

Furniture Solutions: 68" Shipstation with Storage Shelf

Model Numbers: PB001 (D9001, D9010N, D9021, D9030, D9032/D9033, D9098, RC4054)

Introduction

This document provides the Pitney Bowes service rep with instructions for assembling the modules that comprise the Calstone 68" Shipstation with Storage Shelf (PB001).

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Module Model #	Module Description
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D9010N	Metal 1-Drawer Unit & Lock
D9021	Metal Storage Shelf
D9030	Roll Bar for Tables
D9032/D9033	Document Shelf/Shelf Dividers
D9098	Straight Upright
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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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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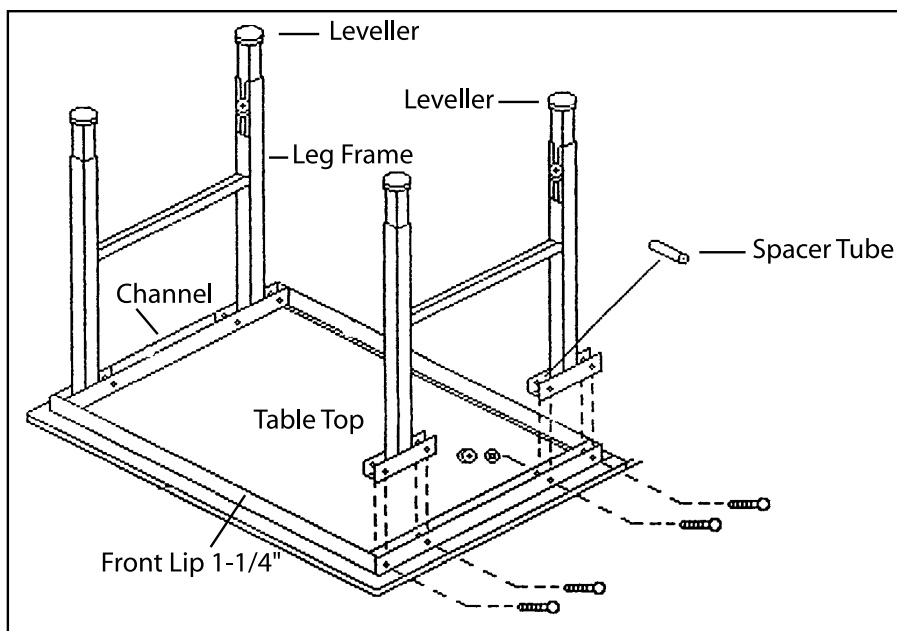
Assembling the Modules

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:

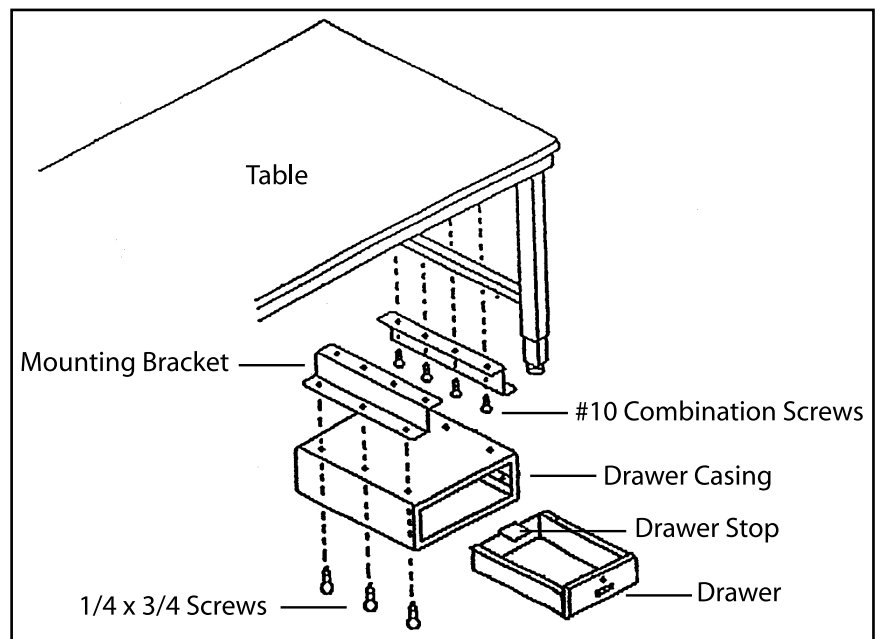
1. Adjustable leg channel on each leg member telescopes out and is notched every inch to make adjustment easy.
2. To adjust, loosen bolt on leg member and raise adjustable leg to the desired height; secure bolt.
3. Turn table upright to operating position.
NOTE: If optional drawer or cabinet has been 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.

D9010N – Metal 1-Drawer Unit & Lock

Qty.	Module Component Part
1	Metal 1-Drawer Unit
1	Drawer Casing
2	Mounting Brackets
8	#10 x 5/8" Combination Screws
6	1/4 x 3/4 screws

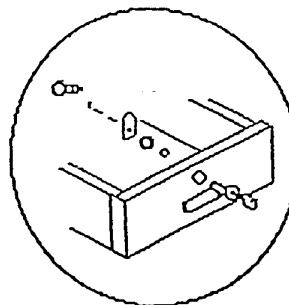
To assemble the Metal 1-Drawer Unit:

1. All tops are pre-drilled, RIGHT and LEFT side, to accept mounting brackets.
2. Assemble mounting brackets with #10 combination screws to table, as shown.
3. Remove drawer from casing by pulling drawer half way out, ready inside and pull down drawer stop.
4. Assemble drawer casing to mounting bracket with 1/4 x 3/4 screws.
5. Slide drawer back into casing.
TIP: INSTALLATION IS EASIER IF TABLE IS UP-SIDE DOWN.



To install Lock for Metal 1-Drawer Unit (Optional):

1. Punch out depression in drawer unit front..
2. Disassemble all parts of lock (7 pieces total).
3. Insert tube part of lock into punched out depression in drawer unit from outside of drawer.
4. Place nut onto tube from inside of drawer unit and tighten.
5. Place key into key receiver, then insert receiver into tube part already in drawer.
6. Place washer and flat bar into tube and secure firmly with screw.



Lock Assembly

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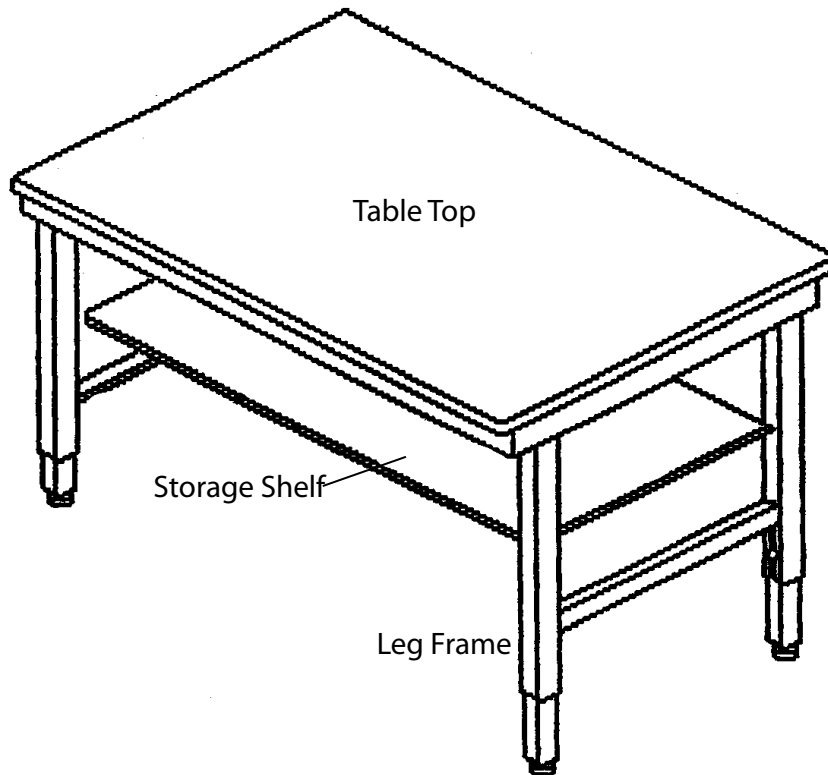
D9021 – Metal Storage Shelf

Qty.	Module Component Part
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1	Storage Shelf
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To assemble the Metal Storage Shelf:

1. Set lower shelf with formed edges down, on cross bar of leg frame.
2. Extended formed edges at either end of shelf should be secure on outside of leg cross bar.



D9030 – Roll Bar for Tables

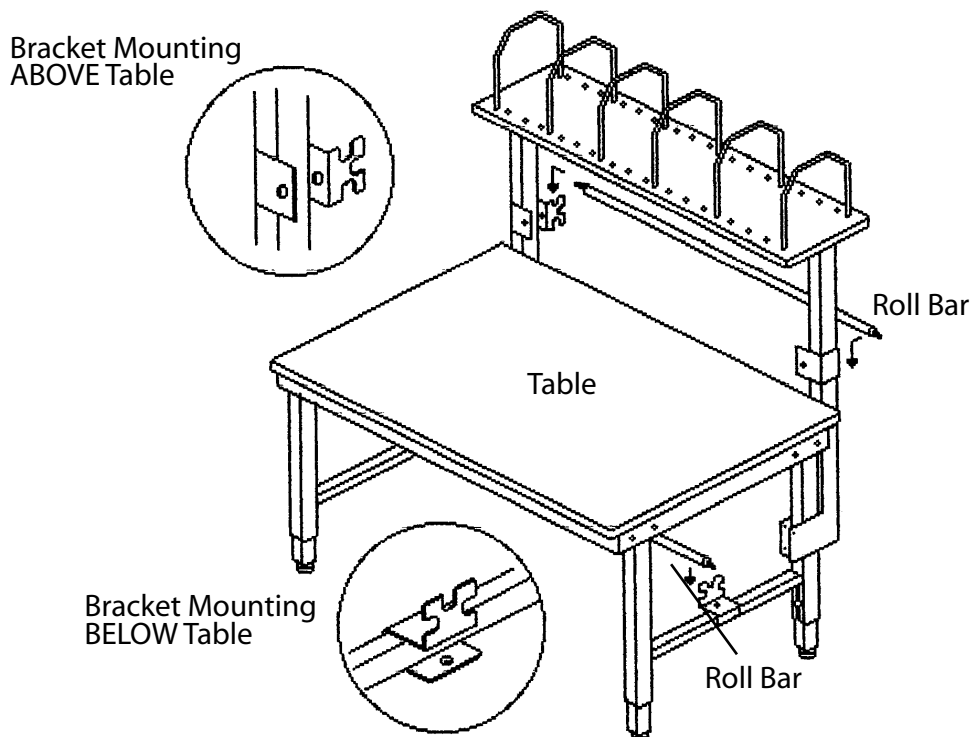
Qty.	Module Component Part	
1	Roll Bar	
2	Mounting Brackets	
2	Core Retainers	
2	5/16-18 x 2-1/4" Hex Head Cap Screws	NOTE: If hardware is missing, any 5/16-18 x 2-1/4" or 2-1/2" long bolt, hex nut, and lock washer can be used.
2	5/16-18 Hex Nuts	
2	5/16 Lock Washers	

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.



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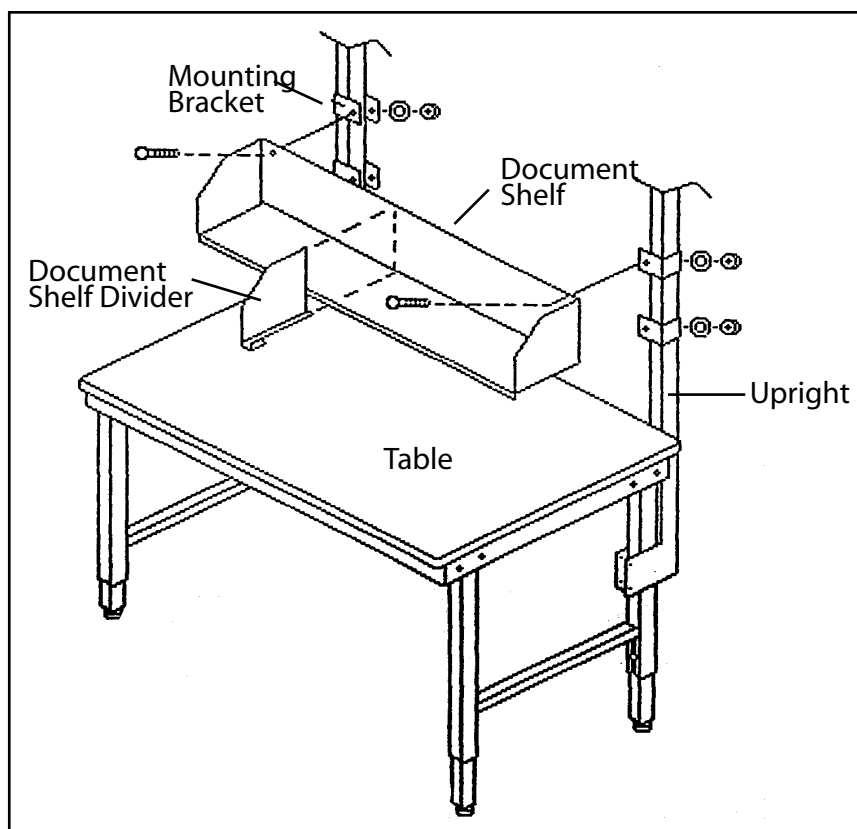
D9032/D9033 – Document Shelf (D9032)/Shelf Dividers (D9033)

Qty.	Module Component Part	
1	Document Shelf	
4	Mounting Brackets	
4	5/16-18 x 2-1/4" Hex Cap Screws	
4	5/18-18 Hex Nuts	
4	5/16 Lock Washers	

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.

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 document 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 procedures for other side.
4. Slide document shelf and mounting brackets to desired height and tighten securely. If not level, loosen one side and adjust to level.



To assemble the Document Shelf Divider (Optional):

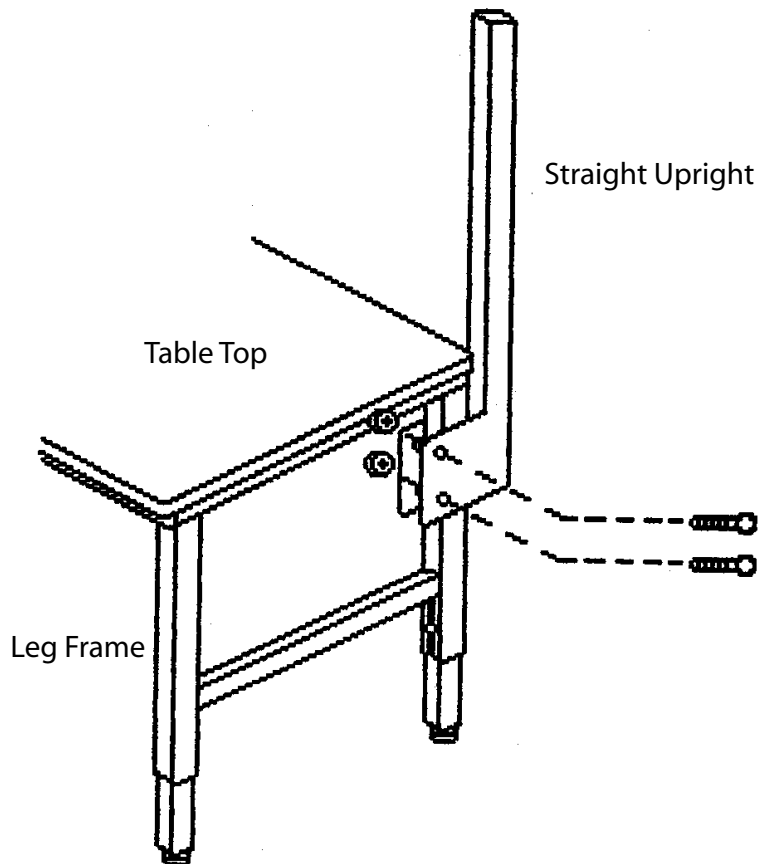
1. Slide formed edge onto the formed edge of the document shelf, as shown.
2. Divider can be positioned as required, anywhere along the document shelf.

D9098 – Straight Upright

Qty.	Module Component Part	
2	Straight Uprights	
4	5/16-18 x 2-1/4 Hex Head Cap Screw	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	5/16-18 Hex Nut	
4	5/16 Lock Washer	
4	5/16 Lock Washer	

To assemble the Straight Upright:

1. Place welded bracket on leg frame, as shown.
2. Secure welded bracket with 2 screws and nuts.
3. Attach second upright same way.



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RC4054 – RC Rotary Shear Cutter & Knife

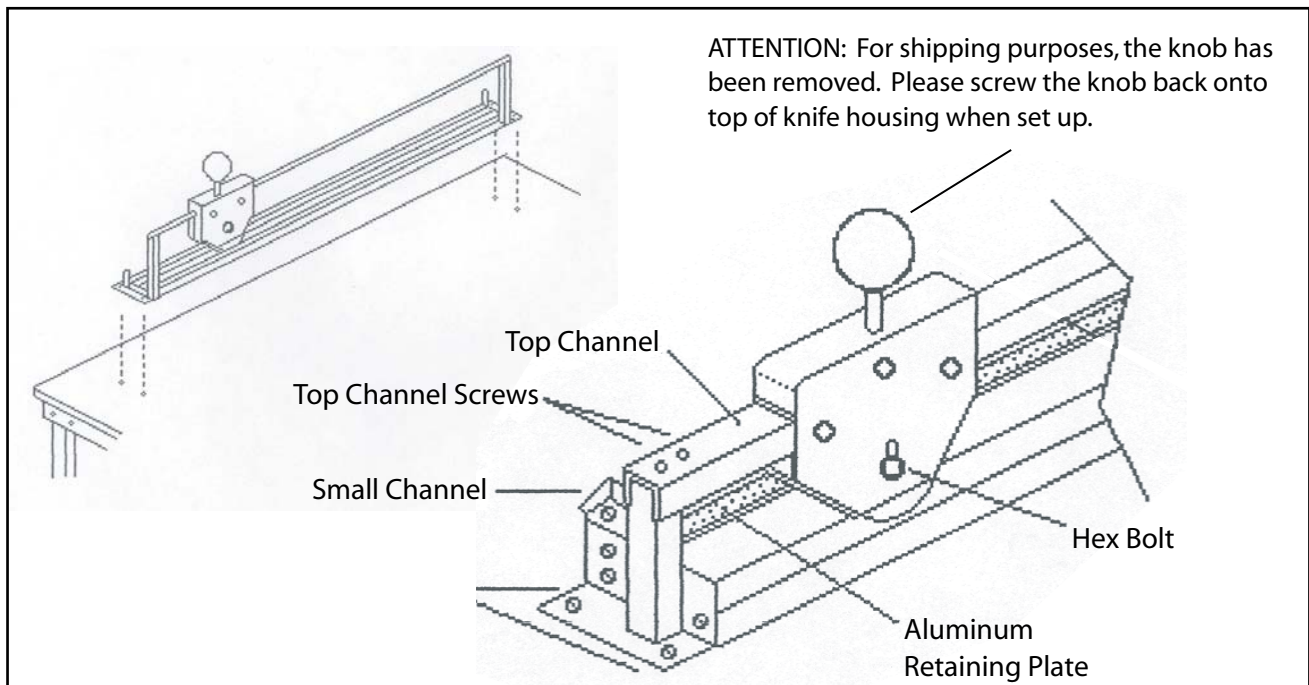
Assembling the RC Rotary Shear Cutter & Knife

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.)