

The Product Guide for Records Management

2004
Edition

www.codafile.com





Codafile Check List



SAVE SPACE

Codafile colour coded filing can save substantial floor space when stored in purpose designed cabinets or on shelves.

The Codafile system files are stored laterally and therefore are able to be stored to higher levels. Since height is used more effectively, floor space is saved.



SAVE TIME

Codafile colour coded filing is so easy to use, everyone will understand the system. You will be able to find files at a glance.



END MISFILING

Codafile colour coding makes it easy to find files and virtually eliminates all possibilities of misfiling. Any misplaced files can immediately be identified and save many hours of searching when a file is required.



EASY ACCESS

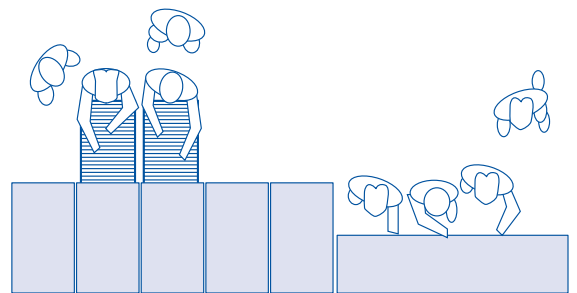
The Codafile system allows more than one person access to the files at one time. No more time wasted queuing at cabinets.



INCREASE PRODUCTIVITY

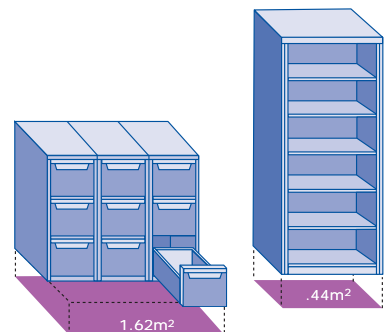
Codafile colour coded systems are both quick and simple to use. Time spent in file retrieval is greatly reduced allowing more productive use of your time.

EFFICIENT SOLUTIONS



Conventional Vertical File Drawers

Codafile



Conventional Vertical File Drawers

Codafile

CODAFILE LATERAL FILES

CODAFILE LATERAL FILES



Code	Product	Quantity
A 156200	Standard file 35mm capacity	Box 100
† 156230	Standard file 35mm capacity	Pkt 20
B 156202	Standard file unprinted 35mm capacity	Box 100
C 156210	Extra large 45mm capacity file	Box 100
D 156215	Legal file 45mm capacity	Box 100
E 156325	Standard file heavy weight 40mm capacity	Box 100
F 156207	Standard file screen printed pink 35mm capacity	Box 100
G 156330	File with side opening	Box 100

CODAFILE VERTICAL FILES



Code	Product	Quantity
A 156401	Vertical top / side tab file 35mm capacity	Box 100
† 156408	Vertical top / side tab file 35mm capacity	Pkt 20
B 156405	Vertical top / side tab pocket wallet 35mm capacity	Box 20
* 156402	Vertical top tab file 35mm capacity	Box 100
* 156403	Vertical top tab file fitted with Foamclip 35mm capacity	Box 100

* Subject to stock availability

KEYWORD FILES



Code	Product	Quantity
310070	Buff file printed fitted with Foamclip	Box 100
310071	Buff file printed no clip	Box 100

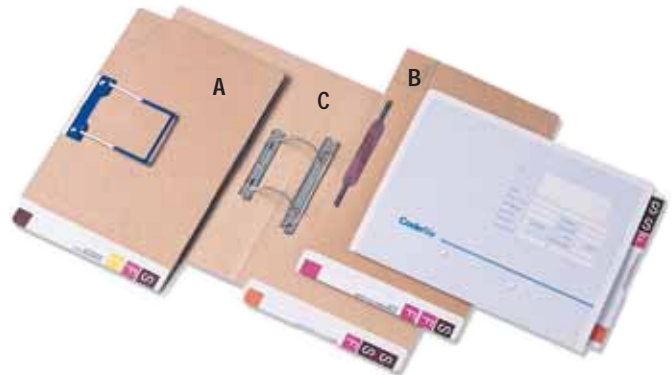
† New Zealand only

File Size Chart

Codafile Standard -	355mm x 235mm
Legal -	388mm x 242mm

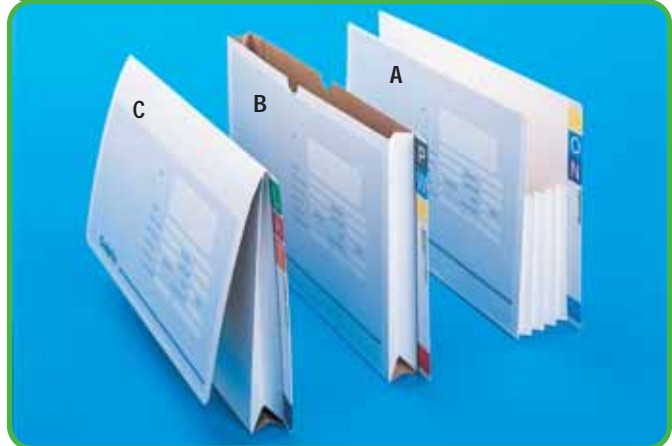
CODAFILE LATERAL FILE FITTED

with fasteners



Code	Product	Quantity
A 156204	Standard file fitted with Codaclip	Box 100
B 156206	Standard file fitted with Foamclip	Box 100
C 156203	Standard heavy file fitted with spiral spring transfer clip	Box 50
C† 156235	Standard heavy file fitted with spiral spring transfer clip	Pkt 10

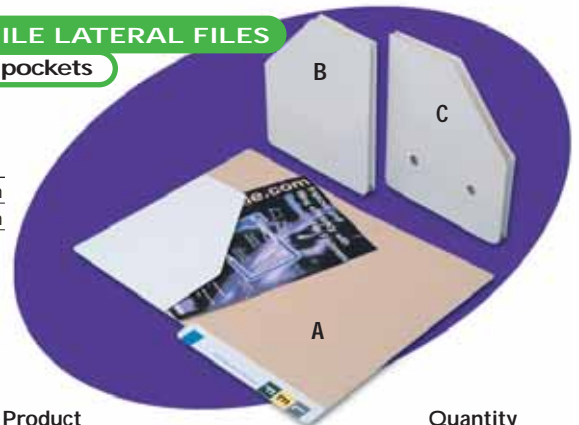
CODAFILE LATERAL WALLETS



Code	Product	Quantity
A 156351	Concertina wallet 100mm expansion	Box 25
A† 156335	Concertina wallet 100mm expansion	Pkt 5
B 156320	Pocket wallet 35mm expansion top opening	Box 20
B† 156340	Pocket wallet 35mm expansion top opening	Pkt 5
C 156321	Lateral wallet with flap 35mm expansion	Box 20

CODAFILE LATERAL FILES

with pockets



Code	Product	Quantity
A 156205	Standard file with left hand pocket	Box 50
A 156323	Standard heavy file with left hand pocket	Box 20
B 156406	Right hand gussetted pocket only with self adhesive strips	Pkt 100
C 156407	Left hand gussetted pocket only with self adhesive strips	Pkt 100

Custom designed files are also available to YOUR specification

GENERIC LATERAL FILES

LATERAL FILES



Code	Product	Quantity
A 191102	Foolscap white lateral file	Box 100
B 191101	Foolscap buff lateral file	Box 100

LATERAL FILES WITH FASTENERS



Code	Product	Quantity
A 191103	Foolscap white lateral file fitted with Codaclip	Box 100
B 191105	Foolscap white lateral file fitted with spiral spring transfer clip	Box 50
C 191130	Foolscap white lateral file fitted with Foamclip	Box 100

LATERAL WALLETS FOOLSCAP



Code	Product	Quantity
A 191107	Foolscap white pocket wallet top opening 35mm expansion	Box 20
B 191108	Foolscap white concertina wallet 85mm expansion	Box 25
C 191134	Foolscap buff wallet with flap	Box 20

File Size Chart

Generic Foolscap -	367mm x 242mm
Legal -	388mm x 242mm

Custom designed files are also available to YOUR specification

LEGAL LATERAL FILES & WALLETS



LATERAL TOP / VERTICAL TAB FILES



Code	Product	Quantity
191136	Foolscap white top/vertical side tab file	Box 100

Code	Product	Quantity
A 191111	Legal white printed brown side tab	Pkt 25
B 191117	Legal white printed red side tab	Pkt 25
C 191112	Legal white printed yellow side tab	Pkt 25
D 191115	Legal white printed green side tab	Pkt 25
E 191114	Legal white printed light green side tab	Pkt 25
F 191118	Legal white printed purple side tab	Pkt 25
G 191119	Legal white printed lavender side tab	Pkt 25
H 191128	Legal white printed light blue side tab	Pkt 25
I 191113	Legal white printed dark orange side tab	Pkt 25
J 191120	Legal white printed pink side tab	Pkt 25
K 191116	Legal white printed orange side tab	Pkt 25
L 191110	Legal white no print	Pkt 25
L 191138	Legal white no print	Box 100
M 191109	Legal white concertina wallet 85mm expansion	Box 25
N 191132	Legal wallet buff with flap	Box 20

COLOUR CODING LABELS

RM 12mm NUMERIC LABELS 0 - 9

5 sheets per pack = 450 labels

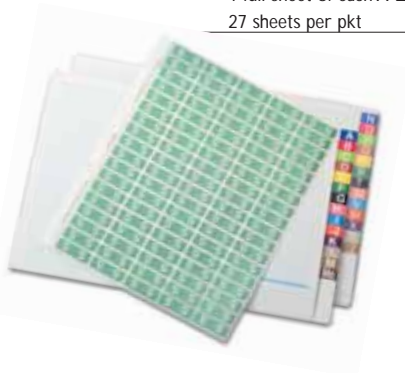
Code	Product
3512**	**00 = 0, **09 = 9
351210	RM 12mm mini set 1 full sheet of each 0-9 10 sheets per pkt



RM 12mm ALPHABETICAL LABELS A-Z

5 sheets per pack = 450 labels

Code	Product
3512**	**50 = A, 63 = MC, 76 = Z
351277	RM 12mm mini set 1 full sheet of each A-Z 27 sheets per pkt



CODAFILE COLOUR FLASHES 19mm

48 labels per sheet = 240 labels per pkt

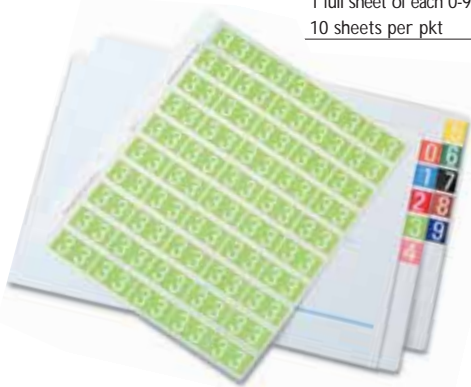


Code	Product
161900	Codafile plain label Red
161901	Codafile plain label Dk Green
161902	Codafile plain label Yellow
161903	Codafile plain label Blue
161904	Codafile plain label Dk Grey
161905	Codafile plain label Pink
161906	Codafile plain label Brown
161907	Codafile plain label Lt Green
161908	Codafile plain label Orange
161909	Codafile plain label Purple
161910	Codafile plain label White
161911	Codafile plain label Black
161912	Codafile plain label Lt Blue
161913	Codafile plain label Lt Grey
161914	Codafile plain label Beige

RM 25mm NUMERIC LABELS 0 - 9

5 sheets per pack = 250 labels

Code	Product
3525**	**00 = 0, **09 = 9
352510	RM 25mm mini set 1 full sheet of each 0-9 10 sheets per pkt



RM 25mm ALPHABETICAL LABELS A-Z

5 sheets per pack = 250 labels

Code	Product
3525**	**50 = A, 63 = M ^c , 76 = Z
352577	RM 25mm mini set 1 full sheet of each A-Z 27 sheets per pkt



CODAFILE 25mm NUMERIC LABELS 0 - 9

0-9 rolls 500 labels

Code	Product
16252*	*0 = 0, *9 = 9



CODAFILE 25mm NUMERIC LABELS 0 - 9

5 sheets per pack = 200 labels

Code	Product
1625**	**00 = 0, **09 = 9
162510	Codafile 25mm mini set 1 full sheet of each 0-9 10 sheets per pkt



CODAFILE 25mm ALPHABETICAL LABEL A-Z

5 sheets per pack = 200 labels

Code	Product
1625**	**50 = A, 63 = MC, 76 = Z
162577	Codafile 25mm mini set 1 full sheet of each A-Z 27 sheets per pkt



CODAFILE 40mm NUMERIC LABELS 0 - 9

0-9 rolls = 500 labels

Code	Product
16400*	*0 = 0, *9 = 9



CODAFILE YEAR CODE LABELS

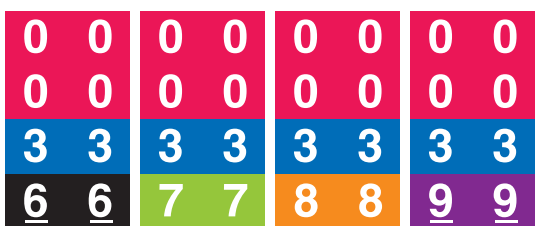
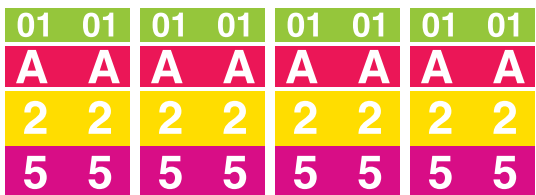
19mm rolls 500 labels

Code	Product
162005	19mm label '05 = 2005
162004	19mm label '04 = 2004
162003	19mm label '03 = 2003
162002	19mm label '02 = 2002



Coda *print* The All-in-One Labelling System

No need to manually stick individual labels to your files.

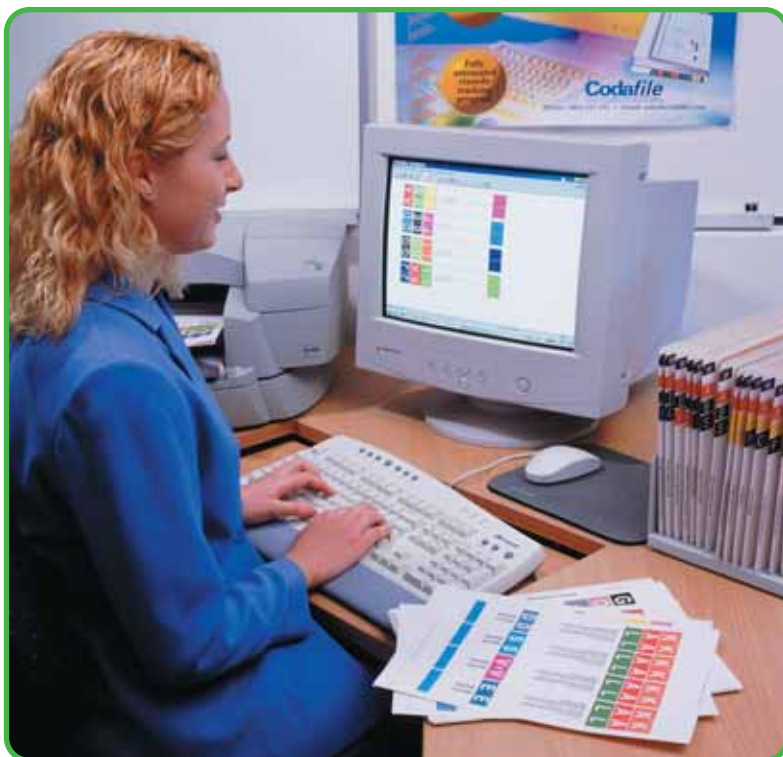


ADVERTISING: A25-0036
Advertising - Catalogue
ADVERTISING: A25-0036

ADVERTISING: A25-0037
Morning Herald
ADVERTISING: A25-0037

ADVERTISING: A25-0038
Yellow Pages Yr. 2000 Book
ADVERTISING: A25-0038

ADVERTISING: A25-0039
National Radio Campaign
ADVERTISING: A25-0039



• MAINTENANCE SUPPORT FREE FOR 60 DAYS FROM DATE OF PURCHASE

CODAPRINT SOFTWARE CD

Code	Product	Quantity
260010	Codaprint Software single user CD	1
260020	Codaprint Software 2-10 user CD	1
260030	Codaprint Software 11++ user CD	1
260011	Codaprint Software CD upgrade	1
260012	Codaprint Software support	1

CODAPRINT A4 INKJET LABEL

Code	Product	Quantity
270004	Codaprint A4 inkjet label	Box 100 sheets



RING NOW FOR YOUR FREE CODAPRINT DEMONSTRATION CD



1. DESIGN TEMPLATE



2. PRINT TEMPLATE



3. LIFT LABEL OFF SHEET



4. ATTACH TO SIDE TAB OF FOLDER



5. COMPLETED FILE

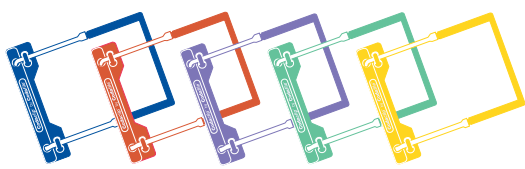
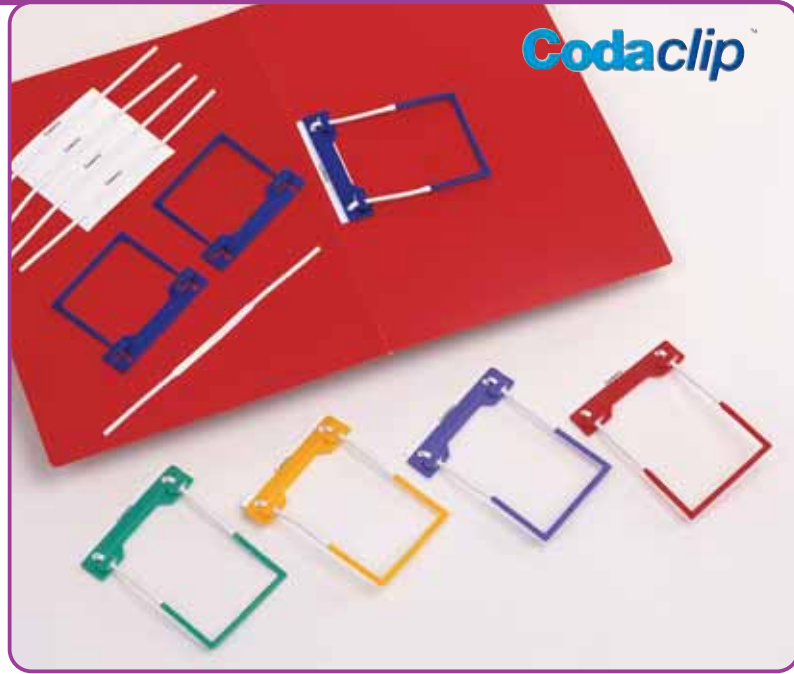
Recommended System Requirement to run Codaprint:
Minimum Pentium 200MHz PC with 32MB RAM, 20 MB Hard Disk Space (10MB for programs and 10MB for database and templates).
Windows 95, Windows 98, Windows NT4, Windows 2000 & XP.

CODACLIP™ FILE FASTENERS

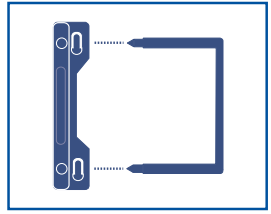
Codaclip™ file fastener allows file pages to be added or removed at any time within the file without removing all documentation.

Components of a 3 piece fastener are:
 "U" piece, pressure plate & self adhesive base

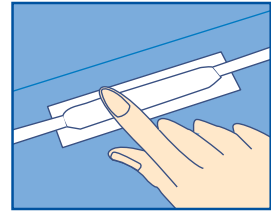
Code	Product	Quantity
238021	3 piece fastener Blue	Pkt 10
238032	3 piece fastener Yellow	Pkt 10
238033	3 piece fastener Red	Pkt 10
238031	3 piece fastener Green	Pkt 10
238034	3 piece fastener Purple	Pkt 10
238020	3 piece fastener Blue	Box 100
238069	3 piece fastener Red	Box 100
238022	3 piece fastener Blue	Box 500
238000	Self adhesive base only	Box 100
238005	Codaclip™ U piece & pressure plate only	Pkt 100
238003	Codatube 3 piece fastener with U piece & pressure plate to be used in gusseted files	Box 500
238023	Codatube only	Pkt 500



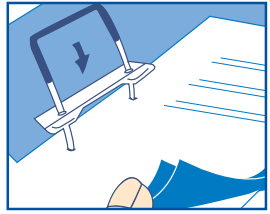
8 quick & easy steps to improving filing efficiency



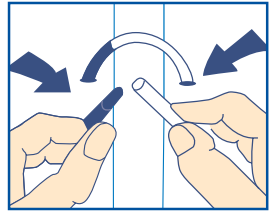
1 Pull apart Codaclip™.



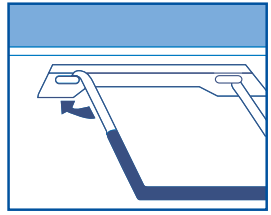
2 Remove self adhesive backing from Codaclip™ and position in folder.



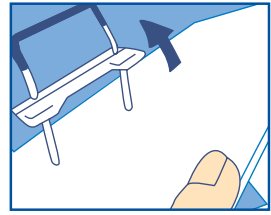
3 Place documentation in folder, slide on compressor bar.



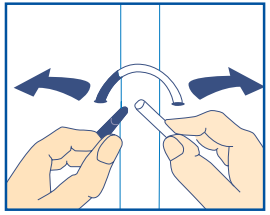
4 When you're through push the 'U' piece firmly back into the tubing.



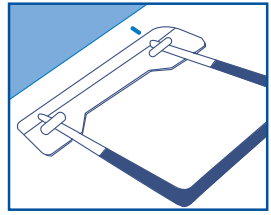
5 Secure the white tubing by placing it under the grips on the compressor bar.



6 To insert/remove/copy a page, unhook white tubing and raise the compressor bar above white tubing.

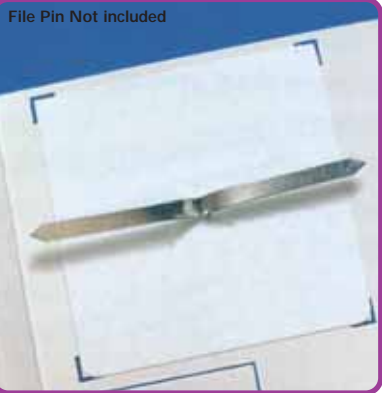


7 Form an arch with the tubing by spreading the grips.



8 Secure the tubing by replacing it tightly under the grips on the compressor bar.

CODAFILE PIN RETAINER



Code	Product	Quantity
238250	Pin Retainer	Box 250

PRESENTATION CLIP



Slimline white enamel fastener that can be attached to any file.

Code	Product	Quantity
238120	Presentation Clip	Pkt 10
238121*	Presentation Clip	Pkt 25
238122	Presentation Clip	Pkt 50

FOAMCLIP FASTENERS

Code	Product	Quantity
238100	Foamclip fastener	Box 100

Foamclip fastener is a two hole enamel coated metal fastener with self adhesive base ideally suited for small volumes of paper.



* Subject to stock availability

FILING ACCESSORIES

OUTGUIDE



Code	Product	Quantity
180008	White plastic with green side tab	Box 100
180005	White plastic with red side tab	Box 100
180007	White plastic with side tab	Box 100
180009	White plastic with yellow side tab	Box 100
180006	White plastic with blue side tab	Box 100
180001	White board with red side tab	Pkt 20
180004	White board with green side tab	Pkt 20
180002	White board with yellow side tab	Pkt 20
180003	White board with blue side	Pkt 20

TRACER CARD



Code	Product	Quantity
180010	Transit card	Pkt 500
180011	Transit pocket	Pkt 500

STORAGE BOXES

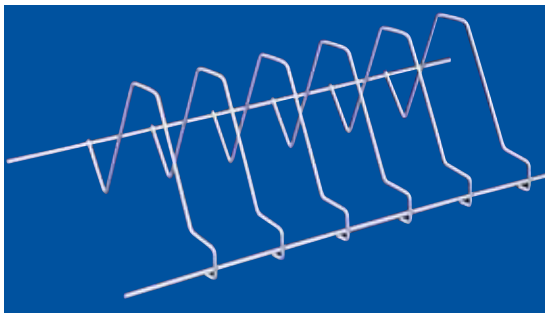


Code	Product	Quantity
A 180020	Storage box inner 100(W) x 360(D) x 245(H) (4 to an outer)	each
B 180021	Storage box outer 440(W) x 410(D) x 275(H)	each
180022	Storage support joiner	each
C 180023	Archive storage box 370(W) x 280(D) x 250(H)	each

(measurements in millimetres)

TOAST RACKS

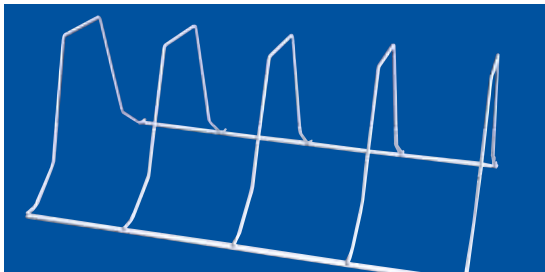
CLIP ON



Code	Product	Quantity
182004	740x390mm	each
182001	900x 290mm	each
182002	900x 390mm	each
182003	1200x 390mm	each

TOAST RACKS

FREESTANDING



Code	Product	Quantity
182007	390x290mm to be used in pedestal drawers	each
182008	500x390mm to be used in drawer cabinets instead of suspension files	each
182009	740x390mm	each
182010	900x390mm	each
182011	1200x390mm	each

CODAFILE DESK ORGANISER



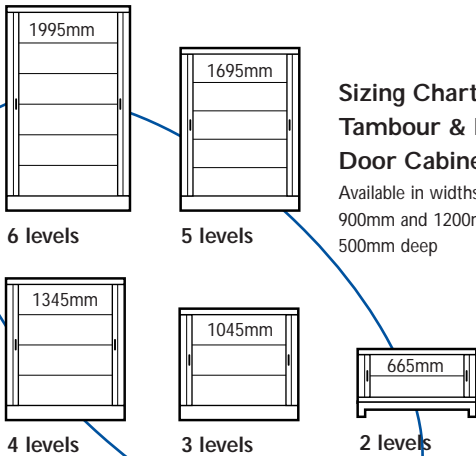
Code	Product	Quantity
149001	Desk organiser 360(W) x 245(D) x 100(H) with 3 metal dividers suitable for desks	each

(measurements in millimetres)

TAMBOUR DOORS



RECEDING DOORS



Sizing Chart for Tambour & Receding Door Cabinets

Available in widths of 900mm and 1200mm
500mm deep

ADDITIONAL CABINETY ACCESSORIES

- Rollout reference shelf
- Multimedia drawers
- Rollout suspension frames
- Shelf dividers
- Toast racks

STATIC SHELVING

Various heights and widths available

MOBILE STORAGE

Various heights and sizes available



Package 1 (6 levels)

Cabinet Code

141000 Grey
141005 Beige

1 lockable tambour door cabinet
Size: 1995mmH x 900mmW x 500mmD
5 shelves 18 shelf dividers 6 rear stops
Pullout Reference Counter
Pullout Reference Counter

149002 Grey
149003 Beige

Stock Code

191001
500 Codafile standard files
500 Codaclip fasteners
1 pkt of 20 outguides
1 Codaprint colour coding label software
200 sheets A4 inkjet labels for printing coding labels

Package 2 (3 levels)

Cabinet Code

141030 Grey
141035 Beige

1 lockable tambour door cabinet
Size: 1045mmH x 900mmW x 500mmD
2 shelves 9 shelf dividers 3 rear stops

Stock Code

191002
300 Codafile standard files
300 Codaclip fasteners
1 pkt of 20 outguides
1 Codaprint colour coding label software
100 sheets A4 inkjet labels for printing coding labels



www.codafile.com

Package 3 (6 levels)

Cabinet Code

142000 Grey
142005 Beige

1 lockable receding door cabinet
Size: 1995mmH x 900mmW x 500mmD
5 shelves 18 shelf dividers 6 rear stops
Pullout Reference Counter
Pullout Reference Counter

149002 Grey
149003 Beige

Stock Code

191001
500 Codafile standard files
500 Codaclip fasteners
1 pkt of 20 outguides
1 Codaprint colour coding label software
200 sheets A4 inkjet labels for printing coding labels

Package 4 (3 levels)

Cabinet Code

142030 Grey
142035 Beige

1 lockable receding door cabinet
Size: 1045mmH x 900mmW x 500mmD
2 shelves 9 shelf dividers 3 rear stops

Stock Code

191002
300 Codafile standard files
300 Codaclip fasteners
1 pkt of 20 outguides
1 Codaprint colour coding label software
100 sheets A4 inkjet labels for printing coding labels



Package 5

Code 156409

Vertical Filing Package

Vertical top/side tab files to be used in drawer cabinets
100 Codafile top tab files fitted with Foamclip fastener
1 sheet of each 0-9 & A-Z coding labels
40 labels per sheet



Package 6

Code 156404

Vertical Filing Package

Vertical top/side tab files to be used in drawer cabinets
100 Codafile top tab files fitted with Codaclip file fastener
1 sheet of each 0-9 & A-Z coding labels
40 labels per sheet

Package 7

Code 156220

Codafile Lateral Starter Kit

Everything you require to get you started in lateral filing
100 Codafile standard lateral files
100 Codaclip file fasteners
1 sheet of each 0-9 & A-Z coding labels
40 labels per sheet



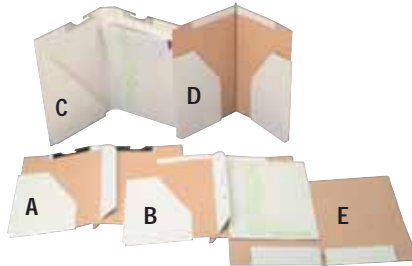
ROTASCAN HARDWARE

800mm Diameter base	each
Spindle 915mm length	each
Spindle 1350mm length	each
Spindle 1830mm length	each
Spindle 2185mm length	each
Finishing cap with housing	each
Castors set of 4	each
Worktop/finishing top	each
Standard 800mm tray & pot	each
Bearing set assembly	each
High tray divider (Fin)	each
Lower tray divider	each
Plastic backstop strip	per metre



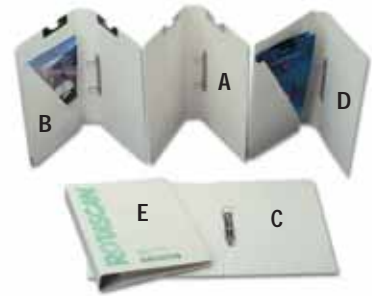
ROTASCAN FILES

Code	Product	Quantity
120030	File spine	each
A 120040	File suspension L/H pocket	each
B 120041	File freestanding L/H pocket	each
120042	File tongue for code 4	each
C 120060	File suspension twin pocket	each
D 120061	File freestanding twin pocket	each
E 120070	File 3mm spine width	each
120071	File 6mm spine width	each



ROTASCAN RING BINDER

Code	Product	Quantity
SUSPENSION		
A 120090	File heavy duty susp. ring binder	each
B 120100	File heavy duty susp. ring binder & pocket	each
120110	File heavy duty susp. twin pocket	each
FREESTANDING		
C 120091	File heavy duty ring binder	each
D 120101	File heavy duty ring binder & pocket	each
E 120111	File heavy duty twin pocket	each



7mm Labels, Black on White Alphabetical

Code	Product
1301**	**01 = A, 02 = B, 26 = Z
130127	Set A-Z



7mm Plain Colour Labels



Code	Product
130201	Plain colour - Red
130202	Plain colour - Pink
130203	Plain colour - Orange
130204	Plain colour - Yellow
130205	Plain colour - Dk Green
130206	Plain colour - Lt. Green
130207	Plain colour - Blue
130208	Plain colour - Purple
130209	Plain colour - Grey
130210	Plain colour - Dk. Brown
130211	Plain colour - Lt Brown
130212	Plain colour - Black
130213	Plain colour - White

ROTASCAN LABELS

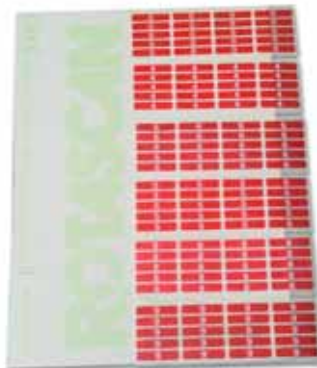
7mm Labels, Multicolour Series Alphabetical

Code	Product	Quantity
1300**	**01 = A, 02 = B, 26 = Z	Sheet
130027	A-Z Set	Set



7mm Labels, White on Red Numeric

Code	Product
13050*	*0 = 0, *9 = 9
130510	Set Red 0-9



7mm Labels, White on Blue Numeric

Code	Product
13030*	*0 = 0, *9 = 9
130310	Set Blue 0-9

7mm Labels, White on Black Numeric

Code	Product
13040*	*0 = 0, *9 = 9
130410	Set White on Black 0-9

7mm Labels, Black on White Numeric

Code	Product
13060*	*0 = 0, *9 = 9
130610	Set Black on White 0-9



FILETRAK - RECORDS MANAGEMENT SOFTWARE (Computer hardware and printers not supplied)

