

# Kwik-File, LLC

## File Harbor Cabinet

### Reference Shelf

**MRS48:** 42" Reference Shelf for 48" wide Cabinet

**MRS42:** 36 3/4" Reference Shelf for 42" wide Cabinet

**MRS36:** 30 3/4" Reference Shelf for 36" wide Cabinet

**Tools required:** Blade Screwdriver

#### *To install the Reference Shelf:*

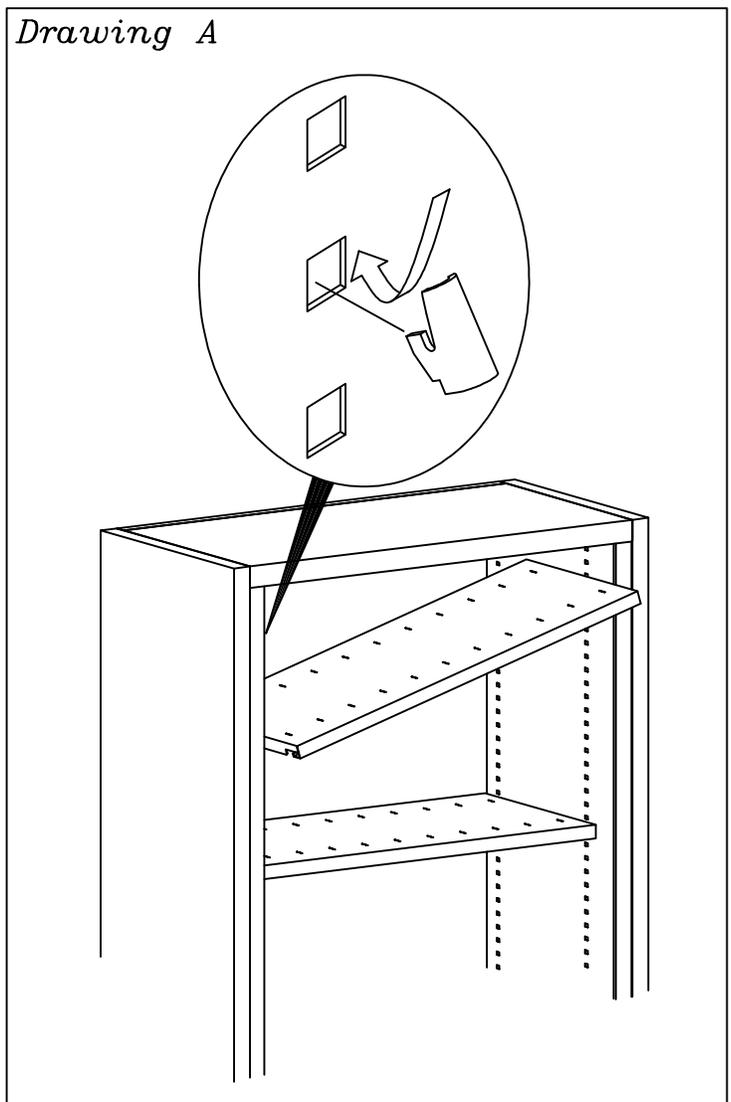
1. Remove packaging material. NOTE: Check for concealed damage. Report any damage to carrier.

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 if 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 - see *Drawing A*) in the proper slots in the inside end panels.

5. Make sure the cabinet doors are *fully* open. While facing the cabinet, hold the Reference Shelf right side up. See *Drawing A*. Tip one end of the shelf higher than the other end to clear the doors.

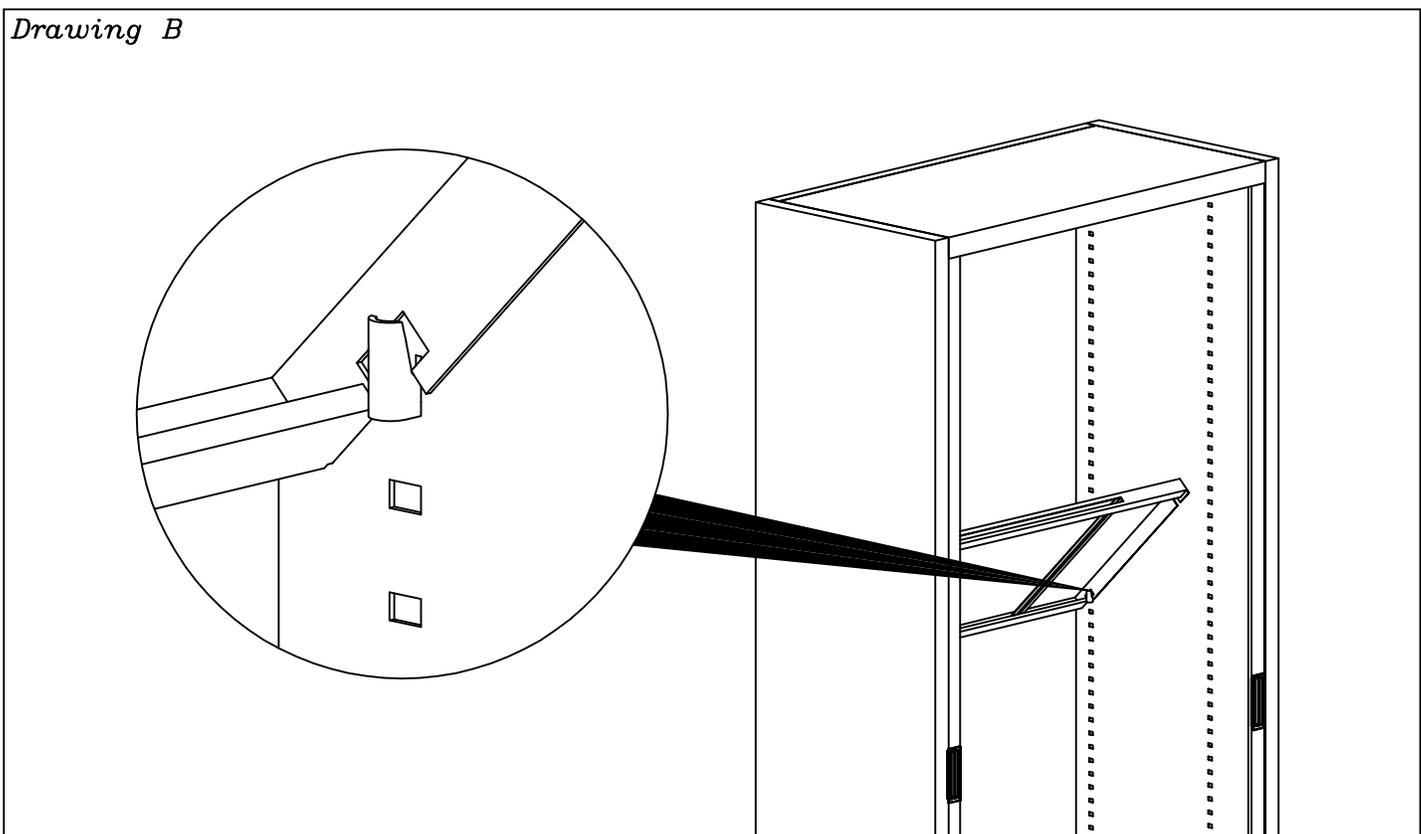


*Installing the Reference Shelf*

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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 back of the cabinet.
7. Level the Reference Shelf, be sure to keep it above the shelf clips. Kneeling 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. *See Drawing B.* Move the Reference shelf carefully so the slots at the rear of the side flanges of the shelf begin to slide over the rear shelf clips.
9. Ease the front of the Reference Shelf down, and push it back, so that the rear shelf clips are resting against the ends of the slots at the back of the shelf. As the shelf becomes level, the notches in the side flanges at the front of the shelf should engage the front shelf clips.
10. Make sure that the Reference Shelf is firmly seated in place. If it is loose, check to make sure 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*