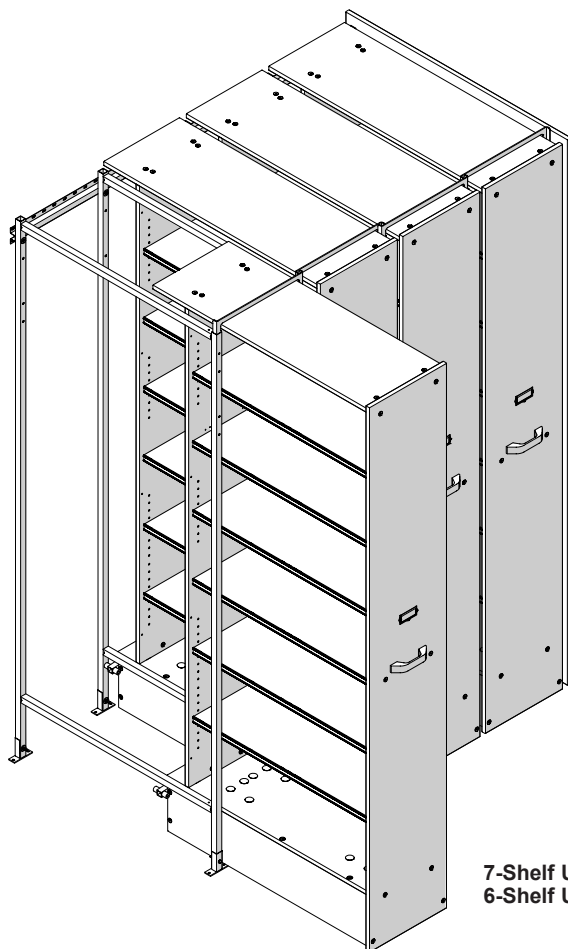




Assembly Instructions

Music Library System



7-Shelf Unit is shown.
6-Shelf Unit assembly is the same except where noted.

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Visit the Music Library System web page at wengercorp.com for more information.

Note: Please read and understand the instructions before starting the assembly or installation.
Note: If you need additional information, contact Wenger Corporation using the information below.

Important User Information

General

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Printed and bound in the United States of America.

The information in this manual is subject to change without notice and does not represent a commitment on the part of Wenger Corporation. Wenger Corporation does not assume any responsibility for any errors that may appear in this manual.

In no event will Wenger Corporation be liable for technical or editorial omissions made herein, nor for direct, indirect, special, incidental, or consequential damages resulting from the use or defect of this manual.

The information in this document is not intended to cover all possible conditions and situations that might occur. The end user must exercise caution and common sense when assembling or installing Wenger Corporation products. If any questions or problems arise, call Wenger Corporation at 1-800-887-7145.

Manufacturer

The Music Library System is manufactured by:

Wenger Corporation
555 Park Drive
Owatonna, MN 55060
(800) 4WENGER (493-6437) • +1 (507) 455-4100
wengercorp.com

Intended Use

- This product is intended for indoor use in normal ambient temperature and humidity conditions — it must not be exposed to outside weather conditions.
- This product is intended to be assembled only as described in these instructions.

Warranty

This product is guaranteed free of defects in materials and workmanship for ten full years from date of shipment. A full warranty statement is available upon request.

Safety Precautions

Throughout this document you may find cautions and warnings which are defined as follows:

- **WARNING:** Failure to follow the instruction could result in serious injury or damage to property.
- **CAUTION:** Failure to follow the instruction could result in minor injury or damage to property.

Read all of these safety instructions before assembling and installing the Music Library System.



CAUTION

Make sure anyone assembling or installing the Music Library System has read and understands these instructions.



CAUTION

Failure to comply with Warnings and Cautions in this document can result in damage to property or serious injury.



CAUTION

To avoid damage and injury, more than one person is needed for assembly.

Required Tools

- Phillips screwdriver or drill bit
- 7/16" Open end wrench
- Hammer
- Power drill with 1/8" drill bit
- 5/32" Hex insert bit
(included in hardware pack)
- Carpenter's level
- Carpenter's square
- Hammer drill and bits
(if anchoring to concrete)
- Two small c-clamps
(if attaching end cover panels)

Before Installation

Installation Requirements

- This system should be installed only by skilled technical persons, and only after carefully studying these instructions.
- These instructions assume that you will install the system next to a side wall (either side).
This is the preferred method.
- Top closures must be used if installing less than four shelf units or if not attaching less than four shelf units to a side wall (peninsula type installation).
- The installation site must be level - no more than 1/4" variation in a 6' distance (in both directions).
- Music Library Systems should be installed on concrete or epoxy coated concrete flooring.
Not recommended for installation on padded carpeting or vinyl flooring.
Floor point load for a 7-shelf unit is at rated load is 800 psi (5516 kpa) per caster.
Floor point load for a 6-shelf unit is at rated load is 700 psi (4826 kpa) per caster.
- The framework must be properly anchored to a rear wall and to the floor (according to the instructions in these instructions).
- For smooth operation, the framework must be assembled square with the rear wall and must be plumb. Recheck carefully before securing the unit to the rear wall and floor.

Before You Begin

- Read the complete assembly procedure before beginning the assembly.
- The individual shelf units must be assembled and the feet attached to the guide frames before they can be installed in the system.
If space is limited, it may be more convenient to assemble the guide framework and secure it to the wall and floor — then assemble and install shelf units one at a time.
- Open one shipping carton at a time. Remove all items from the carton, and lay them out approximately in their final position.

Music Library System Variations

The Music Library System is available in two heights and two widths.

The 6-Shelf Unit is shorter than a 7-Shelf Unit.

Each bank must be built from units that are of the same height.

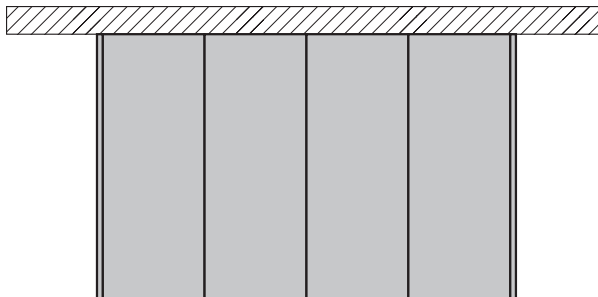
Standard width units are 16" (406 mm) wide and oversized width units are 19" (483 mm) wide.

Each bank of shelf units can be built with different width units but the widths must be grouped together and not alternated.

<p><i>These Assembly Instructions detail a 7-Shelf Unit assembly.</i> <i>The assembly of a 6-Shelf Unit is the same except where noted.</i></p>

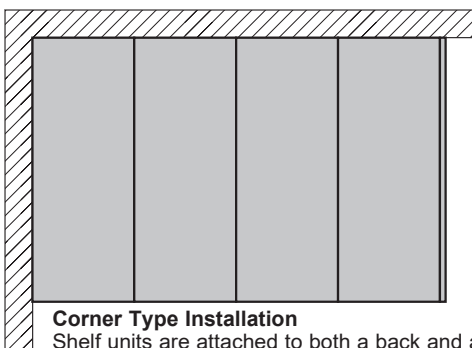
Installation Types

There are four types of Music Library System Installations:



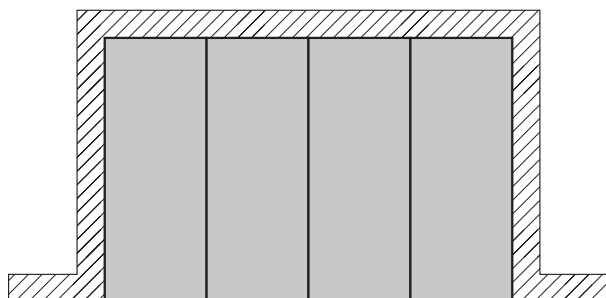
Peninsula Type Installation

Shelf units are attached to back wall only.
Top closures must be used if installing less than four shelf units
or if not attaching less than four shelf units to a side wall.



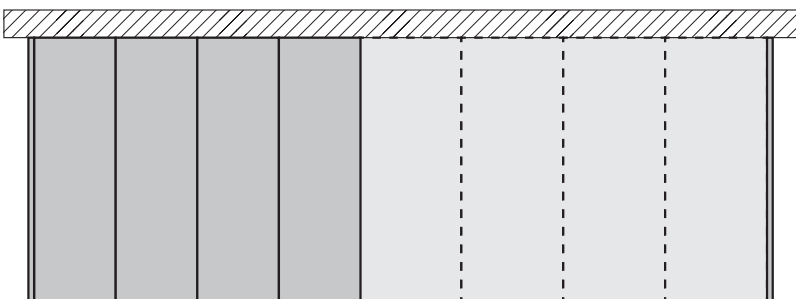
Corner Type Installation

Shelf units are attached to both a back and a side wall.



Pocket Type Installation

Shelf units are attached to a back wall and both side walls.

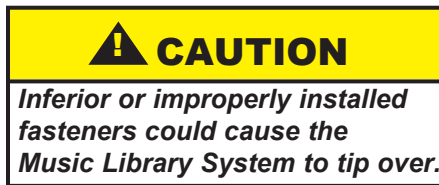


Extension Type Installation

Additional shelf units installed next to an existing installation.
Top closures must be used if installing less than four shelf units or if not
attaching less than four shelf units to a side wall.

Fasteners - Not Supplied

Because materials and construction of floors and walls can vary, fasteners for attaching the Music Library System to the structure are not provided. The installer must choose the appropriate fastener and follow the manufacturer's instructions.



Determine the construction of the walls and floor.

Wall Mounting Rail Fastener Guidelines:

For wood stud or metal stud walls covered with gypsum, use #10 or larger screws that will provide a minimum of 2" of penetration into the stud. Self-drilling hex head screws are acceptable and eliminate the need to drill a pilot hole. Each stud will require two screws. Consult Wenger if the stud spacing is greater than 24".

For masonry walls or block walls, concrete screws or expanding drive nail fasteners can be used. Toggle bolts should be used when anchoring into hollow wall sections. Power driven fasteners should not be used. Fasteners should be a minimum of 1/4" diameter and 2" long. Fasteners should be applied every 16" on center and within 4" of each end.

Guide Frame Floor Fastener Guidelines:

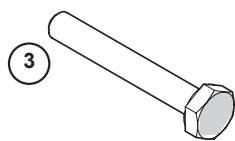
For floors with wood construction, attachment should be made with sheet metal screws or lag screws that are 3/8" diameter and a minimum of 1-1/2" long. You will need to drill a pilot hole. Each guide frame will require four fasteners.

For concrete floors (non-seismic installations), attachment should be made with concrete screws, expanding drive nails or wedge type anchors. Fasteners should be a minimum of 3/8" diameter and 1-1/2" long. Each guide frame will require four fasteners.

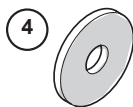
For concrete floors (seismic installations), follow all details as shown on drawing 173A040.

Note: Each wall and floor connection must be rated for a minimum of 500 lb of tension. Other fasteners may be used if the connection strength requirement is met.

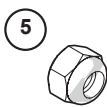
Hardware Parts List



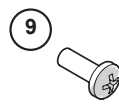
1/4-20 x 1-3/4" Capscrew



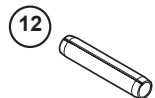
7/8" Flat Washer



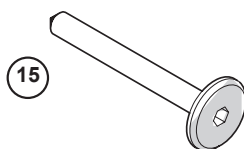
1/4-20 Lock Nut



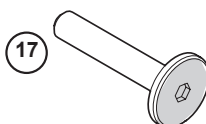
#8-18 x 1/2"
Self Tapping Screw



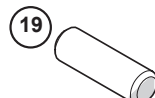
Spring Pin



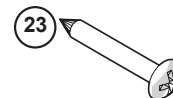
7 x 50 mm
Particle Board Screw



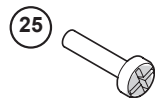
1/4-20 x 1.38"
Machine Screw



Wood Dowel



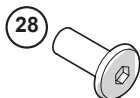
#8-15 x 1-1/4"
Sheet Metal Screw



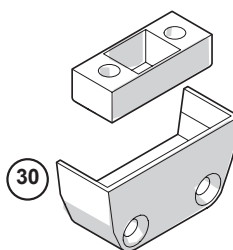
#10-24 x 3/4"
Machine Screw



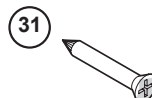
#6-18 x 1/2"
Pan Head Screw



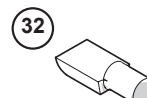
#10-24
Cap Nut



Surface Mount
Connector



#6 x 1"
Flat Head Screw

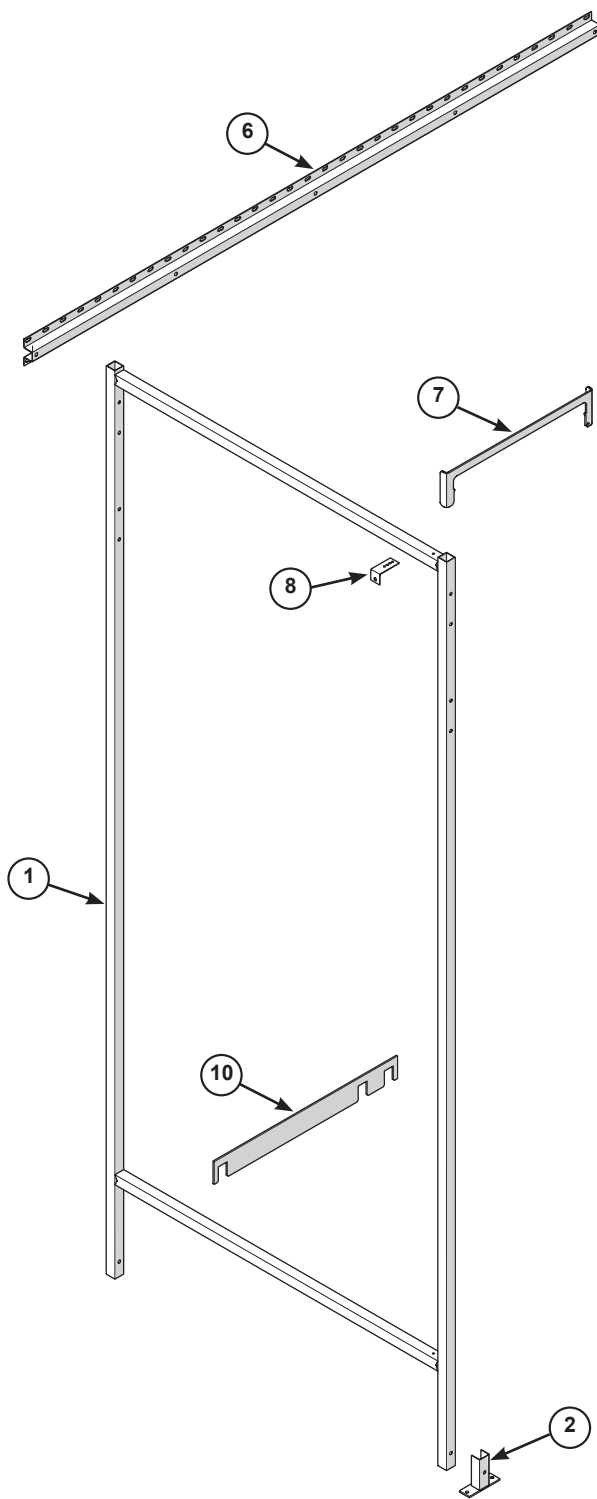


Shelf Pin

**Fasteners applied to the front panel may be colored to match the edge banding of the system.*

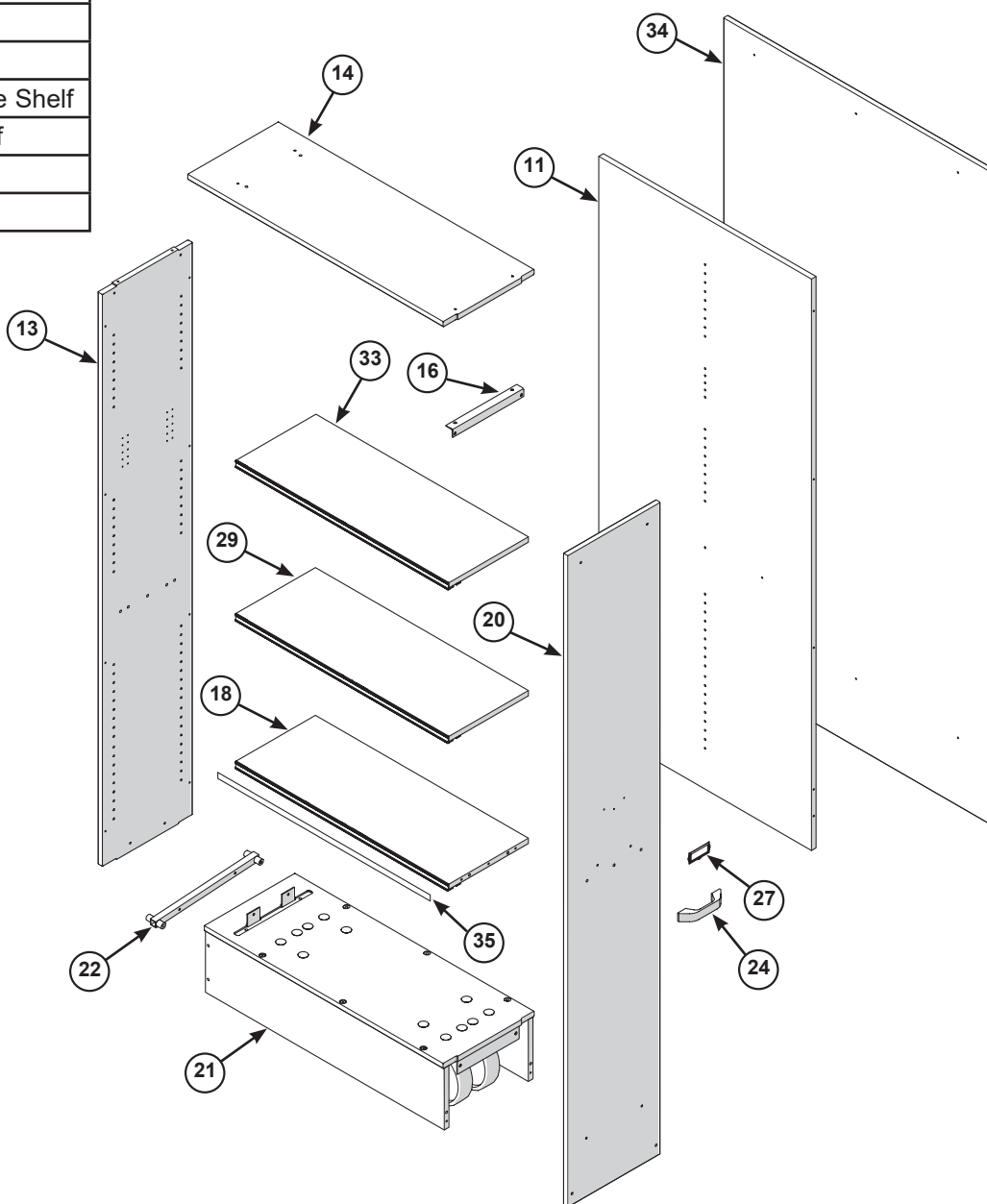
Guide Frame Components

Item	Description
1	Guide Frame
2	Guide Frame Foot
6	Wall Channel
7	Tie Bar
8	Wall Bracket
10	Spacer Tool



Shelf Unit Components

Item	Description
11	Side Panel
13	Back Panel
14	Top Panel
16	Corner Gusset
18	Fixed Shelf
20	Front Panel
21	Base Assembly
22	Bumper Assembly
24	Handle
27	Card Holder
29	Fixed Adjustable Shelf
33	Adjustable Shelf
34	End Cover
35	Label Strip



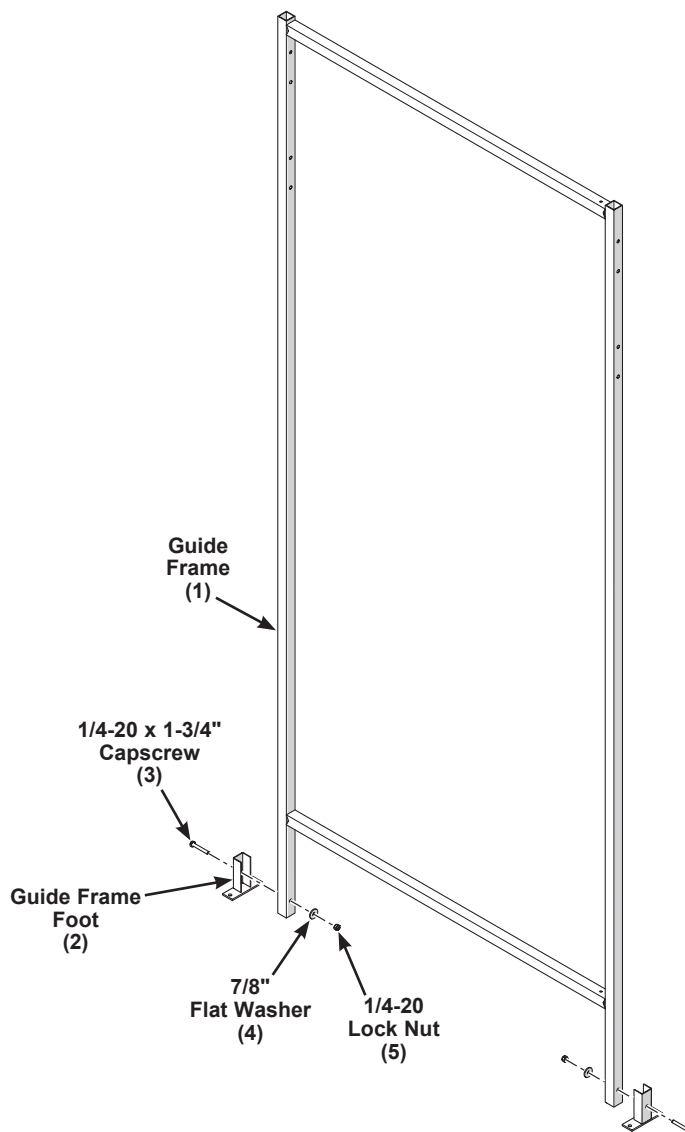
Guide Frame Assembly

Be sure to read the “Before Installation” section before proceeding.

Assemble and attach the guide frames according to the layout plan drawing supplied by Wenger.

1. Attach a guide frame foot (2) to the bottom of both guide frame (1) legs using a 1/4-20 x 1-3/4" capscrew (3), 7/8" flat washer (4) and a 1/4-20 lock nut (5) as shown.

Note that the lock nuts and washers will face each other when both guide frame feet are attached.



Guide Frame Assembly (continued)

1. Determine where the Music Library System will be installed.

If less than four units will be installed, the guide frame assemblies will be installed 16" (406 mm) apart for standard width shelf units or 19" (483 mm) apart for oversized width shelf units along the wall channel (6). *Any excess wall channel can be cut off 1/2" (13 mm) beyond the last hole.*

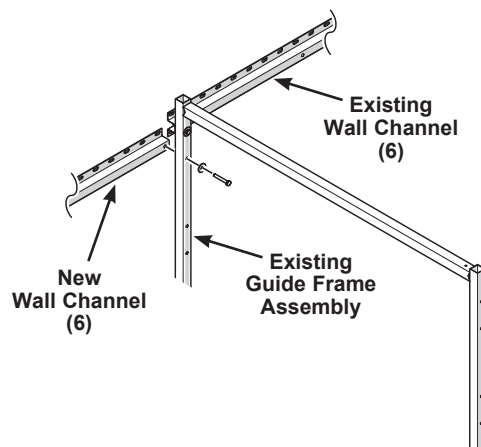
Each assembled standard width shelf unit measures:

closed position: 16" wide x 44" deep x 92" high (406 x 1118 x 2337 mm)

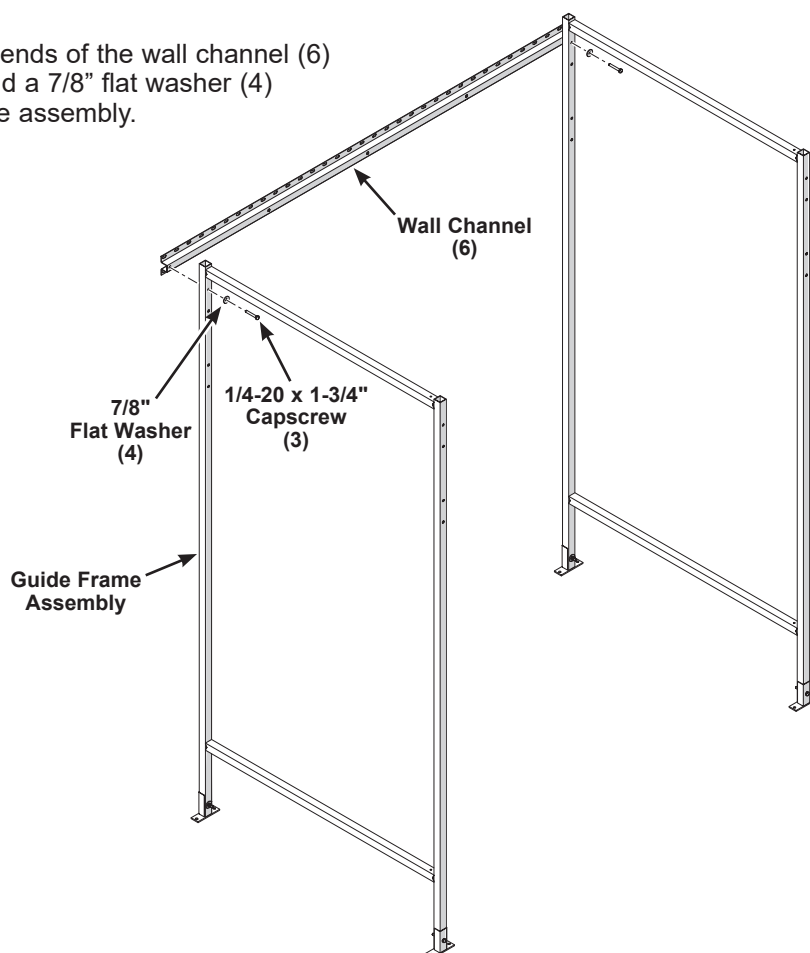
open position: 16" wide x 80" deep x 92" high (406 x 2032 x 2337 mm).

Oversized width shelf units are 19" (483 mm) wide.

If adding on to an existing Music Library System, connect the new wall channel (6) to the existing guide frame assembly to continue on with these instructions.



2. Attach a guide frame assembly to both ends of the wall channel (6) using a 1/4-20 x 1-3/4" capscrew (3) and a 7/8" flat washer (4) through the top holes of the guide frame assembly.



Guide Frame Assembly (continued)

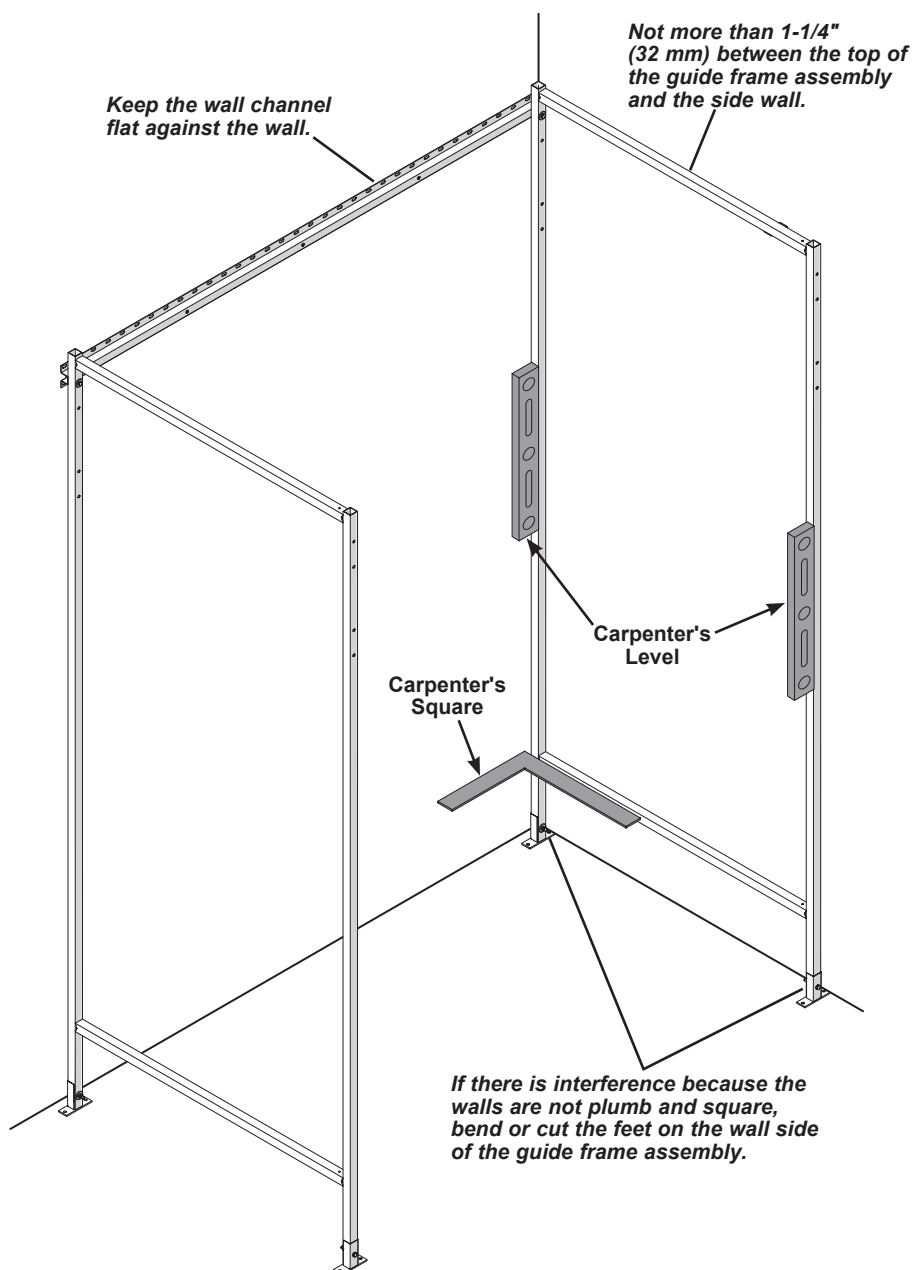
3. Position the frame assembly in the desired location, with:
 - The wall channel flush against the rear wall; and
 - the feet of the first guide frame flush against the side wall.
4. Plumb and square the unit. Remove any obstructions.

Important:

- The wall channel must remain flat against the rear wall with the feet of the guide frame assemblies touching the floor;

and

- the top of the first guide frame assembly should not be more than 1-1/4" (32 mm) from the side wall. If necessary, bend or cut the feet on the wall side of the guide frame assembly).

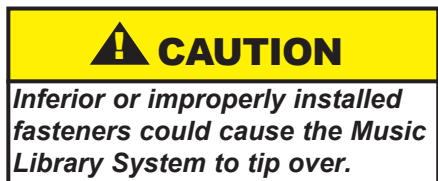


Guide Frame Assembly (continued)

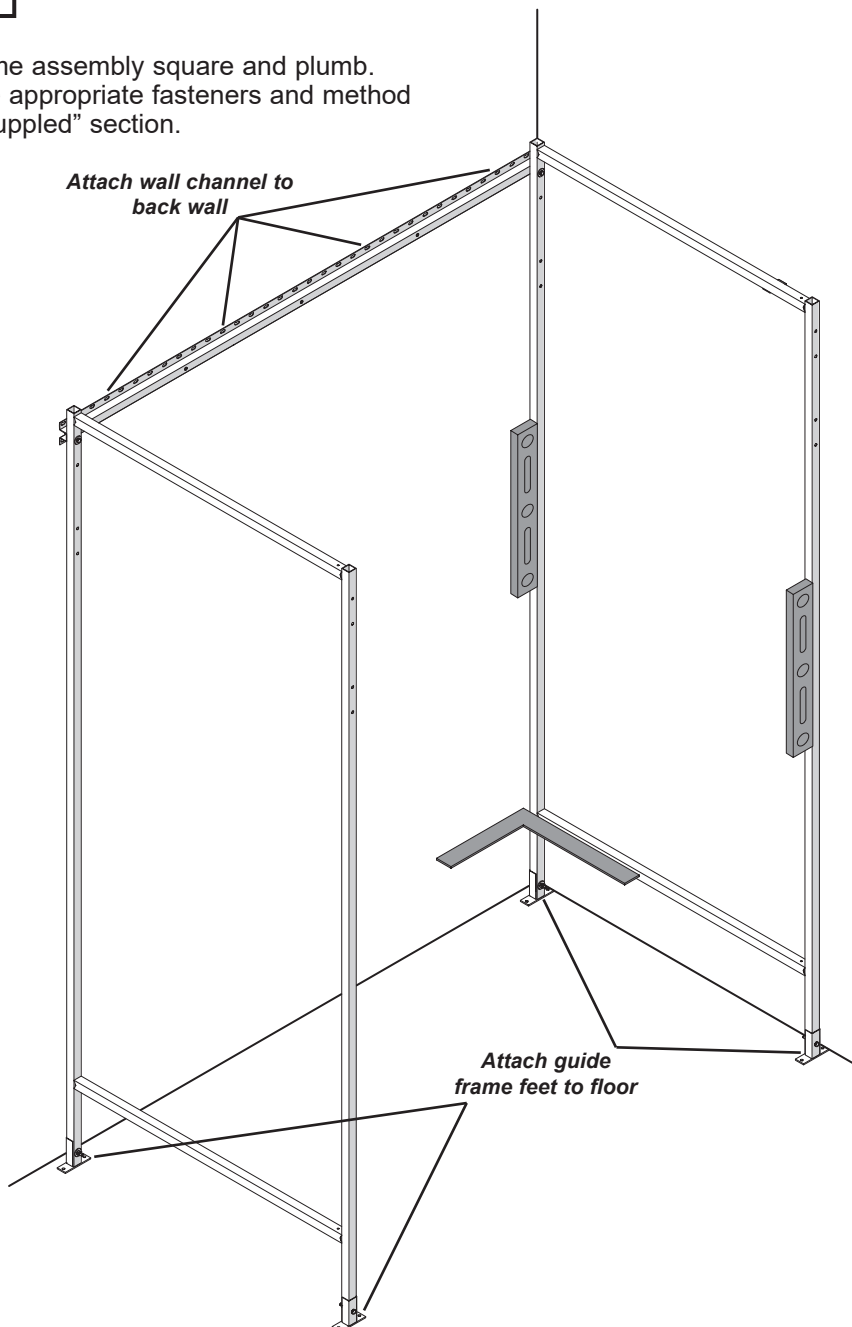
5. Keep the frame assembly square and plumb.

For smooth unit operation, the frame assembly must be square and plumb.

Attach the wall channel to the wall using the appropriate fasteners and method described in the “Fasteners - Not Supplied” section.



6. Continue to keep the first guide frame assembly square and plumb. Attach the feet to the floor using the appropriate fasteners and method described in the “Fasteners - Not Supplied” section.

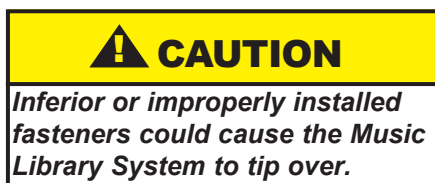


Guide Frame Assembly (continued)

7. Attach the front end of the first guide frame assembly to the side wall (keep the guide frame assembly square and plumb):
- First, attach the wall bracket to the side wall (Step 7a).
 - Then, attach the wall bracket to the guide frame assembly (Step 7b).

IMPORTANT: If the Music Library System is not being installed next to a side wall, a minimum of four shelf units must be installed for stability. The wall bracket will not be used and this step is skipped.

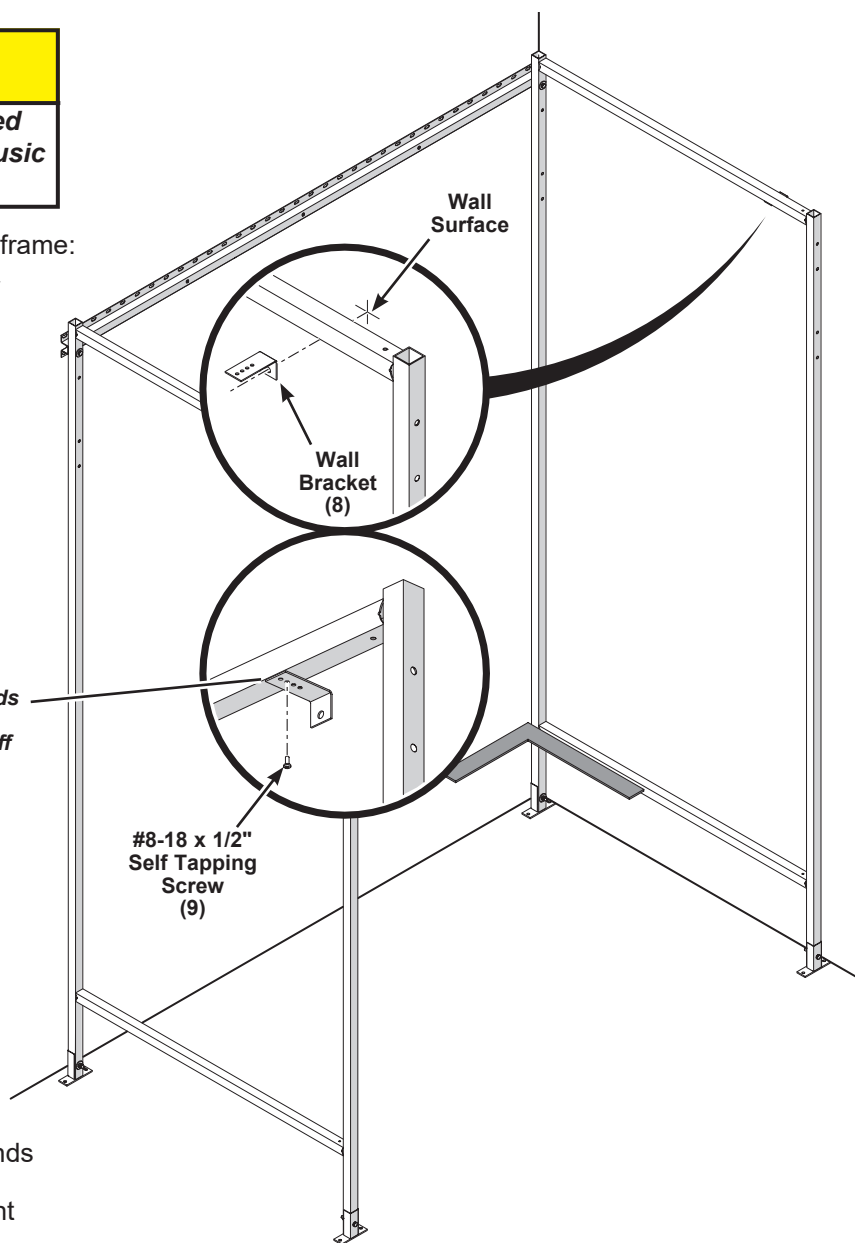
- a. Attach the wall bracket (8) to the side wall using the appropriate fasteners and method described in the “Fasteners - Not Supplied” section.
The top of the wall bracket should be flush with the underside of the cross bar at the top of the guide frame.



- b. Attach the bracket to the guide frame:

Drill 1/8" hole into the cross bar of the guide frame.
Attach the bracket as shown with a #8-18 x 1/2" self tapping screw (9).

If the wall bracket extends beyond the edge of the cross bar, bend or cut off the excess to prevent interference with the shelf unit.

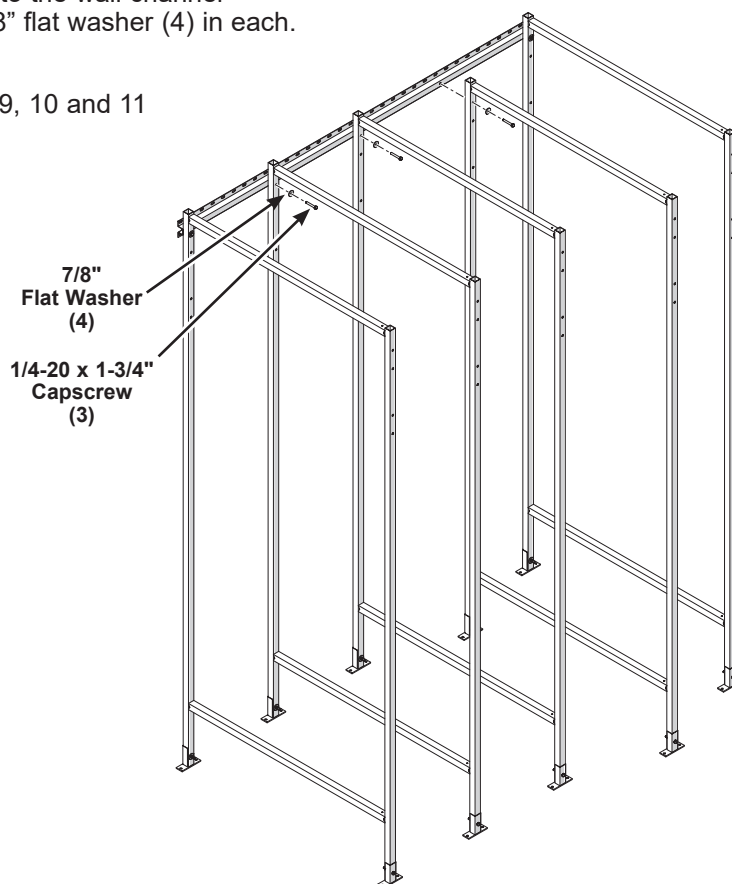


IMPORTANT: If the wall bracket extends beyond the edge of the cross bar, bend or cut off the excess to prevent interference with the shelf unit.

Guide Frame Assembly (continued)

8. Attach the remaining guide frame assemblies to the wall channel using a 1/4-20 x 1-3/4" capscrew (3) and a 7/8" flat washer (4) in each.

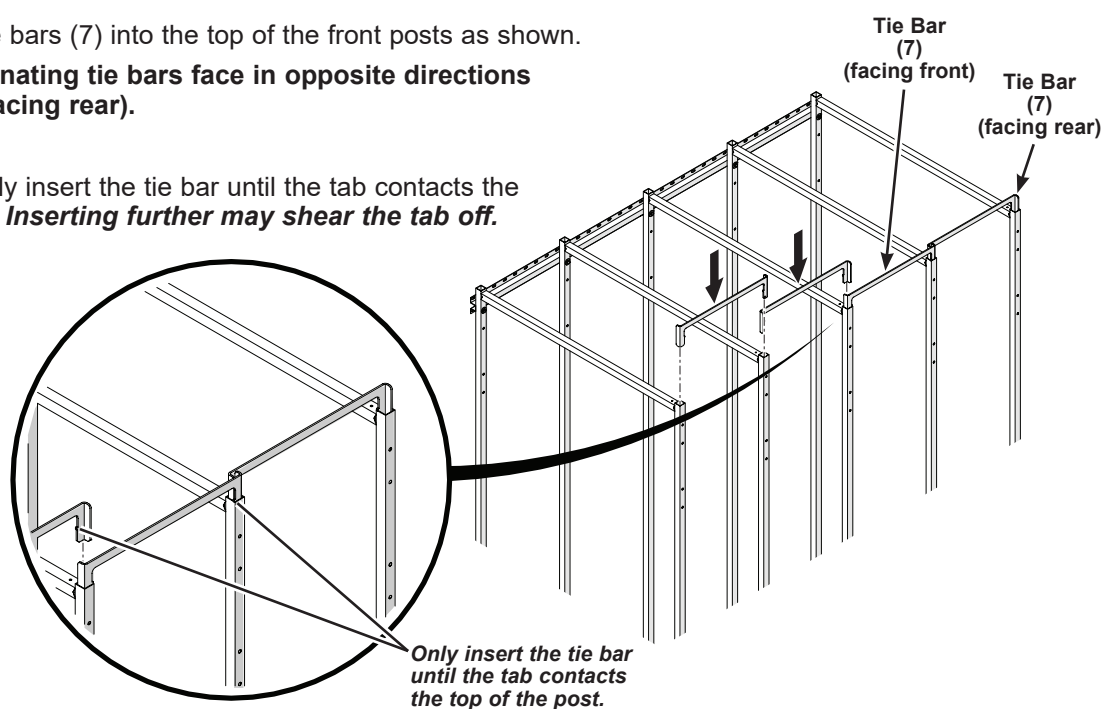
NOTE: It may be more convenient to do steps 8, 9, 10 and 11 one guide frame assembly at a time.



9. Tap to insert tie bars (7) into the top of the front posts as shown.

Note that alternating tie bars face in opposite directions (facing front/facing rear).

IMPORTANT: Only insert the tie bar until the tab contacts the top of the post. *Inserting further may shear the tab off.*



Guide Frame Assembly (continued)

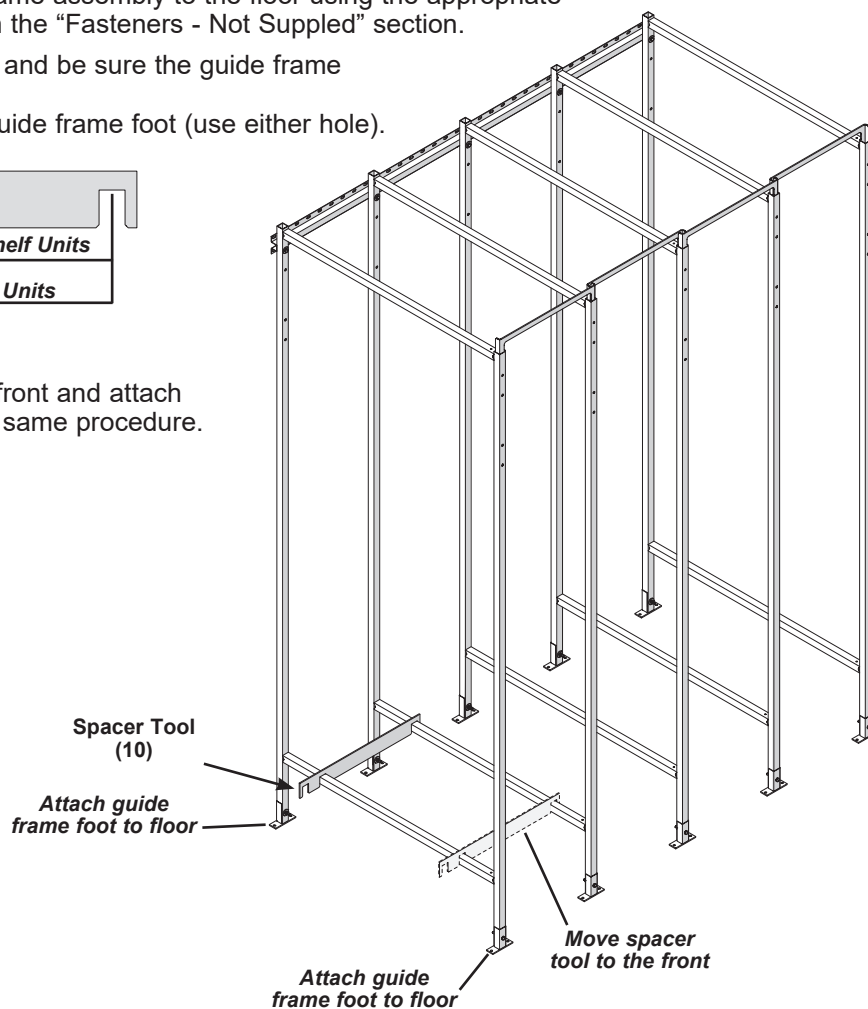
10. Attach the rear foot of the guide frame assembly to the floor using the appropriate fasteners and method described in the “Fasteners - Not Supplied” section.

Use the provided spacer tool (10), and be sure the guide frame assembly is plumb front-to-back.

Only one fastener is needed per guide frame foot (use either hole).



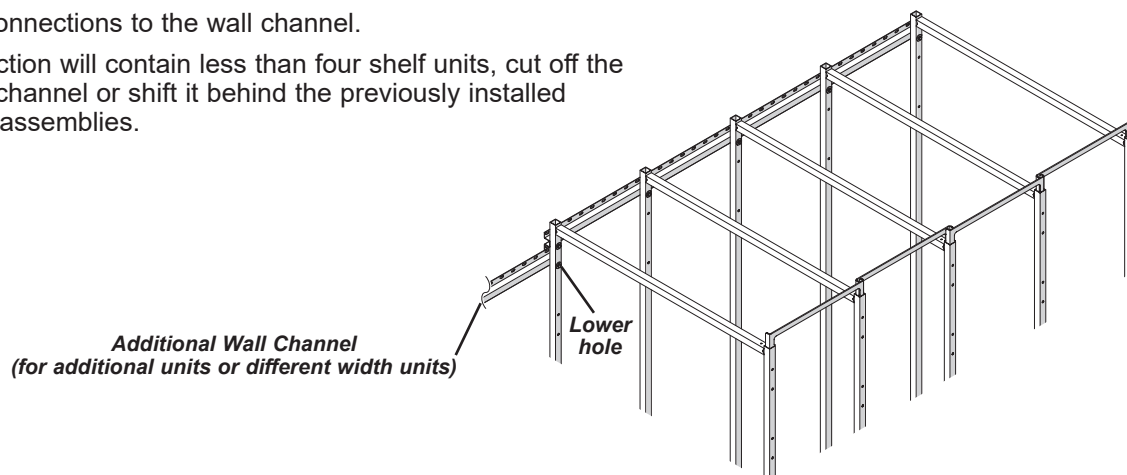
11. Move the spacer tool towards the front and attach the front foot to the floor using the same procedure.



12. Install additional wall channels and guide frame assemblies by repeating the previous steps while alternating to the lower holes in the guide frame assemblies.

Tighten all connections to the wall channel.

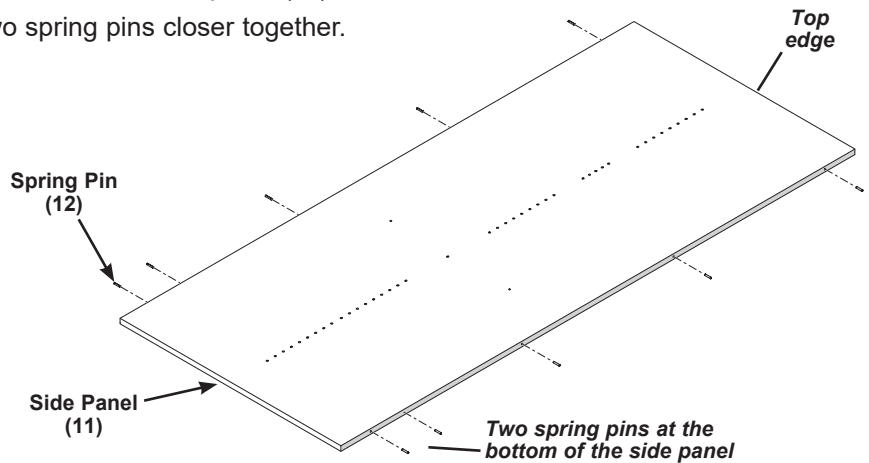
If the last section will contain less than four shelf units, cut off the excess wall channel or shift it behind the previously installed guide frame assemblies.



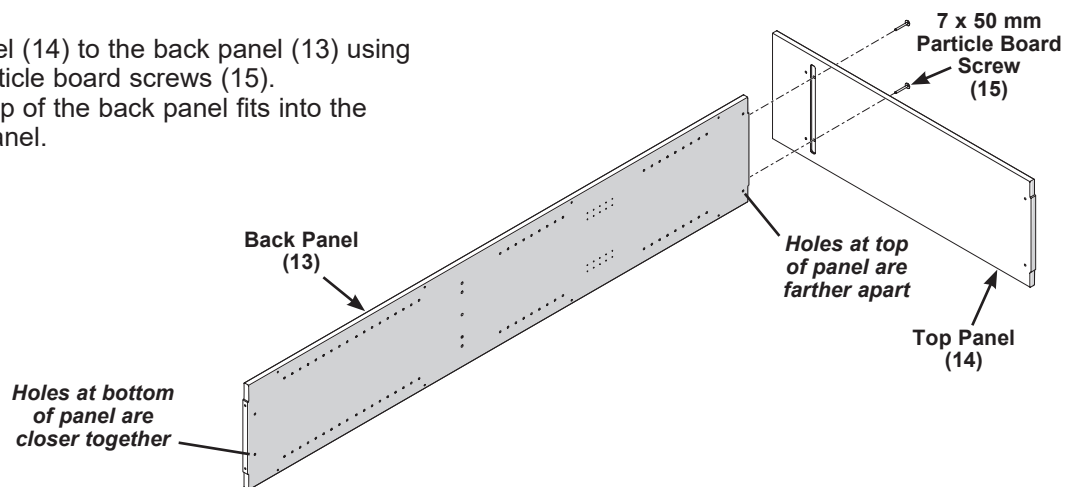
If oblique file system units are being installed instead of shelf units, stop here and refer to the instructions included with the oblique file system.

Shelf Unit Assembly

1. Install five spring pins (12) into both sides of the side panel (11).
The bottom of the side panel has two spring pins closer together.

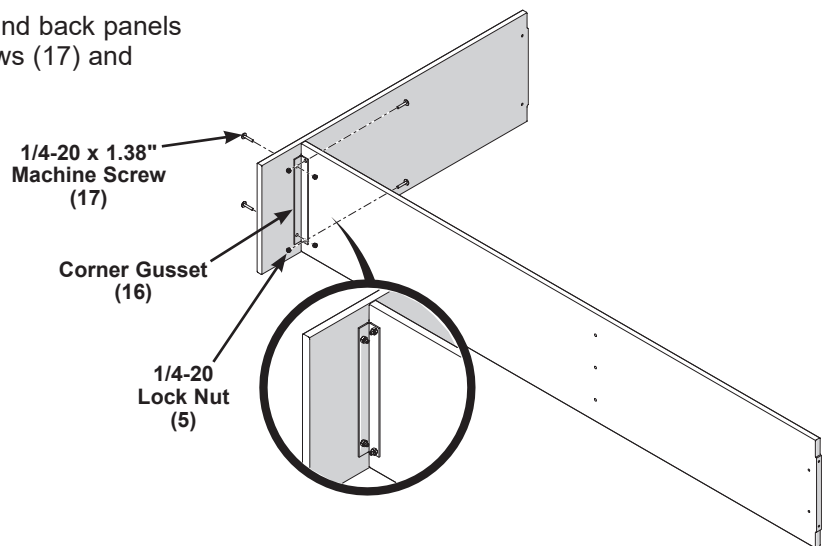


2. Attach the top panel (14) to the back panel (13) using two 7 x 50 mm particle board screws (15).
The notch at the top of the back panel fits into the cutout in the top panel.



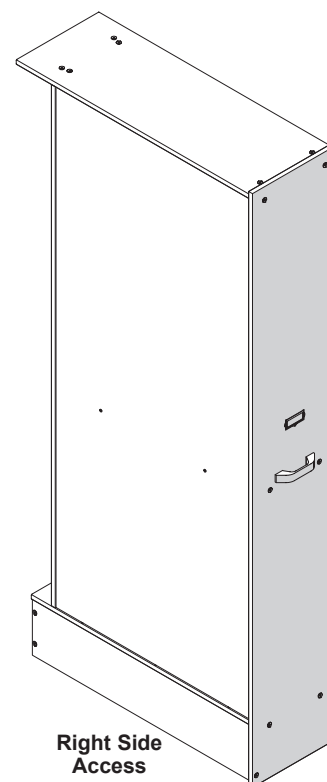
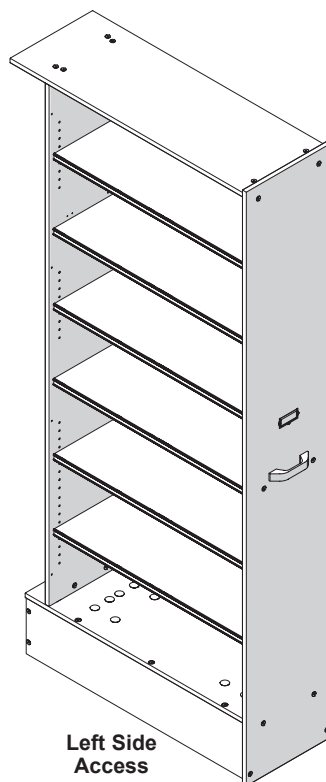
3. Attach a corner gusset (16) to the top and back panels using four 1/4-20 x 1.38" machine screws (17) and 1/4-20 lock nuts (5).

Note that lock nuts all face each other.

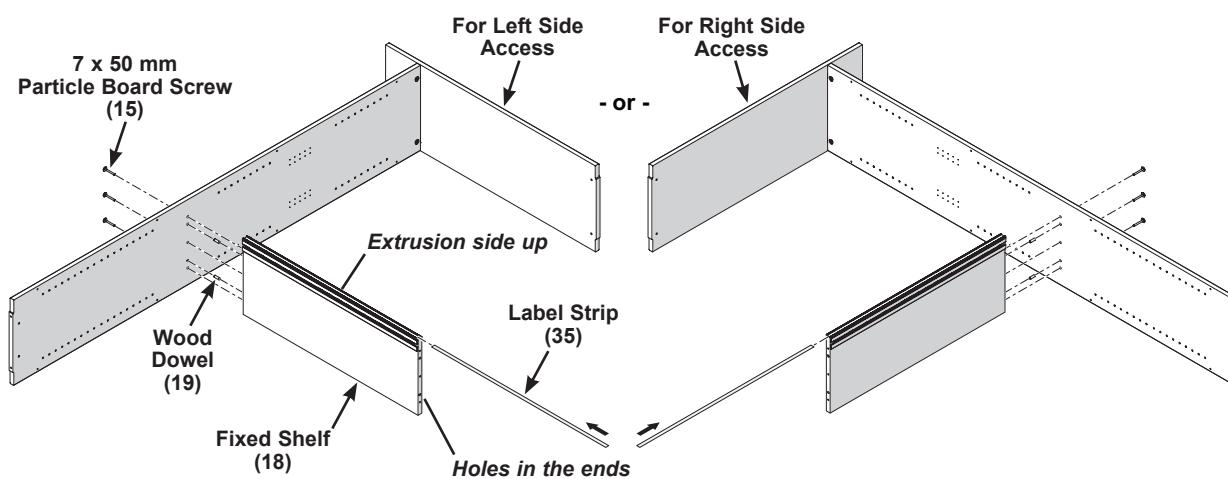


Shelf Unit Assembly (continued)

4. Determine if the shelf unit will be assembled for either **left side access** or **right side access**.



5. With the extrusion side up, attach the fixed shelf (18) for either left side access or right side access to the back panel using three 7 x 50 mm particle board screws (15) and two wood dowels (19). The fixed shelf is the only shelf that has holes drilled into the ends.
6. Slide a label strip (35) to completely fit into the side of the shelf extrusion.

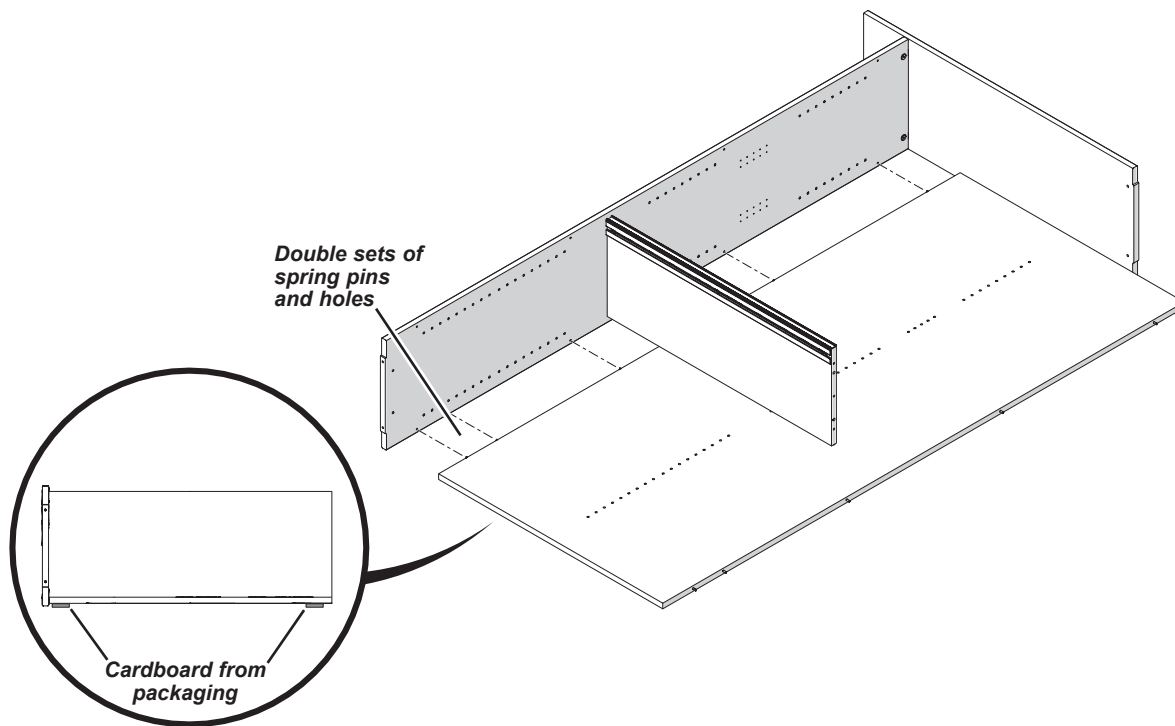


Shelf Unit Assembly (continued)

***The remaining instructions detail the assembly for left side access.
Right side access assembly is identical, just on the reverse side.***

7. Align the double set of spring pins in the side panel with the double set of holes in the back panel and slide them together until all panels are touching.

Cardboard from the packaging may be placed under the side panel to elevate it high enough to align the spring pins with the holes in the front panel.

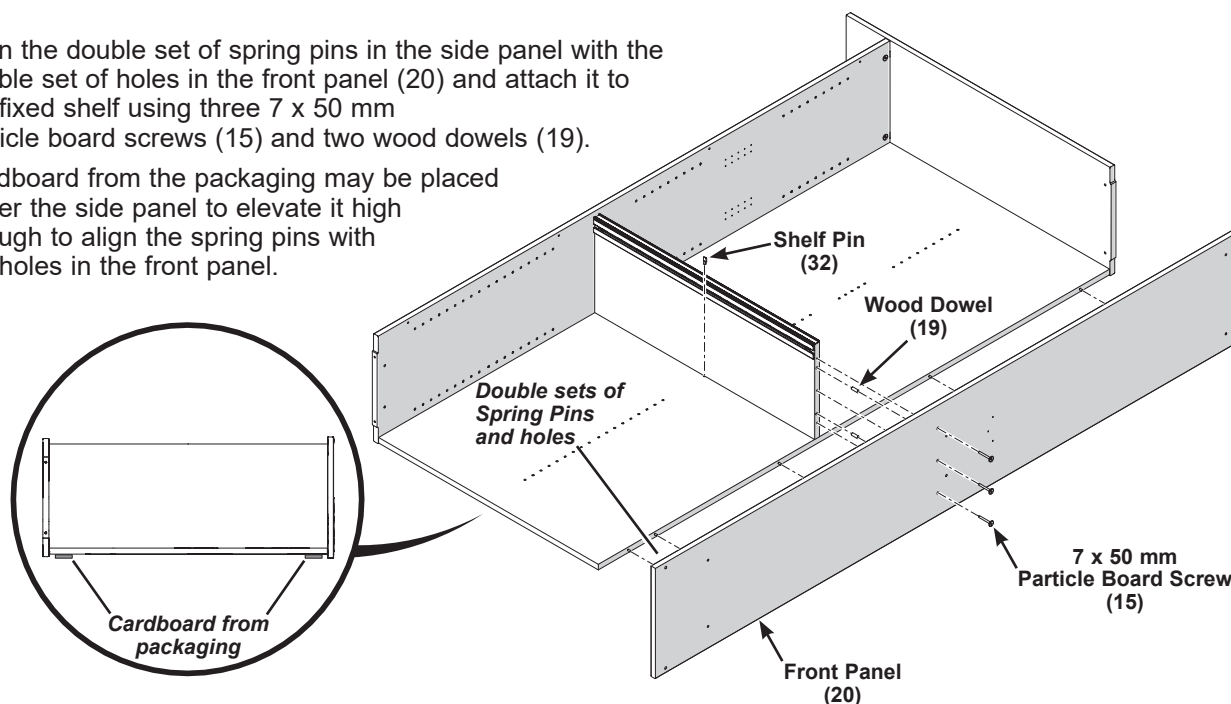


Shelf Unit Assembly (continued)

8. Place one shelf pin (32) into the side panel under the center of the fixed shelf.

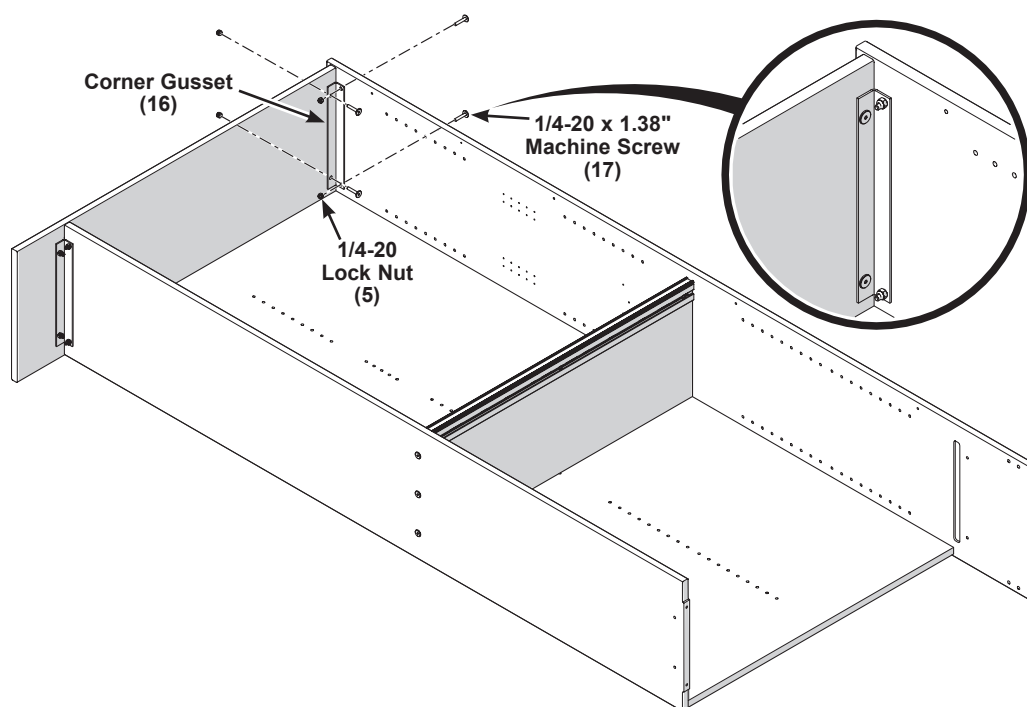
9. Align the double set of spring pins in the side panel with the double set of holes in the front panel (20) and attach it to the fixed shelf using three 7 x 50 mm particle board screws (15) and two wood dowels (19).

Cardboard from the packaging may be placed under the side panel to elevate it high enough to align the spring pins with the holes in the front panel.



10. Attach a corner gusset (16) to the top and front panels using four 1/4-20 x 1.38" machine screws (17) and 1/4-20 lock nuts (5).

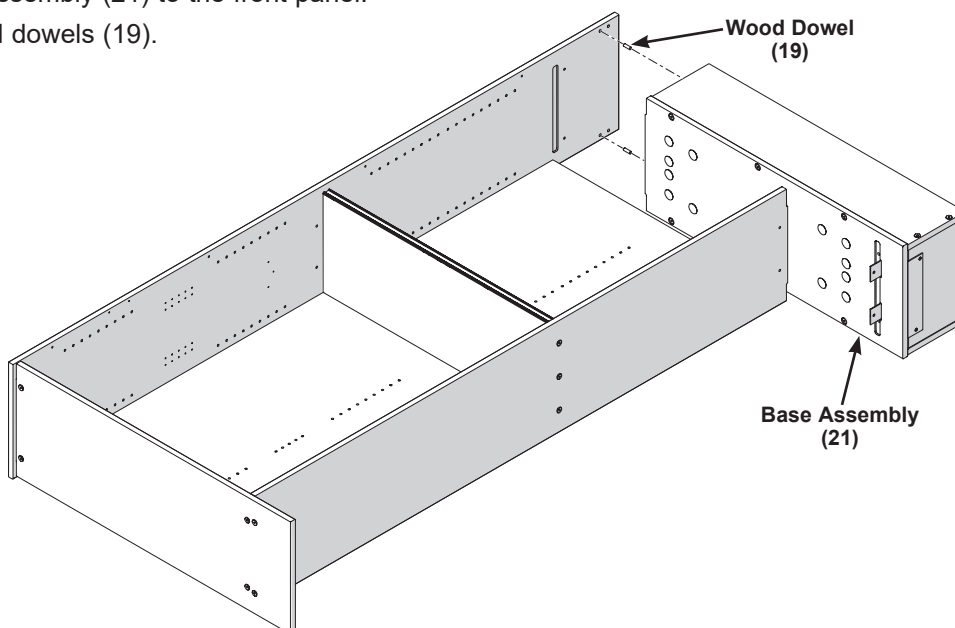
Note that lock nuts face inside on the front panel and face outside on the top panel.



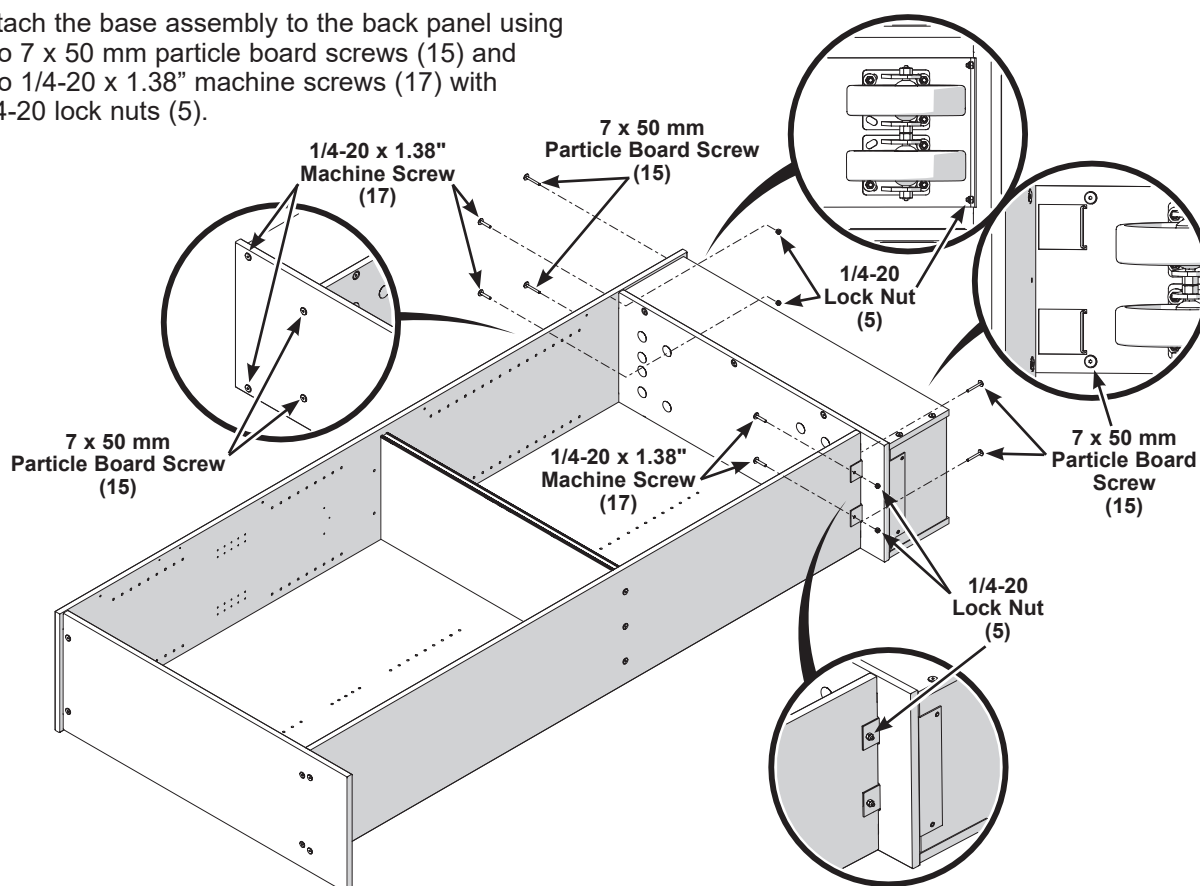
Shelf Unit Assembly (continued)

11. Attach the base assembly (21) to the front panel.

- a. Use two wood dowels (19).



- b. Attach the base assembly to the front panel using two 7 x 50 mm particle board screws (15) and two 1/4-20 x 1.38" machine screws (17) with 1/4-20 lock nuts (5).
- c. Attach the base assembly to the back panel using two 7 x 50 mm particle board screws (15) and two 1/4-20 x 1.38" machine screws (17) with 1/4-20 lock nuts (5).



Final System Assembly

If top closures are being installed, stop here and refer to the instructions included with the top closure kit.

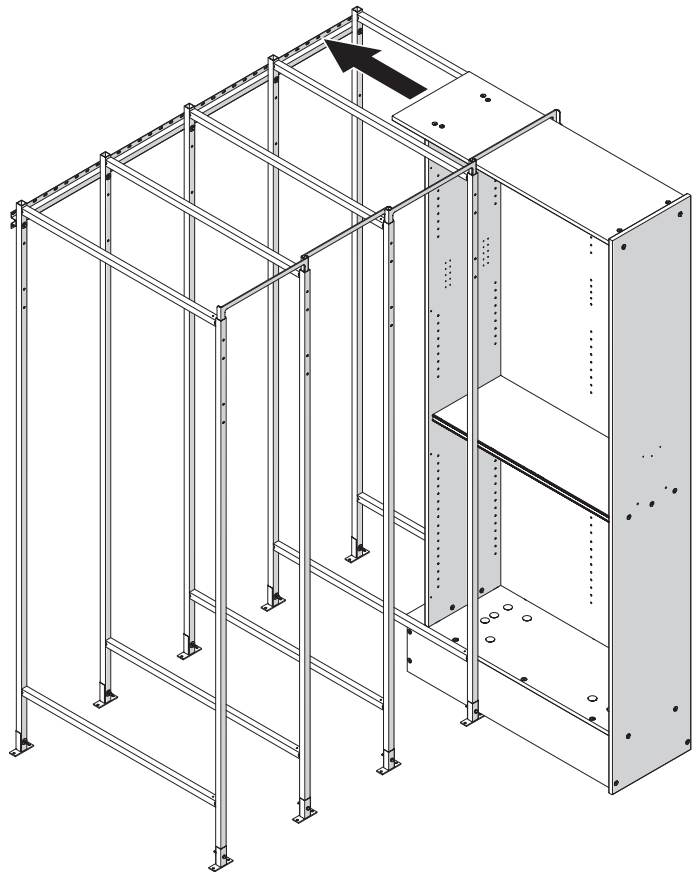
Top closures must be used if installing less than four shelf units or if not attaching less than four shelf units to a side wall (peninsula type installation).

1. Roll a shelf unit assembly into position between the first set of guide frames.
Be sure that it can be freely moved in and out.



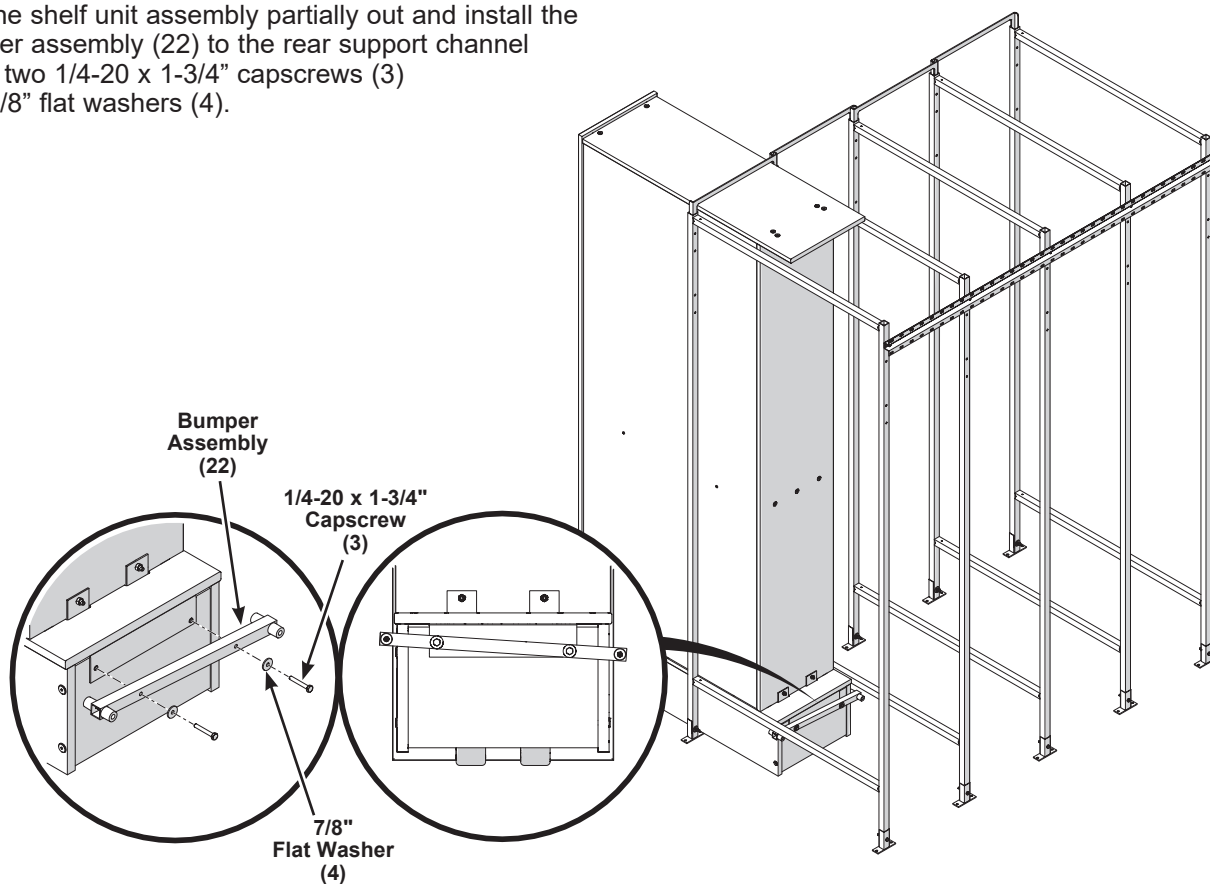
CAUTION

***Upright shelf units can tend to tip over.
Lean it against a wall or hold it upright
until it is rolled between the guide frames.***

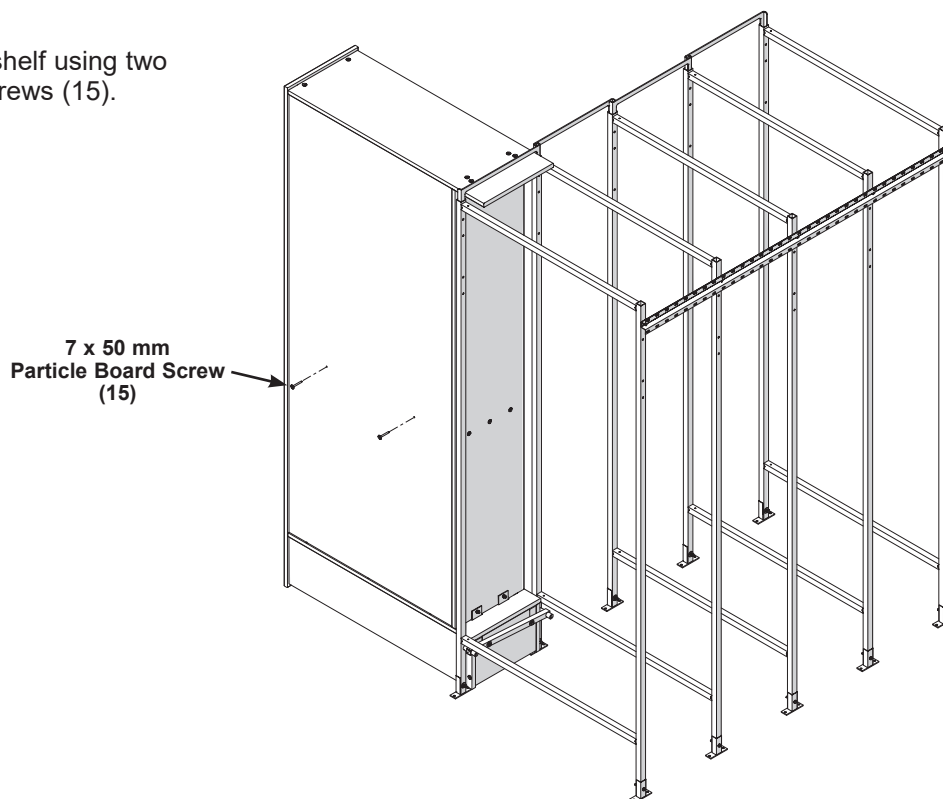


Final System Assembly (continued)

2. Pull the shelf unit assembly partially out and install the bumper assembly (22) to the rear support channel using two 1/4-20 x 1-3/4" capscrews (3) and 7/8" flat washers (4).

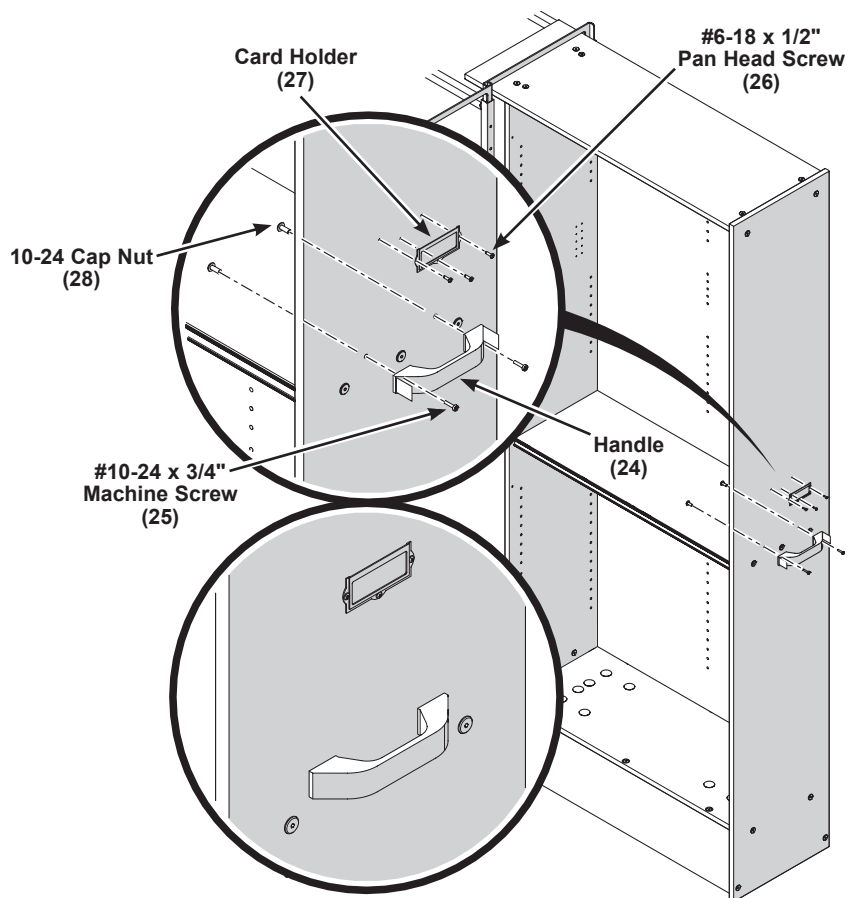


3. Attach the side panel fixed shelf using two 7 x 50 mm particle board screws (15).



Final System Assembly (continued)

4. Install a handle (24) on the front panel using two #10-24 x 3/4" machine screws (25) and 10-24 cap nuts (28).
5. Install a card holder (27) on the front panel using three #6-18 x 1/2" pan head screws (26).



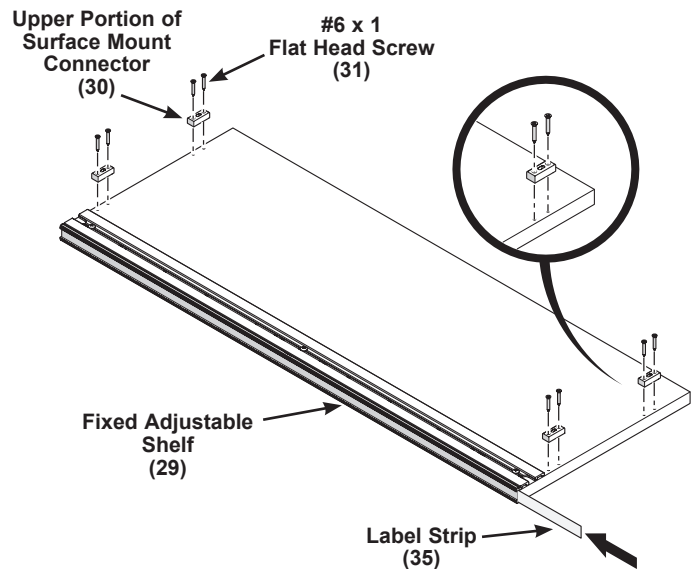
Final System Assembly (continued)

6. Install the fixed adjustable shelf.

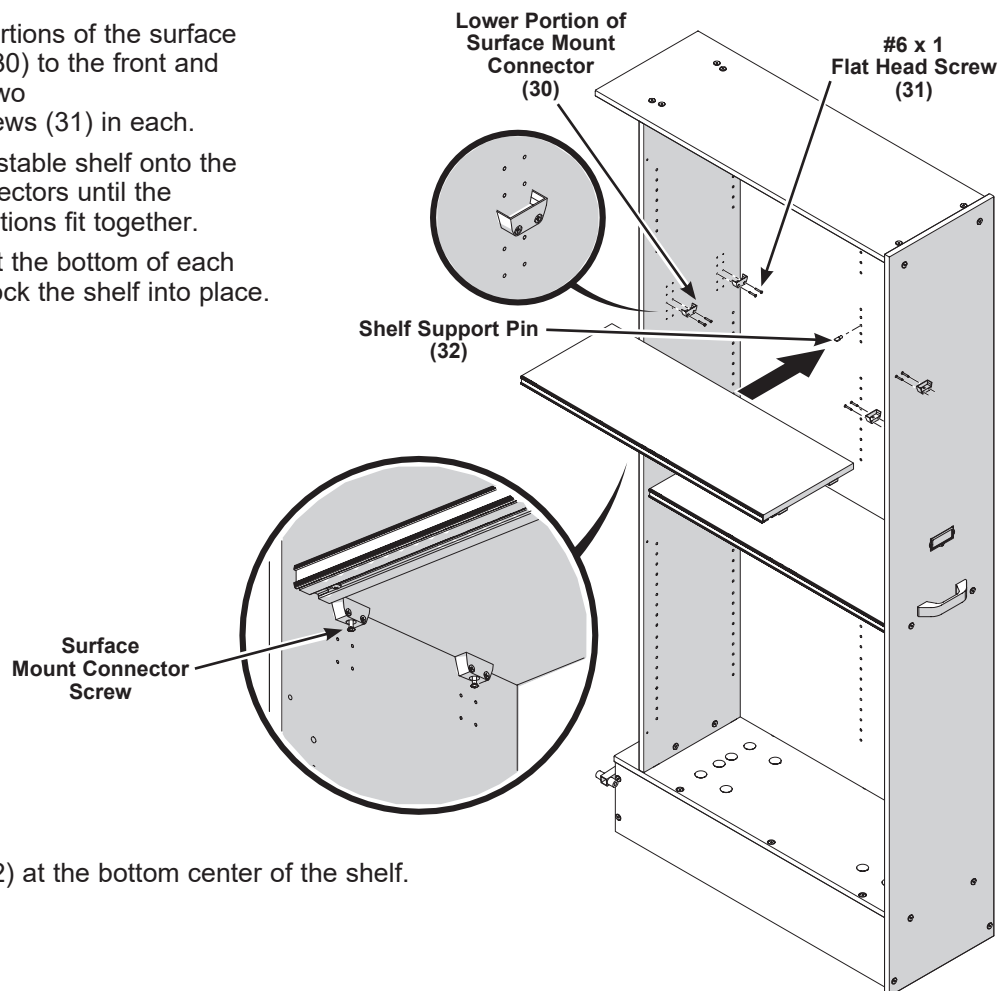
7-Shelf units only.

6-Shelf units do not have this shelf, skip ahead to the next step.

- Slide a label strip (35) to completely fit into the side of the shelf extrusion.
- Attach four upper portions of the surface mount connectors (30) to the bottom of the fixed adjustable shelf (29) using two #6 x 1 flat head screws (31).



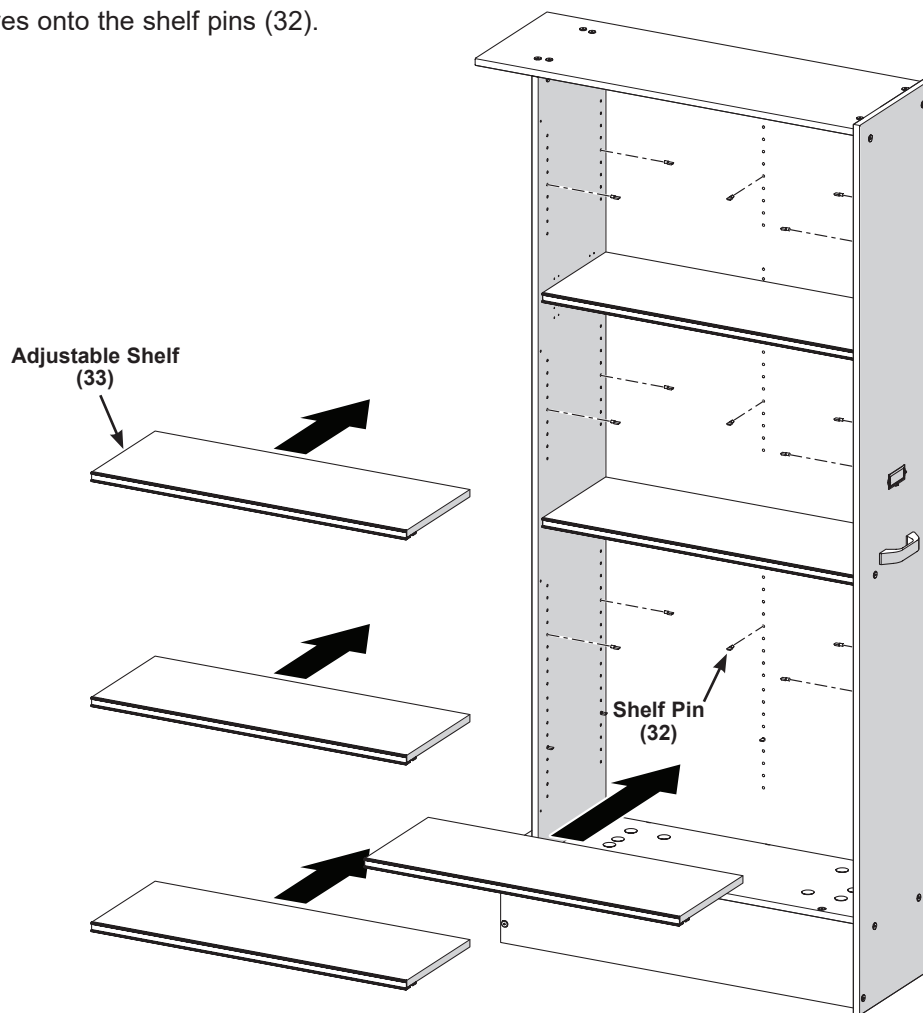
- Attach four lower portions of the surface mount connectors (30) to the front and back panels using two #6 x 1 flat head screws (31) in each.
- Place the fixed adjustable shelf onto the surface mount connectors until the upper and lower portions fit together.
- Tighten the screw at the bottom of each surface mounts to lock the shelf into place.



- Place a shelf pin (32) at the bottom center of the shelf.

Final System Assembly (continued)

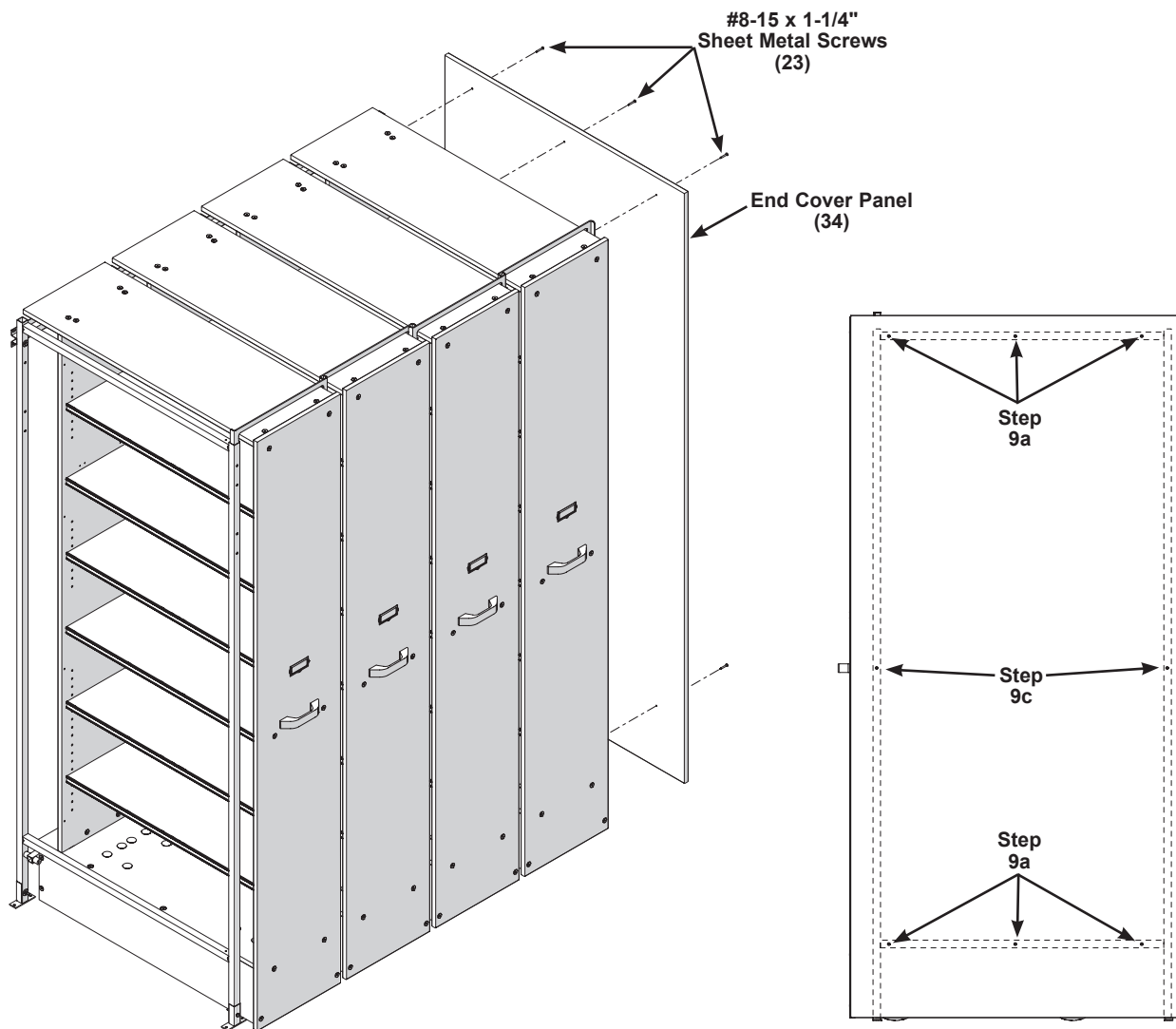
7. Position the adjustable shelves.
 - a. Place the shelf support pins (five per shelf) at the locations for the adjustable shelves (33).
 - b. Slide a label strip (35) to completely fit into the side of the shelf extrusion.
 - c. Slide the adjustable shelves onto the shelf pins (32).



8. Repeat these steps to install the remaining shelf unit assemblies.

Final System Assembly (continued)

9. Install the end cover panel (34) on the open ends of the music library system. Keep the end cover panel tight to the rear wall. C-clamps can be used to hold the end cover panel in place while attaching it.
- Drill six 1/8" pilot holes into the guide frame, using the pilot holes in the end cover panel as guides (three at top and three at bottom).
 - Attach the end panel to the guide frame using six #8-15 x 1-1/4" sheet metal screws (23).
 - Drill two 1/8" pilot holes through the end cover panel and into the guide frame panel centered on the front and rear posts.
 - Secure the end cover panel using two #8-15 x 1-1/4" sheet metal screws.



Care and Maintenance

Label Strips

Use dry-erase type markers only on Label Strips. The Label Strips may be cleaned using an all-purpose household cleaner or just simple mild soap and water.

Cleaning

For removal of mild stains and mild scuff marks, the polyester wood panels and shelves may be cleaned using an all-purpose household cleaner or just simple mild soap and water.

For heavier scuff marks, ink stains, felt pen and magic marker stains, or other tough stains; use a nonabrasive cleaner, or an industrial all-purpose cleaner.

Ammoniated or vinegar-based glass cleaners also work well for these stains.

Do not use harsh abrasive cleaners, as permanent damage could occur to the panel surface.

Be sure to quickly remove all cleanser residues with water and wipe dry with a soft cloth.

Humidity Control

To insure longevity of panel performance, maintain the relative humidity between 25% - 55% at the permanent installation site.