PARAGON FURNITURE

Information Commons®
IC Single Shelving
Assembly Instructions

These Installation instructions are for IC Single 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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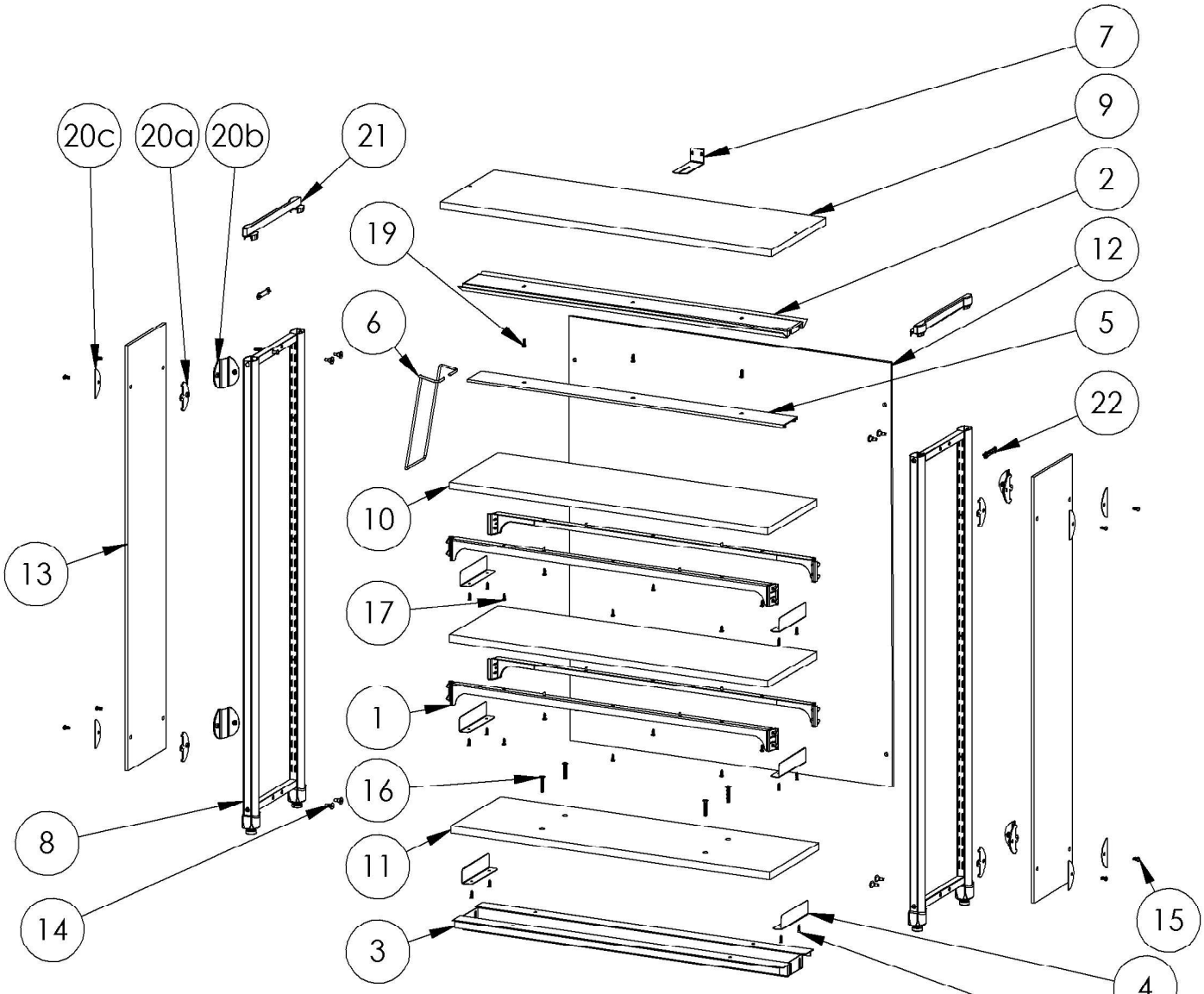
IC Single Shelving

IC-Single Shelving Exploded View



Numbered part descriptions shown in following pages.

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IC Single Shelving
Component List

IC SINGLE SHELVING COMPONENT LIST										
ITEM #	PART #	DESCRIPTION	UNIT							
			36" STARTER	36" ADDER	48" STARTER	48" ADDER	60" STARTER	60" ADDER	72" STARTER	72" ADDER
1	943117	SHELF BRACKET	2	2	4	4	6	6	8	8
2	943104	TOP SUPPORT BRACKET	1	1	1	1	1	1	1	1
3	943105	BOTTOM SUPPORT BRACKET	1	1	1	1	1	1	1	1
4	943770	IC-SIDE BOOK END	4	4	6	6	8	8	10	10
5	942949	IC PICTURE BOOK TRACK	1	1	1	1	1	1	1	1
6	943113	PICTURE BOOK SUPPORT	4	4	6	6	8	8	10	10
7	2281000	WALL MOUNT BRACKET	1	1	1	1	1	1	1	1
8		SINGLE FRAME	2	1	2	1	2	1	2	1
9		SINGLE TOP SHELF	1	1	1	1	1	1	1	1
10		SINGLE CENTER SHELF	1	1	2	2	3	3	4	4
11		SINGLE BOTTOM SHELF	1	1	1	1	1	1	1	1
12		SINGLE BACK PANEL **(If Purchased)**	1	1	1	1	1	1	1	1
13		SINGLE SIDE PANEL **(If Purchased)**	2	1	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	8	8
15a	10105472	1/4-20 X 1/2 BUTTON SOC FLG SCREW **(Per Side/Back Panel)**	4	4	6	6	8	8	8	8
15b	10105474	SOC SET SCREW CUP/PT 1/4-20X1	4	4	6	6	8	8	8	8
16	10105473	1/4-20 X 40MM JOINT CONNECTOR BOLT BLACK OXIDE	4	4	4	4	4	4	4	4
17	10105552	10-32 X 5/8" PHILLIPS MACH SCREW BLACK ZINC	3	3	3	3	3	3	3	3
18	1010589	#8-3/4" BLACK PHILLIPS FLAT HEAD COUNTERSUNK SCREW	16	16	16	16	20	20	20	20
19	1010543	#10 - 5/8" PHILLIPS WOOD SCREW BLACK	12	12	12	12	24	24	24	24
20a	943115	SIDE PANEL BRACKET **(Per Side Panel)**	4	4	6	6	8	8	8	8
20b	943116	SIDE & BACK PANEL BRACKET (If Back Panel Purchased)	4	4	6	6	8	8	8	8
20c	94311502	OUTSIDE PANEL BRACKET **(Per Acrylic Side/Back Panel only)**	4	4	6	6	8	8	8	8
21	1011042	SINGLE END CAP	2	0	2	0	2	0	2	0
22	943700	PUSH-ON PARAGON LOGO	2	0	2	0	2	0	2	0

Numbered part descriptions shown in following pages.

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Line Component List

1 SHELF BRACKET

943117

Connects upright frames and shelves.

2 TOP SUPPORT BRACKET

943104

Connects top of frames.

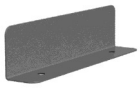
3 BOTTOM SUPPORT BRACKET

943105

Connects bottom of frames.

4 IC-SIDE BOOK END

943770



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

5 PICTURE BOOK TRACK

942949

For Picture Book Support on top shelf.

6 PICTURE BOOK SUPPORT

943113

Clips into Picture Book Track under shelves.

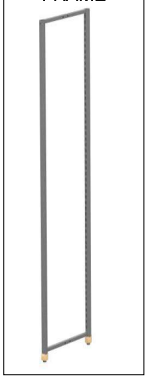
7 WALL MOUNT BRACKET

228100

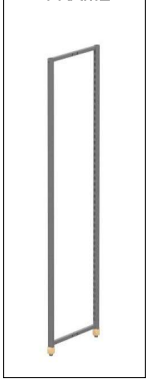
Attaches Single Sided Shelving IC Shelving to Wall.

8

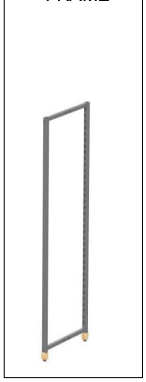
72" SINGLE FRAME



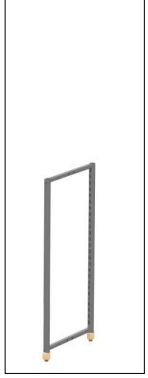
60" SINGLE FRAME



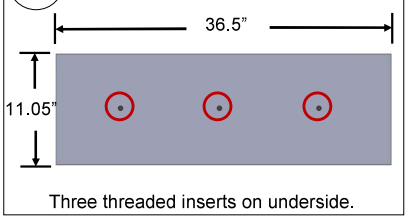
48" SINGLE FRAME



36" SINGLE FRAME

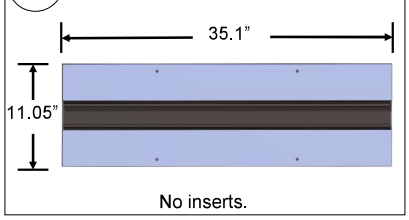


9 SINGLE TOP SHELF



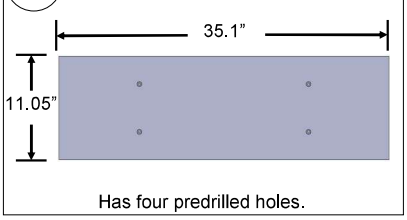
Three threaded inserts on underside.

10 SINGLE CENTER SHELF



No inserts.

11 SINGLE BOTTOM SHELF



Has four predrilled holes.

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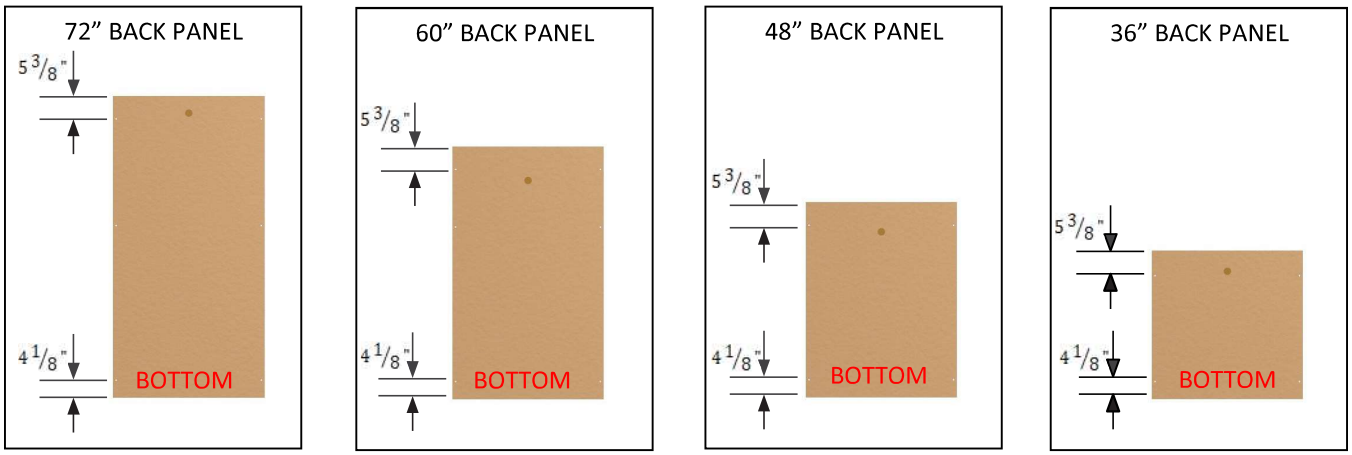
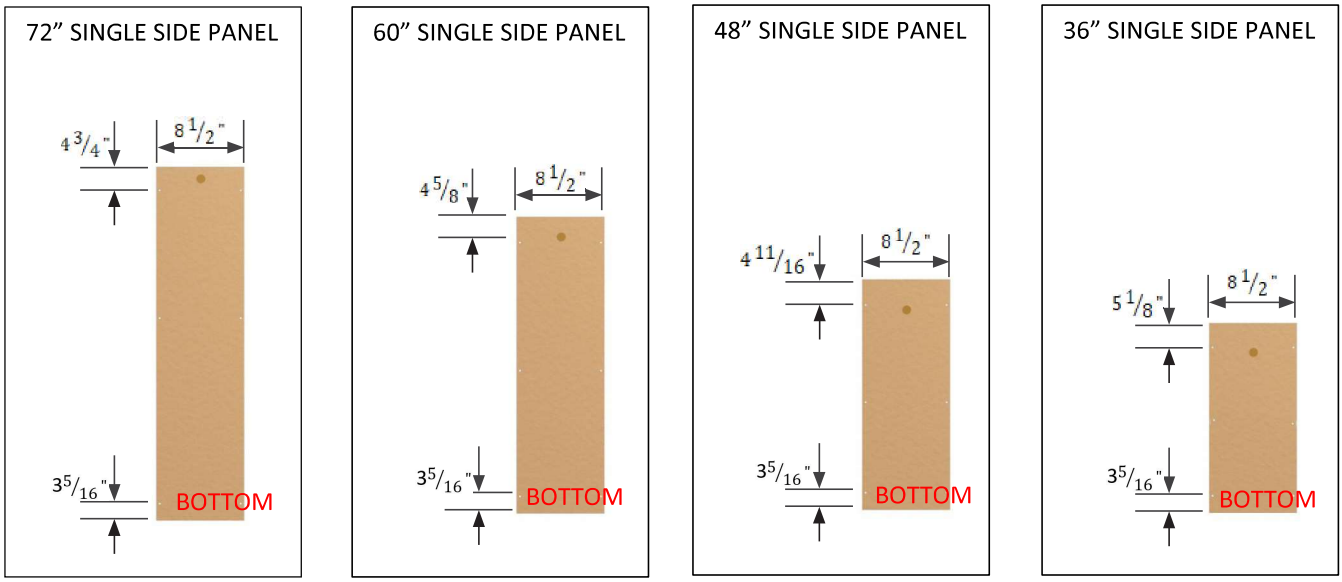
Component List

12



13



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Component List

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

15a

10105472

Side and back panels only.

SOC SET SCREW CUP/PT 1/4-20X1

15b

10105474

Only required when back and side panels are used. For inside Side 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.

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

18

1010589

Attaches IC-Side Book Ends to shelfs.

#10-5/8" PHILLIPS WOOD SCREW BLACK

19

1010543

Attaches IC shelves to Shelf Brackets and IC Wall Mount Bracket.

SIDE PANEL BRACKET

20a

943115

Attaches side panel to frame.

SIDE & BACK PANEL BRACKET

20b

943116

Only used to attach side **and** back panels.

OUTSIDE PANEL BRACKET

20c

94311502

Only used with acrylic side and/or back panels.

SINGLE END CAP

21

1011042

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

PUSH-ON PARAGON LOGO

22

943700

Attach to outside frames.

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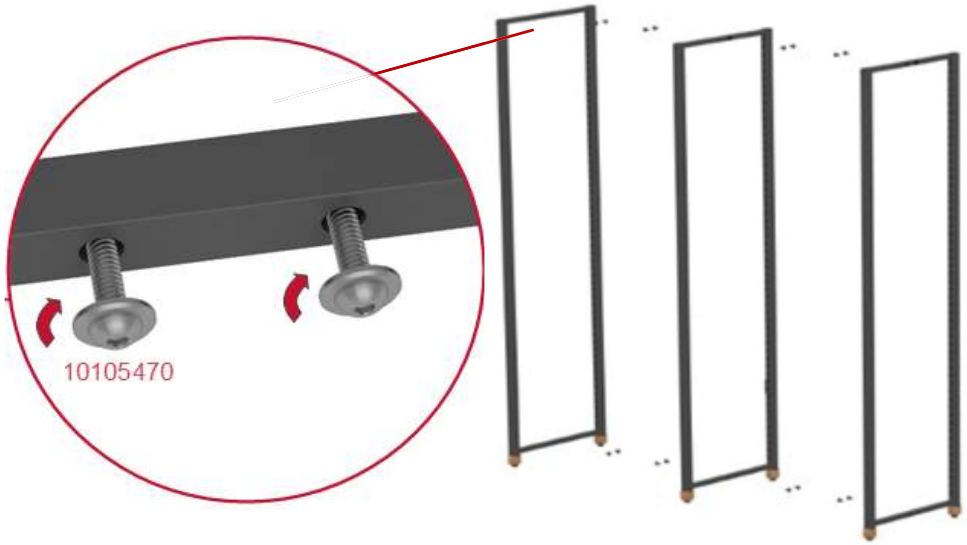
1

Prepare Frames:

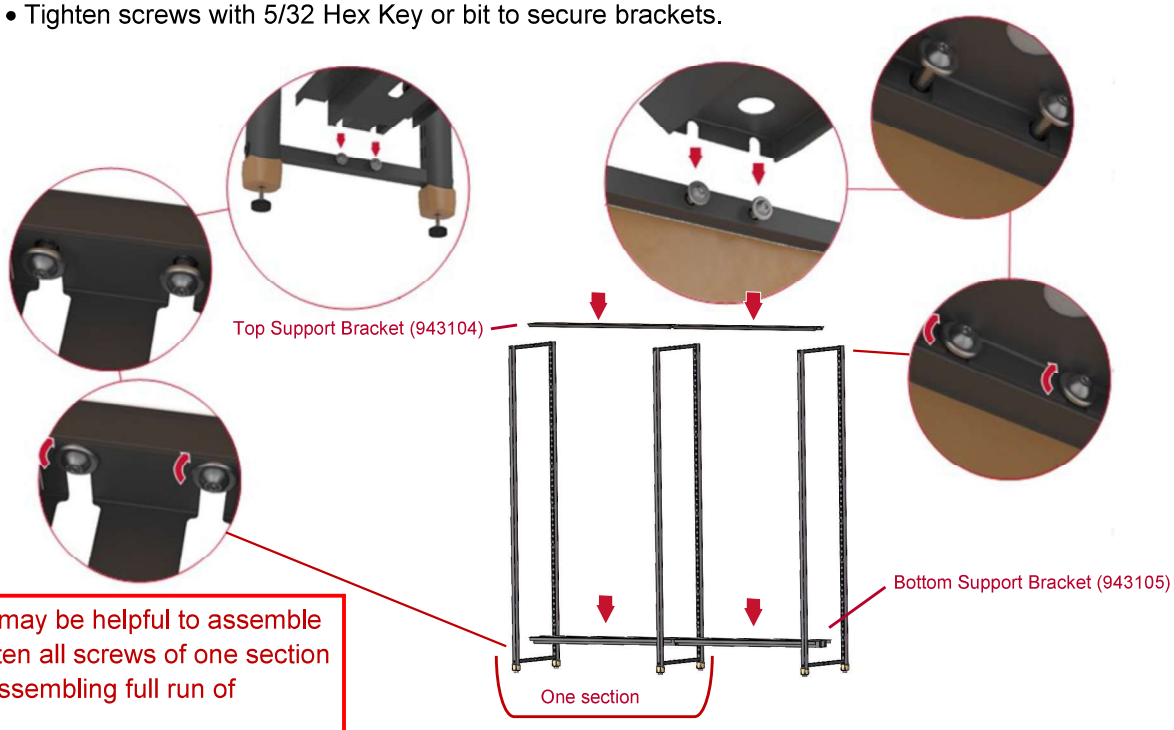
- Loosely screw in [2] silver Button Socket Flange Screws (10105470) to the inside of each top and bottom crossbar.



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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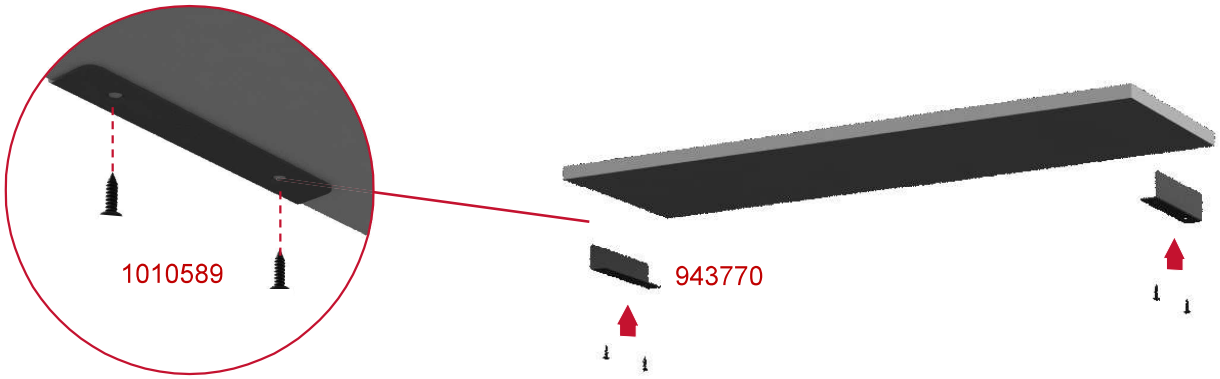
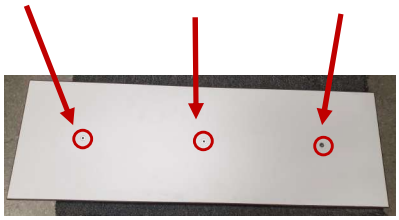
3

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 later installation.



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



IC Single Sided Top Shelf view from bottom.

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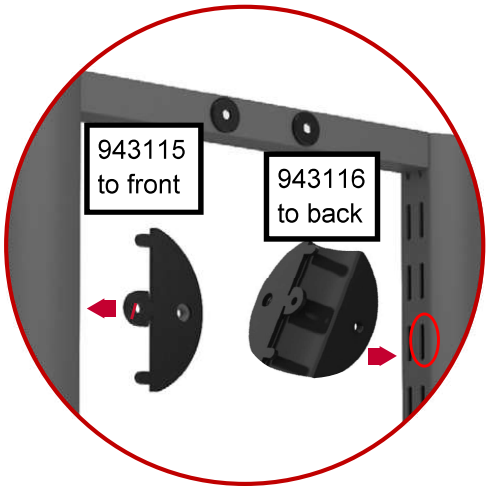
4 **Install Side Panel Brackets (943115):**

- 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.

For shelving with Back Panels ONLY.

- Side Panel Brackets to the back will be replaced with **Back Panel Brackets (943116)**
- The Back Panel Brackets will join the Back Panels and Side Panels to the Frame in Step 5.



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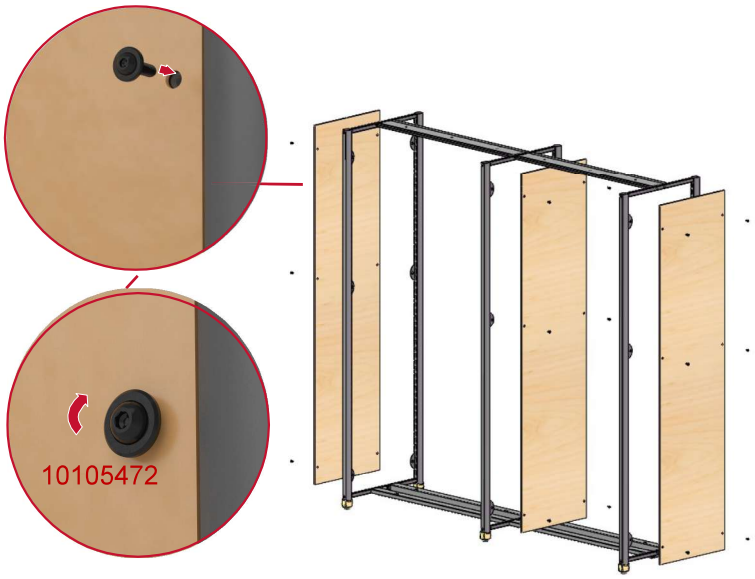
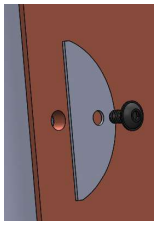
5

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.



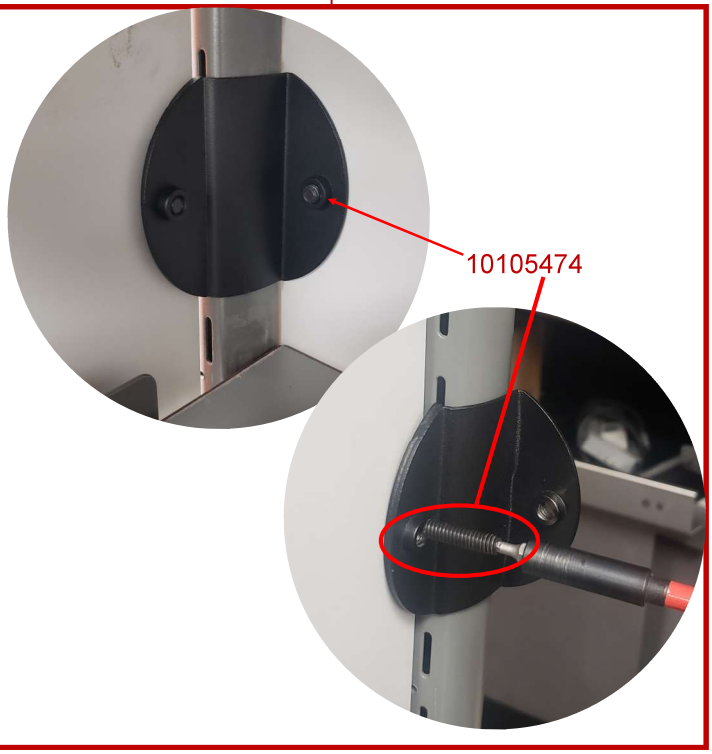
94311502 on Acrylic Panels only.



For shelving with Back Panels ONLY.

Install Side Panels:

- Orient the Back Panels so that the hole that is 4 1/8" from the edge is on the bottom.
- Attach to Side Panel Brackets using black 1/2" Button Socket Flange Screws (10105472).
- Attach Side Panel to Back Panel Bracket with Set Screws (10105474) to sandwich Side Panel between Back Panel Brackets.
- Back Panels will be installed in step 12.



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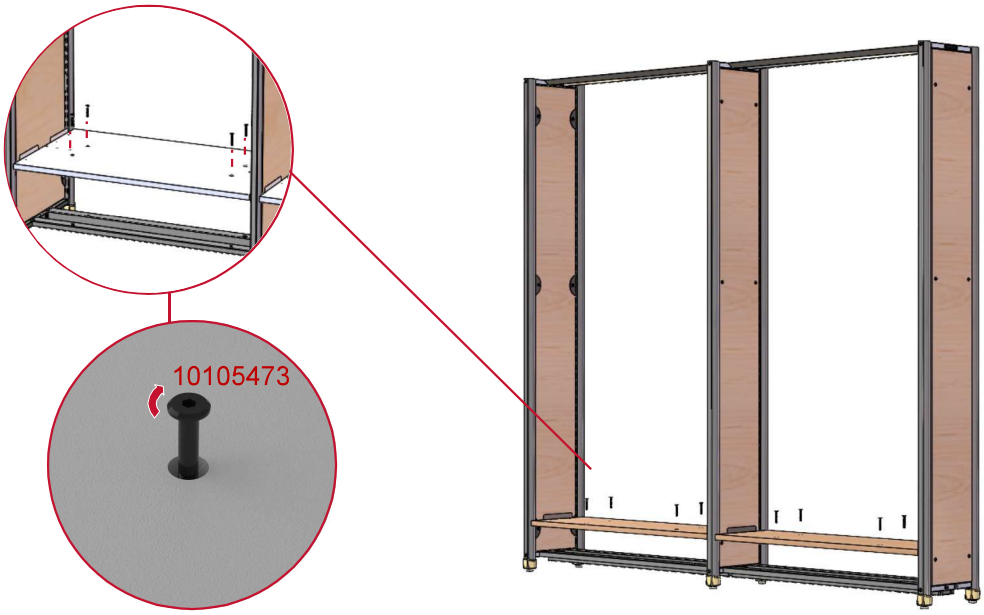
6

Install Bottom Shelf:

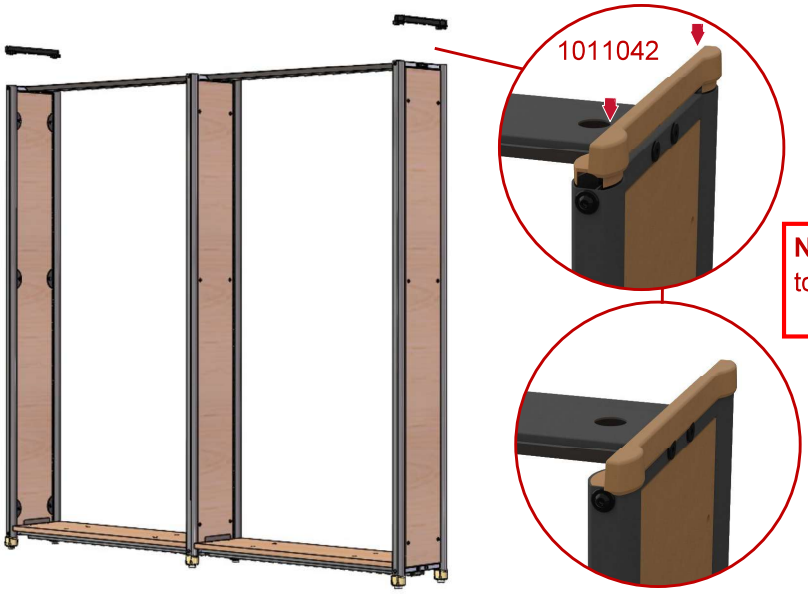
- Set Bottom Shelves on Bottom Support Brackets. Align predrilled holes with threaded inserts.
- Attach with Allen Head Joint Connector Bolts (10105473).



7

Install End Caps:

- Press End Caps (1011042) 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.

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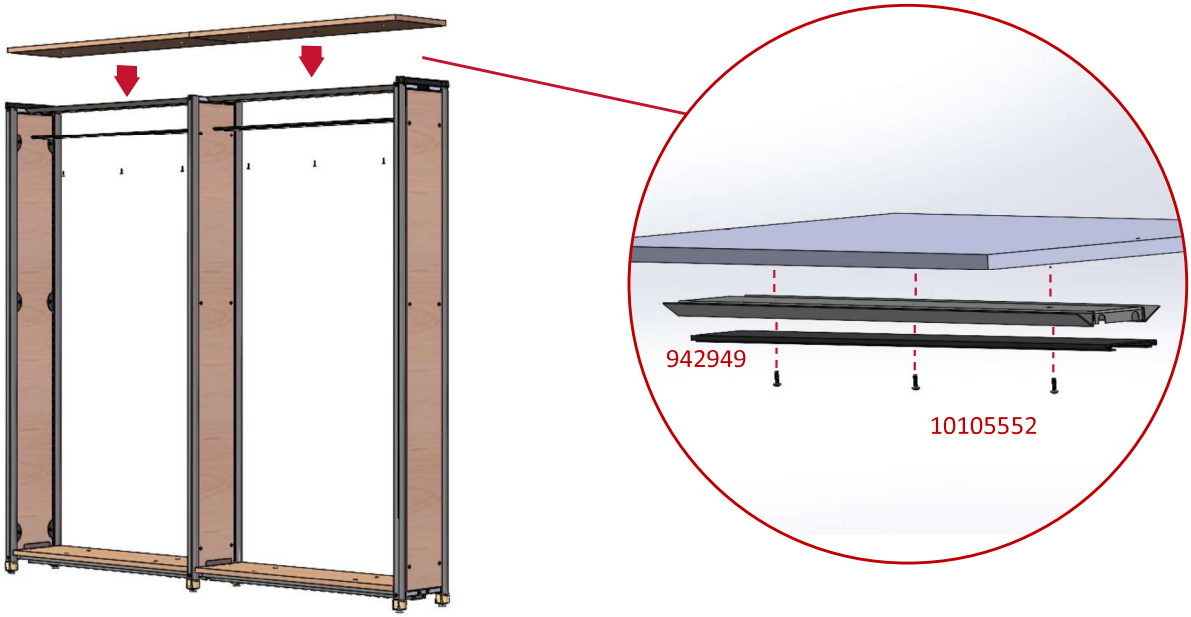
8

Install Top Shelf and Picture Book Track (942949):

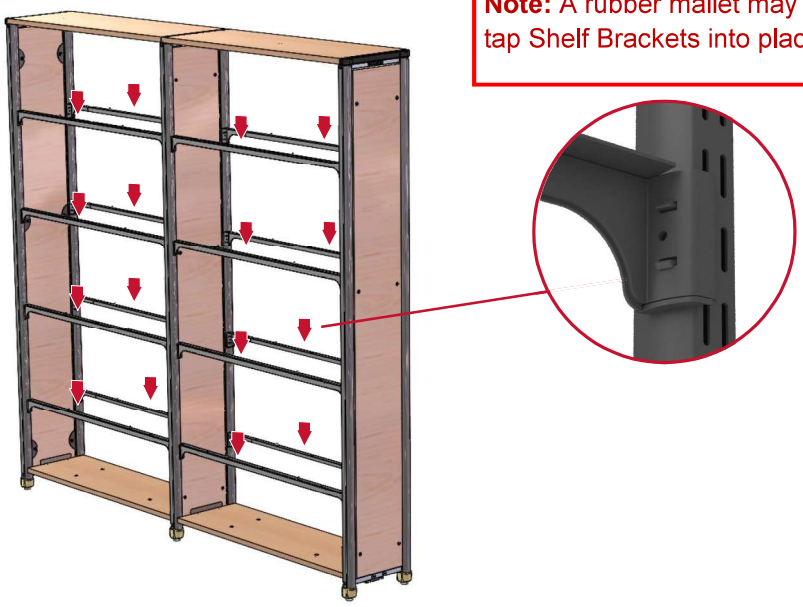
- Place Top Shelf on Top Support Bracket.
- With Picture Book Track under Top Support Bracket, align all holes with threaded inserts in Top Shelves.
- Attach using black Machine Screws (10105552).



9

Install Shelf Brackets (943117):

- Slide Shelf Brackets into place at desired height.
- Flanges on Shelf Brackets will wedge into slots on Frames.



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

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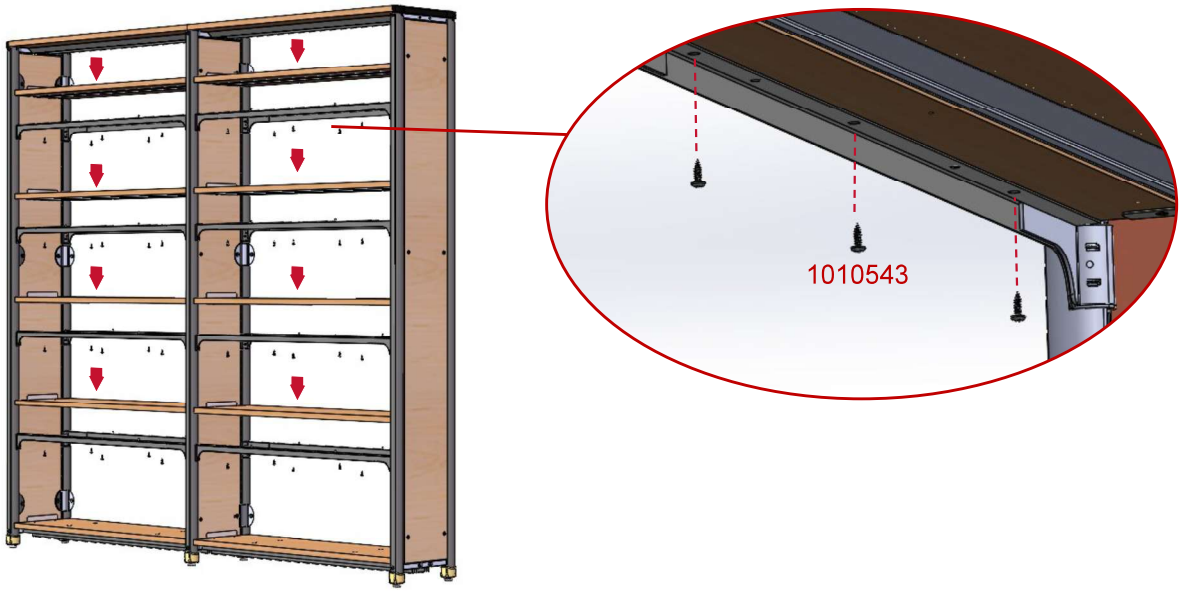
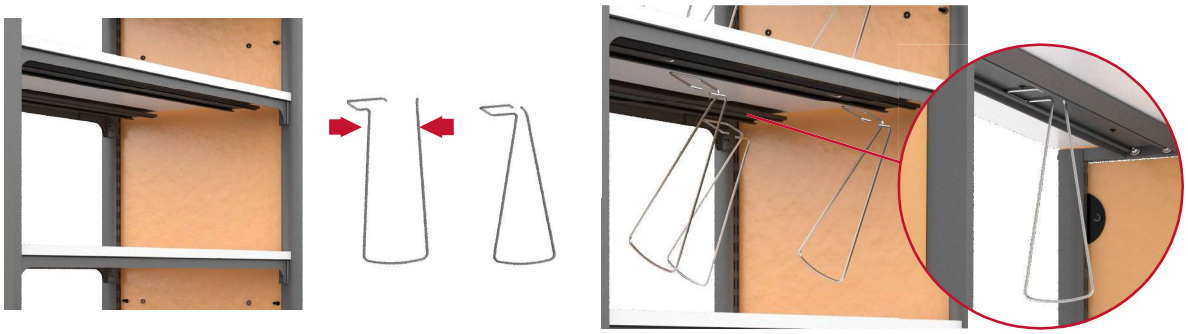
10 Install Center Shelves and attach to Shelf Brackets:

- Place Shelves on top of Shelf Brackets. Guide pegs will slip into predrilled holes.
- 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



11 Install Picture Book Supports (9431113):

- Install Picture Book Supports into preinstalled and previously installed Picture Book Tracks.
- Picture Book Supports will snap into Picture Book Tracks.



<u>IC Single Shelving will have one Picture Book Track per shelf.</u>
Image shown is IC Double with two Picture Book Tracks per shelf.

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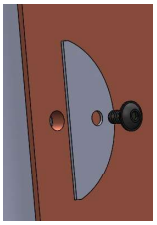
12

Install Back Panel and Paragon Push-On Logo (943700):

- Align predrilled holes in panel with Back Panel Brackets.
- Attach with Button Socket Flange Screws (10105472).

94311502
on Acrylic
Panels only.



13

Install paragon Push-On Logo (943700):

- Install Paragon Push-On Logo by pressing tabs into holes on top crossbar of outer frames.

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Install Wall Mount Bracket (228100) and Inspect:

- Place IC Shelving in final location.
- Place Wall Mount Bracket anywhere on Top Shelf so that it can be attached to the wall.
- Attach Wall Mount Bracket to Top Shelf with [2] #10-5/8" Phillips Head Wood Screws (1010543).
- Attach Wall Mount Bracket to wall using the correct mounting hardware for your wall. **No wall mounting hardware is supplied.**
- Look over your IC Shelving to ensure desired components are installed correctly.
- Ensure your IC Shelving placement is correct and is well anchored to the wall.

Attach to wall

*No wall mounting hardware is supplied

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