

Filing Systems





LATERAL FILES



VERTICAL FILES



CARD & MULTIMEDIA



IMPERIAL SHELVING



2 FIXED SHELF FILING



LITERATURE SORTER & 30 DRAWER ORGANIZER

LATERAL FILES



VERTICAL FILES



CARD AND MULTIMEDIA



FIXED SHELF FILES



IMPERIAL



FIXED SHELF LATERAL FILES



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 accommodate either letter or legal filing.

8. Full-Width Drawer Pull

Drawer pull design accommodates label holders. One label holder per drawer included.

9. Durable, Attractive Finish

Powder-coated durable finish.





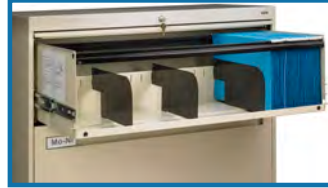
Steel-Ball Bearing Suspensions

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.



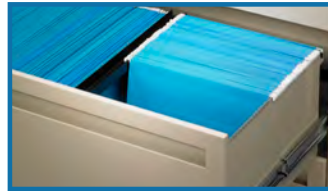
Shelf Dividers
Drawers are slotted to accommodate optional dividers to separate and support standard file folders.



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 accommodate letter or legal size filing in 30", 36" and 42" widths.

Standard Colors



Sand (214) Champagne/ Putty (216) Light Grey (53) Medium Grey (2) Black (3)

Premium Colors



Accent Blue (10) Arctic White (61) Wine (118) Dove Grey (74) Green (21) Oyster (470)

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

VERTICAL FILES



1. Secure Access

A single lock secures all drawers.

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. Integral Drawer Design

High sided drawers eliminate the need for hanging folder frames.

5. Heavy-Duty Strength

Drawer fronts are reinforced for added rigidity.

6. Smooth Open/Close

Steel ball-bearing suspensions make opening and closing completely filled drawers easy. An integral anti-rebound clip helps keep the drawer closed.

7. Sturdy Closed Base

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

8. Full-Width Drawer Pull

Drawer pull design accommodates 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.



Neat, Easy Filing

With full height sides for hanging folders and durable, movable metal compressor, there is no need for file frames that may be lost or misplaced.

Available Sizes and Colors



All vertical files are 28" deep and available in letter or legal size.

Standard Colors



Sand (214) Champagne/ Putty (216) Light Grey (53) Medium Grey (2) Black (3)

Premium Colors



Accent Blue (10) Arctic White (61) Wine (118) Dove Grey (74) Green (21) Oyster (470)

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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

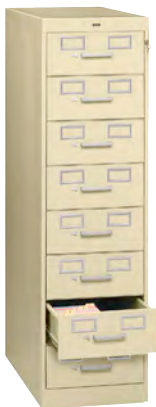
Drawers operate quietly and effortlessly with the help of a fully progressive side arm suspension.



Capability

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

Available Sizes and Colors



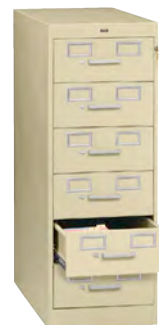
CF-846
Holds 3x5
& 4x6 Cards



CF-758
Holds 5x8 Cards



CF-669
Holds 6x9 Cards



CF-646
Holds 3x5
& 4x6 Cards



CF-558
Holds 5x8 Cards

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

Standard Colors



Sand (214) Champagne/ Putty (216) Light Grey (53) Medium Grey (2) Black (3)

Premium Colors



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30-DRAWER ORGANIZERS



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 (214) Champagne/Putty (216) Light Grey (53) Medium Grey (2) Black (3)

Premium Colors



Accent Blue (10) Arctic White (61) Wine (118) Dove Grey (74) Green (21) Oyster (470)

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LITERATURE SORTERS



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 accommodate 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 (214) Champagne/Putty (216) Light Grey (53) Medium Grey (2) Black (3)

Premium Colors



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FIXED SHELF LATERAL FILES



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)

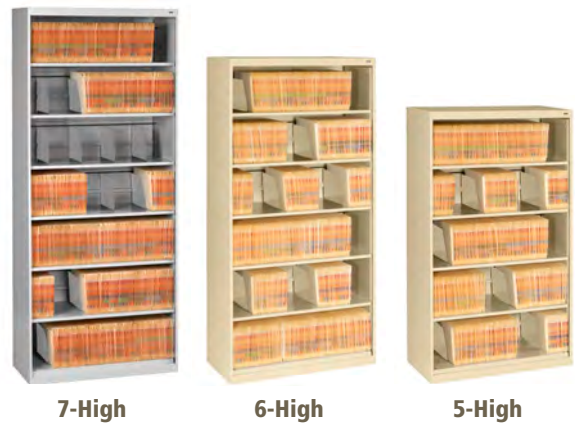


7-High

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 (214) Champagne/Putty (216) Light Grey (53) Medium Grey (2) Black (3)

Premium Colors



Accent Blue (10) Arctic White (61) Wine (118) Dove Grey (74) Green (21) Oyster (470)

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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.



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

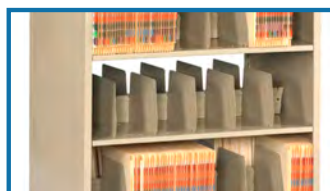


Hinged Style Locking Doors

Add security with a hinged door kit with recessed handles. Lockable

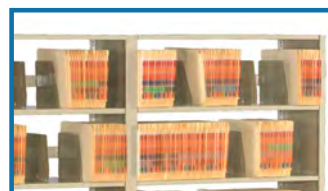
for HIPAA compliance

NOTE: Door option impacts 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
(214)

Please contact your local Tennsco dealer for more precise color swatch.

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 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 28 plastic black dividers.

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

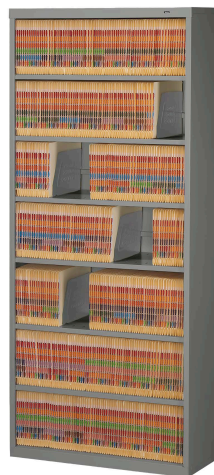
Create a convenient pull-out work surface with our sliding Reference Shelf.



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 (214)	Champagne/ Putty (216)	Light Grey (53)	Medium Grey (2)	Black (3)
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Premium Colors



Accent Blue (10)	Arctic White (61)	Wine (118)	Dove Grey (74)	Green (21)	Oyster (470)
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PRODUCT LINE OVERVIEW

STORAGE CABINETS	 Deluxe	 Standard	 Jumbo	 C-Thru	 Specialty	 Open Style				
BOOKCASES	 13 1/2" Deep	 18" Deep	 Unassembled	 Cabinet/Bookcase Combo						
FILING	 Card & Multimedia	 Fixed Shelf Lateral File	 Lateral File	 Vertical File	 Imperial Shelving	 Fixed Shelf File	 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	 Technical Workstation	 Modular/Mobile Tool Cart	 Foreman's Desk	 Service Cart	 Packing Table			



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



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