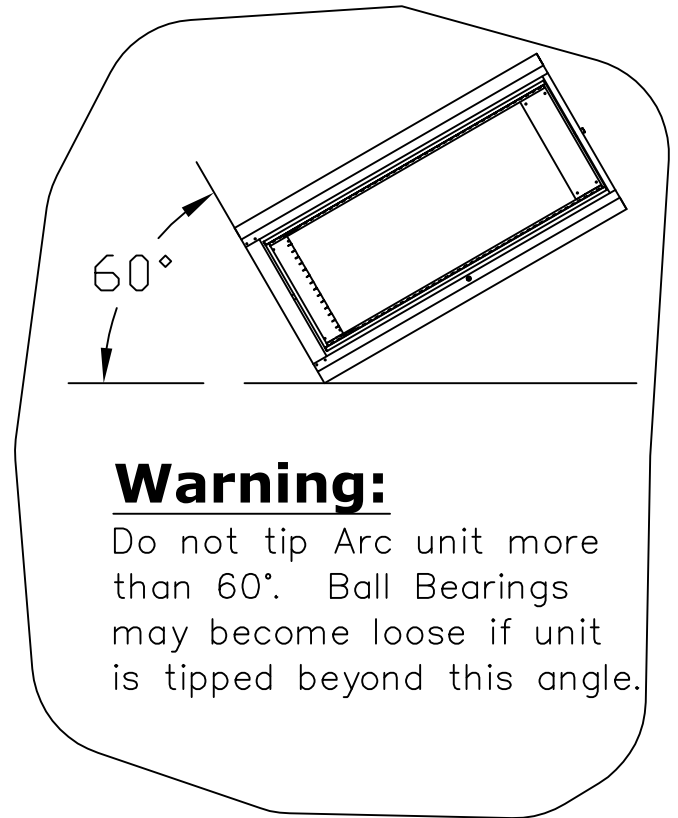
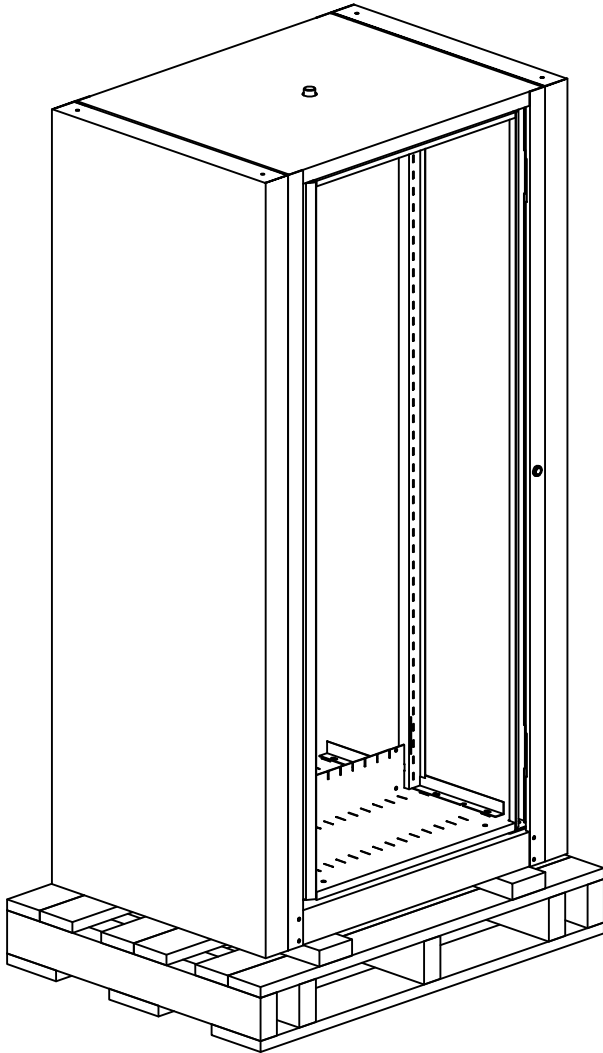


# Kwik-File Arc-In-The-Box Unload Instructions



*Verify components and quantities per factory packing list.*

*Assembly requires two people.*

*Measure actual space that your system will occupy and compare with layout sketch. Also note configuration of ARC units if more than one unit is involved.*



Mayline Company, LLC  
619 N. Commerce, P.O. Box 728  
Sheboygan, WI 53082-0728  
Toll Free: 1-800-822-8037  
FAX: 920-457-7388  
On Line: [www.mayline.com](http://www.mayline.com)

## **Required Tools:**

- 1.) Bubble level
- 2.) Metal band cutter
- 3.) Ratchet with 1/4" socket

## **Suggested Industrial Equipment to maneuver an ARC-In-The-Box:**

- 1.) Forklift
- 2.) Pallet Jack
- 3.) Two Wheel Handcart or Dolly

The Arc-in-the-box is shipped on a pallet. The Arc-in-the-box can be moved with a forklift, pallet jack or with a two wheel handcart.

## **Pallet Sizes:**

Pallet size of a letter cabinet is: 42" x 31"

Pallet size of a legal cabinet is: 51" x 38"

## **If Arc is moved with a two wheel Dolly:**

- 1.) Use a minimum of 2 people
- 2.) If the cabinet comes with shelves, remove all packaging from inside the unit. Do not remove the two screws located diagonally in the arc base.
- 3.) Pick up unit from the end panel side by sliding the two wheel dolly underneath either end panel.
- 4.) Use a piece of carpet or padding to protect the end panel from the two wheel dolly.

# 1. Position Arc

With the Arc still secured to the wooden pallet, position the unit as close to the install site as possible. If applicable, remove the shelves and shelf ends from the interior of the Arc unit. Once in an appropriate position, cut the two metal bands that are securing the Arc unit to the pallet. Carefully slide the Arc unit so it hangs over the edge of the pallet (Fig. 1.1). Tilt the Arc unit at an angle until the front edge is resting on the floor (Fig. 1.2). Have a second individual remove the pallet and then carefully tip the Arc unit back to the upright position.

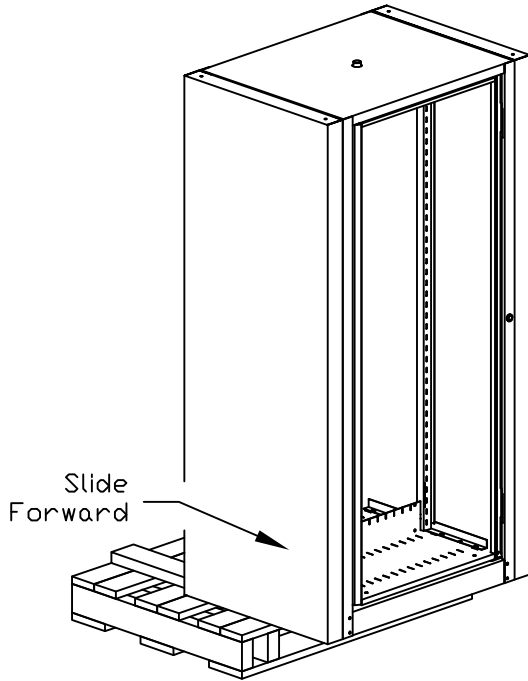


Fig 1.1

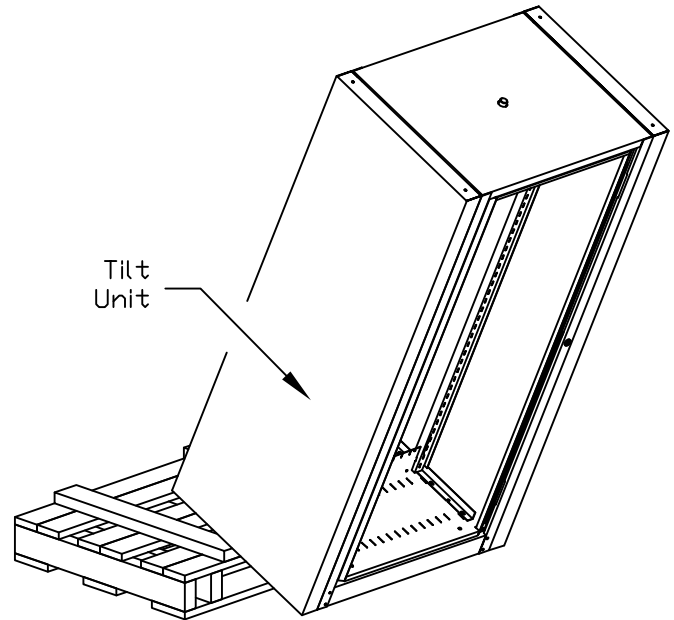


Fig 1.2

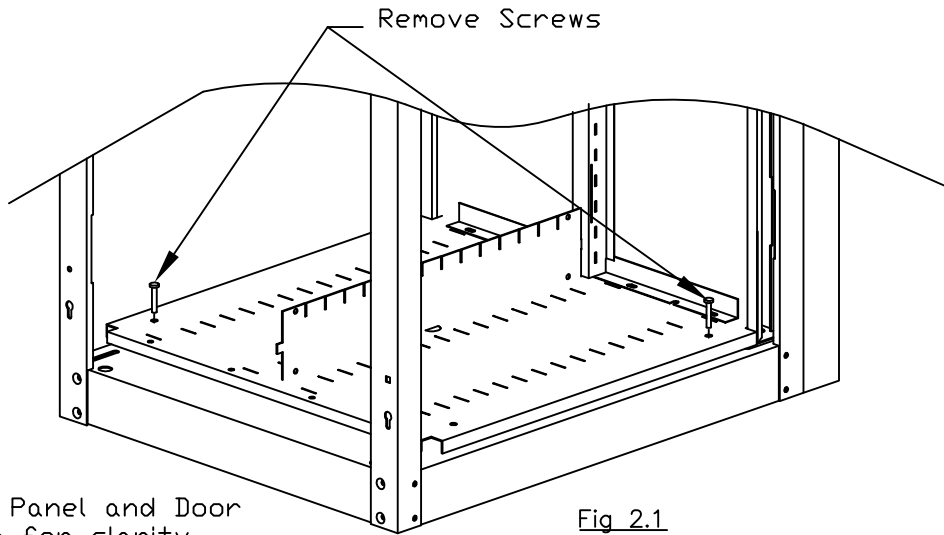
Place the Arc unit into its final position.

*The floor should be firm so that the ARC is effectively leveled.*

*When positioning ARC unit, place letter unit no closer than 5-1/4" from wall, legal unit no closer than 6-1/2" from wall.*

## 2. Remove Shipping Hardware

Remove the two screws in diagonal corners of the Arc Base (Fig. 2.1).



Note: End Panel and Door not shown for clarity

Fig 2.1

Remove the lock key that is taped to the inside of the door. Unlock the unit. The Arc unit should rotate freely at this time (Fig. 2.2).

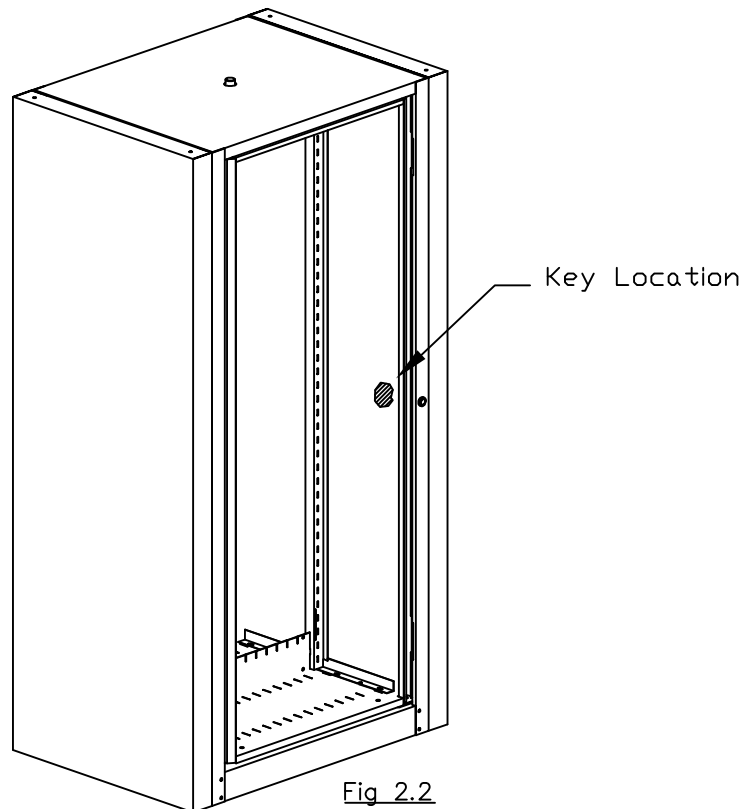
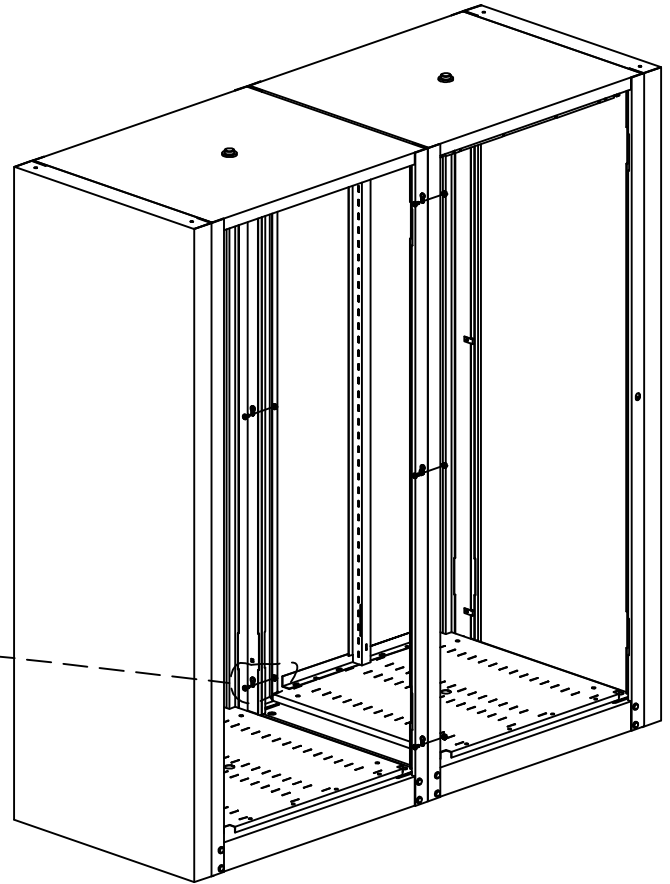
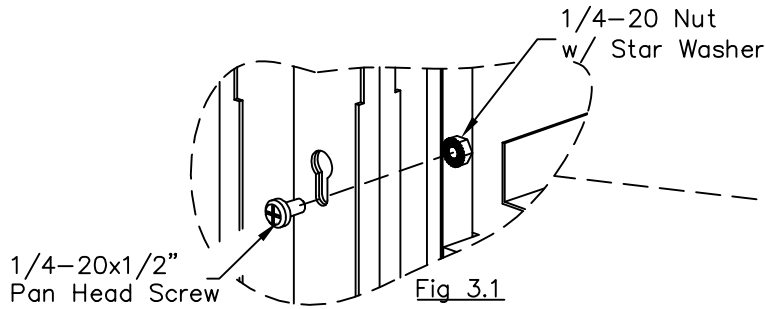


Fig 2.2

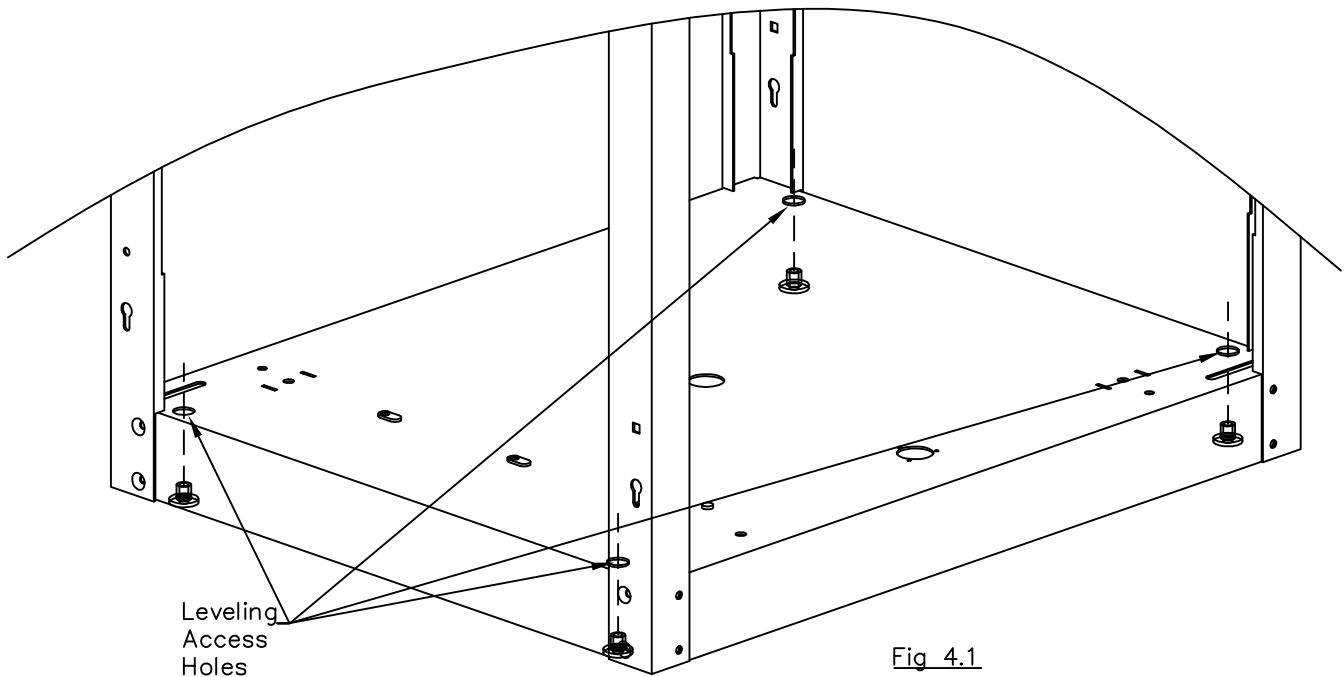
### 3. Connecting ARC Units

For connecting multiple units remove one end panel from the starter unit. Place that end panel onto an adder unit. Slide the units together at their install location. Use (6) 1/4–20 Pan Head Screws and (6) 1/4–20 Nut w/ Star Washer to connect the vertical supports together. (Fig. 3.1) Verify that units are flush with one another.



### 4. Level Units

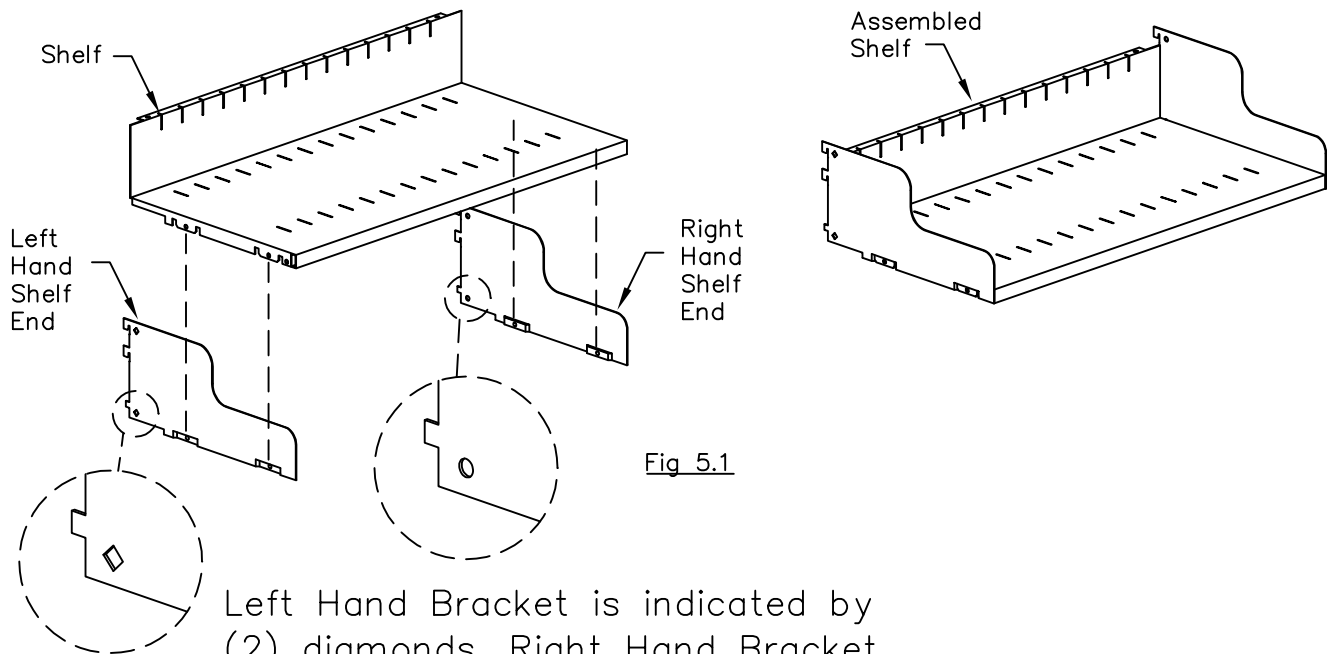
Using a 1/4" long neck socket and a bubble level, adjust (4) levelers on each base until units are level (Fig. 4.1). Leveling Access holes are located at the corners of the base unit.



# Accessories

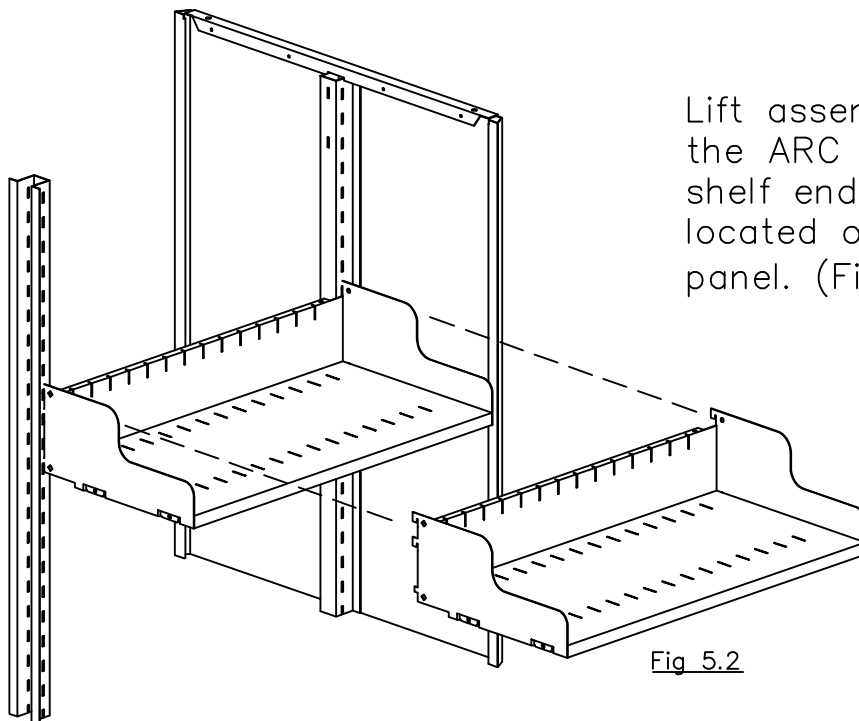
## Stationary Shelf

5. Install the left and right hand shelf ends to the shelf. (**Fig. 5.1**)



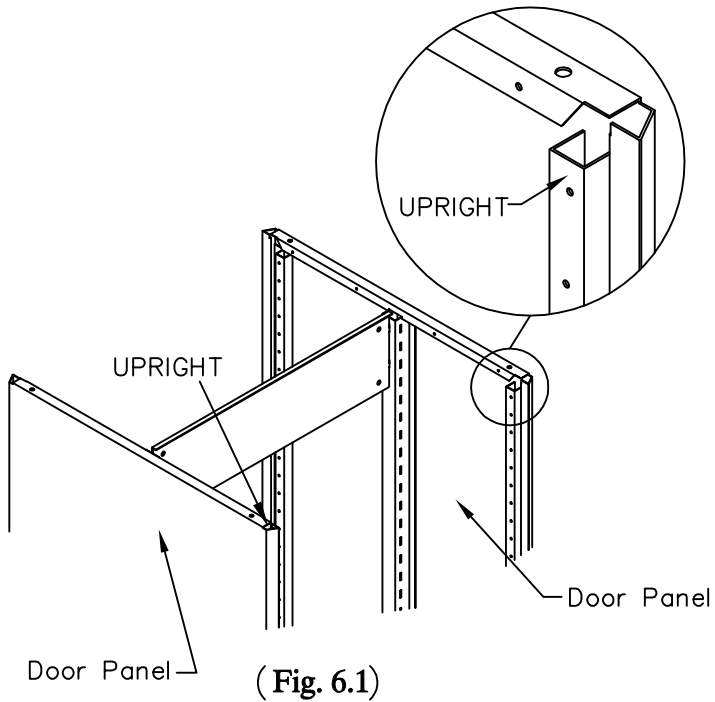
Left Hand Bracket is indicated by (2) diamonds, Right Hand Bracket is indicated by (2) round holes.

Lift assembled shelf and slide into the ARC unit. The hooks on the shelf ends will engage into the slots located on the center of the door panel. (Fig. 5.2)



Door panel not shown.

## Roll - Out Features



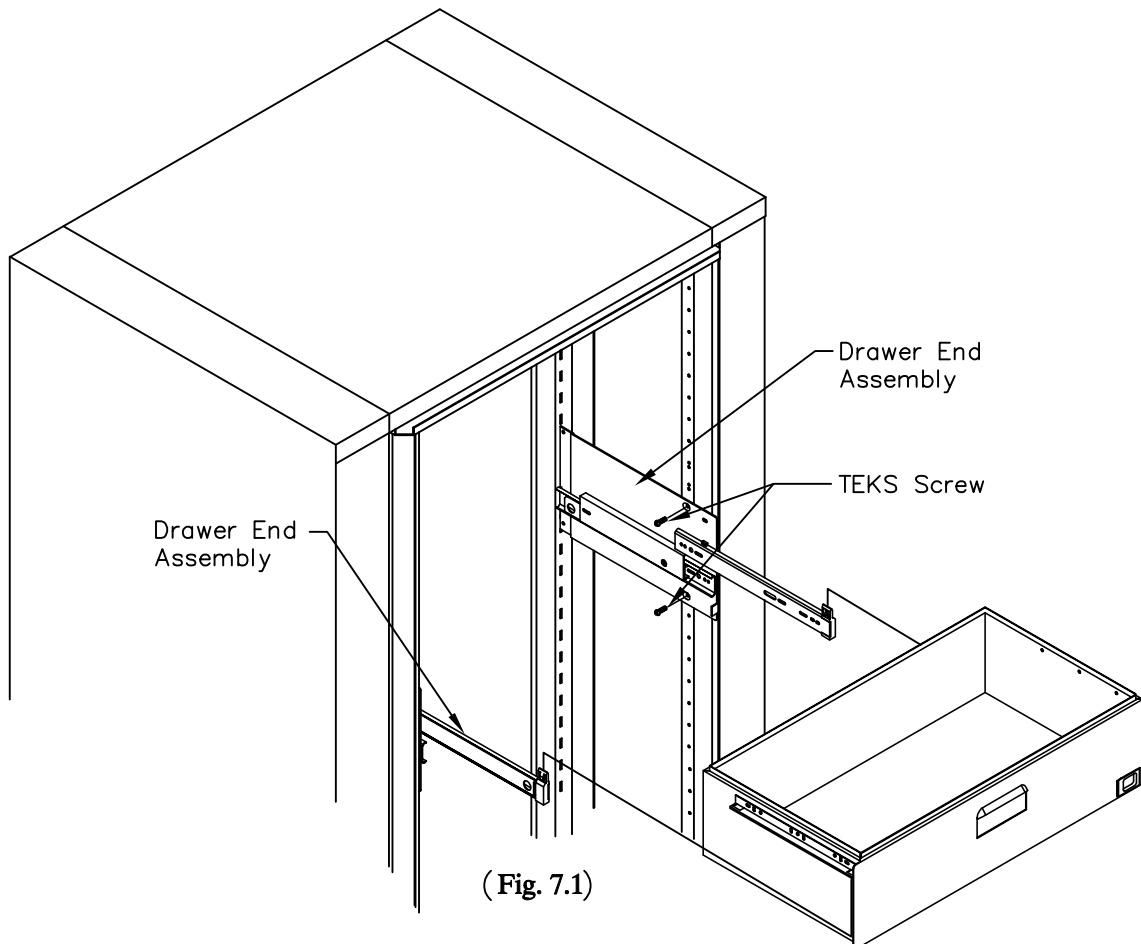
6. Install (2) front uprights per opening when using any of the following options: ( **Fig. 6.1** )

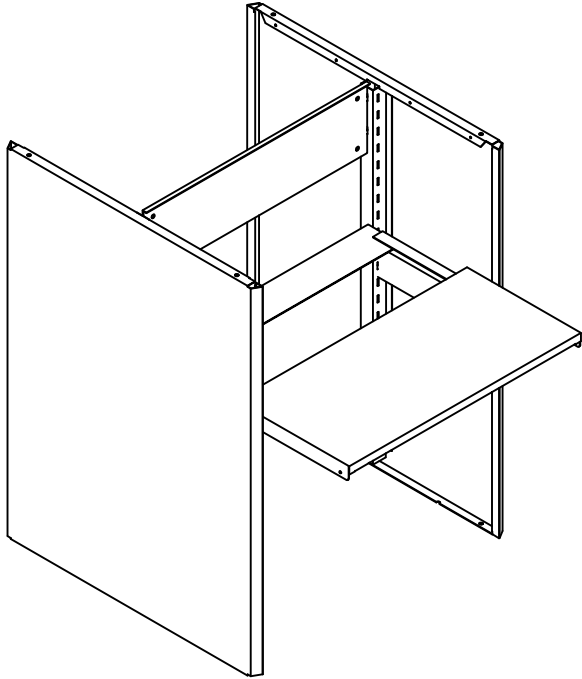
- \* Roll-out drawers
- \* Roll-out shelf
- \* Roll-out hanging frame
- \* Roll-out card drawer

Locate front upright inside door panels.

7. Install drawer end assemblies into the slotted upright. Spacing will depend on the type of media to be stored.

Secure end assembly to upright with 2 TEKS screws each. ( **Fig. 7.1** )





## Reference Shelf

*If a reference shelf is to be installed, make sure to leave an extra 1-1/2" at waist level; if not, this space is best left at the top of unit.*

## Customer Satisfaction

*This order has been inspected for Quality and Quantity. If we have not satisfied this commitment to you, please call*

**CUSTOMER SERVICE**  
**1-800-822-8037**

*Thank you for your business.*

*Packer* \_\_\_\_\_



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