

LATERAL FILE BOOKCASE

INSTALLATION INSTRUCTIONS

Illustration 1

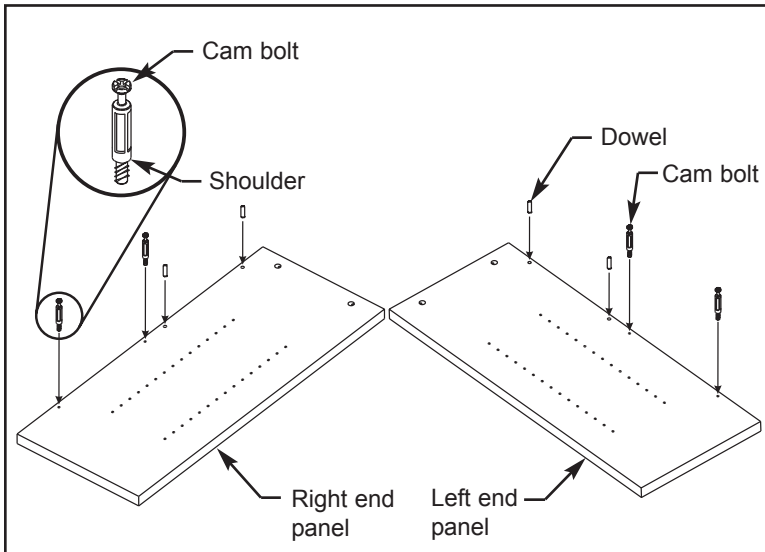


Illustration 2

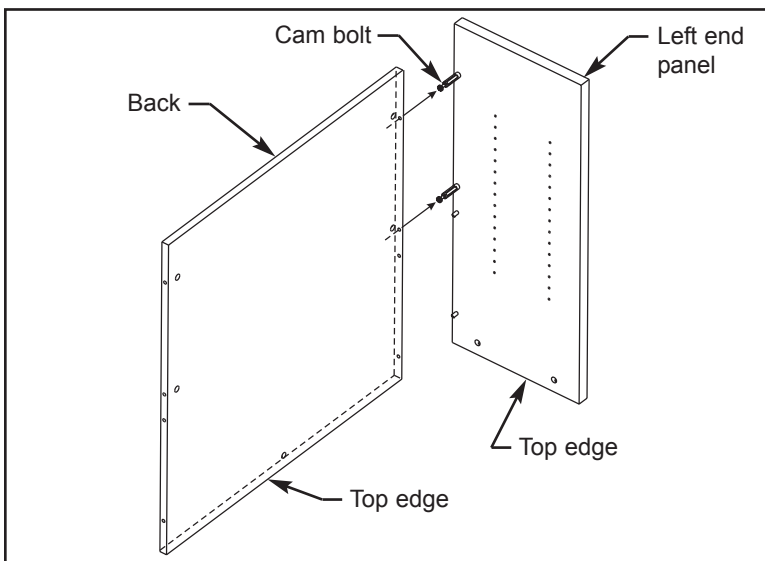
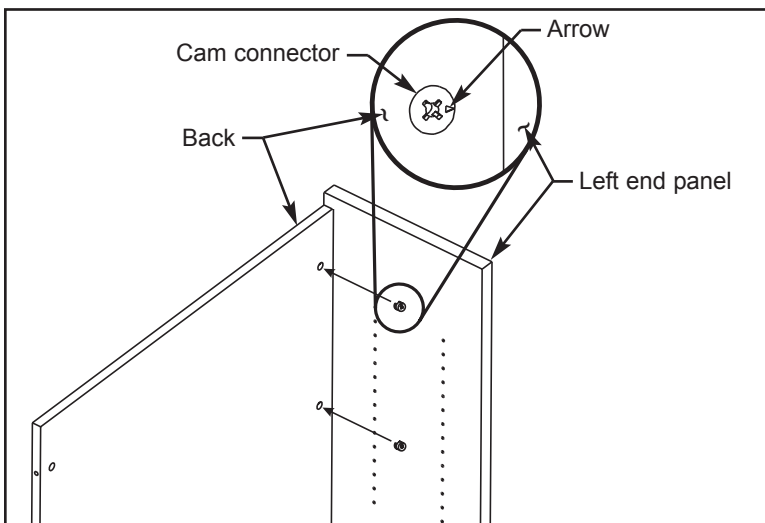


Illustration 3



Read all instructions and review illustrations before installing.

Tools required for assembly:
 Phillips screwdriver
 Rubber mallet
 Masking tape
 Tape measure

This assembly includes:

- (1) Left end panel
- (1) Right end panel
- (1) Top
- (2) Adjustable shelf
- (1) Back
- (2) Reveal
- (9) Cam bolt
- (9) Cam connector
- (8) Dowel
- (8) Fastener pin
- (-) Mounting tape

⚠ WARNING

Wood products are heavier than they appear and may be hard to control when moving. Use two or more people when moving wood products or severe personal injury may result.

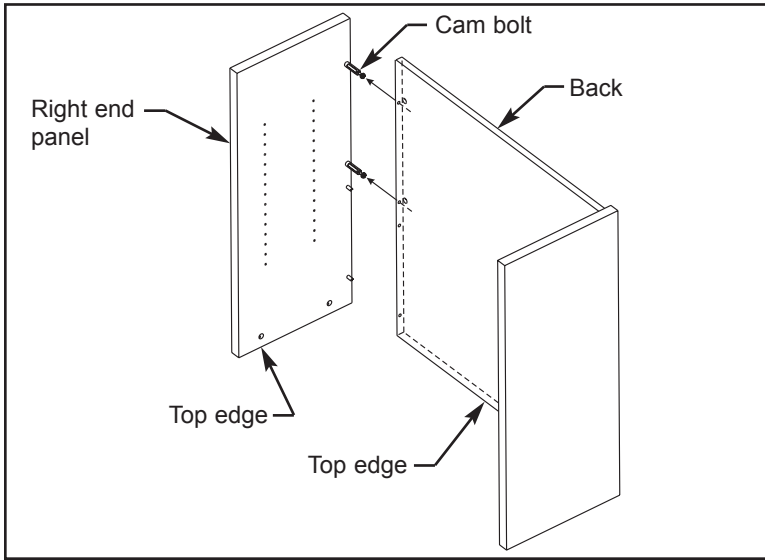
Heavy panels can pinch or crush fingers. Do not place fingers between or under panels during assembly.

Bookcase Assembly:

1. Refer to Illustration 1. Lay end panels, with holes up, on cardboard or a carpeted surface.
 Use the Phillips screwdriver to install cam bolts (from hardware pack) into end panels as shown. Tighten cam bolts until cam bolt shoulder is flush against surface of end panels.
 Use the rubber mallet to install dowels (from hardware pack) into the locations shown.
2. Refer to Illustration 2. Attach back to left end panel. Insert end panel cam bolts into holes in side of back. Ensure top edge of back and end panel are facing down.
3. Refer to Illustration 3. With arrows facing end panel, install cam connectors (from hardware pack) into holes along side of back. Use the Phillips screwdriver to tighten cam connectors. Turn cam connectors clockwise to tighten.

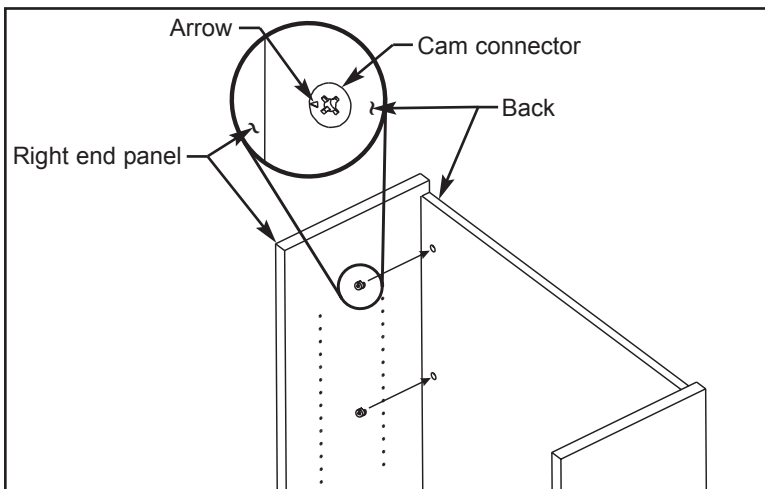
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Illustration 4



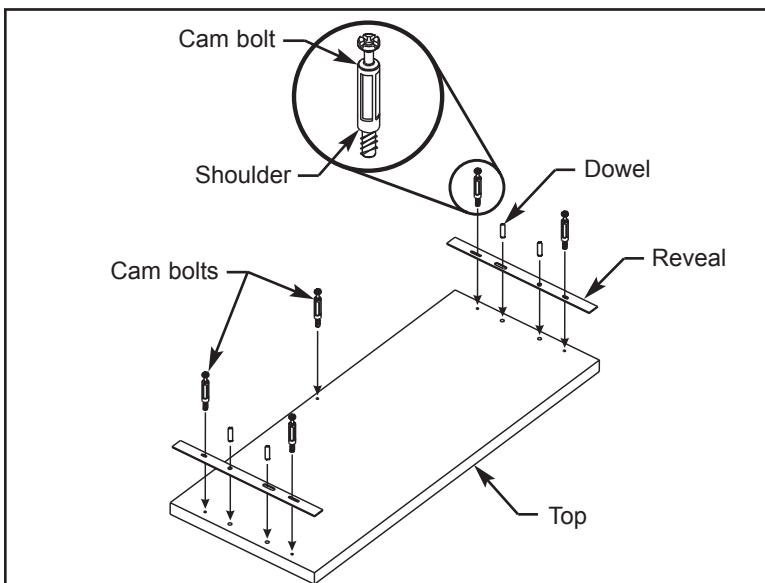
4. Refer to Illustration 4. Attach right end panel to back. Insert end panel cam bolts into holes in side of back. Ensure top edge of back and end panel are facing down.

Illustration 5



5. Refer to Illustration 5. With arrows facing end panel, install cam connectors (from hardware pack) into holes along side of back. Use the Phillips screwdriver to tighten cam connectors. Turn cam connectors clockwise to tighten.

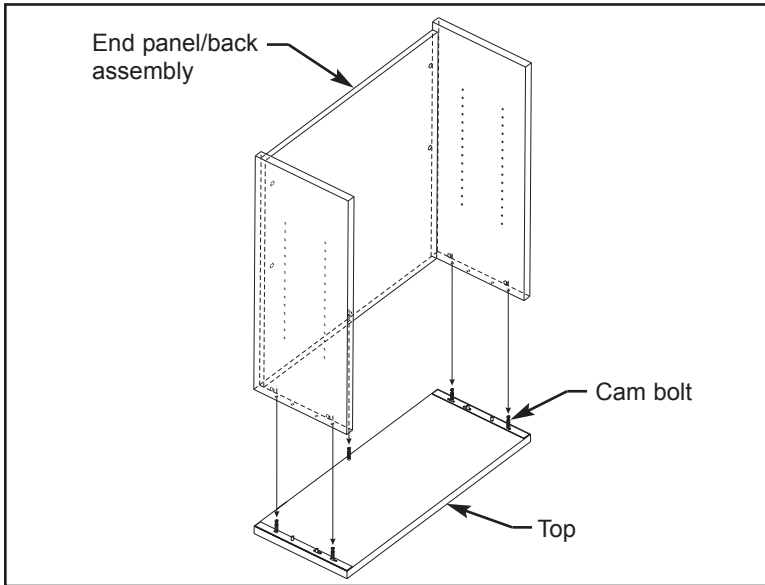
Illustration 6



6. Refer to Illustration 6. Lay top, with holes up, on cardboard or a carpeted surface. Use the rubber mallet to install dowels (from hardware pack) into the locations shown. Place reveals over dowels. Position reveals so that the outside edge of each reveal is flush with edge of top. Use the Phillips screwdriver to install two cam bolts (from hardware pack) through each reveal and into desk top. Tighten cam bolts until cam bolt shoulder is flush against surface of reveal. Use the Phillips screwdriver to install a cam bolt (from hardware pack) into hole along rear edge of top. Tighten cam bolt until cam bolt shoulder is flush against surface of top.

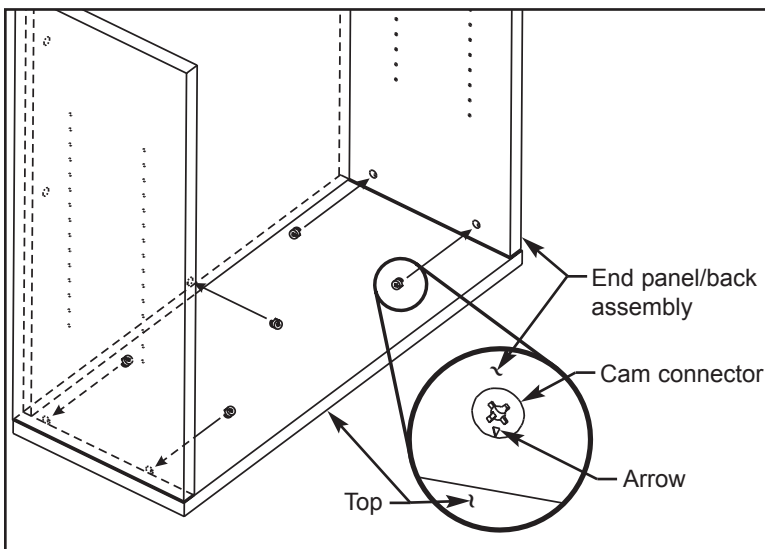
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Illustration 7



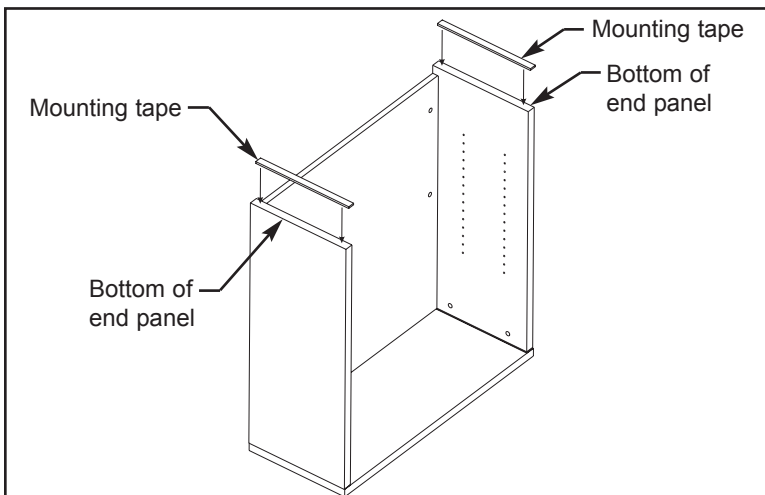
7. Refer to Illustration 7. Attach end panel/back assembly to top. Insert top cam bolts into holes along top edge of end panel/back assembly.

Illustration 8



8. Refer to Illustration 8. With arrows facing top, install cam connectors (from hardware pack) into holes along top edge of end panel/back assembly. Use the Phillips screwdriver to tighten cam connectors. Turn cam connectors clockwise to tighten.

Illustration 9



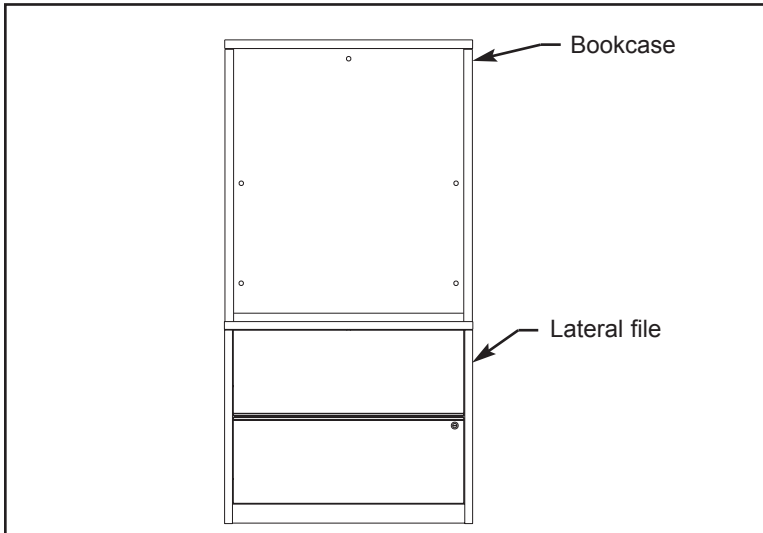
IMPORTANT

Mounting tape used to secure bookcase is extremely sensitive and designed for permanent installation. Attempting to remove mounting tape after installation will damage mounting tape.

9. Refer to Illustration 9. Ensure bottoms of end panels are clean, dry, and free of oils. Use a rag and warm soapy water to clean bottom of end panels. Unroll mounting tape and carefully apply a piece of mounting tape to the bottom of each end panel.

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Illustration 10



Bookcase Installation:

1. Ensure top of lateral file is clean, dry, and free of oils.

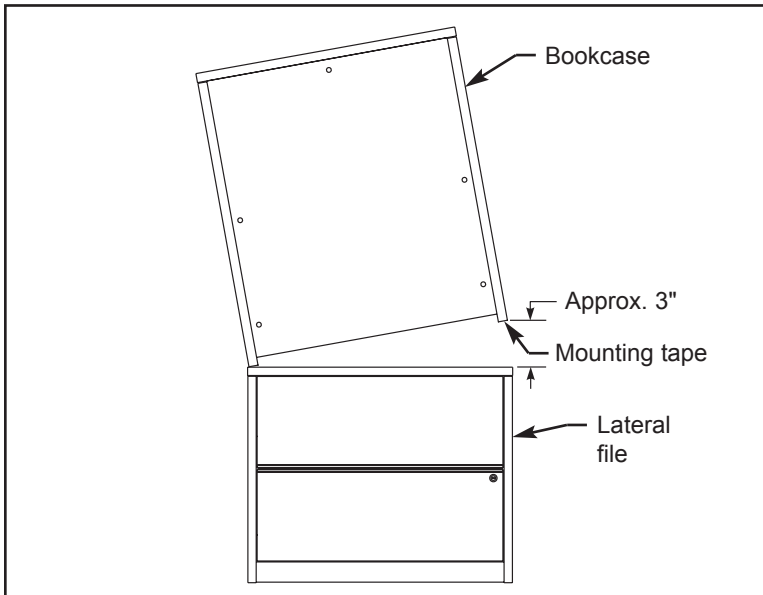
IMPORTANT

Do not remove protective cover on mounting tape until instructed to do so.

Refer to Illustration 10. Use two or more people to position bookcase onto main unit. Bookcase should be flush with sides and rear edge of main unit. **Do not remove protective cover from mounting tape on bottom edge of end panels.**

After aligning bookcase, place masking tape on top of lateral file to mark position.

Illustration 11



IMPORTANT

Mounting tape used to secure bookcase is extremely sensitive and designed for permanent installation. Attempting to remove bookcase will cause severe damage to surface of lateral file.

2. Refer to Illustration 11. Lift one end of bookcase up approximately 3". Take care not to apply any pressure which may cause the opposite end of bookcase to slip off of lateral file.

While bookcase is raised, remove protective cover from mounting tape. While maintaining alignment, carefully lower bookcase and realign end panel with masking tape.

Repeat this procedure for opposite end of bookcase.

!WARNING

Do not lean on, bump, or load shelves of this bookcase for a period of 12 hours minimum after mounting tape has been in contact with lateral file. Do not use this bookcase without the mounting tape. Failure to follow this warning can cause the bookcase to tip and fall, resulting in severe injury to yourself or others.

3. At desired locations, install fastener pins (from hardware pack). Tap in place with rubber mallet. Set shelves on fastener pins and use Phillips screwdriver to turn pin fasteners 1/2 turn clockwise or until fully locked on pins.