# Owner's Manual
## Media Storage Systems
### Fixed Media Cabinets

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**Note:** Please read and understand these instructions before starting the installation.

**Note:** Examine the illustrations on the following pages. If you need additional information, contact Wenger Corporation using the information below.

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Important User Information

General
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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 Wenger Corporation at 1-800-887-7145.

Manufacturer
The Media Storage Systems are manufactured by:
   Wenger Corporation
   555 Park Drive
   Owatonna, MN  55060
   1-800-4WENGER (493-6437) • 1-507-455-4100
   www.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 manual you may find CAUTIONS and WARNINGS which are defined as follows:

- **WARNING** means that failure to follow the instruction may result in serious injury or death.
- CAUTION means that failure to follow the instruction may result in serious injury or damage to property.

Read all of these safety instructions before installing the Fixed Media Storage System.

**CAUTION**

Make sure anyone installing the Fixed Media Storage Cabinet 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.

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
Component Identification

Structural Components

Adjustable Shelf

Fixed Shelf

Rackmount

Slide-Out Shelf

4" (10 cm) Drawer

File Drawer

Organizer

Wire Clamp (#8)

Cable Pass Through
Component Identification (continued)

Accessories

- **Hook (3-pack)**
  - Accessory 258A004

- **Mic Stand Set**
  - Accessory 258A007

- **Storage Basket**
  - Accessory 258A003

- **CD Holder**
  - Accessory 258A005

- **Cable Minder**
  - Accessory 258A006

- **Small Plastic Bin**
  - Accessory 204A007.113

- **Medium Plastic Bin**
  - Accessory 204A007.120

- **Medium Divided Plastic Bin**
  - Accessory 204A007.115

- **Power Strip**
  - Accessory X0003278

- **Digital Lock**
  - Accessory 241C399

**Weight Limits**

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

- Top of Cabinet - 40 lbs (18 kg) per foot.
- Organizer - 90 lbs (41 kg).
- 4" (10 cm) Drawer - 40 lbs (18 kg).
- File Drawer - 65 lbs (29 kg).
- Fixed, Adjustable and Slide-Out Shelves - 40 lbs (18 kg) per shelf.
- Hooks - 20 lbs (9 kg) per hook.
- Mic Stand Set - 20 lbs (9 kg).
- Storage Basket - 25 lbs (11 kg).
- CD Holder - 30 CDs.
- Cable Minder - 20 lbs (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 programming guide to set your own codes.
Hardware Parts List

1. 145A288
   Cabinet Connector Bracket

2. 253A115
   Cabinet Cleat

3. X001872
   1/4-14 x 5/8
   Sheet Metal Screw

4. X001503
   #10-16 x 3/4
   Sheet Metal Screw

5. X000045
   #6-15 x 5/8
   Sheet Metal Screw

6. X001797
   #8 x 2
   Wood Screw

7. X003599
   Shelf Clip

8. X003600
   Wire Clamp
   and
   X000482
   #8 x 5/8
   Sheet Metal Screw

9. X003632
   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 predrilled 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).

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.

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**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 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 predrilled holes.

3. Replace any Drawers that were removed.
**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.
Operation

Repositioning Drawers and Slide-Out Shelves

1. Drawers and Slide-Out Shelves can be repositioned at different heights in 1/2” (1.27 cm) 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.

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**CAUTION**

*Use a fan if electronic component overheating is a concern.*

*Do not block the top ventilation holes.*
**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.

Wrap one cable per hook.
Template for Mounting Power Strip

The Power Strip Accessory may be placed at any location in the Cabinet. Secure the Power Strip mounting holes using two #8 x 5/8 Sheet Metal Screws and this template.

IMPORTANT: Be sure that this page is printed at 100% actual size before using template.
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