

Kwik-File, LLC

File Harbor Cabinet

Shelves and Dividers

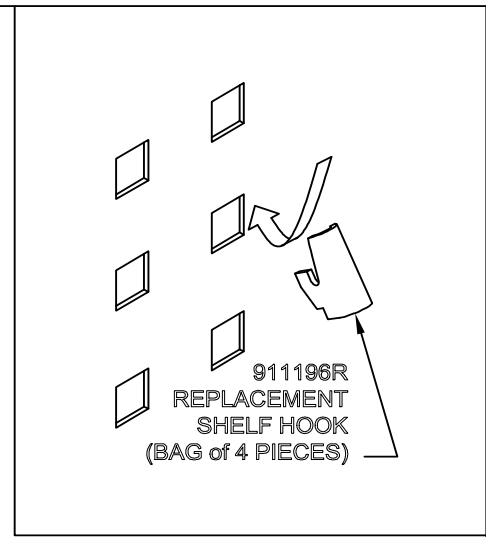
- MS48: 42" Shelf for 48" wide Cabinet
- MS42: 36 3/4" Shelf for 42" wide Cabinet
- MS36: 30 3/4" Shelf for 36" wide Cabinet

- 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

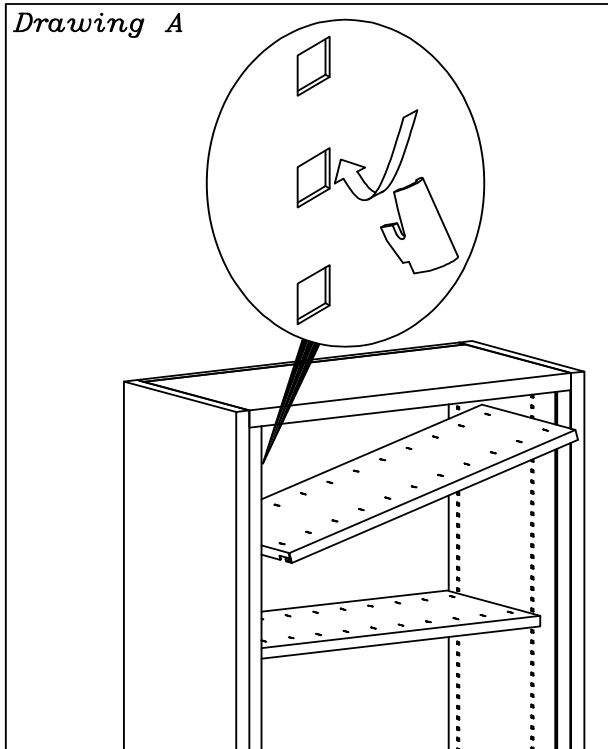
NO Tools Required:

To Install Shelf.

1. Remove packaging material. NOTE: Check for concealed damage. Report damage to carrier.
2. Remove the 4 shelf clips from the red plastic bag that are shipped with the shelves.
3. See the Configuration Guide 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 (small tips with flat ends inserted upwards (See Drawing A) in the proper holes in the inside end panels.



Drawing A



4. Make sure the cabinet doors are fully open. While facing the cabinet, hold the Shelf right side up (the front and back of the Shelf are interchangeable). See Drawing A. Tip one end of the Shelf higher than the other end to clear the doors.
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, then ease it down onto the Shelf clips. If the Shelf seems loose at all, check to make sure that the four shelf clips are level, and that the Shelf end flanges are properly engaged with the shelf clips.

Installing the Shelf

I911093 REV. B 2-06
 I911093 REV. A 9-02 I911093 REV. C 2-08-08

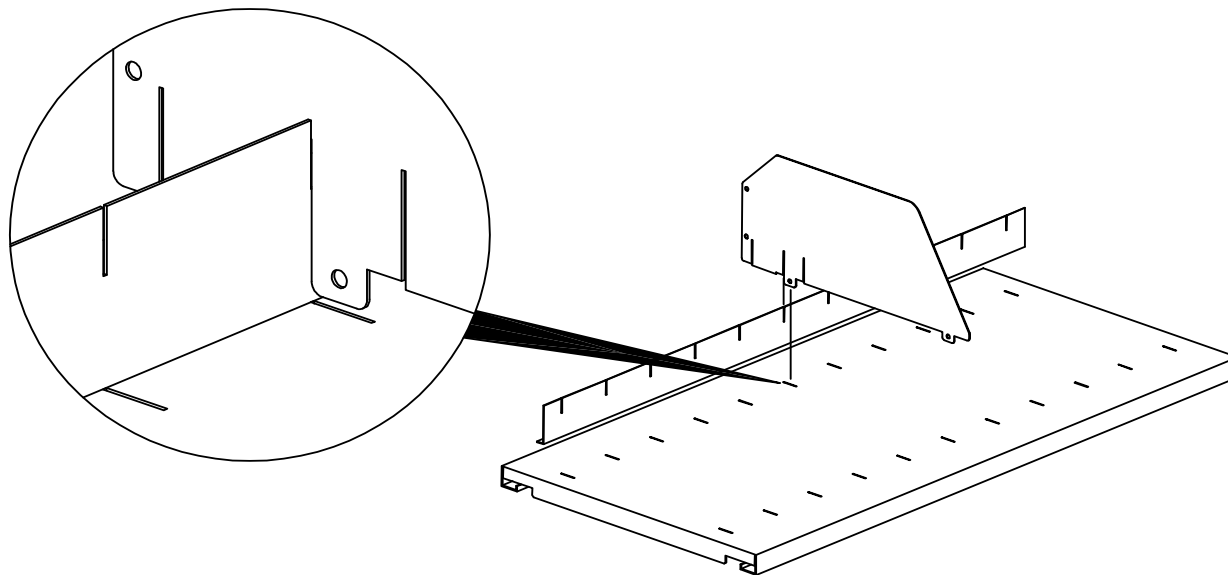


Kwik-File, LLC
 490 Northco Drive
 Minneapolis, MN 55432
 Phone: 1-800-822-8037
 Fax: 920-457-7388
 Online: www.mayline.com

To install Adjustable Filing Dividers and Backstop:

1. Remove packaging material from the Dividers (you should have already removed the Backstop from under the shelf).
2. See Drawing B. Place the Backstop along the length of the shelf, an inch or two from the back on the cabinet, with the slots facing up. The small section, or foot of the Backstop, should face the back of the cabinet. Hold the Backstop in place with one hand.
3. Take one of the Adjustable Filing Dividers in your other hand, with the slots underneath and toward the rear. See Drawing B. Move the divider so that one of its slots engages the Backstop as you insert the Divider's feet into the slots on the shelf.
4. 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 (as shown in Drawing B) will make typical letter-sized color-coded end tab file folders line up about 1/8" behind the front of the shelf.
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.

Drawing B



Installing the Adjustable Filing Dividers and Backstop