Filing Systems

IMPERIAL SHELVING

LATERAL FILES

CARD & MULTIMEDIA

LITERATURE SORTERS & 30 DRAWER ORGANIZERS

FIXED SHELF FILING

FIXED SHELF LATERAL FILE

LATERAL FILES

IMPERIAL
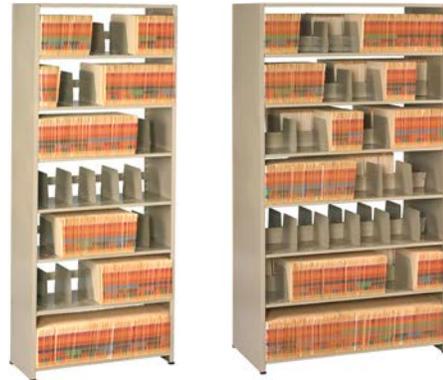
CARD AND MULTIMEDIA

LITERATURE SORTERS & 30 DRAWER ORGANIZERS

FIXED SHELF FILES

FIXED SHELF LATERAL FILES

1. Secure Access
A single lock secures all drawers and doors.

2. Anti-Tip Protection System for Safety
Inner lock system prevents opening more than one drawer at a time, reducing tipping danger.

3. Maximum Stability
Four leveling glides provide additional stability and better drawer alignment when floors are unlevel.

4. Heavy-Duty Strength
Drawer fronts are reinforced for added rigidity.

5. Smooth Open/Close
Steel ball-bearing suspensions make opening and closing completely filled drawers easy. An integral anti-rebound clip helps keep the drawers closed.

6. Sturdy Closed Base
The closed base provides extra support and prevents dust from working its way into the cabinet.

7. Hanging Folder Rods
Includes hanging folder rods which allow folders to move effortlessly from side-to-side. Folder rods can be adjusted to accomodate either letter or legal filing.

8. Full-Width Drawer Pull
Drawer pull design accomodates label holders. One label holder per drawer included.

9. Durable, Attractive Finish
Powder-coated durable finish.

Steel-Ball Bearing Suspensions

Drawers operate quietly and effortlessly with the help of a fully progressive side arm suspension.

Options

Spring-Assisted Retractable Door
Spring-assisted doors enclose your files, yet keep aisles clear. Our scissor-action design prevents binding when pulling the doors open.
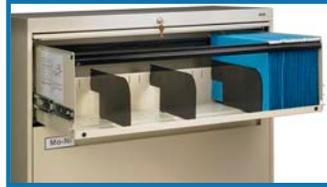
Shelf Dividers
Drawers are slotted to accomodate optional dividers to separate and support standard file folders.

Reference Shelf
Five or six drawer units may be ordered with a pull-out reference shelf.

Anti-Tipping Counterweight
Counterweights provide added stability for heavy applications and are recommended for all free standing two-drawer files.
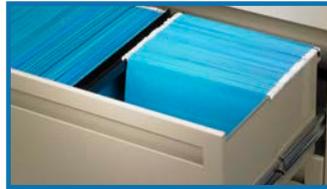
Cross Rods
Customize your filing by adding drawer cross rods to accommodate front-to-back filing.

Attractive, Laminate Tops
Self-edged laminate tops are available in oak, mahogany or titanium.

Available Sizes and Colors

6-Drawer　　**5-Drawer**　　**4-Drawer**　　**3-Drawer**　　**2-Drawer**

All lateral files are 18″ deep and will accomodate letter or legal size filing in 30″, 36″ and 42″ widths.

Standard Colors

Sand (SND)	Champagne/ Putty (CPY)	Light Grey (LGY)	Medium Grey (MGY)	Black (BLK)

Premium Colors

Accent Blue (ABL)	Oyster (OYS)	Wine (WNE)	Dove Grey (DGY)	Evergreen (EVG)	Premium White (SO84)

Premium and Special Matched Colors are available for an upcharge.
Please contact your local Tennsco dealer for more precise color swatches.

CARD AND MULTIMEDIA

1. Heavy Duty Construction
All welded construction. Six channel uprights provide the basis for an exceptionally stable frame.

2. Secured Drawer Contents
Prevent unauthorized access to valuable or sensitive information with our integrated keyed gang-lock.

3. Gang Locking of Drawers
Plunger style lock secures all drawers simultaneously.

4. Maximum Stability
Four leveling glides provide additional stability and better drawer alignment when floors are unlevel.

5. Store More Than Just Cards
Versatile drawer sizes offer secure storage for almost anything, including paper documents, computer media, CDs, blu-ray discs, etc.

6. Drawers Stay Shut
Positive locking thumb latches ensure that drawers stay closed until ready to open them.

7. Solid Foundation
Base has a fully welded, enclosed bottom to keep the unit structurally aligned even when fully loaded.

8. Durable, Attractive Finish
Powder-coated durable finish.

Steel-Ball Bearing Suspensions

Drawers operate quietly and effortlessly with the help of a fully progressive side arm suspension.

Diversified Storage Capability

Fully extending drawers are designed to hold a wide variety of material with a center partition and compression dividers.

Available Sizes and Colors

CF-846
Holds 3x5
& 4x6 Cards

CF-758
Holds 5x8 Cards

CF-669
Holds 6x9 Cards

All card files are 28″ deep. For more detail on sizes and storage capacities, see the Office Products Price List.

Standard Colors

Sand (SND)	Champagne/ Putty (CPY)	Light Grey (LGY)	Medium Grey (MGY)	Black (BLK)

Premium Colors

Accent Blue (ABL)	Oyster (OYS)	Wine (WNE)	Dove Grey (DGY)	Evergreen (EVG)	Premium White (SO84)

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1. Durable Construction
Steel, all-welded construction provides years of reliable use.

2. Label It - Find It
Large indexing area provides plenty of room to label contents.

3. Removable Drawers
Drawers can be removed and interchanged for convenience. Safety stop prevents drawers from accidentally falling out of unit.

4. Optional Dividers
Sort contents of drawers with slide-in dividers. Great for organizing small items and parts.

5. Window Frame Construction
Drawers slide in and out within individual steel compartments.

6. Raised Base
Base offers protection by keeping materials off of the floor.

7. Combine Units
30-drawer organizers and literature sorters can be bolted back-to-back, side-to-side or double stacked.

8. Durable, Attractive Finish
Powder-coated durable finish.

Organize Practically Anything

Drawers can help organize almost anything while protecting materials from dust and dirt. Optional dividers adjust in 1" increments.

Stackable Units

Can be stacked and/or attached with Literature Sorters.

Available Sizes and Colors

30-Drawer Organizers are available in letter (11 5/8") or legal (14 5/8") depths, and are 30 5/8" wide x 33 7/16" high.

Standard Colors

Sand (SND)	Champagne/ Putty (CPY)	Light Grey (LGY)	Medium Grey (MGY)	Black (BLK)

Premium Colors

Accent Blue (ABL)	Oyster (OYS)	Wine (WNE)	Dove Grey (DGY)	Evergreen (EVG)	Premium White (SO84)

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1. Durable Construction
Steel, all-welded construction
provides years of reliable use.

2. Twenty-One Slot Openings
Ample sized openings for material storage
and easy access. Extra trays are available.

3. Easily Access Stored Materials
Angled front allows users to easily
grasp material from the bottom.

4. Space for Labeling
Room to add organizing labels to each tray.

5. Combine Units
Literature sorters and 30-drawer organizers can be
bolted back-to-back, side-to-side or double stacked.

6. Adjustable Slot Openings
Removable trays can be adjusted to make openings
bigger or smaller. Trays adjust on 1 $1/2$" centers to
accomodate a variety of items.

7. Durable, Attractive Finish
Powder-coated durable finish.

Versatile Filing

Can be custom designed to your specific application. Simply rearrange trays, no tools needed!

Stackable Units

Can be stacked and/or attached with 30-Drawer organizers.

Available Sizes and Colors

Literature Sorters are available in letter (11 5/8") or legal (14 5/8") depths, and are 30 5/8" wide x 33 7/16" high.

Standard Colors

Sand (SND)	Champagne/ Putty (CPY)	Light Grey (LGY)	Medium Grey (MGY)	Black (BLK)

Premium Colors

Accent Blue (ABL)	Oyster (OYS)	Wine (WNE)	Dove Grey (DGY)	Evergreen (EVG)	Premium White (SO84)

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1. Rigid All-Steel Frame & Shelf Construction
Welded construction with reinforcing gussets
and double-wall end panels ensure rigidity
even when fully loaded.

2. Space-Saving Profile
16 1/2" depth offers maximum
filing efficiency, especially in tight
spaces and hallways.

3. Movable Dividers
Keep file folders organized and upright with
adjustable dividers. Each unit comes standard
with four metal dividers per opening.

4. Durable, Attractive Finish
Powder-coated durable finish.

Strong, Versatile Shelves

Heavy gauge welded construction ensures stability and strength. Each shelf can store letter and/or legal sized files.

Adjustable Leveling Glides

Adjustable levelers and glides on the front of each unit ensure sturdiness and smooth operation.

Closed Style Features

Retractable Doors
Retractable doors feature a spring assisted, scissor-action design that provides front access to materials.

Safe and Secure
A single lock controls all doors. Locks are core removable and are master keyed.

Available Sizes and Colors

Closed Style (Retractable Doors)

| 7-High | 6-High | 5-High |

Open Style

| 7-High | 6-High | 5-High |

Fixed Shelf Lateral Files are 16 1/2″ deep x 36″ wide.

Standard Colors

| Sand (SND) | Champagne/ Putty (CPY) | Light Grey (LGY) | Medium Grey (MGY) | Black (BLK) |

Premium Colors

| Accent Blue (ABL) | Oyster (OYS) | Wine (WNE) | Dove Grey (DGY) | Evergreen (EVG) | Premium White (SO84) |

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IMPERIAL SHELVING

1. Double Wall Posts
Double wall post construction conceals the keyhole slots for a clean, attractive appearance.

2. Easy, Tool-Free Assembly
Unique design offers time saving snap-together assembly without tools. A rubber mallet is required to secure supports.

3. Pre-Configured Units
Individual units are available in 76″ and 88″ heights and widths of 36″ in letter and legal depth and 48″ in letter depth only.

4. Adjustable Shelves
Shelves are adjustable in 1 1/2″ increments to create custom openings for books, binders, supplies and more.

5. Super Strong Framework
Steel shoulder rivets, combined with steel uprights and shelf supports, offer up to 400 lbs. capacity per shelf, depending on size.

6. Protect Your Flooring
Carpet friendly molded Polyethylene feet protect flooring.

7. Stay Organized with Adjustable Dividers
Each unit comes standard with 5 adjustable dividers per opening. Dividers adjust on 2″ increments to provide multiple storage options.

8. Durable, Attractive Finish
Powder-coated durable finish.

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Easy Assembly

1. Place uprights opposite of each other and insert shelf supports. Use a rubber mallet to secure shelf supports.

2. Lay shelves on shelf supports.

3. Add back stops or center stops, then place dividers.

Options

Hinged Style Locking Doors
Add security with a hinged door kit with recessed handles. Lockable for HIPAA compliance

Sliding Locking Doors
Add security with a sliding door kit. Lockable for HIPAA compliance

Reference Shelf
Create a convenient pull-out work space with our sliding Reference Shelf. **NOTE:** Reduces filing space by 1″ in one opening.

NOTE: Door options impact filing and unit dimensions.

Double Entry Shelving
Maximize space and efficiency with our Double Entry units.

Adder Units Available
Add on to existing shelving with our convenient adder units.

Available Sizes and Color

Individual units are available in 76″ and 88″ heights and widths of 36″ in letter and legal depth and 48″ in letter depth only.

Sand
(SND)

FIXED SHELF FILING

1. Rigid All-Steel Frame & Shelf Construction
Welded construction with reinforcing corners
and double-wall end panels ensure rigidity
even when fully loaded.

2. Space-Saving Profile
34 1/2″ width and 13 1/2″ depth offers
maximum filing efficiency especially in tight
spaces and hallways.

3. Movable Dividers
Keep file folders organized and upright with adjustable
dividers. Dividers are adjustable on 2″ centers and
Each unit is standard with 4 plastic dividers per level.

4. No Assembly Required
Ships fully assembled and ready to use.

5. Durable, Attractive Finish
Powder-coated durable finish.
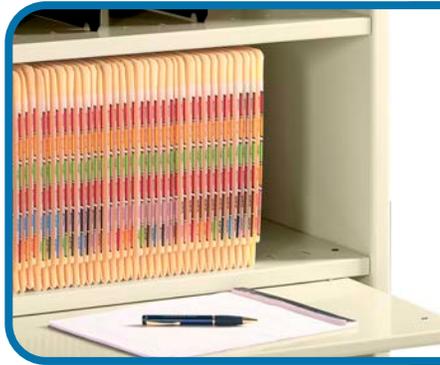
Easy Access

Double walled uprights provide a flush inside surface so folders do not snag on side panel as they are being removed.

Options

Reference Shelf
Create a convenient pull-out work surface with our sliding Reference Shelf.

Movable Dividers
Keep file folders organized and upright with adjustable dividers.

Available Size and Colors

Fixed Shelf Filing Units are 13 1/2″ deep x 34 1/2″ wide x 78″ high.

Standard Colors

Sand (SND)	Champagne/Putty (CPY)	Light Grey (LGY)	Medium Grey (MGY)	Black (BLK)

Premium Colors

Accent Blue (ABL)	Oyster (OYS)	Wine (WNE)	Dove Grey (DGY)	Evergreen (EVG)	Premium White (SO84)

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4 TIPS FOR PRODUCING GREAT EVENT COVERAGE

1. WHAT TYPE?
   - A) LIVE TWEET OR BLOG   B) VALUE-ADDED RECAP
   - C) LIVE VISUALS OR VISUAL RECAP   D) BROADER COVERAGE

2. PREPARE EVERYTHING
   - → ALL GRAPHICS → PPT
   - → PRE-BUILD POSTS → CUSTOM FIELDS
   - → NOTES CLIPBOARD
     - → URLS, HASHTAGS, MICRO COPY

3. BUDDY SYSTEM OR AUTOMATE
   - SHARED GOOGLE DOC   ZAPIER
   - ↓   ↓
   - GRAB SPEAKER SLIDES   WHILE TALKING (BE CAREFUL...)
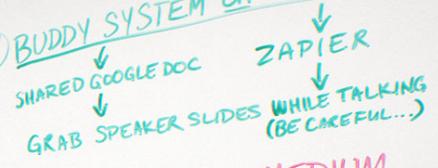
4. OPTIMIZE FOR THE MEDIUM
   - → SIZING VISUALS   880px × 660px
   - → SOCIAL GRAPH DATA

PRODUCT LINE OVERVIEW

STORAGE CABINETS	Deluxe	Standard	Jumbo	C-Thru	Specialty				
BOOKCASES	13 ½" Deep	18" Deep	Cabinet/Bookcase Combo						
FILING	Card & Multimedia	Fixed Shelf Lateral File	Lateral File	Imperial Shelving	Fixed Shelf Filing	Lit. Sorter & 30 Drawers			
LOCKERS	Standard	Ventilated	C-Thru	Heavy-Duty	Cubby				
SHELVING	Bulk Rack	ESP	Q-Line	Stur-D-Stor	Regal	Z-Line	Record Archive	Capstone	L&T	Estey Library
SHOP EQUIPMENT	All Purpose Workbench	Electronic Workbench	Modular Workbench	Modular/Mobile Tool Cart	Foreman's Desk	Service Cart	Packing Table		

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Storage Made Easy

Customer Service: (866) 446-8686 • www.tennsco.com • customerservice@tennsco.com

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