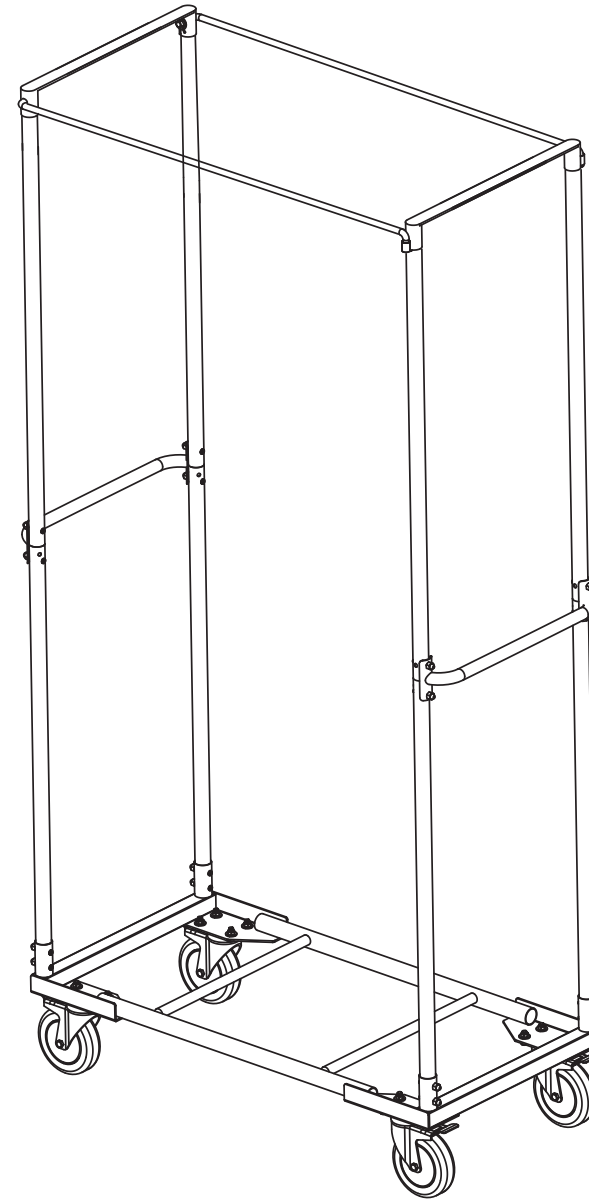




# TC104 TROLLEY OPERATING INSTRUCTIONS



## **WARNING**

1. Do not use this product unless all screws and bolts are securely tightened.
2. Check that all screws and bolts are tight every three months or as needed.
3. Dispose of packing material properly. Do not use plastic cover as head covering. It may cause suffocation.
4. Do not use this product as a stepladder.
5. Use this product for its intended purpose only.

## **LIMITED WARRANTY**

OSP Designs Warrants, to the original purchaser its products to be free from defects in material and workmanship for a period of 90 days. Defects and damage from misuse, abuse, negligence, alteration, accident, vandalism, rusting, acts of nature or any other event beyond the control of OSP Designs is not covered. The warranty does not cover cosmetic damage that may result from normal use. Liability for incidental or consequential damages is excluded. The user assumes all risk of injury resulting from use of this product. This warranty gives you specific legal rights, and you may also have other rights which vary from state to state.

To make a warranty claim, contact Customer Service, provide model number, sales receipt and description of the problem. It is the customer's responsibility to prepay freight on any components returned to the factory. OSP Designs will pay return freight on components covered under terms of warranty.

Our quality standards are among the highest in the industry. Sometimes, no matter how hard we try, there are times when hardware is missing. Our Parts Department will do everything possible to promptly remedy the problem. Contact us via email [parts@officestarc.com](mailto:parts@officestarc.com), by Fax 1-909-930-5629, or toll free parts number 1-800-950-7262, Monday through Friday 8:00 a.m. - 5:00 p.m. Pacific Time. OSP Designs P.O. Box 3520 Ontario, California 91761 USA



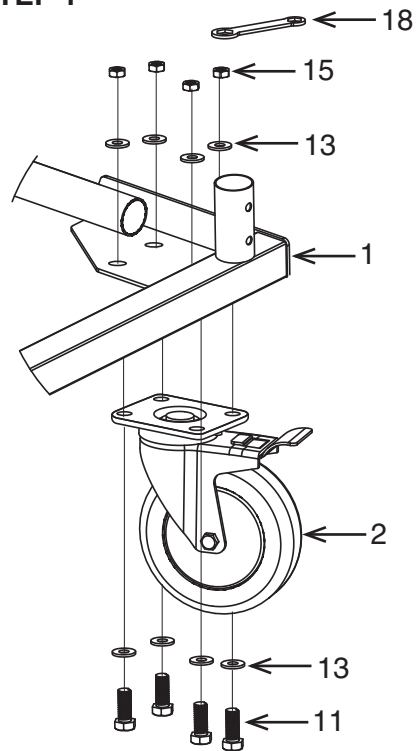
# TC104 TROLLEY ASSEMBLY INSTRUCTIONS

### IMPORTANT NOTE:

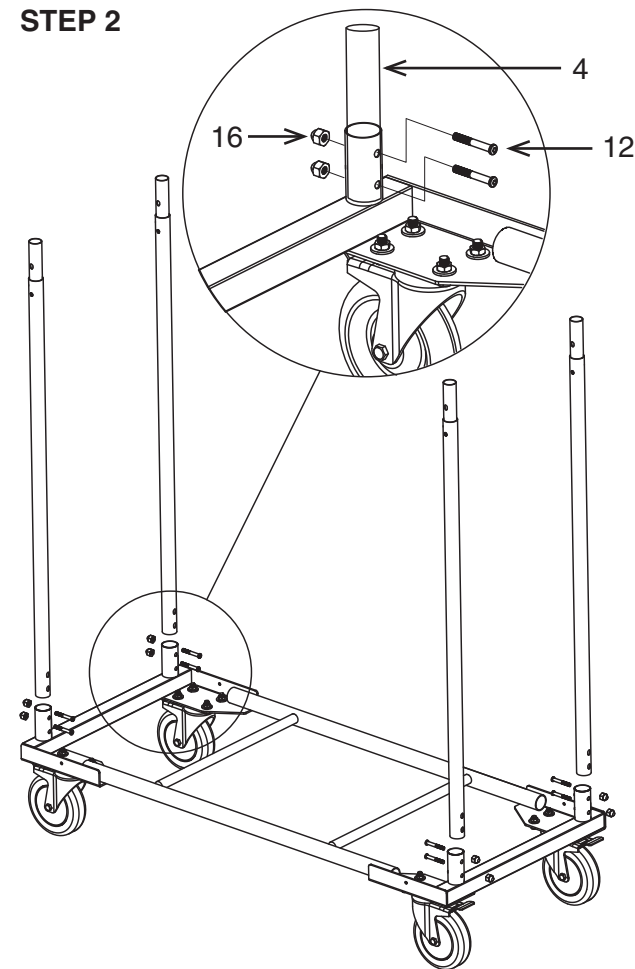
1. Use hand tools only for assembly as power tools may cause damage
2. Carefully remove any staples used for packaging.

PART	QTY	PART	QTY
1. Frame	1	11. Short Bolt	16
2. Caster	4	12. Long Bolt	16
3. Stretcher Bar	2	13. Small Washer	32
4. Lower Pole	4	14. Large Washer	2
5. Upper Pole A	2	15. Nut	16
6. Upper Pole B	2	16. Cap Nut	16
7. Cross Bar A	1	17. Safety Pin	2
8. Cross Bar B	1	18. Key Wrench	2
9. Top Cap A	1	19. Allen Wrench	1
10. Top Cap B	1		

### STEP 1

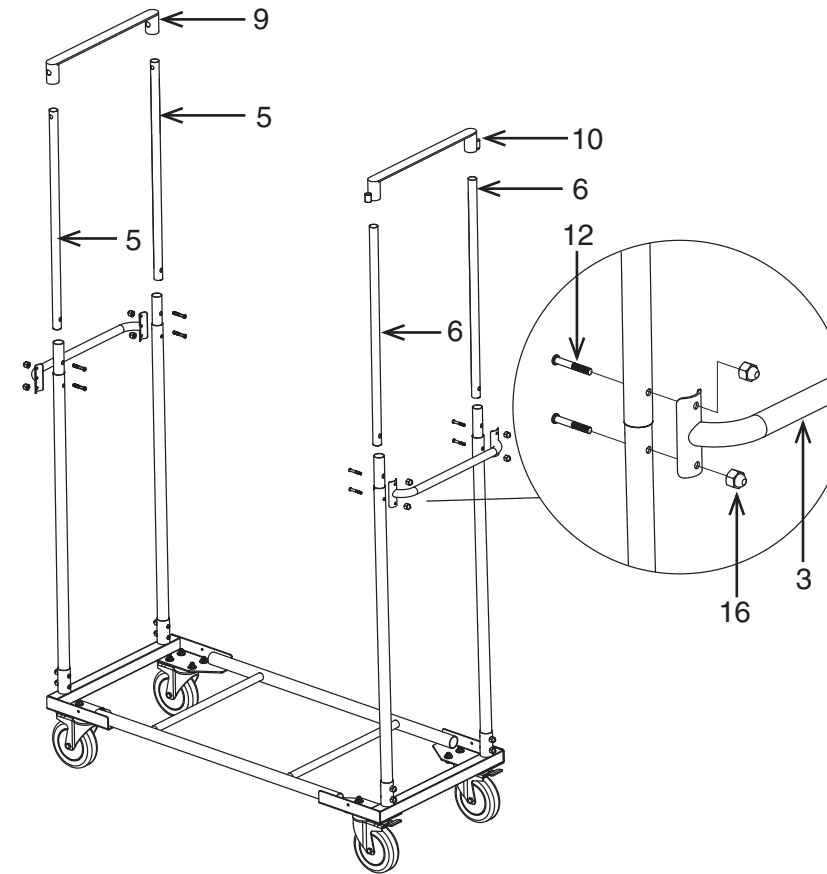


### STEP 2

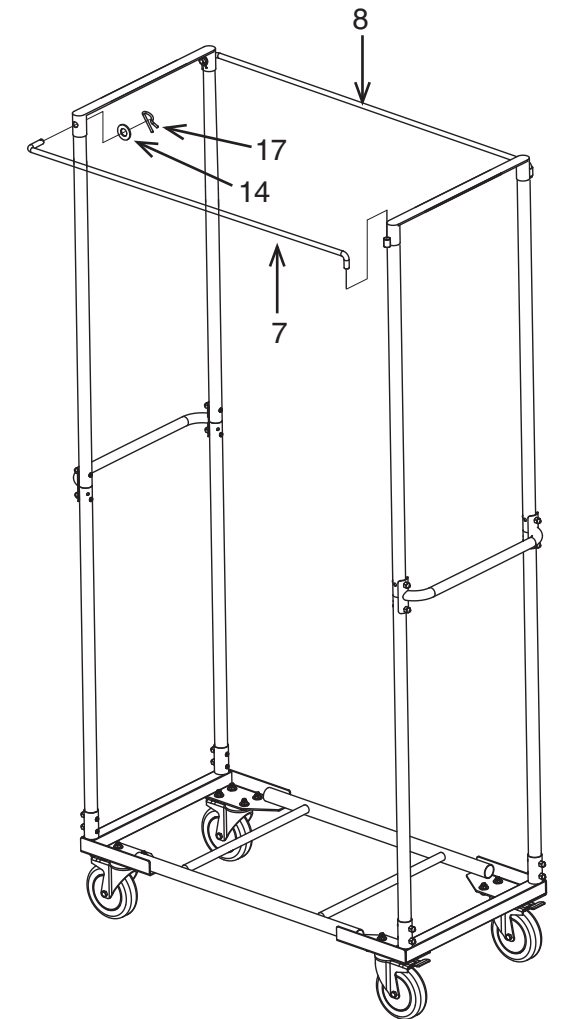


# TC104 TROLLEY ASSEMBLY INSTRUCTIONS

### STEP 3



### STEP 4



Remove all parts from carton, separate by part numbers indicated on parts list, and verify part quantities.

**STEP 1** Put Small Washer (13) on Short Bolt (11) firstly. Secure one Caster (2) to each corner plate of the Frame (1) using four Short Bolts (11) & four Small Washers (13), another four Small Washers (13) and four Nuts (15) for each Caster (2), **FULLY TIGHTEN ALL SHORT BOLTS (11) USING KEY WRENCH (18).**

**STEP 2** Attach Lower Poles (4) to Frame (1) using two Long Bolts (12) and two Cap Nuts (16) for each Lower Pole (4), **SEE DETAIL A. FULLY TIGHTEN ALL LONG BOLTS (12) USING ALLEN WRENCH (19).**

**STEP 3** Slip Upper Poles A (5) onto Lower Poles (4), secure one Stretcher Bar (3) between Lower Poles (4) and Upper Poles A (5) using four Long Bolts (12) and four Cap Nuts (16), **SEE DETAIL B. FULLY TIGHTEN ALL CAP NUTS (16) USING ALLEN WRENCH (19).**

Slip Upper Poles B (6) onto Lower Poles (4), secure one Stretcher Bar (3) between Lower Poles (4) and Upper Poles B (6) using four Long Bolts (12) and four Cap Nuts (16), **SEE DETAIL B. FULLY TIGHTEN ALL CAP NUTS (16) USING ALLEN WRENCH (19).**

Slip Top Cap A (9) onto Upper Poles A (5), slip Top Cap B (10) onto Upper Poles B (6).

**STEP 4** Attach Cross Bar A (7) to Top Cap A (9) and Top Cap B (10) and secure using one Large Washer (14) and one Safety Pin (17).

Attach Cross Bar B (8) to Top Cap A (9) and Top Cap B (10) and secure using one Large Washer (14) and one Safety Pin (17).

**ATTENTION: MAKE SURE ALL BOLTS ARE FULLY TIGHTENED BEFORE USING.**