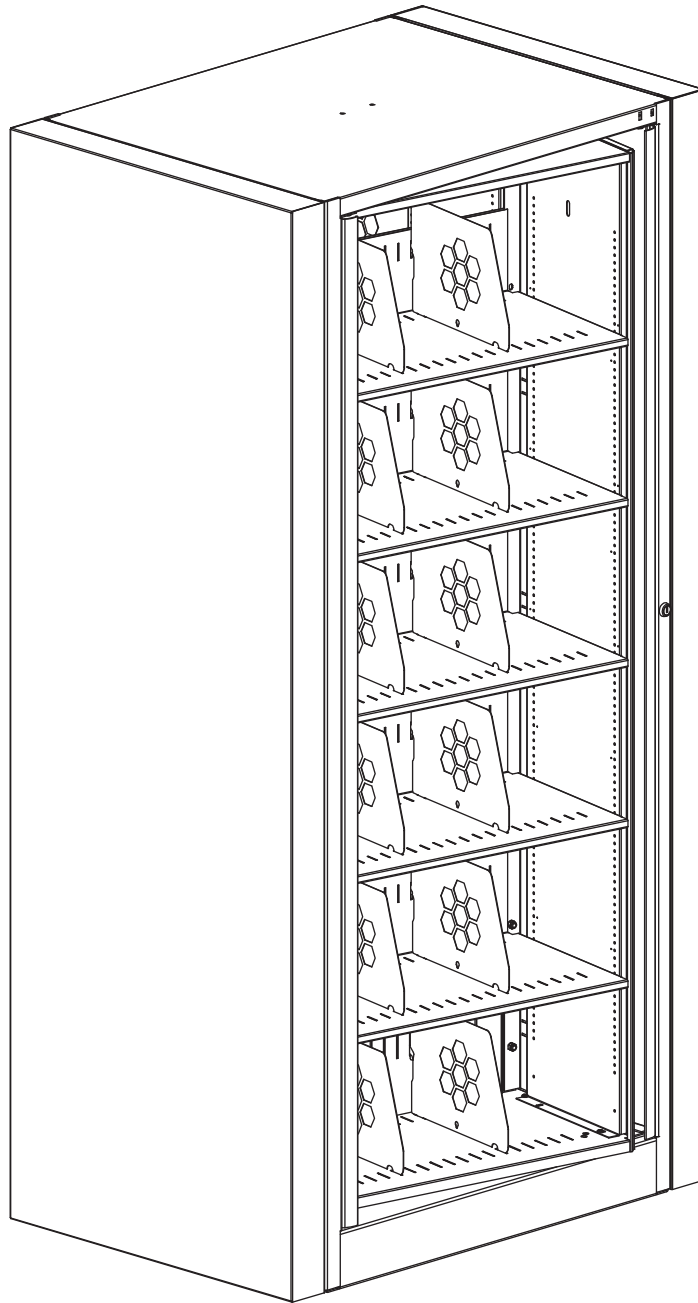


# Ez2 Assembly Instructions



# Ez2 Assembly Instructions

(Tube of Thread Adhesive  
Not Shown)

## Included Hardware:

1/4-20 x 3/4"  
Countersink Allen  
Flat Head Screw



1/4-20 x 1/2" Phillips  
Pan Head Screw



1/4-20 x 5/8" Phillips  
Pan Head Screw



1/4-20 Nylock Nut



#8 x 1/2" Phillips  
Pan Head Screw



#10 x 1/2" Phillips  
Pan Head Tek Screw



3/16 x 3/8" Allen  
Head Cap Shoulder  
Screw



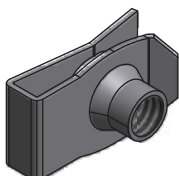
#10-24 x 1/2"  
Type 'F' Phillips  
Pan Head Screw



1/4-20 Flanged  
Hex Nut



1/4-20 Tinnerman  
Nut



3/32" Allen Wrench  
(Not Shown Full Size)



5/32" Allen Wrench  
(Not Shown Full Size)



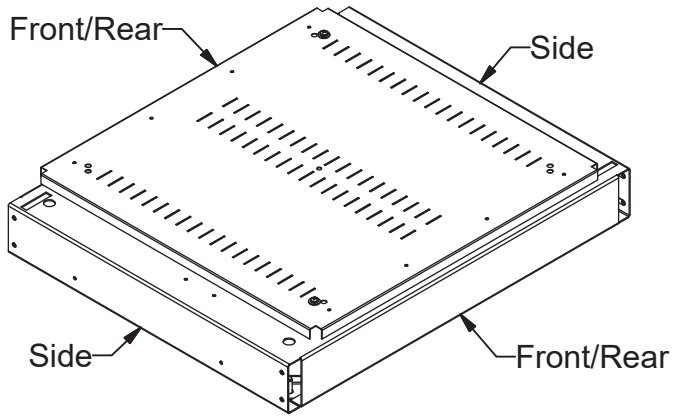
1/4 Diameter  
Spacer



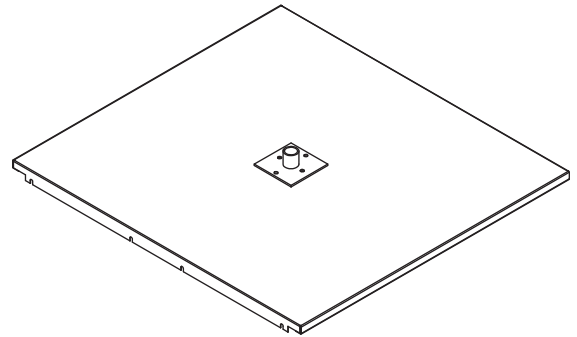
# Ez2 Assembly Instructions

## Parts

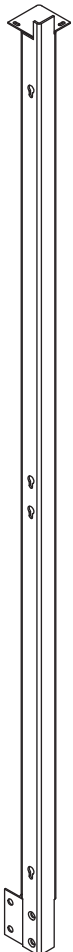
Base Assembly



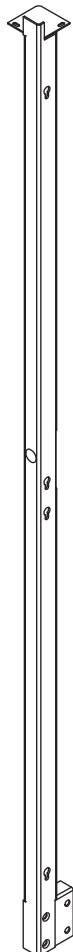
Top Cover of  
Rotating Cabinet



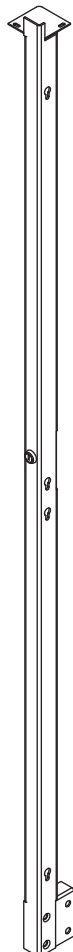
Left Upright  
(Qty 2)



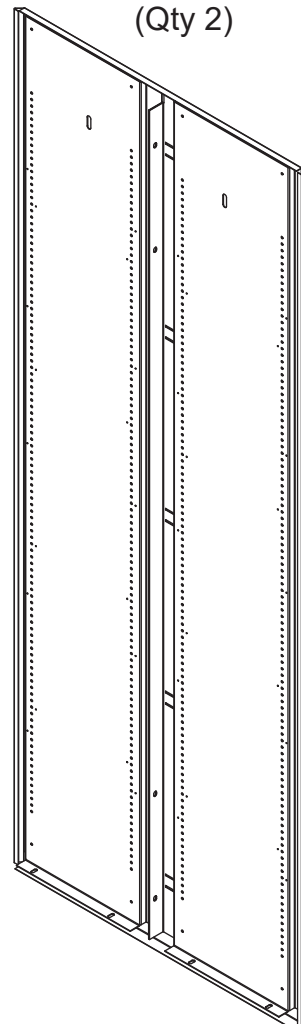
Right Upright  
w/Lock Plug



Right Upright  
w/Lock



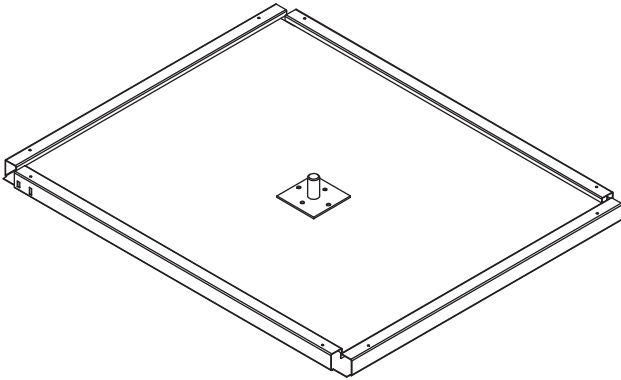
Side Panel  
(Qty 2)



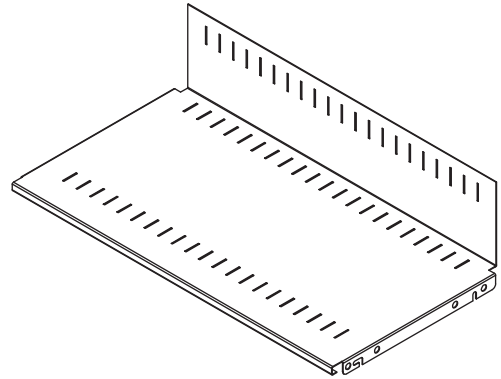
# Ez2 Assembly Instructions

## Parts

Top Cover



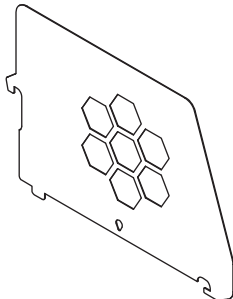
Shelf



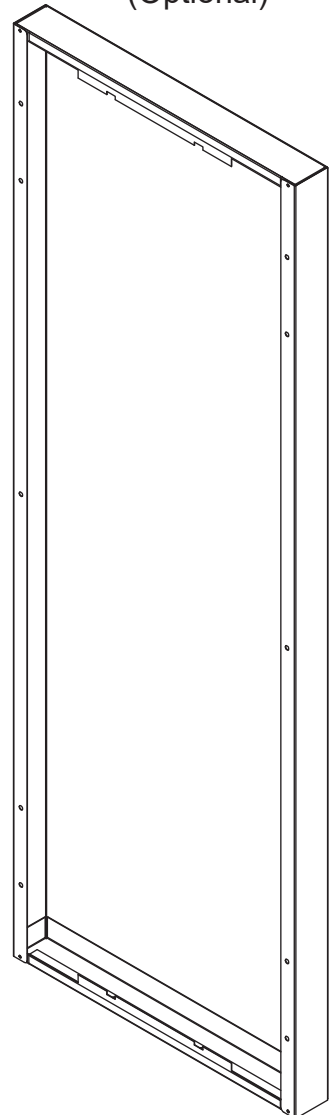
Edge Guard  
(Qty 4)



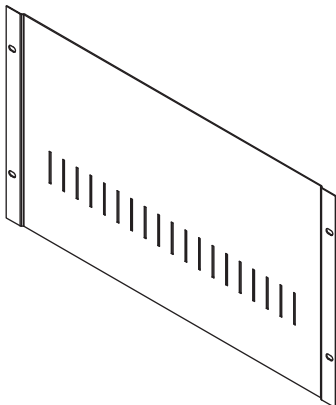
Divider



End Panel  
(Optional)

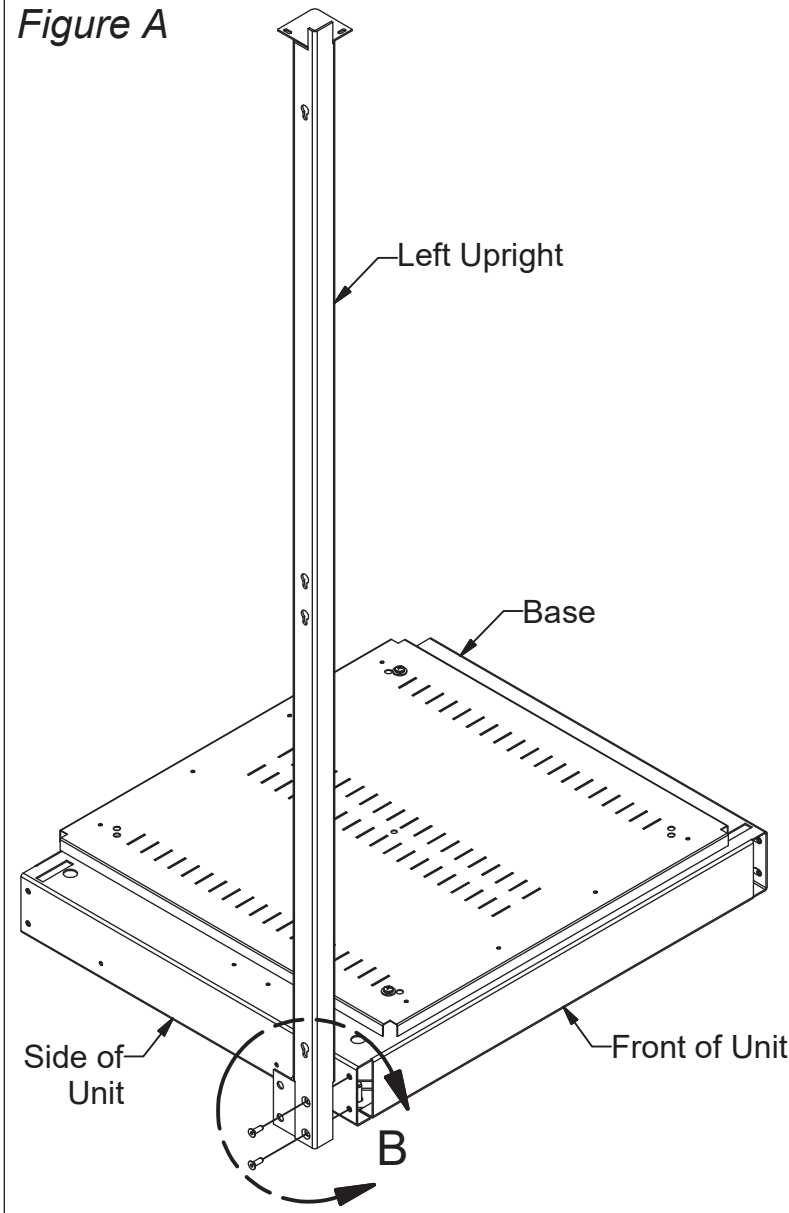


Cabinet Divider



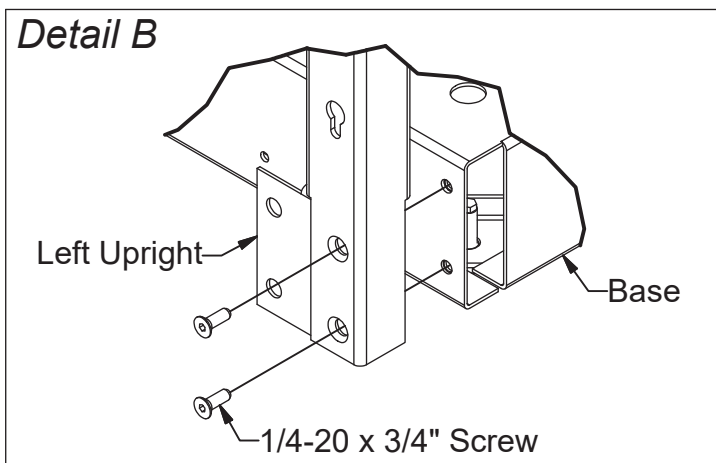
# Ez2 Assembly Instructions

Figure A



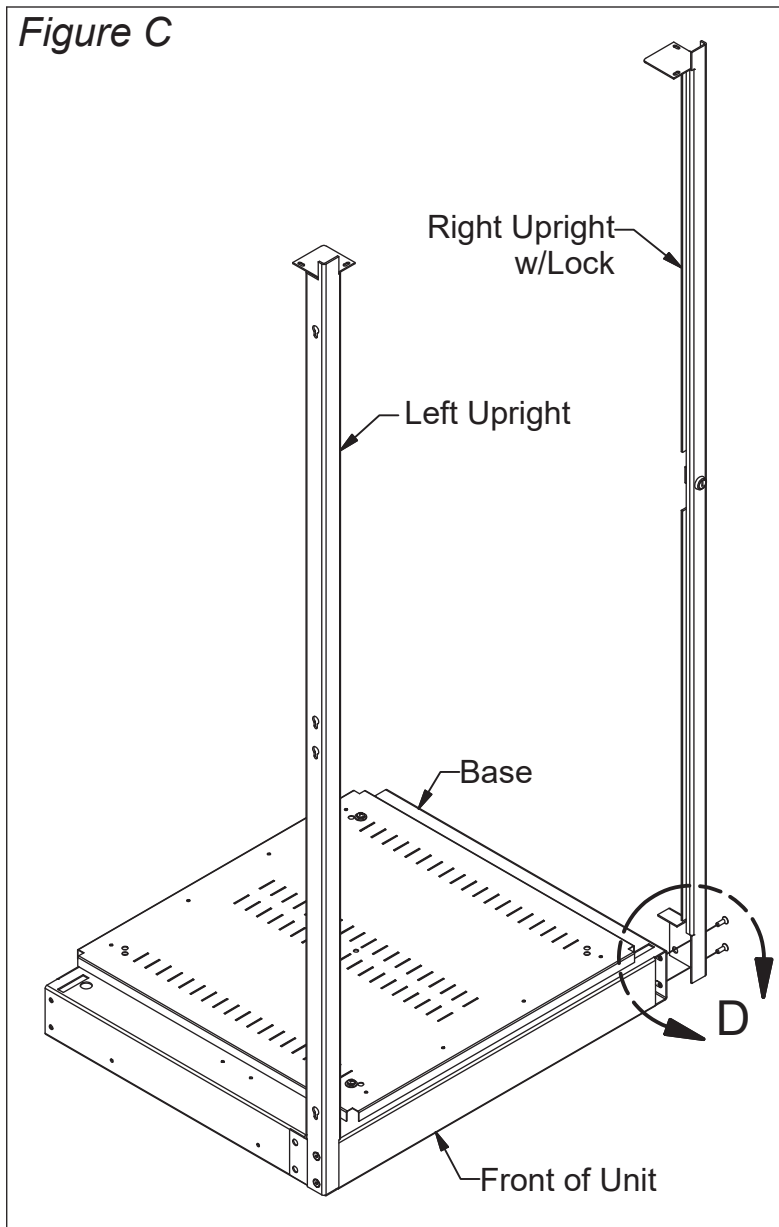
**Step 1:** Using provided 5/32" allen wrench, attach a left upright to the base with two 1/4-20 x 3/4 Flat Countersink Allen Cap Screws (see *Figure A* and *Detail B*).

Detail B



# Ez2 Assembly Instructions

Figure C



**Step 2:** Attach right upright with lock to base with two 1/4-20 x 3/4 Flat Countersink Allen Cap Screws (see *Figure C* and *Detail D*).

**Step 3:** Repeat Steps 1 & 2 for the rear of the unit. Use right upright with lock plug for rear of unit. The unit should now look like *Figure E*.

Detail D

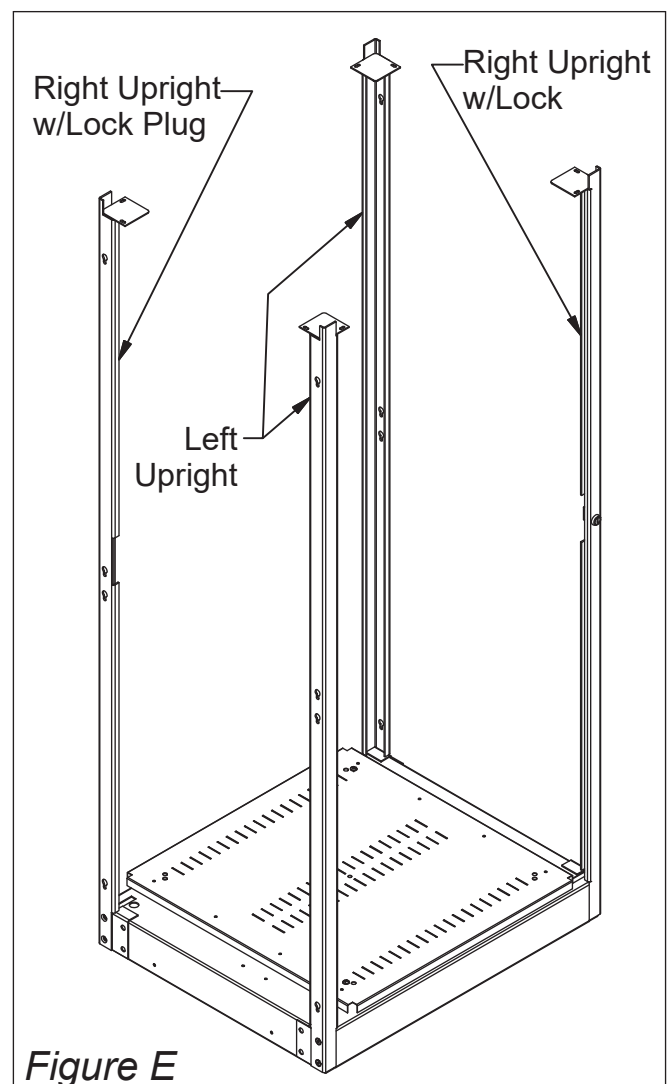
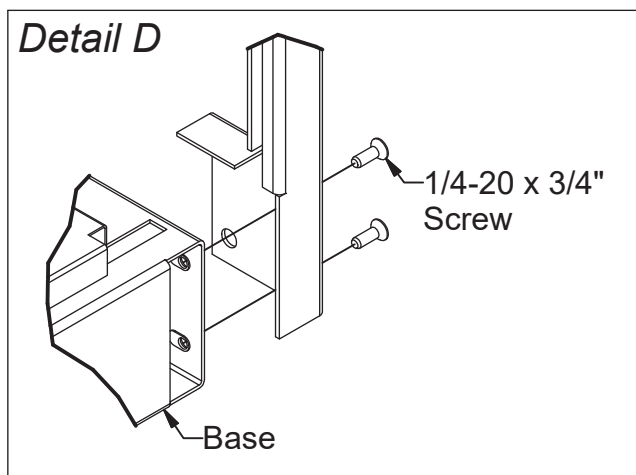
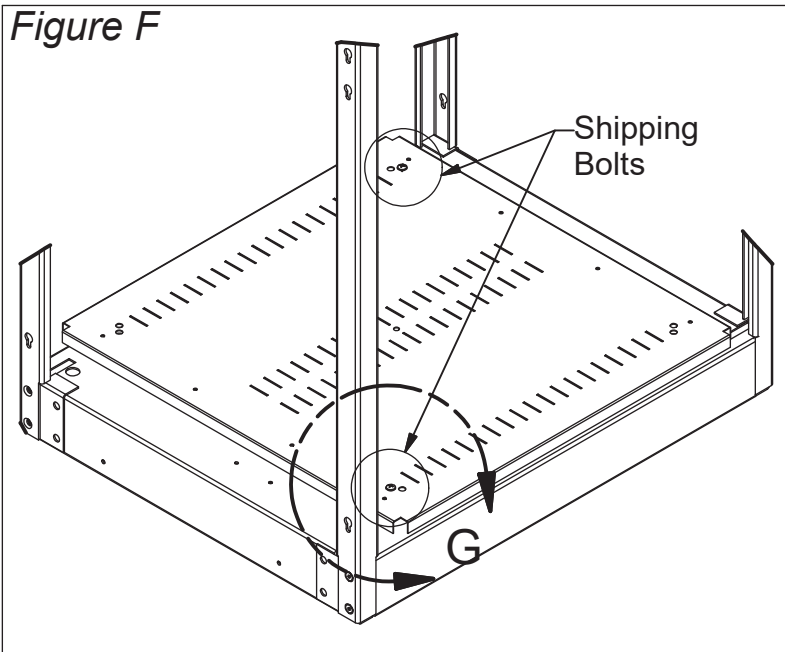


Figure E

# Ez2 Assembly Instructions

Figure F



**Step 4:** Remove two shipping bolts from top of base with a Phillips Head Screwdriver (see *Figure F* and *Detail G*).

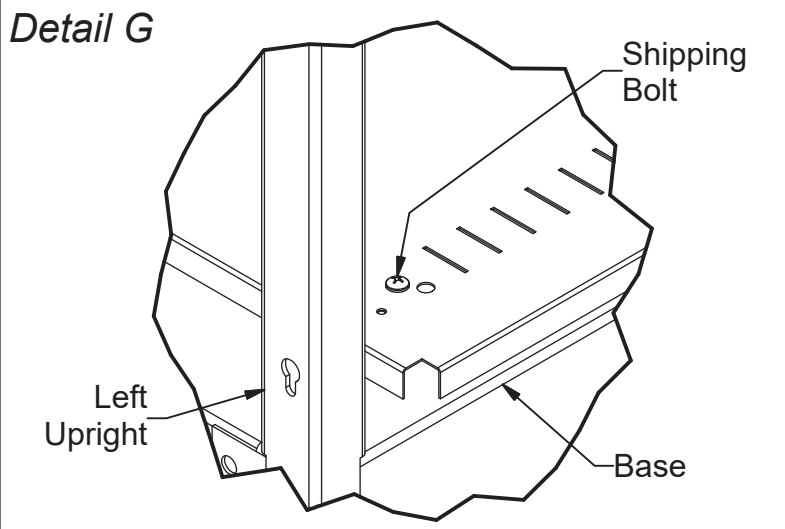
**CAUTION:**

After removing shipping bolts, be careful not to tilt unit as bearings may become dislodged.

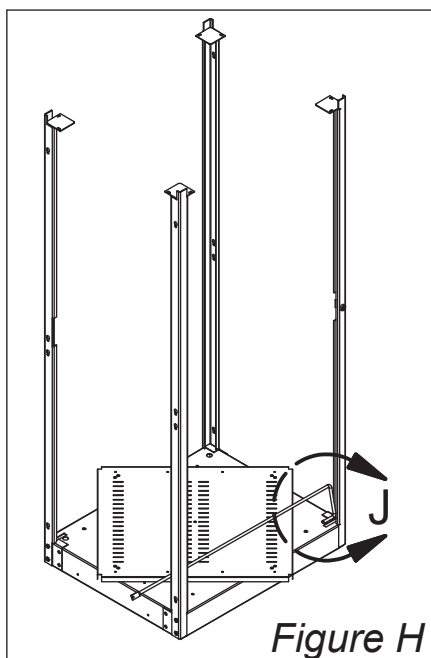
**NOTE:**

Any units manufactured after 12/01/2006 will have a new rotating base design. Removal of shipping bolts in Step 4 will allow the top part of the rotating base to come loose and care must be taken when rotating the base in step 5.

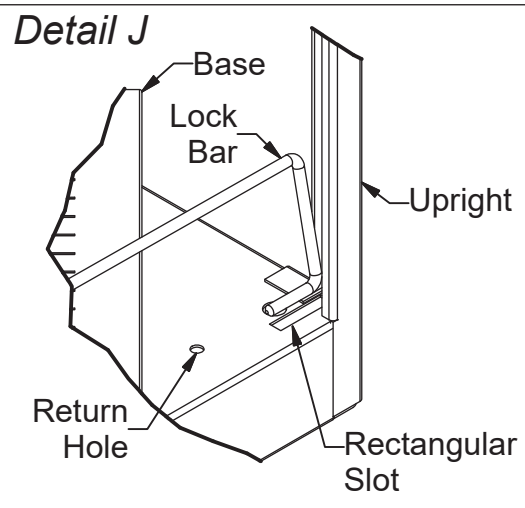
Detail G



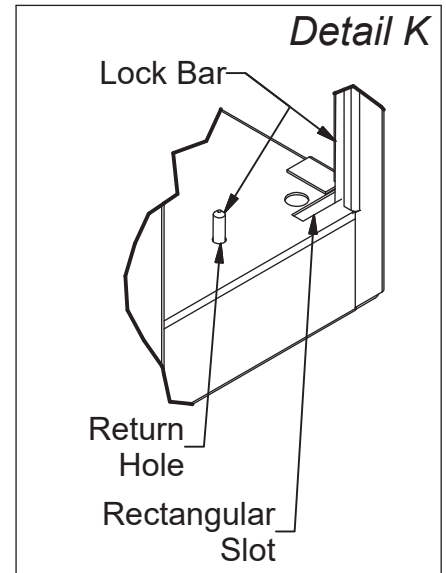
**Step 5:** Rotate spinning base 1/4 turn and position lock bar as shown in *Figure H* and *Detail J*. Insert hook end of lock bar into rectangular slot (*Detail J*). Rotate lock bar so it is in a vertical position (*Detail K*). Maneuver lock bar until short end of hook protrudes through return hole in base (*Detail K*).



Detail J

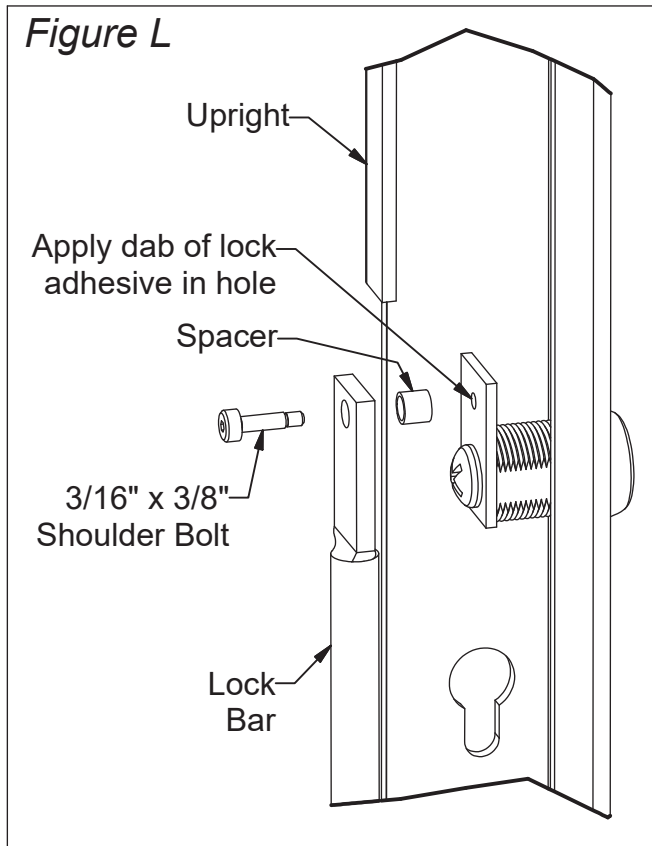


Detail K



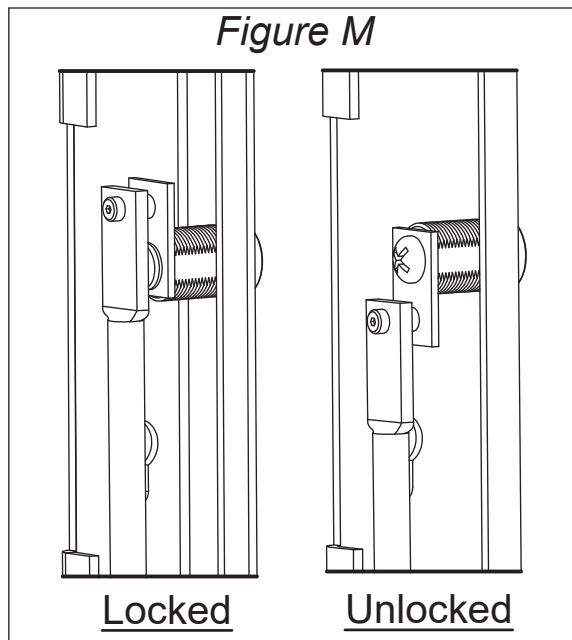
# Ez2 Assembly Instructions

**Figure L**



**Step 6:** Apply a dab of lock adhesive in cam hole. Push one 3/8" shoulder bolt through lock bar and spacer tube, attach to lock cam. Tighten with 3/32" allen wrench supplied.

**Figure M**

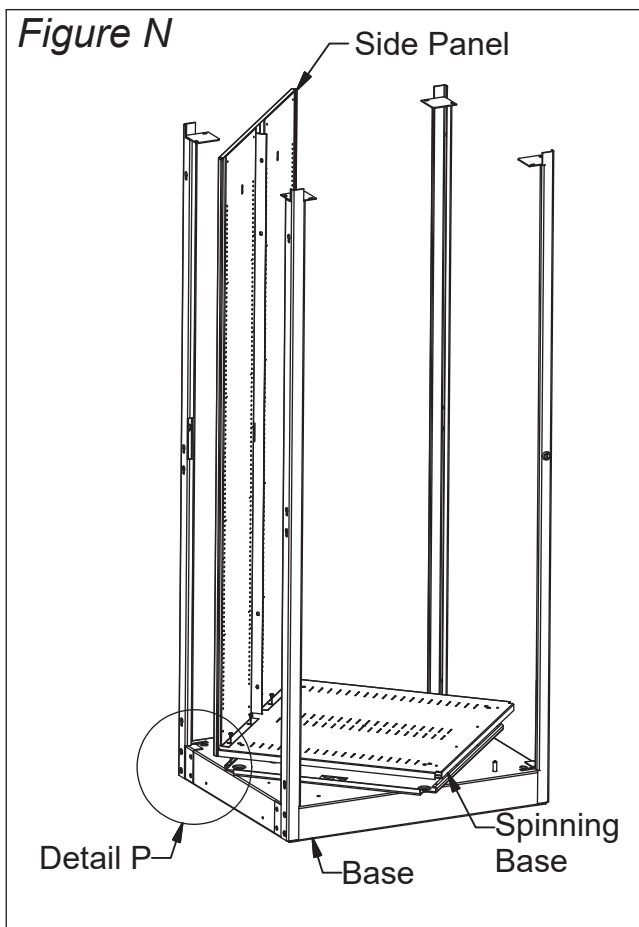


**Step 7:** Please verify correct positioning of lock components when locked and unlocked (*Figure M*).



# Ez2 Assembly Instructions

**Figure N**

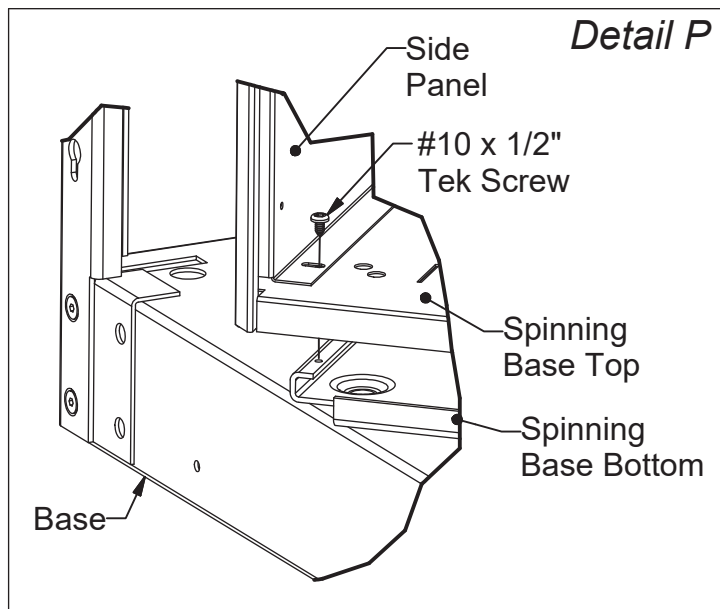


## NOTE:

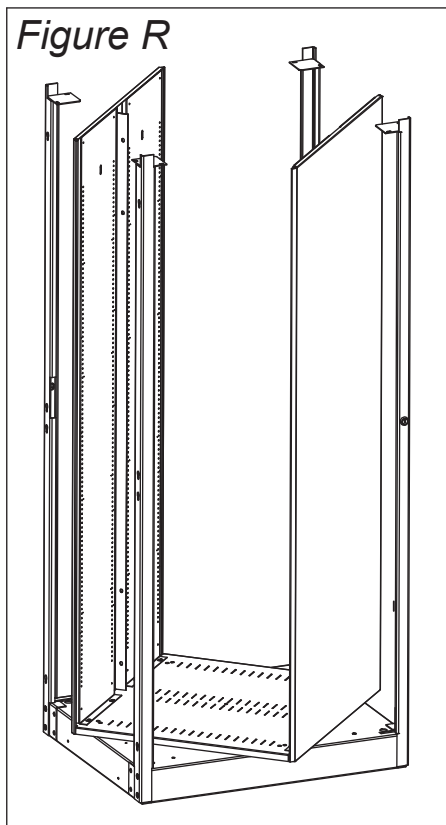
Any units manufactured after 12/01/2006 will have a new rotating base design. Prior to attaching side panels in Step 8, the top and bottom parts of the rotating base must be properly aligned so that the #10 x 1/2" screws used to attach the side panels can pass through the top part of the rotating base and grip the holes in the bottom part of the rotating base.

**Step 8:** Attach first side panel with four #10 x 1/2" Phillips Pan Head Tek Screws. The side panel will fit onto the spinning base as shown in *Figure N* and *Detail P*. ATTENTION: Support side panel so it does not tip over and damage unit.

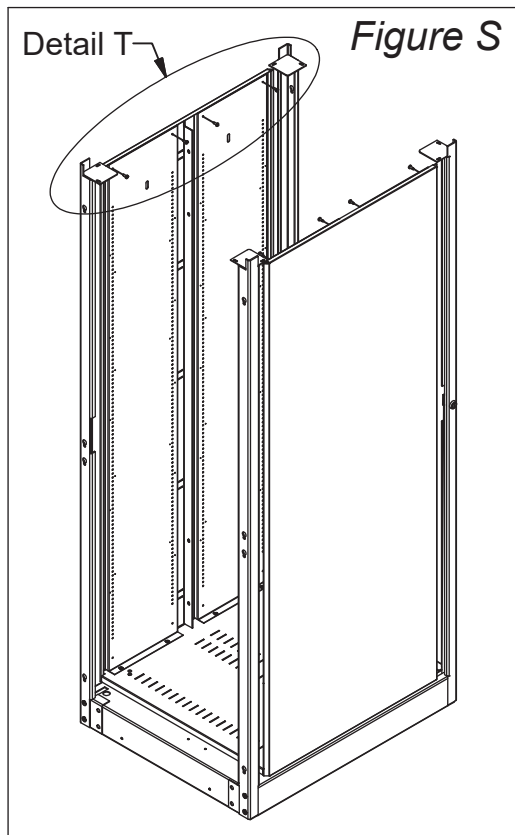
**Detail P**



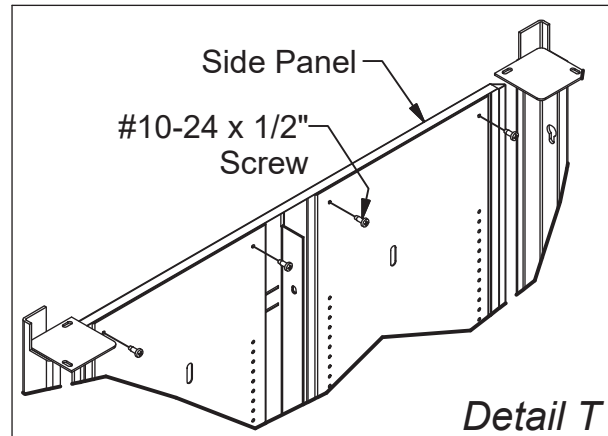
**Figure R**



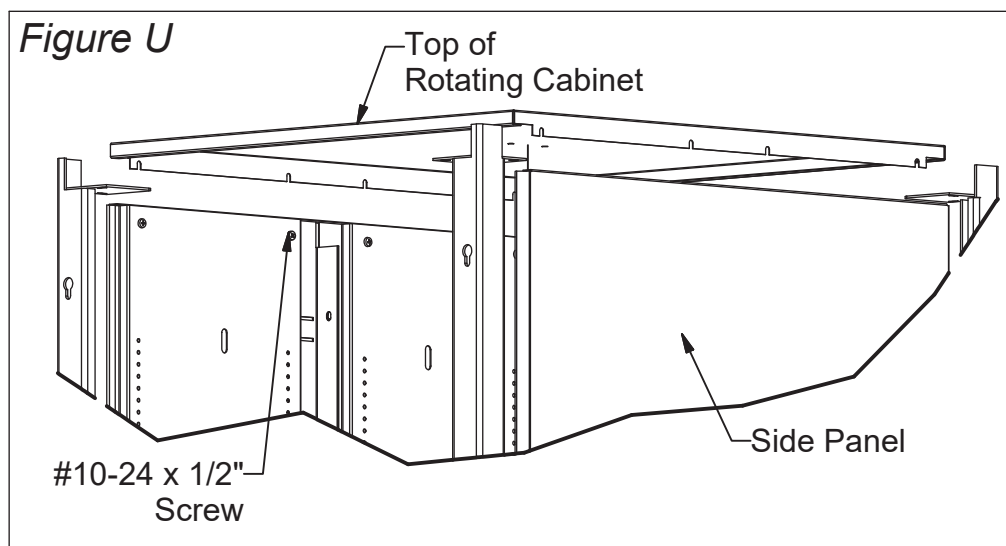
# Ez2 Assembly Instructions



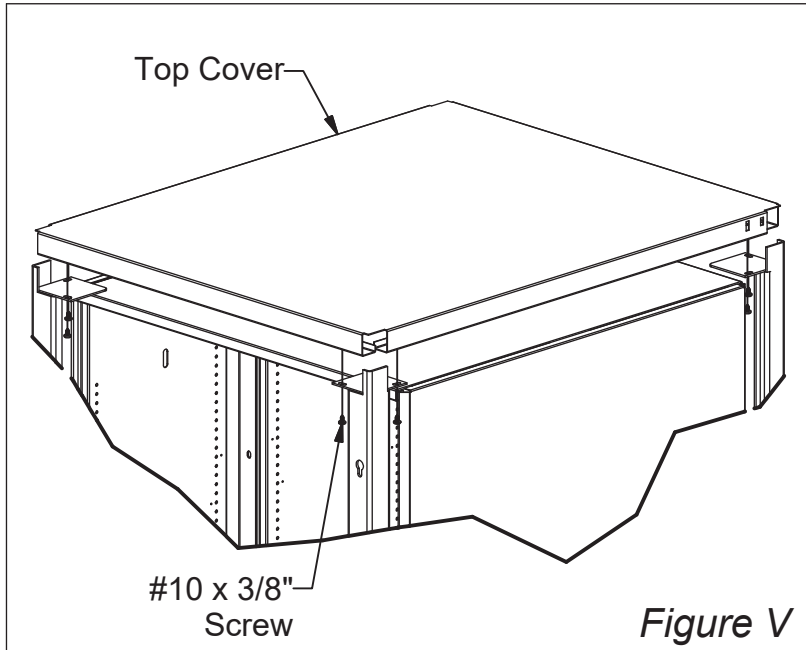
**Step 10: DO NOT TIGHTEN SCREWS DURING THIS STEP!!!** (Leave an 1/8" gap between head of screw and surface of metal) Fasten four #10-24 x 1/2" Type 'F' Phillips Pan Head Screws to each side panel as shown in *Figure S* and *Detail T*.



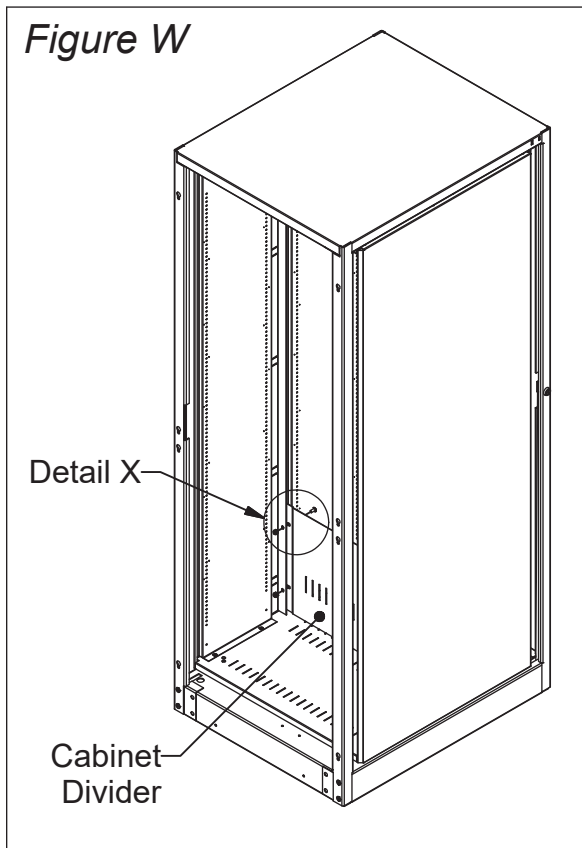
**Step 11:** Position top of rotating cabinet as shown in *Figure U* with slots aligned with the screws that were just installed. Now tighten the screws.



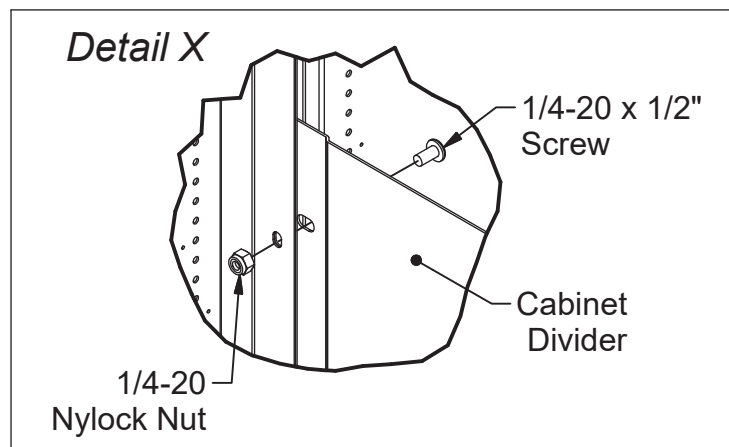
# Ez2 Assembly Instructions



**Step 12:** Position top cover as shown in *Figure V*. Make sure that shaft on top cover goes into hub on top of rotating section. Fasten top cover to uprights with a total of eight #10 x 3/8" Phillips Pan Head Screws.

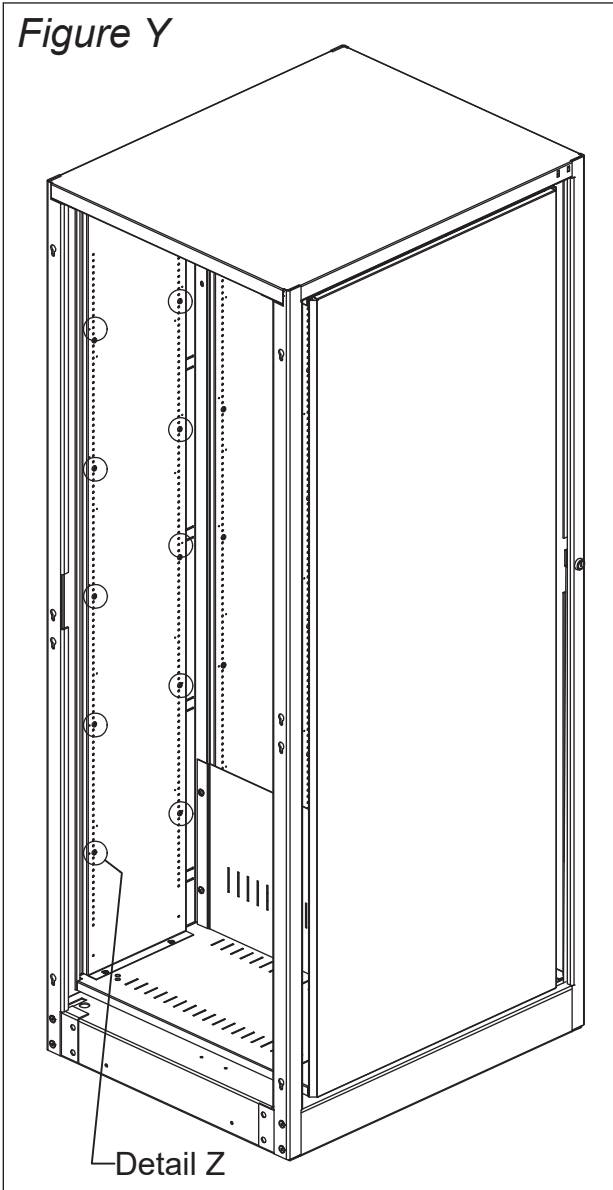


**Step 13:** Position and attach cabinet divider using four 1/4-20 x 1/2" Phillips Pan Head Screws and 1/4-20 Nylock Nuts (*Figure W* and *Detail X*).



# Ez2 Assembly Instructions

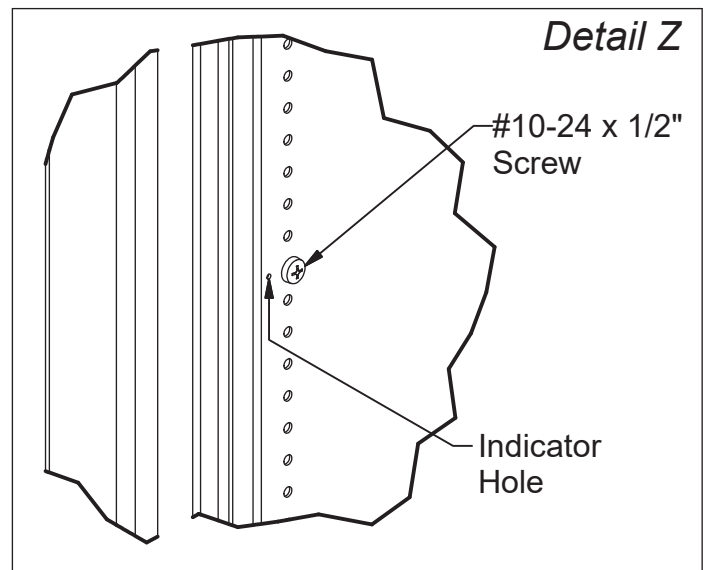
Figure Y



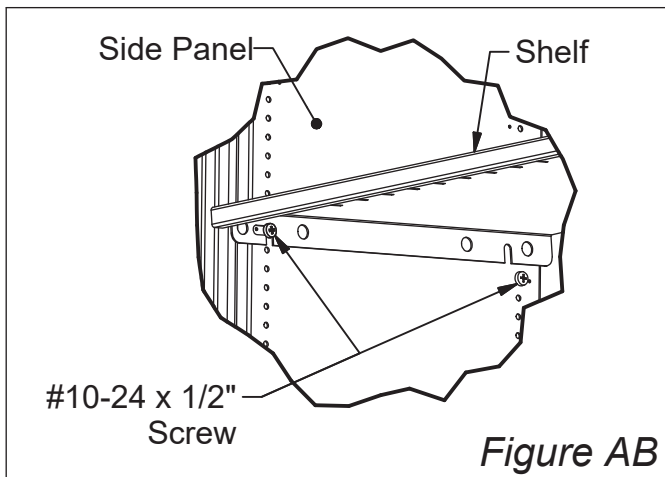
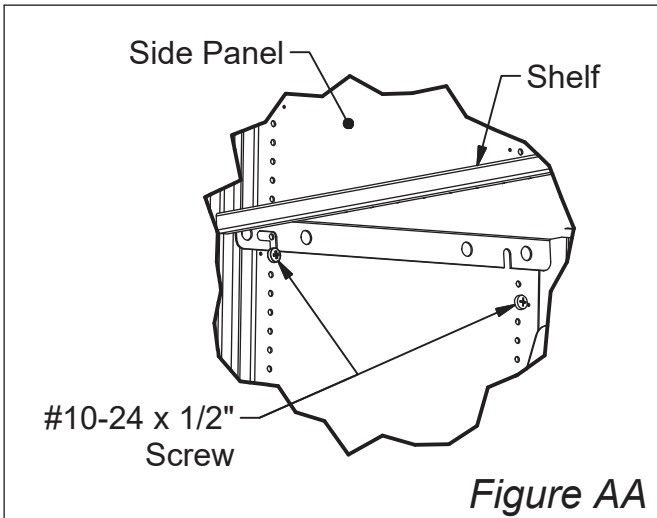
## NOTE:

For standard filing applications, a small indicator hole can be found next to each standard shelf hole (see *Detail Z*). This will allow for equal shelf openings and in most cases, it will leave enough space for a posting shelf. Leave about an 1/8" gap between head of screw and surface of side panel when fastening screws in next step.

**Step 14:** Fasten four #10-24 x 1/2" Type 'F' Phillips Pan Head Screws at locations indicated in *Figure Y* for each shelf that will be installed.

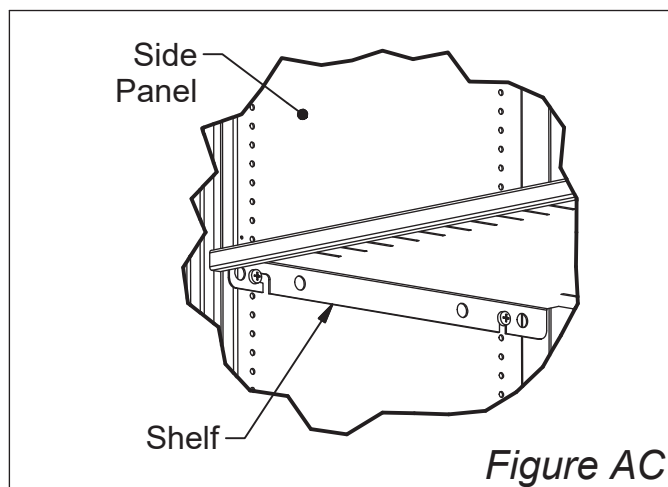


# Ez2 Assembly Instructions



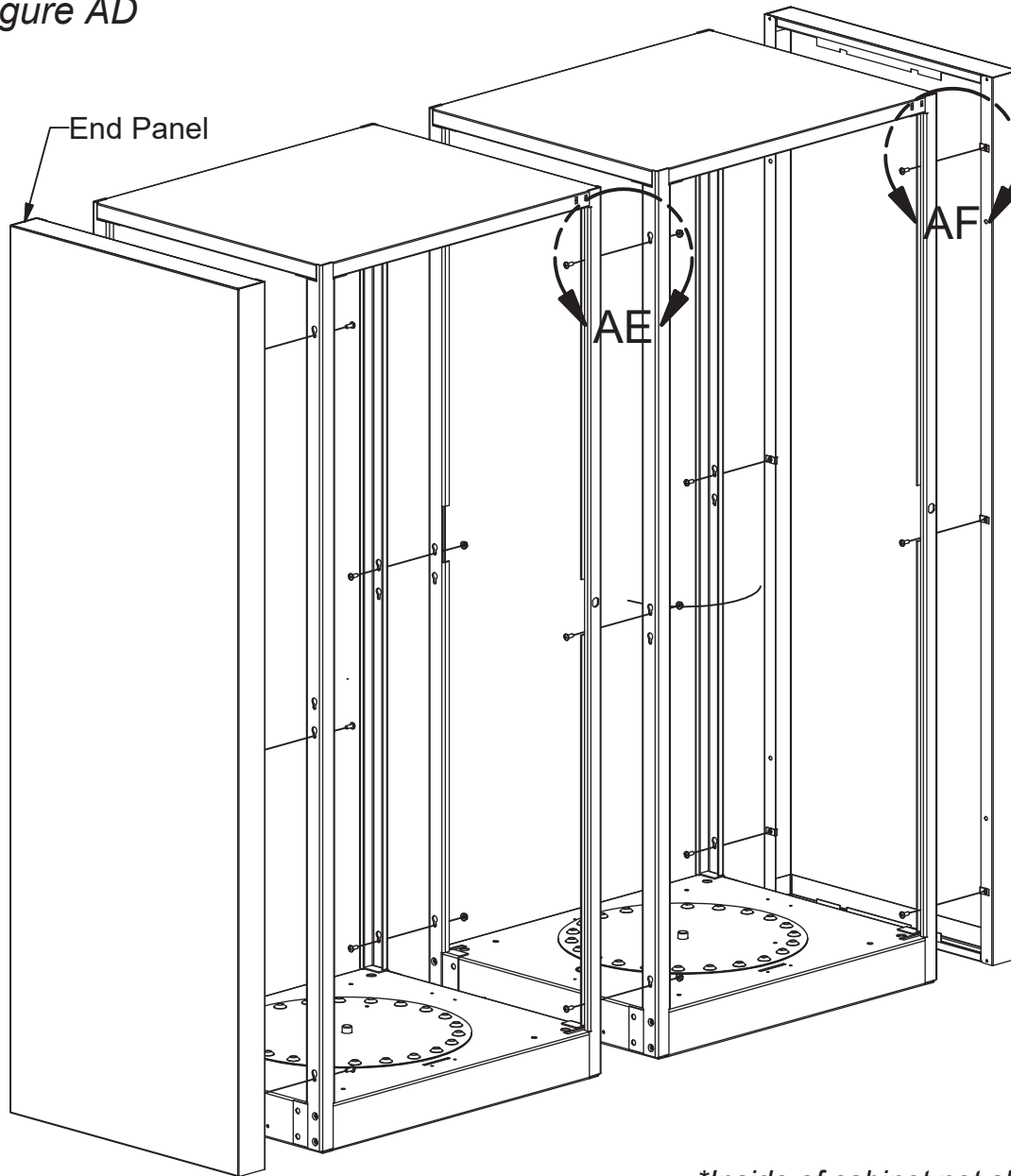
**Step 15:** To install shelf, position shelf so it hooks on to front two mounting screws (*Figures AA & AB*), then push shelf in and tip it down so rear of shelf hooks on to rear two screws (*Figure AC*). Tighten screws.

**Step 16:** Repeat Step 15 to install remainder of shelves.



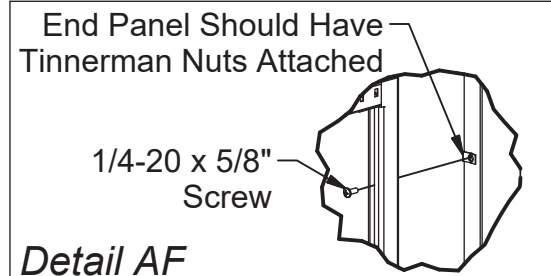
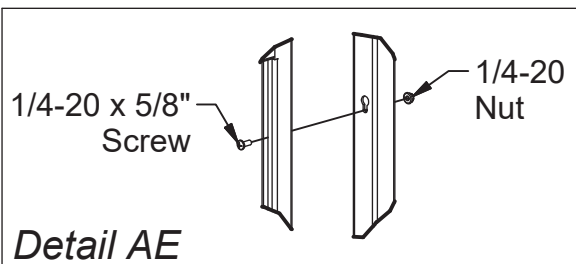
# Ez2 Assembly Instructions

Figure AD



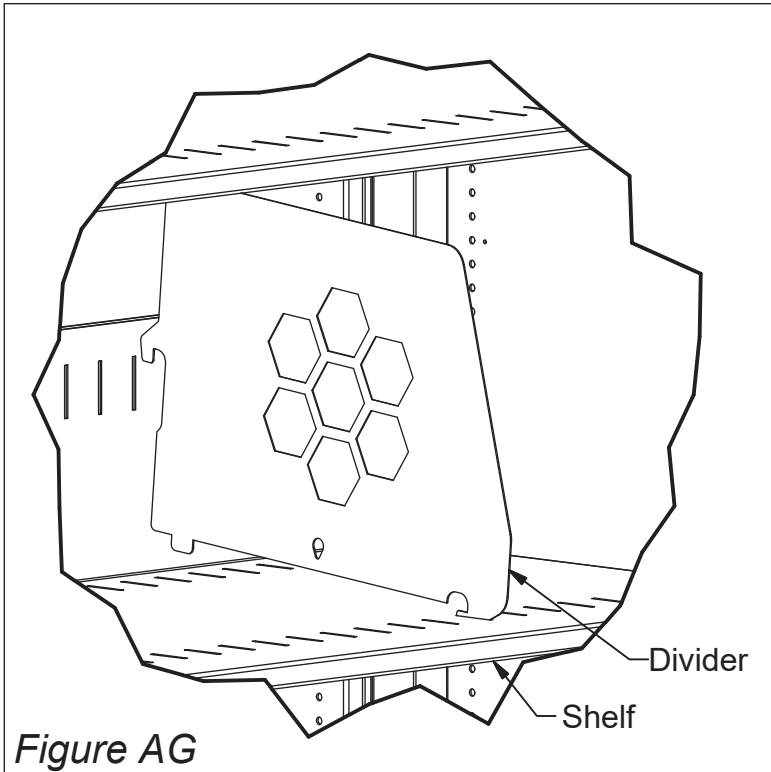
Note: Unit shown consists of one starter and one add-on unit.

\*Inside of cabinet not shown for clarity.

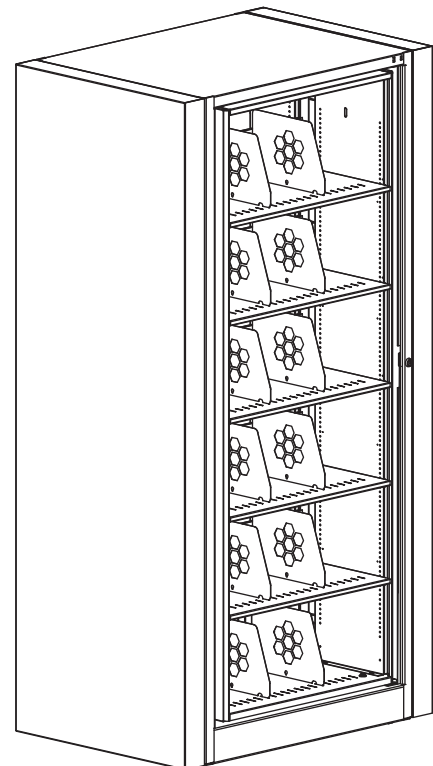
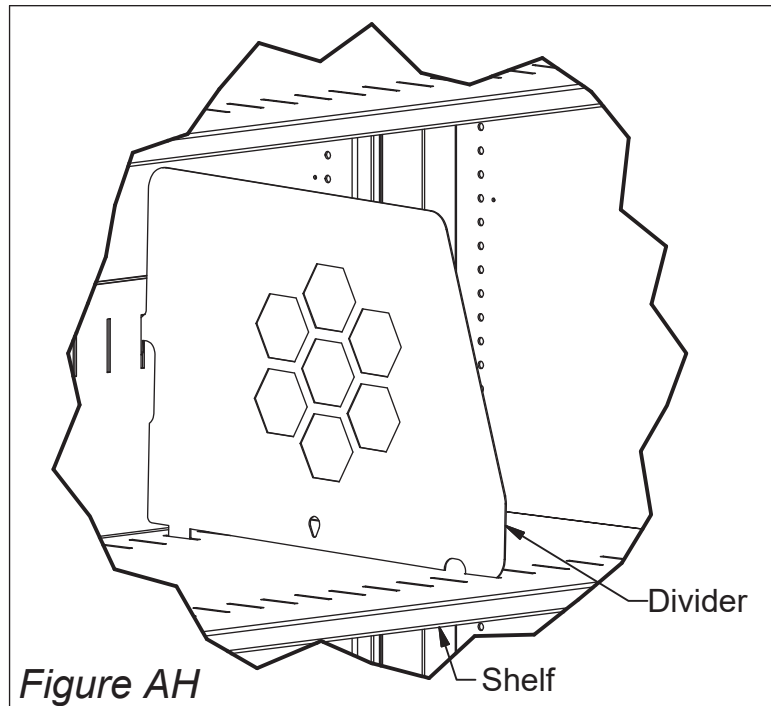


**Step 17:** Units will attach to each other by using six 1/4-20 x 5/8 Phillips Pan Head Screws and Nuts (see *Figure AD* and *Detail AE*). Units attaching to an end panel will use six 1/4-20 x 5/8 Phillips Pan Head Screws (see *Figure AD* and *Detail AF*).

# Ez2 Assembly Instructions

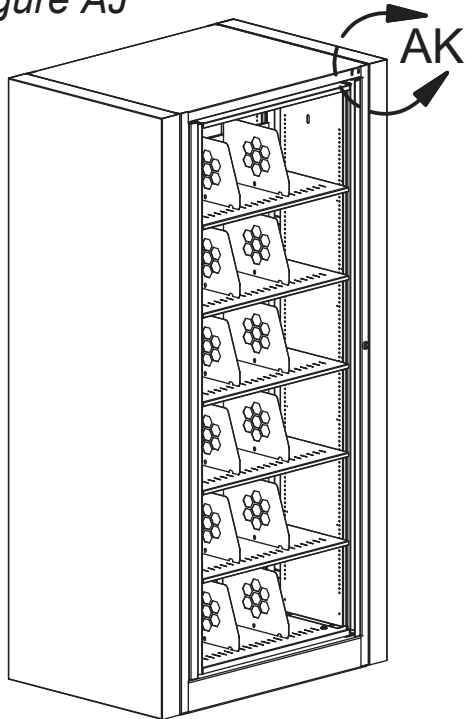


**Step 18:** To install dividers, insert front tab first (Figure AG). Then insert rear two tabs (Figure AH). Two dividers per shelf.



# Ez2 Assembly Instructions

Figure AJ



**Step 19:** Attach edge guards to the four uprights. Edge guards attach by simply pressing them on short flange of each upright (*Detail AK*).

Detail AK

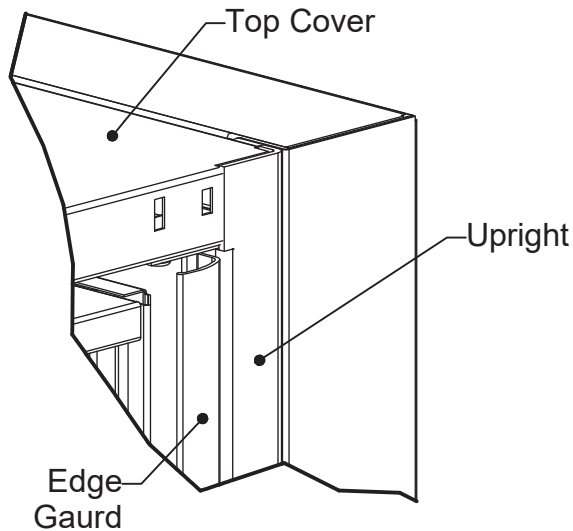
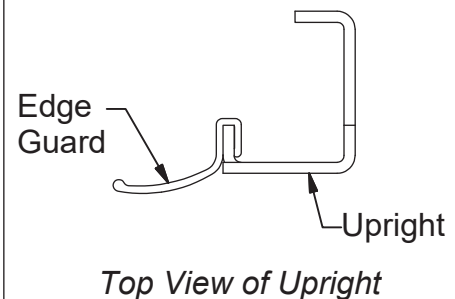
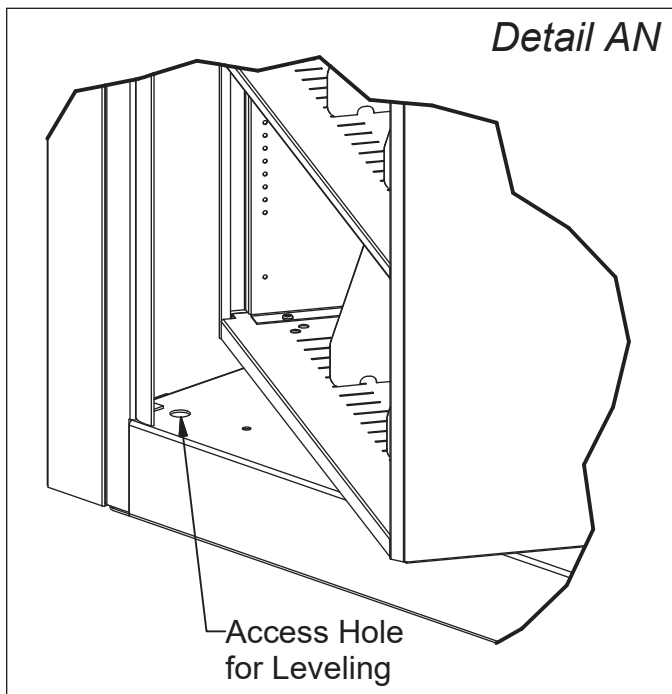
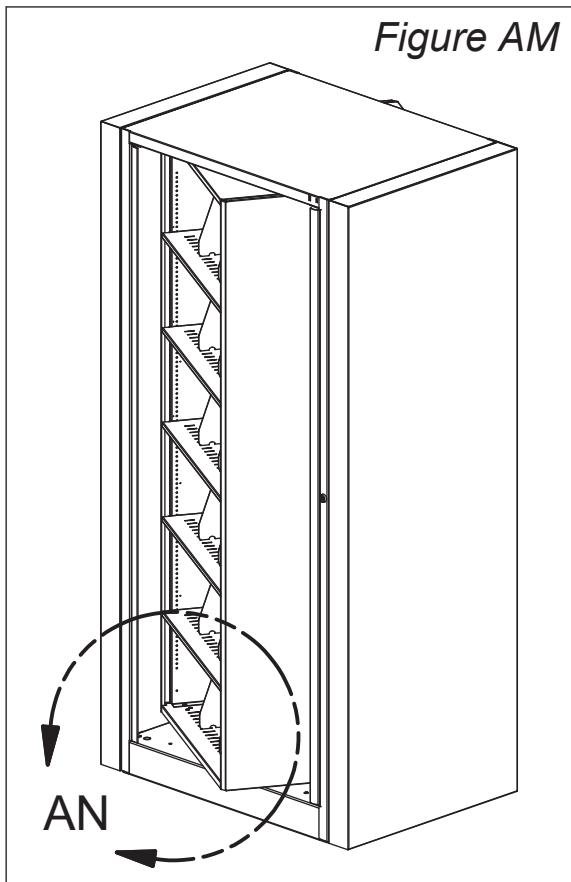


Figure AL







**Step 20:** To level the unit, use a 3/16" Nut Driver to adjust the four leveling glides from the access holes in top of base (see *Detail AN*).

END OF INSTRUCTIONS

