

Uncrating Instructions for 1 Piece Cabinet

Congratulations on purchasing our Shuffle Golf Game. We hand craft each and every game from the finest materials for many years of enjoyment.

Before accepting and signing for the shipping crate, examine it carefully for any damage. Take photos and note any crate damage on the Bill of Lading sheet they want you to sign.

The shipping company is responsible for dropping the crate containing your new Shuffle Golf game to your loading dock. It is your responsibility to move it from there. The shipping crate is very heavy (about 575 lbs.).

Please plan on having at least four people (recommending six people) to help you move the crate to a safe place before you move it into your home.

Tools needed:

- 1) Power drill (2 recommended with 2 battery packs each)
- 2) #2 Phillips and #2 Square bits
- 3) 2 Sawhorses
- 4) Soft blankets

The following instructions will help you with moving the shipping crate:

- 1) There are a couple of ways to move the shipping crate. We have provided some nylon carry straps at the corners and in the middle of the crate. If you choose this method, please use six people to carry the crate. Please be very careful not to drop the crate or injure yourselves.



- 2) The preferred method however is to use furniture moving dollies. Use at least two, but preferably three. Have two people lift the crate at one end using the lifting straps provided, another person can place the dolly under the crate. Now move to the other end and repeat the process. Please be careful as the crate may roll when you lift at the second end. Now, simply roll the crate to your location for unpacking. Reverse the procedure to remove the dollies before you start the uncrating steps below.

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The following instructions will help you uncrate and unpack your new game:

- 1) **EXTREMELY IMPORTANT:** Please do not use crowbars to take apart the crate. There is possibility of damaging the game and we prefer you use the following instructions.
- 2) Start by removing the silver screws along the top edge and top side all the way around the crate using the #2 Square bit. When all of these screws are removed, carefully lift off the top of the crate evenly with the help of 1 or 2 others and place aside. If the top doesn't easily lift up, it's highly likely there are more screws needing removal.
- 3) Next, locate three wooden cross braces inside the crate. The braces hold the sides together along with providing shipping support for the top. Working on one cross brace at a time, locate the screws (green marks) on the outside of both sides of the crate and remove them using a #2 Phillips bit. Then carefully so as not to damage the inside cabinet, lift out and remove the cross brace. Follow the same procedure for the other two braces.
- 4) Now, the side panels can be removed by removing all of the remaining silver screws that hold them in place. Have a helper hold the side in place while you take out the silver screws (at the bottom). Please ensure the helper keeps a good hold of the side panel so that it doesn't fall towards the cabinet or towards you and cause damage. Once all of the silver screws are removed, carefully set the panel aside. Use the same procedure working your way around the cabinet to remove the end, the second side, then finally the second end.
- 5) Once all the sides and ends are removed, you can start to remove all of the contents of the crate and set aside gently.
 - a) Remove the three table legs first (covered in bubble wrap).
 - b) Remove the brown box of supplies and hardware.
 - c) Remove the feet (covered by Styrofoam board and wrapped with bubble wrap).
 - d) Remove the "C" drawer sides.
 - e) Remove the drawer (covered in bubble wrap).
 - f) Remove the scoreboard (boxed).
 - g) And then, all of the remaining packing material.

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- 6) The cabinet will have bubble wrap around the entire top trim. Try to keep this in place until the very end of the assembly as it will protect the top trim during all of the following steps.
- 7) Prepping for the removal of the tabletop, place sawhorses (about 8 feet apart) near the final location of the game.
- 8) The Playing top is the next item to be removed. The playing top is covered with bubble wrap and there are Styrofoam spacers used to keep it from moving in the cabinet. Three of these spacers are labeled “End Spacer” and “Side Spacer”. Please save these as they are needed towards the end of the assembly process to center the playing top in the cabinet. Be very careful lifting the top. It’s VERY heavy and has a slippery top. Try to use four people to lift and move it to where you placed the sawhorses (prior step), or if you don’t have access to sawhorses you can place it on a soft blanket on the floor.
- 9) Now that the cabinet is empty, it’s time to take it apart from the crate underneath it. The cabinet is screwed to the crate from below. But to remove it, you will need to locate the green boards connected to bottom of the crate. When you find these boards, remove the screws with a #2 Square bit. There will be six locations, two screws each.
- 10) Place some soft blankets next to the crate for a length of about 14 feet by 3 feet. The bubble wrap should still be covering the top trim of the cabinet and needs to stay covered.
- 11) Now that the boards are not screwed down and you have blankets spread out next to the cabinet, you will need to flip the cabinet upside down onto the blankets. To do this you should have four people, one on each corner, lift the cabinet up and rotate to be face down and gently set it down on the blankets. *Please try to not lift the cabinet by the top trim*, instead, reach under and carry the cabinet from below.
- 12) The three boards marked in green are screwed to six temporary feet on the cabinet. Locate the screws that are holding the cabinet to the boards that were removed with the cabinet from the crate. Remove the screws on the bottom and carefully lift off the boards and place them aside.

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13) Before the next step, un-tape and pull back the bubble wrap but do not remove it.

14) The last step is to remove the six temporary shipping feet. They are colored green (with one being red). These are held in place with two Phillips screws each. Simply remove the screws and remove the shipping feet.



Before proceeding to the assembly instructions, clear out the area of the crate and packing materials.