# UNIVERSAL

### **INSTRUCTION SHEET**

311/316/318775

#### **Great Room Rack**

Thank you for purchasing this quality product. Be sure to check all packing material carefully for small parts that may have come loose inside the carton during shipment.

**Caution:** (1) These parts are cumbersome and heavy. This product can best be assembled with the assistance of one or more persons in order to prevent personal injury and to insure parts are not damaged during the assembly process. If dirty, clean finished parts with mild dishwashing liquid and water solution applied on damp cloth. Cloth should not be excessively wet. Polish finish with soft cloth and an industry recognized furniture polish.

(2) To prevent damage to your floor or carpet, please check the bottom of each piece of furniture for stain residue and rough surfaces and also check for staples or nails left after removing the packaging material.

The manufacturer will not be held responsible if preventative steps are not taken prior to installation.

(3) Unpack and dispose of all packing material but be careful not to throw away any assembly parts or hardware. Read the instruction sheet and parts list carefully. Remove all staples and screws used for packaging carefully using pliers and or screwdrivers to prevent injury and scratching or damaging flooring.

(4) During normal use every day, screws, bolts, nuts and wooden plugs may loosen up. They should be periodically inspected and re-tightened to prevent damage to the furniture and (or) personal property or cause injury. Always check to be sure all hardware on this list and the above mentioned components is attached to the furniture properly and kept tightened at all times.

#### **PARTS LIST:**

#	Description	Qty.	#	Description	Qty.
Α	Left Frame	1 pc	В	Right Frame	1 pc
С	Stretcher	1 pc	D	Stretcher	1 pc
Е	Top Panel	1 pc	F	Shelf	4 pcs
G	Hardware Pack	1 bag			-

#### **Assembly Procedure: (Please follow the sketches below.)**

- **Step 1:** Unpack, inspect, and read assembly instruction carefully. Lay out the parts and hardware. Make sure the quantity of each is correct.
- **Step 2:** Attach the stretchers (C & D) to left and right frames (A & B) with phillip head bolts (11), nuts (1), spring washers (2) and flat washers (3) by wrench (9) as shown.
- **Step 3:** Attach the top panel (E) to left and right frames (A & B) with allen head bolts (4), spring washers (5) and flat washers (6) as shown. Tighten them by allen wrench (10). Attach the shelves (F) to left and right frames (A & B) with wood screw (7) by a Phillips head screwdriver (not provided).
- **Step 4:** Secure the stretchers (C & D) with the shelves (F) with the screws (8) by a Phillips head screwdriver (not provided). Adjust the levelers under the legs when necessary.

#### Assembly is now complete.

#### HARDWARE PACK (G)

1	NUT	⊚ 5/16″	4PCS
2	SPRING WASHER	<b>@</b> 5/16″	4PCS
3	FLAT WASHER	<b>⊚</b> 5/16″*19*1.2mm	4PCS
4	ALLEN HEAD BOLT	1/4"*3''	4PCS
5	SPRING WASHER	(iii)) 1/4″	4PCS
6	FLAT WASHER	<b>⊚</b> 1/4″*19*2mm	4PCS
7	WOOD SCREW	1/4*1-5/8"	2PCS
8	WOOD SCREW	#6*3/4"	8PCS
9	WRENCH	87*12mm	1PC
10	ALLEN WRENCH	70*30mm	1PC
11	PHILLIP HEAD BOLT	5/16*1-5/8″	4PCS

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