



H. Wilson Company  
 PO Box 290  
 Waukegan, IL 60079  
 Phone: 800-245-7224  
 Fax: 800-245-8224  
 sales@hwilson.com



# WPS5C/WPS5BC Assembly Instructions



**PLEASE READ ALL INSTRUCTIONS  
 BEFORE BEGINNING ASSEMBLY**

**TOOLS REQUIRED:**

\*YOU WILL NEED A DRILL, 1/4" DRILL BIT, CRESCENT WRENCH AND PHILLIPS SCREWDRIVER TO ASSEMBLE THIS PRESENTATION STATION.



**ASSEMBLY TIPS:**

- \* Two people should assemble this product
- \* Just turn the camlocks until the screw is secure - DO NOT OVERTURN! Make sure the side of the camlock that you can put a screwdriver in is facing outward.
- \* DO Not Attach The Door Hinges Plates when putting the other hardware on the side panels, you will just have to take it off later when attaching the doors. The photo showing hardware placement is only to show you where it attaches.

**INSTRUCTIONS:**

1. Remove protective film from shelves.
2. **THE EXTENSION RAIL IS DISASSEMBLED BY THE FACTORY FOR INSTALLATION.** Will be put back together in step 8.

**HARDWARE PARTS LIST:**

- (18) Shoulder Screws & Cam Lock Set
- (6) Casters and hardware (in polybag together)
- (4) #8 x 1 3/4" Self Tapping Screws
- (2) Keyboard Rails (packed together with screws)
- (4) Brown Shelf Pins
- (2) 17mm Metal Dowel Pin
- (34) 4mm x 14mm Tape Screws
- (2) Inset Door Hinge & Hinge Plate in polybag
- (2) Folding Shelf Bracket & screws in polybag
- (2) Ratchet Lift Brackets (interchangable)
- (2) Wood Dowel Pins
- (1) Door Handle & Hardware (packed together)
- (1) Electrical Assembly with instructions (if ordered)
- (2) Handles for Adjustable Shelf (packed with screws)
- (1) Catch set & three screws
- (4) 4mm x18mm wood screw
- (2) Packages Of Glue

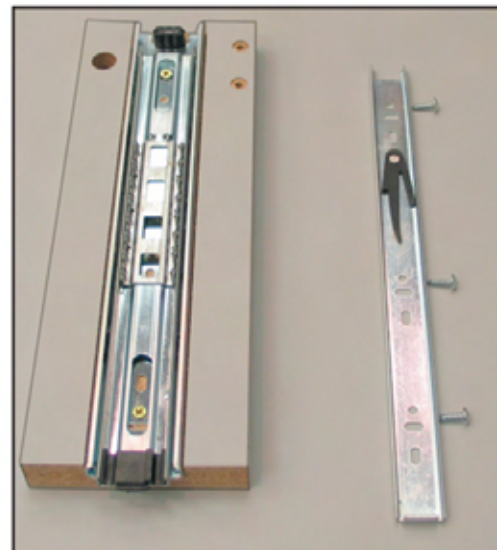
**WOOD PARTS LIST:**

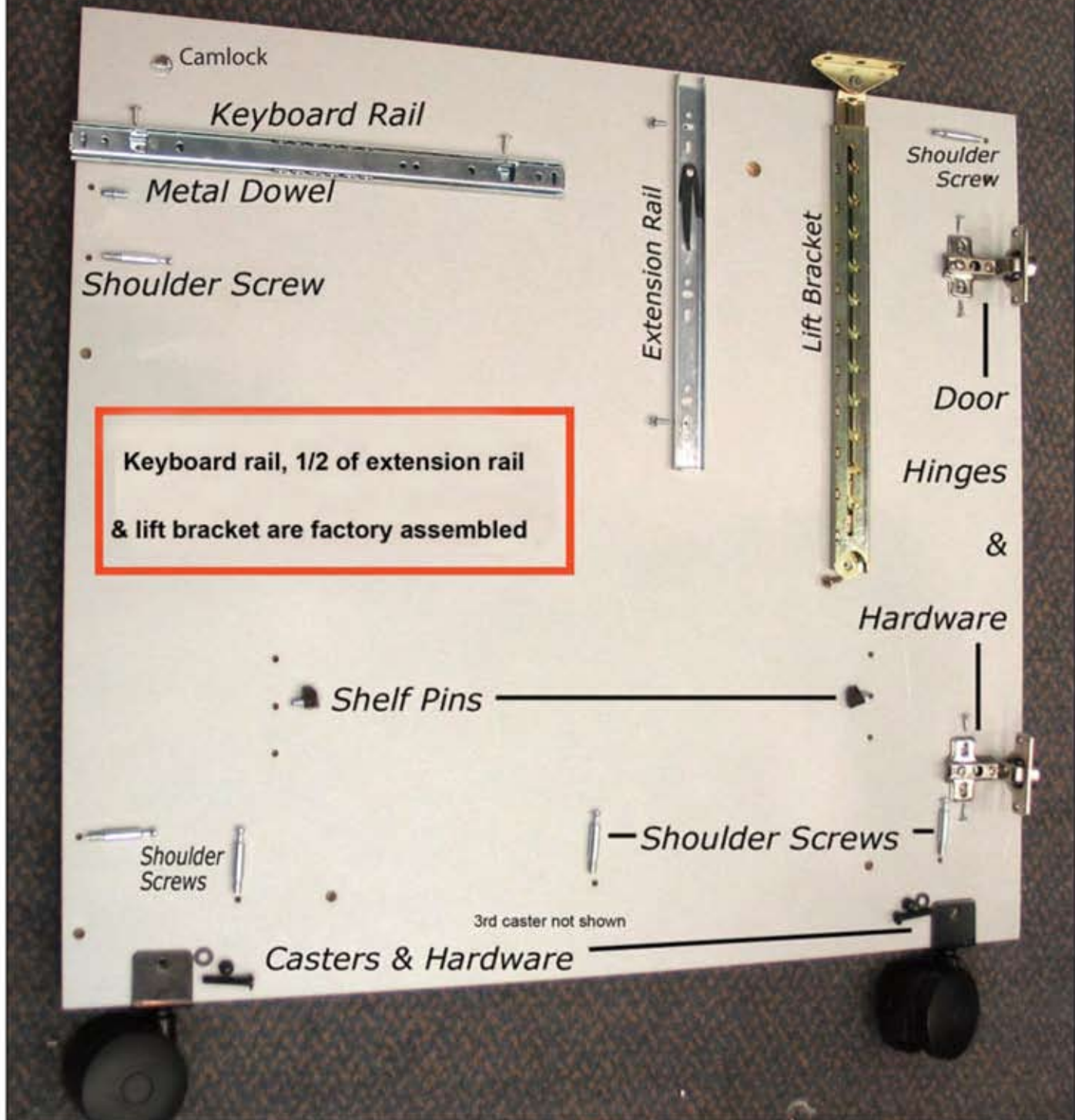


**SEE CORRESPONDING NUMBER STICKERS ON PANELS**

	Thickness	Width	Length
1 Right Side	3/4"	29"	26 <sup>3</sup> / <sub>8</sub> "
2 Left Side	3/4"	29"	26 <sup>3</sup> / <sub>8</sub> "
3 Bottom	3/4"	18"	25 <sup>7</sup> / <sub>8</sub> "
4 Back	3/4"	18"	21"
5 Fixed Top	3/4"	11 <sup>3</sup> / <sub>4</sub> "	21 <sup>1</sup> / <sub>4</sub> "
6 Adjustable Top	3/4"	19"	21 <sup>1</sup> / <sub>4</sub> "
7 Right Extension Rail	1"	4 <sup>3</sup> / <sub>8</sub> "	11 <sup>13</sup> / <sub>16</sub> "
8 Left Extension Rail	1"	4 <sup>3</sup> / <sub>8</sub> "	11 <sup>13</sup> / <sub>16</sub> "
9 Adjustable Shelf Brace	3/4"	3 <sup>1</sup> / <sub>8</sub> "	15 <sup>3</sup> / <sub>4</sub> "
10 Upper Brace	3/4"	3 <sup>1</sup> / <sub>4</sub> "	18"
11 Keyboard Door	3/4"	5 <sup>1</sup> / <sub>4</sub> "	17 <sup>7</sup> / <sub>8</sub> "
12 Keyboard Tray	3/4"	17 <sup>1</sup> / <sub>8</sub> "	13 <sup>3</sup> / <sub>4</sub> "
13 Adjustable Shelf	3/4"	18"	23 <sup>6</sup> / <sub>8</sub> "
14 Large Door	3/4"	17 <sup>7</sup> / <sub>8</sub> "	21"
15 Folding Shelf	3/4"	12"	18"

Extension Rail Separated



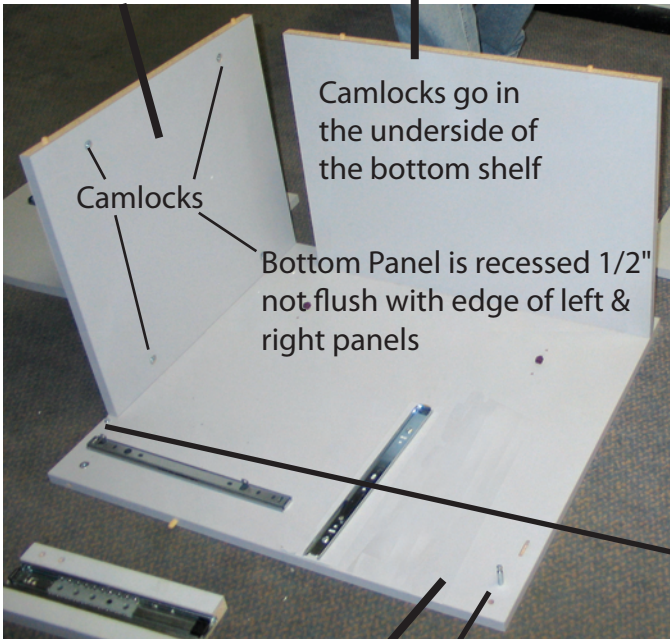


**Keyboard rail, 1/2 of extension rail  
& lift bracket are factory assembled**

**3. Keyboard rail, 1/2 of extension rail & lift bracket are factory assembled**  
 Install Metal Dowel Pins & Shoulder Screws on BOTH Side Panels as shown above. Shoulder screws - Threaded end into the holes shown above and tighten until fully seated - do not overturn!  
 Metal dowel pins - Press into hole shown above.  
 Brown shelf pins \*These may also be placed later if you are unsure of where you would like your interior shelf.  
 Camlock - insert into predrilled hole making sure that the side with the slot for screwdriver is facing outward and that the opening is where the camlock screw will fit when panels are put together.  
 \*Hinge plates are shown above for placement only. Do not attach at this time. Refer to this page throughout assembly.  
 \*\*\*\*The RIGHT SIDE PANEL IS SHOWN ABOVE (#1) - THE LEFT SIDE (#2) IS THE MIRROR IMAGE WITHOUT THE HOLES FOR THE HINGE PLATES.

Back Panel

Bottom Panel



\*\*\*Make sure the side of the camlock that you can put a screwdriver in is facing outward.

4. Lay left side panel (#2) flat on floor. Take back panel (#4) and place camlocks into pre-drilled holes. Fit holes in back panel over shoulder screws so the camlocks are on the inside. Tighten camlocks. Insert camlocks into bottom shelf (#3). Place bottom shelf pre-drilled holes over the shoulder screws in left side so that the front edge is recessed approximately 1/2" from the front of the side panel - camlocks will be on the underside of the shelf. Tighten camlocks.

Left Side

5. Place Keyboard Door (#11) over Metal dowel pin on left side panel. (Photo shows hole and pin, it will be upright 90° angle, flush with edge.



Keyboard Door

Keyboard Rail

Metal Dowel Pin

Left Side  
(Right Side  
Not Shown)

6. Place predrilled hole in upper brace (#10) over shoulder screw in left side panel. (Upper brace has wood dowels factory installed. Put included glue on dowel before putting in hole.) Tighten camlock.

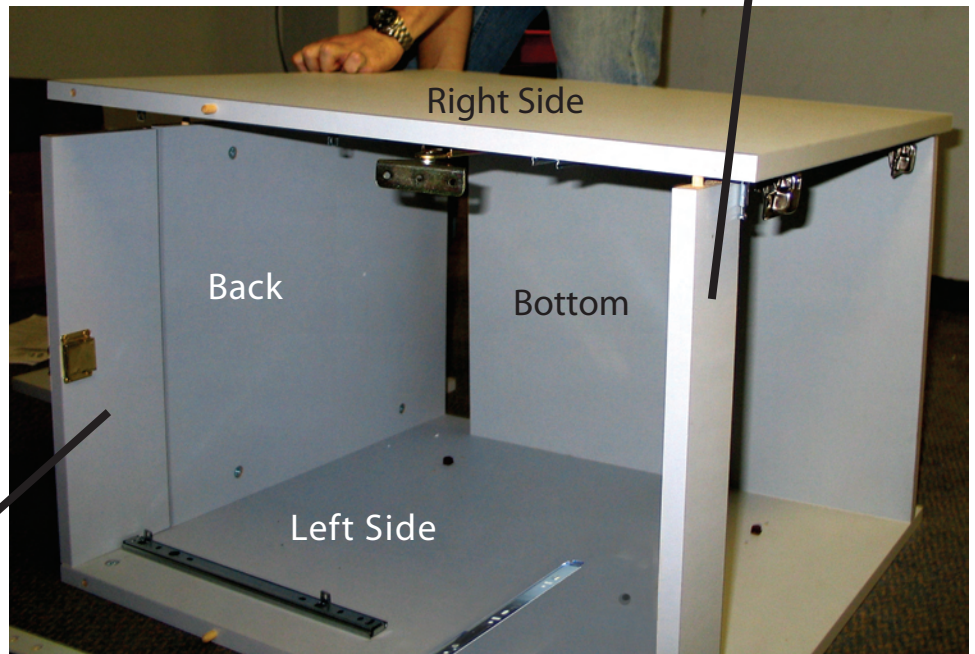


Upper Brace

## 2 People Should Assemble This Product!

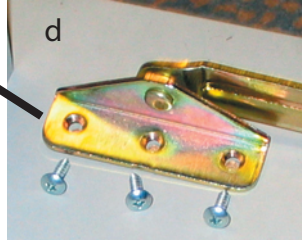
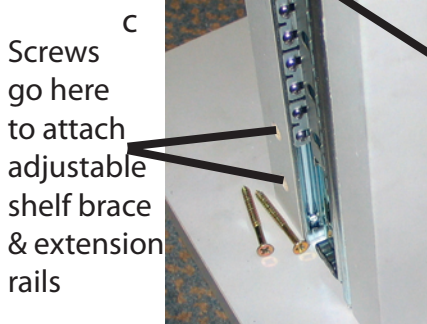
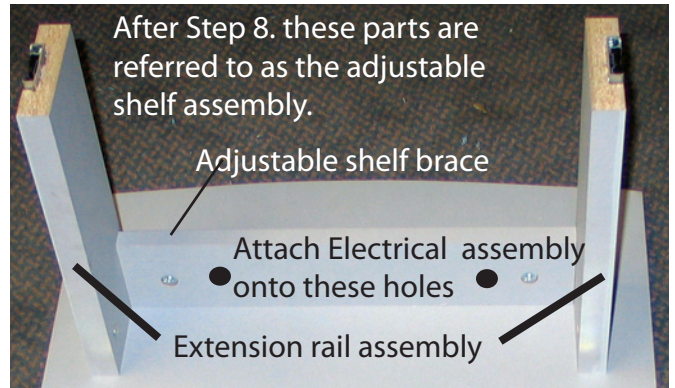
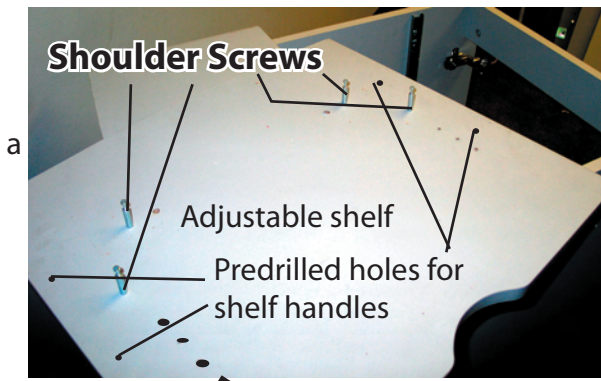
Upper Brace

7. Line hardware on right side up with the predrilled holes in the keyboard door, upper brace, bottom and back panels. Fit together and tighten all camlocks.

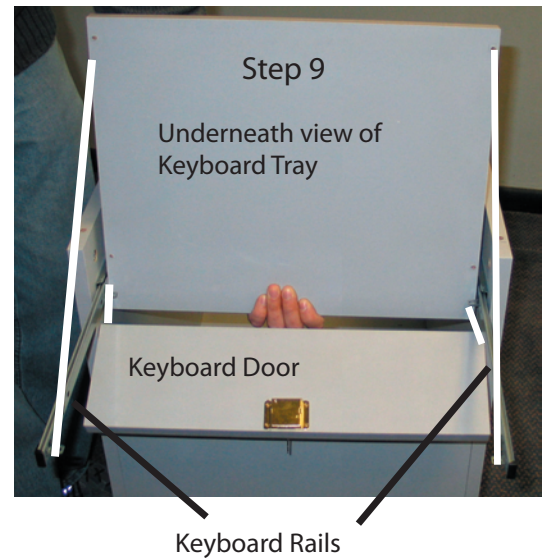
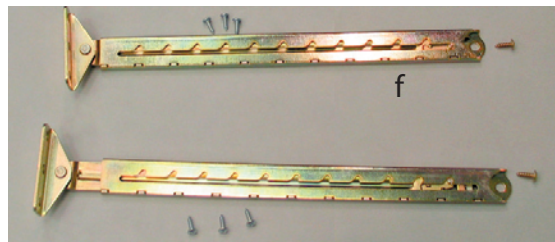
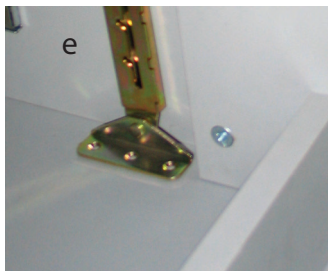


Keyboard Door

8. Place 4 shoulder screws in Adjustable Shelf (#13) as shown (a). Place camlocks in Adjustable shelf brace (#9) and put onto the shoulder screws that are closer together on the Adjustable Shelf. Place Extension Rails/adjustable brace over remaining shoulder screws (b) Secure the brace and rail assembly together using # 8 screws (c). Tighten camlocks. Attach the ratchet lift brackets to predrilled holes in adjustable shelf using 4mm screws (d, e & f)



Ratchet Lift Brackets - Attach to Adjustable Shelf with 4mm x 14mm screws and to side panels with 10mm x 14mm brass screws

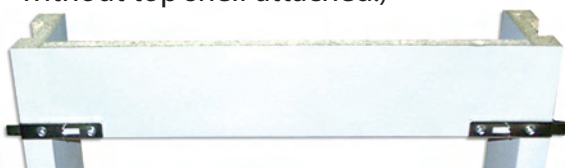


9. Slide keyboard rails all the way out. Lay keyboard tray on tabs. Attach Keyboard Tray to Keyboard rails from underneath using the screws that came packaged with the rails.

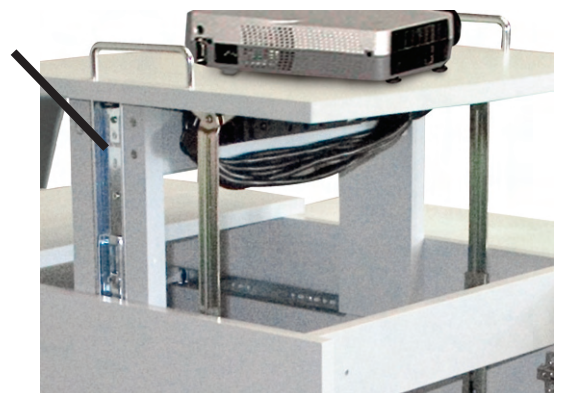
10. Slide Adjustable Shelf Assembly onto the rails that were factory assembled earlier (right). Attach the right and left lift brackets to predrilled hole in side panels. Line shelf handles over predrilled holes on the top of adjustable shelf. Fasten from underneath with the screws that were packaged with the handles.



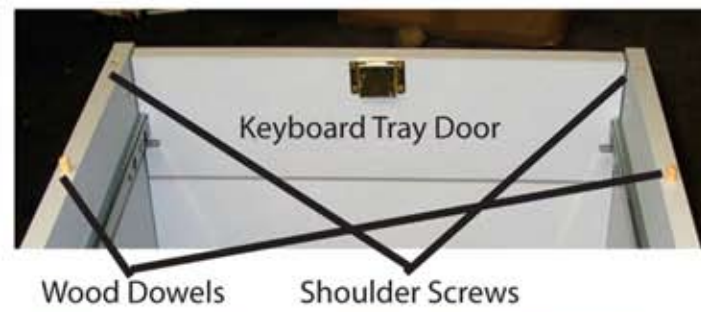
11. Attach the slide locks to the adjustable shelf assembly using 4 pcs 4mm x 18mm wood screw as shown below. (Shown without top shelf attached.)



12. ELECTRICAL ASSEMBLY (IF PURCHASED) - Positioning shown Above. See adjustable shelf picture at the top right of this page. Attach electrical assembly with the cord management wrap on the side closest to the main door. See enclosed electrical instructions.



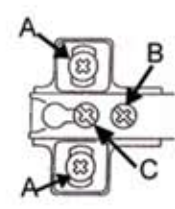
**\*Please make sure you have tightened all camlocks - do not overtighten!**



13. Place camlocks in predrilled holes in fixed shelf (#5). Open glue. Put some glue in the hole for the wood dowel (see photo left). Place one wood dowel and one shoulder screw on the top of each side panel (**wood dowel will be closest to the adjustable shelf**). Put some glue on the other end of the wood dowel. Line up the pre drilled holes on the underside of the fixed shelf to the dowels and shoulder screws on the top of the sides. Tighten camlocks.

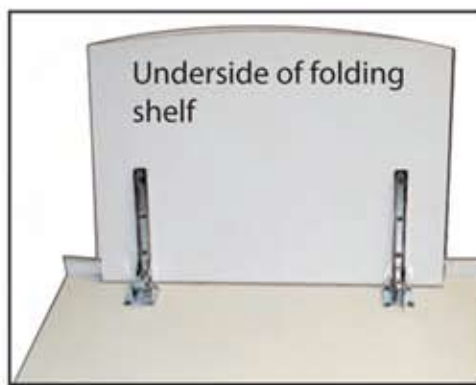


14. Lay unit on its right side. Get door hinges. Align pre-drilled holes in door with hinges. Tap one insert, then the other until flush with door. Attach with screws. Re-attach hinges to right side panel. Align door handle over predrilled holes on door (placement shown right). Attach with the screws that were packaged with the hinges.



Door Adjustment:  
Up-Down Adjustment - Loosen Height adjustment screws. Adjust door and retighten. (A)  
Side to Side Adjustment - Turn screw B as required. (B)  
In-Out Adjustment - Loosen screw C and place hinge arm in desired position. Retighten. (C)

15. Attach brackets to folding shelf as shown right. Attach to side panel lining holes in brackets up with the predrilled holes on the side panel.



16. Place Magnetic Catch into predrilled holes in the tray & side panel as shown below. Fasten with included screws. Don't overtighten.

Attach with 2 screws

Magnetic Catch



Place caster sockets over predrilled holes on side panels.

17. Put casters onto the side panels, lining them up with the predrilled holes. Secure in place with the nuts and bolts that came in the caster bag. Make sure nuts are tightened properly with crescent wrench .

18. Turn unit right side up. Place adjustable inner shelf in unit at desired height.