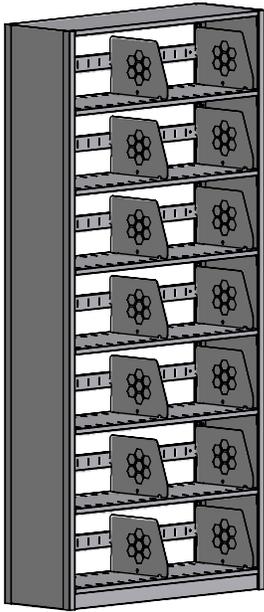
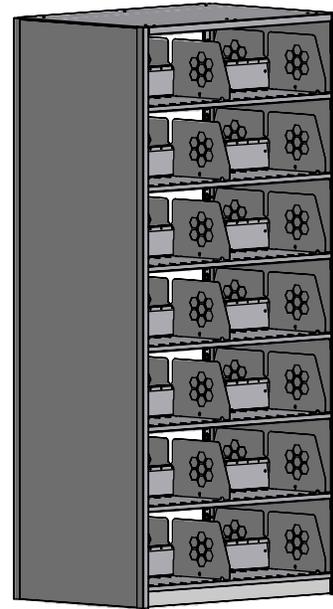


4POST ASSEMBLY INSTRUCTIONS

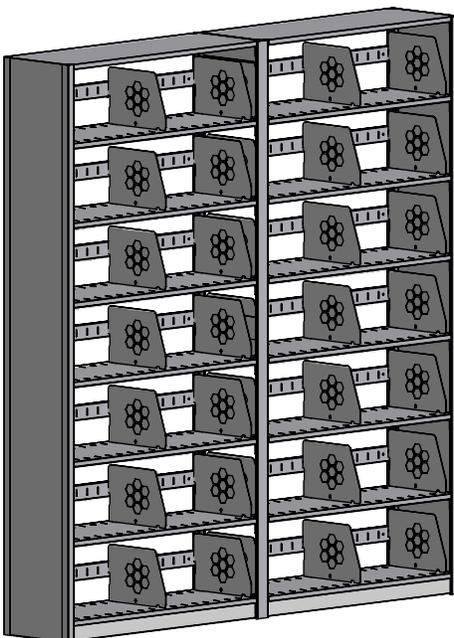
PLEASE STOP & DETERMINE WHICH STYLE OF SHELVING
WILL BE ASSEMBLED & START ON THE CORRECT PAGE



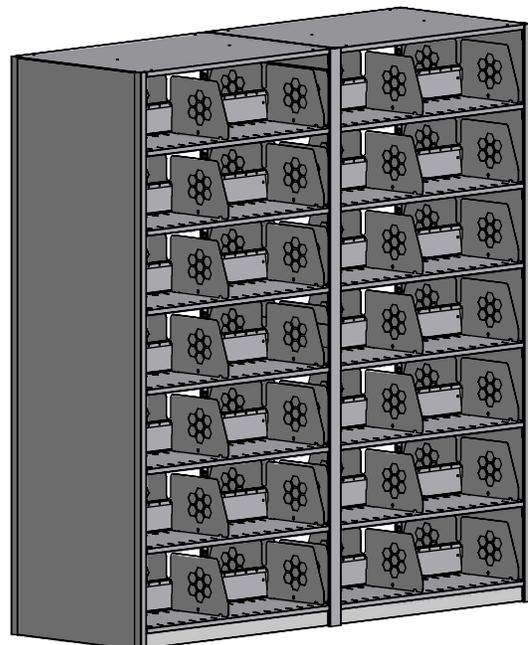
SINGLE ENTRY STARTER
SEE PAGE 2



DOUBLE ENTRY STARTER
SEE PAGE 8



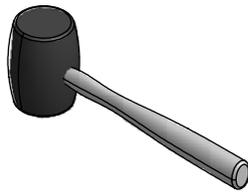
SINGLE ENTRY ROW OF SHELVING
SEE PAGE 14



DOUBLE ENTRY ROW OF SHELVING
SEE PAGE 22

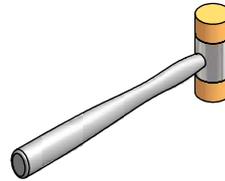
4POST ASSEMBLY INSTRUCTIONS

TOOLS REQUIRED FOR ASSEMBLY



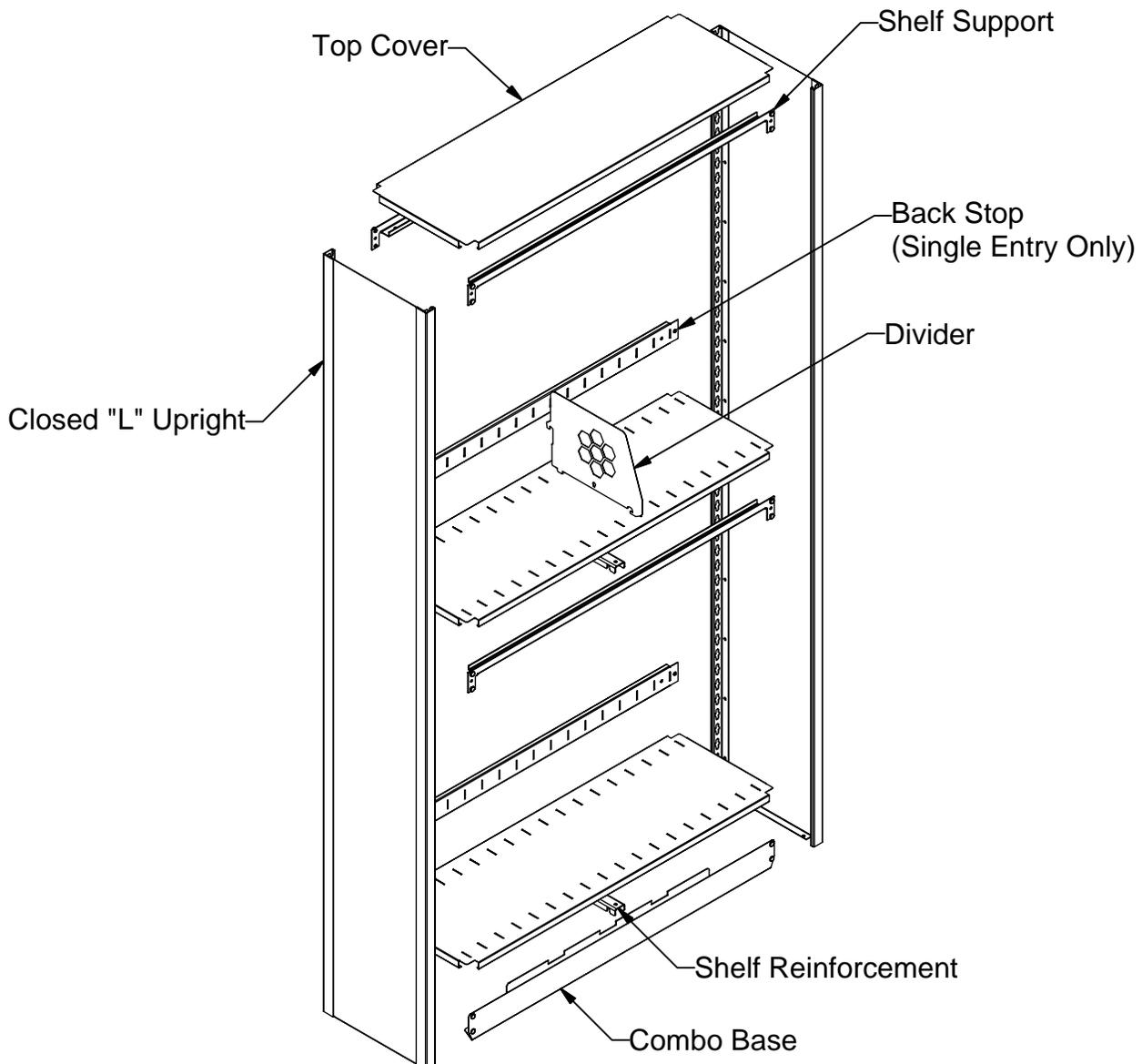
Rubber Mallet

OR



Plastic Tip Hammer

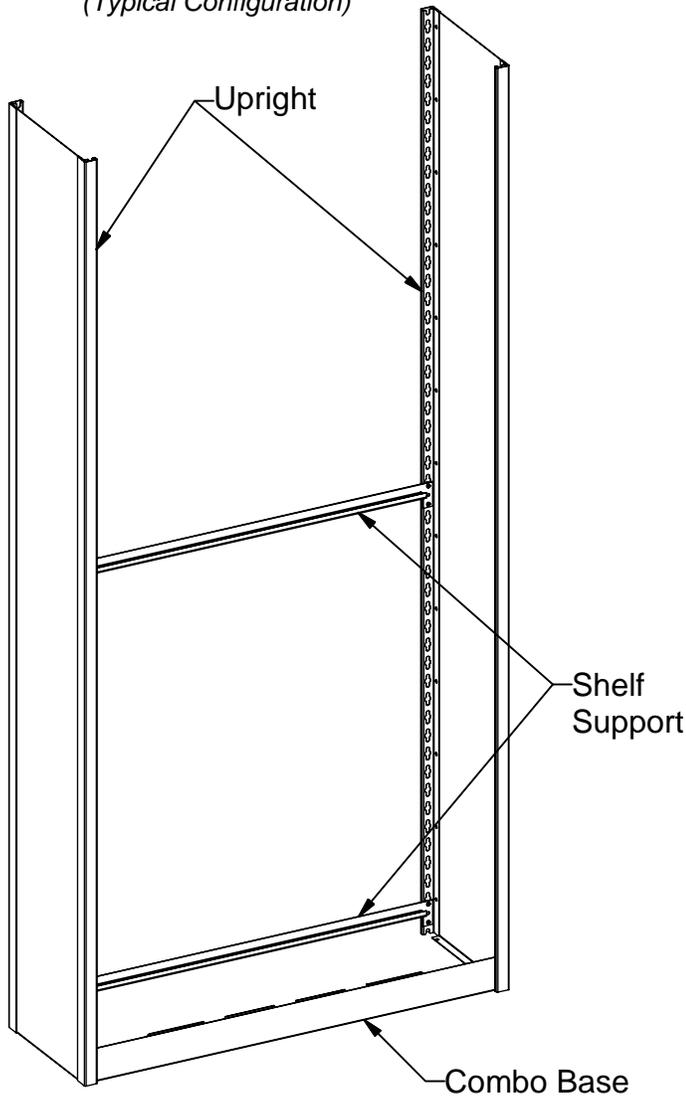
PARTS REQUIRED FOR ASSEMBLY OF SINGLE ENTRY STARTER



4POST ASSEMBLY INSTRUCTIONS

2" Combo Base
(Typical Configuration)

Figure A



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*.

2" Base

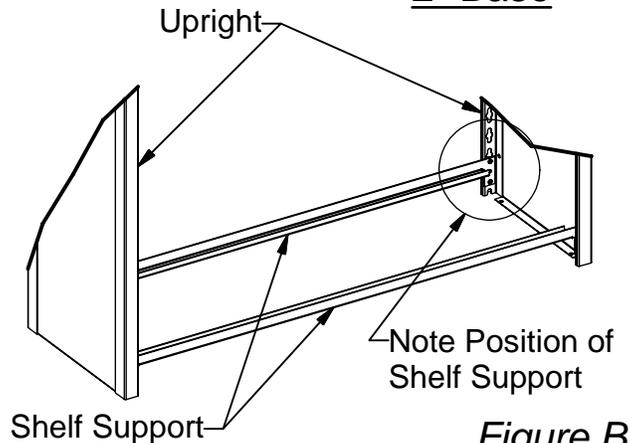


Figure C

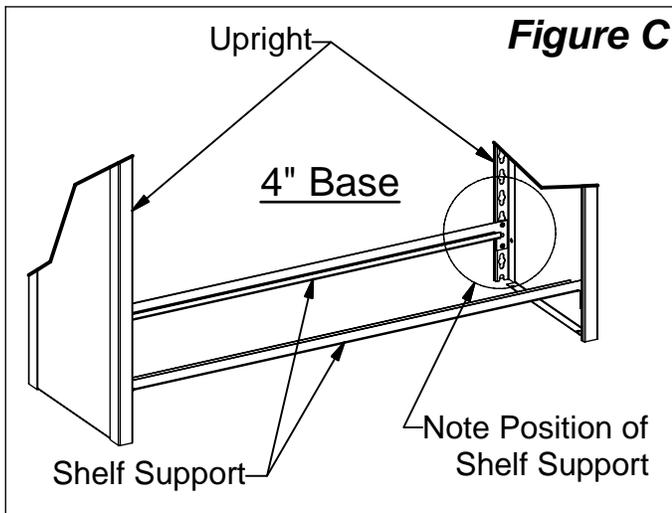
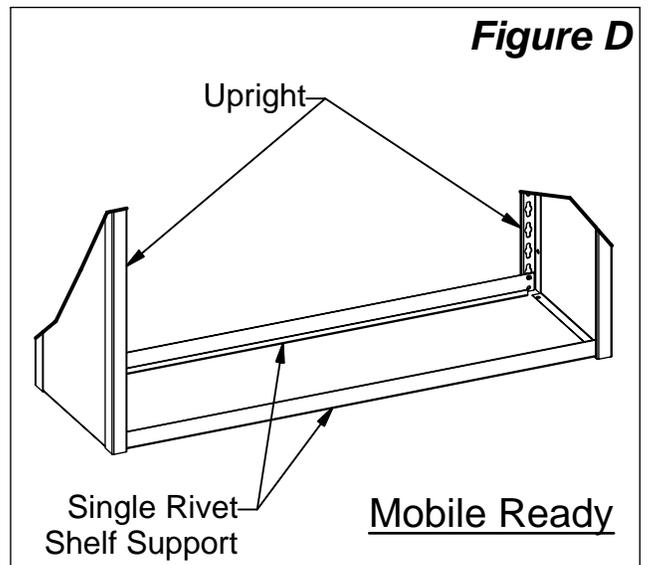
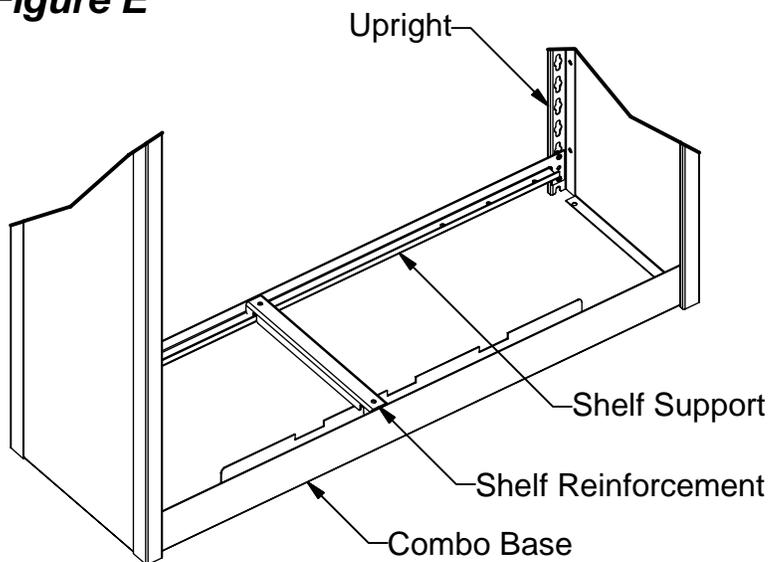


Figure D



4POST ASSEMBLY INSTRUCTIONS

Figure E



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

Depth of Shelving	No. of Shelf Reinforcements
12"	None
15"	None
18"	Two

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

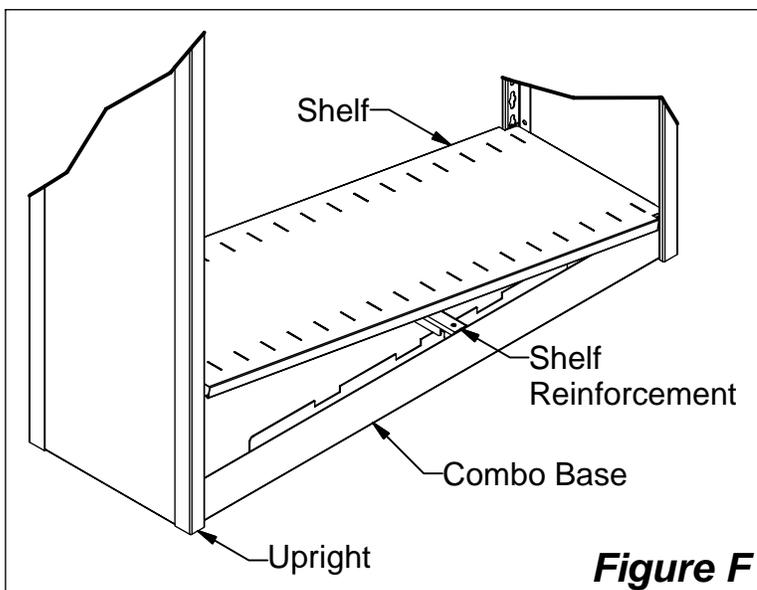
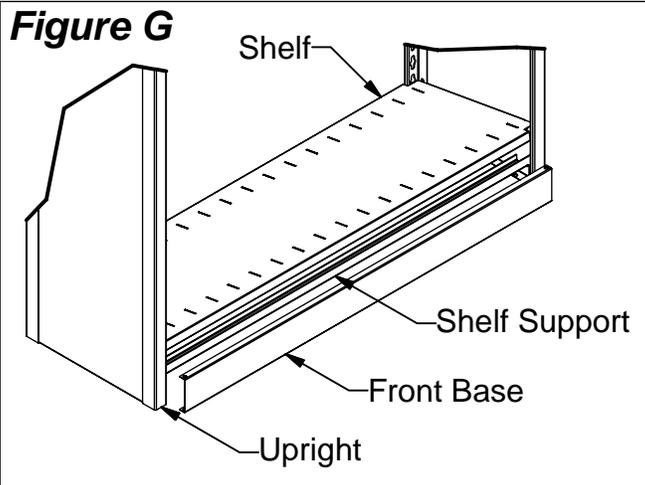
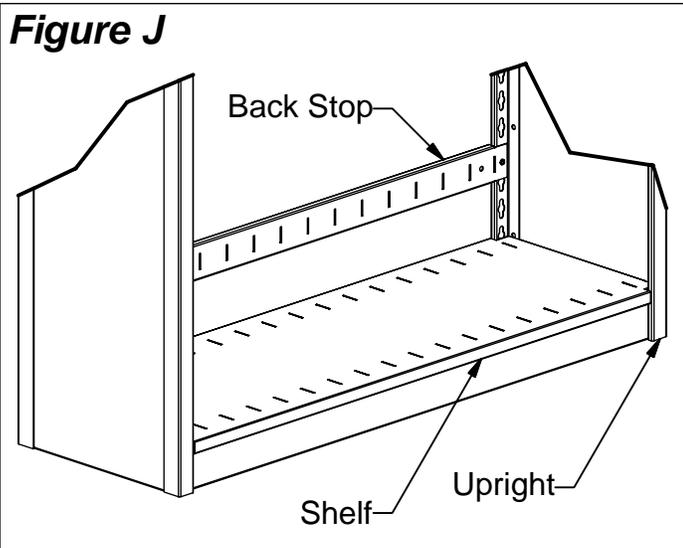
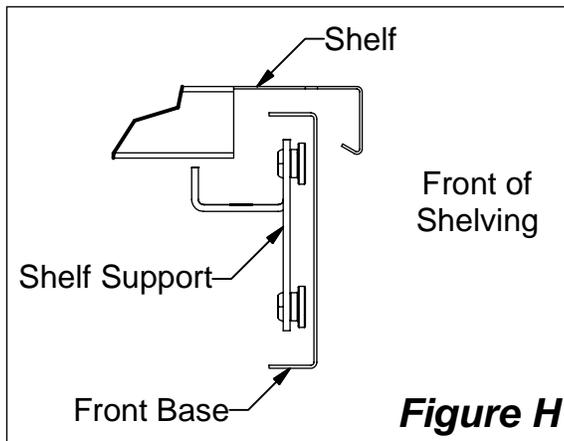


Figure F

4POST ASSEMBLY INSTRUCTIONS



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*)



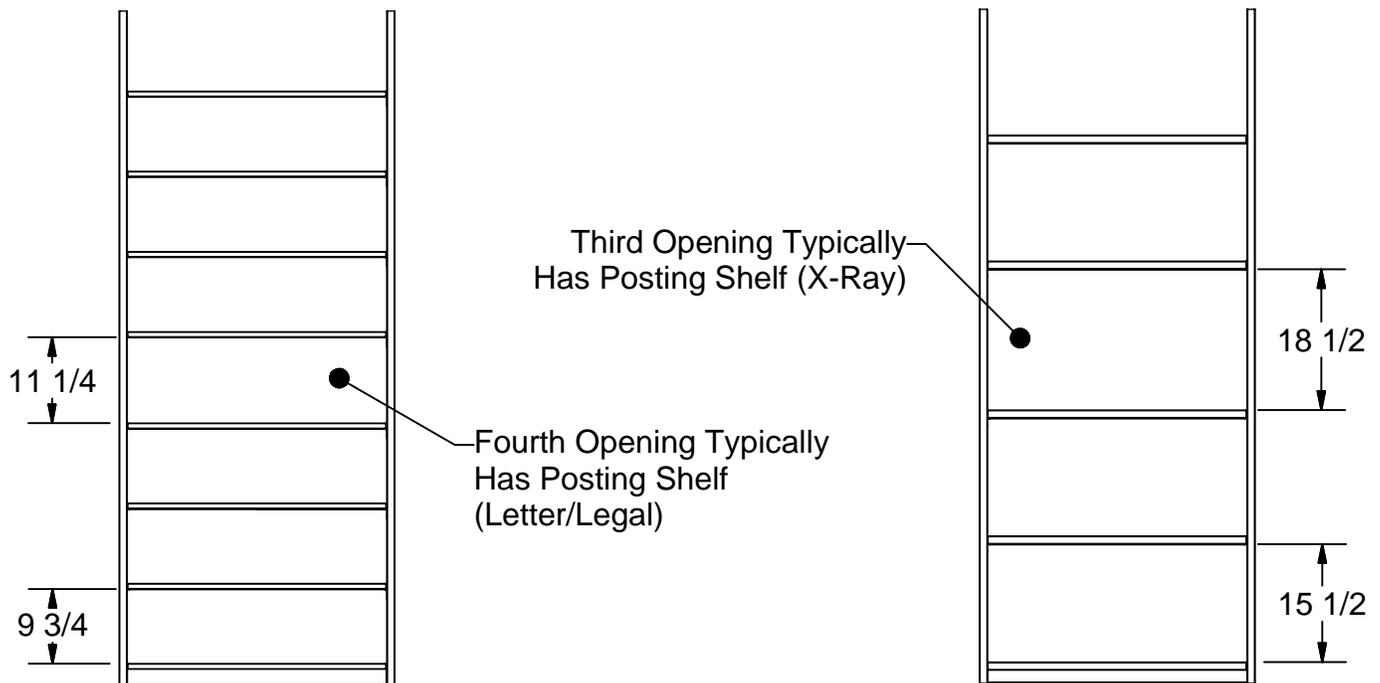
Step 6: Install Back Stop for bottom Shelf. Count up three complete keyholes from top of Shelf and place rivets located on each end of Back Stop in these keyholes (see *Figure J*).

4POST ASSEMBLY INSTRUCTIONS

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.

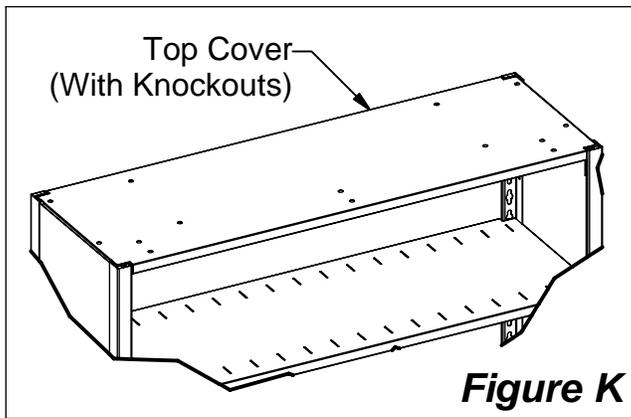
Typical Clear Openings for Letter/Legal Shelving

Typical Clear Openings for X-Ray Shelving

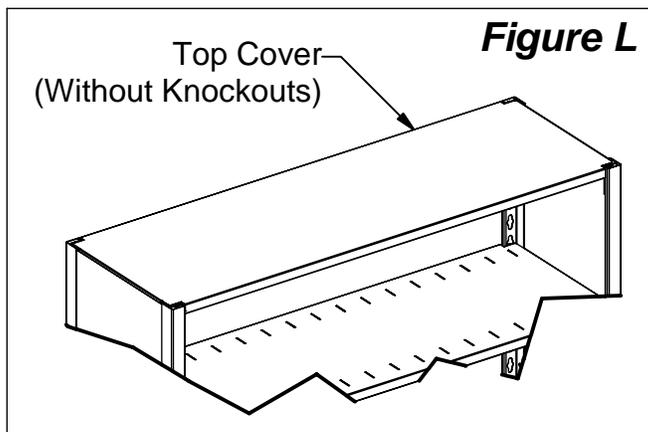


If using or planning to use a posting shelf, leave space for it to be mounted when installing shelf supports and shelves. Not all shelving unit combinations will allow equal spacing of shelves when installing posting shelves. One opening will need to be larger than the rest. Check with your dealer or supplier for the correct choices of uprights and shelf openings required when a posting shelf is desired. If you have any questions, call before proceeding (1-866-217-0330).

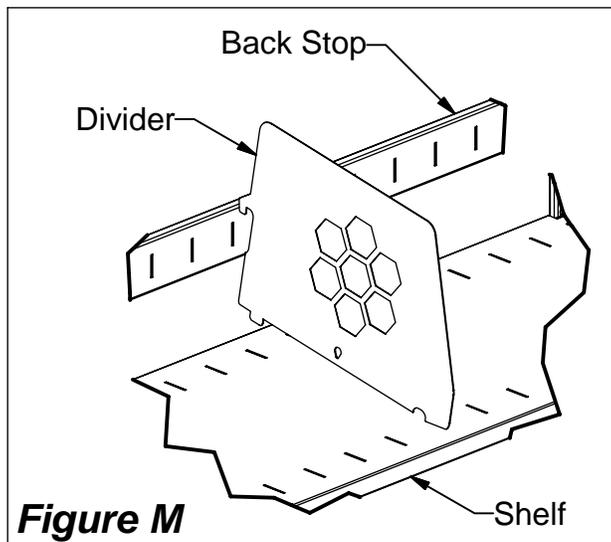
4POST ASSEMBLY INSTRUCTIONS



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.



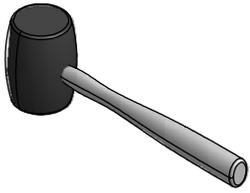
Step 8: Install Top Cover the same way Shelves were installed. Shelf Supports for Top Cover should be positioned in top two most keyholes.



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*)

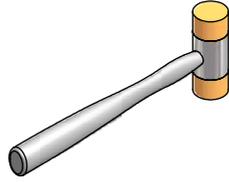
4POST ASSEMBLY INSTRUCTIONS

TOOLS REQUIRED FOR ASSEMBLY

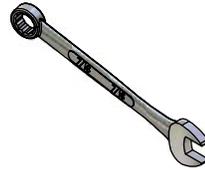


Rubber Mallet

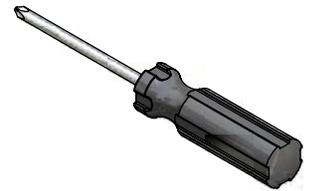
OR



Plastic Tip Hammer

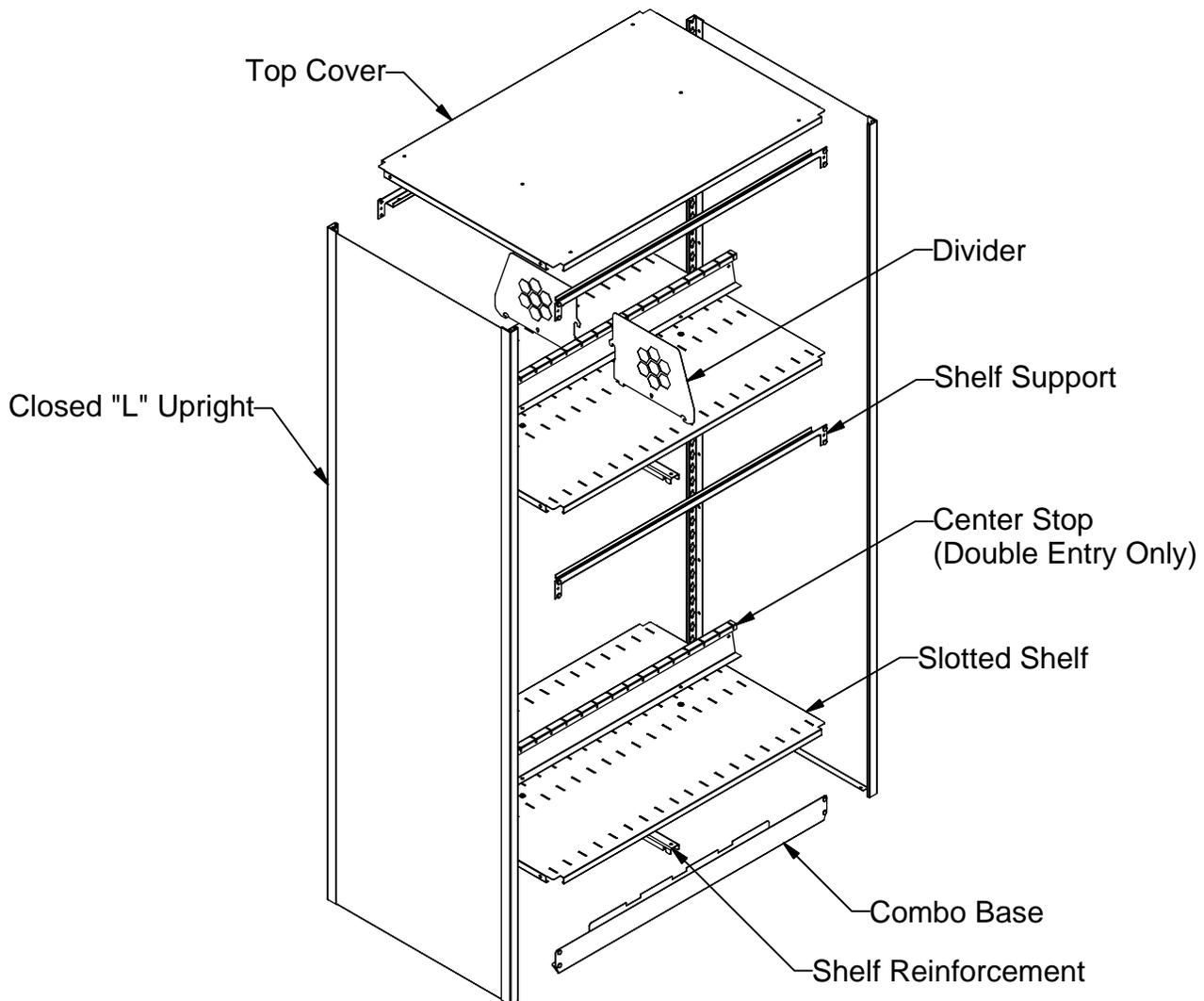


7/16" Wrench



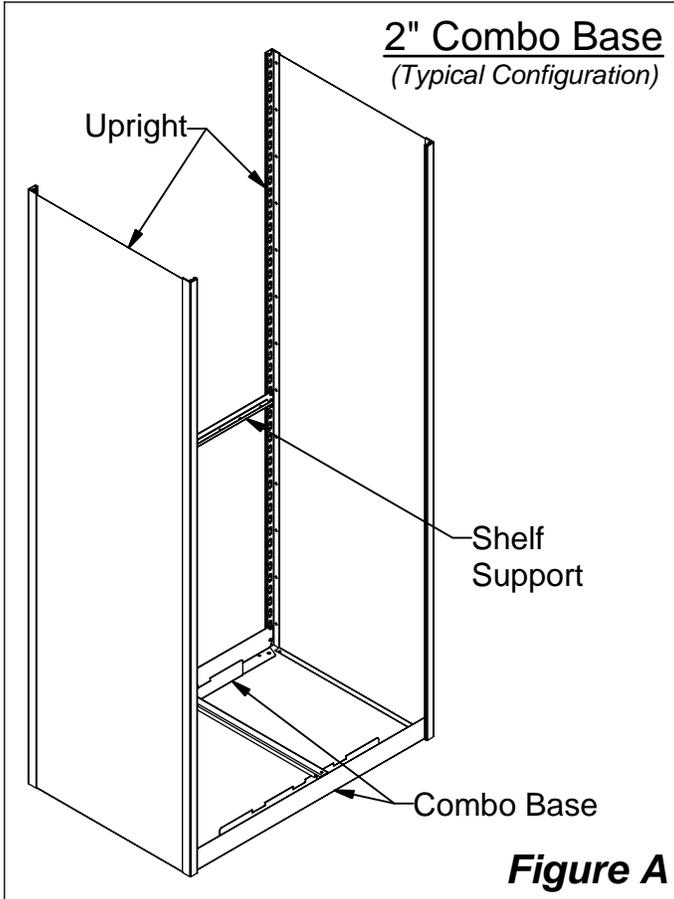
Phillips Screwdriver

PARTS REQUIRED FOR ASSEMBLY OF DOUBLE ENTRY STARTER



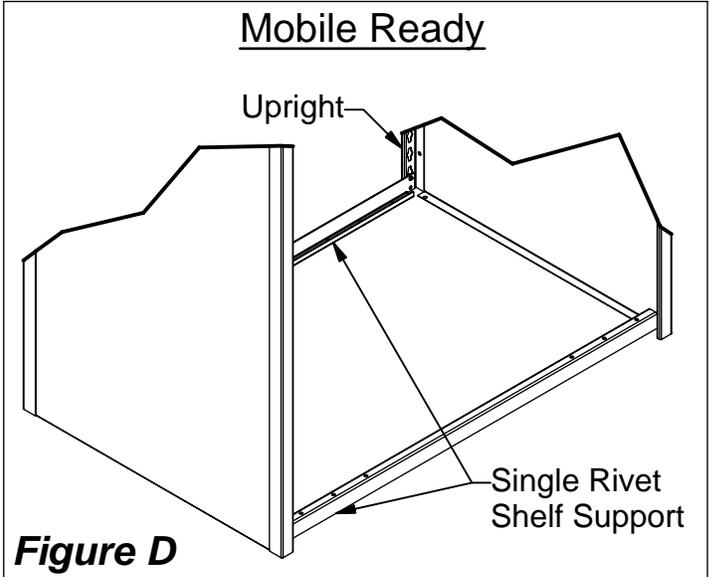
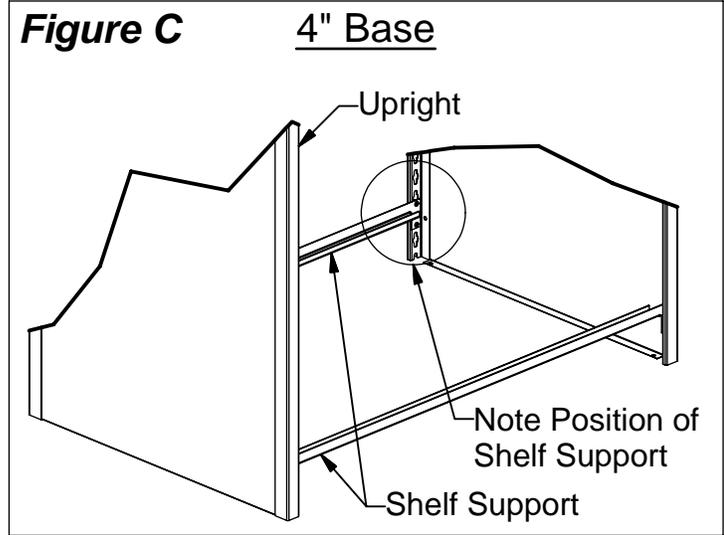
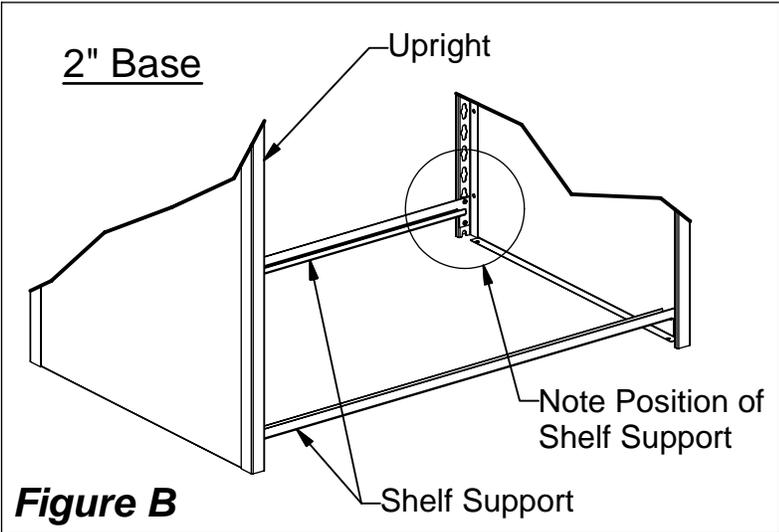
4POST ASSEMBLY INSTRUCTIONS

2" Combo Base (Typical Configuration)



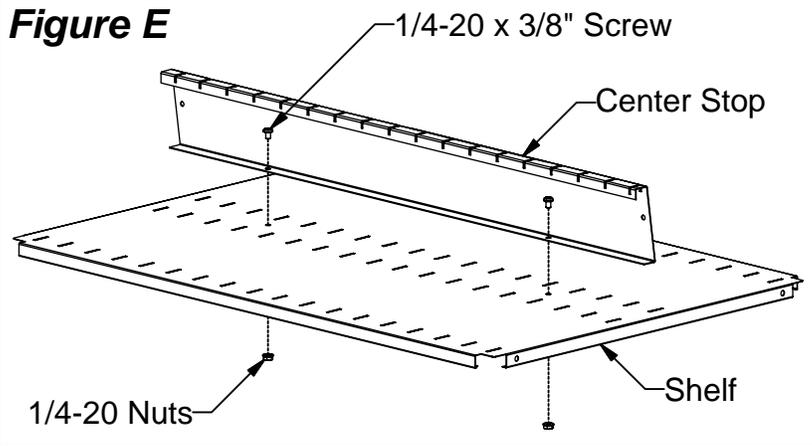
Step 1: Temporarily mount a Shelf Support at chest height to hold Uprights in position (*Figure A*). Rivets of Shelf Support fit into keyholes on Uprights. Use a Rubber Mallet or Plastic Tip Hammer to tap Shelf Support into bottom of keyholes.

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



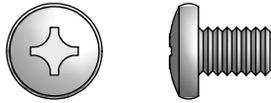
4POST ASSEMBLY INSTRUCTIONS

Figure E



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*.

1/4-20 x 3/8" Phillips Pan Head Machine Screw



1/4-20 Flanged Hex Nut

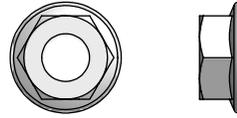
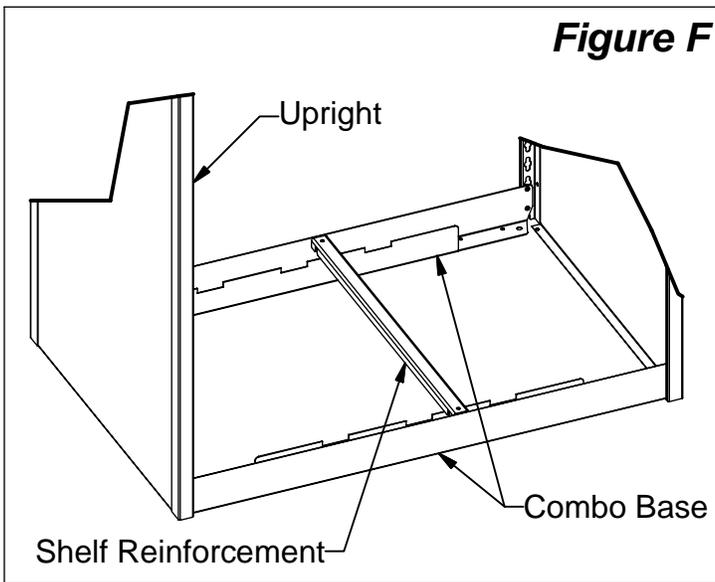


Figure F



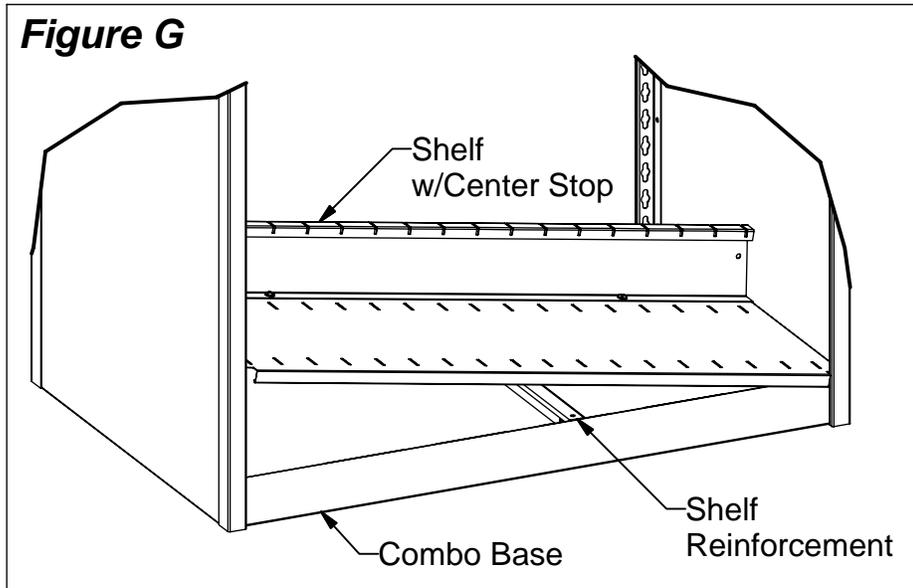
Step 4: Install Shelf Reinforcement(s) as shown in *Figure F*. Use **Table 1** to decide how many Shelf Reinforcements are needed.

TABLE 1
TYPICAL SHELF REINFORCEMENT CHART

Depth of Shelving	No. of Reinforcements per Letter or Legal Shelf	Depth of Shelving	No. of Reinforcements per X-Ray Shelf
24"	One	Up to 36"	Two
30"	Two	42"	Three
36"	Two	48"	Four

4POST ASSEMBLY INSTRUCTIONS

Figure G



Step 5: Install Shelf by tilting as shown in *Figure G*. It should then lay flat on Combo Bases.

Figure H

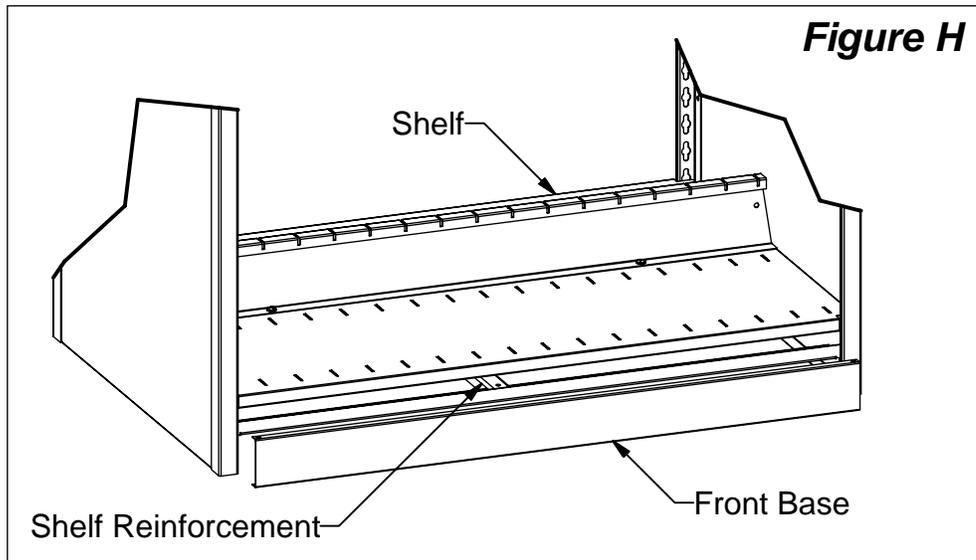
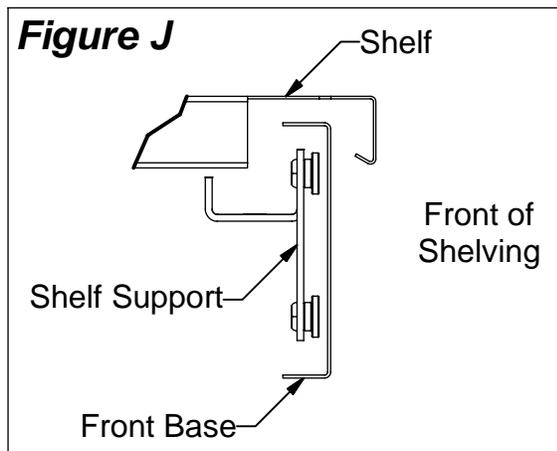


Figure J

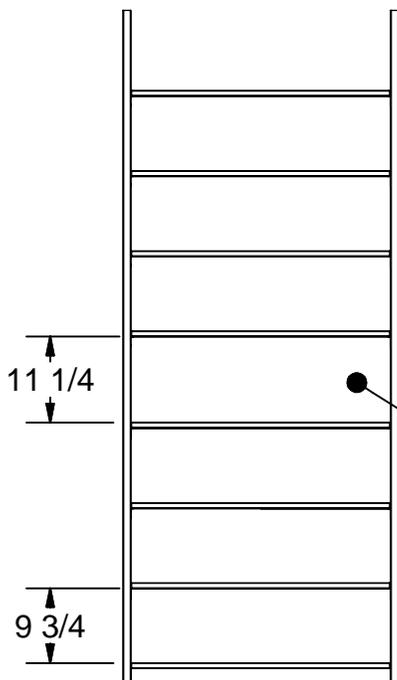


Step 6: For Front Base only! Position Front Base as shown in *Figure H* by lifting up Shelf enough to fit top flange of Front Base between Shelf and Shelf Support (also refer to *Figure J*). Repeat for installation of Front Base on opposite side of unit.

4POST ASSEMBLY INSTRUCTIONS

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.

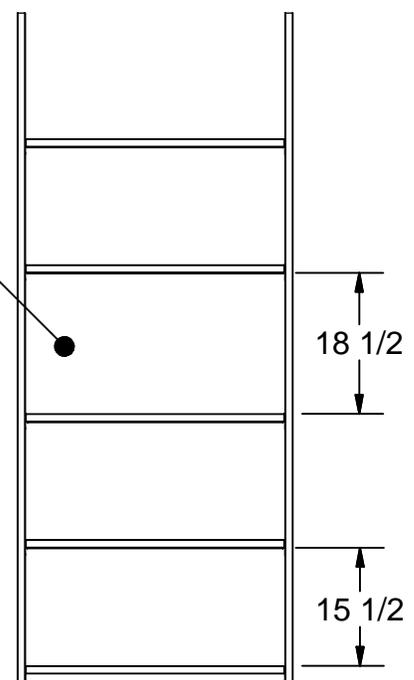
*Typical Clear Openings
for Letter/Legal Shelving*



*Typical Clear Openings
for X-Ray Shelving*

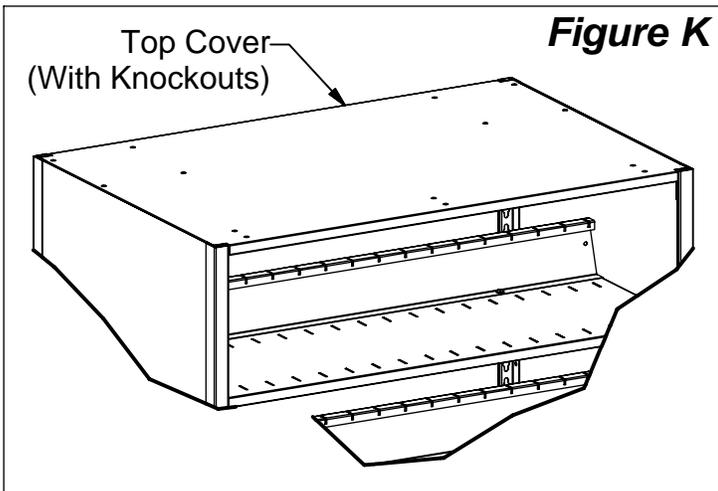
Third Opening Typically
Has Posting Shelf (X-Ray)

Fourth Opening Typically
Has Posting Shelf
(Letter/Legal)

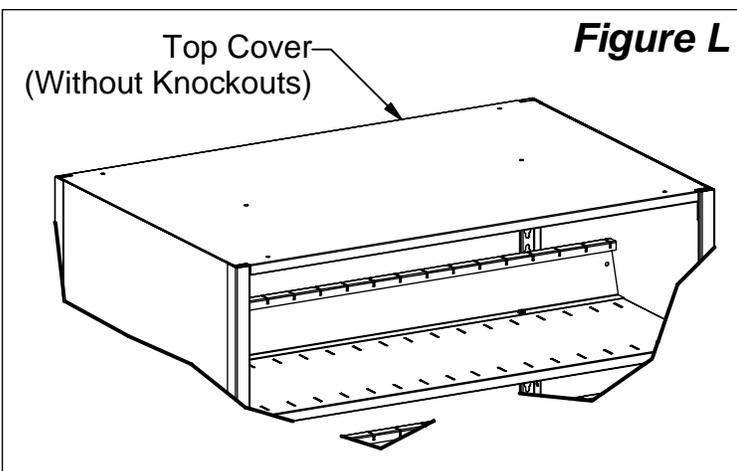


If using or planning to use a posting shelf, leave space for it to be mounted when installing shelf supports and shelves. Not all shelving unit combinations will allow equal spacing of shelves when installing posting shelves. One opening will need to be larger than the rest. Check with your dealer or 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).

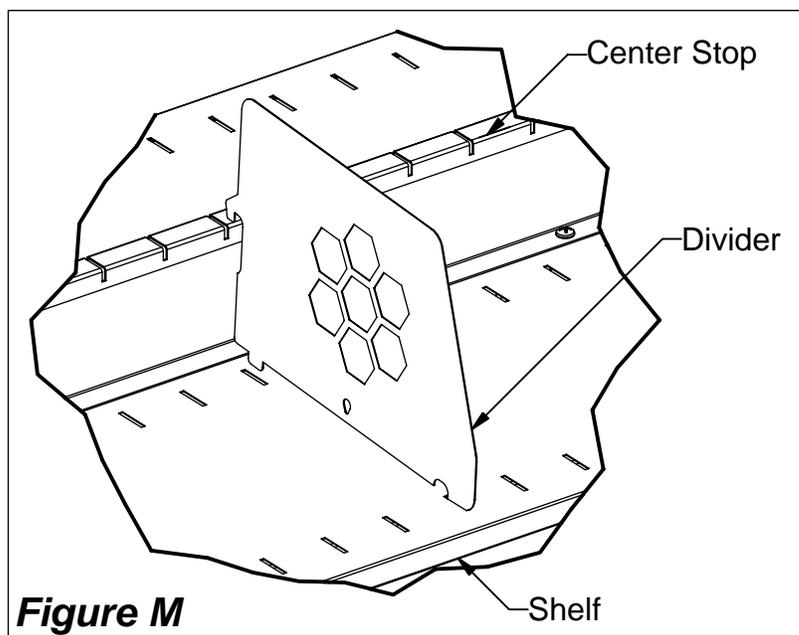
4POST ASSEMBLY INSTRUCTIONS



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.



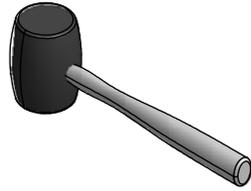
Step 8: Install Top Cover the same way Shelves were installed. Shelf Supports for Top Cover should be positioned in top two most keyholes.



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*).

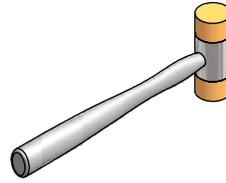
4POST ASSEMBLY INSTRUCTIONS

TOOLS REQUIRED FOR ASSEMBLY



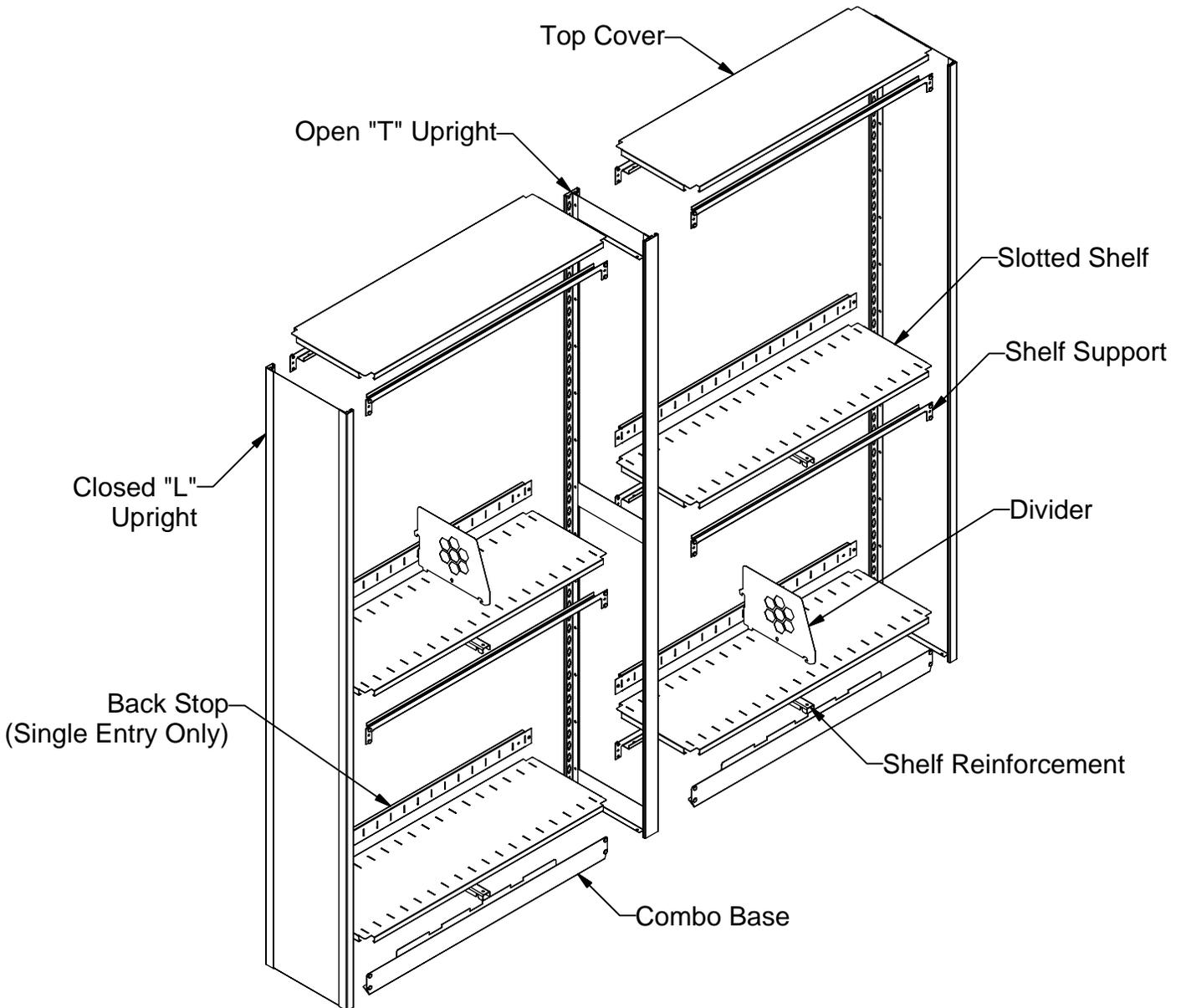
Rubber Mallet

OR



Plastic Tip Hammer

PARTS REQUIRED FOR ASSEMBLY OF SINGLE ENTRY ROW OF SHELVING



4POST ASSEMBLY INSTRUCTIONS

2" Combo Base (Typical Configuration)

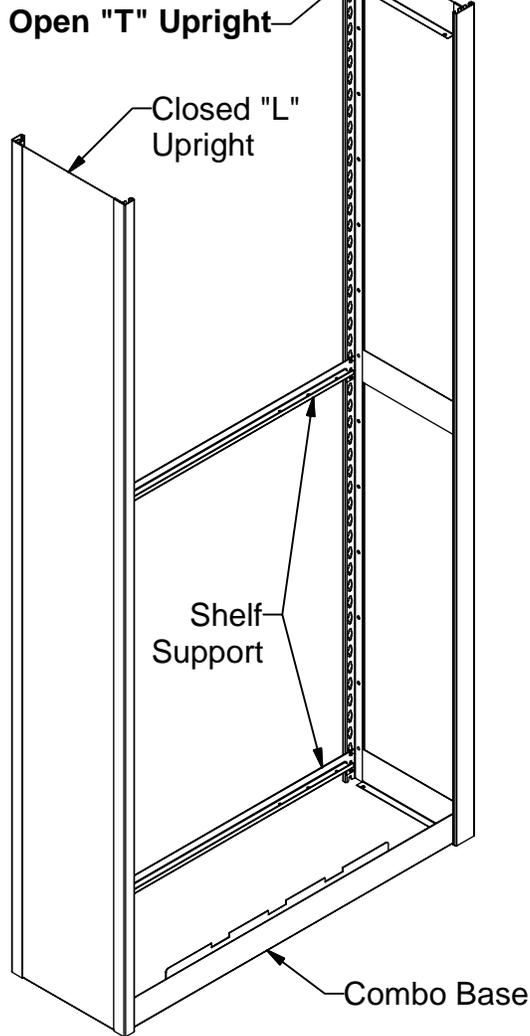


Figure A

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*.

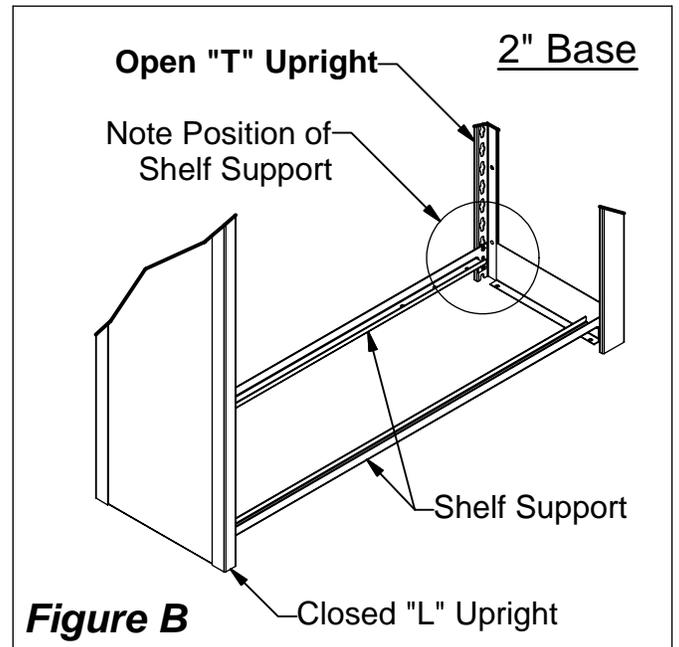


Figure B

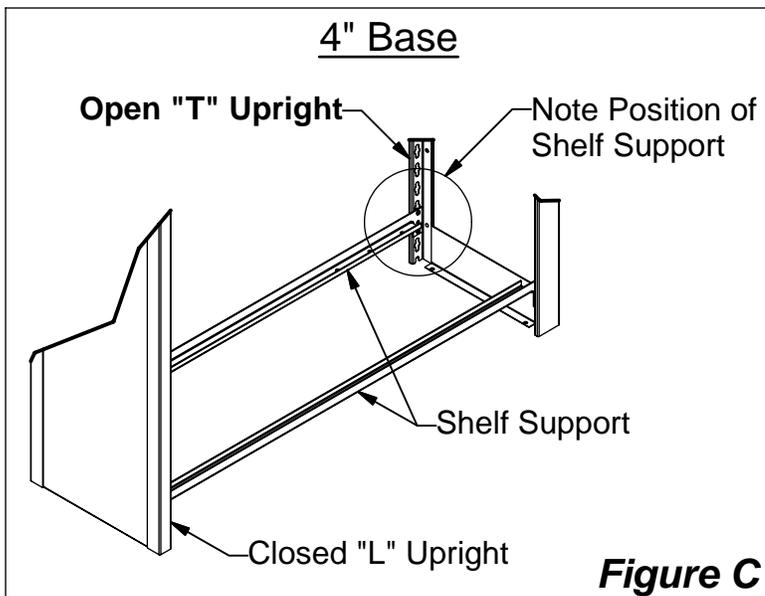


Figure C

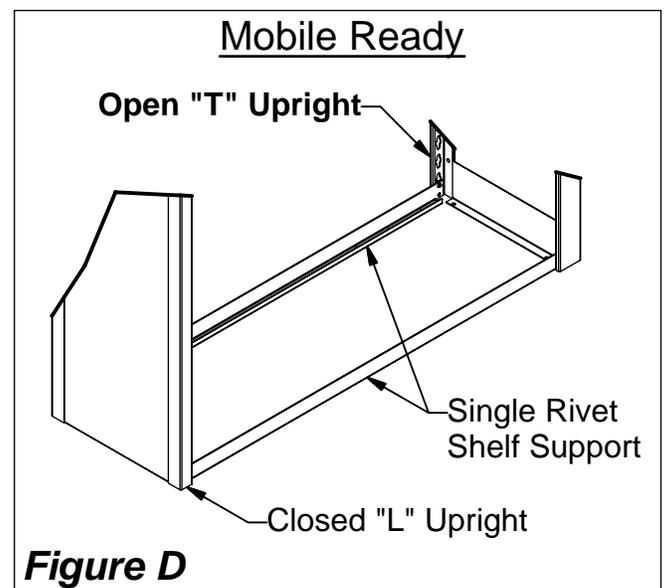
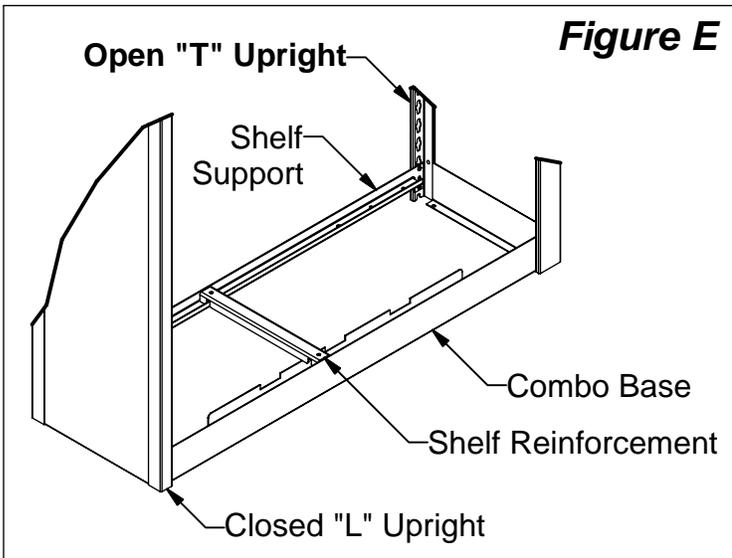


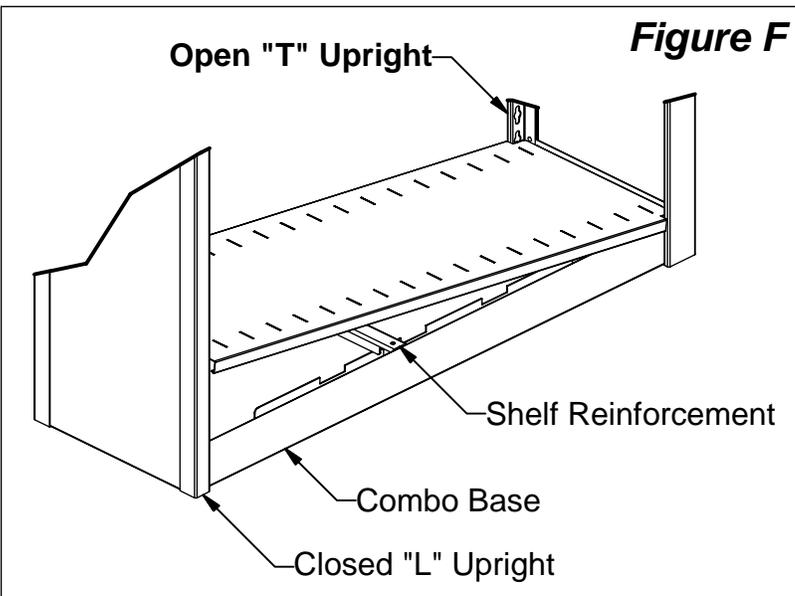
Figure D

4POST ASSEMBLY INSTRUCTIONS



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

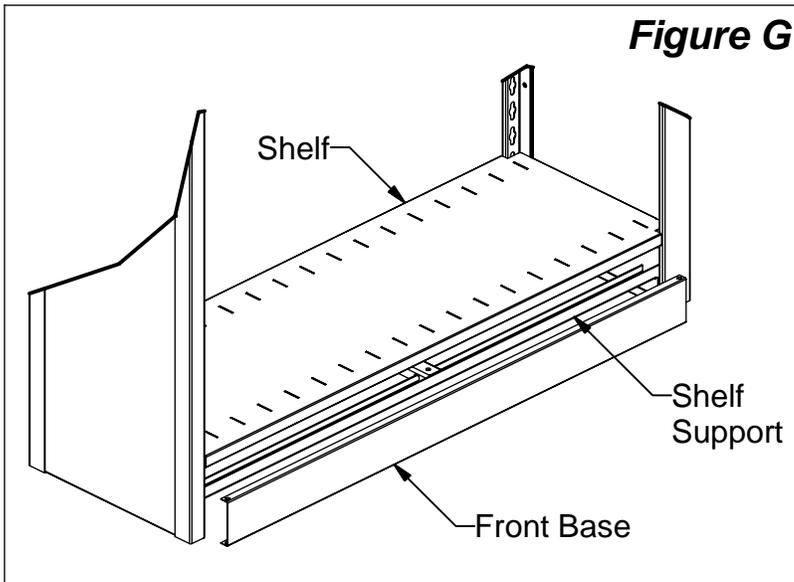
Depth of Shelving	No. of Shelf Reinforcements
12"	None
15"	None
18"	Two



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

4POST ASSEMBLY INSTRUCTIONS

Figure G



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*)

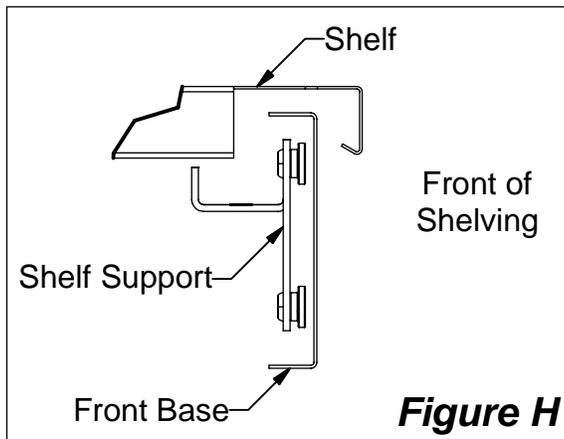
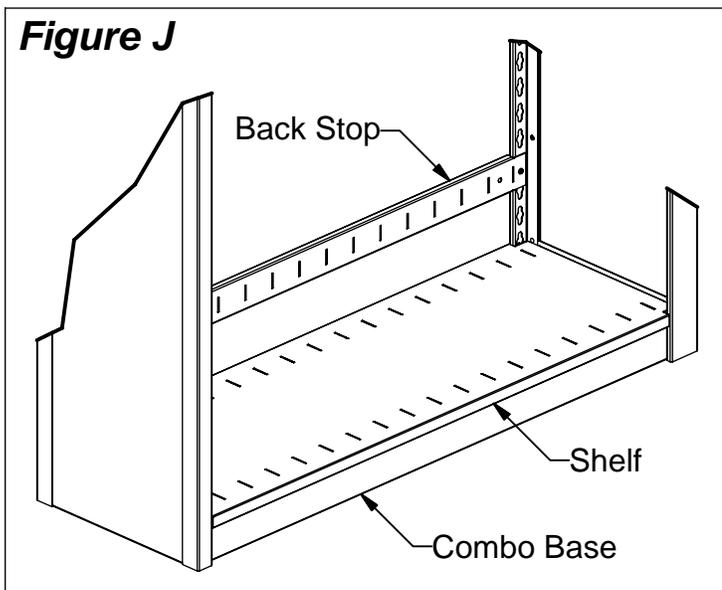


Figure H

Figure J



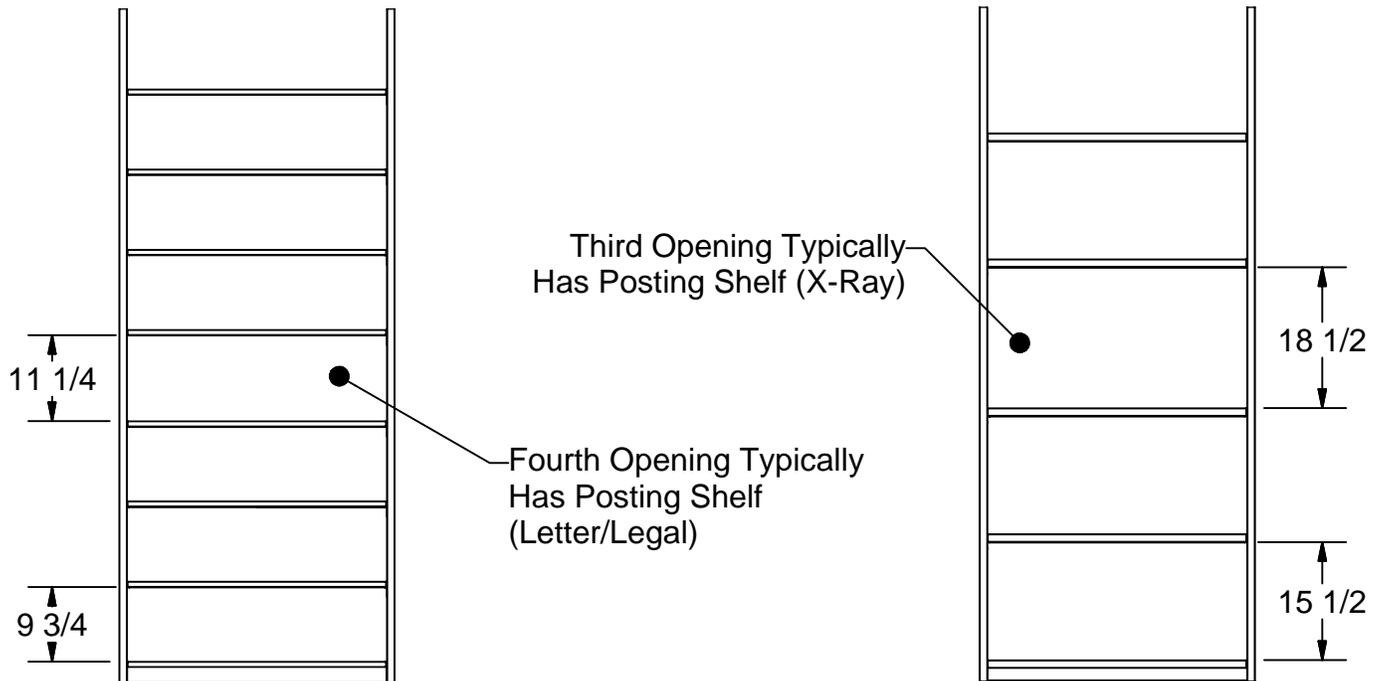
Step 6: Install Back Stop for bottom Shelf. Count up three complete keyholes from top of Shelf and place rivets located on each end of Back Stop in these keyholes. (see *Figure J*)

4POST ASSEMBLY INSTRUCTIONS

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.

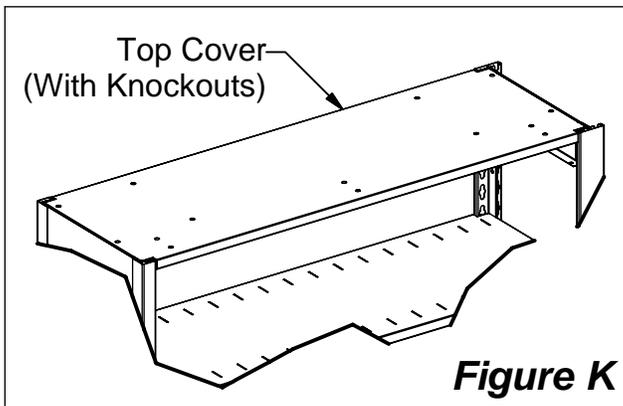
*Typical Clear Openings
for Letter/Legal Shelving*

*Typical Clear Openings
for X-Ray Shelving*

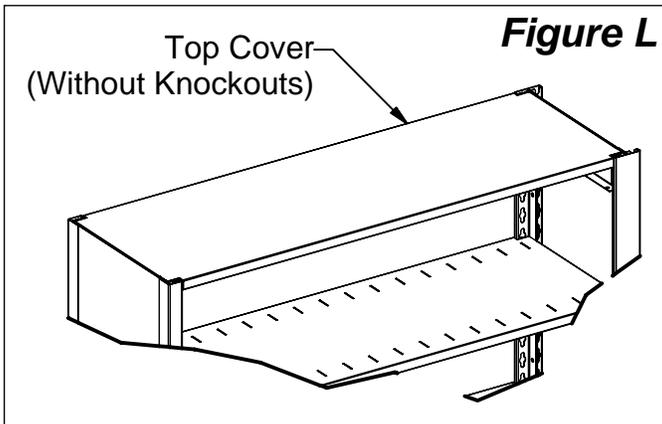


If using or planning to use a posting shelf, leave space for it to be mounted when installing shelf supports and shelves. Not all shelving unit combinations will allow equal spacing of shelves when installing posting shelves. One opening will need to be larger than the rest. Check with your dealer or supplier for the correct choices of uprights and shelf openings required when a posting shelf is desired. If you have any questions, call before proceeding (1-866-217-0330).

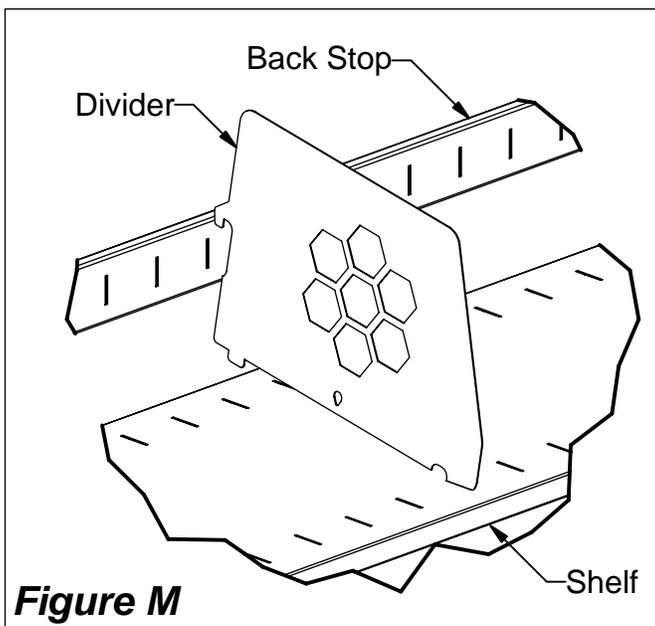
4POST ASSEMBLY INSTRUCTIONS



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.

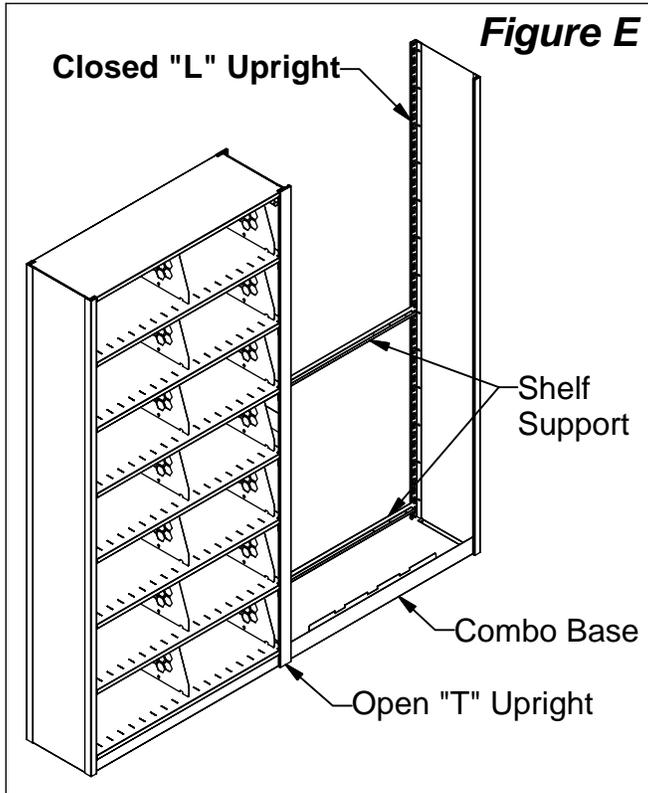


Step 8: Install Top Cover the same way Shelves were installed. Shelf Supports for Top Cover should be positioned in top two most keyholes.



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 Back Stop. (see *Figure M*)

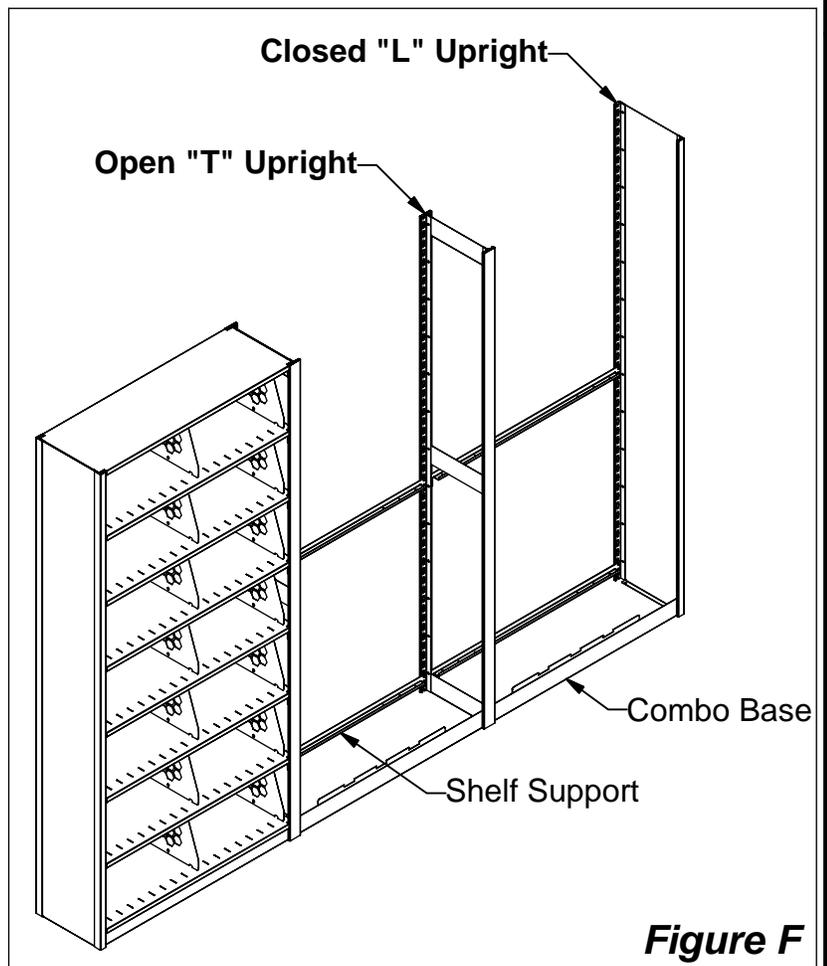
4POST ASSEMBLY INSTRUCTIONS



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 10a: Position a Closed "L" Upright to the right and install Combo Base & Shelf Supports the same as **Steps 1** and **2** (*Figure E*).

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*).



4POST ASSEMBLY INSTRUCTIONS

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*.

Figure G

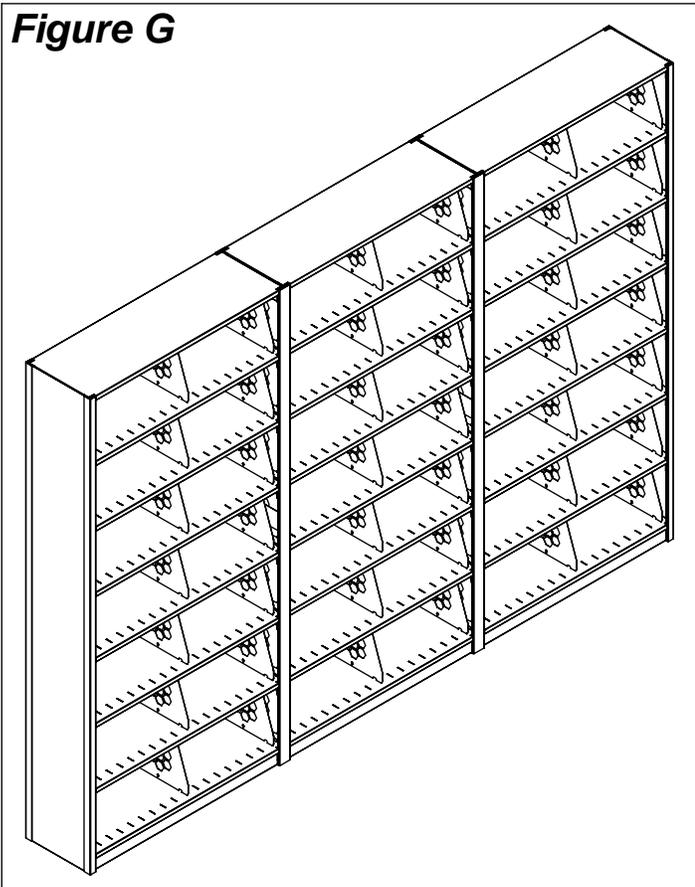
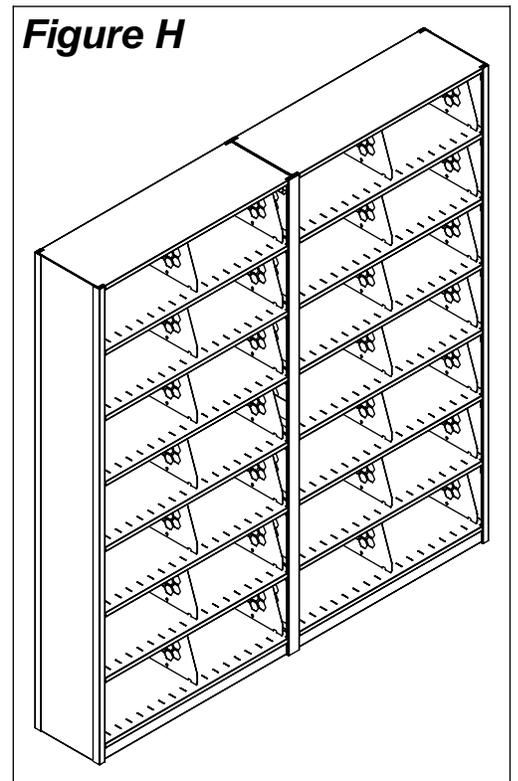
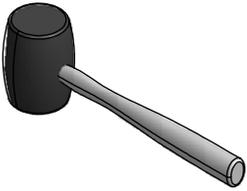


Figure H



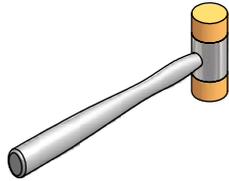
4POST ASSEMBLY INSTRUCTIONS

TOOLS REQUIRED FOR ASSEMBLY

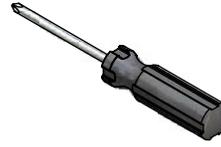


Rubber Mallet

OR



Plastic Tip Hammer

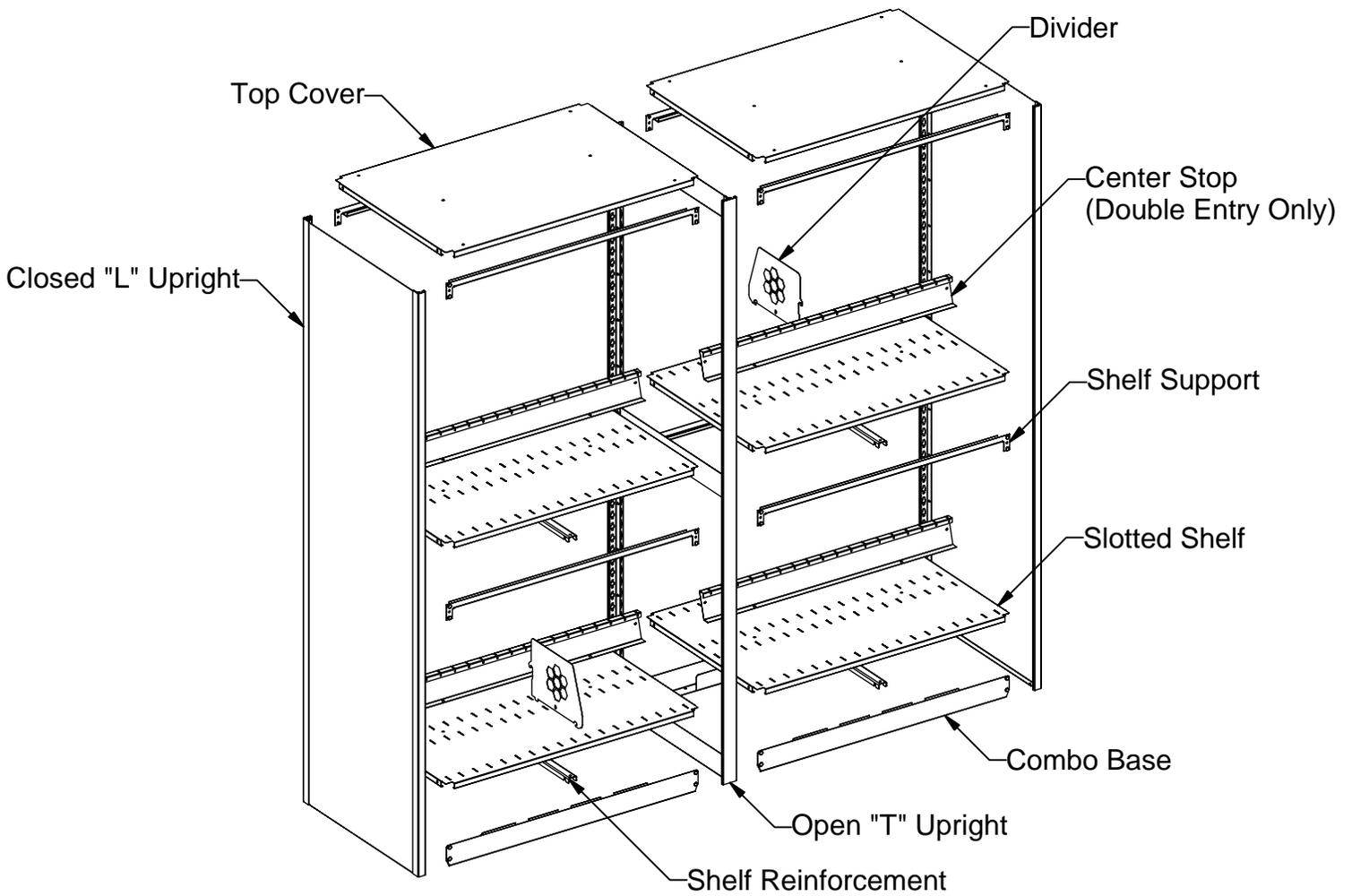


Phillips Screwdriver



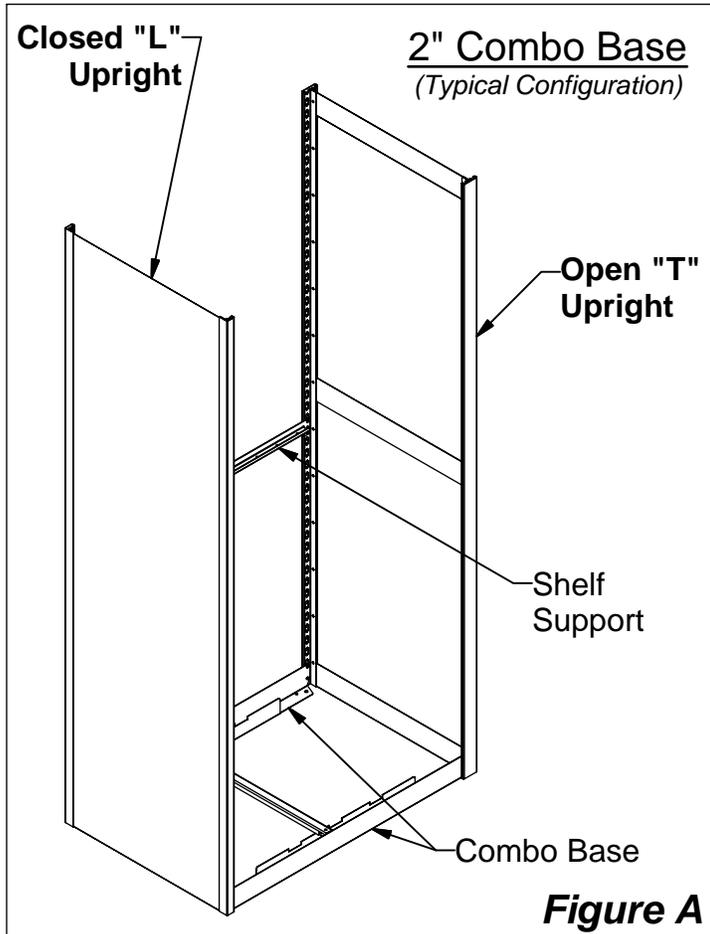
7/16" Wrench

PARTS REQUIRED FOR ASSEMBLY OF DOUBLE ENTRY ROW OF SHELVING

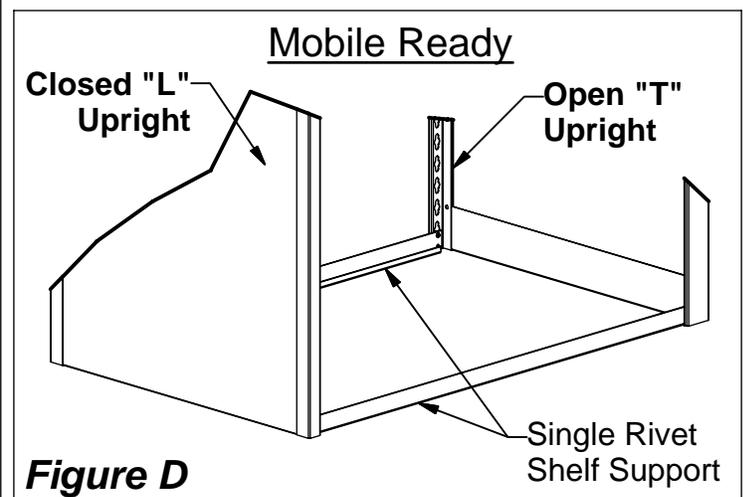
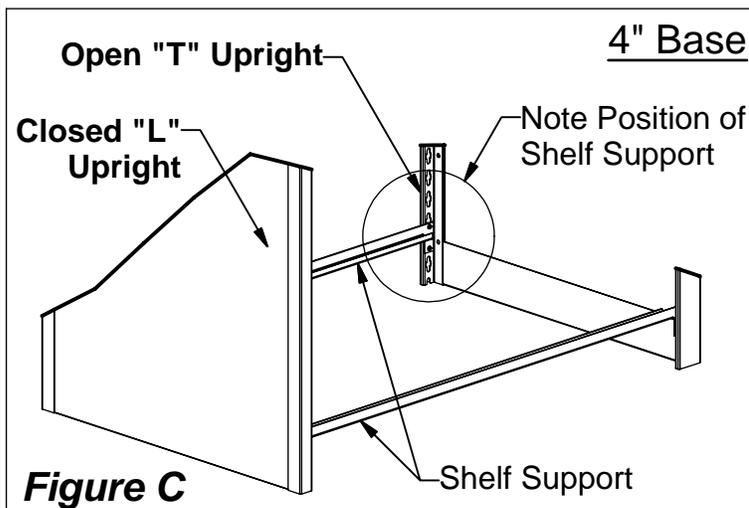
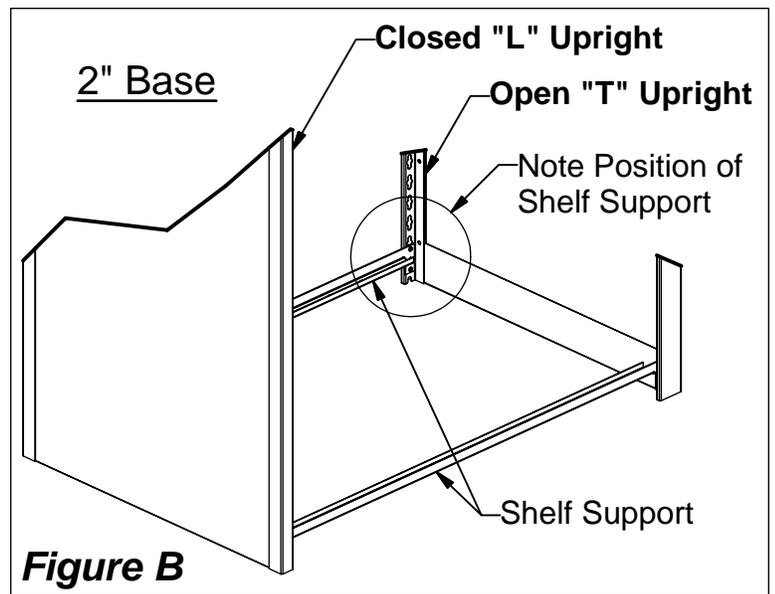


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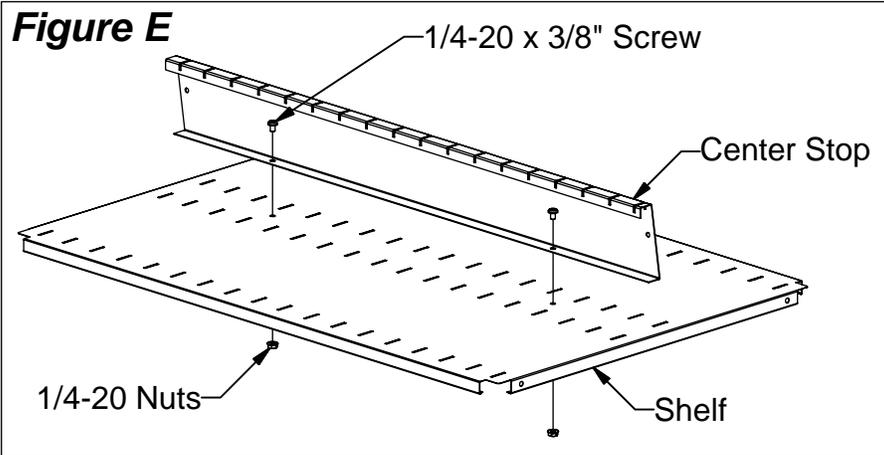
Step 1: Temporarily mount a Shelf Support at chest height to hold Uprights in position (*Figure A*). Rivets of Shelf Support fit into keyholes on Uprights. Use a Rubber Mallet or Plastic Tip Hammer to tap Shelf Support into bottom of keyholes.



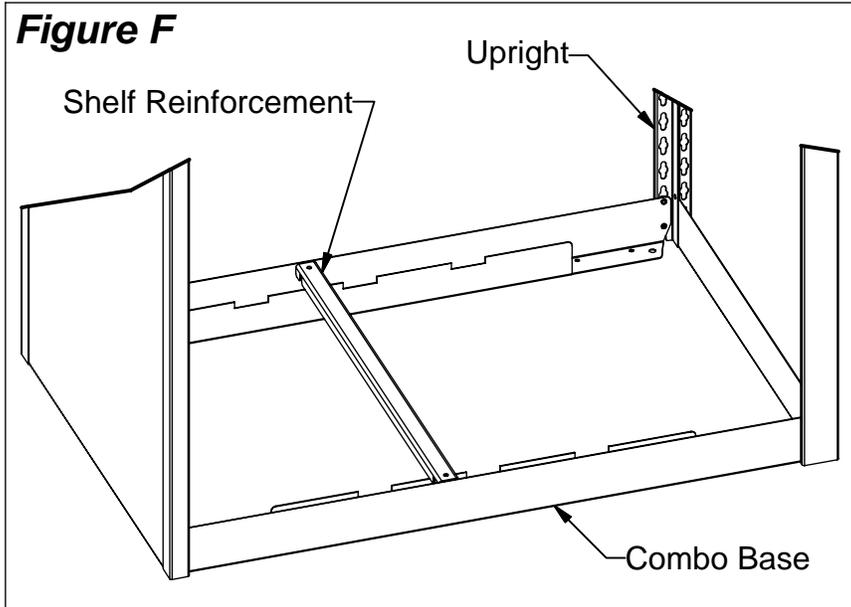
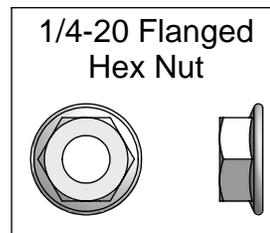
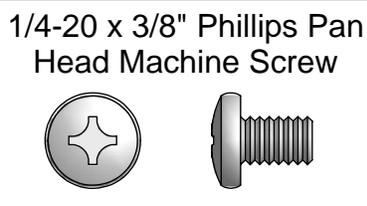
Step 2: Depending on configuration ordered, bottom components will be assembled in one of four ways below. Refer to *Figures A, B, C, & D*.



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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*.

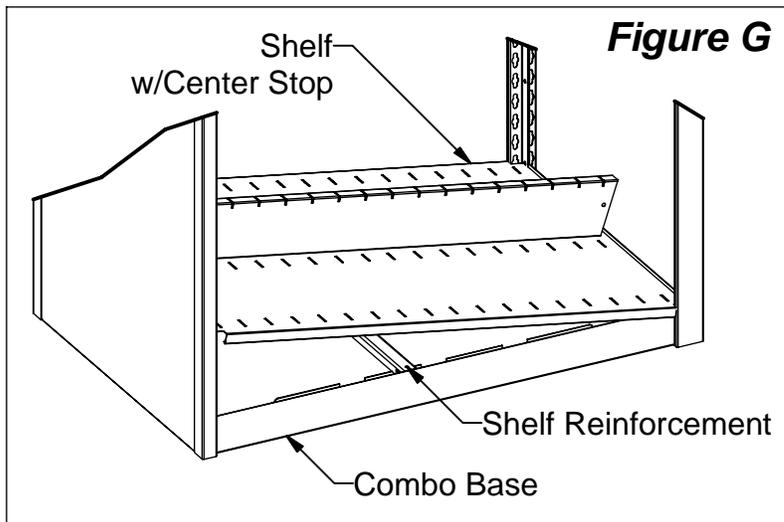


Step 4: Install Shelf Reinforcement(s) as shown in *Figure F*. Use **Table 1** to decide how many Shelf Reinforcements are needed.

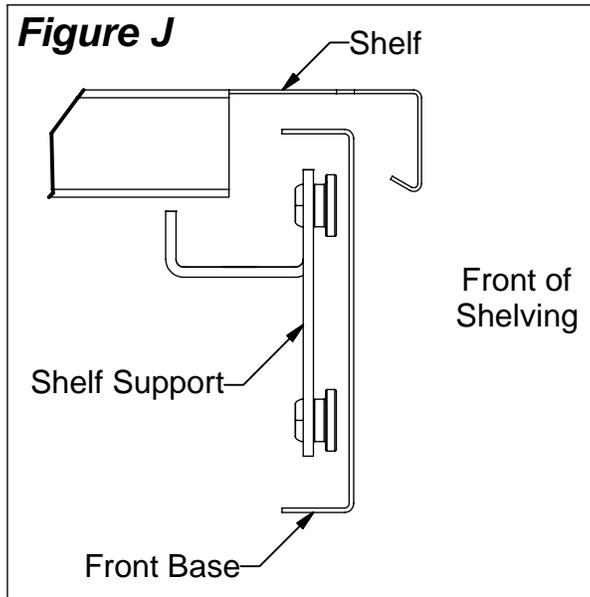
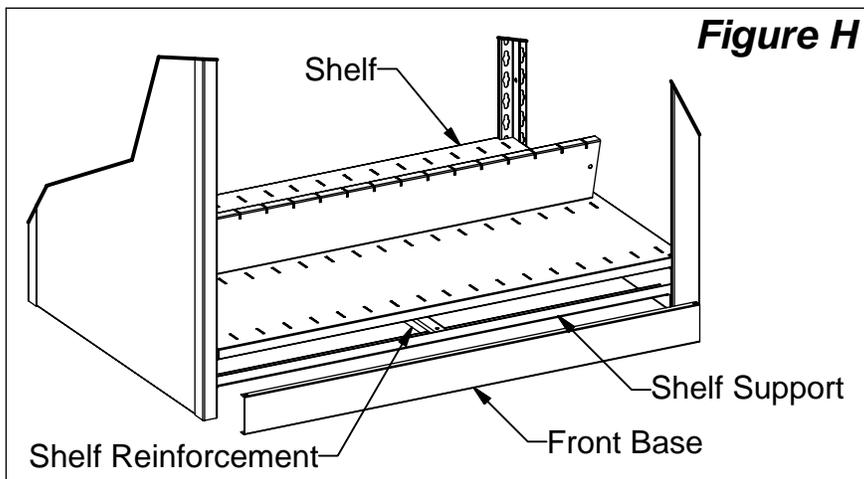
TABLE 1
TYPICAL SHELF REINFORCEMENT CHART

Depth of Shelving	No. of Reinforcements per Letter or Legal Shelf	Depth of Shelving	No. of Reinforcements per X-Ray Shelf
24"	One	Up to 36"	Two
30"	Two	42"	Three
36"	Two	48"	Four

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Step 5: Install Shelf by tilting as shown in *Figure G*. It should then lay flat on Combo Bases.

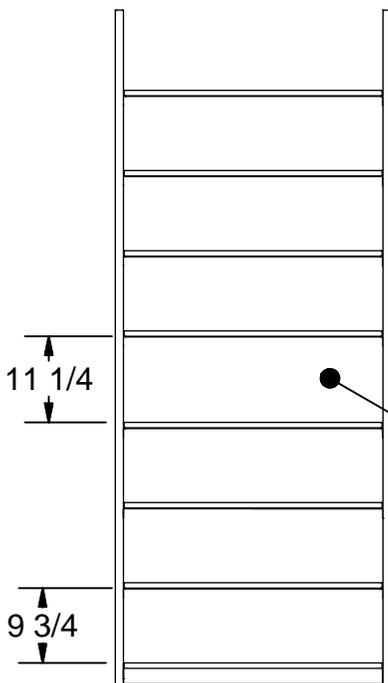


Step 6: For Front Base only! Position Front Base as shown in *Figure H* by lifting up Shelf enough to fit top flange of Front Base between Shelf & Shelf Support (also refer to *Figure J*). Repeat for installation of Front Base on opposite side of unit.

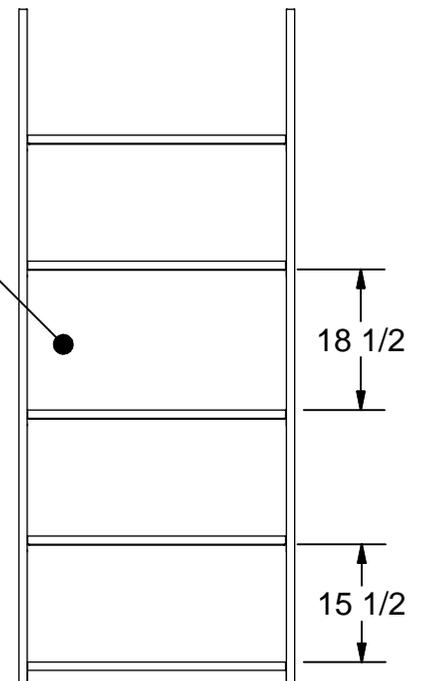
4POST ASSEMBLY INSTRUCTIONS

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.

Typical Clear Openings for Letter/Legal Shelving



Typical Clear Openings for X-Ray Shelving

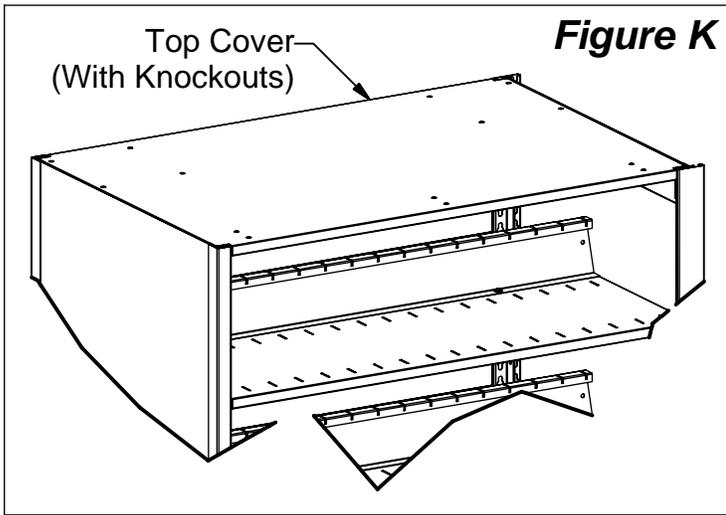


Third Opening Typically Has Posting Shelf (X-Ray)

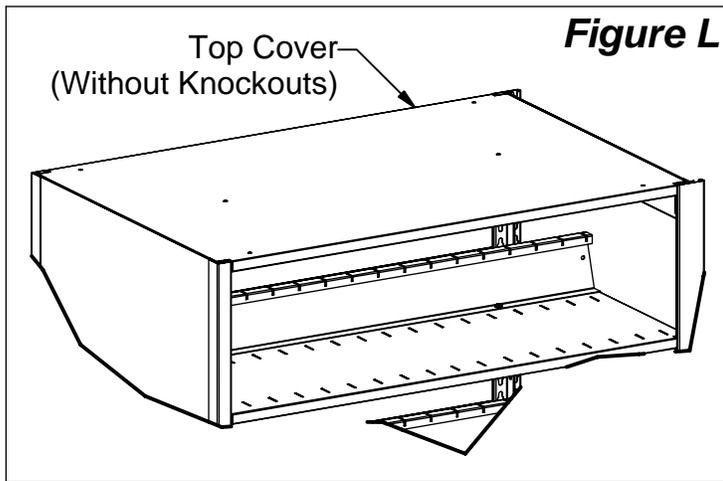
Fourth Opening Typically Has Posting Shelf (Letter/Legal)

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 proceeding (1-866-217-0330).

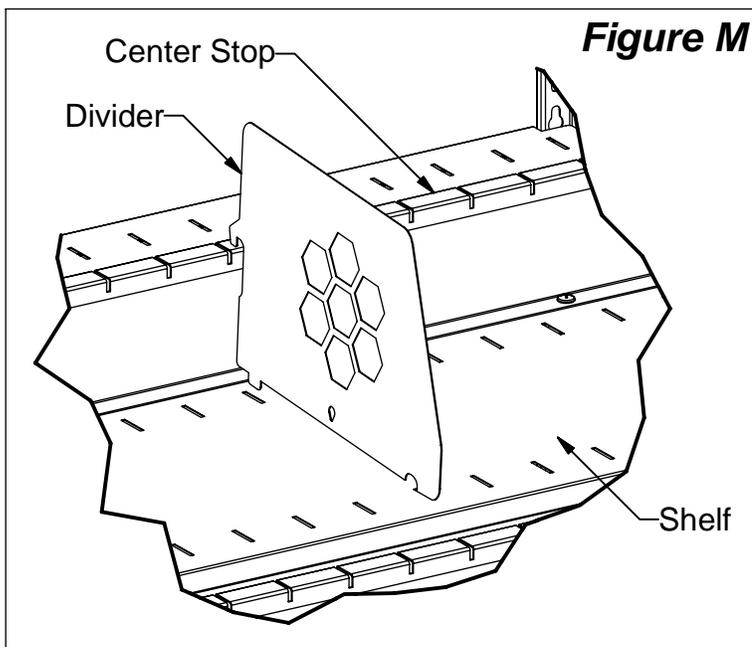
4POST ASSEMBLY INSTRUCTIONS



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.

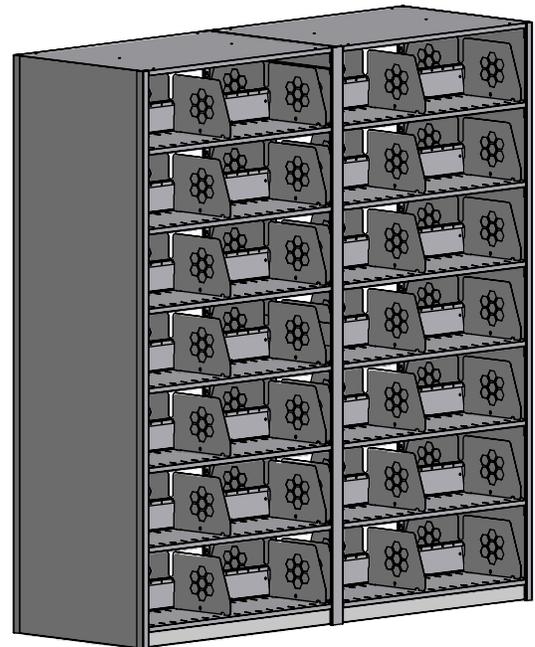
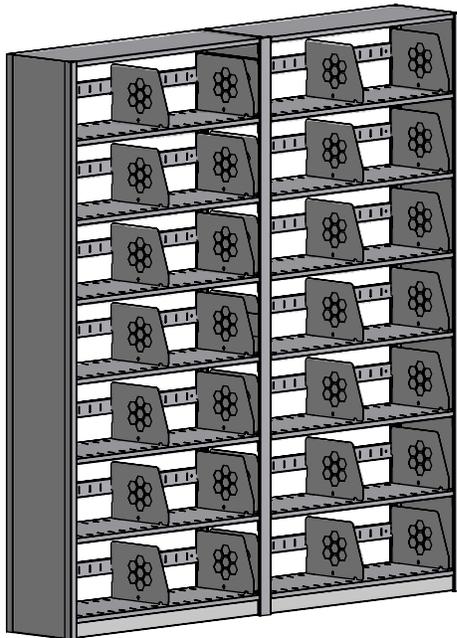
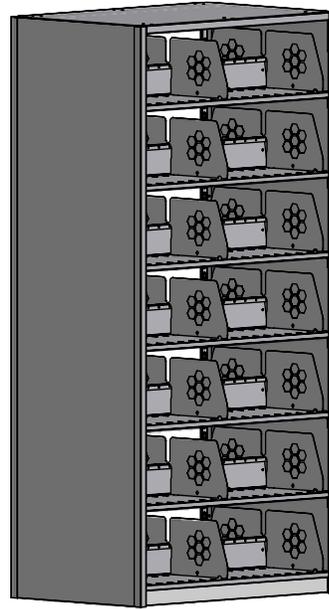
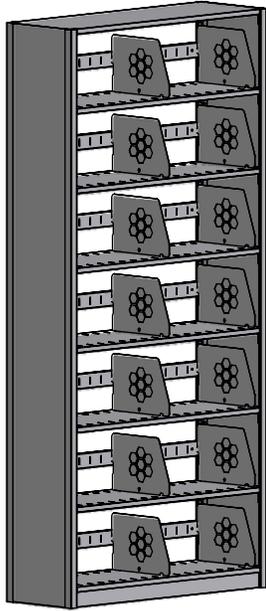


Step 8: Install Top Cover the same way Shelves were installed. Shelf Supports for Top Cover should be installed in top two most keyholes.



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*).

4POST ASSEMBLY INSTRUCTIONS



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