

# Really Good Classroom Mail Center

## Assembly Instructions:

Congratulations on your purchase of this Mail Center.

Before you begin, please refer to the Parts List to ensure that all materials needed for assembly have been received. You may also need a Phillips Screwdriver.

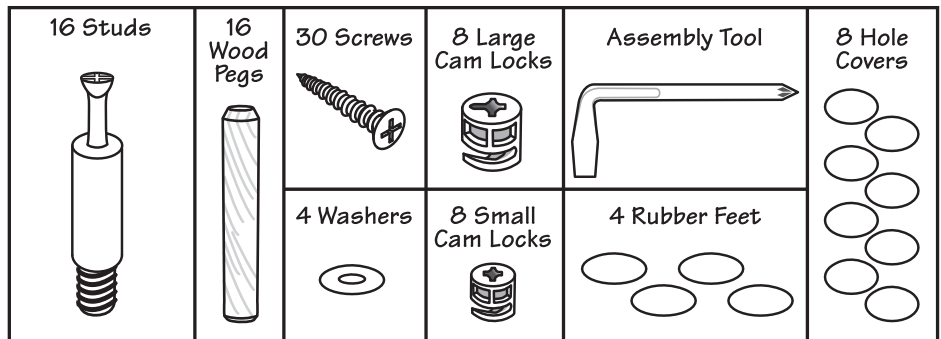


## Helpful Hints:

- Check the direction of the arrows on each locking cam during assembly. All arrows must point toward the small holes located on the outer edge of the panels before tightening.
- All studs must be screwed in approximately 1/2" until the shoulder meets the surface. To screw in studs use the assembly tool supplied or a straight or Phillips screwdriver.

## Parts List: (Assembly Tool included)

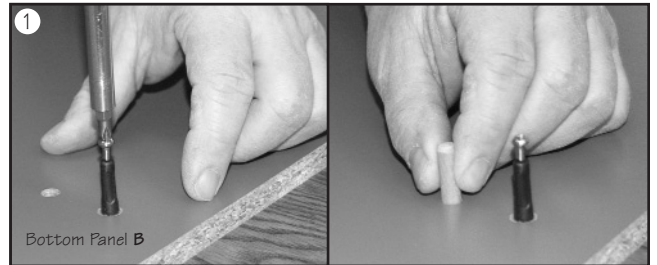
Item	Description	Qty.
A	Top Panel	1
B	Bottom Panel	1
C	Left Side Panel	1
D	Right Side Panel	1
E	Center Dividers	2
F	Shelves	24
G	Back Center Panel	1
H	Back Side Panels	2
N/A	Sheet of 30 Labels	1
N/A	Bag of Hardware	1



You may also have received one spare part of each piece of hardware.

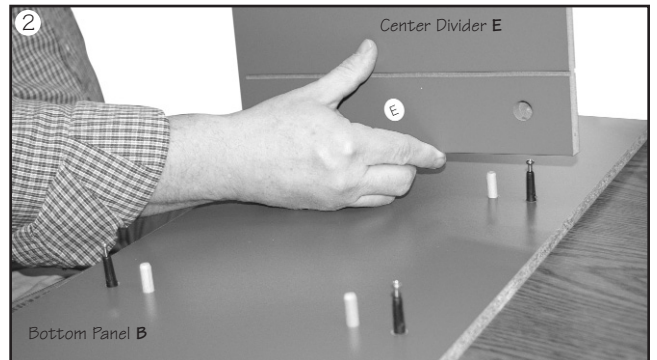
## STEP ONE

Locate bottom panel **B**. Push in four small cam locks into the four holes on the bottom side of this panel. Turn the panel over and screw four studs into the four plastic threaded plugs. Push four wooden pegs into the remaining four holes.



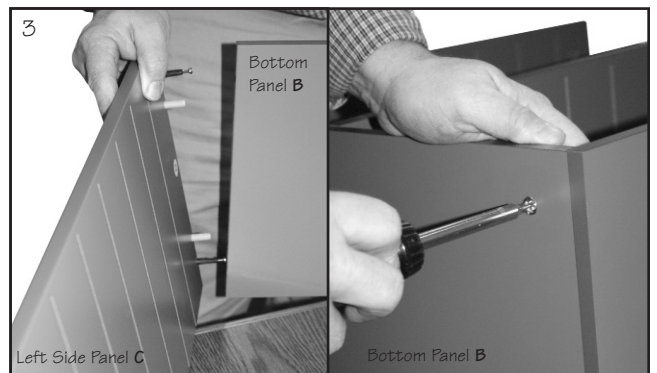
## STEP TWO

Locate the two center dividers **E** (they have slots on both sides for the shelves). Push four large cam locks into the four holes. Stand the bottom panel **B** on edge lengthwise. Take one center divider also on edge and push one end down over the wooden pegs and studs, matching the finished edges. Turn the cam locks until they are tight. The second divider **E** should be installed the same way.



## STEP THREE

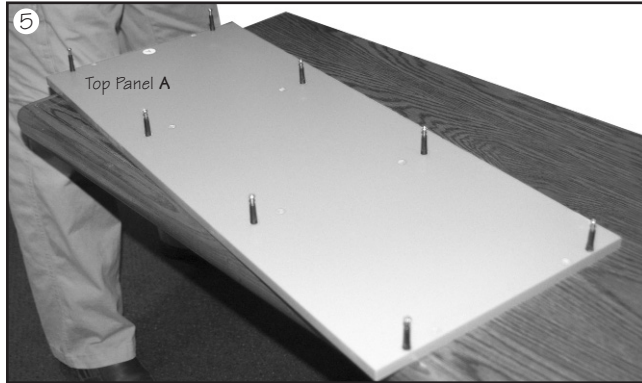
Locate the left side panel **C**. The side of the panel with the slots should face in and the end with the finished edge is the bottom. Screw in two studs and push two wood pegs in the holes near the bottom on the side with the slots. The studs and pegs on the side panel should be pushed in the holes in the ends of the bottom panel. Turn the cam locks on the bottom of the bottom panel until tight. Do this to both sides. Install two cam locks on each side panel at the top. Repeat with the other side panel **D**.



## STEP FOUR

Insert four small cam locks into the top of panels **C** & **D**, and four large cam locks into top the of panel **E**.

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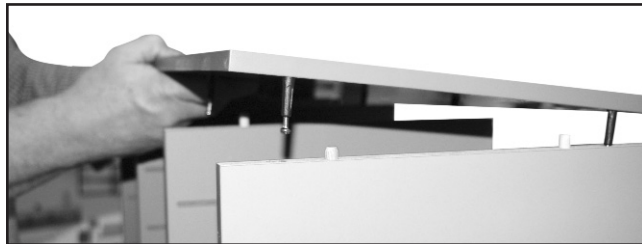


## STEP FIVE

The top panel **A** has sixteen holes for eight wooden pegs and eight studs. Screw eight studs into the center holes in the top panel as shown. Push the wooden pegs into the tops of center panel **E** and side panels **C** & **D**. Line up studs and pegs to their matching holes and push the top panel down onto the center and side panels. Tighten the eight cam locks.

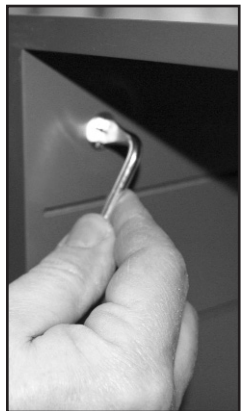
## STEP SIX

From the back of the Mail Center, slide the twenty-four shelves into their slots, finished side forward.



## STEP SEVEN

The back of Mail Center consists of three panels: Two back side panels **H** & **H**, and back center panel **G**. One panel **H** is for the left side, one is for the right. Left back panel **H** has ten screw holes around its left side. (There are no screw holes on its right side.) Right back panel **H** has ten screw holes around its right side. (There are no screw holes on its left side). Attach each back panel **H** to the back of the Mail Center with ten screws each. Attach back center panel **G** at the top and bottom using six screws. There may be a slight gap between the three panels. This is normal. Put washers onto four screws and use these screws to attach the sides of panel **G** to the back of the Mail Center in between the two outer side panels. These washers will help stabilize the back panels.



## STEP EIGHT

Attach self-adhesive rubber feet to the bottom of the Mail Center. Attach Wire Works™ Paper Holders (separate item #159825) or plug holes on side panels with covers.

## STEP NINE

Separate the perforated labels. Write your information on the bottom of the label below the fold line on the same side as the adhesive. Fold label in half and adhere label to the underside of the shelf with writing facing outward.

