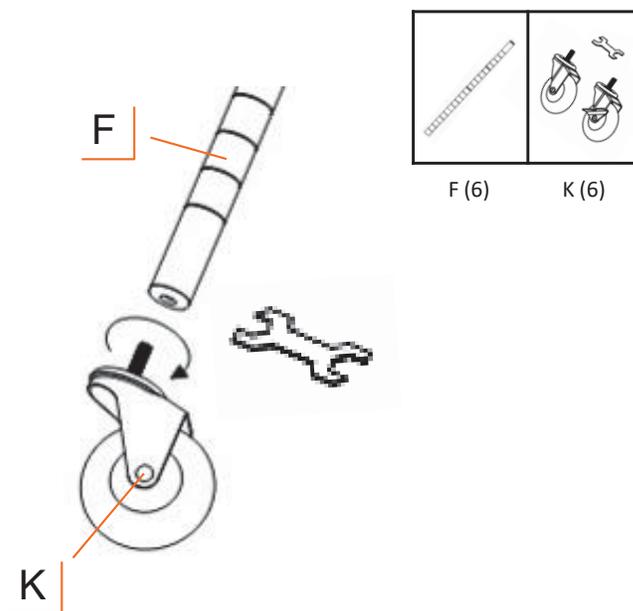


# ASSEMBLY INSTRUCTIONS

## STEP 1

Screw each CASTER (K) into the bottom of each BOTTOM POLE (F). Turn clockwise to screw in place.

**Tighten the CASTER (K) completely using the included Caster Wrench. Failure to do as instructed could result in the caster stem breaking.**



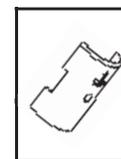
## STEP 2

For easiest assembly, do not attach the TOP (D), MIDDLE (E) and BOTTOM (F) POLES until instructed. Once connected, these will be the posts for the Organizer.

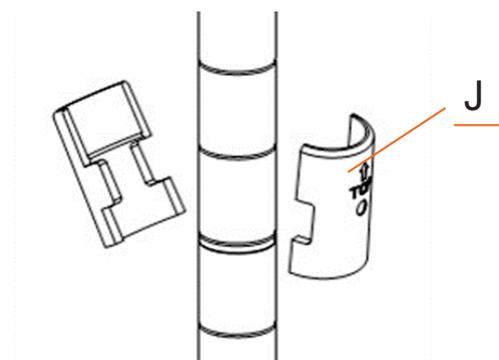
Note that each POLE (D+E+F) has slight horizontal line indentations at 1" intervals. Each SLIP SLEEVE (J) has raised horizontal lines inside designed to lock them in place on the POLE (D+E+F).

On all (6) BOTTOM POLES (F) place 1 pair of SLIP SLEEVES (J) at the lowest position, position closest to the CASTERS (K). Please make sure the arrow faces up and that the word "TOP" is right side up.

Slide the pair of SLIP SLEEVES (J) until you hear a click to confirm the pair is locked onto the BOTTOM POLE (F). DO NOT place more than one pair on each POLE (F) at a time.



J (12)



\* Note: There will be a very small gap in-between the SLIP SLEEVES (J)—this is normal.

# ASSEMBLY INSTRUCTIONS

## STEP 3

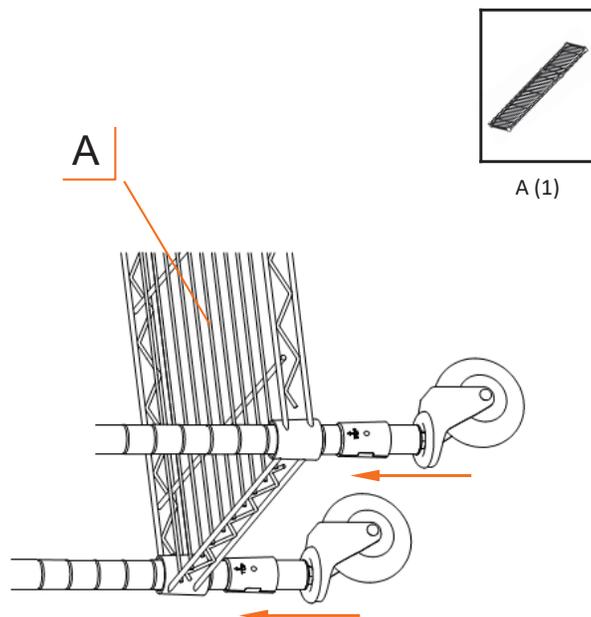
Place the LARGE SHELF (A) on its side and slide the (6) BOTTOM POLES (F) through the holes in the LARGE SHELF (A). Make sure that the LARGE SHELF (A) corner cylinders are positioned over the SLIP SLEEVES (J).

Stand the unit upright.

*\*Note: The level side of the LARGE SHELF (A) is the TOP side (the TRINITY logo on the corner cylinders should be right-side up.)*

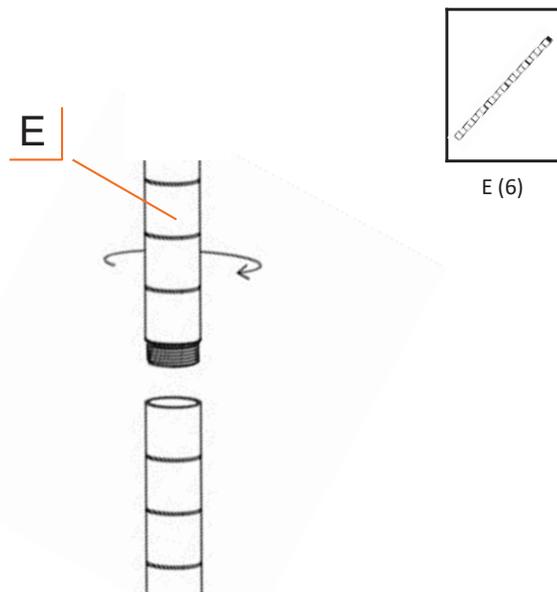
*\*\*Use a rubber mallet, if needed, to secure the LARGE SHELF (A).*

*\*\*\*For convenience, place BOTTOM POLES (F) with Locking Casters on the long side of the shelf if the organizer will be pushed against a wall OR if the organizer is frequently rolled around like a cart, place BOTTOM POLES (F) with Locking Casters on the side being pushed or pulled.*



## STEP 4

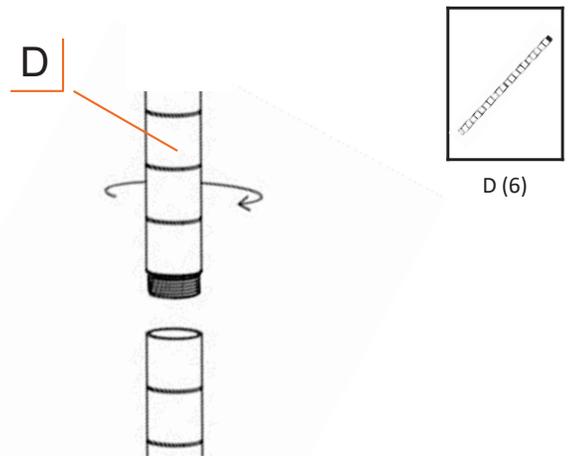
Screw the MIDDLE POLES (E) into the BOTTOM POLES (F).



# ASSEMBLY INSTRUCTIONS

## STEP 5

Screw the TOP POLES (D) into the MIDDLE POLES (E).



## STEP 6

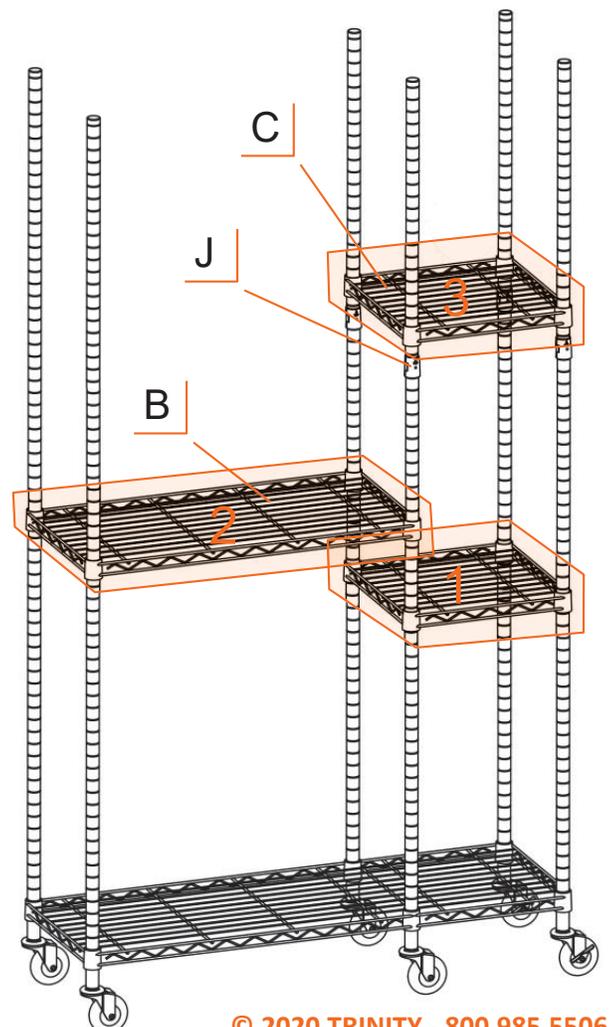
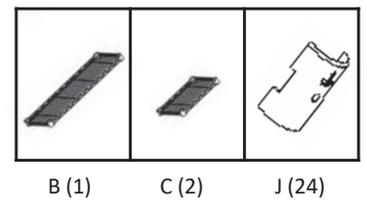
Decide the position of MEDIUM SHELF (B) and SMALL SHELVES (C) that will best fit your needs.

Starting with the lowest desired SHELF position, Place 1 pair of SLIP SLEEVES (J) on each of the (4) POLES for that SHELF. Please make sure the arrow faces up and that the word "TOP" is right side up. Make sure that the heights are identical for each POLE.

Repeat Step 6 to install the next lowest SHELF as desired.

If you are installing the MEDIUM SHELF (B) above the SMALL SHELF (C), please make sure that you place the SLIP SLEEVES (J) at least 4 indentations above the SMALL SHELF (C) so that the HANGING BAR (G+H) can fit properly.

*\*Use a rubber mallet, if needed, to secure the SHELVES (A+B+C).*



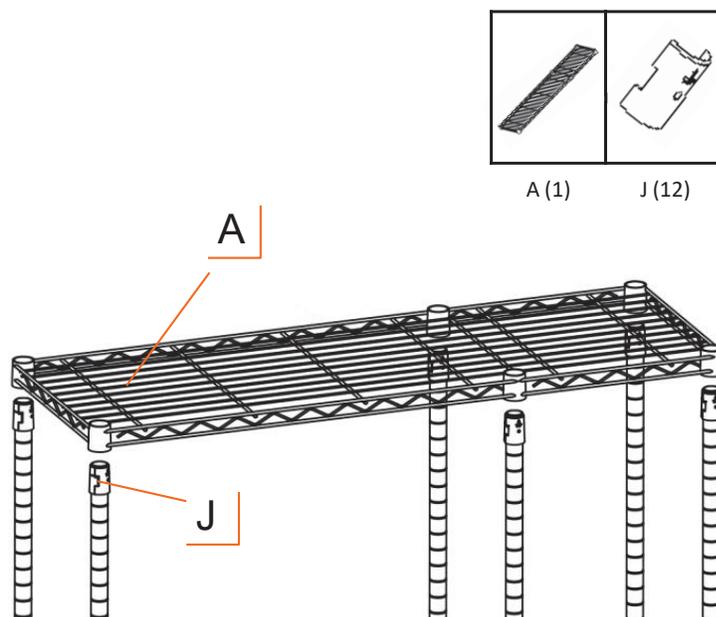
# ASSEMBLY INSTRUCTIONS

## STEP 7

Place 1 pair of SLIP SLEEVES (J) at the top of each POLE. Please make sure the arrow faces up and that the word "TOP" is right side up.

Lower LARGE SHELF (A) over the POLES so that the corner cylinders of the LARGE SHELF (A) are positioned over the SLIP SLEEVES (J).

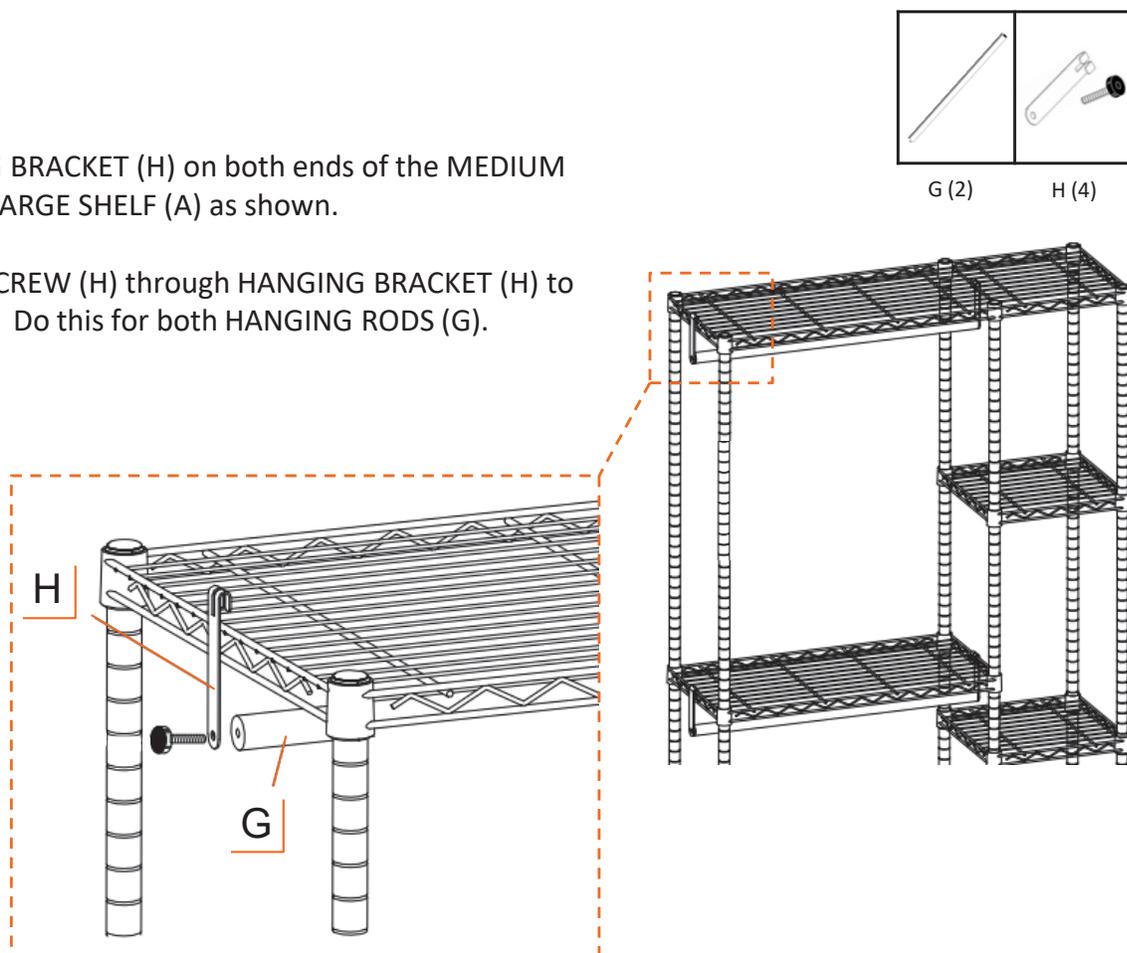
*\*Use a rubber mallet, if needed, to secure the SHELVES (A+B+C).*



## STEP 8

Hang the HANGING BRACKET (H) on both ends of the MEDIUM SHELF (B) and the LARGE SHELF (A) as shown.

Fasten HANGING SCREW (H) through HANGING BRACKET (H) to HANGING ROD (G). Do this for both HANGING RODS (G).

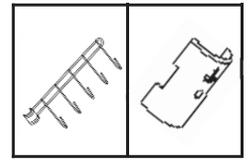


# ASSEMBLY INSTRUCTIONS

## STEP 9

Locate the desired position and place a pair SLIP SLEEVES (J) onto the pole.

Slide the SIDEBAR W/ HOOKS (I) down, over the SLIP SLEEVES (J).



I (1)

J (2)

