

# In-Line Workstations



**In-Line workstations utilize all wall space available by creating side-by-side modules in a long row.** These mailroom layouts are ideal for large mail centers that require extensive mail sorting, storage and workspace. Modular mailroom components are then added as required to meet your mailroom needs. The flow of a large mailroom is typically organized by task; distinguishing department, in-coming, out-going and internal mail. An efficient layout considers the location of windows, doorways and how mail enters and exits the mailroom. When designing a mailroom space and flow are the main concerns. You can create In-Line workstations by placing

furniture along the wall in a row that can interface with an L-Shape, U-Shape, Back-to-Back or Parallel Isle. The configurations are endless. Small corner units with sorters can be added to connect the larger units and maintain a smooth sorting flow.

As outlined in the photographs, mailroom tables with sorting modules are placed side-by-side along the wall. Storage occupies the lower area of the workstation and useful work surfaces allow for mailing machines, tote bins and other mailroom items used on a day to day basis. You can also build outwards, utilizing all available floor space as seen in the Back-to-Back and Parallel Isle workstation layouts.



Most of our In-line workstations are shown interfacing with an L-shape workstation. This creates a maximum number of sorting modules and lockable storage, while utilizing the available floor space provided. Smaller mailroom applications may only require one or two units that can be placed side-by-side along a wall.

The photographs depict In-Line workstations teamed with storage accessories. By adding a bookcase and / or lateral filing cabinets you can maximize your storage capacity and organize binders, literature, files, mailing supplies etc. Supervisor workstations can also be added to your In-Line layout for areas where only one wall is made available for a mailroom set-up.