

[manuals.plus](#) /› [AdirOffice](#) /› **AdirOffice Wooden Adjustable Literature Organizer 16 Compartment (Model 815236019340) - Instruction Manual****AdirOffice 815236019340**

AdirOffice Wooden Adjustable Literature Organizer

MODEL: 815236019340 (16 COMPARTMENT, WHITE)

1. Introduction

This manual provides instructions for the assembly, operation, and maintenance of your AdirOffice Wooden Adjustable Literature Organizer. Designed for offices, classrooms, and homes, this organizer offers a versatile solution for sorting and storing documents, mail, and other materials. Please read these instructions carefully before assembly and use to ensure proper setup and longevity of your product.



Image 1.1: The AdirOffice 16-Compartment Literature Organizer in white, shown filled with sorted documents.

2. Important Safety Information

Please observe the following safety guidelines to prevent injury or damage to the product:

- Always assemble the unit on a clean, flat, and stable surface.
- Ensure all components are securely fastened before use.
- Do not overload compartments beyond the recommended capacity of 15 pounds.
- Keep small parts away from children during assembly.
- **Proposition 65 Warning:** This product may contain chemicals known to the State of California to cause cancer and birth defects or other reproductive harm.

3. Package Contents

Verify that all parts are present before beginning assembly. If any parts are missing or damaged, please contact customer support.

EASY TO ASSEMBLE



***Includes all necessary
hardware for a
hassle-free setup!***

 **ADIR**office

Image 3.1: All necessary hardware and components for assembly.

- Side Panels (2)
- Top/Bottom Panels (2)
- Middle Divider (1)
- Adjustable Shelves (14)
- Back Panel (1)
- Wooden Dowels
- Shelf Pins/Supports
- Screws/Nails for back panel
- Wood Glue

Tools Required (Not Included): Hammer, Rubber Mallet.

4. Assembly Instructions

Follow these steps for a straightforward assembly process:

1. **Prepare Components:** Lay out all panels and hardware on a soft, clean surface to prevent scratches.

2. **Assemble Frame:** Attach the top and bottom panels to the side panels using the provided wooden dowels and a small amount of wood glue. Gently tap with a rubber mallet to ensure a snug fit.
3. **Insert Middle Divider:** Slide the middle divider into the pre-drilled slots, securing it with dowels and glue as with the outer frame.
4. **Attach Back Panel:** Carefully align the back panel with the assembled frame. Secure it using the small nails provided, ensuring the frame is square.
5. **Install Shelf Pins:** Insert the metal shelf pins into the desired holes along the interior sides of the compartments. The holes are spaced to allow for various shelf heights.
6. **Place Shelves:** Carefully slide the adjustable shelves onto the installed shelf pins. Ensure each shelf is level and securely seated.

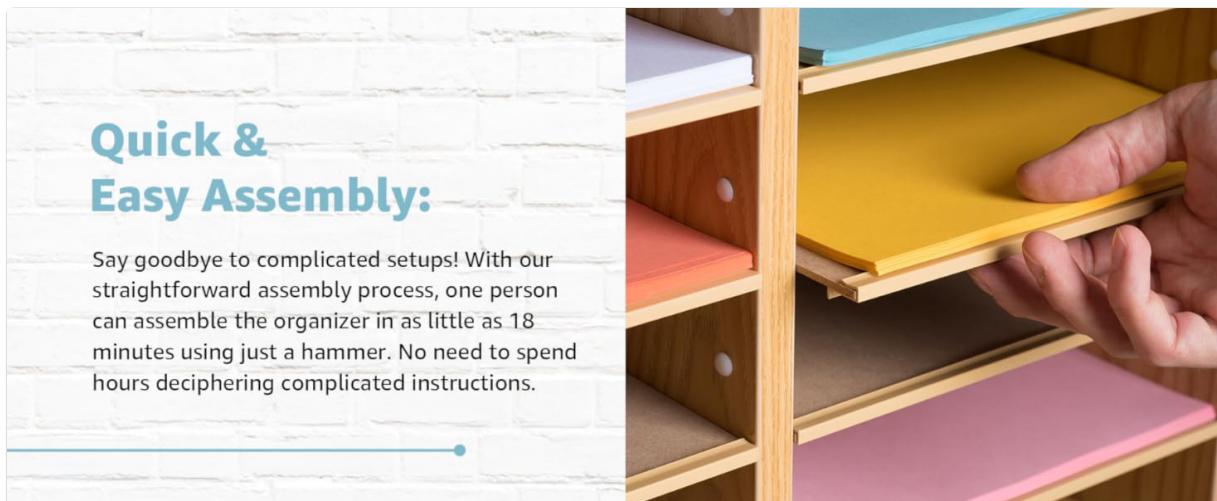


Image 4.1: Illustration of quick and easy shelf adjustment during assembly.

5. Usage and Customization

The AdirOffice Literature Organizer is designed for flexible storage:

- **Adjustable Shelves:** The shelves can be easily repositioned to accommodate items of various sizes. Simply remove the shelf, adjust the shelf pins to new holes, and reinsert the shelf.
- **Stackable Design:** For increased storage capacity, multiple units can be securely stacked using the included dowels. Ensure units are aligned properly before stacking.



Image 5.1: Demonstrates the stackable and customizable features of the organizer.

6. Care and Maintenance

To maintain the appearance and functionality of your organizer:

- Wipe surfaces with a soft, damp cloth. Avoid abrasive cleaners.
- Do not expose the unit to excessive moisture or direct sunlight for prolonged periods.
- Periodically check all connections and fasteners to ensure they remain tight.

7. Troubleshooting

- **Issue: Shelves are not stable or fall out.**

Solution: Ensure the metal shelf pins are fully inserted into the holes. Verify that the shelves are correctly seated on all four pins. If pins are loose, they may need to be replaced or secured with a small amount of wood glue.

- **Issue: Unit wobbles after assembly.**

Solution: Check all dowel and screw connections. Ensure the back panel is securely fastened, as it contributes to the unit's rigidity. Make sure the unit is placed on a level surface.

- **Issue: Difficulty inserting shelves.**

Solution: Ensure the shelf pins are aligned correctly and that the shelf is not warped. Do not force shelves into place; gently adjust alignment.

8. Product Specifications

Feature	Detail
Brand	AdirOffice
Model Number	815236019340 (Part Number: 500-16)
Color	White
Material	Engineered Wood
Dimensions (L x W x H)	20" x 11.8" x 21.4" (50.8 cm x 29.97 cm x 54.36 cm)
Item Weight	25.3 Pounds (11.48 kg)
Capacity (per shelf)	Approximately 15 Pounds
Number of Compartments	16 (Adjustable)
Special Features	Adjustable Shelves, Stackable Design



Image 8.1: Product dimensions for the AdirOffice Literature Organizer.

9. Warranty Information

This AdirOffice product comes with a **1 Year Limited Warranty**. This warranty covers defects in materials and workmanship under normal use. For specific terms and conditions, or to make a warranty claim, please refer to the warranty documentation included with your purchase or contact AdirOffice customer support.

10. Customer Support

If you have any questions, require assistance with assembly, or need to report missing/damaged parts, please contact AdirOffice customer support. Refer to the contact information provided on the product packaging or the official AdirOffice website for the most current support details.

