

Guide to Assembly & Usage

Storage File Holder



COMPONENT CHECK LIST

Component	Quantity
A Holder	1
B Inserts	4

If you have any missing components please take note of the part name and contact your supplier



Information

If in doubt, contact the supplier



Read this guide thoroughly before commencing assembly and retain for future reference



Before commencing assembly, unpack carefully and check that all components ordered are included



Caution

During assembly, ensure to:



Take care during assembly and in use, particularly when lifting or stretching and when using tools



Dispose of packaging materials responsibly



Warning

Rules for the safe use of shelving:



Ensure these instructions are retained for reference and that users are aware of the rules for safe use



Do not use in damp or wet conditions

Assembly - Storage File Holder

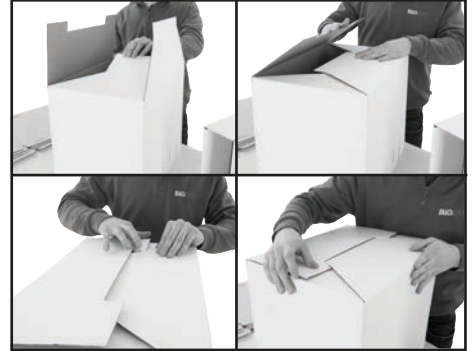
- 1** Lay all the materials out and begin with assembling the Holder



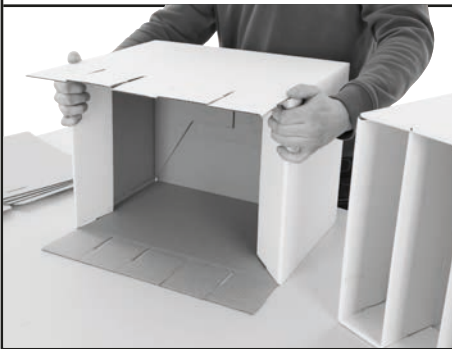
- 2** Fold and stand the holder up as shown, with the front facing down



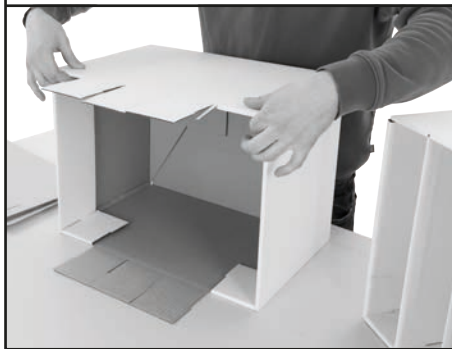
- 3** Fold the four sides on the back of the holder as shown in the image



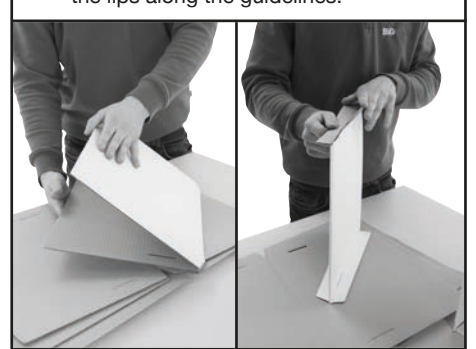
- 4** On the front of the holder, fold in the opposing sides as shown.



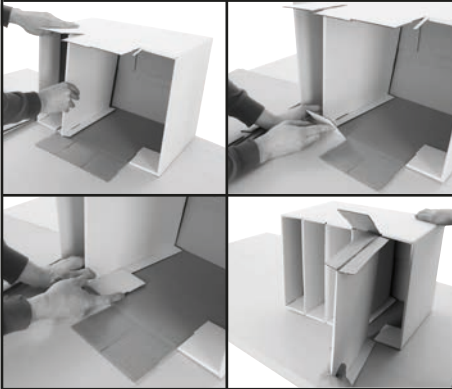
- 5** Fold in the outer tabs on the top and bottom as shown in the image.



- 6** To assemble the inserts fold the first one in half along the guideline and fold out all the lips along the guidelines.



- 7** Place the insert into the holder and tuck the lip under the folded outer tab. Continue to place the inserts in the holder, folding each tab as you go to secure the insert.



- 8** Your File Holder is now Complete

