

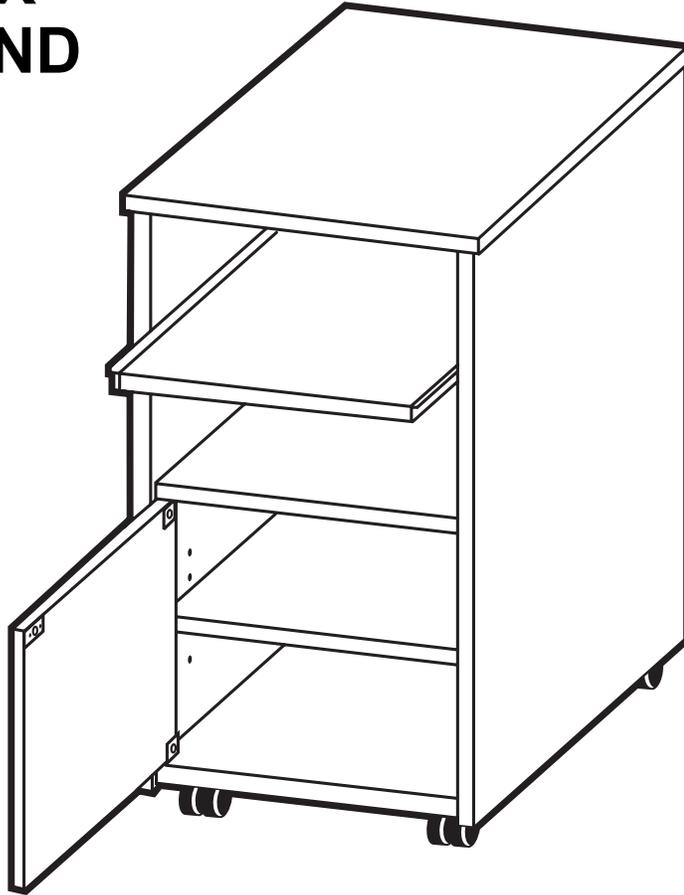


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# FXS

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## FAX STAND



### IMPORTANT!

**Assembly may require the assistance of another person.**

**Before you begin assembly:**

**READ THE DIRECTIONS** all the way through one time. This will speed up the process and help you understand the sequence of steps.

**COUNT THE PARTS AND HARDWARE** before assembly. This ensures you have received all necessary parts before you begin.

**TOOLS:** You may need a Phillips head screwdriver, a medium slotted screwdriver or a plastic mallet. To protect your new furniture from damage during assembly, it is recommended to work on a carpeted surface.

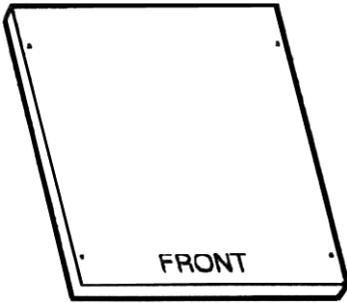
In the event any parts are missing from this package, send your name, address, telephone number, and a description of the missing part(s) to: **PARTS, Box 1420, Missoula, MT 59806** or call: **1-800-769-5693** or **FAX 1-800-445-5281**.

**CAUTION:** On assemblies requiring glue, make sure the unit is assembled correctly before gluing. Once this unit is assembled with glue, the manufacturer will not be responsible for damaged parts. Keep a damp cloth or sponge handy to wipe off excess glue.

To care for this furniture, simply wipe with a cloth dampened with glass cleaner containing ammonia-D.

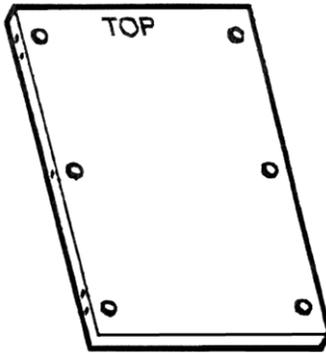
# PARTS DIAGRAM

**C (1 ea)**



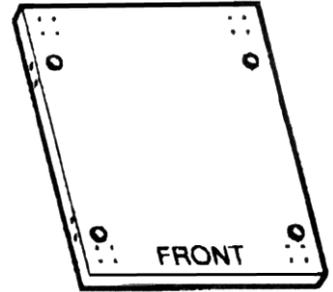
Top	05851501
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**D (1 ea)**



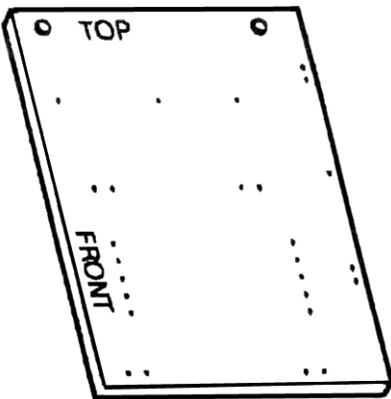
Back	05851552
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**E (1 ea)**



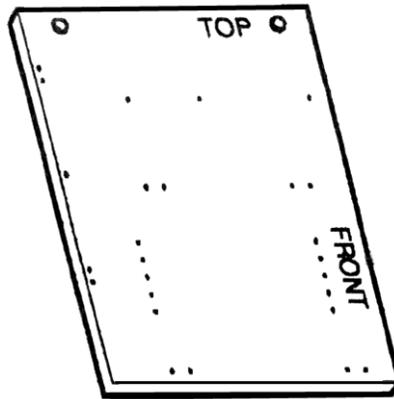
Bottom	05851511
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**A (1 ea)**



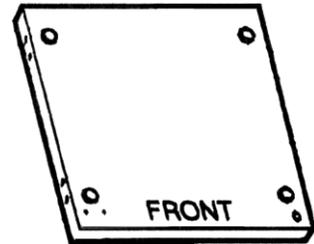
Left Side	05851541
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**B (1 ea)**



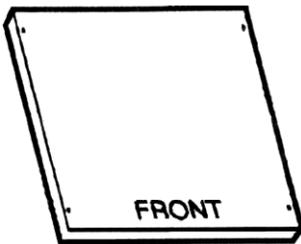
Right Side	05851541
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**G (1 ea)**



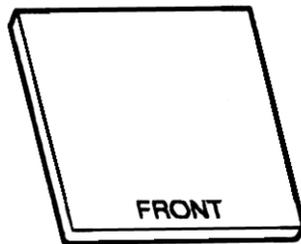
Fixed Shelf	03431541
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**F (1 ea)**



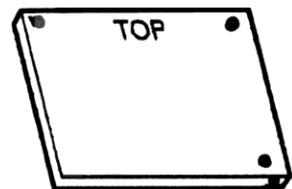
Sliding Shelf	05851538
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**J (1 ea)**



Adjustable Shelf	05851530
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**I (1 ea)**

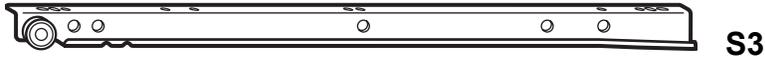


Door	05851573
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# HARDWARE



S4



S3

Shelf Slide	490260	2 pr.
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S2

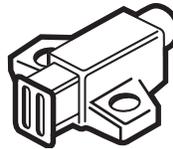


S1

Slide Channel	490260	2 pr.
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H1	Minifix Cam	909810	18 ea.
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H2	Touch Latch	401025	1 ea.
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H4	Minifix Bolt	909834	18 ea.
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H3	#6x5/8" Panhead Screw	901216	8 ea.
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H5	Wood Dowel	95000	12 ea.
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H6	Varianta Screw	988060	6 ea.
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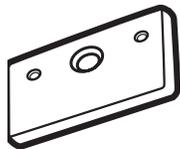
H7	Plate Caster	402050	4 ea.
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H8	#10x5/8 Panhead Screw	901220	16 ea.
----	--------------------------	--------	--------



H9	Shelf Pin	297210	4 ea.
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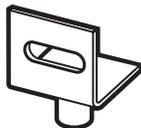
H11	Striker Plate	401100	1 ea.
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H12	#6x1/2 Flathead Screw	901118	1 ea.
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Hinge Insert



Hinge



#6-3/8" Panhead

H13

H10

H14

Pin Hinge Set

400265

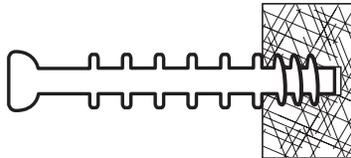
2 ea.

H13                  H10                  H14			Pin Hinge Set	400265	2 ea.
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### Using the Minifix System:

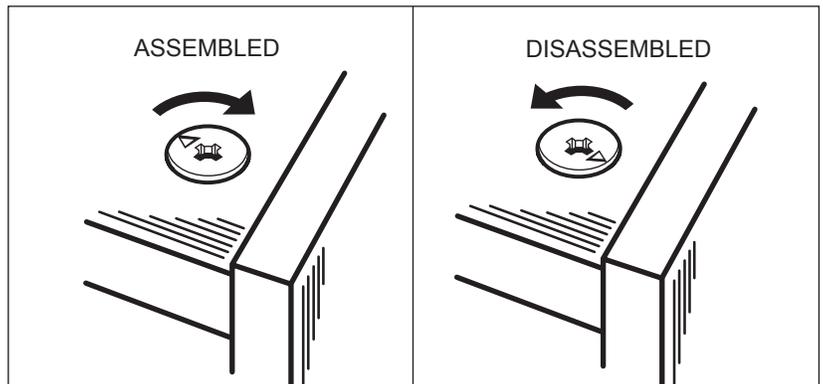
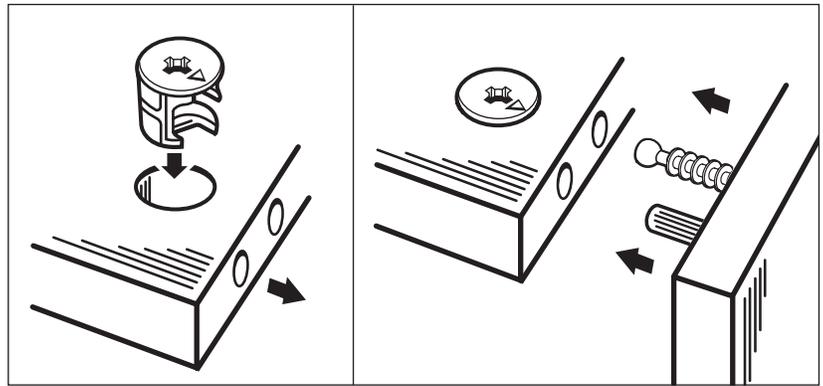
Insert the Minifix Cams into the appropriate holes with the arrow facing outwards as shown.

When screwing post into hole, **Do Not** over tighten. Screw post down until bottom face of post flange just touches board surface.



Using the #2 Phillips screwdriver, rotate the Cam Devices a half turn clockwise until snug.

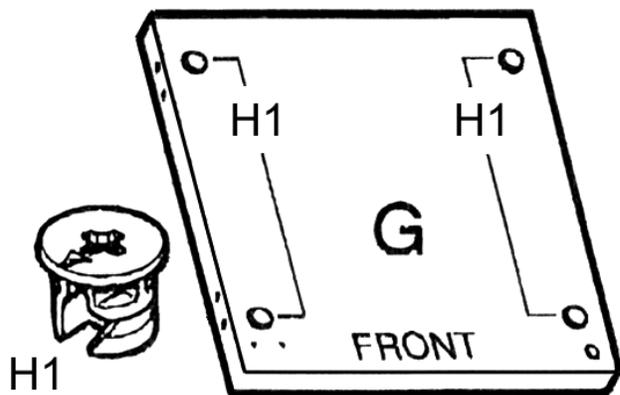
To disassemble, turn the Cam Devices counter-clockwise and remove panels.



## #1

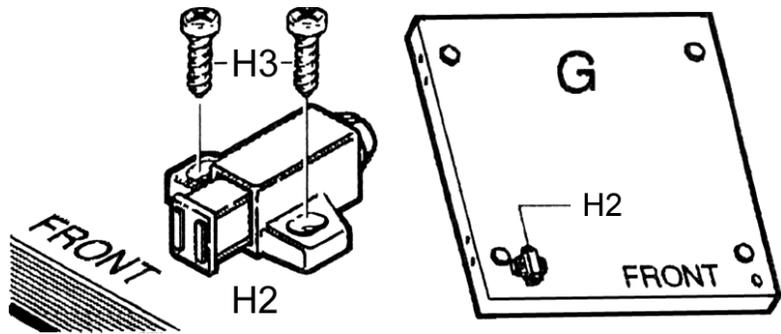
Place the fixed Shelf (G) on a clean, carpeted surface or foam padding with the pre-drilled holes facing up.

Insert four Minifix Cams (H1) into the the pre-drilled holes with the arrows of the cams facing out.



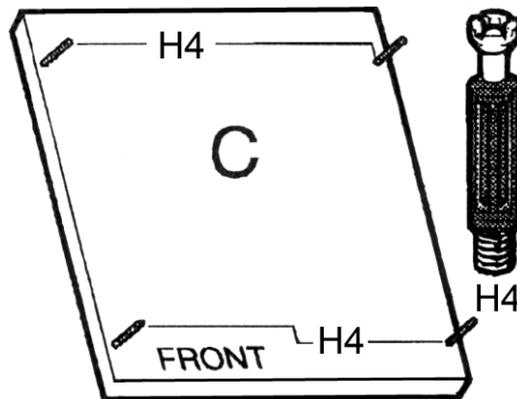
## #2

Attach a Touch Latch (H2) to the underside of the Fixed Shelf (G) using two #6x5/8" Panhead Screws (H3) in the pre-drilled holes as shown.



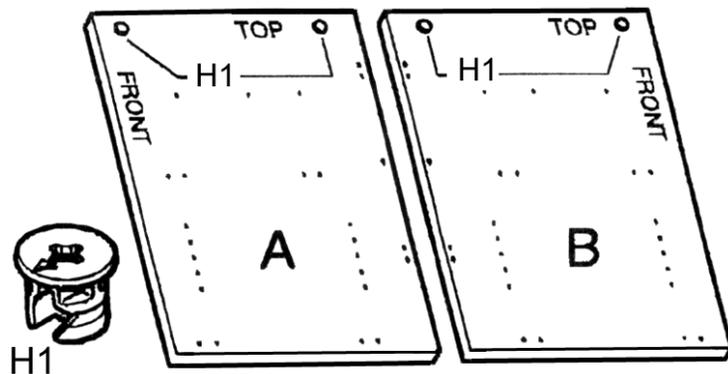
## #3

Place the Top Panel (C) on a clean, carpeted surface or foam padding with the pre-drilled holes facing up. Screw four Minifix Bolts (H4) into the Top Panel as shown.



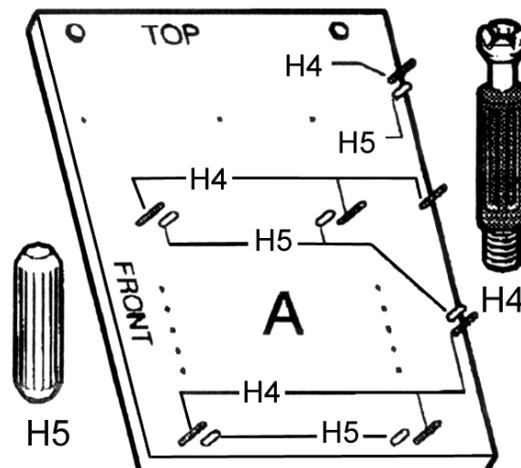
## #4

Place the Left Side Panel (A) and the Right Side Panel (B) on a clean, carpeted surface or foam padding with the pre-drilled holes facing up. Insert two Minifix Cams (H1) into the Left Side Panel and the Right Side Panel with the arrows of the cams facing out.



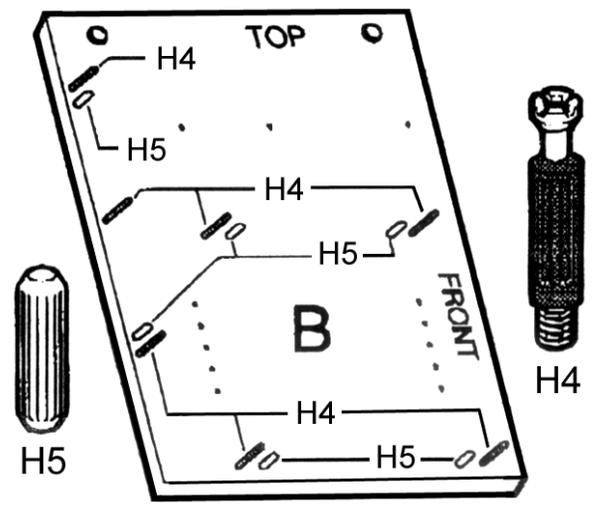
## #5

Insert six Wood Dowels (H5) and screw seven Minifix Bolts (H4) into the Left Side Panel (A) where indicated.



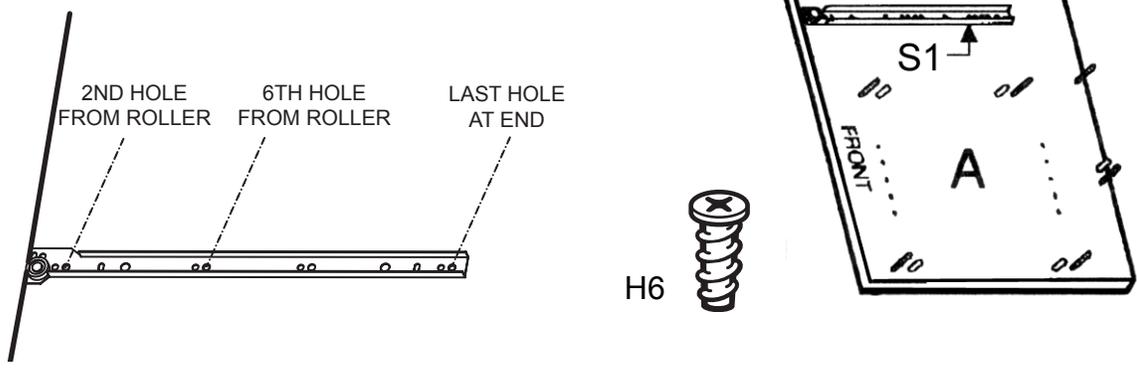
# #6

Insert six Wood Dowels (H5) and screw seven Minifix Bolts (H4) into the Right Side Panel (B) where indicated.



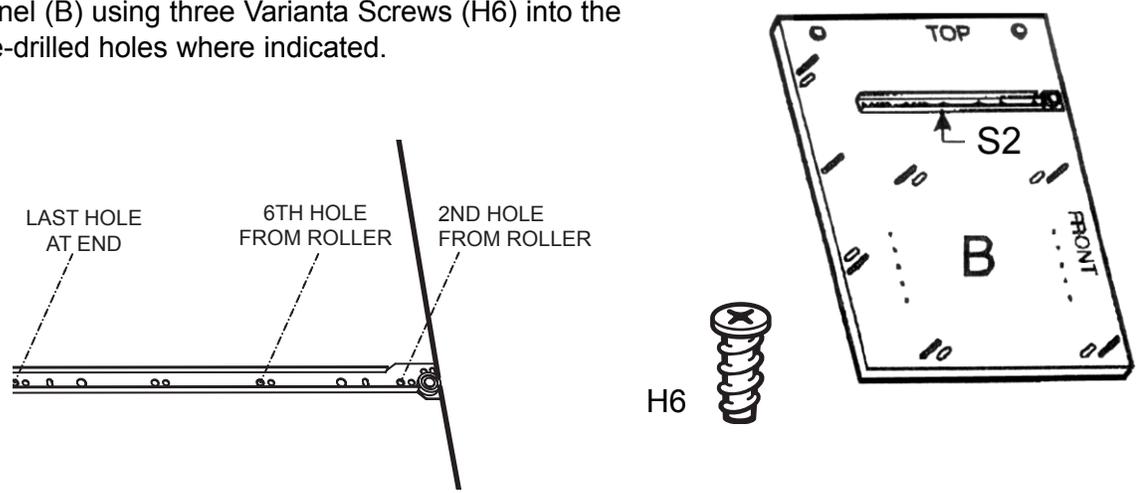
# #7

Attach a Left Slide Channel (S1) to the Left Side Panel (A) using three Varianta Screws (H6) into the pre-drilled holes where indicated.



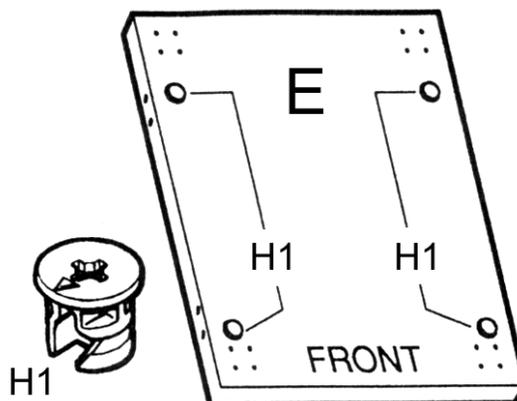
# #8

Attach a Right Slide Channel (S2) to the Right Side Panel (B) using three Varianta Screws (H6) into the pre-drilled holes where indicated.



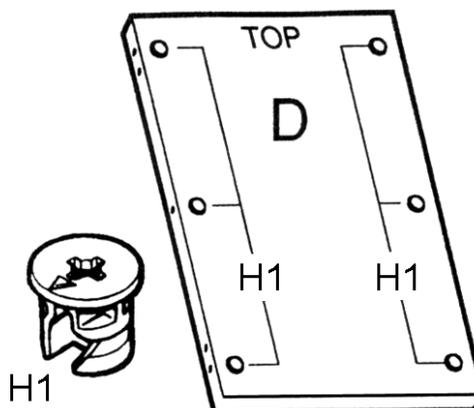
## #9

Insert four Minifix Cams (H1) into the Bottom Panel (E) with the arrows of the cams facing out.



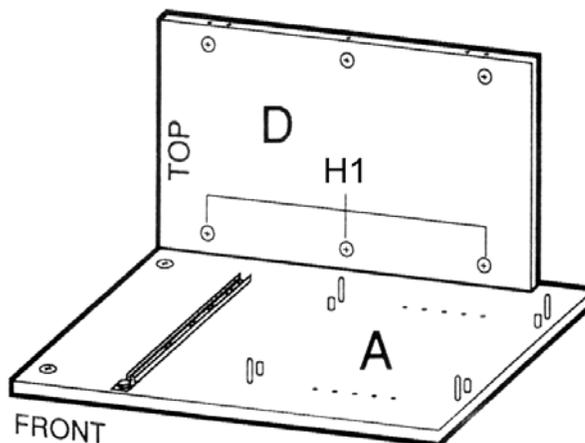
## #10

Insert six Minifix Cams (H1) into the Back Panel (D) with the arrows of the cams facing out.



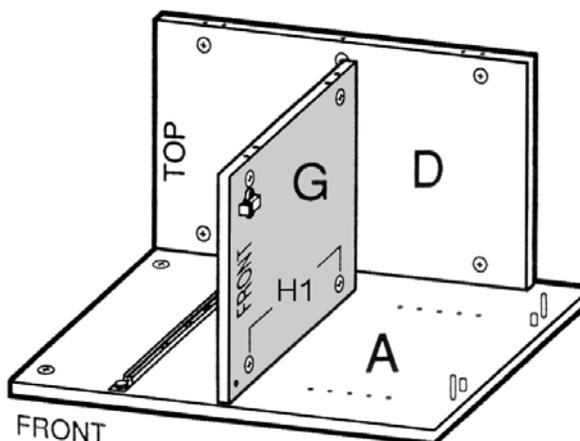
## #11

Position the cams on the Back Panel (D) onto the bolts and dowels of the Left Side Panel (A) as shown. Turn the arrow of the Cams (H1) clockwise to secure.



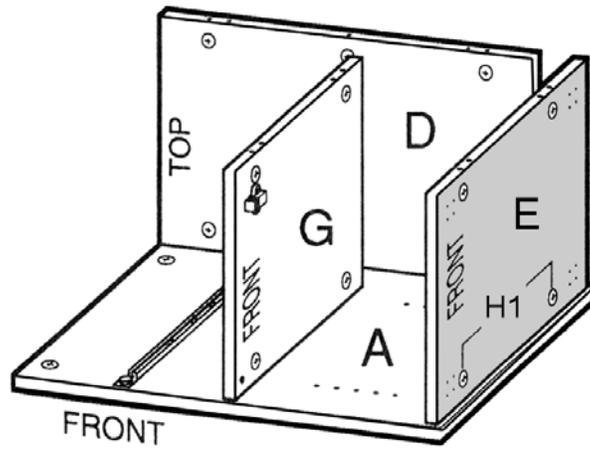
## #12

Position the cams of the Fixed Shelf (G) with the front edge as shown onto the Left Side Panel (A). Turn the arrows of the cams (H1) clockwise to secure.



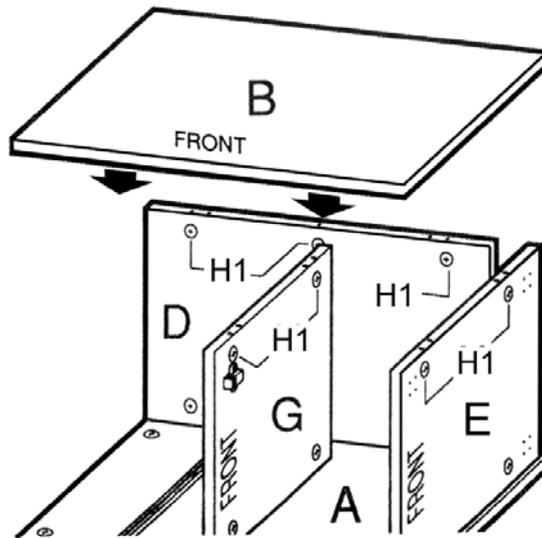
### #13

Position the Bottom Panel (E) onto the Left Side Panel (A) with the front edge as shown. Turn the arrow of the cams (H1) clockwise to secure.



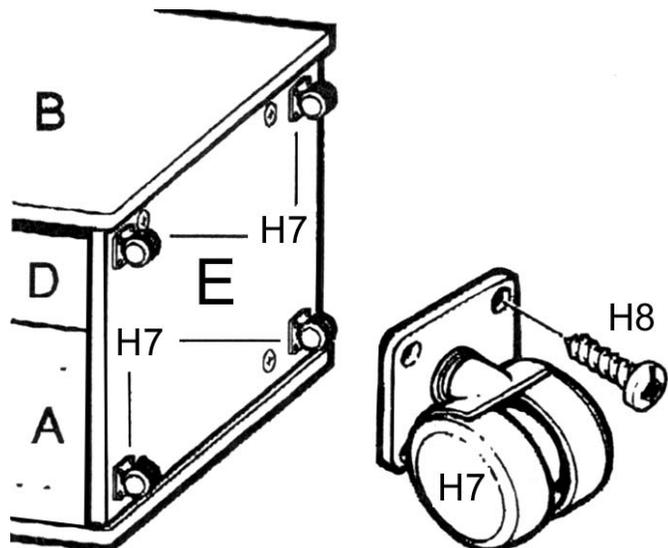
### #14

With the assistance of another person, position the Right side Panel (B) with the front edge as shown onto the Back Panel (D), Bottom Panel (E) and Fixed Shelf (G). Turn the arrows of the cams (H1) clockwise to secure.



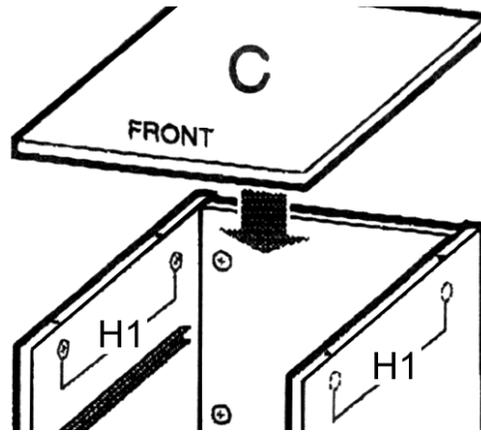
### #15

Attach four Plate Casters (H7) to the Bottom Panel (E) using the #10x5/8" Panhead Screws (H8) in the pre-drilled holes as shown.



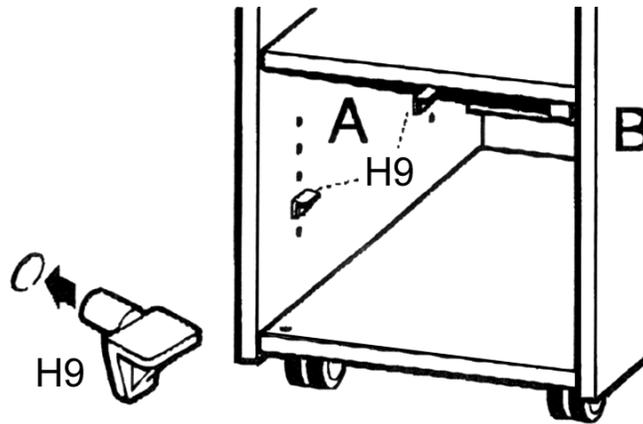
## #16

Turn the unit upright. Position the Top Panel (C) onto the Left Side Panel (A) and the Right Side Panel (B) with the front edge as shown. Turn the arrows of the cams (H1) clockwise to secure.



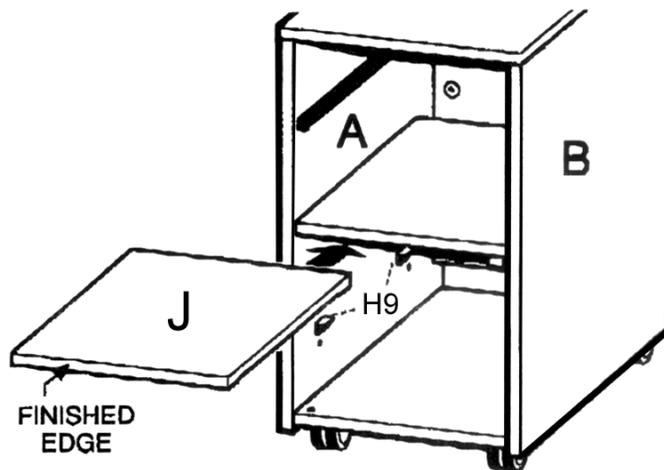
## #17

Determine the height for the placement of the Adjustable Shelf (J). Insert Shelf Supports (H9) into the pre-drilled holes of the Left Side Panel (A) and the Right Side Panel (B) as shown.



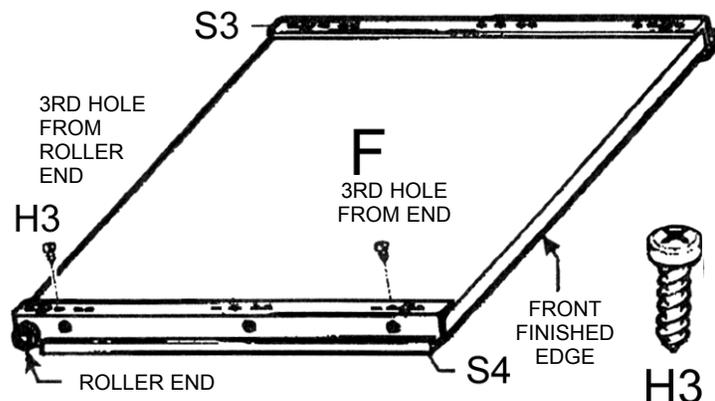
## #18

Place the Adjustable Shelf (J) onto the Shelf Supports (H9) with the finished edge forward as shown.



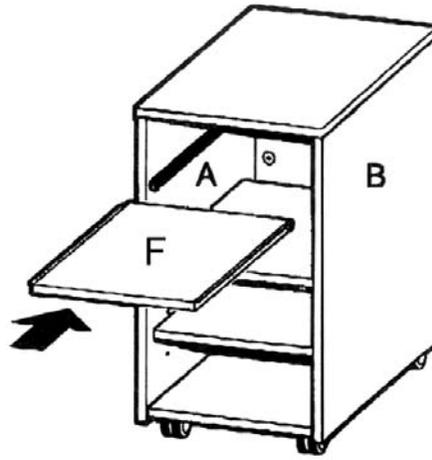
## #19

Place the Sliding Shelf (F) with pre-drilled holes facing up as shown. Attach left and right Shelf Slides (S3 & S4) using the #6x5/8" Panhead Screws (H3) as shown.



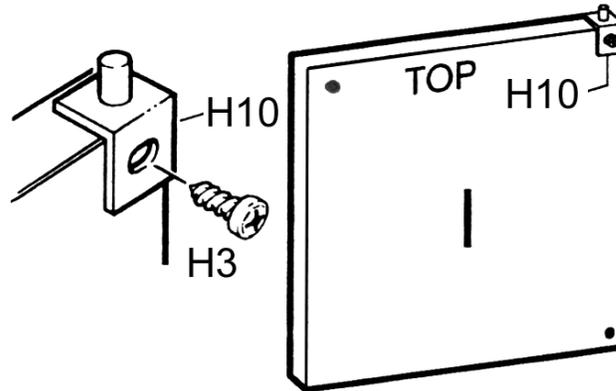
## #20

Slide the Sliding Shelf (F) onto the slide channels of the Left Side Panel (A) and the Right Side Panel (B) as shown.



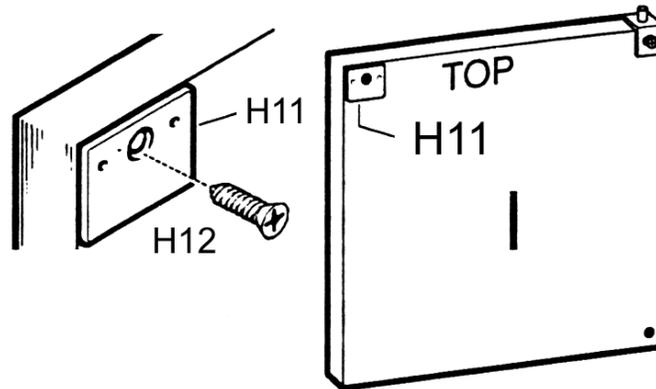
## #21

Attach a Pin Hinge (H10) to the top edge of the Door (I) where indicated using a #6x5/8" Panhead Screw (H3) in the center of the slotted hole as shown.



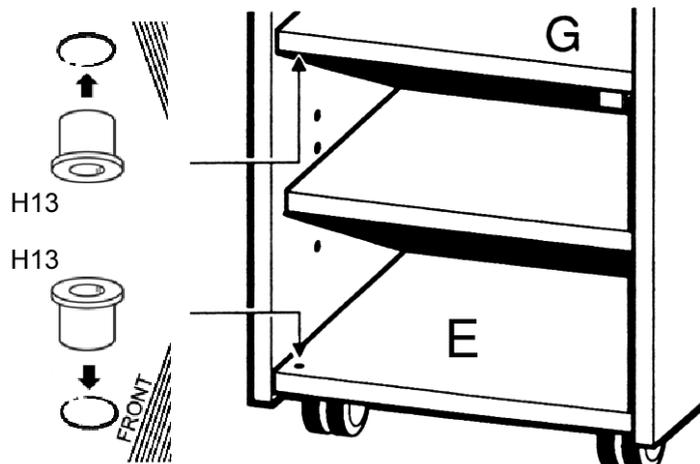
## #22

Attach a Strike Plate (H11) to the top edge of the Door (I) where indicated using a #6x1/2" Flathead Screw (H12) as shown.



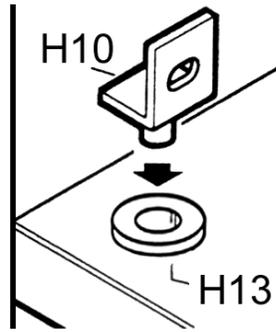
## #23

Press Cam Inserts (H13) into the pre-drilled holes of the Fixed Shelf (G) and the Bottom Panel (E) with the slots facing toward the front edges as shown.



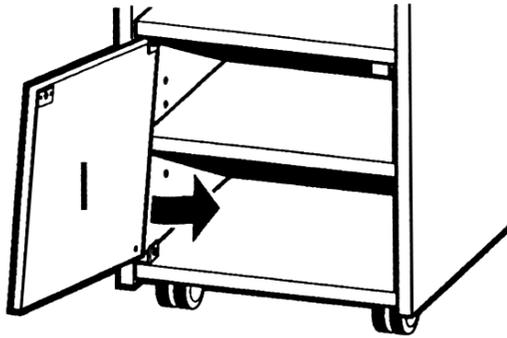
## #24

Insert a Pin Hinge (H10) into the Cam Insert (H13) of the Bottom Panel (E) as shown.



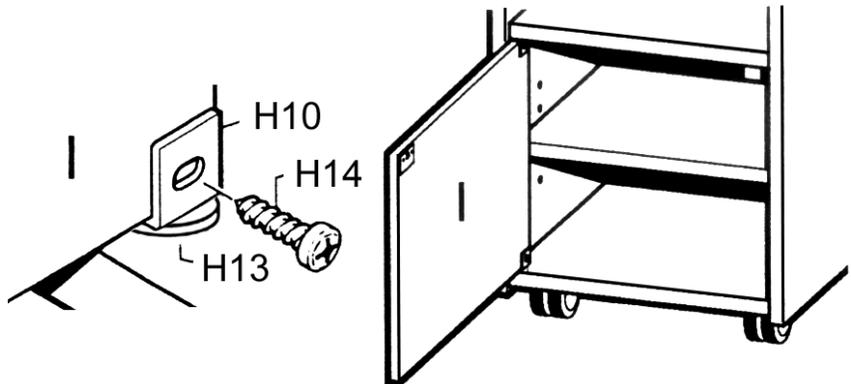
## #25

Place the upper Pin Hinge into the upper Cam Insert and rotate the Door (I) into place as shown.



## #26

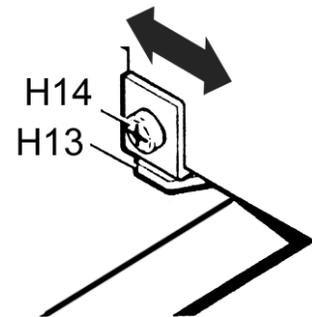
Install a #6x3/8" Panhead Screw (H14) through the center of the slotted hole to attach the lower Pin Hinge (H10) to the Door (I) as shown.



## #27

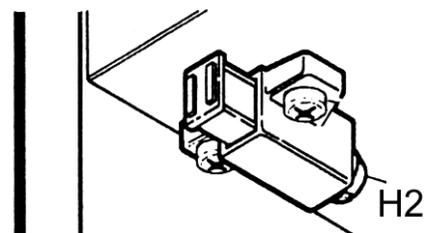
Adjust the Hinge Inserts (H13) to obtain equal spacing around the Door.

**Note:** Loosen Panhead Screws, reposition Pin Hinges and retighten screws if further adjustment is necessary.



## #28

If necessary, adjust the Touch Latch (H2) so that the Door opens and closes easily. Loosen the two Panhead Screws (H3), reposition the Touch Latch and retighten when adjusted.



**Your FAX Stand is now assembled and ready for use.**