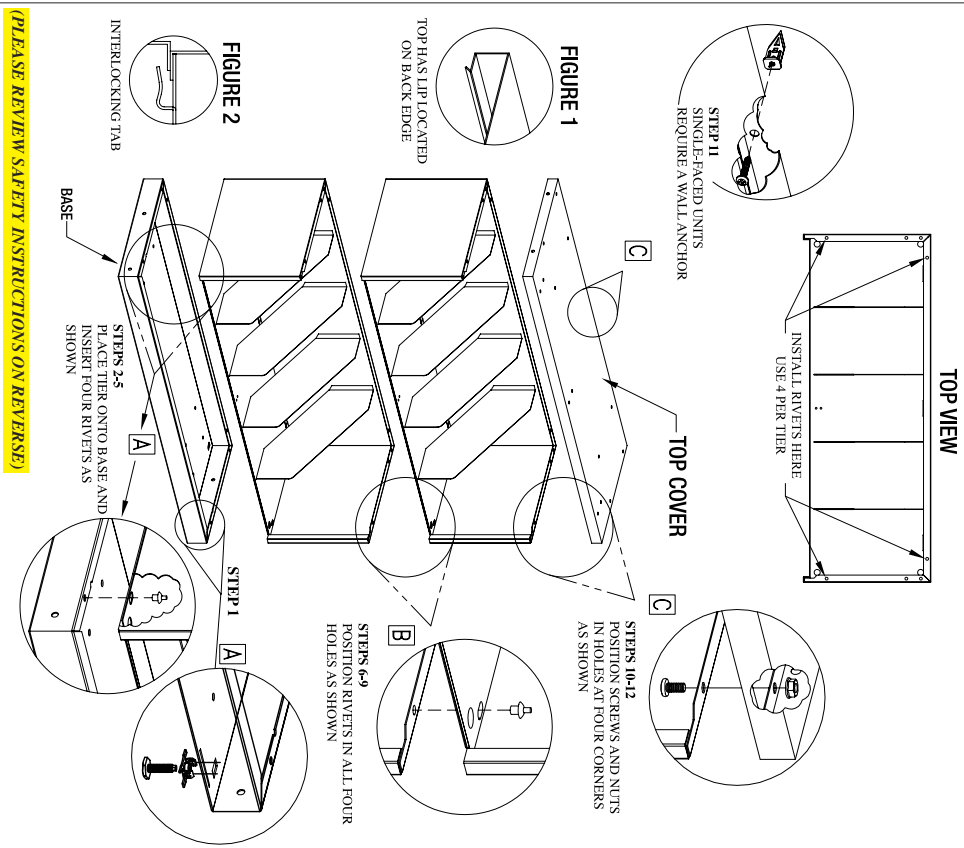


# ThinStak Stackable File Assembly Instructions Sheet

Open boxes and check to make sure you have all pieces before starting to assemble.

**TOOLS NEEDED: PHILLIPS SCREWDRIVER, HAMMER AND 7/32" NUT DRIVER FOR UNITS WITH LEVELING**



**PLEASE REVIEW SAFETY INSTRUCTIONS ON REVERSE**

For assembly assistance or missing parts, contact Customer Service at:  
1-866-217-0330 (Mon.- Fri. 8:00 a.m. - 5:00 p.m. E.S.T.)

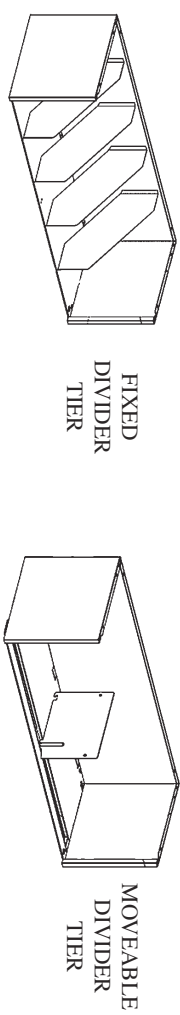
**TOP AND BASE:** These two pieces are packed together in one carton.

The top has a LIP on it's back edge (Figure 1). **HARDWARE INCLUDED:**

- Four (4) 1/4-20 x 1/2" Pan Head Phillips Machine Screws
  - One (1) Wall Anchor
  - One (1) Glide Clip\*
  - One (1) Glide\*
  - One (1) #10 X 1" Screw
  - Four (4) 1/4-20 Flanged Hex Nuts
  - PIN
- \*Not used with 1" bases

**TIERS -** Standard packaging is 2 tiers per carton unless ordered otherwise. **HARDWARE INCLUDED:** Eight (8) Drive Rivets. Use four (4) drive rivets per tier.

**NOTE:** These assembly instructions reference both **FIXED DIVIDER TIERS** and **MOVEABLE PLATE DIVIDER TIERS**. Use the pictures below to determine which type of shelving you are installing.



- A** 1. Insert 4 glide clips into the rectangular slots in the bottom of the base (see A). Leveling glides and glide clips are only available on 2" and 4" bases. 1" bases do not use leveling glides. You will need a hammer to fully seat glides. Thread glides into each glide clip. Safety glasses should be worn.
2. Place base on floor with smooth, flat surface down and open side up. As you face the base, make sure the back flange (long side with 2 holes punched in it) is in the rear. For units with leveling glides, it's best to level base before adding tiers.
3. Position a tier on top of base. Slide tier towards back of base so that **INTERLOCKING TABS** on bottom of tier hook under rear flange of base. All sides must be flush (Figure 2).
4. Align the four holes and insert **DRIVE RIVET** in each hole. (See Detail A and TOP VIEW). Use only 4 rivets.
5. With hammer, strike pin until flush with **DRIVE RIVET** top. Safety glasses should be worn.

**SEE SAFETY INSTRUCTIONS ON REVERSE**

Note: Position a piece of cardboard between wall of cabinet and hammer when striking rivet, to prevent surface damage to unit.

- B** 6. Position next tier over previous tier. **INTERLOCKING TABS** on bottom tier must hook under rear flange of tier below (Figure 2).
7. Align the four holes and insert **DRIVE RIVET** in each hole (see Detail B and TOP VIEW). Use only 4 rivets.
8. With hammer, strike **PIN** until flush with **DRIVE RIVET** top.
9. Repeat steps 6-8 until all tiers are assembled.

- C** 10. Position top cover on top of last tier making sure the LIP (Figure 1) is hooked underneath the rear flange of the tier below. **REQUIRED ON SINGLE-FACED UNITS ONLY:** (Double-faced units skip to step 12.) With cover positioned on top of last tier, mark location on wall for wall anchor. Remove cover and install wall anchor (Detail D).
  12. Reposition top cover on top of last tier making sure LIP (Figure 1) is hooked underneath the rear flange of the tier below.
  13. Insert four **PAN HEAD PHILIPS MACHINE SCREWS** from the underneath of tier corners into corresponding holes on top (Detail C).
  14. Attach **FLANGE HEX NUTS** and tighten securely.
  15. On standard **FIXED DIVIDER TIERS** (see above) dividers are welded into place. On **MOVEABLE PLATE DIVIDER TIERS** install 1 divider per opening by inserting into channel in bottom of tier.
- ADDITIONAL TIERS CAN BE ADDED BY REMOVING TOP AND REPEATING STEPS 6 THROUGH 14.**

## **IMPORTANT SAFETY INSTRUCTIONS**

**WARNING:** When installing shelving systems, basic precautions should be observed, including the following:

### **SINGLE-FACED SHELVING NEXT TO A WALL:**

To prevent tipping and possible injury, be sure to attach the unit(s) to the wall through the holes at the back of one-inch top. Use the wall anchor and #10 x 1" screw (supplied). Mark the wall using the holes in rear of top cover as a template. Place tip of anchor on marked location & tap with hammer until the flange is seated flush against the wall. Position stack unit & insert the #10 x 1" screw through the top cover & into the wall anchor. Rotate screw until the top cover is securely seated against the wall.

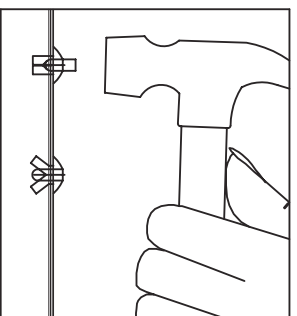
### **SHELVING UNITS IN THE MIDDLE OF A ROOM:**

Never install single-faced section shelving in the middle of a room unless it is fastened back-to-back and/or side-to-side with another single-faced shelving unit. Sufficient nuts & screws may be found in the hardware bag in the top/base carton to fasten these sections together.

#### **DRIVE RIVETS:**

Failure to install the drive rivets per the assembly instructions could result in collapse of shelving unit(s) and possible injury. Safety glasses should be worn.

**CAUTION!** The pin at the top of the drive rivet must be pounded down with a hammer so it is flush with the domed top of the rivet. This will properly fasten the shelving units together so they cannot come apart accidentally.



### **LOAD SHELVING FROM THE BOTTOM UP**

Should any of these instructions be unclear to you, stop and call Customer Service immediately at 1-866-217-0330!  
Your safety is important to us.

