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## Fellowes 00701

# Bankers Box 00701 Stor/File Storage Boxes User Manual

Model: 00701

## INTRODUCTION

The Bankers Box 00701 Stor/File Storage Boxes are designed for efficient and secure storage of letter-sized documents and other items. These medium-duty boxes feature a FastFold quick assembly system, a deep, locking, lift-off lid, and rolled edges for enhanced strength and user safety. Ideal for both active and archival storage, they can be used with or without shelving.



Figure 1: Assembled Bankers Box 00701 Stor/File Storage Box, ready for use with letter-sized files.

## SETUP AND ASSEMBLY

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The Bankers Box 00701 features FastFold technology for quick and easy assembly. Follow these steps to set up your storage box:

1. **Unfold the Box:** Carefully unfold the flat-packed box body and lid.
2. **Form the Base:** Push the bottom flaps inward until they interlock, forming a sturdy base. The FastFold design will guide the flaps into place automatically.
3. **Form the Sides:** Fold up the side panels. The pre-creased lines will ensure correct alignment.
4. **Assemble the Lid:** Fold the lid flaps inward and secure them to form the lid. Ensure the locking tabs engage properly.
5. **Verify Assembly:** Once assembled, the box should be rigid and stand upright. The lid should fit securely on top.



Figure 2: The FastFold logo, highlighting the quick assembly feature of the storage box.

## OPERATING AND USAGE

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These storage boxes are designed for versatile use in offices, homes, or archives. Follow these guidelines for optimal use:

- **Loading Contents:** Place letter-sized documents, folders, or other items neatly inside the box. Avoid overfilling to prevent damage to the box or its contents.
- **Lid Security:** Once filled, place the deep, locking lid securely on the box. The lid is designed to stay in place, protecting contents from dust and light.
- **Stacking:** For efficient space utilization, these boxes are designed to be stackable. Ensure boxes are evenly loaded before stacking to maintain stability.
- **Labeling:** Utilize the designated labeling area on the front of the box to clearly identify contents for easy retrieval.



Figure 3: The Bankers Box 00701 demonstrating its capacity to hold various items beyond just files, such as bowls and books.

## MAINTENANCE

The Bankers Box 00701 is a low-maintenance product. To ensure its longevity and continued performance:

- **Keep Dry:** Store boxes in a dry environment to prevent moisture damage to the cardboard and contents.
- **Avoid Excessive Weight:** Do not overload boxes beyond their intended capacity to prevent structural damage.
- **Clean:** If necessary, wipe the exterior with a dry or slightly damp cloth. Avoid using harsh chemicals.

## TROUBLESHOOTING

Most issues with the Bankers Box 00701 can be resolved with simple adjustments:

- **Box Not Forming Correctly:** Ensure all flaps are fully engaged and interlocked. Sometimes, a firm push on the bottom or sides is needed to secure the FastFold mechanism.
- **Lid Not Fitting Securely:** Check that the box sides are fully upright and square. Ensure the lid flaps are properly folded and the locking tabs are engaged.
- **Box Appears Weak:** Verify that the box is not overloaded. Ensure the bottom is fully assembled and locked.

## SPECIFICATIONS

Brand	Fellowes
Model Number	00701

Dimensions (L x W x H)	12-Inch x 24-Inch x 10-Inch (Letter Size)
Material	Paper/Cardboard
Color	White/Blue
Special Features	Foldable, Lockable Lid, FastFold Assembly, Rolled Edges
Quantity	12 per carton

## WARRANTY AND SUPPORT

Specific warranty information for the Bankers Box 00701 Stor/File Storage Boxes is not provided in this manual. For details regarding product warranty, returns, or technical support, please contact Fellowes customer service directly or visit their official website.

**Fellowes Official Website:** [www.fellowes.com](http://www.fellowes.com)