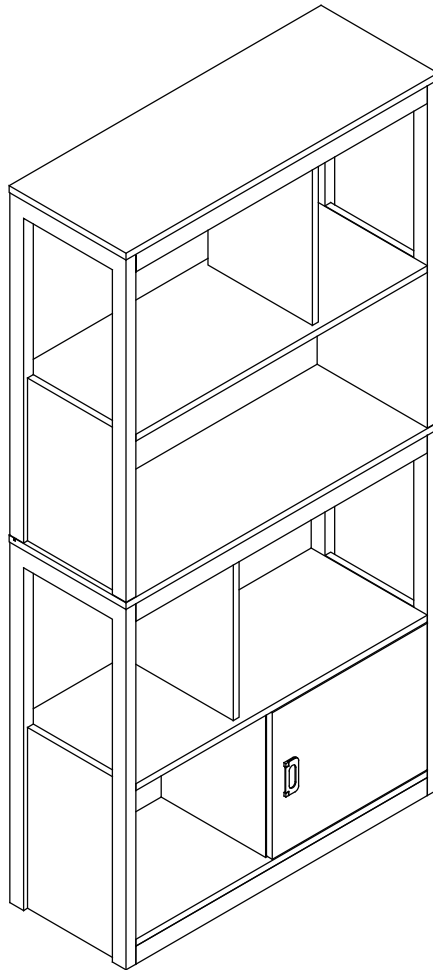


GREENWICH COLLECTION
STORAGE SHELF

Item#: 63966



ATTACH YOUR RECEIPT HERE

Keep a copy of your proof of purchase or order confirmation which will be needed if you need to contact us about warranty coverage.

Purchase Date: _____



SAVE THESE INSTRUCTIONS FOR FUTURE REFERENCE.



Questions, problems, missing parts?

Before returning to your retailer, our Florida-based customer service team is available.

Call toll-free **(866) 985-7877**

9 a.m. – 9 p.m., EST

Email **cservice@welltraveled.net**

Live chat **www.balkenehome.com** 9 a.m. – 6 p.m., EST, Monday – Friday



BEFORE YOU BEGIN

Before beginning assembly, make sure all parts are present. Compare parts received with the “Parts List.” If any part is missing or damaged, do NOT attempt to assemble the product. Please read and understand this entire manual before attempting to assemble, operate or install this product. If you have any questions regarding the product, please contact Customer Service:

Call toll-free	(866) 985-7877	9 a.m. – 9 p.m., EST
Email	cservice@welltraveled.net	
Live chat	www.balkenehome.com	9 a.m. – 6 p.m., EST, Monday – Friday



GENERAL INFORMATION

This item is made of manufactured particle board and MDF materials. For safe assembly, set up on a dry, soft, secure and clean surface. Do not clean with detergent or chemicals. Do not sit or stand on the unit. Do not place hot items such as coffee cups directly on the surface of this furniture item. Keep away from direct sunlight and water. Do not drag the unit. For indoor use only.



SAFETY INFORMATION

WARNING

This item is for storage/display of objects. Do NOT use as a step or ladder. DO NOT sit, stand, or climb or allow children to sit, stand, or climb on the assembled product. Make sure connectors are securely in place. After assembly, anchor the shelf to the wall for additional security, especially in environments with small children or pets. Perform periodic checks to make sure the assembly connectors and anchors are secure and adjust if needed. Keep unassembled parts and hardware away from children and infants. This package contains small parts and sharp points. Adult assembly required.

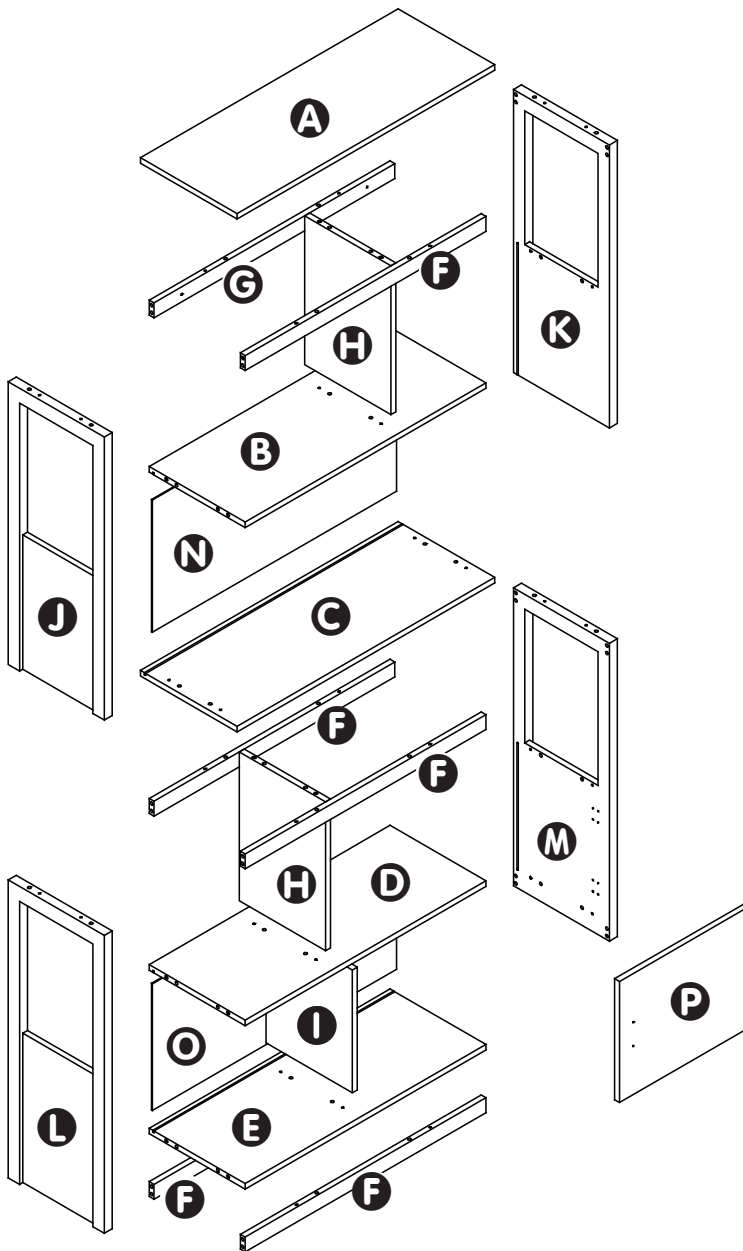
CAUTION

READ all instructions before beginning assembly. Failure to do so may result in faulty assembly and potential injury. Assemble the item on a soft, non-abrasive surface such as carpet or cardboard to avoid damaging the item.

Max safe load limit: 10 KG / 22 LB per shelf.

PARTS LIST

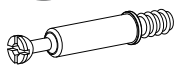
BALKENE —HOME—



PART	DESCRIPTION	QTY
A	Top Shelf	1
B	2nd Shelf	1
C	3rd shelf	1
D	4th Shelf	1
E	Bottom Shelf	1
F	Shelf Support	5
G	Top Rear Support	1
H	Divider	2
I	Cabinet Side	1
J	Top Left Side	1
K	Top Right Side	1
L	Bottom Left Side	1
M	Bottom Right Side	1
N	Upper Shelf Backer	1
O	Lower Shelf Backer	1
P	Door	1



HARDWARE CONTENTS



1
Cam Bolt
Qty: 18



2
Cam Lock Nut
Qty: 18



3
Dowel
Qty: 72



4
Screw 4x35mm
Qty: 10



5
Screw 4x50mm
Qty: 22



6
Hinge
Qty: 2



7
Screw 4x12mm
Qty: 12



8
Handle
Qty: 1



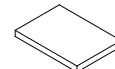
9
Screw 3x12mm
Qty: 2



10
Backer Brace
Qty: 8



11
Screw 3x16mm
Qty: 8



12
Foot Pad
Qty: 4



13
Wall Anchor
Qty: 2

ASSEMBLY

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PREPARATION

Before beginning assembly, be sure to empty contents of carton and make sure all parts are present. If any parts are missing, please contact Customer Service before proceeding.

Place all parts on a soft, level surface for assembly. Estimated Assembly Time: 90 Minutes | DO NOT over-tighten hardware.

YOU WILL NEED FOR ASSEMBLY (not included):

Rubber Mallet*

Phillips-head Screwdriver

*If no mallet is available, use a hammer, but add padding as necessary to protect parts and surfaces.

TO ANCHOR THE UNIT TO A WALL (RECOMMENDED), YOU WILL NEED:

Power Drill with 6mm or 1/4" bit

- 1** Insert **Dowels 3** into the 2 holes closest to the center of the bottom edge of a **Divider H**.

*ASSEMBLY NOTE: You may need to tap gently with a rubber mallet to fully seat **Dowels** throughout the assembly process.*

Insert the other end of the **Dowels** into the holes in the top surface of **2nd Shelf B**. Secure the panels together by inserting 2 **Screws 4** through the underside of the **Shelf** and into the **Divider**. Tighten using a Phillips-head screwdriver.

Hardware Used:
3 Dowel x 2
4 Screw (4x35mm) x 2

- 2** Insert **Cam Bolts 1** into the 2 indicated holes below the "window" of **Top Left Side J**.

*ASSEMBLY NOTE: Use a Phillips-head screwdriver to tighten each **Cam Bolt** you install until its threads are fully inserted.*

Hardware Used:
1 Cam Bolt x 2

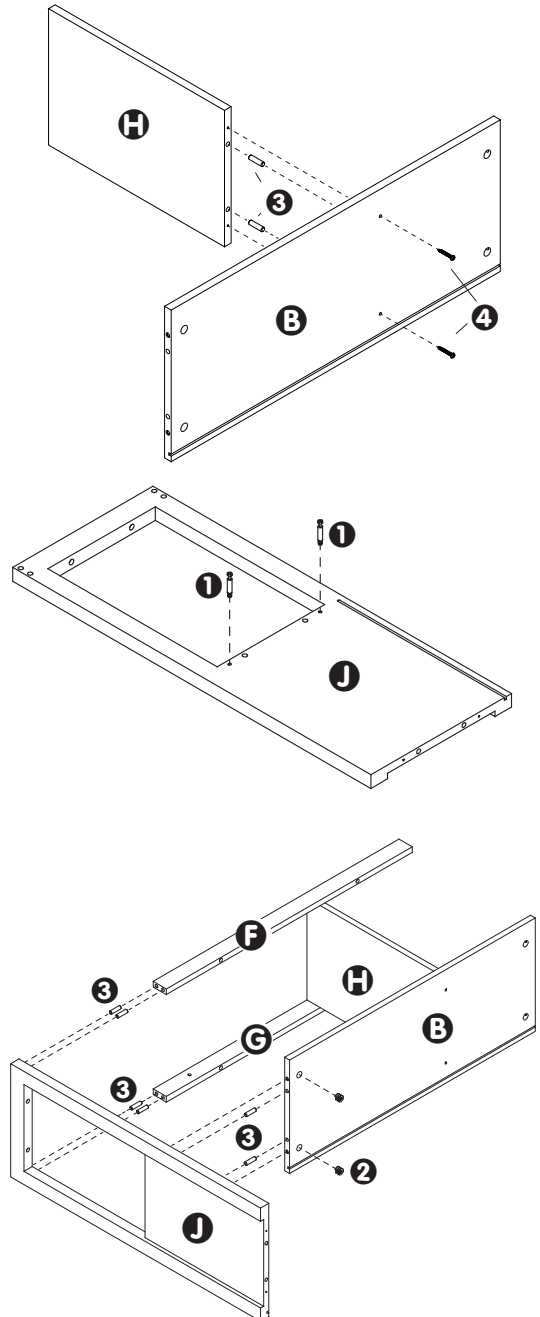
- 3** Insert **Dowels 1** into the 2 remaining holes below the "window" of **Top Left Side J** and the 2 pairs of holes near the top corners of the panel.

Slide the hardware installed at the center of **Side J** into the left edge of **2nd Shelf B**.

Fasten the panels together by inserting a **Cam Lock Nut 2** (with arrow pointed toward edge) into the hole adjoining each **Cam Bolt**, then turning the **Cam Lock Nuts** clockwise until secure.

Slide 2 **Lower Shelf Supports F** onto the 2 remaining pairs of **Dowels** installed in **Side J** as shown.

Hardware Used:
2 Cam Lock Nut x 2
3 Dowel x 6

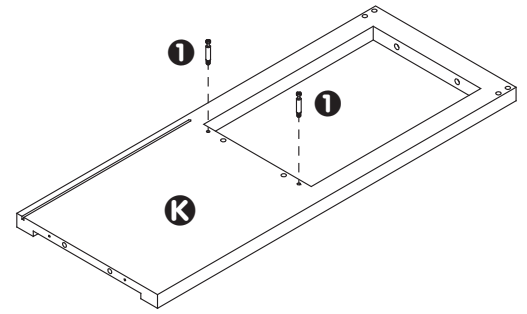


ASSEMBLY

BALKENE —HOME—

4 Insert **Cam Bolts ①** into the 2 indicated holes below the "window" of **Top Right Side K**.

Hardware Used: **① Cam Bolt x 2**

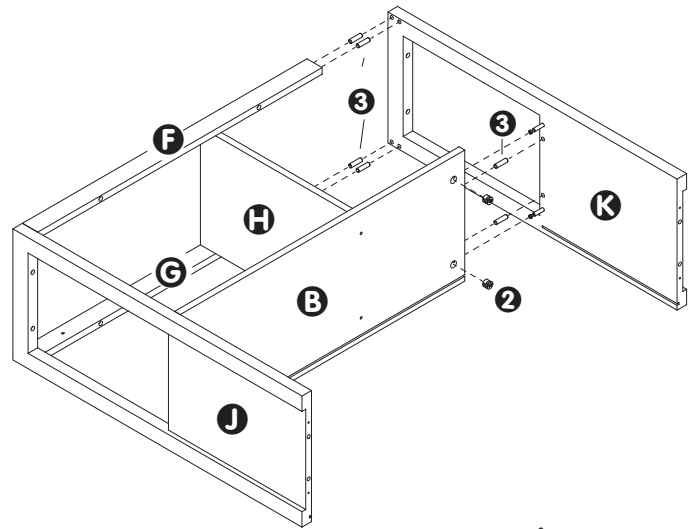


5 Insert **Dowels ③** into the 2 remaining holes below the "window" of **Top Right Side K** and the 2 pairs of holes near the top corners of the panel.

Slide the hardware installed at the center of **Side K** into the right edge of **2nd Shelf B**. At the same time, insert the 2 pairs of **Dowels** into the ends of the 2 **Lower Shelf Supports F**.

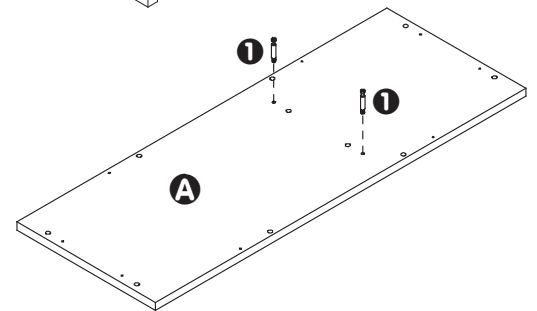
Fasten the panels together by inserting a **Cam Lock Nut ②** (with arrow pointed toward edge) into the hole adjoining each **Cam Bolt**, then turning the **Cam Lock Nuts** clockwise until secure.

Hardware Used: **② Cam Lock Nut x 2**
 ③ Dowel x 6



6 Insert **Cam Bolts ①** into the 2 indicated holes on the underside of **Top Shelf A**.

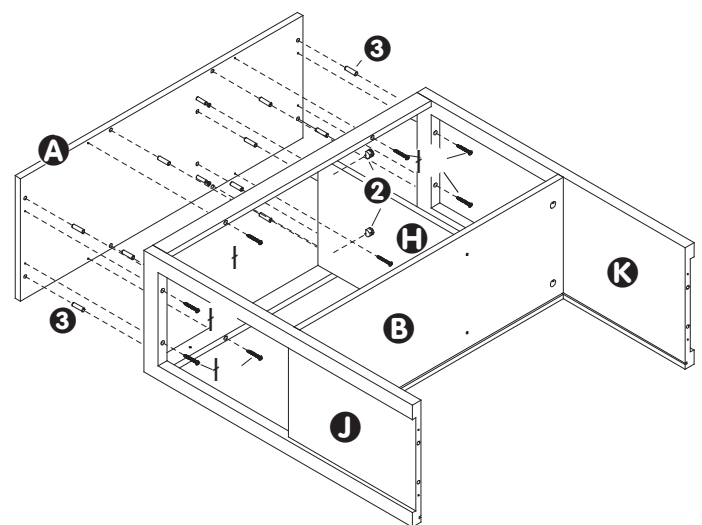
Hardware Used: **① Cam Bolt x 2**



7 Insert a total of 10 **Dowels ③** into the holes along the top edge of the partially-assembled unit as shown. Fit the **Top Shelf A** onto the **Dowels** while inserting the **Cam Bolts** into the holes in the top of the **Divider H**.

To secure the **Top Shelf** to the top of the unit, insert a **Cam Lock Nut ②** (with arrow pointed toward top) into the hole adjoining each **Cam Bolt**, then turning the **Cam Lock Nuts** clockwise until secure. Then, insert 8 **Screws ⑤** through the holes in the underside of the top edges of panels **F/G/J/K** and tighten into the bottom of the **Top Shelf**.

Hardware Used: **② Cam Lock Nut x 2**
 ③ Dowel x 10
 ⑤ Screw 4x50mm x 8

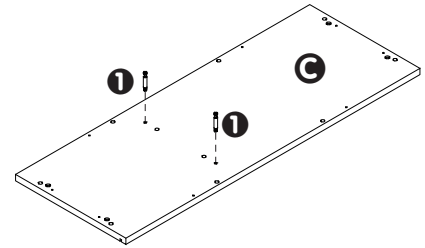


ASSEMBLY

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8 Insert **Cam Bolts 1** into the 2 indicated holes on the underside of **3rd Shelf C**.

Hardware Used: **1 Cam Bolt x 2**

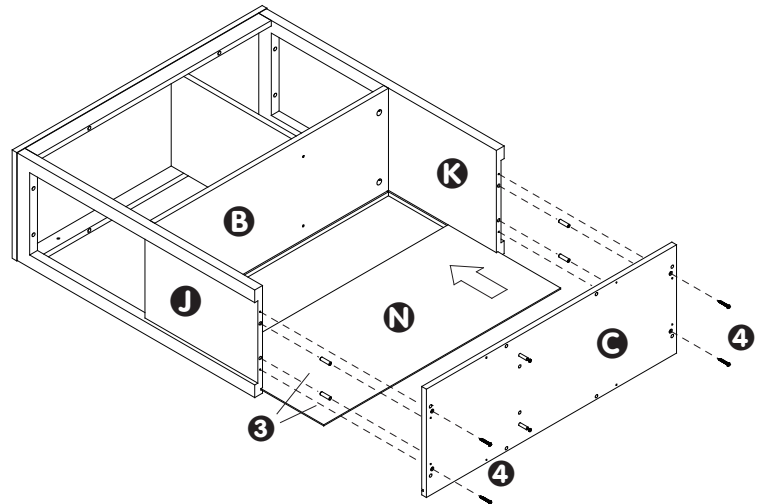


9 Slide the **Upper Shelf Backer N** into the groove running along the rear of the unit as shown. Push it up to settle in the groove along the bottom of **2nd Shelf B**.

Insert 4 **Dowels 3** into the holes along the bottom edges of the partially-assembled unit as shown. Fit the **3rd Shelf C** onto the **Dowels**.

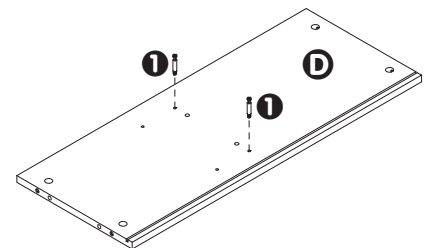
To secure the **3rd Shelf** to the **Sides**, insert 4 **Screws 4** through the holes in the bottom of **3rd Shelf** and tighten firmly into the bottom edge of each **Side** using a Phillips-head screwdriver.

Hardware Used: **3 Dowel x 4**
 4 Screw 4x35mm x 4



10 Insert **Cam Bolts 1** into the 2 indicated holes on the underside of **4th Shelf D**.

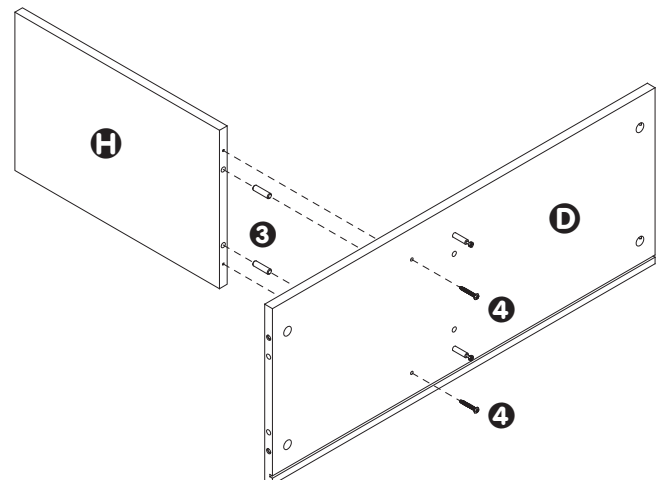
Hardware Used: **1 Cam Bolt x 2**



11 Insert **Dowels 3** into the 2 holes closest to the center of the bottom edge of the remaining **Divider H**.

Insert the other end of the **Dowels** into the holes in the top surface of **4th Shelf D**. Secure the panels together by inserting 2 **Screws 4** through the underside of the **Shelf** and into the **Divider**. Tighten using a Phillips-head screwdriver.

Hardware Used: **3 Dowel x 2**
 4 Screw (4x35mm) x 2



ASSEMBLY

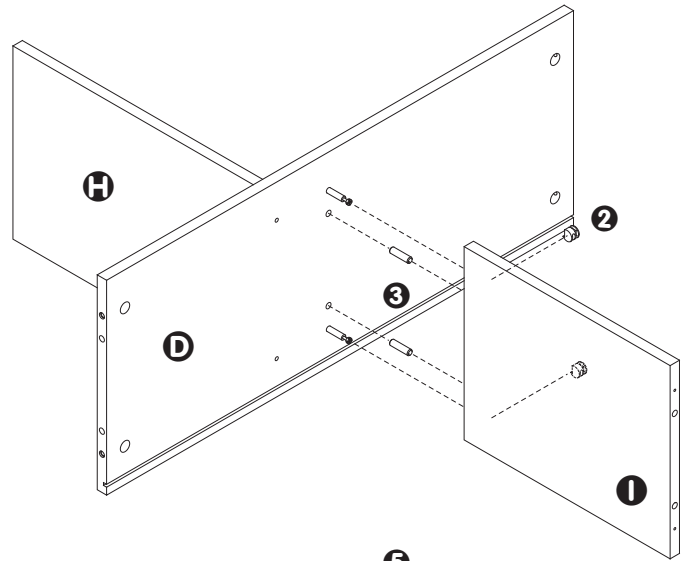
BALKENE —HOME—

12 Insert **Dowels 3** into the 2 indicated holes on the underside of **4th Shelf D**. Fit the top edge of the **Cabinet Side 1** onto the hardware on the bottom of **Shelf D**.

Fasten the panels together by inserting a **Cam Lock Nut 2** (with arrow pointed toward the top) into the hole adjoining each **Cam Bolt**, then turning the **Cam Lock Nuts** clockwise until secure.

Hardware Used:

- 2** Cam Lock Nut x 2
- 3** Dowel x 2

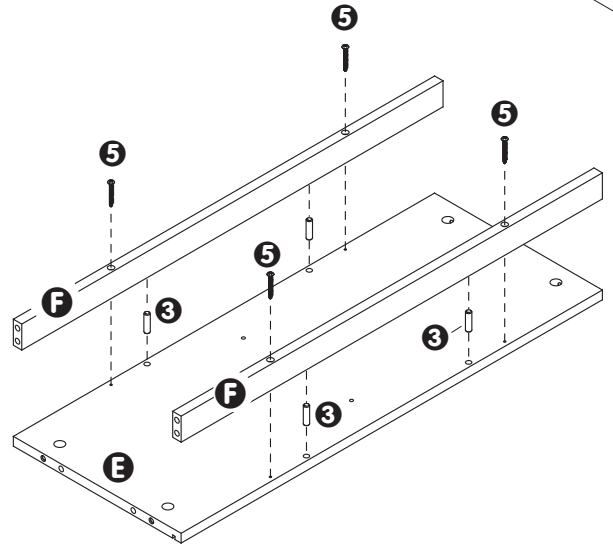


13 Insert **Dowels 3** into the 4 indicated holes on the underside of **Bottom Shelf E**. Fit the top edge of the **Cabinet Side 1** onto the hardware on the bottom of **Shelf D**.

Fasten the panels together by inserting a **Cam Lock Nut 2** (with arrow pointed toward the top) into the hole adjoining each **Cam Bolt**, then turning the **Cam Lock Nuts** clockwise until secure.

Hardware Used:

- 3** Dowel x 4
- 5** Screw 4x50mm x 4

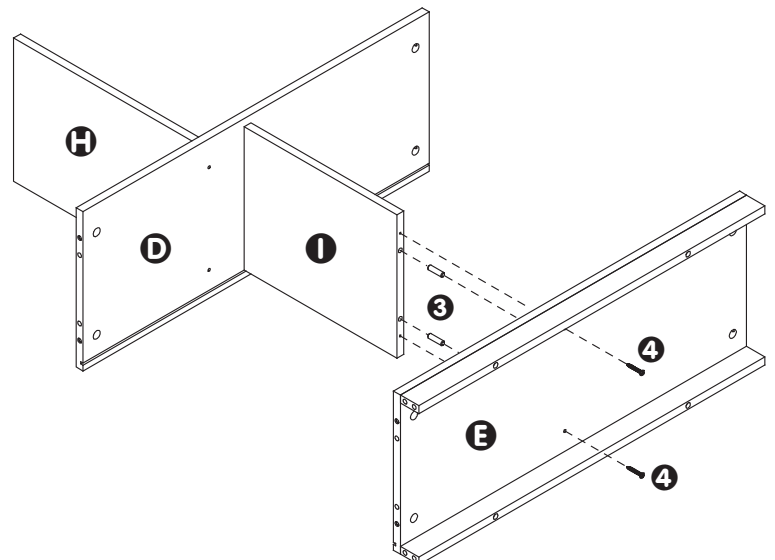


14 Insert **Dowels 3** into the 2 indicated holes on the bottom edge of **Cabinet Side 1**. Fit the top of the **Bottom Shelf E** onto the **Dowels**.

Secure the **Shelf** to the **Cabinet Side** by inserting 2 **Screws 4** through the underside of the **Shelf** and into the **Cabinet Side**. Tighten using a Phillips-head screwdriver.

Hardware Used:

- 3** Dowel x 2
- 4** Screw 4x35mm x 2

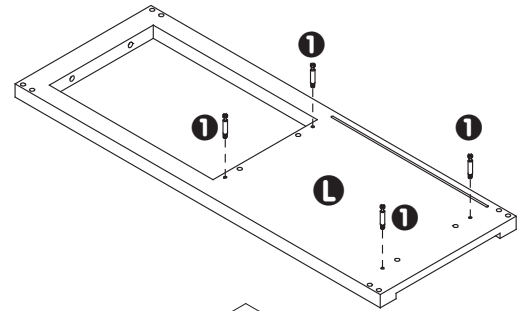


ASSEMBLY

BALKENE —HOME—

15 Insert **Cam Bolts 1** into the 4 indicated holes on the **Bottom Left Side L**.

Hardware Used: **1 Cam Bolt x 4**

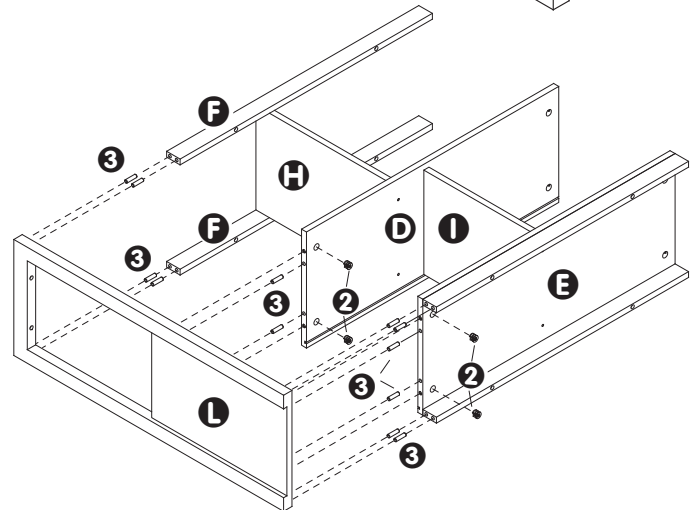


16 Insert **Dowels 3** into the 12 holes near the top, middle, and bottom of **Bottom Left Side L**. Insert the **Dowels** and **Cam Bolts** into corresponding holes in the left edges of **4th Shelf D** and **Bottom Shelf E**.

Fasten the **Side** to the **Shelves** by inserting a **Cam Lock Nut 2** (with arrow pointed toward edge) into the hole adjoining each **Cam Bolt**, then turning the **Cam Lock Nuts** clockwise until secure.

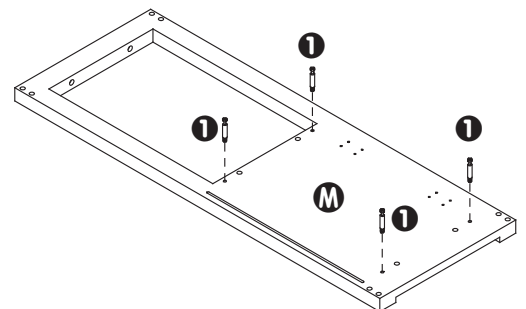
Slide 2 **Lower Shelf Supports F** onto the 2 remaining pairs of **Dowels** installed in **Side L** as shown.

Hardware Used: **2 Cam Lock Nut x 4**
3 Dowel x 12



17 Insert **Cam Bolts 1** into the 4 indicated holes on the **Bottom Right Side M**.

Hardware Used: **1 Cam Bolt x 4**

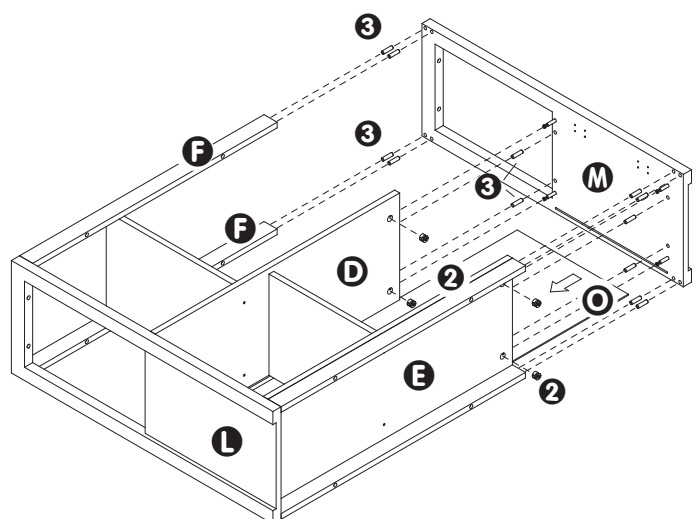


18 Insert **Dowels 1** into the 12 holes near the top, middle, and bottom of **Bottom Right Side M**. Insert the **Dowels** and **Cam Bolts** into corresponding holes in the right edges of the **4th Shelf D**, **Bottom Shelf E**, and **Lower Shelf Supports F**.

Slide the **Lower Shelf Backer O** into the grooves running along the rear of the unit as shown. Push it all the way into the groove running along the inside of **Side L**.

Fasten **Side M** to the **Shelves** by inserting a **Cam Lock Nut 2** (with arrow pointed toward edge) into the hole adjoining each **Cam Bolt**, then turning the **Cam Lock Nuts** clockwise until secure.

Hardware Used: **2 Cam Lock Nut x 4**
3 Dowel x 12



ASSEMBLY

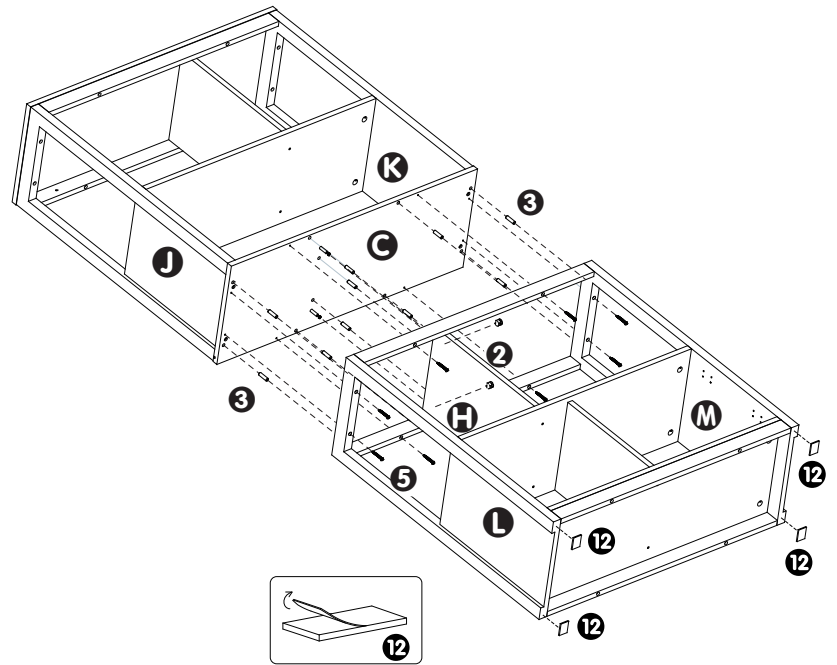
BALKENE —HOME—

19 Use 10 **Dowels 3** along the top surfaces of the lower section, including the top of **Divider H** to join it to the top section of the unit. Push the two sections together firmly, being sure to seat the 2 **Cam Bolts 1** previously installed in the bottom of **3rd Shelf C** into the top of **Divider H**.

To fasten the **Cam Bolts**, insert a **Cam Lock Nut 2** (with arrow pointed toward top) into the hole adjoining each of the 2 **Cam Bolts**, then turn the **Cam Lock Nuts** clockwise until secure.

To securely join the sections together, insert 8 **Screws 5** through the holes in the top edges of the lower section (front/back/sides) and tighten firmly into the bottom of the upper section using a Phillips-head screwdriver.

Peel the paper from the adhesive side of the **Foot Pads 12** and press firmly onto each corner of the bottom of the unit.

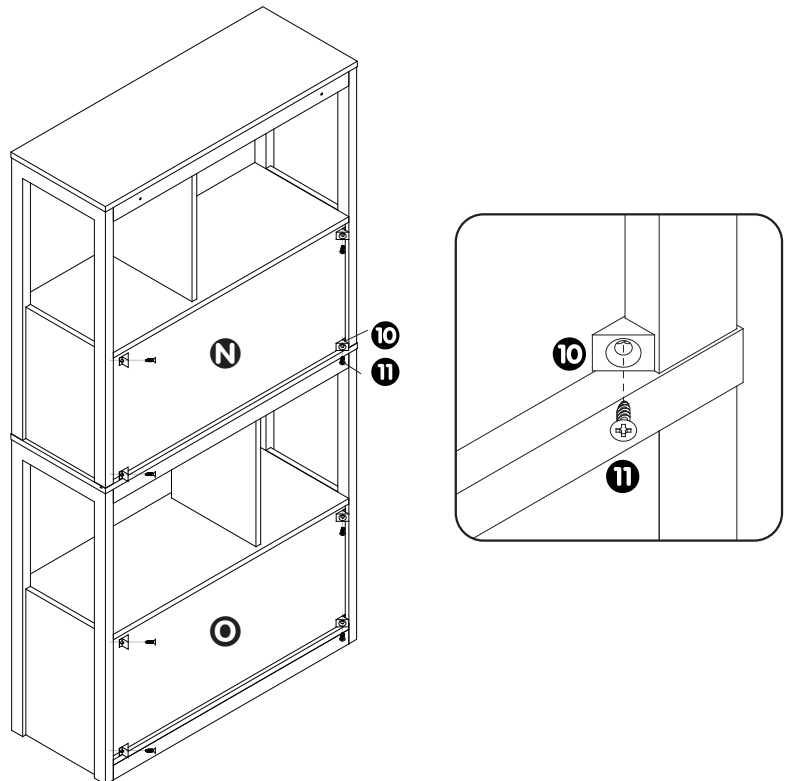


- Hardware Used:**
- 2 Cam Lock Nut x 2
 - 3 Dowel x 10
 - 5 Screw 4x50mm x 8
 - 12 Foot Pad x 4

20 With assistance, carefully move the unit into an upright position.

On the back of the unit, install the 8 **Backer Braces 10** at each corner of the **Backer panels N/O**, by sliding the small tab into the seam between the **Backer** and the adjoining **Side**, then securing with a **Screw 11**.

- Hardware Used:**
- 10 Backer Brace x 8
 - 11 Screw 3x16mm x 8



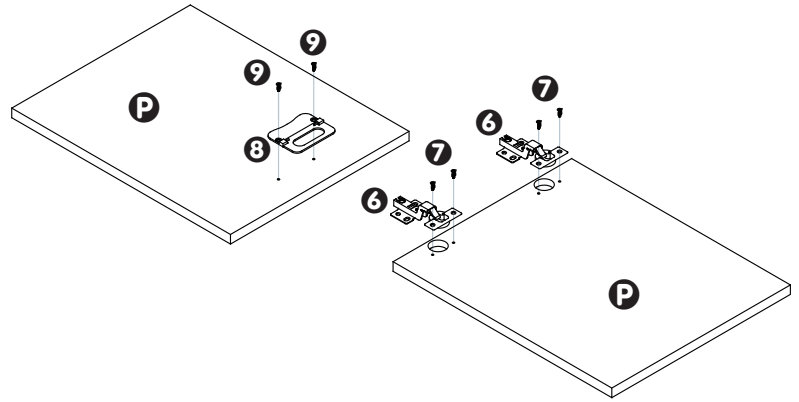
ASSEMBLY

BALKENE —HOME—

21 Attach the **Handle 8** to the **Door P** using 2 **Screws 9**.

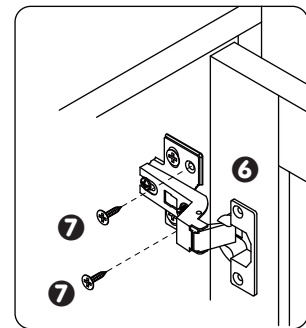
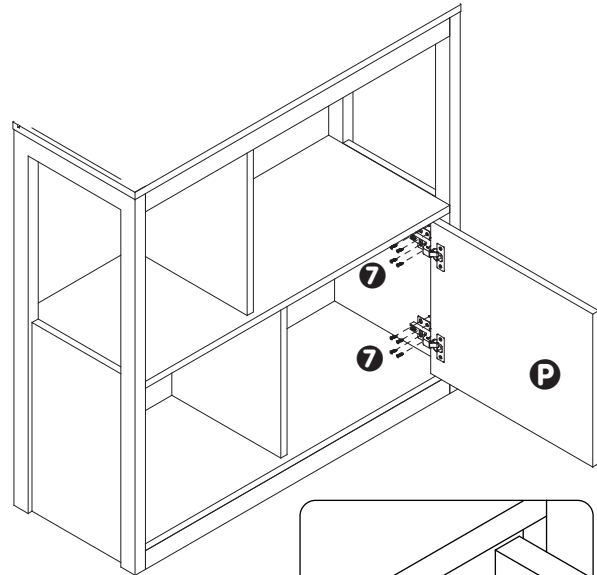
Flip the **Door** over to install the **Hinges**. Insert the round hinge cup into the round bores near the edge of the **Door**. Align the hinge eyelets with the 2 small holes drilled adjacent to each bore. Secure each **Hinge** by inserting 2 **Screws 7** through the eyelets and into the **Door**.

- Hardware Used:**
- 6** Hinge x 2
 - 7** Screw 4x12mm x 4
 - 8** Handle x 1
 - 9** Screw 3x12mm x 2

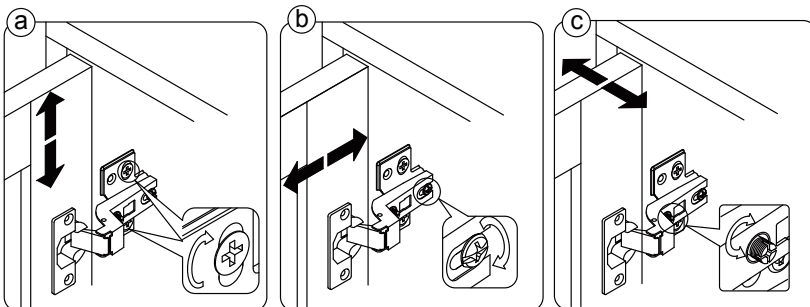


22 Hang the **Door P** by attaching the **Hinges 6** to the inside right wall of the cabinet on the **Bottom Shelf**. For each **Hinge**, insert 4 **Screws 7** through the eyelets of the hinge arm and into the holes on the inside wall as shown.

- Hardware Used:**
- 7** Screw 4x12mm x 8



If necessary for correct door alignment, it is possible to adjust the hinges. See diagrams below:



ASSEMBLY

BALKENE —HOME—

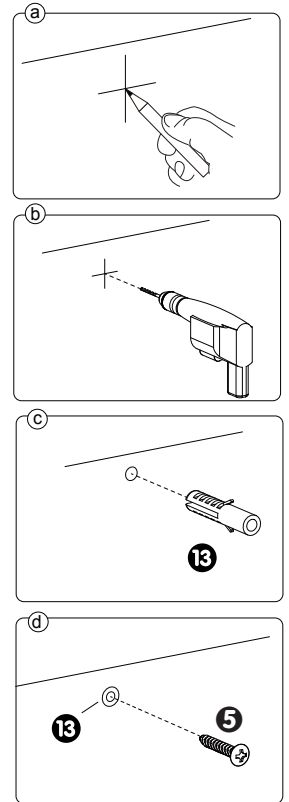
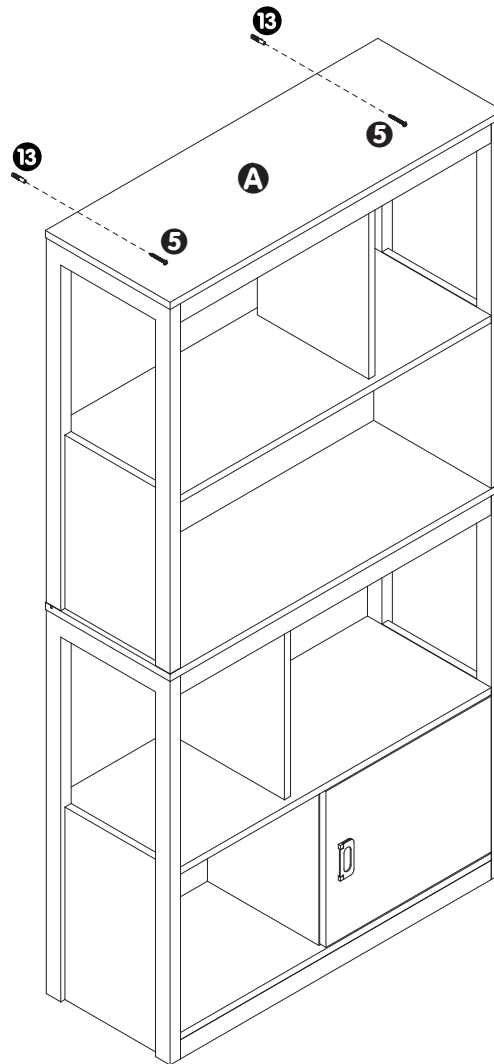
23 Check that all hardware connections are securely installed.

Anchor the unit to the wall for safety. The included hardware is appropriate for drywall installation and may require the use of a drill. If needed, consult a qualified tradesperson or online resources for the appropriate steps to safely anchor this unit.

Position the unit temporarily in the desired location. Locate the eyelets drilled through the **Top Rear Shelf Support**

Support **Ⓒ**. Mark the 2 points where the eyelets align on the wall and move the unit aside. Use a power drill with a 6mm or 1/4" bit to drill 2 holes as marked. Insert the **Wall Anchors** **13** into the drilled holes and gently tap with a mallet until almost flush with the wall surface.

Move the unit back into place and line up the holes in the **Top Rear Shelf Support** with the **Wall Anchors**. Insert a **Screw** **5** through each eyelet and tighten securely into the **Anchors**.



- Hardware Used:**
- 5** Screw 4x50mm x 2
 - 13** Wall Anchor x 2

Your **Greenwich Storage Shelf** is ready for use!

BALKENE —HOME—



LIMITED WARRANTY

Customers in the Contiguous US

With proof of purchase from an authorized retailer, this product is warranted for a period of 1 year from original purchase date against defects in materials and workmanship under normal use. This warranty does NOT cover normal wear/weathering, exposure to water, freezing temperatures, oils, fluids, or chemicals OR use in a commercial context if the unit is not designated as a commercial model. At Well Traveled Living's sole discretion, products under warranty will be repaired and/or replaced at no charge to the customer. Returns sent back to Well Traveled Living must be sent via prepaid freight in the original retail packaging.

For warranty service, contact Balkene Home/Well Traveled Living at the address, phone numbers or website and email listed in this owner's manual. Be sure to have your sales receipt, date of purchase and catalogue/model numbers available when calling. All warranty service will be coordinated by Well Traveled Living's Amelia Island, Florida service center. This warranty is extended only to the original owner. Proof of purchase will be required before warranty service is rendered. The sales receipt is the only valid proof of purchase. This warranty only covers failures due to defects in materials or workmanship which occur during normal use. Failures and/or damage which result from accident, negligence, misuse, abuse, neglect, mishandling, alteration or modification, failure to maintain, improper assembly or maintenance, service by unauthorized agency or use of unauthorized components or damage that is attributable to acts of God are NOT covered.

This limited warranty gives you specific legal rights and you may also have other rights which vary from jurisdiction to jurisdiction. The provisions of the United Nations Convention on Contracts for the Sales of Goods shall not apply to this limited warranty or the sale of products covered by this limited warranty.

- THERE ARE NO EXPRESS WARRANTIES EXCEPT AS LISTED.
- PURCHASER ASSUMES ALL RISKS IN THE ASSEMBLY AND OPERATION OF THIS UNIT.
- FAILURE TO FOLLOW WARNINGS AND OPERATIONAL INSTRUCTIONS CONTAINED IN THIS MANUAL CAN RESULT IN SEVERE PROPERTY DAMAGE AND/OR PERSONAL INJURY.
- IN NO EVENT WILL WELL TRAVELED LIVING, OR ITS DIRECTORS, OFFICERS OR AGENTS BE LIABLE TO THE PURCHASER OR ANY THIRD PARTY, WHETHER IN CONTRACT, IN TORT, OR ON ANY OTHER BASIS, FOR ANY INDIRECT, SPECIAL, PUNITIVE, EXEMPLARY, CONSEQUENTIAL, OR INCIDENTAL LOSS, COST, OR DAMAGE ARISING OUT OF OR IN CONNECTION WITH THE SALE, MAINTENANCE, USE, OR INABILITY TO USE THE PRODUCT, EVEN IF WELL TRAVELED LIVING OR ITS DIRECTORS, OFFICERS OR AGENTS HAVE BEEN ADVISED OF THE POSSIBILITY OF SUCH LOSSES, COSTS OR DAMAGES, OR IF SUCH LOSSES, COSTS, OR DAMAGES ARE FORESEEABLE. IN NO EVENT WILL WELL TRAVELED LIVING, OR ITS OFFICERS, DIRECTORS, OR AGENTS BE LIABLE FOR ANY DIRECT LOSSES, COSTS OR DAMAGES THAT EXCEED THE PURCHASE PRICE OF THE PRODUCT.
- SOME JURISDICTIONS DO NOT ALLOW THE EXCLUSION OR LIMITATION OF INCIDENTAL OR CONSEQUENTIAL DAMAGES, SO THE ABOVE LIMITATION OR EXCLUSION MAY NOT APPLY TO THE PURCHASER.

EXTEND YOUR WARRANTY

When you purchase a Fire Sense or Balkene Home product from any authorized retailer, you'll have peace of mind in knowing that it comes with a one-year warranty. Extend your warranty for *an additional year* when you review your item at balkenehome.com within 365 days of purchase.



Important Notice

Before returning to place of purchase – for customer service and warranty issues:

Call toll-free	(866) 985-7877	9 a.m. – 9 p.m., EST
Email	cservice@welltraveled.net	
Live chat	www.balkehene.com	9 a.m. – 6 p.m., EST, Monday – Friday

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