



## FREESTANDING LATERAL FILES INSTALLATION

PRODUCTS: FREESTANDING LATERAL FILES

TOOLS: #2 PHILLIPS SCREWDRIVER  
LARGE FLAT BLADE SCREWDRIVER  
POWERED SCREWDRIVER WITH #2 PHILLIPS BIT

PROCEDURE:

### WARNING

Close and lock drawers before moving files. All lateral files have a safety interlock system to prevent the opening of more than one drawer at a time. If this system is altered, more than one drawer may open resulting in the unit tipping and causing personal injury. Do not alter this interlock system.

### WARNING

If a counterweight is not used, file must be attached either to two adjacent files side-by-side, back-to-back to a single file, or attached to a wall or floor. Failure to do so can result in the unit tipping and causing personal injury.

LEVELING FILES:

1. MOVE UNLOADED FILES TO DESIRED LOCATION AND LEVEL UNITS BY ADJUSTING GLIDES. GLIDES CAN BE REACHED BY OPENING BOTTOM DRAWER FULLY AND REMOVING THE PEND-A-FLEX SUPPORT RAIL. GLIDES ARE LOCATED IN EACH CORNER AND CAN BE ADJUSTED, USING LARGE FLAT BLADE SCREWDRIVER. SEE FIGURE 1.
2. TO LOWER FILE CABINET TURN GLIDES IN BY ROTATING GLIDES COUNTERCLOCKWISE. TO RAISE FILE CABINET TURN GLIDES OUT BY ROTATING GLIDES CLOCKWISE.

### NOTICE

Files may be ganged together through backs or sides of cabinets using hardware provided. Do not gang five high file cabinets together inside flipper door opening. Gang up to top drawer only.

SIDE-TO-SIDE FILE GANGING:

1. LEVEL AND POSITION FILE CABINETS ADJACENT TO EACH OTHER. CLAMP FILE CABINETS TOGETHER, IF NECESSARY.
2. NOTE VERTICAL AND HORIZONTAL LOCATING DIMENSIONS FOR INSTALLING (4) SELF DRILLING SCREWS. SEE FIGURE 2.
3. USING POWERED SCREWDRIVER, INSTALL (4) SELF DRILLING SCREWS THROUGH SIDE PANELS OF ADJACENT FILE CABINETS AS SHOWN AND TIGHTEN. SEE FIGURE 2.

BACK-TO-BACK FILE GANGING:

1. LEVEL AND POSITION FILE CABINETS ADJACENT TO EACH OTHER. CLAMP FILE CABINETS TOGETHER, IF NECESSARY.
2. NOTE VERTICAL AND HORIZONTAL LOCATING DIMENSIONS FOR INSTALLING (4) SELF DRILLING SCREWS. SEE FIGURE 3.
3. USING POWERED SCREWDRIVER, INSTALL (4) SELF DRILLING SCREWS THROUGH BACK PANELS OF ADJACENT FILE CABINETS AS SHOWN AND TIGHTEN. SEE FIGURE 3.

LABEL HOLDERS:

1. REMOVE PROTECTIVE BACKING FROM TAPE ON LABEL HOLDER. POSITION LABEL HOLDER WHERE DESIRED ON DRAWER FRONT AND PRESS HOLDER AGAINST DRAWER FRONT TO SECURE.
2. INSERT LABEL INTO LABEL HOLDER. SEE FIGURE 4.

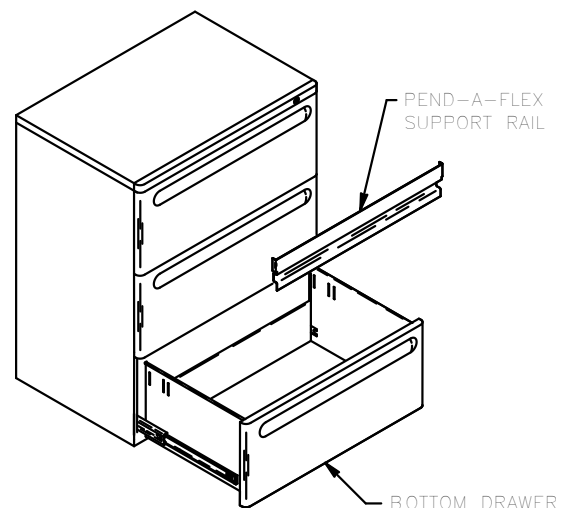
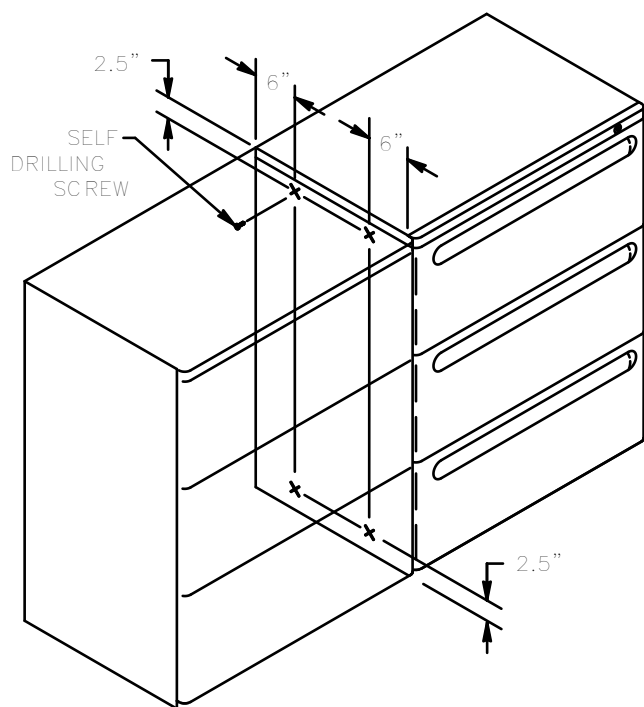
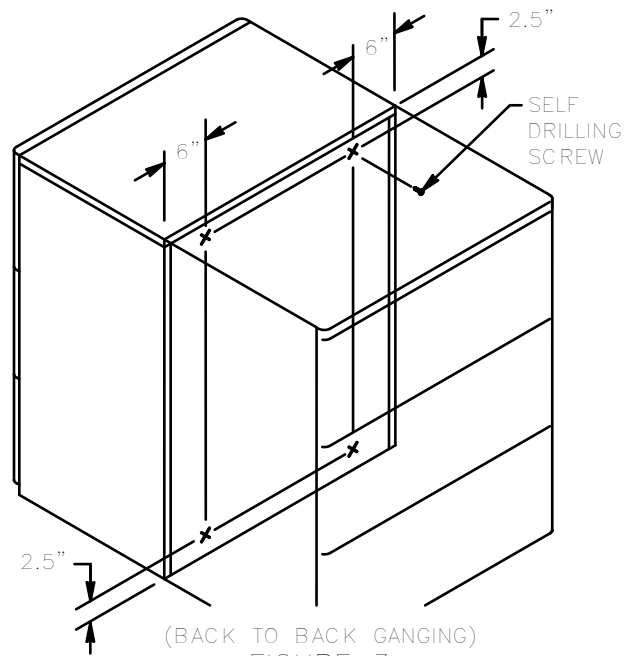


FIGURE 1

IMPORTANT: Save these instructions for layout changes.



(SIDE TO SIDE GANGING)  
FIGURE 2



(BACK TO BACK GANGING)  
FIGURE 3

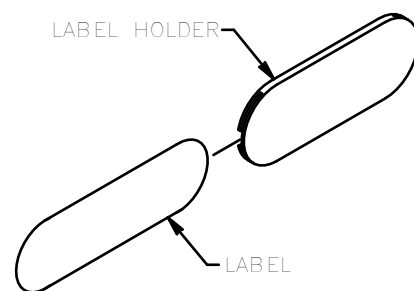


FIGURE 4