



BRETFORD

PRESENTATION ENVIRONMENTS®

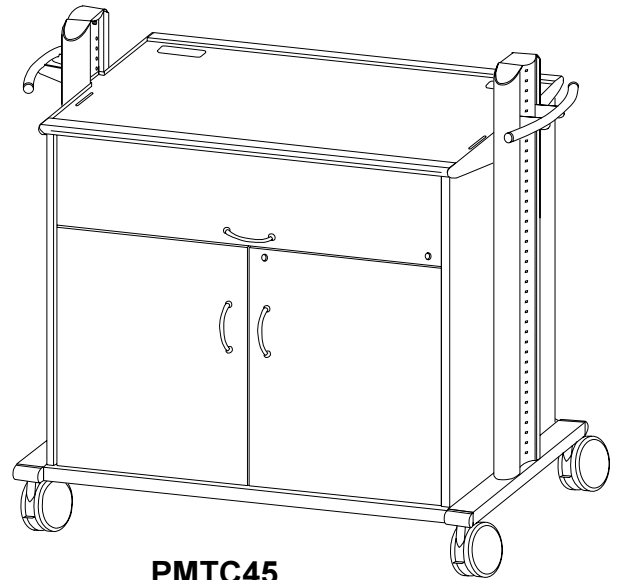
CONVERTIBLE MEDIA TOWER

Assembly Instructions

TWO PERSON ASSEMBLY IS REQUIRED

PARTS LIST

Qty	Description
1	Right Upright Assembly
1	Left Upright Assembly
1	Bottom Shelf (Steel)
1	Right Lower Side Panel
1	Left Lower Side Panel
1	Shelf, Pocket Door
1	Pocket Door
1	Rear Brace (Steel)
1	Bottom Back Panel (Steel) with grommet hole & mounting holes for cord wrap bracket
1	Lower Wood Shelf
1	Cabinet Divider (Steel)
1	Right Door
1	Left Door
2	Upright Handle
1	Wood Top Shelf
1	Top Shelf (Steel)
1	Adjustable Shelf (Steel)
1	Adjustable Divider (Steel)
1	Removable Back Panel (Steel) with mounting holes for (2) handles
2	Insert Panel (Steel)
1	10 Outlet E-unit
2	4" Twin Casters w/o Brake
2	4" Twin Casters w/ Brake
4	Shim Bracket (Veneer Models Only)
2	20" Support Bracket
2	9 1/2" Support Bracket
2	Small Slide
1	Cabinet Door Stop
1	Flipper Door Lock
2	Removable Panel Bracket
1	Cord Wrap Bracket
4	Hinge - 110° Swing
1	Right Door Lock (with double cam)
1	Left Door Strike Plate
5	Handle
4	Hinge Plate
2	Flipper Door Stop
1	Ratchet Belt
1	Rubber Mat



PMTC45

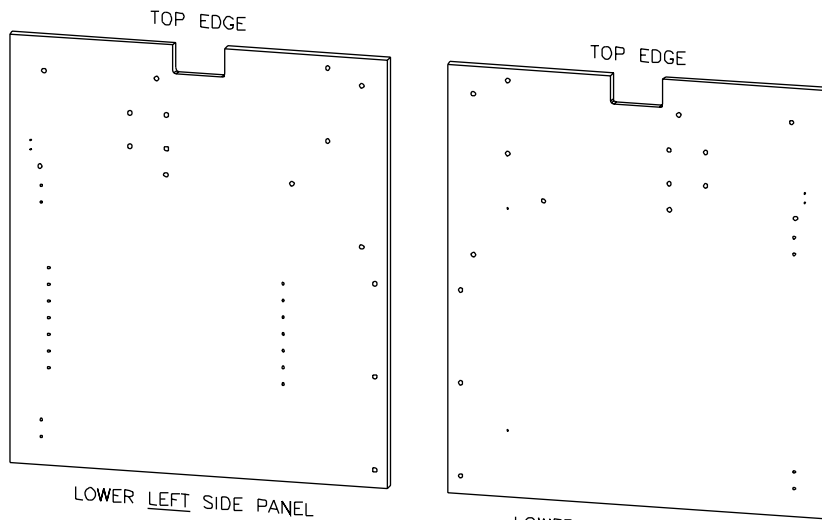
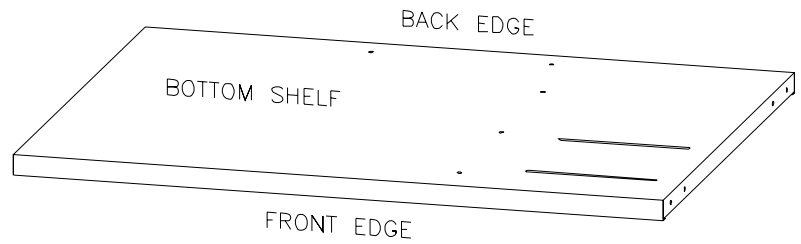
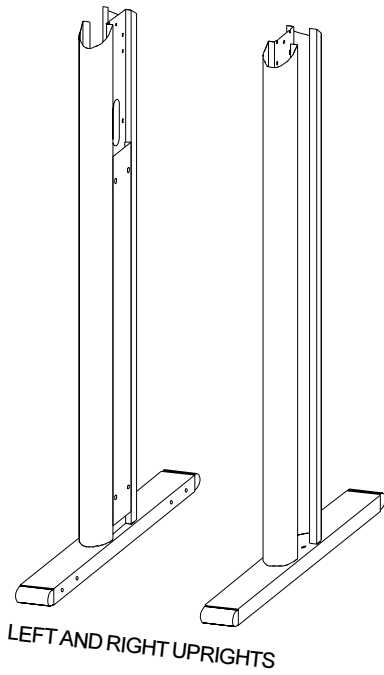
HARDWARE LIST

Qty	Description
8	1/4-20 x 5/8" Combo Truss Head Screw
8	1/4-20 Flange Nut
16	5/16-18 x 5/8" Hex Head Screw
8	1/4-20 x 1" Hex Head Screw
24	#6 x 5/8" Phillips Screw
46	10-32 x 5/8" Combo Truss Head Screw
6	#6 x 5/8" Pan Head Screw
4	#8 x 1/2" Truss Head Screw
7	10-32 Serrated Flange Nut
8	10-32 x 1" Combo Truss Head Screw
2	#8 x 3/8" Phillips Truss Head Screw
6	M4 x 23mm Handle Screw
4	#12 x 1/2" Pan Head Screw
4	Small Bumper
4	3/16 x 1.045 Collar Pin
2	1/4-20 Acorn Nut
2	Black Knurled Knob
4	M4 Metric Phillips Screw
4	#10-32 x 1/2" Theft Proof Screw
2	#10-32 x 1/2" Phillips Screw
2	Large Black Bumper
2	#10-32 x 1/2" Finger Screw
1	Security Wrench
1	Hex Wrench

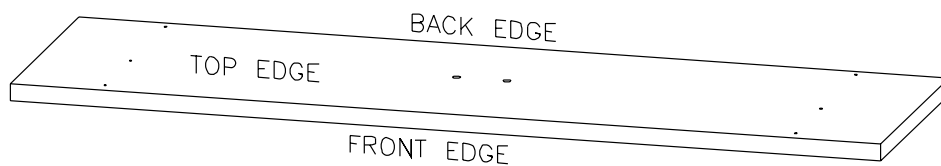
TOOLS REQUIRED

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

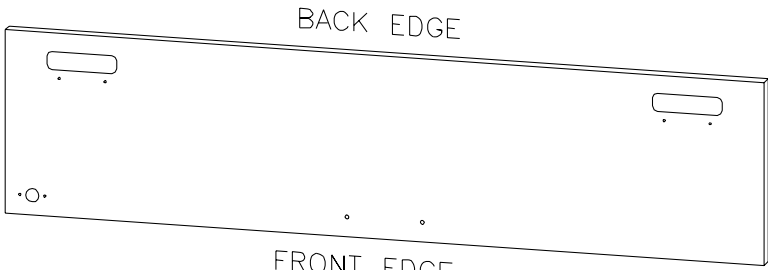
The following few pages are descriptions and graphics of all the items on the parts and hardware lists. Identifying and sorting through these items will make the assembly of this unit easier.



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



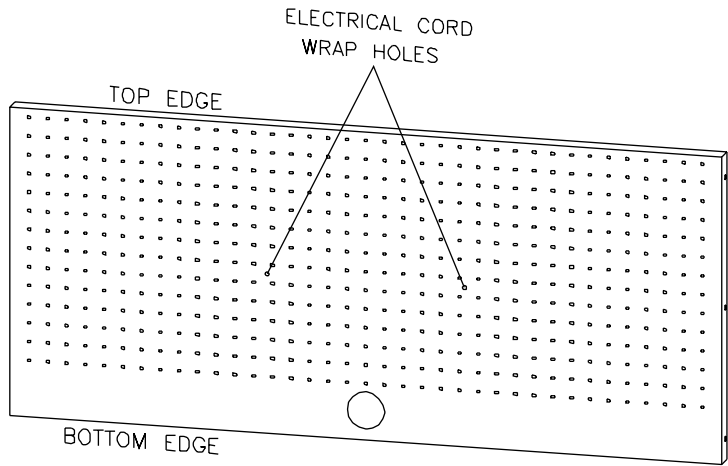
SHELF, POCKET DOOR - ROUGHLY 38 7/64" X 11 3/16"



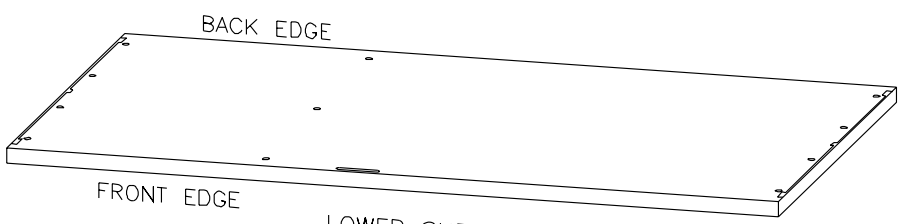
POCKET DOOR - ROUGHLY 37 51/64" X 9 9/64"



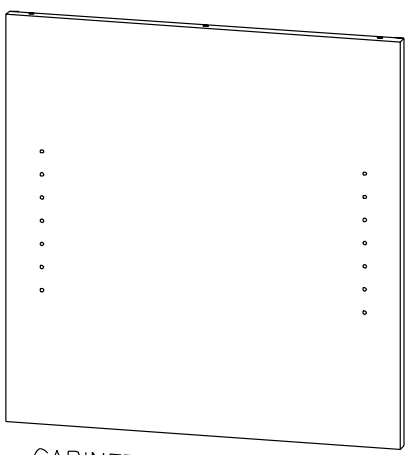
REAR BRACE (STEEL)
ROUGHLY 38 7/64" X 7"



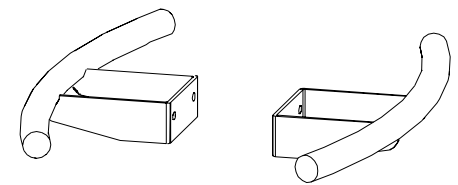
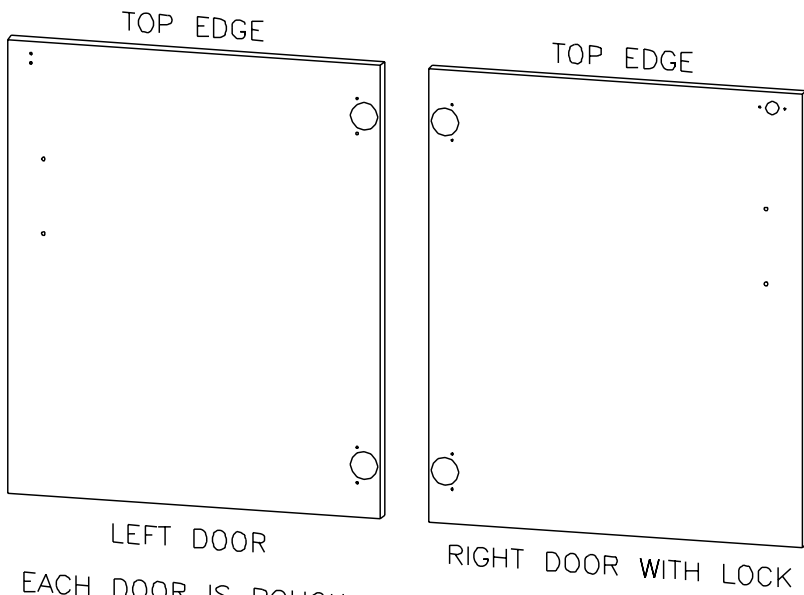
BOTTOM BACK PANEL
ROUGHLY 38 1/8" X 16 15/32"



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



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

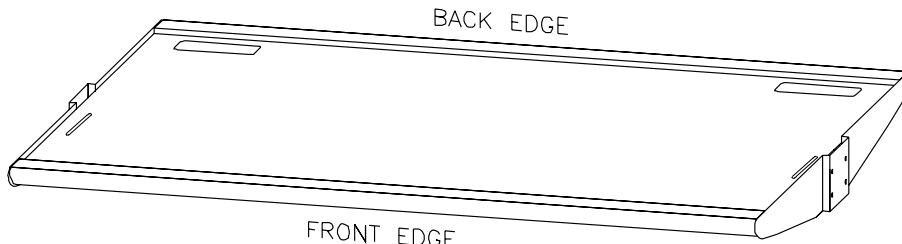


UPRIGHT HANDLES

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



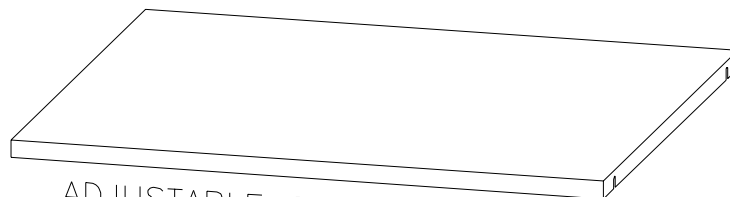
TOP SHELF (WOOD)
 ROUGHLY $38 \frac{7}{64}$ " X $24 \frac{31}{32}$ "
 BOTTOM EDGE IS SHOWN IN THIS VIEW
 THE TOP HAS (2) 4 HOLE CLUSTERS ON THE FRONT EDGE



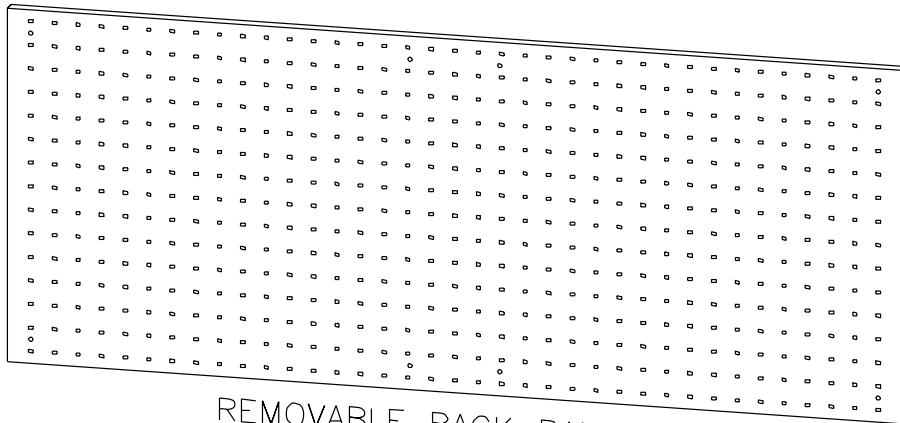
BACK EDGE

FRONT EDGE

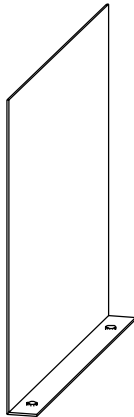
TOP SHELF (STEEL)



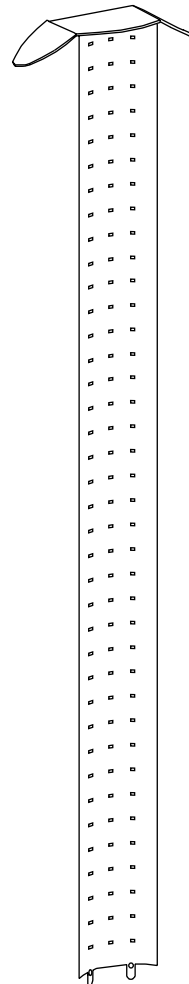
ADJUSTABLE SHELF (STEEL)
 ROUGHLY $24 \frac{7}{8}$ " X $21 \frac{1}{8}$ "



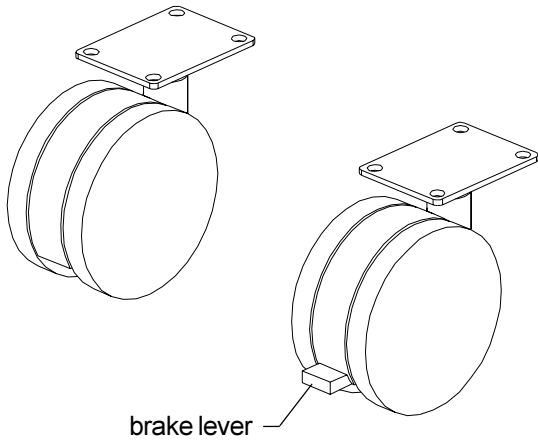
REMOVABLE BACK PANEL
ROUGHLY 38" X 15"



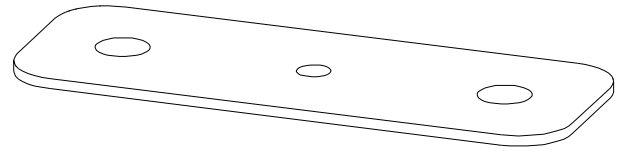
ADJUSTABLE
DIVIDER



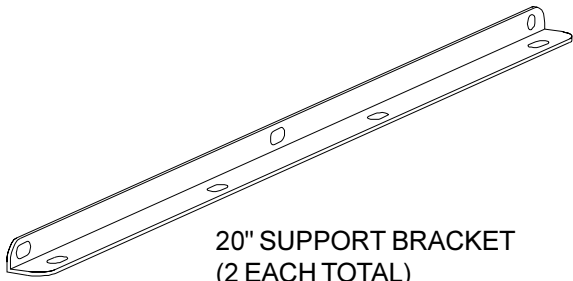
INSERT PANEL
(RIGHT AND LEFT)



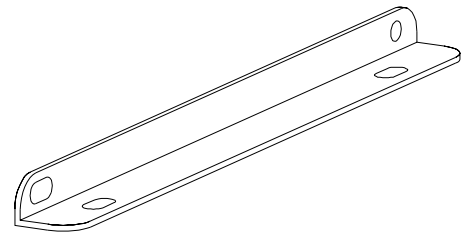
4" TWIN CASTERS WITH AND WITHOUT BRAKES
(2 EACH TOTAL)



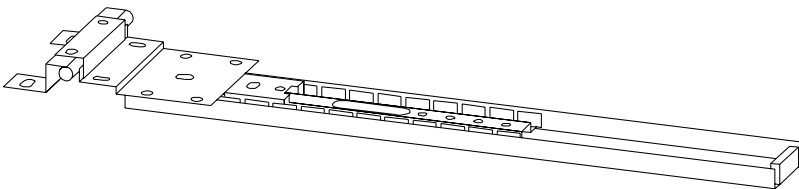
VENEER SHIM
THIS BRACKET IS **ONLY** USED ON VENEER MODELS
(4 EACH TOTAL)



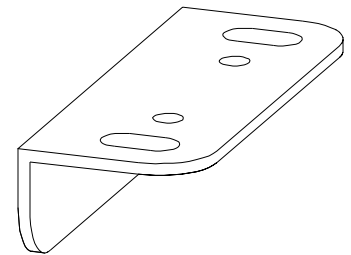
20" SUPPORT BRACKET
(2 EACH TOTAL)



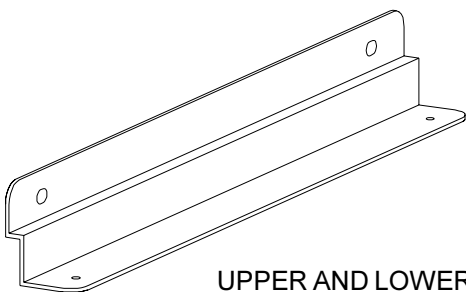
9 1/2" SUPPORT BRACKET
(2 EACH TOATAL)



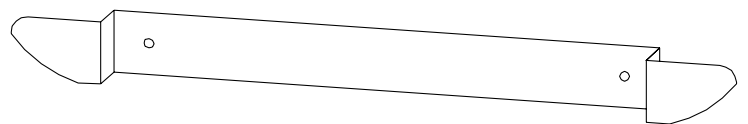
SMALL SLIDE - USED ON FLIPPER DOOR
(2 EACH TOTAL)



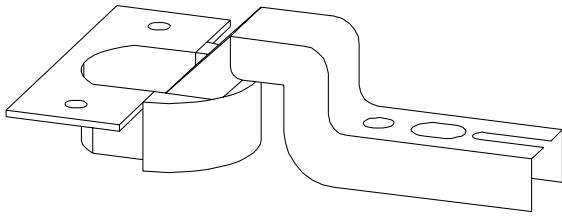
CABINET DOOR STOP
(1 EACH TOTAL)



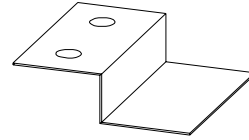
UPPER AND LOWER REMOVABLE BACK PANEL BRACKET
(2 EACH TOTAL)



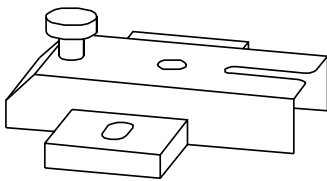
ELECTRICAL CORD WARP
(1 EACH TOTAL)



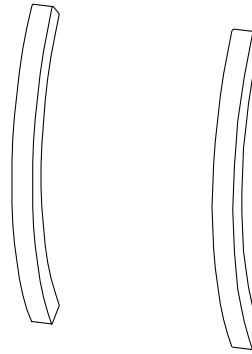
DOOR HINGE
(4 EACH TOTAL)



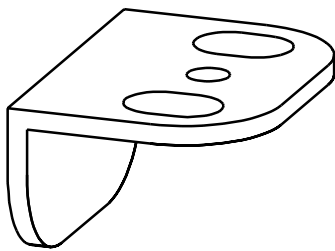
STRIKE PLATE -
USED ON LEFT
BOTTOM DOOR
(1 EACH TOTAL)



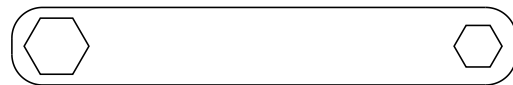
HINGE PLATE
(4 EACH TOTAL)



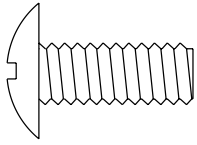
DOOR HANDLES
(5 EACH TOTAL)



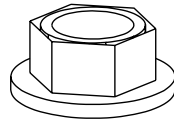
FLIPPER DOOR STOP
(2 EACH TOTAL)



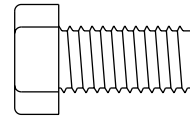
HEX WRENCH
(1 EACH TOTAL)



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



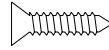
1/4-20 Flange Nut
(8 Pieces Total)



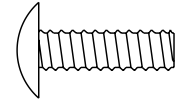
5/16-18 x 5/8" Hex Screw
(16 Pieces Total)



1/4-20 x 1" Hex Screw
(8 Pieces Total)



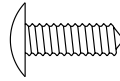
#6 x 5/8" Phillips Screw
(24 Pieces Total)



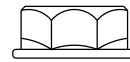
10-32 x 5/8" Combo Truss Screw
(46 Pieces Total)



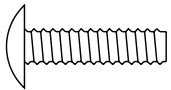
#6 x 5/8" Pan Head Screw
(6 Pieces Total)



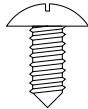
#8 x 1/2" truss Head Screw
(4 Pieces Total)



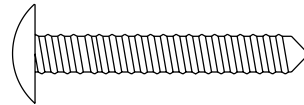
10-32 Serrated Flange Nut
(7 Pieces Total)



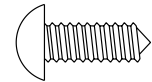
10-32 x 1" Combo Truss Screw
(8 Pieces Total)



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



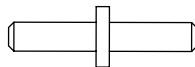
M4 x 23mm Handle Screw
(6 Pieces Total)



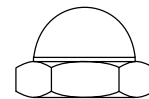
#12 x 1/2" Pan Head Screw
(4 Pieces Total)



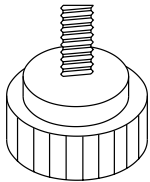
Small Bumper
(4 Pieces Total)



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



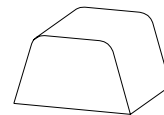
1/4-20 Acorn Nut
(2 Pieces Total)



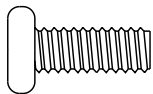
Black Knurled Knob
(2 Pieces Total)



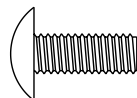
M4 Metric Phillips Screw
(4 Pieces Total)



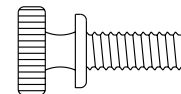
Large Black Bumper
(2 Pieces Total)



#10-32 x 1/2" Theft Proof Screw
(4 Pieces Total)

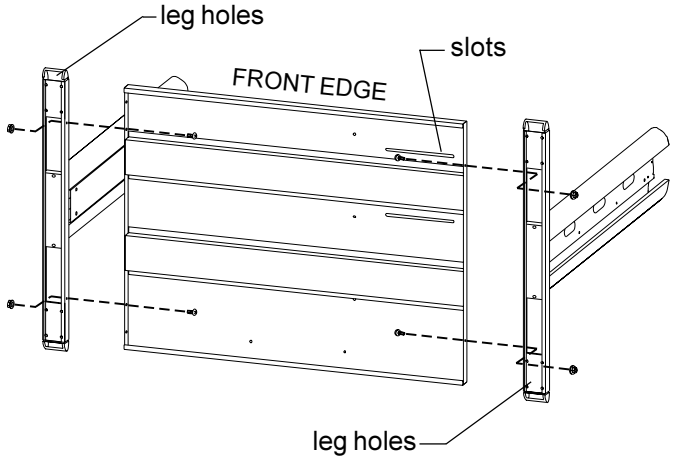


#10-32 x 1/2" Phillips Screw
(2 Pieces Total)



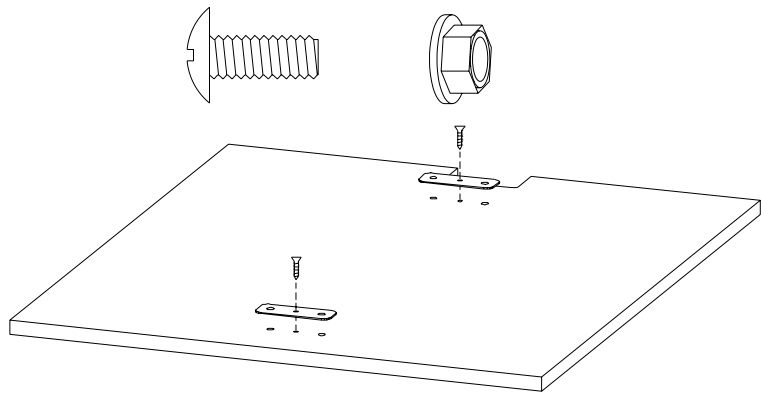
#10-32 x 1/2" Finger Screw
(2 Pieces Total)

SAFETY WARNING
 Note: TWO PERSON
 ASSISTANCE REQUIRED



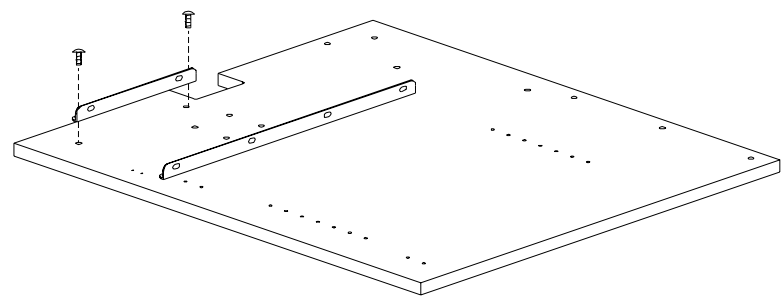
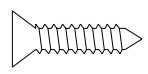
STEP 1

Lay the right and left uprights down with leg 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.**



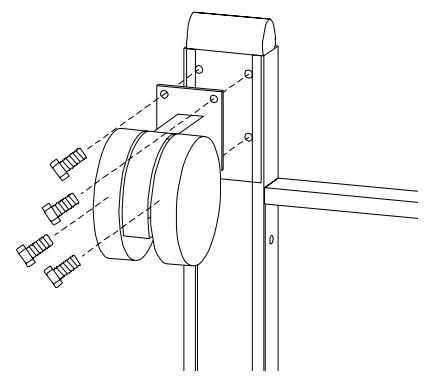
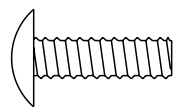
STEP 3

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.



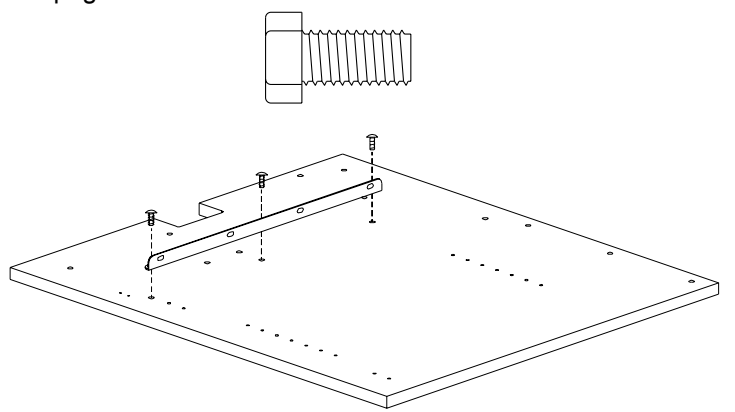
STEP 5

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



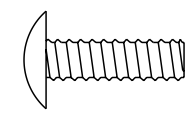
STEP 2

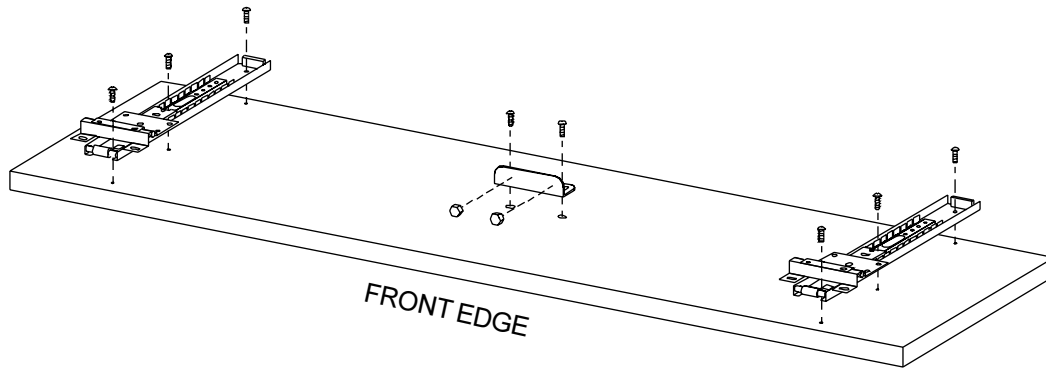
Attach each caster (using the supplied hex wrench) to the legs with the 5/16-18 x 5/8" bolts as shown. The locking casters should be installed in the front. Once casters are **SECURELY** fastened; with assistance, **CAREFULLY** stand unit upright.



STEP 4

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





STEP 6

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.

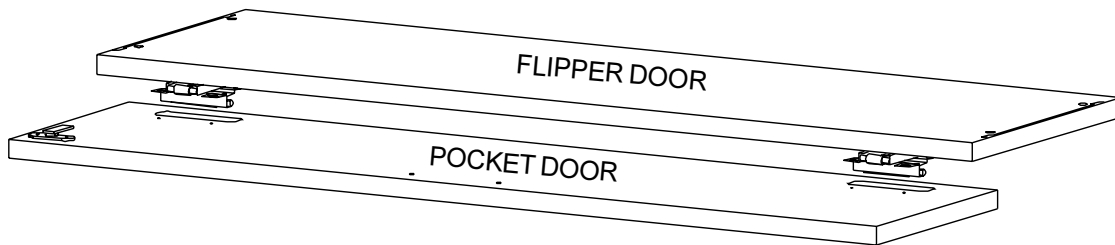
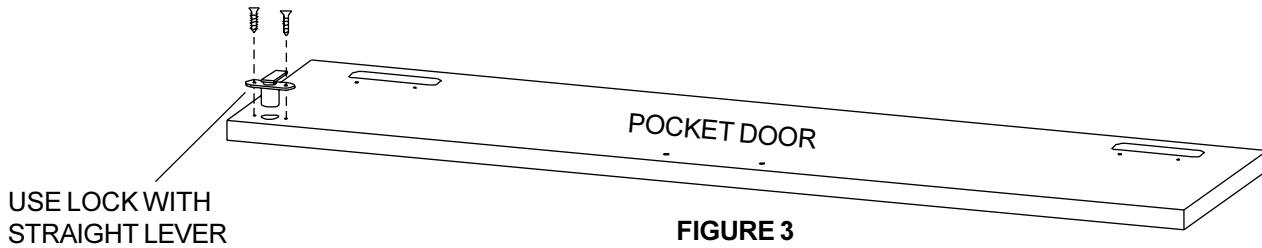
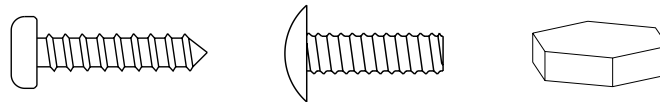


FIGURE 4

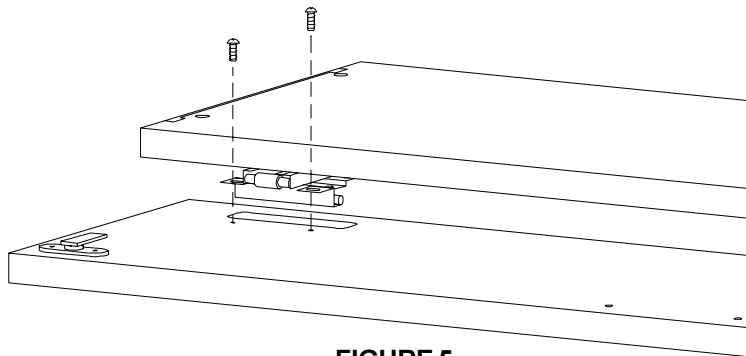
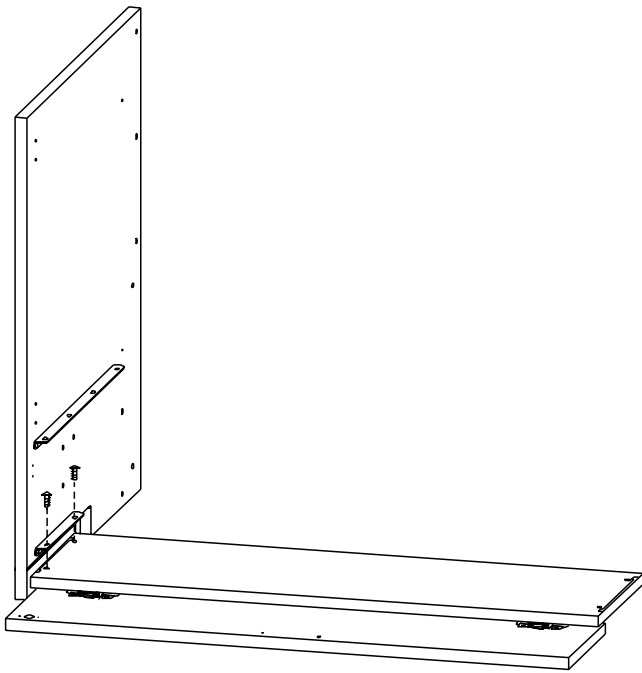


FIGURE 5

STEP 7

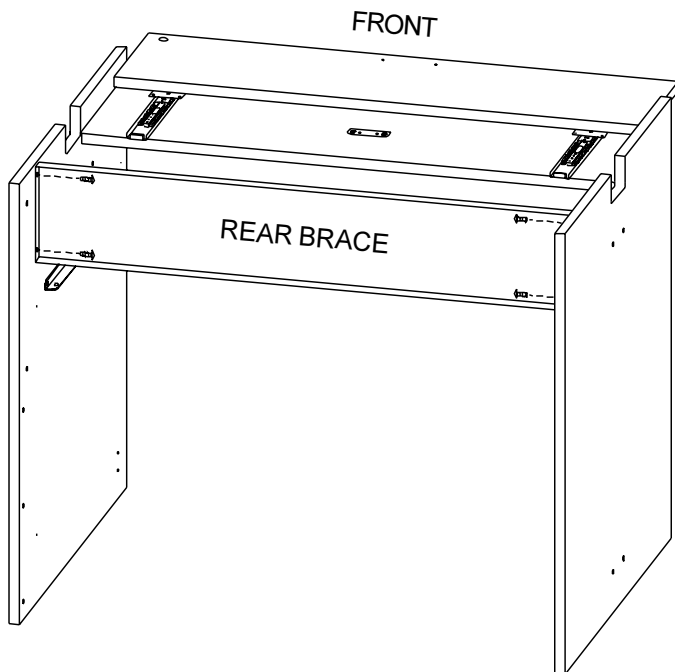
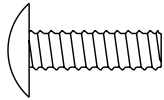
As shown in **FIGURE 3**, attach lock (with straight lever) to the pocket door with the #6 x 5/8" phillips screws. Next position the slides on the flipper door into the slots in the pocket door as shown in **FIGURE 4**. Secure the 2 doors together using the #8 x 1/2" truss head screws as shown in **FIGURE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





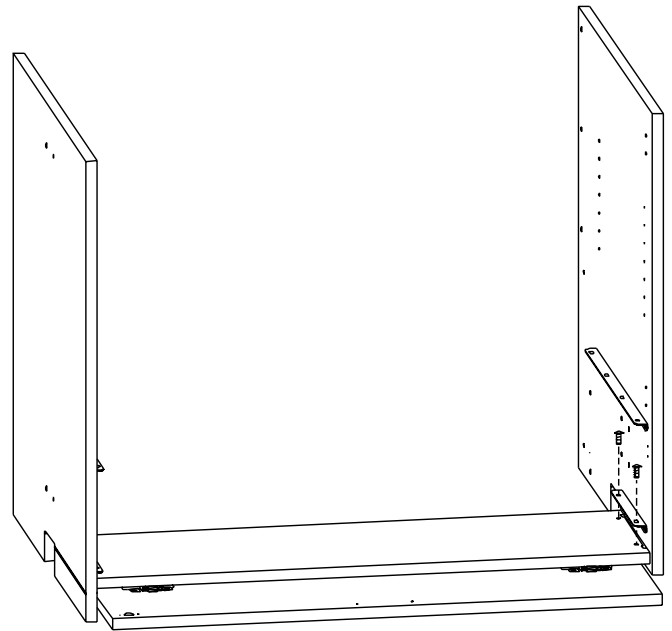
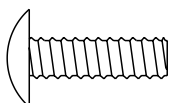
STEP 8

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.



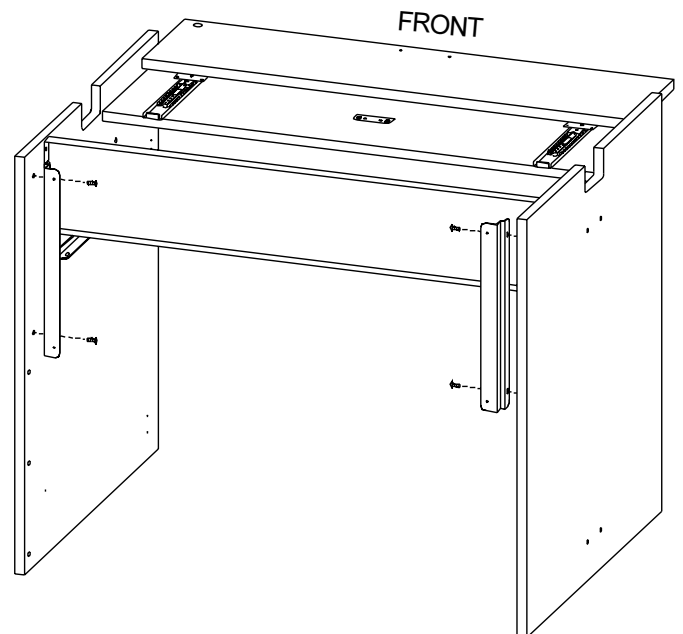
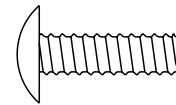
STEP 10

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



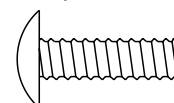
STEP 9

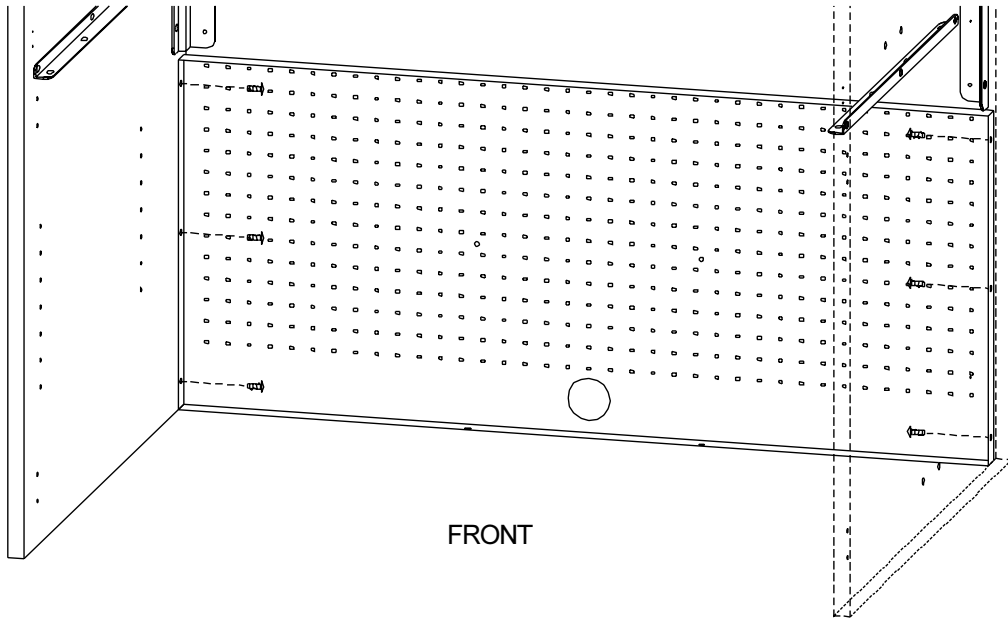
Attach the other lower side panel to the door assembly through the 9 1/2" bracket using the 10-32 x 5/8" combo truss screws as shown. Stand assembly upright. **NOTE:** Make sure side panel and door assembly are flush.



STEP 11

Attach 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.

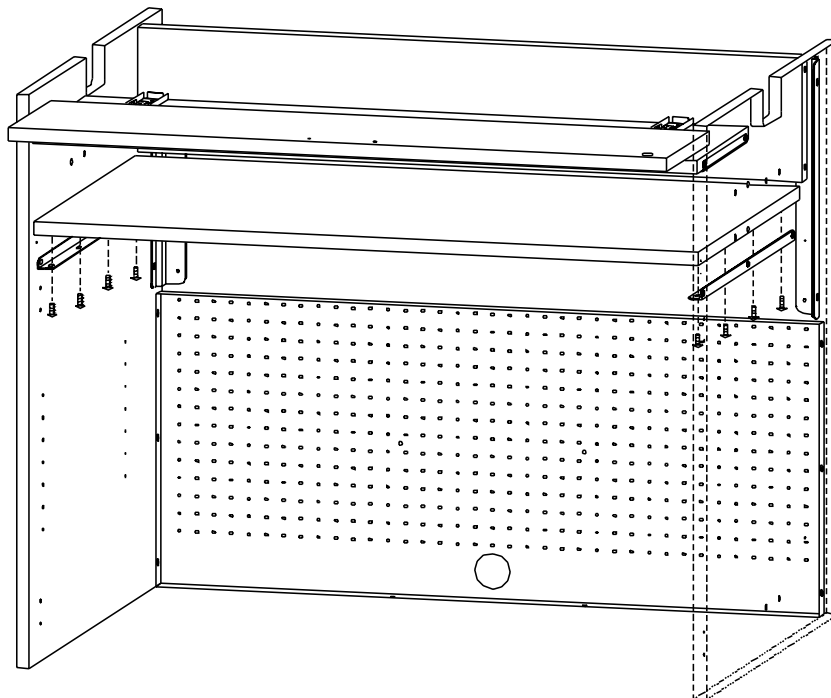
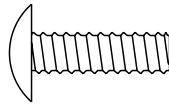




FRONT

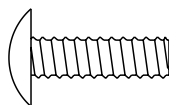
STEP 12

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 13

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.



SAFETY WARNING
Note: TWO PERSON
ASSISTANCE REQUIRED

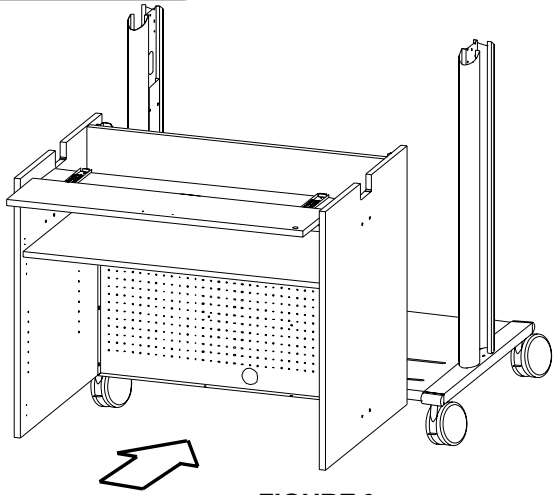


FIGURE 6

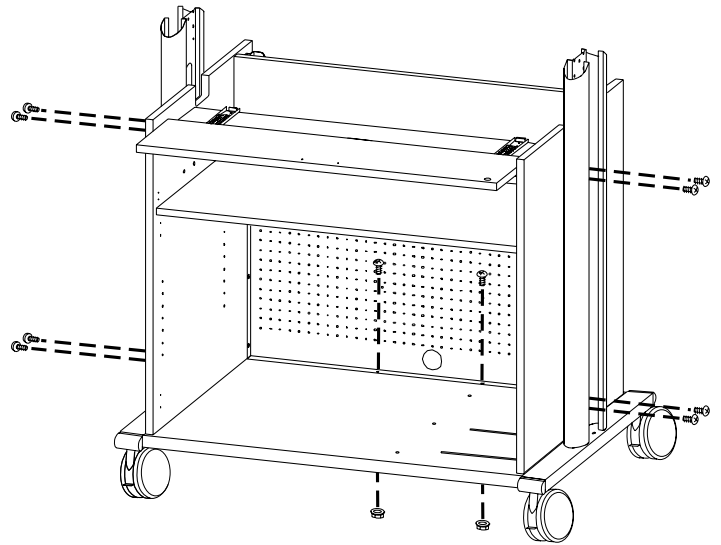
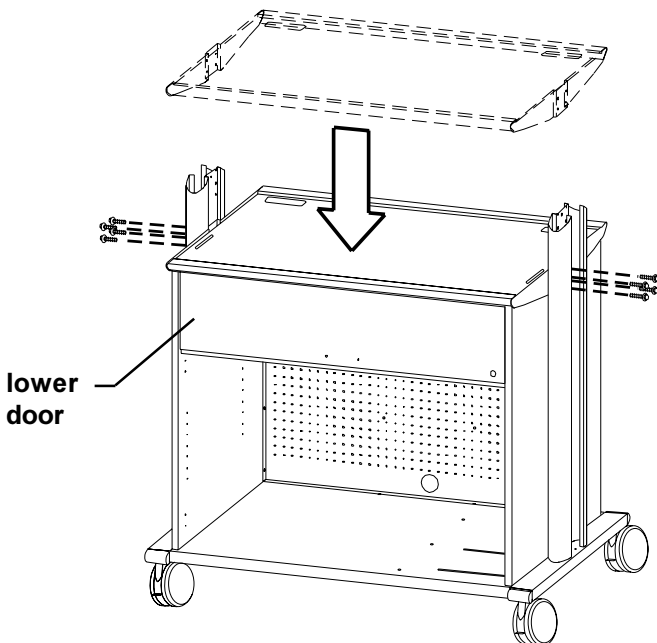
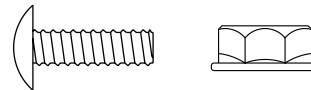
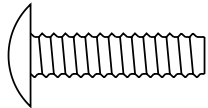


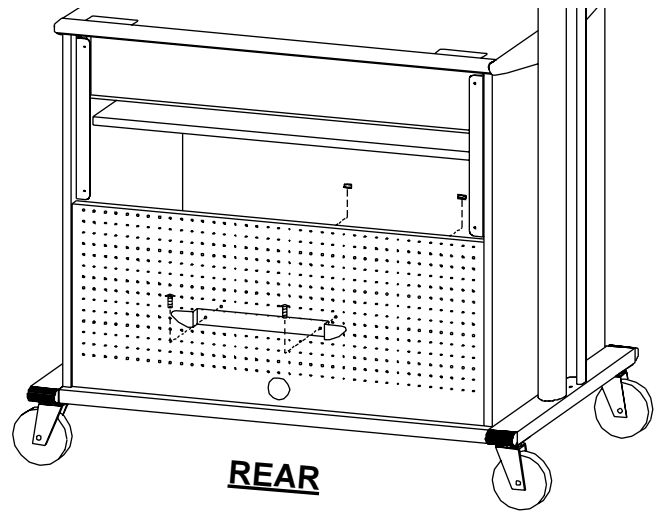
FIGURE 7

STEP 14

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 15

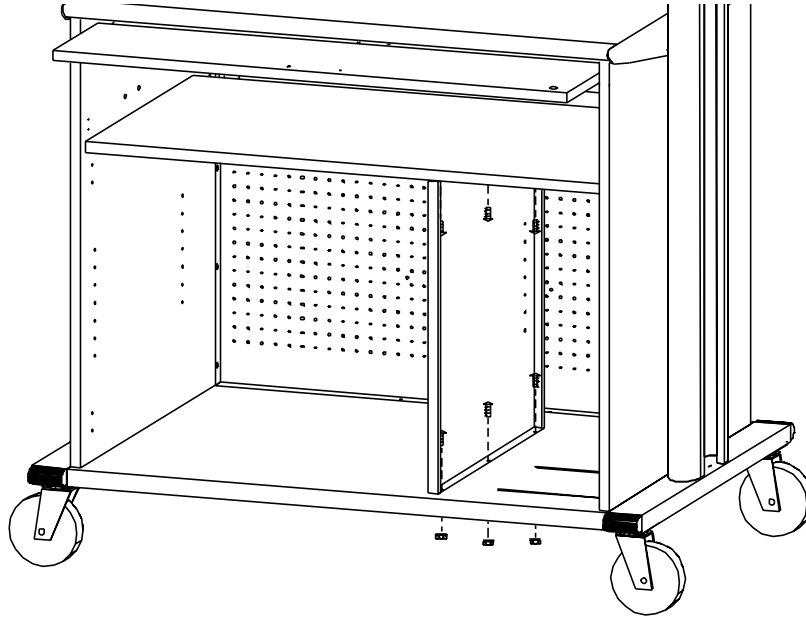


STEP 16

Carefully slide the top shelf between the upright channels and lower the shelf onto the cabinet. Align the mounting hole and secure the shelf in place with 1/4-20 x 1" hex head screws as shown. **NOTE: Make sure to close pocket door before lowering shelf.**

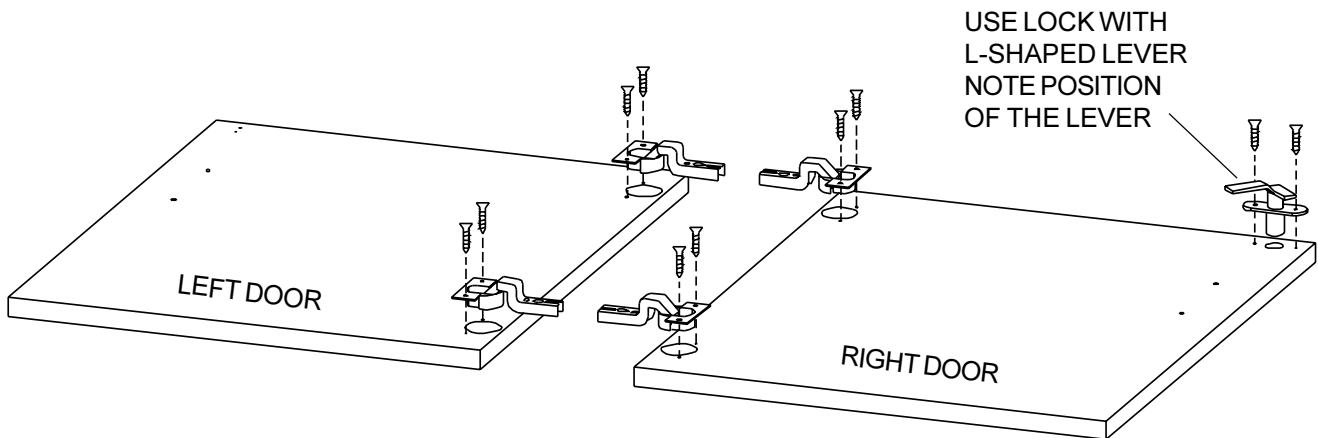
Attach the cord winder to the back of the bottom back panel as shown using the 10-32 x 1/2" truss head screws and the 10-32 serrated nuts.





STEP 17

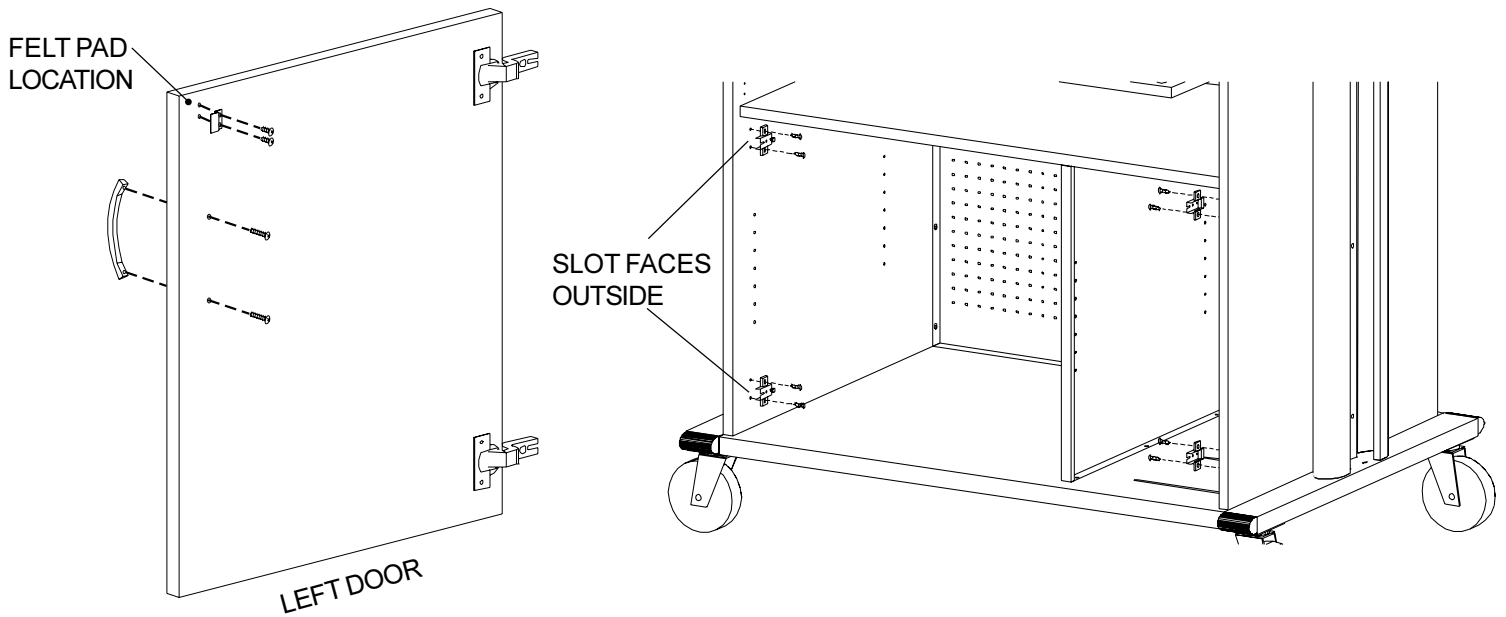
Position the cabinet divider between the bottom shelf and the lower wood shelf. Secure the divider to the bottom shelf using the 10-32 x 5/8" screws and the 10-32 flanged nuts as shown. Secure divider to wood shelf using the 10-32 x 5/8" screws.



STEP 18

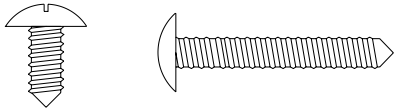
Attach hinges to each door with the #6 x 5/8" screws as shown. Also attach the lock (with L-shaped lever) to the right door with the same screws. **NOTE:** Make sure lock is positioned as it is shown.





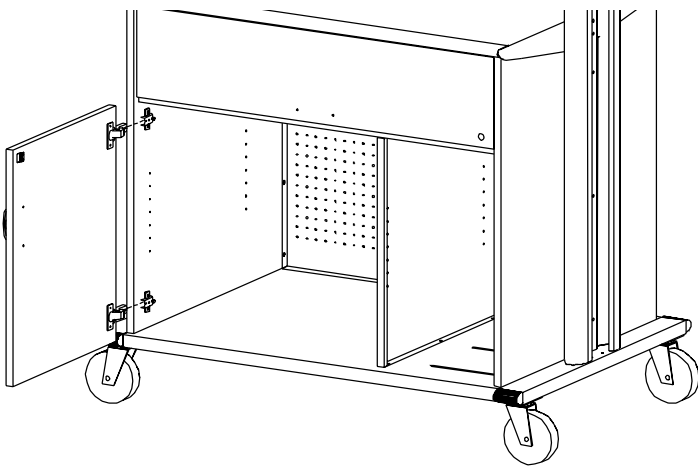
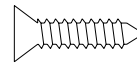
STEP 19

Attach the 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.



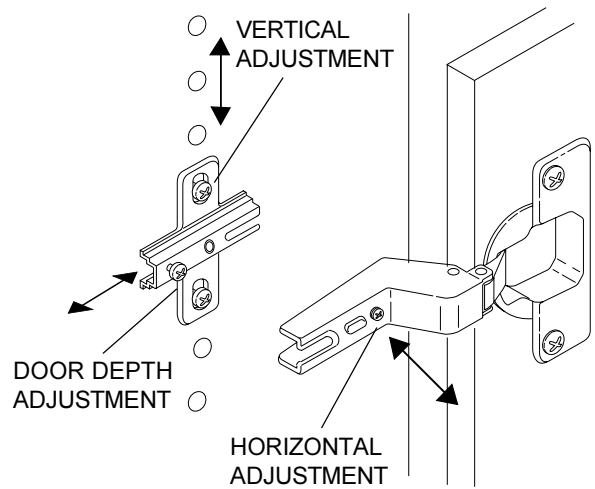
STEP 20

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.



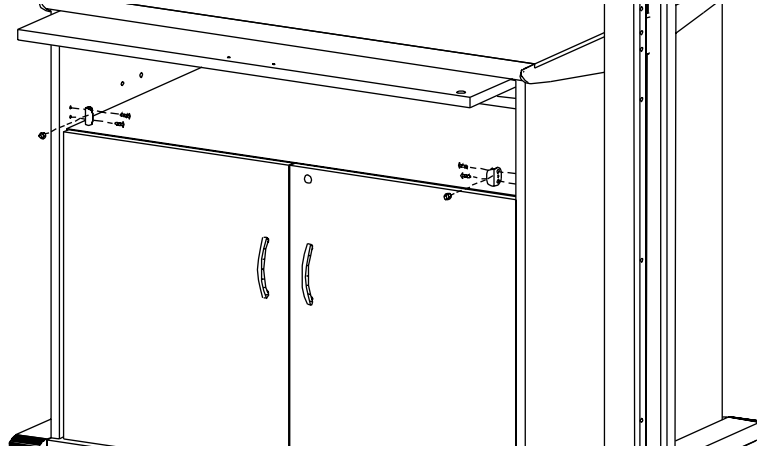
STEP 21

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.



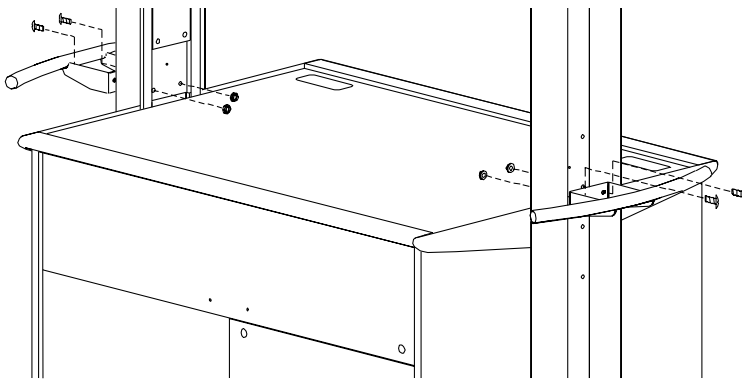
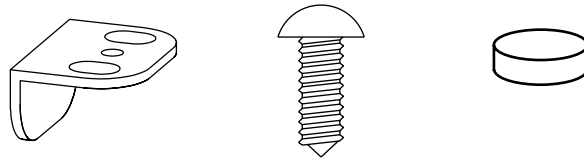
STEP 22

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.



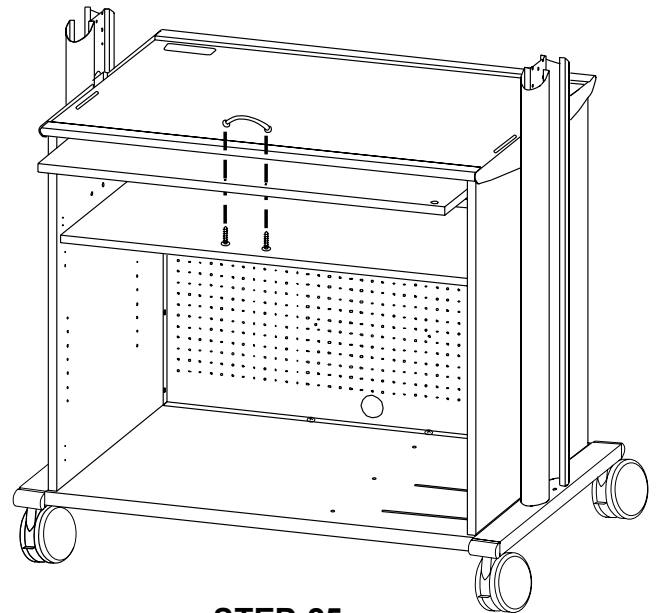
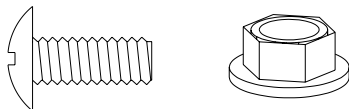
STEP 23

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.



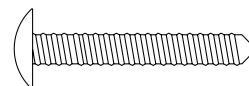
STEP 24

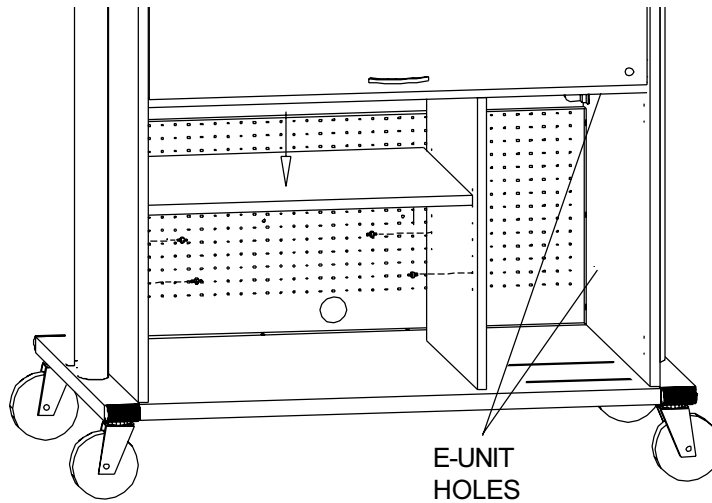
Attach the upright handles inside each upright just above the middle shelf. Secure in place with the 1/4-20 x 5/8" combo truss screws and the 1/4-20 flange nuts as shown.



STEP 25

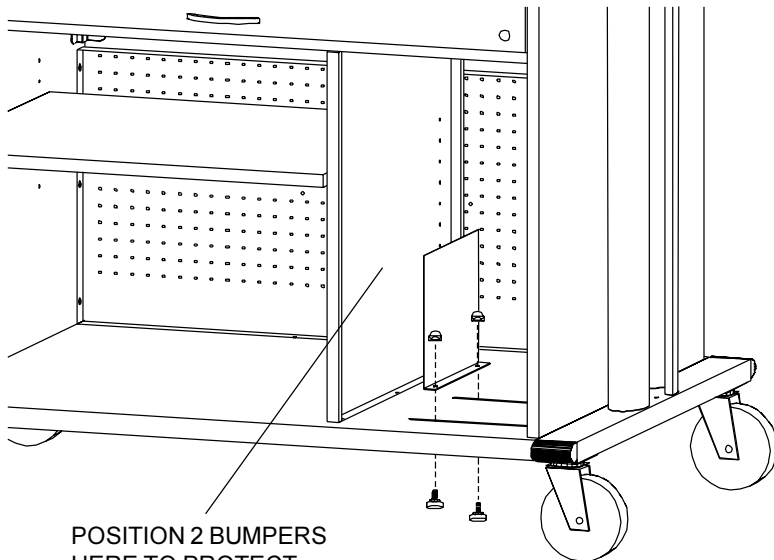
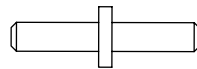
Attach a handle to the pocket door using two M4 x 23mm screws.





STEP 26

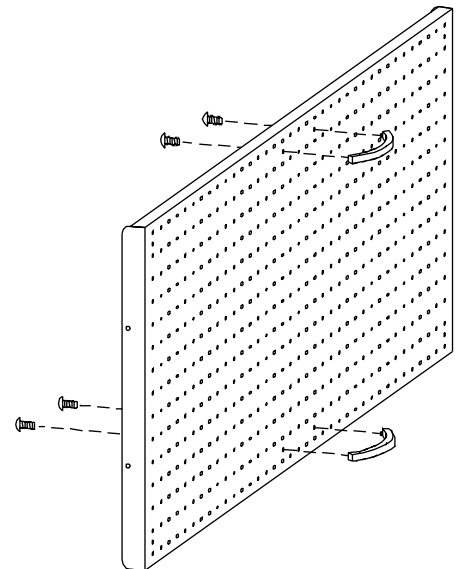
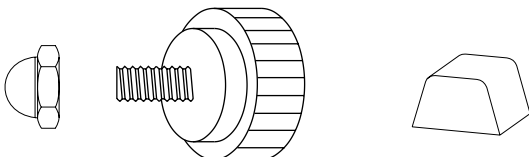
Insert collar pins into holes in the cabinet divider and the side panel. Slide the adjustable shelf onto the collar pins. The choice of holes used is up to you. Attach the E-unit to the labeled holes with hardware enclosed with the unit.
CAUTION: The E-unit provided is for **110V use ONLY!**



POSITION 2 BUMPERS
 HERE TO PROTECT
 YOUR EQUIPMENT

STEP 27

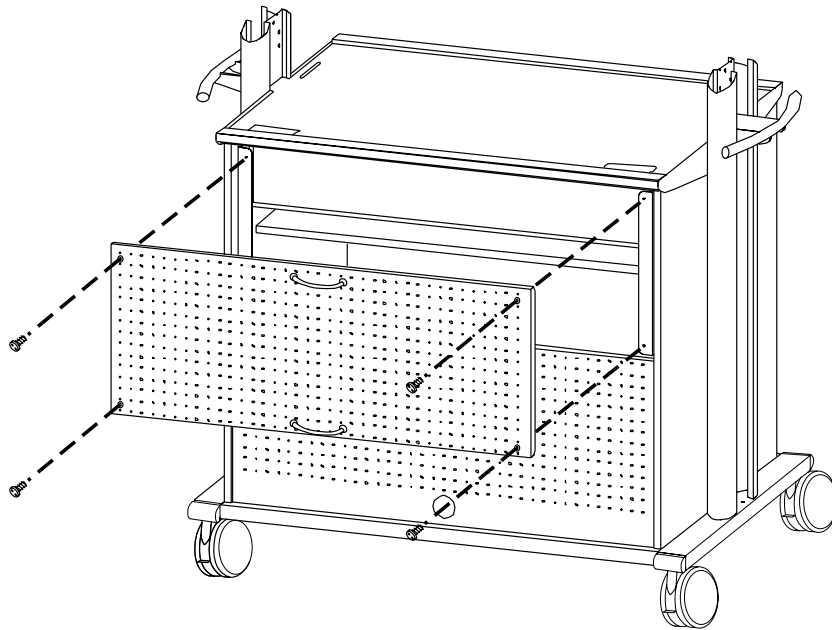
Position the adjustable divider over the slots in the bottom. The exact location depends on the width of your equipment being used. Secure in place with the 1/4-20 acorn nuts and the 1/4-20 plastic knobs as shown. You may have to pre-thread the knob into the divider to remove excess paint for easier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



STEP 28

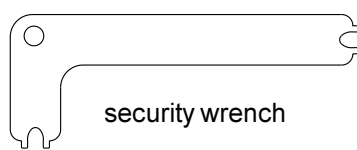
Attach handles to each removable back panel with the M4 metric phillips screws as shown.



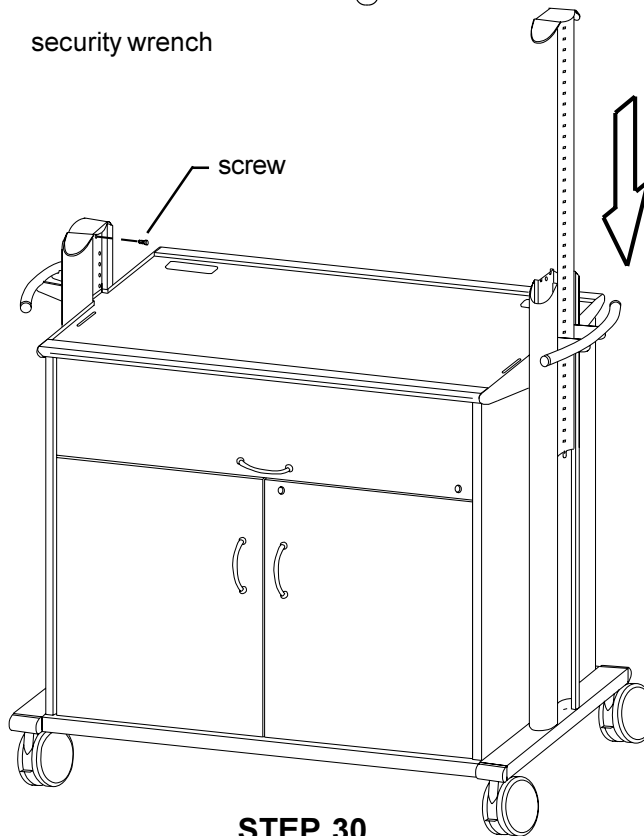
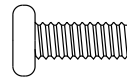


STEP 29

Prior to installing the removable rear panel, load any equipment to be used into the unit now. Any necessary wiring will be easily accessible at this point. Once loading is complete, attach the panel with security screws with supplied security wrench.



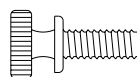
security wrench



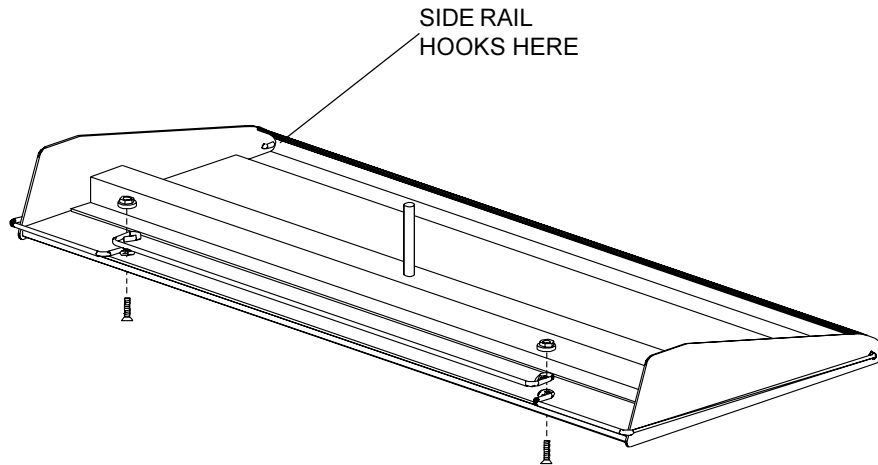
screw

STEP 30

The bottom portion of the insert panel has tabs that align and drop into the slots on the base. The top of the insert hooks over the top of the upright and secured in place with a 10-32 x 1/2" screw. Fasten the other insert panel in the same manner.

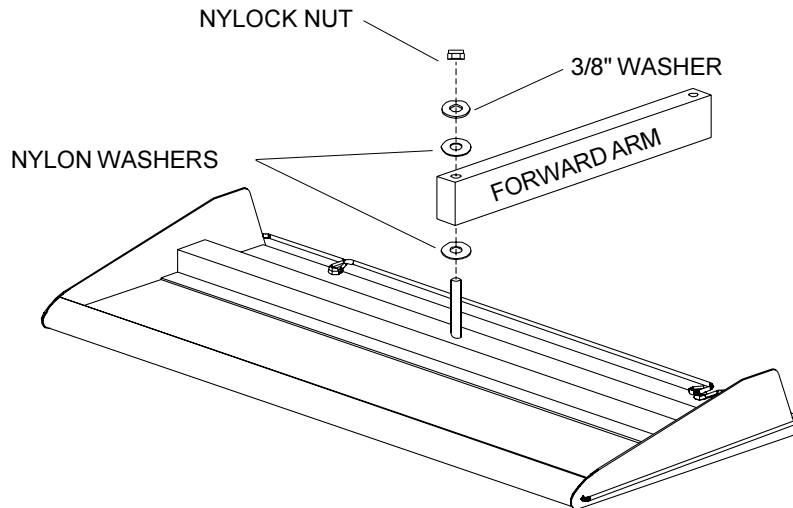
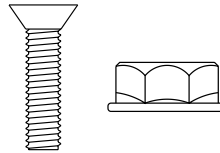


INSTRUCTIONS FOR OPTIONAL KEYBOARD ARM



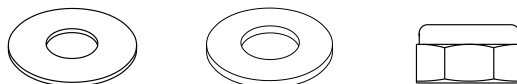
STEP 31

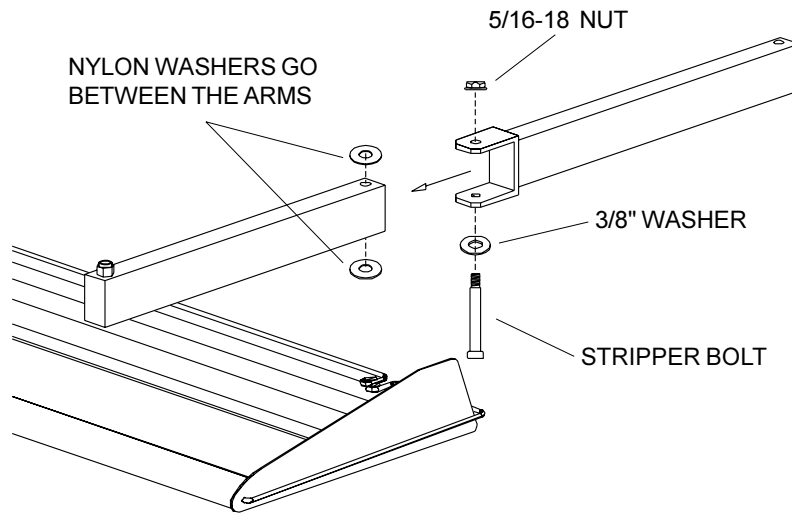
Lay the tray assembly on a carpeted surface with the welded bolt facing up. Take each side rail and hook the slightly curved end into the hole on the side of the tray. Position the back rail over each side rail lining up the holes as shown. Secure rails to tray using the #10-32 x 3/4" flat head screws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



STEP 32

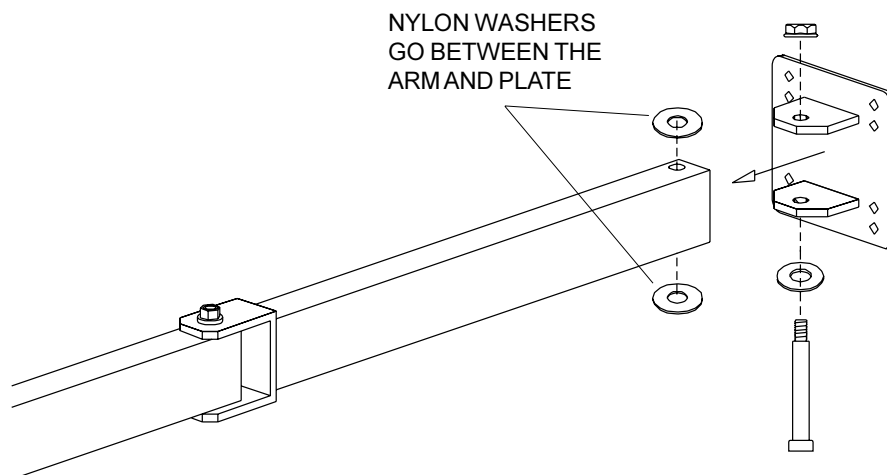
Position the following parts onto the welded bolt in this order (as shown): nylon washer, forward arm, nylon washer, 3/8" SAE washer. Secure connection by using the 3/8-16 nylock nut.





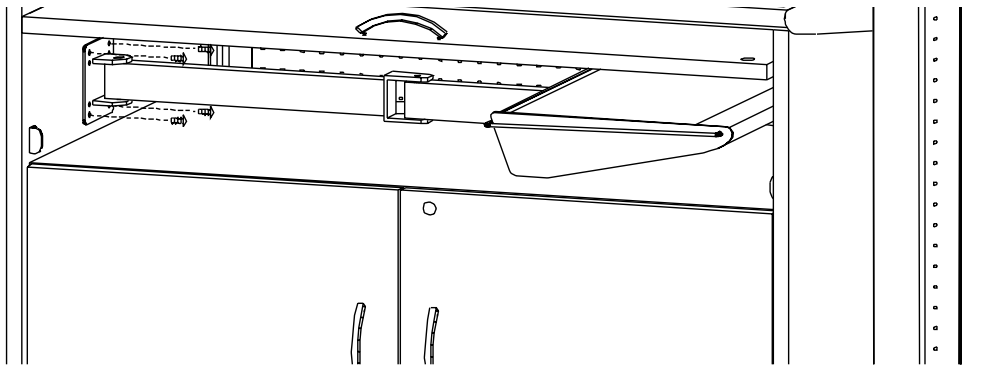
STEP 33

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.



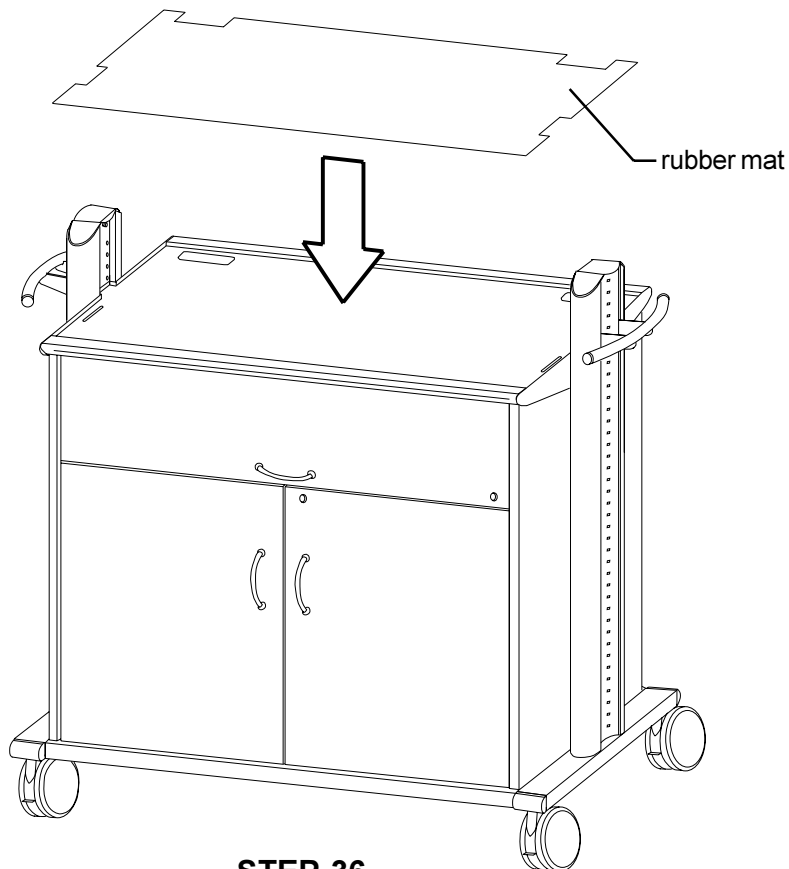
STEP 34

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 35

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.



STEP 36

Position the mat as shown on the top shelf to complete the assembly.

Bretford
 11000 Seymour Avenue
 Franklin Park, IL 60131
 TEL: 847.678.2545
 800.521.9614
 FAX: 847.678.0852
 800.343.1779

Bretford Ltd.
 Technology House
 2 Etongate, 110 Windsor Road
 Slough, Berkshire SL1 2JA England
 TEL: 01753 53 99 55
 FAX: 01753 53 94 78

Part# 031-3611
 Rev. 07.28.05 CH

www.bretford.com