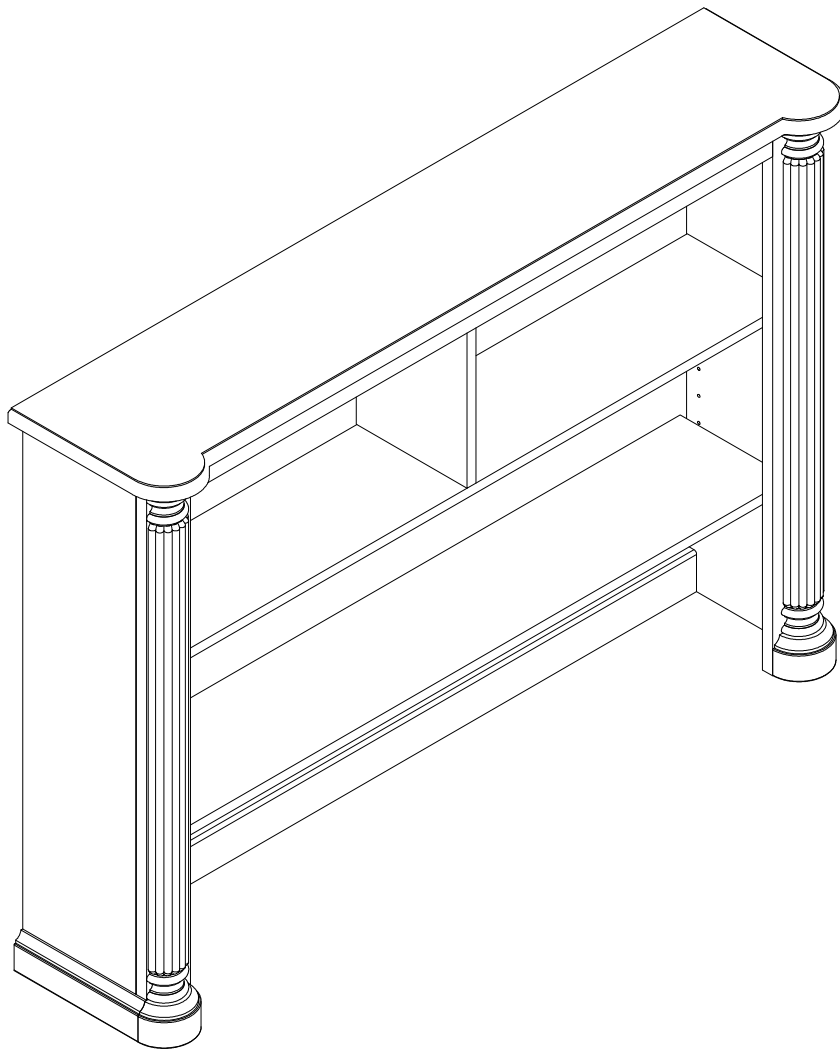


**ASSEMBLY INSTRUCTIONS**  
**for HUTCH**  
**CHARLESTON**  
**Model # 11818**



**KINGSLEY**

**"THE PRODUCT IMAGES SHOWN ARE FOR ILLUSTRATION PURPOSES ONLY AND MAY NOT BE AN EXACT REPRESENTATION OF THE PRODUCT."**

Carefully remove and lay out all parts. Familiarize yourself with all exhibits and diagrams to facilitate the assembly of your Hutch

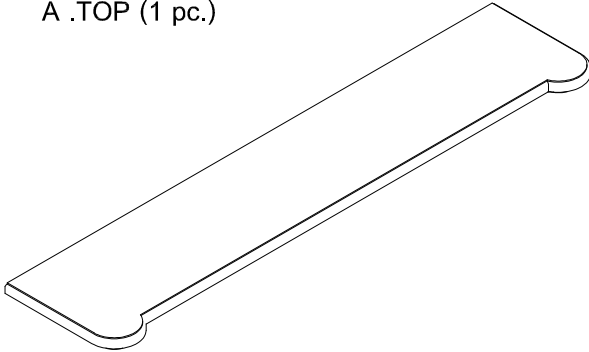
**TOOLS REQUIRED :**

**Allenkey (supplied)**

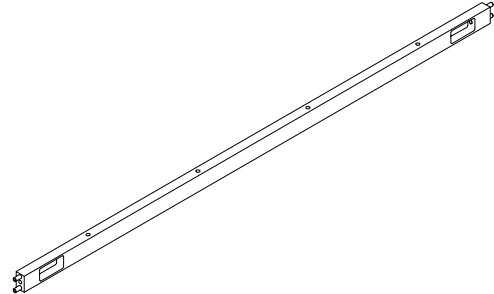
**Philip Head Screw driver (unsupplied)**

**PART ENCLOSED IN CARTON**

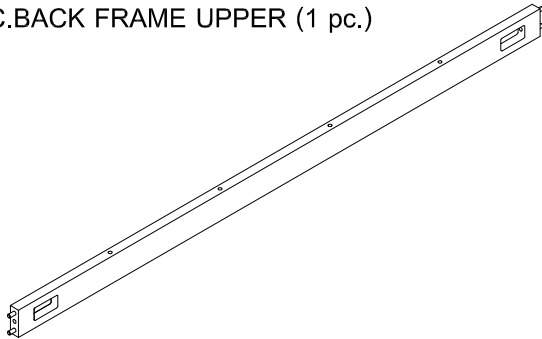
A .TOP (1 pc.)



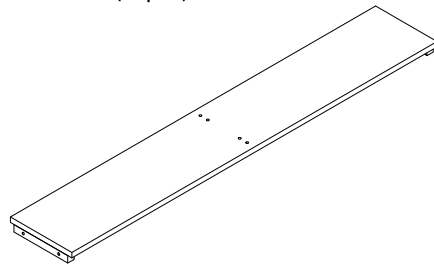
B.FRONT FRAME UPPER (1 pc.)



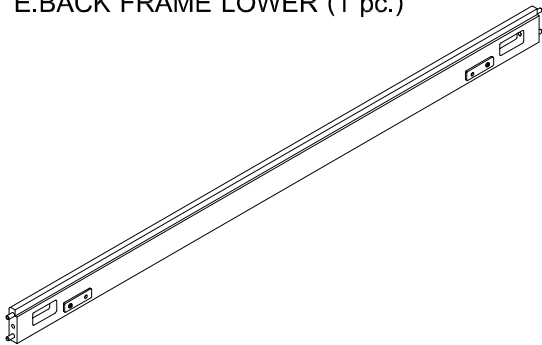
C.BACK FRAME UPPER (1 pc.)



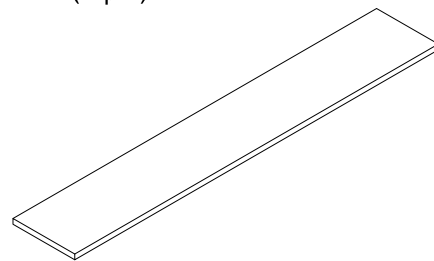
D.FIX SHELF (1 pc.)



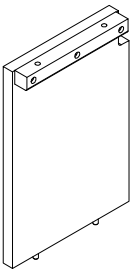
E.BACK FRAME LOWER (1 pc.)



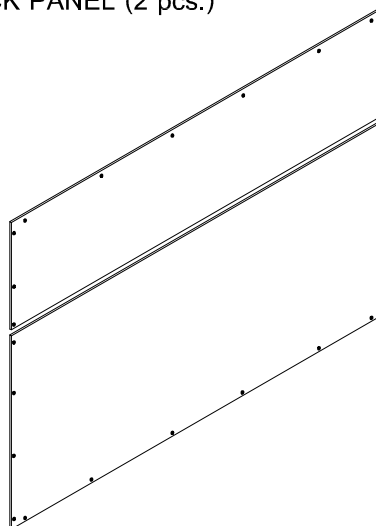
F. SHELF (1 pc.)



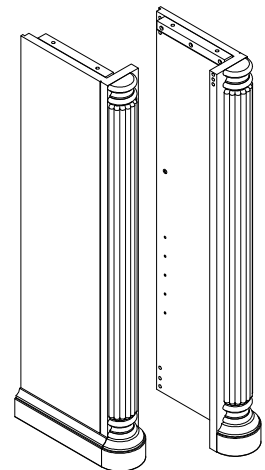
G.VERTICAL PANEL (1 pc.)



H.BACK PANEL (2 pcs.)



J.SIDE PANEL L-R (2 pcs.)



## HARDWARE

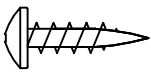
K. Allen Bolt 1 3/4" (45 mm) (14 pcs.)



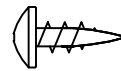
L. Allen Bolt 1 1/4" (30 mm) (12 pcs.)



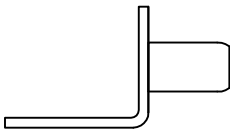
M. Wood Screw 5/8" (15 mm) (32 pcs.)



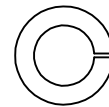
N. Wood Screw 1/2" (12 mm) (4 pcs.)



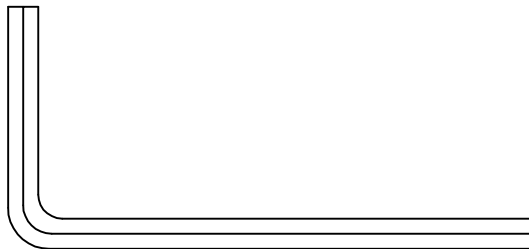
P. ADJUST SHELF (4 pcs.)



W. Spring Washer (26 pcs.)



R. Allen Key (1 pc.)



Make sure the bolts are tightly locked against the washers during assembly.  
(Please add an extra 1/2 revolution to all the bolts when using spring washer after tightening)

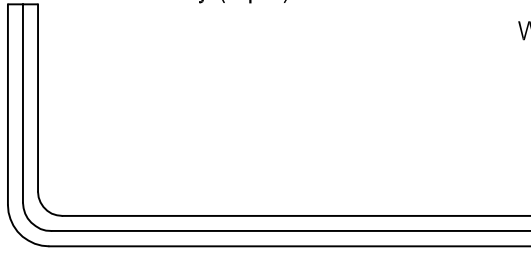
# STEP 1 " ASSEMBLY OF SIDE PANEL & FRAME "

## THIS STEP REQUIRES :

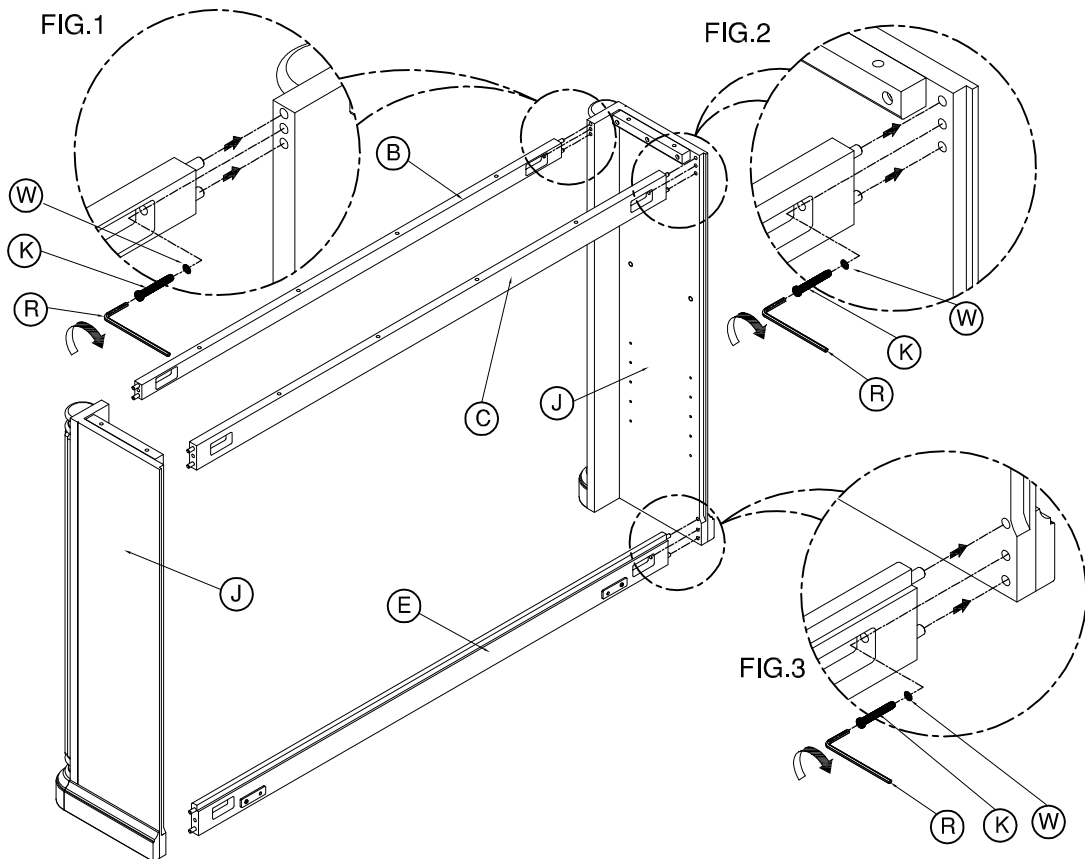
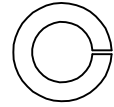
- B.FRONT FRAME UPPER (1 pc.)
- C.BACK FRAME UPPER (1 pc.)
- E.BACK FRAME LOWER (1 pc.)
- J.SIDE PANEL L-R (2 pcs.)
- K. Allen Bolt 1 3/4" (45 mm) (6 pcs.)



R. Allen Key (1 pc.)



W. Spring Washer (6 pcs.)



- A. Attach the front frame upper (B) to side panel L-R (J), by inserting the allen bolt (K) and spring washer (W) into holes of the frame, then into the threaded inserts in the side panel as shown in figure 1.
- B. Attach the back frame upper (C), back frame lower (E) to side panel L-R (J), by inserting the allen bolt (K) and spring washer (W) into holes of the frame, then into the threaded inserts in the side panel as shown in figure 2 & 3.
- C. Using the Allen Key (R) tighten the Allen Bolts (K) as shown in figure 1, 2 & 3.

## STEP 2 " ASSEMBLY OF FIX SHELF "

### THIS STEP REQUIRES :

D. FIX SHELF (1pc.)

L. Allen Bolt 1 1/4" (30 mm) (4 pcs.)

W. Spring Washer (4 pcs.)

R. Allen Key (1pc.)

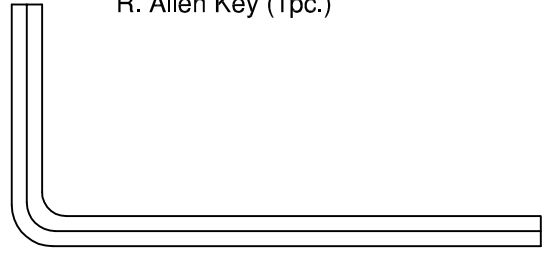
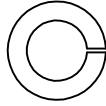


FIG.4

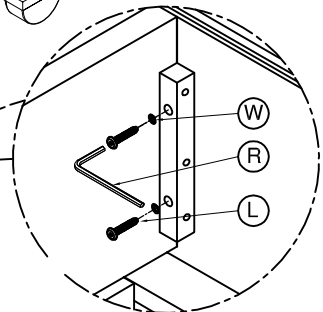
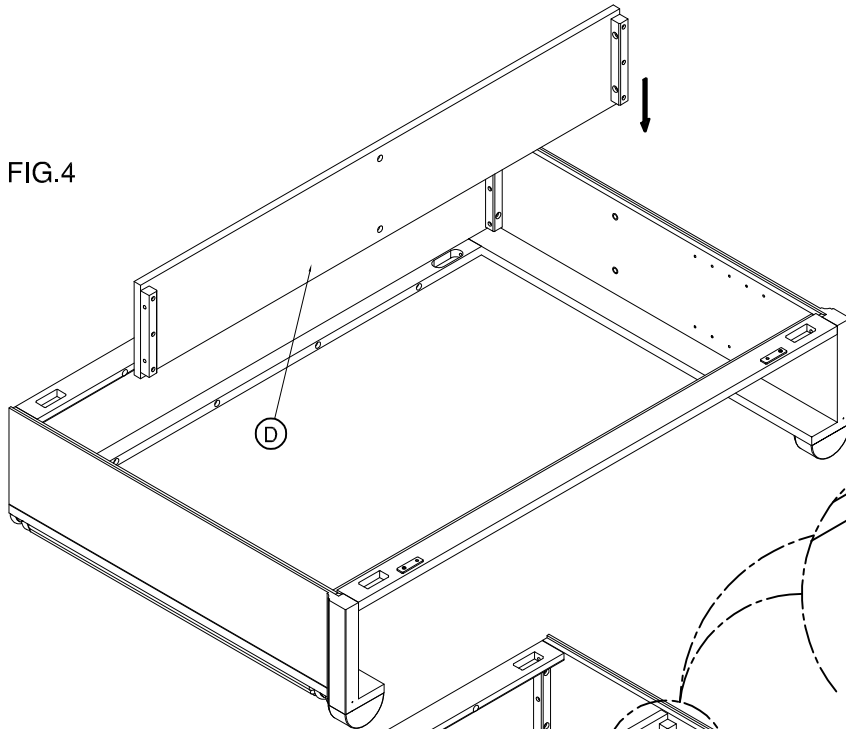
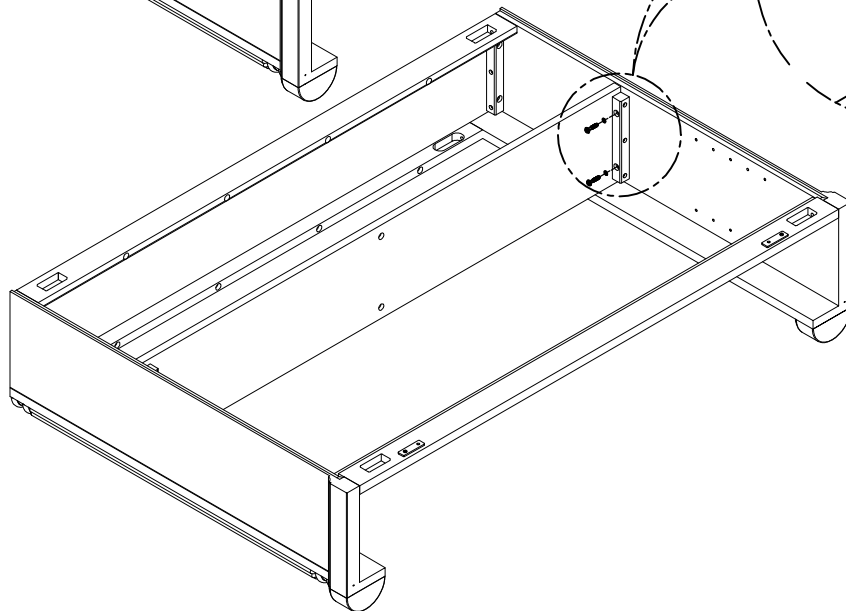


FIG.5



Place the stationary shelf into its appropriate position as shown in FIG.4. Insert the 4 Allen bolts 1 1/4" (30 mm) (L) and 4 spring washers (W) first through inside edge of the stationary shelf, then through the threaded inserts in the side panels as shown in figure 5. Tighten with Allen Key (R).

## STEP 3 " ASSEMBLY OF VERTICAL PANEL "

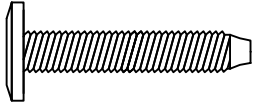
THIS STEP REQUIRES :

G. VERTICAL PANEL

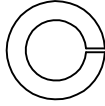
(1pc.)

L. Allen Bolt 1 1/4" (30 mm)

(2 pcs.)



W. Spring Washer (2 pcs.)



R. Allen Key (1pc.)

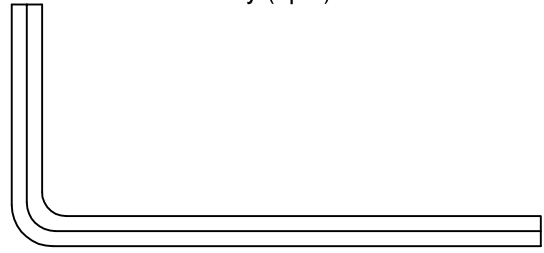


FIG.6

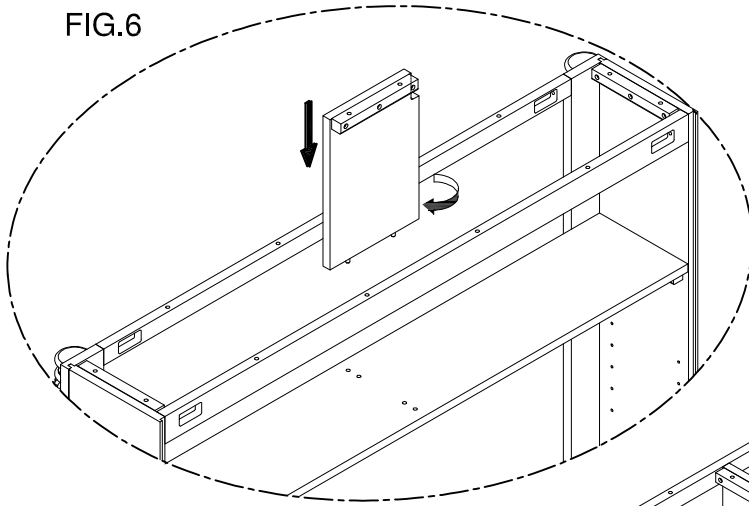
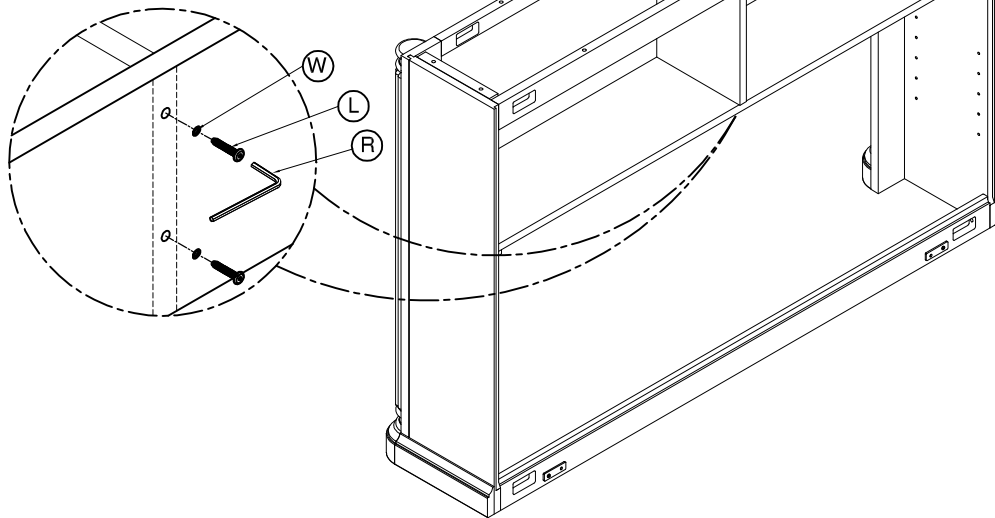


FIG.7



Place the vertical panel into its appropriate position on the Fixed shelf as shown in figure 6. Insert the 2 Allen bolts 1 1/4" (30 mm) (L) and 2 spring washers (W) first through the threaded inserts in the stationary shelf, then through the vertical panel as shown in figure 7. Tighten with Allen Key (R).

## STEP 4 " ASSEMBLY OF TOP "

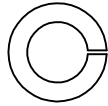
### THIS STEP REQUIRES :

A. TOP (1 pc.)

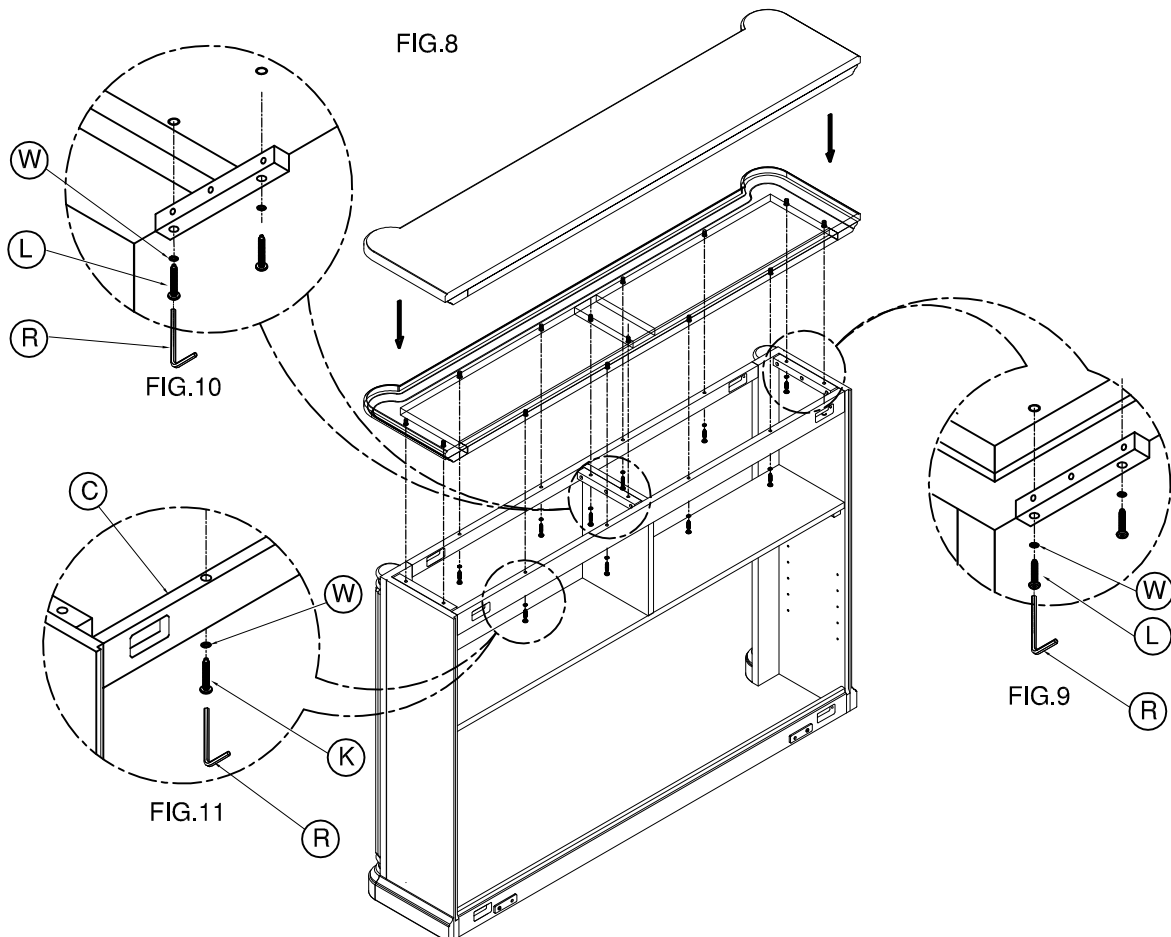
W. Spring Washer (14 pcs.)

R. Allen Key#4 (1 pc.)

K. Allen Bolt 1 3/4" (45 mm) (8 pcs.)



L. Allen Bolt 1 1/4" (30 mm) (6 pcs.)



A. First place the Top into its appropriate position on the sides and front panel assembly as shown in figure 8.

B. Insert the 4 (four) Allen Bolts 1 1/4" (30 mm)(L) and washers (W) first through the holes in the blocks on the inside edge of the side panel L-R (J) then into the threaded inserts in the top as shown in figure 9. Tighten all bolts with the Allen key (R).

C. Insert the 2 (two) Allen Bolts 1 1/4" (30 mm)(L) and washers (W) first through the holes in the blocks on the inside edge of the vertical panel (G) then into the threaded inserts in the top as shown in figure 10. Tighten all bolts with the Allen key (R).

D. Insert the 8 (eight) allen bolt 1 3/4" (45 mm) (K) and washer (W) first through the holes in the back frame upper (C) and Front frame upper (B), then into the threaded inside in the top as shown in figure 11.

Tighten all bolts with the Allen key (R).

## STEP 5 " ASSEMBLY OF BACK PANEL "

### THIS STEP REQUIRES :

H. BACK PANEL (2 pcs.)  
M. Wood Screw 5/8" (15 mm) (32 pcs.)

Philip Head Screw driver (unsupplied)

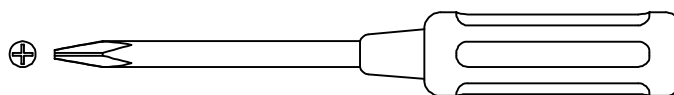
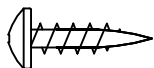


FIG.12

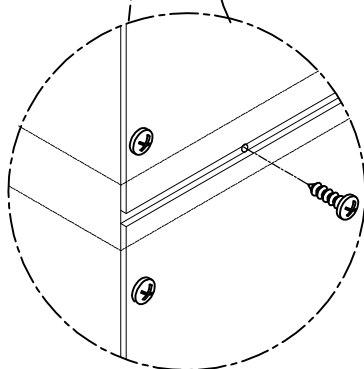
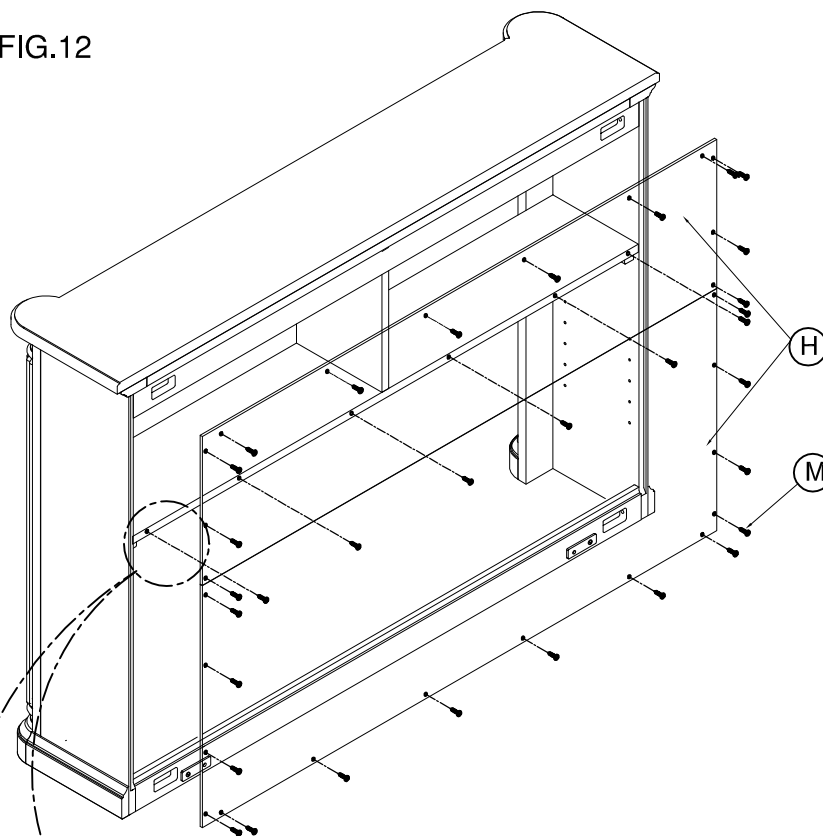


FIG.13 A

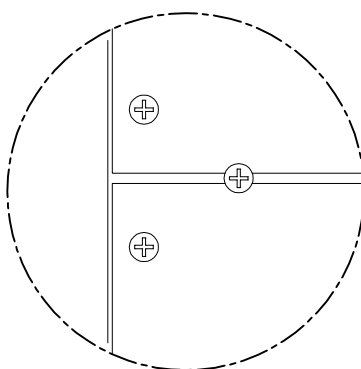


FIG.13 B

A. Using a Phillips head screw driver, attach the Back Panel (H) to the back of the Hutch using the 32 wood screws (M) as shown in FIG.12.

B. Make sure the screws are attached in between top and bottom panel into the predrilled holes provided ( on the back of the shelf ). Please see FIG.13 A and Fig.13 B.

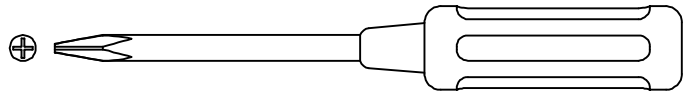
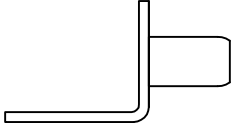


## STEP 6 " ASSEMBLY OF ADJUSTABLE SHELF "

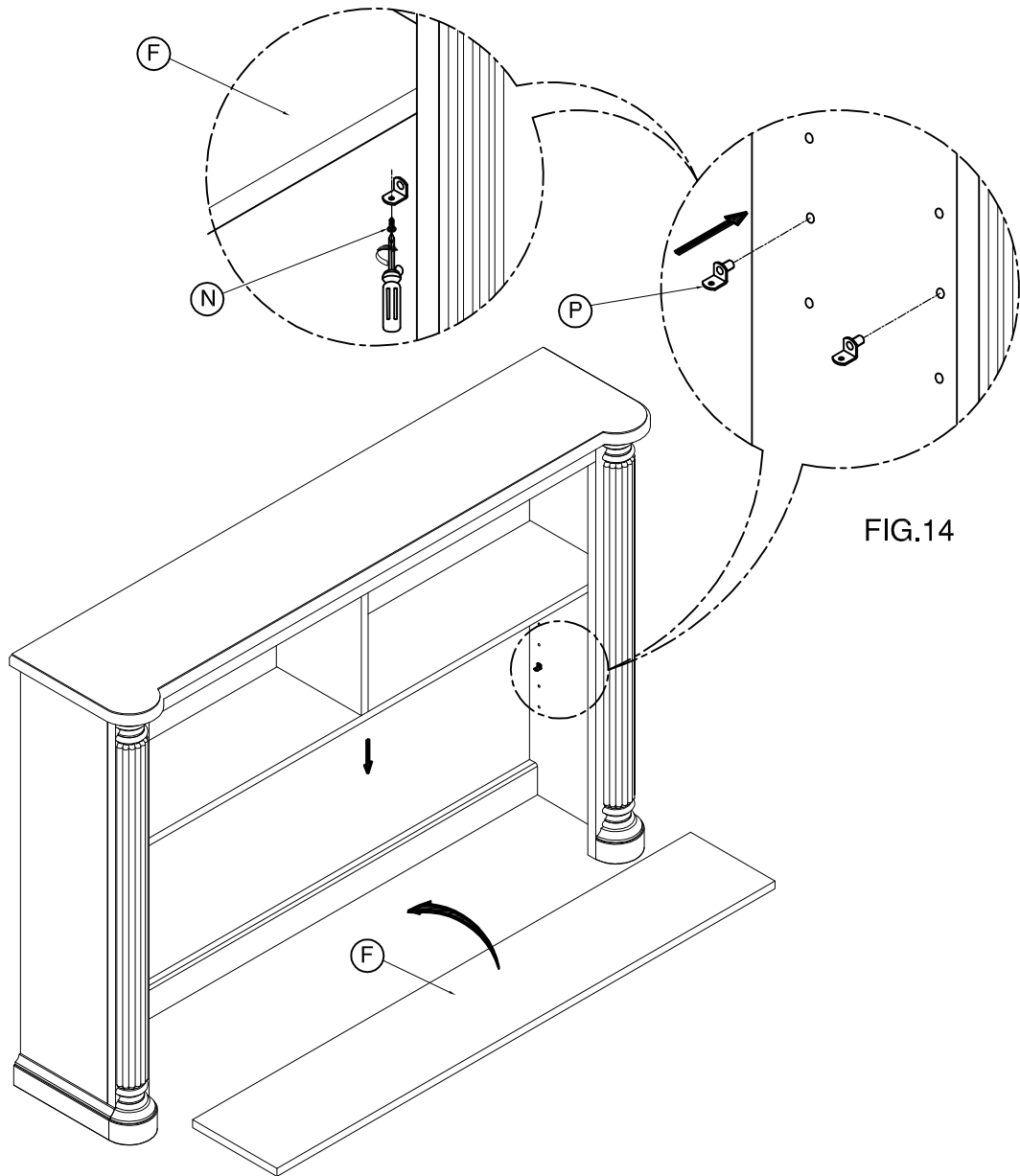
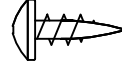
### THIS STEP REQUIRES :

F. SHELF (1 pc.)  
P. ADJUST SHELF (4 pcs.)

Philip Head Screw driver (unsupplied)



N. Wood Screw 1/2" (12 mm) (4 pcs.)



- Choose a desired shelf height position and insert the shelf pegs as shown in Figure 14.
- Put the adjustable shelf (P) onto the shelf pegs.
- Using a Phillips head screw driver, secure the adjustable shelf using wood screws (N).