

Installation Instructions – Spice Rack Drawer and Storage Solution Drawer – Partially Assembled

- 1) **Included:** Assembled Base, Slide(s) and Lower Drawer(s)
Upper Tier Drawers (as required)
x11 Depth Unit - Fronts (longer) and Backs (shorter) Clear Acrylic Plastics
x14 Depth Unit - Fronts and Backs (same) Clear Acrylic Plastics
Front and Back Mounting Screws - #6 x 5/8"
Flex-Sides Bands (1 band for each set of empty notches)
Mounting Screws (1 screw per base mounting hole) - #8 x 7/8" or 1" (design dependent)

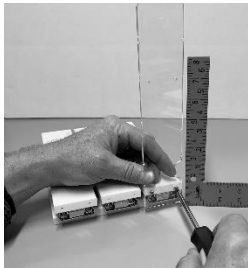


- 2) **Tools Needed:** Phillips Screwdriver or Electric Screwdriver (set to low torque)
Pen or Tape
Straight Edge – Square or Cracker Box (box should align parallel to cabinet frame)

3) Attach Front and Back plastics, one screw for each drawer end hole.

- DO NOT overtighten screws (#6-5/8"), plastic will crack. Tighten screws firmly enough to keep fronts and backs from moving.
- Attach Fronts to the drawer end that slides out. This is the same for single tier or two-tier units.
- For 2 or 3 drawer units, straighten the first attached plastic (see step 4) and then align the remaining pieces to the first.
- Attach Backs (shorter) to the rear of the unit.

-- See instruction video on www.VerticalSpice.com --



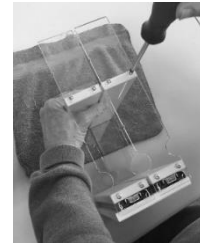
4) Straighten Front and Back plastics.

- Align perpendicularly to a straight edge.
- Loosen screws, hold plastics straight and re-tighten screws.
- Repeat to straighten all plastics to each other.



5) Assemble top shelves (2-tiered units only)

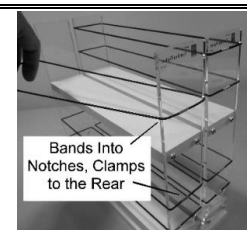
- Place unit back-down on a towel or soft surface.
- Locate upper drawer(s) to holes and screw in place (#6-5/8").
- Turn unit over and repeat to attach upper drawer(s) to back plastic.



6) Attach bands.

- Different band sizes for different drawer widths and depths.
- One Flex-Side band per set of notches, each drawer, band clamp to the rear.

(23x11 unit, smaller bands for 2.0" drawer, larger bands for 3.25" drawer)



7) Units ready for mounting to cabinet, pantry, shelf.

Attention 1: Each Drawer Unit **MUST** be attached with the included screws to the cabinet bottom or a permanently fixed shelf. Failure to attach will result in the Drawer Unit and its contents tipping and falling out when a drawer is extended.

Attention 2: If the shelf is adjustable, you **MUST** first secure the shelf to make it permanent with blocks of wood, brackets or clips (not included). The contents you store on a shelf and the weight of the Drawer(s) can cause a shelf to bow and/or the whole shelf could tip when a drawer is extended and the shelf not secured permanently.

8) Create Space.

Remove spices, bottles and containers from your cabinet. Adjust the upper shelves to fit the drawers for these dimensions:

<u>Unit Tiers</u>	<u>Unit Height</u>	<u>Suggested Minimum Space</u>
2	10.8"	12.0"
1.5	9.3"	9.5"
1	5.0"	6-12"

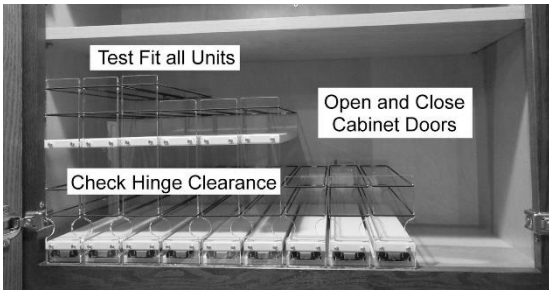
12) Attach Unit Base to Cabinet.

Realign base to marks on cabinet. Hold base in place, locate screw in one mounting hole (start with a front hole). Firmly press down with screw driver while turning. Turn screw into cabinet until snug. Repeat install of all screws.



9) Test Fit All Units.

Push drawers all the way back onto the rubber stopper.



Note: If the cabinet face frame interferes with the front plastic of the units, place a thin piece of cardboard under the units to raise them.

13) Remove drawers if needed.

Drawers can be removed from the base. Each drawer slide has a tab on the **bottom of the drawer slide***, push it to the side and pull out the drawer, firmly, all the way.

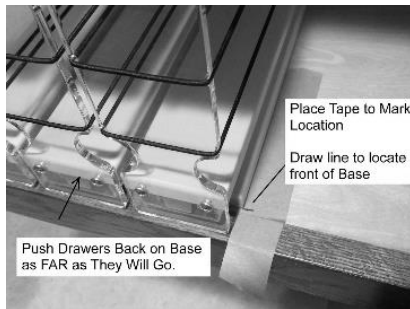


Return the drawer to the same slide it was removed from.

*Turn the unit over to easily see the slide tab.

10) Mark Unit Position.

Place a piece of tape or draw a line on the cabinet shelf next to the drawer base. This will help reposition the base if the assembly moves.



14) Replace drawers.

Move ball-bearing race all the way forward and align slide, then push drawer completely back.

Open drawers by pulling at the finger holes.

Close Drawers by pushing near the screws.



11) Mounting Screws (#8-larger of supplied screws) and Base Holes

There are 4 holes in each 6.9" wide base and 2 holes in each narrower base. A screw must go in each one (the **5.75" wide base** may have 4 holes visible, only 2 require screws).

15) Test Drawers.

Slides should move smoothly. Drawers should not hit hinges, frames or doors. Drawers should not pull off the unit without pushing the tab. Push the bearing race forward if the drawer pulls off.

What to Expect/Ongoing Care:

- Clean-up spills with a soft cloth, water and mild detergent. Strong chemicals may crack the plastic.
- Use Petroleum Jelly (Vaseline) to lubricate moving parts in the slides as needed.
- There may be some wobble in slides, mostly in the back position. When pulled out they should be stable and not rock jars off shelves.
- Screws for the Plastic Fronts/Backs can be loosened and retightened to realign parts if they shift over time.
- The Flex-Sides bands allow over-sized containers on the shelves, you will have some rubbing in this case, but the drawers will still work.

Any questions, visit www.VerticalSpice.com for FAQ and more detailed installation instructions or contact Vertical Spice customer service at 612-254-2590.