



For **all** your  
newfangled **gadgets**.

## Hutch Desk

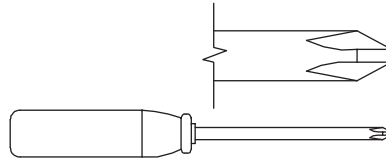
**NOTE:** THIS INSTRUCTION  
BOOKLET CONTAINS **IMPORTANT**  
SAFETY INFORMATION.

PLEASE READ AND KEEP FOR  
FUTURE REFERENCE.

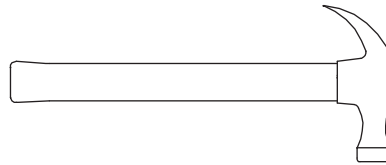
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# Assembly Tools Required

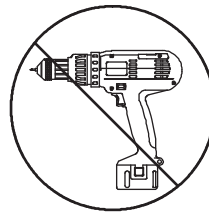
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No. 2 Phillips Screwdriver  
Tip Shown Actual Size



Hammer  
Not actual size 😊

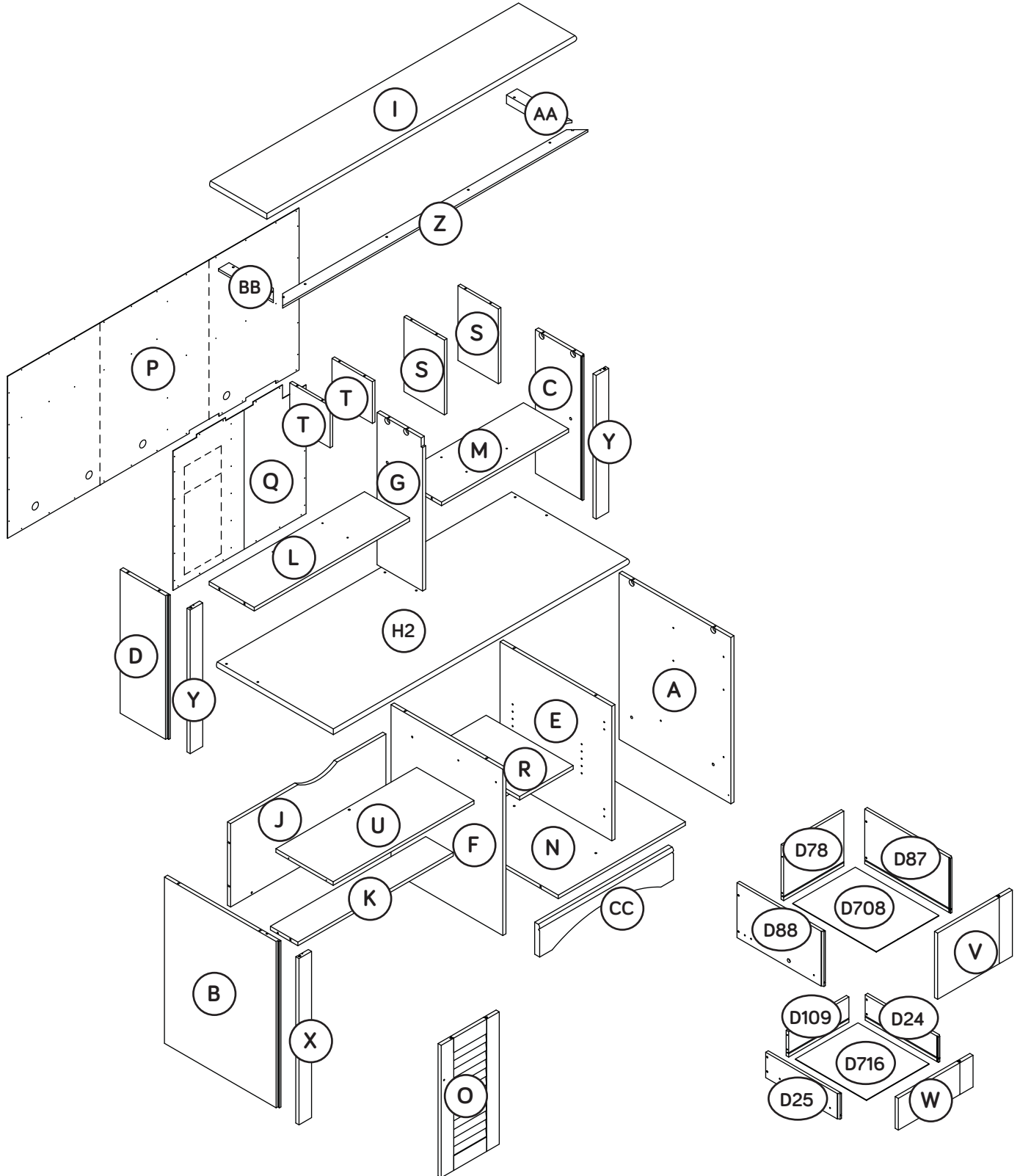


## Part Identification

A	RIGHT END (1)	N	BOTTOM (1)	AA	RIGHT TOP MOLDING (1)
B	LEFT END (1)	O	DOOR (1)	BB	LEFT TOP MOLDING (1)
C	RIGHT HUTCH END (1)	P	LARGE BACK (1)	CC	BASE (1)
D	LEFT HUTCH END (1)	Q	SMALL BACK (1)	D24	SMALL RIGHT DRAWER SIDE (2)
E	RIGHT UPRIGHT (1)	R	ADJUSTABLE SHELF (1)	D25	SMALL LEFT DRAWER SIDE (2)
F	LEFT UPRIGHT (1)	S	LARGE PINNED UPRIGHT (2)	D78	LARGE DRAWER BACK (1)
G	HUTCH UPRIGHT (1)	T	SMALL PINNED UPRIGHT (2)	D87	LARGE RIGHT DRAWER SIDE (1)
H2	DESK TOP (1)	U	KEYBOARD SHELF (1)	D88	LARGE LEFT DRAWER SIDE (1)
I	HUTCH TOP (1)	V	LARGE DRAWER FRONT (1)	D109	SMALL DRAWER BACK (2)
J	MODESTY PANEL (1)	W	SMALL DRAWER FRONT (2)	D708	LARGE DRAWER BOTTOM (1)
K	SHELF (1)	X	DESK END MOLDING (1)	D716	SMALL DRAWER BOTTOM (2)
L	HUTCH LONG SHELF (1)	Y	HUTCH END MOLDING (2)		
M	HUTCH SHELF (1)	Z	TOP MOLDING (1)		

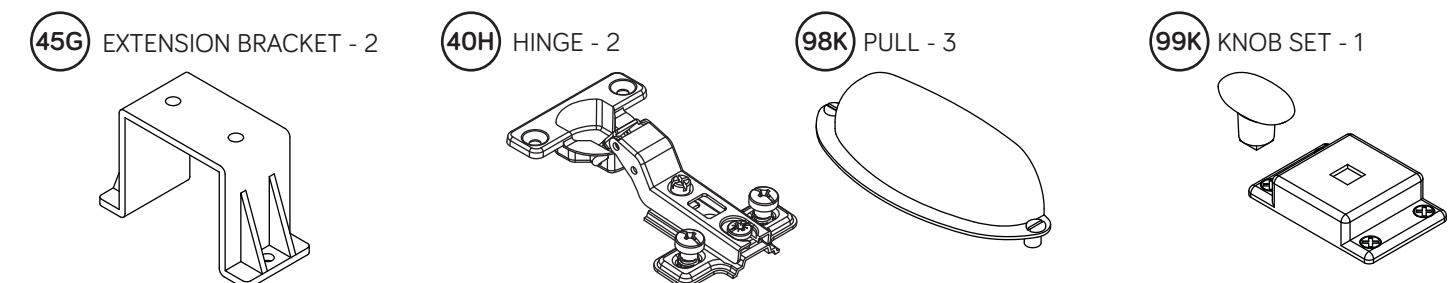
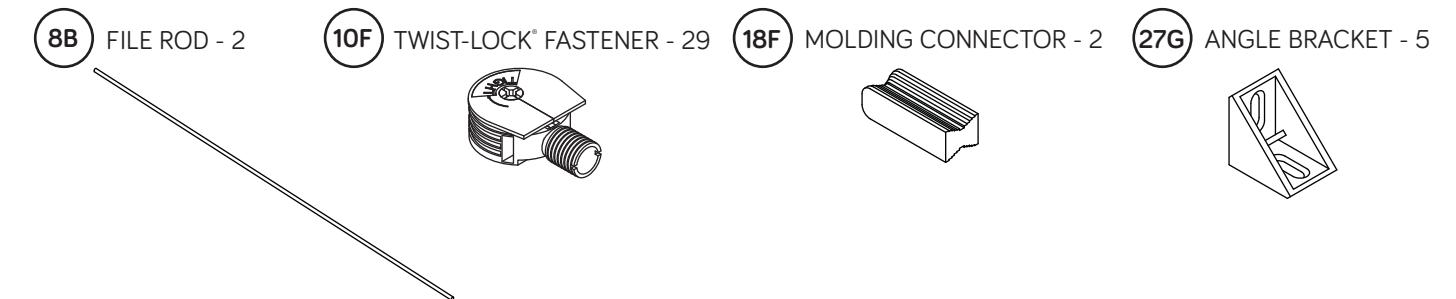
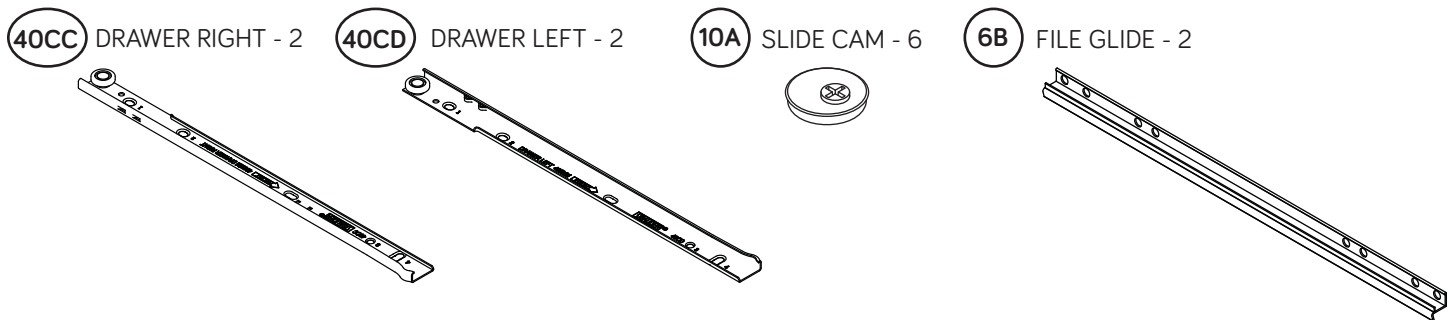
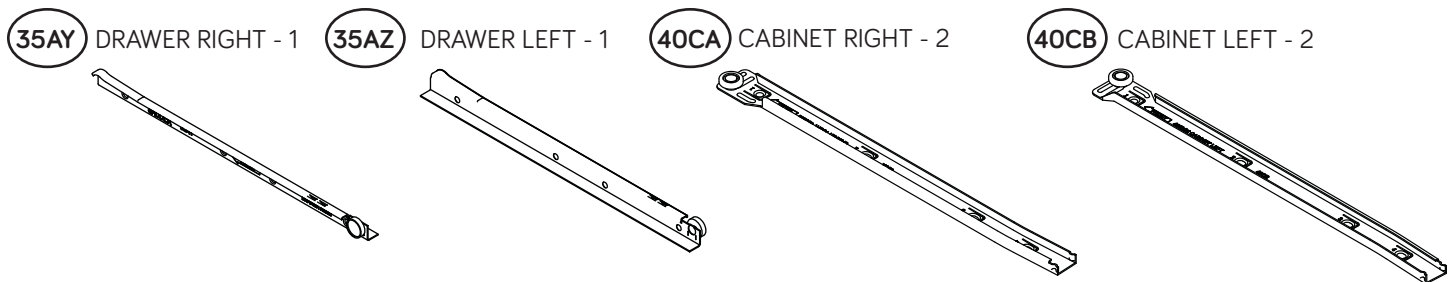
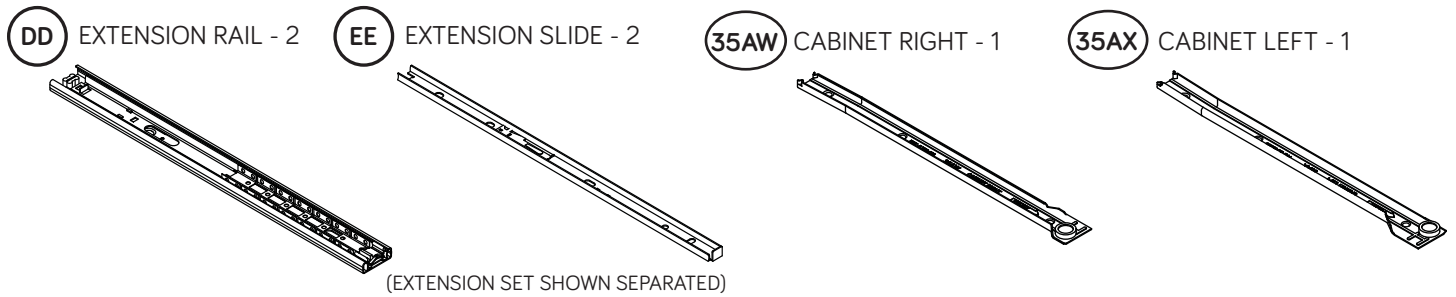
# Part Identification

† 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.



# Hardware Identification

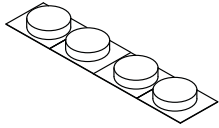
† Screws are shown actual size. You may receive extra hardware with your unit.



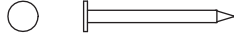
# Hardware Identification

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

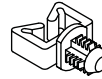
**1M** FELT DISC CARD - 1



**1N** NAIL - 73



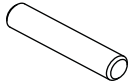
**4P** CORD CLIP - 1



**14P** HOLE PLUG - 4



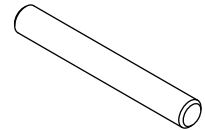
**1R** METAL PIN - 21



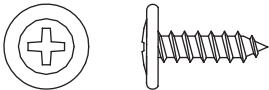
**2R** RUBBER SLEEVE - 4



**3R** LONG METAL PIN - 1



**1S** BLACK 9/16" LARGE HEAD SCREW - 14



**2S** BLACK 1-7/8" FLAT HEAD SCREW - 9



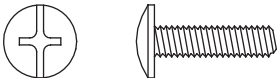
**3S** GOLD 5/16" FLAT HEAD SCREW - 28



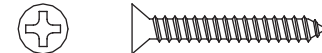
**11S** BLACK 1/2" FLAT HEAD SCREW - 4



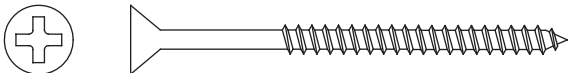
**15S** SILVER 5/8" MACHINE SCREW - 6



**18S** BROWN 1" FLAT HEAD SCREW - 4



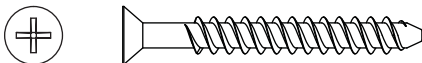
**26S** BLACK 2-1/4" FLAT HEAD SCREW - 6



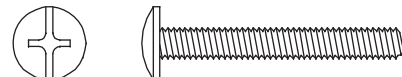
**27S** BLACK 1-5/8" PAN HEAD SCREW - 8



**30S** BLACK 1-9/16" FLAT HEAD SCREW - 12

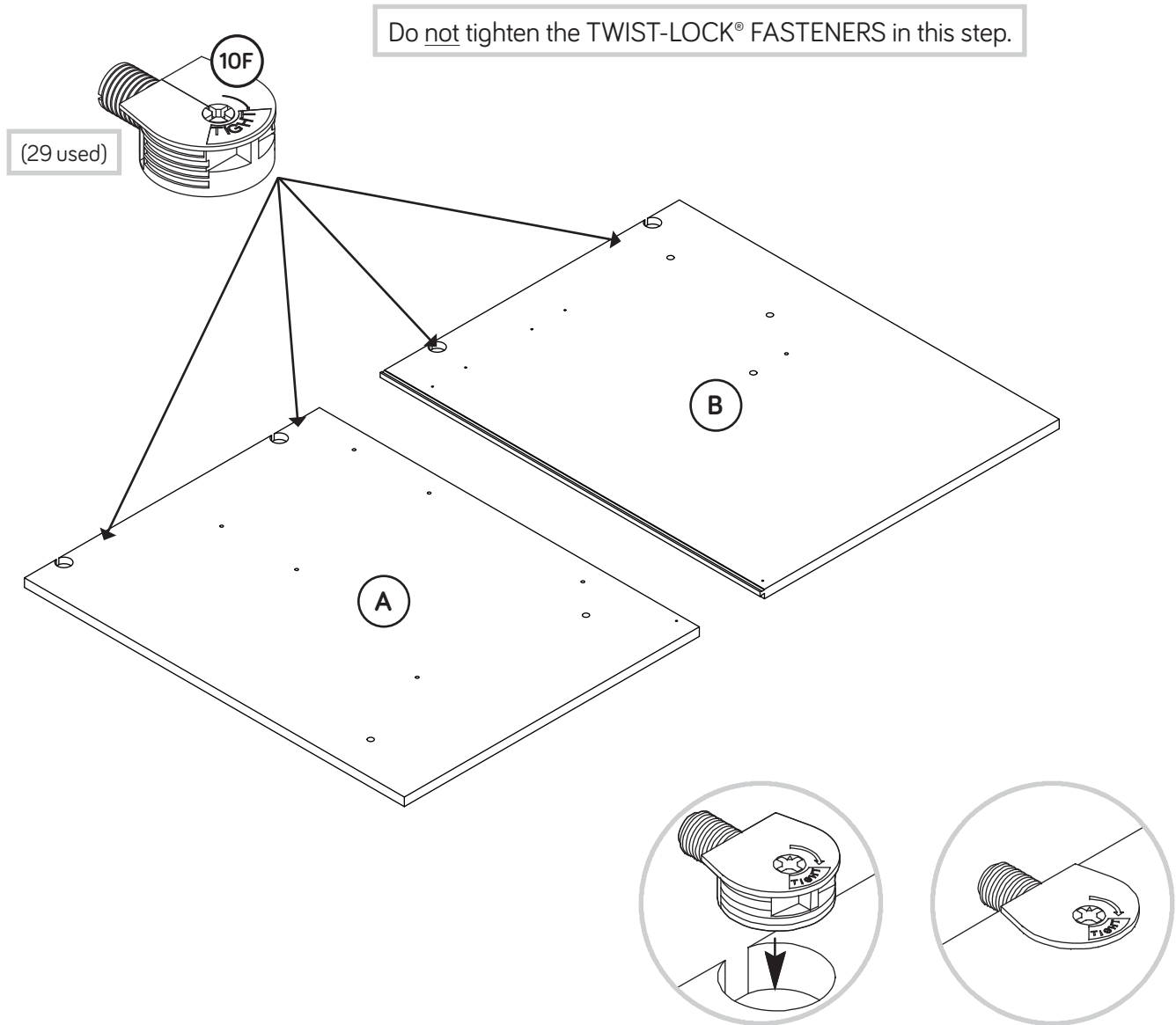


**35S** SILVER 1-1/4" MACHINE SCREW - 1



# Step 1

- ✦ Assemble your unit on a carpeted floor or on the empty carton to avoid scratching your unit or the floor.
- ✦ To begin assembly, push a SAUDER TWIST-LOCK® FASTENER (10F) into the large holes in the ENDS (A and B). Repeat this step for the HUTCH ENDS (C and D), UPRIGHTS (E and F), HUTCH UPRIGHT (G), MODESTY PANEL (J), SHELF (K), HUTCH SHELVES (L and M) and BOTTOM (N).

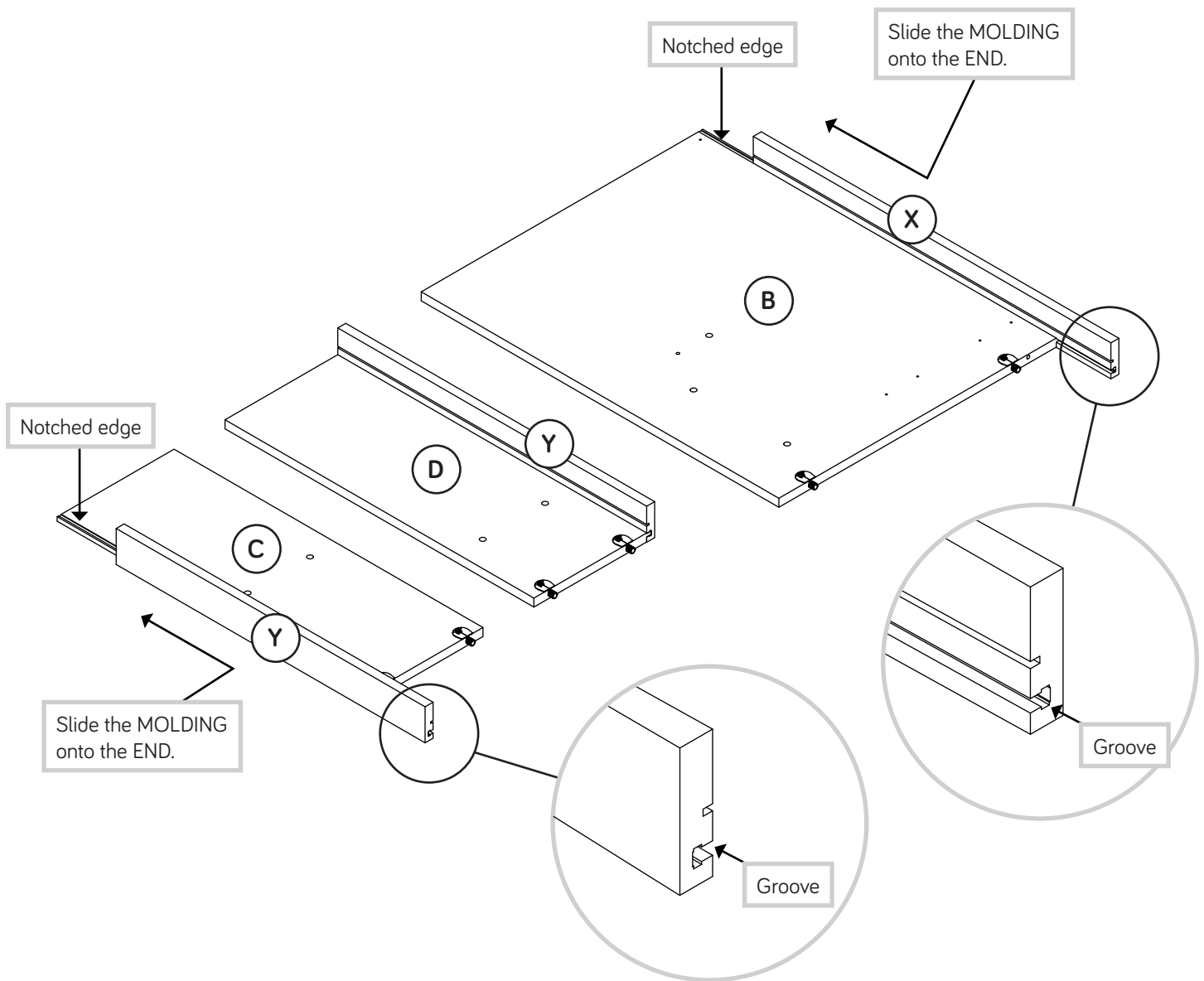


# Step 2

- Slide the HUTCH END MOLDINGS (Y) onto the notched edges of the HUTCH ENDS (C and D) until the ends are even.
- Slide the DESK END MOLDING (X) onto the notched edge of the LEFT END (B) until the edges are even.
- \*U.S. Patent No. 5,499,886

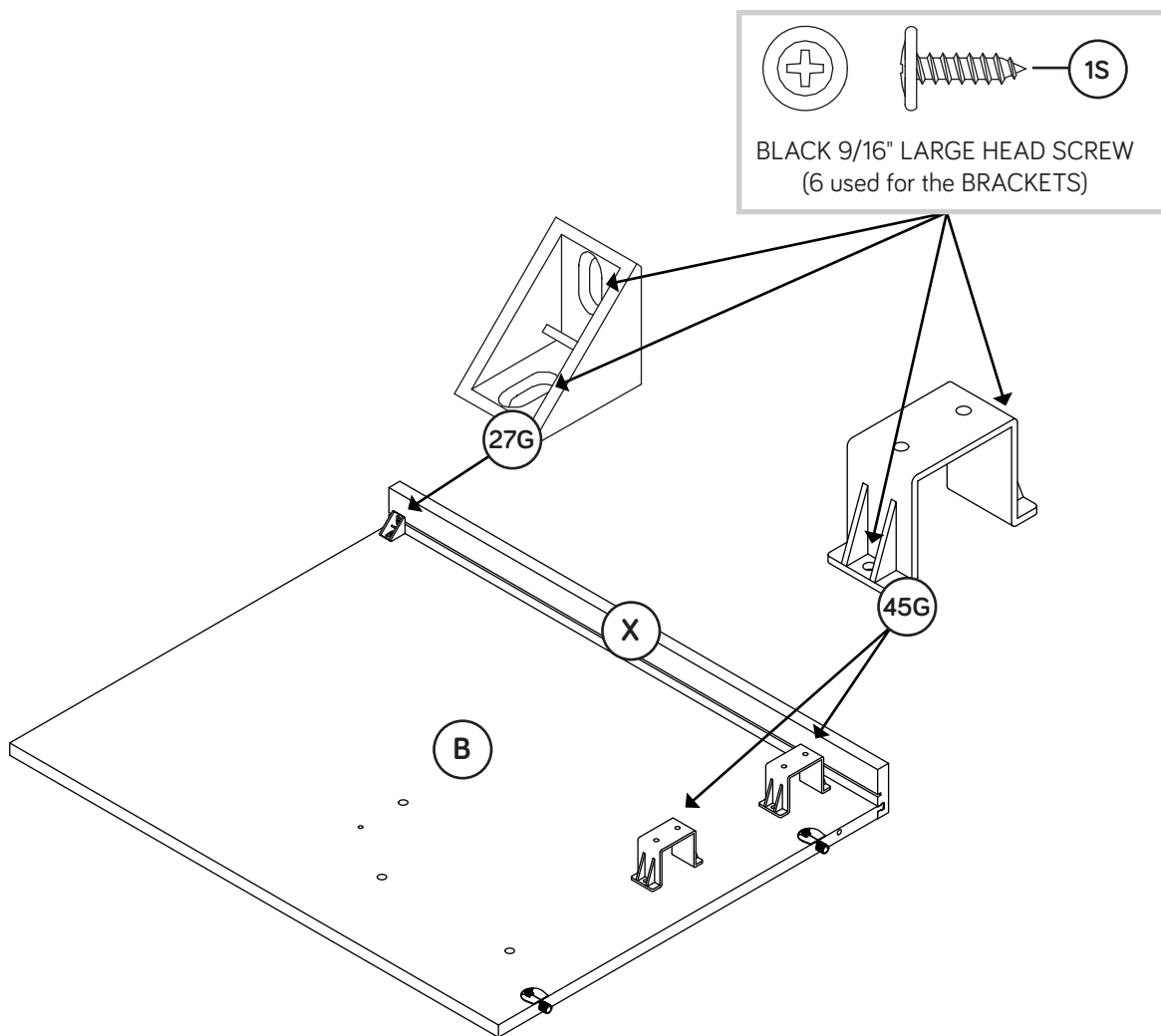


Some assembly  
(and snacks) required.



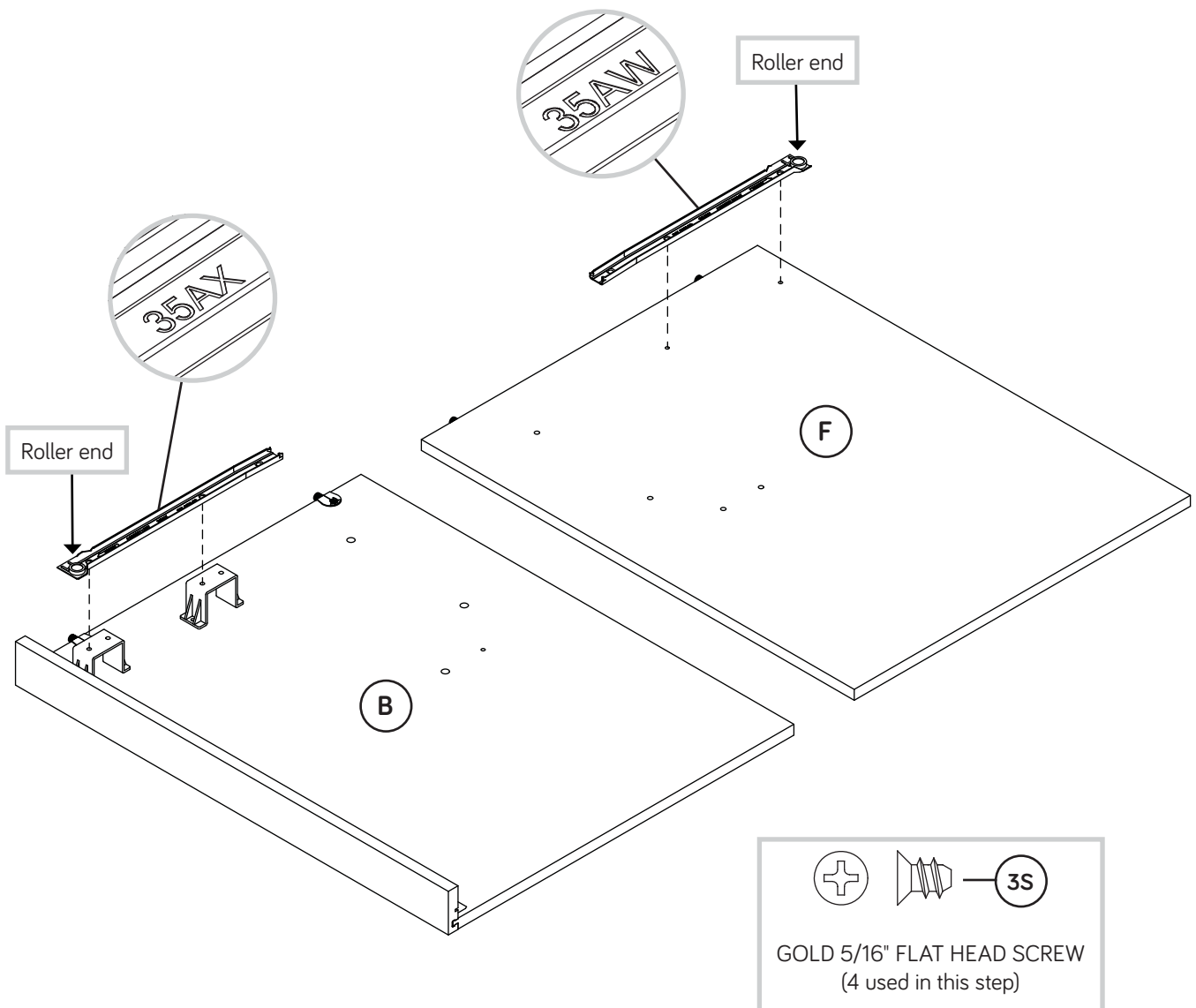
# Step 3

- Fasten the EXTENSION BRACKETS (45G) to the LEFT END (B).  
Use four BLACK 9/16" LARGE HEAD SCREWS (1S).
- Fasten an ANGLE BRACKET (27G) to the LEFT END (B) and  
DESK END MOLDING (X). Use two BLACK 9/16" LARGE  
HEAD SCREWS (1S).
- NOTE:** Turn the SCREW into the groove of the DESK END  
MOLDING (X). Do not over tighten.



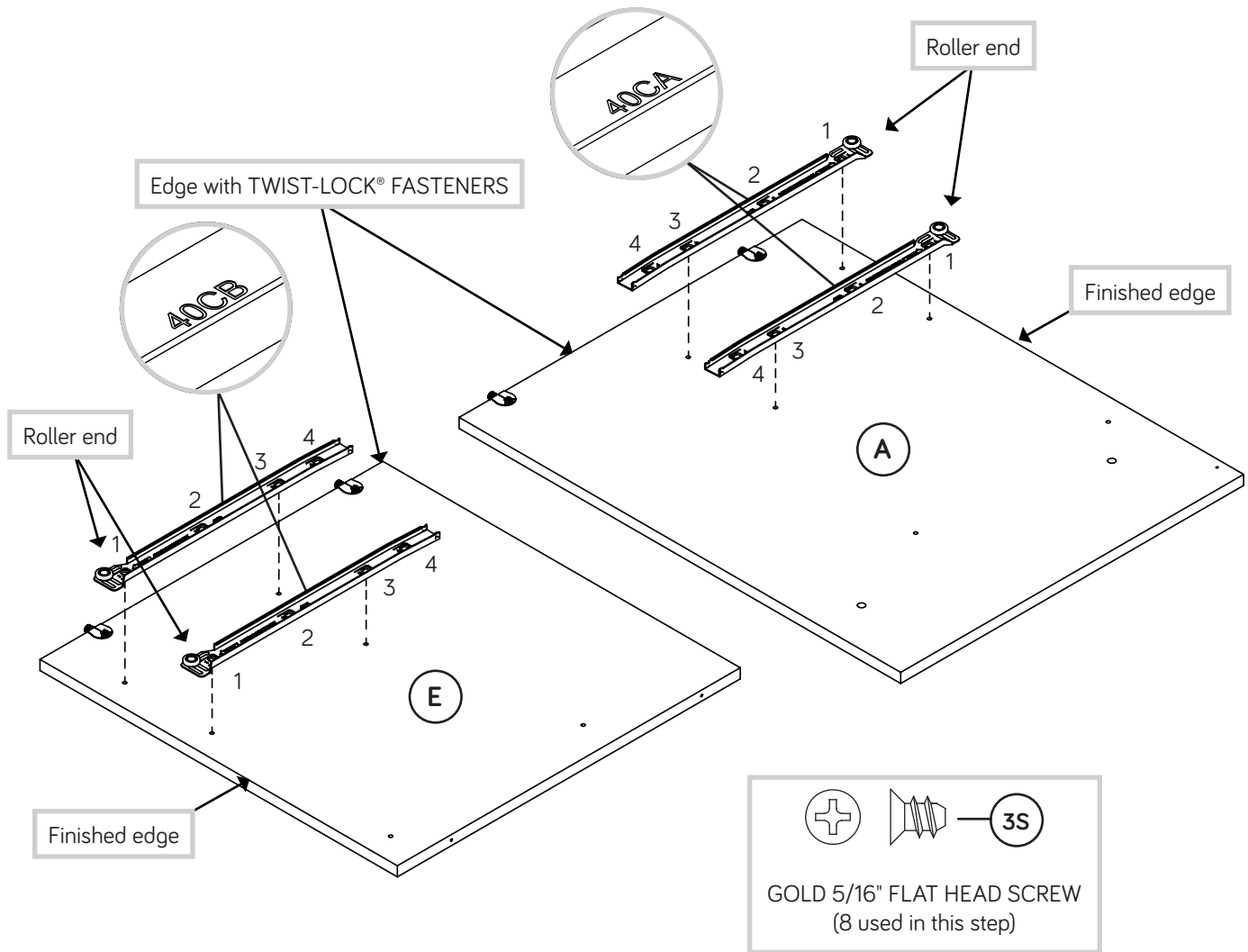
# Step 4

- Fasten the CABINET RIGHT (35AW) to the LEFT UPRIGHT (F) and a CABINET LEFT (35AX) to the LEFT END (B). Use four GOLD 5/16" FLAT HEAD SCREWS (3S).



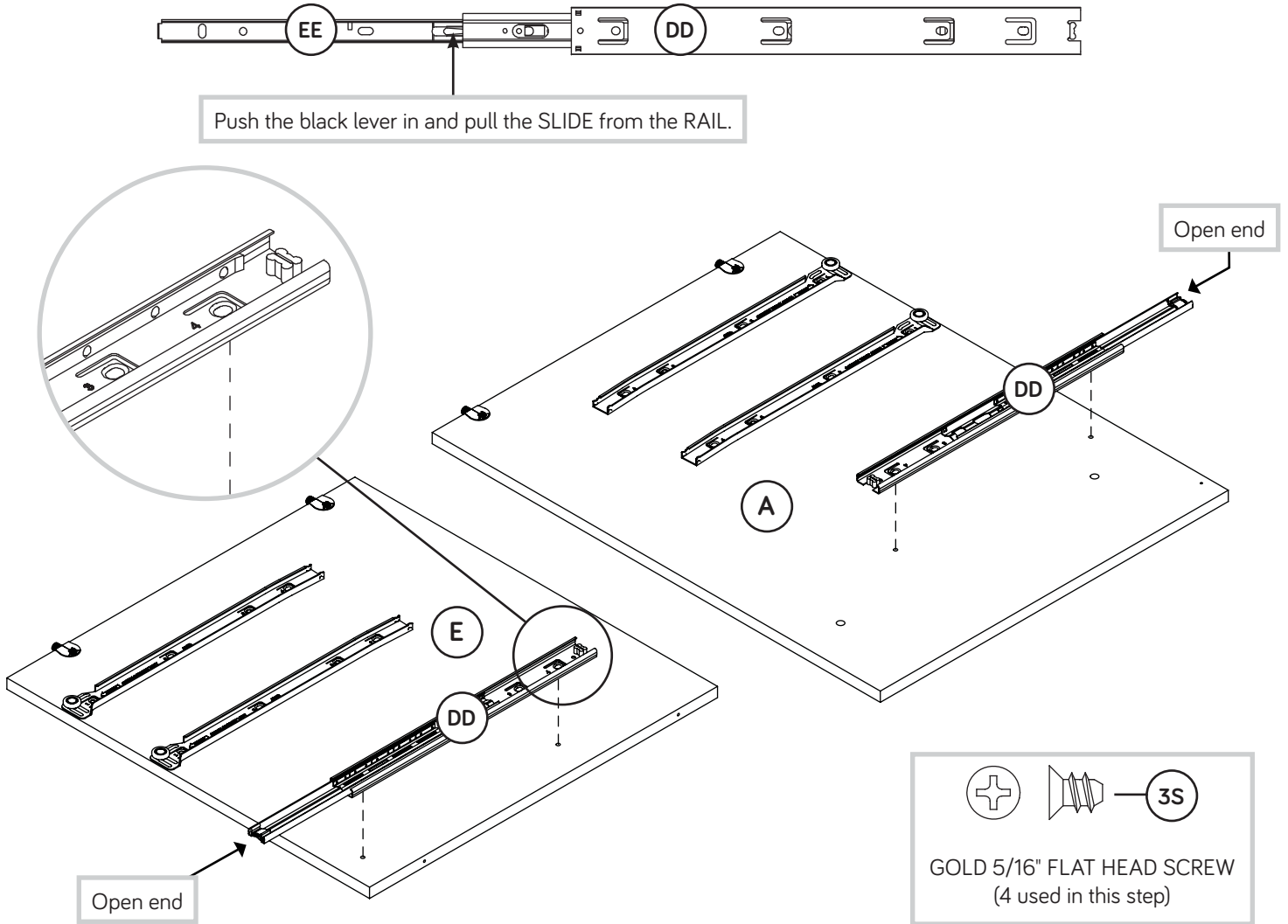
# Step 5

- Fasten the CABINET RIGHTS (40CA) to the RIGHT END (A) and CABINET LEFTS (40CB) to the RIGHT UPRIGHT (E). Use eight GOLD 5/16" FLAT HEAD SCREWS (3S) through holes #1 and #3.



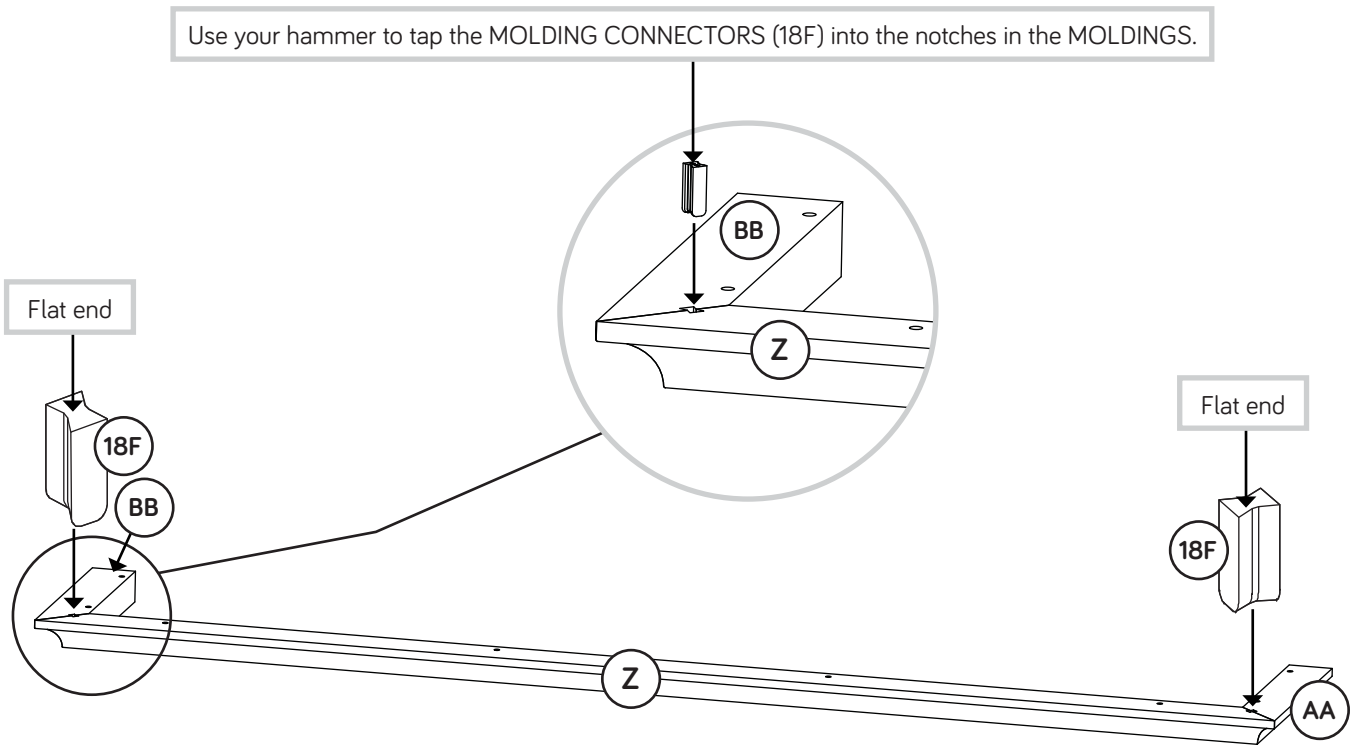
# Step 6

- ✦ Separate the EXTENSION SLIDES (EE) from the EXTENSION RAILS (DD) as shown in the upper diagram below. Be prepared, the parts are greasy.
- ✦ Fasten the EXTENSION RAILS (DD) to the RIGHT END (A) and RIGHT UPRIGHT (E). Use four GOLD 5/16" FLAT HEAD SCREWS (3S).
- ✦ **NOTE:** For each EXTENSION RAIL, turn a SCREW into the hole shown in the enlarged diagram. Then, slide the innercartridge of the EXTENSION RAIL in to find the other hole that lines up with the hole in the RIGHT END (A) and RIGHT UPRIGHT (E). Turn a SCREW into these holes.



# Step 7

- Tap two MOLDING CONNECTORS (18F) into the notches in the MOLDINGS (Z, AA, and BB).



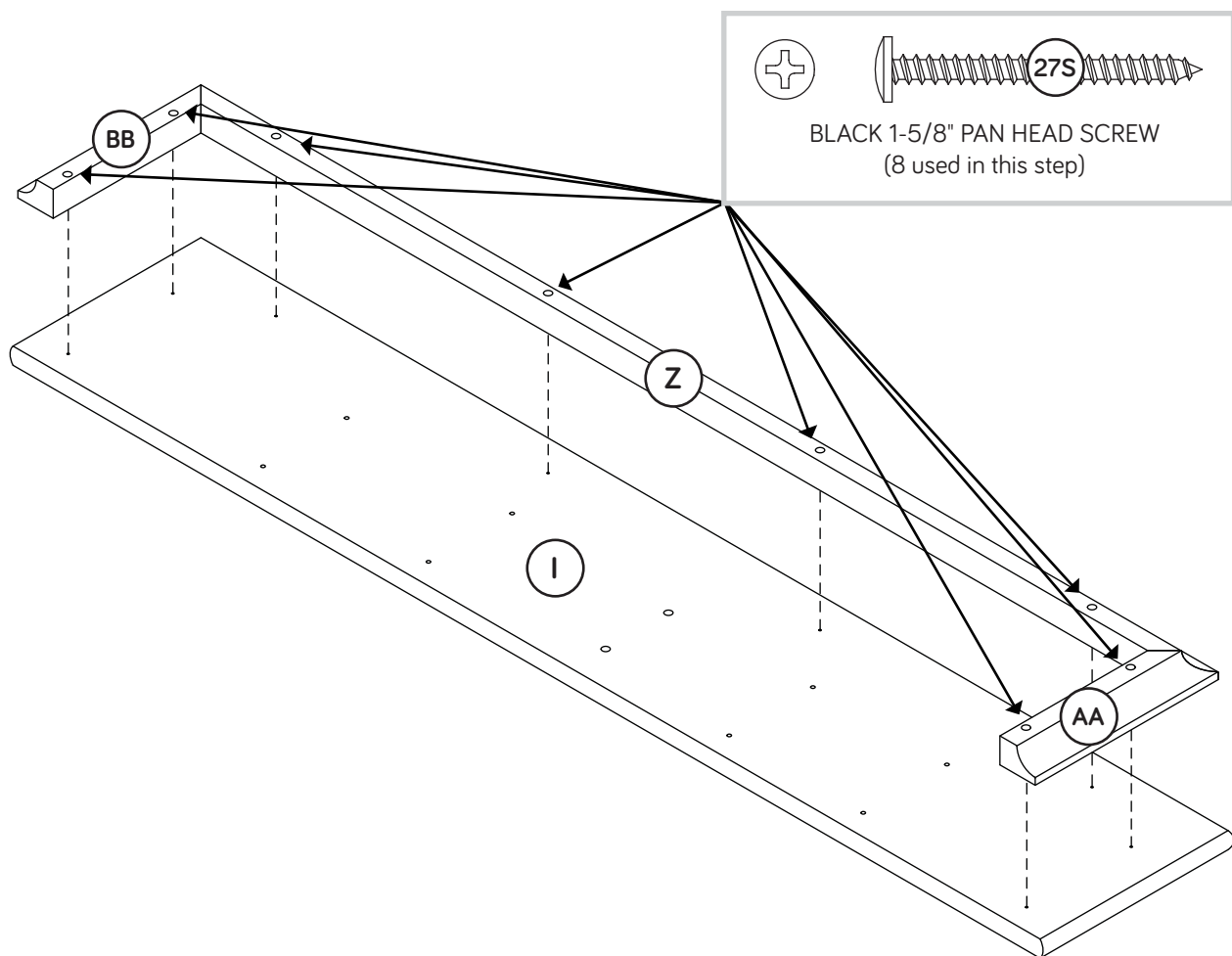
# Step 8

Fasten the TOP MOLDINGS (Z, AA and BB) to the TOP (I).  
Use eight BLACK 1-5/8" PAN HEAD SCREWS (27S).

**NOTE:** Do not overtighten the SCREWS into the TOP.



Just think. The sooner  
you do this, the sooner  
you do something else.



# Step 9

- Fasten the HUTCH LEFT END (D) to the LEFT TOP MOLDING (BB). Tighten two TWIST-LOCK® FASTENERS.
- Insert eight METAL PINS (1R) into the SMALL PINNED UPRIGHTS (T).
- Push the METAL PINS in the edges of the SMALL PINNED UPRIGHTS into the holes in the TOP (I).



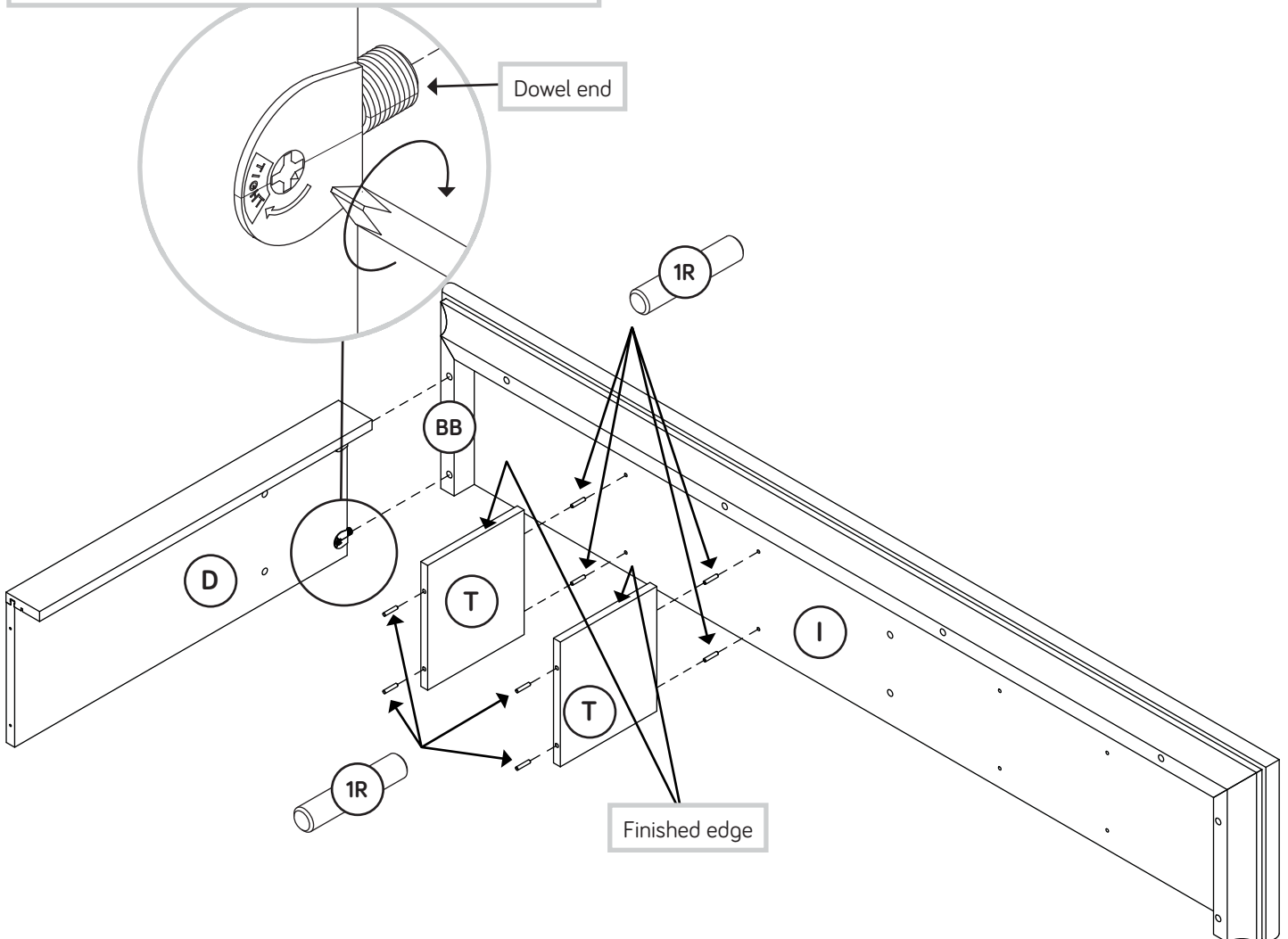
Do not stand the unit upright without the BACK fastened. The unit may collapse.

## How to use the SAUDER TWIST-LOCK® FASTENER

1. Insert the dowel end of the FASTENER into the hole of the adjoining part.

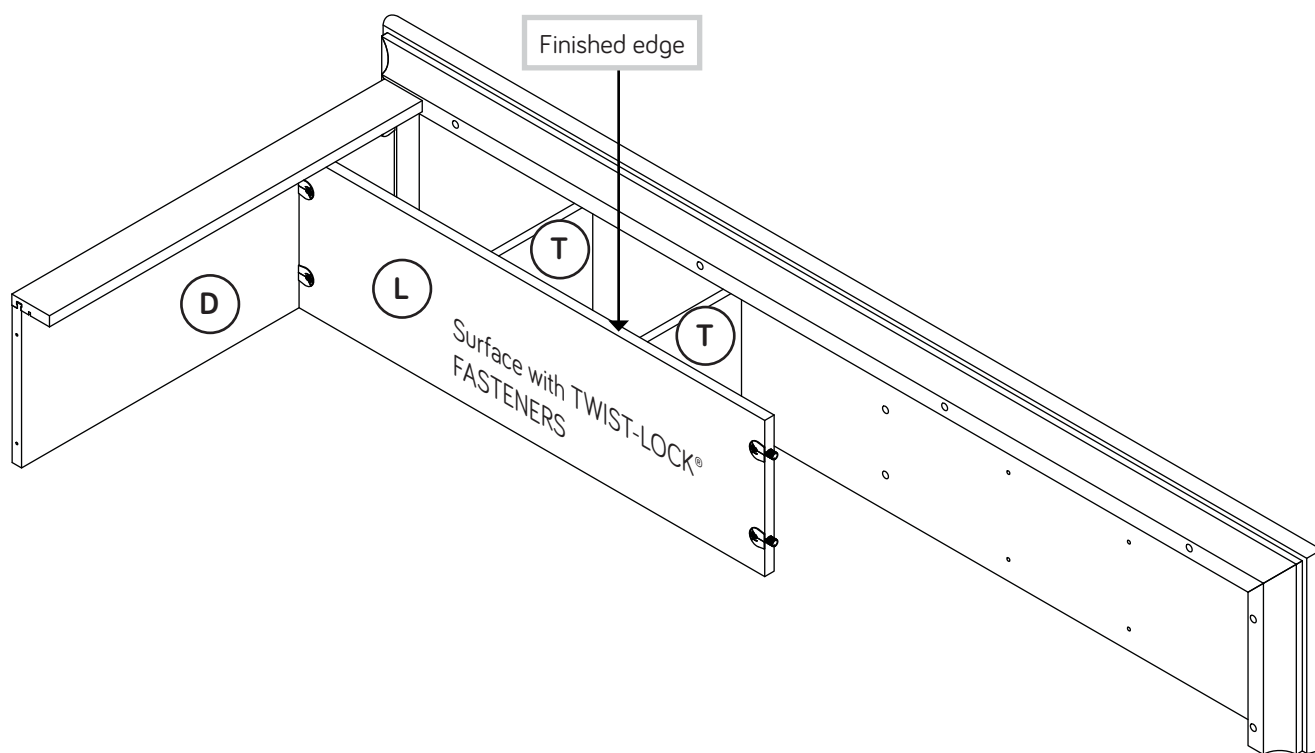
**NOTE:** The dowel end of the FASTENER must remain fully inserted in the hole of the adjoining part while locking the FASTENER.

2. Tighten the FASTENER with a Phillips screwdriver as tight as possible.



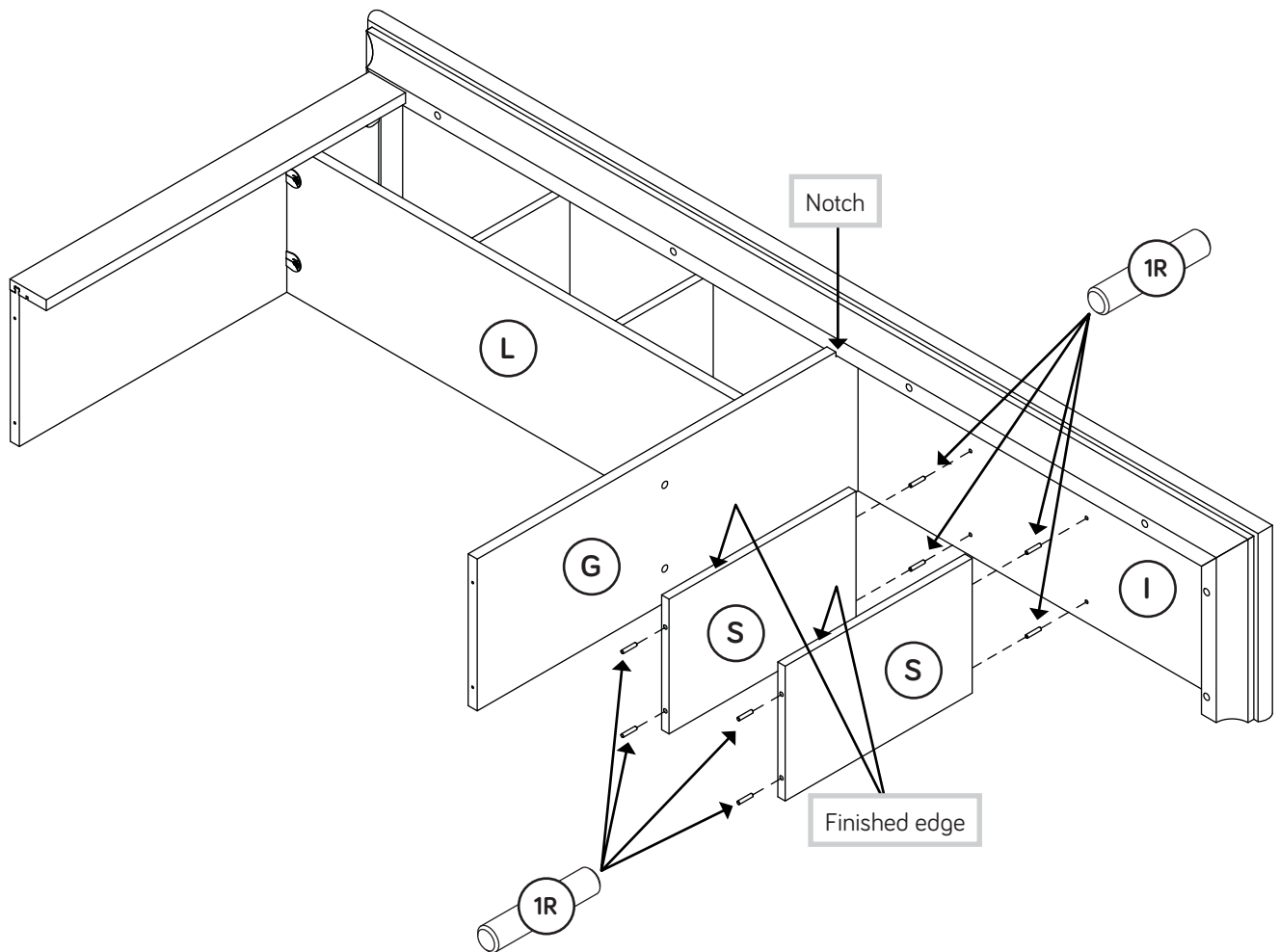
# Step 10

- Fasten the HUTCH LONG SHELF (L) to the HUTCH LEFT END (D). Tighten two TWIST-LOCK® FASTENERS.
- NOTE:** Be sure the PINS in SMALL PINNED UPRIGHTS (T) insert into the holes in the HUTCH LONG SHELF (L).



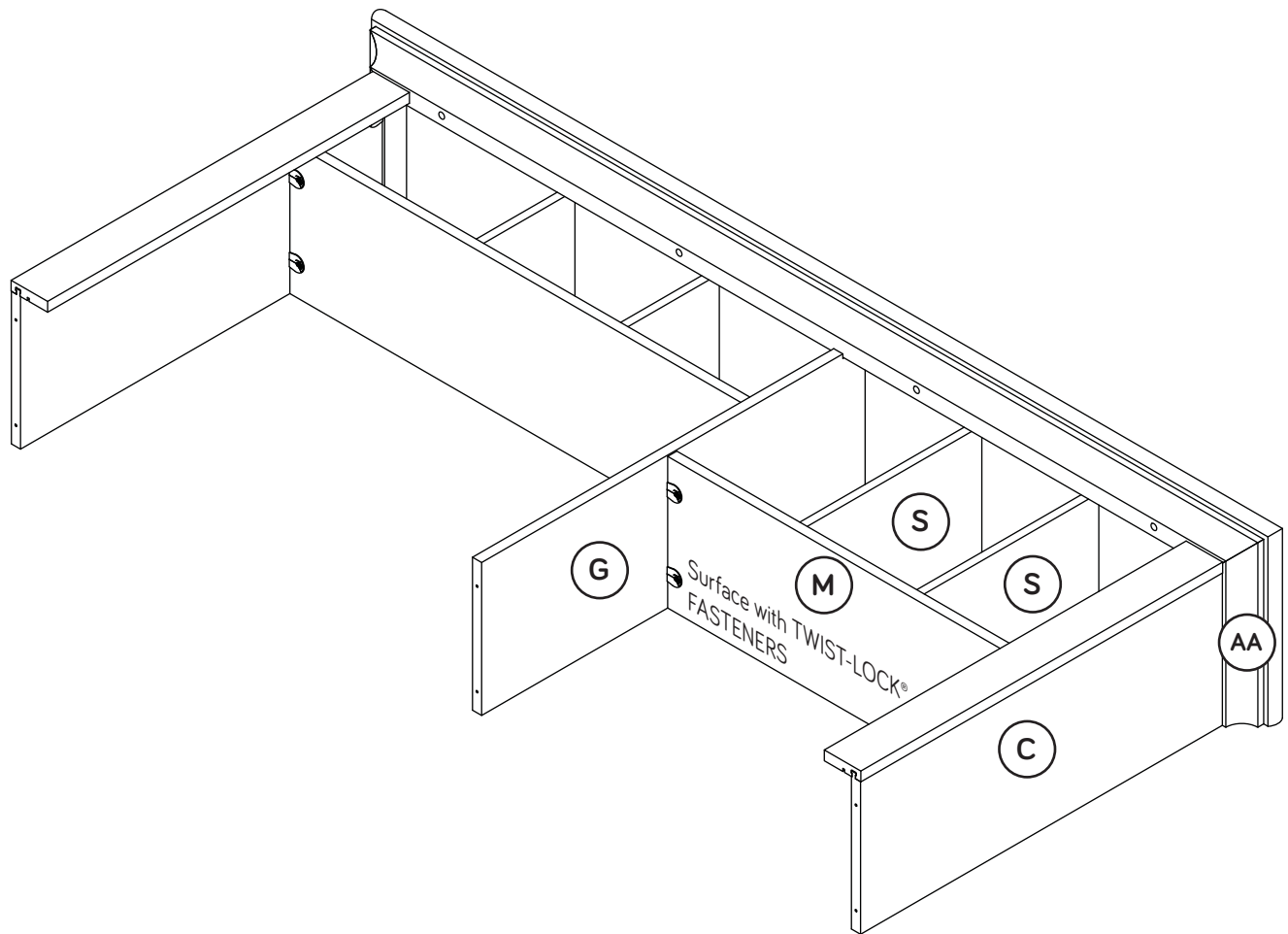
# Step 11

- Fasten the HUTCH UPRIGHT (G) to the HUTCH TOP (I) and HUTCH LONG SHELF (L). Tighten four TWIST-LOCK® FASTENERS.
- Insert eight METAL PINS (1R) into the LARGE PINNED UPRIGHTS (S).
- Push the METAL PINS in the edges of the LARGE PINNED UPRIGHTS into the holes in the HUTCH TOP (I).



# Step 12

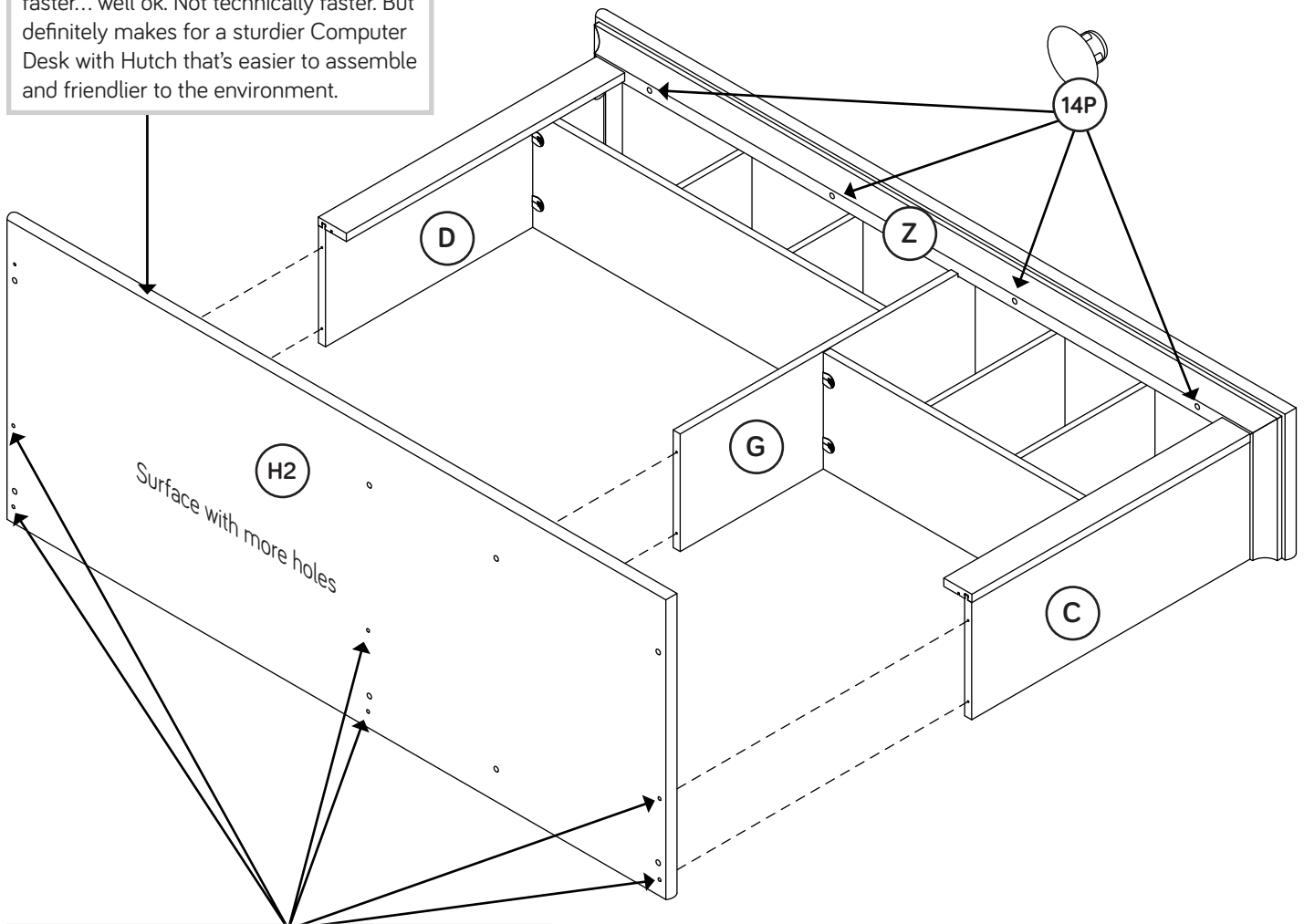
- ✚ Fasten the HUTCH SHELF (M) to the HUTCH UPRIGHT (G). Tighten two TWIST-LOCK® FASTENERS.
- ✚ NOTE: Be sure the PINS in LARGE PINNED UPRIGHTS (S) insert into the holes in the HUTCH SHELF (M).
- ✚ Fasten the HUTCH RIGHT END (C) to the RIGHT TOP MOLDING (AA) and HUTCH SHELF (M). Tighten four TWIST-LOCK® FASTENERS.



# Step 13

- ✚ Insert four HOLE PLUGS (14P) into the holes in the TOP MOLDING (Z).
- ✚ Fasten the DESK TOP (H2) to the HUTCH LEFT END (D), HUTCH UPRIGHT (G), and HUTCH RIGHT END (C). Use six BLACK 2-1/4" FLAT HEAD SCREWS (26S).

Meet Part (H2). This component has been engineered to be lighter, stronger, faster... well ok. Not technically faster. But definitely makes for a sturdier Computer Desk with Hutch that's easier to assemble and friendlier to the environment.



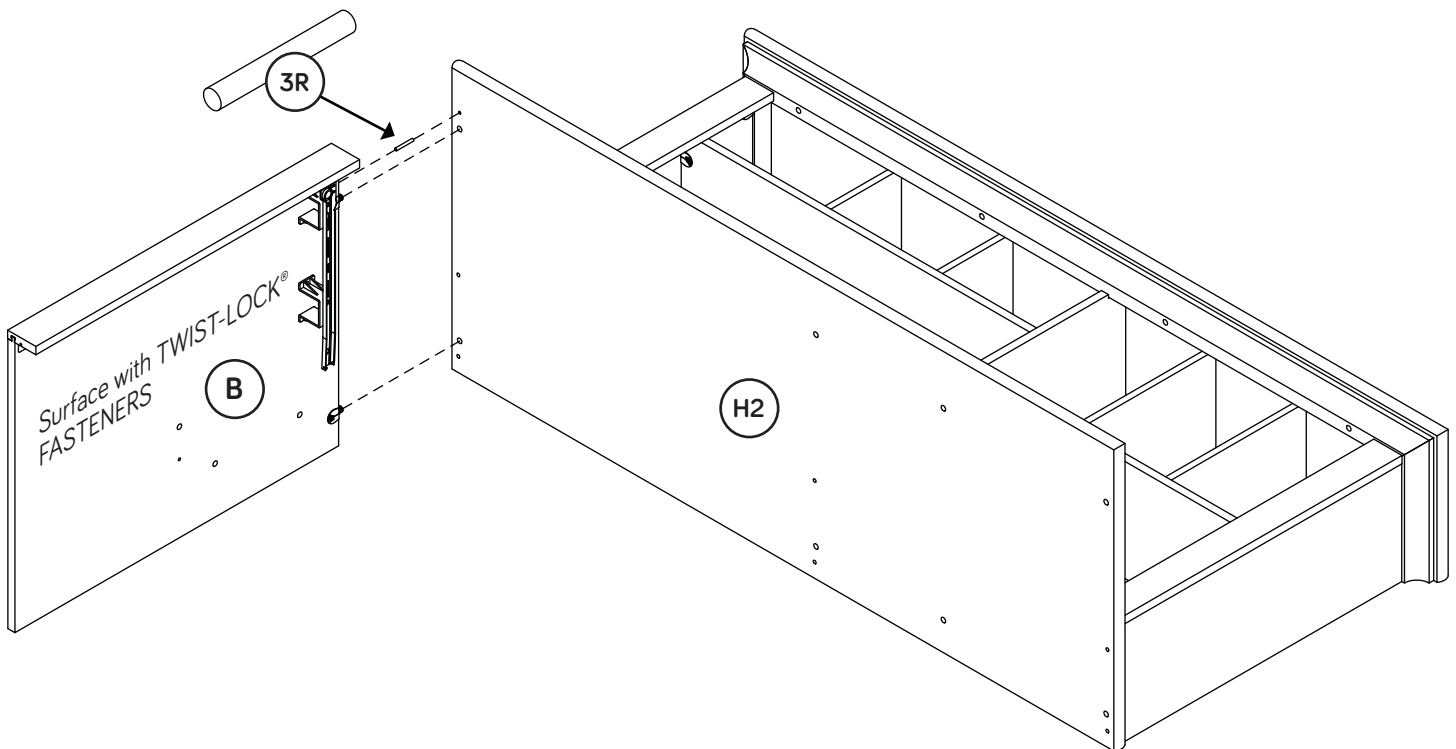
BLACK 2-1/4" FLAT HEAD SCREW  
(6 used in this step)

# Step 14

- ✚ Push the LONG METAL PIN (3R) into the DESK TOP (H2).
- ✚ Fasten the LEFT END (B) to the DESK TOP (H2). Tighten two TWIST-LOCK® FASTENERS.
- ✚ **NOTE:** Be sure the LONG METAL PIN (3R) inserts into the hole in the LEFT END (B).

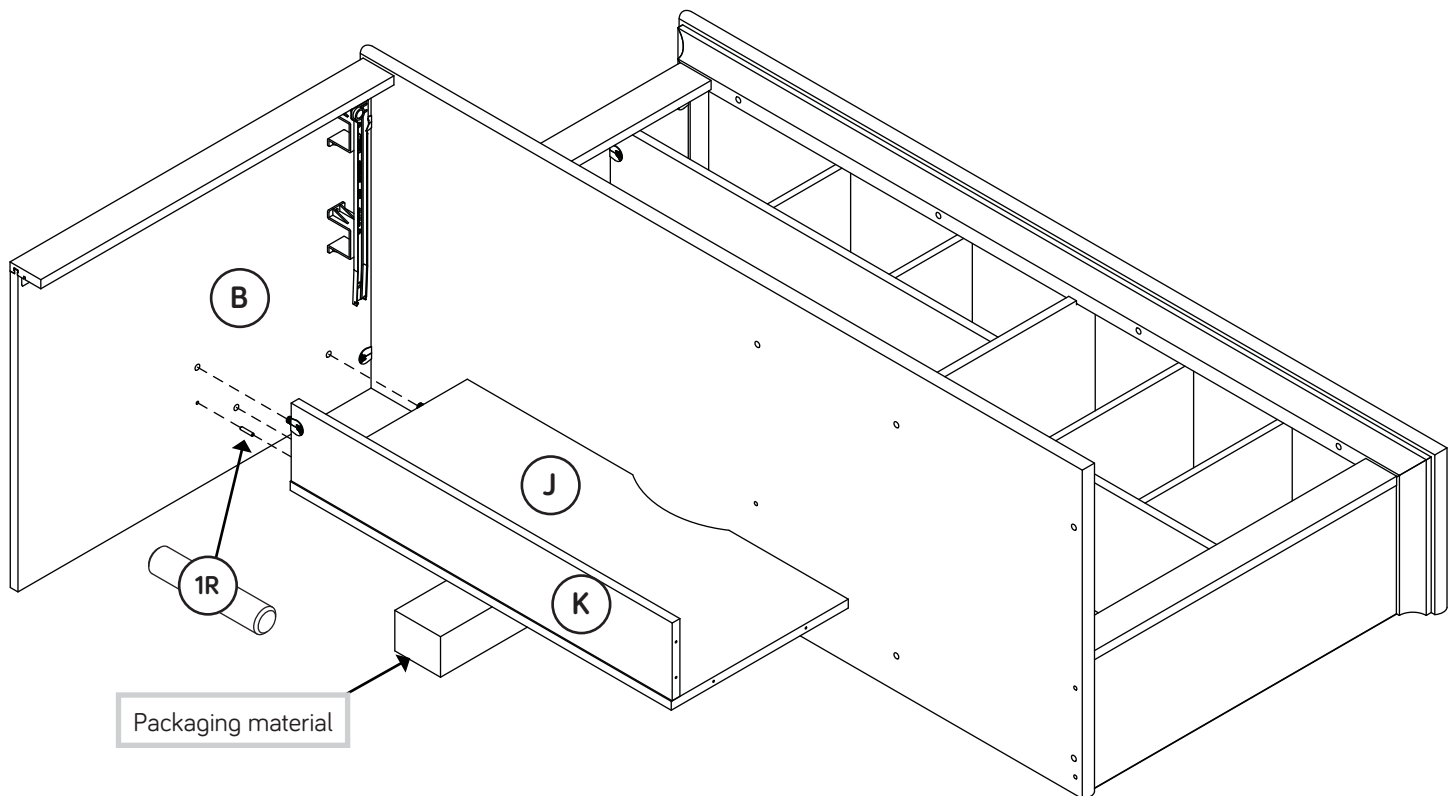
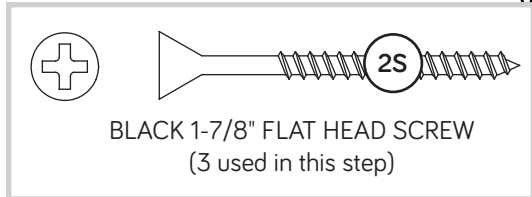
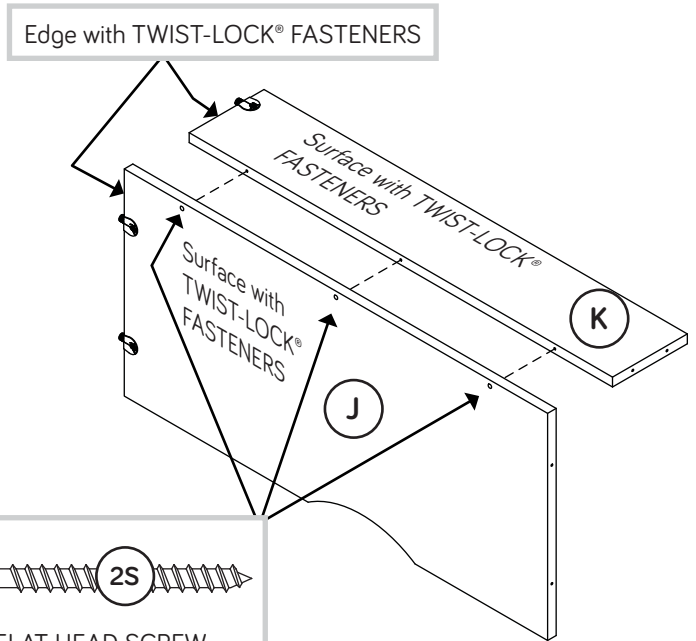


Now might be a good time to refresh your drink.



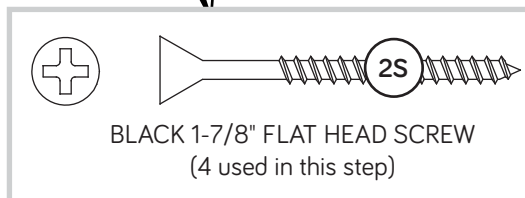
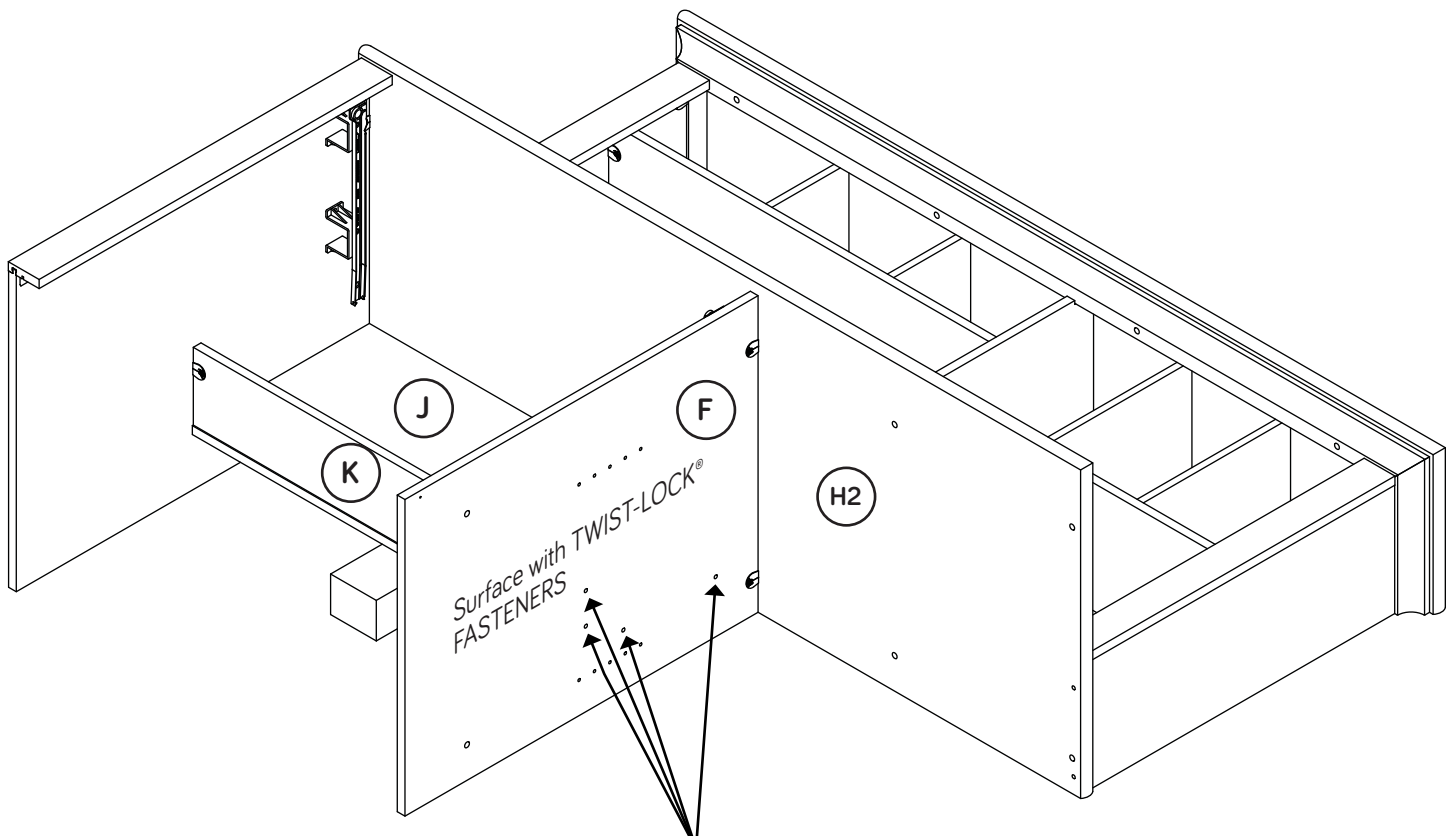
# Step 15

- Fasten the SHELF (K) to the MODESTY PANEL (J). Use three BLACK 1-7/8" FLAT HEAD SCREWS (2S).
- Push a METAL PIN (1R) into the hole in the short edge of the SHELF (K).
- NOTE:** You may want to use packaging material to prop the MODESTY PANEL (J) up off the floor in this step.
- Fasten the SHELF (K) and MODESTY PANEL (J) to the LEFT END (B). Tighten the TWIST-LOCK® FASTENER in the SHELF (K). You will tighten the other TWIST-LOCK® FASTENERS in step 20.
- NOTE:** Be sure the METAL PIN (1R) inserts into the hole in the LEFT END (B).



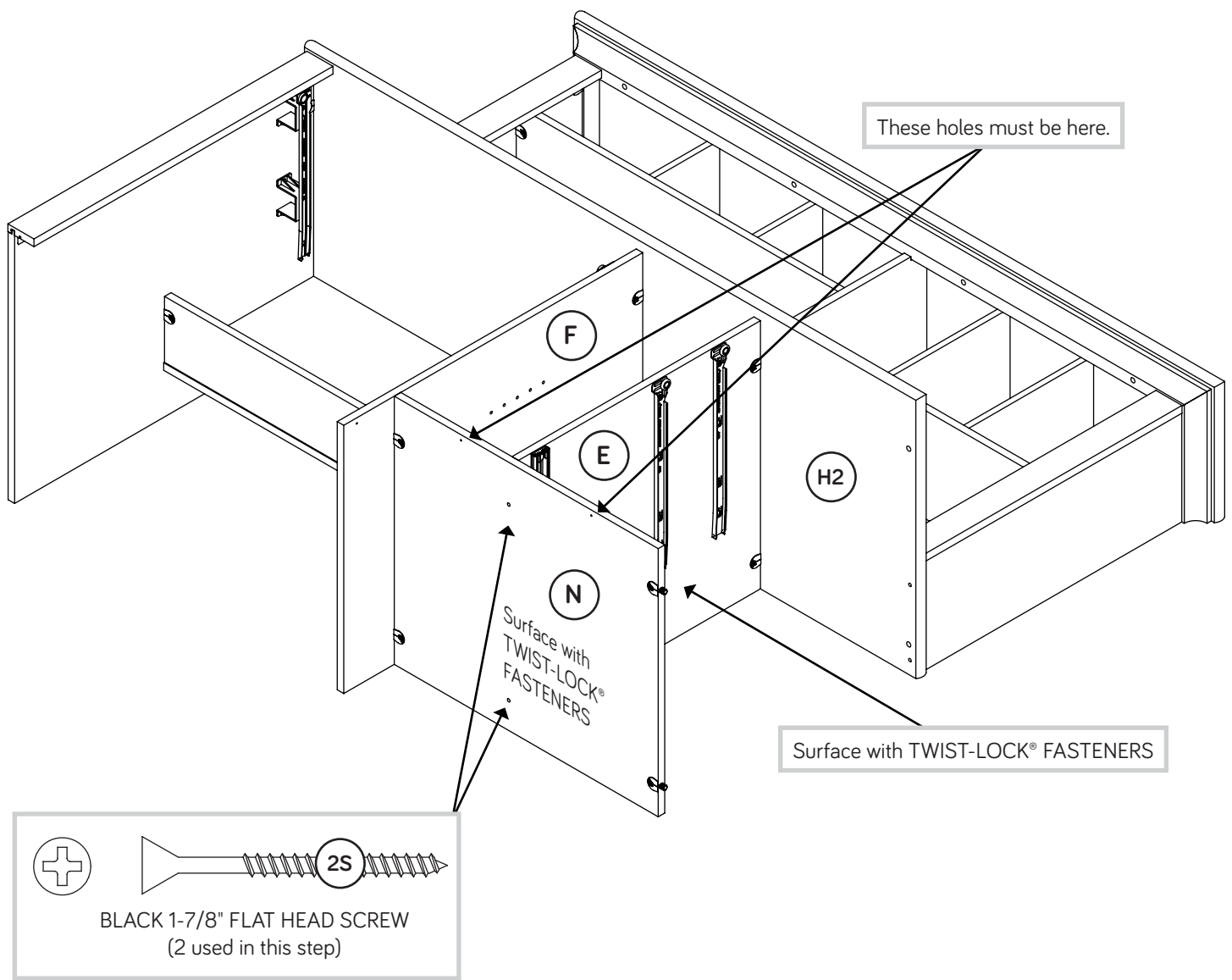
# Step 16

- Fasten the LEFT UPRIGHT (F) to the DESK TOP (H2). Tighten two TWIST-LOCK® FASTENERS.
- Fasten the LEFT UPRIGHT (F) to the SHELF (K) and MODESTY PANEL (J). Use four BLACK 1-7/8" FLAT HEAD SCREWS (2S).



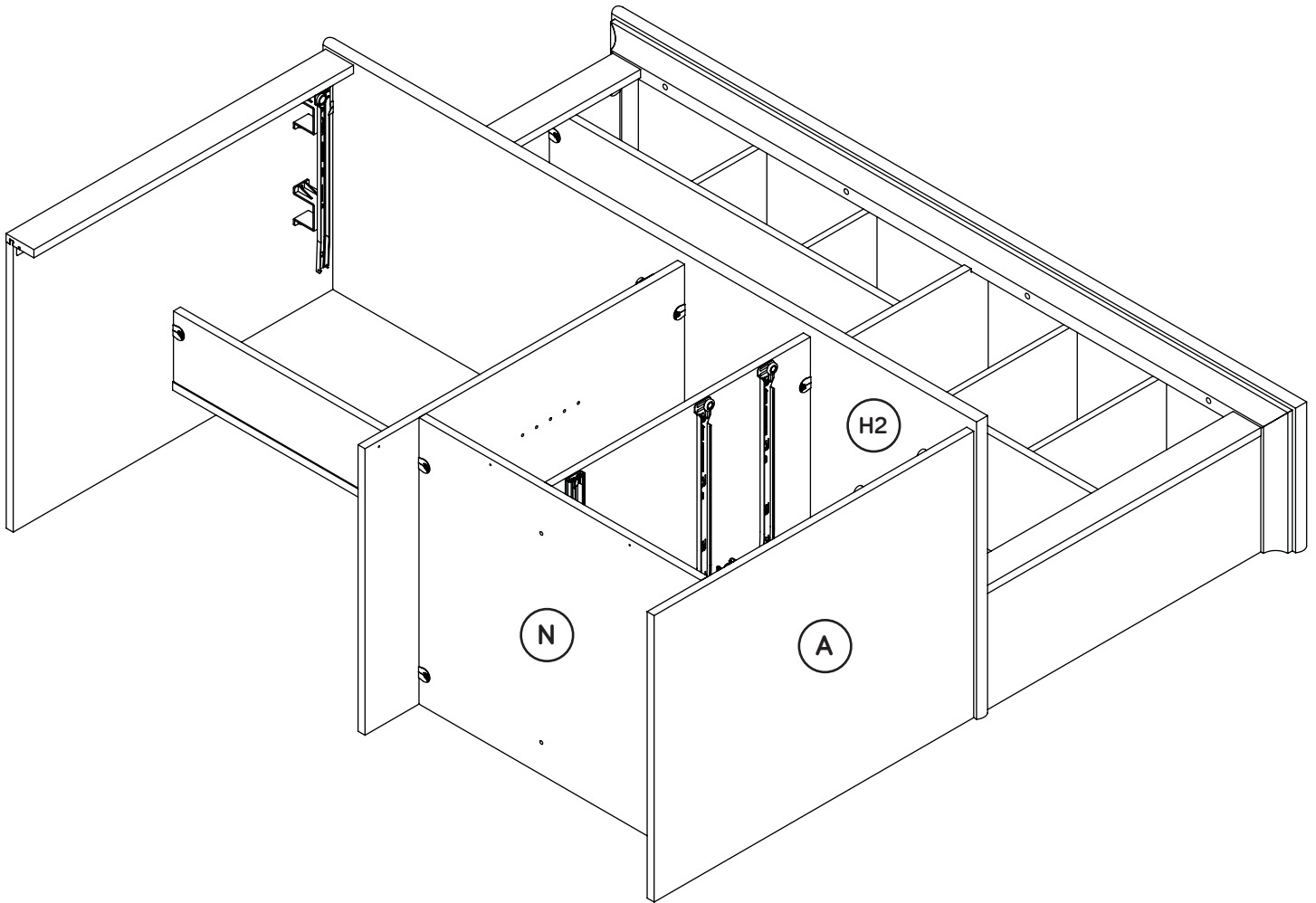
# Step 17

- Fasten the RIGHT UPRIGHT (E) to the DESK TOP (H2). Tighten two TWIST-LOCK® FASTENERS.
- Fasten the BOTTOM (N) to the LEFT UPRIGHT (F). Tighten two TWIST-LOCK® FASTENERS.
- Fasten the BOTTOM (N) to the RIGHT UPRIGHT (E). Use two BLACK 1-7/8" FLAT HEAD SCREWS (2S).



# Step 18

- ✚ Fasten the RIGHT END (A) to the DESK TOP (H2). Tighten two TWIST-LOCK® FASTENERS.
- ✚ Fasten the RIGHT END (A) to the BOTTOM (N). Tighten two TWIST-LOCK® FASTENERS.

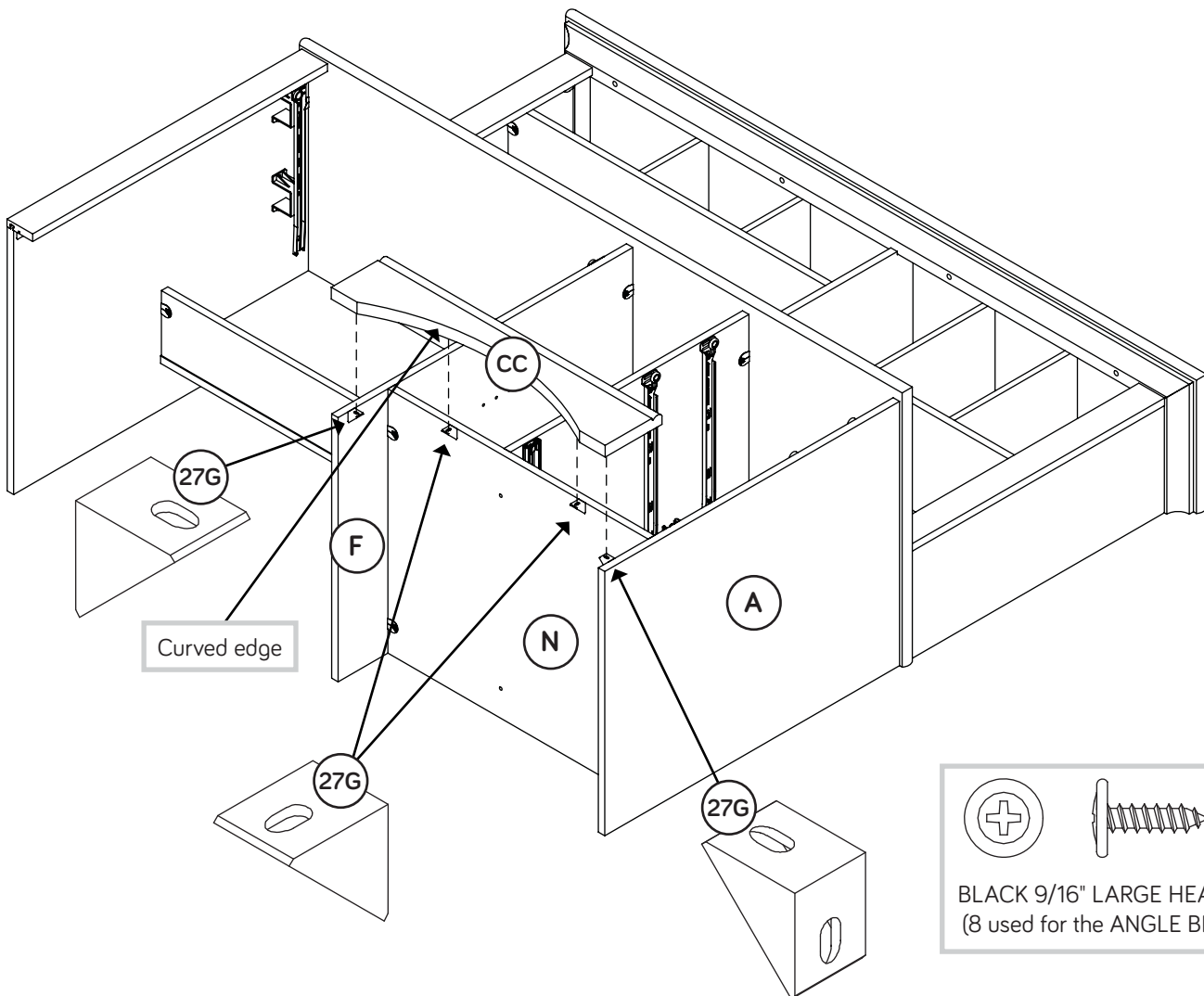


# Step 19

Fasten four ANGLE BRACKETS (27G) to the BOTTOM (N), RIGHT END (A), and LEFT UPRIGHT (F). Use four BLACK 9/16" LARGE HEAD SCREWS (1S).

**NOTE:** Be sure the BRACKETS are even with the edges of the BOTTOM, RIGHT END, and LEFT UPRIGHT.

Fasten the BASE (CC) to the ANGLE BRACKETS (27G) on the BOTTOM (N), RIGHT END (A) and LEFT UPRIGHT (F). Use four BLACK 9/16" LARGE HEAD SCREWS (1S).

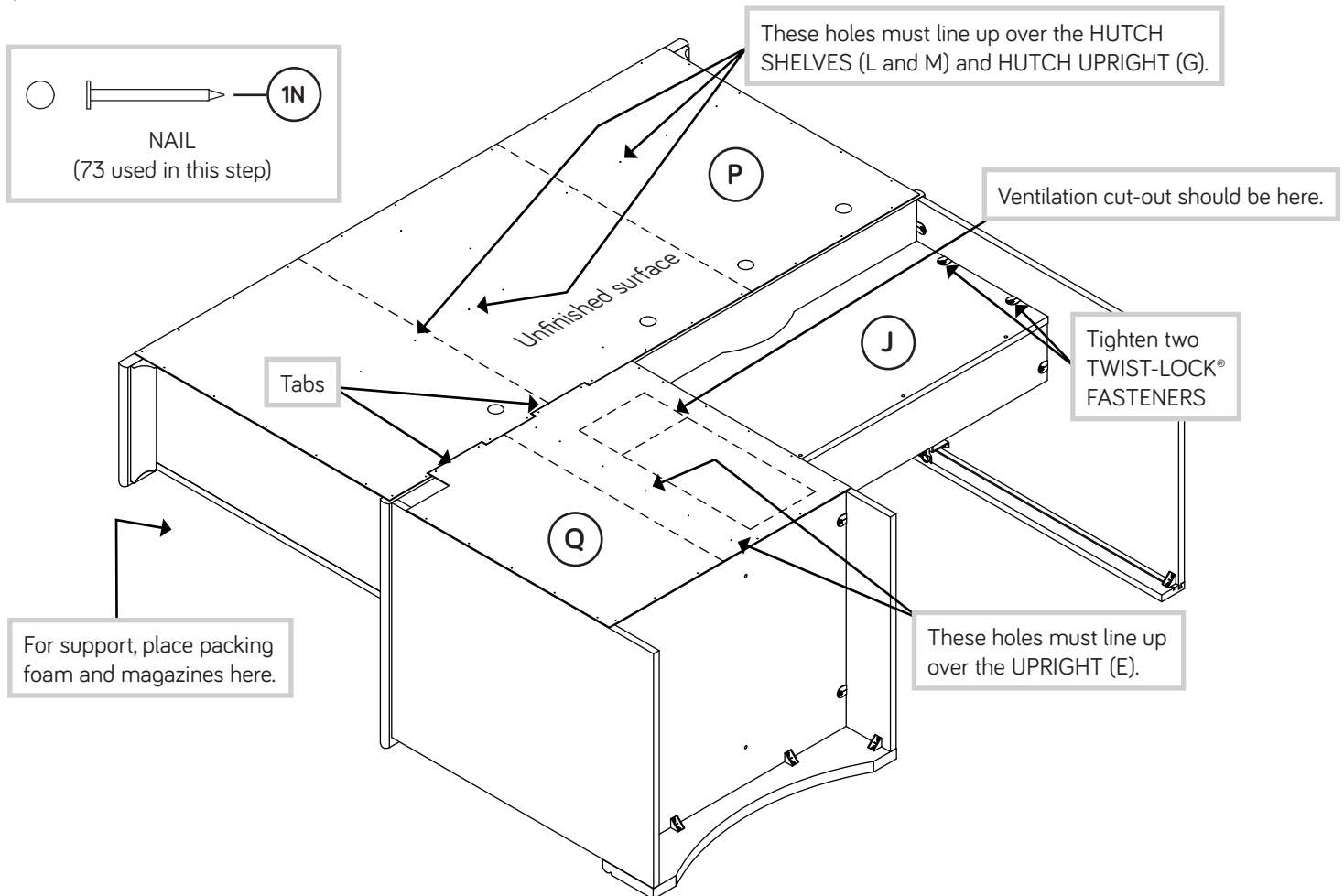


# Step 20



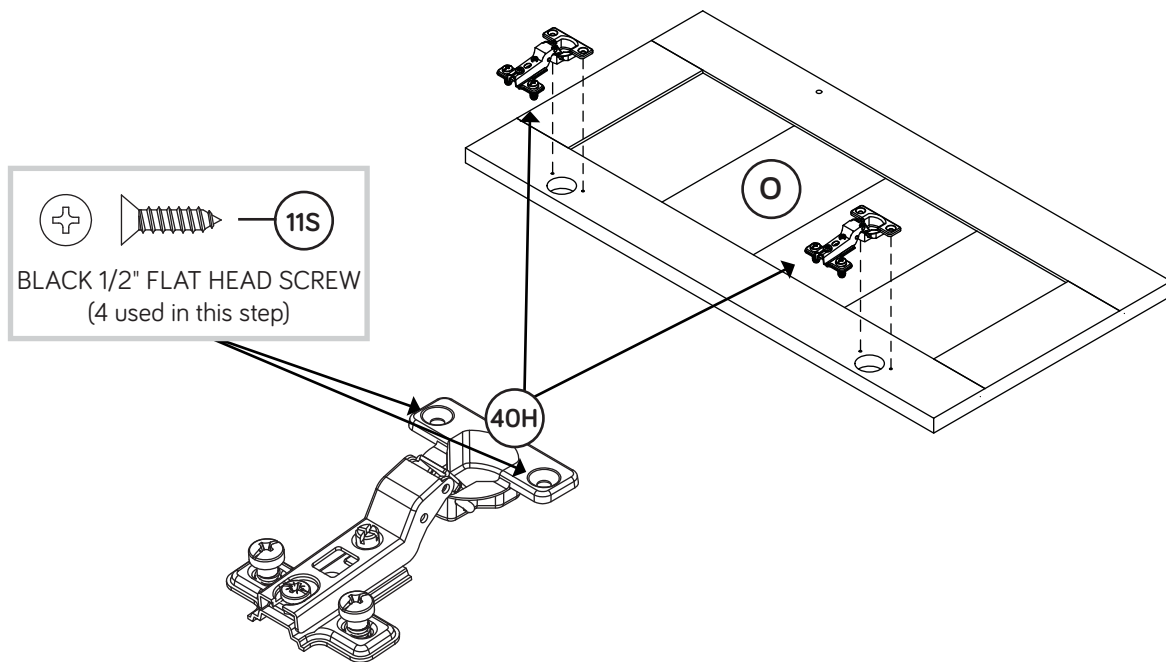
Do not stand the unit upright without the BACK fastened. The unit may collapse.

- ✚ Carefully turn your unit over onto its front edges. Unfold the LARGE BACK (P) and lay it over your unit.
- ✚ Make equal margins along all four edges of the LARGE BACK (P). Push on opposite corners of your unit if needed to make it "square".
- ✚ Fasten the LARGE BACK (P) to your unit using the NAILS (1N).
- ✚ **NOTE:** Be sure to tap NAILS into the holes that line up over the HUTCH SHELVES (L and M) and HUTCH UPRIGHT (G).
- ✚ **NOTE:** Perforations have been provided for access through the BACK.
- ✚ Unfold the SMALL BACK (Q) and lay it over the lower section of your unit.
- ✚ Make equal margins along three edges of the SMALL BACK (Q) with the tabs between the LARGE BACK (P)
- ✚ Fasten the SMALL BACK (Q) to your unit using the NAILS (1N).
- ✚ **NOTE:** Be sure to tap NAILS into the holes that line up over the UPRIGHT (E).
- ✚ **NOTE:** Perforations have been provided for access through the BACK. Carefully cut out the rectangle in the BACK for proper ventilation of your CPU.
- ✚ Tighten two TWIST-LOCK® FASTENERS in the MODESTY PANEL (J).



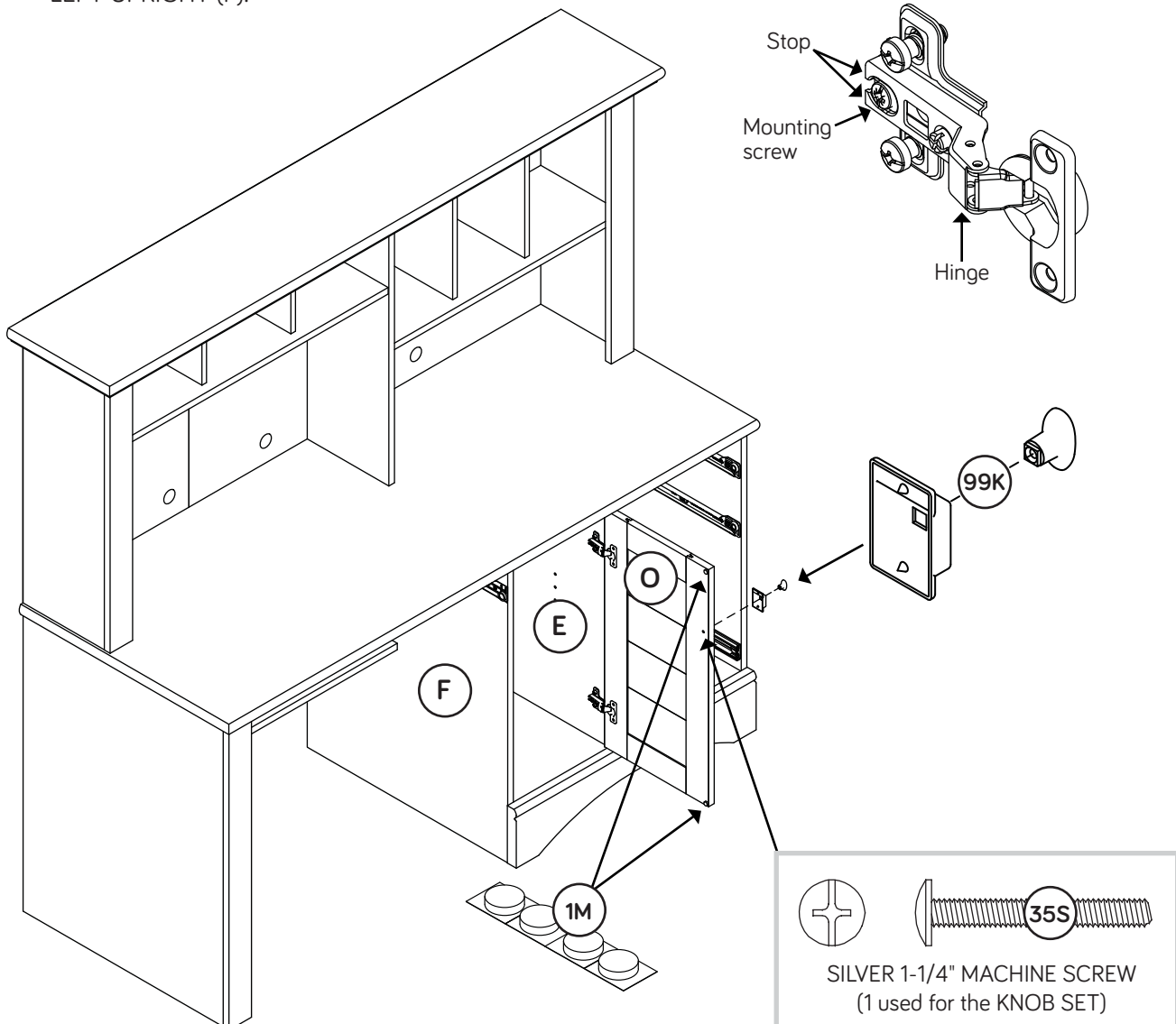
# Step 21

- Fasten the HINGES (40H) to the DOOR (O). Use four BLACK 1/2" FLAT HEAD SCREWS (11S).



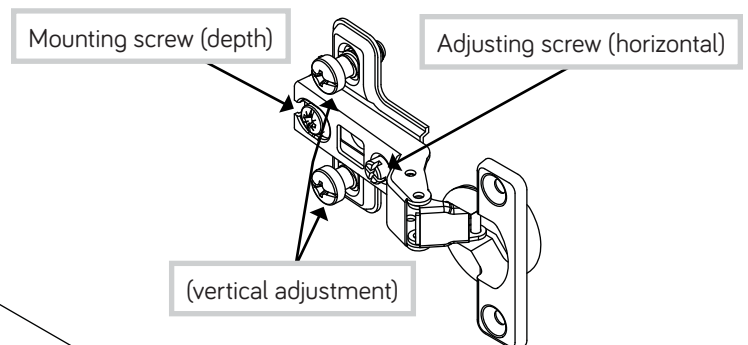
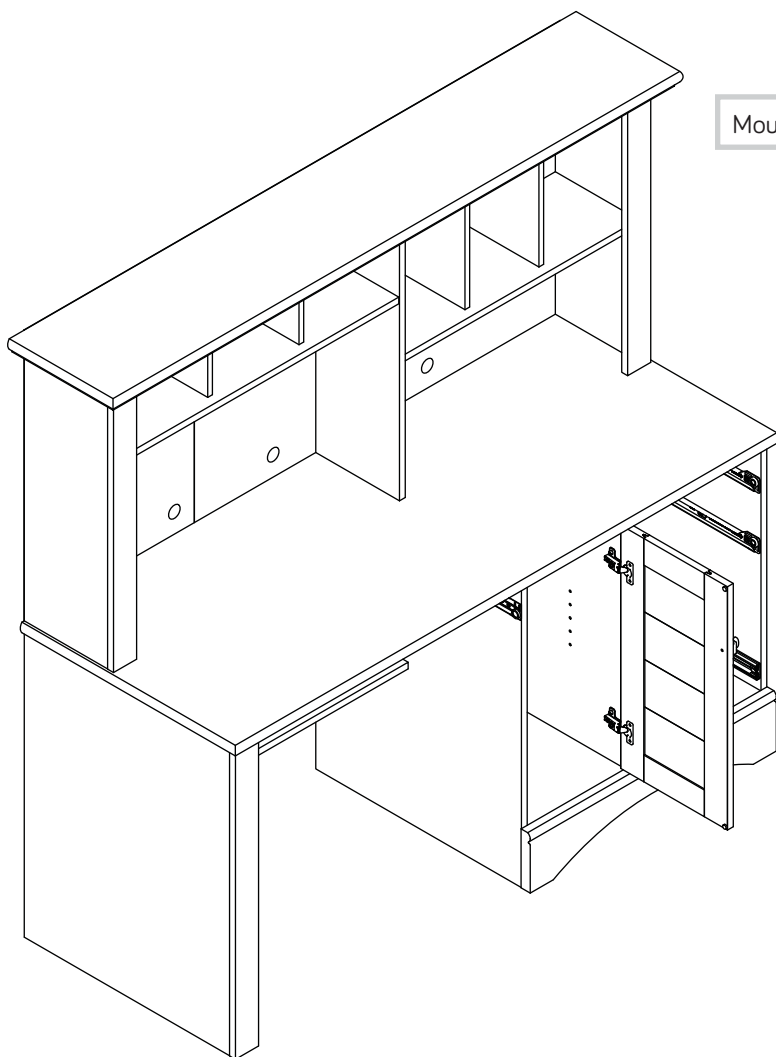
# Step 22

- ✚ Carefully stand your unit upright.
- ✚ Before fastening the DOOR to your unit, be sure the mounting screw is against the stops as shown in the right diagram. If it isn't, loosen the mounting screw to slide it against the stops. Then tighten the mounting screw.
- ✚ Fasten the DOOR (O) to the RIGHT UPRIGHT (E). Use the screws in the HINGES.
- ✚ Fasten the KNOB SET (99K) to the DOOR (O). Use the SILVER 1-1/4" MACHINE SCREW (35S).
- ✚ Peel a FELT DISC from the FELT DISC CARD (1M) and stick it on the DOOR where it comes in contact with the LEFT UPRIGHT (F).



# Step 23

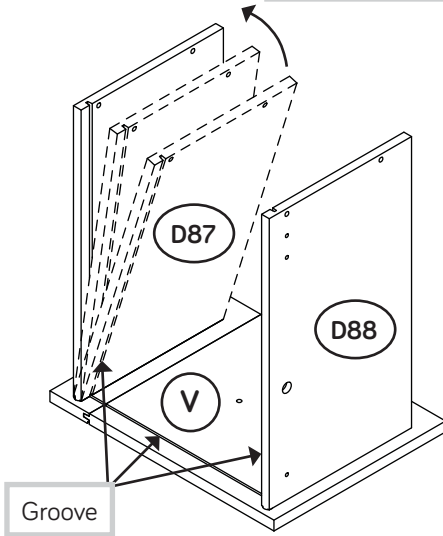
- Refer to the enlarged diagram to identify the parts on the HINGES.
- The DOORS may need some adjustments. Follow the text below to make needed adjustments.
- DOOR ADJUSTMENTS:**
  - To adjust the DOORS from side to side (horizontal), turn the adjusting screw in or out.
  - To adjust the DOORS up and down (vertical), loosen both vertical adjustment screws. Move the DOORS up or down to the desired location. Tighten the screws after making adjustments.
  - To adjust the DOORS in or out (depth), loosen the mounting screw one turn and move the DOORS in or out, as needed. Tighten the mounting screw after making adjustments.



# Step 24

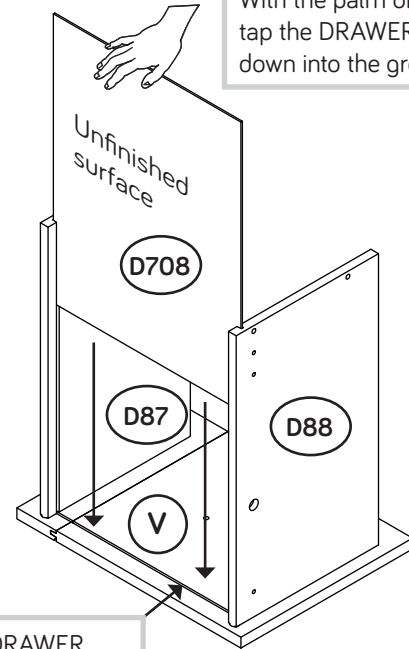
1

The tabs should insert freely into the slots. Gently tilt the DRAWER SIDES side to side until the tabs slip into the slots.



2

With the palm of your hand, tap the DRAWER BOTTOM down into the groove.

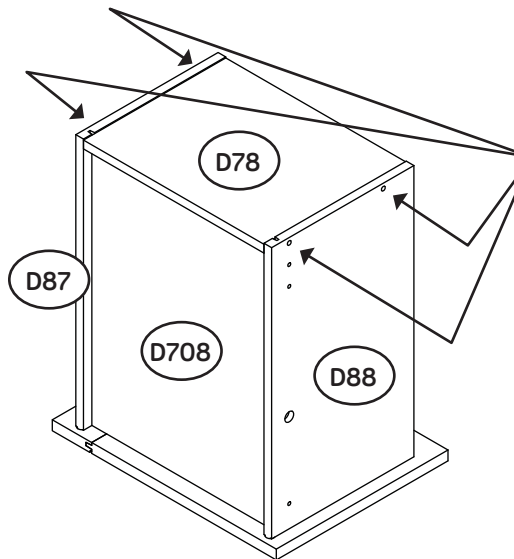


Be sure the DRAWER BOTTOM inserts into the DRAWER FRONT groove.

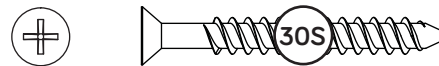
✚ Insert the DRAWER SIDES (D88 and D87) at an angle into the slot at each end of the DRAWER FRONT (V).

✚ Slide the DRAWER BOTTOM (D708) into the grooves in the DRAWER SIDES (D88 and D87) and DRAWER FRONT (V).

3



Start each screw a few turns before completely tightening any of them.



BLACK 1-9/16" FLAT HEAD SCREW  
(12 used in this step)

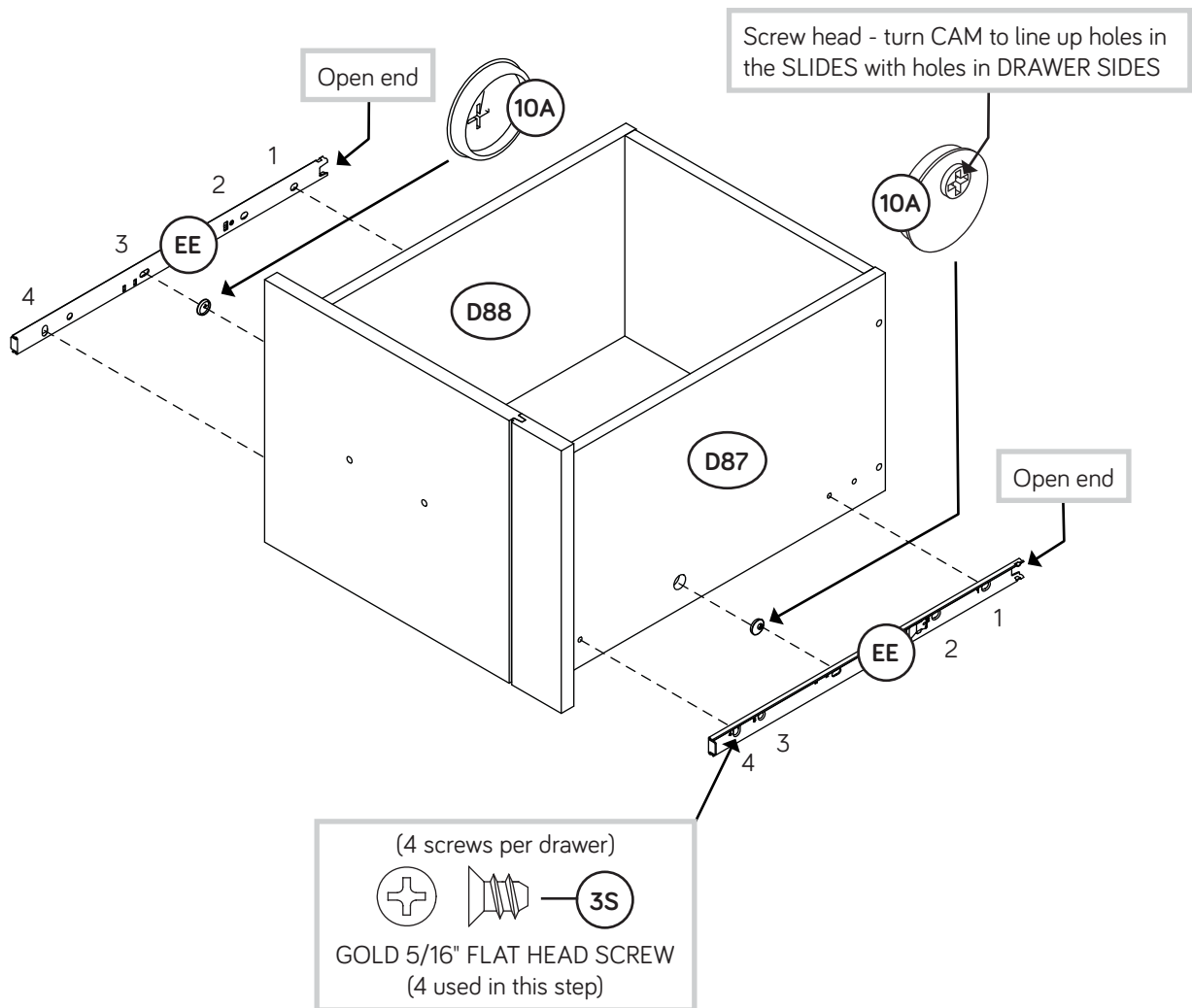
✚ Fasten the DRAWER BACK (D78) to the DRAWER SIDES (D88 and D87). Use four BLACK 1-9/16" FLAT HEAD SCREWS (30S).

✚ NOTE: Be sure the DRAWER BOTTOM (D708) inserts into the groove of the DRAWER BACK (D78).

✚ Repeat this step for the remaining drawers.

# Step 25

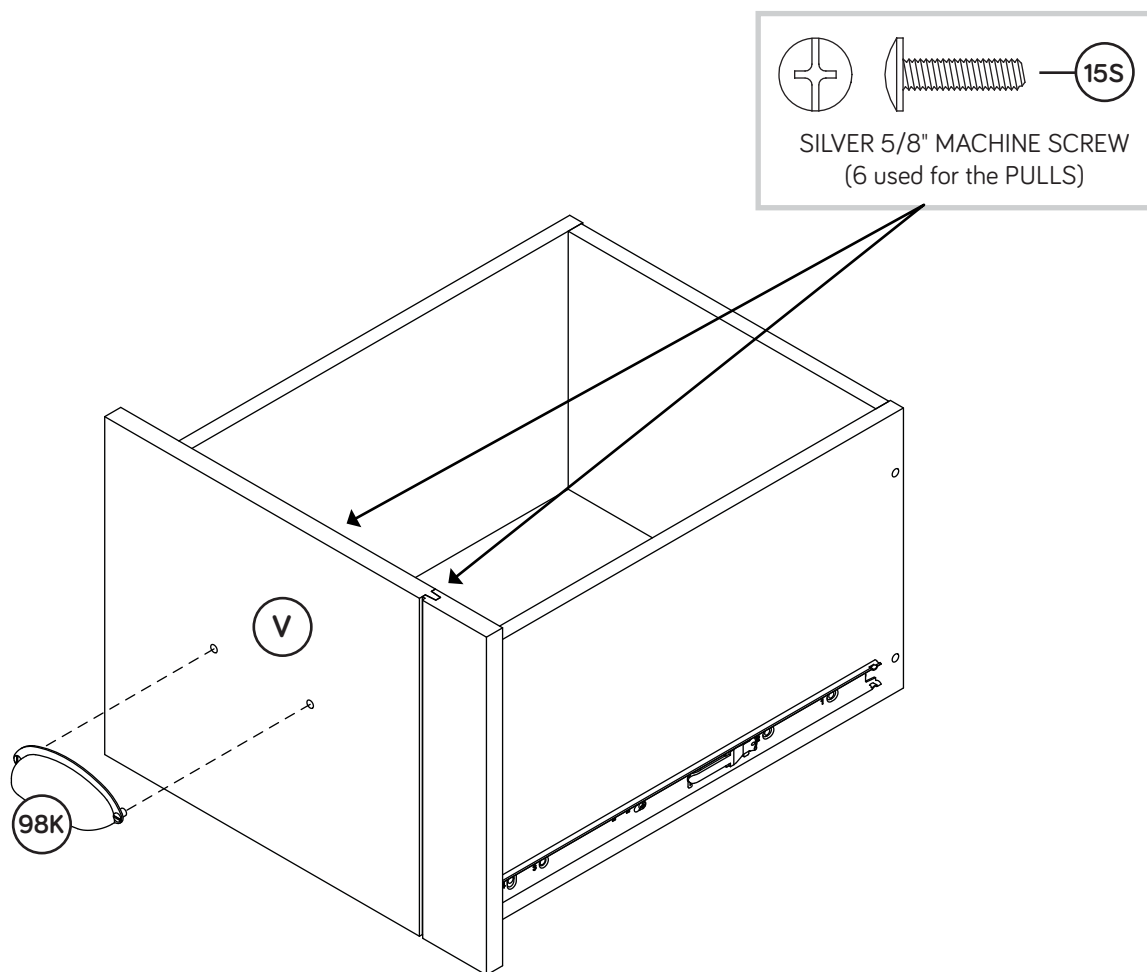
- ✚ Insert a SLIDE CAM (10A) into the DRAWER SIDES (D87 and D88).
- ✚ Fasten the EXTENSION SLIDES (EE) to the DRAWER SIDES (D87 and D88). Use four GOLD 5/16" FLAT HEAD SCREWS (3S) through holes #1 and #4.
- ✚ **NOTE:** The screw head in the CAM must be visible through the slotted hole in the SLIDE.





# Step 27

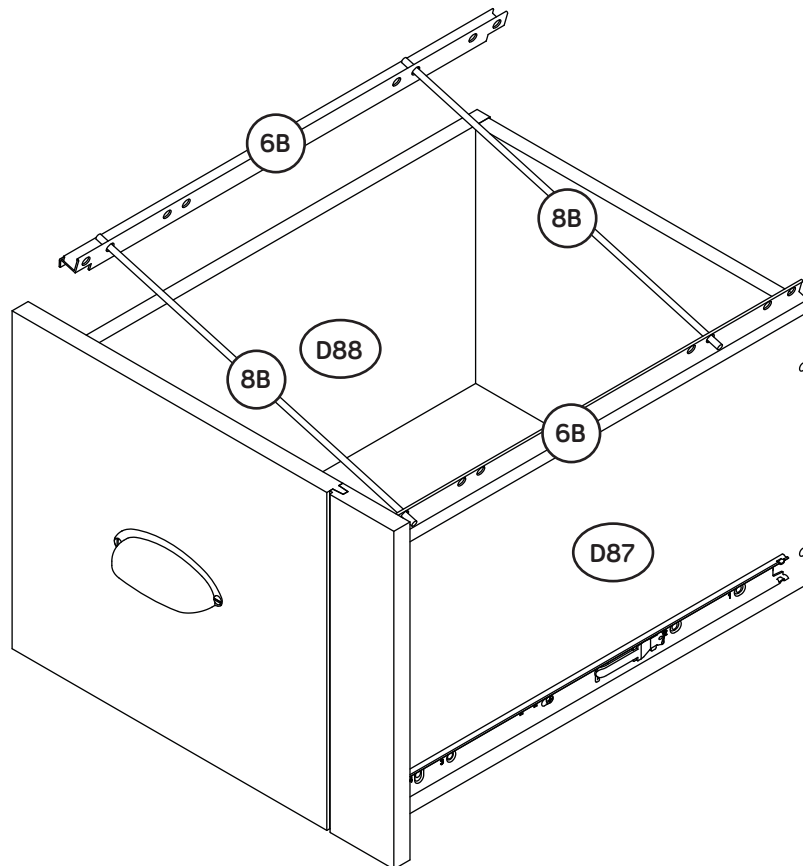
- Fasten a PULL (98K) to the DRAWER FRONT (V). Use two SILVER 5/8" MACHINE SCREWS (15S).
- Repeat fastening a PULL (98K) to the other drawers.



# Step 28

- ✦ Push a FILE GLIDE (6B) onto the LARGE RIGHT DRAWER SIDE (D87).
- ✦ Slide the FILE RODS (8B) into the FILE GLIDE (6B) on the LARGE RIGHT DRAWER SIDE (D87).
- ✦ Slide another FILE GLIDE (6B) onto the other end of the FILE RODS (8B), then press this FILE GLIDE over the LARGE LEFT DRAWER SIDE (D88).

Insert the FILE RODS into the holes of your choice in the FILE GLIDES, depending on your file sizes.

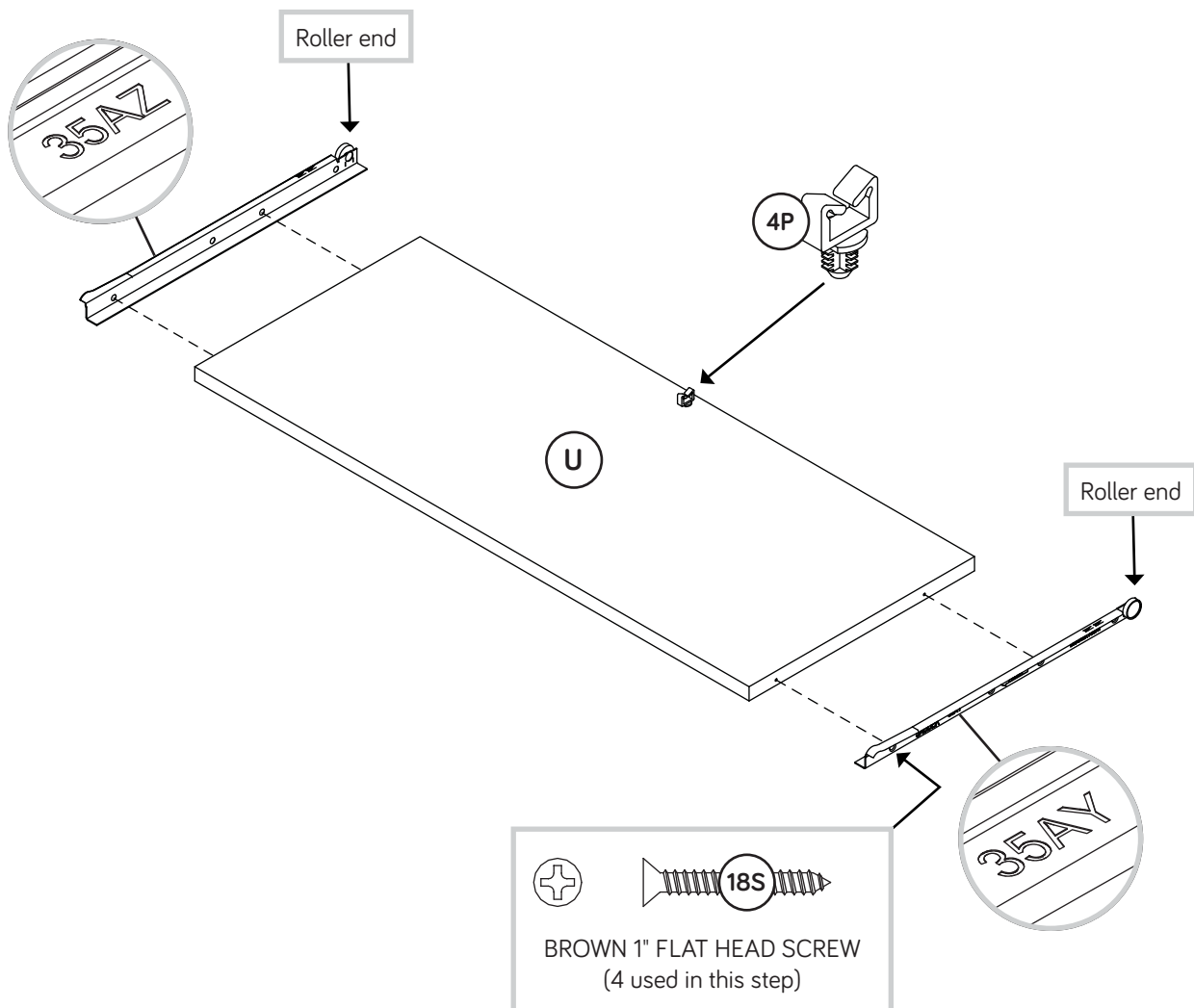


# Step 29

- Fasten the DRAWER RIGHT (35AY) and the DRAWER LEFT (35AZ) to the KEYBOARD SHELF (U). Use four BROWN 1" FLAT HEAD SCREWS (18S).
- Push a CORD CLIP (4P) into the hole in the KEYBOARD SHELF (U).

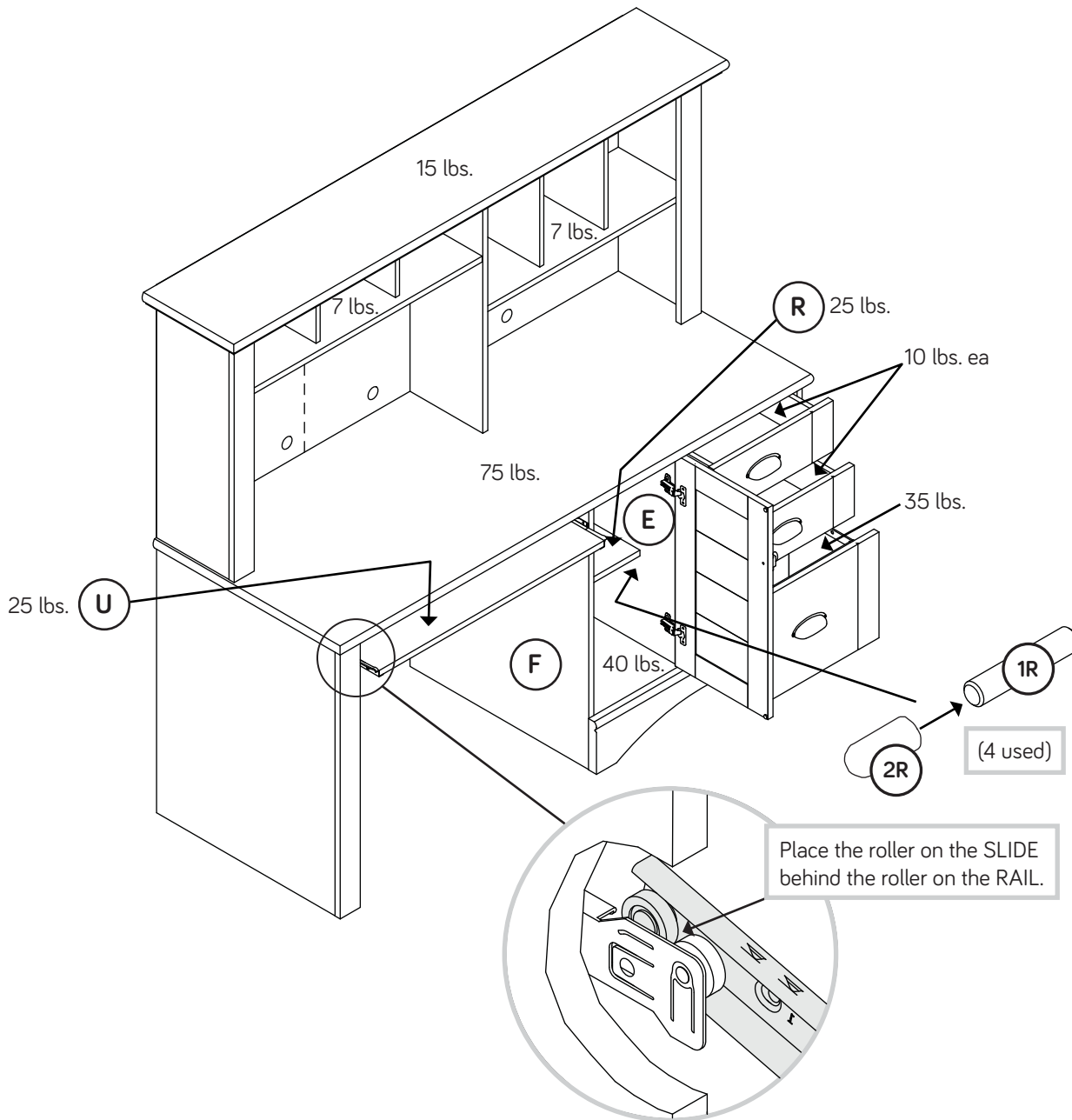
Zzz

Almost time to celebrate! With a nap.



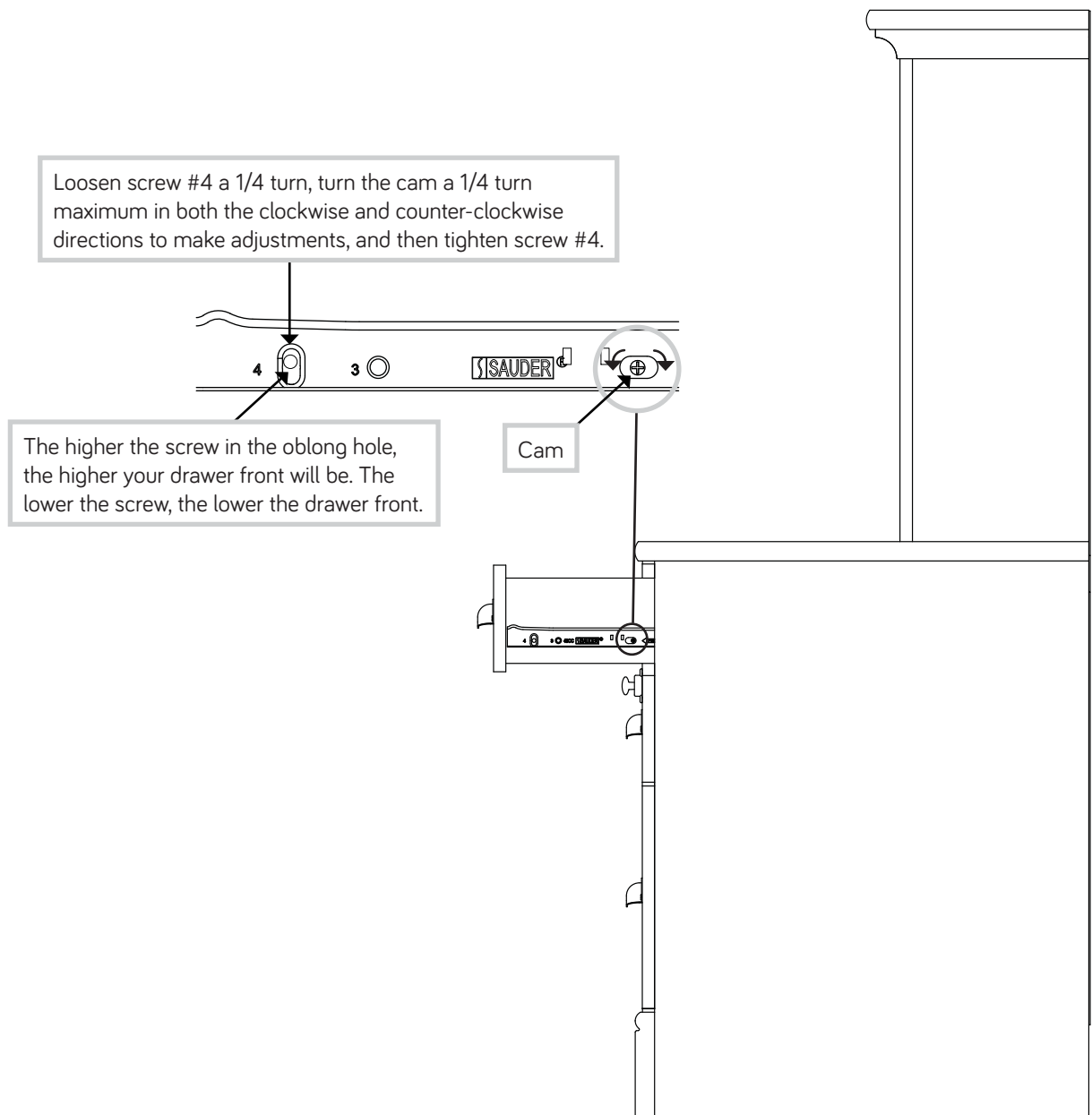
# Step 30

- To insert the small drawers 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. Repeat this step to insert the KEYBOARD SHELF (U).
- To insert the large drawer into your unit, line up the EXTENSION SLIDES on the drawer with the EXTENSION RAILS on the unit and push the drawer into the unit until the drawer is fully inserted. The drawer will push in hard until it is all the way in, then it will slide in and out easier.
- Push the RUBBER SLEEVES (2R) over the METAL PINS (1R). Insert the METAL PINS into the hole locations of your choice in the UPRIGHTS (E and F). Set the ADJUSTABLE SHELF (R) onto the METAL PINS.



# Step 31

- ✚ To make adjustments to the drawers, loosen SCREW #4 in the SLIDES a 1/4 turn, then turn the CAM clockwise or counter-clockwise. Notice how the drawer raises or lowers as you turn the CAM. The higher the screw in the oblong hole, the higher your drawer front will be. The lower the screw, the lower the drawer front. By adjusting the drawers this way, it will help the DRAWER FRONTS line up better when closed. Tighten the SCREW when finished with adjustments.
- ✚ **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.



**⚠ WARNING**

Please use your furniture correctly and safely. Improper use can cause safety hazards, or damage to your furniture or household items. *Carefully read the following chart.*

Look out for:	What can happen:	How to avoid the problem:
<ul style="list-style-type: none"><li>• Overloaded shelves and drawers.</li><li>• Improper loading can cause the product to be top-heavy.</li></ul>	<ul style="list-style-type: none"><li>• Risk of injury.</li><li>• Top-heavy furniture can tip over.</li><li>• Overloaded shelves and drawers can break.</li></ul>	<ul style="list-style-type: none"><li>• Never exceed the weight limits shown in the instructions.</li><li>• Work from bottom to top when loading shelves and drawers. Place the heavier items on the lower shelves or in lower drawers.</li></ul>
<ul style="list-style-type: none"><li>• Improperly moving furniture that is not designed and equipped with casters.</li></ul>	<ul style="list-style-type: none"><li>• Furniture can tip over or break if improperly moved.</li><li>• Physical injury. Furniture can be very heavy.</li><li>• Breakage of tops - particularly with double pedestal furniture (drawers at both ends).</li></ul>	<ul style="list-style-type: none"><li>• Unload shelves and drawers from top to bottom before moving the unit.</li><li>• Do not push furniture, especially on a carpeted floor. Have a friend help you lift the item and set it in place.</li><li>• Provide support to the center section of the top when lifting the furniture.</li></ul>
<ul style="list-style-type: none"><li>• Placing TVs on furniture items that are not designed to support a television is hazardous.</li></ul>	<ul style="list-style-type: none"><li>• Risk of injury or death. TVs can be very heavy. Plus the weight and location of the picture tube tends to make TVs unbalanced and prone to tipping forward.</li></ul>	<ul style="list-style-type: none"><li>• This product is not designed to support a television.</li></ul>