ROWAN TOWER BOOKCASE

ASSEMBLY INSTRUCTIONS

Date: 2015-April-24
Important Safety Instructions:

- Please read all instructions carefully before assembling.
- For your safety, assembly by two or more adults is strongly recommended.
- Keep instructions for future use.
- Use only vendor supplied hardware to assemble. Using unauthorized hardware could jeopardize the structural integrity of the item.

Pre-assembly:

- Remove all parts and hardware from the box and lay out on a clear carpeted or scratch-free work surface, as this will avoid damaging parts during assembly. The shipping box provides an ideal work surface.
- Do not dispose of any packaging or contents of the shipping carton until assembly is completed to avoid accidentally discarding small parts or hardware.
- Use the parts and hardware lists below to identify and separate each of the pieces included.
- The illustrations provided allow for easier assembly when used in conjunction with the assembly instructions.
- The use of power tools to aid in assembly is not recommended. Power tools can damage hardware and split wood.

Parts Included:

(A) Tower Bookcase 1 pc
(B) Shelf 3 pcs

Hardware Included:

<table>
<thead>
<tr>
<th>Part</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>(C) Shelf Support</td>
<td>12x</td>
</tr>
<tr>
<td>(D) Allen Bolts (M6 x 18 mm)</td>
<td>1x</td>
</tr>
<tr>
<td>(E) – Toggle Anchor</td>
<td>1x</td>
</tr>
<tr>
<td>(F) – Toggle Screw</td>
<td>1x</td>
</tr>
<tr>
<td>(G) Lock Washer</td>
<td>1x</td>
</tr>
<tr>
<td>(H) Metal Washer (2mm)</td>
<td>1x</td>
</tr>
<tr>
<td>(I) Allen Key</td>
<td>1x</td>
</tr>
<tr>
<td>(J) Metal Bracket</td>
<td>1x</td>
</tr>
<tr>
<td>(K) Metal Washer (1mm)</td>
<td>1x</td>
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</tbody>
</table>
Tools Required (not included):

- Philips Head Screwdriver

Assembly Instruction Steps:

1. Determine the desired height for the shelf (B). Insert 4 pcs Shelf Pins (C) per shelf, into pre-drilled holes located on the interior walls of the Narrow Bookcase (A).
2. Place Shelves (B) onto the Shelf Pins (C), making sure Shelf (B) is stable.

3. To adjust the levelers:
   Carefully grasp one side of the unit and elevate it slightly to provide access to levelers. Turn the levelers until adequate contact is made to the floor. Carefully set the unit down. Repeat until the unit is level and stable.

4. Attach Metal Bracket (J) to the Top Panel Tower Bookcase (A), by inserting bolt (D), Lock Washer (G), and Metal Washer (H) into hole. Tighten with Allen Key (I) as shown below.
Note:
For safe mounting it is essential to use the proper hardware for your wall type. The hardware included is meant for drywall or wood stud mounting only. If walls are concrete, brick or plaster, please consult your local hardware store for assistance. Mount to wood studs whenever possible.
1. **Drywall Mounting:**
   Place the bookcase with the Metal Bracket (J) attached, against the wall in its desired location. Using a pencil, mark the wall through the hole of Metal Bracket (E). These marks on the wall will be your insertion points for the mounting hardware. Remove the Metal Bracket from the top of the bookcase using the Allen Key. With a Philip's head screwdriver; insert the Drywall Anchors (E) through the pencil marks of your insertion points. Gently press the anchor while turning it in a clockwise direction until anchor’s head is flush with the wall. Repeat for any other insertion points located over drywall. Re-attach the Metal bracket to the top of the bookcase. Using a Philip's head screwdriver, align the slots in the Metal Brackets (J) to the hole in the Drywall Anchors (E). Insert Screws (F) and Metal Washer (K), through the slots in the Metal Brackets (J), and into the holes of the Drywall Anchors (E). Make sure the Tower Bookcase is securely fastened to the wall. Note: The Tower Bookcase can be adjusted in and out, and up and down (slightly) by loosening the bolt/screws, making your adjustment, and securely Re-tightening all bolts and screws.

2. **Stud Mounting:** For stud mounting, locate stud, repeat the steps above, but instead of using the Drywall anchors, Insert Screws (F) and Metal Washer (K), through the slots in the Metal Brackets (J), and into the wall stud.

**Care Instructions:**
- Dust often using a clean, soft, dry and lint-free cloth.
- Blot spills immediately and wipe with a clean, damp, cloth.
- We do not recommend the use of chemical cleansers, abrasives or furniture polish on our Lacquered finish.
- Re-tighten if necessary.