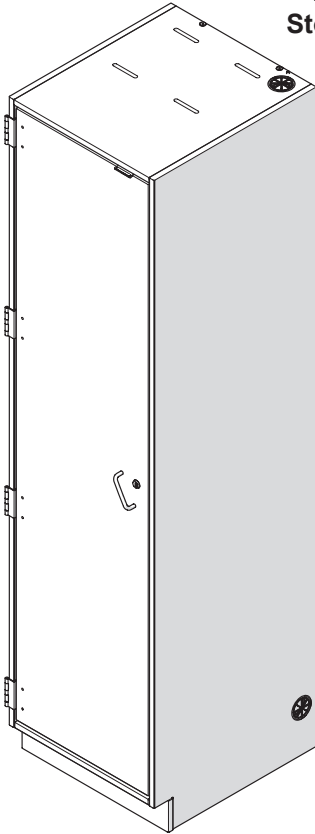


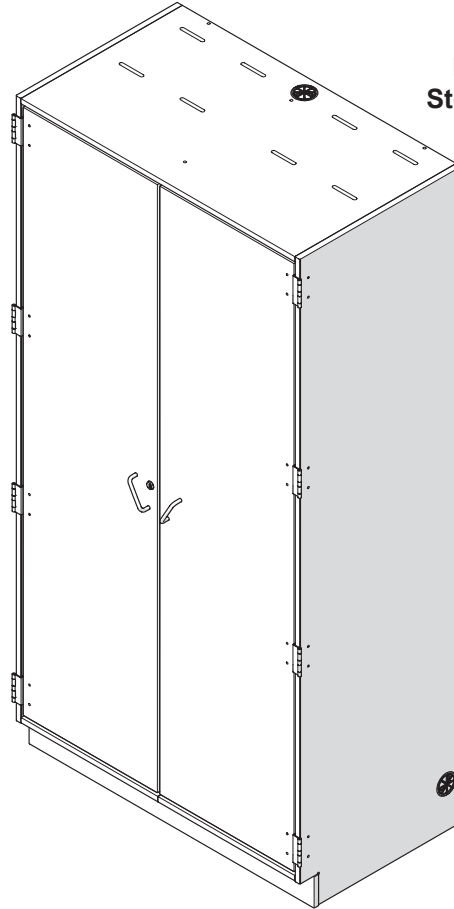


Owner's Manual Media Storage Systems - Fixed Media Cabinets

1-Column
Fixed Media
Storage Cabinet



2-Column
Fixed Media
Storage Cabinet



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Visit the media storage web page at wengercorp.com for more information.

Note: Please read and understand these instructions before assembly or use.
Note: If you need additional information, contact Wenger Corporation using the information below.

Important User Information

General

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Printed and bound in the United States of America.

The information in this manual is subject to change without notice and does not represent a commitment on the part of Wenger Corporation. Wenger Corporation does not assume any responsibility for any errors that may appear in these instructions.

In no event will Wenger Corporation be liable for technical or editorial omissions made herein, nor for direct, indirect, special, incidental, or consequential damages resulting from the use or defect of these instructions. The manufacturer reserves the right to change this product at any time.

The information in this document is not intended to cover all possible conditions and situations that might occur. The end user must exercise caution and common sense when assembling or installing Wenger Corporation products. If any questions or problems arise, call the Wenger Corporation at (800) 4WENGER (493-6437) or +1-507-455-4100 worldwide.

Manufacturer

The Media Storage Systems are manufactured by:
Wenger Corporation
555 Park Drive
Owatonna, MN 55060
(800) 4WENGER (493-6437) • +1 (507) 455-4100
wengercorp.com

Intended Use

- This product is intended for indoor use in normal ambient temperature and humidity conditions — it must not be exposed to prolonged outside weather conditions.
- This product is intended to be assembled and used only as described in these instructions.

Warranty

This product is guaranteed free of defects in materials and workmanship for ten full years from date of shipment. A full warranty statement is available upon request.

Optional power strips, digital locks and other electronic equipment are covered by the individual manufacturer's warranty.

Safety Precautions

Throughout this document you may find cautions and warnings which are defined as follows:

- **WARNING:** Failure to follow the instruction could result in serious injury or damage to property.
- **CAUTION:** Failure to follow the instruction could result in minor injury or damage to property.

Read all of these safety instructions before assembling the media storage system

⚠ CAUTION

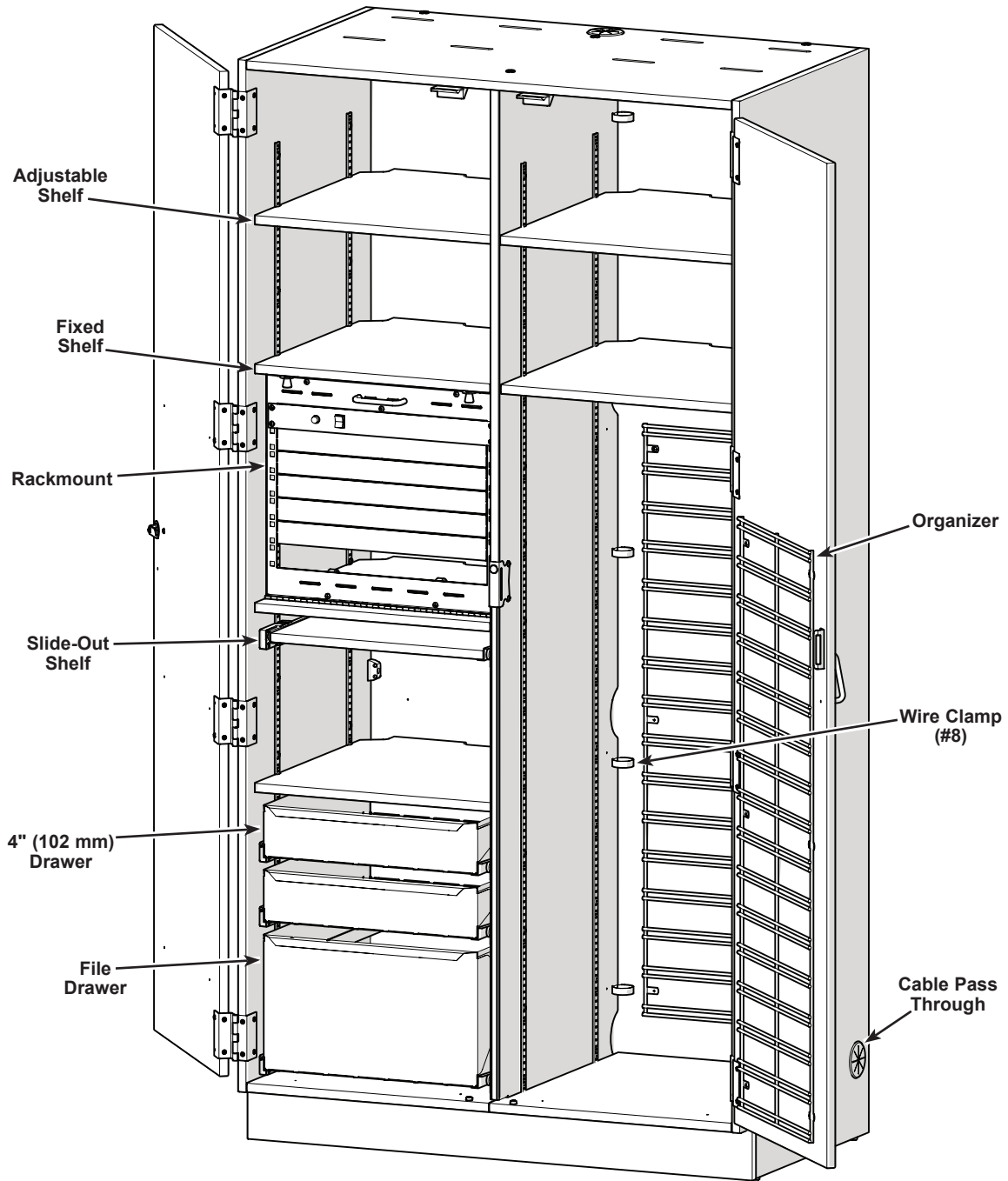
Make sure anyone assembling or installing the media storage system has read and understands these instructions.

⚠ CAUTION

Failure to comply with Warnings and Cautions in this document can result in damage to property or serious injury.

Component Identification

Structural Components

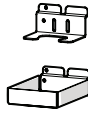


Component Identification (continued)

Accessories



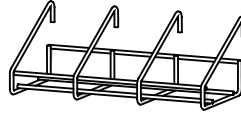
Hook (3-pack)
Accessory



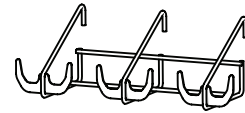
Mic Stand Set
Accessory



Storage Basket
Accessory



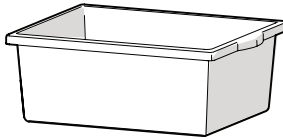
CD Holder
Accessory



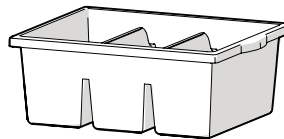
Cable Minder
Accessory



Small Plastic Bin
Accessory



Medium Plastic Bin
Accessory



Medium Divided Plastic Bin
Accessory



Power Strip
Accessory



Digital Lock
Accessory

Structural Fasteners

Because materials and construction of floors and walls can vary, fasteners for attaching the fixed media storage cabinet to the structure are not provided. The installer must choose the appropriate fastener and follow the manufacturer's instructions.

CAUTION

*Inferior or improperly installed fasteners could cause the cabinet to detach from the structure.
Serious injury or damage may result.*

CAUTION

The cabinet must be anchored to both the floor and a wall.

Structural fastener guidelines:

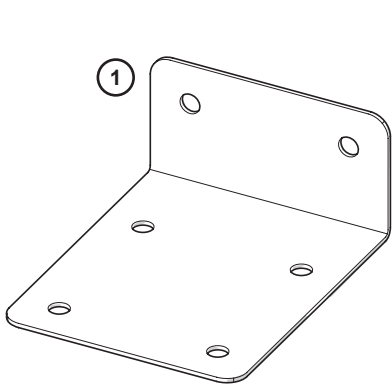
- If the floor is wood construction, attachment should be by sheet metal or lag screws (#10 minimum).
- If the floor is concrete, attachment should be by 1/4" concrete screw (Tapcon™), 1/4" drive nail or sheet metal screws (#10 minimum) into metal inserts.
- If the wall is wood stud-and-drywall construction, attachment should be by lag screws (1/4" minimum) into a stud.
- If the wall is metal stud-and-drywall construction, attachment should be by toggle bolt (Snap Toggle™) (1/4" minimum) into a stud. Toggle bolt (1/4" minimum) to be used between studs.
- If the wall is concrete block construction, attachment should be by concrete screws (#10 minimum) (Tapcon), 1/4" drive nail or toggle bolt (1/4" minimum).
- If the wall is poured concrete construction, attachment should be by concrete screw (Tapcon) or wedge-type concrete anchors.

Required Tools

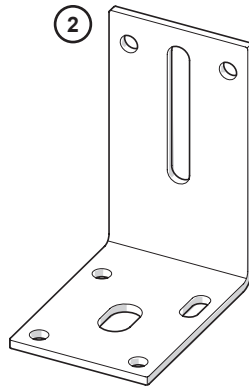
- Phillips head screwdriver
- Standard screwdriver
- Open-end wrench, 1/4" or 1/4" socket
- Tape measure
- Carpenter's square
- Variable speed electric drill
- Safety glasses
- Gloves

The following tools are required for assembly.

Hardware Parts List



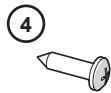
Cabinet Connector Bracket



Cabinet Cleat



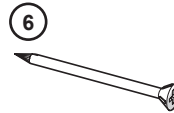
**1/4-14 x 5/8"
Sheet Metal Screw**



**#10-16 x 3/4"
Sheet Metal Screw**



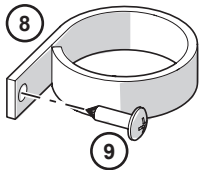
**#8-15 x 5/8"
Sheet Metal Screw**



**#8 x 2"
Wood Screw**



**Shelf
Clip**



**Wire Clamp
and
#8 x 5/8"
Sheet Metal Screw**



Cage Nut

**Quantities may vary, extras can be discarded.*

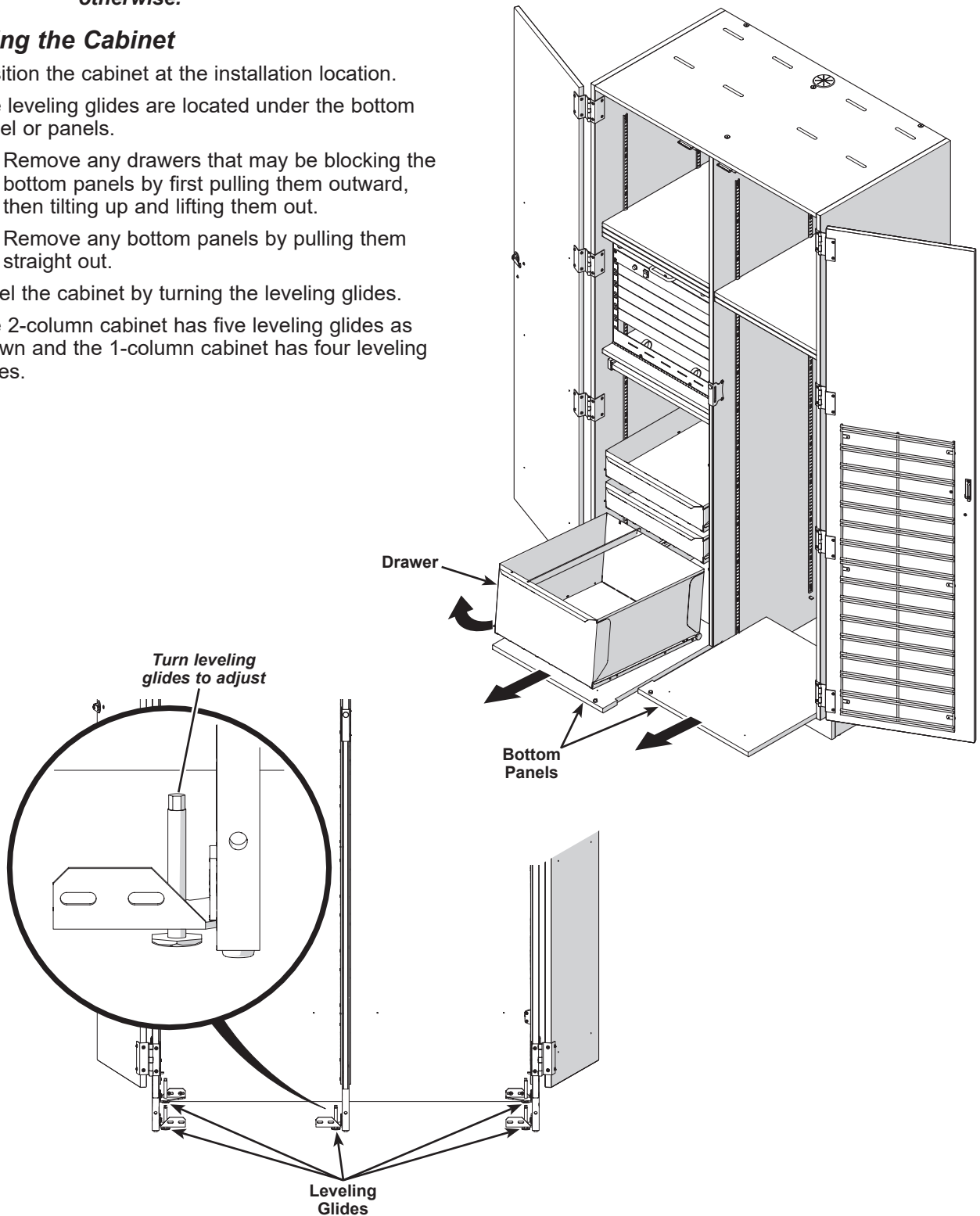
Installation

IMPORTANT: the following procedures are shown using the 2-column fixed media cabinet, the procedures for the 1-column fixed media cabinet are similar unless indicated otherwise.

Leveling the Cabinet

1. Position the cabinet at the installation location.
2. The leveling glides are located under the bottom panel or panels.
 - a. Remove any drawers that may be blocking the bottom panels by first pulling them outward, then tilting up and lifting them out.
 - b. Remove any bottom panels by pulling them straight out.
3. Level the cabinet by turning the leveling glides.

The 2-column cabinet has five leveling glides as shown and the 1-column cabinet has four leveling glides.



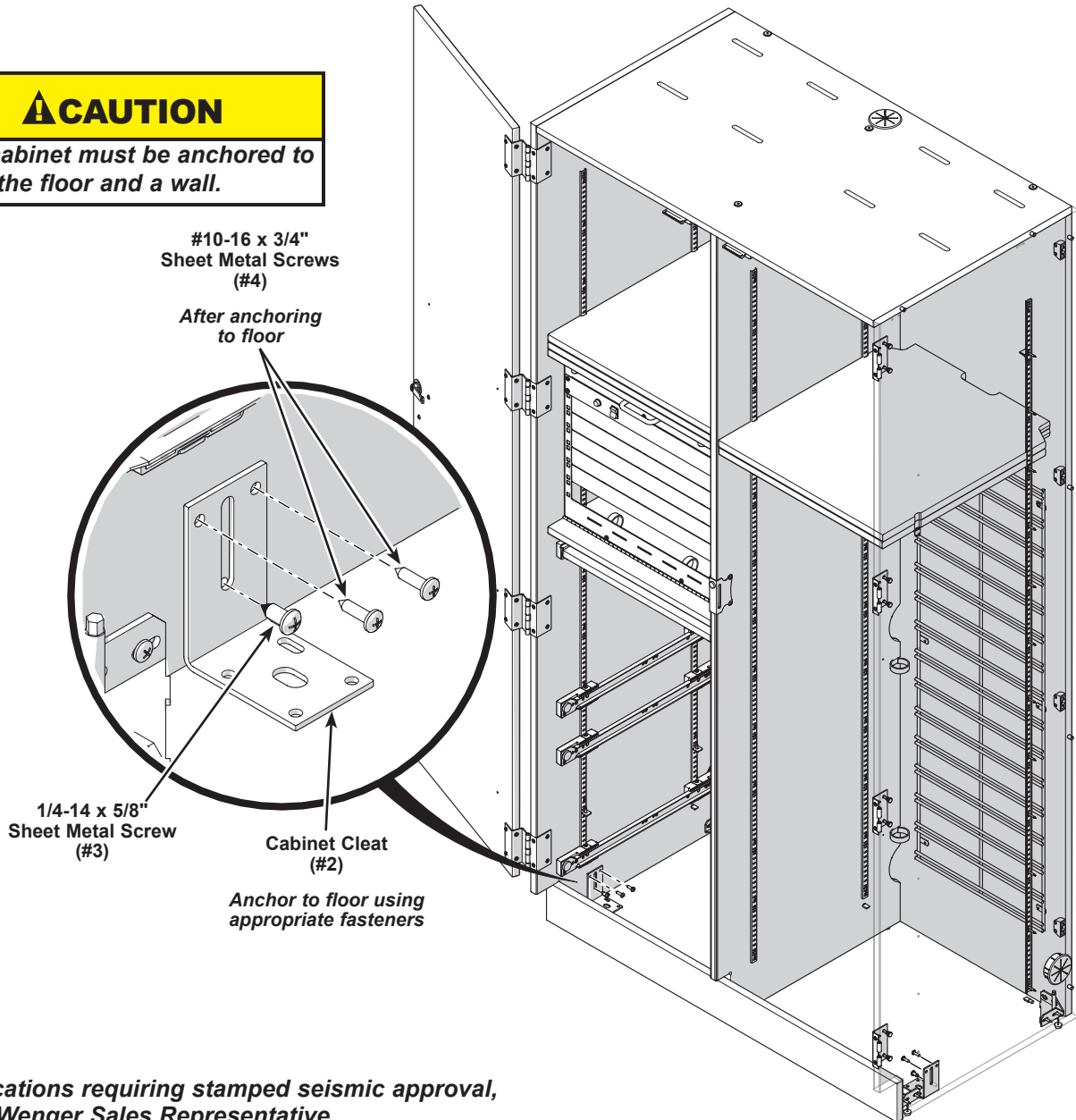
Installation (continued)

Attach the Cabinet to the Floor

1. Attach a cabinet cleat (#2) to the inside of both end panels.
 - a. Attach each cabinet cleat using a 1/4-14 x 5/8 sheet metal screws (#3) through the slotted hole into the pilot hole at the bottom of the end panel.

Leave the screws loose enough so that the cleats drop down and rest on the floor.
2. With the bottoms of the cabinet cleats against the floor, anchor them to the floor using the appropriate fasteners as indicated in the "Structural Fasteners" section.
3. Finish attaching both cabinet cleats to the end panels using two #10-16 x 3/4" sheet metal screws (#4).
4. Tighten both 1/4-14 x 5/8" sheet metal screws (#3).

CAUTION
The cabinet must be anchored to both the floor and a wall.

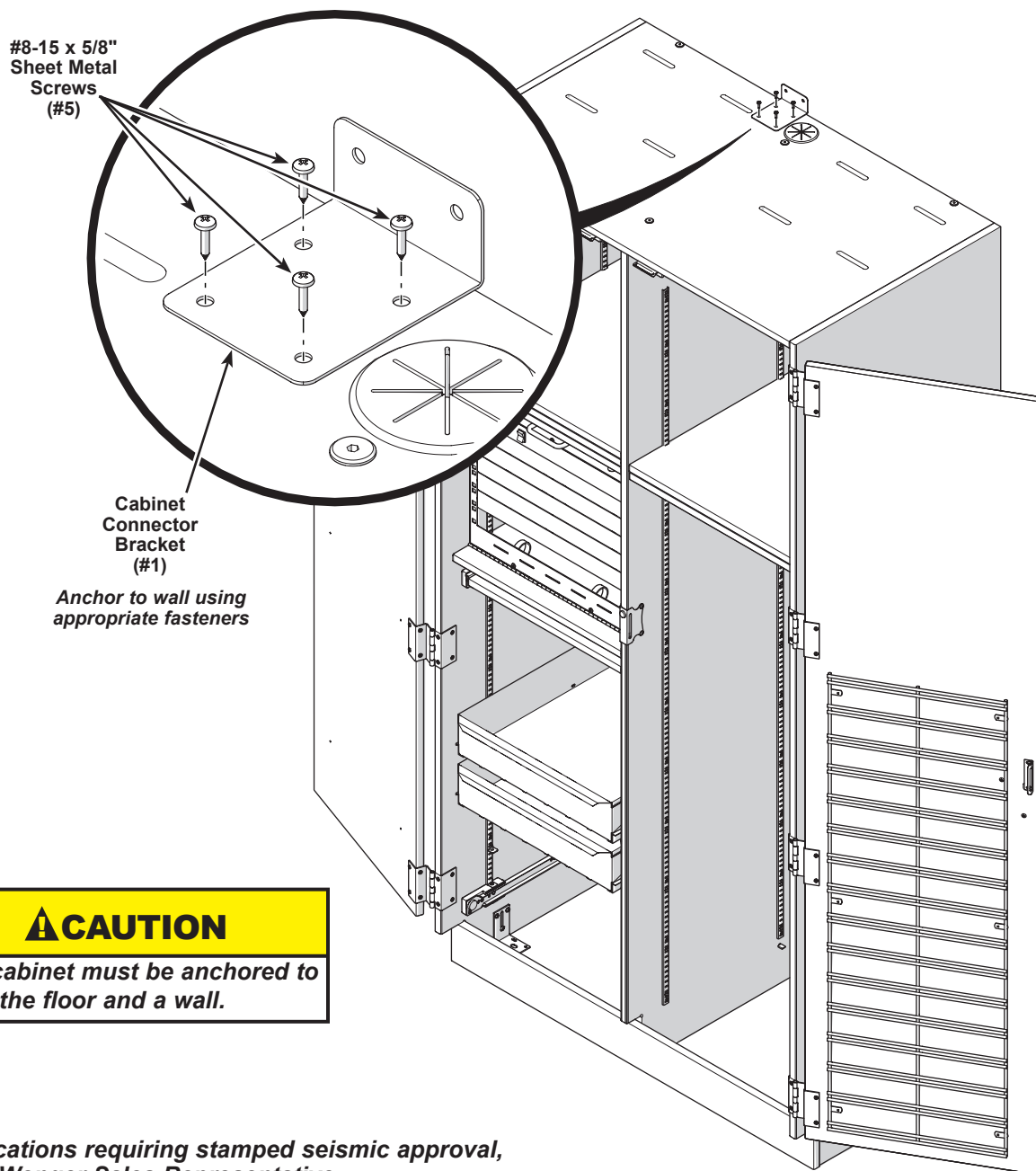


For applications requiring stamped seismic approval, see your Wenger Sales Representative.

Installation (continued)

Attach the Cabinet to the Wall

1. Position the cabinet connector bracket (#1) at the top rear of the cabinet against a wall surface. Locate the bracket to be near the middle of the cabinet and over a wall stud (if applicable).
2. Attach the cabinet connector bracket to the top of the cabinet using four #8-15 x 5/8" sheet metal screws (#5).
3. Attach the cabinet connector bracket to the wall using the appropriate fasteners as indicated in the "Structural Fasteners" section.

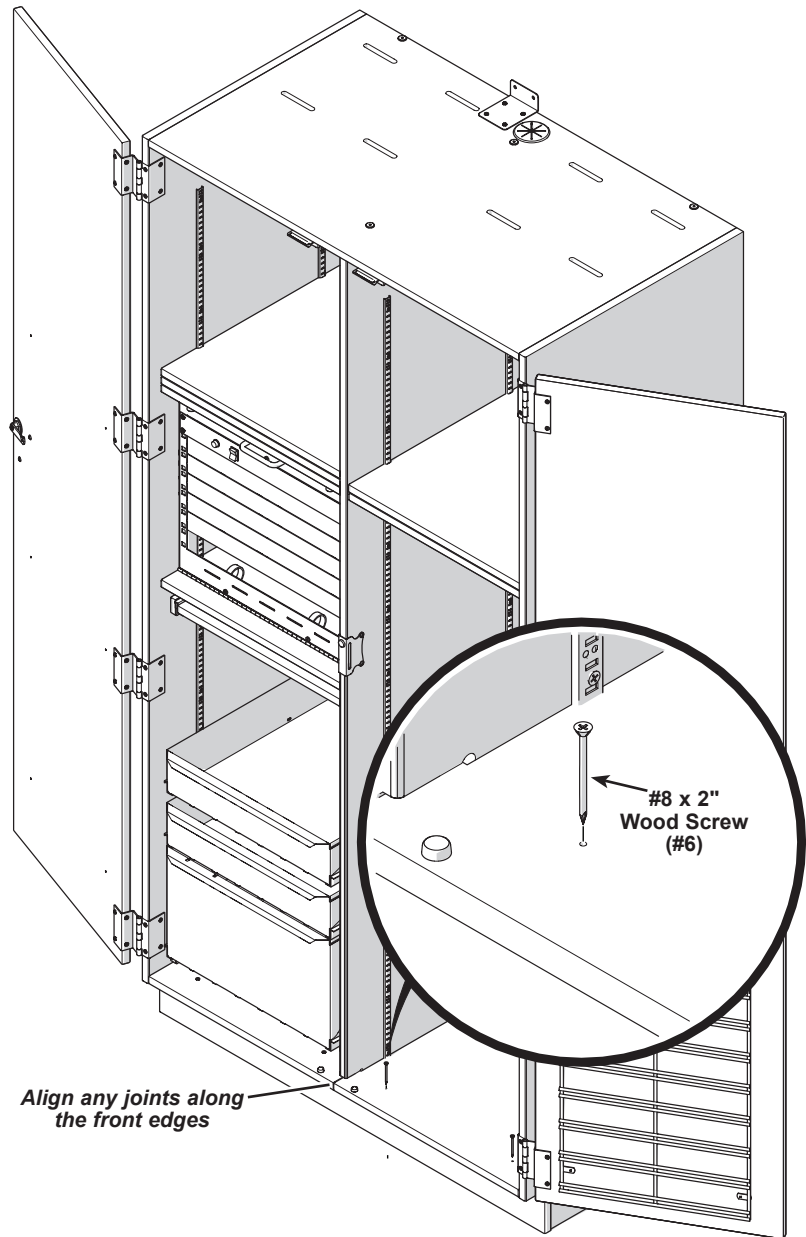


***For applications requiring stamped seismic approval,
see your Wenger Sales Representative.***

Installation (continued)

Attach the Bottom Panels

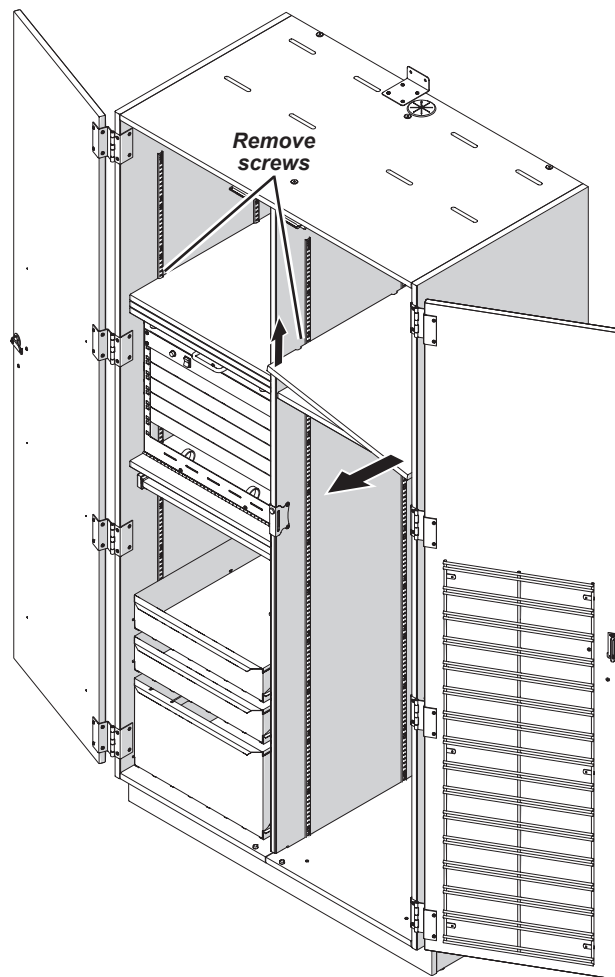
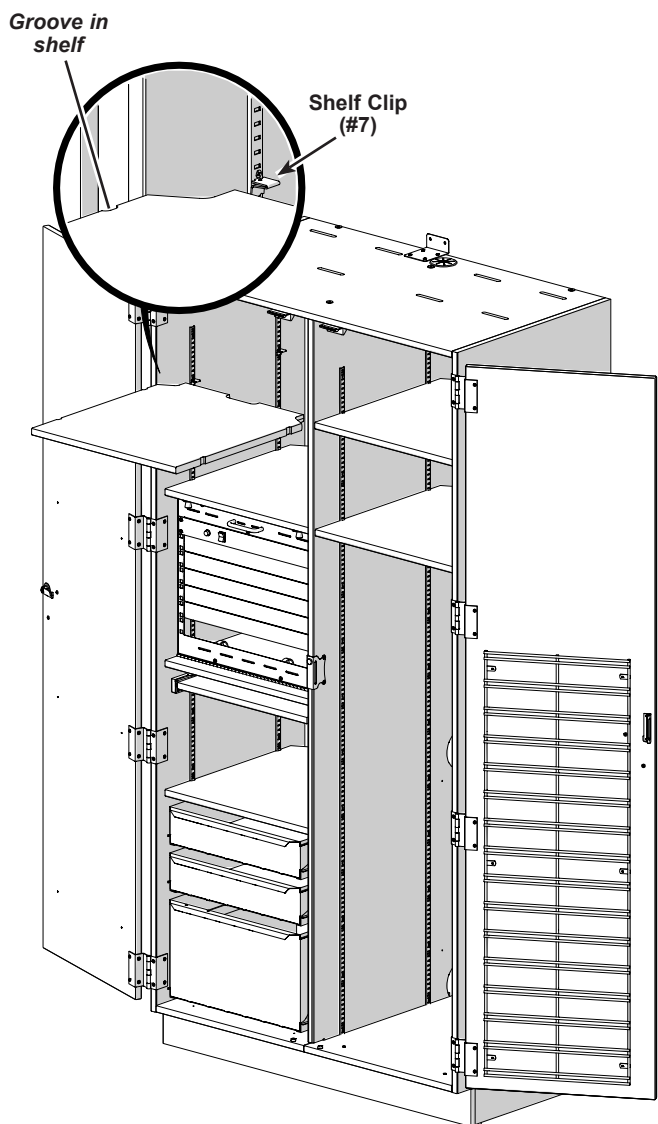
1. Slide all of the bottom panel(s) back into their original position and align any joints along the front edges.
2. Secure the bottom panels to the front stretcher panel using one #8 x 2" wood screw (#6) in each of the pilot holes.
3. Replace any drawers that were removed.



Installation (continued)

Position the Adjustable Shelves

1. Remove any screws that held the adjustable shelves in place during shipping.
These screws can be discarded.
2. For each adjustable shelf being placed, position one shelf clip (#7) at even elevations on each of the four rails.
3. Tilt each shelf up on one side slightly as shown and pull it out to remove.
4. Fitting the grooves in the shelves over the rails, tilt the shelves into position to rest on the shelf clips.



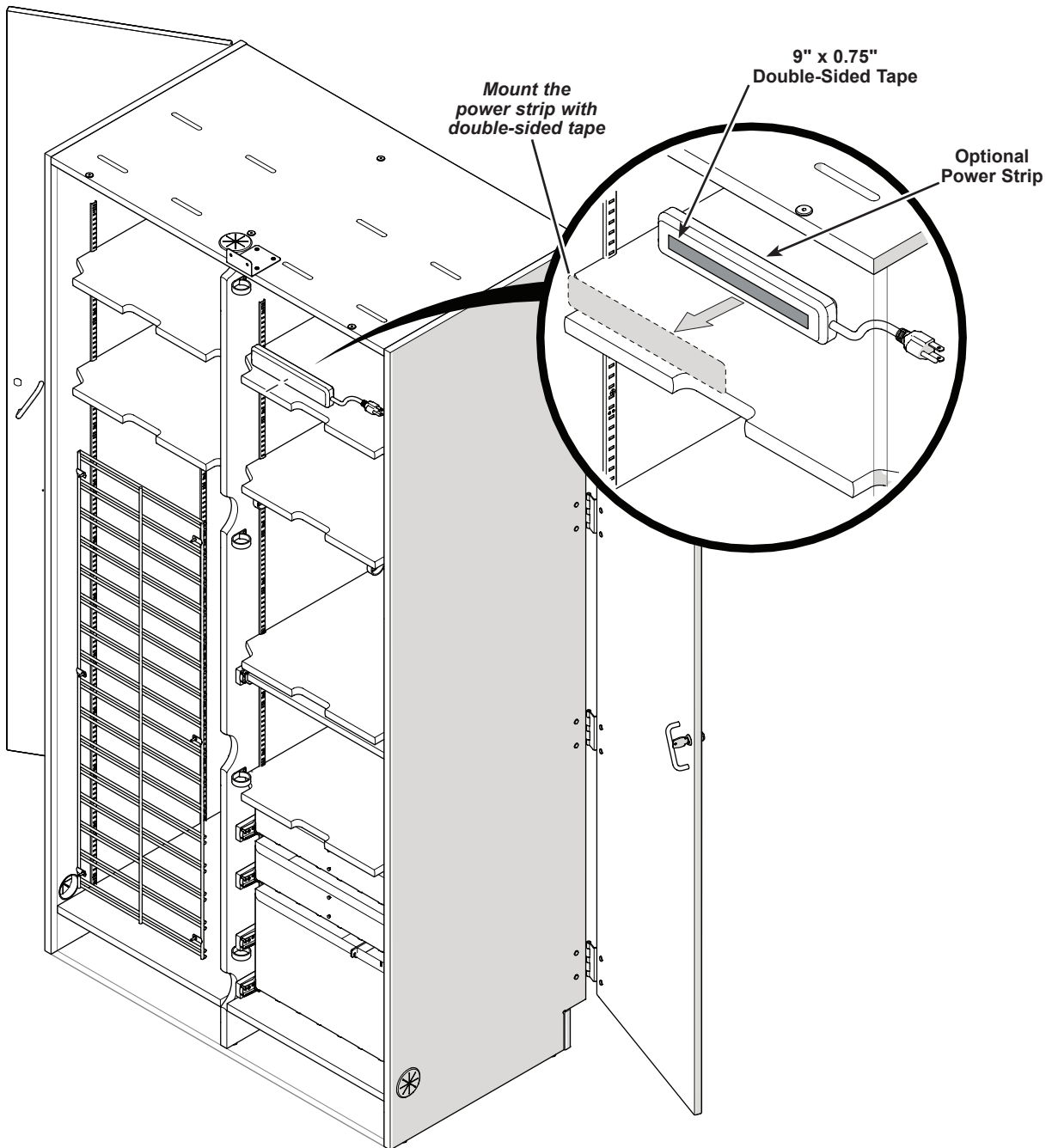
5. Fixed shelves and rackmounts may be repositioned, but require that the screws also be removed.
Always reattach the screws after repositioning.
Fixed shelves help maintain the width of each column and ensure that the locks function properly.
Keep the location of the fixed shelves within the middle-third portion of the cabinet.

Installation (continued)

Optional Power Strip

1. If attaching the optional power strip:
 - a. Clean the inside surface of the cabinet where the power strip will be applied.
 - b. Remove the backing from the double-sided tape and mount the power strip as shown.

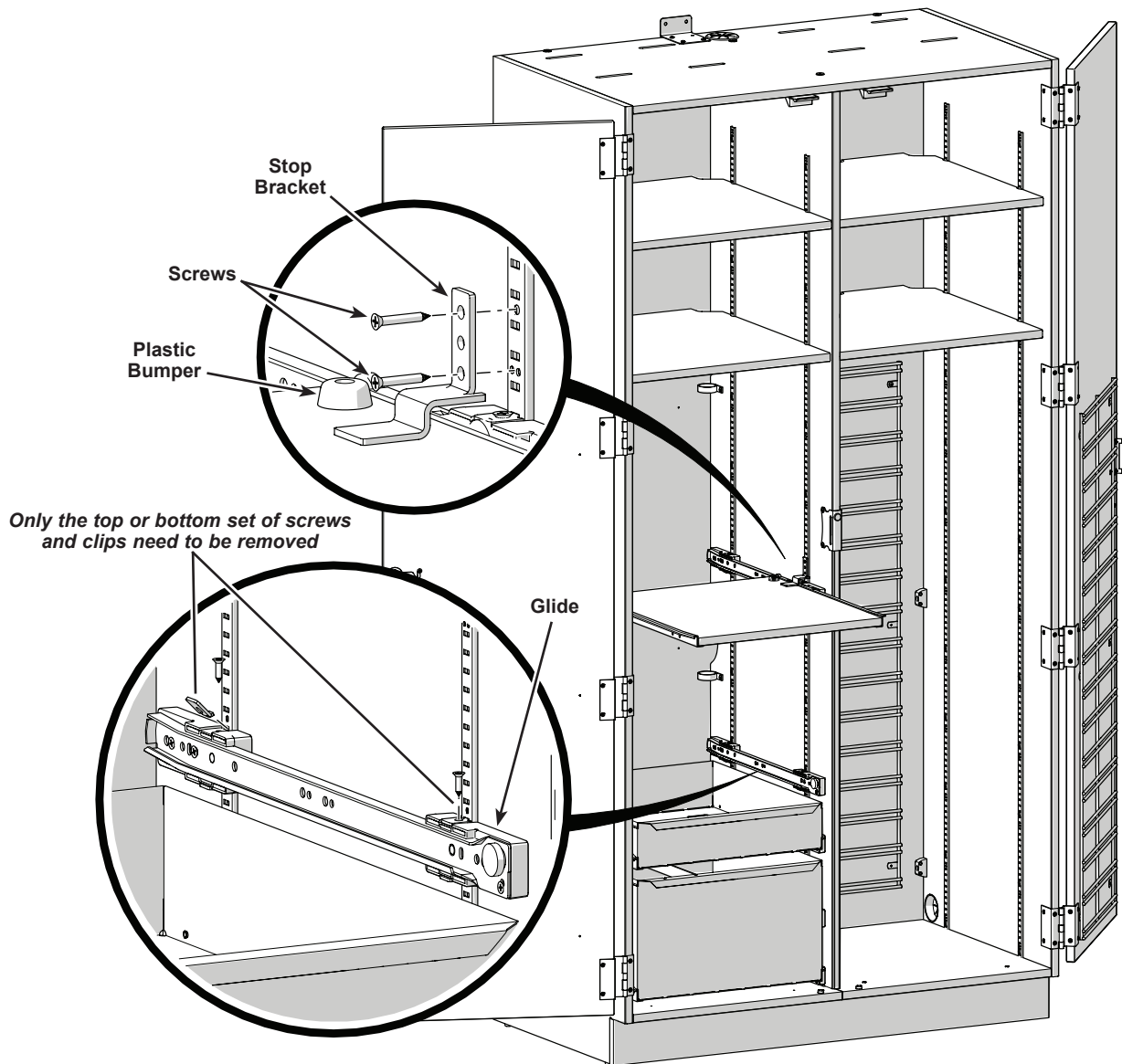
Note: Foam tape is difficult to remove once set. Be sure of location before pressing in place.



Operation

Repositioning Drawers and Slide-Out Shelves

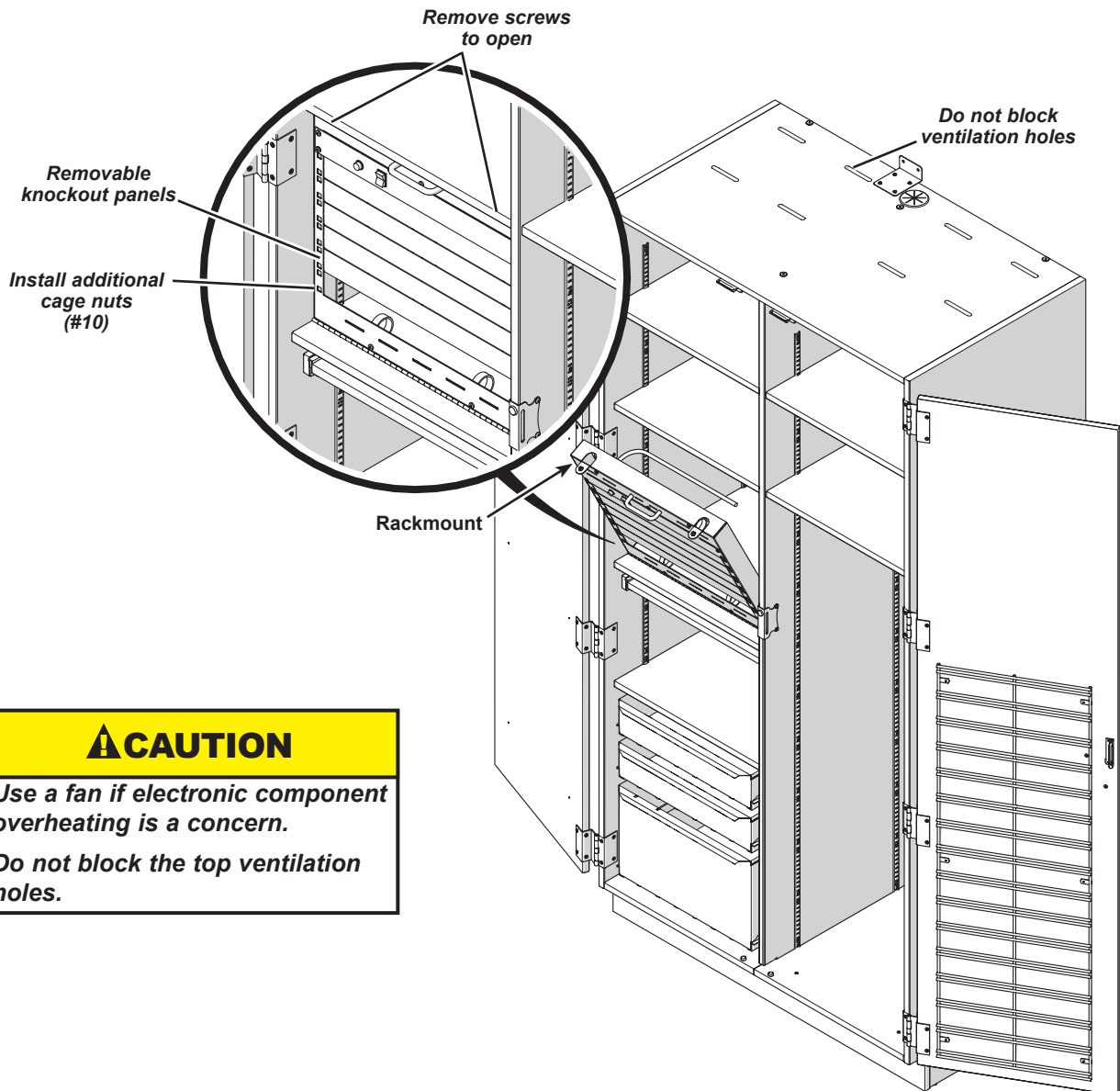
1. Drawers and slide-out shelves can be repositioned at different heights in 1/2" (13 mm) increments by relocating the glides along the rails.
 - a. Remove the drawer or the slide-out shelf and stop bracket from the glides by first pulling it outward, then tilting it up and lifting it out.
The plastic bumper does not need to be removed from the slide-out shelf.
 - b. Remove either the top or bottom set of screws and clips attaching both glides to the rails.
 - c. Relocate the glides at even elevations on each of the four rails and reattach the screws and clips to secure them into place.
 - d. Reinstall the drawer or the shelf and stop bracket.



Operation (continued)

Rackmount Electronics

1. Electronic components can be accessed by tipping out the rackmount.
2. Additional electronic components can be added but must be done so according to their manufacturer's specifications.
Place deeper components at the bottom of the rackmount.
3. Knockout panels can be removed from the rackmount by twisting them until they break away from the frame.
4. To open the rackmount, remove the two screws securing it to the above fixed shelf and carefully tip it down until the bottom rests on the shelf below.
5. Cage nuts (#10) can be relocated or installed to match component settings.
6. When routing cables inside of the rackmount, leave enough excess to tip the panel forward.



Operation (continued)

Cable Management

Cable pass throughs are located at the top and sides to route cables through the cabinet.

Notches in the shelves and dividers allow cables to be routed at the back of the cabinet.

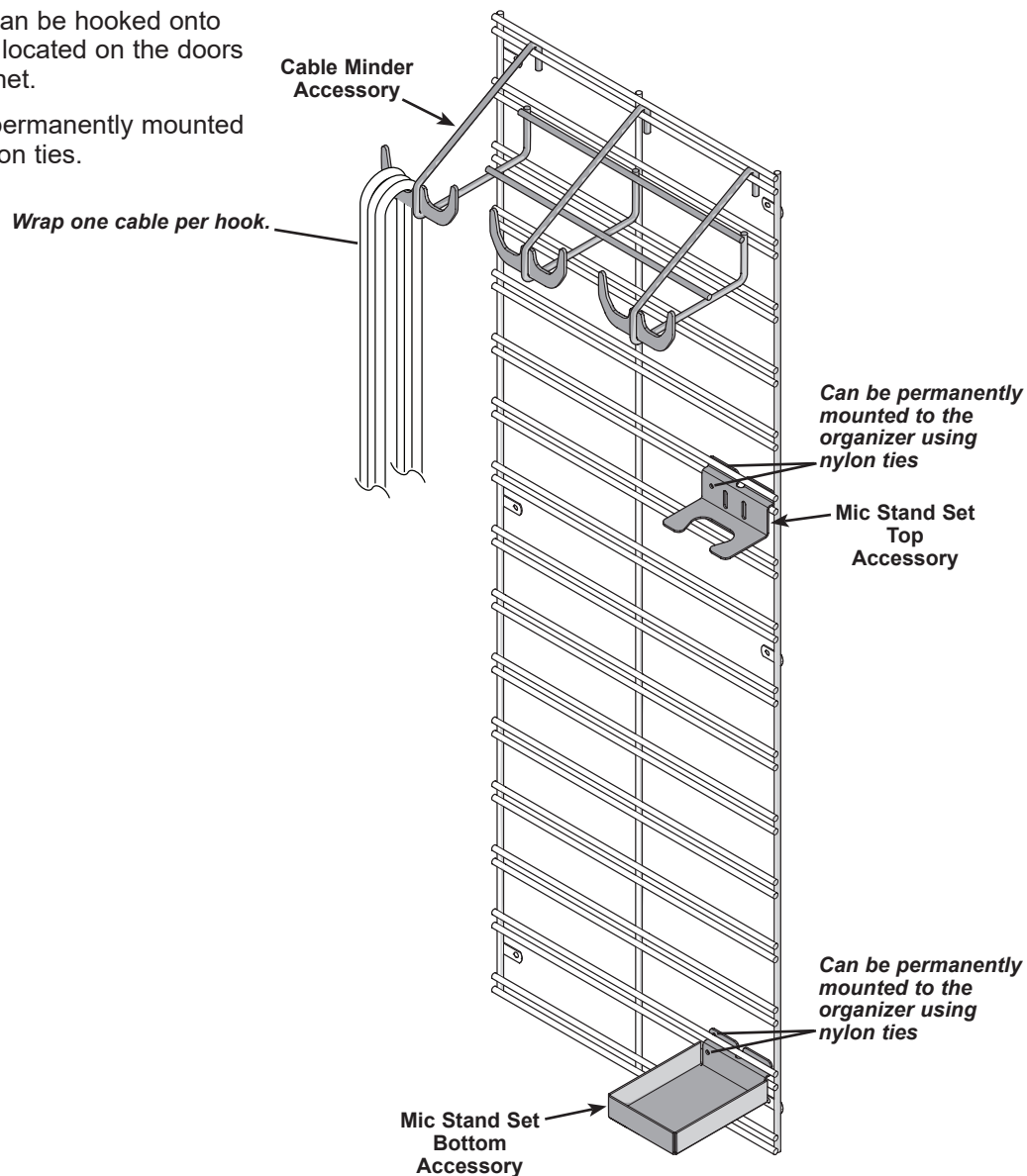
Wire clamps assist in routing cables throughout the cabinet.

The clamps can be repositioned or more can be added as needed.

Organizer Panel

Most of the accessories can be hooked onto the organizer and can be located on the doors or at the back of the cabinet.

The accessories can be permanently mounted to the organizer using nylon ties.



Cleaning

Use a soft cotton cloth and a mild detergent to clean the work surface.

Avoid using harsh, abrasive detergents or solvents.

Weight Limits

These structural components and accessories are rated at the maximum load capacities.

- Top of cabinet - 40 lb (18 kg) per foot
- Organizer - 90 lb (41 kg)
- 4" (102 mm) drawer - 40 lb (18 kg)
- File drawer - 65 lb (29 kg)
- Fixed, adjustable and slide-out shelves - 40 lb (18 kg) per shelf
- Hooks - 20 lb (9 kg) per hook
- Mic stand set - 20 lb (9 kg)
- Storage basket - 25 lb (11 kg)
- CD holder - 30 CDs
- Cable minder - 20 lb (9 kg)

Digital Lock Accessory Note

The digital lock accessory is supplied in the "PRIVATE" operating mode. In this mode, the user must enter a four-digit user code to open it. The unit will re-lock itself after four seconds. The lock can be opened at any time using the master code. Unless manufactured to special order, the default master code is 11 33 55 77 and the default user code is 22 44.

These codes are common to all standard locks and it is very important that you set your own personal master and user codes.

Your lock is not secure until you have changed the default master and user codes.

Keep a safe record of your master code as it is not possible to make any programming changes without it.

Please see the programming guide to set your own codes.

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