

# **ASSEMBLY INSTRUCTIONS & PARTS MANUAL**

## **36" or 48" Wide Single Entry Letter or Legal Size Imperial Shelving System**

**Model Series: 1276, 1288, 127648, 128848, 1576 & 1588**



RETAIN INSTRUCTIONS FOR FUTURE REFERENCE

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**Starter Unit**



**Add-On Unit**

### **GENERAL SAFETY INFORMATION**

Some parts may have sharp edges. CARE must be taken when handling various pieces to avoid injury. For safety, wear a pair of work gloves when assembling or performing any maintenance on the units.

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### **LIMITED WARRANTY**

Tennsco warrants goods purchased hereunder to be free of defects in materials and workmanship for a period of one (1) year from the date of shipment, hereunder. This warranty shall not apply in the event goods are damaged as a result of misuse, abuse, neglect, accident, improper application, modification or repair by persons not authorized by Seller, where goods are damaged during shipment, or where the date stamps on the goods have been defaced, modified or removed. UNLESS CONSIDERED UNENFORCEABLE OR UNLAWFUL UNDER APPLICABLE LAW:

- a. ALL IMPLIED WARRANTIES, INCLUDING BUT NOT LIMITED TO WARRANTIES OR MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE ARE HEREBY EXCLUDED:
- b. BUYERS REMEDY, IF ANY, FOR ANY DEFECTIVE GOODS SHALL BE LIMITED TO A REFUND BY SELLER OR REPLACEMENT OF THE GOODS AT SELLER'S OPTION, AND SHALL IN NO EVENT INCLUDE DAMAGES OF ANY KIND, WHETHER INCIDENTAL, CONSEQUENTIAL OR OTHERWISE.

NO GOODS ACCEPTED FOR RETURN WITHOUT PRIOR APPROVAL. Seller shall have the right to inspect any goods claimed to be defective at Buyers place of business or require Buyer to return the goods to Seller for inspection on Seller's premises. Transportation charges covering returned goods will be borne by Seller only if such goods are proven to be defective, are covered by this warranty and are returned within the warranty period stated above.

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# ASSEMBLY OF IMPERIAL SINGLE ENTRY UNIT

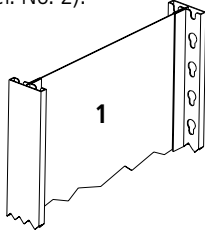
Two people are recommended for assembly. Approximate assembly time: 30-40 minutes.

Tool Required: Rubber Mallet

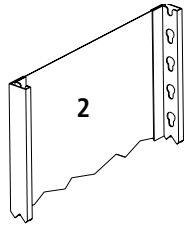
The reference numbers used throughout this sheet refer to the illustration on the back cover.

This is to help you to identify the various parts as they are mentioned.

1. Determine whether you will be assembling a single unit, or multiple units joined together. For a single unit, use two "L" uprights (Ref. No. 1). For multiple units, use one "L" upright and one "T" upright (Ref. No. 2).

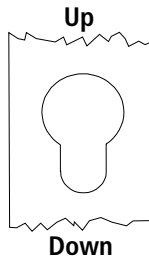


Closed "L" Upright



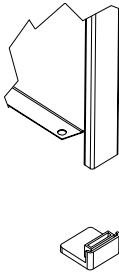
Closed "T" Upright

2. Examine the slots on the two uprights you have selected. When an upright is standing up on end, the narrow part of the keyhole slots should be toward the floor, while the wide part should be toward the top.

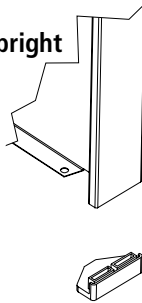


3. After determining which end of the upright is the bottom, attach a plastic foot (Ref. No. 9 or 10) to the bottom of each upright by pressing it into place. Note the differences at right between a foot for an "L" upright and a foot for a "T" upright.

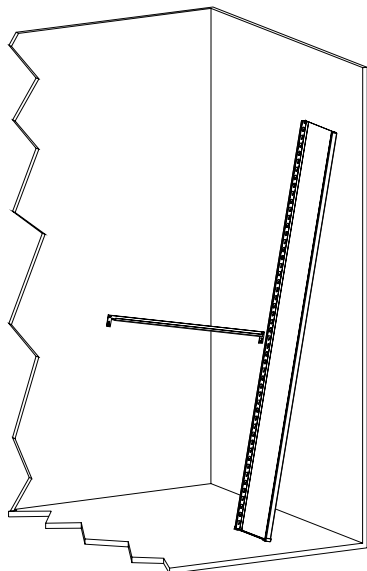
"L" Upright



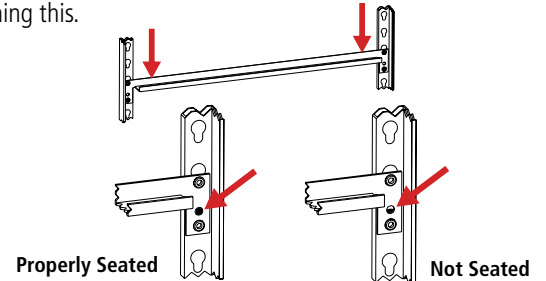
"T" Upright



4. Lean one "L" upright against a wall, and temporarily place one shelf support (Ref. No. 5) at approximately eye level to properly space the uprights. Make sure both rivets on the shelf support are fully inserted into the keyhole slots, and are firmly seated at the bottom of the keyhole as shown in step 5.

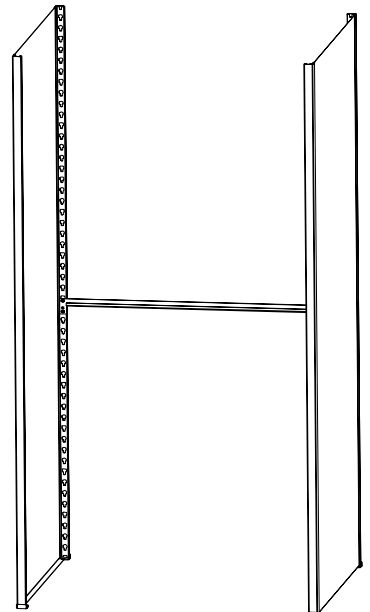


5. To firmly seat shelf supports and backstops, make sure both rivets are fully inserted into the keyhole slots, and firmly seated in the bottom of the slot. A rubber mallet can be helpful in accomplishing this.



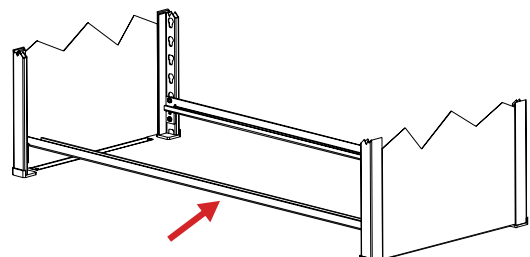
**NOTE: Supports are not fully seated unless you can see an open space through the hole in the shelf support as shown above.**

6. Hold a second "L" upright (or a "T" upright if you are assembling multiple units) approximately 36" away. Pull the first upright away from the wall using the shelf support you attached in step 4, and insert the other end of the shelf support into the second upright.

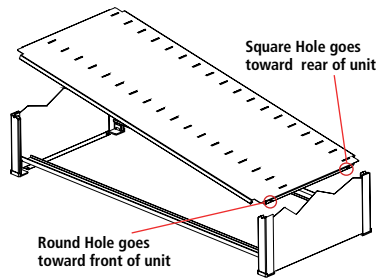


**NOTE: Take care not to let the uprights fall, as they are not stable until step 7 is completed.**

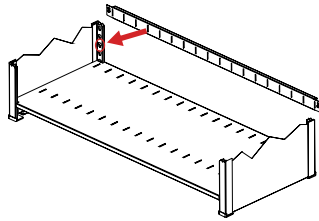
7. Place a shelf support at the rear of the unit in the bottom keyhole slots, in the same way you placed the shelf support in steps 4 through 6. Then, place a second shelf support at bottom front of unit.



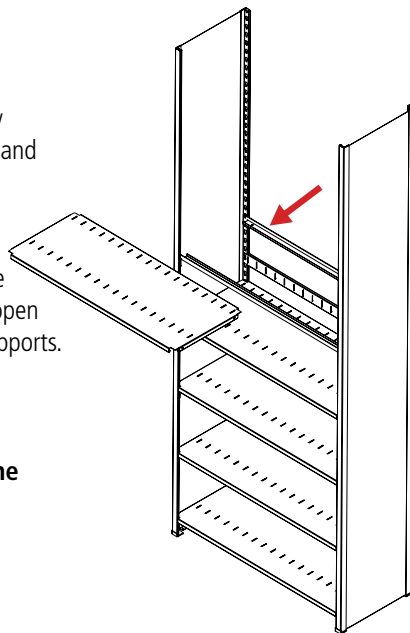
- 8.** Place a slotted shelf (Ref. No. 4) over the supports. **IMPORTANT:** Be sure that the square hole in the end of the shelf flange is to the rear of the unit. If the shelf is reversed, the dividers will not fit in their slots.



- 9.** Insert a back stop (Ref. No. 6) into the third keyhole slot above the shelf. Make sure that all rivets are firmly seated in the keyhole slots, as described in step 5.

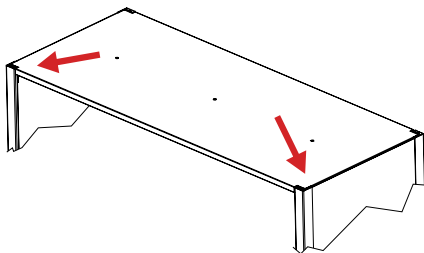


- 10.** Continue the assembly by placing supports, shelves and backstops as described in steps 8 and 9. The recommended spacing between shelves is twelve inches, which equals six open keyhole slots between supports.

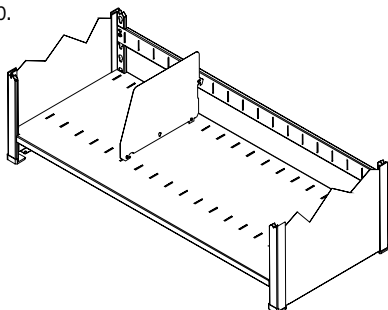


**NOTE: The plain shelf (without slots) is for the unit top.**

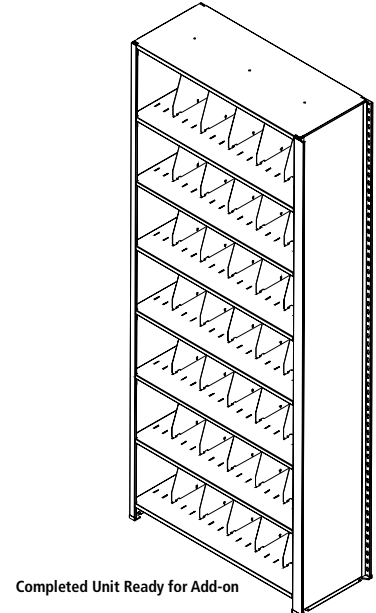
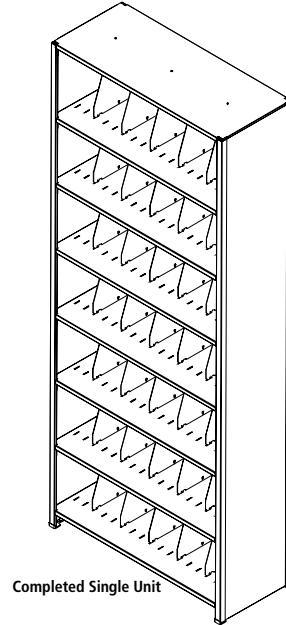
- 11.** The top shelf supports and top shelf (Ref. No. 3) should be installed flush with the upright top. Note that the top shelf has no divider slots.



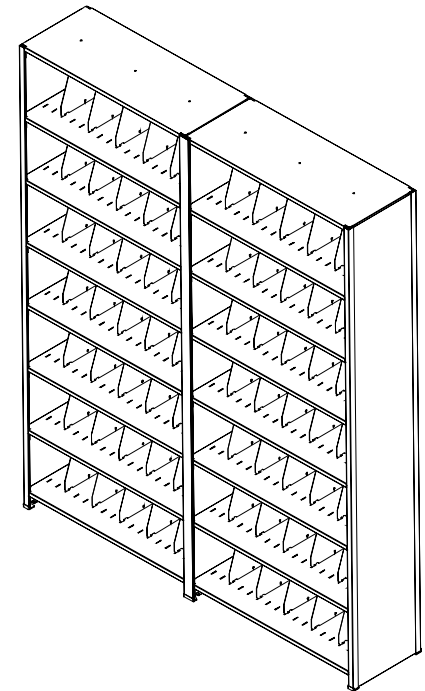
- 12.** Insert shelf dividers (Ref. No. 7), five per shelf (or as needed), by placing dividers into slots on the shelf and then hooking into the slot in the back stop.



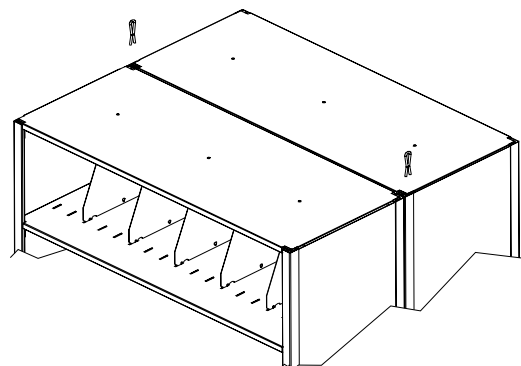
- 13.** If you are assembling only a single unit, assembly is now complete (shown below left). If you are assembling multiple units joined together, your starter unit should have been assembled with a "T" upright (shown below right) as described in step one. Continue with step 14.



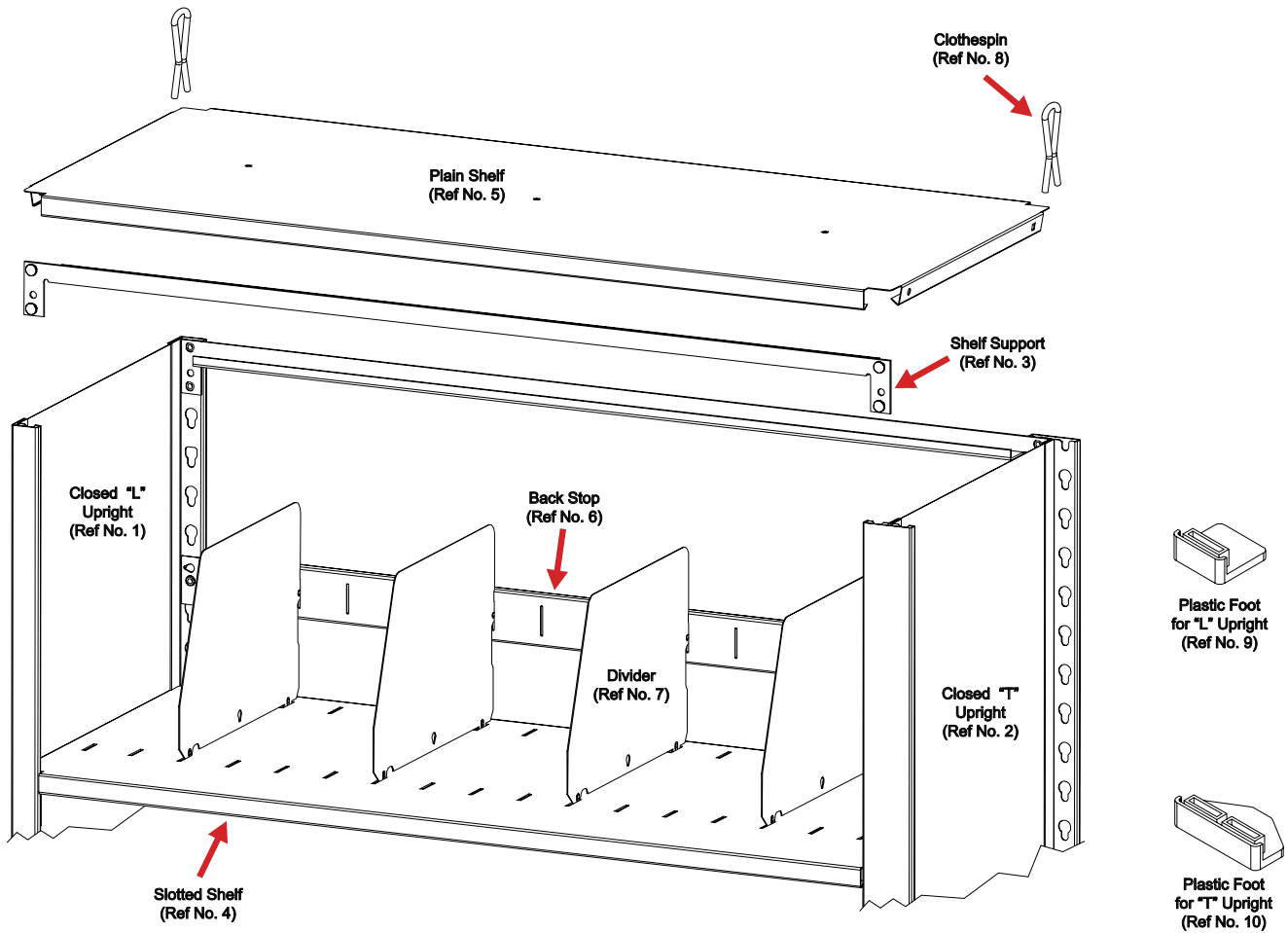
- 14.** Repeat steps 7 through 11 adding a new "L" or "T" upright and connecting with shelf supports to complete the add-on unit.



- 15.** If installing units back to back, insert clothespins (Ref. No. 8) through the top of the uprights to tie the units together.



# REPLACEMENT PARTS



REF. NO.	DESCRIPTION	PART NO.	36W x 12D x 76H 6 Openings QUANTITY		36W x 12D x 88H 7 Openings QUANTITY		36W x 15D x 76H 6 Openings QUANTITY		36W x 15D x 88H 7 Openings QUANTITY		48W x 12D x 76H 6 Openings QUANTITY		48W x 12D x 88H 7 Openings QUANTITY	
			Starter 1276PC	Add-On 1276AC	Starter 1288PC	Add-On 1288AC	Starter 1576PC	Add-On 1576AC	Starter 1588PC	Add-On 1588AC	Starter 127648PC	Add-On 127648AC	Starter 128848PC	Add-On 128848AC
1	Closed "L" Upright	OR 1276LC	2	--	--	--	--	--	--	--	2	--	--	--
	Closed "L" Upright	OR 1288LC	--	--	2	--	--	--	--	--	--	--	2	--
	Closed "L" Upright	OR 1576LC	--	--	--	--	2	--	--	--	--	--	--	--
	Closed "L" Upright	1588LC	--	--	--	--	--	--	2	--	--	--	--	--
2	Closed "T" Upright	OR 1276TC	--	1	--	--	--	--	--	--	--	1	--	--
	Closed "T" Upright	OR 1288TC	--	--	--	1	--	--	--	--	--	--	--	1
	Closed "T" Upright	OR 1576TC	--	--	--	--	--	1	--	--	--	--	--	--
	Closed "T" Upright	1588TC	--	--	--	--	--	--	1	--	--	--	--	--
3	Shelf Support	OR TSC-3614	14	14	16	16	14	14	16	16	--	--	--	--
	Shelf Support	TSC-4814	--	--	--	--	--	--	--	--	14	14	16	16
4	Slotted Shelf	OR TQ2-3612	6	6	7	7	--	--	--	--	--	--	--	--
	Slotted Shelf	OR TQ2-3615	--	--	--	--	6	6	7	7	--	--	--	--
	Slotted Shelf	TQ2-4812	--	--	--	--	--	--	--	--	6	6	7	7
5	Plain Shelf	OR T2-3612	1	1	1	1	--	--	--	--	--	--	--	--
	Plain Shelf	OR T2-3615	--	--	--	--	1	1	1	1	--	--	--	--
	Plain Shelf	T2-4812	--	--	--	--	--	--	--	--	1	1	1	1
6	Back Stop	OR BS-36	6	6	7	7	6	6	7	7	--	--	--	--
	Back Stop	BS-48	--	--	--	--	--	--	--	--	6	6	7	7
7	Divider	FD-1108	30	30	35	35	30	30	35	35	30	30	35	35
	Clothespin	LTCP-1	1	1	1	1	1	1	1	1	1	1	1	1
9	Plastic Foot for "L" Upright	LTNF-L	4	--	4	--	4	--	4	--	4	--	4	--
	Plastic Foot for "T" Upright	LTNF-T	--	2	--	2	--	2	--	2	--	2	--	2

Tennsco makes every effort to ensure that all units ship complete with all parts and arrive undamaged. However, should your unit contain missing or damaged parts, please contact your purchase location.