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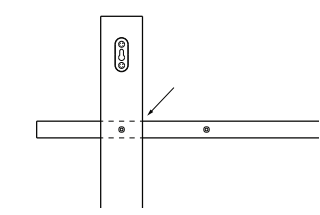
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# Index Assembly Instructions and Mounting Template

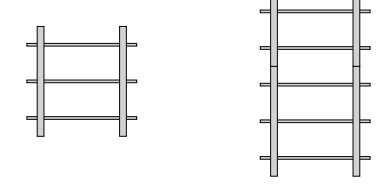
## Part 1: Choose your configuration

The Index Shelving System is designed to expand as you see fit, which means two or more shelves can be lined up vertically or horizontally. The vertical brackets can be fixed in an outer or inner position, depending on your desired arrangement.

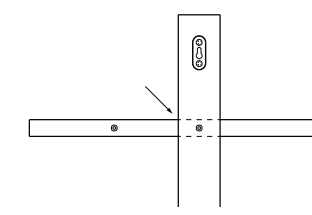
### Outer position



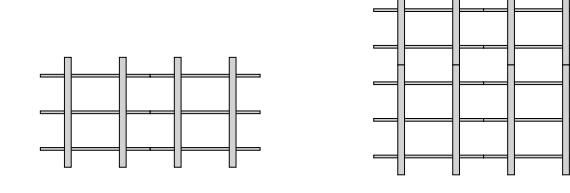
We recommend the outer position for a single shelf, or shelves stacked vertically.



### Inner position



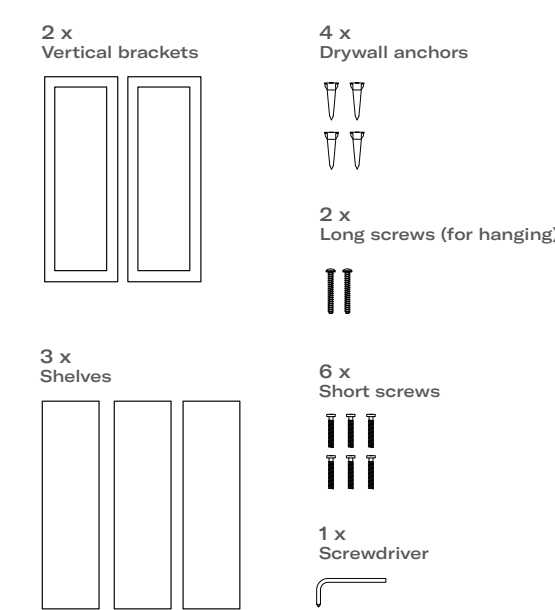
We recommend the inner position for any arrangement with shelves mounted side by side.



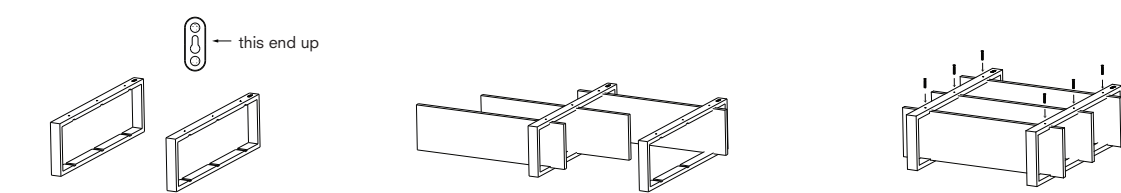
## Part 2: Assemble your shelves

All of the hardware, including a handy Phillips head screwdriver, is included in each box.

### Included in this box



- 1 Lay the brackets on the floor with the keyholes facing up. Make sure both keyholes are next to each other at the same end.
- 2 Slide the shelves into the vertical brackets, and line up the holes with the threaded inserts in either the outer position or the inner position, depending on your desired arrangement.
- 3 Use the six short screws to secure each shelf to the vertical brackets.

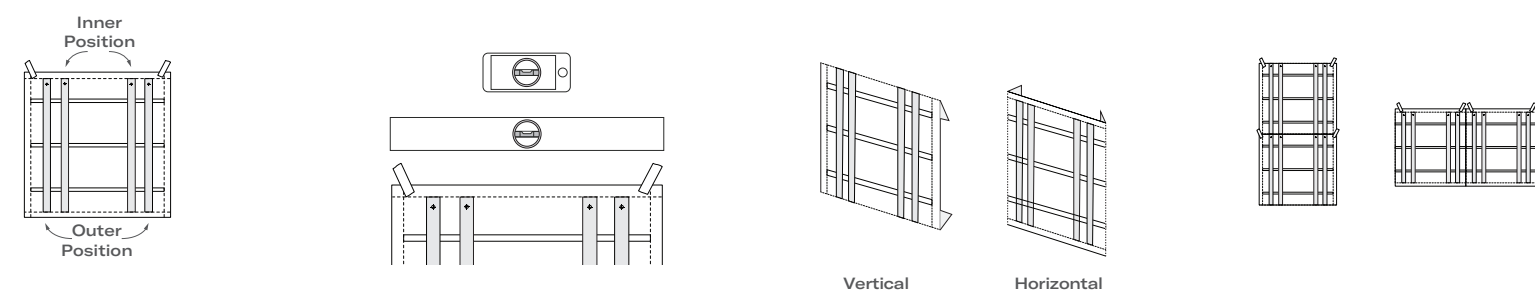


## Part 3: Hang the template poster

This sheet doubles as a mounting template. If you're hanging multiple Index units together, carefully fold along the outer dotted line on the edges where your shelving units will meet; the folded posters will make mounting and positioning easier. Use multiple posters to perfectly align each shelf before you make any holes.

If you're only hanging a single Index shelf, don't worry about folding.

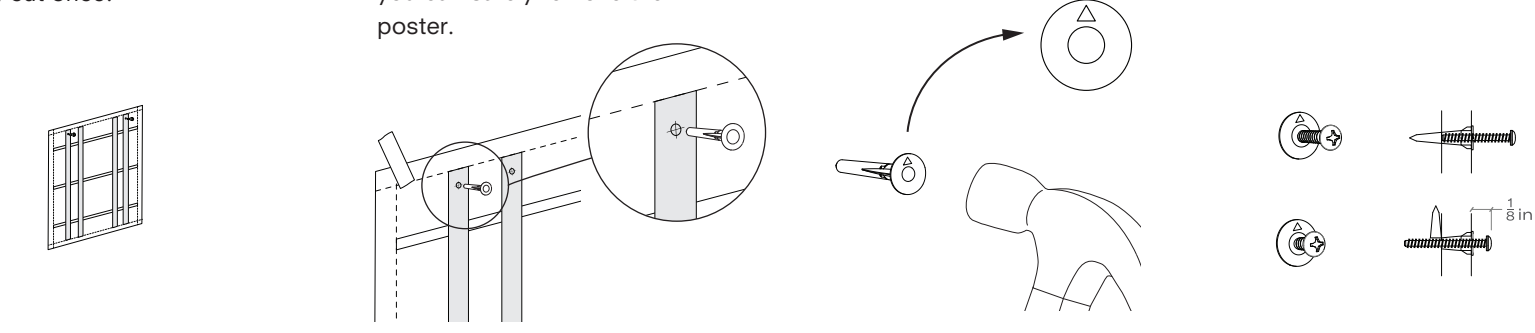
- 1 Hang the poster in the precise position you want to mount the shelves. We recommend using painter's tape, but whatever you have around the house will do.
- 2 Use a level (or a level app on your phone) to make sure it's perfectly straight.
- 3 For vertically stacked shelves, you only need to fold the top and bottom of the poster. Likewise, for shelves mounted horizontally, you only need to fold the sides.
- 4 If you're mounting multiple shelves, make sure the outline of the shelves and brackets on each template are perfectly aligned.



## Part 4: Install wall anchors & screws

You'll need a hammer for this part. We included a few extra drywall anchors in case you need a few for practice.

- 1 Remember to use the outer position for a single shelving unit or vertically-stacked shelves, and the inner position for horizontally-arranged shelves. As a wise person once said, measure twice, cut once.
- 2 Once you know which mounting position to use, locate the targets for the drywall anchors. Lightly tap the anchor with a hammer to mark the correct spot on the wall, going through the paper on each target, so you can safely remove the poster.
- 3 After you remove the poster, position the anchors with the arrow pointed up (as shown below) and fully hammer them into the walls on the marked positions.
- 4 Screw the two long hanging screws into the drywall anchors, leaving the head of the screw approximately 1/8" from the wall. The shelf brackets will hang from the protruding screw.

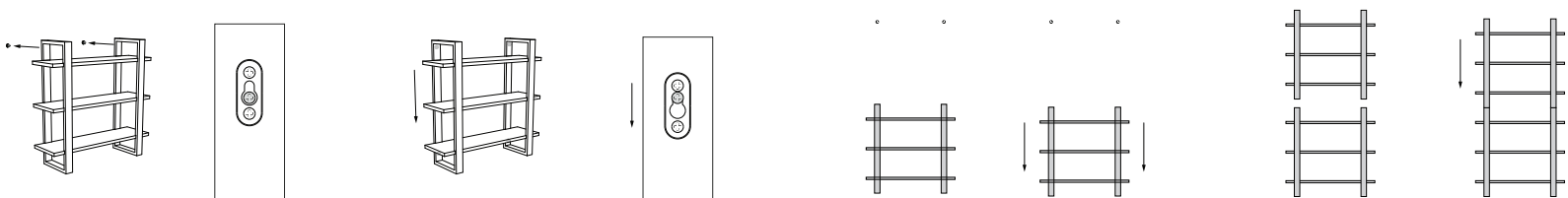


## Part 5: Mount your shelves

You're almost done! All that's left is to hang the shelves on your wall, sliding the brackets onto the hanging screws. They're pretty lightweight, but it might be helpful to have a second person, especially if you're hanging multiple shelves.

If you're hanging multiple shelves vertically, start by hanging the lower shelving unit first.

- 1 Lift the shelving unit up and slide the two keyholes over the hanging screws. The wider part of the keyholes, which point toward the floor, will fit over the head of the screw.
- 2 Once both screws are inserted into the keyholes, gently but firmly lower the shelves by about a quarter inch to secure the mount.
- 3 Remember, if you're hanging multiple shelves vertically, start by hanging the lower shelving unit first.
- 4 Once the lower shelving unit is secure, you can mount the higher shelving unit. After that, you're ready to start filling your shelves with books, sculptures, candles, plants, and whatever else your heart desires.



Outer Position

Inner Position

Inner Position

Outer Position