4POST ASSEMBLY INSTRUCTIONS

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)

Shelf Support

Slotted Shelf

Divider

Shelf Reinforcement

Combo Base

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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.
**4POST ASSEMBLY INSTRUCTIONS**

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

**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*)
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.

![Diagram of typical clear openings for Letter/Legal and X-Ray shelving]

- **Fourth Opening Typically Has Posting Shelf (Letter/Legal)**
- **Third Opening Typically Has Posting Shelf (X-Ray)**

![Measurements for clear openings](measurements.png)

- **9 3/4**
- **11 1/4**
- **15 1/2**
- **18 1/2**

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).
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)

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 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).