PARAGON FURNITURE

Information Commons®
IC Double Shelving
Assembly Instructions

These Installation instructions are for IC Double Shelving Starters with or without Adders.

IC Shelving Starter

IC Shelving Adder

IC Adder components combine with IC Starter to make a run of shelves of a chosen length.

Tools Required:

- Power Drill with #2 and #3 Phillips bits
- Phillips Screwdriver
- 5/32 Hex Key or Bit
- 1/8 Hex Key or Bit
- 7/64 Hex Key or Bit

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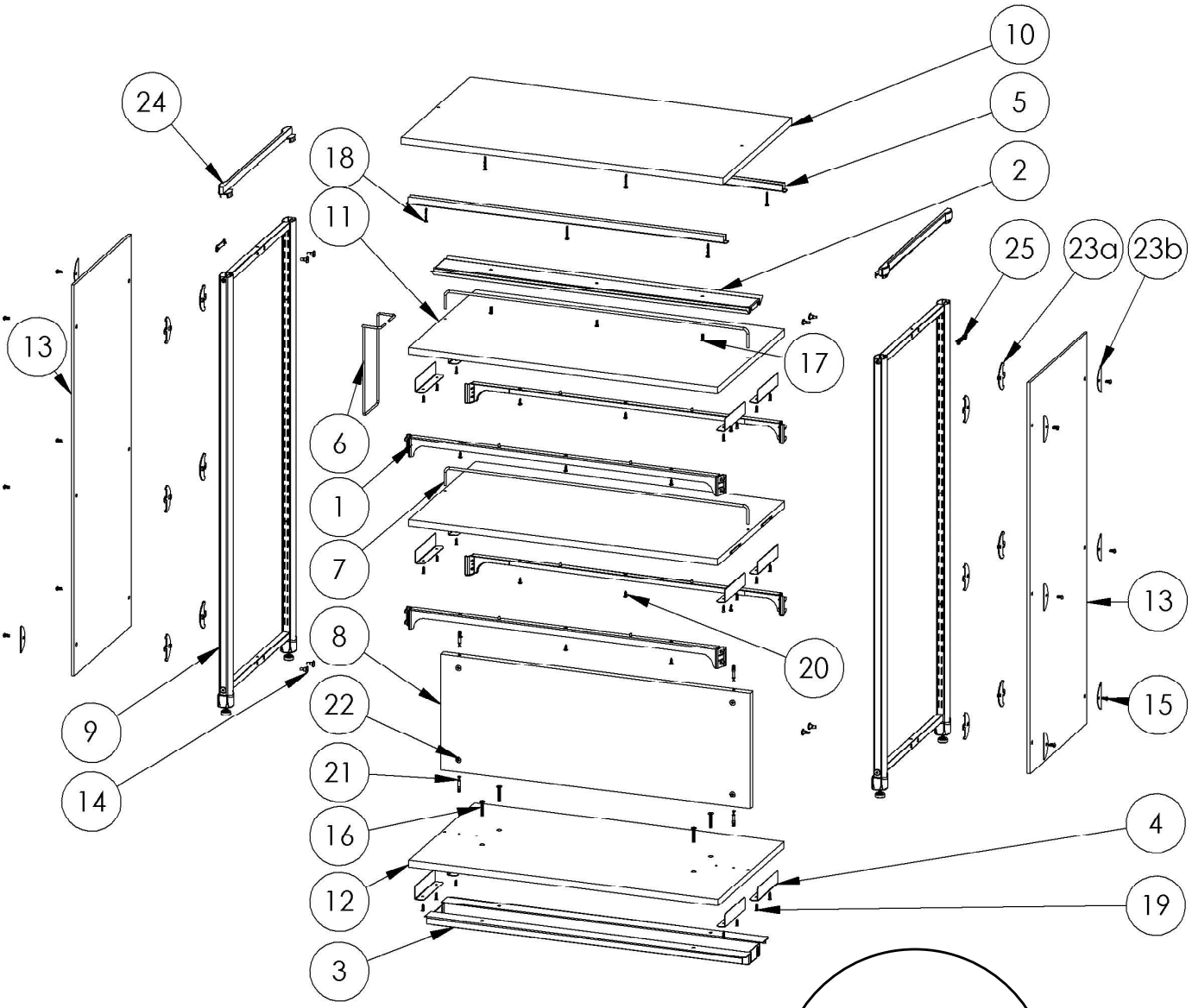
IC-Double Shelving Exploded View



Numbered part descriptions shown in following pages.

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Component List

IC DOUBLE SHELVING COMPONENT LIST BY UNIT								
ITEM #	PART #	DESCRIPTION	AMOUNT INCLUDED					
			48" STARTER	48" ADDER	60" STARTER	60" ADDER	72" STARTER	72" ADDER
1	943117	SHELF BRACKET	4	4	6	6	8	8
2	943104	TOP SUPPORT BRACKET	1	1	1	1	1	1
3	943105	BOTTOM SUPPORT BRACKET	1	1	1	1	1	1
4	943770	IC-SIDE BOOK END	12	12	16	16	20	20
5	943131	TOP SUPPORT CHANNEL	2	2	2	2	2	2
6	943113	PICTURE BOOK SUPPORT	12	12	16	16	20	20
7	943114	CENTER BOOK-STOP	2	2	3	3	4	4
8	893400	SHELF DIVIDER	1	1	1	1	1	1
9		DOUBLE FRAME	2	1	2	1	2	1
10		DOUBLE TOP SHELF	1	1	1	1	1	1
11		DOUBLE CENTER SHELF	2	2	3	3	4	4
12		DOUBLE BOTTOM SHELF	1	1	1	1	1	1
13		DOUBLE SIDE PANEL **(If purchased)**	2	1	2	1	2	1
14	10105470	1/4-20 X 3/8 BUTTON SOC FLG SCREW-ZINC	8	8	8	8	8	8
15	10105472	1/4-20 X 1/2 BUTTON SOC FLG SCREW **(Per Side/Back Panel)**	6	6	8	8	8	8
16	10105473	1/4-20 X 40MM JOINT CONNECTOR BOLT BLACK OXIDE	4	4	4	4	4	4
17	10105552	10-32 X 5/8" PHILLIPS MACH SCREW BLACK ZINC	3	3	3	3	3	3
18	10105894	#8 X 1 1/2 PHILLIPS FLAT HEAD WOOD SCREW	6	6	6	6	6	6
19	1010589	#8-3/4" BLACK PHILLIPS FLAT HEAD COUNTERSUNK SCREW	24	24	40	40	40	40
20	1010543	#10 - 5/8" PHILLIPS WOOD SCREW BLACK	12	12	18	18	24	24
21	1010609	MINIFIX STUD VMI	4	4	4	4	4	4
22	1010610	MINIFIX CAM	4	4	4	4	4	4
23a	943115	SIDE PANEL BRACKET **(Per Side Panel)**	6	6	8	8	8	8
23b	94311502	OUTSIDE PANEL BRACKET **(Per Acrylic Side/Back Panel only)**	6	6	8	8	8	8
24	1011043	DOUBLE END CAP	2	0	2	0	2	0
25	943700	PUSH-ON PARAGON LOGO	2	0	2	0	2	0

Numbered part descriptions shown in following pages.

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1 SHELF BRACKET

943117

Connects upright frames and shelves.

2 TOP SUPPORT BRACKET

943104

Connects top of frames.

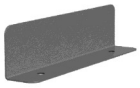
3 BOTTOM SUPPORT BRACKET

943105

Connects bottom of frames.

4 IC-SIDE BOOK END

943770



Attaches to bottom of shelves (Not on Top Shelf).

5 TOP SUPPORT CHANNEL

943131

Supports top shelf on Double Sided Shelving.

6 PICTURE BOOK SUPPORT

943113

Clips into Picture Book Track under shelves.

7 CENTER BOOK-STOP

943114

Divides Center Shelves on Double Sided Shelving.

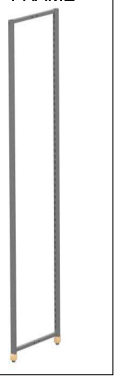
8 SHELF DIVIDER

893400

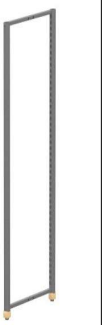
Used on bottom shelf.

9

72" DOUBLE FRAME



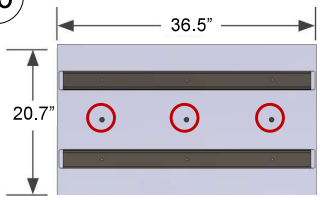
60" DOUBLE FRAME



48" DOUBLE FRAME

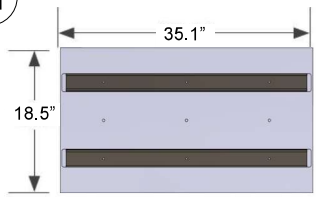
36" DOUBLE FRAME

10 DOUBLE TOP SHELF



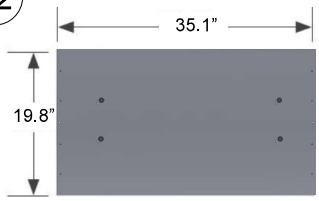
Three threaded inserts on underside.

11 DOUBLE CENTER SHELF



No inserts.

12 DOUBLE BOTTOM SHELF



Has four predrilled holes.

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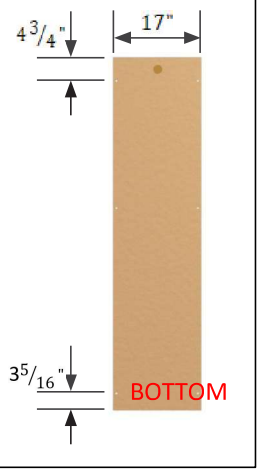
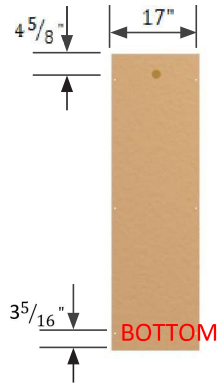
Component List

13

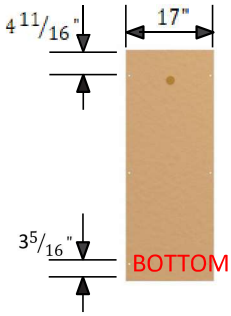
72” DOUBLE SIDE PANEL



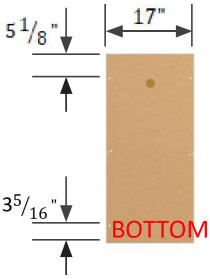
60” DOUBLE SIDE PANEL



48” DOUBLE SIDE PANEL



36” DOUBLE SIDE PANEL



101058

1/4-20 X 3/8 BUTTON SOCKET FLANGE SCREW-ZINC

14

10105470

Attach top and bottom bracket to frame.

1/4-20 X 1/2 BUTTON SOCKET FLANGE SCREW

15

10105472

Side and back panels only.

1/-20 X 40M JOINT CONNECTOR BOLT BLACK OXIDE

16

10105473

IC shelving bottom shelf to bottom channel.

10-32 X 5/8" PHILLIPS MACH SCREW BLACK ZINC

17

10105552

To attach Top Shelf.

101054

#8 X 1 1/2 PHILLIPS FLAT HEAD WOOD SCREW

18

10105894

Attaches top support channel.

#8-3/4” BLK PHILLIPS FLAT HEAD COUNTERSUNK SCREW

19

1010589

Attaches IC-Side Book Ends to shelfs.

#10-5/8” PHILLIPS WOOD SCREW BLACK

20

1010543

Attaches shelves to Shelf Brackets, Wall Mount Bracket.

MINIFIX STUD VMI

21

1010609

Attaches Shelf divider to unit.

MINIFIX CAM

22

1010610

Attaches Shelf divider to unit. Pre-inserted in Shelf Divider.

SIDE PANEL BRACKET

23a

943115

Attaches side panel to frame.

OUTSIDE PANEL BRACKET

23b

94311502

Only used with acrylic side panels.

DOUBLE END CAP

24

1011043

IC double end cap to top of outside frames (2 ONLY).

PUSH-ON PARAGON LOGO

25

943700

Push-On Logo to top of outside frames.

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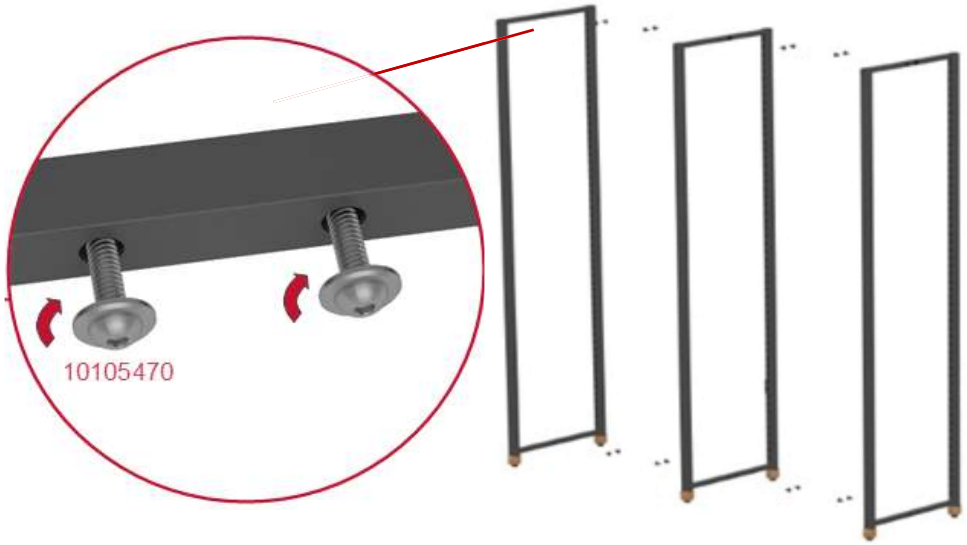
1

Prepare Frames:

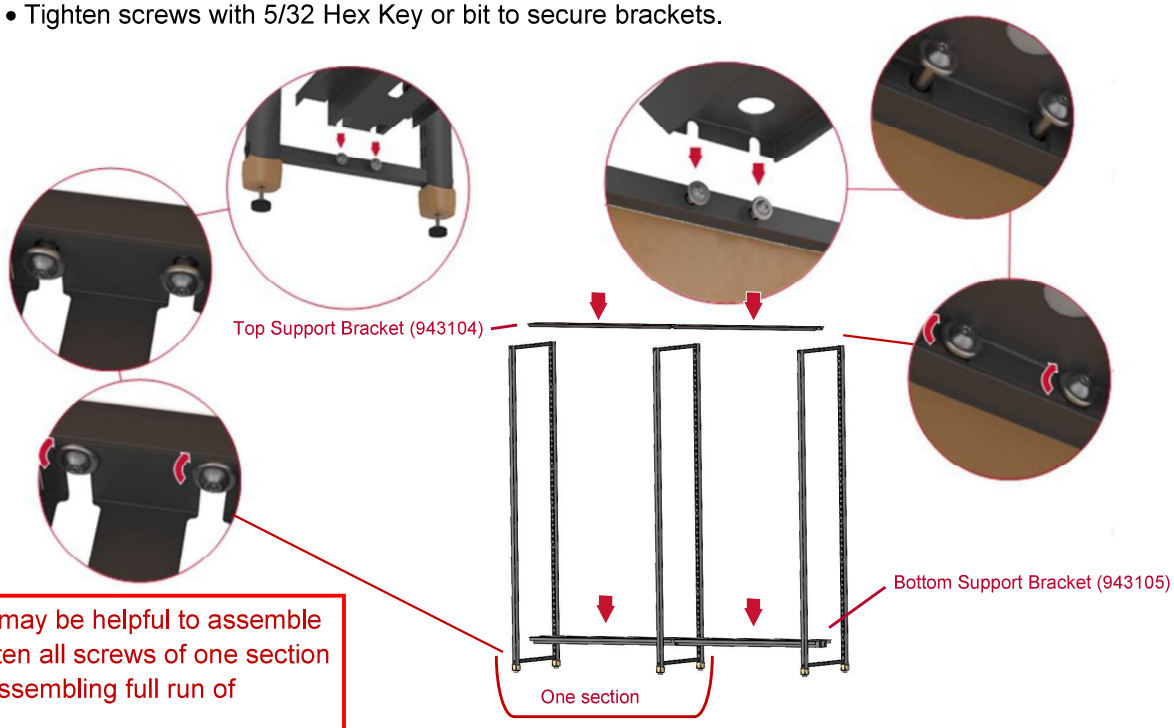
- Loosely screw in [2] silver Button Socket Flange Screws (10105470) to the inside of each top and bottom crossbar.



2

Install Bottom Support Brackets (943105) and Top Support Brackets (943104):

- Place the Bottom and Top Support Brackets on silver Button Socket Flange Screws and tighten.
- Tighten screws with 5/32 Hex Key or bit to secure brackets.



Note: It may be helpful to assemble and tighten all screws of one section before assembling full run of shelves.

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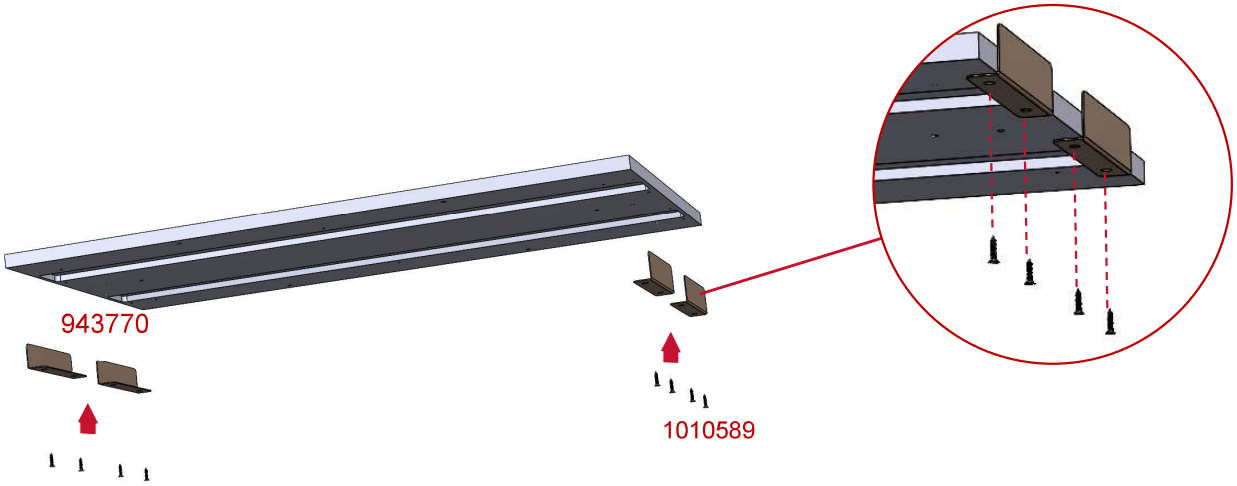
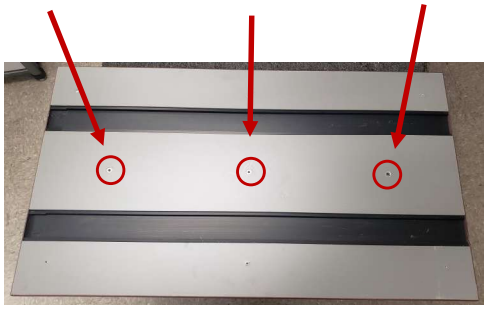
3

Book End (943770) Installation:

- Attach Book Ends to all Shelves **except Top Shelves** with Philips head Countersunk Wood Screws (1010589) using predrilled holes.
- Set these Shelves aside for installation in Step 12 and 13.



Top Shelves DO NOT get Book Ends.
They have 3 Threaded Inserts.



IC Double Sided Top Shelf view from bottom.

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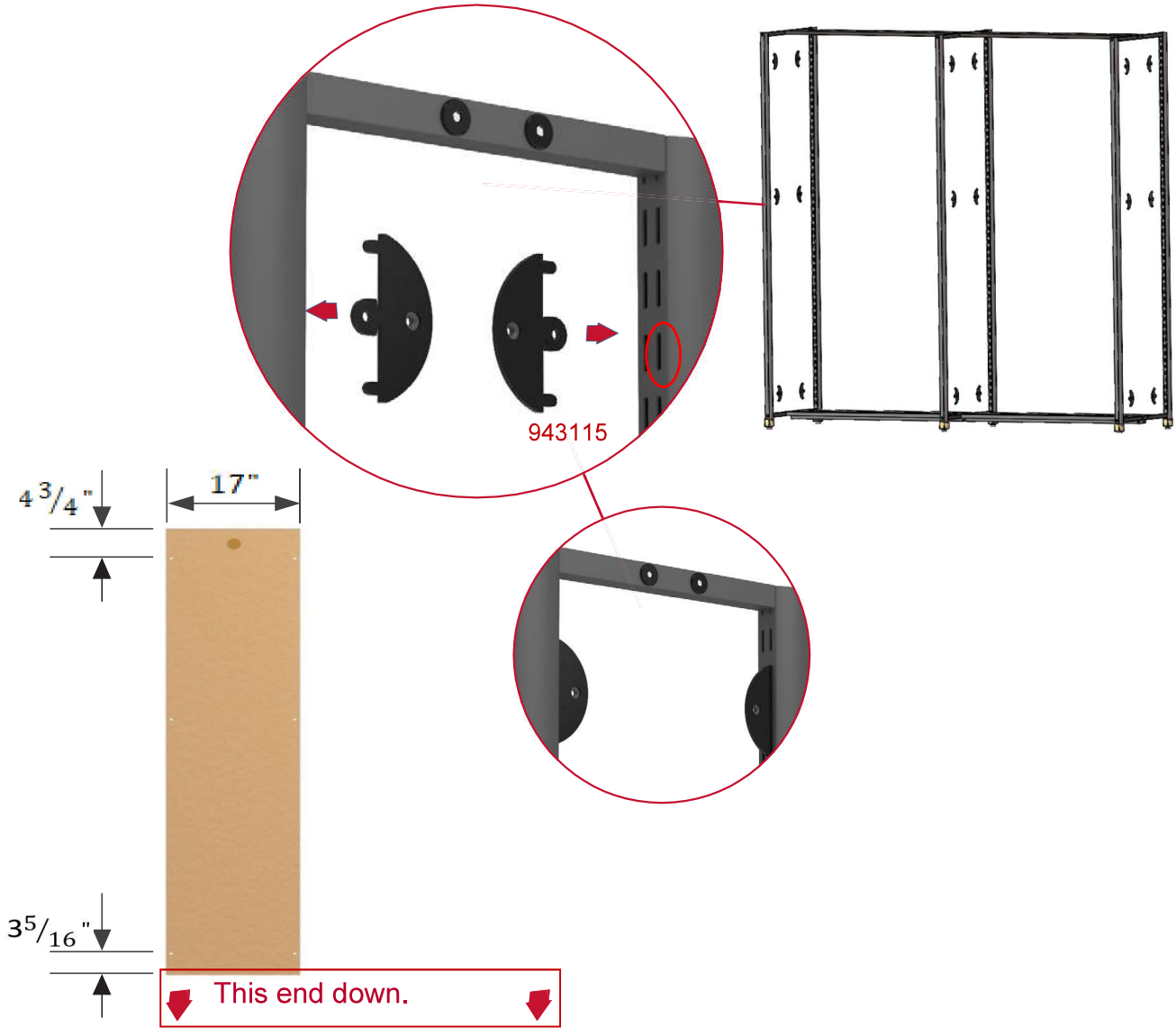
4 **Install Side Panel Brackets (943115):**

- Insert into **innermost slots of the each frame set.**
- To ensure proper Side Panel Bracket Spacing, hold Side Panel in location and place Side Panel Brackets so that holes are aligned.
- Orient the Side Panels so that the hole that is 3 5/16” from the edge is on the bottom.



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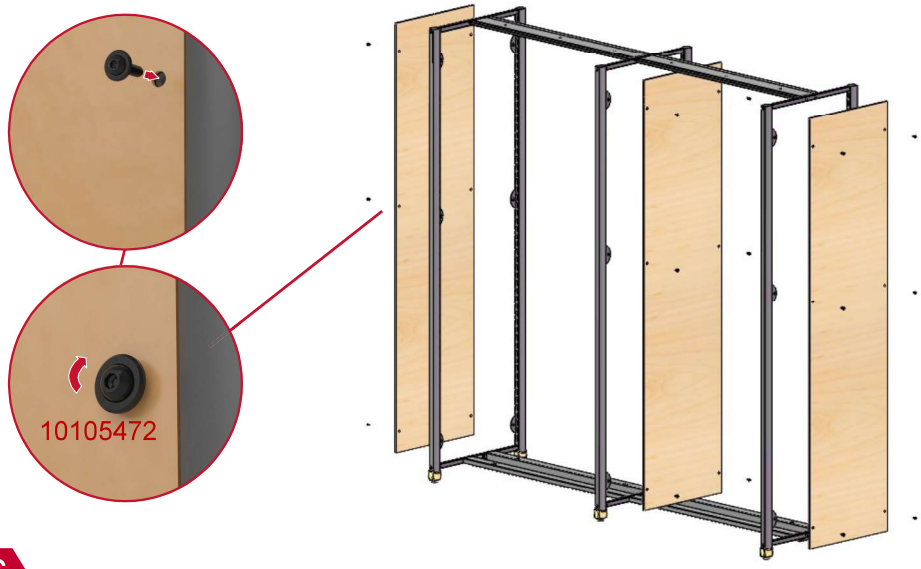
5

Install Side Panels:

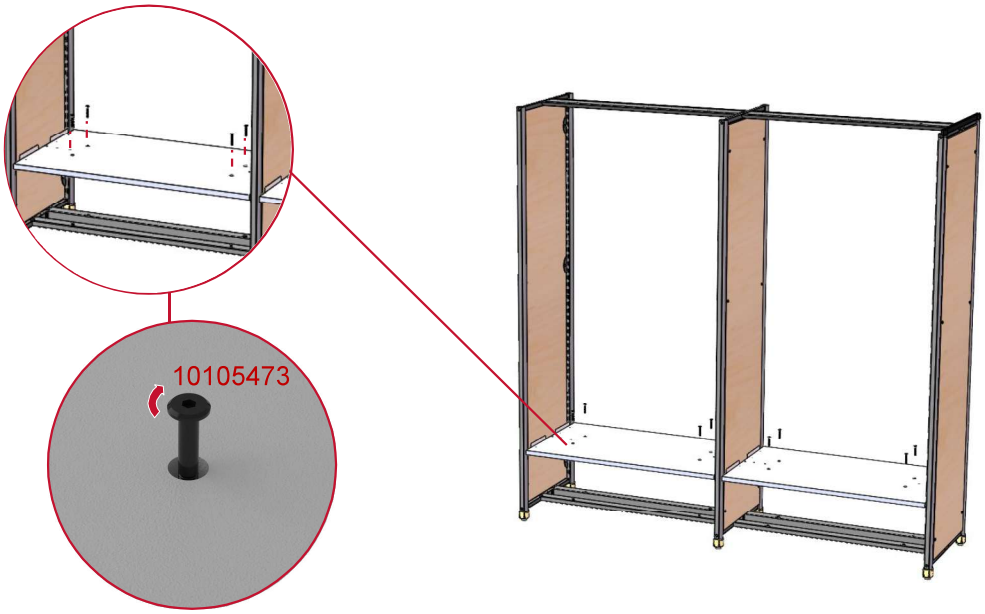
- Orient the Side Panels so that the hole that is 3 5/16” from the edge is on the bottom.
- Align and attach to Side Panel Brackets using Button Socket Flange Screws (10105472).
- If using Acrylic Side Panels, Outside Panel Bracket (94311502) will fit between Screws and Panel.



6

Install Bottom Shelves:

- Set Bottom Shelves on Bottom Support Brackets. Align predrilled holes with threaded inserts.
- Attach with Allen Head Joint Connector Bolts (10105473).



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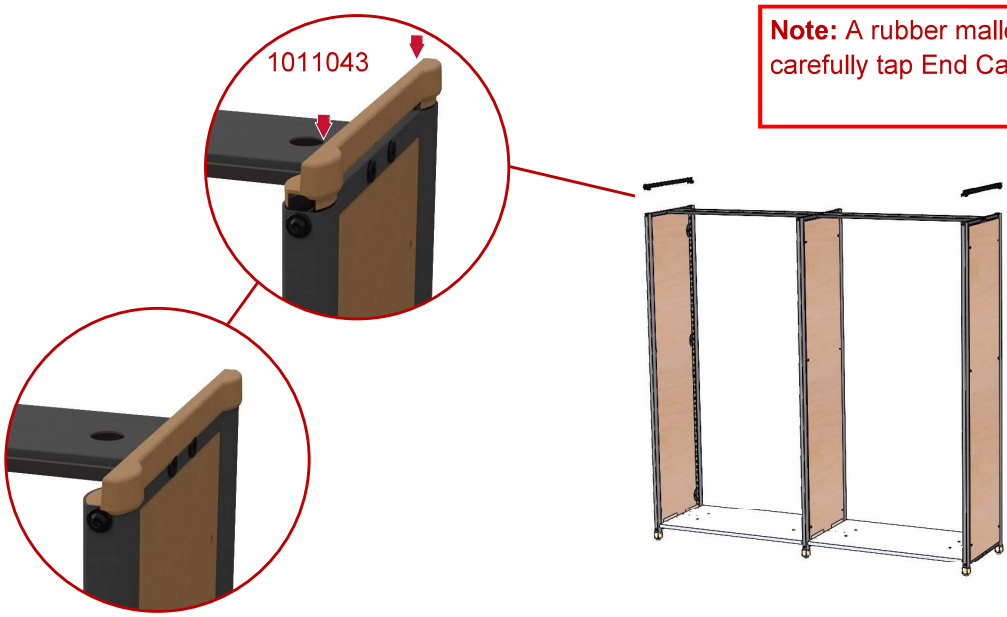
7 Install End Caps

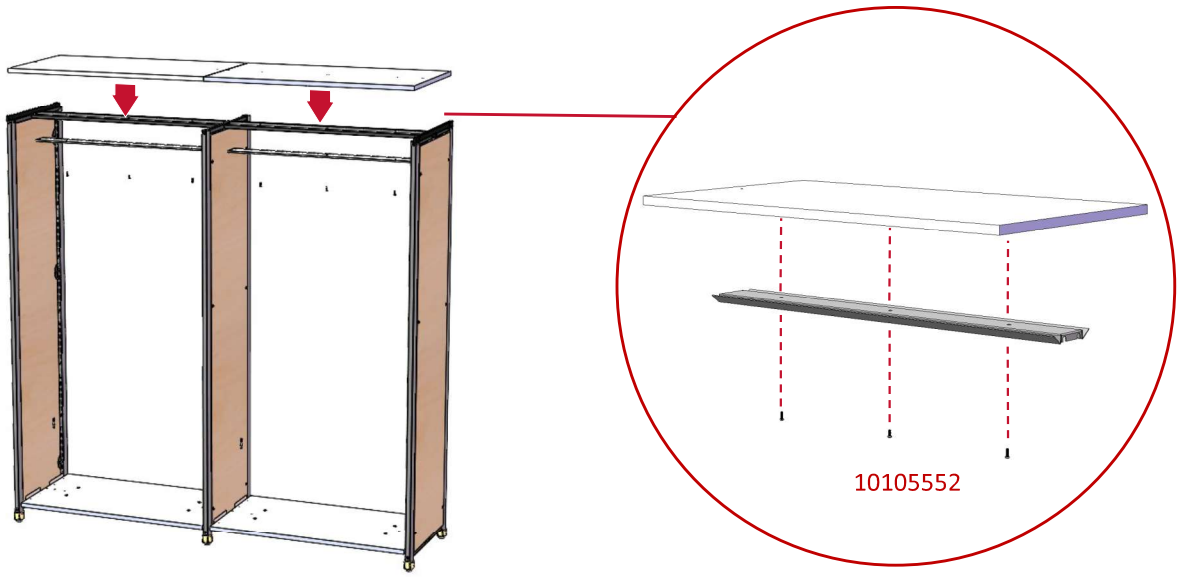
- Press End Caps (1011043) into upright frame tubes.
- End Caps will be held in place by Top Shelf installed in the next step.
- **If you have Adders, End Caps are only placed on the <u>two outside Frames.</u>**



Note: A rubber mallet may be used to carefully tap End Caps in place.

8 Install Top Shelf:

- Place Top Shelf on Top Support Bracket.
- Align holes in Top Support Bracket with threaded inserts in Top Shelves.
- Attach using black Machine Screws (10105552).



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9

Install Top Support Channels (943131):

- Top Support Channels can only be installed AFTER shelf is attached to Top Support Bracket on frame
- Each Top Shelf will require [2] Top Support Channels.
- Align holes in Top Support Channel with predrilled holes in Top Shelf.
- Attach with Phillips Flat Head Wood Screws (10105894).

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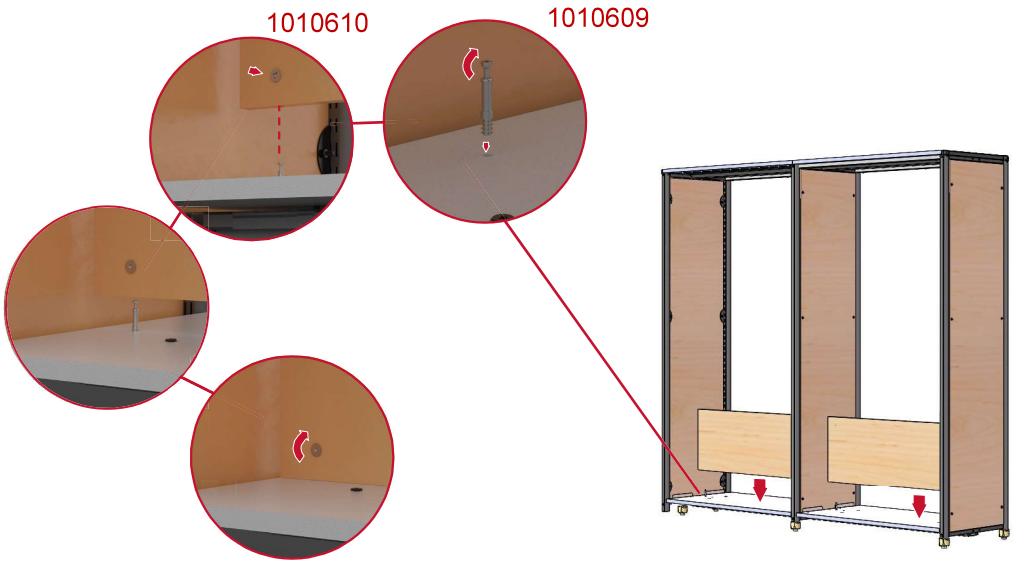
10

Install Shelf Divider:

- Screw Minifix Studs (10105473) for Shelf Divider into predrilled holes on bottom shelves.
- Make sure arrow on Minifix Cams (1010610) face the Stud.
- Slip Dividers over Minifix Studs and lock Cams in place by turning Cams clockwise with Phillips screwdriver.

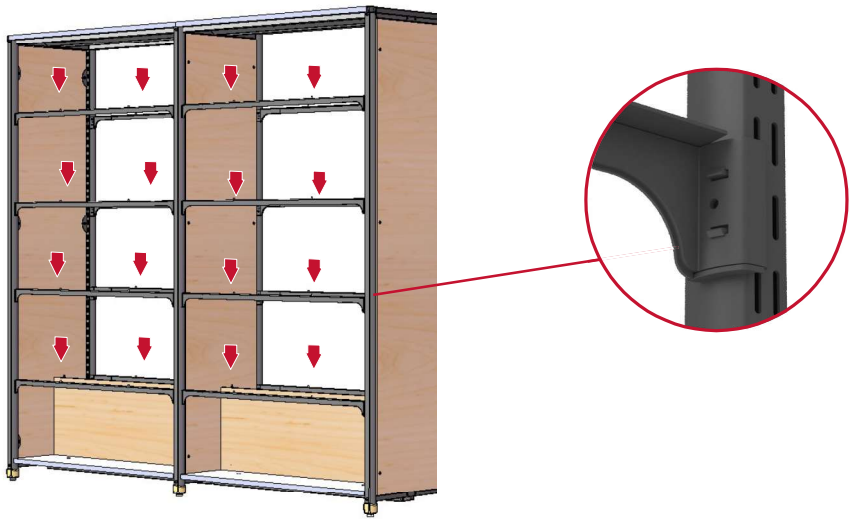


11

Install Shelf Brackets (943117):

- Slide Shelf Brackets into place at desired height.
- Flanges on Shelf Brackets will wedge into slots on Frames.
- Place lowest Shelf Bracket so that it aligns with top of Shelf Divider.

Note: A rubber mallet may be used to carefully tap Shelf Brackets into place.



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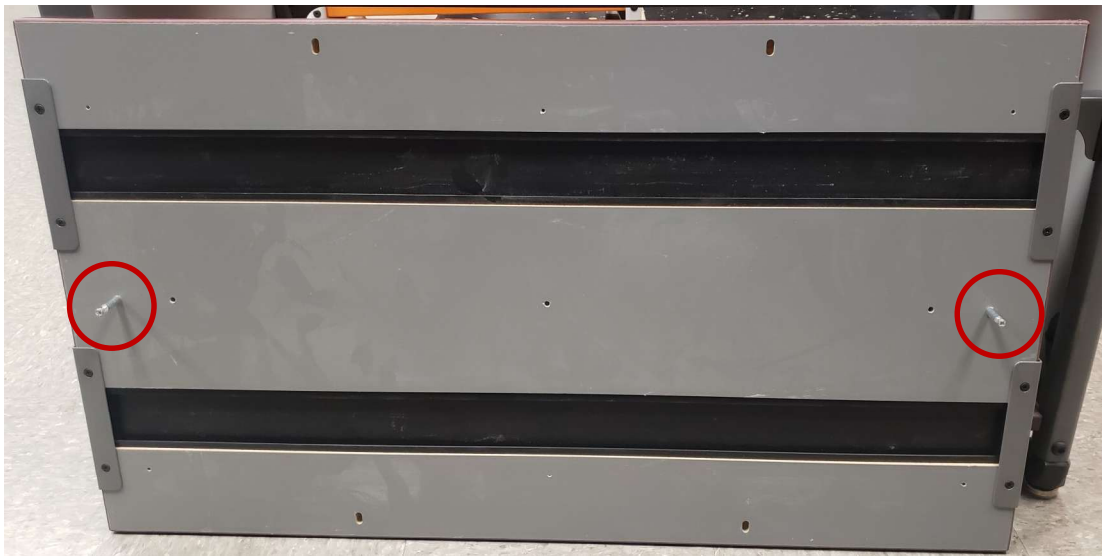
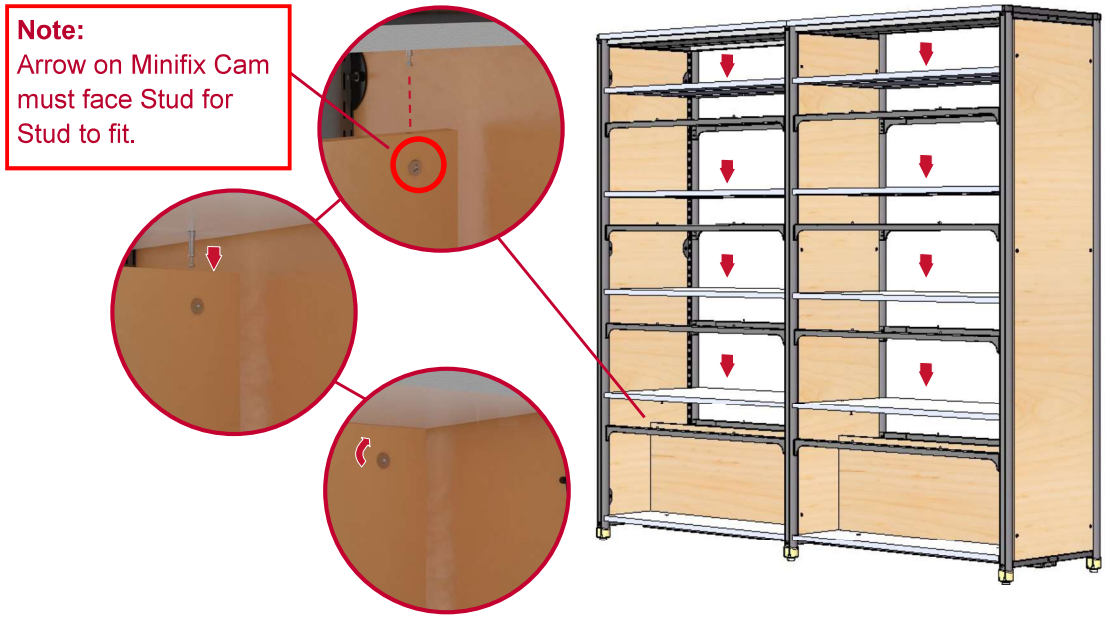
12 Attach Stud to second shelf from floor:

- Choose one remaining Middle Shelf and screw [2] Minifix Studs (10105473) into center outside predrilled holes.
- This Shelf will attach to the Shelf Divider in the next step.



13 Install Center Shelves:

- Place Shelves on top of Shelf Brackets. Guide pegs will slip into predrilled holes.
- To attach shelf from previous step to Shelf Divider, slip Minifix Stud into Shelf Divider and turn Cam clockwise with Phillips screwdriver.



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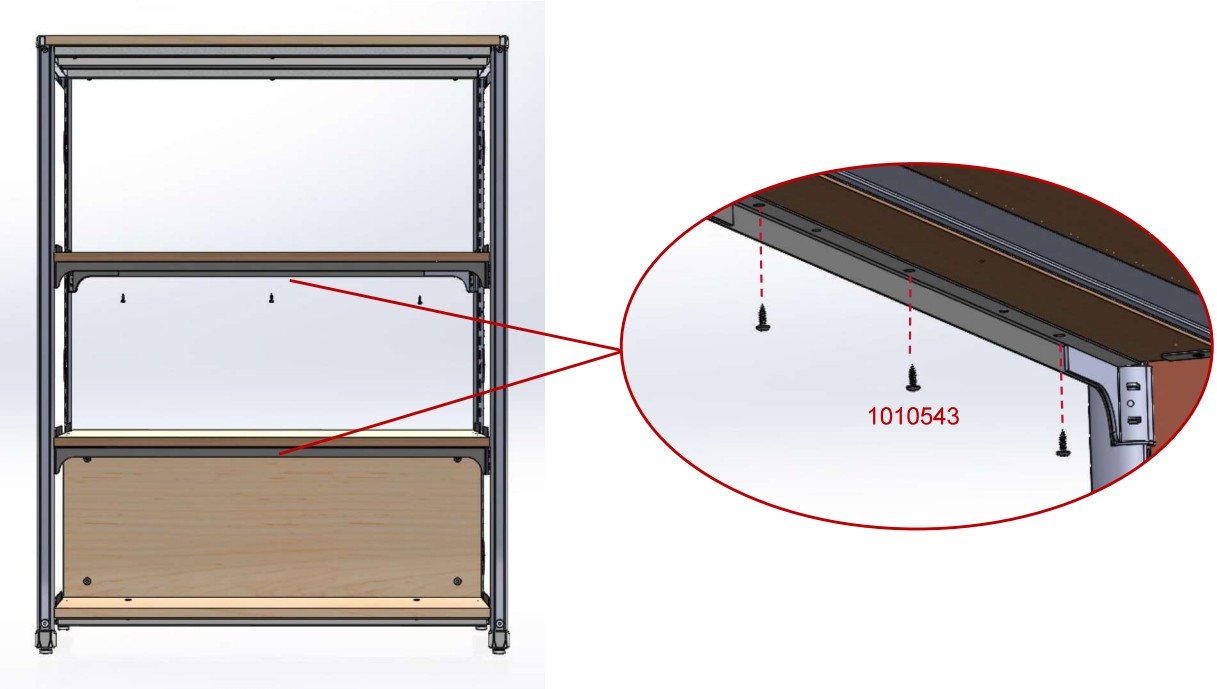
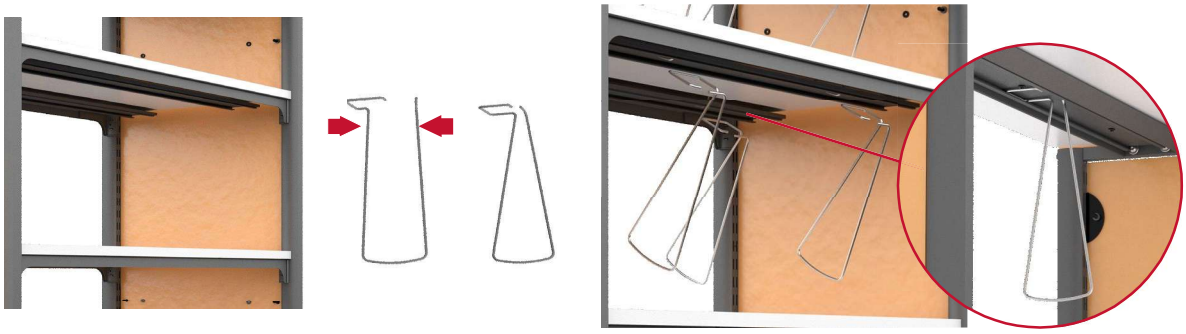
14 Attach Center Shelves to Shelf Brackets:

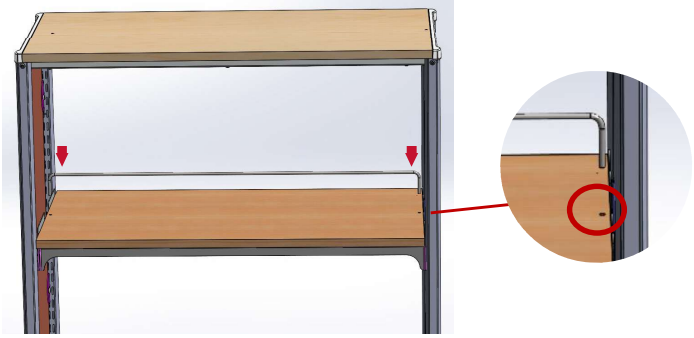
- Ensure Center Shelves are at desired height and securely placed on Shelf Brackets.
- Using an electric drill with Phillips bit, attach to Shelf Bracket with self tapping #10-5/8" Wood Screws (1010543).



15 Install Picture Book Support (9431113) and Center Book-Stop (943114):

- Install Picture Book Supports in Picture Book Track.
- Slip Center Book-Stops in predrilled holes in Center Shelves.





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Finishing Up:

- Install Paragon Push-On Logo (943700) by pressing tabs into holes on top crossbar of outer frames.
- Look over your IC Shelving to ensure all is correct.

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