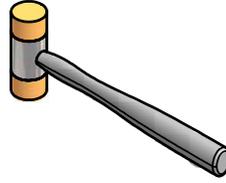
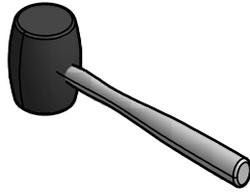


Shelving Units With Drawers Assembly Guide

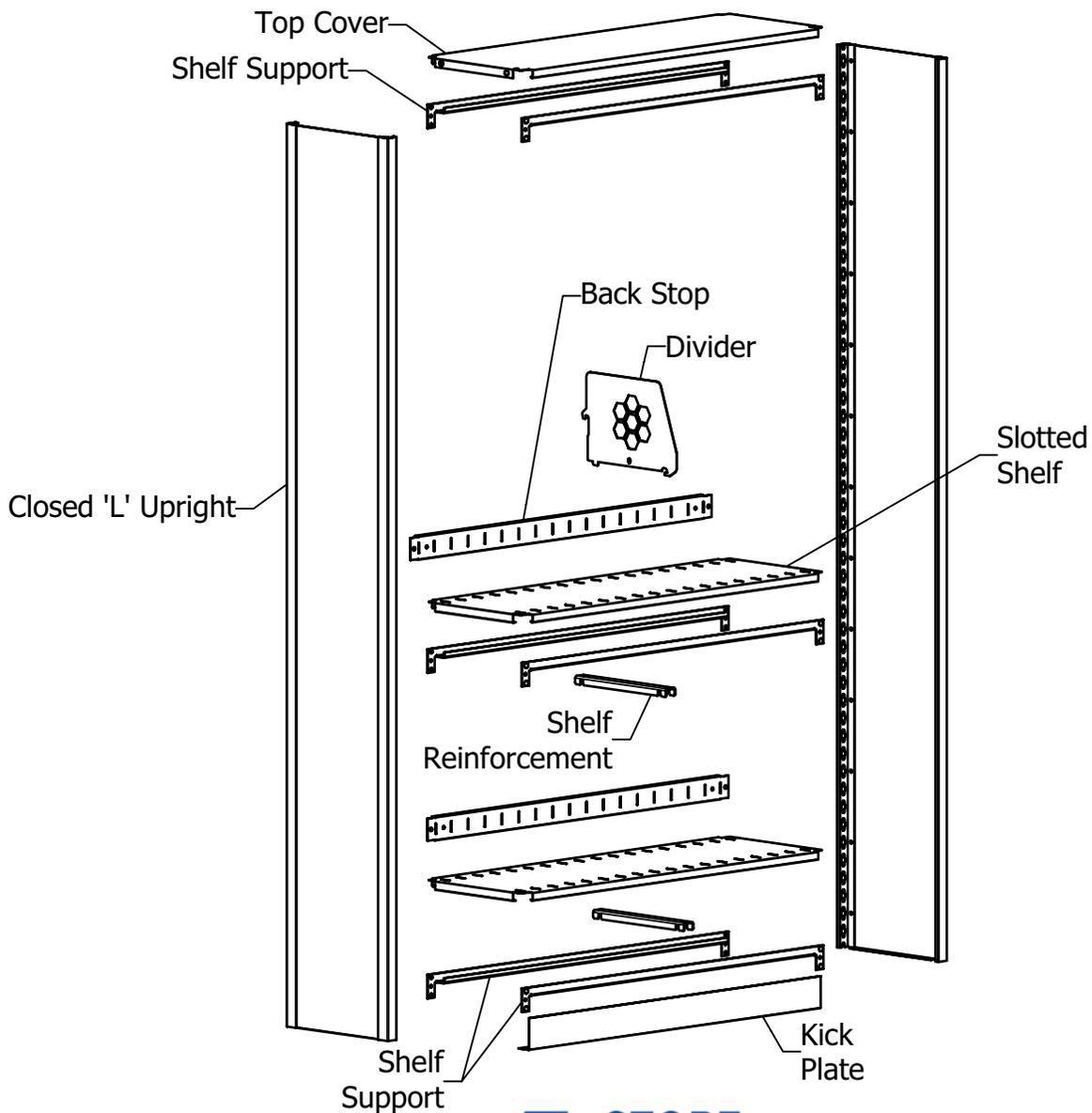
SMS-08-V25

TOOLS REQUIRED FOR ASSEMBLY



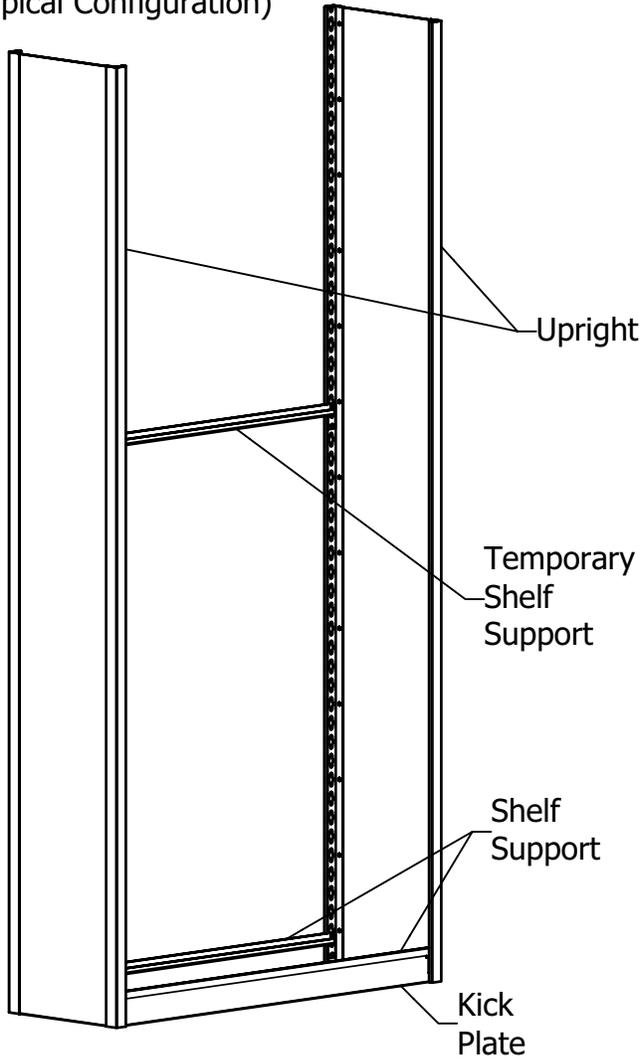
Rubber Mallet or Plastic Tip Hammer

PARTS REQUIRED FOR ASSEMBLY OF SINGLE ENTRY STARTER



2" Kick Plate
(Typical Configuration)

Figure A



Step 1:

Temporarily mount a shelf support at chest height to hold uprights in position (see 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 as shown in either Figure A (kick plate) or Figure B (mobile ready).

Note:

The kick plate will be placed against the uprights, the shelf support rivets will be placed into the appropriate keyholes. Using a rubber mallet or plastic tip hammer, tap on the shelf support seating the rivets in the bottom of the keyholes holding the kick plate in place.

Mobile Ready
(Alternate Configuration)

Figure B

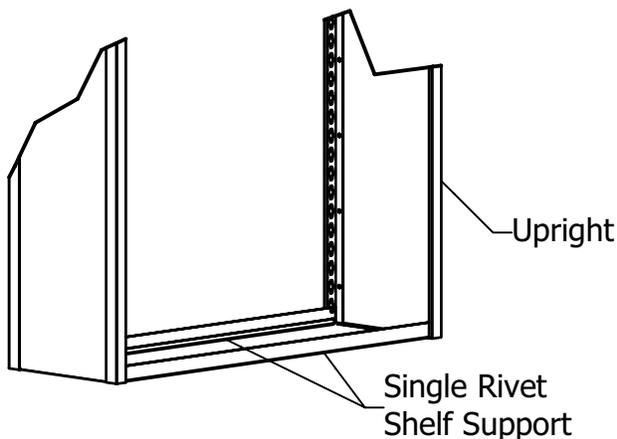
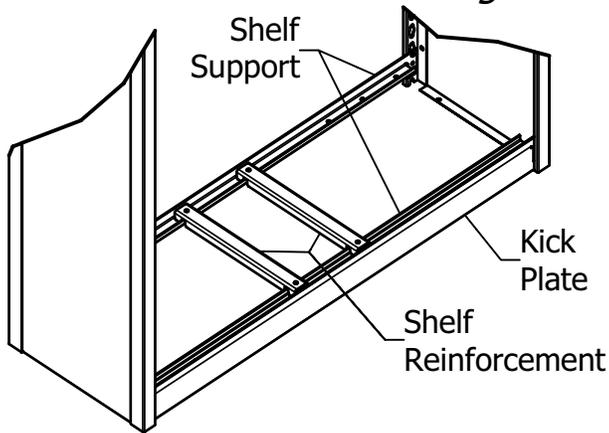


Figure C



Step 3:

If required (See Table 1), install shelf reinforcements as shown in Figure C (for units with kick plate) or Figure D (for mobile ready units).

Table 1 Typical Shelf Reinforcements

Depth of Shelving	No. of Reinforcements
12" (Kick Plate Config)	None
12" (Mobile Ready Config)	One
15" (Kick Plate Config)	None
15" (Mobile Ready Config)	One
18" (Any Config)	Two

Figure D

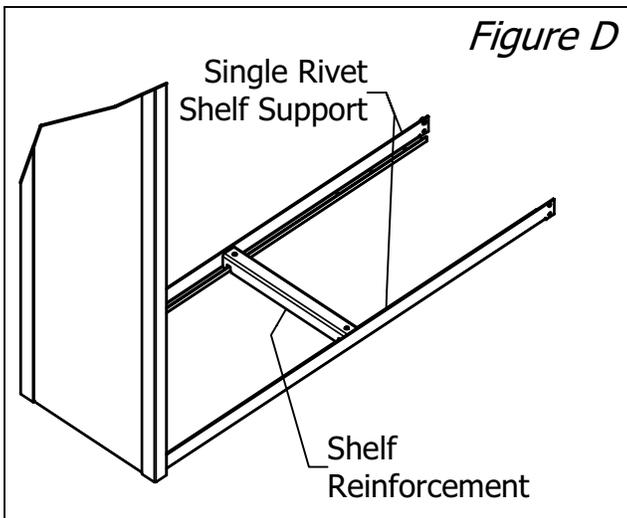
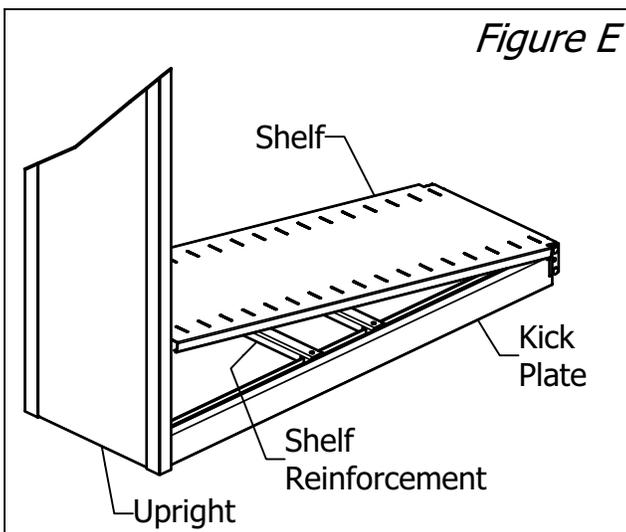


Figure E



Step 4:

Install shelf by tilting as shown in Figure E (kick plate configuration shown). Shelf should then lie flat on shelf support and shelf reinforcement.



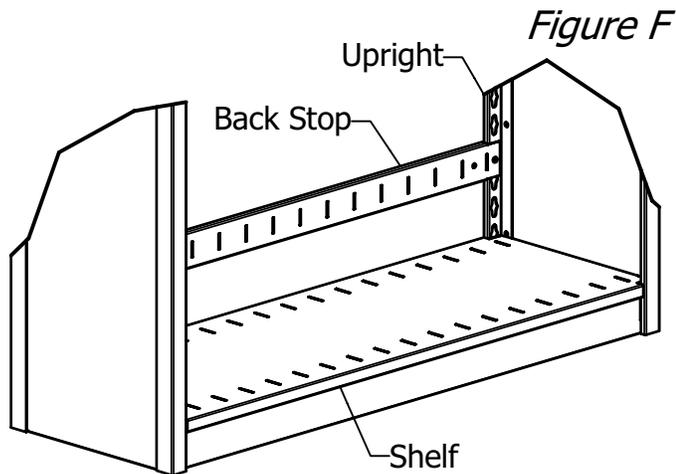


Figure F

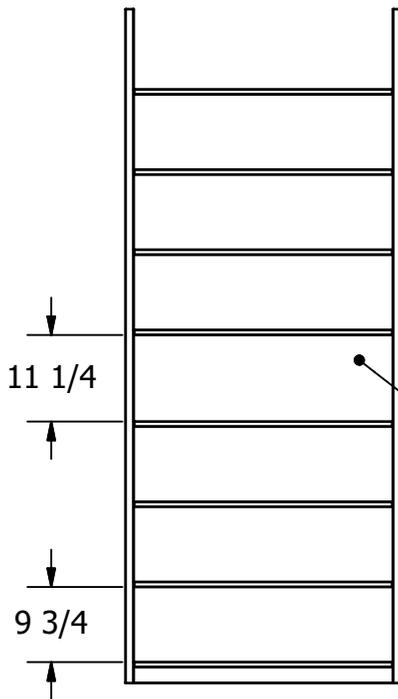
Step 5:

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 F).

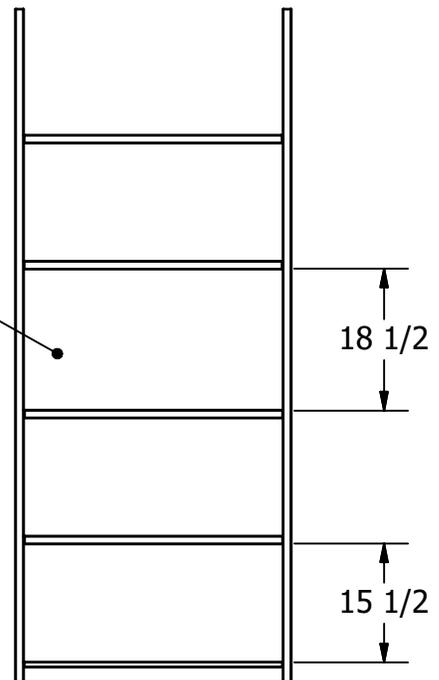
Step 6:

Install remainder of shelf supports, shelves, back stops, & 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

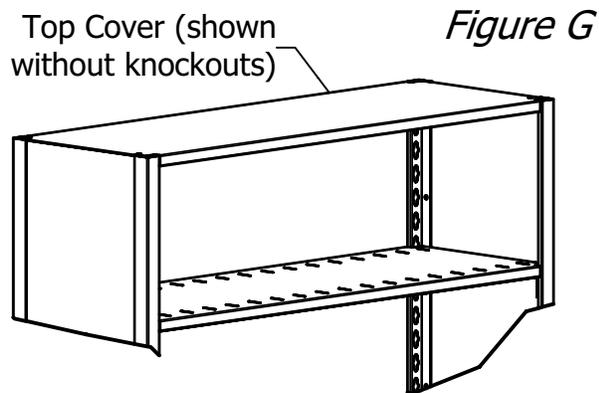


Third Opening Typically Has Posting Shelf (X-Ray)

Fourth Opening Typically Has Posting Shelf (Letter/Legal)

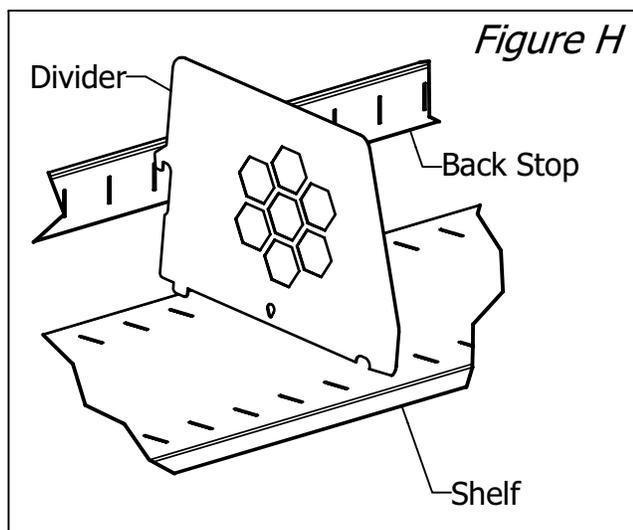
If using or planning to use a posting shelf, leave space for it to be mounted when installing shelf supports and shelves. Not all shelving unit combinations will allow equal spacing of shelves when installing posting shelves. One opening will need to be larger than the rest. Check with your dealer or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





Step 7:
Install top cover the same way shelves were installed. Shelf supports for top cover should be positioned in the 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 G shows top cover without knockouts. Top cover with knockouts is required only when unit is being used on a mobile system.



Step 8:
To install dividers, it must be tilted up in back for hook in front to be inserted into front slot. Then tilt rear of divider down into slot on back stop as shown in Figure H.

END OF SECTION FOR SINGLE ENTRY STARTER UNITS



GENERAL NOTES

- 1.0 DIMENSIONS GIVEN FOR ALL DRAWERS & SHELVES ARE BASED ON THE INFORMATION AS SHOWN IN FIGURE G1.
- 2.0 DASH NUMBERS FOR COMPONENTS MATCH ASSEMBLY DASH NUMBERS AND ARE BASED ON UNIT HEIGHT, WIDTH AND DEPTH AS SHOWN IN TABLE G2 (DASH NUMBERS FOR SUPPORT BRACKETS ON DOUBLE ENTRY SYSTEMS WILL BE DRAWER DEPTH x2).
- 3.0 SEE FIGURE G3 FOR COMPONENT TERMINOLOGY THAT WILL BE USED THROUGHOUT THIS DOCUMENT.
- 4.0 QUANTATIES SHOWN ARE TYPICALLY FOR SINGLE ENTRY UNITS, DOUBLE ENTRY UNITS MAY REQUIRE EXTRA COMPONENTS.
- 5.0 LETTER DEPTH (15") DRAWER AND SHELF SYSTEMS CAN BE USED IN 16" (SINGLE ENTRY) AND 32" (DOUBLE ENTRY) DEEP 4POST UNITS BY USING APPROPRIATELY SIZED SUPPORT BRACKETS.

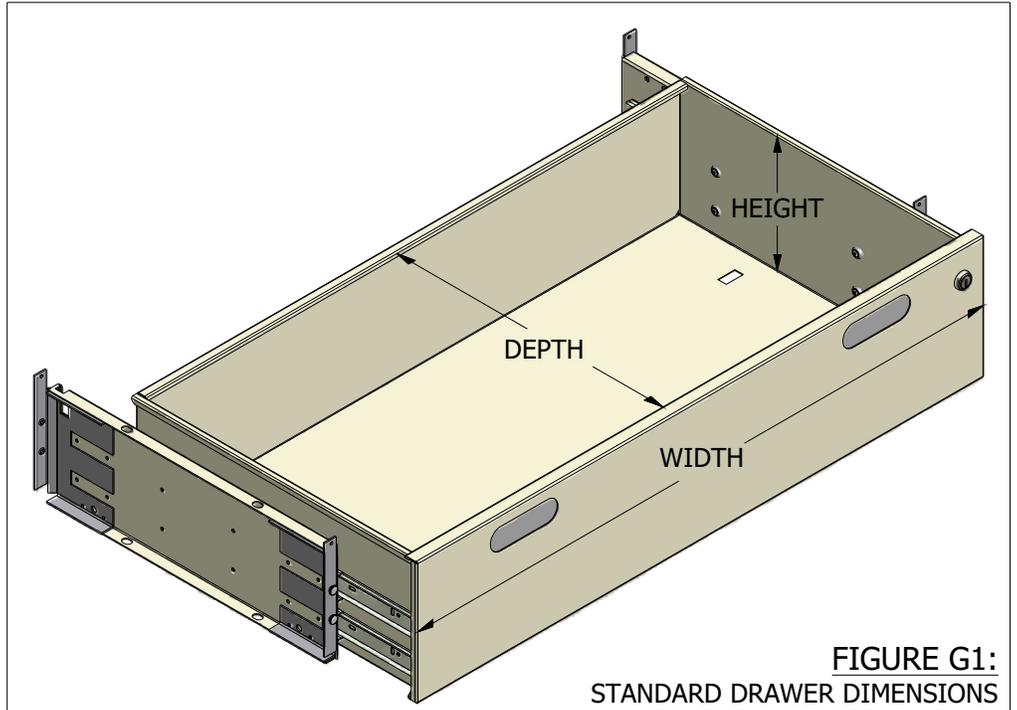


FIGURE G1:
STANDARD DRAWER DIMENSIONS

TABLE G2:
DASH NUMBER
DIMENSIONS

Height	
Dash No	Dim
-03	3.0"
-04	4.5"
-06	6.0"
-07	7.5"
-09	9.0"
-10	10.5"
-12	12.0"

Width	
Dash No	Dim
-24	24.0"
-30	30.0"
-36	36.0"
-42	42.0"
-48	48.0"

Depth	
Dash No	Dim
-15	15.0"
18	18.0"

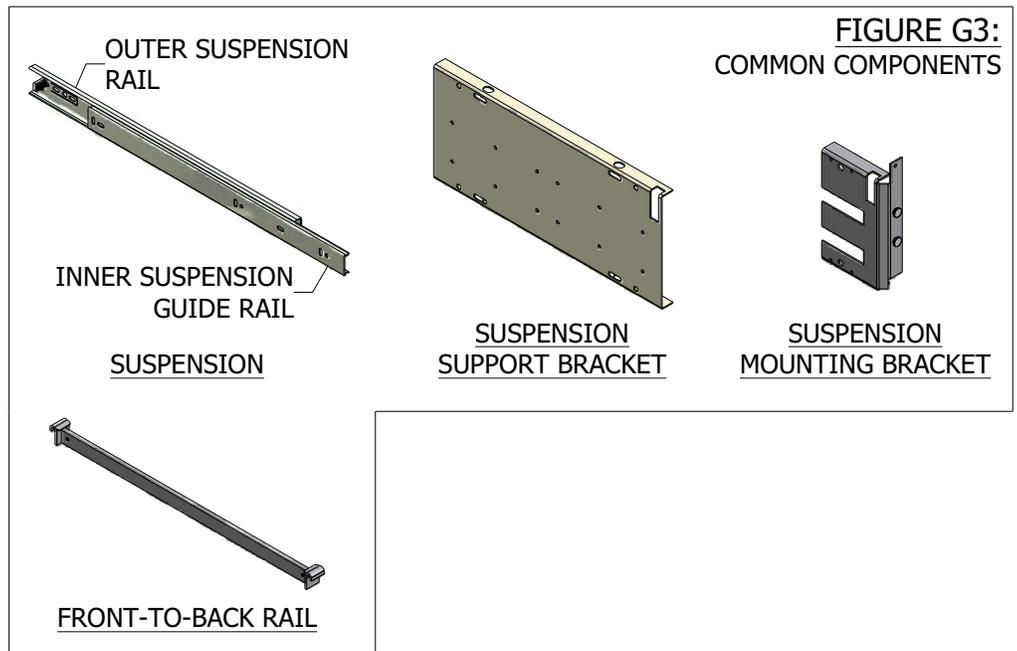


FIGURE G3:
COMMON COMPONENTS

CONSTRUCTION DETAILS:

SUSPENSION COMPONENTS FABRICATED FROM 14GA CRS, DRAWER FRONT FABRICATED FROM 18GA CRS, DRAWER BODY, MULTIMEDIA DIVIDERS AND PARTITIONS FABRICATED FROM 20GA CRS
 DRAWERS ARE FULL EXTENSION, RATED FOR 100 POUND CAPACITY
 DRAWERS ARE FINISHED WITH A DURABLE POWDER COATING.



STANDARD DRAWER

AVAILABLE SIZES:

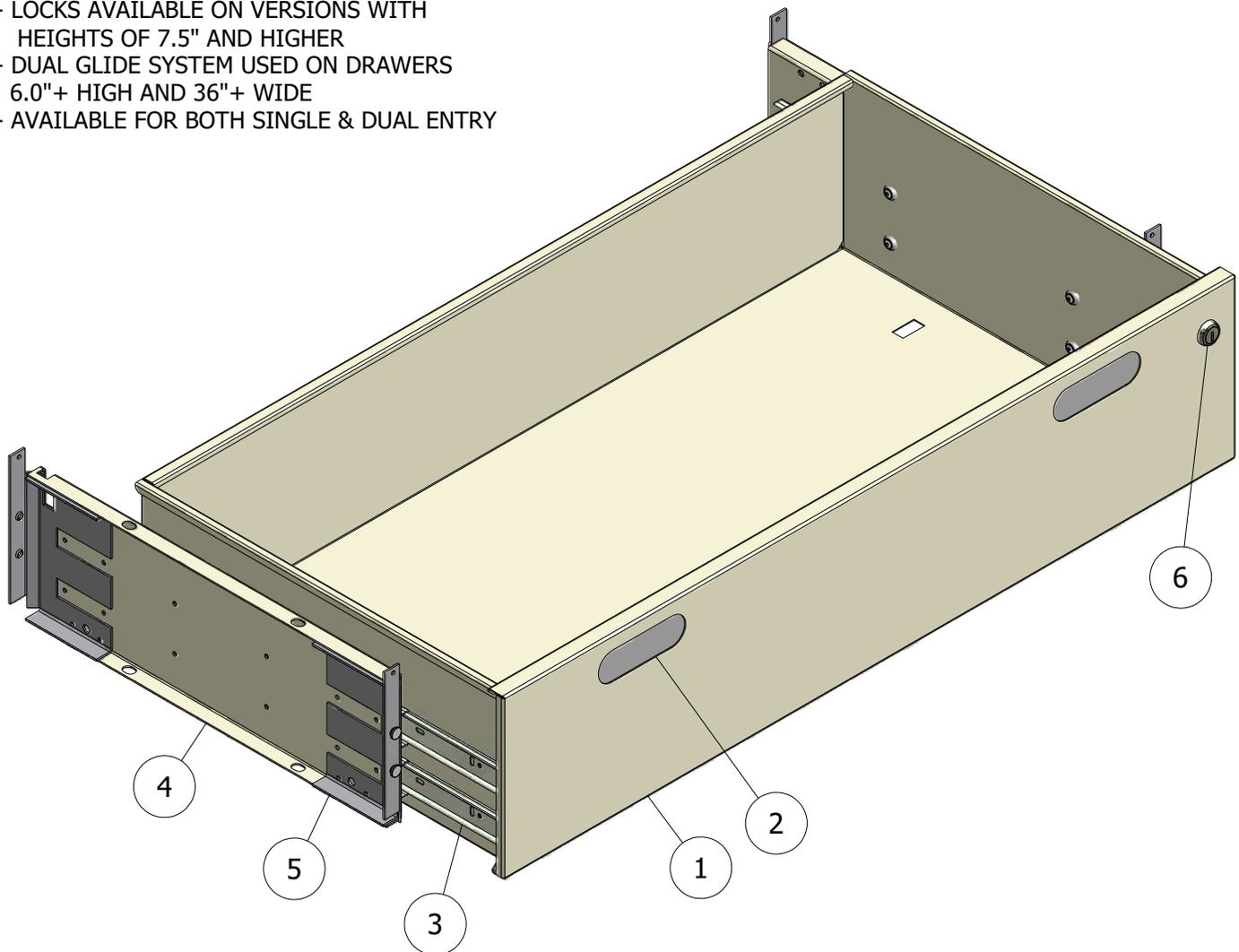
WIDTHS: 24"; 30"; 36"; 42"; 48"

HEIGHTS: 3.0"; 4.5"; 6.0"; 7.5"; 9.0"; 10.5"; 12.0"

DEPTHS: 15"(LETTER); 18"(LEGAL)

OPTIONS & NOTES:

- LOCKS AVAILABLE ON VERSIONS WITH HEIGHTS OF 7.5" AND HIGHER
- DUAL GLIDE SYSTEM USED ON DRAWERS 6.0"+ HIGH AND 36"+ WIDE
- AVAILABLE FOR BOTH SINGLE & DUAL ENTRY



COMPONENTS LIST:

- ① C18794 WELDED DRAWER ASSY. (QTY-1)
- ② B18041 BACK PLATE (QTY-2)
or C18800 BACK PLATE; 3" HIGH DRAWERS ONLY (QTY-2)
- ③ ACCURIDE 3834-C14 SUSPENSION; LETTER SIZE (QTY-2 OR 4 as req'd)
or ACCURIDE 3834-C16 SUSPENSION; LEGAL SIZE (QTY-2 OR 4 as req'd)
- ④ B17041 SINGLE SUSPENSION SUPPORT BRACKET (QTY-2)
or B17229 DUAL SUSPENSION SUPPORT BRACKET (QTY-2)
or C18796 SINGLE SUSPENSION SUPPORT BRACKET; 3" HIGH DRAWERS ONLY (QTY-2)
- ⑤ B17068-1/-2 SINGLE SUSPENSION MOUNTING BRACKET (QTY-2 ea)
or C18805-1/-2 DUAL SUSPENSION MOUNTING BRACKET (QTY-2 ea)
or C18795-1/-2 SINGLE SUSPENSION MOUNTING BRACKET; 3" HIGH DRAWERS ONLY (QTY-2 ea)

OPTIONAL COMPONENTS:

- ⑥ LOCK ASSEMBLY & MOUNTING HARDWARE (QTY-1)



PENDAFLEX DRAWER

AVAILABLE SIZES:

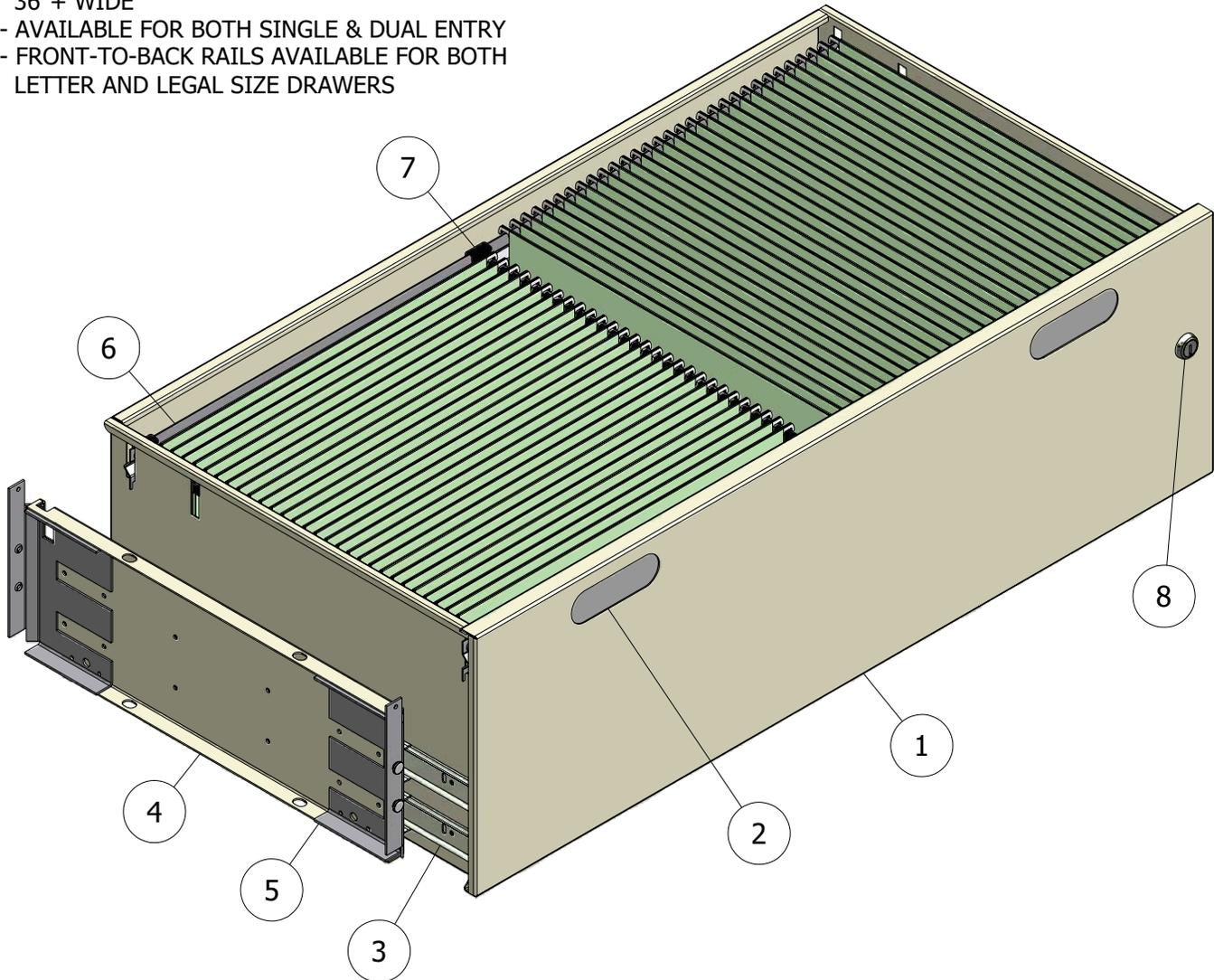
WIDTHS: 24"; 30"; 36"; 42"; 48"

HEIGHTS: 10.5"; 12.0"

DEPTHS: 15"(LETTER); 18"(LEGAL)

OPTIONS & NOTES:

- LOCKS AVAILABLE ON ALL VERSIONS
- DUAL GLIDE SYSTEM USED ON DRAWERS 36"+ WIDE
- AVAILABLE FOR BOTH SINGLE & DUAL ENTRY
- FRONT-TO-BACK RAILS AVAILABLE FOR BOTH LETTER AND LEGAL SIZE DRAWERS



COMPONENTS LIST:

- ① C18794 WELDED DRAWER ASSY. (QTY-1)
- ② B18041 BACK PLATE (QTY-2)
- ③ ACCURIDE 3834-C14 SUSPENSION; LETTER SIZE (QTY-2 OR 4 as req'd)
or ACCURIDE 3834-C16 SUSPENSION; LEGAL SIZE (QTY-2 OR 4 as req'd)
- ④ B17041 SINGLE SUSPENSION SUPPORT BRACKET (QTY-2)
or B17229 DUAL SUSPENSION SUPPORT BRACKET (QTY-2)
- ⑤ B17068-1/-2 SINGLE SUSPENSION MOUNTING BRACKET (QTY-2 ea)
or C18805-1/-2 DUAL SUSPENSION MOUNTING BRACKET (QTY-2 ea)
- ⑥ B17063 FOLDER SUPPORT BAR (QTY-2)

OPTIONAL COMPONENTS:

- ⑦ FRONT to BACK RAIL; FTB15(LETTER) or FTB18(LEGAL); (QTY as needed)
- ⑧ LOCK ASSEMBLY & MOUNTING HARDWARE (QTY-1)



MULTIMEDIA DRAWER

AVAILABLE SIZES:

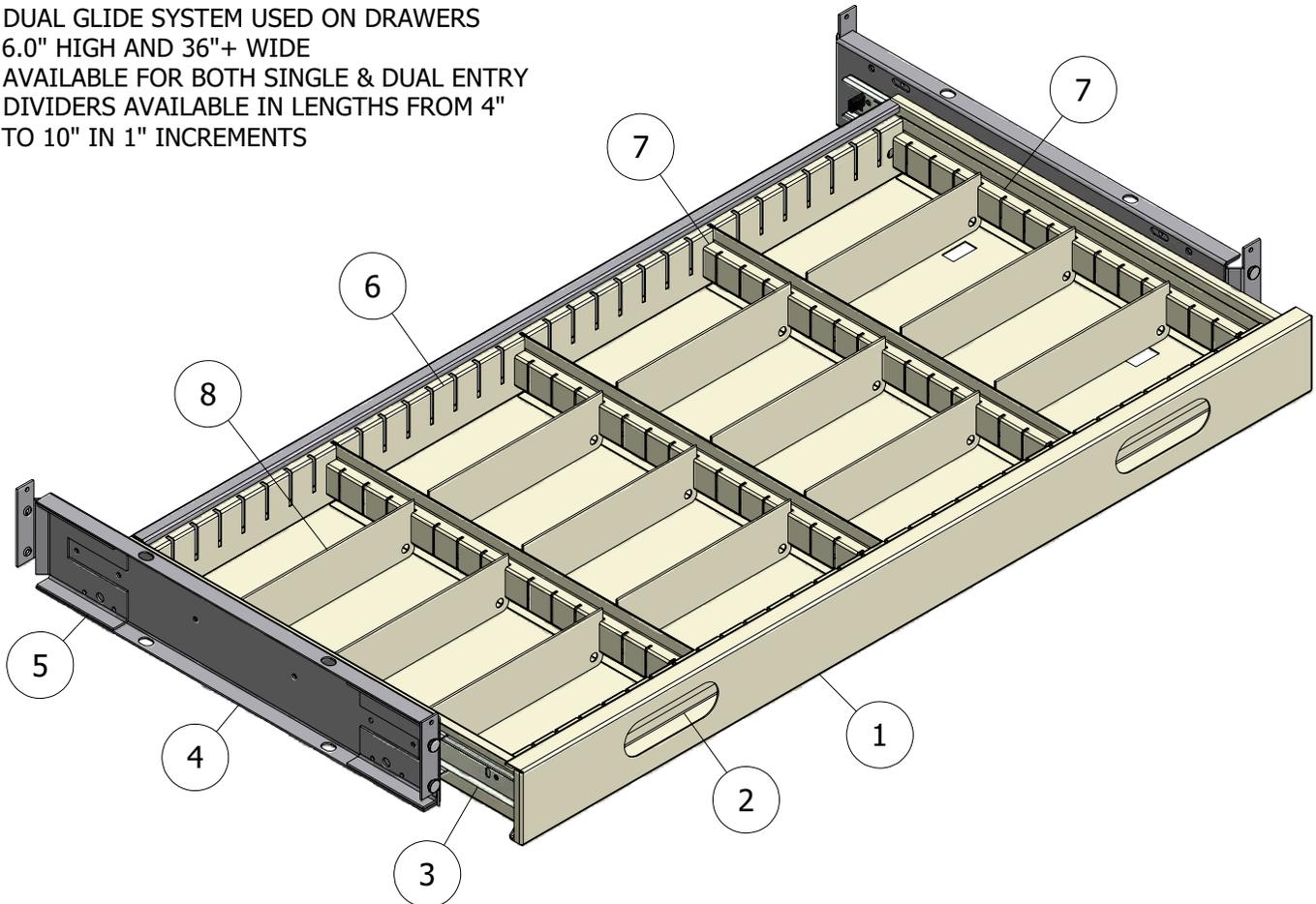
WIDTHS: 24"; 30"; 36"; 42"; 48"

HEIGHTS: 3.0"; 4.5"; 6.0"

DEPTHS: 15"; 18"

OPTIONS & NOTES:

- LOCKS NOT AVAILABLE
- DUAL GLIDE SYSTEM USED ON DRAWERS 6.0" HIGH AND 36"+ WIDE
- AVAILABLE FOR BOTH SINGLE & DUAL ENTRY
- DIVIDERS AVAILABLE IN LENGTHS FROM 4" TO 10" IN 1" INCREMENTS



COMPONENTS LIST:

- ① C18794 WELDED DRAWER ASSY. (QTY-1)
- ② C18922 MULTI-MEDIA DRAWER FRONT DIVIDER PLATE (QTY-1)
- ③ ACCURIDE 3834-C14 SUSPENSION; FOR 15" DEPTH DRAWERS (QTY-2 OR 4 AS REQ'D)
or ACCURIDE 3834-C16 SUSPENSION; FOR 18" DEPTH DRAWERS (QTY-2 OR 4 AS REQ'D)
- ④ C18796 SINGLE SUSPENSION SUPPORT BRACKET (QTY-2)
or B17229 DUAL SUSPENSION SUPPORT BRACKET (QTY-2)
- ⑤ C18795-1/-2 SINGLE SUSPENSION MOUNTING BRACKET (QTY-2 ea)
or C18805-1/-2 DUAL SUSPENSION MOUNTING BRACKET (QTY-2 ea)
- ⑥ C18921 MULTI-MEDIA DRAWER REAR DIVIDER PLATE (QTY-1)
- ⑦ C18924 MULTI-MEDIA DRAWER SIDE DIVIDER PLATE (QTY-2 MINIMUM + 2/ROW)

OPTIONAL COMPONENTS:

- ⑧ C18923 MULTI-MEDIA DRAWER DIVIDER (QTY-AS REQ'D)



STORAGE SHELF

AVAILABLE SIZES:

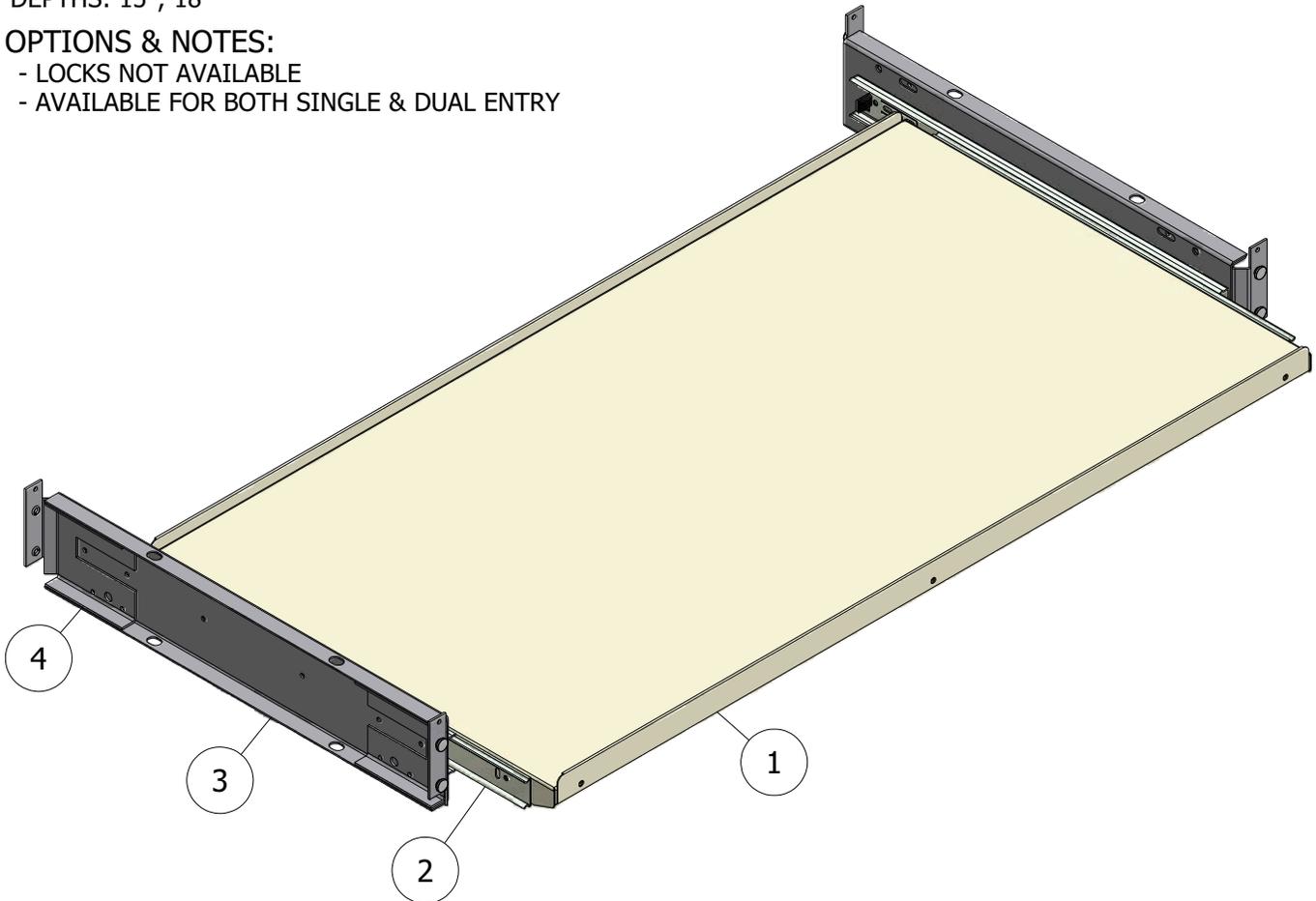
WIDTHS: 24"; 30"; 36"; 42"; 48"

HEIGHTS: N/A

DEPTHS: 15"; 18"

OPTIONS & NOTES:

- LOCKS NOT AVAILABLE
- AVAILABLE FOR BOTH SINGLE & DUAL ENTRY



COMPONENTS LIST:

- ① C18902 WELDED SHELF ASSEMBLY (QTY-1)
- ② ACCURIDE 3834-C14 SUSPENSION; FOR 15" DEPTH DRAWERS (QTY-2)
or ACCURIDE 3834-C16 SUSPENSION; FOR 18" DEPTH DRAWERS (QTY-2)
- ③ C18796 SINGLE SUSPENSION SUPPORT BRACKET (QTY-2)
- ④ C18795-1/-2 SINGLE SUSPENSION MOUNTING BRACKET (QTY-2 ea)



HANGING FOLDER FRAME

AVAILABLE SIZES:

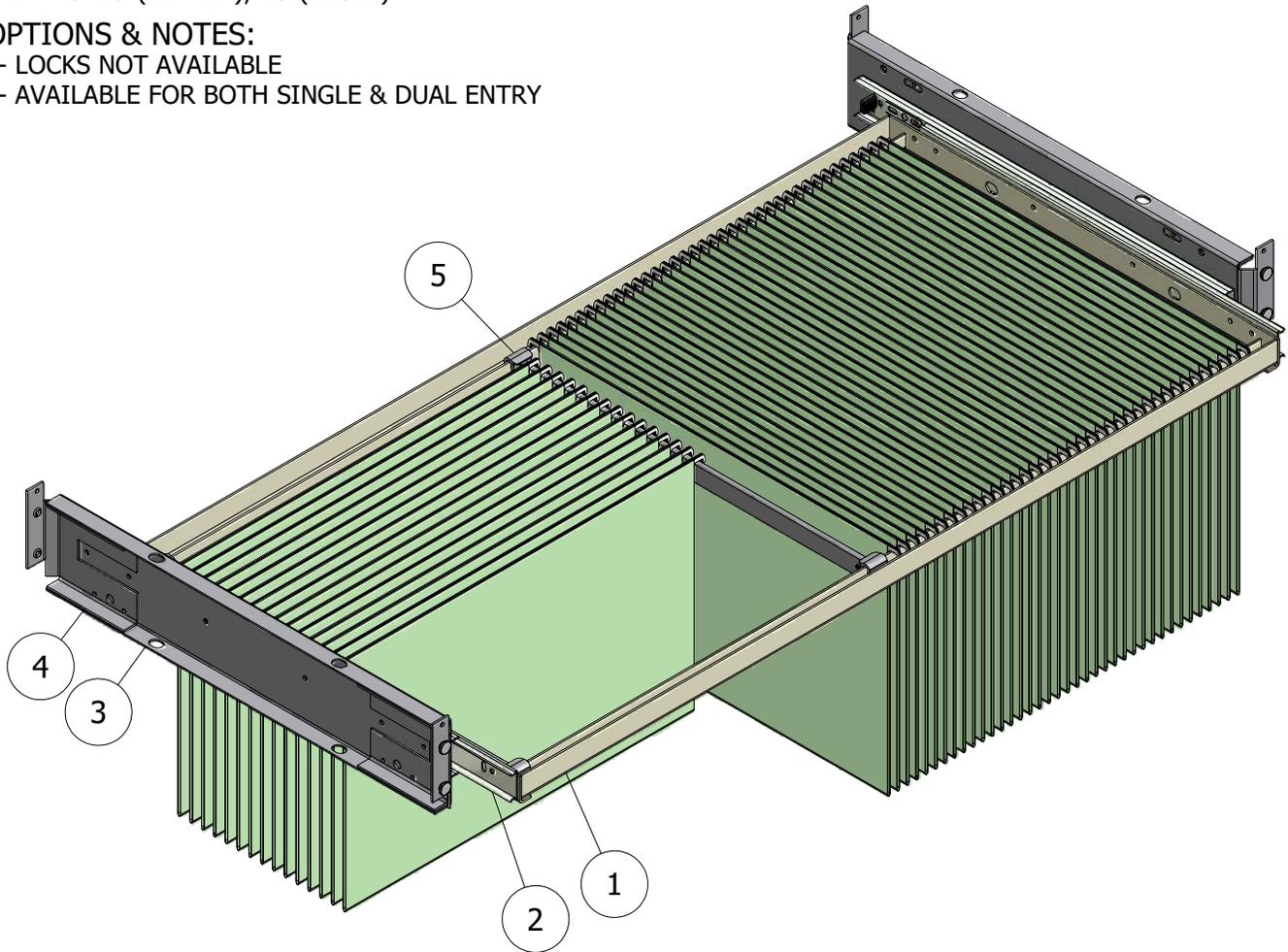
WIDTHS: 24"; 30"; 36"; 42"; 48"

HEIGHTS: N/A

DEPTHS: 15"(LETTER); 18"(LEGAL)

OPTIONS & NOTES:

- LOCKS NOT AVAILABLE
- AVAILABLE FOR BOTH SINGLE & DUAL ENTRY



COMPONENTS LIST:

- ① C17643 WELDED FRAME ASSEMBLY (QTY-1)
- ② ACCURIDE 3834-C14 SUSPENSION; FOR 15" DEPTH DRAWERS (QTY-2)
or ACCURIDE 3834-C16 SUSPENSION; FOR 18" DEPTH DRAWERS (QTY-2)
- ③ C18796 SINGLE SUSPENSION SUPPORT BRACKET (QTY-2)
- ④ C18795-1/-2 SINGLE SUSPENSION MOUNTING BRACKET (QTY-2 ea)

OPTIONAL COMPONENTS:

- ⑤ FRONT to BACK RAIL; FTB15(LETTER) or FTB18(LEGAL); (QTY as needed)



DRAWER REINFORCEMENT PANEL

AVAILABLE SIZES:

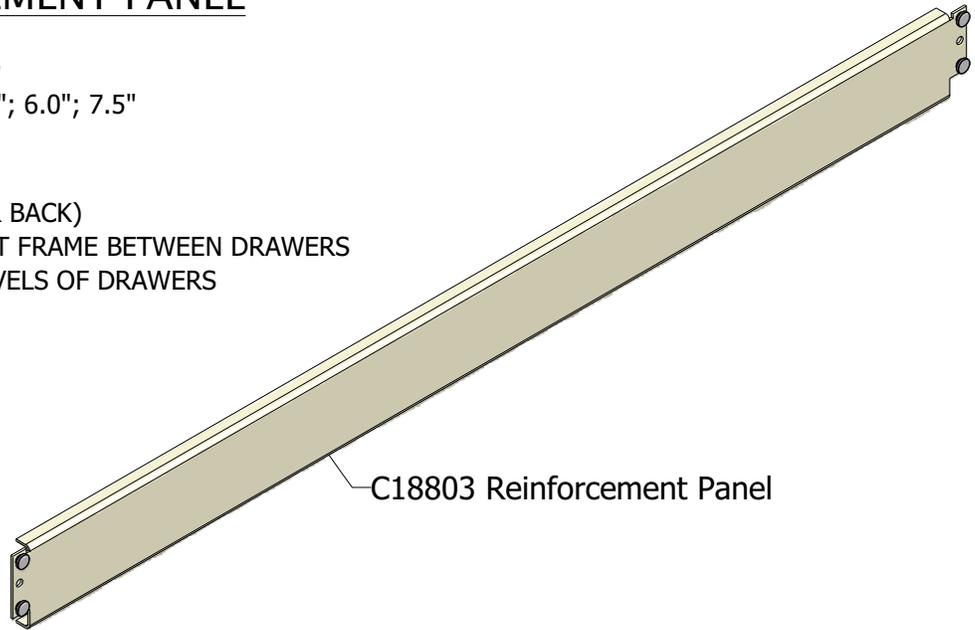
WIDTHS: 24"; 30"; 36"; 42"; 48"

HEIGHTS: 3.0"(STANDARD); 4.5"; 6.0"; 7.5"

DEPTHS: N/A

OPTIONS & NOTES:

- ORDERED IN PAIRS (FRONT & BACK)
- USED AS SUPPORT FOR 4POST FRAME BETWEEN DRAWERS
- REQUIRED FOR EVERY (4) LEVELS OF DRAWERS



DRAWER FILLER PANEL

AVAILABLE SIZES:

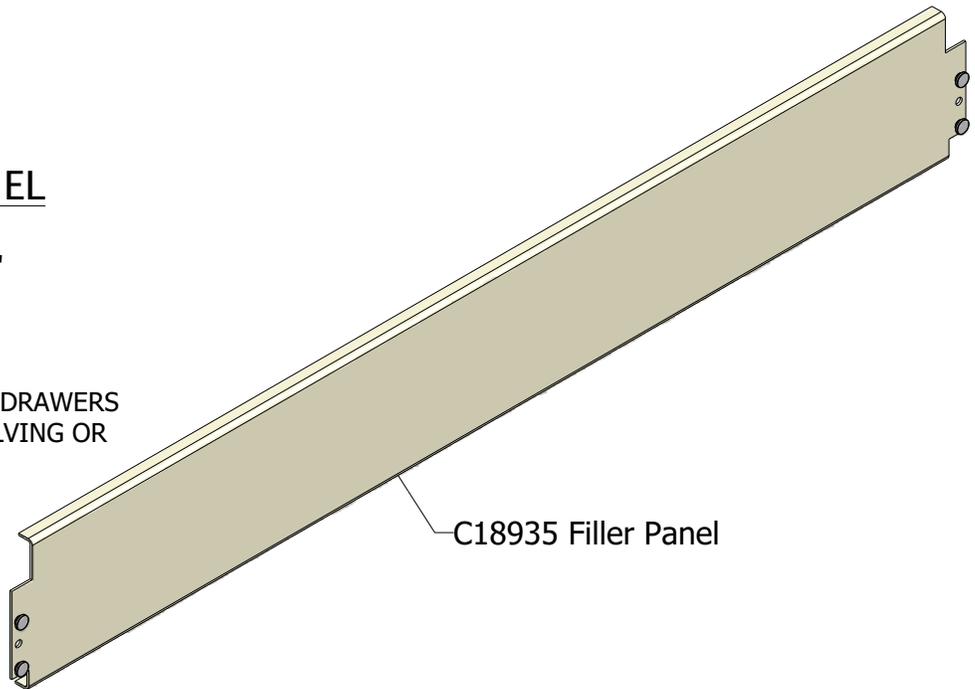
WIDTHS: 24"; 30"; 36"; 42"; 48"

HEIGHTS: 4.5"; 6.0"; 7.5"; 9.0"

DEPTHS: N/A

OPTIONS & NOTES:

- USED TO FILL GAP BETWEEN DRAWERS AND STANDARD (FIXED) SHELVING OR TOP PANEL



ASSEMBLY INSTRUCTIONS

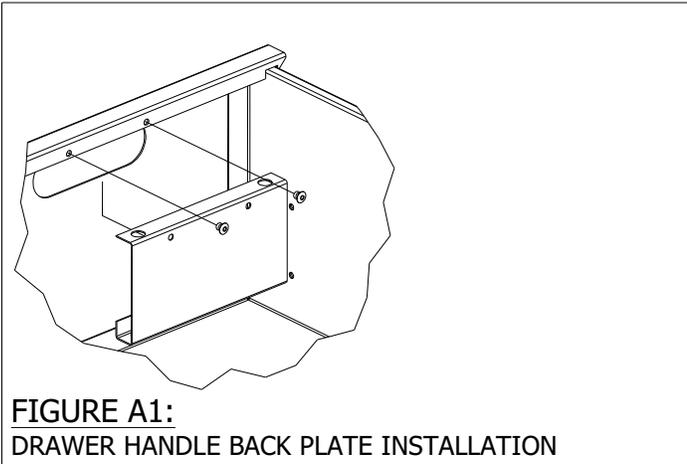


FIGURE A1:
DRAWER HANDLE BACK PLATE INSTALLATION

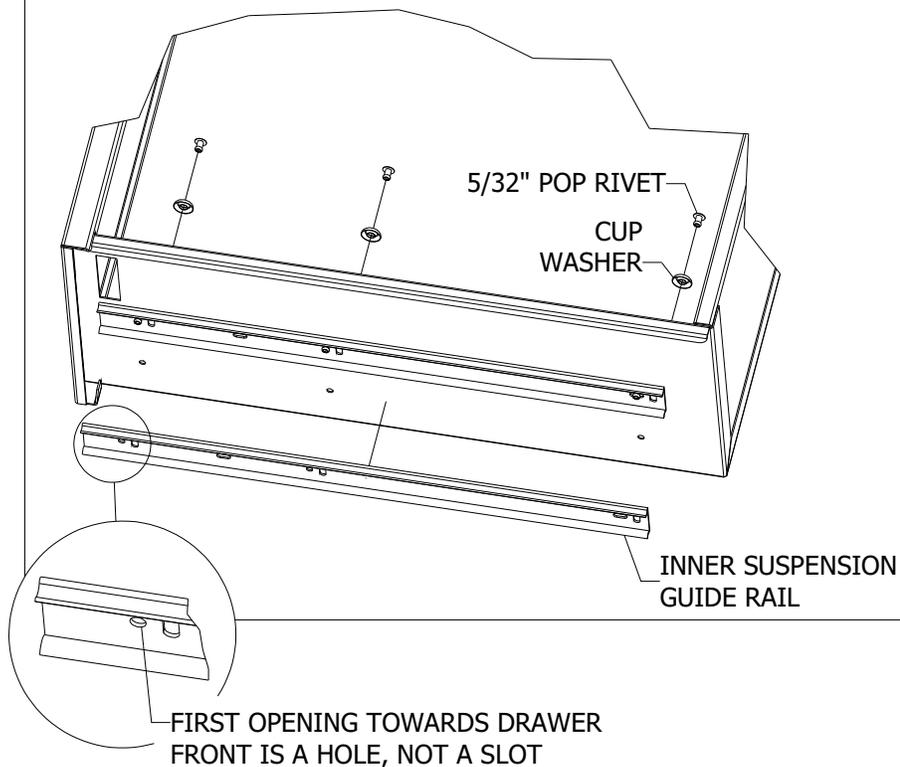
STEP 1:

USE 5/32" POP RIVETS TO INSTALL HANDLE BACK PLATES TO REAR OF FRONT PANEL AS SHOWN IN FIGURE A1.

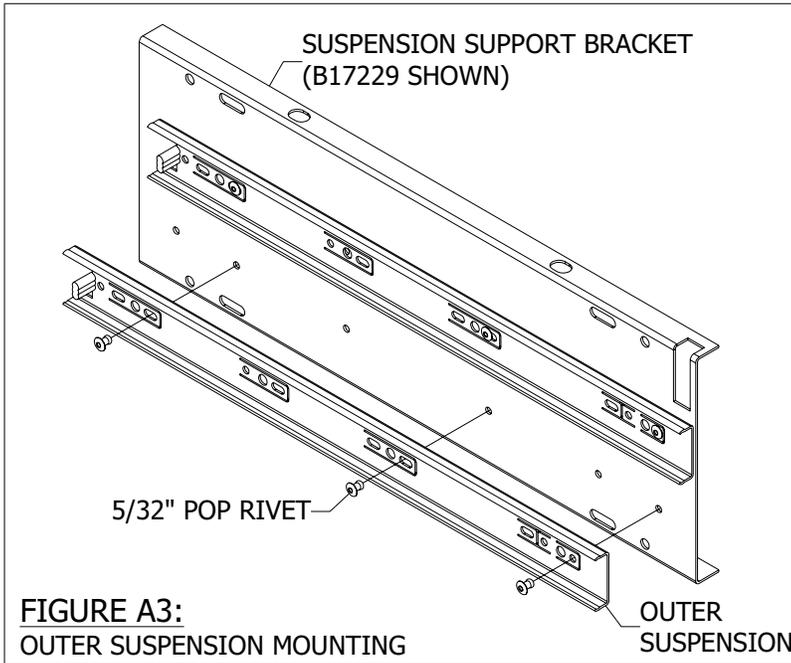
STEP 2:

ATTACH SUSPENSION GUIDE RAILS TO DRAWER ASSEMBLY USING 5/32" POP RIVETS AND CUP WASHERS AS SHOWN IN FIGURE A2 (CUP WASHERS NOT NEEDED ON STORAGE SHELF OR HANGING FOLDER FRAME SYSTEMS). MAKE SURE THAT THE FRONT OF THE GUIDE RAIL IS TOWARDS THE FRONT OF THE DRAWER.

FIGURE A2:
INNER SUSPENSION GUIDE RAIL MOUNTING



ASSEMBLY INSTRUCTIONS



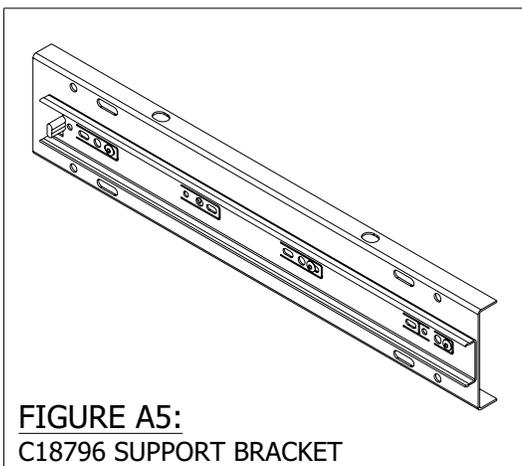
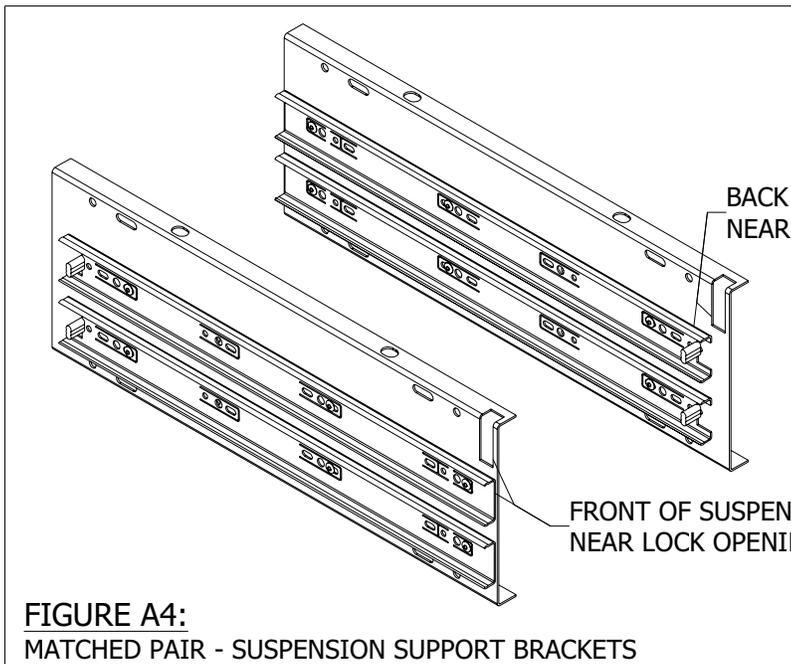
STEP 3:

USE 5/32" POP RIVETS TO ATTACH OUTER SUSPENSIONS TO SUPPORT BRACKET AS SHOWN IN FIGURE A3.

- FOR SINGLE ENTRY VERSIONS THAT USE MOUNTING BRACKETS WITH LOCK OPENINGS; SUSPENSION RAILS MUST BE MOUNTED OPPOSITE OF EACH OTHER AS SHOWN IN FIGURE A4.

- FOR SINGLE ENTRY SYSTEMS THAT USE THE C18796 SUPPORT BRACKETS; PLACEMENT IS NOT CRITICAL AS THE BRACKET IS SYMMETRICAL (FIGURE A5).

- FOR DUAL ENTRY SYSTEMS; MOUNT SUSPENSIONS AS SHOWN IN FIGURE A6 (NEXT PAGE).



ASSEMBLY INSTRUCTIONS

FIGURE A5:
DUAL ENTRY SUPPORT BRACKET

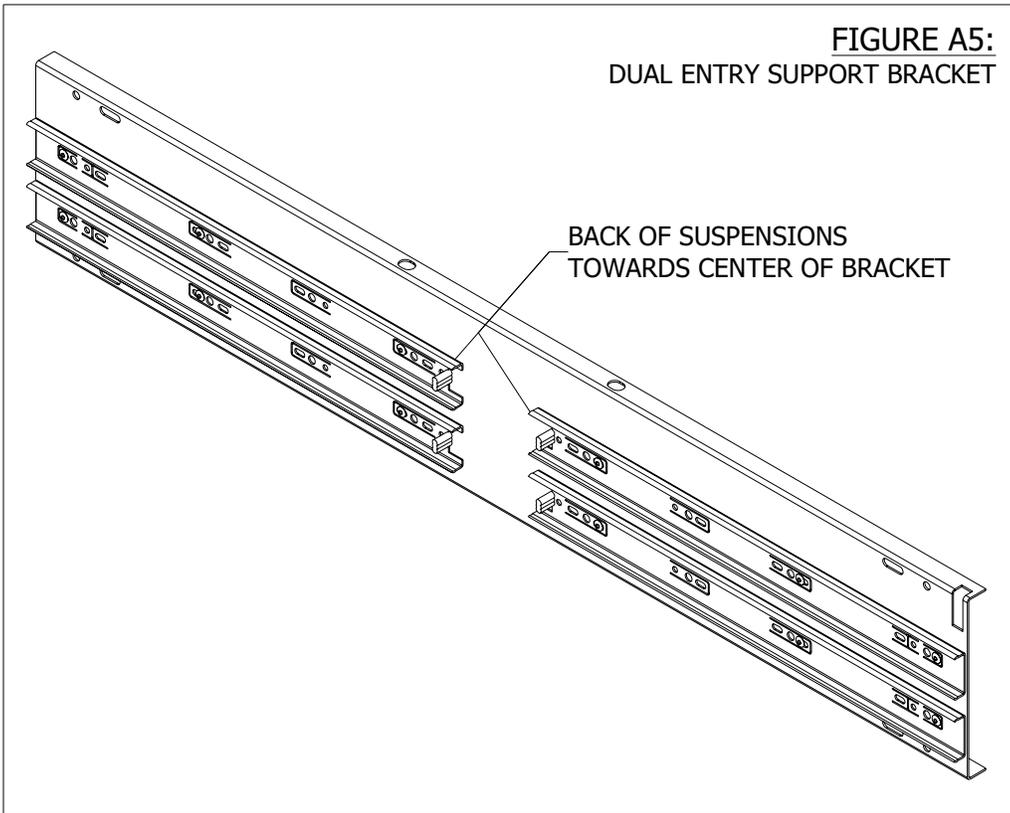
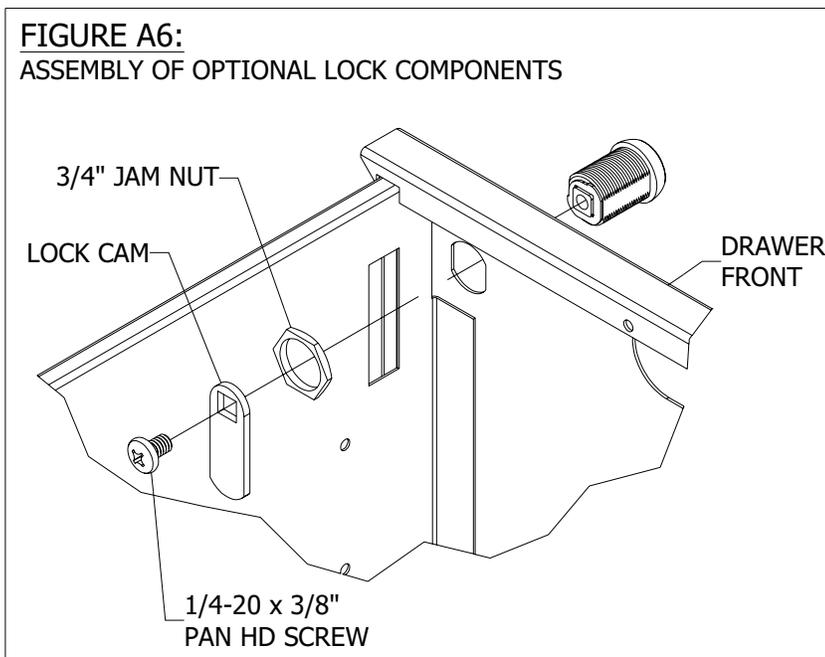


FIGURE A6:
ASSEMBLY OF OPTIONAL LOCK COMPONENTS

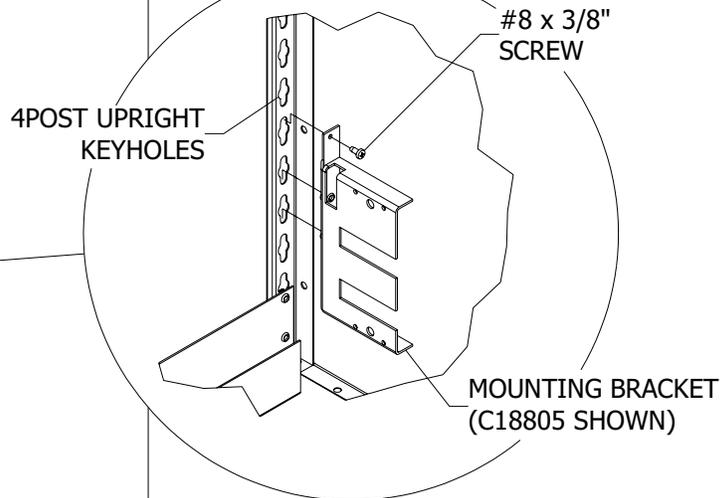
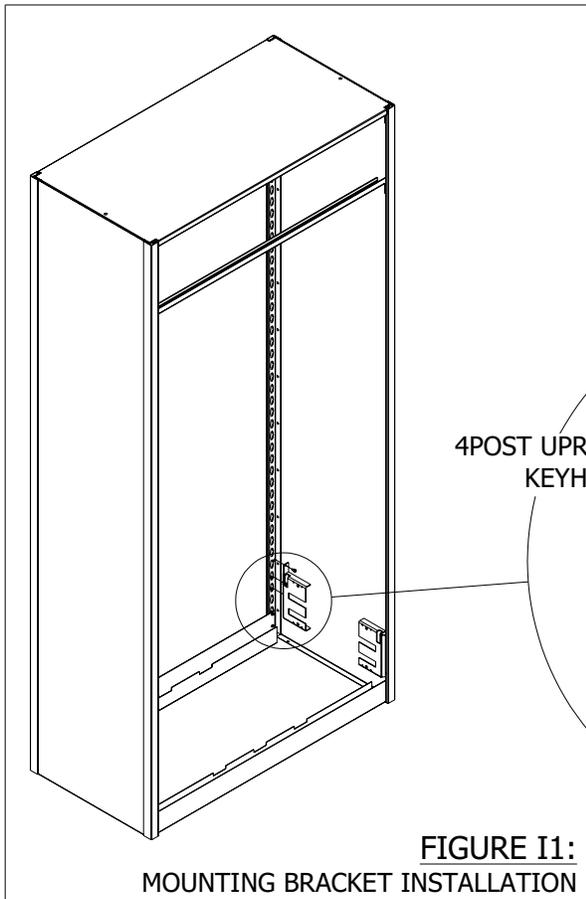


STEP 4:

FOR UNITS WITH LOCK SYSTEMS; INSTALL COMPONENTS AS SHOWN IN FIGURE A6.
- MAKE SURE AFTER ASSEMBLY THAT LOCK CAM ROTATES INTO PROPER LOCK POSITION.



INSTALLATION INSTRUCTIONS



STEP 1:

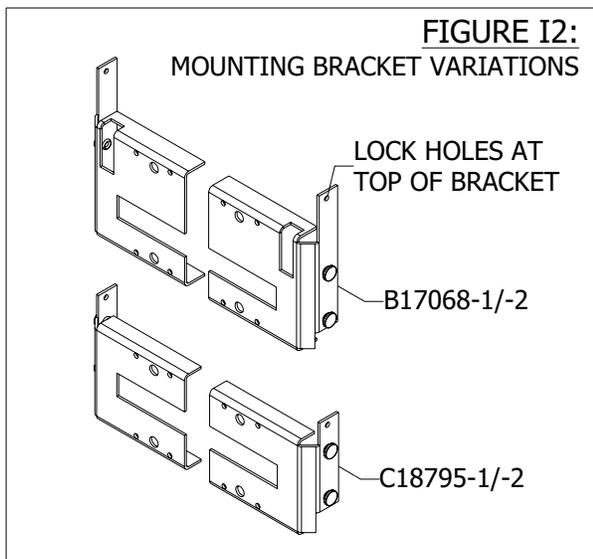
INSTALL DRAWER MOUNTING BRACKET INTO THE 4POST SYSTEM BY INSERTING THE RIVETS ON THE BRACKETS INTO THE KEYHOLES ON THE UPRIGHTS AS SHOWN IN FIGURE I1. NOTE PROPER ORIENTATION OF BRACKETS AS SHOWN IN FIGURES I1 & I2.

STEP 2:

SEAT RIVETS INTO KEYHOLES BY TAPPING BRACKET WITH A RUBBER Mallet. ONCE BRACKET IS SEATED PROPERLY, SECURE BRACKET WITH #8 x 3/8" SCREW AS SHOWN IN FIGURE I1.

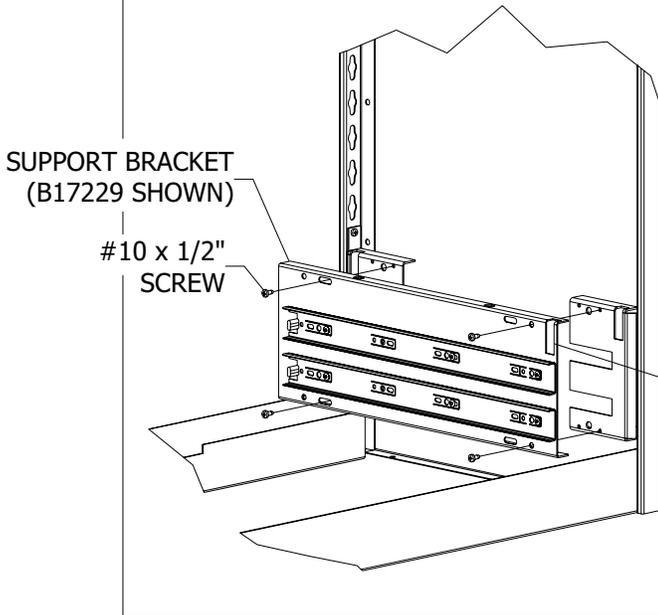
STEP 3:

REPEAT STEPS 1 & 2 FOR OTHER (3) MOUNTING BRACKETS. BRACKETS COME IN MATCHED SETS AS SHOWN IN FIGURE I2; 2 SETS ARE NEEDED (4 TOTAL) PER DRAWER OR SHELF (2 SETS PER PAIR OF DRAWERS ON DOUBLE ENTRY SYSTEMS).



INSTALLATION INSTRUCTIONS

FIGURE I3:
SUPPORT BRACKET INSTALLATION



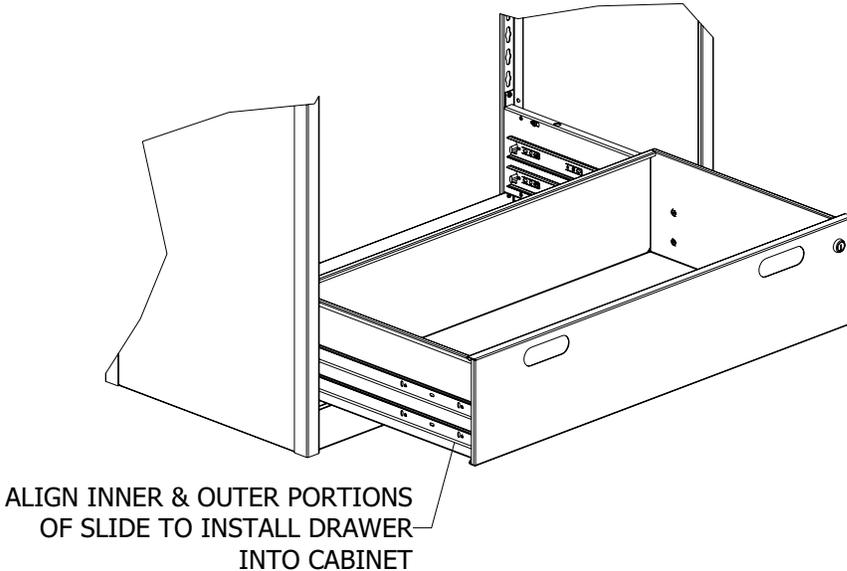
STEP 4:
INSTALL SUPPORT BRACKET BY USING (4) #10 x 1/2" SCREWS TO ATTACH TO MOUNTING BRACKETS AS SHOWN IN FIGURE I3. NOTE PROPER ORIENTATION OF SUPPORT BRACKETS WITH LOCK OPENINGS.

STEP 5:
REPEAT STEP 4 FOR SECOND SUPPORT BRACKET; (2) NEEDED PER DRAWER OR SHELF (2 PER PAIR OF DRAWERS FOR DOUBLE ENTRY SYSTEMS).

SUPPORT BRACKET LOCK OPENING TOP & ALIGNED WITH OPENING ON MOUNTING BRACKET (NOT PRESENT ON ALL SYSTEMS)

STEP 6:
INSTALL DRAWER INTO CABINET AS SHOWN IN FIGURE I4. REPEAT STEPS 1 THRU 6 AS NEEDED FOR ALL REMAINING DRAWERS OR SHELVES.

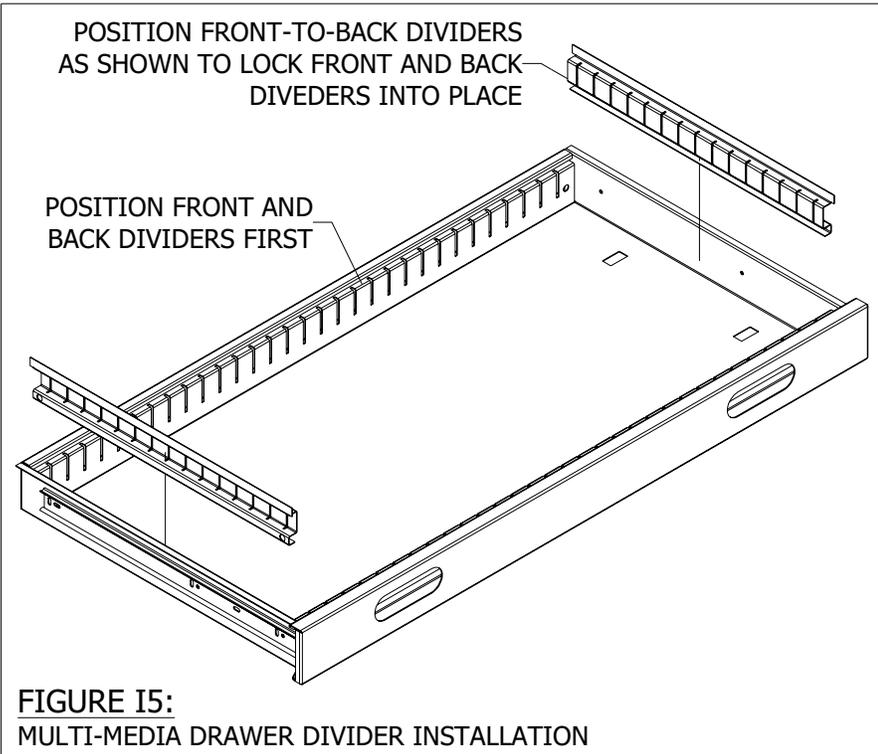
FIGURE I4:
INSTALLATION OF DRAWER



ALIGN INNER & OUTER PORTIONS OF SLIDE TO INSTALL DRAWER INTO CABINET



INSTALLATION INSTRUCTIONS



NOTE:

ALL STEPS ON THIS PAGE (MM1-4) ARE FOR MULTI-MEDIA DRAWER SYSTEMS ONLY.

STEP MM1:

INSTALL FRONT AND BACK DIVIDER PANELS INTO DRAWER AS SHOWN IN FIGURE I5.

STEP MM2:

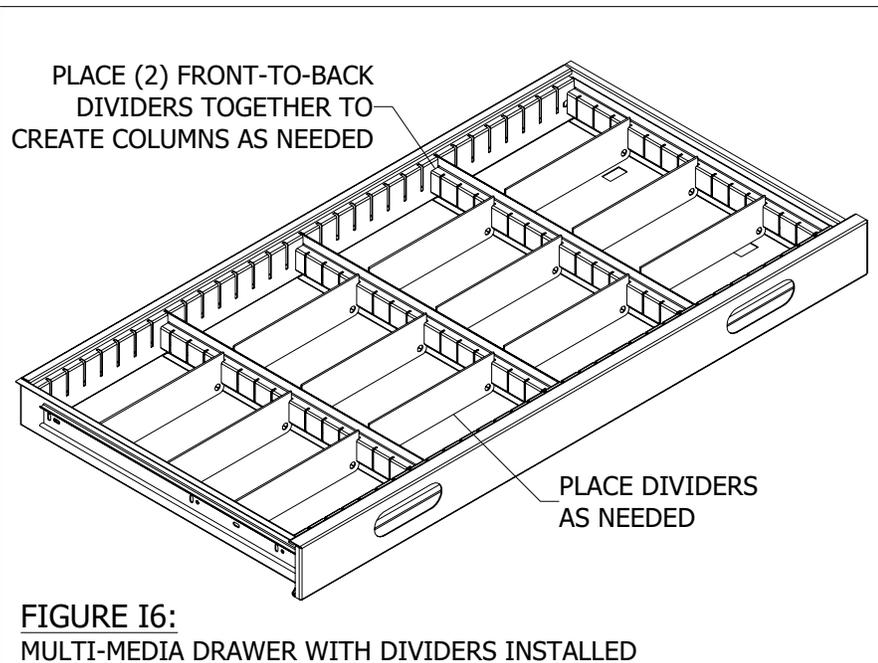
INSTALL FRONT TO BACK DIVIDERS INTO DRAWER ALONG EITHER SIDE AS SHOWN IN FIGURE I5.

STEP MM3:

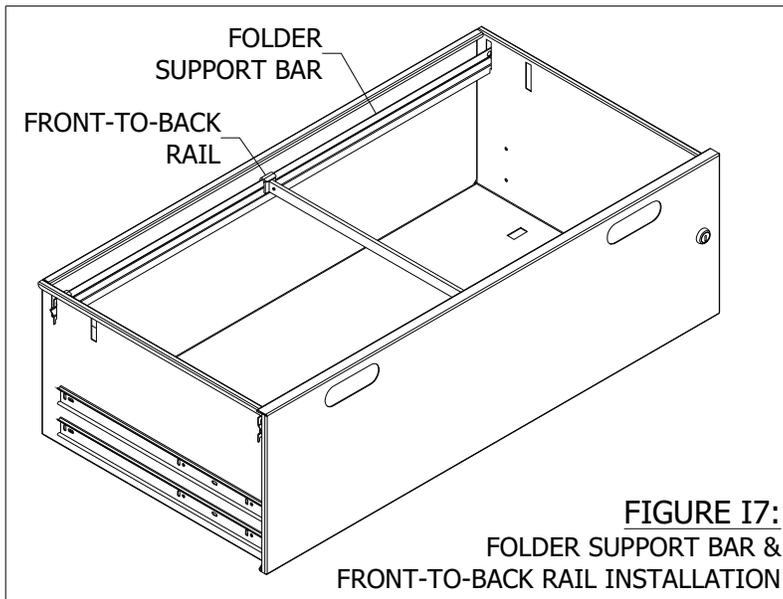
INSTALL FRONT TO BACK IN PAIRS PLACED BACK-TO-BACK TO CREATE DESIRED COLUMNS AS SHOWN IN FIGURE I6.

STEP MM4:

INSTALL DIVIDERS AS NEEDED AS SHOWN IN FIGURE I6.



INSTALLATION INSTRUCTIONS



STEP PF1:

INSTALL FOLDER SUPPORT BARS IN FRONT AND BACK OF DRAWER AS SHOWN IN FIGURE I7.

STEP FTB1:

INSTALL FRONT-TO-BACK RAILS AS SHOWN IN FIGURE I7 (SHOWN ON PENDAFLEX DRAWERS, HANGING FOLDERS SIMILAR).

