

# Lateral, Vertical & Shelf Filing System



## Lateral Files



**1. Superior Strength**

Drawer fronts are reinforced with a welded inner stiffener. Reinforcing angles are also welded directly to the back panel for added rigidity.

**2. Optional Shelf Dividers**

Shelf dividers are available for any drawer, and are especially useful for end tab filing.

**3. Durable, Attractive Finish**

Choose from multiple standard powder-coated durable finishes to complement any interior environment.

**4. Hanging Folder Rods**

All drawers and shelves include hanging folder rods which allow either letter or legal hanging folders to move effortlessly side-to-side. Optional cross rods are available for front to back filing.

**5. Steel Ball Bearing Suspension**

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

**6. Access**

A single lock controls all drawers and doors. Hundreds of key combinations are available. Locks are core removable and are master keyed. Master keys can be ordered separately.

**7. Retractable Door**

Optional retractable doors, featuring a spring-assisted, scissor-action design, provide convenient front access to materials.

**8. Anti-Tip Protection System for Safety**

Our inner lock system prevents you from opening more than one drawer at a time, reducing the danger of tipping.

**9. Optional Reference Shelf**

Five or six drawer units may be ordered with a posting shelf, making reviewing files a snap.

**10. Maximum Sturdiness**

Four leveling glides located in front and rear corners, along with heavy-duty corner gussets, provide an extra level of stability.



6-Drawer



5-Drawer



4-Drawer



3-Drawer



2-Drawer

All lateral files are 18" deep and are available in 30", 36", and 42" widths.



## Lateral Filing Systems

When office space is limited, Tennsco Lateral Files provide unlimited solutions. The practical design of these attractive files not only hugs the wall, saving valuable floor space, but also allows easier, more efficient access to your most-used files. You'll appreciate their solid construction – and their solid value.

### OPTIONS



#### Convenient Posting Shelf

An optional hideaway posting shelf provides a handy spot to make notes or put down materials while you look for files in a five or six drawer unit.



#### Spring-Assisted Retractable Door

Spring-assisted doors enclose your files, yet keep aisles clear and give you complete access by retracting when lifted. Our scissor-action design prevents binding when pulling the door open.

### ACCESSORIES



#### Attractive Laminate Tops

Self-edged laminate tops add another work surface to your office and are available in oak, walnut, or mahogany to top off any file.



#### Shelf Dividers

Shelves and drawer bottoms are slotted to accommodate dividers, giving you even greater flexibility when organizing your office materials.



#### Cross Rods

Customize your filing by adding drawer cross rods in a variety of configurations to meet your specific needs. File rods are sold as pairs and are adjustable to letter, legal and other sizes.

### FEATURES



#### Label Holder

Each recessed drawer and door pull comes equipped with sturdy, clear plastic label holders ready to accept your tags for quick, convenient identification of materials.



#### Superior Drawer Suspensions

Drawers operate quietly and effortlessly with the help of a three-member, telescoping, steel ball bearing suspension system which allows each drawer to be completely extended for total access. Standard inner lock keeps more than one drawer from opening at one time.



#### Easily Adjustable Filing

Tennsco drawers make it easy to switch between filing letter and legal size documents. Simply lift up the plastic edge cap from the drawer side and move the filing arm at the rear of the drawer toward you for letter size or away from you for legal size. Add cross rods for even greater customization.



#### Optional Anti-Tipping Counterweight

Counterweights provide added stability to prevent tipping when loaded drawers are pulled open. We recommend the use of counterweights for any drawer size, especially for heavy applications, and definitely for all free standing two-drawer files.

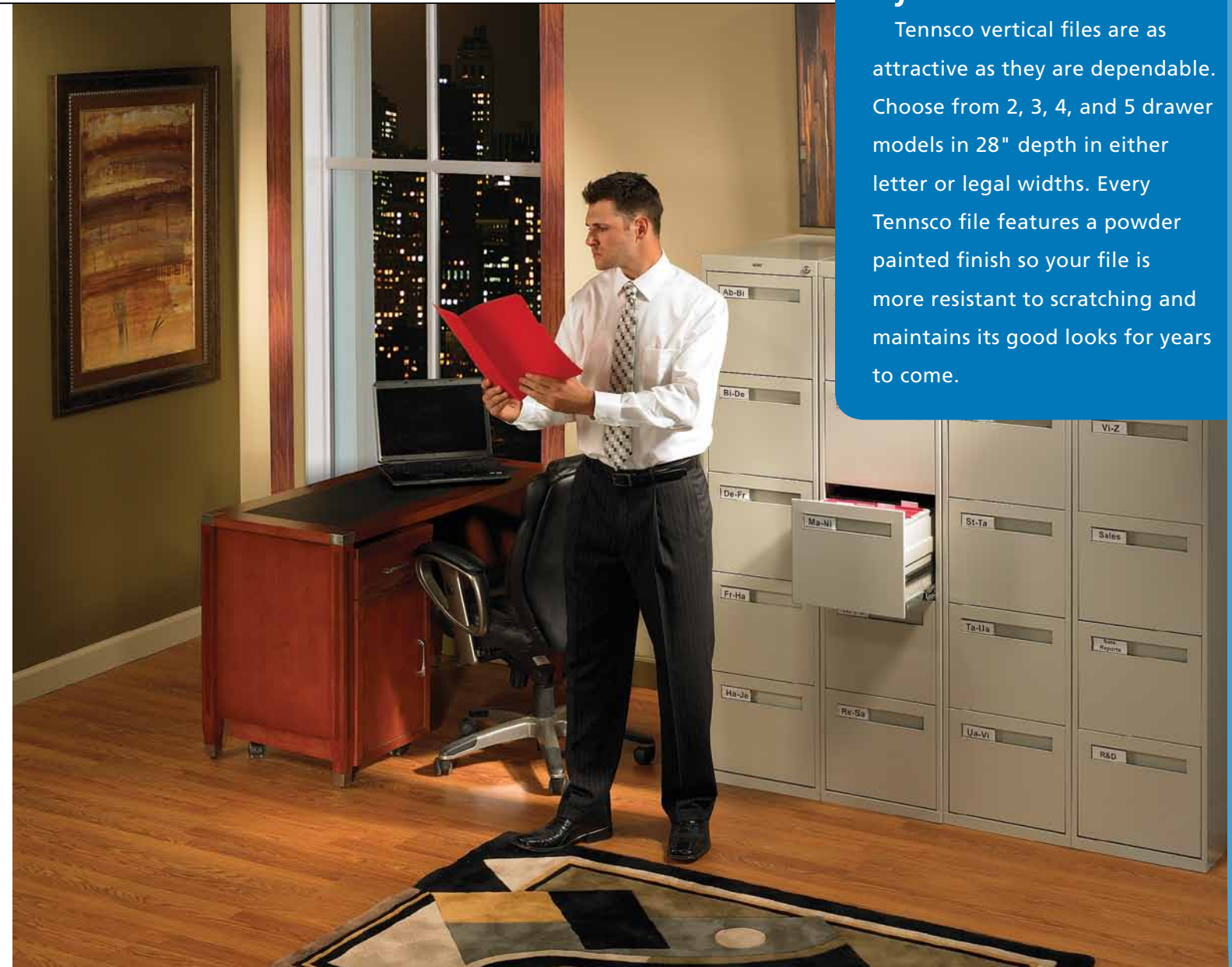
**Vertical Filing Systems**  
Tennsco vertical files are as attractive as they are dependable. Choose from 2, 3, 4, and 5 drawer models in 28" depth in either letter or legal widths. Every Tennsco file features a powder painted finish so your file is more resistant to scratching and maintains its good looks for years to come.

## Vertical Files

- 1. Durable, Attractive Finish**  
Choose from multiple standard powder-coated durable finishes to complement any interior environment.
- 2. Steel Ball Bearing Suspension**  
Drawers operate quietly and effortlessly with the help of a fully progressive side arm suspension.
- 3. Smooth Open/Close**  
Engineered rolled edges on all drawer tracks make opening and closing completely filled drawers almost effortless. An integral anti-rebound clip helps keep the door closed.
- 4. Secured Access**  
A single lock controls all drawers and doors. Hundreds of key combinations are available. Locks are core removable and are master keyed. Master keys can be ordered separately.
- 5. Label Holders**  
A recessed, full width drawer handle with clear, plastic label holders makes it easy to stay organized.
- 6. Sturdy Closed Base**  
The closed base provides extra support and prevents dust from working its way into the cabinet.



All vertical files are 28" deep and are available in 15" (letter) and 18" (legal) widths.



### FEATURES



**Superior Drawer Suspensions**  
Drawers operate quietly and effortlessly with the help of a three-member, telescoping, steel ball bearing suspension system which allows each drawer to be completely extended for total access. Standard inner lock keeps more than one drawer from opening at one time.



**Neat, Easy Filing**  
With full height sides that are ready to accept hanging folders and a durable, movable plastic partition, there is no need for file frames that may be lost or misplaced.

**Overfiles**  
Increase your storage capacity by turning unused space above your lateral files into productive space. Tennsco's overfiles offer you the additional storage you need and the safe, sturdy construction your business demands.

## Fixed Shelf Files



- 1. Safe and Secure**  
A single lock controls all drawers and doors. Hundreds of key combinations are available. Locks are core removable and are master keyed. Master keys can be ordered separately.
- 2. Unit Options**  
Choose from open units without doors or closed units with doors for added protection of materials which meets HIPPA standards for medical storage.
- 3. Handy Label Holders**  
Convenient label holders are provided on closed units for quick and easy location of files as needed.
- 4. Adjustable Levelers and Glides**  
Adjustable levelers and glides on the front of each unit ensure sturdiness and smooth operation.
- 5. Retractable Doors**  
Optional retractable doors, featuring a spring-assisted, scissor-action design, provide convenient front access to materials.
- 6. Versatile Storage**  
Each unit allows you to store both letter and legal size folders in the same unit.
- 7. Recessed Door Pull**  
Easy grip full-length recessed door pulls allow you to effortlessly open any door to reveal the shelf's entire contents.
- 8. Convenient Dividers**  
Dividers adjust in 2" increments to meet your specific filing needs. Each unit is shipped with 4 dividers per shelf and extra dividers are also available.



Fixed shelf files are 16 1/2" deep x 36" wide.

## Overfiles



- 1. Choice of Single or Double Units**  
Overfiles are available with one or two shelf levels to help you expand your storage space as needed.
- 2. Sliding Doors**  
Enjoy easy access to papers and supplies with smooth sliding doors that feature easy-to-grip recessed handles.
- 3. Adjustable Shelf**  
Units with two shelf levels contain a sturdy adjustable shelf allowing you to store items of all sizes to fit your changing needs.
- 4. Stackable Ease**  
Fast and easy to install, overfiles can be stacked right on top of your lateral files for instant additional storage!

### FEATURES

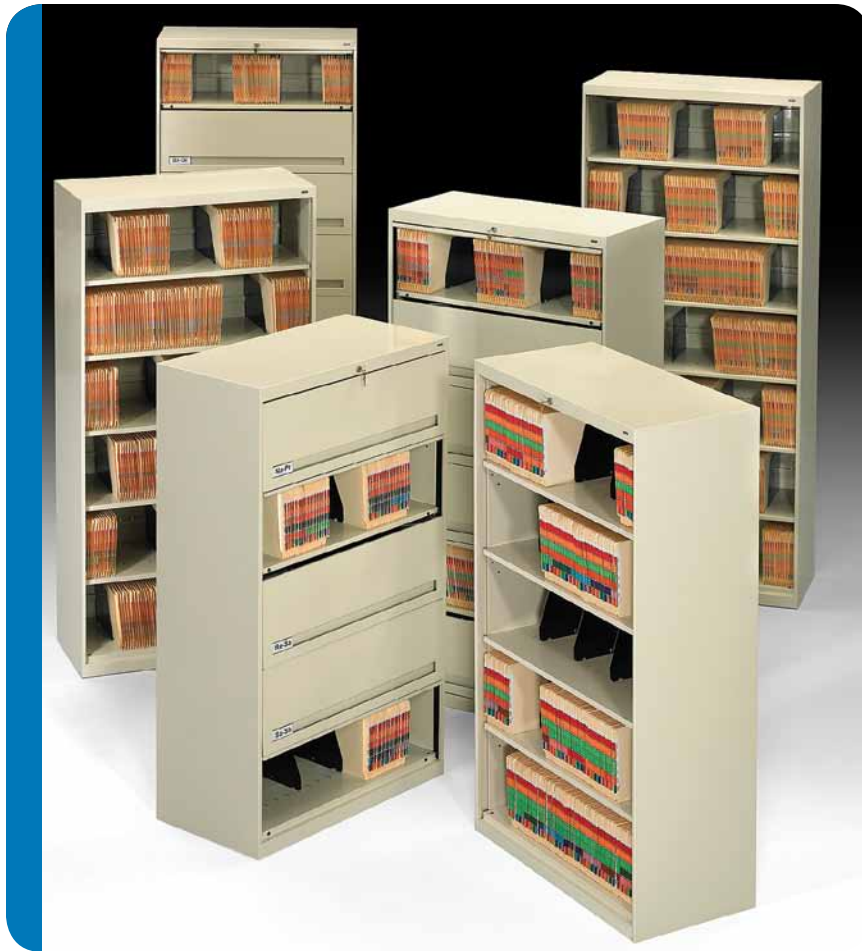


**Concealed Storage Solution**  
Keep supplies or materials of all kinds close at hand but neatly out of sight with sturdy sliding doors.

Overfiles are 18" deep and are available in 30", 36", or 42" widths.

## Fixed Shelf Filing Units

Keep a maximum amount of files in a minimum amount of space with either open or closed fixed shelf filing units. You'll save valuable floor space and enjoy easy access to your files. Choose Open Units for instant visual access to materials. Perfect for color-coded filing systems, books, manuals, etc. Use Closed Units when confidentiality, security or protection of materials is a paramount concern.



### Available in Multiple Configurations

All your filing needs will be met when you can choose from units available with or without retractable doors in five, six, or seven-high varieties.

### FEATURES



#### Spring-Assisted Retractable Door

Spring-assisted doors enclose your files, yet keep aisles clear and give you complete access by retracting when lifted. Our scissor-action design prevents binding when pulling the door open.



#### Strong, Versatile Shelves

Heavy gauge welded construction ensures stability and strength. Each unit is versatile enough to fit letter and/or legal sized files with the use of a filing rod which moves smaller folders within reach.



All Tennsco Lateral, Vertical and Shelf Filing Systems are electrostatically painted with a tough, long lasting powder finish to ensure years of lasting beauty. Choose from five standard finishes.

**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)

Standard Colors are available at no additional charge. Premium and Special Matched Colors are available for an upcharge. Finishes shown above are representative of the actual finishes. Please contact your local Tennsco dealer for more precise color swatches.

**A WORD ABOUT TENNSCO**

Tennsco Corp., headquartered in Dickson, Tennessee, began operations in 1962. Today, Tennsco is an industry leader with over 1.6 million square feet in eight facilities. Tennsco offers a wide variety of storage and filing systems, steel office furniture, industrial and institutional shelving, lockers and shop equipment.

**ENVIRONMENTALLY FRIENDLY PRODUCTS**

Tennsco steel products are certified SCS Indoor Advantage Gold for indoor air quality and low VOC emissions.



Tennsco products allow our customers to apply for LEED™ credits as described below:

- a. MR Credit 4.1 and 4.2 – Recycled Content
- b. MR Credit 5.1 – Manufactured Regionally
- c. MR Credit 5.2 – Extracted and Manufactured Regionally
- d. EQ Credit 4.2 – Low Emitting Materials, Paints



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