

Library Shelving Installation

Tools required:

1. Rubber Mallet to set the Distance Channels
2. Level to set up the shelving vertical and level
3. Hammer to insert the black Kick Plate Plugs
4. Variable Speed Drill to attach dustcovers to end panel & countertop (if used)
5. # 2 Robertson bit for drill or # 2 Robertson (RED) screw driver
6. Pliers, vise grips or 3/8" wrench for dustcover nuts & bolts
7. 1/2" open end wrench to adjust height of glide in leveling.
8. Black #3 Robertson screw driver for periodical display shelves.
9. 7/16" Wrench for periodical display shelves or pliers or vise grips.

Closed Single Face

1. Unpack the pieces.
2. Start with a starter End Panel and attach two Distance Channels in the slots. It will help to squeeze the bottom of the distance channel to help the lugs into the slots. Set with a rubber mallet.
3. Add the add-on post and continue the run finishing with the other end panel.
4. Set the run of shelving in its desired location.
5. Put the dustcover brackets on the add-on posts (one per post) with the smooth edge in the middle. Set them with the rubber mallet. Put on the dust covers starting with wood screwing it on to the end panel and continue with the nuts and bolts provided. One dustcover will go over the dustcover bracket and the other will butt to it. Finish with wood screws into the other end panel. Make sure the dustcovers are level and straight and tighten with the #2 Robertson screw driver and wrench.
6. Using a level level the unit with a slight lean back towards the wall.
7. Level horizontally by using the 1/4" wrench and adjusting up the required glides.
8. Put on the kickplates with the black plugs.
9. To set the shelving at the standard 11" spacing count down 6 holes from the top of the post and insert the wing with the top lug in the 6th hole, counting down from the part hole again in the 6th hole and so on down the post. The left hand wing has a dimple so your left thumb goes in it and the right is the opposite. There is an upturned flange on the inside of the wing for the shelf to fit into.

10. Put the shelf in the flange and press down to set it into the slots (visible under the shelf)
11. If you have slotted box dividers place the top lug at the back into the top hole in the shelf and lower the front edge of the divider until the bottom lug fits in the shelf.

Closed Double Face

Follow procedures 1-11 except set vertical in item 6

Open Face units

These units do not have end panels, dustcovers, kickplates or countertops.

There is no need for dustcover brackets.

The posts are all the same and you require only to following steps 1, 2, 3, 4, 6, 9, 10 & 11

In all cases, a minimum of 36" (or whatever is code in your area) for any aisle.

Countertops require countertop brackets which are similar to dustcover brackets with the addition of an angle bracket. Place the bolt head under the angle bracket to allow enough space for the screw driver to put the screw into the countertop.

1. Add the countertop brackets to the mid uprights only.
2. Place the countertop sections on top of the run.
3. Line up square and straight.
4. Place an angle bracket on the end panel and fasten to the top.
5. At the joints place a flat plate and fasten to one side.
6. Make the joint tight & even and screw the other side of the plate. If double faced put on two plates one each side.

Periodical Display & Storage Shelves

1. Take the special wings with two extra holes in them.
2. Put the bolt with the plastic sleeve in the back hole with the sleeve to the inside and tighten.
3. Place the box or slotted box shelf in place and set shelf.
4. Place the bolt through the wing add the washer the flip up shelf and the lock nut. Repeat on the other wing. Snug the nuts up as to let the shelves move but stay in the up position.

Couple of Tips

1. Before you start wind down the glide enough that a wrench will fit on the nut.
2. When you go to install the stretchers (Distance Channels) hold them from the bottom because some times they need to be squeezed a bit to get them into the slots.
3. As you add on bays tip the post over a bit and slid it in to position it. (This is easier than trying to pick up the already assembled unit.)
4. If shelf configuration is the normal 11" spacing. Count down and put the top tab in the 6th hole. This will leave a partial hole at the bottom. Count it and in the 6th hole put the next wing and on.