IMPORTANT!
Assembly may require the assistance of another person.

Before you begin assembly:

READ THE DIRECTIONS all the way through one time. This will speed up the process and help you understand the sequence of steps.

COUNT THE PARTS AND HARDWARE before assembly. This ensures you have received all necessary parts before you begin.

TOOLS: You may need a Phillips head screwdriver, a medium slotted screwdriver or a plastic mallet. To protect your new furniture from damage during assembly, it is recommended to work on a carpeted surface.

CAUTION: On assemblies requiring glue, make sure the unit is assembled correctly before gluing. Once this unit is assembled with glue, the manufacturer will not be responsible for damaged parts. Keep a damp cloth or sponge handy to wipe off excess glue.

To care for this furniture, simply wipe with a cloth dampened with glass cleaner containing ammonia-D.

In the event any parts are missing from this package, send your name, address, telephone number, and a description of the missing part(s) to: PARTS, Box 1420, Missoula, MT 59806 or call: 1-800-769-5693 or FAX 1-800-445-5281.
<table>
<thead>
<tr>
<th>Part</th>
<th>Description</th>
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<th>Quantity</th>
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<tbody>
<tr>
<td>A</td>
<td>Left Side - CDHD</td>
<td>01010341</td>
<td>1 ea.</td>
</tr>
<tr>
<td></td>
<td>Left Side - CDHD39</td>
<td>01010443</td>
<td>1 ea.</td>
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<tr>
<td>B</td>
<td>Right Side - CDHD</td>
<td>01010341</td>
<td>1 ea.</td>
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<td>Right Side - CDHD39</td>
<td>01010443</td>
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<tr>
<td>C</td>
<td>Top</td>
<td>01010301</td>
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<tr>
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<td>Back - CDHD</td>
<td>01010152</td>
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<td>D</td>
<td>Left Door - CDHD</td>
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<td>01010475</td>
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<td>Bottom</td>
<td>01010111</td>
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<tr>
<td>F</td>
<td>Toeboard</td>
<td>01010172</td>
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<td>G</td>
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<tr>
<td>M</td>
<td>Adjustable Shelf</td>
<td>01010124</td>
<td>1 ea.</td>
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**Legend**:
- **A**: Left Side - CDHD
- **B**: Right Side - CDHD
- **C**: Top
- **D**: Back - CDHD
- **E**: Bottom
- **F**: Toeboard
- **G**: Right Door - CDHD
- **M**: Adjustable Shelf
H1 Leveler Insert 274650 4 ea.

H2 Leveler 300870 4 ea.

H3 Minifix Bolt 909834 18 ea.

H4 Dowel 195000 12 ea.

H5 Hinge Plate 400207 4 ea.

H6 Minifix Cam 909810 18 ea.

H7 Catch Plate 452340 1 ea.

H8 #8 x 5/8" Panhead Screw 988056 4 ea.

H9 Angel Bracket 401170 2 ea.

H10 Varianta Screw 988060 8 ea.

H11 Confirmat Screw 950100 3 ea.

H12 Rafix Cam 909910 6 ea.

H13 Rafix Bolt 909923 6 ea.

H14 Hinge 400205 4 ea.
H18 1" Washerhead Screw 920200 4 ea.

H16 #6 x 5/8" Panhead Screw 901216 2 ea.

H17 Handle 400870 2 ea.

H19 Door Plate 452330 1 ea.

H20 Door Bumper 298030 2 ea.

H21 Grommet 286580 5 ea.

H15 Lock & Key Set 452310 452320 452350 1 ea.

H22 Connector Sleeve 950200 4 ea.

H23 Connector Screw 901350 4 ea.

Hardware for Connecting to Other Glacier Circulation Desk Units.
Using the Minifix System:

Insert the Minifix Cams into the appropriate holes with the arrow facing outwards as shown.

When screwing post into hole, **Do Not** over tighten. Screw post down until bottom face of post flange just touches board surface.

Using the #2 Phillips screwdriver, rotate the Cam Devices a half turn clockwise until snug.

To disassemble, turn the Cam Devices counter-clockwise and remove panels.

Using the Rafix System:

Insert the Rafix Cams into the appropriate holes. The flat edge of the cam should be facing the edge of the panel.

Slide Rafix Cams of the panel to be attached onto the corresponding posts.

When screwing post into hole, **Do Not** over tighten. Screw post down until bottom face of post flange just touches board surface.

Using a #3 Phillips screwdriver, turn the rotating portion of the Rafix Cam a 1/2 turn clockwise to secure. **IMPORTANT! Do not exceed 1/2 turn when tightening cams.** Turn 1/2 turn counterclockwise to disassemble and remove panel.
#1
Place the Left Side (A) and Right Side (B) on a clean, carpeted surface with the pre-drilled holes facing up. Insert the Leveler Inserts (H1) into the holes in the bottom edges of each Side. Using a plastic mallet, tap until flush with the surface. Screw the Levelers (H2) into the Leveler Inserts.

*Adjust Levelers when the assembled unit is in place.*

#2
Screw nine Minifix Bolts (H3) and insert six Dowels (H4) into the Left Side (A) and Right Side (B) where indicated.

#3
Attach Hinge Plates (H5) to the Left Side (A) and Right side (B) using the attached screws into the pre-drilled holes where indicated.
#4

Insert six Minifix Cams (H6) into the Top (C) with the arrows of the cams facing out.

Attach a Catch Plate (H7) to the Top as shown using two #8 x 5/8" Panhead Screws (H8).

#5

Insert six Minifix Cams (H6) into the Back (D) and Bottom (E) with the arrows of the cams facing out.

#6

Secure an Angle Bracket (H9) to each end of the Toeboard (F) using the Varianta Screws (H10).
#7
Attach the Toeboard (F) to the Bottom (E) using three Confirmat Screws (H11) through the pre-drilled holes as shown.

NOTE: The Angle Brackets should be oriented towards the inside as shown.

#8
Place the Left Side (A) as shown. Position the Top (C) onto the Left Side. Turn the cams (H6) clockwise to secure.

NOTE: GROMMET HOLE LOCATED AS SHOWN.

#9
Position the Back (D) onto the Left Side (A) and turn cams (H6) clockwise to secure.
### #10

Position the Bottom Shelf (E) and Toeboard (F) assembly onto the Left Side (A) and turn cams (H6) to secure.

### #11

Position the bolts and dowels of the Right Side (B) onto the unit and turn cams (H6) clockwise to lock in place.
Insert six Rafix Cams (H12) into the Adjustable Shelf (G) with the flat edge facing outwards and tap until fully seated in place as shown.

Note: The edge of the Rafix Cam must be aligned with the shelf edge. Rafix Cams cannot be repositioned if installed incorrectly.

With the assistance of another person, turn the unit upright. Screw three Rafix Bolts (H13) into pre-drilled holes of each Side (A & B) at a selected height.
#15

Position the Adjustable Shelf (G) onto the posts as shown.

Using a #3 Phillips screwdriver, turn the rotating portions of the cams ¼-turn clockwise to secure.

**Note:** Do not exceed ¼-turn when tightening cams!

#16

Press Hinges (H14) into the corresponding holes in the Left Door (L) and Right Door (M). Tap into place. Tighten the screws of each Hinge to secure in place.
#17
Position the Lock (H15) onto the inner side of the Right Door (M) oriented as shown. Secure the Lock in place using two #6 x 5/8" Panhead Screws (H16) into the pre-drilled holes of the Right Door.

Press the trim ring of the lock over the keyhole portion of the lock on the opposite side of Right Door as shown.

#18
Attach a Handle (H17) to the Left Door (L) and Right Door (M) using 1" Washerhead Screws (H18) as shown.

#19
Attach a Door Plate (H19) to the Left Door (L) using #8 x 5/8" Panhead Screws (H8) as shown.
To attach the Left Door (L) to the unit, slide the Door Hinges (H14) onto the Hinge Plates (H5) as shown. Tighten the center screw.

To attach the Right Door (M) to the unit, slide the Door Hinges (H14) onto the Hinge Plates (H5) as shown. Tighten the center screw.

Follow these steps for proper door alignment

Step A. Loosen the screws of the hinge plates for UP and DOWN adjustment. Retighten screws after proper adjustment is made.
Step B. Loosen the center screw of the hinge plate for IN and OUT door adjustment. Retighten center screw after proper adjustment is made.

Step C. To adjust the gap between the doors, turn this screw. For a smaller gap, turn the screw clockwise. For a larger gap, turn the screw counterclockwise.

Remove the backing from the adhesive side of the Door Bumpers (H20) on both doors at the height of the Adjustable Shelf (G).
Insert Grommets (H21) into the Left Side (A), Right Side (B), Top (C), Bottom (E) and the Adjustable Shelf (G).

Remove Grommets from the panels to be connected. Using a 13/64" bit, drill through the four pilot holes on the inside of each side panel.

Align the side panels of the units to be connected. Tap four Connector Sleeves (H22) through the holes in one side panel and into the holes of the unit to be connected. From the other side, secure the units together using four Connector Screws (H23).

Your Glacier Hinged Door unit is now fully assembled and ready for use.