



# BRETFORD

## PRESENTATION ENVIRONMENTS®

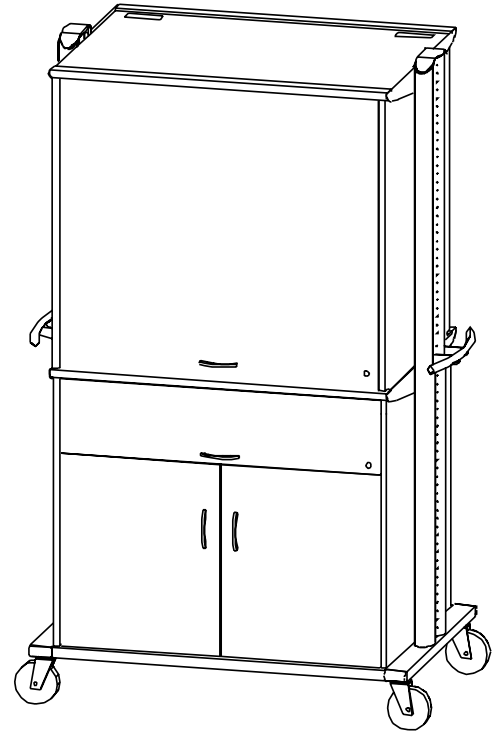
### MEDIA TOWER

#### Assembly Instructions

**TWO PERSON ASSEMBLY IS REQUIRED**

#### PARTS LIST

Qty	Description
1	Right Upright Assembly
1	Left Upright Assembly
1	Bottom Shelf (Steel)
1	Middle Shelf (Steel)
1	Right Lower Side Panel
1	Left Lower Side Panel
1	Flipper Door
1	Pocket Door
1	Rear Brace (Steel)
1	Bottom Back Panel (Steel)
1	Lower Wood Shelf
1	Cabinet Divider
1	Right Door
1	Left Door
2	Upright Handles
1	Right Upper Side Panel
1	Left Upper Side Panel
1	Wood Top Shelf
1	Upper Rear Panel (Steel)
1	Top Shelf (Steel)
1	Upper Pocket Door
1	Adjustable Shelf (Steel)
1	Adjustable Divider (Steel)
2	Removable Back Panels (Steel)
2	Lower Insert Panels (Steel)
2	Upper Insert Panels (Steel)
1	10 Outlet E-unit
2	5" casters w/o Brake
2	5" Casters w/ Brake
4	Shim Brackets (Veneer Models Only)
2	20" Support Brackets
2	9 1/2" Support Brackets
2	Small Slides
1	Flipper Door Bracket
2	Pocket Door Locks
4	Removable Panel Brackets
1	Cord Winder
4	Hinges
1	Left Door Lock
1	Left Door Strike Plate
8	Handles
4	Hinge Plates
2	Flipper Door Stops
2	23 1/2" Support Brackets
2	Cabinet Door Stops
2	Large Slides
2	Door Guide Brackets



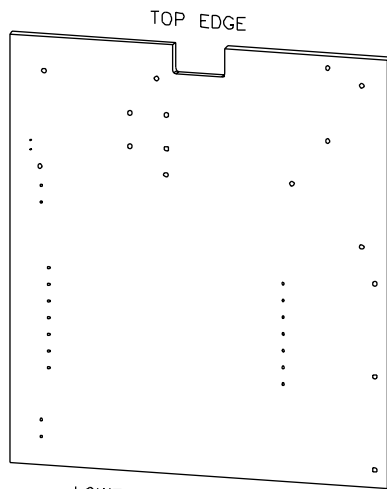
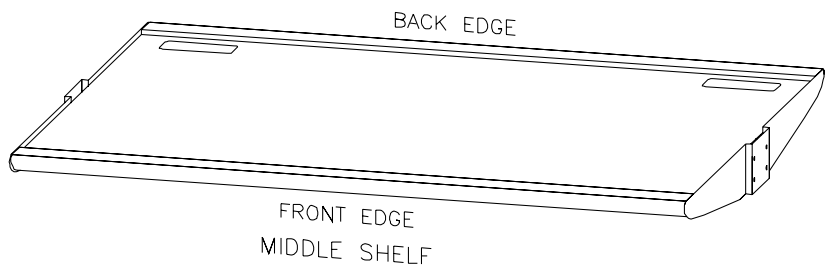
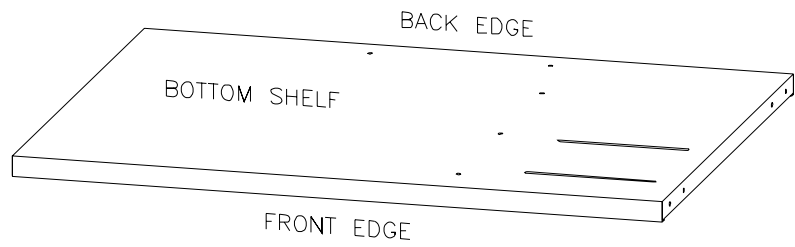
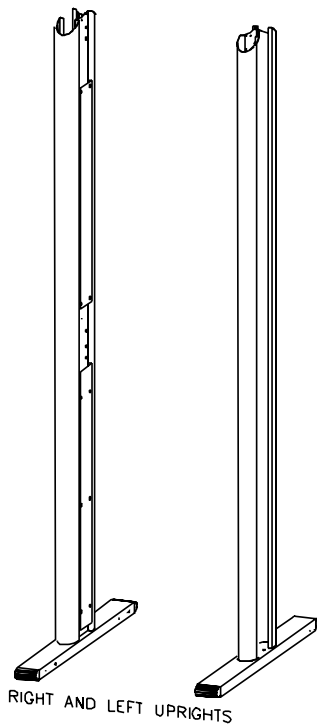
#### HARDWARE LIST

Qty	Description
12	1/4-20 x 5/8" Combo Truss Hd Screws
8	1/4-20 Flange Nuts
16	5/16-18 x 5/8" Hex Head Screws
16	1/4-20 x 1" Hex Head Screws
34	#6 x 5/8" Phillips Screws
78	10-32 x 5/8" Combo Truss Hd Screws
6	#6 x 5/8" Pan Head Screws
12	#8 x 1/2" Truss Head Screws
7	10-32 Serrated Flange Nuts
16	10-32 x 1" Combo Truss Head Screws
2	#8 x 3/8" Phillips Truss Head Screws
6	M4 x 23mm Handle Screws
2	Felt Pads
8	#12 x 1/2" Pan Head Screws
8	Small Bumpers
12	Nylon Spacers
12	#8 x 1" Phillips Flat Head Screws
4	3/16 x 1.125 Collar Pins
2	1/4-20 Acorn Nuts
2	Black Knurled Knobs
8	M4 Metric Phillips Screws
8	#10-32 x 1/2" Theft Proof Screws
6	#10-32 x 1/2" Phillips Screws
4	Large Black Bumpers
1	Security Wrench
1	Hex Wrench

#### TOOLS REQUIRED

- Phillips Screwdriver
- Adjustable Wrench
- Hex Wrench (provided)
- Security Wrench (provided)

The following few pages are descriptions and graphics of all the items on the parts and hardware lists. Identifying and sorting through these items will make the assembly of this unit easier.

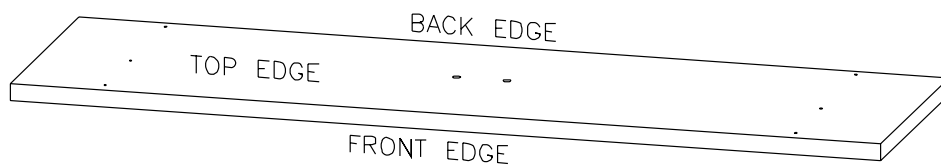


LOWER LEFT SIDE PANEL

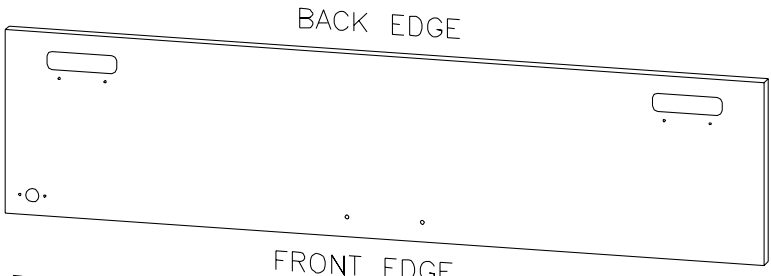


LOWER RIGHT SIDE PANEL

EACH SIDE PANEL IS ROUGHLY 28 1/2" X 32 9/32"



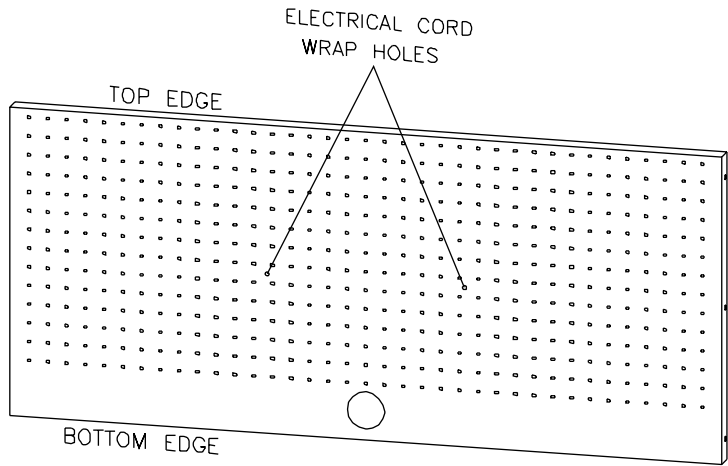
FLIPPER DOOR - ROUGHLY 38 7/64" X 11 3/16"



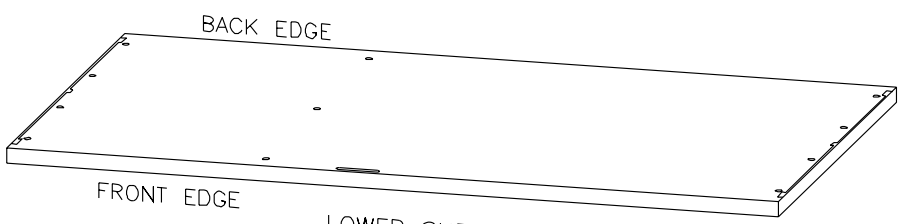
POCKET DOOR - ROUGHLY 37 51/64" X 9 9/64"



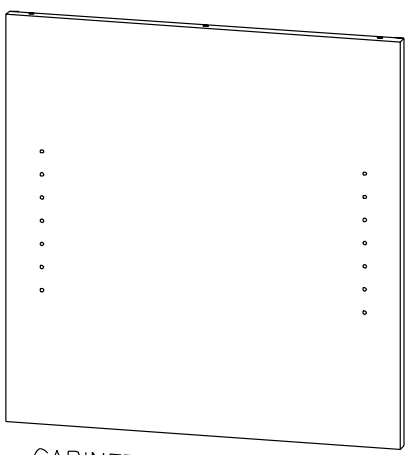
REAR BRACE (STEEL)  
ROUGHLY 38 7/64" X 7"



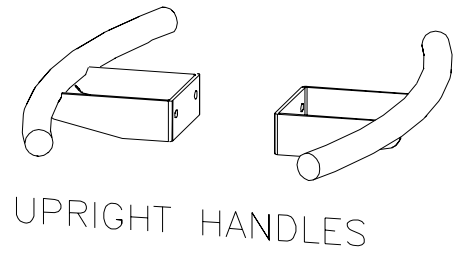
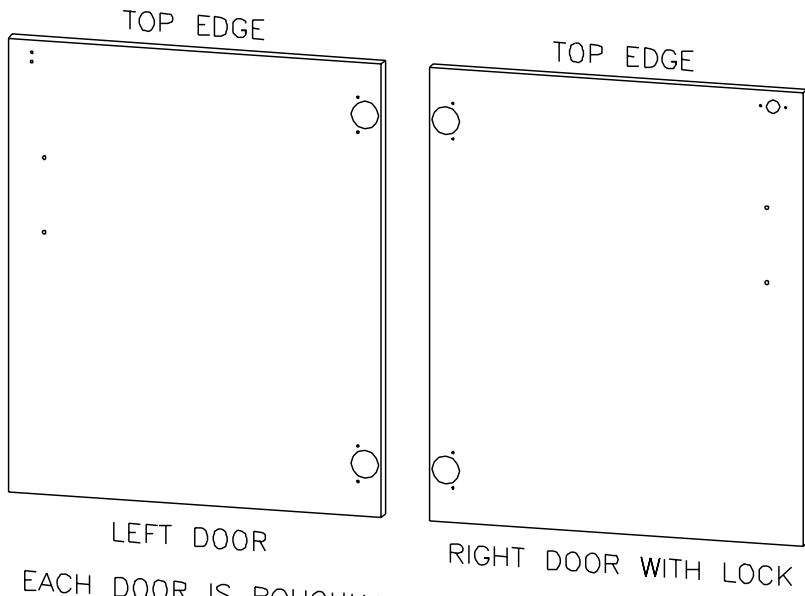
BOTTOM BACK PANEL  
ROUGHLY 38 1/8" X 16 15/32"



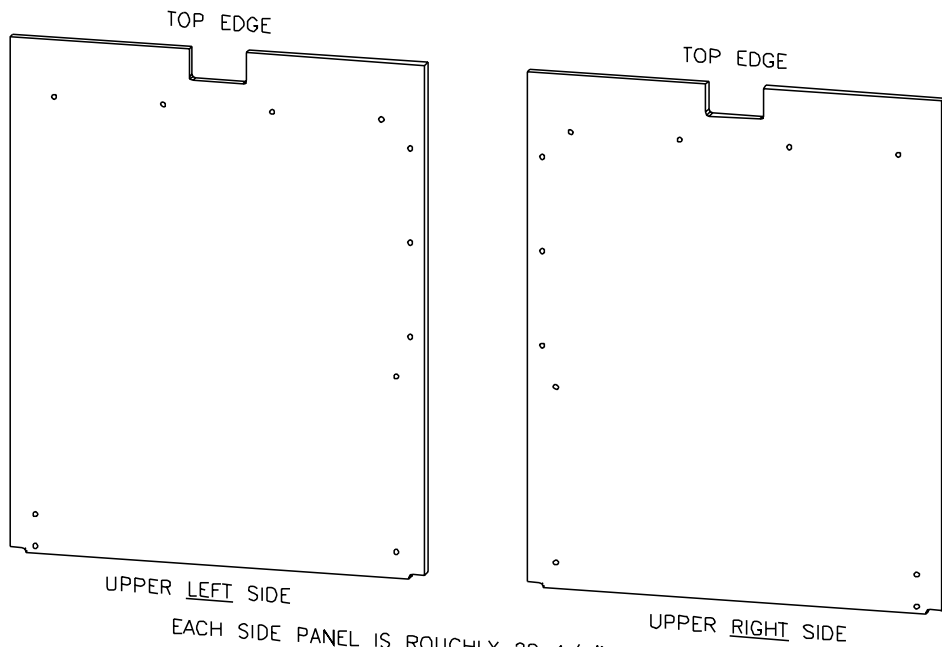
LOWER SHELF (WOOD)  
ROUGHLY 38 7/64" X 21 47/64"



CABINET DIVIDER (STEEL)  
ROUGHLY 22 3/16" X 21 1/2"



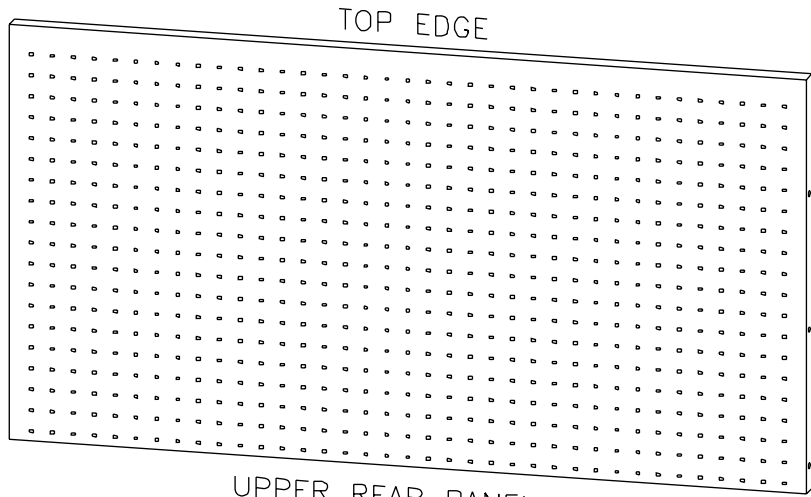
EACH DOOR IS ROUGHLY  $18 \frac{55}{64}$ " X  $22 \frac{29}{32}$ "



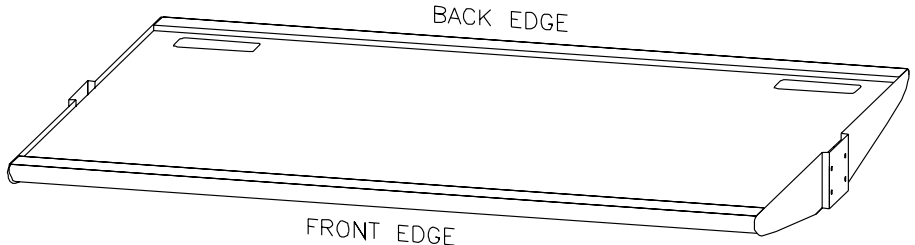
EACH SIDE PANEL IS ROUGHLY  $28 \frac{1}{2}$ " X  $35 \frac{7}{16}$ "



TOP SHELF (WOOD)  
 ROUGHLY  $38 \frac{7}{64}$ " X  $24 \frac{31}{32}$ "  
 BOTTOM EDGE IS SHOWN IN THIS VIEW  
 THE TOP HAS (2) 4 HOLE CLUSTERS ON THE FRONT EDGE



UPPER REAR PANEL  
ROUGHLY 38 1/8" X 19 13/16"



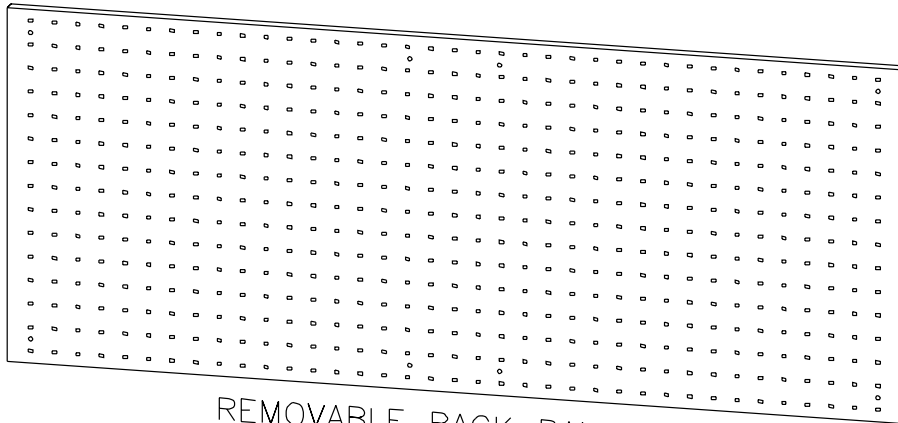
FRONT EDGE  
TOP SHELF (STEEL)



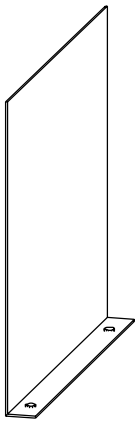
UPPER POCKET DOOR  
ROUGHLY 37 51/64" X 35 1/32"



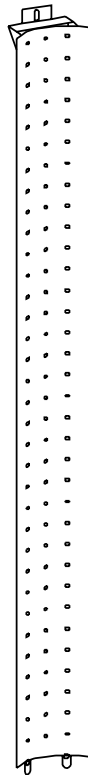
ADJUSTABLE SHELF (STEEL)  
ROUGHLY 24 7/8" X 21 1/8"



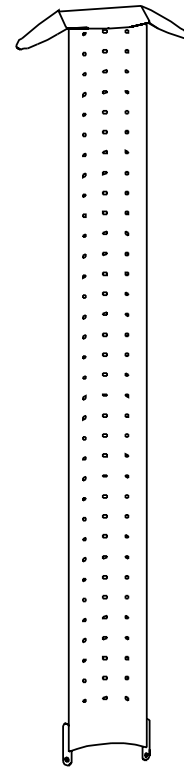
REMOVABLE BACK PANEL  
ROUGHLY 38" X 15"



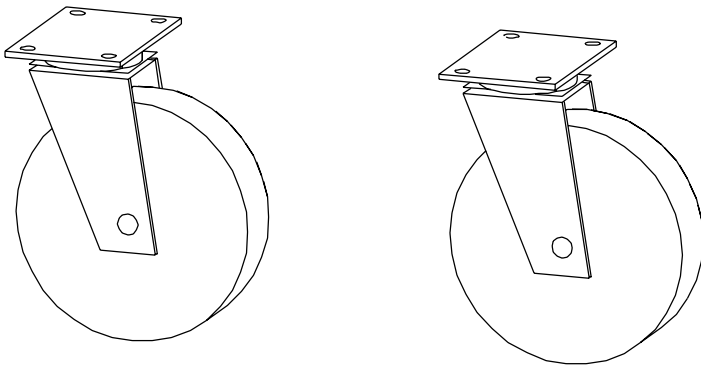
ADJUSTABLE  
DIVIDER



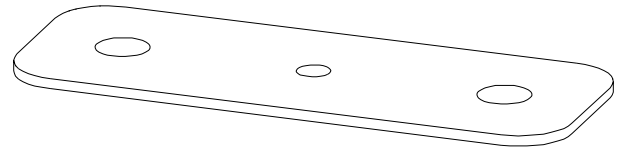
LOWER INSERT PANEL  
(RIGHT AND LEFT)



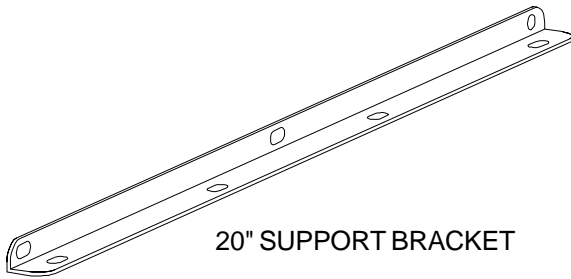
UPPER INSERT PANEL  
(RIGHT AND LEFT)



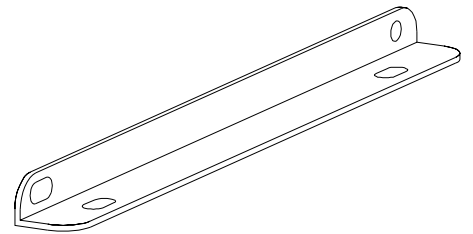
5" PLATE CASTERS WITH AND WITHOUT BRAKES (NON-BRAKE CASTERS SHOWN)



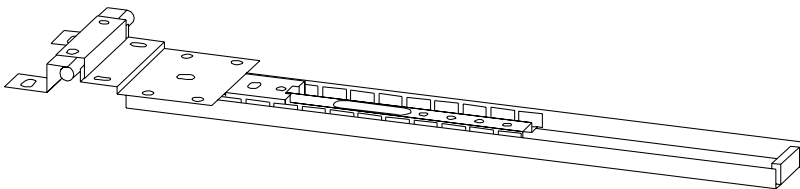
VENEER SHIM  
THIS BRACKET IS **ONLY** USED ON VENEER MODELS



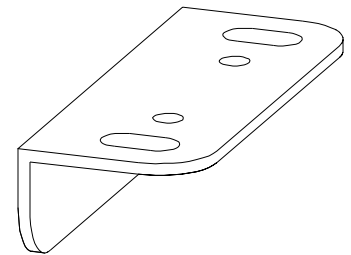
20" SUPPORT BRACKET



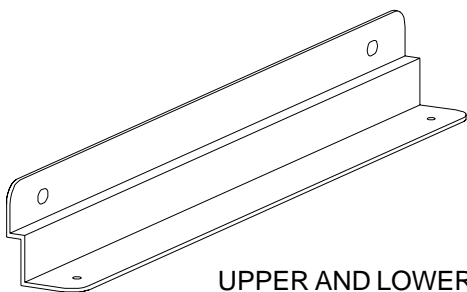
9 1/2" SUPPORT BRACKET



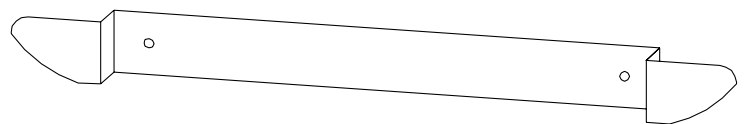
SMALL SLIDE  
(USED ON FLIPPER DOOR)



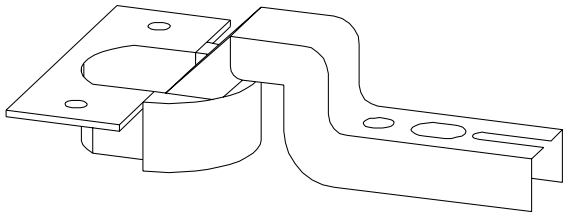
CABINET DOOR STOP



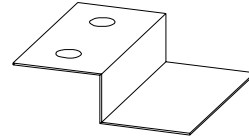
UPPER AND LOWER  
REMOVABLE BACK  
PANEL BRACKET



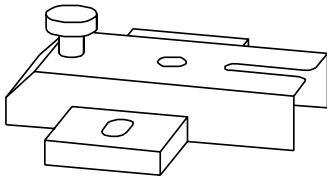
ELECTRICAL CORD WARP



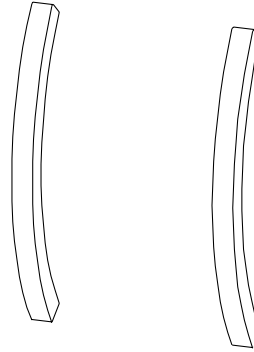
DOOR HINGE



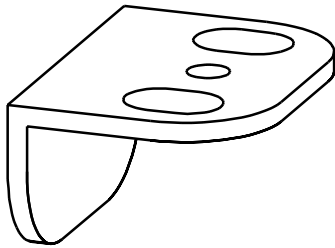
STRIKE PLATE  
(USED ON LEFT  
BOTTOM DOOR)



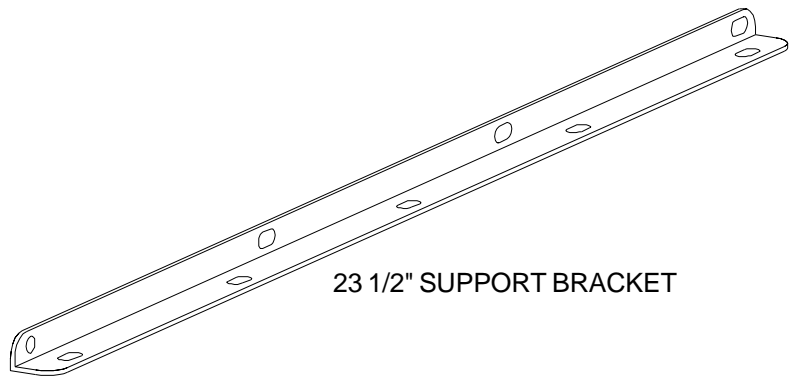
HINGE PLATE



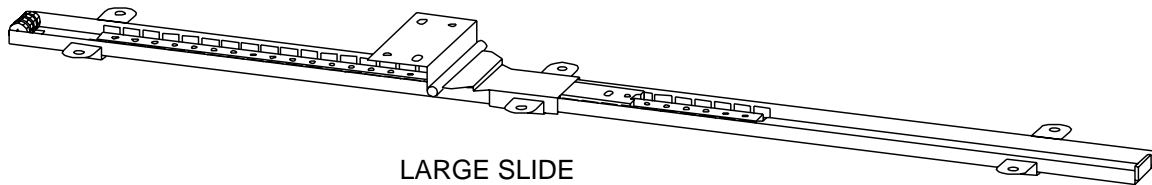
DOOR HANDLES



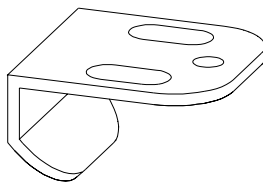
FLIPPER DOOR STOP



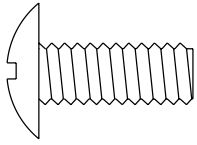
23 1/2" SUPPORT BRACKET



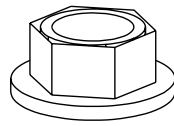
LARGE SLIDE  
(USED ON UPPER POCKET DOOR)



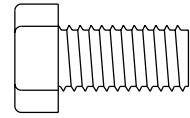
DOOR GUIDE BRACKET



1/4-20 X 5/8" Combo Truss Screws  
(12 Pieces Total)



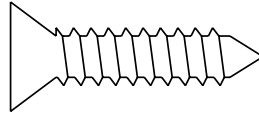
1/4-20 Flange Nuts  
(8 Pieces Total)



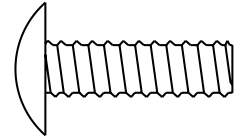
5/16-18 x 5/8" Hex Screws  
(16 Pieces Total)



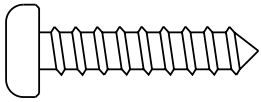
1/4-20 x 1" Hex Screws  
(16 Pieces Total)



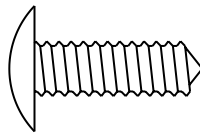
#6 x 5/8" Phillips Screws  
(34 Pieces Total)



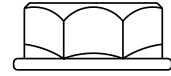
10-32 x 5/8" Combo Truss Screws  
(78 Pieces Total)



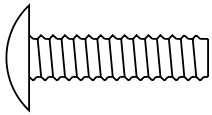
#6 x 5/8" Pan Head Screws  
(6 Pieces Total)



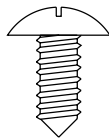
#8 x 1/2" truss Head Screws  
(12 Pieces Total)



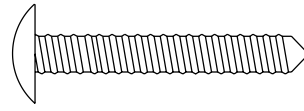
10-32 Serrated Flange Nuts  
(7 Pieces Total)



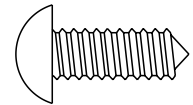
10-32 x 1" Combo Truss Screws  
(16 Pieces Total)



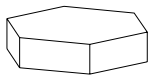
#8 x 3/8" Screws  
(2 Pieces Total)



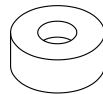
M4 x 23mm Handle Screws  
(6 Pieces Total)



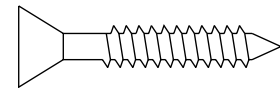
#12 x 1/2" Pan Head Screws  
(8 Pieces Total)



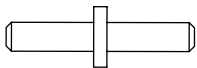
Small Bumpers  
(8 Pieces Total)



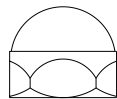
Nylon Spacers  
(12 Pieces Total)



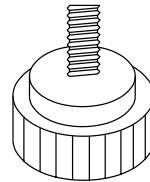
#8 x 1" Screws  
(12 Pieces Total)



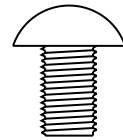
3/16 x 1.125 Collar Pins  
(4 Pieces Total)



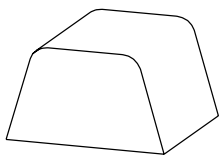
1/4-20 Acorn Nuts  
(2 Pieces Total)



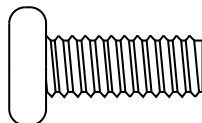
Black Knurled Knobs  
(2 Pieces Total)



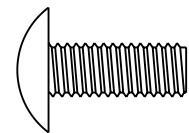
M4 Metric Phillips Screws  
(8 Pieces Total)



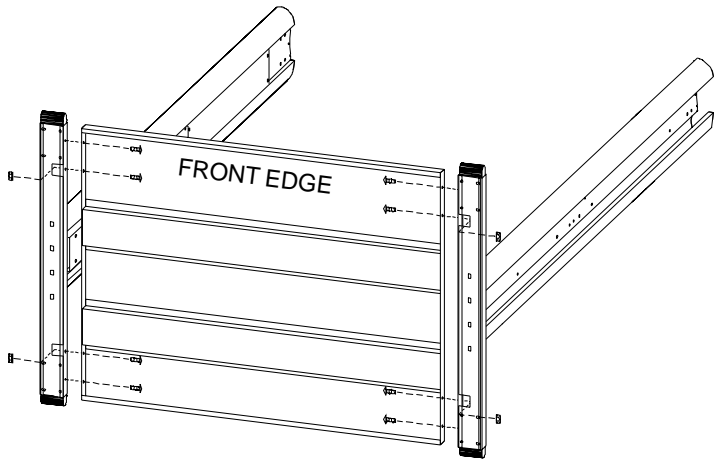
Large Black Bumpers  
(4 Pieces Total)



#10-32 x 1/2" Theft Proof Screws  
(8 Pieces Total)

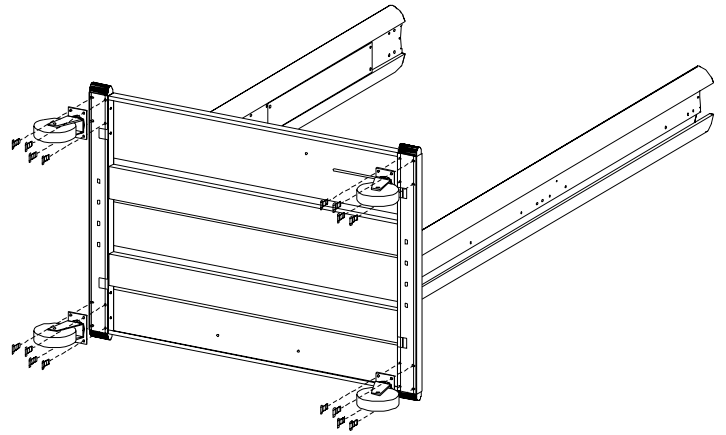
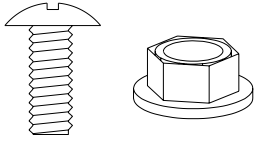


#10-32 x 1/2" Phillips Screws  
(6 Pieces Total)



### STEP 1

Lay the right and left uprights down with holes facing in. Attach the bottom shelf with the 1/4-20 x 5/8" screws and the 1/4-20 flange nuts. (Only 4 nuts are used in the areas shown). **The slots represent the front of the shelf.**



### STEP 2

Attach each caster to the legs with the 5/16-18 x 5/8" bolts as shown. The locking casters should be installed in the front. Once casters are **SECURELY** fastened, **CAREFULLY** stand unit upright.

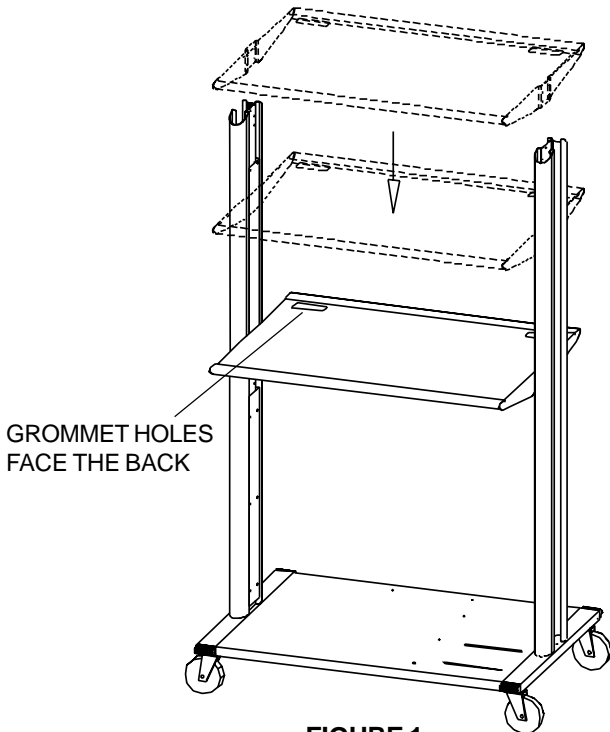
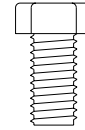


FIGURE 1

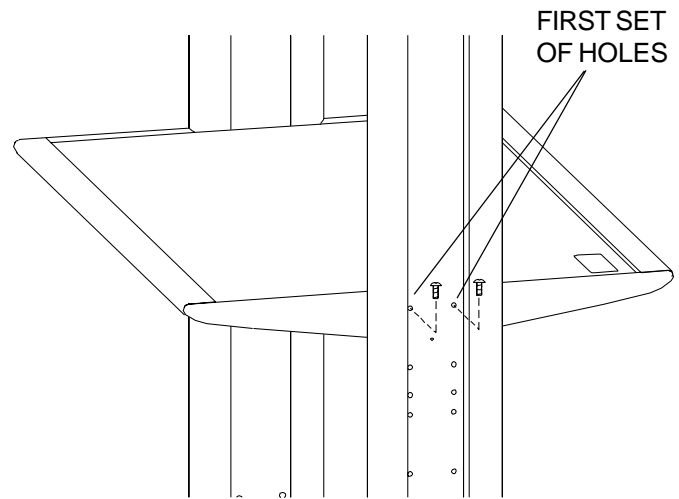
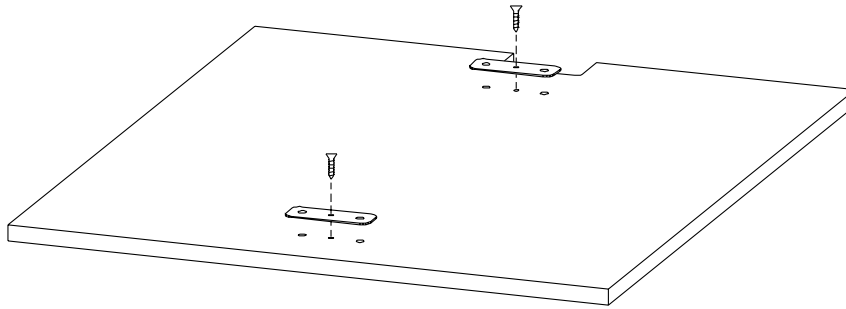


FIGURE 2

### STEP 3

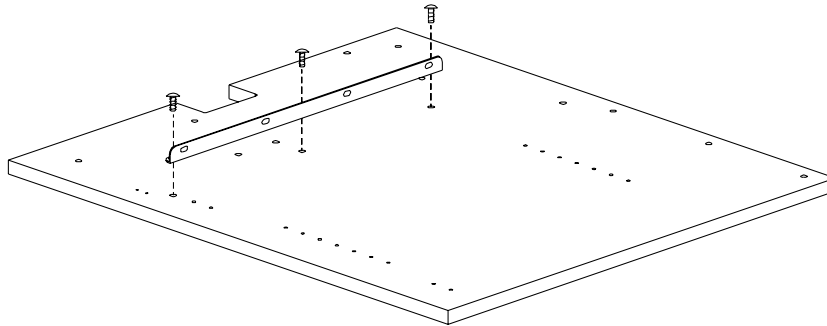
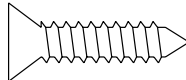
Slide the middle shelf down between the uprights as shown in **FIGURE 1** with **grommet holes facing the back**. **LOOSELY** attach the shelf to the **FIRST** set of middle holes with the 1/4-20 x 1" hex head screws as shown in **FIGURE 2**.





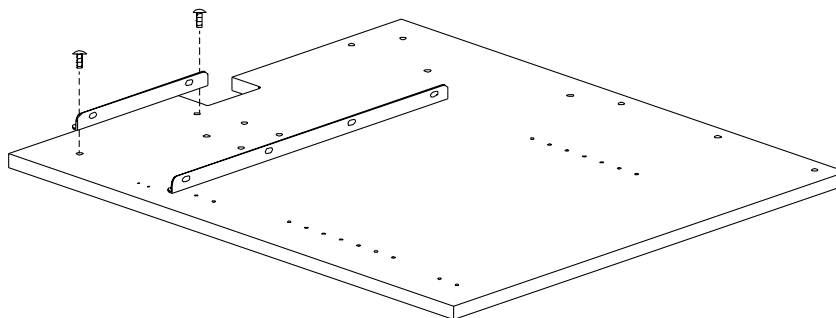
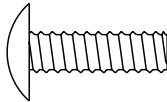
#### STEP 4

On the outside edge of each lower side panel, attach shim brackets with the #6 x 5/8" screws as shown. **NOTE: THESE BRACKETS ARE USED ON VENEER MODELS ONLY!** If you have a laminate model skip this step.



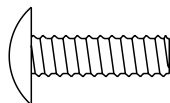
#### STEP 5

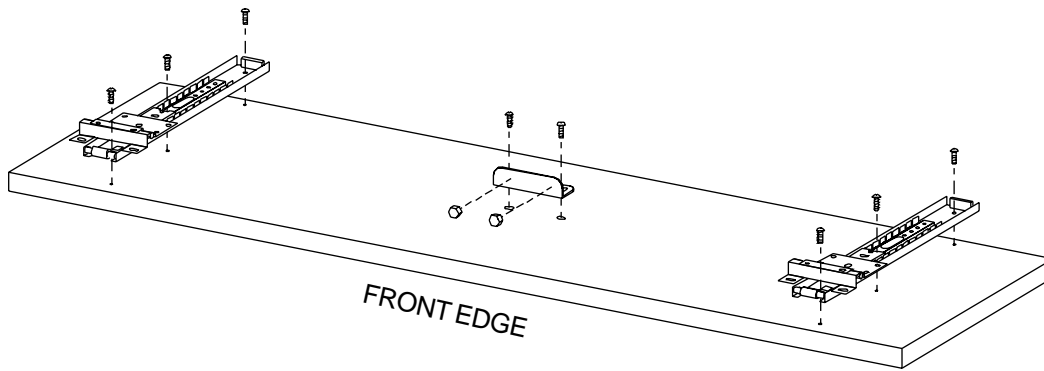
Attach the 20" support bracket to each lower side panel using the 10-32 x 5/8" combo truss screws as shown.



#### STEP 6

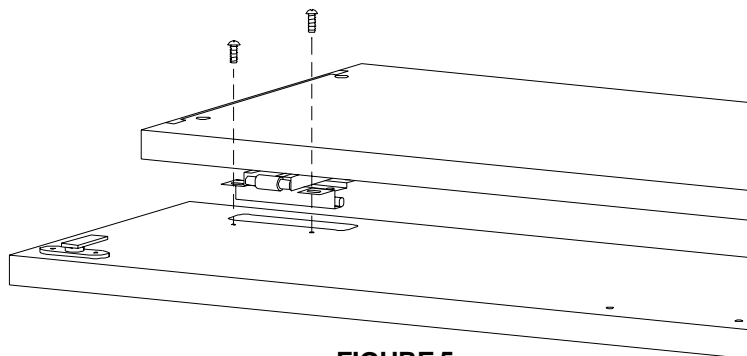
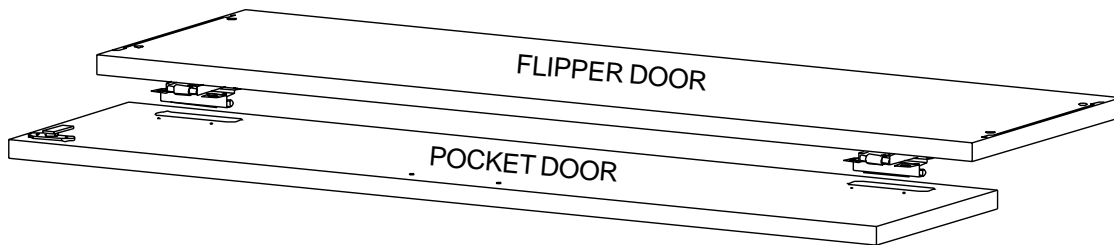
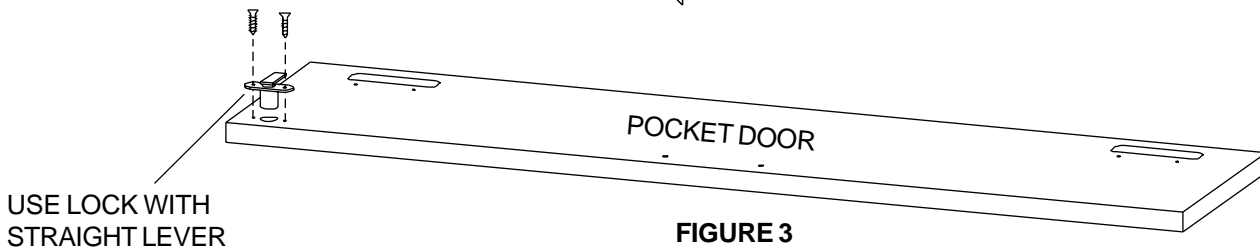
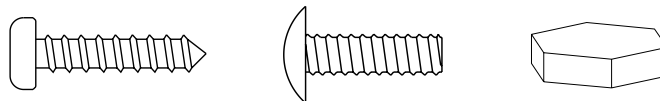
Attach the 9 1/2" support bracket to each lower side panel using the 10-32 x 5/8" combo truss screws as shown.





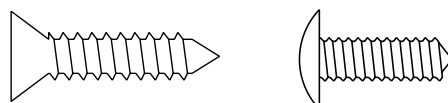
### STEP 7

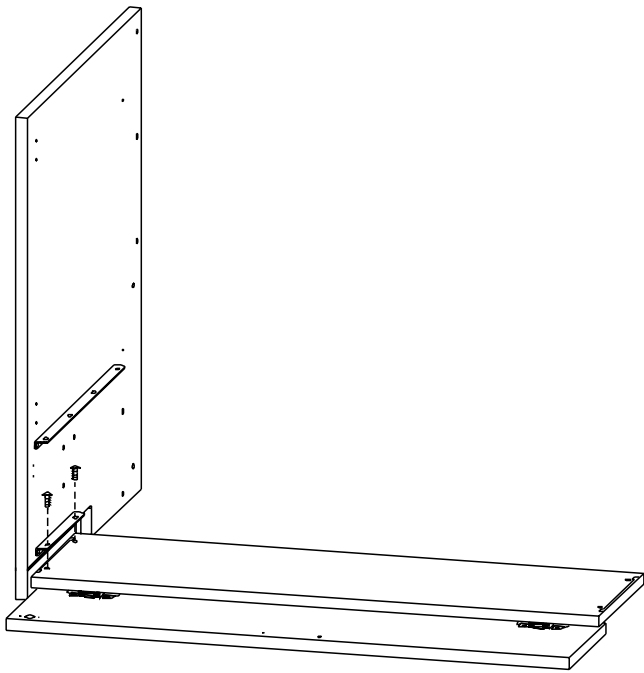
**LOOSELY** attach the 2 small slides to the flipper door with the #6 x 5/8" pan head screws as shown. Make sure the **round wheels** on the slides **face front**. Move the slides as far forward as possible and **TIGHTEN SCREWS**. Attach the cabinet door stop bracket to the flipper door with the 10-32 x 5/8" combo screws and attach 2 small bumpers as shown.



### STEP 8

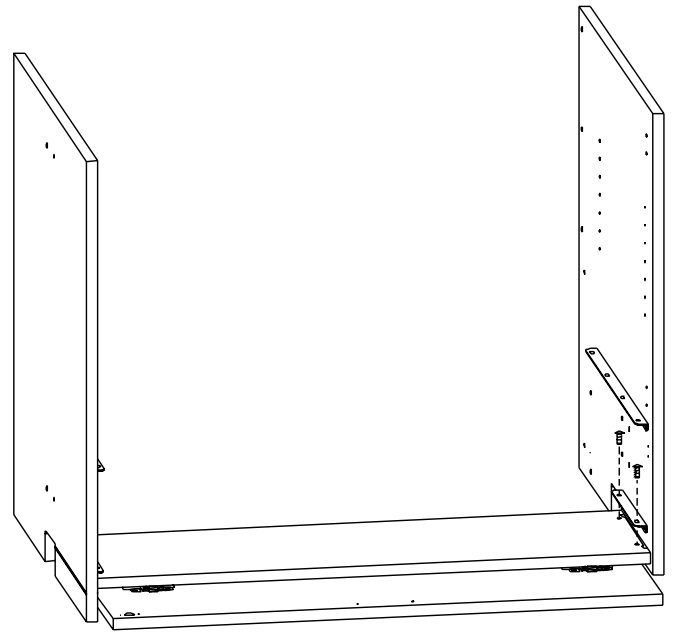
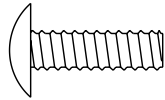
As shown in **FIGURE 3**, attach lock (with straight lever) to the pocket door with the #6 x 5/8" phillips screws. Next position the slides on the flipper door into the slots in the pocket door as shown in **FIGURE 4**. Secure the 2 doors together using the #8 x 1/2" truss head screws as shown in **FIGURE 5**.





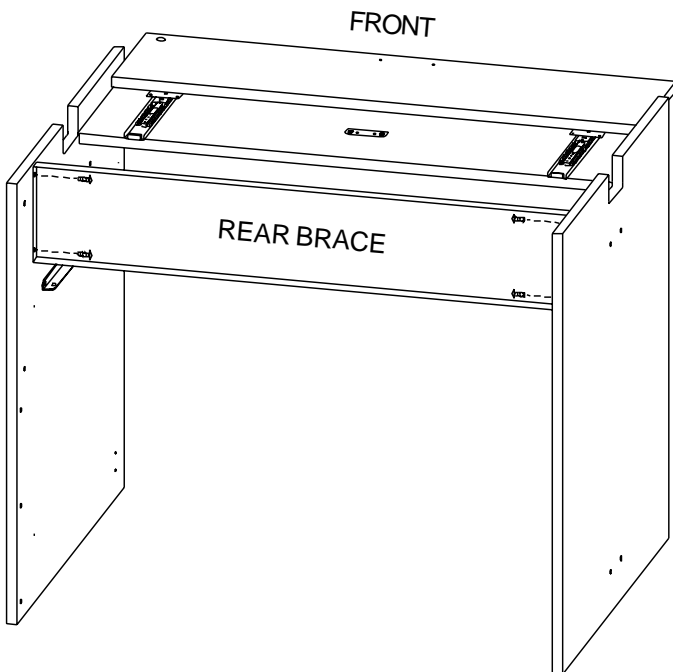
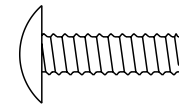
### STEP 9

Align one lower side panel with door assembly as shown. Secure together through the 9 1/2" bracket with the 10-32 x 5/8" combo truss screws. **NOTE:** Make sure side panel and door assembly are flush.



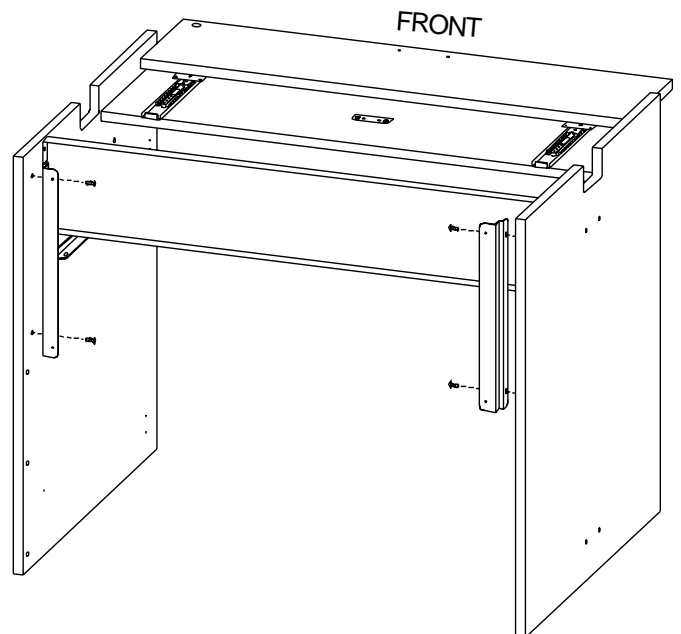
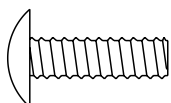
### STEP 10

Attach the other lower side panel to the door assembly through the 9 1/2" bracket using the 10-32 x 5/8" combo truss screws as shown. Stand assembly upright. **NOTE:** Make sure side panel and door assembly are flush.



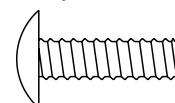
### STEP 11

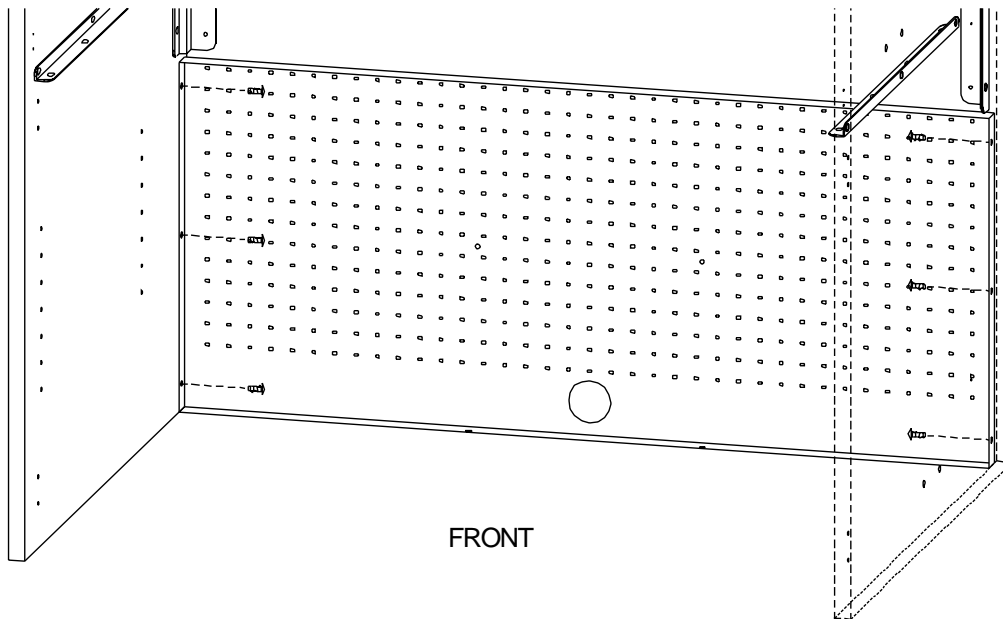
Attach the rear brace between the side panels using the 10-32 x 5/8" combo truss screws as shown.



### STEP 12

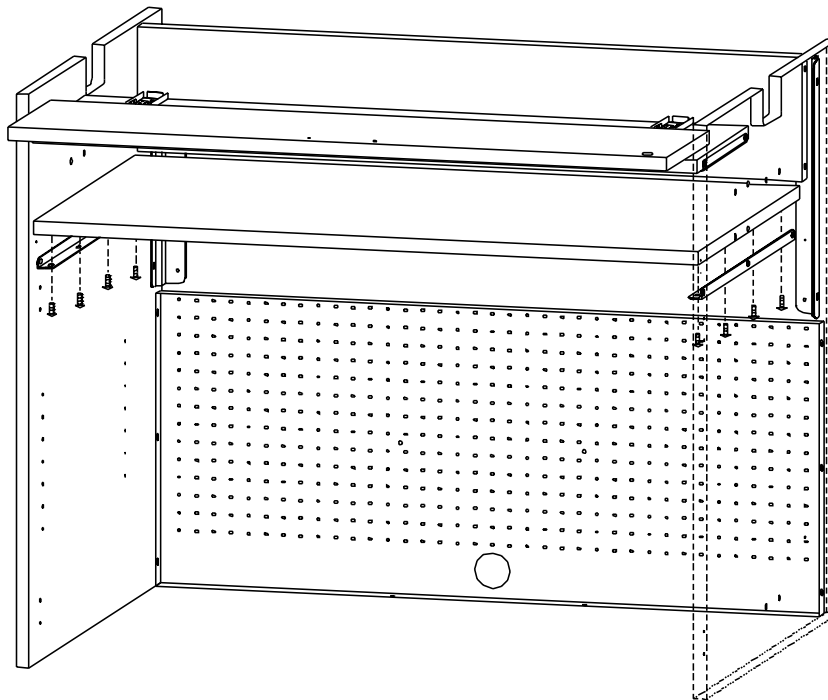
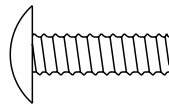
Attach a removable panel bracket to each side panel using the 10-32 x 5/8" combo truss screws as shown. Make sure brackets are positioned as shown.





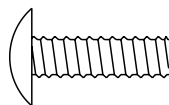
### STEP 13

Attach the bottom back panel between the side panels as shown using the 10-32 x 5/8" combo truss screws. Make sure the grommet hole faces the bottom.



### STEP 14

Position the lower wood shelf (with the under side **slot facing front**) onto the 20" support bracket. Secure the shelf in place with the 10-32 x 5/8" combo truss screws as shown.



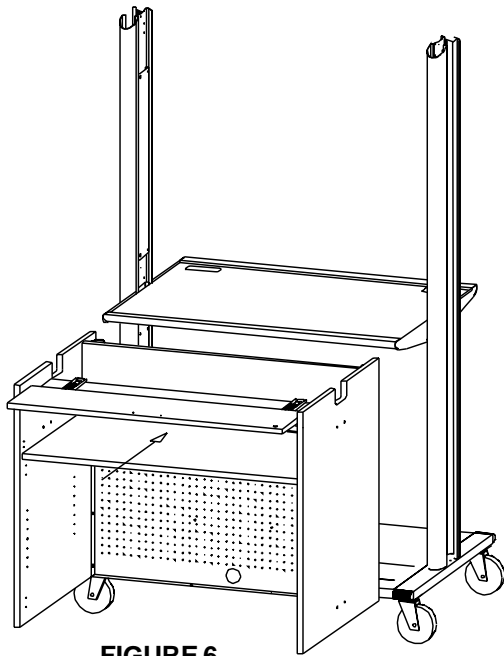


FIGURE 6

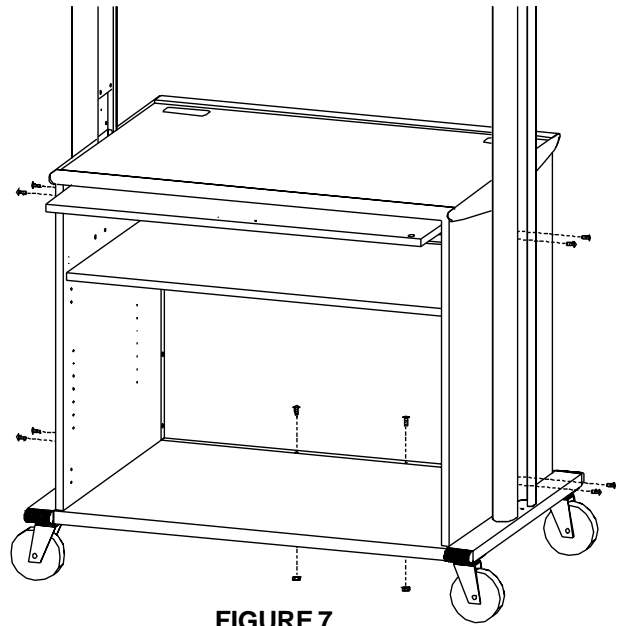
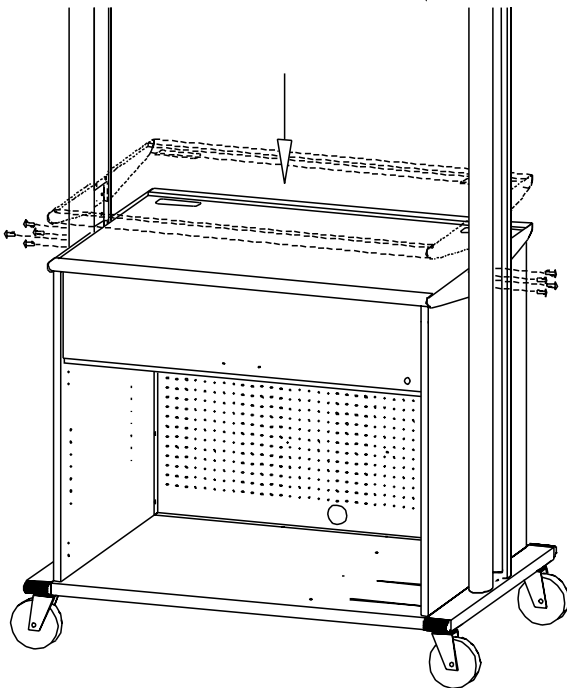
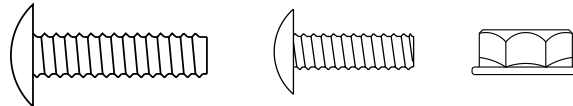


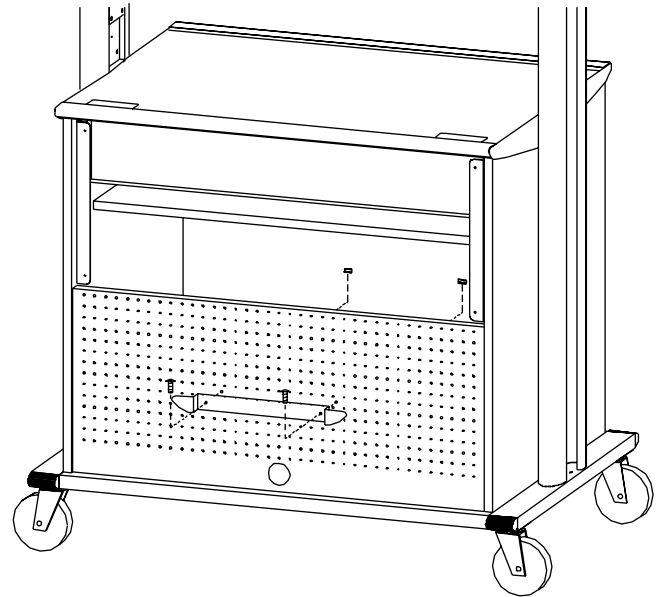
FIGURE 7

### STEP 15

**CAREFULLY** slide cabinet assembly into the bottom of the cart as shown in **FIGURE 6**. **LOOSELY** attach cabinet to uprights with the 10-32 x 1" combo truss screws as shown in **FIGURE 7**. Also secure the bottom back panel to the bottom shelf using the 10-32 x 5/8" screws and the 10-32 serrated nuts as shown.



STEP 16

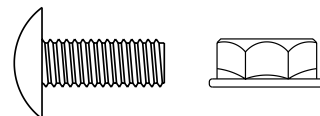


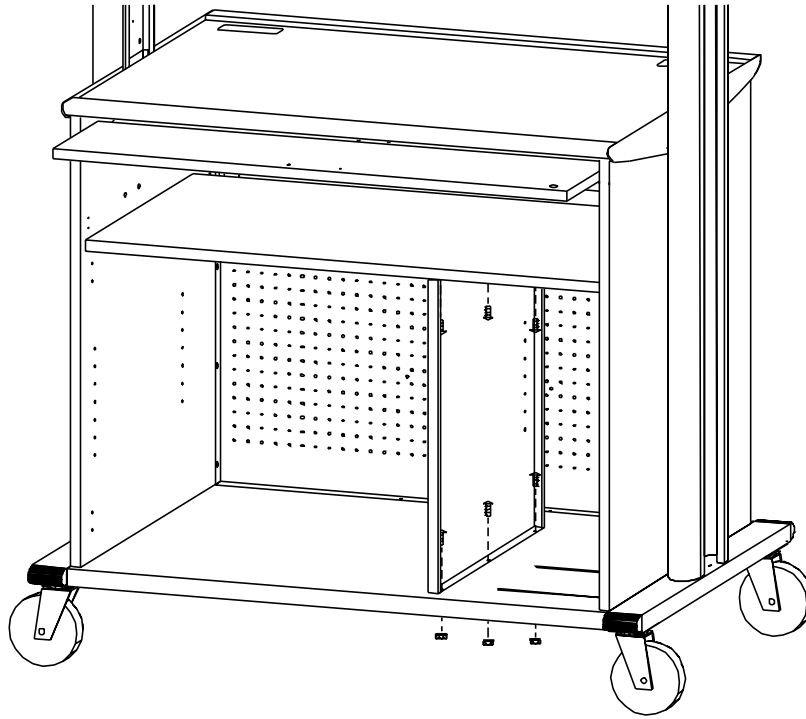
STEP 17

While holding onto the steel middle shelf, remove the screws from the uprights and **CAREFULLY** slide the shelf down onto the cabinet. **LOOSELY** attach shelf in place with the 1/4-20 x 1" hex head screws as shown. **NOTE:** Make sure to close pocket door before lowering shelf.



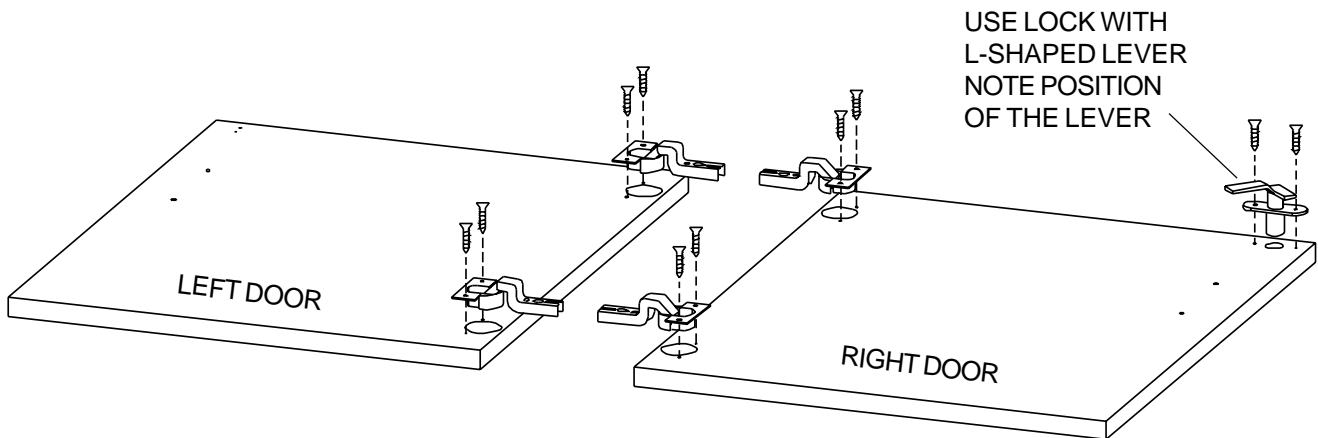
Attach the cord winder to the back of the bottom back panel as shown using the 10-32 x 1/2" truss head screws and the 10-32 serrated nuts.





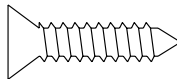
### STEP 18

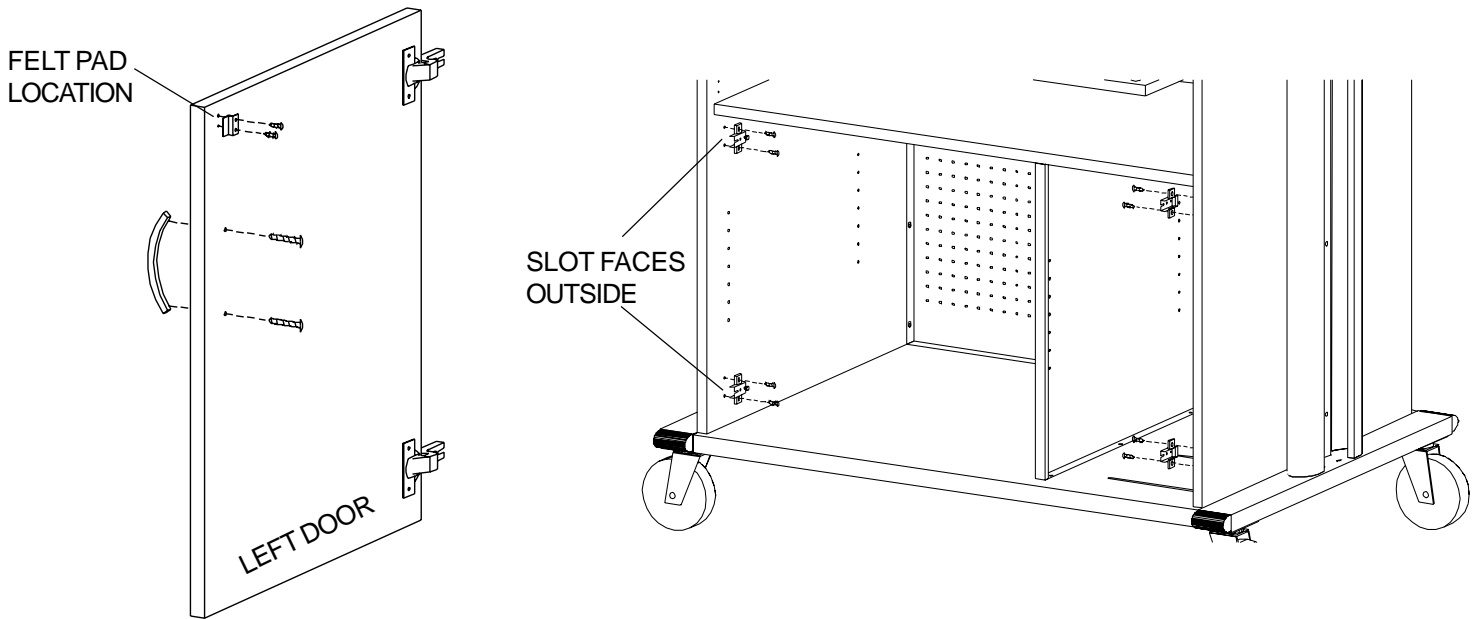
Position the cabinet divider between the bottom shelf and the lower wood shelf. Secure the divider to the bottom shelf using the 10-32 x 5/8" screws and the 10-32 flanged nuts as shown. Secure divider to wood shelf using the 10-32 x 5/8" screws.



### STEP 19

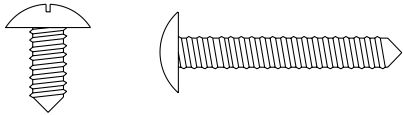
Attach hinges to each door with the #6 x 5/8" screws as shown. Also attach the lock (with L-shaped lever) to the right door with the same screws. **NOTE:** Make sure lock is positioned as it is shown.





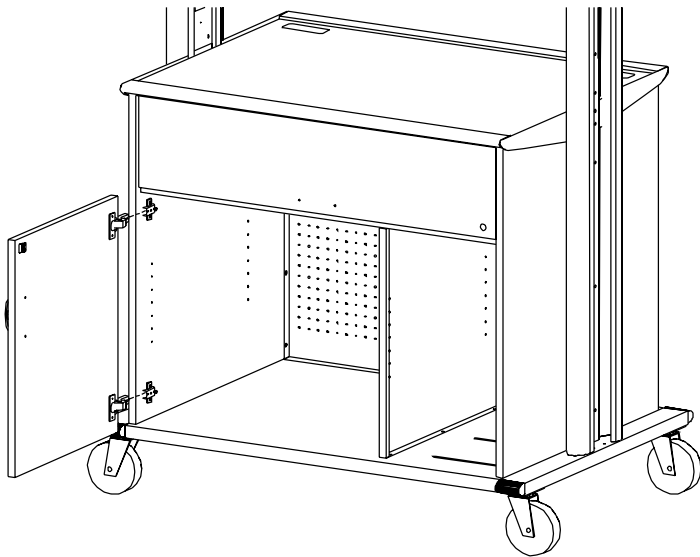
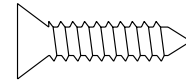
### STEP 20

Attach the door strike plate to the top of the left door with the #8 x 3/8" screws as shown. Attach a handle to both right and left doors with the M4 x 23mm screws. Fasten a felt pad to the top of each door as indicated.



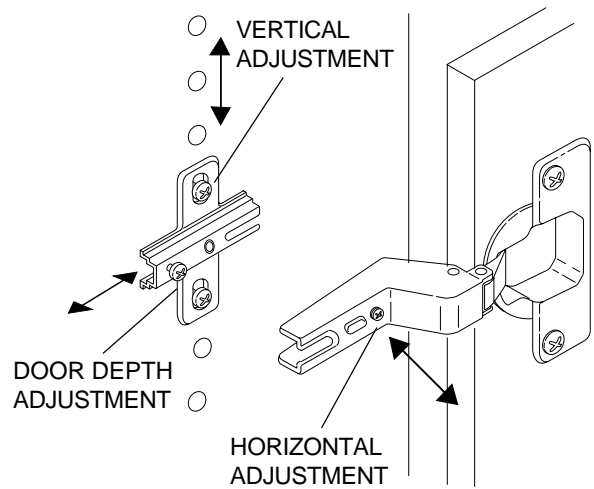
### STEP 21

Attach the hinge plates to each side panel as shown using the #6 x 5/8" screws. **NOTE:** Make sure the slot end of the hinge plate face the outside edge of the side panel.



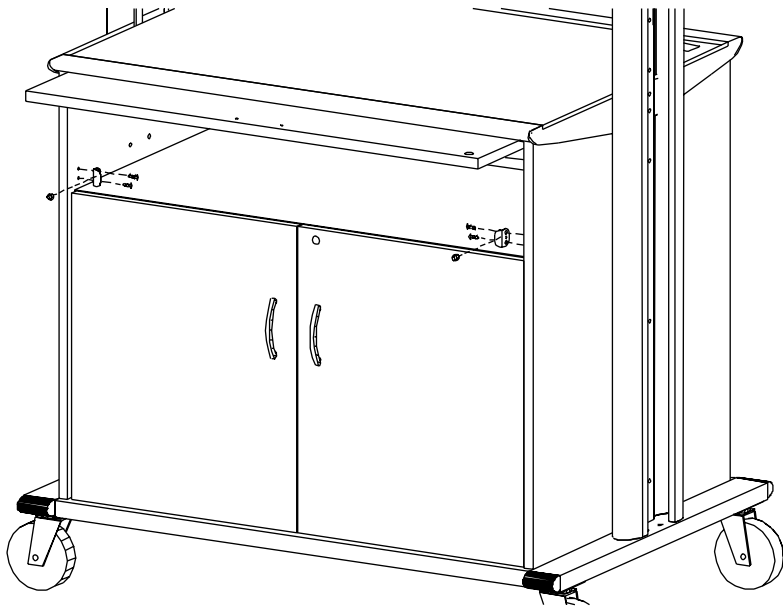
### STEP 22

Attach each door so that the hinges slide over the hinge plates. Make sure that the screw in the hinge plate slides into the groove on the hinge.



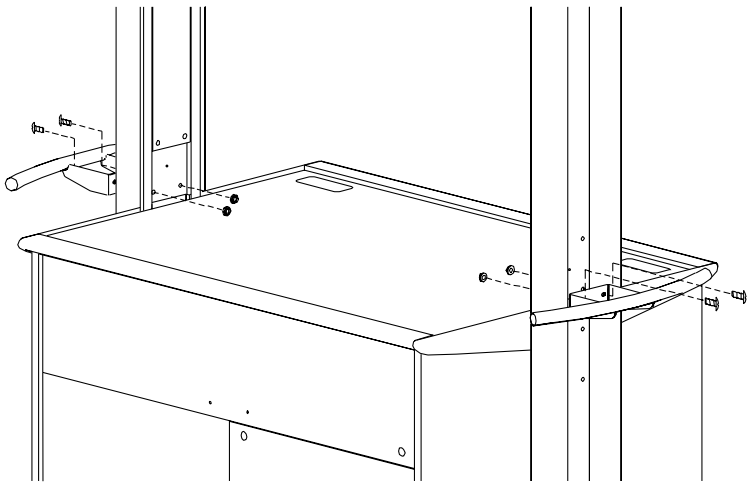
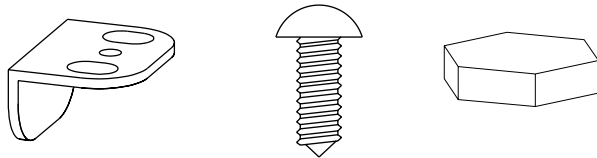
### STEP 23

Adjust each hinge or hinge plate as necessary to make sure the doors meet properly. The illustration indicates which screw will effect the adjustment of the door.



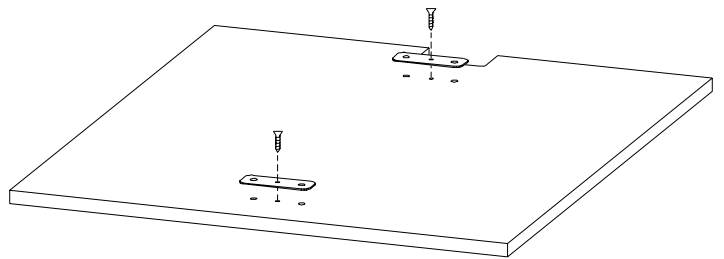
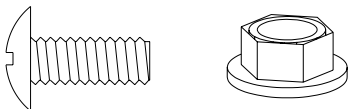
### STEP 24

Attach a flipper door stop to each side panel as shown with the #12 x 1/2" pan head screws. Fasten 1 small bumper onto each door stop to protect pocket door.



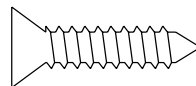
### STEP 25

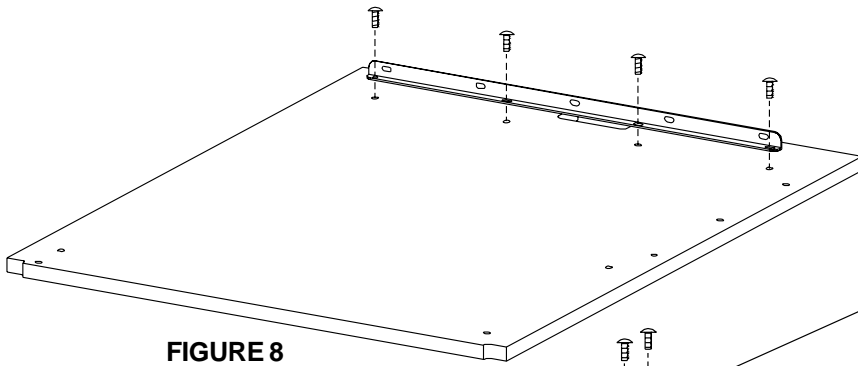
Attach the upright handles inside each upright just above the middle shelf. Secure in place with the 1/4-20 x 5/8" combo truss screws and the 1/4-20 flange nuts as shown.



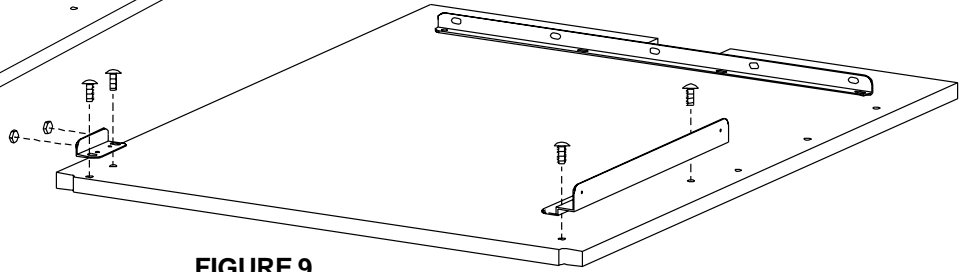
### STEP 26

On the outside edge of each upper side panel, attach shim brackets with the #6 x 5/8" screws as shown. **NOTE: THESE BRACKETS ARE USED ON VENEER MODELS ONLY!** If you have a laminate model skip this step.





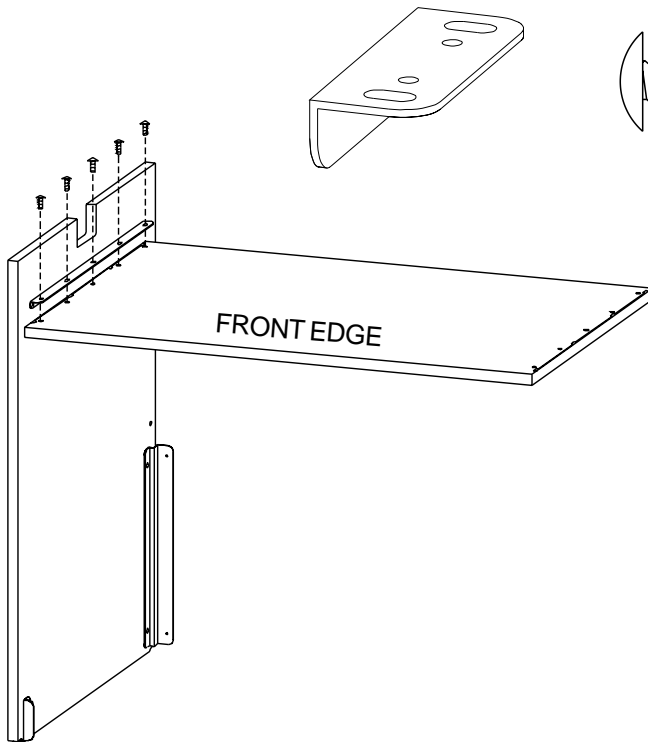
**FIGURE 8**



**FIGURE 9**

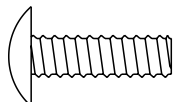
**STEP 27**

Attach the 23 1/2" support bracket to the right and left upper side panel as shown in **FIGURE 8** using the 10-32 x 5/8" combo truss screws. Attach the cabinet door stop with the 10-32 x 5/8" screws and removable back panel bracket with the 10-32 x 5/8" screws as shown in **FIGURE 9**. **NOTE:** Make sure all brackets are positioned as they are shown.

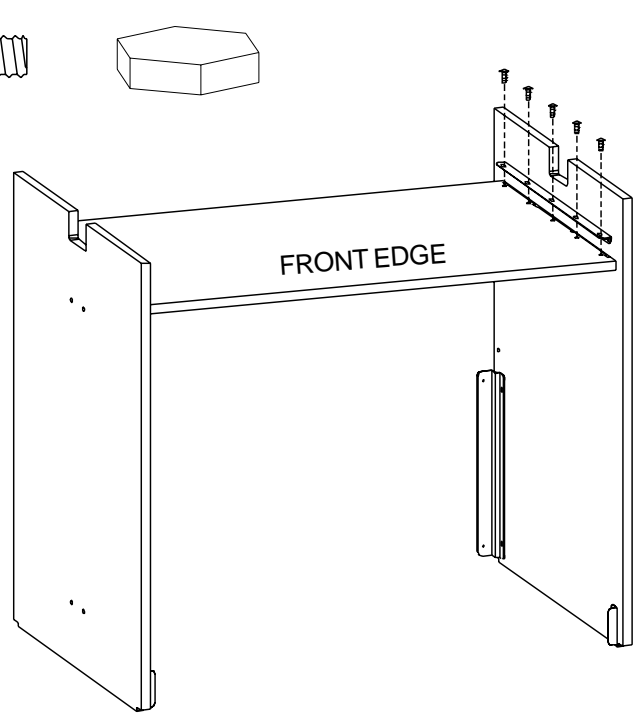


**STEP 28**

Align the upper wood top shelf with one side panel as shown. Secure in place through the 23 1/2" bracket with the 10-32 x 5/8" combo truss screws. **NOTE:** The 2 sets of 4 holes on the underside of the top shelf must face front.

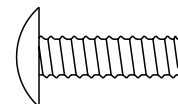


**MAKE SURE THE WOOD SHELF IS FLUSH WITH BOTH SIDE PANELS.**



**STEP 29**

Attach the other side panel through the 23 1/2" bracket as shown using the 10-32 x 5/8" combo truss screws.



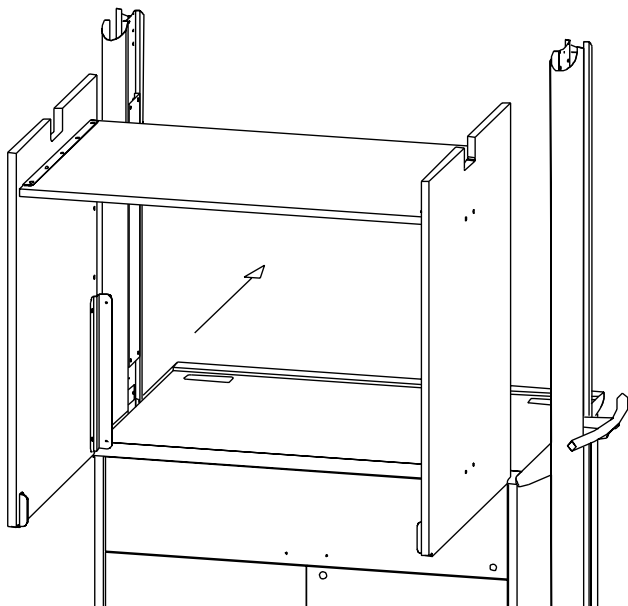


FIGURE 10

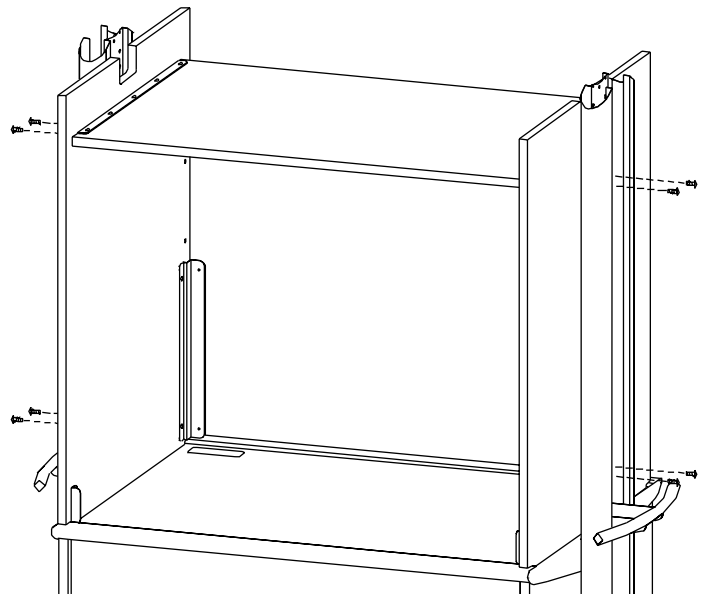
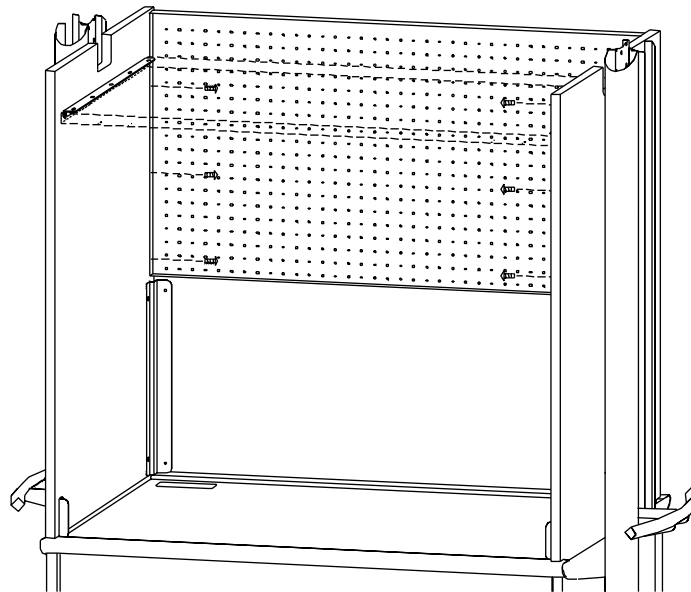
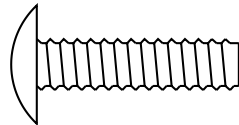


FIGURE 11

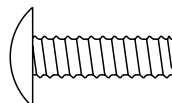
### STEP 30

**CAREFULLY** slide cabinet assembly into the top of the cart as shown in **FIGURE 10**. **LOOSELY** attach cabinet to uprights with the 10-32 x 1" combo truss screws as shown in **FIGURE 11**.



### STEP 31

Attach the upper rear panel to the side panels as shown using the 10-32 x 5/8" combo truss screws.



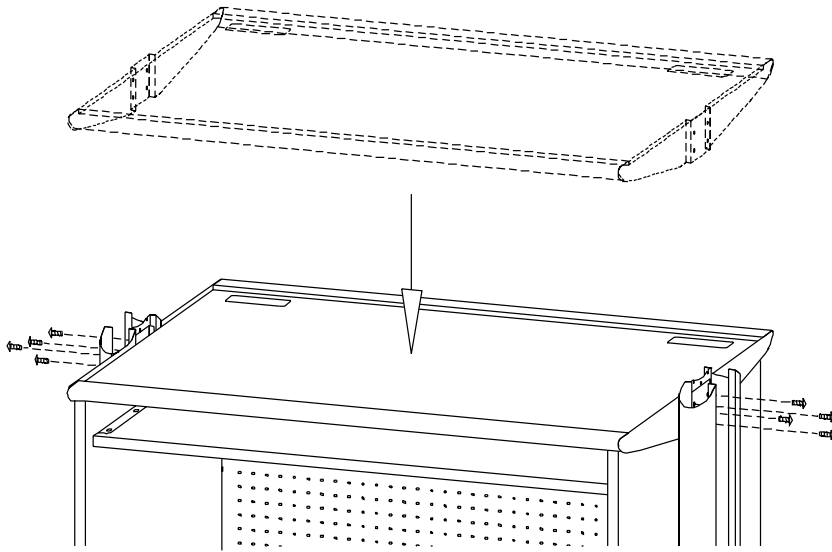


FIGURE 12

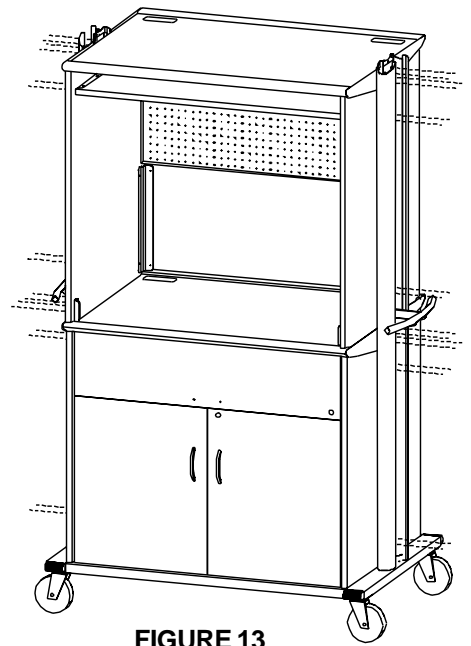


FIGURE 13

### STEP 32

Slide the top shelf down between the uprights as shown in **FIGURE 12** with grommet holes facing the back and **LOOSELY** attach to uprights with the 1/4-20 x 1" hex head screws. Once top shelf is attached, check alignment of entire unit. Then **TIGHTEN ALL UPRIGHT HARDWARE** to secure shelves and side panels in place (**FIGURE 13**).

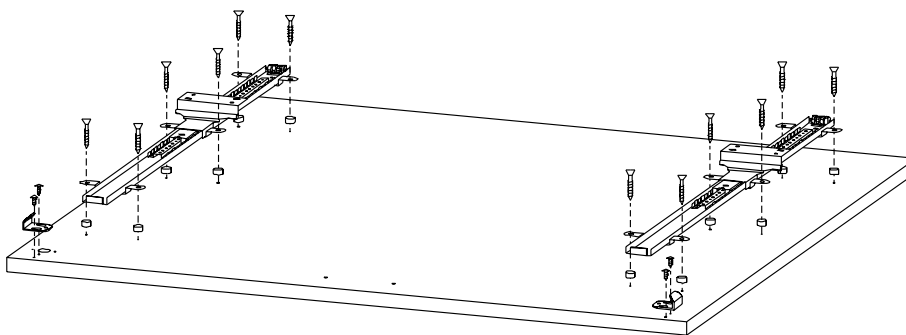
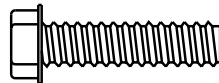


FIGURE 14

USE LOCK WITH STRAIGHT LEVER

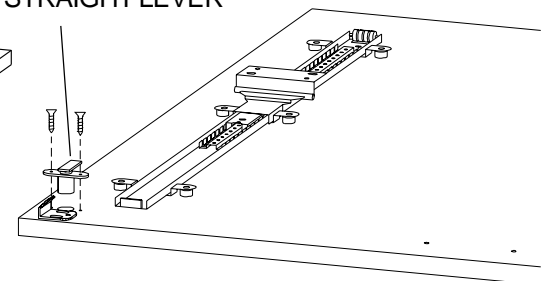
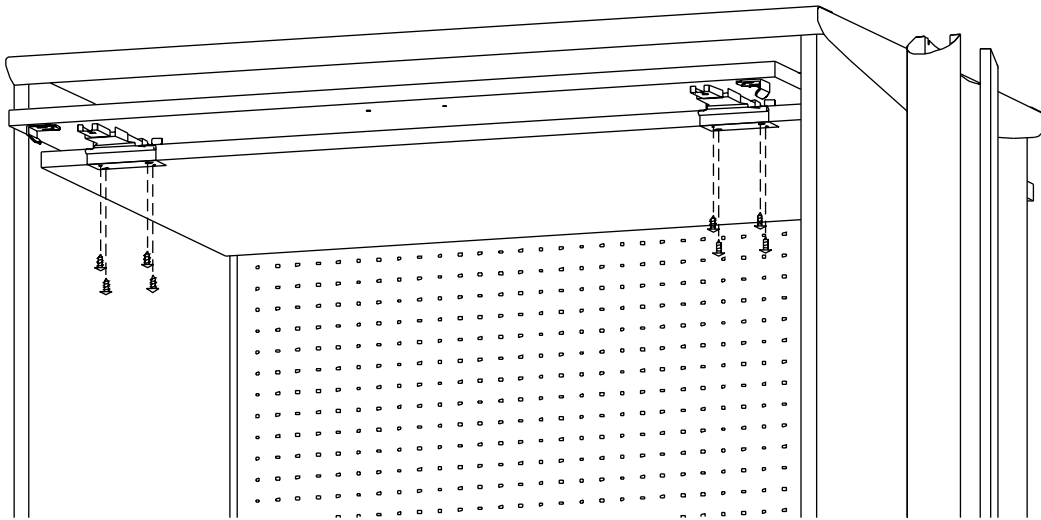


FIGURE 15

### STEP 33

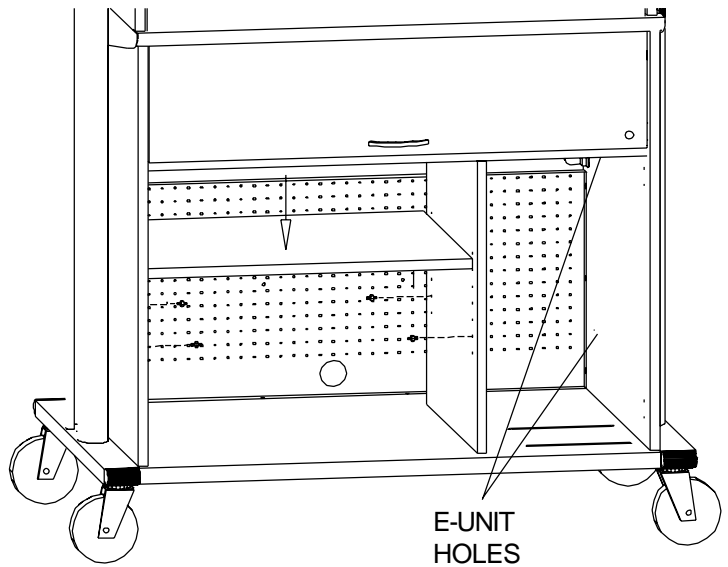
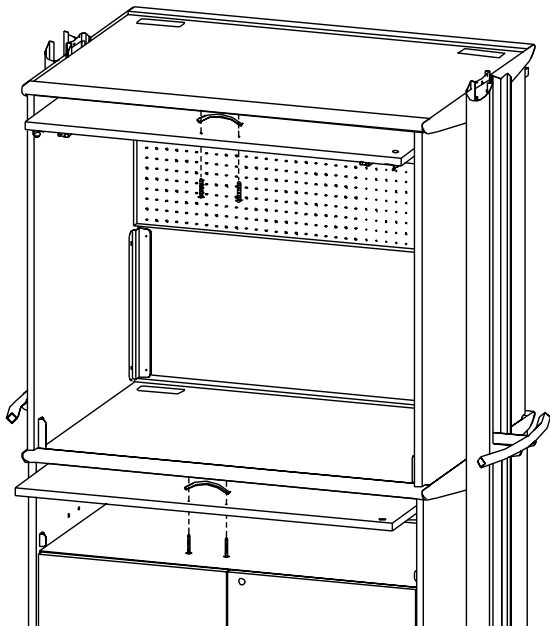
Attach the large slides to the upper pocket door with the round wheels face the back edge of the pocket door. Secure the slides with the nylon spacers and the #8 x 1" flat head screws as shown in **FIGURE 14**. Also attach the door guides as shown with the #12 x 1/2" pan head screws. Fasten lock (with straight lever) to door with the #6 x 5/8" screws as shown in **FIGURE 15**. **NOTE:** Make sure lock is positioned as shown.





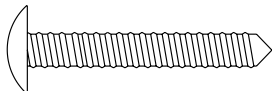
### STEP 34

Slide pocket door into unit above the wood shelf. Position the flat hinge plate onto the wood shelf aligning the holes. Secure together with the #8 x 1/2" truss head screws as shown. **NOTE:** To stop the pocket door from banging onto the back panel, position 2 large bumpers on the back panel aligned with the pocket door.



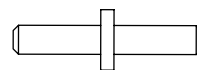
### STEP 35

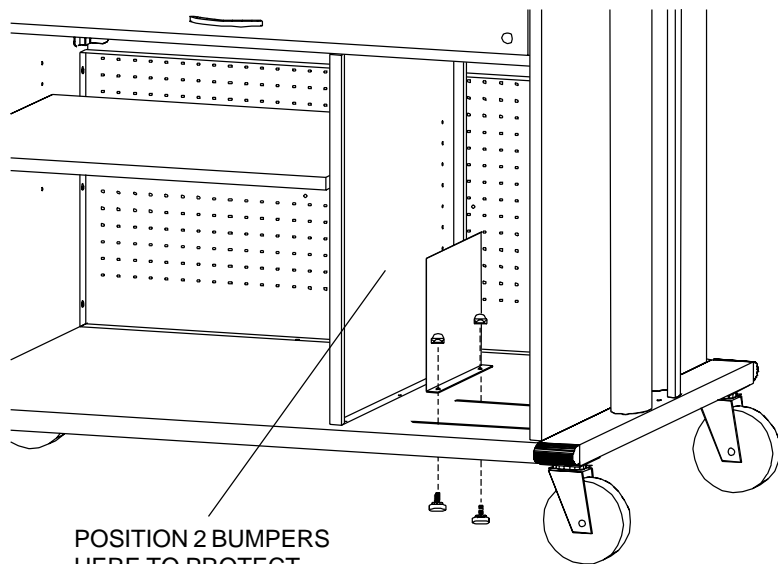
Attach a handle to both pocket doors as shown with M4 x 23mm screws.



### STEP 36

Insert collar pins into holes in the cabinet divider and the side panel. Slide the adjustable shelf onto the collar pins. The choice of holes used is up to you. Attach the E-unit to the labeled holes with hardware enclosed with the unit. **CAUTION:** The E-unit provided is for 110V use ONLY!

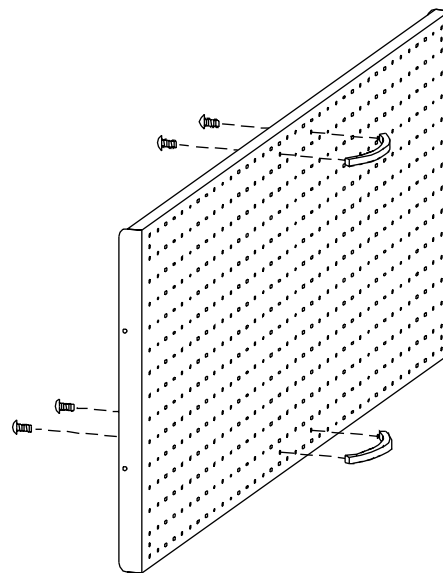
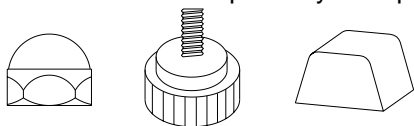




POSITION 2 BUMPERS  
HERE TO PROTECT  
YOUR EQUIPMENT

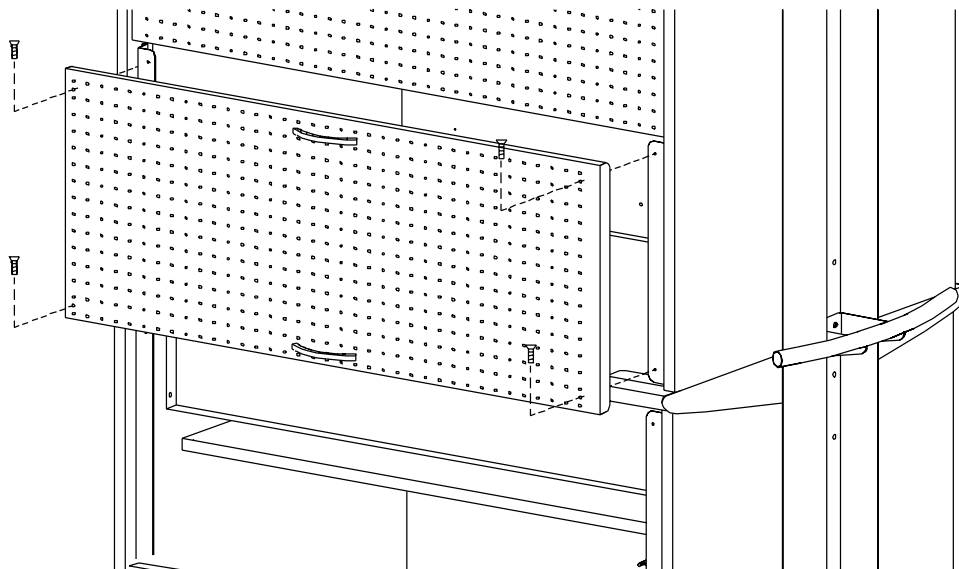
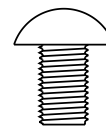
### STEP 37

Position the adjustable divider over the slots in the bottom. The exact location depends on the width of your equipment being used. Secure in place with the 1/4-20 acorn nuts and the 1/4-20 plastic knobs as shown. You may have to pre-thread the knob into the divider to remove excess paint for easier assembly. **NOTE:** Before loading your equipment put 2 large bumpers onto the divider to protect your equipment.



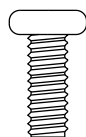
### STEP 38

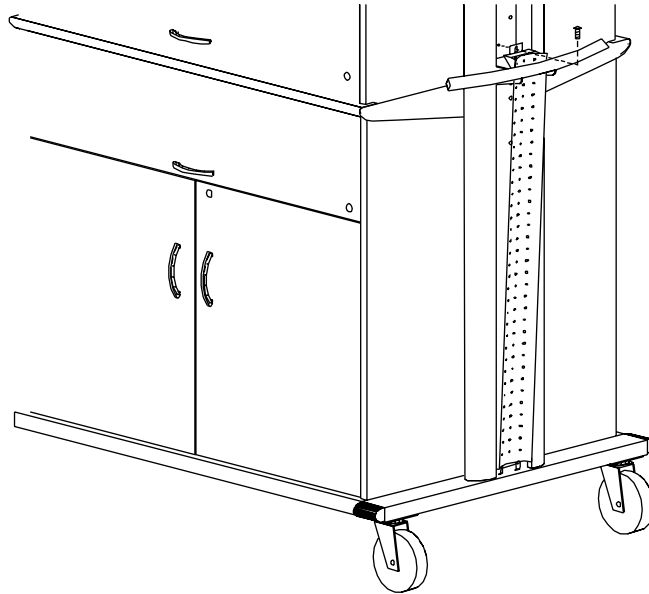
Attach handles to each removable back panel with the M4 metric phillips screws as shown.



### STEP 39

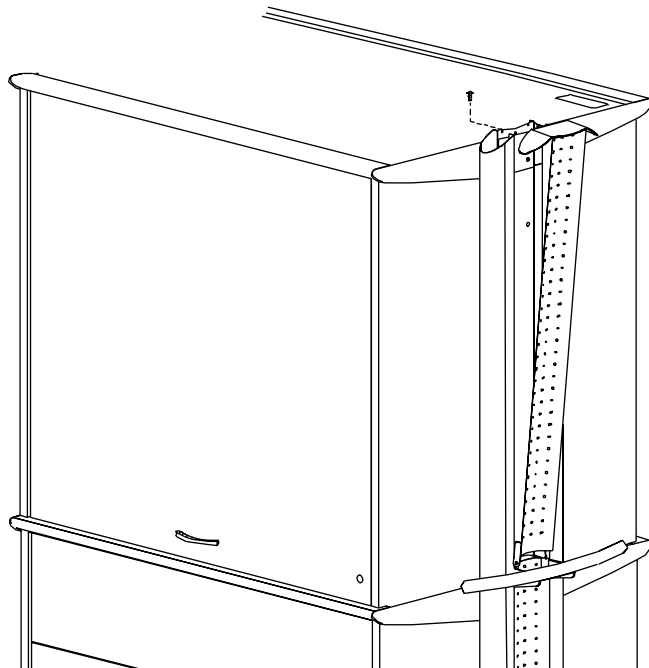
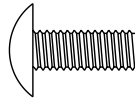
Load all equipment to be used in the unit now and due all necessary wiring. Attach each removable back panel to the back of the unit with the 10-32 x 1/2" theft proof screws as shown.





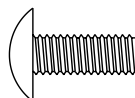
### STEP 40

Slide the lower insert panel in between the upright and handle. Snap the tabs on the insert panel into the slots on the bottom of the upright base. Secure insert to upright with a 10-32 x 1/2" screw as shown. Fasten the other lower insert panel in the same manner.

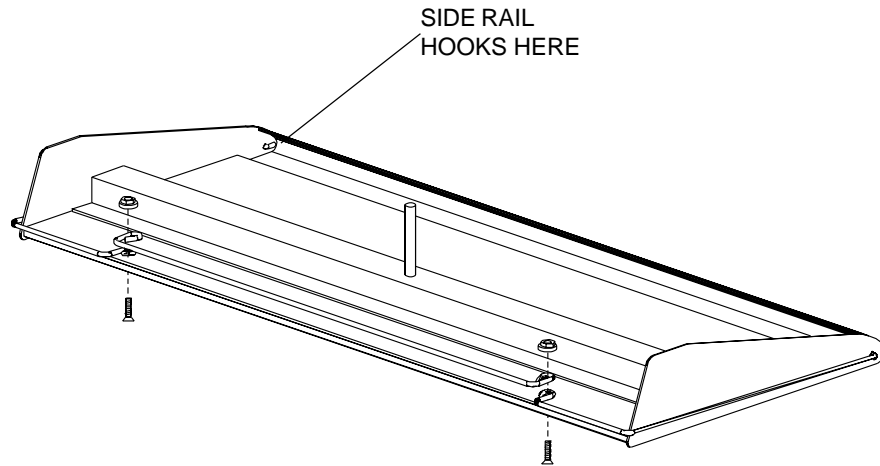


### STEP 41

The upper insert panel snaps onto the lower insert panel. The top of the insert panel hooks over the top of the upright and secure in place with a 10-32 x 1/2" screw. Fasten the other insert panel in the same manner.

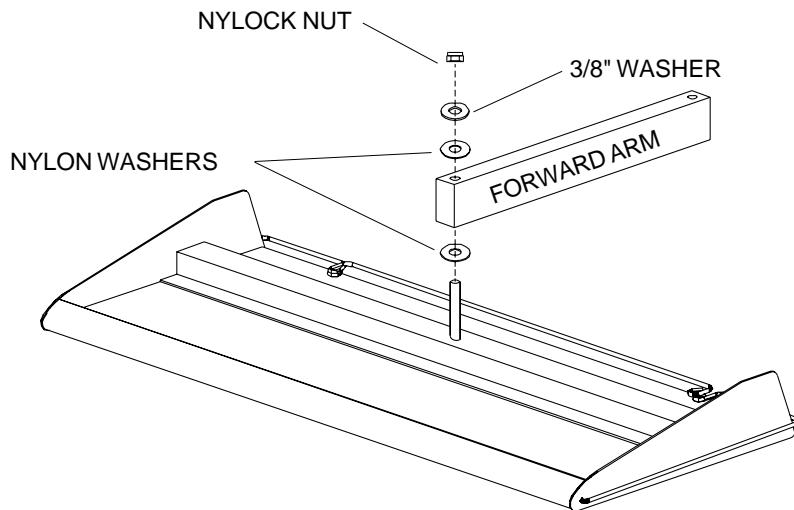
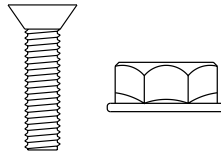


# INSTRUCTIONS FOR OPTIONAL KEYBOARD ARM



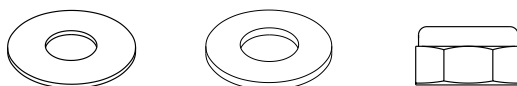
## STEP 42

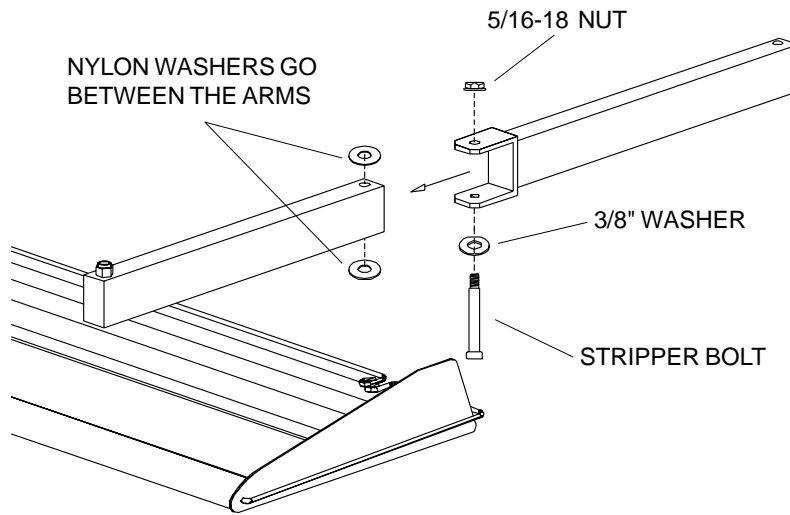
Lay the tray assembly on a carpeted surface with the welded bolt facing up. Take each side rail and hook the slightly curved end into the hole on the side of the tray. Position the back rail over each side rail lining up the holes as shown. Secure rails to tray using the #10-32 x 3/4" flat head screws and the 10-32 flanged hex serrated nuts.



## STEP 43

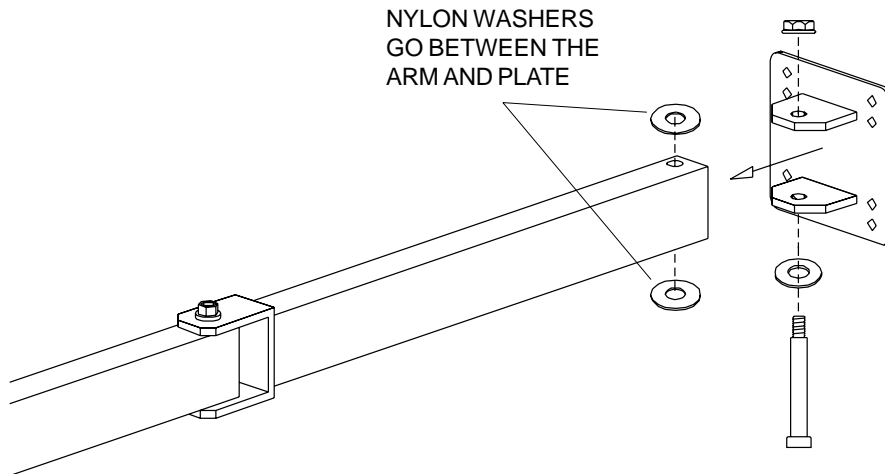
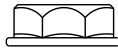
Position the following parts onto the welded bolt in this order (as shown): nylon washer, forward arm, nylon washer, 3/8" SAE washer. Secure connection by using the 3/8-16 nylock nut.





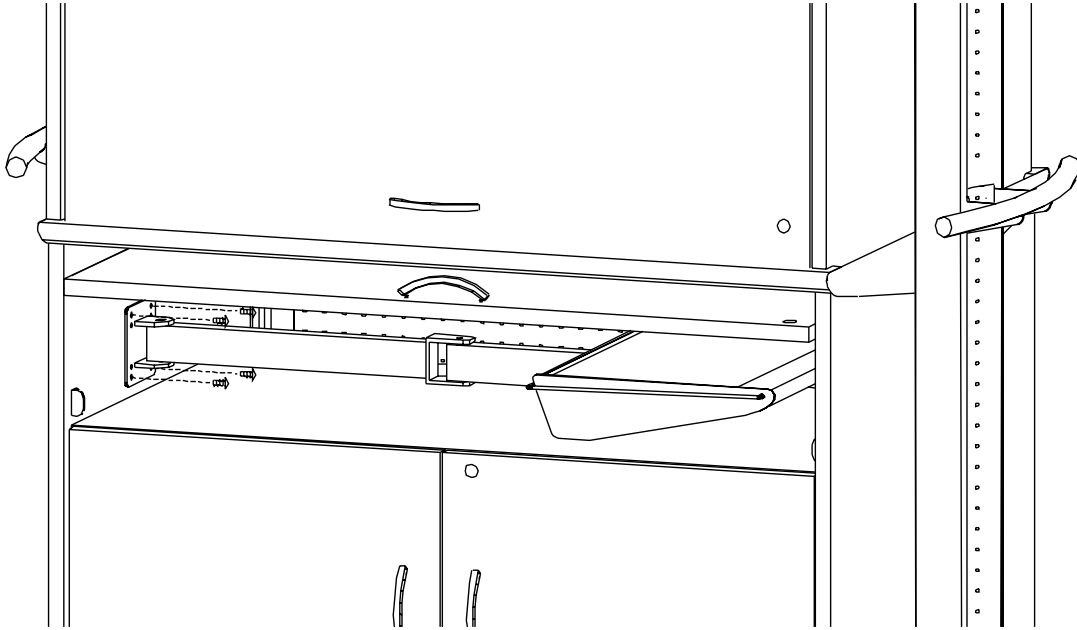
### STEP 44

Place a nylon washer over each hole on the forward arm (top and bottom). Slide the arm assembly over the nylon washers. Slide a 3/8" washer onto the 3/8" stripper bolt and slide this through both arms. Secure connection by using the 5/16-18 serrated nut.



### STEP 45

Attach the mounting plate assembly the same way you attached the arm assembly. Make sure the nylon washers are between the arm and mounting plate as shown.



### STEP 46

Position the keyboard inside the pocket door on either side.  
Secure the keyboard to the side panel with screws as shown.  
Once keyboard is secure, you will need to rotate the tray in  
towards the cabinet in order to close the door.

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