

Instructions for Catalina Bookcase

Please identify the listed items before installation.

Hardware included:

Shelf pins (8)

Components included:

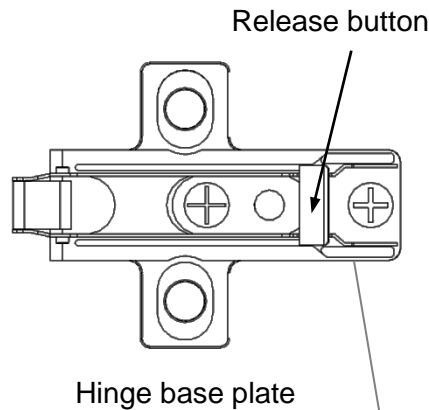
Shelves (2)

The case side has been pre-drilled to allow you to reverse the swing direction of the door on this unit. This will allow you to have the door open in either direction to fit your requirements. The door is symmetrical, making the switch simpler. To make this change you will need a Philips head screwdriver.

Tools required | Philips head screwdriver

Step 1: Release the hinge

At the back of the hinge arm (*Figure 1*), where it attaches to the case side, there is a release button. Pushing this button on both hinges will release the hinge from the case side.



Step 2: Remove door base plate and re-attach

Using a Philips head screwdriver, remove the base plate from the case side and re-attach it to the opposite side of the case in the pre-drilled holes.

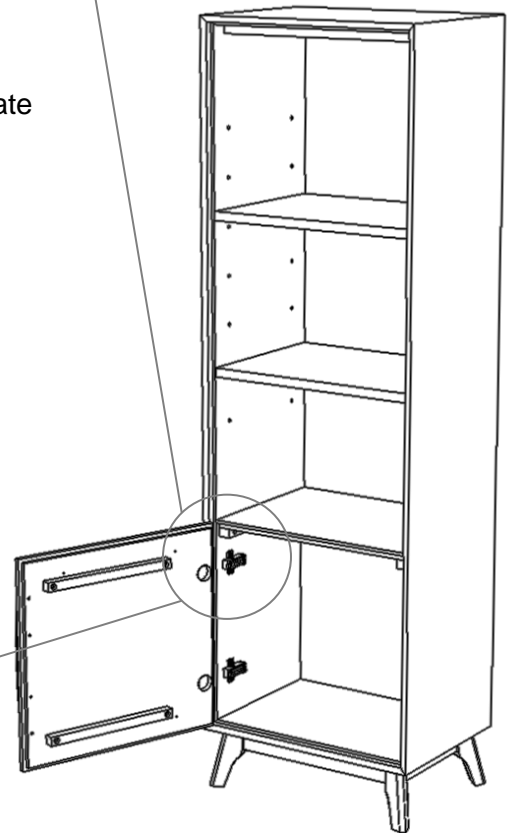
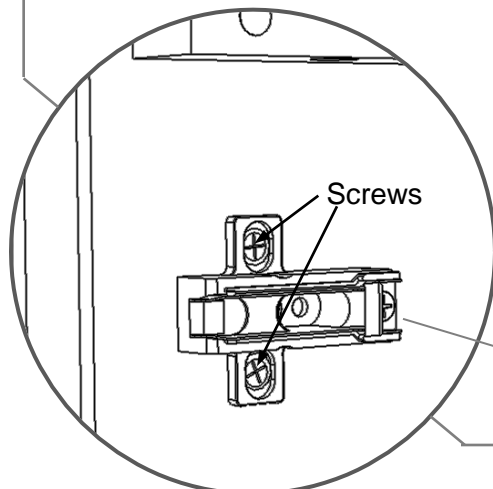

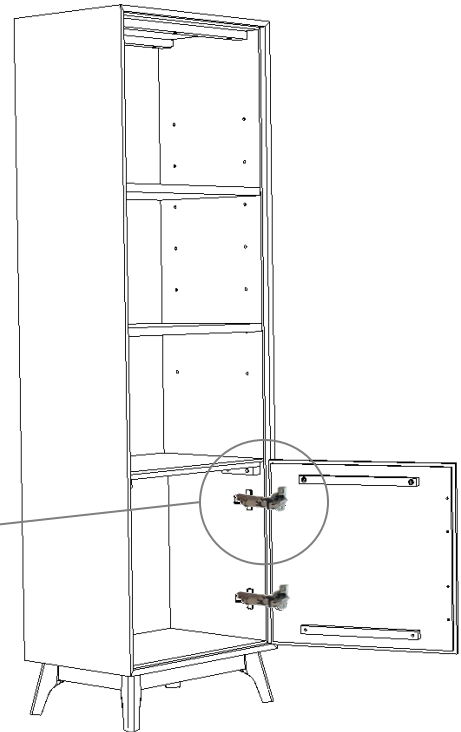
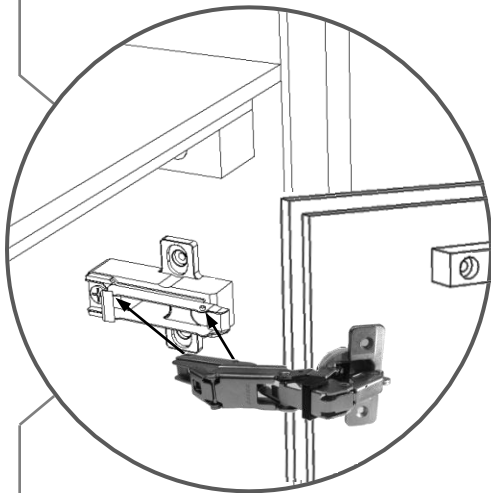


Figure 1. Release the hinge



Step 3: Re-attach the door

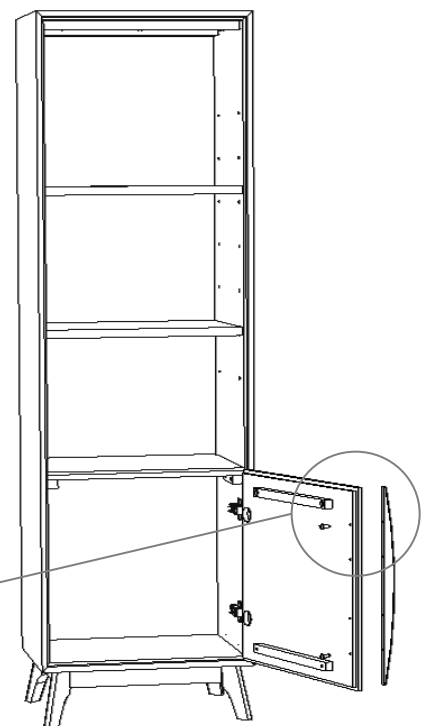
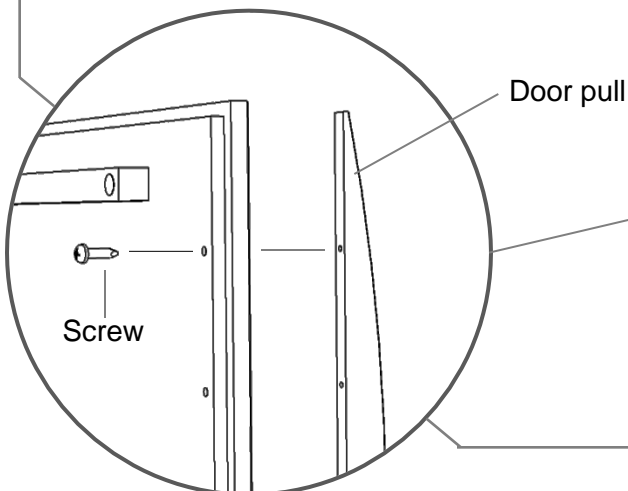
Re-attach the door with the hinge mechanism to the case side by pressing it back into place one hinge at a time (*Figure 2*).



➤ **Figure 2.** Re-attach the door

Step 4: Re-attach the door pull

You may also want to reverse the door pull so that the finger groove faces the opposite direction to match the revised door hinge location. The pull is also symmetrical, so reversing it just a matter of removing the screws that secure it to the door and turning it end-for-end and re-attaching it (*Figure 3*).

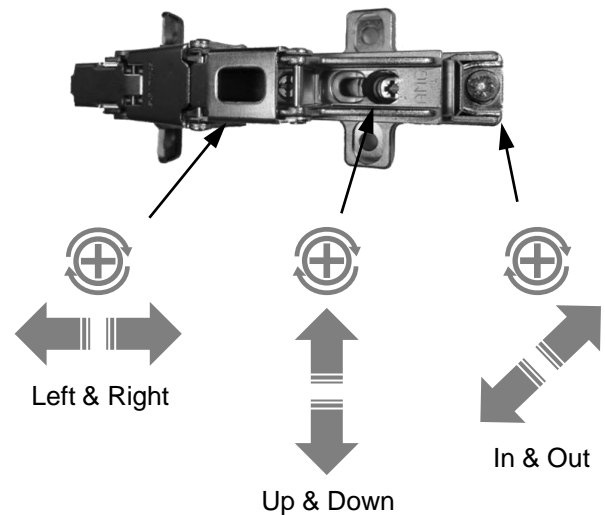


➤ **Figure 3.** Re-attach the door pull



How to level doors

There are three screws on each hinge assembly and each can be adjusted independently (*Figure 4*). The first screw can adjust the door in the left and right direction. The second screw can adjust the door up and down. The third screw can move the door in and out. Please adjust your door accordingly.



► **Figure 4.** Adjust the door(s) by turning the screws on the hinge.

Care Instructions

To care for and preserve the finish on your new Copeland Furniture piece, please keep the following recommendations in mind.

- While our furniture has been finished with a durable top coat, the surface may be sensitive to dents and abrasions during the first 30 days in your home.
- Treat the surface finish gently so it does not dent or chip. Tape or stickers should not be put on the finish.
- For general care use a soft cloth to dust the furniture.
- Use damp cloth with a mild soap to clean-up spills or dirt. Dry the surface thoroughly.
- Please do not use any polishes, waxes or solvents to clean the surface of the furniture. This holds true for new Copeland Furniture pieces as well as items you may already have in your home.
- Please do not place any candles directly on the surface of your furniture. The perfumes and dyes in the candles may penetrate the finish.
- Beds must be disassembled before moving to avoid damage. Never attempt to move the bed while it is assembled.