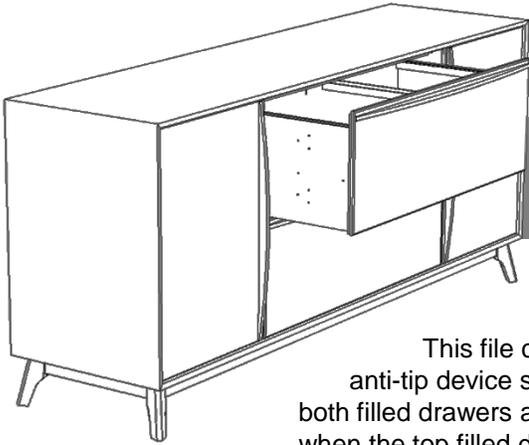


Assembly Instructions for Credenzas

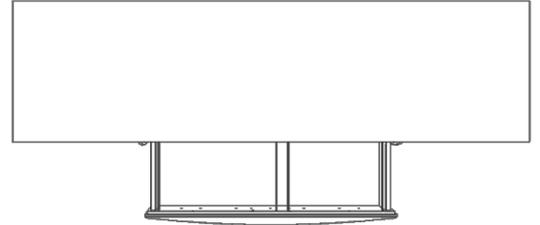


Please identify the listed items before installation.

Hardware included:
 Shelf support pins (8)

Components included:
 Shelves (2)
 File rods (8)

This file cabinet has been fitted with an anti-tip device so that it will not tip forward if both filled drawers are opened at the same time or when the top filled drawer is opened with the bottom drawer closed and empty. Because of this device only one drawer may be opened at a time.

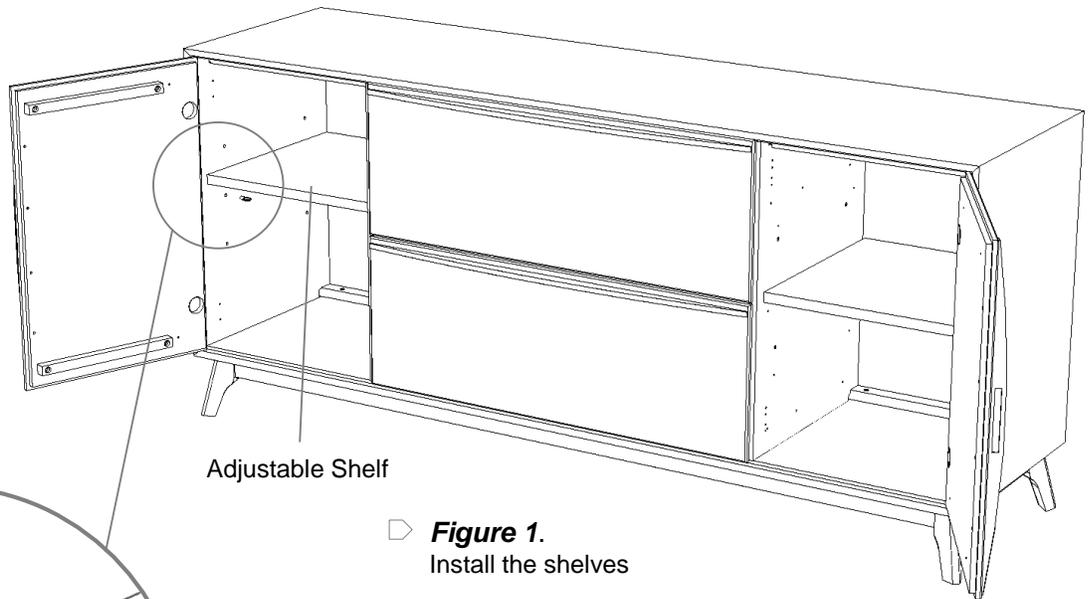


Tools required | None



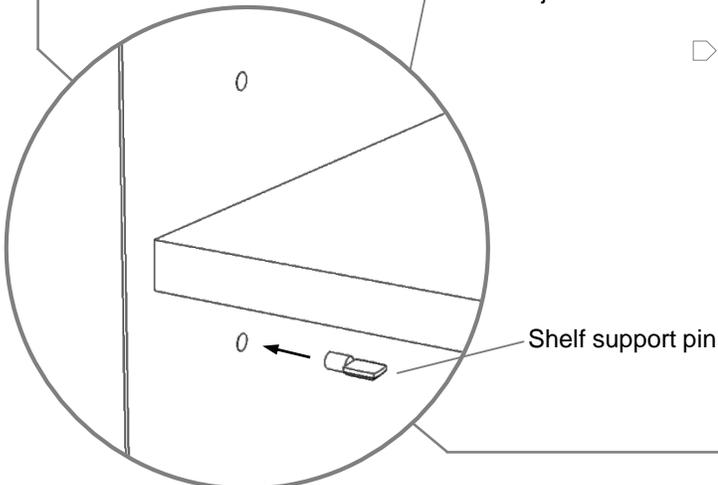
Step 1: Install the shelves

Open the doors. Insert shelf support pins into the holes in the case sides and carefully place the shelf on them (**Figure 1**).



Adjustable Shelf

► **Figure 1.**
Install the shelves



Shelf support pin

Step 2: Level the door

Each door can be leveled by adjusting two hinges. There are three screws on each hinge and each can be adjusted independently (**Figure 2**). The first screw can adjust the door in the left and right direction. The second screw can adjust the door up and down. The third screw can move the door in and out. Please adjust your door accordingly.

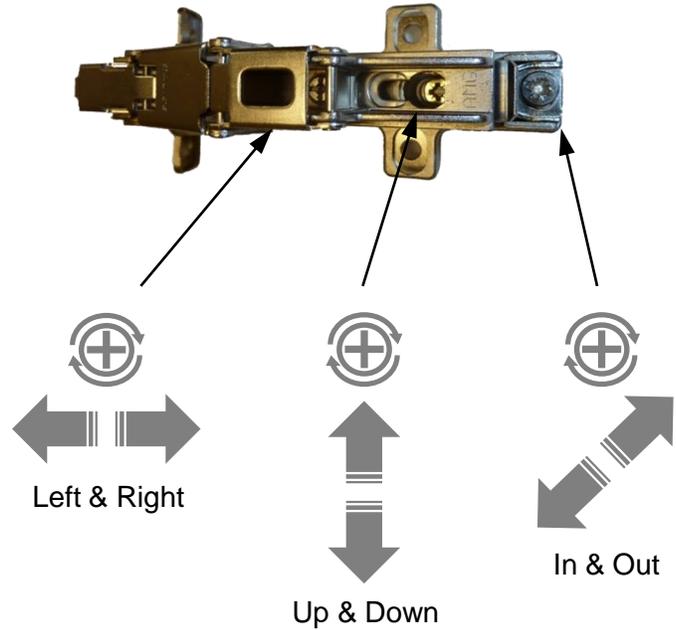
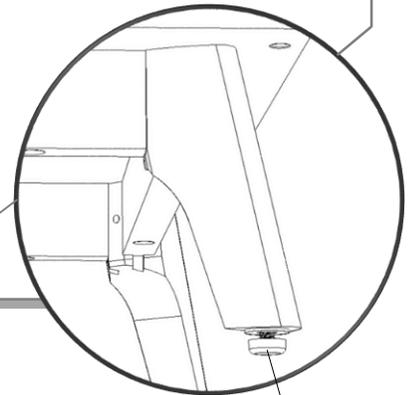
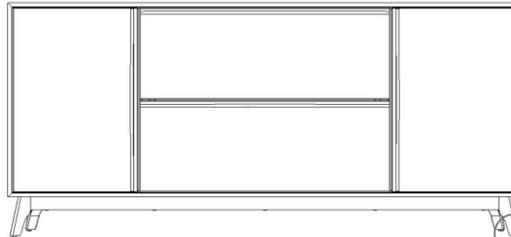


Figure 2. Level the door

When in use

How to level the case

To level the case, there are levelers in each of the four legs. The levelers can be turned up and down to make the unit level.



Leveler

Safety Notification

It is strongly recommended that you install the anti-tip stop included with your furniture to help prevent a potential tip-over of the furniture onto a small child.

Care Instructions

To care for and preserve the finish on your new Copeland Furniture piece, please keep the following recommendations in mind.

- While our furniture has been finished with a durable top coat, the surface may be sensitive to dents and abrasions during the first 30 days in your home.
- Treat the surface finish gently so it does not dent or chip. Tape or stickers should not be put on the finish.
- For general care use a soft cloth to dust the furniture.
- Use damp cloth with a mild soap to clean-up spills or dirt. Dry the surface thoroughly.
- Please do not use any polishes, waxes or solvents to clean the surface of the furniture. This holds true for new Copeland Furniture pieces as well as items you may already have in your home.
- Please do not place any candles directly on the surface of your furniture. The perfumes and dyes in the candles may penetrate the finish.
- Beds must be disassembled before moving to avoid damage. Never attempt to move the bed while it is assembled.

Special Care Instructions for Cherry Furniture

Please read the following if you have purchased a Copeland product in cherry. Furniture that has been crafted from cherry wood becomes darker with age. The change in color, from a reddish tan to a reddish brown, is most noticeable during the first six months of ownership. It is important to understand that exposure to light accelerates the natural oxidization process. An object left on a cherry wood surface for an extended period of time may retard the aging process in a limited area. Simply remove the object and, over time, the surface will attain a uniform reddish brown color.

