



Installation Instructions

GPC SYSTEM ORGANIZER

This document contains instructions for assembling the GPC System Organizer.

Parts

The system organizer includes the following:

- Right side assembly
- Left side assembly
- 15" wide shelf, quantity 2
- Back brace
- Column holder, quantity 8
- Column clamp, quantity 8
- 10-32 x 5/8" socket cap screw, quantity 12
- 10-32 x 1 1/8" socket cap screw, quantity 8
- 5/32" ball point Allen wrench

The shorter socket cap screws (5/8") will be used to install the shelves and the back brace. The longer socket cap screws (1 1/8") will be used to install the column holders.



Attaching the Shelves

Before beginning this procedure, locate the left and right side assemblies, the two shelves, eight of the 5/8" socket cap screws, and the 5/32" Allen wrench.

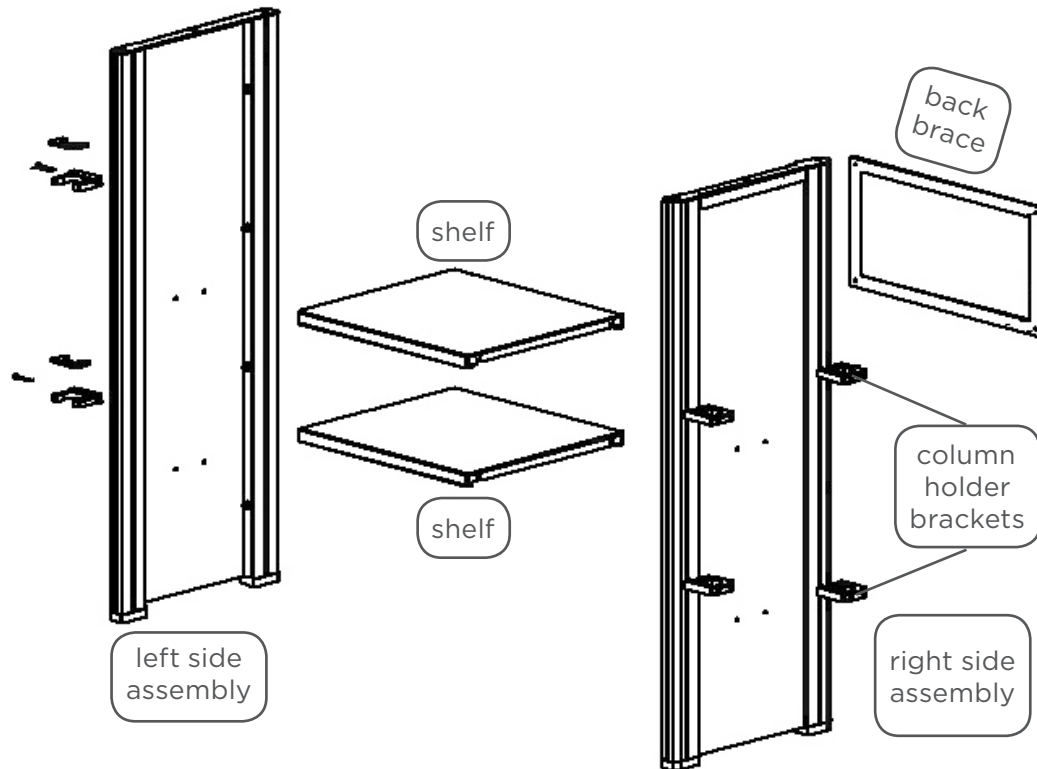


Figure 1
Exploded View of GPC System Organizer

1. Lay the left side assembly with the beveled (slanted) edge down and the feet facing you. The color strip faces the left. (If the color strip faces the right in this position, you have the right side assembly.)
2. In the fifth and ninth hole from the top, insert and slightly finger tighten a socket cap screw on the left nut strip. Then insert and slightly finger tighten a socket cap screw in the same position on the right nut strip.
3. Position the first shelf by sliding its notches between the side assembly and the socket cap screws. Tighten the socket cap screws using the wrench. The shelf will be at a 90° angle to the side assembly.
4. Attach another shelf using the procedure outlined in the previous step.
5. Turn the left side assembly and shelves so the color strip is facing up.
6. To the right of the left side assembly and attached shelves, lay the right side assembly with the beveled edge down and the feet facing you. The color strip faces right.
7. Insert and slightly finger tighten the socket cap screws in the same locations you attached the shelves to the left side assembly.
8. Turn the right side assembly so the color strip is facing up.



9. Align the socket cap screws on the right side assembly to the shelves attached to the left side assembly. Move the right side assembly until the notches of the shelves slide between the socket cap screws and the right side assembly. Tighten the socket cap screws with the wrench.
10. Lift the system organizer and place it in its upright position. The front of the system organizer has the two color strips.

Attaching the Back Brace

Before beginning this procedure, locate the back brace, the two remaining 5/8" socket cap screws, and the 5/32" Allen wrench.

1. On the rear of the system organizer, locate the sliding nut strips within the grooves of the right and left side assemblies.
2. Insert socket cap screws into two adjacent holes in the back brace.
3. Align the socket cap screws and back brace with nuts in the sliding nut strips. Slightly finger tighten the socket cap screws.
4. Slide the back brace to the desired location. Insert and finger tighten a socket cap screw in the remaining two holes. Tighten all four socket cap screws with the wrench.



Attaching the Column Holder Brackets

The column holder bracket consists of two pieces, the column holder and the column clamp. The 1" socket cap screws will be used to secure the column holder to the system organizer.

The column holder brackets will be installed in the grooves on the outside edges of each side assembly. Each of these grooves contains two nut strips.

To attach a column holder bracket:

1. Locate a column holder and a socket cap screw.
 - If the column holder will be installed on the right side, orient the holder with the opening facing the back of the system organizer and then insert the screw from the right.
 - If the column holder will be installed on the left side, orient the holder with the opening facing the front of the system organizer and then insert the screw from the left.
2. Align the hole in the column holder with a hole in one of the nut strips on the side of the system organizer. Insert a 1" socket cap screw and then tighten the screw using the 5/32" Allen wrench.

NOTE

The nut strips slide freely, you may want to leave them in the lowest position when initially inserting the socket cap screw and then slide them into the desired location after the screw has been started.

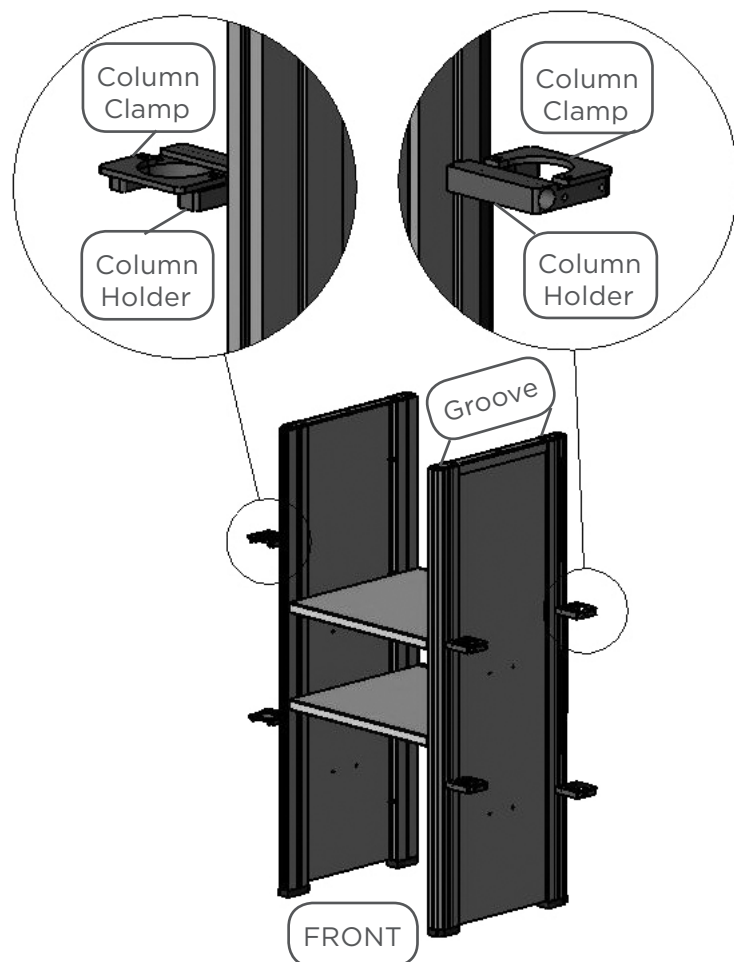


Figure 2

Attaching the column Holder Brackets

3. Repeat steps 1 and 2 for each column holder.
4. Place a column in the opening of a column holder and then insert the column clamp over the holder. There are three sets of holes in the column holder that can be used to attach the column clamp.

NOTE

When determining which set of holes to use, ensure that the column is secure in the holder but also that it is not too tight. If the clamp is placed too tightly, it may be difficult to remove the clamp and replace the column.

Depending on the type of column used, more than one column holder bracket may be necessary to support the column.