

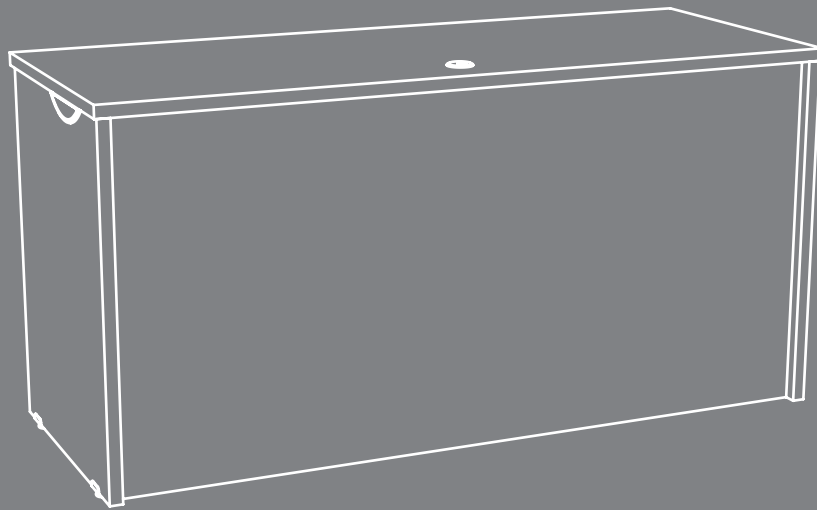


National Business
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To order replacement parts, call 800.558.1010.



Credenza

Via Collection | **SKU# 15440**

NOTE: THIS INSTRUCTION
BOOKLET CONTAINS **IMPORTANT**
SAFETY INFORMATION.

PLEASE READ AND KEEP FOR
FUTURE REFERENCE.

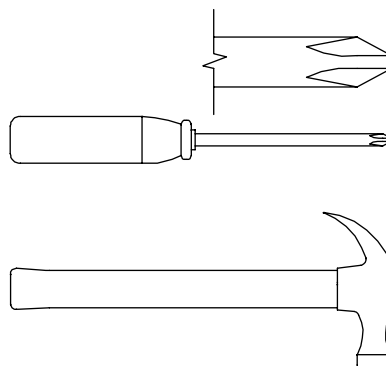
Lot # **927864**
Purchased: _____

04/29/26

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Assembly Tools Required

Hardware Identification	2
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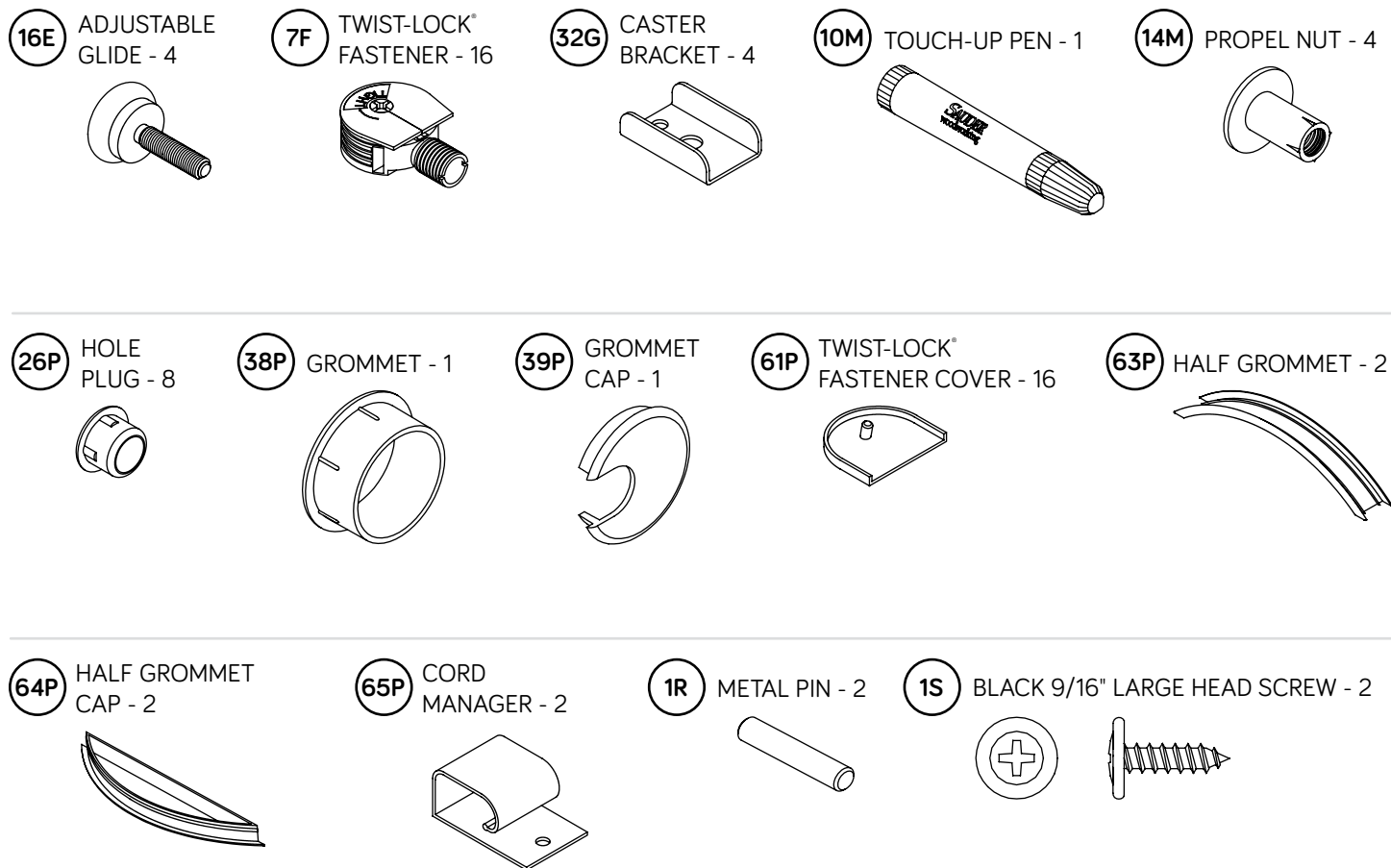


No. 2 Phillips Screwdriver
Tip Shown Actual Size

Hammer
Not actual size 😊

Hardware Identification

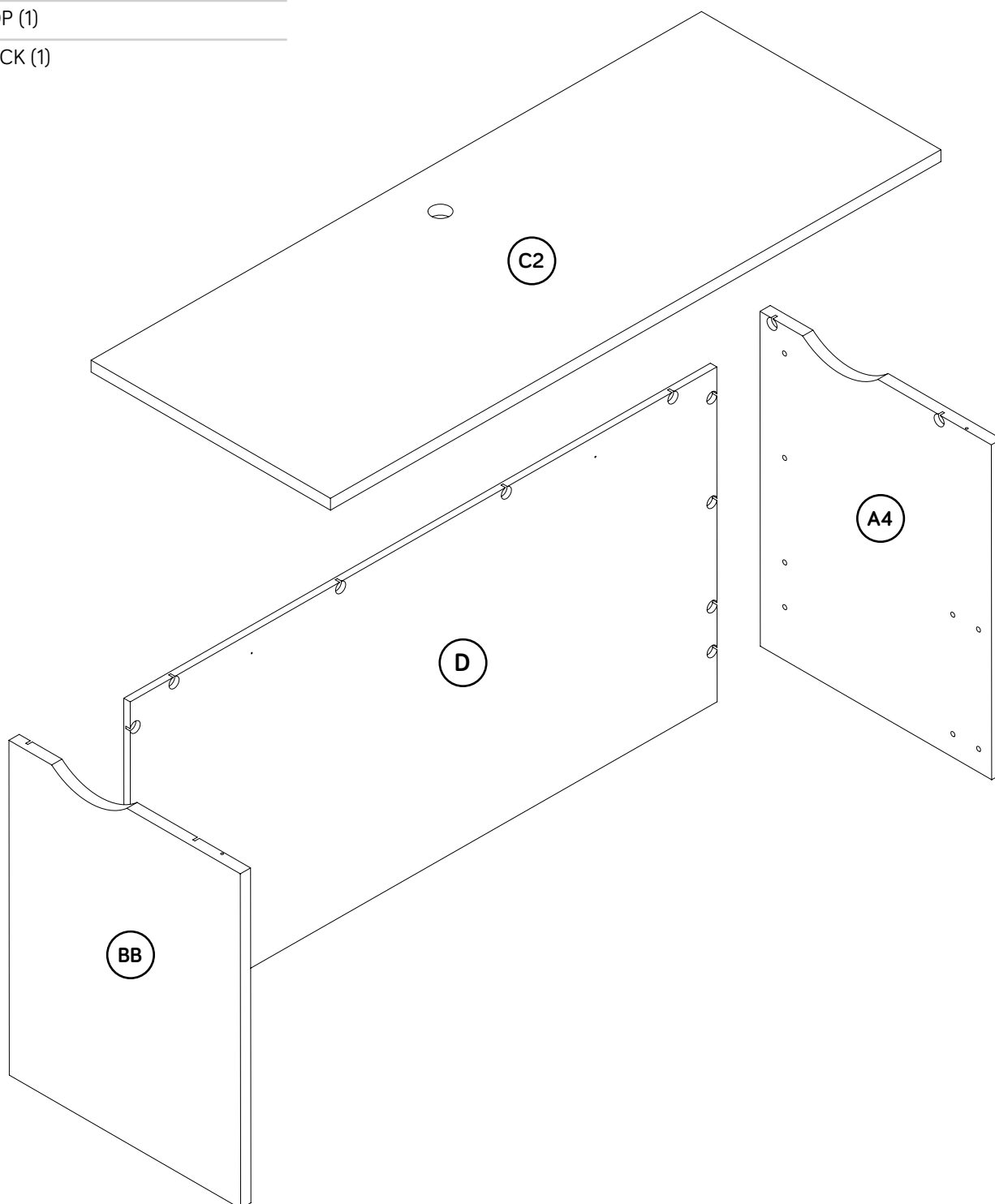
† Screws are shown actual size. You may receive extra hardware with your unit.





- ⚠ While not all parts are labeled, some of the parts will have a label or an inked letter on the edge to help distinguish similar parts from each other. Use this part identification to help identify similar parts.

A4	RIGHT END (1)
BB	LEFT END (1)
C2	TOP (1)
D	BACK (1)



Step 1

Look for this icon. It means a video assembly tip is available at www.sauder.com/service/tips. Find the numbered video or scan the QR code.

2

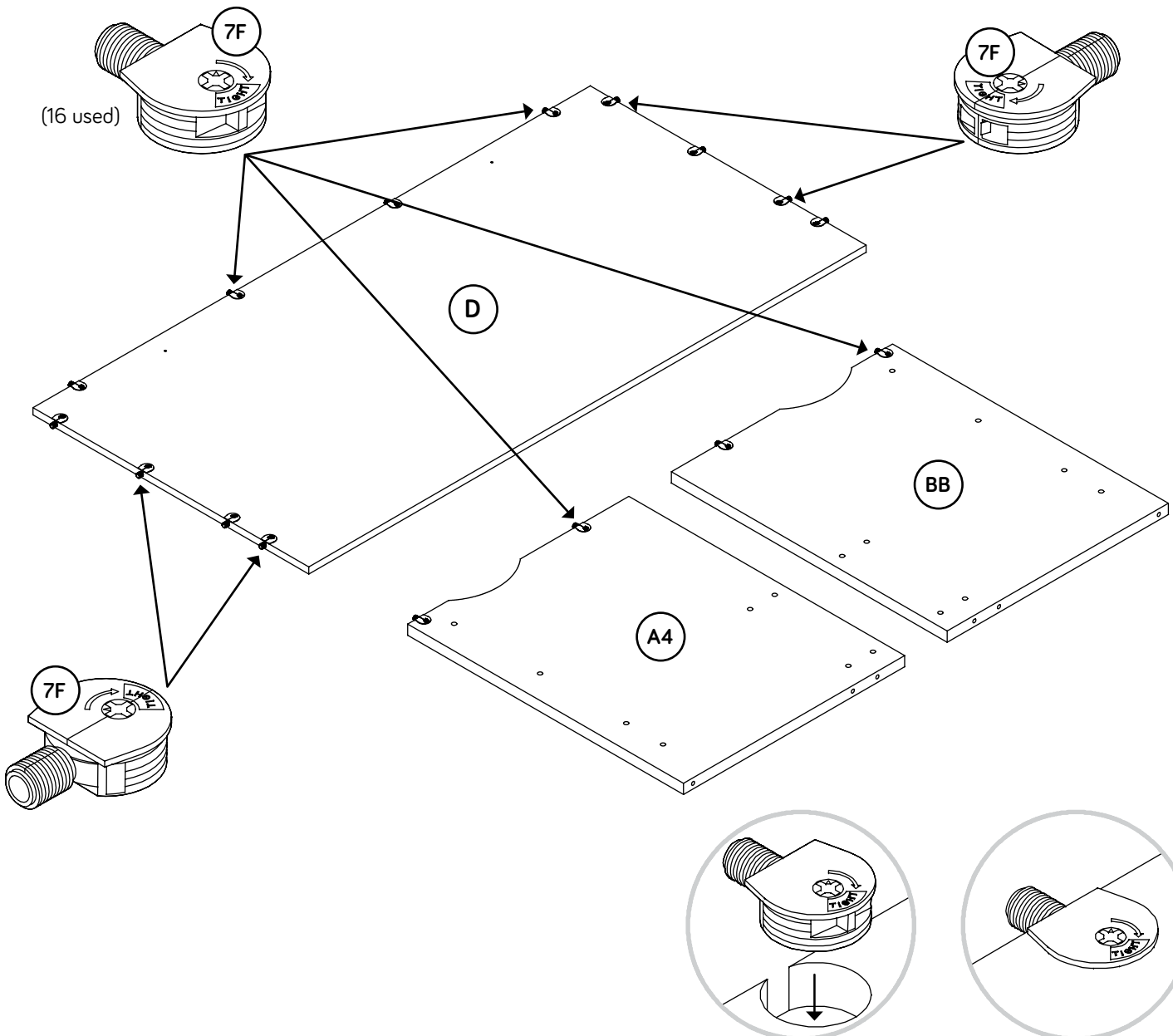


- ⚠ Assemble your unit on a carpeted floor or on the empty carton to avoid scratching your unit or the floor.
- ⚠ Push sixteen TWIST-LOCK® FASTENERS (7F) into the large holes in the ENDS (A4 and BB) and BACK (D).

STOP

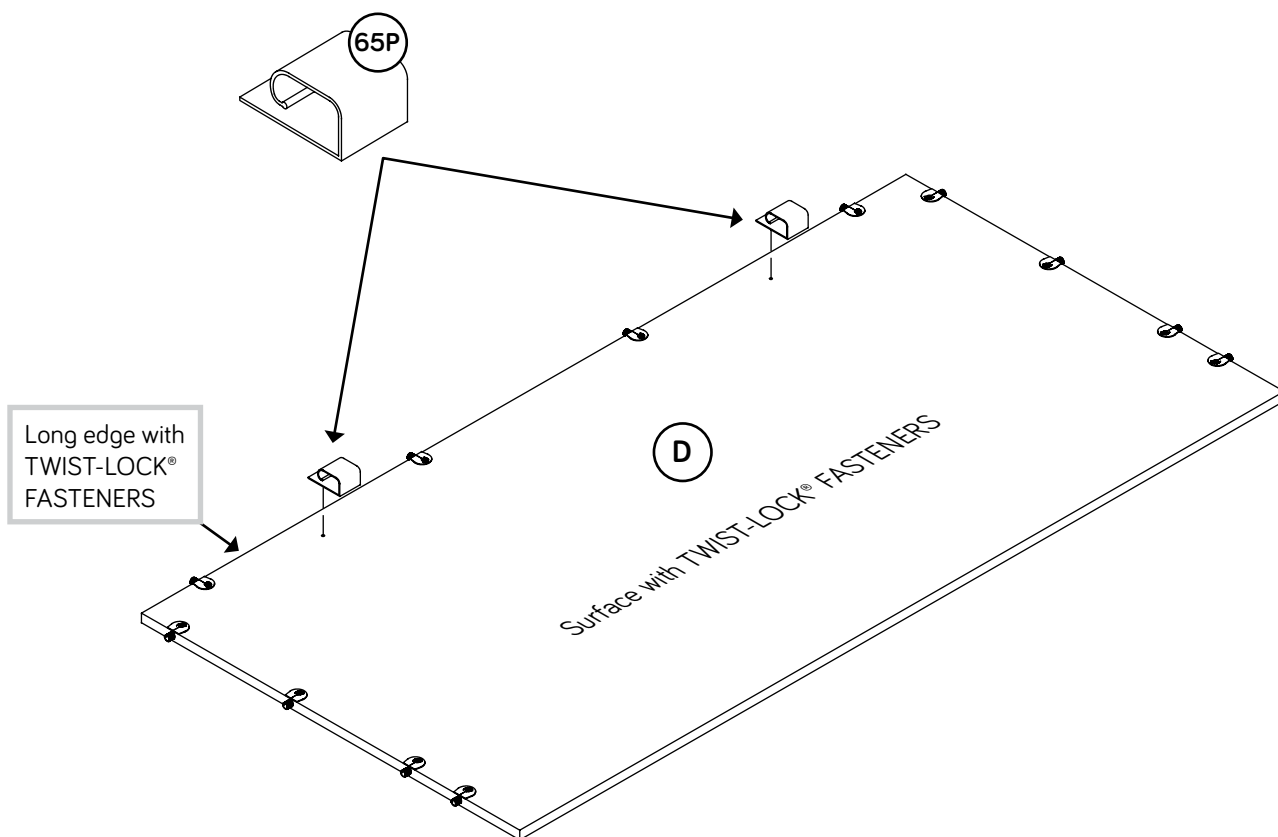
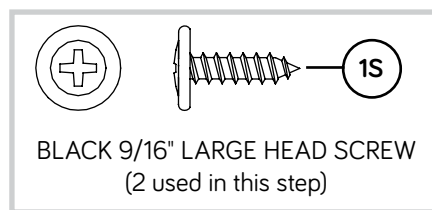
If you purchased the 424469 Hutch or 424472 Reception Hutch, assemble that unit first.

Do not tighten the TWIST-LOCK® FASTENERS in this step.



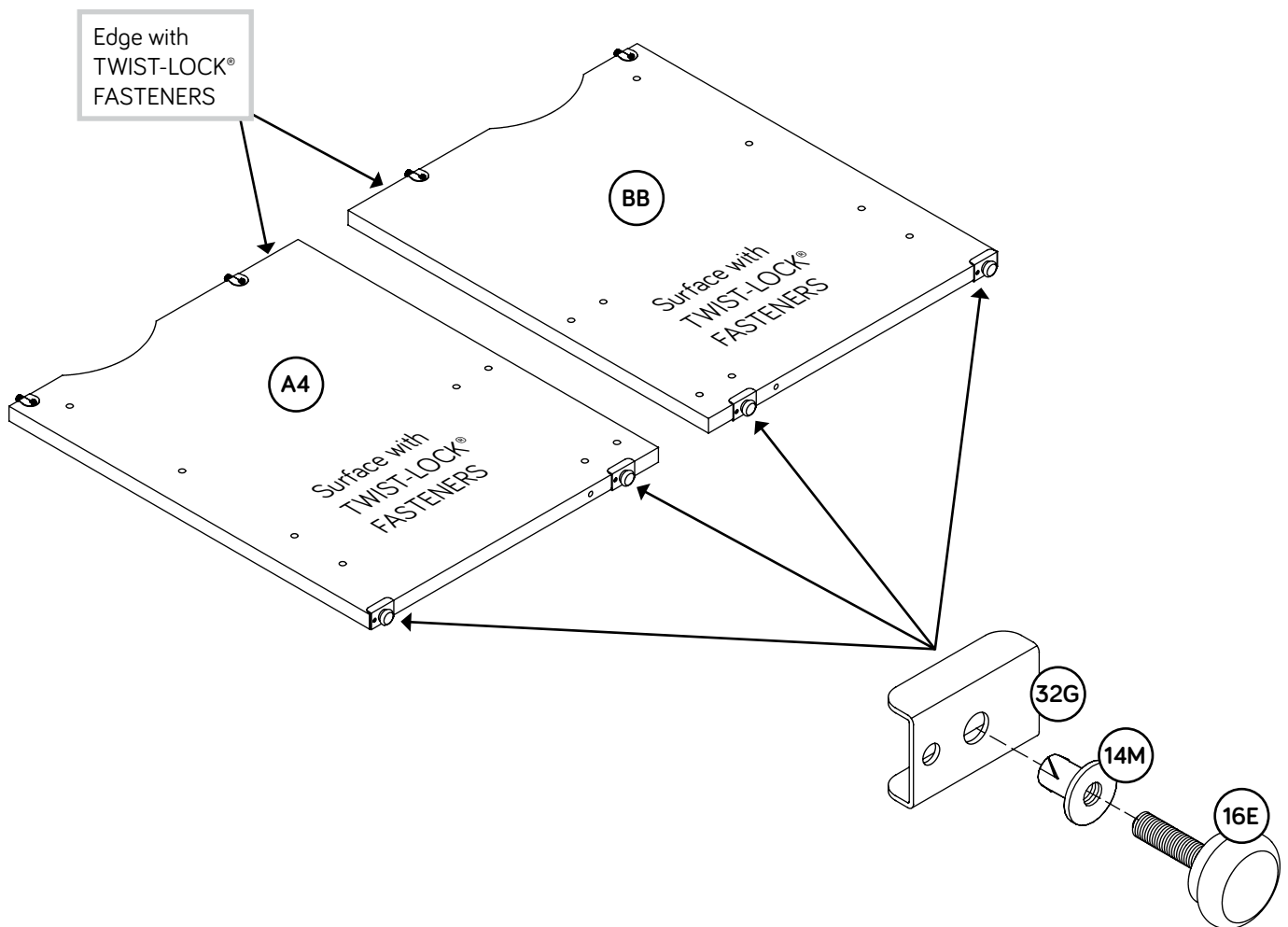
Step 2

- Fasten two CORD MANAGERS (65P) to the BACK (D).
Use two BLACK 9/16" LARGE HEAD SCREWS (1S).



Step 3

- ✚ Push four CASTER BRACKETS (32G) over the exact holes shown in the bottom edges of the ENDS (A4 and BB).
- ✚ Using your hammer, gently tap a PROPEL NUT (14M) into the holes in the CASTER BRACKETS (32G) and ENDS (A4 and BB). Now, turn an ADJUSTABLE GLIDE (16E) into each PROPEL NUT.
- ✚ **NOTE:** To raise a corner of the unit, turn the GLIDE counter-clockwise. To lower a corner, turn the GLIDE clockwise.



Step 4

2



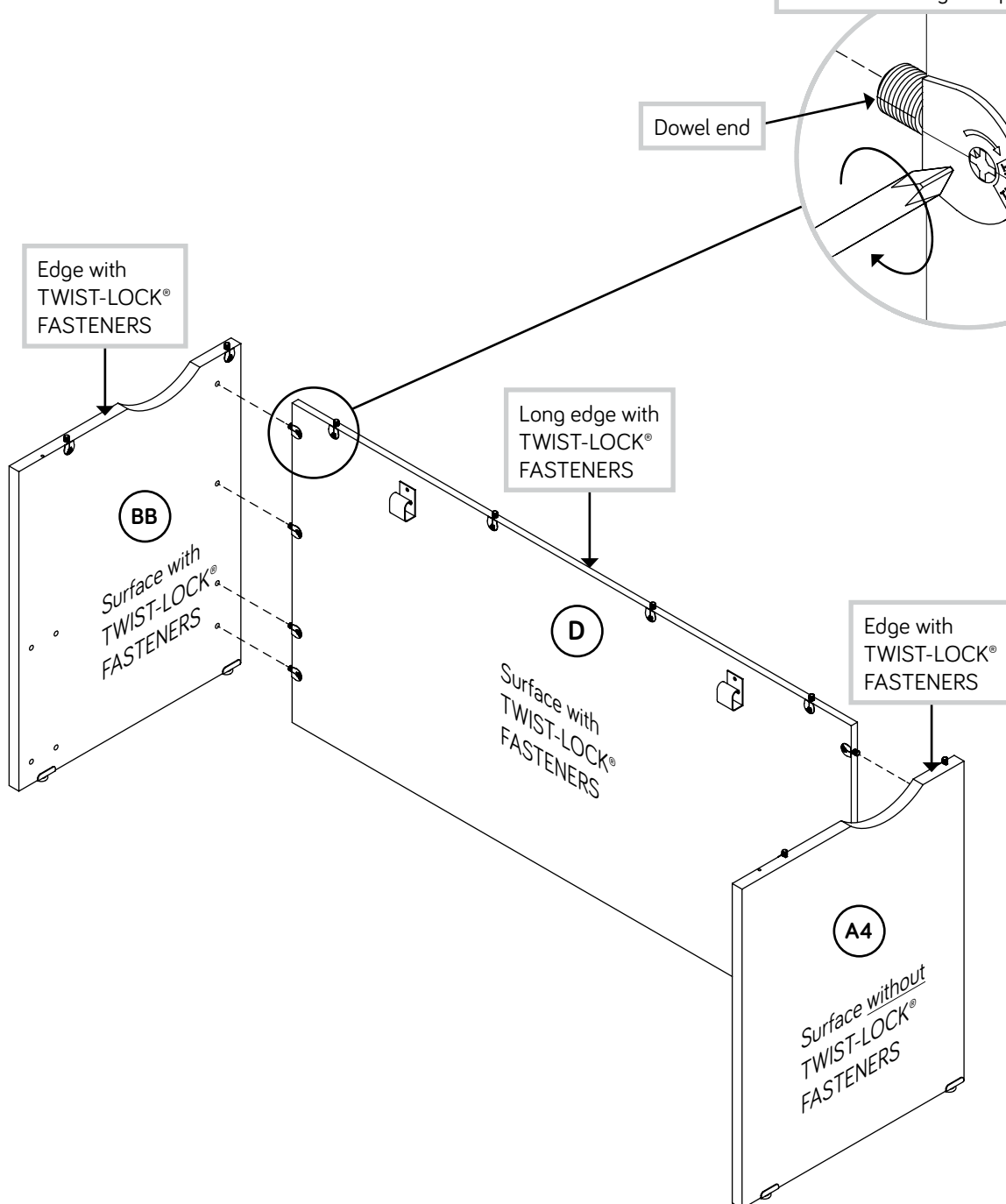
- ✚ Fasten the ENDS (A4 and BB) to the BACK (D). Tighten eight TWIST-LOCK® FASTENERS.

How to use the TWIST-LOCK® FASTENER

1. Insert the dowel end of the FASTENER into the hole of the adjoining part.

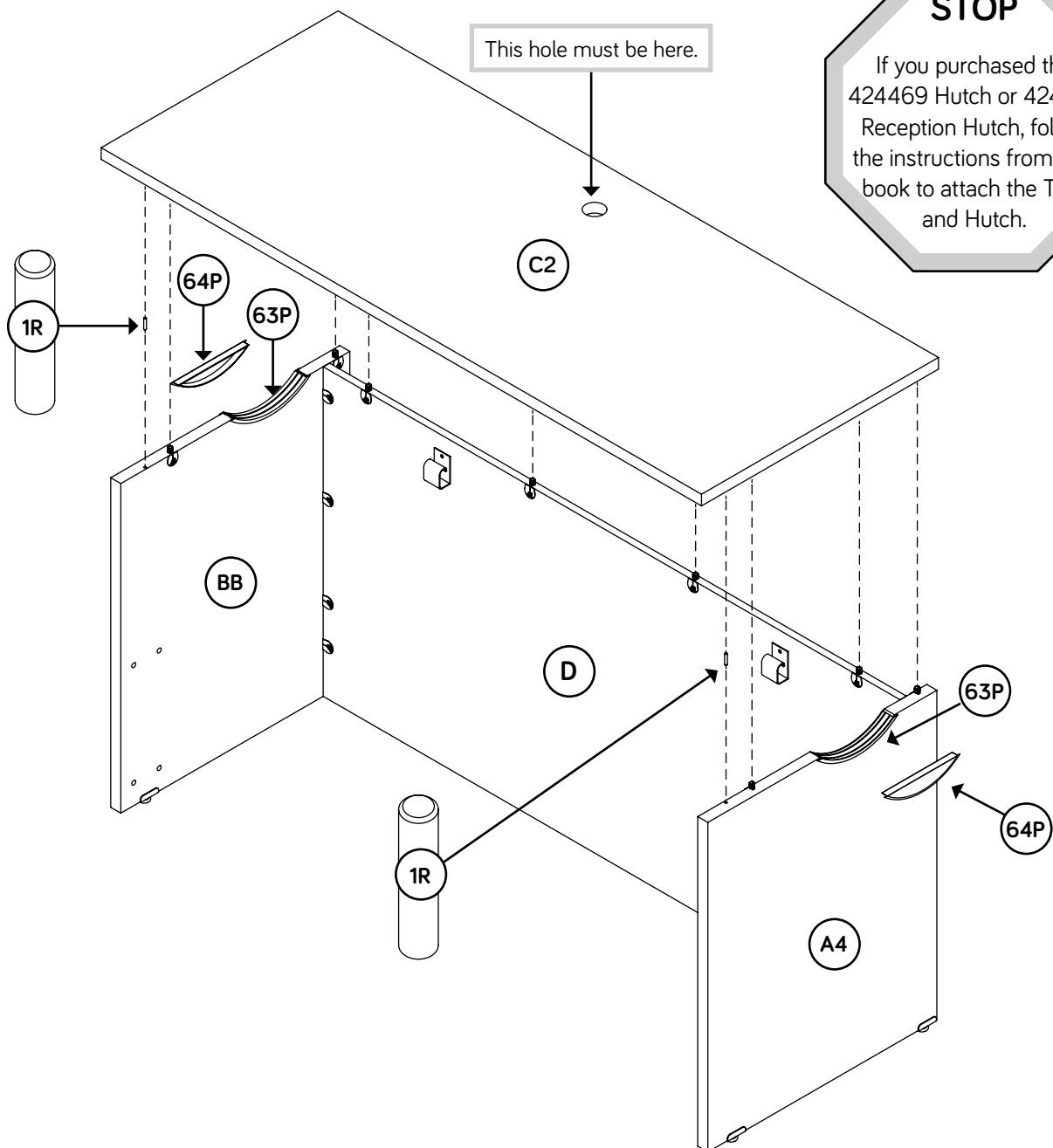
NOTE: The dowel end of the FASTENER must remain fully inserted in the hole of the adjoining part while locking the FASTENER.

2. Tighten the FASTENER with a Phillips screwdriver as tight as possible.



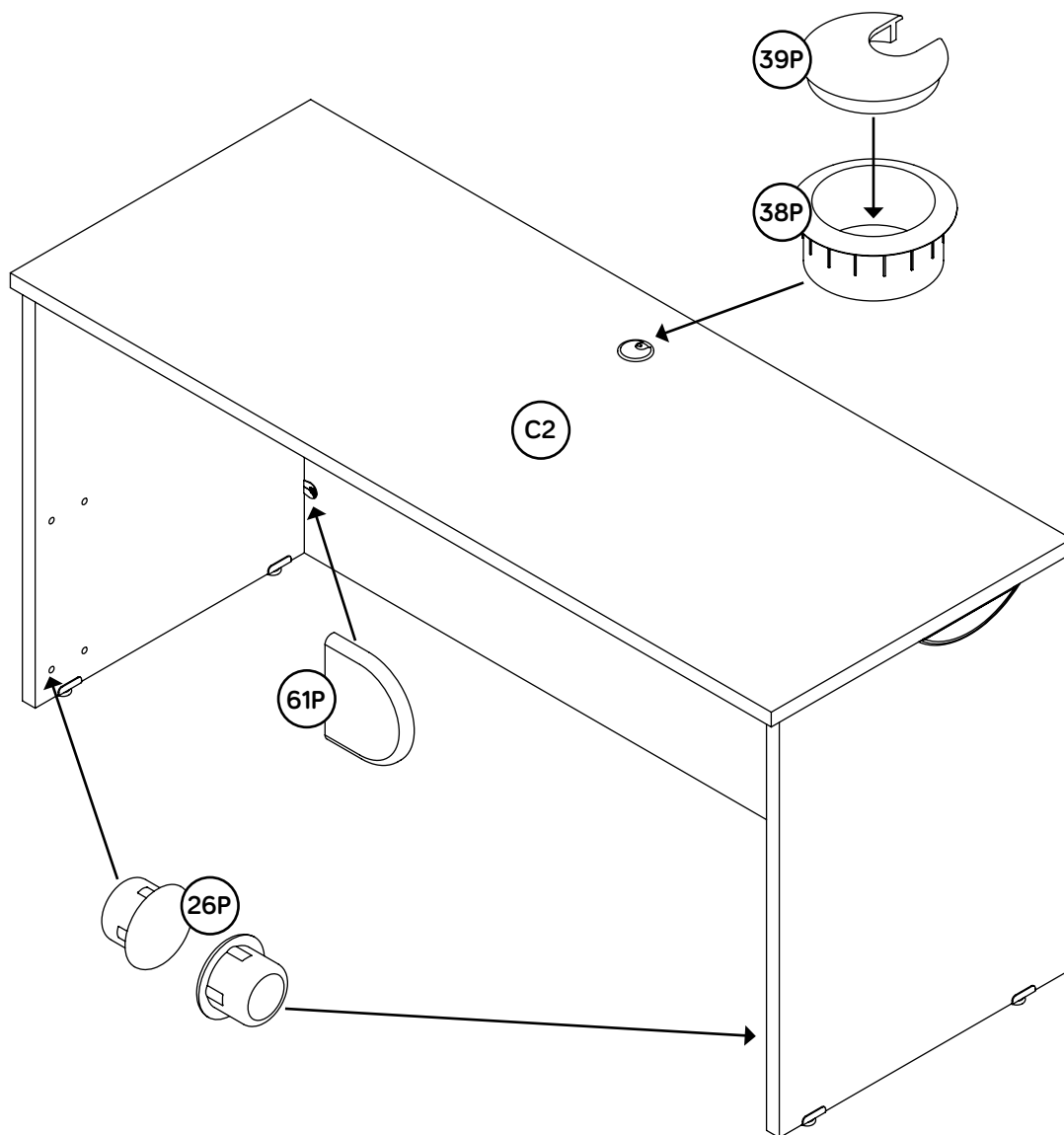


- ✚ Insert the HALF GROMMETS (63P) and HALF GROMMET CAPS (64P) into the notches in the top edges of the ENDS (A4 and BB).
- ✚ Insert two METAL PINS (1R) into the holes in the top edges of the ENDS (A4 and BB).
- ✚ **STOP:** If you purchased the 424469 Hutch or 424472 Reception Hutch, follow the instructions from that book to attach the TOP (C2) and Hutch.
- ✚ If you are not attaching the 424469 Hutch or 424472 Reception Hutch, continue with the following steps.
- ✚ Fasten the TOP (C2) to the ENDS (A4 and BB) and BACK (D). Tighten eight TWIST-LOCK® FASTENERS.
- ✚ **NOTE:** Be sure the METAL PINS insert into the holes in the TOP.



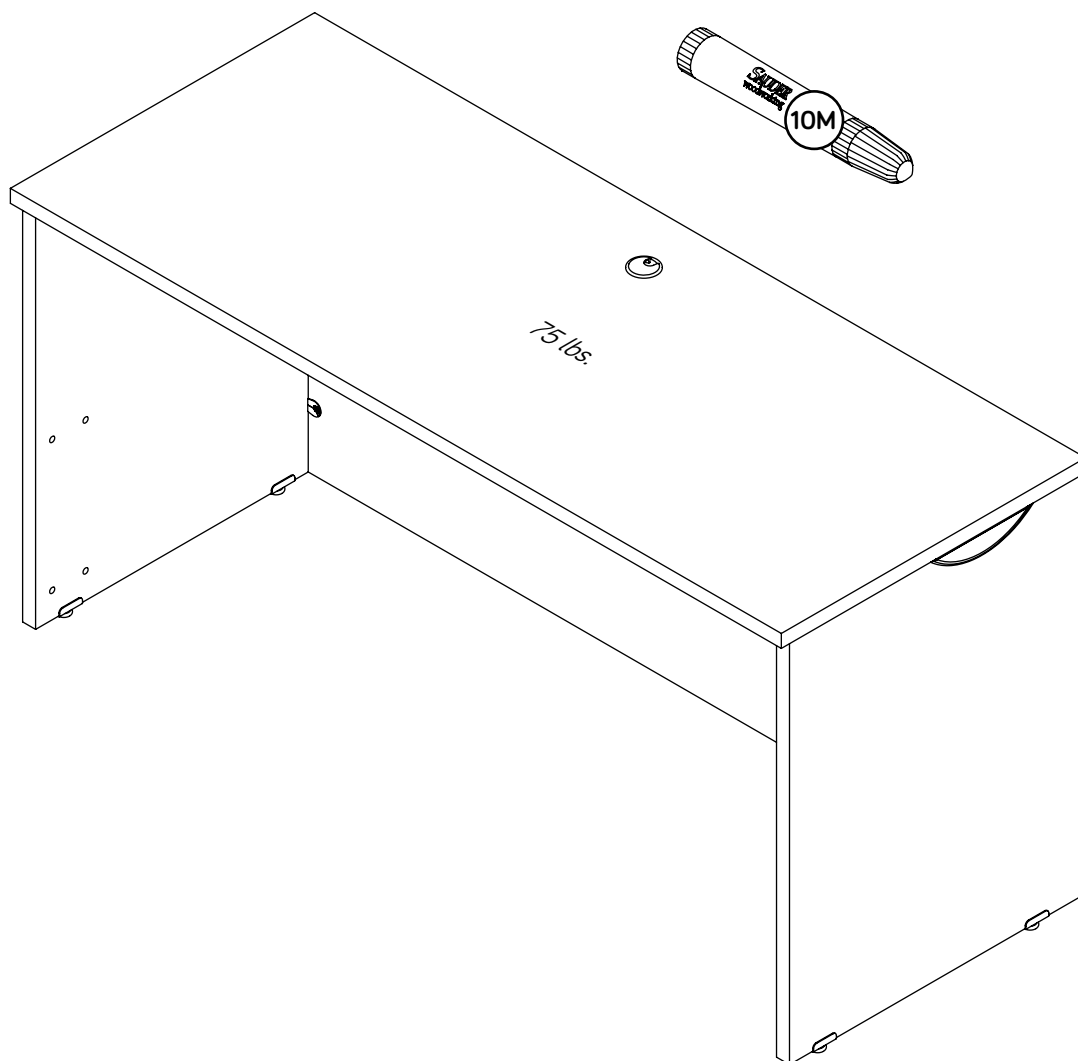
Step 6

- ✚ Push a GROMMET CAP (39P) and GROMMET (38P) into the large hole in the TOP (C2).
- ✚ Insert a HOLE PLUG (26P) into any unused holes.
- ✚ Push a TWIST-LOCK® FASTENER COVER (61P) onto any visible TWIST-LOCK® FASTENER.



Step 7

- ✦ For long term maintenance of your unit, you may touchup the edges with the TOUCH-UP PEN (10M).
- ✦ NOTE: Please read the back pages of the instruction booklet for important safety information.
- ✦ This completes assembly. Clean with a damp cloth. Wipe dry.



⚠ WARNING

Please use your furniture correctly and safely. Improper use can cause safety hazards, or damage to your furniture or household items. ***Carefully read the following chart.***

Look out for:	What can happen:	How to avoid the problem:
- Overloaded shelves and drawers. - Improper loading can cause the product to be top-heavy.	- Risk of injury. - Top-heavy furniture can tip over. - Overloaded shelves and drawers can break.	- Never exceed the weight limits shown in the instructions. - Work from bottom to top when loading shelves and drawers. Place the heavier items on the lower shelves or in lower drawers.
Improperly moving furniture that is not designed and equipped with casters.	- Furniture can tip over or break if improperly moved. - Physical injury. Furniture can be very heavy. - Breakage of tops - particularly with double pedestal furniture (drawers at both ends).	- Unload shelves and drawers from top to bottom before moving the unit. - Do not push furniture, especially on a carpeted floor. Have a friend help you lift the item and set it in place. - Provide support to the center section of the top when lifting the furniture.
Placing TVs on furniture items that are not designed to support a television is hazardous.	Risk of injury or death. TVs can be very heavy. Plus the weight and location of the picture tube tends to make TVs unbalanced and prone to tipping forward.	This product is not designed to support a television.

1-YEAR LIMITED WARRANTY

1. Sauder Woodworking Co. (Sauder®) provides limited warranty coverage to the original purchaser of this product for a period of one year from the date of delivery against defects in materials or workmanship of Sauder furniture components. As used in this Warranty, "defect" means imperfections in components which substantially impair the utility of the product. This Warranty gives you specific legal rights, and you may also have other rights which vary from state to state.

2. There is no warranty coverage for defects or conditions that result from the failure to follow product assembly instructions, information or warnings, misuse or abuse, intentional damage, fire, flood, alteration or modification of the product, or use of the product in a manner inconsistent with its intended use, nor any condition resulting from incorrect or inadequate maintenance, cleaning, or care. There is also no warranty coverage for rented products or any products purchased "used" or "as is", at a distress or going-out-of-business sale, or from a liquidator.

3. As the exclusive remedy under this Warranty, Sauder will (at its sole option) repair, replace or refund the value of any defective furniture component. Sauder may require independent confirmation of the claimed defect and proof of purchase. Replacement parts will be warranted for only the remaining period of the original Warranty. SAUDER SHALL HAVE NO LIABILITY for ANY INCIDENTAL OR CONSEQUENTIAL DAMAGES OF ANY KIND and all such damages are EXCLUDED FROM THIS WARRANTY, such as loss of use, disassembly, transportation, labor or damage to property on or near the product. Some states do not allow the exclusion or limitation of incidental or consequential damages, so the above limitation or exclusion may not apply to you.

4. This Warranty applies only to warranted defects that first arise and are reported to Sauder within the warranty coverage period. The Warranty cannot be transferred to subsequent owners or users of the product, and it shall be immediately void in the event the product is resold, transferred, leased or rented to any third party or person other than the original purchaser.

5. THERE ARE NO OTHER WARRANTIES APPLICABLE TO THIS PRODUCT. Under the laws of certain states, there may be no implied warranties from Sauder and all implied warranties, INCLUDING ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE are disclaimed where allowed by law. TO THE EXTENT ANY IMPLIED WARRANTIES ARE APPLICABLE, ANY IMPLIED WARRANTIES, INCLUDING ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, ARE LIMITED IN DURATION TO THE DURATION OF THIS EXPRESS WARRANTY or the minimum period allowed by law, whichever is shorter. Some states do not allow limitations on how long an implied Warranty lasts, so the above limitation may not apply to you.

6. For Warranty inquiries or claims, please visit our website www.sauder.com. You can also contact Sauder at 1.800.523.3987. Sauder may require Warranty claims to be submitted in writing to: Sauder Woodworking Co., 502 Middle Street, Archbold, OH 43502 USA. Please include your sales receipt or other proof of purchase and a specific description of the product defect.



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Furniture



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of these quality share sites.



If you need assistance or want to learn more, please call us at **800.558.1010.**

General Conformity Certificate

1. This certificate applies to the Sauder Woodworking Product identified by this Instruction Book.
2. This certificate applies to compliance of this product with the CPSC Ban on Lead-Containing Paint (16 CFR 1303).
3. This product is manufactured by:
Sauder Woodworking Company
502 Middle St.
Archbold, OH 43502
419-446-2711
4. Date of Manufacture: _____



Made in USA
with U.S. and imported materials

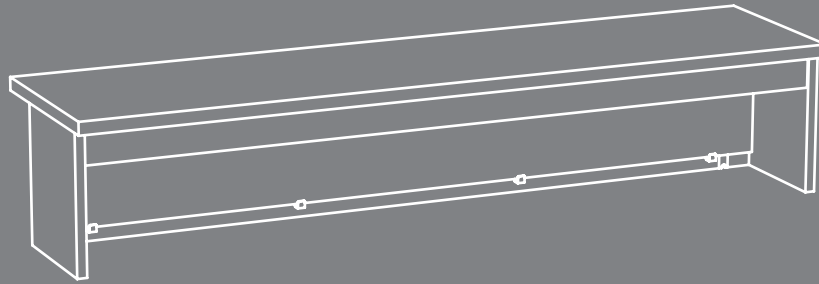


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Reception Hutch

Via Collection | **SKU# 36976**

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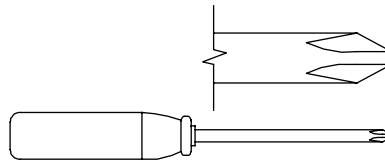
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05/07/26

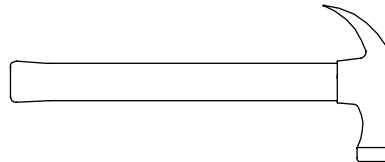
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Assembly Tools Required

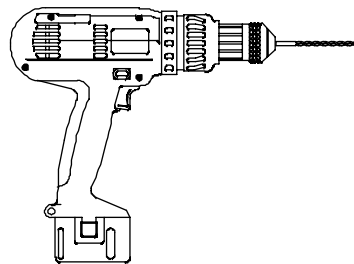
Part Identification	3
Hardware Identification	4
Hardware Usage Guide	5
Assembly Steps	5-14
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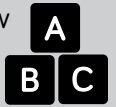
No. 2 Phillips Screwdriver
Tip Shown Actual Size



Hammer
Not actual size 😊

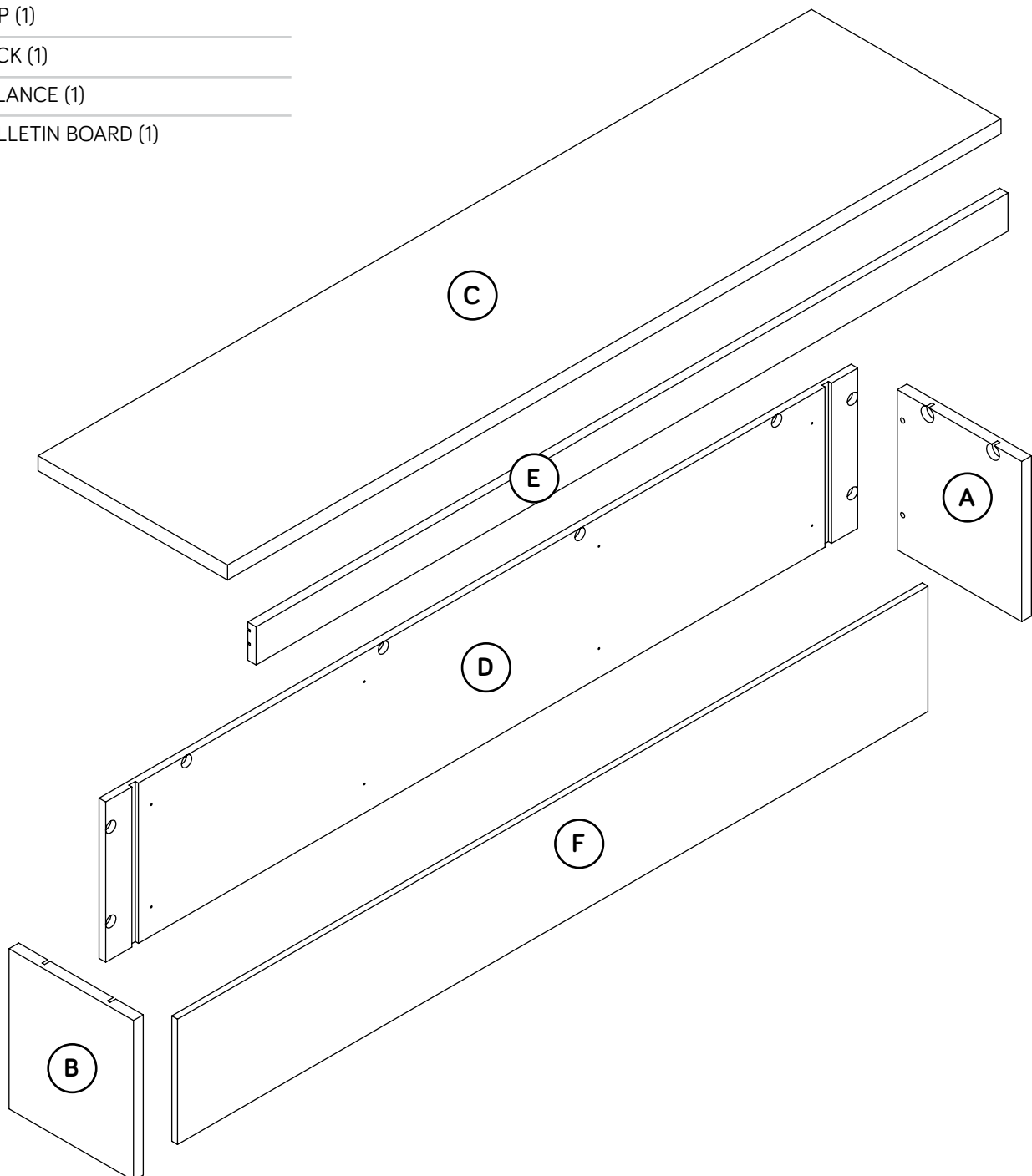


Electric drill with 1/4" bit
(ONLY in indicated step)



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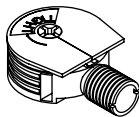
A	RIGHT END (1)
B	LEFT END (1)
C	TOP (1)
D	BACK (1)
E	VALANCE (1)
F	BULLETIN BOARD (1)



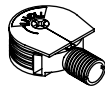
Hardware Identification

↑ Screws are shown actual size. You may receive extra hardware with your unit.

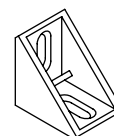
7F TWIST-LOCK® FASTENER - 4



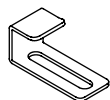
13F MINI TWIST-LOCK® FASTENER - 8



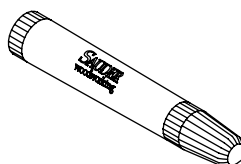
5G ANGLE BRACKET - 5



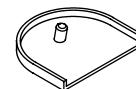
63G BULLETIN BOARD BRACKET - 8



10M TOUCH-UP PEN - 1



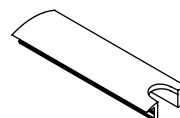
61P TWIST-LOCK® FASTENER COVER - 4



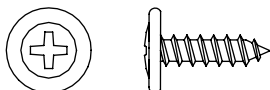
62P MINI TWIST-LOCK® COVER - 4



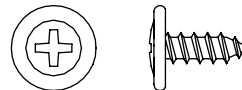
66P CORD COVER - 4



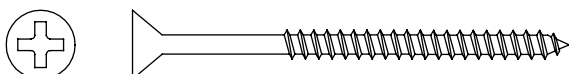
1S BLACK 9/16" LARGE HEAD SCREW - 10



6S BROWN 7/16" LARGE HEAD SCREW - 8



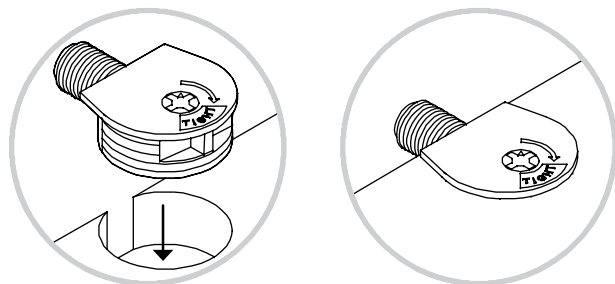
26S BLACK 2-1/4" FLAT HEAD SCREW - 4





HOW TO USE A TWIST-LOCK® FASTENER

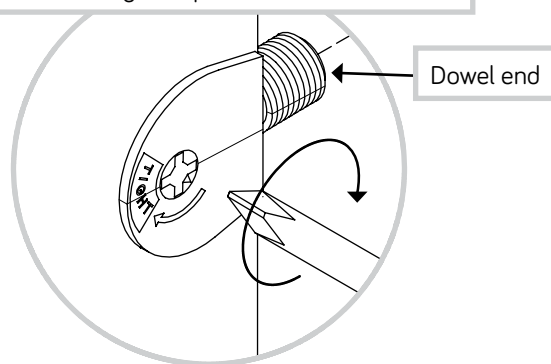
1. Push a TWIST-LOCK® FASTENER into the large hole in the part.



2. 1. Insert the dowel end of the FASTENER into the hole of the adjoining part.

NOTE: The dowel end of the FASTENER must remain fully inserted in the hole of the adjoining part while locking the FASTENER.

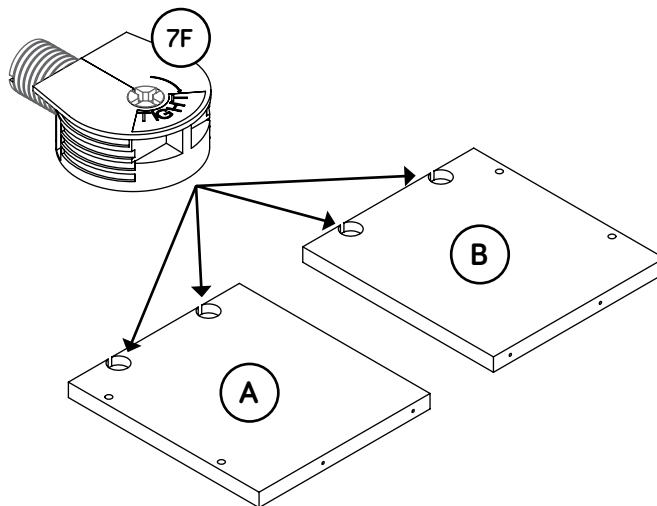
2. Tighten the FASTENER with a Phillips screwdriver as tight as possible.



Step 1

- ✦ Assemble your unit on a carpeted floor or on the empty carton to avoid scratching your unit or the floor.
- ✦ Push four TWIST-LOCK® FASTENERS (7F) into the large holes in the ENDS (A and B).

Do not tighten the TWIST-LOCK® FASTENERS in this step.

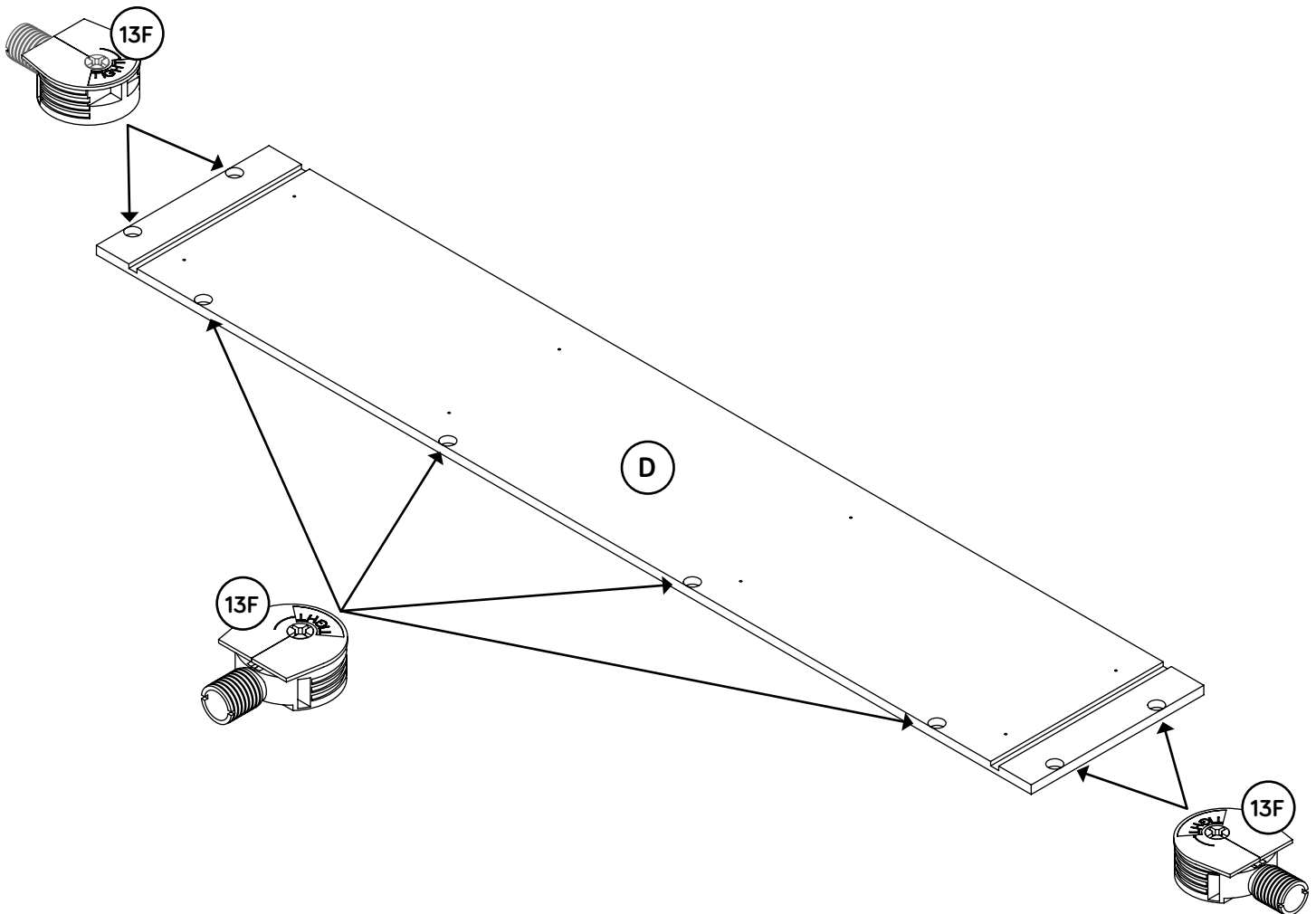


Step 2



- Push eight MINI TWIST-LOCK® FASTENERS (13F) into the large holes in the BACK (D).

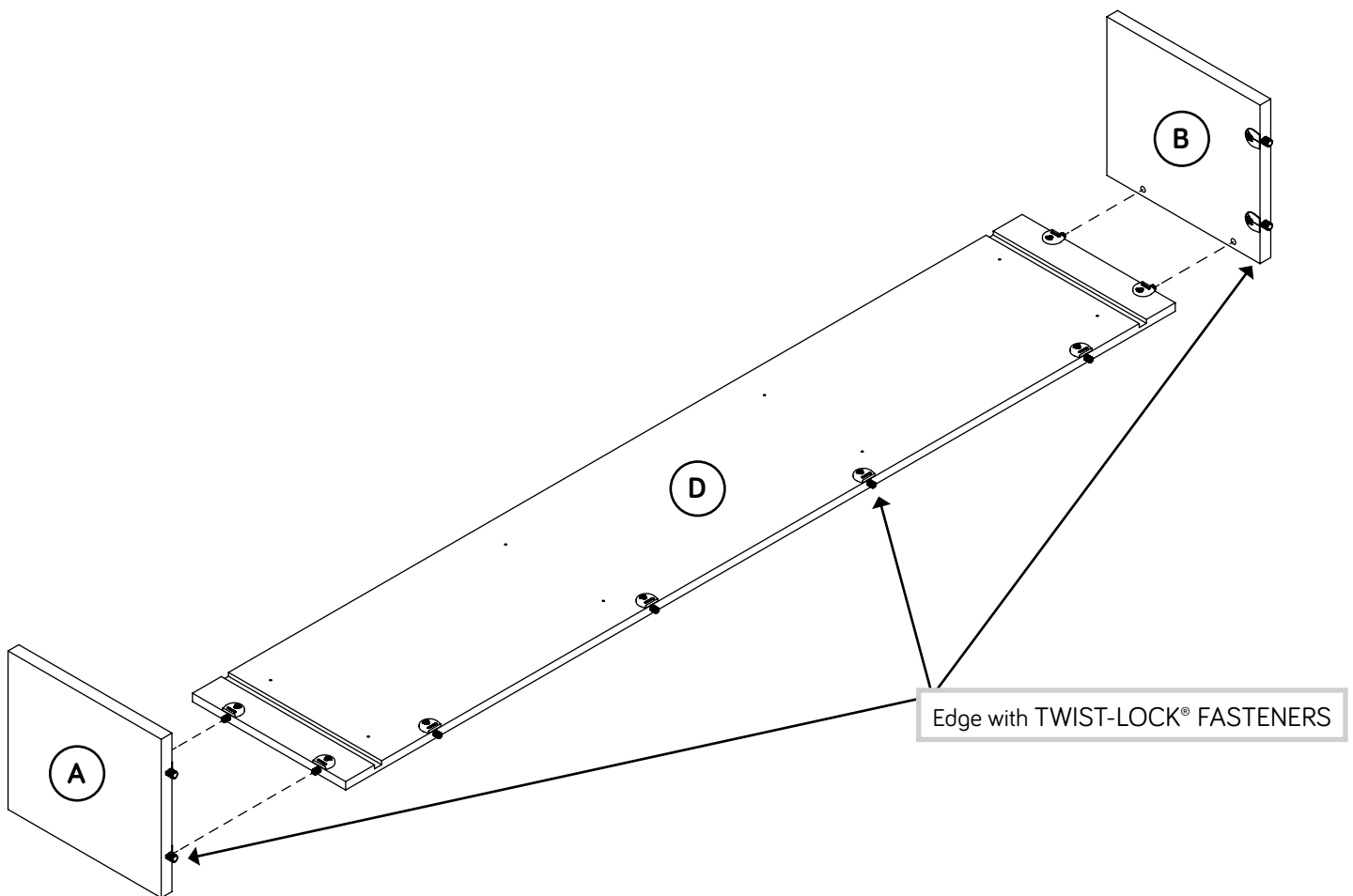
Do not tighten the MINI TWIST-LOCK® FASTENERS in this step.



Step 3



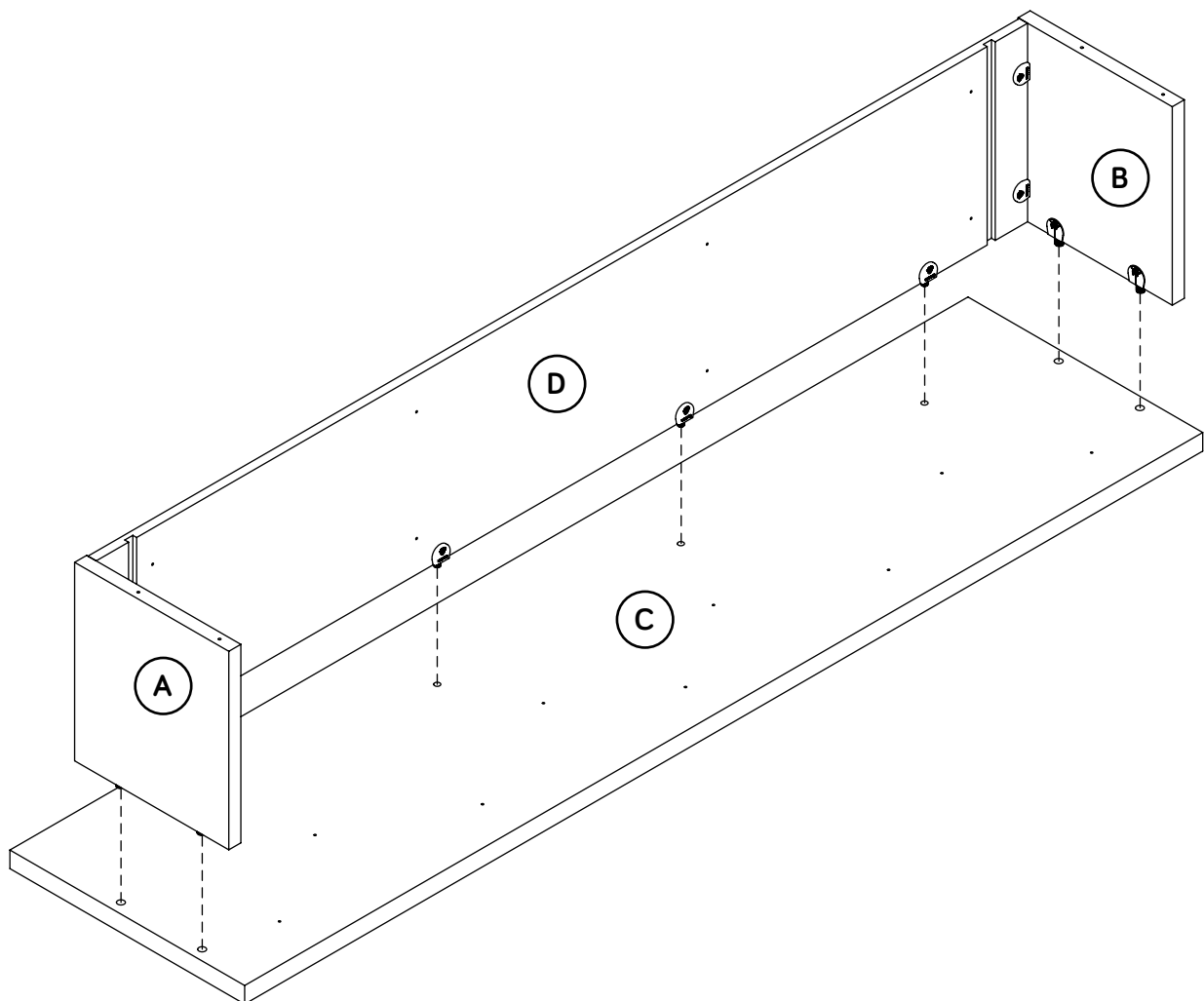
- Fasten the ENDS (A and B) to the BACK (D). Tighten four MINI TWIST-LOCK® FASTENERS.



Step 4



- ✚ Lay the TOP (C) flat on the floor with the holes up.
- ✚ Fasten the ENDS (A and B) and BACK (D) to the TOP (C).
Tighten four MINI TWIST-LOCK® FASTENERS and four TWIST-LOCK® FASTENERS.



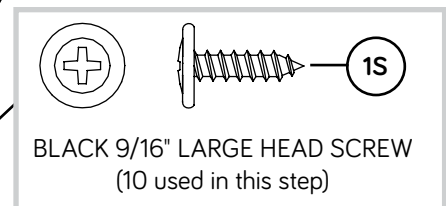
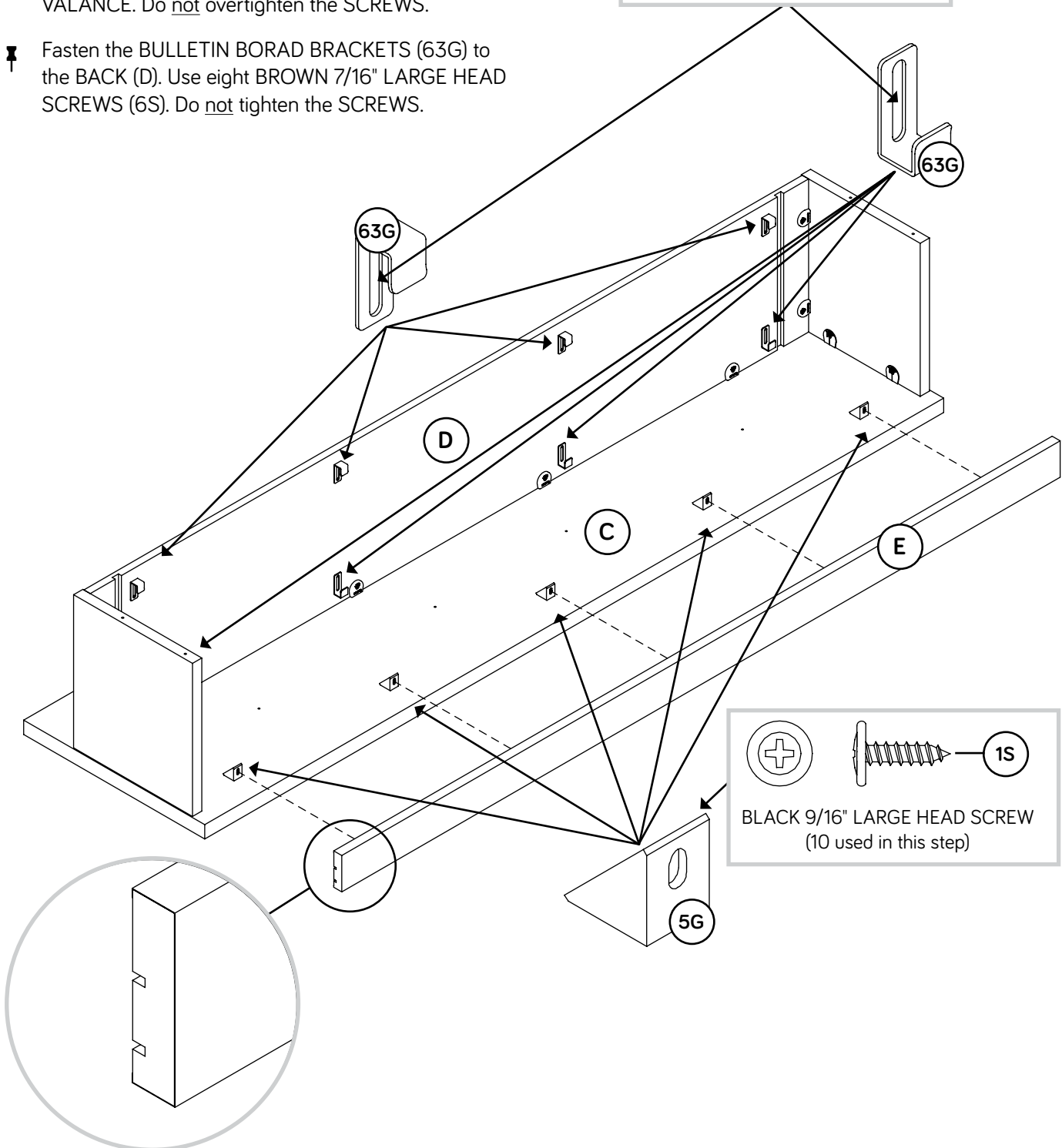
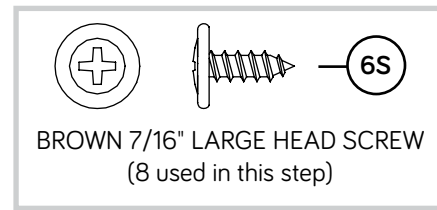
Step 5

✚ Fasten five ANGLE BRACKETS (5G) to the TOP (C). Use five BLACK 9/16" LARGE HEAD SCREWS (1S).

✚ Fasten the VALANCE (E) to the TOP (C). Use five BLACK 9/16" LARGE HEAD SCREWS (1S).

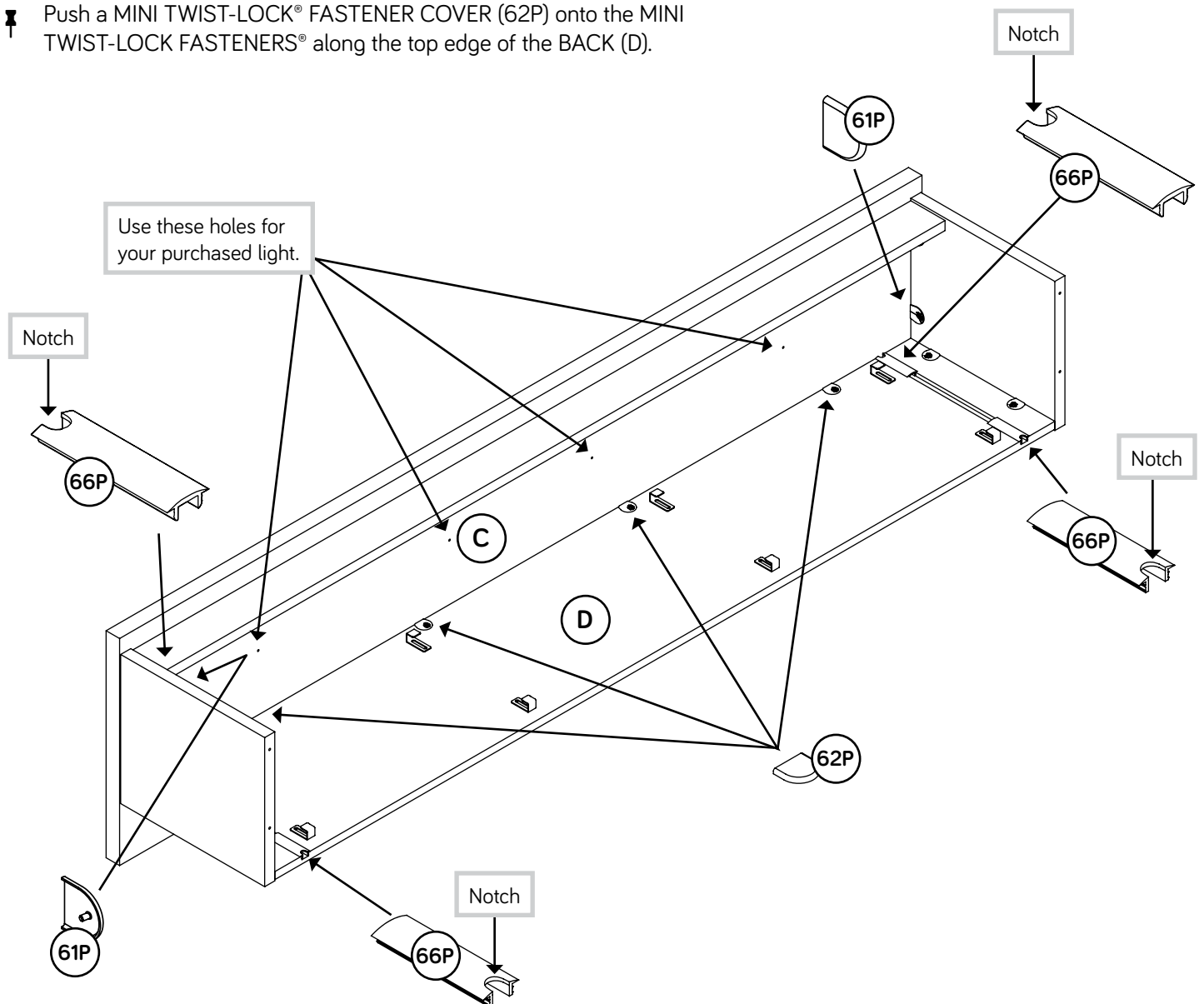
✚ NOTE: Turn the SCREWS into the groove of the VALANCE. Do not overtighten the SCREWS.

✚ Fasten the BULLETIN BOARD BRACKETS (63G) to the BACK (D). Use eight BROWN 7/16" LARGE HEAD SCREWS (6S). Do not tighten the SCREWS.



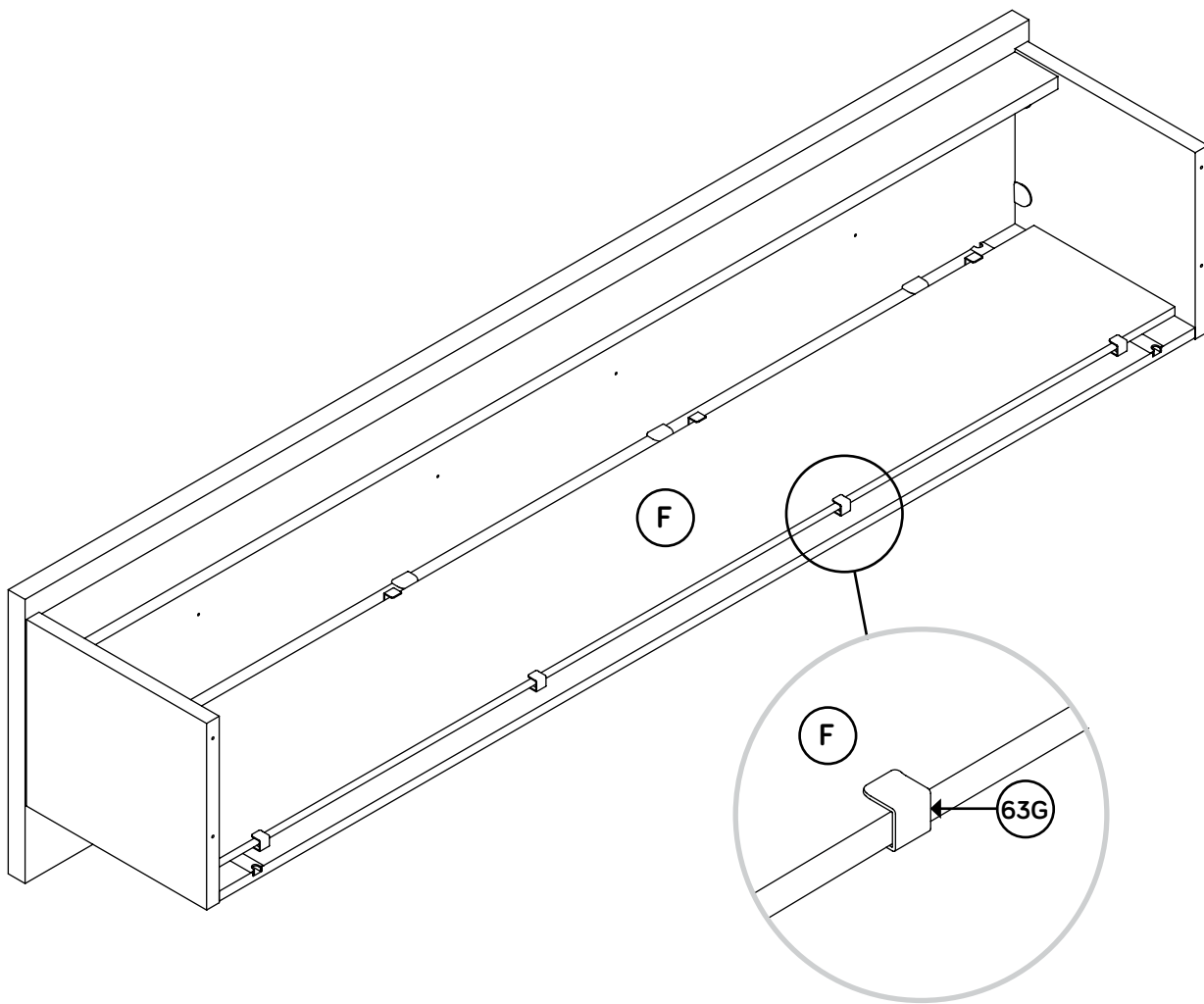
Step 6

- ✚ Carefully position the Hutch onto its back edges.
- ✚ You may purchase a light at your local hardware store. If you choose to do this, use the pre-drilled holes in the TOP (C) inserting the cord in the groove in the BACK (D).
- ✚ Insert the CORD COVERS (66P) in the groove at the top and bottom edges of the BACK (D) regardless of whether or not you purchased a light.
- ✚ Push a TWIST-LOCK® FASTENER COVER (61P) onto any visible TWIST-LOCK FASTENER®.
- ✚ Push a MINI TWIST-LOCK® FASTENER COVER (62P) onto the MINI TWIST-LOCK FASTENERS® along the top edge of the BACK (D).



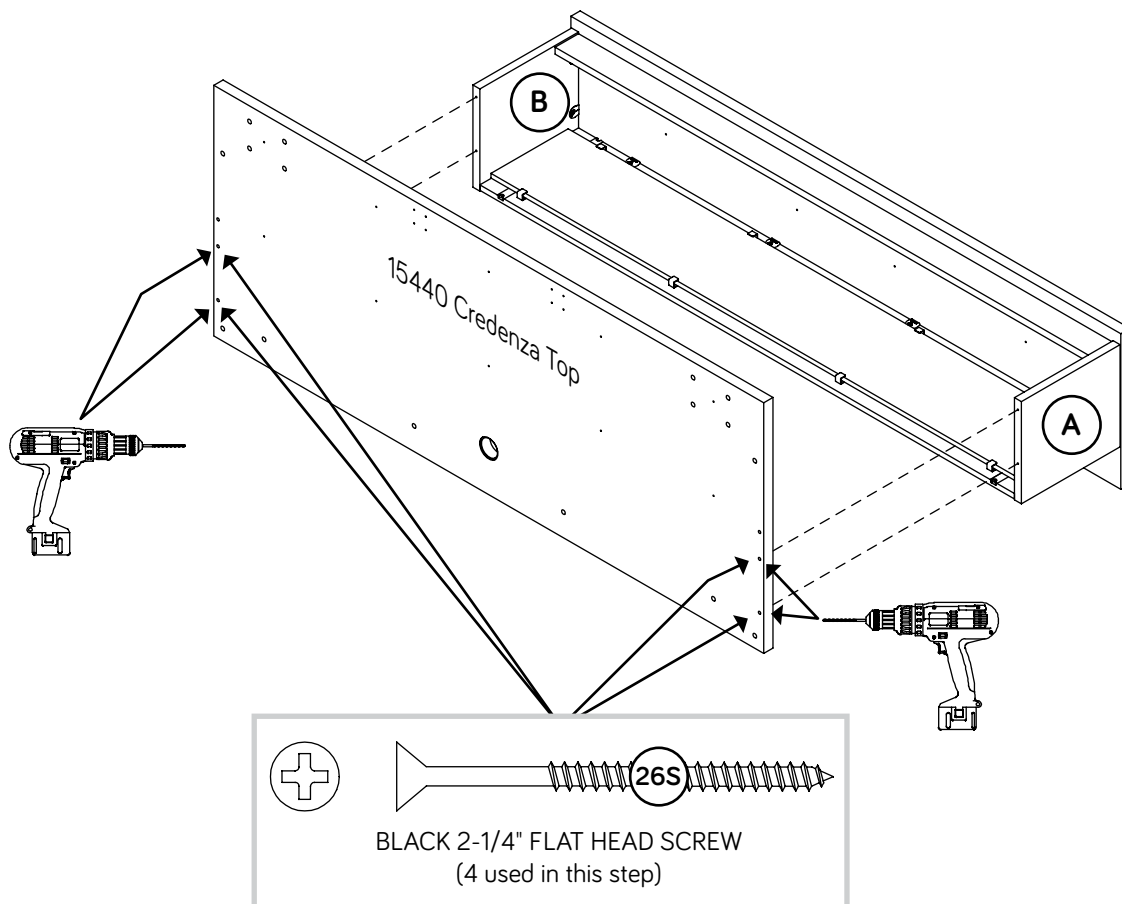
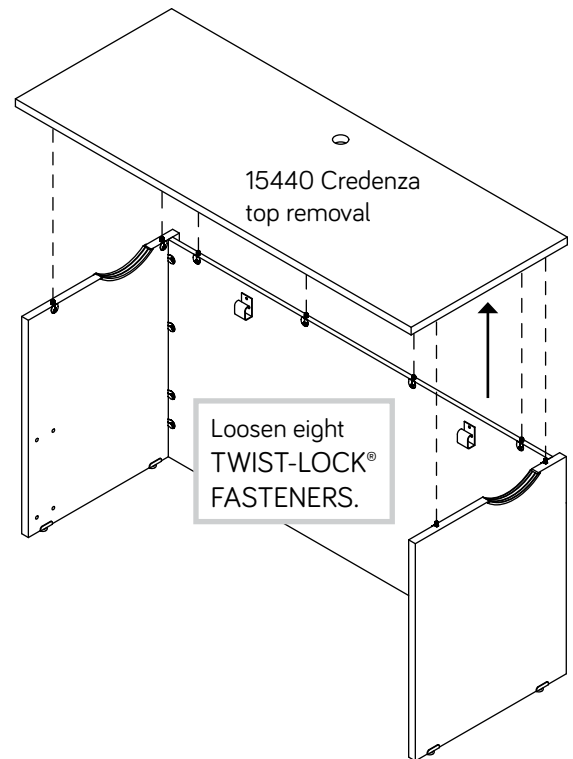
Step 7

- ✚ Set the BULLETIN BOARD (F) onto the bottom four BULLETIN BOARD BRACKETS (63G).
- ✚ Now, slide the top BULLETIN BOARD BRACKETS (63G) down so they wrap around the BULLETIN BOARD.



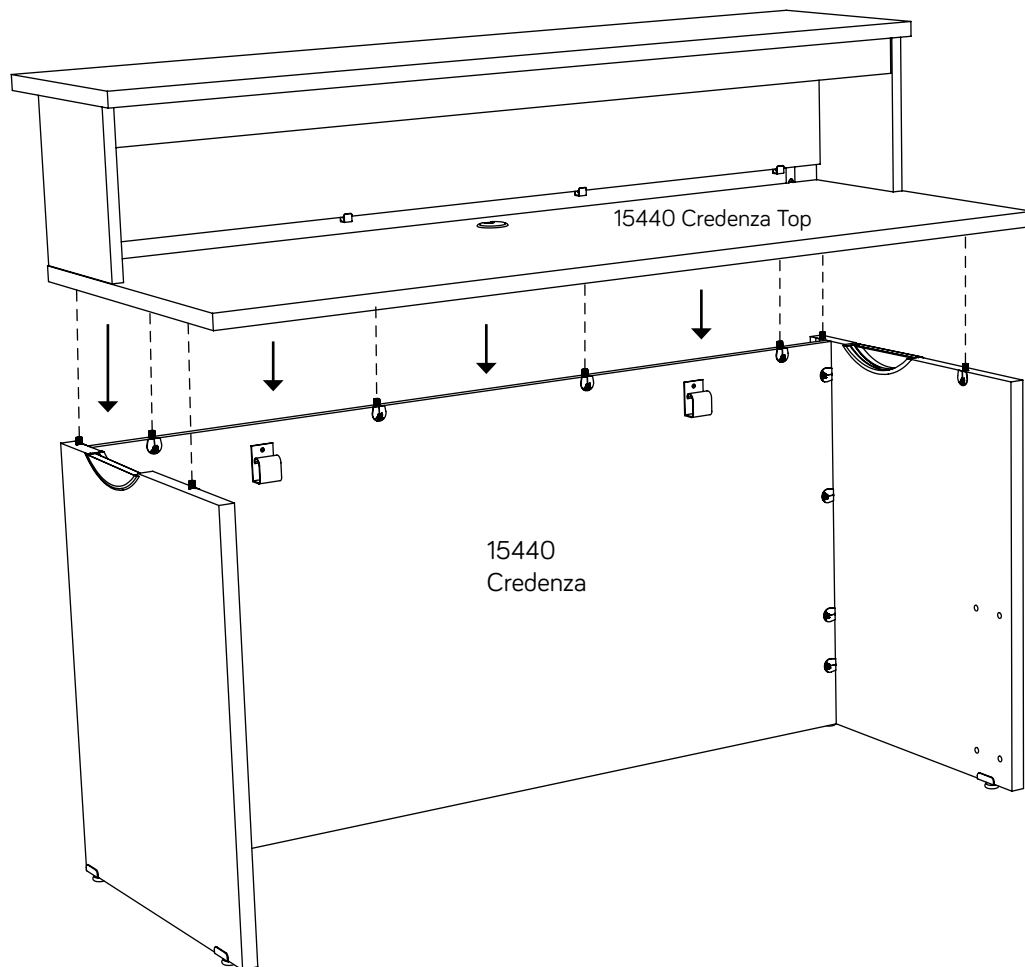
Step 8

- ✚ If you have not assembled the 15440 Credenza, assemble it now. If you assembled the 15440, then you will need to remove the Credenza Top by loosening the TWIST-LOCK® FASTENERS in the Ends and Back as shown to the right.
- ✚ Now, finish drilling out the four holes in the bottom surface of the 15440 Credenza Top using a 1/4" drill bit.
- ✚ Fasten the 15440 Credenza Top to the ENDS (A and B). Use four BLACK 2-1/4" FLAT HEAD SCREWS (26S) as shown below.



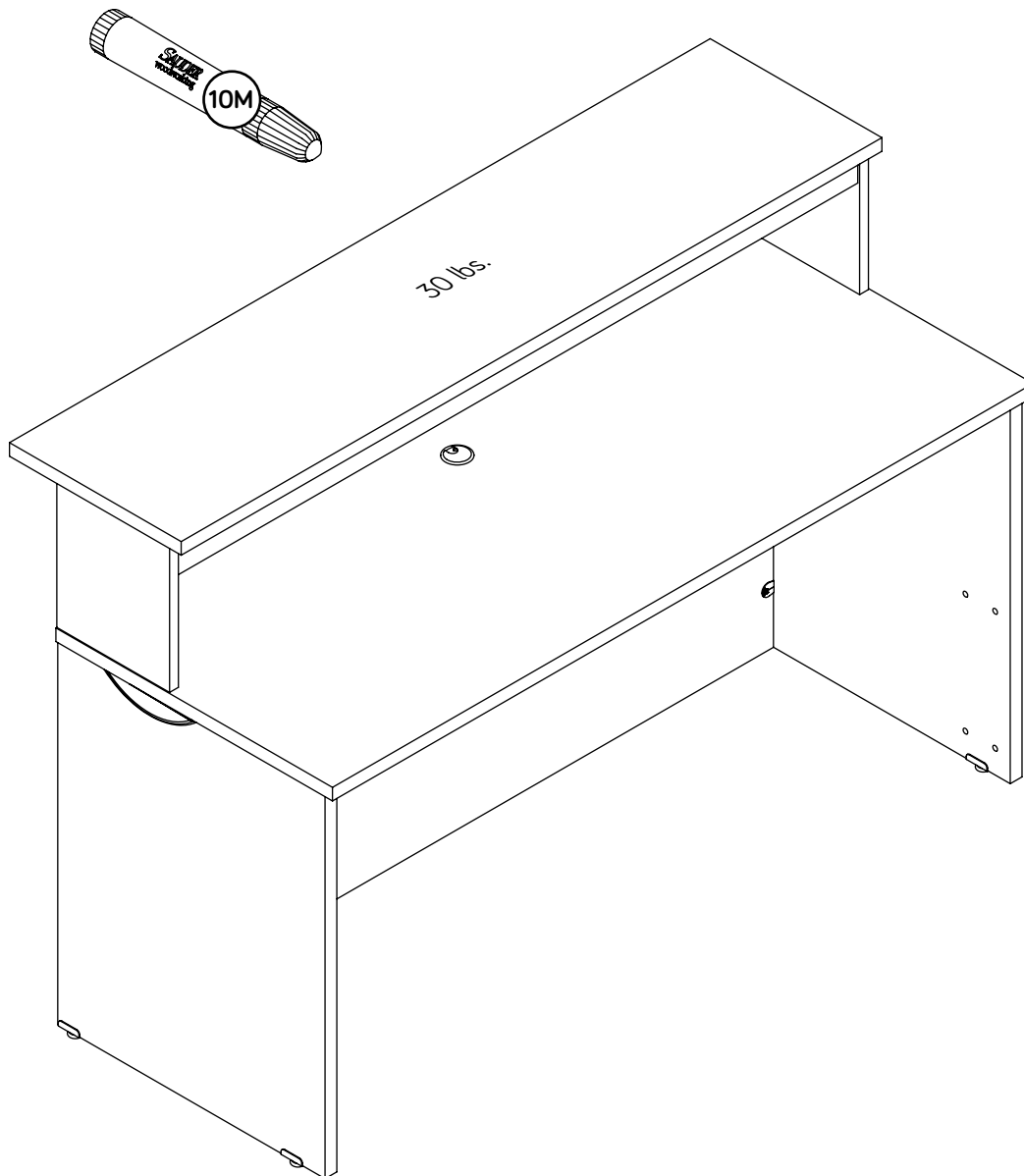
Step 9

- ✚ With the help of another person, stand your Hutch upright and fasten the 15440 Credenza Top with Reception Hutch to the Credenza Ends and Back. Tighten eight TWIST-LOCK® FASTENERS.



Step 10

- ✦ For long term maintenance of your unit, you may touchup the edges with the TOUCH-UP PEN (10M).
- ✦ NOTE: Please read the back pages of the instruction booklet for important safety information.
- ✦ This completes assembly. Clean with a damp cloth. Wipe dry.



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• Improperly moving furniture that is not designed and equipped with casters.	• Furniture can tip over or break if improperly moved. • Physical injury. Furniture can be very heavy.	• Unload shelves before moving the hutch. • The hutch should be removed from the desktop before attempting to move the desk. • Do not push furniture, especially on a carpeted floor. Have a friend help you lift the item and set it in place.
• Placing TVs on furniture items that are not designed to support a television is hazardous.	• Risk of injury or death. TVs can be very heavy. Plus the weight and location of the picture tube tends to make TVs unbalanced and prone to tipping forward.	• This product is not designed to support a television.

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2. There is no warranty coverage for defects or conditions that result from the failure to follow product assembly instructions, information or warnings, misuse or abuse, intentional damage, fire, flood, alteration or modification of the product, or use of the product in a manner inconsistent with its intended use, nor any condition resulting from incorrect or inadequate maintenance, cleaning, or care. There is also no warranty coverage for rented products or any products purchased “used” or “as is”, at a distress or going-out-of-business sale, or from a liquidator.

3. As the exclusive remedy under this Warranty, Sauder will (at its sole option) repair, replace or refund the value of any defective furniture component. Sauder may require independent confirmation of the claimed defect and proof of purchase. Replacement parts will be warranted for only the remaining period of the original Warranty. SAUDER SHALL HAVE NO LIABILITY for ANY INCIDENTAL OR CONSEQUENTIAL DAMAGES OF ANY KIND and all such damages are EXCLUDED FROM THIS WARRANTY, such as loss of use, disassembly, transportation, labor or damage to property on or near the product. Some states do not allow the exclusion or limitation of incidental or consequential damages, so the above limitation or exclusion may not apply to you.

4. This Warranty applies only to warranted defects that first arise and are reported to Sauder within the warranty coverage period. The Warranty cannot be transferred to subsequent owners or users of the product, and it shall be immediately void in the event the product is resold, transferred, leased or rented to any third party or person other than the original purchaser.

5. THERE ARE NO OTHER WARRANTIES APPLICABLE TO THIS PRODUCT. Under the laws of certain states, there may be no implied warranties from Sauder and all implied warranties, INCLUDING ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE are disclaimed where allowed by law. TO THE EXTENT ANY IMPLIED WARRANTIES ARE APPLICABLE, ANY IMPLIED WARRANTIES, INCLUDING ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, ARE LIMITED IN DURATION TO THE DURATION OF THIS EXPRESS WARRANTY or the minimum period allowed by law, whichever is shorter. Some states do not allow limitations on how long an implied Warranty lasts, so the above limitation may not apply to you.

6. For Warranty inquiries or claims, please visit our website www.sauder.com. You can also contact Sauder at 1.800.523.3987. Sauder may require Warranty claims to be submitted in writing to: Sauder Woodworking Co., 502 Middle Street, Archbold, OH 43502 USA. Please include your sales receipt or other proof of purchase and a specific description of the product defect.



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If you need assistance or want to learn more, please call us at **800.558.1010**.

General Conformity Certificate

1. This certificate applies to the Sauder Woodworking Product identified by this Instruction Book.
2. This certificate applies to compliance of this product with the CPSC Ban on Lead-Containing Paint (16 CFR 1303).
3. This product is manufactured by:
Sauder Woodworking Company
502 Middle St.
Archbold, OH 43502
419-446-2711
4. Date of Manufacture: _____



Made in USA
with U.S. and imported materials

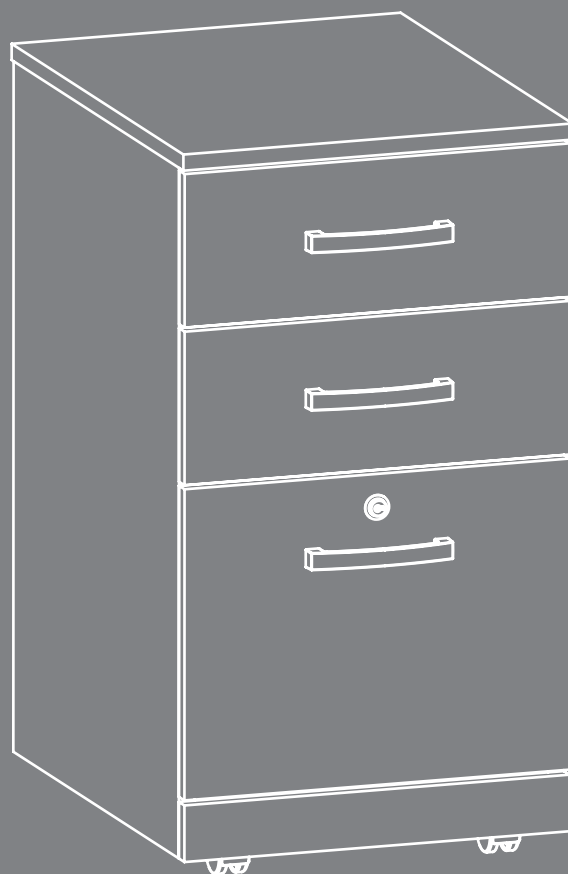


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Visit **NBF.com** for more information.

To order replacement parts, call 800.558.1010.



3-Drawer Pedestal

Via Collection | **SKU# 111433**

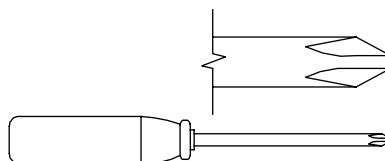
NOTE: THIS INSTRUCTION
BOOKLET CONTAINS **IMPORTANT**
SAFETY INFORMATION.

PLEASE READ AND KEEP FOR
FUTURE REFERENCE.

Lot # **927849**
Purchased: _____

04/27/26

Part Identification	2
Hardware Identification	3
Assembly Steps	4-6
Safety	7
Warranty	7



No. 2 Phillips Screwdriver
Tip Shown Actual Size

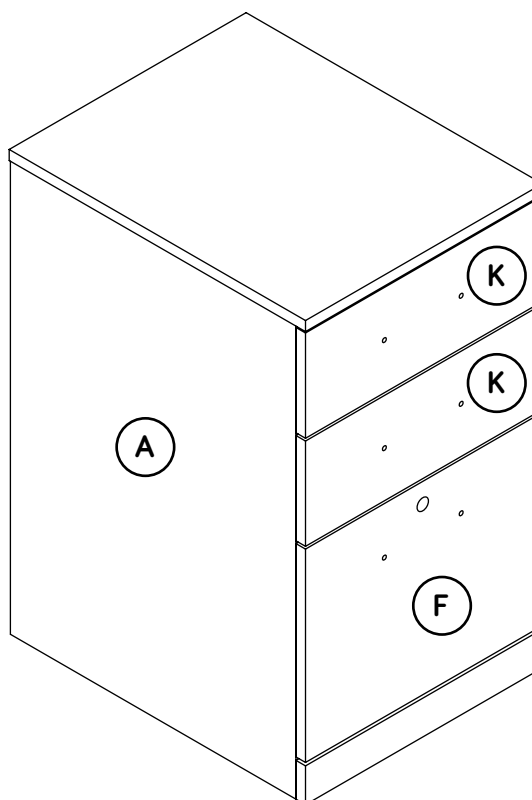
Part Identification

Now you know
our ABCs.



⚠ While not all parts are labeled, some of the parts will have a label or an inked letter on the edge to help distinguish similar parts from each other. Use this part identification to help identify similar parts.

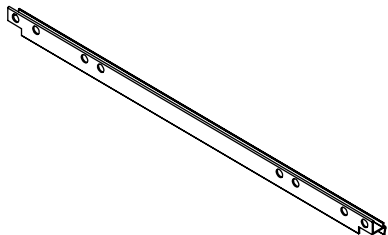
A	CABINET (1)
F	LOWER DRAWER (1)
K	UPPER DRAWER (2)



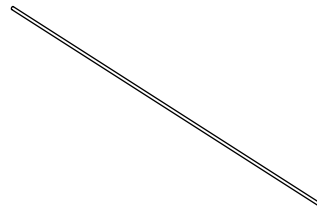
Hardware Identification

† Screws are shown actual size. You may receive extra hardware with your unit.

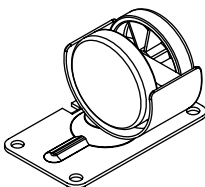
6B FILE GLIDE - 2



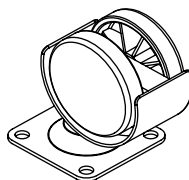
8B FILE ROD - 2



8CN NON-SWIVEL
CASTER - 2



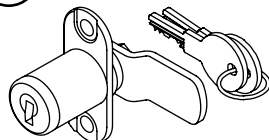
8CS SWIVEL
CASTER - 2



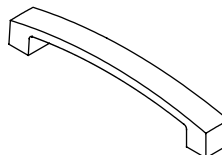
8J LOCK
COVER - 1



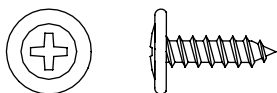
20J LOCK - 1



96K PULL - 3



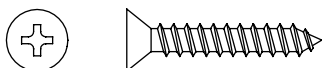
1S BLACK 9/16" LARGE HEAD SCREW - 16



11S BLACK 1/2" FLAT HEAD SCREW - 2

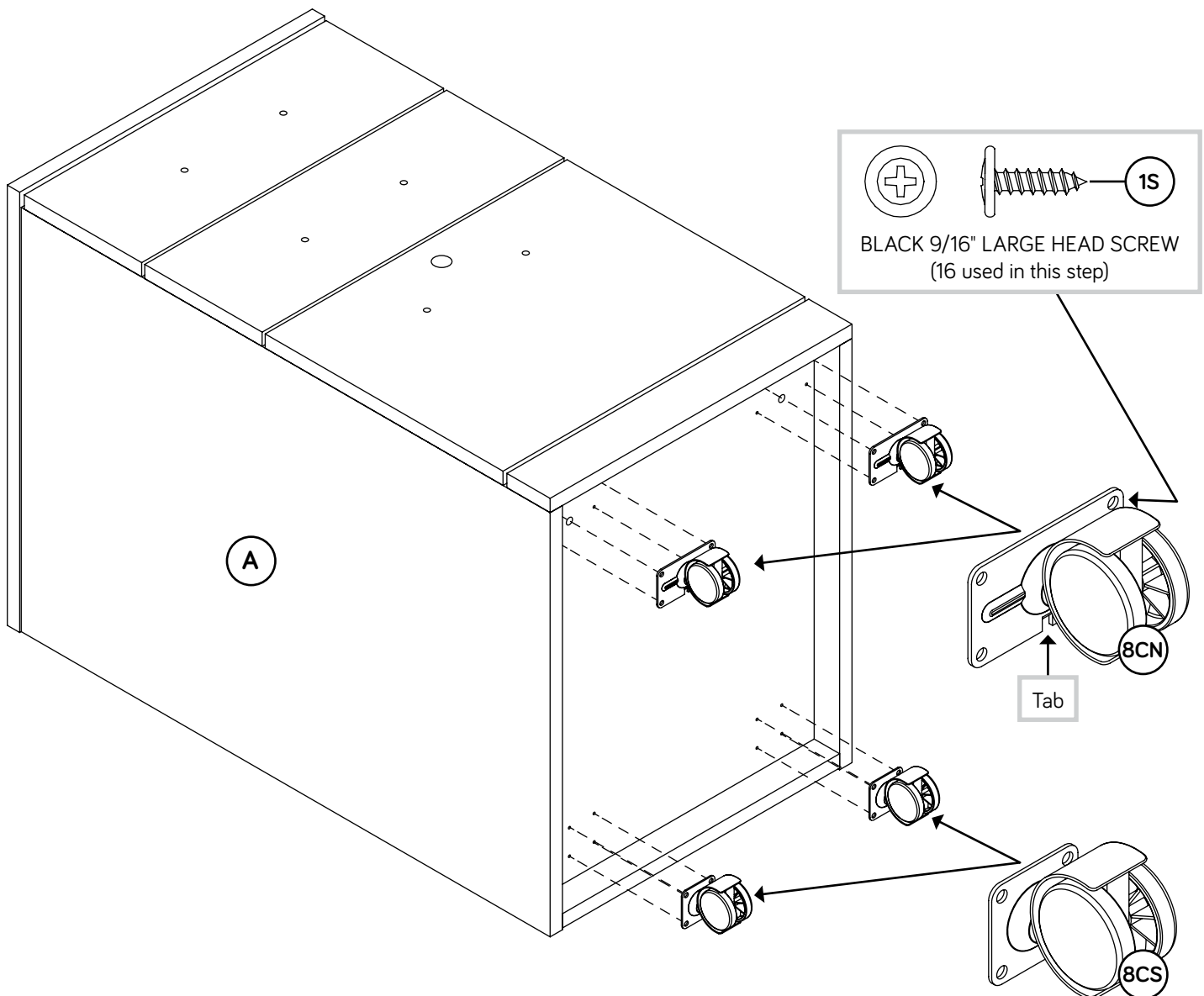


12S BROWN 1" FLAT HEAD SCREW - 6



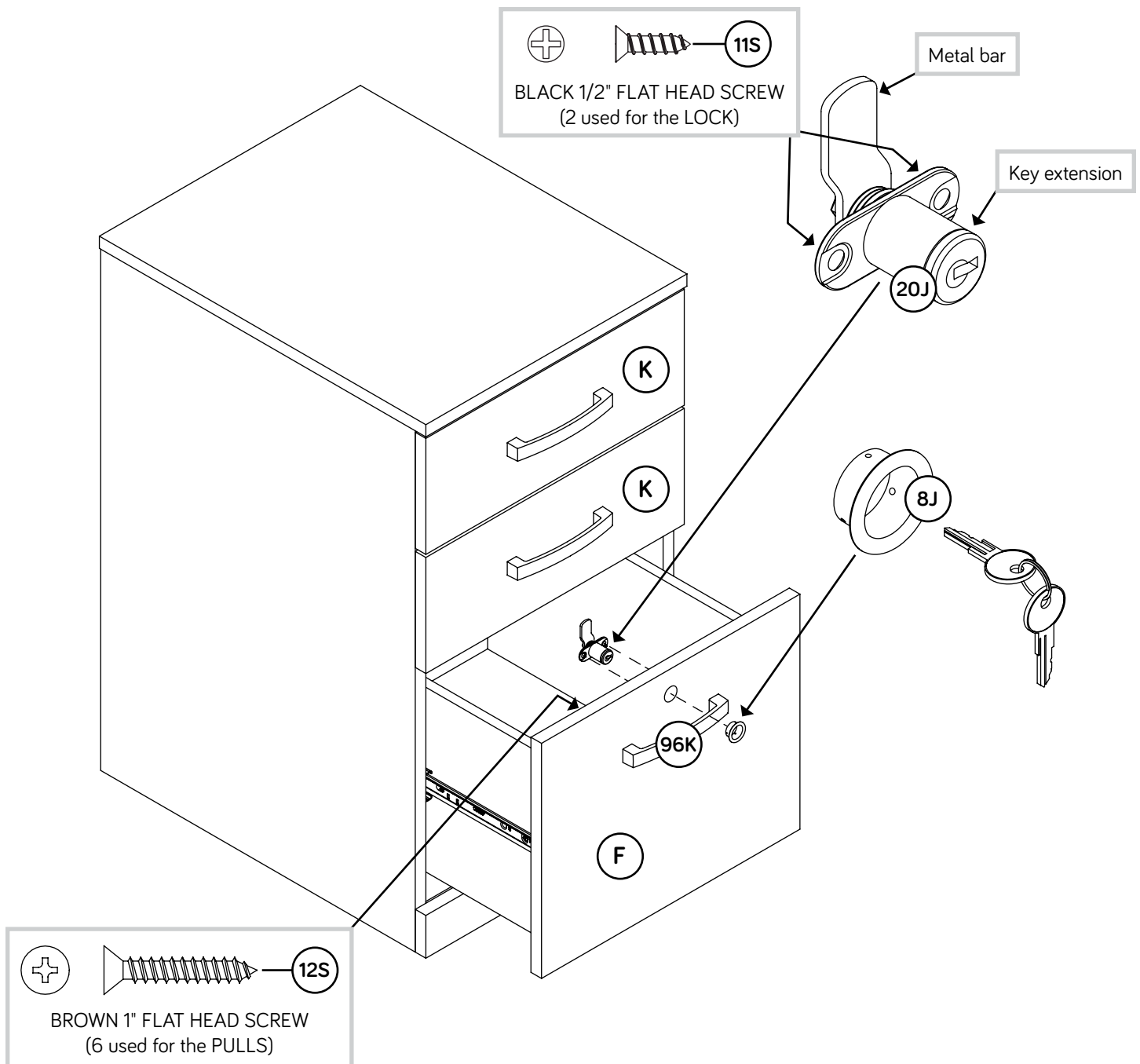
Step 1

- ✚ Assemble your unit on a carpeted floor or on the empty carton to avoid scratching your unit or the floor.
- ✚ Remove the hardware box from inside your unit.
- ✚ Carefully turn the unit onto its back edges.
- ✚ Fasten the NON-SWIVEL CASTERS (8CN) to the bottom of the CABINET (A) exactly as shown. Use eight BLACK 9/16" LARGE HEAD SCREWS (1S).
- ✚ Fasten the SWIVEL CASTERS (8CS) to the bottom. Use eight BLACK 9/16" LARGE HEAD SCREWS (1S).



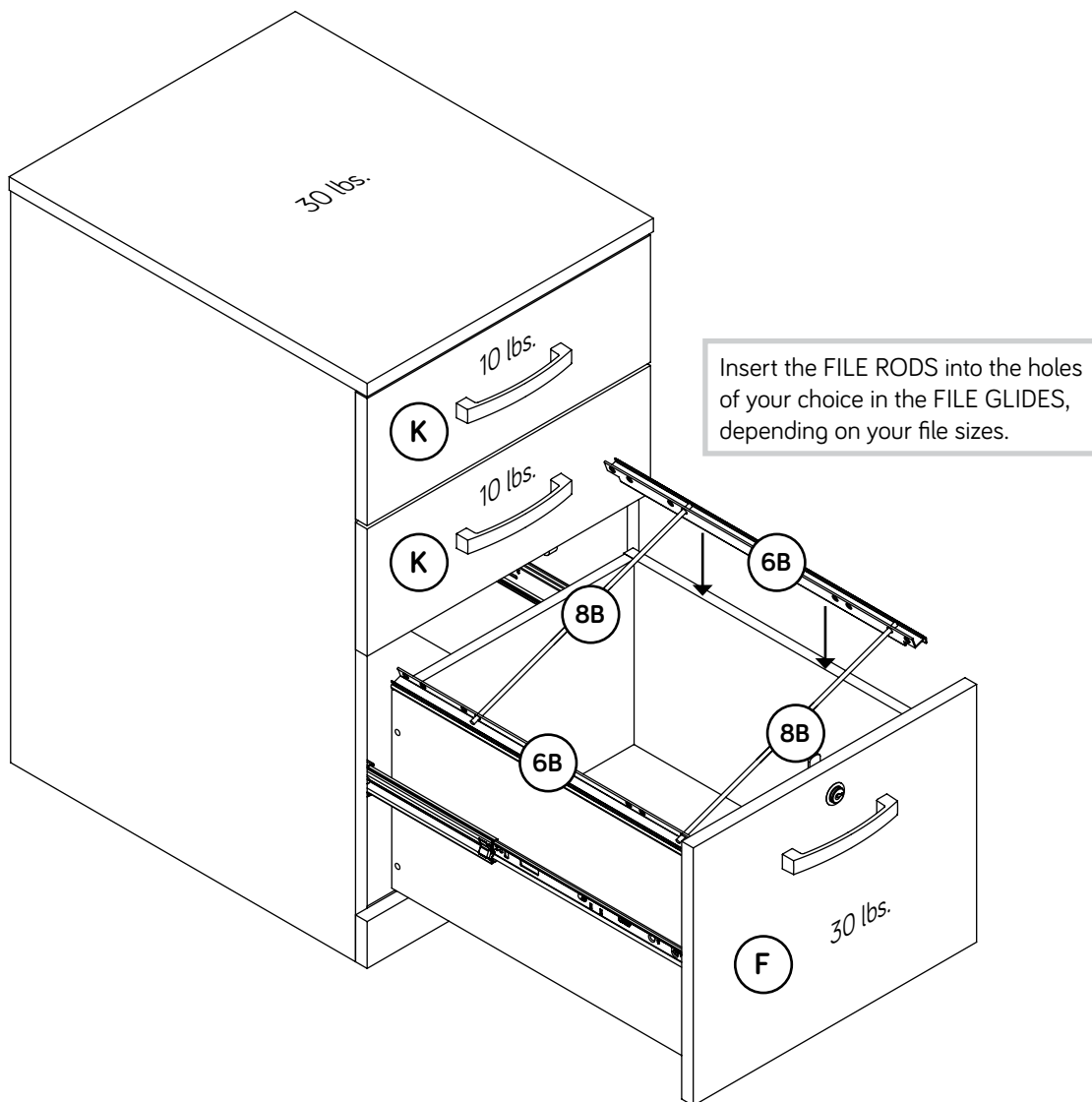
Step 2

- ✚ Carefully stand your unit upright.
- ✚ Fasten one PULL (12K) to the LOWER DRAWER (F). Use two BROWN 1" FLAT HEAD SCREWS (12S).
- ✚ Repeat this step for the UPPER DRAWERS (K).
- ✚ Fasten one LOCK (20J) to the LOWER DRAWER (F). Use two BLACK 1/2" FLAT HEAD SCREWS (11S).
- ✚ **NOTE:** Be sure the metal bar on the LOCK is facing the direction shown.
- ✚ Push one LOCK COVER (8J) over the key extension on the LOCK.



Step 3

- ✚ Push a FILE GLIDE (6B) onto the left drawer side of the LOWER DRAWER (F).
- ✚ Slide the FILE RODS (8B) into the FILE GLIDE (6B) on the left drawer side.
- ✚ Slide another FILE GLIDE (6B) onto the other end of the FILE RODS (8B), then press this FILE GLIDE over the right drawer side.
- ✚ NOTE: Please read the back pages of the instruction booklet for important safety information.
- ✚ This completes assembly. Clean with a damp cloth. Wipe dry.



⚠ CAUTION

Please use your furniture correctly and safely. Improper use can cause safety hazards, or damage to your furniture or household items. **Carefully read the following chart.**

Look out for:	What can happen:	How to avoid the problem:
Overloaded file cabinet drawers.	- Risk of injury. - Top-heavy furniture can tip over. - Overloaded drawers can break.	- Never exceed the weight limits shown in the instructions. - Work from bottom to top when loading drawers. Place the heavier items on lower drawers.
Improperly moving the file cabinet.	- Risk of injury or equipment damage. - The file cabinet can tip if not moved carefully over obstacles or across a changing floor surface (for example, from a wood floor to a carpeted floor).	Lift the file cabinet so the casters clear any obstacles or abrupt changes in the floor surface.
Placing TVs on furniture items that are not designed to support a television is hazardous.	Risk of injury or death. TVs can be very heavy. Plus the weight and location of the picture tube tends to make TVs unbalanced and prone to tipping forward.	This product is not designed to support a television.

1-YEAR LIMITED WARRANTY

1. Sauder Woodworking Co. (Sauder®) provides limited warranty coverage to the original purchaser of this product for a period of one year from the date of delivery against defects in materials or workmanship of Sauder furniture components. As used in this Warranty, “defect” means imperfections in components which substantially impair the utility of the product. This Warranty gives you specific legal rights, and you may also have other rights which vary from state to state.

2. There is no warranty coverage for defects or conditions that result from the failure to follow product assembly instructions, information or warnings, misuse or abuse, intentional damage, fire, flood, alteration or modification of the product, or use of the product in a manner inconsistent with its intended use, nor any condition resulting from incorrect or inadequate maintenance, cleaning, or care. There is also no warranty coverage for rented products or any products purchased “used” or “as is”, at a distress or going-out-of-business sale, or from a liquidator.

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6. For Warranty inquiries or claims, please visit our website www.sauder.com. You can also contact Sauder at 1.800.523.3987. Sauder may require Warranty claims to be submitted in writing to: Sauder Woodworking Co., 502 Middle Street, Archbold, OH 43502 USA. Please include your sales receipt or other proof of purchase and a specific description of the product defect.



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