**FOR USE AS FREE-STANDING, STATIONARY SHELVING:**

Before assembly, lay out storage area according to desired configuration. "T", "U", configurations may be used.

1. Insert tapered foot bushing into the bottom of each post. Seat securely by tapping with a rubber mallet. Screw the adjustable foot levelers into each bushing. After assembly, stand unit upright and adjust the foot levelers as required.

2. Select the height of lowest shelf.

3. Hold one half of split sleeve against post with wider end down. Fit "ridge" inside the split sleeve into groove and snap split sleeve on. Then snap on the other matching half of the sleeve.

4. Repeat Step 3 at the same height for each of the three remaining posts.

**FOR USE WITH STEM CASTERS:**

1. Slip rubber bumpers over the bottom of each post. Push swivel stem casters into bottom of each post. Seat securely by tapping with a mallet. (Note: tapered foot bushing and levelers are not required when using stem casters.)

2. Select the height of lowest shelf.

3. Stand lowest shelf on its side. Insert posts from bottom into all four corners so the split sleeves fit inside each corner. Stand upright.

4. At each corner, push shelf firmly down onto split sleeve. If necessary for a snug fit, tap corner lightly with a rubber mallet.

5. Select height on the next lowest shelf. Repeat steps 3 and 4, from the top of standing unit, slide shelf onto post at all four corners so the split sleeve fits inside each collar. Repeat for remaining shelves.

**FOR USE WITH DOLLY BASE:**

Attach plate casters to dolly base with hardware provided. Insert the tapered foot bushing into the bottom of each post as shown in illustration "A". Seat securely by tapping with a mallet. Remove the assembly bolts, washers and nuts from each corner of the dolly base. Line up the shelving posts with the 4 corner holes on the dolly base. From the bottom of the base, insert bolt and washer up into bushing. Tighten securely.