

## **Mail Station Base**

MODEL 7756

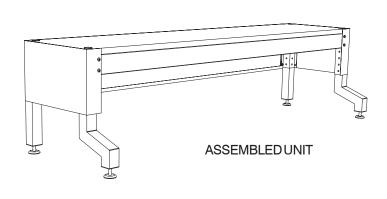
## **ASSEMBLY INSTRUCTIONS**

# IMPORTANT ◆ READ and FOLLOW these instructions carefully! ◆ CHECK ALL PACKAGING - there may be parts in it!

- ♦ SORT and COUNT your parts compare with the list below. If you find problems, refer to the Product Warranty Registration form included with this product.

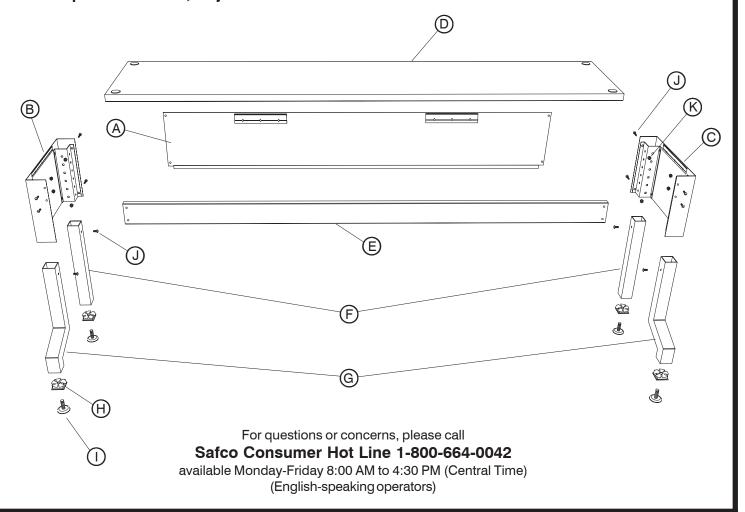
### Sort and count your parts!

PARTS LIST			
LETTER CODE	DESCRIPTION	QTY.	PART NO.
A	Back Panel	1	7756-01
B	Left Panel	1	7756-02
0	Right Panel	1	7756-03
(D)	Top Panel	1	7756-04
E	Front Rail	1	7756-05
F	Back Leg	2	7756-06
G	Front Leg (Bent)	2	7756-07
$\oplus$	Glide Adaptor	4	7749-26
	Adjustable Glide	4	7749-25
J	Machine Screw	12	7749-28
(K)	Hex Nut	8	7749-29

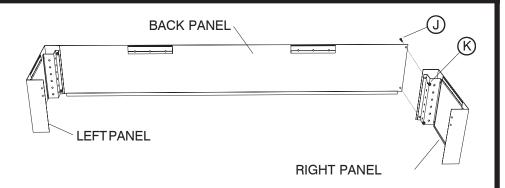


### **TOOLS REQUIRED:**

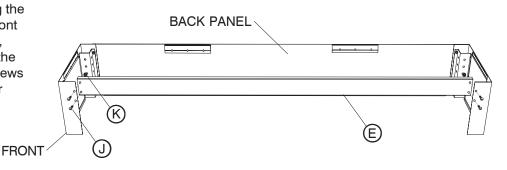
#2 Phillips Screwdriver, Adjustable Wrench



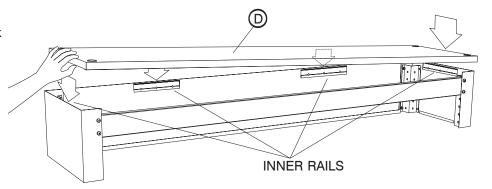
Locate B Left and C Right Panels as illustrated. Work with one side at a time to align the holes on the A Back Panel with the holes on the back end of each end Panel. From the back side, insert two Machine Screws into the holes, fastening with one K Hex Nut per screw.



Attach E Front Rail by aligning the two holes on each side of the front rail with two holes on the upper, front of each end panel. From the front, insert four Machine Screws into these holes, fasten with four K Hex Nuts.

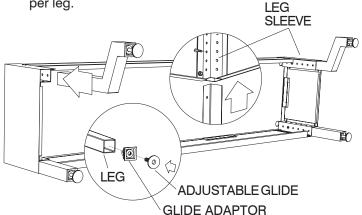


Insert the D Top Panel (with the raised circles on top) onto the back and side panels, making sure the flanges on the top panel slide in BETWEEN the panels and the inner rails.

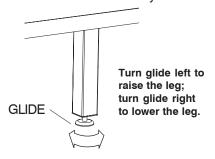


Place the unit onto its back on a protected surface.

Gently tap the Glide Adaptors into each leg at the end opposite the set of adjustment holes. Thread the Adjustable Glides all the way into each glide adaptor. Insert the straight Back Legs into the sleeves at the back of the unit, and the angled Front Legs into the sleeves at the front. Securely fasten all legs at the SAME HEIGHT LEVEL with one Leg Adjustment Bolt per leg.



Set the unit upright onto its legs. Check to insure the unit is at the desired height. If not, carefully turn the unit over and adjust the legs and leg screws. Once the base is in place and at the desired height, level it by turning the adjustable glides on each leg. A level is recommended for accuracy.



#### NOTE:

If assembled unit is extremely uneven, make sure you have used the same leg and leg sleeve hole positions on all legs. If not, turn the unit over and adjust the legs.