

# POWER FILE

*Automated Filing & Retrieval Systems*



**WHITE** 

A PINNACLE AUTOMATION COMPANY



*Taking advantage of available overhead space, Power Files make expensive floor space available for more productive uses.*

# Now Yo

*There is a choice:  
White Office Systems'  
high-density automated  
filing system, or tradition-  
al filing methods, which  
waste expensive floor  
space and valuable  
employee time.*

White Office Systems recognizes the value of information is directly proportional to its accessibility. With the Power File, you have the power to call up the exact documents from thousands of records. Within seconds, it's there. Right at your fingertips.

Using the Power File workstation concept in your office eliminates needless work motions, which waste valuable employee time. Work motions such as walking, stooping, bending, reaching, and searching for the right file.

Power Files use available overhead air space, allowing you to better utilize precious floor space for more productive uses. You can maintain numerous records in a reduced space. One customer stored 2.5 million records in only 14 Power Files and gained more than double the filing space.

You'll also gain unprecedented speed and accuracy in hard-copy

# You Have A Choice.

storage and retrieval. And you'll have an ergonomically designed workstation that enhances productivity.

White has 60 different configurations of Power File workstations — one just right for your storage needs and space requirements. White can also custom design Power Files for special filing needs.

Whether you access microfiche, letter/legal files, optical disks, CD-

ROM, bank checks or other media, White gives you more concepts in automated filing than any other manufacturer. We can even store different types of media in one unit.

Simply put, a Power File from White Office Systems can help you increase productivity and efficiency, while maximizing valuable floor space.

Just think of the ways the Power File can improve *your* bottom line.



*Different types of media can be easily stored within one Power File.*



*In a sitting or standing position, Power File users have tens of thousands of records at their fingertips.*

# The Smart Choice For

*From the comfort of a workstation, a single operator can manage tens of thousands or records.*

## The Power File Is Easy to Use.

Using one-touch controls, the operator calls up a file. Access is fast and simple. The record is immediately brought to the operator.

The Power File is designed with many unique features, which contribute to productivity, including:

- Operator control panel and safety status panel are located in the same viewing area.
- Media sizes. Power Files accommodate letter/legal lateral side tab, letter/legal top tab, hanging folders, top tab suspension roll out, 5 x 3 cards, 6 x 4 cards, microfiche, aperture cards, check storage, 8 x 5 cards, and other types of media.



*Power Files accommodate a variety of media including letter and legal lateral files.*



*One touch controls ensure fast and easy access.*



*Roll-out suspension drawers accommodate hanging files and top tab folders.*

- Centralization of records. With a Power File, all your records are stored in one compact area, resulting in better organization, efficiency, and accuracy.
- Straight-line indexing. The index area is adjacent to the pan selection button, resulting in faster access and better organization.



*Letter trays are available in shatter-resistant durable, light-weight plastic or steel.*

# or Your Filing Needs.

## The Power File Puts You in Control

Computer control gives you added control over valuable information. You can control one or more Power File workstations and track filing activities through a stand-alone or networked PC. All Power File functions are computer-compatible through an RS232 port.

Our Check Out Plus™ file management software can manage your records and files. Using bar code technology, White's simple, yet powerful Windows™ based software instantly tells you the status and location of any file or item. Most functions are performed with a single key stroke or a swipe of a bar code wand. Any alpha, alpha-numeric, or numeric system will work with Check Out Plus. The software also handles multiple volumes and subsets.

Information security is attainable with a Power File workstation. Items can be kept out of sight and secure. A lockable sliding door covers the access opening and the power panel, preventing unauthorized personnel from gaining access. For additional security, an optional keyed-combination lock is available.



*A lockable sliding door prevents unauthorized personnel from gaining access.*

## Designed with safety in mind.

By design, the Power File has numerous safety features to protect both the contents and personnel. In addition, we have considered every aspect of operator comfort, UL-listed Power Files have micro-processor based logic circuits, which continually monitor safeties and motor control functions.

- E-Stop push button. Located on the operator control panel, this safety feature will immediately interrupt rotation. Pressing the button also resets the controls, if no other unsafe conditions exist. With the controls reset, another shelf selection is possible.
  - The maintenance access area is protected by safety interlock circuitry.
- When a particular safety is activated, the corresponding message light on the safety status panel illuminates, showing the location of the obstruction.
- Infra-red safety eyes protect pinch points in the access opening. Any object interrupting one of the light beams immediately stops movement. After the obstruction is cleared, the RESET button allows the operator to restart the machine.
  - Dual horizontal safety bars work as a redundant safety at the work surface. When depressed, a safety bar will stop the machine immediately.

# The Right Choice For

*White's goal is to provide immediate productivity solutions that also have long-term results.*

Every Power File is designed with the user in mind. Consequently, each Power File is equipped with many ergonomic features.

- One-touch controls.
- All diagnostic panels are located within a single line of vision.
- Functions can be performed from either a standing or seated position.

## Power Files and the ADA

White can help you comply with the *Americans with Disabilities Act*. Power Files are particularly well suited for organizations employing the disabled. Power Files eliminate unnecessary motions, are easy to operate, and easily accommodate wheelchairs. The records are brought to a convenient operator level for anyone in a wheelchair.



*Records are brought to a convenient operator level for users restricted to a wheelchair.*



*Power Files easily accommodate wheelchairs, helping you comply with the Americans with Disabilities Act.*

The operator control pad is located at a convenient height so the physically challenged can easily operate the unit.

## Aesthetics

Power Files can compliment your office decor. You can choose from standard colors or we can provide custom colors and finishes at a slight upcharge.

# High-Activity Filing.

## Power Files and Quality

At White Office Systems, our goal is to provide immediate productivity solutions that also have long-term results. That's why we build in quality from the very beginning. Quality in our design and engineering. Our materials and construction. Our training and service. White is the world's leading supplier of Power Files.

- White offers a split roll-out suspension shelf design, which stores either hanging folders or top tab files.
- Pan nesting feature stabilizes pans and gives you quiet and safe operation.
- Microprocessor control automatically chooses the shortest route to the selected shelf level.
- Small footprint yields substantial space savings. The Power File's footprint measures only 35 square feet, yet provides a capacity up to 17,000 lineal filing inches.
- Durable, light-weight plastic trays are shatter-resistant. The tray handle is easy to grasp and the adjustable followers keep the files upright for ease of access. Steel trays are also available.
- Ease of maintenance. Service is from the front, allowing units to be placed side by side and back to back.



*Power Files provide a convenient workstation for intermittent or constant usage.*

- Even today, there are some 30-year-old Power Files still in operation.

## Quality Dealer Service

To learn how White can give you the power of productivity, contact your local White Office Systems dealer. Our international network of service professionals are available for your installation, maintenance, and service needs. They are experts at designing and furnishing efficient

filing and storage systems. White dealers can also support future maintenance requirements. They are skilled at specifying and installing the correct Power File system for you. Precision equipment and precision installation mean long life, low maintenance, and safety.