

# Putting together your new **StationMate™** is a snap!

For your convenience, StationMate comes almost entirely assembled. All you need to do is attach the Legs Pieces onto the File Unit. This assembly is simple and quick.

## 1. Unpack your StationMate

For each StationMate ordered, make sure you have the following parts:

- 1 StationMate File Unit
- 1 Set of 2 Leg Pieces (marked R & L)
- 1 Package of 25 Polypropylene Pocket Files

## 2. Before you begin

Inspect the back of the StationMate File Unit and you will find five Teeth and a 4-1/2" Groove along the outer edge (see fig. 1).

Now, inspect the Leg Pieces. The inside of the legs are marked with an R or L for the respective sides. Each leg has three Locking Tabs, along with four Teeth and a 3-1/2" Rail (see fig. 2).

## 3. Installing the legs

Place the File Unit face-down on a flat surface. With the Right Leg in your left hand, and at a 90° angle to the File Unit, position Locking Tab #1 of the Leg "over" Tooth #1 of the File Unit. The "notch" of Tooth #2 of the File Unit should insert into the space between Tooth #4 and the 3-1/2" Rail of the Leg Piece. (see fig. 3)

Once the Leg Piece is in this position, insert the Rail of the Leg into the Groove of the File Unit by firmly pressing on the outside of the Leg. Leg should snap securely into place.

Now, with the left Leg Piece in your right hand repeat the procedure to install the left Leg.

**You have now successfully completed the assembly of your StationMate. You can now add your Pocket Files (fig. 4) and start organizing your projects.**

