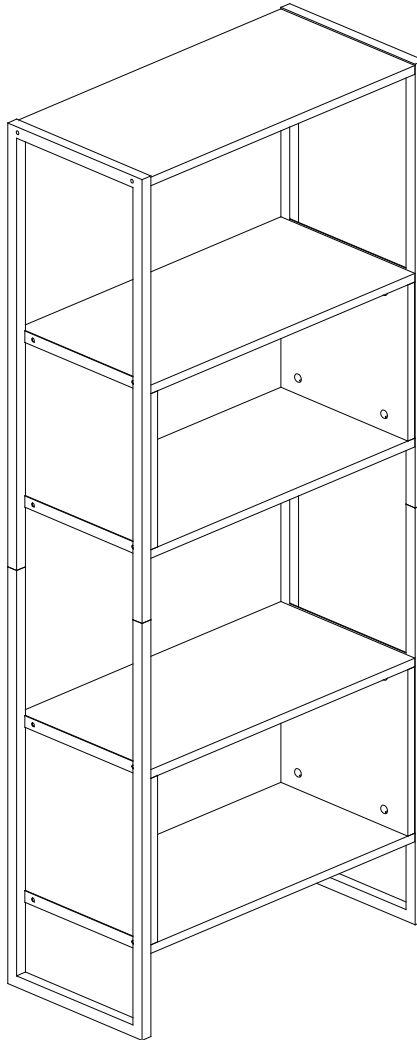


GREENWICH COLLECTION
BOOK CASE

Item#: 63968



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 particle board, MDF, and a metal frame. 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 item. Keep away from direct sunlight and water. Do not drag the unit. For indoor use only.



SAFETY INFORMATION

WARNING

DO NOT sit or stand or allow children to sit or stand on the assembled product. Make sure connectors are securely in place. Perform periodic checks to make sure the connectors 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.

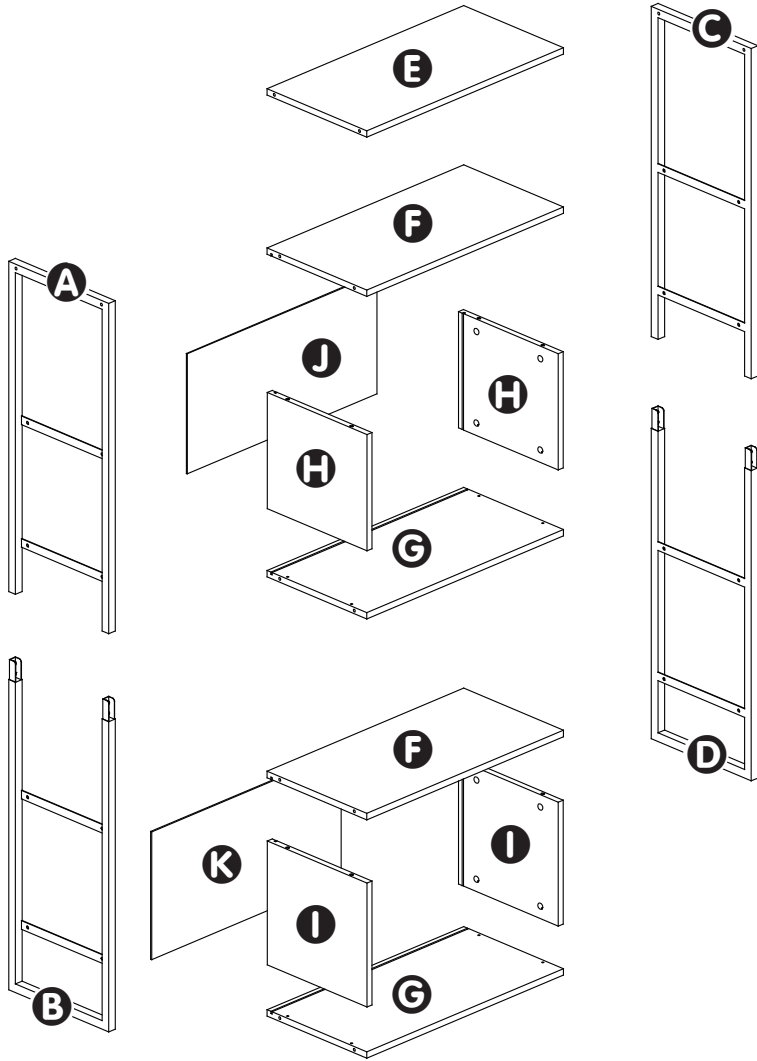
Max safe load limit:

Top Shelf: 7.5 KG / 16.5 LB

Lower Shelves: 10 KG / 22 LB per shelf

PARTS LIST

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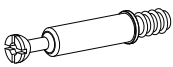


PART	DESCRIPTION	QTY
A	Top Left Side	1
B	Bottom Left Side	1
C	Top Right Side	1
D	Bottom Right Side	1
E	Top Shelf	1
F	Cabinet Top	2
G	Cabinet Bottom	2
H	Upper Cabinet Side	2
I	Lower Cabinet Side	2
J	Upper Cabinet Backer	1
K	Lower Cabinet Backer	1

YOU WILL NEED FOR ASSEMBLY (not included):
Phillips-head Screwdriver
Flat-head Screwdriver
Power drill with 6mm or 1/4" bit



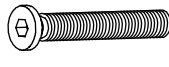
HARDWARE CONTENTS



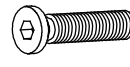
1
Cam Bolt
Qty: 16



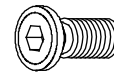
2
Cam Lock Nut
Qty: 16



3
Bolt
6x50mm
Qty: 4



4
Bolt
6x30mm
Qty: 16



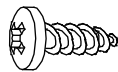
5
Bolt
6x10mm
Qty: 8



6
Barrel Nut
10x12mm
Qty: 20



7
Wall Bracket
Qty: 2



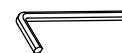
8
Screw
4x12mm
Qty: 2



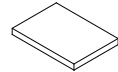
9
Screw
4x30mm
Qty: 2



10
Wall Anchor
6x30mm
Qty: 2



11
Hex Wrench



12
Foot Pad
Qty: 4

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.

Place all parts on a soft, level surface for assembly. Estimated Assembly Time: 60 Minutes

DO NOT OVER-TIGHTEN HARDWARE!

ASSEMBLY

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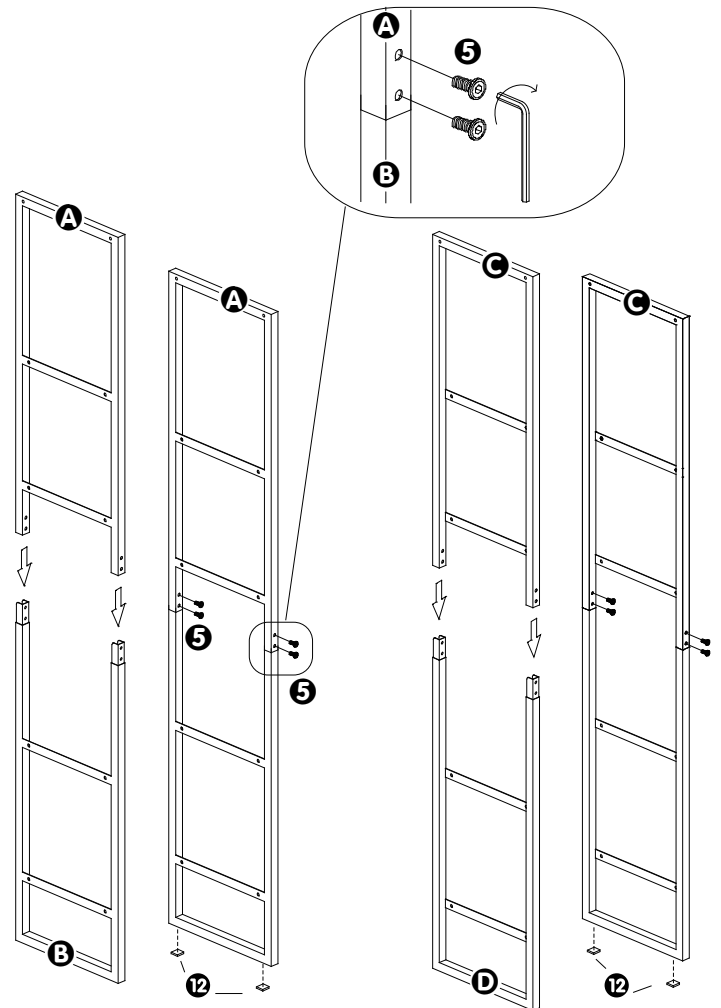
1 On a soft, nonabrasive surface, assemble the sides of the book case frame by attaching **Top Left Side A** to **Bottom Left Side B**, and **Top Right Side C** to **Bottom Right Side D**. Insert 2 **Bolts 5** at each joint and tighten using the **Hex Wrench**. Do not over-tighten.

Peel the paper from each **Foot Pad 6** and apply the adhesive side firmly to the feet of each **Side**.

Hardware Used:

5 Bolt x 8

6 Foot Pad x 4

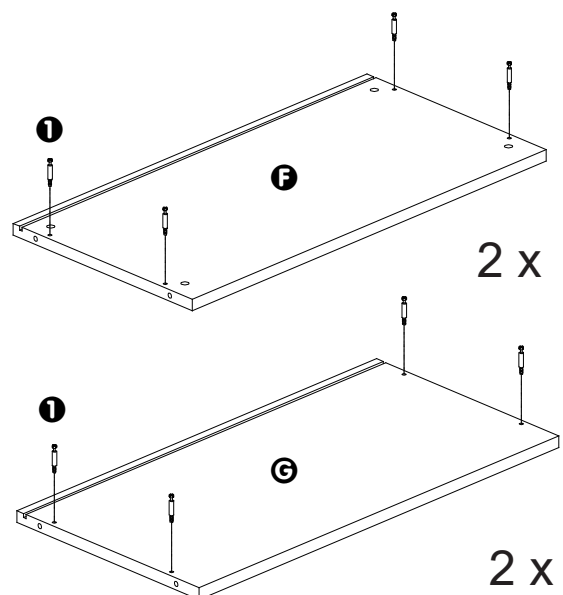


2 Place both **Cabinet Tops F** and both **Cabinet Bottoms G** groove-side up on a nonabrasive surface. Insert a **Cam Bolt 1** into the smaller holes near the short edges of each panel (4 per panel).

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 16



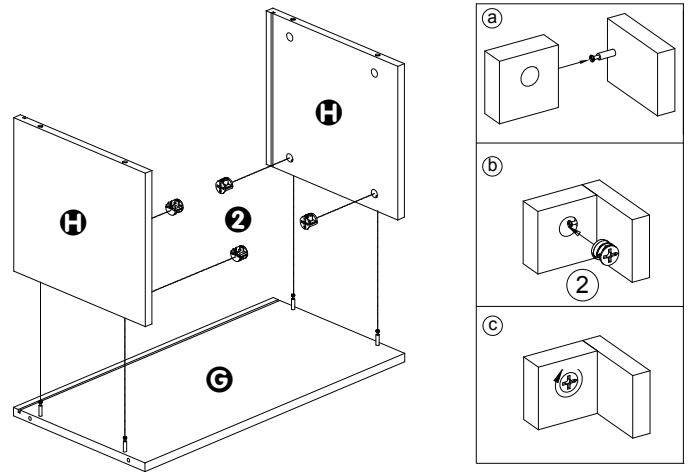
ASSEMBLY

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3 Begin assembling the upper cabinet box by sliding the **Upper Cabinet Sides A** onto the **Cam Bolts 1** installed in Step 2. The panels should be oriented so the grooves along the edge of each piece meet at each corner joint to form a continuous groove along the inside of the box.

Fasten the **Cabinet Sides** to the **Cabinet Bottom G** by inserting a **Cam Lock Nut 2** (with arrow pointed down) into the hole adjoining each **Cam Bolt**, then turning the **Cam Lock Nuts** clockwise until secure.

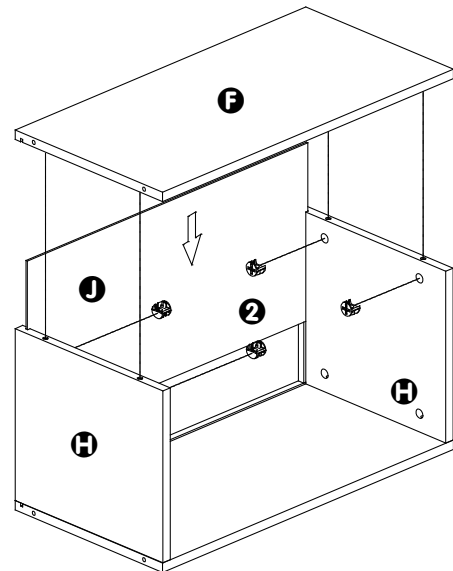
Hardware Used: **2** Cam Lock Nut x 4



4 Slide the **Upper Cabinet Backer I** into the groove, then lower a **Cabinet Top F** onto the cabinet box, sliding the **Cam Bolts** into the holes at the top of each **Cabinet Side H**.

Fasten the **Cabinet Top** to the **Cabinet Sides** by inserting a **Cam Lock Nut 2** (with arrow pointed down) into the hole adjoining each **Cam Bolt**, then turning the **Cam Lock Nuts** clockwise until secure.

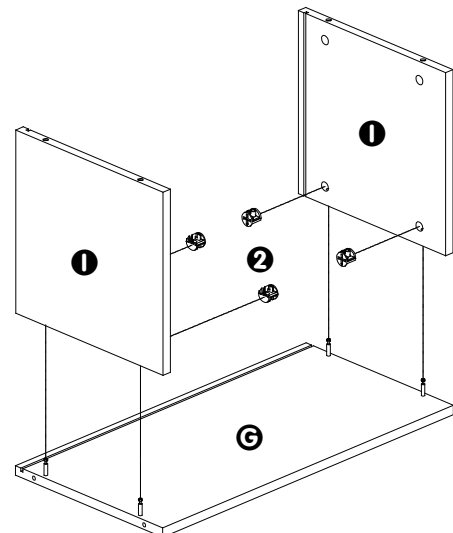
Hardware Used: **2** Cam Lock Nut x 4



5 Begin assembling the lower cabinet box by sliding the **Lower Cabinet Sides I** onto the **Cam Bolts 1** installed in Step 2. The panels should be oriented so the grooves along the edge of each piece meet at each corner joint to form a continuous groove along the inside of the box.

Fasten the **Cabinet Sides** to the **Cabinet Bottom G** by inserting a **Cam Lock Nut 2** (with arrow pointed down) into the hole adjoining each **Cam Bolt**, then turning the **Cam Lock Nuts** clockwise until secure.

Hardware Used: **2** Cam Lock Nut x 4



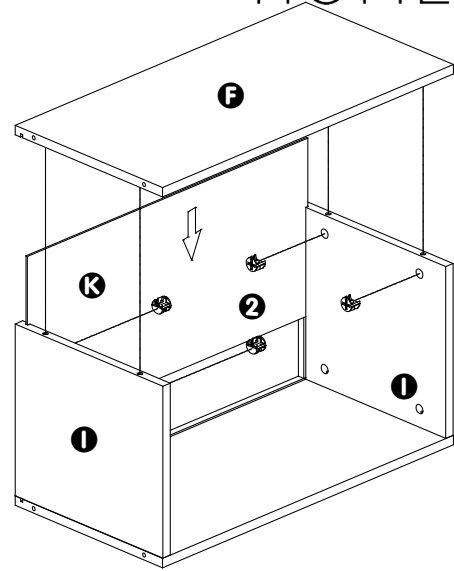
ASSEMBLY

BALKENE —HOME—

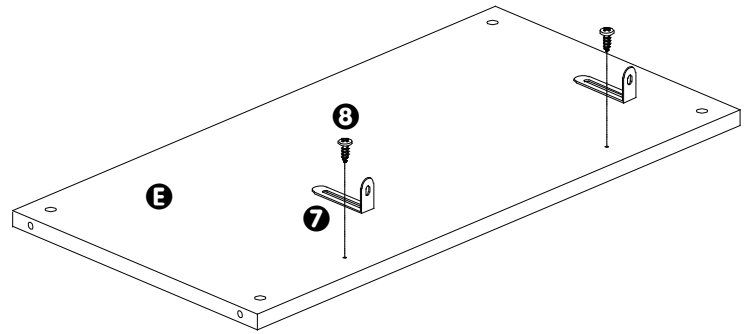
6 Slide the **Lower Cabinet Backer** **K** into the groove, then lower the remaining **Cabinet Top** **F** onto the cabinet box, sliding the **Cam Bolts** into the holes at the top of each **Cabinet Side** **I**.

Fasten the **Cabinet Top** to the **Cabinet Sides** by inserting a **Cam Lock Nut** **2** (with arrow pointed down) into the hole adjoining each **Cam Bolt**, then turning the **Cam Lock Nuts** clockwise until secure.

Hardware Used: **2** Cam Lock Nut x 4



7 Attach the **Wall Brackets** **7** to the **Top Shelf** **E** using a **Screw** **8** per bracket. Leave the **Screws** just loose enough to allow adjustment of the **Brackets** in Step 10.



8 Attach the **Top Shelf** **E** and the upper and lower cabinet boxes to the **Right Frame** **G/D**:

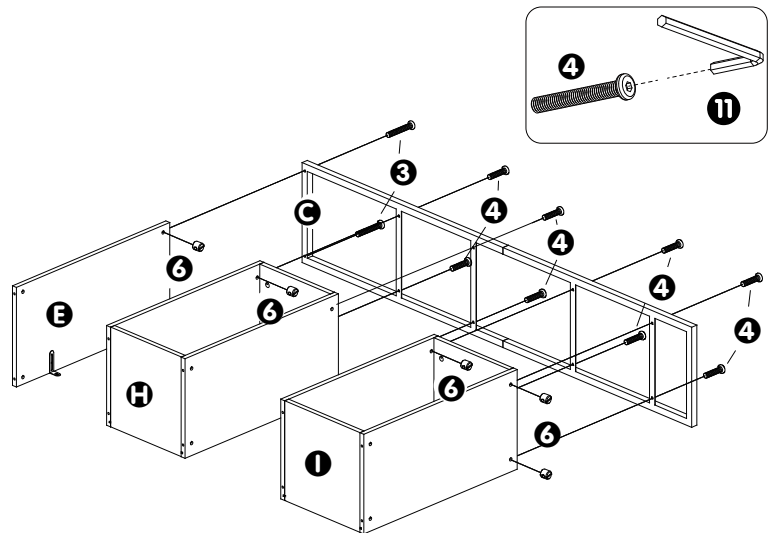
Insert a total of 10 **Barrel Nuts** into the holes near the front-right and back-right corners of the underside of each panel **E/F/G/I/G**. Use a flat-head screwdriver to rotate each **Barrel Nut** so the threaded hole is aligned with the adjacent hole drilled in the edge of each horizontal panel.

Align the right edge of the **Top Shelf** **E** with the top rung of the **Right Frame**. Insert 2 **Bolts** **3** through the **Frame** and into the edge of the **Top Shelf**. Tighten the **Bolts** into the **Barrel Nuts** using the **Hex Wrench**.

Align the right side of the upper cabinet with the 2nd and 3rd rungs of the **Right Frame**. Insert 4 **Bolts** **4** through the **Frame** and into the right edges of the **Cabinet Top** **F** and **Cabinet Bottom** **G**. Tighten the **Bolts** into the **Barrel Nuts** using the **Hex Wrench**.

Attach the lower cabinet to the 4th and 5th rungs of the **Frame** following the same method.

Hardware Used: **3** Bolt 6x50mm x 2
 4 Bolt 6x30mm x 8
 6 Barrel Nut 10x12mm x 10



ASSEMBLY

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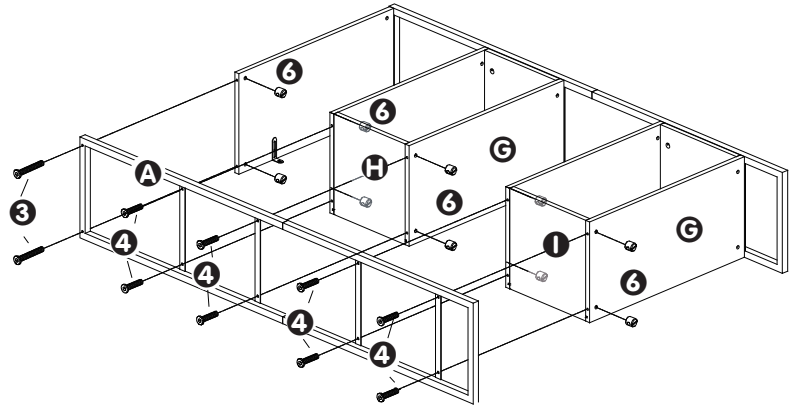
9 Attach the **Top Shelf ⑤** and the upper and lower cabinet boxes to the **Left Frame ①/②**:

Insert a total of 10 **Barrel Nuts ⑥** into the holes near the front-left and back-left corners of the underside of each panel **⑤/⑥/⑦/⑧/⑨**. Use a flat-head screwdriver to rotate each **Barrel Nut** so the threaded hole is aligned with the adjacent hole drilled in the edge of each horizontal panel.

Align the left edge of the **Top Shelf ⑤** with the top rung of the **Left Frame**. Insert 2 **Bolts ③** through the **Frame** and into the edge of the **Top Shelf**. Tighten the **Bolts** into the **Barrel Nuts** using the **Hex Wrench**.

Align the left side of the upper cabinet with the 2nd and 3rd rungs of the **Left Frame**. Insert 4 **Bolts ④** through the **Frame** and into the left edges of the **Cabinet Top ⑥** and **Cabinet Bottom ⑦**. Tighten the **Bolts** into the **Barrel Nuts** using the **Hex Wrench**.

Attach the lower cabinet to the 4th and 5th rungs of the **Frame** following the same method.



Hardware Used:

- ③ Bolt 6x50mm x 2**
- ④ Bolt 6x30mm x 8**
- ⑥ Barrel Nut 10x12mm x 10**

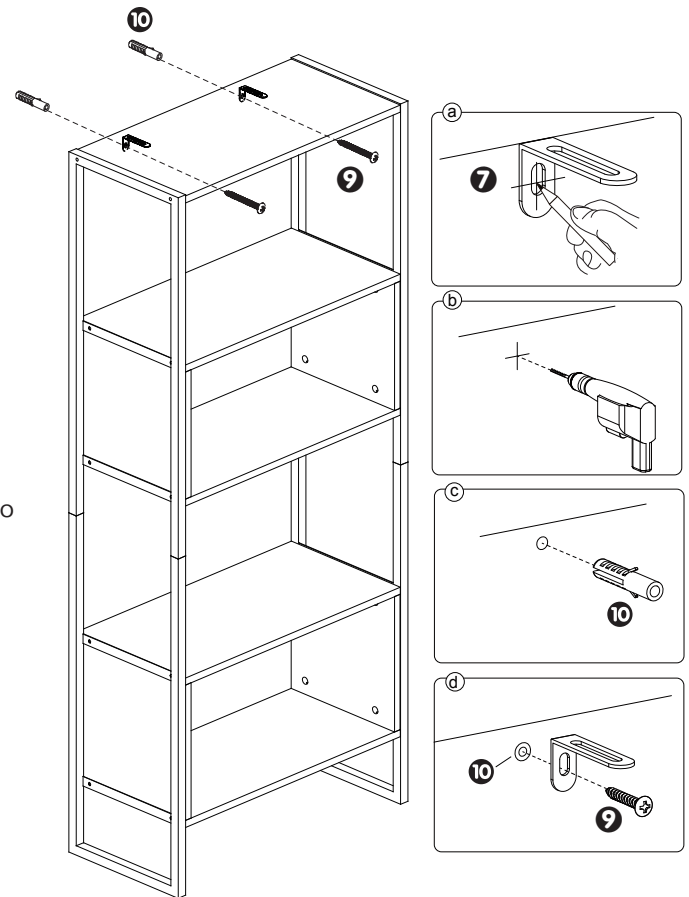
10 With assistance, carefully lift the bookcase into an upright position. Check that all hardware connections are secure. Anchor the unit to the wall for safety. The included hardware is appropriate for drywall installation and requires the use of a drill. If needed, consult a qualified tradesperson or online resources for the appropriate steps to safely anchor this unit.

Position the unit temporarily in the desired location. Locate the eyelets in the previously-installed **Wall Brackets ⑦**. 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 ⑩** into the drilled holes and gently tap with the handle of a screwdriver or a mallet until almost flush with the wall surface.

Move the unit back into place and line up the eyelets in the **Wall Brackets** with the **Wall Anchors**. Insert a **Screw ⑨** through each eyelet and tighten securely into the **Anchors**. Now firmly tighten the **Screws** attaching the **Wall Brackets** to the **Top Shelf** to secure the unit to the wall.

Hardware Used:

- ⑨ Screw 4x30mm x 2**
- ⑩ Wall Anchor x 2**



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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 Balkene Home'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 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 Balkene Home'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 BALKENE HOME/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 BALKENE HOME/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 BALKENE HOME/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

Do NOT return 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 balkenehome.com 9 a.m. – 6 p.m., EST, Monday – Friday

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