

For all your
newfangled gadgetry.

Desk

Farmhouse Collection | Model 5422811

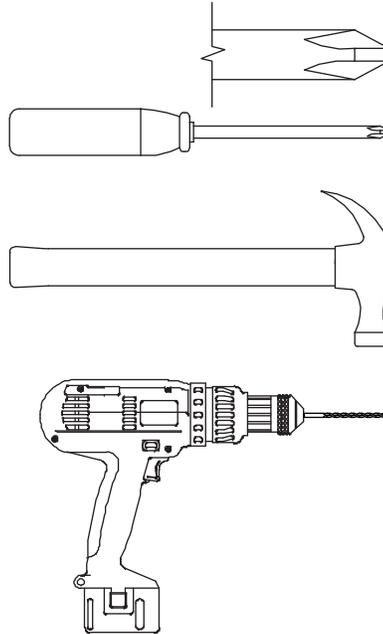
NOTE: THIS INSTRUCTION
BOOKLET CONTAINS **IMPORTANT**
SAFETY INFORMATION.

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 😊

Electric drill with 1/4" bit
(ONLY in indicated step)

Part Identification

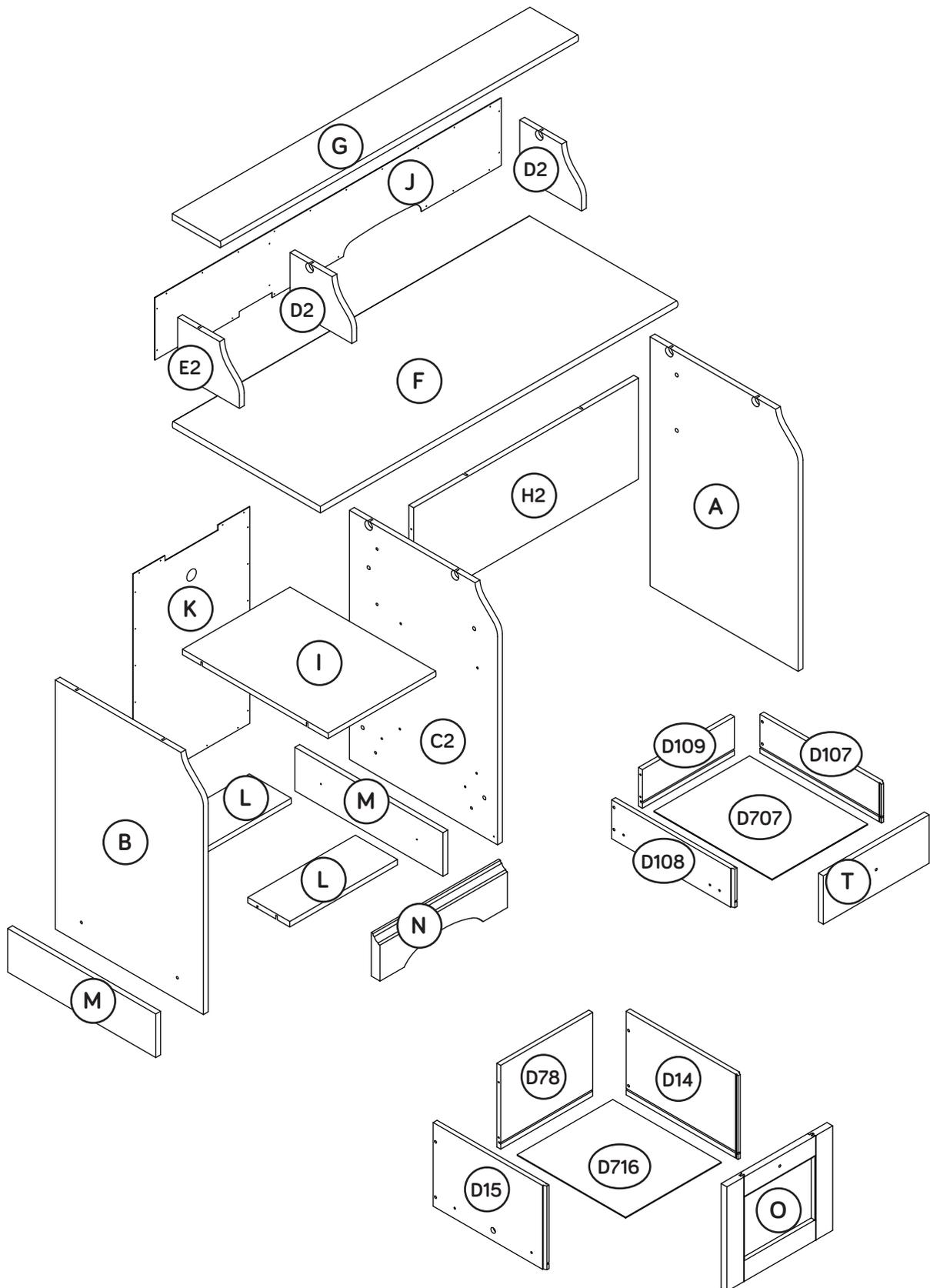
Now you know
our ABCs.



⚠ 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	RIGHT END (1)	D108	LEFT DRAWER SIDE (1)	I	SHELF (1)
B	LEFT END (1)	D109	DRAWER BACK (1)	J	HUTCH BACK (1)
C2	UPRIGHT (1)	D707	DRAWER BOTTOM (1)	K	BACK (1)
D2	RIGHT UPRIGHT (2)	D716	FILE DRAWER BOTTOM (1)	L	BRACE (2)
D14	FILE RIGHT DRAWER SIDE (1)	E2	LEFT UPRIGHT (1)	M	SIDE BASE (2)
D15	FILE LEFT DRAWER SIDE (1)	F	TOP (1)	N	BASE (1)
D78	FILE DRAWER BACK (1)	G	HUTCH TOP (1)	O	FILE DRAWER FRONT (1)
D107	RIGHT DRAWER SIDE (1)	H2	MODESTY PANEL (1)	T	DRAWER FRONT (1)

Part Identification

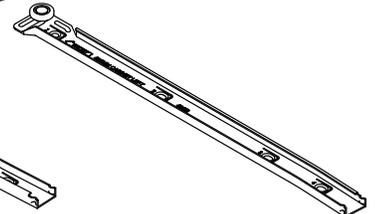
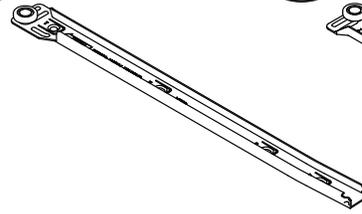
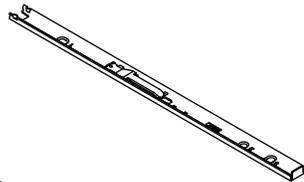
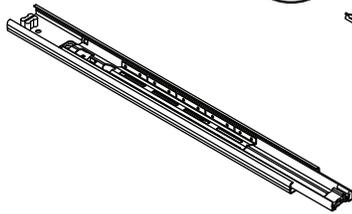


Hardware Identification

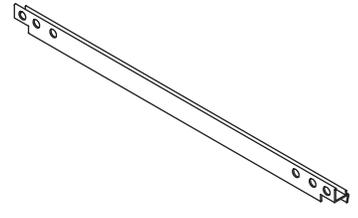
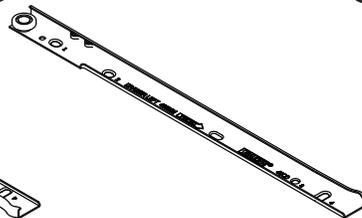
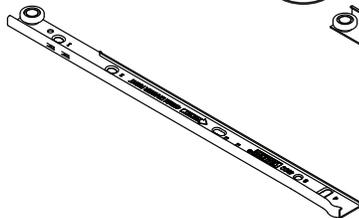
† Screws are shown actual size. You may receive extra hardware with your unit.

(EXTENSION SET SHOWN SEPARATED)

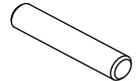
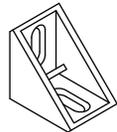
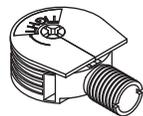
- 35MA** EXTENSION RAIL - 2 **35MC** EXTENSION SLIDE - 2 **40CA** CABINET RIGHT - 1 **40CB** CABINET LEFT - 1



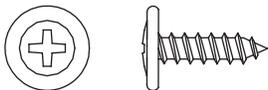
- 40CC** DRAWER RIGHT - 1 **40CD** DRAWER LEFT - 1 **10A** SLIDE CAM - 4 **4B** FILE GLIDE - 2



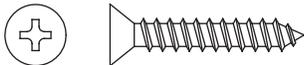
- 10F** TWIST-LOCK® FASTENER - 21 **27G** ANGLE BRACKET - 4 **168K** PULL - 2 **1N** NAIL - 44 **1R** METAL PIN - 4



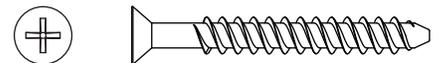
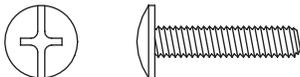
- 1S** BLACK 9/16" LARGE HEAD SCREW - 8 **3S** GOLD 5/16" FLAT HEAD SCREW - 16



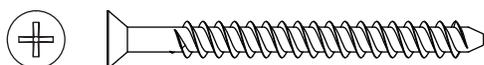
- 12S** BROWN 1" FLAT HEAD SCREW - 4 **15S** SILVER 5/8" MACHINE SCREW - 1



- 20S** SILVER 3/4" MACHINE SCREW - 1 **30S** BLACK 1-9/16" FLAT HEAD SCREW - 8



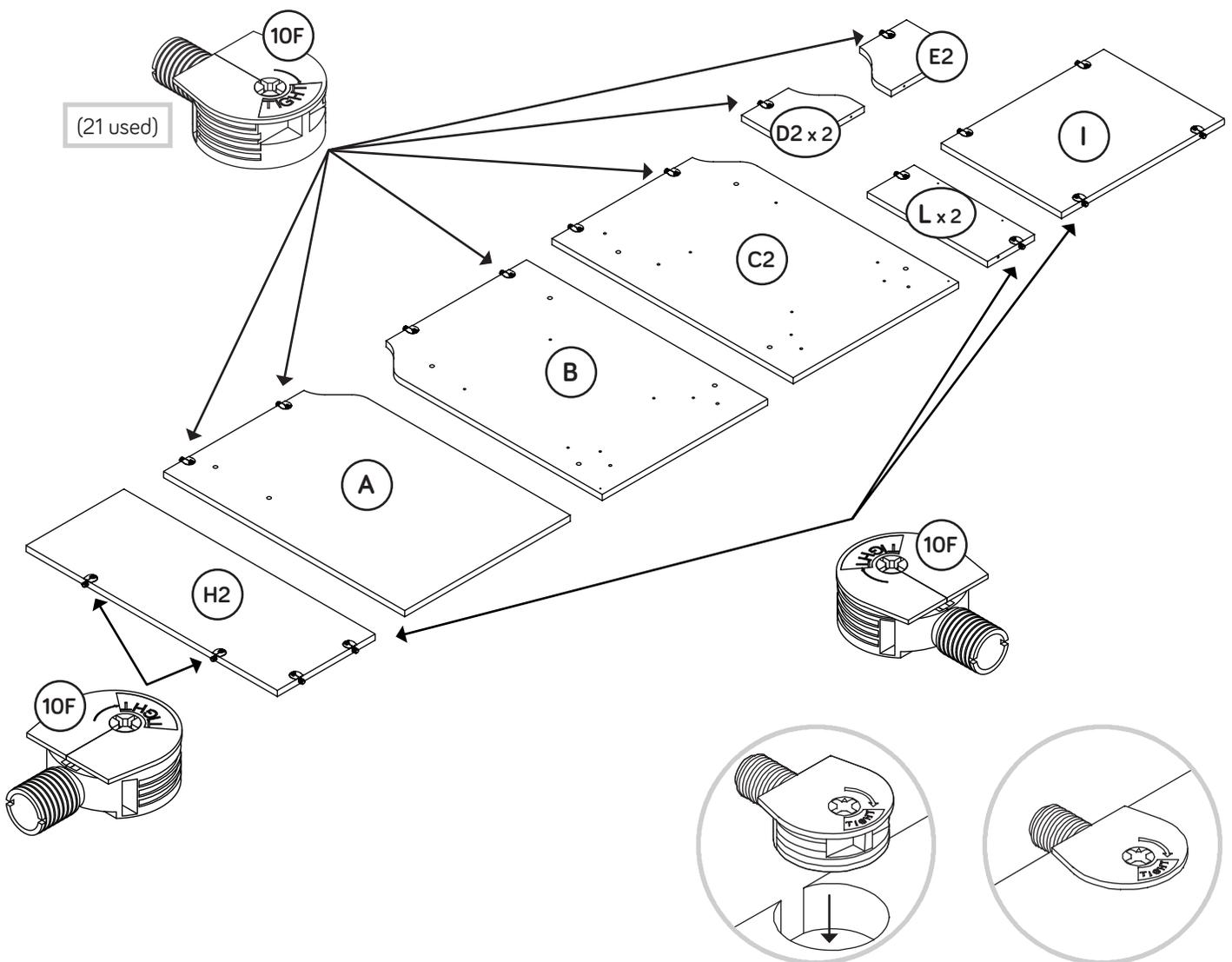
- 113S** BLACK 1-15/16" FLAT HEAD SCREW - 8



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 twenty-one SAUDER TWIST-LOCK® FASTENER (10F) into the large holes in the RIGHT END (A), LEFT END (B), UPRIGHTS (C2, D2, and E2), MODESTY PANEL (H2), SHELF (I), and BRACES (L).

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



Step 2

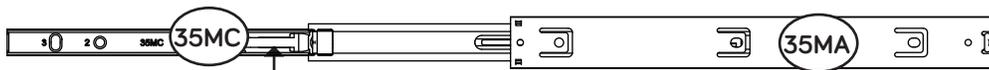
✚ Separate the EXTENSION SLIDES (35MC) from the EXTENSION RAILS (35MA) as shown in the upper diagram below. Be prepared, the parts are greasy.

✚ Fasten the EXTENSION RAILS (35MA) to the LEFT END (B) and UPRIGHT (C2). Use four GOLD 5/16" FLAT HEAD SCREWS (3S).

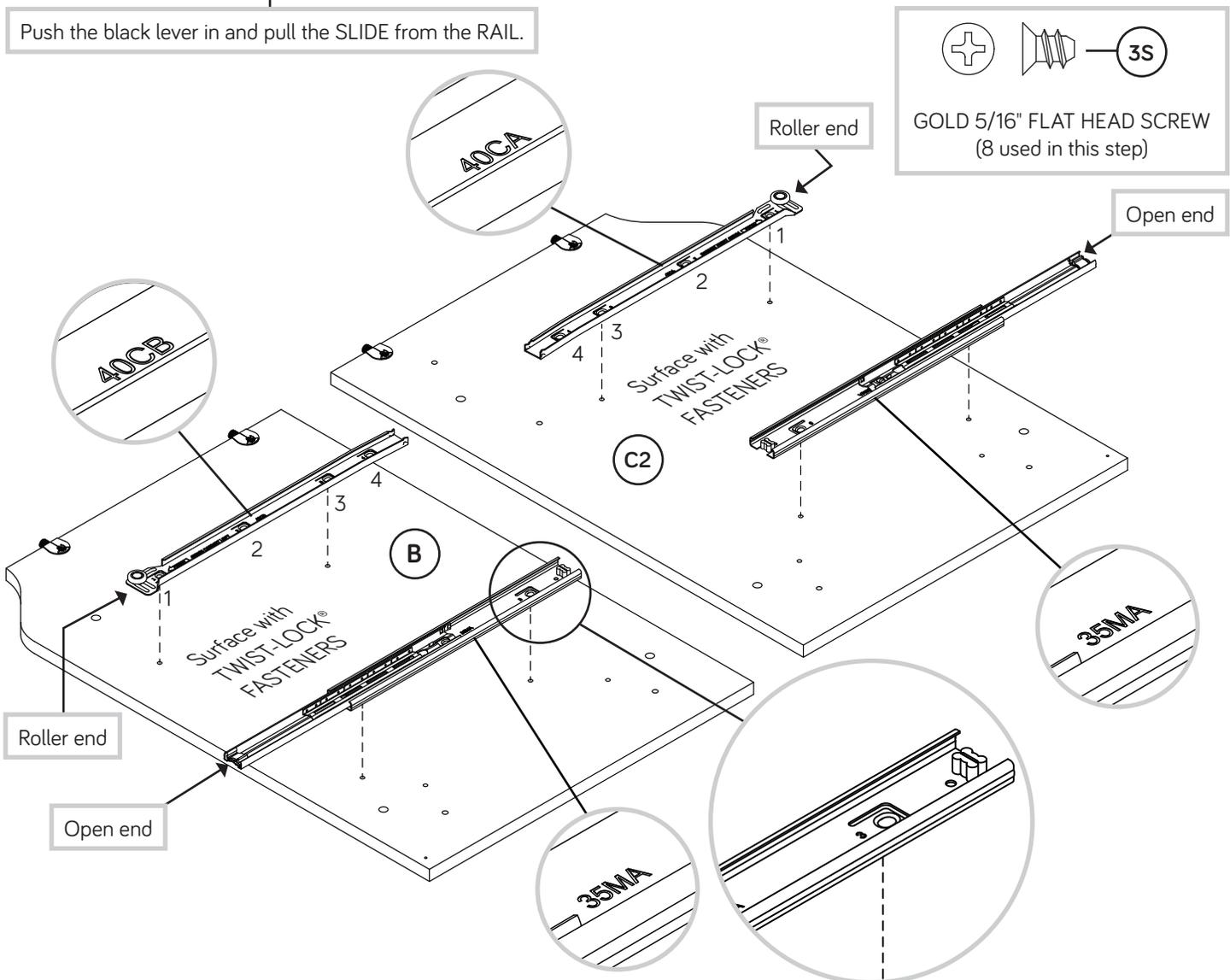
✚ NOTE: For each EXTENSION RAIL, turn a SCREW into the hole shown in the enlarged diagram. Then, slide the inner cartridge of the EXTENSION RAIL out to find the other hole that lines up with the hole in the END and UPRIGHT. Turn a SCREW into this hole.

✚ NOTE: The EXTENSION SLIDES (35MC) will be used later for the DRAWERS.

✚ Fasten the CABINET RIGHT (40CA) to the UPRIGHT (C2) and CABINET LEFT (40CB) to the LEFT END (B). Use four GOLD 5/16" FLAT HEAD SCREWS (3S) through holes #1 and #3.



Push the black lever in and pull the SLIDE from the RAIL.



Step 3

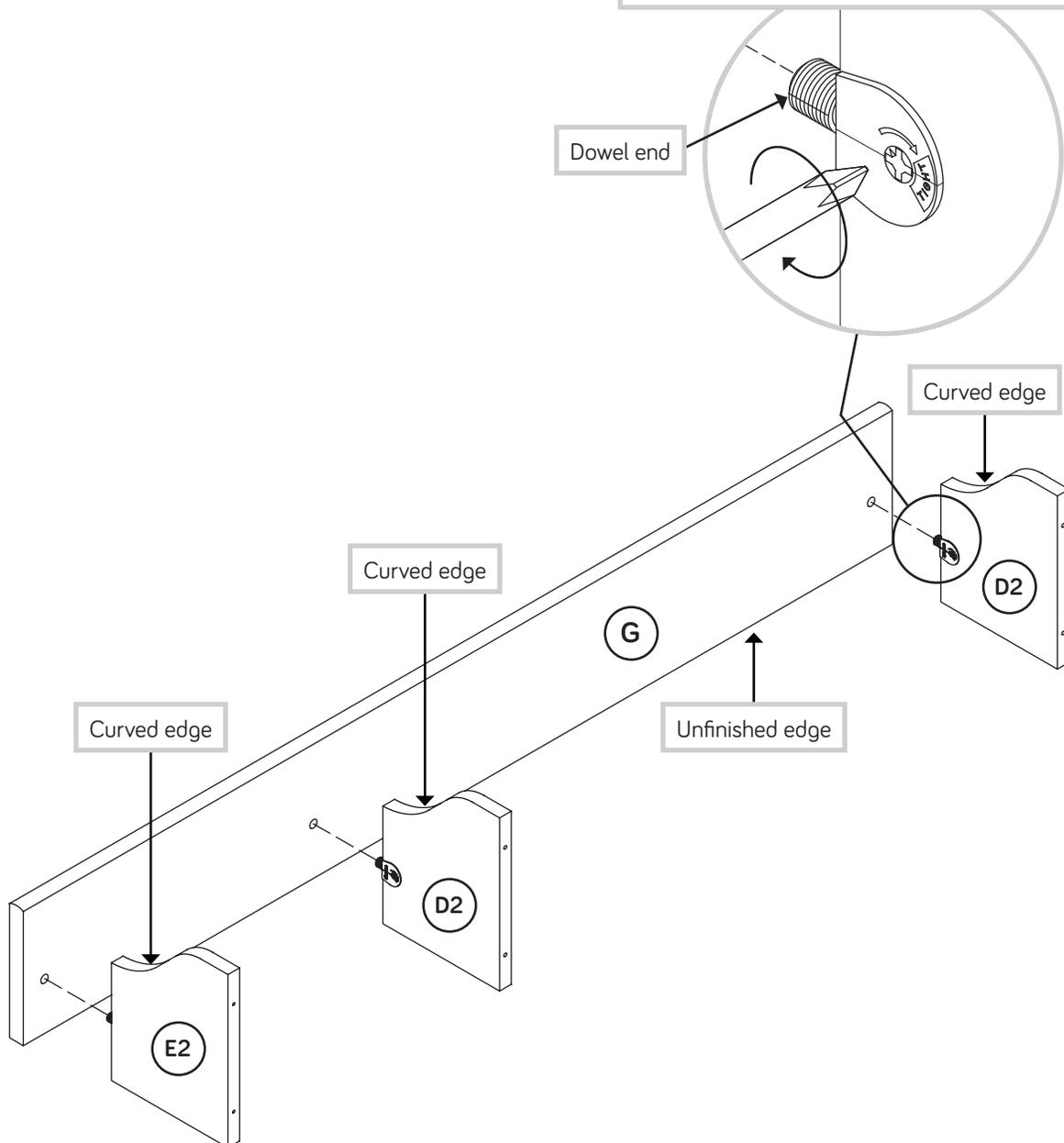
- Fasten the UPRIGHTS (D2 and E2) to the HUTCH TOP (G).
Tighten three TWIST-LOCK® FASTENERS.

How to use the TWIST-LOCK® FASTENER

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

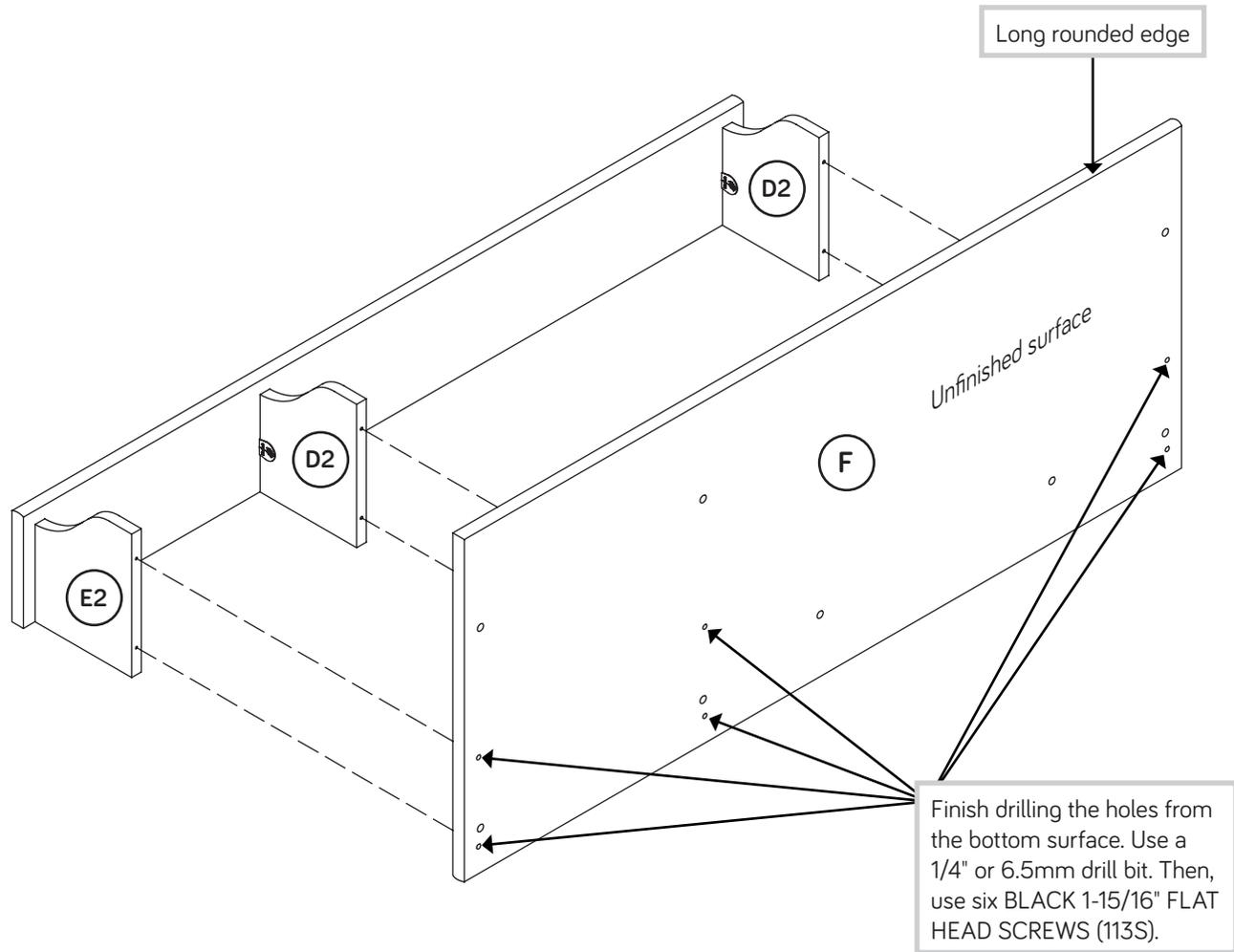
NOTE: The dowel end of the FASTENER must remain fully inserted in the hole of the adjoining part while locking the FASTENER.

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



Step 4

- ✚ Finish drilling the six holes shown in the bottom surface of the TOP (F) using a 1/4" or 6.5mm drill bit.
- ✚ Next, fasten the TOP (F) to the UPRIGHTS (D2 and E2). Use six BLACK 1-15/16" FLAT HEAD SCREWS (113S).



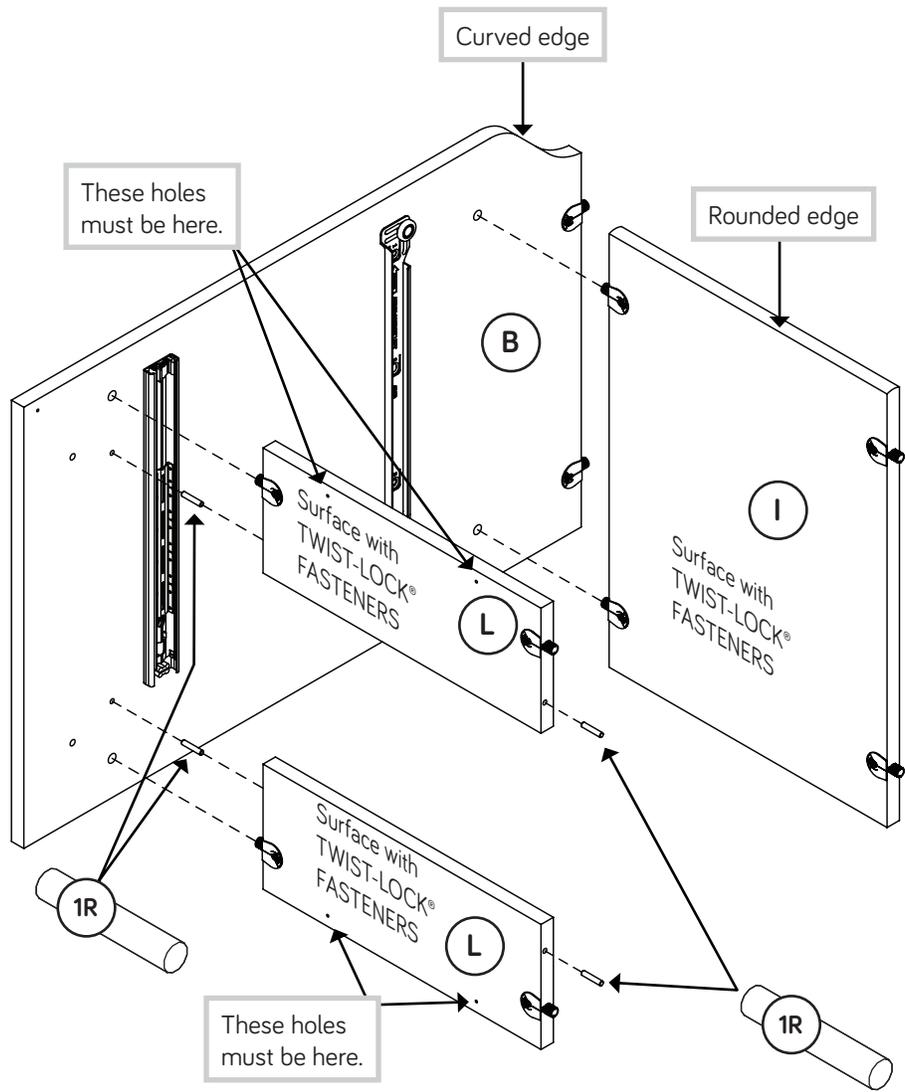
BLACK 1-15/16" FLAT HEAD SCREW
(6 used in this step)

Step 5

- ✚ Insert four METAL PINS (1R) into the BRACES (L).
- ✚ Fasten the BRACES (L) and SHELF (I) to the LEFT END (B).
Tighten four TWIST-LOCK® FASTENERS.
- ✚ NOTE: Be sure the METAL PINS insert into the holes in the LEFT END.

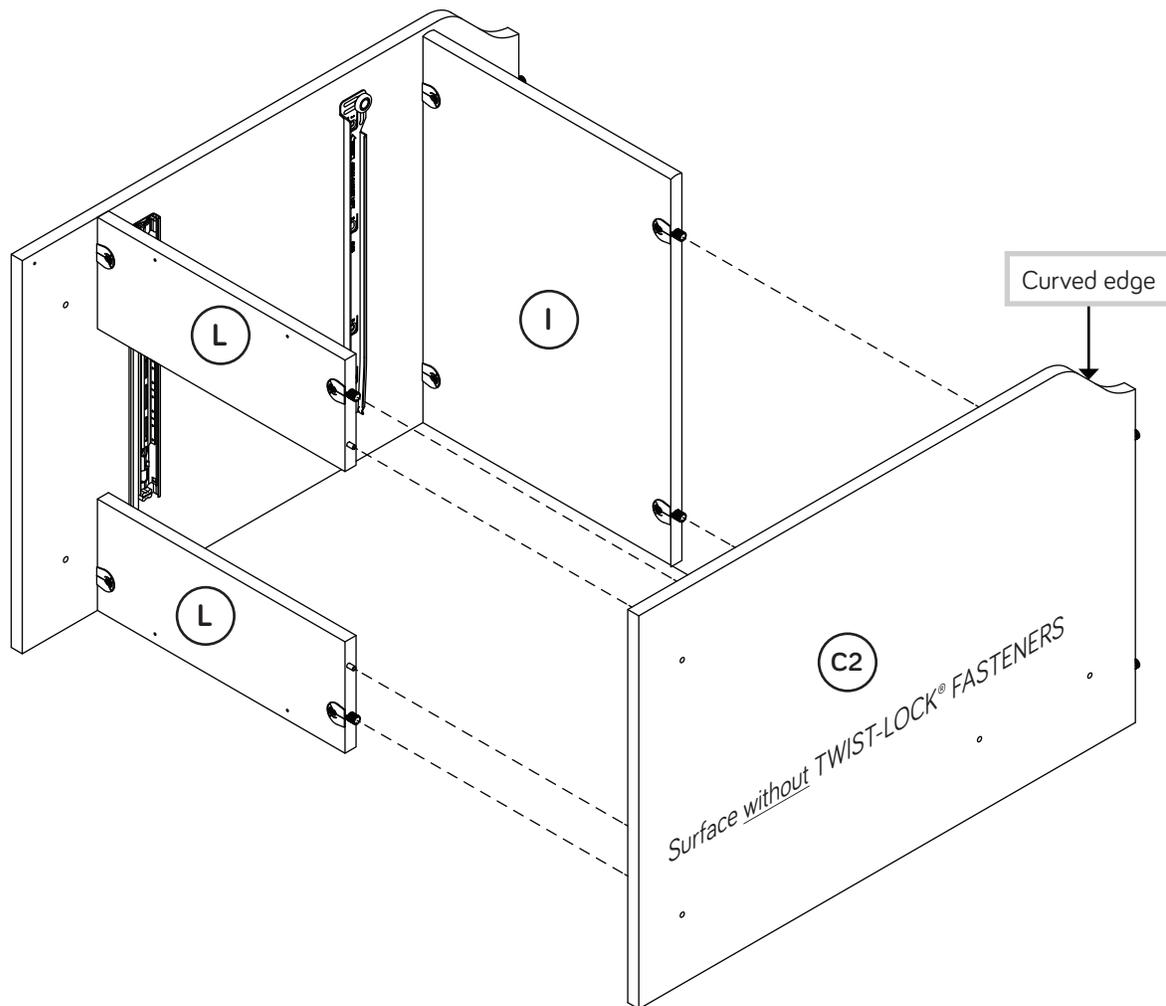
Caution

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



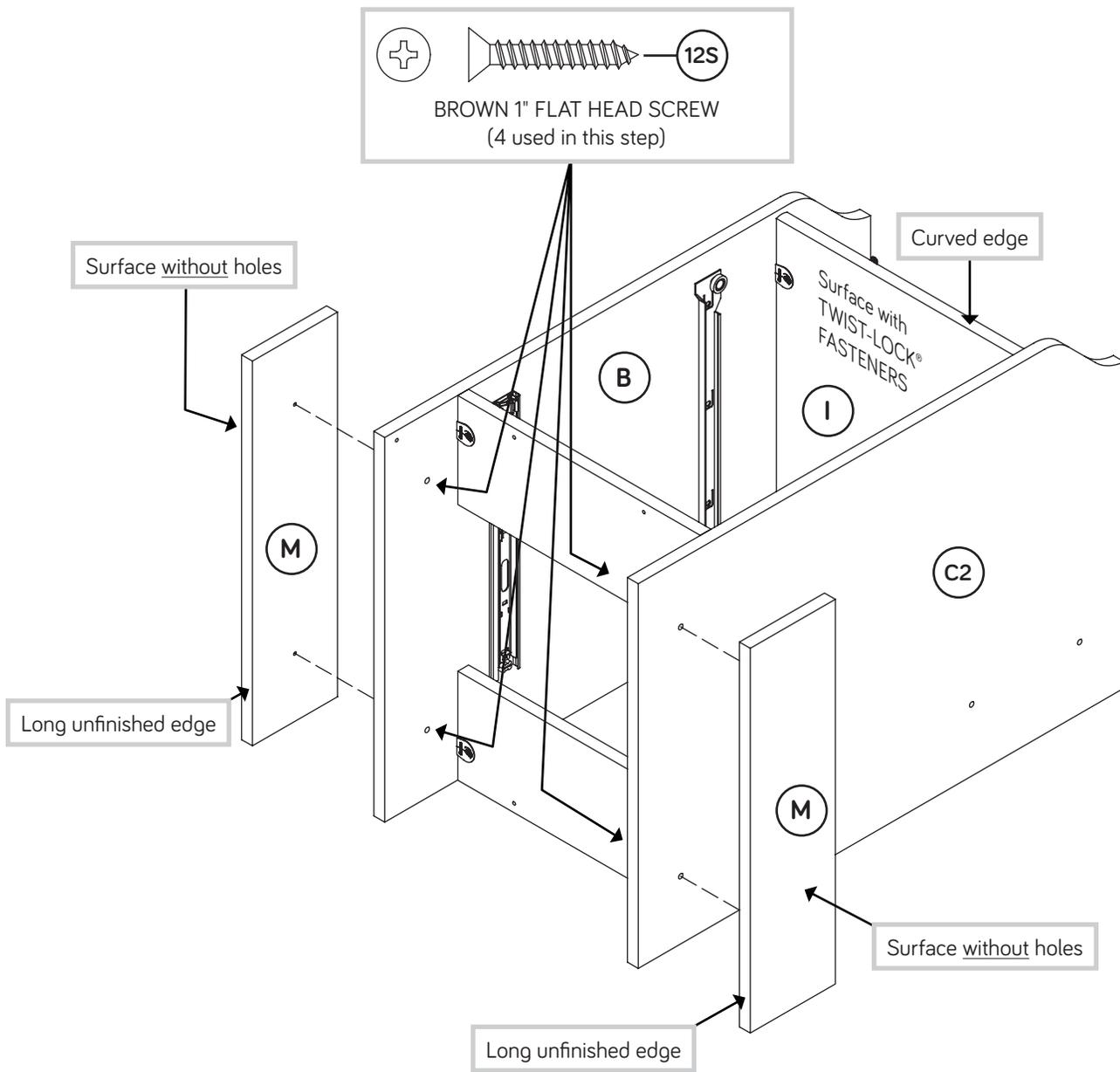
Step 6

- Fasten the UPRIGHT (C2) to the BRACES (L) and SHELF (I). Tighten four TWIST-LOCK® FASTENERS.
- NOTE:** Be sure the METAL PINS in the BRACES insert into the UPRIGHT.



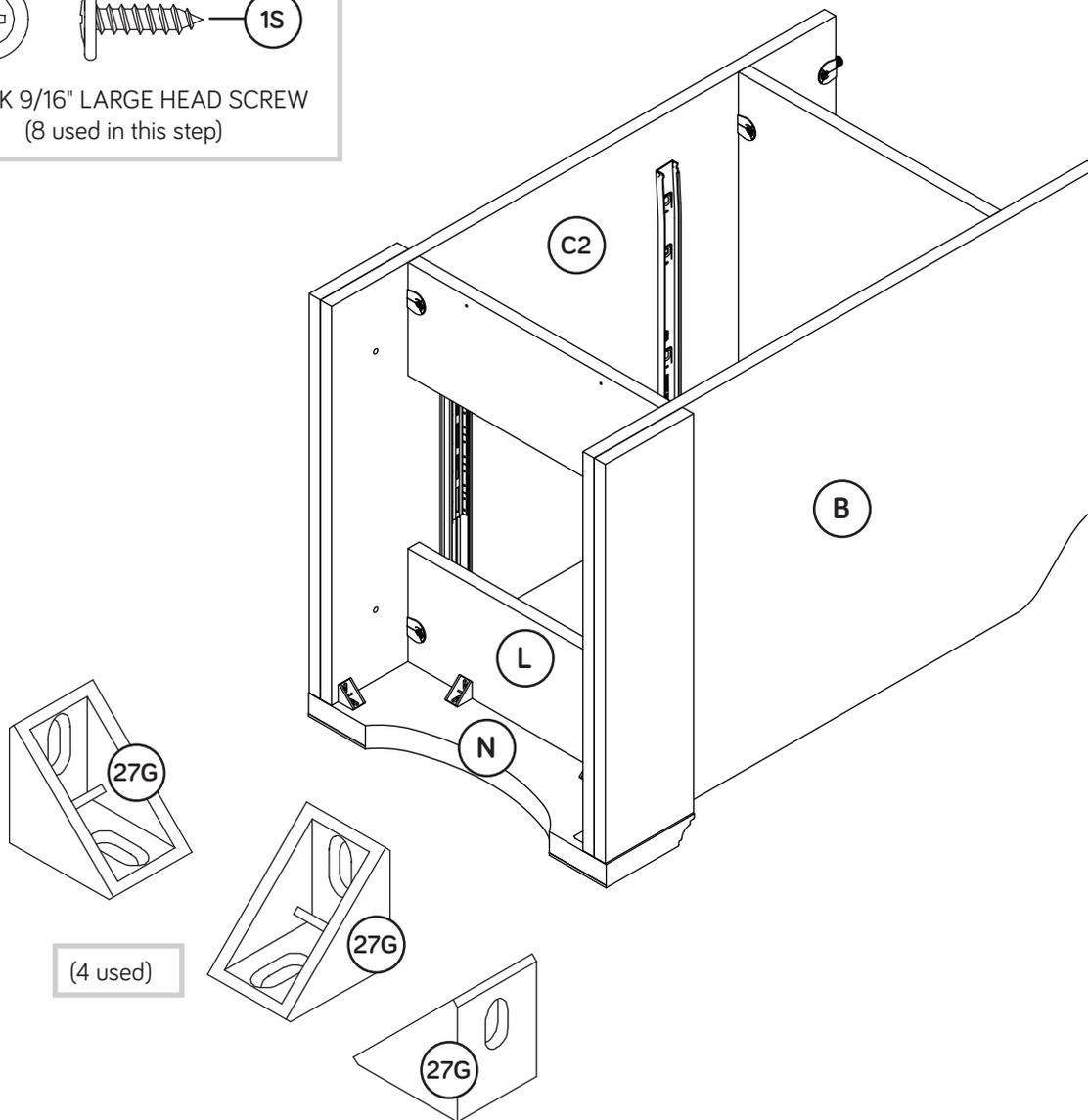
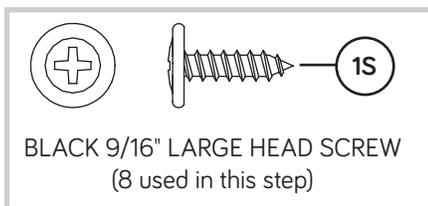
Step 7

- Fasten the SIDE BASES (M) to the LEFT END (B) and UPRIGHT (C2). Use four BROWN 1" FLAT HEAD SCREWS (12S).



Step 8

- ✚ Carefully turn the assembly onto its front edges.
- ✚ Fasten four ANGLE BRACKETS (27G) to the LEFT END (B), UPRIGHT (C2), and BRACE (L). Use four BLACK 9/16" LARGE HEAD SCREWS (1S).
- ✚ **NOTE:** Be sure the edges of the ANGLE BRACKETS are even with the edges of the END, UPRIGHT, and BRACE.
- ✚ Fasten the BASE (N) to the LEFT END (B), UPRIGHT (C2), and BRACE (L). Use four BLACK 9/16" LARGE HEAD SCREWS (1S).

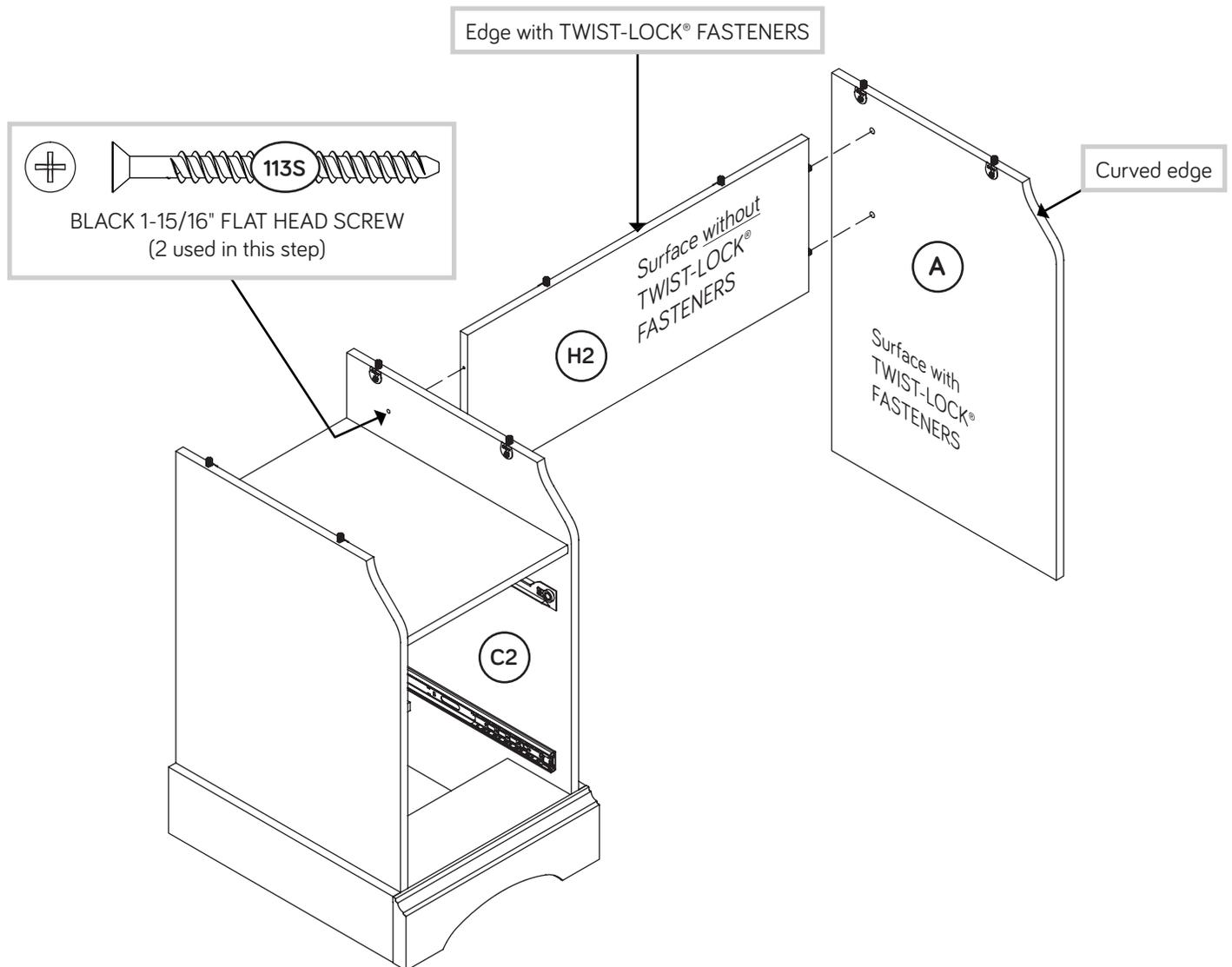


Step 9

- ✚ You will need someone's help in this step.
- ✚ Carefully stand the assembly upright.
- ✚ Fasten the RIGHT END (A) to the MODESTY PANEL (H2). Tighten two TWIST-LOCK® FASTENERS.
- ✚ NOTE: Be sure to support the MODESTY PANEL until it is fastened to the UPRIGHT (C2).
- ✚ Fasten the MODESTY PANEL (H2) to the UPRIGHT (C2). Use two BLACK 1-15/16" FLAT HEAD SCREWS (113S).

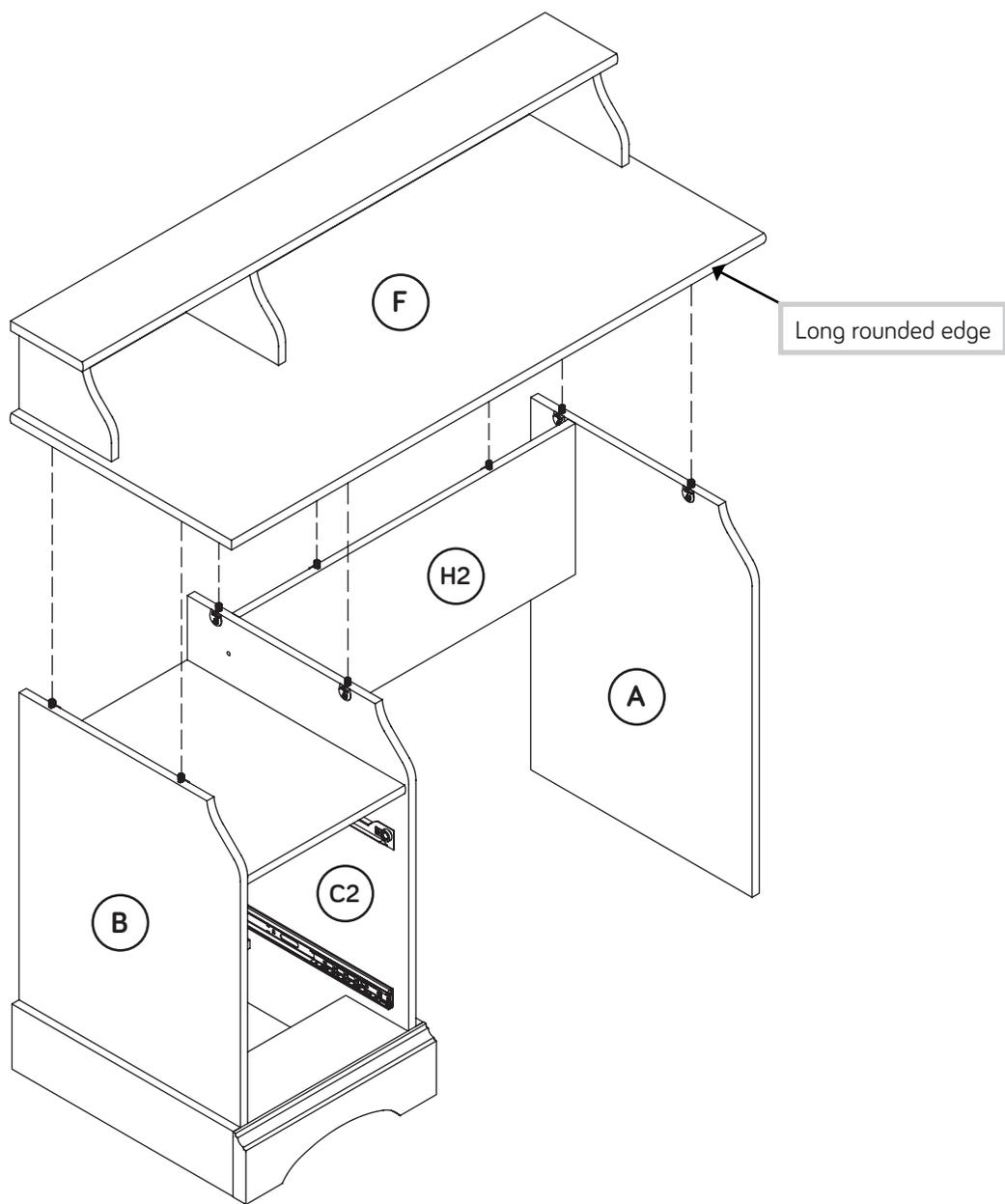


Pro Tip: Lift with your legs. And, you know, your arms.



Step 10

- ✚ You will need someone's help in this step.
- ✚ Fasten the TOP (F) to the ENDS (A and B), UPRIGHT (C2), and MODESTY PANEL (H2). Tighten eight TWIST-LOCK® FASTENERS.



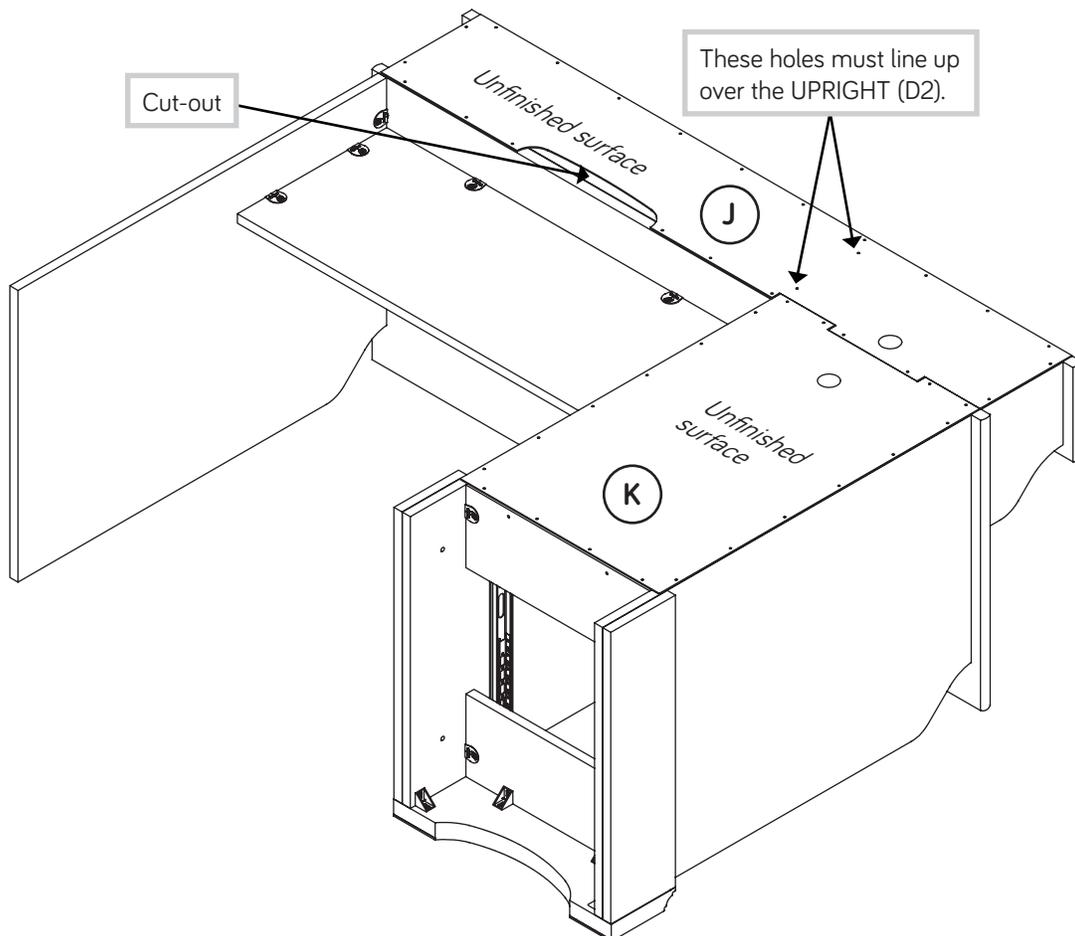
Step 11

- ✚ Carefully turn your unit over onto its front edges. Lay the BACKS (J and K) over your unit.
- ✚ Make equal margins along all four edges of the BACKS (J and K).
- ✚ Fasten the BACKS (J and K) to your unit using the NAILS (1N).
- ✚ **NOTE:** Be sure to tap NAILS into the holes that line up over the UPRIGHT (D2).
- ✚ **NOTE:** Perforations have been provided for access through the BACK. Carefully cut out the holes needed.



Caution

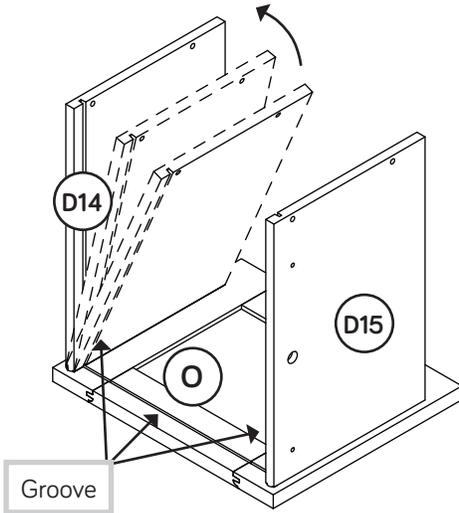
Do not stand the unit upright without the BACK fastened. The unit may collapse.



Step 12

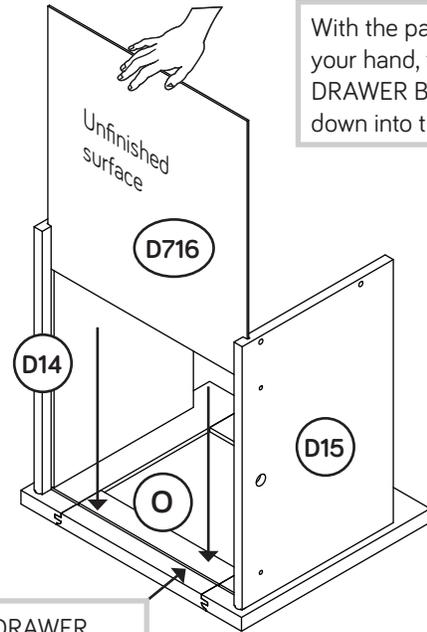
1

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.

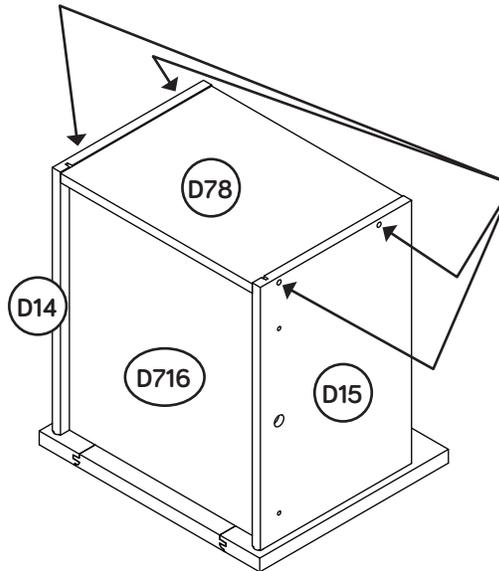


Be sure the DRAWER BOTTOM inserts into the DRAWER FRONT groove.

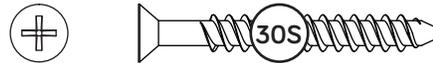
✚ Insert the FILE DRAWER SIDES (D14 and D15) at an angle into the slot at each end of the FILE DRAWER FRONT (O).

✚ Slide the FILE DRAWER BOTTOM (D716) into the grooves in the FILE DRAWER SIDES (D14 and D15) and FILE DRAWER FRONT (O).

3



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



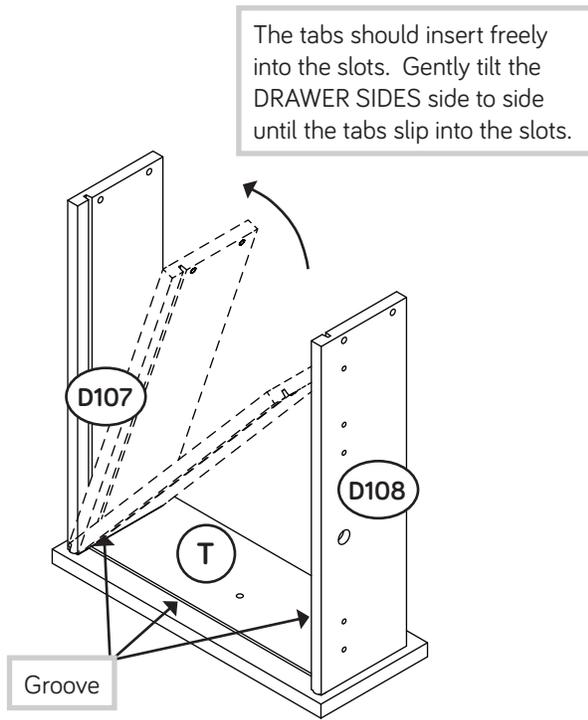
BLACK 1-9/16" FLAT HEAD SCREW
(4 used in this step)

✚ Fasten the FILE DRAWER BACK (D78) to the FILE DRAWER SIDES (D14 and D15). Use four BLACK 1-9/16" FLAT HEAD SCREWS (30S).

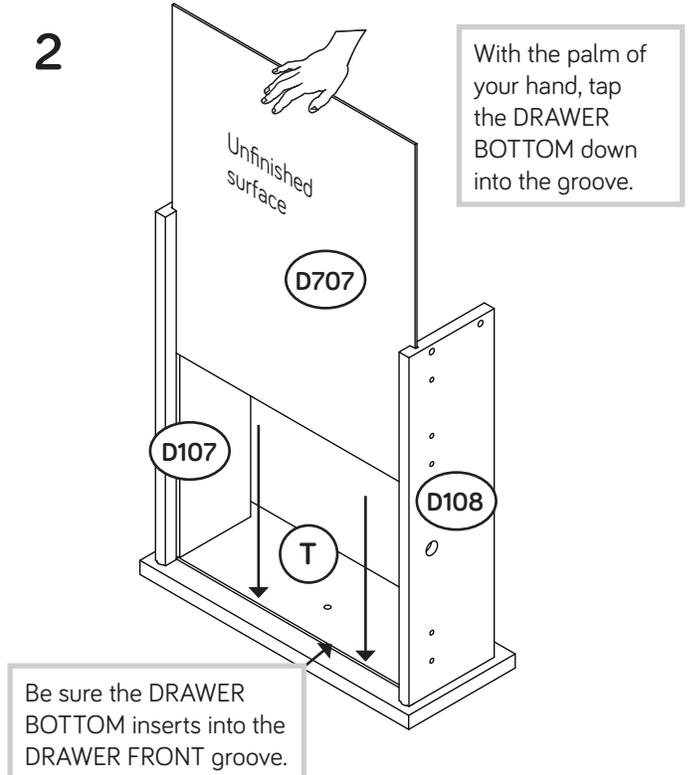
✚ NOTE: Be sure the FILE DRAWER BOTTOM (D716) inserts into the groove of the FILE DRAWER BACK (D78).

Step 13

1



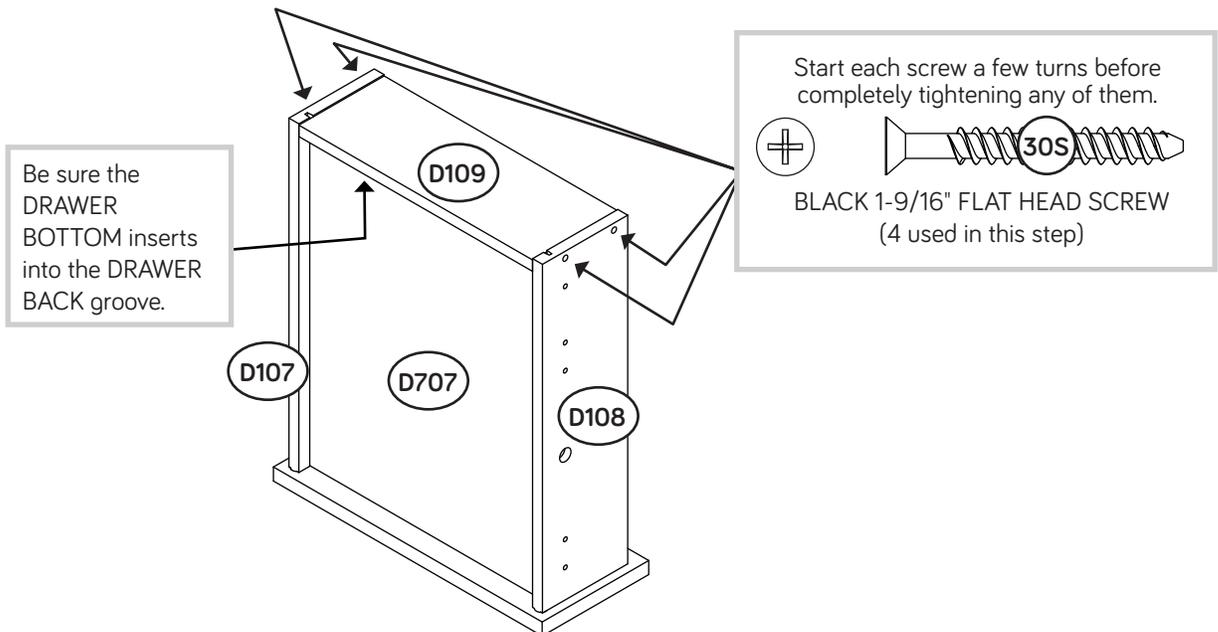
2



✚ Insert the DRAWER SIDES (D107 and D108) at an angle into the slot at each end of the DRAWER FRONT (T).

✚ Slide the DRAWER BOTTOM (D707) into the grooves in the DRAWER SIDES (D107 and D108) and DRAWER FRONT (T).

3

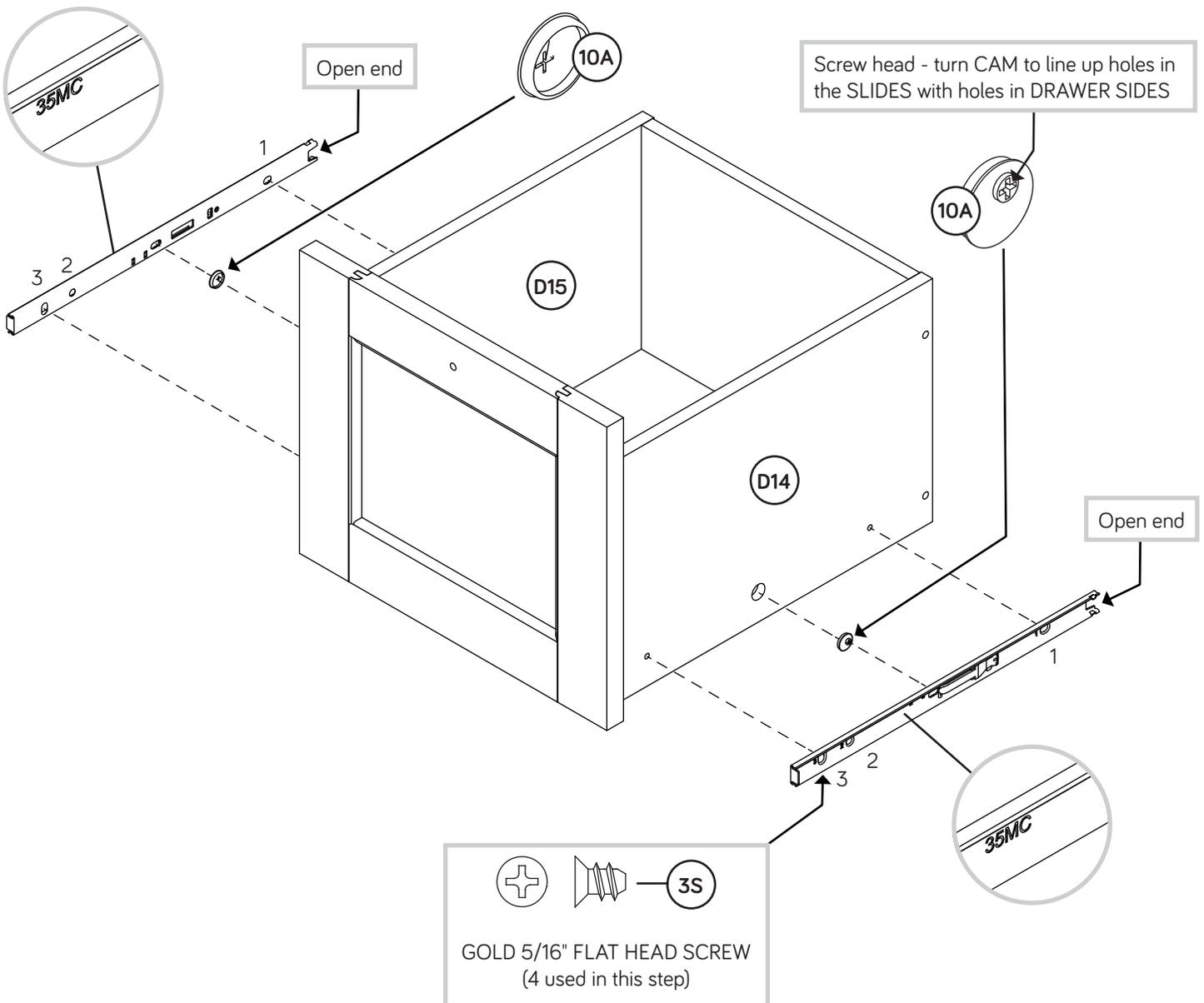


✚ Fasten the DRAWER BACK (D109) to the DRAWER SIDES (D107 and D108). Use four BLACK 1-9/16" FLAT HEAD SCREWS (30S).

✚ NOTE: Be sure the DRAWER BOTTOM (D707) inserts into the groove of the DRAWER BACK (D109).

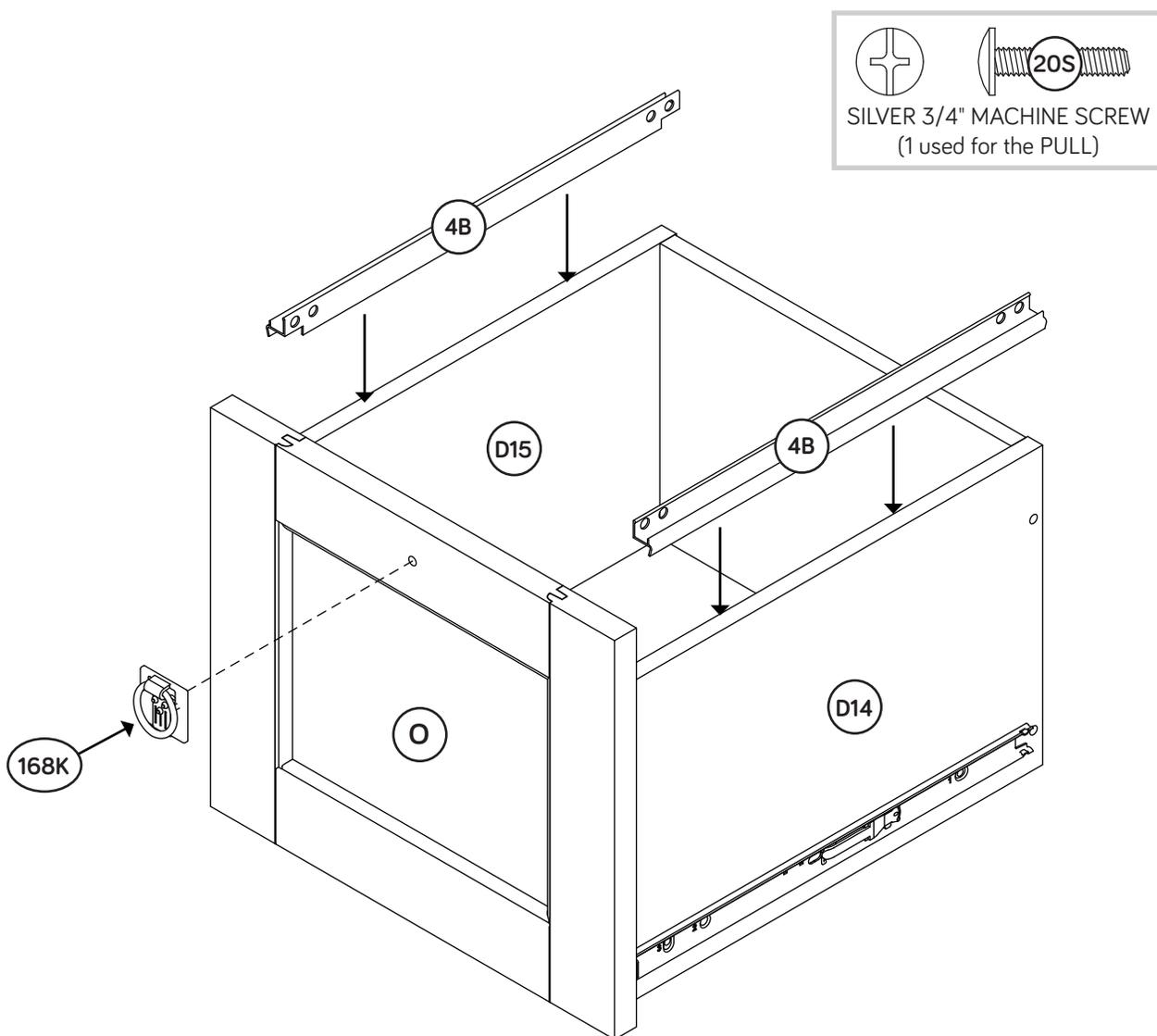
Step 14

- ✚ Insert the SLIDE CAMS (10A) into the large holes in the FILE DRAWER SIDES (D14 and D15).
- ✚ Fasten the EXTENSION SLIDES (35MC) to the FILE DRAWER SIDES (D14 and D15). 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.



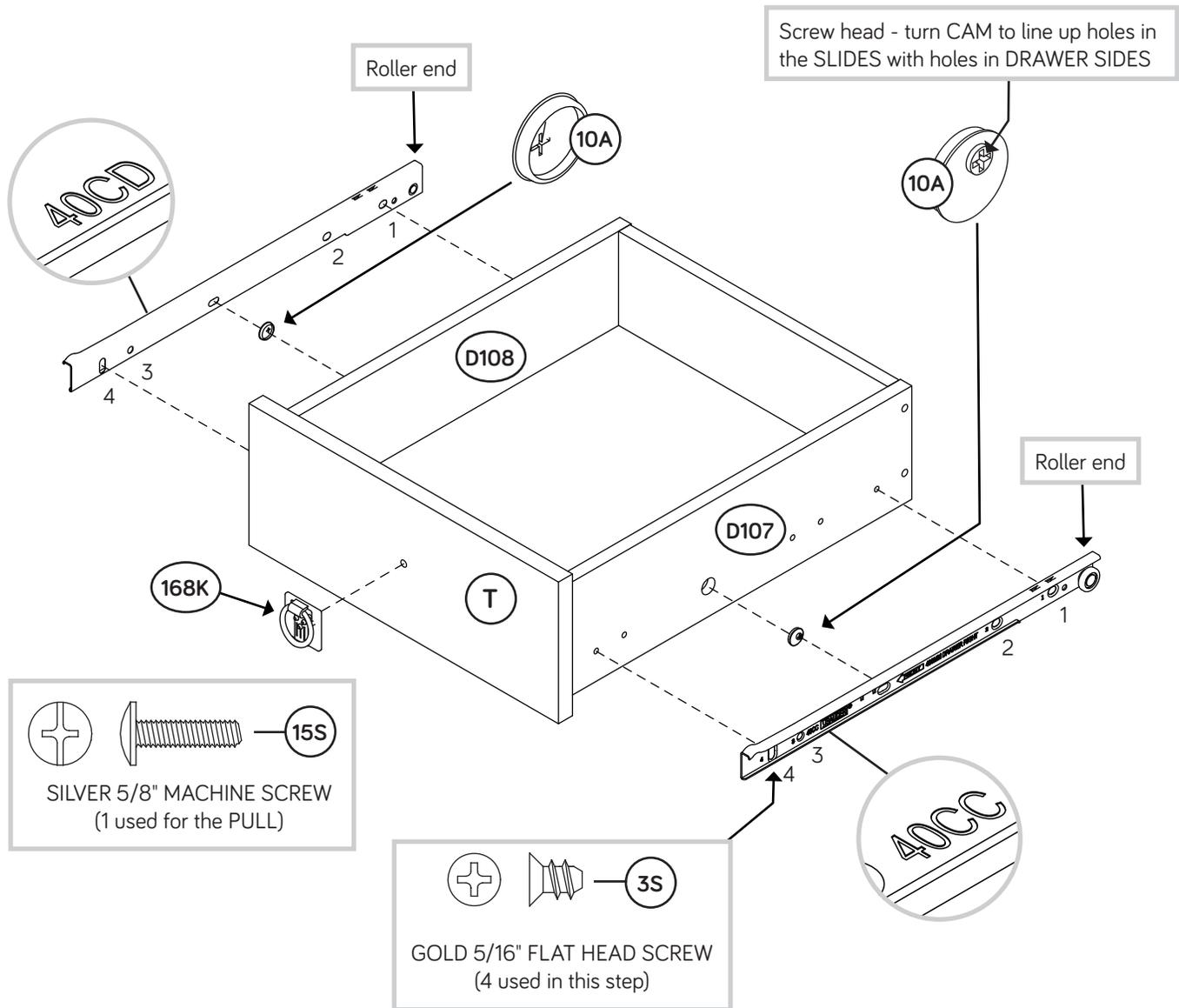
Step 15

- Fasten a PULL (168K) to the FILE DRAWER FRONT (O). Use a SILVER 3/4" MACHINE SCREW (20S).
- Push the FILE GLIDES (4B) onto the FILE DRAWER SIDES (D14 and D15).



Step 16

- ✚ Insert a SLIDE CAM (10A) into each DRAWER SIDE (D107 and D108).
- ✚ Fasten the DRAWER RIGHT (40CC) and DRAWER LEFT (40CD) to the DRAWER SIDES (D107 and D108). 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.
- ✚ Fasten a PULL (168K) to the DRAWER FRONT (T). Use a SILVER 5/8" MACHINE SCREW (15S).

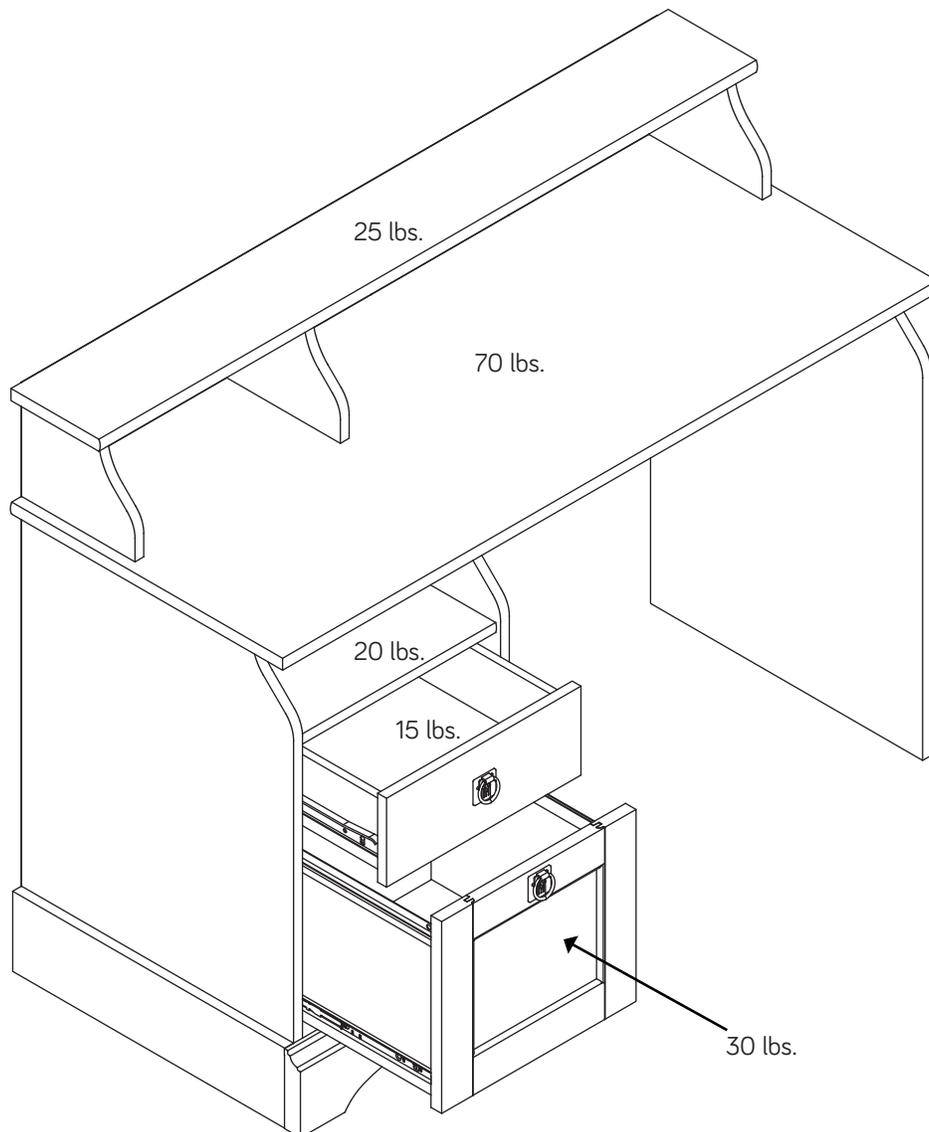


Step 17

- ✚ 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 other 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.

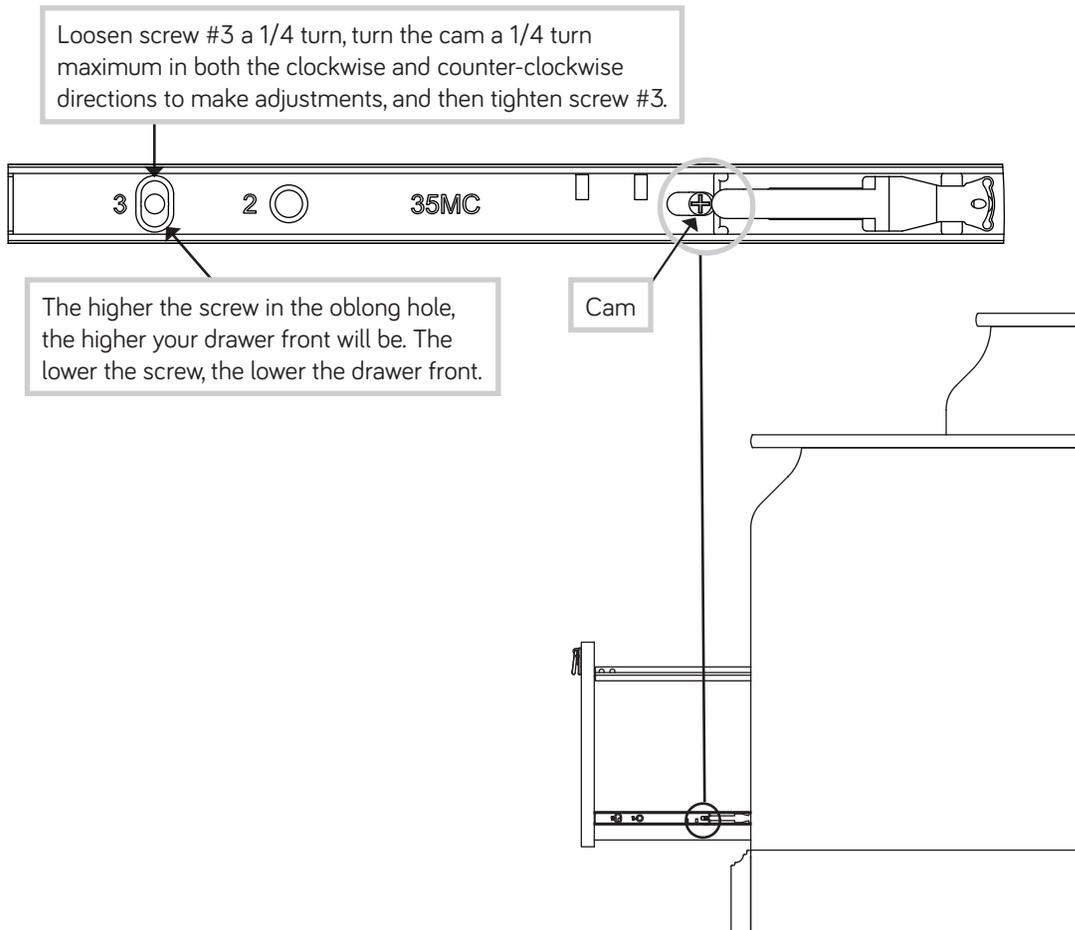


If you're doing this to help a friend, don't leave without a bite.



Step 18

- ✚ To make adjustments to the file drawer, loosen SCREW #3 (#4 in the top drawer) 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. By adjusting the drawers this way, it will help the DRAWER FRONTS line up better when closed. Tighten the SCREWS when finished with adjustments.
- ✚ **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.