## BALLARD DESIGNS.

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

PRODUCT NAME: Toulouse Tall Bookcase

ITEM NUMBER: MV362

DIMENSIONS OF ITEM ASSEMBLED: 84"H x 42 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	12	Allen Bolts	
С	2	✓ Wood Screws	
D	1	Wrench	
Е	1	Allen Wrench	
F	2	Anti Tip Kits	

## TOOLS NEEDED:

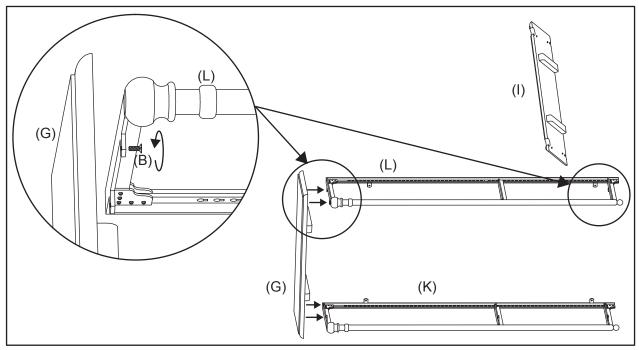
-Assembly requires 2 or more people.
-Assembly requires a screwdriver.
-1/16" Drill Bit and Power Drill.

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.

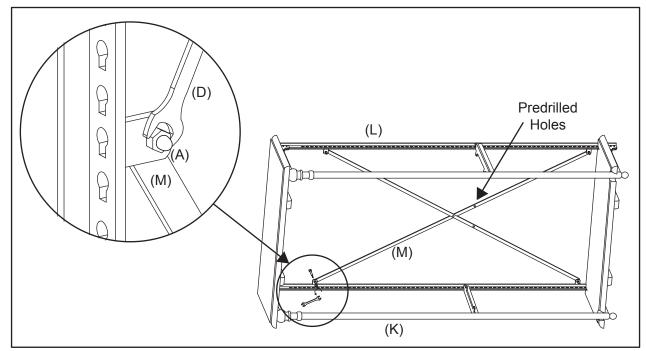
Ltr.	Qty.	Components		
G	1			
Н	1	Top Fixed Shelf (G)		
I	1	Middle Fixed Shelf (H)  Adjustable Shelves (J)		
J	3	Pottom Fived Shalf (I)		
K	1	Bottom Fixed Shelf (I)		
L	1	Left Side Frame (K)		
М	1	Right Side Frame (L)		
N	3	X- Shape Back (M)		
0	3	Left Shelf Supports (N)		
Р	10	Right Shelf Supports (O) Shelf Guards (P)		

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

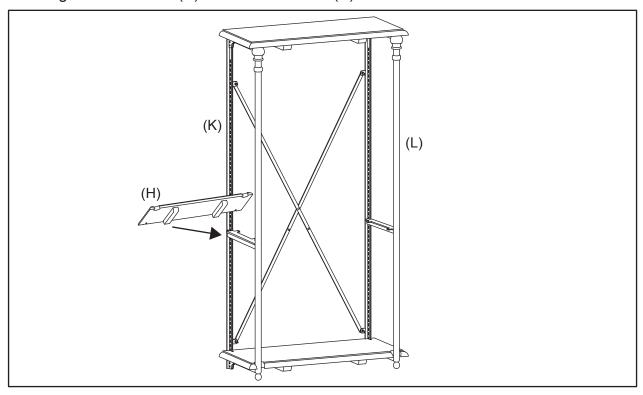
NOTE: Do not fully tighten the Allen Bolts.



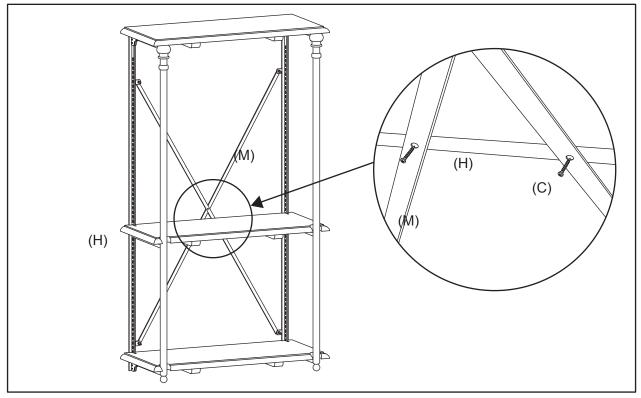
STEP 2: Attach the X-Shape Back (M) to the Left and Right Side Frames (K & L). Align the ends of the X-Shape to the tabs at the top and bottom of the Frames. The predrilled holes in the X-Shape should be at the bottom of the X. The Back should be attached behind the Frame tabs. Unscrew the assembled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



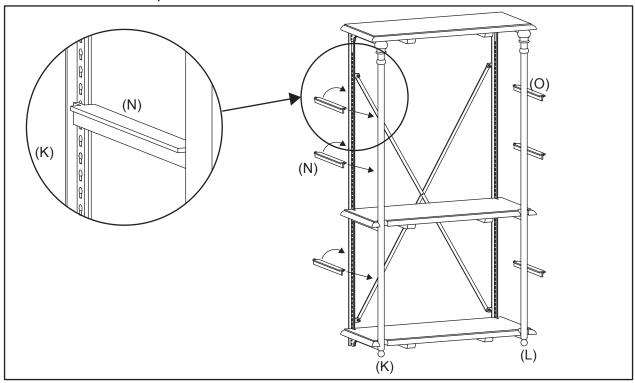
STEP 3: Stand Bookcase upright and lay the Middle Fixed Shelf (H) on the center support bars of the Left and Right Side Frames (K & L) with the notches facing the front. To get the Shelf in place, tilt it back and lay it flat on the supports. Attach the Frames and Shelf from underneath using the Allen Bolts (B) and Allen Wrench (E).



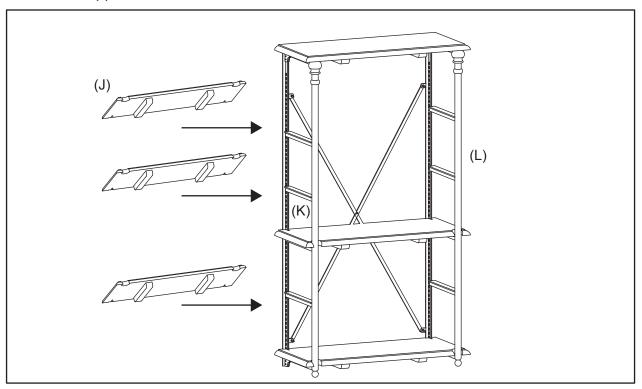
STEP 4: Attach the X-Shape Back (M) to the Middle Fixed Shelf (H) using the Wood Screws (C) and a screwdriver.



STEP 5: Insert the Left and Right Shelf Supports (N & O), with equal spacing, on the respective Side Frames (K & L) 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.

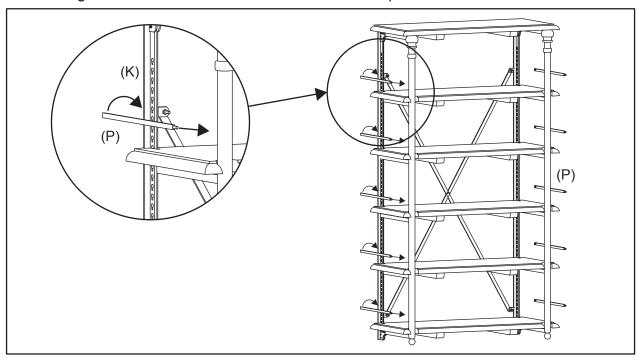


STEP 6: Lay the Adjustable Shelves (J) on the Shelf Supports (N & O) with the notches facing the front of the Side Frames. To get the Shelves in place, tilt them back and lay them flat on the Supports.



NOTE: Assemble the Bookcase in the desired location.

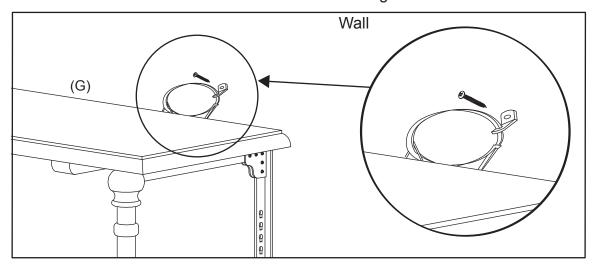
STEP 7: Insert the Shelf Guards (P) into the Side Frames (N & O) by inserting the Guards into the front holes of the Side Frames first and then sliding the back of the support into the corresponding key hole in the Side Frames back. Make sure the button on the Guard is facing inward and the Guards are in a horizontal position.



Qty.	Hardware Included	Qty.	Hardware Included
2	Retention Belts	2	Screws
2	Brackets	2	Anchors

Anti Tip Installation: Screw the Brackets in the Anti Tip Kits (F) into wall studs or use a 1/16" Drill Bit to screw a pilot hole to tap in an Anchor and screw in the Screws. The Screws should be 2 Inches below the D-Rings already attached to the Bookcase. Align the Brackets and D-Rings vertically and string in the Retention Belts. Confirm Straps are securely laced and locked.

NOTE: It is ideal that at least one screw goes into a stud.



Cleaning & Care:

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