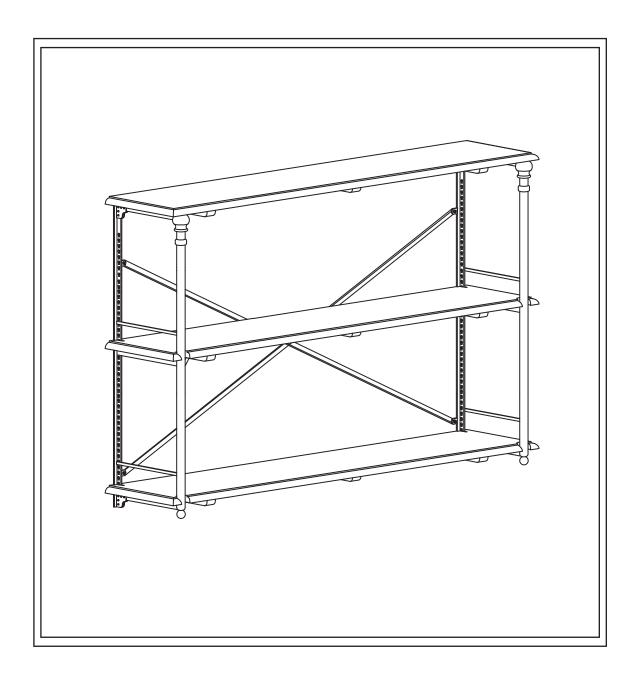
BALLARD DESIGNS.

Customer Service: 800-367-2810 Online: www.ballarddesigns.com

PRODUCT NAME: Toulouse Low Bookcase

ITEM NUMBER: MV361

DIMENSIONS OF ITEM ASSEMBLED: 30"H x 47 1/2"W x 16"D



PRODUCTS ARE NOT INTENDED FOR COMMERCIAL USE. UPDATED: 4/15/2015

Ltr.	Qty.	Hardware Included		
А	4	Allen Bolts and Cap Nuts		
В	8	Allen Bolts		
С	1	Wrench		
D	1	Allen Wrench		

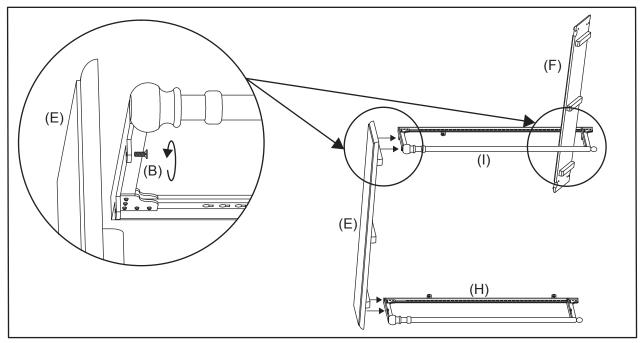
TOOLS NEEDED: -Assembly may require 2 people.

NOTE: When unpacking, lay the parts on a padded surface such as the packaging provided. Be sure to locate all hardware before throwing away any packaging.

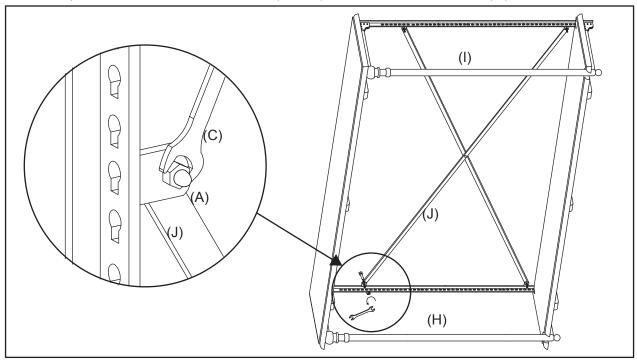
Ltr.	Qty.	Components
Е	1	Top Shelf (E)
F	1	Bottom Fixed Shelf (F)
G	1	Adjustable Shelf (G)
Н	1	Left Side Frame (H)
I	1	Right Side Frame (I)
J	1	X- Shape Back (J)
K	1	Left Shelf Support (K)
L	1	Right Shelf Support (L)
М	4	Shelf Guards (M)

STEP 1: Assemble Bookcase on a smooth, clean surface such as the packaging provided. Loosely attach the Top Fixed Shelf (E) to the tops of the Left and Right Side Frames (H & I) using the Allen Bolts (B). Then loosely attach the Bottom Fixed Shelf (F) to the bottoms of the Side Frames using the Allen Bolts.

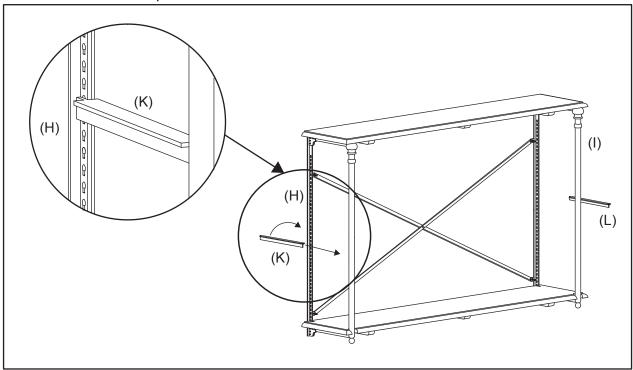
NOTE: Do not fully tighten the Allen Bolts.



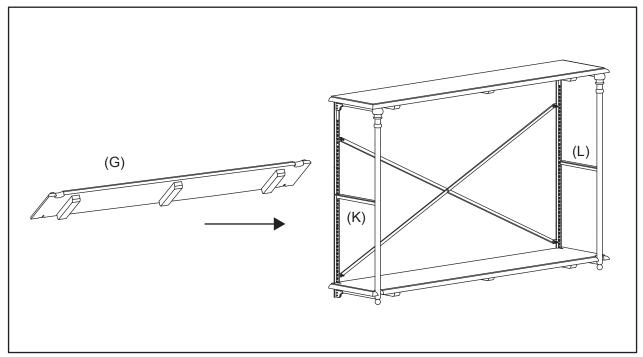
STEP 2: Attach the X-Shape Back (J) to the Left and Right Side Frames (H & I). Align the ends of the X-Shape to the tabs at the top and bottom of the Frames. The predrilled holes in the X-Shape should be at the bottom of the X. The Back should be attached behind the Frame tabs. Unscrew the assembled Allen Bolts and Cap Nuts (A) and insert the Bolts from the back and tighten the Cap Nuts using the Wrench (C). Fully tighten the Allen Bolts (B) attaching the Top and Bottom Fixed Shelves (E & F) with the Allen Wrench (D).



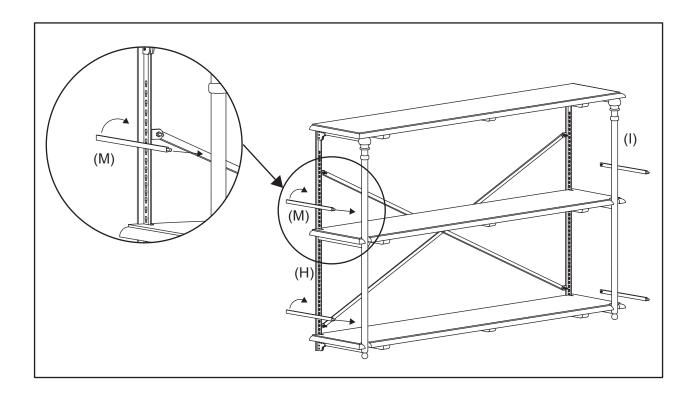
STEP 3: Insert the Left and Right Shelf Supports (K & L), with equal spacing, on the respective Side Frames (H & I) by inserting the Shelf Support fronts into the holes in the Side Frame's front first and then sliding the back of the Shelf Support into the corresponding key hole in the Side Frame's Back. Make sure the Shelf Supports are securely locked into place and are in a horizontal position.



STEP 4: Lay the remaining Adjustable Shelf (G) on the Shelf Supports (K & L) with the notches facing the front of the Side Frames. To get the Shelf in place you must tilt it back and lay it flat on the Supports.



STEP 5: Insert the Shelf Guards (M) into the Left and Right Side Frames (H & I) by inserting the Guards into the front holes of the Side Frames first and then sliding the back of the support into the corresponding key hole in the Side Frames back. Make sure the button on the Guard is facing inward and the Guards are in a horizontal position.



Cleaning & Care:

Apply a very thin coat of wax with a soft cloth and keep away from direct sunlight.