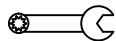


Required Tools:



Wrenches



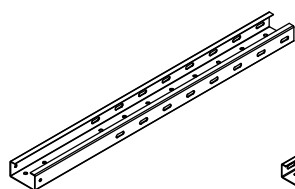
Phillips Screwdriver

Safety Instructions

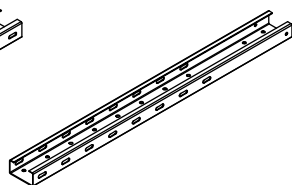
- Make sure all the hardware is fully tightened after assembly and inspect periodically
- Always use the brakes to lock the casters in position when the cart is stationary
- Do not use this unit as a step ladder. Do not climb on the unit
- This product is not intended to be used in any manner other than for the storage and transport of tables and chairs
- All assembly instructions must be followed exactly or the unit may not be assembled correctly and may not be stable

Part List

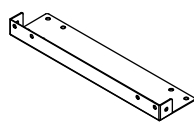
- Please refer to the chart below to confirm that you have the correct number of parts for your Alera product
- Please do not fully tighten the screws until the unit is fully assembled.
- After assembly and inspect periodically, please make sure all the hardware is fully tightened



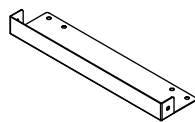
A - Outer Rails



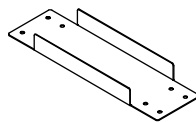
B - Inner Rails



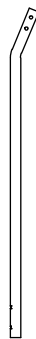
C - Front Support



D - Rear Support



E - Center Support



G - Handle
Upright-Right

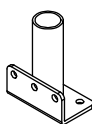


H - Handle
Upright-Left



P - Safety strap

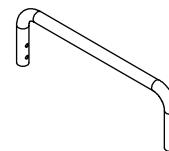
Part Name	Qty.
A - Outer Rails	2
B - Inner Rails	2
C - Front Support	1
D - Rear Support	1
E - Center Support	1
F - Handle Base	2
G - Handle Upright-Right	1
H - Handle Upright-Left	1
I - Handle Connect Bar	2
J - Main Handle	1
K- Silver screw Bolt & Washer	32
L - Locking nut	20
M - Black Screws & Washer	12
N - Castors	2
O - Locking Castor	2
P - Safety strap	1



F - Handle Base



I - Handle
Connect Bar



J - Main Handle



K- Silver screw Bolt &
Washer



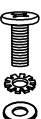
N - Castors



L - Locking nut



O - Locking Castor

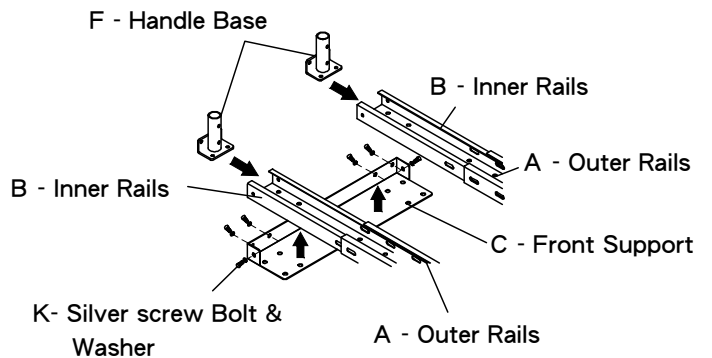


M - Black Screws & Washer

1

1. Insert the Handle Base (F) into the front of each Inner Rails (B)
2. Place the Inner Rails (B) on the Front support (C), with the slots located at the center of each Inner Rail (B), fasten with (K)

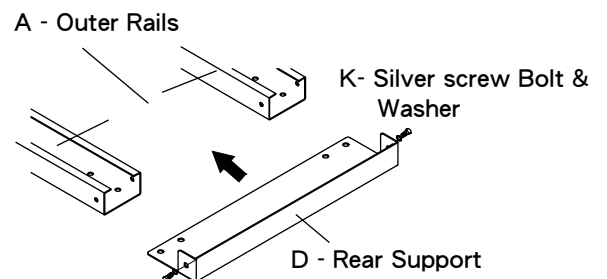
Note: only fasten with Bolt and Washer (K) on these slots.
Do not require Nuts (L) here.



2

Place the Outer Rails (A) on the Rear Support (D) as shown and fasten with (K)

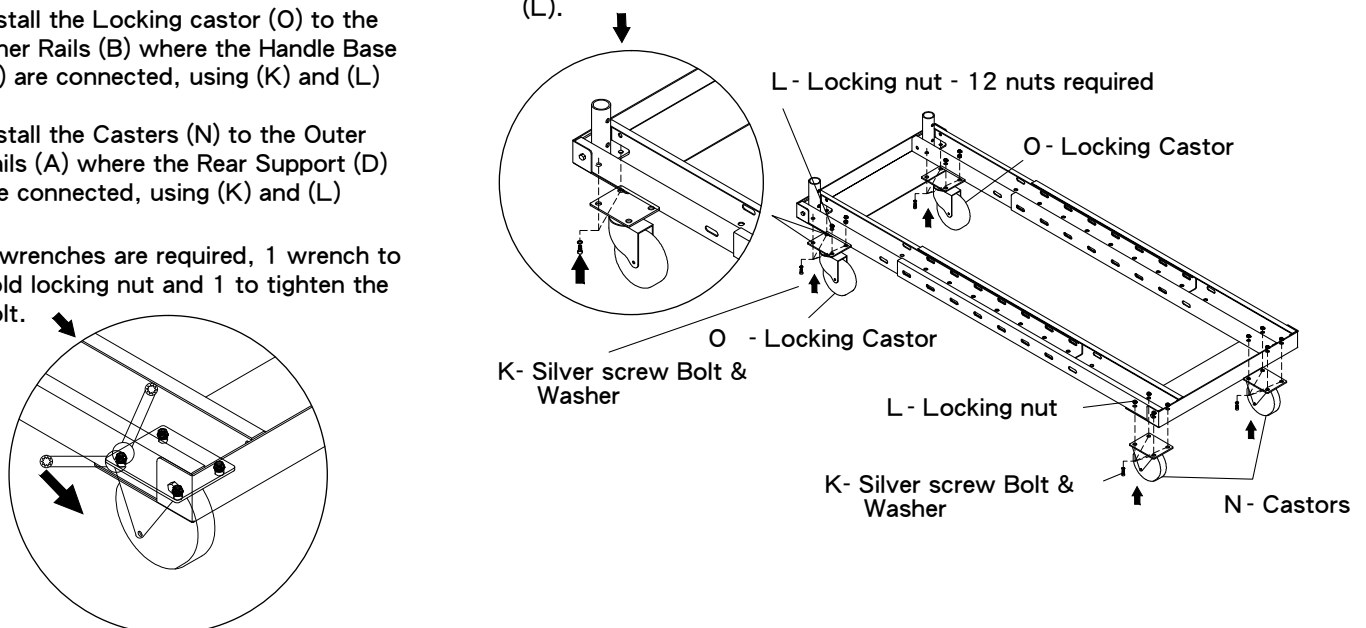
Note: only fasten with Bolt and Washer (K) on these slots.
Do not require Nuts (L) here.



3

1. Install the Locking castor (O) to the Inner Rails (B) where the Handle Base (F) are connected, using (K) and (L)
2. Install the Casters (N) to the Outer Rails (A) where the Rear Support (D) are connected, using (K) and (L)
3. 2 wrenches are required, 1 wrench to hold locking nut and 1 to tighten the bolt.

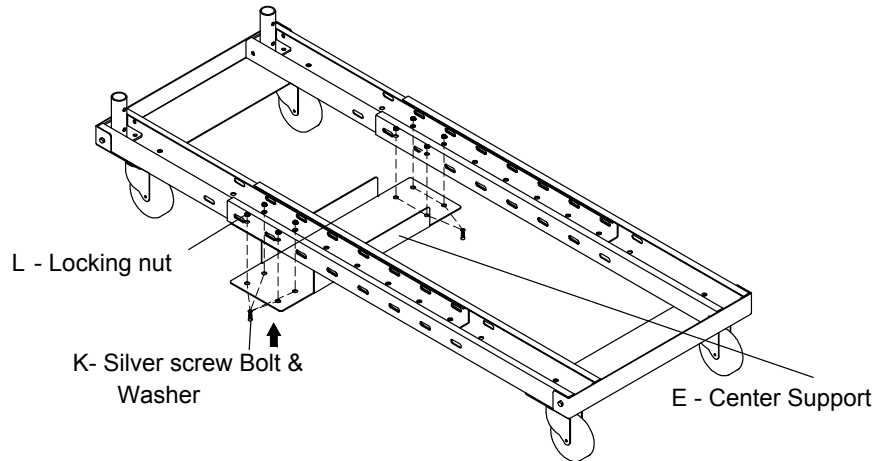
Note: only fasten with Bolt and Washer (K) here.
Do not require Nuts (L).



4

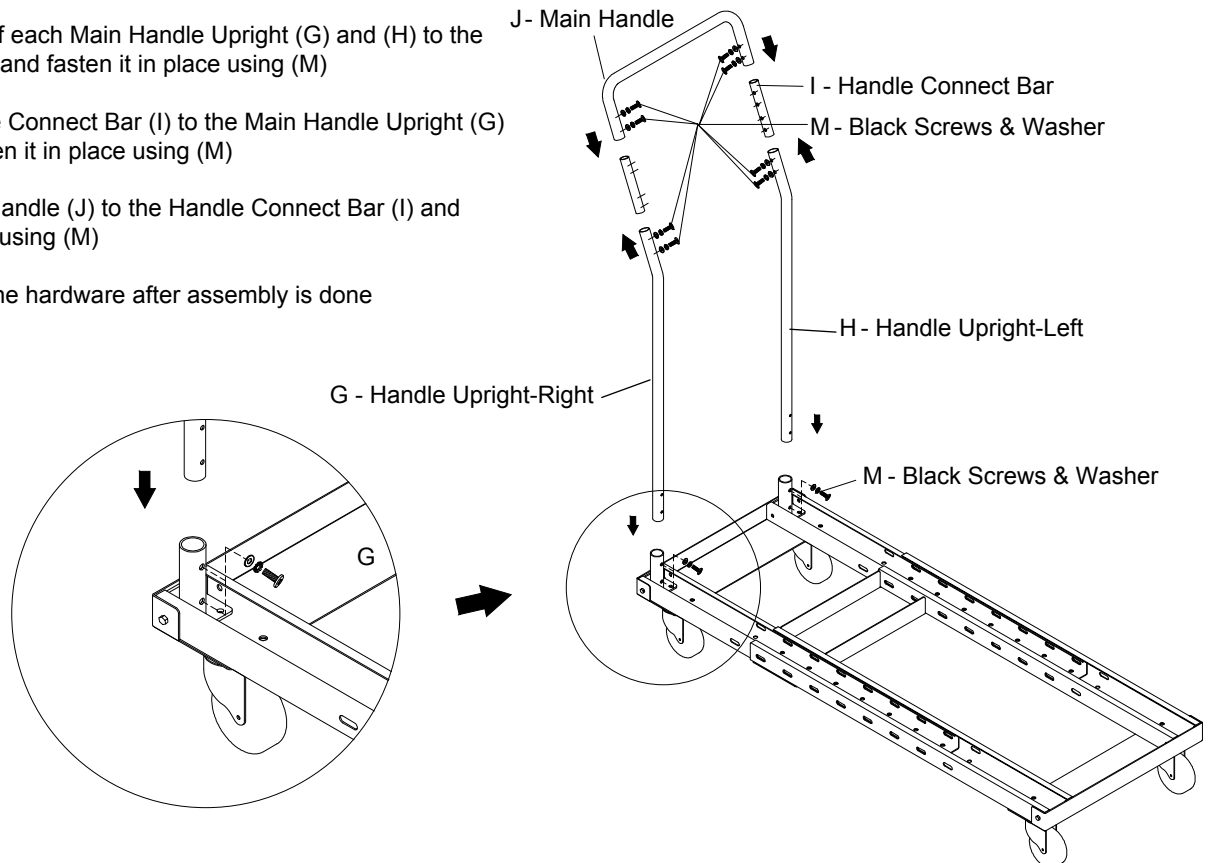
Adjust the Outer Rails (A) and Inner Rail (B) to the desired length, then attach the Center Support (E) to the Rails using (K) and (L)

Note: Always install the Center Support (E) in the middle depth of the cart.



5

1. Insert the ends of each Main Handle Upright (G) and (H) to the Handle Base (F) and fasten it in place using (M)
2. Insert the Handle Connect Bar (I) to the Main Handle Upright (G) and (H) and fasten it in place using (M)
3. Insert the Main Handle (J) to the Handle Connect Bar (I) and fasten it in place using (M)
4. Fully tighten all the hardware after assembly is done





LIMITED 5-YEAR WARRANTY

Except as otherwise provided within this Limited Warranty, United Stationers Supply Co. ("USSCo") promises to repair or replace any Alera® and other USSCo branded furniture products, component or part that is found by USSCo to be defective in material or workmanship within five (5) years from the date of original purchase so long as you, the original purchaser, still owns it. This is your sole and exclusive remedy. This warranty is subject to the provisions below. It applies to product manufactured after May 29, 2005, for products sold within the United States of America and the Commonwealth of Canada.

Limitations:

- Damage caused by the carrier in-transit is handled under separate terms as defined by the carrier.
- Fabric, vinyl and/or leather is warranted for two (2) years from the date of original purchase of the chair by the original owner of the Alera® product in question.

Exclusions:

This warranty does not apply and no other warranty applies to:

- Normal wear and tear, which are to be expected over the course of ownership.
- Modifications or attachments to the product that are not approved by USSCo.
- Products that were not installed, used or routinely and properly maintained in accordance with product instructions and warnings.
- Products used for rental purposes.

Color variations in fabrics and finishes:

USSCo does not warrant the color-fastness or matching of colors, grains or textures of covering materials.

TO THE EXTENT ALLOWED BY LAW, USSCo MAKES NO OTHER WARRANTY, EITHER EXPRESS OR IMPLIED, INCLUDING ANY WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. USSCo WILL NOT BE LIABLE FOR ANY CONSEQUENTIAL OR INCIDENTAL DAMAGES.

Notice to Purchasers for home or personal use:

Federal law does not permit the exclusion of certain implied warranties for consumer products. Therefore, if you are purchasing this product for home or personal use, the exclusion of implied warranties noted in the above paragraph does not apply to you. Some states do not allow the exclusion or limitation of incidental or consequential damages, so the above limitation or exclusion may not apply to you. This warranty gives you specific legal rights, and you may also have other rights which vary from state to state.

To obtain service under this warranty:

Your Alera® Reseller will work with USSCo in supporting your warranty requests. Please note: Consent of USSCo must be obtained before any warranty work is performed. To obtain consent and to ensure the best level of customer service, please take the following steps:

1. If a defect is discovered, please contact the Reseller from whom the product was purchased within 30 days from the date of discovery. The Reseller will require information about the product such as: the SKU number, serial number and/or registration number or date of manufacture from the product in question and/or any original transaction documents affirming that you are the original purchaser of this product.
2. Following your claim, your Reseller will conduct an inspection and review. During this time your Reseller or their appointed servicing agent will gather all pertinent information regarding the claim, inspect the product and contact a USSCo customer service representative. Please allow a reasonable amount of time for these activities.
3. A customer service representative or another representative of USSCo will determine whether to provide replacement parts, authorize repairs or replace the product providing USSCo affirms that the product in question is eligible under the conditions of the warranty as stated above.