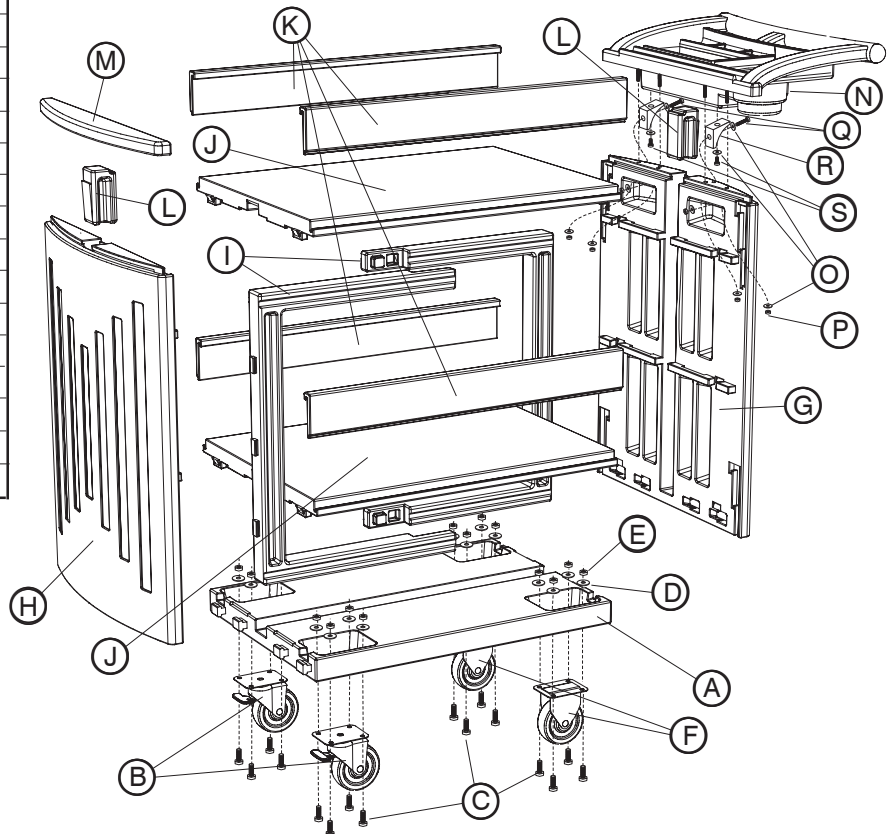


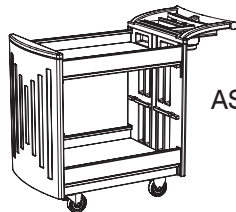
## ASSEMBLY INSTRUCTIONS

PARTS LIST			
LETTER CODE	DESCRIPTION	QTY.	PART NO.
(A)	Base Plate	1	5330-07
(B)	Swivel Caster	2	5330-26
(C)	Thick Bolt	16	5330-22
(D)	Large Washer	16	5330-21
(E)	Large Nut	16	5330-24
(F)	Fixed Caster	2	5330-25
(G)	End Panel With Holes	1	5330-11
(H)	End Panel Without Holes	1	5330-01
(I)	U-Brace	2	5330-02
(J)	Shelf	2	5330-03
(K)	Side Rail	4	5330-04
(L)	Locking Plug	2	5330-09
(M)	End Cap	1	5330-05
(N)	Tray/Handle	1	5330-06
(O)	Small Washer	10	5330-31
(P)	Small Nut	6	5330-29
(Q)	Long Thin Bolt	2	5330-23
(R)	Bracket	2	5330-28
(S)	Short Thin Bolt	2	5330-27

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

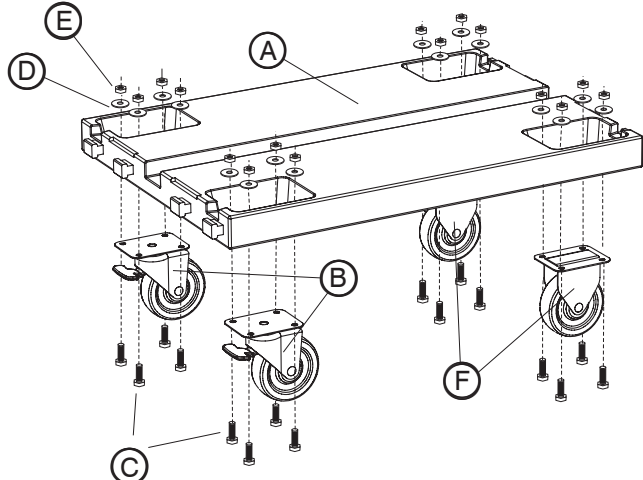


**TOOLS REQUIRED:** Socket Wrench with 14mm socket and 10mm socket (or open end wrenches of that size), Phillips Screwdriver, Rubber Mallet (or Hammer with Wood Block)

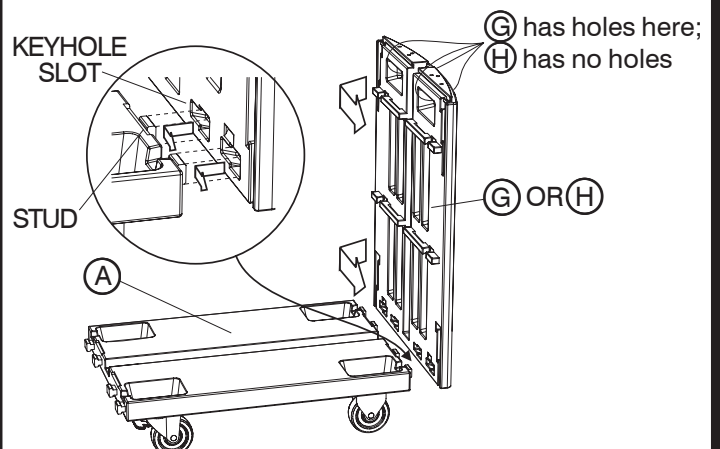


ASSEMBLED UNIT  
Model 5330

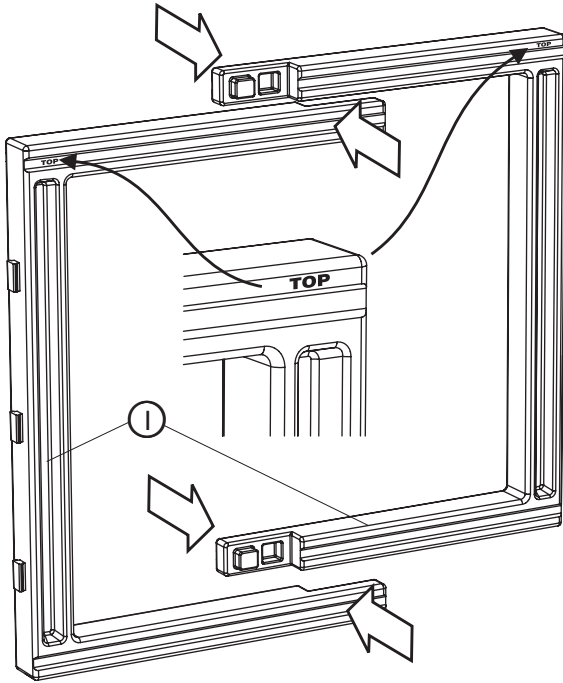
**1** At one end of the (A) Base Plate, install the two (B) Swivel Casters using (C) Thick Bolts, (D) Large Washers, and (E) Large Nuts. Tighten using a socket wrench with a 14mm socket. At the other end, install the two (F) Fixed Casters in the same manner.



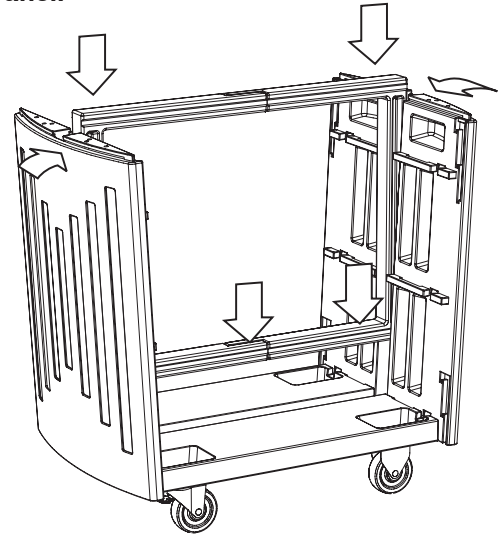
**2** Slide the keyhole slots of the (G) End Panel With Holes onto the studs on the end of the (A) Base Plate at which the handle will be attached, and push the End Panel to the right to lock it in place. Repeat with the (H) End Panel Without Holes at the opposite end of the Base Plate.



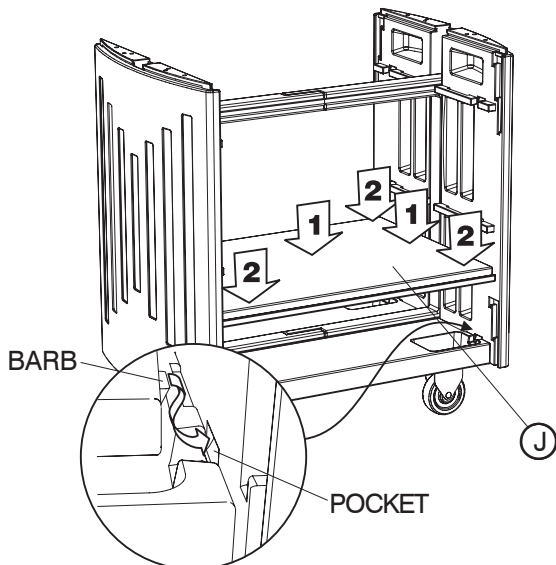
- 3** Assemble the two ① U-Braces to form a rectangle, snapping the two sections together at the overlapping ends. **IMPORTANT:** find the word “TOP” molded into the upper corners; this will identify the top of the rectangle for the next step.



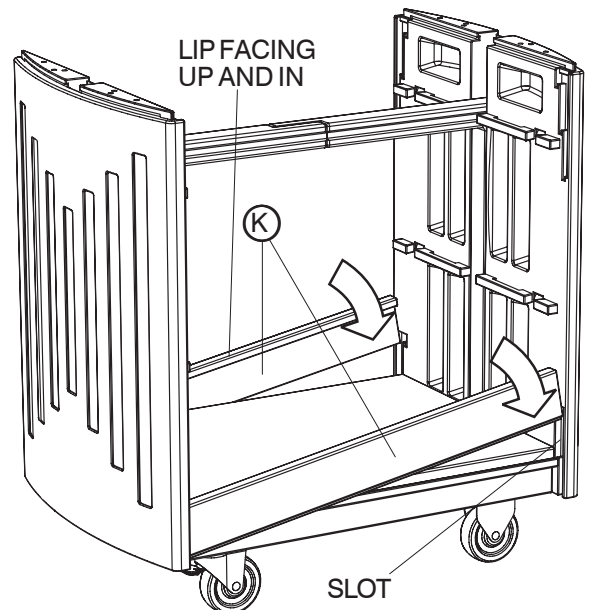
- 4** Slide the assembled U-Brace rectangle (with the top up) down into the channels in the End Panels. There are keyhole slots and studs, similar to those on the Base Plate and End Panels; as the rectangle approaches the bottom of the channel, push the End Panels together and continue sliding the rectangle down all the way into the channel in the Bottom Plate. **If the side studs have properly engaged the keyhole slots, the inside face of the U-Brace rectangle will be flush with the End Panel.**



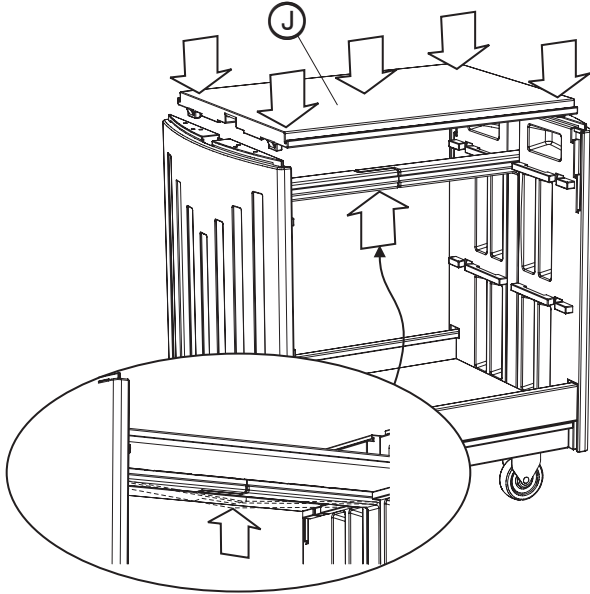
- 5** Place one of the ② Shelves between the End Panels, near the bottom of the U-Brace rectangle. Press the Shelf down firmly, keeping it aligned over the Base Plate. The last inch or so will require tapping sharply with a rubber mallet (or a hammer with a block of wood to protect the surface) at the centerline of the Shelf to snap it over the U-Braces, then at each of the four corners until the barb on the Shelf corner enters the pocket in the End Panel (see inset). **HINT:** Unsnap the top of the U-Braces so the End Panels can spread slightly while doing this step, then resnap the U-Braces.



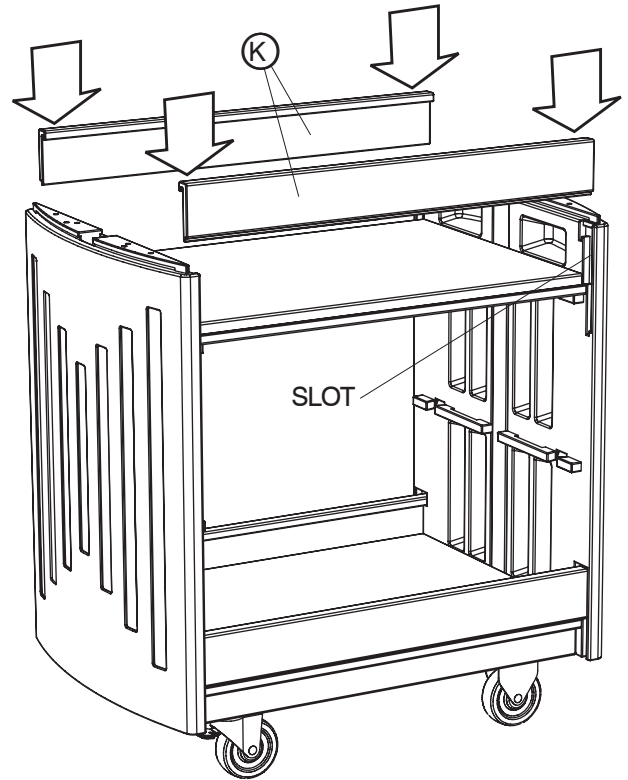
- 6** Tuck one end of one of the ③ Side Rails into the bottom slot on one of the End Panels, along side the Shelf, with the lip of the Side Rail up and facing the Shelf. Tip the Side Rail up at an angle as shown, and align its upper end with the slot on the other End Panel. Tilt the Side Rail down into position, so both ends are within their slots. Repeat with another Side Rail on the other side of the Shelf.



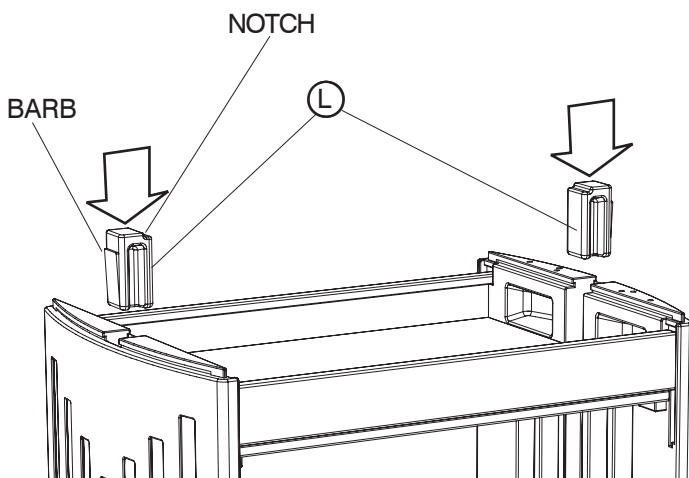
**7** Place the second (J) Shelf over the top of the U-Brace rectangle and between the End Panels, and push down into position. Use the rubber mallet (or hammer with a block of wood) at each corner as before, to be sure the barbs engage the pockets. **IMPORTANT:** after the corners are in place, hold the center top of the Shelf down while tapping UP on the U-Brace joint underneath, until the U-Braces snap into the shelf (see inset).



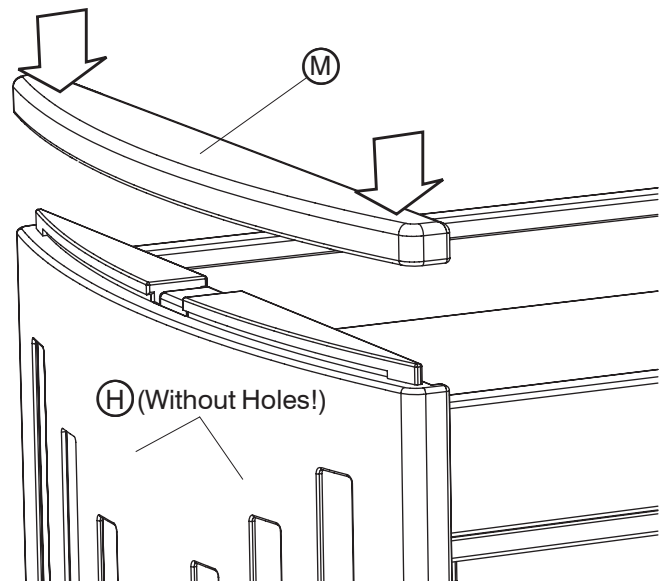
**8** Slide the remaining two (K) Side Rails down into the top slots of the End Panels.



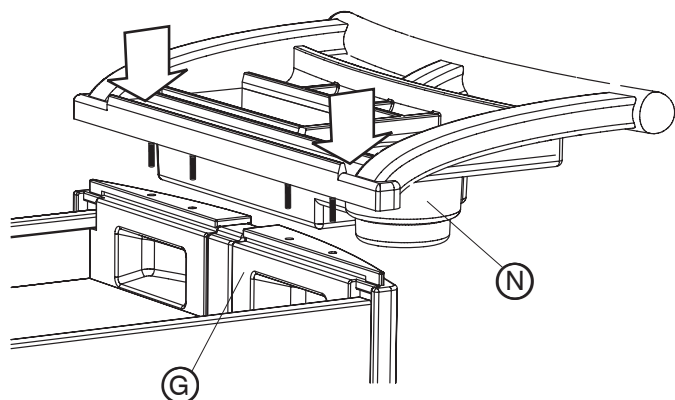
**9** Slide a (L) Locking Plug into the center channel of one of the End Panels, with the slanted barb facing the End Panel and the notched corner up and facing the center of the cart. Push the Locking Plug down between the End Panel and the Shelf, until the barb snaps into place. Repeat at the other End Panel.



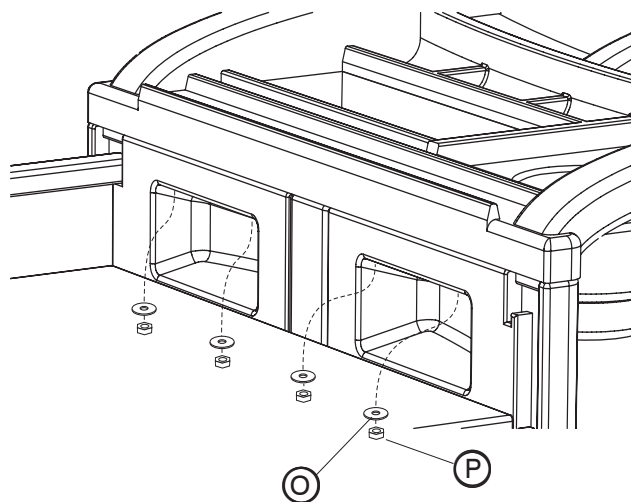
**10** Align the (M) Endcap over the (H) End Panel **Without Holes**. Press firmly down until it snaps into place (it may help to snap one end first, then the other; or carefully use a rubber mallet, or a hammer with a block of wood, to tap it into place).



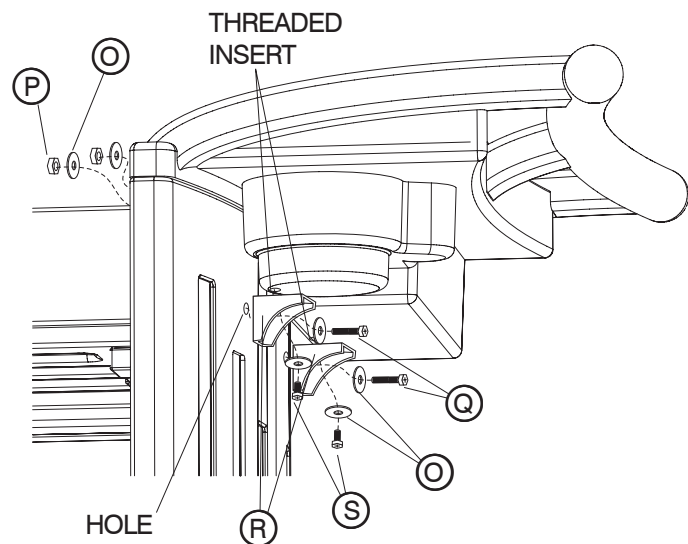
**11** Now attach the (N) Tray/Handle to the other (G) End Panel With Holes, feeding the ends of the molded-in bolts through the top holes in the End Panel and then snapping it into place. NOTE: this WILL require a rubber mallet or hammer with a block of wood; take care not to mar or dent the plastic. It may also be helpful to have a second person to hold the Tray/Handle in position while doing this.



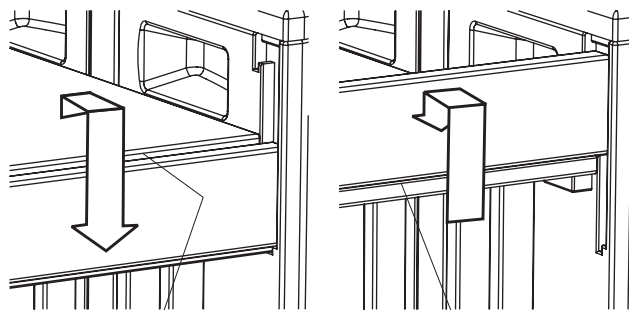
**12** Place a (O) Small Washer over one of the bolts from the Tray/Handle extending into the recess of the End Panel, as shown, and add a (P) Small Nut, finger-tight. Repeat with three more Small Washers and Small Nuts on the remaining bolts. Now tighten all nuts with a 10mm socket or open end wrench. DO NOT OVER-TIGHTEN.



**13** Attach the two (R) Brackets by inserting two (Q) Long Thin Bolts through (O) Small Washers, then through the Brackets, and through the holes in the side of the (G) End Panel With Holes. Place another (O) Small Washer over the end of both Long Thin Bolts, and fasten loosely with (P) Small Nuts. Next insert a (S) Short Thin Bolt through another (O) Small Washer and then UPWARD through the top of one Bracket and into the threaded insert on the bottom side of the Tray/Handle. Tighten both long and short bolts, but DO NOT OVERTIGHTEN. Repeat with the second Bracket, toward the other side of the Tray/Handle.



**14** To provide a flat surface for transporting wide objects or to allow sliding onto or off of the shelf, lift the Side Rails slightly, pull outward slightly, and drop the Side Rails down until they engage the lip on the Shelf edge. To form a basket for keeping objects on the Shelf, reverse the procedure until the bottom edge of the Side Rail is in the lip of the Shelf edge.



**FLAT TOP SHELF:**  
Top lip of side rail  
in lip of shelf edge

**BOX TOP SHELF:**  
Bottom lip of side rail  
in lip of shelf edge



