

Business or pleasure.
Works both ways.

Desk

Hampstead Park Collection | **Model 5420731**

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

PLEASE READ AND KEEP FOR FUTURE REFERENCE.

English pg 1-38

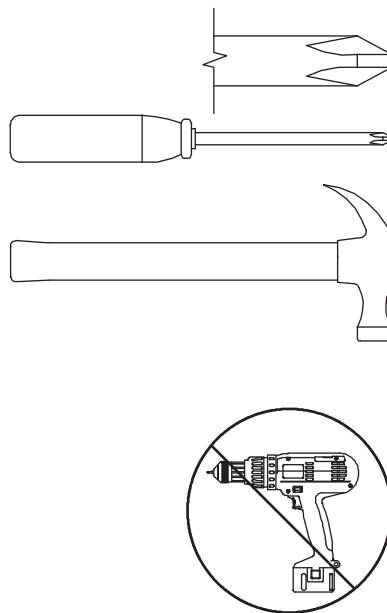
Français pg 39-43

Español pg 44-48

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No. 2 Phillips Screwdriver
Tip Shown Actual Size

Hammer
Not actual size 😊

Skip the power trip.
This time.

Part Identification

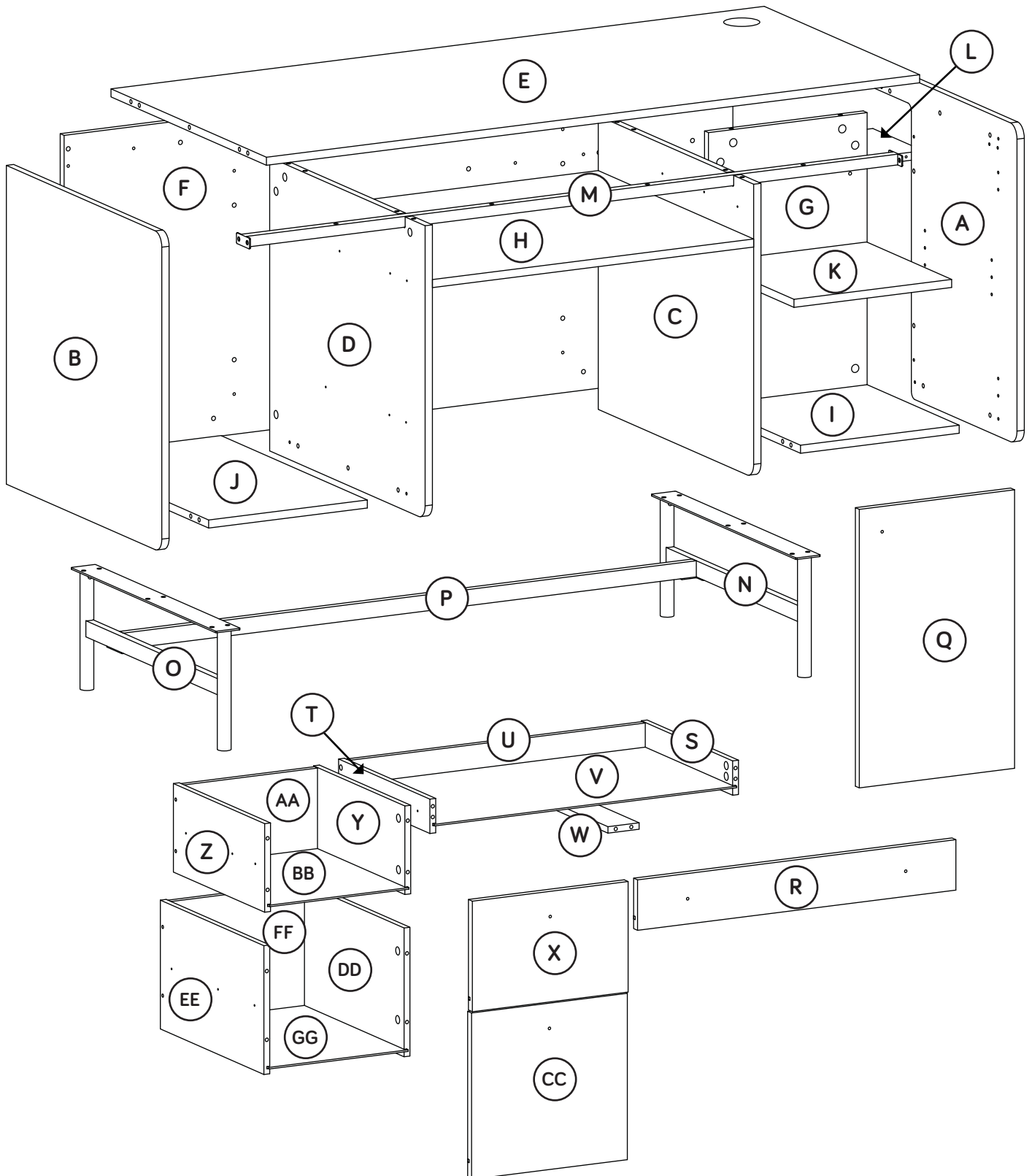
Now you know
our ABCs.



⚠ 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.

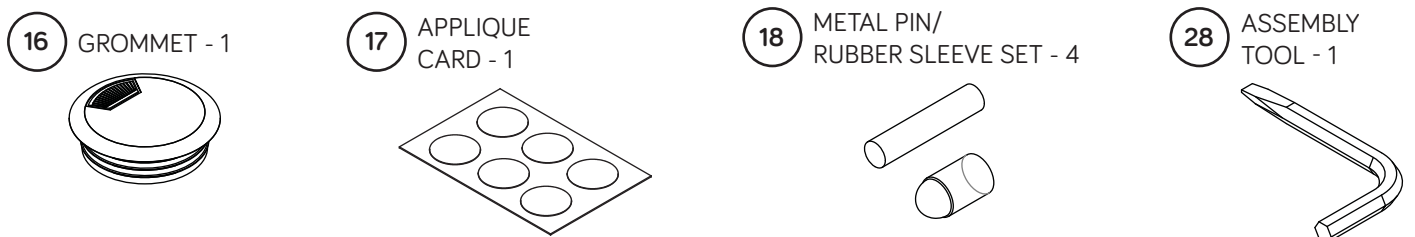
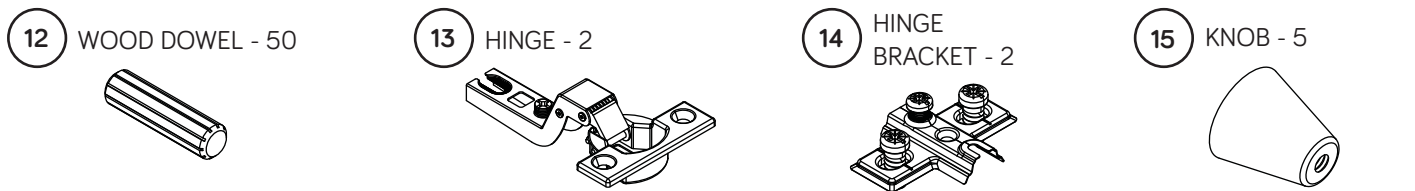
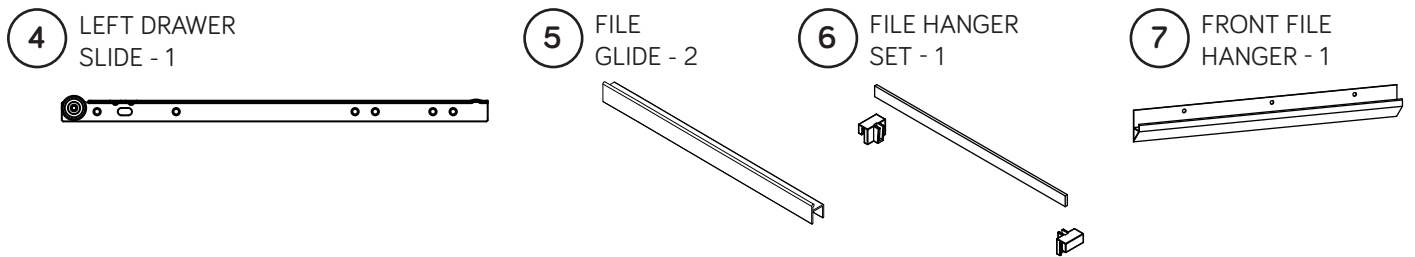
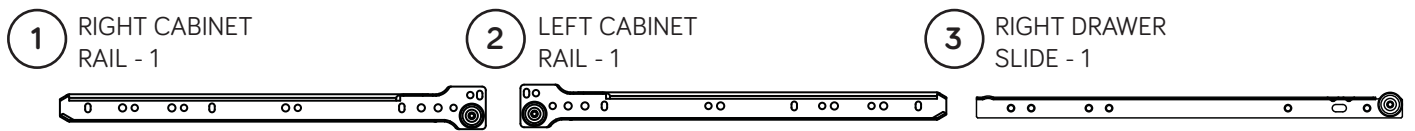
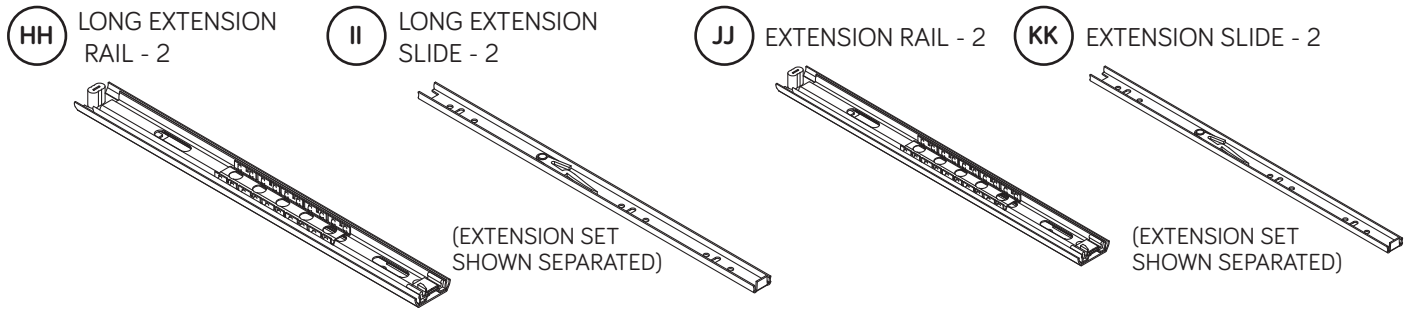
A	RIGHT END (1)	L	SMALL SHELF (1)	W	PENCIL DRAWER BRACE (1)
B	LEFT END (1)	M	TOP MOLDING (1)	X	DRAWER FRONT (1)
C	RIGHT UPRIGHT (1)	N	RIGHT LEG (1)	Y	RIGHT DRAWER SIDE (1)
D	LEFT UPRIGHT (1)	O	LEFT LEG (1)	Z	LEFT DRAWER SIDE (1)
E	TOP (1)	P	STRETCHER (1)	AA	DRAWER BACK (1)
F	BACK (1)	Q	DOOR (1)	BB	DRAWER BOTTOM (1)
G	SMALL BACK (1)	R	PENCIL DRAWER FRONT (1)	CC	FILE DRAWER FRONT (1)
H	SHELF (1)	S	PENCIL RIGHT DRAWER SIDE (1)	DD	FILE RIGHT DRAWER SIDE (1)
I	RIGHT BOTTOM (1)	T	PENCIL LEFT DRAWER SIDE (1)	EE	FILE LEFT DRAWER SIDE (1)
J	LEFT BOTTOM (1)	U	PENCIL DRAWER BACK (1)	FF	FILE DRAWER BACK (1)
K	ADJUSTABLE SHELF (1)	V	PENCIL DRAWER BOTTOM (1)	GG	FILE DRAWER BOTTOM (1)

Part Identification



Hardware Identification

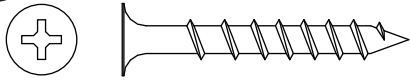
† Screws are shown actual size. You may receive extra hardware with your unit.



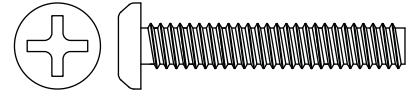
Hardware Identification

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

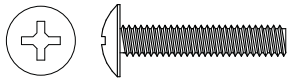
19 BLACK 1-1/2" FLAT HEAD SCREW - 19



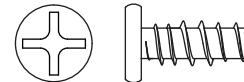
20 BLACK 1-3/8" MACHINE SCREW - 2



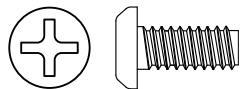
22 BLACK 7/8" MACHINE SCREW - 5



23 BLACK 9/16" WAFER HEAD SCREW - 16



24 BLACK 1/2" MACHINE SCREW - 4



25 BLACK 1/2" PAN HEAD SCREW - 27



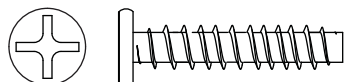
26 BLACK 1/2" FLAT HEAD SCREW - 12



27 SILVER 1/2" FLAT HEAD SCREW - 4



29 BLACK 1-1/16" WAFER HEAD SCREW - 4

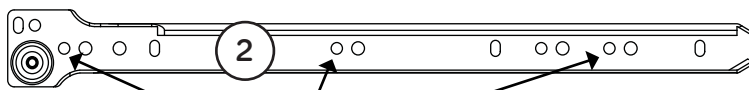


Step 1

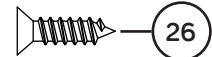
- ✦ Assemble your unit on a carpeted floor or on the empty carton to avoid scratching your unit or the floor.
- ✦ Turn two ANGLED HEAD CAM SCREWS (9) into the exact holes shown in the LEFT UPRIGHT (D).
- ✦ Fasten the LEFT CABINET RAIL (2) to the LEFT UPRIGHT (D). Use three BLACK 1/2" FLAT HEAD SCREWS (26).



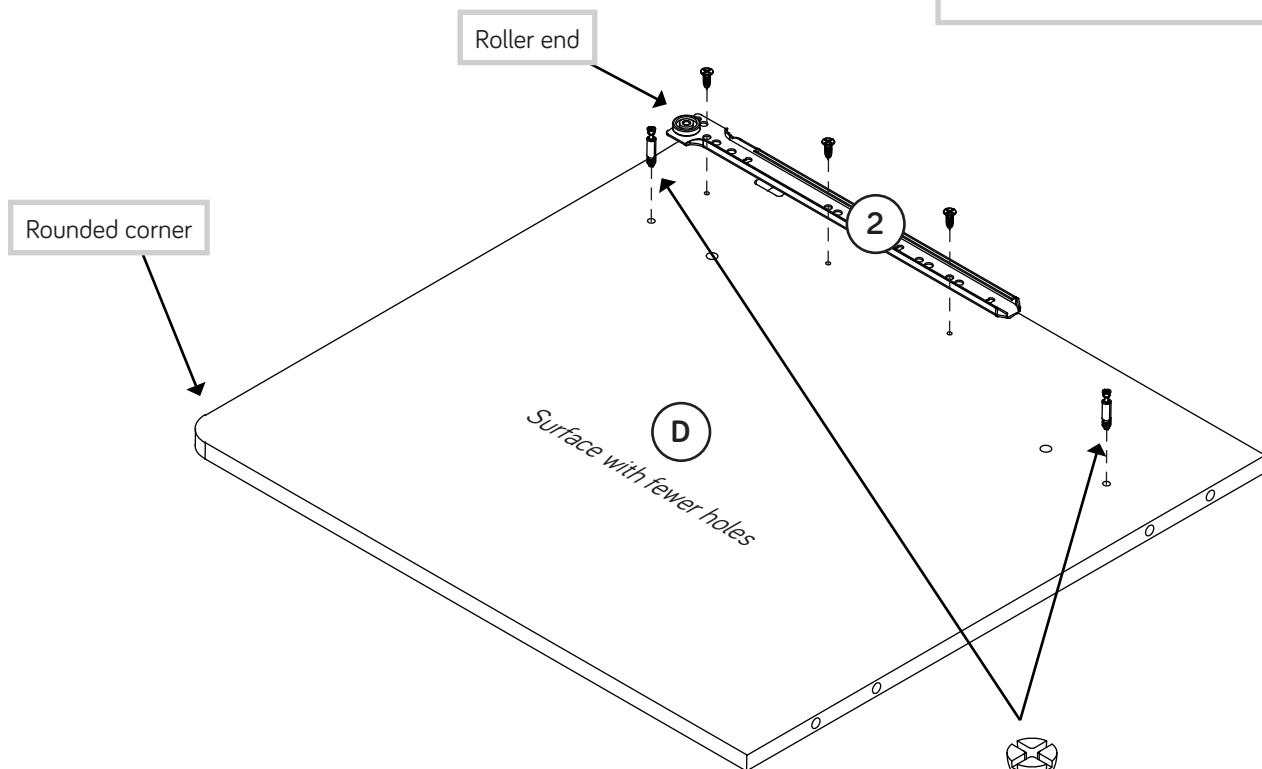
Some assembly
(and snacks) required.



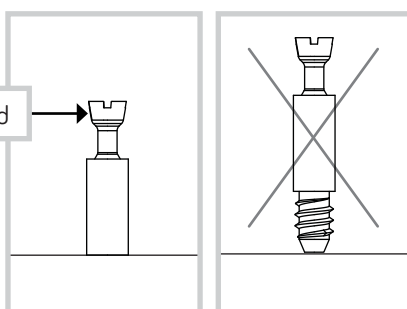
Use these holes.



BLACK 1/2" FLAT HEAD SCREW
(3 used in this step)

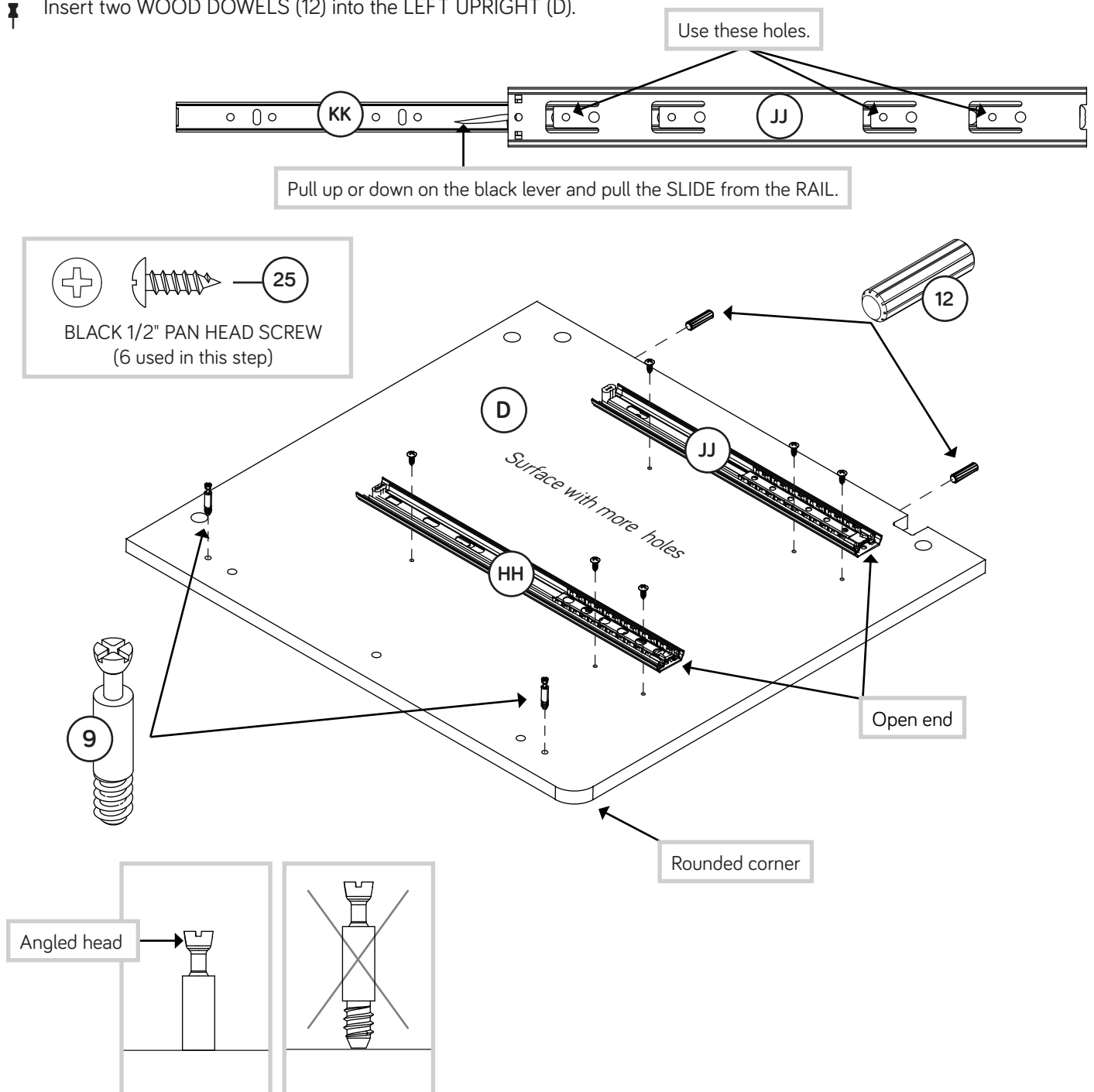


Angled head



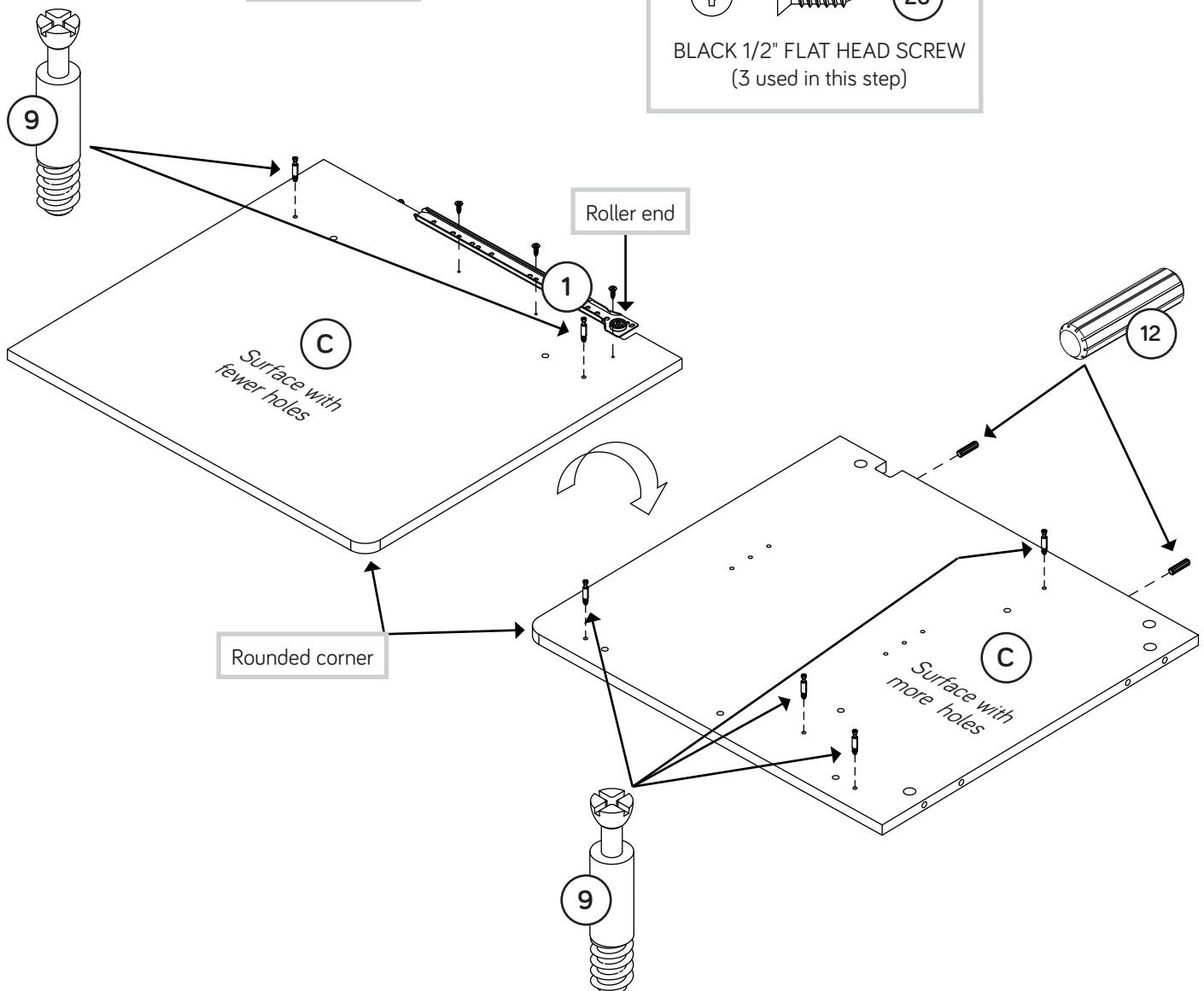
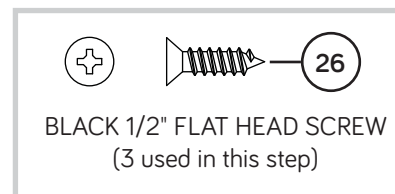
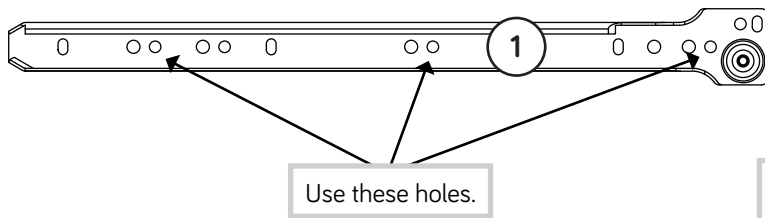
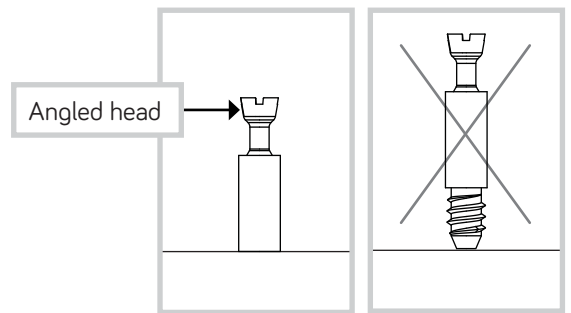
Step 2

- ✦ Turn the LEFT UPRIGHT (D) over.
- ✦ Separate the EXTENSION SLIDES (II and KK) from the EXTENSION RAILS (HH and JJ) as shown in the enlarged diagram below. Be prepared, the parts are greasy.
- ✦ Fasten the EXTENSION RAILS (HH and JJ) to the LEFT UPRIGHT (D). Use six BLACK 1/2" PAN HEAD SCREWS (25).
- ✦ **NOTE:** For each EXTENSION RAIL, turn a SCREW into the hole shown in the enlarged diagram. Then, slide the inner cartridge of the EXTENSION RAIL out to find the other two holes that line up with the holes in the UPRIGHT. Turn a SCREW into those holes.
- ✦ **NOTE:** The EXTENSION SLIDES will be used later for the DRAWERS.
- ✦ Turn two ANGLED HEAD CAM SCREWS (9) into the exact holes shown in the LEFT UPRIGHT (D).
- ✦ Insert two WOOD DOWELS (12) into the LEFT UPRIGHT (D).



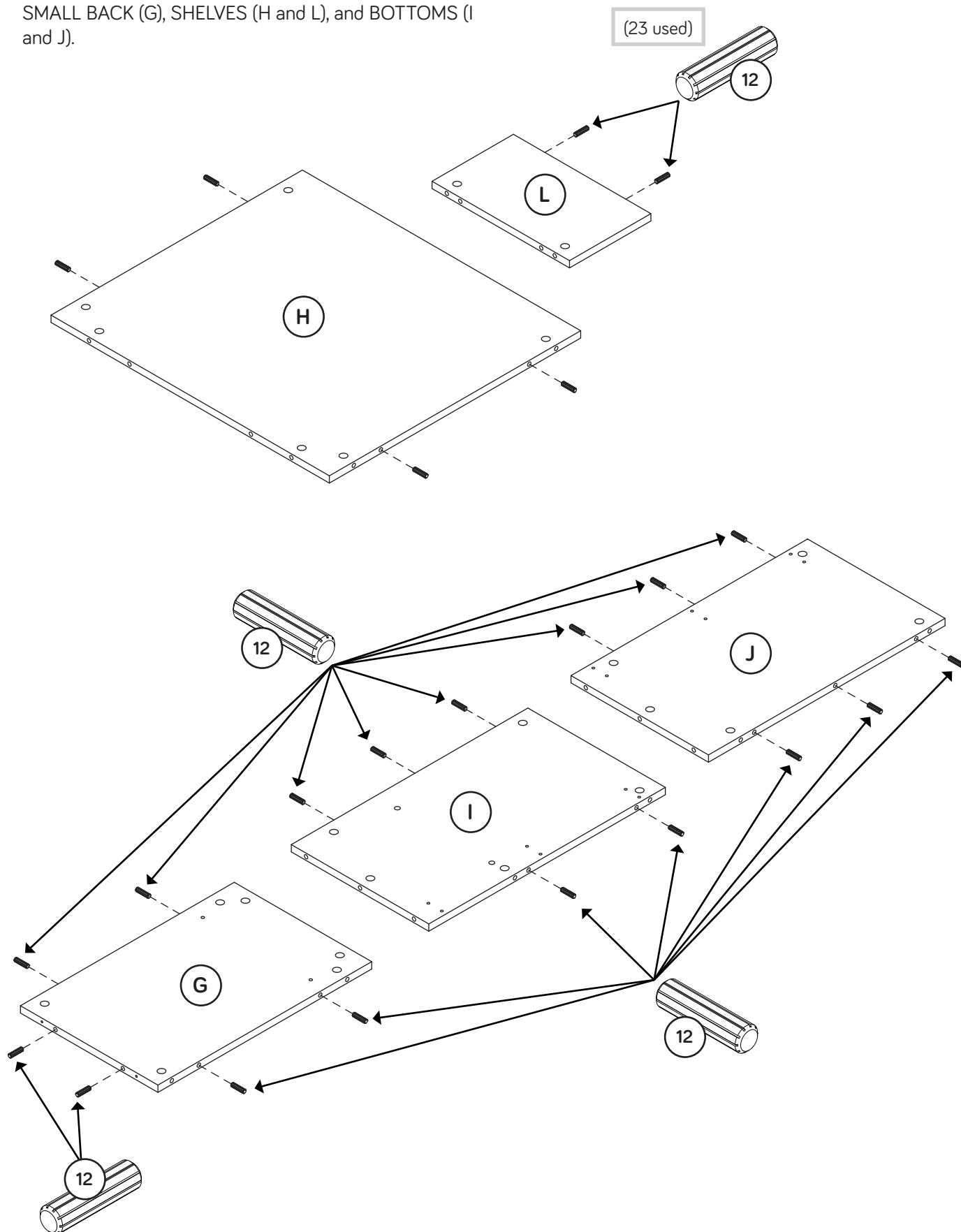
Step 3

- Turn two ANGLED HEAD CAM SCREWS (9) into the exact holes shown in the RIGHT UPRIGHT (C).
- Fasten the RIGHT CABINET RAIL (1) to the RIGHT UPRIGHT (C). Use three BLACK 1/2" FLAT HEAD SCREWS (26).
- Turn the RIGHT UPRIGHT (C) over and turn four ANGLED HEAD CAM SCREWS (9) into the exact holes shown in the RIGHT UPRIGHT.
- Insert two WOOD DOWELS (12) into the RIGHT UPRIGHT (C).



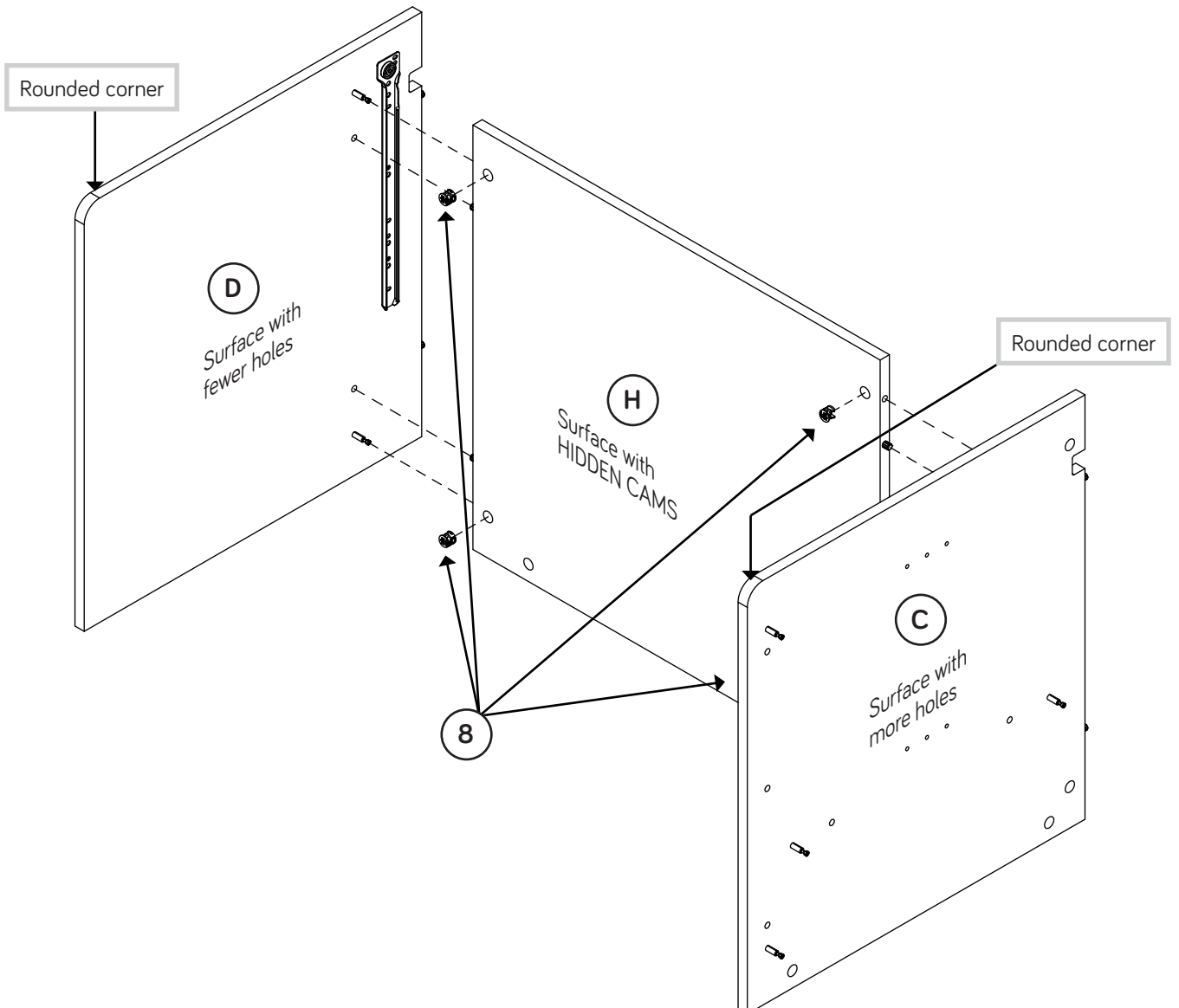
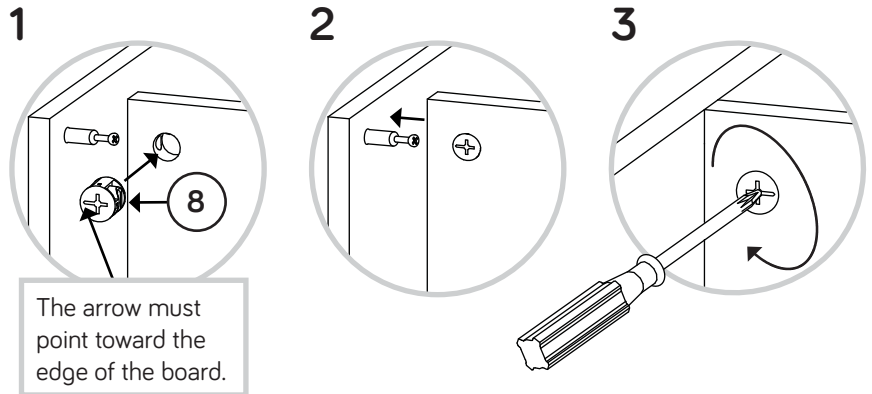
Step 4

- ✚ Insert twenty-three WOOD DOWELS (12) into the SMALL BACK (G), SHELVES (H and L), and BOTTOMS (I and J).



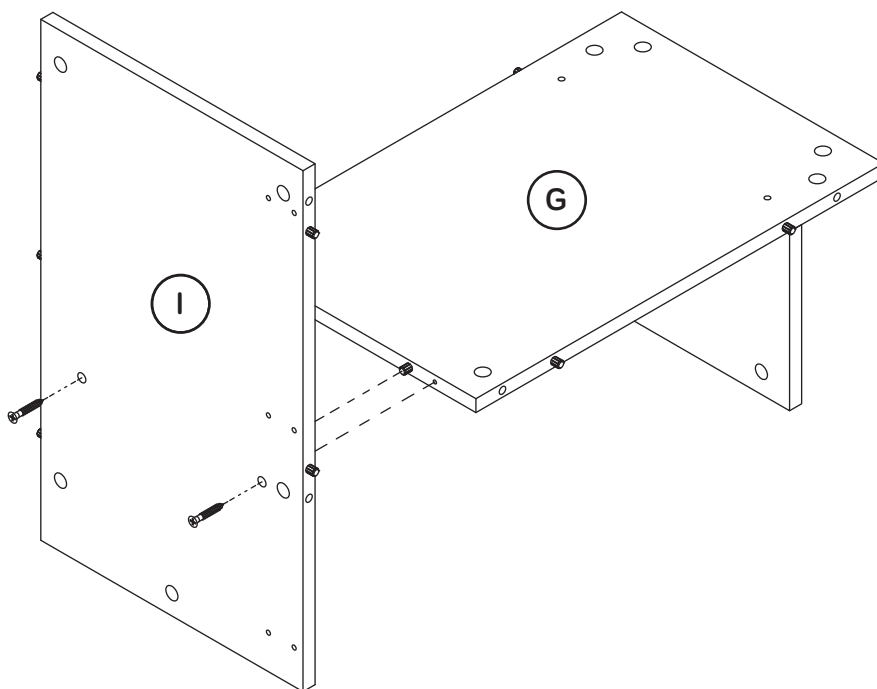
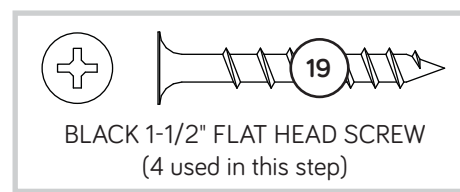
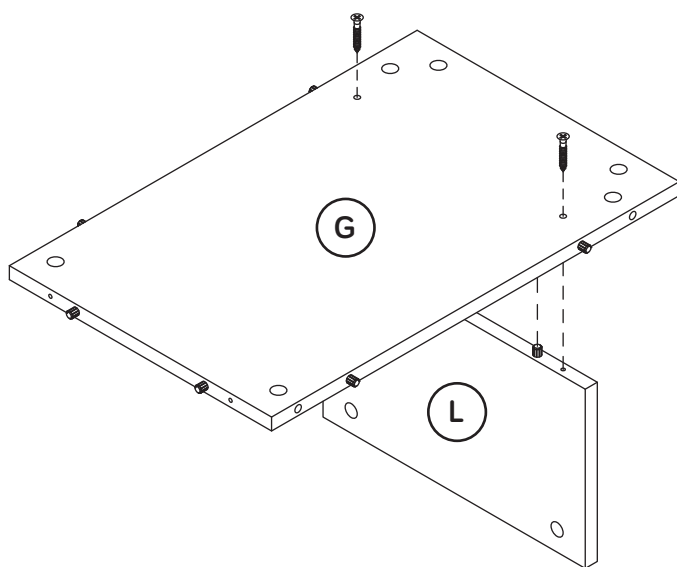
Step 5

- ✚ Insert four HIDDEN CAMS (8) into the holes in the SHELF (H) as shown.
- ✚ Fasten the SHELF (H) to the UPRIGHTS (C and D). Tighten four HIDDEN CAMS.
- ✚ **NOTE:** Be sure the WOOD DOWELS in the SHELF insert into the holes in the UPRIGHTS.



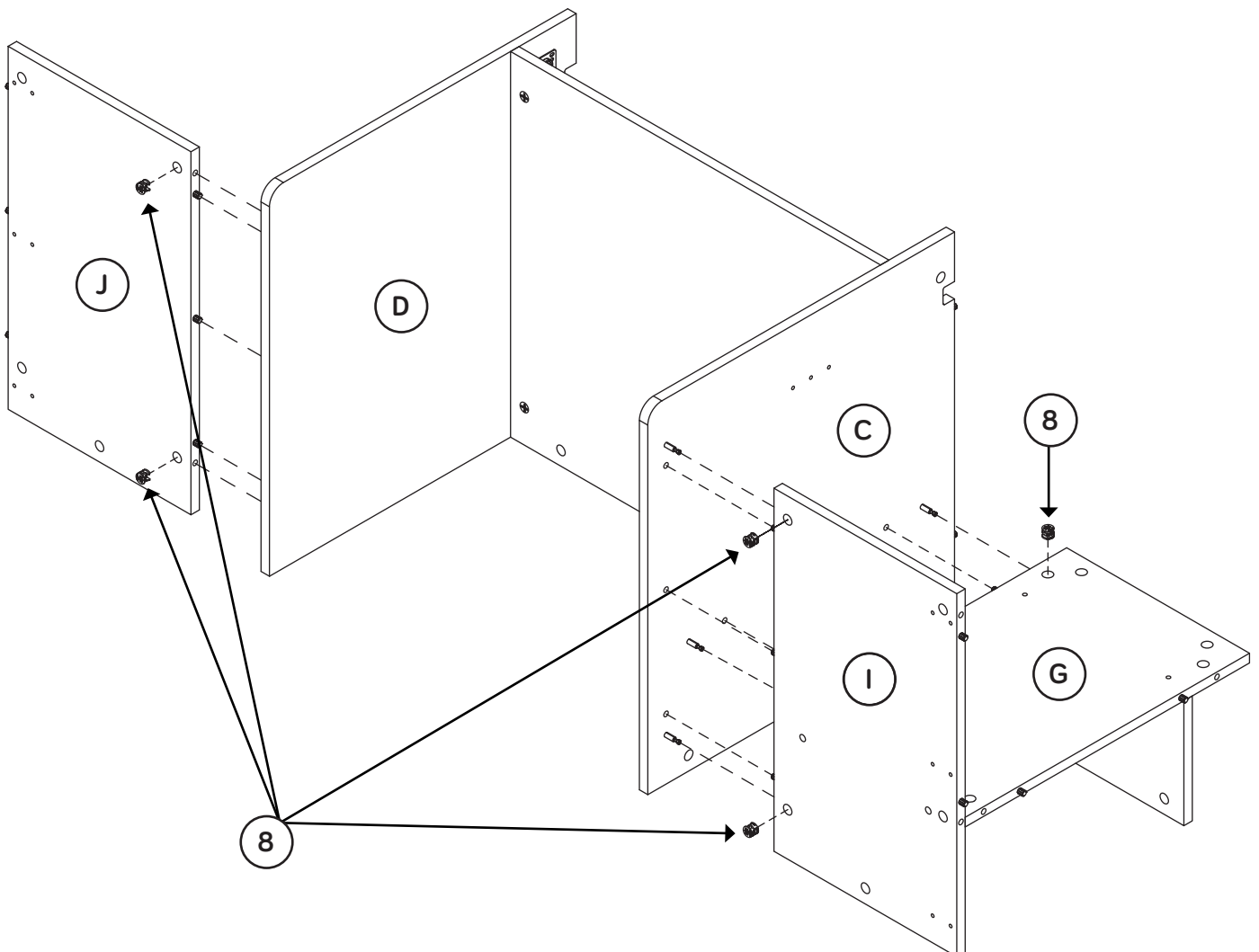
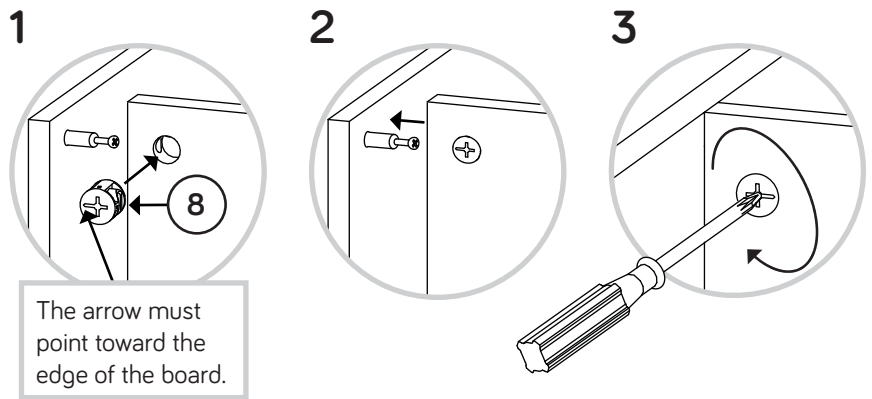
Step 6

- ✚ Fasten the SMALL BACK (G) to the SMALL SHELF (L).
Use two BLACK 1-1/2" FLAT HEAD SCREWS (19).
- ✚ NOTE: Be sure the WOOD DOWELS in the SMALL SHELF insert into the holes in the SMALL BACK.
- ✚ Fasten the RIGHT BOTTOM (I) to the SMALL BACK (G).
Use two BLACK 1-1/2" FLAT HEAD SCREWS (19).
- ✚ NOTE: Be sure the WOOD DOWELS in the SMALL BACK insert into the holes in the RIGHT BOTTOM.



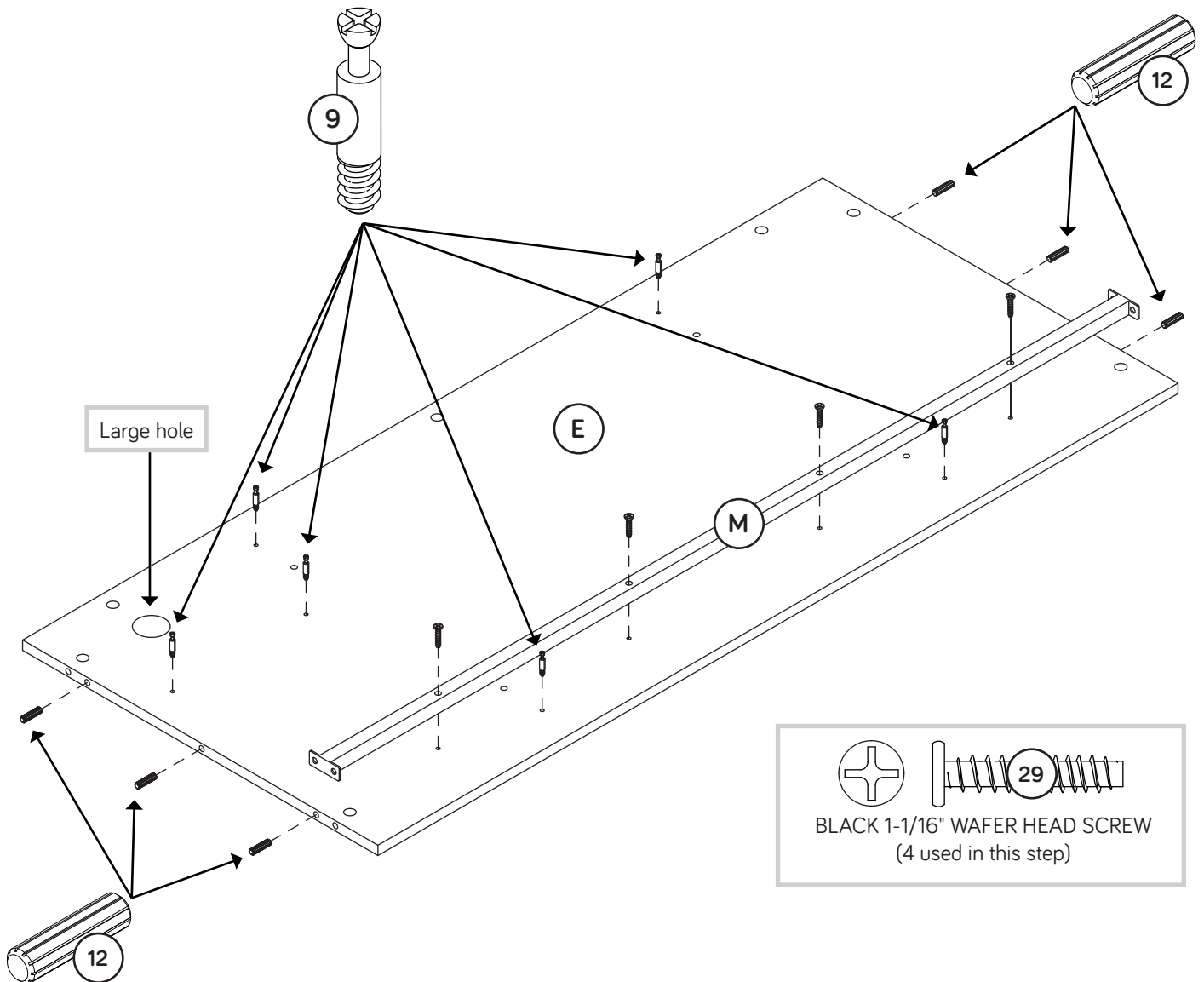
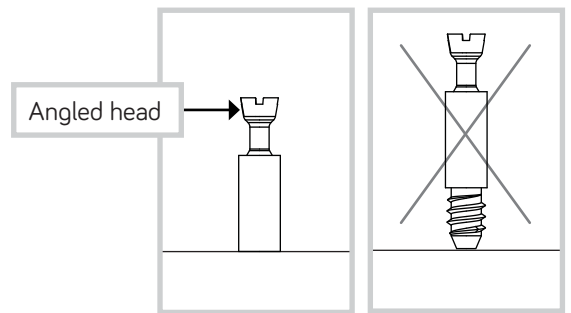
Step 7

- ✚ Insert six HIDDEN CAMS (8) into the exact holes shown in the SMALL BACK (G) and BOTTOMS (I and J).
- ✚ Fasten the SMALL BACK (G) and BOTTOMS (I and J) to the UPRIGHTS (C and D). Tighten six HIDDEN CAMS.
- ✚ NOTE: Be sure the WOOD DOWELS in the SMALL BACK and BOTTOMS insert into the holes in the UPRIGHTS.



Step 8

- Turn six ANGLED HEAD CAM SCREWS (9) into the exact holes shown in the TOP (E).
- Insert six WOOD DOWELS (12) into the TOP (E).
- Fasten the TOP MOLDING (M) to the TOP (E). Use four BLACK 1-1/16" WAFER HEAD SCREWS (29).

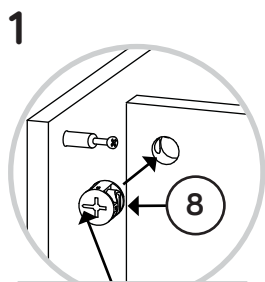


Step 9

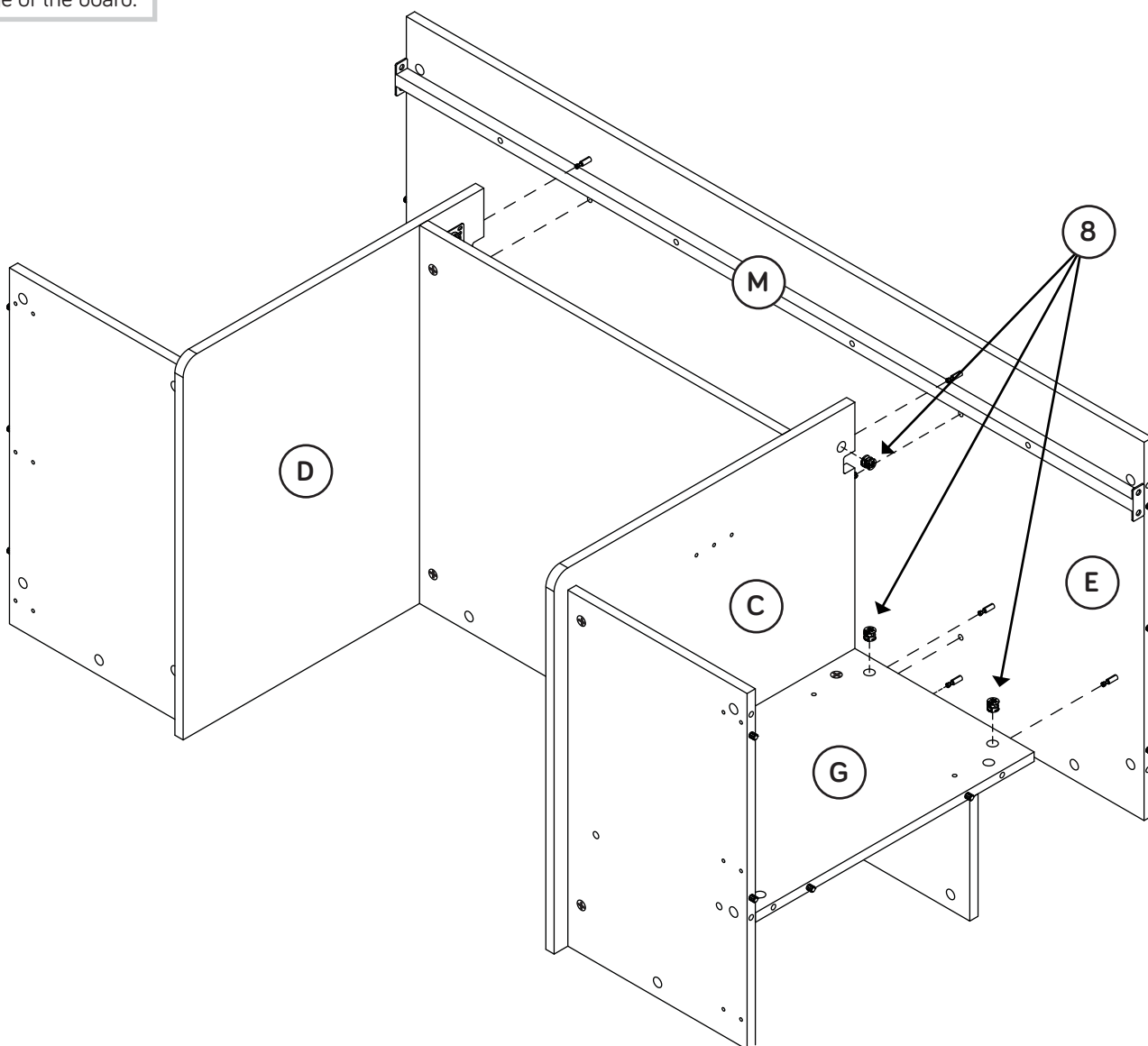
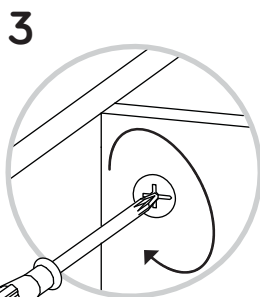
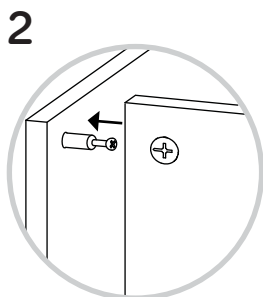
✚ Insert six HIDDEN CAMS (8) into the UPRIGHTS (C and D) and SMALL BACK (G) as shown.

✚ Fasten the TOP (E) to the UPRIGHTS (C and D) and SMALL BACK (G). Tighten six HIDDEN CAMS.

✚ **NOTE:** Be sure the WOOD DOWELS in the UPRIGHTS and SMALL BACK insert into the holes in the TOP.

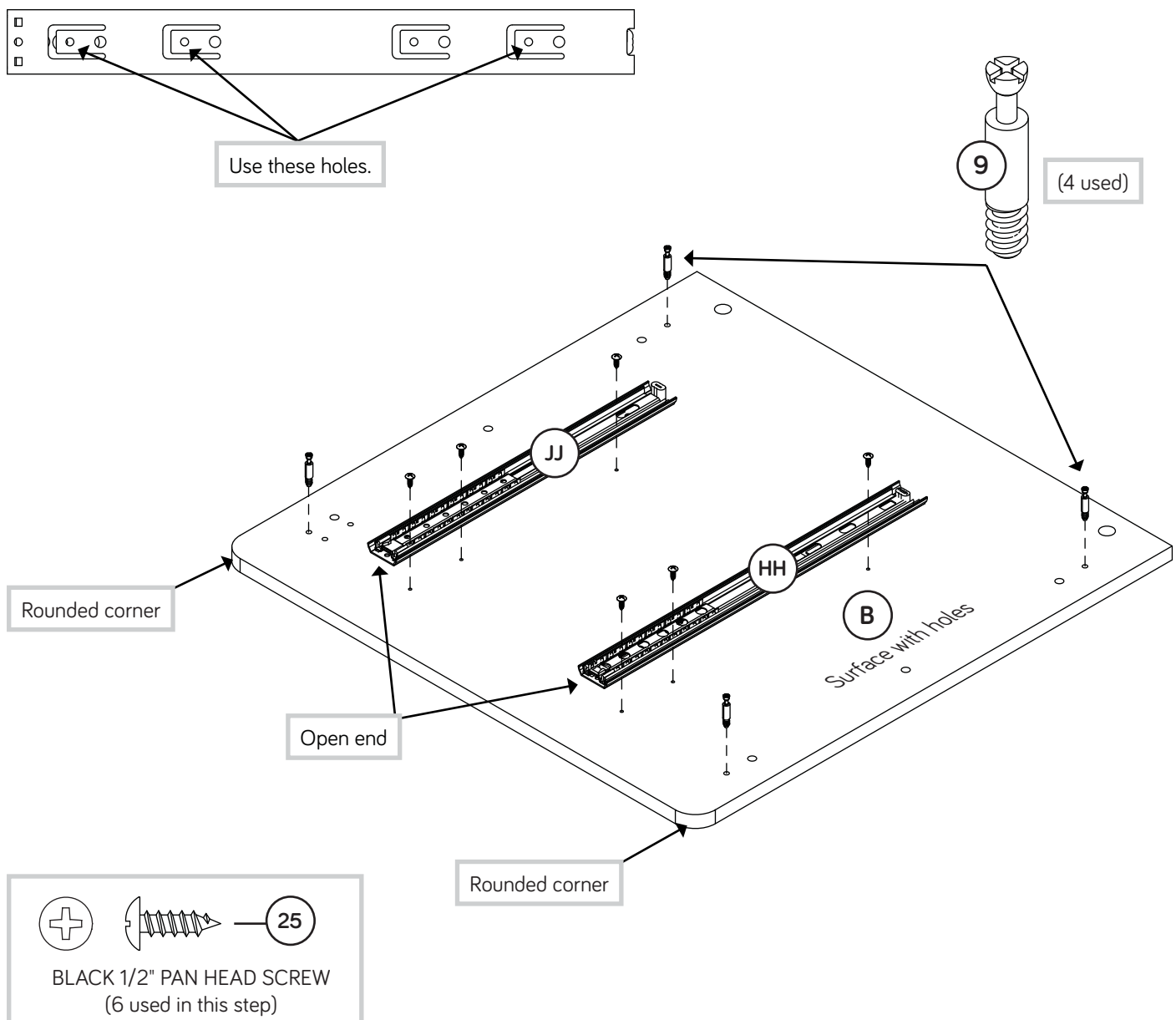
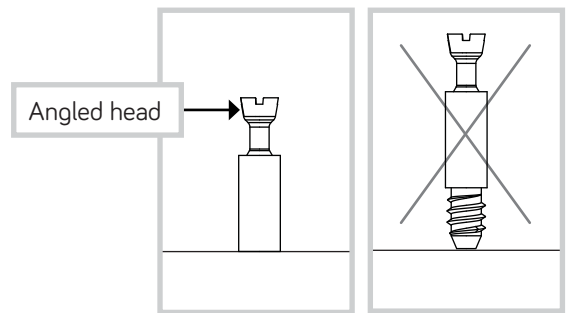


The arrow must point toward the edge of the board.



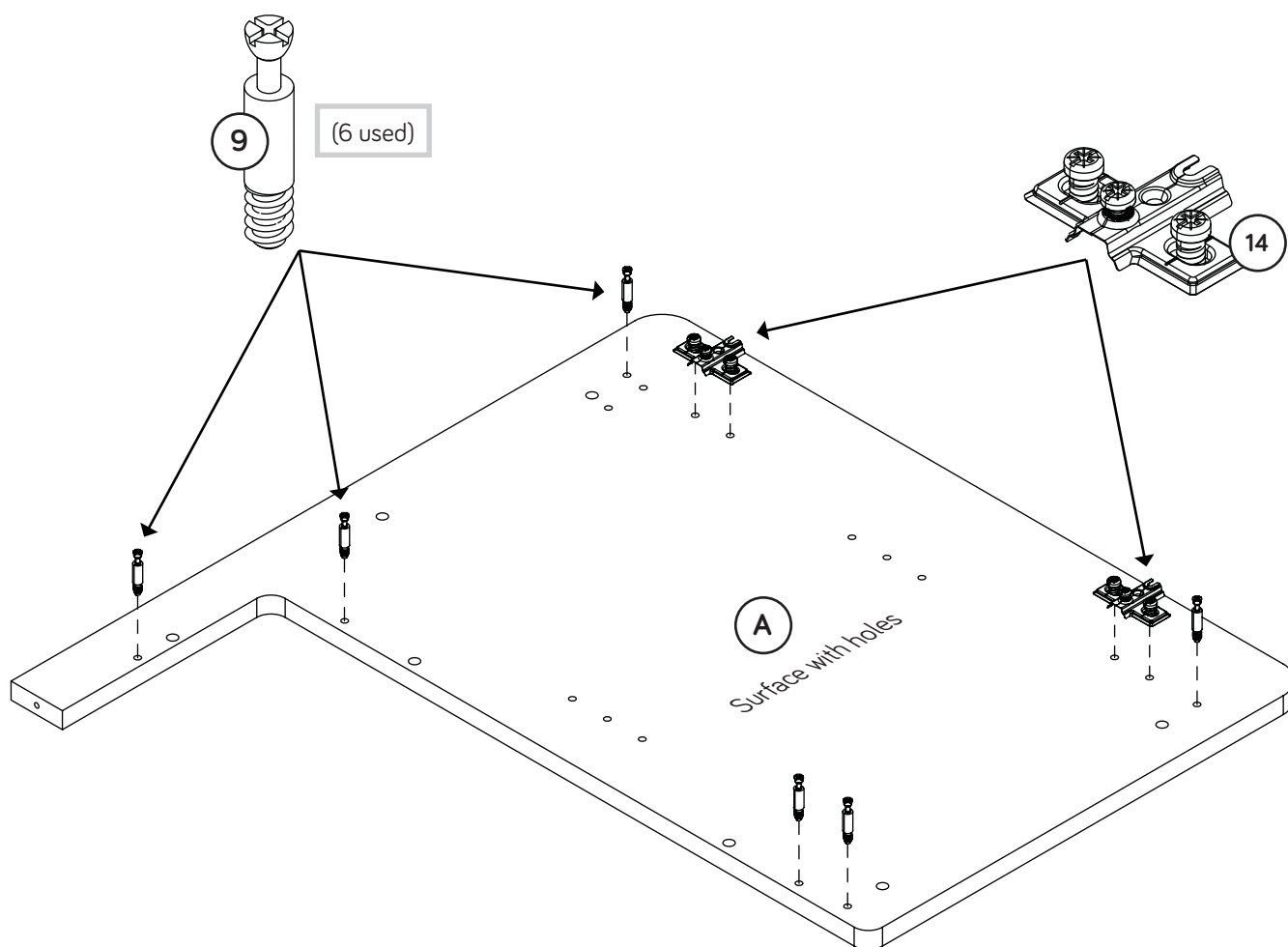
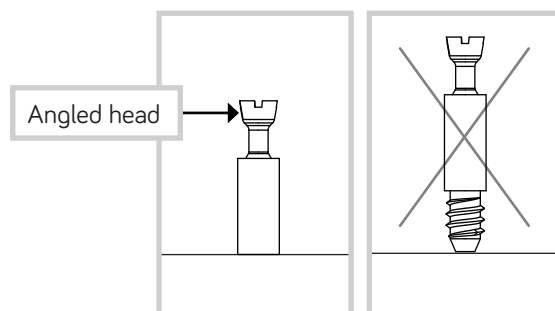
Step 10

- Fasten the EXTENSION RAILS (HH and JJ) to the LEFT END (B). Use six BLACK 1/2" PAN HEAD SCREWS (25).
- NOTE:** For each EXTENSION RAIL, turn a SCREW into the hole shown in the enlarged diagram. Then, slide the inner cartridge of the EXTENSION RAIL out to find the other two holes that line up with the holes in the END. Turn a SCREW into those holes.
- Turn four ANGLED HEAD CAM SCREWS (9) into the exact holes shown in the LEFT END (B).



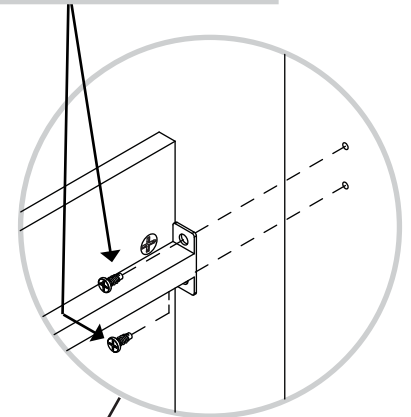
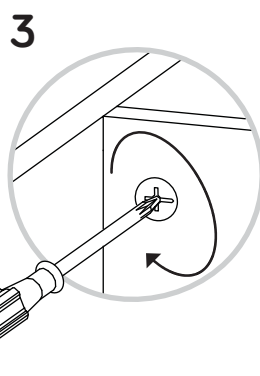
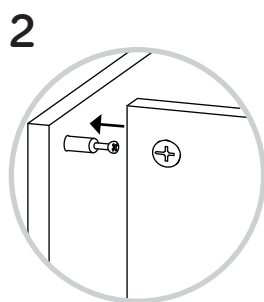
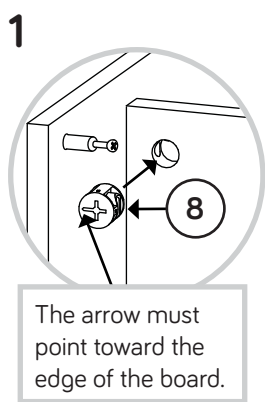
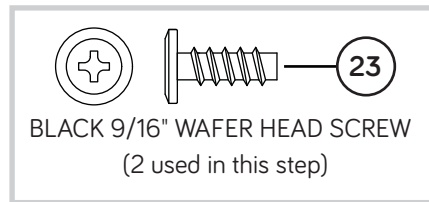
Step 11

- Turn six ANGLED HEAD CAM SCREWS (9) into the exact holes shown in the RIGHT END (A).
- Fasten the HINGE BRACKETS (14) to the RIGHT END (A). Use the screws in the HINGE BRACKETS.

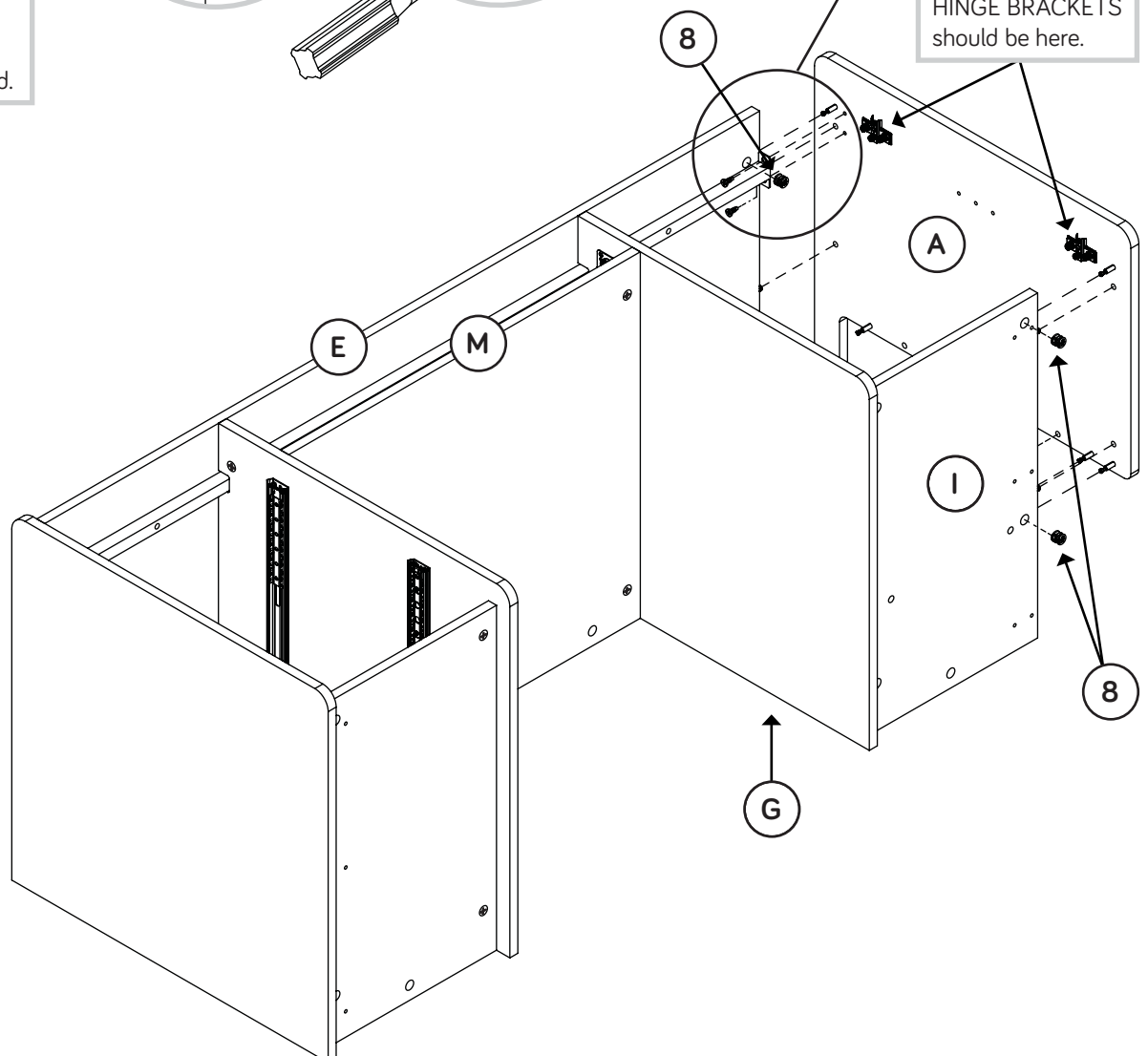


Step 13

- ✚ Insert six HIDDEN CAMS (8) into the TOP (E), SMALL BACK (G), and RIGHT BOTTOM (I) as shown.
- ✚ Fasten the RIGHT END (A) to the TOP (E), SMALL BACK (G), and RIGHT BOTTOM (I). Tighten six HIDDEN CAMS.
- ✚ **NOTE:** Be sure the WOOD DOWELS in the TOP, SMALL BACK, and RIGHT BOTTOM insert into the holes in the RIGHT END.
- ✚ Fasten the TOP MOLDING (M) to the RIGHT END (A). Use two BLACK 9/16" WAFER HEAD SCREWS (23).

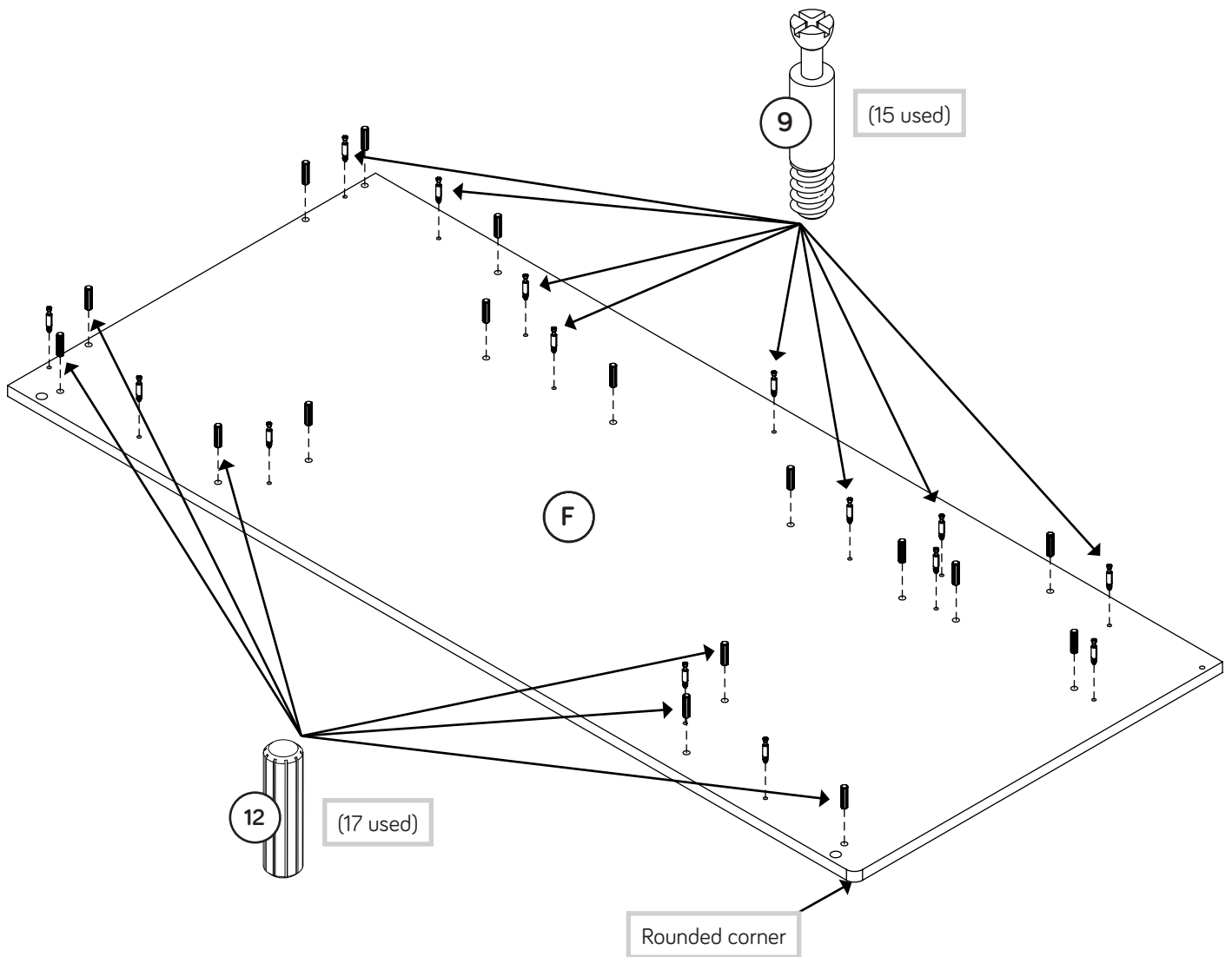
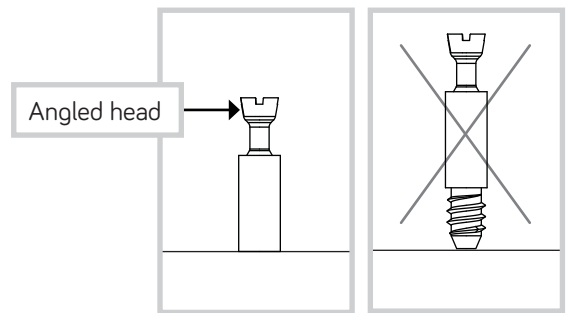


HINGE BRACKETS should be here.



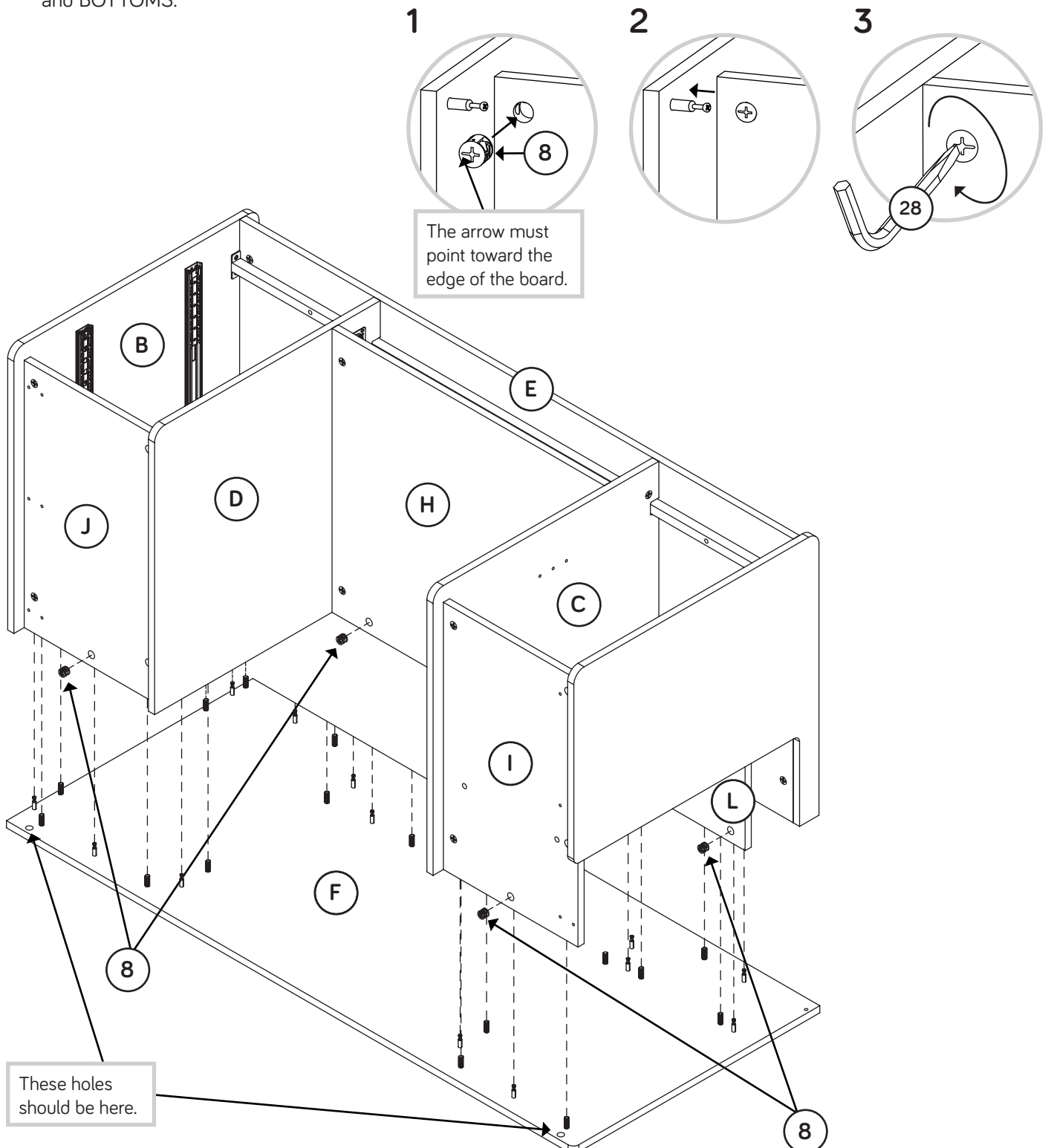
Step 14

- Turn fifteen ANGLED HEAD CAM SCREWS (9) into the exact holes shown in the BACK (F).
- Insert seventeen WOOD DOWELS (12) into the exact holes shown in the BACK (F).



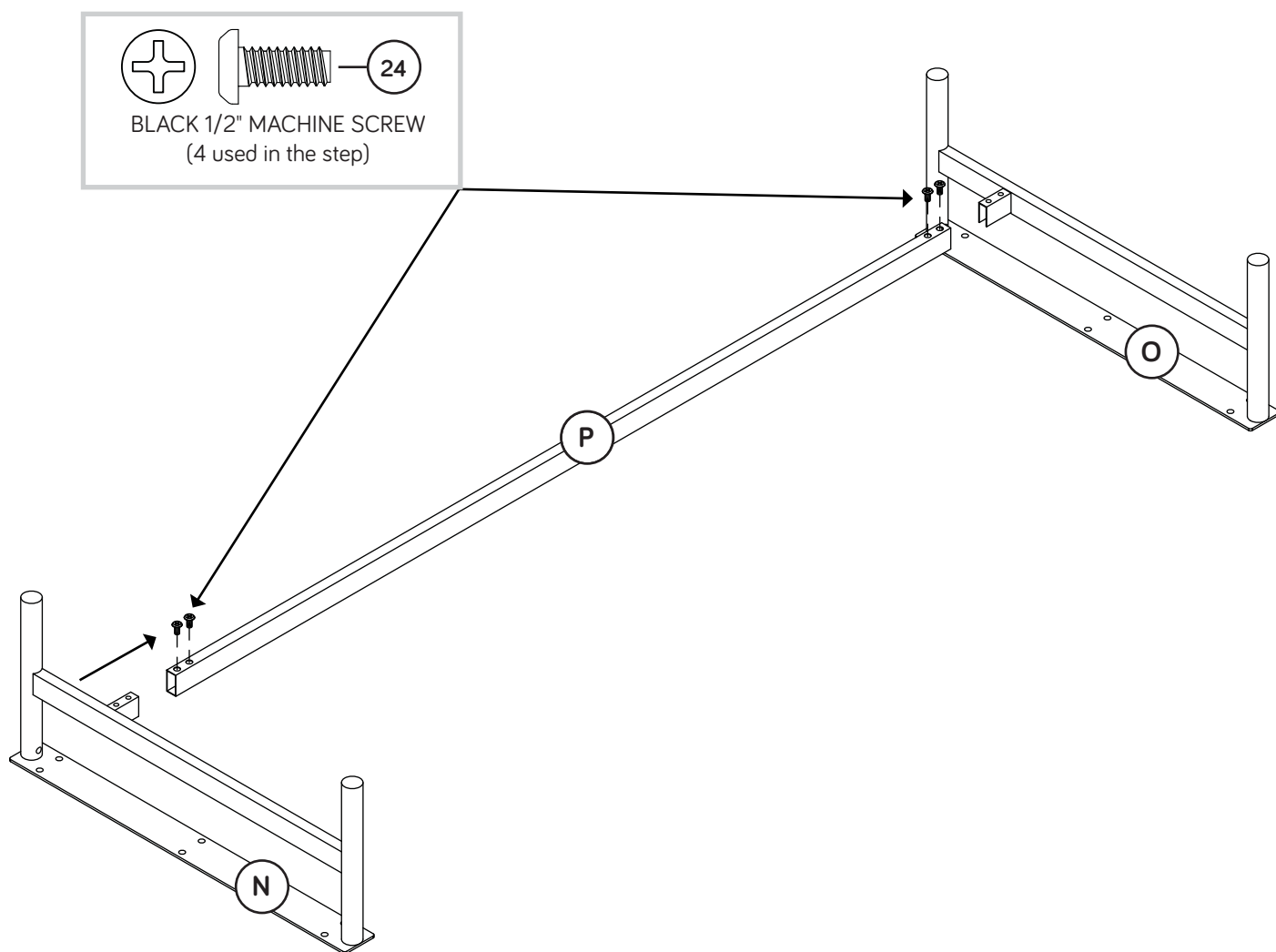
Step 15

- ✦ **NOTE:** You will need someone's help in this step.
- ✦ Insert fifteen HIDDEN CAMS (8) into the LEFT END (B), UPRIGHTS (C and D), TOP (E), SHELVES (H and L), and BOTTOMS (I and J) as shown.
- ✦ Fasten the BACK (F) to the LEFT END (B), UPRIGHTS (C and D) TOP (E), SHELVES (H and L), and BOTTOMS (I and J). Tighten fifteen HIDDEN CAMS using the ASSEMBLY TOOL (28).
- ✦ **NOTE:** Be sure the WOOD DOWELS in the BACK insert into the holes in the LEFT END, UPRIGHTS, TOP, SHELVES, and BOTTOMS.



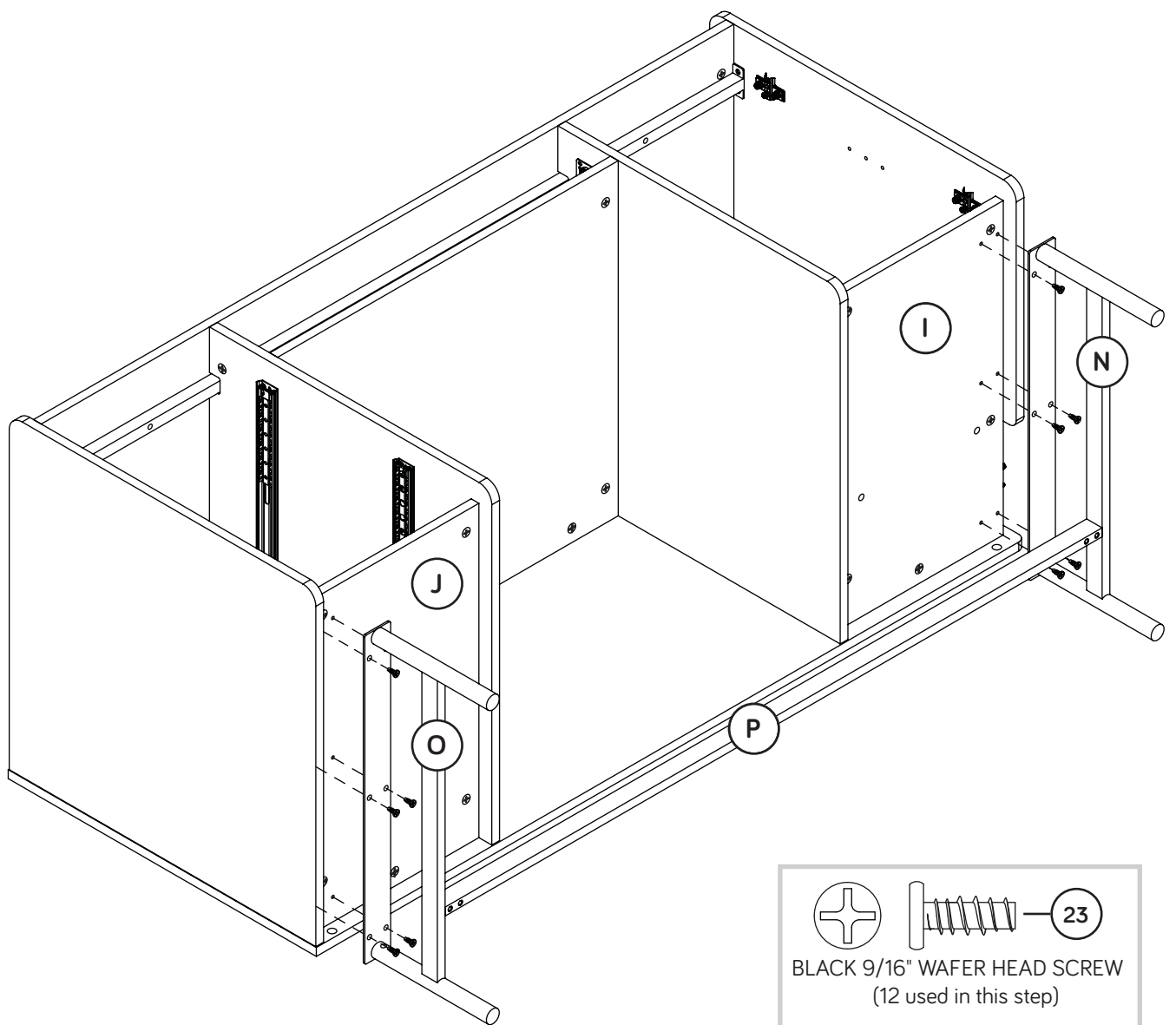
Step 16

- Push the LEGS (N and O) onto the STRETCHER (P).
- Fasten the STRETCHER (P) to the LEGS (N and O). Use four BLACK 1/2" MACHINE SCREWS (24).



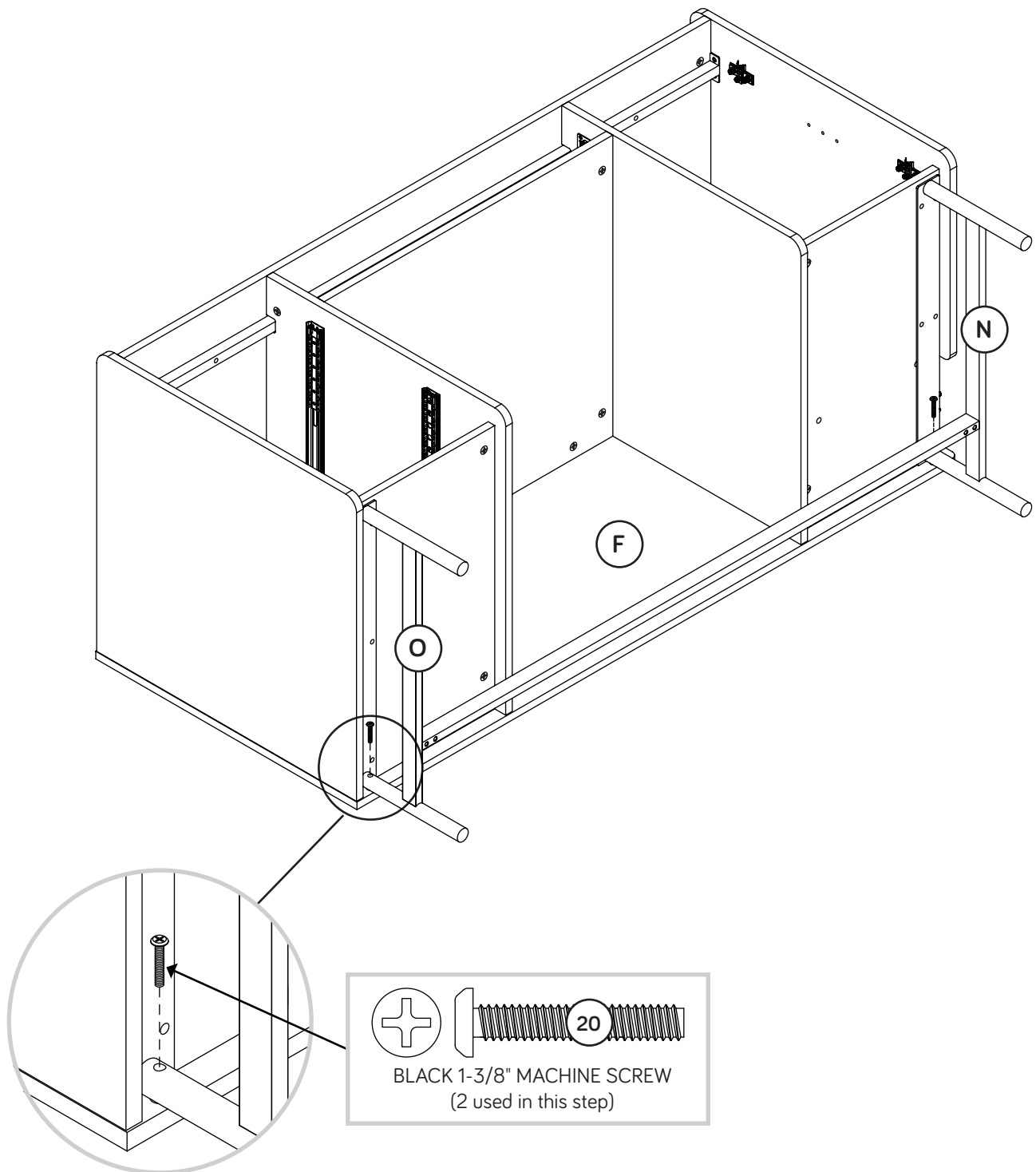
Step 17

- Fasten the LEGS (N and O) to the BOTTOMS (I and J).
Use twelve BLACK 9/16" WAFER HEAD SCREWS (23).



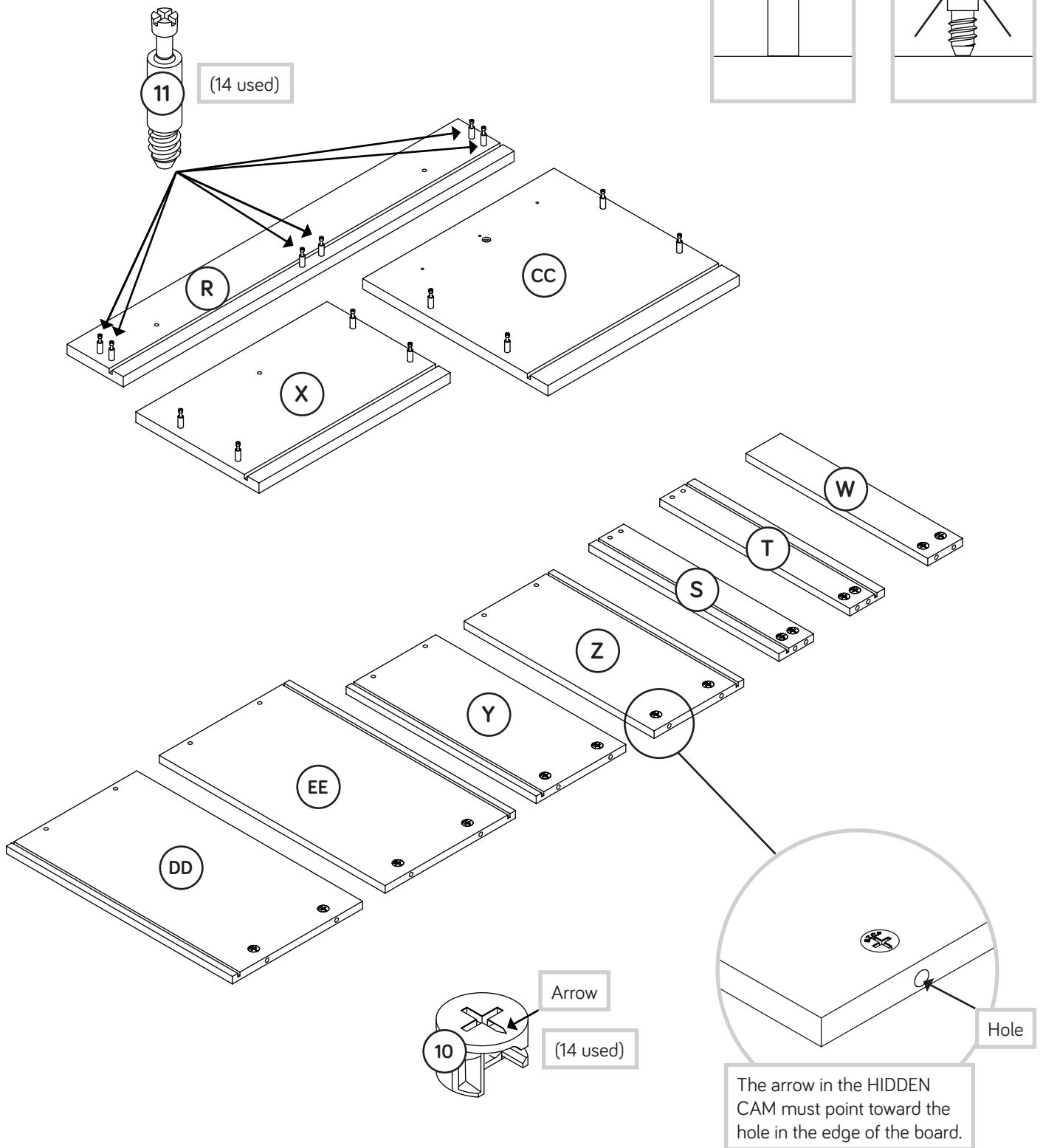
Step 18

- Fasten the LEGS (N and O) to the BACK (F). Use two BLACK 1-3/8" MACHINE SCREWS (20).



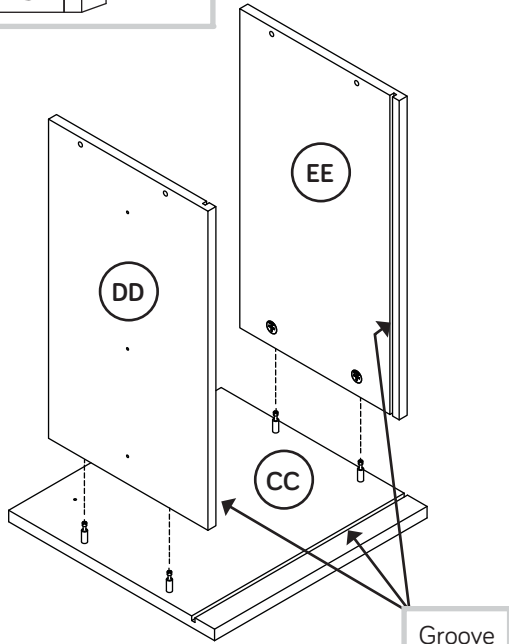
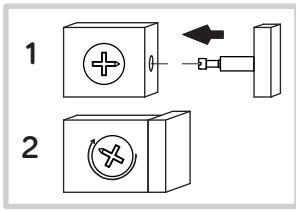
Step 19

- Turn fourteen STRAIGHT HEAD CAM SCREWS (11) into the DRAWER FRONTS (R, X, and CC).
- Push fourteen SMALL HIDDEN CAMS (10) into the large holes in the DRAWER SIDES (S, T, Y, Z, DD, and EE) and PENCIL DRAWER BRACE (W).



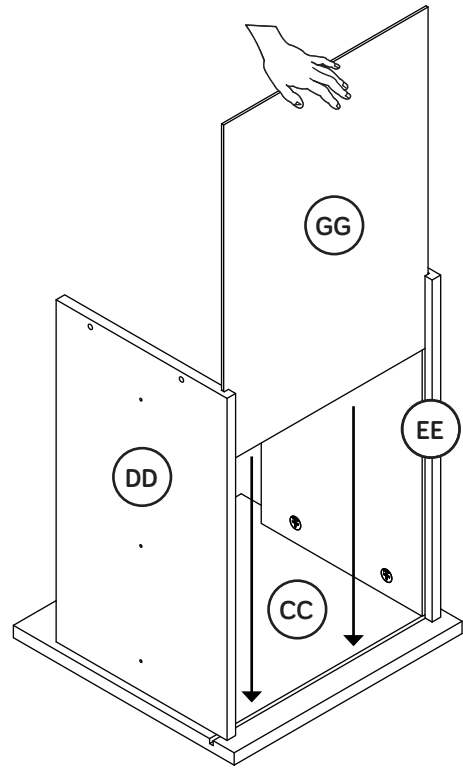
Step 20

1



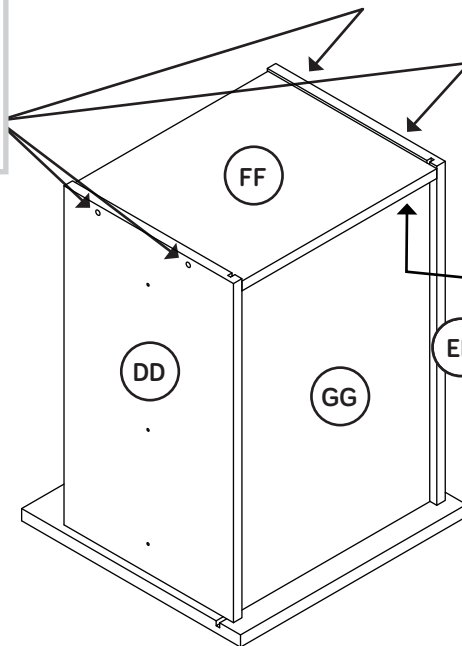
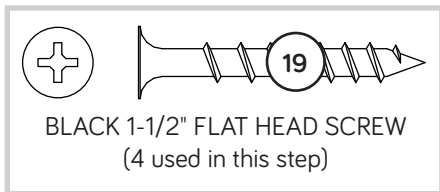
Fasten the FILE DRAWER SIDES (DD and EE) to the FILE DRAWER FRONT (CC). Tighten four SMALL HIDDEN CAMS.

2



Slide the FILE DRAWER BOTTOM (GG) into the grooves in the FILE DRAWER SIDES (DD and EE) and FILE DRAWER FRONT (CC).

3



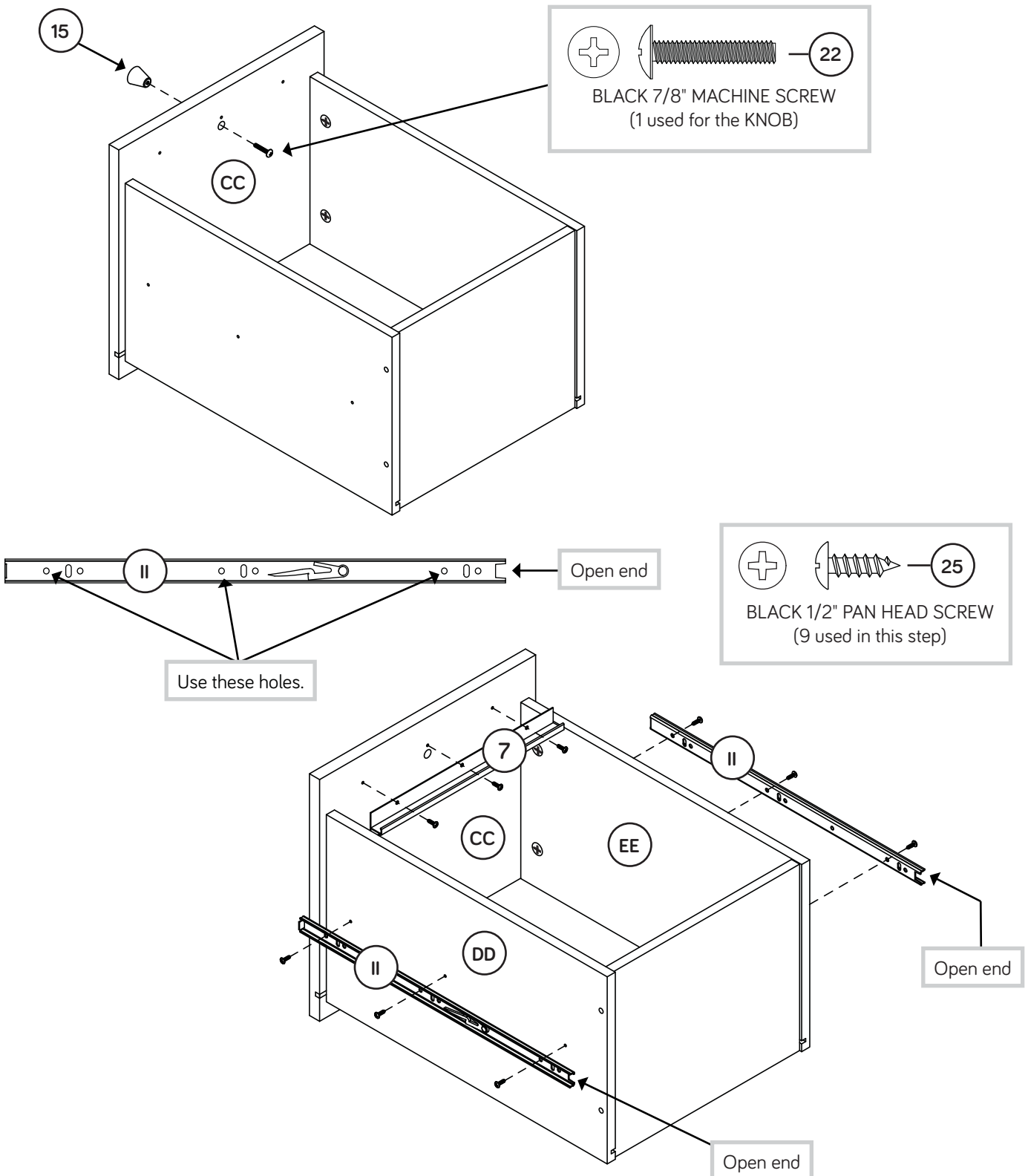
Be sure the DRAWER BOTTOM inserts into the DRAWER BACK groove.

Fasten the FILE DRAWER BACK (FF) to the FILE DRAWER SIDES (DD and EE). Use four BLACK 1-1/2" FLAT HEAD SCREWS (19).

NOTE: Be sure the FILE DRAWER BOTTOM (GG) inserts into the groove of the FILE DRAWER BACK (FF).

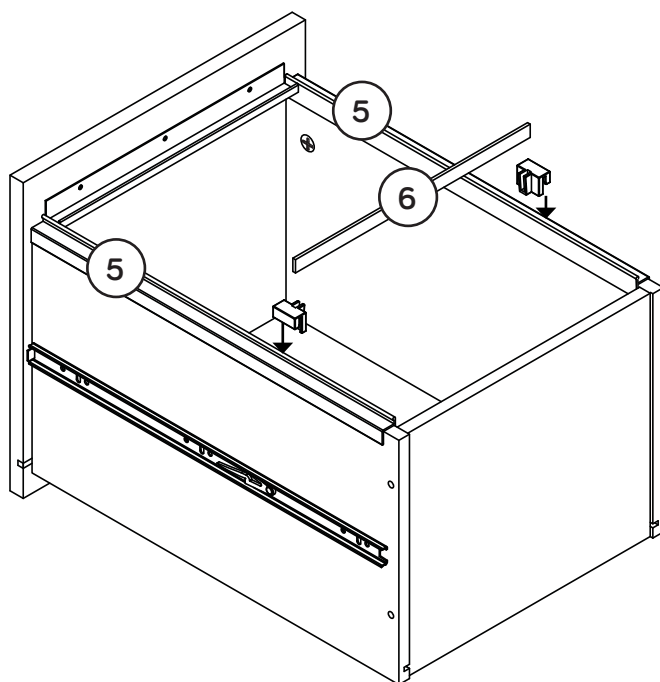
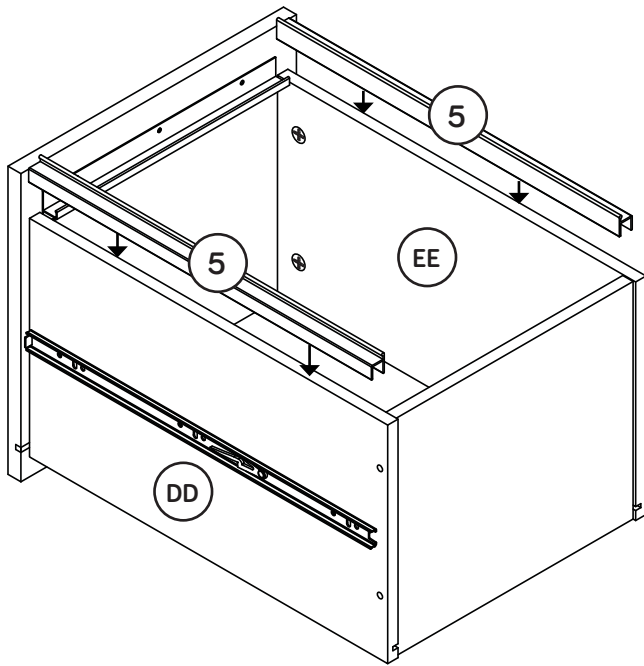
Step 21

- Fasten the KNOB (15) to the FILE DRAWER FRONT (CC). Use a BLACK 7/8" MACHINE SCREW (22).
- Fasten the FRONT FILE HANGER (7) to the FILE DRAWER FRONT (CC). Use three BLACK 1/2" PAN HEAD SCREWS (25).
- Fasten the LONG EXTENSION SLIDES (II) to the FILE DRAWER SIDES (DD and EE). Use six BLACK 1/2" PAN HEAD SCREWS (25).



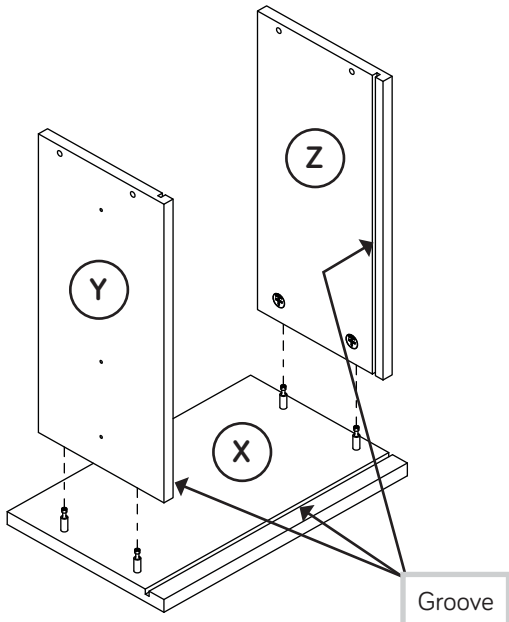
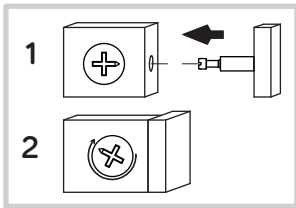
Step 22

- ✚ Push the FILE GLIDES (5) onto the FILE DRAWER SIDES (DD and EE) as shown in the upper diagram.
- ✚ Push the FILE HANGER SET (6) onto the FILE GLIDES (5) as shown in the lower diagram.



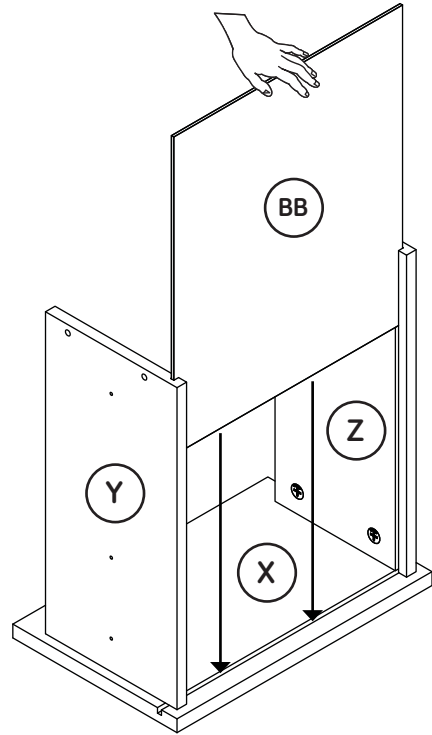
Step 23

1



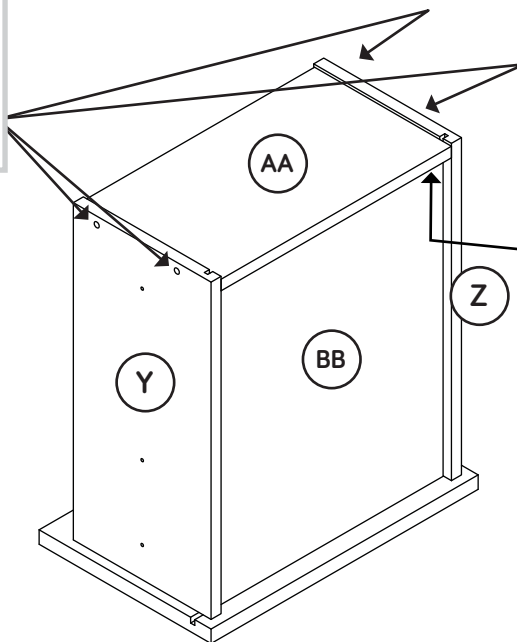
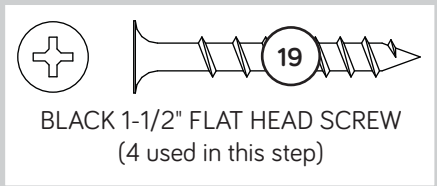
Fasten the DRAWER SIDES (Y and Z) to the DRAWER FRONT (X). Tighten four SMALL HIDDEN CAMS.

2



Slide a DRAWER BOTTOM (BB) into the grooves in the DRAWER SIDES (Y and Z) and DRAWER FRONT (X).

3



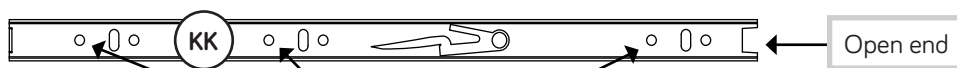
Be sure the DRAWER BOTTOM inserts into the DRAWER BACK groove.

Fasten the DRAWER BACK (AA) to the DRAWER SIDES (Y and Z). Use four BLACK 1-1/2" FLAT HEAD SCREWS (19).

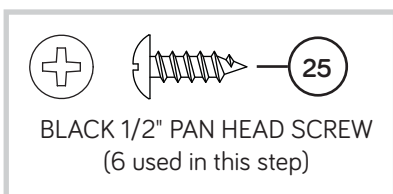
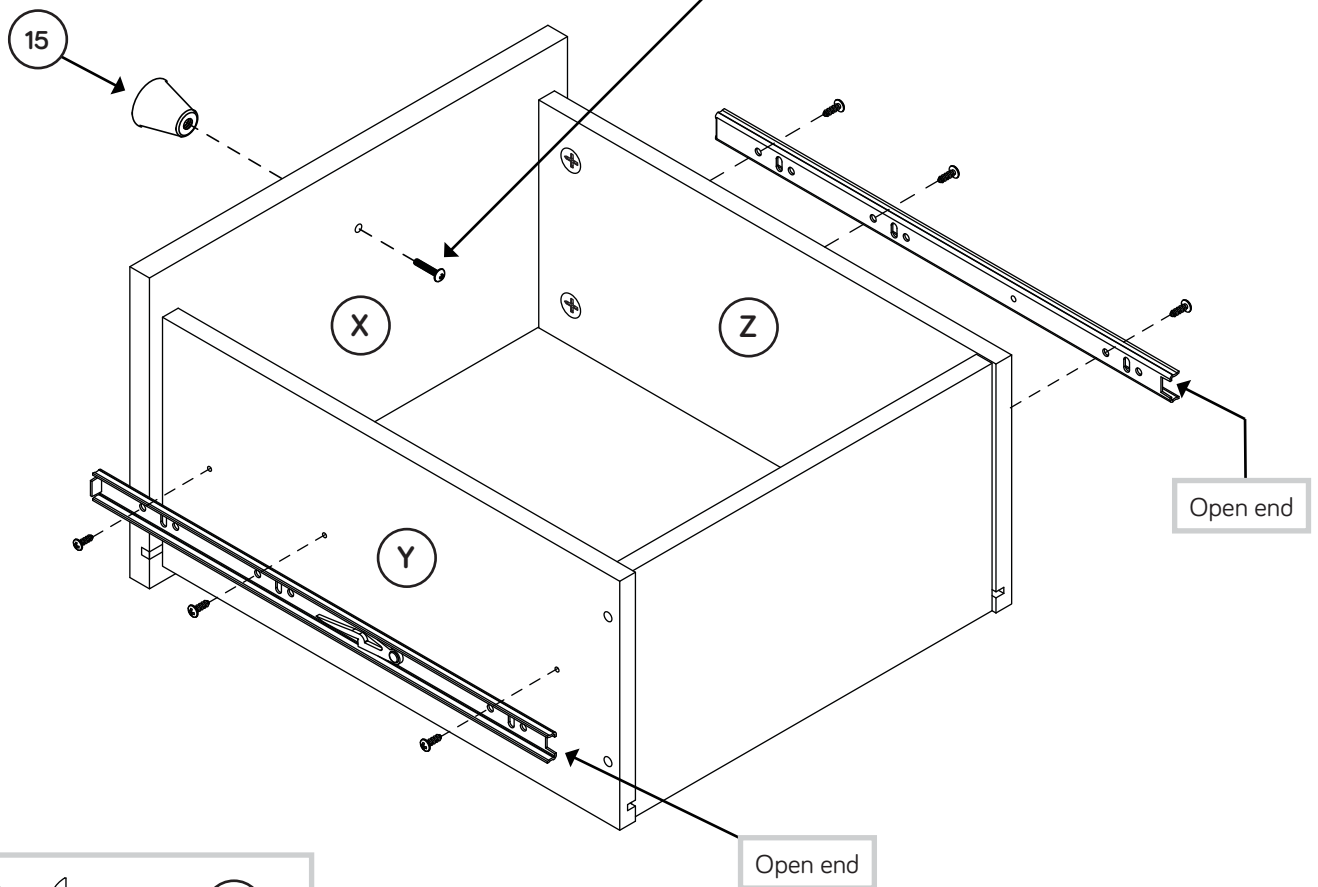
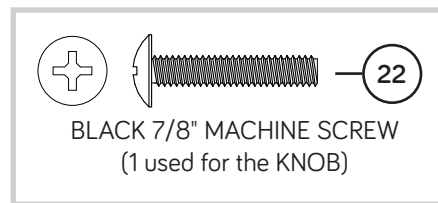
NOTE: Be sure the DRAWER BOTTOM (BB) inserts into the groove of the DRAWER BACK (AA).

Step 24

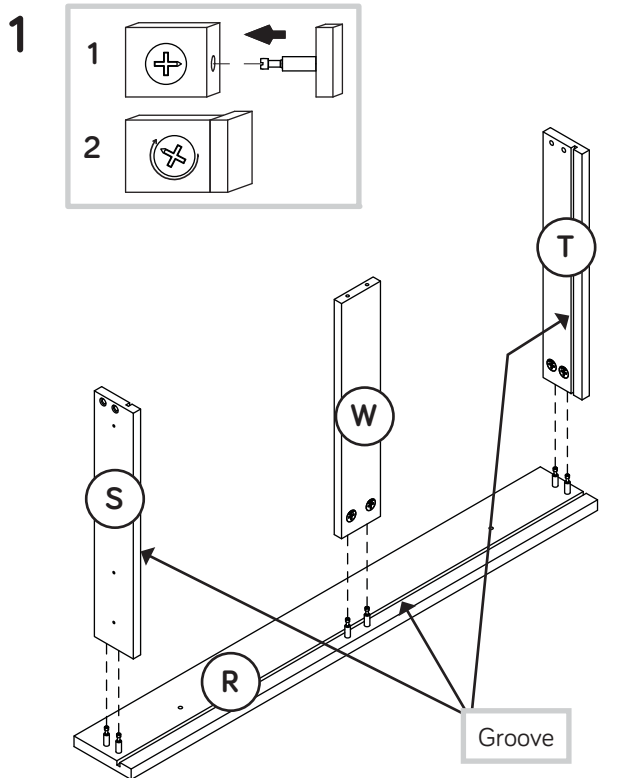
- Fasten the KNOB (15) to the DRAWER FRONT (X). Use a BLACK 7/8" MACHINE SCREWS (22).
- Fasten the EXTENSION SLIDES (KK) to the DRAWER SIDES (Y and Z). Use six BLACK 1/2" PAN HEAD SCREWS (25).



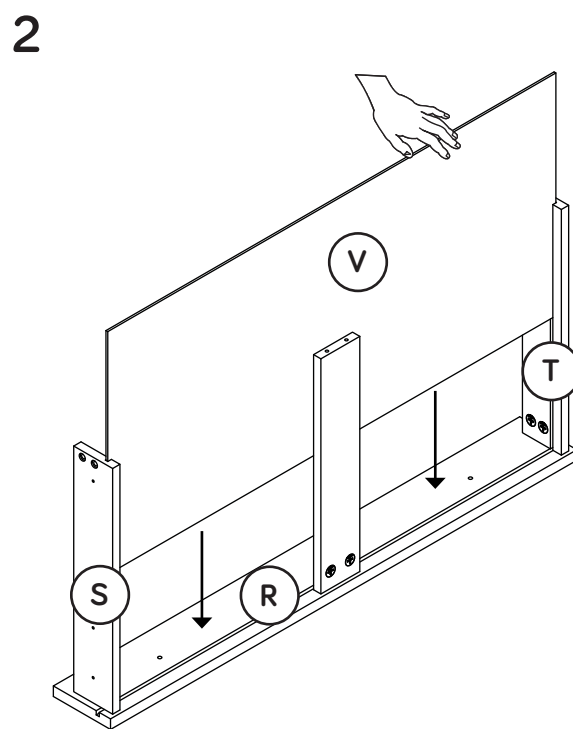
Use these holes.



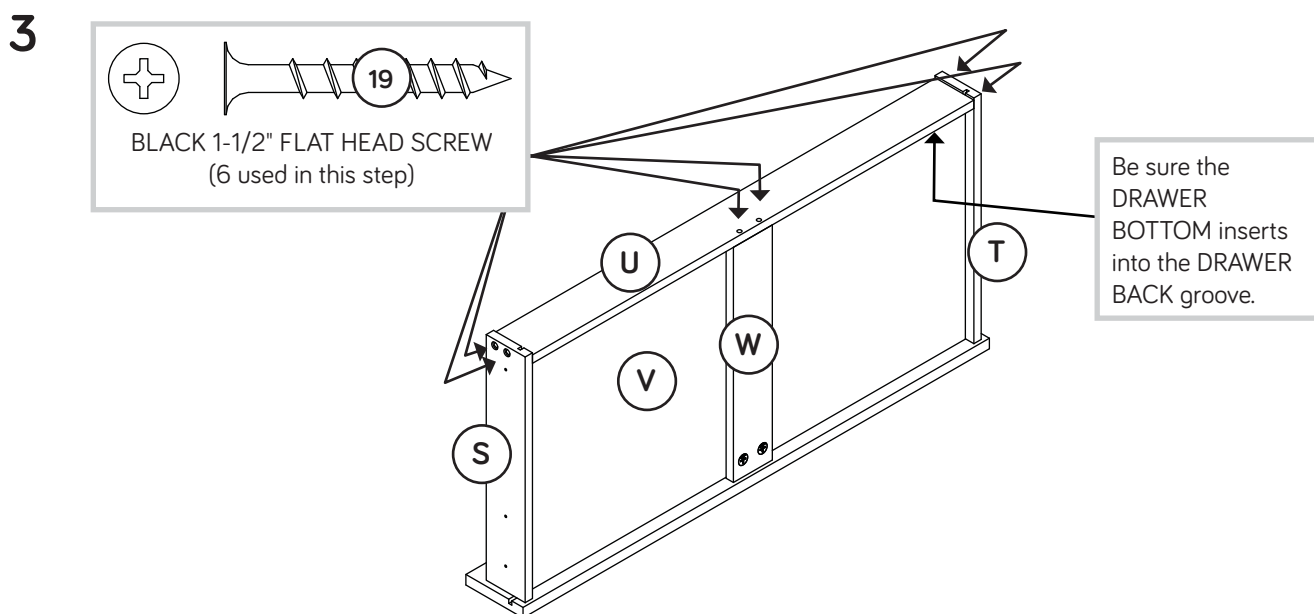
Step 25



Fasten the PENCIL DRAWER SIDES (S and T) to the PENCIL DRAWER FRONT (R) and PENCIL DRAWER BRACE (W). Tighten six SMALL HIDDEN CAMS.



Slide a PENCIL DRAWER BOTTOM (V) into the grooves in the PENCIL DRAWER SIDES (S and T) and PENCIL DRAWER FRONT (R).

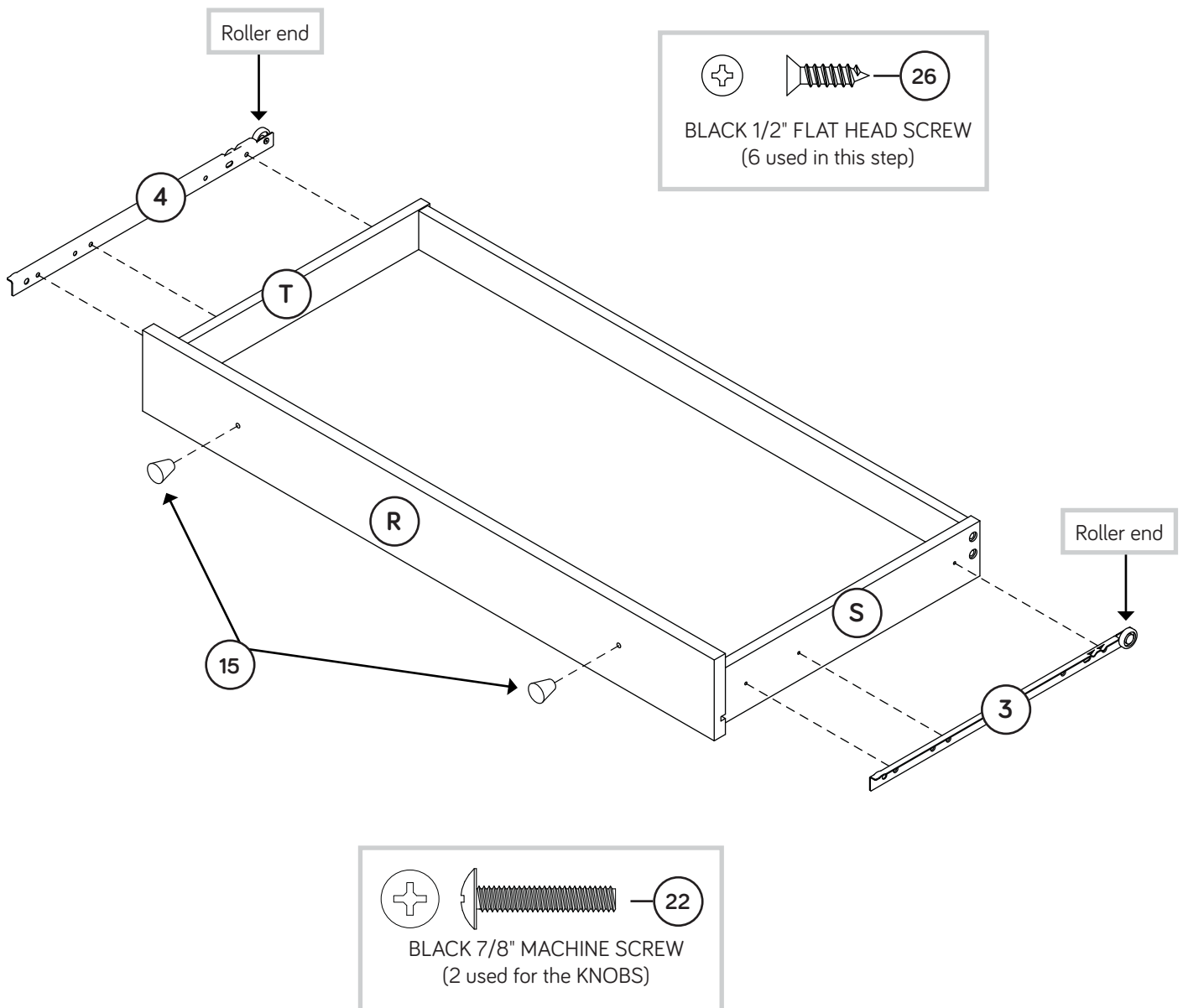


Fasten the PENCIL DRAWER BACK (U) to the PENCIL DRAWER SIDES (S and T) and PENCIL DRAWER BRACE (W). Use six BLACK 1-1/2" FLAT HEAD SCREWS (19).

NOTE: Be sure the PENCIL DRAWER BOTTOM (V) inserts into the groove of the PENCIL DRAWER BACK

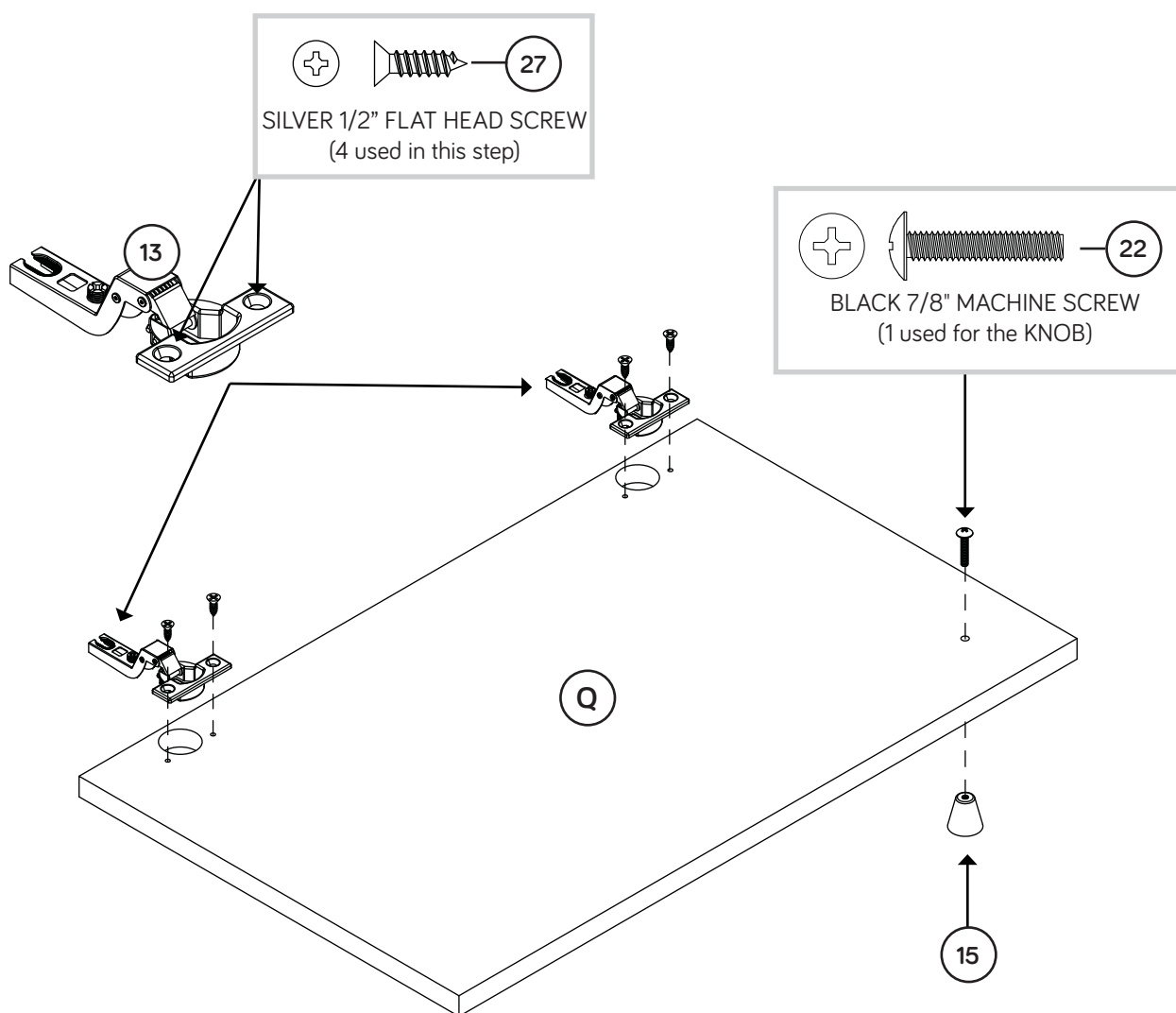
Step 26

- Fasten the DRAWER SLIDES (3 and 4) to the PENCIL DRAWER SIDES (S and T). Use six BLACK 1/2" FLAT HEAD SCREWS (26).
- Fasten two KNOBS (15) to the PENCIL DRAWER FRONT (R). Use two BLACK 7/8" MACHINE SCREWS (22).



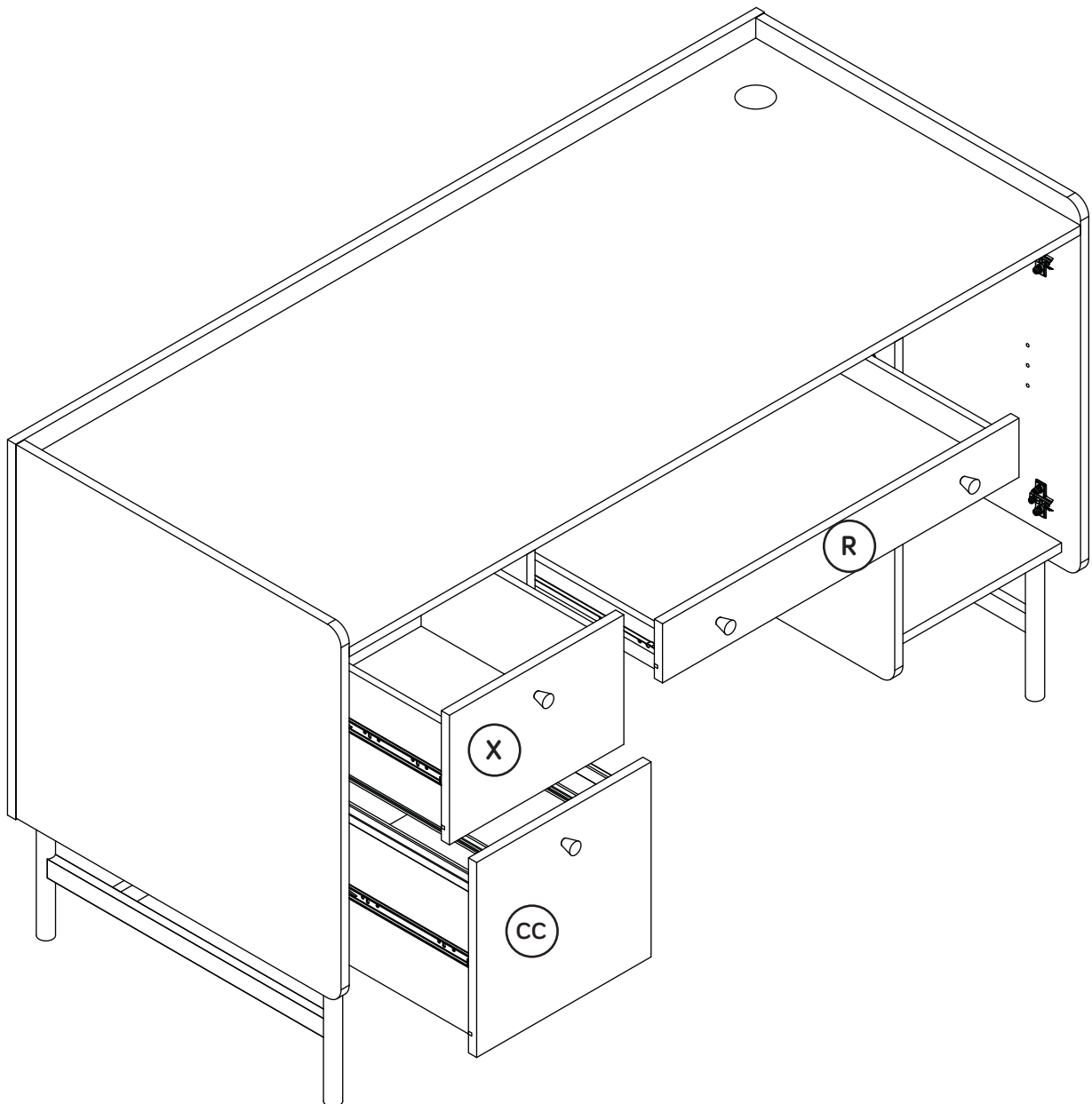
Step 27

- Fasten two HINGES (13) to the DOOR (Q). Use four SILVER 1/2" FLAT HEAD SCREWS (27).
- Fasten the KNOB (15) to the DOOR (Q). Use a BLACK 7/8" MACHINE SCREW (22).



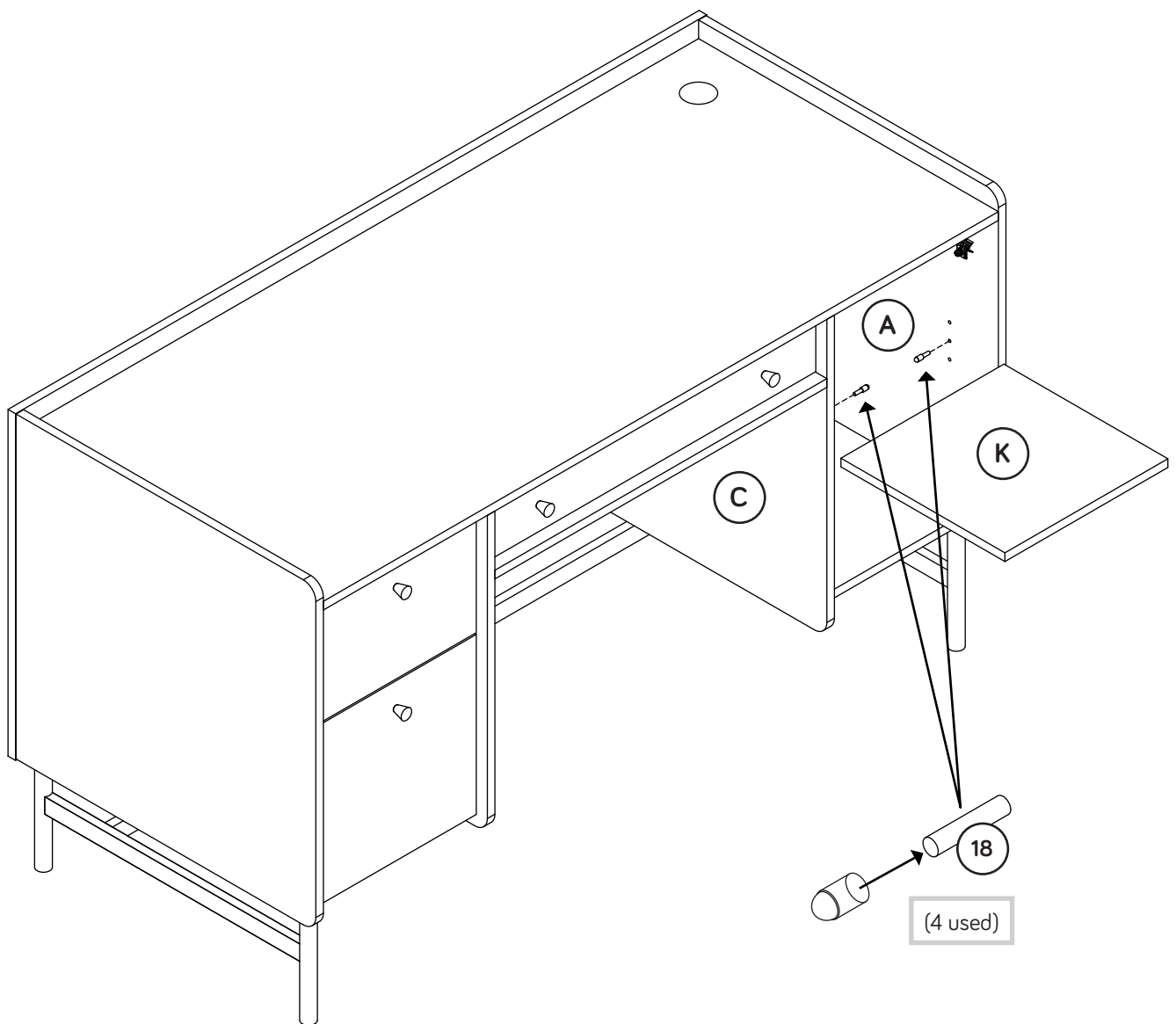
Step 28

- ✚ Carefully stand your unit upright.
- ✚ To insert the pencil drawer into your unit, tip the front of the drawer down and drop the rollers on the drawer behind the rollers on the unit. Lift the front of the drawer up and slide it into the unit.
- ✚ To insert the other drawers into your unit, line up the EXTENSION SLIDES on the drawers with the EXTENSION RAILS on the unit and push the drawers into the unit until the drawers are fully inserted. The drawers will push in hard until they are all the way in, then they will slide in and out easier.



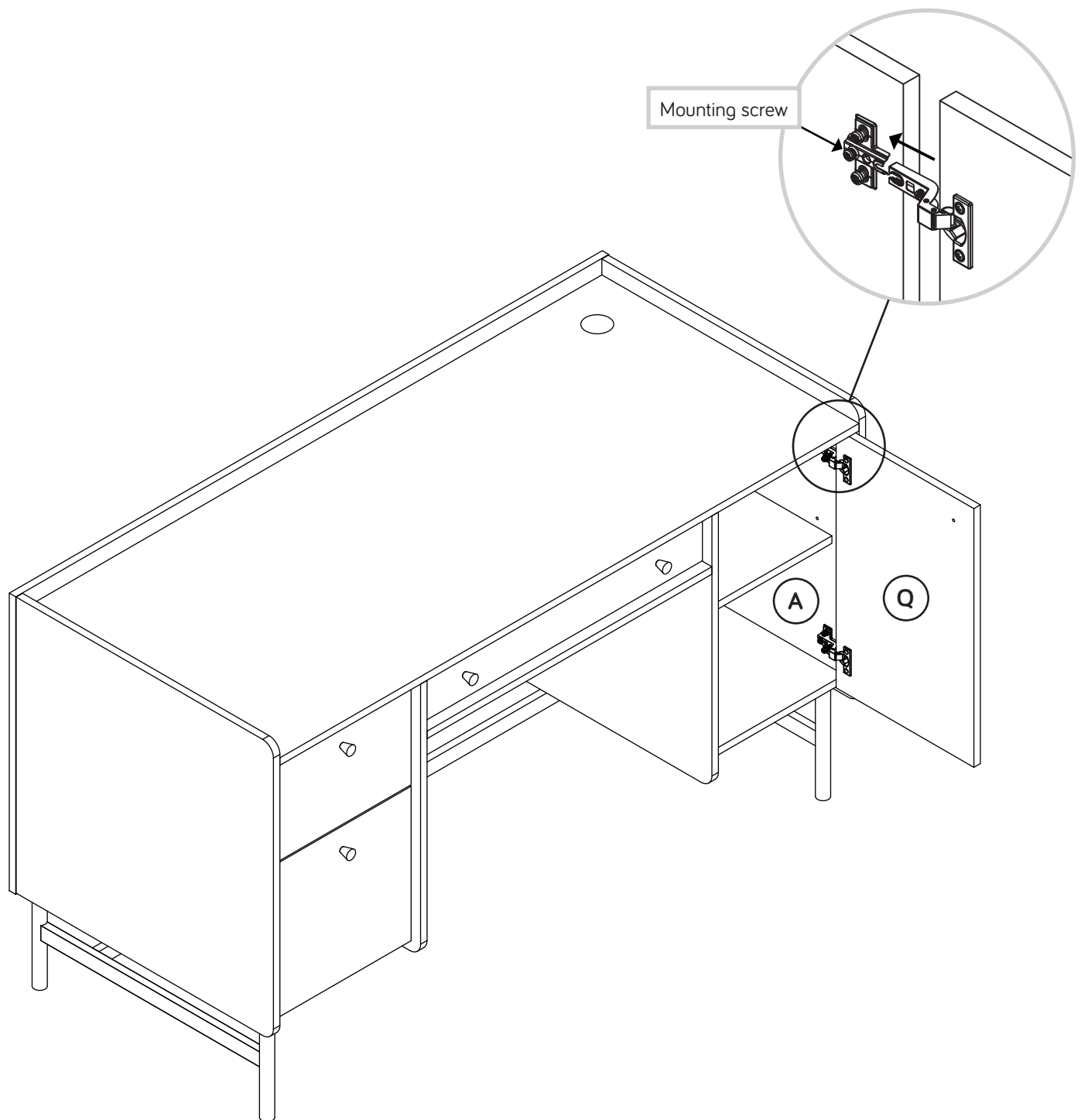
Step 29

- ✚ Push the RUBBER SLEEVES over the METAL PINS (18).
Insert the METAL PINS into the hole locations of your choice in the RIGHT END (A) and RIGHT UPRIGHT (C). Set the ADJUSTABLE SHELF (K) onto the METAL PINS.



Step 30

- ✚ Fasten the DOOR (Q) to the RIGHT END (A). Slide the HINGES (13) onto the HINGE BRACKETS on the RIGHT END.
- ✚ Secure the DOOR with the mounting screw on the HINGE BRACKET. See the next step for adjustments.



Step 31

✚ Refer to the enlarged diagram to identify the parts on the HINGES.

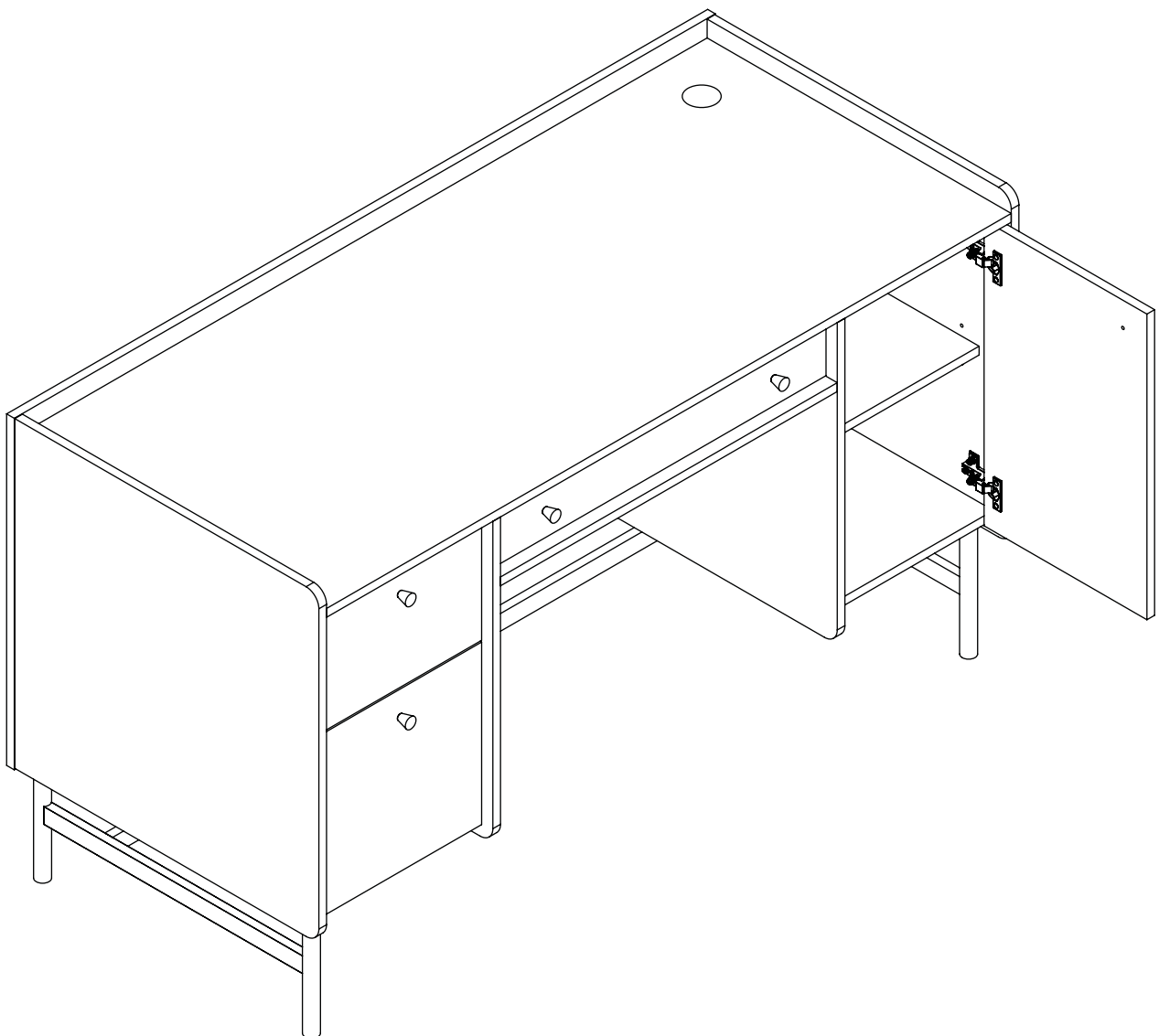
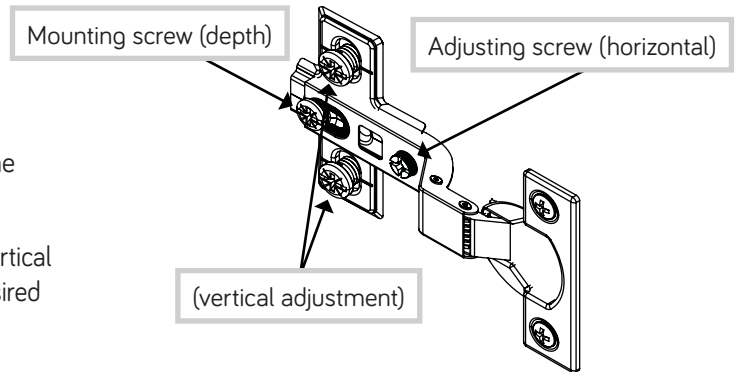
✚ The DOOR may need some adjustments. Follow the text below to make needed adjustments.

✚ **DOOR ADJUSTMENTS:**

To adjust the DOOR from side to side (horizontal), turn the adjusting screw in or out.

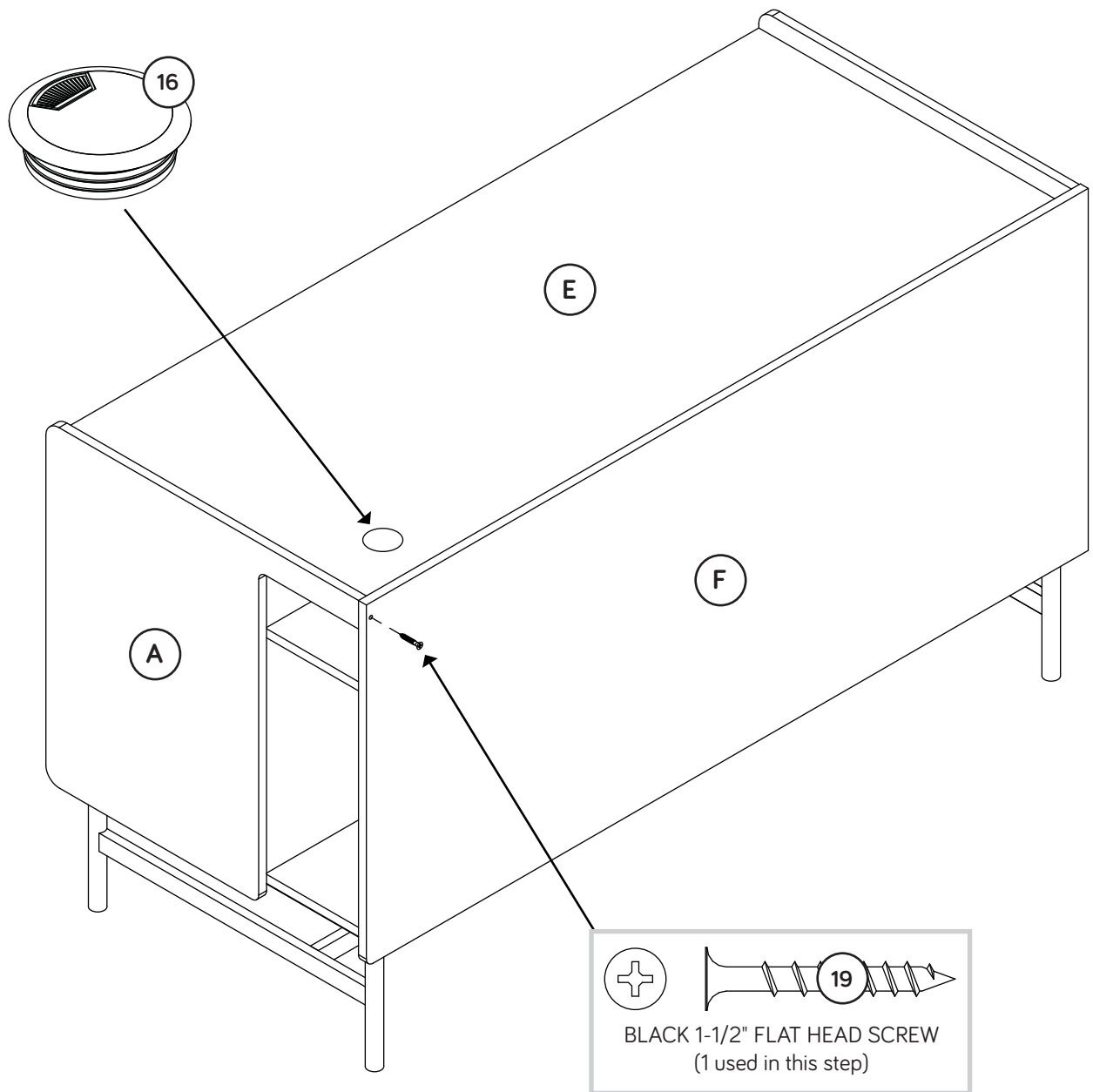
✚ To adjust the DOOR up and down (vertical), loosen both vertical adjustment screws. Move the DOOR up or down to the desired location. Tighten the screws after making adjustments.

✚ To adjust the DOOR in or out (depth), loosen the mounting screw one turn and move the DOOR in or out, as needed. Tighten the mounting screw after making adjustments.



Step 32

- ✚ Fasten the BACK (F) to the RIGHT END (A). Use a BLACK 1-1/2" FLAT HEAD SCREW (19).
- ✚ Insert the GROMMET (16) into the hole in the TOP (E).



Step 33

- ✦ Peel a sticker from the APPLIQUE CARD (17) and place it onto each visible HIDDEN CAM and over the head of each visible 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.

