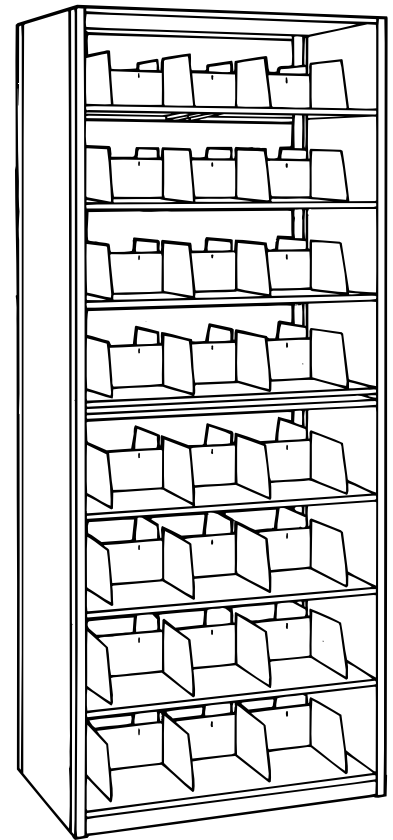


Record Master® Installation Instructions

General Instructions

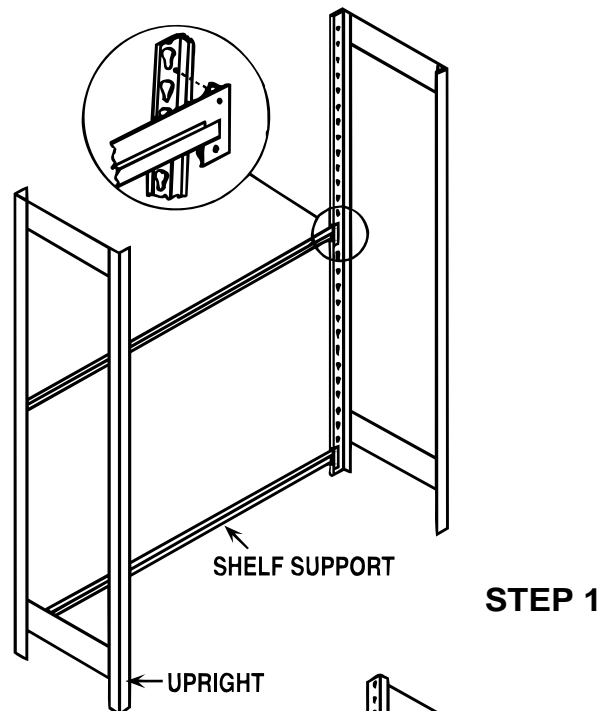
1. Check parts and bundles against packing slip to be sure all parts and bundles were received.
2. Sort parts so that like parts are together. This will make installation easier and faster.
3. Read through the entire instruction sheet carefully before attempting to assemble Record Master units.
4. Determine that the floor will support shelving load. It is the end users' responsibility to provide adequate flooring.
5. Check your floor plan for layout and assemble from left to right. Measure and mark floor for intended layout; pre-plan exact location of all units with regard to columns, lights, windows and obstructions.
6. All uprights must be level and plumb. Shim under bottom of posts. If not level and plumb, it will be difficult to assemble adder units and component parts.
7. Units may be secured to walls with wall anchors and to each other using "U" or clothespin clips. Ranges may be anchored across open aisle to opposite units or to a wall with aisle ties.
8. If assembled units are to be moved about on a dolly or by hand truck, the bottom shelf and supports must be locked in place by inserting four (4) safety plugs in post keyhole above shelf surface.



Installation Steps

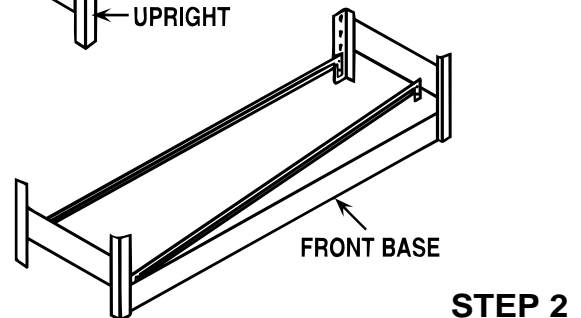
1. Uprights & Shelf Supports

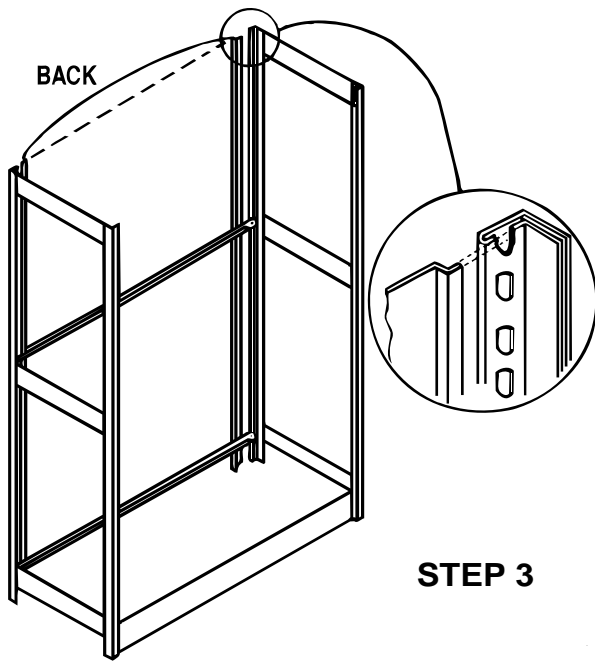
- a. Assemble units from bottom up.
- b. Hold uprights in place and temporarily insert shelf support near mid-point on back posts to space uprights.
- c. Locate bottom shelf support with rivet tabs down at back of unit.
 - For 2-1/2" front base, insert rivet shoulder in 1st and 2nd keyhole slots.
 - For 4-1/4" front base, insert rivet shoulder in 2nd and 3rd keyhole slots.



2. Front Base

- a. Place front base inside upright front posts and insert front bottom shelf support with rivet tabs down, positioned as noted in Step 1c.
- b. Shelf support retains front base in place.





STEP 3

3. Backs

- Backs, if required, should be installed at this time - before additional shelf supports are inserted.
- The corner notches in back must be at bottom.
- Insert offset flange edge of back between post and supports then buckle the back out to spring the opposite edge flange in between the post and supports.
- Optional back holders may be added as stiffeners on top or bottom edge of back.

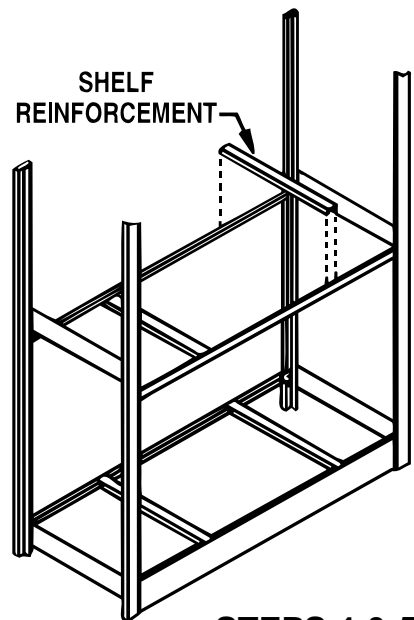
NOTE: Units 97-1/4" high or higher use two-piece backs. The top section is 34-1/16" high and has a spotwelded splice guide on the lower edge to receive the upper edge of the bottom section.

4. Shelf Spacing

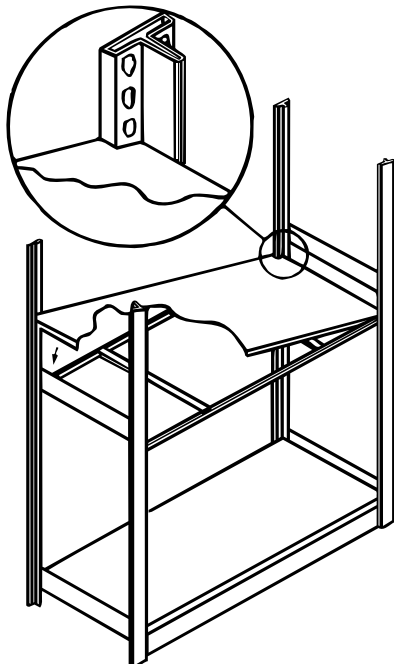
- Locate shelf supports from bottom of unit spaced to suit requirements. Upright posts are punched 1-1/2" on center.
- Set shelf supports at each end by tapping in place with a rubber mallet to seat rivets tightly into keyhole slots.

5. Shelf Reinforcements

- The need for shelf reinforcements is determined by the size of shelves and planned shelf and load distribution (see catalog for general guidelines).
- Shelf reinforcements drop in place across two shelf supports, as shown.



STEPS 4 & 5

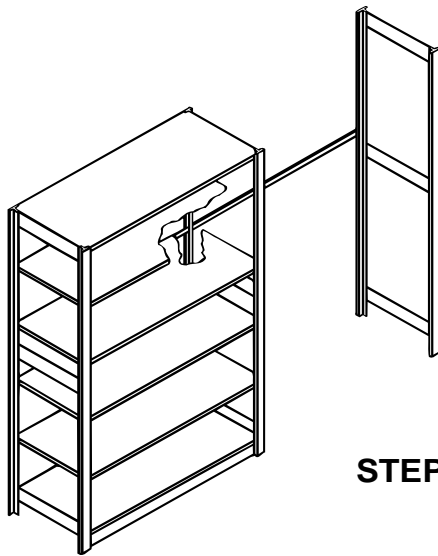


STEP 6

Quantity of Shelf Reinforcements Recommended for Filing & X-Ray Shelves	
36" w x 18" & 24" d	-use 1
36" w x 30" d	-use 2
42" w x 18" & 24" d	-use 2
42" w x 30" d	-use 3
48" w x 18" & 24" d	-use 2
48" w x 30" d	-use 3

6. Shelves

- Shelves should now be placed on supports and reinforcements as shown at left.
- On single entry Record Master slotted shelves, front slots are 2-1/16" from front edge of unit, rear slots are 29/32" from back. All other shelves are symmetrical and may be placed either way in unit.



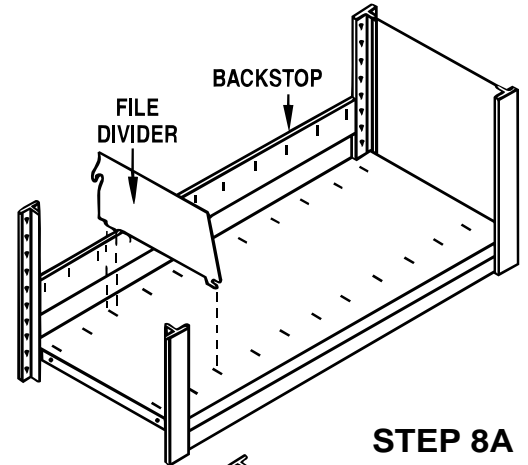
7. Adder Units (requires T uprights)

- Insert temporary support at mid-point between finished unit and adder upright as done in Step 1.
- Repeat Steps 2 through 6 for each unit to complete the range of shelving.

STEP 7

8a. Backstops & File Dividers (single entry units)

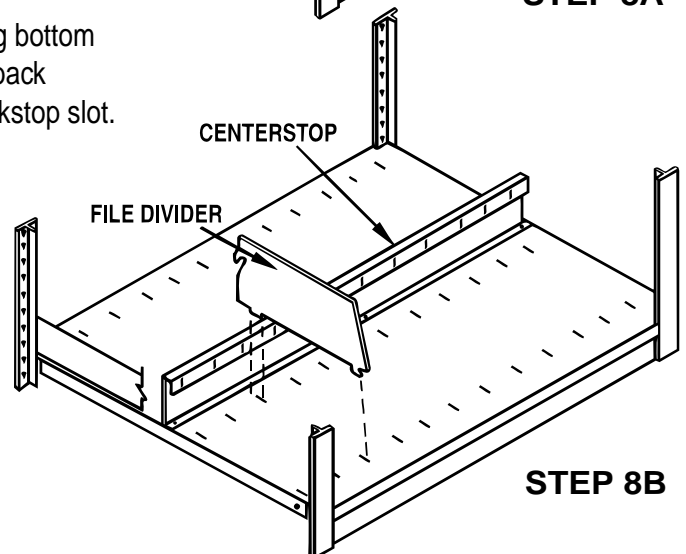
- Slotted backstops for file dividers are installed on rear posts of single entry units.
- Insert lanced tab in 3rd keyhole above shelf. Backstop must be positioned with slots closest to top edge.
- Adjustable file dividers may now be inserted by hooking bottom front hook of divider into front shelf slot and dropping back divider tab into shelf slot and rear divider hook into backstop slot.



STEP 8A

8b. Centerstops & File Dividers (double entry units)

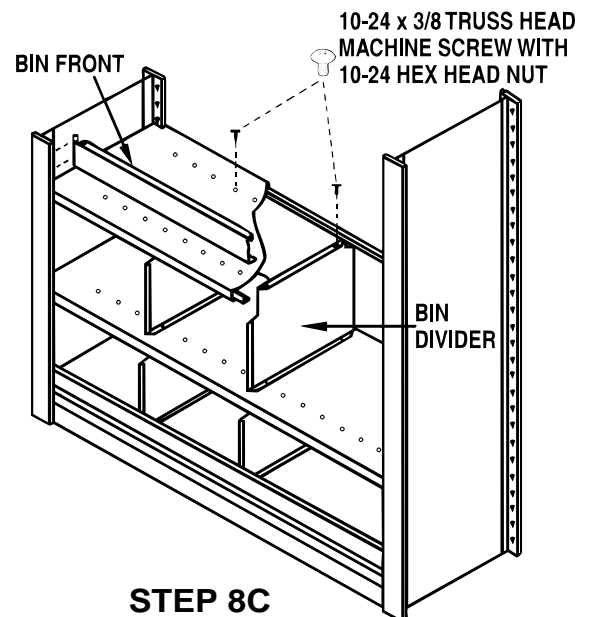
- Slotted centerstop for file dividers is bolted along center line of double entry shelf. Use three (3) 3/16" x 3/8" bolts with keps nuts.
- Adjustable file dividers may now be inserted by hooking bottom front hook of divider into front shelf slot and dropping back divider tab into shelf slot and rear divider hook into centerstop slots.



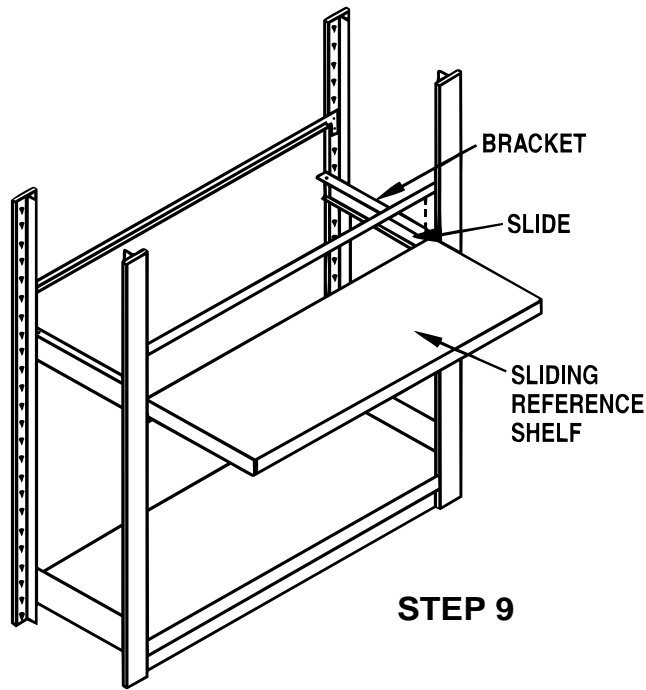
STEP 8B

8c. X-Ray Units (bin fronts and bin dividers)

- Bin fronts must be installed before bin dividers.
- Rivets in bin front are inserted into 1st and 2nd keyhole of upright above top of shelf. When seated, the bin front rests flush on top of shelf.
- Higher bin fronts may be made by locating additional bin fronts one on top of the other.
- Bin dividers are installed with the square rectangular notch positioned at top front corner under shelf to clear support. Flanges with holes at top and bottom of divider are to the right as you face the divider.
- Fasten divider to shelf through holes in flanges in space above or below with 10-24 x 3/8 THMS and 10-24 hex head nut. These fasteners may be reused to relocate bin dividers if adjustment of spacing is required.



STEP 8C



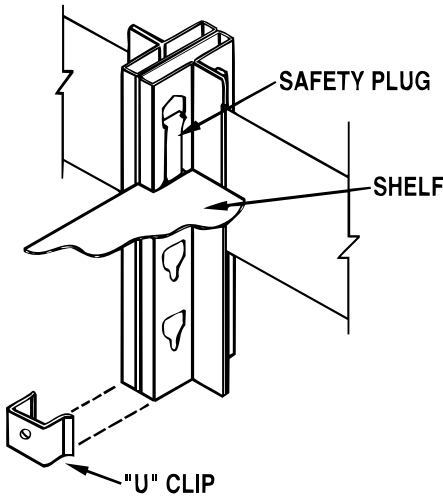
STEP 9

9. Sliding Reference Shelf (optional)

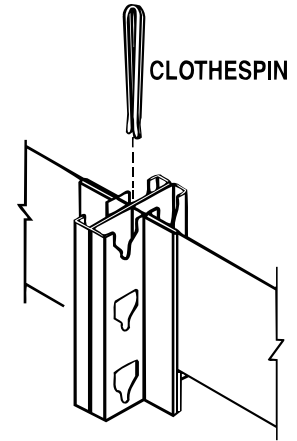
- a. Sliding reference shelves should be located at a convenient working height or positioned to suit conditions of assembly for shelf filing.
- b. The slides and brackets are pre-assembled and attached to the shelf.
- c. Double entry unit brackets are bolted to supports, as above, with a separate sliding reference shelf on each side of unit. Brackets have backstops, with rubber bumpers at center, to stop shelf travel.
- d. Shelf supports, from which reference shelf hangs, must have four (4) safety plugs inserted in keyholes above the shelf covering the supports to prevent shelf and supports from lifting when the sliding reference shelf is fully extended. (See Step 10A.)

10. Small Parts

- a. Safety plugs prevent shelf and shelf support from lifting.
- b. "U" clips secure back-to-back units at bottom of angle or T uprights.
- c. Clothespin clips are used at top of angle or T uprights to join units together.



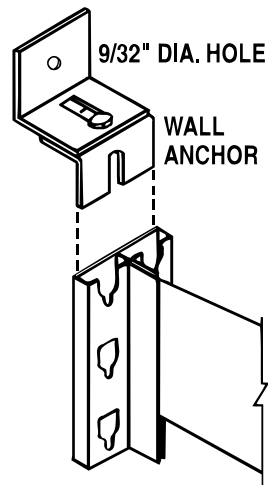
STEPS 10 A & B



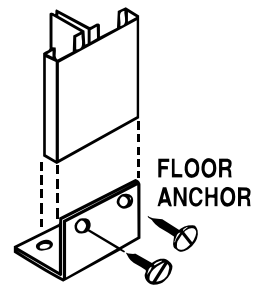
STEP 10 C

11. Wall & Floor Anchors

- a. Optional wall anchors are used for anchoring sections to walls and are inserted into top of angle or T upright at posts against the wall. Fastener used into wall should suit type of building construction material used.
- b. Optional floor anchors are used for securing section to floor and are attached to upright post with screws (field drilled) or welded. Anchor plate has two (2) holes for lag screws or expansion anchors to suit type of floor.



STEP 11A



STEP 11B



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