

Eyeglasses Rack

Assembly Instructions

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1.0 Introduction

The purpose of this document is to describe the procedure for assembly of the Baptist Medical Dental Mission International (BMDMI) and other teams who have purchased the glasses inventory storage racks. This document is intended for those team members who must assemble these racks and should simplify the process greatly.

2.0 What the Rack Contains

The glasses inventory racks consist of the following items from Metro Shelving Inc. See Appendix A for further details.

1. (4) 74PQ, 74" tall QuikSlot Posts,
2. (2) A2448NC, 24" x 48" Chrome Super Adjustable Shelves, each shelf packaged with (4) of part# A9985 Sleeves/Wedges (Rack top and bottom)
3. (5) 2448QC, 24" x 48" Chrome QuikSlot Shelves, each shelf packaged with (4) of part# 9985QS Shelf Clips, (Intermediate Shelves)

3.0 Assembly steps

These parts come in boxes which look like the picture to the right. There are 4 boxes. One box (the tall narrow one) has item number 1. Another box has item number 2. A third box has 3 of item number 3 and a fourth box has 2 of item number 3. The part numbers are on the boxes. The large black optical case contains the small parts for the racks as shown below.



When you open a box, you need to be careful and not destroy the box. Open the box on one end only and then turn the box upside down and slide the material out. Keep watch for any loose parts. If they are found, they should not be returned to the box but should instead be placed in the black optical case with the optical equipment. To the right is how to remove the box from the shelf. Open the top, turn the box upside down, and pull the box off the shelves.



After you remove the shelves from the boxes, you will be dealing with 2 different types of clips. It looks like the two items to the right. The left item is a black plastic clip which holds the top and bottom shelf onto the pole. It has an **Inside** and **Outside** part.

Inside/Outside black clip



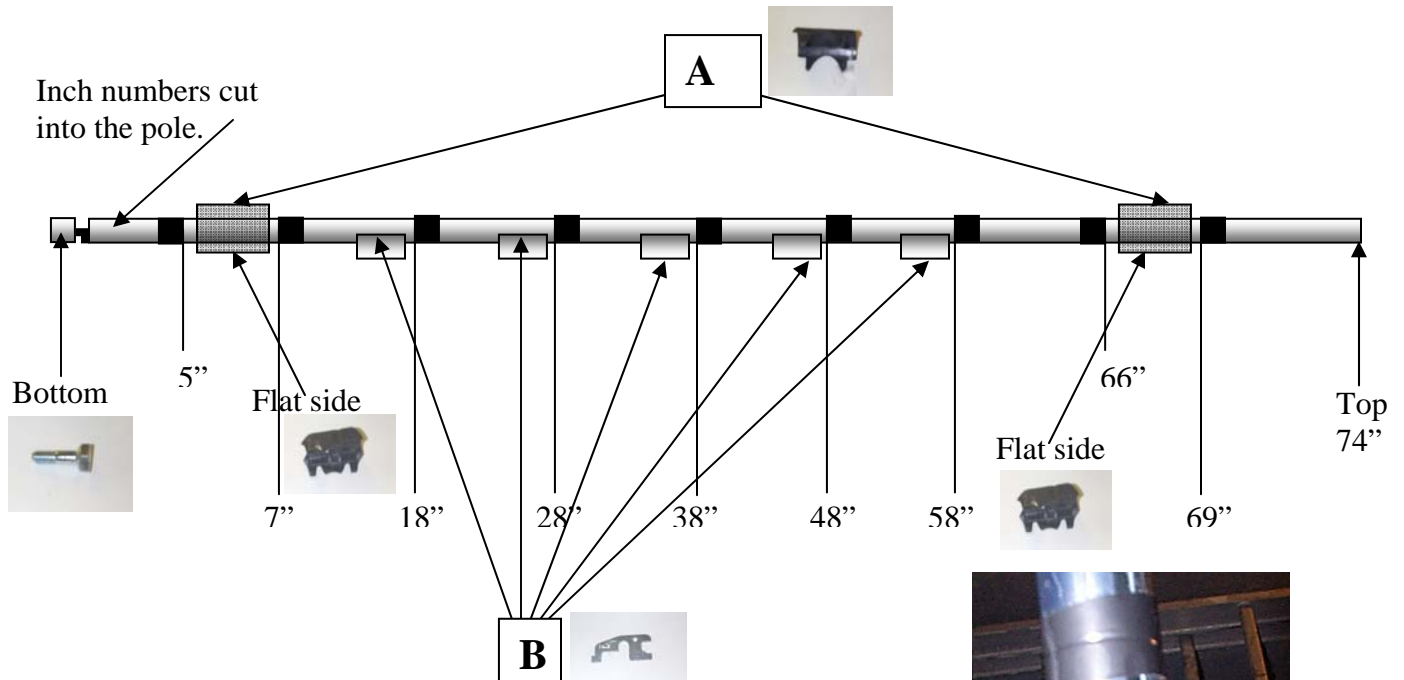
Metal Shelf Clips



The right item is a small clip which holds the intermediate shelves onto the poles. The leveler screw is placed at bottom of the pole.

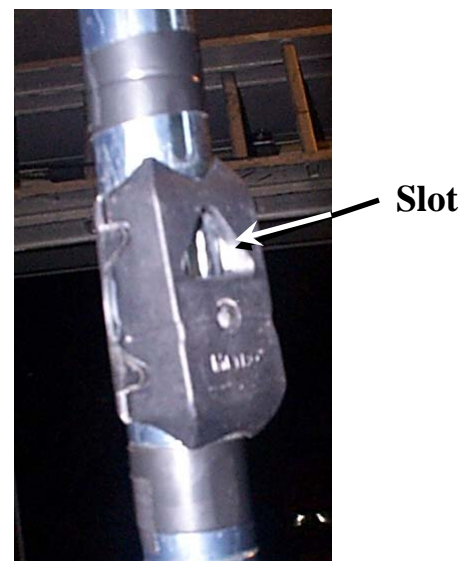
To understand where these clips are located you need to look at the below pole drawing:.. The black plastic pieces in the top left picture are in positions A below. The metal clips for the intermediate shelves are in position B below. Notice that the clips are in the slots which are along the inside of the pole.

If your poles are not marked with black tape, use the below as a guide and mark them please.



The black bands on the above pole are black electrical tape which mark the position of metal clips B. Each clip is placed in a slot immediately below the electrical tape.

The flat side of clips A are on the inside of the poles with the slots visible through the window as shown to the right. Notice how the triangle cut is like an arrow pointing UP to the top of the pole. See the electrical tape marking the position of the clip and the slot is visible through the plastic clip window.



Take the following steps. First lay all 4 poles on the ground and place the 4 black plastic sleeves in place as shown to the right.



Next place the bottom shelf on its edge as shown to the right near the end of the poles.



Slide each pole into shelf corners. Be sure that the lever under these shelves ends up DOWN as shown to the right. You will probably have to snap the lever (see below) onto the corner of the shelves.



The flat side of each plastic sleeve is placed toward the inside of the rack with the pole slot visible through the triangular window.

After placing the plastic sleeve inside each corner of the bottom rack, pull down on the handle on the shelf as shown to the right and lock each of the four shelf corners to the poles.



Place each pole into each corner and lock it the same way. At this point you should have the bottom shelf in place.

Now put the plastic sleeves between the two locator tapes at the top of pole and place the top shelf in place oriented the same way as the bottom shelf. Lock all four corners in place. You can then stand the shelf erect and you will see the picture to the right.

The bottom shelf is 6" from the floor while the top shelf is 4" from the top.



You should then start putting clips B into place as shown to the right and above. There are 5 clips per pole with each placed below the electrical tape and as shown on the pole drawing in previous pages. Notice how the clip is rocked into the slot. The clips are spaced 10" apart with the first 10" from the bottom shelf.



Now start placing the shelves onto the clips as show from left to right below.



One shelf



2 shelves



3 shelves



4 shelves



5 shelves.

At this time the shelf is fully assembled. With practice you can assemble this shelf in less than 10 minutes. It takes 3 minutes to fully disassemble a rack and put the shelves back into the boxes. Again, be sure to avoid tearing up the boxes.

Several things should be noted.

1. The hardware bag has 20% sparing of parts in case some of the parts are lost. Should any of the parts be lost, make note of what is missing so we can order replacement parts.
2. There are three types of small parts 1) intermediate shelf clips, 2) plastic sleeves (inside and outside) for bottom and top shelves, 3) leveling bolts for bottom of poles. There are also a few castings (not shown) which drive into the bottom of the tube to which the leveling bolts are inserted.

Below is a large picture of the assembled rack. Each shelf is separated by 10 inches and glasses boxes are placed on each shelf. The front of the boxes are labeled with the number series and you pull them out to remove the glasses then put them back in place.



Appendix A

The eyeglasses rack is manufactured by Metrowire (www.metro-wire.com). Go to their website to purchase the following parts.

Qty	Part number	Description	Price Each	Price Total
4	74PQ	74" tall QuikSlot Posts	\$20.62	\$ 82.48
2	A2448NC	24" x 48" Crome Super adjustable Shelves Each shelf packaged with 4 of part number A9985 Sleeves/Wedges	\$70.72	\$141.44
5	2448QC	24" x 48" Chrome QuikSlot Shelves, each shelf packaged with 4 of part number 9985QS Shelf clips.	\$70.72	\$353.60
TOTAL:=====➔				\$577.52

Spare parts and Accessories

Qty	Part number	Description	Price Each	Price Total
2	9994Z	Post connectors used to connect two units side by side.	\$4.40	\$8.80
2	SAKITA2	Sleeves/Wedges (pack of 4)	\$5.54	\$11.08
2	9985QS	Shelf clips (pack of 4)	\$2.99	\$5.98
2	RPF04-004	Leveling bolts	\$3.05	\$6.10
2	RPC03-002	Casting which drives into the tube	\$2.60	\$5.20

A single shelf unit has a shipping weight of 126 lbs.