

Space PRO[®]

by **DIRECT LINE**



Operator's Manual

Lateral, Manual and Mechanical Assist

DIRECTLINE

E-mail: customerservice@teamdirectline.com

Table of Contents

Introduction	Page 3
Loading & Operating Procedures	Page 4
Direct Line Manual Systems	Page 5
Direct Line Mechanical Assist Systems	Page 6
System Vendor Information	Page 8
Copy of Warranty	Page 9



Introduction

Thank you for selecting a Direct Line SpacePro® Mobile System to answer your storage needs. Your satisfaction as well as the safe and efficient operation of this system is our major concern.

Please insist that anyone who will be operating this mobile system has taken the time to acquaint themselves with this manual and the system you have installed.

Although much of this manual is common sense, a few moments to review key issues is a wise investment of time.

Again, we thank you for trusting your storage needs to **Direct Line**.

Loading & Operating Procedures

Loading Instructions:

It is strongly recommended that when ***first loading*** the open shelves of your mobile system that you start at the bottom or lowest filing level and work your way up to the highest filing level. If this is not practical due to your specific filing system, using counter balancing weights to simulate files should be considered. Although shelf tipping is highly unlikely, it is a wise safety precaution.

It is also a good idea to layout your proposed loading plan on paper before actually doing the file or material transfer to the shelves.

Always be sure the aisle lock is used (when available) during loading operations. If not available, using a sign or temporary aisle obstruction device may be prudent.

Please, **NEVER CLIMB ON SHELVES**. Always use a step stool or ladder to reach upper shelf openings.

TIP: Depending on the overall height of the shelving installed, you may find it smart and quite practical to utilize the top openings for (only) 2nd volumes of files, archived records, supplies, temporary storage, etc. SPACE is what mobile systems are all about, regardless how it is used. Often the top openings of shelving systems are too difficult to reach in an active file operation.

General Operating Instructions:

Always check open aisles for personnel or obstructions prior to operating the system.

Always perform a visual check of the tracks for paper clips, staples, rubber bands, etc. prior to daily operations as well as throughout the day.

All systems should be operated (moved) from the end of the range not the middle.

Should you feel any resistance to system movement, check all locks then check under carriages and tracks for obstructions prior to calling for service.

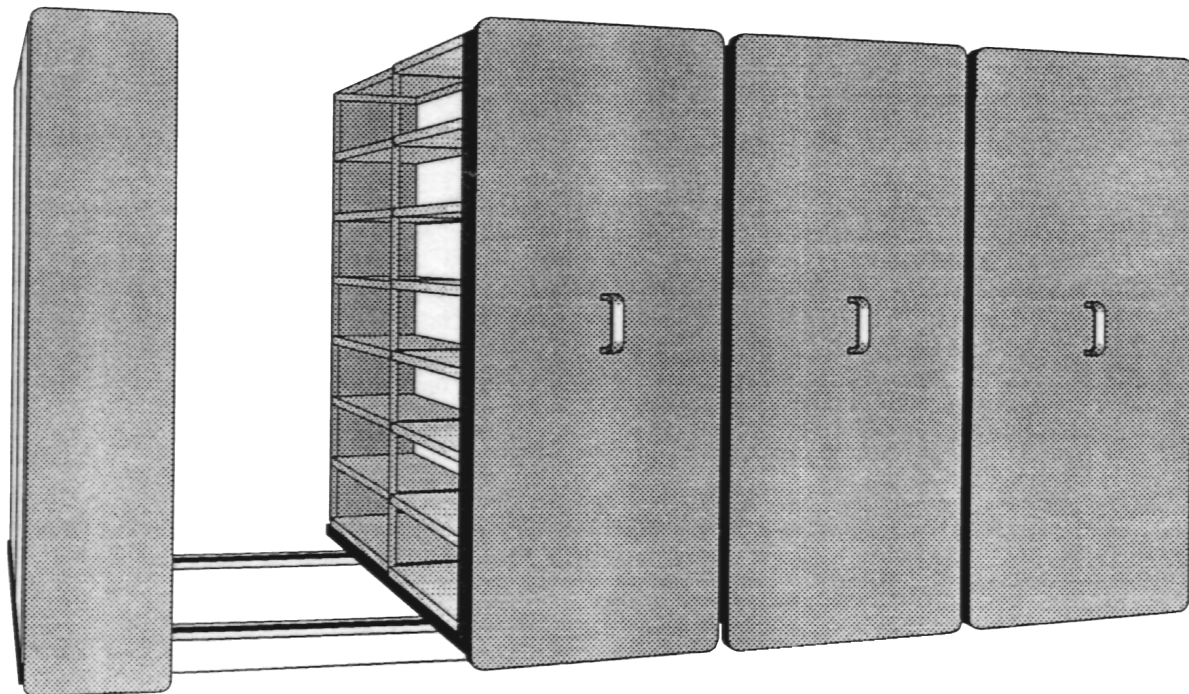
If a safety or operating malfunction has occurred, do not use the mobile system until a Direct Line trained service technician is contacted and/or has serviced the system.

Direct Line Lateral or Manual System

Used primarily for smaller filing or material storage applications, movement is achieved by firmly grasping the handle at the end of the range and pushing or pulling the unit in the desired direction.

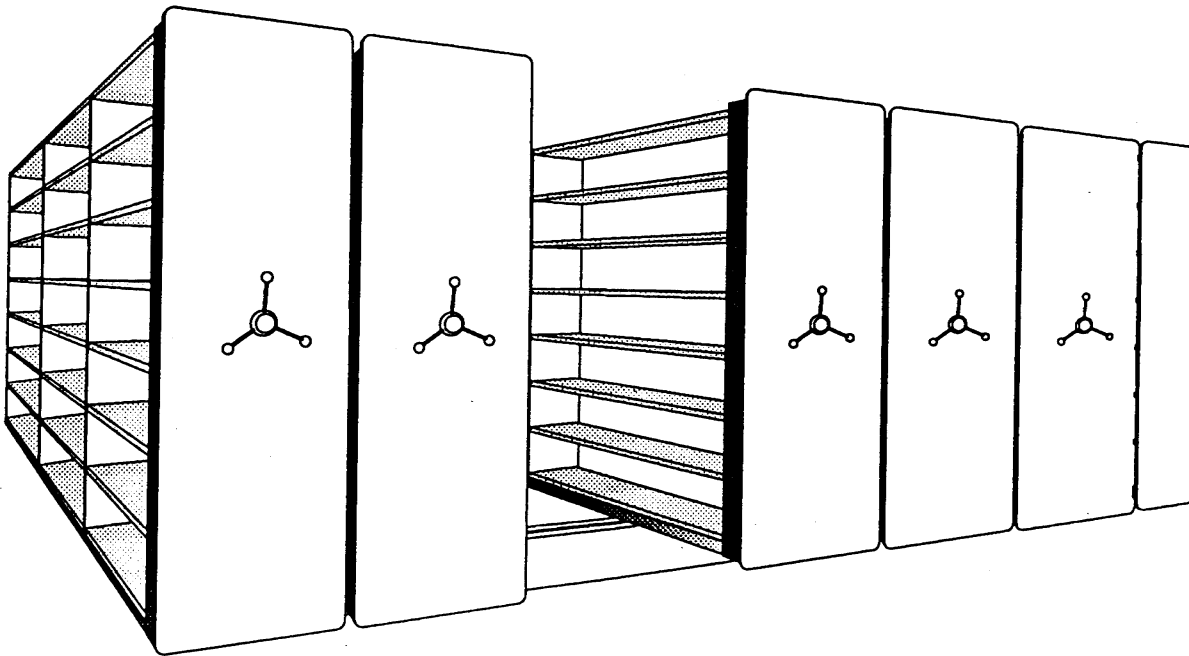
Once carriage motion has started it is recommended that the operator maintain contact with the handle and guide it to a stop prior to contact with the next range. It is not recommended to move more than one range at a time.

Should a question arise regarding floor loading or safety due to a significant increase in material or files being added to the system, please contact your local Direct Line representative or Direct Line.



If an operating malfunction has occurred, do not use the mobile system until a Direct Line trained service technician is contacted and/or has serviced the system.

Direct Line Mechanical Assist Systems



If a safety or operating malfunction has occurred, do not use the mobile system until a Direct Line trained service technician is contacted and/or has serviced the system.

Direct Line Mechanical Assist Systems

Used for numerous types of filing and storage applications, movement of this type system is accomplished by means of turning an ergonomically designed handle in the direction one wishes the carriage to move. This action initiates a chain, sprocket and gear reduction operation that turns a drive shaft that turns the wheels of the system.

This simple but very effective design allows an operator to move more than one carriage at a time with very little effort. Because all the wheels (on one side of the carriage) are drive wheels, carriages move smoothly and easily without racking or twisting.

A safety knob, located on the hub of the handle* is standard in all mechanical assist designs and should be activated after every aisle movement. A simple in / out, push / pull of the knob releases or secures range or carriage movement. ALWAYS unlock a carriage / range after use. A moving carriage contacting a locked carriage could result in damage to the system.

If your system is fitted with a system lock, i.e., a means of locking the entire system vs. just a single range; it may be located in one of two positions. The most likely location is a key lock in the center of the hub* of the last movable range of the system. After moving all the carriages together, thus closing any open aisle access, the key lock can be activated to prevent unauthorized entry. The other location or means of lock down is a removable (key activated) track lock. This device is placed on the track after the system has been closed and secured.

Should there be any difficulty in moving a carriage (after all locks have been checked) please double check for aisle, under-carriage or track obstructions before calling your local Direct Line service technician.

Should a question arise regarding floor loading or safety due to a significant increase in material or files being added to the system, please contact your local Direct Line representative or Direct Line.

*** The exact position of this knob or key lock may change depending on the system selected.**

System Vendor Information

We have a _____ Mobile System.

Our local Direct Line Rep is _____
with _____

Their telephone number is _____

Their address is:

E-mail address: _____

Notes:

DIRECTLINE

Telephone #: 1-800-822-4000

Fax #: 1-703-234-0337

P.O. Box 1759, Sterling, VA 20167

E-mail: customerservice@teamdirectline.com



WARRANTY

Direct Line warrants to the original purchaser that this product will, if properly installed and subjected to normal use, be free of defects in materials for (10) years and workmanship for (2) years from the completion date of the installation of said Space Pro® System.

If the product is found by Direct Line to be defective in material and/or workmanship within said warranty period, Direct Line shall, at our discretion, repair or replace defective components, at no charge to the customer. If the product is found to be defective after the said warranty period, the customer shall repay to Direct Line or its designee all labor costs incurred to repair or replace the non-performing product or part.

NOTE The remedies under this warranty are solely and expressly limited to Direct Line's obligations as stated above. This warranty shall not be effective for any purpose if the product claimed to be defective has been subjected to misuse, abuse, or unusual stress, or has been damaged by accident, neglect or other causes not arising from defects in materials or workmanship (of the product). In the event of a system being moved, the move must be performed by factory trained authorized installation personnel to have the warranty remain in effect.

The foregoing is in lieu of all other warranties, express or implied, written or verbal, including all implied warranties of merchantability and fitness for a particular purpose. In no event shall Direct Line be liable for consequential or special damages, use or performance of the product.