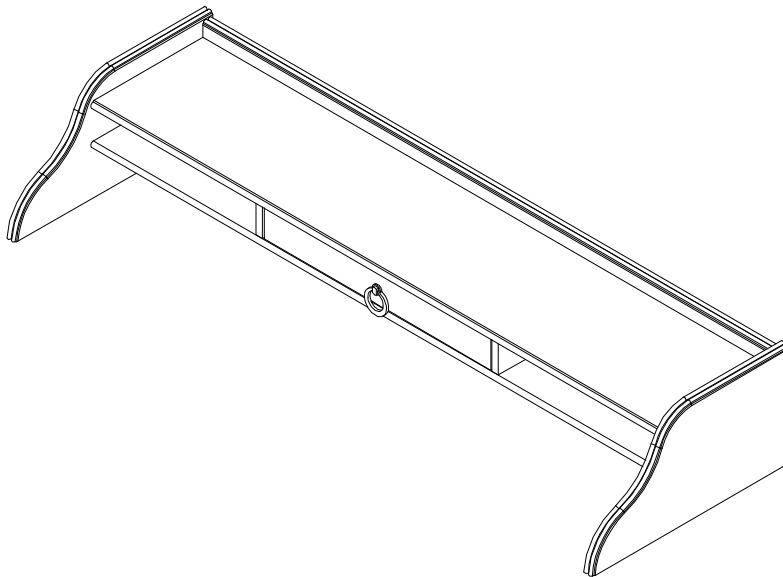




QUINCY DESK HUTCH

ASSEMBLY INSTRUCTIONS



Important Safety Instructions:

- Please read all instructions carefully before assembling this desk.
- For your safety, assembly by two or more adults is strongly recommended.
- Keep these instructions for future use.
- Use only vendor-supplied hardware to assemble this item. Using unauthorized hardware could jeopardize the structural integrity of the item.

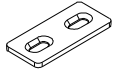
Pre-assembly:

- Remove all parts and hardware from the box. Place them on a carpeted or scratch-free work surface, as this will avoid damaging parts during assembly. The shipping box provides an ideal work surface.
- To avoid accidentally discarding small parts or hardware, do not dispose of any packaging or contents of the shipping carton until assembly is complete.
- Use the parts and hardware lists below to identify, and separate each of the pieces included.
- The illustrations provided allow for easier assembly when used in conjunction with the assembly instructions.
- The use of power tools to aid in assembly is not recommended. Power tools can damage hardware and split wood.

Parts Included:

(A) Hutch (1x)

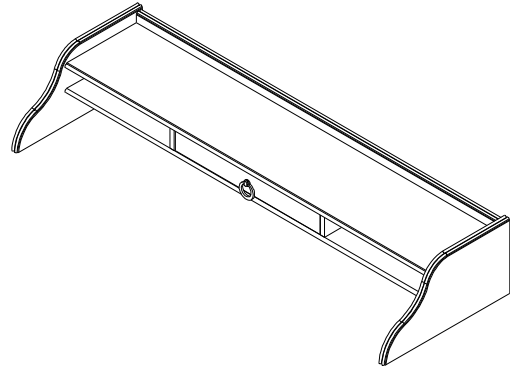
Hardware Included:



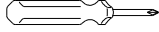
(B) Mending Plate – 2x



(C) Machine Screw 13mm – 4x

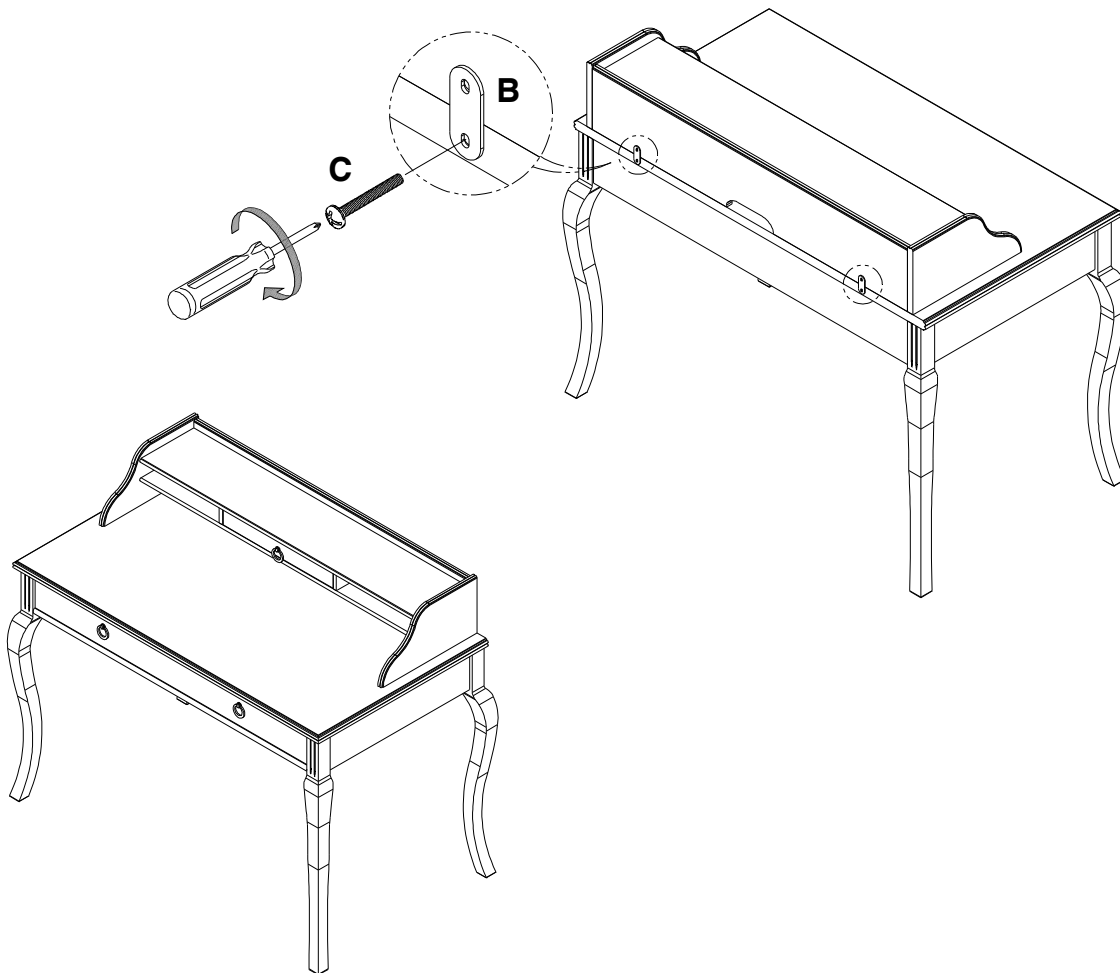


Tools Required:

Philips Head Screw Driver  (not included)

Assembly Instruction Steps:

1. When connecting the hutch to a Quincy Desk (sold separately), simply place the Hutch on top of the desktop.
2. Place the Mending Plates (B) over the metal inserts on the backside of the desk and hutch.
3. Secure with Machine Screws (C) using a Philips Head Screwdriver, as seen in the illustration below.



Care Instructions:

- Dust often using a clean, soft, dry, and lint-free cloth.
- Blot spills immediately and wipe with a clean, damp cloth.
- We do not recommend the use of chemical cleansers, abrasives, or furniture polish on our lacquered finish.
- Hardware may loosen over time. Periodically check to make sure all connections are tight. Re-tighten if necessary.