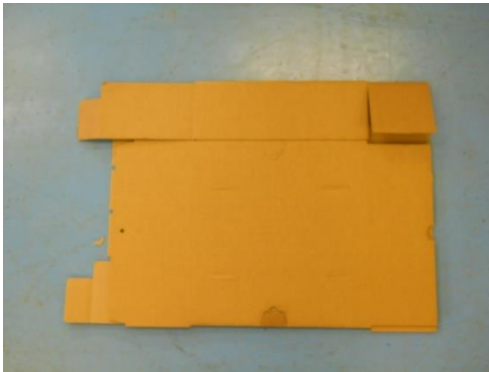


## WORK INSTRUCTION

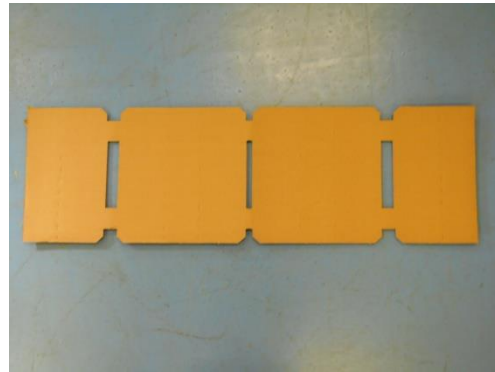
### Omnistor 4 Standard

#### Components

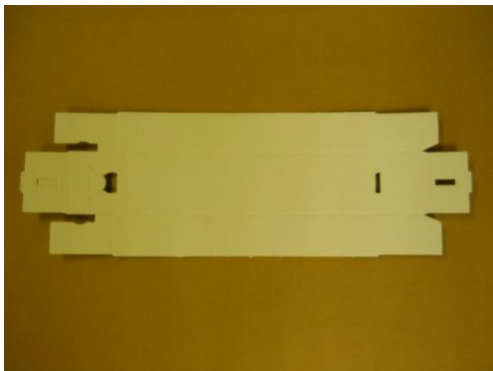
- Below are the component parts required to construct the Omnistor 4 box.



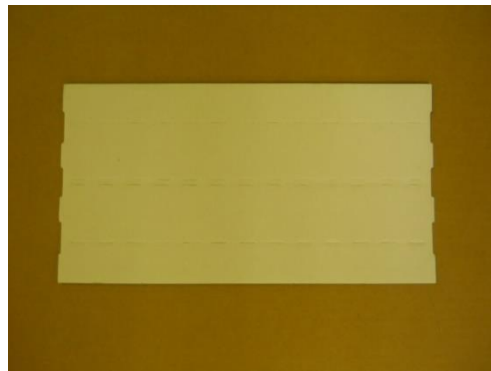
Omnistor outer



Omnistor insert



Omnistor drawer outer



Omnistor drawer insert

#### Instruction

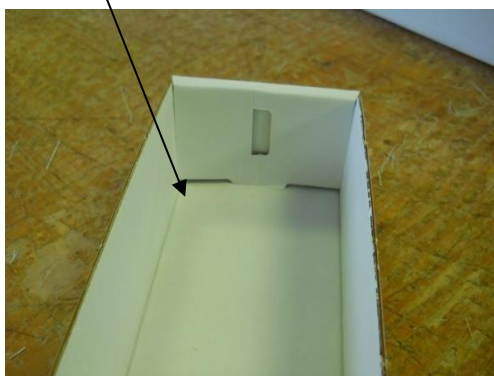
**Health and Safety Information – safety shoes and hair net**



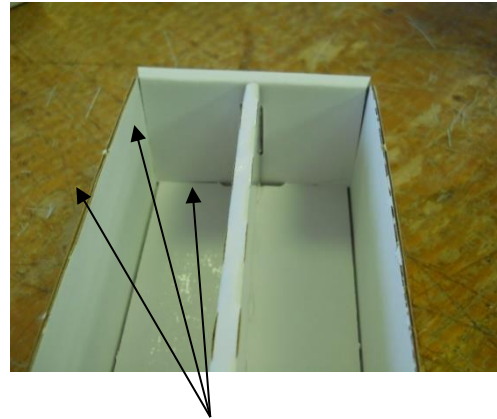
- Take the drawer outer and begin assembling.
- The shiny side of the cardboard should be on the outside.
- The folds are already provided to ensure each drawer is consistent.



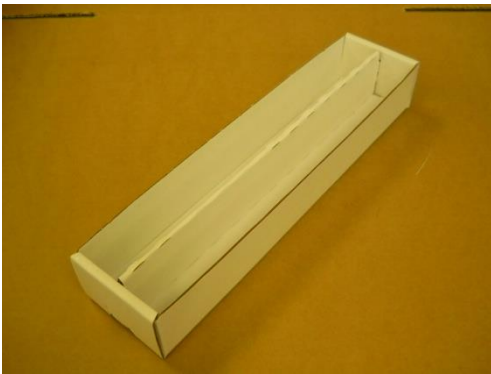
- The two sides are folded in and the end section is folded up and over them and held in place with a tab that slots into the base.



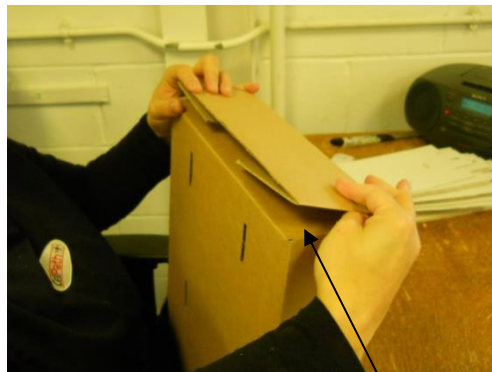
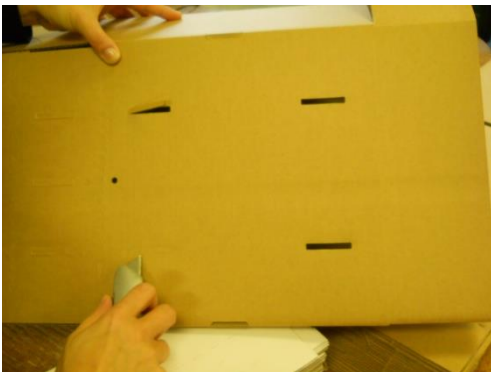
- The drawer insert is folded up in the centre to create a central divider when sat in the drawer.



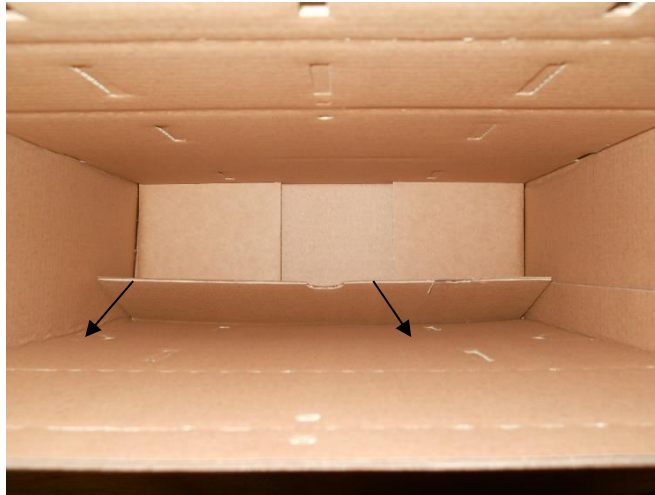
- Ensure the insert is sat flat at the bottom of the drawer and the tabs at each end are fitted into their allotted slot.
- The top of each insert needs to be level with the top of the drawer.



- Continue to make sets of four and stack ready as above until required.



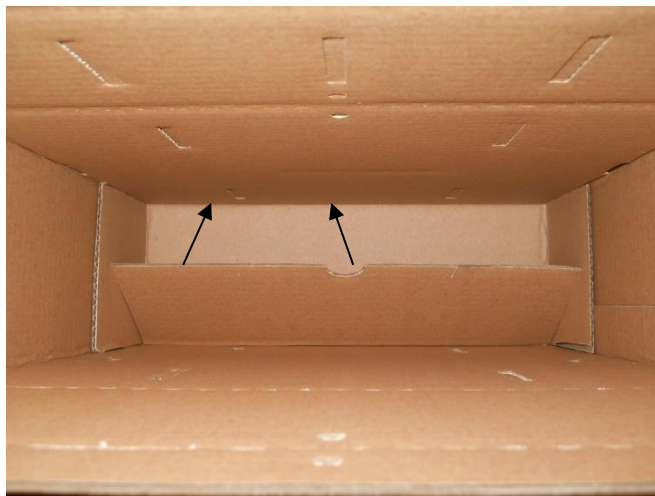
- Take an Omnistor outer and remove the small cutouts as above.
- Shape the flat box by pushing it into a box shape from the inside.
- Move to work on the end of the box without any cut outs.
- Fold the ends down ensuring the flap with the semicircle cutout is underneath as shown above.



- Putting your hand through the box from the other side, pull the flap down so the two side tabs on the opposite side can be pulled towards you.



- Push the first flap back up past the side tabs to lock them in place.





- The inside of the outer should look like the image above – the flap with the semicircle cut out can be clearly seen and the two side flaps from the opposite sides are held in place. Turn the box round to work on the opening end.



- The long side flaps are folded into the interior of the box. Ensure the small flap at the end is folded in on itself so it lies up under the rest of the section.





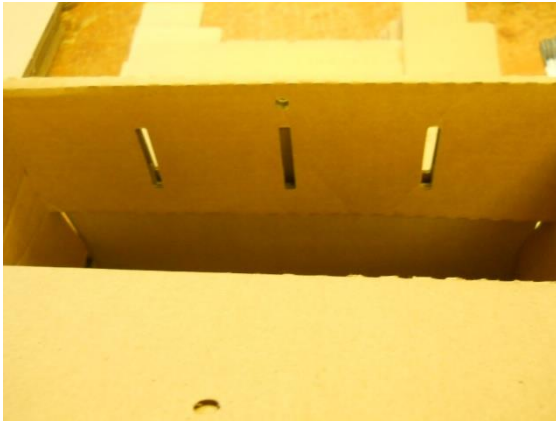
- The section with the cut outs in also has a piece at the end which needs to be folded up underneath itself.



- The front of the outer box will look like the above image when completed.



- Take an outer box insert and begin folding along the lines provided.
- The dark side of the cardboard should be facing upwards.

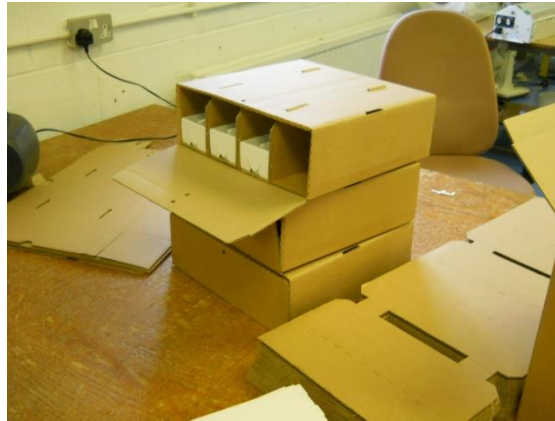


- Place the insert inside the box and arrange so it is secure inside.
- The tabs at the top of the folded insert need to sit in the slots provided in the outer.



- The tabs need to be fitted at the front and back of the box. They are visible once they are fitted into the cut out sections correctly.





- The outer then needs four of the white drawers placed inside.
- The cut out on the drawers need to be facing the front as shown above.



- The front cover is then folded up and secured into place with the tab fitting inside the box.



- An archive label needs to be placed in a central position on the front of the closed box – as shown above.