



Wire Mail Cart/Carrito de correo/Chariot à courrier
MODEL/MODÈLE/MODELO#ALE-MC3518SR


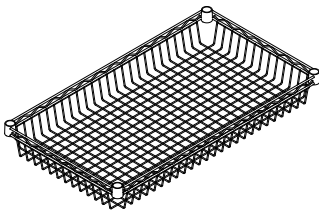
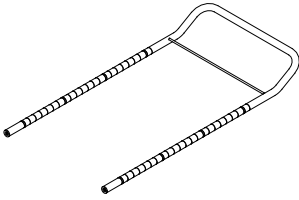
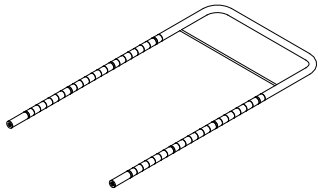
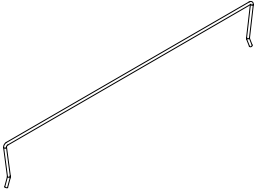
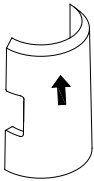
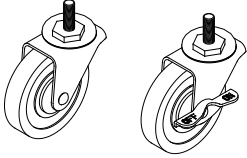
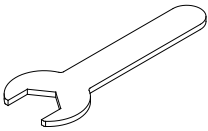


READ THIS FIRST

- **BEFORE product assembly and discarding carton, check all contents for damage or missing parts.**
- **For fastest and damage-free installation, please carefully read and follow the assembly instructions.**
- **For product return, parts and support, please call 1-800-733-400 and get the PO# ready that is printed on the carton directly.**

No tools required for assembly. Helpful tools (not included): Rubber Mallet

Note: The white plastic discs between each shelf collar are used for packaging purpose. Discard upon assembly.

<p>A x 1 Top Basket</p> 	<p>B x 1 Bottom Basket</p> 	<p>C x 1 Left Side Panel (Curved)</p> 	<p>D x 1 Right Side Panel (Straight)</p> 
<p>E x 2 File Hanging Bar</p> 	<p>F x 16 + 4 extra Slip Sleeve</p> 	<p>G x 2 Locking, 2 non-locking Caster</p>  <p>Max. Capacity with casters is 400 lbs /181 kg total</p>	<p>H x1 Wrench (tighten caster)</p> 

Special Warnings



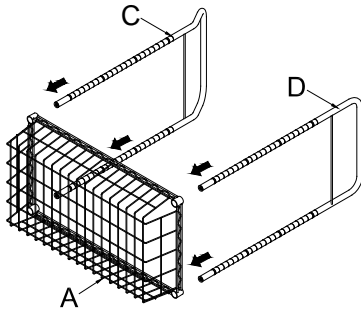
Assemble the item on a soft, non-abrasive surface, such as carpeting, to avoid scratching the finish. Use care when handling. May require two adults for safe assembly.

Care and Maintenance

Periodically check and ensure that all components are in their proper position, are free from damage and that all connectors are tight.

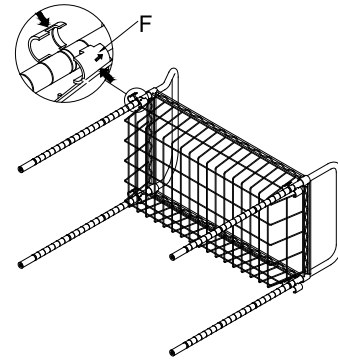
Assembly Instructions/instrucciones de montaje/instructions de montage

1



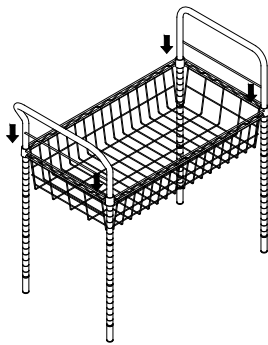
Insert the pole of left & right panel to the collar of the top of the bottom basket

2



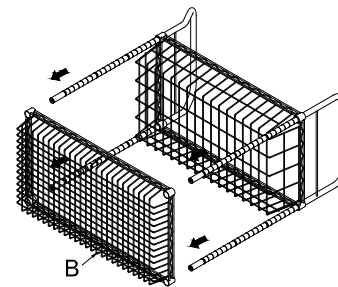
Snap two slip sleeves into the top groove of each pole with the arrows facing up. If necessary, move the sleeves slightly up or down until it "snaps" into place

3



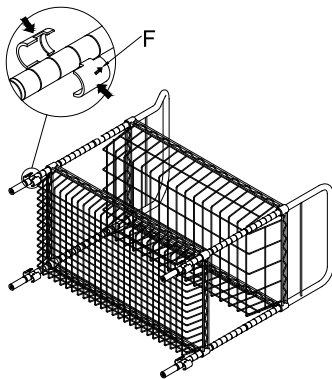
Slide the basket onto the sleeves. Use a rubber mallet if needed to secure the basket.

4



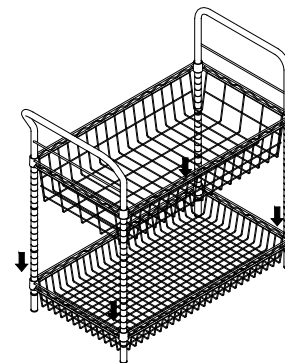
Insert the pole of left & right panel to the collar of the bottom basket

5



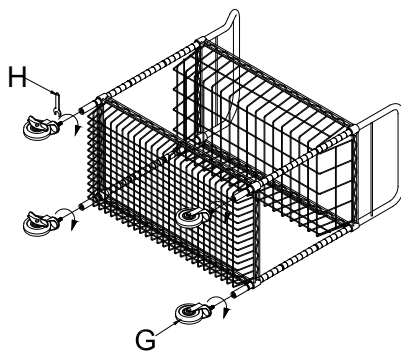
Snap two slip sleeves into the last 2nd bottom groove of each pole with the arrows facing up. If necessary, move the sleeves slightly up or down until it "snaps" into place

6



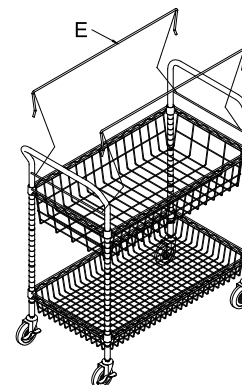
Slide the basket onto the sleeves. Use a rubber mallet if needed to secure the basket.

7



Screw caster stem completely into each bottom of post. **Tighten securely.** Make sure that the locking casters are on the same side.

8



Place the file hanging bar on the top wire of each side panel for letter or legal size hanging file.

11-015/1

Product support and parts:
Ayuda del producto y partes: 1-800-733-4000
Support technique et pieces:

Manufactured for / Hecho para / Fabriqué pour Alera® / Essendant Co.
One Parkway North, Deerfield, IL 60015 © 2015 Essendant Co.
Made in / Hecho en / Fabriqué en China