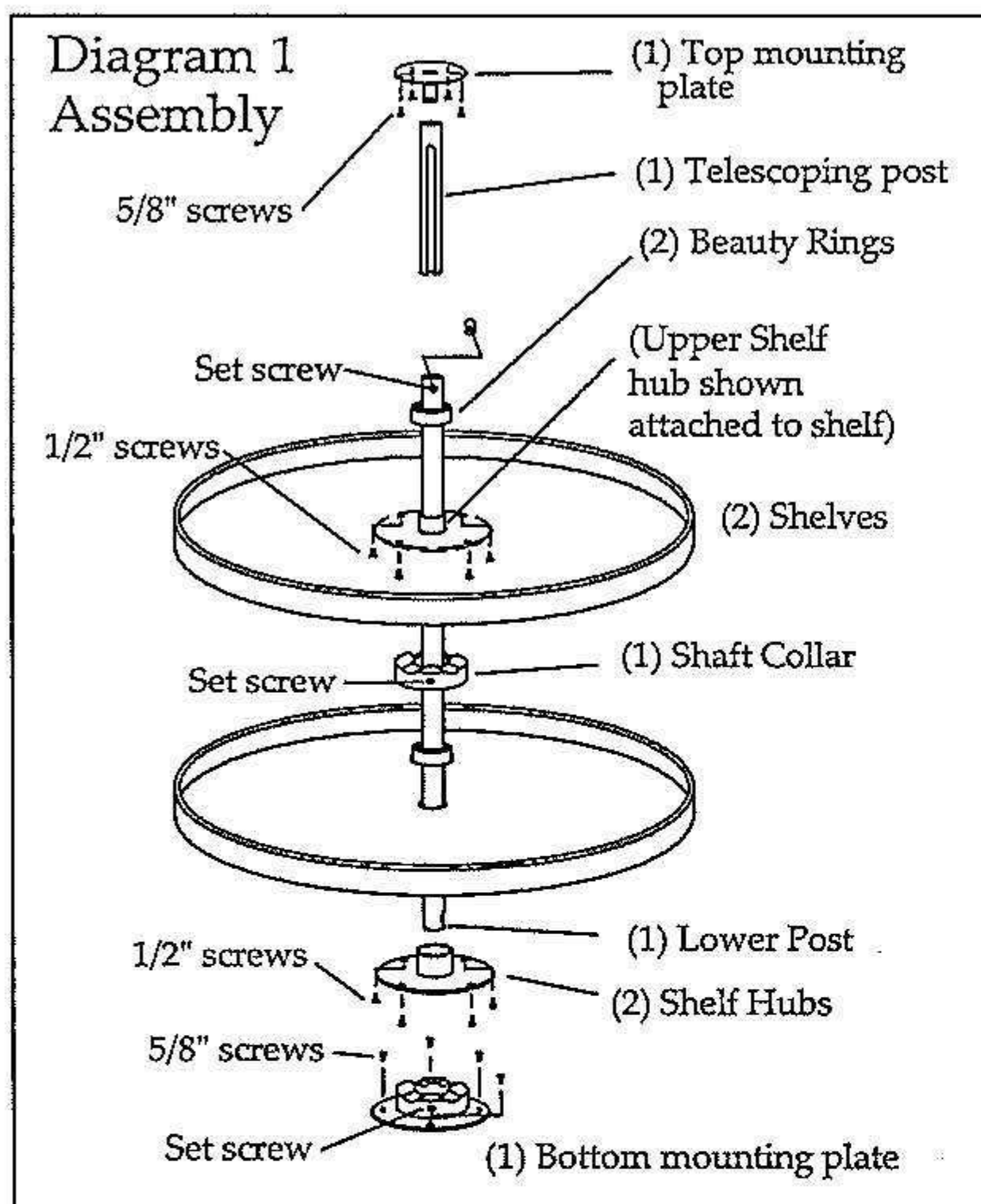


# WOOD POLE-MOUNT LAZY SUSANS

## INSTALLATION INSTRUCTIONS

Inspect parts and read instructions before beginning assembly



1. Use enclosed installation template to drill  $\frac{1}{16}$ " pilot holes for Bottom mounting plate. (See Diagram 2).
2. Attach bottom mounting plate using (4) of the longer  $\frac{5}{8}$ " (included) screws.
3. Temporarily install Lower post into bottom mounting plate (bottom end is slotted as in diagram 1). Temporarily install the telescoping post and top mounting plate in order to mark the location of the top mounting plate and attach to top inside of cabinet. Once the telescoping post is in the lower post, place the top mounting plate in (the telescoping post). Slide the telescoping post up until the top mounting plate is against the top of the cabinet. Using a level, make sure the post assembly is vertical - it will not function properly if not. Once it is vertical, use a pencil to mark the exact location of the top mounting plate. Remove the lower post and telescoping post for later installation. Attach the top mounting plate in the marked location with (4) of the longer  $\frac{5}{8}$ " screws (included).

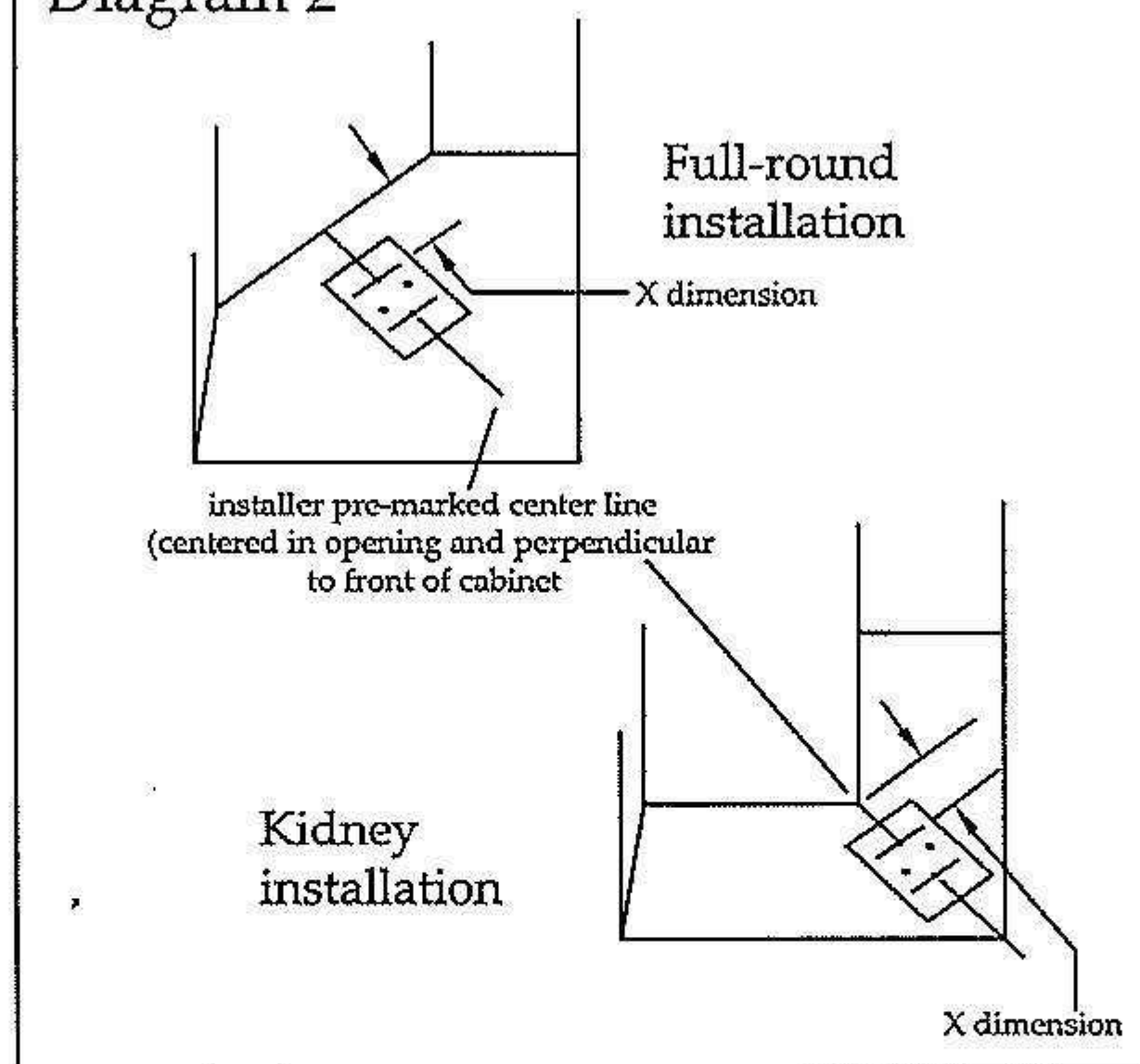
### Tools Required

- Phillips Screwdriver
- Drill with  $\frac{1}{16}$ " bit for pilot holes
- Tape measure or ruler
- Pencil
- Level

### Parts List

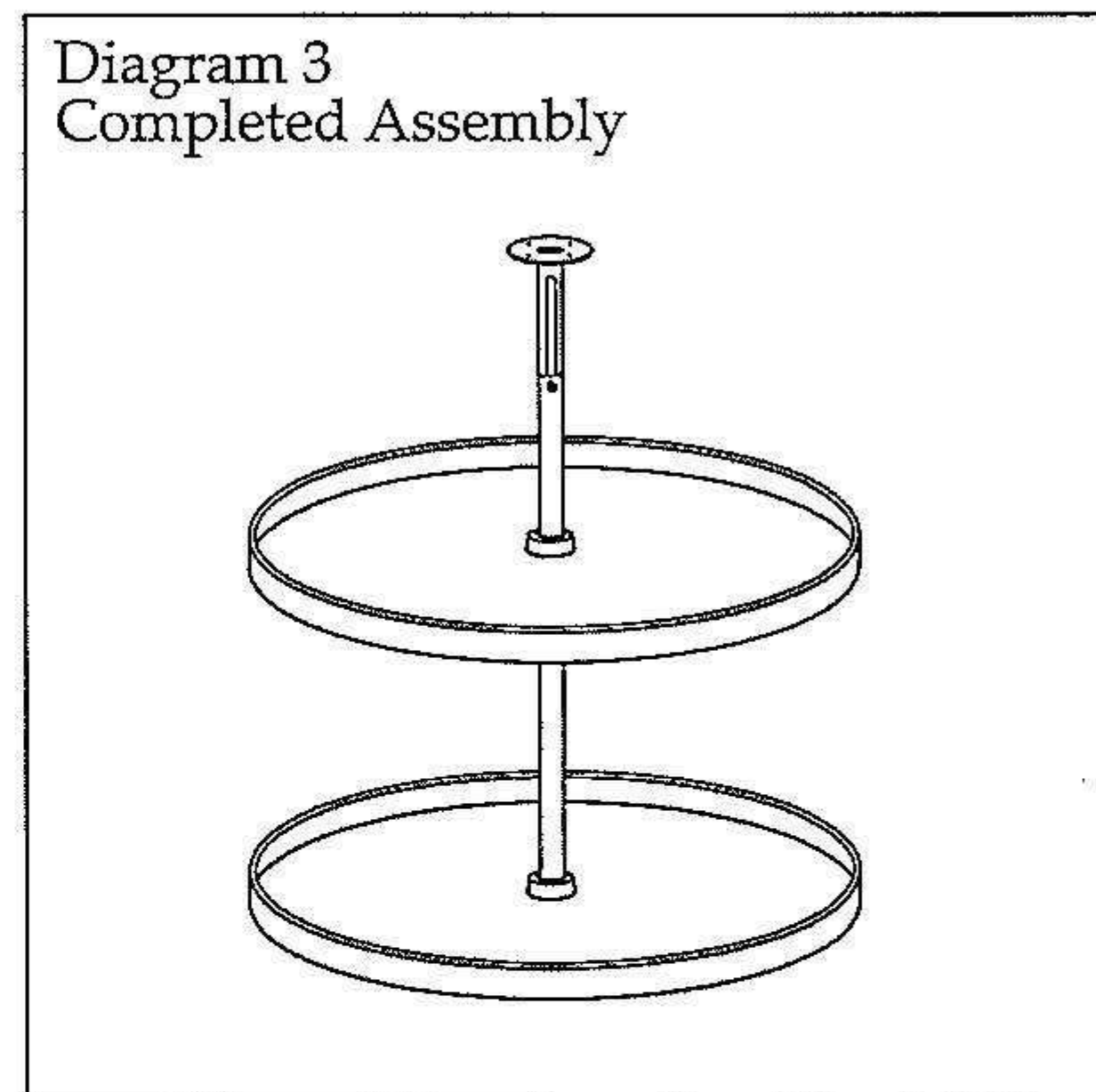
- (2) Shelves
- (1) Lower Post
- (1) Telescoping post
- (1) Bottom mounting plate
- (1) Shaft Collar
- (2) Shelf Hubs
- (2) Beauty Rings
- (1) Top mounting plate
- (1) Bag of screws and fasteners

### Diagram 2



4. Turn shelves upside down and lay them on a non-abrasive surface such as carpet or towel. Insert one shelf hub through each center hole on a shelf and attach running (4)  $\frac{1}{2}$ " shorter screws (included - **MAKE SURE YOU DO NOT USE THE LONGER  $\frac{5}{8}$ " SCREWS AS IT WILL DAMAGE YOUR SHELVES!!**) into the (4) pre-marked holes on the bottom of each shelf.
5. Turn the shelves back over. Slide one beauty ring (small opening up - see diagram) up onto the lower post. Slide one of the shelves up onto the lower post (open side up as in diagram - turn it while pushing down - it will be tight and is designed this way to work properly). Slide the beauty ring down onto the hub until it stops - it should cover the crack between the shelf hole and the hub collar.
6. Next, slide the shaft collar up onto the lower post (side with grooves up as in diagram 1 - again it will be a tight fit and it may be necessary to back the set screw out partially and keep the t-nut snug against the inside of the hub to assure it will slide on the post).

### Diagram 3 Completed Assembly

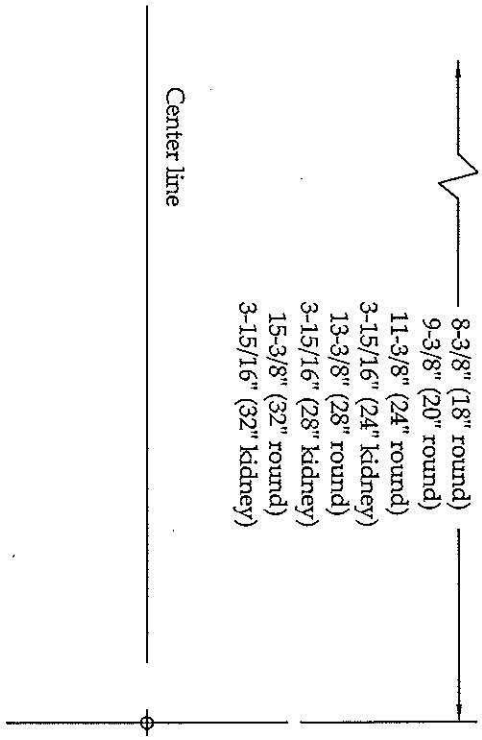


- (6. continued) At this point (if you are certain of exactly what height you wish to mount this shelf permanently) you may wish to tighten the collar down using the set screw (if so, it is critical the screw is tightened very securely to avoid it sliding down the shaft when the shelves are loaded later).
7. Slide the second beauty ring and shelf/hub assembly onto the lower post. Slide the beauty ring onto the hub collar until it stops as in Step 5.
8. Re-insert telescoping post into lower post as in Diagram 1.
9. Place assembly in cabinet, seating bottom (slotted) end of lower post in bottom mounting plate. Tighten set screw on bottom mounting plate once lower post is fully seated (make sure neither slot lines up with set screw or it will not tighten properly).
10. Raise telescoping post until shaft of top mounting plate is fully seated inside of telescoping post. Tighten set screw on top of lower post securely.
11. Diagram 3 is a sketch of what the assembly should look like inside of the cabinet.

# Boring template for Bottom mounting plate

Dimension from front of cabinet (when door is open) to first hole on boring pattern

**\*\*Note - cabinet and door style may vary - make sure door will close before completing installation!**



- Instructions for using template:
- 1) draw centerline perpendicular to front of cabinet as shown in Diagram 2 (light enough to erase or so that it will be covered by shelf)
  - 2) align centerline on template with centerline in cabinet.
  - 3) slide template along centerline until dimension from front of cabinet to template hole closest to front of cabinet is attained for appropriate size and style shelf.
  - 4) bore four pilot holes for bottom mounting bracket. template may be discarded at this point.

**\*\*note - this pattern is reversible but the dimensions are given on one side only.**