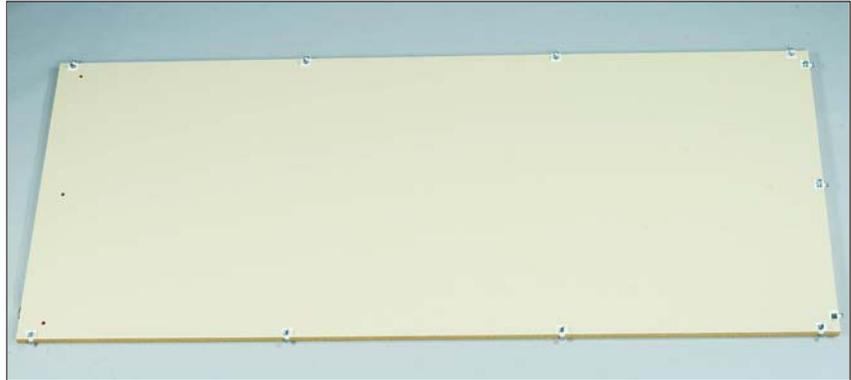


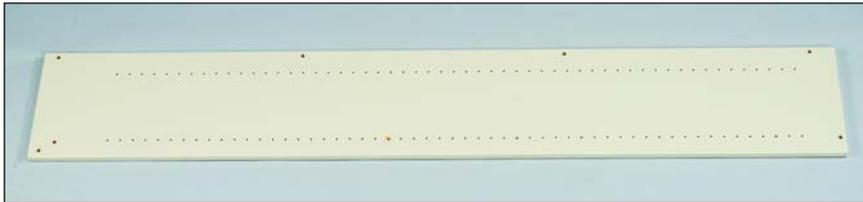
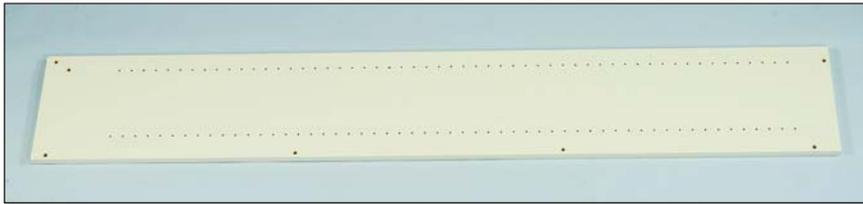
# ASSEMBLY INSTRUCTIONS FOR

## 5053 & 5054 Easy Shelving Unit

Before assembling your Easy Shelving Unit, please familiarize yourself with all the parts, and check to make sure you have all the parts as listed below. A Phillips screwdriver is included for shelf assembly.

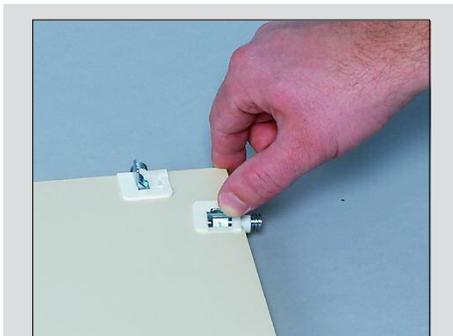


One back panel



Right and left side panels

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**NOTE:** Fitting toggles on back, top, bottom, and toe panels are shipped in the secure position. Flip the toggles up to unlock before you start assembly.



Top panel



Bottom panel

Rev. 11705

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# ASSEMBLY INSTRUCTIONS FOR

## 5053 & 5054 Easy Shelving Unit



Toe Panel



Shelf Hole Plugs

Back Shelf Pins

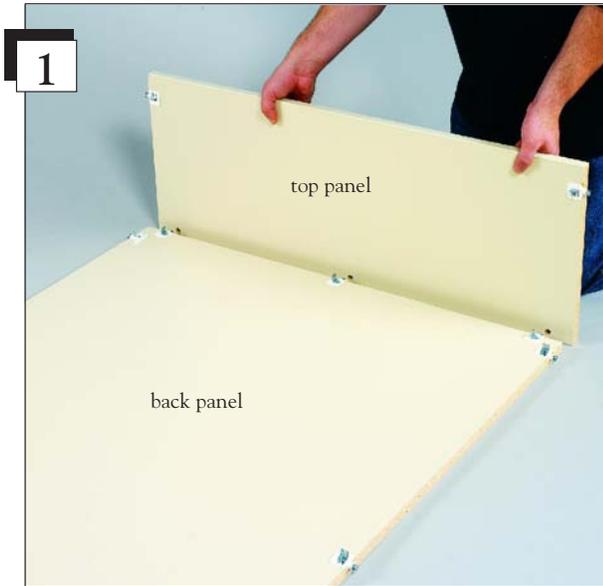
Front Shelf Blocks



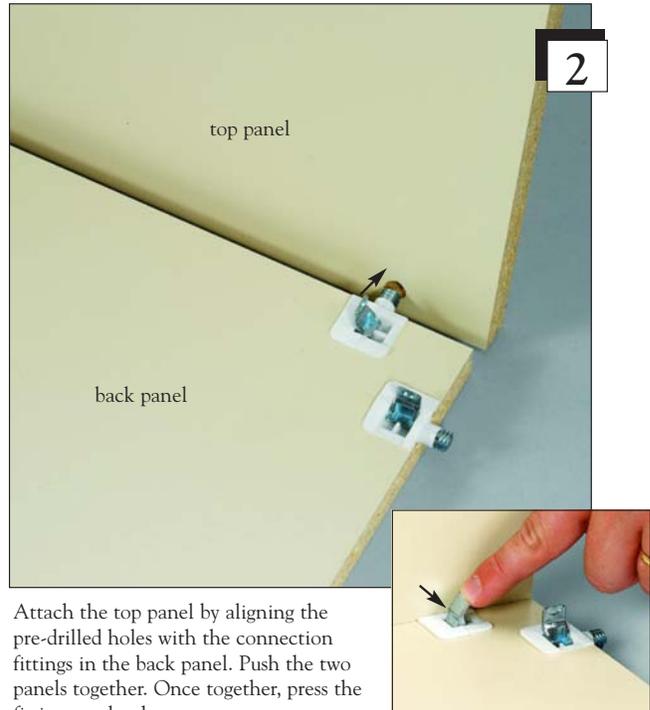
Eleven shelves

Front shelf blocks, back shelf pins and shelf hole plugs.

Two of each will be needed for each shelf.



Lay the back panel flat on the floor. Bring the top panel into position.



Attach the top panel by aligning the pre-drilled holes with the connection fittings in the back panel. Push the two panels together. Once together, press the fitting toggles down to secure.

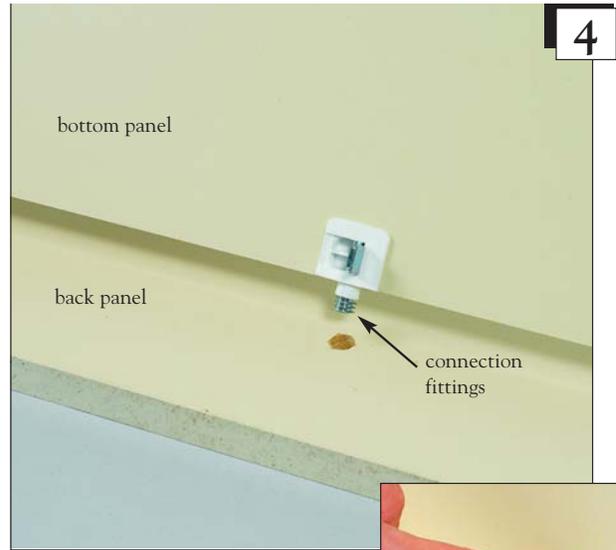
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# ASSEMBLY INSTRUCTIONS FOR

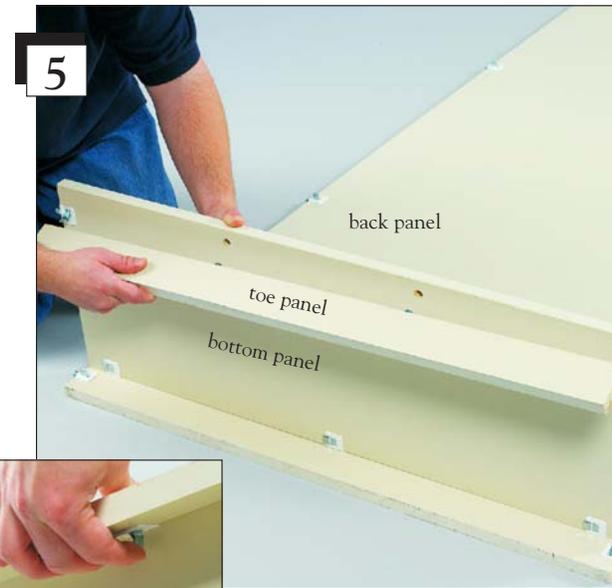
## 5053 & 5054 Easy Shelving Unit



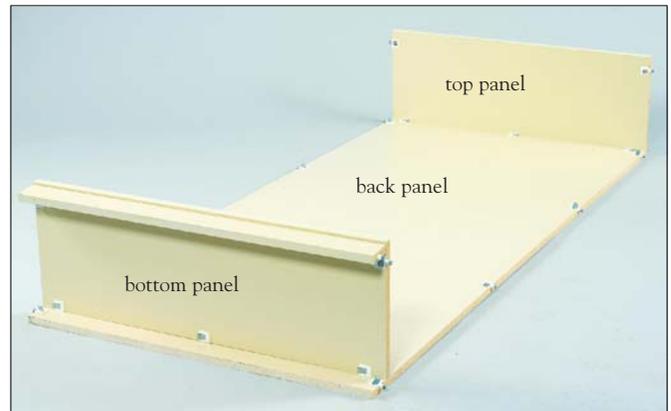
Locate the bottom panel and position at the bottom of the back panel.



Attach the bottom panel by inserting the connection fittings in the bottom panel into the pre-drilled holes in the back panel. Push the two panels together. Once together, press the fitting toggles down to secure.



Locate the toe panel and attach to the bottom panel by inserting the connection fittings into the pre-drilled holes in the bottom panel. Once together, press the fitting toggles down to secure.



Your unit should look like this after completing step five.

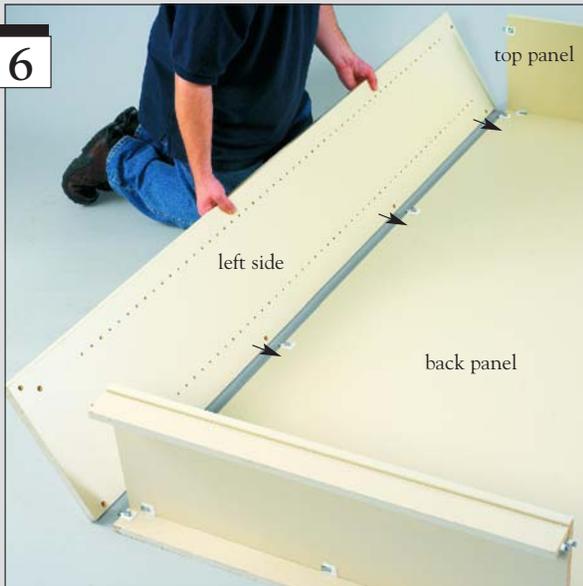
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# ASSEMBLY INSTRUCTIONS FOR

## 5053 & 5054 Easy Shelving Unit

6



Attach the left side to the bottom and back panels by aligning the pre-drilled holes with the connection fittings in the back and bottom panels.



fitting toggle on side of back panel



fitting toggle on bottom of back panel

Push the panels together and press the fitting toggles down to secure.

7



Attach the right side to the bottom and back panels by aligning the pre-drilled holes with the connection fittings in the back and bottom panels.



fitting toggle on side of back panel



fitting toggle on bottom of back panel

Push the panels together and press the fitting toggles down to secure.

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# ASSEMBLY INSTRUCTIONS FOR

## 5053 & 5054 Easy Shelving Unit

8



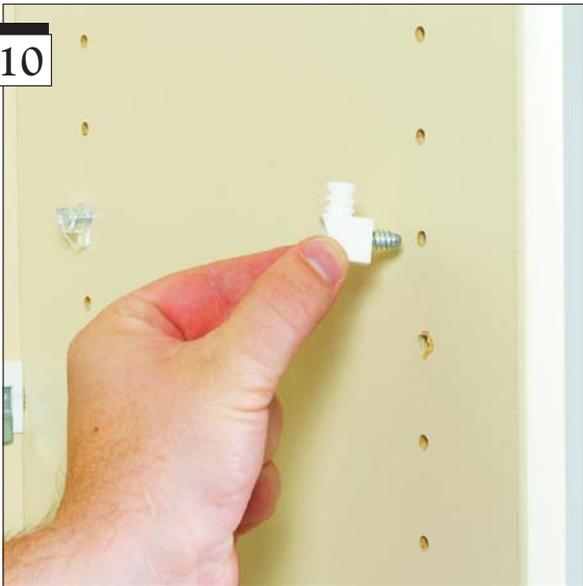
Once sides are attached your shelving unit should look like this. With assistance, raise your shelving unit to the upright position.

9



Decide the positioning of your shelves. Each shelf is adjustable in 1/4" (32 mm) increments and may be tilted upward or downward (up to a maximum of three holes) by using different levels of holes in the back. Insert the clear plastic shelf pins in the back holes at your desired height. See page 7 for shelf position options.

10



Once the clear back shelf pins are in place insert the front white shelf blocks into the front shelf holes.

11



Tighten the screw in the front shelf pin with the Phillips screwdriver. Repeat steps for opposite side.

# ASSEMBLY INSTRUCTIONS FOR

## 5053 & 5054 Easy Shelving Unit



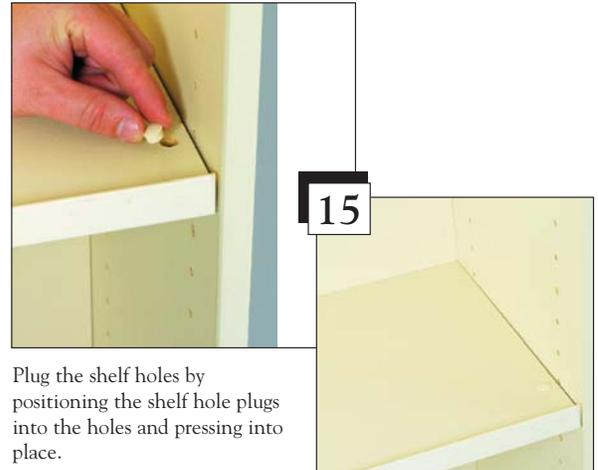
After your shelf pins are in place you're ready to install shelves.



Position a shelf onto the back shelf pins. Shelves can be placed with the lip of the shelf facing up or down.



With the shelf resting on the back shelf pins slide the holes in the front of the shelf over the white shelf blocks. You may need to LIGHTLY tap the front of the shelf to slide onto blocks.



Plug the shelf holes by positioning the shelf hole plugs into the holes and pressing into place.



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# ASSEMBLY INSTRUCTIONS FOR

## 5053 & 5054 Easy Shelving Unit



Repeat steps 9-15 for adding the remaining shelves.

If you ordered a unit without locking doors you are now finished with the assembly of your Easy Shelving Unit. Model: 5053

If you purchased a unit with doors please refer to pages 8-15 for instructions on how to attach doors. Model: 5054



### Shelf Position Options



Shelf tilted back



Shelf tilted forward



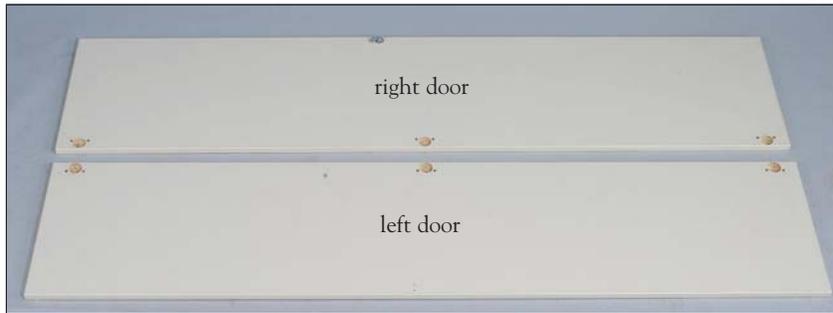
Shelf used flat



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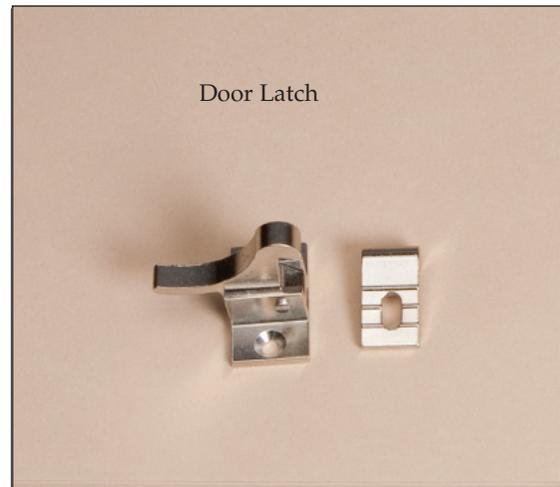
# ASSEMBLY INSTRUCTIONS FOR

## 5053 & 5054 Easy Shelving Unit



Your locking doors kit includes a right and left side door, six hinges, door latch and latch plate with hardware, assembly instructions and latch plate template for marking and drilling latch plate holes.

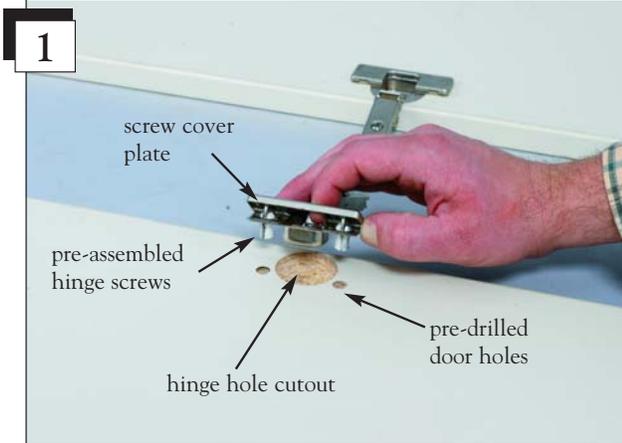
Note: The right door has the lock.



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# ASSEMBLY INSTRUCTIONS FOR

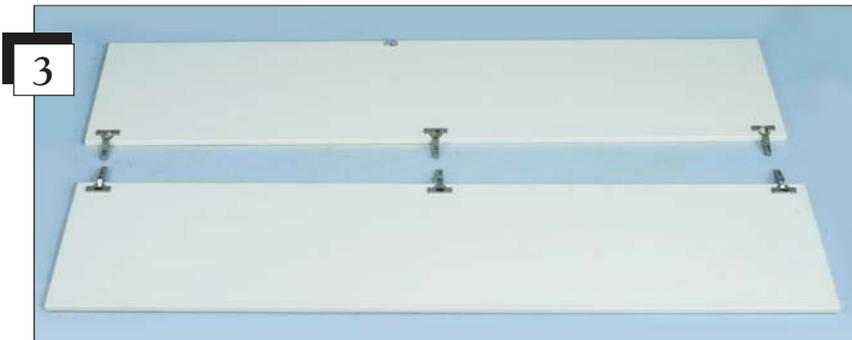
## 5053 & 5054 Easy Shelving Unit



Begin by laying the doors flat on the ground with the hinge hole cutouts (inside of doors) facing up. With screw cover plate lifted, insert pre-assembled hinge screws into the pre-drilled door holes. There are three latches per door.



Once hinges are in place and flush against doors, press down on the screw cover plates to secure hinges to doors.



Your doors should look like the photo above when hinges are attached.



NOTE: Latches are shipped with the screw cover plate in the secure position. Before installing latches, the screw cover plate will need released. To release flip the plate up with your fingernail or small screwdriver. The plate is hinged and will lift up.



The latch plate for the door latch will need to be attached to one of the shelves near the middle of your unit. Once you've chosen the shelf on which you would like to attach the plate, remove the shelf. It is much easier to install the latch plate for the door latch with the shelf out of the unit.

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# ASSEMBLY INSTRUCTIONS FOR

## 5053 & 5054 Easy Shelving Unit

If your shelf will be mounted ledge up the latch plate will be mounted underneath the shelf. This means the template will be used underneath the shelf.

If the shelf will be mounted ledge down the latch plate will be mounted on the top of the shelf. This means the template will be used on top of the shelf.



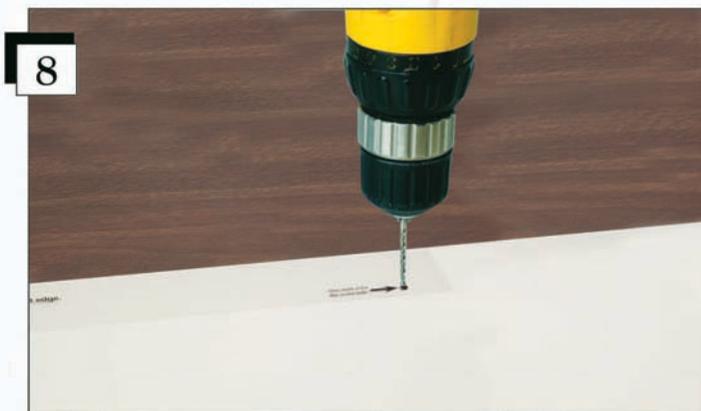
Align the left edge of the template with the left edge of the shelf and the top of the template with the front edge of the shelf. The instructions above and to follow will show a shelf that will be mounted ledge up.



Once the template is in position, tape the template to the shelf using masking or scotch tape. This will prevent the template from moving when drilling holes.



Locate your latch plate and mounting hardware. The plate uses a screw in the slotted hole and a small nail in the round hole.

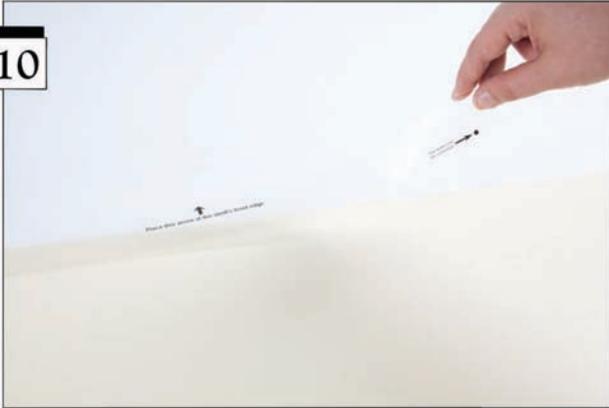


Using an 1/8" drill bit, drill the front hole in the template. You only need to drill a little bit into the shelf. **CAUTION:** Be careful not to drill all the way through the shelf. You may want to mark your drill bit with tape as a guide so you do not drill too far.

# ASSEMBLY INSTRUCTIONS FOR

## 5053 & 5054 Easy Shelving Unit

10



Once the holes are marked remove the nail and template.

11



Position the latch plate over the marked holes so the slotted hole is in the front. Hammer the nail through the back round hole in the latch plate. Hammer the nail until it is flush against the plate.

Using a Phillips screwdriver, insert the screw provided into the front slotted hole.

Your latch plate is now secured to the shelf.

12



With the latch plate attached, the shelf can be installed back into the shelving unit.

If you need help refer to steps 9-15 on assembly pages.

# ASSEMBLY INSTRUCTIONS FOR

## 5053 & 5054 Easy Shelving Unit



13



14

Attach the hinges to the hinge plates by guiding the hooked area of the hinges around the small posts on the hinge plates and pressing them to the plates until they latch.

This step can be tricky and may take a few attempts to get the hinges to latch.

Doors are ready to be attached. Position the left door onto the side of the shelving unit. The hinges should align with pre-installed hinge plates mounted inside of the shelving unit.

Note: For ease and safety we suggest seeking help when attaching doors.



15



Once the left door is attached repeat steps 13-14 for the right door. With both doors attached you're ready to attach the door latch to the left door.

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# ASSEMBLY INSTRUCTIONS FOR

## 5053 & 5054 Easy Shelving Unit

16



The door latch will attach to the left door. Hold the latch against the door with the hook at the top. Position it at a height even with the latch plate mounted on the shelf.

17



While holding the latch to the door, slowly close the door while repositioning the latch to align with the latch plate.

To verify correct alignment, squeeze the latch lever to slide the hook under the latch. The latch should be able to catch.



18



Be careful not to move the latch and open the door. Mark the mounting holes in the latch with a pencil. These markings will identify where to drill the holes to attach the latch.

19



Drill the holes using a 1/8" drill bit. You only need to drill a little bit into the door. **CAUTION:** Be careful not to drill all the way through the door. You may want to mark your drill bit with tape as a guide so you do not drill too far.

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# ASSEMBLY INSTRUCTIONS FOR

## 5053 & 5054 Easy Shelving Unit



20 Position the latch over the drilled holes so the hook is on top. Using a Phillips screwdriver, insert the screws provided into the latch holes. Your latch is now secured to the door.



21 Your doors are now attached and ready for use. To close the left door, squeeze the latch lever and slide the hook under the latch plate. The latch will catch and secure the door.



Your locking doors are now attached and can be used to secure contents. The cam lock includes two keys. Additional or replacement keys can be purchased through our Resource department.

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# ASSEMBLY INSTRUCTIONS FOR

## 5053 & 5054 Easy Shelving Unit

High quality, fully concealed hinges are self-closing and can be adjusted in three ways to allow you to align your cabinet doors for a consistent look.



**The right adjustment screw provides side adjustment:**  
Side adjustment ... regulates the gaps between doors, cabinets and walls for perfect parallel alignment.

**The middle adjustment screw provides height adjustment:**  
Height adjustment ... lets you align door levels across a row of doors so they match precisely at top and bottom.



**The left adjustment screw provides depth adjustment:**  
Depth adjustment ... lets you bring any style of door into line with the vertical surface of the cabinet.

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