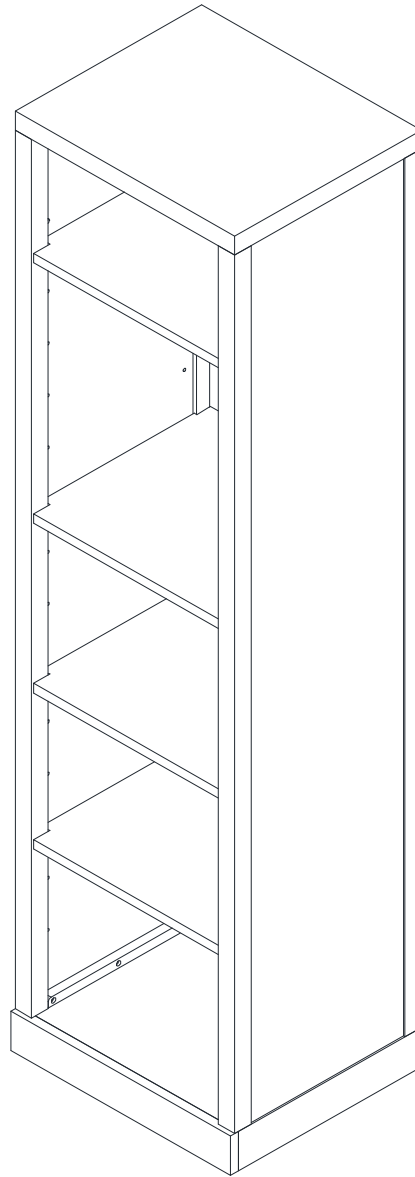


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**PRESTON TALL BOOKCASE**

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

**Important Safety Instructions:**

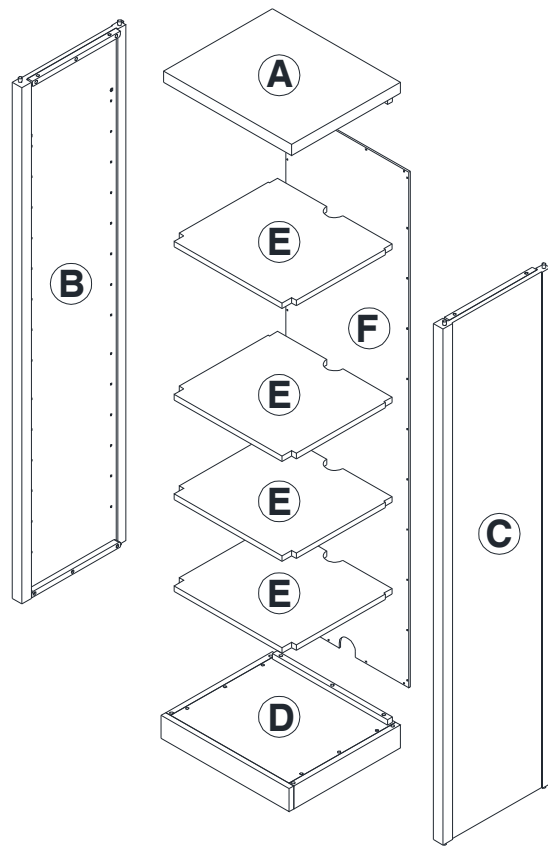
- Please read all instructions carefully before assembling this Tall Bookcase.
- For your safety, assembly by two or more adults is strongly recommended.
- Keep these instructions for future use.
- Use only vendor-supplied hardware to assemble this item. Using unauthorized hardware could jeopardize the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

**Pre-assembly:**


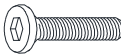








- Remove all parts and hardware from the box. Place all items on a carpeted or scratch-free work surface, as this will avoid damaging parts during assembly. The shipping box provides an ideal work surface.
- To avoid accidentally discarding small parts or hardware, do not dispose of any packaging or 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) Bottom Panel (1x)
- (E) Shelves (4x)
- (F) Back Panel (1x)

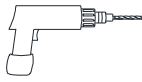



**Hardware Included:**


 (G) Allen Key – 1x	 (H) Short Bolt (1/4"x28mm) – 10x	 (I) Spring Washer (1/4") – 10x
 (J) Flat Washer (1/4") – 10x	 (K) Shelf Support Peg – 16x	 (L) Wood Screw 3.5x19mm – 30x
 (M) Metal Bracket – 1x	 (N) Short Screw (3x12mm) – 4x	 (O) Connecting Screw (M4x20mm) – 4x
 (P) Sleeve Nut (M4x28mm) – 4x		

**Tools Required:**

Philips Head Screwdriver (not included) 

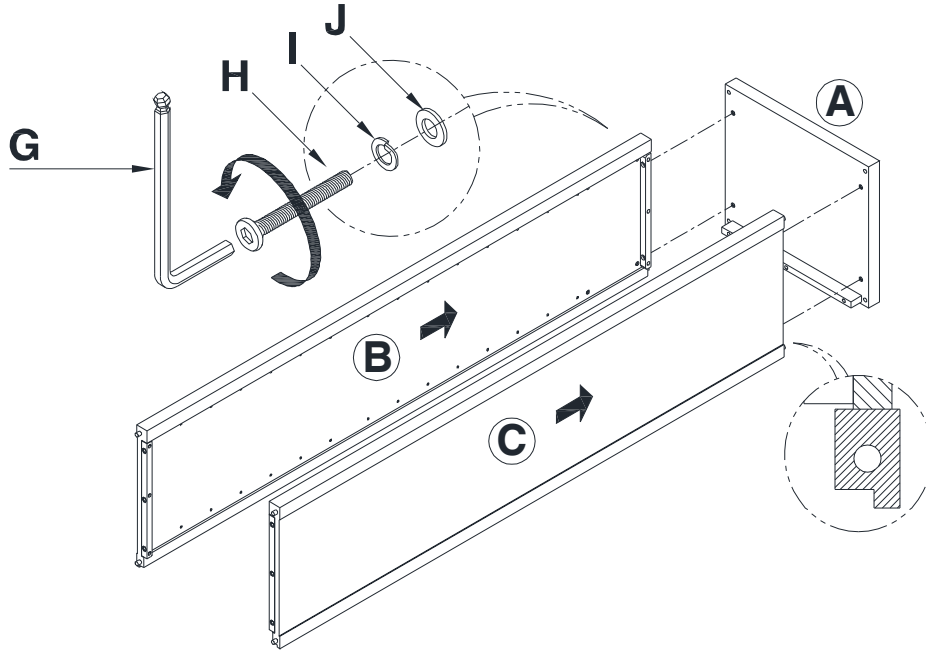
Power Drill (not included) 




Drill Bit  $\Phi 2\text{mm}$  (not included) 

Drill Bit  $\Phi 6\text{mm}$  (not included) 

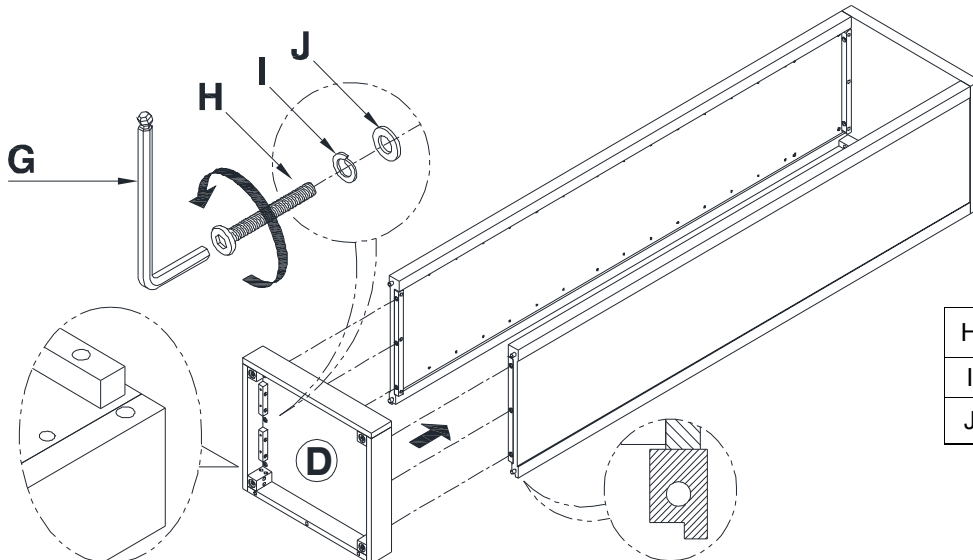
**Assembly Instruction Steps:**




1. Attach the Left and Right Side Panel (B&C) to the Top Panel (A), by aligning the pre-drilled holes to the exposed wooden dowels, as shown in the illustration below. Make sure the cleat on the Top Panel (A) and the cut-outs on the Side Panels are facing out, as seen in illustration below.
2. Secure with 4 sets of: Short Bolt (H), Spring Washer (I), and Flat Washer (J), as shown below.
3. Loosely tighten the Bolts by using Allen Key (G).



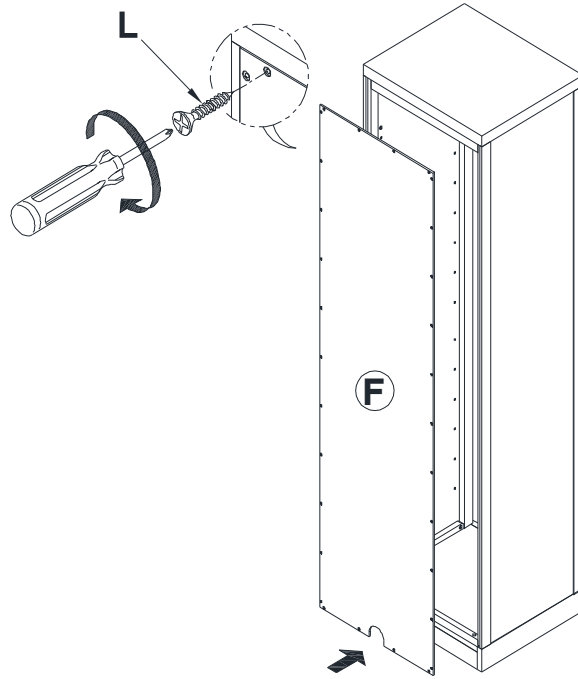
H		4x
I		4x
J		4x


4. Attach Bottom Panel (D) to the assembled piece by aligning the pre-drilled holes and exposed wooden dowels, as shown below. Make sure the Ledge of the Bottom Panel and the cut-out on the Side Panel Frame faces **backward**, as shown below.
5. Secure 6 sets of: Short Bolt (H), Spring Washer (I), and Flat Washer (J), as shown below.
6. Loosely tighten the Bolts by using Allen Key (G).
7. Check alignments before tightening all bolts.



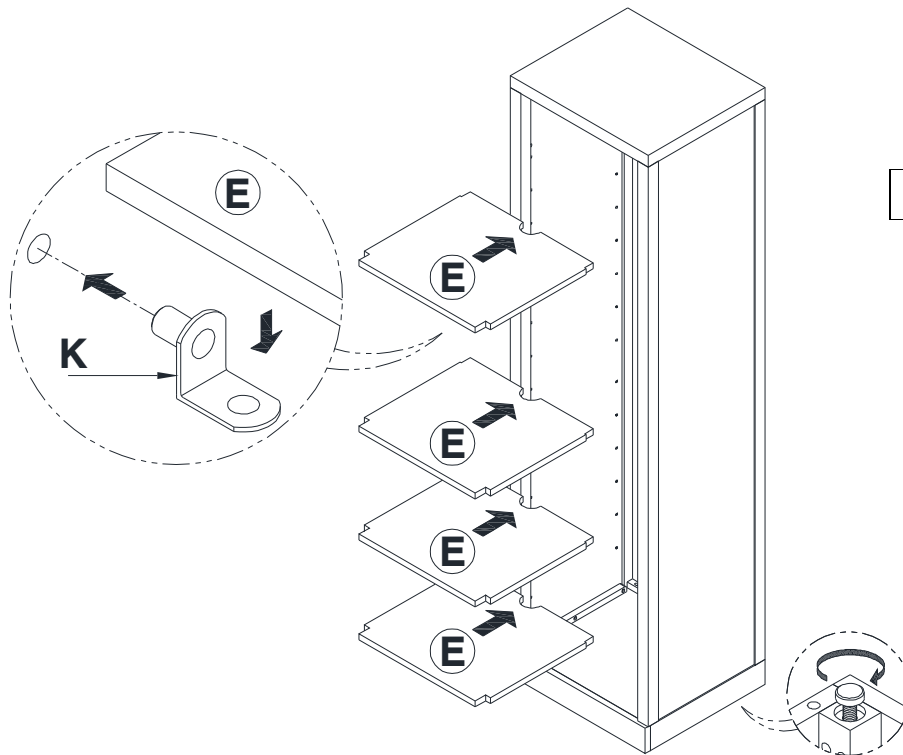
H		6x
I		6x
J		6x

8. Attach the Back Panel (F) to the pre-assembled piece and secure with 30 Wood Screws (L), as shown in the illustration below.



L		30x
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- 9. Insert 16 Shelf Support Pegs (K) into the corresponding holes inside the assembled Bookcase.
- 10. Place the 4 Adjustable Shelves (E) onto the Shelf Support Pegs, as seen below. Make sure each shelf is stable.
- 11. Adjust the levelers located on bottom of the Tall Bookcase to keep the unit level as needed.

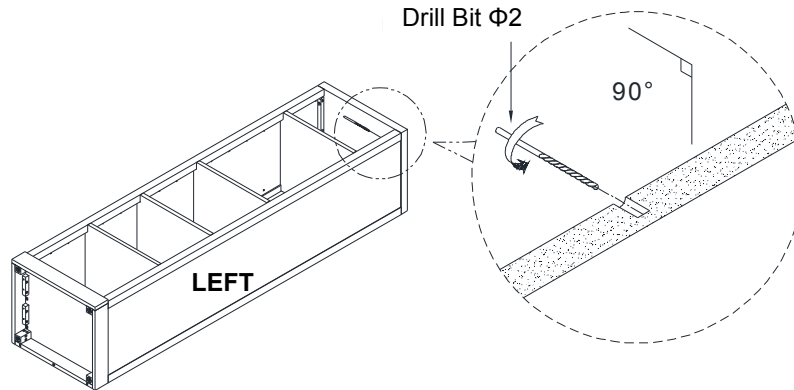


K		16x
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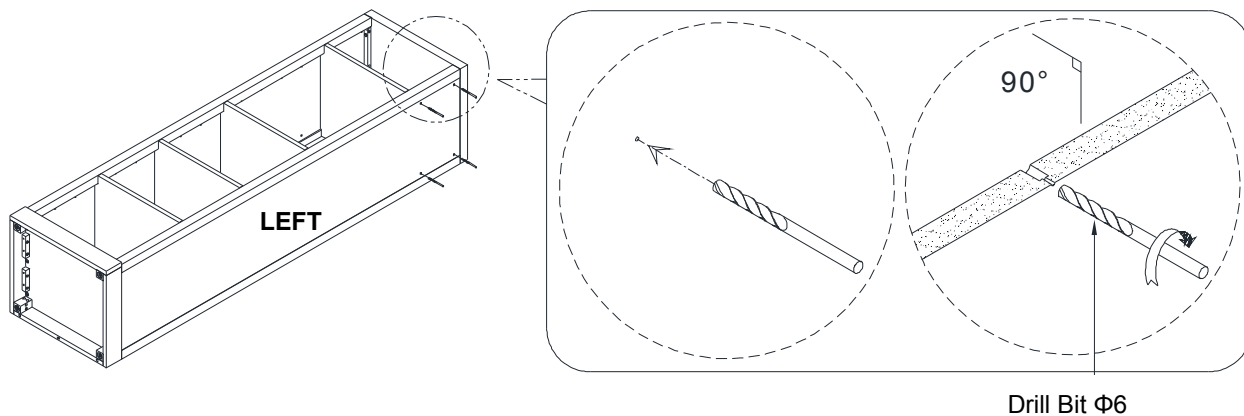
**Multiple Bookcases can be combined together by following the assembly instructions below.**

12. Place the **Left** Bookcase down onto the floor, as seen below.
13. Attach the Small Drill Bit  $\Phi 2$ mm (**not included**) to the Power Drill (**not included**).
14. From the **inside** of the bookcase, drill through the pre-drilled holes of the Side Panel in a 90-degree angle, at the locations seen below.

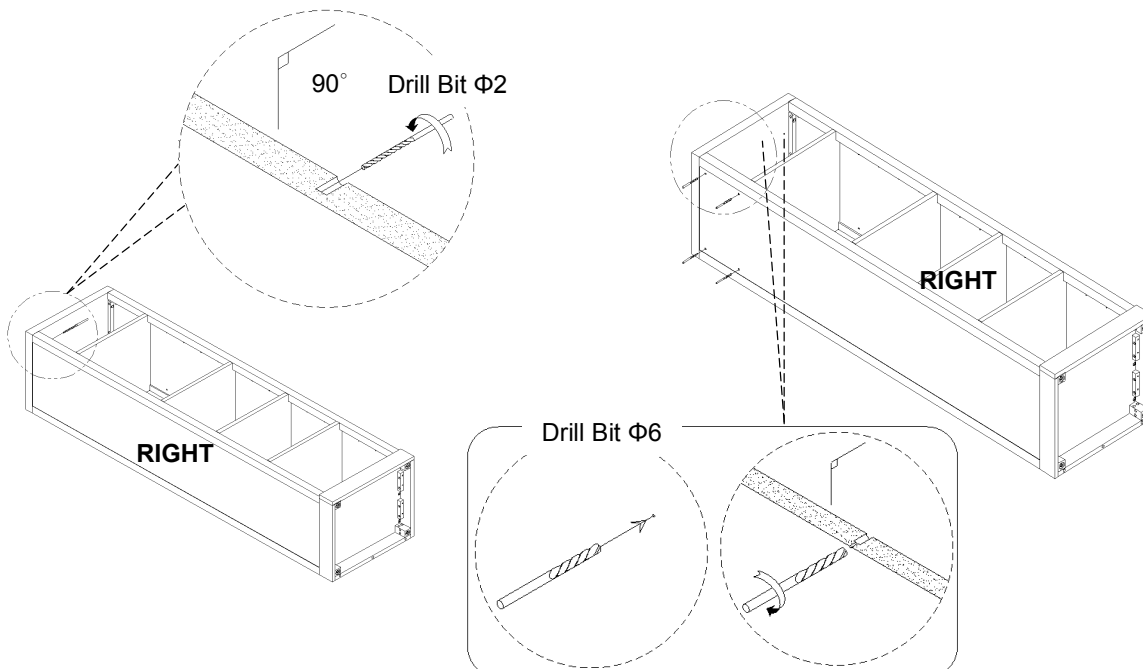
**Please make sure to drill these pre-drilled holes gently. To prevent damage to the Side Panel, do not push too hard with the drill.**



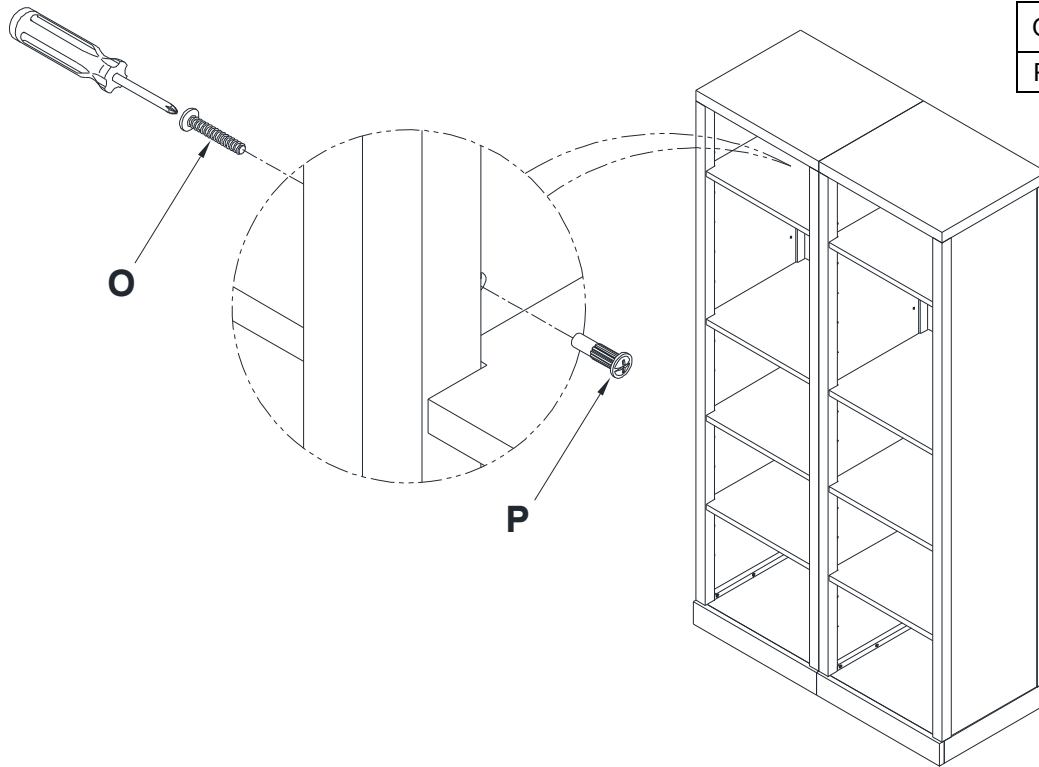
15. Attach the Large Drill Bit  $\Phi 6$ mm (**not included**) to the Power Drill (**not included**).
16. Drill through the pre-drilled holes created from STEP #14 in a 90-degree angle, from the **outside** of the Side Panel, as seen in the illustration below.





17. Follow STEPS #12- #16 to drill through the holes on the Side Panel of the **Right** Bookcase.

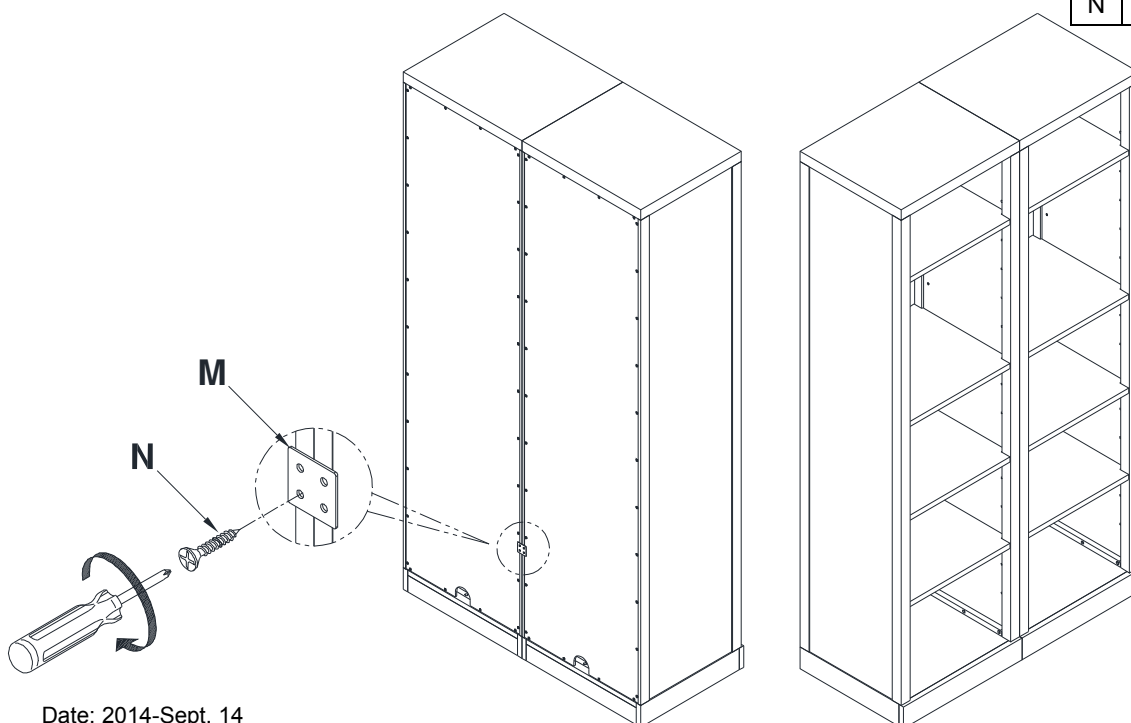




18. Carefully turn the Left and Right Bookcases upright and place the Bookcases in their desired location. Adjust the levelers on the bookcases as needed.
19. Align the bookcases together.
20. Secure with 4 sets of Connecting Screws (O) and Sleeve Nuts (P), as seen below.
21. Do not tighten the Connecting Screws until all Connecting Screws (O) & Sleeve Nuts (P) are in place.
22. Tighten with a Phillips Head Screwdriver (not included). Do not over tighten.



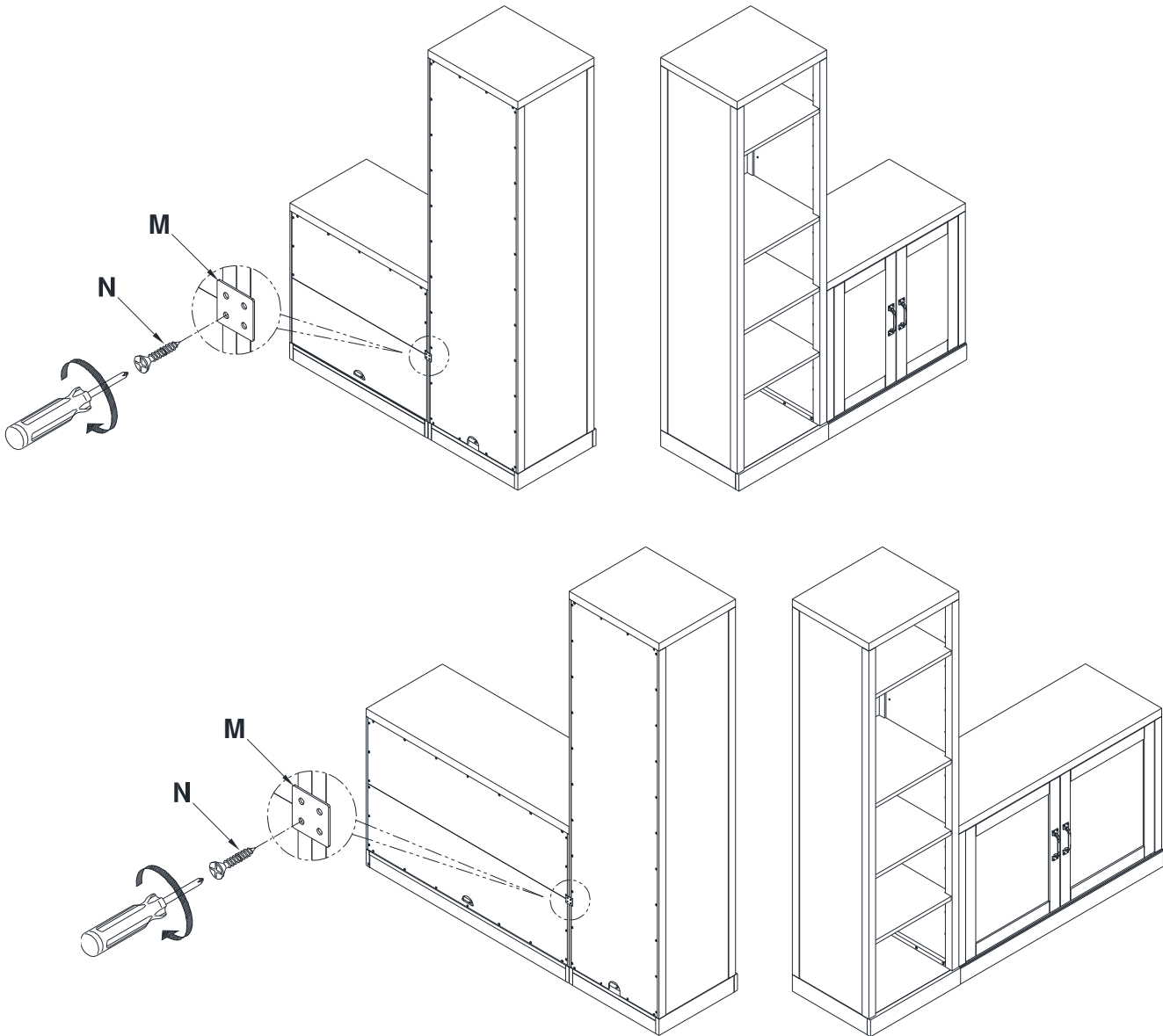
O		4x
P		4x

23. Place Metal Bracket (M) over the pre-drilled holes, on the rear side of Media Base, as shown below.
24. Secure with 4 Short Screws (N) and tighten with a Phillips Head Screwdriver (not included).



M		1x
N		4x

25. When connecting the Preston Tall Bookcase to another Preston Media Base or Preston EW Media Base, it is necessary to secure them by using the Metal Bracket (M) with Short Screw (N), as shown below.



26. Assembly is now complete.

27. **NOTE: Installation of the Anti Tip Kit is REQUIRED.** Please follow the separate instructions to secure the Bookcase to the wall, by using tipping-restraint kit included

28. Keep the assembly instructions for future reference in case there is a need to connect the assembled unit with other Preston system units.

**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.

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## FURNITURE TIPPING RESTRAINT

**WARNING:** This product is only a deterrent. It is not a substitute for proper adult supervision. Manufacturer assumes no liability for improper installation or excessive loads placed on screws, brackets or straps.

Young children may be injured by tipping furniture and the use of a tipping restraint is highly recommended.

When properly installed, this restraint will provide protection against tipping of furniture. This tipping restraint **MUST** be secured to a wall-stud or wall structure of similar strength.

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Hardware included: (2) Brackets (1) Nylon Strap  
(2) Long Stud Mounting Screws (2) Short Furniture-Side Mounting Screws

Note: For safe mounting it is essential to use the proper hardware for your wall type. The included hardware is for drywall or stud mounting only. For other wall types (e.g., plaster, concrete and brick) please consult your local hardware store for fastener advice.

To install:

**1) LOCATING THE STUDS:** Use a stud finder to locate the vertical wooden studs within your wall located behind the final position of the furniture item. Mark the stud locations with a light pencil-mark.

**2) MOUNTING THE FURNITURE-SIDE BRACKET:** Move the furniture item close to the wall to its final position. Use pieces of tape or a pencil to transcribe the stud locations of the wall onto the furniture item. Move the furniture item again so you can access its back and use the marks to locate a suitable mounting point for the furniture-side bracket. Make sure that the bracket is secured to a firm portion of the furniture frame and as high as possible. Remember: The furniture-side bracket must be positioned near a wall stud. Using a pencil, and the bracket as a guide, mark "screw marks" on the furniture item through the bracket holes.

Use a 3/32" drill bit to drill pilot holes into the furniture item at the "screw marks". Use the TWO Short screws to secure the furniture-side bracket. This bracket can be positioned either vertically or horizontal as necessary (See Figure 1).

**3) MOUNTING THE WALL-SIDE BRACKET:** Position the wall-side bracket along the selected stud mark so that it will be adjacent the furniture-side bracket when the furniture item is moved to its final position. The wall-side bracket should be about ONE inch lower than the furniture-side bracket (See Figure 3). Use the TWO Long screws to secure the wall-side bracket to the wall. Remember to position the wall-side bracket vertically so that both screws will engage the selected wall stud (See Figure 2).

**4) ATTACHING THE STRAP:** When both brackets are securely attached, move the furniture to its final desired position and thread the strap through the openings of each bracket and also through the ratcheting "buckle". Tighten the strap until several "clicks" are heard. The furniture item is now securely tethered to the wall.

Note: If you must move the furniture item, you can release the strap by depressing the lever arm located at its buckle and simultaneously withdrawing the strap from the buckle. Make sure to reconnect the strap once the furniture item is returned to its previous position.

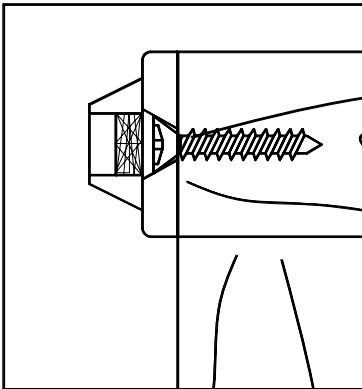


Figure 1

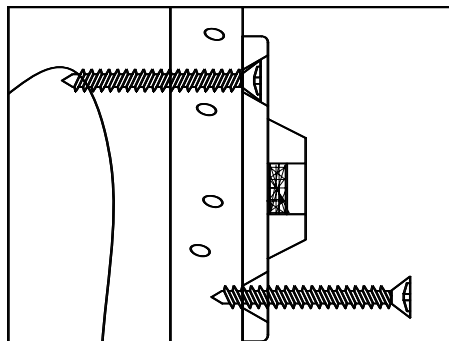


Figure 2

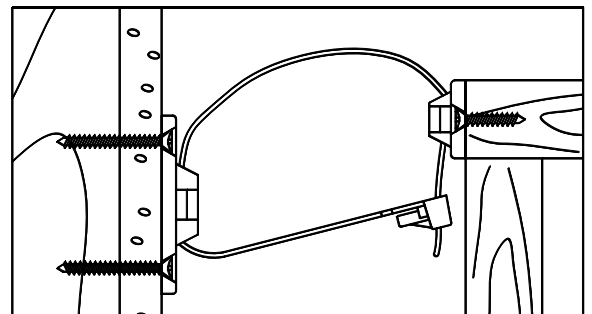


Figure 3