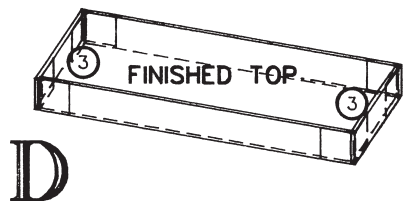
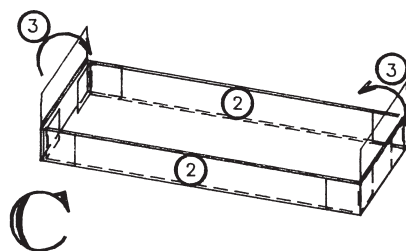
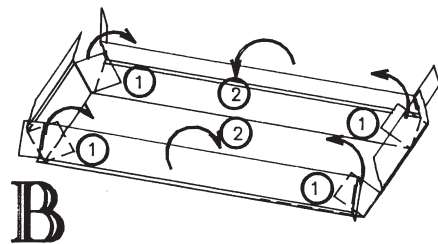
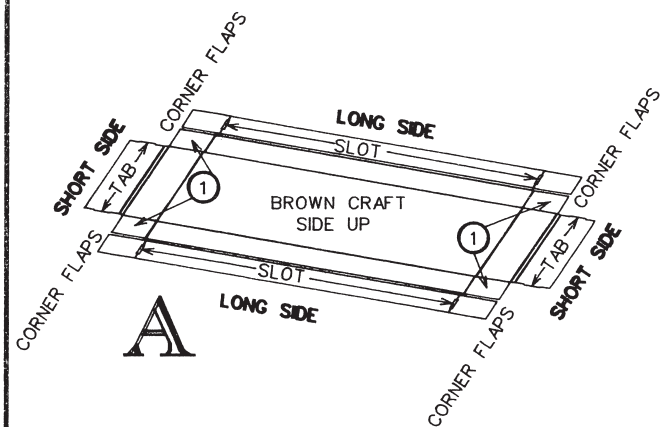


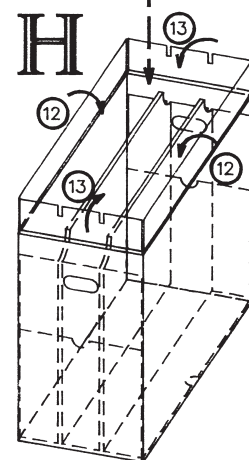
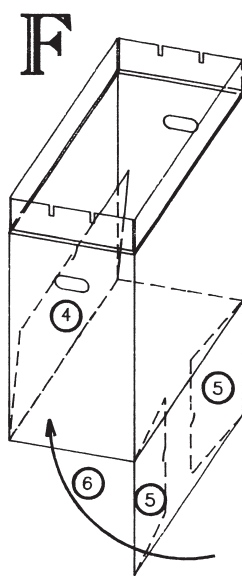
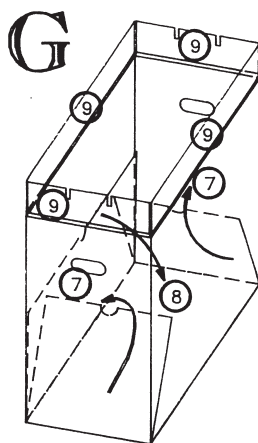
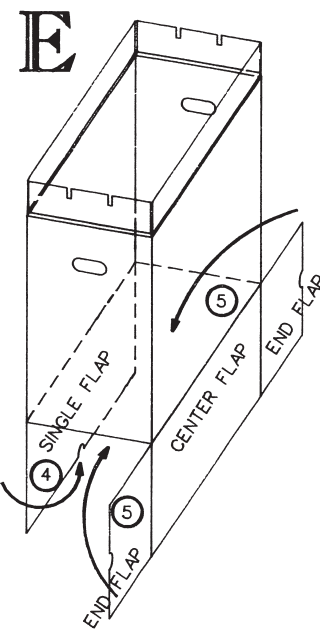
INSTRUCTIONS

PRE-FOLD ALL SCORED FLAPS FOR CLEAN EDGE

TOP

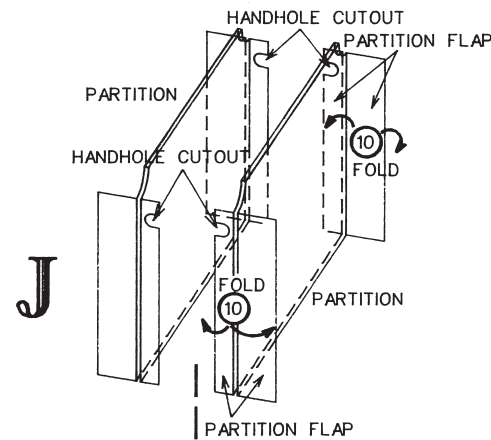


BOX

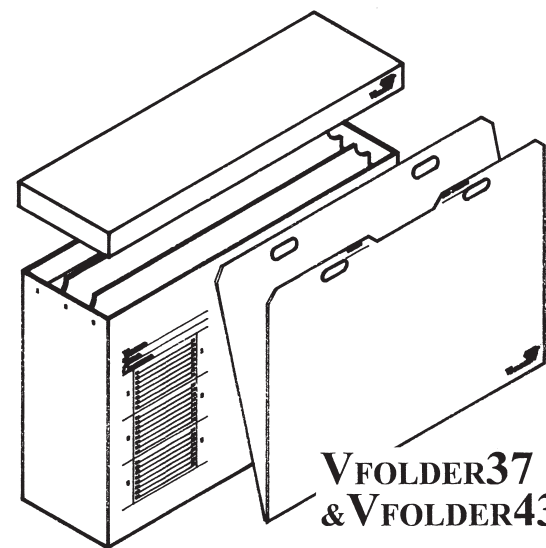


NOTE:
LONG FLAP (12) WILL BOW INWARD AND HELP MAINTAIN TENSION ON FOLDERS.

PARTITIONS



ASSEMBLED



VFILE 37
& VFILE 43

Quality Products from: **ADVANCED ORGANIZING SYSTEMS**
Huntsville, Alabama
www.aosystems.com

VFILE 37 & VFILE 43

NOTES:

PRE-FOLD ALL SCORED FLAPS FOR CLEAN EDGE PRIOR TO FOLDING FOR FINAL ASSEMBLY.

THIS PRODUCT STORES OVERSIZE DRAWINGS AND IS QUITE LARGE. ALTHOUGH NOT REQUIRED, A SECOND PERSON IS HELPFUL WHEN ASSEMBLING THIS PRODUCT.

VFILE TOP ("A" through "D")

- ① FOLD CORNER FLAPS OF THE SHORT SIDES UP. FOLD SHORT SIDES UP.
- ② WITH THE CORNER FLAPS OF THE LONG SIDES POINTING OUT, FOLD THE LONG SIDES OVER THE CORNER FLAPS OF THE SHORT SIDES. THIS WILL ALLOW THE CORNER FLAPS OF THE LONG SIDE TO LAY AGAINST THE SHORT SIDE.
- ③ FOLD IN SHORT SIDES & LOCK IN SLOTS.

VFILE BOX ("E" through "G")

- ④ FOLD SINGLE FLAP IN AND AGAINST SIDE OF BOX INTERIOR.
- ⑤ FOLD END FLAPS FLAT AGAINST CENTER FLAP.
- ⑥ FOLD CENTER AND END FLAPS FLUSH WITH BOTTOM OF BOX & SET UPRIGHT.
- ⑦ USING FINGER HOLES, PULL END FLAPS IN & AGAINST SIDES OF BOX INTERIOR.
- ⑧ FOLD SINGLE FLAP TO BOTTOM OF BOX.
- ⑨ FLAPS REMAIN UPRIGHT PRIOR TO INSERTING PARTITIONS.

V FOLDER PARTITIONS ("J")

- ⑩ WITH PARTITIONS FOLDED IN HALF ALONG THE SCORE (WHITE SIDE OUT), FOLD PARTITION FLAPS OUT.
- ⑪ INSERT EACH PARTITION IN BOX ALIGNING CUTOUTS WITH HANDHOLES.

VFILE BOX ("H")

- ⑫ FOLD IN LONG SIDE FLAP. (WHEN THE ENDS ARE LOCKED IN THE CORNERS, THE CENTER OF THE LONG FLAP BOWS INWARD AND HELPS MAINTAIN TENSION ON THE FOLDERS.)
- ⑬ FOLD IN SHORT SIDE FLAP LOCKING PARTITIONS IN SLOTS.

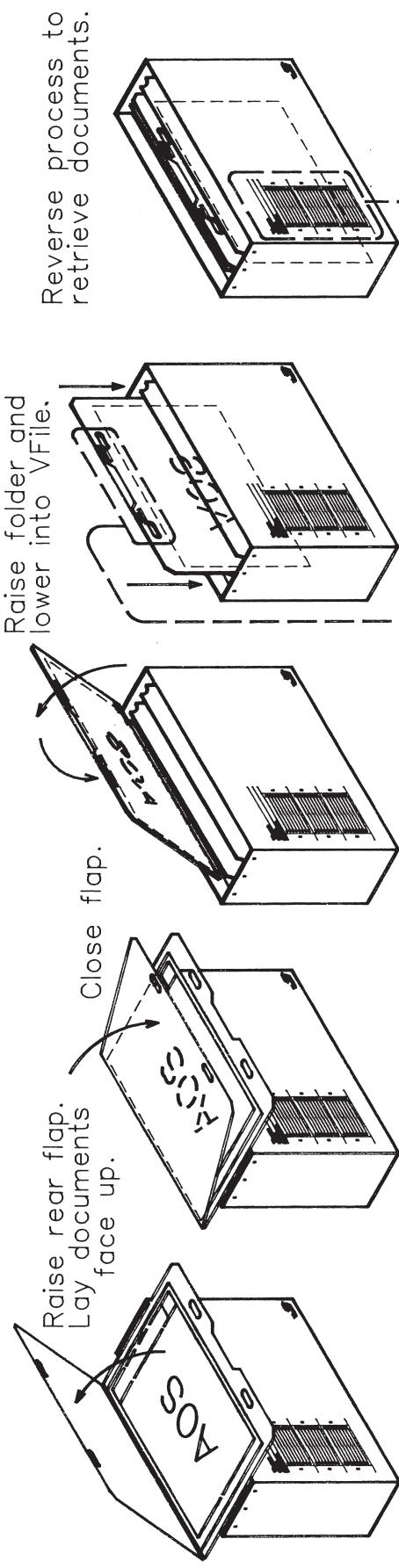
VFILE 37/VFOLDER 37 & VFILE 43/VFOLDER 43

Six (6) VFolders should be left in each partition to maintain the necessary tension to keep documents flat.

The VFile is designed for eight (8) VFolders per partition. Recommended capacity is 24 VFolders of 35 sheets (840 sheets). However, individual VFolders can hold in excess of 50 sheets.

For stability, the first eight (8) VFolders should be loaded in Partition No. 2.

STORING DOCUMENTS IN THE VFile FOR EASY VIEW AND RETRIEVAL



The cutout in the center of the VFolder is for the use of four (4) standard 1/3 cut labels ($\frac{9}{16}$ " x $3\frac{7}{16}$ " label).

VFOLDER 37 & VFOLDER 43

