



Create an environment for success

Pitney Bowes Furniture Solutions Catalog

**ENVIRONMENTALLY
RESPONSIBLE** 



OUR GREEN PROMISE TO YOU

At Pitney Bowes, we are committed to protecting the environment. Pitney Bowes Furniture Solutions products are manufactured in a facility that operates under Bullfrog Power, a leading provider of 100% Green Electricity.

Our Furniture Solutions products are GREENGUARD certified by the Indoor Air Quality Certification Program for Low-Emitting Products. A Furniture Solutions purchase may contribute up to 3 points towards LEED (Leadership in Energy and Environmental Design) under categories such as Recycled Content, Local/Regional Materials, and Low Emitting Materials (such as GREENGUARD).

All Pitney Bowes Furniture Solutions products carry a warranty against manufacturing defects. We take extra precautionary measures to protect your furniture during delivery, and we promise a quick replacement or repair for items found to have manufacturing defects or damages.



TABLE OF CONTENTS

6	Modular Tables
7	Sorters and Risers
8	Workflow Solutions
9	Ship Stations
10	In-line Workstations
11	L-Shape Workstations
12	U-Shape Workstations
12	Back-to-Back Workstations
13	Supervisor Workstations
14	Special Order Furniture
15	Specifications



FURNITURE SOLUTIONS

Maximize limited space—Improve workflow and productivity

Your highest traffic spaces are usually common work areas such as the mail center, mail pick-up/drop-off points, or network printer and copier stations. In this shared space, your people depend on an efficient workflow for operations and tasks that are core to your overall mission—such as internal mail distribution, preparation of customer communications, packaging and shipment processing.

Shared workspace and communications centers can be a challenge to organize for efficiency. Even though space is tight and resources are limited, your employees require a workspace that enables them to be responsive, organized and accurate with their work. You have to be ready for both routine and the unpredictable events of the day.

Pitney Bowes is here for you—with our full line of Furniture Solutions. We offer a full line-up of furniture suited for general or specific tasks such as mail distribution, equipment workflow, preparation of communications and packaging, and workstations for your staff. Pitney Bowes can offer you:

- [Modularity](#) for a cohesive look and functional flow
- Durable, safe and [ergonomically sound solutions](#)
- Customized layouts and [design services](#) for your specific workflow needs
- [Expert integration](#) with mail center and communication management systems
- [Environmentally responsible solutions](#)
- A [trusted partnership](#) with local Pitney Bowes sales and service support

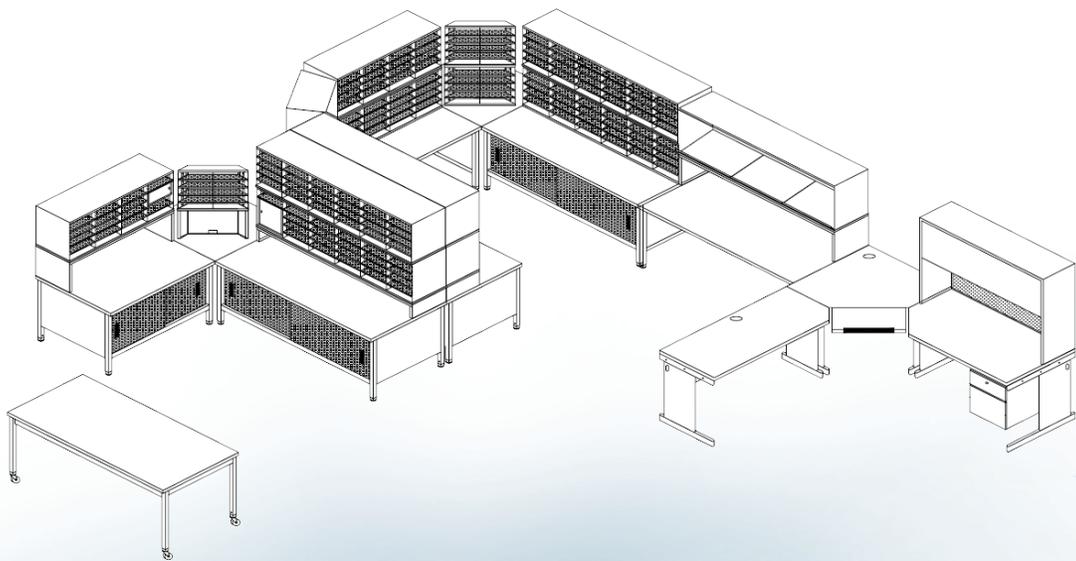


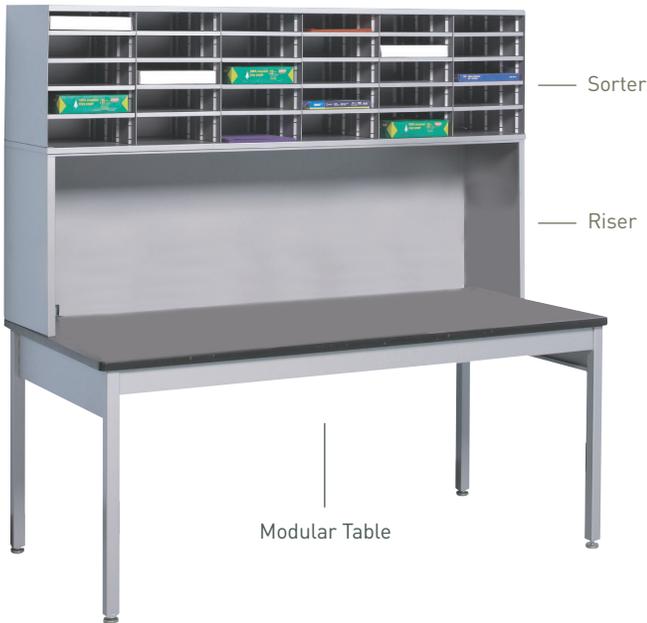
OUR BUSINESS IS WORKFLOW ASSESSMENTS

Effective managers are always reviewing the needs of their teams, the equipment they use, and the workflow to maintain a safe and productive environment. A detailed assessment and design plan is advised anytime you:

- Acquire new, specialized equipment
- Upgrade an existing space
- Move offices and equipment into a new space

Pitney Bowes can support your needs with design services such as layout planning and 3D drawings. With our Furniture Solutions, we can work with your management teams, facilities managers, office designer and architects to create the most efficient and productive workflow possible.





MODULAR TABLES

Modular Tables are a customer favorite because of their strength and durability, storage space and versatility. Among the Modular Tables are Storage Tables, Basic Tables, and Utility Tables.

Many options are available for each of these tables including Risers, Sorters, and Accessories. The Sorter provides space for mail and communications distribution, while the Riser is an option used to lift the sort module off the table surface to leave space for machines, work space, packaging materials, etc. All of these options work together to enable you to optimize the horizontal and vertical space.

Standard Paint Colors



STORAGE TABLES

Storage Tables have a shelf, sliding doors, a lock and key. These units are built with a 4 post leg construction with side and back panels, resulting in a 1500 lb capacity to hold modular accessories and heavier equipment.

*Standard sizes: 33" - M073301, 45.5" - M074501, 68" - M076801



BASIC TABLES

A Basic Table is open underneath, providing increased storage space. Or it can serve as a task workstation because it is compatible with a chair. This 33" deep table is specially designed with an interlocking frame system with 1-1/2" tubular legs, 6" high side aprons and 3" high front and back aprons.

*Standard sizes: 33" - M07MST3301, 45.5" - M07MST4501, 68" - M07MST6801



UTILITY TABLES

A 22" deep Utility Table is also available in a variety of lengths, built to enhance the workflow of the mail center and hold sort modules or smaller office equipment. The Utility Table has a capacity of 250 lbs, specially designed inter-locking frame system with 1.5" modular legs, 6" high side aprons and 3" high front and back aprons.

*Standard sizes: 33" - SD3022, 45.5" - SD4822, 68" - SD6622

*Additional sizes available



SORTERS AND RISERS

All Sorters are free standing, and can be configured to meet your specific mail sorting and storage requirements. They come in a variety of sizes, and securely nest together using a unique steel, 4-sided skirt. The horizontal sorting shelves on all Sorters are removable and adjustable in 1-5/8" increments. All shelves are punched with a tab on either side that can be lifted to keep the shelf secured in place.

A Riser is typically used to raise a Sort Module above the table or off the floor. Risers allow for additional storage space under the sort module and allow for easy cleaning. Risers are available in varying sizes to fit on different table lengths, and can be selected with either closed-back or open-back styles. All Risers will support up to four large sorting units, and can be properly configured to maximize the use of your storage space. Risers are frequently placed independently on tables and used as raised shelves.



Modules securely nest together



Adjustable shelves allow endless flexibility



Tabs keep shelves locked in place



Configure on a table or as a stand alone unit



WORKFLOW SOLUTIONS

Shared workspace and communications centers can be the pinnacle of efficiency and productivity or a pain-point for your organization. Create an environment for success with solutions such as Lift Tables, Free-Standing Sort Modules, and other specialty items that support mail sorting, document storage, and work areas for specialized tasks. These solutions go beyond the mail center, and enable your team to be responsive, organized and accurate with their work.



Open and closed bookcases are available in many sizes to fit your space requirements



Lift tables are height adjustable to your employees needs



Lift table adjustments are quick and easy



Risers can create more space for specialized tasks



Slanted tote bins can speed up sorting and distribution

SHIP STATIONS

Ship Stations will help you build an efficient workflow for wrapping parcels and organizing packing materials. These ergonomic solutions allow packing materials and supplies to be positioned within easy reach of the worker, while maximizing the floor space for this process. Overall, a Ship Station solution is perfect for the shipping or mail area. These solutions create an efficient and productive environment, and provide the employee a safe and ergonomic station for this demanding task.



68" Table with Roll Bar
Uprights with shelf, Document Shelf and Cutter
68" x 33" 29-36"



68" Table with Drawer Storage Shelf
Roll Bar, Document Shelf, Straight Uprights
68" x 33" 29-36" (Mat not included.)



54" Roll Stand with Cutter
54" x 24" x 30-45"



IN-LINE WORKSTATIONS

In-Line Workstations utilize all the wall space available by creating side-by-side modules in a long row. An In-Line Workstation layout is ideal for a large mail center that requires extensive mail sorting, storage and workspace. After choosing the specific tables and configuration, modular components can be added as required to meet your specific sorting or workspace needs.

The flow of a large mail center is typically organized by task. An efficient layout considers the location of office equipment, tasks that need to be performed, and the traffic flow of the space. Corner units and accessories ensure that you use 100% of available space, and that modular units fit your exact requirements.





L-SHAPE WORKSTATIONS

An L-Shape workstation is created by combining two In-Line Workstations at a 90 degree angle, utilizing the corner of a room. L-Shape layouts are a traditional configuration used in small and large offices, and in mailroom applications. A small corner sorter unit can be used to connect two larger workstations on either side, ensuring a smooth sorting flow. Larger configurations may include a supervisor workstation, storage accessories, free-standing sort modules and large table configurations.





U-SHAPE WORKSTATIONS

A U-Shape Workstation is commonly created by connecting two L-Shape Workstations together with an In-Line Workstation. U-Shape layouts are frequently used in an interior space with no windows. These configurations permit the most efficient use of wall space, leaving the center area of the room free for movement and traffic. Small corner sorters are used to connect the ends of larger sorters to maintain a smooth flow. Modular components can be added as required.

BACK-TO-BACK WORKSTATIONS

Back-to-Back layouts are an efficient way to maximize your sorting capacity. Two styles are available. First, when utilizing two tables with sorters, you can simply place these units back-to-back. Or, to maximize the number of openings in a small space without adding a large amount of furniture, one table can be utilized to support two sorting systems placed back-to-back on one common tabletop. The footprint of this configuration is small and compact.





SUPERVISOR WORKSTATIONS

In many shared spaces, an efficient Furniture Solution also requires a workstation for a Supervisor or member of the staff. In addition to a modular desk, the Supervisor Workstation might be complemented by a printer stand, bookcase or cabinets. This can improve overall efficiency and provide storage for office supplies, high-value incoming packages, or incoming check processing.



SPECIAL ORDER FURNITURE

All items mentioned in this catalog are available without delay. In some situations, you may have the need for a non-standard size table, or a change to a configuration that is unique. Pitney Bowes is open to discussing this with you, and will provide you a Special Order Quote based on your specifications. All you do is define what you want in as much detail as possible. Our Design Specialist at the manufacturing site will create a 3D drawing, lay out the specifications, and work with you on your specific needs. No commitment is needed up-front on Special Order Furniture. Pitney Bowes wants to be your Trusted Partner.

SPECIAL ORDER COLOR

Pitney Bowes Furniture Solutions are available in a standard Paint Color (#7500 – X Metallic Silver), with a Black Laminate top (#1595-90). Standard Edging color is a 3MM Black. Additional colors are available through Pitney Bowes to match your existing design scheme or a new design plan.

Paint Colors



Edging Colors



Grommet Colors



Laminate Colors



Fabric Colors



The color representations above have been replicated as closely as possible to match the actual materials. These representations should be used as guidance in your decision making. Actual samples are available upon request, and highly recommended if trying to match an existing color or design scheme.

Pitney Bowes Furniture Solutions Fact Sheet

Specifications and descriptions for the Pitney Bowes Furniture Solutions are provided here for your convenience. We make every attempt to ensure the accuracy of this information. Prior to making any investment in Pitney Bowes Furniture Solutions, please ask for an update or validation of any specific components that are critical to your decision, or when comparing Pitney Bowes Furniture Solutions in a formal Bid or RFP.

Design Services

Pitney Bowes will provide our customers with a free service to help plan and configure an optimal workflow for their office space—including mail centers, core areas and mail distribution space. Our Design Team will convert a pencil sketch concept to a 3-D drawing of a new, optimized flow. Requirements:

- Rough sketch of the current room or space, with precise measurements of the space including walls, doors, and other fixtures.
- Current equipment inventory with a measurement of the hardware components and required workspace.
 - Example: A network printer exists against a particular wall, and the organization desire is to keep that space for that purpose.
- Current and desired layout including elements such as tables, sorters, risers, and equipment placements. Include furniture and fixtures that are to remain in the space.
 - Include employee workspace such as desks, chairs.
 - Include any existing furniture that will not be replaced, and must be incorporated into a design.

Modular Tables

Modular Tables are designed to be independent, or to work together in an overall flow. Pitney Bowes offers three types of Modular Tables: Storage, Basic and Utility Tables.

Storage Tables

Storage Tables are perfect for supporting office equipment, risers and sort modules. All Storage Tables include a storage shelf, sliding doors, side and back panels. A Lock & Key for the sliding doors is also included in all shipments, and installed upon the request of the customer. (All locks are factory installed; keys are shipped with the sliding doors.)

- Storage Tables are all 33" Deep, and available in multiple lengths; see your Sales Associate for complete dimensions.
- Standard colors: Metal Component Paint: #7500-X Metallic Silver. Laminate Tabletops: #1595-90 Black. Tabletop Edging: 3MM Black
 - Special Order colors available upon request.
- Work surfaces are 1-1/16" thick, high pressure, plastic laminate.
- All metal components are finished in high quality baked enamel.
- Legs are 1-1/2" square, 16 gauge welded tubular structure
- Standard work-surface height from the floor is 30" - 32"H. Table legs are height adjustable in any increment from 29" to 36" high.
- Facing and backing materials are of equal balance; core material is 42 to 45 lb. per cubic foot density.
- Laminate edges are vinyl T-molding.
- Tables are shipped knock-down. Assembly by Pitney Bowes professionals includes use of #10 x 5/8" combination head screws (factory installed) and 7/16" Hex Bolts with Lock Washers.
- Maximum capacity – 1500 lbs.

Basic & Utility Tables

Basic and Utility Tables are perfect for supporting office equipment, risers and sort modules. These tables can also serve as desks or flat workspaces because an employee can easily roll up a chair to the table. Basic Tables and Utility Tables are similar to the Storage Tables, however they do not include a storage shelf, sliding doors, side or back panels. The Lock & Key is not applicable since there is no storage space.

- Basic Tables are 33" Deep; Utility Tables are 22" Deep, and available in multiple lengths; see your Sales Associate for complete dimensions.
- Standard colors are as follows: Metal Component Paint: #7500-X Metallic Silver. Laminate Tabletops: #1595-90 Black. Tabletop Edging: 3mm Black
 - Special Order colors available upon request.
- Work surfaces are 1-1/16", high pressure, plastic laminate.
- All metal components are finished in a high quality baked enamel.
- Specially designed interlocking frame system has 1-1/2" tubular legs, with 6" high side aprons and 3" high front and back aprons for leg room.
- Legs are 1-1/2" square, 16 gauge welded tubular structure.
- Standard work-surface height from the floor is 30" [29" H when sitting and 32" when standing]. Table legs are height adjustable in 1" increments from 29" to 36" high.
- Facing and backing materials are of equal balance; core material is 42 to 45 lb. per cubic foot density.
- Laminate edges are vinyl T-molding.
- Tables are shipped knock-down. Assembly by Pitney Bowes professionals includes use of #10 x 5/8" combination head screws (factory installed) and 7/16" Hex Bolts with Lock Washers.
- Maximum capacity – 250 lbs.

Risers

Risers are used to raise a Sort Module above the table or off the floor. This allows for the placement of office equipment, or a clear workspace underneath the Sort Module.

- All Risers are designed to lift Sorters off the table surface without drilling or use of unsightly bolts.
- Standard heights are available in 6", 13" or 22". All Risers are 15" deep.
- Risers are available in closed back or open back design.
- All steel construction—18 gauge body.

Sorters

- All Sorters are designed with a unique steel, 4-sided skirt that allows Sorters to securely nest upon each other without drilling or unsightly bolts.
- All steel construction—18 gauge body.
- Available for horizontal or vertical sorting, 15" deep, in a variety of widths.
- Available in closed back or open back design.
- Base of sorter is designed to stack on top of riser and or other sorters.
- Overall sorter height (including stackable skirt of 3/4") is 17-3/8".
- Sorter opening size is 16" high.
- Sorter shelves are adjustable in 1-5/8" increments.
- The bin height for horizontal shelves is approximately 3" each, assuming you equally space the shelves, and use the maximum number of shelves for a sorter.

Sorter Shelves

- All steel construction—20 gauge metal.
- Comes with special notches on each side of shelf that can be used to lock the shelf into place.
- Shelves have a return—front and back—for strength, as well as a special cut-out in the middle of each shelf to receive shelf dividers.

Lift Table

A height adjustable work table is an ergonomically correct solution that can be adapted for many purposes such as holding equipment, sort modules, or even as a workspace for specific employee tasks.

- Lift Tables are 33" Deep, and available in multiple lengths; see your Sales Associate for complete dimensions.
- Lift Tables are adjustable from 29" to 38" high using an integrated crank handle with precision steel gears and transmissions for a maintenance-free operation.
- Standard colors are as follows: Metal Component Paint: #7500-X Metallic Silver. Laminate Tabletops: #1595-90 Black. Tabletop Edging: 3mm Black
 - Special Order colors available upon request.
- Work surfaces are 1-1/16" thick, high pressure, plastic laminate.
- All metal components are finished in a high quality baked enamel.
- Four piece steel frame with nylon leveling glides to assist in leveling out the table.
- All Lift Tables are 33" Deep and can fully accommodate Riser and Sorter options.
- The Crank Handle is located under the table surface, and can be tucked away when not in use. When required, the crank handle pulls out and can easily be maneuvered to adjust to the desired height.
- Steel rod mechanism provides the power transfer between the left and right height adjustable legs.
- Facing and backing materials are of equal balance; core material is 42 to 45 lb. per cubic foot density.
- Laminate edges are vinyl T-molding.
- Tables are shipped knock-down. Assembly by Pitney Bowes professionals includes use of #10 x 5/8" combination head screws (factory installed) and 7/16" Hex Bolts with Lock Washers.
- Maximum capacity up to 500 lbs. Note: Casters cannot be used with Lift Tables.

Ship Stations – Ergonomic Packaging Workstation

Ship Stations are ergonomically engineered to improve worker efficiency and increase their productivity in a variety of work environments. Work surfaces are 1-1/16" thick, high pressure, plastic laminate with radiused corner. Facing and backing materials are of equal balance; core material is 42 to 45 lbs. per cubic foot density. Laminate edges are vinyl T-molding. Legs and uprights are 1-1/2" square 16 gauge welded tubular structure. All metal components are finished in a high quality baked enamel. Modular workstation legs are adjustable from 29-36" high and have adjustable glides for leveling.

Color Specifications

Ship Stations are available in ONE standard color combination, as follows:

- **Table Top:** Fashion Grey Plastic Laminate: #D381-60, with Silver edging
- **Legs, Table Frame, Metal 1-Drawer Unit, Uprights, Roll Bars, Tear Cutter, Hooks, Bins, Shelves, Carton Racks, Roll Storage Stands, Multiple Roll Storage Stands and Table stands:** Black #8030-Z Paint
- **Side & Back Panels, Storage Shelf, Sliding Doors, Splashes, Cartoning Rack, Document Shelf, Dividers, Riser, Sorters, Sorter Shelves, Sorter Retaining Brackets, Slat Wall, CPU Storage Unit, CRT Unit and Tackboard:** Folkstone Grey #7520-X Paint

Additional Components:

- **Portable Carton Rack:** All steel construction. Base is made of 1-1/2" square welded tube. Dividers are formed of 7/16" diameter rods, complete with threaded ends and supplied with nuts to complete assembly.
- **Slat Wall:** Slat wall is constructed of 45 lbs. per cubic foot density particle board and finished in a high quality baked enamel.
- **Accessories:** All accessories are made of 16 to 20 gauge furniture grade sheet metal and finished in a high quality baked enamel.
- **Roll Storage Stands:** Roll storage stands are constructed of 1-1/2" square welded 16 gauge tube, with adjustable U-channel inserts to raise and lower the cutter bar & knife assembly. Materials that can be used include: paper, bubble, plastic, foam, rubber, fiberglass, woven or non-woven materials, natural or synthetic fibers, cloth, vinyl, foil.
- **Cutter Bar & Knife Assembly:** Cutters are constructed of metal and aluminum, depending on the model number. They are manufactured to withstand the continued use requirements of cutting industrial materials. A tempered steel rotary cutting blade comes with all units.



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