



AMERICAN MADE FURNITURE

## COMPACT SECRETARY DESK



Thank you for purchasing our Compact Secretary Desk. Assembly of this product requires the use of a Phillips screwdriver and a hammer. We have found it helpful to have second person assist with assembly.

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### STEP 1

Read through these instructions thoroughly before beginning assembly. We have found this to be of great value when first assembling this product.

### STEP 2

Remove all parts and hardware from packing material. Wooden pieces should be placed on a non-abrasive surface (like the carton or carpet) to prevent damage to the finish.

### STEP 3


Identify all parts using diagram at right



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### STEP 4


Identify and count hardware using diagram at right.

(8) 1 - 1/4" #8 Screws 

(2) 1/2" Screws 

(8) Flush Plugs 

(2) Pewter Knobs 

(2) 1-1/4" Pull Screws 

Note hardware not to scale.

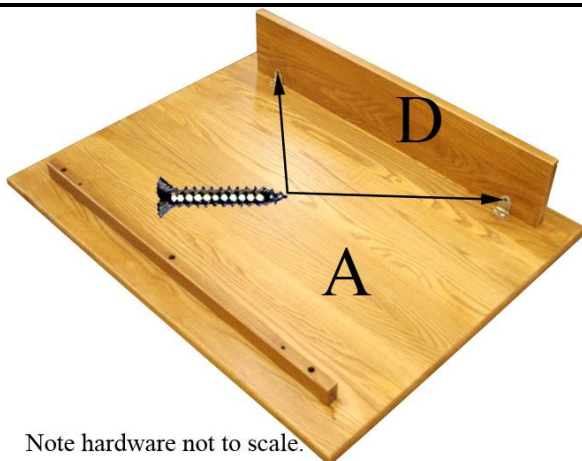
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### STEP 5

Lay Top Assembly (A) upside down on a non-abrasive surface.

### STEP 6

Align holes in Back Stretcher (D) with holes in metal brackets on Top Assembly (A). Attach the Back Stretcher using (2) 1/2" Screws.



Note hardware not to scale.

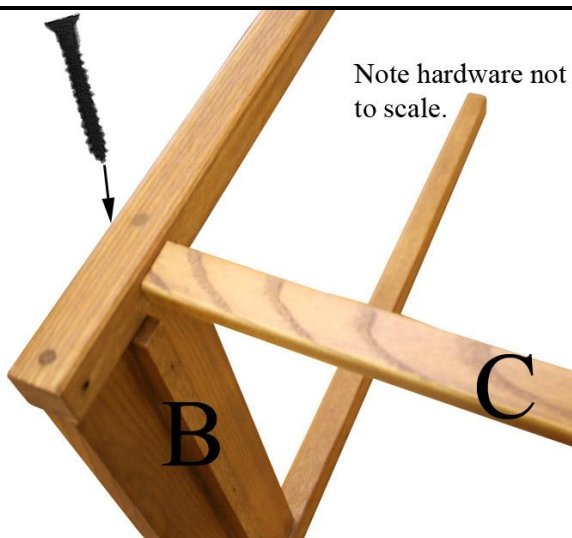
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### STEP 7

Attach Front Stretcher (C) to Side Assembly (B) using (1) 1-1/4" #8 Screw by inserting it through the hole in the Side Assembly and tightening it into the predrilled hole in the Front Stretcher.

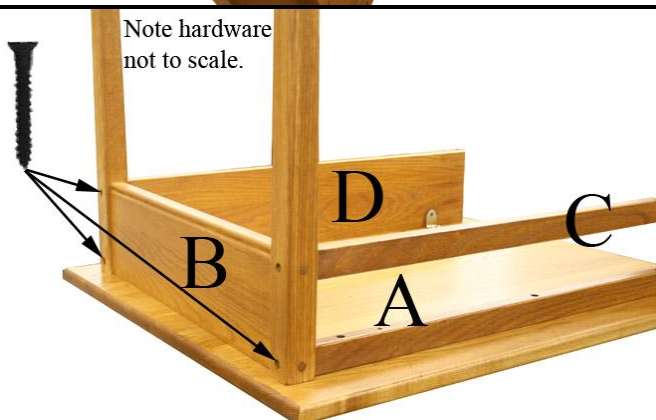
Note: Ensure that the Front Stretcher (C) is attached through one of the holes closer to the bottom of the Side Assembly (B).



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### STEP 8

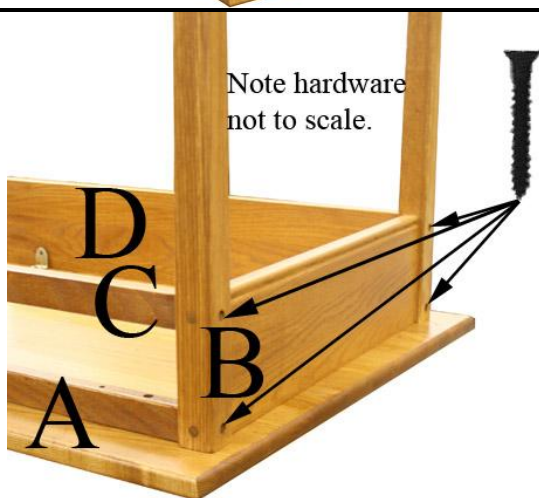
Attach Side Assembly (B) to Top Assembly (A) using (3) 1-1/4" #8 Screws, with one screw being inserted into the predrilled hole in the skirt of Top Assembly (A), and the other two screws being inserted into the predrilled holes in Back Stretcher (D).



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### STEP 9

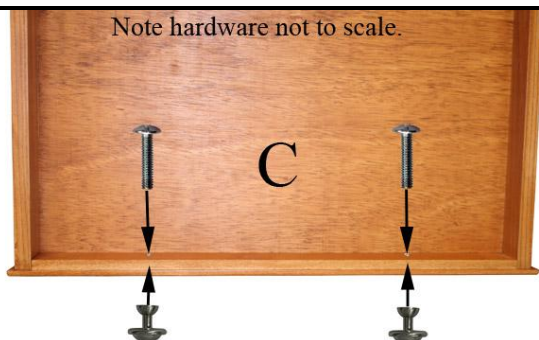
Attach the other Side Assembly (B) to Top Assembly (A) using (4) 1-1/4" #8 Screws. Two being inserted into the predrilled holes of Back Stretcher (D), and the other two being inserted into the predrilled holes in the skirt of Top Assembly (A) and the end of Front Stretcher (C).



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### STEP 10

Attach Pewter Knobs to Drawer (C) using (2) 1-1/4" Pull Screws



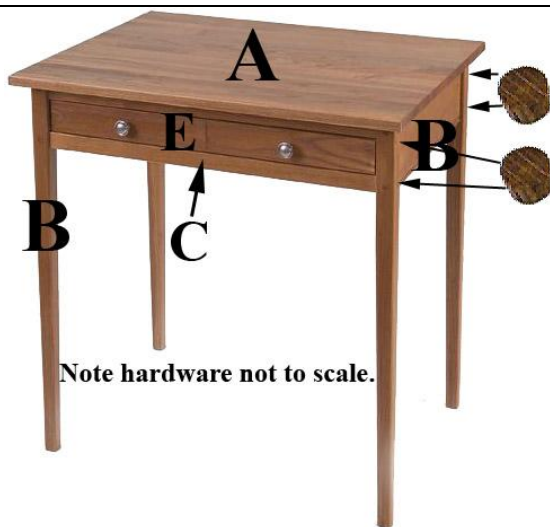
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### STEP 11

Lightly tap flush plugs into the holes in Side Assemblies (B) that were used to assemble the unit.

### STEP 12

Place the Drawer (E) into the opening in the front of the desk.



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### CARE

Dust as needed with a soft cloth. Clean with damp cloth and mild solution of dish soap. Polish with soft cloth and polish that contains no pigments or silicone.



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[www.manchesterwood.com](http://www.manchesterwood.com)

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