

# Times-2 Speed Files®



## INSTALLATION INSTRUCTIONS

**AURORA™**

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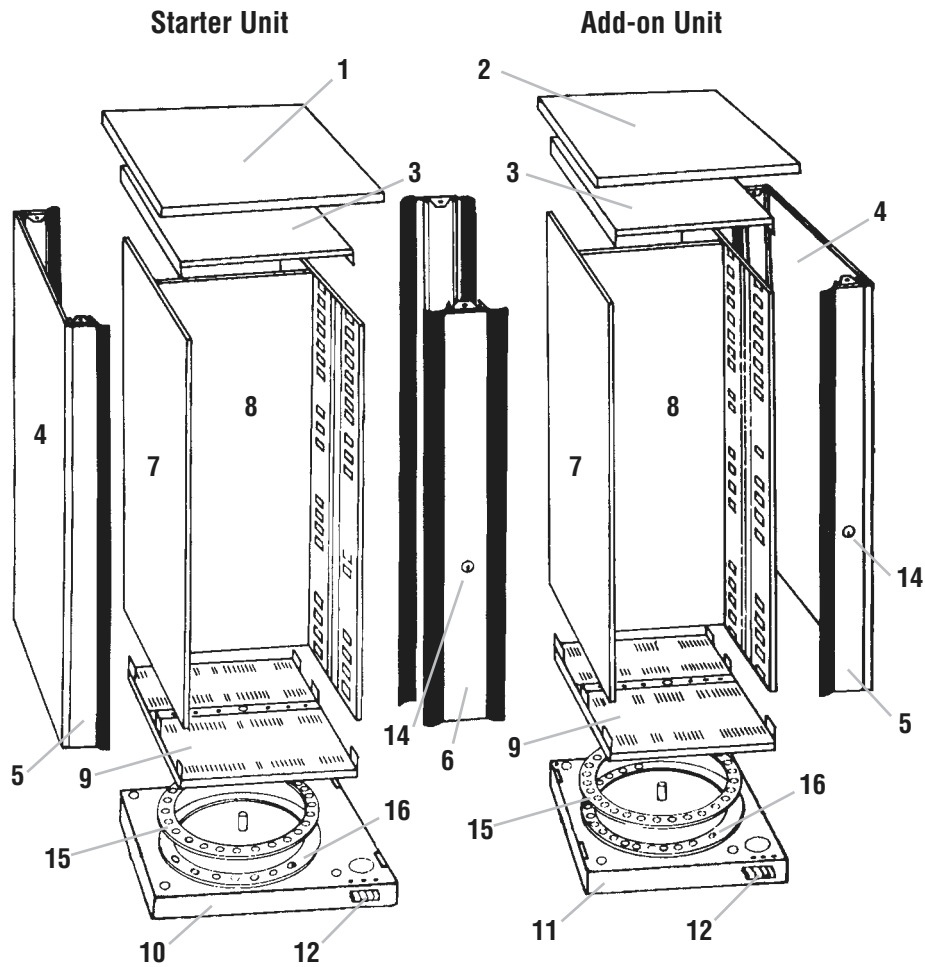


Figure 1

- |                            |  |
|----------------------------|--|
| 1. Starter Canopy Top      | 9. Rotor Bottom                        |
| 2. Add-on Canopy Top       | 10. Starter Base                       |
| 3. Rotor Top               | 11. Add-on Base                        |
| 4. End Panel               | 12. Foot Pedal                         |
| 5. Starter Post with Vinyl | 13. Dual Foot Pedal Option (Not Shown) |
| 6. Add-on Post with Vinyl  | 14. Cylinder Lock                      |
| 7. Door                    | 15. Ball Cage                          |
| 8. Center Panel            | 16. 5/8" Diameter Bearings             |

## TOOLS NEEDED

Ratchet Handle  
2" Extension  
½" Hex Socket  
¼" Square Socket  
Bubble Level  
Rubber Hammer  
Carpenter's Hammer  
Phillips Screwdriver

## BOX CONTENTS

### Starter Base Box:

Starter Canopy Top  
Rotor Top  
Starter Base, with rotor bottom attached  
Lock Rod

### Starter Door Box:

Doors (2)  
Center Panel (1)  
Vinyl Strips (4)  
Posts (2) (one with lock, one without lock)

### Starter Hardware Package:

Touch-up paint  
¼" Square Socket  
⅝-18 x ¾ Bolt (8)  
⅝-18 Tinnerman Nut (4)  
Canopy Top Hole Cover (2)  
10-24 x ⅜" screws (38)  
10-24 U-clips (38)

### End Panel:

End Panels (2)  
Posts (2) (no lock)

### Add-on Base Box:

Add-on Canopy Top  
Rotor Top  
Add-on Base, with Rotor Bottom attached  
Lock Rod

### Add-on Door Box:

Doors (2)  
Center Panel (1)  
Vinyl Strips (2)  
Posts (2) (one with lock, one without lock)

### Add-on Hardware Package:

U-Clamp (2)  
⅝-18 x ¾ Bolt (6)  
⅝-18 Tinnerman Nut (2)  
10-24 x ⅜" screws (38)  
10-24 U-clips (38)

Plus boxes of Shelves, Dividers, and other Accessories

## UNPACKING:

Unpack all boxes, save all hardware.  
Check all parts, and separate doors with laminates or special colors for planned locations.

## IMPORTANT POINTS

Upon arrival match order with packing list. Check for goods damaged in transit, and gather all information for any claims to freight companies.

Before installing consult floor plan, required door placement, and interior configurations.

Warranty is predicated on the installation of the units by authorized dealers.

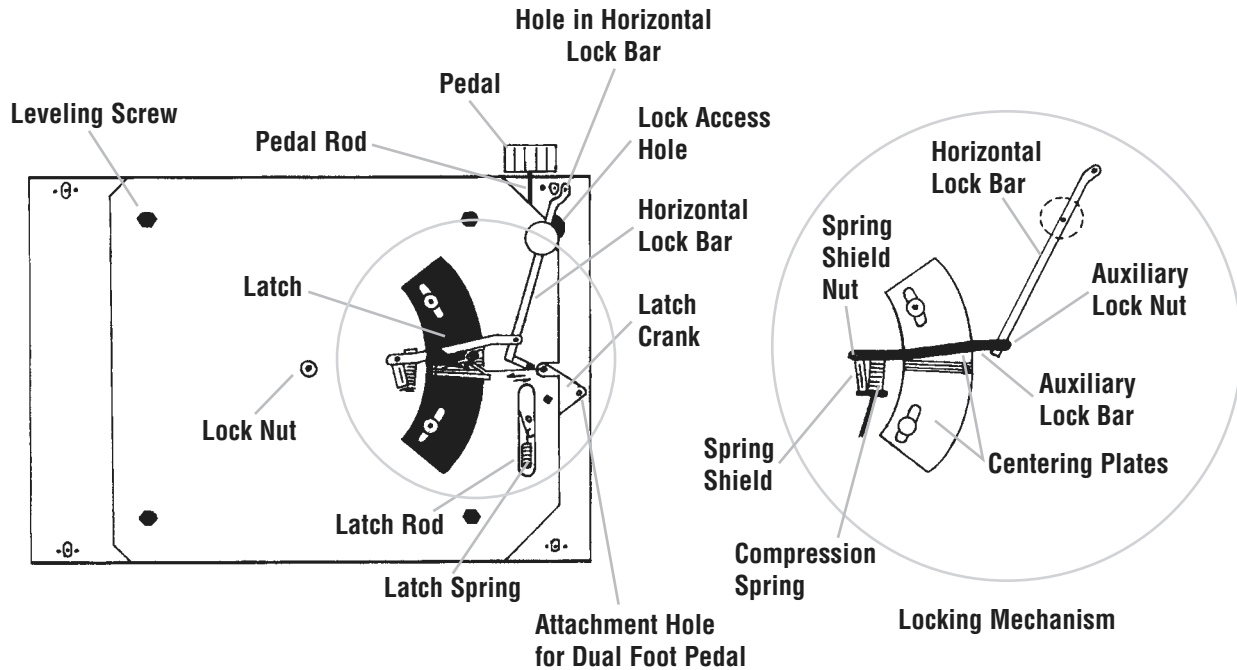


Figure 2 - Underside of Main Base

**Step 1 - Base Preparation** (Figure 2)

**Note:** If you are installing a rotary file with a latching handle instead of a foot pedal, see page 12.

- a. Remove lock access hole cover, set aside.
- b. Lower all 4 leveling screws. Lower 1/2" or more in area with heavy carpet.

**NOTE:** When unit is loaded, the leveler compress carpet. Make sure to leave enough clearance for a loaded unit. (1/2" above carpet)

- c. Inspect lock mechanisms:
  1. Push down foot pedal and make sure the horizontal lock bar engages into latch crank. Release foot pedal. The pedal should stay in the down position (simulated free spin position).

2. Push the foot pedal down again. Release foot pedal and engage horizontal lock bar. The foot pedal should not be able to move down (simulated locked position).

*Note that the horizontal lock bar lies flat and moves freely.*

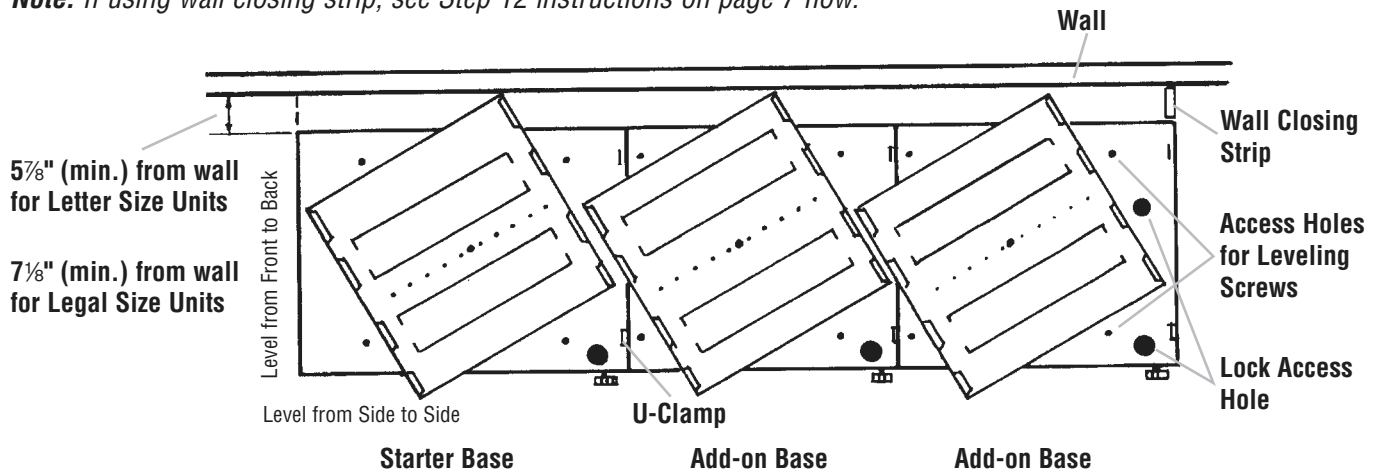
**DO NOT BEND THE HORIZONTAL LOCK BAR!**

Also note the alignment of hole in horizontal lock bar with hole in base. During lock assembly the vertical lock rod will penetrate both these holes.

- e. Inspect pedal mechanisms. See that all linkages move freely: pedal, pedal rod, latch crank, latch rod, and latch.

## Check Layout Plan

**Note:** If using wall closing strip, see Step 12 instructions on page 7 now.



**Figure 3 - Base Layout**

## STEP 2 - BASE LAYOUT (Figure 3)

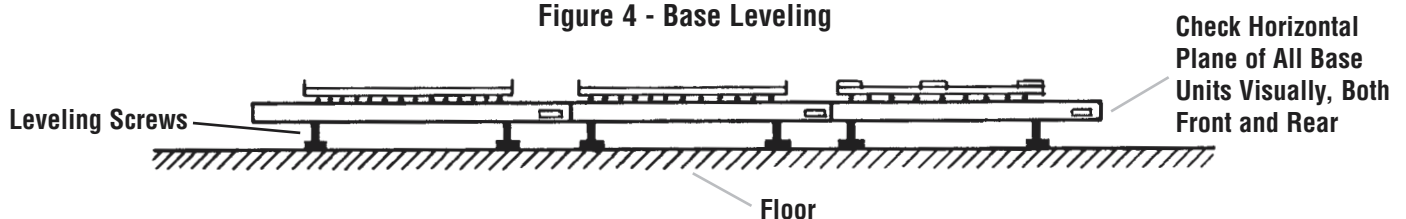
Position Bases as shown in Figure 3: 5<sup>7</sup>/<sub>8</sub>" (min.) from wall for Letter Size Units, 7<sup>7</sup>/<sub>8</sub>" (min.) from wall for Legal Size Units.

**NOTE:** The add-on bases are positioned to the right of starter.

## STEP 3 - BASE LEVELING (Figure 4)

- Determine the high point of the floor if very uneven. Level from the highest point out.
- Next place the rotor bottom in "free spin."  
(Depress foot pedal, reach through lock access hole and swing horizontal lock bar to the right; foot pedal will remain down and rotor bottom will move freely.)
- Turn all rotor bottoms in the same direction to expose holes for access to the leveling screws (Figure 3).
- Using 1/4" square socket and bubble level, level the units from front to back, then from side to side. All four leveling screws must share the load equally. When the first base unit is level proceed to the next.
- Bring add-on base(s) to same level, and proceed with leveling front to back and side to side. Continue to end of run.
- Visually check the horizontal plane of all base units, both front and rear. If they are aligned, join all bases together using the "U" clamps (Figure 4).
- Release the rotor bottoms from free spin.
- If dual pedal is called for, install it now.

**Figure 4 - Base Leveling**



Dual Pedal Kit  
Letter #538K  
Legal #025K

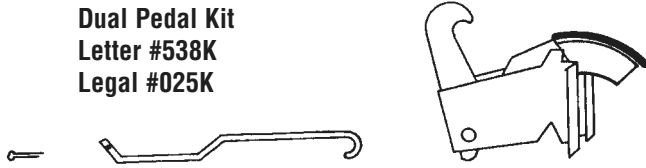


Figure 5 - Dual Pedal Kit

## STEP 4 - DUAL PEDAL KIT (Figure 5)

PARTS: Actuating rod, cotter pin, foot pedal

- Slide the foot pedal through the access slit in base bottom.
- Slip curved end of actuating rod over hook latch of foot pedal.
- Slide actuating rod through latch crank hole, secure with cotter pin. Lubricate all moving parts.

## STEP 5 - DOORS AND CENTER PANELS (Figure 6)

*NOTE: Check layout for arrangement of doors with laminate, or special colors.*

- Slide "U" type nuts on to the rotor bottom and the inner doors so that the clip hangs on to the sheet metal and the threaded emboss is exposed on the inside of the clearance holes (Figure 6a).
- Slide the door onto the rotor bottom. The edge with the return is the bottom of the door. Pull door flush against the rotor bottom and over the locator tabs to ensure a snug fit.
- Place center panel against the door. The holes in both the door and the rotor must be aligned with the holes in the center panel. If not, rotate the center panel so the side flange is now on the opposite side.
- Use the #10 machine screws provided to attach the center panel to the door and the rotor bottom. Slide the remaining door on to the rotor bottom and attach with #10 screws to the center panel.

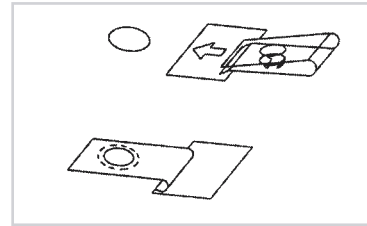


Figure 6a

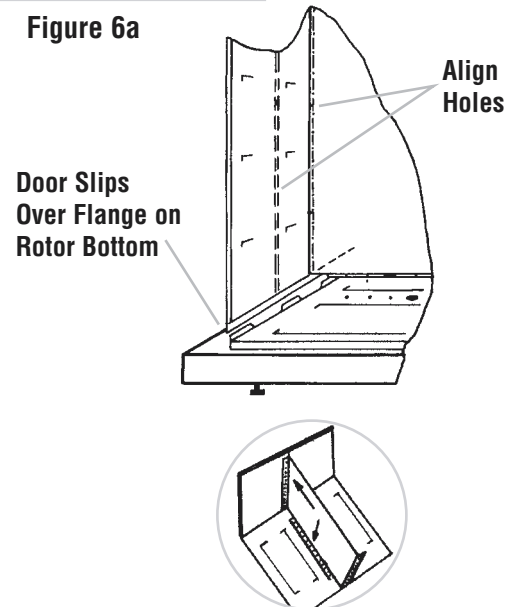


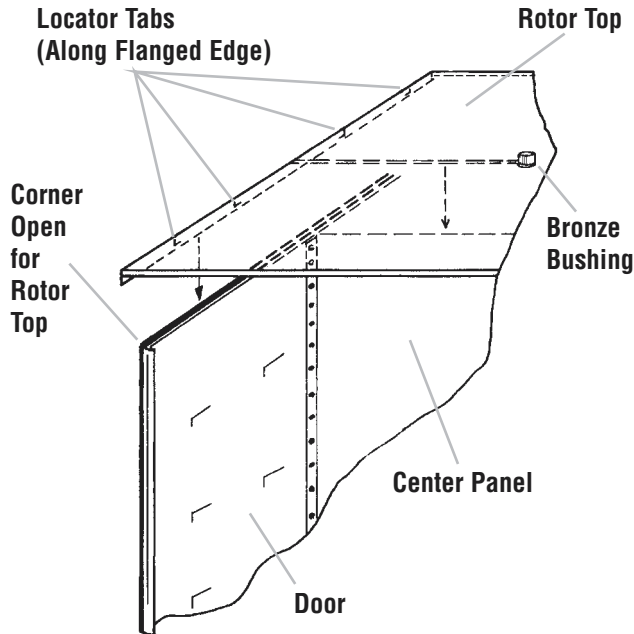
Figure 6 - Door and Center Panel

## STEP 6 - ROTOR TOP (Figure 7)

*NOTE: Read all of the following first, then proceed.*

Using a step stool or ladder to see above doors, check for placement of the rotor tops.

- Check that flanges on rotor top are perfectly straight and that all four corners at the top of the doors are open.
- Place unit in free spin. Depress foot pedal, reach through lock access hole and swing horizontal lock bar to the right; foot pedal will remain down and rotor bottom will move freely.
- Starting at one door corner, slip the rotor top flange between the hemmed edge of door.
- Using a rubber hammer, gently tap in working toward opposite corner.



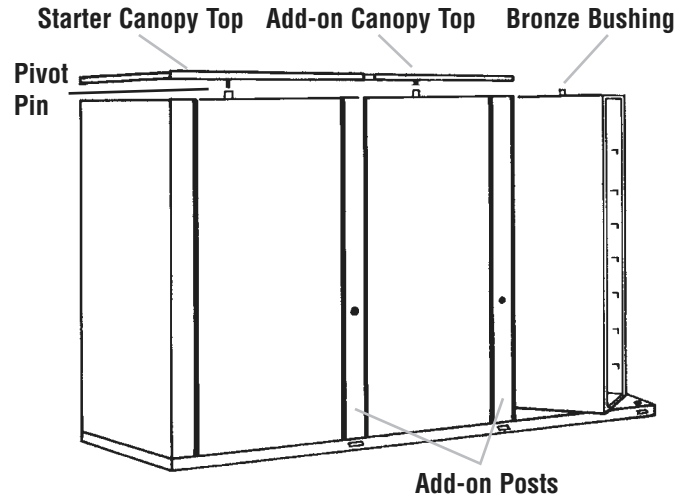
**Figure 7 - Rotor Top**

NOTE: The center panel must slide between the slotted strips on the rotor top.

- e. Repeat(c) and (d) on the opposite door. **Check fit at all four corners before finishing.**
- f. Tap the rotor top along the edge to insure a snug fit into the door, then tap above the center panel to seat it between the slotted strips.

## STEP 7 - LEVEL CHECK

- a. From end of run, sight rotary assemblies. (Front to back alignment.)
- b. From a position in front of the units, sight all vertical lines to make sure they are parallel.
- c. Turn the rotary assembly carefully to see that the units do not hit each other at the top. (Side to side alignment.)
- d. Adjust leveling screws as needed.



**Figure 8**

## STEP 8 - POSTS, PANELS, AND CANOPY TOPS (Figure 8)

NOTE: If you are installing wall closing strips, refer to those directions before going on. (Step 12)

NOTE: For ease in installation, place units in free spin. (Refer to Step 3 Base Leveling.)

- a. Slide the tongue side of the posts into the post channels of the end panel.
- b. Place a completed end panel assembly, without lock, on the starter base (left side). Fasten with a bolt through the middle hole of the post to the base (front and back).
- c. Bolt the end panel assembly with lock to the right of the starter base, lock to the front.
- d. On add-on units, bolt the add-on post with lock to the right front of the starter base. Note the lock is 31" from bottom of post.
- e. Slide 4 tinnerman nuts over the holes in starter canopy top.
- f. Place starter canopy top on starter unit. The pivot pin slides into the bronze bushing of the rotor top and bolts into place. (Note canopy attachment holes face right.)

- g. Slide 2 tinnerman nuts over the holes in the add-on canopy top.
- h. Place the top on the add-on unit. Weld nuts in add-on canopy top face canopy attachment holes. Bolt canopy tops together.
- i. Continue installing additional add-on tops. Finish with the end panel assembly. Snap finishing plugs into canopy top attachment holes of last unit and release units from free spin position.

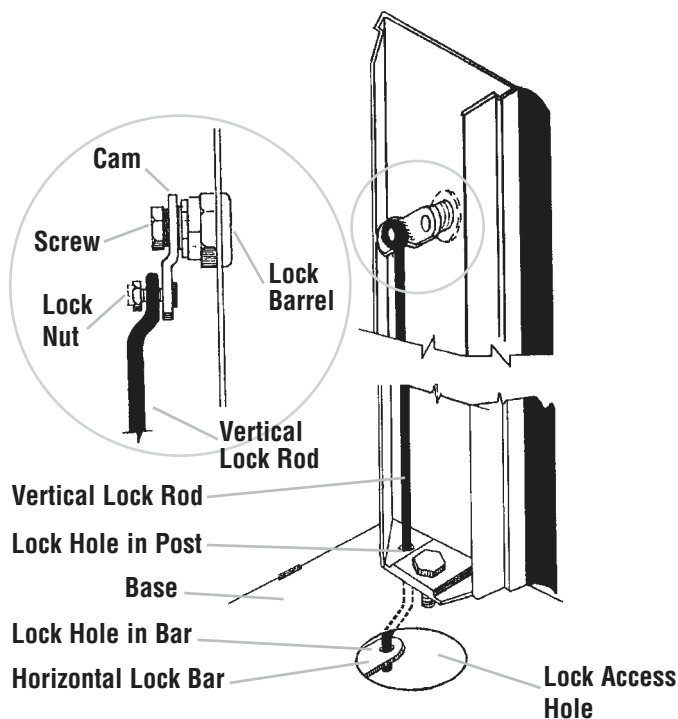


Figure 9 Lock Assembly

## STEP 9 - LOCK ASSEMBLY (Figure 9)

- a. Beginning with the starter unit, rotate unit(s) 45 degrees to expose the inside of unit(s).
- b. Insert the pointed end of vertical lock rod through the aligned holes of the post and base into the hole in the horizontal lock bar. Reach fingers through the lock access hole so you can feel if the rod is penetrating through the horizontal lock bar. **Remember, do not bend horizontal lock bar!**

- c. Gently pull the vertical lock rod up and down. When installed correctly the horizontal lock bar will move right and left.
- d. Position the top of the vertical lock rod so curved neck bends away from the lock barrel.
- e. Slip the vertical lock rod onto the screw on the cam and screw on lock nut. **Lock nut only secures rod. Do not over tighten and bind rod.**
- f. Close unit.
- g. Try the lock and pedal. Do not lock unit with rotor in the 45 degree position. Allow rotor to click shut before locking.
- h. When unit is locked, the foot pedal cannot be depressed and the rotor cannot be rotated.
- i. Unit can also be locked in "free spin." Depress foot pedal, turn key to lock position and remove key. The foot pedal is now locked in the depressed position and the rotor spins freely without the need to depress foot pedal. (Suggested use: Starter unit standing alone.)

## STEP 10 - VINYL STRIP INSTALLATION

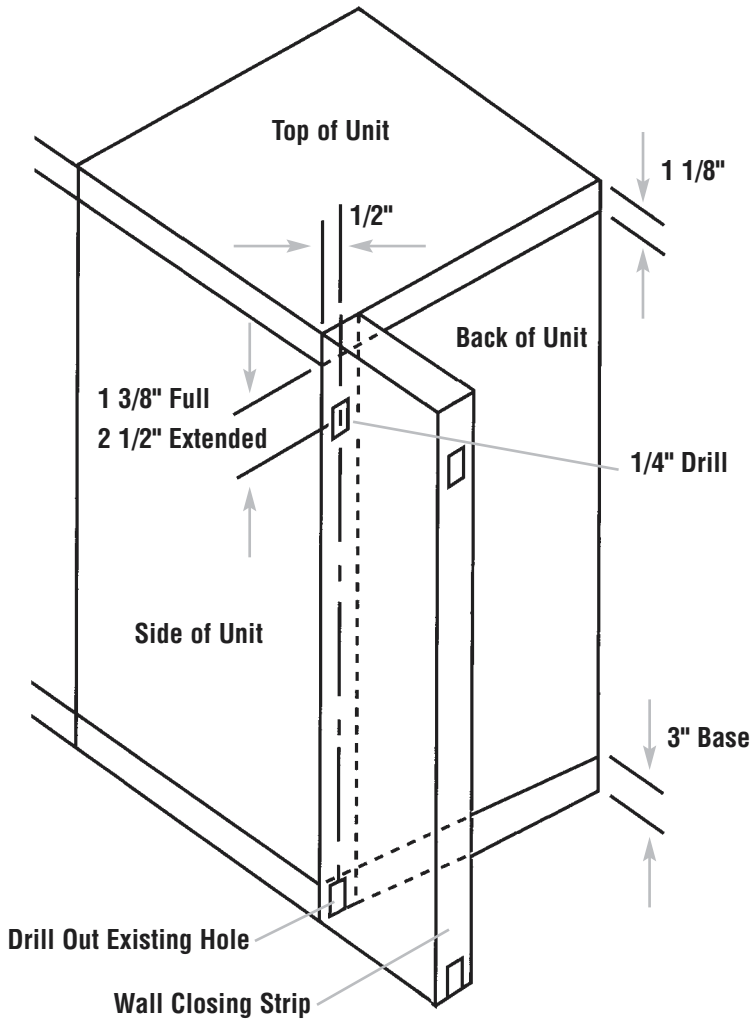
Match the top end of the vinyl with the top of the post. Be sure that the bottom also matches. Press the vinyl firmly into the post receiving notch by hand and work your way from top to bottom.

## STEP 11 - FINAL LEVELING

Spin each rotor unit separately, listen for any hitting on vinyl, adjust as needed.

## STEP 12 - WALL CLOSING STRIP (Figure 10)

- a. Measure down from end panel 1 $\frac{3}{8}$ " for full length W/C strip or 2 $\frac{1}{2}$ " when using W/C strip for extended canopy top. Mark this point with a sharp instrument.
- b. Measure  $\frac{1}{2}$ " from edge. Mark this point with a sharp instrument.



**Figure 10 Wall Closing Strip**

- c. Drill a 1/4" hole at this intersection.
- d. Drill out existing 1/8" hole in back of base with 1/4" bit.
- e. Deburr holes with small round file then assemble complete unit.

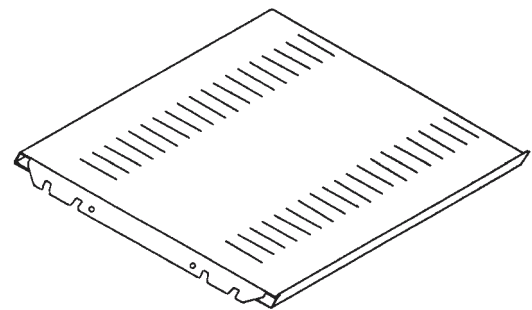
*NOTE: Remember to assemble end panel with hole at top of panel and on same side of hole in base.*

- f. Insert clips into top and bottom holes.
- g. Slide on panel.

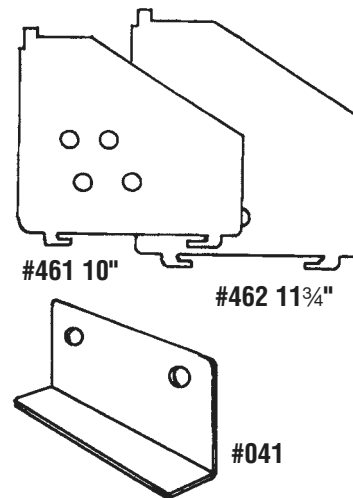
## STEP 13 - SHELVES AND ACCESSORIES (Figure 11–18)

The shelves and accessories are the last step of the installation. Make sure to check the plan for placement of any accessories.

- a. The louvers on the inside of the doors are dimpled on every 6th front louver, for a standard opening of 10".
- b. Check the spacing required and slide shelves in place. The front and back flanges on both sides of the shelves fit into the front and back louvers on both doors, on the same plane (Figure 11).
- c. The back of each shelf has a slotted strip for support of shelf dividers.



**Figure 11 Shelf**



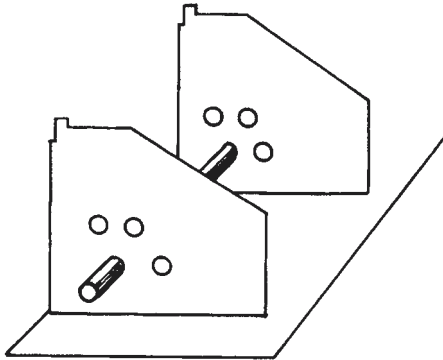
**Figure 12 Shelf Dividers**

### Shelf Dividers (Figures 12 and 13)

- a. A normal 10" opening takes standard #461 shelf divider.
- b. In standard units, two shelf dividers are provided for each letter shelf and three are provided for each legal shelf.

- c. 5-tier through 8-tier units have an extra 1¾" in height. If extra space is not used for rollout reference shelf, then use 462 dividers on one tier.

For converting legal shelf to letter shelf depth, the shelf dividers have large holes to accept plastic "shortstop" tubes. Place the "shortstop" through holes in two or three dividers, then place dividers in shelf opening (Figure 13).



**Figure 13 Shortstop Spacer**

Tie Strap (Figure 14)

The tie strap is used with rollout drawers and rollout hanging folder frames. The straps are used to prevent panel bowing on heavily loaded drawers.

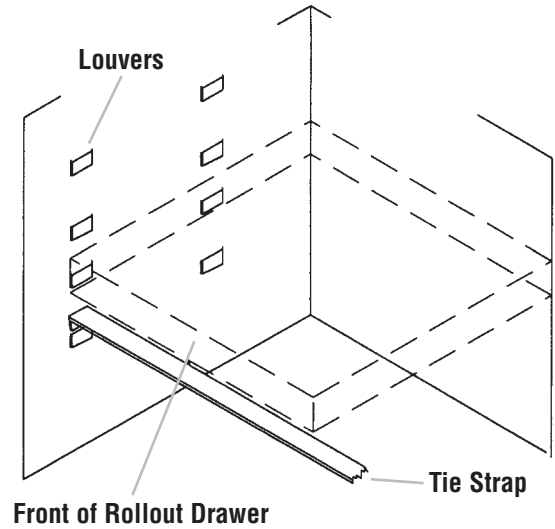
Hook each end of the strap into the louver under the drawer.

*Note: Tie straps should be used with every three rollout when no shelves are used. The tie straps are placed below the bottom of a rollout drawer or hanging folders.*

## STEP 14 - TIMES-2 SLIDE INSTALLATION (Figure 15–17)

- a. This side of the slide is installed toward the doors (Figure 15).
- b. Install the large hook on the rear louver (Figure 16).
- c. Pivot the slide to insert the small hook in the front louver (Figure 17).

*Note: To remove the slide, disengage the tab from the underside of the front louver and lift slide out of louver.*



**Figure 14 Tie Strap**



**Figure 15 Slide Detail Showing Large hook**



**Figure 16**



**Figure 17**

## INSTALLING ACCESSORIES

These instructions apply to the following accessories: rollout drawer, tub drawer, security drawer, CD-ROM drawer, as well as reference shelf and rollout hanging folder frames. (See assembly instructions for CD-ROM drawer below.)

- Note the slot openings on the side of the accessory, one opens downward (in front) and the other opens to the rear.
- Insert the rear opening of the accessory in the rear inside bayonet of slide. Insert both left and right sides simultaneously.
- Next, align both sides of the front openings with front inside bayonet on the slides, and then snap the accessory on top of the bayonet.

## CD-ROM DRAWER ASSEMBLY

Drawer front must be assembled to drawer prior to installation in unit.

- Install drawer front by sliding it on the lower lip of the drawer.
- Stand drawer with drawer front installed on edge and install two clips per side. Use a hammer to gently tap on the clips.
- Install drawer onto slides in unit.
- Install the drawer back and dividers as required.

## REFERENCE SHELF WIRE GUARD INSTALLATION

(Figure 18)

After installing reference shelf onto the slides with shelf divider support on inner door and drawer onto slide, install wire folder guard into louver immediately under lowest louver used on pull out slide (Figure 18). This guard ensures no blocking of slides by the shelf below the reference shelf.

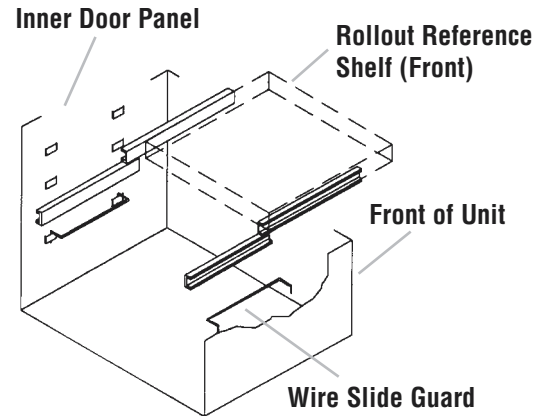
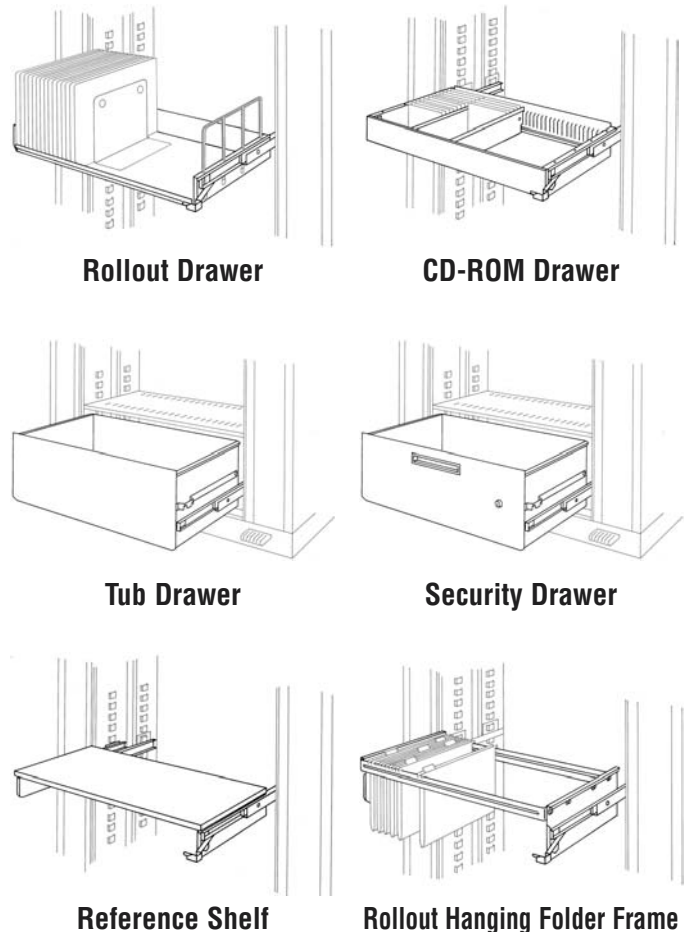


Figure 18



Times-2 Accessories

## STEP 15 - CLOSED BACKS (Figure 19)

Parts:

### Starter Unit

- Back Base Extension (1)
- Starter Extended Canopy Top (1)
- Large Back Panel (1)
- Narrow Back Strips (2)
- At least (2) Tie Plates (depending upon height of units)
- $\frac{5}{16}$ " X 18 Hex Head Bolts (12)
- Grooved Clamp Plates (6)

### Add-on Unit

- Back Base Extension (1)
- Add-on Extended Canopy Top (1)
- Large Back Panel (1)
- At least (2) Tie Plates (depending upon height of units).
- $\frac{5}{16}$ " X 18 Hex Head Bolts (4)

*Note: When a closed back package is shipped along with a new unit(s), standard back post(s) and standard canopy top(s) will **not** be found in the shipment. During retrofit, you will discard these post(s) and top(s).*

- a. After base preparation, layout, and leveling, attach back base extensions with tie plates and bolts. Level base extension to same plane as bases.
- b. Proceed with assembly of doors, center panels, and rotor tops. Put together a special end panel assembly for the left side of the starter unit. Post\* slides onto end panel, the back side strip attaches to end panel with grooved clamp plates. Bolt together.

\* Use standard left (front) post, or left (front) astragal post, if astragals are to be used on the job.

- c. Place end panel assembly on starter base. Bolt to base, finger-tight.
- d. Place large back panel (starter width letter size 34"; legal size 42 $\frac{3}{4}$ ") on back base extension. Bolt finger-tight to base extension and side back strip. Note starter closed back is slightly shorter than the starter base extension.

\*Or astragal posts.

- e. Place large add-on unit back panel (width letter size 30 $\frac{3}{4}$ "; legal size 38 $\frac{1}{4}$ ") on the add-on base back extension with flange side toward the right looking from the front of the units. Bolt them finger-tight to base back extension and other back panels.
- f. Put together special end panel assembly for right side of last unit. Bolt finger-tight to base back extension and last back panel.
- g. Proceed with front post and canopy top installation using extended canopy tops.
- h. Re-level the back base extension if necessary. Adjust all panels for good fit and tighten all bolts securely.

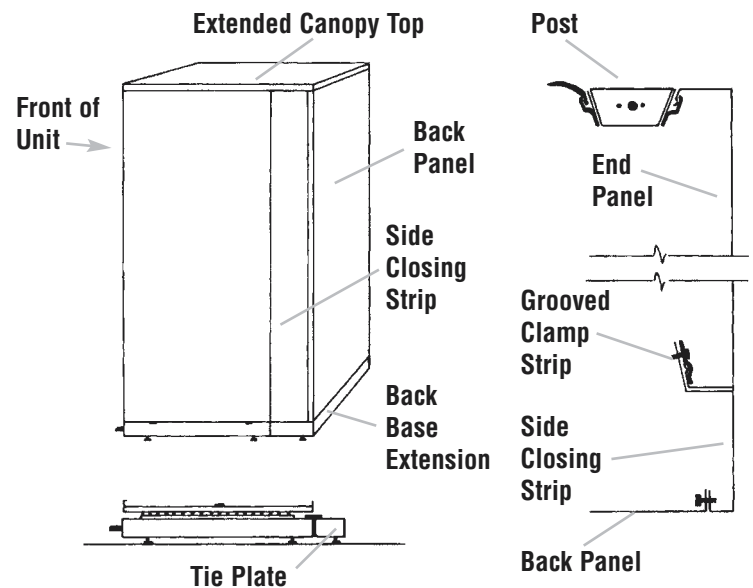
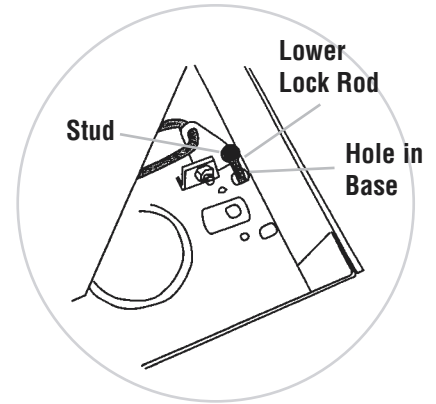


Figure 19 - Closed Backs

## STEP 16 - BASE PREPARATION FOR ROTARY UNIT WITH LATCHING HANDLE (Figure 20)

- Inspect mechanisms. See that the linkage moves freely.
- Attach lower lock rod to stud on pivot after putting it through the hole in the base. Secure with #10 nut (Figure 20).
- Beginning with the first unit, pull up on lock rod and rotate unit(s) 45 degrees to expose the inside of unit(s).



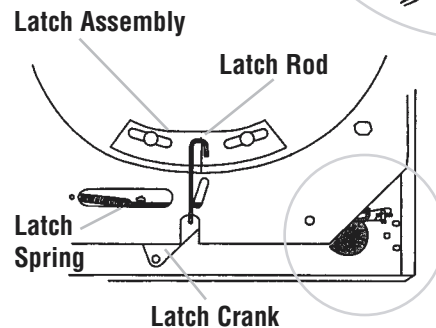
## STEP 17 - POSTS, PANELS, AND LOCK ASSEMBLY (Figures 21–22)

*NOTE: If you are installing wall closing strips, refer to those directions before going on (Step 12 on page 7).*

- Slide the tongue side of the posts into the post channels of the end panels.
- Place the completed end panel assembly, without latch, on the starter base (left side). Fasten with a bolt through the middle hole of the post to the base (front and back). Place the completed end panel assembly with post and latch to the right side of the base with the latch to the front of the unit.

*NOTE: Lock rod protruding from base must pass through hole in post bracket.*

- On additional units, bolt the add-on post with latch to the right front of the starter base.
- Attach the middle lock rod to the bottom lock rod by inserting the threaded studs through the holes in the lower lock rod and securing with (2) 8-32 nuts (Figure 21).
- Screw the turnbuckle onto the middle lock rod (note left-hand threads), and then screw the top lock rod into the turnbuckle (Figure 22).



**Figure 20 Underside of Base**

## STEP 18 - LOCK ASSEMBLY (Figure 22)

- Install the “tube like” latch bushing onto the latch stud.
- Slide the end of the lock rod over the bushing on the latch stud.
- Slide the end of the air cylinder over the bushing on the latch stud.
- Assemble push nut onto stud securing lock rod.
- Adjust the length of the lock rod assembly by turning the turnbuckle until the latch releases the rotor. Make sure that when the latch is depressed and the key is turned to the locked position, the rotor spins freely. This puts the unit into “Free Spin” (Suggested use: Starter unit standing alone.)
- When the unit is locked the latch cannot be moved and the rotor cannot be rotated.

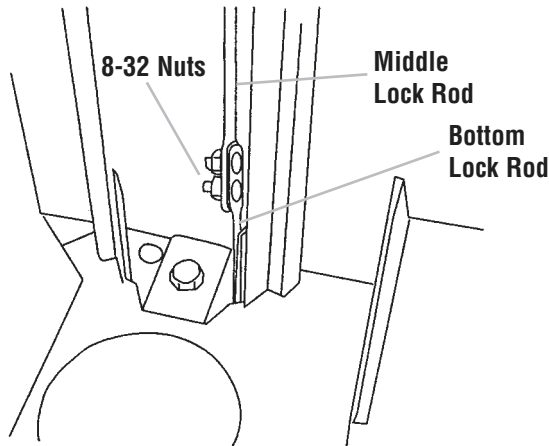


Figure 21

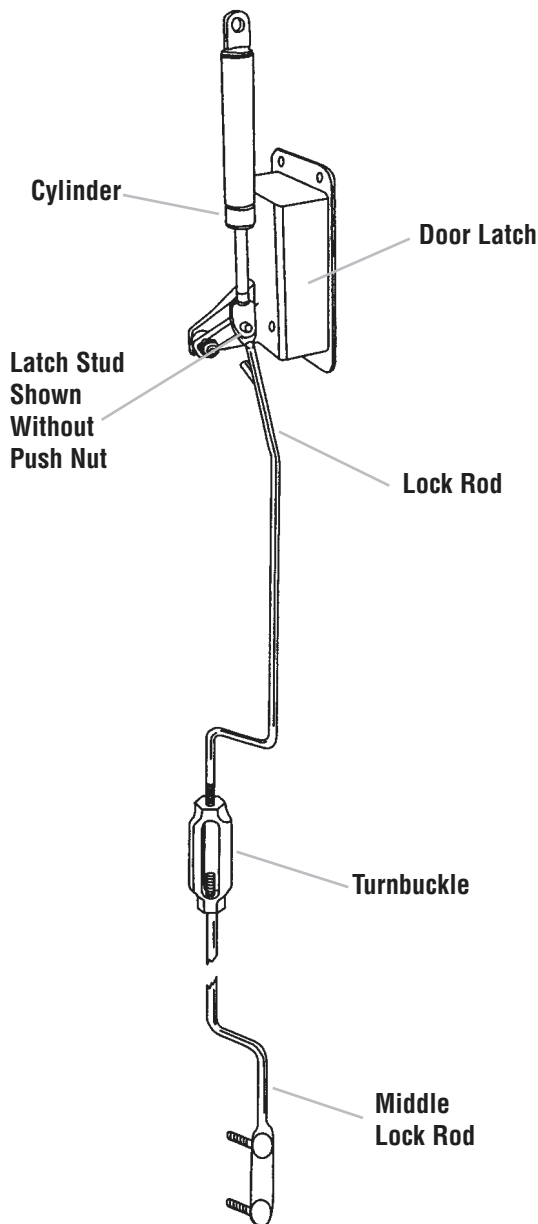


Figure 22

## STEP 19 - WARDROBE KIT (Figures 23-26)

The wardrobe panel comes with the panel extension already in place. In the event that the wardrobe panel is to be used above a rollout drawer with hanging folders or hanging folder frame, remove the extension, as it will not be needed.

- a. If the wardrobe panel is being used in a 5-Tier unit, the panel will rest on the rotor bottom. In 6-Tier, 7-Tier, or 8-Tier units, a shelf must be installed for the wardrobe panel to rest on.
- b. The bottom of the panel (or extension) has two tabs that will fit in the divider slots in the rotor bottom or shelf (Figure 23). Put the wardrobe panel in the unit on an angle (Figure 24), then place the tabs in the middle slots in the rotor bottom or shelf and rotate the panel until it is straight up and down.
- c. Use one of the half shelves provided to space the wardrobe panel at the top. The shelf is installed like any other Times-2™ shelf. Using one of the self drilling screws that have been provided, secure the top of the wardrobe panel to the rotor top through the clearance hole in the top flange of the wardrobe panel (Figure 25). Remove the previously installed half shelf, then screw the other side of the wardrobe panel to the rotor top using a self-drilling screw (Figure 26).
- d. Now the half shelves and wardrobe hook can be placed in the unit wherever they are desired.

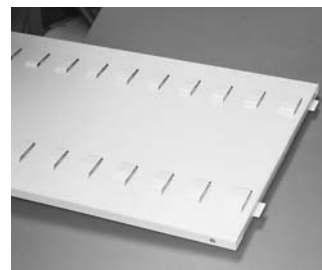


Figure 23



Figure 24



Figure 25

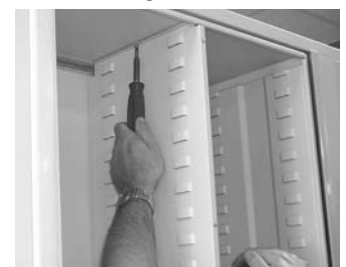


Figure 26

## STEP 20 - ASTRAGALS (Figure 27)

Astragals are used for extra security with closed backs. Astragals come attached to posts and require the same installation procedure.

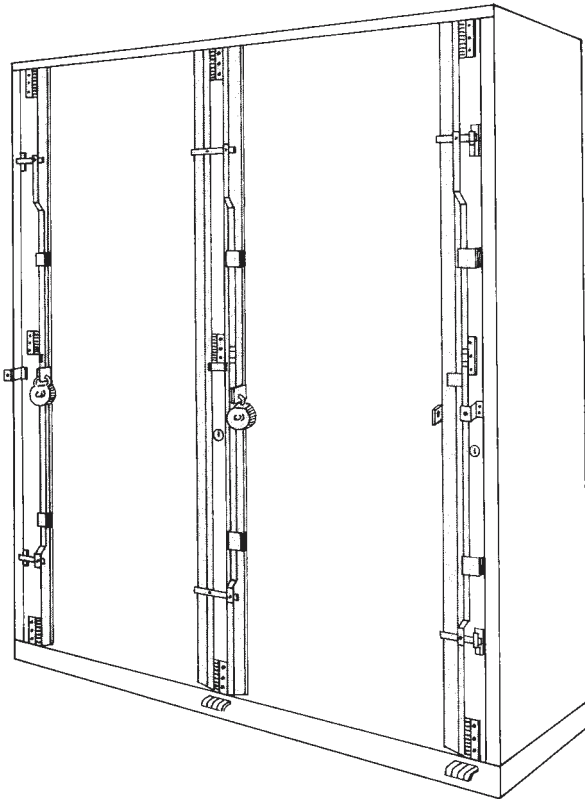


Figure 27

## SPECIAL EQUIPMENT (Figure 28)

The Under-base Dolly is available to help move letter and legal size Times-2. This dolly fastens neatly inside the Times-2 base, and raises the unit less than an inch.

Phone factory or your local Times-2 Sales Representative for availability and prices.

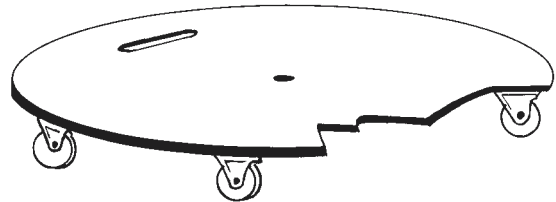


Figure 28

## Doors do not sit squarely in openings:

1. Pull door snugly down against rotor bottom.
2. Adjust leveling screws.

## Rotor difficult to turn:

1. Loosen center lock nut on center carriage bolt under base.
2. Adjust level of unit.
3. Pivot pin out of bronze bushing.

## Foot pedal hangs down:

1. Lubricate all linkages.
2. Loosen pedal in pedal housing.
3. Loosen latch crank against base.
4. Loosen latch rod in latch.
5. Disengage free-spin.
6. Pedal rod slipped off hook on foot pedal housing.
7. Check for interference with deep carpeting.

## Rotor will not latch:

1. Disengage free-spin.
2. Loosen latch and latch rod.
3. Raise base on leveling feet to clear floor/carpet.

## Key will not lock unit:

1. Loosen tight lock nut holding lock.
2. Vertical lock rod installed with curve facing cylinder lock.
3. Vertical lock rod has not penetrated horizontal lock bar.

## Vinyl Interference:

If vinyl interferes with any position of the canopy top, doors, or rotor bottom, check the unit for level and for plumb and square. If interference persists, adjust the appropriate posts as follows:

1. Posts on either end: loosen  $\frac{5}{16}$  bolts top and bottom and rotate slightly to relieve interference. A very slight lateral adjustment (outward) may accompany the rotation. Hold the realigned post position and retighten the  $\frac{5}{16}$  bolts top and bottom.
2. Center post between starter unit and add-on unit or between two add-on units: loosen  $\frac{5}{16}$  bolts top and bottom. Rotate as required to create an even distribution of clearance between the two units. Adjust laterally (outward) to provide clearance. Hold the aligned post position and retighten the  $\frac{5}{16}$  bolts top and bottom.

## MOVING UNITS

1. Care and patience must be exercised.
2. Sometimes partial disassembly is adequate.
3. When absolutely necessary, the rotor assembly can be removed from the base bottom.

During reconstruction lubricate race channel, arrange ball bearings in cage, align center carriage bolt\* over hole in base, set down in place, screw on center nut.

*\*Do not bend or break this bolt!*

## HARDWARE PARTS

Description	Part Number
Aluminum Drive Rivets . . . . .	532
Base Lock Nut 020 . . . . .	020
Bolts – 5/16 x 18 . . . . .	527
Bronze Base Bushing . . . . .	056
Hole Plugs – 3/8" . . . . .	531
Leveller . . . . .	018
Lock Access Hole Cover . . . . .	513

## STANDARD UNIT PARTS

Description	Letter	Part Number	Legal
Base, Standard . . . . .	025	125	125
Base, Add-on . . . . .	026	126	126
Suspension Slides (Pair) . . . . .	490	491	491
Ball Cage, w/o Ball Bearings . . . . .	045	038	038
Canopy Top, Starter . . . . .	060	271	271
Canopy Top, Add-on . . . . .	052	273	273
Extended Canopy Top, Starter . . . . .	1096	1086	1086
Extended Canopy, Add-on . . . . .	1098	1088	1088
Rotor Top . . . . .	049	249	249
Center Panel			
3-Tier . . . . .	113	253	253
4-Tier . . . . .	1141	2541	2541
5-Tier . . . . .	115	255	255
6-Tier . . . . .	116	256	256
7-Tier . . . . .	117	257	257
8-Tier . . . . .	118	258	258
Doors			
3-Tier . . . . .	143	223	223
4-Tier . . . . .	1441	2241	2241
5-Tier . . . . .	145	225	225
6-Tier . . . . .	146	226	226
7-Tier . . . . .	147	227	227
8-Tier . . . . .	148	228	228
End Panels			
3-Tier . . . . .	133	353	353
4-Tier . . . . .	1341	3541	3541
5-Tier . . . . .	135	355	355
6-Tier . . . . .	136	356	356
7-Tier . . . . .	137	357	357
8-Tier . . . . .	138	358	358
Post (without Vinyl and Locks*)			
3-Tier . . . . .	093	293	293
4-Tier . . . . .	0941	2941	2941
5-Tier . . . . .	095	295	295
6-Tier . . . . .	096	296	296
7-Tier . . . . .	097	297	297
8-Tier . . . . .	098	298	298



## LOCK MECHANISM PARTS

Description	Part Number
Lock Cylinder, Cams & Keys .....	424
Security Drawer Lock .....	968
Steel Balls – 5/8" .....	034
Tinnerman Nuts .....	529
“U” Clamps .....	066
Vertical Lock Rod .....	428

## ACCESSORY PARTS

Description	Letter	Part Number	Legal
Wardrobe Kit .....	385WK		685WK
Tie Strap .....	999		1000
Short Stop .....	395		396
End Plate** (Used with R/O Drawer) .....	340		640
Rail** (Used with above End Plate) .....	349		649
R/O Hanging Folder Frame			
End Plate Left-Hand (Used with Suspension Slides) .....	993		995
End Plate Right-Hand (Used with Suspension Slides) .....	994		996
R/O Hanging Frame Rails (Used with Suspension Slides) .....	1001		1002
Shelf Divider Support (Used under R/O Reference Shelf) .....	312		313
Nylon Stem Plugs .....			98705.00

\*Posts are NOT provided with knockouts for locks.

\*\*For Hanging Folder Frame in Rollout Drawer

## CARING FOR YOUR TIMES-2 SPEED FILE

- All moving parts are permanently lubricated.
- Use cleaners designed to be used on painted surfaces. Some cleaners, usually acid-based or solvent-based, can cause damage to the paint surface.
- Clean vinyl door strips with soap and water.
- When relocating your Times-2 Speed File consult with your authorized Times-2 dealer. Call Richards-Wilcox if necessary. Our Lifetime Warranty on the starter or add-on base will be voided if non-authorized crews cause damage.





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