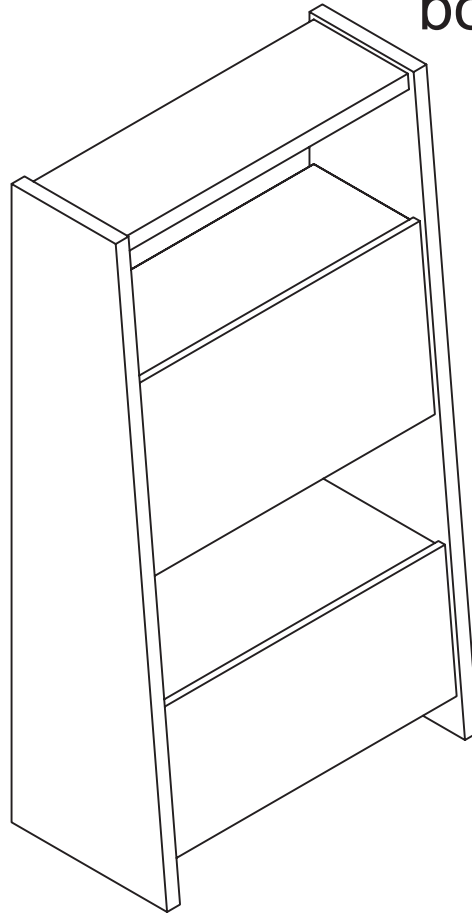


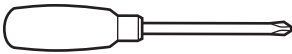
west elm

bookcase secretary

assembly instructions



! Tools Required:

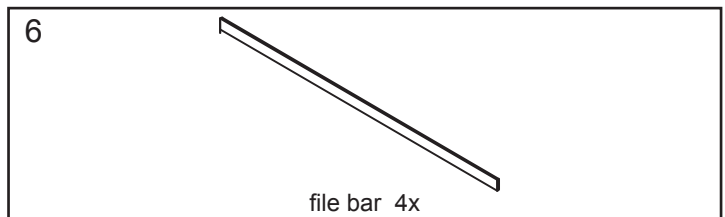
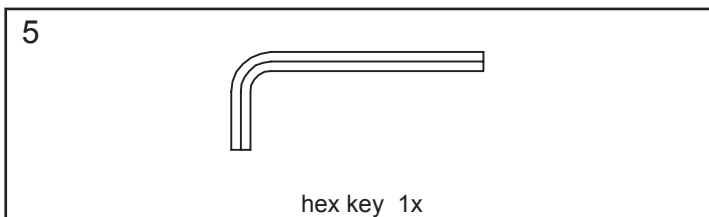
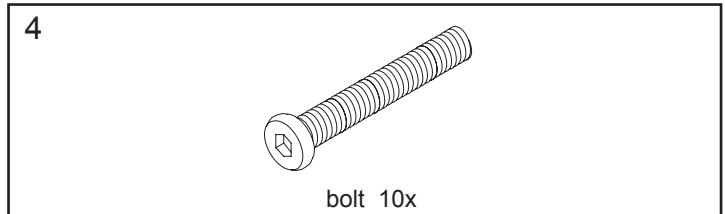
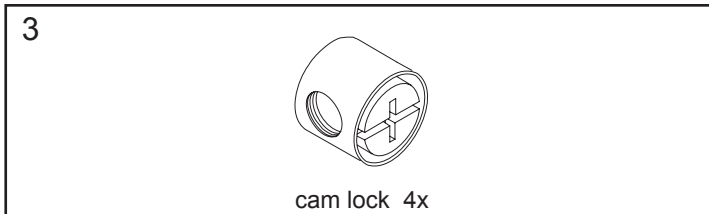
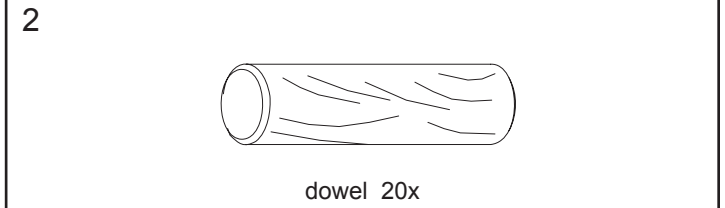
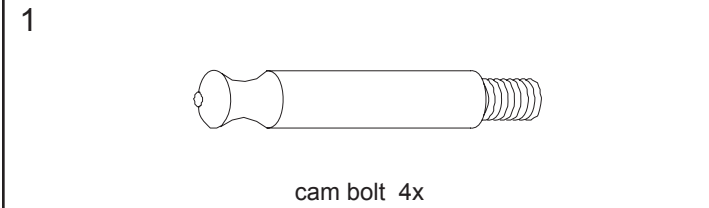


! Do not throw away packaging materials until assembly is complete.

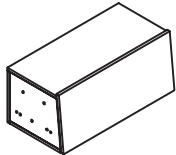
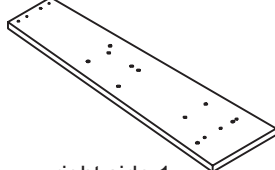
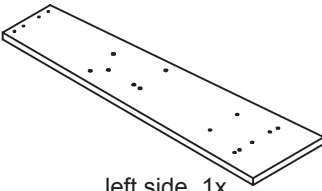
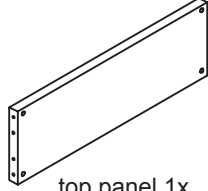
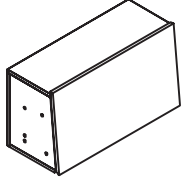
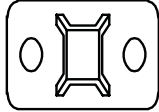



! Assemble this item on a soft surface, such as cardboard or carpet, to protect finish.

! Proper assembly of this item requires 2 people.

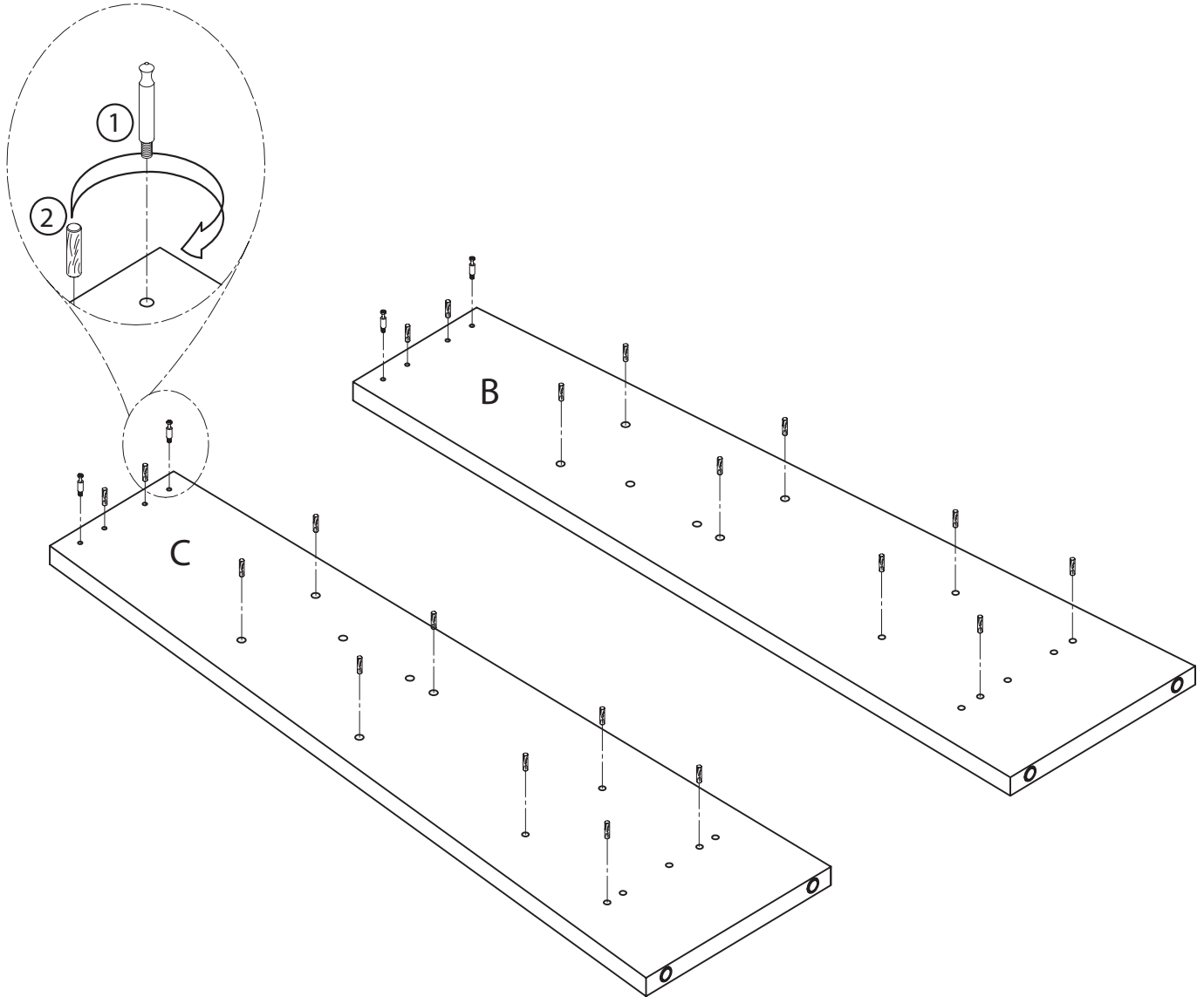
Hardware



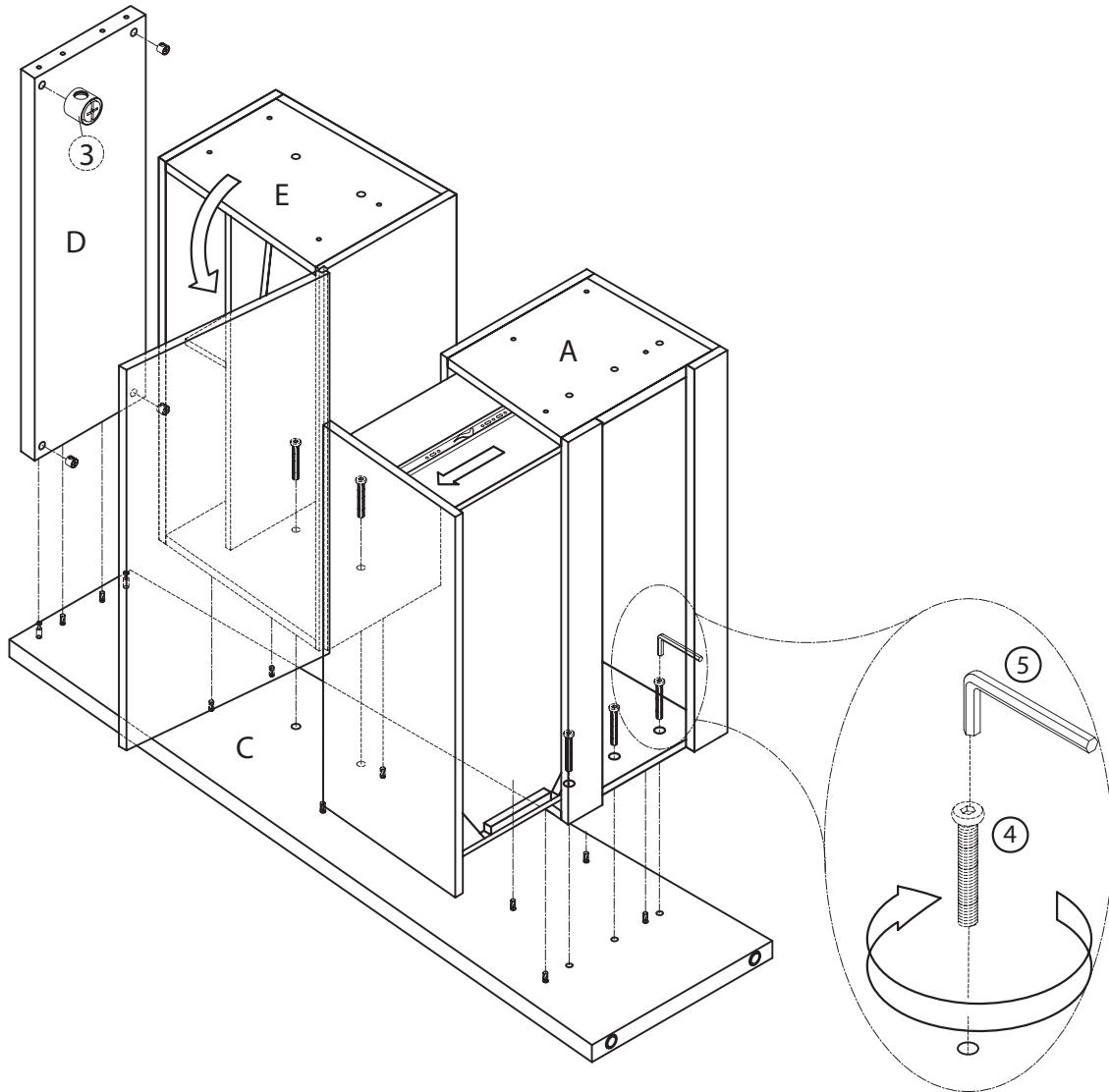
Parts

<p>A</p>  <p>drawer box 1x</p>	<p>B</p>  <p>right side 1x</p>
<p>C</p>  <p>left side 1x</p>	<p>D</p>  <p>top panel 1x</p>
<p>E</p>  <p>door box 1x</p>	<p>Anti tip kit 1x</p>  <p>Mounting Plate 2x</p>  <p>Nylon Strap 1x</p>  <p>Small Screw 2x</p>  <p>Large Screw 2x</p>

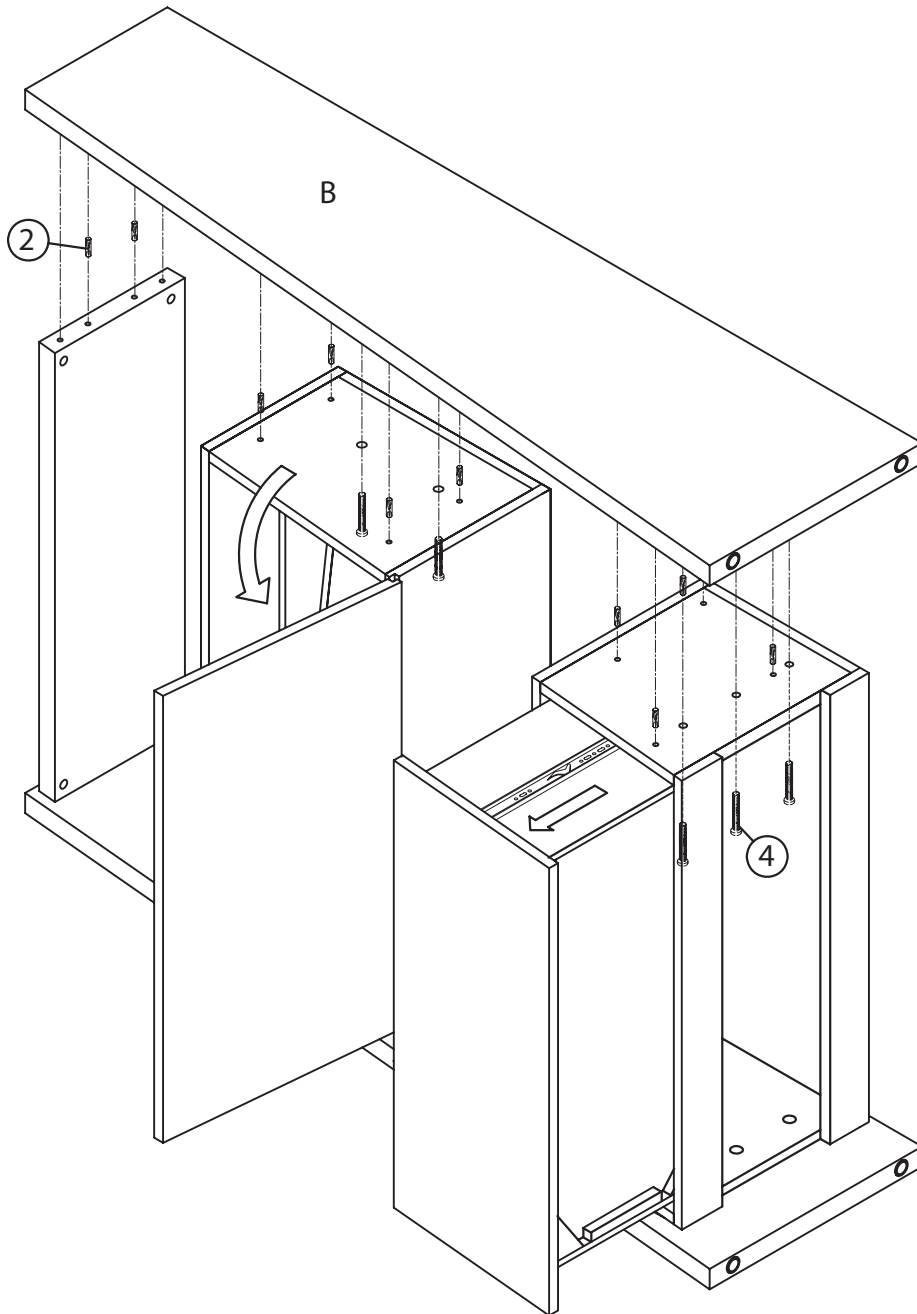
1. Lay the right side (B) and the left side (C) onto a clean smooth surface such as cardboard or carpet. Insert dowel (2) and cam bolt (1) into the holes shown in the drawing below.



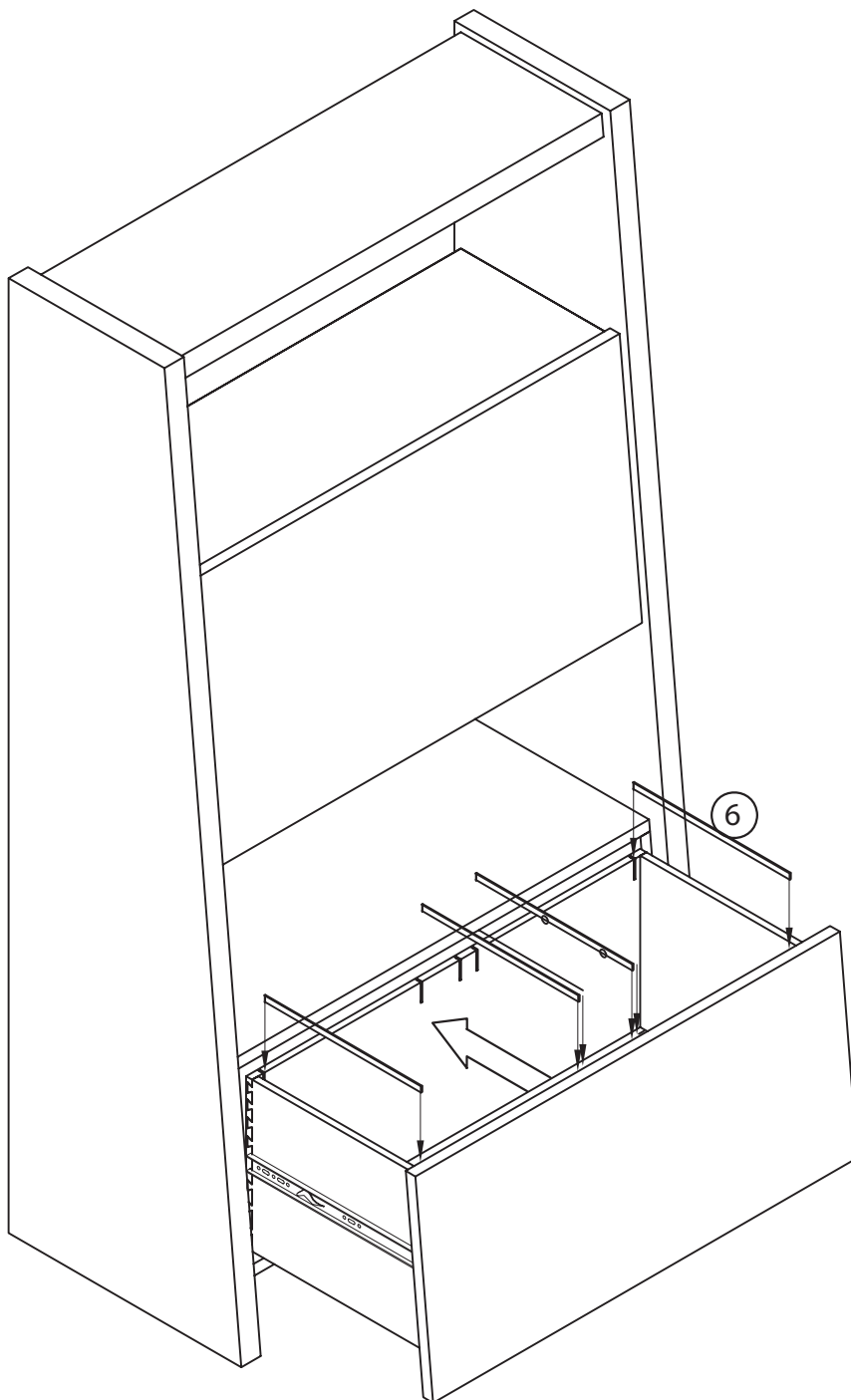
2. Insert cam lock (3) into holes as shown in the drawing below. Align top shelf (D), drawer box (A), and door box (E) with the left side (C). Extend drawer completely so that you can reach bolt holes. Insert bolt (4) as shown. Tighten with hex key (5).



3. Align the right side onto the top (D), drawer box (A), and door box (E). Insert dowel (2) in holes shown in the drawing below. Insert bolt (4) into holes shown. Tighten with hex key (5). Do not overtighten.



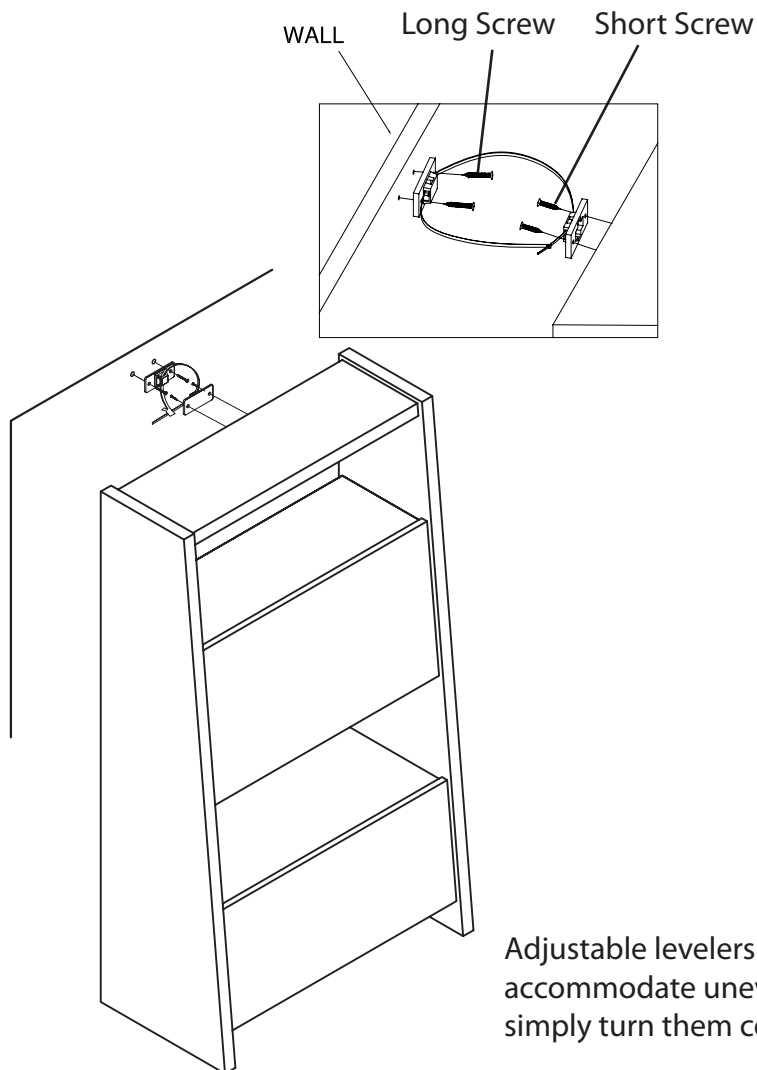
4. Stand secretary upright and open drawer. Insert file bar (6) into slots in side of drawer. You will need to choose the slot that best fits the file size you are storing.



NOTICE: To prevent injury and property damage from unexpected tipping of furniture, we highly recommend installation of the anti-tip kit included with this product.

Attaching unit to wall with anti-tip kits.

1. Determine where the unit is to be placed and mark location on the wall for the mounting bracket screw holes. They should be placed approximately 1" below the top on the back of the unit.
2. Attach the mounting bracket vertically to the wall by inserting the long screws provided through the holes in the bracket and tightening securely using screwdriver. Screws must penetrate wall studs for proper installation.
3. Next using the short screws attach the 2nd bracket to the back of the unit top.
4. Lace the nylon strap down through the brackets. Slide the thin end of the strap through the receiving end of the nylon strap. Pull to tighten tower snug against wall.



Adjustable levelers are installed in the legs to accommodate uneven flooring. To adjust these levelers, simply turn them counterclockwise to raise the leg.

CARE INSTRUCTIONS

Hardware may loosen overtime. Periodically check that all connections are tight.

Wipe with a soft, dry cloth. To protect finish, avoid the use of chemicals and household cleaners.