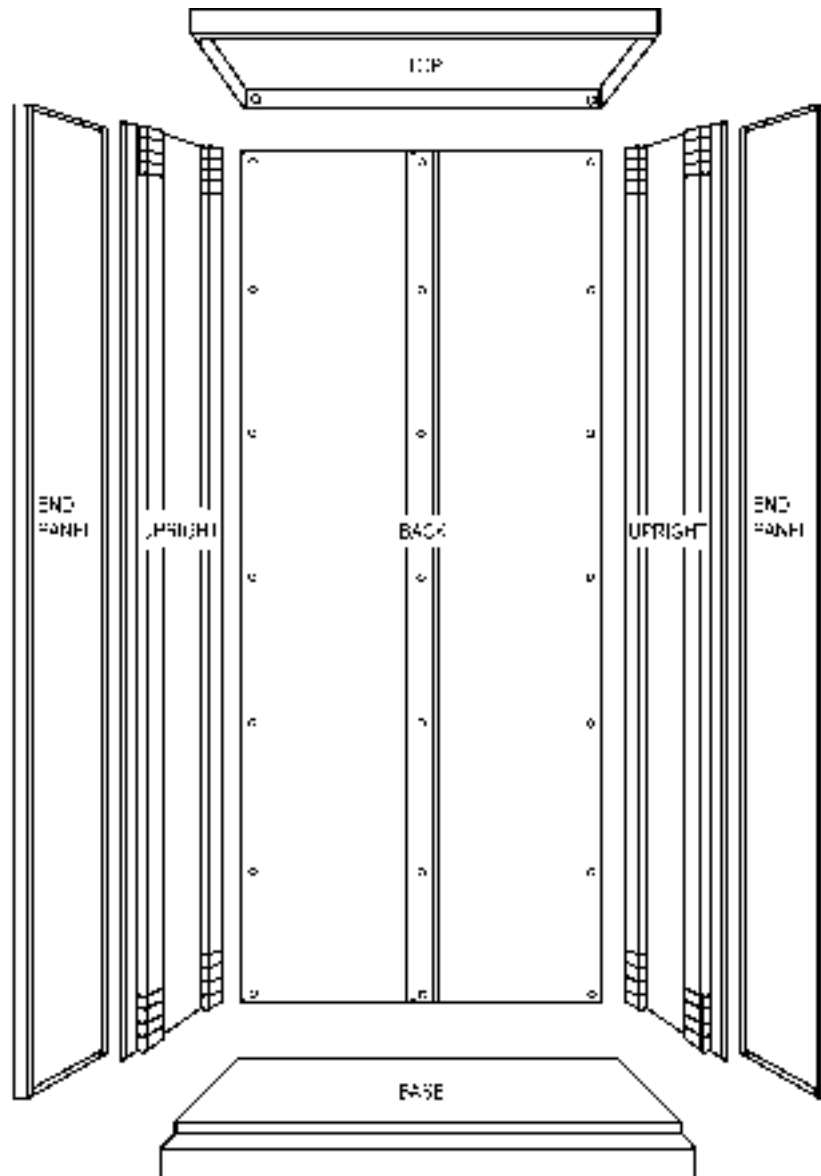
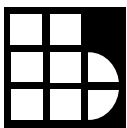


# RTA Bookcase / Supply Cabinet Assembly Instructions



Dear Customer:

We appreciate the fact that you have chosen a quality Borroughs bookcase. At Borroughs, we are dedicated to excellence in the manufacture of our products and in the service to you, our customer. We are always interested in your comments and suggestions that could improve our products and services. Please call our toll free number, 1-800-748-0227, should you require any information or assistance about this product. **Our goal is to provide the best product in quality, function and design.**



## **Borroughs**

**CORPORATION**

**ISO 9001:2000 Registered**

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04-50019-00B  
September 2005

*Borroughs RTA Bookcase / Supply Cabinets are designed for easy, one person assembly. They are well packed and, if reasonably handled, should arrive in good condition.*

*It is not necessary to employ trestles or "horses". The only tool needed is a screwdriver. All necessary hardware is included with the unit.*

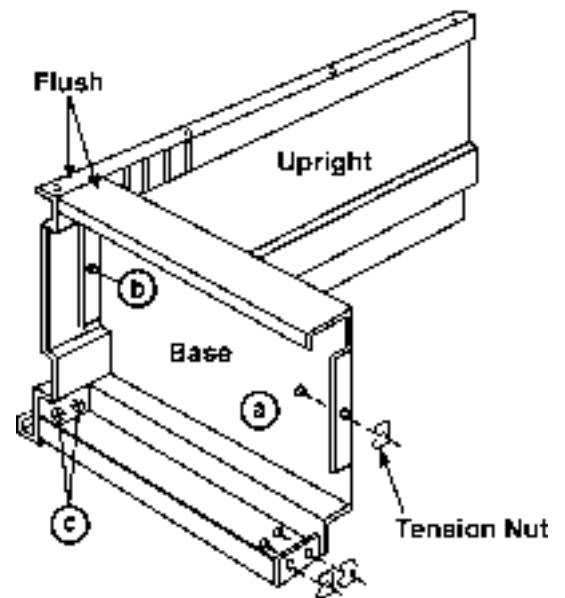
<b>HARDWARE LIST</b>				
<u>Quantity Required per Unit</u>	10-24 <u>Tension Nut</u>	10-24 <u>U-Nut</u>	10-24 x 3/8 <u>Truss Head Machine Screw</u>	10-24 x 1/4 <u>Truss Head Machine Screw</u>
29" high and 42" high	6 (Base) 8 (Back)	8 (Back) 2 (Upright)	6 (Base) 12 (Back) 2 (Upright)	4 (Back)
60" High	6 (Base) 9 (Back)	10 (Back) 2 (Upright)	6 (Base) 14 (Back) 2 (Upright)	5 (Back)
78" High and 84" High	6 (Base) 11 (Back)	14 (Back) 2 (Upright)	6 (Base) 18 (Back) 2 (Upright)	7 (Back)

Each hardware pack also includes three (3) shims to be used for leveling unit.

## Step 1 - Base to Uprights

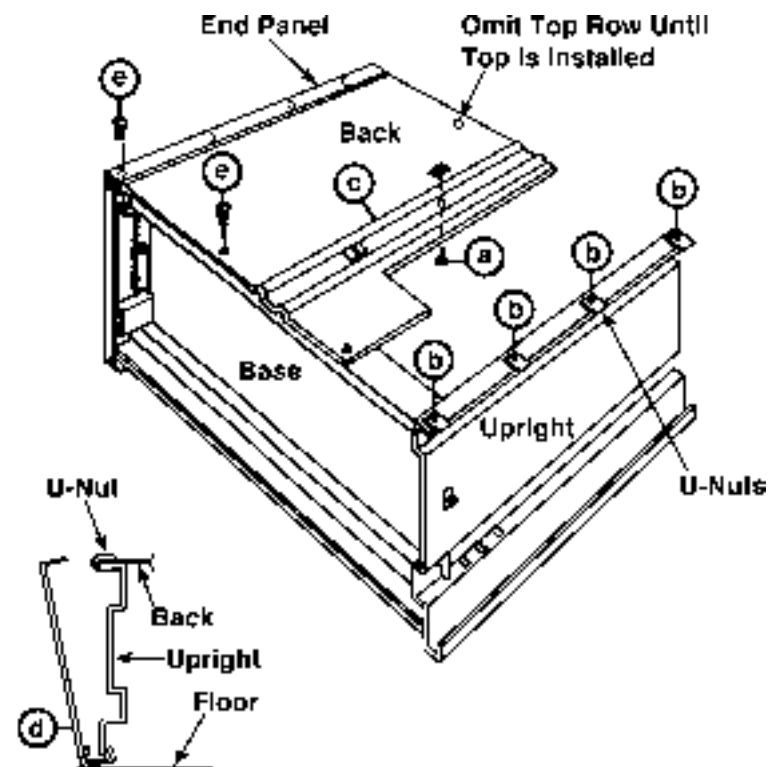
**Disengage upright from end panel before starting assembly.**

- Lay face of base on floor. Position uprights at each end, having slots face inward. (Uprights have no difference between right or left).
- Attach side flange of base to upright using 10-24 x 3/8 truss head machine screws. Be sure to have base and upright flush. (b).
- Attach base flange to upright with two (2) 10-24 x 3/8 truss head machine screws. Pull base flange forward (outward) so front of base is vertical before tightening screws. (c). Screw heads must face inward as shown.



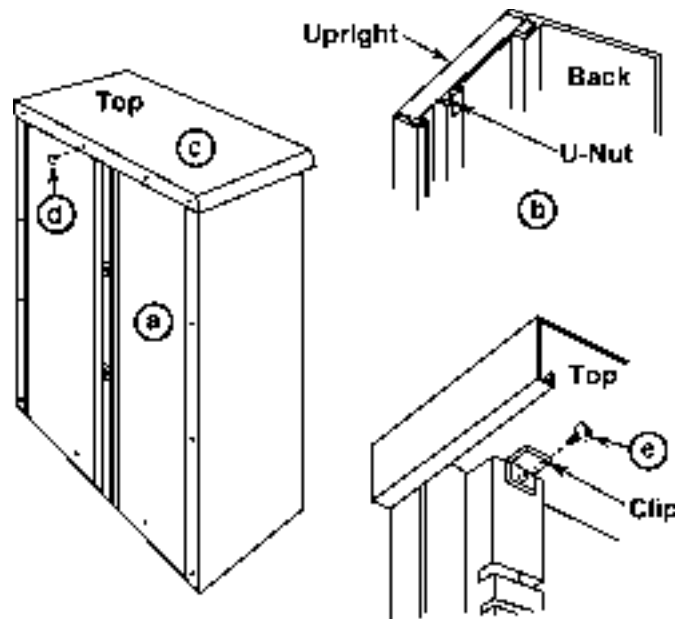
## Step 2 - Back

- Attach back at center. (a). Screw heads may be inside or outside.
- Snap U-nuts onto flange of upright. (b).
- Lay back section in place with beads outward.
- Slip end panel under unit and swing into place so flange overlaps back.
- Attach in place. Repeat for other section of back.



### Step 3 - Top

- Raise unit to vertical position.
- Snap U-nut onto top edge of upright - one for each upright.
- Slip top over unit from rear and swing front down over unit (be sure toe clip [e] remains outside and not concealed behind upright).
- Attach top to back using 10-24 x 1/4 truss head machine screws.
- Attach top to upright using 10-24 x 3/8 truss head machine screws.



### Step 4 - Shelves

29" and 42" high units have shelves that adjust on 3/4" centers.

60", 78" and 84" high units have shelves that adjust on 1-1/2" centers.

#### NOTE:

Bent tabs on shelves **MUST** be on the inside of the upright slot.

All shelves are 3/4" high, bases are 3-1/16" high and tops are 1-1/8" high.

Add 1/8" to overall height for 42", 60", 78" and 84" high units.

Overall height of 29" high unit is 28-13/16".

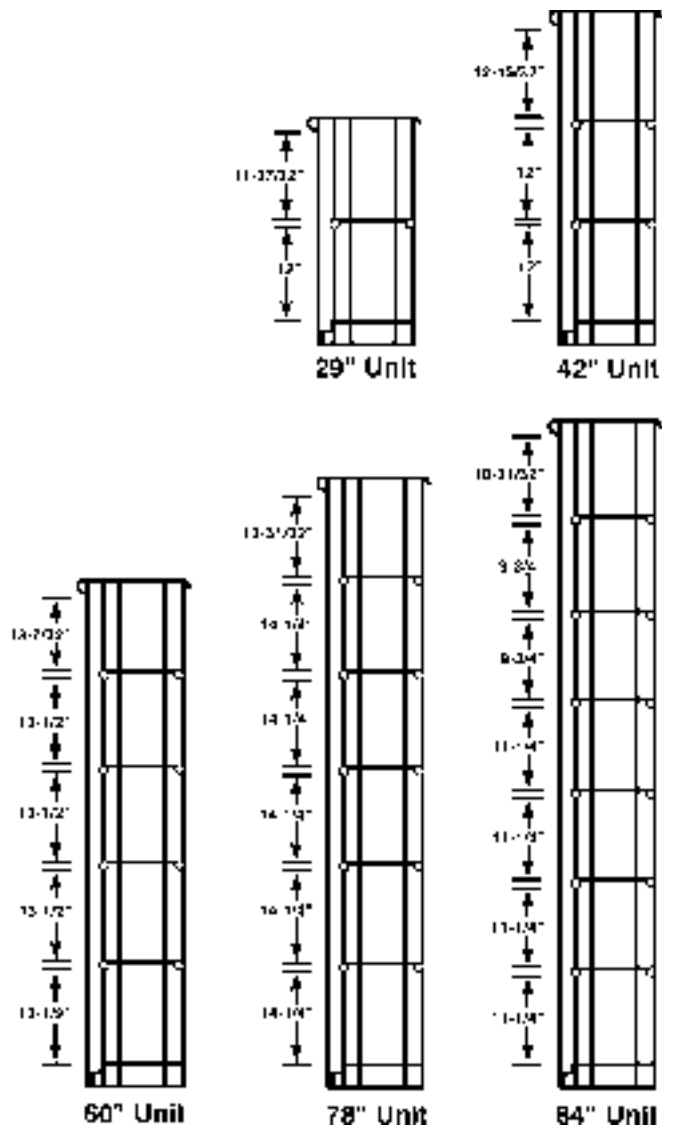
#### SPECIAL NOTE

Uprights on Borroughs RTA Bookcase / Supply Cabinets are made on a continuous run for greater uniformity in slotting.

Due to this process, an extra slot is located in each upright. The extra slot will appear on the top of one upright and on the bottom of the other upright (both are still completely interchangeable). When the unit is assembled, you will have an additional slot at the top on one side and an additional slot below the base on the other side.

**When placing shelves in cabinets, please allow for the additional slot when counting down for shelf placement.**

#### Vertical sections showing normal shelf arrangement



## Step 5 - Sliding Doors (optional)

Refer to #04-50467-000 RTA Bookcase / Supply Cabinet Sliding Doors Installation Instructions.

## Step 6 - Battery Arrangement

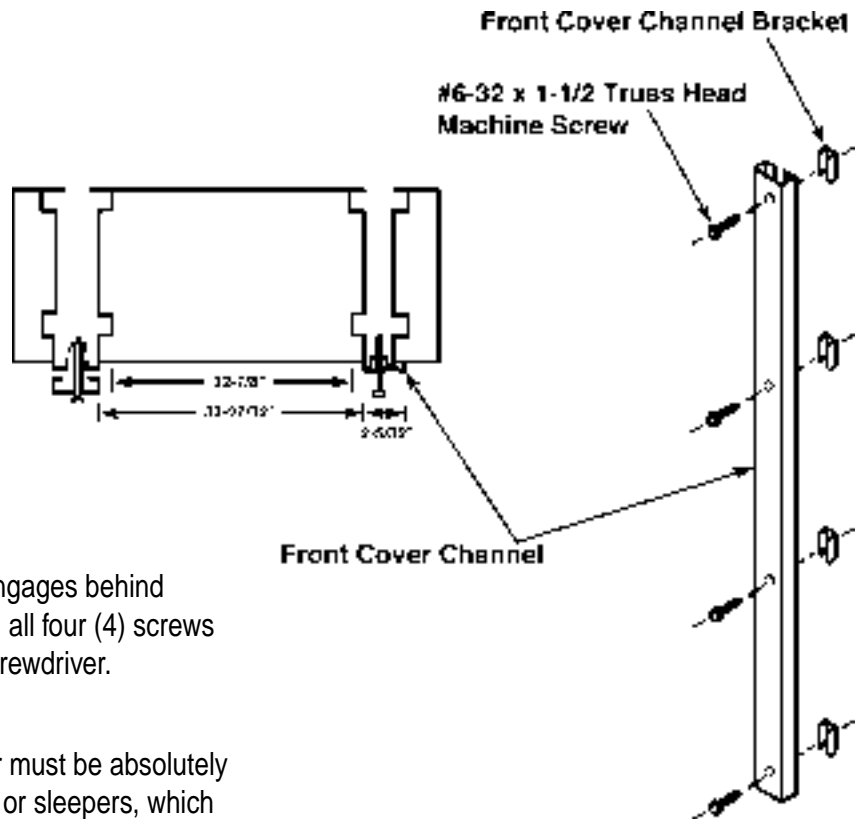
Units may be adjoined to form a battery or range. In this instance, end panels are used only at extreme ends of battery. End panels are interchangeable and can be used at either end.

- Insert 6-32 x 1-1/2 truss head machine screws\* in front cover channel and thread into bracket - just far enough so it will not drop off.
- With units sitting about 1/2" apart, place loosely assembled cover channel in position.
- Push screw heads and pull out until bracket engages behind flange of uprights. While holding in place, turn all four (4) screws with fingers until secure. Then, tighten with screwdriver.

### NOTE:

To connect a series of units into a battery, the floor must be absolutely level. If floor is not level, set cabinets on parallels, or sleepers, which have been carefully shimmed to level.

\*6-32 x 1-1/2 truss head machine screws included with add-on units only.



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## IMPORTANT - PRODUCT LIABILITY INFORMATION

**READ ALL INSTRUCTIONS BEFORE PROCEEDING WITH ASSEMBLY. VITAL PRODUCT INFORMATION PERTAINING TO PROPER SET-UP AND CAUTIONS ARE INCLUDED. FAILURE TO FOLLOW THESE INSTRUCTIONS MAY RESULT IN PERSONAL INJURY AND/OR PROPERTY DAMAGE.**

## RETAIN THIS MANUAL FOR FUTURE REFERENCE

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**IMPORTANT NOTICE:** At no time should personnel be allowed to climb or stand on shelving product. Safe access to all shelving levels should be provided with ladders and/or other devices which are in accordance with applicable OSHA regulations.

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## WARRANTY:

Borroughs Corporation extends to the original purchaser from the date of purchase a five-year limited warranty against manufacturing defects in material and workmanship. If a Borroughs product fails to perform because of a manufacturing defect, Borroughs will examine it. If found defective, it will be repaired or replaced at our option. This warranty applies only to Borroughs products acquired directly from Borroughs Corporation or from Authorized Borroughs Dealers. This warranty does not apply to any product which has been subject to misuse, negligence, or accident; has been damaged in shipment, storage, or installation; has been misapplied or has been modified or repaired by unauthorized persons or been repaired with non-standard Borroughs replacement parts. This warranty specifically excludes claims for indirect, incidental, or consequential damages arising in any way from a product defect. This warranty is exclusive, and exists in lieu of all other warranties, either expressed or implied. This warranty gives you specific legal rights; you may also have other rights which may vary from state to state. To obtain warranty service, contact your Borroughs Selling Dealer. You must make a written claim. Provide a copy of your purchase record and a written description of the warranty problem with your claim. If you are unable to contact your Dealer, contact: Borroughs Corporation, Customer Service Manager, 3002 N. Burdick Street, Kalamazoo, MI 49004-3483. Or call toll-free: 1-800-748-0227.