

The ultimate protection for your valuable documents.

FireKing® File Cabinets



USE & CARE INSTRUCTIONS



Dear New FireKing Owner:


Congratulations! You've just purchased the best, most popular brand of fireproof file on the market - bar none. And it's from a manufacturer committed to your satisfaction like no other. Your new FireKing file cabinet carries the prestigious Underwriters Laboratories® (UL) Class 350 1-hour insulated Records Container with impact rating: meaning they have passed the UL 1700° fire endurance test, 2000° explosion hazard test and 30-foot drop/impact test. We also offer UL rated 2-hour files.

In addition to protecting your irreplaceable papers, you should give serious consideration to protecting another irreplaceable resource: the backup data from your computer. We have a product designed precisely for that purpose: the FireKing MediaVault™. It's convenient and affordable. Above all, it provides you with peace of mind. Information on the MediaVault may be found in this packet.

Remember to send in the enclosed warranty card. It's your guarantee for free file replacement in the event of fire damage. The warranty also includes a key registration service that helps you speed replacement for your high-security lock(s) should your keys be lost or stolen.

At FireKing we're doing everything we can to make sure you're satisfied with your purchase. So please feel free to contact us at 800-457-2424 if you have any questions or comments. And thanks for putting your trust in FireKing.

Sincerely,

A handwritten signature in black ink, appearing to read 'Gary Weisman', with a long horizontal flourish extending to the right.

Gary Weisman
President
FireKing International, LLC

Note: During shipment the gypsum insulation of your FireKing file cabinet may create a film of dust on the exterior and interior of the file. This is a normal settling process. Simply wiping the cabinet and drawers with a damp cloth will remove the dust. FireKing files are asbestos free.

Table of Contents

Drawer Removal and Installation	Page 1
Operating the Locking Mechanisms	Page 6
Recommended Filing Arrangements	Page 9
What to do in the event of Lost Keys	Page 12
Accessory Order Form	Page 15

Drawer Removal & Installation

Moving FireKing® file cabinets into position may be facilitated by removing the drawers.

CAUTION! FireKing file cabinets and drawers are heavy! For safety and ease of handling, always observe the following precautions:

1. Always use proper moving equipment and padding when moving FireKing file cabinets.
2. Two or more persons are required when handling the drawers.
3. When drawers are installed, be sure the back fingers on the suspensions are over the channel track lips.

To Remove Lateral Drawers

1. Extend drawer fully out.
2. Remove the two (2) No. 8 stabilizer screws from inside the drawer body. (Fig. 1)
3. Note that each drawer has a drawer number decal on the right side of the drawer. (Fig. 2) Drawers are numbered from top to bottom and each must be replaced in the same cavity from which it was removed.
4. Remove the one (1) No. 8 screw from front of suspension rail (Fig. 3) on both sides of drawer.
5. Place index fingers and thumbs on drawer catches (Fig. 3) and release by pulling up on catches.
6. Holding drawer head with both hands, pull drawer out of cavity.
Caution: drawers are very heavy.
7. Push suspensions and stabilizers back into the drawers.

Fig. 1

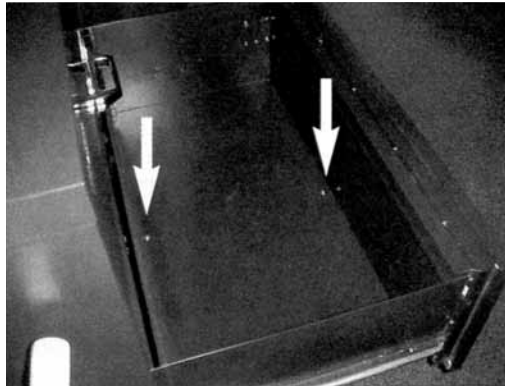
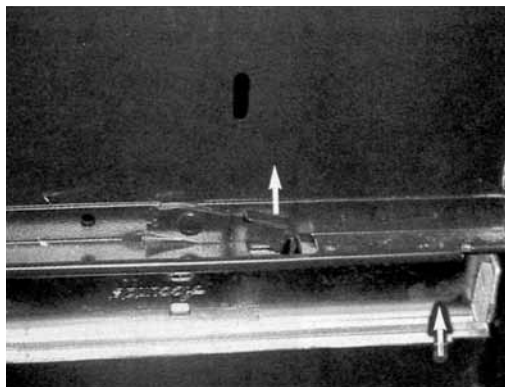


Fig. 2



Fig. 3



To Install Lateral Drawers

1. Pull suspensions and stabilizers out until they are fully extended.
2. Using two or more persons to lift drawer, insert drawer tracks on top of suspension.
3. Slide the top of the suspension into drawer track until the drawer catches engage. Drawer should now be secured to suspension. NOTE: Be sure drawer track is engaged under rear fingers of both suspension. Install No. 8 screw to front of suspension on each side. (Fig. 4)
4. Align stabilizer holes with holes in bottom of drawer body (Fig. 5) and install two (2) No. 8 stabilizer screws. Tighten securely. NOTE: Some adjustment of drawer position may be needed for proper installation, see next step.
5. Close drawer and check for free movement and equal gap on both sides of drawer. If necessary, lightly loosen stabilizer screws and move drawer in direction of excessive gap. Tighten screws and recheck gap.

Fig. 4

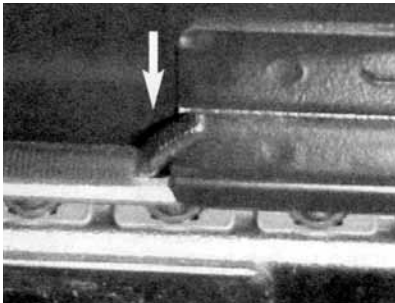
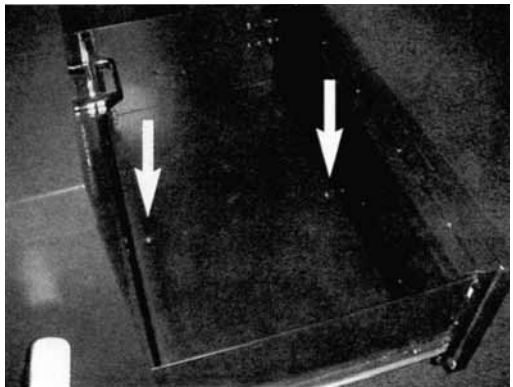


Fig. 5



FireKing Classics

25"/31" Vertical Files and Check Card & Note Files

To Remove

1. Extend drawer fully.
2. Lift up on front of drawer until the stops on the bottom of drawer clears (Fig. 6) suspension and pull drawer forward.

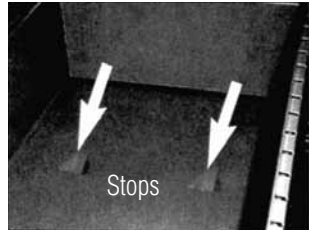


Fig. 6

To Install

1. Place rear of drawer side rails onto the front suspension bearings. (Fig. 7)
2. Holding drawer level, push drawer in until the side rail is in between the two sets of the center bearings.

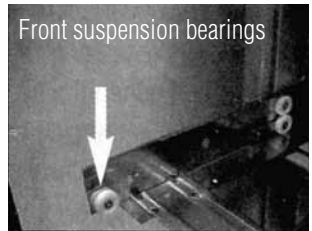


Fig. 7

NOTE: It may be necessary to fully extend drawer before it rolls correctly on suspension.

All Turtle®, Meilink®, International 2-Hour Vertical and 3122 Lateral Files (Slide Suspension)

To Remove

1. Grasp front of drawer on each side and lift to release front tabs of slides from drawer. (Fig. 8)
2. Place one hand underneath the drawer for support and pull one slide forward to release the rear tab, repeat for other slide. (Fig. 8)
3. Pull drawer clear of slides.

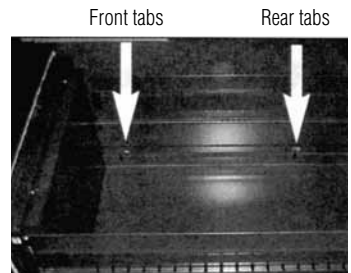


Fig. 8

To Install

1. Fully extend slides.
2. Place drawer into opening in between slides and align rear tab of slide with the appropriate notch and insert.
3. Pull drawer forward until front tabs are aligned, insert front tabs.

To Remove a file From The Pallet

Remove rubber stops from the front and sides of the pallet. Spin the cabinet to set sideways across the pallet. Slide the cabinet so that the back of the cabinet will tilt and rest on the floor. Push back on the front of the cabinet to raise the front of the bottom of the pallet. Slide pallet out of the way and set cabinet on the floor.

Operating the Locking Mechanisms

FireKing cabinets offer a number of locking options. Identify your type of lock and follow the instructions below. Do not attempt to close drawer when the lock bolt is extended; damage to cabinet and/or lock may result.

NOTE FOR COMBINATION LOCKS: Turn dial slowly and steadily. If any number is misdialed, the entire combination must be redialed.

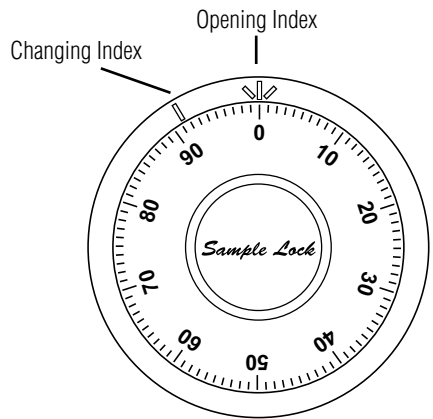
Standard Key Plunger Lock

To Lock

1. Push the lock plunger in until it snaps into place.

To Unlock

1. Insert key into lock. Turn to the right until the plunger pops out.



Standard Combination Lock Only (Sargent & Greenleaf)

To Unlock using Your Preset Combination

1. Turn dial to the left four revolutions, stopping when the first number of your combination is aligned with the opening index.
2. Turn dial to the right three revolutions, stopping when the second number of your combination is aligned with the opening index.
3. Turn the dial to the left two revolutions, stopping when the third number of your combination is aligned with the opening index.
4. Turn full right slowly until dial reaches positive stopping point and bolt retracts.

To Lock

1. Close the cabinet and turn the dial to the right at least four complete revolutions. DO NOT stop at the first number of the combination.

Standard Combination & Keylock For Dual Control

To Unlock Using Your Preset Combination

1. Follow instructions 1 through 4 for opening the Standard Combination Lock with your combination.
2. AFTER working the combination, insert the key in the keylock and unlock.

To Lock:

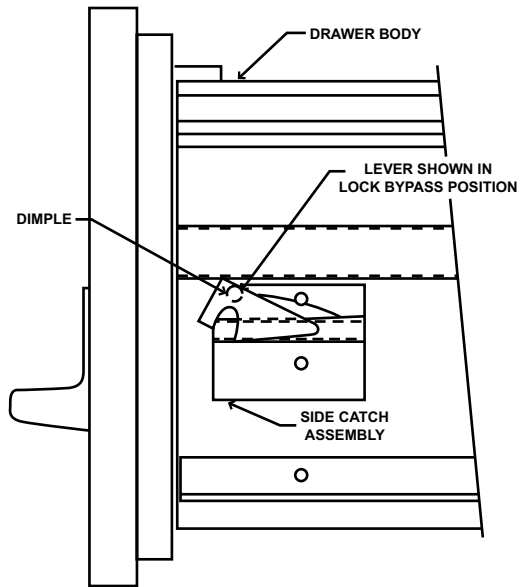
1. Close the cabinet; push the plunger in until it locks.
2. Turn the dial to the right at least four complete revolutions. DO NOT stop at the first number of the combination.

Lock Bypass Feature

The lock bypass lever is designed to allow access to certain drawers while others remain locked.

If one or more of the drawers will not lock, check the lock bypass lever. The bypass lever needs to be in the deactivated position in order for the drawer to lock.

Below are instructions that will help in activating and deactivating the lock bypass lever.



To activate the lock bypass feature:

Lift the lever with your thumb until it rests above the dimple at the top of the side catch assembly. (As shown in above figure). **The drawer will NOT lock with the lever in this position.**

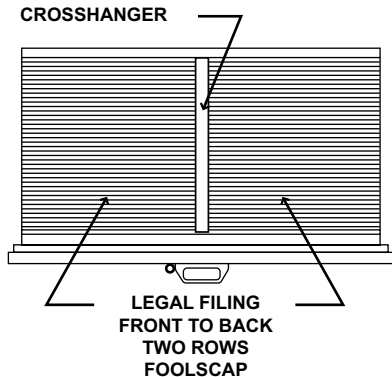
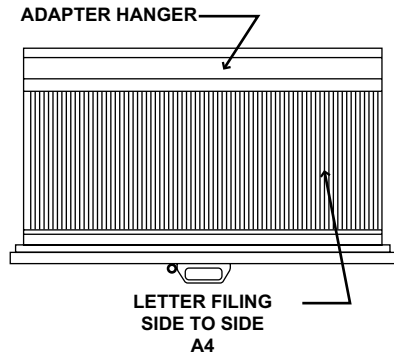
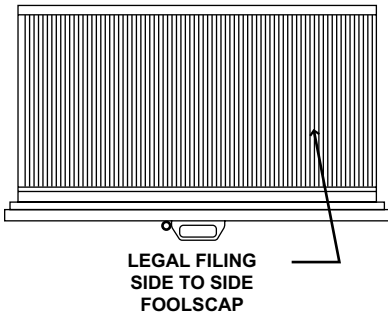
To deactivate the lock bypass feature:

Press down on the lever until it is positioned below the dimple and rests on the channel that is a formed feature of the side catch. **The drawer will now lock with the lever in this position.**

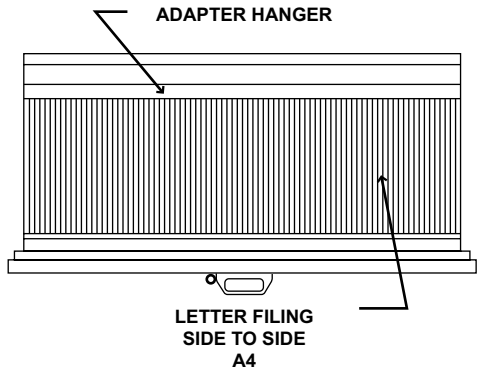
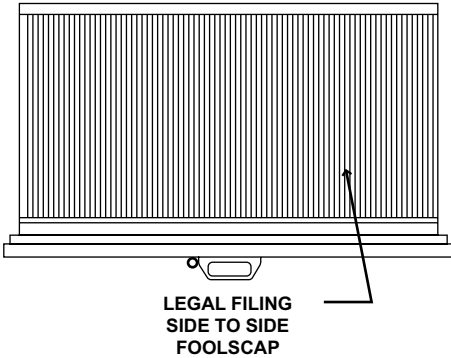
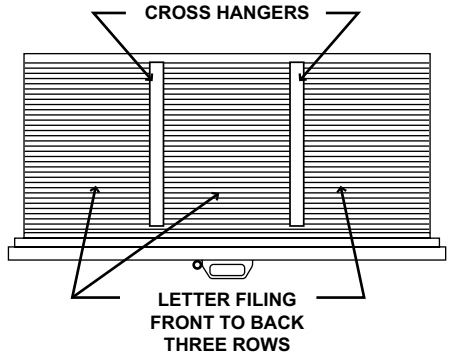
Recommended Filing Arrangements For Laterals

Your FireKing Lateral file cabinet comes equipped with high-drawer sides to hang both letter and legal size documents, using standard hanging file folders. For increased versatility, you may order optional adapter hanger bars for side-to-side filing of letter-size documents. (Order Form Attached)

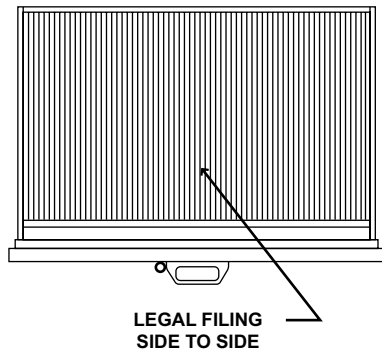
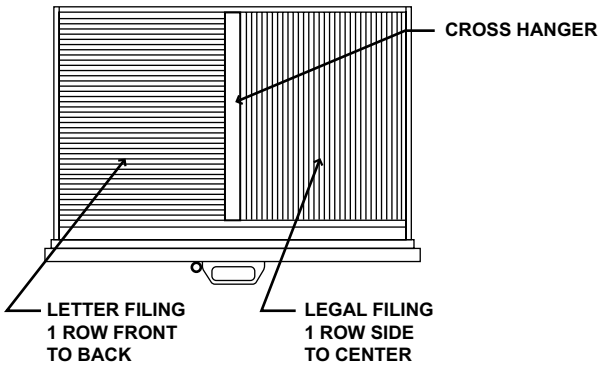
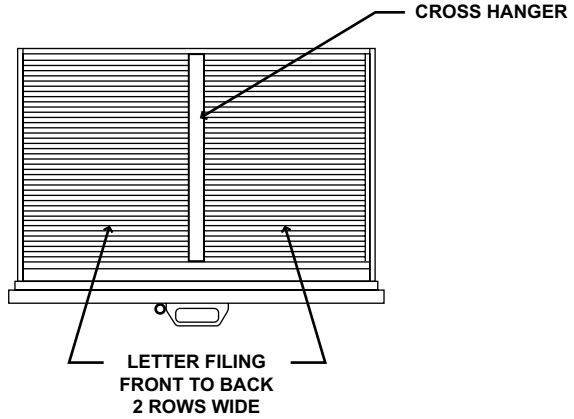
Filing Arrangements for “38-Inch” Lateral Files



Filing Arrangements for "44-Inch" Lateral Files



Filing Arrangements for "31-Inch" Lateral Files



What to do in the Event of Lost Keys

US Only

All you need to do is call FireKing toll-free at 1-800-457-2424 or at 1-812-948-8400. You may also mail your order to Fire King International Inc., Attention: Security Access, 101 Security Parkway, New Albany IN 47150 or fax it to 1-812-948-0437. To process your order we will need your name, the serial number of the file cabinet and other private identification number if you have chosen to restrict access to your keys.

For your convenience you may pay for your keys by using Visa, MasterCard, Discover, or American Express, or you may send a check in with your order. Keys are sold in sets of two (2). Call customer service to place your order.

The high-security locking system on your new FireKing is designed to protect your vital and confidential records from those not authorized to see them. Please choose your desired level of security and promptly return the key registration form enclosed in this envelope.

International

Contact nearest distributors for International customers.

For assistance or additional information, contact:



101 Security Parkway
New Albany, IN 47150
(800) 457-2424
www.firekingoffice.com

Accessory Order Form

Follow Blocks

Your FireKing 25" file accommodates standard hanging file folders with no frames required. Optional follow blocks, which help keep your files neat and organized, are available in sets of two for \$102.00 and sets of four for \$205.00, including shipping and handling.

Adapter Hanger Bars

Your FireKing lateral file is equipped for front-to-back hanging of both letter and legal files, and side-to-side hanging of legal files. Optional adapter hanger bars, which allow you to hang letter files side-to-side, are available for \$85.00 each including shipping and handling. International Customer Contact Nearest Distributor.

Order From:



101 Security Parkway, New Albany, IN 47150
(800) 457-2424 • www.firekingoffice.com

FILE SERIAL NUMBER

Please send me _____ set(s) of two follow blocks at \$102.00 each set _____

Please send me _____ set(s) of four follow blocks at \$205.00 each set _____

Please send me _____ Adapter Hanger Bars at \$85.00 each _____

Taxes will be charged where applicable. Contact Customer Service for more information.

Check (made payable to FireKing International) Total \$ _____

Credit Card Visa MasterCard Discover American Express

Account Number _____

Company Name _____

Cardholder Name _____ Exp. Date _____

Shipping Address: _____
(Street) (PO Box)

(City) (State) (Zip)

Cardholder Signature Phone