

**TAB**  
PRODUCTS CO.

TAB PRODUCTS CO. PLANNING KIT

# PLANNING KIT



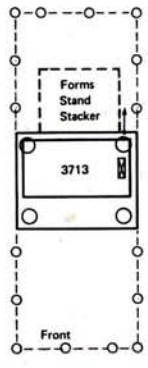
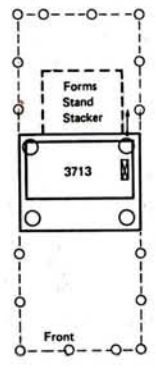
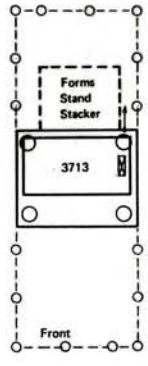
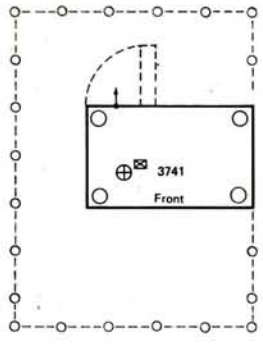
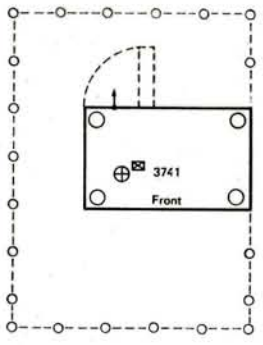
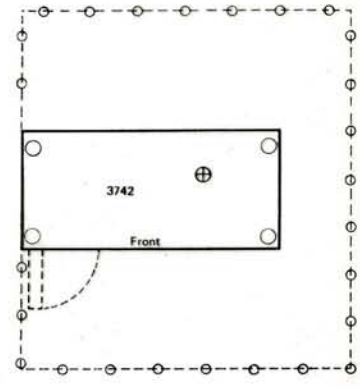
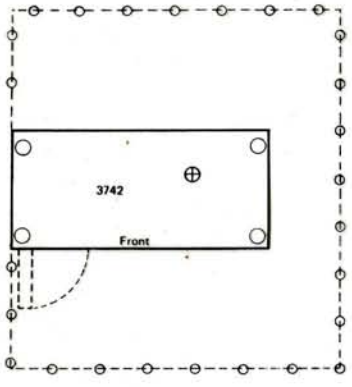
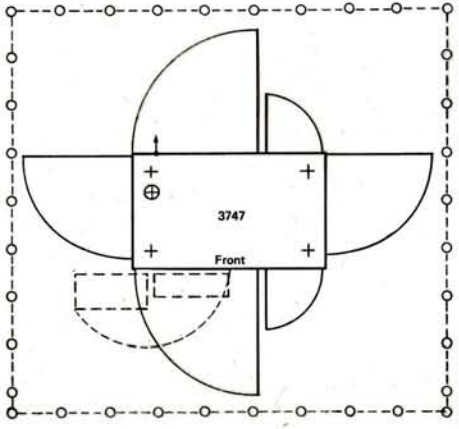
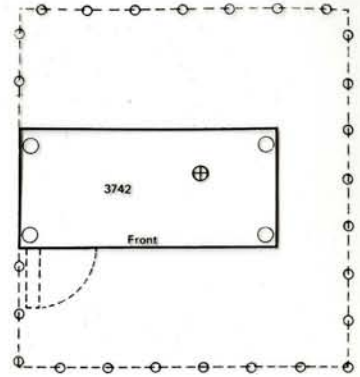
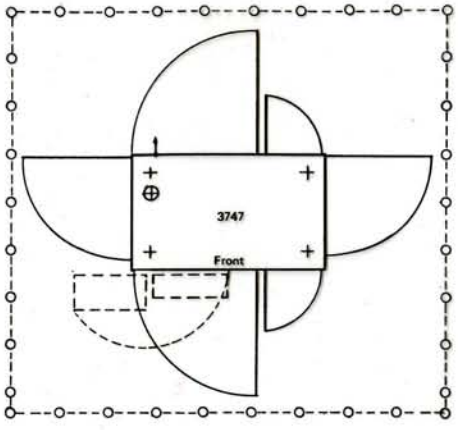
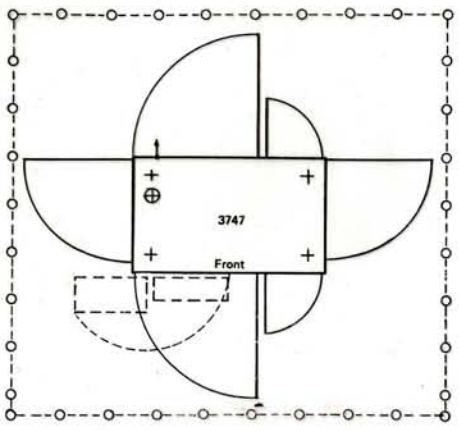
**FOR DATA PROCESSING**

**DEPARTMENTS**










Additional service area required  
when IBM 5444 is installed.

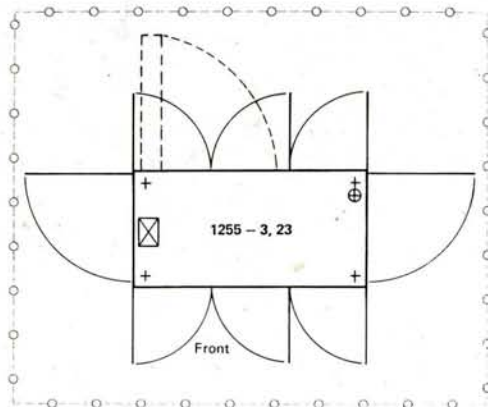
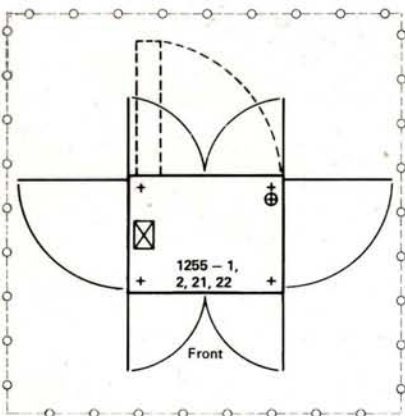
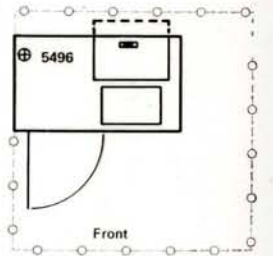
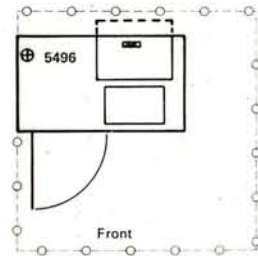
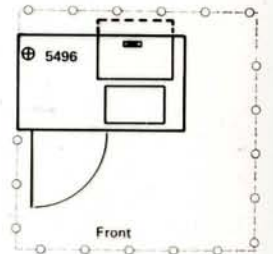
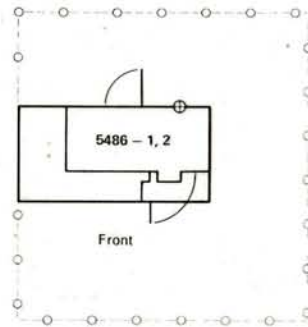
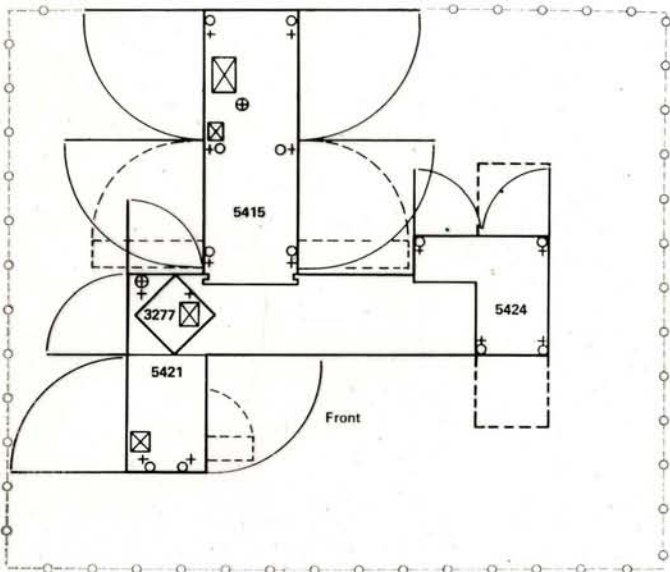
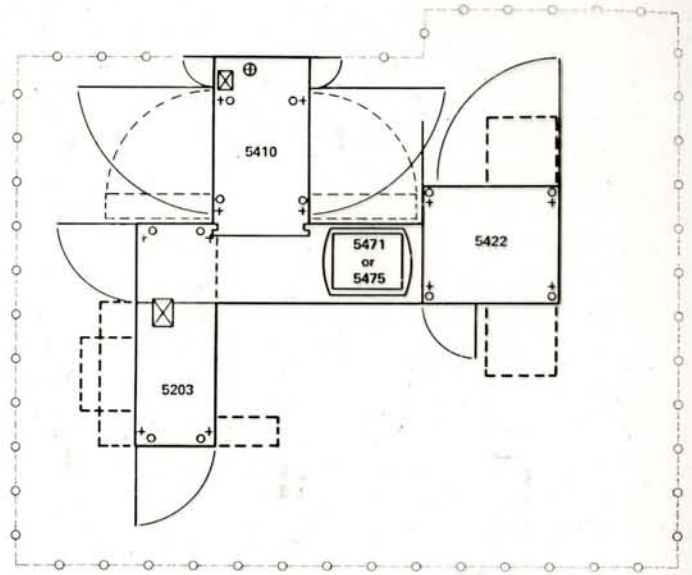




SCALE: 1/4" = 1'

LEGEND:

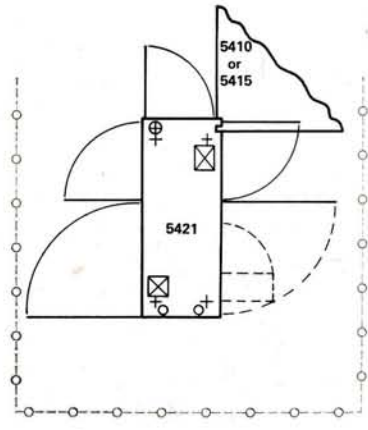
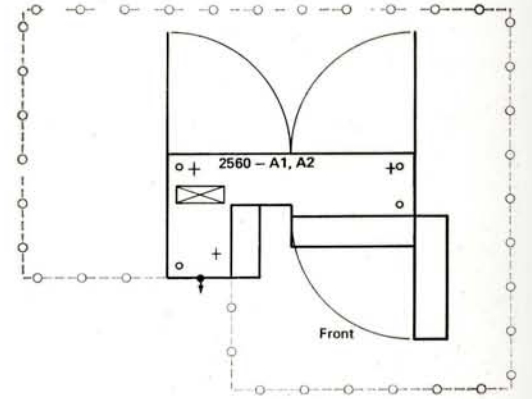
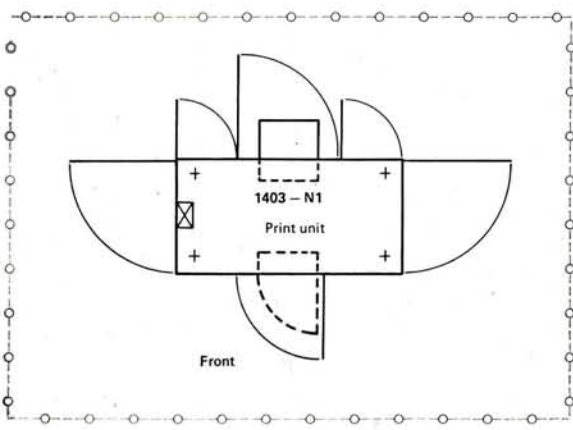
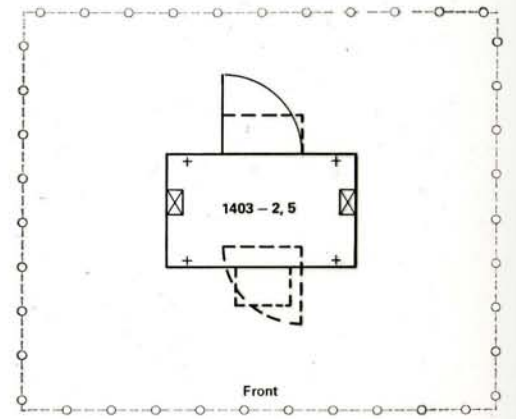
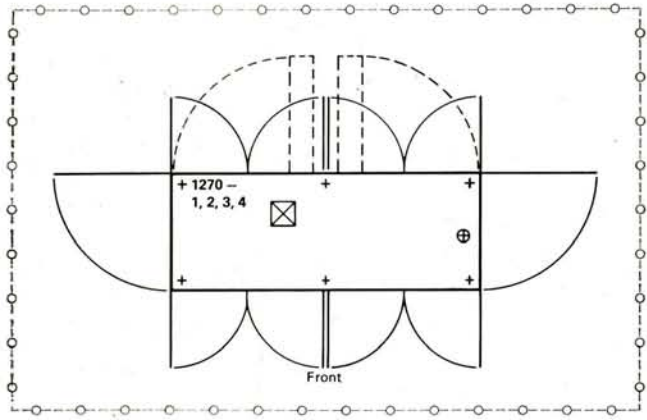
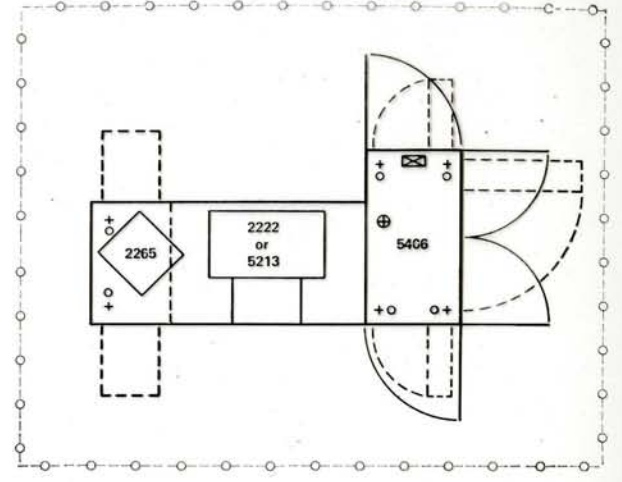
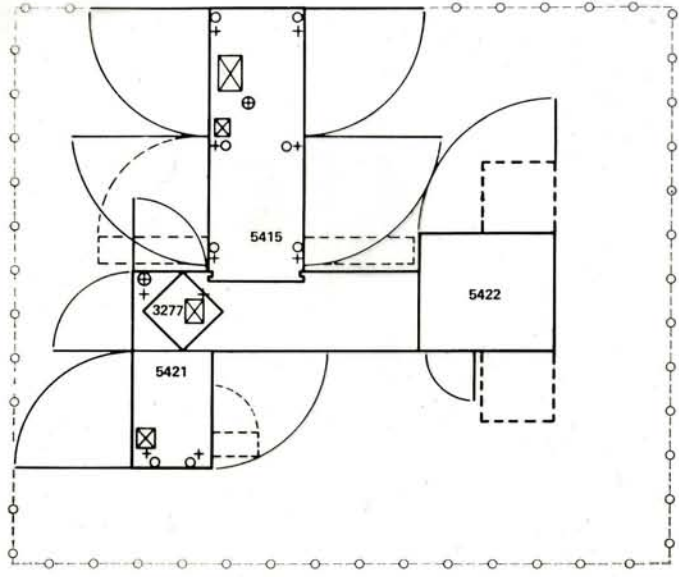
-  Power Cord Exit (power cords are measured from power cord exit)
-  Gate Swings
-  Service Area Boundary
-  Casters
-  Leveling Pads or Glides
-  Cable Entry and Exit
-  Non-Raised Floor Cable Exit

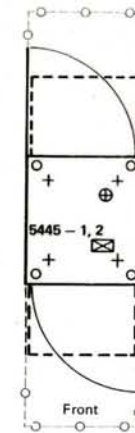
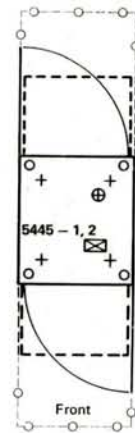
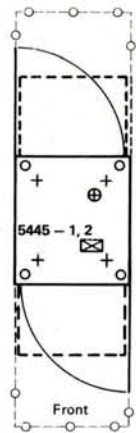
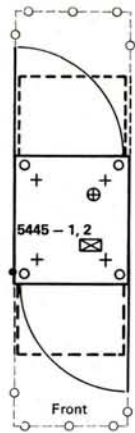
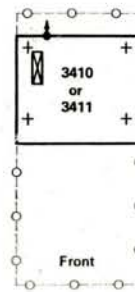
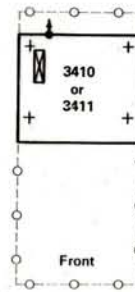
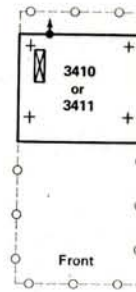
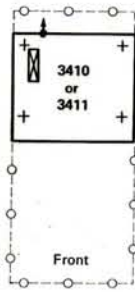
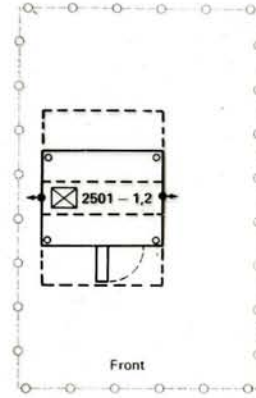
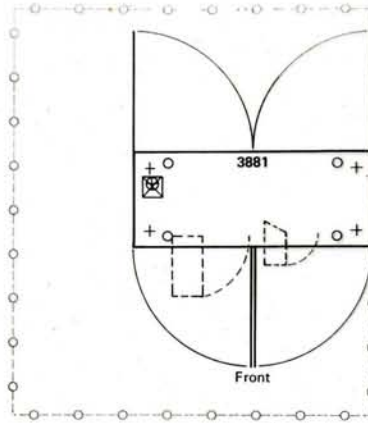
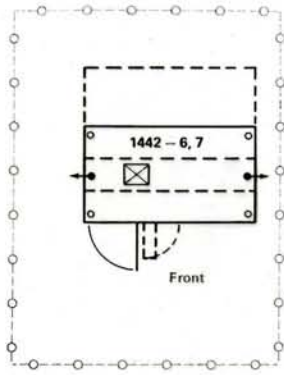


SCALE: 1/4" = 1'

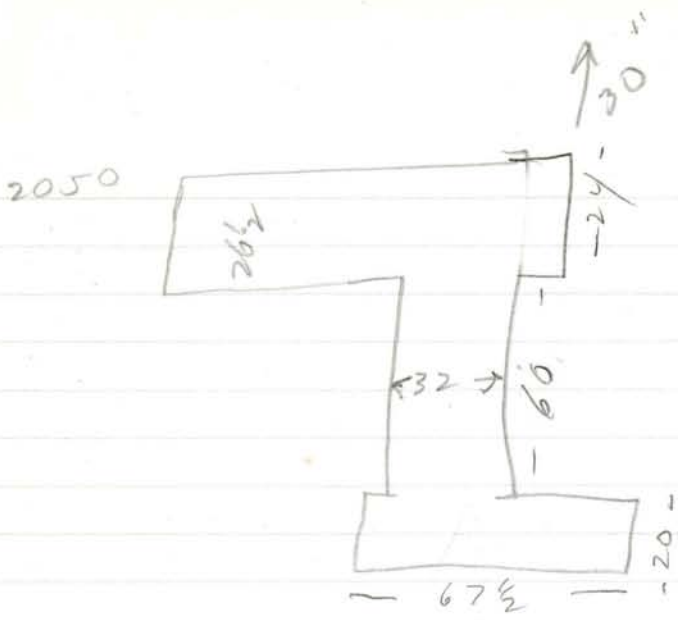
LEGEND:

- + Caster or leg
- ⊕ Power cord exit
- ⌒ Gate swing
- ⌒ Cover swing
- ⊠ Raised floor cut-out
- Service area boundary





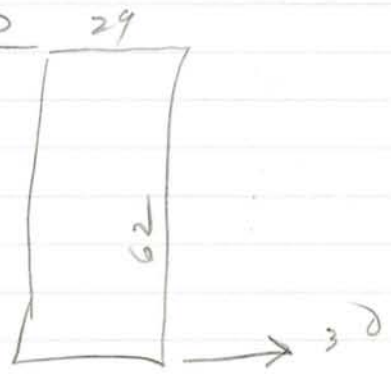




TAPE CONTROL

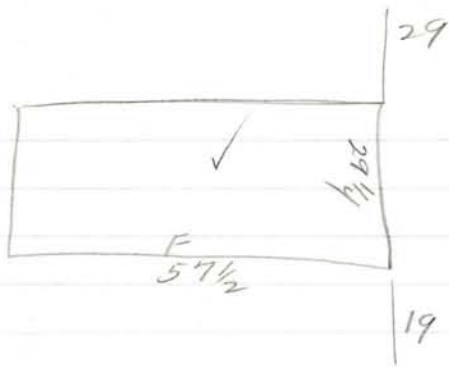


2341  
DFAST CONTROL

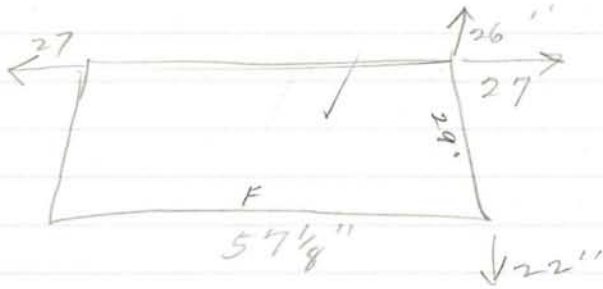




254φ



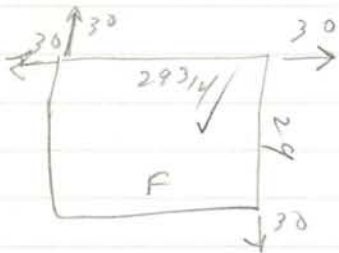
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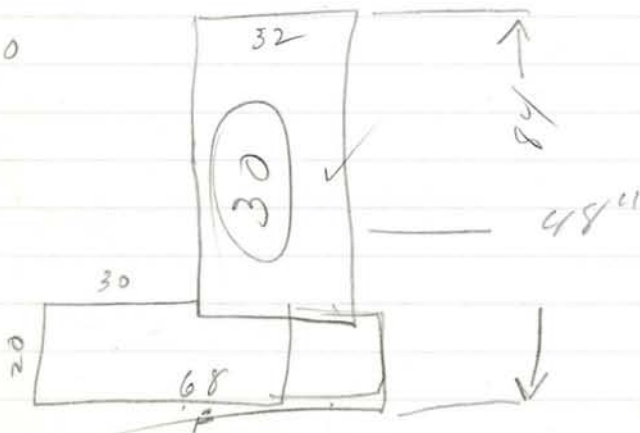
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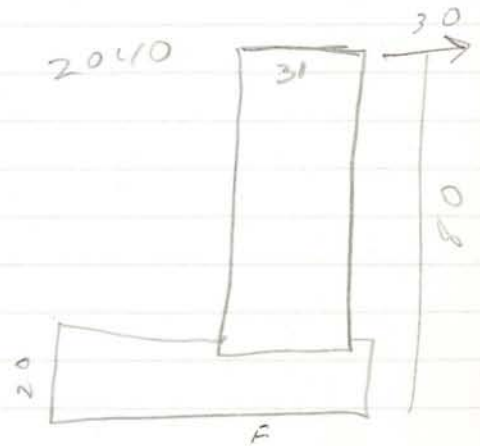
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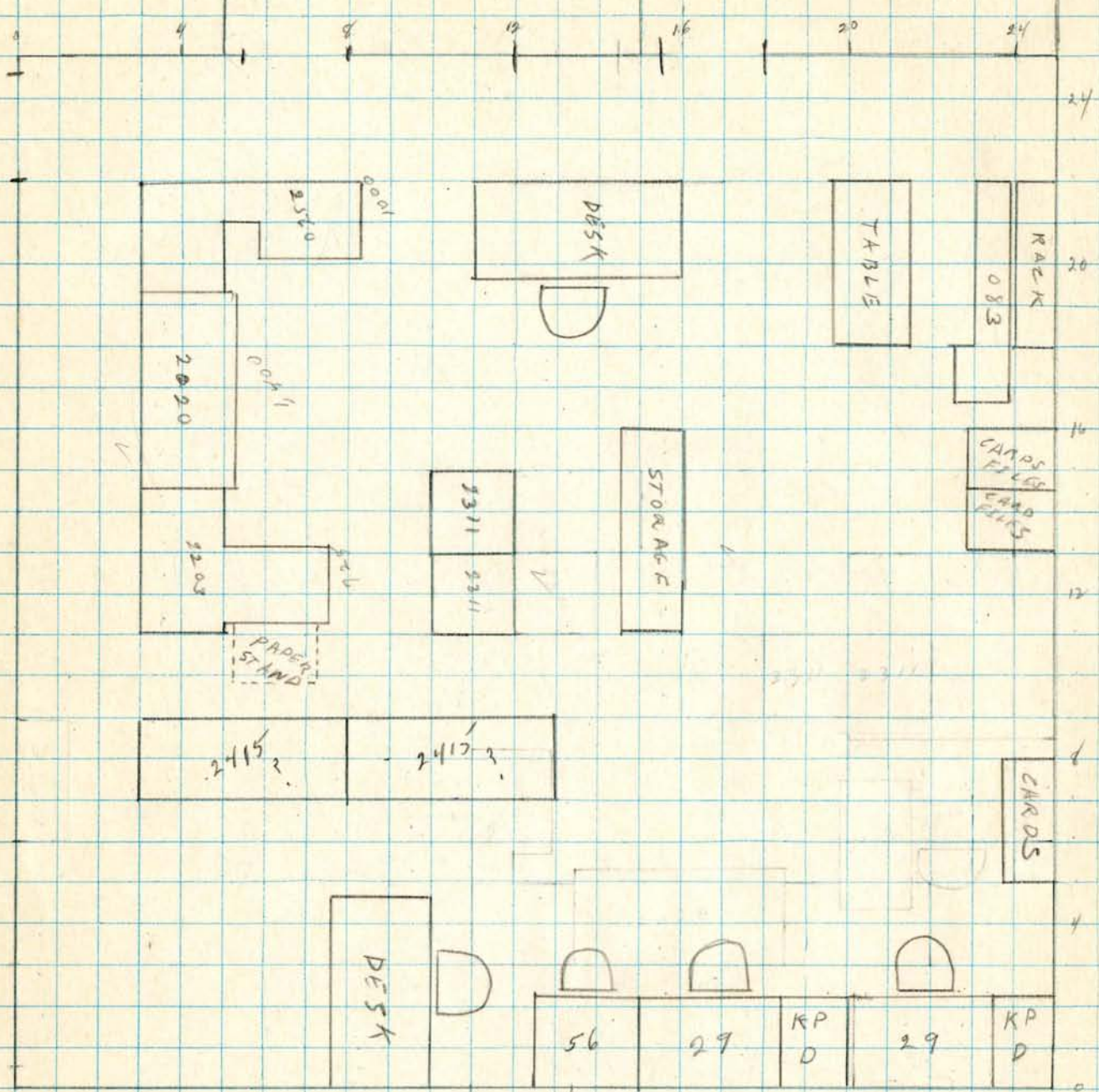


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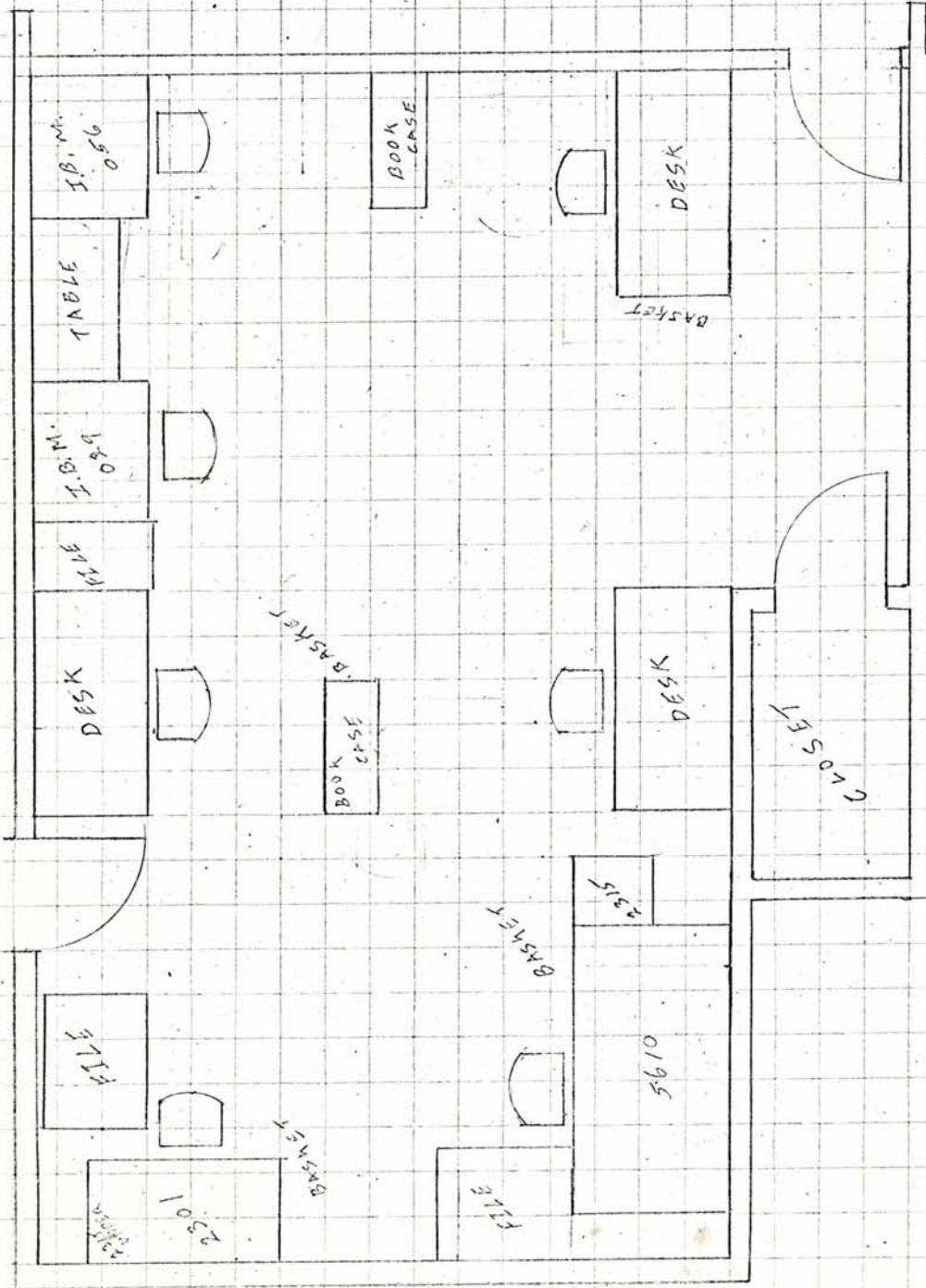


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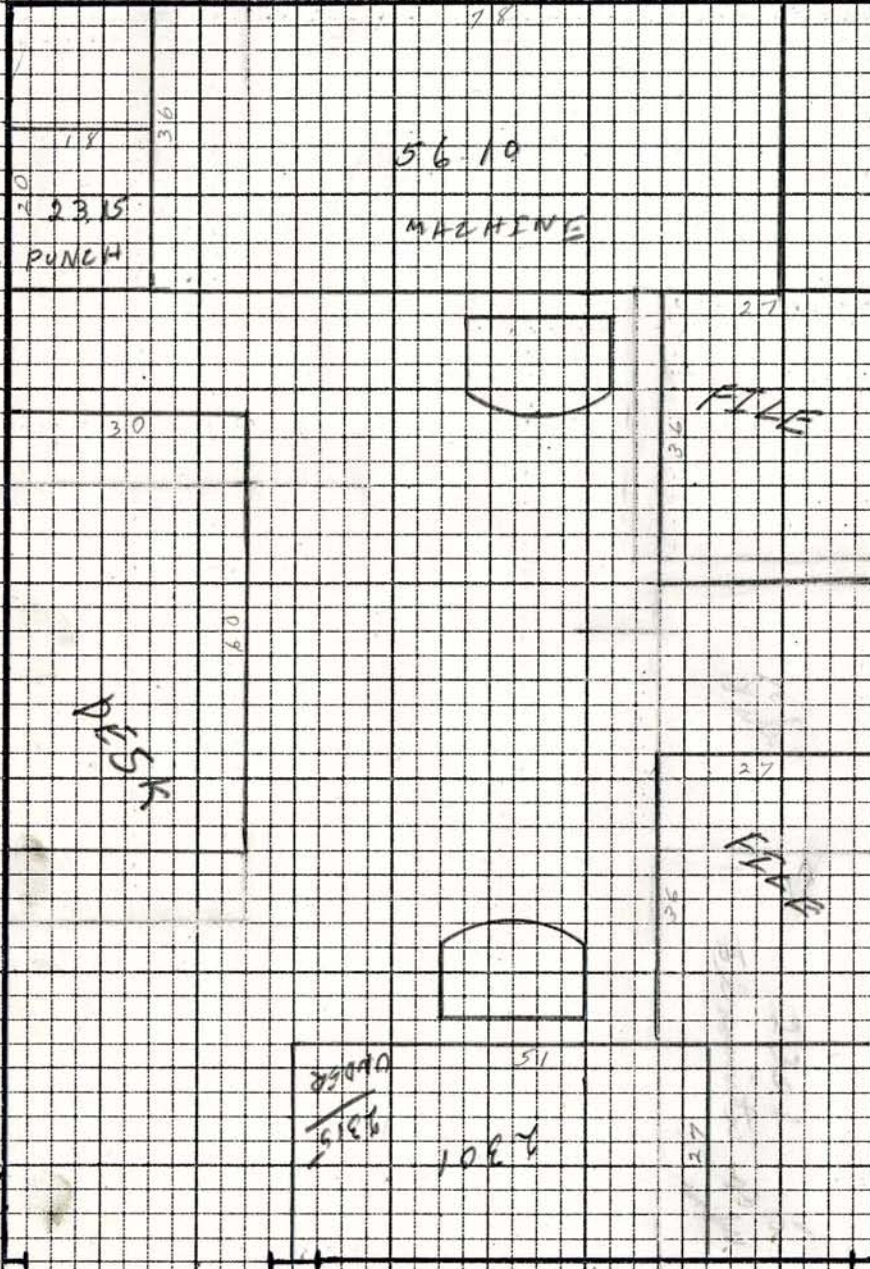


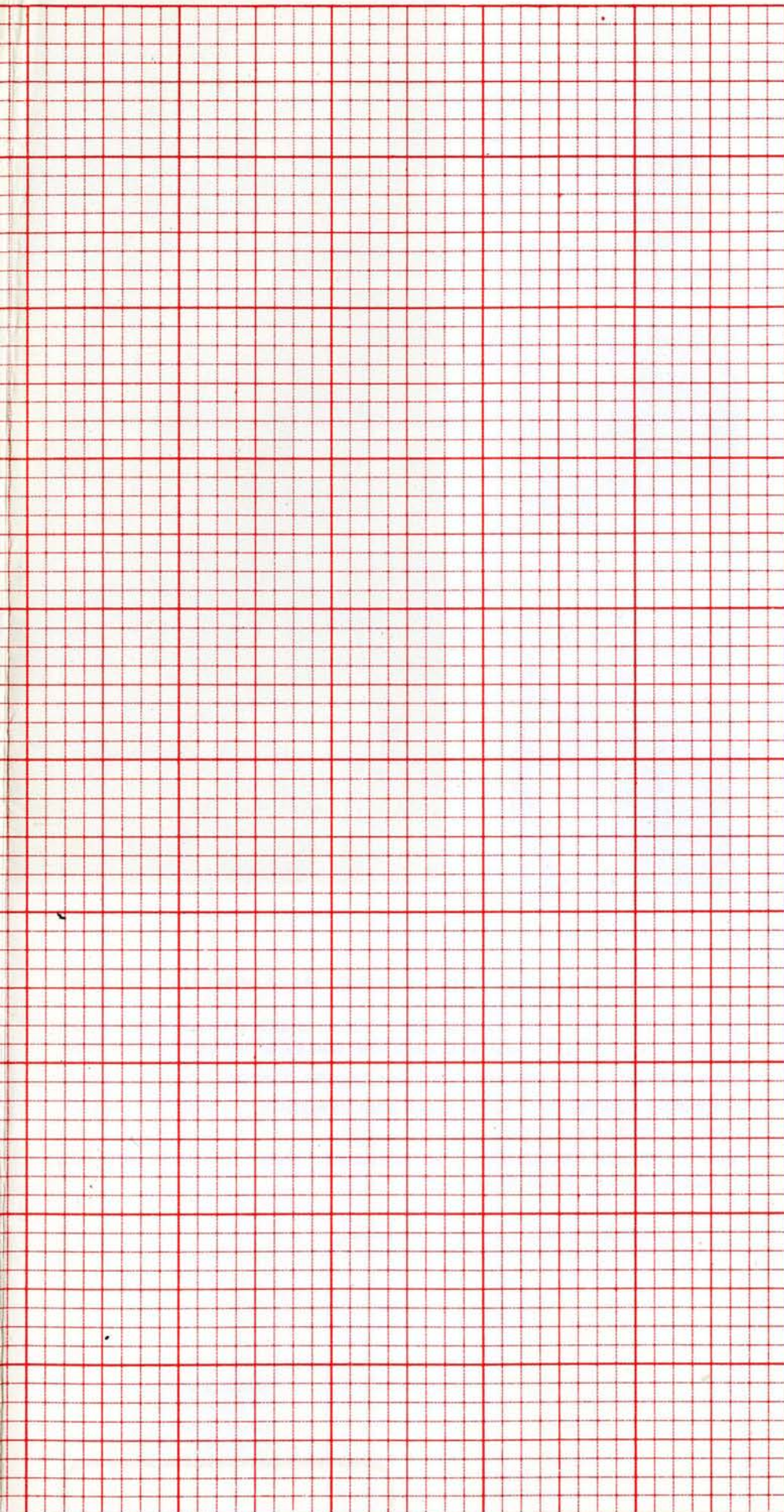




$\frac{1}{4}'' = 1'$

1 sq = 3"





## HOW TO USE YOUR DATA PROCESSING DEPARTMENT PLANNING KIT.....

### TEMPLATES...

... of machines and auxiliary equipment are cut to  $\frac{1}{4}$  inch scale. They have pressure-sensitive backing and are easily moved from one location to another. Note that one edge of each template is devoid of backing—this facilitates removal. Lift slowly.

Machine main line cables are designated by "O" on template. The side of a machine or accessory that must be clear for operation is designated by an "X" on a template.

### PLANNING GRID...

... is used in the following scale:

- 1 inch = 4 feet
- $\frac{1}{4}$  inch = 1 foot
- $\frac{1}{8}$  inch = 6 inches

This matches scale of template stickers.

### PLANNING THE LAYOUT

- (1) Draw a floor plan of your department on the grid, using  $\frac{1}{4}$  inch-to-the-foot scale.
- (2) Roughly determine best location of machines and accessories. Remove appropriate machine and accessory templates from sticker sheet and place in location.
- (3) In locating machines, keep in mind basic organization of department and operation to be performed by personnel.
- (4) Locate machine and auxiliary equipment for the most efficient flow of work through the department, keeping in mind lighting and ventilation requirements, and grouping for simultaneous operation.
- (5) Locate auxiliary equipment, such as Storaways, to provide maximum accessibility of all materials required near machines served.

Your Tab Products representative will be glad to provide additional stickers and planning grids, and to assist you in using this planning kit.

*A few of Tab Products Co. major products*



*Open Reference Files for speed and convenience.*



*Card Files... a complete range with interchangeable drawers.*



*Disk Pack Rollout with retractable doors and full-suspension shelves.*



*Efficient Reel Storage Equipment at low cost.*



*Forms Handling Machines—fast, economical and trouble free.*



*Spacefinder Filing Cabinets in many styles and colors.*



*Card Punch Desk series with stainless steel legs.*

**TAB PRODUCTS CO. FREE PLANNING AIDS.**

**DATA PROCESSING DEPARTMENT PLANNING KITS**... pressure-sensitive templates of machines and accessories, with scaled grid paper. Most useful when changing or rearranging machine rooms.

**FLOW CHART KIT**... Flow chart stickers and scale templates of principal accounting machines.

**SPACEFINDER PLANNING KIT**... for the general office. Templates of Spacefinder files, with grid sheet folder for efficient planning.

**YOUR TAB PRODUCTS REPRESENTATIVE**... will help you with literature, planning aids and counsel on equipment purchase. Please call him today.

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