4POST ASSEMBLY INSTRUCTIONS

PLEASE STOP & DETERMINE WHICH STYLE OF SHELVING WILL BE ASSEMBLED & START ON THE CORRECT PAGE

SINGLE ENTRY STARTER
SEE PAGE 2

DOUBLE ENTRY STARTER
SEE PAGE 8

SINGLE ENTRY ROW OF SHELVING
SEE PAGE 14

DOUBLE ENTRY ROW OF SHELVING
SEE PAGE 22
TOOLS REQUIRED FOR ASSEMBLY

- Rubber Mallet
- Plastic Tip Hammer

PARTS REQUIRED FOR ASSEMBLY OF SINGLE ENTRY STARTER

- Top Cover
- Shelf Support
- Back Stop (Single Entry Only)
- Divider
- Closed "L" Upright
- Shelf Reinforcement
- Combo Base
Step 1: Temporarily mount a Shelf Support at chest height to hold Uprights in position (Figure A). Rivets of Shelf Support fit into keyholes on Uprights. Use a Rubber Mallet or Plastic Tip Hammer to tap Shelf Support into bottom of keyholes.

Step 2: Depending on configuration ordered, bottom components will be assembled in one of four ways as shown below. Refer to Figures A, B, C & D.
**4POST ASSEMBLY INSTRUCTIONS**

**Figure E**

Step 3: If required (see Table 1), install Shelf Reinforcement(s) as shown in Figure E.

**Table 1**

<table>
<thead>
<tr>
<th>Depth of Shelving</th>
<th>No. of Shelf Reinforcements</th>
</tr>
</thead>
<tbody>
<tr>
<td>12”</td>
<td>None</td>
</tr>
<tr>
<td>15”</td>
<td>None</td>
</tr>
<tr>
<td>18”</td>
<td>Two</td>
</tr>
</tbody>
</table>

Step 4: Install Shelf by tilting as shown in Figure F. It should then lay flat on Combo Base & Shelf Support.

**Figure F**
Step 5: For Front Base only! Position Front Base as shown in Figure G by lifting up Shelf enough to fit top flange of Front Base between Shelf and Shelf Support. (also refer to Figure H)

Step 6: Install Back Stop for bottom Shelf. Count up three complete keyholes from top of Shelf and place rivets located on each end of Back Stop in these keyholes (see Figure J).
Step 7: Install remainder of Shelf Supports, Shelves, & Shelf Reinforcements (if required) as previously shown. Keep in mind your installation may be different, as Shelf spacing varies from job to job.

If using or planning to use a posting shelf, leave space for it to be mounted when installing shelf supports and shelves. Not all shelving unit combinations will allow equal spacing of shelves when installing posting shelves. One opening will need to be larger than the rest. Check with your dealer or supplier for the correct choices of uprights and shelf openings required when a posting shelf is desired. If you have any questions, call before preceding (1-866-217-0330).
Step 8: Install Top Cover the same way Shelves were installed. Shelf Supports for Top Cover should be positioned in top two most keyholes.

Note: Top Shelf does not require Shelf Reinforcements. Depending on components ordered, Top Cover may or may not have knockouts in it. Figure K shows a Top Cover with knockouts & Figure L shows a Top Cover without knockouts. Top Cover with knockouts is only necessary when Unit is being used on a Mobile System.

Step 9: To install Divider, it must be tilted up in back for hook in front to be inserted into front slot. Then simply tilt rear down into slots of Back Stop. (see Figure M)
TOOLS REQUIRED FOR ASSEMBLY

- Rubber Mallet
- Plastic Tip Hammer
- 7/16" Wrench
- Phillips Screwdriver

PARTS REQUIRED FOR ASSEMBLY OF DOUBLE ENTRY STARTER

- Top Cover
- Divider
- Shelf Support
- Center Stop (Double Entry Only)
- Slotted Shelf
- Combo Base
- Shelf Reinforcement
**4POST ASSEMBLY INSTRUCTIONS**

**Step 1:** Temporarily mount a Shelf Support at chest height to hold Uprights in position (*Figure A*). Rivets of Shelf Support fit into keyholes on Uprights. Use a Rubber Mallet or Plastic Tip Hammer to tap Shelf Support into bottom of keyholes.

**Step 2:** Depending on configuration ordered, bottom components will be assembled in one of four ways below. Refer to *Figures A, B, C & D*.

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**Figure A**

2" Combo Base
(Typical Configuration)

- Upright
- Shelf Support
- Combo Base

**Figure B**

2" Base

- Upright
- Note Position of Shelf Support
- Shelf Support

**Figure C**

4" Base

- Upright
- Note Position of Shelf Support
- Shelf Support

**Figure D**

Mobile Ready

- Upright
- Single Rivet Shelf Support

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Step 3: Before mounting Shelves into Double Entry Shelving, Center Stops need to be attached to Slotted Shelves using 1/4-20 x 3/8" Phillips Pan Head Machine Screws & Flanged Nuts as shown in Figure E.

Step 4: Install Shelf Reinforcement(s) as shown in Figure F. Use Table 1 to decide how many Shelf Reinforcements are needed.

**TABLE 1**

<table>
<thead>
<tr>
<th>Depth of Shelving</th>
<th>No. of Reinforcements per Letter or Legal Shelf</th>
<th>Depth of Shelving</th>
<th>No. of Reinforcements per X-Ray Shelf</th>
</tr>
</thead>
<tbody>
<tr>
<td>24&quot;</td>
<td>One</td>
<td>Up to 36&quot;</td>
<td>Two</td>
</tr>
<tr>
<td>30&quot;</td>
<td>Two</td>
<td>42&quot;</td>
<td>Three</td>
</tr>
<tr>
<td>36&quot;</td>
<td>Two</td>
<td>48&quot;</td>
<td>Four</td>
</tr>
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Step 5: Install Shelf by tilting as shown in Figure G. It should then lay flat on Combo Bases.

Step 6: For Front Base only! Position Front Base as shown in Figure H by lifting up Shelf enough to fit top flange of Front Base between Shelf and Shelf Support (also refer to Figure J). Repeat for installation of Front Base on opposite side of unit.
Step 7: Install remainder of Shelf Supports, Shelves, & Shelf Reinforcements (if required) as previously shown. Keep in mind your installation may be different, as Shelf spacing varies from job to job.

If using or planning to use a posting shelf, leave space for it to be mounted when installing shelf supports and shelves. Not all shelving unit combinations will allow equal spacing of shelves when installing posting shelves. One opening will need to be larger than the rest. Check with your dealer or supplier for the correct choices of uprights and shelf openings required when a posting shelf is desired. If you have any questions, call before preceding (1-866-217-0330).
Step 8: Install Top Cover the same way Shelves were installed. Shelf Supports for Top Cover should be positioned in top two most keyholes.

Note: Top Shelf does not require Shelf Reinforcements. Depending on components ordered, Top Cover may or may not have knockouts in it. Figure K shows a Top Cover with knockouts & Figure L shows a Top Cover without knockouts. Top Cover with knockouts is only necessary when Unit is being used on a Mobile System.

Step 9: To install Divider, it must be tilted up in back for hook in front to be inserted into front slot. Then simply tilt back down into slots in back and Center Stop (see Figure M).
TOOLS REQUIRED FOR ASSEMBLY

Rubber Mallet

OR

Plastic Tip Hammer

PARTS REQUIRED FOR ASSEMBLY OF SINGLE ENTRY ROW OF SHELVING

Top Cover

Open "T" Upright

Closed "L" Upright

Back Stop (Single Entry Only)

Slotted Shelf

Shelf Support

Divider

Shelf Reinforcement

Combo Base
Step 1: Temporarily mount a Shelf Support at chest height between a Closed "L" Upright on left and an Open "T" Upright on right to hold them in position (Figure A). Rivets of Shelf Support fit into keyholes on Uprights. Use a Rubber Mallet or Plastic Tip Hammer to tap Shelf Support into bottom of keyholes.

Step 2: Depending on configuration ordered, bottom components will be assembled in one of four ways below. Refer to Figures A, B, C & D.
Step 3: If required (see Table 1), install Shelf Reinforcement(s) as shown in Figure E.

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<td>18&quot;</td>
<td>Two</td>
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Step 4: Install Shelf by tilting as shown in Figure F. It should then lay flat on Combo Base & Shelf Support.
**Step 5:** *For Front Base only!* Position Front Base as shown in *Figure G* by lifting up Shelf enough to fit top flange of Front Base between Shelf and Shelf Support. (also refer to *Figure H*)

**Step 6:** Install Back Stop for bottom Shelf. Count up three complete keyholes from top of Shelf and place rivets located on each end of Back Stop in these keyholes. (see *Figure J*)
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Step 10a: Position a Closed "L" Upright to the right and install Combo Base & Shelf Supports the same as Steps 1 and 2 (Figure E).

NOTE: If your section consists of two or more units (Figure F), proceed to Step 10b at the bottom half of this page. If your section consists of just two units (Figure E), continue here at Step 10a.

Step 10b: Repeat Steps 1 and 2 but, substitute an Open "T" Upright for a Closed "L" Upright. Only the uprights at the ends will be Closed "L" Uprights (Figure F).
Step 11: Repeat Steps 3 - 9 to complete configuration.

Step 12: If your configuration consists of two or more units, your section should look similar to Figure G. If your configuration consists of just two units, your section should look similar to Figure H.
4POST ASSEMBLY INSTRUCTIONS

TOOLS REQUIRED FOR ASSEMBLY

- Rubber Mallet
- Plastic Tip Hammer
- Phillips Screwdriver
- 7/16" Wrench

OR

PARTS REQUIRED FOR ASSEMBLY OF
DOUBLE ENTRY ROW OF SHELVING

- Top Cover
- Divider
- Center Stop
  (Double Entry Only)
- Shelf Support
- Slotted Shelf
- Combo Base
- Open "T" Upright
- Shelf Reinforcement

Closed "L" Upright
Step 1: Temporarily mount a Shelf Support at chest height to hold Uprights in position (Figure A). Rivets of Shelf Support fit into keyholes on Uprights. Use a Rubber Mallet or Plastic Tip Hammer to tap Shelf Support into bottom of keyholes.

Step 2: Depending on configuration ordered, bottom components will be assembled in one of four ways below. Refer to Figures A, B, C, & D.
Step 3: Before mounting Shelves into Double Entry Shelving, Center Stops need to be attached to Slotted Shelves using 1/4-20 x 3/8" Phillips Pan Head Machine Screws & Flanged Hex Nuts as shown in Figure E.

Step 4: Install Shelf Reinforcement(s) as shown in Figure F. Use Table 1 to decide how many Shelf Reinforcements are needed.

### Table 1: Typical Shelf Reinforcement Chart

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This concludes the Instructions for assembling 4Post Shelving. For assembly assistance, please call 1-866-217-0330.