

# ***H. Wilson WPS4CE Mobile Presentation Station with Cabinet and 4 Shelves***

Instruction Manual



*Provided by*

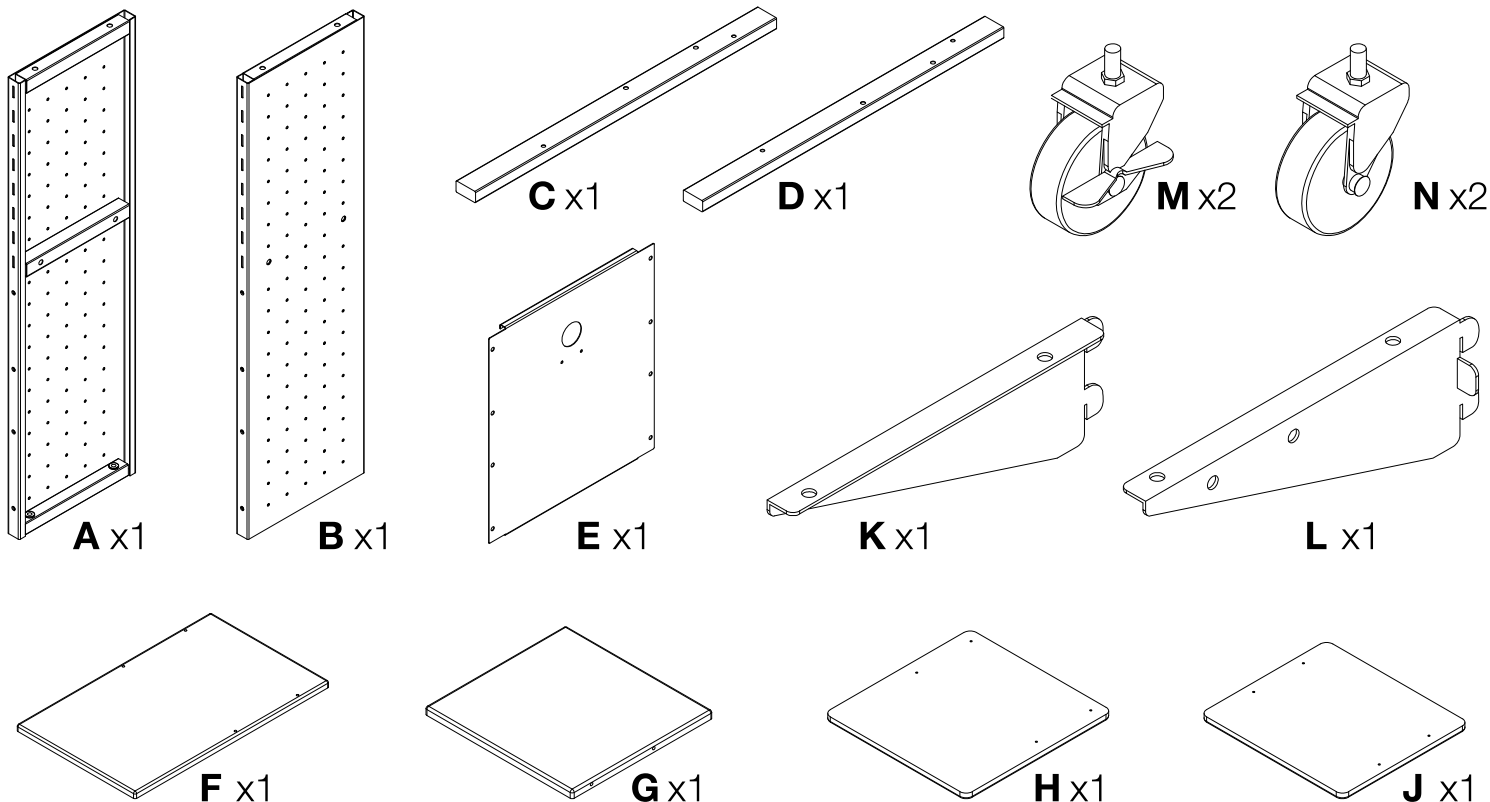
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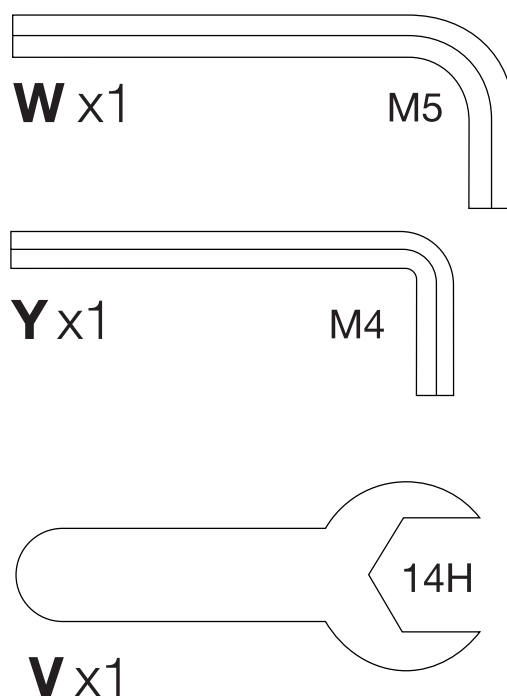
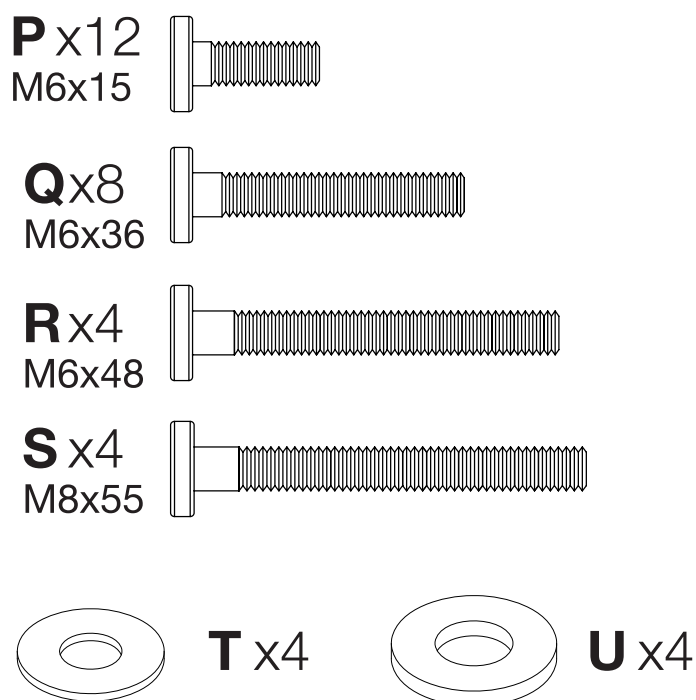
# WPS4C Instructions

02/03/17

## WPS4 Parts List

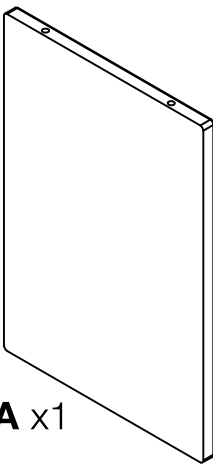


## WPS4 Hardware

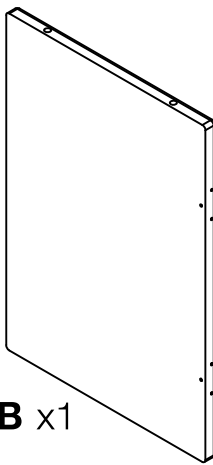


# Cabinet Parts List

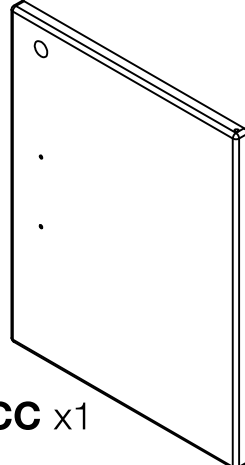
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**CA** x1



**CB** x1



**CC** x1

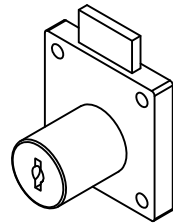


**CD** x1

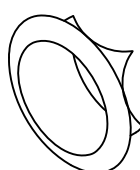
## Cabinet Hardware

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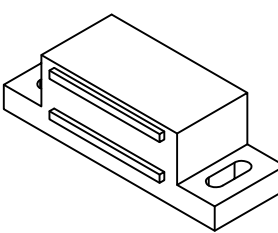
\* Philipshead Screwdriver needed - not included



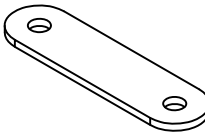
**CE** x1



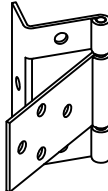
**CF** x1



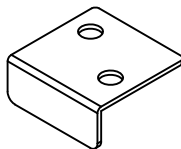
**CG** x1



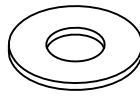
**CH** x1



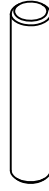
**CJ** x2



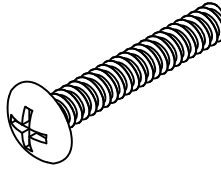
**CK** x1



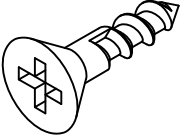
**CL** x2



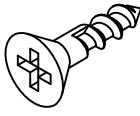
**CM** x8



**CN** x2



**CP** x4



**CQ** x20

1

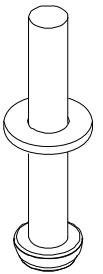
**Parts:** A x1, C x1  
**Hardware:** U x2, S x2  
W x1

\*Note: Part **C** can be distinguished by laying the part on a flat surface. The side facing up will have 4 holes. The middle 2 sets of holes will be close to the upper left edge.

Lay Part **C** on a flat surface with the 4-holed side face up. Take Side **A** and hold it up against the center two holes located towards the upper left of Part **C** as shown.

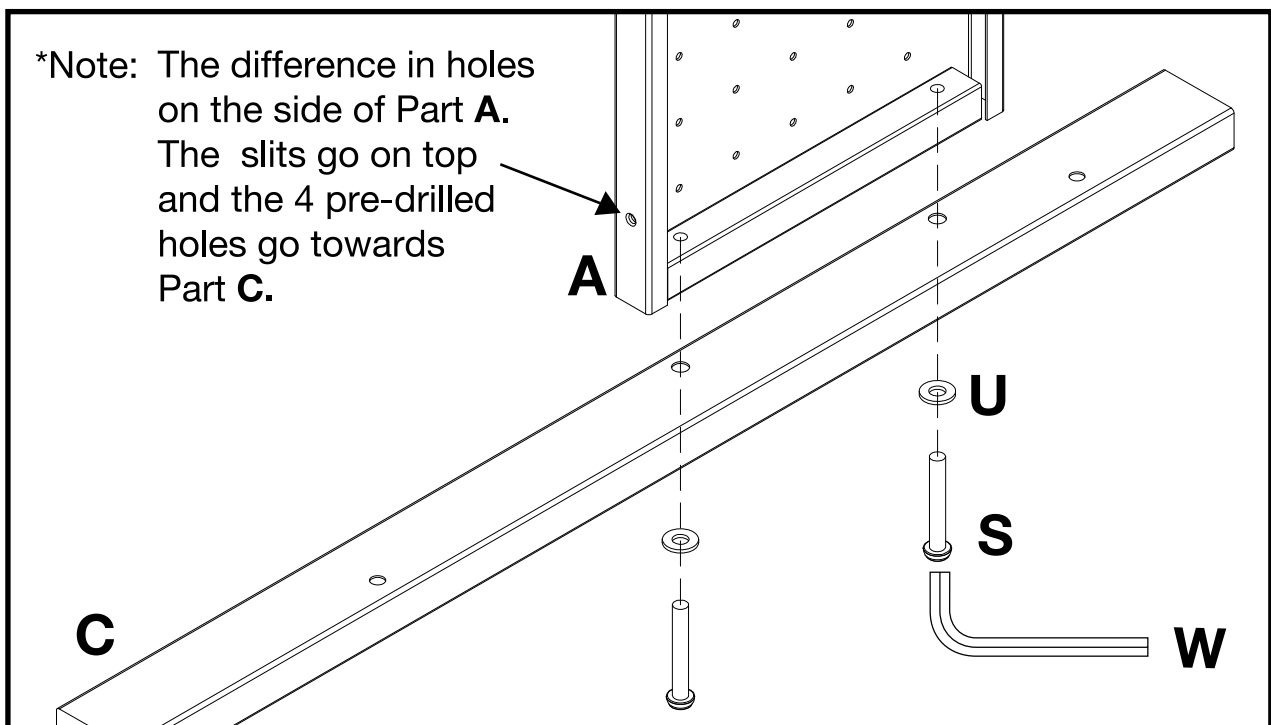
\*Note: Make sure that the extrusions on Side **A** are all facing inwards.

Screw **S** is the longest of the screws included and Washer **U** is the largest of the washers included. Place Washer **U** over Screw **S** as shown.



Next, insert the combined Parts **S** and **U** in through the bottom of Parts **C** and **A**. Use Allen wrench **W** to Tighten Both Part **S** screws.

\*Note: The difference in holes on the side of Part **A**. The slits go on top and the 4 pre-drilled holes go towards Part **C**.

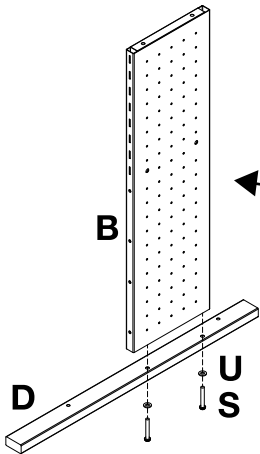


2

**Parts:** B x1, D x1  
**Hardware:** U x2, S x2  
 W x1

Repeat Step 1 with Parts **B** and **D**.

\*Note: Part **D** can be distinguished by laying the part on a flat surface. The side facing up will have 4 holes. The middle 2 sets of holes will be close to the upper right edge.



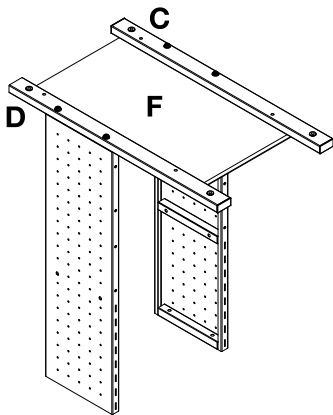
\*Note: Make sure that the extrusions on Side **B** are all facing inwards. They should not be visible from the outside face (as shown).

3

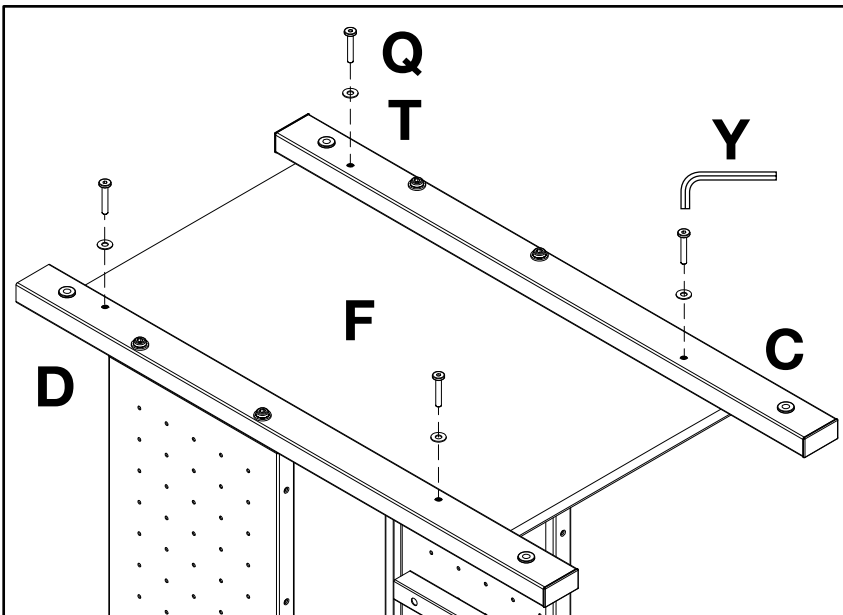
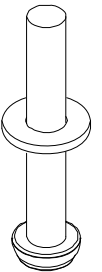
**Parts:** F x1  
**Hardware :** Q x4, T x4  
 Y x1

\*Note: Base **F** is the only large rectangular piece.

Flip the unit over as shown below. Take Base **F** and insert it between Parts **C** and **D**. Note that parts **C** and **D** have 6 holes on the bottom of each piece.



Screw **Q** is the second shortest of the screws included and Washer **T** is the smallest of the washers included. Place Washer **T** over Screw **Q** as shown.

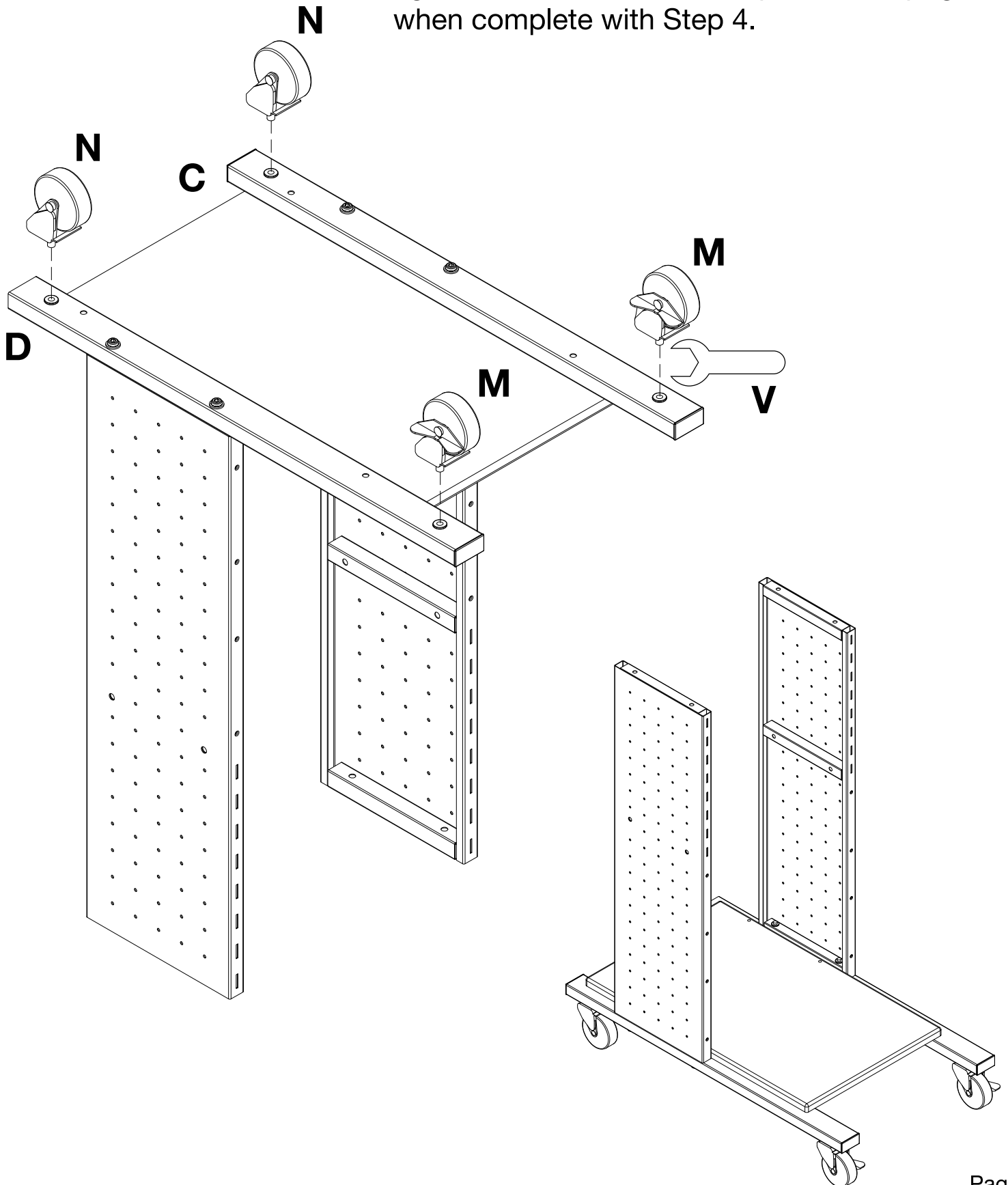


Take the combined Parts **Q** and **T** and insert them into the 2nd and 5th holes on Parts **C** and **D**. Tighten the screws using Allen wrench **Y**.

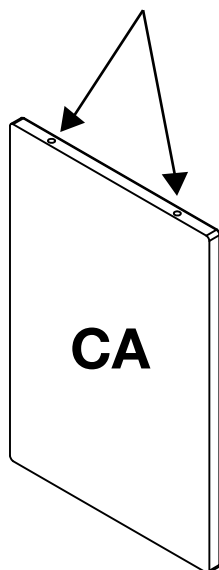
**4****Parts:** M x2, N x2  
**Hardware:** V x1

\*Note: Part **M**, the locking casters, will be in the front of the unit. See diagram for reference.

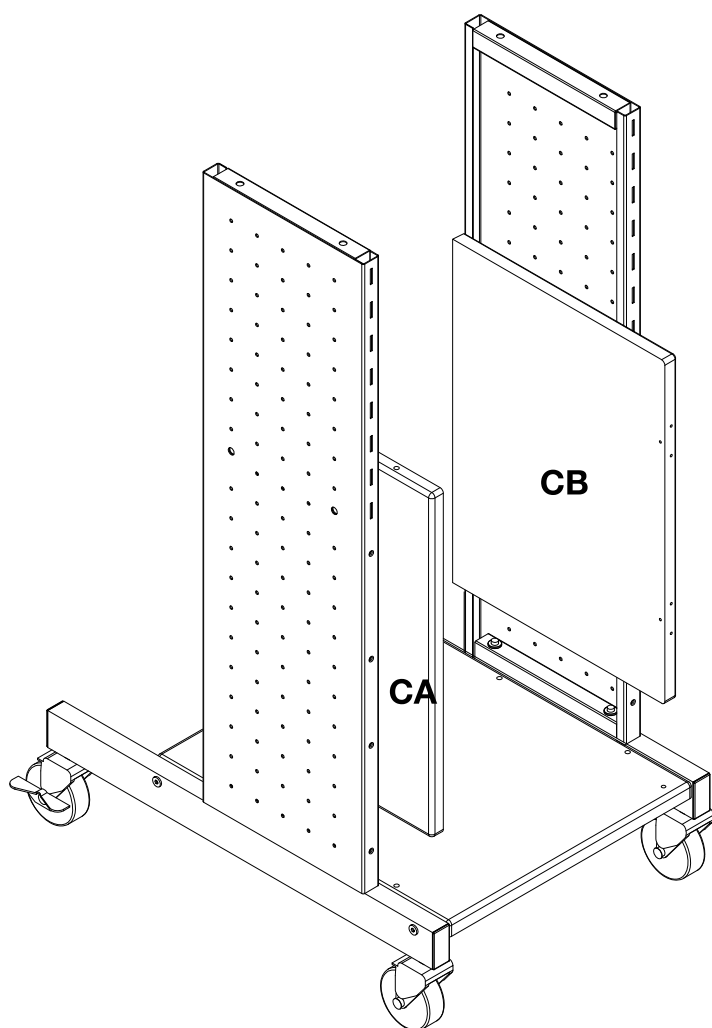
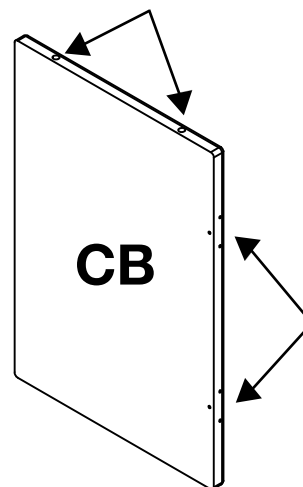
Insert Casters **M** and **N** into the 1st and 6th holes on Parts **C** and **D**. Use Wrench **V** to attach and tighten Casters **M** and **N**. Flip the unit upright when complete with Step 4.



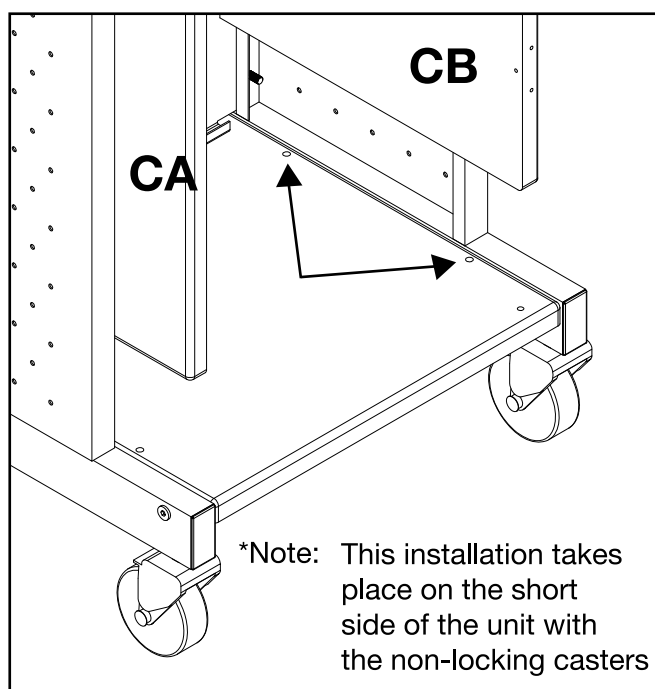
\*Note: Part **CA** is the left side panel and can be distinguished by the two holes on the top and bottom of the sides



Part **CB** is the right side panel and can be distinguished by the two holes on the top and bottom of the sides as well as the hinge holes down one side.



Take Left Side Panel **CA** and Right Side Panel **CB** and place them inside the unit as shown. Line up the holes on the bottom of both Panels with the holes on the base of the unit.

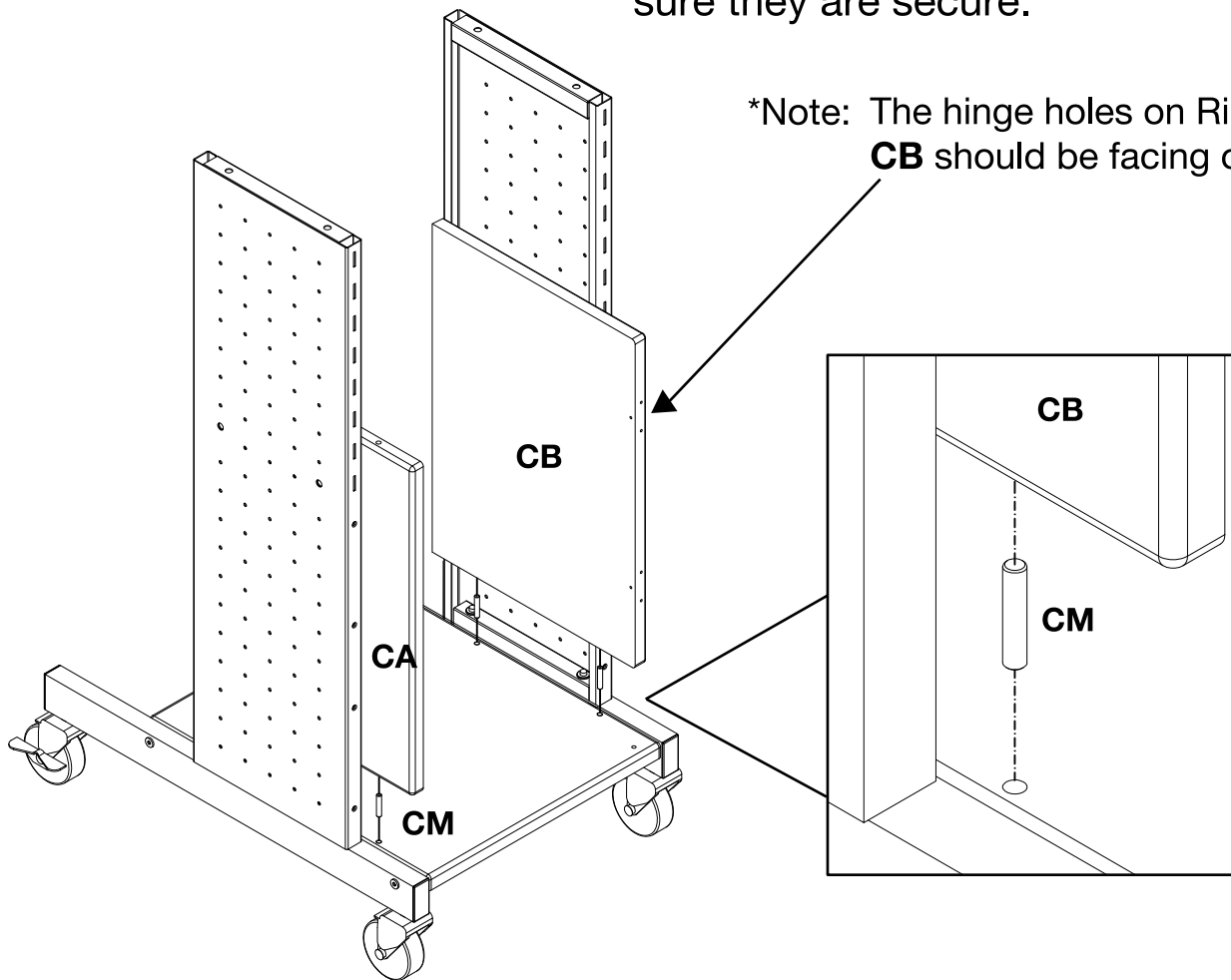


\*Note: This installation takes place on the short side of the unit with the non-locking casters

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**Cabinet Parts:** CA x1, CB x1  
**Cabinet Hardware:** CM x4

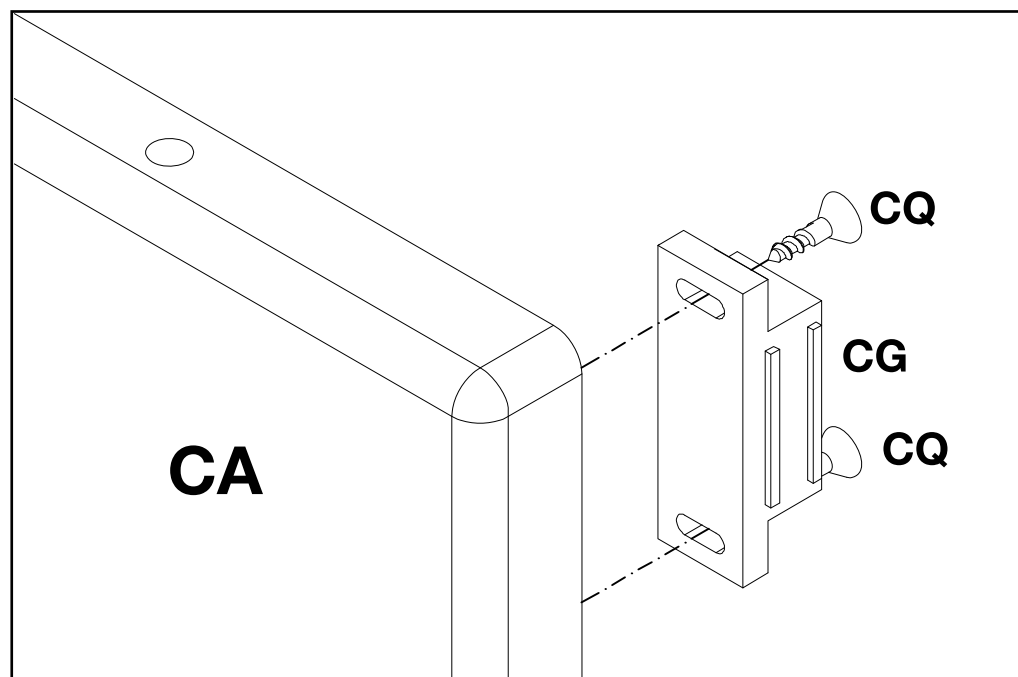
Insert the 4 Dowel Pin **CM** pieces into the 4 holes on the base. Then lower the Side Panels **CA** and **CB** onto the Dowel Pins. Push down to make sure they are secure.



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**Cabinet Parts:** CG x1  
**Cabinet Hardware:** CQ x2

Use Screw **CQ** to attach Magnetic Catch **CG** to Left Side Panel **CA**.

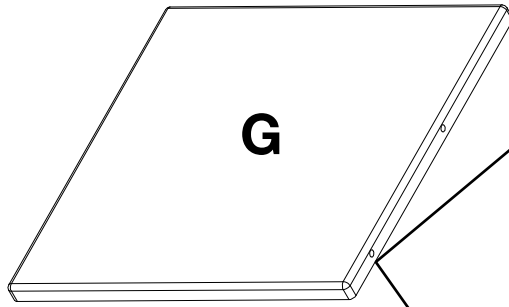




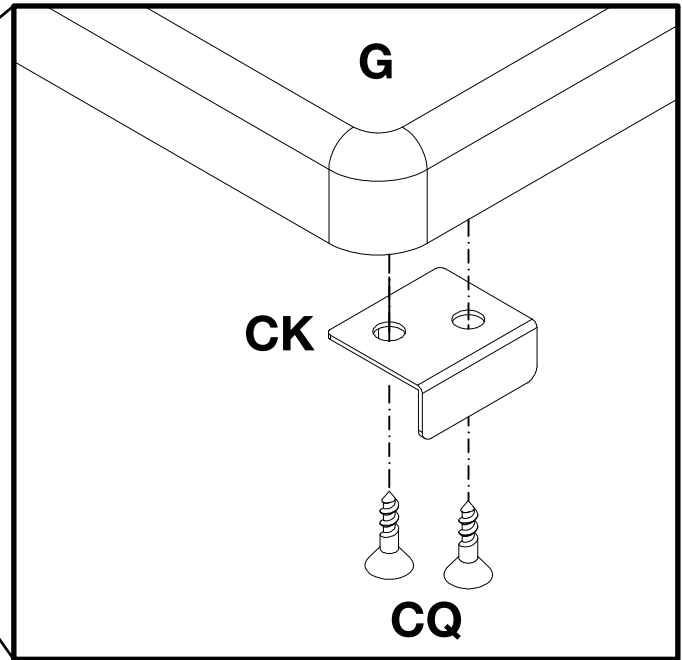
8

Parts: G x1  
Cabinet Hardware: CK x4, CQ x2

Look for the pre-drilled holes in the corner of Shelf **G**. Attach Lock Catch **CK** to Shelf **G** using Screws **CQ**.



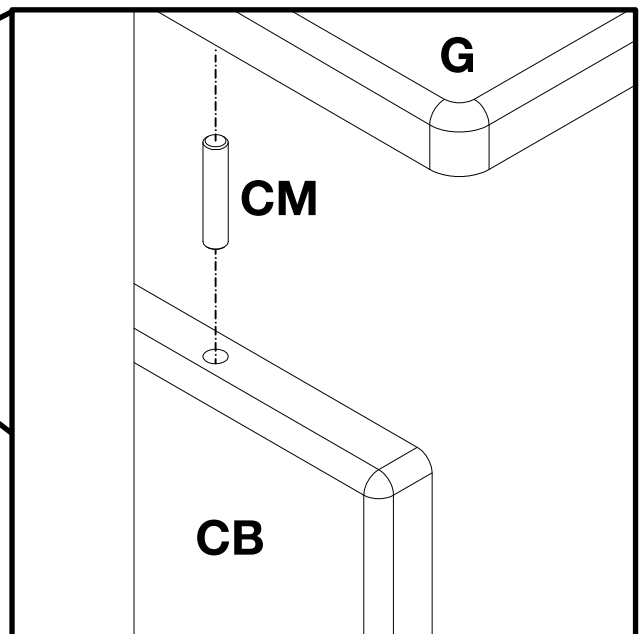
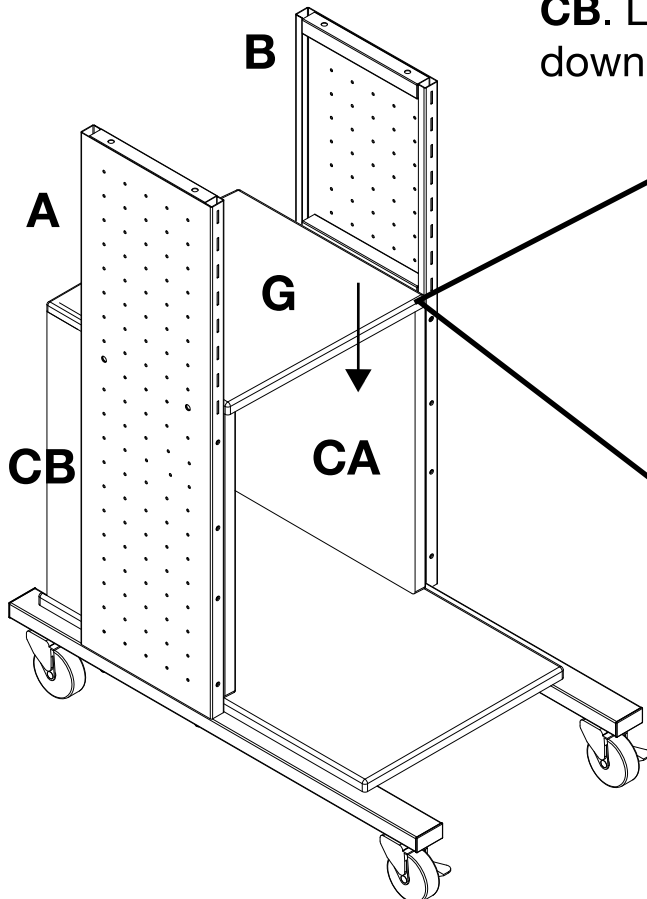
\*Note: Part **G** is the square shelf with the beveled edge.



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Parts: G x1  
Cabinet Hardware: CM x4

Insert 2 of the Dowel Pin **CM** pieces into the 2 holes on the top of Left Side Panel **CA**. Do the same with the 2 holes on top of Right Side Panel **CB**. Lower Shelf **G** onto the Dowel Pins. Push down to make sure they are secure.

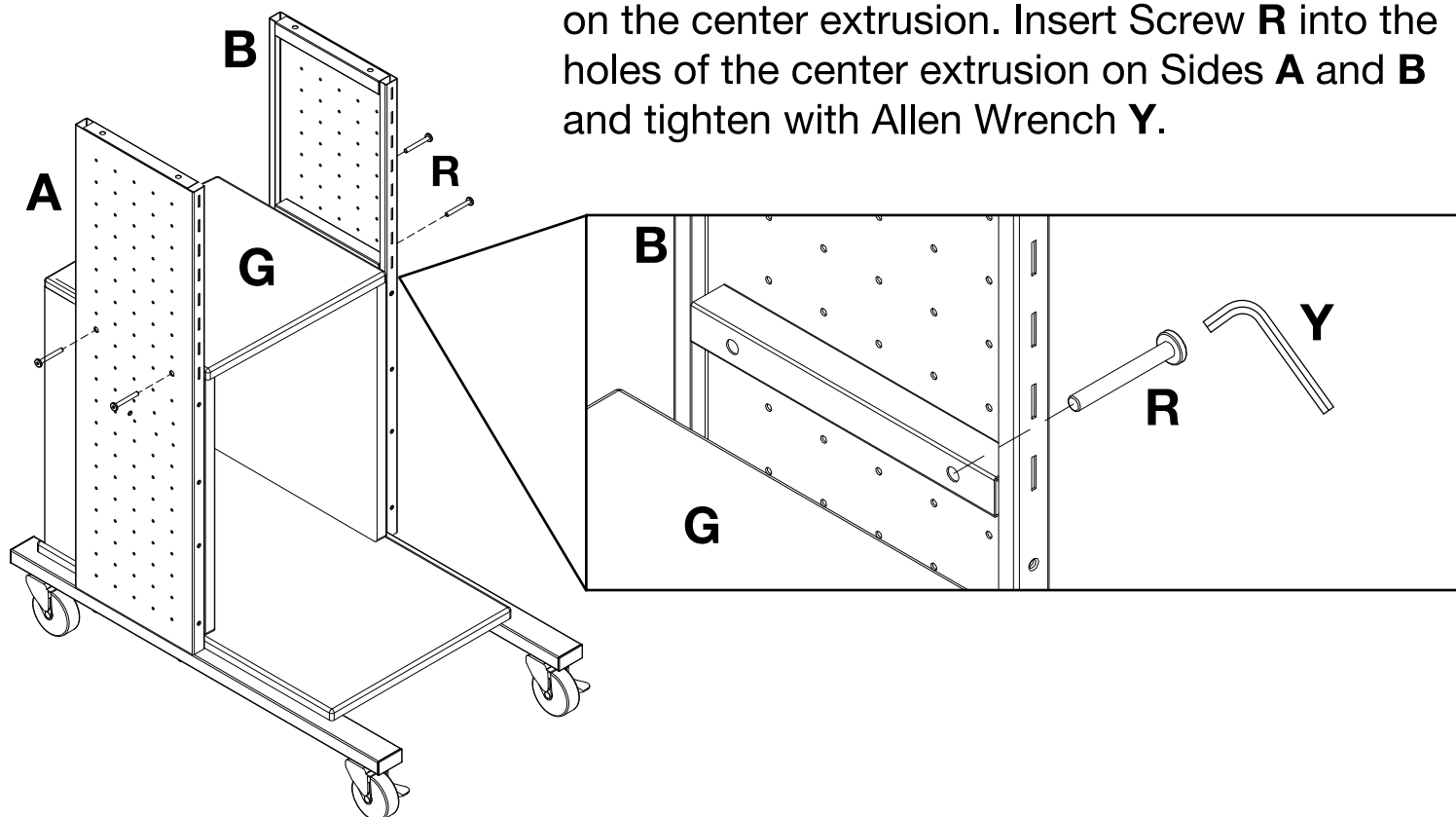


10

Parts: G x1  
Hardware: R x4, Y x1

\*Note: Part **R** are the second largest screws.

Shelf **G** should now be inbetween Sides **A** and **B** on the center extrusion. Insert Screw **R** into the holes of the center extrusion on Sides **A** and **B** and tighten with Allen Wrench **Y**.

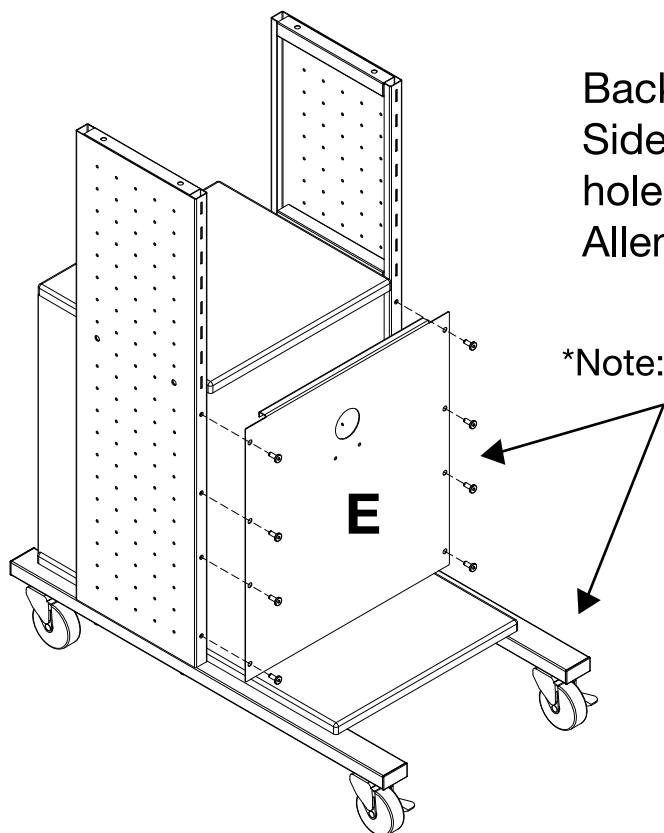


11

Parts: E x1  
Hardware: P x8, Y x1

\*Note: Part **E** is the square back with a hole at the top.  
Part **P** are the smallest screws.

Back Panel **E** gets attached to the bottom of Sides **A** and **B**. Insert Screw **P** into the pre-drilled holes on the side of Sides **A** and **B**. Tighten with Allen Wrench **Y**.



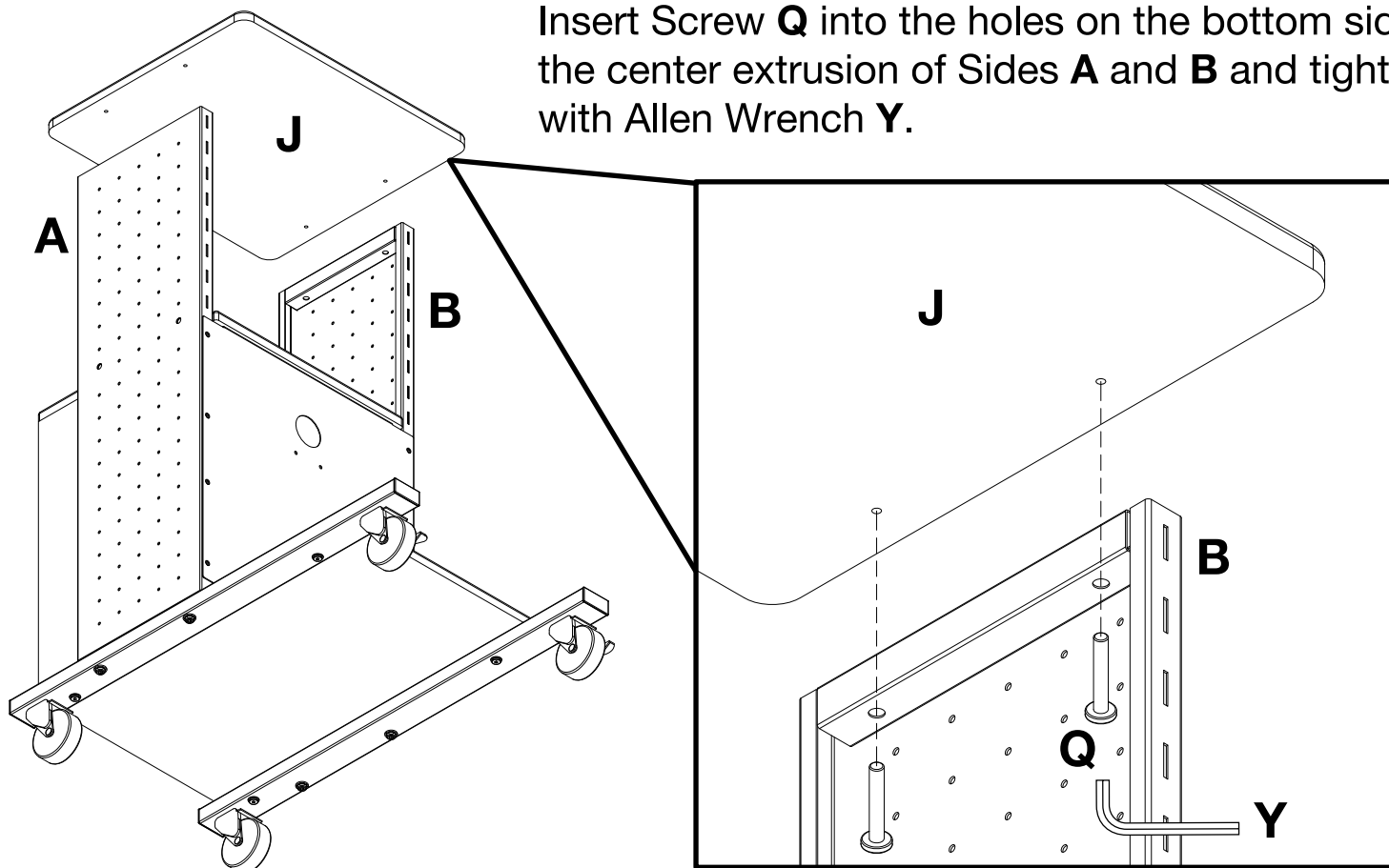
\*Note: Back Panel **E** will be attached to the long side of the base with the locking casters.

12

**Parts:** J x1**Hardware:** Q x4, Y x1

\*Note: Part **J** is the smallest square shelf with 4 pre-drilled holes. Screw **Q** is the second shortest of the screws included.

Hold Shelf **J** on top of Sides **A** and **B** lining up the pre-drilled holes with the holes on the extrusion. Insert Screw **Q** into the holes on the bottom side of the center extrusion of Sides **A** and **B** and tighten with Allen Wrench **Y**.

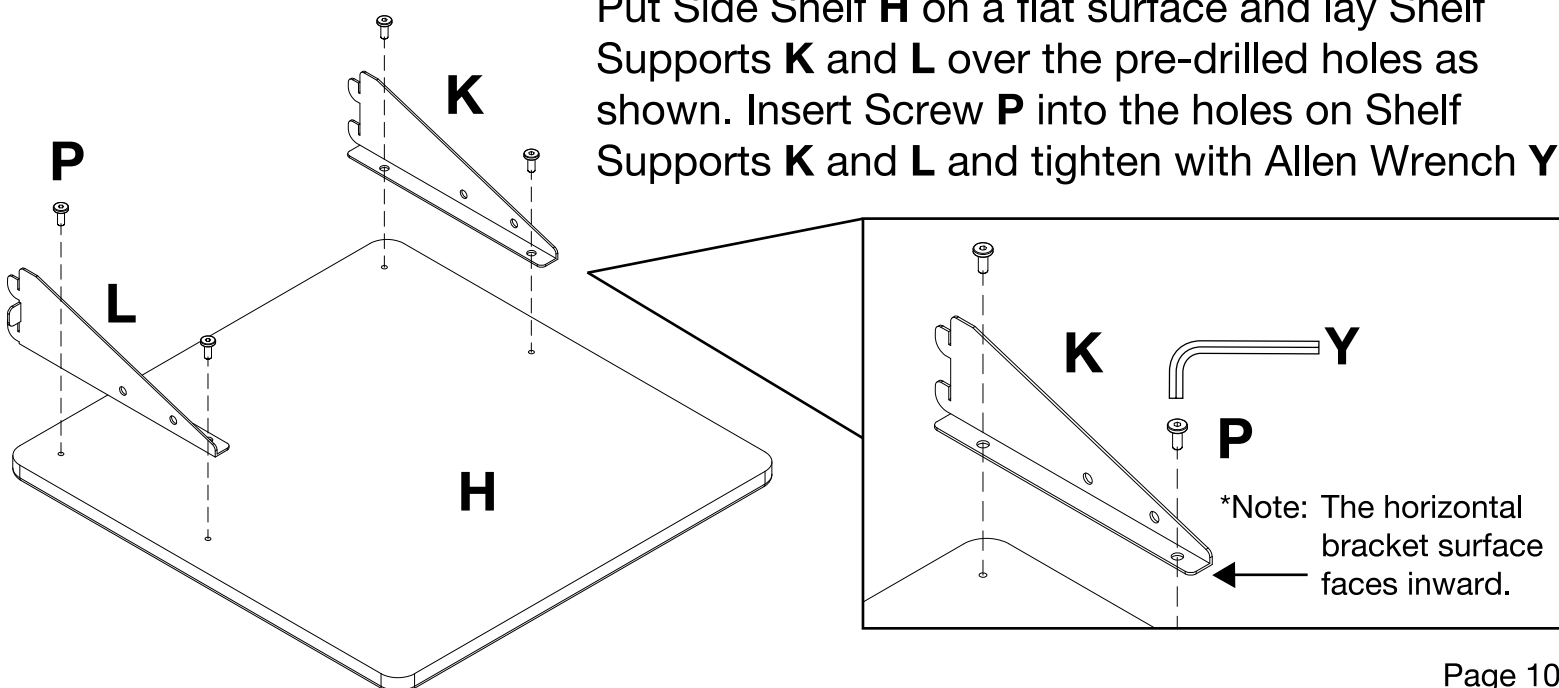


13

**Parts:** H x1,**Hardware:** P x4, Y x1

\*Note: Part **H** is the side shelf with 4 pre-drilled holes on the back of it. Part **P** are the smallest screws.

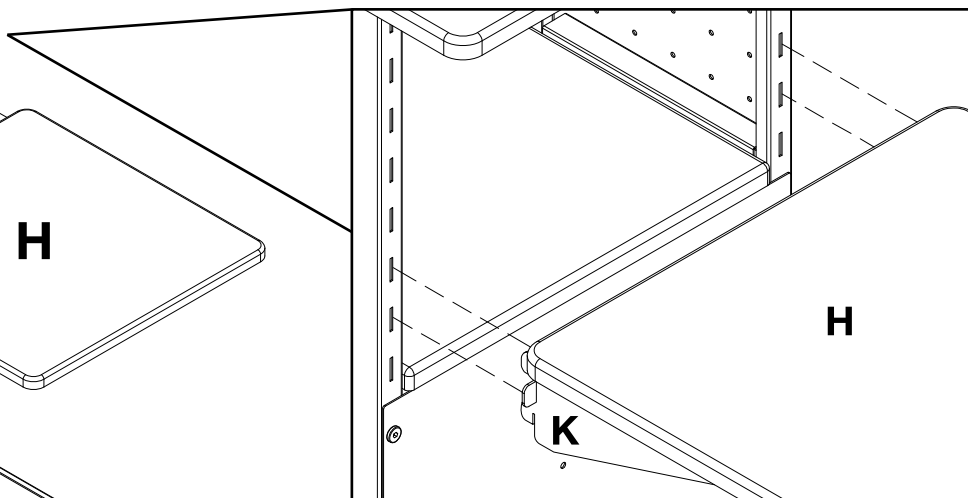
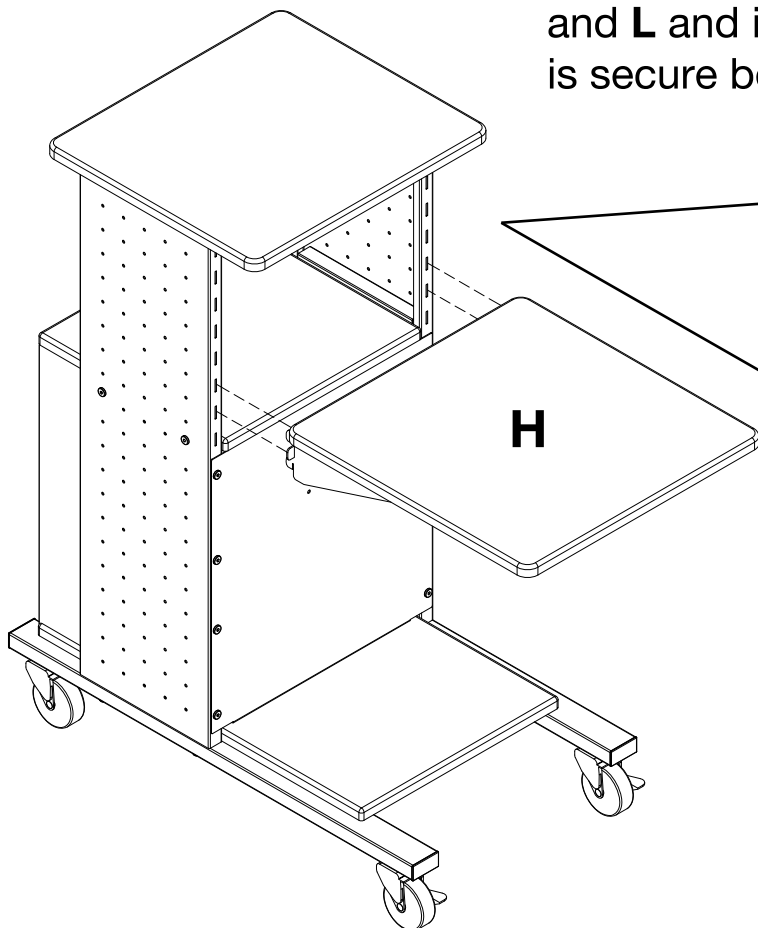
Put Side Shelf **H** on a flat surface and lay Shelf Supports **K** and **L** over the pre-drilled holes as shown. Insert Screw **P** into the holes on Shelf Supports **K** and **L** and tighten with Allen Wrench **Y**.



14

Parts: H x1

Locate the slots on the sides of Parts **A** and **B**. Take Side Shelf **H** and line it up with the slots at the desired height. Use the tabs of Shelf Supports **K** and **L** and insert them into the slots. Make sure shelf is secure before use.

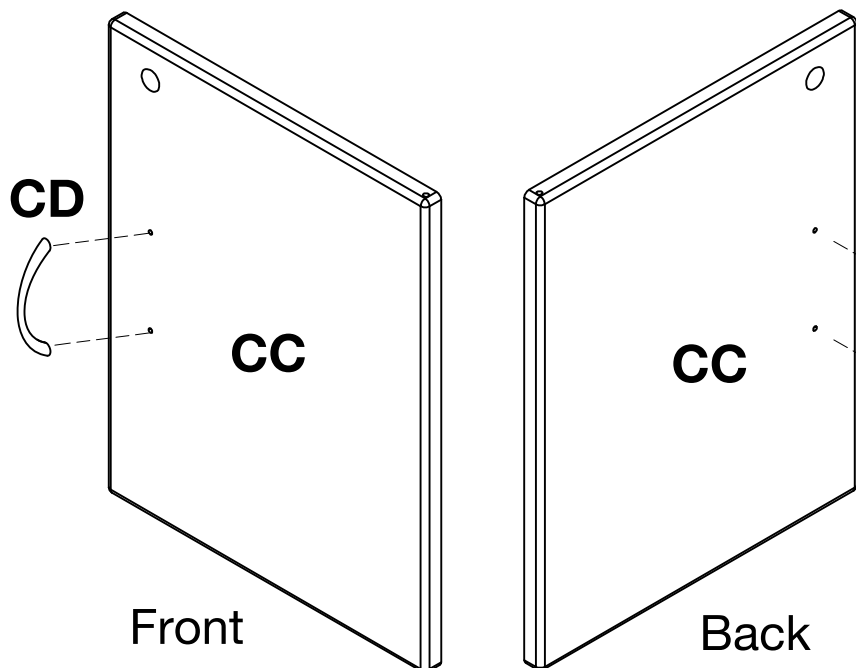
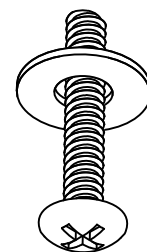


15

Cabinet Parts: CC x1

Cabinet Hardware: CD x1, CL x2  
CN x2

Put Washer **CL** onto Screw **CN** as shown.



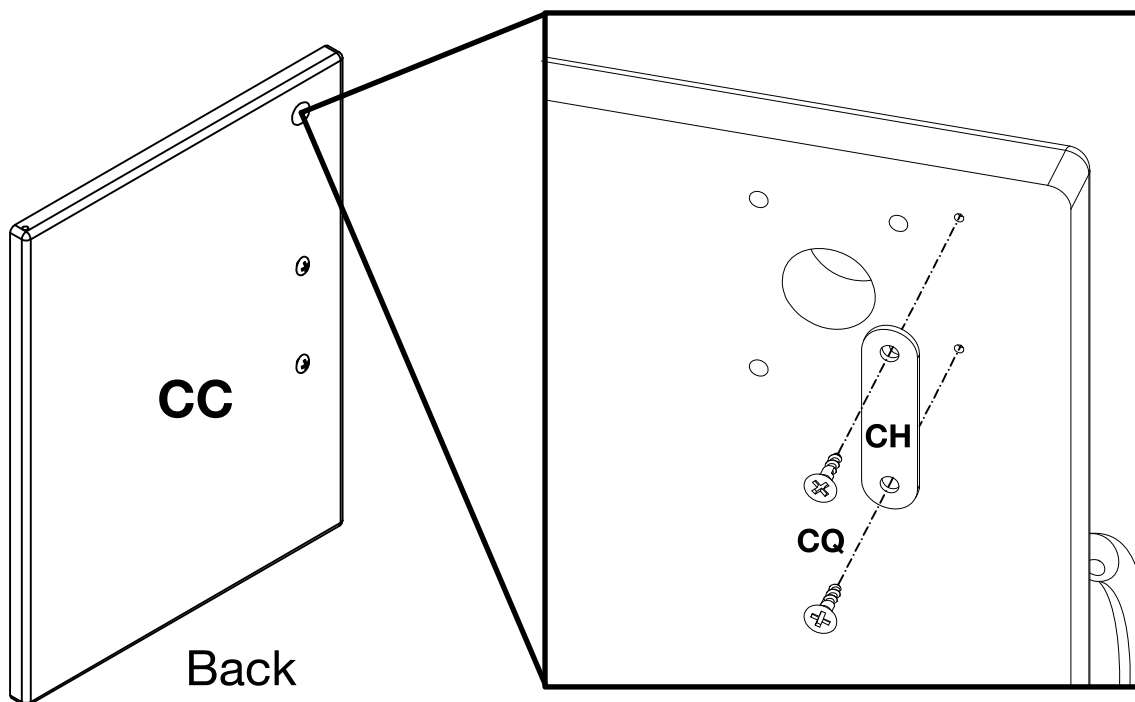
Hold Handle **CD** on the front of Door **CC**. Insert the combined Parts **CL** and **CN** and insert from the back. Tighten until Handle **CD** is secure.

**CL & CN**

16

**Cabinet Parts:** CC x1  
**Cabinet Hardware:** CH x1,  
 CQ x2

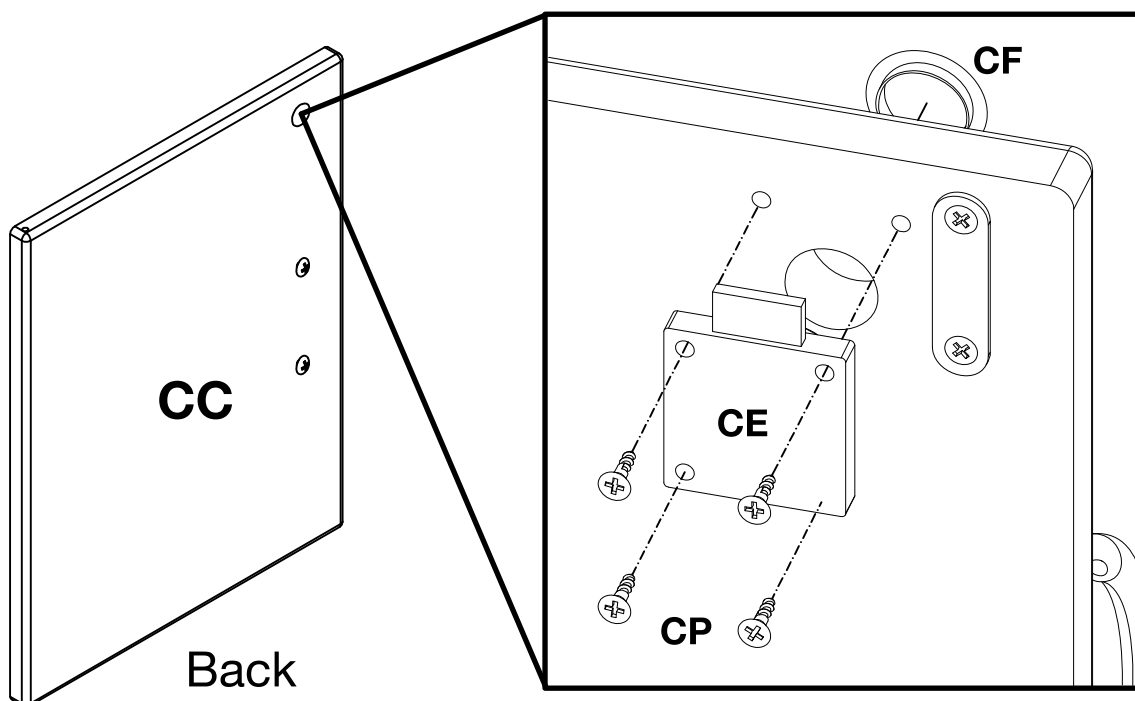
On the back of the Door Panel **CC**, locate the 2 small holes closest to the edge of the door in the upper right corner. Place Magnetic Strip Plate **CH** up against the holes and secure with Screws **CQ**.



17

**Cabinet Parts:** CC x1  
**Cabinet Hardware:** CE x1,  
 CF x1,  
 CP x4

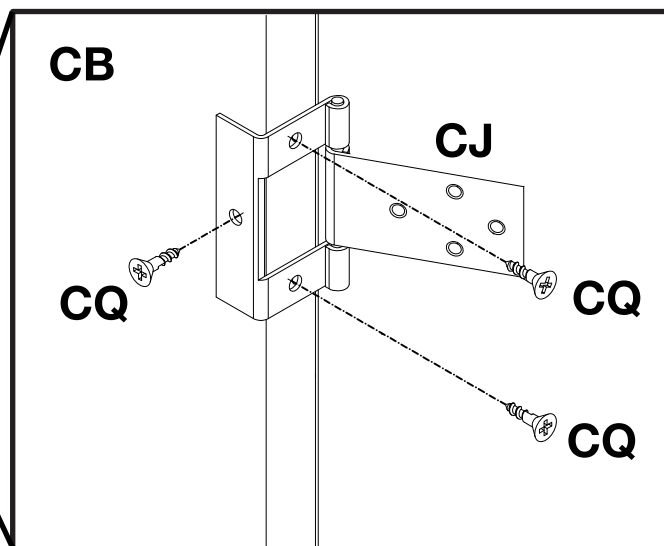
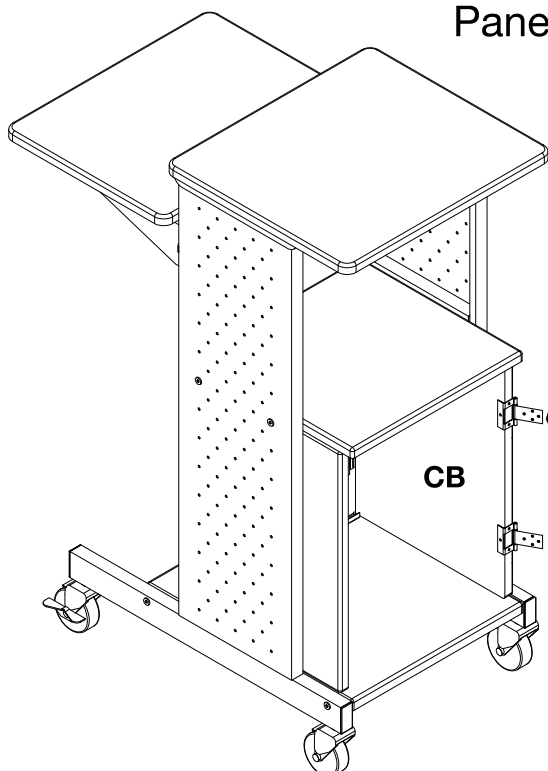
On the back of the Door Panel **CC**, locate the 4 holes around the pre-drilled lock hole. Place the Lock portion of Part **CE** through the hole. Lock Ring **CF** goes on the front of Door **CC** around the lock and the pieces are secured with Screws **CP**.



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**Cabinet Parts:** CJ x2  
**Cabinet Hardware:** CQ x6

On the Right Side Panel **CB**, locate the pre-drilled holes near the top of the panel and hold up Hinge **CJ** as shown. Secure Hinge **CJ** with Screw **CQ**. Tighten until secure. Repeat with the lower set of holes on Panel **CB**.



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**Parts:** CC x1  
**Hardware:** CQ x8

Extend the wing of Hinge **CJ**. Hold Door Panel **CC** up to the holes and secure Door Panel **CC** with Screw **CQ**. Tighten until secure. Repeat with the lower Hinge **CJ**.

