Guide to Assembly & Usage

newpo Packing Stations

Information
If in doubt, contact your 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

Assembly should be undertaken by a minimum of two competent people

Tools – Small rubber mallet, flat head screwdriver

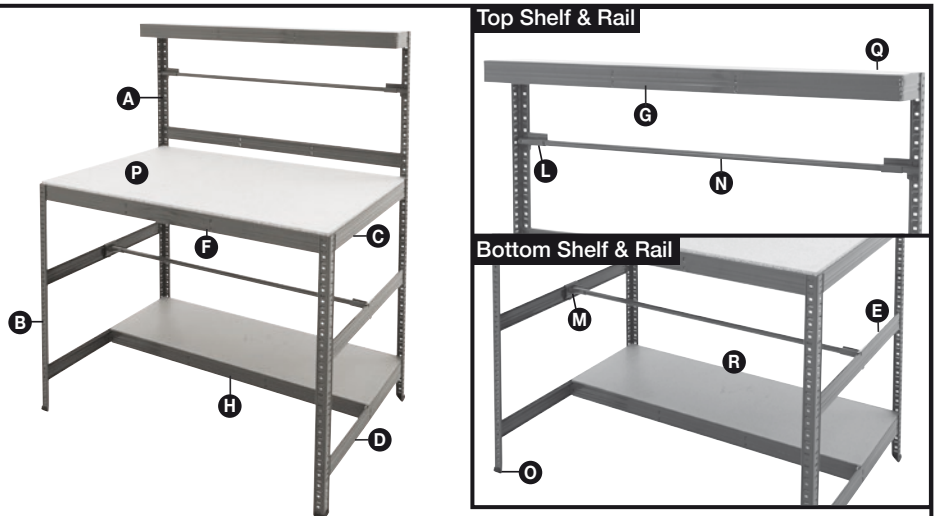Assess for floor fixing. Tall narrow bays may require this to ensure stability

Caution
During assembly, ensure to:

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

Wear appropriate safety clothing – protective gloves and footwear are recommended

Build on a suitable level floor, which is strong enough to support the load and allow adequate working space

Dispose of packaging materials responsibly

Warning
Rules for the safe use of workbenches:

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

Never climb on the structure or stand on the workbench

Do not lean or support ladders, steps, or other objects against workbench

Do not use in damp or wet conditions

Load heavy items on the lower shelves and lighter items on the higher shelves

This product is designed for hand loading only

Ensure that the maximum load carrying capacities are not exceeded

Please refer to the loading information supplied for details

Top Shelf & Rail

Bottom Shelf & Rail

COMPONENT CHECK LIST

Component		Quantity
A Upright		2
B Half Upright		2
C Side Beam		2
D Side Beam with Centre Studs		2
E Rail Support Side Beam		2
F Front & Back Beam		5
G Cantilever Top Shelf Beam		1
H Lower Half Shelf Beam with Centre Studs		1
I Long Centre Support		2
J Medium Centre Support		2
K Small Centre Support		2
L Top Rail Support		2
M Lower Rail Support		2
N Rail		2
O Plastic Foot		4
P Chipboard Deck		1
Q Chipboard Deck for Top Shelf		1
R Chipboard Deck for Lower Shelf		1

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

Loading information

Newpo Packing Station
For any other layouts, please refer to your supplier for detailed loading capacities

Shelf Load Capacities
Maximum permitted shelf capacities are based on UDL†.
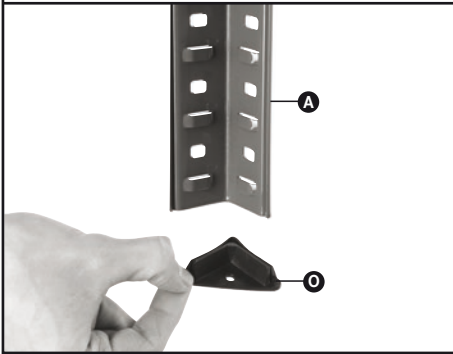Please note that the bench capacity may limit the maximum load per shelf:

IF YOU ARE IN ANY DOUBT REGARDING LOAD CAPACITIES, PLEASE CONTACT YOUR SUPPLIER
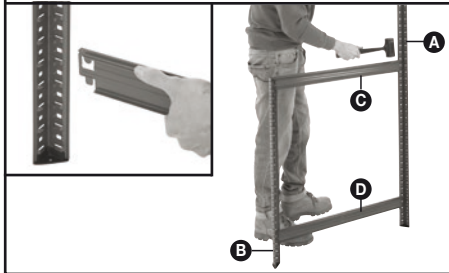†UDL = Uniformly Distributed Load

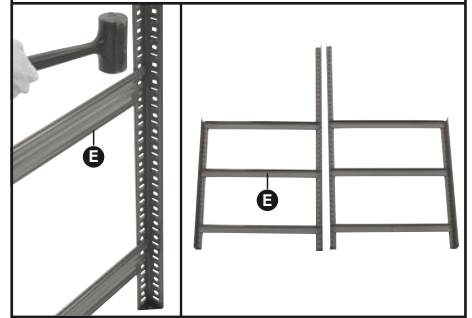|	Packing Station
Shelf Width mm	**Capacity per shelf**
1200	300kg
1500	300kg
Top Shelf	30kg
Rail	50kg
Maximum load per bay	**Packing Station**
Up to 1500mm high	300kg
Capacities are common for all standard shelf depths.	

newpo Packing Stations Assembly

1 Add plastic feet **O** to the bottom of the uprights **A** and half uprights **B**

2 Connect the upright **A** and half upright **B** together with a side beam **C** at the top of the half upright and the side beam with centre stud **D** at the required height of the lower shelf. Knock into place with a rubber mallet
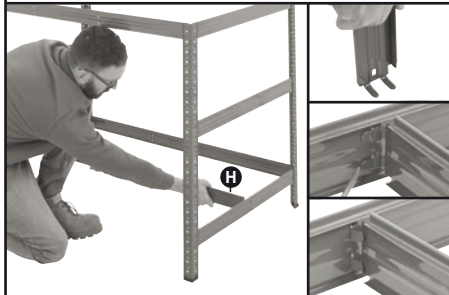

3 Add the rail support side beam **E** at the required height for the lower rail support. Repeat previous steps to create second side frame
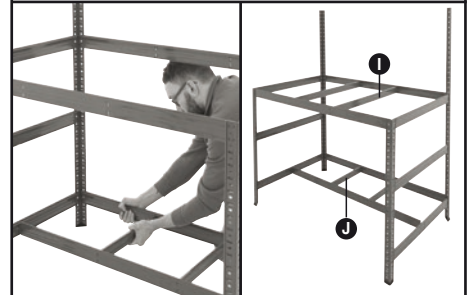

4 Join side frames together using three front & back beams **F**. Add two at the same height as the top side beams and one at the back at the same height as the lower shelf. Knock all beams in with a rubber mallet
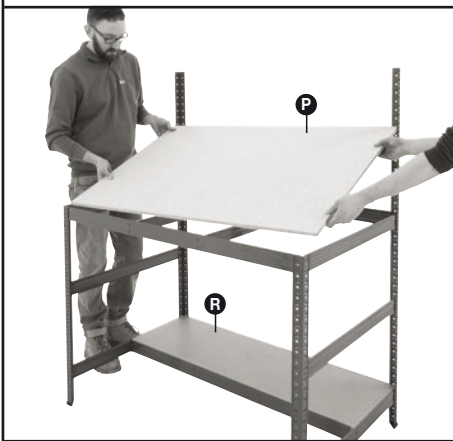

5 Bend the tabs over and add the lower half shelf beam with centre studs **H** to the lower shelf side beams as below. Using a screwdriver, ensure the tabs are bent back on themselves to secure
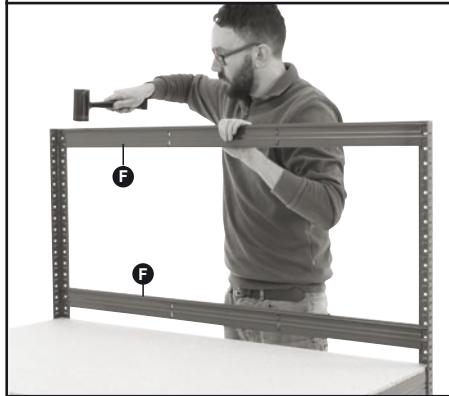

6 Insert long **I** and medium centre supports **J** to the appropriate levels as below using the same method. Again, ensure the tabs are bent back on themselves to secure
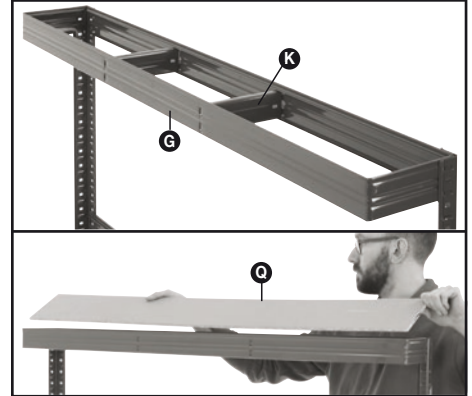

7 Add the chipboard decks **P** and **R** to the shelf levels

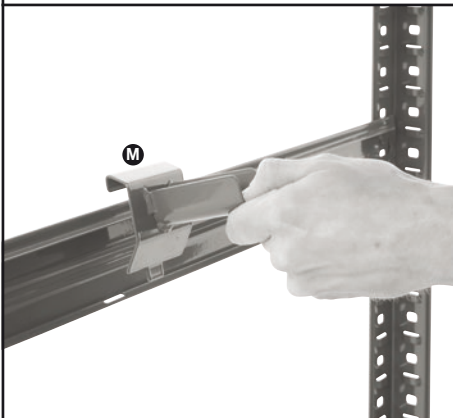**8** Insert a front & back beam **F** to the back uprights just above the chipboard shelf and add another to the top of the uprights. Secure with a mallet
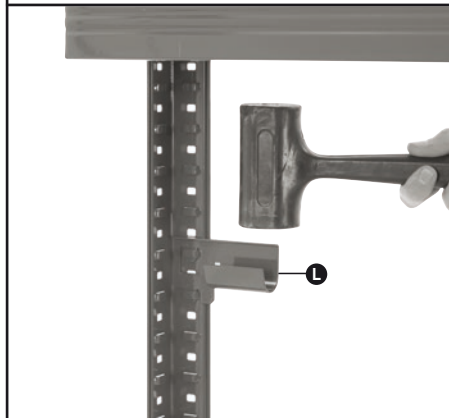

9 Add the cantilever top shelf frame **G** to the top of the uprights and knock into place. Add centre supports **K** and chipboard **Q** to complete top shelf

10 Hook lower rail supports **M** onto rail support beams, ensuring bottom tab is securely in hole

11 Add top rail supports **L** into uprights at required height of top rail. Knock into place with rubber mallet

12 Add rails **N** onto their supports

Note: Illustrations not to scale