ARC Rotary File

KWIK-FILE ®

Storage Systems Division

Above: 81 1/2"H multimedia cabinet. All components are interchangeable. From top: Slotted Shelf with binders, Rollout Hanging Frame, Rollout Shelf, Slotted Shelf with color-coded end-tab filing, 6"-high Rollout Drawer with multimedia partitions, two 10 1/2"-high Rollout Drawers with hanging file folders.

Photo on front cover: Three 81 1/2"-high ARC Rotary Files. On left, 7 shelves of color-coded, end-tab filing. Middle unit is being rotated to access multimedia components; partial view of components and locking door. On right, locking door.

Two cabinets in one

The ARC Rotary File includes two back-to-back inner cabinets which rotate as one unit inside a larger outer cabinet (see front cover). Access to media can be from the front only, or from both front and back. Just a push on the full-height finger pull moves the rotating unit to reveal either one of the back-to-back cabinets, or a steel panel which serves as a locking door. A spring-loaded detent effortlessly centers the cabinet–no clumsy foot pedal is required.

Use 50% less filing space with quicker access

ARC with end-tab filing saves up to 50% of the valuable floor space used by conventional drawer files. With no drawers or doors protruding into the aisle, minimal access space is needed for this unique 2-in-1 cabinet.

In addition, you can achieve maximum filing density by using up to 8 shelves instead of only 4 or 5 drawers high in a lateral or vertical file. As a result of all these advantages, ARC Rotary Files will typically save you money compared with conventional file cabinets!

Quicker access to files means improved productivity with ARC Rotary Files. Instead of pulling out heavy drawers and thumbing through files in a conventional drawer cabinet, you can stand in front of an ARC Rotary File and select the right file in an instant.

End-tab files are in plain sight and fully accessible on shelves, speeding up the whole process. If the file needed is on the back side, just a push rotates the unit so the file is accessible. And multiple access achieves even more efficiency–you can file from both front and back with ARC Rotary Files.

Reduce Cost with Security and Style

ARC fits anywhere

ARC Rotary Files fit in almost every office setting (see drawing on back cover). 7 and 8-tier models provide maximum filing density–use them against walls, or placed through a wall and accessed from offices on both sides. 5-tier units (61 1/2" high) are ideal to separate workstations in open plan areas, again with access from both front and back. The possibilities are endless.

Under lock and key

Security comes automatically with every ARC Rotary File, as locking doors are standard. For additional security, rollout drawers are available with individual locks where more valuable items or files need to be available to only a few users.

All this and style, too

In the front office, or anyplace where professional appearance is important, you can use ARC Rotary Files with confidence. ARC's clean aesthetics are further enhanced with a full range of standard colors to choose from–and custom colors are available, too.
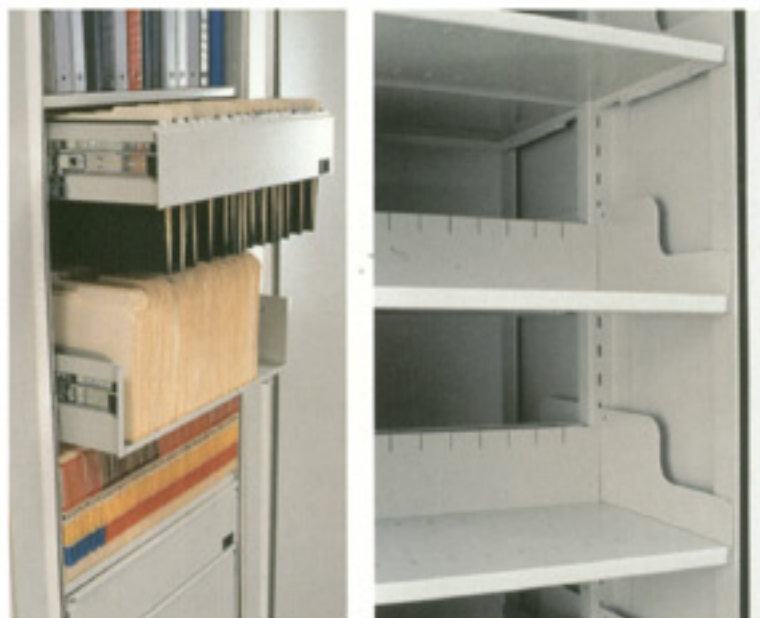
Our filing experts work for you–free

If your filing space problems can be solved with ARC Rotary Files, why not take action now? Just call and ask for a copy of our Filing System Survey. After you complete the Survey and fax it back, our filing experts will lay out your filing area for maximum efficiency. If needed, they can also design a new end-tab filing system specifically for you, all at no charge. For more information, call 1-800-368-3275.

Above: The Pullout Reference Shelf provides a convenient place for reviewing files right at the cabinet.
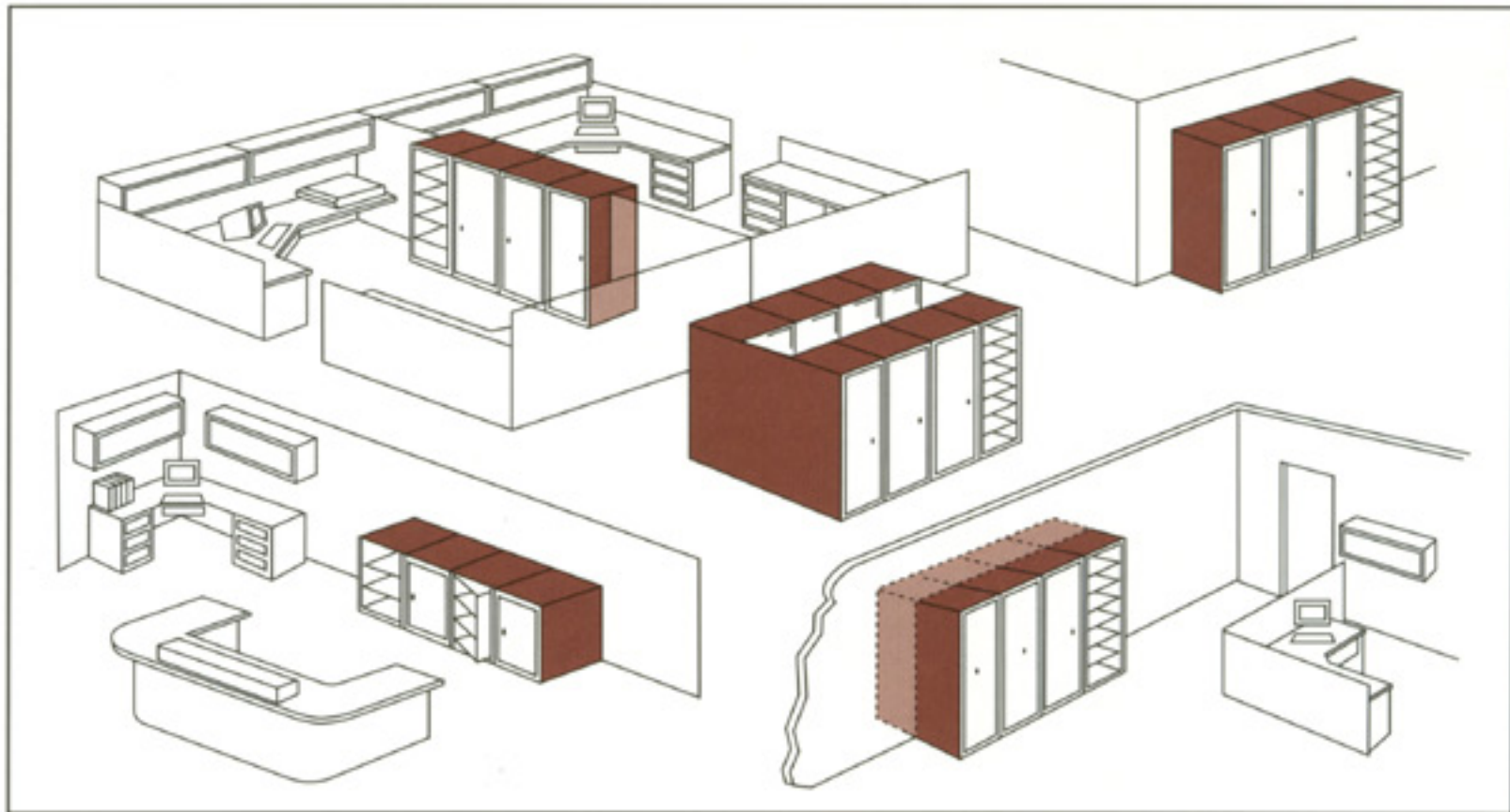
Above: 10 1/2"-high Rollout Drawer with side-to-side top-tab files.

Left: From top: Rollout Hanging Frame with side-to-side hanging file folders and top-tab files; Rollout Shelf with top-tab file folders.

Right: Cantilever shelf design makes installation a snap and permits independent adjustability on both sides of cabinet.

Some of the many ways ARC Rotary Files can be used in typical office settings.

File in 50% less space than drawer files

- up to 8 shelves vs. only 4-5 drawers in typical file cabinets
- use less aisle space—no doors or drawers protrude

Faster access to all files or media

- open doors reveal all files
- can be accessed from both front and back
- quicker to open than file drawers

Improve filing productivity

- quicker end-tab filing and retrieval
- no drawers to open or hunt through
- fewer misfiles

Reduce cost

- lower cost per filing inch than typical file cabinets

Security with every cabinet

- locking doors a standard feature

Style comes free

- clean, functional design
- easy to close cabinet and conceal files

Comprehensive cabinet system

- six heights: 93", 82½", 72", 61½", 51", 40½"
- models for letter or legal filing
- full range of interchangeable components

MTM
Business Systems
"The High Density Professionals"

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