



Business or pleasure.
Works both ways.

Scribed Oak Desk

5414836

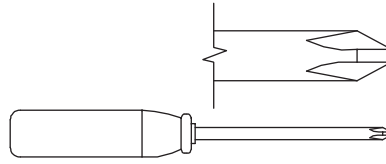
NOTE: THIS INSTRUCTION
BOOKLET CONTAINS **IMPORTANT**
SAFETY INFORMATION.

PLEASE READ AND KEEP FOR
FUTURE REFERENCE.

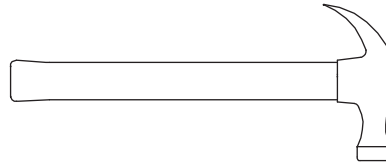
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Assembly Tools Required

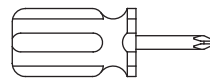
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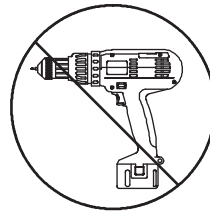
No. 2 Phillips Screwdriver
Tip Shown Actual Size



Hammer
Not actual size 😊



Short Screwdriver



Skip the power trip.
This time.

Part Identification

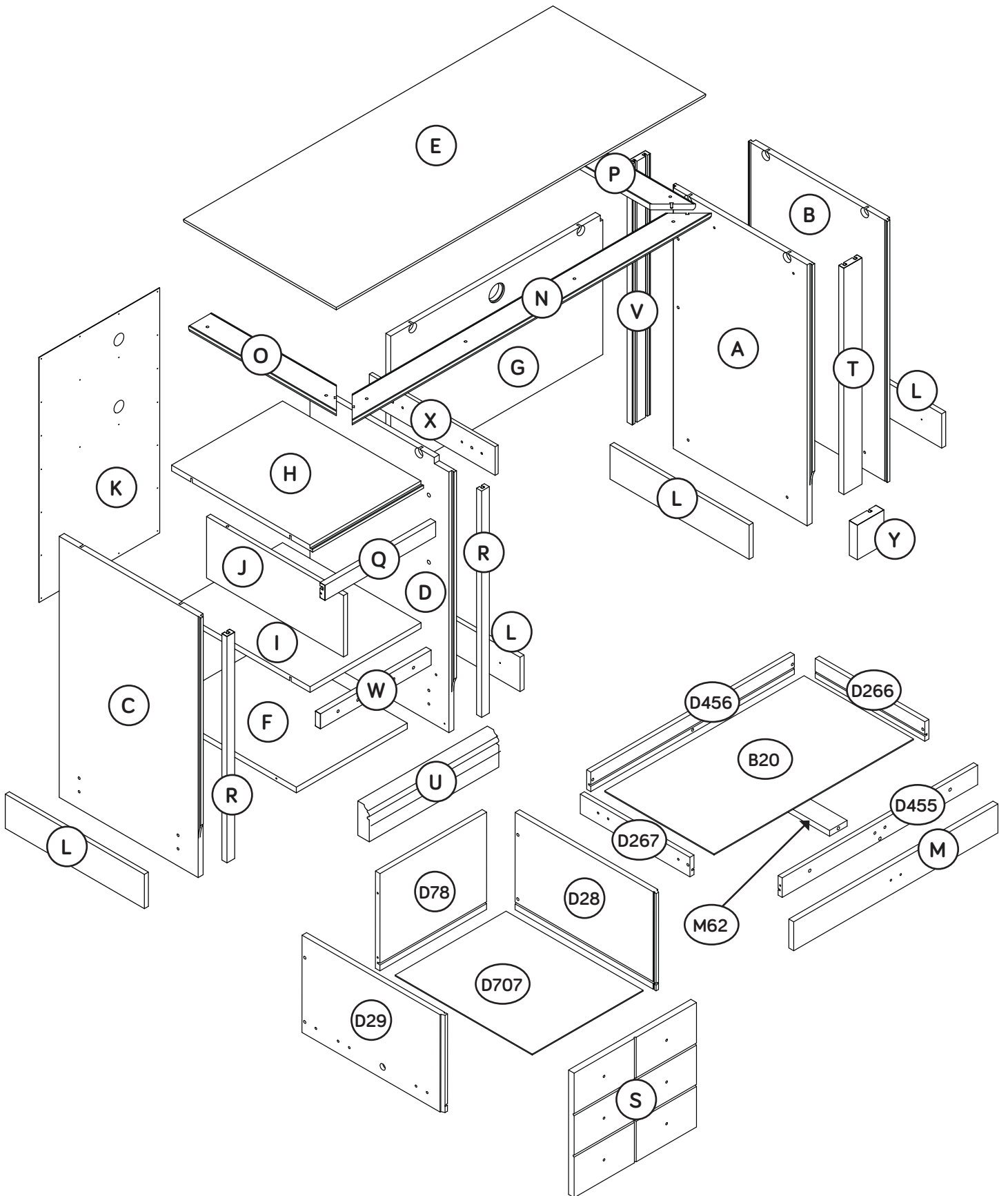
Now you know
our ABCs.



⚠ 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.

A	INNER RIGHT END (1)	M	PENCIL DRAWER FRONT (1)	Y	PLINTH (1)
B	OUTER RIGHT END (1)	N	TOP FRONT MOLDING (1)	B20	PENCIL DRAWER BOTTOM (1)
C	LEFT END (1)	O	LEFT TOP MOLDING (1)	D28	FILE RIGHT DRAWER SIDE (1)
D	UPRIGHT (1)	P	RIGHT TOP MOLDING (1)	D29	FILE LEFT DRAWER SIDE (1)
E	TOP (1)	Q	SHELF MOLDING (1)	D78	FILE DRAWER BACK (1)
F	BOTTOM (1)	R	LEFT MOLDING (2)	D266	PENCIL RIGHT DRAWER SIDE (1)
G	MODESTY PANEL (1)	S	FILE DRAWER FRONT (1)	D267	PENCIL LEFT DRAWER SIDE (1)
H	UPPER SHELF (1)	T	RIGHT FRONT MOLDING (1)	D455	PENCIL DRAWER BOX FRONT (1)
I	LOWER SHELF (1)	U	BASE (1)	D456	PENCIL DRAWER BACK (1)
J	DIVIDER (1)	V	RIGHT REAR MOLDING (1)	D707	FILE DRAWER BOTTOM (1)
K	BACK (1)	W	LOWER SHELF MOLDING (1)	M62	DRAWER BRACE (1)
L	SIDE SKIRT (4)	X	EXTENSION BLOCK (1)		

Part Identification

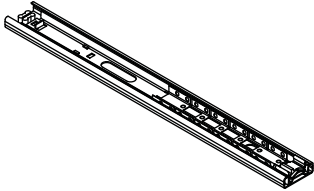


Hardware Identification

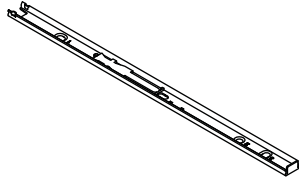
† Screws are shown actual size. You may receive extra hardware with your unit.

(EXTENSION SET SHOWN SEPARATED)

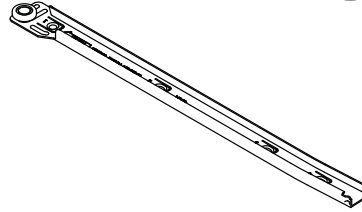
Z EXTENSION RAIL - 2



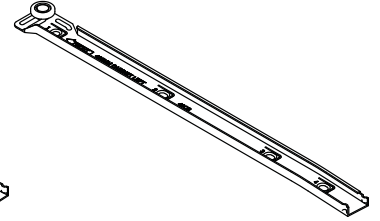
AA EXTENSION SLIDE - 2



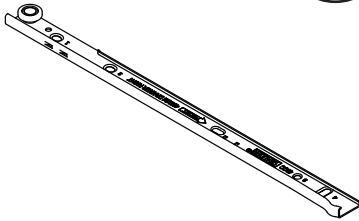
40CA CABINET RIGHT - 1



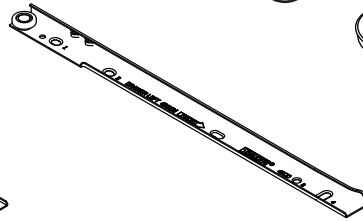
40CB CABINET LEFT - 1



40CC DRAWER RIGHT - 1



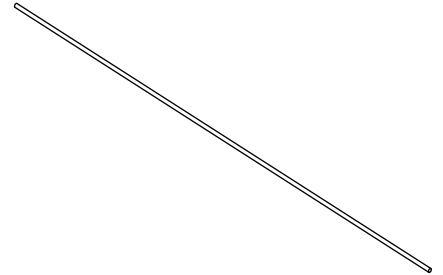
40CD DRAWER LEFT - 1



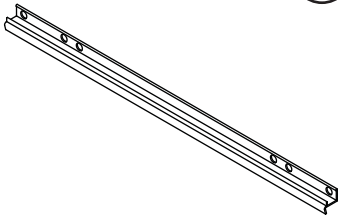
10A SLIDE CAM - 2



8B FILE ROD - 2



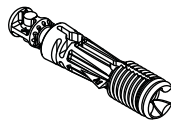
15B FILE GLIDE - 2



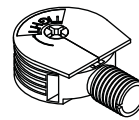
1F HIDDEN CAM - 1



2F CAM DOWEL - 1



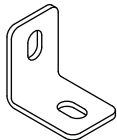
10F TWIST-LOCK® FASTENER - 18



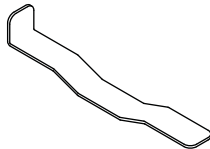
19F MOLDING CONNECTOR - 2



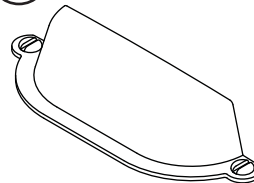
4G METAL BRACKET - 5



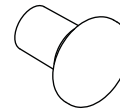
38G SPRING CLIP - 1



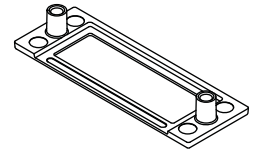
70K PULL - 1



71K KNOB - 6



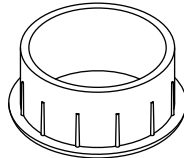
35M CARD HOLDER - 2



1N NAIL - 22



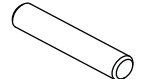
7P GROMMET - 1



8P GROMMET CAP - 1



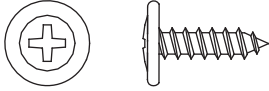
1R METAL PIN - 4



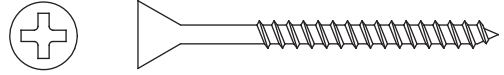
Hardware Identification

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

1S BLACK 9/16" LARGE HEAD SCREW - 10



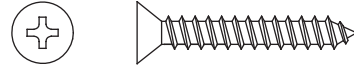
2S BLACK 1-7/8" FLAT HEAD SCREW - 8



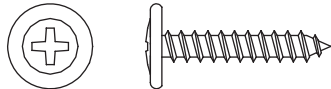
3S GOLD 5/16" FLAT HEAD SCREW - 16



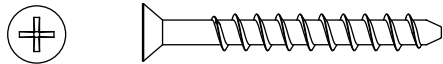
10S SILVER 1-1/8" FLAT HEAD SCREW - 8



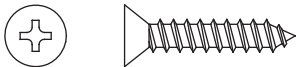
17S BLACK 7/8" LARGE HEAD SCREW - 2



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



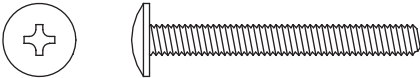
31S BLACK 7/8" FLAT HEAD SCREW - 2



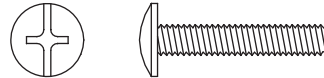
38S SILVER 1/2" MACHINE SCREW - 4



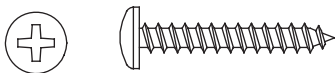
39S GRAY 1-3/8" MACHINE SCREW - 2



42S SILVER 7/8" MACHINE SCREW - 6

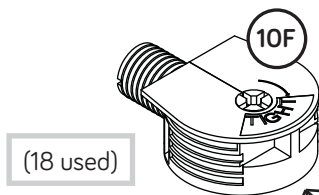
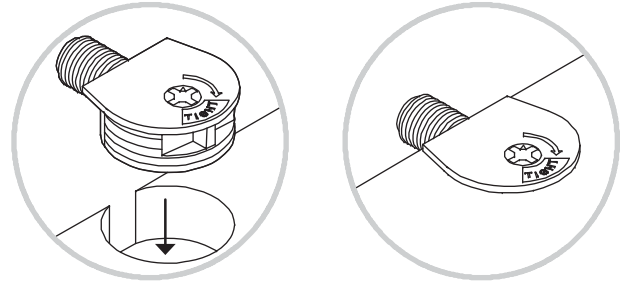


60S BLACK 1" PAN HEAD SCREW - 8

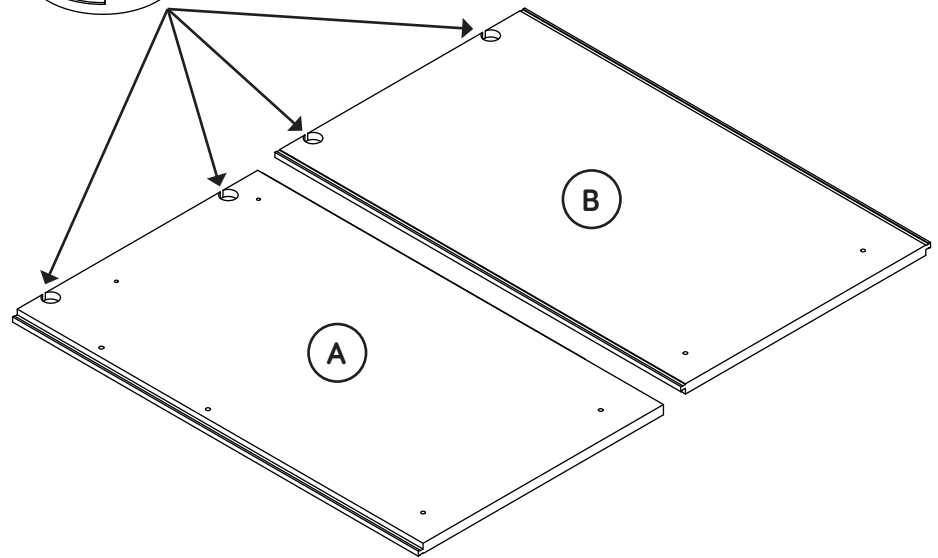


Step 1

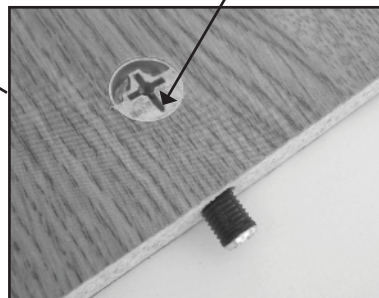
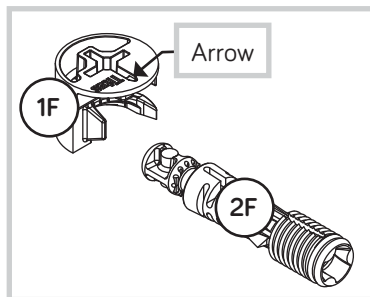
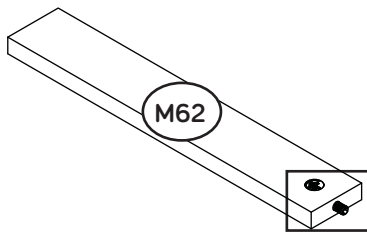
- ✚ Assemble your unit on a carpeted floor or on the empty carton to avoid scratching your unit or the floor.
- ✚ To begin assembly, push a SAUDER TWIST-LOCK® FASTENER (10F) into the large holes in the ENDS (A and B). Repeat this step for the LEFT END (C), UPRIGHT (D), MODESTY PANEL (G), and SHELVES (H and I).
- ✚ Push a HIDDEN CAM (1F) into the DRAWER BRACE (M62). Then, insert the metal end of a CAM DOWEL (2F) into the HIDDEN CAM.



Do not tighten the TWIST-LOCK® FASTENERS in this step.



Do not tighten the HIDDEN CAMS in this step.

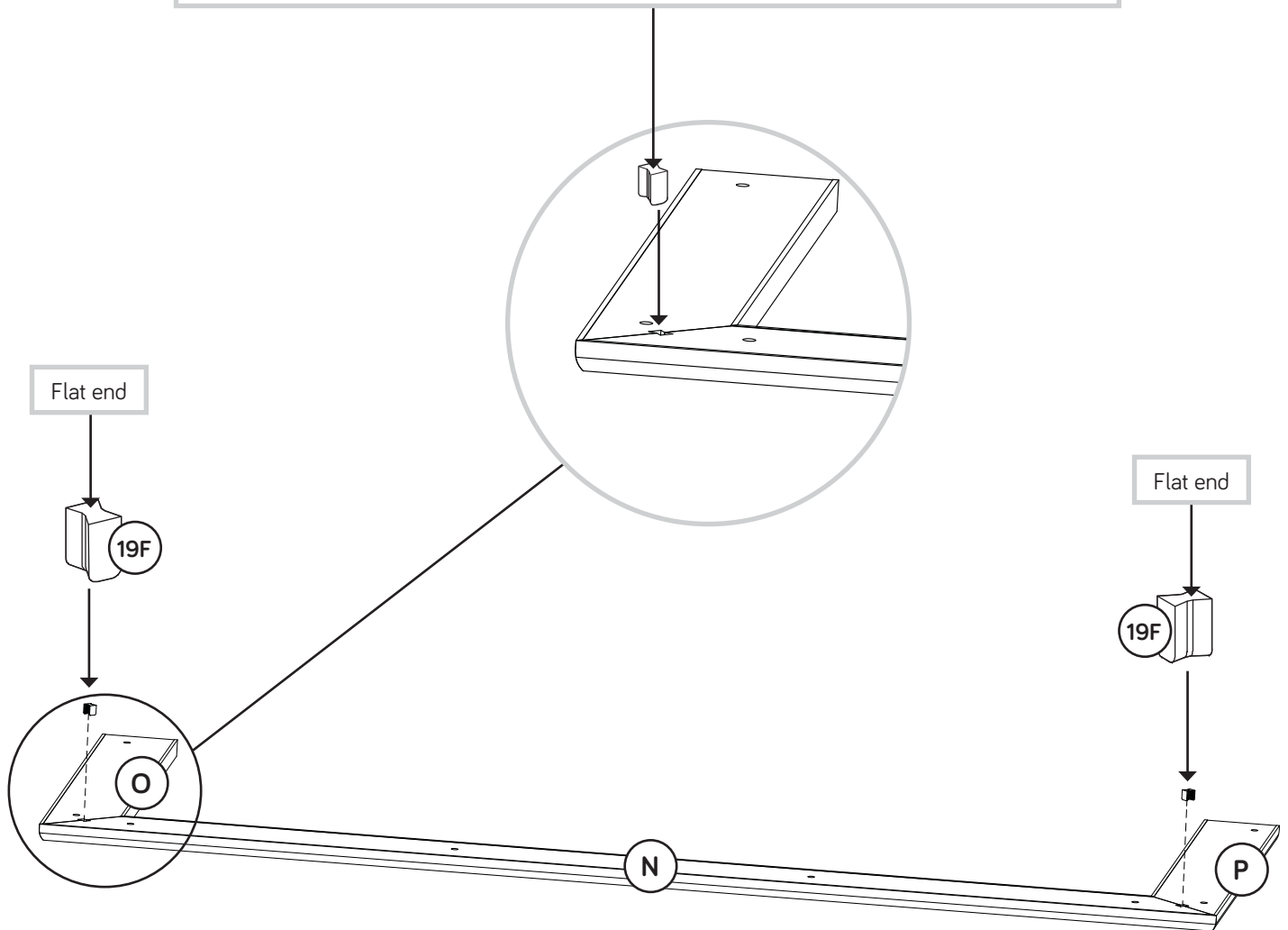


Insert the metal end of the CAM DOWEL into the HIDDEN CAM.

Step 2

- Tap two MOLDING CONNECTORS (19F) into the notches in the MOLDINGS (N, O, and P).

Use your hammer to tap the MOLDING CONNECTORS (19F) into the notches in the MOLDINGS.

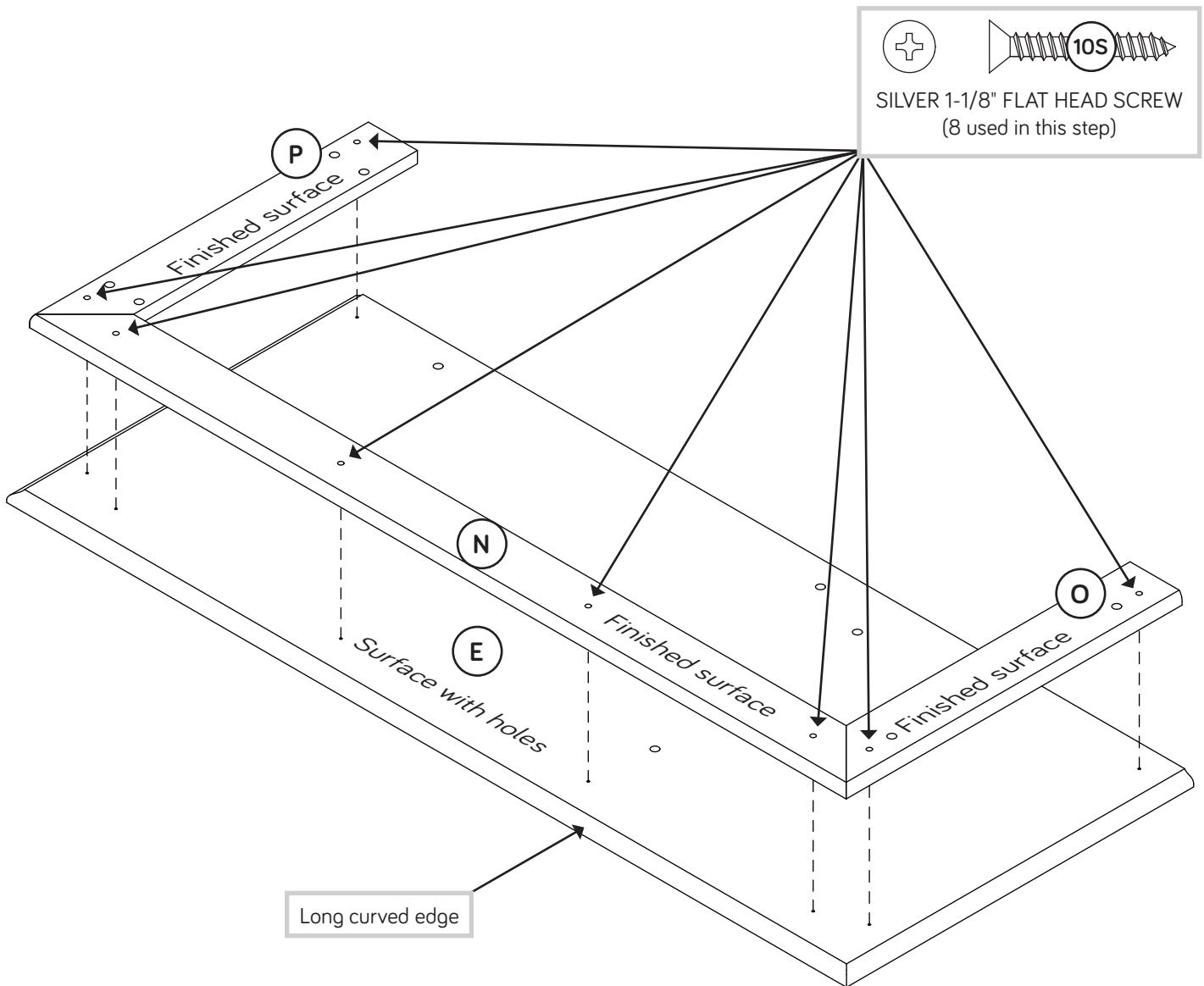


Step 3

- 🔩 Carefully turn the MOLDINGS over.
- 🔩 Fasten the MOLDINGS (N, O, and P) to the TOP (E). Use eight SILVER 1-1/8" FLAT HEAD SCREWS (10S).

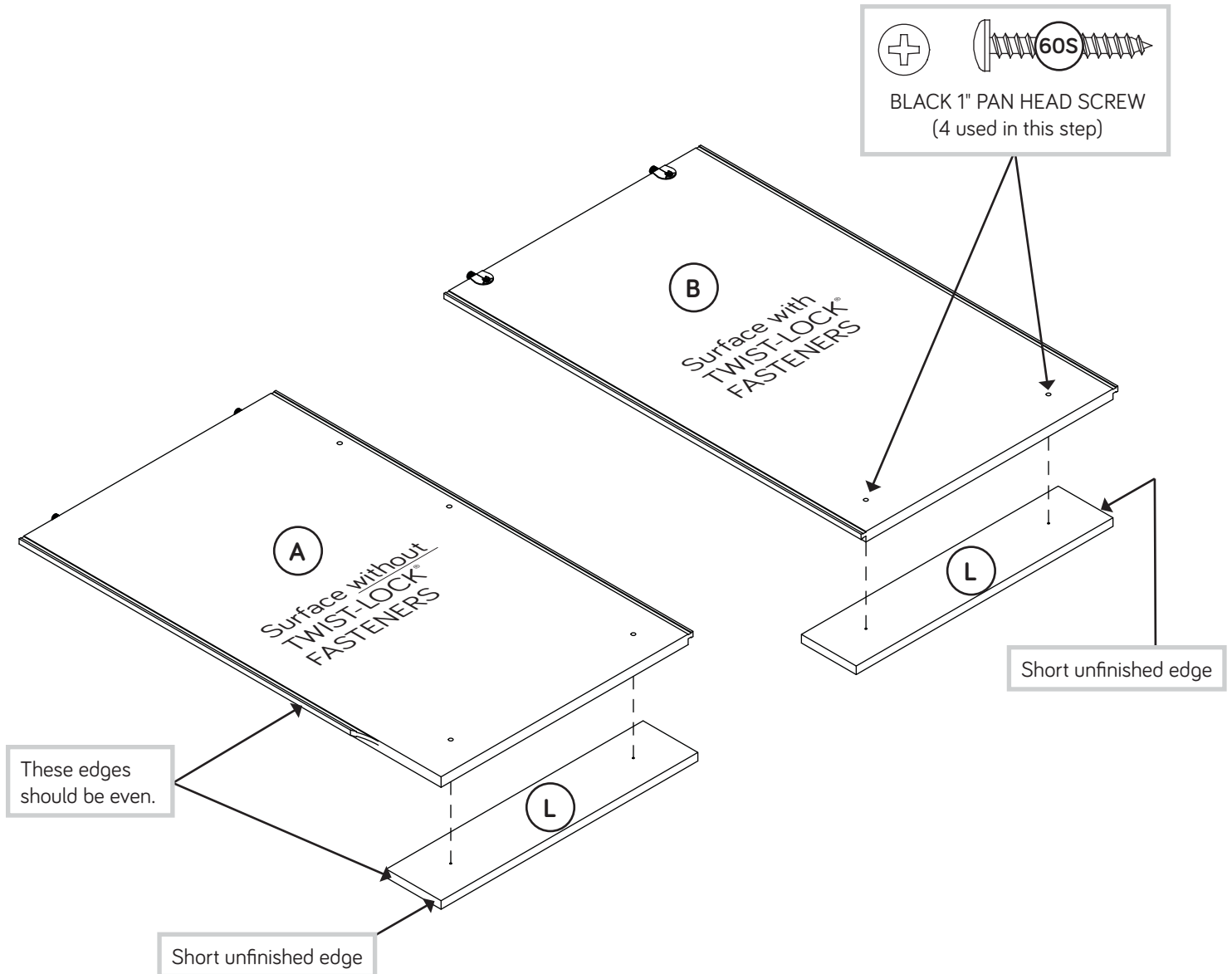


Remember:
Righty tighty.
Lefty loosey.



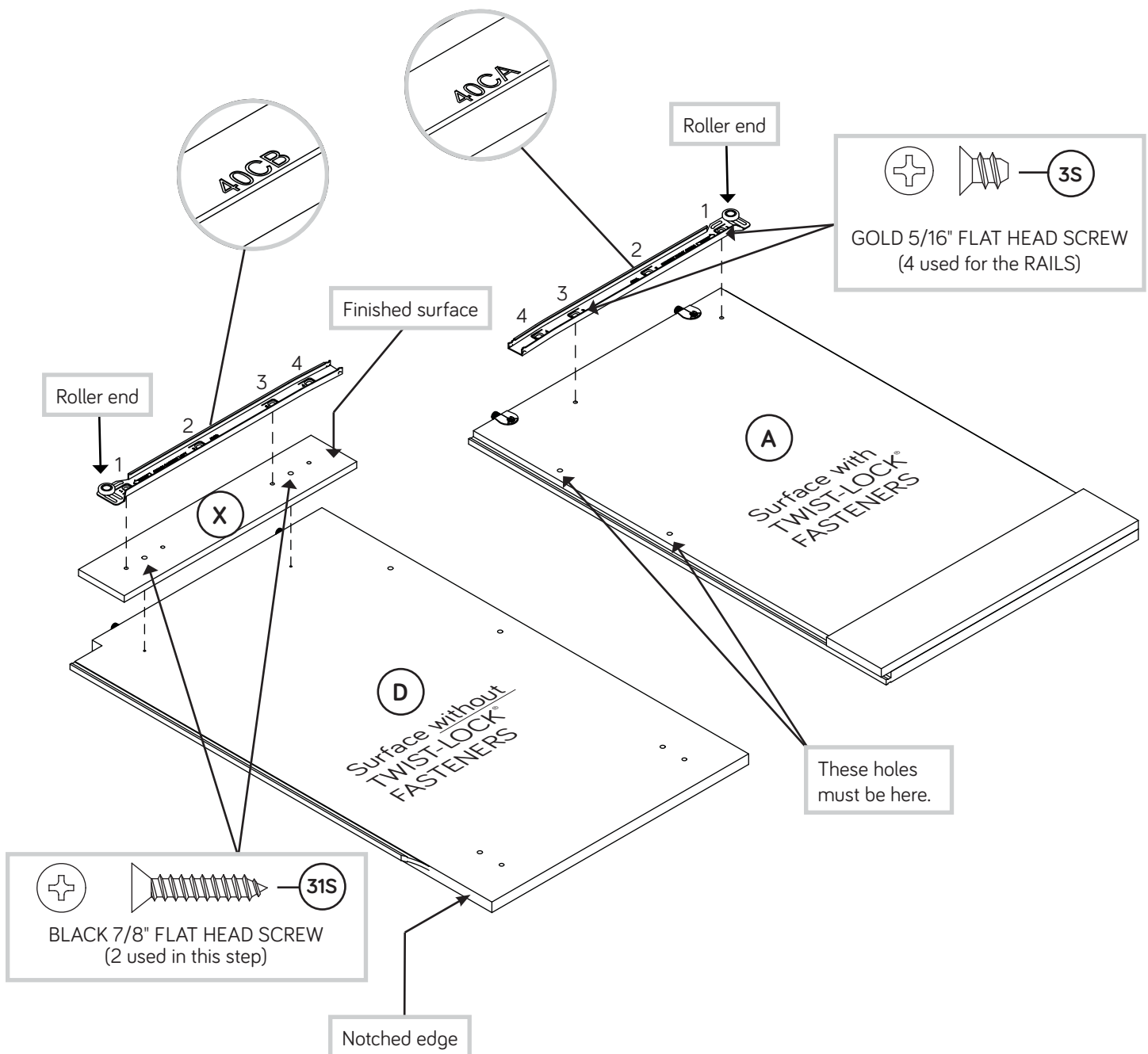
Step 4

- Fasten the SKIRTS (L) to the ENDS (A and B). Use four BLACK 1" PAN HEAD SCREWS (60S).



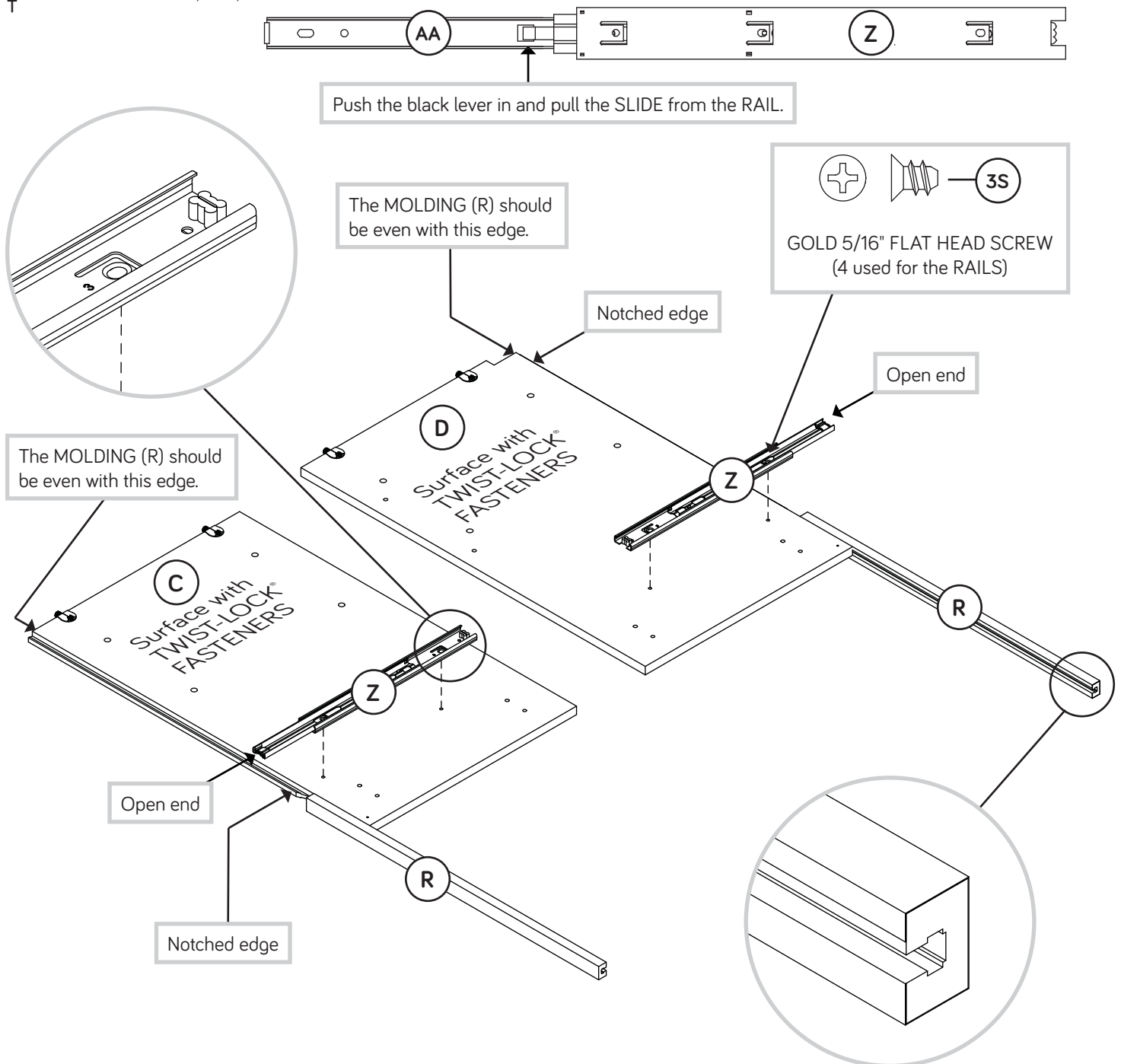
Step 5

- Fasten the EXTENSION BLOCK (X) to the UPRIGHT (D). Use two BLACK 7/8" FLAT HEAD SCREWS (31S) through the large holes in the EXTENSION BLOCK.
- Fasten a CABINET RIGHT (40CA) to the INNER RIGHT END (A) and a CABINET LEFT (40CB) to the EXTENSION BLOCK (X). Use four GOLD 5/16" FLAT HEAD SCREWS (3S) through holes #1 and #3.



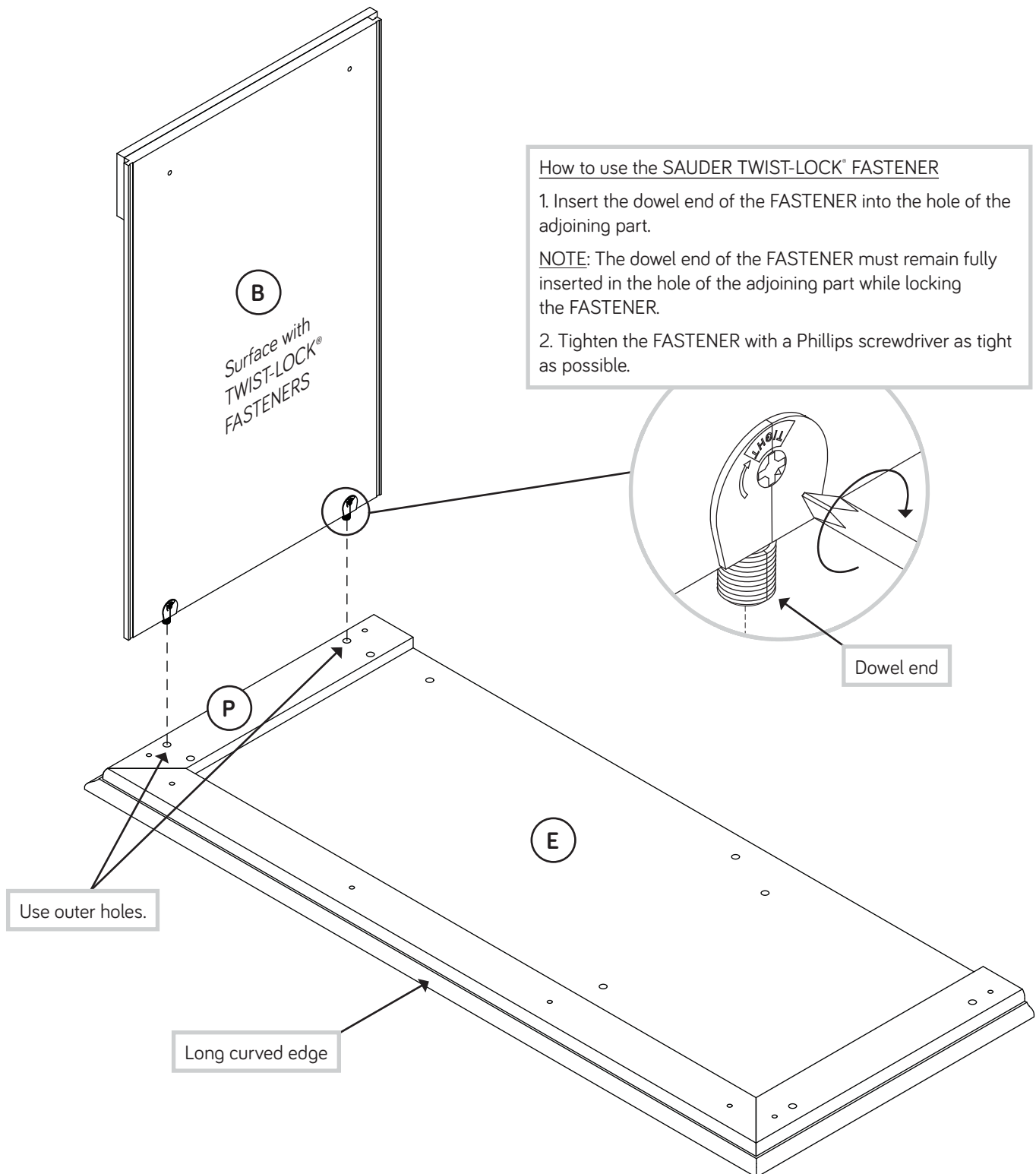
Step 6

- ✚ Separate the EXTENSION SLIDES (AA) from the EXTENSION RAILS (Z) as shown in the upper diagram below. Be prepared, the parts are greasy.
- ✚ Fasten an EXTENSION RAIL (Z) to the LEFT END (C) and UPRIGHT (D). 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 inner cartridge of the EXTENSION RAIL in to find the other hole that lines up with the hole in the END and UPRIGHT. Turn a SCREW into this hole.
- ✚ Slide the LEFT MOLDINGS* (R) onto the notched edges of the LEFT END (C) and UPRIGHT (D).
- ✚ *U.S. Patent No. 5,499,886



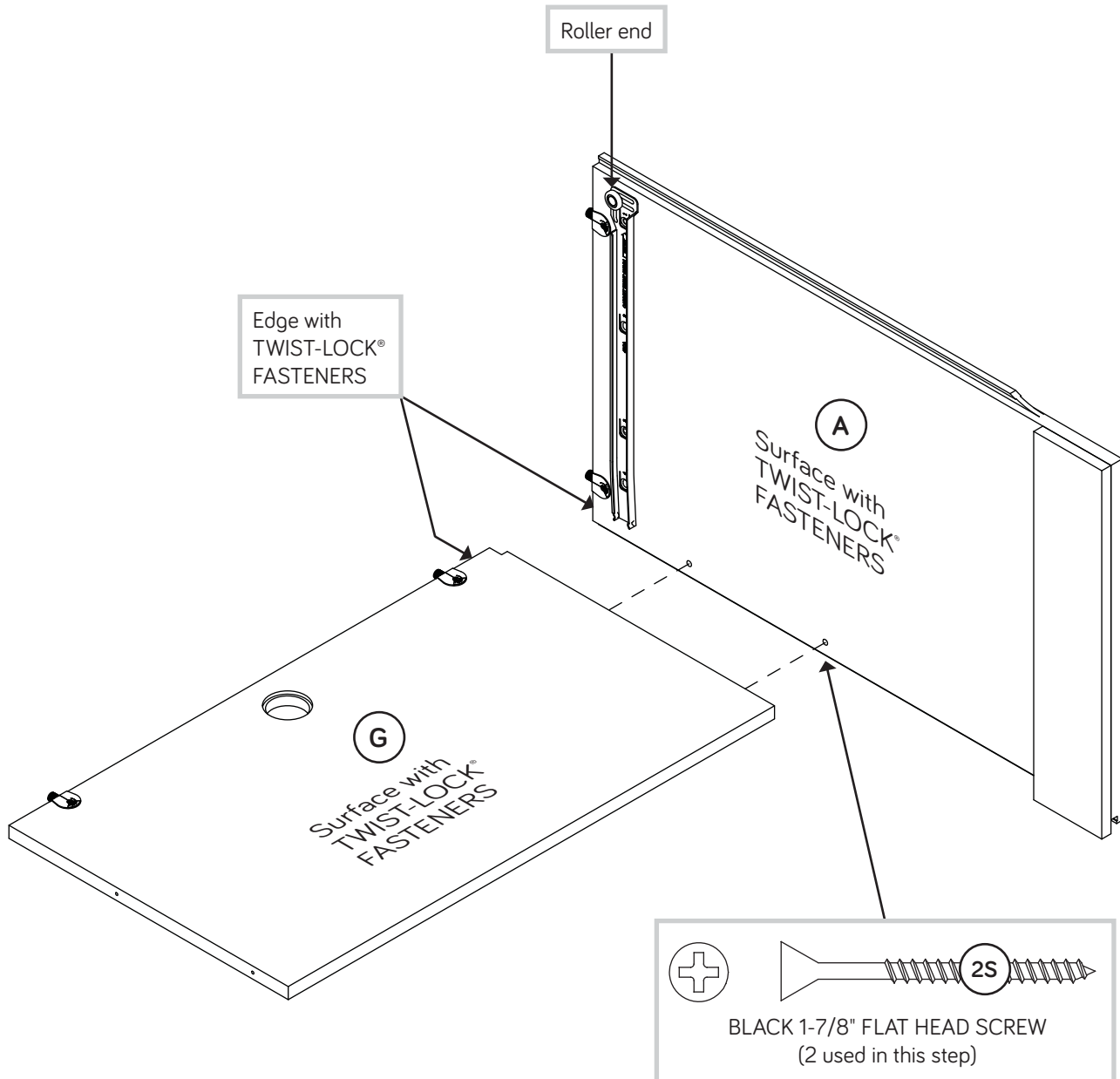
Step 7

- Fasten the OUTER RIGHT END (B) to the RIGHT TOP MOLDING (P) on the TOP (E). Tighten two TWIST-LOCK® FASTENERS.



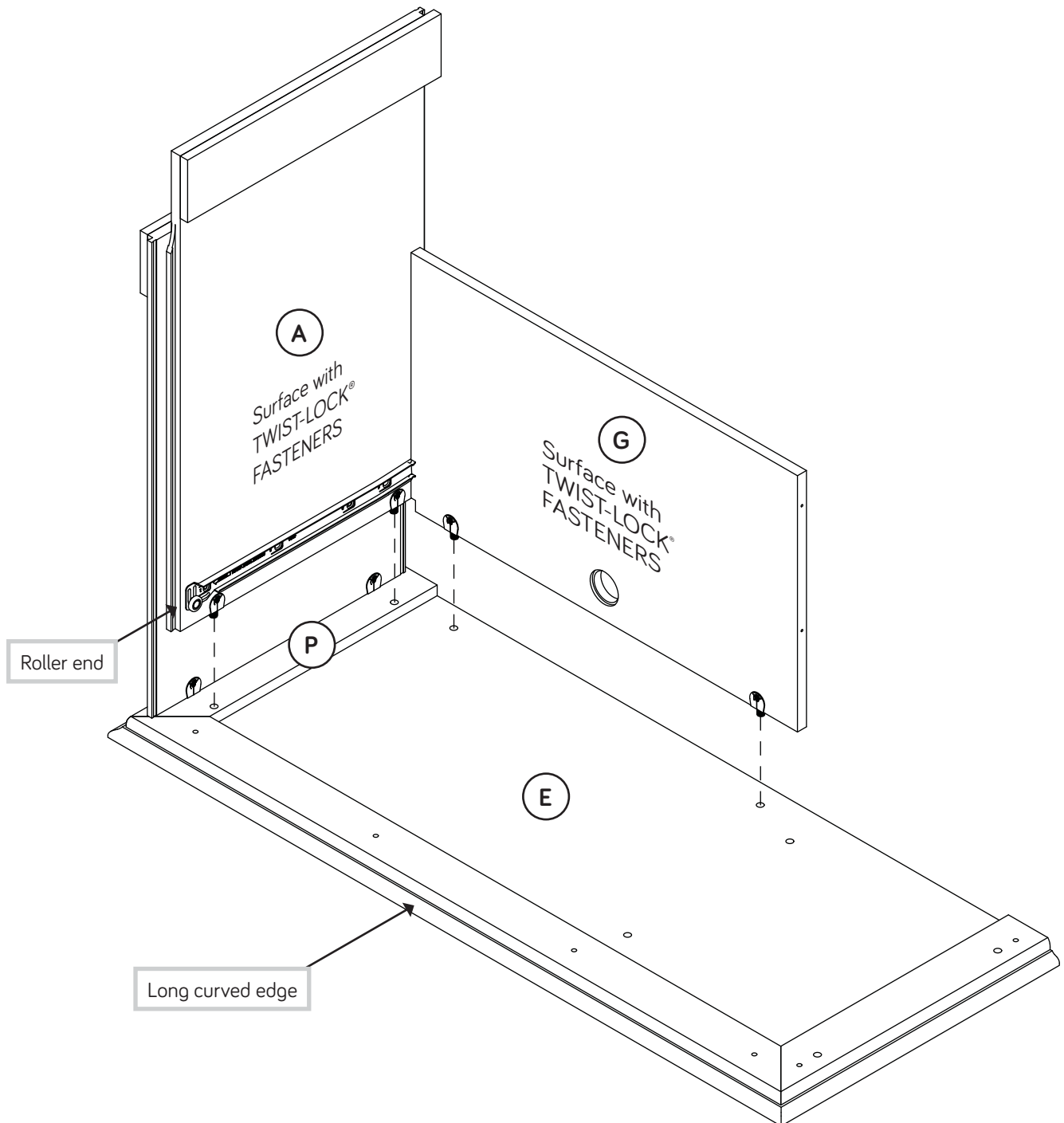
Step 8

- Fasten the MODESTY PANEL (G) to the INNER RIGHT END (A).
Use two BLACK 1-7/8" FLAT HEAD SCREWS (2S).



Step 9

- Fasten the INNER RIGHT END (A) to the RIGHT TOP MOLDING (P) and the MODESTY PANEL (G) to the TOP (E). Tighten four TWIST-LOCK® FASTENERS.

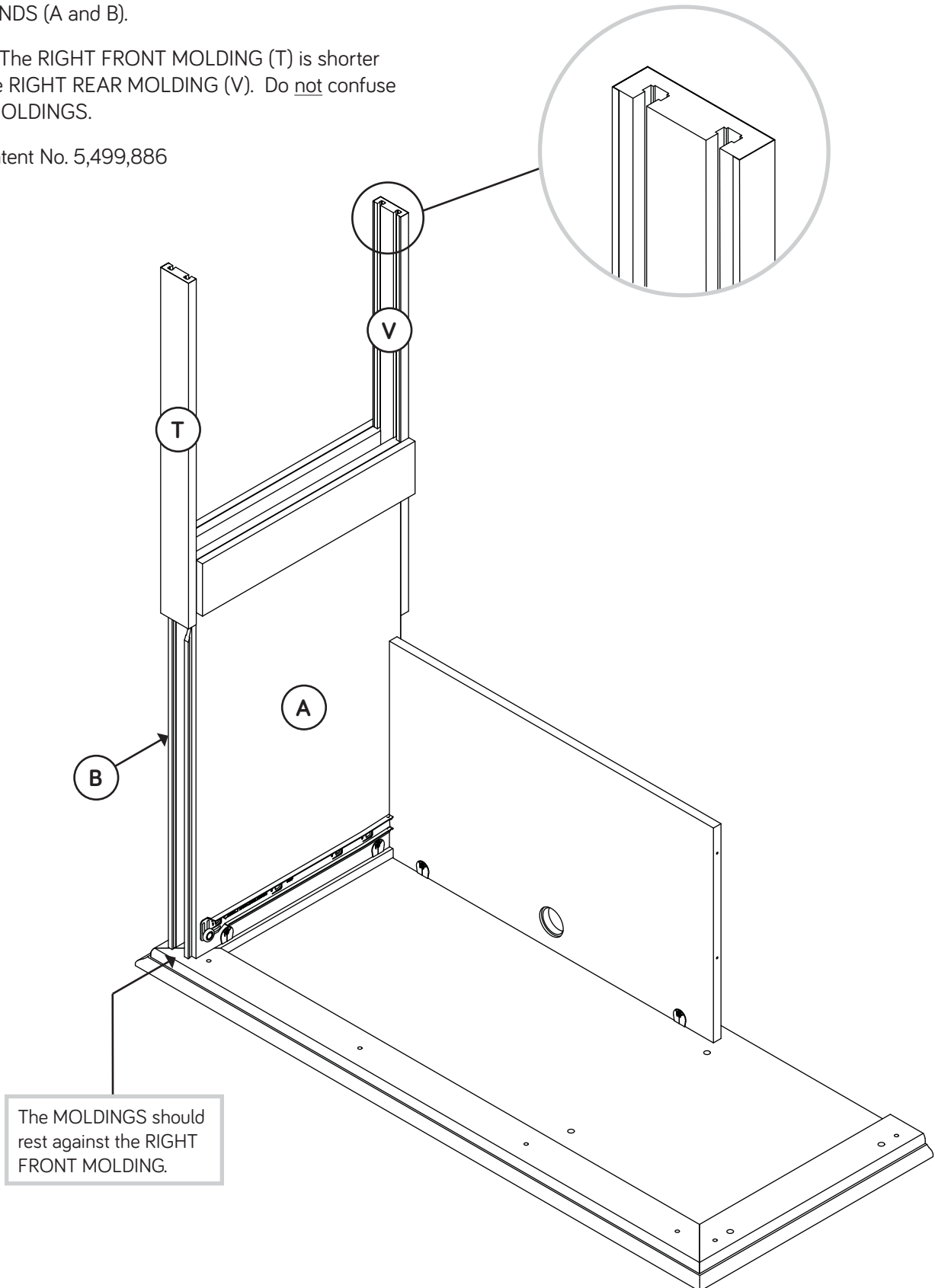


Step 10

✚ Slide the MOLDINGS* (T and V) onto the notched edges of the ENDS (A and B).

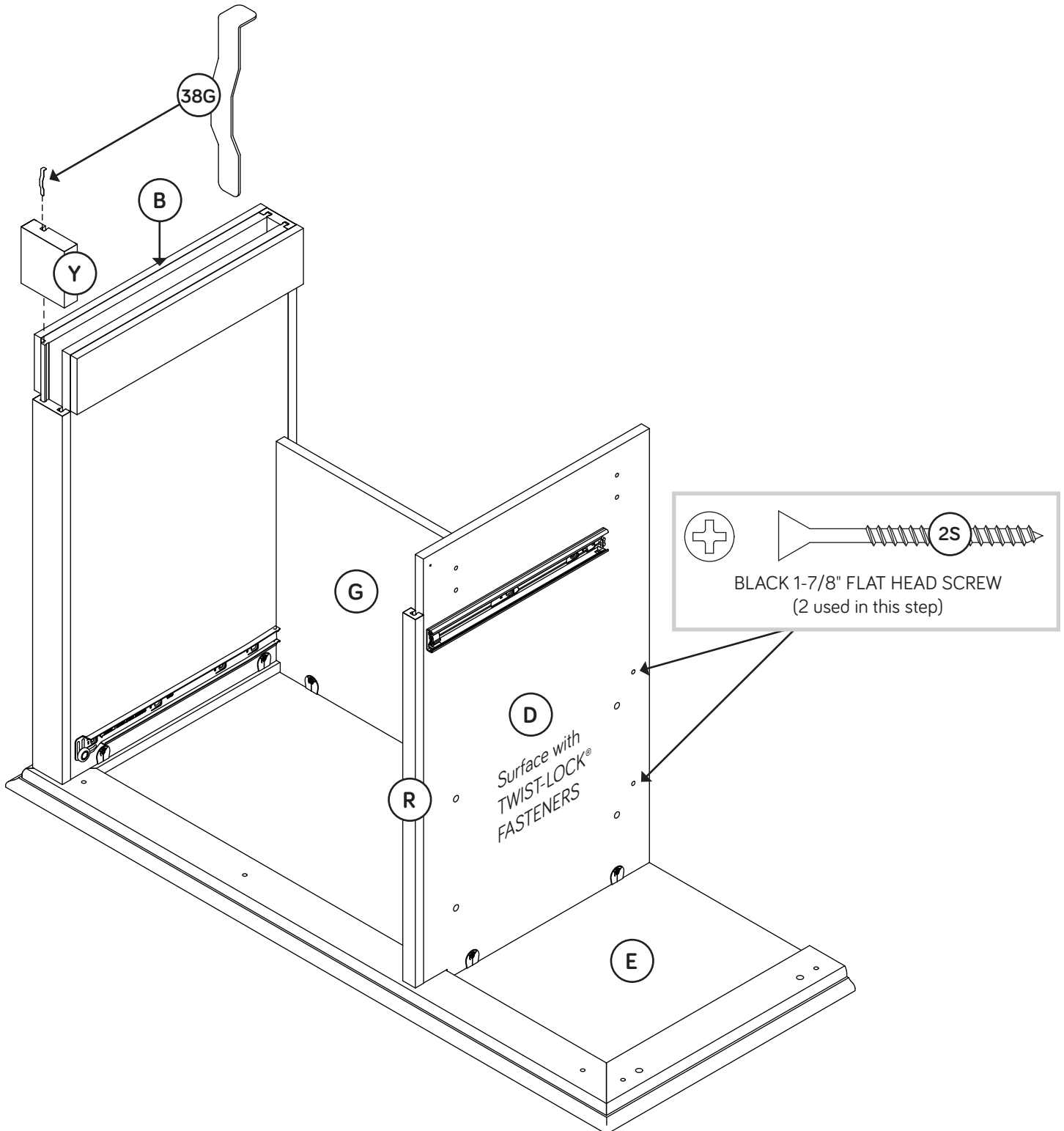
✚ NOTE: The RIGHT FRONT MOLDING (T) is shorter than the RIGHT REAR MOLDING (V). Do not confuse these MOLDINGS.

✚ *U.S. Patent No. 5,499,886



Step 11

- Slide the PLINTH (Y) onto the notched edge of the OUTER RIGHT END (B). Then, insert the SPRING CLIP (38G) into the groove in the PLINTH to lock it into position.
- Fasten the UPRIGHT (D) to the TOP (E). Tighten two TWIST-LOCK® FASTENERS.
- Fasten the UPRIGHT (D) to the MODESTY PANEL (G). Use two BLACK 1-7/8" FLAT HEAD SCREWS (2S).

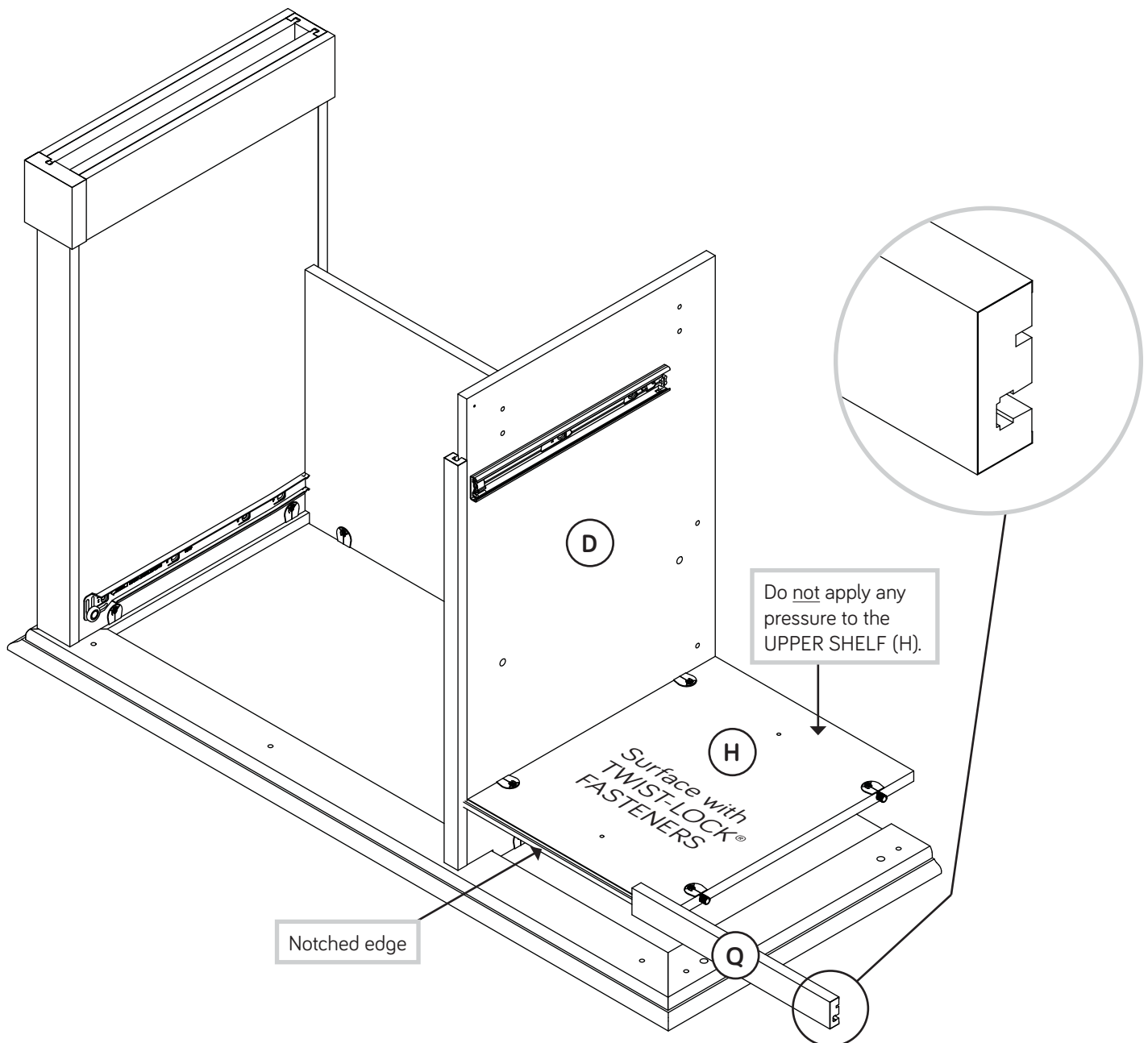


Step 12

- Fasten the UPPER SHELF (H) to the UPRIGHT (D). Tighten two TWIST-LOCK® FASTENERS.
- NOTE:** Once the UPPER SHELF (H) is fastened to your unit, do not apply any pressure to the UPPER SHELF. It may break.
- Slide the SHELF MOLDING* (Q) onto the notched edge of the UPPER SHELF (H).
- *U.S. Patent No. 5,499,886

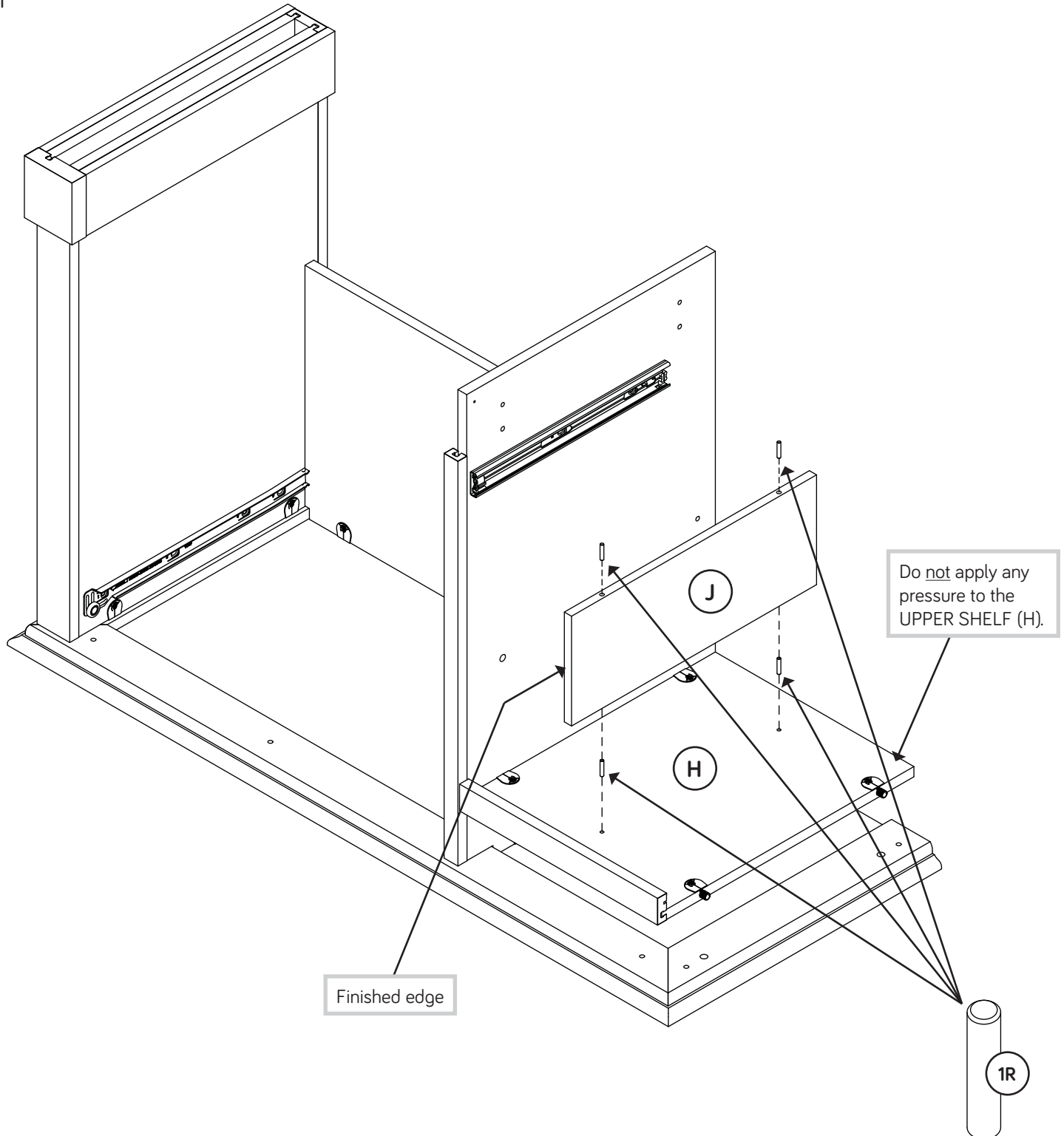


Now might be a good time to refresh your drink.



Step 13

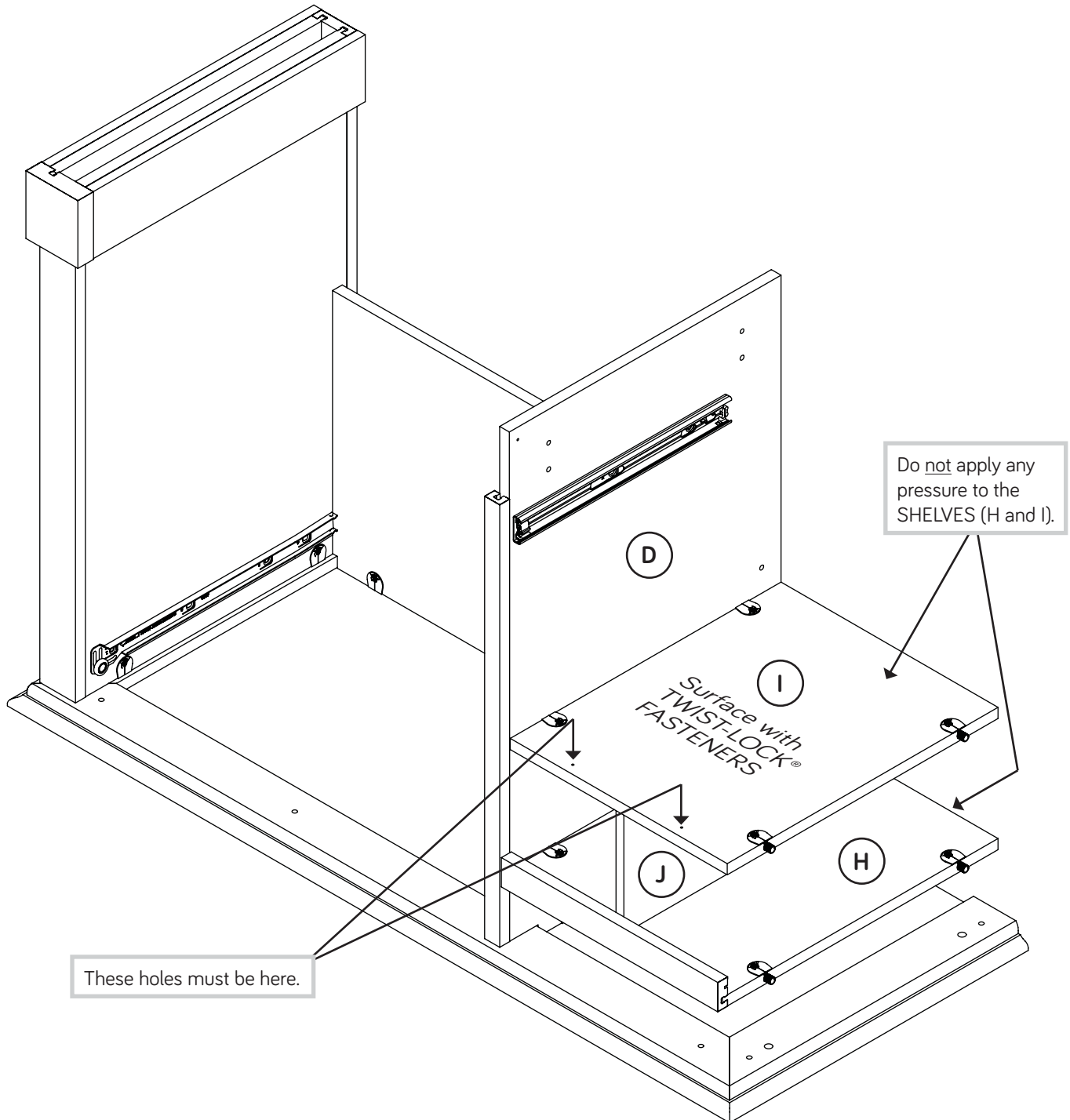
- ✚ Insert four METAL PINS (1R) into the DIVIDER (J).
- ✚ Insert the METAL PINS (1R) in one end of the DIVIDER (J) into the holes in the UPPER SHELF (H).
- ✚ **NOTE:** Do not apply any pressure to the UPPER SHELF. It may break.



Step 14

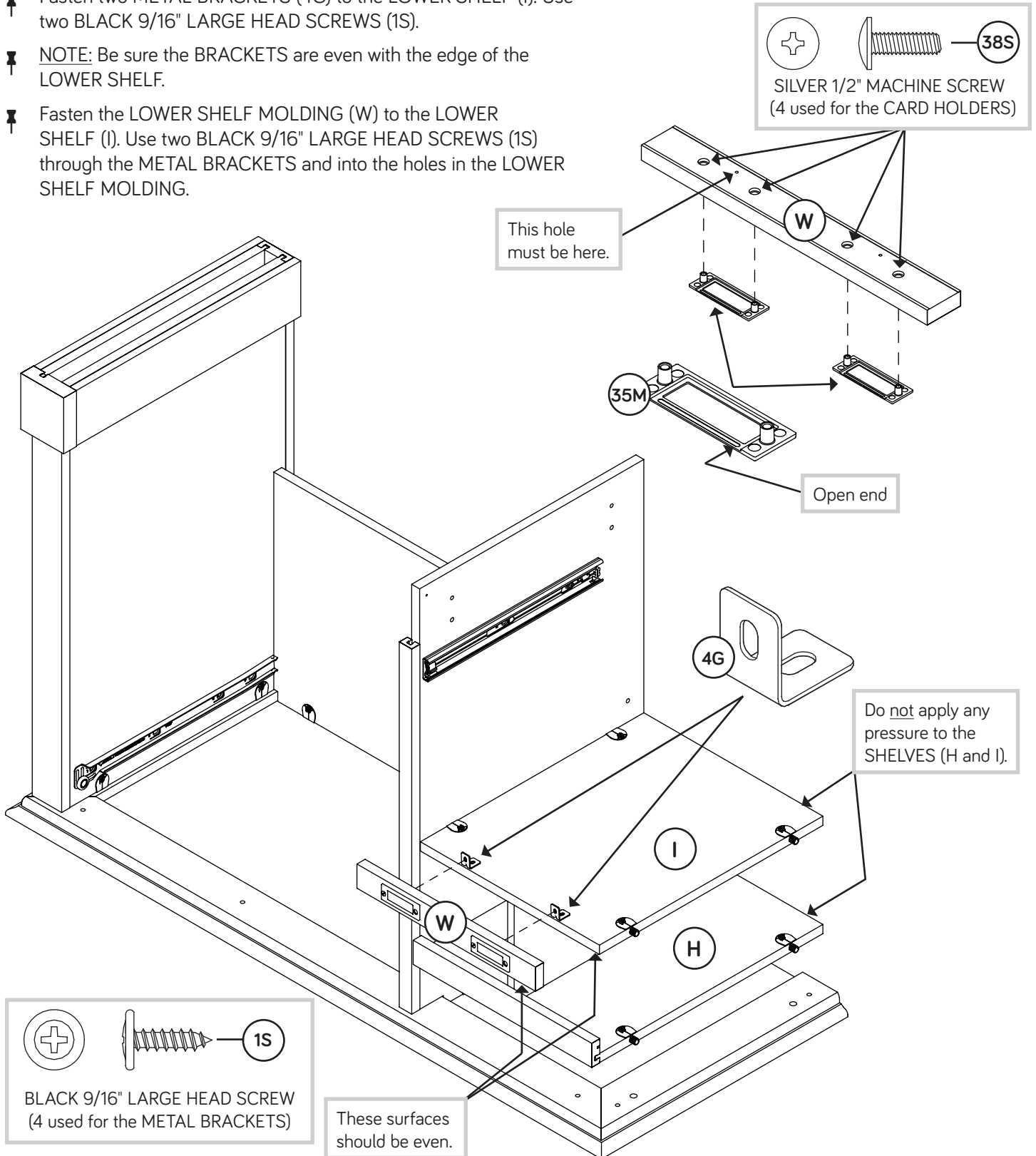
Fasten the LOWER SHELF (I) to the UPRIGHT (D).
Tighten two TWIST-LOCK® FASTENERS.

NOTE: Be sure the METAL PINS in the DIVIDER (J) insert into the holes in the LOWER SHELF (I).



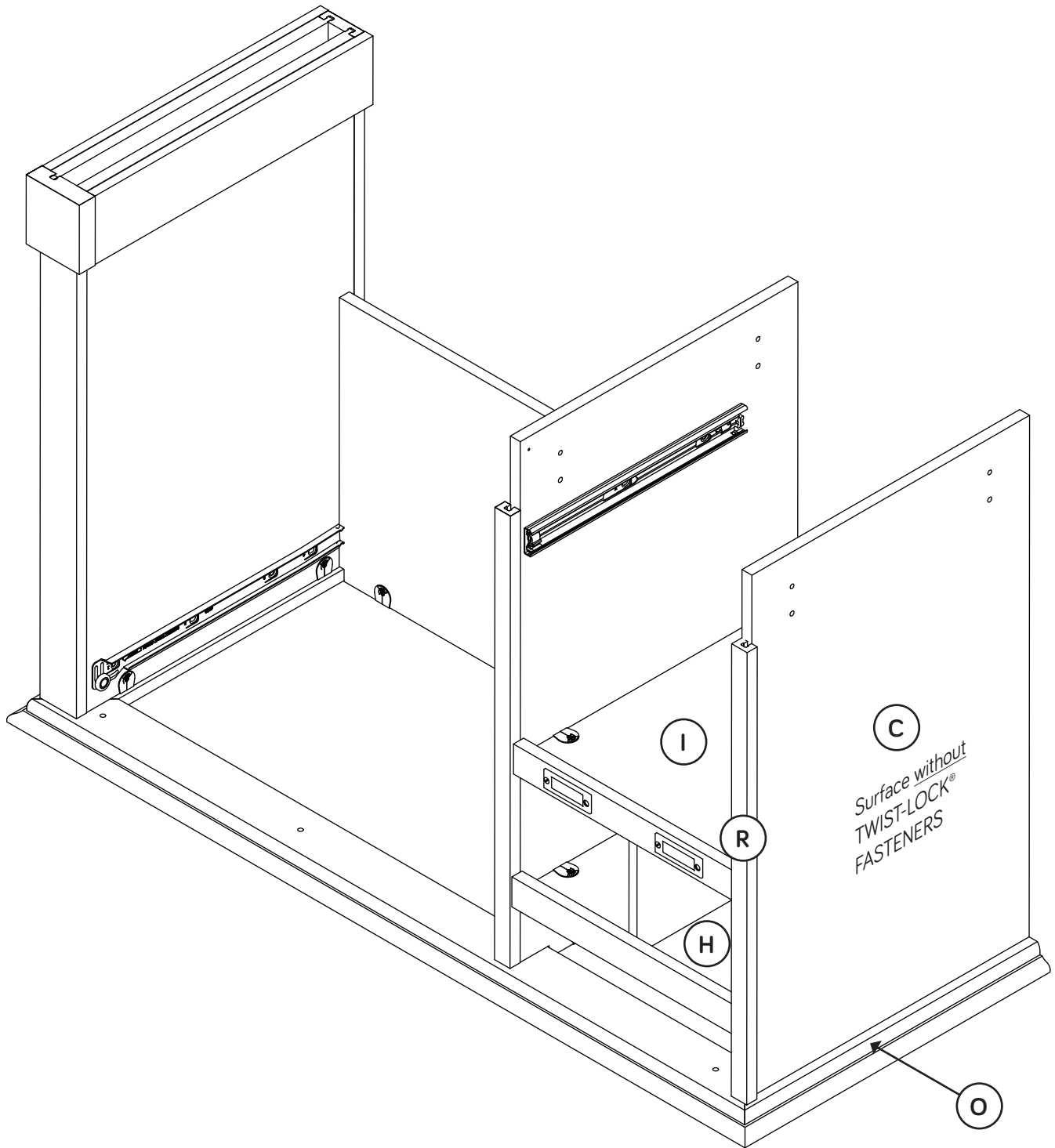
Step 15

- Fasten two CARD HOLDERS (35M) to the LOWER SHELF MOLDING (W). Use four SILVER 1/2" MACHINE SCREWS (38S).
- Fasten two METAL BRACKETS (4G) to the LOWER SHELF (I). Use two BLACK 9/16" LARGE HEAD SCREWS (1S).
- NOTE:** Be sure the BRACKETS are even with the edge of the LOWER SHELF.
- Fasten the LOWER SHELF MOLDING (W) to the LOWER SHELF (I). Use two BLACK 9/16" LARGE HEAD SCREWS (1S) through the METAL BRACKETS and into the holes in the LOWER SHELF MOLDING.



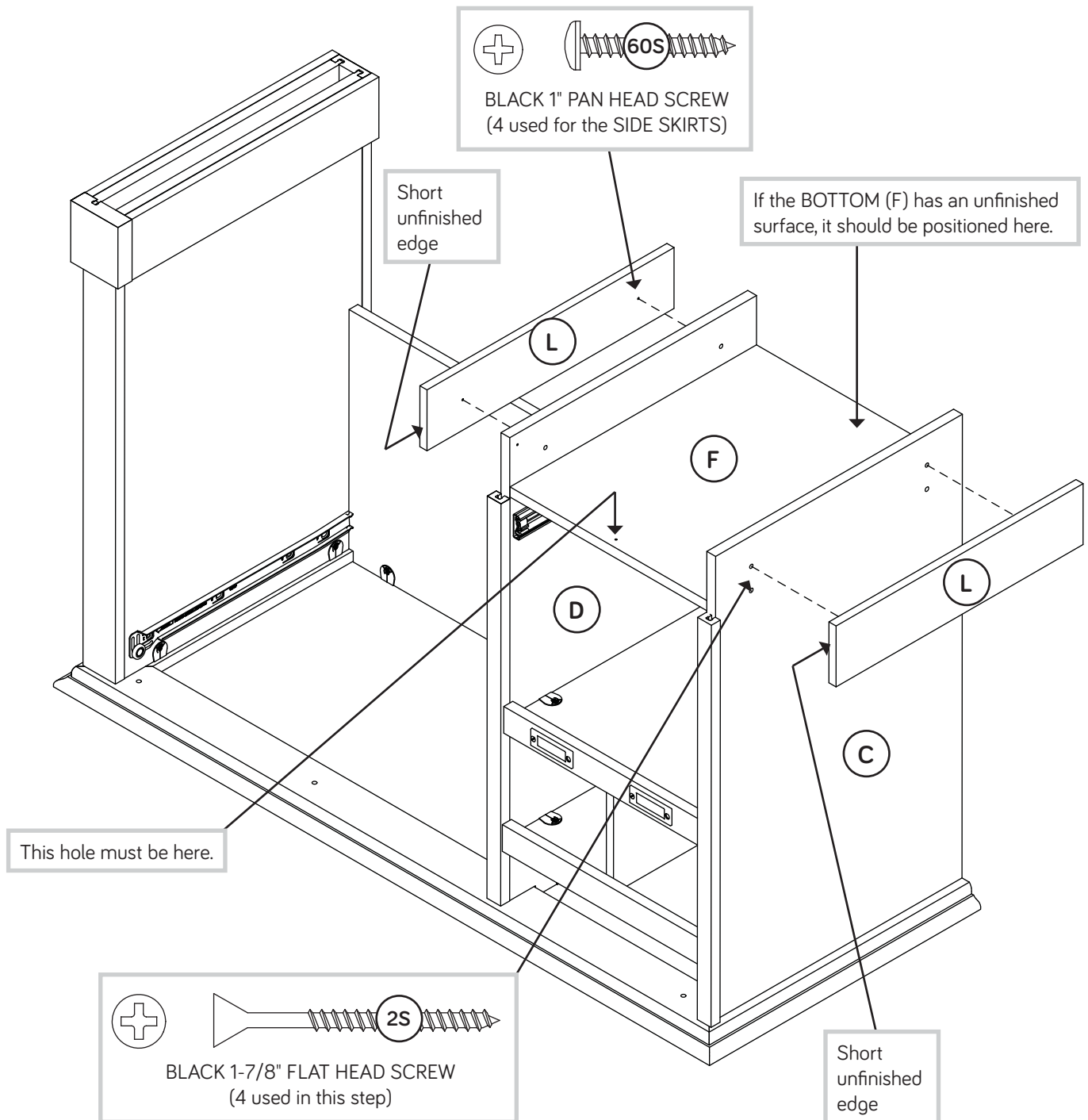
Step 16

- NOTE: You may need to use a SHORT SCREWDRIVER in this step.
- Fasten the LEFT END (C) to the SHELVES (H and I) and LEFT TOP MOLDING (O). Tighten six TWIST-LOCK® FASTENERS.



Step 17

- Fasten the BOTTOM (F) to the LEFT END (C) and UPRIGHT (D). Use four BLACK 1-7/8" FLAT HEAD SCREWS (2S).
- NOTE:** To fasten the BOTTOM, be sure to use the bottom set of holes in the LEFT END and UPRIGHT.
- Fasten the SIDE SKIRTS (L) to the LEFT END (C) and UPRIGHT (D). Use four BLACK 1" PAN HEAD SCREWS (60S).

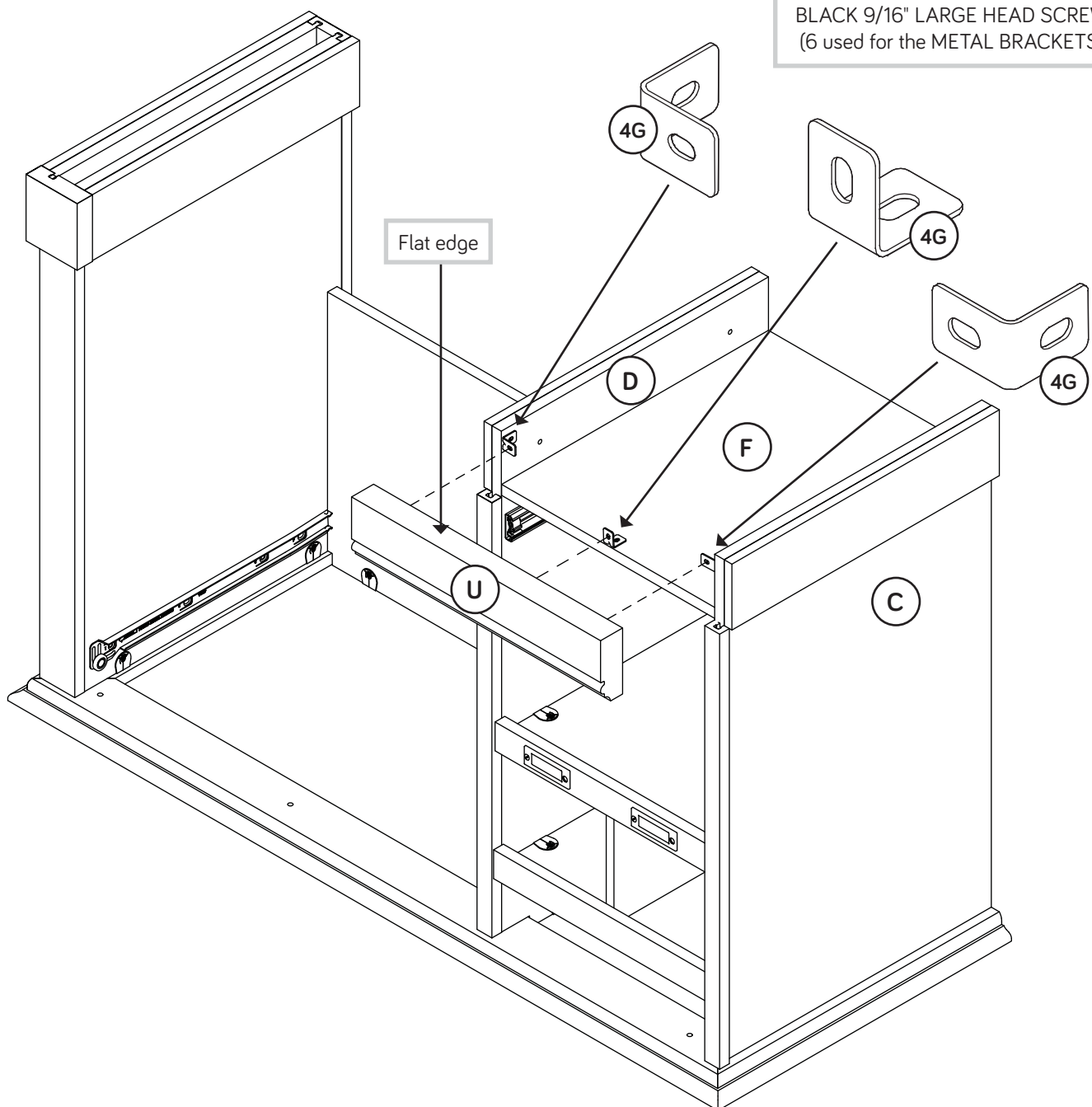
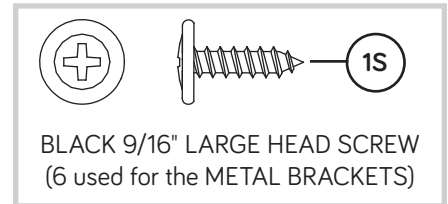


Step 18

Fasten three METAL BRACKETS (4G) to the LEFT END (C), UPRIGHT (D), and BOTTOM (F). Use three BLACK 9/16" LARGE HEAD SCREWS (1S).

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

Fasten the BASE (U) to the LEFT END (C), UPRIGHT (D), and BOTTOM (F). Use three BLACK 9/16" LARGE HEAD SCREWS (1S) through the METAL BRACKETS and into the BASE.

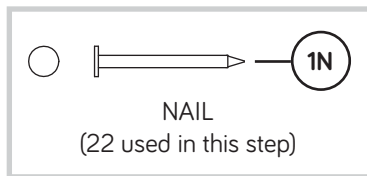


Step 19

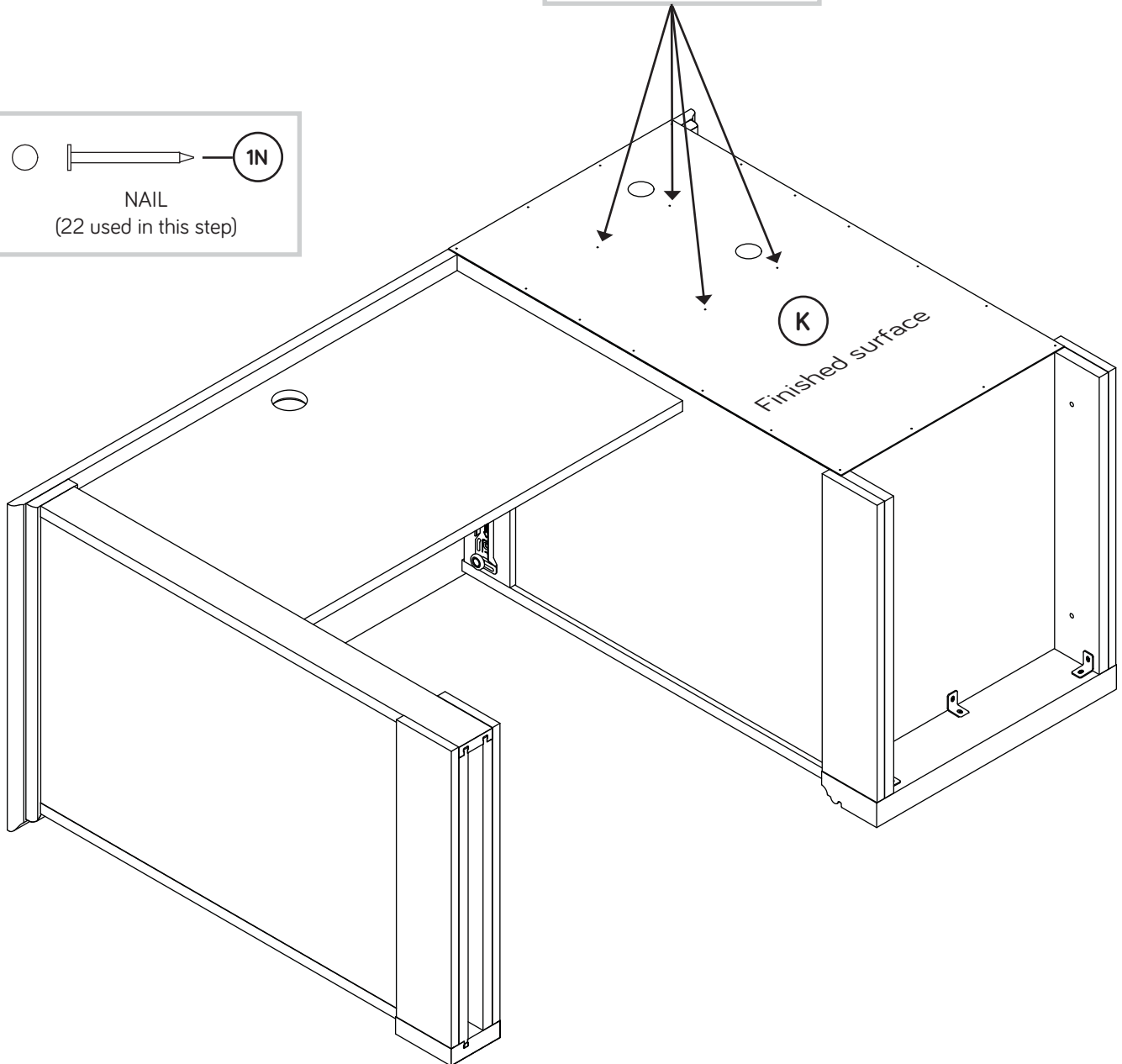
- ✚ Carefully turn your unit over onto its front edges. Lay the BACK (K) over your unit.
- ✚ Make equal margins along all four edges of the BACK (K). Push on opposite corners of your unit if needed to make it “square”.
- ✚ Fasten the BACK (K) to your unit using the NAILS (1N).
- ✚ **NOTE:** Be sure to tap NAILS into the holes that line up over the SHELVES (H and I).
- ✚ **NOTE:** Perforations have been provided for access through the BACK. Carefully cut out the holes needed.



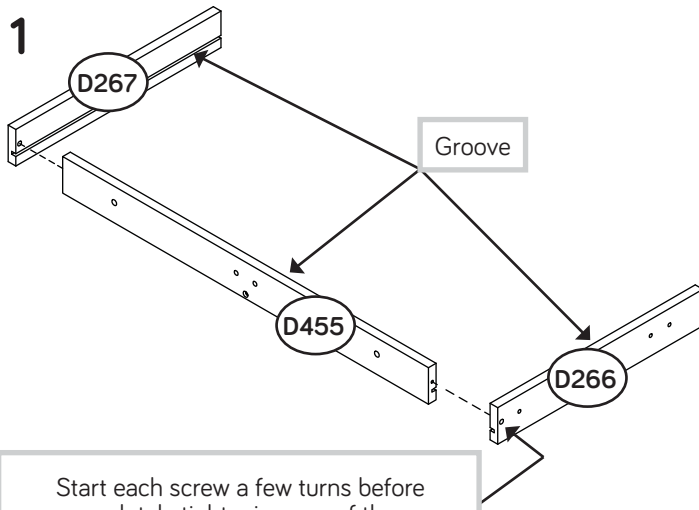
Do not stand the unit upright without the BACK fastened. The unit may collapse.



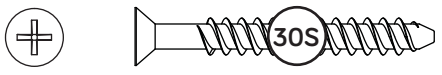
These holes must line up over the SHELVES (H and I).



Step 20

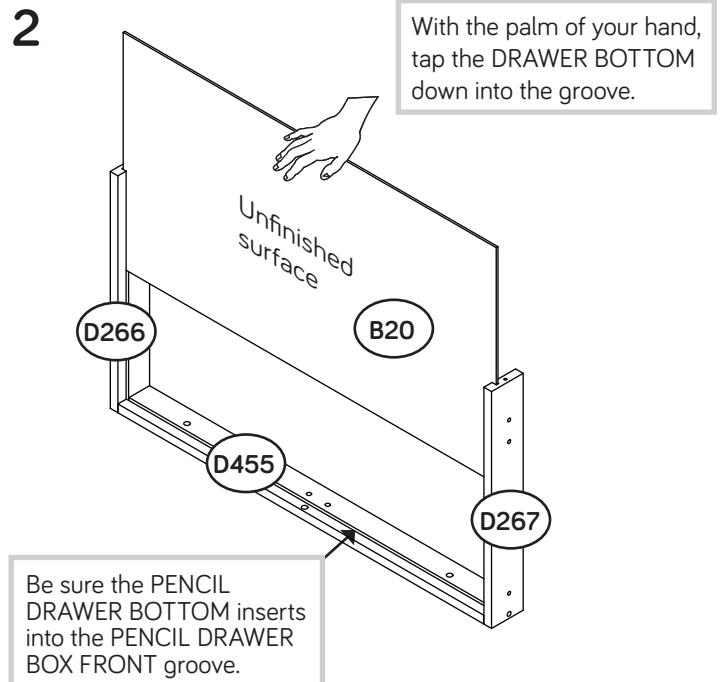


Start each screw a few turns before completely tightening any of them.

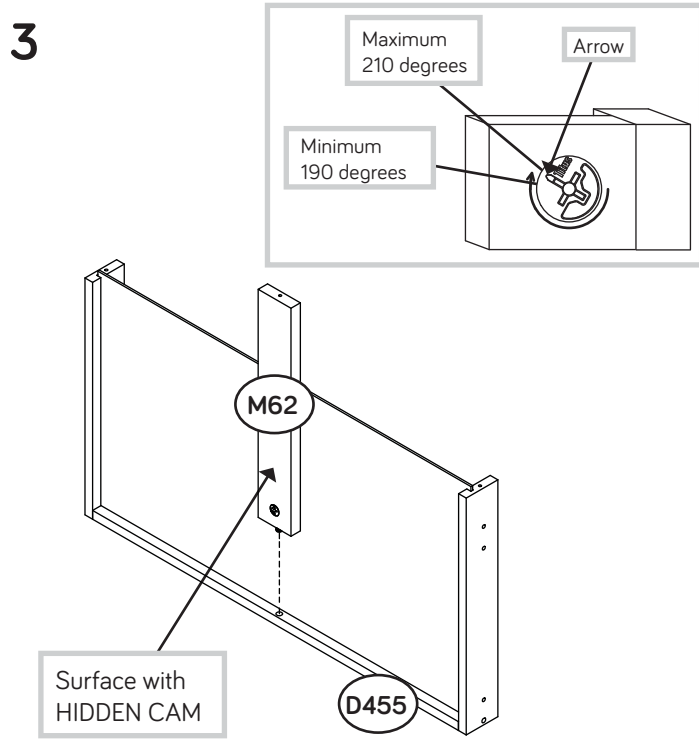


BLACK 1-9/16" FLAT HEAD SCREW (5 used in this step)

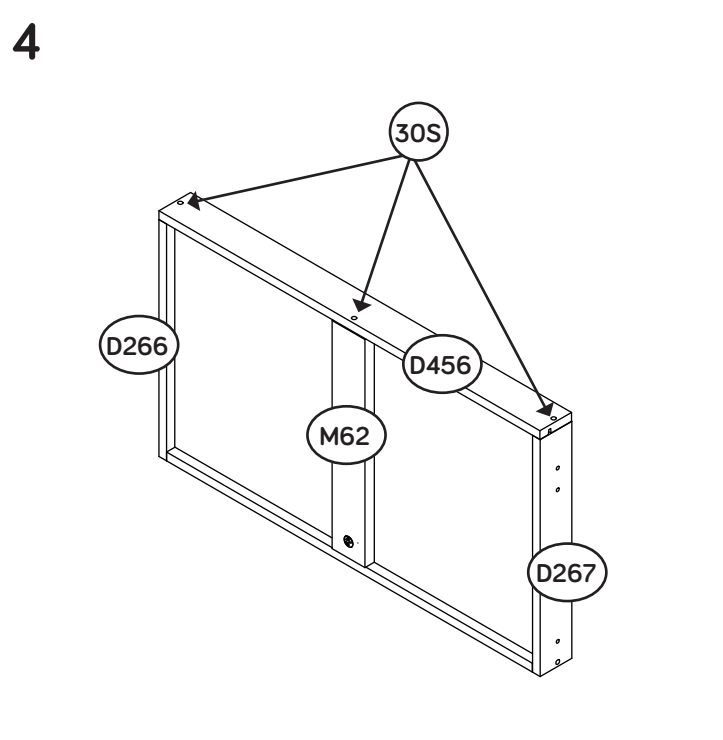
Fasten the PENCIL DRAWER SIDES (D266 and D267) to the PENCIL DRAWER BOX FRONT (D455). Use two BLACK 1-9/16" FLAT HEAD SCREWS (30S).



Slide the PENCIL DRAWER BOTTOM (B20) into the grooves in the PENCIL DRAWER SIDES (D266 and D267) and PENCIL DRAWER BOX FRONT (D455).



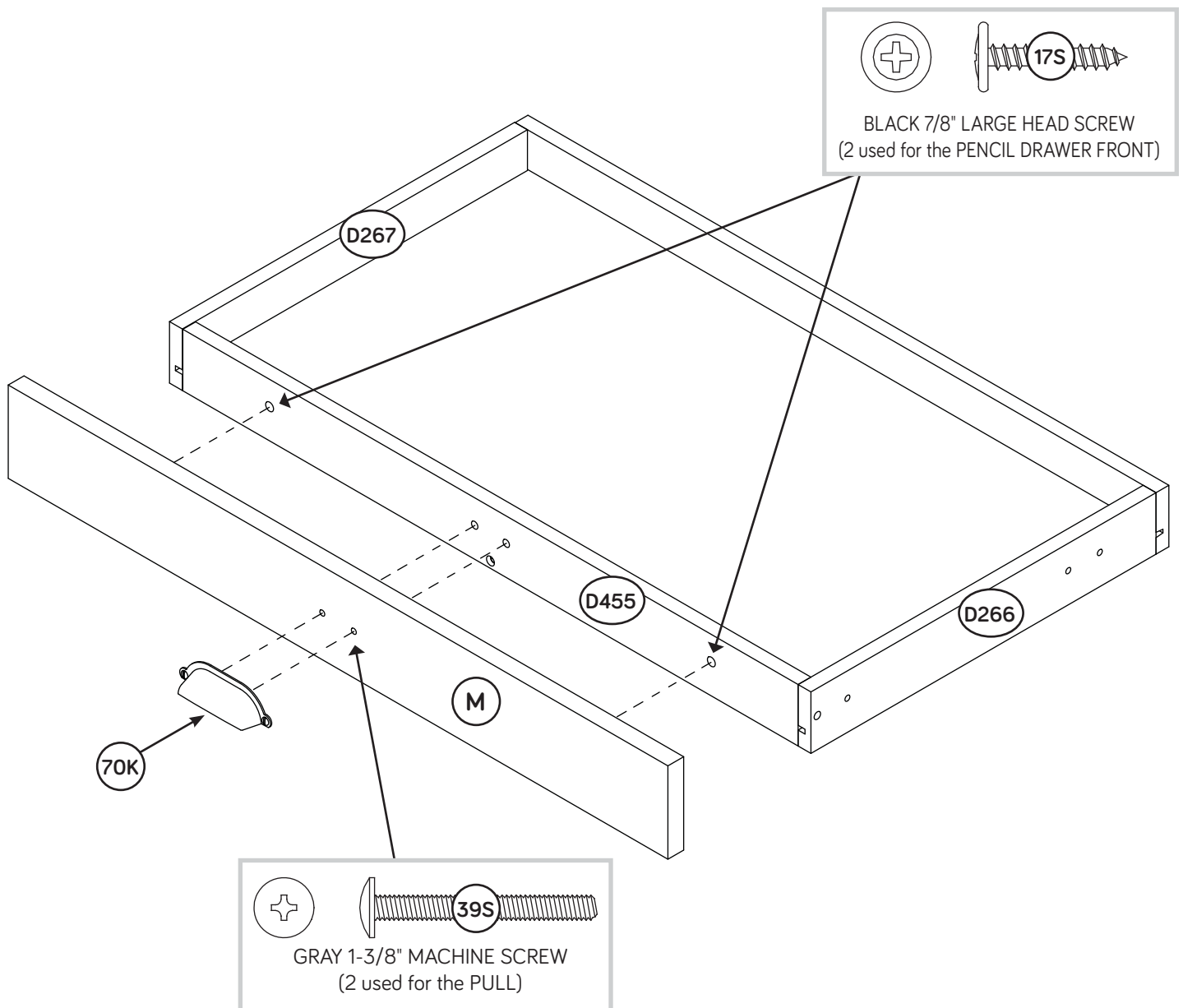
Fasten the DRAWER BRACE (M62) to the PENCIL DRAWER BOX FRONT (D455). Tighten one HIDDEN CAM.



Fasten the PENCIL DRAWER BACK (D456) to the PENCIL DRAWER SIDES (D266 and D267) and DRAWER BRACE (M62). Use three BLACK 1-9/16" FLAT HEAD SCREWS (30S).

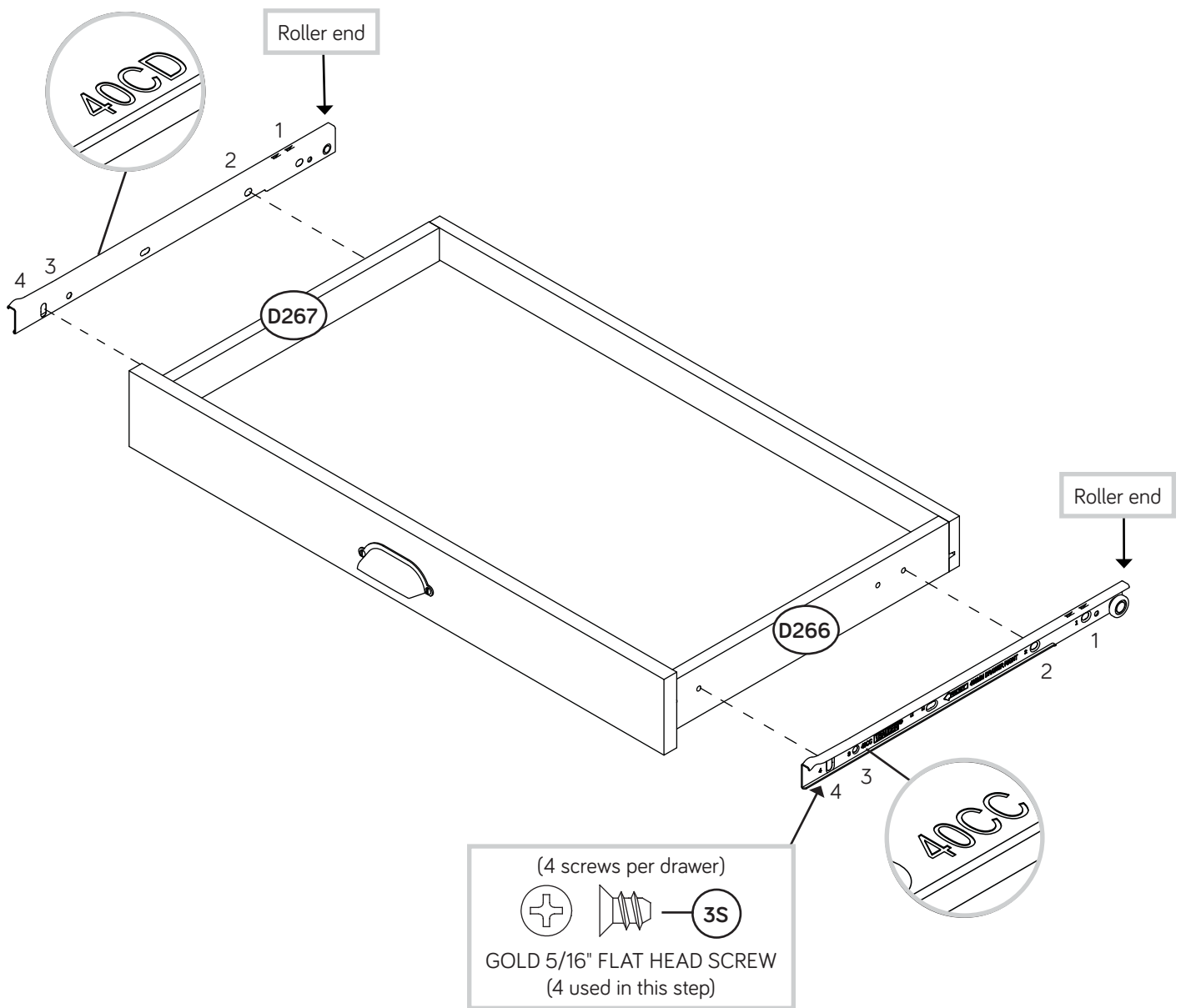
Step 21

- Fasten the PENCIL DRAWER FRONT (M) to the PENCIL DRAWER BOX FRONT (D455). Use two BLACK 7/8" LARGE HEAD SCREWS (17S).
- Fasten a PULL (70K) to the PENCIL DRAWER FRONT (M). Use two GRAY 1-3/8" MACHINE SCREWS (39S) through the PENCIL DRAWER BOX FRONT, through the PENCIL DRAWER FRONT, and into the PULL.



Step 22

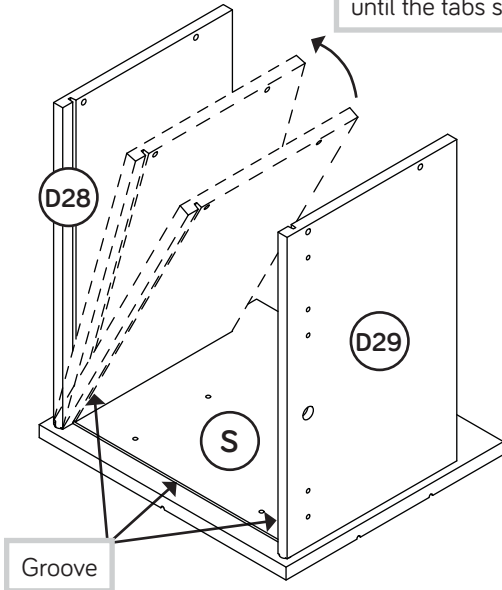
- Fasten the DRAWER RIGHT (40CC) and DRAWER LEFT (40CD) to the PENCIL DRAWER SIDES (D266 and D267). Use four GOLD 5/16" FLAT HEAD SCREWS (3S) through holes #2 and #4.



Step 23

1

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

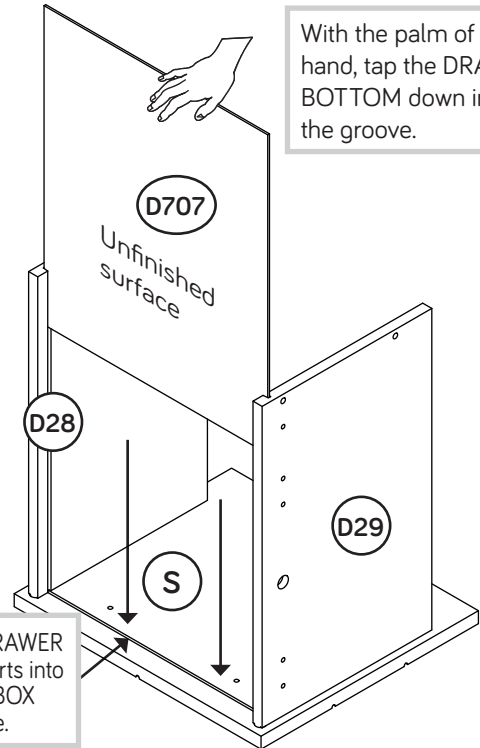


✚ Insert the FILE DRAWER SIDES (D28 and D29) at an angle into the slot at each end of the FILE DRAWER FRONT (S).

2

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

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



✚ Slide the FILE DRAWER BOTTOM (D707) into the grooves in the FILE DRAWER SIDES (D28 and D29) and FILE DRAWER FRONT (S).

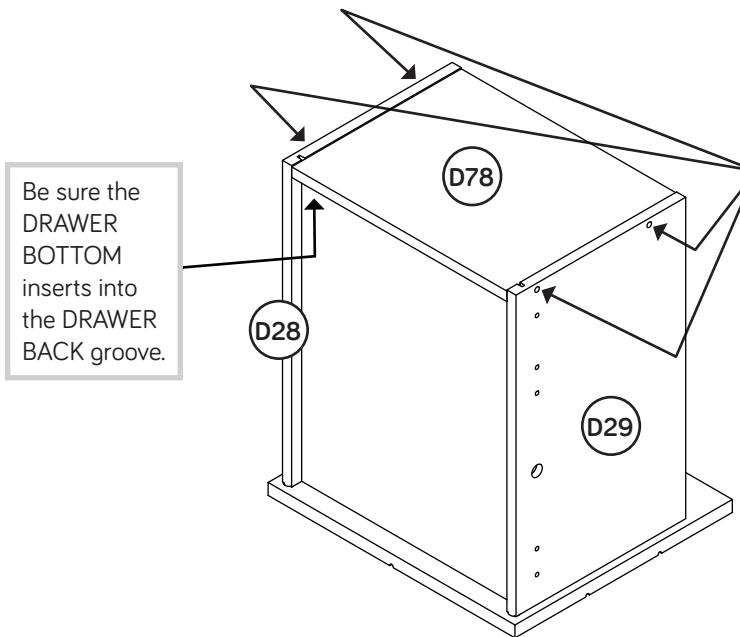
3

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

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



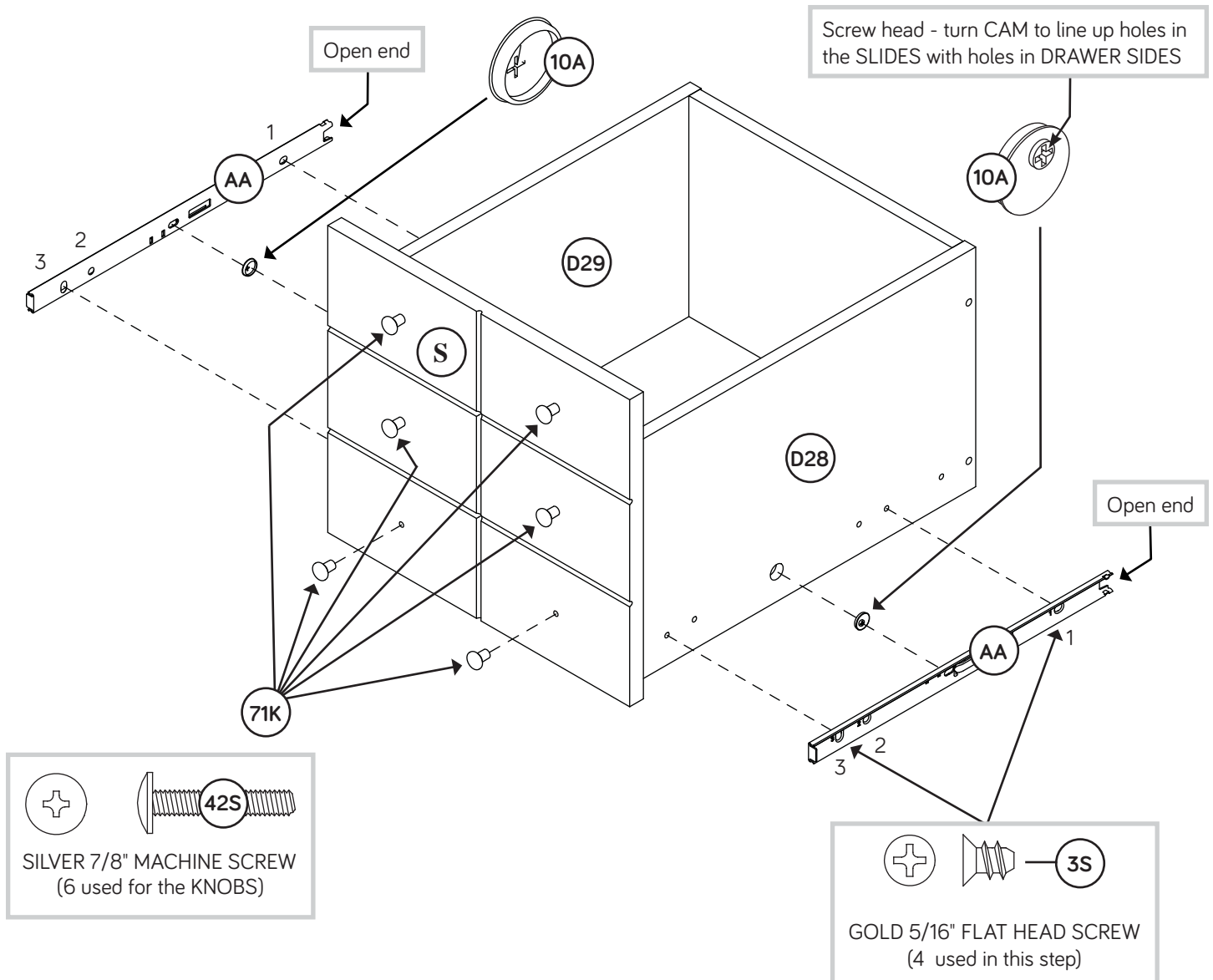
BLACK 1-9/16" FLAT HEAD SCREW
(4 used in this step)



✚ Fasten the FILE DRAWER BACK (D78) to the FILE DRAWER SIDES (D28 and D29). Use four BLACK 1-9/16" FLAT HEAD SCREWS (30S).

Step 24

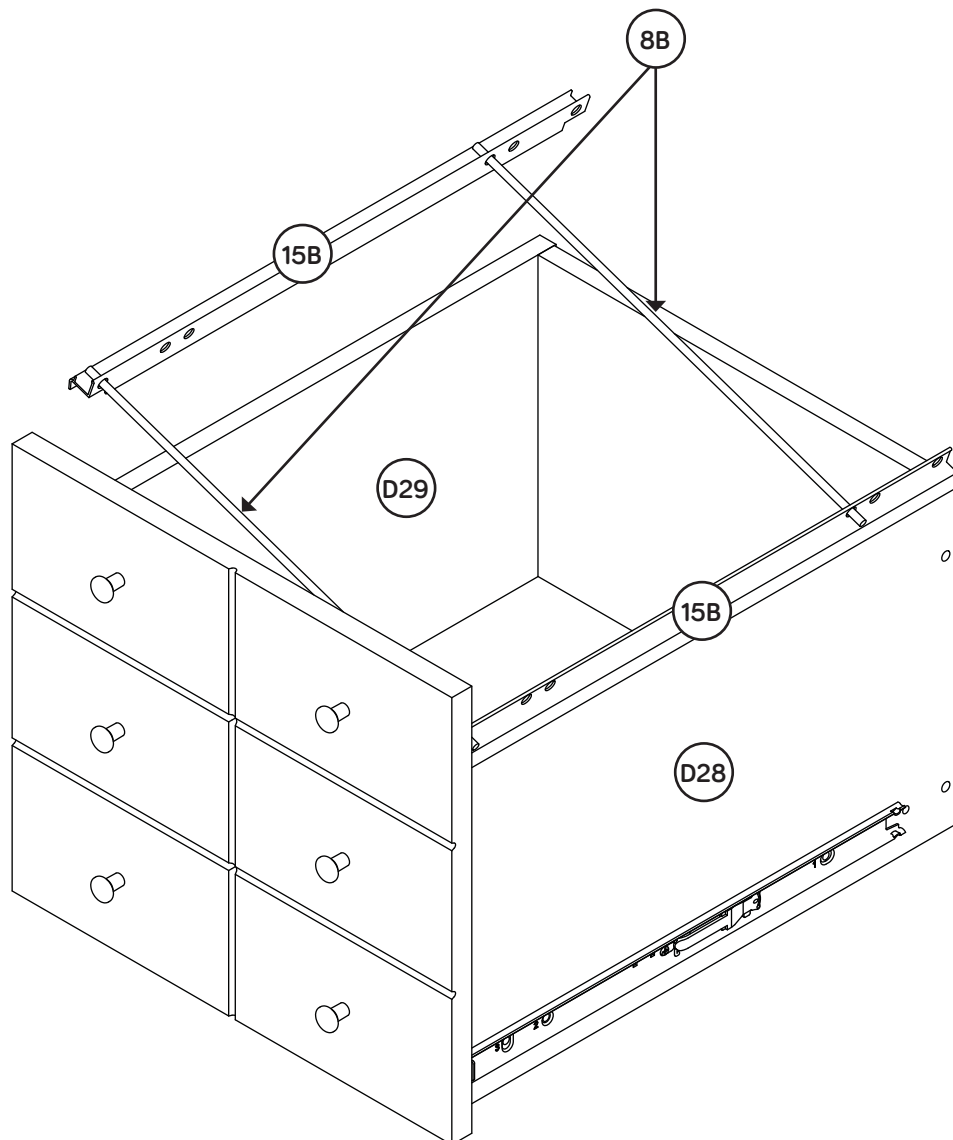
- ✚ Insert a SLIDE CAM (10A) into the FILE DRAWER SIDES (D28 and D29).
- ✚ Fasten the EXTENSION SLIDES (AA) to the FILE DRAWER SIDES (D28 and D29). Use four GOLD 5/16" FLAT HEAD SCREWS (3S) through holes #1 and #3.
- ✚ **NOTE:** The screw head in the CAM must be visible through the slotted hole in the SLIDE.
- ✚ Fasten six KNOBS (71K) to the FILE DRAWER FRONT (S). Use six SILVER 7/8" MACHINE SCREWS (42S).



Step 25

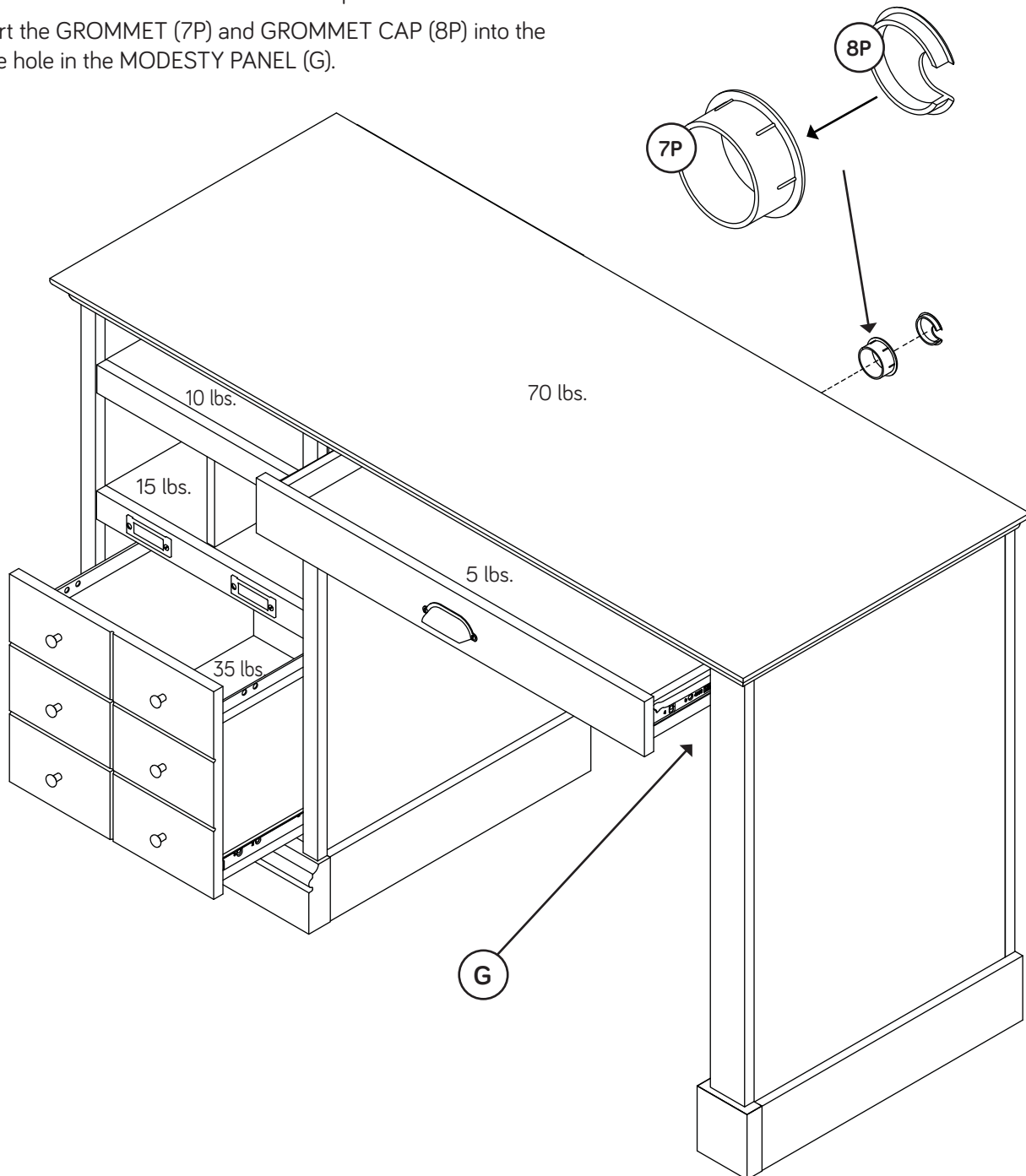
- ✚ Push a FILE GLIDE (15B) onto the FILE RIGHT DRAWER SIDE (D28).
- ✚ Slide the FILE RODS (8B) into the FILE GLIDE (15B) on the FILE RIGHT DRAWER SIDE (D28).
- ✚ Slide another FILE GLIDE (15B) onto the other end of the FILE RODS (8B), then press this FILE GLIDE over the FILE LEFT DRAWER SIDE (D29).

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



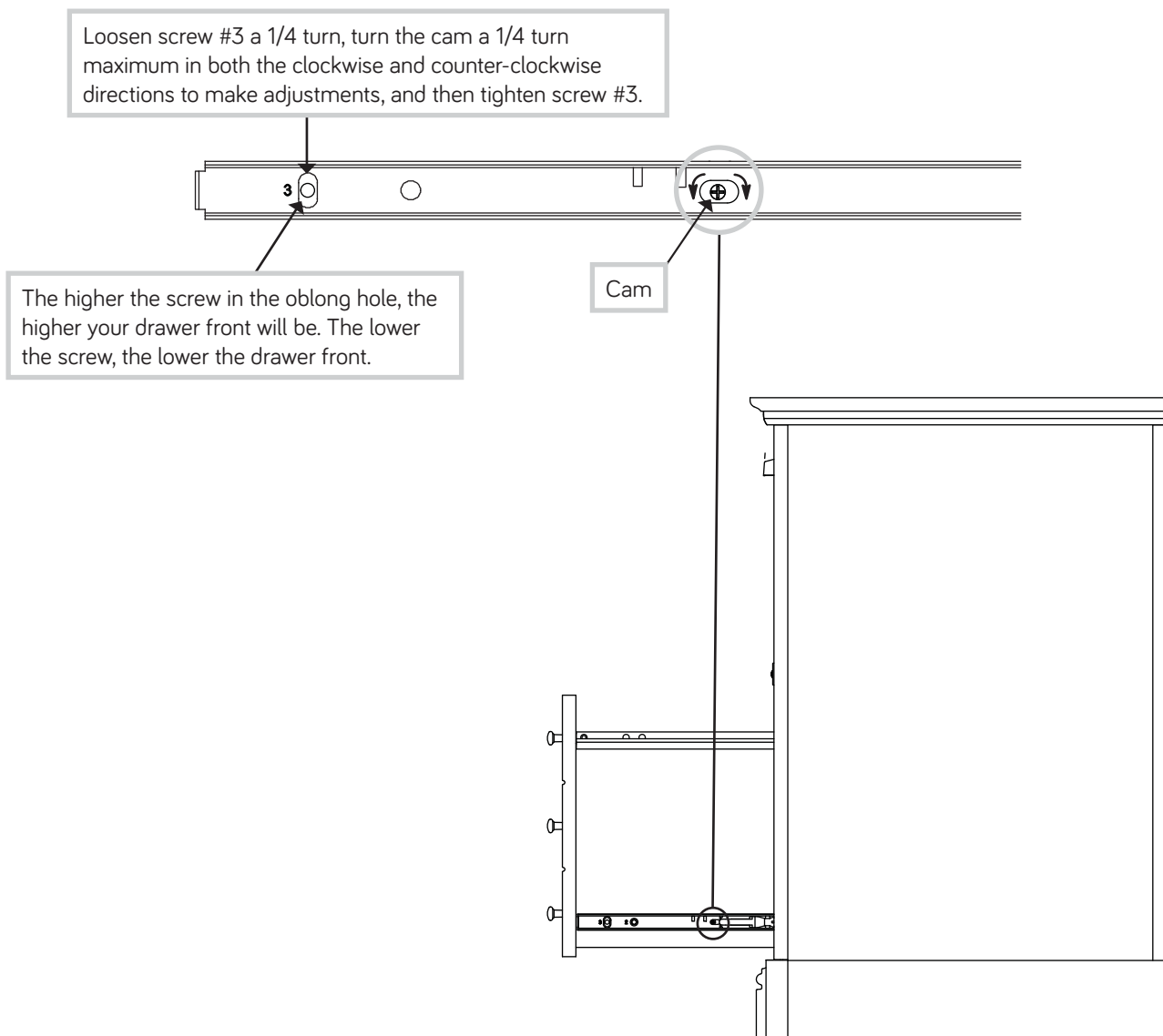
Step 26

- ✦ Carefully stand your unit upright.
- ✦ To insert the file 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.
- ✦ To insert the pencil drawer 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.
- ✦ Insert the GROMMET (7P) and GROMMET CAP (8P) into the large hole in the MODESTY PANEL (G).



Step 27

- ✚ To make adjustments to the file drawer, loosen SCREW #3 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: To make adjustments to the pencil drawer, loosen SCREW #4.
- ✚ NOTE: Please read the back pages of the instruction booklet for important safety information.
- ✚ This completes assembly. To clean your unit, dampen a cloth with tap water and wipe.



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