

# 4-POST & CASE TYPE STATIC/STATIONARY SHELVING

## INSTALLATION INSTRUCTIONS



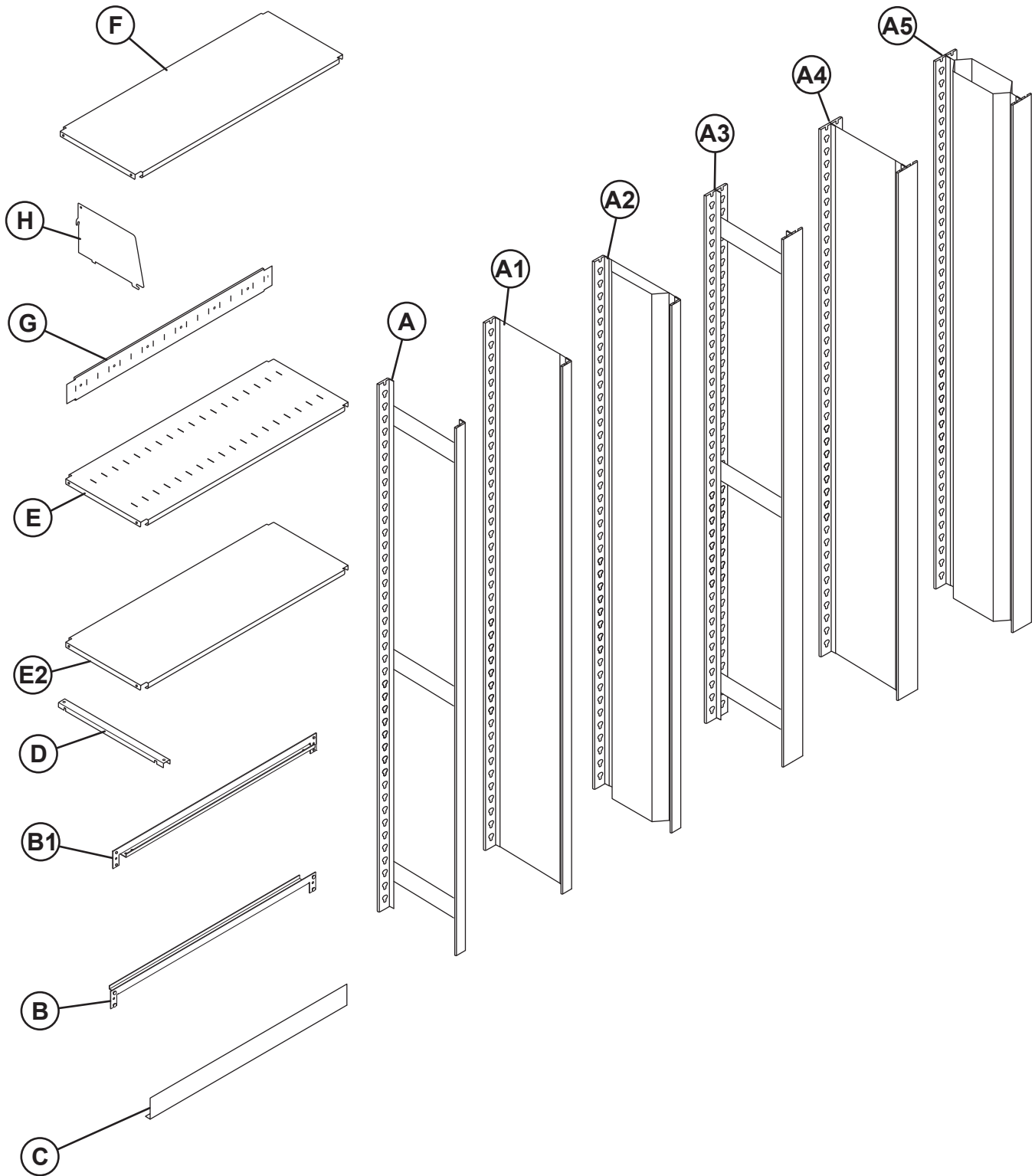
SOUTHWEST**SOLUTIONS**GROUP  
*business organization systems*

## Static/Stationary 4-Post Shelving Systems Installation Manual

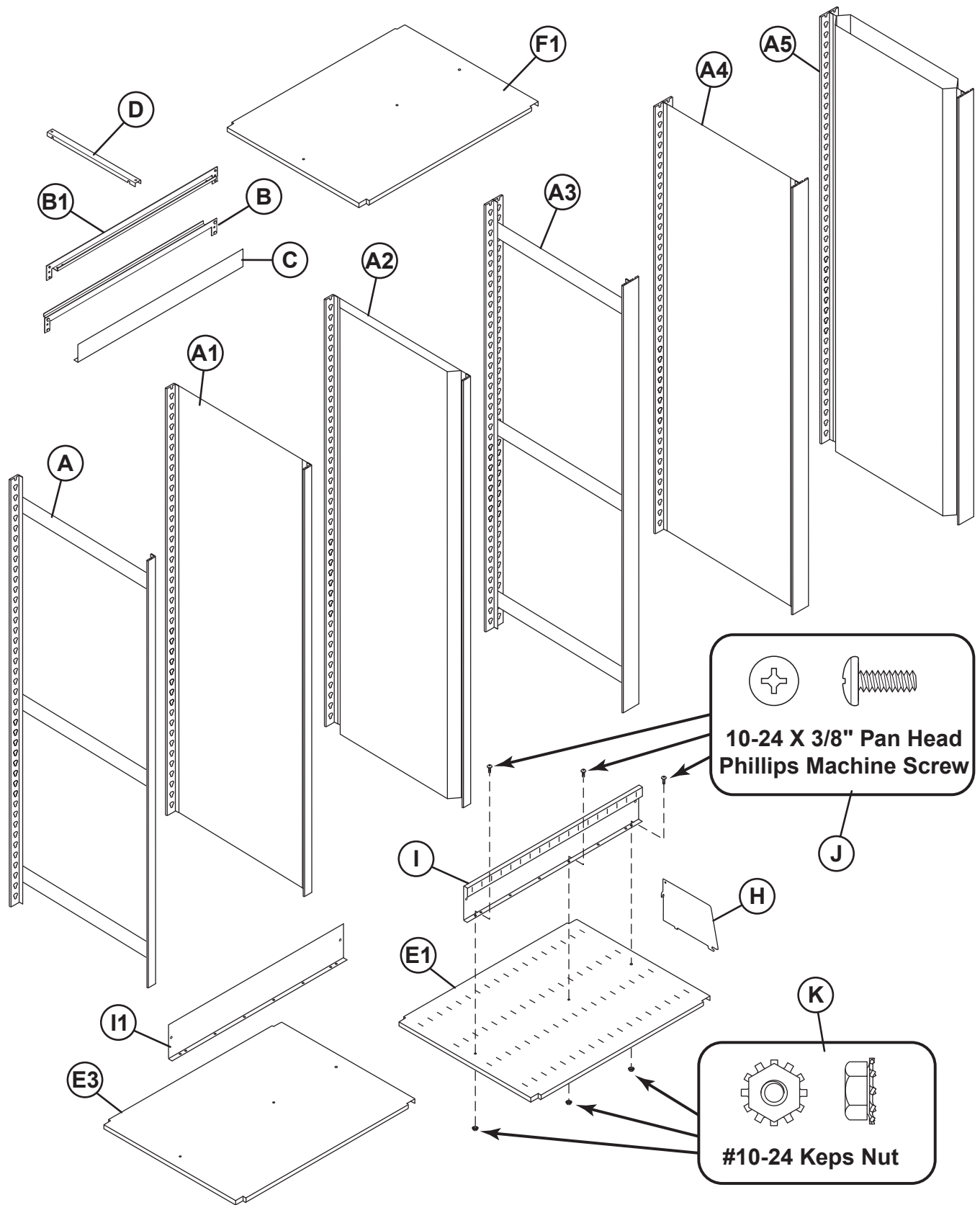
*Including: 4-Post open and closed upright systems and Case Type shelving systems.  
18 gauge heavy-duty and 22 gauge standard shelving.*

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# Single Face Assembly Identification



# Double Face Assembly Identification



# Parts Identification - 4-Post/Case Type Shelving

Installation Instructions Alpha Identification	Part Number	Catalog Number(*)	Size	Description	Weight (pounds)
A	US-XXXX-OA	US-XXXX-OA	Any Depth x Any Height	Shelving, Open Angle Upright, Single Face or Double Face	By Height & Depth
A1	US-XXXX-CA	US-XXXX-CA	Any Depth x Any Height	4-Post/Heavy-Duty Shelving, Closed Angle Upright, Single Face or Double Face	By Height & Depth
A2	UC-XXXX-CA	US-XXXX-CA	Any Depth x Any Height	Case Type Shelving, Closed Angle Upright, Single Face or Double Face	By Height & Depth
A3	US-XXXX-OT	US-XXXX-OT	Any Depth x Any Height	4-Post Shelving, Open Tee Upright, Single Face or Double Face	By Height & Depth
A4	US-XXXX-CT	US-XXXX-CT	Any Depth x Any Height	4-Post/Heavy-Duty Shelving, Closed Tee Upright, Single Face or Double Face	By Height & Depth
A5	UC-XXXX-CT	UC-XXXX-CT	Any Depth x Any Height	Case Type Shelving, Closed Tee Upright, Single Face or Double Face	By Height & Depth
B	SS-3014-F	SS-3014-F	30" Wide	4-Post/Case Type Shelving, Shelf Support, 3/4" Profile. "F" Style. 14 Gauge	1.5
B	SS-3614-F	SS-3614-F	36" Wide	4-Post/Case Type Shelving, Shelf Support, 3/4" Profile. "F" Style. 14 Gauge	1.75
B	SS-4211-F	SS-4211-F	42" Wide	4-Post/Case Type Shelving, Shelf Support, 3/4" Profile. "F" Style. 11 Gauge	3.25
B	SS-4811-F	SS-4811-F	48" Wide	4-Post/Case Type Shelving, Shelf Support, 3/4" Profile. "F" Style. 11 Gauge	3.75
B1	SS-3014-H	SS-3014-H	30" Wide	4-Post/Case Type/Heavy-Duty Shelving, Shelf Support, 1-1/4" Profile. "H" Style. 14 Gauge	1.5
B1	SS-3614-H	SS-3614-H	36" Wide	4-Post/Case Type/Heavy-Duty Shelving, Shelf Support, 1-1/4" Profile. "H" Style. 14 Gauge	1.75
B1	SS-4214-H	SS-4214-H	42" Wide	4-Post/Case Type/Heavy-Duty Shelving, Shelf Support, 1-1/4" Profile. "H" Style. 14 Gauge	2.25
B1	SS-4814-H	SS-4814-H	48" Wide	4-Post/Case Type/Heavy-Duty Shelving, Shelf Support, 1-1/4" Profile. "H" Style. 14 Gauge	2.5
B1	SS-3611-H	SS-3611-H	36" Wide	4-Post/Case Type/Heavy-Duty Shelving, Shelf Support, 1-1/4" Profile. "H" Style. 11 Gauge	2.75
B1	SS-4211-H	SS-4211-H	42" Wide	4-Post/Case Type/Heavy-Duty Shelving, Shelf Support, 1-1/4" Profile. "H" Style. 11 Gauge	3.25
B1	SS-4811-H	SS-4811-H	48" Wide	4-Post/Case Type/Heavy-Duty Shelving, Shelf Support, 1-1/4" Profile. "H" Style. 11 Gauge	3.75
C	FB-3002	FB-3002	30" Wide	4-Post/Case Type/Heavy-Duty Shelving Front Base 2" High	1.25
C	FB-3602	FB-3602	36" Wide	4-Post/Case Type/Heavy-Duty Shelving Front Base 2" High	1.5
C	FB-4202	FB-4202	42" Wide	4-Post/Case Type/Heavy-Duty Shelving Front Base 2" High	1.75
C	FB-4802	FB-4802	48" Wide	4-Post/Case Type/Heavy-Duty Shelving Front Base 2" High	2.0
C1 (Not Shown)	FB-3004	FB-3004	30" Wide	4-Post/Case Type/Heavy-Duty Shelving Front Base 4" High	1.75
C1 (Not Shown)	FB-3604	FB-3604	36" Wide	4-Post/Case Type/Heavy-Duty Shelving Front Base 4" High	2.0
C1 (Not Shown)	FB-4204	FB-4204	42" Wide	4-Post/Case Type/Heavy-Duty Shelving Front Base 4" High	2.5
C1 (Not Shown)	FB-4804	FB-4804	48" Wide	4-Post/Case Type/Heavy-Duty Shelving Front Base 4" High	3.0
D	SR-18-F	SR-18-F	18" Deep	4-Post/Case Type Shelving, Shelf Reinforcement ("F" Style), 3/4" High	.75
D	SR-20-F	SR-20-F	20" Deep	4-Post/Case Type Shelving, Shelf Reinforcement ("F" Style) 3/4" High	1.0

\* Catalog Number is for reference only and may not include all parts as described in price list. When ordering, parts must be identified by individual part numbers.

# Parts Identification - 4-Post/Case Type Shelving

Installation Instructions Alpha Identification	Part Number	Catalog Number(*)	Size	Description	Weight (pounds)
D	SR-24-F	SR-24-F	24" Deep	4-Post/Case Type Shelving, Shelf Reinforcement ("F" Style) 3/4" High	1.25
D	SR-30-F	SR-30-F	30" Deep	4-Post/Case Type Shelving, Shelf Reinforcement ("F" Style) 3/4" High	1.5
D	SR-36-F	SR-36-F	36" Deep	4-Post/Case Type Shelving, Shelf Reinforcement ("F" Style) 3/4" High	1.75
D1 (Not Shown)	SR-18-H	SR-18-H	18" Deep	4-Post/Case Type/Heavy-Duty Shelving, Shelf Reinforcement ("H" Style), 1-1/4" High	.75
D1 (Not Shown)	SR-20-H	SR-20-H	20" Deep	4-Post/Case Type/Heavy-Duty Shelving, Shelf Reinforcement ("H" Style), 1-1/4" High	1.0
D1 (Not Shown)	SR-24-H	SR-24-H	24" Deep	4-Post/Case Type/Heavy-Duty Shelving, Shelf Reinforcement ("H" Style), 1-1/4" High	1.25
D1 (Not Shown)	SR-30-H	SR-30-H	30" Deep	4-Post/Case Type/Heavy-Duty Shelving, Shelf Reinforcement ("H" Style), 1-1/4" High	1.5
D1 (Not Shown)	SR-36-H	SR-36-H	36" Deep	4-Post/Case Type/Heavy-Duty Shelving, Shelf Reinforcement ("H" Style), 1-1/4" High	1.75
Note: "F" style shelf reinforcements to be used with "F" style shelf supports only. Note: "H" style shelf reinforcements to be used with "H" style shelf supports only.					
E	SF-30XX-S	SF-30XX-S	30" Wide x __ Depth	4-Post Shelving, Shelf, Single Face, (Slotted) ("File Type, 22 Gauge) (3/4" High)	By Size
E	SF-36XX-S	SF-36XX-S	36" Wide x __ Depth	4-Post Shelving, Shelf, Single Face, (Slotted) ("File Type, 22 Gauge) (3/4" High)	By Size
E	SF-42XX-S	SF-42XX-S	42" Wide x __ Depth	4-Post Shelving, Shelf, Single Face, (Slotted) ("File Type, 22 Gauge) (3/4" High)	By Size
E	SF-48XX-S	SF-48XX-S	48" Wide x __ Depth	4-Post Shelving, Shelf, Single Face, (Slotted) ("File Type, 22 Gauge) (3/4" High)	By Size
E1	SF-30XX-S	SF-30XX-S	30" Wide x __ Depth	4-Post Shelving, Shelf, Double Face (Slotted) ("File Type, 22 Gauge) (3/4" High)	By Size
E1	SF-36XX-S	SF-36XX-S	36" Wide x __ Depth	4-Post Shelving, Shelf, Double Face (Slotted) ("File Type, 22 Gauge) (3/4" High)	By Size
E1	SF-42XX-S	SF-42XX-S	42" Wide x __ Depth	4-Post Shelving, Shelf, Double Face (Slotted) ("File Type, 22 Gauge) (3/4" High)	By Size
E1	SF-48XX-S	SF-48XX-S	48" Wide x __ Depth	4-Post Shelving, Shelf, Double Face (Slotted) ("File Type, 22 Gauge) (3/4" High)	By Size
E2	SF-30XX-P	SF-30XX-P	30" Wide x __ Depth	4-Post Shelving, Shelf, Single Face (Plain) ("File Type, 22 Gauge) (3/4" High)	By Size
E2	SF-36XX-P	SF-36XX-P	36" Wide x __ Depth	4-Post Shelving, Shelf, Single Face, (Plain) ("File Type, 22 Gauge) (3/4" High)	By Size
E2	SF-42XX-P	SF-42XX-P	42" Wide x __ Depth	4-Post Shelving, Shelf, Single Face, (Plain) ("File Type, 22 Gauge) (3/4" High)	By Size
E2	SF-48XX-P	SF-48XX-P	48" Wide x __ Depth	4-Post Shelving, Shelf, Single Face, (Plain) ("File Type, 22 Gauge) (3/4" High)	By Size
E3	SF-30XX-P	SF-30XX-P	30" Wide x __ Depth	4-Post Shelving, Shelf, Double Face, (Plain) ("File Type, 22 Gauge) (3/4" High)	By Size
E3	SF-36XX-P	SF-36XX-P	36" Wide x __ Depth	4-Post Shelving, Shelf, Double Face, (Plain) ("File Type, 22 Gauge) (3/4" High)	By Size
E3	SF-42XX-P	SF-42XX-P	42" Wide x __ Depth	4-Post Shelving, Shelf, Double Face, (Plain) ("File Type, 22 Gauge) (3/4" High)	By Size
E3	SF-48XX-P	SF-48XX-P	48" Wide x __ Depth	4-Post Shelving, Shelf, Double Face, (Plain) ("File Type, 22 Gauge) (3/4" High)	By Size
E4 (Not Shown)	SC-28XX-S	SC-28XX-S	28" Wide x __ Depth	Case Type Shelving, Shelf, Single Face, (Slotted) ("File Type, 22 Gauge) (3/4" High)	By Size
E4 (Not Shown)	SC-34XX-S	SC-34XX-S	34" Wide x __ Depth	Case Type Shelving, Shelf, Single Face, (Slotted) ("File Type, 22 Gauge) (3/4" High)	By Size

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When ordering, parts must be identified by individual part numbers.

# Parts Identification - 4-Post/Case Type Shelving

Installation Instructions Alpha Identification	Part Number	Catalog Number(*)	Size	Description	Weight (pounds)
E4 (Not Shown)	SC-40XX-S	SC-40XX-S	40" Wide x __ Depth	Case Type Shelving, Shelf, Single Face, (Slotted) ("File Type, 22 Gauge) (3/4" High)	By Size
E4 (Not Shown)	SC-46XX-S	SC-46XX-S	46" Wide x __ Depth	Case Type Shelving, Shelf, Single Face (Slotted) ("File Type, 22 Gauge) (3/4" High)	By Size
E5 (Not Shown)	SC-28XX-S	SC-28XX-S	28" Wide x __ Depth	Case Type Shelving, Shelf, Double Face (Slotted) ("File Type, 22 Gauge) (3/4" High)	By Size
E5 (Not Shown)	SC-34XX-S	SC-34XX-S	34" Wide x __ Depth	Case Type Shelving, Shelf, Double Face (Slotted) ("File Type, 22 Gauge) (3/4" High)	By Size
E5 (Not Shown)	SC-40XX-S	SC-40XX-S	40" Wide x __ Depth	Case Type Shelving, Shelf, Double Face (Slotted) ("File Type, 22 Gauge) (3/4" High)	By Size
E5 (Not Shown)	SC-46XX-S	SC-46XX-S	46" Wide x __ Depth	Case Type Shelving, Shelf, Double Face (Slotted) ("File Type, 22 Gauge) (3/4" High)	By Size
E6 (Not Shown)	SC-28XX-P	SC-28XX-P	28" Wide x __ Depth	Case Type Shelving, Shelf, Single Face, (Plain) ("File Type, 22 Gauge) (3/4" High)	By Size
E6 (Not Shown)	SC-34XX-P	SC-34XX-P	34" Wide x __ Depth	Case Type Shelving, Shelf, Single Face, (Plain) ("File Type, 22 Gauge) (3/4" High)	By Size
E6 (Not Shown)	SC-40XX-P	SC-40XX-P	40" Wide x __ Depth	Case Type Shelving, Shelf, Single Face, (Plain) ("File Type, 22 Gauge) (3/4" High)	By Size
E6 (Not Shown)	SC-46XX-P	SC-46XX-P	46" Wide x __ Depth	Case Type Shelving, Shelf, Single Face, (Plain) ("File Type, 22 Gauge) (3/4" High)	By Size
E7 (Not Shown)	SC-28XX-P	SC-28XX-P	28" Wide x __ Depth	Case Type Shelving, Shelf, Double Face (Plain) ("File Type, 22 Gauge) (3/4" High)	By Size
E7 (Not Shown)	SC-34XX-P	SC-34XX-P	34" Wide x __ Depth	Case Type Shelving, Shelf, Double Face (Plain) ("File Type, 22 Gauge) (3/4" High)	By Size
E7 (Not Shown)	SC-40XX-P	SC-40XX-P	40" Wide x __ Depth	Case Type Shelving, Shelf, Double Face (Plain) ("File Type, 22 Gauge) (3/4" High)	By Size
E7 (Not Shown)	SC-46XX-P	SC-46XX-P	46" Wide x __ Depth	Case Type Shelving, Shelf, Double Face (Plain) ("File Type, 22 Gauge) (3/4" High)	By Size
E8 (Not Shown)	SH-30XX-S	SH-30XX-S	30" Wide x __ Depth	4-Post Heavy-Duty Shelving, Shelf, Single Face, (Slotted) ("Heavy-Duty Type, 18 Gauge) (3/4" High)	By Size
E8 (Not Shown)	SH-36XX-S	SH-36XX-S	36" Wide x __ Depth	4-Post Heavy-Duty Shelving, Shelf, Single Face, (Slotted) ("Heavy duty Type, 18 Gauge) (3/4" High)	By Size
E8 (Not Shown)	SH-42XX-S	SH-42XX-S	42" Wide x __ Depth	4-Post Heavy-Duty Shelving, Shelf, Single Face, (Slotted) ("Heavy-Duty Type, 18 Gauge) (3/4" High)	By Size
E8 (Not Shown)	SH-48XX-S	SH-48XX-S	48" Wide x __ Depth	4-Post Heavy-Duty Shelving, Shelf, Single Face, (Slotted) ("Heavy duty Type, 18 Gauge) (3/4" High)	By Size
E9 (Not Shown)	SH-30XX-S	SH-30XX-S	30" Wide x __ Depth	4-Post Heavy-Duty Shelving, Shelf, Double Face (Slotted)("Heavy-Duty Type, 18 Gauge) (3/4" High)	By Size
E9 (Not Shown)	SH-36XX-S	SH-36XX-S	36" Wide x __ Depth	4-Post Heavy-Duty Shelving, Shelf, Double Face (Slotted)("Heavy-Duty Type, 18 Gauge) (3/4" High)	By Size
E9 (Not Shown)	SH-42XX-S	SH-42XX-S	42" Wide x __ Depth	4-Post Heavy-Duty Shelving, Shelf, Double Face (Slotted)("Heavy-Duty Type, 18 Gauge) (3/4" High)	By Size
E9 (Not Shown)	SH-48XX-S	SH-48XX-S	48" Wide x __ Depth	4-Post Heavy-Duty Shelving, Shelf, Double Face (Slotted) ("Heavy-Duty Type, 18 Gauge) (3/4" High)	By Size
E10 (Not Shown)	SH-30XX-P	SH-30XX-P	30" Wide x __ Depth	4-Post Heavy-Duty Shelving, Shelf, Single Face, (Plain) ("Heavy-Duty Type, 18 Gauge) (3/4" High)	By Size

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# Parts Identification - 4-Post/Case Type Shelving

Installation Instructions Alpha Identification	Part Number	Catalog Number(*)	Size	Description	Weight (pounds)
E10 (Not Shown)	SH-36XX-P	SH-36XX-P	36" Wide x ___ Depth	4-Post Heavy-Duty Shelving, Shelf, Single Face, (Plain) ("Heavy-Duty Type, 18 Gauge) (3/4" High)	By Size
E10 (Not Shown)	SH-42XX-P	SH-42XX-P	42" Wide x ___ Depth	4-Post Heavy-Duty Shelving, Shelf, Single Face, (Plain) ("Heavy-Duty Type, 18 Gauge) (3/4" High)	By Size
E10 (Not Shown)	SH-48XX-P	SH-48XX-P	48" Wide x ___ Depth	4-Post Heavy-Duty Shelving, Shelf, Single Face, (Plain) ("Heavy-Duty Type, 18 Gauge) (3/4" High)	By Size
E11 (Not Shown)	SH-30XX-P	SH-30XX-P	30" Wide x ___ Depth	4-Post Heavy-Duty Shelving, Shelf, Double Face (Plain) ("Heavy-Duty Type, 18 Gauge) (3/4" High)	By Size
E11 (Not Shown)	SH-36XX-P	SH-36XX-P	36" Wide x ___ Depth	4-Post Heavy-Duty Shelving, Shelf, Double Face (Plain) ("Heavy-Duty Type, 18 Gauge) (3/4" High)	By Size
E11 (Not Shown)	SH-42XX-P	SH-42XX-P	42" Wide x ___ Depth	4-Post Heavy-Duty Shelving, Shelf, Double Face (Plain) ("Heavy-Duty Type, 18 Gauge) (3/4" High)	By Size
E11 (Not Shown)	SH-48XX-P	SH-48XX-P	48" Wide x ___ Depth	4-Post Heavy-Duty Shelving, Shelf, Double Face (Plain) ("Heavy-Duty Type, 18 Gauge) (3/4" High)	By Size
F	SF-XXXX-P	SF-XXXX-P	30", 36", 42", 48" Wide x ___ Depth	4-Post Shelving, Canopy Top Shelf, Single Face, (Plain) ("File Type, 22 Gauge) (3/4" High)	By Size
F1	SF-XXXX-P	SF-XXXX-P	30", 36", 42", 48" Wide x ___ Depth	4-Post Shelving, Canopy Top Shelf, Double Face (Plain) ("File Type, 22 Gauge) (3/4" High)	By Size
F2 (Not Shown)	SC-XXXX-P	SC-XXXX-P	28", 34", 40", 46" Wide x ___ Depth	Case Type Shelving, Canopy Top Shelf, Single Face, (Plain) ("File Type, 22 Gauge) (3/4" High)	By Size
F3 (Not Shown)	SC-XXXX-P	SC-XXXX-P	28", 34", 40", 46" Wide x ___ Depth	Case Type Shelving, Canopy Top Shelf, Double Face (Plain) ("File Type, 22 Gauge) (3/4" High)	By Size
F4 (Not Shown)	SH-XXXX-P	SH-XXXX-P	30", 36", 42", 48" Wide x ___ Depth	4-Post Heavy-Duty Shelving, Canopy Top Shelf, Single Face, (Plain) ("Heavy-Duty, 18 Gauge) (3/4" High)	By Size
F5 (Not Shown)	SH-XXXX-P	SH-XXXX-P	30", 36", 42", 48" Wide x ___ Depth	4-Post Heavy-Duty Shelving, Canopy Top Shelf, Double Face (Plain) ("Heavy-Duty, 18 Gauge) (3/4" High)	By Size
G	BS-30-F	BS-30-F	30" Wide	4-Post/Case Type/Heavy-Duty Shelving Slotted Back Stop. (Single Face Use) (Plain OR Slotted Shelves)	1.5
G	BS-36-F	BS-36-F	36" Wide	4-Post/Case Type/Heavy-Duty Shelving Slotted Back Stop. (Single Face Use) (Plain OR Slotted Shelves)	1.75
G	BS-42-F	BS-42-F	42" Wide	4-Post/Case Type/Heavy-Duty Shelving Slotted Back Stop. (Single Face Use) (Plain OR Slotted Shelves)	2.0
G	BS-48-F	BS-48-F	48" Wide	4-Post/Case Type/Heavy-Duty Shelving Slotted Back Stop. (Single Face Use) (Plain OR Slotted Shelves)	2.25
H	FD-0806	FD-0806	10", 20" 4-Post, & 9" Case Type Shelves 6" High	4-Post/Case Type Shelving File Dividers (Slotted Shelves) (Single Face OR Double Face)	.75
H	FD-1006	FD-1006	12" and 24" Deep Shelves 6" High	4-Post/Case Type/Heavy-Duty Shelving File Dividers (Slotted Shelves) (Single Face OR Double Face)	1.0

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# Parts Identification - 4-Post/Case Type Shelving

Installation Instructions Alpha Identification	Part Number	Catalog Number(*)	Size	Description	Weight (pounds)
H	FD-1306	FD-1306	15" and 30" Deep Shelves 6" High	4-Post/Case Type/Heavy-Duty Shelving File Dividers (Slotted Shelves) (Single Face OR Double Face)	1.5
H	FD-1610	FD-1610	18" and 36" Deep Shelves 10" High	4-Post/Case Type/Heavy-Duty Shelving File Dividers (Slotted Shelves) (Single Face OR Double Face) (X-ray Application)	2.75
I	CS-30-F	CS-30-F	30" Wide	4-Post/Case Type/Heavy-Duty Shelving Slotted Center Stop (Slotted Shelves) (Double Face)	2.75
I	CS-36-F	CS-36-F	36" Wide	4-Post/Case Type/Heavy-Duty Shelving Slotted Center Stop (Slotted Shelves) (Double Face)	3.25
I	CS-42-F	CS-42-F	42" Wide	4-Post/Case Type/Heavy-Duty Shelving Slotted Center Stop (Slotted Shelves) (Double Face)	3.75
I	CS-48-F	CS-48-F	48" Wide	4-Post/Case Type/Heavy-Duty Shelving Slotted Center Stop (Slotted Shelves) (Double Face)	4.25
I1 (Not Shown)	CS-3002-H	CS-3002-H	30" Wide	4-Post/Case Type/Heavy-Duty Shelving Plain Center Stop (Plain Shelves) (Double Face) (2" High)	1.25
I1 (Not Shown)	CS-3602-H	CS-3602-H	36" Wide	4-Post/Case Type/Heavy-Duty Shelving Plain Center Stop (Plain Shelves) (Double Face) (2" High)	1.5
I1 (Not Shown)	CS-4202-H	CS-4202-H	42" Wide	4-Post/Case Type/Heavy-Duty Shelving Plain Center Stop (Plain Shelves) (Double Face) (2" High)	1.75
I1 (Not Shown)	CS-4802-H	CS-4802-H	48" Wide	4-Post/Case Type/Heavy-Duty Shelving Plain Center Stop (Plain Shelves) (Double Face) (2" High)	2.0
I2 (Not Shown)	CS-3004-H	CS-3004-H	30" Wide	4-Post/Case Type/Heavy-Duty Shelving Plain Center Stop (Plain Shelves) (Double Face) (4" High)	1.75
I2 (Not Shown)	CS-3604-H	CS-3604-H	36" Wide	4-Post/Case Type/Heavy-Duty Shelving Plain Center Stop (Plain Shelves) (Double Face) (4" High)	2.0
I2 (Not Shown)	CS-4204-H	CS-4204-H	42" Wide	4-Post/Case Type/Heavy-Duty Shelving Plain Center Stop (Plain Shelves) (Double Face) (4" High)	2.5
I2 (Not Shown)	CS-4804-H	CS-4804-H	48" Wide	4-Post/Case Type/Heavy-Duty Shelving Plain Center Stop (Plain Shelves) (Double Face) (4" High)	
J	96116.04	N/A	3/8" Long	10-24 X 3/8" Pan head Phillips Drive Machine Screw	
K	93015.07	N/A	N/A	10-24 Keps Nut, Zinc Plated	

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# Pre-Installation

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## **⚠ Warning**

***Wear eye protection and other applicable safety equipment while assembling your shelving system. Know how to safely operate the required power tools before starting this project.***

## **⚠ Caution**

***To ensure safe and easy installation, be prepared to have an additional person on-hand to assist with certain installation steps and lifting operations.***

Before you begin installation:

1. Read through the installation procedure before starting the project.
2. Understand all safety statements.
3. Make sure your shelving system will fit within the desired location.
4. Plan to assemble the shelving system where it will be used. Once fully assembled, the unit may be difficult to move.
5. Have the necessary tools for assembling and leveling the unit.

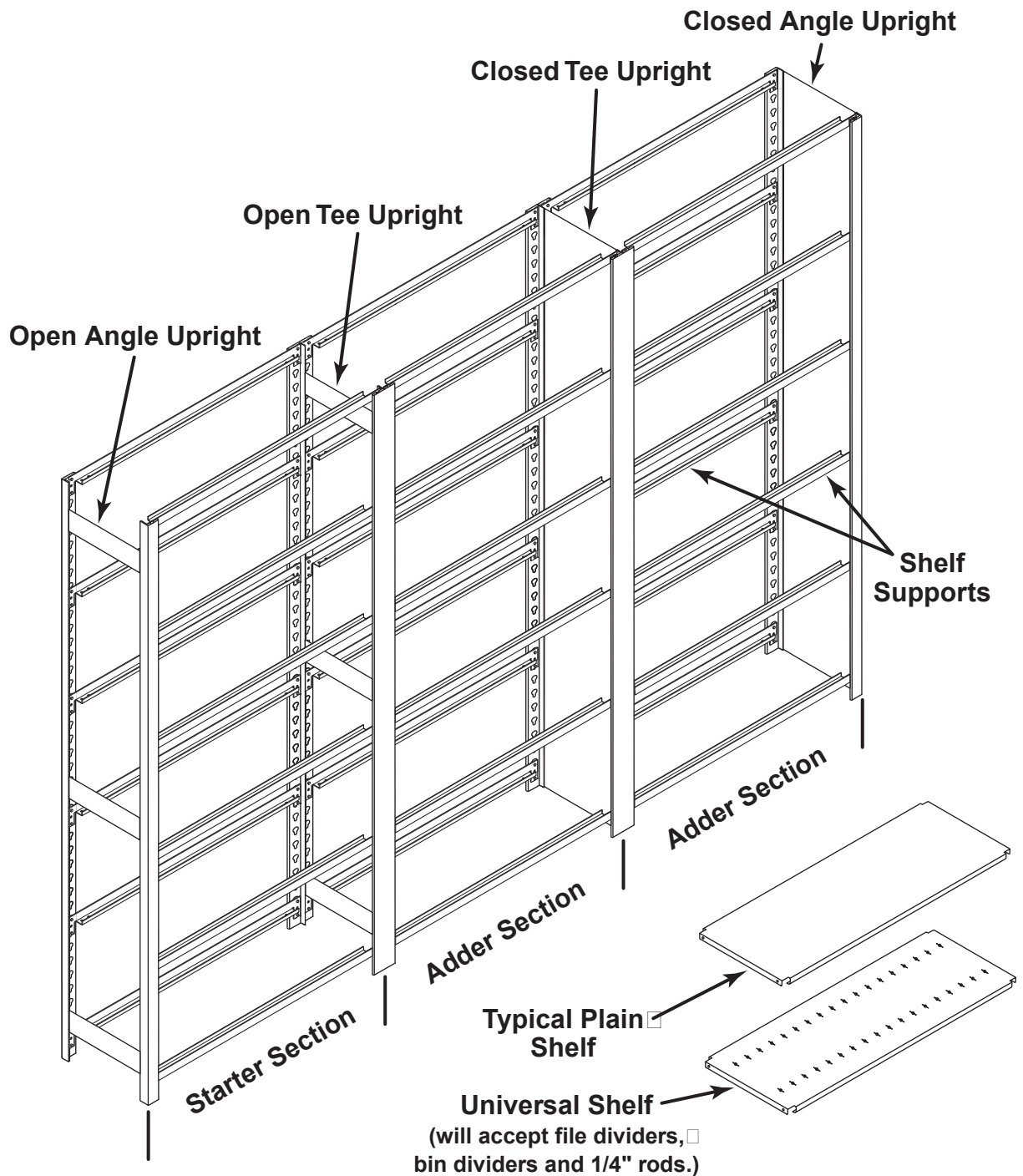
Required tools include:

- Power Screwdriver or Portable Hand Drill
  - Phillips Driver Bit
  - Leveling Device
  - Utility Knife
  - Dead Blow Hammer
  - Slotted Screwdriver (assorted sizes)
  - Phillips Screwdriver (assorted sizes)
  - Measuring Rule or Tape
6. Keep these instructions for future reference.

## Starter and Adder Sections

The base shelving unit is known as the starter section. This is a free standing unit and consists of two uprights of either the "L" (angle) or "T" (tee) configuration.

An adder section consists of one upright in the "L" or "T" configuration. It is attached (added) with shelf supports to the starter section. This type of adding can continue until the shelving unit is terminated with an "L" upright.



# Installation

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## Assembly of the Base Unit

**NOTE:** Assembly of Single Face or Double Face 4-Post open or closed upright shelving and Case Type shelving is essentially the same. This also applies for standard "L" (angle) type uprights and "T" (tee) type uprights. The only difference between the "L" and "T" uprights is the "T" has keyhole slots on both sides of the upright to allow additional shelving to be added onto the base unit. This manual illustrates the assembly of a 4-Post open, "L" (angle) upright type shelving system with differences for Case Type shelving and heavy-duty shelving noted.

**NOTE:** Assemble the unit from the bottom up. Use two people to ease assembly. Know the number of shelves, their location and spacing ahead of time. Also, if using a front base, know it's height to allow proper placement of the bottom shelf supports.

**NOTE:** 18 gauge heavy-duty 4-Post shelving is identical to assembly of 22 gauge 4-Post shelving.

### Important

***If the optional case type shelving foam filler is to be used, install foam in the bottom of the uprights before beginning assembly. Refer to the Foam Filler installation sheet.***

- Hold uprights **(A)** in place and temporarily insert a shelf support **(B)** near the midpoint of the back posts to space the uprights. Drive the support in place if this is to be it's final location. If the final shelf location is not yet known, then set this support temporarily.

### Caution

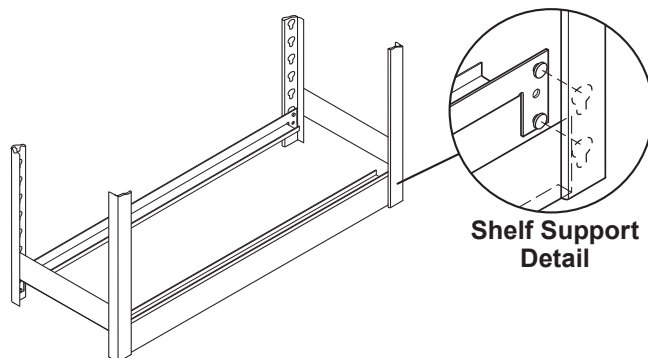
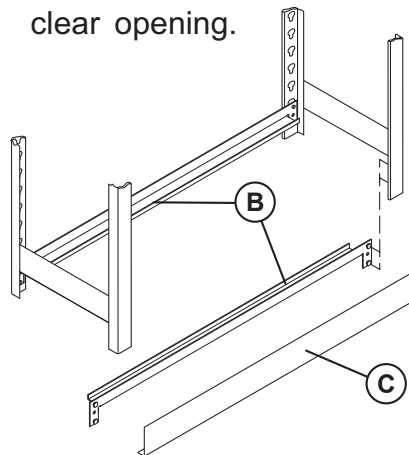
***Shelf supports MUST be driven securely into place. A dead blow hammer should be used to keep from damaging the finish.***

# Installation

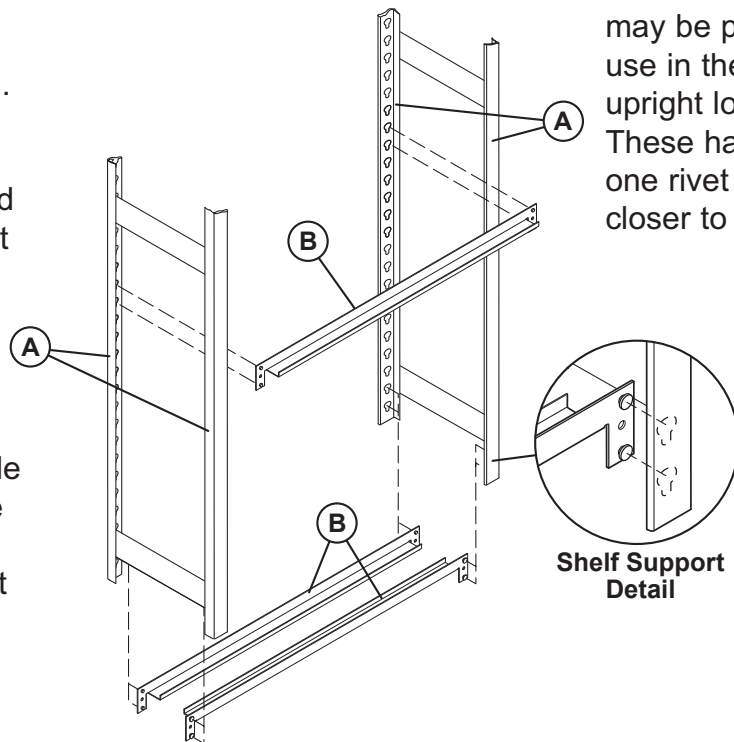
- With the uprights **(A)** in place, position the bottom rear shelf support **(B)** with the rivet tabs pointed down. If an optional 2-1/2" front base is to be used, insert the rivets in the 1st and 2nd keyhole slots. For a 4" front base use the 2nd and 3rd keyhole slots.

**NOTE:** When driving shelf supports in place, it is best to drive in one side securely then drive the other side in place. Strike the shelf support as close to the upright as possible to avoid bending.

**NOTE:** The standard shelf positions for a filing application are shelves spaced 10-1/2" on center with a 9-3/4" clear opening.



**NOTE:** Cut shelf supports may be provided for use in the lowest upright location. These have only one rivet and sit closer to the floor.



## ⚠ Important

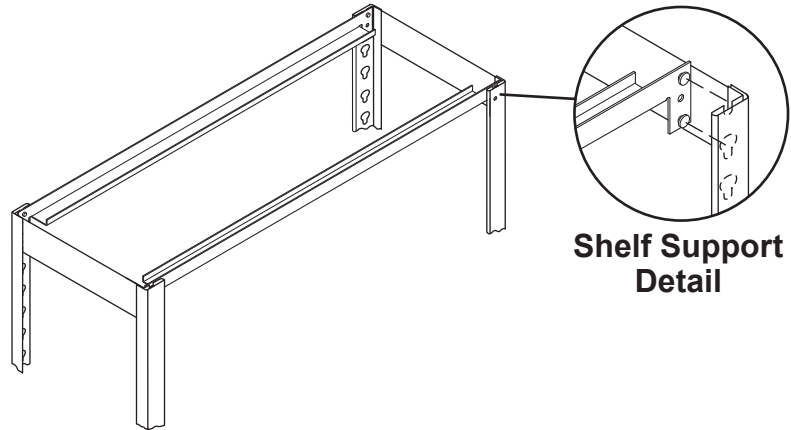
***If an optional back panel is to be used, it should be installed now. Refer to the Back Panel installation sheet.***

- Insert the optional front base **(C)** behind the upright front posts and insert front bottom shelf support with rivet tabs pointed down. If an optional 2-1/2" front base is to be used, insert the rivets in the 1st and 2nd keyhole slots. For a 4" front base use the 2nd and 3rd keyhole slots. Drive the shelf support in place with a dead blow hammer. The shelf support retains the front base in place.

# Installation

- Insert shelf supports at the top of the unit and drive them in place with a dead blow hammer.

**NOTE:** Make sure the top of the shelf supports are even with the top of the uprights to allow the canopy top to fit correctly.



Recommended Shelf Reinforcements  
(4-Post Open and Closed Uprights)

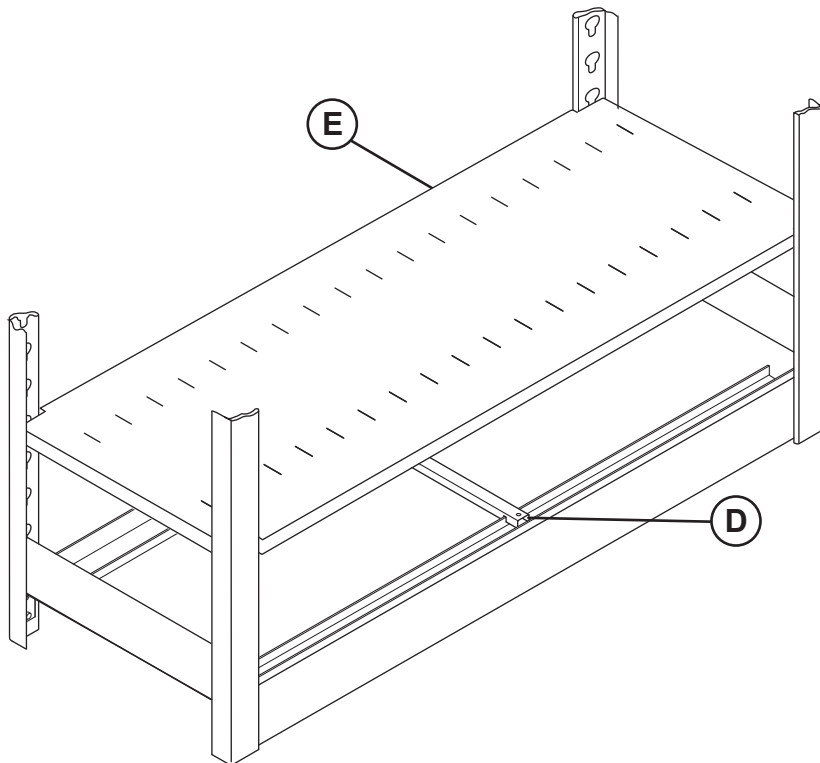
Shelf Width	Standard Shelf Depths					Heavy-Duty		
	18"	20"	24"	30"	36"	24"	30"	36"
30"	–	1	1	2	2	1	2	2
36"	–	1	1	2	3	1	2	3
42"	1	2	2	3	3	2	2	3
48"	1	2	2	3	3	2	2	3

Not required on 9", 10", 12" and 15" standard depths.

Recommended Shelf Reinforcements  
(Case-Type Uprights)

Shelf Width	Standard Shelf Depths				
	18"	20"	24"	30"	36"
28"	–	1	1	2	2
34"	–	1	1	2	3
40"	1	2	2	3	3
46"	1	2	2	3	3

Not required on 9", 10", 12" and 15" standard depths.



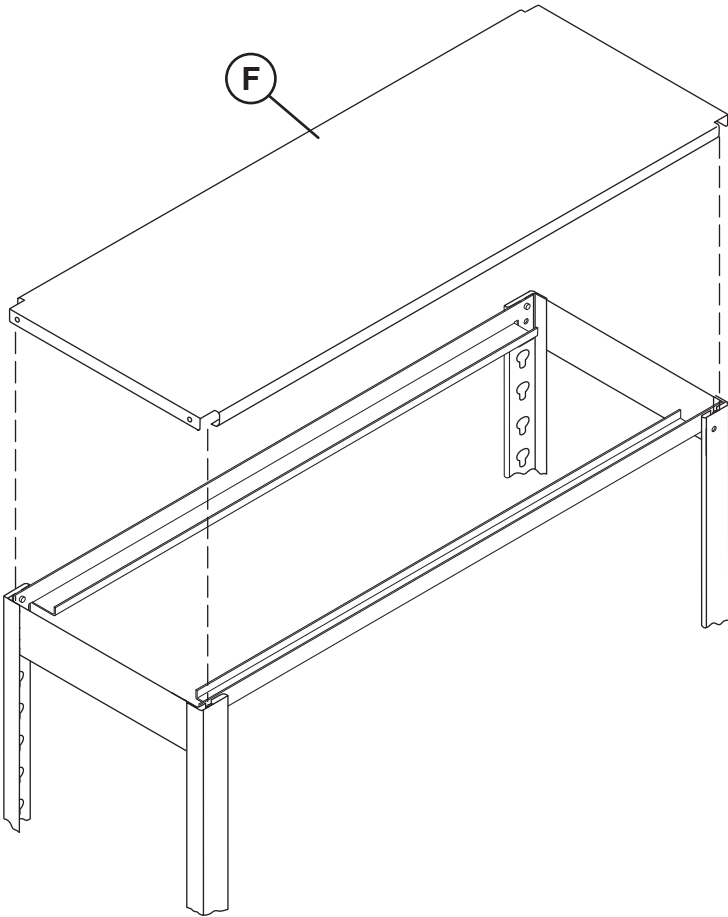
- Insert shelf reinforcements (**D**) - if required. Shelf reinforcements should be spaced evenly on the shelf supports. Refer to the chart to determine the number of shelf reinforcements necessary.

**NOTE:** Shelf reinforcements are not usually required on canopy tops unless they are to be used for storage.

- Place shelf (**E**) on shelf supports and shelf reinforcements (if installed).

**NOTE:** Shelves are symmetrical and may be placed either way into shelf

# Installation

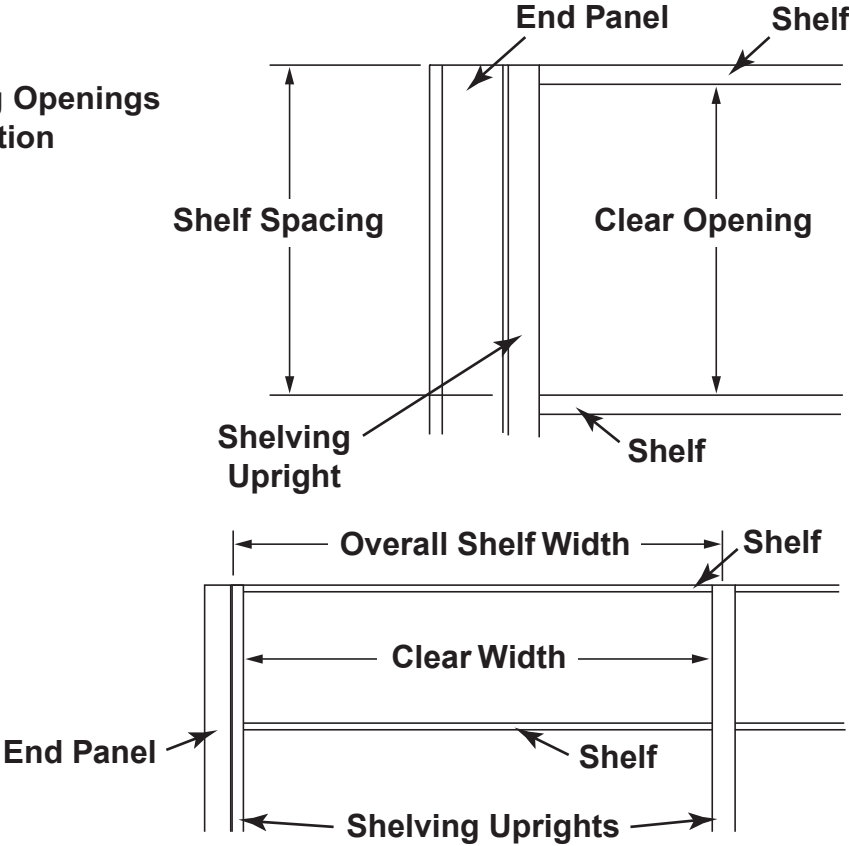


**NOTE:** Assemble center stops to double entry slotted shelves before placing the shelf in place. Refer to **Shelf Assembly** section in this manual.

- Continue installation of shelf supports, reinforcements and shelves until all are in place.
- Finish the installation by placing the canopy (F) onto the top shelf supports.

**NOTE:** Shelf reinforcements are not required on canopy tops unless they are to be used for storage.

## 4 Post Shelving Openings Clarification



# Installation

## Shelf Assembly

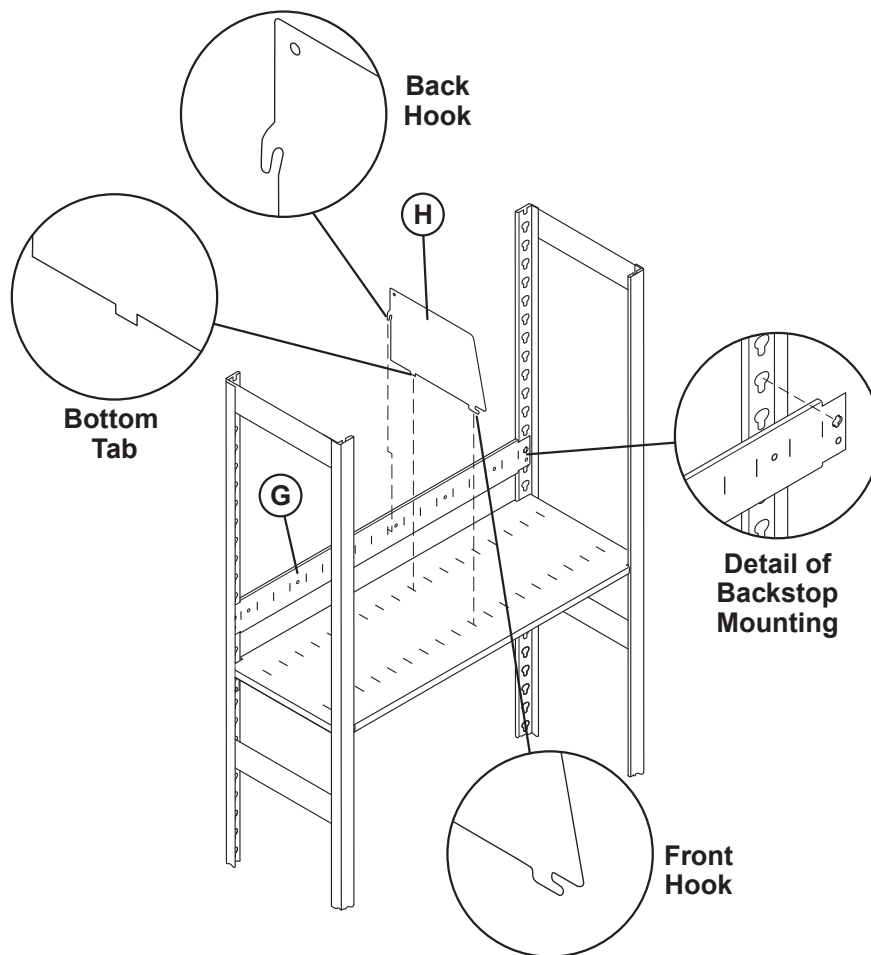
**NOTE:** Shelves as used in Case Type units are 2" less in width than shelves used in standard 4-Post units. For example, a 4-Post unit 36" wide will use a 36" wide shelf while a 36" wide Case Type unit will use a 34" wide shelf.

### Single Entry Slotted Shelves

1. Place shelf on shelf supports and properly spaced shelf reinforcements (if required).
2. Orient the backstop (**G**) so the slots are located closest to the top edge.
3. Insert tabs on slotted backstop into the 3rd keyhole slot above the slotted shelf. **Lightly** tap backstop into place with a dead blow hammer.

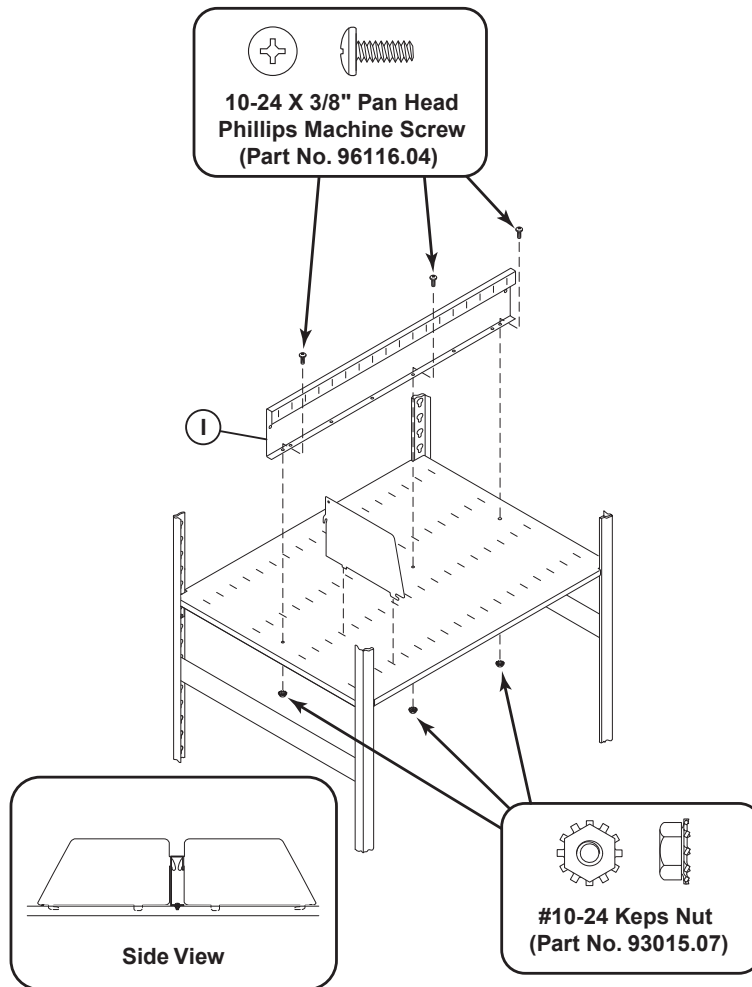
**NOTE:** While it is necessary to drive the shelf supports firmly into place, the backstop should just be **lightly** tapped into place.

4. Insert the file divider (**H**) by hooking the bottom front hook into the front shelf slot, dropping the divider bottom tab into the rear shelf slot and hooking the rear hook into the backstop slot.





# Installation



## Double Entry Slotted Shelves

**NOTE:** To ease assembly, attach the center stop before placing the shelf on the shelf supports.

1. Attach center stop (I) to the slotted shelf with provided screws and Keps nuts. Tighten securely.
2. Place shelf on the shelf supports and properly spaced shelf reinforcements (if required).

**NOTE:** Place the center stops of multiple slotted shelves facing the same direction for appearance purposes.

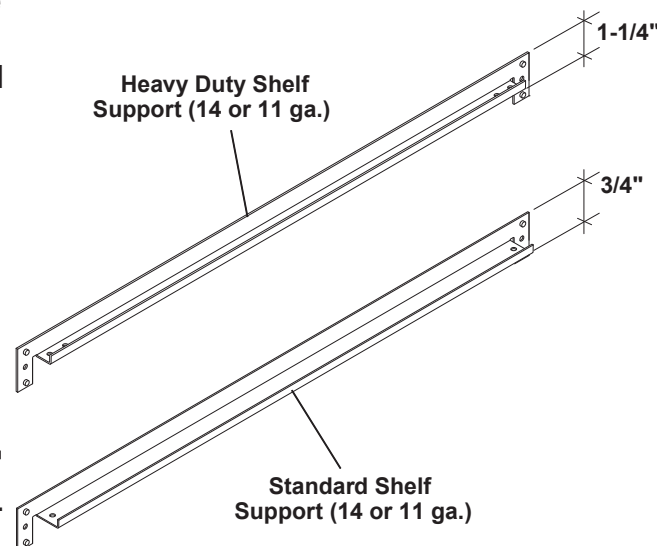
3. Insert the file divider by hooking the bottom front hook into the front shelf slot, dropping the divider bottom tab into the rear shelf slot and hooking the rear hook into the backstop slot.

## X-Ray Shelving Units

**NOTE:** X-Ray shelving applications require the use of all closed uprights, heavy-duty shelves, heavy-duty shelf supports and heavy-duty reinforcements. Assembly is the same as for the standard 4-Post and Case-Style shelving units with the substitution of all heavy-duty components.

**NOTE:** All X-Ray applications must use "H" type shelf supports, 1-1/4" high on all shelves.

- Shelves are normally spaced 16-1/2" on center with 15-1/4" clear opening.
- X-Ray levels of storage must not exceed the rated capacity of the closed upright.



# Installation

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## Adder Sections

Attach an adder section to the base (starter) section as follows:

1. Temporarily insert a shelf support at the midpoint between the finished unit and adder upright as previously done when assembling the starter section.
2. Repeat the steps of "Assembling the Base Unit" for each adder unit to complete the range of shelving.

