

REGENCY

YOUR COMPLETE OFFICE SOLUTION

LHO35-VH035-SH030 - INSTRUCTIONS

Organize your parts and hardware.

Other required hardware or tools not included: phillips head screwdriver

Wooden componenets should include:

- A)** Lower Shelf **B)** Middle Shelf
- C)** Top **D1)** Left Side **D2)** Right Side
- E)** Back

Hardware includes:

- F)** 8 Cam Pins
- G)** 8 Hole Covers
- H)** 4 Shelf Pins
- I)** 4 Locking Shelf Pins

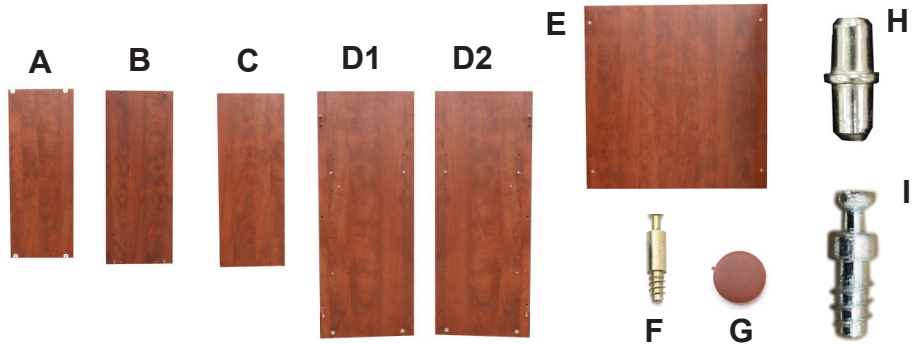


Figure 1: To open Cam, point arrow toward Cam Pin hole. To lock Cam, turn clockwise.

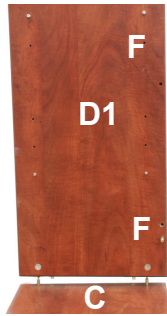


Step 1a: Insert 4 cam pins (F) into holes located at the four corners of top (C).



Step 1b:

Insert 2 cam pins into each side (D1, D2). Attach to Top by inserting Cam pins into cam locks. Lock Cams (Figure 1) *Note: Be sure shelf pin holes are facing in.*



Step 2a: Attach back (E) to top (C) and side (D1) by inserting cam pins into cam locks and tightening (Figure 1).



Step 2b: Next, attach right side (D2) by inserting cam pins (F) into holes on back (E) and top (C) and tighten cams (Figure 1).



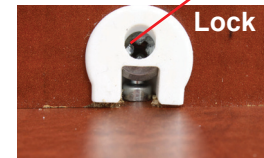
Step 3: Insert 4 locking shelf pins (I) into the lower predrilled holes.



Step 4: Place lower shelf (A) above locking shelf pins (I) until locking pins fit into locks. Tighten locks with phillips head screwdriver.



Use phillips head screwdriver to tighten



IMPORTANT NOTICE:

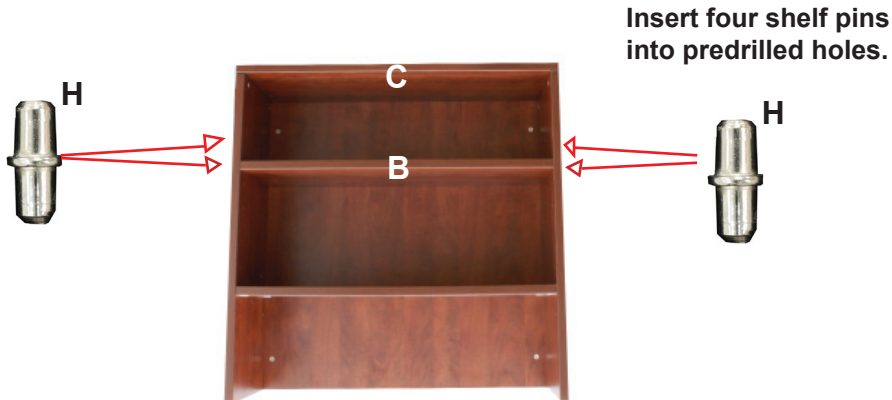
- Place all wooden parts on a clean and smooth surface such as a rug or carpet to avoid the parts from being scratched.
- Check to be sure that you have all parts and hardware.
- Remove all wrapping materials, including staples & packing straps before you start to assemble.
- Do not tighten all screws/bolts until completely assembled.
- Keep all hardware parts out of reach of children.

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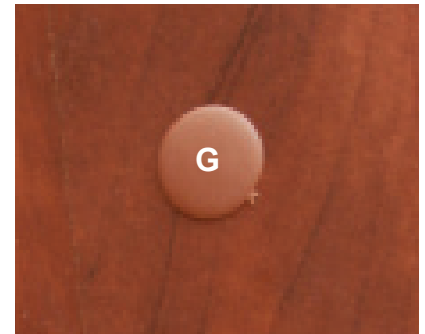
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LH035-VH035 - INSTRUCTIONS

Step 5: Insert four shelf pins (H) into predrilled holes and place middle shelf (B) above pins until it is sitting securely.



Step 6: Place 8 hole covers (G) over cam lock holes.



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- Check to be sure that you have all parts and hardware.
- Remove all wrapping materials, including staples & packing straps before you start to assemble.
- Do not tighten all screws/bolts until completely assembled.
- Keep all hardware parts out of reach of children.

Any problems or questions call Regency Office Furniture at 1-866-816-9822