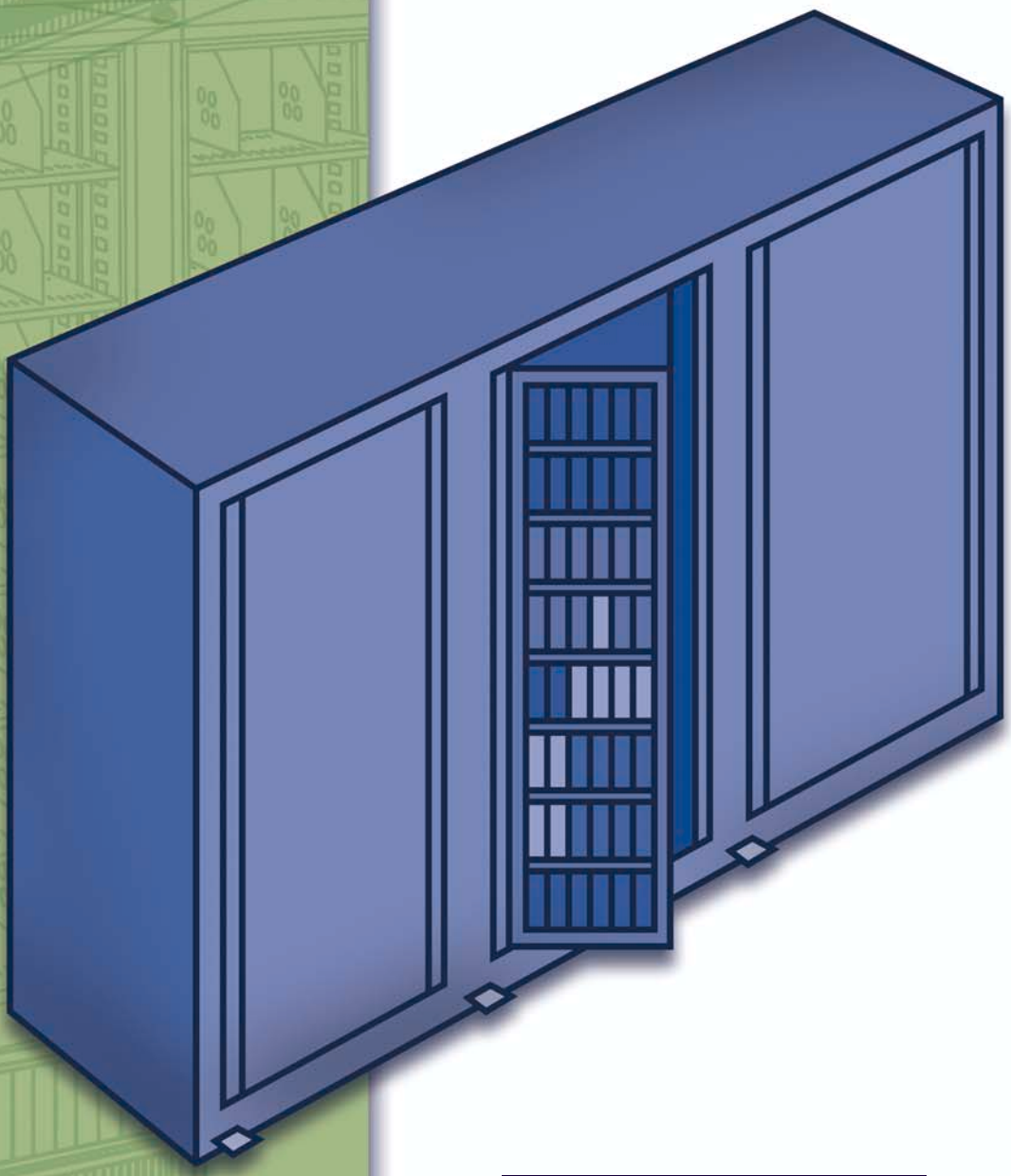
Times-2

SPEED FILES®



AURORA®

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ACCESSORY GUIDE

SPACE PLANNING

SPECIFICATIONS

TIMES-2 SPEED FILES

1-800-277-1699
www.timestwo.com

Times-2 Speed Files® are locking, double-depth, multimedia modular storage cabinets designed to occupy no more floor space than traditional lateral files. However, Times-2 yields up to four times the capacity of standard lateral files and is far more versatile for storing multimedia.

Times-2 Speed Files are manufactured with the highest quality materials and the most advanced engineering features of any storage system available in the world.

This comprehensive guide is divided into three parts: the Accessory Guide, the Space Planning Guide, and the Specification Guide. Each segment will help you plan and outfit Times-2 to meet your unique filing and storage requirements.

WITH TIMES-2 SPEED FILES YOU CAN STORE:

- Files – Top Tab, End Tab, or Hanging Files
- Binders
- Books
- CDs
- DVDs
- Video Tapes
- Printouts
- Checks
- Microfilm/Microfiche
- Index Cards
- Office Supplies
- Small Office Equipment
- Personal Items – Coats, Purses, Running Shoes

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TIMES-2 SPEED FILES®

ACCESSORY GUIDE

Features and Benefits

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FEATURES AND BENEFITS

Times-2 Speed Files deliver significant features and benefits beyond traditional vertical or lateral files. Times-2 is the technological and contemporary solution for your filing and storage requirements. The broad range of features and benefits includes:

Capacity

The unique back-to-back, double-depth design of Times-2 Speed Files allows you to store significantly more material in half the floor space of standard lateral or vertical files. A single 8-Tier unit holds as much as three standard lateral files in a footprint that is fifty percent smaller.

LETTER-SIZE UNITS

Model #	Filing Inches	Vertical Files	Lateral Files
131S or 131A	144 LFI	1.44	1.12
141S or 141A	192 LFI	1.92	1.50
151S or 151A	240 LFI	2.40	1.87
161S or 161A	288 LFI	2.88	2.25
171S or 171A	336 LFI	3.36	2.62
181S or 181A	384 LFI	3.84	3.00

LEGAL/EDP/A4-SIZE UNITS

Model #	Filing Inches	Vertical Files	Lateral Files
231S or 231A	180 LFI	1.80	1.40
241S or 241A	240 LFI	2.40	1.87
251S or 251A	300 LFI	3.00	2.34
261S or 261A	360 LFI	3.60	2.81
271S or 271A	420 LFI	4.20	3.28
281S or 281A	480 LFI	4.80	3.75

The charts above show the capacity of each model Times-2 Speed File and the comparison to four drawer lateral and vertical files. The chart doesn't tell the full story.

A conventional drawer file stores a maximum of 35 LFI per square foot of floor space. Times-2 will house up to 72 LFI per square foot. The gain in capacity combined with savings in the floor space and increased accessibility yield greater productivity along with measurable cost savings.

Access

The rotating design of Times-2 means that half the documents are available for immediate access. The other half are a simple spin away. When Times-2 is placed between two work stations simultaneous access is possible.

Modular Design

Times-2 Speed Files are modular. Units can be placed in any floor plan as single Starter units or in combinations of Starter and Add-on units to achieve virtually any configuration. Letter-Size and Legal-Size/EDP/A4 models are available in six different heights, from 3-Tier to 8-Tier. Any Add-on unit can be converted to a Starter unit with the purchase and assembly of a simple Conversion Kit.

Three additional heights, the Plus-Size 5-, 6-, and 7-Tier, increase slightly in height to accommodate applications outside of the range of a regular unit. The extra louver space can be used for a Rollout Reference Shelf or to create any configuration that is needed. Both Letter and Legal Plus-Size models can be ordered as Starter or Add-on Units.

Flexibility

This Accessory Guide illustrates our most popular interior components. Times-2 can store end tab documents, top tab documents, hanging folders of all designs, books, binders, microfiche, microfilm, diskettes, CD-ROM, EDP printouts, boxes,

FEATURES AND BENEFITS

supplies, confidential documents, as well as a host of specialty racks and components designed to accommodate the wide spectrum of today's multimedia.

The Wardrobe Kit is an accessory that turns a Times-2 into personal storage space for coats, lunches, and running shoes. Configure a new Times-2 or convert an existing one into an all-in-one filing and personal storage unit.

Security

Times-2 Speed Files have several levels of security.

- Standard Lock – This keyed lock protects the entire Times-2 cabinet, keeping documents and personal effects secure.
- Medeco Security Lock – Medeco locks, the finest high security lock can be ordered to provide a heightened level of security.
- Twin Locks – Times-2 is the only rotary cabinet that can be outfitted with a dual key security option.
- Locking Security Drawer – Optional locking security drawers ensure that files and binders are readily accessible without compromising important personal items or high risk storage such as pharmaceuticals.
- Astragals – High Strength Security Astragals physically block access with hinged security panels along door edge.

Cost

The best method to compare multimedia storage systems is to use a cost per Linear Filing Inch (LFI). Times-2 Speed Files LFI costs are demonstrably lower than lateral and vertical files, and lower than electric mechanical carousels. Times-2's flexibility allows for more types of documents to be stored without the expense of converting documents into another format.

Appearance

Times-2 Speed Files come in a palette of 26 beautiful powder coat Gloss-Tek™ colors including three metallic options. Laminated, wood-clad, or fabric-wrapped doors and end panels can integrate Times-2 into any décor and space plan.

Safety

Positive Position Control™ with an automatic self-centering mechanism is built into every Times-2, providing safe and accurate rotating, latching, and stopping. Pressed-formed raceways eliminate wear and tear on the rotating base assembly. Columnar design support distributes weight to the outside of the rotating interior, making even a completely loaded unit easy to spin.

Times-2 can be installed in the "free spin" position for ADA compliance. Alternatively, a lift handle control can be added to replace the foot pedal for ADA compliance.

Times-2 floor anchors provide additional safety in geographic regions with seismic concerns.

Service

Times-2 Speed Files are distributed by the most extensive and knowledgeable dealer network in the world. From Kansas City to Kuala Lumpur, from Stockton to Stockholm, Times-2 factory trained technicians are ready to help specify, plan, receive, and install your new Times-2 Speed Files.

TIMES-2 SPEED FILES LIMITED WARRANTY

Richards-Wilcox, Inc., in its sole discretion, warrants that all mechanical and structural parts are free of defective material and workmanship. If, during the lifetime of a unit (a unit being defined as the "empty unit" product depicted below), as it is in the possession of the original owner, any part is proven defective in either material or workmanship, it will be replaced without charge, freight paid. For the balance of the equipment as listed in this guide, a warranty period of seven (7) years applies, subject to the same provisions and conditions listed above.

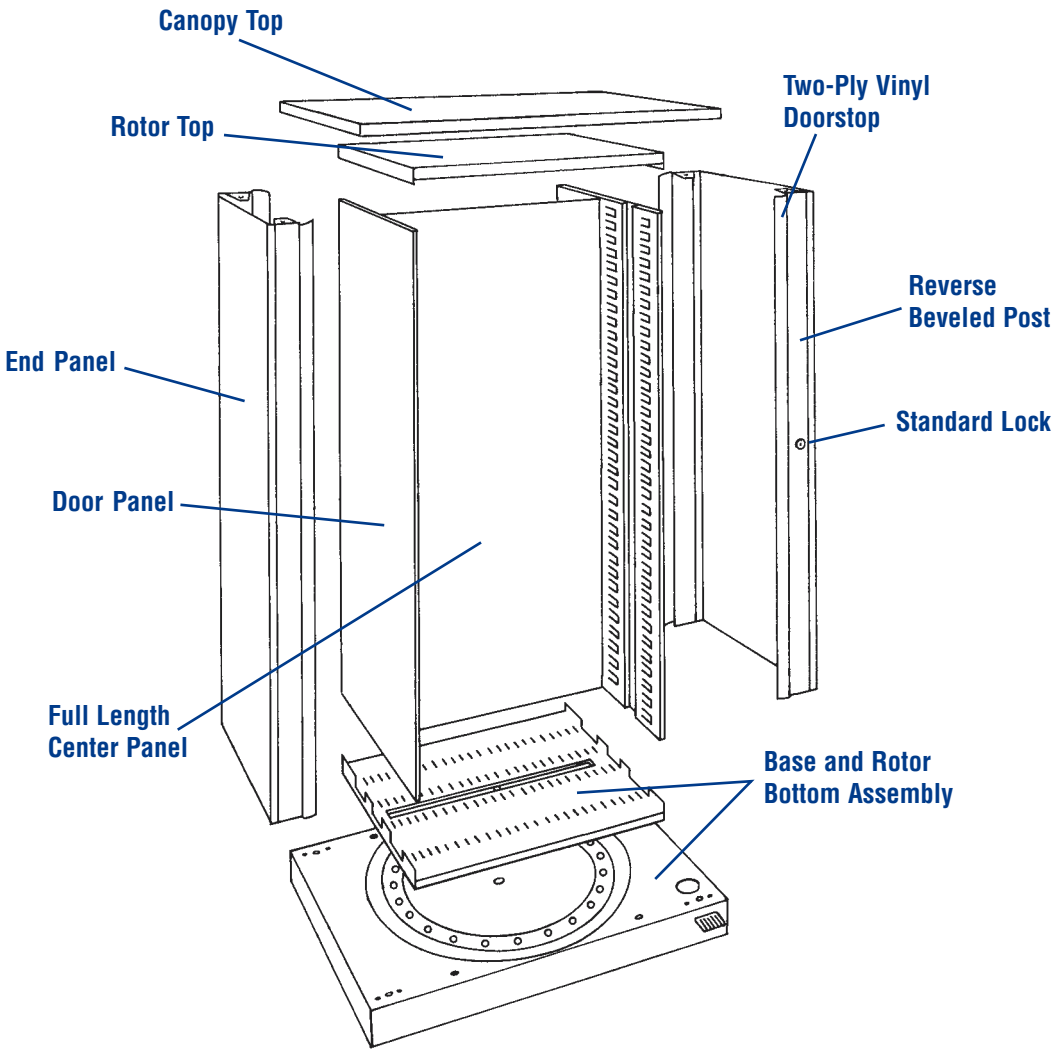
This warranty shall not be in force and effect unless:
Purchaser gives Richards-Wilcox immediate written notice of defective part or parts; Purchaser affords Richards-Wilcox the opportunity to inspect defective part or parts; material is still property of original owner, operating under normal usage and is properly maintained.

Richards-Wilcox's liability under this warranty shall be limited to furnishing part or parts as necessary. Any expense relative to installation shall not be borne by Richards-Wilcox. Equipment damaged as a result of exposure to corrosive or abrasive substances shall not be replaced under this warranty.

The above warranties do not cover parts which upon inspection are determined by Richards-Wilcox to have been subjected to misuse, neglect, alterations, accident, abuse, damage by fire, flood, or other similar casualty. In no event shall Richards-Wilcox be liable for indirect or consequential damages of any nature.

This writing is intended by Richards-Wilcox to be a final expression of warranties. It is a complete and exclusive statement of the terms of said warranty. No course of prior dealings between Richards-Wilcox and Purchaser, and no usage of trade shall be relevant to supplement or explain any term used in this warranty.

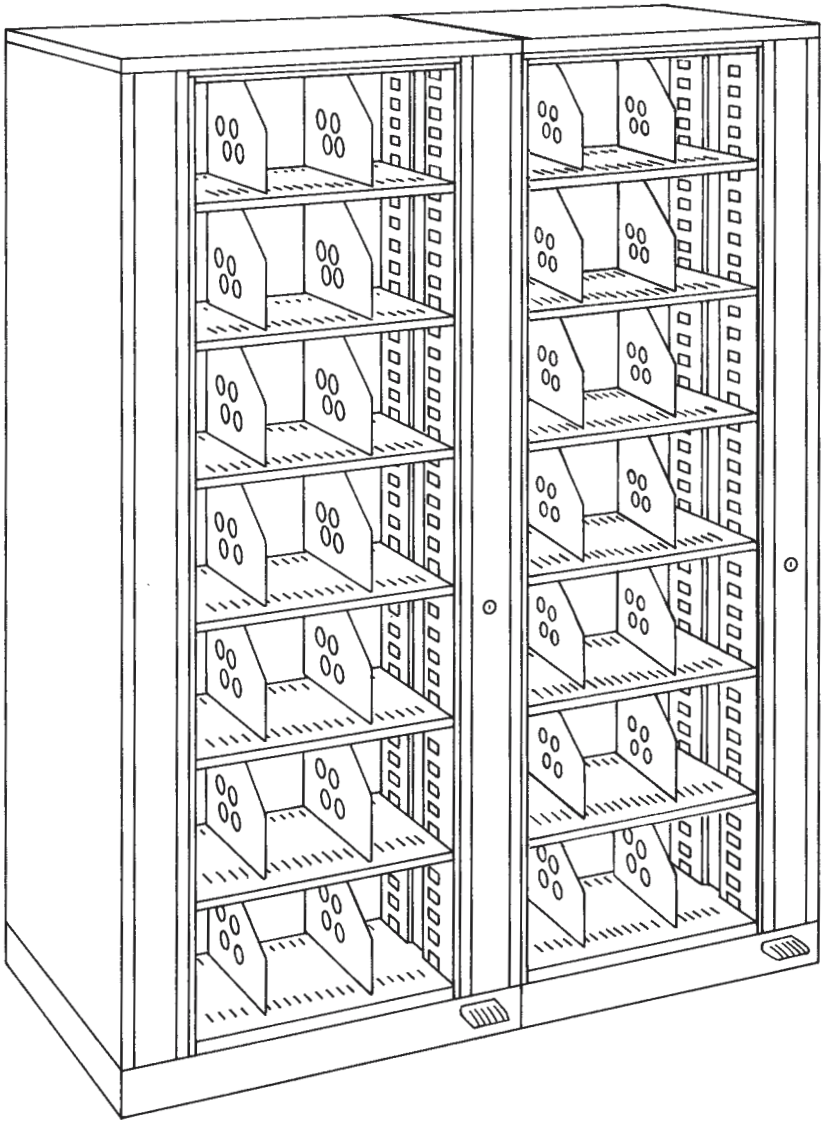
This warranty is in lieu of all other warranties, express or implied.



STANDARD UNITS

Standard Times-2 Speed Files are designed to store end tab and color coded folders, books, binders, EDP printouts, boxes, and other similar media. Available as either Letter-Size or Legal/EDP/A4-Size units, each opening is a minimum of 10" clear. One opening in 4-, 5-, 6-, 7-, and 8-tier units will accept a Rollout Reference Shelf without reducing the 10" clear opening when the above media is stored.

The illustration shows (1) 171S Starter Unit and (1) 171A Add-on Unit. Starters can be ordered as a stand alone unit. Each row of multiple units must begin with a Starter Unit. The number of Add-On Units which can be attached to a Starter Unit is not limited to the unit design, but only by the available floor space in a particular space plan or office. To add to the left of a Starter Unit specify "L" in the suffix (e.g. Starter Unit 171SL means you can add units to either right or left sides).



Standard Units Include:

Adjustable, Reversible Shelves

Shelves are vertically adjustable on 1¾" increments without tools.

Shelf Dividers

Cylinder Lock

Positive Position Control

Color coordinated, two-ply vinyl door strips mounted on a reverse beveled post.

Times-2 Lifetime Warranty*

26 Gloss-Tek™ Powder Coat finishes

Fully compatible accessories that can be added immediately or in the future.

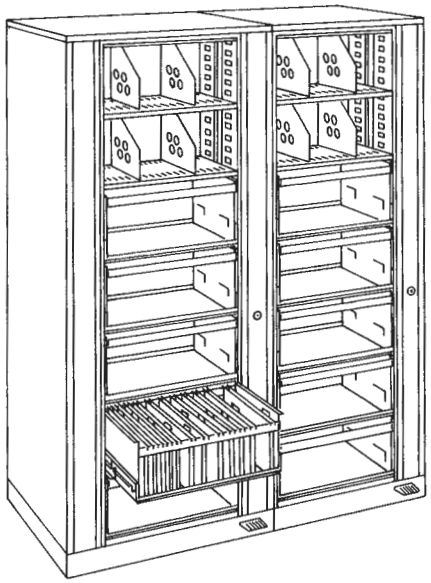
**See warranty statement for coverage.*

RN AND FN UNITS

RN Units

Times-2 Speed Files can be ordered as preconfigured units to meet the demands of today's multimedia storage environments. The RN Unit is one of those configurations. Depending on the model and height specified, up to five full tiers are specified with Rollout Drawers with Hanging Folder Frames (accessories #1995 Letter/#1996 Legal/EDP/A4). Above the fifth tier are Adjustable, Reversible Shelves complete with dividers.

Shown below is (1) 171SRN and (1) 171ARN. As with all Times-2 Speed Files, Starter Units may be used as stand alone cabinets and the number of Add-on Units is only limited by the available floor space.



RN Units Include:

All the Features of Standard Units plus:

Up to five tiers, each side, of Rollout Drawers with Hanging Folder Frames (#1995/#1996) depending on height and model specified.

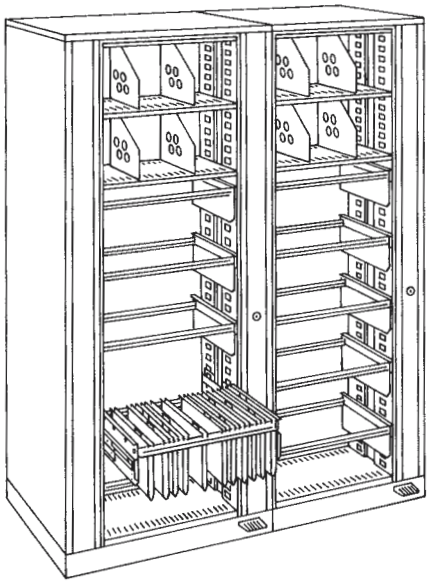
Adjustable, Reversible Shelves in tiers 6, 7, and 8.

Shelf Dividers

FN Units

FN Units are the economical version of RN Units. The only difference is the design of the Rollout accessory. In FN Units we utilize the #991 Letter-Size or the #992 Legal/EDP/A4-Size Rollout Hanging Folder Frame. The #991/#992 frame does not have a bottom so it represents a lower initial cost. The FN Unit has slightly fewer multimedia capabilities than the RN designation.

Shown below is (1) 171SFN and (1) 171AFN Add-on Unit. As with all Times-2 Speed Files, Starter Units may be used as stand alone cabinets and the number of Add-on Units is only limited by the available floor space.



FN Units Include:

All the Features of Standard Units plus:

Up to five tiers, each side, of Rollout Hanging Folder Frames (#991/#992) depending on height and unit specified.

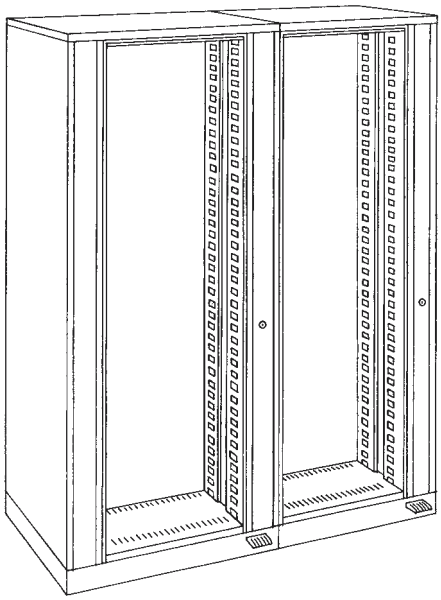
Adjustable, Reversible Shelves in tiers 6, 7, and 8.

Shelf Dividers

EMPTY UNITS

Times-2 Speed Files can be ordered without Adjustable, Reversible Shelves, Dividers, or Rollout Frames. These units can be specified by adding the suffix “E” to any model number. This “Empty” designation allows for the more experienced space planner or facilities manager to customize the interior for unique multimedia requirements.

Shown below is (1) 171SE Starter Unit Empty and (1) 171AE Add-on Unit Empty. As with all Times-2 Speed Files, Starter Units may be used as stand alone cabinets and the number of Add-on Units is only limited by the available floor space.



Empty Units Feature:

Same rugged construction as Standard Units without shelves or dividers. Custom design the interior to meet your multimedia requirements!

Positive Position Control

Cylinder Lock

Accessories are adjustable on 1¾" increments without tools.

Color coordinated, two-ply vinyl door strip mounted on reverse beveled post

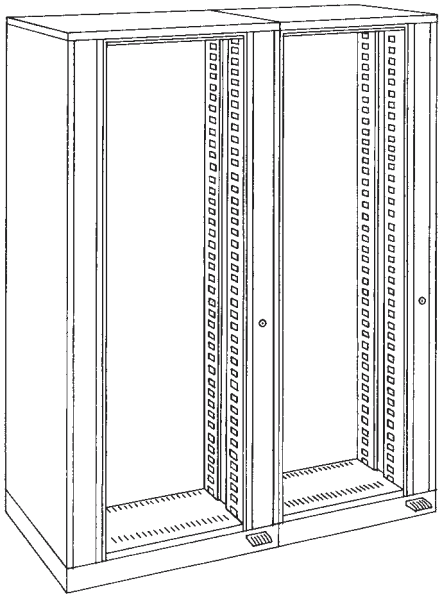
Times-2 Lifetime Warranty

26 Standard Gloss-Tek Powder Coat Finishes

Compatible with all Times-2 Speed Files accessories.

Plus-Size Empty Units

Times-2 Plus-Size Units at the 5-, 6-, and 7-Tier height increase slightly in height to accommodate applications outside of the range of a regular unit. The extra louver space can be used for a Rollout Reference Shelf or to create any configuration that is needed.



TIMES-2 PLUS-SIZE

	Extra Louvers	Total Louvers	Total Height
5-Tier	3	34	66⅛"
6-Tier	3	40	76⅝"
7-Tier	4	47	89"

VERTICAL PLANNING INSTRUCTIONS

By knowing how many louvers are necessary to accommodate certain filing applications, the inside of Times-2 Speed Files becomes easy to plan. The two following charts show available size openings and the number of louvers in each height unit.

TABLE #1

Louvers inside the Times-2 Speed Files are spaced every 1¾". The shelf takes up some of that space, so the "clear" openings as marked below are somewhat smaller. For speed and convenience, a Vertical Planning Sheet is designed to lay out both stock and custom arrangements within your Times-2 Speed Files.*

The number of louvers and useable space needed for each size opening are:

Louver		Useable Space	Application
1 Louver	=	1¾"	Reference Shelf
2 Louvers	=	3"	Flat forms
3 Louvers	=	4¾"	Microfilm/fiche/trays
4 Louvers	=	6½"	CD-ROM Drawer
5 Louvers	=	8¼"	Reduced documents
6 Louvers	=	10"	Standard file folder/hanging folders/security drawer
7 Louvers	=	11¾"	3-ring binders/tape seals/ expanded hanging folders
8 Louvers	=	13½"	EDP printouts/oblique folders/ computer printouts
9 Louvers	=	15¼"	Ledger binders
10 Louvers	=	17"	Jumbo sized documents

TABLE #2

Each height Times-2 has a defined number of louvers*:

3-Tier (letter or legal) 20 louvers

4-Tier (letter or legal) 25 louvers

5-Tier (letter or legal) 31 louvers

6-Tier (letter or legal) 37 louvers

7-Tier (letter or legal) 43 louvers

8-Tier (letter or legal) 49 louvers

**The top louver in all cabinets is a partial height louver and is unusable for mounting accessories.*

Your Times-2 Speed Files allow an extra space for a Reference Shelf. If you design to include the reference shelf, allow seven louvers in the third tier for best spacing and reference shelf height. Continue measuring to top of cabinet.

If you omit the Reference Shelf, you should have an 11¾" opening in the top tier.

When hanging folder frames are used, allow 3 louvers.

Times-2 Plus-Sizes (Letter or Legal)	Total Louvers	Total Height
5-Tier Adds 3 Extra Louvers	34	66⅛"
6-Tier Adds 3 Extra Louvers	40	76⅝"
7-Tier Adds 4 Extra Louvers	47	89"

Once you know both the number of louvers required for a specific size opening and the number of louvers available in the unit you've selected, then the math is simple.

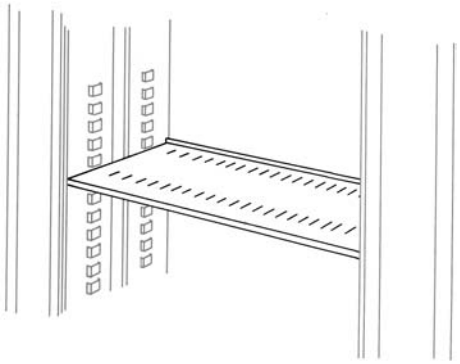
Using Table #1 and Table #2 above, you can mix and match easily! **It all adds up.**

**Vertical Planning sheets are available to help you design the interior of the Times-2 Speed Files. Contact your customer service representative.*

ACCESSORIES

Adjustable Reversible Shelf

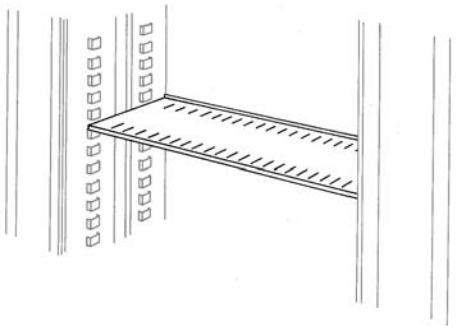
#901 Letter-Size, #902 Legal/EDP/A4-Size



The Adjustable, Reversible Shelf is supplied with all standard or preconfigured Times-2 Speed Files. The shelf is slotted every 1" to accept any of the various sized Times-2 dividers. The shelf is also reversible. When placed with the “no lip” side forward, color coded or end tab folders can be filed or retrieved with great ease. If placed with ¼" high lip forward, then items such as fiche trays, boxes, or mailroom inserts can be stored with confidence. The color of the shelf matches the color of the unit.

Recessed Shelf

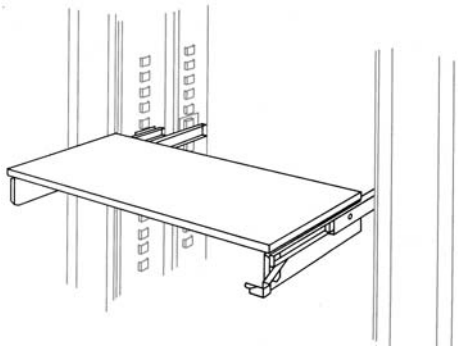
#901R Letter-Size, #902R Legal/EDP/A4-Size



The Recessed Shelf offers specific advantages over the Adjustable, Reversible Shelf in several applications. The Recessed Shelf creates cantilever-style storage to improve the visibility of documents in the lower tiers. Three-ring binders are stored more efficiently on this shelf. The most popular application for the recessed shelf is placing Letter-Size documents in a Legal/EDP/A4-Size Times-2 Speed File. The Recessed Shelf is slotted every 1" to accept all standard Times-2 dividers. The color of the shelf matches the color of the unit.

Rollout Reference Shelf

#548 Letter-Size, #549 Legal/EDP/A4-Size

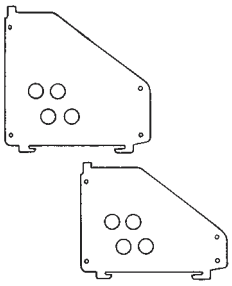


The Rollout Reference Shelf is the most popular Times-2 Speed File accessory. The Reference Shelf provides the perfect “at the task” work surface to make storage and retrieval more productive and efficient. All 4-, 5-, 6-, 7-, and 8-Tier units and Plus-Size 5-, 6-, and 7-Tier units are designed to accept the Reference Shelf without sacrificing any storage capacity when Adjustable, Reversible Shelves are specified. When coordinating the interior of Times-2, remember that when used with our Rollout Drawer with Hanging Folder Frame, the Reference Shelf will require 3 louvers (or 4¾" in total height). The Rollout Reference Shelf is constructed of laminated particle board in champagne color.

ACCESSORIES

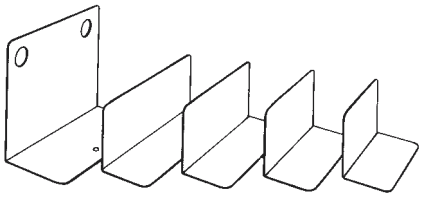
Dividers

All Times-2 dividers extend beyond the height of the file folder for easy visibility and readjustment. The divider has sturdy three-point support: two points are on the shelf itself and the third point is under the shelf immediately above. Two dividers per opening in Letter-Size and three dividers per opening Legal/EDP/A4-Size are standard. Divider heights are available to accommodate a variety of openings and media. The color of the divider matches the color of the unit.



Magnetic Followers

Magnetic Followers and Mini-Mags are used to compress file folders and other media whenever "infinite" adjustment is required. Magnetic Followers are typically used inside #480/481 Rollout Drawers to support the file folders. Mini-Mags are used for smaller items such as CD-ROMs, microfiche, microfilm, card, or check drawers. The color of the Follower matches the color of the unit.



NOTE: Order without magnetic material if Followers are to be used with any magnetically encoded material such as floppy disks, tape, or similar storage devices.

Dividers

Part #	Opening Size	Application
#457P	3"	Flat Forms
#458P	4¾"	Trays
#459P	6½"	Boxes
#460P	8¼"	Reduced
#461P	10"	Standard
#462P	11¾"	Binders
#463P	13½"	Printouts
#464P	15¼"	Ledgers
#465P	17"	Jumbo
#466P	18"	Extra Large Forms

Magnetic Followers

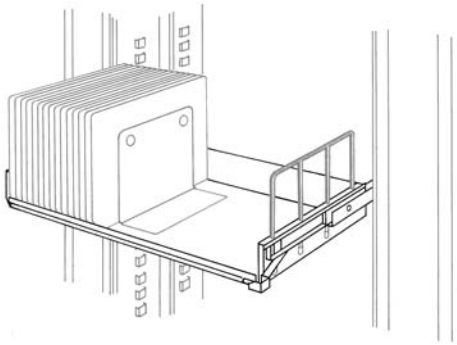
Part #	Dimensions	Application
#041 Magnetic Follower	7½"H x 7"W	Shelf/RO Drawer
#854 Mini-Mag	4⅜"H x 3.97"W	Microfilm or fiche
#855 Mini-Mag	4⅜"H x 4.97"W	3" x 5" Cards
#856 Mini-Mag	4⅜"H x 5.97"W	4" x 6" Cards
#857 Mini-Mag	4⅜"H x 7.35"W	Tabulating Cards

Rollout Drawer

#480 Letter-Size, #481 Legal/EDP/A4-Size

The Rollout Drawer forms the backbone of Times-2 Speed File Rollout accessories. When used by itself, the Rollout Drawer provides an area of flat storage for computer printouts, bulk supplies, and other materials, and thereby functions as a ready reference drawer. The Drawer has two distinct front lips which make storage of metal or plastic trays very secure and efficient. An all steel construction and suspensions make it our most durable platform for accessory expansion.

The Rollout Drawer can be converted to house hanging folder frames, microfilm, fiche, checks, and cards. It can be modified to accept top tab or end tab folders as well. The Rollout Drawer represents real value for changing media because it is cost effective and easy to change. The color of the Drawer matches the color of the unit. The drawer is rated for up to 125 lbs. of stored materials.



Magnetic follower and end support shown in picture are additional options for Rollout Drawer.

ACCESSORIES

Conversion of Rollout Drawers

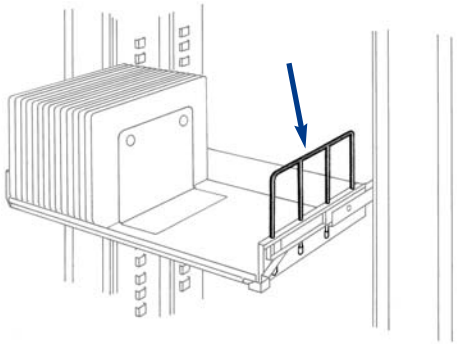
The following chart helps specify the parts required for file conversions of Rollout Drawers. For standard folders a 10" opening is all that is required. NOTE: For ease of ordering, many of these applications have their own part numbers.

PARTS SPECIFICATIONS

Applications	Times-2 Accessories
Top Tab Folders	Add End Supports (#482 or #483) and Magnetic Followers
End Tab Folders	Add End Supports (#482 or #483) and Magnetic Followers
Hanging Folders	Add Hanging Folder Frame (#574 or #575)
Fiche, Film, Cards	Add Drawer Front (#913 or #914)
Checks	Add Slotted Drawer Back (#371 or #372), Drawer Dividers (#915 or #916), and Magnetic Followers
Front-to-Back Hanging Folder Frames	Add Converter Bars (#152, Legal Only)

End Supports #482, #483

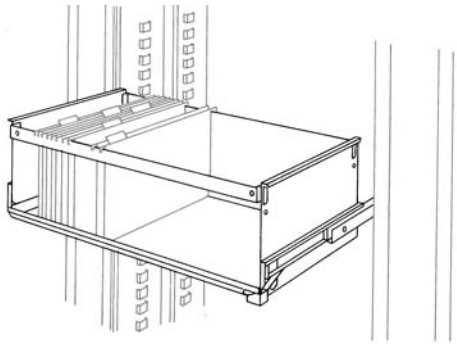
End Supports can be used as an alternative to the hanging folder frame when adapting the Rollout Drawer to store end tab or top tab folders. These briteplated End Supports are inserted into four holes located in the side of the Rollout Drawer. Two supports should be ordered for each drawer, and Magnetic Followers will be needed to compress stored media.



Rollout Drawer with Hanging Folder Frame

#1995 Letter-Size, #1996 Legal/EDP/A4-Size

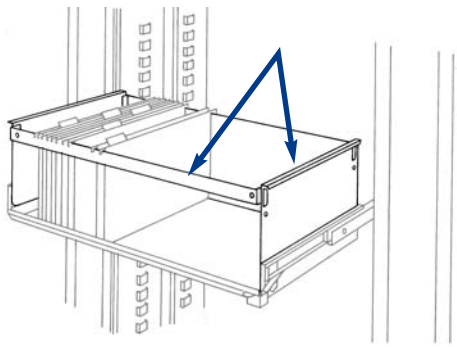
The Rollout Drawer with Hanging Folder Frame is the strongest and most flexible Times-2 Accessory. The Rollout Drawer with Hanging Folder Frame will house all popular hanging folders as illustrated. It will also accommodate top tab or end tab folders if the front rail is removed. Our standard 10" opening is all that is required.



Hanging Folder Frame

#574 Letter, #575 Legal/EDP/A4-Size

For use with #480/#481 Rollout Drawer

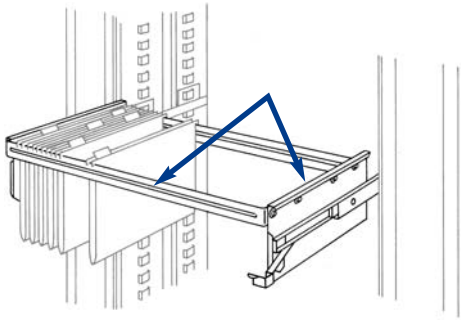


ACCESSORIES

Rollout Hanging Folder Frame

#991 Letter-Size, #992 Legal/EDP/A4-Size

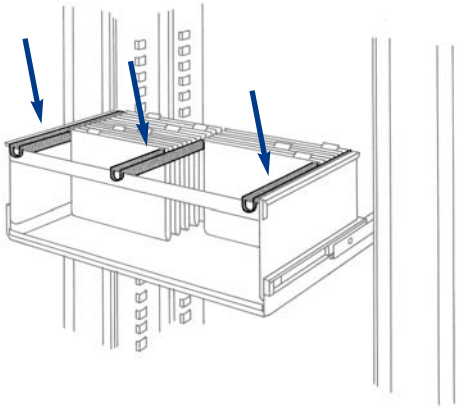
The Rollout Hanging Folder Frame is the economical alternative to storing hanging folders whenever the versatility of the #1995/#1996 is not necessary. Sturdy and functional, the Rollout Hanging Folder Frame requires a standard 10" opening.



Converter Bars

#152 Legal/EDP/A4-Size

In Legal/EDP/A4-Size, the #152 Converter Bars consist of three pieces allowing for two rows of front-to-back letter size hanging folders. A Standard 10" clear opening is the minimum size required.

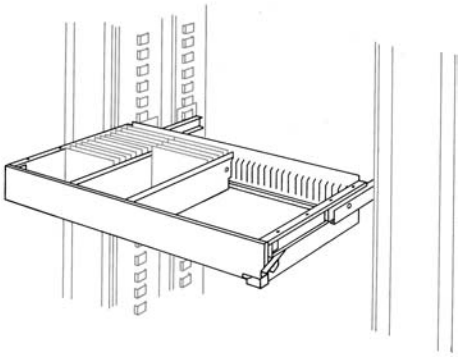


CD-ROM Drawer

#488 Letter-Size, #489 Legal/EDP/A4-Size

The CD-ROM Drawer isn't limited to just disk storage. Microfilm, microfiche, cards, checks, videos, supplies and a host of trays, boxes, or storage can be effectively housed in the CD-ROM Drawer. Two Drawers will stack into any 10" opening.

The CD-ROM Drawer comes complete with a drawer front, drawer back, and two drawer dividers which adjust every quarter inch. (Legal Drawer ships with four dividers.)

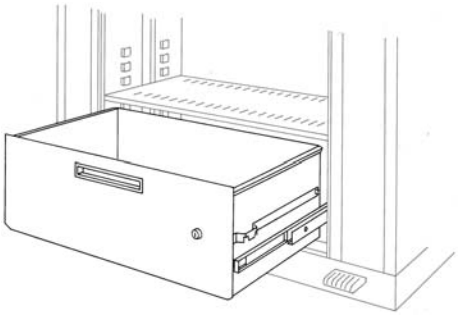


ACCESSORIES

Security Drawer

#607 Letter-Size, #608 Legal/EDP/A4-Size

For additional privacy in storing confidential documents or valuables, the Security Drawer can be used in any Times-2 Speed File. The Security Drawer features a double-bitted lock with key, recessed drawer front, and lock-activated arms that secure the drawer into the door louvers. The Adjustable, Reversible Shelf (#901/#902) above the drawer is anchored to the door louvers. This shelf is ordered separately. The Security Drawer requires a standard 10" opening.

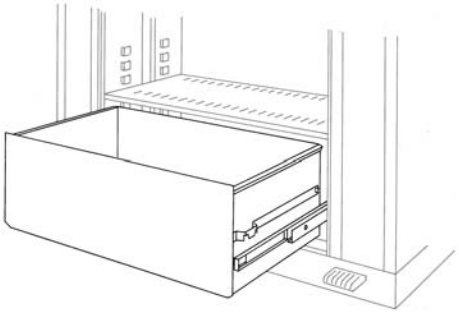


Security Drawer depicted does not include required shelf above.

Tub Drawer

#374RO Letter-Size, #674RO Legal/EDP/A4-Size

The Tub Drawer can be used in any Times-2 for general storage. The Adjustable Reversible Shelf (#901/#902) above the drawer is anchored to the door louvers. This shelf is ordered separately. The Tub Drawer requires a standard 10" opening.



Tub Drawer depicted does not include shelf above.

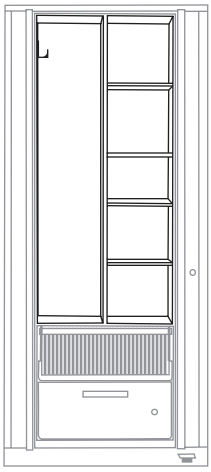
Wardrobe Kit

#385WK Letter-Size, #685WK Legal/EDP/A4-Size

The Wardrobe Kit turns a Times-2 Speed File into a personal storage tower. Use with any new or existing 5-, 6-, 7-, and 8-Tier unit in either Letter or Legal size.

Store any type of personal items such as coats, lunches, running shoes, or umbrellas, and still have plenty of room for files and work storage too.

Kit Includes:
- A vertical panel with louvers on both sides
- Four half-shelves
- One coat hook
- Vertical panel adapter

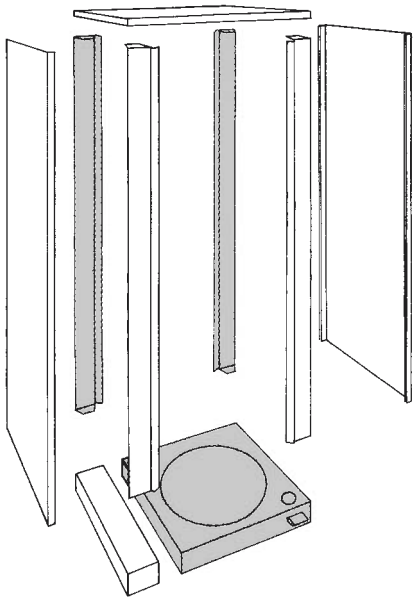


Wardrobe Kit depicted does not include Security Drawer, Rollout Drawer, or Additional Shelf.

ACCESSORIES

Conversion Kits

All Add-on Units can be converted into Starter Units with the addition of a simple Conversion Kit. The Conversion Kit includes all the necessary parts and hardware.



Conversion Kits Include:

Starter Canopy Top

(2) Posts with vinyl door strips

(2) End Panels

Base Filler

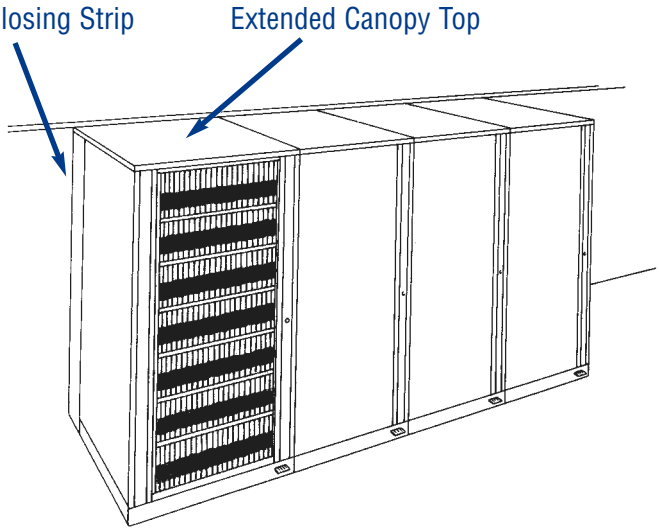
Conversion Kits: Creating Starter Units from Existing Add-On Units

Height	Letter Size	Legal/EDP/A4
3-Tier	13CK	23CK
4-Tier	141CK	241CK
5-Tier	15CK	25CK
6-Tier	16CK	26CK
7-Tier	17CK	27CK
8-Tier	18CK	28CK

Closing Strips & Extended Canopy Tops

Sometimes referred to as "Wall Closing Strips" this accessory is used to cover the rotation space between your Times-2 Speed File and a wall, panel, or another Times-2 unit in a back-to-back layout. Three styles of Closing Strips are available: Single-Depth Closing Strips, Double-Depth Closing Strips, and Closing Strips for use with Extended Canopy Tops. The color of the Closing Strip matches the color of the unit.

Extended Canopy Tops cover the rotation space behind any Times-2. To order the Extended Canopy Top simply specify your choice in Letter or Legal/EDP/A4-Size.



Letter-Size Closing Strips

Letter Size	Single Depth #	Double Depth #
3-Tier	923	943
4-Tier	9241	9441
5-Tier	925	945
6-Tier	926	946
7-Tier	927	947
8-Tier	928	948

Legal-Size Closing Strips

Legal/EDP/A4-Size	Single Depth #	Double Depth #
3-Tier	933	953
4-Tier	9341	9541
5-Tier	935	955
6-Tier	936	956
7-Tier	937	957
8-Tier	938	958

Extended Canopy Tops

	Letter Size	Legal Size
Starter	1096	1086
Add-on	1098	1088

Closing strips for extended canopy tops can be ordered by using the same part numbers in the closing strip charts above. Simply preface the number with a "1".

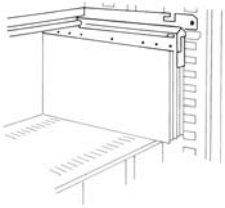
ACCESSORIES

Additional Accessories

In addition to the accessories listed below, custom designed laminated doors and worktops can be ordered. Consult your local authorized Times-2 Speed Files dealer for additional information, or call Richards-Wilcox.

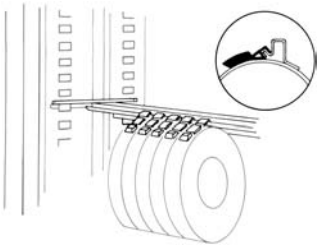
Shelves & Racks:

#075/#076 Documate® Rack

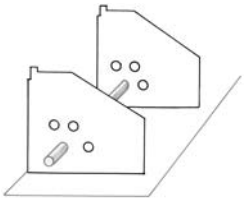


#077/#078 FastHook® Rack

#1147/#1148 Tape Seal Rack



#395/#396 Short Stop Spacer



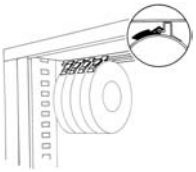
#613/#614 Oblique Rack

Rotor Top Options:

#541/#542 T-Bar Rotor Top

#977/#978 T-Bar Channel for Shelf

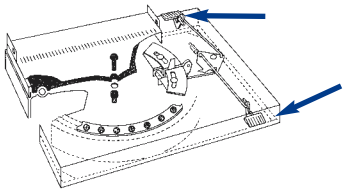
#554/#555 Tape Seal Rotor Top



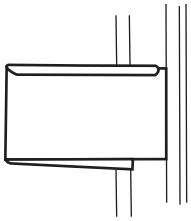
Miscellaneous Accessories:

#538I/#025I Dual Foot Pedal

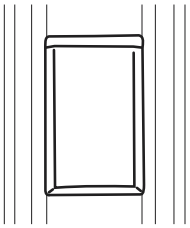
#538K/#025K Dual Foot Pedal Kit (Field Installation)



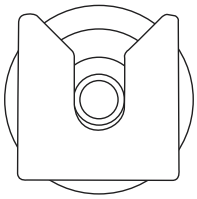
#539 Range Finder



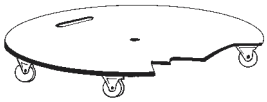
#599 Card Holder



#579 Floor anchor for seismic installations. Consult factory for seismic calculations.



#003/#006 Under Base Dolly



TUP Touch-up Paint

WEIGHT ISSUES

Architects, structural engineers, and building officials will sometimes require you to supply the weight of a fully loaded Times-2 Speed File. The following charts supply you with that number. The crucial question is: How did we arrive at those numbers? In some states that number is established by code based on the volume of assumed openings (i.e. California, Title 24). For weight information, we have turned to BSA (Business Systems Association, formerly BSSMA). It is important to note your source of the material weights. The source should be independent of the parties concerned and preferably a nationwide trade association. Clearly BSA meets that criteria. Times-2 weighs more than lateral files, but generally speaking not more than two lateral files. The exceptions are 7- and 8-Tier Legal/EDP/A4 size units.

FLOOR LOADING WEIGHTS PER FILING INCH

Media	Weight Per Filing Inch	Form Size –H–	Form Size –D–
Letter Size	2.32 lbs.	9½"	11 29/32"
Legal Size	2.95 lbs.	9½"	15 1/32"
Books	3.10 lbs.	11½"	8¾"
5"x3" Index Cards	.45 lbs.	4½"	5 1/32"
6"x4" Index Cards	.72 lbs.	4½"	6 1/16"
6"x2¾" Check	.80 lbs.	2¾"	6"
4½"x8¾" Check	.55 lbs.	4½"	8¾"
Tab Cards	.71 lbs.	4½"	7 13/32"
6"x4" Microfiche	1.08 lbs.	4½"	6⅛"
Securities	5.11 lbs.	12"	18⅛"
Binders	4.40 lbs.	12"	5 7/16"
Hanging Tape Reels	2.88 lbs.	10⅞"	1"

LETTER-SIZE

Unit Height/Model	Unit	Material	Total
131S Starter, 144 LFI	234 lbs.	334 lbs.	568 lbs.
131A Add-on, 144 LFI	190¼ lbs.	334 lbs.	524¼ lbs.
141S Starter, 192 LFI	267¼ lbs.	445 lbs.	712¼ lbs.
141A Add-on, 192 LFI	215 lbs.	445 lbs.	660 lbs.
151S Starter, 240 LFI	300¾ lbs.	557 lbs.	857¾ lbs.
151A Add-on, 240 LFI	238¼ lbs.	557 lbs.	795¼ lbs.
161S Starter, 288 LFI	339 lbs.	668 lbs.	1007 lbs.
161A Add-on, 288 LFI	266½ lbs.	668 lbs.	934½ lbs.
171S Starter, 336 LFI	377½ lbs.	780 lbs.	1157½ lbs.
171A Add-on, 336 LFI	294½ lbs.	780 lbs.	1074½ lbs.
181S Starter, 384 LFI	416 lbs.	891 lbs.	1307 lbs.
181A Add-on, 384 LFI	322½ lbs.	891 lbs.	1213½ lbs.

LEGAL/EDP/A4-SIZE

Unit Height/Model	Unit	Material	Total
231S Starter, 180 LFI	315½ lbs.	531 lbs.	846½ lbs.
231A Add-on, 180 LFI	257¾ lbs.	531 lbs.	788¾ lbs.
241S Starter, 240 LFI	363½ lbs.	708 lbs.	1071½ lbs.
241A Add-on, 240 LFI	295¾ lbs.	708 lbs.	1003¾ lbs.
251S Starter, 300 LFI	412¾ lbs.	885 lbs.	1297¾ lbs.
251A Add-on, 300 LFI	332¾ lbs.	885 lbs.	1217¾ lbs.
261S Starter, 360 LFI	462 lbs.	1062 lbs.	1524 lbs.
261A Add-on, 360 LFI	369¾ lbs.	1062 lbs.	1431¾ lbs.
271S Starter, 420 LFI	511 lbs.	1239 lbs.	1750 lbs.
271A Add-on, 420 LFI	406½ lbs.	1239 lbs.	1645½ lbs.
281S Starter, 480 LFI	560¼ lbs.	1416 lbs.	1976¼ lbs.
281A Add-on, 480 LFI	443½ lbs.	1416 lbs.	1859½ lbs.

TIMES-2 SPEED FILES®

SPACE PLANNING GUIDE

Next-To-Wall or Panel

Back-To-Back

Room Divider

Through-the-Wall or Panel

Built-In Alcove

Work Top Unit

Closed-Back Units

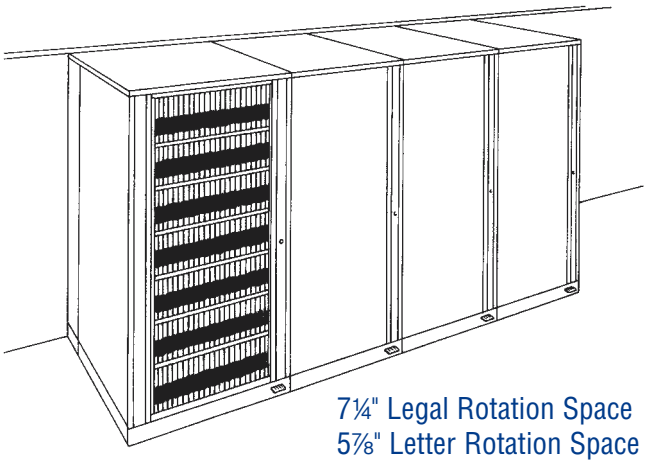
Astragals

SPACE PLANNING

Next-To-Wall or Panel

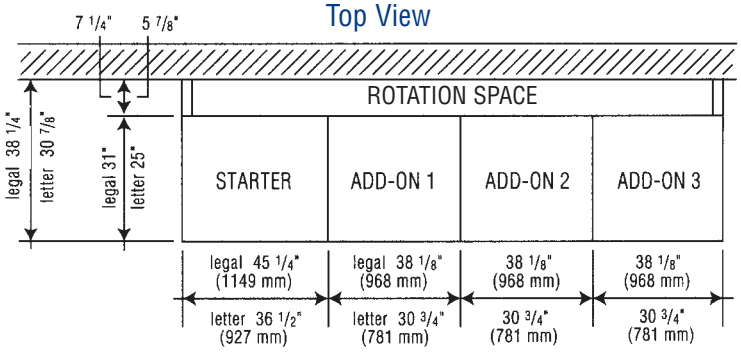
Capacity Application

Times-2, positioned next to traditionally-framed walls or open-office furniture systems, increases both capacity and access to stored information. Capacity will increase from a minimum of 40% to a maximum of 200% growth. Faster retrieval times are standard with Times-2. Half of all documents are immediately available to the operator. The other half, a gentle rotation away. To allow for full rotation of Times-2, a rotation space must be designed into each floorplan. The rotation space can be concealed with the addition of a wall closing strip. Rotation space along top can be concealed with the addition of an extended canopy top (as shown in the drawing).



7¼" Legal Rotation Space
5⅞" Letter Rotation Space

Top View

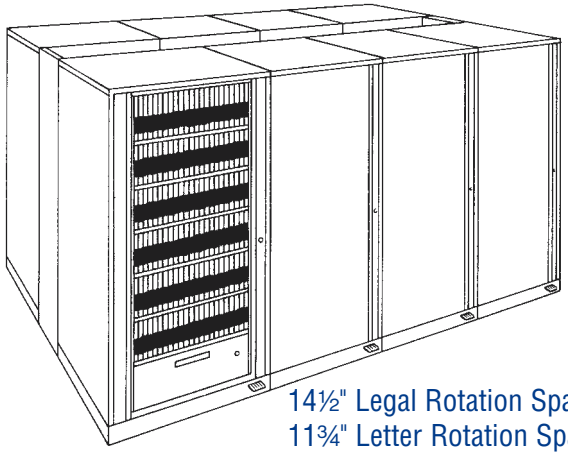


Back-To-Back

Capacity Application

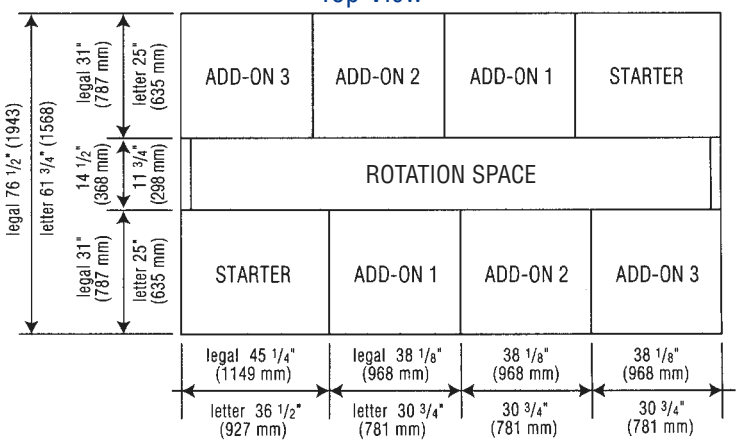
Tier per tier, Times-2, when placed in a back-to-back configuration, delivers the maximum possible storage capacity in the defined floor space. The secret is the elimination of entire aisleways—yet access is never compromised. Half of the stored material is still available for immediate retrieval, and the other half remains a gentle rotation away.

The rotation space between back-to-back units may be planned as either single or double-depth. Appropriately sized wall closing strips are available for each dimension. Extended canopy tops are also available to conceal the rotation space from above. In shorter heights, custom wood tops are also an attractive option.



14½" Legal Rotation Space
11¾" Letter Rotation Space

Top View

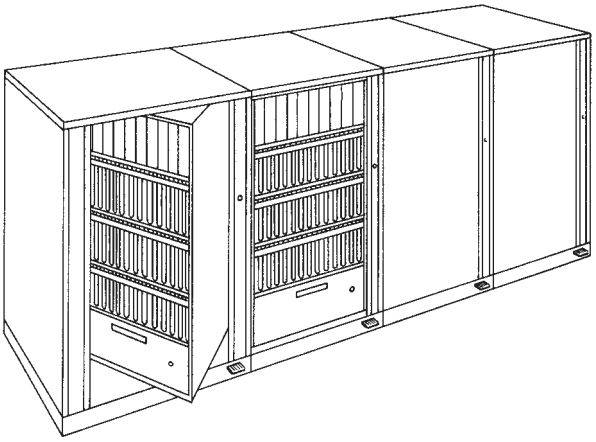


SPACE PLANNING

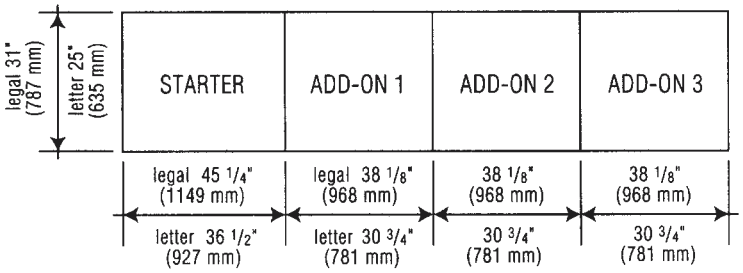
Room Divider

Access Application

In addition to filing and storage capacity gains, Times-2 delivers cost reduction and productivity benefits. When used as a room divider, Times-2 defines departmental space, eliminates the cost of construction or furniture panels, and still provides increased access to all stored materials. The dual foot pedal option must be specified in this application. The double-depth design of Times-2 means that both sides of the unit are accessible simultaneously when used as a room divider. When closed, access is denied to both sides.



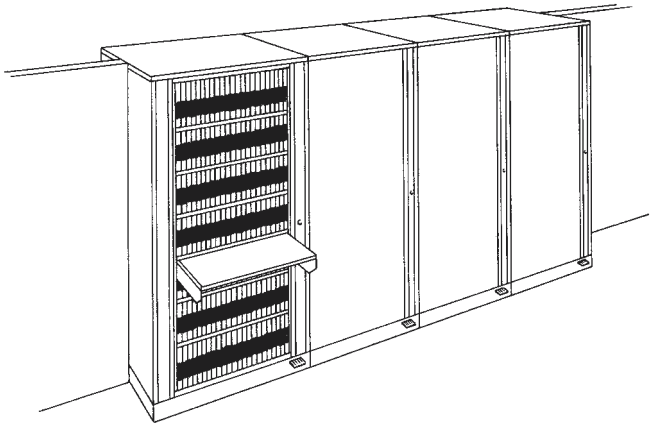
Top View



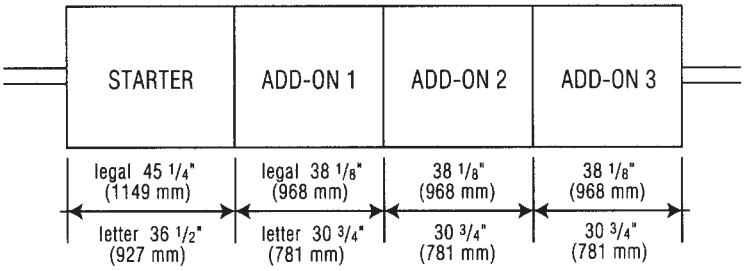
Through-the-Wall or Panel

Access Application

Imagine having access to stored documents in another room without leaving the room you occupy. Times-2 Speed Files, when installed through a wall or furniture system, can do just that. With a gentle push, the rotating interior turns and delivers the documents from the other side. Times-2 is the filing system to specify when two offices must share information. When installed through a wall, between 10 to 13 inches of the Times-2 projects into each room (depending on whether Letter-size or Legal/EDP/A4-size units are used.) A dual pedal option must be specified when dual access is required.



Top View

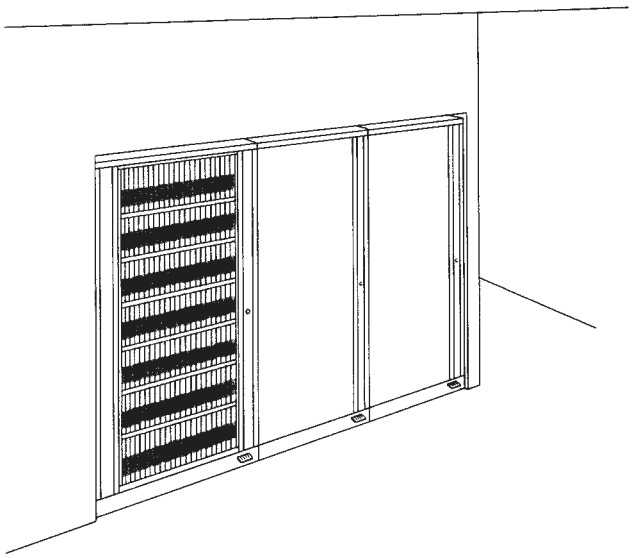


SPACE PLANNING

Built-In Alcove

Productivity Application

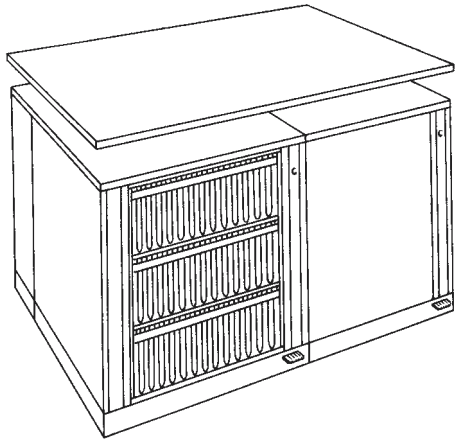
Floor plans are made more productive when high-capacity Times-2 units are built into an alcove. The alcove can be constructed of traditional dry wall materials, or in open office space plans the alcove can be created with modular partitions. This application allows the architect or engineer the freedom to position Times-2 directly over structural beams or between columns and still allow the designer to integrate high density and fast retrieval storage into any demanding environment. With custom finishes or decorative laminate door options, Times-2 can match any surrounding décor.



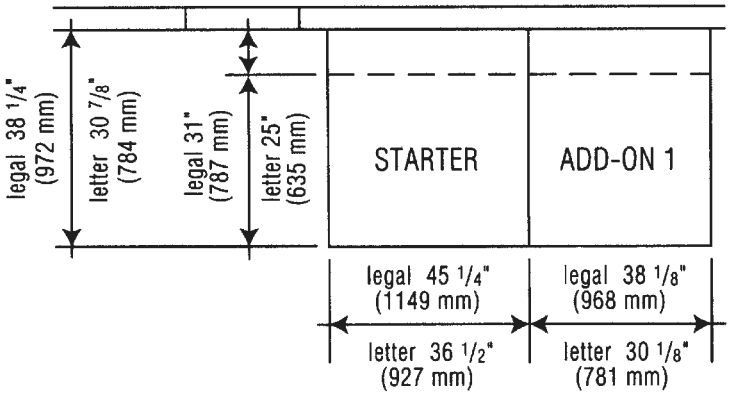
Work Top Unit

Productivity Application

Laminated work tops, mounted to 3-, 4-, and in some cases 5-Tier Times-2 Speed Files, provide essential work surfaces for a variety of sorting, collating, and paper flow purposes. Times-2 offers laminated work tops (particle board core) for single and multiple unit configurations. Times-2 will also supply all needed dimensions for your custom millwork for executive solid wood requirements, wood veneered, or artificial surface work tops. Specify if wood top should cover rotation space or be finished on all four sides.



Top View (shown with optional closed back)
7¼" Legal Rotation Space
5⅞" Letter Rotation Space

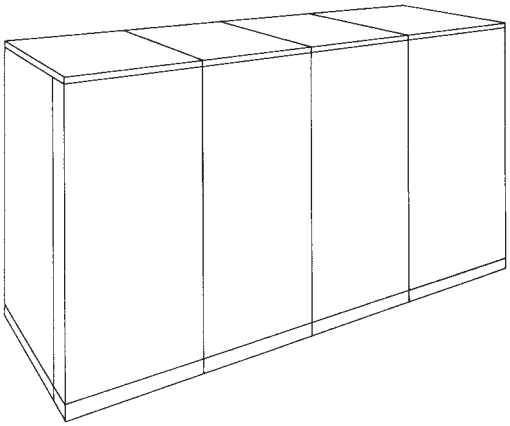


SPACE PLANNING

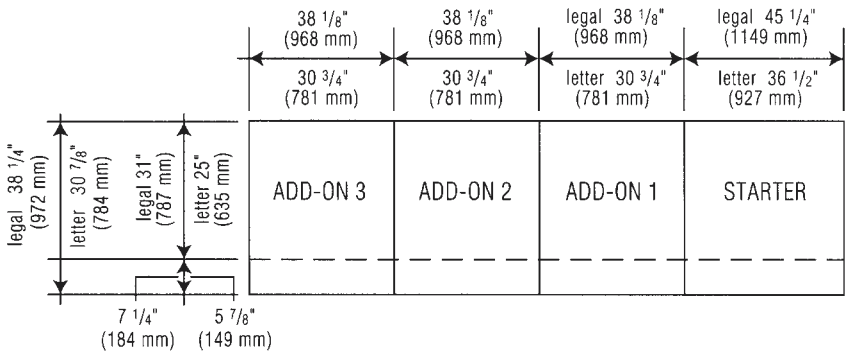
Closed-Back Units

Security Application

Times-2 Speed Files can be specified with closed backs for security purposes when single-sided access is required. Closed backs can be covered by fabric panels to integrate the units into any office décor. Existing units can be retrofitted with closed backs as well. Closed backs are priced as an option to Starter and Add-on units. Closed backs are available in all heights and sizes including Plus-Size units.



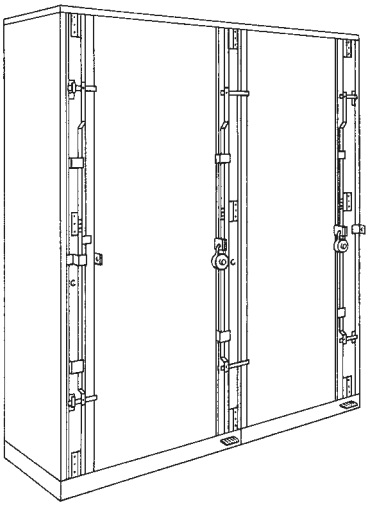
Top View



Astragals

Security Application

When sensitive materials require extraordinary measures, the Times-2 Astragal offers our highest level of protection. In this application, the standard Times-2 post is replaced with an Astragal, or locking post. Hinged, heavy-duty steel strips swing over the space between the Times-2 door and post to securely lock the unit. The lock is user-supplied. Astragals are available for new and existing Times-2 Speed Files. Consult your authorized Times-2 Speed Files dealer or Richards-Wilcox about this security option.



TIMES-2 SPEED FILES®

SPECIFICATION GUIDE

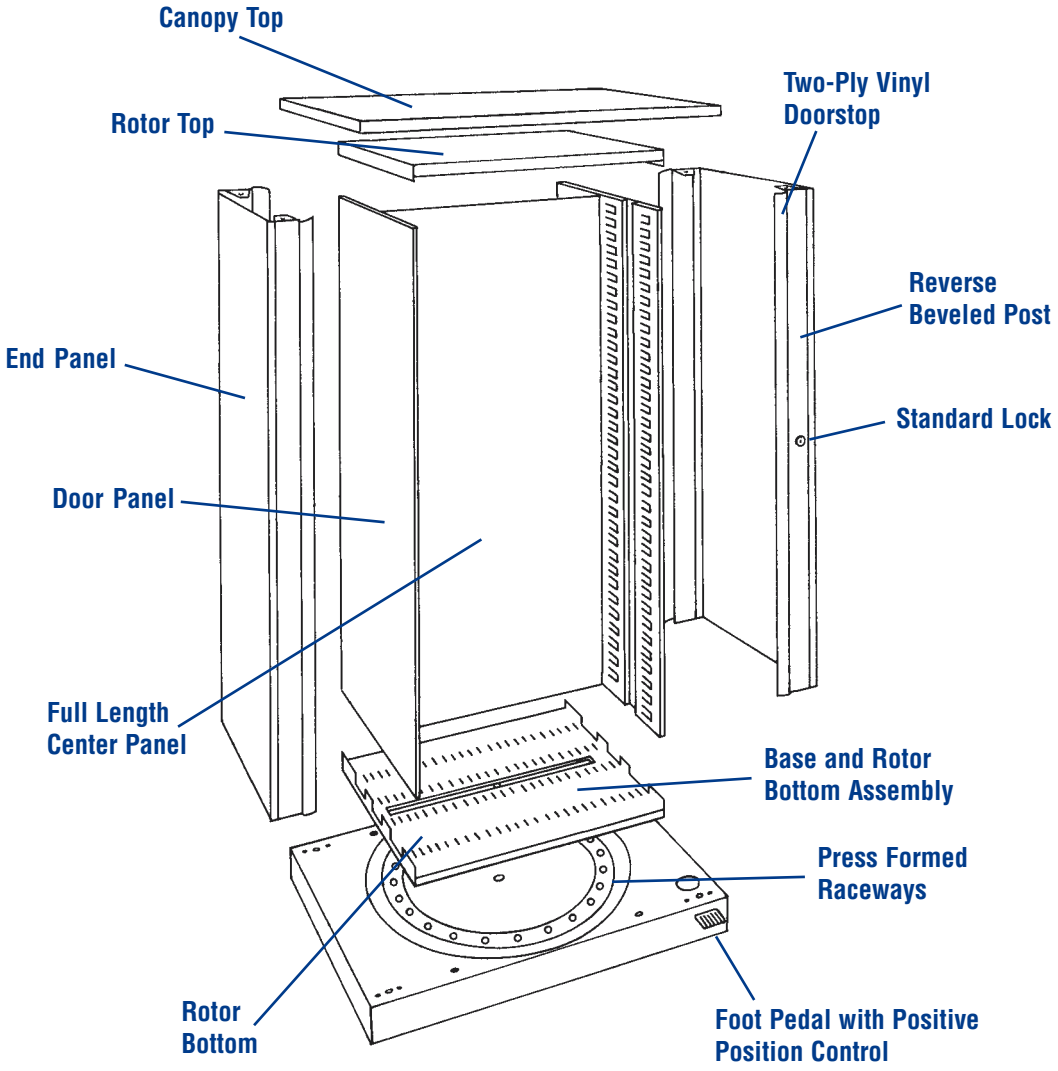
Product Specifications

Times-2 Speed Files Dimensions

SPECIFICATIONS

Manufacturer

System shall be a High Density, Multimedia Rotary Filing System manufactured by Richards-Wilcox, Inc., Aurora, Illinois, and known as Times-2 Speed Files®. No other manufacturers' product shall be accepted as an equal.



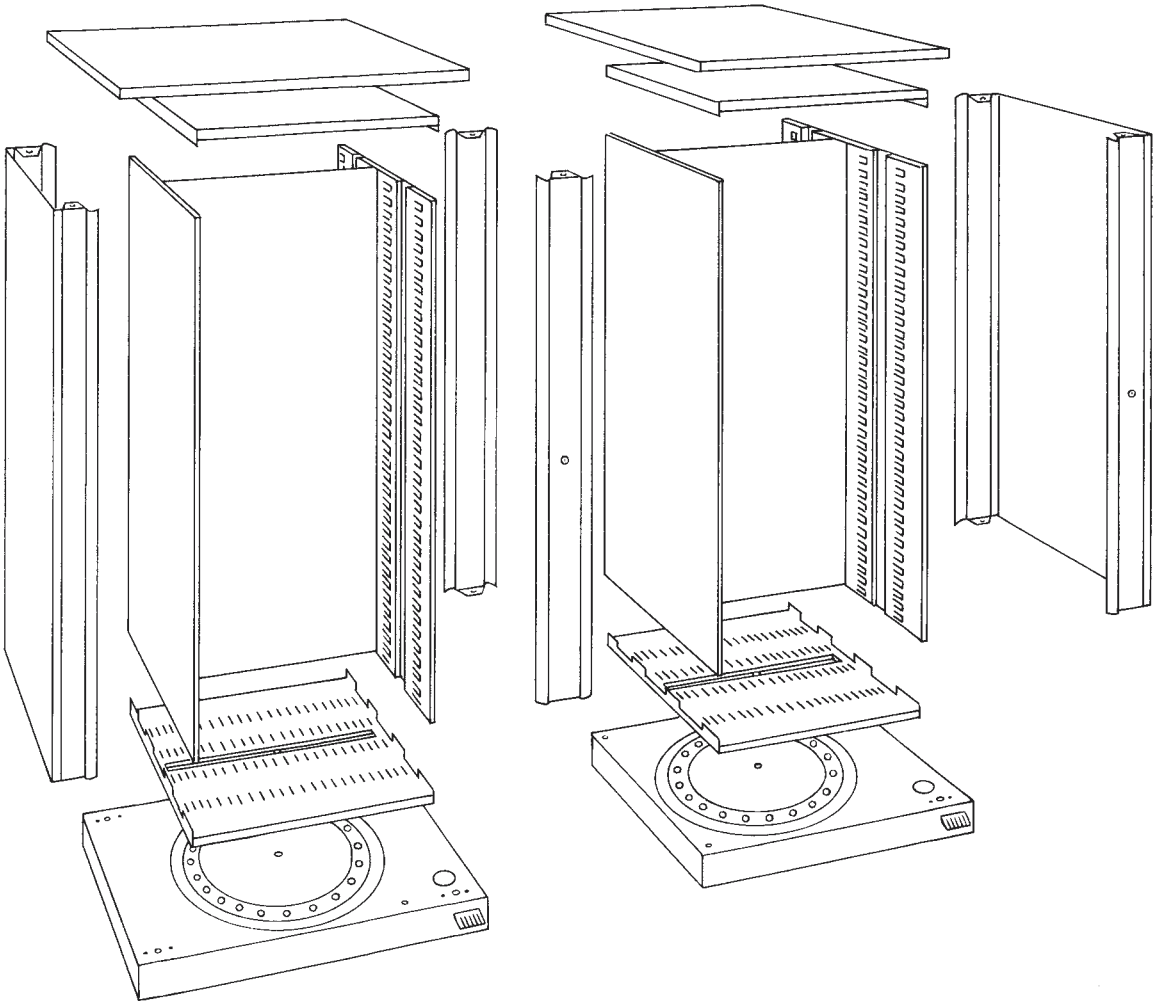
SPECIFICATIONS

Product Specification

Components

1. Base and Rotor Bottom Assembly shall be constructed of 12 GA or greater Drawing Quality Cold Rolled Steel. Said Base and Rotor Bottom shall be connected with a minimum ½" diameter carriage bolt. A locknut shall secure assembly and an oil impregnated bronze bushing will provide permanent lubrication to carriage bolt rotation. Press-formed raceways in both Base and Rotor Bottom shall capture ball bearings and protect rotating components from excessive or unusual wear, burnishment and fatigue. All ball bearings shall be a minimum of ⅝" diameter, fabricated from high carbon steel and maintained at equal spacing with a flanged ball cage. Letter-size units shall use a minimum of 22 ball bearings; Legal/EDP-size shall require a minimum of 44 ball bearings. Raceways and ball bearings shall be dynamically and permanently lubricated. Diameter of raceways shall be minimum 22" for letter-size and 28" for Legal/EDP-Size Units. Smaller diameter raceways shall not be acceptable due to their inability to provide stability of unit during unbalanced loading and/or rotation. No heat (welds) shall be applied to rotation surfaces of the Base and Rotor Bottom. Springs included in Base Design shall be capable of stopping a fully loaded unit without requiring tension adjustment at any time. Operator assistance shall not be required to stop or relocate the interior rotating cabinet.

Starter Unit **Add-on Unit**

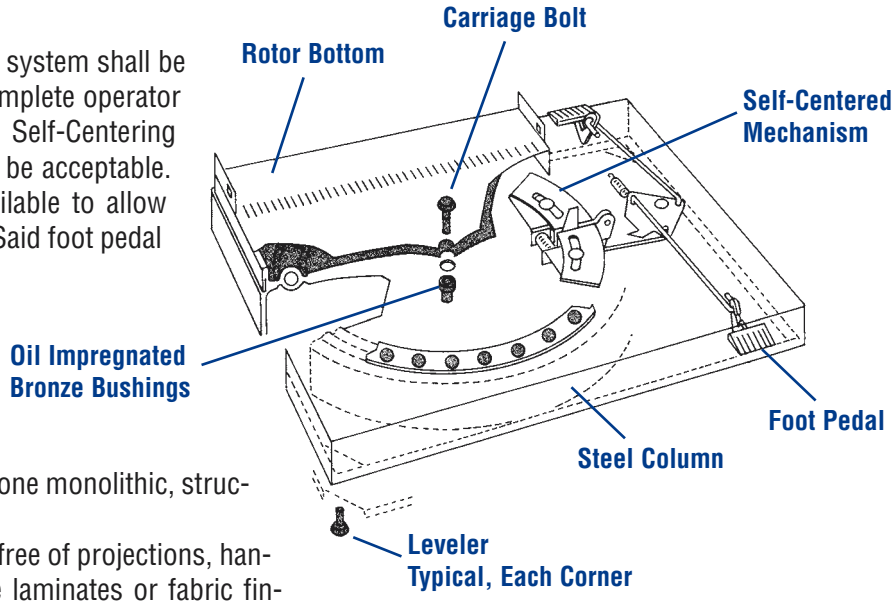


SPECIFICATIONS

Product Specification

2. Rotor Bottom shall have functional storage shelf integrated into its design. Four independently adjustable leveler glides shall be provided to allow for proper leveling of units. Any anchoring required by State, Local and National Codes shall be accomplished by securing cabinets to the floor with manufacturer provided anchoring system. Wall anchoring shall not be acceptable. Separate bases shall be available for Starter and Add-on units and such bases shall be secured to each other to eliminate racking of units during rotation. Further, the addition of units shall be possible on either the right or left sides.

3. A Positive Position Control (Foot Pedal) system shall be utilized with each cabinet, delivering complete operator control of Spring-Loaded, Automatic Self-Centering Mechanism. A detent system shall not be acceptable. A Dual Foot Pedal option shall be available to allow access to the cabinet from both sides. Said foot pedal shall be one-piece cast aluminum designed to prevent pedal failure as well as slippage of operator's foot during operation.



4. Doors, Center Panel and Rotor Top shall connect and lock together to form one monolithic, structurally sound cabinet.
   a. Doors shall consist of an outer door free of projections, handles, bevels, allowing for decorative laminates or fabric finishes. Inner Door shall be slotted (louvers) in 1¾" increments to allow for the acceptance of accessories required to store various media. Outer and Inner Door shall be welded together.
   b. Center Panel shall be triple-flanged to meet the Inner Doors and Rotor Bottom. The Door to Center Panel connection will be made with fasteners at the Inner Door and Rotor Bottom. Length of fastener shall be engineered as such to not emboss or perforate Outer Door during installation. Said fasteners shall be spaced 5½" on center.
   c. Rotor Top shall snap and lock into place with no visible fasteners. Rotor Top shall include an oil-impregnated bronze bushing allowing permanent stabilization and lubrication of cabinet.

5. Reverse Beveled Posts, Vinyl Door Strips and Standard Locks shall complement the appearance of the unit and be integrated into the unit. Vinyl Door Strips shall integrate into Posts without the use of fasteners and be available in matching and/or complementary colors. Posts shall function for either Starter or Add-on units. Locks shall be standard, keyed alike or different. Locks shall be upgradeable (at additional cost) to touch pad, badge swipe (with or without logging system) and other state-of-the-art security applications. Further, lock must be able to establish and maintain "free spin" position of Base and Rotor Bottom (ADA Compliance).

6. End panels shall attach to either Starter or Add-on Unit as may be required by configuration of units.

7. Canopy Top shall fasten securely to posts with bolt and/or project engineered fastener. Further, Canopy Tops must fasten to each other, when applicable, using appropriate fasteners. Fasteners shall be designed to eliminate movement of post during rotation of cabinet.

SPECIFICATIONS

Product Specification

Fit and Finish

Painted surfaces shall be furniture quality epoxy-polyester hybrid powder coat finishes free of all volatile cure-reaction products. No air-dry paint of any type will be utilized. All vertical and horizontal seams shall meet highest fabrication standards and only highest quality steel shall be used in the fabrication of the cabinet and its components.

Accessories

There shall be an extensive offering of accessories available including, but not limited to the following:

Wall Closing Strips, Extended Canopy Tops, Closed Backs, High-Security Astragals, Rollout Reference Shelves, Rollout Hanging Folder Frames, Top Tab Rollout Drawers, Rollout CD/DVD/Microfiche/Film Drawers, Card Drawers, Adjustable Reversible Shelves, Recessed Shelves, Various Size Dividers and Magnetic Followers, Dual-Pedal Kits, Conversion Kits, Specialty Racks. (Shelf spacing shall be user-adjustable without the use of tools). Manufacturer shall be capable of creating new accessories reflecting storage requirements of user. Each accessory shall utilize four-point support to securely attach to rotating interior cabinet.

Materials

All steel used in the fabrication of the aforementioned Rotary Filing Systems shall meet ASTM A620 standards for all Cold-Rolled Drawing Quality Steel required in base components and ASTM A366 standards for all other steel parts. The following minimum steel grades (gauge) shall be utilized for the respective application:

Base and Rotor Bottom	12 GA
Base Cover	16 GA
Fixed Bottom Shelf	18 GA
Shelf Dividers	20 GA

Warranty

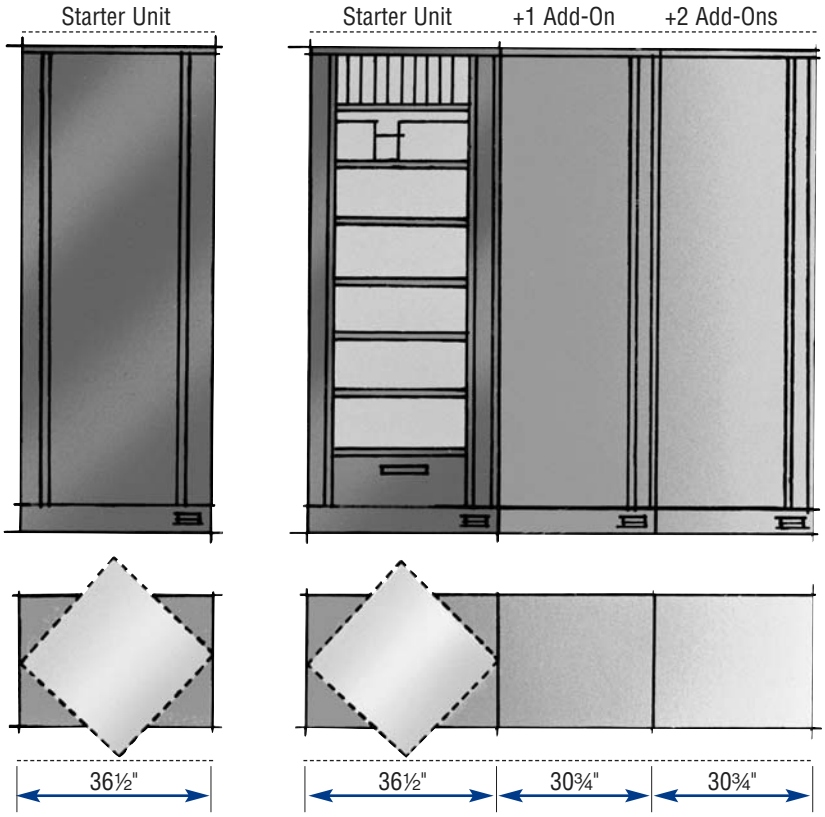
Manufacturer's Warranty shall include a minimum Limited Lifetime Warranty on the empty unit. For the balance of the equipment components, a warranty of seven (7) years applies. Lifetime shall be defined as "the length of time of ownership by the original purchaser."

Qualifications

Manufacturer must demonstrate participation in a minimum of five projects of similar size and scope within the past year. Further, manufacturer must document installations of projects of similar size and scope within the past five years. Manufacturer shall also have a minimum of 10 years experience manufacturing Multimedia Rotary Filing Systems meeting the specifications hereto ascribed.

TIMES-2 SPEED FILES DIMENSIONS

LETTER-SIZE



Add 30¾" for each Add-on Unit

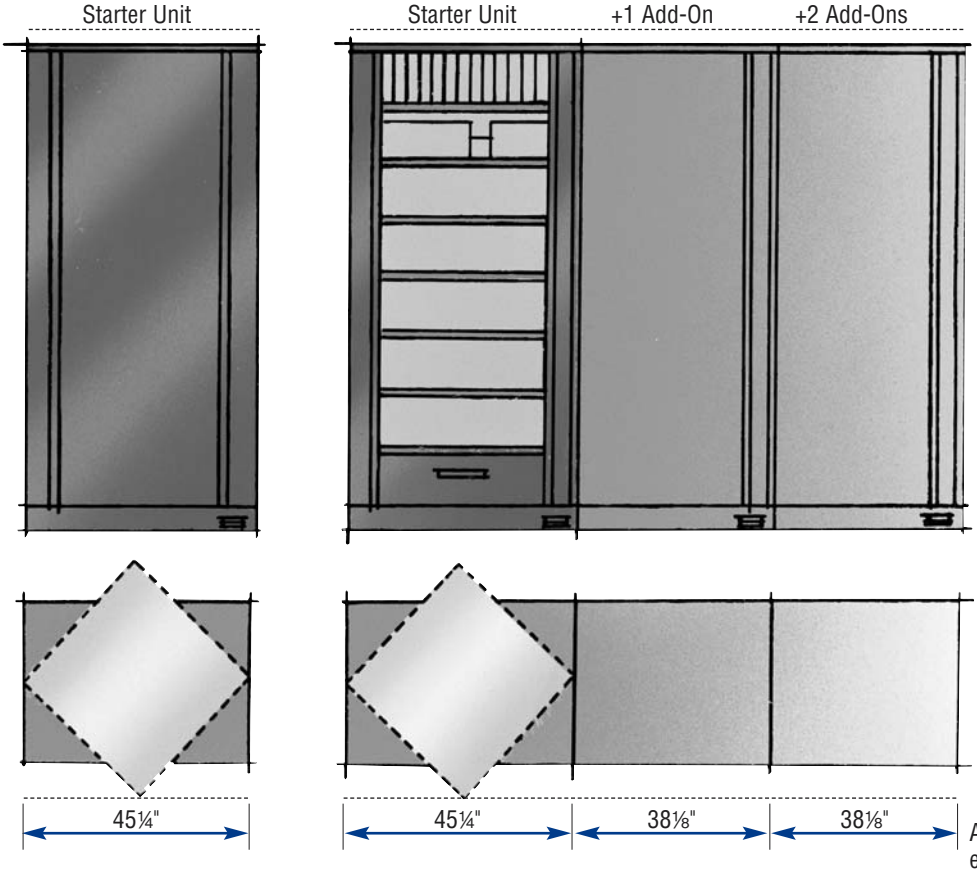
AVAILABLE IN 6 HEIGHTS

8-TIER	92½"
7-TIER	82"
6-TIER	71⅜"
5-TIER	60⅞"
4-TIER	50⅜"
3-TIER	41⅝"

PLUS-SIZE HEIGHTS

7-TIER	89"
6-TIER	76⅝"
5-TIER	66⅛"

LEGAL/EDP/A4-SIZE



Add 38⅛" for each Add-on Unit

AVAILABLE IN 6 HEIGHTS

8-TIER	92½"
7-TIER	82"
6-TIER	71⅜"
5-TIER	60⅞"
4-TIER	50⅜"
3-TIER	41⅝"

PLUS-SIZE HEIGHTS

7-TIER	89"
6-TIER	76⅝"
5-TIER	66⅛"

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