

Call with any questions:
847-980-7925

MUSIC FILING SYSTEM ASSEMBLY INSTRUCTIONS.

Step 1

Stand 2 of the uprights about 3 feet apart with small end of keyholes at the bottom. These should be located against the wall, close to where you want them to be permanently positioned.

With a hammer, tap one of the supports into both uprights somewhere in the middle. This will allow them to stand up without being held. This support can later be moved.

If your system has more than one section, "T" connectors will have keyholes on both sides of uprights. All sections should be installed in the same way as first section.



Supports should have smooth side down
(dished side up)

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Step 2

Starting with the top 1 ½ inches down the back side of the uprights, tap in supports every 12 inches down the back side of the uprights. The temporary support that you had originally put in can be moved to fit into this spacing. (When spacing every 12 inches, 6 keyholes will be visible between the supports.) You may have 13.5 inches available at the bottom level. Repeat this process for the front of the uprights.



When you get to the bottom front upright, slip the front base between the support and the uprights. This will prevent any papers or dust from going under the system.

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Step 3

There are two wall anchor brackets included. These should be tapped into the keyholes somewhere near the top of the shelving unit, between the supports. Screws can then be used to secure the unit to the wall. Since there are a variety of types of walls (i.e. block, drywall, paneling), no screws are included



Step 4

There are 2 shelves also included with each section. These can now be set upon the top and bottom supports. The hanging compartments will hang directly from the supports on all of the other levels, as well as the top. (You may find it easier to put the top shelf AFTER the top level of compartments are hung there.)



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Step 5

After putting in about 25 v-base compartments per row, it is best to first insert the labels, then begin putting your music selections in the corresponding compartment.(starting in the top row). If you have a selection that is very thick, you may want to replace the v-base compartment with a 1", 2" or even 3" box bottom compartment. Depending upon the thickness of your selections, you may be able to get 25, 30 or 40 titles per row.

You may not need to leave extra space at the end of each level, especially if you number your selections.



Step 6 ORDERING FREE LABELS

This may actually be step number 1, if you wish.

You may email your request for labels anytime, even before your system arrives. Simply create an Excel spreadsheet with columns for the selection number, and the title. (You may send for the title only on the label, if you wish).

We can also print other columns on the labels (i.e. SATB, SSA, composer etc.)

However, the more you want on the label, the smaller the type size will be.

You can also ask for different sets to come in different colors (still no charge).

Just let us know which labels you would like in each color.

Available colors: White, Yellow, Red, Blue, Green, Gray, Orange, Purple

Email your label request to: labels@musicfiling.com