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



PRODUCT NAME: Medici Secretary Desk with Hutch

ITEM NUMBER: MO323

ASSEMBLED DIMENSIONS: 72 1/4"H x 25"W x 14 1/2"D



PRODUCT NOT INTENDED FOR COMMERCIAL USE. UPDATED: 3-16-2020

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## Assemble in location for intended use.

Ltr.	Qty.	Hardware Included	
А	8	Screws	
В	2	Connector Plates	
С	8	Shelf Supports	
D	1	Key	
E	1	Wall Anchoring (Anti-tip) Kit See page 5	

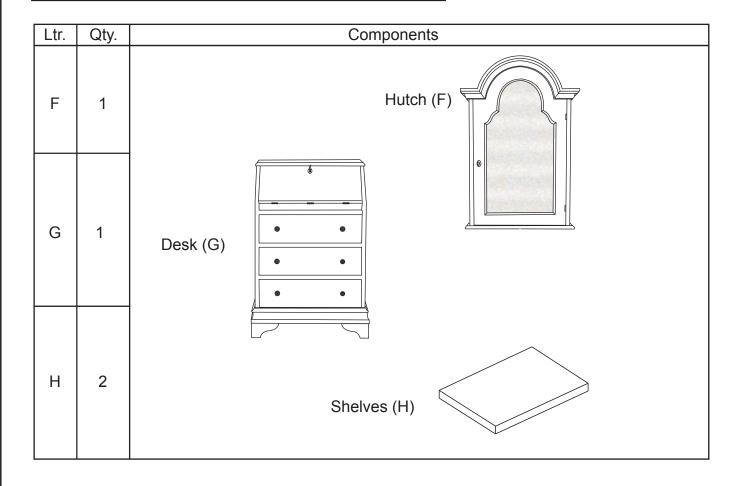
## **REQUIRED TOOLS:**

Phillips Screwdriver -Two person assembly suggested.

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

**NOTE:** To avoid accidentally discarding small parts or hardware, retain all carton contents until assembly and installation are complete.



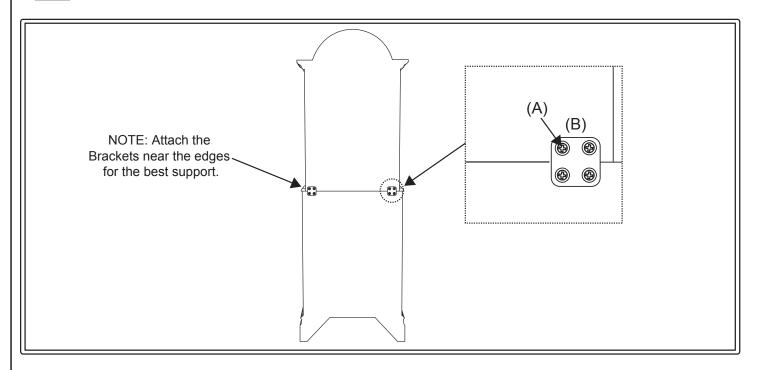


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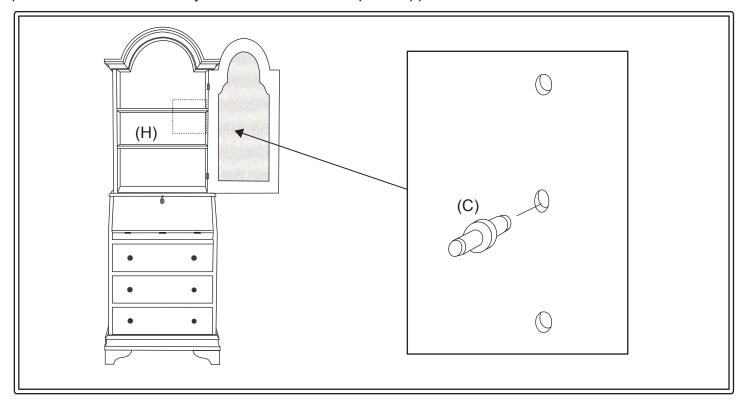
STEP 1: Carefully lift Hutch (F) and place on top of Desk (G). Center and align then join both together by placing Connector Brackets (B) as illustrated below and securing with Screws (A).



WARNING: To prevent tip-over, Connector Brackets (B) must be used to join units.



STEP 2: Determine location for each Shelf (H) then insert Shelf Supports (C) into corresponding pre-drilled holes. Carefully set each Shelf level upon Supports.



# Cleaning & Care

Do not use alcohol based products or spray polisher as finish damage may result.

Periodically dust with a soft, dry cloth.

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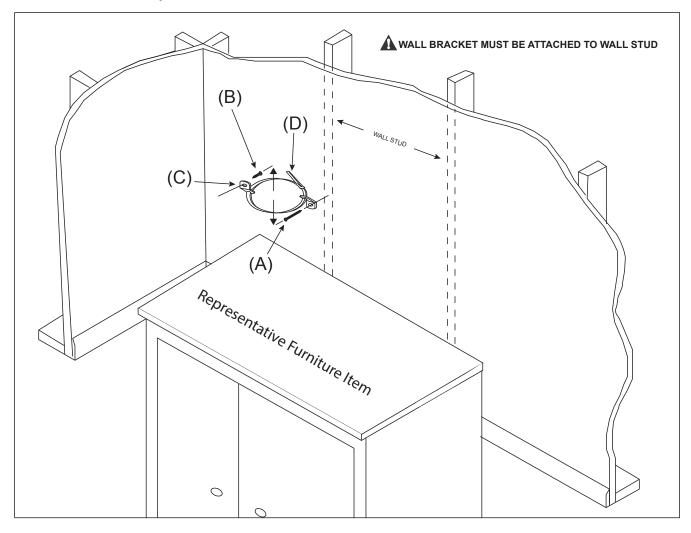
### WALL ANCHORING HARDWARE (ANTI-TIP)

Ltr.	Qty.	Hardware Included	
A	1	<======================================	Large Screw
В	1	<uuti(%)< td=""><td>Small Screw</td></uuti(%)<>	Small Screw
С	2		Bracket
D	1		Retention Belt



#### 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.



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