Assembly Instructions for Media Storage Stand #37-DS-360-E

Note: This unit is secured in eight places using an advanced locking mechanism described as cam-bolts and cam-locks. Please observe the following when installing cam-bolts and cam-locks:

<u>Cam-bolts:</u> *Screw in until the plastic shoulder barley rests against the flat surface. Once they are inserted, you may need to gently top on them with a hammer to make sure they're perpendicular to the wood surface. The cam-bolts must be straight.*

<u>Cam-locks:</u> *Install with Philips screwdriver. Arrows on cam-locks should be pointing towards the closest pilot hole. Once you insert a cam-bolt into position of a cam-lock, turn cam-lock about ½ turn clockwise to secure.*

Separate and identify the parts and hardware. We suggest assembling this unit on carpet or a soft surface such as a blanket, so the wood surface does not get damaged. As you read the instructions, refer to the illustration for each step to simplify assembly.

1. Install four (CB) cam-bolts into (LP) left side panel and four cam-bolts into (RP) right side panel.
2. Insert four (CL) cam-locks into (FH) front horizontal support and four cam-locks into (UH) upper horizontal support.
3. Insert (FH) front horizontal support into the two lower cam-bolts on the (LP) left side panel and turn cam-bolts ½ turn clockwise to tighten.
4. Insert (UH) upper horizontal support into the two upper cam-bolts on the (LP) left side panel and turn cam-bolts ½ turn clockwise to tighten.
5. Insert (UH) upper horizontal support into the two upper cam-bolts on the (RP) right side panel and turn cam-bolts ½ turn clockwise to tighten.
6. Insert (FH) front horizontal support into the two lower cam-bolts on the (RP) right side panel and turn cam-bolts ½ turn clockwise to tighten.
7. Position the (BH) back horizontal support into place and install two (SC) screws on the outside bottom of each side panel.
8. If you are securing the unit to a wall, install four screws through the front of the (UH) upper horizontal support and into the wall. If you are not able to screw into a wall stud, make certain to use wall anchors (not included) to secure screws.
9. If the unit is going to be on standing on carpet, install the four floor spikes into the bottom side panels. If you are placing the stand on a hard surface such as a hardwood floor, don't use the floor spikes. Instead, install four (BP) bumper pads on the bottom side panel ends.
10. Place four (BP) bumper pads on the ends of (FH) and (BH) horizontal supports.
11. The bottom (GS) glass shelf will rest on the four bumper pads. Determine where each shelf up will be placed, based on the height of your software. Insert four (SP) shelf pins where you will be placing a shelf. Follow this procedure for remaining shelf positioning. Note: you may not be able to use all of the shelves if you are spacing for large items such as DVD's.
12. Insert a (DR) dowel rod above each shelf position by placing it into a dowel rod hole on one side, then slightly bending the rod and inserting on the opposing dowel rod hole.
13. Make certain all (SP) shelf pins are fully inserted. Position the glass so it is centered on the shelf pins or bumpers.
14. Your assembly is complete. Enjoy !