



XpressPort[®]

NOW PART OF THE MITY FAMILY OF PRODUCTS

ASSEMBLY INSTRUCTIONS

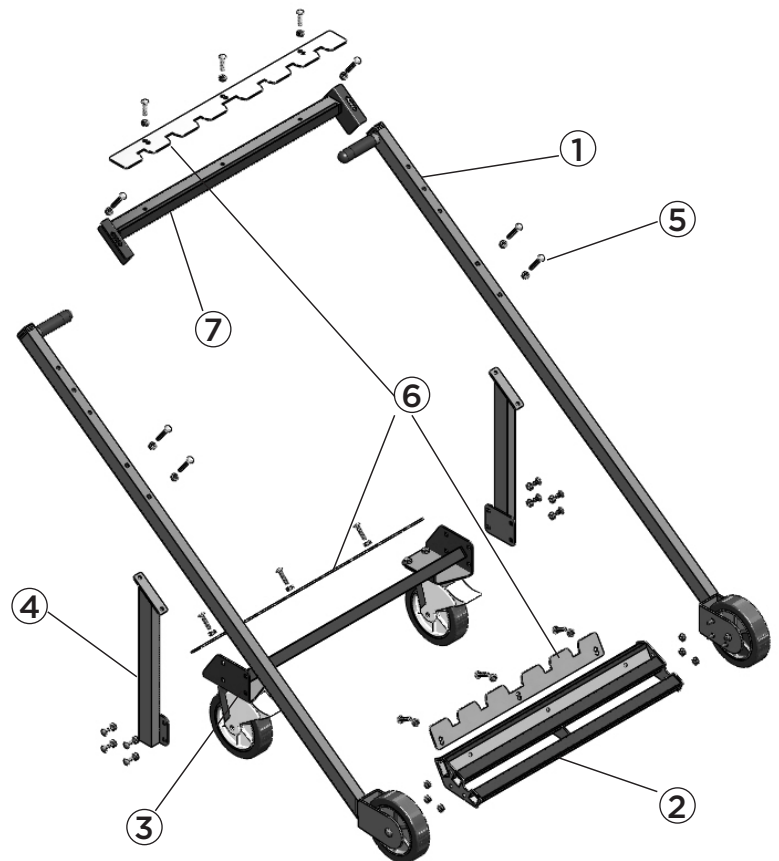
ROUND TABLE TRUCK

To assemble, follow the steps below. Please note that two people are required for assembly.

TOOLS REQUIRED:

- $\frac{1}{16}$ " Socket Wrench
- $\frac{1}{16}$ " Open End Wrench

1. Place side rails ① upside down (opposite as shown on the drawing) on the floor with the entry ramp assembly ② between the wheel brackets. Align the holes in the ends of entry ramp assembly to the pre-inserted carriage bolts on side rails and thread $\frac{3}{8}$ " diameter, locking flange nuts onto the ends of the bolts. Make certain that the square shanks, on the bolts, are seated into the square holes and tighten securely. Turn the partially assembled unit over.
2. Place the lower, rear support beam with casters ③ flat on the floor and attach the rear upright assemblies ④ to the mounting plates at the ends of the beam, using the short $\frac{3}{8}$ " diameter bolts and locking flange nuts. Tighten securely.
3. Lift the handle ends of the side rails ① up and insert the $\frac{3}{8}$ " dia. x 2½" long carriage bolts ⑤ through the holes in the side rails align the square holes as shown in the drawing. Move the rear caster assembly, with uprights ④ attached, into position under the side rails and allow the bolts to drop into the mating holes at the top of the uprights. Thread $\frac{3}{8}$ " locking flange nuts over the bolts and tighten securely using an open end wrench.
4. Bolt the separator plates ⑥ onto the entry ramp assembly ②, rear support beam ③ and the upper beam assembly ⑦ using three, $\frac{3}{8}$ " diameter x 1¾" long bolts and locking flange nuts. There are two sets of square holes to choose from to conform to your particular table edge and frame configuration. The position resulting in plates extending out the farthest fits most tables.
5. Roll a table into each of the slots on far left and right and lean them against the side rails. Place upper beam assembly ⑦ into position as shown on the drawing and slide it down toward the edges of the two tables previously loaded. Work the tables into the compartment openings in the beam until the beam is touching the edges of the tables. Pull the beam back until the nearest overlapping square hole in the mounting bracket of the upper support beam aligns with the round hole in the side rail. Make sure to leave a small gap between the beam and the tables. Insert $\frac{3}{8}$ " dia. x 2½" long carriage bolts through the aligned holes and secure with flange nuts. Tighten securely.





XpressPort®

NOW PART OF THE MITY FAMILY OF PRODUCTS

ASSEMBLY INSTRUCTIONS

SLANT-STACK TABLE TRUCK

To assemble, follow the steps below. Please note that two people are required for assembly.

TOOLS REQUIRED:

5/16" Socket wrench or open-end wrench

3/4" Socket wrench or open-end wrench

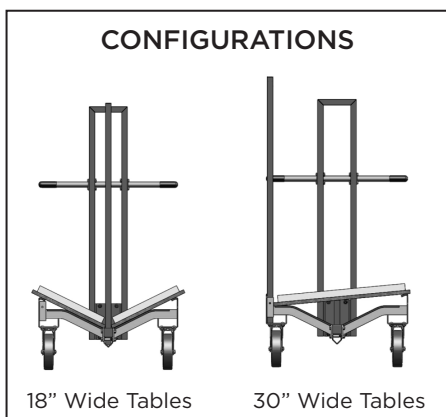
Optional Post Extension-Install by removing plastic cap from post and insert round tube end of the extension into the post. Secure by inserting the expansion rivet into the mating holes and tap with a hammer until flush.

Unit Assembly-Start by attaching the wing assemblies, with factory attached casters, to the center beam using 1/2" diameter hex head bolts and locking nuts, inserted through the upper set of holes on end plate of the wing assemblies. Do not tighten at this time. Next insert bolts through the lower set of holes, making sure to fit the receiver channel bracket between the plates. Tighten securely.

Attach the upright end frame to the end plates of the center beam using 1" long carriage bolts and locking nuts. Attach the handle to the upright end frame using 2" long carriage bolts and locking nuts. Tighten all bolts securely.

Optional Booster Plates-Increase the angle of 18" tables to reduce the width of the loaded truck so that you may pass through single doorways. Install with 2 bolts and nuts provide.

Note-Install swivel casters on handle end of truck. On upgraded models, casters with brakes should be installed here.





XpressPort®

NOW PART OF THE MITY FAMILY OF PRODUCTS

ASSEMBLY INSTRUCTIONS

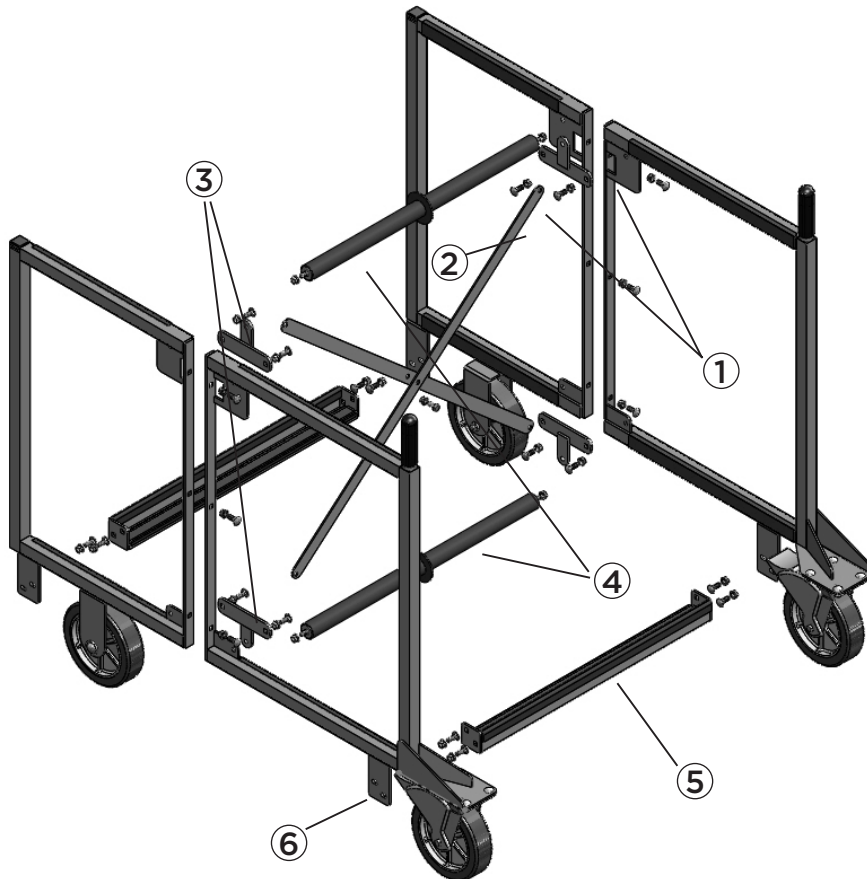
SPACE-SAVER TRUCK

MODELS: XPTV30D, XPTV20D, XPTV18D

To assemble, follow the steps below. Please note that two people are required for assembly.

TOOLS REQUIRED:

$\frac{9}{16}$ " Socket wrench or open-end wrench



1. Join the two sections of each side frame ① using three carriage bolts and locking flange nuts, making sure to place the ends of the X braces ② over the upper and lower bolts before installing nuts serrated flange nuts. Insert a hex head bolt through the center hole in the X braces and secure with nut. Tighten securely.
2. Place the center hole of each attaching bracket ③ over the threaded studs on both ends of the upper and lower, foam covered backrest tubes ④ and secure with a serrated locking nut. Do not tighten at this time.
3. Mount the upper and lower backrest supports with brackets assembled in step 2 to the mounting plates on side frames, as shown on the drawing, using 2 carriage bolts and locking flange nuts. Tighten all nuts securely.
4. Attach the ends of lower support beams ⑤ to the mounting brackets ⑥ on the side frames using carriage bolts and locking flange nuts. Tighten Securely. (Note: There are 2 overlapping holes. Use the holes closest to the center of the truck unless your tables are too wide to fit easily in the truck.)



XpressPort®

NOW PART OF THE MITY FAMILY OF PRODUCTS

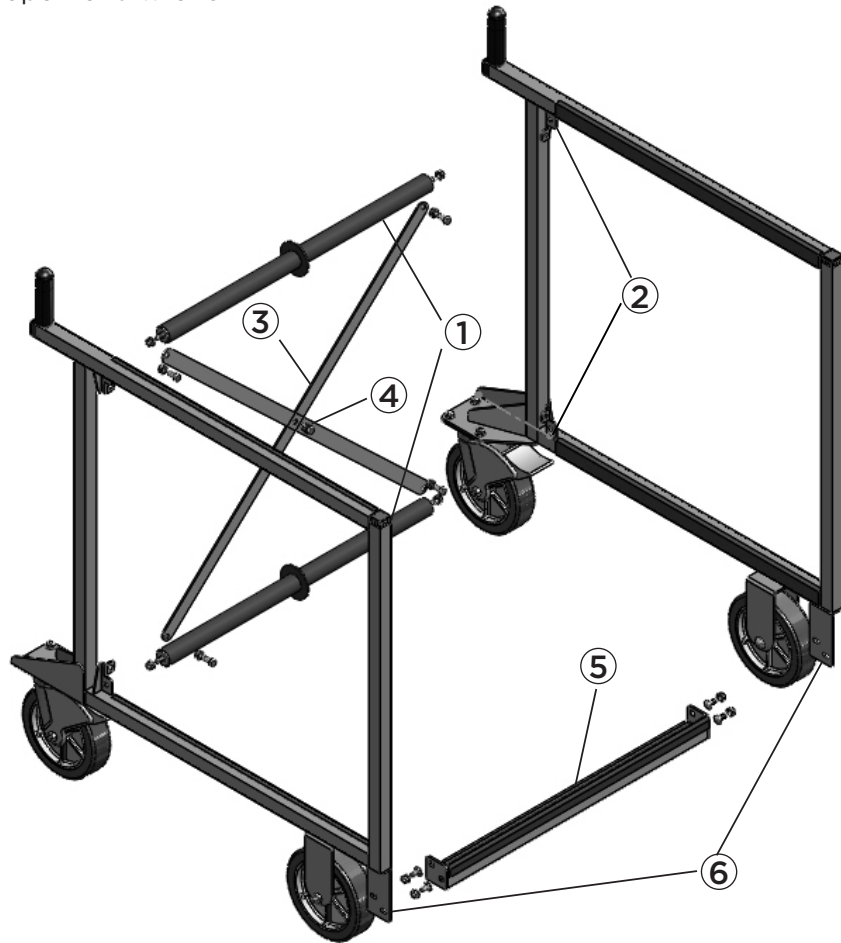
ASSEMBLY INSTRUCTIONS

XPTV30S SPACE-SAVER TRUCK

To assemble, follow the steps below. Please note that two people are required for assembly.

TOOLS REQUIRED:

$\frac{3}{16}$ " Socket wrench or open-end wrench



1. Attach upper and lower backrest tubes ① by inserting the threaded studs into brackets on side frames ② using $\frac{3}{8}$ " diameter locking flange nuts and tighten securely with a wrench.
2. Install X brace bars ③ by securing the ends to the brackets on the side frames ② and the center holes ④ with $\frac{3}{8}$ " hex head bolts and locking flange nuts. Tighten securely.
3. Attach the ends of lower support beam ⑤ (Two beams are used on double entry units.) to the mounting brackets ⑥ on the side frames using $\frac{3}{8}$ " diameter carriage bolts and locking flange nuts. Tighten Securely.



NOW PART OF THE MITY FAMILY OF PRODUCTS

ASSEMBLY INSTRUCTIONS

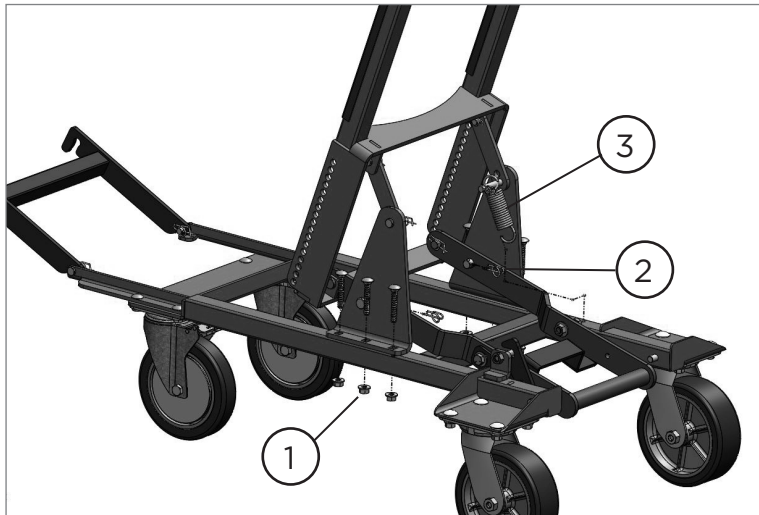
EXPRESSLINK® LINKING CHAIR TRUCKS

ATTACHING BACKREST TO BASE

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. Place the arms of the foot lever over the pins and reinstall the cotters.
2. Place the upright assembly over the base and install 3 carriage bolts on each side as shown on the drawing. Secure with locking flange nuts and tighten securely.
3. 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 arm.

HARDWARE REQUIRED:

- 6 Carriage Bolts-5/16" dia.X2" long
- 6 Carriage Flange Nuts-5/16" dia.



ADJUSTING COUPLING LENGTH

Some chair styles step forward as they are stacked, resulting in the front chair legs interfering with the handle on the XpressLink unit when attempting to couple units together. Should this occur, follow these steps to extend the coupling:

1. On both sides of the unit, remove the 2 bolts and nuts that run through the angle bracket from which the coupling hinges.
2. Pull both angle brackets out to provide adequate clearance and align to the nearest holes.
3. Replace bolts, install nuts and tighten securely.





NOW PART OF THE MITY FAMILY OF PRODUCTS

ASSEMBLY INSTRUCTIONS

EXPRESSLINK® LINKING CHAIR TRUCKS

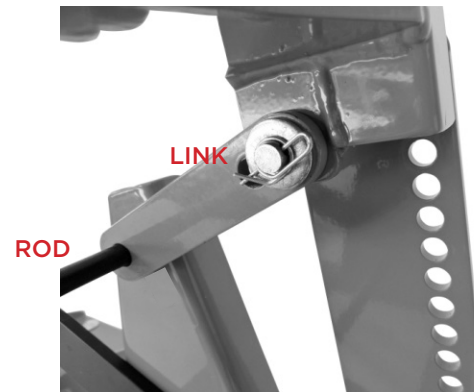
ADJUSTING BACKREST PITCH

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 fairly vertical, select the outer hole in the link. (works for most chair stacks).
2. For chair stacks that lean forward moderately, select the inner hole in the link.
3. 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

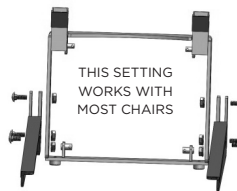
1. To determine the best fork width setting for your chair, measure the narrowest distance between the legs of the chair. Select a setting that is at least 1/2" narrower than this dimension.
2. By switching the right hand fork with the left hand fork, by changing the location of the reinforcing plate 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.) Insert a carriage bolt in the upper hole in the fork and secure fingertip tight with a locking nut. 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:

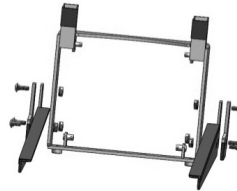
- 6 Carriage Bolts - 3/8" dia. X 1" long
- 6 Locking Flange Nuts - 3/8" dia.



15 1/2" OUTSIDE WIDTH



14" OUTSIDE WIDTH



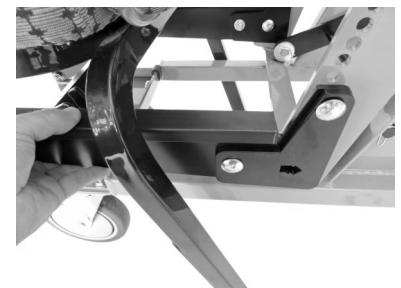
13 1/2" OUTSIDE WIDTH



12" OUTSIDE WIDTH

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. Install a nut, fingertip tight.
3. Make sure the fork is level to the floor or the tips of the fork are raised slightly and insert a bolt into one of the three, overlapping, square holes in the lower portion of the fork and into the corresponding round hole on the adjustment bracket. Secure with nut.
4. Tighten all three nuts securely and repeat the steps for the other fork.





NOW PART OF THE MITY FAMILY OF PRODUCTS

OPERATION INSTRUCTIONS

EXPRESSLINK® LINKING CHAIR TRUCKS

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 foot lever until you hear the latch engage and then lift 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 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



COUPLE 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 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.