

ASSEMBLY INSTRUCTIONS

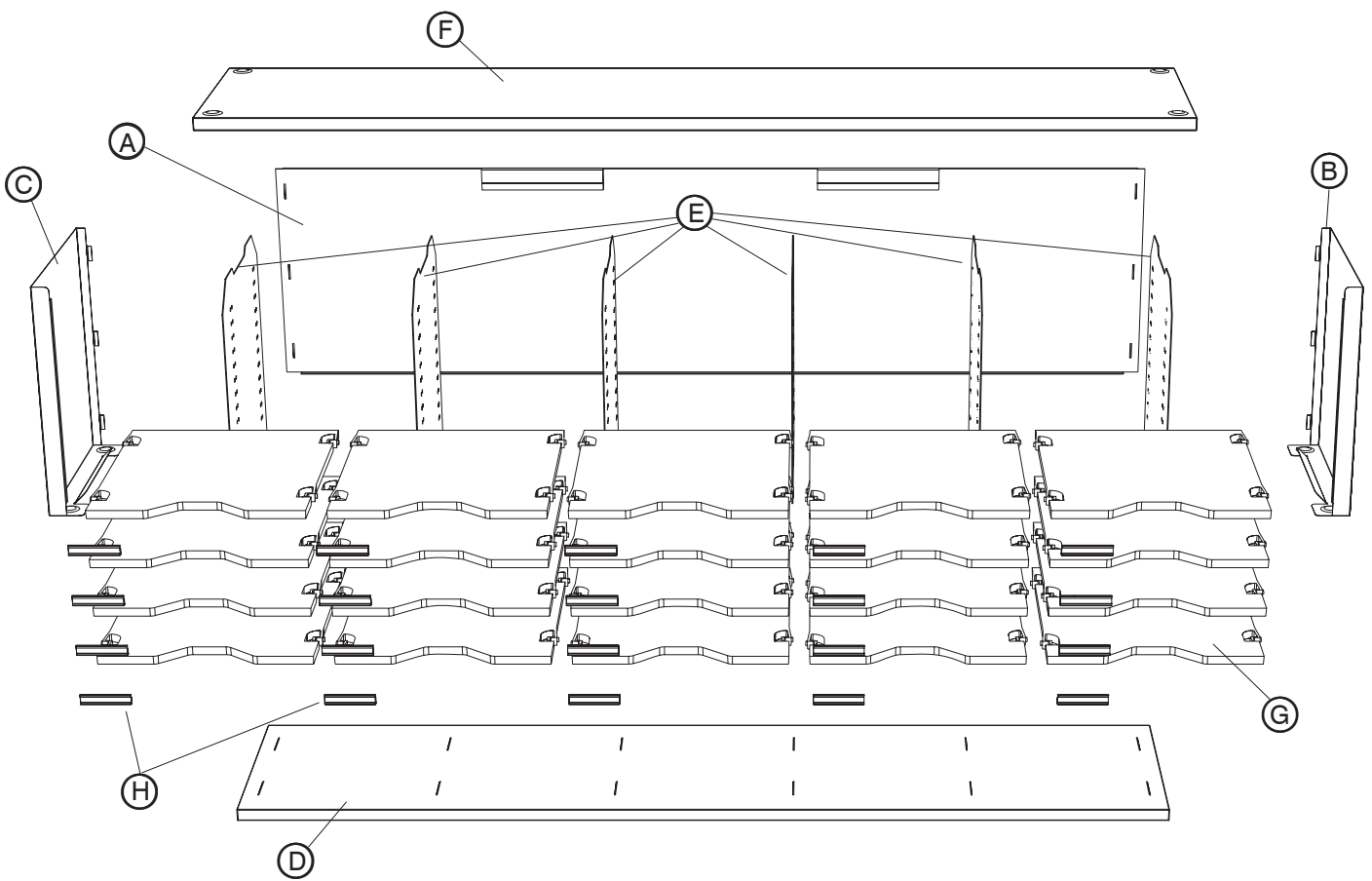
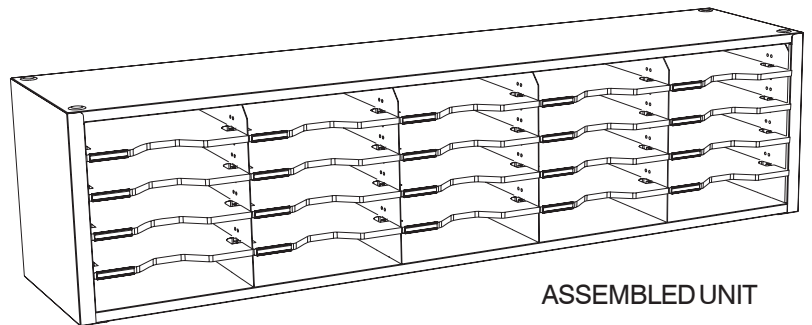
This product will assemble very easily IF you read and follow the instructions carefully. So take your time, read your instructions, and enjoy your project.

- 1 IMPORTANT**
- ◆ READ and FOLLOW these instructions carefully!
 - ◆ CHECK ALL PACKAGING - there may be parts in it!
 - ◆ SORT and COUNT your parts - compare with the list below. If you find problems, refer to the Product Warranty Registration form included with this product.

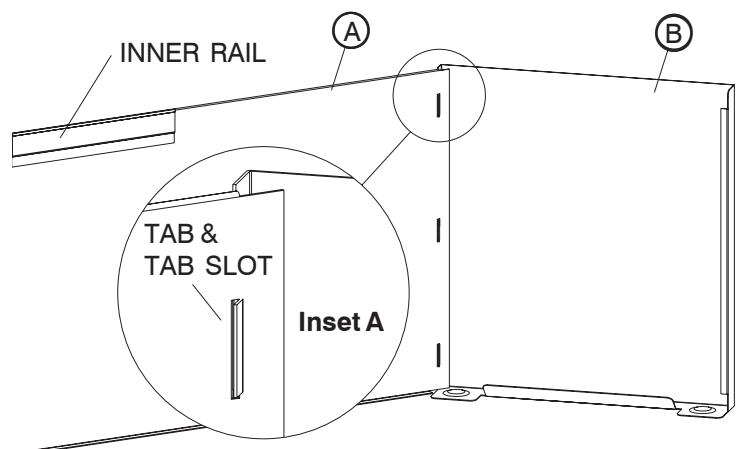
2 Sort and count your parts!

PARTS LIST			
LETTER CODE	DESCRIPTION	QTY.	PART NO.
(A)	Back Panel	1	7751-01
(B)	Right Side Panel	1	7751-04
(C)	Left Side Panel	1	7751-03
(D)	Bottom Shelf	1	7751-02
(E)	Dividers	6	7751-06
(F)	Top Shelf	1	7751-05
(G)	Mail Trays	20	7751-07
(H)	Label Holders	25	7751-08
(I)	Label Sheet (not shown)	1	7751-35

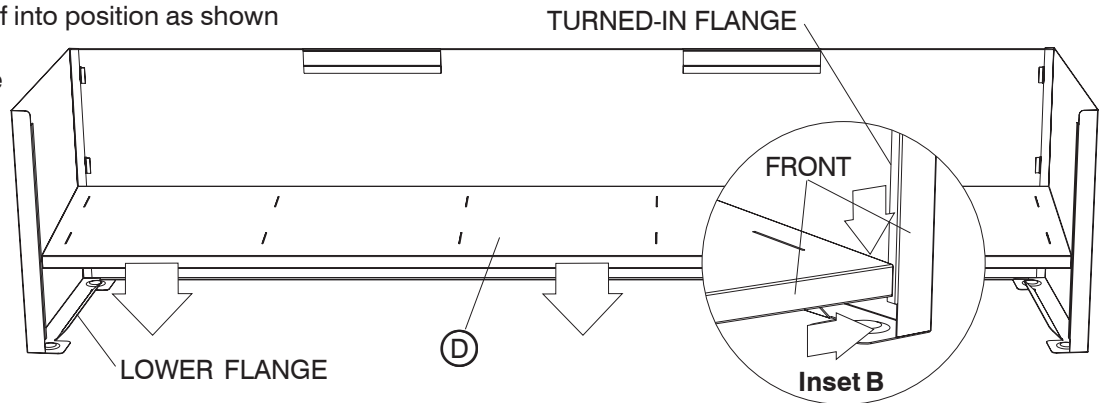
For questions or concerns, please call
Safco Consumer Hot Line 1-800-664-0042
 available Monday-Friday 8:00 AM to 4:30 PM (Central Time)
 (English-speaking operators)



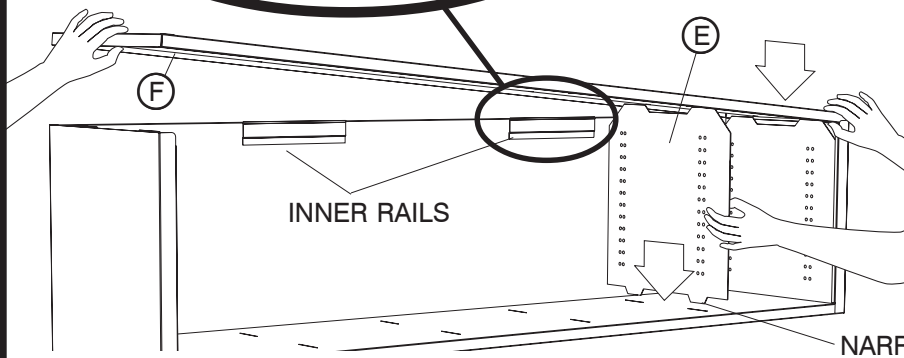
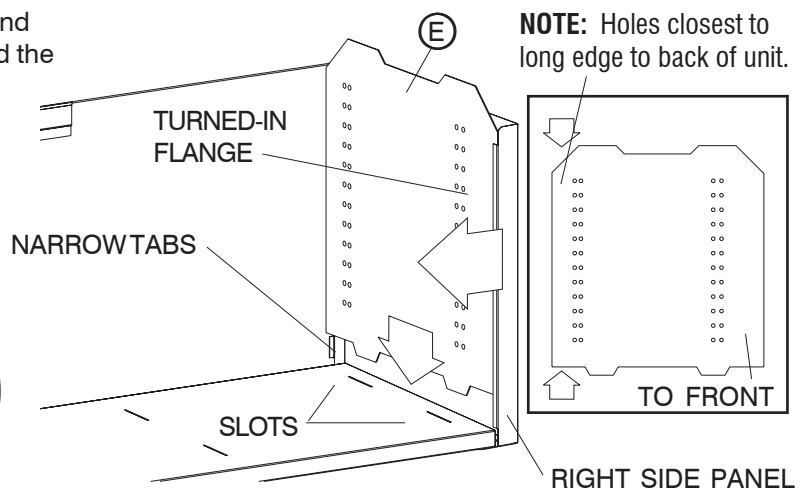
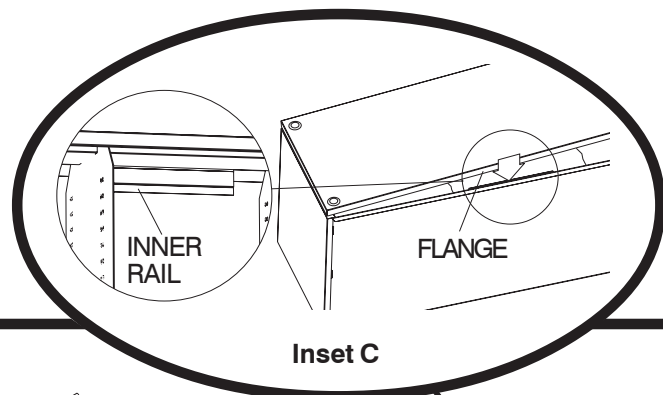
- 3** Position (A) Back Panel with the inner rails facing you. Position the (B) Right Side Panel with the tabs to the back and the flange side facing to the left. Insert the tabs on the right side panel into the tab slots on the back panel from the BACK side (see Inset A). Repeat for the (C) Left Side Panel.



4 Slide the **(D)** Bottom Shelf into position as shown with the recessed side facing down. Be sure the end flanges on the bottom shelf are **INSIDE** the lower flanges on the side panels and the front edge of the bottom shelf is **UNDER** the turned-in flanges on the **FRONT** of the side panels (Inset B).

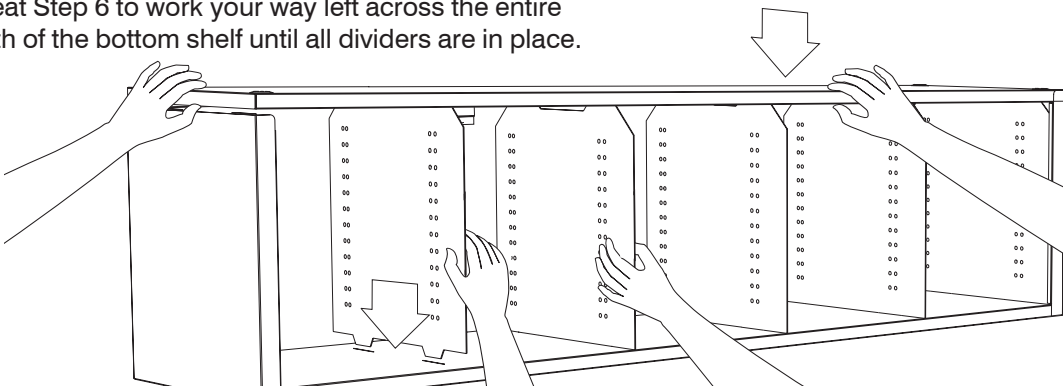


5 Insert one **(E)** Divider (with narrow tabs to bottom and holes closest to long sides toward the back) behind the turned-in flange on the right side panel. Slide divider down into the slots near the right edge of the bottom shelf. Repeat for left side.

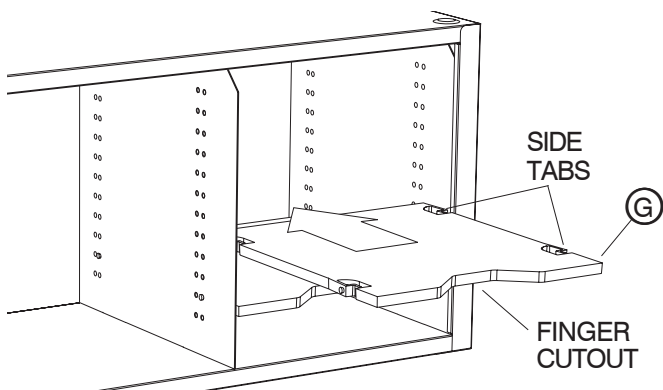


6 Place one end of the **(F)** Top Shelf into the right side panel. With a helper holding one end up, insert narrow tabs of another **(E)** Divider into the next set of slots from the right. Carefully lower top a little more to catch the upper tabs on the divider. **Be sure to insert FLANGE on back of top shelf into INNER RAILS on back panel** (Inset C).

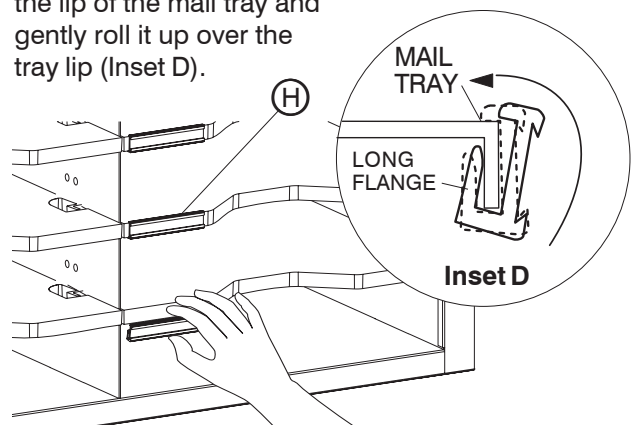
7 Repeat Step 6 to work your way left across the entire length of the bottom shelf until all dividers are in place.



8 Gently press the side tabs inward to slide the **(G)** Mail Trays in (recessed area facing down and indented finger cutouts facing front). Let tabs slide into holes on the dividers. Holes are offset so trays can be placed next to each other horizontally. To move the trays, gently push the side tabs out of the holes from below and tilt or slide into new position.



9 Attach the **(H)** Label Holders to the front of the mail trays. Insert the long flange of the label holder under the lip of the mail tray and gently roll it up over the tray lip (Inset D).



Firmly grasp the bottom of the unit (with a helper) and carefully lift the assembled Riser into place. **NOTE: Lift from the bottom only.**