



*Superior Design & Craftsmanship*

**Wine Rack Kit  
Assembly Instructions**

**Conversion Box**



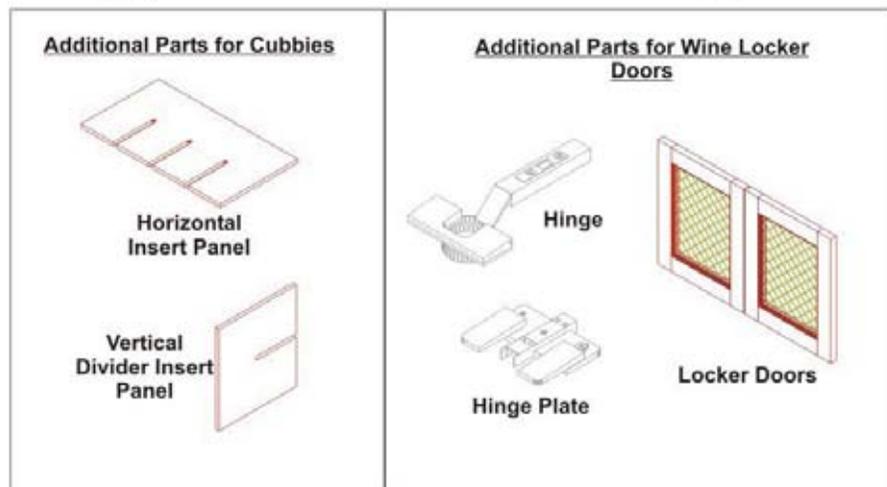
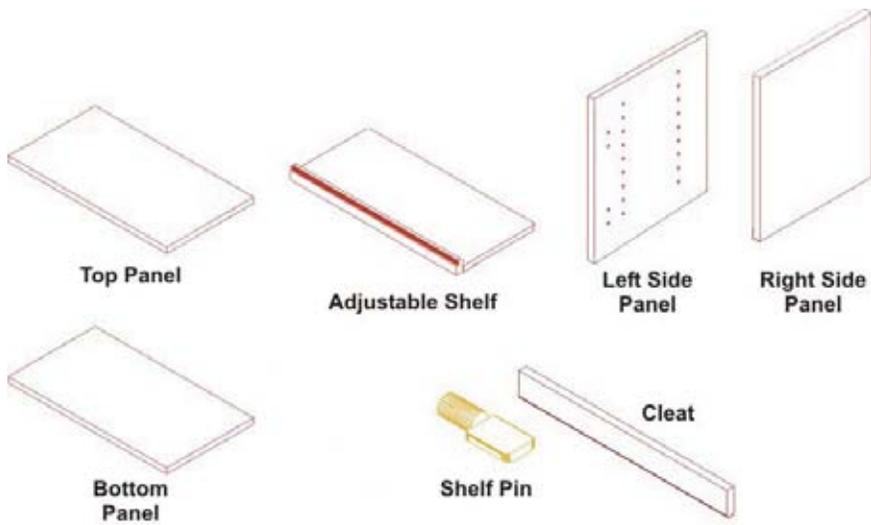
Congratulations! You have purchased the finest wine racking available anywhere. Properly assembled, this Vigilant wine storage product will outlast even your finest wines. Please call toll free **888-812-4427** if you have any questions or problems.

### Tools Required for Assembly:

- Phillips Head Screwdriver
- Hammer, preferably rubber or soft-faced

### Parts List:

Before starting, carefully review the parts and quantities against the parts list to make sure you have everything you need. Then read through the instructions, taking time to familiarize yourself with the pieces and steps.



#### **Conversion Box**

- 2 Top/Bottom Panels
- 1 Left Panel
- 1 Right Panel
- 1 Vertical Display Shelf
- 4 Shelf Pins
- 3 Cleats
- 9 #8 Square Head Screws (1 1/4")
- 8 #8 Square Head Screws (1 1/2")

#### **Conversion Box with Locker Doors**

- 2 Top/Bottom Panels
- 1 Left Panel
- 1 Right Panel
- 1 Vertical Display Shelf
- 4 Shelf Pins
- 3 Cleats
- 9 #8 Square Head Screws (1 1/4")
- 8 #8 Square Head Screws (1 1/2")
- 2 Locker Doors
- 4 Hinge Plates
- 4 Hinges

#### **Conversion Box with Cubbies**

- 2 Top/Bottom Panels
- 1 Left Panel
- 1 Right Panel
- 1 Vertical Display Shelf
- 4 Shelf Pins
- 3 Cleats
- 9 #8 Square Head Screws (1 1/4")
- 8 #8 Square Head Screws (1 1/2")
- 1 Horizontal Insert
- 3 Vertical Inserts

### **Parts List**



### **Tips: For Conversion Boxes**

Do not use a power drill when tightening your screws. If you do you could pierce the outside of the wood.

Before assembling your wine storage conversion box place a blanket down. You want a clean and scratch free surface during assembly.

A conversion box with locker doors will need a cleat inside and attached to the top to close the 1/8" gap between the doors and the box.

When assembling your case work make sure that all front edges are flush to one another.

If you have a conversion box on top of a modular assembly on an exposed end of your cellar and it does not have racking on the other side, you will need to bring the conversion box flush with the spacer bars and fill the gap behind it with filler strip.

If you are adding a conversion box on top of a 10 Column Soffit Arch that sits on two modular cabinets, you will need to attach two cleats to the bottom of that conversion box to get the correct height. You will want to attach one cleat flush to the front of the box and attach the other cleat flush with the back of the box.

If you have a conversion box on top of a modular assembly on an exposed end of your cellar and it does not have racking on the other side, you will need to bring the conversion box flush to the front of the cabinet (not the cabinet door) and fill the gap behind it with filler strip.

When attaching your assembly to adjacent racking or other case work we recommend using clamps to hold the pieces together before securing with screws.

When putting a conversion box on top of a cascade you will need two 9/16" pieces of filler scribe on either side.

When putting a conversion box on top of a 5 column arch you will need two 3/16" pieces of filler scribe on either side.

### **How to Care for Your Stained & Lacquered Wine Racks**

Your Vigilant wine racks are built using the highest quality wood and finish available. When properly cared for, your wine racks will last longer than your finest bottles of wine. Here are a few tips on maintaining the quality and consistency of your racking.

**Remove Dust:** Dust build up from small airborne particles may scratch the surface if not removed correctly. Simply wipe the surface with a cloth dampened with a cleaning polish or mild detergent.

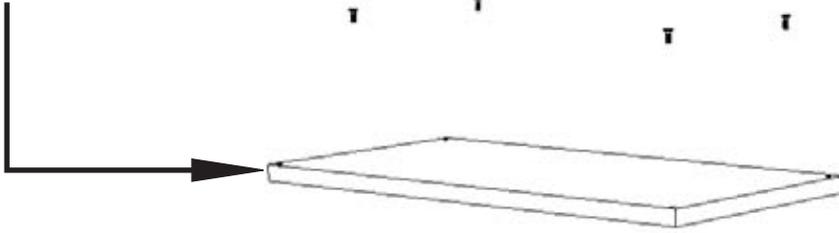
**Clean:** Fingerprints, cooking fumes, smoking residue, etc., accumulate on any surface. None of these contaminants will harm our Satin lacquer finish, but they should be periodically removed to restore the finish to its original luster. Just wipe the surface with a cloth dampened with a non-wax containing polish or mild detergent solution. Avoid the use of ammonia based products or silicone oil, as they may cause damage if used over a long period of time.

Our Satin lacquer finish is durable and resistant to most household spills. However, spills should be wiped up promptly to avoid potential problems.

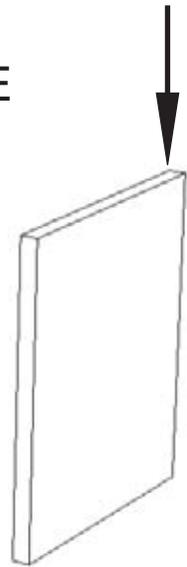
Excessive prolonged exposure to direct sunlight, high temperatures and high humidity can cause damage to both the finish and the wood itself. These should be avoided.

Following these simple steps will keep your finished wine racks looking like new for many years.

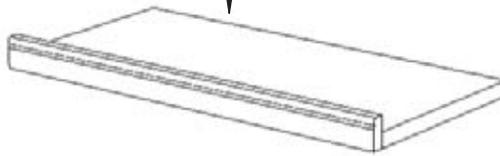
TOP PANEL



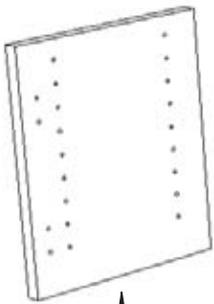
RIGHT SIDE  
PANEL



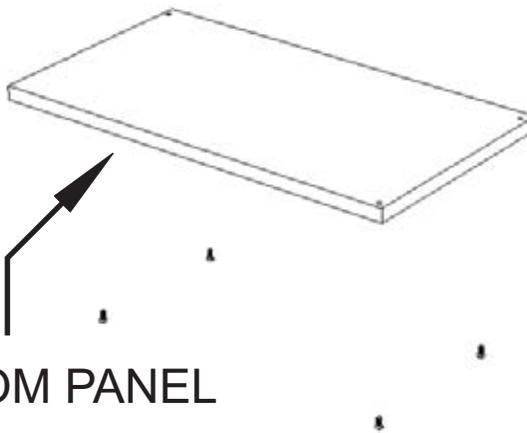
ADJUSTABLE  
SHELF



LEFT SIDE  
PANEL



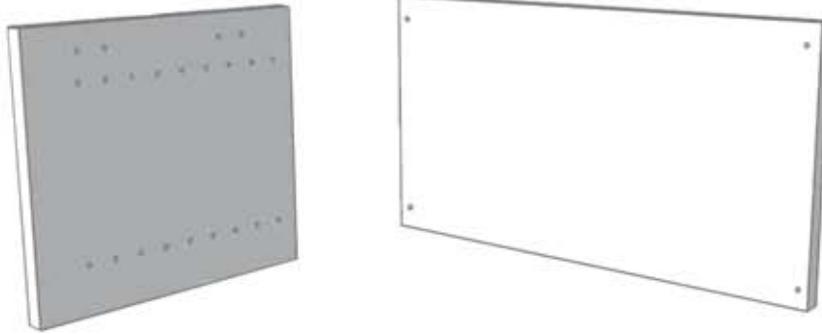
BOTTOM PANEL



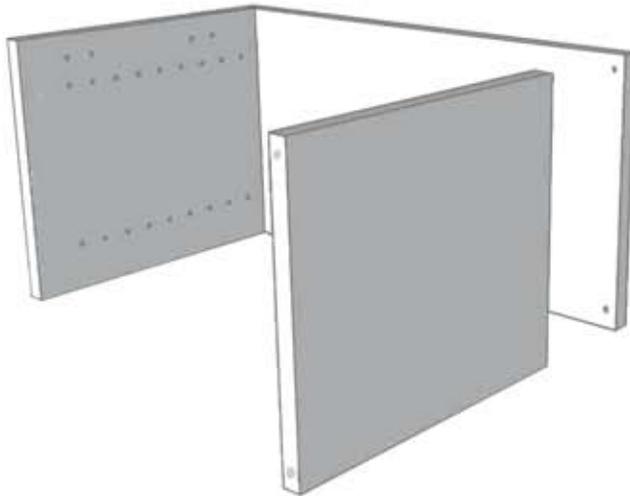
**Exploded View**

## Steps to Assembly

1. Locate your top, bottom and side panels (**See Exploded View**).

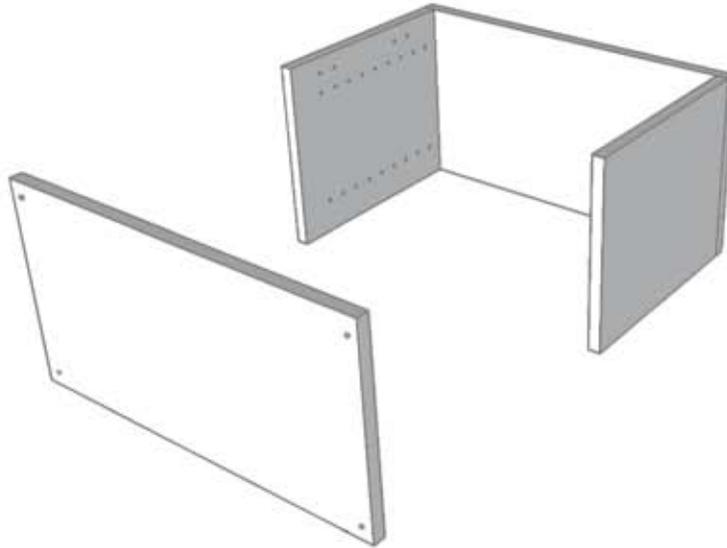


**Figure 1**

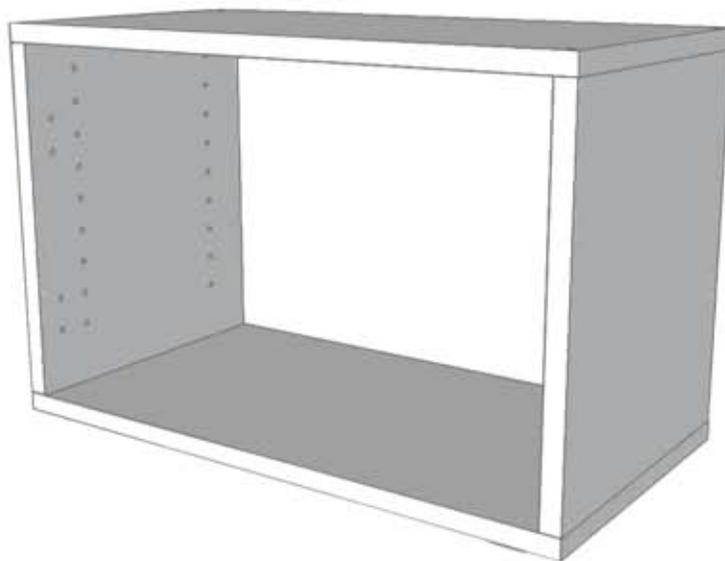


**Figure 2**

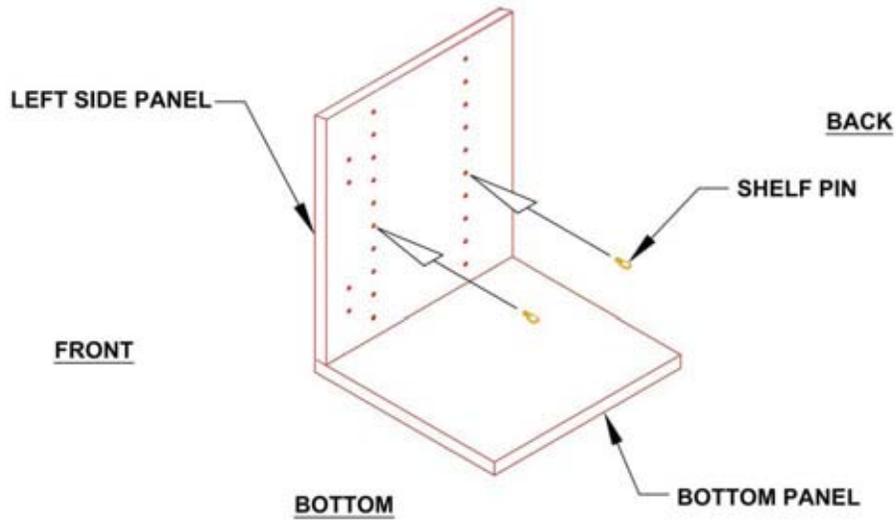
6. Locate your right side panel aligning the CAM fittings with the connector studs on the top and bottom. Tighten all the CAM fittings around the connector studs (**Figure 5**).



7. Your outer frame should be assembled and stood upright (**Figure 6**).



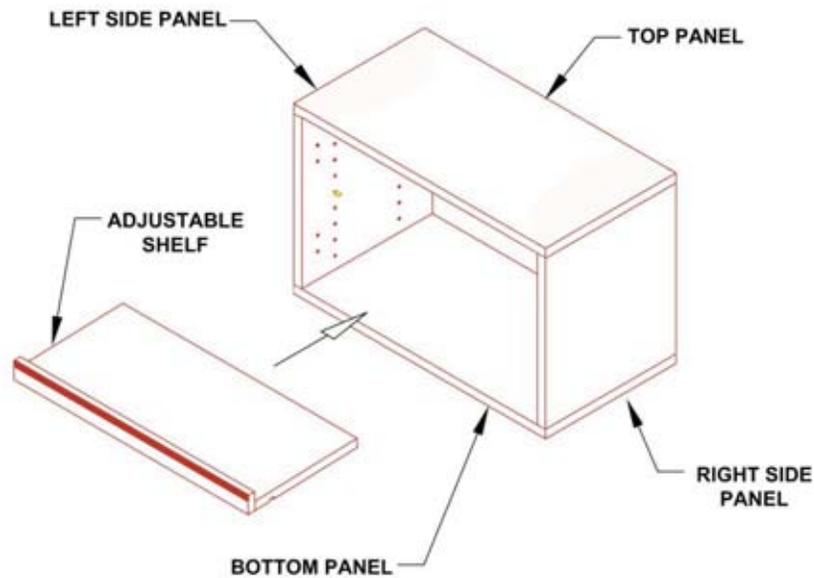
8. Locate your shelf pins and insert them into the holes in the frame where you would like your shelf to be (**Figure 8**).



Please note that we have removed the top and right side panel for clarity.

**Figure 7**

9. Locate your shelf and insert it into its designated spot (**Figure 9**).

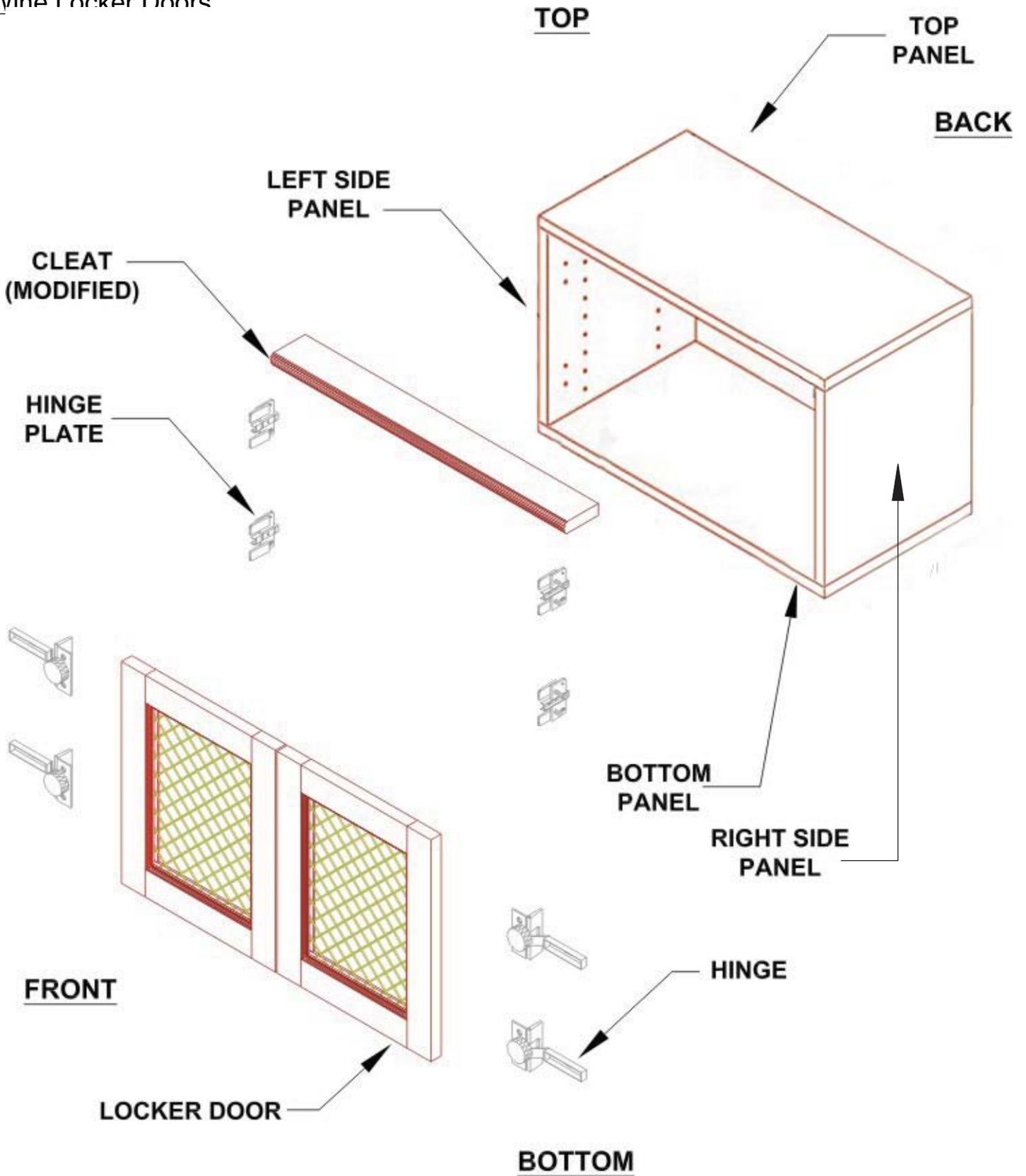


**Figure 8**

10. If you are not attaching locker doors or inserting the cubbies skip to page 14.

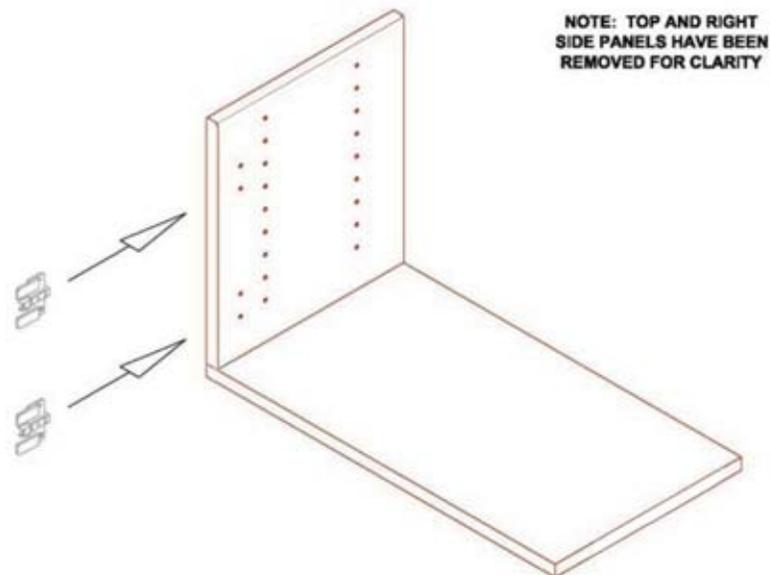
# Optional Insert

Wine Locker Doors



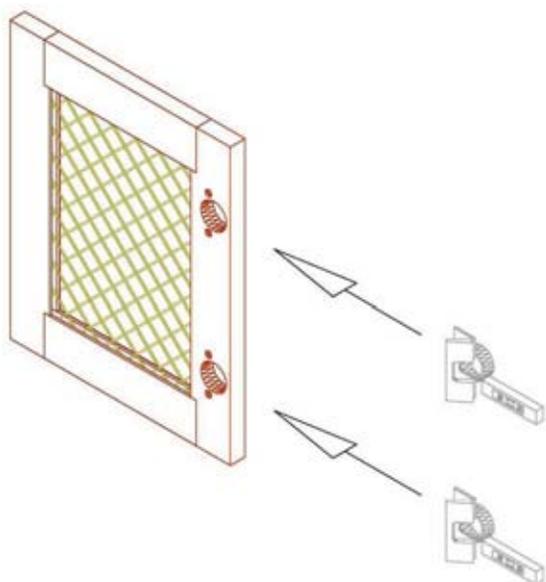
**Exploded Conversion Box with Locker Doors**

1. Take the (4) hinge plates with the arrows pointing toward the front of the conversion box and insert the two black pins on the hinge plate into the pre-drilled holes on the side panels (**Figure 1**). Make sure to press the plate firmly against the conversion box side and snap the levers closed.

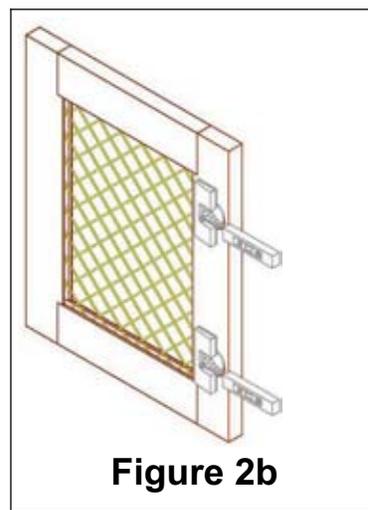


**Figure 1**

2. Lay the door on a flat, scratch-free surface with the hinge holes facing up. Take the first hinge and with the rectangular cover plate open press the round part of the hinge firmly into the holes in the door and snap the rectangular plate closed (**Figure 2a & 2b**). Repeat for the remaining hinges.

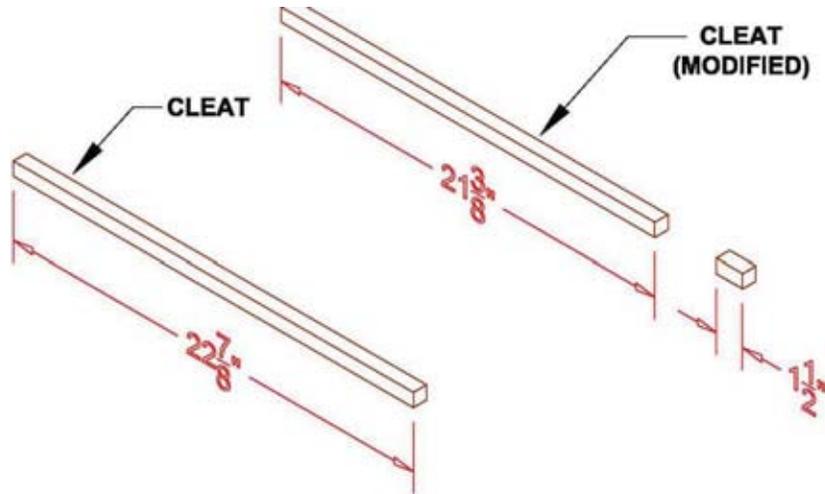


**Figure 2a**

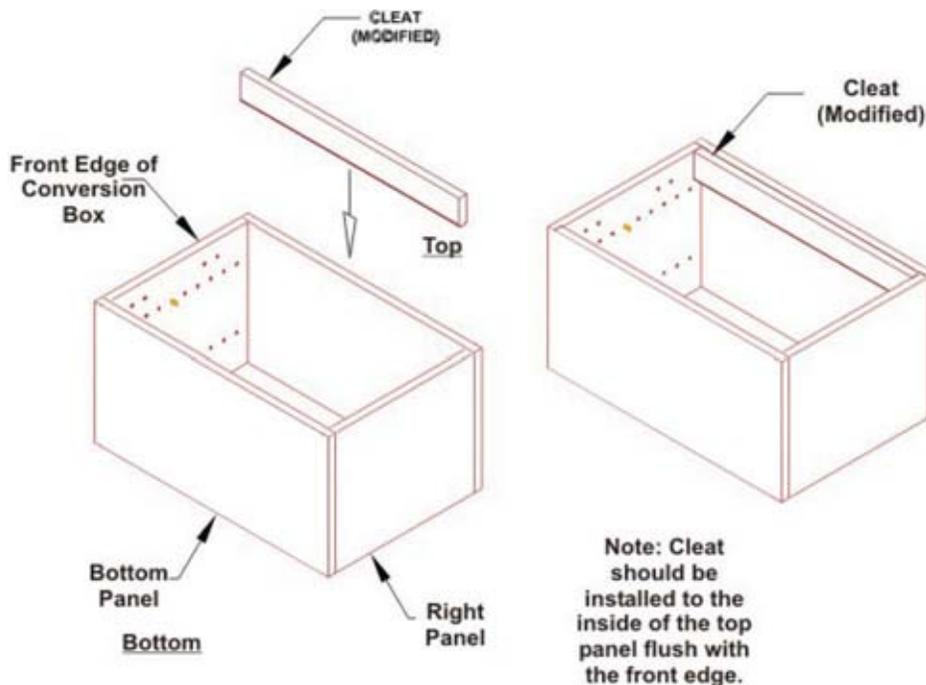


**Figure 2b**

3. Locate your cleat and cut 1 1/2" off of the end resulting in a 21 3/8" cleat (**Figure 3**).

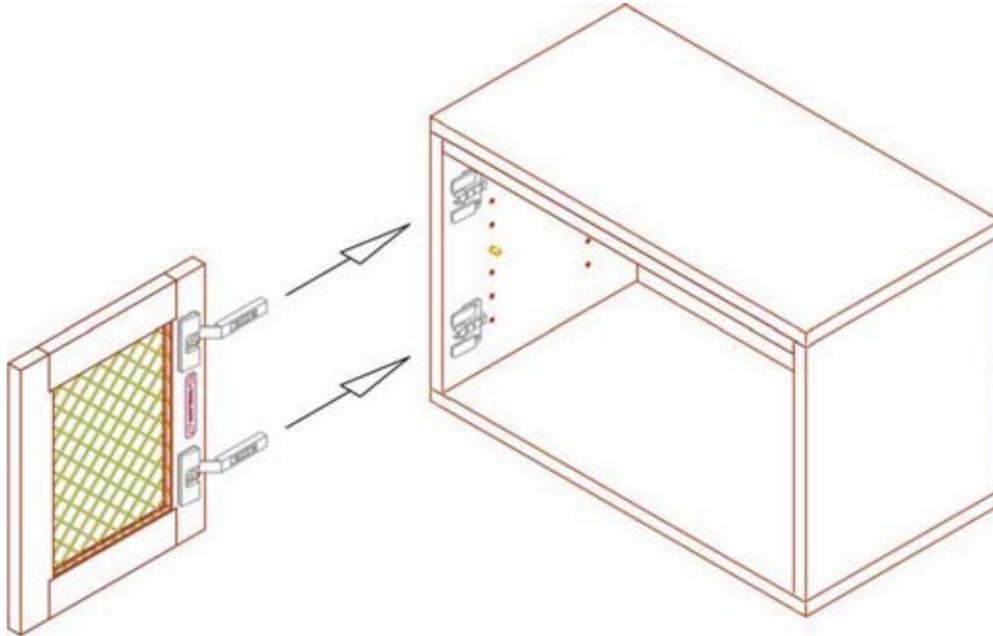


4. Insert the cleat into the top of your conversion box. Secure by nailing through the top of the conversion box and into the cleat using finish nails (not provided) (**Figure 4**). Make sure your nails are shorter than 1 1/2" long or they will go through your cleat and show in your conversion box.



**Figure 4**

5. Standing the door upright, open the hinges and line up the hinges with the hinge plates on the conversion box (**Figure 3**).



**Figure 3**

6. Align the barrel on the inside of the hinge arm with the two teeth on the front of the hinge plate and press the hinge onto the plate by first pushing back then down until it snaps into place.

7. Repeat for the second hinge. You may need to rotate the adjustment screws on the hinge plates in order to get proper vertical alignment between the two hinges.

8. Close the door and check it for proper alignment. If the door is not closing properly or does not align exactly with the cabinet front then some simple adjustments will be required.

9. Repeat steps 5 & 6 for the other door.

**Adjusting the door up and down (see Image 1)**

**Moving the door up or down:**

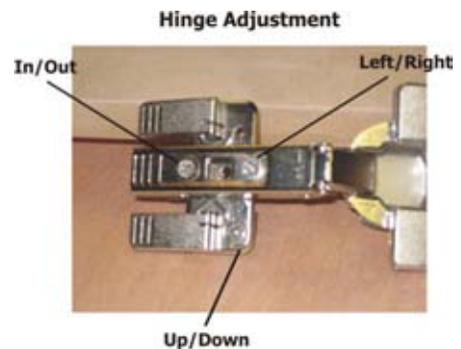
Turn the adjustment screws on the hinge plate to bring the door up or down. Both screws must be adjusted.

**Moving the door left or right:**

Turn the adjustment screw on the front of the hinge arm to move the door left or right. Both hinges may require this adjustment in order to get the door square to the conversion box.

**Moving the door in or out:**

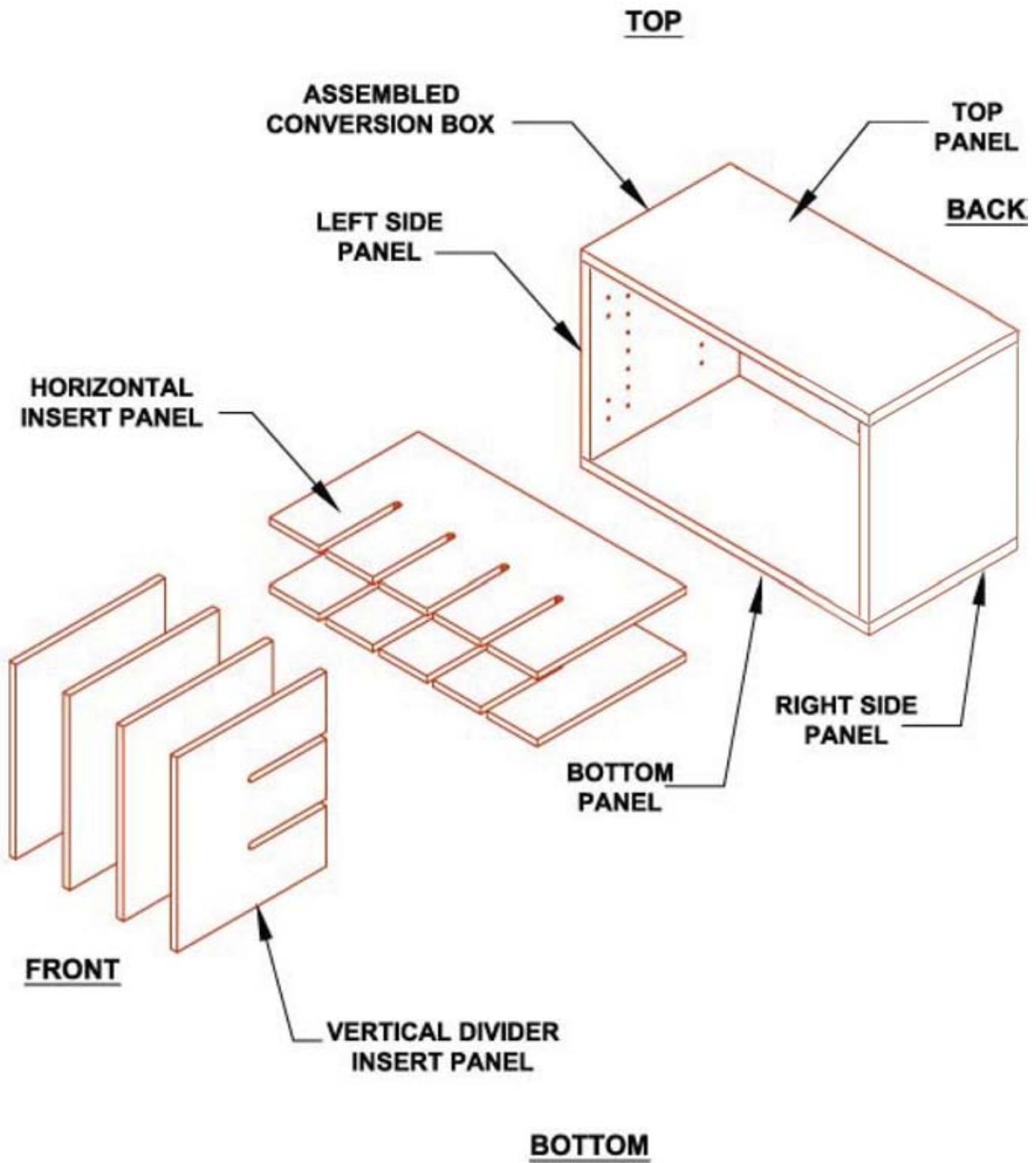
Turn the adjustment screw on the back of the hinge arm to move the door closer to the conversion box or further away. This may be required in order to get the door to land properly on the conversion box front.



**Image 1**

# Optional Insert

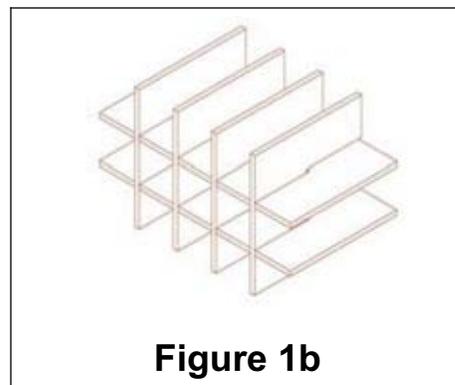
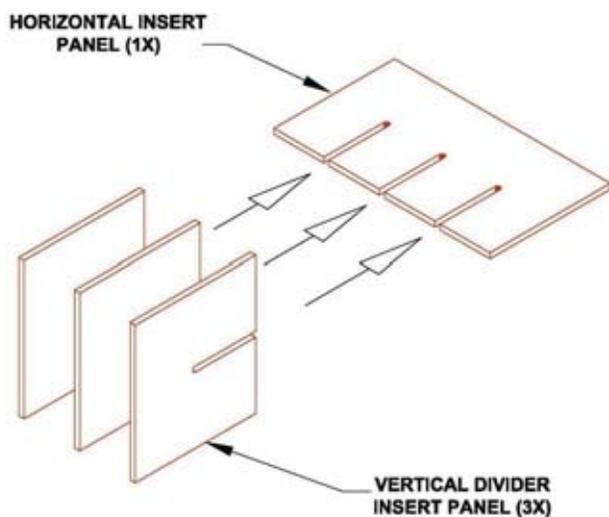
## Cubbie Insert



**Exploded Conversion Box with Cubbie Inserts**

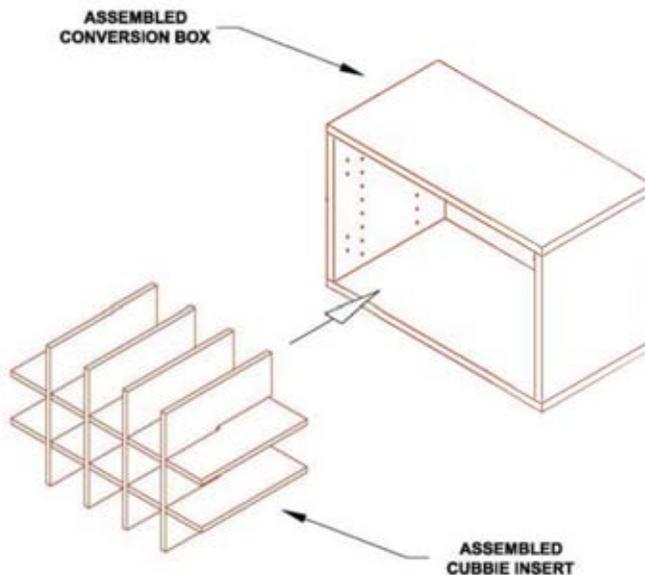
Note: You will have to take the vertical display shelf out in order to insert the cubbies.

1. Locate the horizontal panel and insert the first vertical panel. The slot on your vertical panel should fit directly over the slot on the horizontal panel. Repeat for the two remaining vertical panels (**Figure 1**).



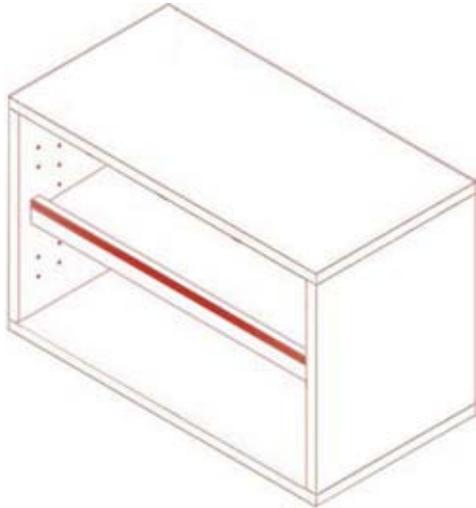
**Figure 1**

2. Your cubbie insert is now complete and can be slid into the conversion box.

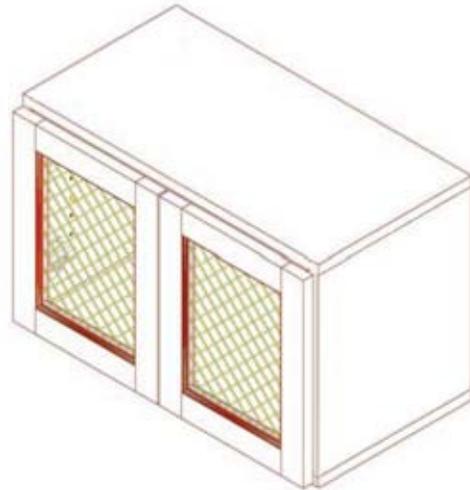


**Figure 2**

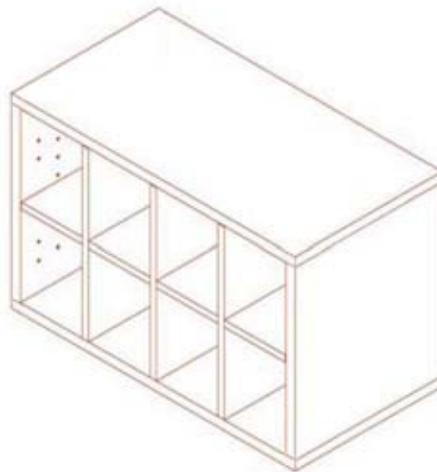
Your conversion box is now complete and is ready to be moved to its final location. We recommend that you pre-drill and screw from the rack or cabinet side and into the conversion box bottom panel. Attach in all four corners, being sure to use wood screws (not provided) that are long enough to screw into the conversion box bottom panel, but not so long as to go through the panel's top surface.



**Finished Conversion Box**



**Finished Conversion Box  
with Locker Doors**



**Finished Conversion Box  
with Cubbie Insert**

*Additional installation questions?*  
*Contact us:*



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