

MARVEL

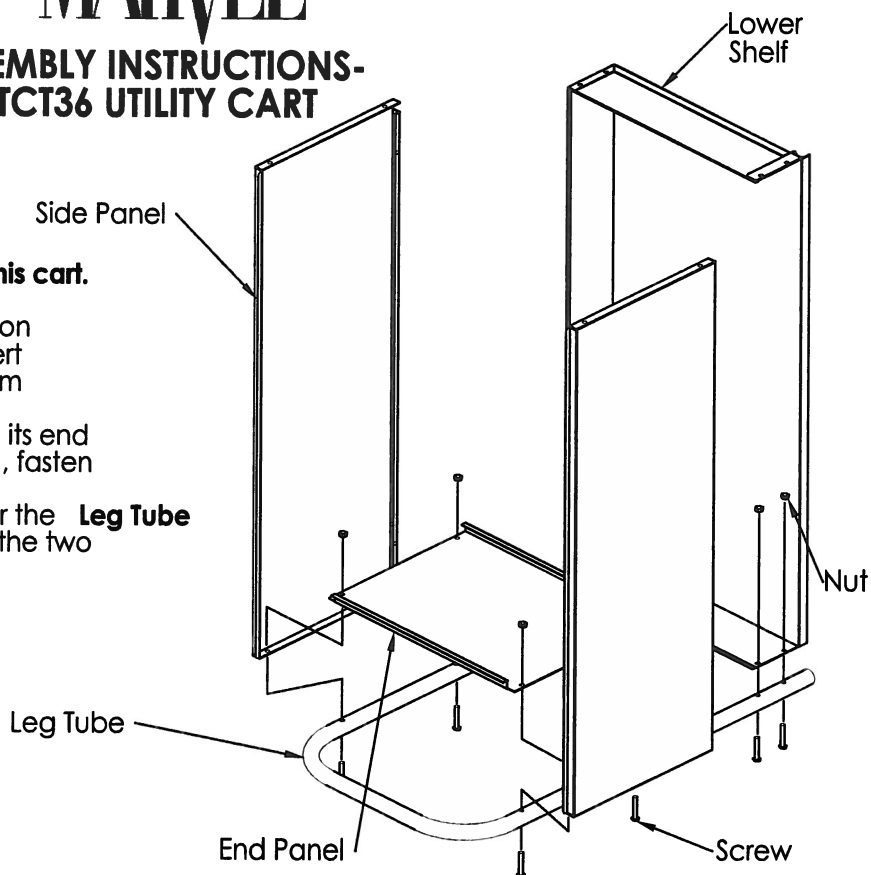
ASSEMBLY INSTRUCTIONS- UTCT36 UTILITY CART

You will need TWO PEOPLE to assemble this cart.

Start the assembly by laying a **Leg Tube** on a carpet or other smooth, flat surface. Insert (8) **Machine Screws** through the holes from underneath.

Locate the **Lower Shelf**, and position it on its end over the screws as shown. Using (4) **Nuts**, fasten the **Lower Shelf** to the **Leg Tube**.

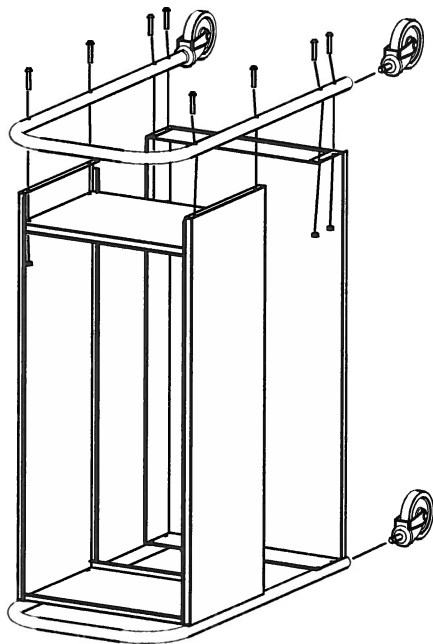
Find (2) **Side Panels**, and place them over the **Leg Tube** as shown. Place an **End Panel** BETWEEN the two **Sides**. Fasten using (4) **Nuts**.



Locate the other **Leg Tube** and **End Panel**. Fasten them to the **Side Panels** as shown with (8) **Screws** and **Nuts**.

Press-fit the (2) **Casters without brakes** into one of the **Leg Tubes**. Press fit the (2) **Casters with brakes** into the other **Leg Tube**.

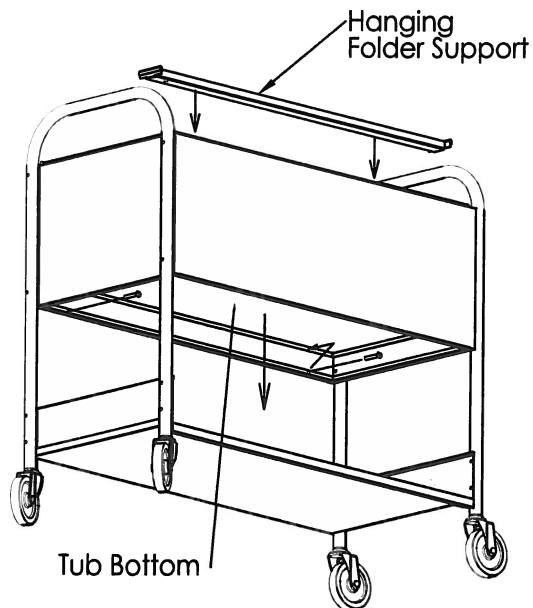
Place the Utility Cart upright, on its wheels.



Position the **Tub Bottom** into the top tub area, with the flanges facing down. Make sure that the flanges fit over the flanges on the **Side Panels** and **End Panels**. Using (4) **Black screws**, screw down the **Tub Bottom**.

Place the **Hanging Folder Support** over the flanges in the **End Panels**. This Support is used to hold Letter-size hanging files. Slide the Support into position to accept these hanging files.

Your Utility Cart is now complete.
The Cart may be cleaned with a soft cloth and mild detergent.

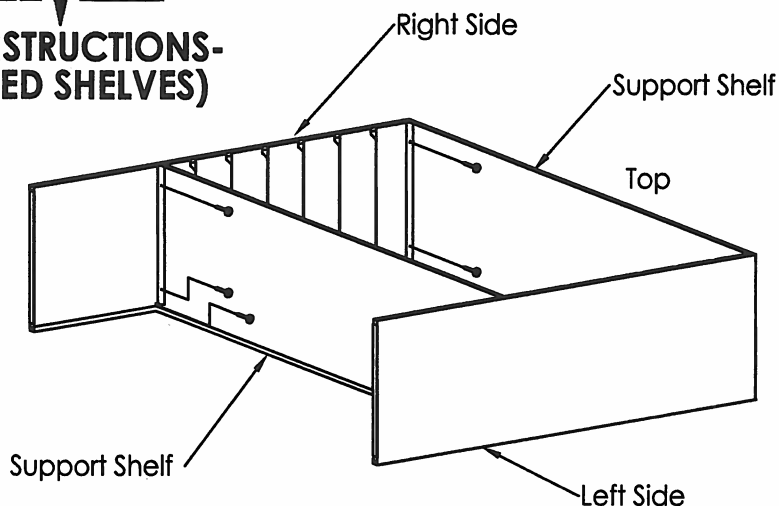




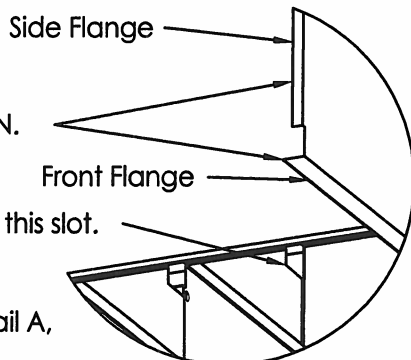
ASSEMBLY INSTRUCTIONS- SORTER (FIXED SHELVES)

The drawings show the assembly of a 60" Sorter; other sorters are assembled the same way.

Start assembly by locating the **Left Side** and **Right Side**, and (2) **Support Shelves**. Place the **Sides** face down, with the **Support Shelves** between, oriented as shown. Using (6) screws per shelf (12 screws total), fasten the **Support Shelves** to the **Sides**.



These flanges face DOWN.

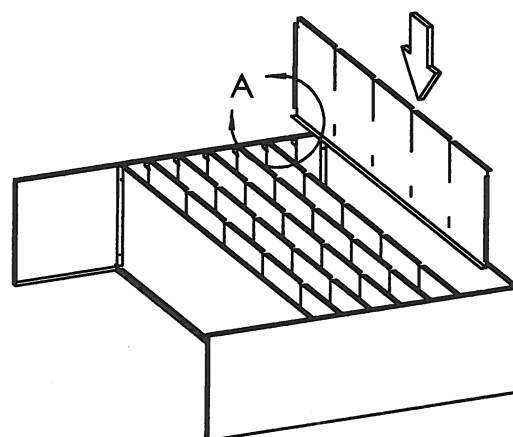


The side flange slides into this slot.

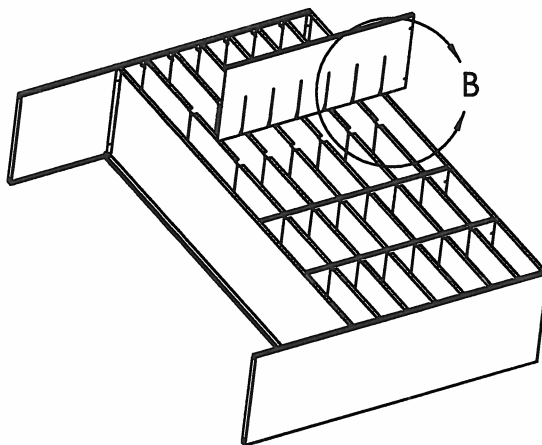
DETAIL A
SCALE 1 : 6

Locate the (6) **Sorter Shelves**.

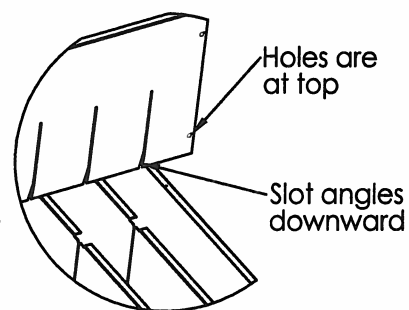
Orient each **Sorter Shelf** as shown in Detail A, and slide the flange of the **Sorter Shelf** into the slot in the Side. Note that the side flanges and front flange of each **Sorter Shelf** faces DOWN, as shown in Detail A.



Locate the **Partition** (the 60" model has (4) **Partitions**). Position the holes in the **Partition** toward the TOP; the front of the slot on the **Partition** slants DOWNWARD, as shown in Detail B.



The **Partitions** slide into the **Sorter Shelves** "egg-crate" style, as shown.



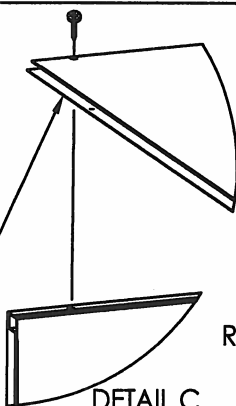
DETAIL B
SCALE 1 : 12

Position the (3) **Backs** with the flange facing downward and inward as shown. Start at the top, screwing the screws into the **Support Shelf** and sides. The second **Back** screws into the holes in the flange of the top **Back**. Finally, screw in the third **Back**.

Remove the Backer from the tape, and position the Sorter on a worksurface.

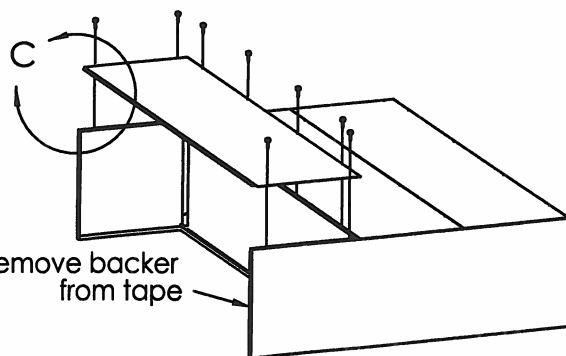
Your Sorter is now complete. The Sorter may be cleaned with a soft cloth and mild detergent.

Flange faces in and down



DETAIL C
SCALE 1 : 6

Remove backer from tape





ASSEMBLY INSTRUCTIONS- SORTER (ADJUSTABLE SHELVES) AND RISER

These drawings show the assembly of a 60" wide sorter;
the other sorters are assembled the same way.

Start assembly by locating the (4) **Partitions**. Orient the first **Partition** as shown, with the flange in back and the hem in front (see details). Tilt the **Partition**, and slide it into the upper slots. Straighten the **Partition**, and insert the lower tabs into the slots in the bottom of the **Sorter Cabinet**. Do the same thing with the other (3) **Partitions**.

Hem towards front

Partition

Lower tab

flange towards back

Sorter Cabinet

Slots

Find the (5) **Locking Shelves** (see detail). Use (1) **Locking Shelf** for each opening. First, make sure that the Locking Tabs on each **Locking Shelf** are turned inward. (We made the tabs stiff to move- so the shelves do not unlock themselves.) Slide the **Locking Shelf** into an opening- it is best if the **Locking shelf** is about half-way up in the opening, not at the bottom or the top. Slide the Locking Tabs into place as shown in the detail.

Slide as many of the other (15) **Adjustable shelves** into the openings, wherever you wish.

Locking Shelf (Installed)

Locking Shelf (Locked)

Locking Shelf (Unlocked)

Lock Tab (Unlocked)

Lock Tab (Locked)

Lock Tab (Locked)

This Sorter Module can be stacked with other Sorters or the Riser (a separate end model). Modules can be stacked up to three high- using three Sorters, or two Sorters and one Riser. To fasten the Modules together, use the (2) Screws enclosed with each Sorter. Fasten as shown, screwing up from the Lower Module into the upper Module. Tighten both screws.

The back of the Sorter Cabinet may be removed to allow additional light into the shelves.

Note the double-faced tape on the bottom of the Riser. to secure the Riser, remove the backer from the tape, and position the Sorter on a work surface. BE CAREFUL! You cannot move the Riser once the tape adheres to the work surface!

The Riser will take a Task light, model # MOTL49. The wires can be threaded through the knockouts (see drawing), or through the corner grommets in the Utility Tables.

Your Sorter is now complete.
The Sorter and riser may be cleaned with a soft cloth and mild detergent.

Riser

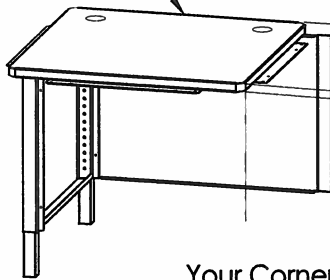
Tape

Knockout

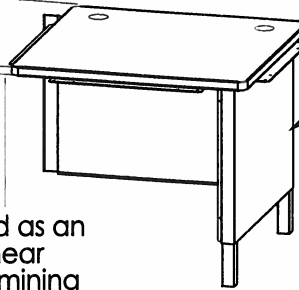
MARVEL

ASSEMBLY INSTRUCTIONS- CORNER CONNECTOR UTCR30

LEFT-HAND
CONFIGURATION



RIGHT-HAND
CONFIGURATION

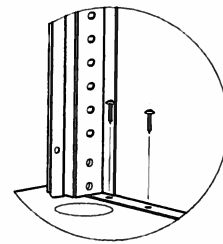


Your Corner Connector can be used as an extension, corner connector, or a linear connector. Start assembly by determining which end of the table the connector will attach to. Then follow the appropriate directions.

NOTE: THE DRAWINGS SHOW A LEFT-HAND ASSEMBLY . All parts are non-handed; assemble opposite for Right-Hand assembly.

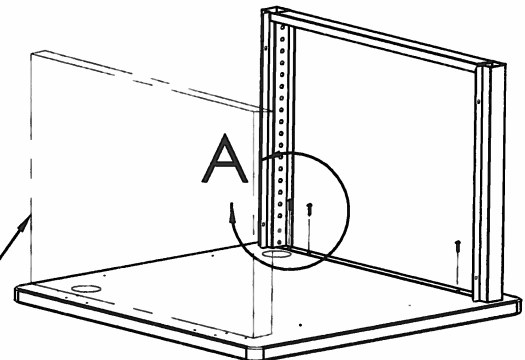
Lay the **Top** face down on a carpet or other non-scratching surface. If none is available, use the carton. Align the **Side Panel** with the holes in the **Top** and with each other as shown. (See dwg)

Using (4) silver sheet metal screws, fasten the **Side** to the **Top**.



DETAIL A
SCALE 1 : 8

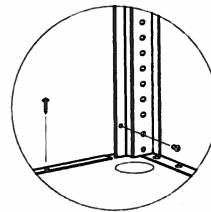
SIDE LOCATION
FOR RIGHT-HAND
CONFIGURATION



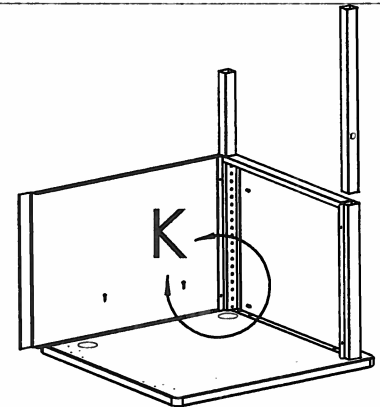
LEFT-HAND
CONFIGURATION SHOWN

Align the **Back Panel** with the holes in the rear flanges of the **Side** as shown. Using (2) Black Machine Screws, fasten the **Back** to the **Side** through the holes in the flanges. Using (2) Sheet Metal screws, fasten the **Back** to the **Top**.

Insert (2) **Legs**, aligned with the threaded holes facing inward as shown. Set the leg height the same as the table height. Using (2) silver machine screws per leg, fasten the **Legs** to the **Side** as shown.



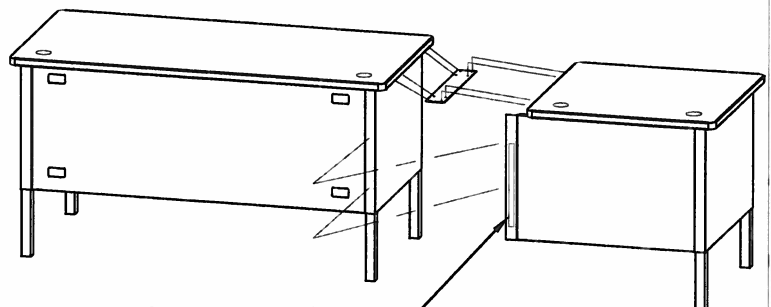
DETAIL K
SCALE 1 : 12



Attach a **Mounting Plate** to the 60 x 30 Table. Remove the backer from the tape on the inside of the Corner **Back** (This is for fastening the Corner Back to the side of the Table.)

Turn the Corner right-side-up. Align the **Top** with the Table top as shown. Using (4) Silver wood screws, attach the **Top** to the **Plate** as shown. The **Back** will align with the back edge of the side of the table. Press to stick the tape to the side.

Your Corner Connector is now complete. **Top** may be cleaned with a soft cloth and mild detergent.



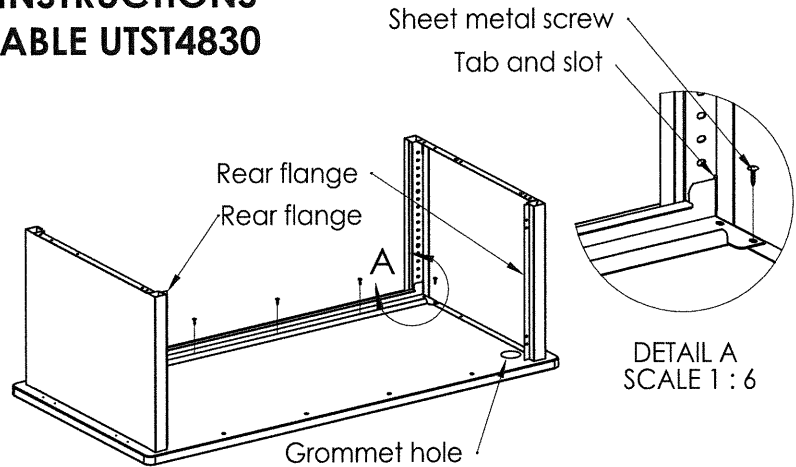
REMOVE TAPE BACKER
(INSIDE OF BACK)



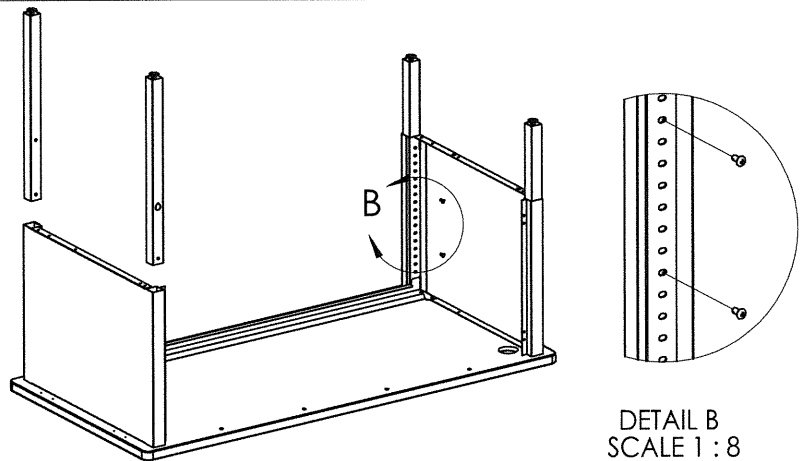
ASSEMBLY INSTRUCTIONS- SORTING TABLE UTST4830

Lay the **Top** face down on a carpet or other non-scratching surface. If none is available, use the carton. Align the two **Side Panels** and the **Top Brace** with the holes in the **Top** and with each other as shown. Make sure the rear flanges are toward the rear, where the grommet holes are. (See dwg)

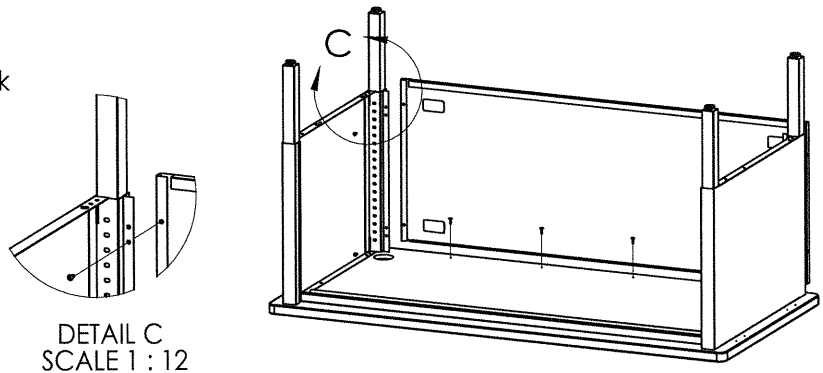
Insert tabs in the **Top Brace** to the slots in the **Sides**. Using (8) silver sheet metal screws, fasten the **Sides** and **Top Brace** to the **Top**.



Insert (4) **Legs**, aligned with the threaded holes facing inward as shown. The table can be set up for heights from 28 to 36". Using (2) silver machine screws per leg, fasten the **Legs** to the **Sides** as shown.

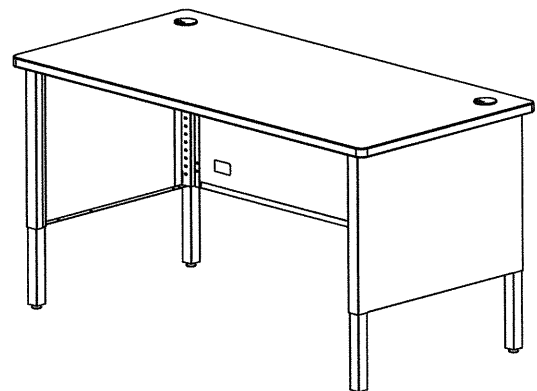


Align the **Back Panel** with the holes in the rear flanges of the **Sides** as shown. Using (4) Black Machine Screws, fasten the **Back** to the **Sides** through the holes in the flanges. Using (4) Sheet Metal screws, fasten the **Back** to the **Top**.



Turn the Table right-side-up.

Your Sorting Table is now complete. Top may be cleaned with a soft cloth and mild detergent.

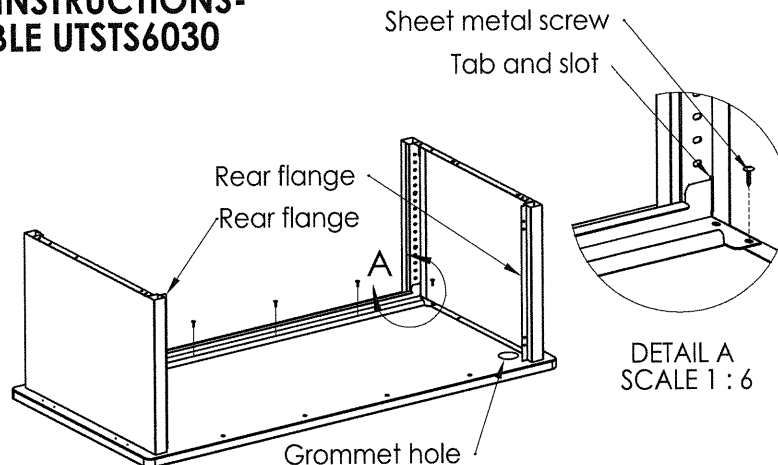




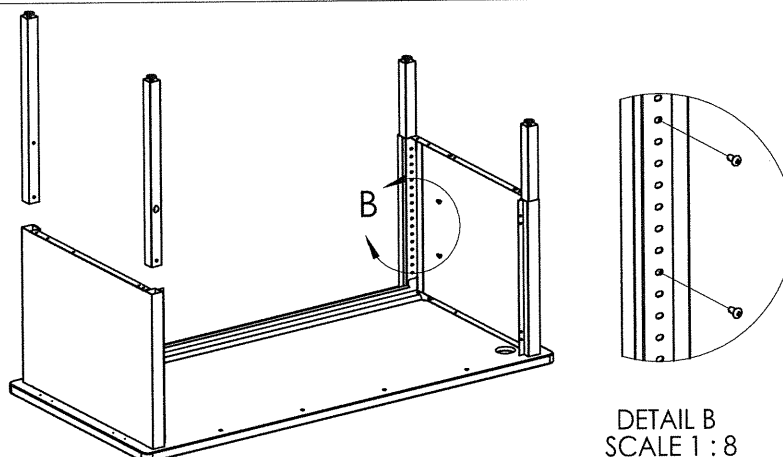
ASSEMBLY INSTRUCTIONS- OPEN TABLE UTSTS6030

Lay the **Top** face down on a carpet or other non-scratching surface. If none is available, use the carton. Align the two **Side Panels** and the **Top Brace** with the holes in the **Top** and with each other as shown. Make sure the rear flanges are toward the rear, where the grommet holes are. (See dwg)

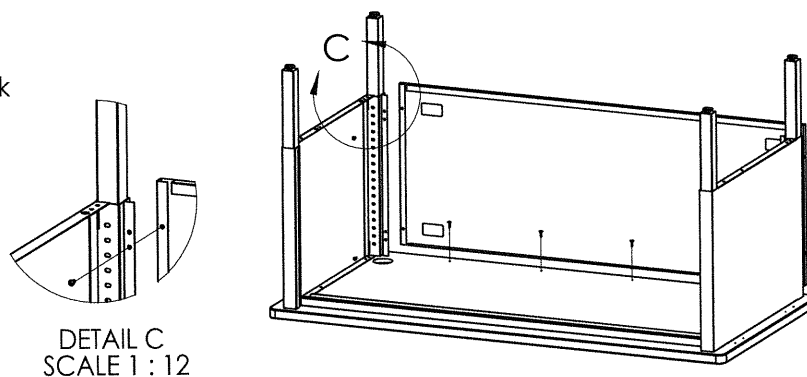
Insert tabs in the **Top Brace** to the slots in the **Sides**. Using (8) silver sheet metal screws, fasten the **Sides** and **Top Brace** to the **Top**.



Insert (4) **Legs**, aligned with the threaded holes facing inward as shown. The table can be set up for heights from 28 to 36". Using (2) silver machine screws per leg, fasten the **Legs** to the **Sides** as shown.

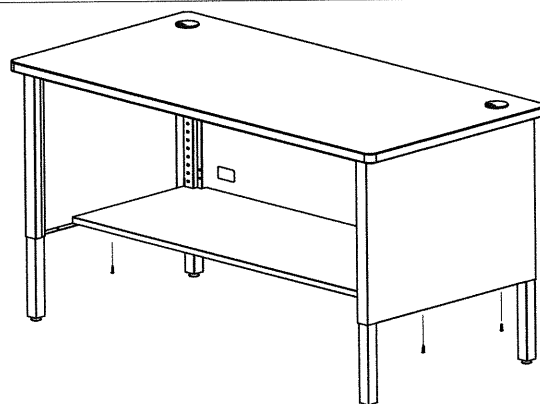


Align the **Back Panel** with the holes in the rear flanges of the **Sides** as shown. Using (4) Black Machine Screws, fasten the **Back** to the **Sides** through the holes in the flanges. Using (4) Sheet Metal screws, fasten the **Back** to the **Top**.



Turn the Table right-side-up. Align the **Shelf** inside the cabinet, toward the **Back** as shown. Using (4) black machine screws, attach the **Shelf** to the **Sides** as shown.

Your Utility Table is now complete. **Top** may be cleaned with a soft cloth and mild detergent.

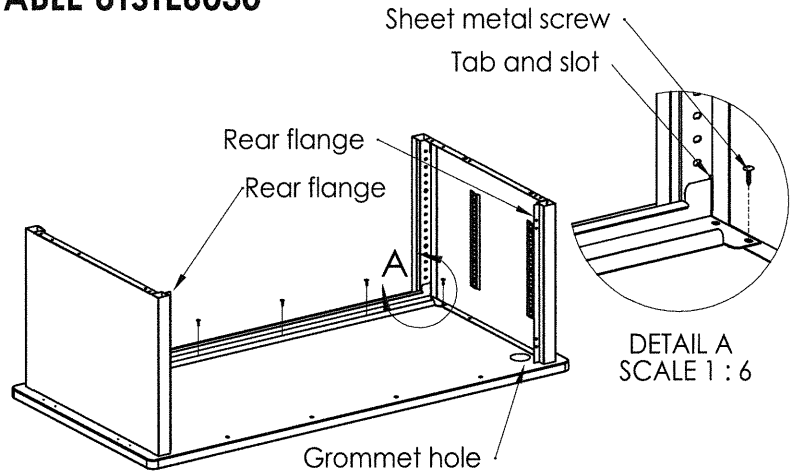




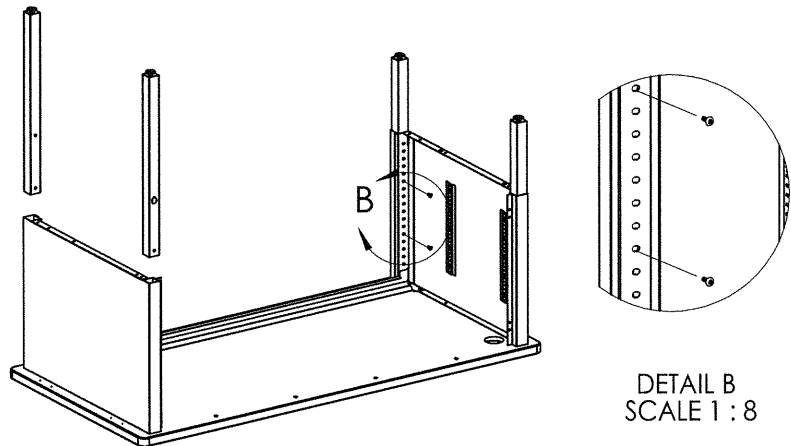
ASSEMBLY INSTRUCTIONS- ENCLOSED TABLE UTSTE6030

Lay the **Top** face down on a carpet or other non-scratching surface. If none is available, use the carton. Align the two **Side Panels** and the **Top Brace** with the holes in the **Top** and with each other as shown. Make sure the rear flanges are toward the rear, where the grommet holes are. (See dwg)

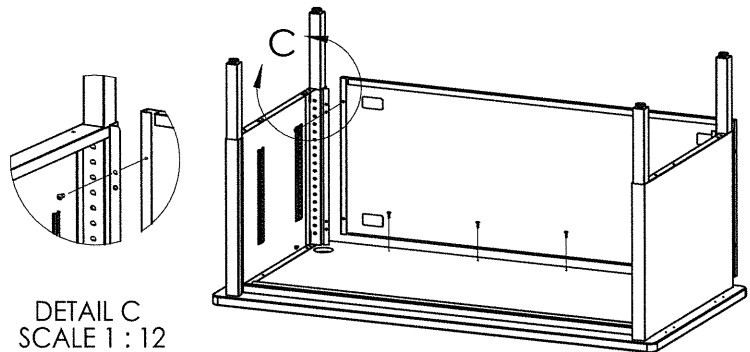
Insert tabs in the **Top Brace** to the slots in the **Sides**. Using (8) silver sheet metal screws, fasten the **Sides** and **Top Brace** to the **Top**.



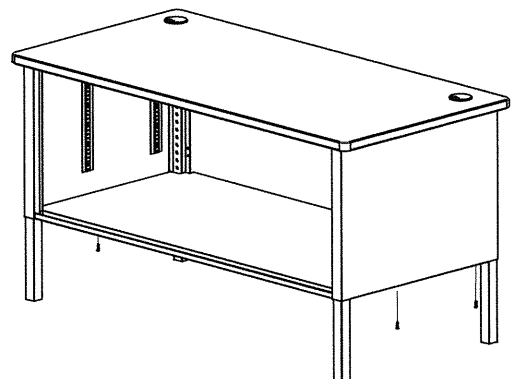
Insert (4) **Legs**, aligned with the threaded holes facing inward as shown. The table can be set up for heights from 28 to 36". Using (2) silver machine screws per leg, fasten the **Legs** to the **Sides** as shown.



Align the **Back Panel** with the holes in the rear flanges of the **Sides** as shown. Using (4) Black Machine Screws, fasten the **Back** to the **Sides** through the holes in the flanges. Using (4) Sheet Metal screws, fasten the **Back** to the **Top**.



Turn the Table right-side-up. Align the **Bottom** inside the cabinet, toward the **Back** as shown. Using (4) black machine screws, attach the **Bottom** to the **Sides** as shown.





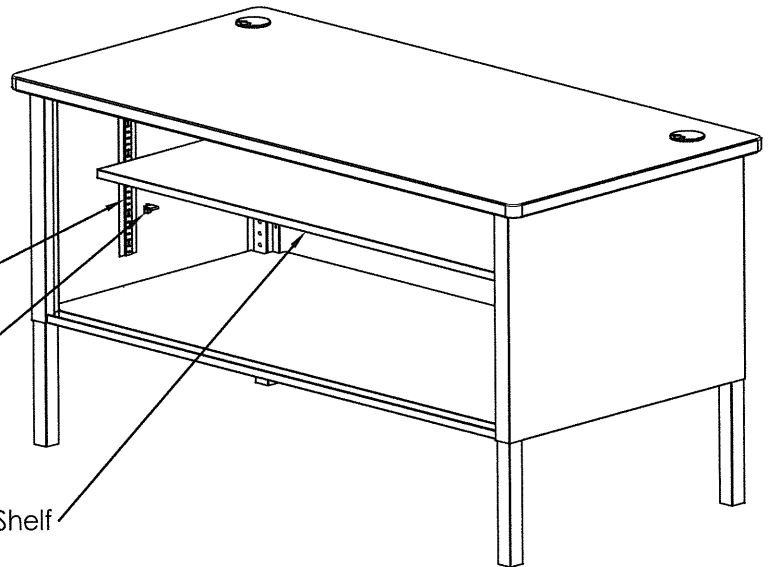
ASSEMBLY INSTRUCTIONS- ENCLOSED TABLE UTSTE6030 (CONTINUED)

Insert one four **Shelf Clip** into each Shelf Support. Make sure that they are even. Carefully insert the **Shelf** into the cabinet and position it on the **Shelf Clips**. The **Shelf Clips** will rest in the spaces in the **Shelf**.

Shelf Support
(attached to Side)

Shelf Clip

Shelf

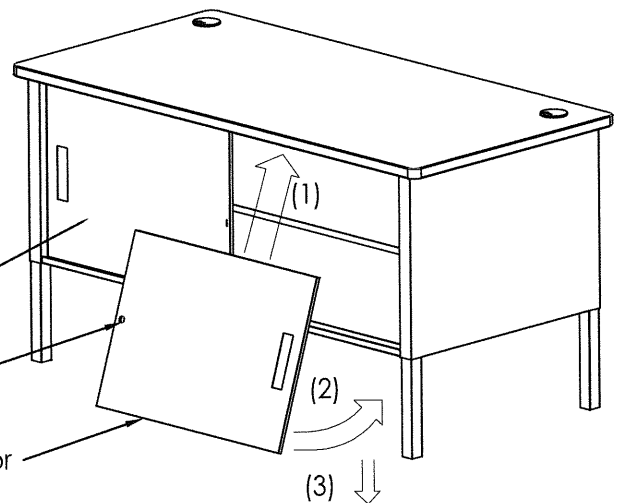


Start with the **Left Door** (without the lock). Insert the door into the top track (1), then swing door to the bottom track (2). Finally, lower the door into the bottom track (3). Slide the door to the left, and repeat for the **Right Door**.

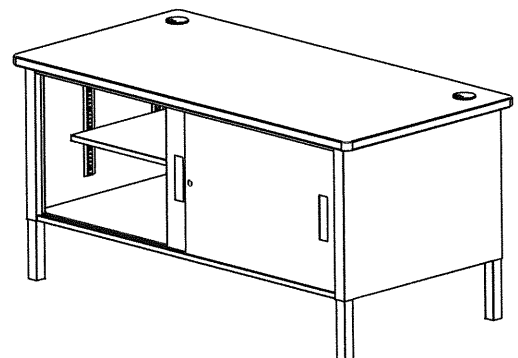
Left Door
(shown
assembled)

Lock

Right Door



Your Enclosed Utility Table is now complete. **Top** may be cleaned with a soft cloth and mild detergent.

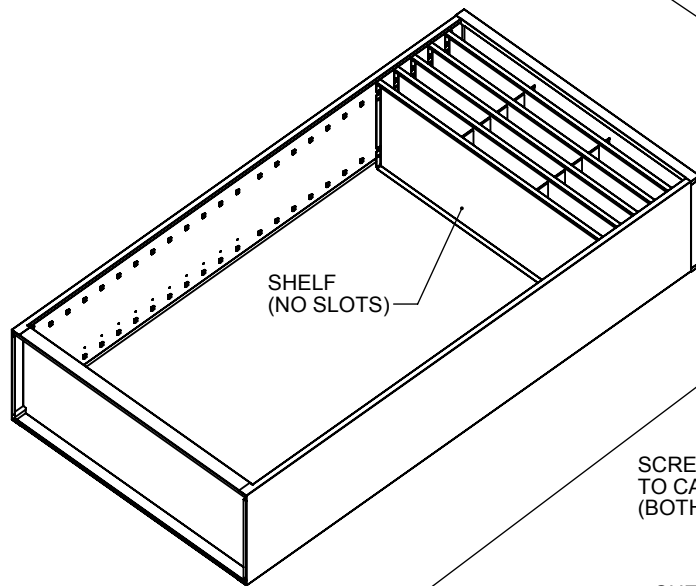
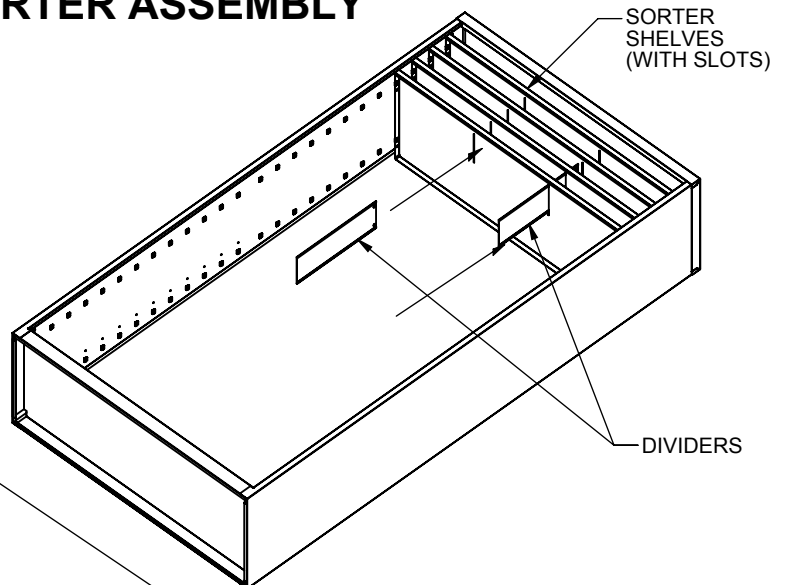


MAIL SORTER ASSEMBLY

Before assembly, make sure that you have everything you need- check your parts against the parts list at the bottom of the page.

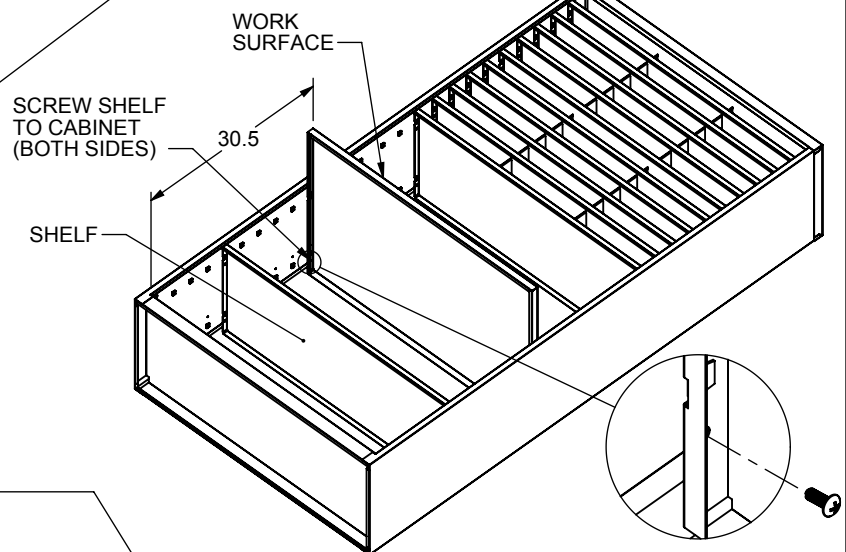
Lay the CABINET on its back as shown. Insert (4) SORTER SHELVES (the ones with the slots in them) into the cabinet, hooking them over the top four tabs as shown.

Carefully insert (2) DIVIDERS up through the slots in the SORTER SHELVES as shown.



Insert (1) SHELF (with NO slots) into the next set of tabs, as shown. This will hold the dividers in place.

Repeat these two steps for the remaining SORTER SHELVES, the remaining DIVIDERS, and one more SHELF.



Insert the WORK SURFACE into the tabs, about 30.5 inches from the bottom of the cabinet (or however high you want the WORK SURFACE to be).

NOTE- IMPORTANT!! MAKE SURE TO SECURE THE WORK SURFACE WITH (2) SCREWS PROVIDED.

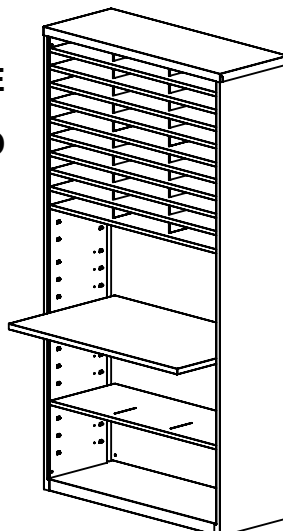
Insert the remaining SHELF into any of the remaining stirrups.

Place the cabinet upright.

Your cabinet is now ready for use.

WARNING- USE TOGGLE BOLTS (NOT INCLUDED) TO FASTEN CABINET TO WALL OR GANG CABINETS TOGETHER TO PREVENT TIPPING ACCIDENTS!!

Your cabinet can be cleaned with a soft cloth and gentle cleaner.



PARTS LIST

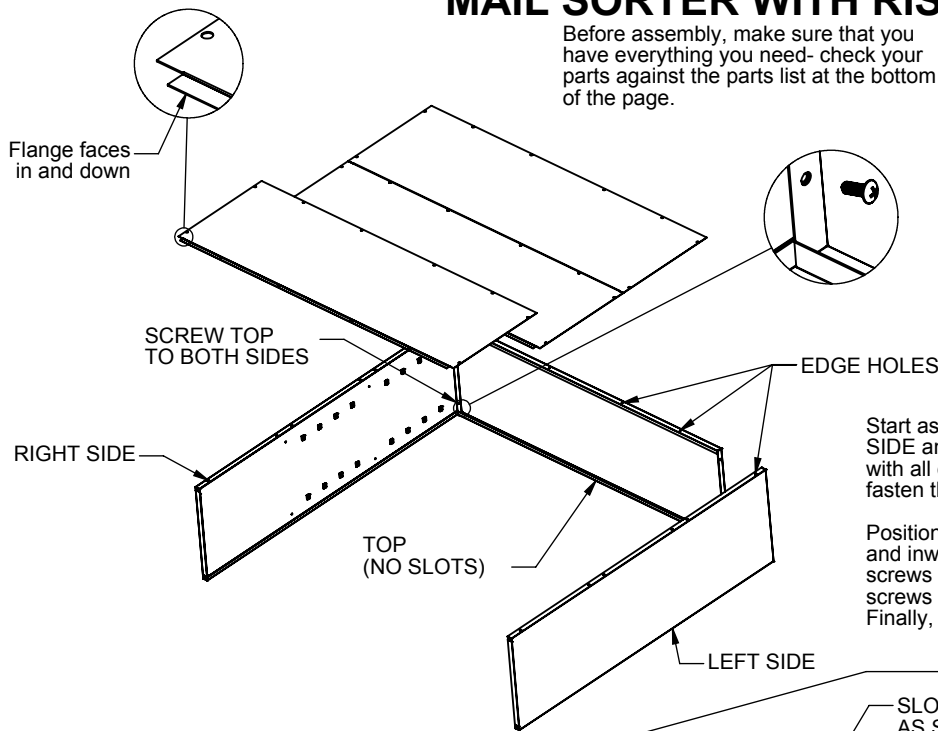
QTY	DESCRIPTION
(1)	CABINET
(8)	SORTER SHELF
(4)	DIVIDER
(3)	SHELF
(1)	WORK SURFACE

HARDWARE BAG:

- (2) BLACK SCREW (#10-24 X 1/2)

MAIL SORTER WITH RISER ASSEMBLY

Before assembly, make sure that you have everything you need- check your parts against the parts list at the bottom of the page.



Start assembly by locating the LEFT SIDE and RIGHT SIDE and (1) TOP. Place Sides and Top face down with all edge holes shown on top. Using (4) screws fasten the Top to the Sides.

Position (3) BACKS with the flange facing downward and inward as shown. Start at the top, screwing the screws into the SHELF and SIDES. The second BACK screws into the holes in the flange of the top BACK. Finally, screw in the third BACK.

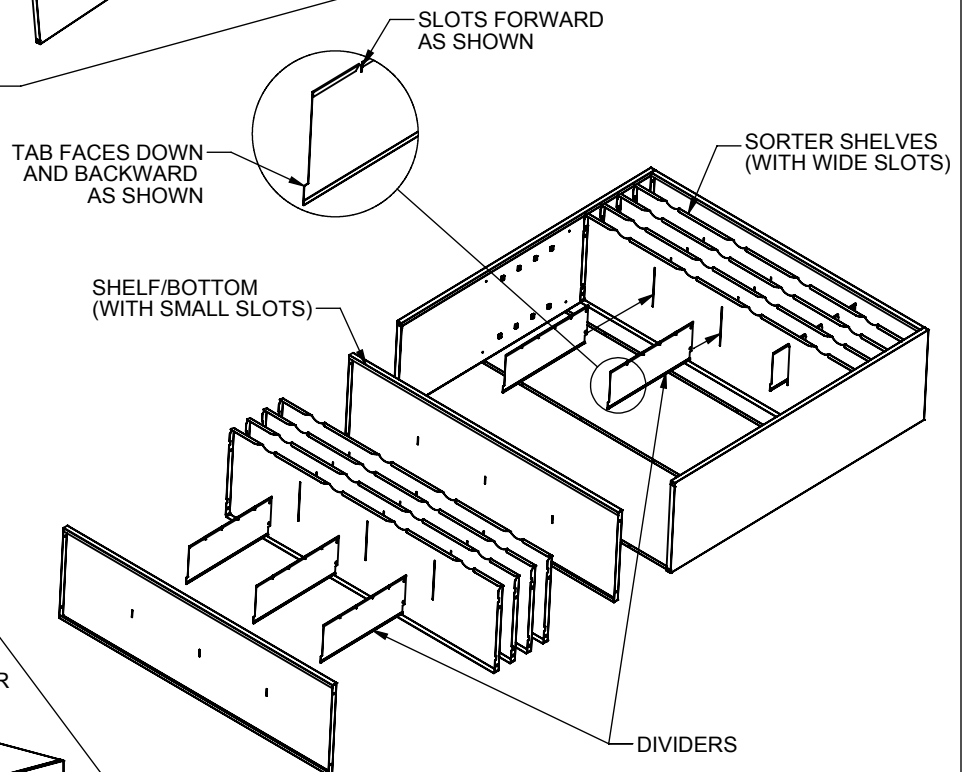
Turn the Assembly over on its back as shown. Insert (4) SORTER SHELVES (the ones with the wide slots in them) into the cabinet, hooking them over the top four tabs as shown.

Carefully insert (3) DIVIDERS up through the slots in the SORTER SHELVES as shown. (See Detail)

Insert (1) SHELF (with small slots) into the next set of tabs, as shown. This will hold the dividers in place.

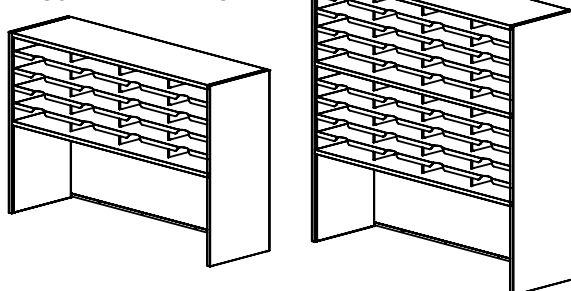
Repeat these two steps for the remaining SORTER SHELVES, the remaining DIVIDERS, and one more SHELF.

Place the cabinet upright. Make sure to pull the DIVIDERS forward so the tabs at the bottoms go into the small slots and the divider notches engage the shelves. This will support the centers of the shelves.



40 POCKET
SORTER WITH RISER

20 POCKET
SORTER WITH RISER



Remove the Backer from the tape and position the Sorter on a worksurface.

Your Sorter is now complete. The Sorter may be cleaned with a soft cloth and mild detergent.

PARTS LIST

20 POCKET

40 POCKET

QTY

QTY

DESCRIPTION

(1)

(1)

LEFT SIDE

(1)

(1)

RIGHT SIDE

(2)

(3)

BACK

(1)

(1)

TOP

(1)

(2)

SHELF/BOTTOM

(3)

(6)

DIVIDER

(4)

(8)

SORTER SHELF

HARDWARE BAG:

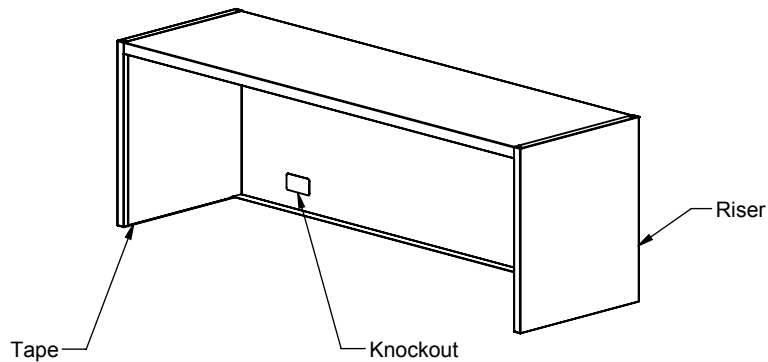
(24)

(36)

BLACK SCREW (#10-24 X 1/2)



ASSEMBLY INSTRUCTIONS- 48" RISER UTBRF4816



Note the double-faced tape on the bottom of the Riser. To secure the Riser, remove the backer from the tape, and position the Riser on a worksurface. BE CAREFUL! You cannot move the Riser once the tape adheres to the worksurface!

The Riser will take a Task light, model # MOTL37. The wires can be threaded through the knockouts (see drawing), or through the corner grommets in the Utility Tables.

The Riser may be cleaned with a soft cloth and mild detergent.