

# Assembly Instructions - XpressLink®



## Preparation for Assembly

Call for Assistance **800-909-8034**

or connect with your sales rep at

<https://mitylite.com/contact/find-your-sales-rep>

We will be happy to help you!

**A Video is also available (SCAN QR CODE)**

### Tools Required

$\frac{3}{8}$ -in wrench or socket wrench  
 $\frac{5}{16}$ -in wrench or socket wrench  
 $\frac{9}{16}$ -in wrench or socket wrench  
Pliers  
Powered impact wrench if available



## Attaching Rear Casters

1. Remove the 2 bolts and nuts and packing foam that held the casters in place during shipment
2. Flip each caster over and attach them to the underside of the mounting brackets using four,  $\frac{3}{8}$ -inch carriage bolts and locking nuts
3. Tighten securely using a  $\frac{9}{16}$ -inch wrench



### Hardware Required

4 Carriage Bolts -  $\frac{3}{8}$ -in dia. x  $\frac{3}{4}$ -in long  
4 Locking Flange Nuts -  $\frac{3}{8}$ -in dia

## Setting Coupling Length & Attaching Front Casters

1. Remove the 2 bolts and nuts and packing foam that held the casters in place during shipment
2. If you plan to link multiple units, extend the angle brackets that the flip-over coupling is attached to (Use the first set of holes for chair stacks that are fairly vertical or the second set of holes to extend the coupling for chair stacks that lean forward)
3. Flip the casters over and attach casters using four,  $\frac{5}{16}$ -inch carriage bolts and locking nuts
4. Tighten securely using a  $\frac{1}{2}$ -inch wrench



### Hardware Required

4 Carriage Bolts -  $\frac{5}{16}$ -in dia. x  $\frac{3}{4}$ -in long  
4 Locking Flange Nuts -  $\frac{5}{16}$ -in dia

## Attaching Backrest To Base

### Definitions:

**Clevis Pin =**



**Cotter Pin =**

1. To complete the installation of the foot lever, remove the wire cotters from the unused clevis pins, located on the triangular shaped pivot brackets
2. Place the arms of the foot lever over the clevis pins and reinstall the cotters
3. Place the upright assembly over the base and install 3 carriage bolts on each side as shown on the drawing
4. Secure with locking flange nuts and tighten securely
5. To install the tension spring, raise the foot lever up all the way and hook the loop at the end of the coil spring over the hex head bolt that protrudes from the right side of the foot lever (The coil spring should hook from the clevis pin at the top of the triangular bracket to this hex head bolt on the foot lever)



### Hardware Required

6 Carriage Bolts -  $\frac{9}{16}$ -in dia. X2-in long  
6 Carriage Flange Nuts -  $\frac{9}{16}$ -in dia.

## Selecting Backrest Pitch Settings

**IMPORTANT:** The amount the chair stack leans back (pitch) when raised by the footlever will be determined by the hole you select when attaching the green link to the backrest and by the hole location of the black rod that the links pivot on. See "Recommended Backrest Pitch Settings" below to select the best setting for your chair.

The backrest may be set at 2 different angles (pitch) to accommodate various chair stack styles and doorway heights.

1. For chair stacks that are vertical, select the outer hole in the link (27° pitch is the most common)
2. For chair stacks that lean forward moderately, select the inner hole in the link (32° pitch setting)
3. If the raised chair stack does not rest against the backrest, increase the pitch of the back rest.
4. If the raised chair stack is too tall to pass through your doorways, increase the pitch of the backrest to lower the overall height

## Recommended Backrest Pitch Settings

Chair Stack Type	Pitch	Rod Setting	Link Setting
Vertical Stackers (Most Common)	27°	Upper Hole	Outer Hole
Moderate Forward Leaning	32°	Upper Hole	Inner Hole



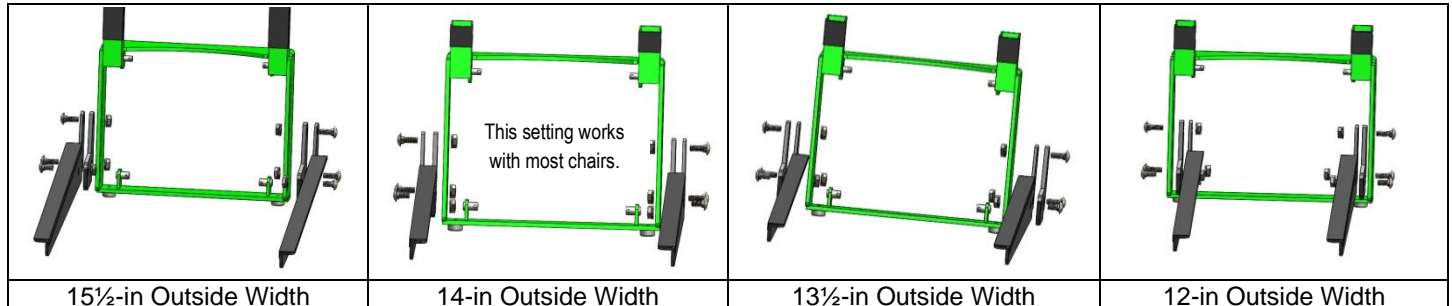
## Selecting Fork Width

Most chairs are best handled with the forks set at an overall width of 14 inch. For extra wide chairs, select the 15 ½-inch fork width. For narrow chairs and for chairs that have angled braces or curved frame members that may interfere with the ability of the forks to lift the chair stack, select the 13 ½-inch or 12-inch fork width.

1. To determine the best fork width setting for your chair, measure the narrowest distance between the legs of the chair (Select a setting that is at least ½-inch narrower than this dimension)
2. By switching the right hand fork with the left hand fork, by changing the location of the reinforcing plate, and by placing the forks on the inside or the outside of the adjustment brackets, you can change the overall width of the forks (Select the configuration below that most closely matches the dimension you determined in step 1)
3. First, determine the best height of the forks following the instructions below
4. Insert a carriage bolt in the upper hole in the fork and secure the fingertip tight with a locking nut
5. Hold the fork level with the base frame of the truck and insert a carriage bolt into the hole notch that most closely aligns with the round hole in the adjusting bracket on the handle/backrest

### Hardware Required

6 Carriage Bolts - 3/8-in dia. x 1-in long  
6 Locking Flange Nuts - 3/8-in dia.



## Selecting Fork Height

1. Roll the XpressLink unit about 2/3 of the way under the chair
2. Hold the fork parallel to the floor, just under the lowest cross member on the chair and insert a bolt through the square hole in the upper portion of the fork and into the nearest round hole on the adjustment bracket on the backrest
3. Install a nut, fingertip tight
4. Make sure the fork is level to the floor or the tips of the fork are raised slightly and insert a bolt into 1 of the 3, overlapping, square holes in the lower portion of the fork and into the corresponding round hole on the adjustment bracket (Secure with nut)
5. Tighten all 3 nuts securely and repeat the steps for the other fork



# Operating Instructions



**SAFETY NOTICE:** To prevent potential injury from accidental overturn, make sure the area is clear of people and that chair stack is stable before and after lifting. Move slowly when making turns and make sure the pathway is clear. As with any wheeled equipment, use on ramps or uneven surfaces may be dangerous. Inspect regularly for loose or damaged parts and use only to lift and transport stacking chairs.

## To Lift



Hold chair backs to prevent possible overturn while lifting. Press down on the foot lever until you hear the latch engage and then lift your foot from the lever

## To Lower



To prevent possible overturn of chair stacks while lowering, hold chair backs until chair stacks are resting firmly on the floor. Press down on foot lever and the latch release bar at the same time, then allow the foot lever to raise up until the chair stack is resting safely on the floor.

## Use as a Single Stack Chair Truck

Engaging the directional locks on the front casters provides the steering control needed, allowing the chair truck to be pushed or pulled. Chair trucks may also be used with all four casters free to swivel, providing easy movement in any direction when handling chairs in the tight spaces. The position lock is easily engaged and released by stepping on the levers as shown in the photo to the far right below.

## Linking and Handling Multiple Trucks

From 2 to 4 chair trucks may be transported by one person by linking units together and engaging the directional locks on two adjacent casters near the center of the train. The locked casters create a pivot point to provide steering control. Trains may be pushed or pulled but when moving on hard surfaces, pulling multiple chair trucks will provide you with the best visibility. On carpeted surfaces it is generally easier to push multiple chair trucks.



Ready to Couple



Coupling Engaged



Front Caster Directional Lock

**WARNING:** Extreme caution should be exercised when moving loaded chair trucks. The more units you couple, the more weight must be controlled when turning and stopping movement. Move slowly and make certain that you can see people and equipment in the path you are taking. The greater the number of units linked, the more time will be required to stop, and the more room that will be needed to make turns. The surface you are going to roll on must be flat and free of depressions and raised areas that might cause the couplings to become disengaged. Never attempt to travel up or down ramps with linked units, as it will not be possible to control heavy loads, and injury may result.

## Periodic Maintenance

Depending upon the frequency of use, check for any loose bolts and nuts that may need tightening or replacement. Lubricate moving parts annually on the foot lever, where metal-to-metal contact exists, with lithium grease. Other pivot points may be lubricated with a small amount of light oil, making sure to wipe off excess oil to maintain a clean appearance.

The rear casters are furnished with grease fittings located under the caster on the ball race to allow for periodic lubrication. We recommend annual lubrication using a grease gun.



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