

Furniture Solutions: 68" Shipstation with Material Dividers (No Storage Shelf)

Model Numbers: PB002 (D9001, D9030, D9031, D9032D9033, RC4054)

Introduction

This document provides the Pitney Bowes service rep with instructions for assembling the modules that comprise the Calstone 68" Shipstation with Material Dividers (No Storage Shelf) (PB002).

Contents

Module Model #	Module Description
D9001	Packing Table
D9030	Roll Bar for Tables
D9031	Cartoning Rack c/w 6 Dividers & T-Uprights
D9032/D9033	Document Shelf/Shelf Dividers
RC4054	RC Rotary Shear Cutter & Knife

NOTE: Do not discard packaging material of any of the modules until all contents are located.

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Page 1 of 7

In the U.S.A., for further information on Console Inserter related issues, call DMT Worldwide Technical Support at 866-877-3683. For Table Top Inserter information, call Global Mailing Systems (GMS) at 800-692-0003. In the EAME area, call European Technical Support at +44 3333 440076.

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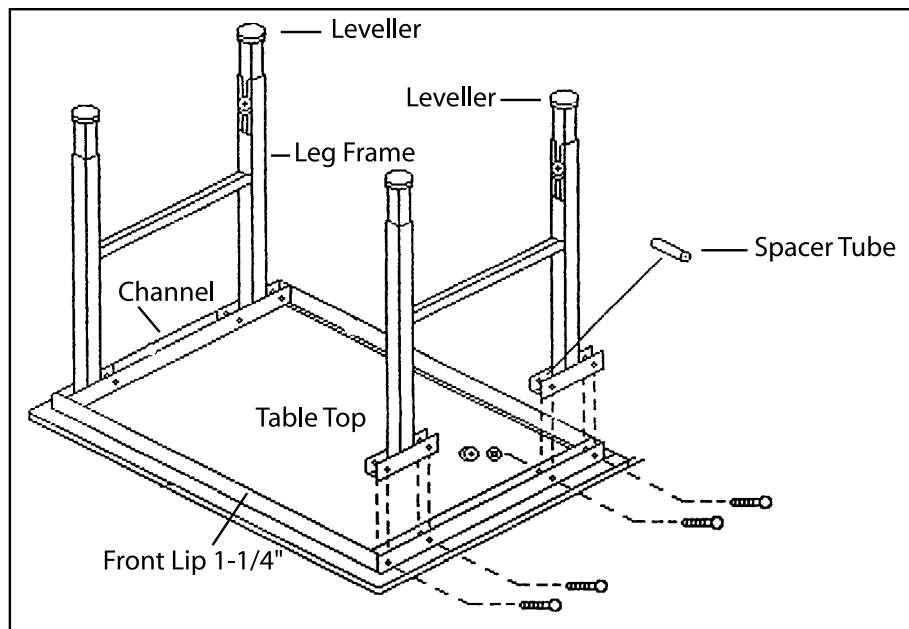
Assembling the Modules

D9001 – Packing Table

Qty.	Module Component Part	
1	Table Top with Frame	
2	Table Legs	
8	5/16-18 x 2-1/4" Hex Cap Screws	NOTE: If hardware is missing, any 5/16-18 x 2-1/4" or 2-1/2" long bolt, hex nut, and lock washer can be used.
8	5/16 Lock Washers	
4	Spacer Tubes	
1	Wrench	

To assemble the Packing Table:

1. Place table top on floor with channels facing up.
2. Press leg frame into table top frame so holes line up as shown.
3. Install two spacer tubes on the inside of each leg assembly.
4. Secure leg frame with nuts, bolts, and washers supplied in plastic bag on table.
5. Repeat steps 2–4 for second leg assembly.



To adjust the table height:

1. Adjustable leg channel on each leg member telescopes out and is notched every inch to make adjustment easy.
2. To adjust, loosen bolt on leg member and raise adjustable leg to the desired height; secure bolt.
3. Turn table upright to operating position.
NOTE: If optional drawer or cabinet has been ordered, secure mounting frame BEFORE putting table in operating position.
4. Minor height adjustments can be made by using the screw-type leveler on each adjustable leg channel or by resetting the telescope leg.

D9030 – Roll Bar for Tables

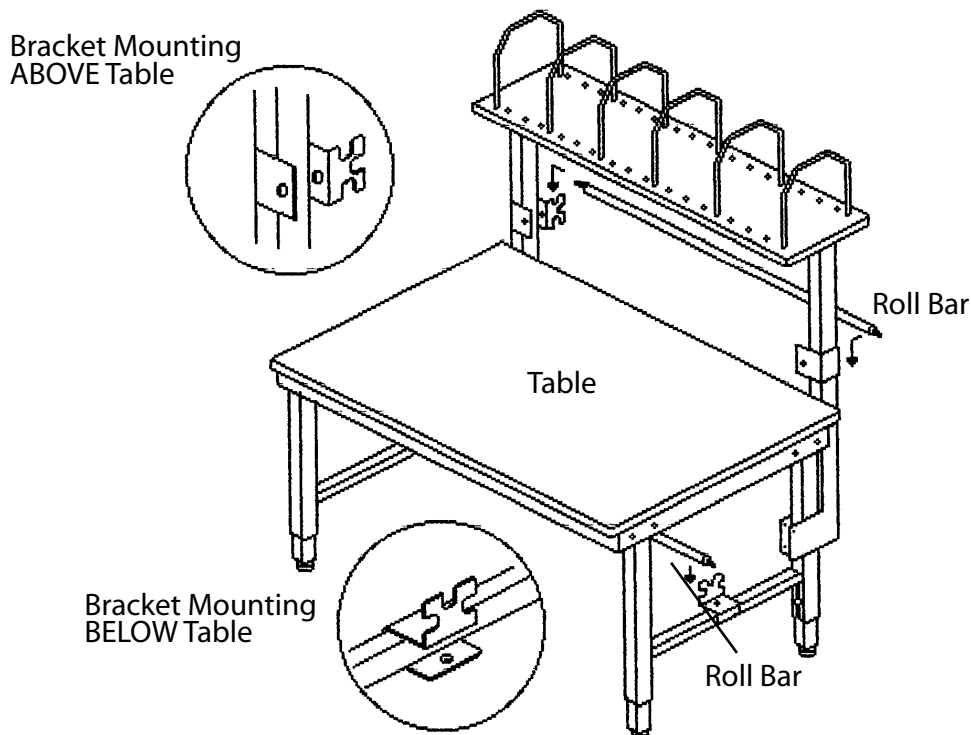
Qty.	Module Component Part	
1	Roll Bar	
2	Mounting Brackets	
2	Core Retainers	
2	5/16-18 x 2-1/4" Hex Head Cap Screws	NOTE: If hardware is missing, any 5/16-18 x 2-1/4" or 2-1/2" long bolt, hex nut, and lock washer can be used.
2	5/16-18 Hex Nuts	
2	5/16 Lock Washers	

To assemble the Roll Bar for ABOVE Table Mounting:

1. Place roll bar bracket around upright tubing so that upper U-hook is facing up and toward the back, and is on the inside of the upright assembly, as shown.
2. Attach second bracket as above, making sure the brackets are the same height.
3. Place roll bar insert into upper U-hook on both brackets. Level brackets, if necessary.

To assemble the Roll Bar for BELOW Table Mounting:

1. Place roll bar bracket around leg assembly cross bar with U-hook facing up and on the inside of leg assembly cross bar, as shown.
2. Attach second bracket as above, making sure the brackets are spaced the same.
3. Place roll bar insert into upper U-hook on both brackets.



4 | Furniture Solutions: 68" Shipstation with Material Dividers (No Storage Shelf)

D9031 – Cartoning Rack c/w 6 Dividers & T-Uprights

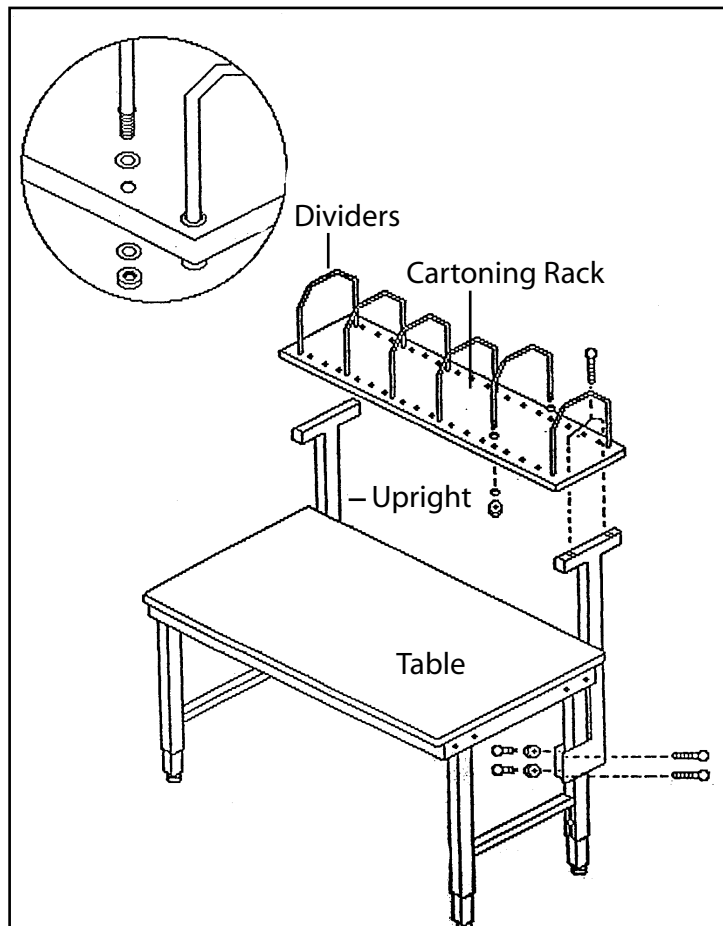
Qty.	Module Component Part	Qty.	Module Component Part
1	Cartoning Rack	4	1/4-20 x 1/2" Round Head Bolts
6	Wire Dividers	4	1/4-20 Kepnuts
2	T-Uprights with Adjustable Brackets	4	5/16-18 x 2-1/4" Hex Head Cap Screws
24	1/4" Flat Washers	4	5/16-18 Hex Nuts
12	3/8-16 Hex Nuts	4	5/16 Lock Washers

To assemble the T-Uprights:

1. Place welded bracket on leg frame, as shown. Slide upright up or down to desired height.
2. Secure welded bracket with 2-1/4" screws, washers, and nuts provided.
3. Attach second T-Upright, making sure it is positioned at the same height as the first.

To assemble the Cartoning Rack:

1. Place Cartoning Rack on T-Uprights, as shown.
2. Align pre-drilled holes in cartoning rack with holes in T-Uprights. Front edge of cartoning rack should stick out over table approximately 9 inches. **NOTE:** If the majority of the cartoning rack hangs over the back edge of table, turn assembly 180 degrees and reposition on T-Upright.
3. Secure cartoning rack to T-Upright with 1/4-20 screws and kepnuts.



To place the Dividers:

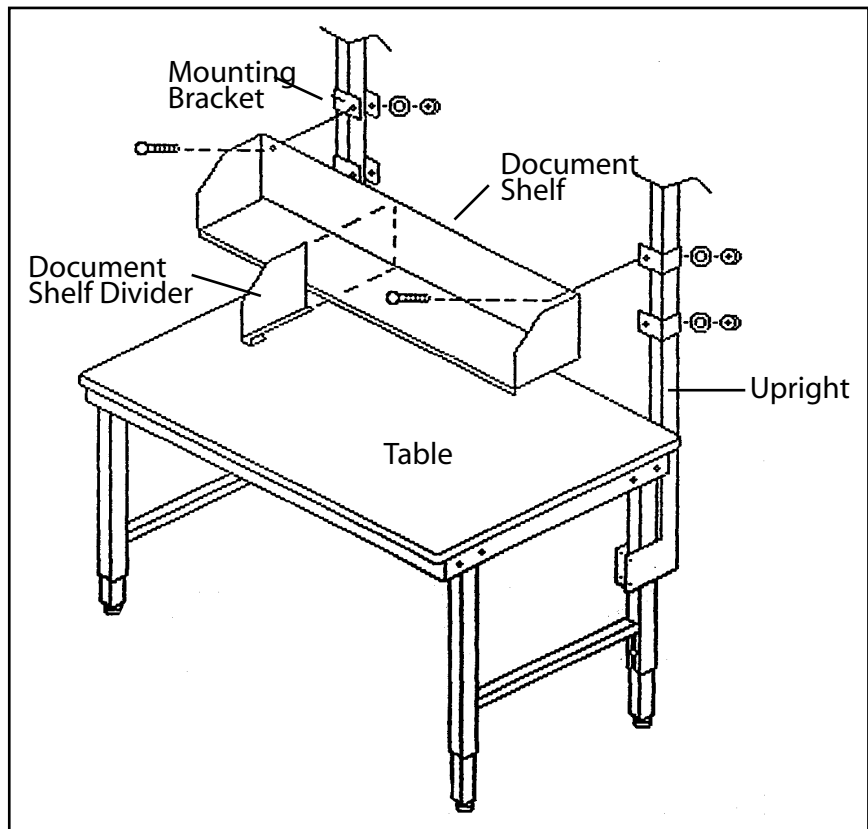
1. Place washer over end of divider so it rests against notches on the wire, as shown.
2. Put ends of wire divider through holes on cartoning rack, as shown.
3. Place another washer over wire ends and secure with 3/8-16 hex nuts.
4. Do not over tighten. The wires should not protrude out of the hex nuts.

D9032/D9033 – Document Shelf (D9032)/Shelf Dividers (D9033)

Qty.	Module Component Part	
1	Document Shelf	
4	Mounting Brackets	
4	5/16-18 x 2-1/4" Hex Cap Screws	NOTE: If hardware is missing, any 5/16-18 x 2-1/4" or 2-1/2" long bolt, hex nut, and lock washer can be used.
4	5/18-18 Hex Nuts	
4	5/16 Lock Washers	

To assemble the Document Shelf:

1. Place document shelf on table, resting against up-
rights with mounting holes
positioned to the inside of
the uprights, as shown.
2. Slide mounting brackets
onto uprights with holes
on inside of upright, facing
center of table.
3. Match holes on docu-
ment shelf with mounting
brackets. Insert 2-1/4" bolt
through document shelf
and mounting bracket.
Position washer on both
and tighten loosely with nut
supplied. Repeat proce-
dures for other side.
4. Slide document shelf and
mounting brackets to de-
sired height and tighten
securely. If not level, loosen
one side and adjust to
level.



To assemble the Document Shelf Divider (Optional):

1. Slide formed edge onto the formed edge of the document shelf, as shown.
2. Divider can be positioned as required, anywhere along the document shelf.

RC4054 – RC Rotary Shear Cutter & Knife

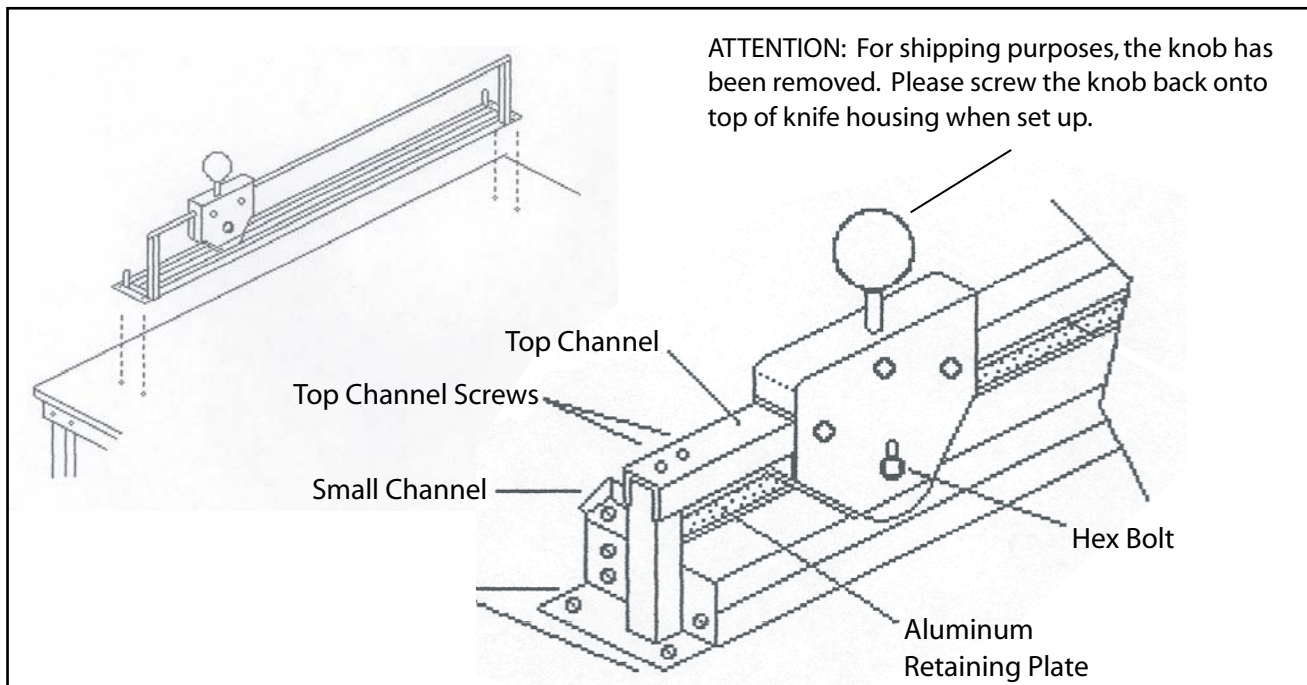
Assembling the RC Rotary Shear Cutter & Knife

Qty.	Module Component Part
1	Cutter Bar & Knife Assembly
4	1/4-20 x 1-1/2 Combination Screw
4	1/4 Lock Washer
4	1/4-20 Hex Nut

To assemble the Cutter Bar & Knife:

1. Place cutter bar and knife assembly on table top with logo facing front. Center between leg frames and place at least four inches from back of table top to back of cutter bar and knife assembly.
2. Mark holes through the base tube and remove cutter bar and knife assembly.
3. Drill holes into table top with 9/32" drill bit.
4. Replace cutter bar and knife assembly, matching the holes, and secure with 1-1/2" screws through base tube and table top, and tighten with washer and nut.

NOTE: Both ends of the cutter must be fastened securely in order for the cutter to work properly.



Using Your RC Rotary Shear Cutter

Using your Shear Cutter:

1. Position cutter head to one side of cutter.
2. Feed material under the flat aluminum retaining plate at the back end of the cutter. The retaining plate will always hold the lead edge of material for easy dispensing.
3. Pull material out the front end of cutter and slide cutting head quickly across the material. Cutter cuts in both directions.

Adjusting Cutting Pressure:

1. Move cutting head to center of cutter.
2. Loosen, but do not remove the two hex bolts holding the blade assembly in the cutting head. Blade assembly is held in the slotted hole.
3. Force blade assembly down against the base to increase cutting and holding pressure.
4. Raise blade assembly in the slot to decrease the cutting and holding pressure (normally required for material greater than 1/4" thick).
5. Re-tighten hex bolts.



CAUTION: To prevent damage to the cutter, the knife blade must always remain engaged in the cutting slot. The rubber tires must always rest on the cutter base.

Changing the Blade:

1. Remove two screws holding top channel to vertical end support.
2. Lift top channel off support and slide cutter head off channel.
3. Orient cutting head so blade is facing up.
4. Remove two hex bolts and washers holding blade assembly in housing.



WARNING! Sharp blade is free to fall out if cutter head assembly is turned over.

5. Lift blade from cutter housing and remove threaded axle.
6. Insert threaded axle into new blade and place blade back into cutter housing.
7. Screw hex bolts, with washers on the outside of frame, back into threaded axle.
8. Slide cutter head assembly back onto top channel with the decal facing opposite the hold-down bars.



CAUTION: Make sure blade slides into cutting slot.

9. Fasten top channel to end plate with two sheet metal screws.
10. Adjust the cutting pressure. (See *Adjusting Cutting Pressure* above.)