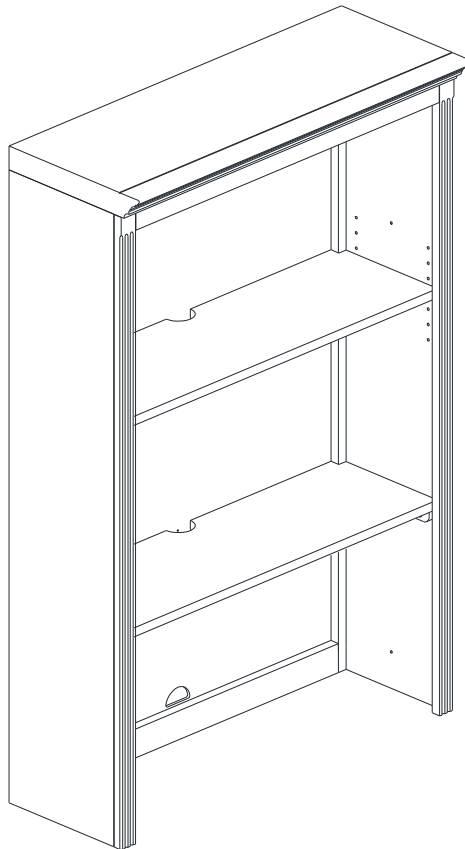


POTTERY BARN



LIVINGSTON DOUBLE BOOKCASE HUTCH

Date : 30-March-16

Rev :-

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Important Safety Instructions:

- Please read all instructions carefully before assembling.
- For your safety, assembly by two or more adults is strongly recommended.
- Keep instructions for future use.
- Use only vendor supplied hardware to assemble. Using unauthorized hardware could jeopardize the structural integrity of the item.
- The Livingston Double Bookcase Hutch is designed for use with Livingston Double Lateral File or Double Glass Cabinet.

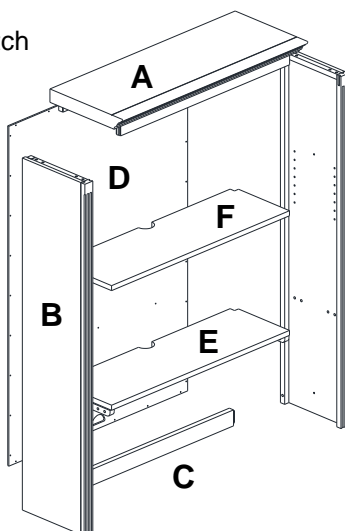
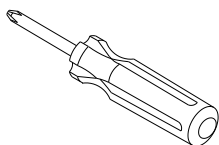
Pre-assembly:

- Remove all parts and hardware from the box and lay out on a clear carpeted or scratch-free work surface, as this will avoid damaging parts during assembly. The shipping box provides an ideal work surface.
- Do not dispose of any packaging or contents of the shipping carton until assembly is completed to avoid accidentally discarding small parts or hardware.
- Use the parts and hardware lists below to identify and separate each of the pieces included.
- The illustrations provided allow for easier assembly when used in conjunction with the assembly instructions.
- The use of power tools to aid in assembly is not recommended. Power tools can damage hardware and split wood.

Parts Enclosed:

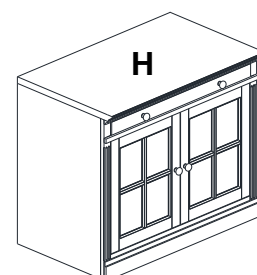
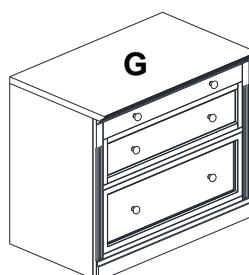
- Livingston Double Bookcase Hutch
 - ⇒ (A) Top Panel – 1x
 - ⇒ (B) Side Panel – 2x
 - ⇒ (C) Bottom Rail – 1x
 - ⇒ (D) Back Panel – 1x
 - ⇒ (E) Fixed Shelf – 1x
 - ⇒ (F) Adjustable Shelf – 1x

Tool Required:

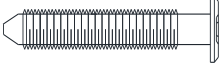
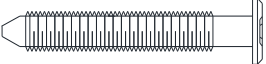
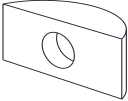



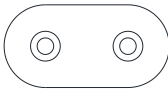
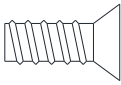
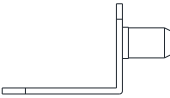
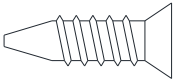



Needed for assembly:

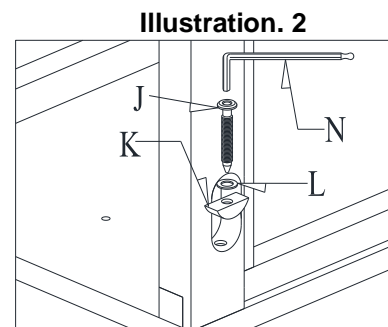
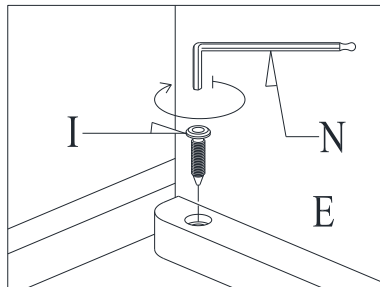
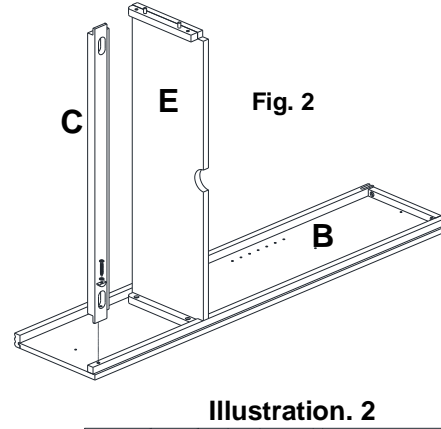
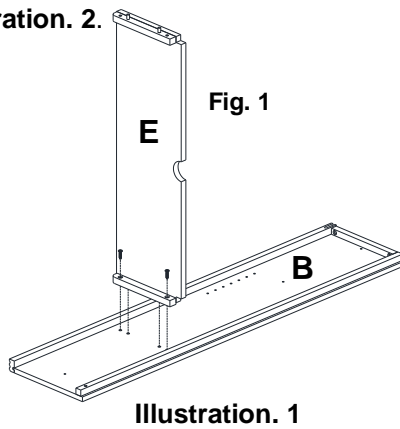
- Livingston Double Lateral File and Double Top (G)
- Livingston Double Glass Cabinet and Double Top (H)



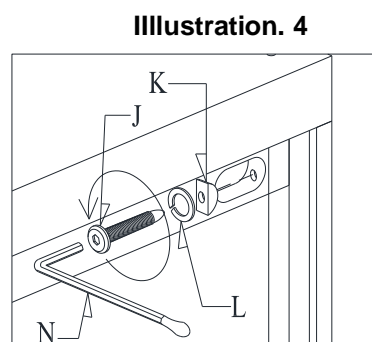
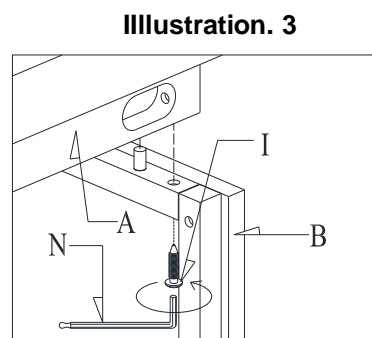
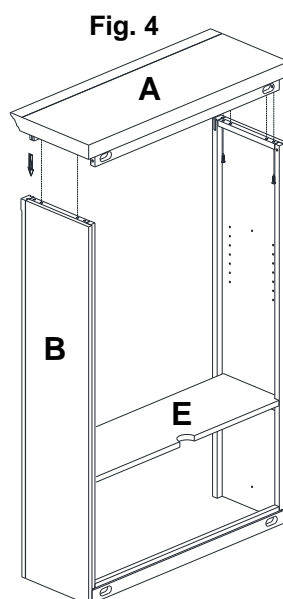
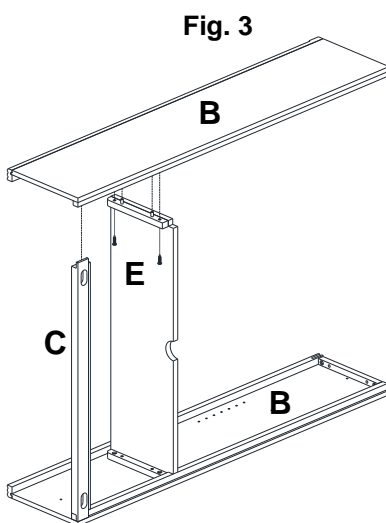
Hardware Enclosed:

			
I. Allen Bolts 1/4" x 1 1/4" – 8x	J. Allen Bolts 1/4" x 2" – 6x	K. Curved Washers – 6x	L. Spring Washers – 6x
			
M. Bolts Connector – 3 Set	N. Allen Key M4 – 1x	O. Mending Plate – 2x	P. Bolt JF 5/32" x 1/2" – 4x
			
Q. Shelf Pins – 4x	R. Screw 6 x 3/4" – 30x	S. Drill – 1x	

1. Carefully lay the one Side Panel (B) on a flat, scratch-free or carpeted surface. Attach the Fixed Shelf (E) by inserting dowels on the fixed shelf into the holes on the Side Panel (B) shown in **fig. 1**.
2. Insert the Allen Bolts (I) through the holes on the cleat of the Fixed Shelf (E) into the insert on the Side Panel (B), tighten with the Allen Key (N) as shown in **fig. 1, illustration. 1**.
3. Attach the Bottom Rail (C) to the Side Panel (B). Place Spring Washers (L), Curved Washers (K) onto the Allen Bolts (J) through the holes on the cutout of the Bottom Rail (C) into the insert on the Side Panel (B) as shown in **fig. 2 illustration. 2**.



4. Attach the other Side Panel (B) repeat step 2 & 3 as shown in **fig. 3, illustration. 2 & 3**.
5. Attach the Top Panel (A) by inserting dowels on the Side Panels (B) into the holes on the Top Panel (A). Insert the Allen Bolts (I) through the holes on the cleat of the Side Panels (B) into the inserts on the Top Panel (A), tighten with the Allen Key (N) as shown in **fig. 4, illustration. 3**.
6. Place Spring Washers (L), Curved Washers (K) onto the Allen Bolts (J) through the holes on the cutout of the wood support of the Top Panel (A) into the inserts on the Side Panels (B) as shown in **fig. 4 illustration. 4**.



7. Attach the Back Panel (D) to the cabinet, insert Screws (R) into the pre-drilled holes on the back panel. Tighten with a Screwdriver (not included) as shown in **fig. 5, illustration. 5**.
8. Attaching Adjustable Shelves as shown in **fig. 6, illustration. 6 & 7**:
 - Determine desired height for Shelf (F), insert the Shelf Pins (Q) in the pre-drilled holes located on the side panels of the cabinet until they are fully secure.
 - Put the Shelf (F) into the cabinet by inserting the shelf “diagonally”. Place adjustable Shelf (F) onto the Shelf Pins (Q). Make sure the shelves are stable.

Fig. 5

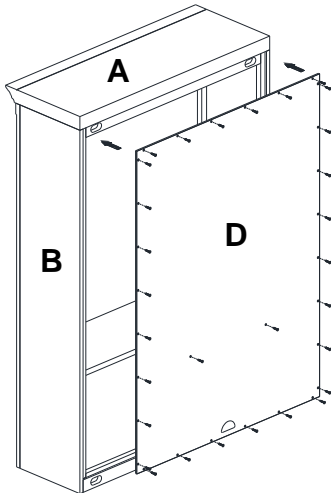


Illustration. 5

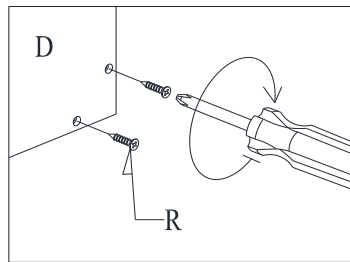


Fig. 6

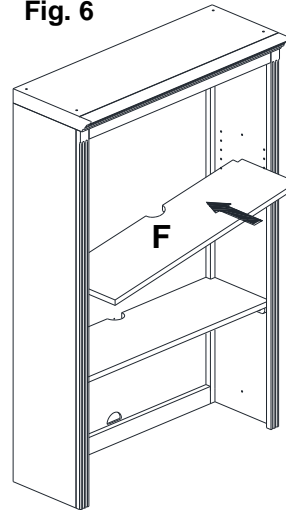


Illustration. 6

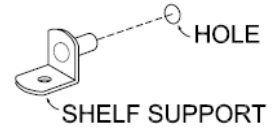
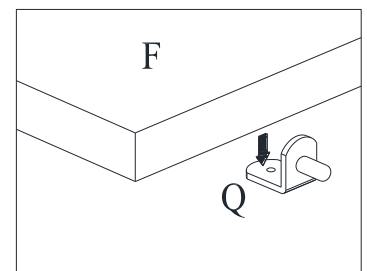


Illustration. 7



Assembly Instructions:

Livingston Double Hutch with Double Lateral File and Double Top (G) or Livingston Double Glass Cabinet and Double Top (H) :

1. Lay Double Bookcase Hutch on the Double Lateral File (G) or Double Glass Cabinet (H) as shown in **fig. 7**.
2. Align the holes on the back of the Double Hutch with the holes on the back of the Double Lateral File or Double Glass Cabinet. Attach Mending Plates (O) by Inserting the flat Head Bolts (P) through the holes on the Mending Plate (O) as shown in **fig. 7, illustration. 8**. Tighten with a screwdriver (not included).

Fig. 7

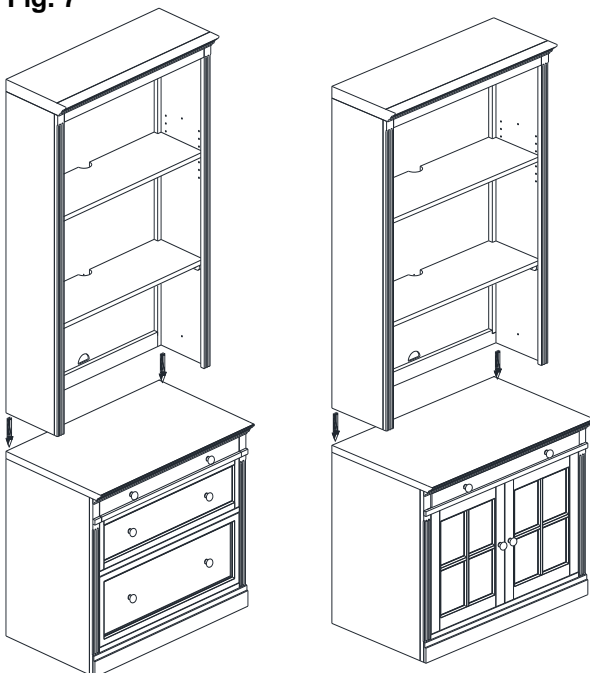


Fig. 8

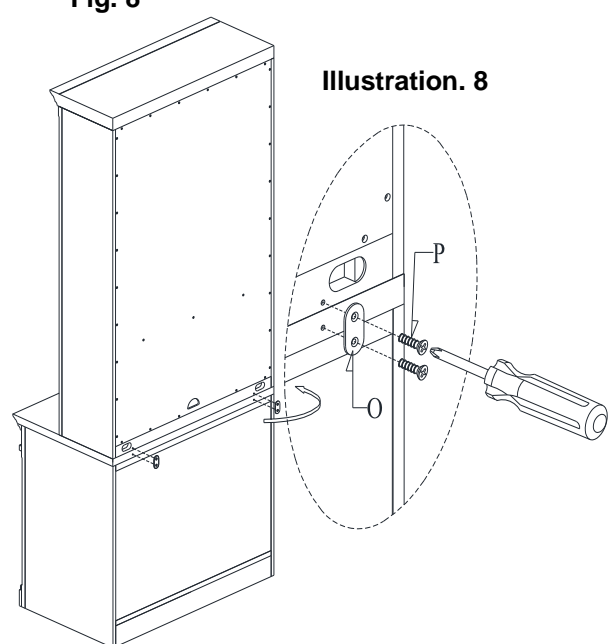


Illustration. 8

Livingston Double Hutch, Double Lateral File and Double Top with Livingston Single Hutch, Single Drawer Pedestal and Single Top.

- Position Livingston Modular items at the desired location.
- Use Drill Bit (S) to penetrate the pre-drilled holes on the side panels of the furniture that will be connected together as shown in **fig. 9, illustration. 9**.
- Align the holes of each item with other and insert the connector bolts (M & M') then tighten with a screwdriver (Not Included) as shown in **fig. 10, illustration. 10**.

Fig. 9

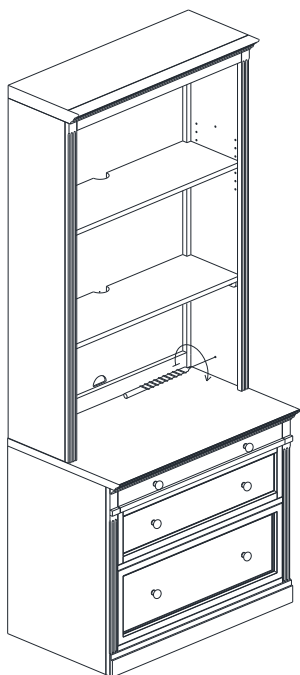


Illustration. 9

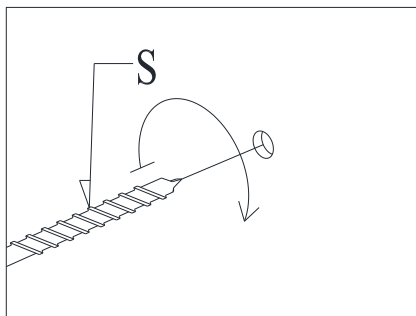


Fig. 10

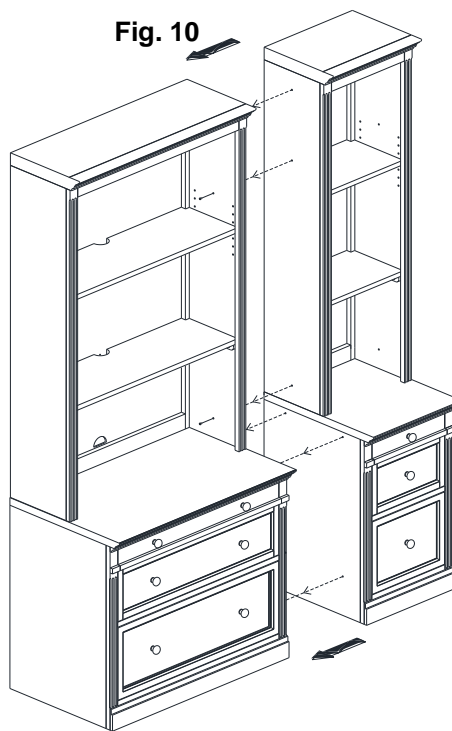
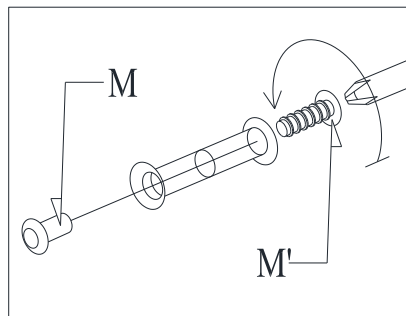


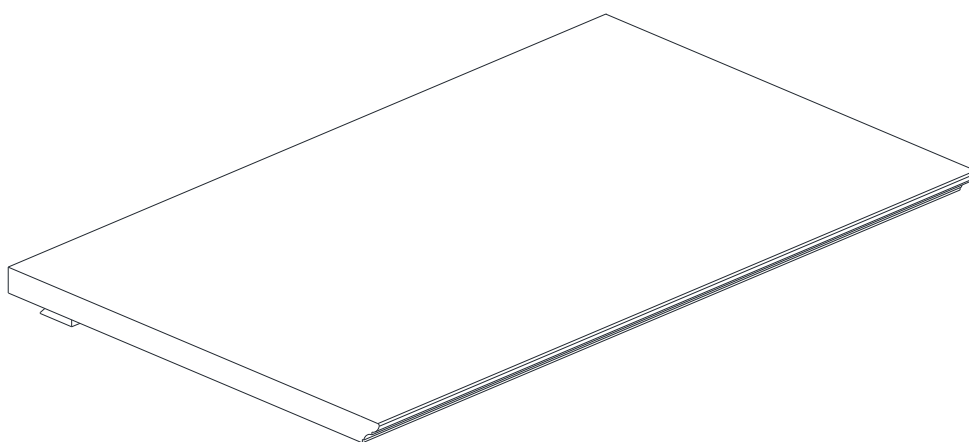
Illustration. 10



Care Instructions:

- Dust often using a clean, soft, dry and lint-free cloth.
- Blot spills immediately and wipe with a clean, damp, cloth.
- We do not recommend the use of chemical cleansers, abrasives or furniture polish on our lacquered finish.

POTTERY BARN



LIVINGSTON DOUBLE TOP

Date : 25-March-16

Rev : -

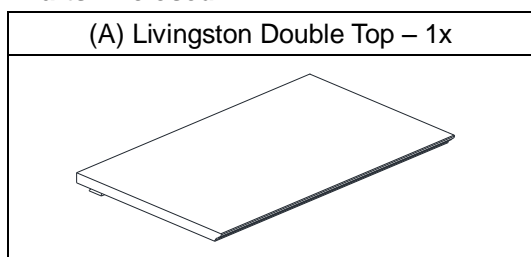
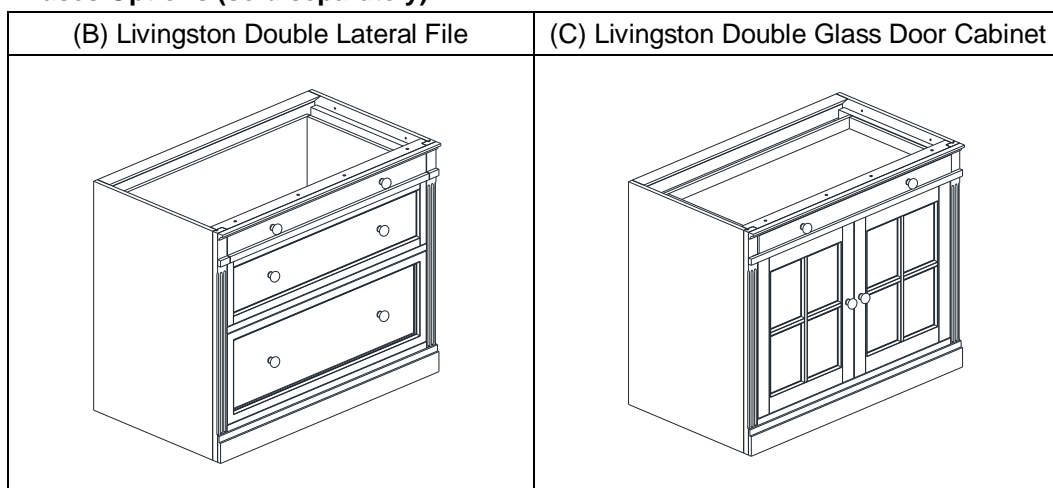
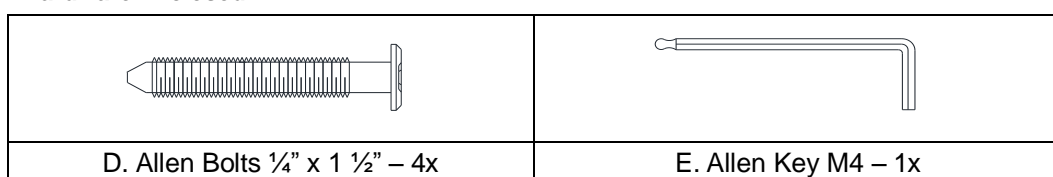
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Important Safety Instructions:

- Please read all instructions carefully before assembling.
- For your safety, assembly by two or more adults is strongly recommended.
- Keep instructions for future use.
- Use only vendor supplied hardware to assemble. Using unauthorized hardware could jeopardize the structural integrity of the item.
- The Livingston Double Top is designed for use with Livingston Double Lateral File & Double Glass Door Cabinet.

Pre-assembly:

- Remove all parts and hardware from the box and lay out on a clear carpeted or scratch-free work surface, as this will avoid damaging parts during assembly. The shipping box provides an ideal work surface.
- Do not dispose of any packaging or contents of the shipping carton until assembly is completed to avoid accidentally discarding small parts or hardware.
- Use the parts and hardware lists below to identify and separate each of the pieces included.
- The illustrations provided allow for easier assembly when used in conjunction with the assembly instructions.
- The use of power tools to aid in assembly is not recommended. Power tools can damage hardware and split wood.

Parts Enclosed:**Bases Options (sold separately):****Hardware Enclosed:**

Assembly Instructions:

Livingston Double Top (A) and Livingston Double Lateral File (B)

1. Open upper drawer of Livingston Double Lateral File (B). Attach the Double Top (A) on the top of the Double Lateral File (B). Insert the Allen Bolts (D) through the holes on top frame of the Lateral File (B) into the inserts on the Double Top (A). Tighten with the Allen Key (E) as shown in **fig. 1 illustration. 1.**

Fig. 1

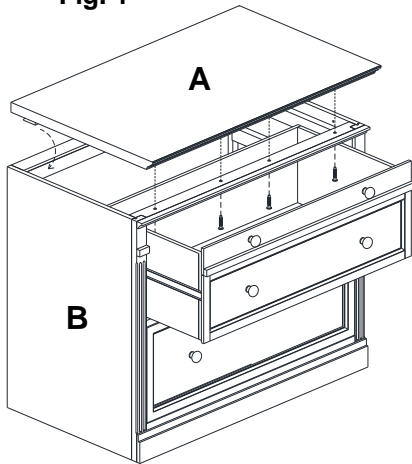
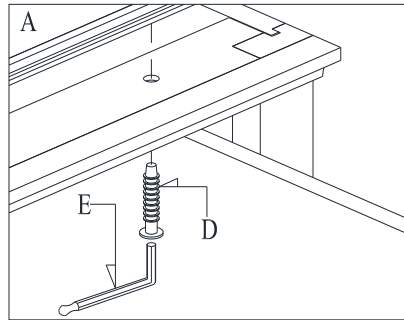
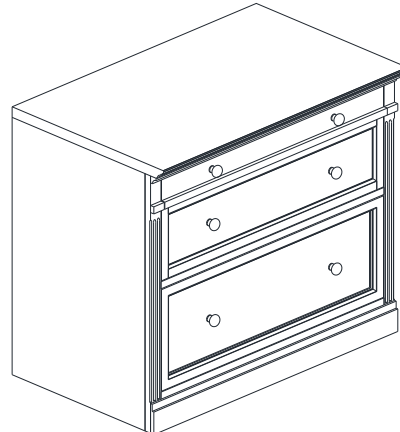
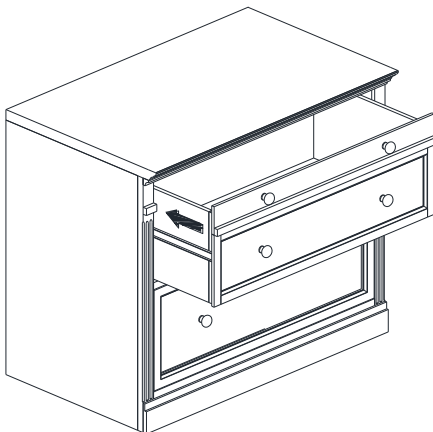


Illustration. 1.



2. Close the drawer of Livingston Double Lateral File (B) back to the previous position as shown in **fig. 2.**

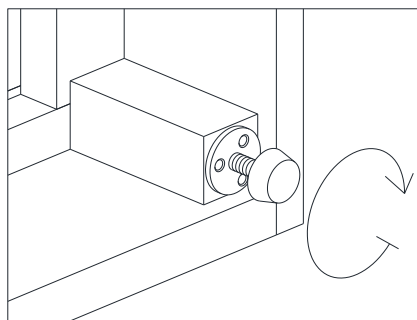
Fig. 2



3. If the floor is uneven adjust the recessed levelers found on the bottom of the furniture as shown in **illustration. 3.**

Carefully grasp one side of the furniture and elevate it slightly to provide access to levelers. Turn the leveler until adequate contact will be made with the floor. Carefully set the furniture down. Repeat until the furniture sits level and stable.

Illustration. 3



Care Instructions:

- Dust often using a clean, soft, dry and lint-free cloth.
- Blot spills immediately and wipe with a clean, damp, cloth.
- We do not recommend the use of chemical cleansers, abrasives or furniture polish on our lacquered finish.

Livingston Double Top (A) and Livingston Double Glass Door Cabinet (C)

1. Release upper drawer from the cabinet by fully extend the drawer case. Locate the release tabs on the right and left-hand slides as shown on **fig. 1**. Simultaneously press the release tabs up and down while pulling out the drawer as shown in **fig. 1, illustration. 1**.

Fig. 1

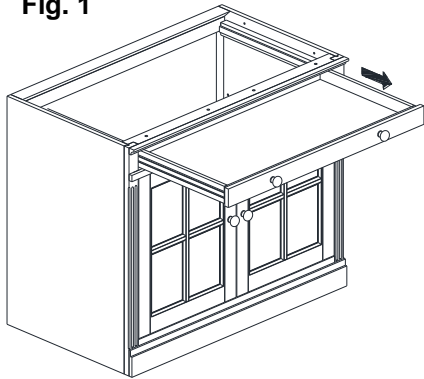
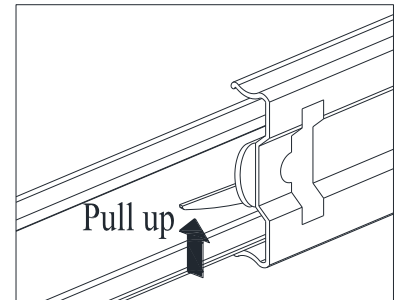
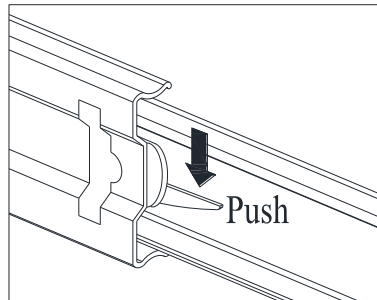


Illustration. 1

To release upper drawer of Glass Door Cabinet



2. Insert the Allen Bolts (D) through the holes on top frame of the Double Glass Door (B) into the inserts on the Double Top (A). Tighten with the Allen Key (E) as shown in **fig. 2 illustration. 2**.
3. Put the drawer back to the previous positions. Slide the drawer into the cabinet. Align the drawer rails together as shown in **fig. 3, illustration. 3**. Avoid pushing the drawer forcefully into the cabinet, as this may damage the drawer rails. The ball bearing drawer rail should slide easily into the cabinet.

Fig. 2

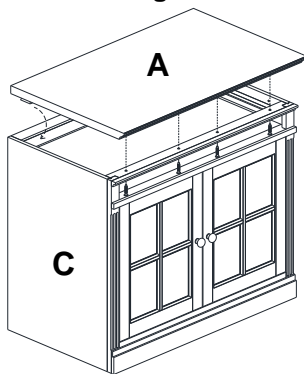


Illustration. 2

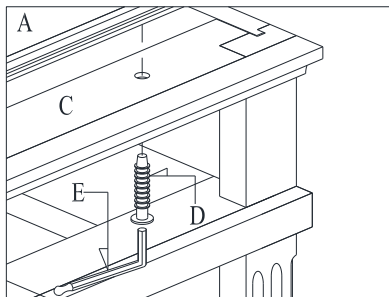


Fig. 3

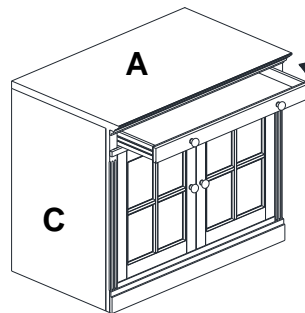
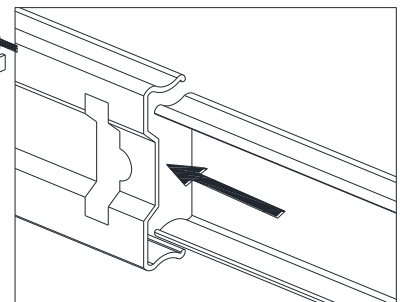


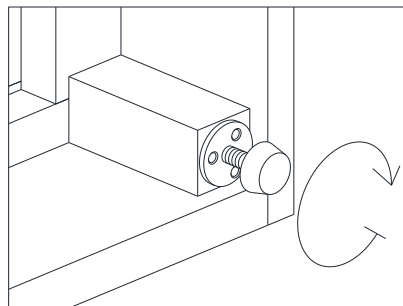
Illustration. 3



4. If the floor is uneven adjust the recessed levelers found on the bottom of the furniture as shown in **illustration. 4**.

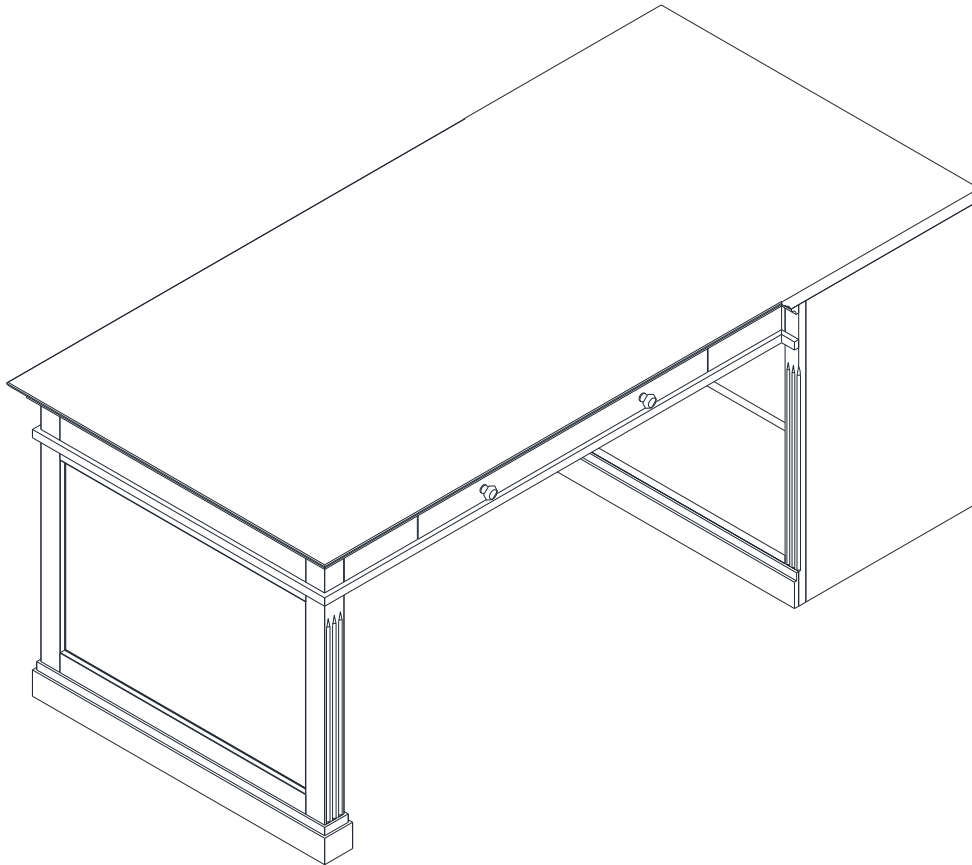
Carefully grasp one side of the furniture and elevate it slightly to provide access to levelers. Turn the leveler until adequate contact will be made with the floor. Carefully set the furniture down. Repeat until the furniture sits level and stable.

Illustration. 4

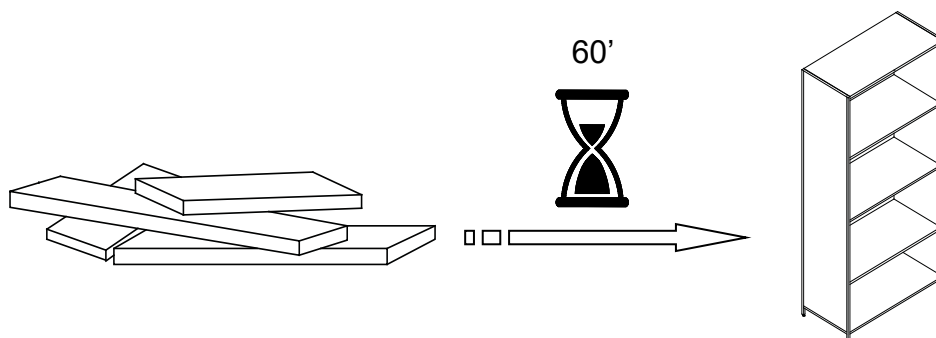


Care Instructions:

- Dust often using a clean, soft, dry and lint-free cloth.
- Blot spills immediately and wipe with a clean, damp, cloth.
- We do not recommend the use of chemical cleansers, abrasives or furniture polish on our lacquered finish.



LIVINGSTON



⚠ ENGLISH

- Do not dispose of any packaging or contents of the shipping carton until assembly is completed to avoid accidentally discarding small parts or hardware.

⚠ FRANÇAIS

- Ne jetez rien des produits d'emballage et du contenu de la boîte jusqu'à ce que l'assemblage soit terminé, afin d'éviter de jeter par mégarde de petites pièces ou des morceaux.

⚠ ESPAÑOL

- Para evitar desechar accidentalmente las partes pequeñas o las piezas de ferretería, no tirar el embalaje o contenido de la caja hasta que el ensamblaje esté completo.

Care Instructions:

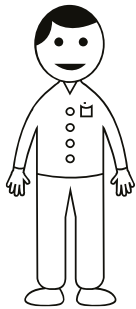
- Dust often using a clean, soft, dry and lint-free cloth.
- Blot spills and wipe with a clean, damp cloth immediately.
- We do not recommend the use of chemical cleansers, abrasives or furniture polish on our lacquered finish.
- Hardware may loosen over time. Periodically check to make sure all connections are tight. Re-tighten if necessary.

Instructions d'entretien :

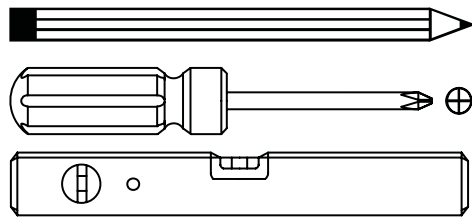
- Épousseter régulièrement avec un chiffon propre, doux et non pelucheux.
- Éponger immédiatement les liquides renversés et essuyer à l'aide d'un chiffon propre et humide.
- L'utilisation de produits nettoyants chimiques, d'abrasifs ou d'encaustiques sur nos finitions laquées n'est pas recommandée.
- Le matériel de fixation peut se desserrer avec le temps. Vérifiez régulièrement afin de vous assurer que tous les raccords sont bien serrés. Resserrer-les au besoin.

Instrucciones de cuidado:

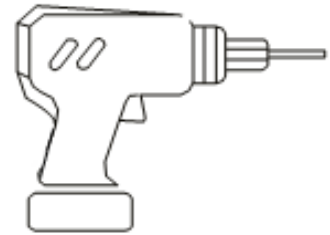
- Limpiar el polvo con un trapo limpio, suave, seco y libre de pelusas.
- Secar los derrames de inmediato y limpiar con un trapo limpio y húmedo.
- Recomendamos no usar limpiadores químicos, abrasivos o lustramuebles sobre el acabado barnizado.
- Las piezas de ferretería pueden aflojarse con el tiempo. Controlar periódicamente que estén bien ajustadas. Si es necesario, volver a ajustarlas.



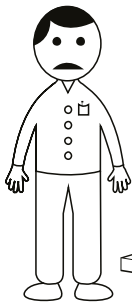
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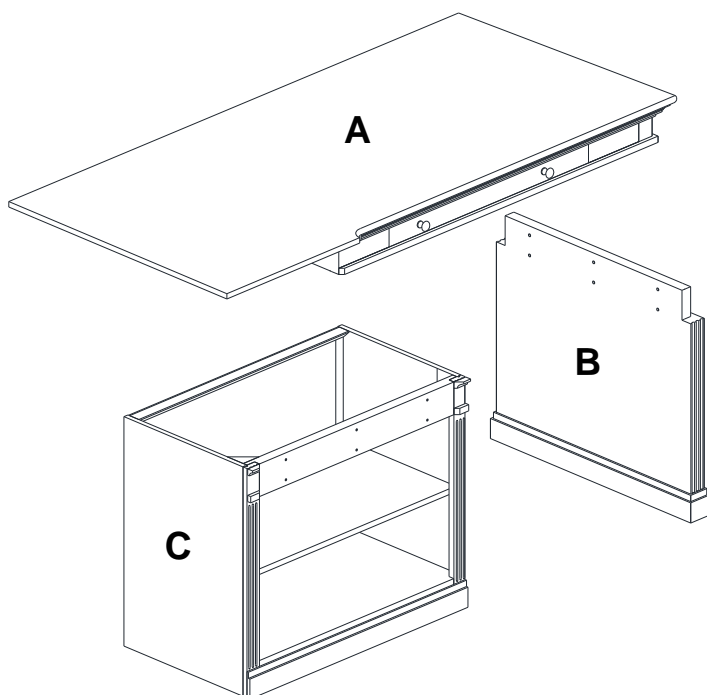
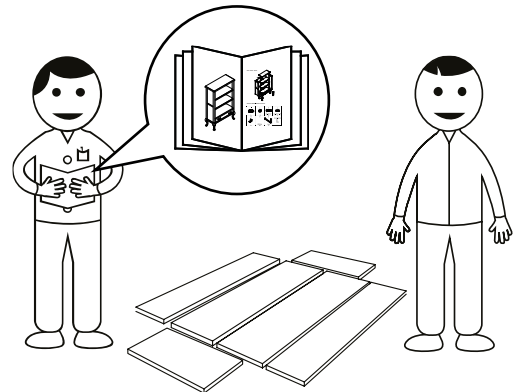
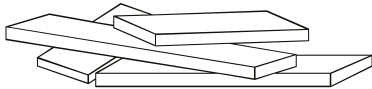
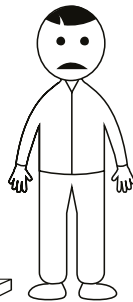
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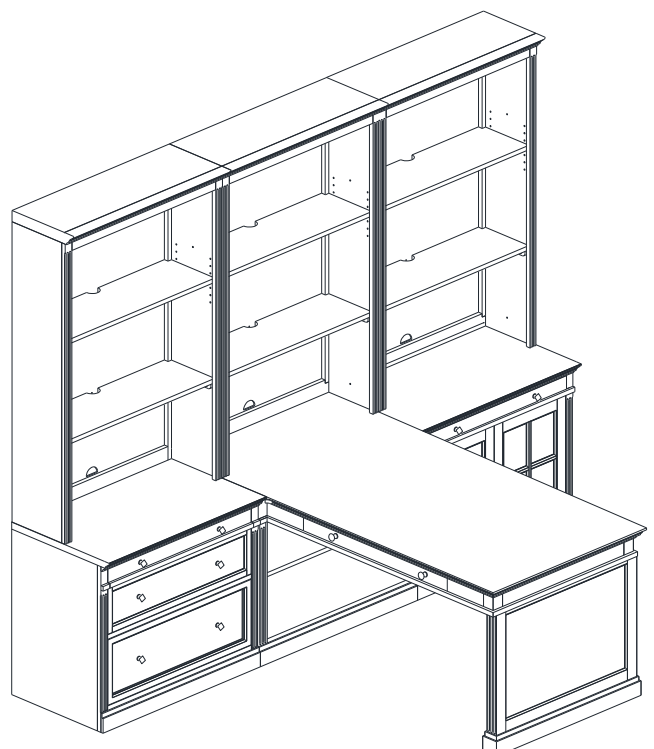
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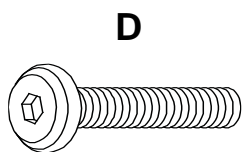


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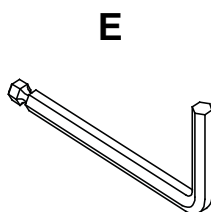
#Configuration (sold separately):



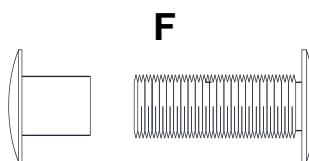


1/4" x 2"

12x

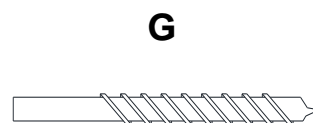


M4 – 1x



Bolts Connector

4 set



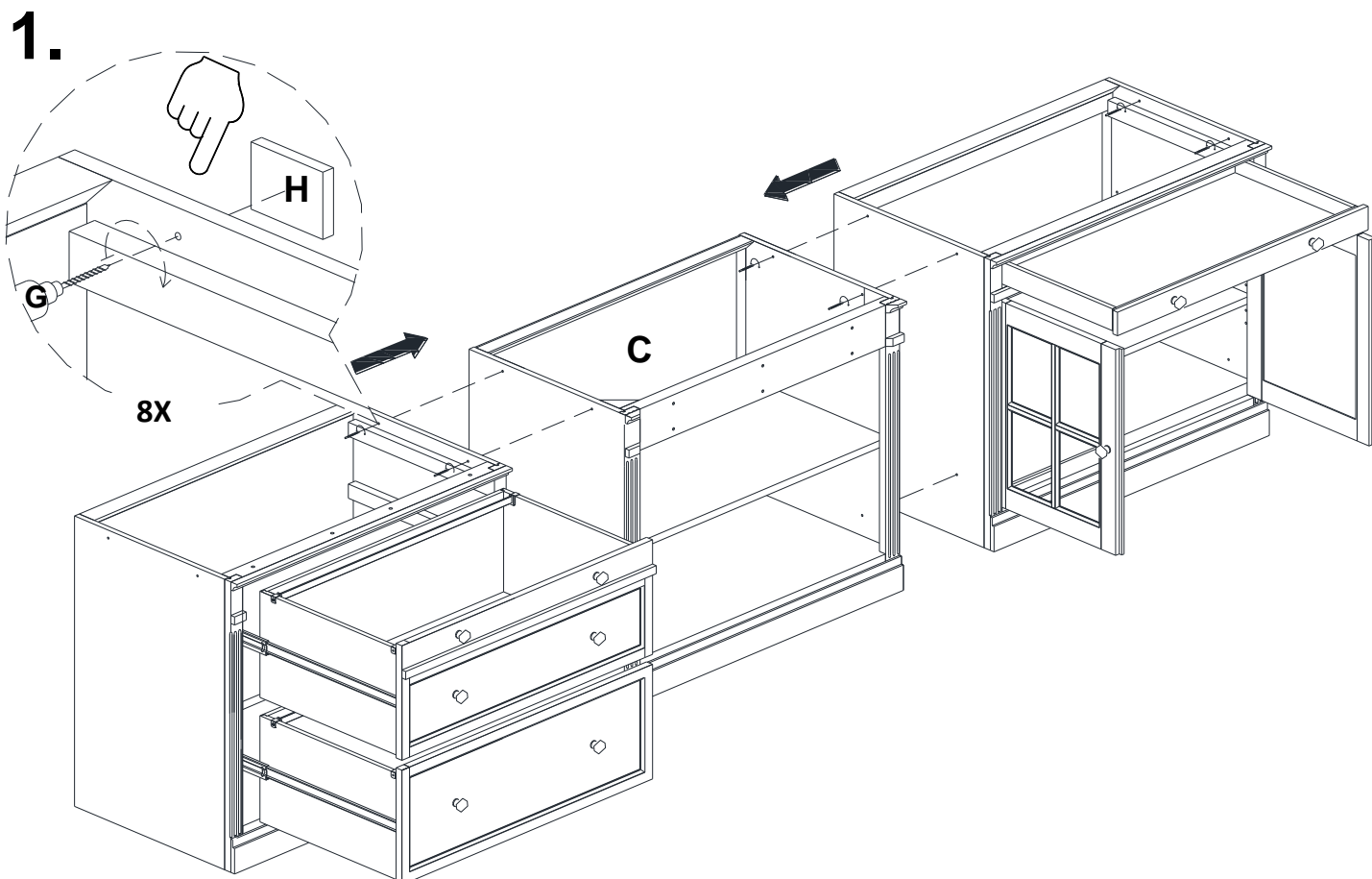
Drill Bit

1x

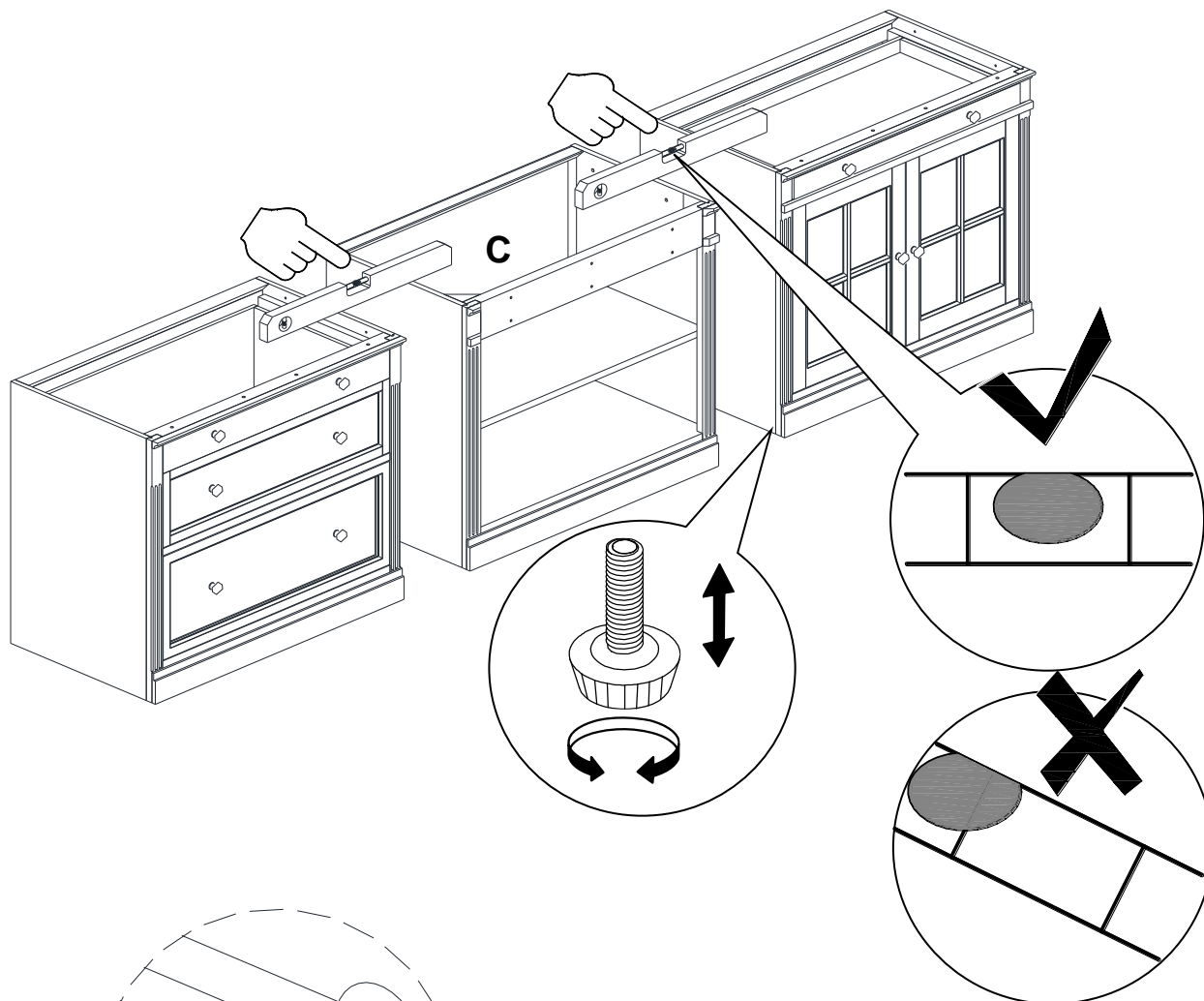
H



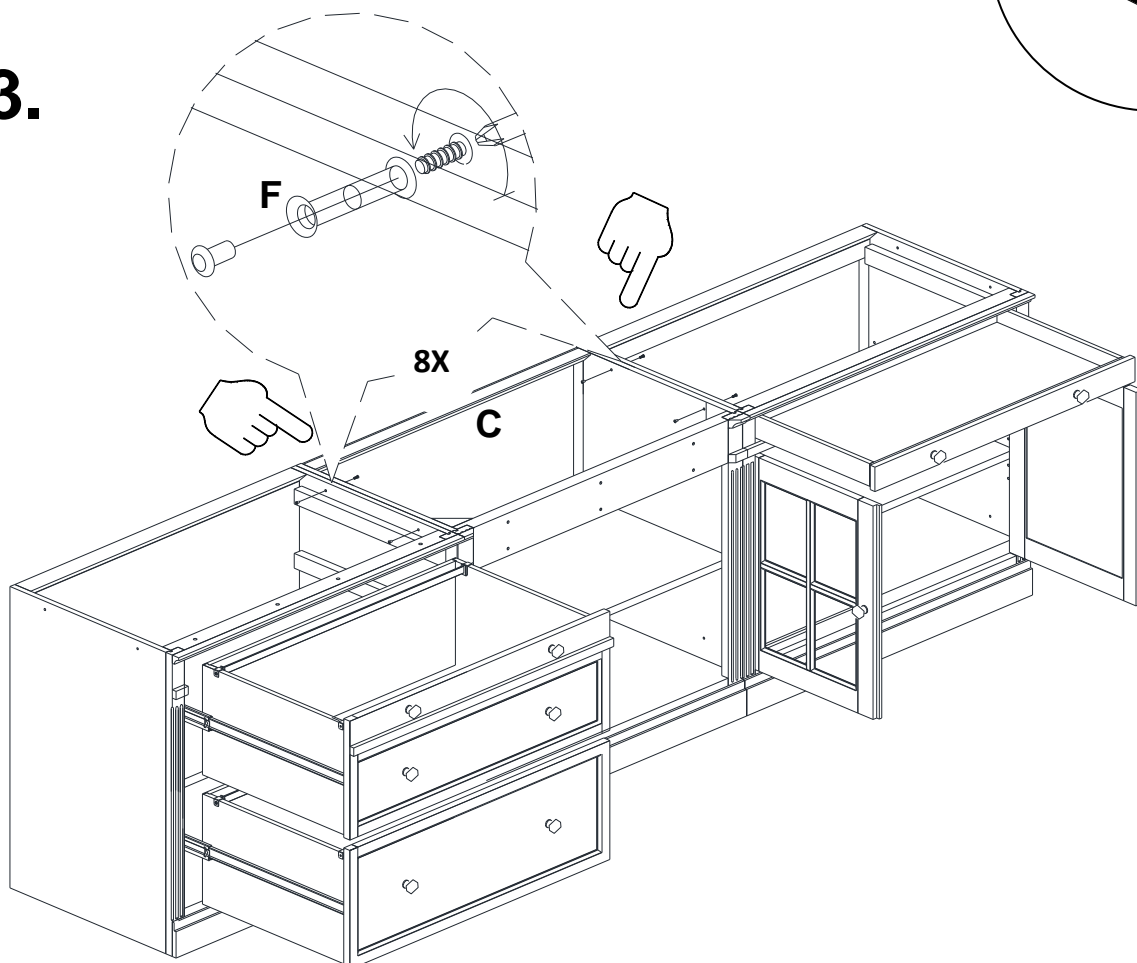
Wood Block – 1x



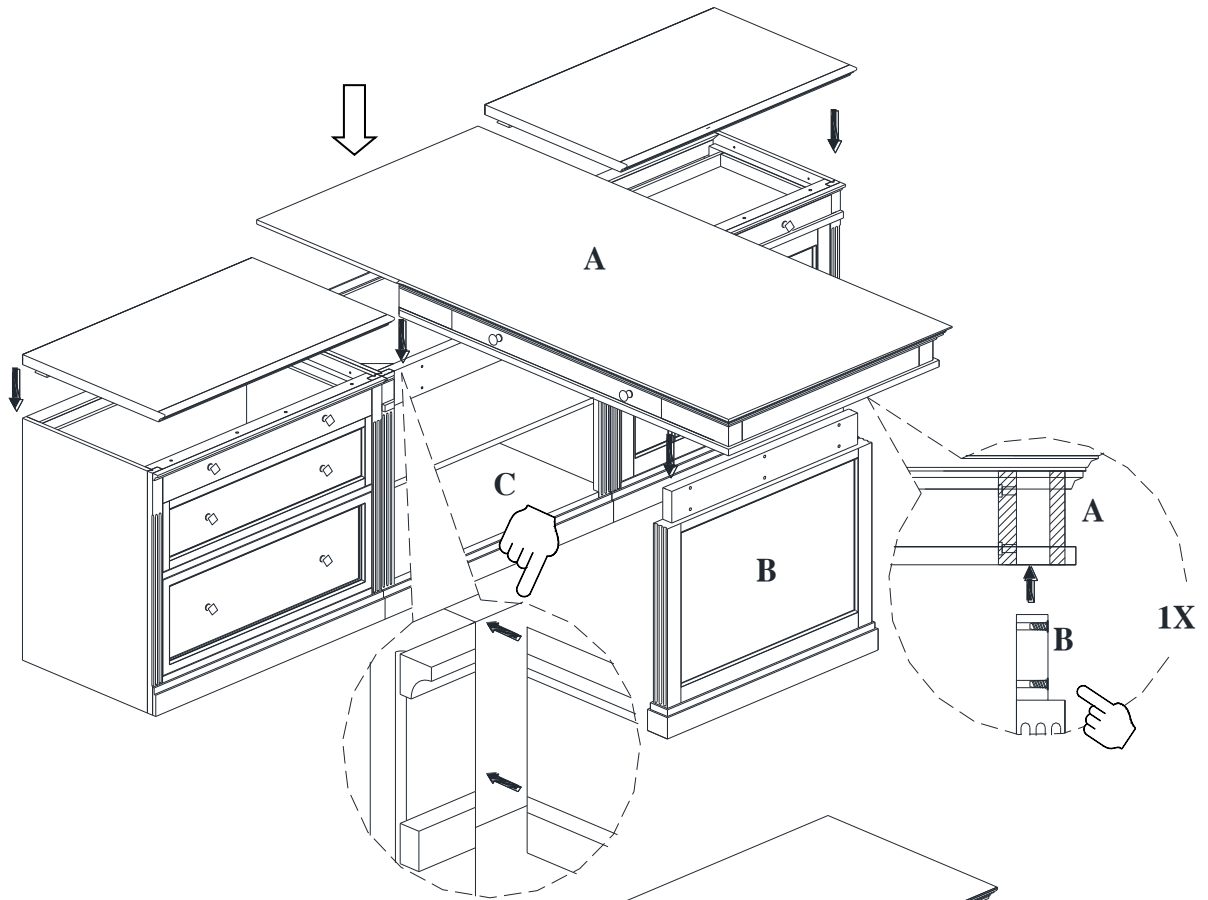
2.



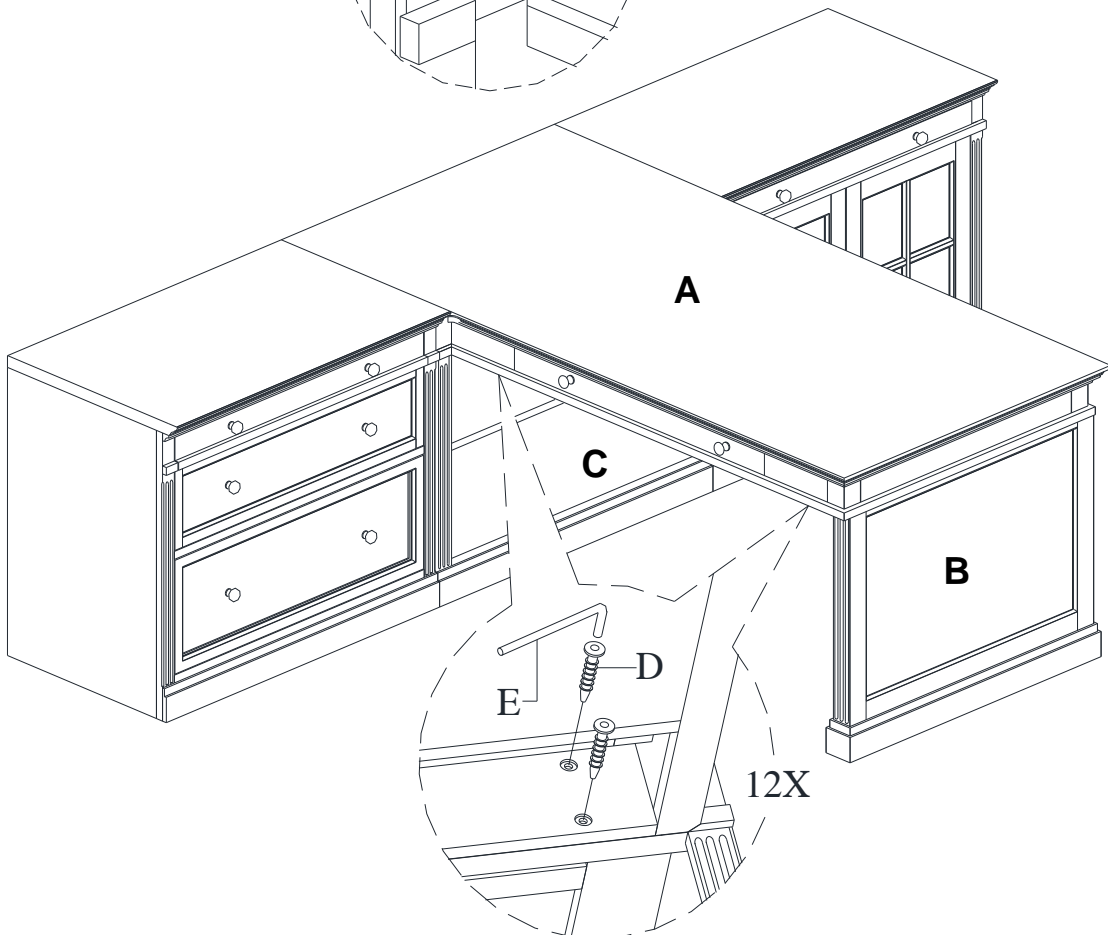
3.



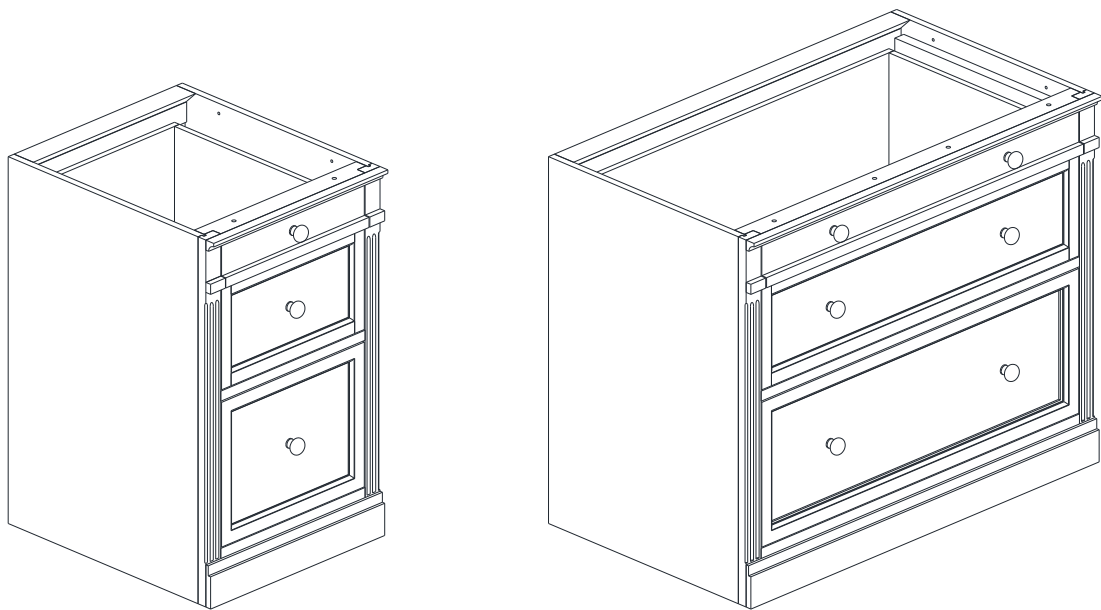
4.



5.



POTTERYBARN



LIVINGSTON SINGLE DRAWER PEDESTAL LIVINGSTON DOUBLE LATERAL FILE

Date : 30-March-16

Rev : -

www.potterybarn.com

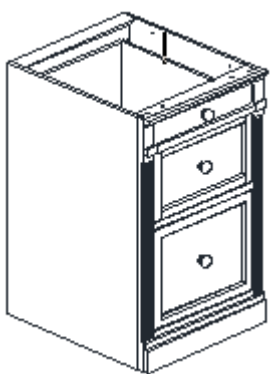
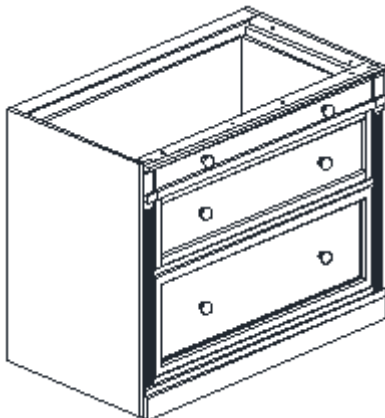
Important Safety Instructions:

- Please read all instructions carefully before assembling.
- For your safety, assembly by two or more adults is strongly recommended.
- Keep instructions for future use.
- Use only vendor supplied hardware to assemble. Using unauthorized hardware could jeopardize the structural integrity of the item.
- The Livingston Single Drawer Pedestal, Double Lateral File is designed for use with Livingston Single Top, Single Glass Door and Double Glass Door Cabinet.

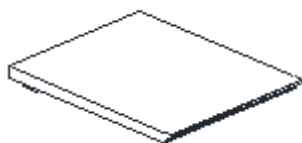
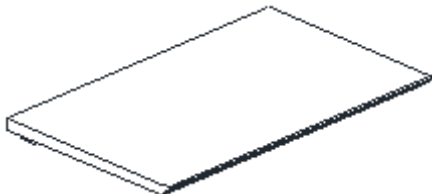
Pre-assembly:

- Remove all parts and hardware from the box and lay out on a clear carpeted or scratch-free work surface, as this will avoid damaging parts during assembly. The shipping box provides an ideal work surface.
- Do not dispose of any packaging or contents of the shipping carton until assembly is completed to avoid accidentally discarding small parts or hardware.
- Use the parts and hardware lists below to identify and separate each of the pieces included.
- The illustrations provided allow for easier assembly when used in conjunction with the assembly instructions.
- The use of power tools to aid in assembly is not recommended. Power tools can damage hardware and split wood.



Parts Enclosed:

(A) Livingston Single Drawer Pedestal – 1x	(B) Livingston Double Lateral File – 1x
	

Needed for Assembly (sold separately):

(C) Livingston Single Top – 1x	(D) Livingston Double Top – 1x
	

Hardware Enclosed:

	
G. Bolts Connector – 4 Set	H. Drilling – 1x

Note: To connect the Cabinet with other modular items, Top need to be detach from the case.

Assembly Instructions:

Configuration #1: Livingston Single Drawer Pedestal (A) or Double Lateral File (B) and Livingston Single Top (C) or Double Top (D).

To install the Livingston Drawer Pedestal (A) or Double Lateral File (B) with the Tops (C and D), please follow the assembly instruction which is come with the Livingston Single or Double Top (C and D).

Configuration #2: Livingston Single Drawer Pedestal with Single Top (C) and Livingston Double Lateral File with Double Top (D)

1. Open the upper drawer of the cabinet, push the fin of the Anti-Tip Interlock pre-attached on the cabinet as shown in **fig. 1, illustration. 1**, then open the lower drawer as shown in **fig. 2**.
2. Use Drill Bit (H) to penetrate the pre-drilled holes on the side panels of the cabinet for inserting Bolts Connector (G) as shown in **fig. 2, illustration 2**.
3. Insure all items which will be set up together have the same level. If not please adjust the levelers found on the bottom of the furniture as shown in **illustration. 3**. Carefully grasp one side of the furniture and elevate it slightly to provide access to levelers. Turn the leveler until adequate contact will be made with the floor. Carefully set the furniture down. Repeat until the furniture sits level and stable.

Fig. 1

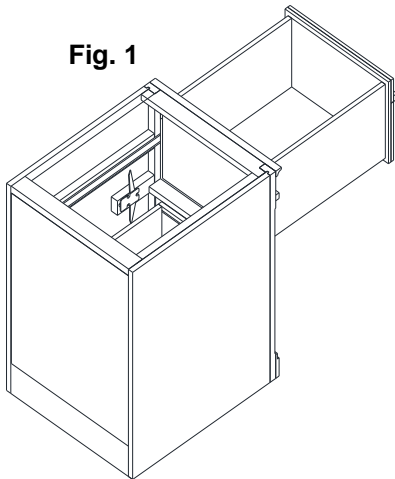


Illustration. 1

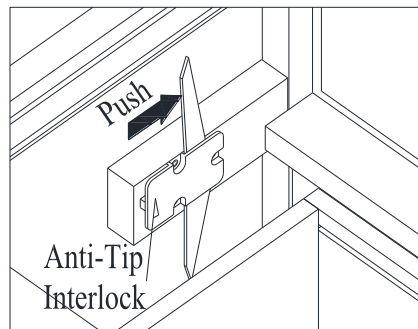


Fig. 2

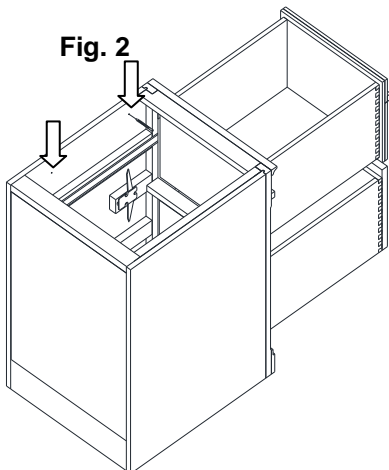


Illustration. 2

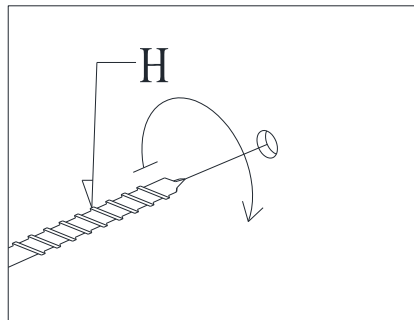
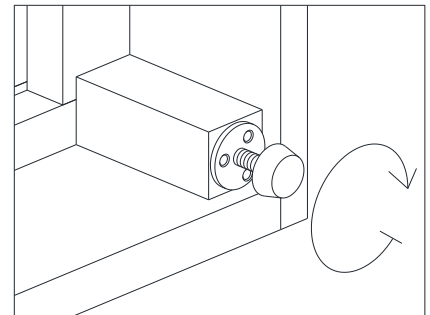


Illustration. 3



- Align the holes and insert the connector bolts (G & G') then tighten with a screwdriver (Not Included) as shown in **fig. 4, illustration. 4**.

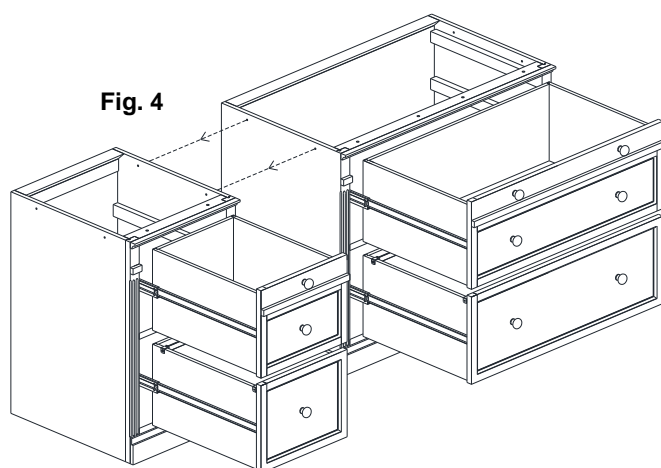
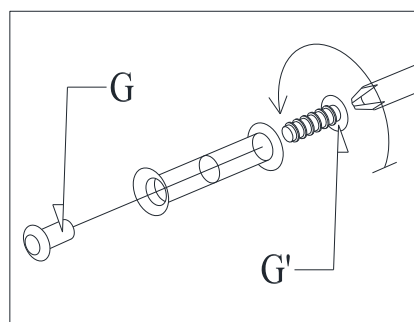


Illustration. 4



- Attach top panel onto the cabinets (Single Drawer Pedestal/Double Lateral File) following the assembly instruction of the Livingston Single Top / Livingston Double Top as shown in **fig. 5**.
- The file bars in the drawer-file have been installed for legal sized files.
- If use the letter sized files, release screws pre-attached on the sides of drawer box to remove the metal holders. Position the metal holders to other pre-drilled holes provided on the sides of drawer box and insert the screws into the pre-drilled holes, tighten with screwdriver as shown in **fig. 6, illustration 4 & 5**.

Fig. 5

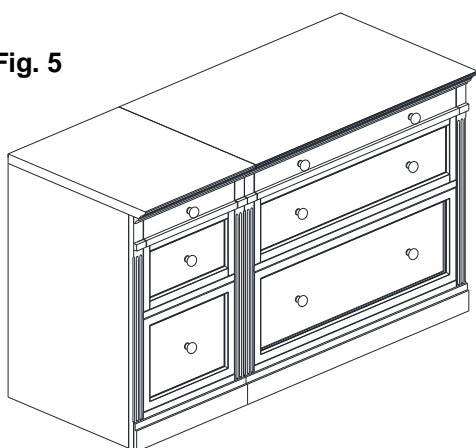


Fig. 6

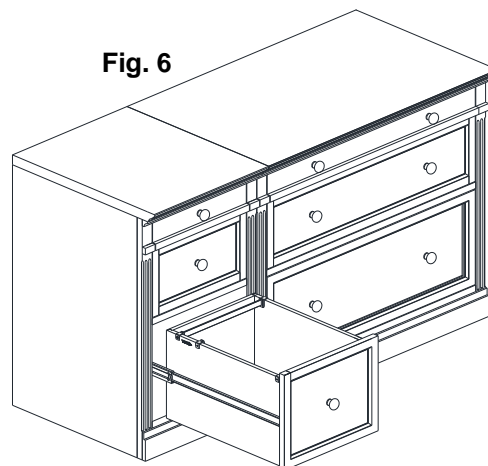


Illustration. 4

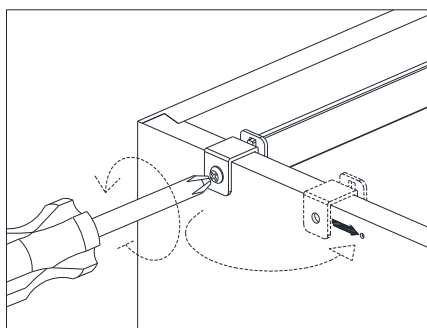
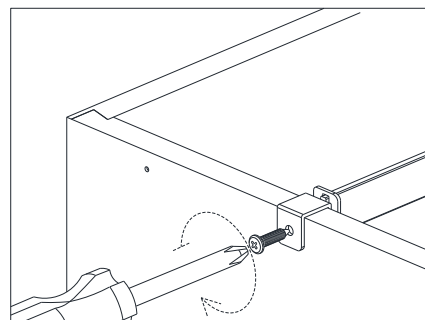


Illustration. 5



Care Instructions:

- Dust often using a clean, soft, dry and lint-free cloth.
- Blot spills immediately and wipe with a clean, damp, cloth.
- We do not recommend the use of chemical cleansers, abrasives or furniture polish on our lacquered finish.