WOOD PLACES® WARDROBE
Installation Instructions

All Wood Places Wardrobe Units have been equipped with adjustable glides to facilitate leveling on uneven surfaces.

To Level Bookcase

1. Prop end of wardrobe up to provide access for leveling glides.
2. Turn leveling glide counter-clock wise to raise corner of unit; turn clockwise to lower.
3. Set end of wardrobe back on floor. Readjust glides as needed. **NOTE: Leveling glides should not be extended more that 3/8".**

Several Wardrobe Units are equipped with semi-fixed and adjustable shelves. Refer to Figure 1 for semi-fixed shelf locations.

To Reposition An Adjustable Shelf

1. Remove shelf (if installed) by lifting straight up and off shelf support locating pins. Carefully slide shelf out ot unit (Fig. 2).
2. Remove the 3x6mm expanding screws from all four (4) shelf supports. Reposition supports at desired height and replace screws (Fig. 2a). **NOTE: Do not use a power screwdriver or over-tighten screws.**
3. Carefully slide shelf back into unit and position down onto supports. Make certain shelf is fully seated on all four (4) locating pins.

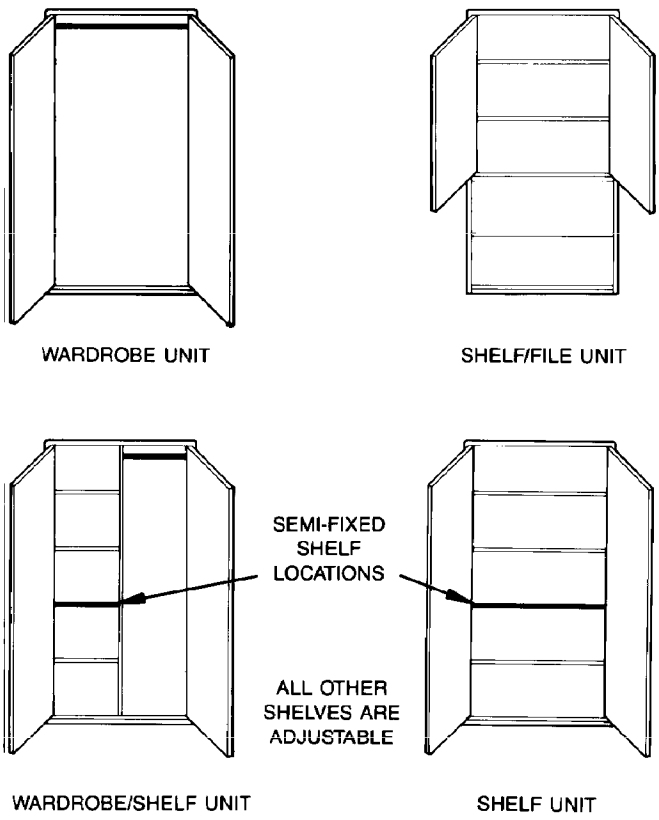


FIG. 1

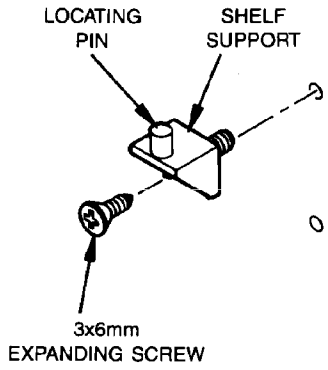


FIG. 2a

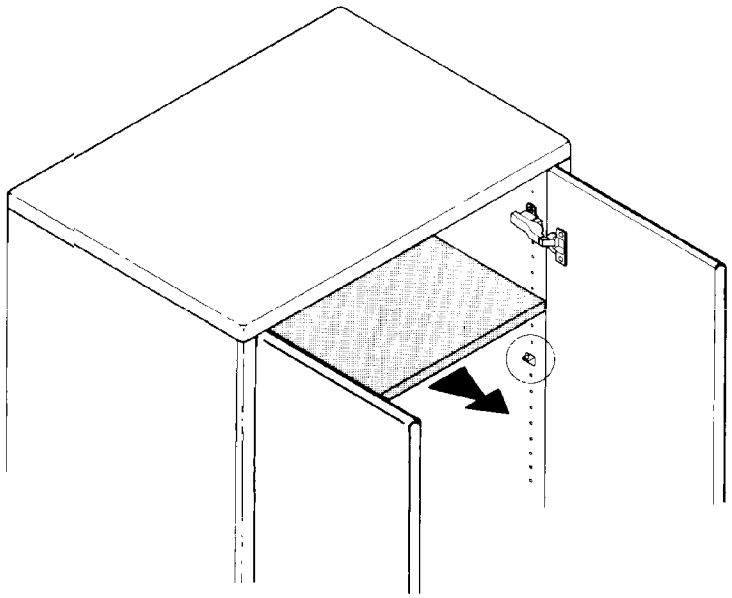


FIG. 2

To Reposition A Semi-Fixed Shelf

Note: It is recommened that the semi-fixed shelf remain positioned near the center of the unit.

1. Using a screwdriver disengage screws approximately 1/8" (Fig. 3).
2. Remove shelf by lifting straight up and off screws. Carefully slide shelf out of case.
3. Remove screws and reposition at desired height. Tighten screws approximately half way.
4. Carefully slide shelf back into unit and postion down onto screws. Make certain that shelf is fully seated onto alll four (4) screws.
5. Tighen screws. **NOTE: Do not use a power screwdriver or over-tighten screws.**

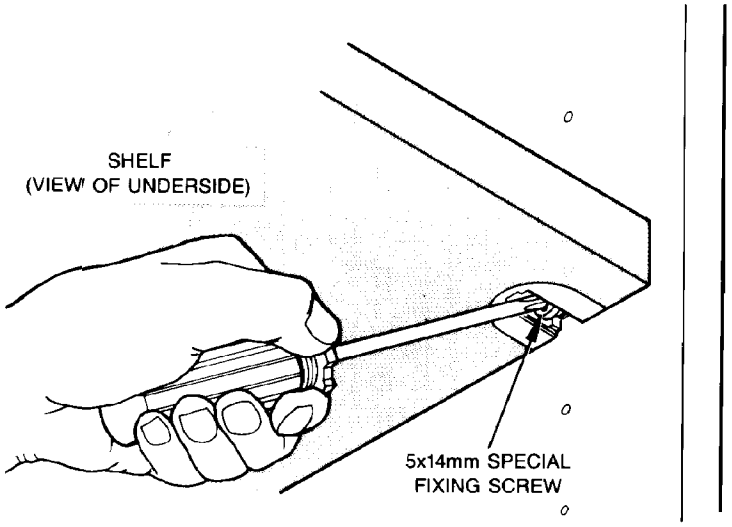


FIG. 3

The Shelf/File Unit includes an adjustable file hanger system to accomodate the storage of six (6) common paper sizes (Fig. 1).

To Adjust File Hanger

1. Remove file hanger ends and rear cross member (Fig.4).
2. Replace rear cross member in proper slot for desired paper size (Fig.5).
   - Slot "A" for Electronic Data Printouts
   - Slot "B" for U.S. Legal (8 1/2" x 14")
   - Slot "C" for Foolscap or Folio
   - Slot "D" for European A4
   - Slot "E" for Asian A4
   - Slot "F" for U.S. Letter (8 1/2" x 11")
3. Replace file hanger ends.

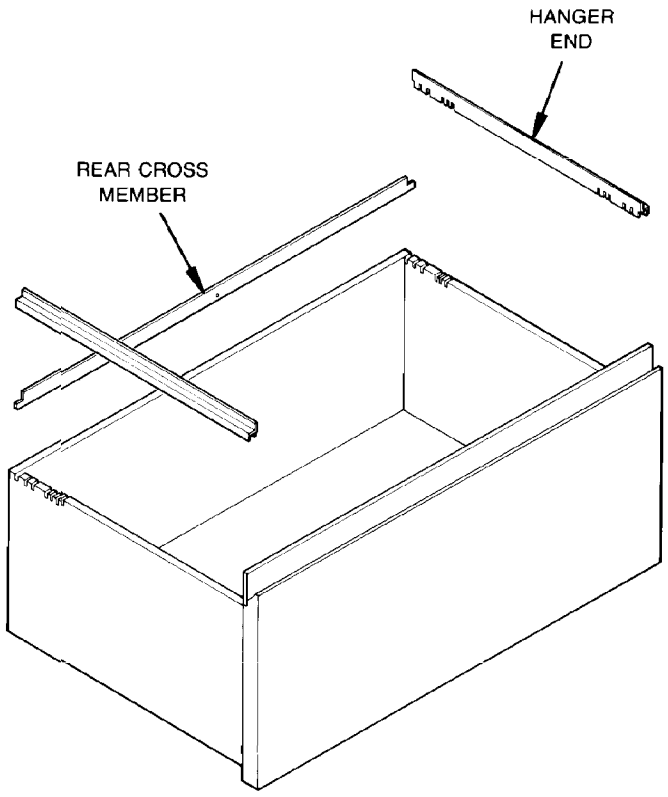


FIG. 4

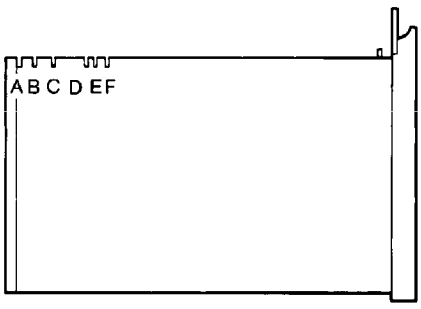


FIG. 5

SIDE VIEW
OF DRAWER

Hinge Adjustment

The hinges on your Wood Places product have been adjusted at the factory for proper door alignment. However, if any shifting occurs in transit, the hinges may be re-adjusted in the following manner:

1. Side-to-Side Adjustment: Adjust screw "A" to desired position (Fig. 6a).
2. Depth Adjustment: Loosen screw "B" (one turn), adjust door to desired position, re-tighten screw (Fig. 6b).
3. Height Adjustment: Loosen "C" screws, adjust door to desired posion, re-tighten screws (Fig. 6c).

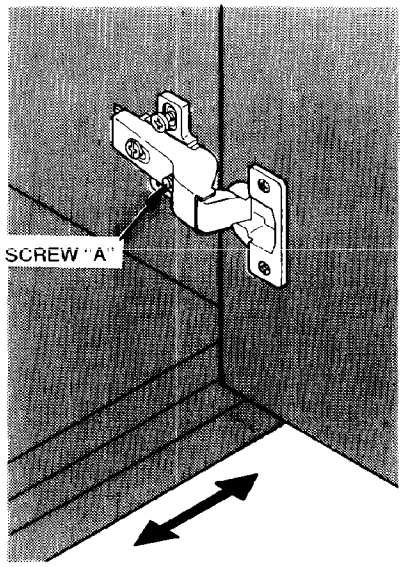


FIG. 6a
SIDE-TO-SIDE ADJUSTMENT

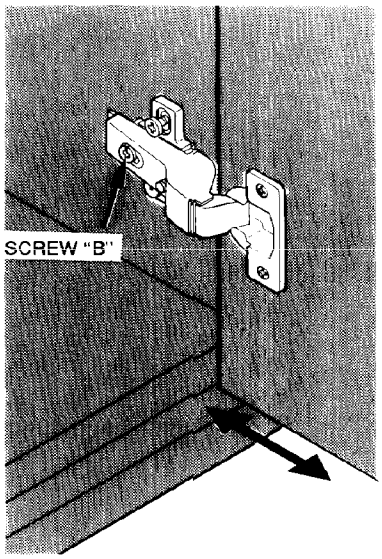


FIG. 6b
DEPTH ADJUSTMENT

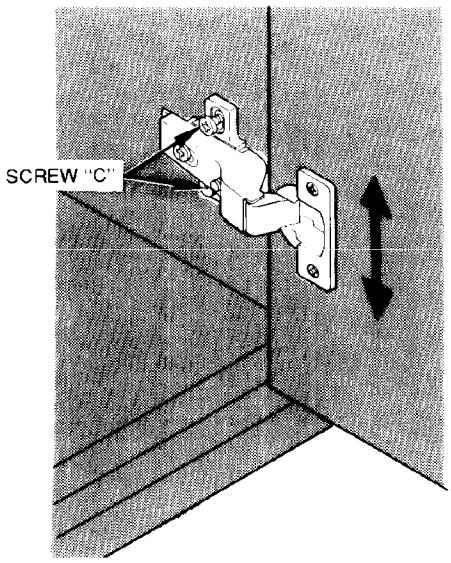


FIG. 6c
HEIGHT ADJUSTMENT