

Please give Harden Contract office furniture the care it deserves

We have taken great pride in creating this piece of solid cherry wood furniture. Its lasting beauty, however, depends a great deal on the care it receives. We hope you will follow these simple precautions:

- Wood is a living substance and high or low humidity extremes can cause warping, checking and joint separation. Harden will not be responsible for the humidity controlled care of this item once it leaves the factory.
- All writing should be done on a desk pad. Avoid placing metal objects such as keys, spiral binders and briefcase hinges in direct contact with the furniture. Protect the bottom of decorative items, telephones, typewriters and business machines with felt pads. Contact between finish and certain plastic compounds could result in discoloration and damage to the finish.
- Dust, fingerprints, etc. accumulates on any finished surface and should be periodically removed. Dust build-ups may scratch or dull the finish if not removed properly. All Harden products should be maintained by simply dusting with a damp cloth. Polishing is only recommended on a quarterly basis. When polishing, use only a high quality non-silicone product. All brass hardware has been lacquered for tarnish resistance - no additional care is required.
- All units are manufactured from the finest cherry wood and are subject to natural color and grain characteristics. As the cherry solids age, each piece will darken in its own unique manner. Darker finishes are not affected as dramatically because the pigments applied during finishing mask the aging process. Exposure to direct sunlight accentuates and accelerates the process, while a stationary object on a top may leave a shadow of lighter wood. When ordering additional pieces of furniture for an existing installation, we recommend submitting a finish sample with your order.

Leather

Harden leather is a natural product from cow hides. There are many common, inherent characteristics of hides which should be expected including: stretch marks, fat wrinkles, scars and cuts. These characteristic marks are considered to be a part of the natural beauty of the leather, and can not be controlled by Harden. To clean, simply wipe the surface with a cloth dampened with a mild soap.

Mechanical Adjustments

Every piece of Harden Contract furniture is thoroughly inspected prior to shipment. Leveling glides, drawer slides and locks are mechanisms that can be jarred out of alignment during shipping and installation. If this occurs, we suggest you contact your dealer or installer immediately for appropriate service work and adjustment.

Drawer Alignment

Your desk or credenza must be completely level to insure correct alignment. Check the level and adjust the leveling glides if necessary. The level should be checked again if the furniture is moved. If the furniture is placed on carpet, the level should be checked after loading the drawers.

Drawer Removal

Release latches are located toward the front of each drawer on both the left and right metal suspensions.

Locking Mechanisms

Engraved on the key is a three digit number. Please record this number as we do not maintain a record of keys at the factory. If you lose your keys, please contact your dealer.