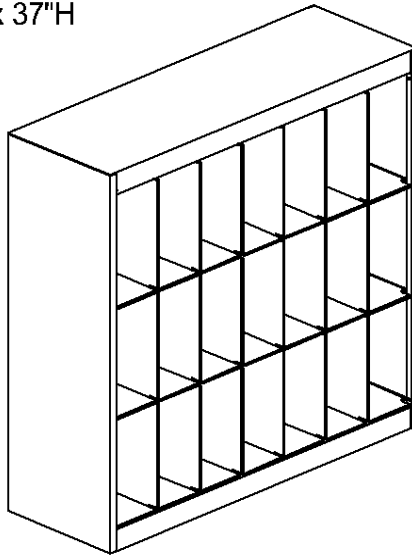# Kwik-File, LLC
Mailflow-To-Go VertiPocket Sorter
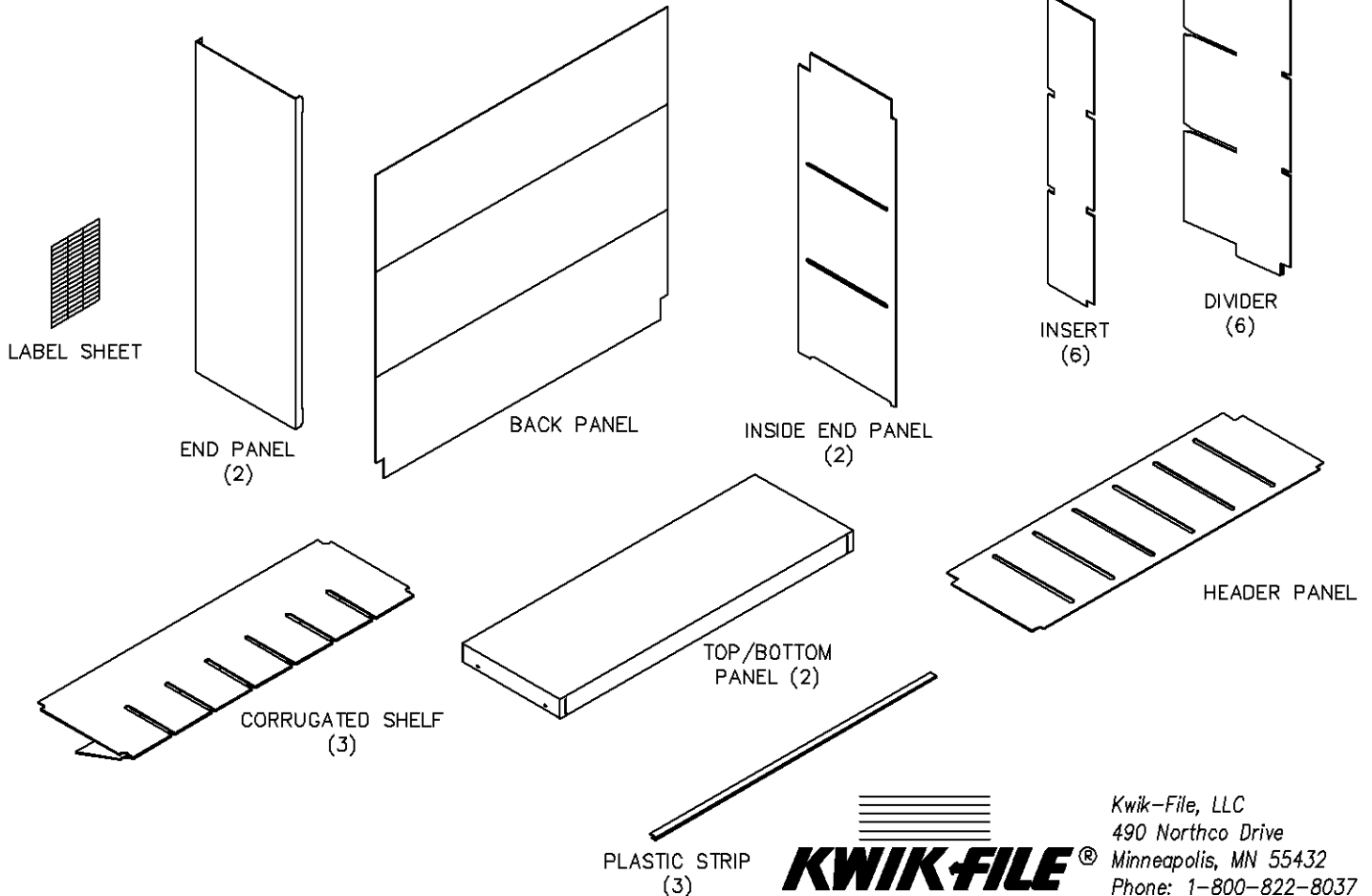# SRF3837

VertiPocket Sorter
Model SRF3837, 37 3/4"W x 12 3/4"D x 37"H

Parts list and drawings for SRF3837 Mailflow-To-Go VertiPocket Sorter.

LABEL SHEET

END PANEL
(2)

BACK PANEL

INSIDE END PANEL
(2)

INSERT
(6)

DIVIDER
(6)

CORRUGATED SHELF
(3)

TOP/BOTTOM
PANEL (2)

HEADER PANEL

PLASTIC STRIP
(3)

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1. Tools required: Phillips screwdriver. Unpack carton; then identify and count all parts.

2. Place a 2" thick shelf with open side down on the floor; front edge has slots at each end . Install outside end panels: insert tab through slot in front as shown, and turn back of end panel until it fits behind back of shelf. Repeat with other side. Insert 4 screws through outside end panel and shelf at rear corners; fasten securely.

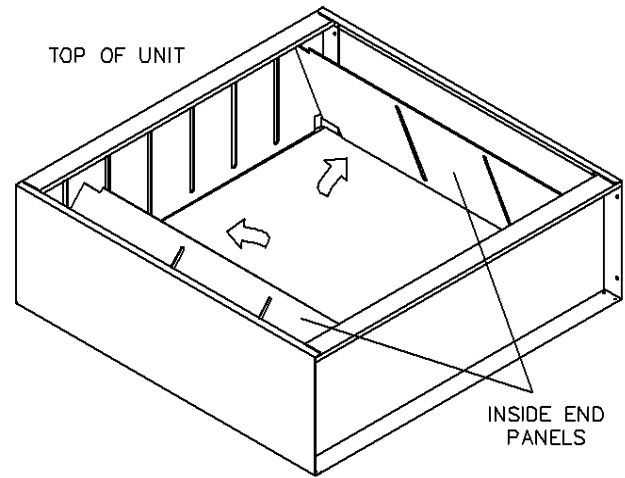OUTSIDE END PANELS

TAB

SLOT

SCREWS

SLOT

TAB
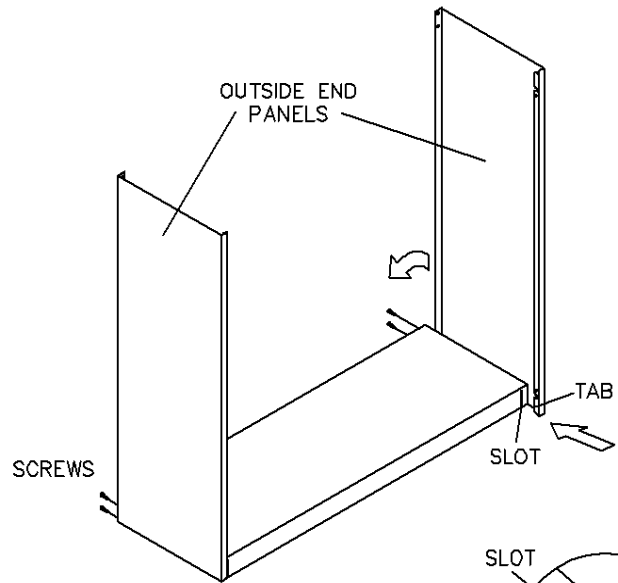
3. Install top 2" thick shelf by sliding onto tabs of outside end panels. Pull out the back edges of the outside end panels so the shelf can be lowered into place; then return outside end panels to their original position. Install 4 screws through upper rear corners to complete assembly
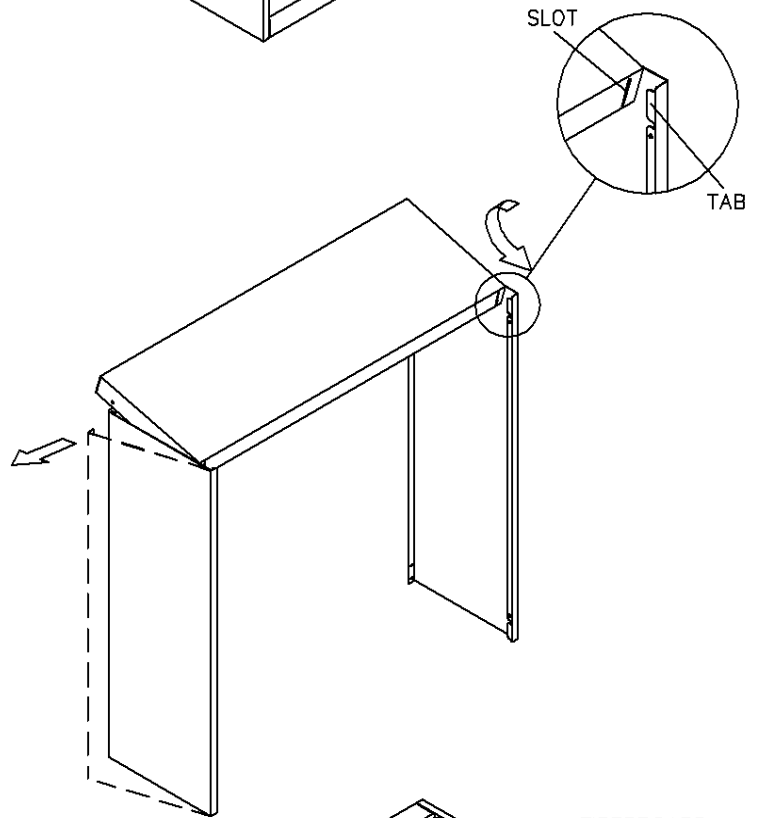
TOP OF UNIT

4. Carefully place the unit on its back; insert fiberboard back panel.

FIBERBOARD BACK PANEL
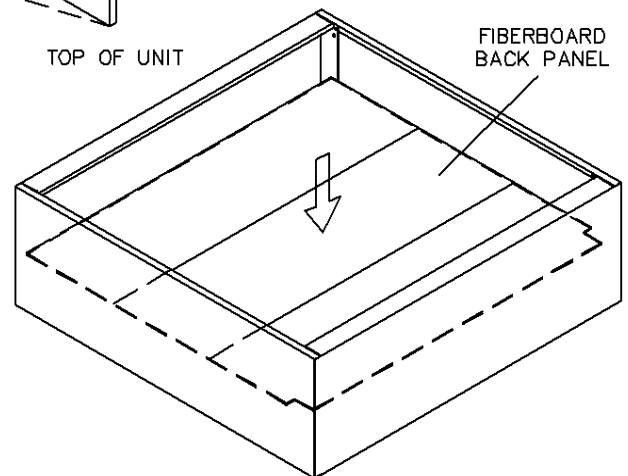
5. Install corrugated inside header panel under top of sorter with larger corner cutouts toward back of unit. Then, install the corrugated inside header panels with feet on bottom and large corner cutout to top rear of sorter. Press inside end panels firmly against outside end panels.

TOP OF UNIT

INSIDE END PANELS

6. Install one corrugated shelf into the slots in the inside end panels, with the short folded side of the shelf on the bottom . Repeat with the remaining shelves, ending with the last shelf resting on bottom of sorter.

TOP OF UNIT

BOTTOM OF SHELF

SHORT FOLDED SIDE
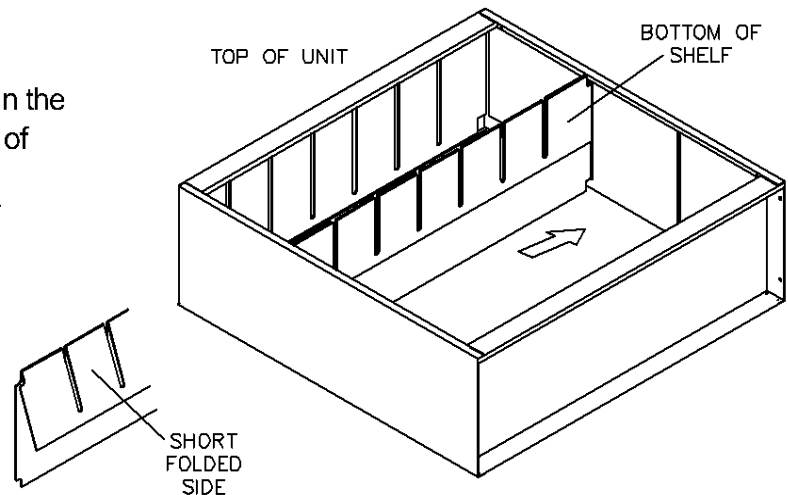
7. Place a corrugated insert (with notch at the bottom front) into a corrugated divider. Fold small flaps at bottom of divider outwards. Now install corrugated divider, making sure the folded flaps fit under bottom shelf, and top of divider fits into slots in headed panel. finally, press divider down firmly until flush with shelves. Repeat with remaining five dividers and inserts.

CORRUGATED DIVIDER

CORRUGATED INSERT
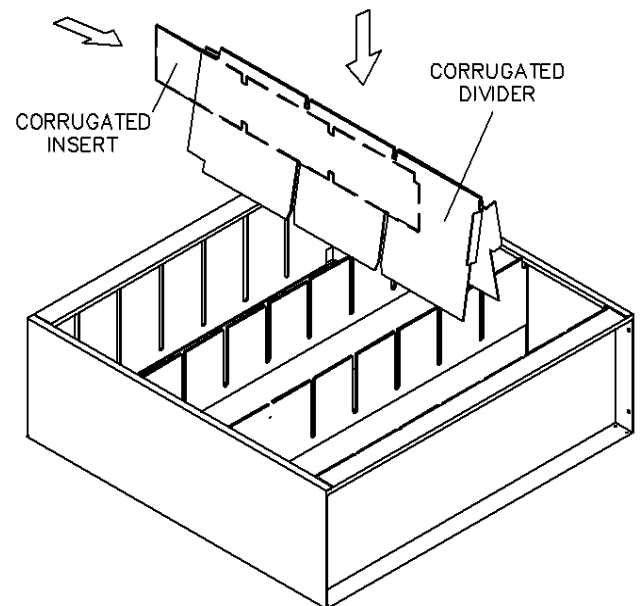
8. Install plastic strips on front edge of each shelf, with the short edge of the plastic strip under the bottom, and the longer edge over the shelf top. Roll each strip onto the shelf edge and firmly into place. Repeat for all shelves.

TOP OF
SHELF

LONG EDGE ON
TOP OF SHELF
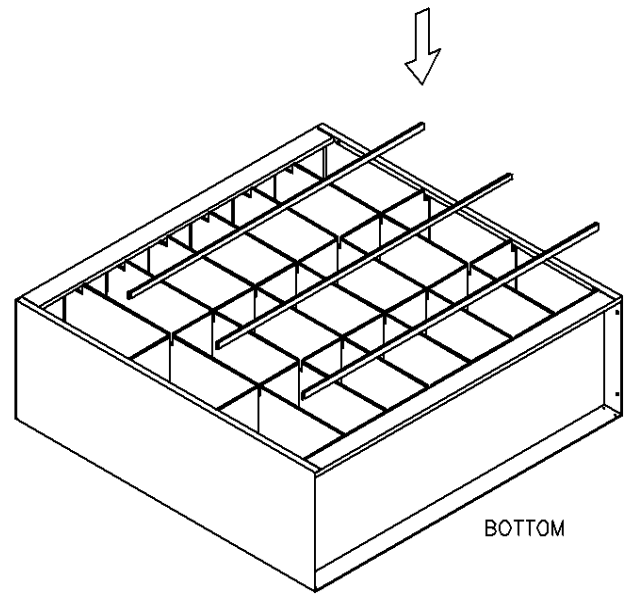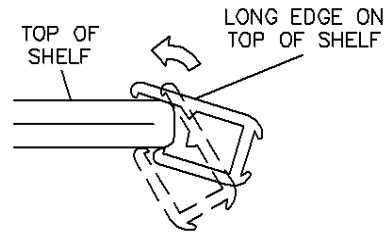
BOTTOM

9. The grooves in the front of each plastic strip hold the paper labels provided. Separate each label along the perforations; then insert in the bottom groove, and push the label into place, tucking the top of label into the top groove with your fingernail. (Labels can be created using a PC and printer or typewriter as desired, but before separating.)

LABEL

NAME

GROOVES

PLASTIC
STRIPS

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