

SortWise SW-WS

SortWise Wire Shelf Rack Instruction Manual

Model: SW-WS

INTRODUCTION

This manual provides essential information for the safe and effective assembly, operation, and maintenance of your SortWise Wire Shelf Rack. Please read this manual thoroughly before use and retain it for future reference.

The SortWise Wire Shelf Rack is a versatile utility cart designed for organizing files, folders, and other items in various environments such as offices, laundry rooms, bathrooms, or toolrooms. It features a sturdy wire construction and rolling casters for portability.

SAFETY INFORMATION

For your safety and to prevent damage to the product, please observe the following:

- **Maximum Load Capacity:** Do not exceed the maximum load capacity of 30 kg (66.14 lbs) per shelf. Overloading can cause structural damage or collapse.
- Ensure all components are securely fastened during assembly and before use.
- Distribute weight evenly on the shelves to maintain stability.
- Keep hands and fingers clear of moving parts, especially during assembly and when adjusting shelf height.
- Do not allow children to climb on or play with the unit.
- Use on a flat, stable surface. Engage wheel locks when the cart needs to remain stationary.

PACKAGE CONTENTS

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

- Wire Shelves (2)
- Support Poles (4)
- Casters (4, 2 with locking brakes)
- Plastic Sleeves/Clips (for shelf attachment)
- Hanging File Frame (1, for top shelf)

SETUP AND ASSEMBLY

Follow these steps to assemble your SortWise Wire Shelf Rack. Assembly typically requires no tools.

1. **Attach Casters:** Screw the four casters into the bottom of the four support poles. Ensure two casters with locking brakes are attached to the same side for easier access.
2. **Install Bottom Shelf:** Slide the plastic sleeves onto the support poles at the desired height for the bottom shelf. Ensure the arrows on the sleeves point upwards and that all sleeves are at the same height on each pole. Carefully lower one wire shelf onto the sleeves, pressing down firmly until it locks into place.
3. **Install Top Shelf:** Repeat the process for the top shelf. Place the plastic sleeves at the desired height on the upper section of the poles, ensuring they are level. Lower the second wire shelf onto these sleeves.
4. **Attach Hanging File Frame:** If applicable, place the hanging file frame onto the top wire shelf. This frame is designed to hold letter-sized hanging file folders.
5. **Final Check:** Gently push down on each shelf to ensure it is securely seated on the plastic sleeves. Verify that the unit is stable and all casters are properly installed.

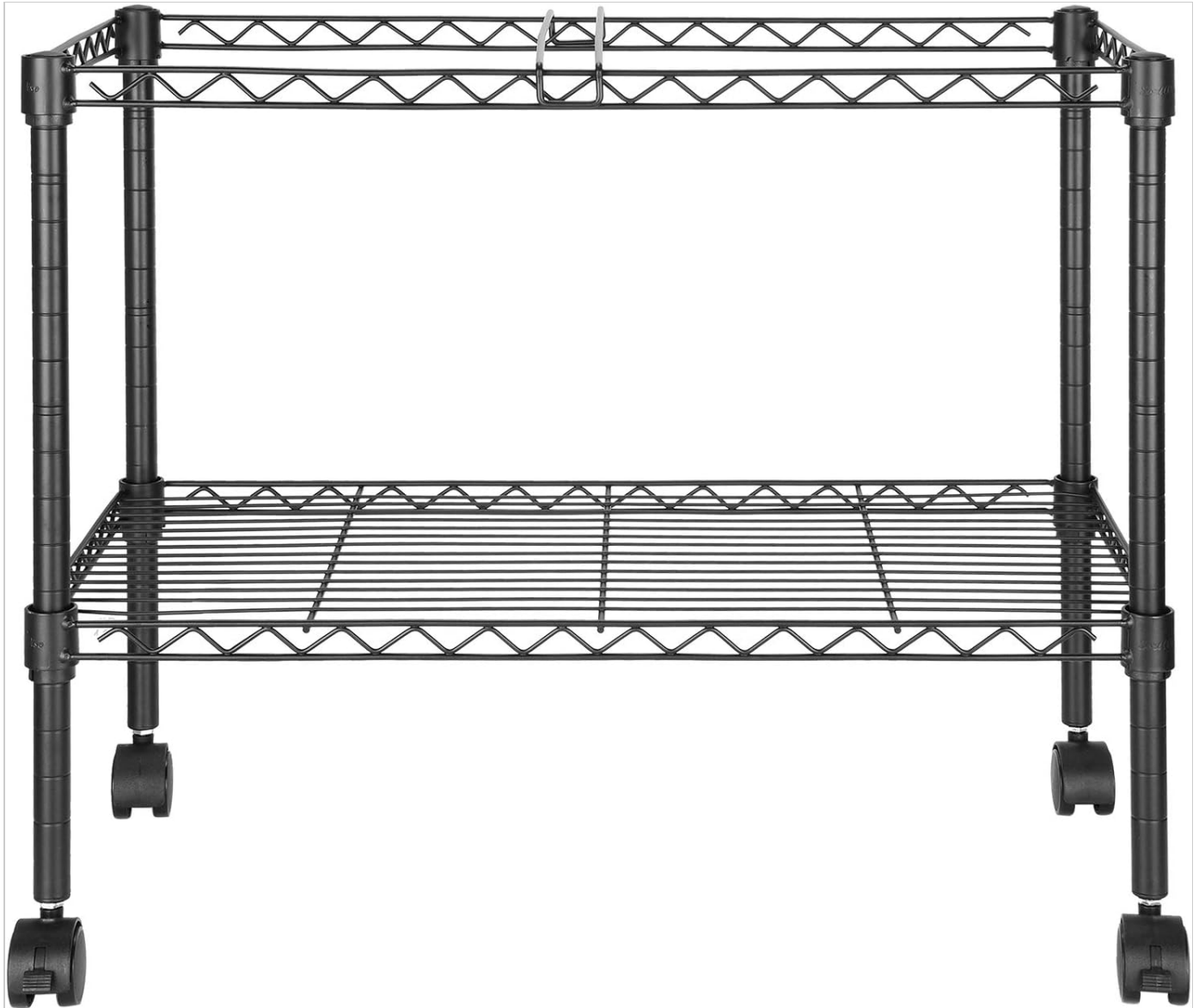


Figure 1: Assembled SortWise Wire Shelf Rack with key dimensions (23.5" L x 12.5" W x 20" H). This image illustrates the overall structure and size of the cart.



Figure 2: The SortWise Wire Shelf Rack positioned under an office desk, demonstrating its compact size and utility for storing hanging files.

OPERATING INSTRUCTIONS

- **Loading:** Place items evenly on the shelves, ensuring not to exceed the maximum weight capacity of 30 kg (66.14 lbs) per shelf. The top shelf is designed to accommodate letter-sized hanging file folders.
- **Mobility:** To move the cart, release the locking brakes on the casters by flipping the lever upwards. Push or pull the cart gently to its desired location.
- **Stationary Use:** To keep the cart stationary, engage the locking brakes on the casters by pushing the lever downwards. This will prevent the cart from rolling.



Figure 3: The SortWise Wire Shelf Rack fully loaded with hanging file folders, illustrating its primary function as a file cart.

MAINTENANCE AND CARE

- **Cleaning:** Wipe the wire shelves and poles with a soft, damp cloth. For stubborn dirt, a mild soap solution can be used. Dry thoroughly to prevent rust. Avoid abrasive cleaners or harsh chemicals.
- **Inspection:** Periodically check all connections and fasteners to ensure they remain tight and secure. Re-tighten if necessary.
- **Caster Care:** Keep casters free of debris (hair, lint, etc.) to ensure smooth rolling. Lubricate caster axles with a silicone-based spray if they become stiff.

TROUBLESHOOTING

Problem	Possible Cause	Solution
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Problem	Possible Cause	Solution
Cart is unstable or wobbly.	Shelves not fully seated on plastic sleeves; uneven weight distribution; casters not tightened.	Press down firmly on each shelf to ensure it is locked onto the sleeves. Redistribute items evenly. Check and tighten casters.
Casters do not roll smoothly.	Debris caught in casters; casters need lubrication.	Remove any debris from the caster wheels. Apply a small amount of silicone lubricant to the caster axles.
Shelf slides down.	Plastic sleeves not properly installed or damaged; overloaded shelf.	Ensure plastic sleeves are correctly snapped together and fully seated in the grooves of the poles. Reduce load on the shelf. Replace damaged sleeves if necessary.

SPECIFICATIONS

- Model:** SW-WS
- Brand:** SortWise
- Material:** Steel (Powder Coated Finish)
- Dimensions (L x W x H):** 23 5/8" x 12 5/8" x 20 1/2" (60 x 32 x 52 cm)
- Product Dimensions (Metric):** 20.3D x 30.5W x 12.7H Centimetres
- Maximum Weight Capacity:** 30 kg (66.14 lbs) per shelf
- Number of Shelves:** 2
- Features:** Compact, Durable, Portable, Sturdy, Rolling Casters (2 with brakes)
- Room Type:** Bathroom, Office (Versatile for various spaces)
- Mounting Type:** Floor Mount

WARRANTY AND SUPPORT

SortWise products are manufactured to high-quality standards. For warranty information, technical support, or to order replacement parts, please contact SortWise customer service through their official website or the retailer where the product was purchased.

Please have your model number (SW-WS) and purchase date available when contacting support.

