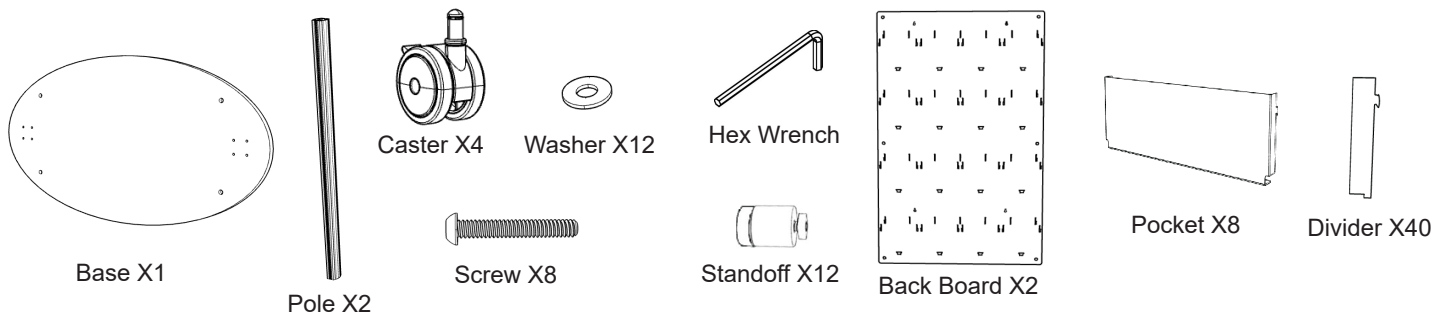# ASSEMBLY INSTRUCTIONS
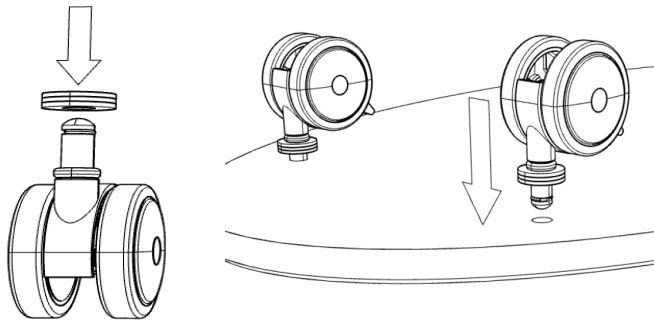## Floor Standing Literature Rack - RP12FLRC2

DISPLAYS2GO

Open all boxes first and layout all parts on a level and sturdy floor. Reference parts list to verify that all parts and hardware are present.
Before you begin, read instructions thoroughly prior to assembly. 2 people are required for the installation.
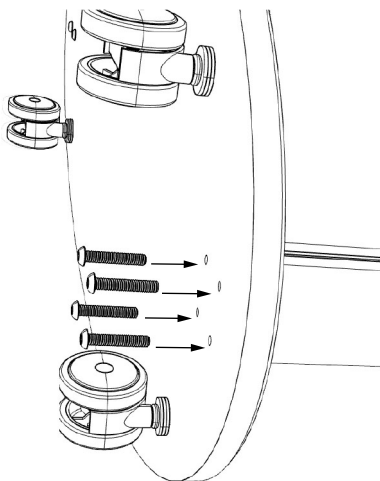
PARTS LIST

Base X1

Pole X2

Caster X4

Washer X12

Screw X8

Hex Wrench

Standoff X12

Back Board X2

Pocket X8

Divider X40

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1. Assemble 3 washers with 1 caster as shown below. Do this for all casters. Push all the casters down into the pre-drilled holes on the bottom of the base completely.
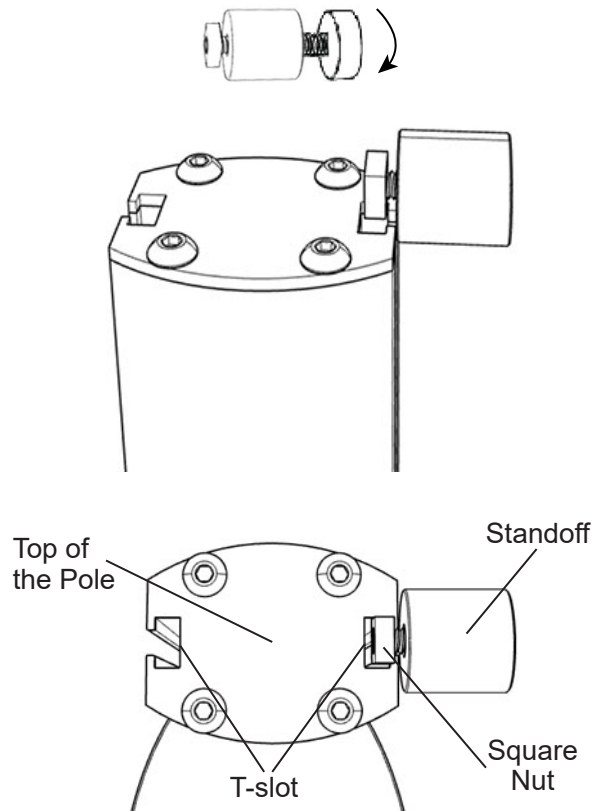
2. Connect 1 pole with the base by fastening 4 screws from the bottom of the base into the pole.
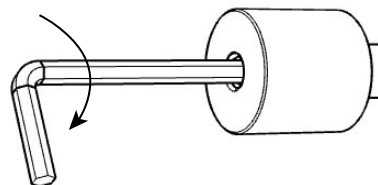Repeat the process to assemble the other pole with the base.

Tips: Do not tighten one screw at a time. Thread in all 4 screws first, then tighten all the screws together.

3. Remove caps from all the standoffs.
Slide the square nut on the standoff into the T-slot in the pole. 3 standoffs are needed in each T-slot.

Top of the Pole

Standoff

T-slot

Square Nut

4. Place the top standoff 4" down from the top of the pole, then tighten the standoff to the pole by using the provided hex wrench. Fix the top standoff on the other side. Make sure both top standoffs are on the same level.
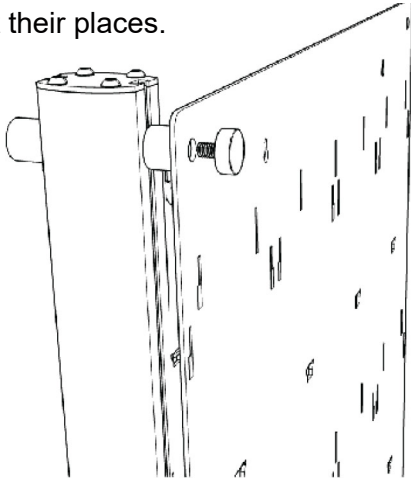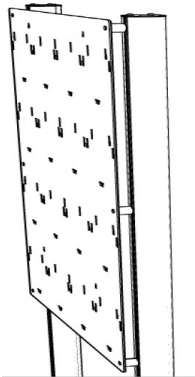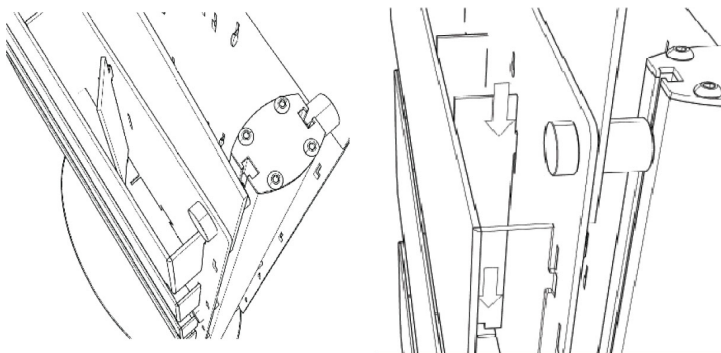
NOTE: Adjust the height as needed.

DISPLAYS2GO

5. Carefully lift the back board and align top holes in the back board with the fixed standoffs and then screw the caps through the board to the standoffs.
Slide rest of the standoffs up and align with corresponding holes in the back board. Use hex wrench to fix them at their places.

Screw in the caps tightly to all of the standoffs to fix the board completely.

6. Before installing the divider, peel off the protective film first. Place dividers inside the pocket by slightly turning as shown below. Insert the hook of the divider into small slot and feed the bottom lip of divider into small slot at the bottom of the pocket.
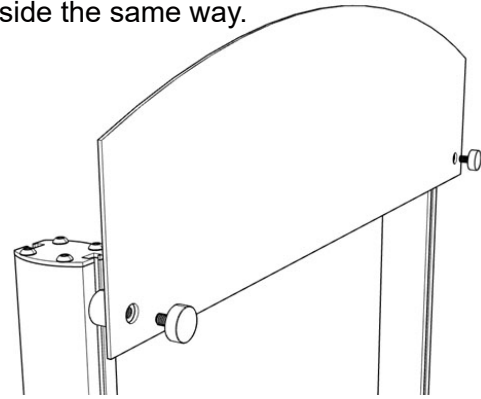Install all dividers to the inside of pockets at their places.

Assemble the other side the same way.

7. (optional) Assemble the header (RP12FLCLR2SG): Use the same method to install standoffs for headers as detailed in *Step 3 & 4*. Align pre-drilled holes in the header with the corresponding standoffs, and fix it by threading caps into the standoffs. Assemble the 2nd header side the same way.

8. The Assembly is finished.

Scan QR code to visit the product page:

To replace the acrylic pocket (RP12FLPKT):
Push the side folds of the pocket into the top L-shaped slots and align lower tabs with 4 T-slots. Slide the pocket down so the pocket sits in the slot.

If you have any questions regarding our products, please visit us at www.displays2go.com or contact D2G customer service at 844-221-3388.