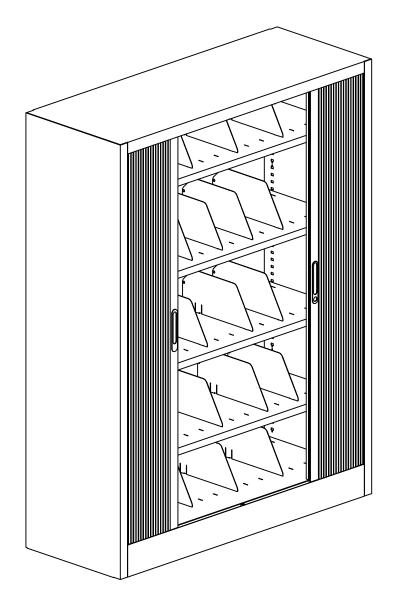
# **File Harbor Cabinet** Assembly Instructions

### **Tools Required**:

- Blade Screwdriver with long shaft.



1. Remove packaging material. <u>NOTE: Do not</u> remove packaging material associated with the doors until unit is upright and in its final location. This material prevents doors from closing unexpectedly when the cabinet is placed on its side for transport.

2. Check for concealed damage. Report any damage to carrier.

3. Remove the leveling glides that are taped to the bottom shelf and install.

<u>NOTE:</u> Access holes in the bottom shelf rear corners allow internal adjustment of the rear glides using a blade screwdriver. Access holes are under the false floor.

4. Remove the keys which are taped to the bottom cabinet shelf.

5. Install components as required. Call Customer Service (1-800-822-8037) for assistance if required.



# File Harbor Cabinet: Configuration Guide

### **Configuration Guide**

Please follow these rules to make sure that the components for your new File Harbor Cabinet will fit properly. (If you are ordering a preconfigured cabinet, these steps won't be necessary).

1. Cabinet Interior Height:

Find the interior height of the cabinet you are ordering.

CABINET EXTERIOR	CABINET INTERIOR
83.00" x 36.00"	76.77" x 33.25"
83.00" x 42.00"	76.77" x 39.25"
83.00" x 47.25"	76.77" x 44.50"
61.50" x 36.00"	55.25" x 33.25"
61.50" x 42.00"	55.25" x 39.25"
61.50" x 47.25"	55.25" x 44.50"
38.00" x 36.00"	34.80" x 33.25"
38.00" x 42.00"	34.80" x 39.25"
38.00" x 47.25"	34.80" x 44.25"

### 2. Components and Media:

<u>Height Requirement</u> - Find the height required for each of the components and media you plan to file or store in your File Harbor Cabinet.

\* For example, the MS48 shelf, with color coded end tab files, requires a height of 11" (1" for the shelf, 9 1/2" for the file folder an 1/2"clearance under the shelf above).

See the Components and Media table below:

### 3. Cabinet Capacity:

Use (or photocopy) the Configuration Worksheet below to add up the height required for each of the components and media you need for our cabinet. Then make sure the total component and media height does not exceed the cabinet's interior height. Use (or photocopy) the drawing on the next page or sketch the placement of components.

4. Built-in Bottom Shelf:

All cabinets come with a removable bottom shelf.

### 5. Additional Top Space:

In some cases cabinet interior height, as shown at left, may be expanded by using additional space in the very top of the cabinet. *1" located above the door for these components only:* 

- a.) shelf to hang wire dividers
  - b.) shelf or rail for suspended pockets

### Height Required For

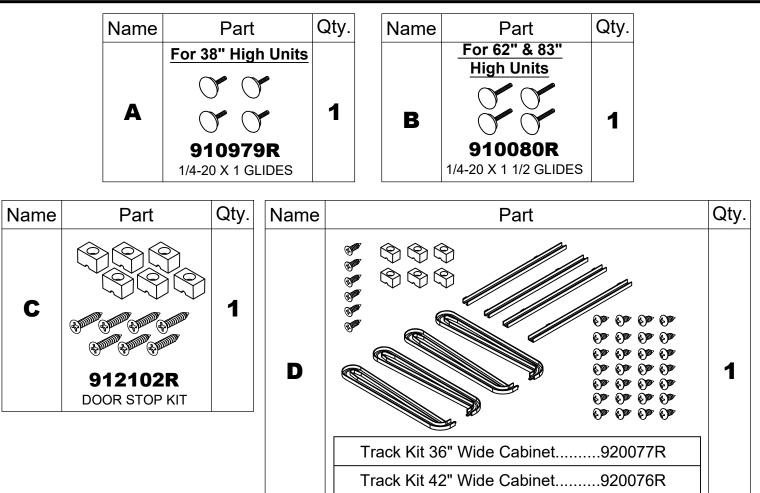
Components and Media

MS48/42/36 Shelf w/color-coded end-tab files	11"
MRS48/42/36 Ref. Shelf w/color-coded end-tab files	11"
MS48/42/36 Shelf w/MSPsuspended pockets	11"
MR48/42/36 Rail w/MSP suspended pockets	11"
MS48/42/36 Shelf with 3-ring binders	13"
MRP481/421/361 Roll-out Frame with Pendaflex	10"
MO48/42/36 Organizing System	14"
MOS48/42/36 Master Shelf with dividers for binders	14"
Components Only	
MS48/42/36 Shelf; MRS48 / 36 Reference Shelf	1"
MRF481/421/361 Roll-out Frame or Drawer (single)	4"
MFD48/42/36 Adjustable filing Dividers	6"
MWD Wire Dividers	9"

# Configuration Worksheet Components model no. and / or description Height Required <

\* For standard Interlock to function correctly, 5" spacing is required between Roll-out Drawers, with 10" spacing between Roll-out Frames. Call Customer Service for custom Interlock spacing.

# **File Harbor Cabinet: Replacement Parts**



	COLOR	36" WIDE CABINET DOOR KIT w/SLAM RAIL	42" & 48" WIDE CAB. DOOR KIT w/SLAM RAIL	REPLACEMENT SLAM RAIL	REPLACEMENT 12 SLAT KIT (1 DOOR)	REPLACEMENT 24 SLAT KIT (2 DOORS)
CABINET	PEBBLE GRAY	RMD833651	RMD834851	902510R	902601R12	902601R24
	SAND	RMD833652	RMD834852	902511R	"CALL"	"CALL"
	MIST	RMD833653	RMD834853	902513R	"CALL"	902604R24
83"	GRAPHITE	RMD833654	RMD834854	902512R	"CALL"	902603R24
Ŀ	PEBBLE GRAY	RMD623651	RMD624851	902514R	"CALL"	"CALL"
CABINET	SAND	RMD623652	RMD624852	902515R	"CALL"	"CALL"
	MIST	RMD623653	RMD624853	902517R	"CALL"	"CALL"
62"	GRAPHITE	RMD623654	RMD624854	902516R	"CALL"	"CALL"
L.	PEBBLE GRAY	RMD383651	RMD384851	"CALL"	"CALL"	"CALL"
CABINET	SAND	RMD383652	RMD384852	"CALL"	"CALL"	"CALL"
	MIST	RMD383653	RMD384853	"CALL"	"CALL"	"CALL"
38"	GRAPHITE	RMD383654	RMD384854	"CALL"	"CALL"	"CALL"

Track Kit 48" Wide Cabinet......920075R

# File Harbor Cabinet: Shelves and Dividers

# 6. Roll-out Configuration and Interlock. \*All roll-out components come standard with Interlock

\*Roll-out components must be used adjacent to, or continuous with each other in the cabinet for the Interlock to function. Roll-out components must not be positioned higher than 50" from the inside bottom of the cabinet to maintain safe stability.

\*Standard configurations for roll-outs are as follows: Roll-out frames: 10" apart (limited to 5 roll-out frames in

83" / 62" H cabinets.

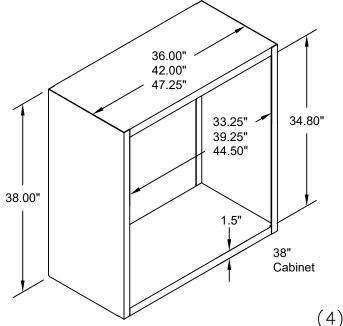
Roll-out drawers: 5" apart (limited to 10 roll-out drawers in 83" / 62" cabinets.

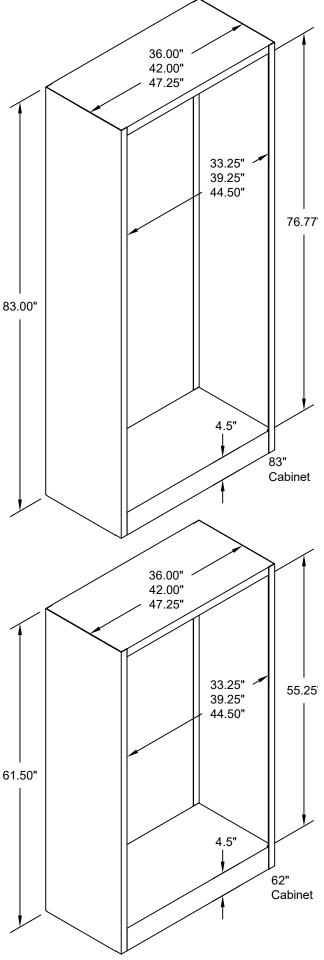
\*Single roll-out: When there is only one roll-out in a cabinet, it can be located anywhere in the cabinet as long as it is no higher than 50" above the inside bottom of cabinet.

\*Custom Interlock spacing is available for customers who want to file/store media which differs from standard 5" or 10" spacing. Call Customer Service for more information.

7. Configuration: Final Step. It is normal to have a little space left over when configuring a cabinet. If this is the case, you may install components a little farther apart then required (except multiple roll-outs, which have fixed positions), or sometimes add a shelf and use the extra space for storage.

8. Installation: Each File Harbor component comes with installation instructions. All components are installed in slots located in the inside end panels (spaced exactly 1" vertically apart).

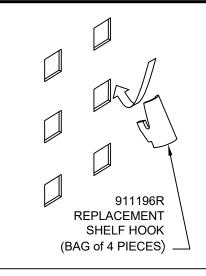




# File Harbor Cabinet: Shelves and Dividers

- **MS48**: 42" Shelf for 48" wide Cabinet
- MS42: 36 3/4" Shelf for 42" wide Cabinet
- MS36: 30 3/4" Shelf for 36" wide Cabinet
- **MFD48:** Adjustable Filing Dividers with backstop for 48" wide Cabinet
- **MFD42:** Adjustable Filing Dividers with backstop for 42" wide Cabinet
- **MFD36:** Adjustable Filing Dividers with backstop for 36" wide Cabinet

### **NO Tools Required**:

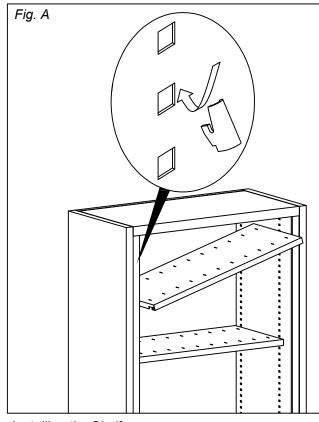


### To Install Shelf.

1. Remove packaging material. <u>NOTE:</u> Check for concealed damage. Report damage to carrier.

2. Remove the 4 shelf clips from the plastic bag taped to the underside of the Reference Shelf. Remove the optional Backstop from the underside of the shelf when ordered.

3. See the Configuration Guide (page 2) that gets shipped with the cabinet along with the initial set up instructions for the recommended spacing between shelves. For example, if you are storing color-coded end-tab files, 11 slots will be needed for the Shelf and its file folders (or 10 slots between shelves). Place the shelf clips in the proper holes in the inside end panels. *(See Fig. A)* 



4. Make sure the cabinet doors are <u>fully</u> open. While facing the cabinet, hold the Shelf right side up (the front and back of the Shelf are interchangeable). Tip one end of the Shelf higher than the other end to clear the doors. See Fig. A

5. Move the Shelf inside the cabinet above the shelf clips until the back of the Shelf gently touches the back of the cabinet.

6. Level the Shelf and lower it onto the Shelf clips. If it is loose, check that the four shelf clips are level, and that the Shelf end flanges are properly engaged with the shelf clips.

Installing the Shelf

# File Harbor Cabinet: Shelves and Dividers

### To install Adjustable Filing Dividers and Backstop:

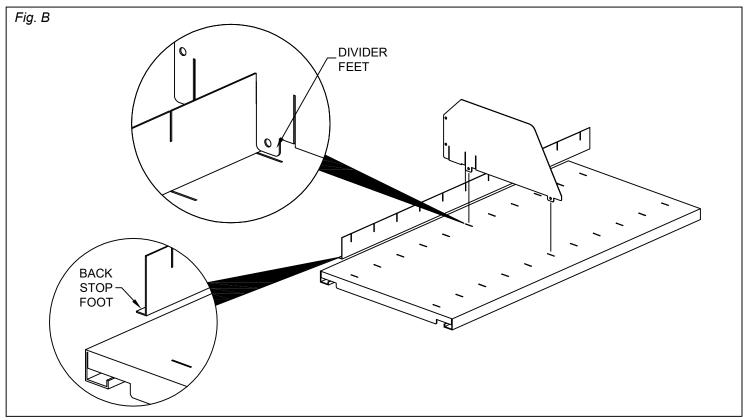
1. Remove packaging material from the Dividers. Remove the Backstop which is taped to the underside of the shelf. <u>NOTE</u>: Check for concealed damage. Report damage to carrier.

2. There are 3 slots in each Divider. These slots govern the placement of the Backstop depending on the size of the file folders to be used. For example; using the Divider's middle slot will make typical letter-sized color-coded end tab file folders line up about 1/8" behind the front of the shelf. *(See Fig. B)* 

3. Place the Backstop along the length of the shelf an inch or two from the rear of the cabinet with the slots facing up. The small section, or Backstop foot, should face the rear of the cabinet. Hold the Backstop in place with one hand. (See Fig. B)

4. Take one of the Adjustable Filing Dividers in your other hand, with the slots underneath and toward the rear. Move the divider so that one of its slots engages the Backstop as you insert the Divider's feet into the shelf slots. *(See Fig. B)* 

5. Install the other 3 Adjustable Filing Dividers (2 dividers for 36" wide cabinets) the same way. Although the distance between the Dividers will depend on user preference, in most cases they will be placed in every third shelf slot.



Installing the Adjustable Filing Dividers and Backstop

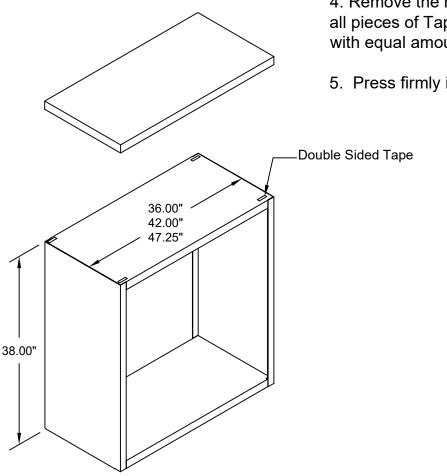
### 38" High File Harbor Cabinet **Upper Reference Surface:**

To install the Upper Reference Surface:

1. Remove packaging material. NOTE: Check for concealed damage. Report any damage to carrier.

2. To install the Upper Reference Surface successfully, clean the top of the cabinet to remove all dust and grim.

3. Remove one protective liner from each piece of double sided tape and apply one piece to each corner of the File Harbor Unit.



4. Remove the remaining protective liner from all pieces of Tape. Position Reference Surface with equal amount of overhang all around.

5. Press firmly into position.

# File Harbor Cabinet: Reference Shelf

<b>MRS48</b> :	42" Reference Shelf for 48" wide Cabinet		
<b>MRS42</b> :	36 3/4" Reference Shelf for 42" wide Cabinet		
<b>MRS36</b> :	30 3/4" Reference Shelf for 36" wide Cabinet		

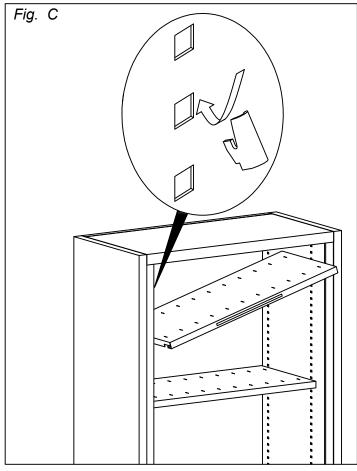
Tools required: Blade Screwdriver

### To install the Reference Shelf:

1. Remove packaging material. <u>NOTE</u>: Check for concealed damage. Report any damage to carrier.

2. Remove the 4 shelf clips from the plastic bag taped to the underside of the Reference Shelf. Remove the optional Backstop from the underside of the shelf when ordered.

3. To install the Reference Shelf successfully, you will need about 15" clear space above it in the cabinet (no components installed in the space).

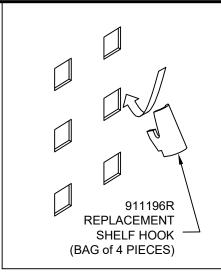


4. See the attached Configuration Guide for the recommended spacing between shelves. For example, if you are storing color-coded end-tab files, 12 slots will be needed for the Reference Shelf and its file folders (or 11 slots between shelves). Place the Shelf clips (small tips with flat ends are inserted upwards) in the proper slots in the inside end panels. *(Fig. C)* 

5. Make sure the cabinet doors are <u>fully</u> open. While facing the cabinet, hold the Reference Shelf right side up. Tip one end of the shelf higher than the other end to clear the doors. (*Fig. C*)

6. Move the Reference Shelf inside the cabinet, keeping it at least a few inches above the shelf clips until the back of the shelf gently touches the cabinet back.

Installing the Shelf



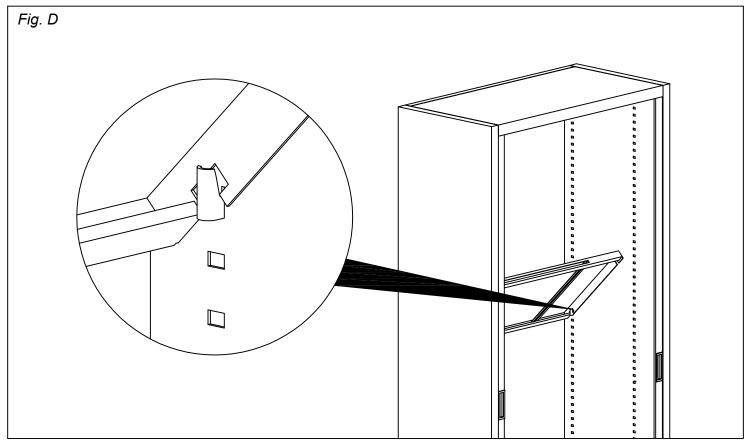
# File Harbor Cabinet: Reference Shelf

7. Level the Reference Shelf, be sure to keep it above the shelf clips. Kneel down with your hands under the shelf so that you can see the bottom of the shelf clearly. Tip the front of the shelf up at about a 45 degree angle.

8. Move the Reference shelf carefully so that the rear side flange slots begin to slide over the rear shelf clips. *(Fig. D)* 

9. Ease the front of the Reference Shelf down and push the shelf back till the rear shelf clips are resting against the ends of the rear side flange slots. As the shelf becomes level, the front notches in the shelf side flange should engage the front shelf clips.

10. Make sure that the Reference Shelf is firmly seated in place. If it is loose, check that the four shelf clips are level and that the Shelf end flanges are properly engaged with the shelf clips.



Reference shelf installation: engagement with rear shelf clips

MRD422: Roll-Out Drawer with Dividers for 42" Cabinet

MRD362: Roll-Out Drawer with Dividers for 36" Cabinet

- MRF482: Roll-Out Frame for 48" Cabinet
- MRF422: Roll-Out Frame for 42" Cabinet
- MRF362: Roll-Out Frame for 36" Cabinet
- MRP482: Roll-Out Frame for Pendaflex for 48" Cabinet
- MRP422: Roll-Out Frame for Pendaflex for 42" Cabinet
- MRP362: Roll-Out Frame for Pendaflex for 36" Cabinet

**Tools required**: Rubber hammer (or Steel Hammer with Wooden Block) Blade Screwdriver

# **NOTE:** Assembly of the Roll-Out Accessories is performed <u>inside</u> the File Harbor Cabinet. Illustrations are shown without the cabinet for clarity.

1. Remove packaging material. <u>NOTE:</u> Check for concealed damage. Report any damage to carrier. Note that slides are located one at each end of the box.

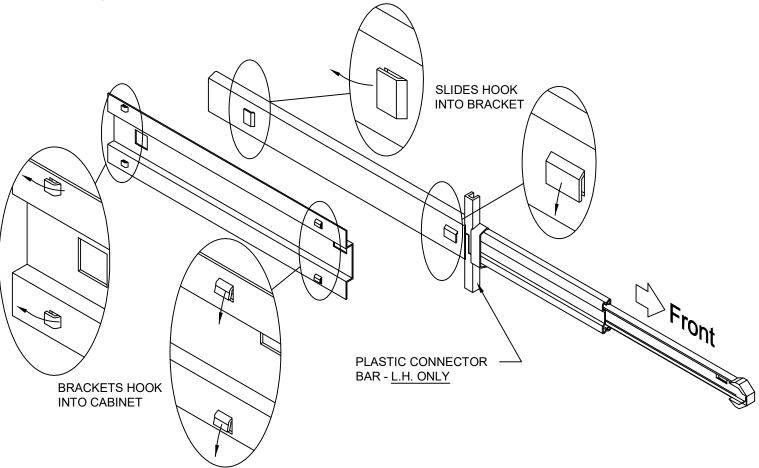
2. For each roll-out ordered, install an Interlock Locking pin to lock two of the slides together. <u>NO Interlock Locking Pin</u> is required for a cabinet with only one roll-out accessory- proceed with installation and ignore all Interlock instructions.

3. The locking pin will be installed so that it inserts into the adjoining roll-out. Only the <u>left-hand</u> <u>slide</u> has the front black plastic connector bar for the Locking Pin.

4. <u>NOTE:</u> If two or more roll-outs will be installed in the cabinet, the Interlock "MUST" be installed to ensure stability. Multiple roll-outs must be installed adjacent to each other for the Interlock to function.

5. Decide where the roll-outs will be located in the cabinet. (The Configuration Guide shows the recommended spacing for different components and media). Roll-out frames, for standard hanging file folders, are designed to be installed on 10" vertical increments. Roll-out drawers, where stored material is no more than 4 1/2" high, are designed to be installed on 5" vertical increments. "DO NOT INSTALL" roll-out components more than 50" above the bottom cabinet shelf.

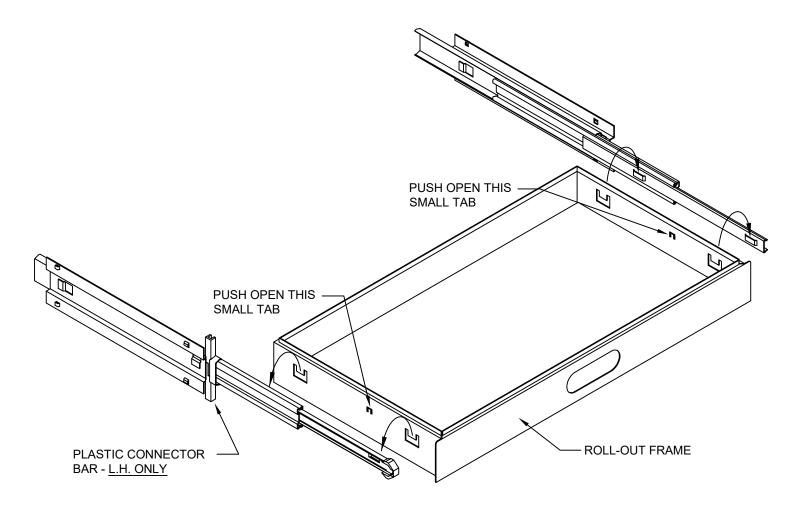
- 6. To install the Slide Mounting Brackets (a left and right for each roll-out in the cabinet):
  - a. Once you have decided where the roll-outs will be installed, find the left-hand slide/mounting bracket. With the rear two tabs facing the rear of the cabinet and the front two tabs facing downward, (by sliding horizontally towards the rear of the cabinet) insert the two bracket tabs into the correct component installation slots at the rear of the inside end panel.
  - b. Raise the front of the slide/mounting bracket slightly and align with the correct slots at the front of the inside end panel. With a downward motion, engage the two forward tabs. You may need to tap the front of the bracket with a hammer to fully engage the bracket.
  - c. Now install the right-hand slide/mounting bracket so that it is level with the left-hand bracket just installed. Use the index marks (on the top and bottom of every fourth installation slot) to help you count and find the correct slot.



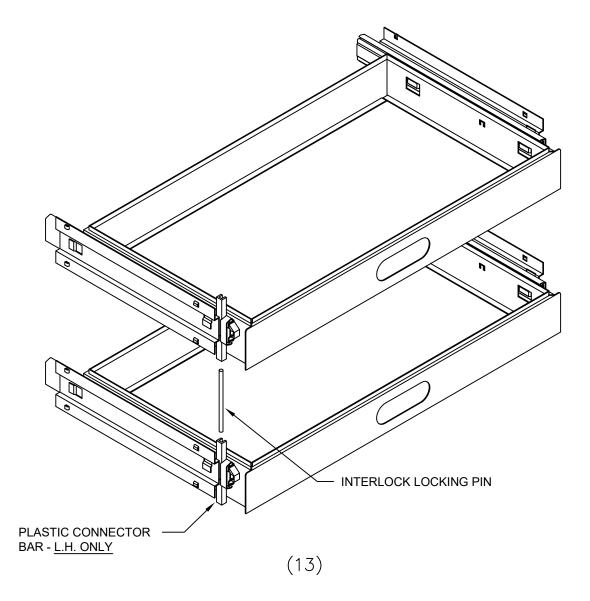
- 7. To install the Progressive Slide (a left and right for each roll-out in the cabinet). Only the <u>left-hand slide</u> has the plastic connector bar at the front.
  - a. With the rear tab facing the rear of the cabinet and the front tab facing downward, insert the slide tab into the rear opening of the mounting bracket.
  - b. Raise the front of the slide slightly. Using a downward motion, engage the forward tab into the front mounting bracket. You may need to tap the front of the slide with a hammer to fully engage the bracket.
  - c. Now install the right-hand slide.

- 8. To install the roll-out frame onto the slides:
  - a. Pull both slides out as far as they will go.
  - b. NOTE: The slide loops fit into the frame side knockouts. Bring the frame down from above the extended slides.
  - c. Push the frame side knockout tabs through the loops on one slide, then spread the slides apart to engage the tabs on the other side of the frame. If you cannot insert the tabs all the way into the slots, use a rubber hammer (or steel hammer and wood block) to force the frame down onto the slides.

When the frame is fully seated in the slides, use a screwdriver and hammer to push open the small tab on each frame side slightly so that it extends just past the frame side. This will prevent the frame from coming off the slide.



- NOTE: There are both long (10") and short (3") Interlock Locking Pins depending on the roll-out component. Short pins are used for 5" spacing as required for the MRD48 / MRD42 / MRD36. The long pins are used for 12" spacing as required for the MRF48 / MRF42 / MRF36 and the MRP48 / MRP42 / MRP36.
- 10. To install the Interlock Locking Pin (if two or more roll-outs are to be installed):
  - a. With the Roll-Out Frames retracted into the cabinet, take the locking pin and press it into the plastic bracket near the front of the left-hand slide till it snaps in place. Press the other end of the pin into the slide bracket on the second roll-out.
  - b. With all roll-outs closed, open and close each roll-out once or twice to make sure the suspension is operating correctly.
  - c. With one rollout extended to the open position, try to open another roll-out. The Interlock should prevent it from opening.



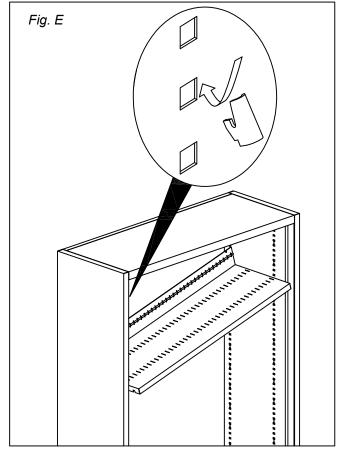
# File Harbor Cabinets: Organizing Systems

<u>NOTE</u>: A wide variety of supports and shelving for the File Harbor Cabinets may be configured by ordering and combining individual components.

### No tools required.

To install Master Shelf with organizing supports and shelving:

- 1. Remove packaging material from all parts. <u>NOTE:</u> Check for concealed damage. Report any damage to carrier.
- 2. Install the Master Shelf:
  - a. Remove the 4 shelf clips from the plastic bag taped to the underside of the Master Shelf.
  - b. Note that all support and shelving combinations will require 14 slots of vertical space in the cabinet for the Master Shelf and shelf supports.
  - c. Put the shelf clips (small tips with flat ends inserted upwards) in the proper slots in the inside end panels. (See Fig. E)
  - d. Make sure the cabinet doors are <u>fully</u> open.
    Face the cabinet holding the Master Shelf with its slotted back to the rear.
  - e. With one end of the Master Shelf tipped up, move it into the cabinet above the shelf clips, until the back of the shelf gently touches the cabinet back.
  - f. Level the Master Shelf, then ease it down onto the shelf clips. Make sure that it is firmly seated in place. If it is loose, check that the four shelf clips are level and that the shelf end flanges are properly engaged with the shelf clips.



Installing the Master shelf

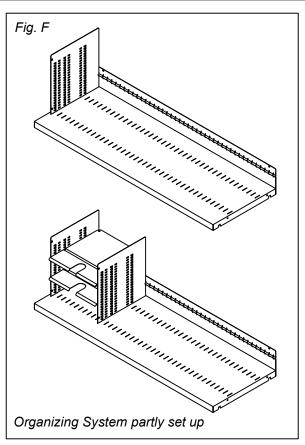
# File Harbor Cabinets: Organizing Systems

- MO36C 36" Master Shelves have 3 tiers of 10" shelves
- MO42C 42" Master Shelves have 4 tiers of 9" shelves
- MO48C 48" Master Shelves have 1 tier of 11" shelves and 3 tiers of 10" shelves.
- 3. Install the Shelf Supports.
  - a. Install one Shelf Support at the far left of the Master Shelf (Shelf Support tabs fit into slots in Master shelf. *(See Fig. F)*

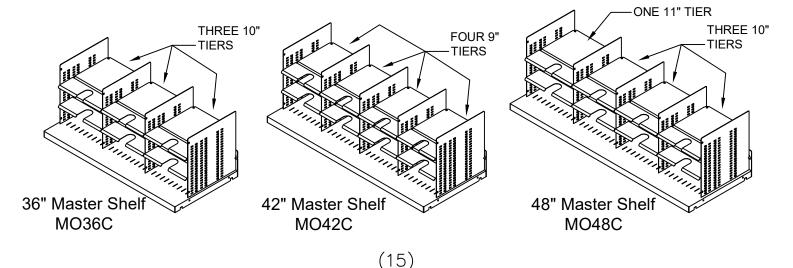
<u>36" Master shelves</u>: Count 10 slots to the right and install the second Shelf Support. The remaining Supports are placed at 10" intervals.

<u>42" Master shelves</u>: Count 9 slots to the right and install the second Shelf Support. The remaining Supports are placed at 9" intervals.

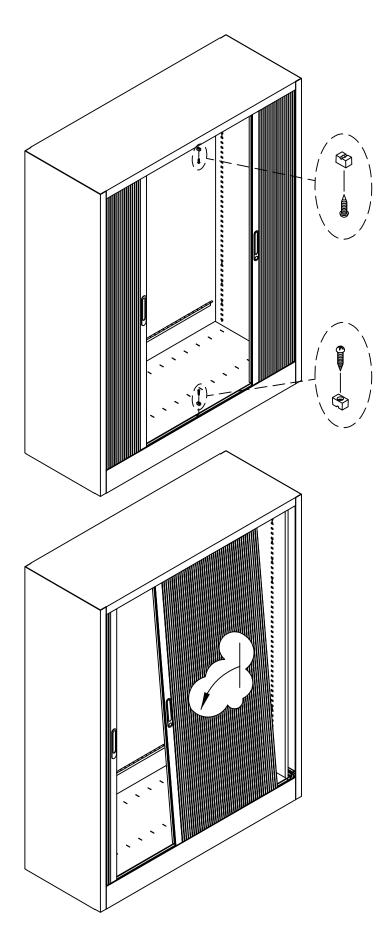
<u>48" Master shelves</u>: Count 11 slots to the right and install the second Shelf Support. The remaining Supports are placed at 10" intervals.



- 4. Install the Shelves:
  - a. Install a Shelf (with the tabs down) between any two Shelf Supports, so that it slides into the space between the 4th and 5th rows of loops down from the top of the Shelf Supports.
  - b. When the Shelf is between the Supports, look under the Shelf and position it carefully so that the tabs are aligned with the loops on the Supports. Push the Shelf downward engaging the loops and tabs, firmly locking it in place.
  - c. To achieve 4" spacing between shelves, count down 8 loops (4") from the installed shelf. Slide the shelf in until the front edge of the shelves are aligned. Push the shelf downward engaging the loops and tabs, firmly locking it in place.
  - d. Follow the same procedure for installing shelves between the other supports.



# File Harbor: Door Replacement (New Style Frame)



Tools Required: Phillips screwdriver

1. Remove the center door stop (top and bottom) using a Phillips head screwdriver.

2. The doors must be tilted at an angle (to the right or left) till they can be removed from the track. Remove both doors.

3. Place new door into the track by tilting it until it fits in place

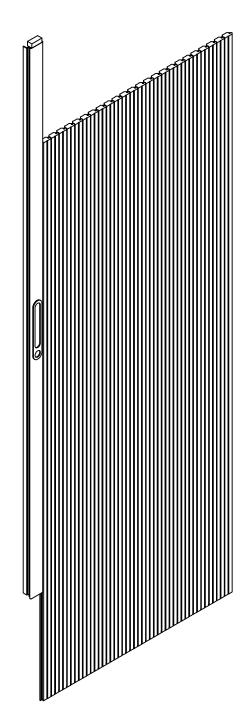
4. Slide doors to the sides.

5. Replace the center door stops that were removed in step 1.

6. This completes the replacement. If you have questions contact Mayline Customer Service at 1-800-822-8037

FILE HARBOR TAMBOUR DOOR		
Cabinet Width	Door Slat Quantity	
36" wide Cabinet	18 Slats each side	
42" wide Cabinet	21 Slats each side	
48" wide Cabinet	24 Slats each side	

# File Harbor: Slam Rail Replacement



TO REPLACE SLAM RAIL:

1.Follow Door Removal instructions (page 16).

2. With door outside of cabinet, slide the Slam Rail up or down to remove.

3. Place the new Slam Rail into the same position as the Rail just removed.

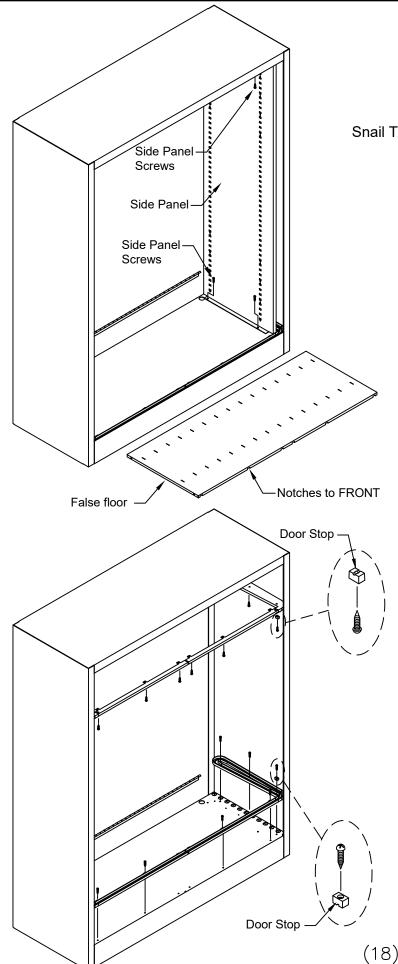
4. Reinstall Cabinet Doors per instructions (page 16).

### NOTE:

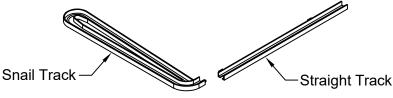
Slam Rail lock/key are random keyed from factory.

Keyed alike is a SPECIAL request at time of order placement

# File Harbor: Door Track Replacement



### TO REPLACE TOP/BOTTOM DOOR TRACKS:



- 1. Follow Door Removal instructions (page 16).
- 2. To replace STRAIGHT TRACK SECTION:
- 2a.) To replace <u>upper</u> straight track skip to Step 2b. To replace <u>lower</u> straight track, remove false floor from cabinet by carefully inserting a small blade screwdriver into one of the slots. Gently lift the false floor till you are able to place your fingers under it to remove it.
- 2b.) Remove the screws that secure the straight track to the cabinet.
- 2c.) Install "new" straight track at same location with screws just removed.
- 2d.) Replace false floor into cabinet if removed.
- 3. To replace SNAIL TRACK SECTION:
- 3a.) Empty all shelves and equipment from inside the cabinet.
- 3b.) Remove false floor from cabinet by carefully inserting a small blade screwdriver into one of the slots. Gently lift the false floor till you are able to place your fingers under it to remove it.
- 3c.) Remove side panel(s) from cabinet by removing 2 screws at the top and 2 screws at the bottom of panel.
- 3d.) Remove door stop located at the end of the snail track near front of cabinet.
- 3e.) Remove the screws that secure the snail track to the cabinet.
- 3f.) Install "new" snail track at same location with screws just removed.
- 3g.) Replace snail track door stop.
- 3h.) Replace and secure side panel(s) into cabinet.
- 3i.) Replace false floor into cabinet.
- 3j.) Reinstall all shelves and equipment.
- 4. Reinstall Cabinet Doors per instructions (page 16)

# File Harbor: Door Replacement (Old Style Frame)

**Tools Required:** Drill, drill bits (1/8" dia. and 3/16" dia.), pliers, Phillips screwdriver and pencil.

1. Tabs used as door stops must be bent out of the way.

2. The doors must be tilted at an angle till they can be removed from the track, remove both doors.

3. Mark where the front edge of the insert panel is located, you will need this later. All interior components, shelves, insert panels, etc. must be removed.

4. Place new door in the track, keeping in mind where the handle side of door should stop (must stop at edge of insert panel which you just marked).

5. Compress the door somewhat to simulate a door that has hit a stopped location in the cabinet.

6. Place a door stop (P/N 912102) at the back edge of the door and mark where the mounting hole would go.

7. Remove all four snail tracks from the unit and drill a 3/16 dia. hole through them at the location you just marked. This location should be the same at all four locations.

8. Place snail tracks back in the unit and drill a 1/8 dia. hole into the top and bottom of the cabinet through the holes you just put in the snail tracks.

9. You may now add one door stop (912102) using a #6 X 3/4 flat head screw (992100) at each of these locations.

10. Replace the insert panels.

11. Place new door into the track by tilting it until it fits in place.

12. Slide doors to the sides.

13. Place a door stop (912102) in the center of the cabinet where the doors meet (this will probably require a pliers to make the opening wide enough at the center). Mark where to drill door stop holes on the top and bottom. Drill 1/8" dia. holes.

14. Add a center door stop (912102) using a #6 X 3/4" flat head screw (992100) at each of these locations.

This completes the replacement. If you have questions contact Mayline Customer Service at 1-800-822-8037

Cabinet Width	Door Slat Quantity
36" wide Cabinet	18 Slats each side
42" wide Cabinet	21 Slats each side
48" wide Cabinet	24 Slats each side