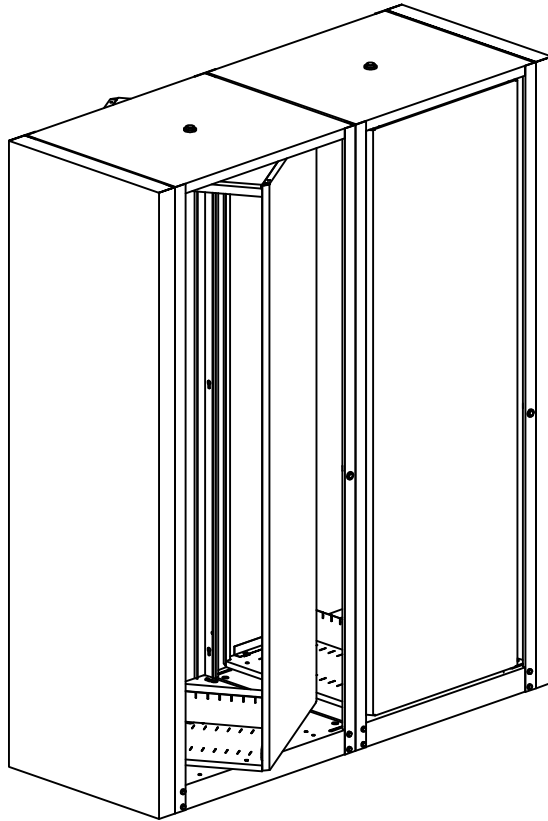


# ARC Rotary File



*Verify components and quantities per factory packing list.*

*Assembly requires two people.*

*The floor should be firm so that the ARC is effectively leveled.*

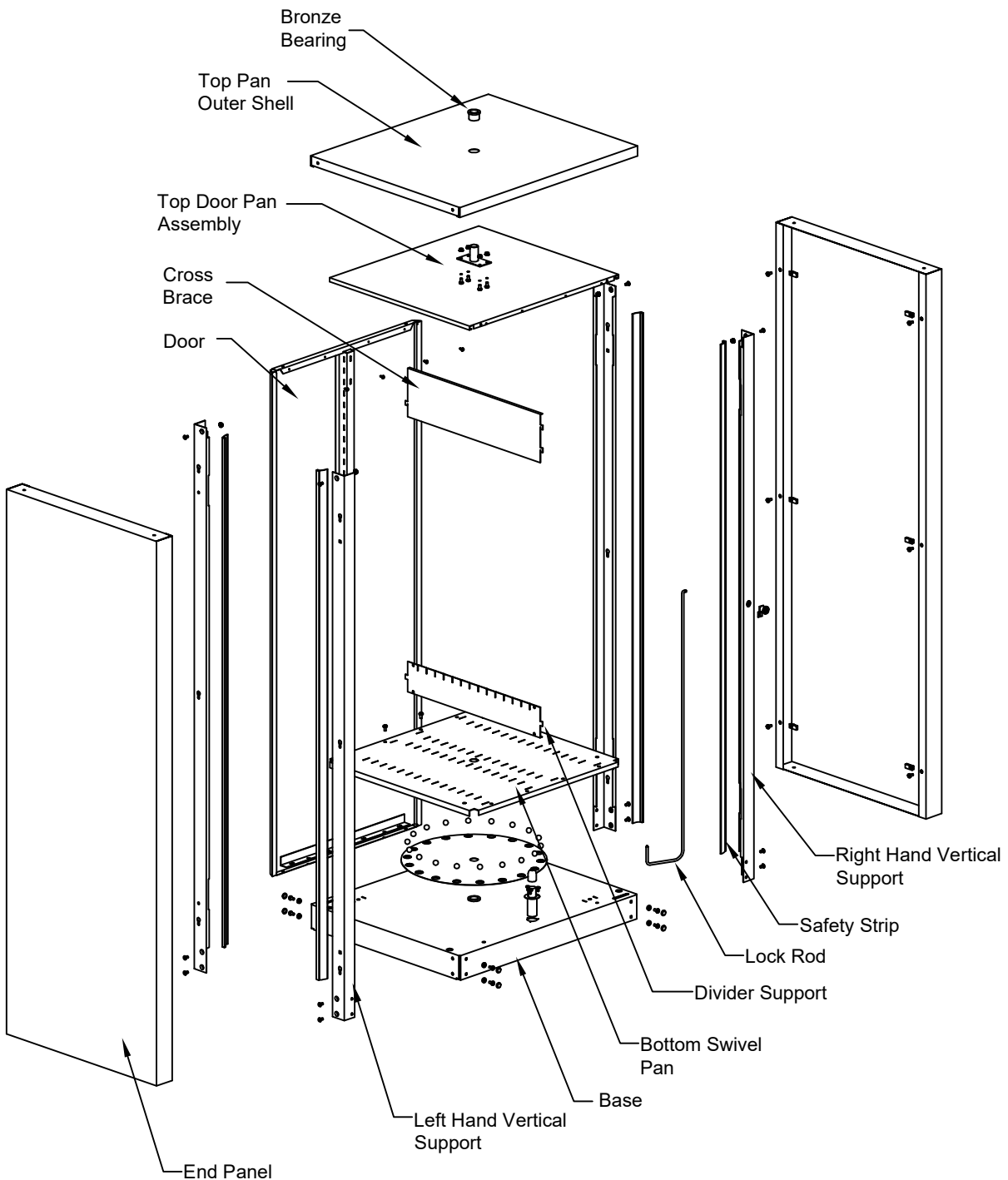
*Measure actual space that your system will occupy and compare with layout sketch. Also note configuration of ARC units if more than one unit is involved.*

*When positioning ARC unit, place letter unit no closer than 5-1/4" from wall, legal unit no closer than 6-1/2" from wall.*

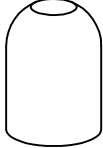

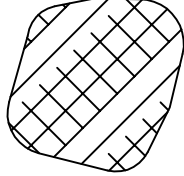
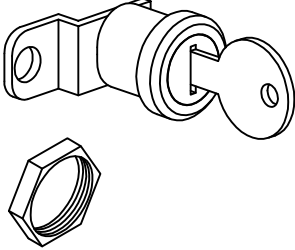
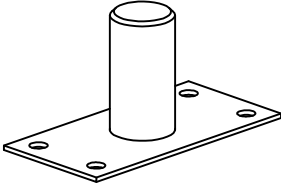
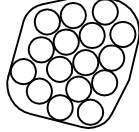

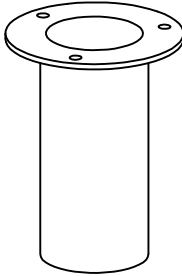
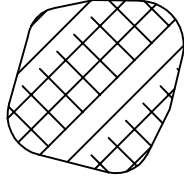
## Required Tools:

- 1.) Bubble level
- 2.) Power screwdriver with #2 & #3 Philips head driver
- 3.) Ratchet with 7/16" socket & 1/4" long neck socket
- 4.) Ladder

## Arc Component Identification:




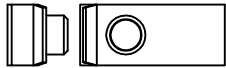
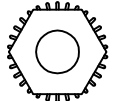



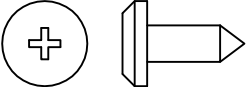
# Hardware Box (LARCKIT & GARCKIT) Consist of:

<p><b>BASE STOP PLUNGER</b> 912251</p>  <p><b>Replacement Part: 912251R</b></p>	<p><b>BASE STOP SPRING</b> 912252</p>  <p><b>Replacement Part: 912252R</b></p>	<p><b>HARDWARE KIT ARC CAPS AND PLUGS</b> 913043</p>  <p><b>Replacement Part: 913043R</b></p>
<p><b>LOCK AND NUT</b> 900701</p>  <p><b>Replacement Part: 900701R</b></p>	<p><b>TOP PAN SHAFT</b> 84080300</p>  <p><b>Replacement Part: 84080300R</b></p>	<p><b>BEARINGS</b> 918109 LETTER QTY (19) LEGAL QTY (25)</p>  <p><b>Replacement Part: 918109R - Kit of (25)</b></p>
<p><b>BRONZE BEARING</b> 918106</p>  <p><b>Replacement Part: 918106R</b></p>	<p><b>BASE STOP CUP</b> 912250</p>  <p><b>Replacement Part: 912250R</b></p>	<p><b>HARDWARE KIT ARC FASTENERS</b> 913044</p>  <p><b>Replacement Part: 913044R</b></p>

# Hardware Box (LARCKIT & GARCKIT) Con't:






## Bag #913044 - HARDWARE KIT ARC FASTENERS

**Replacement  
Part #  
913044R**

-  1 - 1/16" X 1/2 " LONG COTTER PIN
-  3 - SCREW TEK 10-16 X 1/2" PH PAN HD
-  12 - U-NUT 1/4-20 END PANEL
-  14 - NUT 1/4-20 WITH STAR WASHER
-  32 - SCREW PAN HEAD MACH 1/4-20 X 1/ 2" L
-  12 - SCREW FLAT HEAD MACH 1/4-20 X 1/ 2" L
-  8 - SCREW #10 X 1/2" PPHSMS

## Bag #913043 - HARDWARE KIT ARC CAPS & PLUGS

**Replacement  
Part #  
913043R**

-  2 - HEYCO LOCKIT MOUNTING HOLE PLUGS
-  8 - FLAT BTM 1/4 " SNAP CAP WASHER (12/12-1/4)
-  8 - BROOKER BEIGE SNAP CAP (12/12-120)
-  8 - MORNING GRAY SNAP CAP (12-12-170)
-  8 - BLACK SNAP CAP (12/12-180)

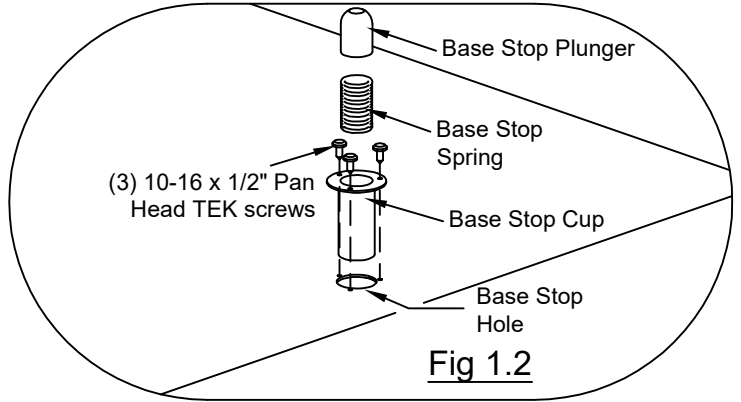
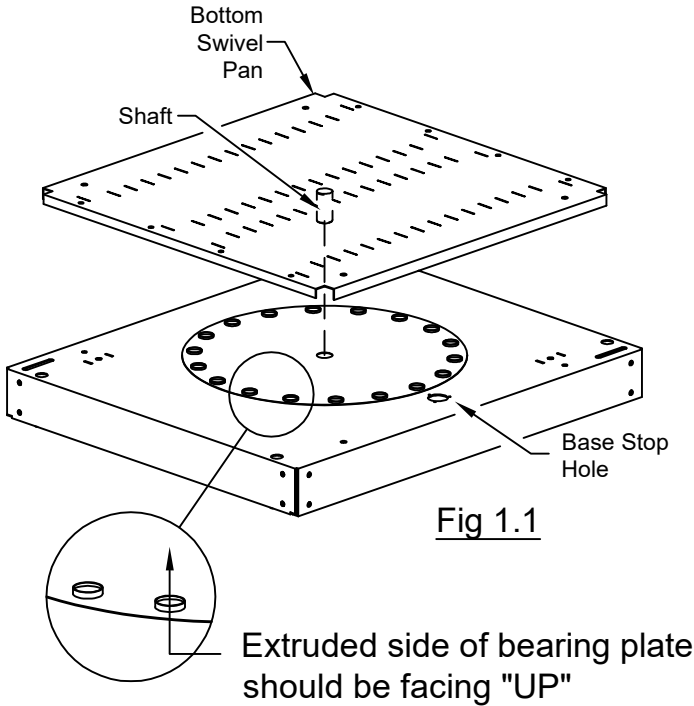
## Remaining Components:

**Replacement  
Part #**

- 1 - Top Pan Shaft----- **84080300R**
- 1 - Lock 5/8" Keyed Alike PJ3402----- **900701R**
- 1 - Base Stop Cup----- **912250R**
- 1 - Base Stop Plunger ----- **912251R**
- 1 - Base Stop Spring----- **912252R**
- 1 - Bearing 1.002" ID X 1" Length ----- **918106R**
- 25 - Ball Bearing 5/8" ----- **918109R**

# 1. Arc Base

Position base so base stop hole is facing into the install room. Remove the bottom swivel pan. (Fig. 1.1) Install the base stop cup, spring & plunger. The stop cup is secured to the base by using (3) 10-16x1/2" Phillips Pan Head screws into pre-drilled holes in base (Fig. 1.2).

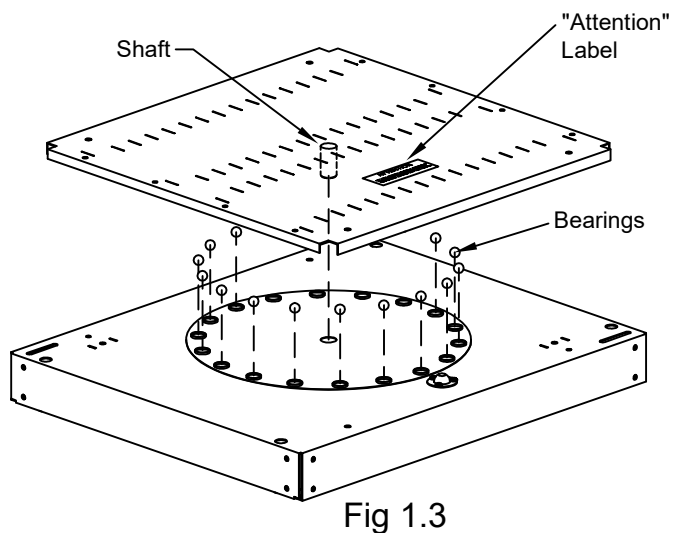


Add ball bearings to the bearing plate.

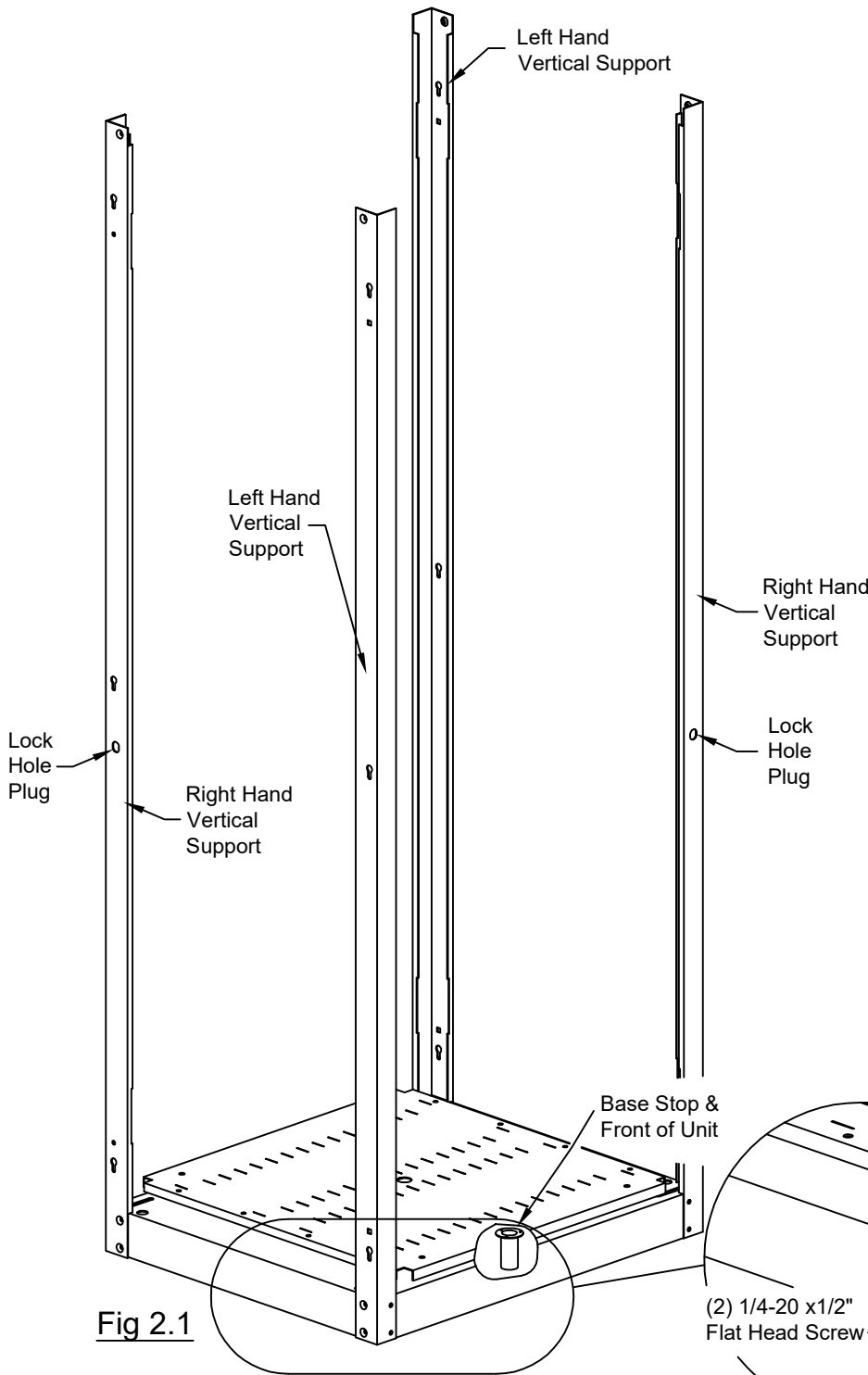
A letter base will use 18 bearings and the legal base will use 24 bearings (25 bearings are included in bag). Place a ball bearing in each extruded hole.

Replace top swivel pan by slowly lowering the shaft on the underside of the bottom swivel pan into the stationary base. Check for proper rotation.

Remove ATTENTION label from swivel pan (Fig 1.3)



## 2. Vertical Supports



Install Left/Right hand Vertical Supports (Fig. 2.1). The Right hand Vertical Supports contain the lock hole plug.

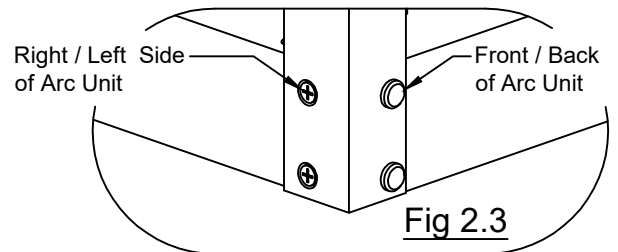
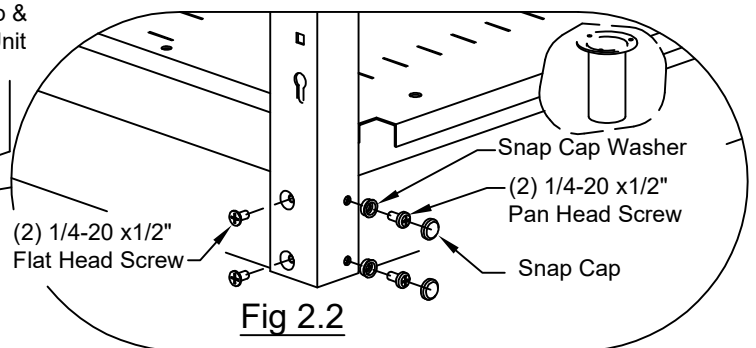
Install (2) 1/4-20x1/2" Flat Head Screws using the embossed holes. Do not fully tighten.

Install (2) 1/4-20x1/2" Pan Head Screws. Slide Pan Head Screw through the Snap Cap Washers and then screw into the threaded hole.

Tighten all (4) screws per support.

Push Snap Caps (three color options are provided) onto Snap Cap Washer. (Fig. 2.2)

Repeat for (3) remaining vertical supports.



# 3. Doors

Install (2) doors, cross brace & divider support. Set the divider support onto the bottom swivel pan. Slide the first door onto the bottom swivel pan. Verify that the divider support tab engages into the door. (Fig. 3.1)

Secure doors to the bottom swivel pan using (4) 1/4-20x1/2" Pan Head Screws per door. (Fig. 3.2). Do not fully tighten screws.

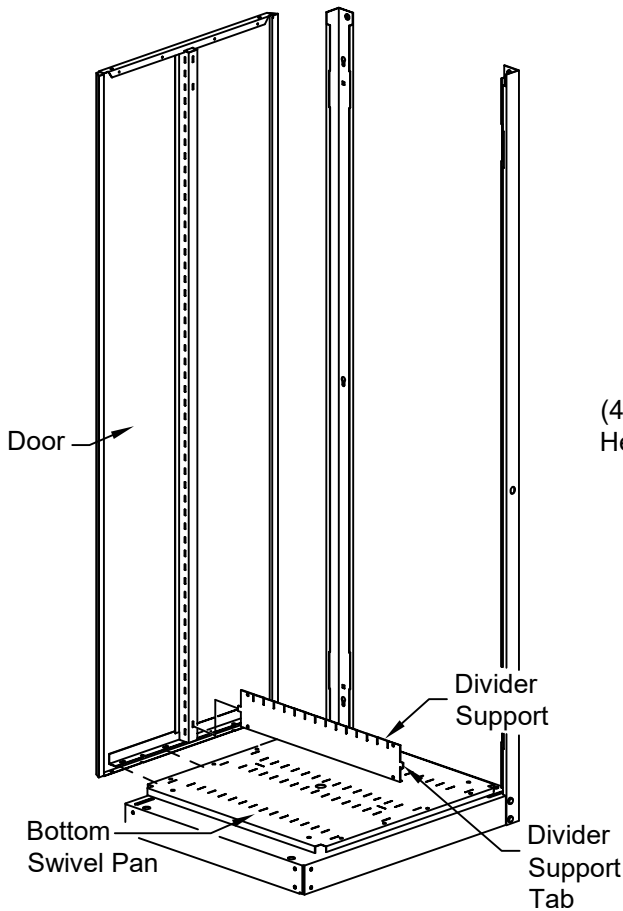


Fig 3.1 (2) Vertical Supports not shown)

(4) 1/4-20 x 1/2" Pan Head Screw per Door

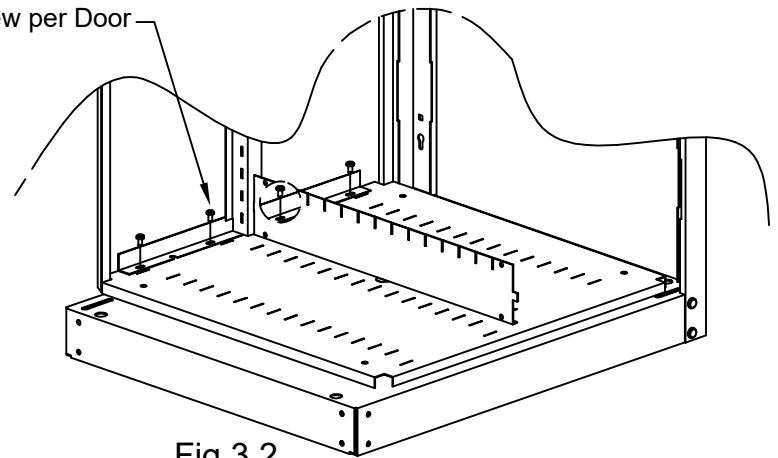


Fig 3.2

Insert the Cross Brace into the slots shown. The tabs on the cross brace should be pointing toward the floor. (Fig. 3.3) Slide the second door onto the bottom swivel pan. Verify that divider support tab and cross brace tabs are properly seated into the second door. (Fig. 3.4) Screw door into place using (4) 1/4-20x1/2" Pan Head Screws. Tighten all screws on both doors.

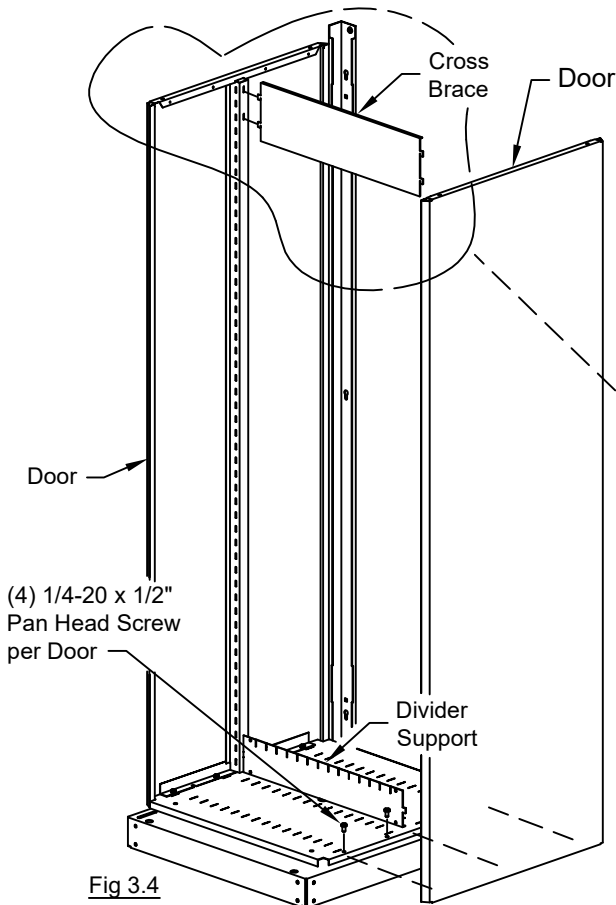


Fig 3.4

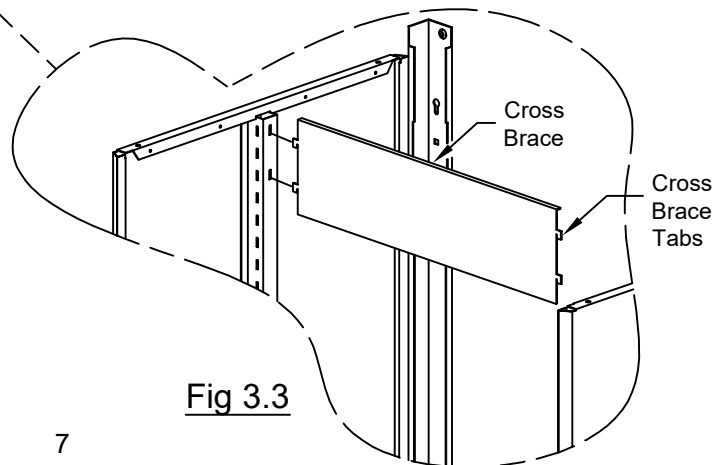
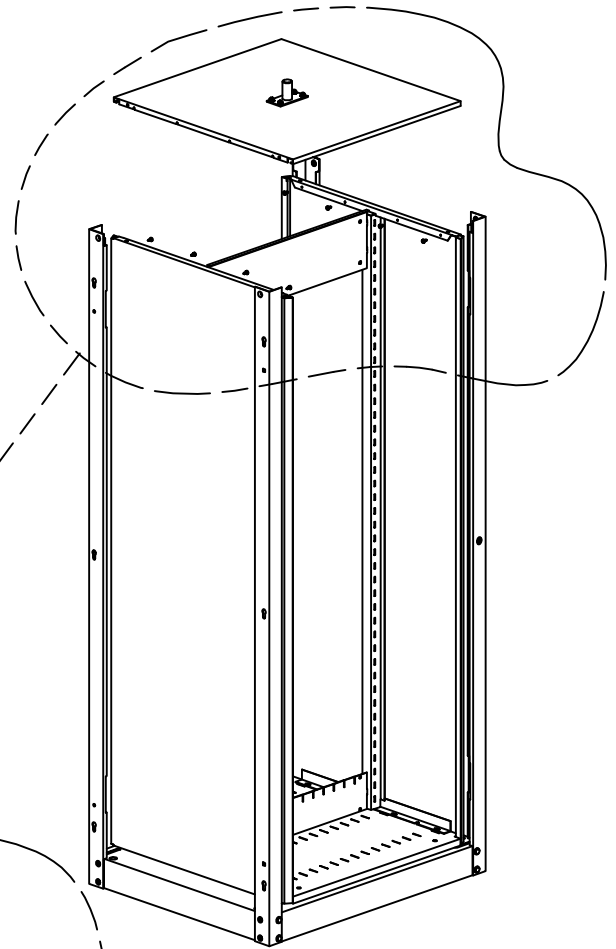
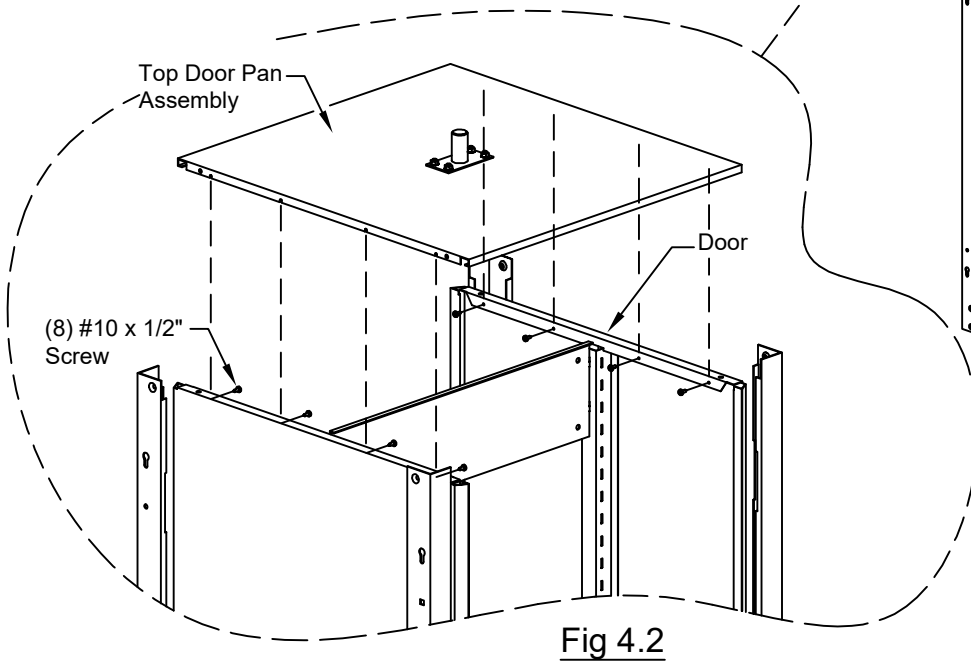
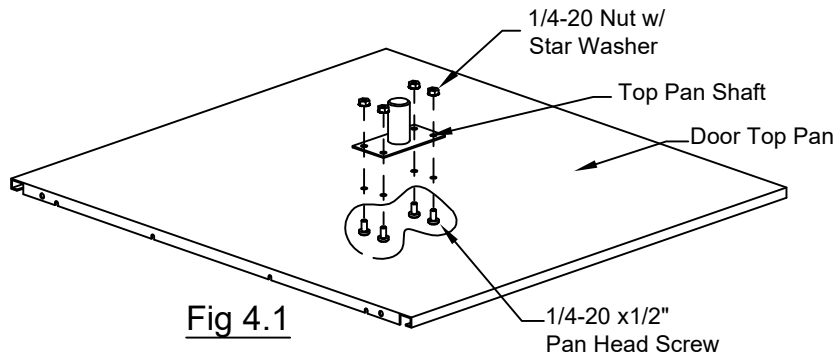


Fig 3.3

## 4. Top Door Pan Assembly

Mount the Top Pan Shaft to the Door Top Pan using (4) 1/4-20x1/2" Pan Head Screws and (4) 1/4-20 Nuts with Star Washers. (Fig. 4.1)



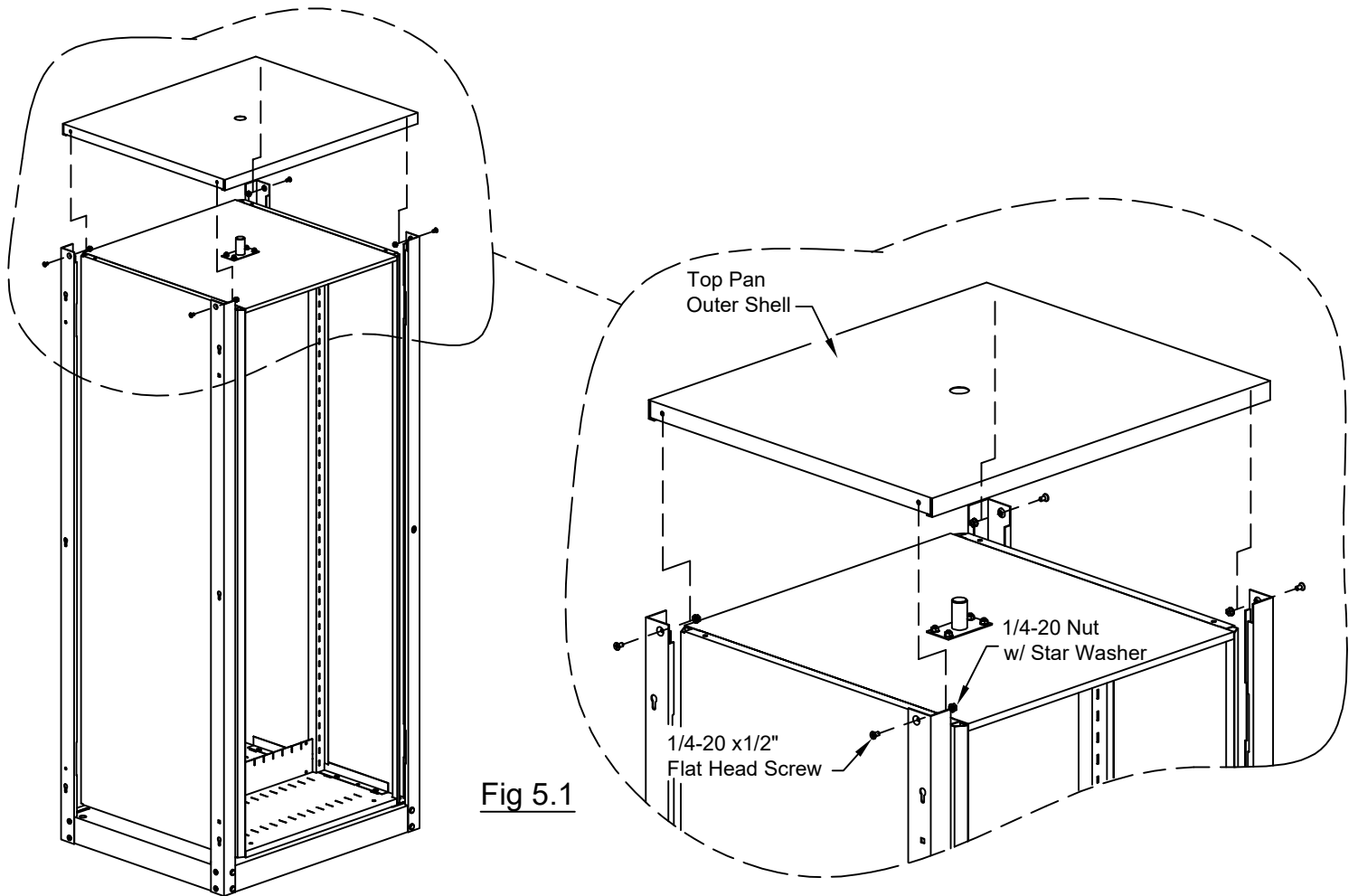
Start (8) #10x1/2" screws in the pre-drilled holes at top of the doors, do not tighten screws.

With the top pan shaft positioned toward the ceiling, lower the door top pan assembly onto the door screws. Once door top pan assembly is in the correct position, tighten all (8) #10x1/2" screws. (Fig. 4.2)

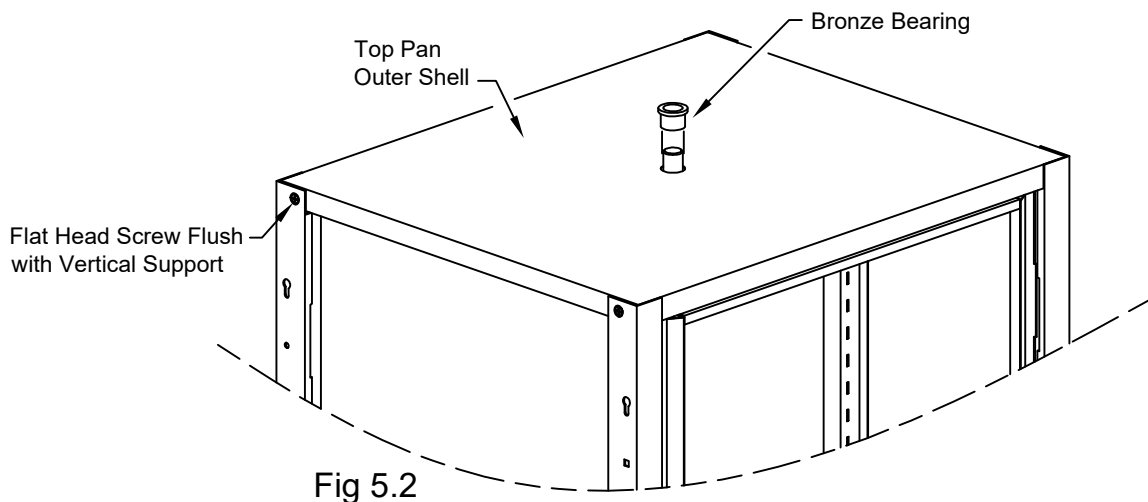


## 5. Top Pan Outer Shell

Secure the Top Pan Outer Shell to the (4) vertical supports by using (4) 1/4-20x1/2" Flat Head Screws & (4) 1/4-20 Nuts w/ star washers. (Fig. 5.1) Flat Head Screws should be flush with the vertical supports. (Fig. 5.2)

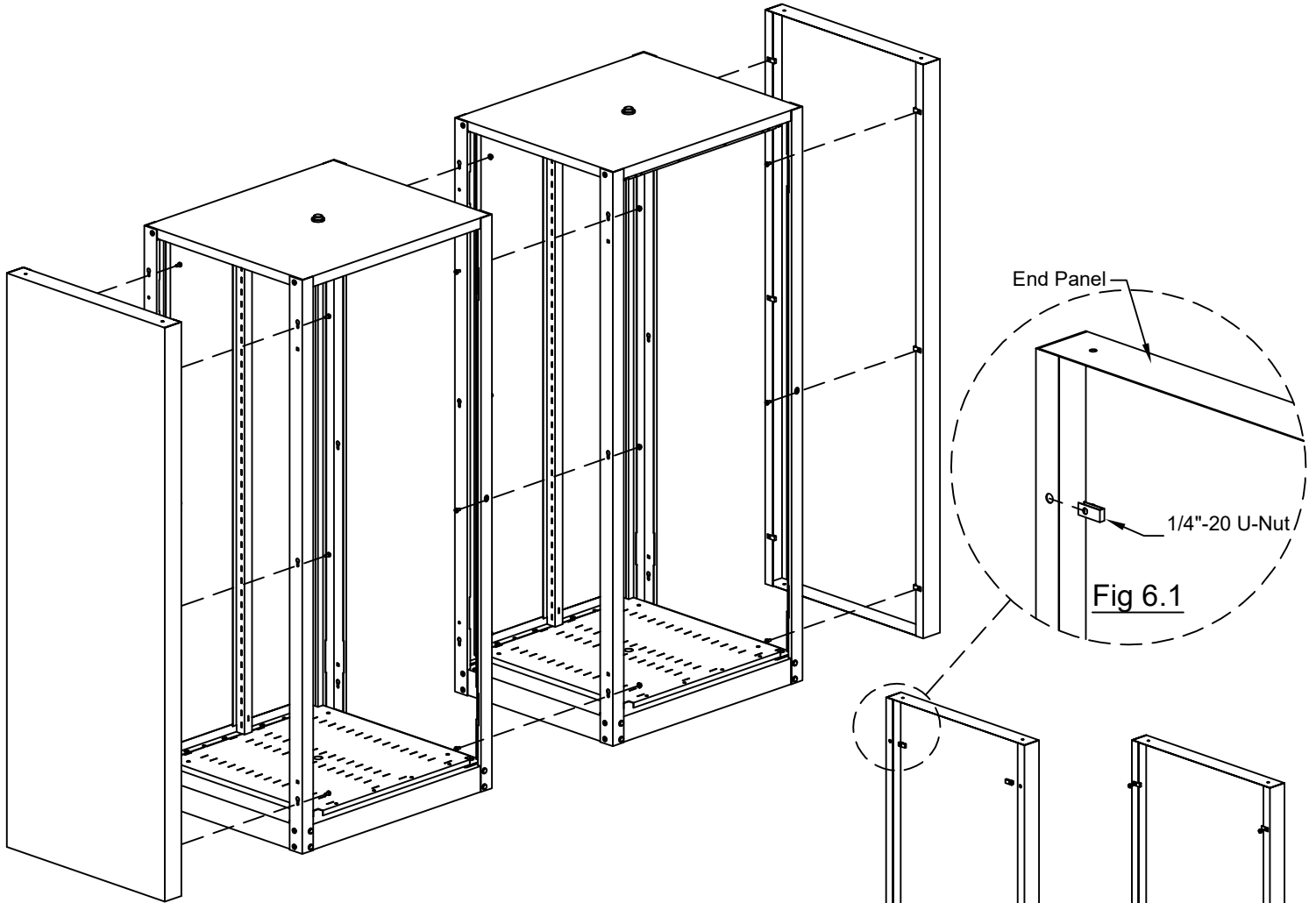


Slide the Bronze Bearing over the protruding shaft and press the bearing into the top pan outer shell hole.



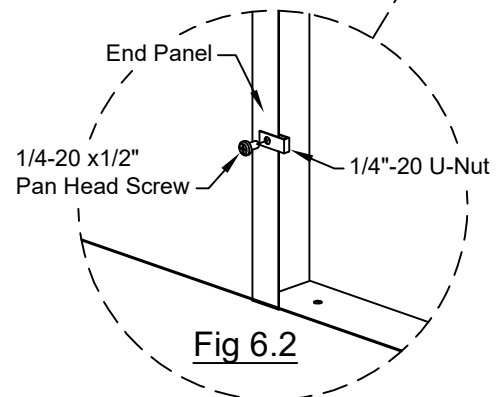
## 6. End Panel

Slide Arc units into the correct position. Place the back side of the letter units no closer than 5-1/4" from wall, legal units no closer than 6-1/2" from wall.



Install (6) 1/4-20 U-Nut onto each end panel. U-nuts will snap into pre-drilled holes in the end panel flanges. (Fig. 6.1)

Start (6) 1/4-20x1/2 Pan Head screws into the U-Nut on each end panel. Leave screws loose enough to be able to hook into keyhole slots on vertical supports. (Fig. 6.2)



Lift the end panels and connect it onto the vertical supports. The (6) screws in each end panel will engage into the keyhole slots located on the vertical supports. (Fig. 6.3)

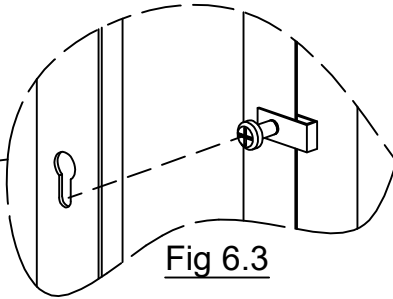
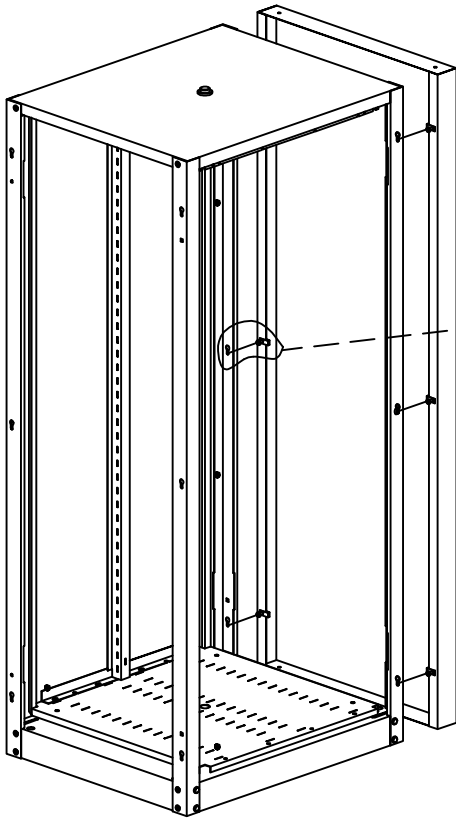


Fig 6.3

Verify the end panels are flush with the vertical supports and tighten all (6) 1/4-20x1/2" Pan Head screws.

## 7. Connecting ARC Units

For connecting multiple units together, use (6) 1/4-20 Pan Head Screws and (6) 1/4-20 Nut w/ Star Washers to connect the vertical supports together. (Fig. 7.1) Verify that units are flush with one another.

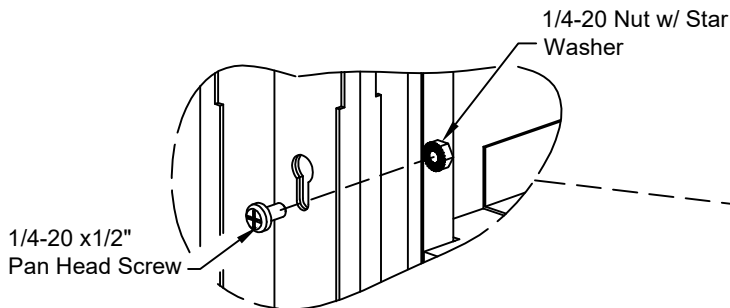
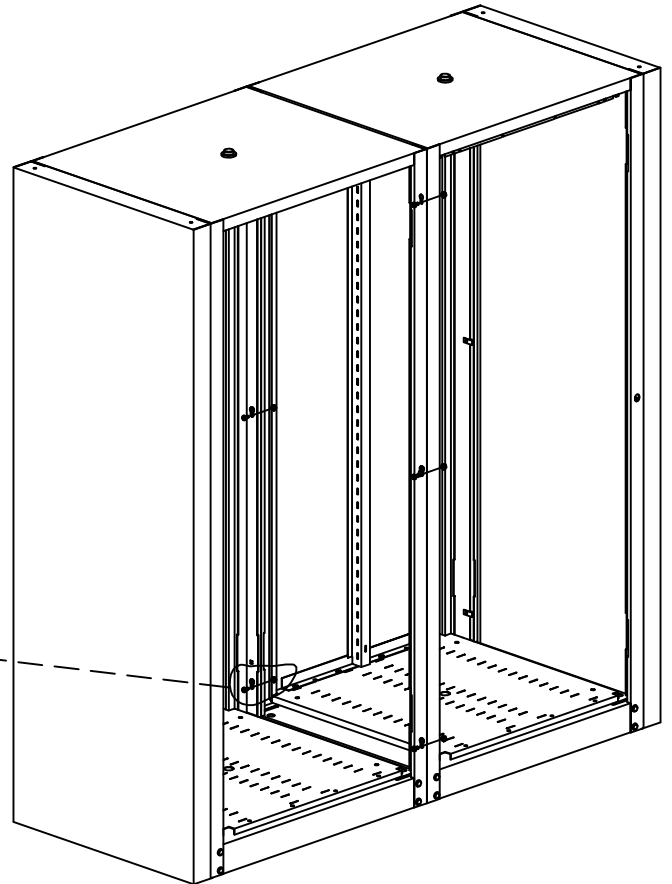
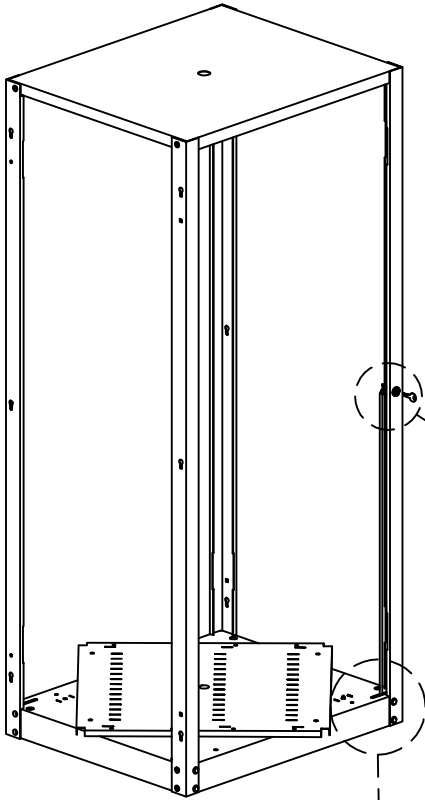


Fig 7.1

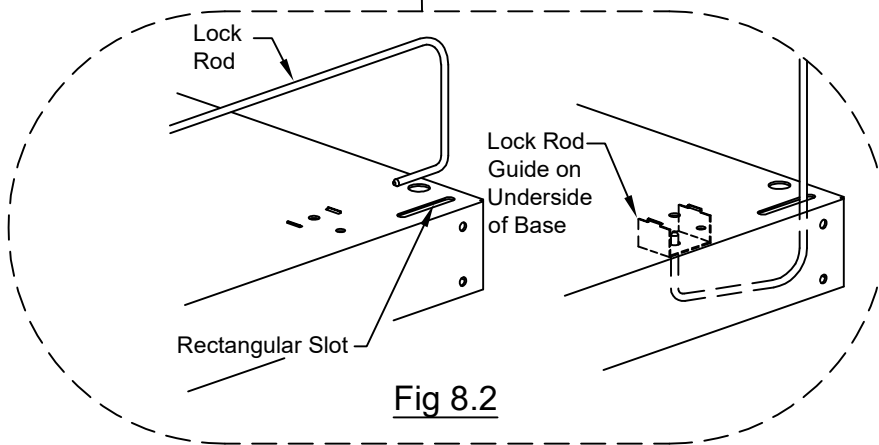
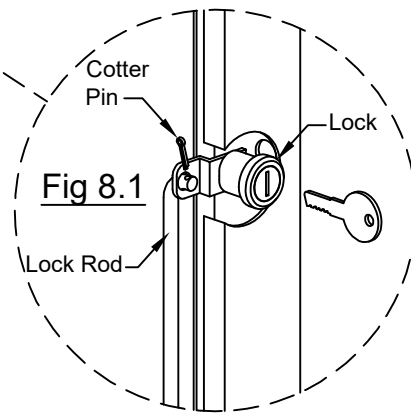


## 8. Lock Installation

Insert lock into pre-punched hole of the front Right Hand Vertical Support. The lock cam will rotate 180° from 6 to 12 o'clock. Secure lock in place with retainer nut (Fig. 8.1)



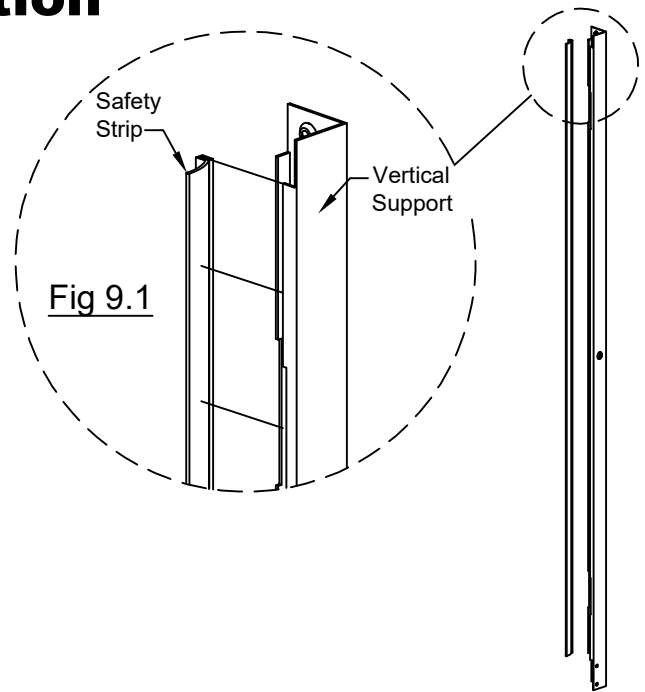
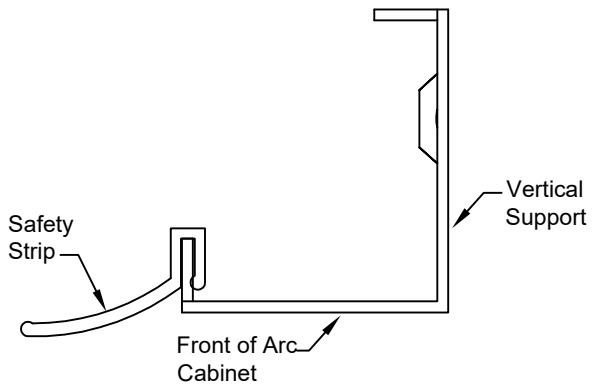
Rotate base approximately 45° to view lock rod holes in the base. Insert hook end of lock rod into rectangular slot. Return lock rod to vertical position by inserting lock rod into the lock rod guide (Fig. 8.2). Slide other end of lock rod into pre-drilled hole in the lock cam and secure into place with a 1/16"x 1/2" long cotter pin (Fig. 8.1)



Note: The lock rod and lock can be installed at this time or after step 2 of installing the vertical supports.

## 9. Safety Strip Installation

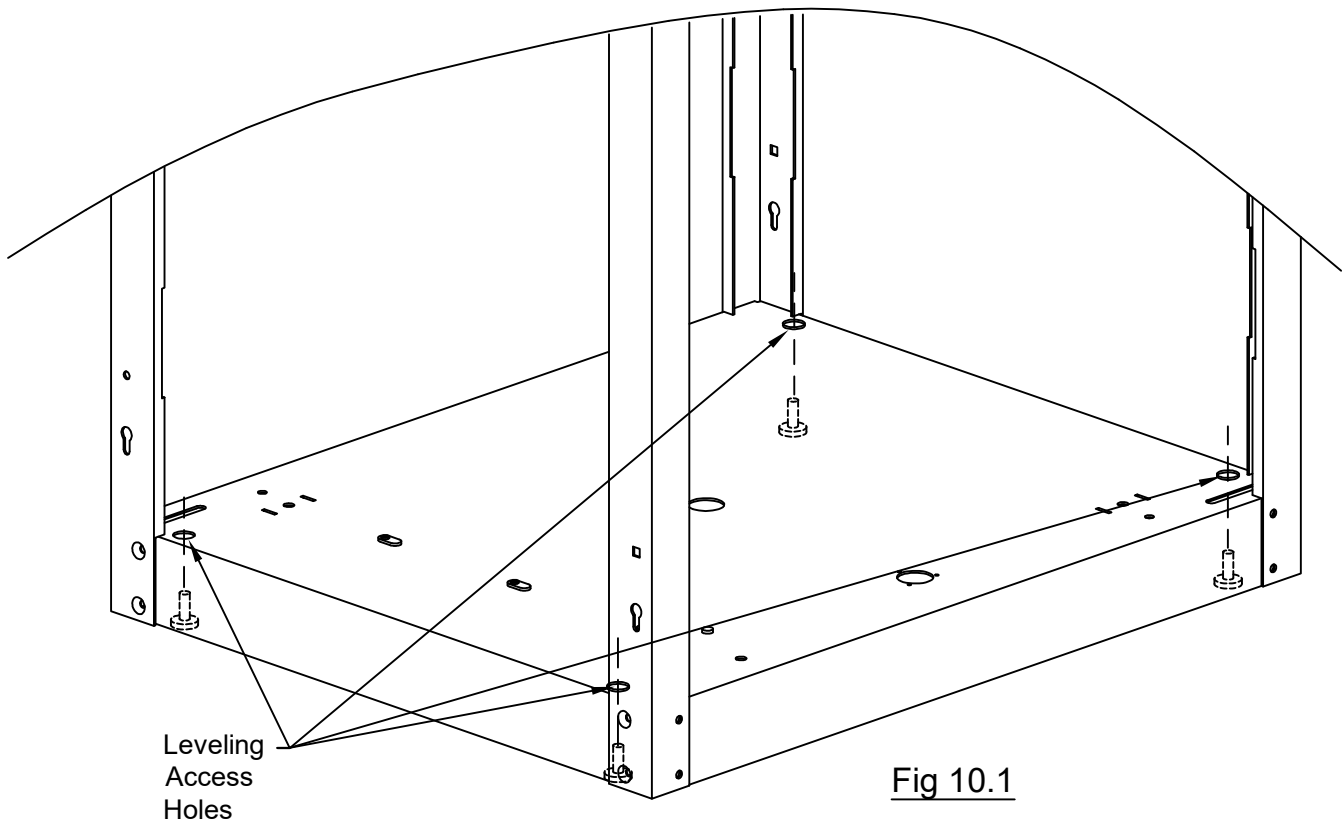
(4) Safety strips are provided with each ARC unit. Press the safety strip onto each vertical support (Fig. 9.1).



Top View of Assembled Safety Strip

## 10. Level Units

Using a 1/4" long neck socket and a bubble level, adjust (4) levelers on each base until units are level (Fig. 10.1). Leveling Access holes are located at the corners of the unit base.



# Accessories

## 11. Stationary Shelf

1. Install the left and right hand shelf ends to the shelf (Fig. 11.1)

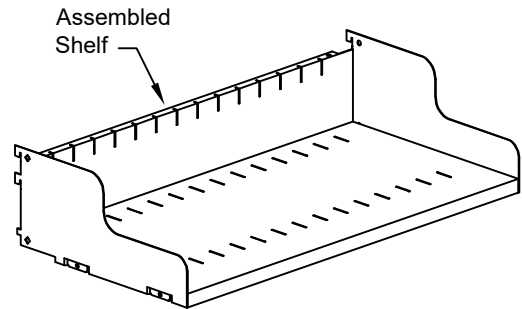
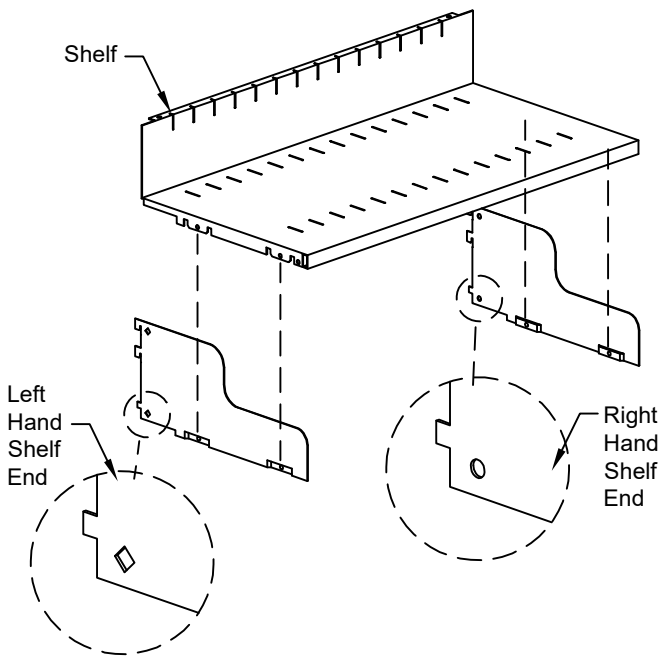
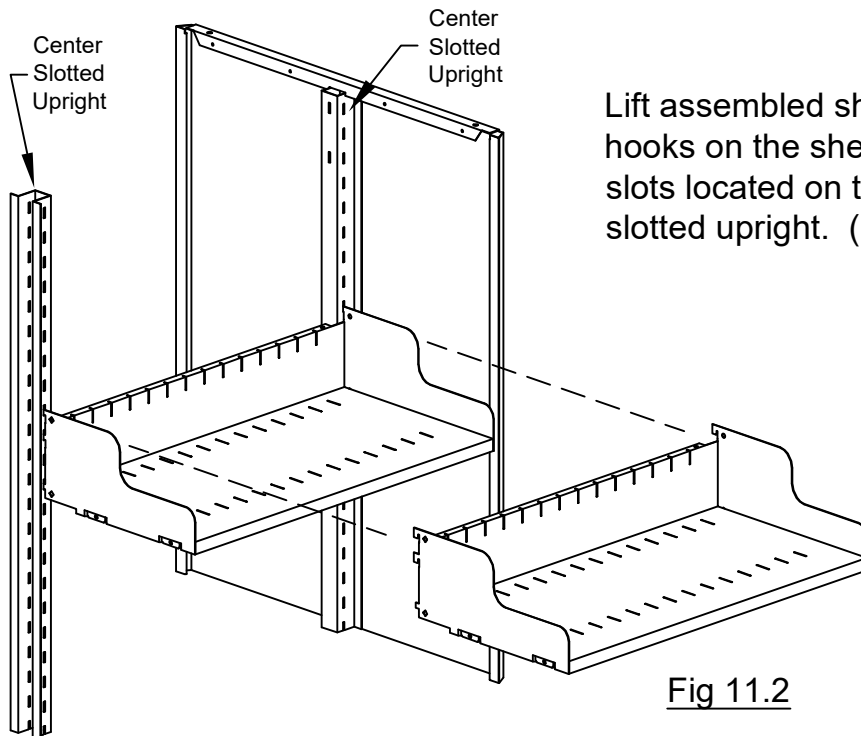


Fig 11.1

Left Hand Bracket is indicated by (2 - Top & Bottom) diamonds, Right Hand Bracket is indicated by (2 - Top & Bottom) round holes.



Lift assembled shelf into the ARC unit. The hooks on the shelf ends will engage into the slots located on the door panel center slotted upright. (Fig 11.2)

Fig 11.2

Door panel  
not shown.

# 12. Pass Through Shelf

1. Install the left and right hand shelf ends to the shelf (Fig. 12.1)

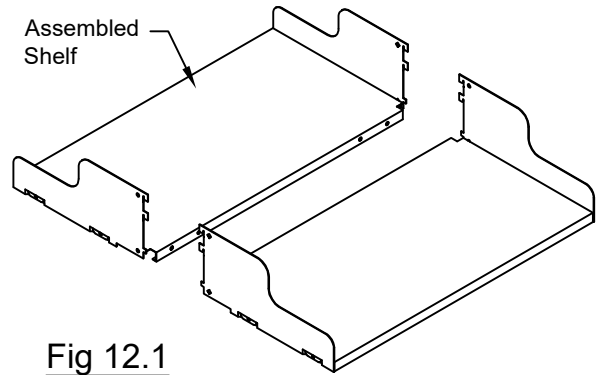
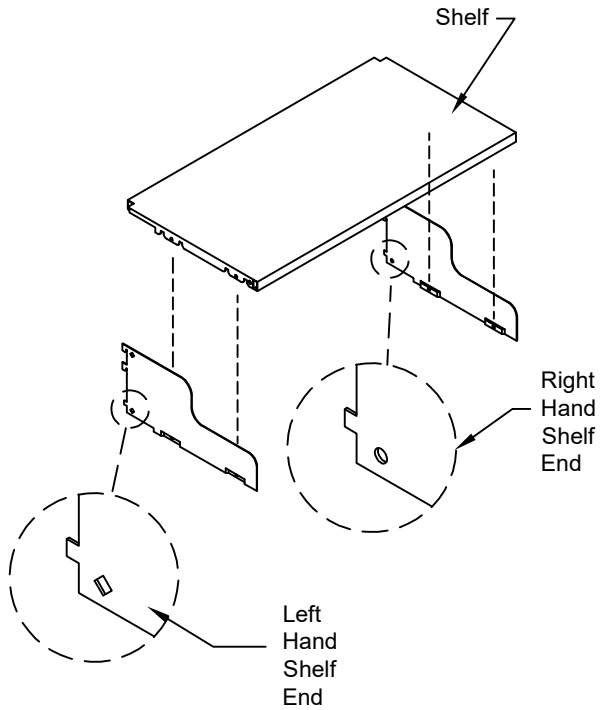


Fig 12.1

Left Hand Bracket is indicated by (2 - Top & Bottom) diamonds, Right Hand Bracket is indicated by (2 - Top & Bottom) round holes.

Lift assembled shelves into the ARC unit. The hooks on the shelf ends will engage into the slots located on the door panel center slotted upright. Install front and rear shelf at same height (Fig. 12.2)

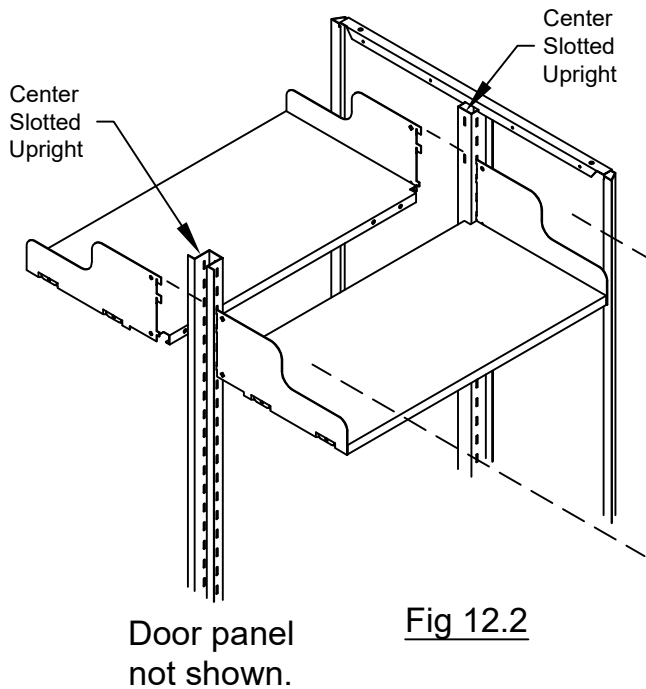
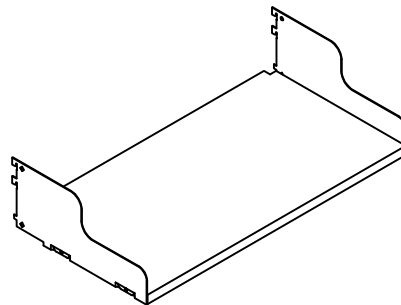


Fig 12.2



## 13. Reference Shelf

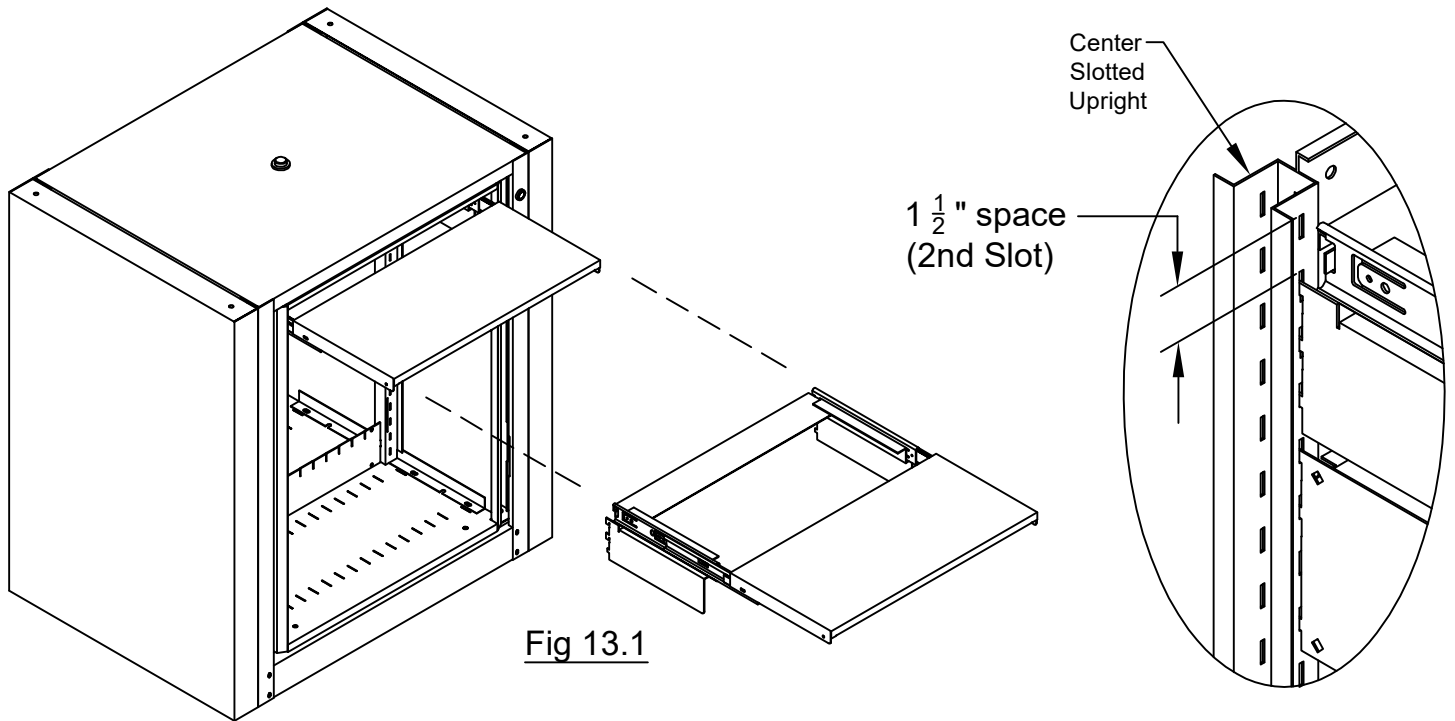


Fig 13.1

1. When installing a Reference Shelf into a low height ARC unit, the extra space is best left at the top, above other accessories.

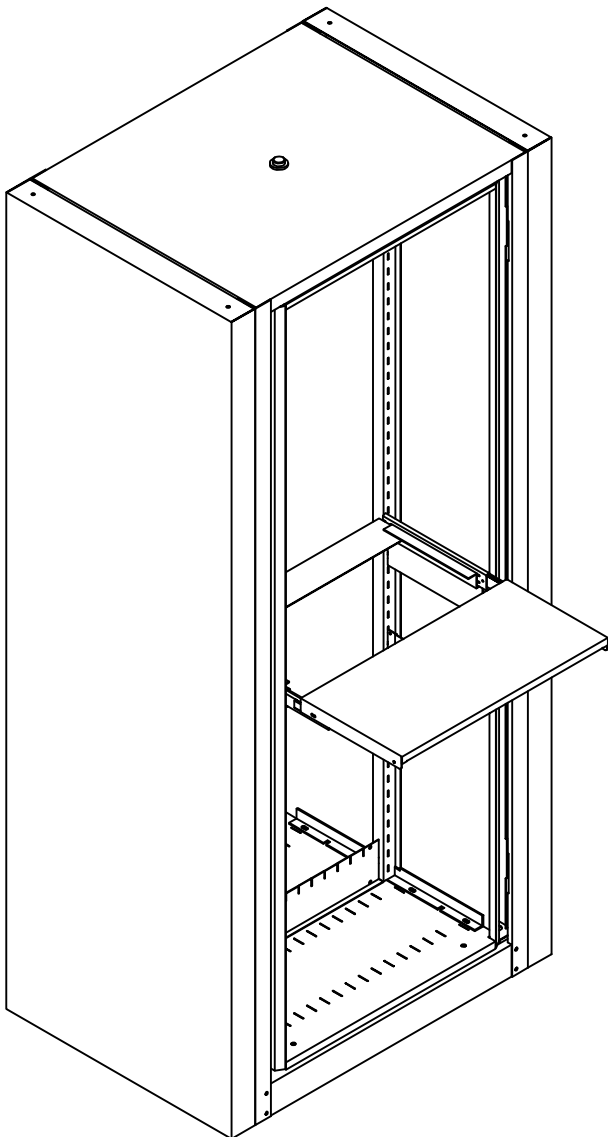
Lift the Reference Shelf into the ARC unit. Install using the 2nd slot from the top of the center slotted upright. The hooks on the shelf ends engage into the slots (Fig. 13.1)

2. When installing a Reference Shelf into a tall height ARC unit, install at waist level between any accessories.

NOTE: In a unit specified for end tab filing, there is space to install the reference shelf between the 3rd and 4th shelves without losing any free space.

Install lower accessories prior to installing Reference Shelf. Once Reference shelf is installed, continue installing accessories above.

Lift the Reference Shelf into the ARC unit. The hooks on the shelf ends will engage into the slots located at the center of the unit.





# 14. Roll - Out Features

1. Install (2) front uprights per opening when using any of the following options: (Fig. 14.1)

- \* Roll-out drawers
- \* Roll-out hanging frame
- \* Roll-out shelf

Locate front uprights inside door panels. Front Uprights are not attached to the ARC Cabinet. They are held in place by width of Roll-out option.

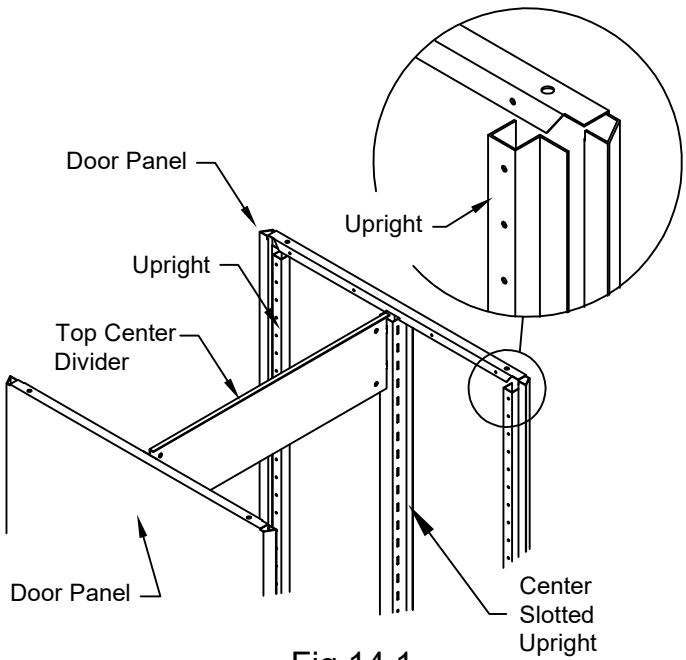


Fig 14.1

2. Install drawer end assemblies into the slotted upright. Spacing will depend on the type of media to be stored. Secure end assembly to upright with 2 TEK screws each (Fig. 14.2)

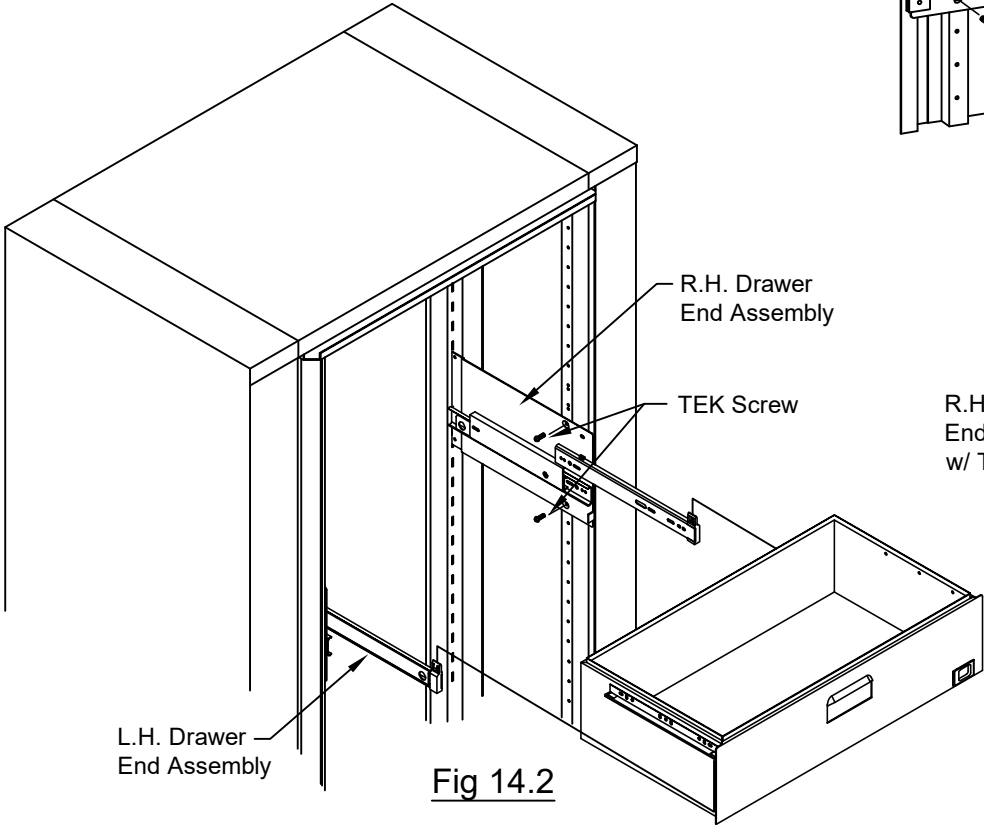
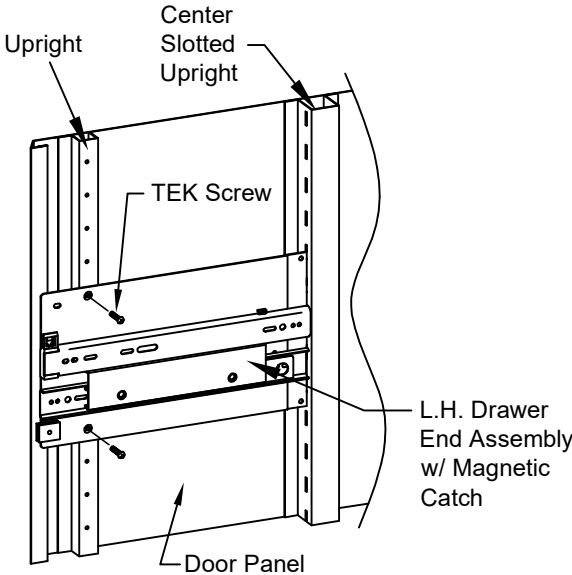
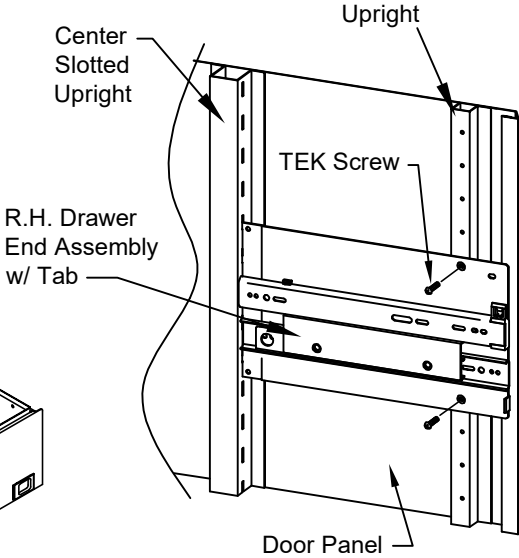
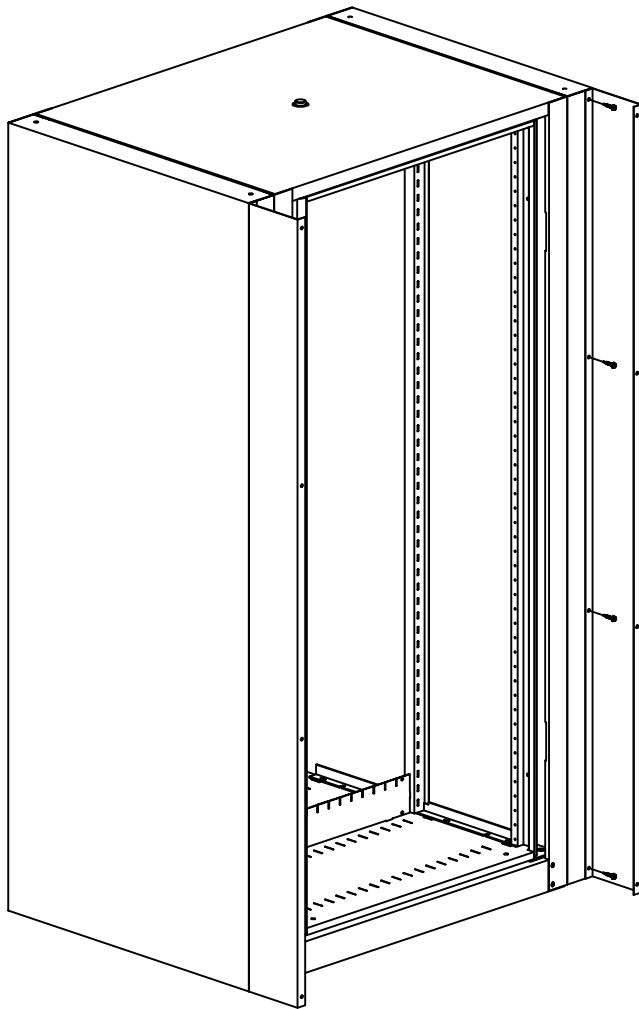


Fig 14.2



# ADDENDUM 'A'

## INSTALLATION INSTRUCTIONS for WALL CLOSURE STRIPS



NOTE: When installing a row of ARC units: apply one closure strip to the first unit and move it into position. Join all but the final adder unit to the row. Attach the remaining closure strip to the final unit and move it into position to complete the installation.

1. Build the ARC unit away from the wall and near the final installation location.

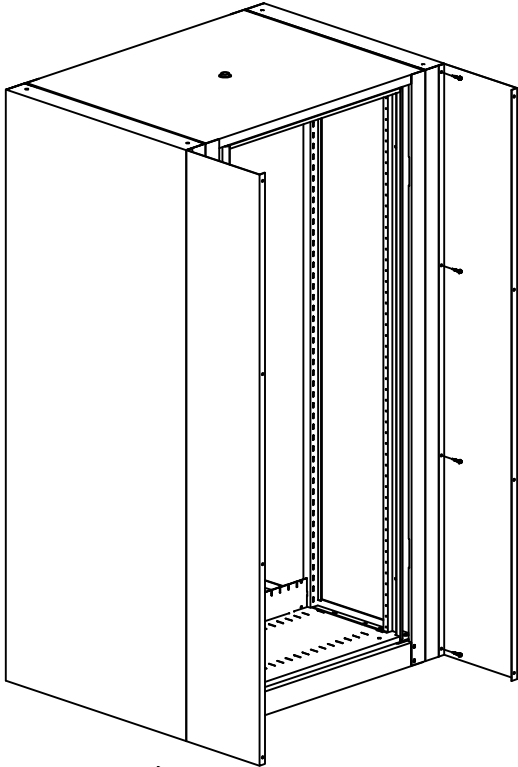
DO NOT install interior accessories at this time.

2. Align Wall Closure Strip with the ARC unit end panel edge. Attach the closure strip(s) using the screws provided in the hardware bag.

3. Push the ARC Unit into position against the wall and adjust the levelers as required.

4. Complete the installation of accessories at this time.

# INSTALLATION INSTRUCTIONS for BACK-to-BACK CLOSURE STRIPS



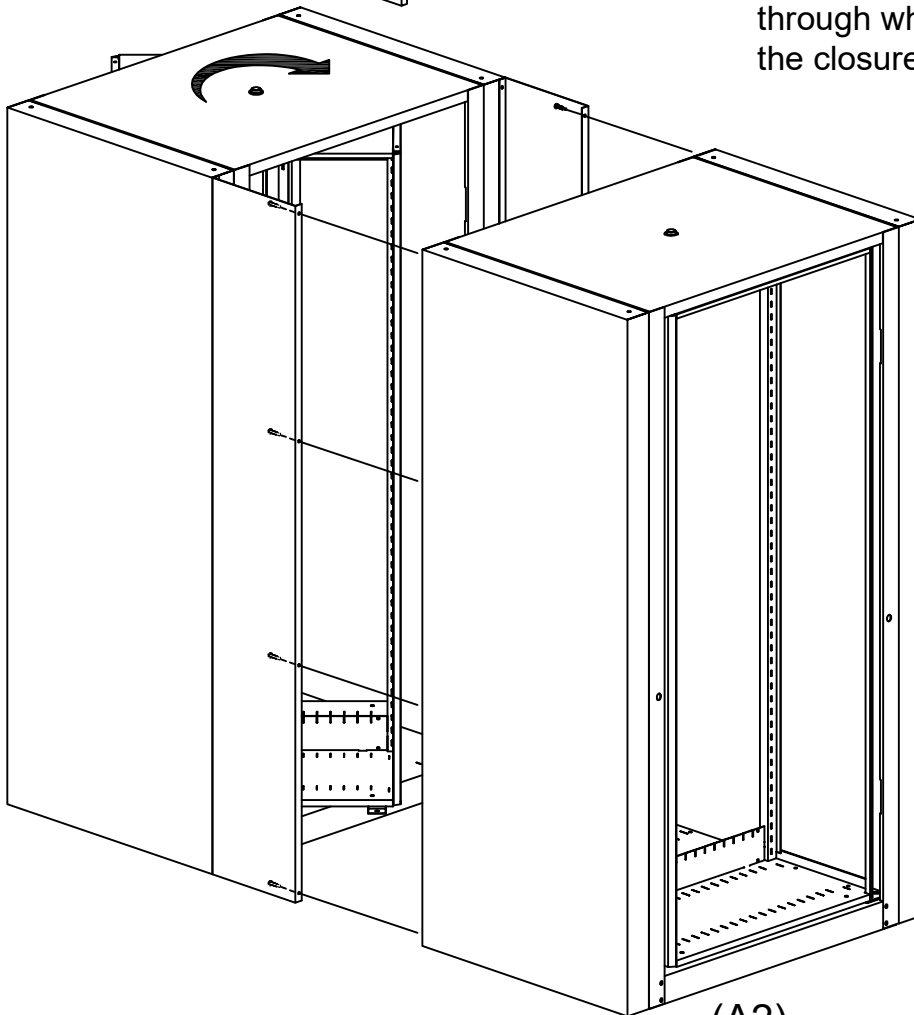
NOTE: When installing a row of ARC units: apply one closure strip to the first unit and move it into position. Join all but the final adder unit to the row. Attach the remaining closure strip to the final unit and move it into position to complete the installation.

1. Build the ARC units near the final installation location.

DO NOT install interior accessories at this time.

2. Align Back-to-Back Closure Strip with the ARC unit end panel edge. Attach the closure strip(s) using the screws provided in the hardware bag.

3. Place this ARC unit at the desired location and level unit as required. This is the ARC unit through which you will attach the second unit to the closure strips.



4. Move the second ARC unit into position against the mounted closure strips.

5. Level the second ARC unit as required.

6. Rotate the internal ARC carriage of the first unit to provide access for attaching the second unit.

7. View the location of the closure strip holes through the first unit and attach the second unit using the screws provided in the hardware bag.

8. Complete the installation of accessories in both ARC units at this time.

(A2)