

ASSEMBLY INSTRUCTIONS & PARTS MANUAL

Preassembled Fixed Shelf File Model No.'s: FS350, FS360, FS370, FS351L, FS361L & FS371L



RETAIN INSTRUCTIONS FOR FUTURE REFERENCE



GENERAL SAFETY INFORMATION

Some parts may have sharp edges. CARE must be taken when handling various pieces to avoid injury. For safety, wear a pair of work gloves when assembling or performing any maintenance on products.

LIMITED WARRANTY

Tennsco warrants goods purchased hereunder to be free of defects in materials and workmanship for a period of one (1) year from the date of shipment, hereunder. This warranty shall not apply in the event goods are damaged as a result of misuse, abuse, neglect, accident, improper application, modification or repair by persons not authorized by Seller, where goods are damaged during shipment, or where the date stamps on the goods have been defaced, modified or removed. UNLESS CONSIDERED UNENFORCEABLE OR UNLAWFUL UNDER APPLICABLE LAW:

- a. ALL IMPLIED WARRANTIES, INCLUDING BUT NOT LIMITED TO WARRANTIES OR MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE ARE HEREBY EXCLUDED:
- b. BUYERS REMEDY, IF ANY, FOR ANY DEFECTIVE GOODS SHALL BE LIMITED TO A REFUND BY SELLER OR REPLACEMENT OF THE GOODS AT SELLER'S OPTION, AND SHALL IN NO EVENT INCLUDE DAMAGES OF ANY KIND, WHETHER INCIDENTAL, CONSEQUENTIAL OR OTHERWISE.

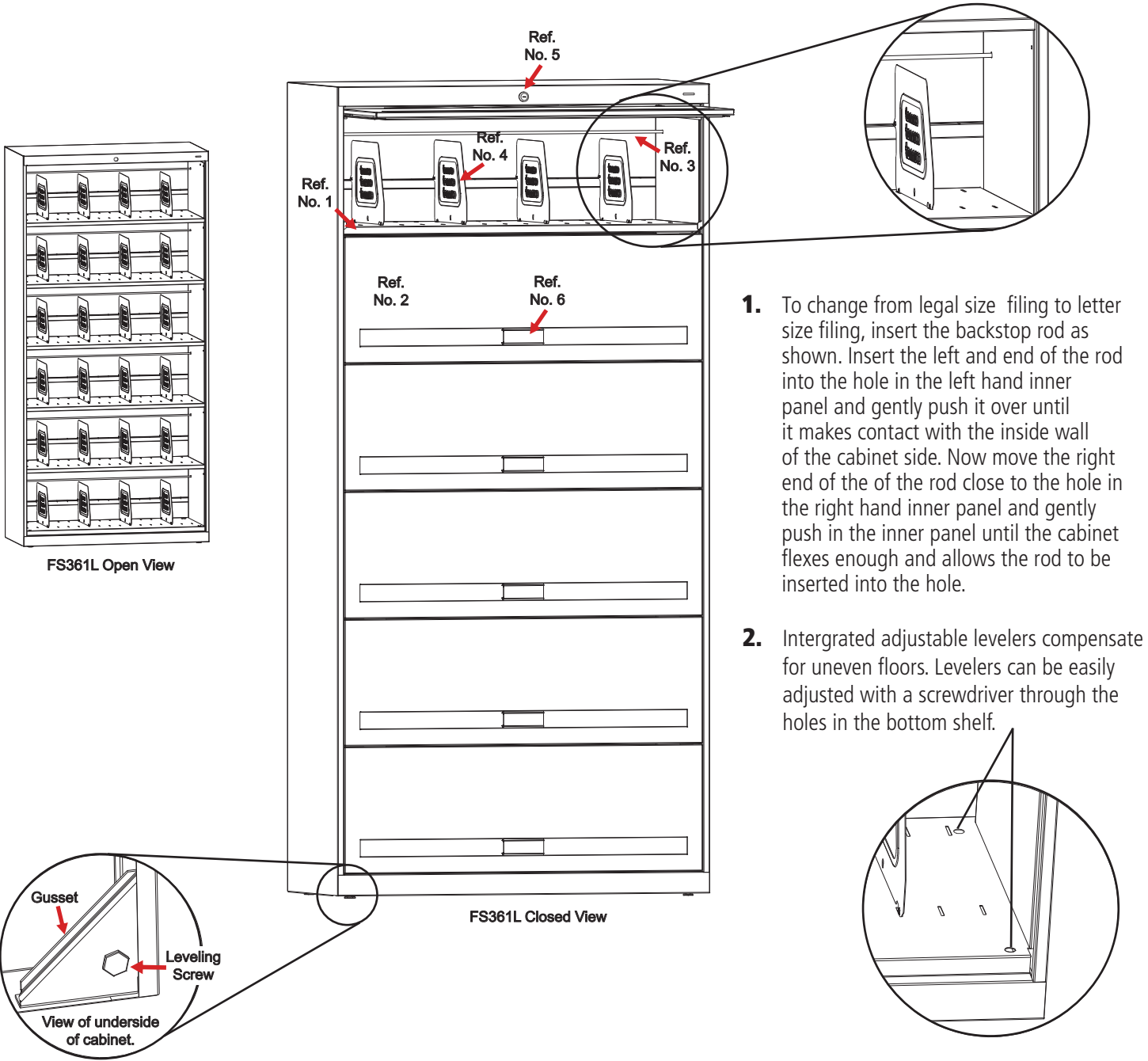
NO GOODS ACCEPTED FOR RETURN WITHOUT PRIOR APPROVAL. Seller shall have the right to inspect any goods claimed to be defective at Buyers place of business or require Buyer to return the goods to Seller for inspection on Seller's premises. Transportation charges covering returned goods will be borne by Seller only if such goods are proven to be defective, are covered by this warranty and are returned within the warranty period stated above.



PROUDLY MADE IN THE U.S.A.

Tennsco LLC., Dickson, TN 37056-1888 • (866) 446-8686

REPLACEMENT PARTS



1. To change from legal size filing to letter size filing, insert the backstop rod as shown. Insert the left and end of the rod into the hole in the left hand inner panel and gently push it over until it makes contact with the inside wall of the cabinet side. Now move the right end of the of the rod close to the hole in the right hand inner panel and gently push in the inner panel until the cabinet flexes enough and allows the rod to be inserted into the hole.
2. Intergrated adjustable levelers compensate for uneven floors. Levelers can be easily adjusted with a screwdriver through the holes in the bottom shelf.

REF. NO.	DESCRIPTION	PART NO.	QTY.		
			FS350 & FS351L	FS360 & FS361L	FS370 & FS371L
1	Shelf	FSS-1	5	6	7
2	Door*	FSDR	5	6	7
3	Backstop Rod	FSRD	5	6	7
4	Divider	FD-1108	20	24	28
5	Lock Assembly*	FSL	5	6	7
6	Label Holder*	FSLH	5	6	7
7	Scissor Action Assembly**	FSSA	5	6	7

*Only included on the units FS351L, FS361L & FS371L.

**NOT SHOWN: Part of door lift assembly.

NOTE: Additional hardware may be included for replacement purposes.

Tennsco makes every effort to ensure that all units ship complete with all parts and arrive undamaged. However, should your unit contain missing or damaged parts, please contact your purchase location.