

Section 1 – INTRODUCTION

- **1.1 Introduction**

Precision’s Smartstore is the ideal solution for today’s office filing and storage requirements. From the simplest shelved configuration to a complex arrangement of shelves and compartments for paper, folders, and data storage, our comprehensive range lets you create a filing solution to suit your needs.

All Precision products are robustly designed to give years of reliable service, with a minimum of maintenance requirements. This guide provides recommendations to ensure that you get the best from your Smartstore system.

For further information on accessory configurations and capacity please refer to the Precision Smartstore Design Manual.

SECTION 2 – LOADING AND ADJUSTMENT

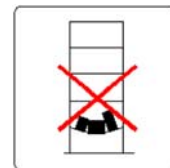
- **2.1 Loading and Unloading**

- Note! Before loading your cabinet please ensure the cabinet is sitting level and, if required, adjust feet through base shelf using a 5mm hexagonal key.

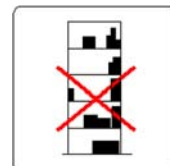
- Never climb the shelves or onto the top of the cabinet. To gain access to upper levels suitable equipment should be used, such as steps.



- It is better to evenly load the shelving and accessories, starting with heavier items on the lower shelves and lighter items on upper levels. This lowers the centre of gravity of a loaded unit and improves stability. Never place items on top of a unit.



- Never overload the shelving and accessories. Shelves and accessories are limited to uniformly distributed loads of 50kgs for the shelves and 40kgs for the accessories.



- **2.2 Moving Smartstore cabinets**

- If relocating the unit all contents must be taken out first, starting with the items at the top of the unit. For removal of shelves and accessories please refer to next section. Cabinets should always be lifted (2 people) or moved with a hand trolley, never drag the unit across the floor.

- **2.3 Adjustment of Accessories**

- In most cases each Smartstore cabinet will be delivered with all accessories pre-configured to your requirements. As needs arise the following steps are for the adjustment of shelves and accessories within your cabinet.

- **2.3.1 Tools required**

- Screwdriver with a ‘flat head’ profile

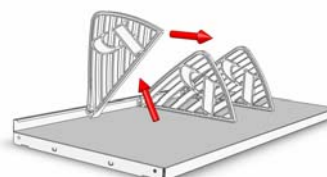
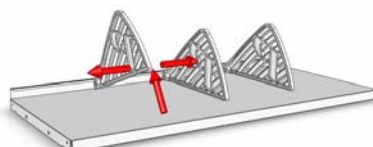
- **2.3.2 Pre-adjustment stage**

- Ensure all contents are removed from the shelves or accessories before adjustment

- **2.3.3 Adjustment of shelf dividers**

- Change the position on the shelf by slightly lifting the front edge of each divider until the rear locating profile can be moved side to side. Reposition the divider to desired location and push the front edge back down towards the shelf, locking it into position.

(See Below Left)

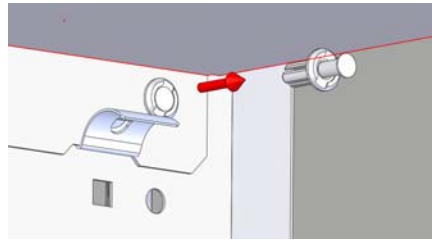


- Dividers can be removed completely from the shelves by lifting the front edge of the divider up vertically until the rear locating profile comes away from the back edge of the shelf. **(See Above Right)**

Note! The divider needs clear space of 265mm between shelves to be removed.

○ **2.3.4 Adjustment of shelves**

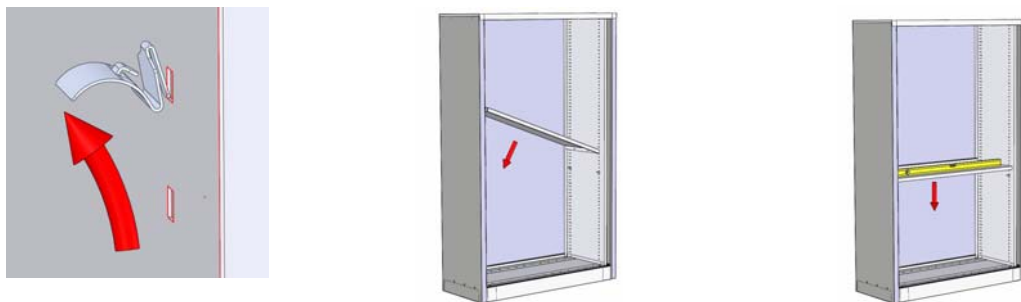
- a. Remove the white nylon transportation restraining clip from either end of the shelf by, firstly, using the flat head screw driver to lift out the centre push pin within the clip, then removing the clip body away from the shelf. **(See Below)**



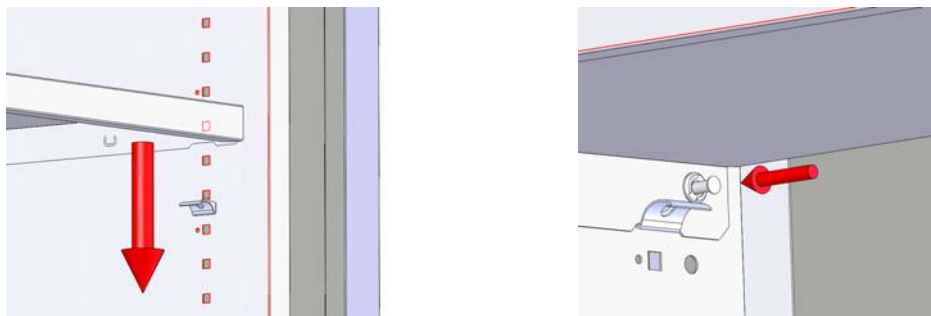
- b. Lift the shelf off the shelf clips and remove from cabinet. This may need to be done at an angle to avoid contact with adjacent shelves or accessories. **(See Below)**



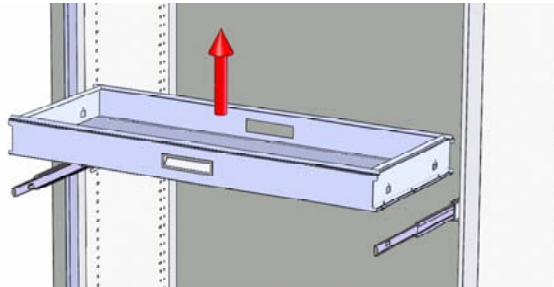
- c. Reposition the four shelf clips by lifting each one away from the cabinet's internal side panel and relocating to the new desired location. Care is required that all clips are horizontally aligned to ensure relocated shelf will be seated level. **(See Below)**



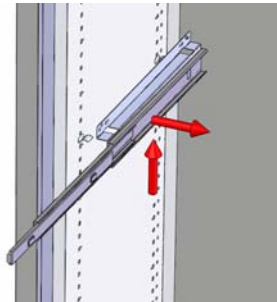
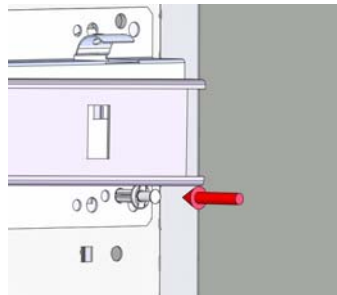
- d. Reposition shelf by positioning over correctly inserted clips and pushing firmly downwards to ensure correct location into clip profile. **(See Below Left)**



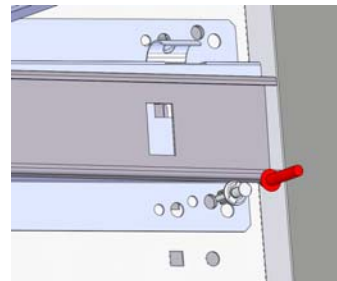
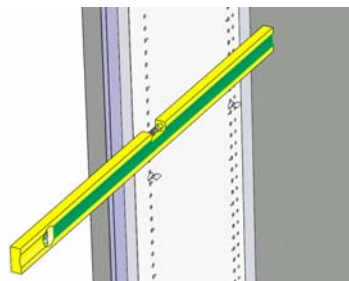
- e. The white nylon restraining clip can be re-inserted, if required, by closing the four 'legs' of the clip body with your fingers and inserting through the aligned hole in the shelf side fold into the Smartstore side panel. Insert the centre push pin. **(See Above Right)**
- **2.3.5 Adjustment of accessories**
 - a. Fully extend the runners so the accessory sits out past the front edge of the cabinet.
 - b. Starting on the left hand side, lift the accessory body up off the vertically punched lugs from the drawer runner. These are designed to be a firm fit and may require some force to separate. Repeat to the right hand side. **(See Below)**



- c. Lift the accessory body away from the runners and place elsewhere.
 - d. Starting with the LEFT HAND mounting bracket assembly, remove the white nylon restraining clip by, firstly, using the flat head screw driver to lift out the centre push pin within the clip, then removing the clip body away from the bracket **(Below Left)**



- e. Lift the mounting bracket assembly off the two support clips and remove the clips from the cabinet's internal side panel **(Above Right)**
 - f. Relocate the support clips to the new desired location, ensuring the front and back clips are horizontally aligned, and reposition the mounting bracket assembly back over the support clips. **(See Below Left)**



Note! The white nylon restraining clip MUST be re-inserted to prevent tipping of a fully extended accessory

- g. The white nylon restraining clip MUST be re-inserted. Firstly close the four 'legs' of the clip body with your fingers and insert through the aligned bottom hole in the mounting bracket assembly into the Smartstore side panel. Insert the centre push pin. **(See Above Right)**
 - h. Reposition the RIGHT HAND mounting bracket assembly by repeating step 2.4.5.d through to g.

- i. Reinstall the accessory body by fully extending both runners and aligning the vertically punched runner lugs with the square punches in the accessory sides. Push the accessory firmly downwards to ensure correct location into runner lugs

Section 3 – CARE AND MAINTENANCE

▪ 3.1 Routine Inspections

The Smartstore units should require little or no maintenance. It is recommended, however, that periodic inspections are carried out to ensure the cabinet and accessories are free of damaged components and all mechanical fixings are tight and secure. Check the cabinet is sitting level and adjust feet, if required, using a 5mm hexagonal key.

▪ 3.2 General Care

The Smartstore unit should have a periodic clean out and a dusting using a soft cloth and a non-abrasive, non solvent based cleaning agent. Should the unit need cleaning, either as part of a routine, or as a result of a spillage, the following guidelines should be observed.

The clean should comprise of a wipe down with a damp cloth, using (if required) a mild detergent.

- NEVER use a hose to spray the shelving
- NEVER use abrasive or caustic cleaning agents

▪ 3.3 Individual Items

- 3.3.1 Finish
 - Check powdercoat finish for chips or damage, and repair or replace components as necessary
- 3.3.2 Door operation
 - Open and close the tambour doors to ensure that they are operating correctly. If necessary clean out the track and lubricate with a small amount of petroleum jelly
- 3.3.3 Locking mechanism
 - Check to ensure the locking mechanism is working properly. It may become apparent over time that the key becomes progressively more difficult to insert and/or turn, This problem can usually be solved by applying a small amount of graphite powder (available from hardware stores) to the key, then working it in and out of the lock. Replacement barrels and keys for Smartstore cabinets are available from Precision
- 3.3.4 Shelves
 - Overloading of shelves may cause permanent deflection; these must be REPLACED immediately
- 3.3.5 Accessories
 - Check that all runners are operating correctly and not worn. Each mounting bracket assembly must be firmly secured into the cabinet with a white nylon push pin
 - Any permanently deflected accessories must be REPLACED immediately

▪ 3.4 Commonly Required Items

Code	Description	Unit	Notes
90670	Shelf divider	Each	
512-0130	Shelf for 900mm wide cabinet	Each	Specify colour
512-0137	Shelf for 1200mm wide cabinet	Each	Specify colour
512-0133	File frame accessory for 900mm wide cabinet	Each	Specify colour
512-0140	File frame accessory for 900mm wide cabinet	Each	Specify colour
512-0132	Glide-out shelf for 900mm wide cabinet	Each	Specify colour
512-0139	Glide-out shelf for 1200mm wide cabinet	Each	Specify colour
512-0135	Shallow drawer for 900mm wide cabinet	Each	Specify colour
512-0142	Shallow drawer for 1200mm wide cabinet	Each	Specify colour
512-0134	Data drawer for 900mm wide cabinet	Each	Specify colour
512-0141	Data drawer for 1200mm wide cabinet	Each	Specify colour
512-0136	Deep drawer for 900mm wide cabinet	Each	Specify colour
512-0143	Deep drawer for 1200mm wide cabinet	Each	Specify colour
95560N	Utility drawer unit	Each	Specify colour

• 3.5 Product end of Life

- The Smartstore G2 cabinet is made from recyclable materials and, at the end of its intended use, the unit should be re-used or recycled. Please refer to Precision's Product Stewardship Programme and/ or Disassembly Guidelines for further information (both available on request).