

**VERTICAL DESKTOP SORTER  
ASSEMBLY MANUAL**

**THANK YOU FOR SELECTING THE VERTICAL DESKTOP SORTER!** This product is perfect for the busy office worker - it is a compact, desktop organizer that can hold numerous documents, letters, and memos. The sorter includes 10 hardboard shelves that form up to 11 letter-sized compartments. The entire unit can support up to 15 lbs. Shelves can also be removed to create larger compartments for document bundles. The vertical desktop sorter is constructed of compressed wood with a laminate finish and has a solid hardboard back. This guide will help you assemble your sorter.

## NOTES

- Do not store liquids inside the compartments.
- Designed for inside use only.
- Never stand on the sorter as it was not designed to hold your weight.

## BEFORE YOU ASSEMBLE

- Place all parts on a clean, smooth surface to avoid scratching the parts.
- Check to be sure you have all parts and hardware.
- Remove all wrapping materials, including any staples & packing straps.
- Keep all hardware, small parts and packaging out of reach of children.

## SPECIFICATIONS

width: 10-<sup>3</sup>/<sub>4</sub> inches (27.3cm)

depth: 12 inches (30.5cm)

height 16 inches (40.6)

color: wood

construction: furniture-grade particle board

number of compartments: 11

## PARTS

Check your package and your carton should contain all items shown in the parts list below - if not, consult the retailer who sold you the product.

1 Top Panel (A)

1 Bottom Panel (B)

1 Side Panel (C)

1 Side Panel (D)

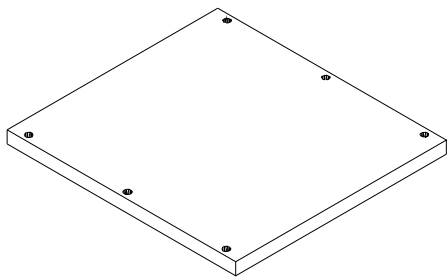
1 Back Panel (E)

10 Shelves (F)

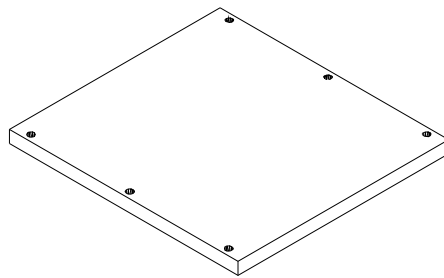
40 Shelf Supports (G)

10 Nails (H)

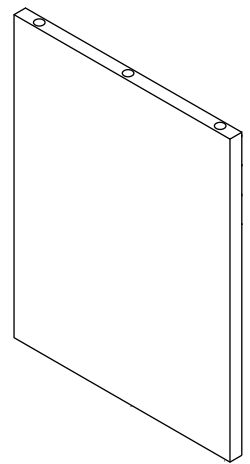
12 Dowels (I)



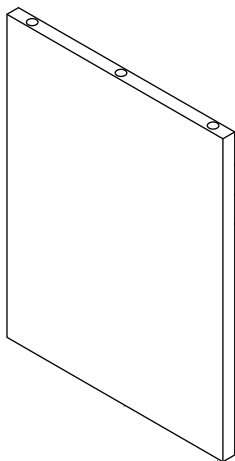
**1 Top Panel (A)**



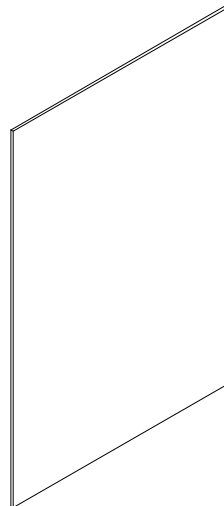
**1 Bottom Panel (B)**



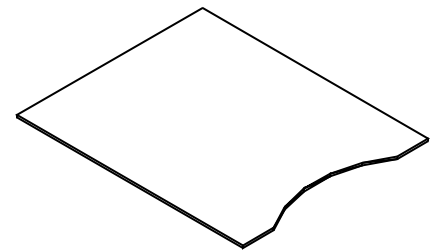
**1 Side Panel (C)**



**1 Side Panel (D)**



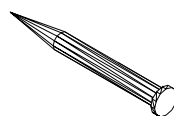
**1 Back Panel (E)**



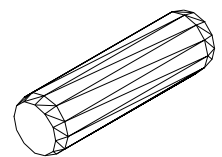
**10 Shelves (F)**



**40 Shelf Supports (G)**



**10 Nails (H)**

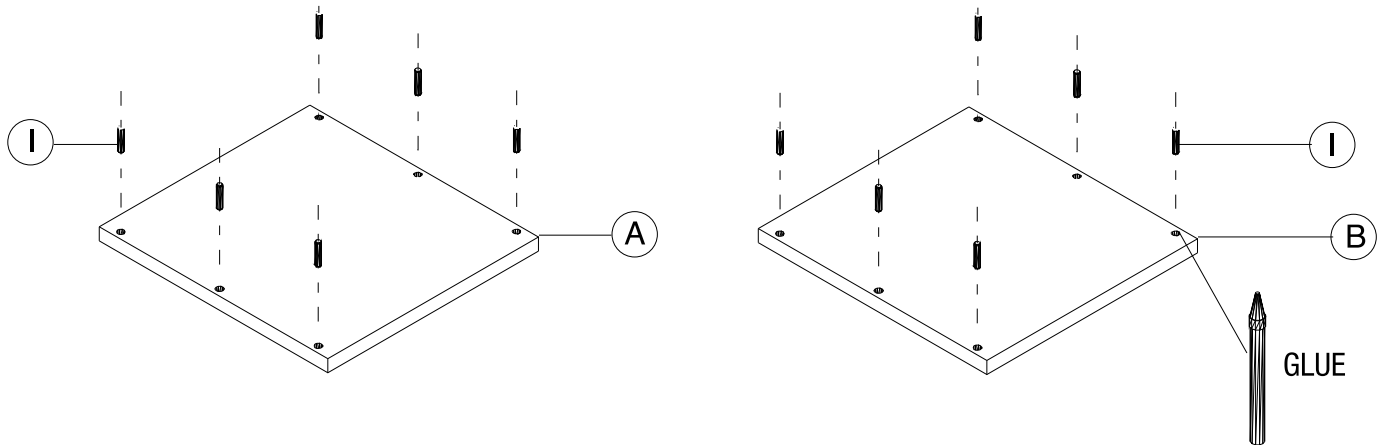


**12 Dowels (I)**

# ASSEMBLY INSTRUCTIONS

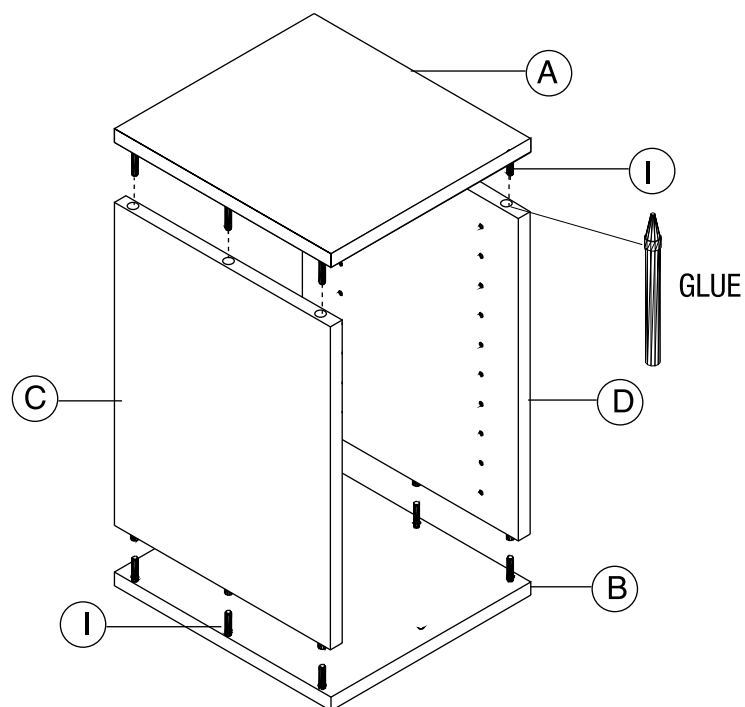
## STEP 1

- 1.) Lay top panel A and bottom panel B on a flat surface with holes facing up.
- 2.) Insert a small amount of glue in each hole.
- 3.) Carefully insert dowels I into holes (softly tap with a mallet if needed).



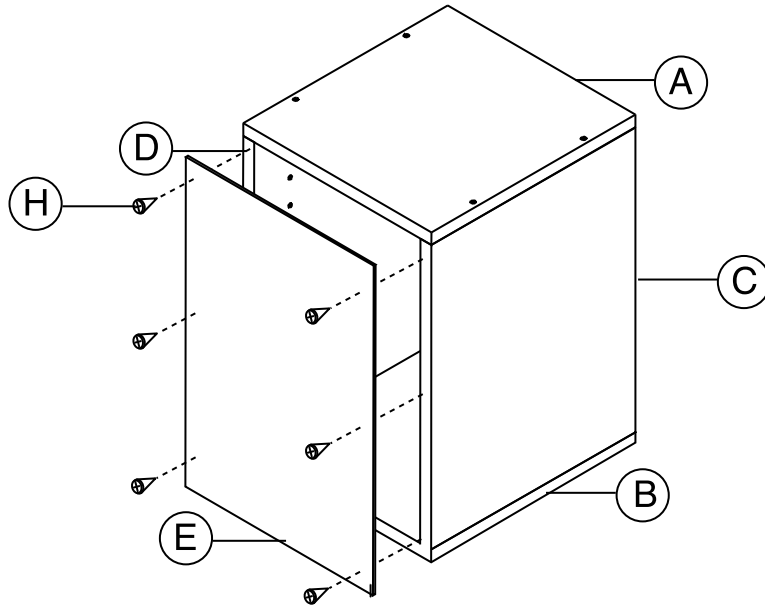
## STEP 2

- 1.) Insert a small amount of glue in each hole on the edges of side panels C and D.
- 2.) Align dowels on top and bottom panels A and B with holes on side panels C and D.
- 3.) Carefully press top and bottom panels A and B together with side panels C and D (softly tap with a mallet if needed).



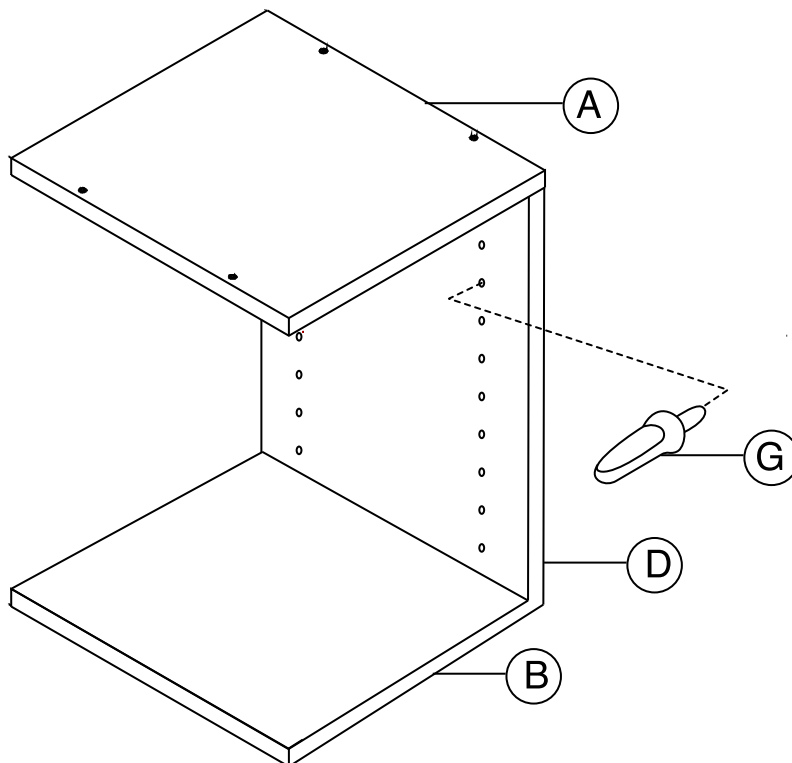
## STEP 3

- 1.) Align back panel E with the unfinished side of the panels.
- 2.) Using a hammer, install nails H through back panel E and into side panels.



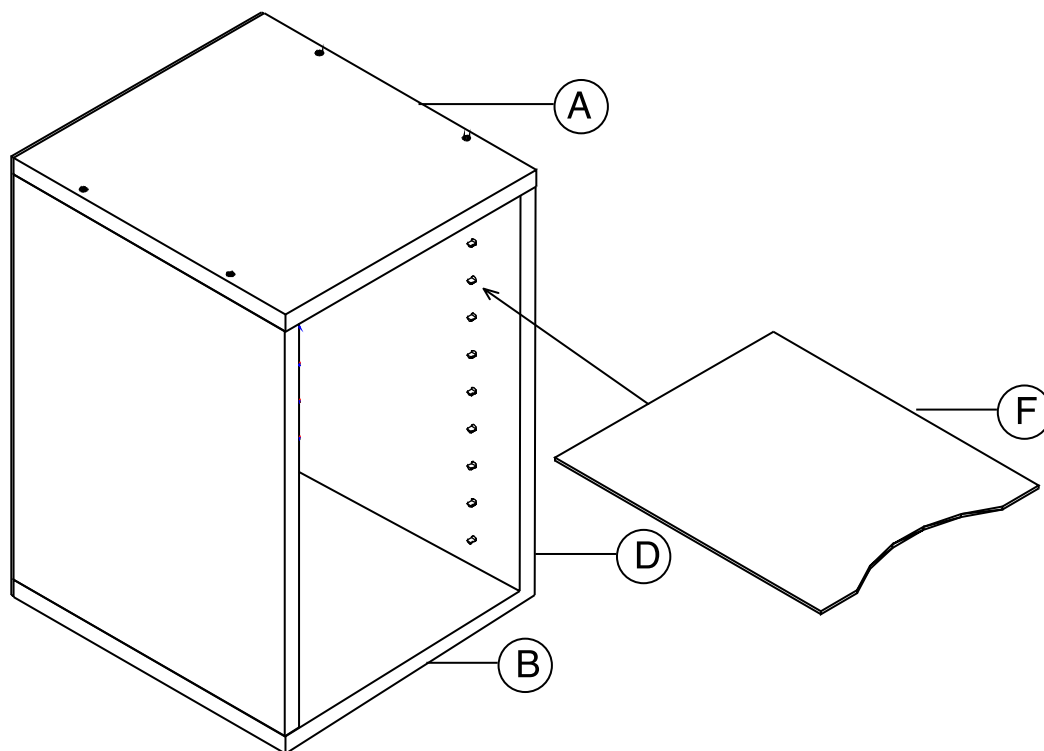
## STEP 4

- 1.) Install shelf supports G into holes on the insides of side panels C and D.



## STEP 5

1.) Carefully insert shelving F on top of supports G (be sure they are level).



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4. The sole responsibility of the Company shall be limited to the repair or replacement (in its sole discretion) of any component of the product which fails to conform to this warranty at no cost to the purchaser for the period of the warranty.
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