

ASSEMBLING YOUR NOVUS UNIT

INCLUDED IN YOUR HARDWARE KIT

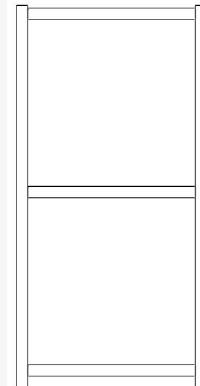
- Metal Spigots
- Accessory Brackets in 2 bags marked A and B
- Glides (Novus Original) OR Casters (Novus Mobile)
- Metal Screws
- Wood Screws
- Plastic Top Caps
- Mounting Brackets (if your unit includes tall base cabinets)

STEP 1

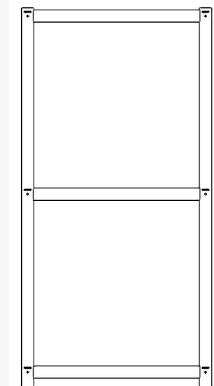
- Review the detailed drawing of your unit included with these instructions and identify the Starter, Add-On, and End vertical uprights. Each welded vertical upright is labeled on the underside of the bottom rung with its part number, which corresponds to the drawing.
- Lay the vertical pieces on a carpeted floor, cardboard, or blankets (to avoid scratching) in the order (left to right) shown in your drawing.
- Note: the pieces on the far left and far right end of the unit (Starter and End pieces) will be finished (no slots) on one side. Vertical pieces in the middle of your Novus unit (Add-On pieces) will have slots for attaching horizontal tubes on both sides.

WHAT YOU'LL NEED

- 2 people
- Screw gun with #2 Phillips bit
- Rubber mallet
- Felt tip pen or marker



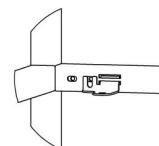
Vertical upright outside end (no slots)



Vertical upright inside (slotted)

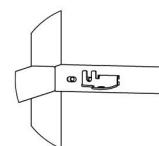
STEP 2

- Decide at what position you would like your shelves and other accessories to sit, using the diagrams to the right.
- You can have all accessories sitting at the same level, or you can vary the levels at which they sit throughout the unit.
- If you change your mind on accessory position later in the process, making a change is as simple as removing one screw, changing the bracket position, and re-screwing.
- As a general rule, shelves, planter boxes, and fabric panels can be positioned at any of the four levels based on preference. Display Boxes and Cabinets should utilize Position 4 (fully proud) so that the accessory fills the entire space, leaving no gaps at the top.



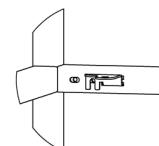
Position 1

Bottom slot w/shelf support bracket down
Top of shelf will be flush with top of horizontal cross beam.



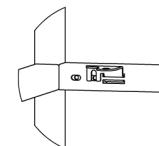
Position 2

Bottom slot w/shelf support bracket up
Top of shelf will be 1/4" proud vs. top of horizontal cross beam.



Position 3

Top slot w/shelf support bracket down
Top of shelf will be 3/8" proud vs. top of horizontal cross beam.

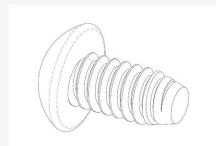
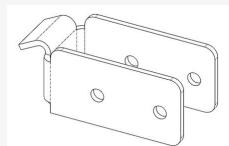


Position 4

Top slot w/shelf support bracket up
Fully proud (bottom of shelf will be at the level of horizontal cross beam).

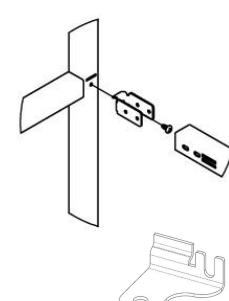
STEP 3

- Start with the left end of your unit
- One by one, insert the "hook" on the metal spigot into the slots on the inside (slotted) side of the vertical upright and screw in using one metal screw.

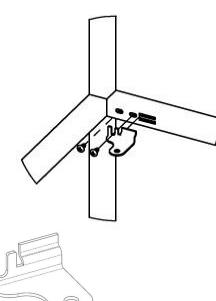


STEP 4

- Slide a horizontal tube over each metal spigot with the slots facing the inside of the upright. Make sure the tube covers the spigot on both sides.
- Depending on your chosen accessory position, select an A or B bracket and position it in one of the slots with the groove over the screw hole in the horizontal tube.
- Screw the horizontal tube and shelf bracket to the metal spigot using two metal screws.



Bracket A

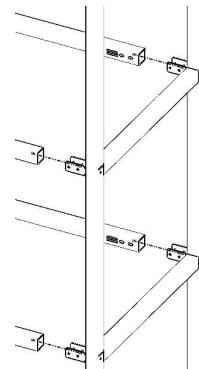


Bracket B

ASSEMBLING YOUR NOVUS UNIT

STEP 5

- Repeat Step 3 for the next vertical upright in your unit, screwing the metal spigots into each the slots that face the first vertical upright.
- Carefully slide the first two vertical pieces together by sliding the new metal spigot inside the horizontal tube. As before, make sure that both sides of the spigot are inside the horizontal tube.
- Position the shelf brackets and screw the horizontal tube and shelf bracket to the metal spigot using two metal screws.
- Continue this process until the entire metal structure has been assembled.



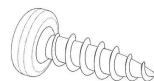
STEP 6

- Insert the glides (or casters) into the grater clip inserts (pre-installed) in the bottom of each vertical upright.
- Stand the unit up.
- Check both sides of the unit to make sure all screws are tight, that the horizontal and vertical tubing fits together without gaps, and that the unit feels stable (no racking).
- Adjust the glides as needed to level the unit.



STEP 7

- Begin to place the accessories (shelves, cabinets, display boxes, etc.) in the unit to verify placement.
- Arrange the accessories so that the unit does not become top heavy by placing some heavier pieces at the bottom.
- If you decide you would like an accessory to be more "flush" or proud, unscrew the shelf bracket, reposition it, and screw it back in.
- Make sure single cabinet doors open and close properly; adjust or shim if necessary.
- Once you have finalized the placement of accessories, mark the hole location from the underside of the shelf location, pre-drill the hole, then use a single wood screw through the hole in the shelf bracket into the underside of the accessory.



STEP 8

- Place the plastic top caps into the top of each vertical tube and use a rubber mallet to insert them fully.

HELPFUL HINTS

- Build your Novus unit by laying it flat on a carpeted floor, cardboard, or blankets to avoid scratching the metal frame.
- Obtain client direction on accessory height placement (1, 2, 3, or 4) prior to assembly
- Prior to screwing accessories to the metal frame, mark the hole location through the shelf clip and pre-drill prior to final fastening.
- If your unit includes single cabinets, ensure all cabinet doors clear the frame prior to screwing to the metal frame. Utilize a shim if needed.
- If your Novus unit includes a corner, bridge, or tall base cabinets, please refer to the special instructions for those components found on the Novus Corners, Bridges, and Base Cabinet Assembly Instructions sheet.

SPECIAL INSTRUCTIONS: MOUNTING TO TALL CABINETS

ADDITIONAL HARDWARE PROVIDED

- Mounting brackets (2 per internal vertical upright)
- Wood Screws

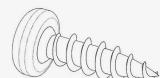
WHAT YOU'LL NEED

- 2 people
- Screw gun with #2 Phillips bit

FOLLOW STEPS 1-5 FROM NOVUS ASSEMBLY GUIDE

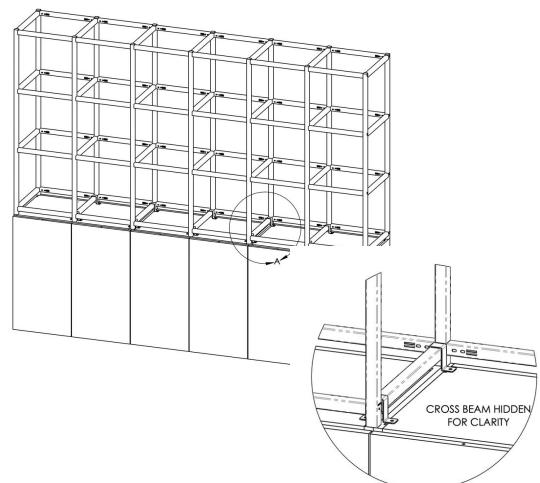
ASSEMBLE BASE CABINET STRUCTURE

- If your Novus unit includes more than one base cabinet, you will need to fix them to one another to prevent racking and eliminate gaps.
- Arrange the cabinets side-by-side. Each cabinet has a pilot hole and counter bore on the inside. Screw the cabinets together using 1 wood screw per hole.



ATTACH METAL FRAMEWORK TO CABINETS

- Position the metal framework on top of the cabinets in their proper location.
- Ensure the frame is fully supported by the cabinet on all sides.
- Each **internal vertical upright** should be secured to the cabinet using two mounting brackets. Place the bracket over the steel cross beam that runs from the front of the cabinet to the rear, one near each end. Screw to the top of the cabinet using wood screws provided.
- The external vertical uprights will not receive mounting brackets.



RETURN TO NOVUS ASSEMBLY GUIDE AT STEP 7