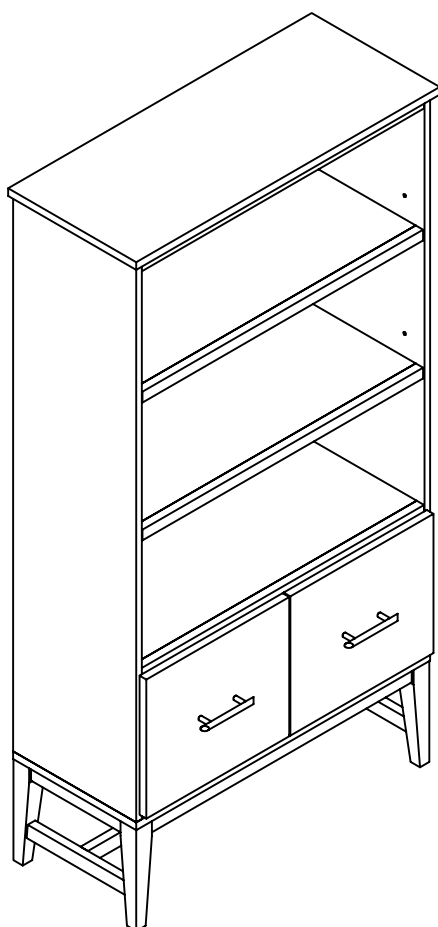


# USE AND CARE GUIDE

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## OPEN BOOKCASE WITH FILE DRAWERS



Questions, problems, missing parts? Before returning to the store,  
call Home Decorators Collection Customer Service.  
8 a.m. – 7 p.m., EST, Monday – Friday, 9 a.m. – 6 p.m., EST, Saturday

**1-800-998-7021**

**HOMEDEPOT.COM/HOMEDECORATORS**

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### **THANK YOU**

*We appreciate the trust and confidence you have placed in Home Decorators Collection through the purchase of this open bookcase with file drawers. We strive to continually create quality products designed to enhance your home. Visit us online to see our full line of products available for your home improvement needs. Thank you for choosing Home Decorators Collection!*

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## Safety Information



### DANGER

- Keep small parts away from children during assembly.
- Read and follow instructions carefully.



### WARNING

- Read these instructions carefully and keep in a safe place.
- TO GUARANTEE THE SAFE USE OF THIS PRODUCT, FOLLOW THE WARNINGS, GUIDELINES AND RECOMMENDATIONS IN THIS MANUAL.
- Adult assembly required.
- Small parts may present choking hazard prior to assembly.
- Do not place heavy objects on the glass top.
- Some assembly may involve attaching glass or mirrors.
- Be very careful handling the glass or mirrors, as severe injury may result if the glass or mirror breaks.
- Never handle large pieces of glass or mirrors by yourself.



### CAUTION

- Do not use power tools to assemble your furniture. Power tools may strip or damage parts/product.
- Do not overtighten connectors (screws, bolts, etc.). Overtightening can lead to product damage.
- Be sure to check all packing materials carefully for small parts that may have come loose inside the carton during shipment. If parts are missing, contact THE HOME DEPOT to obtain any missing parts.
- DO NOT USE SUBSTITUTE PARTS.
- This product should only be used on a flat, level surface.

## Warranty

### 3 YEAR WARRANTY

#### WHAT IS COVERED

We guarantee this product to be free of manufacturing defects to the original purchaser for three years.

#### WHAT IS NOT COVERED

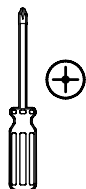
This warranty does not cover commercial use, acts of nature, and abusive use.

## Pre-assembly

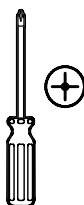
### PLANNING ASSEMBLY

Keep children and pets away from build area. Make sure your area is large enough to unpack, sort and assemble the unit.

### TOOLS REQUIRED



Small head  
Phillips  
screwdriver

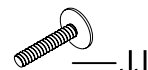
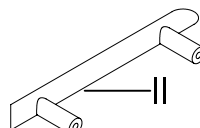
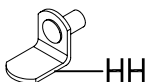
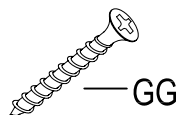
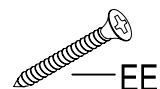
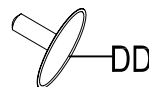
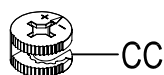
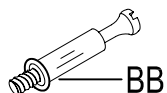
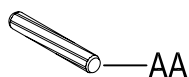


Large head  
Phillips  
screwdriver

### HARDWARE INCLUDED



**NOTE:** Hardware not shown to actual size.



(1) x 2



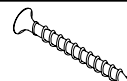
(2) x 1



(3) x 1



(4) x 1



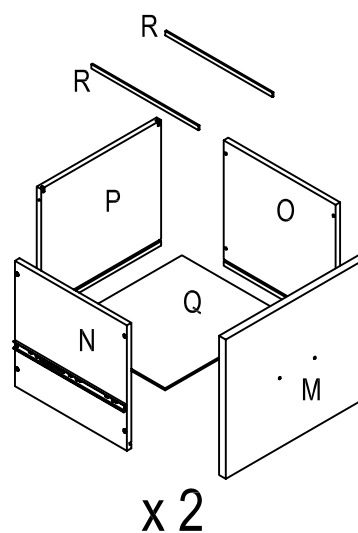
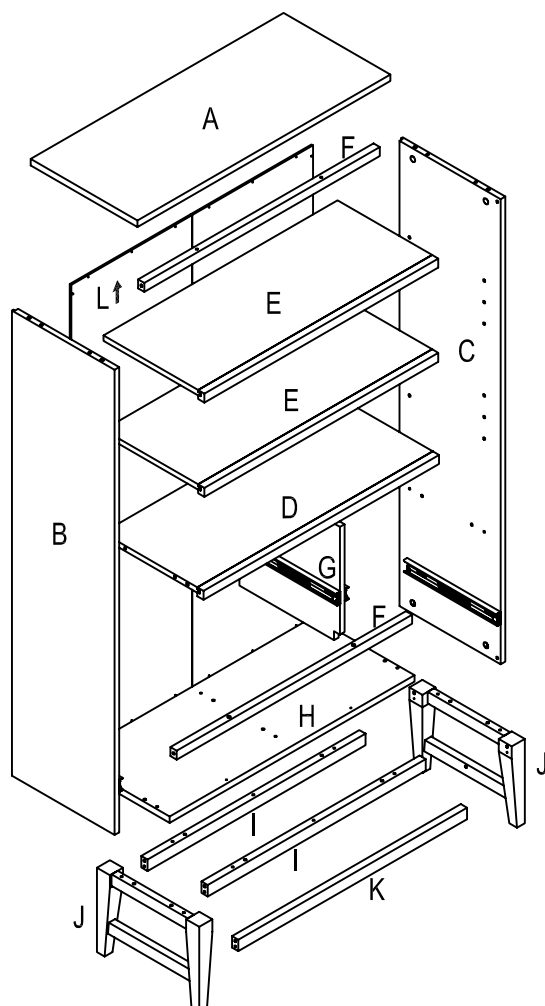
(5) x 1

KK

Part	Description	Quantity
AA	Wood dowel	34
BB	Cam lock bolt	16
CC	Cam lock	16
DD	Plastic cover	4
EE	1 in. Flat head screw	20
FF	5/8 in. Round head screw	32
GG	1-1/2 in. Flat head screw	16
HH	Shelf support	8
II	Handle	2
JJ	Handle bolt	4
KK	Anti-tipping hardware package	1

## Pre-assembly (continued)

### PACKAGE CONTENTS



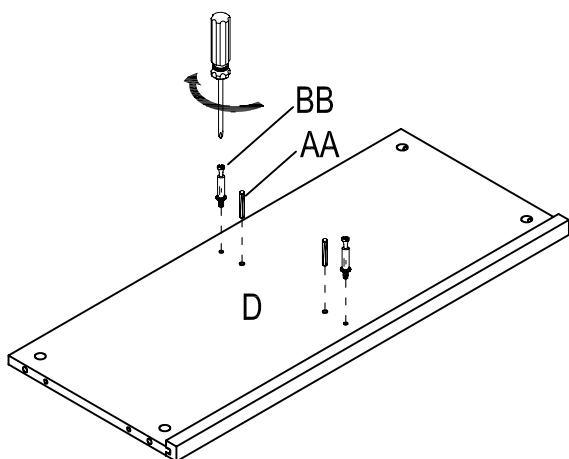
Part	Description	Quantity
A	Top panel	1
B	Left side panel	1
C	Right side panel	1
D	Fixed panel	1
E	Adjustable shelf	2
F	Front crossbar	2
G	Partition	1
H	Bottom panel	1
I	Base side crossbar	2

Part	Description	Quantity
J	Base side frame	2
K	Base center crossbar	1
L	Back panel	1
M	Drawer front panel	2
N	Drawer left side panel	2
O	Drawer right side panel	2
P	Drawer back panel	2
Q	Drawer bottom panel	2
R	Metal bar	4

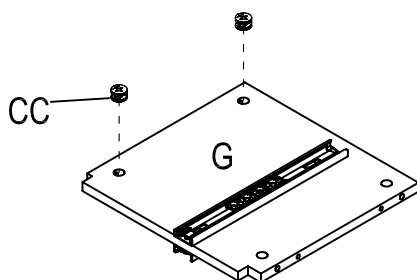
# Assembly

## 1 Attaching the partition to the fixed panel

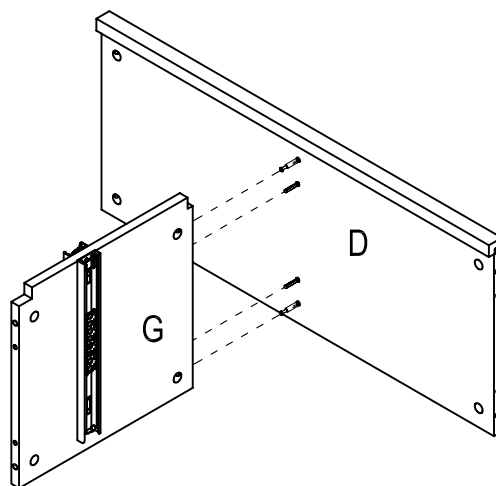
- a) Install dowel (AA) and bolt (BB) into panel (D).



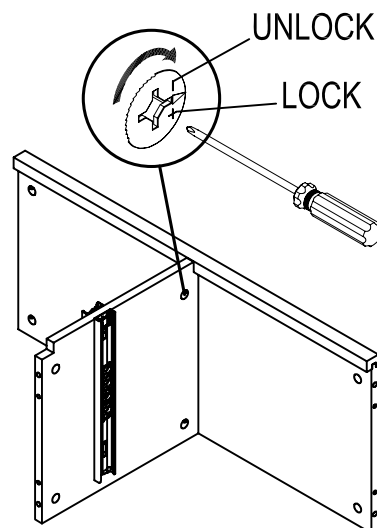
- b) Insert lock (CC) into partition (G).



- c) Join partition (G) to the panel (D) with dowel (AA).



- d) Tighten bolt (BB) with lock (CC) in the pre-drilled holes.

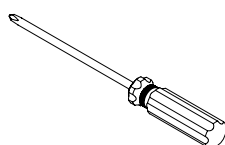
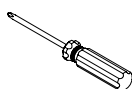
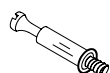


Wood dowel    Cam lock bolt    Cam lock    Small head    Large head

(AA) x 2

(BB) x 2

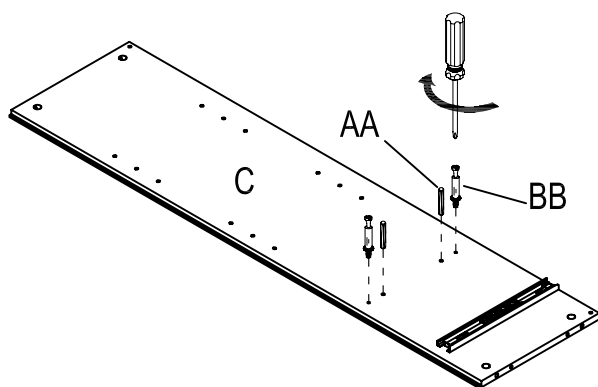
(CC) x 2



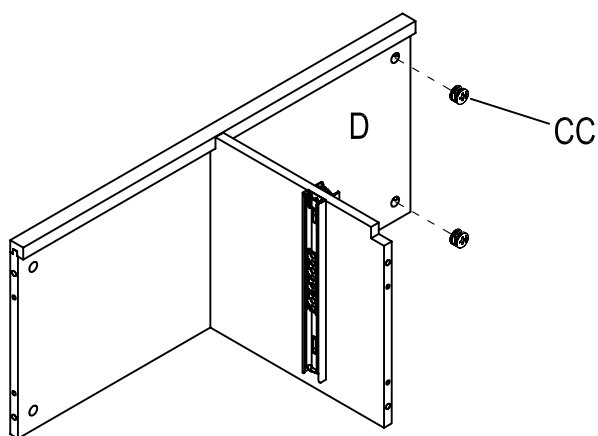
## Assembly (continued)

### 2 Attaching the right panel

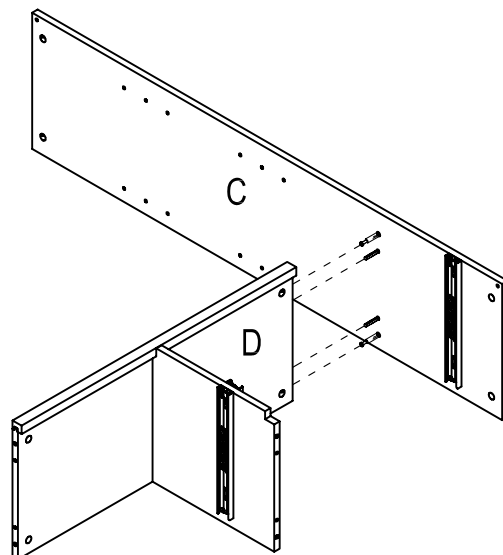
- a) Install dowel (AA) and bolt (BB) into panel (C).



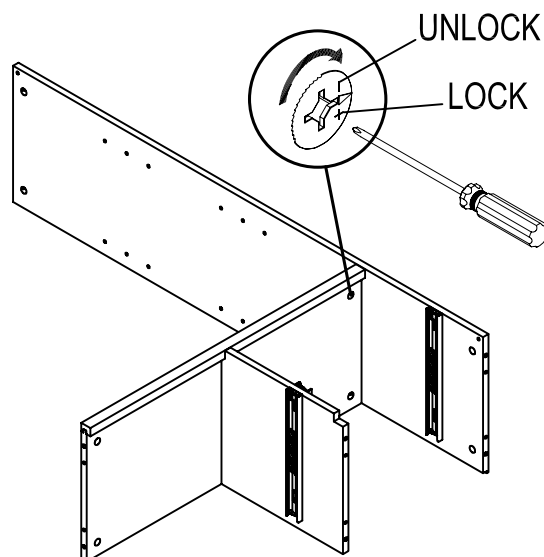
- b) Insert lock (CC) into panel (D).



- c) Join panel (C) to the assembled body with dowel (AA).



- d) Tighten bolt (BB) with lock (CC) in the pre-drilled holes.

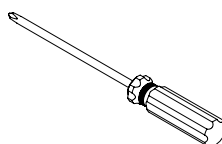
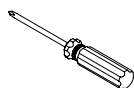


Wood dowel    Cam lock bolt    Cam lock    Small head    Large head

(AA) x 2

(BB) x 2

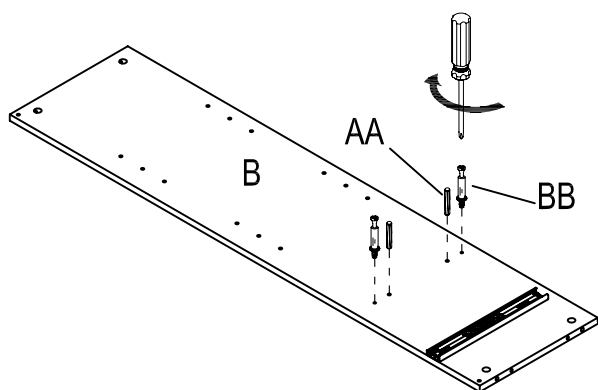
(CC) x 2



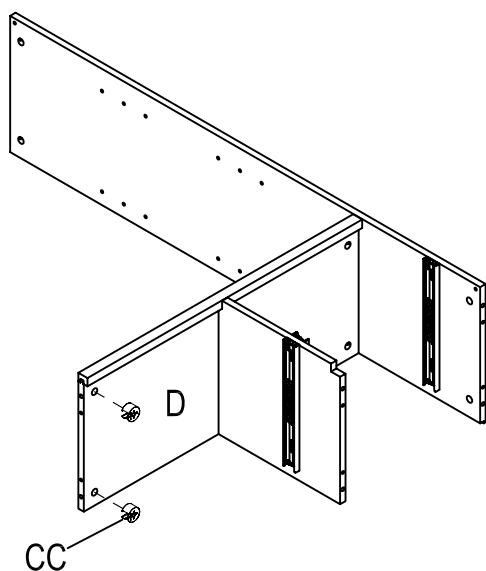
## Assembly (continued)

### 3 Attaching the left panel and the front crossbar

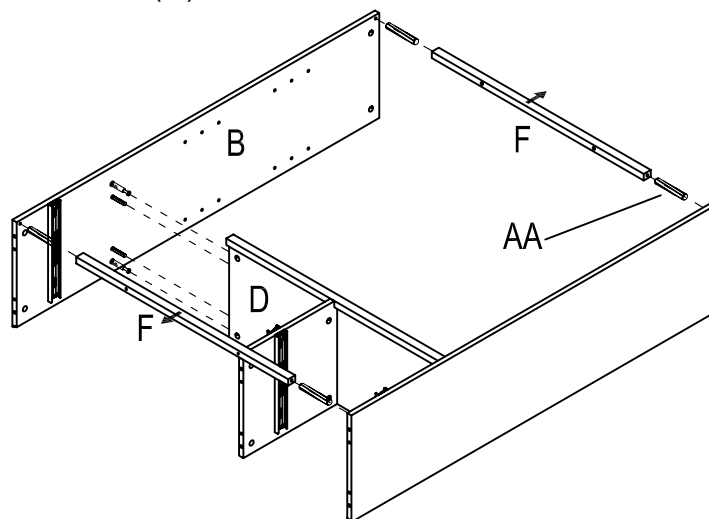
- a) Install dowel (AA) and bolt (BB) into panel (B).



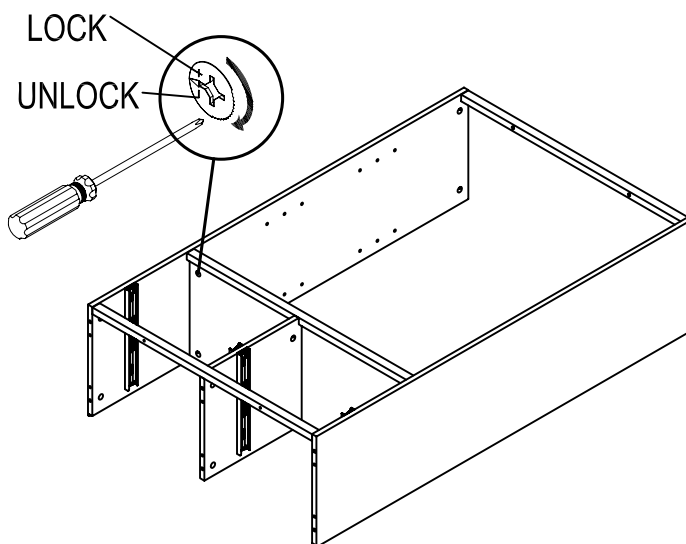
- b) Insert lock (CC) into panel (D).



- c) Join panel (B) and bar (F) to the assembled body with dowel (AA).



- d) Tighten bolt (BB) with lock (CC) in the pre-drilled holes.

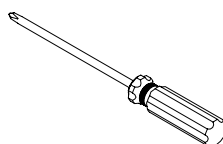
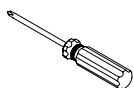
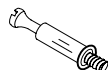


Wood dowel    Cam lock bolt    Cam lock    Small head    Large head

(AA) x 6

(BB) x 2

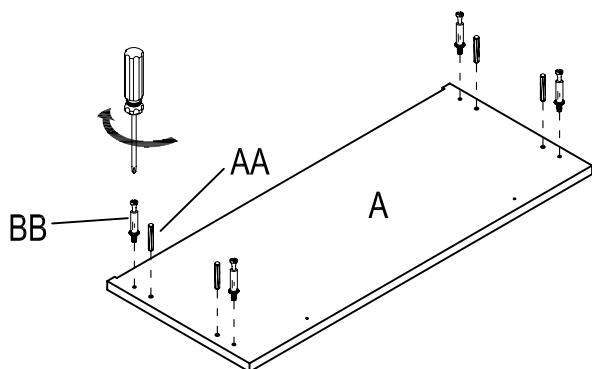
(CC) x 2



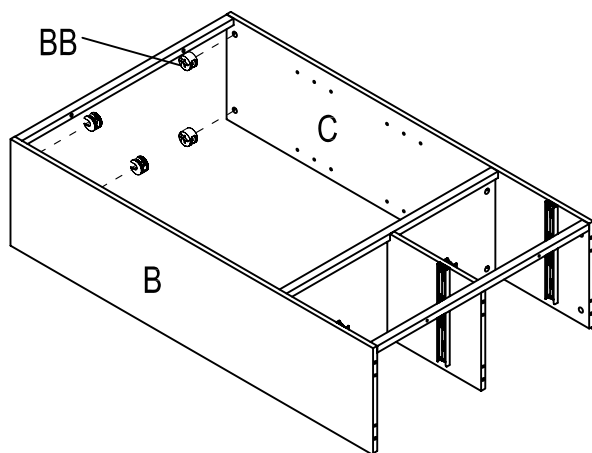
## Assembly (continued)

### 4 Attaching the top panel

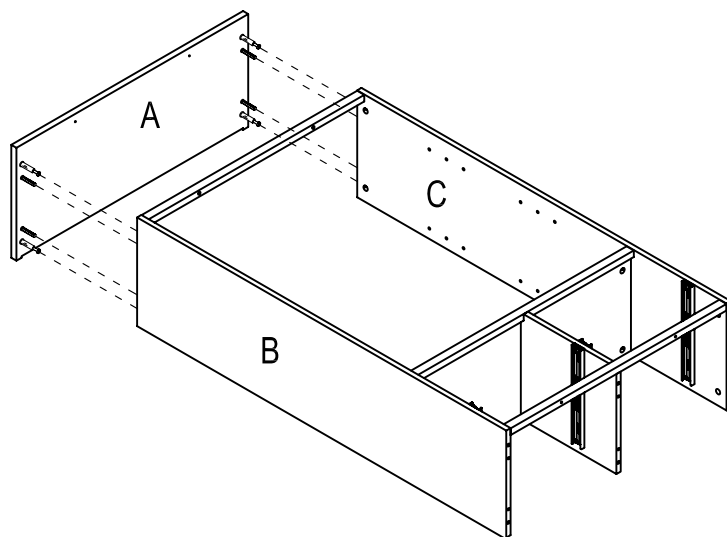
- a) Install dowel (AA) and bolt (BB) into panel (A).



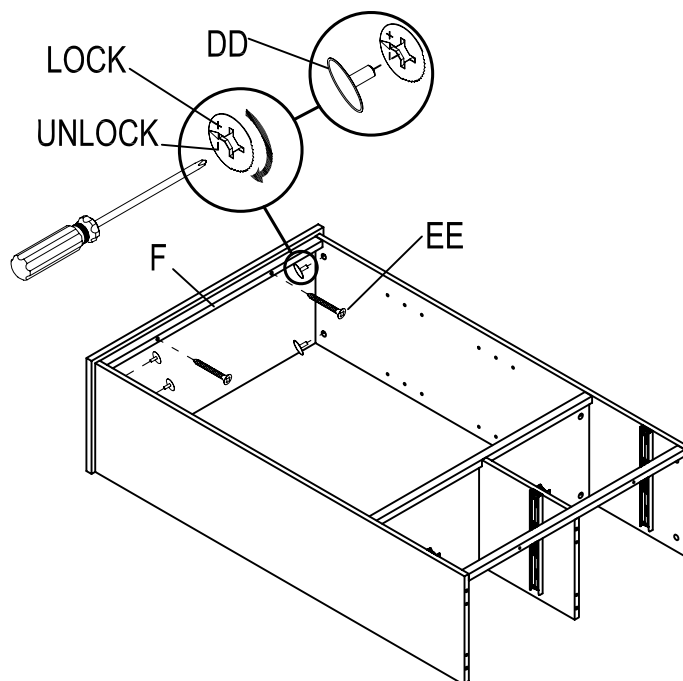
- b) Insert lock (CC) into panels (B) and (C).



- c) Join panel (A) to the assembled body with dowel (AA).



- d) Tighten bolt (BB) with lock (CC) in the pre-drilled holes. Tighten bar (F) with screw (EE).



- e) Cover the cam holes with the cover (DD).

Wood dowel    Cam lock bolt    Cam lock    Plastic cover

(AA) x 4

(BB) x 4

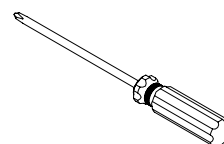
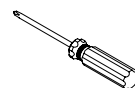
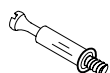
(CC) x 4

(DD) x 4

1 in. Flat head screw    Small head

Large head

(EE) x 2

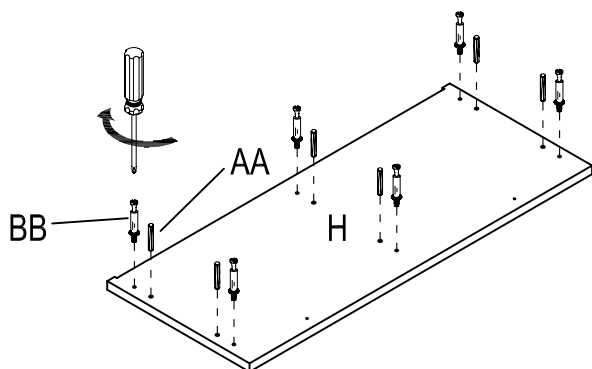




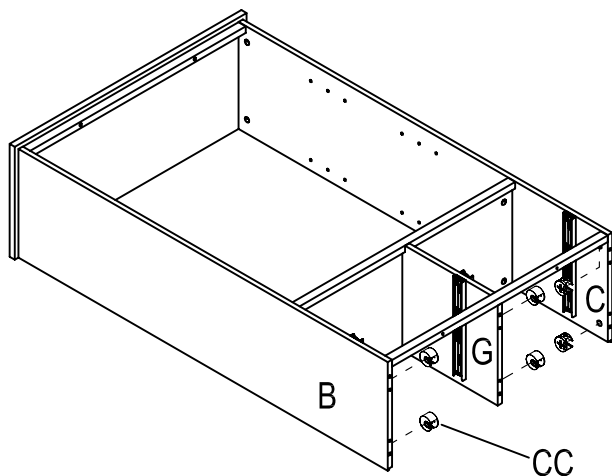
## Assembly (continued)

### 5 Attaching the bottom panel

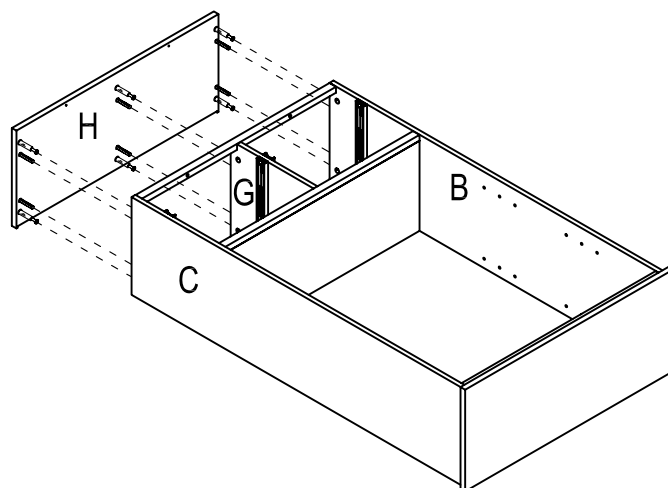
- a) Install dowel (AA) and bolt (BB) into panel (H).



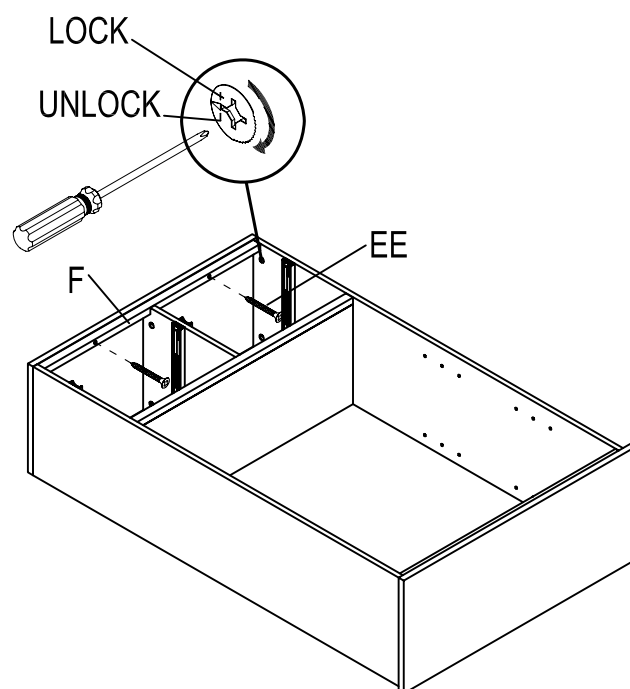
- b) Insert lock (CC) into panels (B) and (C), and partition (G).



- c) Join panel (H) to the assembled body with dowel (AA).



- d) Tighten bolt (BB) with lock (CC) in the pre-drilled holes. Tighten bar (F) with screw (EE).



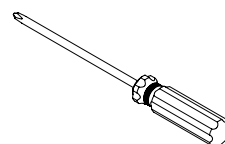
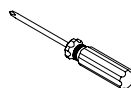
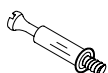
Wood dowel    Cam lock bolt    Cam lock    1 in. Flat head screw    Small head    Large head

(AA) x 6

(BB) x 6

(CC) x 6

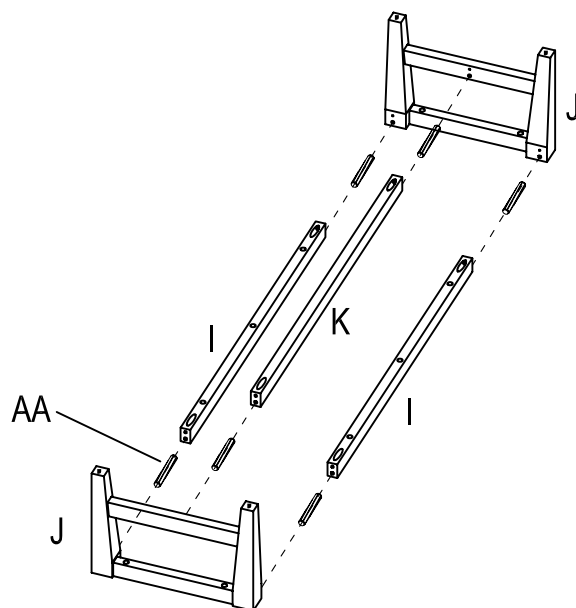
(EE) x 2



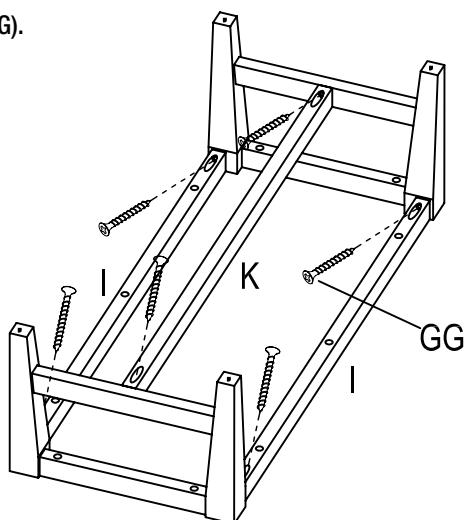
## Assembly (continued)

### 6 Attaching the bar to frame

- a) Join bars (I) and (K) to the frame (J) with dowel (AA).



- b) Tighten bars (I) and (K) with screw (GG).



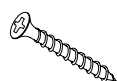
Wood dowel

(AA) x 6

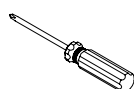


1-1/2 in. Flat  
head screw

(GG) x 6



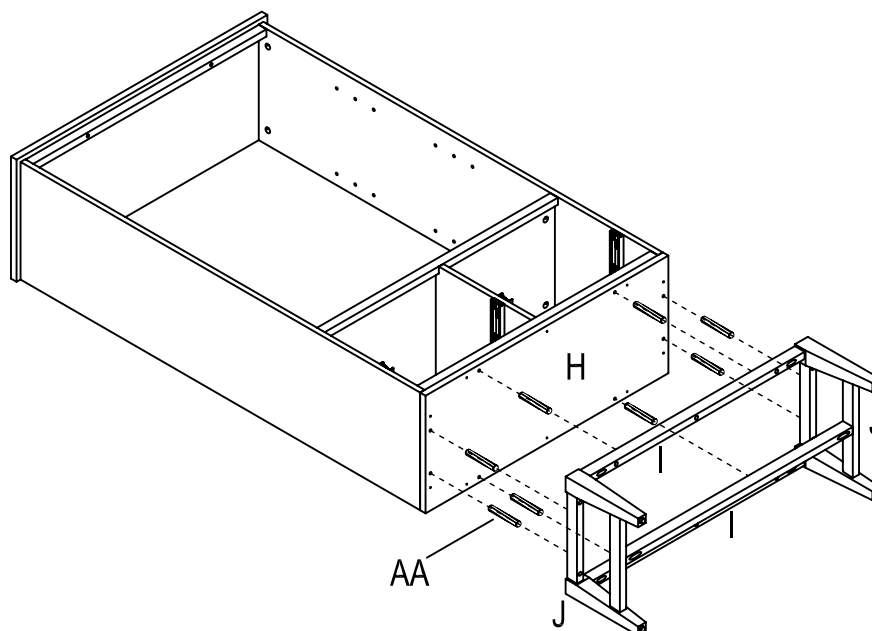
Small head



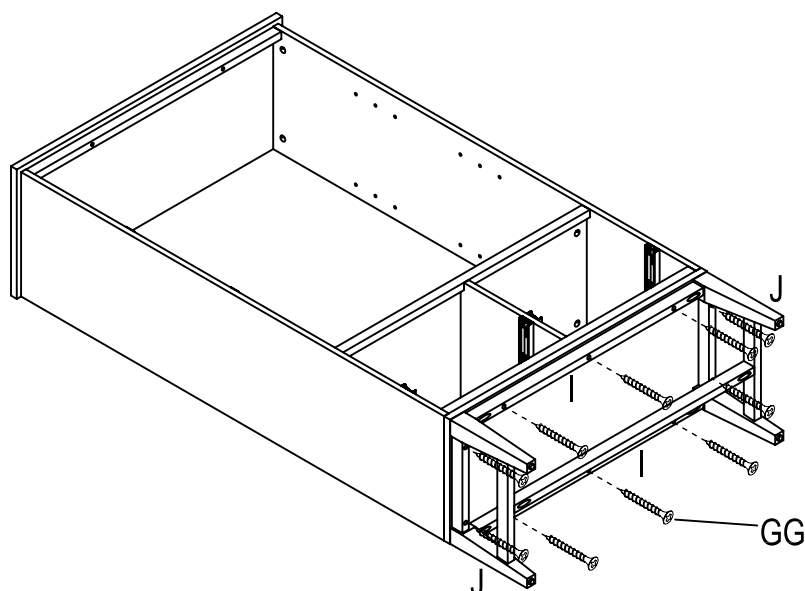
## Assembly (continued)

### 7 Attaching the bar and frame to the bottom panel

- a) Join bar (I) and frame (J) to the assembled body with dowel (AA).



- b) Tighten bar (I) and frame (J) with screw (GG).

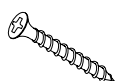


Wood dowel

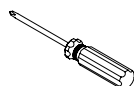
(AA) x 8



1-1/2 in. Flat  
head screw  
(GG) x 10



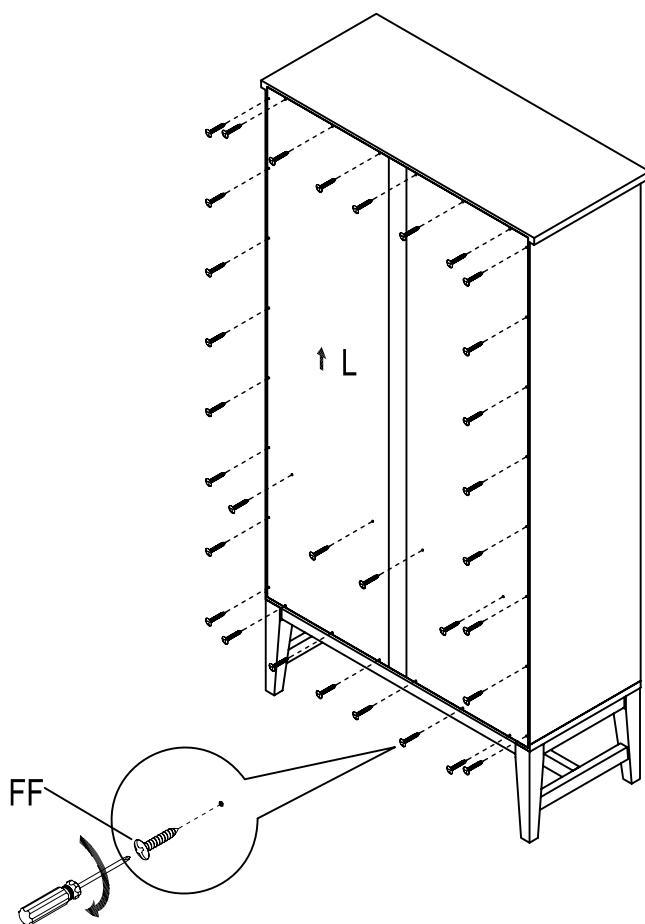
Small head



## Assembly (continued)

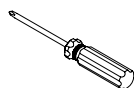
### 8 Attaching the back panel

- Tighten panel (L) to the assembled body with screws (FF) as shown.



5/8 in. Round  
head screw  
(FF) x 32

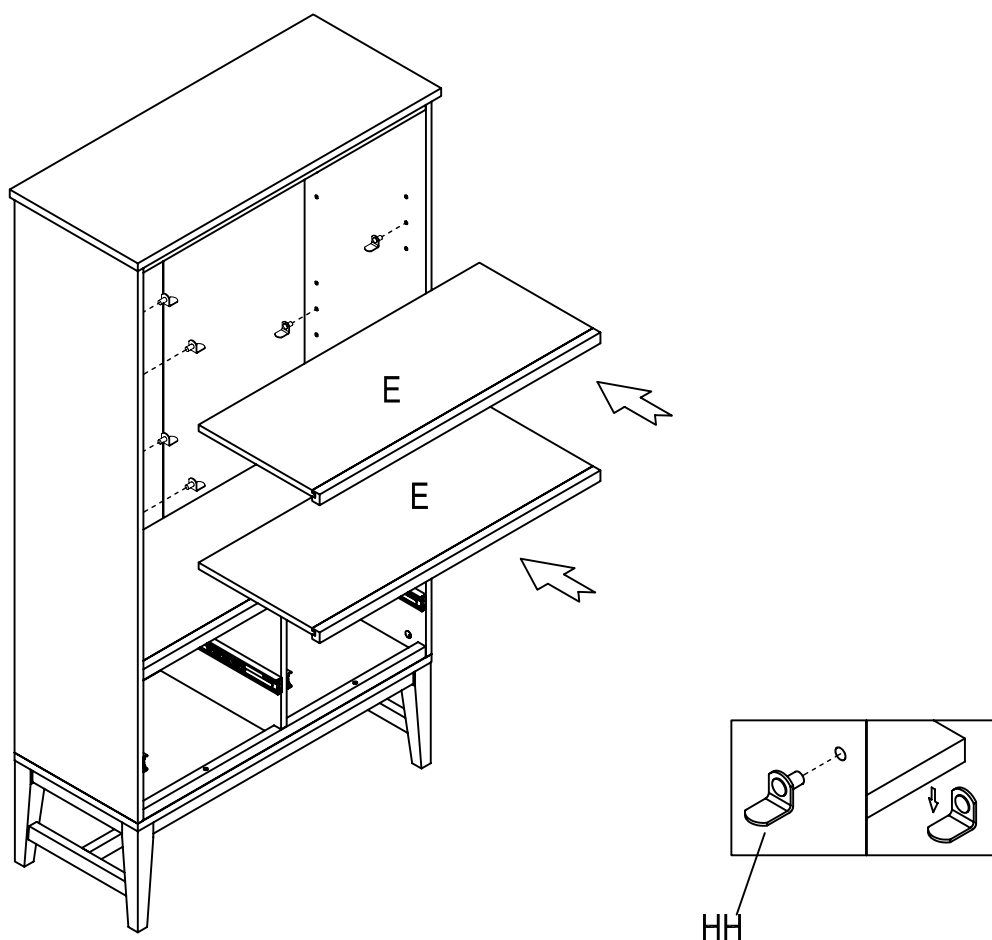
Small head



## Assembly (continued)

### 9 Assembling the adjustable shelf

- Insert shelf supports (HH) in desired positions and place shelf (E) on the supports.



Shelf support

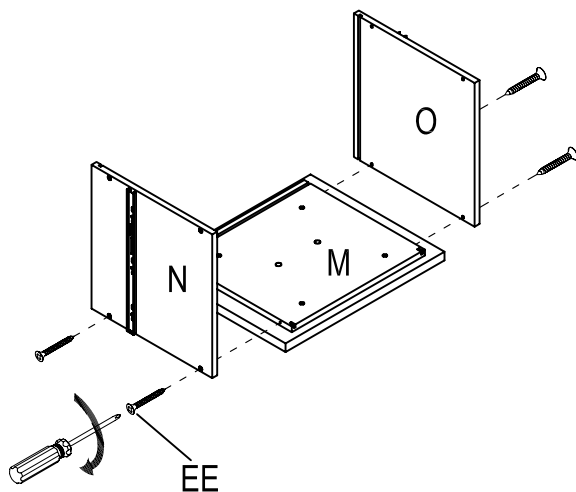
(HH) x 8



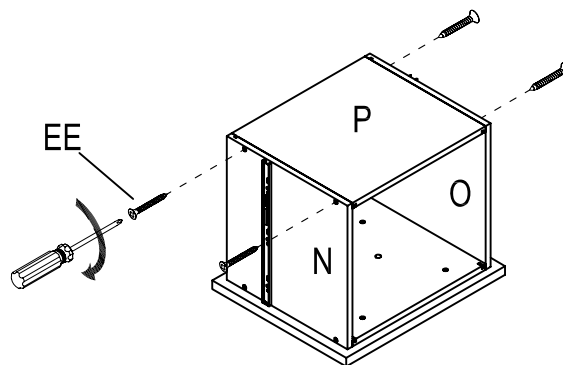
## Assembly (continued)

### 10 Assembling the drawer

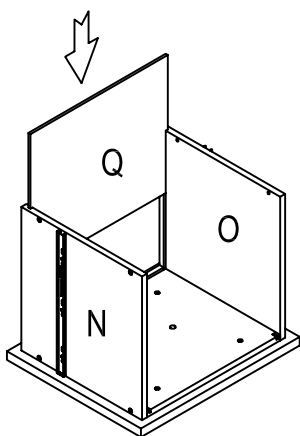
- a) Tighten panels (N) and (O) to panel (M) with screw (EE).



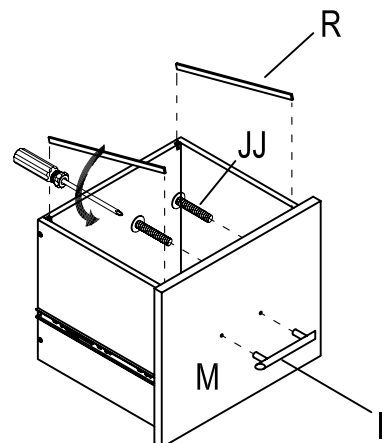
- c) Tighten panel (P) to the assembled body with screw (EE).



- b) Slide panel (Q) into the grooves on panels (N) and (O).



- d) Tighten handle (II) to panel (M) with bolt (JJ).



- e) Place metal bar (R) into panels (M) and (P).

1 in. Flat head screw

Handle

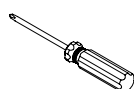
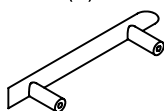
Bolt

Small head

(EE) x 16

(II) x 2

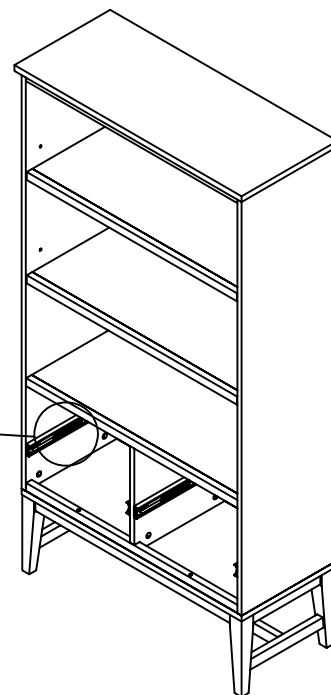
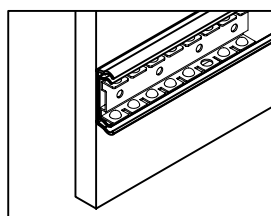
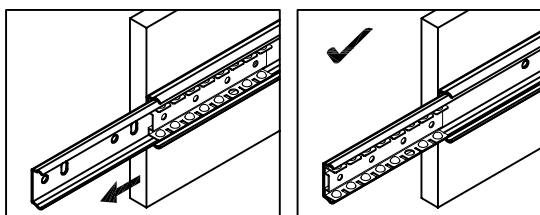
(JJ) x 4



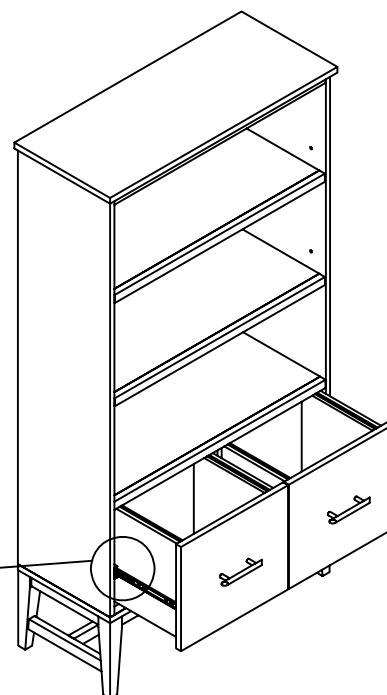
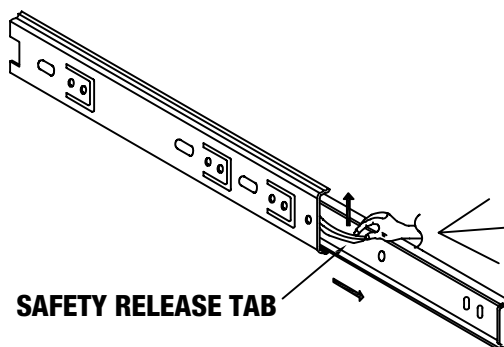
## Assembly (continued)

### 11 Inserting the drawer

- Insert the drawer into the assembled body as shown.



**NOTE:** Make sure the slide piece is at the front end of the glide when installing the drawer into the body.

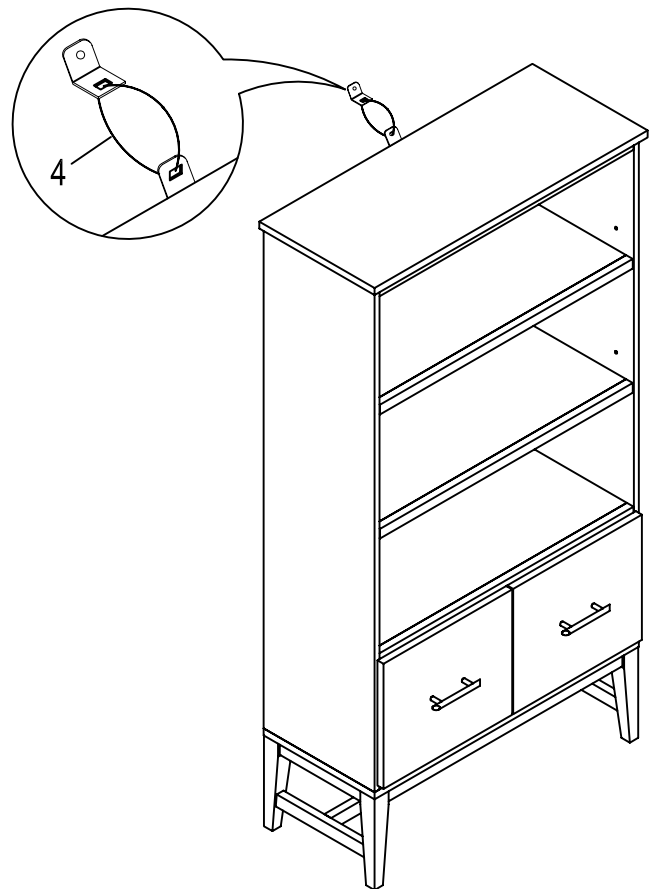
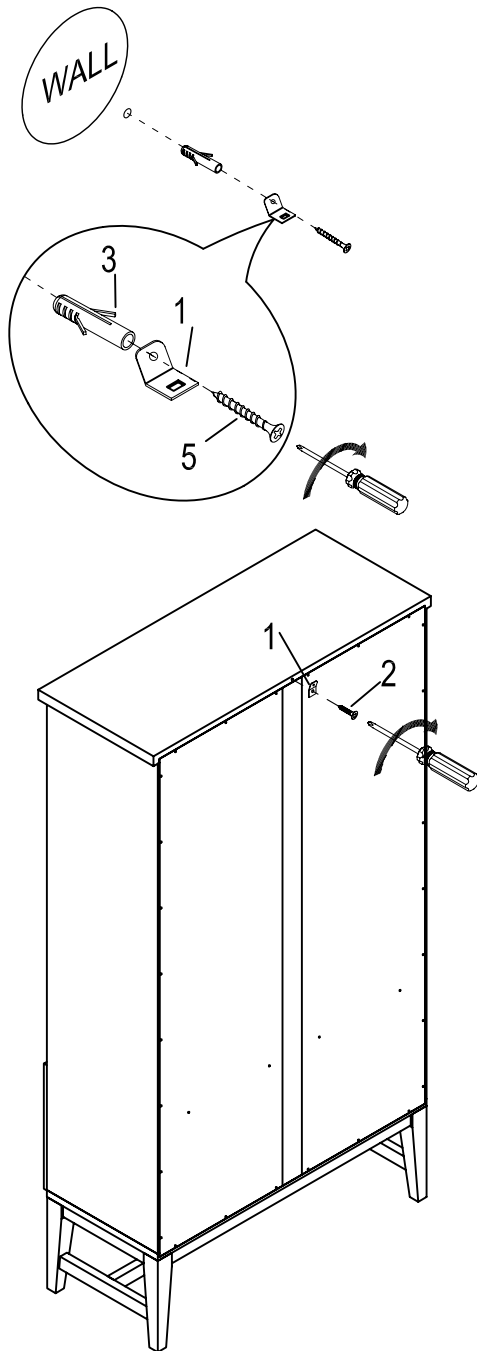






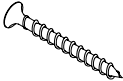
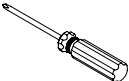
**NOTE:** When removing the drawer, tip-up the safety release tab to remove the drawer from the body.

## Assembly (continued)

# 12 Finalizing the assembly

- Install the anti-tipping hardware as shown.



Rectangle metal plate (1) x 2	1/2 in. Flat head screw (2) x 1	Plastic anchor (3) x 1	Plastic band (4) x 1	1-1/2 in. Flat head screw (5) x 1	Small head
					KK 



The logo for Home Decorators Collection is centered within a dark gray rectangular box. The word "HOME" is in a large, white, serif font. Below it, "DECORATORS" is in a smaller, white, serif font. At the bottom, "COLLECTION®" is in an even smaller, white, sans-serif font.

# HOME DECORATORS COLLECTION®

Questions, problems, missing parts?  
Before returning to the store, call Home Decorators Collection Customer Service.  
8 a.m. – 7 p.m., EST, Monday – Friday, 9 a.m. – 6 p.m., EST, Saturday

**1-800-998-7021**

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Retain this manual for future use.