# Mira Series
## Model No. MBC3668
### 4 Shelf Bookcase

**ASSEMBLY INSTRUCTIONS**

**CALL 1-800-822-8037 FOR ASSISTANCE**

**P/N MBC3668 Rev 2 9/01/10**

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### PARTS LIST

<table>
<thead>
<tr>
<th>Name</th>
<th>Part</th>
<th>Qty.</th>
<th>Spare</th>
</tr>
</thead>
<tbody>
<tr>
<td>MBC36HB</td>
<td><strong>E</strong></td>
<td>28</td>
<td>1</td>
</tr>
<tr>
<td>Hose Cap</td>
<td><strong>F</strong></td>
<td>128</td>
<td>1</td>
</tr>
<tr>
<td>Hose</td>
<td><strong>G</strong></td>
<td>4</td>
<td>1</td>
</tr>
<tr>
<td>Lever/W/BK</td>
<td><strong>H</strong></td>
<td>28</td>
<td>1</td>
</tr>
<tr>
<td>Cam Post</td>
<td><strong>C</strong></td>
<td>20</td>
<td>2</td>
</tr>
<tr>
<td>Wood Dowel</td>
<td><strong>B</strong></td>
<td>24</td>
<td>1</td>
</tr>
<tr>
<td>Shelf Support Pin</td>
<td><strong>A</strong></td>
<td>8</td>
<td>1</td>
</tr>
</tbody>
</table>

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*Items with HB are in the Hardware Box.*

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**Mayline Group**

[www.mayline.com](http://www.mayline.com)
IMPORTANT

For failure to follow these assembly instructions, for failure to follow instructions of this product. Moreover, all warranties are void. The manufacturer is not responsible for failure resulting from improper assembly. Improper assembly or installation, may void and/or its distributor instructions are provided to avoid problems that may occur from improper assembly before beginning assembly. These
Proper Care of Wood Surfaces

With proper care of the wood surfaces and finishes, your office furniture will provide elegance and convenience for years. Please refer to these easy-to-follow guidelines whenever you have a question.

- Clean all surfaces frequently with a soft cloth dampened with warm water, moving the cloth with the grain. Do not use furniture polish, solvents or any wax or oil base products. Never use paper towel.
- Immediately remove any liquids that come in contact with wood surfaces with a blotting action.
- Lift objects to move them, never pull them across the finished surface.
- Avoid excessive humidity, dust, direct sunshine or extreme cold and cold, or objects with sharp edges.
- Avoid excessive exposure to extremes of heat and cold or to wide humidity variances.
- For an additional safeguard, use a protective desk pad. This single item could ensure a lasting finish by protecting your furniture from possible damage caused by pens and sharp objects.
- Avoid exposure to strong sunlight. The wood underneath the finish may change color from prolonged exposure to sunlight.
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