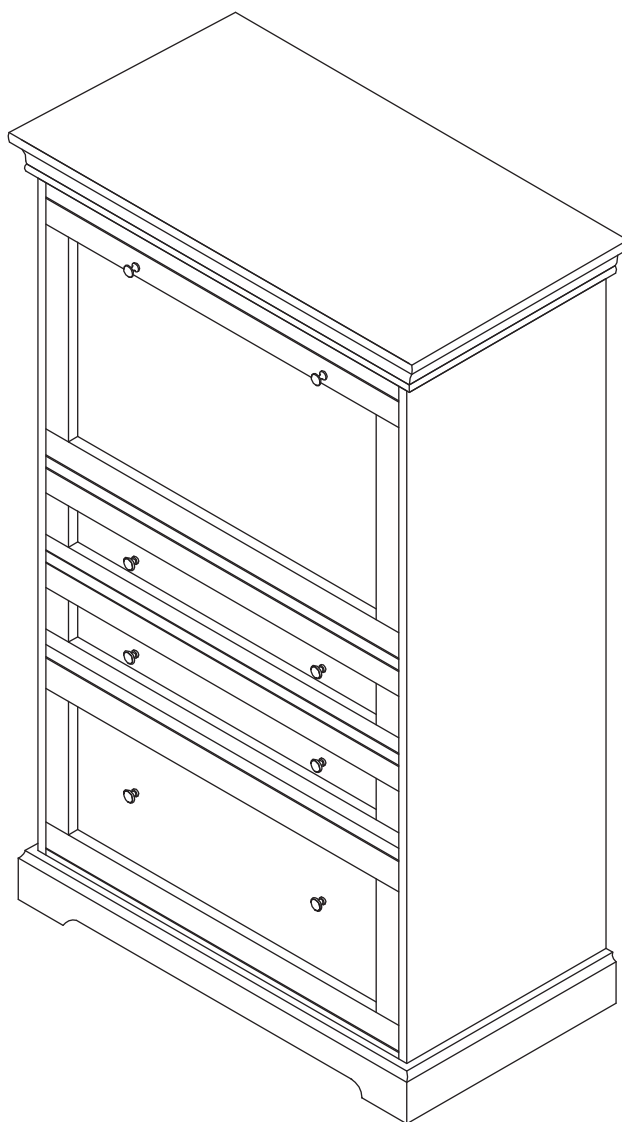




PRODUCT NAME: Eastman Secretary

ITEM NUMBER: MO196

ASSEMBLED DIMENSIONS : 52"H x 32"W x 17 1/4"D



Prevent accidentally discarding small parts or hardware. Retain all carton contents until assembly and installation are complete.


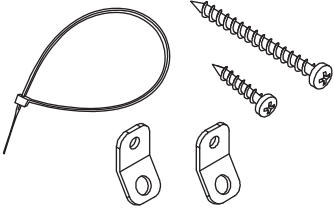
PRODUCTS ARE NOT INTENDED
FOR COMMERCIAL USE.

UPDATED: 1/12/2021

IMPORTED

Page 1 of 4

! Assemble in location for intended use.

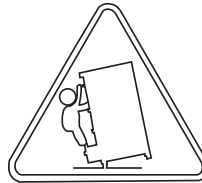
Ltr.	Qty.	Hardware Included
A	4	 File Rods
B	2	 Wall Anchoring (Anti-Tip) Kits See Page 4

REQUIRED TOOLS:

Phillips Screwdriver

-Two person assembly suggested.

Remove all parts, hardware and protective packaging from carton and carefully arrange on a clean, level, padded surface.

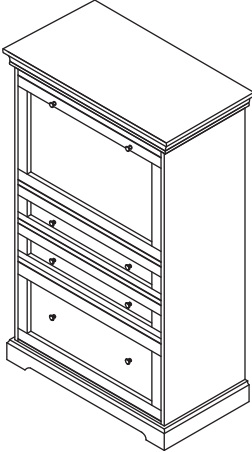


WARNING

Tip-Over Hazard

ANCHORING HARDWARE INCLUDED

Serious or fatal crushing injuries can occur from a furniture tip-over
Prevent tipping accidents. Anchor your furniture.

Ltr.	Qty.	Components
C	1	 Secretary (C)




Cleaning and Care

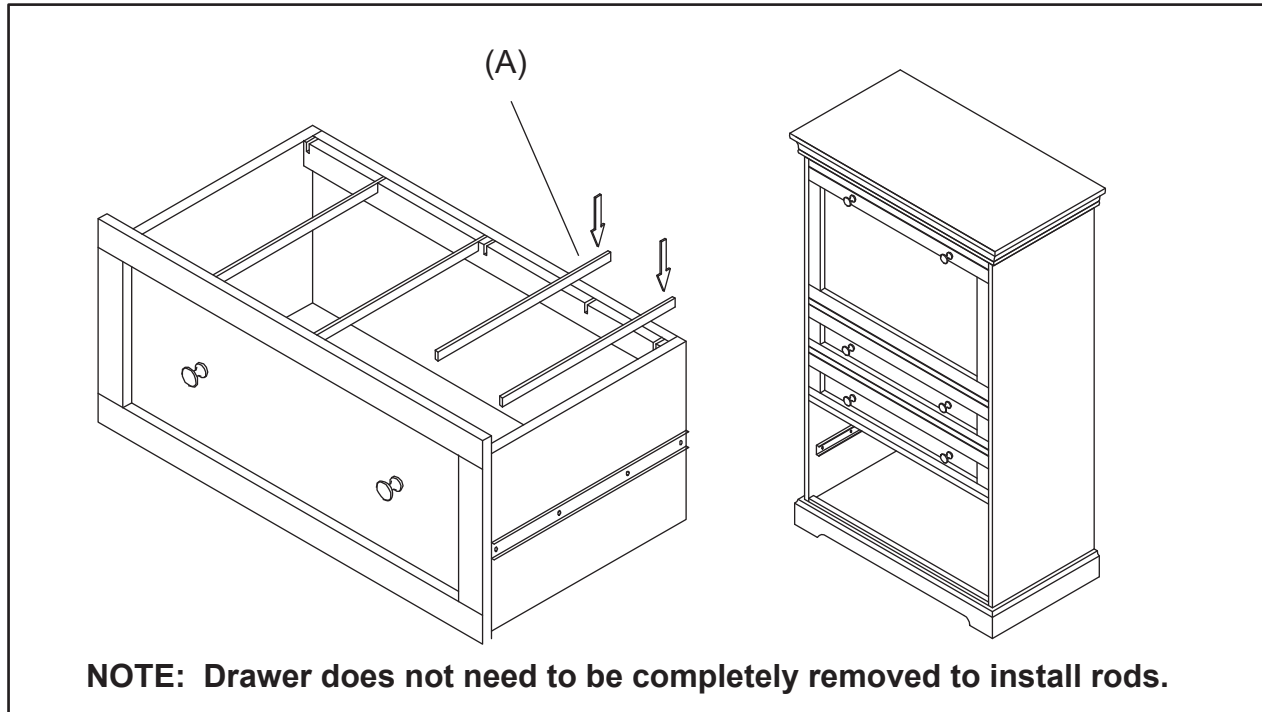
Periodically dust with a soft, dry cloth.
Prevent finish damage: do not use alcohol based
cleaners or polishers. Promptly remove spills.



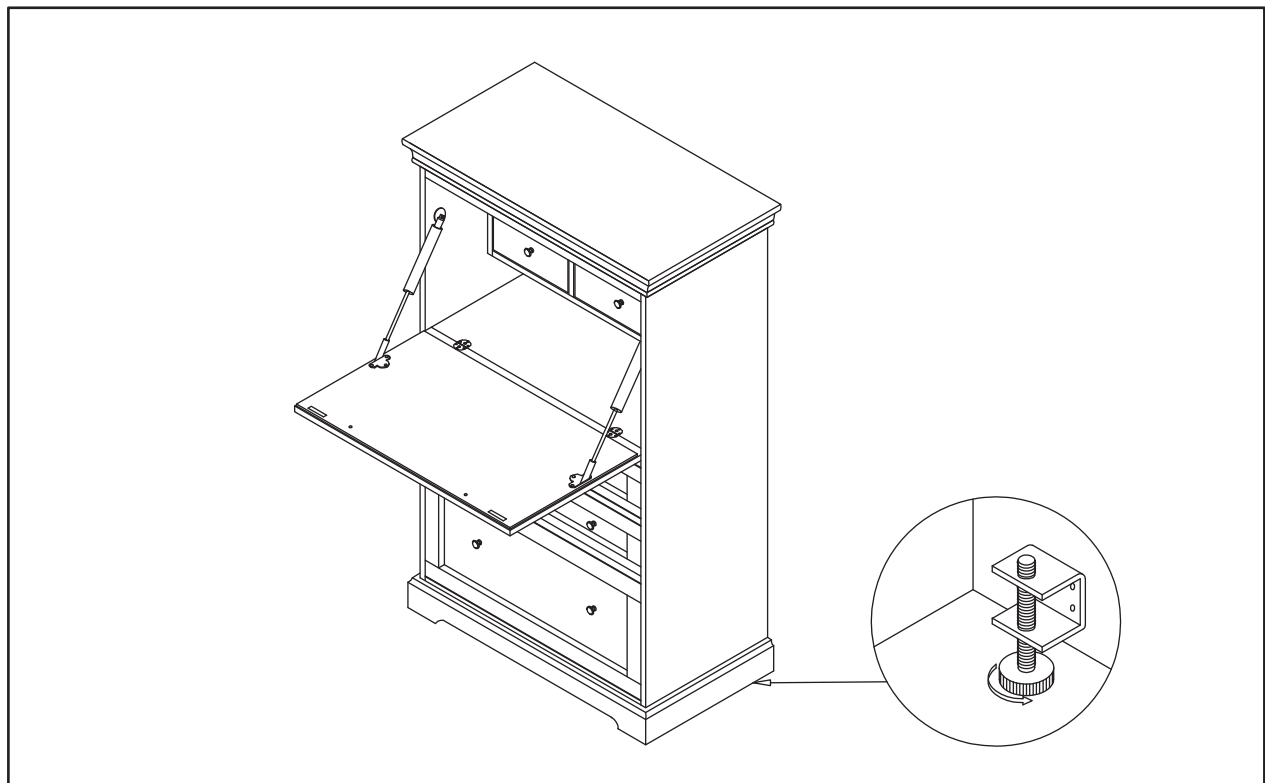
Customer Service: 800-367-2810
Online: www.ballarddesigns.com

 Assemble in location for intended use.



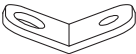

STEP 1: Open Lower Drawer and place File Rods (A) into notches along inside upper edge.
NOTE: Drawer does not need to be completely removed to install Rods.



LEVELERS: Secretary is equipped with Rotary Levelers under each corner. If necessary, Secretary may be adjusted by carefully lifting applicable corner and turning Leveler clockwise/counterclockwise.



WALL ANCHORING HARDWARE (ANTI-TIP)

Ltr.	Qty.	Hardware Included	
A	2		Large Screw
B	2		Small Screw
C	4		Bracket
D	2		Retention Belt



WARNING

Tip-Over Hazard

ANCHORING HARDWARE INCLUDED

Serious or fatal crushing injuries can occur from a furniture tip-over. Prevent tipping accidents. Anchor your furniture.

Installation:

1. Place furniture against wall at desired location then locate and mark a Wall Stud behind unit.
2. Corresponding to Stud location, attach one Bracket (C) to back of unit using Small Screw (B).
3. To keep hardware out of view after installation, attach remaining Bracket (C) **INTO WALL STUD** with Large Screw (A) 2 inches below Bracket attached to back of unit.
4. Move unit into place, align Brackets then connect both using Retention Belt (D).
5. Confirm Belt is securely laced and locked.

