

**Teknik**

[www.teknikoffice.co.uk](http://www.teknikoffice.co.uk)

The **stories** of your life.

# Tall Bookcase

City Center Collection | **Model 5425658**

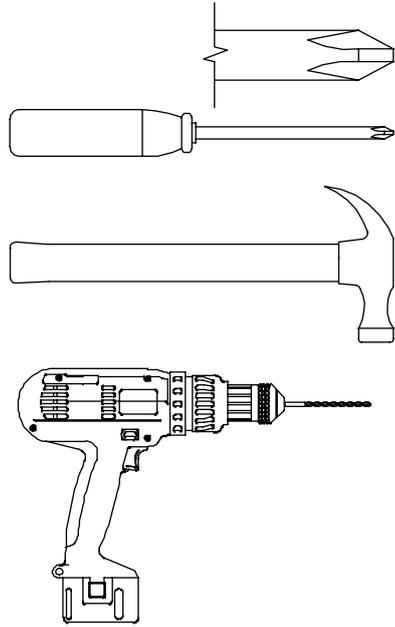
**NOTE:** THIS INSTRUCTION BOOKLET CONTAINS **IMPORTANT** SAFETY INFORMATION.

PLEASE READ AND KEEP FOR FUTURE REFERENCE.

# Table of Contents

# Assembly Tools Required

Part Identification	3
Hardware Identification	4
Assembly Steps	5-8
Safety	9



No. 2 Phillips Screwdriver  
Tip Shown Actual Size

Hammer  
**Not actual size** 😊

Electric drill with 1/8" or 3/8" bit  
(ONLY in indicated step)

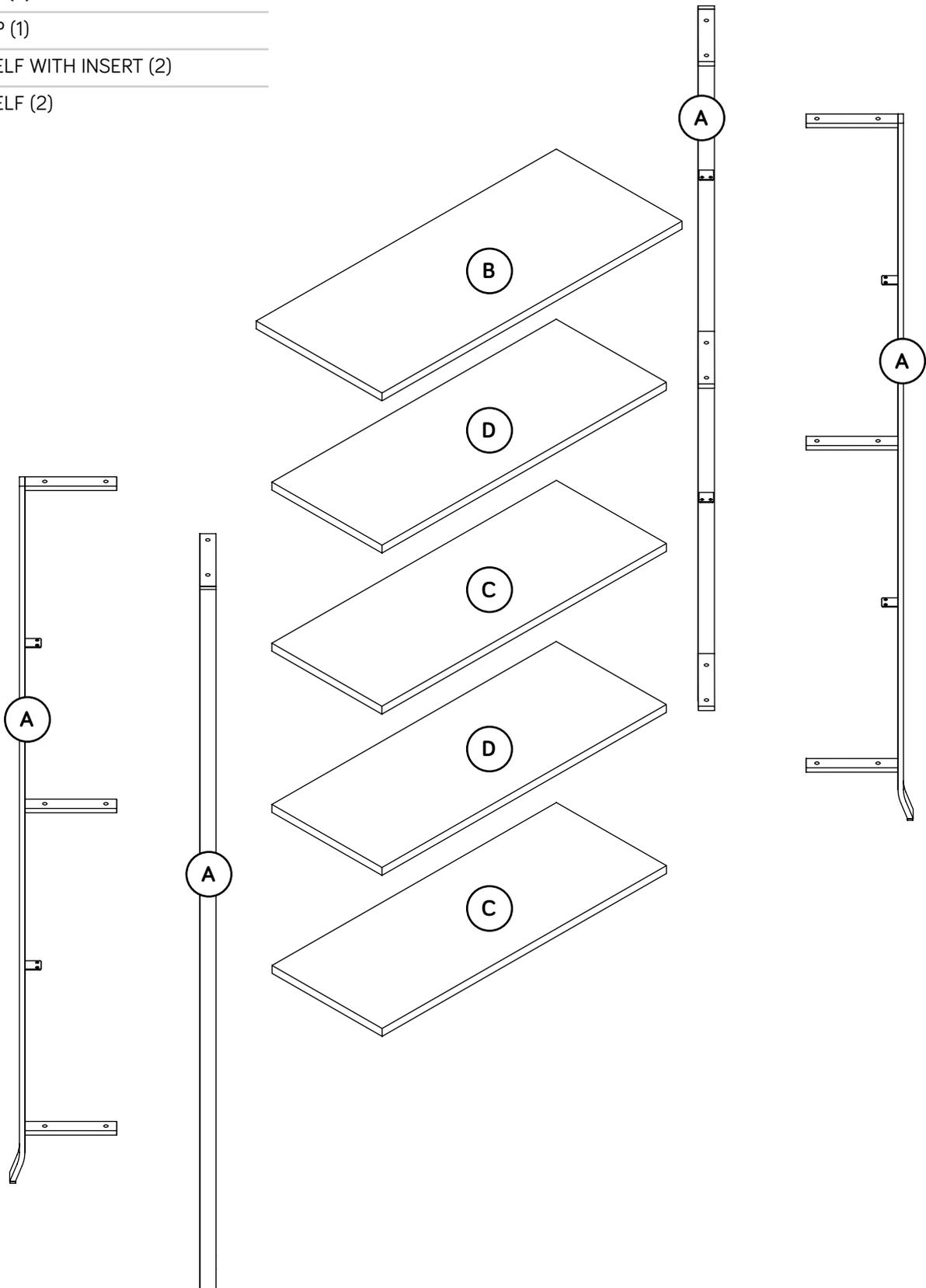
# Part Identification

Now you know  
our ABCs.



⚡ While not all parts are labeled, some of the parts will have a label or an inked letter on the edge to help distinguish similar parts from each other. Use this part identification to help identify similar parts.

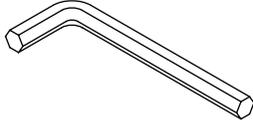
A	LEG (4)
B	TOP (1)
C	SHELF WITH INSERT (2)
D	SHELF (2)



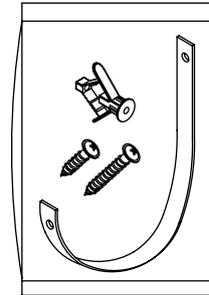
# Hardware Identification

† Screws are shown actual size. You may receive extra hardware with your unit.

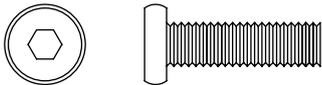
1 L-WRENCH - 1



96 FURNITURE TIPPING RESTRAINT KIT - 1



2 13/16" HEX HEAD SCREW - 24

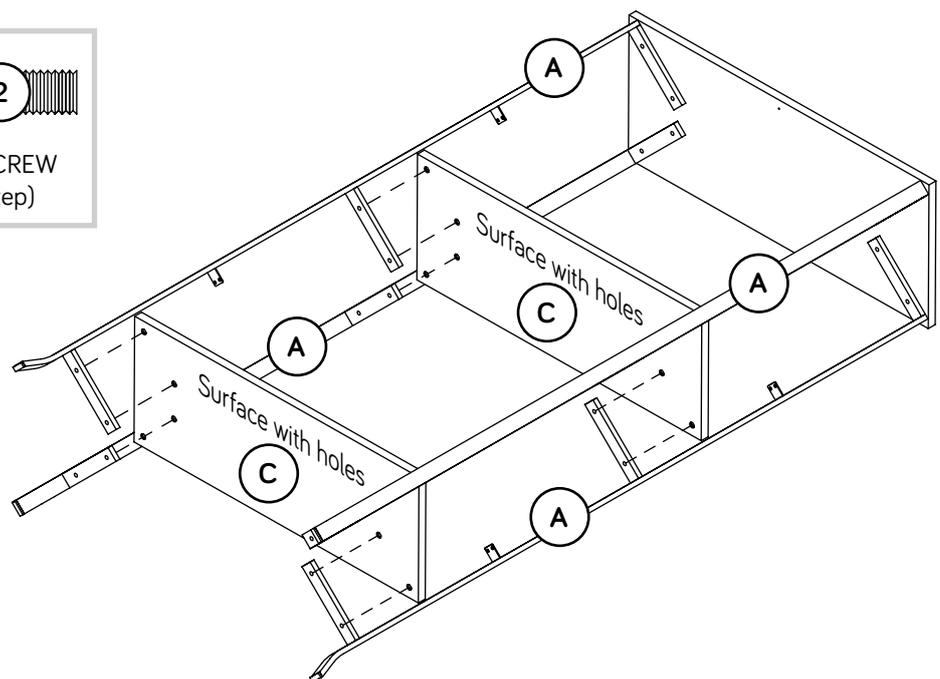
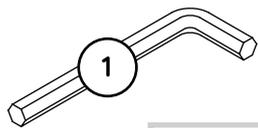
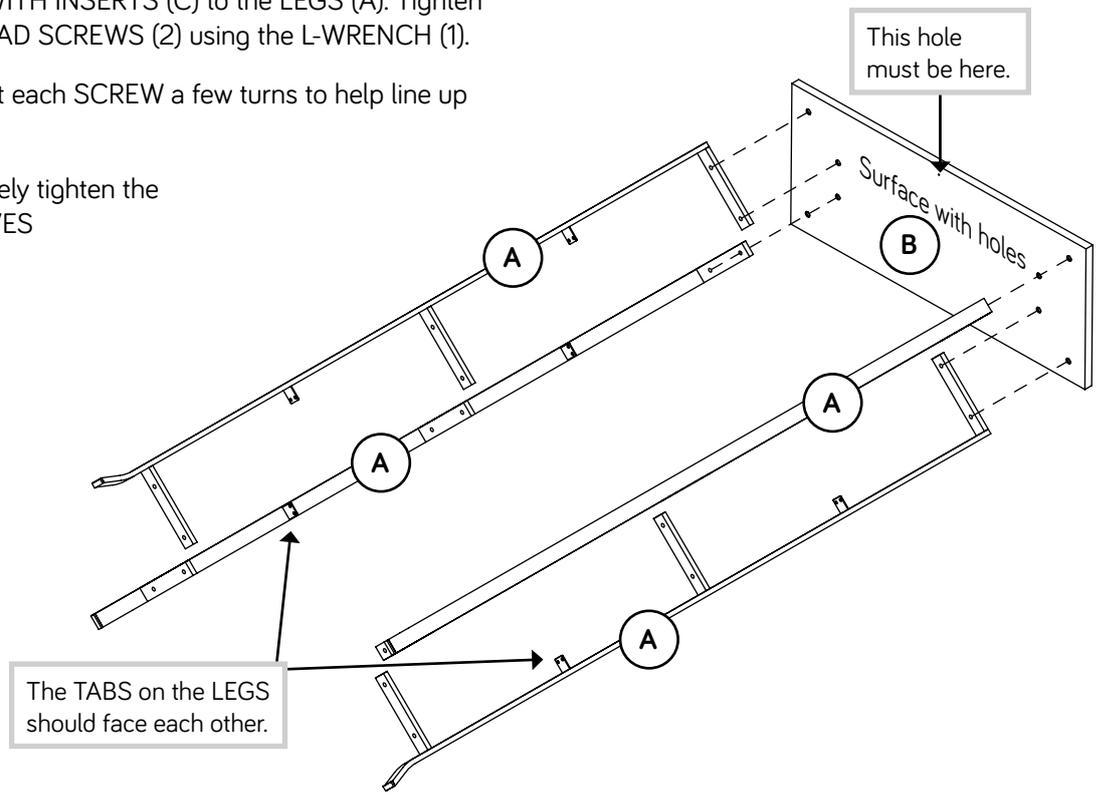


3 1/2" PAN HEAD SCREW - 16



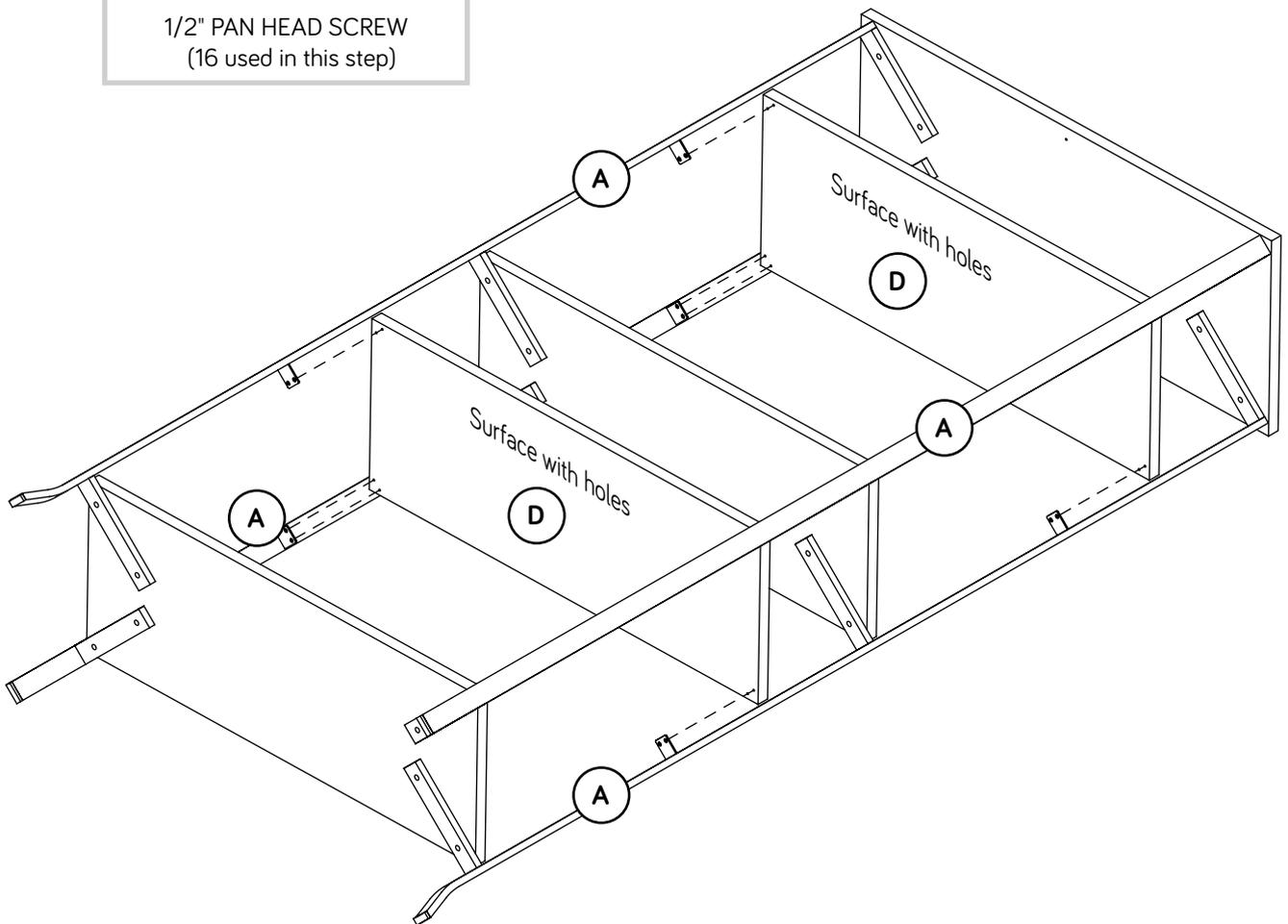
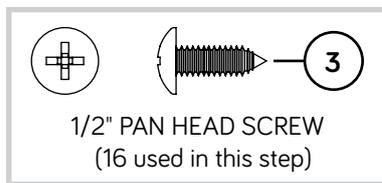
# Step 1

- ✚ Assemble your unit on a carpeted floor or on the empty carton to avoid scratching your unit or the floor.
- ✚ Fasten the LEGS (A) to the TOP (B). Tighten eight 13/16" HEX HEAD SCREWS (2) using the L-WRENCH (1).
- ✚ Fasten the SHELVES WITH INSERTS (C) to the LEGS (A). Tighten sixteen 13/16" HEX HEAD SCREWS (2) using the L-WRENCH (1).
- ✚ **NOTE:** You should start each SCREW a few turns to help line up the holes.
- ✚ **NOTE:** Do not completely tighten the SCREWS in the SHELVES



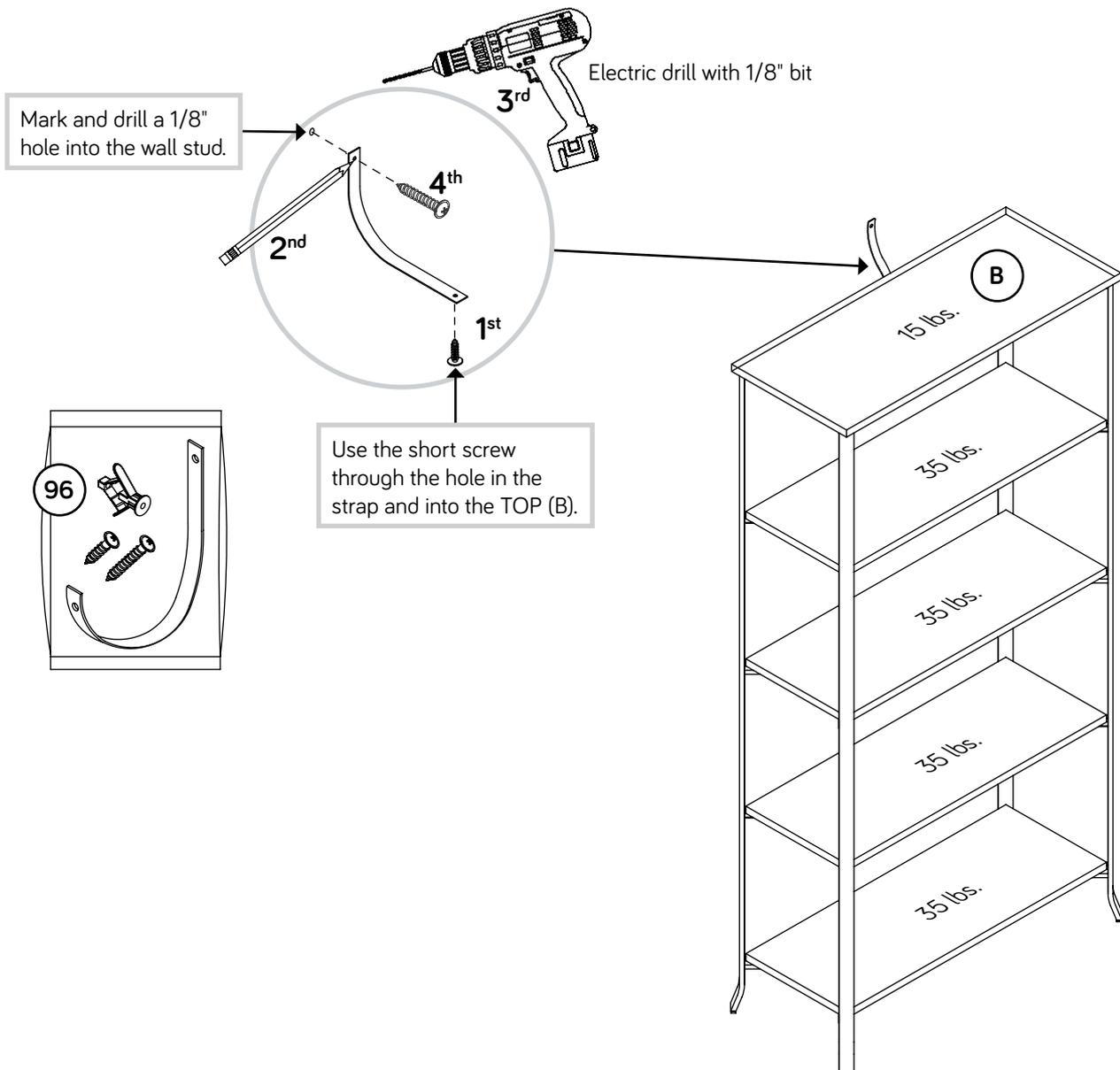
## Step 2

- Fasten the SHELVES (D) to the TABS on the LEGS (A). Use sixteen 1/2" PAN HEAD SCREWS (3).
- NOTE:** You should start each SCREW a few turns to help line up the holes.
- Completely tighten all of the SCREWS in your unit.



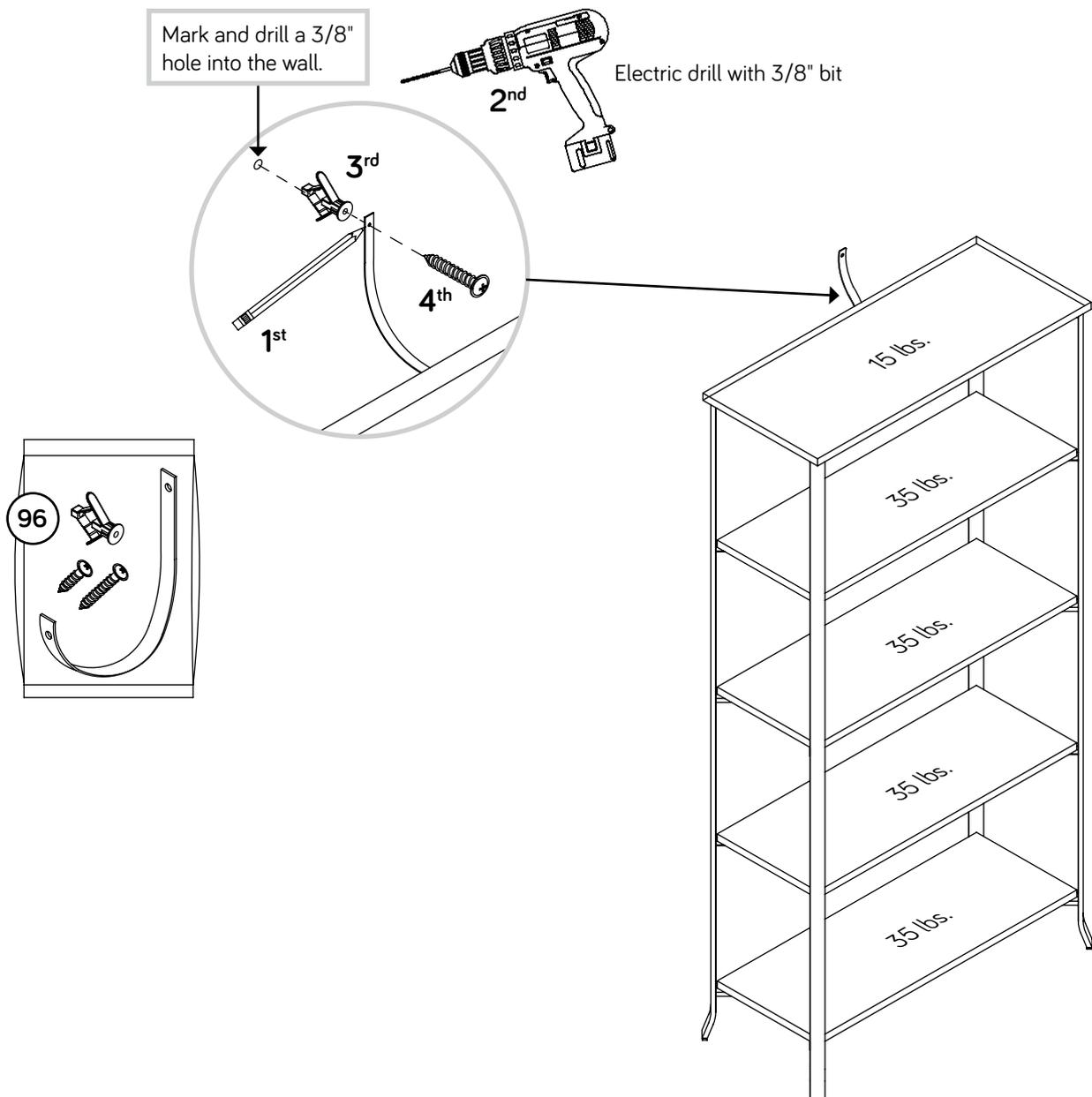
# Step 3

- ✦ Carefully stand your unit upright against the wall in its final location.
- ✦ **1<sup>st</sup>** - Use the FURNITURE TIPPING RESTRAINT KIT (96) for added stability. Fasten the SAFETY STRAP to the TOP (B) using the short screw.
- ✦ The following instructions show your unit being fastened to a wall stud. If you are not fastening your unit to a wall stud, go to the next step now.
- ✦ **2<sup>nd</sup>**- Locate the center of a stud in your wall near your unit and mark it with a pencil.
- ✦ **3<sup>rd</sup>**- Drill a 1/8" hole on the mark and into the stud in your wall.
- ✦ **4<sup>th</sup>**- Fasten the unit to the wall. Use the long screw through the other end of the strap and into the 1/8" hole.
- ✦ **NOTE:** Please read the back pages of the instruction booklet for important safety information.
- ✦ This completes assembly. Clean with a damp cloth. Wipe dry.



# Step 4

- 1<sup>st</sup>- With your pencil, strike a mark through the center of the hole in the SAFETY STRAP.
  - 2<sup>nd</sup>- Drill a 3/8" hole on the mark.
  - 3<sup>rd</sup>- While you squeeze the wings together, gently tap the WALL ANCHOR from the FURNITURE TIPPING RESTRAINT KIT (96) into the hole until it is even with the surface of the wall.
  - 4<sup>th</sup>- Turn the long screw through the hole in the SAFETY STRAP and into the WALL ANCHOR.
- NOTE: You will need to turn the long screw multiple turns to completely tighten and secure your unit to the wall.
- NOTE: Please read the back pages of the instruction booklet for important safety information.
- This completes assembly. Clean with a damp cloth. Wipe dry.



### **WARNING**

Please use your furniture correctly and safely. Improper use can cause safety hazards, or damage to your furniture or household items. **Carefully read the following chart.**

Look out for:	What can happen:	How to avoid the problem:
<ul style="list-style-type: none"><li>• Overloaded shelves.</li><li>• Improper loading can cause the product to be top-heavy.</li></ul>	<ul style="list-style-type: none"><li>• Risk of injury.</li><li>• Top-heavy furniture can tip over.</li><li>• Overloaded shelves can break.</li></ul>	<ul style="list-style-type: none"><li>• Never exceed the weight limits shown in the instructions.</li><li>• Work from bottom to top when loading shelves. Place the heavier items on the lower shelves.</li></ul>
<ul style="list-style-type: none"><li>• Improperly moving furniture that is not designed and equipped with casters.</li></ul>	<ul style="list-style-type: none"><li>• Furniture can tip over or break if improperly moved.</li><li>• Physical injury. Furniture can be very heavy.</li></ul>	<ul style="list-style-type: none"><li>• Unload shelves from top to bottom before moving the furniture.</li><li>• Do not push furniture, especially on a carpeted floor. Have a friend help you lift the item and set it in place.</li><li>• This unit must be positioned against a wall.</li></ul>
<ul style="list-style-type: none"><li>• Children climbing on the shelves can cause the product to tip.</li></ul>	<ul style="list-style-type: none"><li>• Risk of injury or death.</li></ul>	<ul style="list-style-type: none"><li>• Do not allow children to climb on the shelves. Avoid placing items like toys or candy on upper shelves.</li><li>• Use the supplied tipping restraint kit for added stability.</li></ul>
<ul style="list-style-type: none"><li>• Placing TVs on furniture items that are not designed to support a television is hazardous.</li></ul>	<ul style="list-style-type: none"><li>• Risk of injury or death. TVs can be very heavy. Plus the weight and location of the picture tube tends to make TVs unbalanced and prone to tipping forward.</li></ul>	<ul style="list-style-type: none"><li>• This product is not designed to support a television.</li></ul>