



# Quick Assembly Bookcase

## Required Tools



Rubber Mallet

Small Blade Screwdriver

Model Numbers: ALE-SB623034, ALE-SB624234, ALE-SB625234, ALE-SB627234, ALE-SB628434

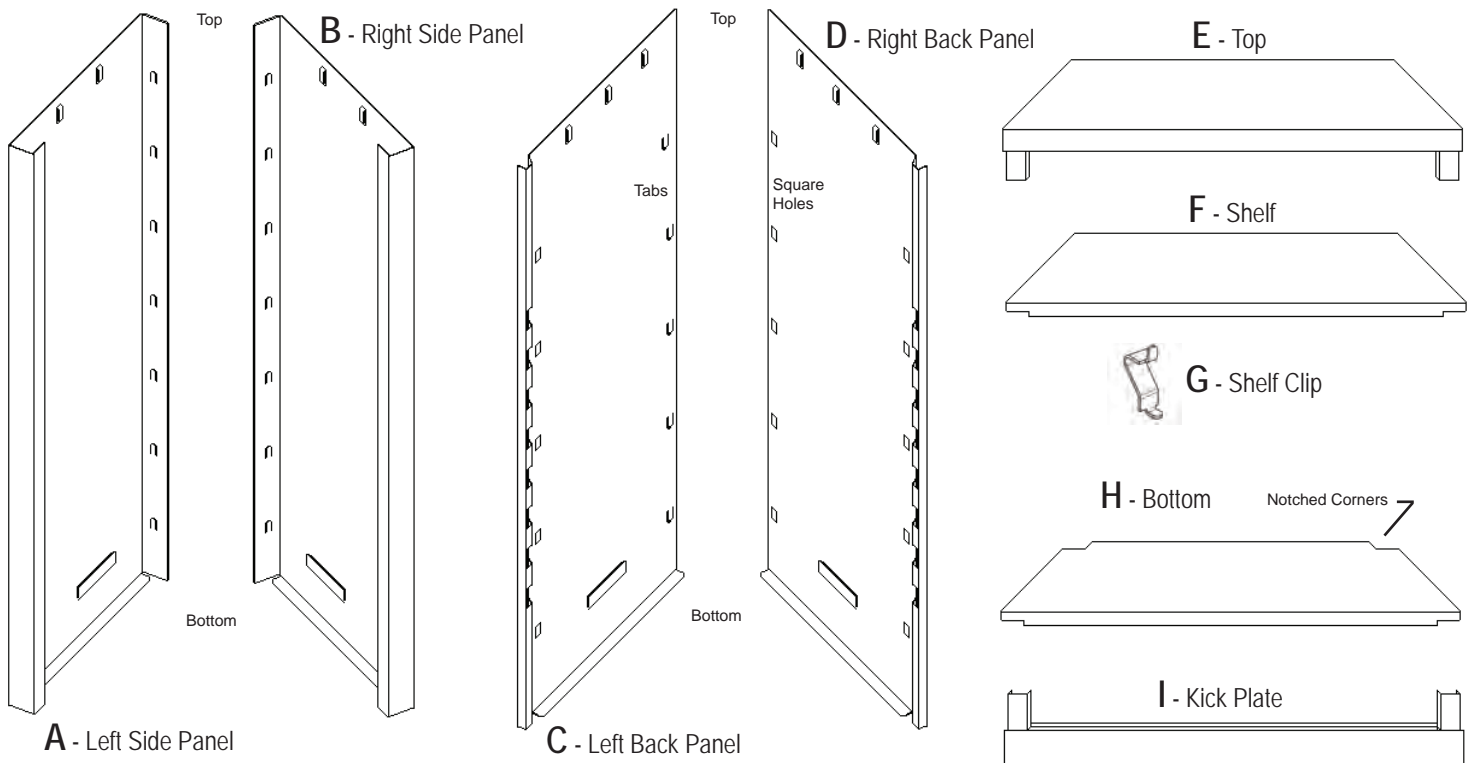
## Safety Instructions

**CAUTION:** Use caution when handling and assembling metal parts. Metal may have sharp edges or corners. Manufacturer recommends the use of protective gloves when assembling product.

- This unit should be installed on a level surface.
- **Do not use this unit as a step ladder. Do not climb on the unit.**
- This unit is not intended to be used in any other manner than for storage.
- Do not exceed the manufacturer's recommended weight capacity of **150 lbs. / 68 kg.** on each shelf. Always distribute weight evenly on shelves.
- The manufacturer recommends the storage of heavier items on bottom shelves.

All assembly instructions must be followed exactly or the unit may not be assembled correctly and may not be stable. Assemble the unit on level surface.

## Parts List



Please refer to the chart below to confirm that you have the correct number of parts for your Alera product. Products are listed by their model number.

Part Name	ALE-SB623034 30" - 1 Shelf	ALE-SB624234 42" - 2 Shelf	ALE-SB625234 52" - 3 Shelf	ALE-SB627234 72" - 4 Shelf	ALE-SB628434 84" - 5 Shelf
Left Side Panel - A	1	1	1	1	1
Right Side Panel - B	1	1	1	1	1
Left Back Panel - C	1	1	1	1	1
Right Back Panel - D	1	1	1	1	1
Top - E	1	1	1	1	1
Shelf - F	1	2	3	4	5
Shelf Clips - G	2	4	6	8	10
Bottom - H	1	1	1	1	1
Kick Plate - I	1	1	1	1	1

For Alera customer service please call: **1-800-733-4000**. Please have your model number handy.

## Assembly Instructions

### TIPS FOR EASIER ASSEMBLY:

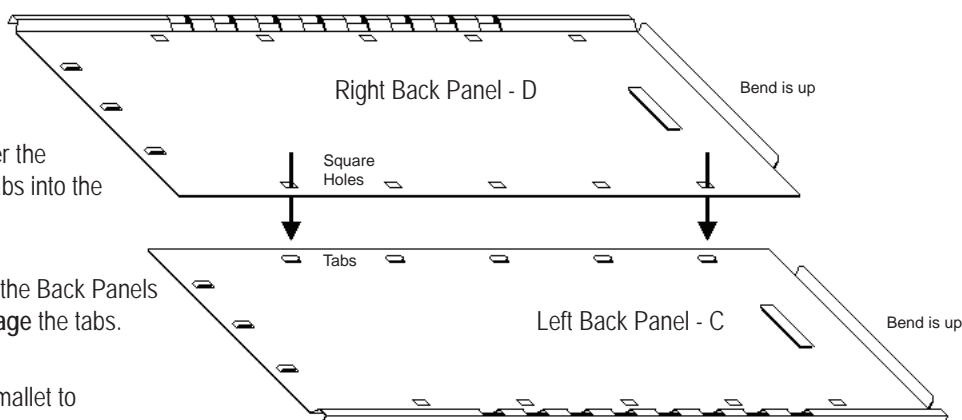
- 2-person assembly is recommended.
- Assemble the unit on a flat surface.
- Some locking tabs may flatten out or bend open during transport. Adjustments can easily be made using a small blade screwdriver with light pressure.



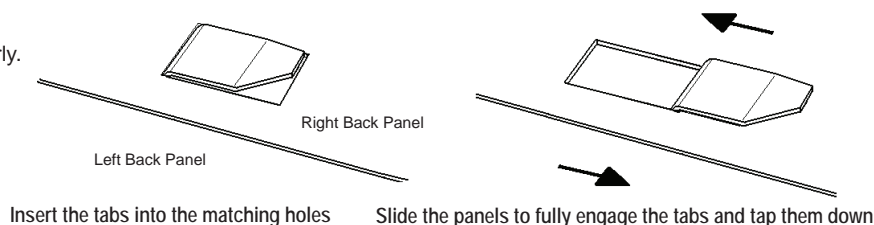
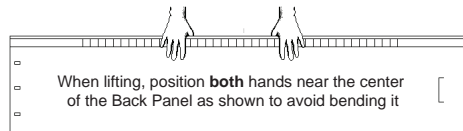
**Locking Tab**  
Can be adjusted open or closed to ease assembly

### Step 1 - Back Assembly

- Lay the two back panels on a flat surface. Position as illustrated.
- Place the Right Back Panel (D) over the Left Back Panel (C) inserting the tabs into the matching holes.
- Once all the tabs are started, slide the Back Panels in opposite directions to **fully engage** the tabs.
- Tap the tabs down with a rubber mallet to tighten the connections.

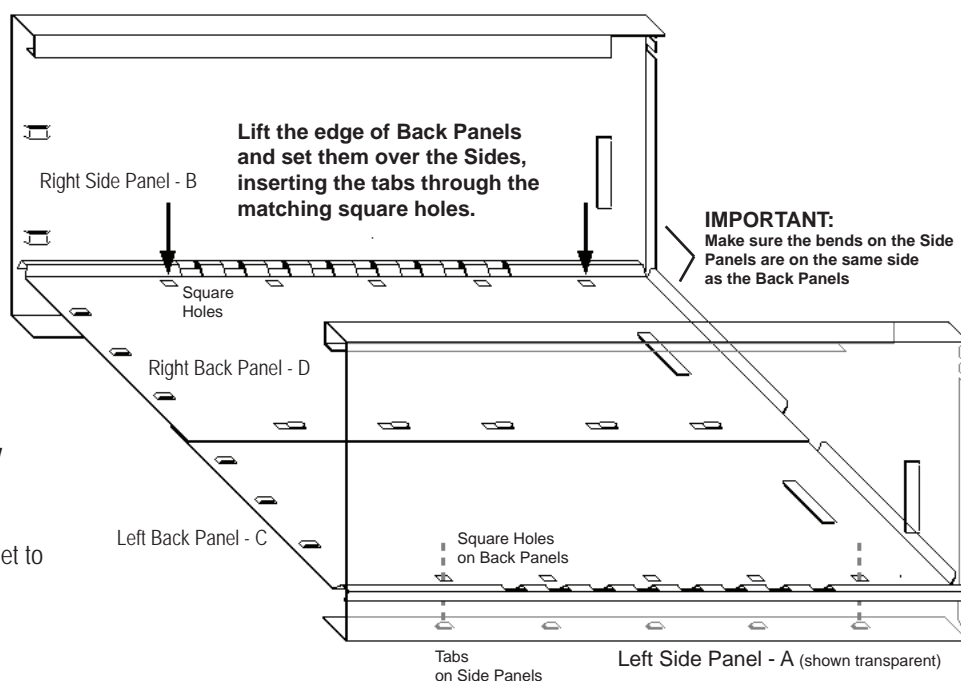


**NOTE:** On the 72" and 84" models, use care when handling the Back Panels. They bend very easily if not handled properly. Use 2 hands and **NEVER** put your fingers in the slots.



### Step 2 - Side Assembly

- While the Back Panels are still lying on a flat surface, lift the outside edge of the Right Back Panel (D) and slide the L-shaped bend of the Right Side Panel (B) under it.
- Insert the tabs on the Right Back Panel (B) into the matching square holes in the Right Back Panel (D).
- Once all the tabs are started, slide the Side and Back Panels in opposite directions to **fully engage** the tabs.
- Tap each of the tabs down with a rubber mallet to tighten the connections.
- Repeat the steps with the Left Side Panel (A).



Slide the panels to fully engage the tabs and tap them down

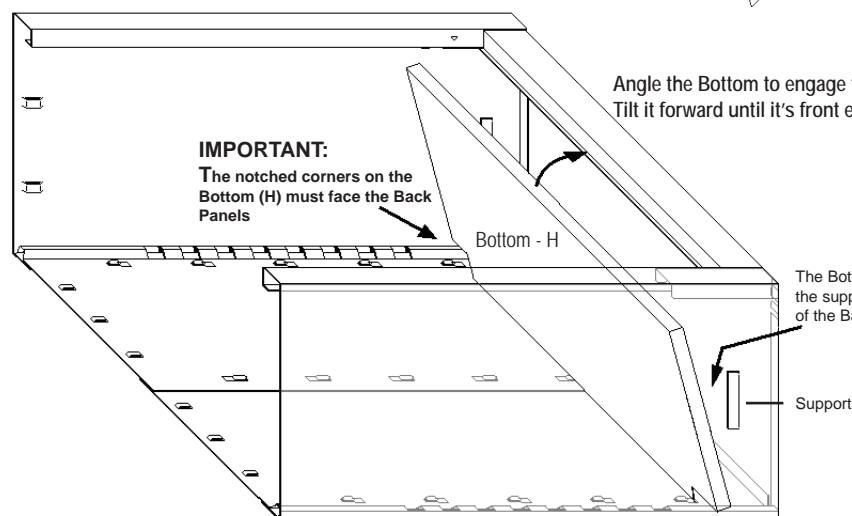
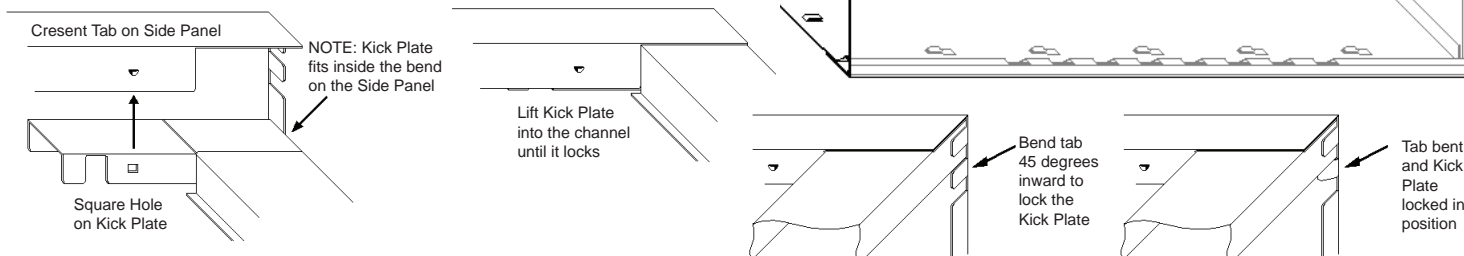
## Step 3 - Bottom Assembly

- A) Position the Kick Plate (I) as illustrated and begin installation by lifting its right end upwards inside the channel on the Right Side Panel B).

- B) Push the Kick Plate upwards until the crescent tab on the Side Panel engages the square hole on the Kick Plate (I).  
Note: this is a tight fit. A loose connection would result in an unstable unit.

- C) **IMPORTANT:** Bend the tab on the bottom of the Side Panel 45 degrees inward to lock the Kick Plate in place.

- D) Repeat the procedure for the left side of the Kick Plate.

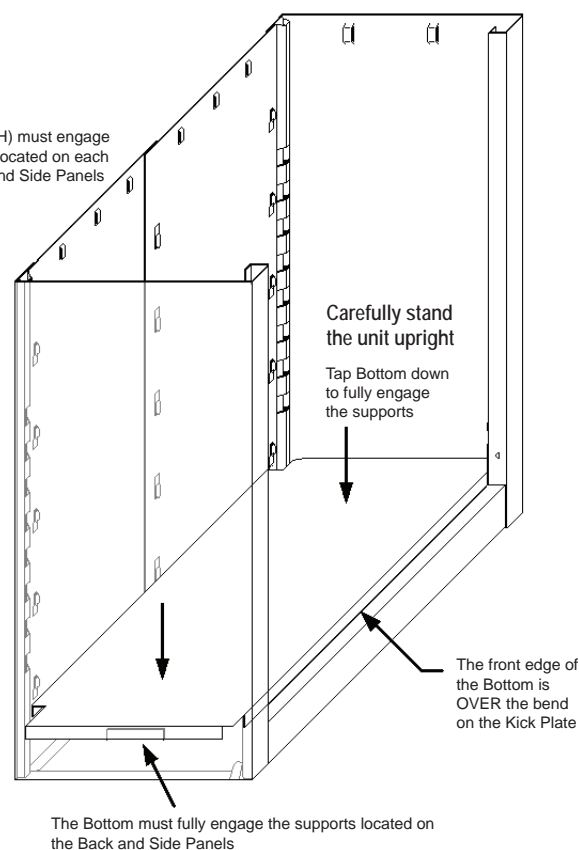


- E) Install the Bottom (H), by placing it in the bookcase with the notched corners toward the Back Panels.

- F) Angle the Bottom (H) as illustrated and engage the supports located on the two Back Panels. Note: as with the tabs, some adjustment to the supports on the Side and Back Panels with the screwdriver may be necessary.

- G) Gradually tilt the front edge of the Bottom (H) forward, making sure that it engages the supports located on the Right and Left Side Panels and goes over the bend on the front of the Kick Plate (I).

- H) Carefully stand the unit upright and tap the Bottom (H) down. Make sure the Bottom (H) has full engagement in the supports on the Back and Side Panels.



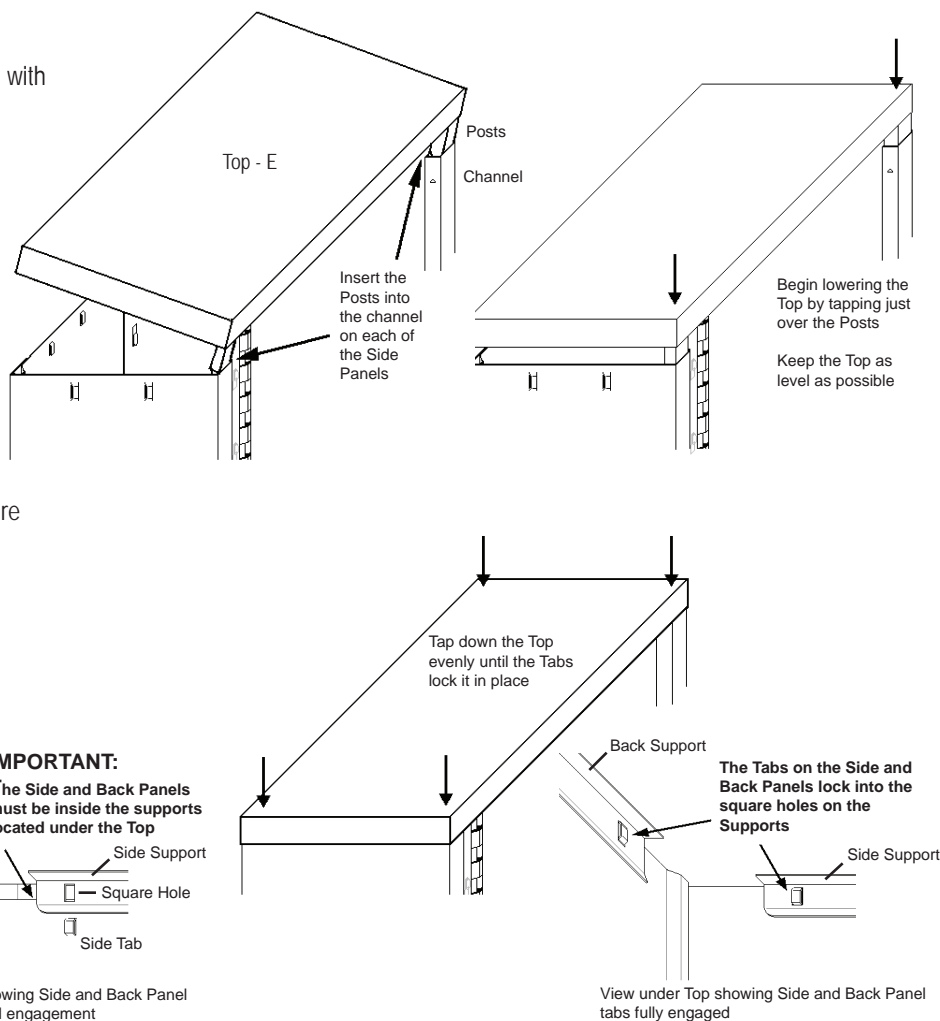
## Step 4 - Top Assembly

A) Begin inserting the posts on the Top (E) into the channels on the Right and Left Side Panels. Starting with the Top on a slight angle may help.

B) Once **both** posts are started. Tap **evenly** down on the Top (E) until it is just past the Side and Back Panels. **Make sure the Top (E) is going OVER the Side and Back Panels.**

C) Check under the Top (E) to make certain that the Side and Back Panels are **INSIDE** the supports.

D) Tap the Top (E) down around the edges until the tabs on the Side and Back Panels snap into the square holes on the supports.



## Step 5 - Shelf Installation

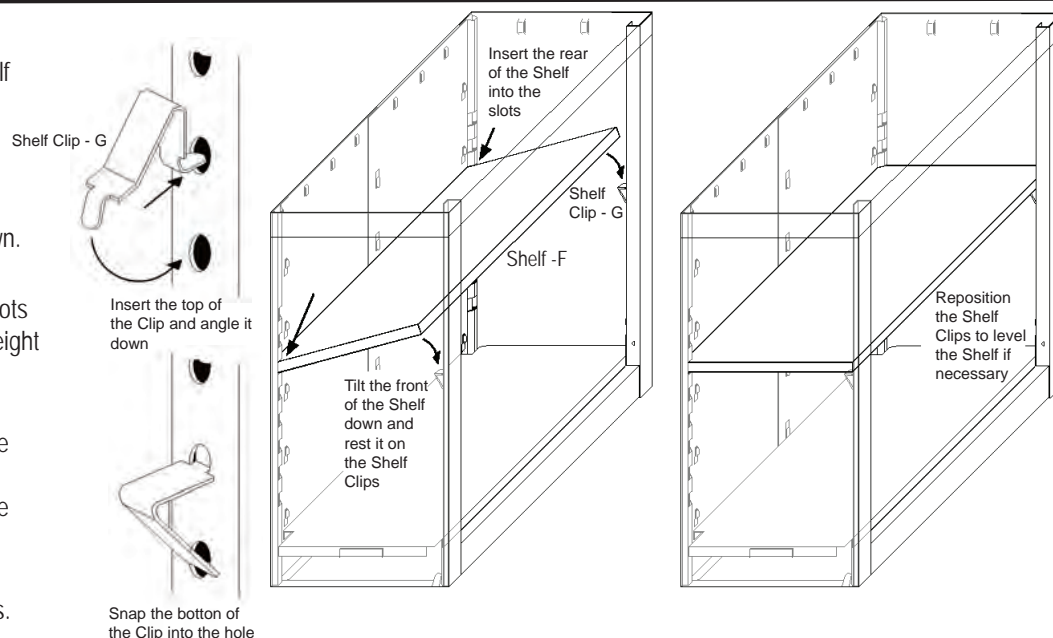
A) At the desired shelf height, insert 2 Shelf Clips (G) into the holes located inside the front edges of the Side Panels.

B) Angle a Shelf (F) into the cabinet above the installed Clips with its rear tilted down.

C) Insert the rear of the Shelf (F) into the slots in the Back Panels that are closest in height to the installed Shelf Clips.

D) Tilt the Shelf (F) down until it rests on the Shelf Clips. If the Shelf is uneven, reposition the Shelf Clips into appropriate locations to level it.

E) Repeat this process for all of the shelves.



After assembly is complete, MILD SOAP and WATER can be used to clean the unit by wiping with a SOFT CLOTH.