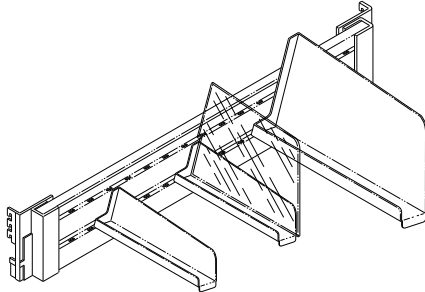
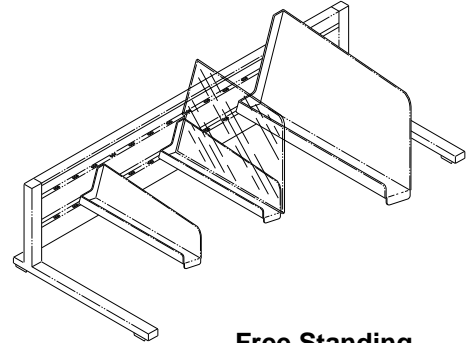


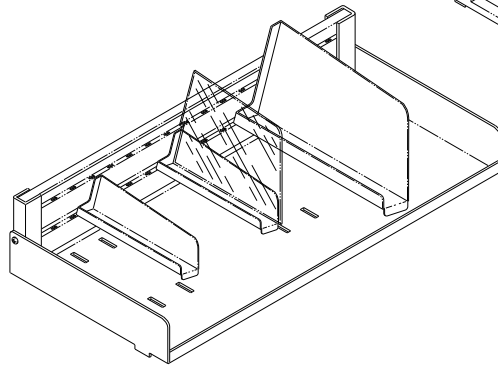
Paperflo System



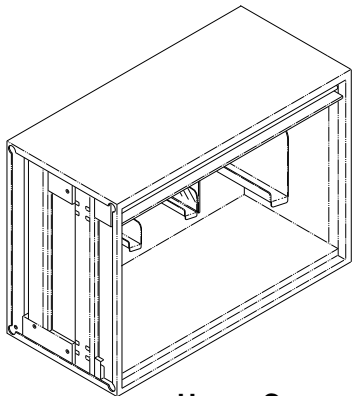
**Wall Hung
For 2" Partition Panel**



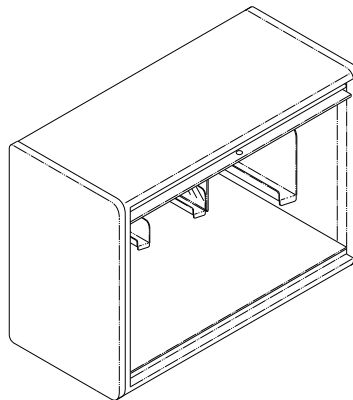
**Free Standing
For All Work Surfaces
Including Series 9000**



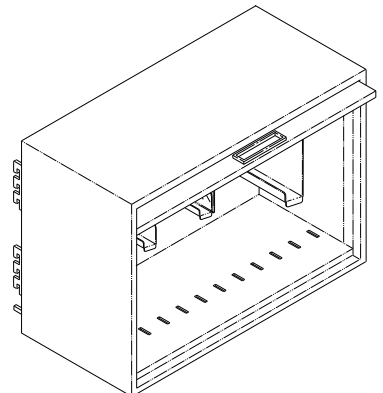
**Roll-Out Shelf
For 800 Series**



**Upper Cases
For Series 9000**

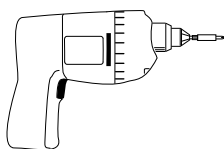


**Valencia (Wood)
Binder Bin For
Series 9000
Structural Panels**



**Binder Bin
For 2" Partition Panel**

Tools

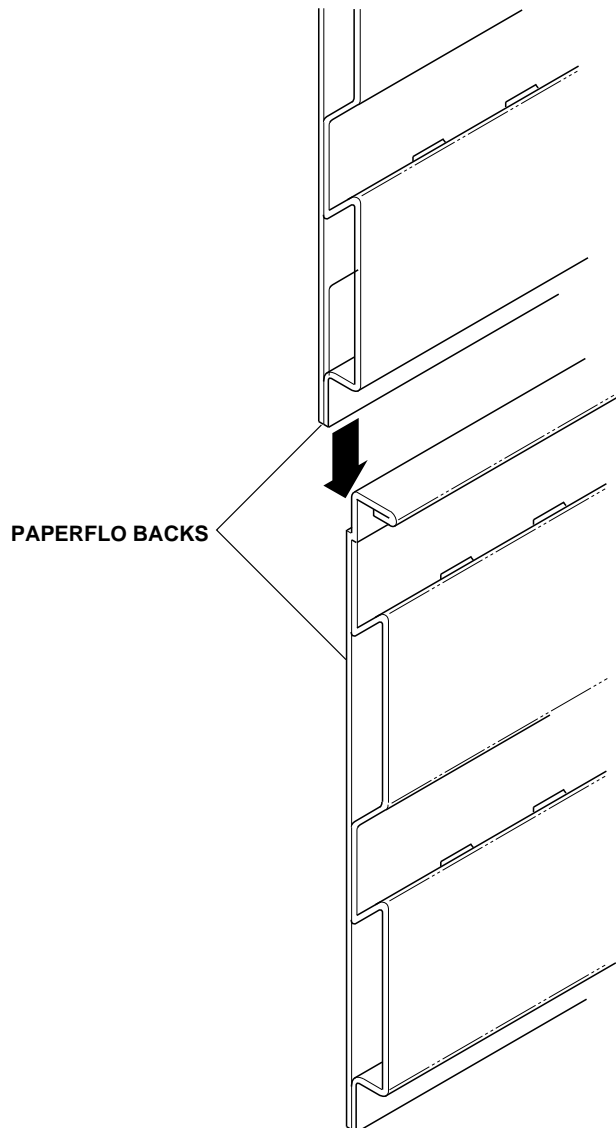


3/16" DRILL BIT



Page 3 and 4	Section 1: Free Standing Installation
Page 5 and 6	Section 2: 2" Wall Hung Installation
Page 7 and 8	Section 3: 800 Series Installation
Page 9, 10, and 11	Section 4: Series 9000 Installation And 2" Partition Binder Bin Installation
Page 12	Section 5: Directions For The Installation Of Your Paperflo System into a Valencia/All Wood Binder Bin
Page 13 and 14	Section 6: Directions For The Installation Of Your Paperflo System into a Valencia Binder Bin w/Steel Back.

NOTE: All paperflo systems use the same 5" high back. The various heights accomplished by adding one or more 5" backs above another. Also, the bottom of upper back must slip behind top of lower back.

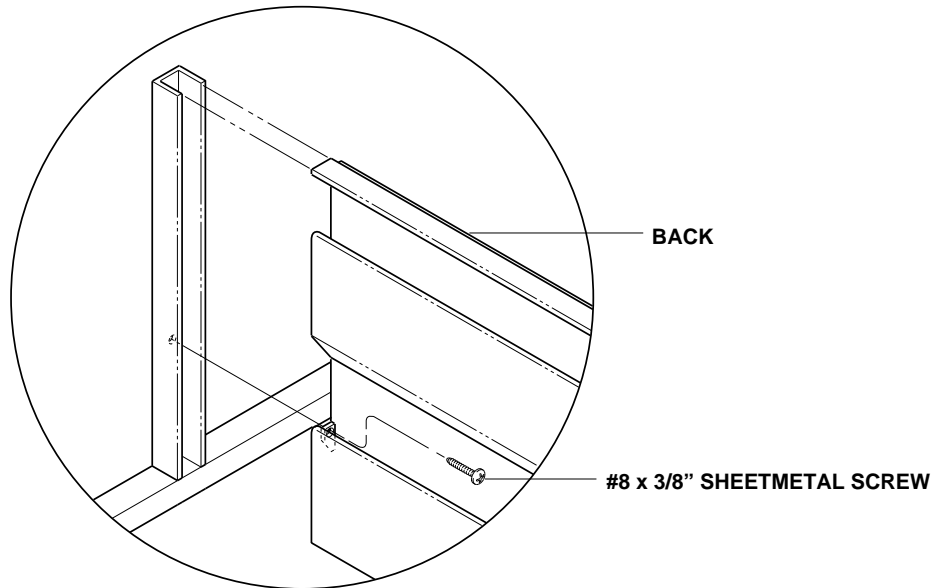


Section 1: Free Standing Installation

NOTE: When printout trays are used in free-standing 42" or 48" long, maximum load per tray should not exceed 11 lbs. (Trays will be about 3/4 full. If over loaded, the long freestanding units will sag in the middle.)

1. Assemble end supports to back.

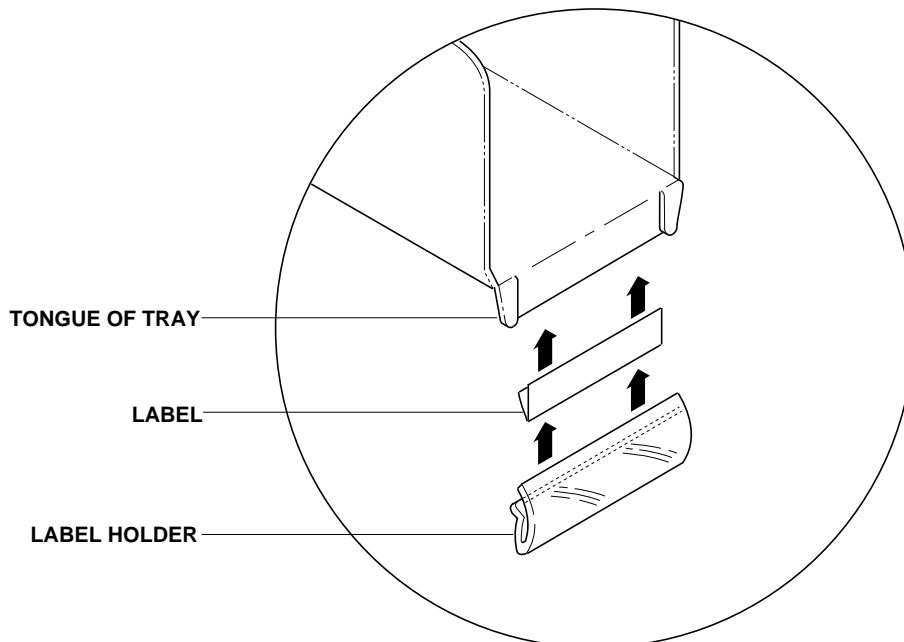
Insert back into end support assembly. Secure back support to end support with (1) #8 x 3/8" sheetmetal screw. Repeat this procedure for opposite end. **NOTE:** For ten inch high installation, use (1) screw for each five inch high back at each end.



2. Installation of label and label holder

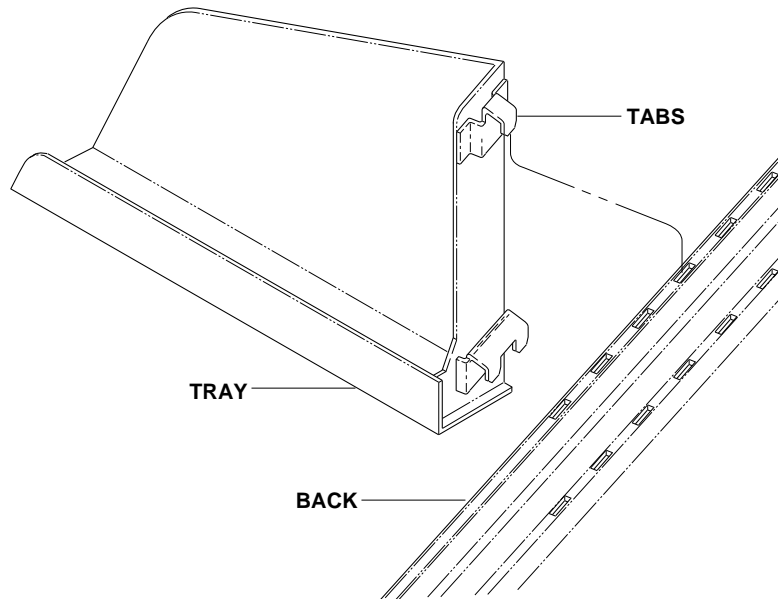
Fold label over tongue of tray and slip plastic label holder over label.

NOTE: Colored strips of label paper for color coding your trays are provided. (Red, orange, blue, yellow, green, & tan.)



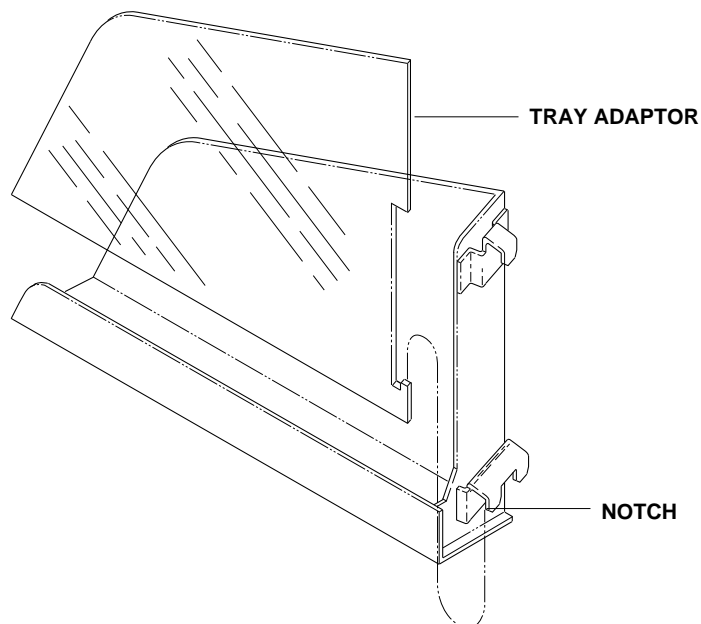
3. Attaching tray

Place tray in desired location and hook tabs into slots.



4. Installation of tray adaptor (optional)

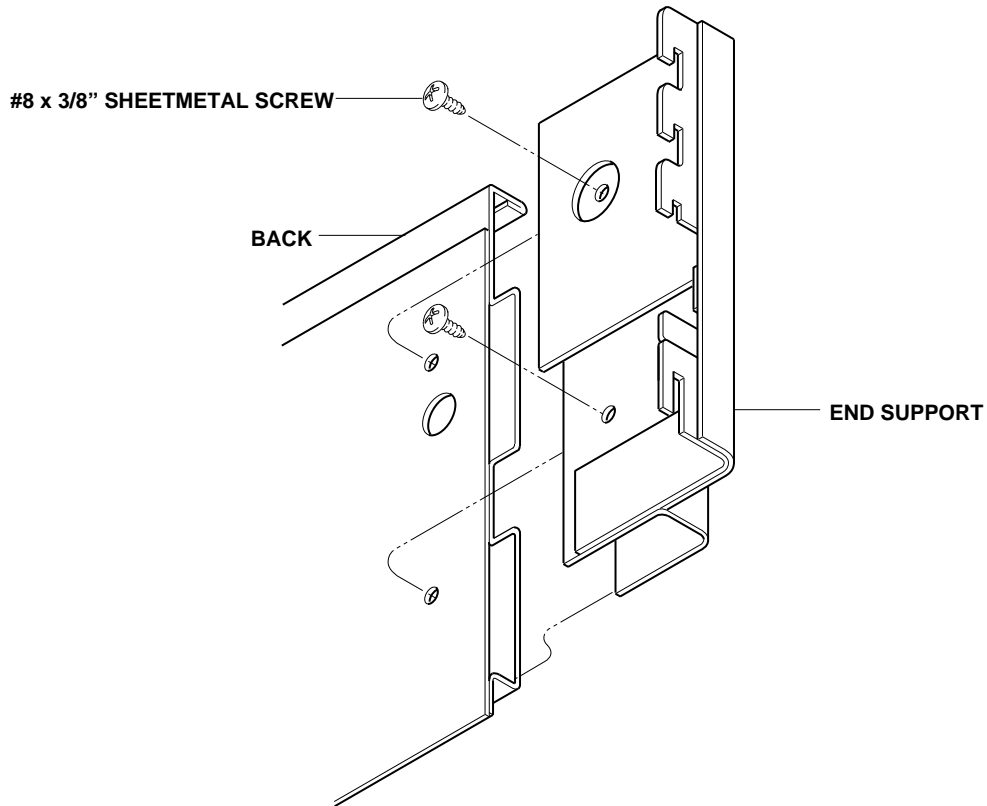
Install tray adaptor with tray removed from back. Tip adaptor to back of tray and insert tab into notch. Install tray on back in desired position. **NOTE: Adaptor cannot be removed with tray installed on back, with the exception of upper most position.**



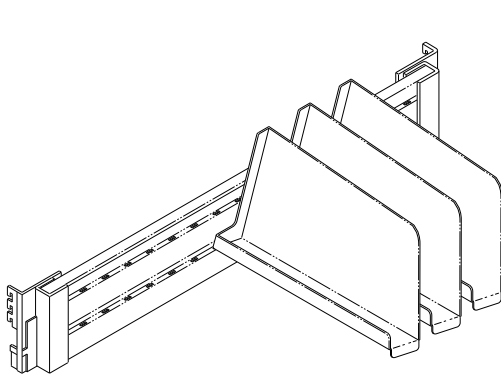
Section 2: Wall hung paperflo system

1. Assemble end supports to back.

Assemble end supports to back and secure with (2) #8 x 3/8" sheetmetal screws. Repeat this procedure for opposite end. **IMPORTANT:** Refer to note on page 4 when using 2 or more 5" high back panels.

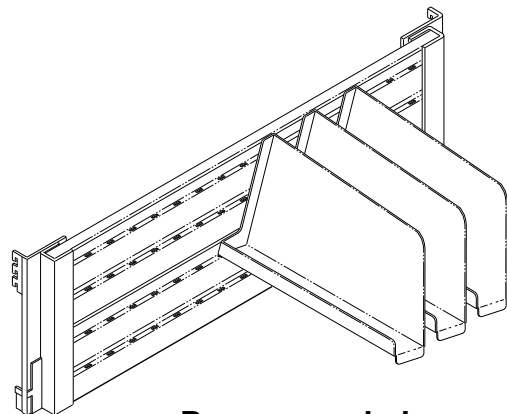


NOTE: The illustrations below are recommending the loading pattern for 42" and 48" backs with print out/legal trays.



Not recommended

42" back with 7 printout/legal trays
or 48" back with 8 printout/legal trays



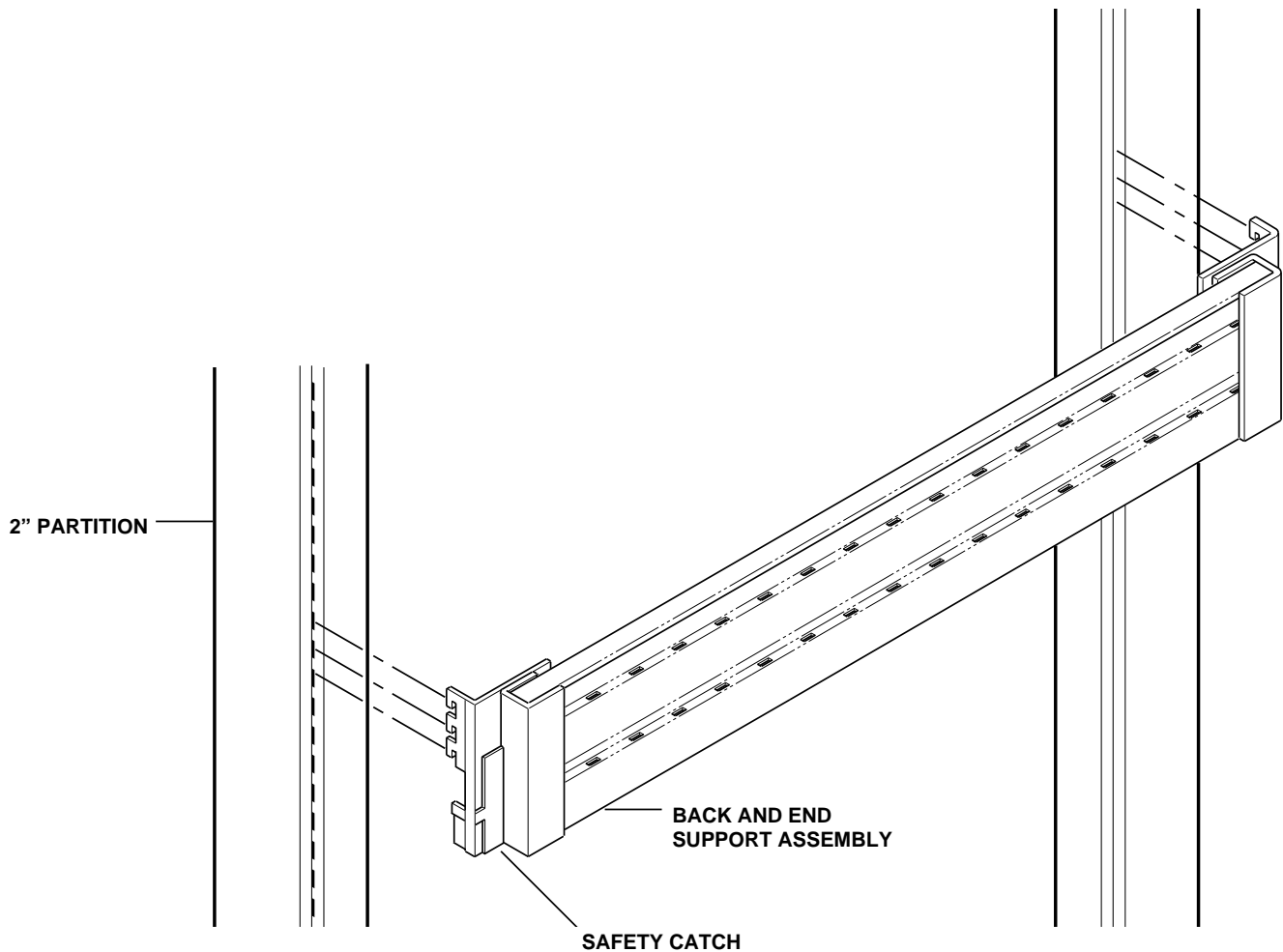
Recommended

Two 42" backs with 7 printout/legal trays
or two 48" backs with 8 printout/legal trays

2. Attaching paperflo system to a 2" movable partition

With end brackets level, place tabs on end supports into vertical slots 2" movable partition.

NOTE: Be sure safety catch clicks in place.



3. Installation of label holder, refer to Step 2, Section 1.

4. Attaching tray, refer to Step 3, Section 1.

5. Installation of tray adaptor (optional), refer to Step 4, Section 1.

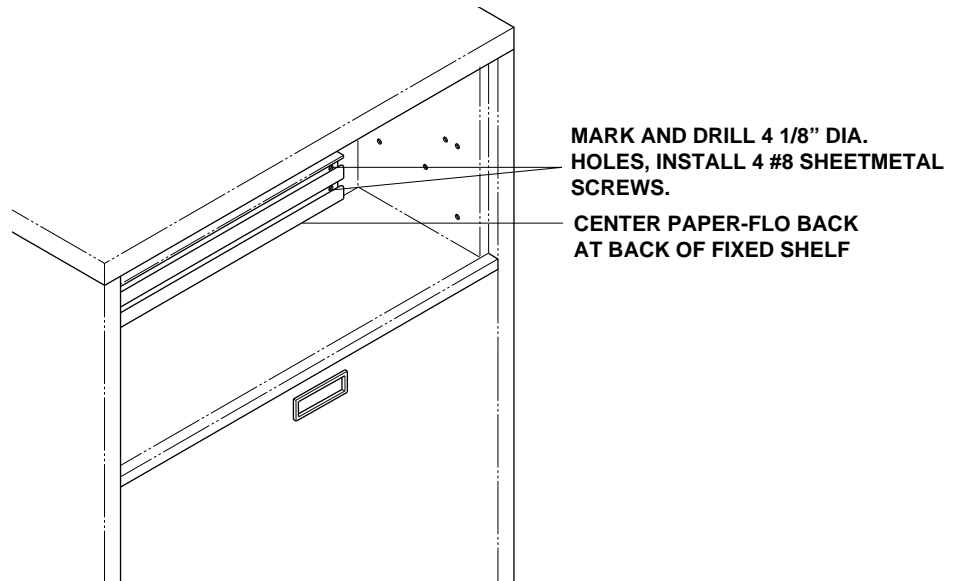
Section 3: Paperflo system installation into an 800 series fixed shelf and also installation of a 6" and 12" high roll-out shelf.

1. Marking back of fixed shelf

Place paper-flo back in the center of the fixed shelf opening. Mark back of fixed shelf thru holes (two each end) in back.

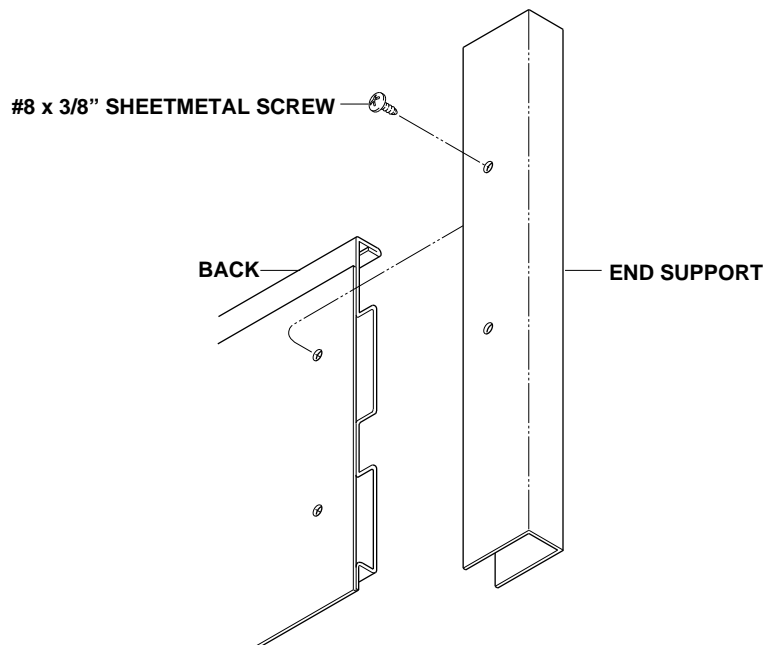
2. Drilling and installing back.

Drill (4) 1/8" dia. holes at marks. Place back over holes and install #8 sheetmetal screws.



1. Attach end support to back

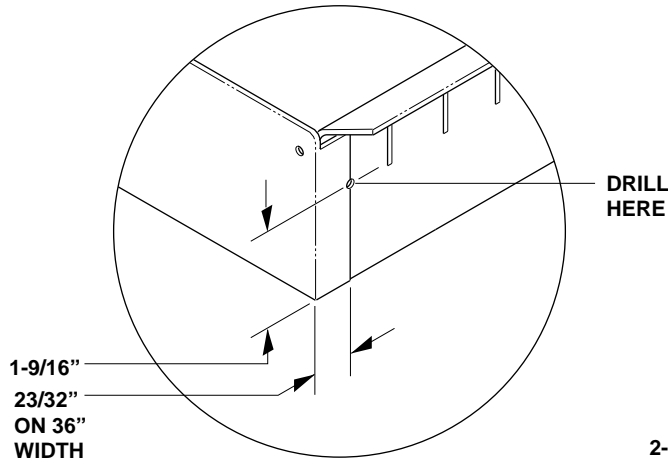
Assemble end supports to back and attach with (1) #8 x 3/8" sheetmetal screw. Do not completely tighten screw until unit is installed in roll-out shelf. Repeat this procedure for opposite end.



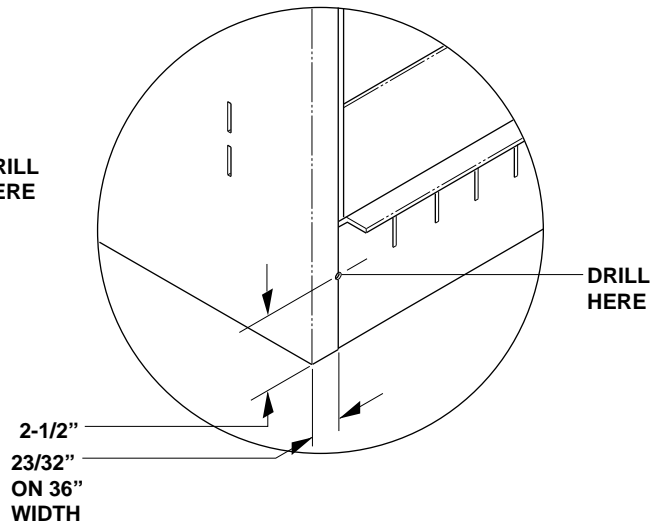
2. Drilling hole for attaching end support to back of shelf.

Remove roll-out shelf from suspensions. On back corner of shelf measure and drill hole using a 3/16" dia. drill bit. Repeat this procedure for the other rear corner.

Hole location for 6" roll-out shelf

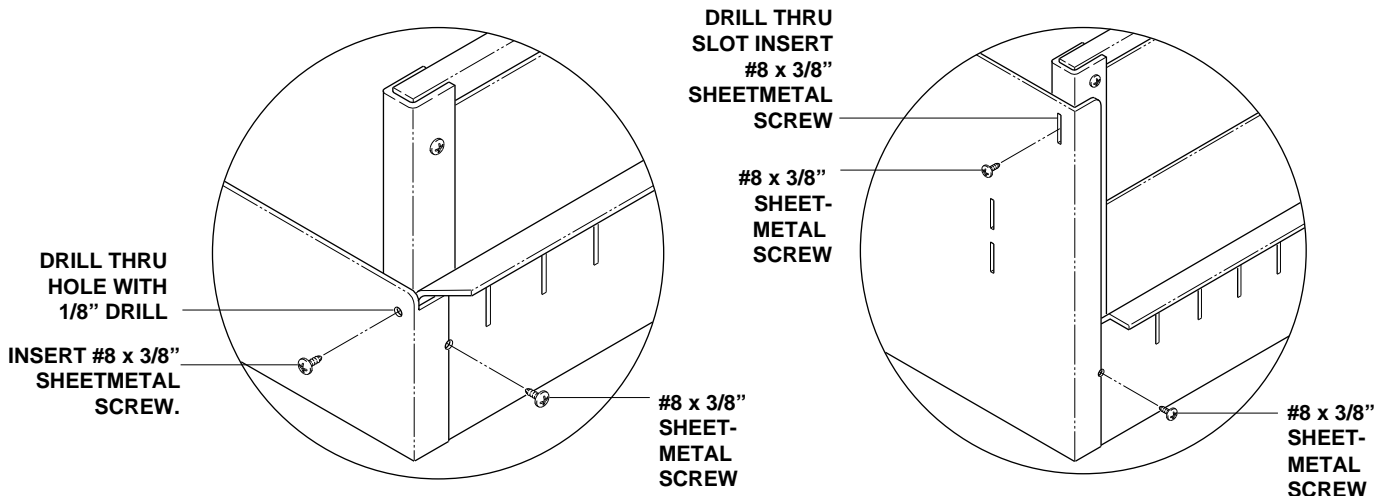


Hole location for 12" roll-out shelf



3. Installing back and end supports into roll-out shelf

Place complete back and end support assembly into rear of shelf. Secure with (2) #8 x 3/8" sheetmetal screws at each rear corner.



6" roll-out shelf installation

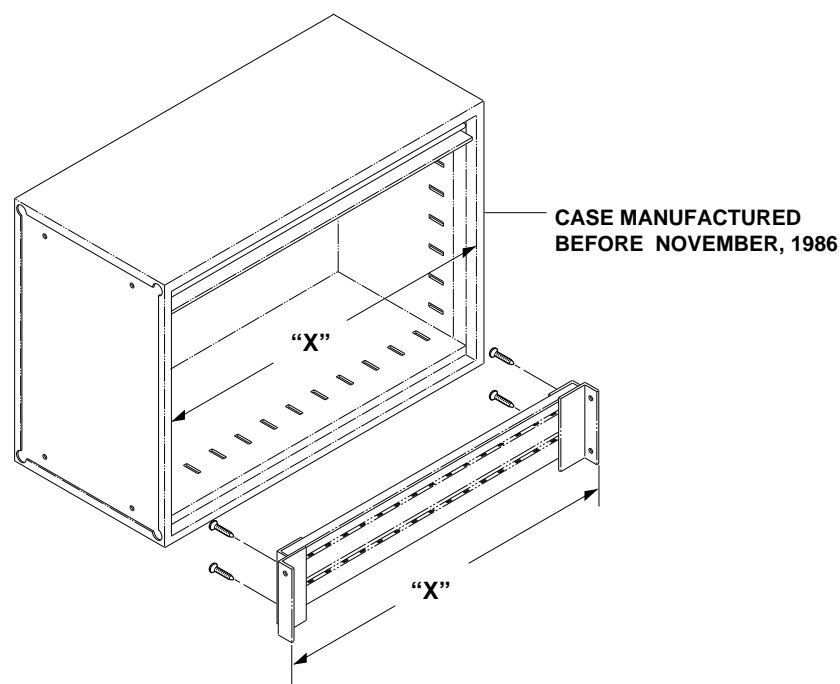
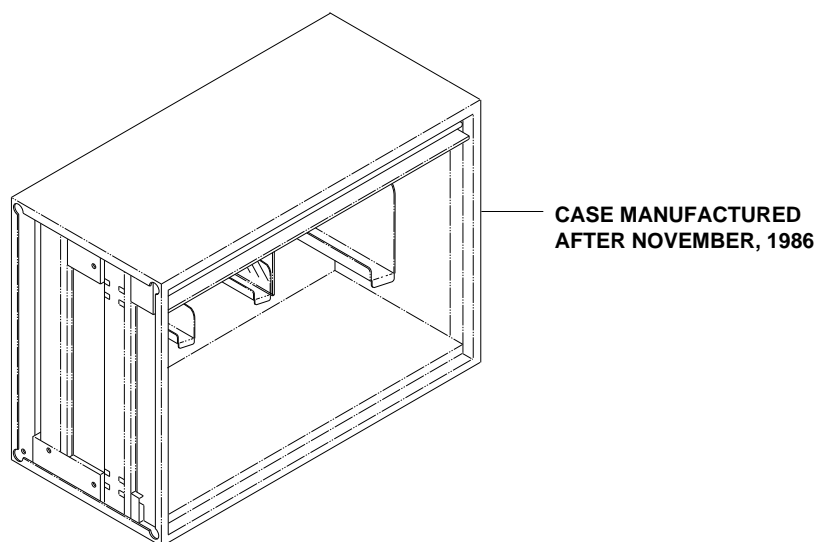
12" roll-out shelf installation

Section 4: Paperflo system installation into a 2" partition binder bin accessory and a Series 9000 upper storage case.

NOTE: The method of installation for both Series 9000 and the binder bin are identical. The illustrations depict a typical Series 9000 upper case. For installation in a binder bin, follow the same steps listed below.

1. Measuring inside clear width of unit

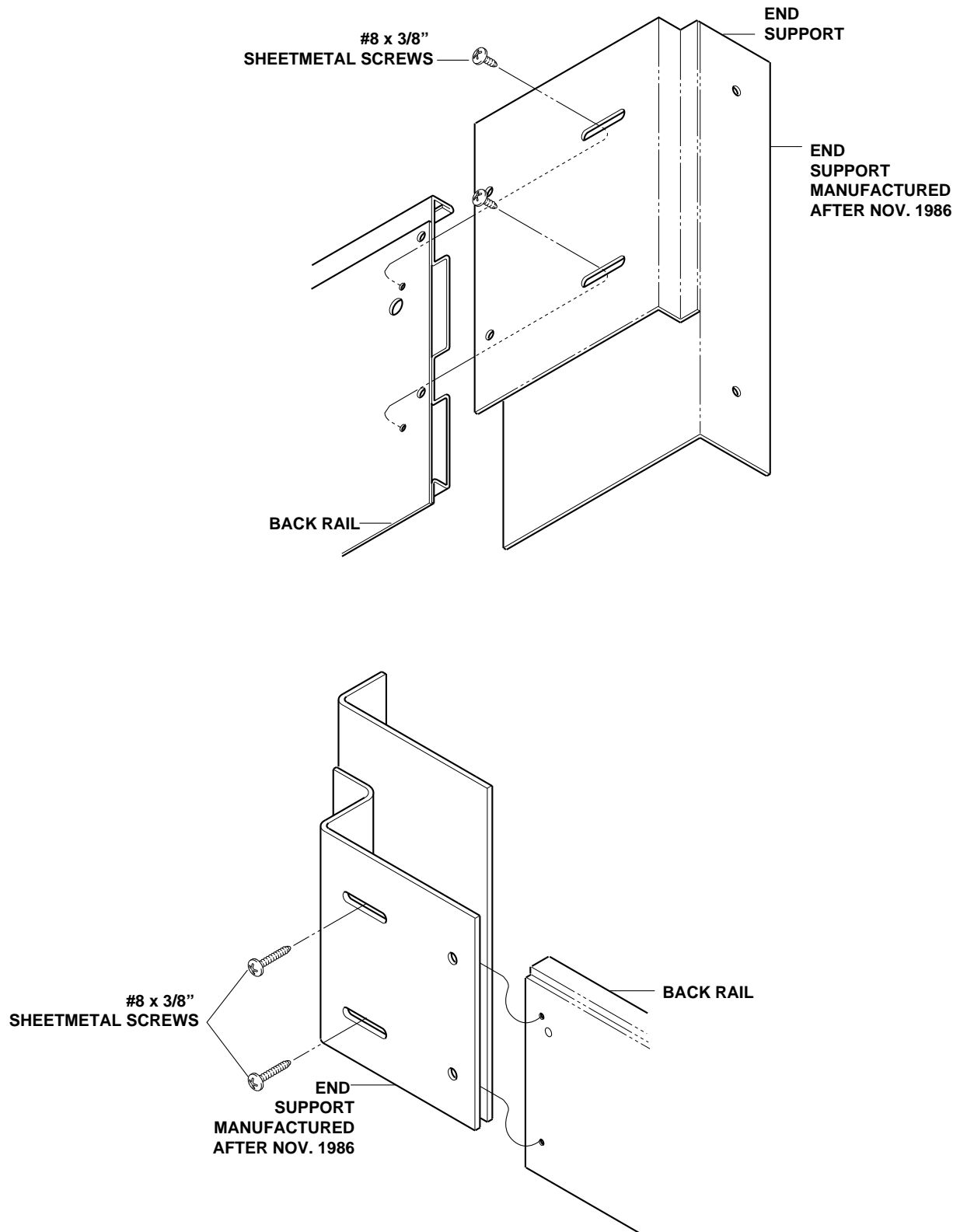
Measure the inside clear width of the unit. Assemble end supports to the paperflo back rail. Adjust the end supports so the total width of the assembly is the same as the inside clear width of the unit.



NOTE: Dimension "X" represents inside clear width of case

2. Securing end supports to back rail

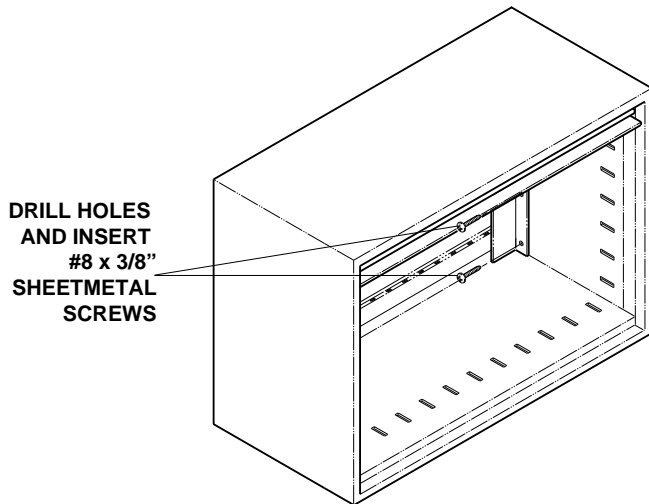
Securing end supports to back rail with (2) #8 x 3/8" sheetmetal screws, each end maintaining the width determined in Step 1.



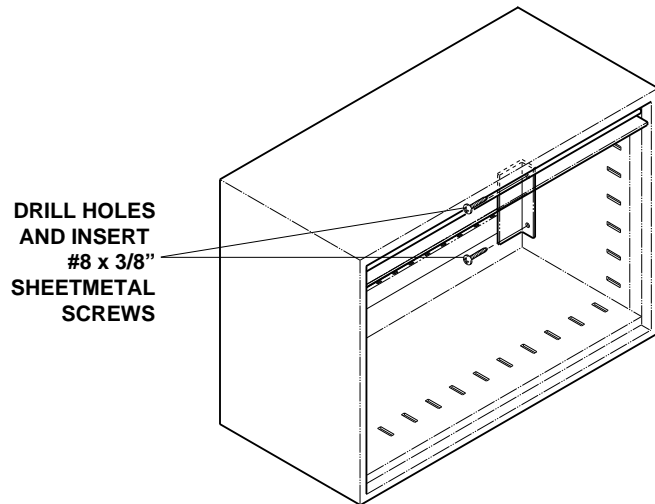
3. Installing back and end support assembly into unit

Place complete assembly into unit. Locate assembly against rear of unit with end supports resting on bottom of case for binder bins, Series 9000 20" deep cases and Series 9000 15" deep storage cases without lock. For Series 9000, 15" deep storage and binder bin with lock and for 2" partition binder bin with lock, locate end supports 1-1/4" up from bottom of case. Holding assembly in place, drill thru the two holes in the end supports and into inner side of unit with a 1/8" dia. drill bit. **NOTE: Be careful not to drill into outer side.** Attach complete assembly to inner side of unit with (2) #8 x 3/8" sheetmetal screws each side.

Case manufactured before November, 1986

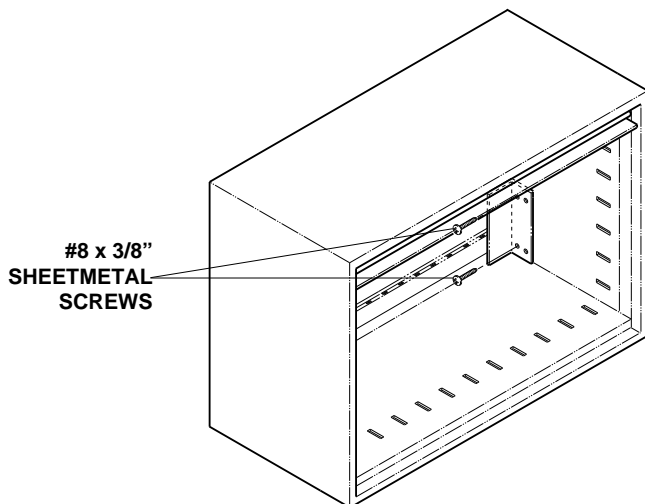


For binder bin and Series 9000
all 20" deep and 15" deep without lock cases

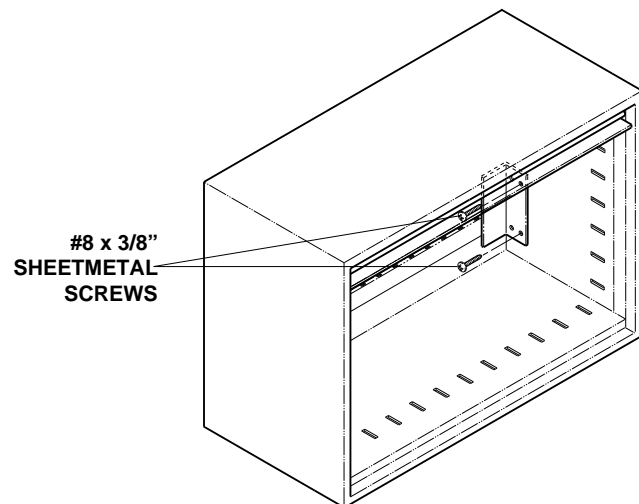


For Series 9000, 15" upper case and binder bin
with lock and 2" partition binder bin with lock

Case manufactured after November, 1986



For binder bin and Series 9000
all 20" deep and 15" deep without lock cases



For Series 9000, 15" upper case and binder bin
with lock and 2" partition binder bin with lock

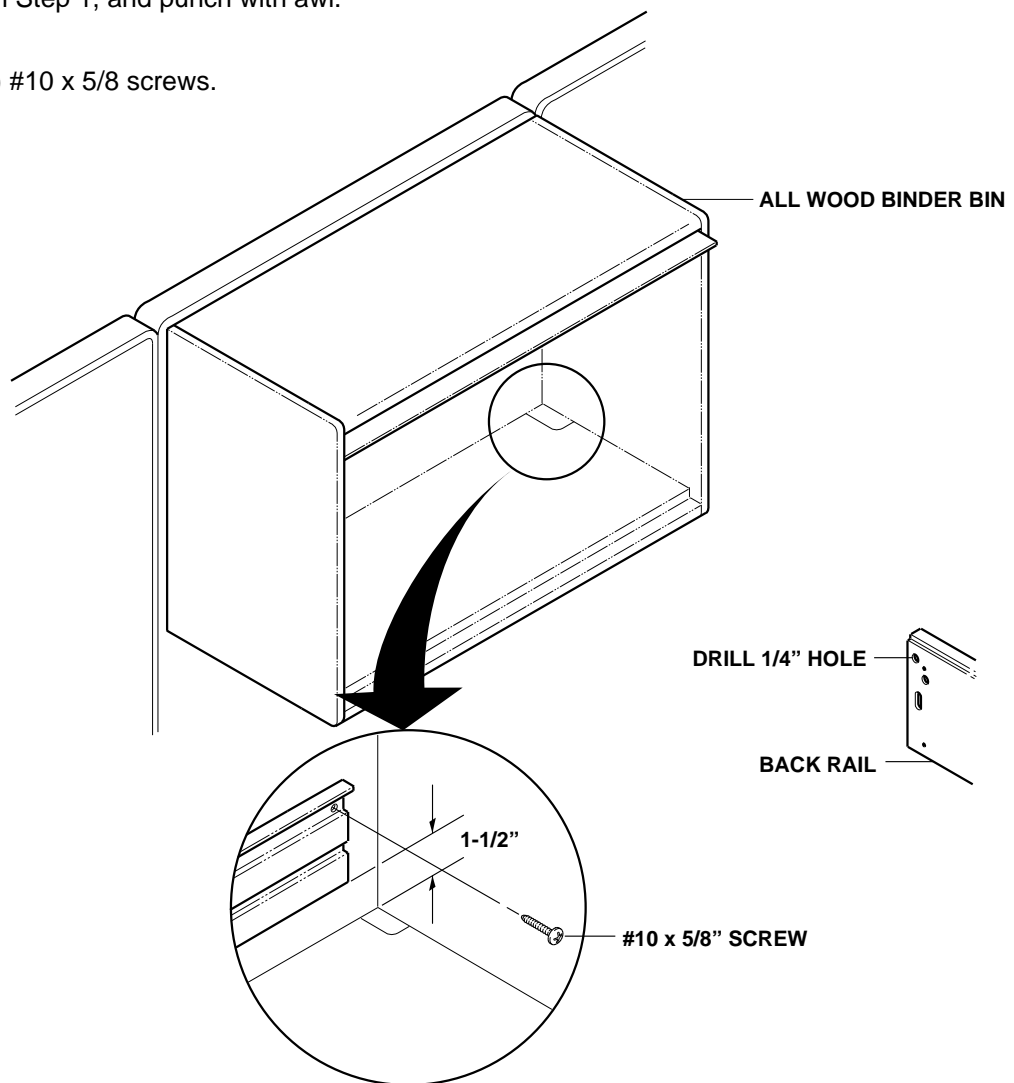
4. Installation of label holder, refer to Step 2, Section 1.

5. Attaching tray, refer to Step 3, Section 1.

6. Installation of tray adaptor (optional), refer to Step 4, Section 1.

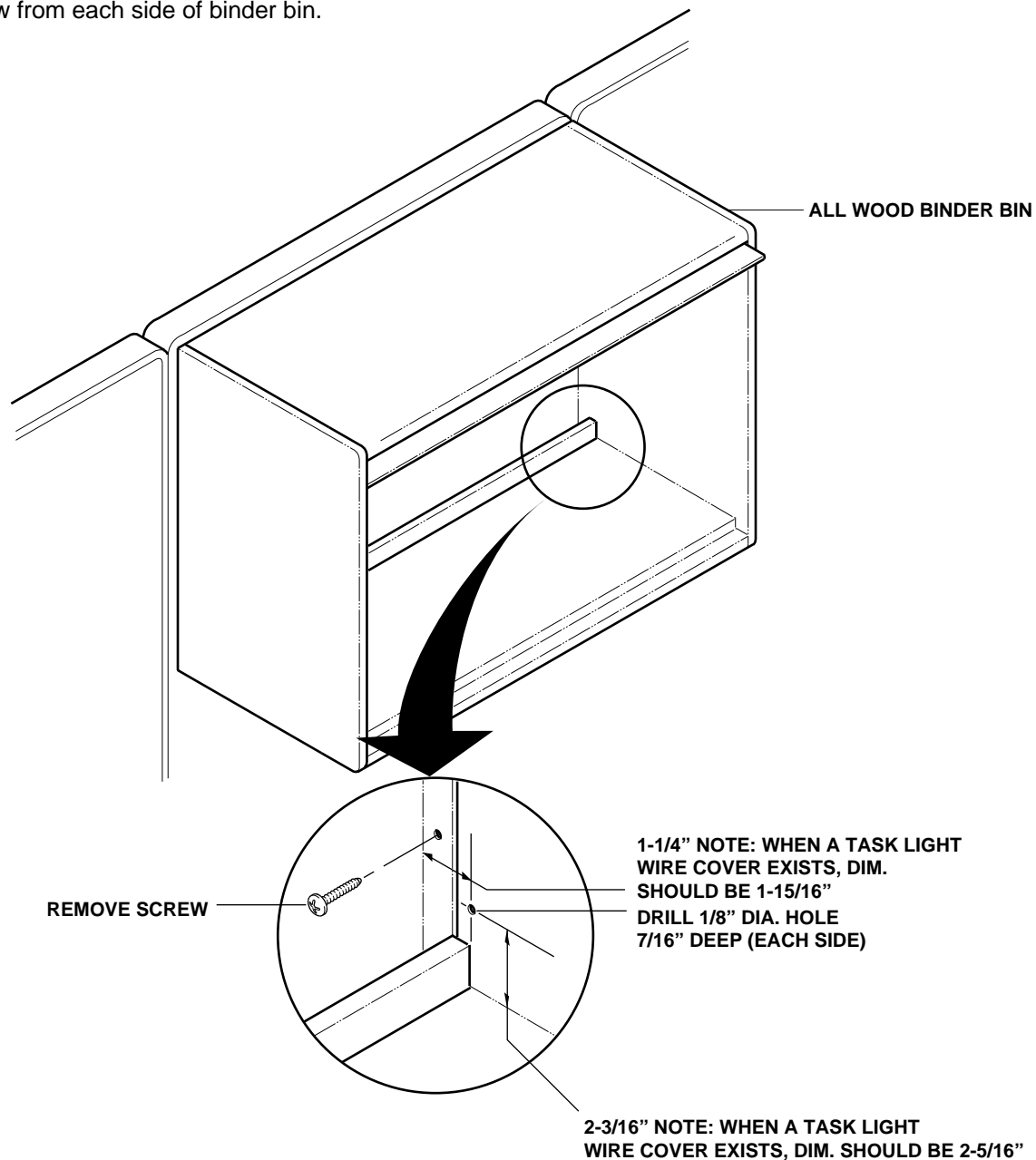
Section 5: Installation of paperflo system into Valencia/all wood binder bin

1. Drill a 1/4" hole thru existing hole in back of back rail, both ends.
2. Place back rail in the center and 1-1/2" up on the back of binder bin. Mark (2) holes drilled in Step 1, and punch with awl.
3. Install back rail with (2) #10 x 5/8 screws.

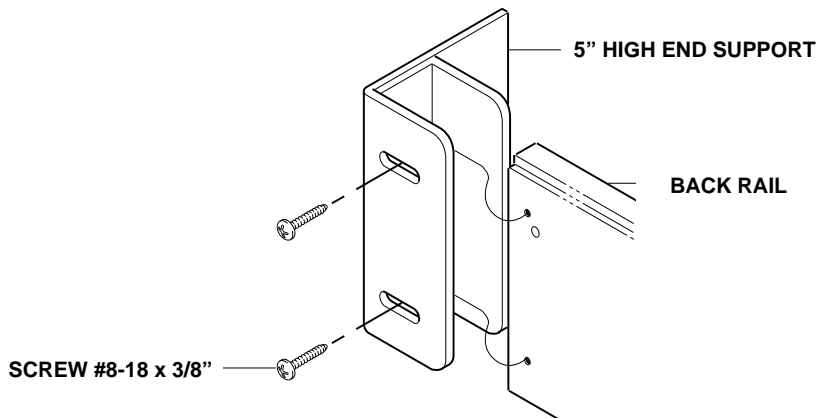


Section 6: Installation of paperflo system into a Valencia binder bin with steel back

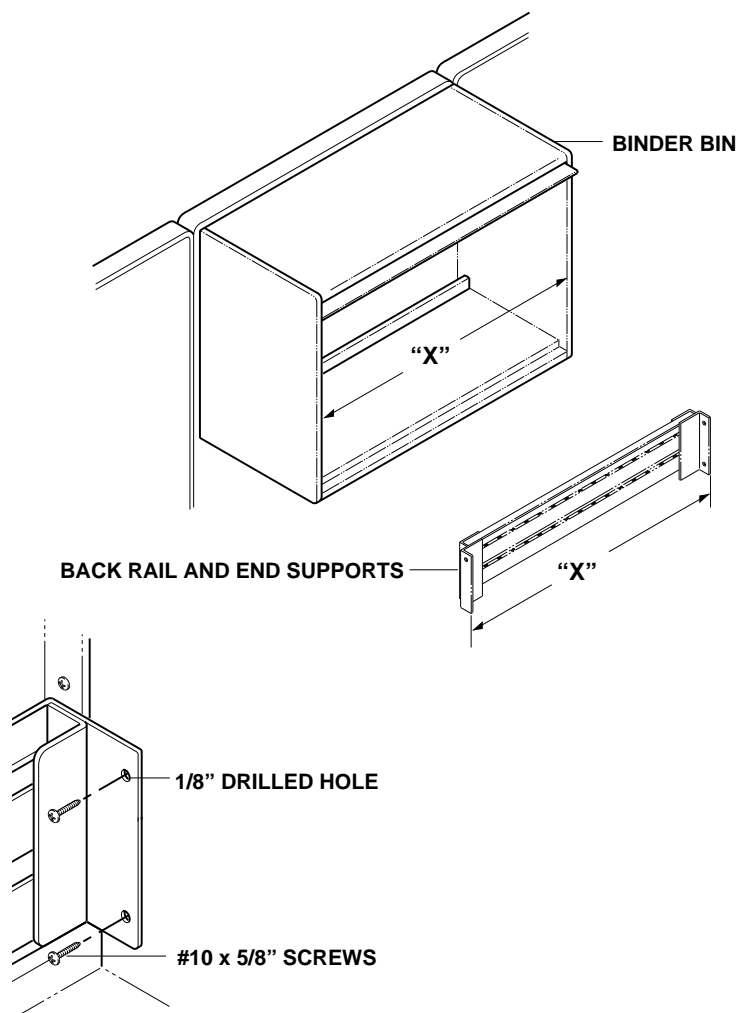
1. Drill (1) 1/8" dia. hole 7/16" deep into each side of wood binder bin.
CAUTION: Do not drill thru side of binder bin!
Remove (1) screw from each side of binder bin.



2. Attach (1) 5" high end support to each end of back rail with (2) screws #8-18 x 3/8". Do not tighten.
3. Measure the inside clear width of binder bin. Adjust end supports on the back rail so its total width is the same. Tighten all screws.



4. Position back rail with end supports inside of binder bin and align the bottom hole in each end support with the 1/8" dia. drilled hole. Secure in place with (1) black #10 x 5/8" screw, each end support. Using the top hole in each end support as a template, drill (2) 1/8" dia. holes 7/16" deep. Secure each hole with black #10 x 5/8" screws.



NOTE: Dimension "X" represents inside clear width of case