



SMEAD

KEEPING YOU ORGANIZED

Rotary Files



Efficient Accessibility with Elegant Style

www.smead.com

A revolutionary new concept for efficient departmental or workgroup filing.

Smead rotary files are the efficient alternative to vertical or lateral filing cabinets for high-density filing within a department or workgroup. This unique back-to-back records storage system rotates for quick and easy access from one or two sides. Designed for aesthetic appeal, flexibility, cost savings and security, Smead rotary files allow easy access to large amounts of documents while freeing up valuable office space.

When opened, Smead rotary files are accessible from both sides, making the entire filing system available for retrieval by more than one user. In an open plan office, the units can double as workstation dividers, providing privacy as well as convenient access to the filing system.

Smead rotary files are modular, meaning that as your filing system grows, you can simply attach add-on units to expand storage capacity.

When limited office space, easy access, security and aesthetic appeal are concerns for your records storage system, Smead rotary files are the efficient and economical solution.

**The space savings payoff:
5000 records in rotary files require
only $\frac{1}{3}$ the space of lateral files!**



Smead rotary files add real flexibility to office design and will allow better use of valuable office space. The illustrations above show the space required to hold 5000 average (just under $\frac{1}{4}$ " thick) records.

The space on the left uses nine standard four drawer lateral filing cabinets, while the space on the right uses only three 8-tier Smead rotary files to house the same number of records, leaving valuable floor space open for other uses, and allowing easy access from both sides of the files.



Attractive rotary file cabinets store large amounts of documents nearby without consuming much floor space. Simply rotate for document security and a clean look.

Rotary files offer the flexibility to accommodate any storage requirements.



Adjustable, Reversible Shelf

The shelves supplied with all standard or pre-configured Smead rotary files can be easily repositioned to any desired height without using any tools. Each shelf features a 1/4" lip which can be placed at the back to serve as a stop for color-coded end-tab folders. When placed with lip forward, items such as fiche trays or small boxes stay safely on the shelf. Standard folder dividers can be installed with the shelf in position.

Folder Dividers

Folder dividers are easily installed at intervals on the filing shelf to keep end tab folders neatly vertical in the file.

Roll-Out Hanging Folder Drawer

For housing all popular hanging folder filing products, roll-out hanging folder drawers fit into standard 10" openings.

Roll-Out Reference Shelf

A handy work surface to make filing and retrieval more convenient. All 5, 6, 7 and 8-tier units are designed to accept the reference shelf without sacrificing any storage capacity when adjustable, reversible shelves are used.

Keyed Lock

Standard on all Smead rotary files. Multiple cabinets can be keyed to allow access to all with just one key. Cabinets are all keyed alike unless specified differently.



Full-Front Drawer (not shown)

Allows files to be hidden from view at all times, even when the rotary file cabinet is open. Drawer conveniently rolls out to reveal files inside. Full-front drawer fits into any 10" opening.

Security Drawer

An additional locking mechanism on the inside of the drawer provides extra protection to sensitive material when the rest of the cabinet is open.

Foot Pedal

Depress the foot pedal and gently push to rotate the file. It automatically stops in the next position. For ADA compliance, simply lock the pedal in the freespun position.



Media Drawer (not shown)

Microfilm, microfiche, cards, checks, CD-ROM, videos, supplies and a host of trays, boxes or other items can be effectively housed in the media drawer.

Accessories (not shown)

Recessed Shelves

End Supports

Secure Backs

Conversion Kits

Converter Bars

Rotation Space Closure Strips

Roll-Out Hanging Folder Frame

Extended Canopy Tops



Stylish rotary file cabinets combine flexibility of office layout with efficient document accessibility.

Smead Rotary File Specifications

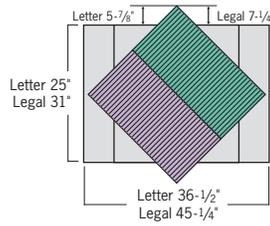
Smead rotary files can be used as single units, or connected to each other to create additional filing space as needed. The first unit is always a Starter. Space is created with Adders, which share rotation space with adjacent units, or Full Adders which allow rotation of adjoining units at the same time. Full Adder units require an additional six inches per unit in the row.

Color Options

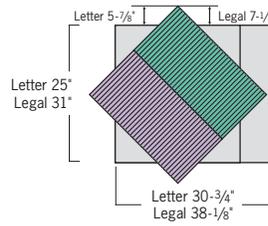
Smead Rotary Files feature an attractive textured finish in five colors to match the decor of your office. Color chips are available for exact coordination.



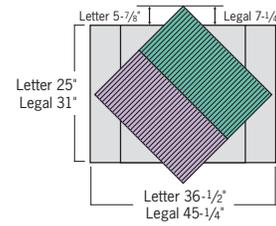
Starter



Adder



Full Adder

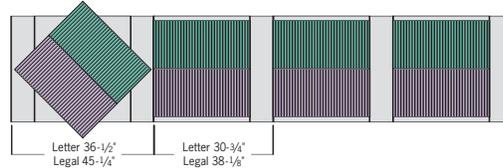


The number of units that can be connected is only limited by the amount of floor space available. Allow 5-7/8" (7-1/4" legal) wall clearance for rotation.

Choose Starter and Adder combinations for maximum space savings.

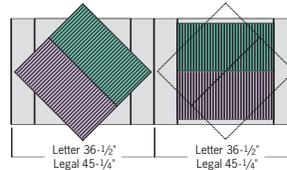
Choose Starter and Full Adder combinations for simultaneous rotation of adjacent cabinets.

Starter



Adders

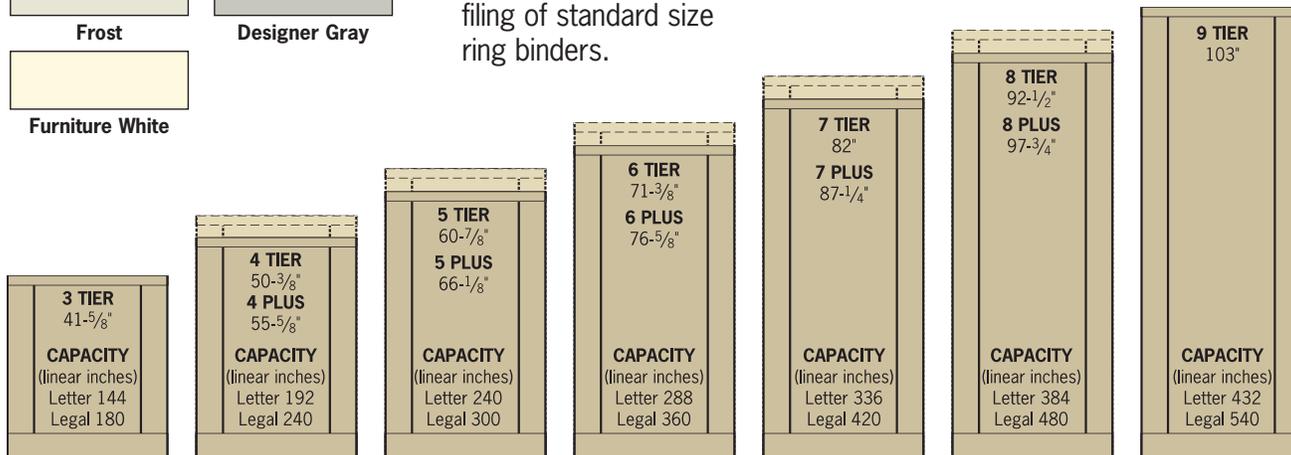
Starter



Full Adders

Height Options

Smead Rotary Files are available as 3, 4, 5, 6, 7, 8, or 9 tier units. Plus sizes (available on 4, 5, 6, 7 and 8 tier units) feature taller openings to accommodate filing of standard size ring binders.



Contact your Smead Representative for a free filing system analysis.



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