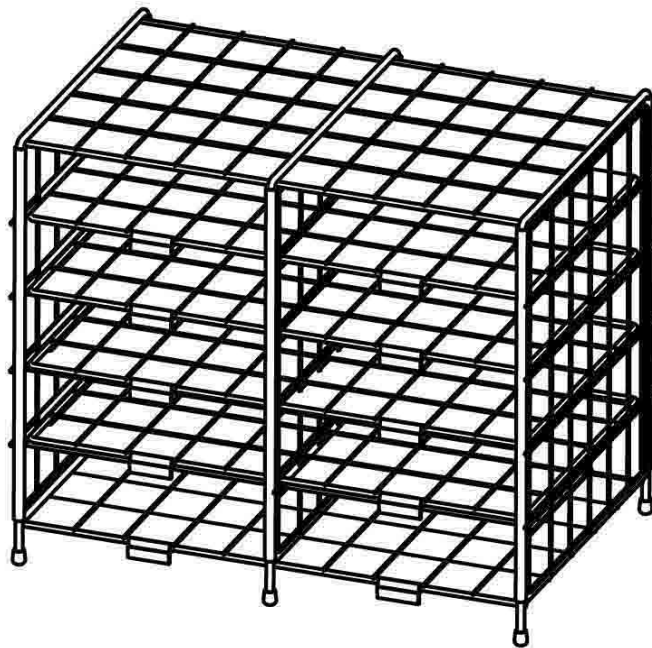


10 Slot  
Literature Organizer  
WEB247  
Assembly Instructions



Customer Service

Toll free: 800-323-5565

Monday through Friday 8:30 AM – 4:30 PM (PST)



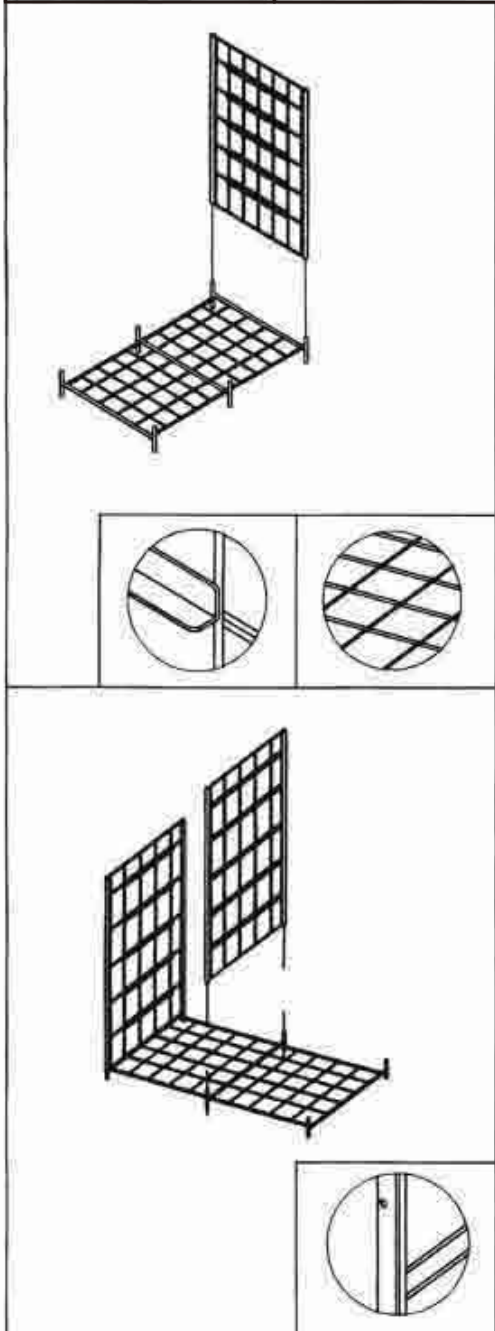
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READ AND SAVE THESE INSTRUCTIONS

# 10 - Slot Literature Organizer Assembly Instruction

A	Base Panel	1 piece	B	Side Panel	1 piece	C	Center Panel	1 piece	D	Grid Shelves	4 pieces	E	Side Panel	1 piece
F	Top Panel	1 piece	G	Back Panel	2 pieces	H	Cross Bar Support	2 pieces	I	Screws	6 pieces	J	Feet	6 pieces

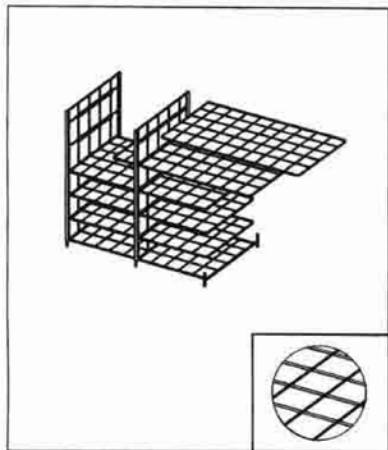


## STEP 1

Place the **Base Panel (A)** on a secure flat surface with the grid pattern wires on top running front to back. Place **Side Panel (B)** vertical onto the two upright posts on the right side of **Base Panel (A)**. Make sure the “L” shaped shelf supports are facing inwards.

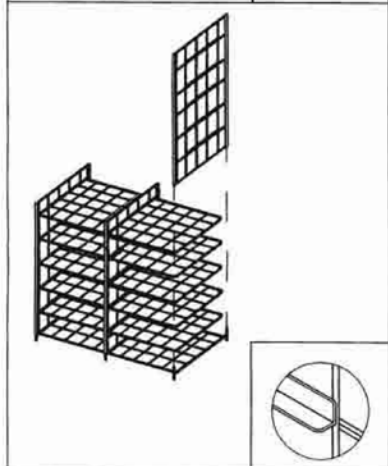
## STEP 2

Place the **Center Panel (C)** vertical onto the two upright posts in the center of **Base Panel (A)**.  
NOTE: The screws holes should be facing the back.



### STEP 3

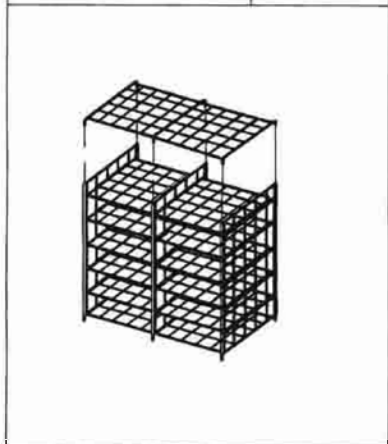
Slide all 4 wire **Grid Shelves** (D) with the grid pattern wires on top running front to back, through the slots in **Center Panel** (C) and onto the “L” shaped shelf supports of **Side Panel** (B).



### STEP 4

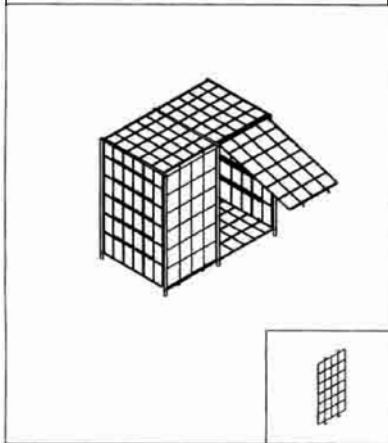
Place **Side Panel** (E) vertical onto the two upright posts on the left side of **Base Panel** (A), making sure the wire **Grid Shelves** (D) sit on the inward facing “L” shaped shelf supports of **Side Panel** (E).

NOTE: The screws holes should be facing the back.



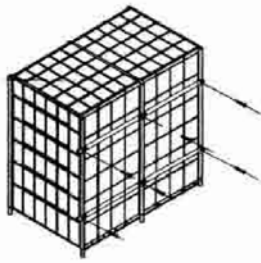
### STEP 5

Place the **Top Panel** (F) onto the three vertical support **Panels** (B, C, E) so that the posts on (F) slide into all 6 of the upright support holes.



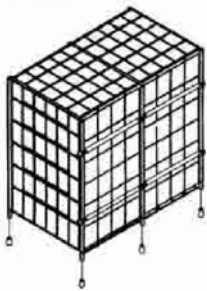
### STEP 6

Place the **Back Panels** (G), one right and one left, on the back side of the organizer (the side with the screw holes). Each **Back Panel** (G) has two hooks that should be placed over the back edge wire on the **Top Panel** (F). Furthermore, the bottom of the **Back Panels** (G) have two “S” shaped hooks that spring into place on the wire of **Base Panel** (A). Simply push on **Back Panel** (G) and it will “snap” into place.



## STEP 7

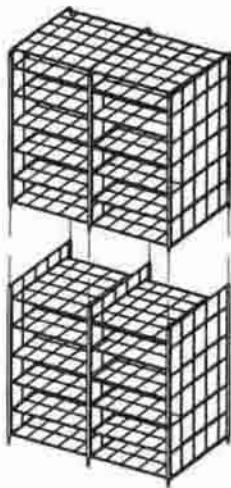
On the back of the organizer, place **Cross Bar Supports (H)** across the three vertical panels (B, C, E) and use **Screws (I)** to secure them in place. NOTE: The **Cross Bar Supports (H)** were designed to partially wrap around the vertical supports for a secure fit. Make sure the bar faces the vertical supports properly.



## STEP 8

Turn the assembled organizer unit upside down and slide each of the **6 Feet (J)** on the **Base Panel (A)** posts.

## STACKING



- 1) Assemble the second Organizer, but do not attach the **Feet (J)**.
- 2) Remove the **Top Panel (F)** from the first Organizer (the unit to be placed on the bottom).
- 3) Carefully lift and place the second Organizer over and onto the three vertical supports (B, C, E) of the bottom unit making sure the posts on **Base Panel (A)** of the top unit slide into all 6 of the vertical support holes of the bottom unit.