

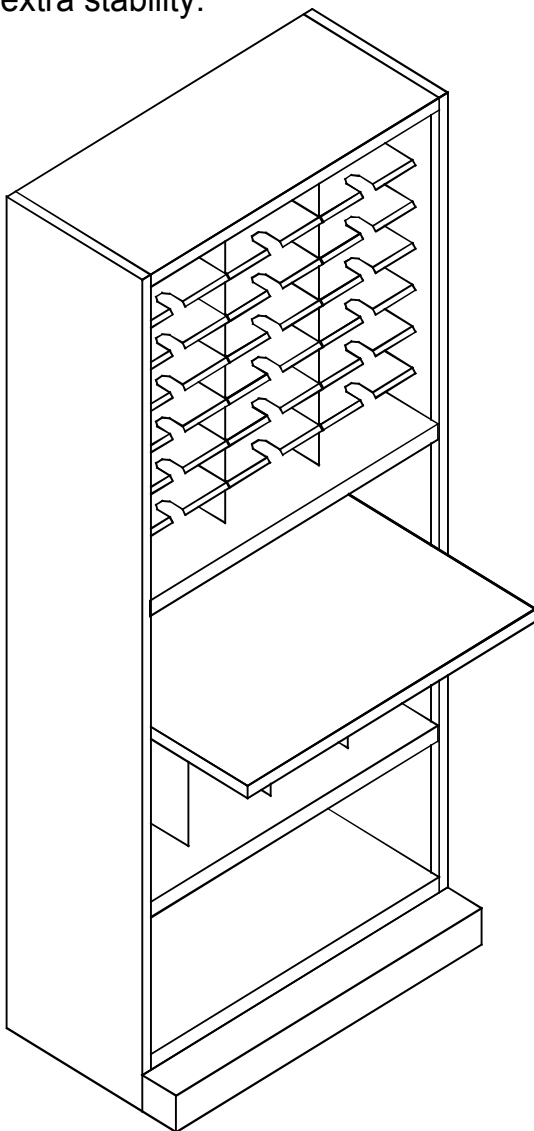
# Kwik-File, LLC SATELLITE SORTER & COLLATING / SORTING WORKSTATION

## A. SORTER/WORKSTATION DESCRIPTION

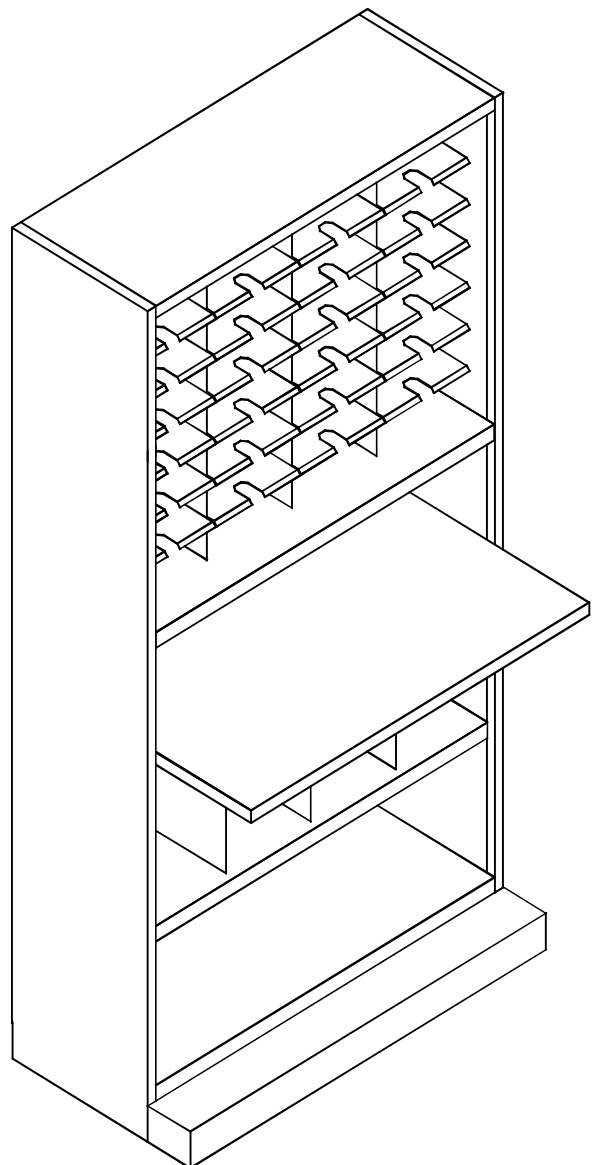
1. Satellite Sorter ( line drawing at left, below) is 36" W with three columns of shelves -- two 11" W columns and one 12" W column; shelves are 12" D or 15" D, and configured to create 3" H pockets.

2. Collating/Sorting Workstation is 42" W with four columns of 10" W shelves (line drawing at right, below) or 36" W with three columns of shelves, like Satellite Sorter except shelves are 12" D and configured to create 4" H pockets.

3. Both models have a base extension which protrudes 4" beyond the front face of the unit to provide extra stability.



**Satellite Sorter**  
Model SA3680G (15" D Shelves) shown



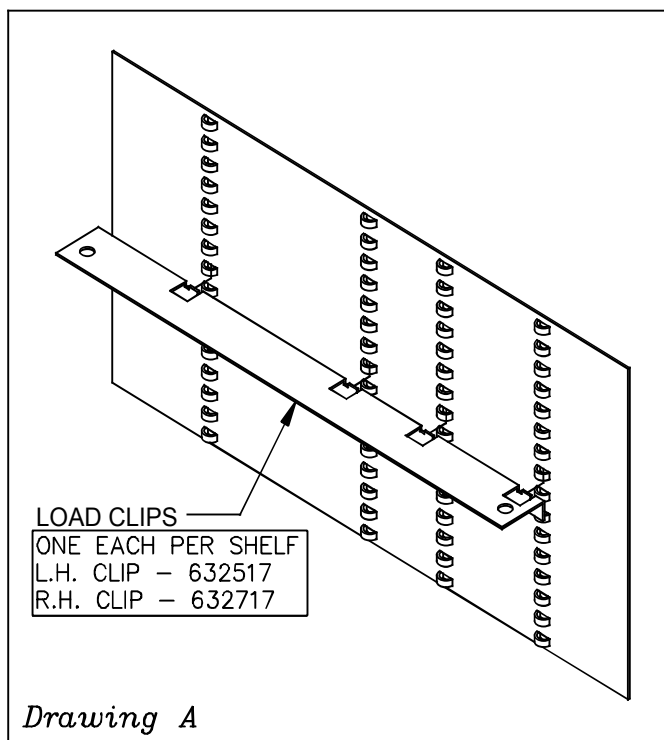
**Collating / Sorting Workstation**  
Model 4280WS1 shown

## B. SETUP

1. With nuts and bolts provided (inside cabinet), attach base extension to bottom front of unit. It's easiest to do this when cabinet is placed on it's back. When installed, base extension will protrude 4" beyond the front of the cabinet (see line drawings, above).
2. Identify six leveling glides (wrapped in package inside the cabinet. Locate glide holes near corners of base; insert glides. Turn clockwise until tight against bottom of base.
3. Turn cabinet upright and place in position; then adjust glides as needed to level cabinet.

## C. MASTER SHELF INSTALLATION

1. To install the top master shelf, start by holding one of the 30" - high shelf supports up next to one of the inside end panels of the cabinet. Insert the top tab of the support about 1/4" to 1/2" into the slot nearest the inside end panel in the strip protruding down from the inside top of the cabinet. Make a pencil mark above the loop on the inside end panel where the bottom of the shelf support lines up (i.e., where it will rest on the master shelf when installed - not under the feet).
2. Install one of the load clips (found taped under the bottom of the Master Shelf) on the loops just below the pencil mark, so that the top of the master shelf (when installed on the load clips) will line up at the pencil mark. The wide top of the load clip supports the Master Shelf, with the narrow end flush against the inside end panel. The long un-notched end of the load clip goes towards the rear of the cabinet (left and right load clips are different).
3. (*See drawing A.*) To install, tilt the load clip slightly so that the small tabs in the notches slide up into the matching loops in the inside end panel; then tilt the load clip back so that the narrow side fits flush against the inside end panel, locking the load clip in place. Install the second load clip in the loops on the other inside end panel level with the first load clip.
4. Place the master shelf on top of the load clips and slide it straight back all the way into the cabinet. Check that the height above the master Shelf to the top of the cabinet is correct so that the shelf supports will fit properly; if not, reinstall the master shelf.
5. Wait to install the second master shelf (under the worktop) until the worktop has been installed; then decide on its position depending on what you plan to store on it and on the bottom of the cabinet.
6. The three dividers provided may be installed either on the second master shelf, or on the bottom of the cabinet. The bottom divider tabs fit into slots in the master shelf; the back of the divider slides into the slot in the back of the master shelf.



## D. WORKTOP INSTALLATION

1. The worktop may be installed on 1/2" vertical increments at any level under the top master shelf, although it is typically installed at 30" (desk height) or 36" height (counter height).
2. Mark with a pencil next to one of the loops on an inside end panel 1 1/4" below the desired worktop height.
3. Install the load clips where the pencil mark is. Make sure both left and right load clips are at the same level. (See B2-3 above for more information on how to install load clips.)
4. Slide the worktop in on top of the load clips. Note that the bottom of the worktop has four small holes where threads have been inserted, two at the back corners.
5. Take the bolts provided and thread them through the load clips up into the inserts in the bottom of the work top. Tighten bolts so work top is fixed in place.

## E. SHELVING INSTALLATION -- SATELLITE SORTER ONLY

1. Satellite sorters are 36" wide, with 34" interior width. They have two columns of 11" wide shelves and one column of 12" wide shelves.
2. The slots in the master shelf are spaced on 1" horizontal increments. Each of the two vertical shelf supports should be installed 11" in from the left or right sides, leaving 12" between them for the 12" wide shelves.
3. The tabs on the bottom of each shelf support are placed into the correct slots in the master shelf; the top of the shelf support is inserted into the slot directly above, under the inside top of the cabinet.
4. You have been provided with enough shelves to create 30 3" high pockets, although you can easily vary pocket height by adjusting shelves on 1/2" vertical increments.
5. Begin by inserting 11" wide shelves at either the left or right side, starting at the master shelf. Count six loops up (3") from the master shelf, and place the first shelf between the 6th. and 7th. loops. One side will slide in against the inside end panel, the other against one of the shelf supports. Make sure the shelf is level.
6. Insert the shelf carefully between the correct loops, keeping it level. After it has slid in a few inches, you can push it more quickly all the way back in the cabinet, where it will drop into place (you may have to tap it down lightly), locking firmly so that it can't be removed when you pull it straight out. (To remove, lift the shelf slightly, then pull it out of the cabinet.)
7. Continue to install shelves until the column is filled. Then move onto the center column and repeat with 12" wide shelves. Finish the job by installing the remainder of the 11" wide shelves in the last column.

## F. SHELVING INSTALLATION -- COLLATING/SORTING WORKSTATION ONLY

1. Collating/ Sorting workstations can be either 42" wide or 36" wide. If your cabinet is 36" wide, use the satellite sorter instructions above to install the shelves. The only difference is that collating/sorting workstations are provided with enough shelves to create 21 4" high pockets; shelves are installed 4", or eight loops, apart.
2. If you have a 42" wide cabinet, it has 40" interior width, divide into four columns of 10" wide shelves. Install shelves as follows:
3. The slots in the master shelf are spaced on 1" horizontal increments. The three vertical shelf supports should be installed on 10" increments across the master shelf.
4. The tabs on the bottom of each shelf support are placed into the correct slots in the master shelf; the top of the shelf support is inserted into the slot directly above, under the inside top of the cabinet.
5. You have been provided with enough shelves to create 28 4" high pockets, although you can easily vary pocket height by adjusting shelves on 1/2" vertical increments.
6. Begin by inserting shelves at either the left or right side, starting at the master shelf. Count eight loops up (4") from the master shelf, and place the first shelf between the 8th and 9th loops. One side will slide in against the inside end panel, the other against one of the shelf supports. Make sure the shelf is level.
7. Insert the shelf carefully between the correct loops, keeping it level. After it has slid in a few inches, you can push it in more quickly all the way back in the cabinet, where it will drop into place (you may have to tap it down lightly), locking firmly so that it can't be removed when you pull it straight out. (To remove, lift the shelf slightly, then pull it out of the cabinet.)
8. Continue to install shelves until the column is filled. Then move on to the next column and repeat; continue until all four columns have been filled with shelves.