

## IMPERIAL SHELVING

36" Wide Letter Size - 1276 & 1288 Series

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

### RETAIN INSTRUCTIONS FOR FUTURE REFERENCE!

Congratulations on your purchase of Imperial Shelving from **Tennsco**! Imperial shelving is designed for information users who demand instant records identification and easiest access. Available in 76" and 88" heights, imperial open shelf files feature modular add-on construction, allowing your system to grow when your needs grow and adapt as your needs change.

Heavy gauge steel construction with baked on enamel finish assures years of trouble free service, even under the most demanding situations. Snap together assembly assures easy installation. The high density design is perfect for organizing and storing file folders, project envelopes, ring binders, literature, books, office supplies and more. And an optional reference shelf provides pull-out workspace for added convenience.

### 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 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.

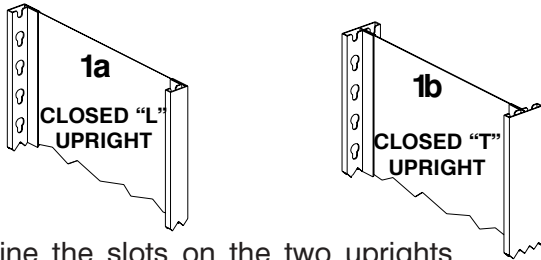
NO GOODS ACCEPTED FOR RETURN WITHOUT PRIOR APPROVAL. Seller shall have the right to inspect any goods claimed to be defective at Buyers place of business or require Buyer to return the goods to Seller for inspection on Seller's premises. Transportation charges covering returned goods will be borne by 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

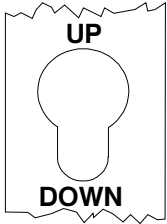
# ASSEMBLY OF IMPERIAL OPEN SHELF FILES

Tools Needed: A rubber mallet is helpful for seating shelf supports. Requires one or two people for assembly. The first seven steps are easier with two people assembling. Approximate assembly time: 20 to 40 minutes.

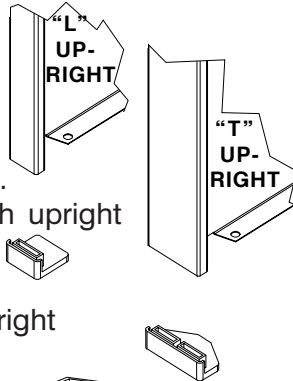
1. Unpack all items and carefully compare the items you received with the packing list on the back page.
2. Determine whether you will be assembling a single unit, or multiple units joined together. For a single unit, use two "L" uprights (Ref. No. 1a). For multiple units, use one "L" upright and one "T" upright (Ref. No. 1b).



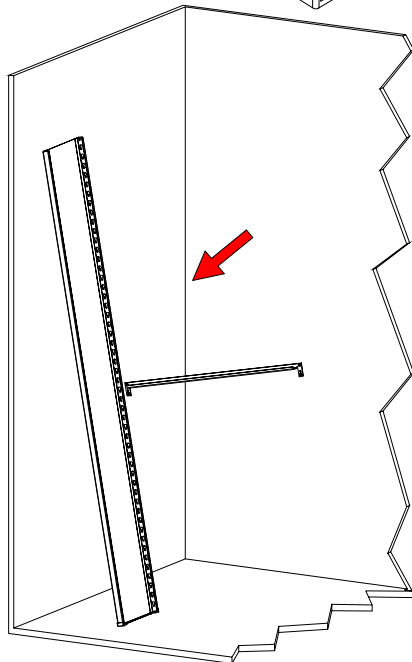
3. Examine the slots on the two uprights you have selected. When an upright is standing up on end, the narrow part of the keyhole slots should be toward the floor, while the wide part should be toward the top.



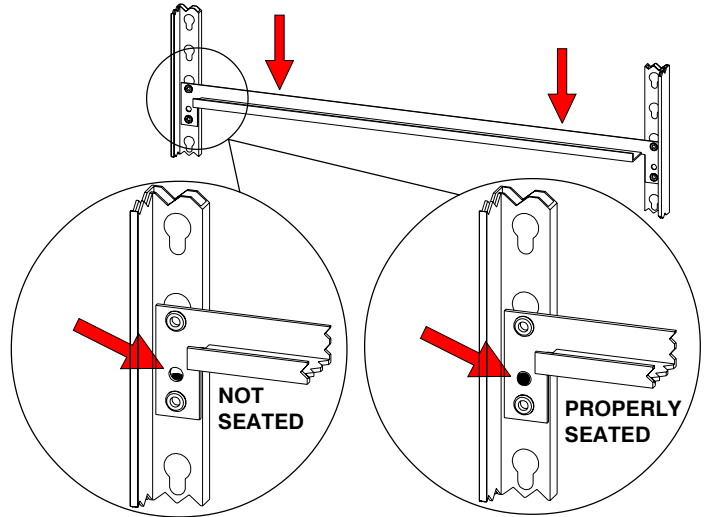
4. After determining which end of the upright is the bottom, attach a plastic foot (Ref. No. 8 or 9) to the bottom of each upright by pressing it into place. Note the difference at right between a foot for an "L" upright and a foot for a "T" upright.



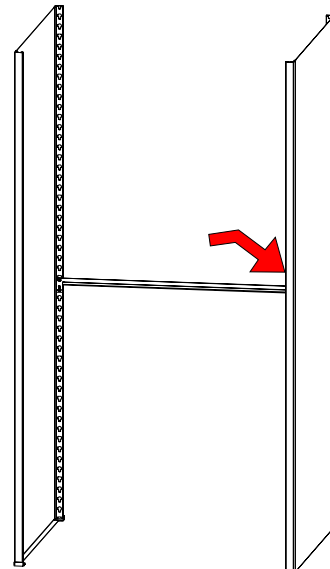
5. Lean one "L" upright against a wall, and temporarily place one shelf support (Ref. No. 4) at approximately eye level to properly space the uprights. Make sure both rivets on the shelf support are fully inserted into the keyhole slots, and are firmly seated at the bottom of the keyhole as shown in step 6.



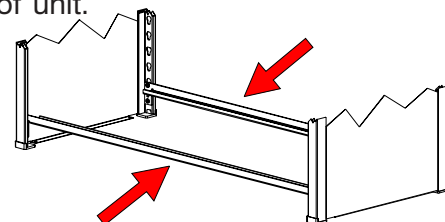
6. **PLEASE NOTE:** To firmly seat shelf supports and backstops, make sure both rivets are fully inserted in the keyhole slots, and firmly seated in the bottom of the slot. A rubber mallet can be helpful in accomplishing this. **Supports are not fully seated unless you can see an open space through the hole in the shelf support as shown below.**



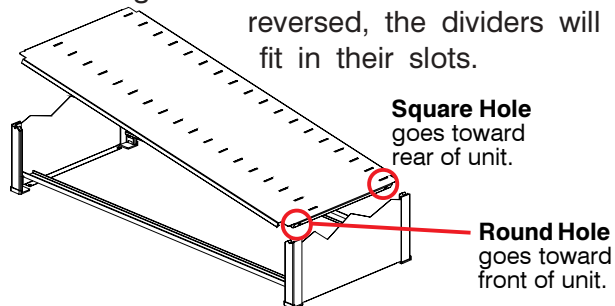
7. Hold a second "L" upright (or a "T" upright if you are assembling multiple units) approximately 36" away. Pull the first upright away from the wall using the shelf support you attached in step 3, and insert the other end of the shelf support into the second upright. **NOTE: Take care not to let the uprights fall, as they are not stable until step 7 is completed.**



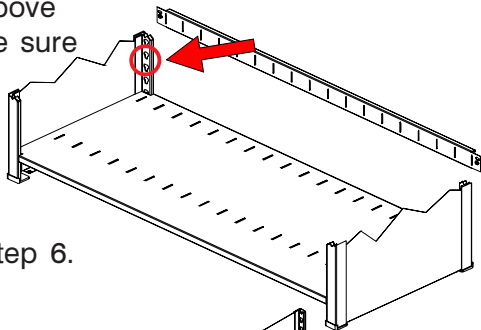
8. Place a shelf support at the rear of the unit in the bottom keyhole slots, in the same way you placed the shelf support in steps 4 through 6. Then, place a second shelf support at bottom front of unit.



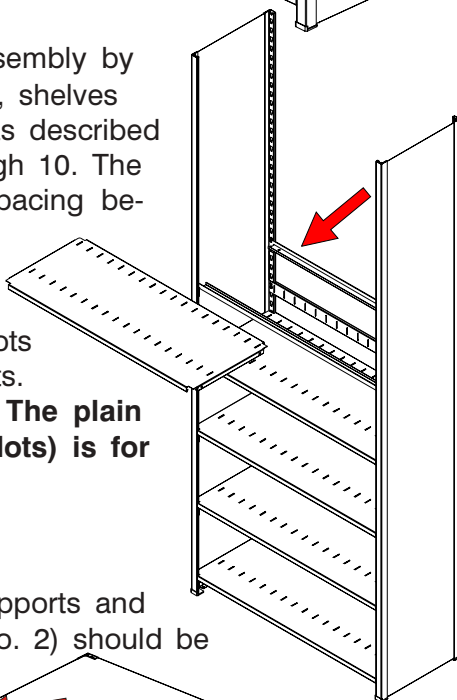
9. Place a slotted shelf (Ref. No. 3) over supports.  
**IMPORTANT:** Be sure that square hole in end of shelf flange is to the **rear** of the unit. If shelf is reversed, the dividers will not fit in their slots.



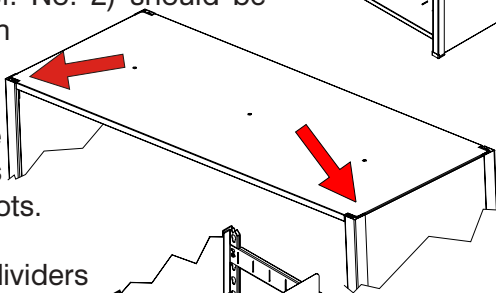
10. Insert a back stop (Ref. No. 5) into the third keyhole slot above the shelf. Make sure that all rivets are firmly seated in the keyhole slots, as described in step 6.



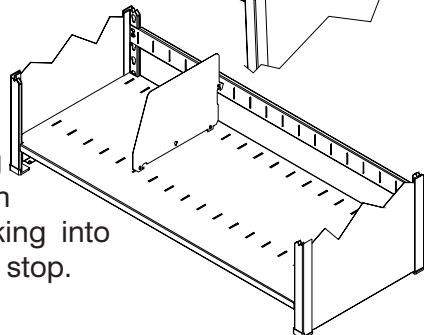
11. Continue the assembly by placing supports, shelves and backstops as described in steps 8 through 10. The recommended spacing between shelves is twelve inches, which equals six open keyhole slots between supports.  
**PLEASE NOTE: The plain shelf (without slots) is for the unit TOP.**



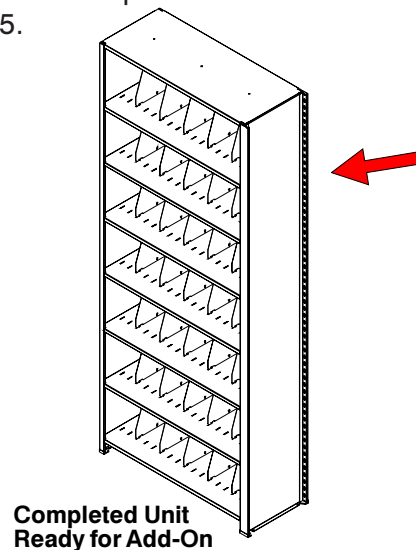
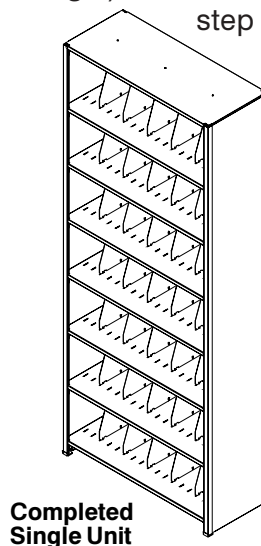
12. The top shelf supports and top shelf (Ref. No. 2) should be installed flush with the upright top. Note that the top shelf has no divider slots.



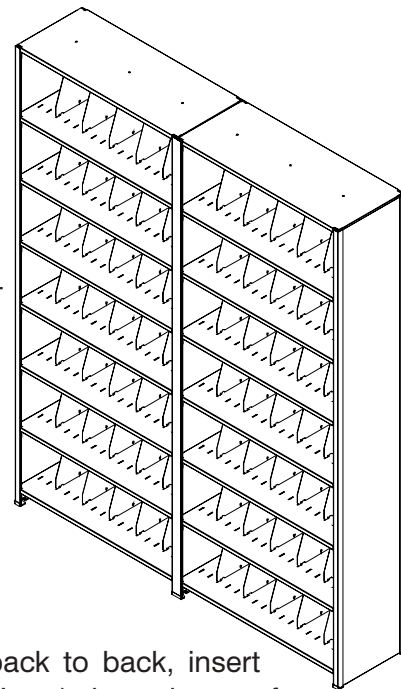
13. Insert shelf dividers (Ref. No. 6), five per shelf (or as needed), by placing dividers into slots on shelf and then hooking into the slot in the back stop.



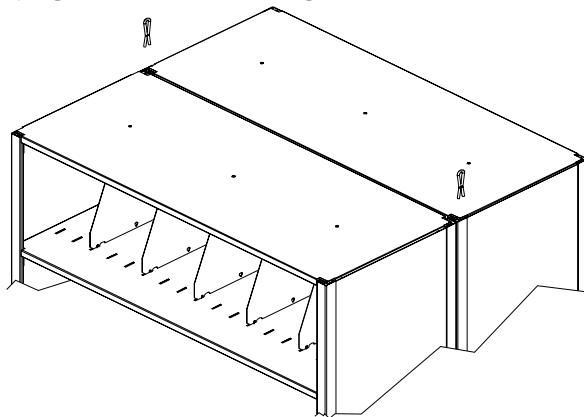
14. If you are assembling only a single unit, assembly is now complete (shown below left). If you are assembling multiple units joined together, your starter unit should have been assembled with a "T" upright (shown below right), as described in step two. Continue with step 15.



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

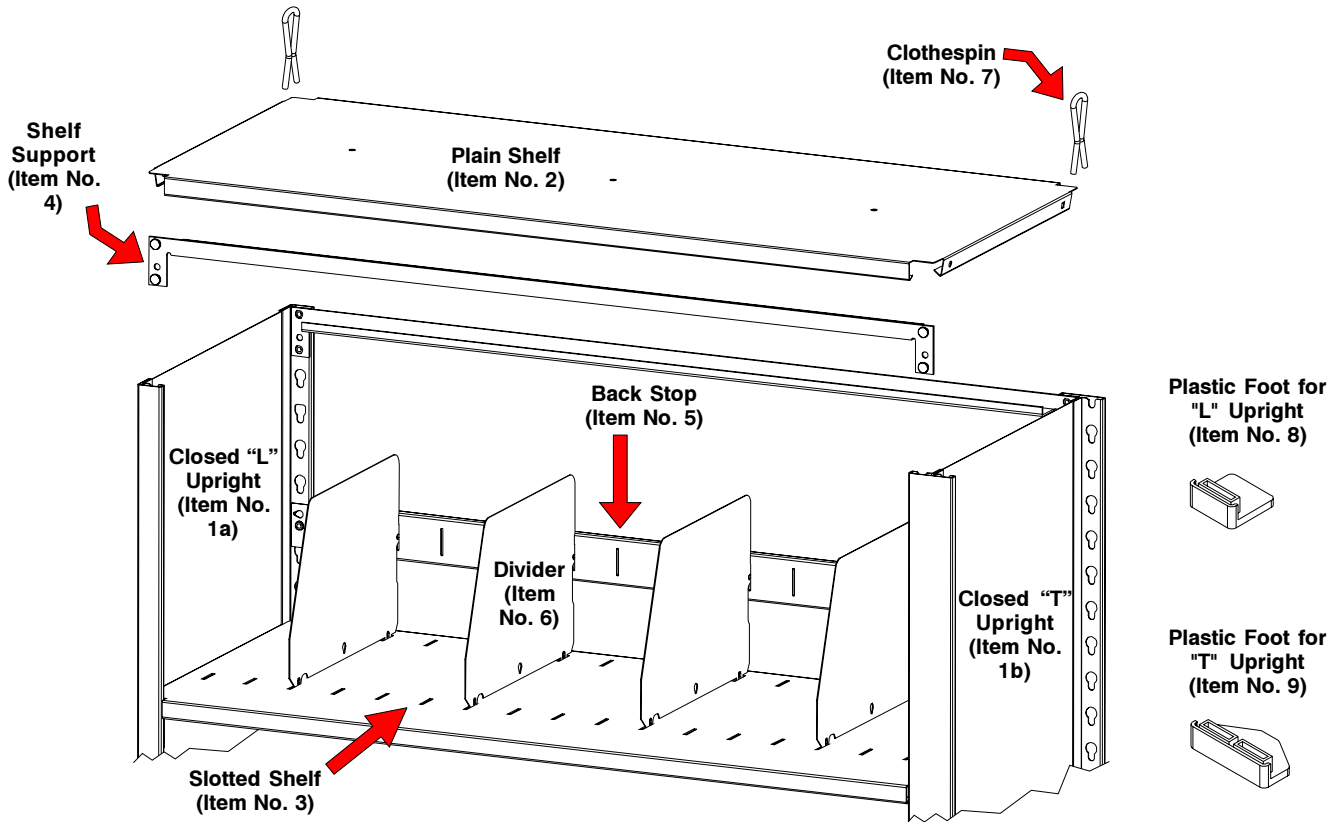


16. If installing units back to back, insert clothespins (Ref. No. 7) through top of uprights to tie units together.



# PACKING LIST

ITEM NO.	DESCRIPTION	PART NO.	36W x 12D x 76H 6 openings		36W x 12D x 88H 7 openings	
			QUANTITY		QUANTITY	
			STARTER 1276PC	ADD-ON 1276AC	STARTER 1288PC	ADD-ON 1288AC
1a	Closed "L" Upright	1276LC	2	-	-	-
1b	Closed "T" Upright	1276TC	-	1	-	-
1a	Closed "L" Upright	1288LC	-	-	2	-
1b	Closed "T" Upright	1288TC	-	-	-	1
2	Plain Shelf	T2-3612	1	1	1	1
3	Slotted Shelf	TQ2-3612	6	6	7	7
4	Shelf Support	TS-3614	14	14	16	16
5	Back Stop	BS-36	6	6	7	7
6	Divider	FD-1108	30	30	35	35
7	Clothespin	LTCP-1	1	1	1	1
8	Plastic Foot for "L" Upright	LTNF-L	4	-	4	-
9	Plastic Foot for "T" Upright	LTNF-T	-	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, replacements may be obtained directly from Tennsco. To obtain proper replacement parts, follow the instructions below or fill out the form at [www.tennsco.com/partsorder.html](http://www.tennsco.com/partsorder.html).**

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

- Model Number
- Description of part(s) needed and part number(s) as shown in Parts List (above)
- Color (Sand)
- 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.