

Virco, Inc. 2027 Harpers Way Torrance, Ca 90501

Virco, Inc. Highway 65, South Conway, AR 72032 Customer Service: (800) 448 - 4726

Parts List

- (1) Top Shelf (18"W x 15 3/4"L) (1) Adjustable Shelf (18"W x 18"L) (1) Shelf (15"W x 15"L) (1) Bottom Shelf (16 1/2"W x 30 1/2"L) (1) Left Side Panel (1) Right Side Panel (1) Modesty Panel (2) Locking 3" Casters (2) Non-locking 3" Casters (24) M6 x 15mm screws
- (4) M6 x 35mm screws (4) M6 x 50mm screws (2) Support Brackets for Adjustable Shelf (4) Small Brackets for Top Shelf (4) Black Plugs Allen Wrench Wrench for Caster Installation Grommets for shelves

Instructions:

1. Take side panel (See Image #1) and turn upside down as pictured. Attach bottom shelf (16 1/2 x 30 1/2) using (2) M6 x 35mm screws, making sure that the flat side of the side panel is facing away from the shelf. Repeat for other side using the other (2) M6 x 35mm screws and side panel.

2. While you have it upside down screw in (4) threaded casters making sure that the locking casters are on the same side. (See Image #1)

3. Attach middle shelf (15" x 15") (one flat side/one rounded side) using (4) M6 x 50mm screws. Put screws through the guide holes that are on the side panels making sure that flat side of shelf is flush with the side where the bottom shelf extends further out. (See Image #2)

4. Take top shelf (18" x 15 3/4") and attach the (4) small "L" shaped brackets to the underside of the shelf. (See Image #2) The brackets have two different style holes on them (perfectly round and oval). Attach the round side to the bottom of the shelf using (4) M6 x 15mm screws, making sure that the other side of the bracket is facing towards the outside of the shelf. When attaching shelf to top of side panels make sure the "L" brackets line up with the pre-drilled holes on the side panels. Attach using (4) M6 x 15mm screws.

5. Take black Modesty Panel and attach using (6) M6 x 15mm screws. (See Image #2). Attach to side of panels where the bottom shelf extends further out.

6. Take adjustable shelf (18" x 18") and attach the (2) large "L" support brackets using (4) M6 x 15mm screws making sure that the smooth side of the bracket is facing the outside of the shelf. Then take adjustable shelf and attach to the panels at the desired height. (If you would like the adjustable shelf lower, you may take out the top (2) screws of the Modesty Panel and line up the bottom hole of the brackets with the top hole of the Modesty Panel and attach using the M6 x 15mm screws). (Image #3)

7. Add plugs in bottom shelf holes.

Electrical Option: If you received the unit with an electrical assembly you may attach the electrical assembly vertically on the outside or inside of the side panels. Attach with the screws and wing nuts provided with the electrical packet.

<u>KPRE183539</u> Mobile Presentation **Station**



