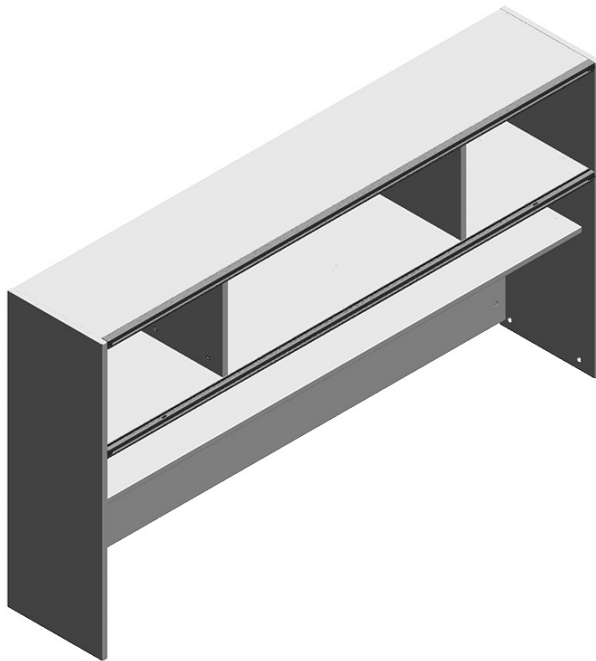


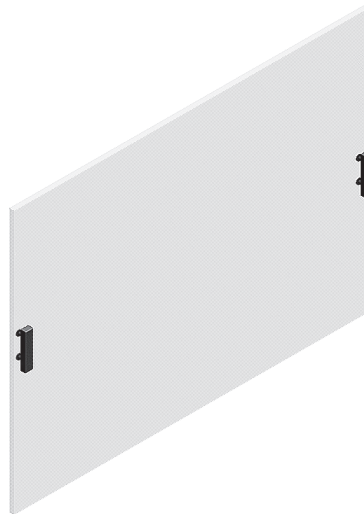


# Canvas Office Landscape® Private Office Hutch Installation and Disassembly for Recycling Instructions

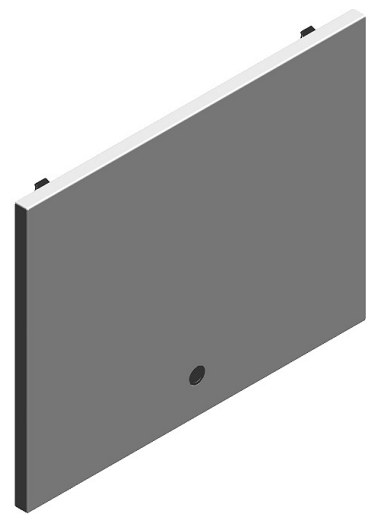
## Parts Included:



**A** Hutch Cabinet



**B** Thin Door (1 or 2)



**C** Bin Door (1 or 2)



**D** Minifix Housing (4)



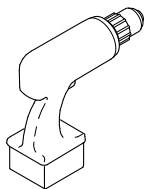
**E** Connecting Bolt (4)



**F** Trim Cap

Hardware Pack

## Tools Needed:



Power Driver



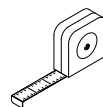
Phillips Bit



13/64 Drill Bit  
(.196 Dia)



Phillips  
Screwdriver



Tape Rule



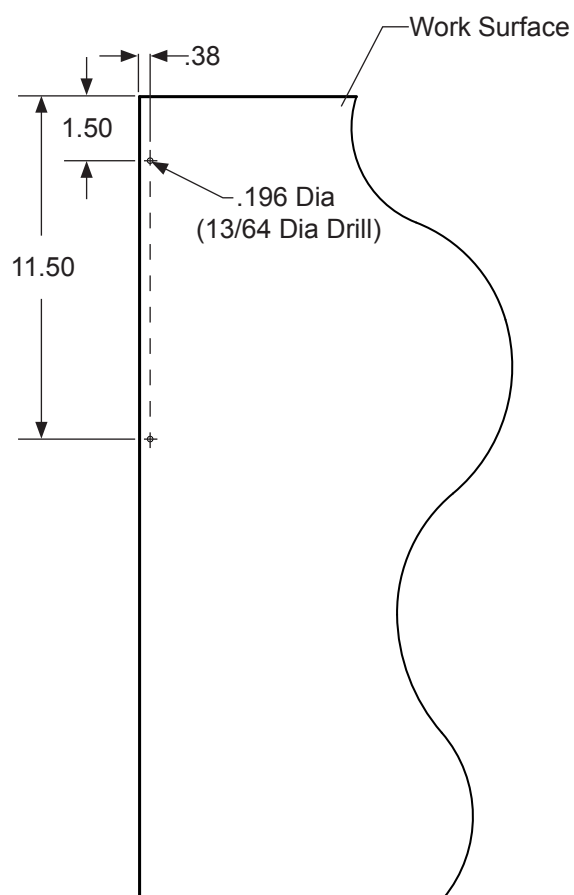
Safety Glass

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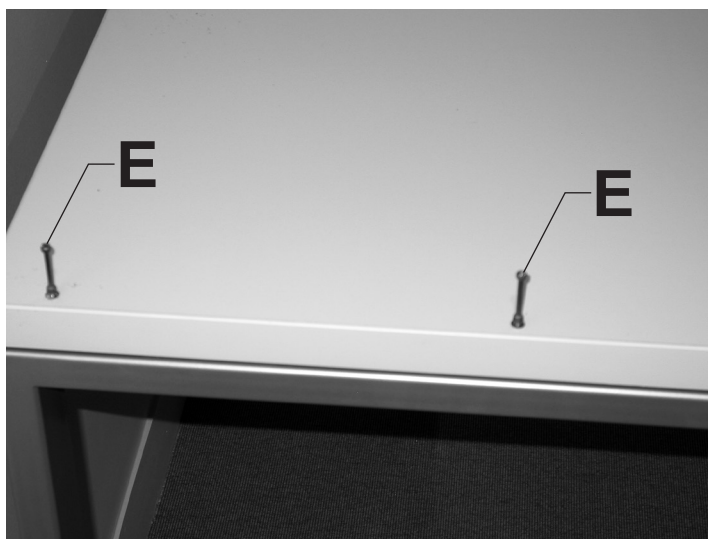
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# 1

1. Drill 2 holes at each end of Work Surface Using the dimensions given.



2. Install Connecting Bolt (E) into each hole.

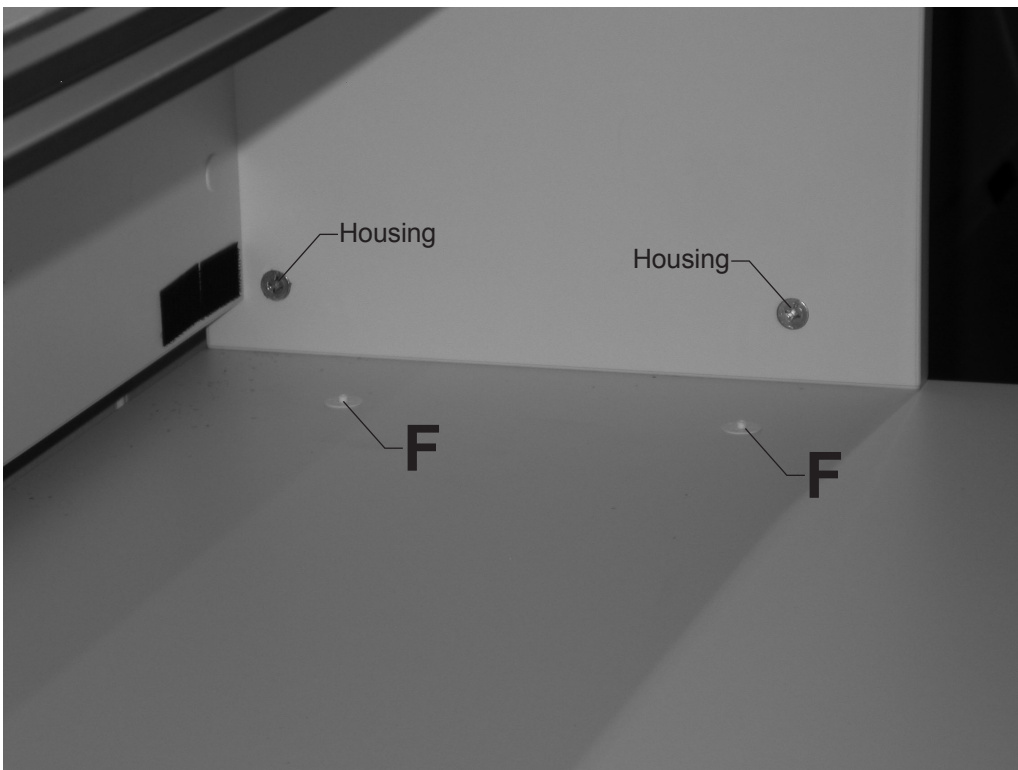
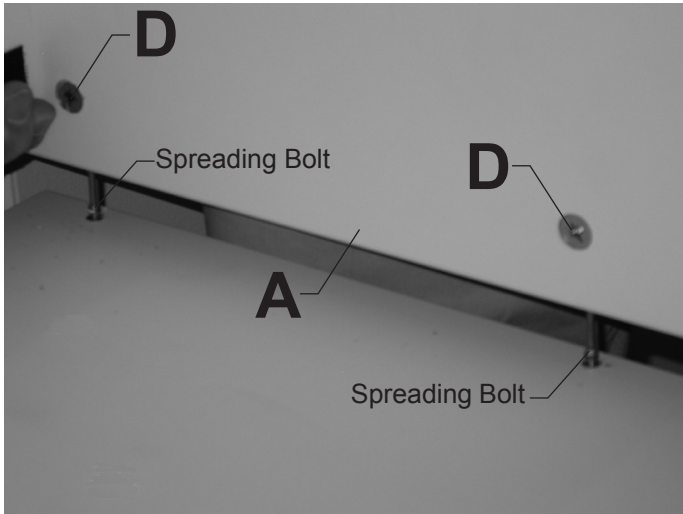
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## 2



1. Insert 2 Minifix Housings (D) into each End Panel on Hutch Cabinet (A).
2. Set Hutch Cabinet End Panels onto Connection Bolts in Work Surface.
3. Turn Housings a 1/4 turn to lock onto Connection Bolts.
4. Install Trim Caps (F) where visible.

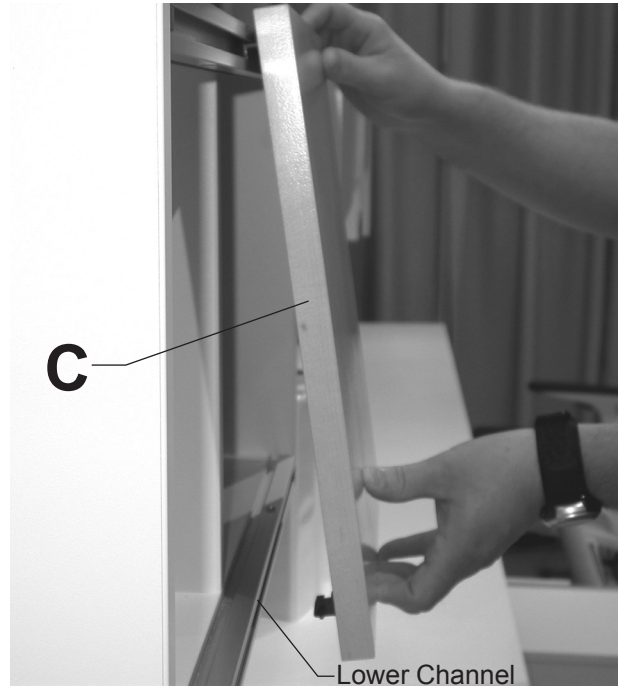
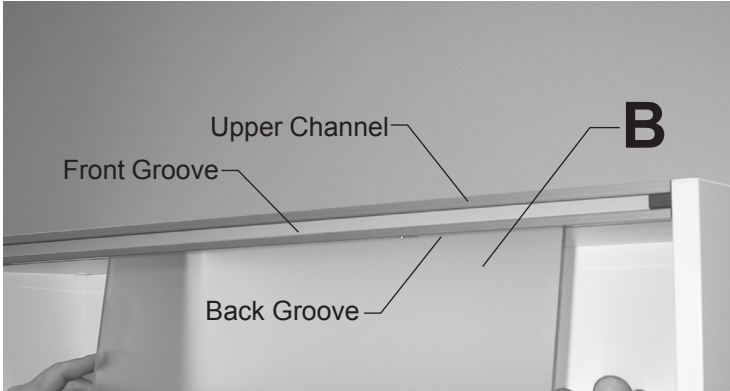
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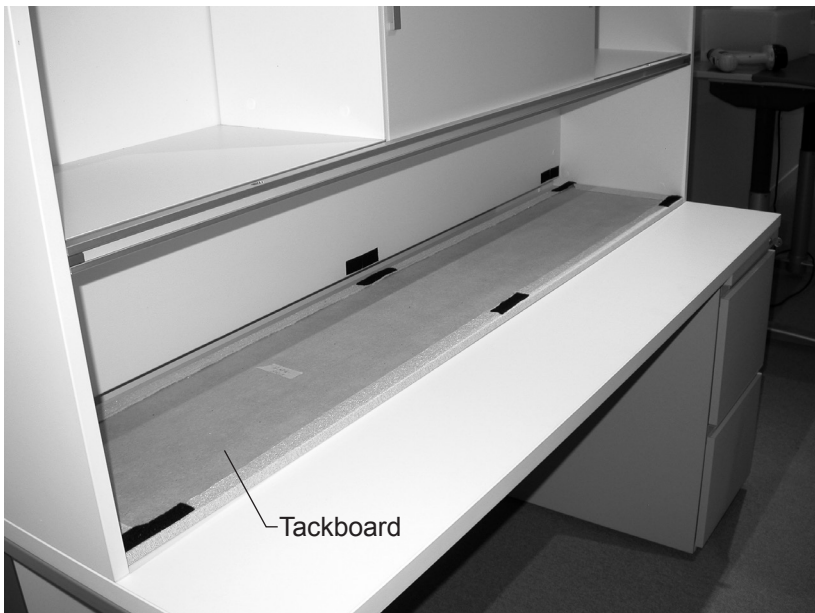
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# 3



1. Insert of Thin Door (B) into back groove of Upper Channel. Lower bottom of door into back groove of Lower Channel.
2. Insert top clips on back of Bin Door (C) into Front Groove of Upper Channel. Snap bottom clips on back of Bin Door into Front Groove of Lower Channel.



3. Install Tackboard onto Hutch. See instructions for Tackboard (1B57CW) for details.

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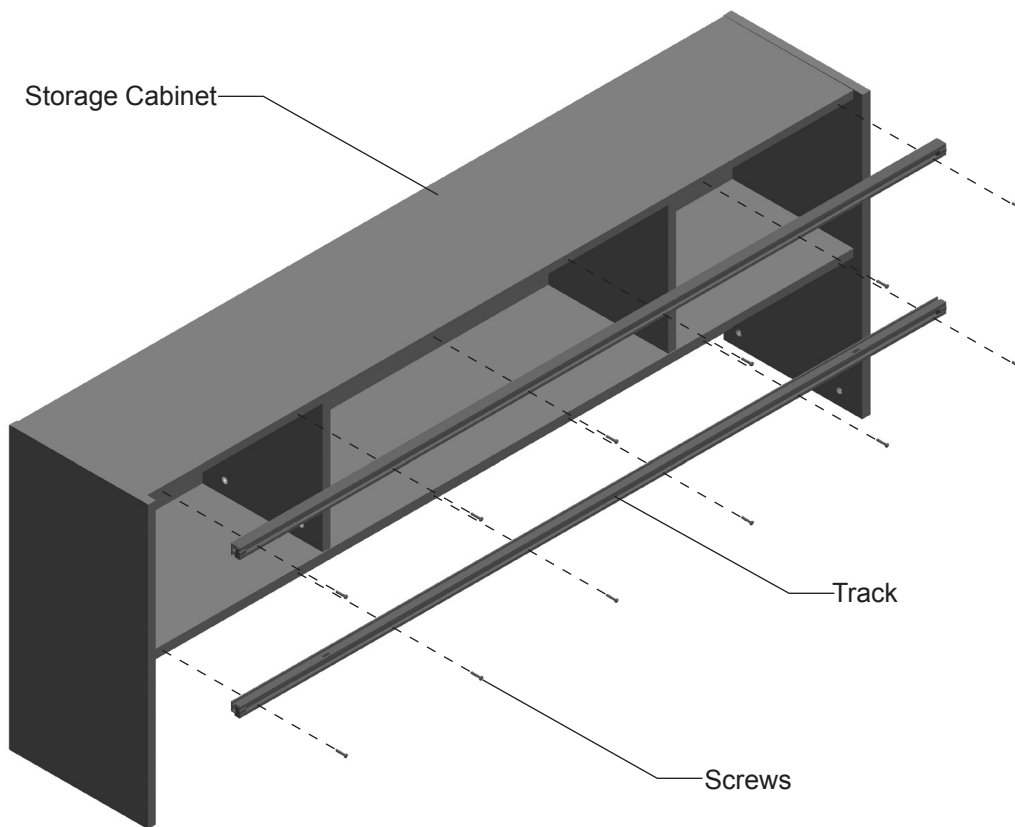
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## Disassembly and Recycling:

### Materials Identification and Segregation:

Where possible, plastic components are marked with ASTM recycling codes. Use these codes to identify material type for recycling. Non marked components should be treated as mixed plastic. Ferrous metals can be identified using a small magnet for recycling. Non-ferrous metals should be separated and recycled separately.

To disassemble product, reverse the above installation steps:



1. Remove screws from track.
2. Remove track from storage assembly.

## Keyed Alike Lock Plug Installation



Plug Removal Key

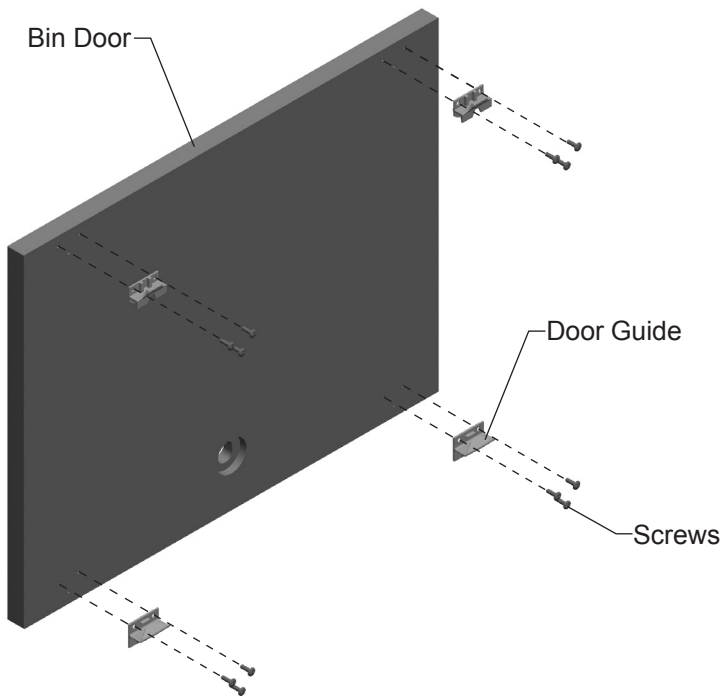
Metal Lock Plug



Plastic Plug

Hex Wrench

1. Metal Lock Plug Removal: Insert Universal key into Lock Plug, rotate to unlocked position. Insert Plug Removal Key into lock. Gently wiggle with light outward pressure.
2. Black Plastic Plug Removal: With Hex Wrench, rotate plug to unlocked position. Gently pull outward. Be careful not to catch plug on wood surface around lock hole.
3. On units with no lock plug installed, use a flathead screwdriver to rotate the adaptor to the unlock position.



1. Remove screws from door guide.
2. Remove door guides from door.

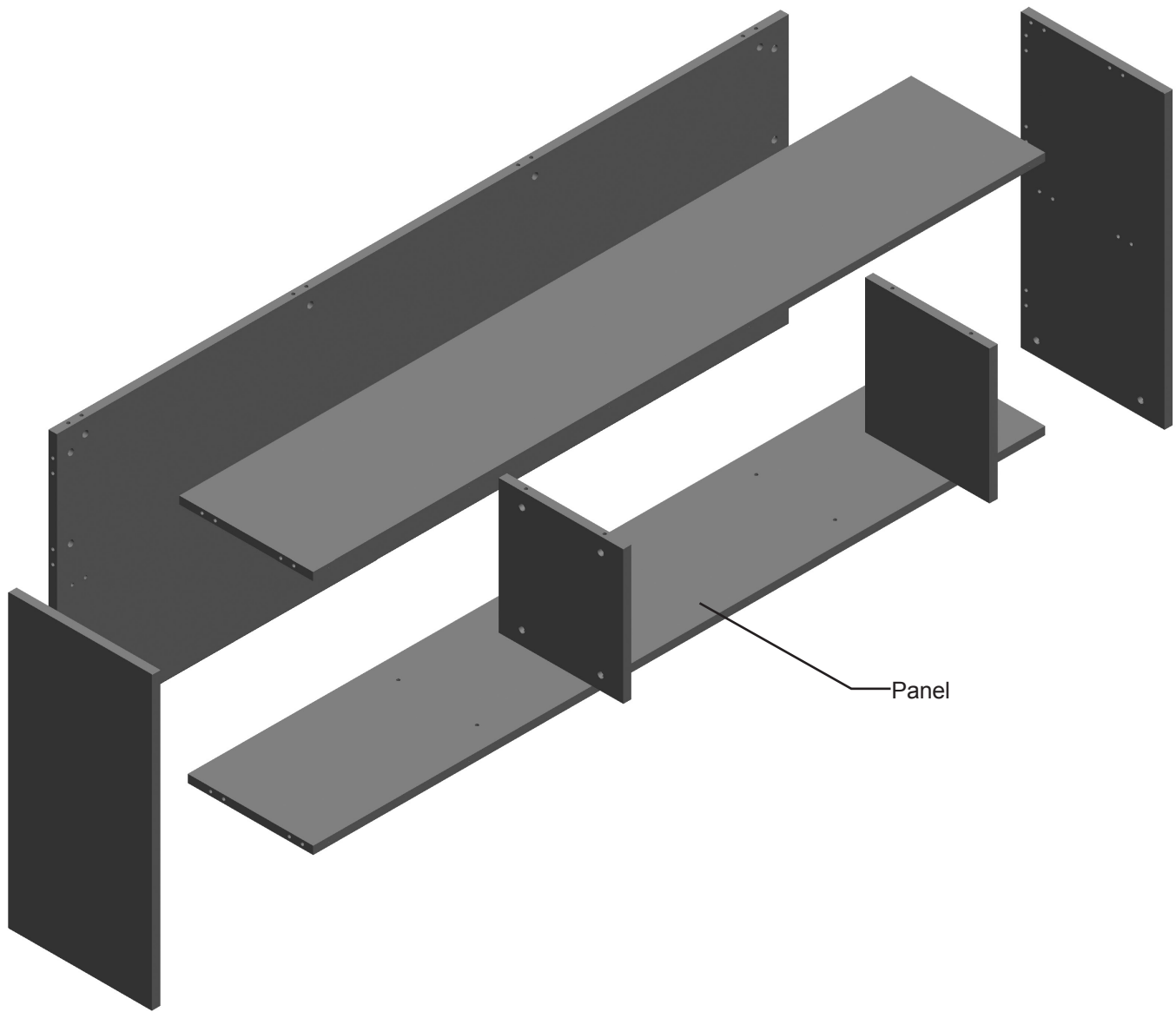
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1. Pull hard to remove the panels.