

Model #

# 2401GACd

# 2401CAFd

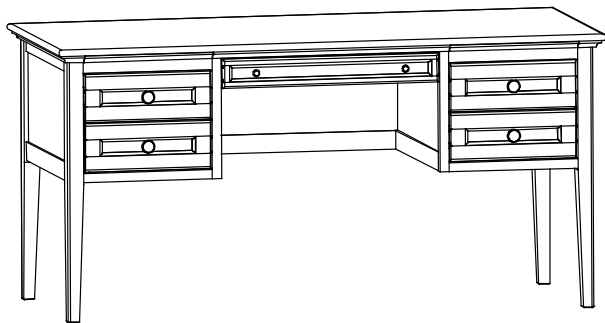
## McKenzie

## 4-Drawer Desk

**GAC = Glazed Antique Cherry finish**

**CAF = Caffè finish**

*Assembly  
Instructions*



*Thank you for allowing us to help you furnish your home. We are certain you will be delighted with your new furniture for many years to come.*

### IMPORTANT NOTES:

- For normal household use only. *Not* recommended for commercial use.
- Do not climb, sit or stand on this piece of furniture.
- Use a protective pad when you use the top of this piece as a writing surface.
- Do not overload the drawers.
- Unload items before you move this unit.
- This assembly requires two people.

### **WARNING**

Drilling, sawing, sanding or machining wood products can expose you to wood dust, a substance known to the state of California to cause cancer. Avoid inhaling wood dust or use a dust mask or other safeguards for personal protection.

For more information go to: [www.p65warnings.ca.gov/wood](http://www.p65warnings.ca.gov/wood)

This product can expose you to chemicals, including formaldehyde, which are known to the State of California to cause cancer.

For more information go to: [www.p65warnings.ca.gov/furniture](http://www.p65warnings.ca.gov/furniture)

**DESIGN SUBJECT TO CHANGE WITHOUT NOTICE.**

### CUSTOMER SERVICE

If you ever have questions about your furniture, please do not hesitate to contact us. In the unlikely event you need a replacement part; we can make those parts available through an authorized Whittier Wood Furniture dealer. If you cannot order replacement parts through your dealer, please contact our customer service department.

**Hours:** Our friendly customer service staff can be reached:

**Monday-Friday 8:00 a.m. to 5:00 p.m. (Pacific Time).**

You may leave a message 24 hours a day, seven days a week.

**Customer Service: 800-653-3336 • Outside the U.S.: 541-687-0213**

**Fax: 541-687-2060 • Email: [info@whittierwood.com](mailto:info@whittierwood.com)**

**Whittier  
Wood**  
  
**FURNITURE**

P.O. Box 2827  
Eugene, OR 97402 USA

Production Code:

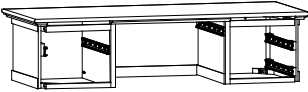
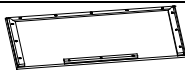
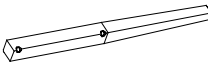

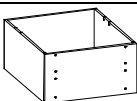
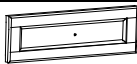
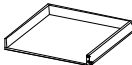

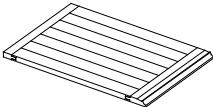










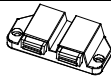

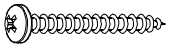
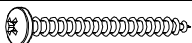
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



# 2401GACd 2401CAFd McKenzie 4-Drawer Desk

## Parts List

Please identify the parts and check that quantities received match those on this list.  
If you need to replace a part, refer to the following letter and part name.

Part	Description	Quantity
Ac	Case Assembly 	1
B	Top Assembly (attached) 	1
C	Leg 	4
D	Drawer (inserted) 	2
E	File Drawer (inserted) 	1
F	Drawer Face (installed) 	4
G	Keyboard Tray Box (inserted) 	1
H	Keyboard Tray Face (installed) 	1
Ic	Pull-out (installed) 	2
J	20" Drawer Slides (pre-installed set) 	4
K	#6 x 3/4" Philtruss Screw (inserted) 	28
L	#6 x 1/2" Philtruss Screw (inserted) 	26
M	Roller Catch Kit (pre-installed set) 	1
N	Left Keyboard Hinge (attached) 	1
O	Right Keyboard Hinge (attached) 	1
Q	Knob (attached) 	4
Rd	#8 x 1-1/2" Machine Screw Tuscan (installed) 	4
S	Small Knob (attached) 	2
T	4 x 35mm Machine Screw (installed) 	2
Ub	Twin Push Latch (attached) 	2
Vd	#8 x 7/8" Black Lo-Profile Screw (inserted) 	16
W	#8 x 1-1/4" Pan Head Screw (inserted) 	54
X	#8 x 1-3/4" Pan Head Screw (inserted) 	23

**2401GACd 2401CAFd McKenzie 4-Drawer Desk**  
*Parts List*

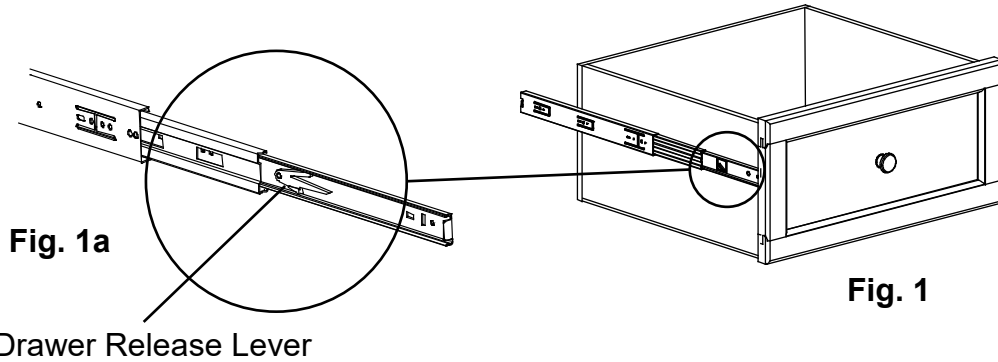
Part	Description	Quantity
Y	#8 x 1-1/4" Black Screw (inserted) 	13
ZA	#8 x 2" Black Screw (inserted) 	4
ZB	Plastic File Rail (attached) 	2
ZC	Aluminum File Rail 	2
ZD	3/8" x 1" Insert Nut (inserted) 	8
ZE	5/16" Flat Washer 	8
ZF	3/8" x 2-1/2" Hex Bolt 	8
ZG	Adjustable Glide (installed) 	4
ZI	#6 x 1/2" Undercut Screw (inserted) 	8
ZJ	3mm x 12mm Pan Head Screw (inserted) 	4
ZK	1/4" x 20mm Insert Nut (inserted) 	4
ZL	#8 x 1-3/8" Lo-Profile Screw (inserted) 	6

# 2401GACd 2401CAFd McKenzie 4-Drawer Desk

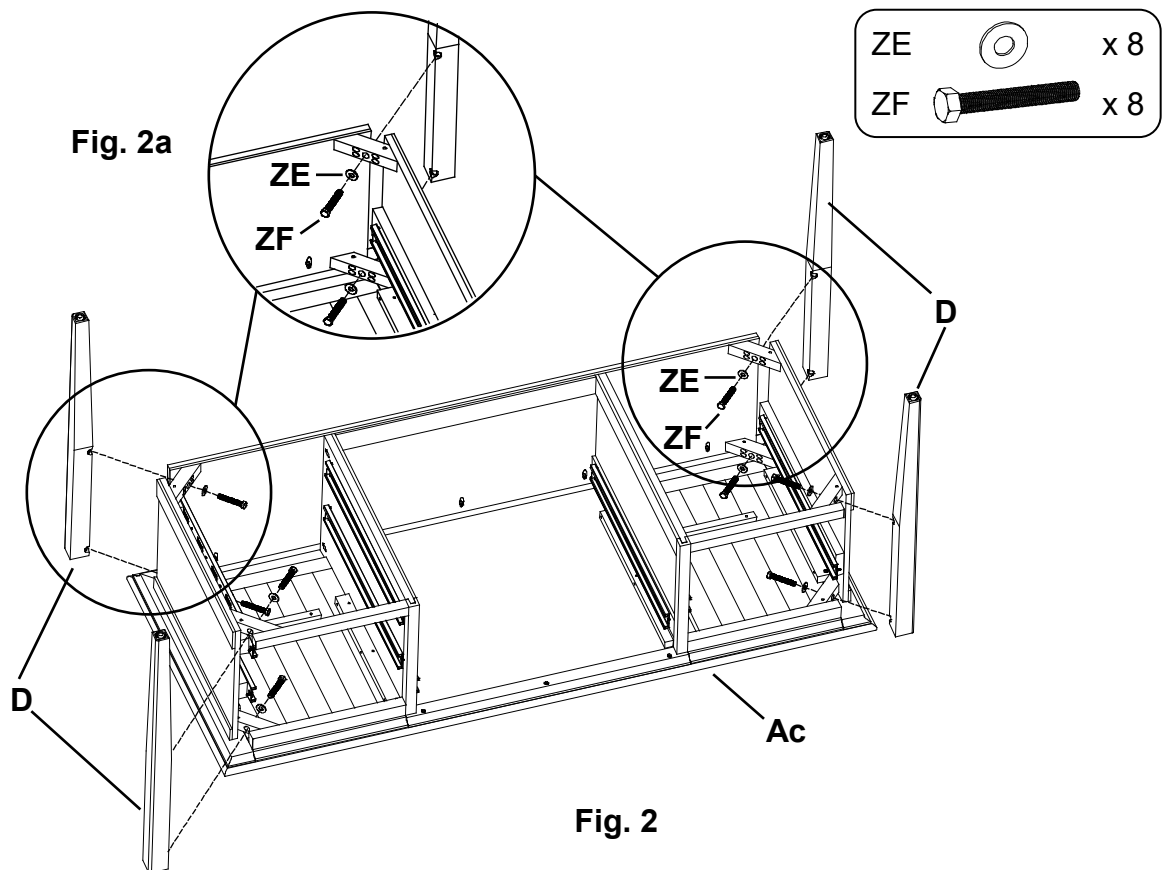
## Assembly Instructions

### Tools Required: 9/16" or Adjustable Wrench

1. Remove the drawers from the Case Assembly (Ac). To do that, pull up on the left Drawer Release Lever while pushing down on the right Drawer Release Lever and pull out the drawer. See Figure 1a. Note where each drawer came from to make sure you place them back into their correct positions.



2. Turn the Case Assembly (Ac) upside-down on a clean protected surface. (Be careful not to engage the touch/spring latch on the pull-out writing surfaces.) Place a Leg (C) at each corner making sure the drilled portions of the legs face the corner blocks. Insert eight 3/8" x 2-1/2" Hex Bolts (ZF) with eight 5/16" Flat Washers (ZE) through the corner blocks and into the Legs (C). Fasten securely. See Figures 2 and 2a.

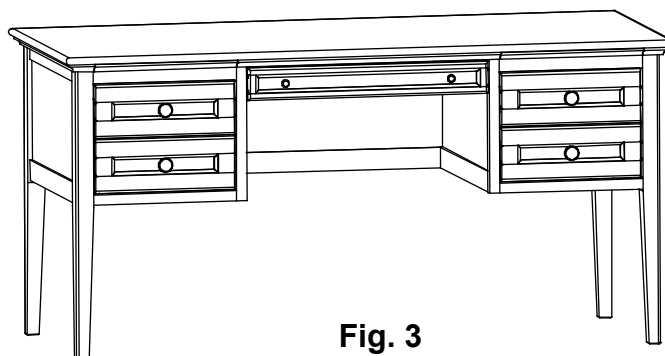


## 2401GACd 2401CAFd McKenzie 4-Drawer Desk

### Assembly Instructions

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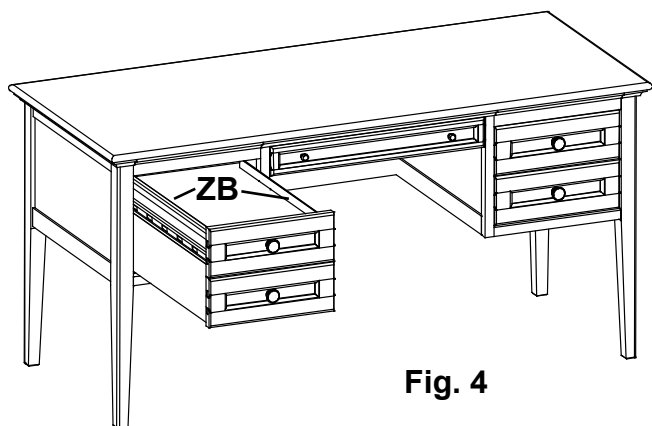
3. Turn the table upright and insert the Drawers.



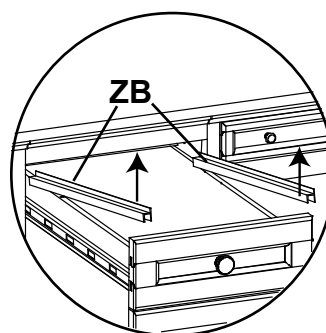
**Fig. 3**

4. Hang your letter-sized hanging folders either parallel or perpendicular to the front of the drawer. Legal-sized folders must hang perpendicularly. If you do not hang your files perpendicularly, store the Aluminum File Rails (ZC) to use in the future. To hang your files perpendicularly, remove the Plastic File Rails (ZB). See Figures 4 and 4a. There are slots on the sides of the drawers. Insert an Aluminum File Rail (ZC) into the slots nearest to the Drawer Face (F). Insert another Aluminum File Rail (ZC) into the second set of notches for letter-sized folders or the third set of notches to hang legal-sized folders. See Figures 4b and 4c.

**(To hang letter-sized files parallel to the drawer face.)**

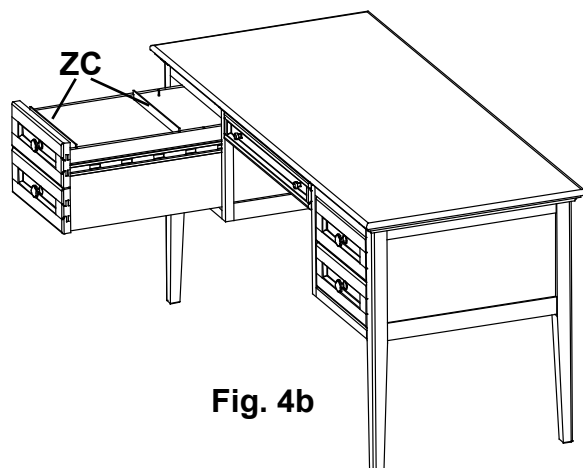


**Fig. 4**



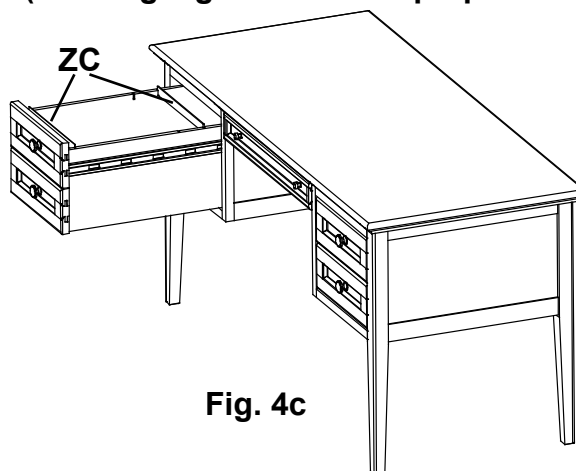
**Fig. 4a**

**(To hang letter-sized files perpendicularly.)**



**Fig. 4b**

**(To hang legal-sized files perpendicularly.)**

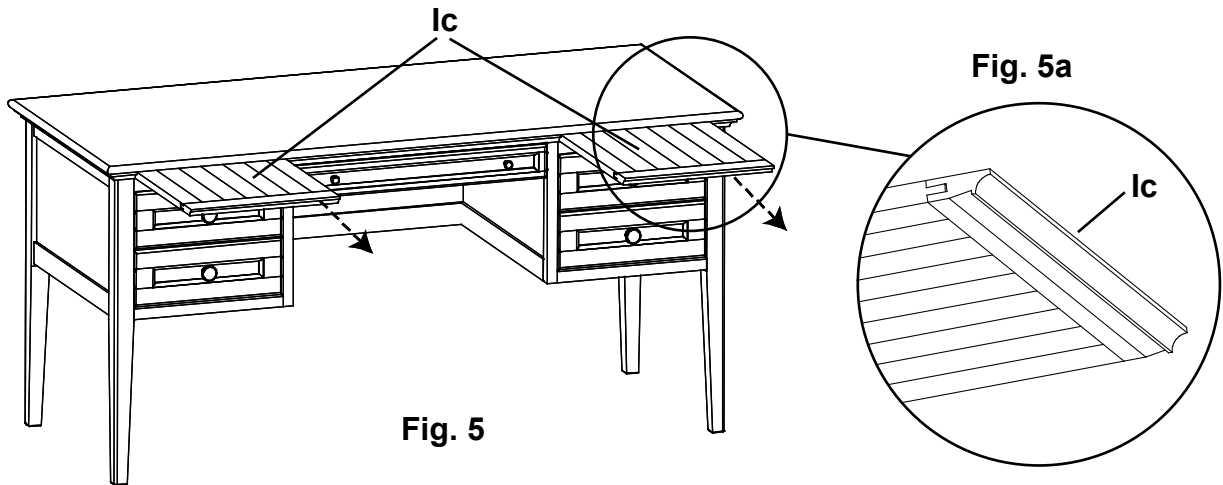


**Fig. 4c**

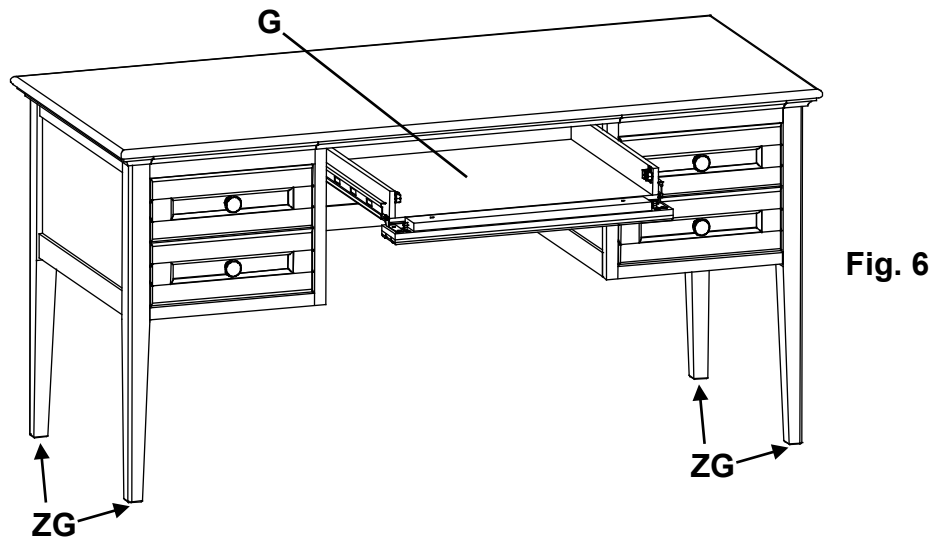
## 2401GACd 2401CAFd McKenzie 4-Drawer Desk

### Assembly Instructions

5. This desk features two pull-out writing surfaces above the drawers that are accessible by a touch-latch mechanism. To access the pull-outs, push firmly in on the ends of the pull-outs and release. Grasp the hand groove on the underside of the pull-out and pull towards you. See Figures 5 and 5a.



6. The center drawer can be used as a keyboard tray or utility drawer. To use it as a keyboard tray, open the drawer and pull down on the front. This unlocks the roller catches. To lock it back into place, push up on the drawer front. The short drawer back allows easy cord access.



7. Place the desk at its final destination. To level the unit, rotate the Adjustable Glides (ZG) found on the bottoms of the legs. See Figure 6.
8. Use a protective pad when you use the top of this piece as a writing surface.