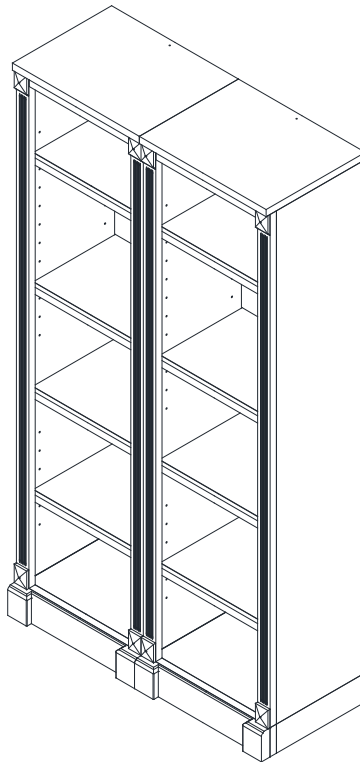
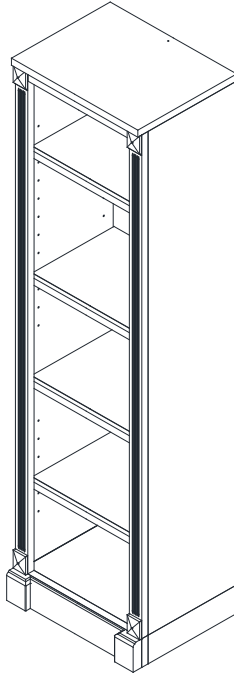


# pottery barn kids



## GRACE BOOKCASE TOWER

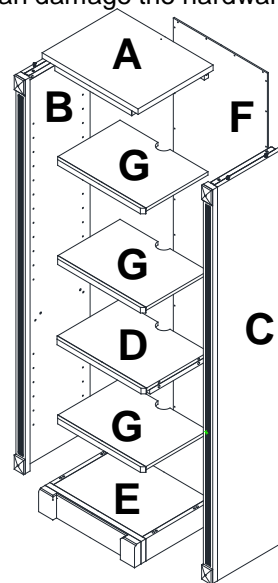
[www.potterybarnkids.com](http://www.potterybarnkids.com)

**Important Safety Instructions:**

- Please read all instructions carefully before assembling this Bookcase.
- For your safety, assembly by two or more adults is strongly recommended.
- Keep these instructions for future use.
- Use only vendor-supplied hardware to assemble this item. Using unauthorized hardware could jeopardize the structural integrity of the item.

**Pre-assembly:**

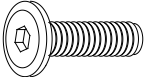

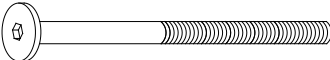








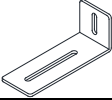






- Remove all parts and hardware from the box. Place all items on a carpeted or scratch-free work surface, as this will avoid damaging parts during assembly. The shipping box provides an ideal work surface.
- To avoid accidentally discarding small parts or hardware, do not dispose of any packaging or contents of the shipping carton until assembly is complete.
- Use the parts and hardware lists below to identify and separate each of the pieces included.
- The illustrations provided allow for easier assembly when used in conjunction with the assembly instructions.
- The use of power tools to aid in assembly is not recommended. Power tools can damage the hardware and split the wood.



**Parts Included:**

- (A) Top Panel (1x)
- (B) Left Side Panel (1x)
- (C) Right Side Panel (1x)
- (D) Fixed Shelf (1x)
- (E) Bottom Panel (1x)
- (F) Back Panel (1x)
- (G) Adjustable Shelves (3x)

**Hardware Included:**

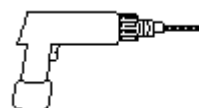
(H) Bolt M6x32mm – 8x 	(I) Bolt M6x50mm – 4x 		
(J) Bolt M6x100mm – 4x 	(K) Spring Washer – 16x 	(L) Flat Washer – 12x 	(M) Half Moon Washer – 4x 
(N) Allen Key 4mm – 1x 	(O) Shelf Support Peg-12x 	(P) RH Screw 6x12mm – 12x 	(Q) FH Screw 6x19mm – 32x 
(R) PH Screw M4xL12mm – 1x 	(S) Metal Bracket 72x27x26x2 – 1x 	(T) ITW Toggle Bolt Ø10x61.5 – 1x 	(U) ITW Toggle ScREW 8#x2-1/8" – 1x 
(V) Drill BitΦ6x91-1x 	(W) Drill Bit Φ2-1x 	(X) Connecting screw M4x20mm – 2x 	(Y) Sleeve nut M4x27xΦ10 – 2x 

**Tools Required (not included):**

Philips Head Screwdriver

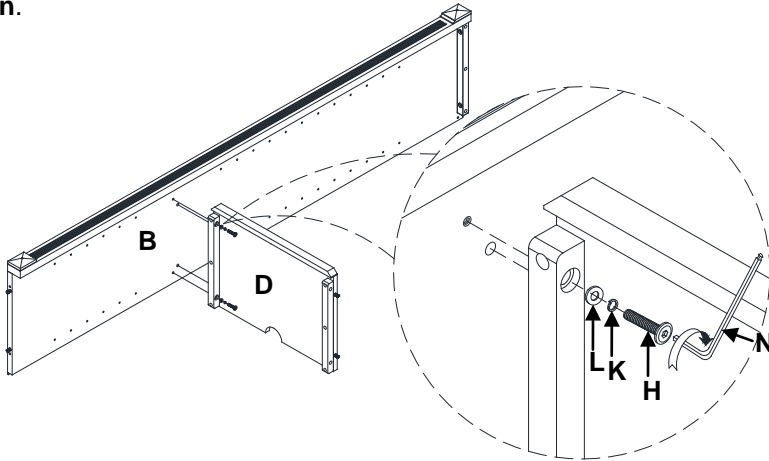





Power Drill



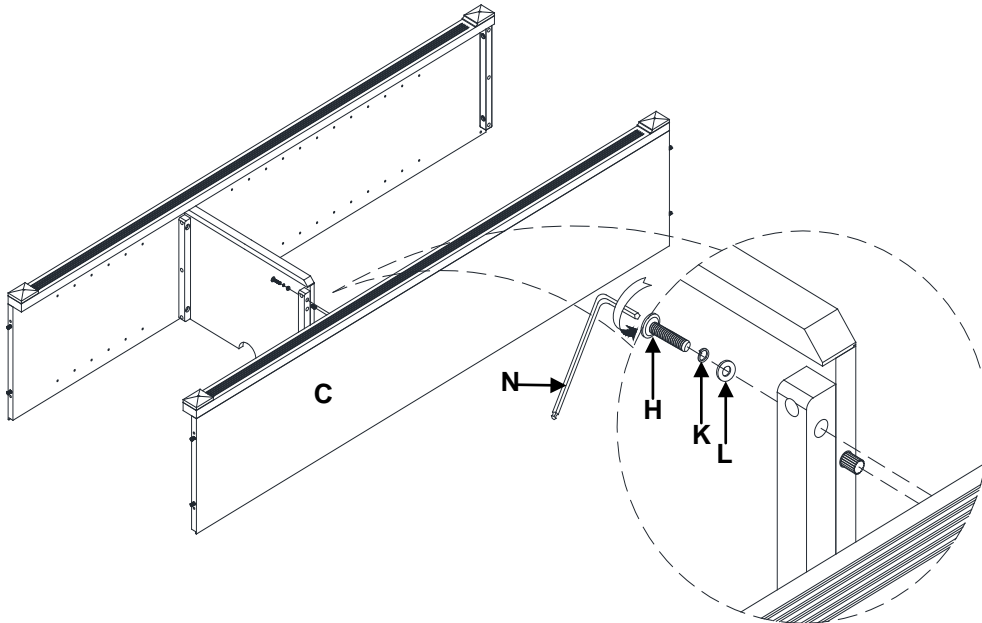
**Assembly Instruction Steps:**




1. Attach the Fixed Shelf (D) to the Left Side Panel (B), by aligning the pre-drilled holes to the wooden dowels, as shown below.
2. Insert 2 sets of: Bolt (H), Spring Washer (K), and Flat Washer (L) and tighten with Allen Key (N). **Do not over tighten.**



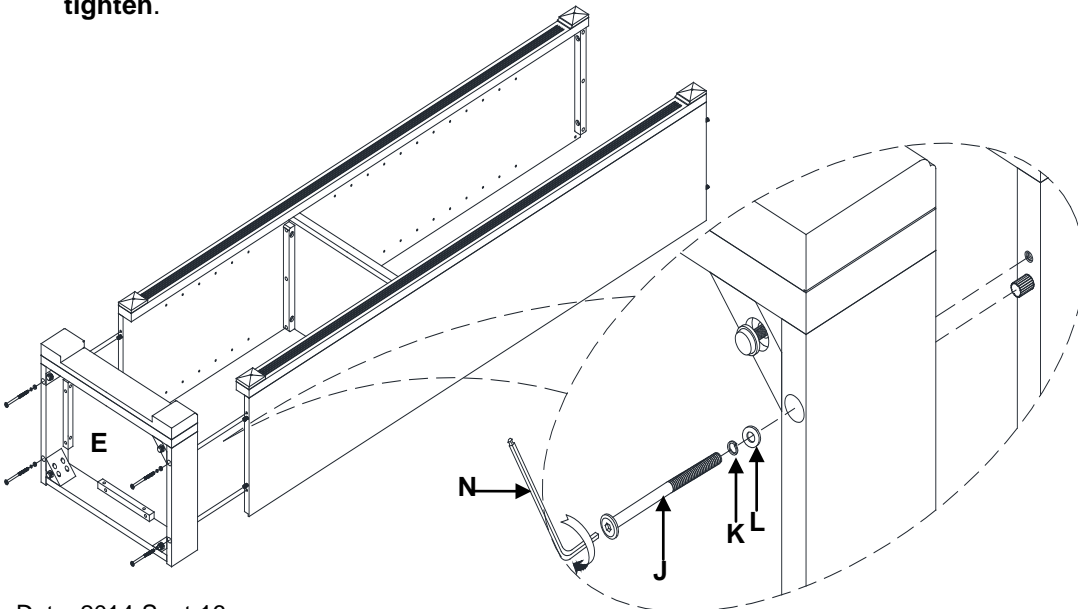
H		2x
K		2x
L		2x




3. Repeat steps #1-2 to assemble the Right Side Panel (C) to the Fixed Shelf (D), as shown below.



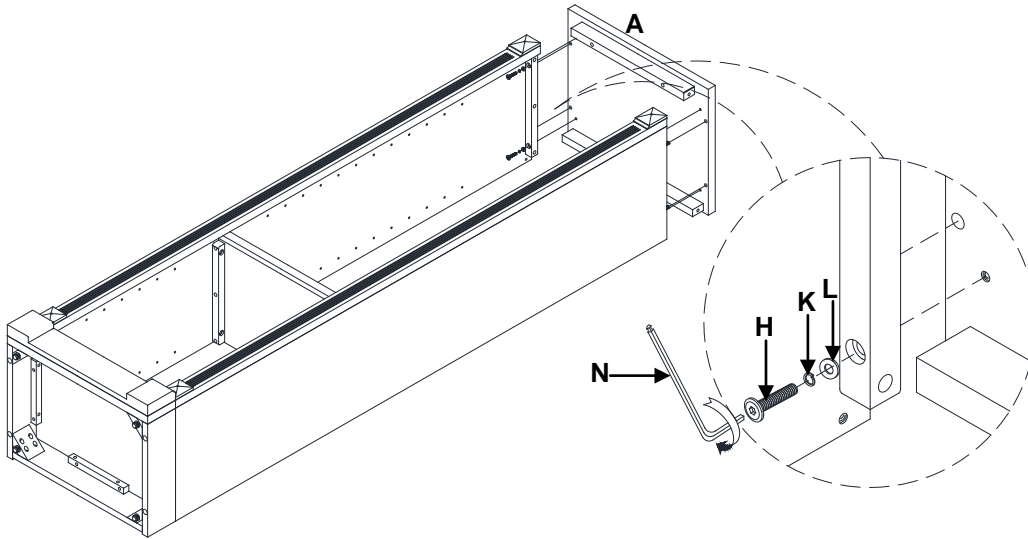
H		2x
K		2x
L		2x




4. Attach Bottom Panel (E) to the pre-assembled piece, by aligning the pre-drilled holes to the wooden dowels, as shown below.
5. Insert 4 sets of: Bolt (J), Spring Washer (K), and Flat Washer (L) and tighten with Allen Key (N). **Do not over tighten.**



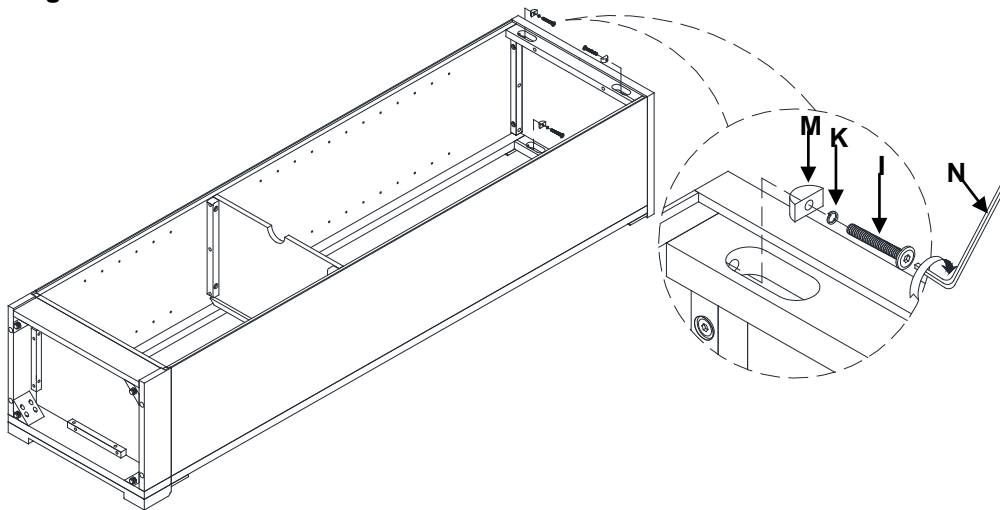
J		4x
K		4x
L		4x




6. Attach Top Panel (A) to the pre-assembled piece, by aligning the pre-drilled holes to the wooden dowels, as shown below.
7. Insert 4 sets of: Bolt (H), Spring Washer (K), and Flat Washer (L) and tighten with Allen Key (N). **Do not over tighten.**



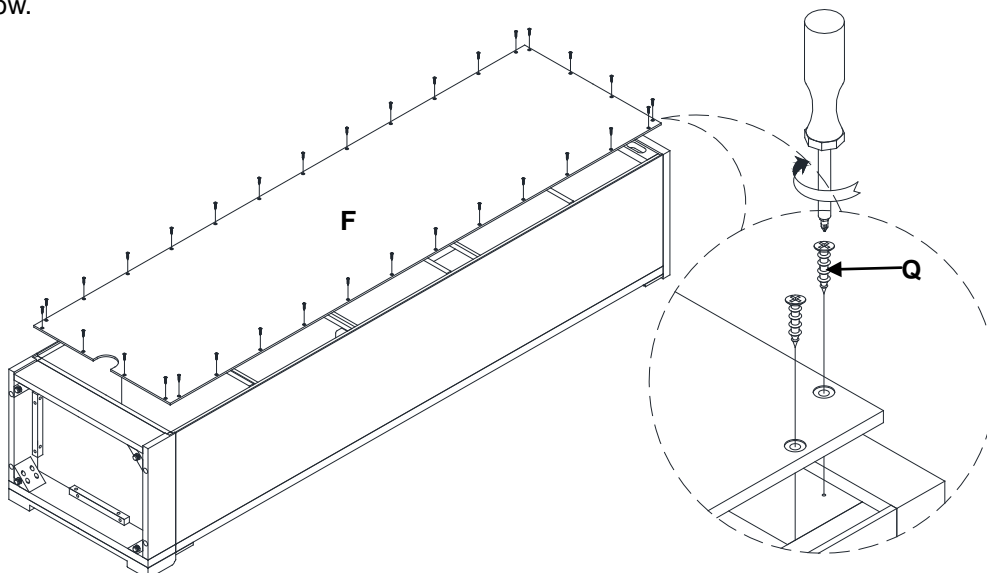
H		4x
K		4x
L		4x


8. Turn the bookcase upside down, as shown below.
9. Insert 4 sets of: Bolt (I), Spring Washer (K), and Half Moon Washer (M) and tighten with Allen Key (N). **Do not over tighten.**



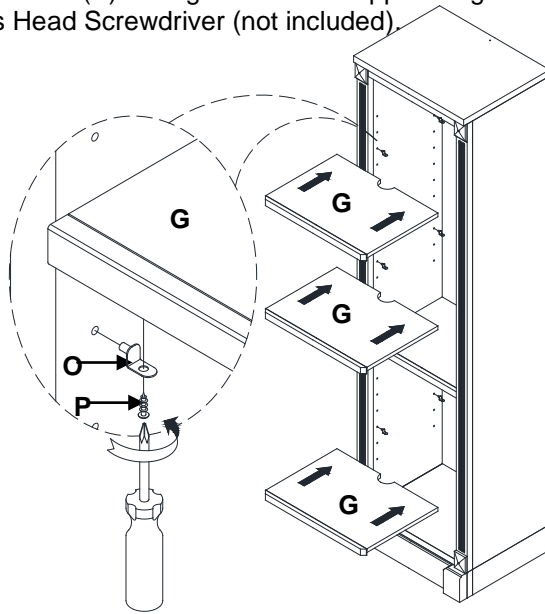
I		4x
K		4x
M		4x

10. Check alignments and tighten all connecting bolts at this time.
11. Attach Back Panel (F) to the pre-assembled piece and secure with 32 Long Screws (Q), as shown in the illustration below.



Q		32x
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12. With the help of another person, carefully stand the bookcase upright.
13. Insert 12 Shelf Support Pegs (O) into the Side Panels, as shown below.
14. Place the 3 Adjustable Shelves (G) onto the Shelf Support Pegs (O). Make sure that the pre-drilled holes on the Shelves are facing downward and each shelf is stable.
15. Insert 12 Pan Head Screws (P) through the Shelf Support Pegs and into the Adjustable Shelf (G), as seen below. Tighten with a Phillips Head Screwdriver (not included).

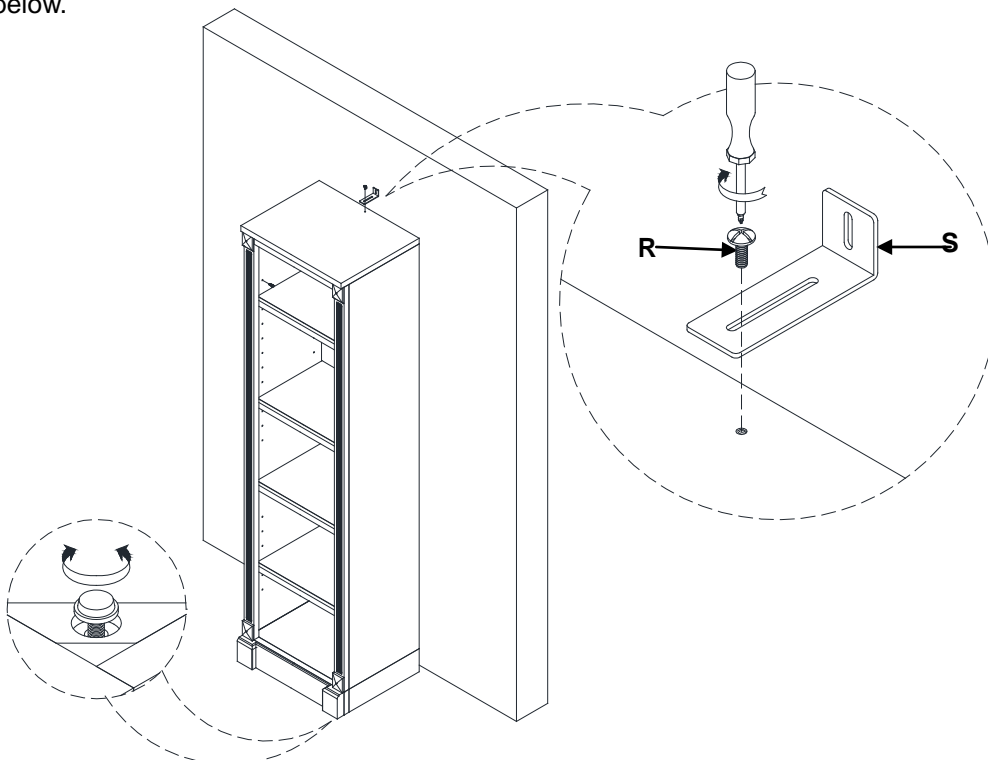


O		12x
P		12x

**Noted:** To change any of the shelf positions, please follow these below steps:

- A. Unscrew the wood screws found under the shelf bottoms and remove the shelves from the support pegs. Remove the shelves from shelf support pegs.
- B. Remove the shelf support pegs and insert them into the corresponding holes of the new desired position.
- C. Place the shelf onto the shelf support peg and make sure each shelf is stable.
- D. Insert the original wood screws through the holes of the shelf support pegs and into the pre-drilled holes on the shelves.
- E. Tighten the screws using a Phillips Head Screwdriver (not provided). Do not over tighten.

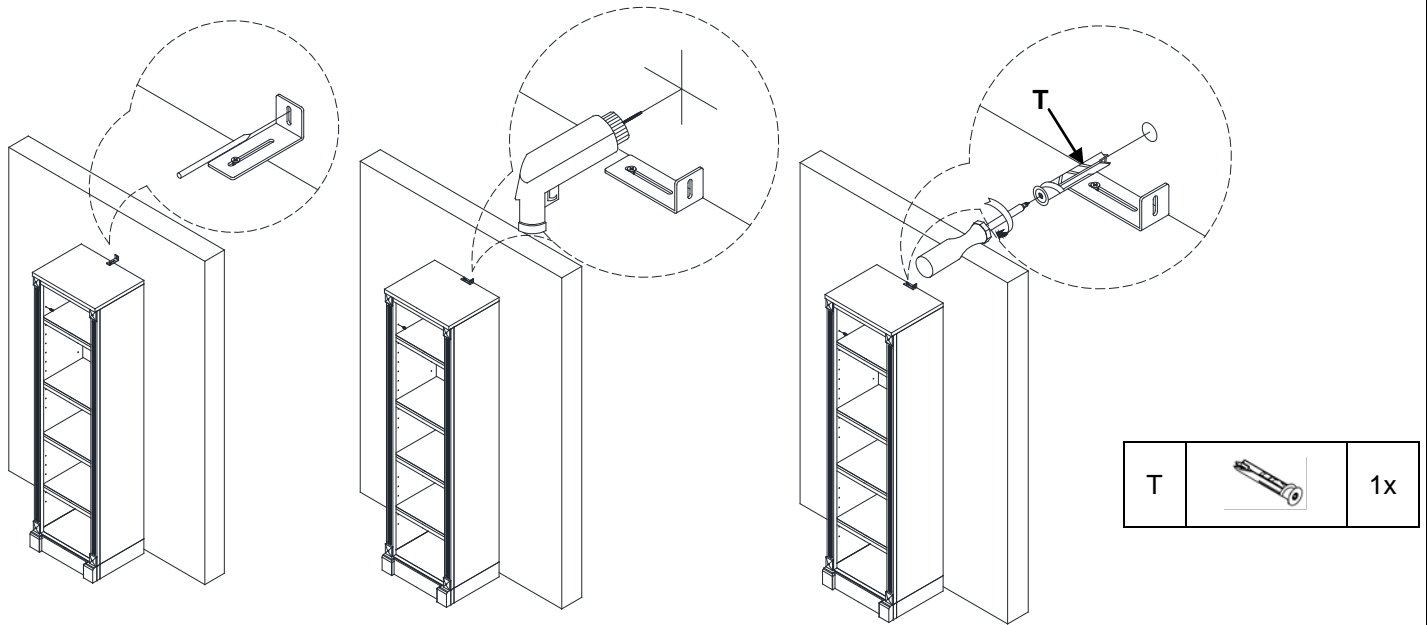
16. Adjust the levelers located on the bottom of the base, to keep the bookcase level before going onto the next step.
17. To secure the Bookcase to the wall, first attach Metal Bracket (S) and TH Screw (R) to the Top Panel (A), as shown below.



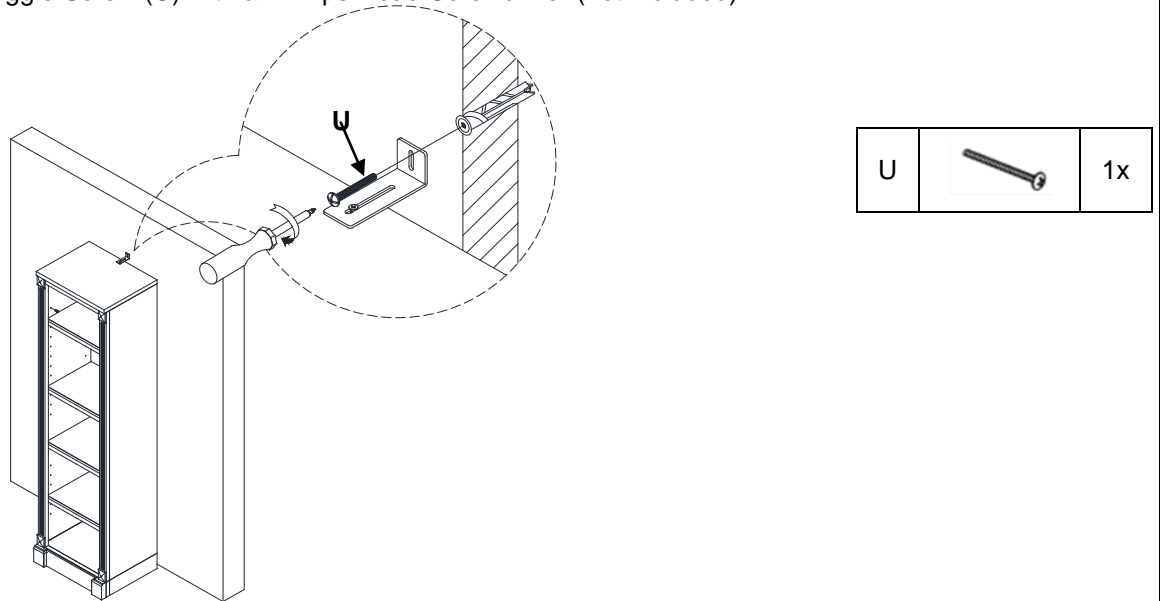
R		1x
S		1x

18. Mark a drill point through the hole of the Metal Bracket (S) onto the wall, as seen in the illustrations below.
19. Turn the Metal Bracket (S) to the side and drill a hole into the wall at the marked point.
20. Insert the ITW Toggle Bolt (T) through the drilled hole using a Phillips Head Screwdriver (not included).

**Note:** ITW Toggle Bolt (T) only can be used on a sheetrock wall. Please contact your local hardware store for mounting hardware and instructions when mounting bookcase into any surface other than sheetrock.

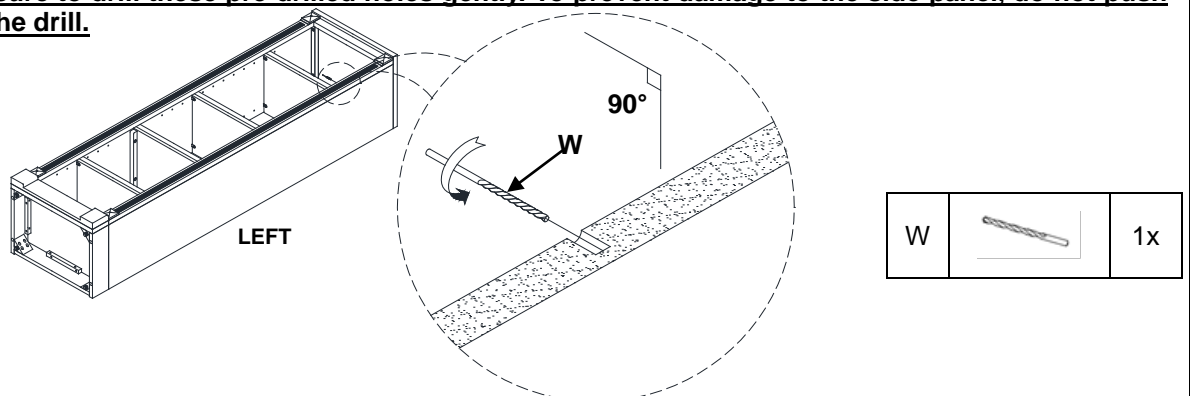


21. Turn the Metal Bracket (S) back into place over the ITW Toggle Bolt (T).
22. Insert the ITW Toggle Screw (U) through the hole of the Metal Bracket (S) and into the ITW Toggle Bolt (T) on the wall, as seen in the illustration below.
23. Tighten the ITW Toggle Screw (U) with a Phillips Head Screwdriver (not included).



**Multiple Bookcases can be combined together by following the assembly instructions below**

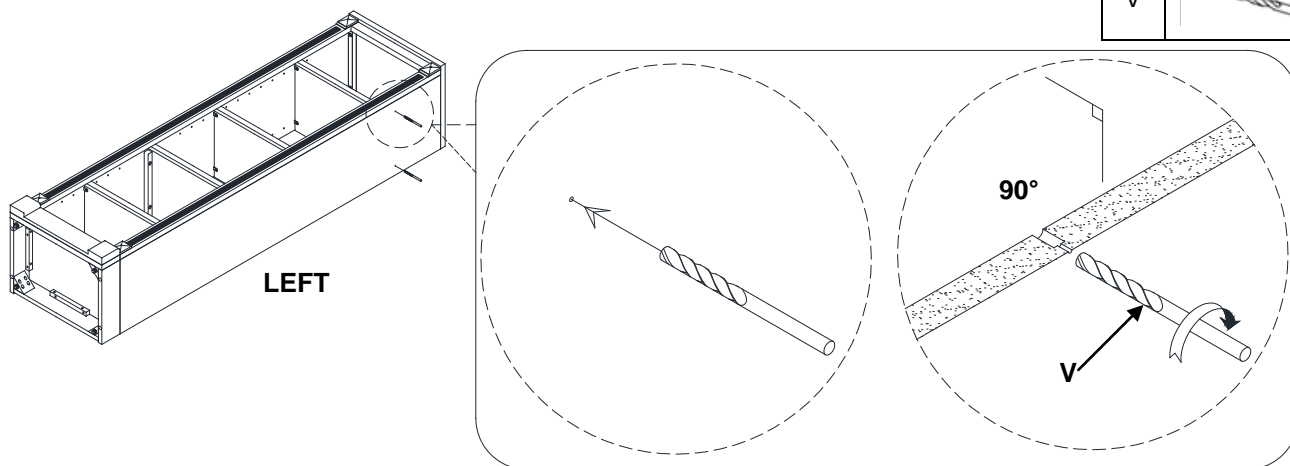
24. Place the **Left** Bookcase onto the floor, as seen below.
25. Attach the Small Drill Bit (W) to the Power Drill (Not included).
26. From the inside of the bookcase, drill in a 90-degree angle, through the highest pre-drilled hole on the Side Panel, at the locations seen below.
27. **Please make sure to drill these pre-drilled holes gently. To prevent damage to the side panel, do not push too hard with the drill.**



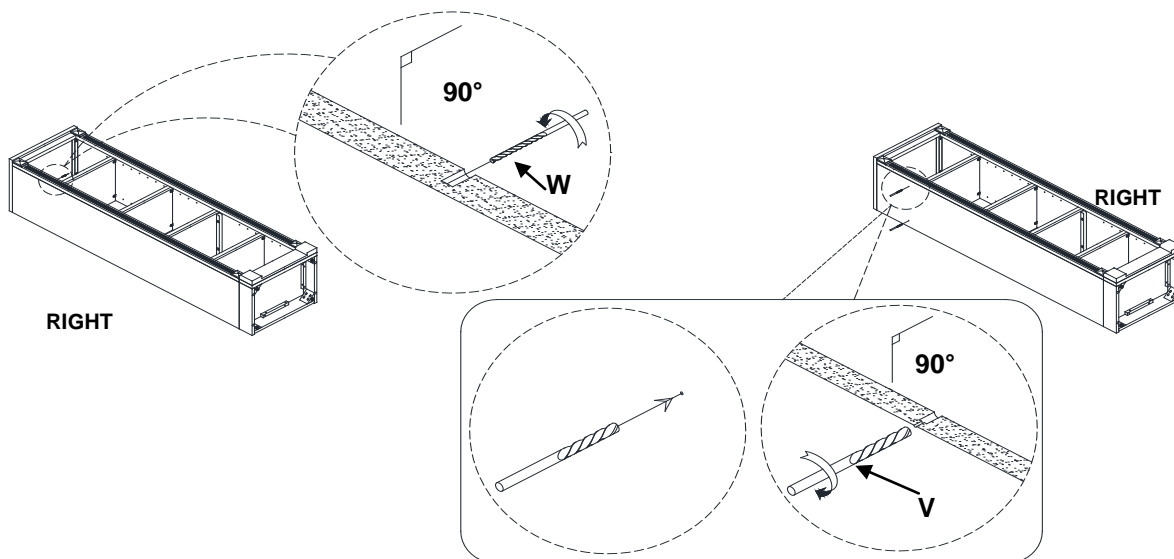
28. Attach the Large Drill Bit (V) to the Power Drill (Not included).

29. In a 90-degree angle, drill from the outside of the Side Panel and through the pre-drilled holes created from STEP #27, as shown below.

V		1x
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30. Follow STEPS #24 - #29 to drill through the holes on the Side Panel of the Right Bookcase, as seen in the illustration below.

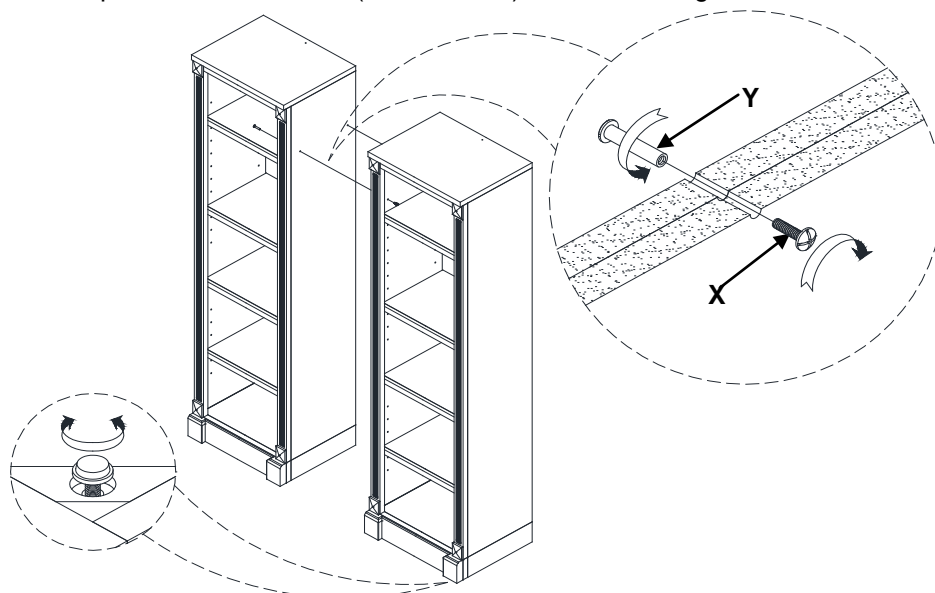




31. Carefully, turn the Left and Right Bookcases upright and adjust the levelers on the bookcases as needed to make them stable.

32. Align the bookcases together. Secure with 2 sets of Connecting Screws (X) and Sleeve Nuts (Y), as shown below.

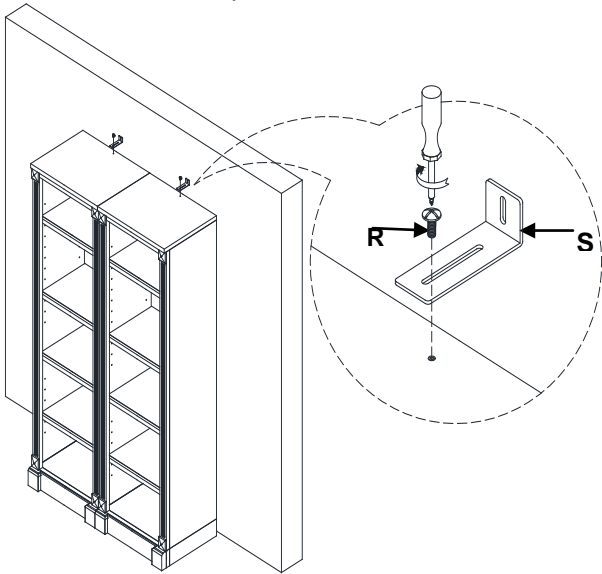
33. Do not tighten the connecting Screws until all Connecting Screws (X) & Sleeve Nuts (Y) are in place.



34. Tighten with Phillips Head Screwdriver (Not included). Do not over tighten.

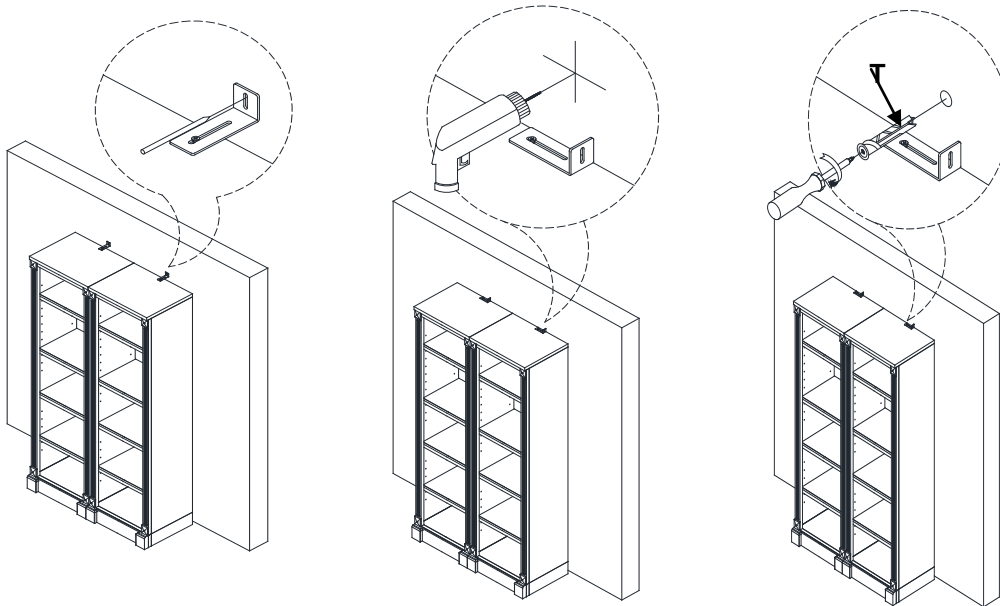


X		2x
Y		2x

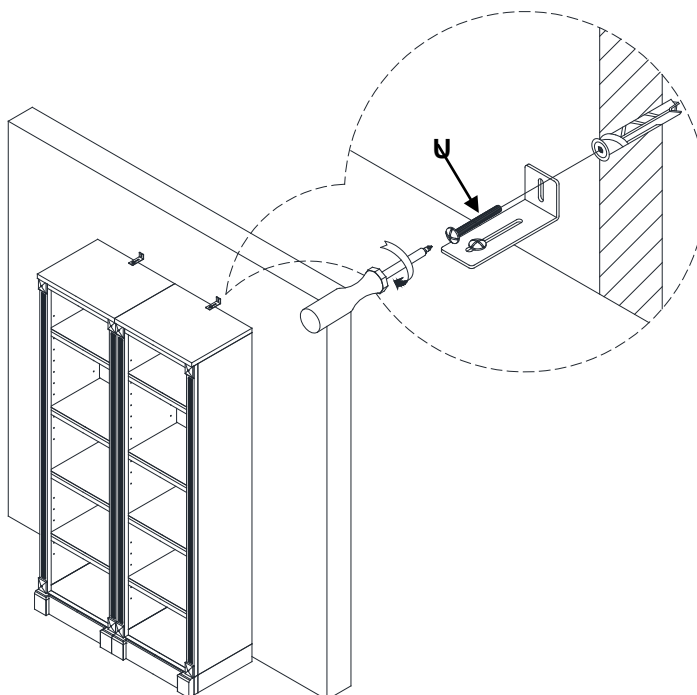
35. Please follow the step # 17- #23 to secure these Bookcases to the wall, as shown below.



R		2x
S		2x



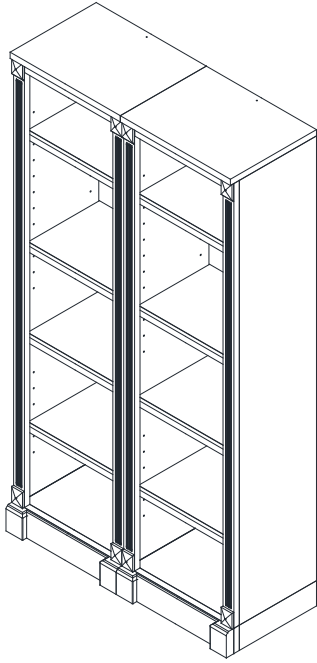
T		2x
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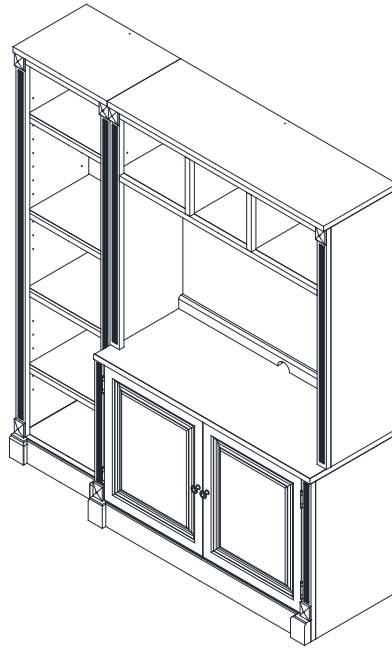
U		2x
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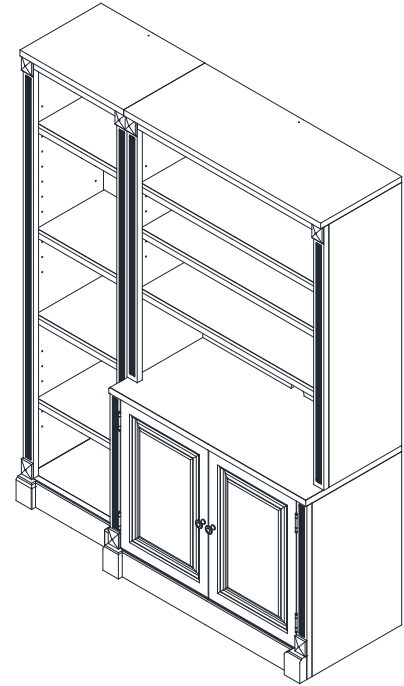
36. This Bookcase can be combined with another bookcase, Bridge/XW Media Base, or Hutch/Media Base, as seen below.



**Option 1**



**Option 2**



**Option 3**

**Care Instructions:**

- Dust often using a clean, soft, dry, and lint-free cloth.
- Blot spills immediately and wipe with a clean, damp cloth.
- We do not recommend the use of chemical cleansers, abrasives, or furniture polish on our lacquered finish.
- Hardware may loosen over time. Periodically check to make sure all connections are tight. Re-tighten if necessary.

Thank you for your purchase  
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