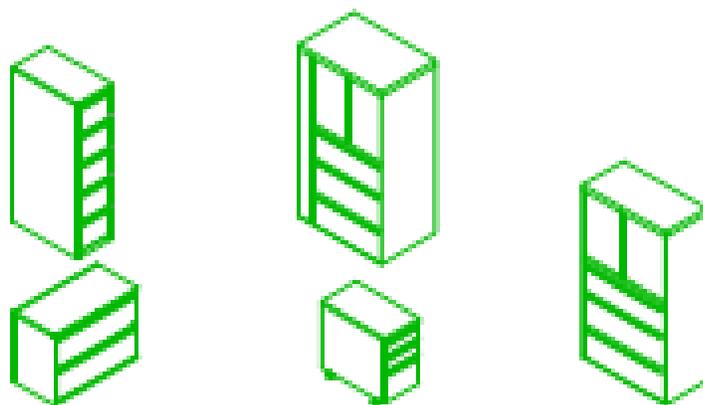


Disassembly Instructions

For

Opus Metal Filing and Storage Products



June 2014

Disassembly Instructions for OPUS FILE Bookcases for model numbers beginning BC.



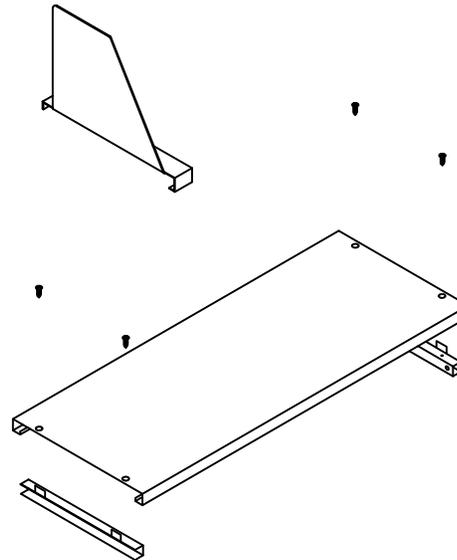
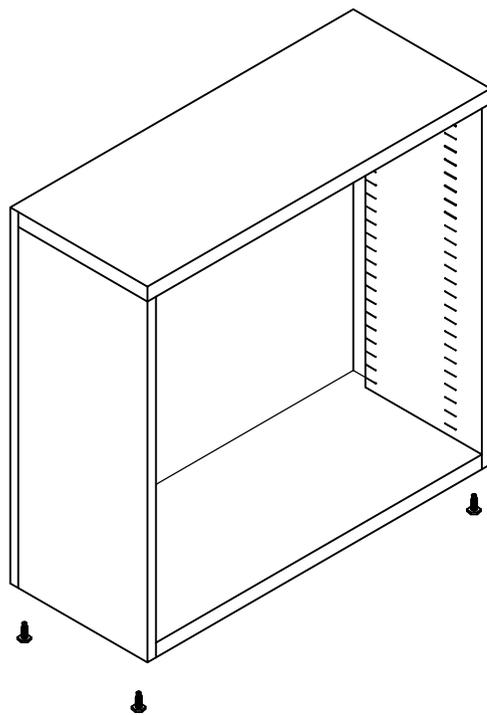
Material Type: A. Steel

ALL STEEL CONSTRUCTION



Procedure:

1. Remove all Bookends, Shelves and Shelf Brackets.
2. Remove Adjustable Glides from bottom of Bookcase.



General Notes:

1. Disassembly time: 20-30 Minutes
2. This procedure assumes basic familiarity with hand tools and furniture terminology. No specialized training is required.
3. All materials removed and disassembled can be sorted and segregated with like materials and disposed of or recycled according to recycling availability or waste acceptance. Recyclability claims are based upon available recycling infrastructure within at least 6 out of 10 U.S. EPA regions. Actual recycling infrastructure and material acceptance may vary based upon location.
4. All recyclable material labeled is Steel.



5. To find a recycling facility in your region, please visit <http://www.recyclingmarkets.net>

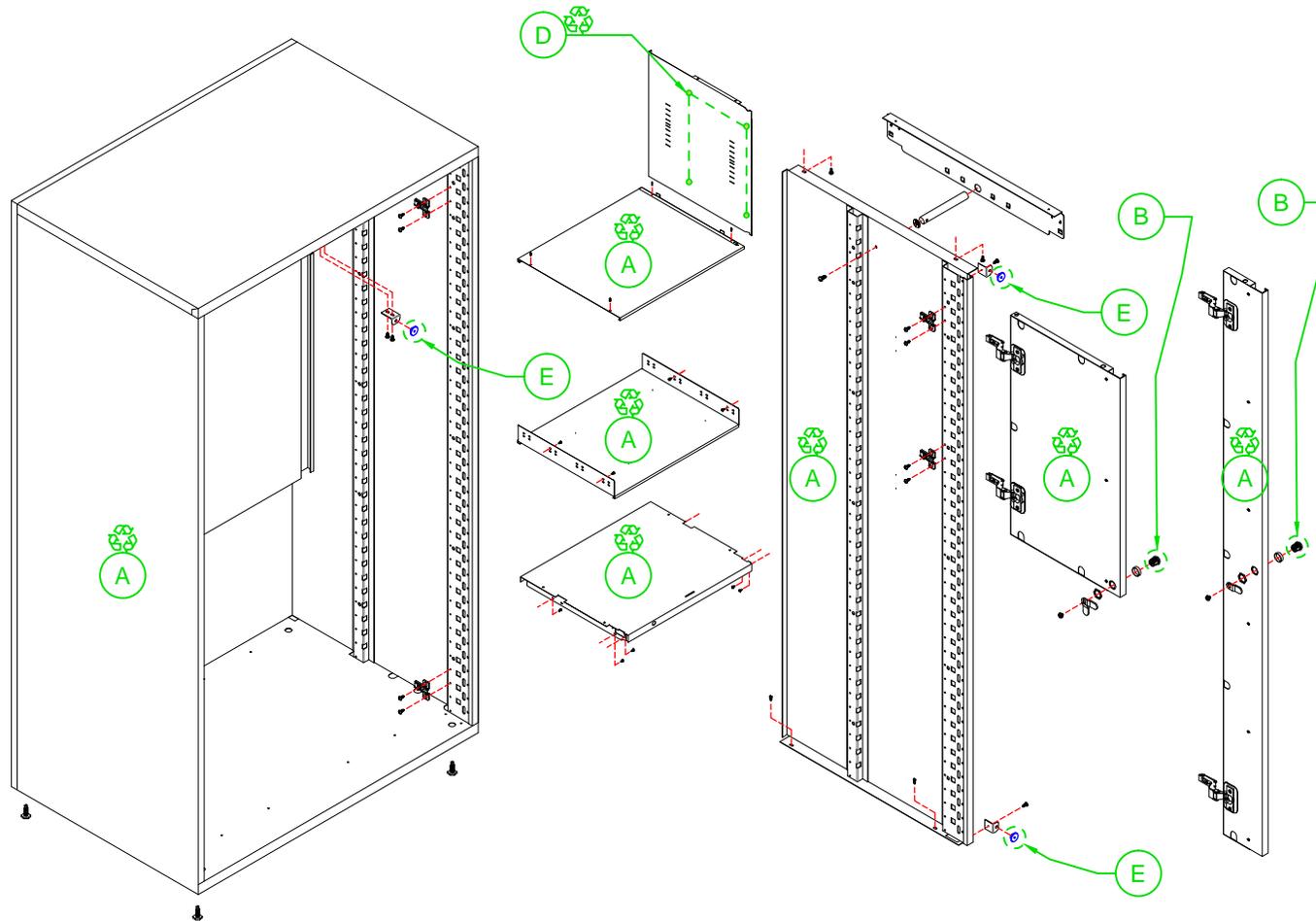
Required Tools



Disassembly Instructions for OPUS FILE Kiosk for model numbers beginning **KIOSK**.



Material Type: A. Steel B. Die Cast C. Plastic D. Aluminum E. Rubber



Procedure:

- 1.* Complete steps 1 & 2 of Disassembly Instructions for all Lateral Cabinets.
- 2a. Closed Kiosk ONLY - Remove all Euro Doors, and hardware.
- 2b. Remove Shelf and Locking Shelf.
- 2c. Remove Partition.
- 2a. Open Kiosk ONLY - Remove Shelf.
- 2b. Drill out aluminum rivets to remove Liner.
- 2c. Remove Locking Shelf.
- 2d. Remove Wardrobe Euro Door and hardware.
- 3.* Complete step 3 of Disassembly Instructions for all Lateral Cabinets.

General Notes:

1. Disassembly time: 20-30 Minutes
2. This procedure assumes basic familiarity with hand tools and furniture terminology. No specialized training is required.
3. All materials removed and disassembled can be sorted and segregated with like materials and disposed of or recycled according to recycling availability or waste acceptance. Recyclability claims are based upon available recycling infrastructure within at least 6 out of 10 U.S. EPA regions. Actual recycling infrastructure and material acceptance may vary based upon location.
4. All recyclable material labeled  is Steel.
5. To find a recycling facility in your region, please visit <http://www.recyclingmarkets.net>

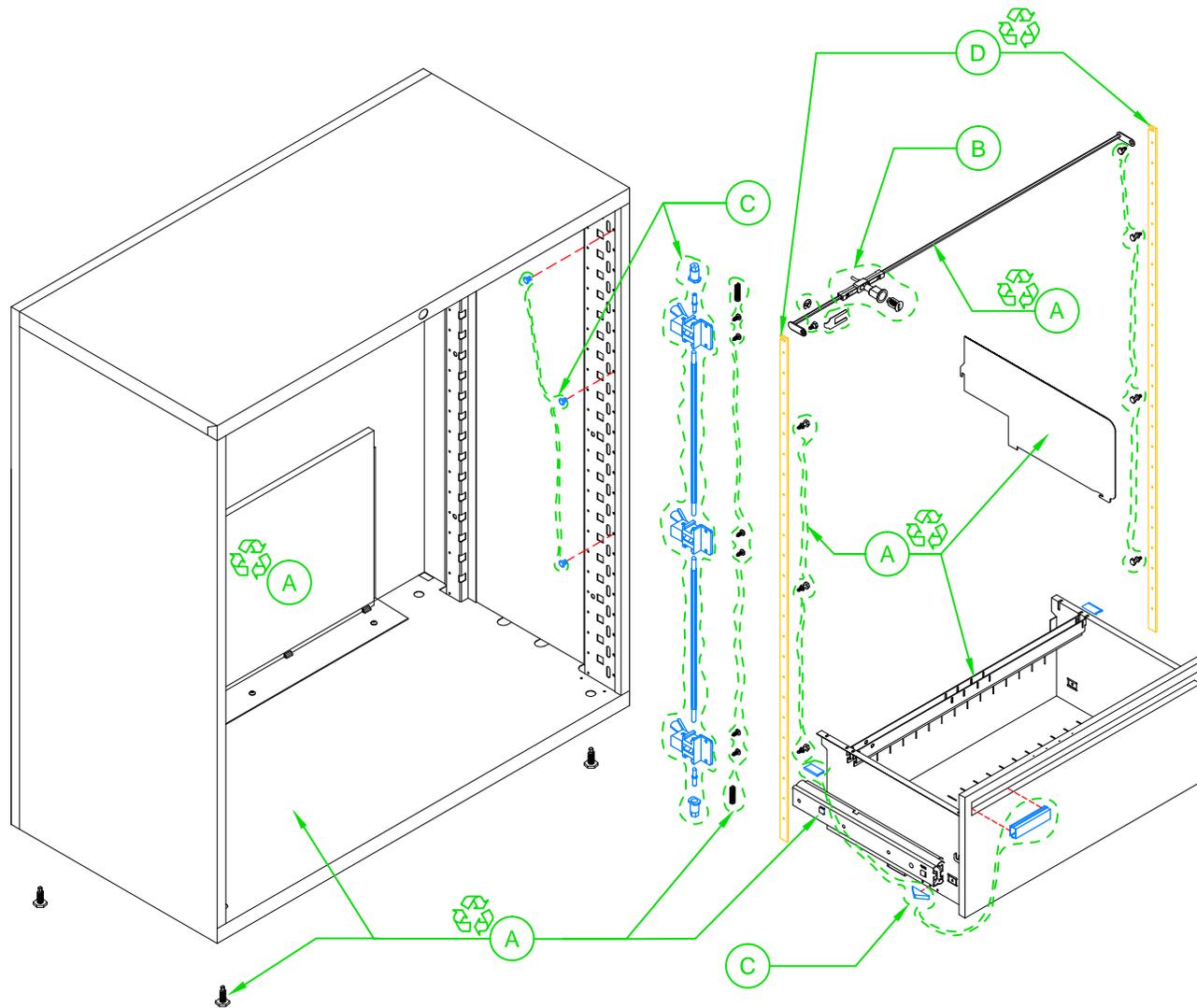
Required Tools



Disassembly Instructions for OPUS FILE Lateral Cabinets for models beginning LATFF or ZZLATFF



Material Type: A. Steel B. Die Cast C. Plastic D. Aluminum



Procedure:

- 1a. Remove all Drawers and Suspension Glides.
- 1b. Remove all plastic from Drawers, (Folder Bar Retainers, Ramp, and Label Holder).
- 1c. Remove all Folder Bars and Dividers from Drawers.
- 2a. Remove screws holding plastic Support Blocks.
- 2b. Remove plastic Rods and Spring Retainers.
- 2c. Remove plastic round Glides from inside cabinet.
3. Remove screws holding Lock-Transfer Mechanism and Lock Bars; lay cabinet on back to slide out Lock Bars from the bottom of cabinet and remove Adjustable Glides.

General Notes:

1. Disassembly time: 20-30 Minutes
2. This procedure assumes basic familiarity with hand tools and furniture terminology. No specialized training is required.
3. All materials removed and disassembled can be sorted and segregated with like materials and disposed of or recycled according to recycling availability or waste acceptance. Recyclability claims are based upon available recycling infrastructure within at least 6 out of 10 U.S. EPA regions. Actual recycling infrastructure and material acceptance may vary based upon location.
4. All recyclable material labeled  is Steel.
5. To find a recycling facility in your region, please visit <http://www.recyclingmarkets.net>

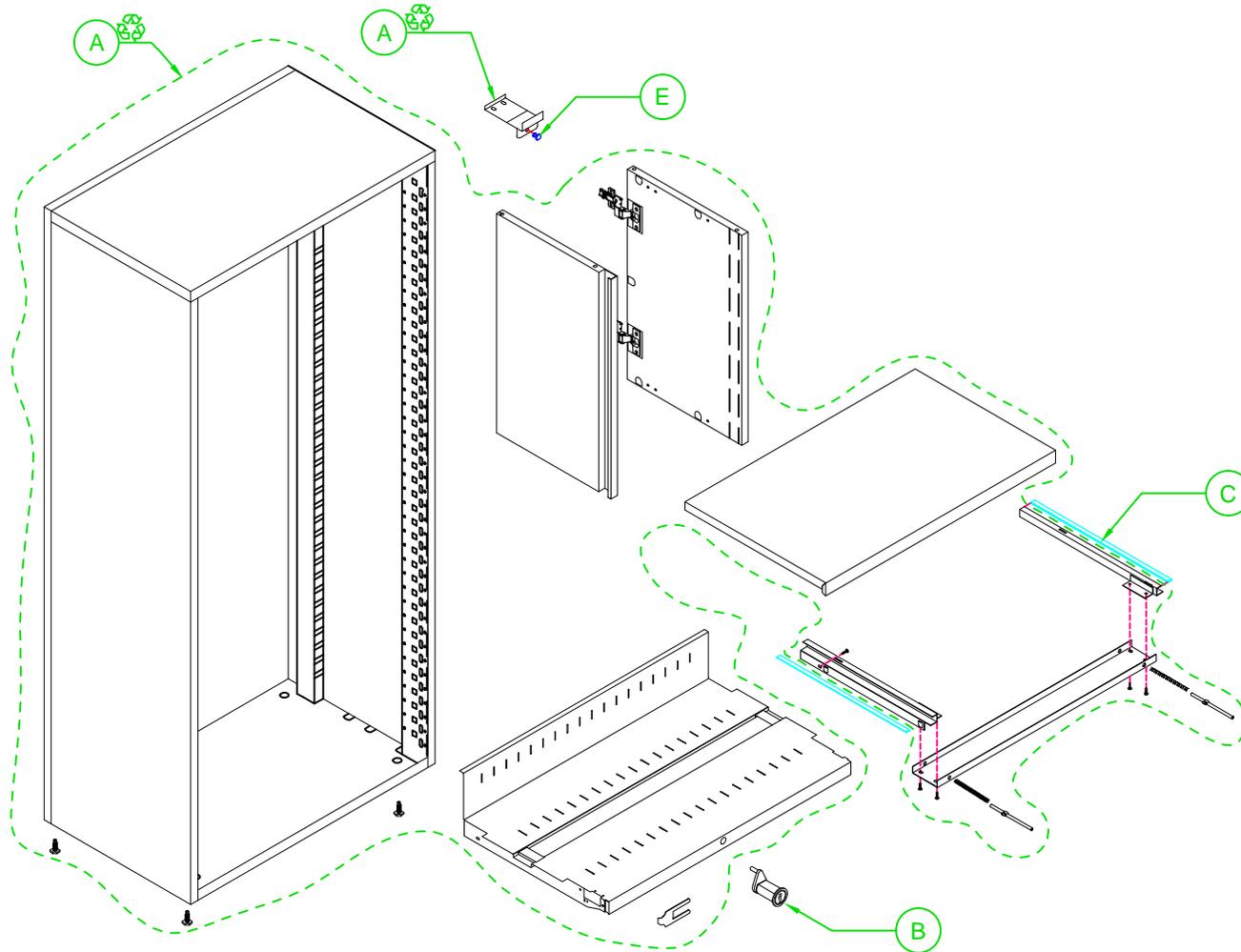
Required Tools



Disassembly Instructions for OPUS FILE Media-Post Cabinets for model numbers beginning LATFFMP



Material Type: A. Steel B. Die Cast C. Plastic D. Aluminum E. Rubber



Procedure:

- 1.* Complete steps 1 & 2 of Disassembly Instructions for all Lateral Cabinets.
2. Remove Euro Doors and hardware.
3. Remove Shelf, Locking Shelf and Posting Shelf.
- 4.* Complete step 3 of Disassembly Instructions for all Lateral Cabinets.

General Notes:

1. Disassembly time: 20-30 Minutes
2. This procedure assumes basic familiarity with hand tools and furniture terminology. No specialized training is required.
3. All materials removed and disassembled can be sorted and segregated with like materials and disposed of or recycled according to recycling availability or waste acceptance. Recyclability claims are based upon available recycling infrastructure within at least 6 out of 10 U.S. EPA regions. Actual recycling infrastructure and material acceptance may vary based upon location.
4. All recyclable material labeled  is Steel.
5. To find a recycling facility in your region, please visit <http://www.recyclingmarkets.net>

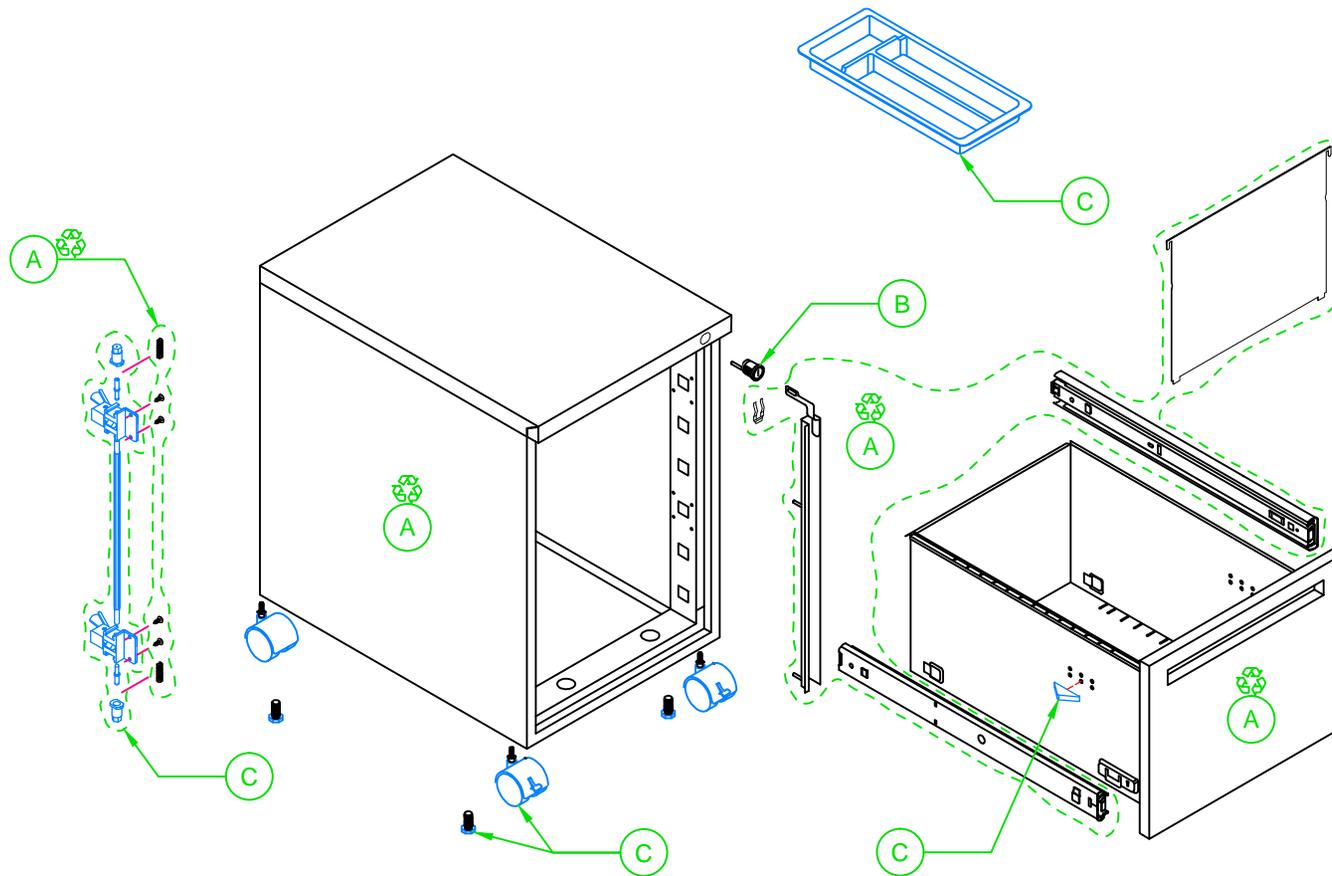
Required Tools



Disassembly Instructions for OPUS FILE Pedestal/Modified Cabinets for model numbers beginning PEDMPFF24RFM



Material Type: A. Steel B. Die Cast C. Plastic



Procedure:

- 1a. Remove all Drawers and Suspension Glides.
- 1b. Remove Dividers and Pencil Trays (if included).
- 2a. Remove plastic Ramps from Drawers.
- 2b. Remove screws holding plastic Support Blocks from cabinet.
- 2c. Remove plastic Rods and Spring Retainers from cabinet..
3. Remove Lock Clip and remove Lock.
4. Remove plastic Wheels or Adjustable Glides.

General Notes:

1. Disassembly time: 20-30 Minutes
2. This procedure assumes basic familiarity with hand tools and furniture terminology. No specialized training is required.
3. All materials removed and disassembled can be sorted and segregated with like materials and disposed of or recycled according to recycling availability or waste acceptance. Recyclability claims are based upon available recycling infrastructure within at least 6 out of 10 U.S. EPA regions. Actual recycling infrastructure and material acceptance may vary based upon location.
4. All recyclable material labeled  is Steel.
5. To find a recycling facility in your region, please visit <http://www.recyclingmarkets.net>

Required Tools



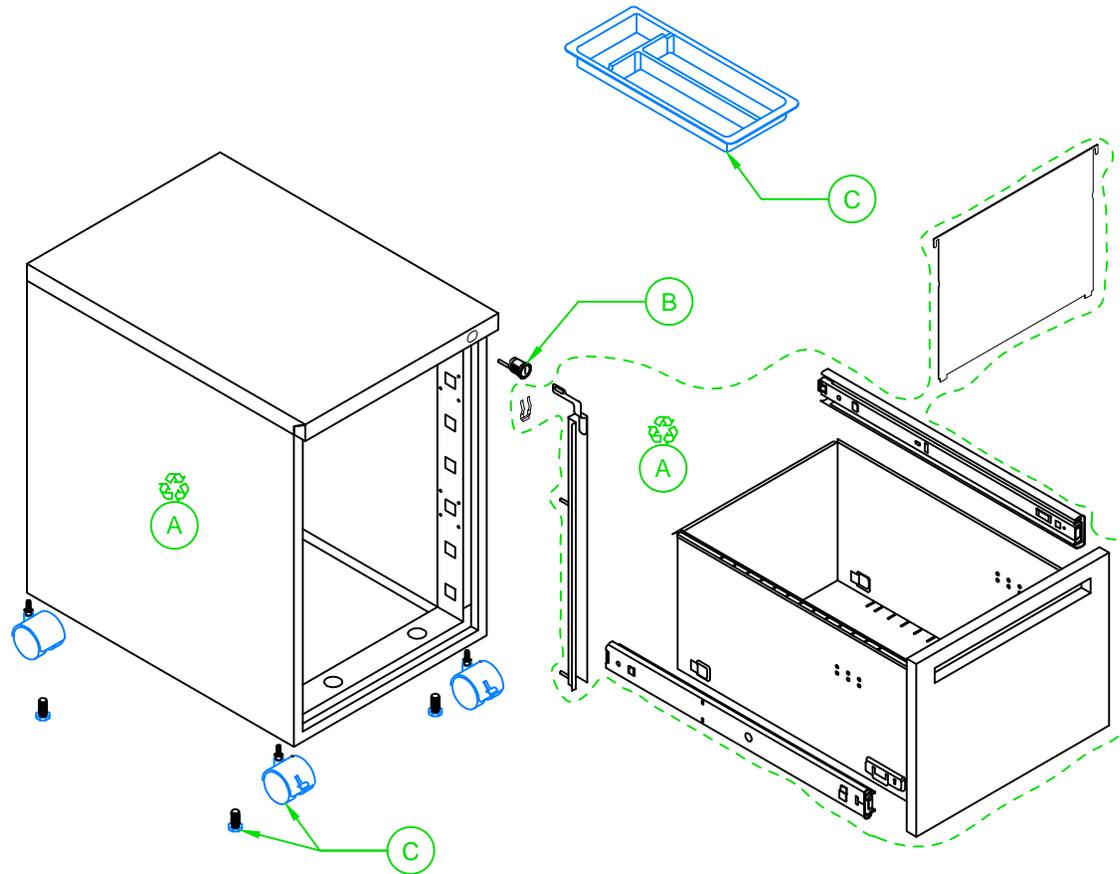
Disassembly Instructions for OPUS FILE Pedestal Cabinets for model numbers beginning PEDFP, PEDMP, PEDHP, PEDWSP, ZZPEDMP, & ZZPEDHP



Material Type: A. Steel B. Die Cast C. Plastic

Procedure:

- 1a. Remove all Drawers and Suspension Glides.
- 1b. Remove Dividers and Pencil Trays (if included).
2. Remove Lock Clip and remove Lock.
3. Remove plastic Wheels or Adjustable Glides.



General Notes:

1. Disassembly time: 20-30 Minutes
2. This procedure assumes basic familiarity with hand tools and furniture terminology. No specialized training is required.
3. All materials removed and disassembled can be sorted and segregated with like materials and disposed of or recycled according to recycling availability or waste acceptance. Recyclability claims are based upon available recycling infrastructure within at least 6 out of 10 U.S. EPA regions. Actual recycling infrastructure and material acceptance may vary based upon location.
4. All recyclable material labeled  is Steel.
5. To find a recycling facility in your region, please visit <http://www.recyclingmarkets.net>

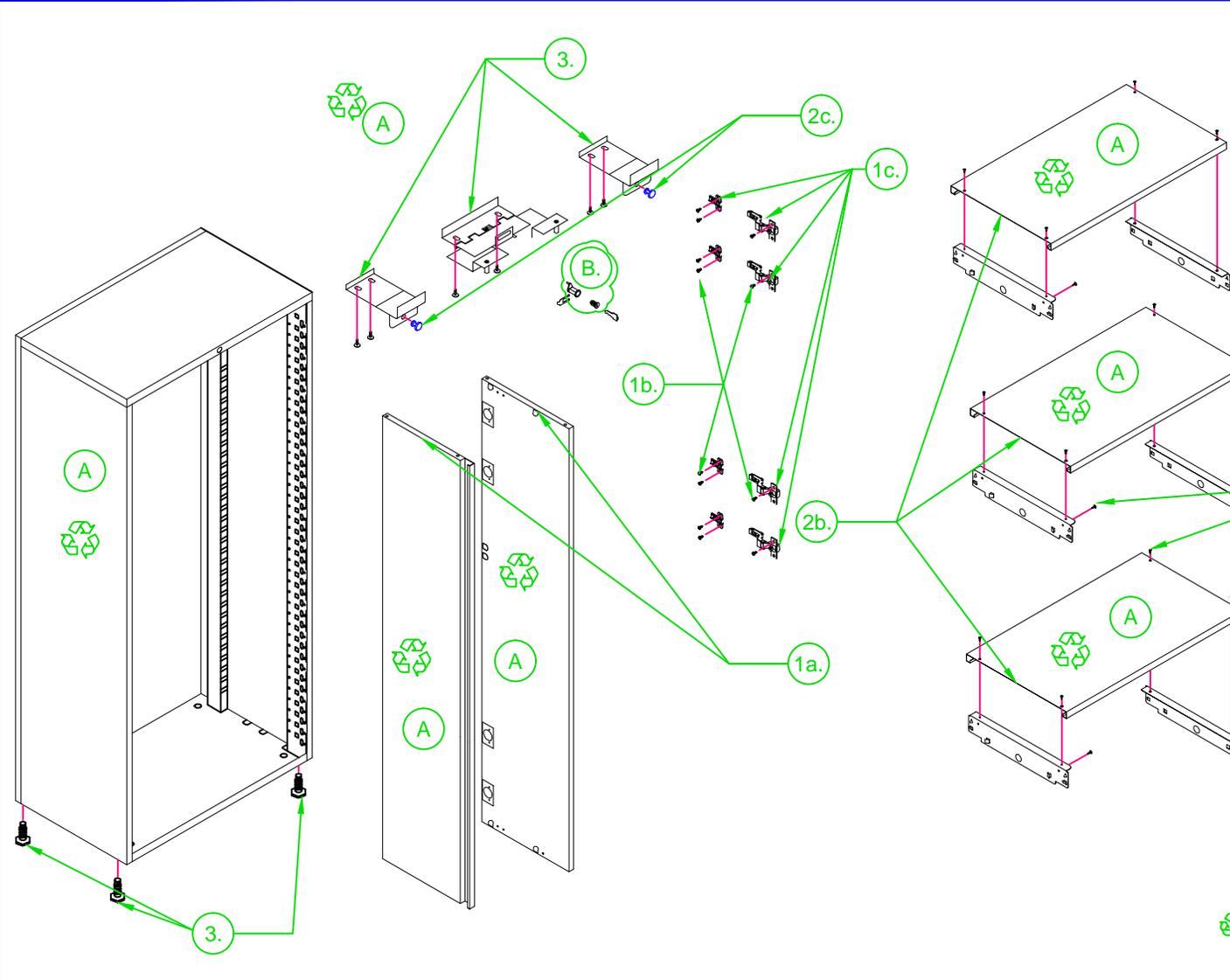
Required Tools



Disassembly Instructions for OPUS FILE Storage Cabinets for models beginning CIL.



Material Type: A. Steel B. Die Cast C. Plastic D. Aluminum



Procedure:

- 1a. Remove Doors from Cabinet Shell.
- 1b. Remove screws holding hinge assemblies to doors and shell.
- 1c. Remove all hinge assemblies from doors and shell.
- 2a. Remove all screws holding shelf and bracket assemblies.
- 2b. Remove shelf and bracket assemblies.
- 2c. Remove rubber door stops from inside top of cabinet.
3. Remove screws holding Lock-Mechanism and Door Stops, lay cabinet on back remove Adjustable Glides.

General Notes:

1. Disassembly time: 20-30 Minutes
2. This procedure assumes basic familiarity with hand tools and furniture terminology. No specialized training is required.
3. All materials removed and disassembled can be sorted and segregated with like materials and disposed of or recycled according to recycling availability or waste acceptance. Recyclability claims are based upon available recycling infrastructure within at least 6 out of 10 U.S. EPA regions. Actual recycling infrastructure and material acceptance may vary based upon location.
4. All recyclable material labeled  is Steel.
5. To find a recycling facility in your region, please visit <http://www.recyclingmarkets.net>

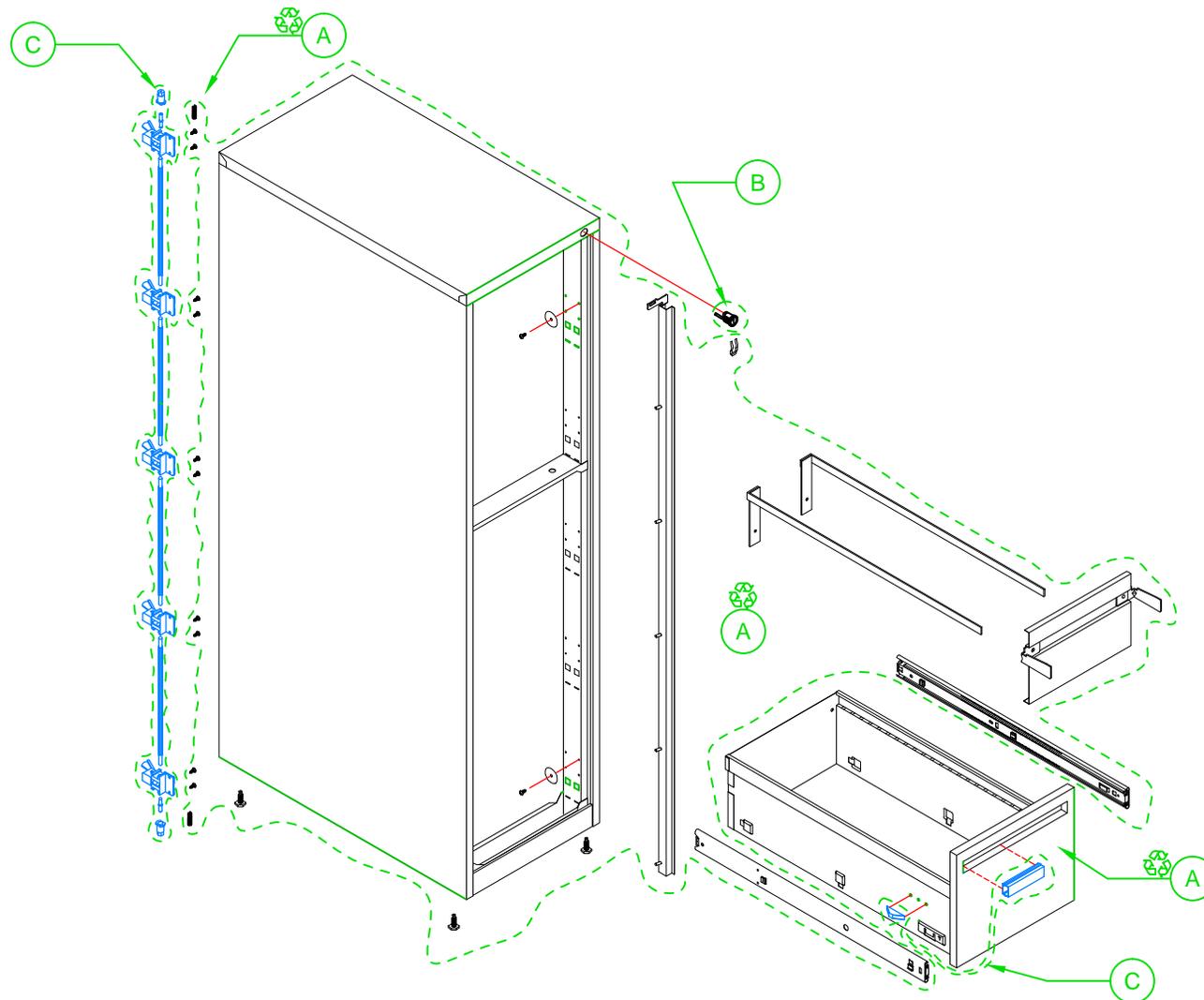
Required Tools



Disassembly Instructions for OPUS FILE Vertical Cabinets for model numbers beginning VER or ZZVER



Material Type: A. Steel B. Die Cast C. Plastic



Procedure:

- 1a. Remove all Drawers and Suspension Glides.
- 1b. Remove Compression Plates or Folder Bars (if included).
- 1c. Remove all plastic from Drawers, (Ramps, and Label Holder).
- 2a. Remove screws holding plastic Support Blocks.
- 2b. Remove plastic Rods and Spring Retainers.
3. Remove Lock Clip and remove Lock.

General Notes:

1. Disassembly time: 20-30 Minutes
2. This procedure assumes basic familiarity with hand tools and furniture terminology. No specialized training is required.
3. All materials removed and disassembled can be sorted and segregated with like materials and disposed of or recycled according to recycling availability or waste acceptance. Recyclability claims are based upon available recycling infrastructure within at least 6 out of 10 U.S. EPA regions. Actual recycling infrastructure and material acceptance may vary based upon location.
4. All recyclable material labeled  is Steel.
5. To find a recycling facility in your region, please visit <http://www.recyclingmarkets.net>

Required Tools

