



## SET-UP INSTRUCTIONS FOR ITEM

## IMSM3678D METROPOLITAN BOOKCASE WITH DOORS

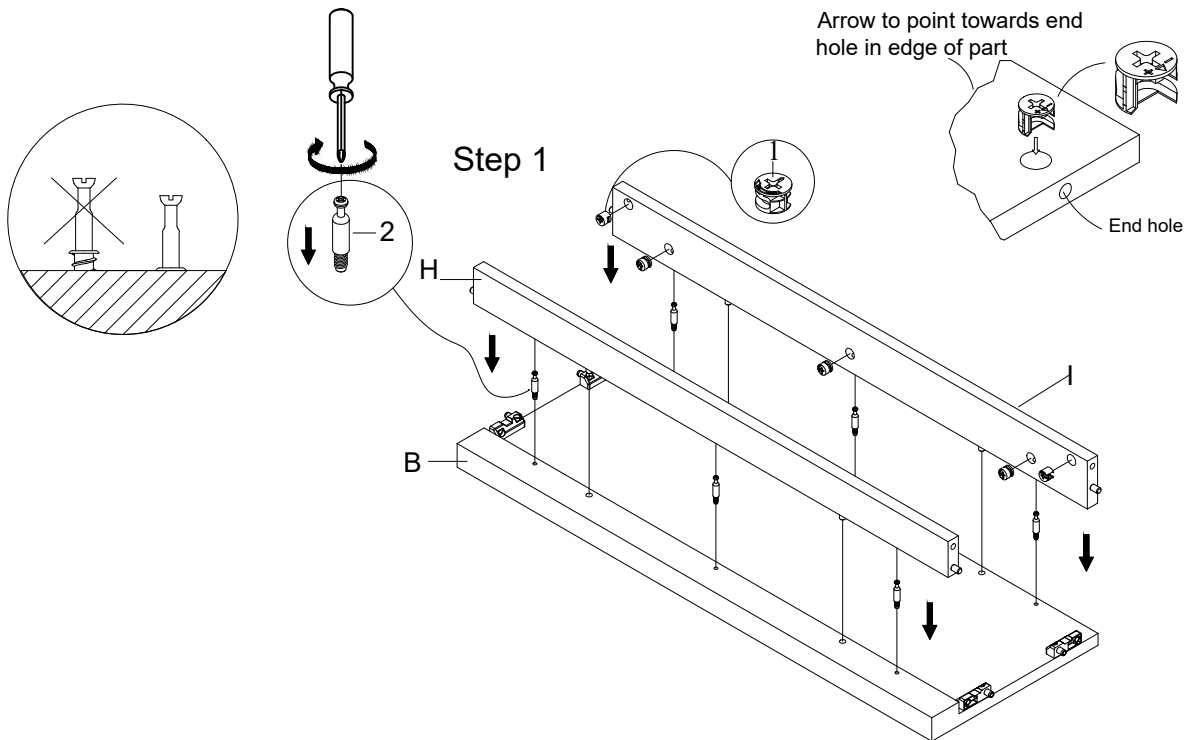
No	Parts List		Qty	No	Parts List		Qty	No.	Hardware List		Q'TY	No.	Hardware List		Q'TY
A		Top Panel	1PC	G		Top Rail	1PC	1		Camlock(Φ15*11mm)	13 PCS	9		Leveler M6x20 mm	4 PCS
B		Bottom Panel	1PC	H		Bottom Front Rail	1PC	2		Cam Bolt(Φ6*38mm)	13 PCS	10		Furniture Tipping Restraint	1 SET
C		Fixed Shelf	1PC	I		Bottom Back Rail	1PC	3		Bolt M6*Φ8x25 mm	8 PCS	11		Door Stopper Ø6x14,Ø8x8	2 PCS
D		Side Panel Left	1PC	J		Back Board	1PC	4		Screw (#4*38mm)	4 PCS	12		Rubber Cap	2 PCS
E		Side Panel Right	1PC	K		Leveler Block	2PCS	5		Screw (#4*25mm)	4 PCS	13		Door Handle L-160	2 PCS
F		Adjustable Shelf	4PCS	L		Door Left	1PC	6		Screw (#4*20mm)	35 PCS	14		Bolt Ø5/32 x 25 mm	4 PCS
				M		Door Right	1PC	7		Screw (#4*15mm)	16 PCS	15		Hinge (Full) D35	4 PCS
								8		Shelf Support Pin L-Shaped	12 PCS	16		Screw Ø5x15 mm	24 PCS

Caution: Please read all instructions before assembly and check the carton for any parts that may have come loose during shipment.  
*It is recommended to use two or more people during the assembly process.*

## Step 1

Lay the Bottom Panel (B) on a smooth and clean surface. Using a Philip Screwdriver (not included) screw the Camlock Pin (2) into the holes on the Bottom Panel. Locate the Bottom Front Rail (H) Bottom Back Rail (I). Insert the Camlock Nut (1) into the holes as indicated making sure the arrows are pointing outwards. Attach the both Rails to the Bottom Panel and turn the Nut clockwise to secure the two parts together.

Tool Required: Phillips head screwdriver ( not provided )



## CARING FOR YOUR FURNITURE

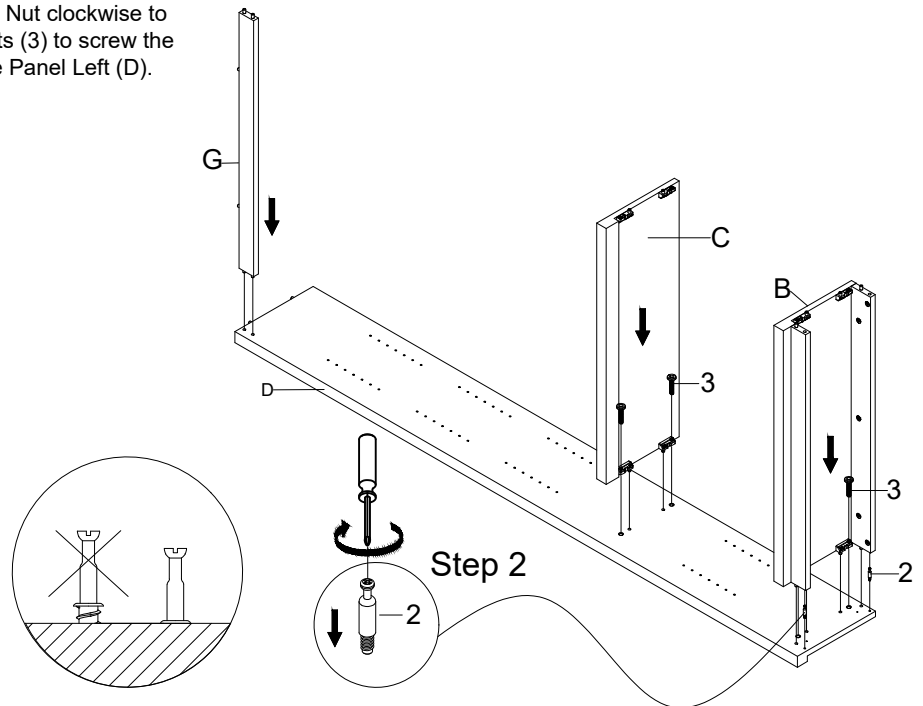
- Use a soft, clean cloth that will not scratch the surface when dusting.
- Use of furniture polishes are not necessary. Should you choose to use polishes, test in an inconspicuous area first.
- Using solvents of any kind on your furniture may damage your furniture finish.
- Never use water to clean your furniture as it may cause damage to the finish.
- Always use coasters under beverage glasses and flowerpots.
- Liquid spills should be removed immediately. Use a soft, clean cloth, blot the spill gently. Avoid rubbing.
- Direct sunlight may damage wood finishes.
- Extreme temperature and humidity changes can cause warping, shrinking and splitting of wood furniture. It is best to keep furniture in a climate controlled environment.
- Always use protective pads under hot dishes and plates. Heat can cause chemical changes that may create spotting within the furniture finish.
- In the event that your furniture is stained or otherwise damaged during use, we recommend that you call a professional to repair your furniture.



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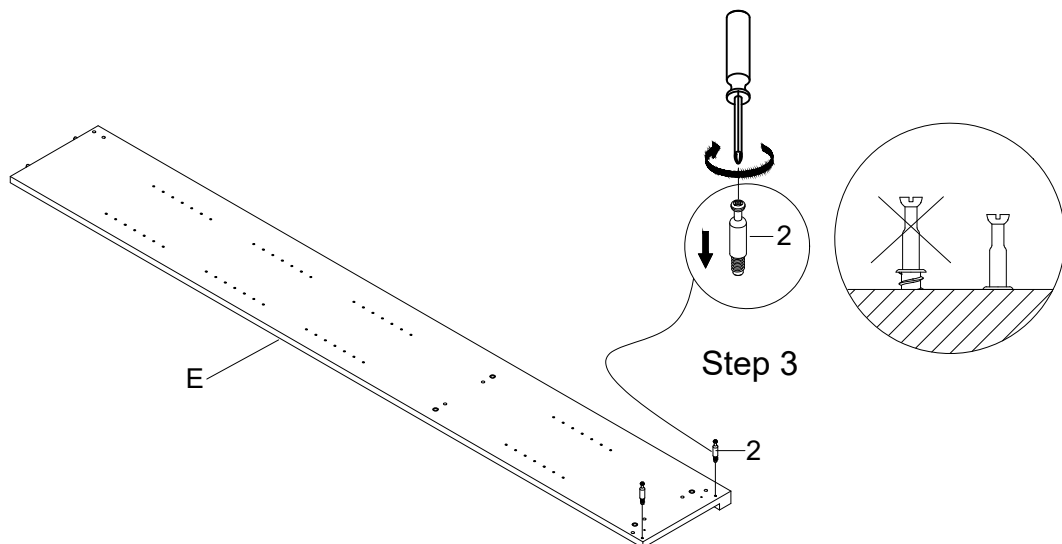
## Step 2

Lay the Side Panel Left (D) on a smooth and clean surface. Screw the Camlock Pin (2) into the holes on the Side Panel. Attached the previous assembled parts from step (1), Fixed Shelf (C) and Top Rail (G) onto the Side Panel Left (D). Turn the Camlock Nut clockwise to secure the parts and at the same time, use the Bolts (3) to screw the Fixed Shelf (C) and Bottom Panel (B) onto the Side Panel Left (D).



## Step 3

Repeat for the Side Panel Right (E) and screw the Camlock Pin (2) as indicated.



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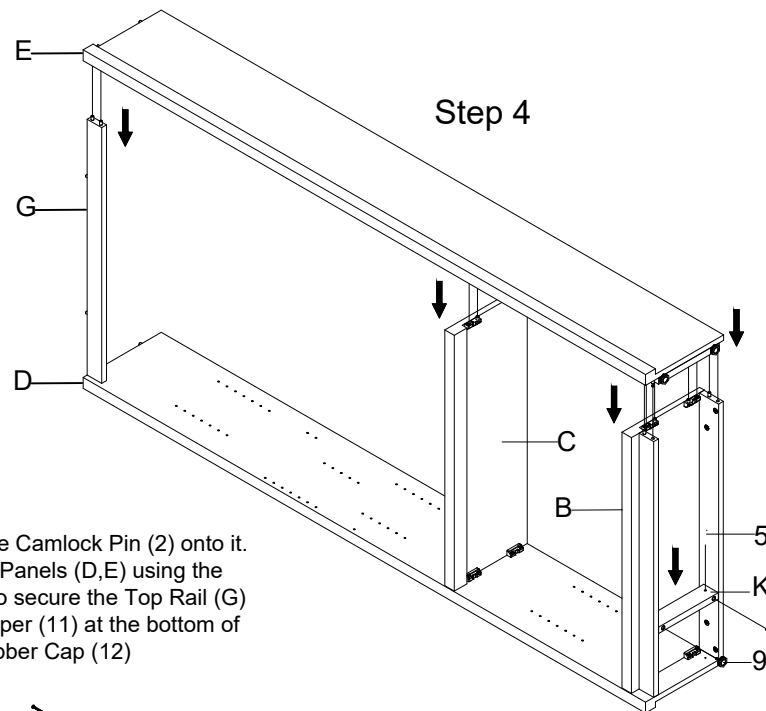
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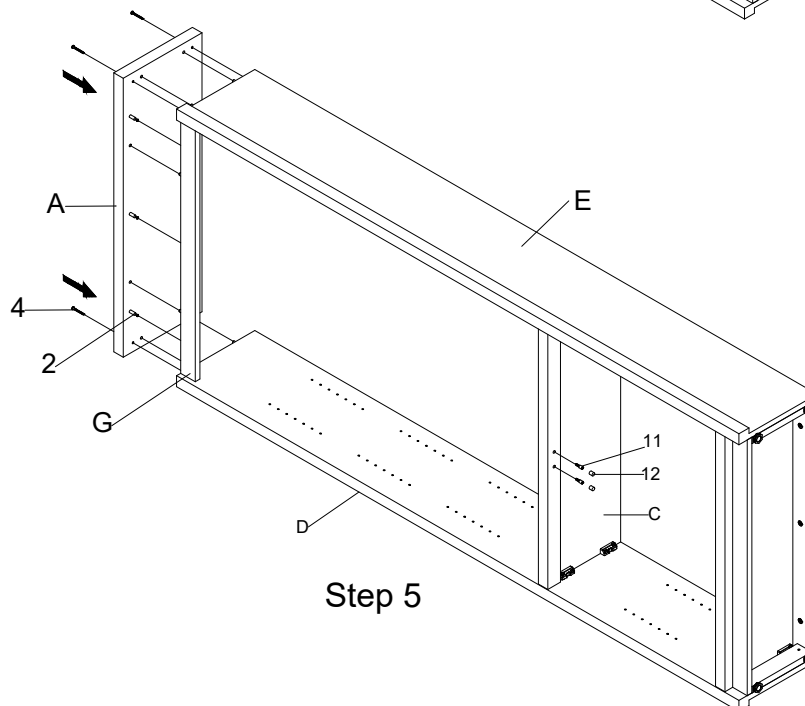
### Step 4

Attach the Side Panel Right (E) to the assembled parts from step (2).  
Secure using the Bolts (3) and by turning the Camlock Nuts (1) clockwise.  
Screw the Levelers (9) to the Leveler Blocks (K) and then use the Screws (5) to screw the Leveler Block (K) to the bottom of the Side Panels (D,E).



### Step 5

Locate the Top Panel (A) and screw the Camlock Pin (2) onto it.  
Then attach the Top Panel to the Side Panels (D,E) using the Screws (4) and turn the Camlock Nut to secure the Top Rail (G)  
At the same time, screw the Door Stopper (11) at the bottom of the Fixed Shelf (C) followed by the Rubber Cap (12)



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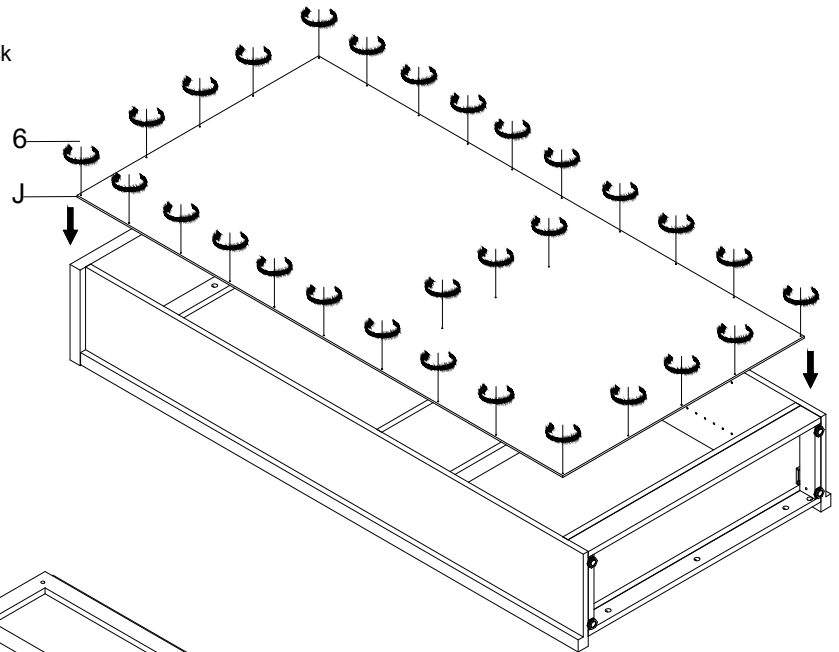
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### Step 6

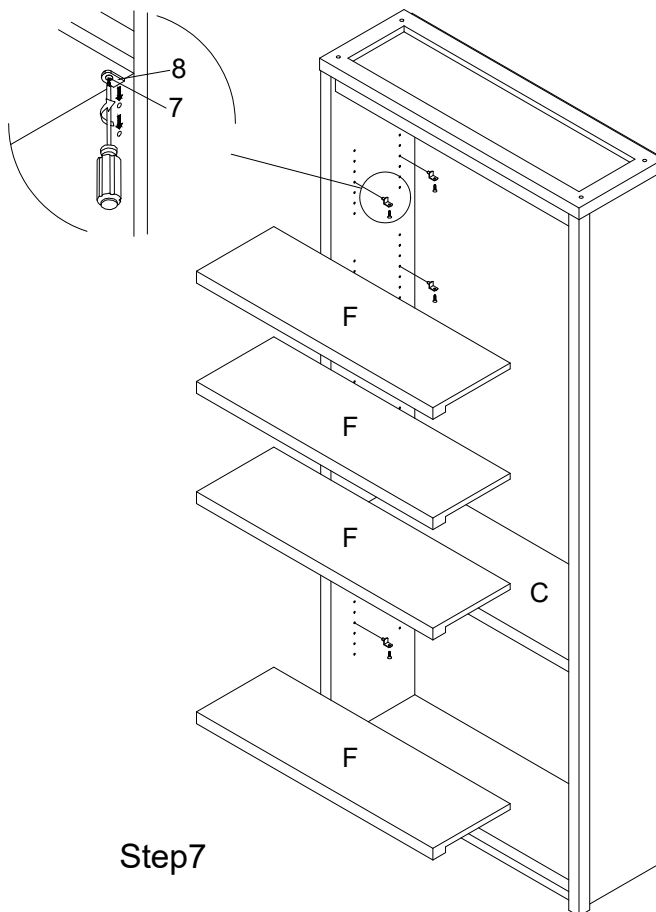
Turn the assembled Cabinet so that it is facing down.  
Locate the Back Board (J) and place it over the back of the cabinet making sure the edges are about 2 to 3 mm away from the edges of the cabinet. Use the Screws (6) to secure the Back Board (J) to the Cabinet. Raise the assembled Cabinet upright.



Step 6

### Step 7

Put in the Shelf Support Pins (8) into the holes on the Side Panels (D,E) at desired height. Put in the Shelves (F) onto the Shelf Support Pins (8) and screw the Shelves from the bottom using the Screws (7).



Step 7

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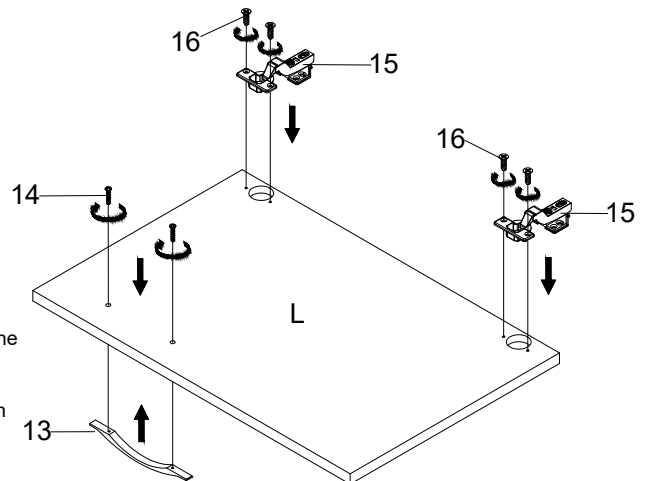


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### Step 8

Locate the Door Left (L). Screw the Hinges (15) onto the Door (L) using the Screws (16). At the same time also assemble the Door Handle (13) to the Door using the Bolts (14). Repeat for Door Right (M).



Step 8

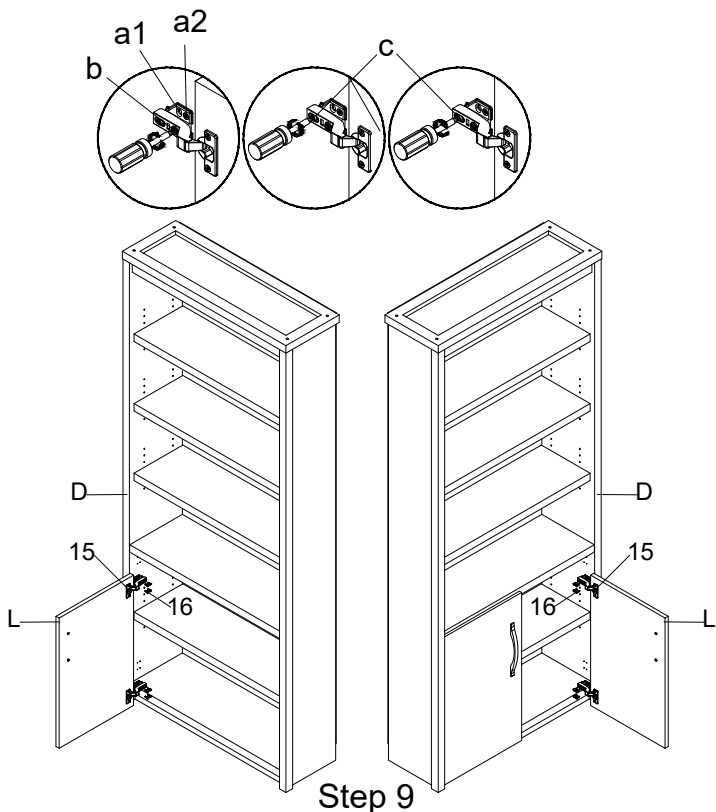
### Step 9

Screw the Hinges (15) on the Door Left (L) to the holes on the Side Panels Left (D). Secure them with the Screws (16). Lock the Screws on the elongated holes (a1) on the Hinges first making sure the Door is at correct height. Only then lock the screws on the round holes (a2) to tighten the hinges. Repeat for the other Door. If you need to adjust the doors, do so in the following manner.

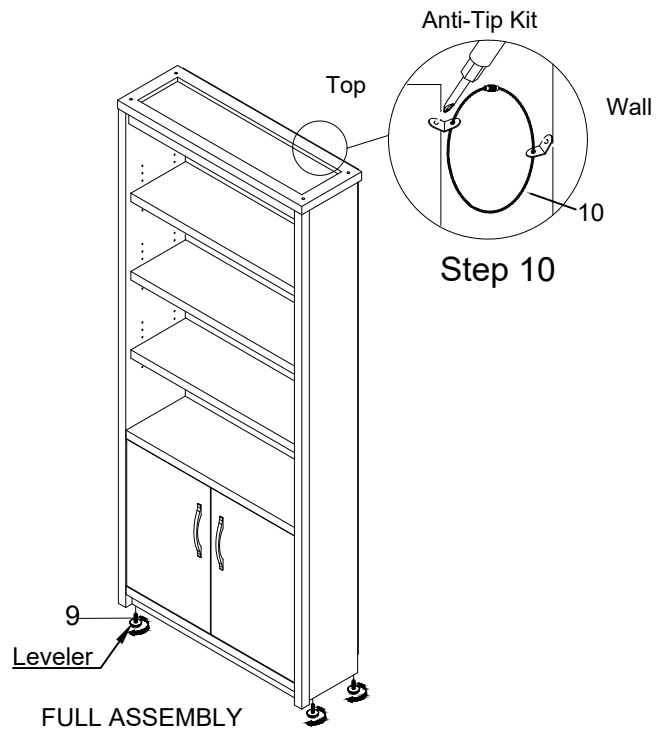
- To adjust door left or right, turn screws (b) on both hinges, in and out.
- To adjust door in or out, loosen screws (c) on both hinges, adjust door, and retighten the screws.

### Step 10

Anti-tip hardware kit must always be used to prevent the case from tipping. Attach anti-tip restraint at top of the case inline to meet attachment on wall. Screw anti-tip into wall stud or use appropriate anchor for the type of wall if not drywall.



Step 9



Step 10

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