

Z-Line Record Archive Storage System Installation Instructions

Tennsco Corp., Dickson, TN 37056-1888 • (615) 446-8000

RETAIN INSTRUCTIONS FOR FUTURE REFERENCE!

Congratulations on your purchase of a Z-Line Record Archive Storage System from **Tennsco**! Z-Line's interlocking keyhole design not only makes installation fast and easy but eliminates the need for clips, gussets, sway braces or other hardware commonly used in conventional shelving, allowing completely free access to your stored materials from all sides of the unit. And our particleboard decking recesses inside the deck supports, reducing the overall profile for greater storage.

Z-Line Record Archive Storage is available in 60" and 84" heights, 42" and 69" widths, and 15" (single entry) and 30" (double entry) depths. And starter and adder units allow for joining shelving units together.

GENERAL SAFETY INFORMATION

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



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.

TENNSCO CORP., P.O. BOX 1888, DICKSON, TN 37056-1888
(615) 446-8000 (800) 251-8184

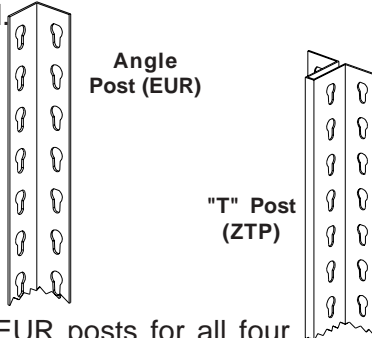
ASSEMBLY OF ARCHIVE SHELVING

Tool Needed: A rubber mallet for seating the shelf supports into the uprights.

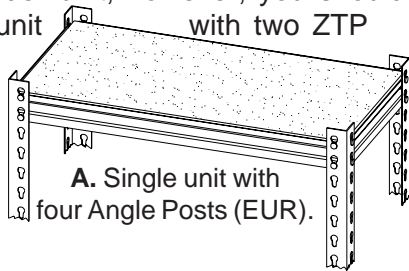
Two people are recommended for assembly. Approximate assembly time: 15 to 30 minutes per section.

1. 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.

2. Depending upon whether you ordered a single unit or an adder unit, you may have one or both of the styles of upright shown at right:



A single unit will use EUR posts for all four uprights, as shown below in Figure A. If you plan on installing an adder unit, however, you should build your starter unit with two ZTP posts on one end (which will join with the adder), as shown in Figure B.

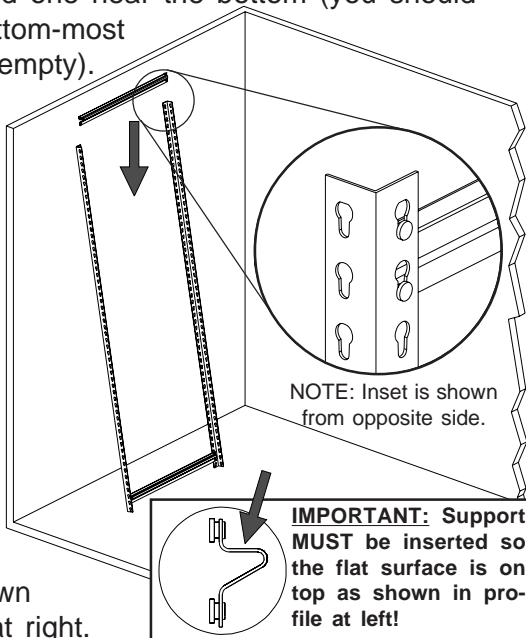


- B. Two or more units with Angle Posts (EUR) on each end and "T" Posts (ZTP) as intermediate uprights.

3. With help from an associate, or using a wall for support, connect two EUR uprights (Ref. No. 1a) using two front-to-back supports (Ref. No. 2), one at the top and one near the bottom (you should leave the bottom-most keyhole slot empty).

Be sure the front-to-back supports are fully seated in the keyhole slots, as shown.

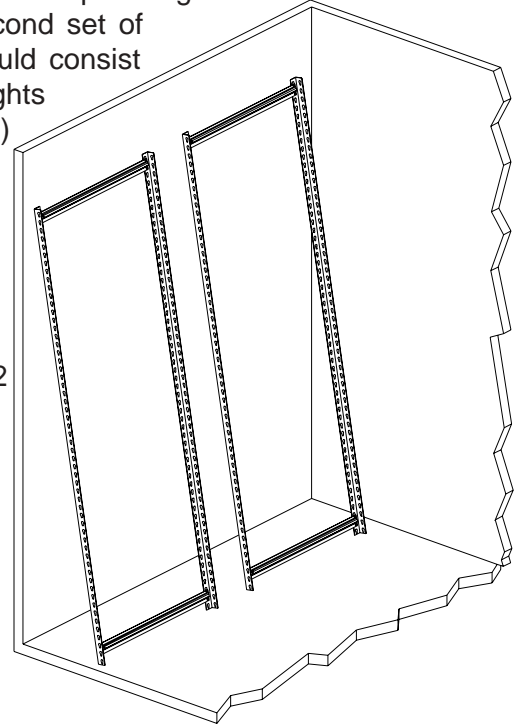
NOTE: The uprights must be positioned so that the narrow part of the slots is toward the floor, as shown in the inset at right.



4. Repeat the instructions in step 3 to construct a second set of unit ends.

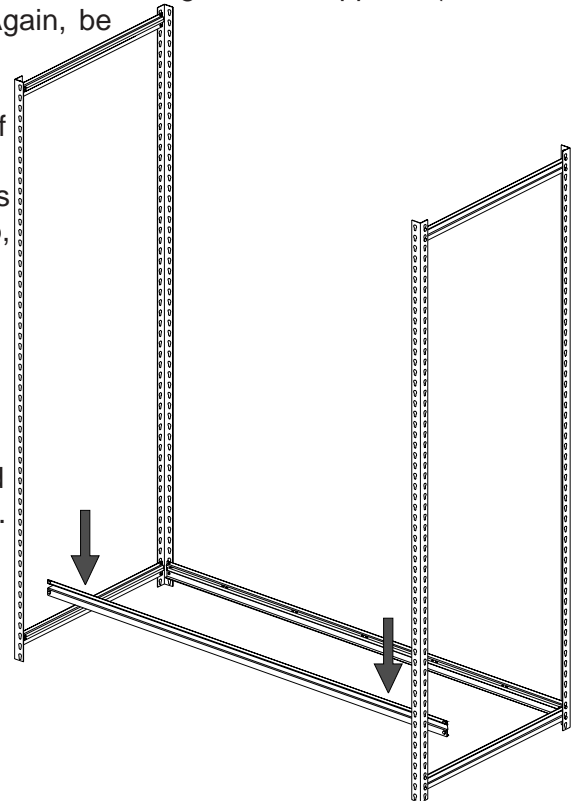
NOTE: If you are planning to install an adder unit, this second set of uprights should consist of ZTP uprights (Ref. No. 1b)

so that adjacent sections can be tied together. Carefully review step 2 and step 9 to better understand this.



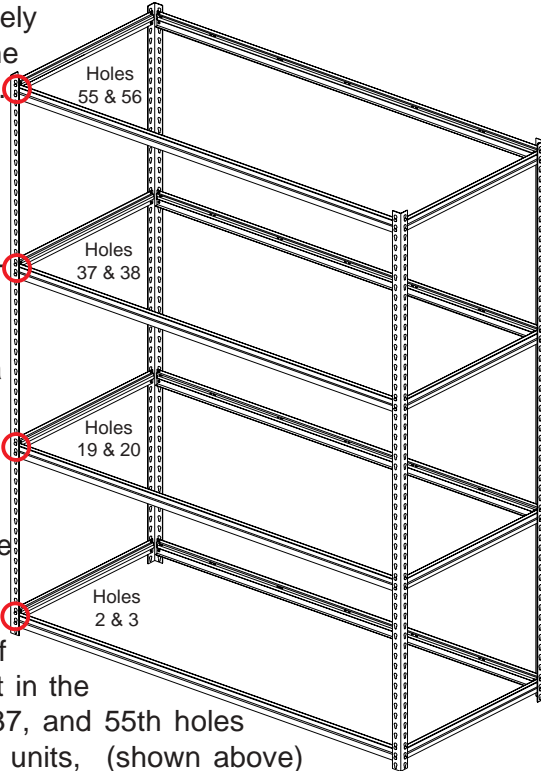
5. With the help of an associate, connect the two unit ends with left-to-right shelf supports (Ref. No. 3). Again, be

sure that the flat surface of the shelf support is facing up, and that the shelf supports are fully seated, as was illustrated in step 3.

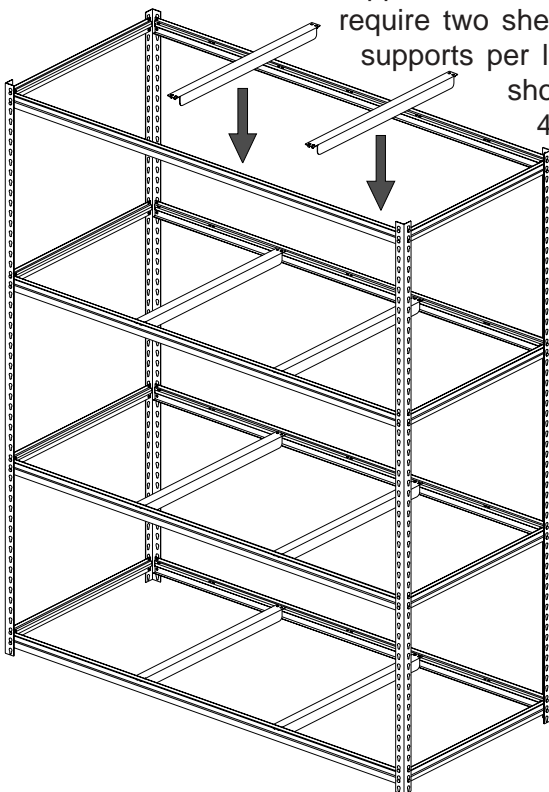


6. Attach the remaining shelf supports at the desired shelf levels, making sure that all shelf supports are completely seated in the upright slots.

NOTE: For archive storage boxes to fit stacked two high per level, there should be a minimum of 16 holes between shelf supports. We recommend placing the bottom shelf support rivet in the 2nd, 19th, 37, and 55th holes on 84" high units, (shown above) and in the 2nd, 20th, and 39th holes on 60" units.

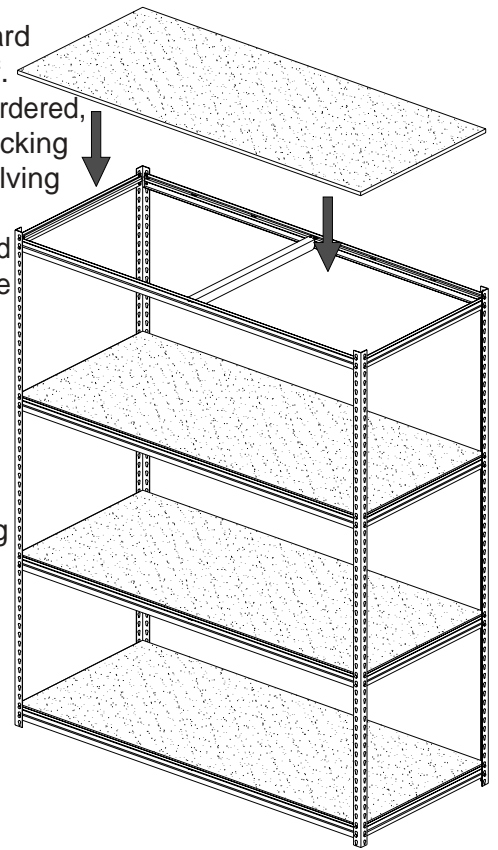


7. Shelf deck supports (Ref. No. 4) are necessary for 30" deep units only. Attach shelf deck supports by inserting the metal prongs on the deck support into the slots on the shelf supports. 69" x 30" units require two shelf deck supports per level (as shown below); 42" x 30" units require only one shelf deck support per level, placed in the center.

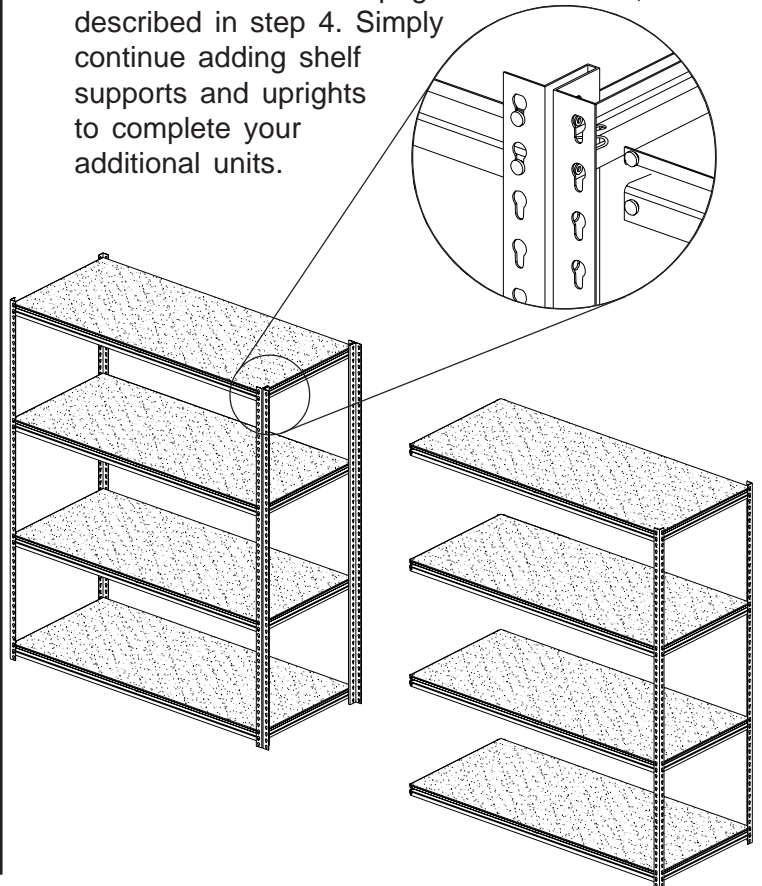


8. If particleboard decking (Ref. No. 5) was ordered, place the decking on each shelving level. The decking should fit flush inside the shelf supports.

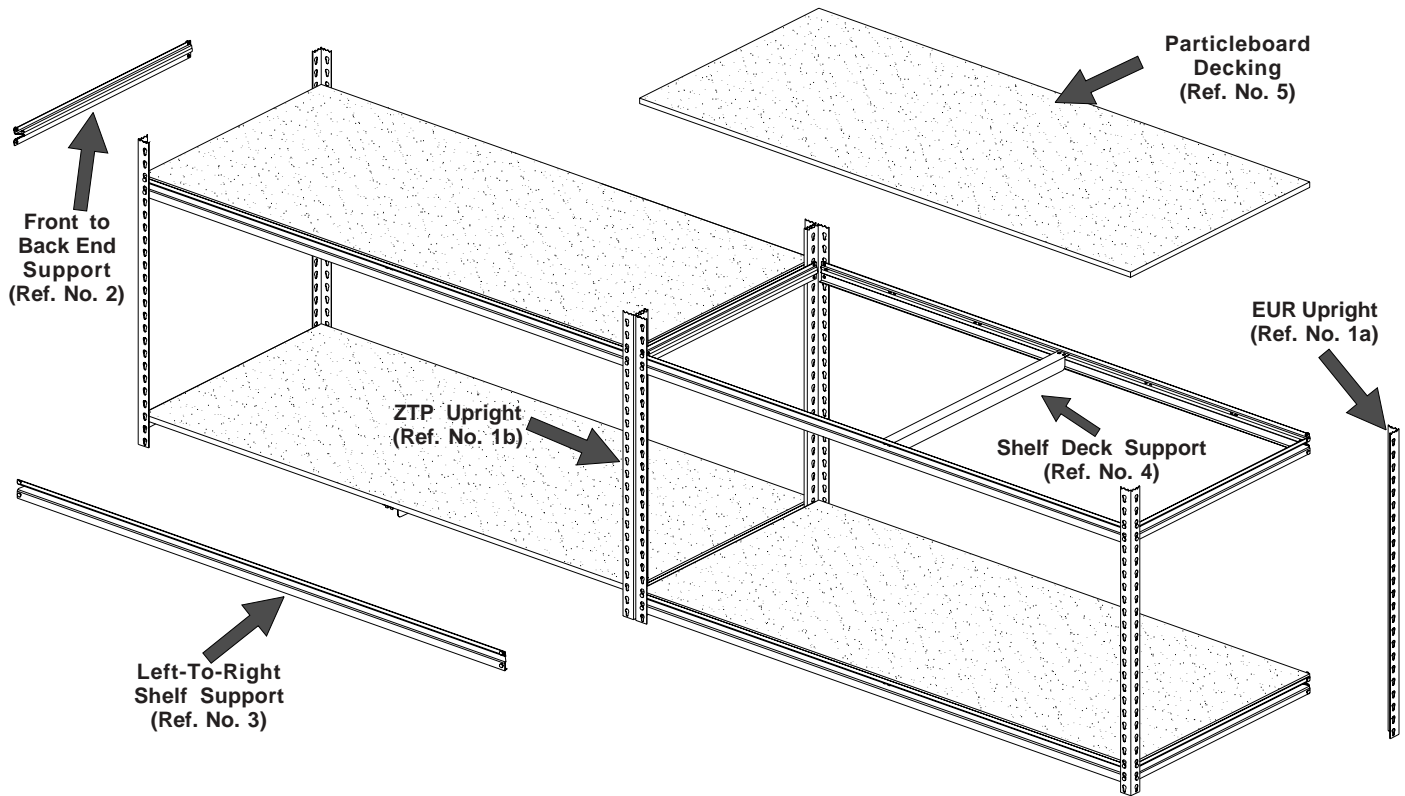
If you have purchased a single unit, your shelving unit is now complete. For adder units, see step 9.



9. If joining more than one unit together, your original unit should have been assembled with ZTP uprights on one end, as described in step 4. Simply continue adding shelf supports and uprights to complete your additional units.



REPLACEMENT PARTS



REF. NO. DESCRIPTION	42" w x 15" d		42" w x 30" d		69" w x 15" d		69" w x 30" d	
	QTY.	PART NO.	QTY.	PART NO.	QTY.	PART NO.	QTY.	PART NO.
60" HIGH UNITS								
1a Angle Post (Single or Starter Units Only)	4	EUR-60	4	EUR-60	4	EUR-60	4	EUR-60
1b "T" Post (Adder Units Only)	2	ZTP-60	2	ZTP-60	2	ZTP-60	2	ZTP-60
2 Front-To-Back End Support	6	VDRS-1516	6	VDRS-3016	6	VDRS-1516	6	VDRS-3016
3 Left-To-Right Shelf Support	6	VDRS-4216	6	VDRS-4216	6	VDRS-6914	6	VDRS-6914
4 Shelf Deck Support	--	-----	3	FBSV-30	--	-----	6	FBSV-30
5 Optional Particleboard Decking	3	PB-4215	3	PB-4230	3	PB-6915	3	PB-6930
84" HIGH UNITS								
1a Angle Post (Single or Starter Units Only)	4	EUR-84	4	EUR-84	4	EUR-84	4	EUR-84
1b "T" Post (Adder Units Only)	2	ZTP-84	2	ZTP-84	2	ZTP-84	2	ZTP-84
2 Front-To-Back End Support	8	VDRS-1516	8	VDRS-3016	8	VDRS-1516	8	VDRS-3016
3 Left-To-Right Shelf Support	8	VDRS-4216	8	VDRS-4216	8	VDRS-6914	8	VDRS-6914
4 Shelf Deck Support	--	-----	4	FBSV-30	--	-----	8	FBSV-30
5 Optional Particleboard Decking	4	PB-4215	4	PB-4230	4	PB-6915	4	PB-6930

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, replacements may be obtained directly from Tennsco. To obtain proper replacement parts, follow the instructions below:

TO OBTAIN PROPER REPLACEMENT PARTS, PLEASE PROVIDE THE FOLLOWING INFORMATION:

- Description of part(s) needed and part number(s) as shown in Parts List (above)
- Color (i.e. Medium Grey, etc.)
- Was item missing, or was it damaged?
- Purchase Date
- Your company name
- Contact person's name
- Who the product was purchased from

Tennsco Corp., P.O. Box 1888, Dickson, TN 37056-1888 Voice: (800) 251-8184 Fax: (800) 722-0134
 If requesting parts by telephone, ask for customer service and have as much of the above information ready as possible.