

# Classroom Mail Center Assembly Instructions

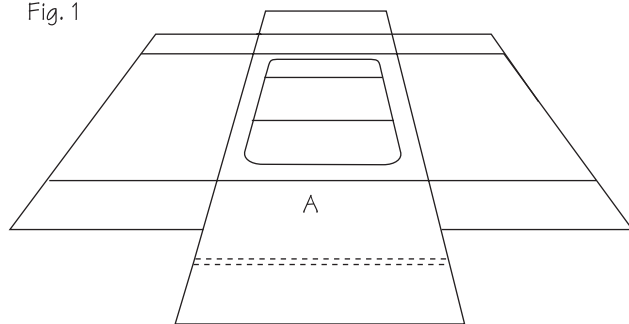
Contents	Number of Slots		
	27	18	9
A. Base Unit	3	2	1
B. Side Supports	6	4	2
C. Shelves	30	20	10
D. Back Cover	3	2	1
E. Sticker Sheet	3	2	1

## For the single 9-slot unit:

### BASE

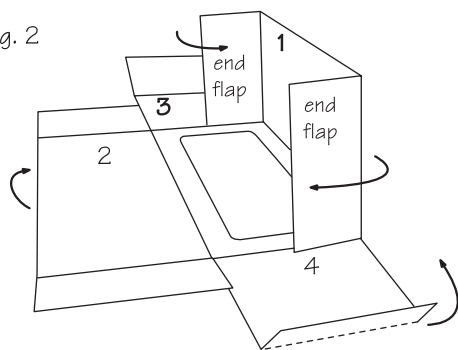
1. Lay base (A) flat on a table or floor, printed side up. Punch out the perforated pieces in the middle labeled "Connecting Piece 1 and 2" (Fig. 1). Separate them and save for later use.

Fig. 1



2. Turn base over so brown side faces up, and stand side panels 1 and 2 up. Fold their end flaps towards the inside of the box (Fig. 2).

Fig. 2



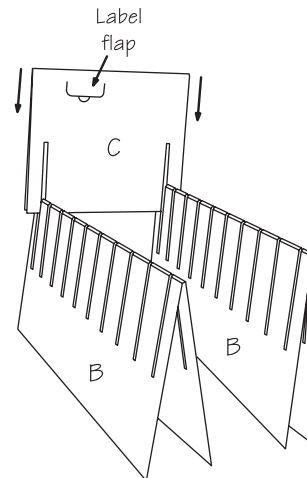
Stand up end panels 3 and 4, creasing double perforations well, and fold them over the end flaps.

The base is now assembled and ready to hold shelves.

### SHELVES

3. To assemble the shelf insert, take the two side support pieces (B), fold them on the crease (printed sides facing out). Stand them parallel to each other (Fig. 3).

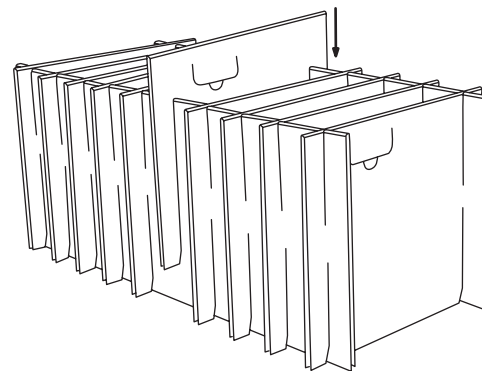
Fig. 3



Then fold the shelves (C) in half (printed sides facing out).

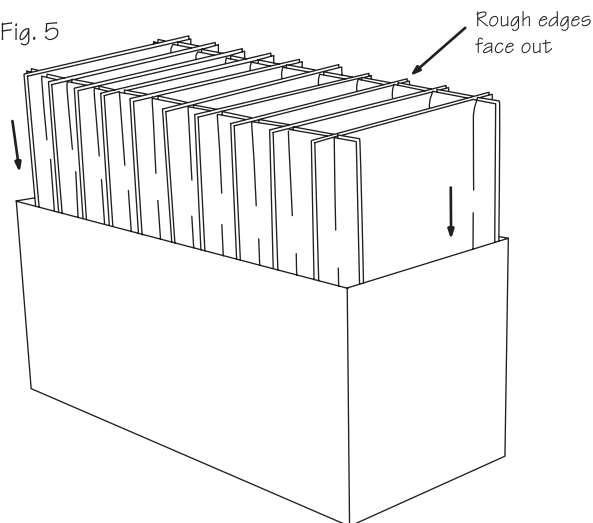
Keeping all of the label flaps facing the same way, slide each of the ten dividers into the slots in the two support pieces. Be certain to slide the shelves in as far as they can go (Fig. 4).

Fig. 4



4. When you are finished assembling the shelf insert, position the base open side up, and slide in the shelf unit. The smooth edges should be facing towards the inside of the box (Fig. 5).

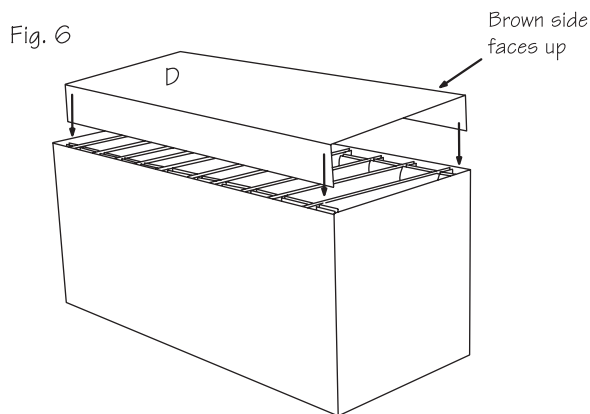
Fig. 5



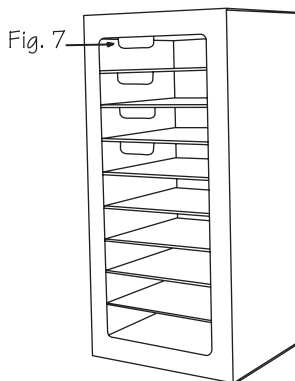
All instructional guides can be found online.

# Classroom Mail Center Assembly Instructions

5. Next, take the back cover (D), fold the two flaps in, and insert into the back of the base (printed side facing inside the mail center) between the shelf insert and the side of the base, until the cover fits securely (Fig. 6).

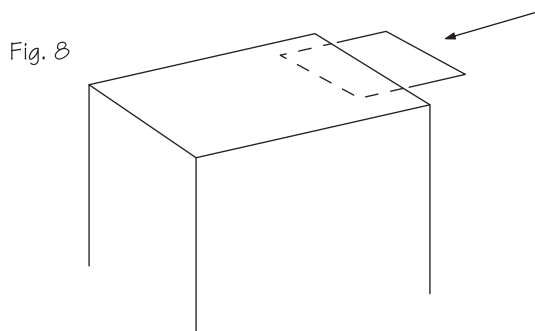


If you wish to use the diecut label flaps, pull them down as shown (Fig. 7). We have included a set of labels with your mail center. Unless you have purchased more than one 9-slot unit, you will not need the 3 pieces you removed in step 1.

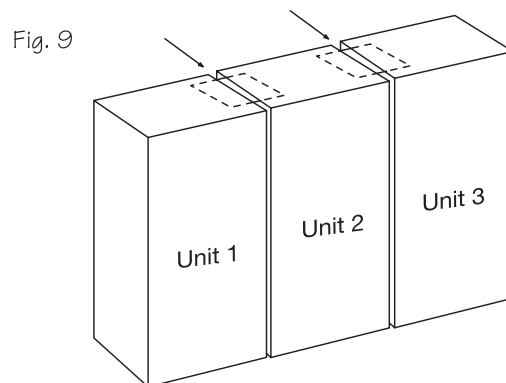


## For the 2- and 3-unit Mail Centers:

1. Repeat steps 1 through 5 above to set up the remaining 9-slot units.
2. When all units are constructed, place them side by side. Take the connecting pieces you saved (see step 1) and tuck them into the top of one unit (Fig. 8).



Leave half of the connecting pieces exposed. Then insert the remaining half in the corresponding area on the other units. Repeat the same procedure for units 2 and 3. This will keep the mail center stable and secure (Fig. 9). (You can either use the extra pieces to secure the bottom of the units, save any extra perforated pieces for future use or discard them.)



Congratulations!  
Your Store More® Classroom Mail Center is ready for use!

