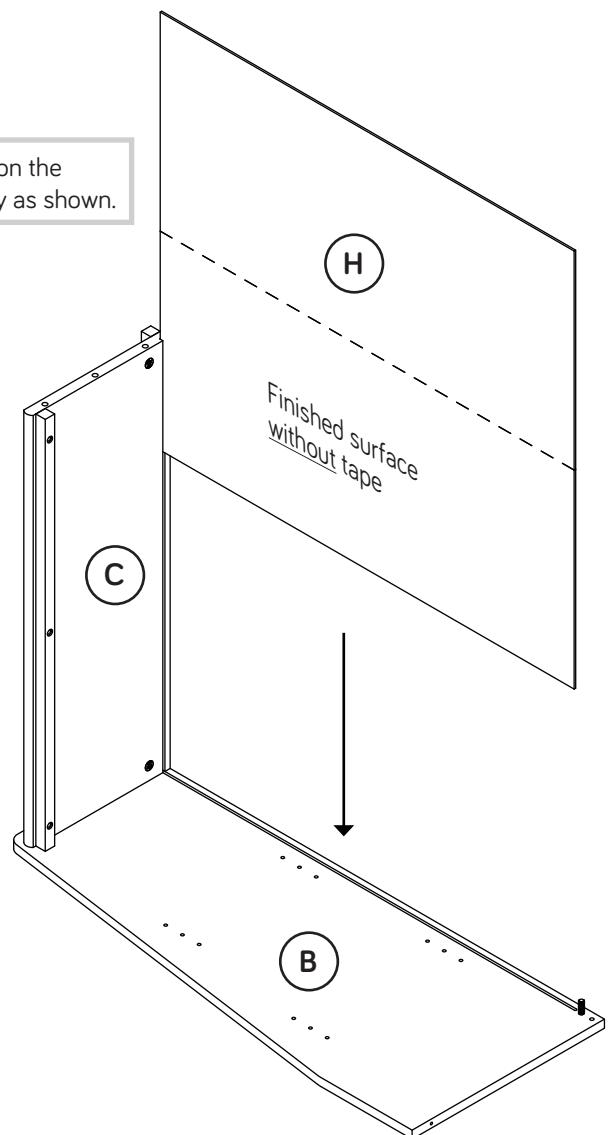
- Fasten the TOP (C) to the LEFT END (B). Tighten two HIDDEN CAMS.
- NOTE:** Be sure the WOOD DOWEL in the LEFT END inserts into the TOP.
- Unfold the BACK (H) and slide the BACK into the grooves in the TOP (C) and LEFT END (B).

Caution

Do not stand the unit upright without the BACK fastened. The unit may collapse.

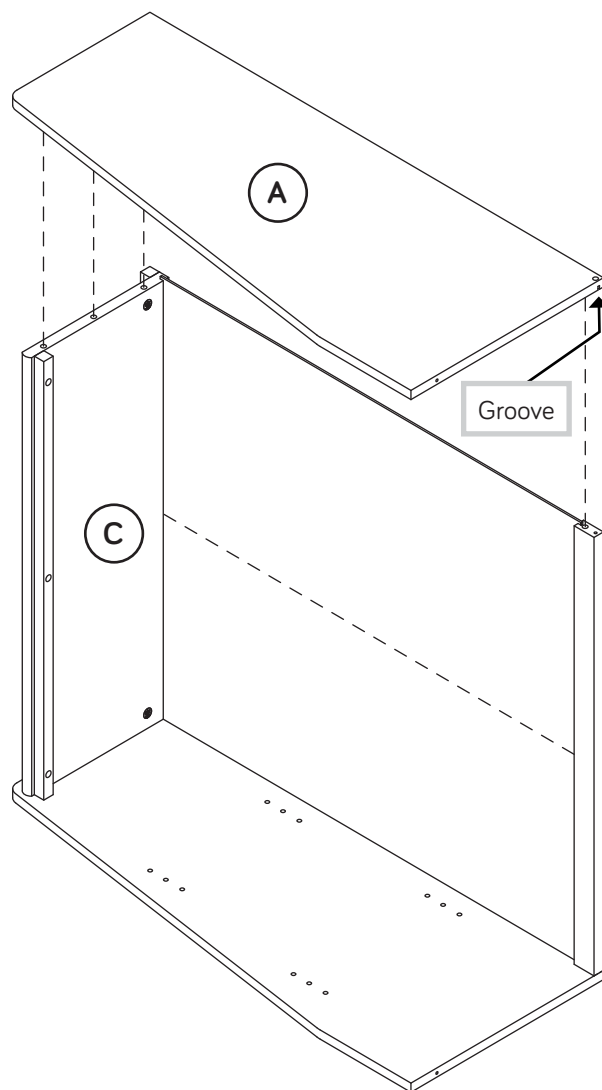
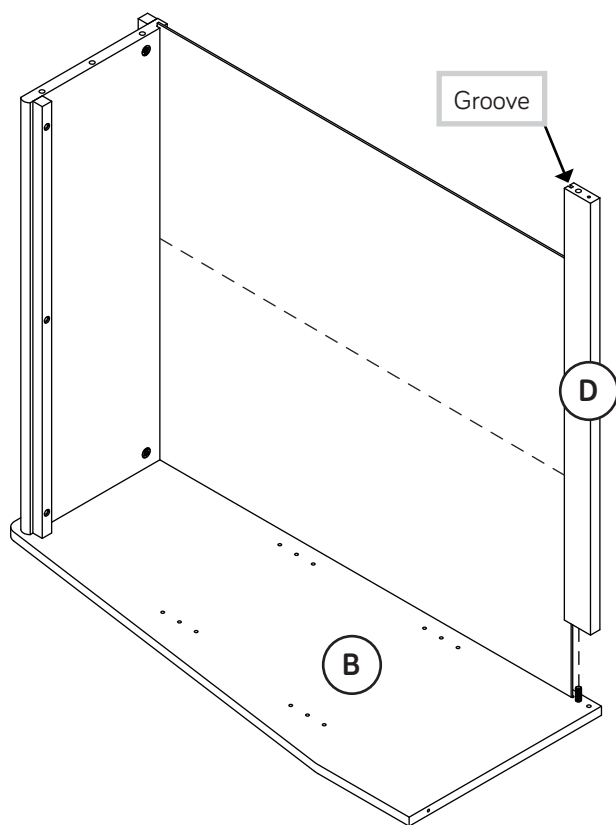


NOTE: Position the BACK exactly as shown.



Step 5

- ✚ Place the BRACE (D) onto the WOOD DOWEL in the LEFT END (B).
- ✚ NOTE: Be sure the BACK inserts into the groove in the BRACE.
- ✚ Fasten RIGHT END (A) to the TOP (C). Tighten two HIDDEN CAMS.
- ✚ NOTE: Be sure the BACK inserts into the groove in the RIGHT END.
- ✚ NOTE: Be sure the WOOD DOWELS in the RIGHT END insert into the TOP and BRACE.

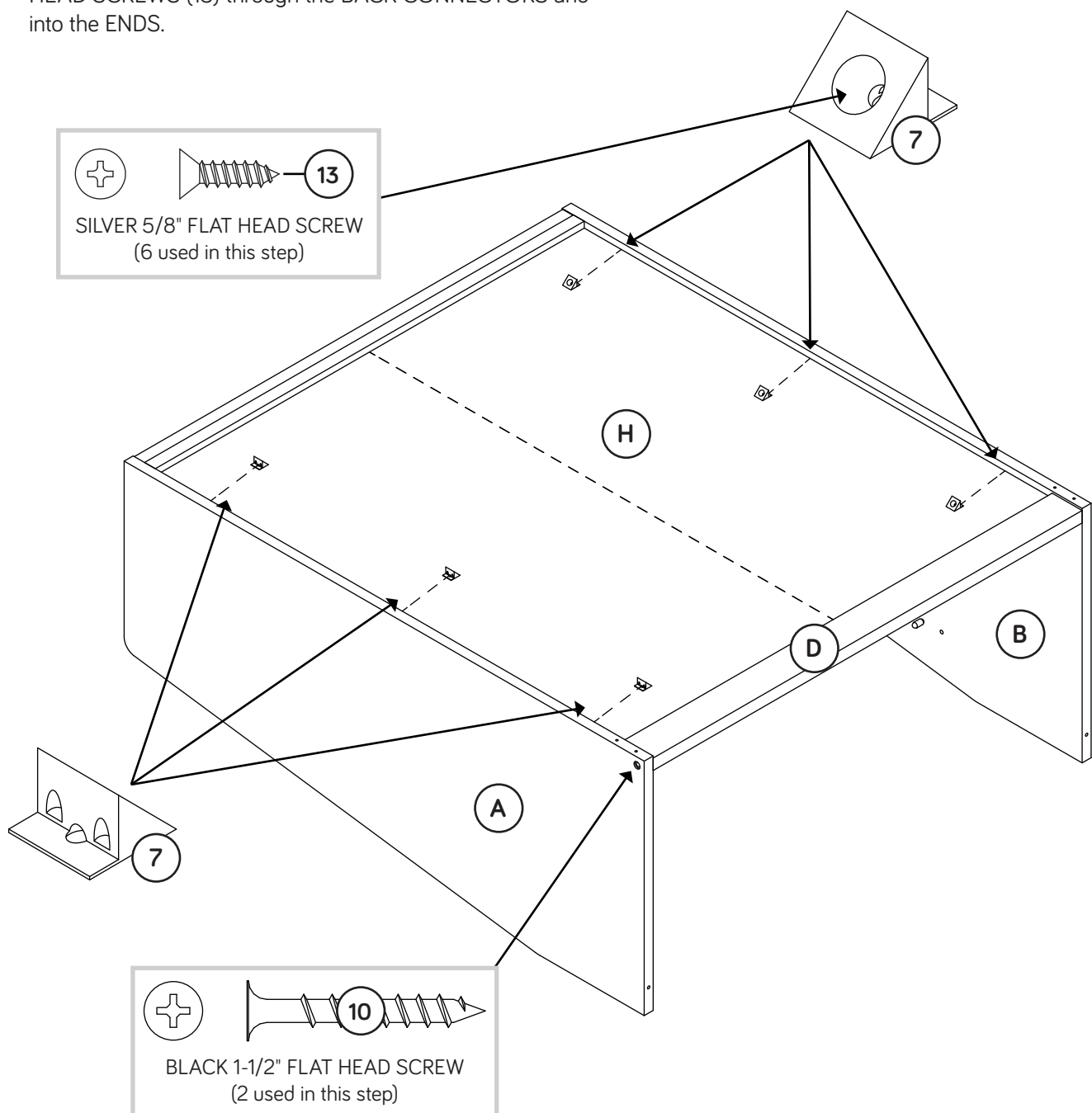


Step 6

- ✚ Carefully turn your unit over onto its front edges.
- ✚ Fasten the ENDS (A and B) to the BRACE (D). Use two BLACK 1-1/2" FLAT HEAD SCREWS (10).
- ✚ Insert six BACK CONNECTORS (7) into the grooves in the ENDS (A and B). Space the BACK CONNECTORS as shown in the diagram.
- ✚ **NOTE:** You may need to gently tap them in with your hammer.
- ✚ Fasten the BACK (H) to your unit. Use six SILVER 5/8" FLAT HEAD SCREWS (13) through the BACK CONNECTORS and into the ENDS.

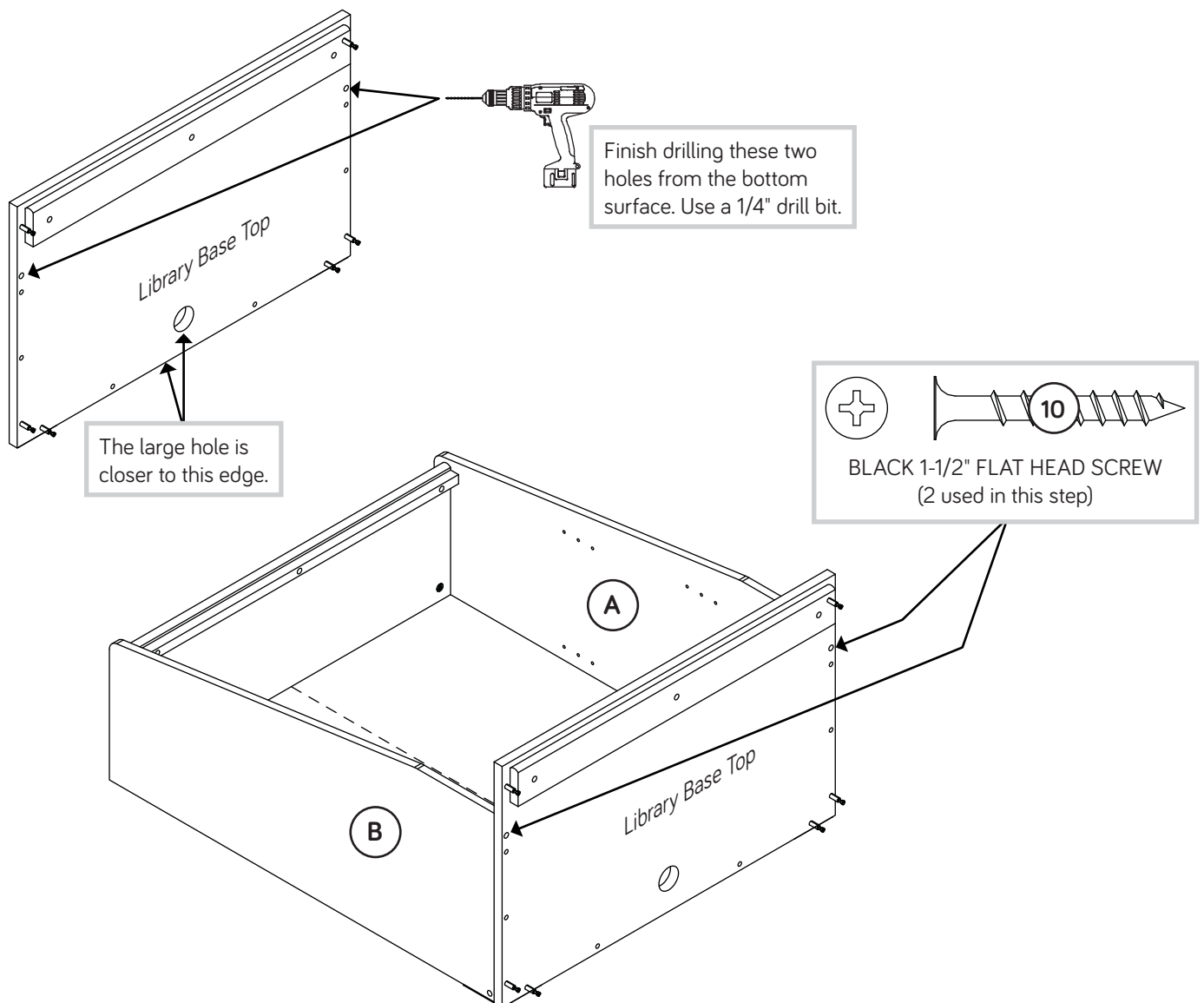
Caution

Do not stand the unit upright without the BACK fastened. The unit may collapse.



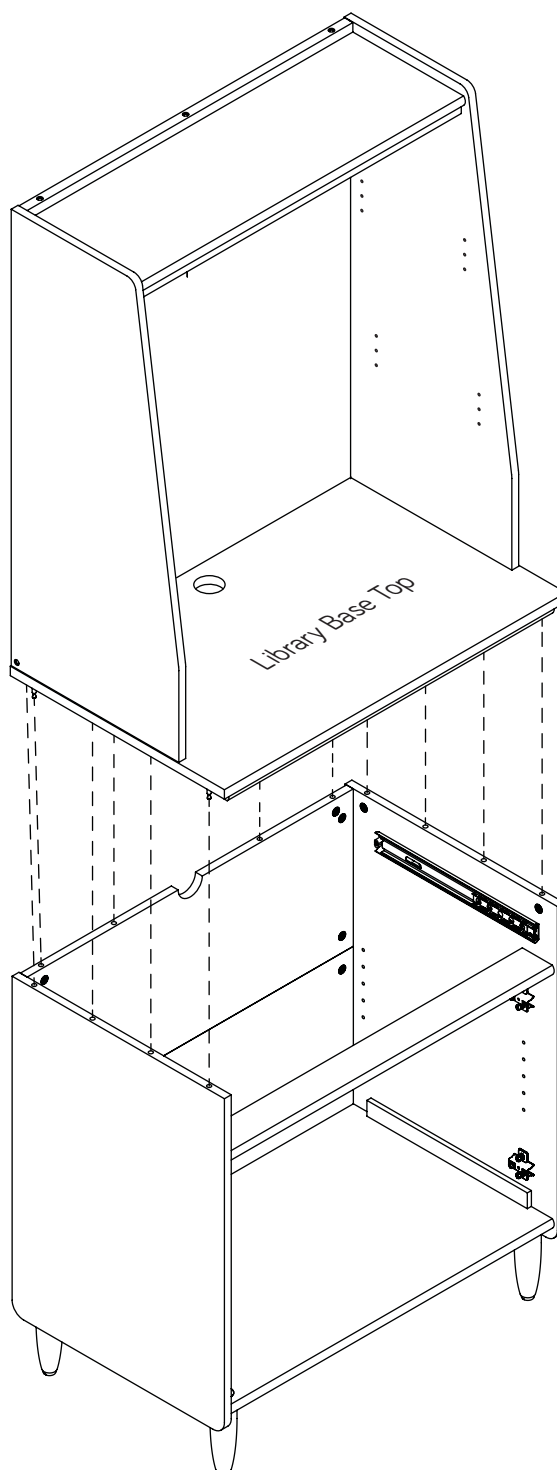
Step 7

- ✦ Carefully turn the Hutch over onto its back.
- ✦ If you are fastening the Hutch to the 421114, Lateral File, you will need to complete Steps 1-18 in the 421114 book before fastening the Hutch to the Lateral File Top.
- ✦ If you are fastening the Hutch to the 421115, Library Base, you will need to complete Steps 1-10 in the 421115 book before fastening the Hutch to the Library Base Top.
- ✦ The following steps show the Hutch being fastened to the Library Base.
- ✦ Finish drilling the two holes shown in the bottom surface of the Library Base Top using a 1/4" drill bit. Follow the diagram.
- ✦ Next, fasten the Library Base Top to the ENDS (A and B). Use two BLACK 1-1/2" FLAT HEAD SCREWS (10).



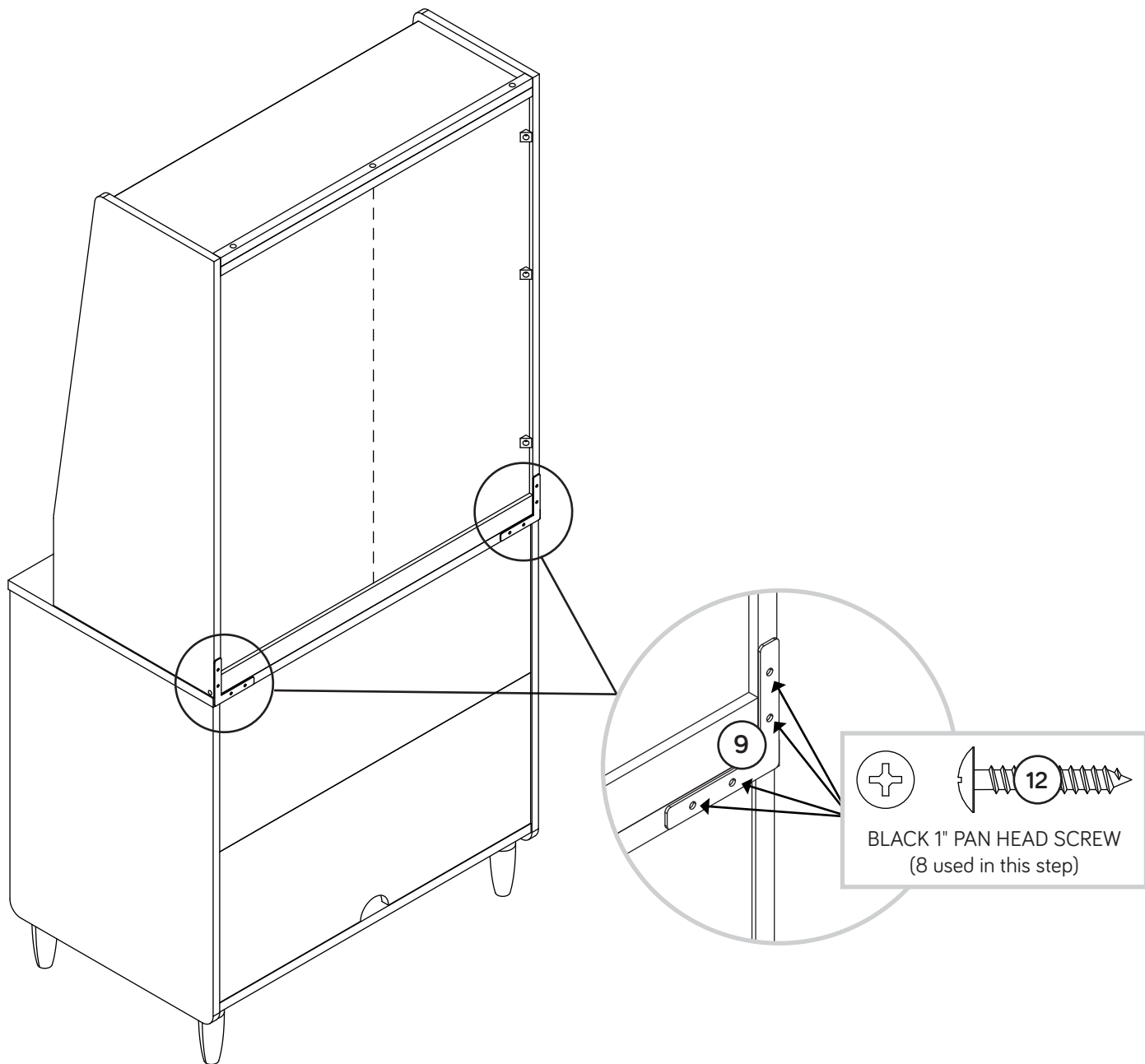
Step 8

- ✚ With someone's help, fasten the Library Base Top to the Library Base Assembly. Tighten six HIDDEN CAMS.
- ✚ NOTE: Be sure the WOOD DOWELS in the Library Base Top insert into the Library Base.
- ✚ NOTE: If needed, follow the 421114 or 421115 instruction book to finish the assembly of the Lateral File or Library Base.



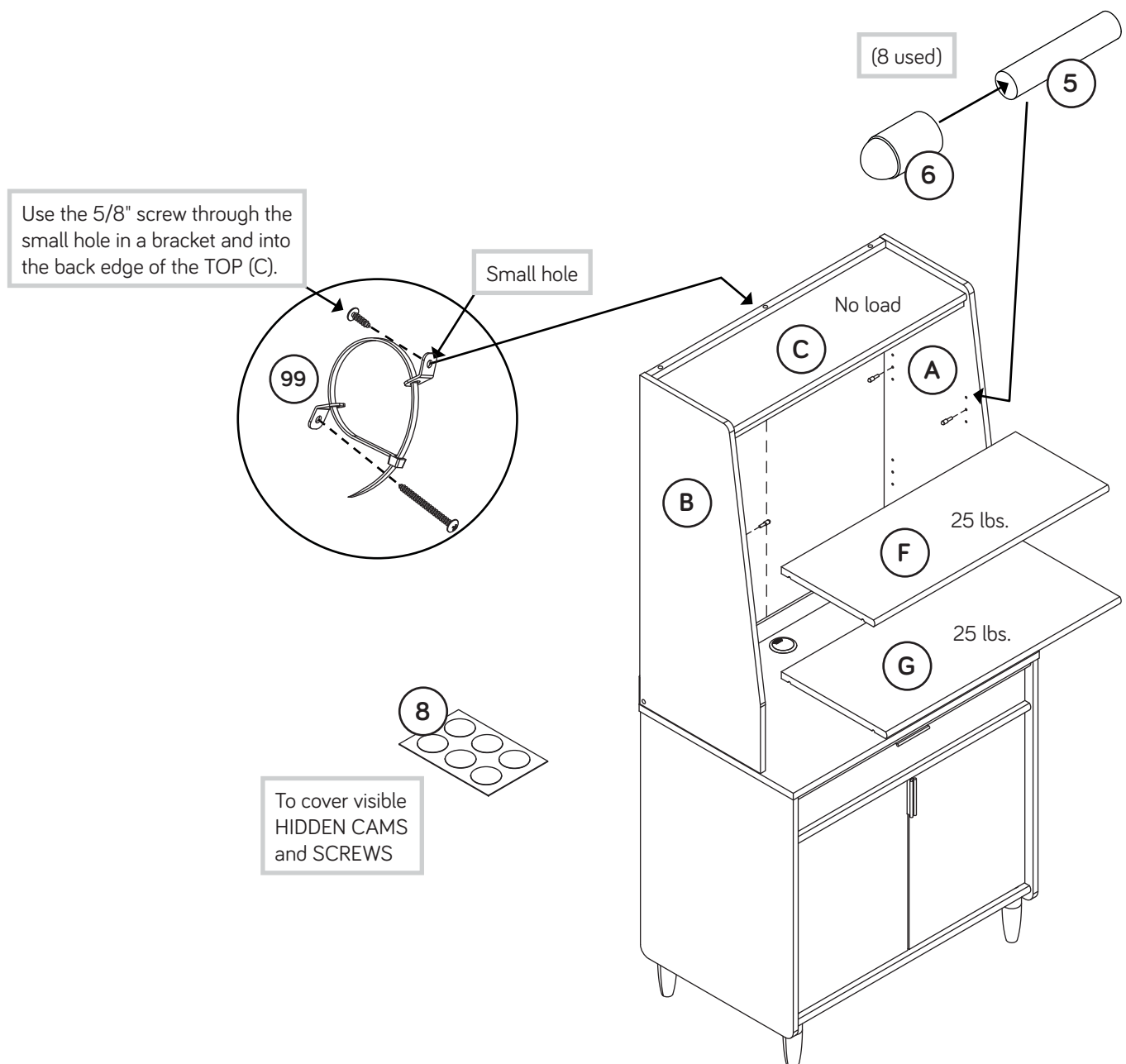
Step 9

- Finish fastening the Hutch to the Library Base. Use two BRACKETS (9) and eight BLACK 1" PAN HEAD SCREWS (12).



Step 10

- ✚ We recommend using the FURNITURE TIPPING RESTRAINT KIT (99) for added stability. Fasten a bracket to the back edge of the TOP (C) using the 5/8" screw as shown.
- ✚ Place your unit in its final location against a wall.
- ✚ Follow the instructions included in the KIT to fasten your unit to the wall.
- ✚ Push the RUBBER SLEEVES (6) over the METAL PINS (5). Insert the METAL PINS into the hole locations of your choice in the ENDS (A and B). Set the ADJUSTABLE SHELVES (F and G) onto the METAL PINS.
- ✚ Peel the STICKERS from the APPLIQUE CARD (8) and stick one onto each visible HIDDEN CAM and SCREW.
- ✚ NOTE: Please read the back pages of the instruction booklet for important safety information.
- ✚ This completes assembly. Clean with your favorite furniture polish or a damp cloth. Wipe dry.



⚠ WARNING

Please use your furniture correctly and safely. Improper use can cause safety hazards, or damage to your furniture or household items. ***Carefully read the following chart.***

Look out for:	What can happen:	How to avoid the problem:
<ul style="list-style-type: none">Overloaded shelves.	<ul style="list-style-type: none">Risk of injury.Overloaded shelves can break.	<ul style="list-style-type: none">Never exceed the weight limits shown in the instructionsUse the supplied tipping restraint kit for added stability.
<ul style="list-style-type: none">Improperly moving furniture that is not designed and equipped with casters.	<ul style="list-style-type: none">Furniture can tip over or break if improperly moved.Physical injury. Furniture can be very heavy.	<ul style="list-style-type: none">Unload shelves before moving the hutch.The hutch should be removed from the desktop before attempting to move the desk.Do not push furniture, especially on a carpeted floor. Have a friend help you lift the item and set it in place.
<ul style="list-style-type: none">Placing TVs on furniture items that are not designed to support a television is hazardous.	<ul style="list-style-type: none">Risk of injury or death. TVs can be very heavy. Plus the weight and location of the picture tube tends to make TVs unbalanced and prone to tipping forward.	<ul style="list-style-type: none">This product is not designed to support a television.