Mobile Aisle
Pre-installation

Assembly Checklist

REQUIRED TOOLS:
A. 3/8 and 7/16 combination wrenches and adjustable wrench
B. Phillips and blade screwdrivers
C. 3/8 industrial drill with following accessories: Phillips and blade screwdriver, 3/8 nut setter or socket wrench with extension, 7/16 socket with 6” extension.
D. Extension cord
E. Leveling Device (LASER LEVEL)
F. Step ladder
H. Hammer drill with 1/4” dia. masonry drill bit – for masonry floor only
L. 4 mm Allen wrench
J. Chalk line
K. Tape measure
L. Pry bar
M. Mallet, if four post shelving is utilized
N. Roller chain breaking tool (820 systems)
O. Roller chain puller (820 systems)

JOB SURVEY:
Prior to the arrival of the equipment, the following must be reviewed: Accessibility to the receiving area and installation site, elevator, hallway, door sizes, adequate storage area, room size, ceiling clearance, permanent obstructions in the room, floor type and capacity. Seismic installations may require deviations to the following instructions.
(Contact Customer Service.)
The salesperson is responsible for the initial site survey. Prior to beginning construction, the installer should ensure that all conditions are correct to complete the installation per the drawings. Prior to and during the installation, you must know the responsible customer contact for decision making purposes. Final approval from the responsible person must be obtained before starting the installation. Make sure the area will be cleared and available on time and a person of authority present at the start of the work. It is also suggested that the salesperson be present at the start of the installation.

PARTS CHECK:
Check the parts inventory to ensure that all required material has been received. A 'pick list' is enclosed with each system.

STUDY THE PRINT PACKAGE: (if supplied)
A marked-up salesperson’s drawing or factory installation drawing may be included with the 'pick list'. Check the drawing(s) for proper layout and any other special instructions.

HARDWARE BAGS FOR MOBILE AISLE INSTALL:
Verify that proper hardware kits are being used for specified install. Hardware bag numbers are printed on bag for clarification of hardware.

913020 HDWR KIT M/A TEK SCREW (15)
Consists of: (15) Tek Screw, 1/4–14x3/4” Hex Head

913021 HDWR KIT M/A 810 END PANELS
Consists of: (7) Tek Screw, 1/4–14x3/4” Hex Head
(4) Screw, 1/4–20x3/4” Hex Head
(4) Tek Screw, #10–24x1–1/2”
(2) Rubber Bumper
(2) End Panel Handle, Chrome

913022 HDWR KIT M/A 820S END PANELS
Consists of: (8) Screw, 1/4–20x3/4” Hex Head
(7) Tek Screw, 1/4–14x3/4” Hex Head
(4) Tek Screw, #10–24x1–1/2”
(2) Rubber Bumper
(4) Nut, 1/4–20 w/ Star Washer
(4) Washer, 1/4” Flat
(1) Key, 3/16” Square x 3/4” Long
(1) #35 Connecting Link (918612R)

913023 HDWR KIT M/A 820DBH END PANELS
Consists of: (12) Screw, 1/4–20x3/4” Hex Head
(7) Tek Screw, 1/4–14x3/4” Hex Head
(4) Tek Screw, #10–24x1–1/2”
(2) Rubber Bumper
(8) Nut, 1/4–20 w/ Star Washer
(8) Washer, 1/4” Flat
(1) Key, 3/16” Square x 3/4” Long
(2) #35 Connecting Link (918612R)

913039 HDWR KIT HANDLE M/A 820
Consists of: (2) Screw Tapping #10 X 0.75”
(2) Retaining Ring 3/4” #5E74–STPA
(1) Key 3/16” Square X 3/4” Long

913026 HDWR KIT M/A BASE KIT 820
Consists of: (4) Set Screw, 5/16”–18x1/4”
(2) Coupling
(2) Retaining Ring 3/4”
(2) Key, 3/16” Square x 2” Long

913030 HDWR KIT 4P REFERENCE SHELF
Consists of: (4) Screw, #10–32x3/8
(4) Screw, 1/4–20x1/2” Hex Head
(2) Nut, #10–32 Keps
(2) Nut, 1/4–20 w/ Star Washer

913041 HDWR KIT M/A TRACK STARTER
Consists of: (2) Stud Bolt, 1/4–20 X 1–3/4 KB
(2) Screw, 1/4–20x1/2” Hex Head
(4) Screw Teks 1/4–14x.75”Hex Hd

913042 HDWR KIT M/A TRACK ADDER
Consists of: (1) Stud Bolt, 1/4–20 X 1–3/4 KB
(2) Screw, 1/4–20x1/2” Hex Head
1. **ESTABLISH THE FIRST TRACK POSITION:**

Start by removing any carpeting from the track areas. (Get approval from client!) Kwik–File Four Post systems are best if installed on solid flooring (concrete or tile). However, they can be installed on top of a very low profile unpadded carpet.

If installing the first track next to a wall (most common), use a chalk line to view the straightness of the wall. The wall space should be determined from the most protruding point of the wall upper surface (Fig. 1.1). Run a chalk line to establish the centerline of the track. The distance from wall to centerline of the first track assembly is 4 1/4” (unless otherwise noted). For alignment purposes, it may be easier to snap a chalk line 6 5/8” off of the wall and align it with the edge of the track furthest from the wall.

![Fig. 1.1](image)

2. **CHECK THE FLOOR LEVEL:**

Using a suitable leveling device, establish the high point of the floor in the area the tracks are to be positioned. Mark the elevation of the floor on patches of masking tape for reference every two or three feet. Further details for leveling the track are described in Step #6.

3. **ASSEMBLE THE TRACKS:**

Although the tracks can be assembled facing in either direction, always consider a possible future add on. The flat end of the first track should face the permanent wall (if assembled adjacent to a wall). Arrange the track sections in their approximate location with the adjustable glides facing up. Bolt the tracks together using two 1/4–20 x 1/2” machine screws per splice as shown ((Fig. 3.1). Ensure that all leveling screws are fully seated and loose in track.

![Fig. 3.1](image)

4. **TURN THE TRACK OVER:**

Turn the first track over and align the edge furthest from the wall with chalk line that measures 6–5/8” from the wall (as shown in Fig. 1.1).

5. **ASSEMBLE REMAINING TRACKS:**

Assemble, adjust and locate remaining tracks as shown on the layout (on parallel centers of 30–5/16 for a 30” carriage span, 36–5/16” for a 36” carriage span, 42–5/16” for a 42” carriage span, 48–5/16” for a 48” carriage span, and 72–5/8” for a 72” carriage span) when using Kwik–File Four Post shelving (Fig. 5.1).

**NOTE:** For Tennisco and Aurora units, parallel centers are 36”, 42”, 48” and 72” respectively

**NOTE:** If a handicap ramp is to be installed (noted on layout drawing, or by catalog numbers designated M4FB), then set the outermost track 12” closer to the preceding track than what is stated above (Fig. 5.2).

![Fig. 5.1](image)

![Fig. 5.2](image)
6. LEVEL THE TRACKS:

Start at the high point of the floor (Fig. 6.1). If the floor level tolerance exceeds 1" within the area of the system, a slight following of the slope must occur. Longer glides or shims must be used in the low area.

The objective is to obtain a low silhouette deck area within the limits of the base floor level. For example, if one bump on the floor dictates that the entire deck and track assembly be raised to compensate for the bump, it is not a good situation (Fig. 6.3). If the bump can be reduced with hammer and chisel, or if a track can be positioned to avoid the bump, it should be done (Fig. 6.4). Note that either alternative requires the client's approval.

It is sometimes advisable to remove the leveling screws in the area of the high spot on the floor to allow maximum leveling potential. Each floor has a different variation of flatness and level. Some are concave in the center of the room and some are convex. Some floors slope in one or more directions. Larger rooms generally have a greater "off level" height from one side to the other. The leveling screws allow for 3/4" adjustment. If the off level condition of the floor exceeds this tolerance, the previously mentioned alternatives must be applied. The leveling tolerance is more important along the tracks length than from rail to rail. The tracks should be within 1/16" of level per 6' length (Fig. 6.1). The track-to-track difference of level should not exceed 1/16" (Fig. 6.2). It is important that the tracks be on the same plane in all directions. A 6’ or 7’ straight edge board of aluminum rail is a useful tool to monitor the relationship of the tracks during the leveling process.

After the condition of the floor has been determined and the tracks have been assembled, the actual leveling will be a three-step process.

A. Starting at the high point of the floor, rough level the entire track system using the lifters at the end of the tracks and joining points only. Tracks must be level across the width as well as the length.

B. Finally, level all tracks by checking the height with the suitable level at each track end and joint.

C. Run all other leveling screws down to tightly touch the floor. Walk along the track to check for any 'see-saw' action along the tracks. Ensure that all levelers are evenly resting on the floor surface.

7. SIGHT EACH TRACK:

Look with one eye down the length of each track to ensure straightness and sight across the tracks from rail to rail. Use the 'straight edge' tool to ensure that the entire track system is flat. A wavy or 'see-sawing' track will cause problems. Do not attach the deck outer trim at this time.
8. ASSEMBLE ONE MOVEABLE CARRIAGE:

A. Place the wheel channel assemblies on the track.

B. Assemble drive shafts and drive couplings as shown. Do not tighten the set screws on the couplings at this time (Fig. 8.1 and 8.2).

C. Assemble carriage skirts using TEKS screws. Ensure that joints are tight to create a square assembly. NOTE: For carriages that require four post shelving, do not install top-front most TEKS screws (Fig 8.3) at this time. Skirts must butt together at joints.

D. Bolt anti-tilt brackets to the inner side of the wheel channels that will be at each end of each moveable range (Fig 8.2).

E. Tighten the set screws on all shaft couplings.

NOTE: If an ADA carriage is installed, then set the outermost track 12” closer to the preceding track as described in Step #5. The Tek Screws must be used in handicap skirt as shown below (Fig. 8.4). For carriages that require four post shelving, do not install top-front most TEKS screws at this time. Skirts must butt together at joints.

CARRIAGE SKIRT WITH FLOOR LOCK:

When an optional floor lock is utilized, please verify correct location of floor lock skirt from drawing provided by sales person or factory. See Step 19B for final installation of floor lock.
9. ROLL CARRIAGE THE LENGTH OF THE TRACK:

This will ensure correct spacing of the track. Note the clearance between the flanged wheel and the track should be uniform on each side along the length of the track.

10. CHECK DECK PANEL FIT:

Place a few deck panels between the tracks at the ends of each track and at the track joints to ensure correct spacing and fit (Fig. 10.1). Verify deck panel fit with a tape measure. Reference step 5 for proper measurements.

11. SIGHT THE TRACK AGAIN:

Ensure that no horizontal bow condition is present.

12. SECURE THE TRACK:

Secure the first track by placing one track securing plate under the track levelers at each end and at each joint of the tracks as shown (Fig. 12.1). Using the securing plate as a template, drill (if a masonry floor) and secure the plate with an anchor bolt (Fig. 12.2). If on a wood floor, secure the plate with the #10 x 3/4 long Screw. Confirm second track location via the methods described in Steps 9 and 10 and secure this track as described above. Repeat for any additional tracks.

13. INSTALL DECK PANELS:

Insert the leveling glides into the threaded inserts in the panel. Ensure that the center levels are not over-extended to create a ‘see-saw’ effect. Standard panel sizes are supplied with all systems. Odd length systems require the last deck panel to be cut to size. Systems that utilize fixed ranges permit gaps in the deck to exist under the fixed ranges. If gaps exist, the last panel must be secured with TEKS screws to the track grid to prevent the panels from sliding out of position.

Position panels between the tracks and secure each panel with (6) self tapping 1-1/4” screws. Once all deck panels are secured to the track, adjust the levelers to provide for a level mobile floor.

Deck panels can be installed uncovered or carpeted. The carpeted deck panels utilize a non-directional carpet square that is put into place by the installer.

Carpet Specifics:
1. Carpet squares are 24”x24”
2. Carpet comes standard in two colors (Charcoal and Taupe)
3. Carpet tiles have no specific pattern OR layout design, however shading variances may occur due to room or area lighting. To minimize shading concerns, place all carpet tiles following directional arrows printed on the back of each carpet square. We recommend that the customer review carpet placement prior to adhering the double face tape onto the deck panels. Once approved by customer, install according to figure 13.1.
4. Carpet can be cut with a straight edge and utility blade for proper size piece.

The carpet is held in place by a 3/4” wide double sided tape. Tape is not applied to each individual carpet square but rather applied to certain areas of the deck panels in the mobile system. See figure 13.1 for further tape placement. (A sample mobile system with tape application is shown in Fig. 13.1) For each mobile install, 360’ of tape is provided. The entire roll of tape does not need to be used for most installs.
14. ATTACH THE DECK RAMP:

Two types of ramps are available: Standard and ADA ramp. The standard ramp is of steel construction and has a steeper angle. These are always painted black. The ADA ramp is of wood construction and is a more gradual angle. These are installed as covered with carpet or uncovered.

Attach the standard ramp by first positioning the ramp section in place to insure that it is balanced evenly from left to right (Fig. 14.1). Using 3/4" TEKS screws, secure the ramp as shown (Fig. 14.2). The ramp may be twisted to conform to uneven floors.

If applying carpet to the ADA ramp, run three lines of 3/4" double side tap where indicated in (Fig. 4.4). Cut carpet to correct dimension and place into position. Press firmly to secure carpet.

If a ADA ramp is used, check to insure that the ramp is balanced on the track (Fig. 14.3). Secure the wooden ramp to the track using the 1-1/2" self-drilling TEKS screws.
15. INSTALL THE DECK TRIM:

If deck trim was ordered, install it now along exposed plywood edges.

17. ASSEMBLE THE REMAINING CARRIAGES:

Follow the same procedure as for the first carriage assembly and attach the anti-tilt plates on the inside edge of the wheel channels (Fig. 17.1).

IMPORTANT: Install two plates per double face range and four plates per single face range, locating them on the end wheel channels of each range only.

18. INSTALL BUMPERS:

Install bumpers as shown in Fig. 18.2. For each range, there are only two bumpers installed. One on each end of the range.

Hardware Bag 913021 (810)
Hardware Bag 913022 (820S)
Hardware Bag 913023 (820D&H)
Fig. 18.2
19A. ASSEMBLY OF FIXED CARRIAGE:

The following step is required when installing a fixed range. Please verify floor layout for proper location of fixed range. A 12” deep carriage will utilize a one piece skirt. All other depth carriages will utilize a two piece skirt.

Set two attaching brackets per wheel channel onto center bar of track. Do not attach at this time. Position wheel channels into place and secure the appropriate skirt to the wheel channels with Tek screws. Once range is in proper position, align attaching brackets with wheel channels. Lift wheel channel out of place and secure attaching bracket to track with Tek screws. Place wheel channels back into position and secure wheel channel to attaching bracket with Tek screws.

12” Deep Fixed Carriage shown with a one piece skirt. Other depth Fixed Carriages will utilize a two piece skirt.

Hardware Bag 913020 (Tek Screw-qty 15)
Fig. 19.1

19B. INSTALLATION OF CARRIAGE SKIRT WITH FLOOR LOCK:

The following step is required when installing a Floor Security Lock.

After bumpers have been installed (Step 18), push all ranges together into the closed position. The Floor Lock Skirt should be on the outside of the closed range. Determine location of dead bolt cam into decking. Cut a 3 1/8” x 1” wide hole through the decking and install the floor lock plate.

When Mobile Aisle is active, use Cover Plate to prevent objects from falling into the lock hole in the decking.

Fig. 19.2
### Components

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Wheel Channel</td>
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<tr>
<td>2</td>
<td>Drive Shaft</td>
</tr>
<tr>
<td>3</td>
<td>Coupling</td>
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<tr>
<td>4</td>
<td>Skirt</td>
</tr>
<tr>
<td>5</td>
<td>Anti-Tilt Bracket</td>
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<tr>
<td>6</td>
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<tr>
<td>7</td>
<td>Open Upright 'L</td>
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<td>8</td>
<td>Closed Upright 'L</td>
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<td>9</td>
<td>End Panel 820 Plate</td>
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<tr>
<td>10</td>
<td>End Panel</td>
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<td>11</td>
<td>Unslotted Shelf Canopy</td>
</tr>
<tr>
<td>12</td>
<td>Top Sprocket Assembly (820 Only)</td>
</tr>
<tr>
<td>13</td>
<td>Double Reduction Assembly</td>
</tr>
<tr>
<td>14</td>
<td>Handle (820 Only)</td>
</tr>
<tr>
<td>15</td>
<td>Track</td>
</tr>
<tr>
<td>16</td>
<td>Deck Panel</td>
</tr>
<tr>
<td>17</td>
<td>Deck Trim</td>
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<tr>
<td>18</td>
<td>Standard Steel Ramp</td>
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<td>19</td>
<td>Bumper</td>
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<td>20</td>
<td>Slotted Shelf</td>
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<td>21</td>
<td>Shelf Support</td>
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<tr>
<td>22</td>
<td>Shelf Reinforcement</td>
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<tr>
<td>23</td>
<td>Center Divider</td>
</tr>
<tr>
<td>24</td>
<td>Divider</td>
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<tr>
<td>25</td>
<td>Range Lock Plate</td>
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### Hardware

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<th>Item</th>
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<tr>
<td>A</td>
<td>1/4-14 x 3/4 TEK Screw</td>
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<tr>
<td>B</td>
<td>1/4-20 x 1/2 Hex Head Screw</td>
</tr>
<tr>
<td>C</td>
<td>1/4-20 KEPs Nut</td>
</tr>
<tr>
<td>D</td>
<td>1/4 Flat Washer</td>
</tr>
<tr>
<td>E</td>
<td>1/4-20 x 3/4 Hex Head Screw</td>
</tr>
</tbody>
</table>
Kwik-File
4-POST SHELVING
(See Pages 10 AND 11)
COMPONENTS:
1. Uprights
2. Bottom Shelf Support
3. Standard Shelf Support
4. Unslotted Shelf Canopy
5. Slotted Shelf
6. Shelf Reinforcement
7. Common Stop

Tools Required:
1. Rubber Mallet

Kwik-File
X-RAY SHELVING
(See Pages 10, 12 & 13)
COMPONENTS:
1. Uprights
2. Bottom Shelf Support
3. X-ray Shelf Support
4. Unslotted Shelf Canopy
5. Slotted Shelf
6. X-ray Std/Btm Shelf Reinforcement
7. Common Stop

Kwik-File
4 POST ACCESSORIES
(See Pages 17 THRU 26)
COMPONENTS:
1. Upper and lower spreaders
2. Shelf reinforcements
3. Slide attachment bracket kits
4. Drawers
5. Drawer lock
6. Partition supports and partitions
7. Support bar
8. 18” shelves
9. 36” shelves
The components of the basic Four Post System are:

1. VERTICAL UPRIGHTS: Three styles are used:
   A.) Open 'T'
   B.) Closed 'T'
   C.) Closed 'L'

   Closed 'L' uprights are located at either end of a 4-post range. Open and Closed 'T' are located internally in a 4-post range. Each style contains tapered slots vertically along the uprights to accept the shelf supports that are positioned horizontally. The narrow portion of the tapered slots must face downward. Tapered slots are at 1-1/2" center-to-center vertical spacing.

2 & 3. SHELF SUPPORTS: Two styles are used:
   A.) Standard shelf supports (Pebble Gray)
   B.) Bottom shelf supports (Graphite)

   The supports are inserted into the slots of the vertical upright to form the horizontal support for the shelf. Standard shelf supports are Pebble Gray in color. The bottom shelf supports are graphite in color and are used only at the bottom of the unit. Supports should be secured into place with a rubber mallet.

4. SHELF REINFORCEMENT BARS:

   Reinforcements are used on "Double Face Shelves (24" and 30" shelving only). These bars are positioned across the shelf supports to add strength to the shelf. Shelf reinforcement quantities are illustrated in the matrix.

   **NOTE:** Adjust the reinforcement position if it interferes with shelf slots.

5 & 6. SHELVES: Three styles are used:
   A.) Singel Face Slotted

   Depth is either 12" or 15". Two rows of slots exist for divider installation. Three slots are also located in the back of the shelf for the center/back stop installation.

   B.) Double Face Slotted

   Depth is either 24" or 30". Four rows of slots exist for the divider installation. Three slots are also located in the middle of the shelf for the center/back stop installation.

   C.) Single & Double Face Non-slotted

   Shelves are positioned on the shelf supports and also used as the canopy top, which is typically an unslotted shelf.

7. CENTER / BACK STOPS:

   Placed in the back of single face and middle of double face shelves. Held in place by dividers.
X-Ray Product Specifications:

86" tall uprights provide for (3) 15.125" openings and (2) 16.625" openings.

Shelving to hold 8 pounds per linear filing inch.
48"x18" shelf = 384 pounds per shelf
48"x36" shelf = 768 pounds per shelf

The components of the basic X-Ray Shelving System are:

1. VERTICAL UPRIGHTS: Two styles are used:
   A.) Closed 'T'
   B.) Closed 'L'
   Closed 'L' uprights are located at either end of a 4-post range. Closed 'T' are located internally in a X-ray range. Each style contains tapered slots vertically along the uprights to accept the shelf supports that are positioned horizontally. The narrow portion of the tapered slots must face downward. Tapered slots are at 1-1/2" center-to-center vertical spacing.

2 & 3. SHELF SUPPORTS: Two styles are used:
   A.) X-ray shelf supports
   B.) Bottom shelf supports
   The supports are inserted into the slots of the vertical upright to form the horizontal support for the shelf. The bottom shelf supports are used only at the bottom of the unit. Supports should be secured into place with a rubber mallet.
   NOTE: X-ray shelf supports are 1/2" deeper than the bottom x-ray shelf supports.

4. SHELF REINFORCEMENT BARS: Two styles are used:
   A.) X-ray shelf reinforcement (deep channel)
   B.) Bottom shelf reinforcement (shallow channel)
   Reinforcements are used on all X-ray shelves with the exception of the canopy top. These bars are positioned across the shelf supports to add strength to the shelf. Shelf reinforcement quantities are illustrated in the matrix.
   Adjust the reinforcement position if it interferes with shelf slots.
   NOTE: X-ray shelf reinforcements are 1/2" deeper than the x-ray bottom shelf reinforcements.
5 & 6. SHELVES: Two styles are used:
A.) Single Face Slotted
Depth is 18". Two rows of slots exist for divider installation. Three slots are also located in the back of the shelf for the center/back stop installation.
B.) Double Face Slotted
Depth is 36". Four rows of slots exist for the divider installation. Three slots are also located in the middle of the shelf for the center/back stop installation.
C.) Single & Double Face Non-slotted

Shelves are positioned on the shelf supports and also used as the canopy top, which is typically an unslotted shelf.

7. COMMON STOPS:
Placed in the back of single face and middle of double face shelves. Held in place by dividers.
21. ATTACH THE VERTICAL UPRIGHTS:

When assembling four post shelving to bases of a Mobile Aisle system, place two vertical uprights in position on the carriage surface. (An assistant to hold the uprights in position while securing will be helpful.) Install bottom shelf supports front and back and secure the upright/bottom shelf support assembly to the wheel channel using 1/4” tek screws (provided).

Attach two of the shelf supports to the vertical uprights at the midway point to temporarily hold the vertical uprights in position.

22. INSTALL SHELF SUPPORTS:

Establish the spacing of the shelves and place all supports in place. The top shelf support hooks onto the top of the upright to support the canopy top (Fig. 22.1).

Continue assembling the remaining uprights and shelf supports. (Refer to Section 20 for vertical shelf spacing.) Attach the shelf reinforcement bars as shown (Fig. 22.2). See Fig. 20.4 for reinforcement quantity.

23. INSTALL SHELVES:

Install the shelves by holding on an angle as they are placed into position.
Reference shelves are installed between the 3rd and 4th shelf, following these steps:

1. Install the left and right hand end bracket assemblies into the front slots on the 4-post upright, facing towards you. (Slides on brackets will extend out towards you).

2. Using the holes located in the front of each end bracket as a template, drill (2) ¼” holes into the upright, and secure both brackets using ¼”x20x1/2” bolt and nut.

3. Attach the stabilizer bracket to end bracket assemblies, using (4) #10-32x½” screws and keps nuts. DO NOT TIGHTEN, until reference shelf is installed.

4. Slide reference shelf onto the end bracket slide assemblies. Slide shelf back until slides click, slides are then engaged.

5. Extend reference shelf out, to access hardware on stabilizer bracket, then tighten.
24B. BACK / CENTER PANEL

Back Panel (indicated by offsets running the long length of the panel) & Center Panel (no offsets) installation

Rest the panel flange on the top of the 4 Post assembly and center the panel side to side. Peel away protective film from tape on inside of panel and firmly press into position.

Optional: Attach the panel using (4) #10 TEKS self drilling screws (hardware bag of (30) screws is provided) located at the top flange into top shelf and along the bottom into the bottom shelf. (a power driver must be used to thread the screws into the uprights). Verify with end user if they would like the screws installed into the panel.
Rollout drawer assembly/installation

Upper and lower spreaders: When specifying rollout drawers you will use two lower spreaders and two upper spreaders for each 4 post unit. The lower spreader will replace the lower shelf support, its additional height will help to stabilize the unit. The upper spreader would replace a shelf support in the area above the top drawer, again the additional height will help to stabilize the unit. Both upper and lower spreaders are installed the same as our standard shelf support. Place the tabs in the holes in uprights and use a rubber mallet to seat in place.

For attachment on a mobil system use \( \frac{3}{4}'' \) tek screws (provided) into lower spreaders.
Shelf reinforcements: A special shelf reinforcement is used above the upper spreader, all other shelves will use the X-ray bottom shelf reinforcements (X18SRB, X36SRB)
Slide attachment bracket kits: These kits include four brackets for both the 18" and 36" four post. The bracket kit for the 18" will include two slides and the bracket kit for the 36" will include four slides. The brackets are attached much like the shelf supports. The two pieces are slid together and the tabs get located into the slots in the vertical uprights and seated in place with a rubber mallet. After they are seated four screws get added to each bracket, two for bracket stops and the other two to complete bracket assembly. A hardware kit (707900) with eight screws and 6 bracket stops are included to complete each bracket kit.

Replacement Parts:
- 860200R - ASSY, BRKT 18"/36" LH
- 860300R - ASSY, BRKT 18"/36" RH
- 860400R - ASSY, BRKT 18" LH
- 860500R - ASSY, BRKT 18" RH
- 707900R - HDWR KIT 4 POST ACC

INSTALLATION OF BRACKETS FOR ROLLOUT DRAWERS:
See page 20.
INSTALLATION OF BRACKETS FOR ROLLOUT DRAWERS:

For proper spacing and installation of drawers, brackets should be installed from the bottom up. The location of the bottom drawer and remaining brackets will be different depending on the height of the drawer being installed. Each bracket has two tabs on each end of each bracket assembly that get installed into corresponding open slots on the four post upright.

Bottom drawer bracket installation:
10.5" drawer (use 3rd & 4th slots above lower spreader)
6" drawer (use 2nd & 3rd slots above lower spreader)
4.5" drawer (use 1st & 2nd slots above lower spreader)

Remaining drawer bracket installation:
10.5" drawer (use 3rd & 4th slots above drawer front)
6" drawer (use 2nd & 3rd slots above drawer front)
4.5" drawer (use 1st & 2nd slots above drawer front)

Replacement Parts:
- B60000R — ASSY,BRKT 36" LH
- B60100R — ASSY,BRKT 36" RH
- B60200R — ASSY,BRKT 18"/36" LH
- B60300R — ASSY,BRKT 18"/36" RH
- 707900R — HDWR KIT 4 POST ACC
Drawers: Drawers are available in three heights, 4.5", 6", and 10.5" and in four widths, 30", 36", 42" and 48" and depths of all are 15.738". The drawers are available only for the 18" and 36" deep four post units. 4Post drawers can be configured using any of the different drawer heights in each of the different widths of cabinets. To install drawers place tabs in drawers into slots on the slides. (see picture)
Drawer lock: There is a cam lock for the 6” and 10.5” drawers. To install you have to carefully remove the knockout on the lower right hand side of drawer face. Using a hammer and a screw driver tap on the areas not retained going back and forth till knockout drops out. Remove nut from lock, add rotation stop washer, cam and screw to lock and feed through hole in drawer, replace the nut and tighten. Lock cam should be in the down position and turn 90 degrees to the lock position. The lock should catch on the inside of the upright but may require a slight adjustment.
Partitions supports: If partitions are going to be used a partition support will be required at the front of each drawer. This option is available only on the 4.5” and 6” drawers, it is not an option on the 10.5” drawer.

Partitions: There are two different heights used, the 4.5” and the 6”. They are used along with the partition supports for the separation of media. They will hook into slots in the partition support at the front and into the slots in the bottom.
Support bar: A support bar is required at the front of the 10.5" drawer when hanging files are going to be used. It hooks into the slots at the top front of the drawer.

Felt pads: The hardware kit includes 4 felt pads which may be added to the back of the drawer fronts. The pads should be placed near the edge of the drawer approximately 1" up from the bottom or 1" above the lock if lock is used and 1" down from the top (as shown).
18" Shelves: The four post units with drawers will use a 22 gauge shelf that has slots for the back stop and dividers arranged for both letter and legal media. The top shelf will be our standard shelf from X-ray, X3018SU, X3618SU, X4218SU and X4818SU.
36" Shelves: The four post units with drawers will use a 22 gauge shelf that has slots for the back stop and dividers arranged for both letter and legal media. The top shelf will be our standard shelf from X-ray, X3036SU, X3636SU, X4236SU and X4836SU.
25A. MOUNT END PANEL COVER:

(For 12" & 15" 4-Post units mounted on a 18" Wheel Channel) Secure End Panel Cover to wheel channel & 'L' upright using Tek Screws at (1) locations and (6) pieces of Black Double Face Tape 3/4"x 1". (Fig. 25.1)

Evenly space (6) pieces of double sided tape to the end panel flange with multiple holes in the flange. (These are paint hanging holes only, not for installation purposes)

Firmly press end panel cover against the 'L' upright. Verify that the canopy top flange is on the outside of the end panel cover. (The canopy flange will be on the inside of the 'L' upright)

25B. MOUNT END PANEL COVER:

Screw end panel cover into the wheel channel using the provided Tek Screw. (Fig. 25.2)

26. MOUNT END PANEL TEMPLATE:

(All MA–820) Secure End Panel Template to wheel channel using Tek Screws at (3) locations. (Fig. 26.1)
27. ASSEMBLE THE DRIVE MECHANISM:

(MA-820S) (Fig. 27.1)

1. Drill (4) ¼" dia. hole into the "L" upright, using the 4 top holes in the 820 end panel plate, as a template.
2. Attach the top sprocket assembly using (4) 1/4"X20X3/4" bolts from HDW Bag 913022—DO NOT TIGHTEN.
3. With top sprocket assembly slid into down position, wrap chain around top and bottom sprockets.
4. Remove all slack, then using a chain breaker, remove excess links.
5. Connect chain ends using the #35 connecting link (918612R) from HDW Bag 913022.
6. Adjust chain tension by pulling upward on the top sprocket assembly, and then tighten all four ¼" bolts/nuts.
7. Align chain and sprockets by measuring for equal distance from end panel plate at upper and lower sprockets, if not parallel, adjust alignment.

(MA820D or H) (Fig. 27.2 & 27.3)

1. Drill (8) ¼" dia. holes into "L" upright, using all 8 holes in the 820 end panel plate, as a template.
2. Attach the top and double sprocket reduction assemblies using (8) ¼"bolts/nuts from HDW Bag 913022—DO NOT TIGHTEN.
3. Install lower chain around bottom drive sprocket and the small gear on the double reduction assembly, following (steps 3 to 5 above).
4. Adjust chain tension by pulling upward on the double reduction assembly, and then tighten all four ¼" bolts/nuts.
5. Repeat above procedures for installing upper chain around the top sprocket and large sprocket on double reduction assembly, and then tighten all four ¼" bolts/nuts. (Fig. 27.2)
6. Align chains and sprockets by measuring for equal distance from end panel plate at upper and middle and lower sprockets, if not parallel, adjust alignment.
7. Install Support angles on both vertical flanges of the end panel template. Secure the support angles with (5) tek screws per side. One on the top, one on the bottom and another directly above the bottom sprocket assembly. The final two tek screws are drilled through the slots provided into the side of the bottom sprocket assembly. (Fig. 27.3).

Optional: For added stiffness in end panel template two tek screws can be used to secure the template, 4-post upright and the flange of a shelf. Determine the location of the shelf flange directly above the bottom sprocket assembly. Mark that spot on the end panel template and tek screw the material together. Must consult with end user prior to completing this task. This will eliminate future adjustment in this shelf.
28. **END PANEL ASSEMBLIES:** Secure end panel to "L" upright with Tek Screws (Fig. 28.1). For easier installation, pre-drill pilot holes in "L" upright prior to using Tek Screws. Installers discretion on number of Tek Screws to use.

**Note:** When securing an end panel to an end panel cover drive Tek Screw through the end panel cover, into the canopy top and into the end panel. (Fig. 28.2)

![Fig. 28.1](image1)

![Fig. 28.2](image2)

29. **INSTALL THE DRIVE HANDLE**

**(MA-820 SYSTEMS ONLY)**

Secure the Range Lock Plate to the top sprocket assembly using the provided hardware. (Fig 29.1). Insert a C-clip into the groove in shaft. Place Key Stock into slot in shaft and slide handle into place. Tighten set screw in handle into the hole provided in the shaft. (Fig 29.2). The range lock is activated by pushing the knob in the center of the handle inward. Spring activated pins will protrude into the range lock plate and prevent the range from moving. To unlock the range, simply pull back the knob in the handle.
30. INSTALL SECURITY CLOSURE (MASC...) (OPTIONAL ITEM)
Remove backing on double sided tape. Firmly apply security closure to the upright on the wall side of the mobile unit. Secure closure to wheel channel with (1) 1/4"-14x3/4" TEK screw.

31. INSPECT SYSTEM:
Deck: Secure____ Level____ Solid____
Ramp: Secure____
End Panels: Secure____
   Even With Other Panels____
Ranges: All Hardware Secure____ No Drift____
Range Bumper Cushions: Secure____
Accessories: Secure____ Operational____
Free of Dents and Scratches____
Chain Adjustment____
Range Safety Locks Operational: _____
Aisle Integrity: _____ Aisle Closure Gap: _____

Customer Satisfaction

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