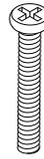


Thank you for purchasing the **Spotlight Credenza**. This page lists all the contents included in the box. Please take time to identify the hardware as well as the individual components of this product. As you unpack and prepare for assembly, place the contents on a carpeted or padded area to protect them from damage.

Note: 2 people are required to safely assemble this product.

HARDWARE



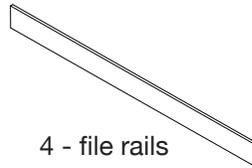
8 - bolts



8 - spring washers



8 - flat washers



4 - file rails

Missing hardware? Please call **800.606.6387** for replacements.

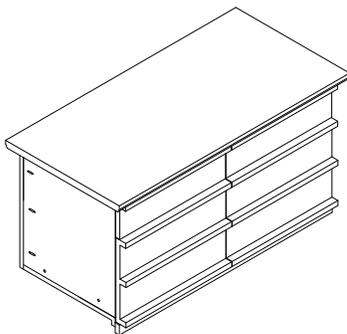
TOOLS REQUIRED

Phillips head screwdriver

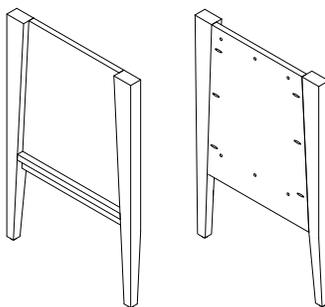


(We recommend the use of hand tools instead of power tools)

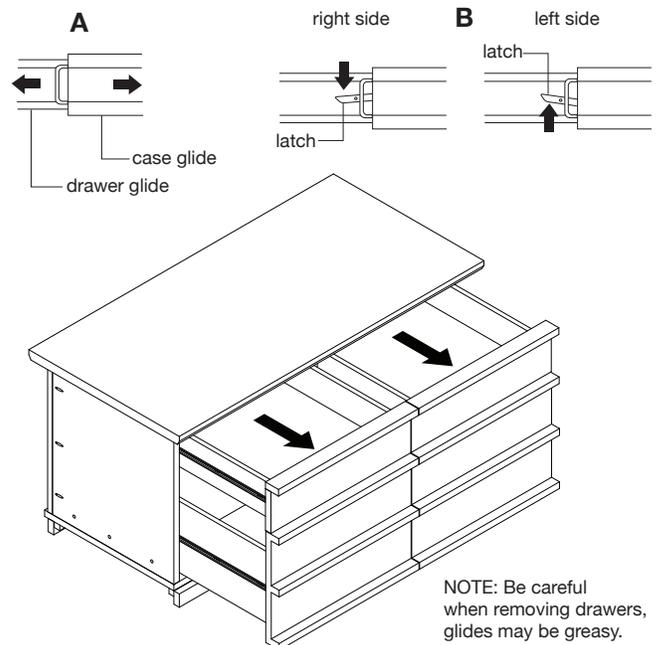
COMPONENTS



1 - drawer case
(with 4 pre-assembled drawers)

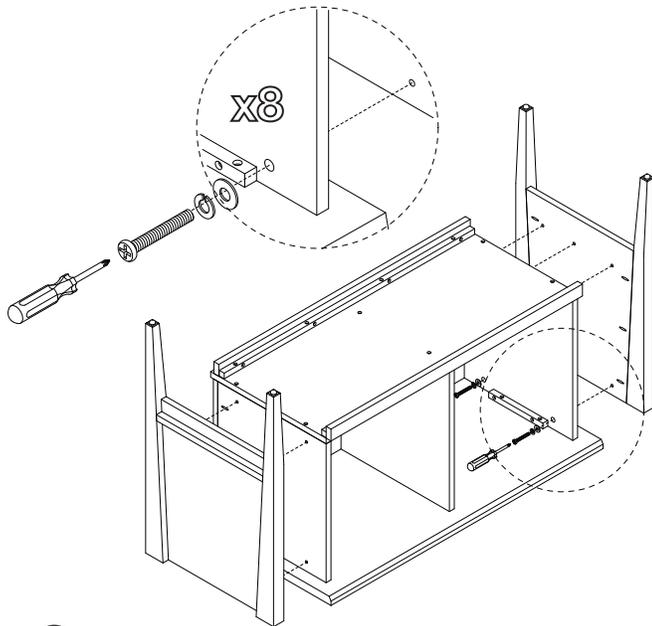


2 - side panels
(1 - left, 1 - right)

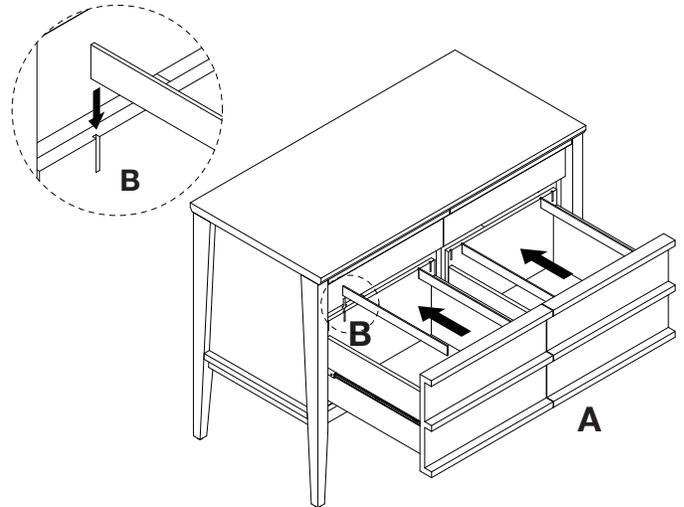


- A) Carefully remove all pre-assembled drawers from **drawer case**. Pull drawer out to reveal latch on each drawer glide as shown.

B) With even pressure, pull up left side latch and push down right side latch to release drawer glides from case glides as shown. Set drawer aside. Repeat for each drawer.



- ② With the assistance of another adult, carefully place **drawer case** top down onto a padded surface. Attach **left** and **right side panels** onto **drawer case** with 4 **spring washers**, 4 **flat washers**, and 4 **bolts** per panel. Fully tighten bolts with a **Phillips head screwdriver**.



- ③ With the assistance of another adult, carefully turn the credenza right side up. A) Insert 4 drawer assemblies back into the case, fitting rail of drawer glide into rail of case glides. Gently push back each drawer until glides are fully engaged. B) Insert 2 **file rails** per drawer as shown. Fit rails into 2 inner slots for letter size hanging folders. Fit **file rails** into 2 outer slots for legal size folders. Assembly is now complete.

CLEANING AND CARE

Clean surfaces with a dry or damp soft cloth. Do not use abrasive cleaners. Do not use furniture wax or polish as the wood is finished with a protective clear lacquer.