



Drawer adjustment & leveling:

WARNING

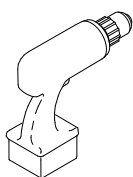
Product may become unsafe and cause personal injury or property damage if installation instructions are not followed.

Important Loading Information

Any file system can tip if improperly used or loaded. Follow these simple guidelines for proper use.

1. Move files only when they are unloaded.
2. Store files only in their upright positions for long term storage.
3. Distribute weight evenly. Load all files from the bottom drawer up. Do not leave the bottom drawers empty. Remove materials from the top drawers first.

Tools Required:



Power Driver

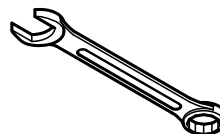


Phillips Screwdriver

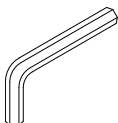


3/8" Socket

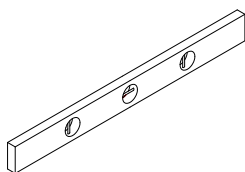
Or



3/8" Wrench



5/16" Allen Wrench



Carpenter's Level

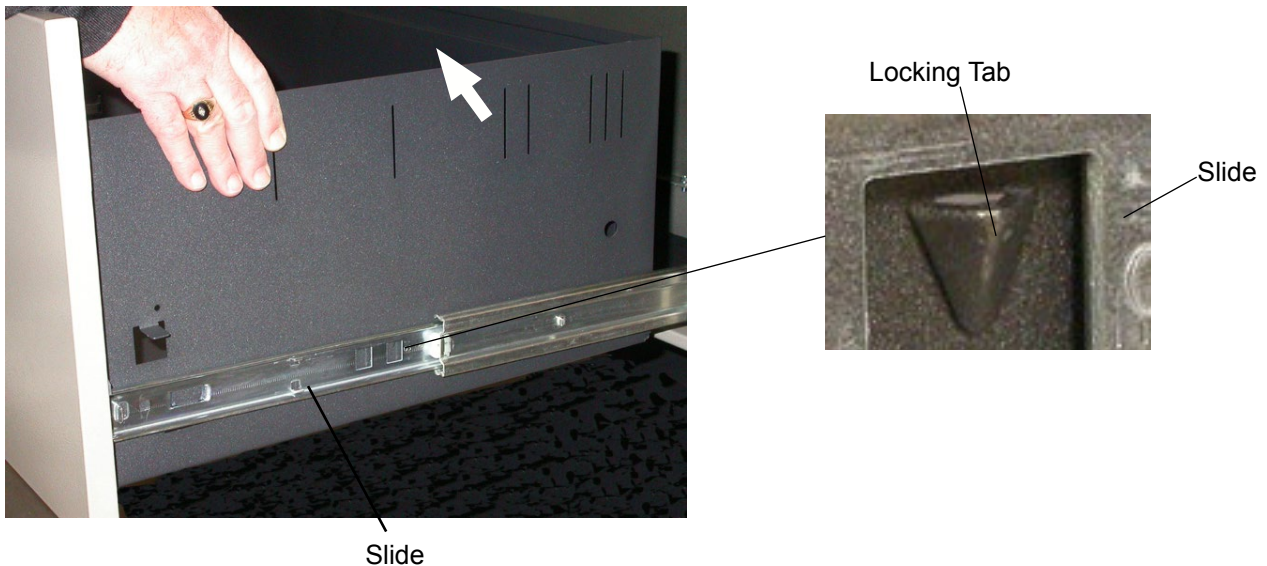


T-30 Torx Bit

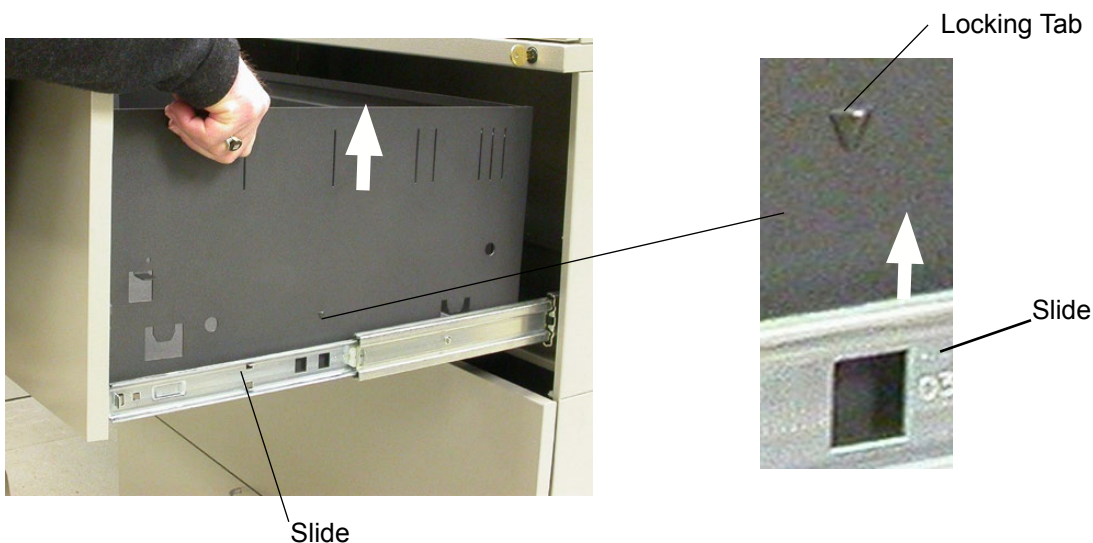
Procedures

A. Leveling for 2 1/4" base on Metal Credenzas

1. Place credenza in desired location. Make sure to break glides free first.

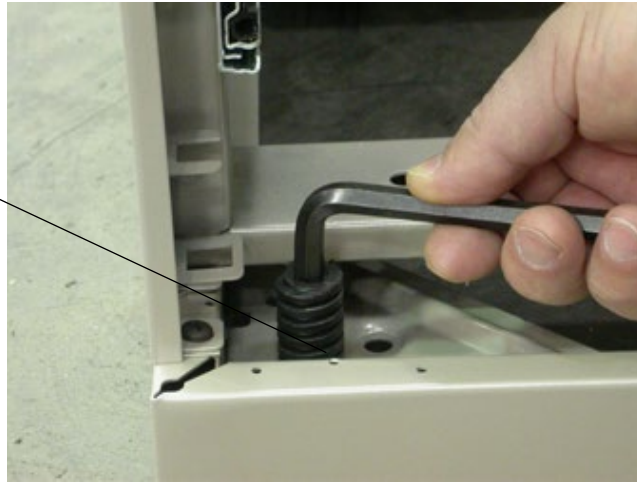


2. Pull bottom drawer all the way out. Working one side at a time, press drawer sides in toward center of file so locking tabs clear drawer slides.

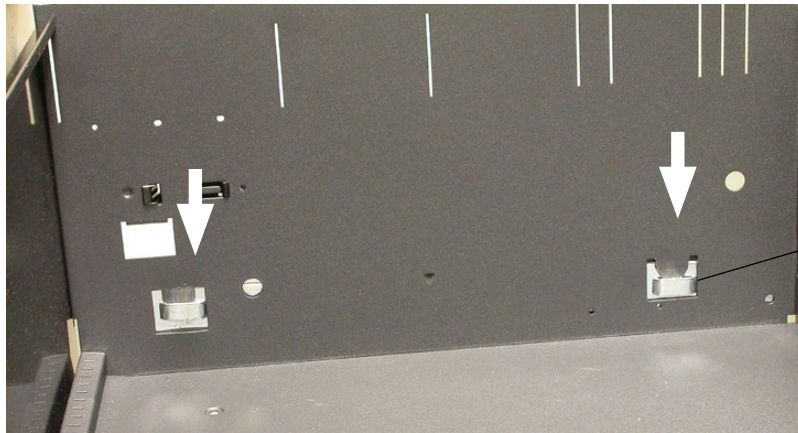


3. Making sure that locking tabs clear drawer slides, lift drawer from slide and remove drawer from file.

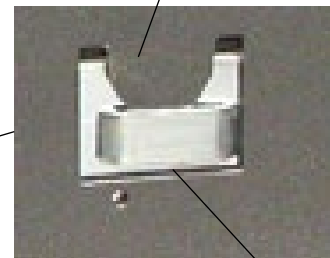
Glide



4. Using 5/16" Allen wrench, turn leveling glides clockwise to raise corner, counterclockwise to lower corner.
5. Check for side-to-side and front-to-back leveling. Once level, turn the two front leveling glides 1/4 turn clockwise. When "leveling" cabinets with 6 leveling glides, make sure all 6 glides are properly adjusted starting with the center glides.



Drawer Tab



Slide Slot

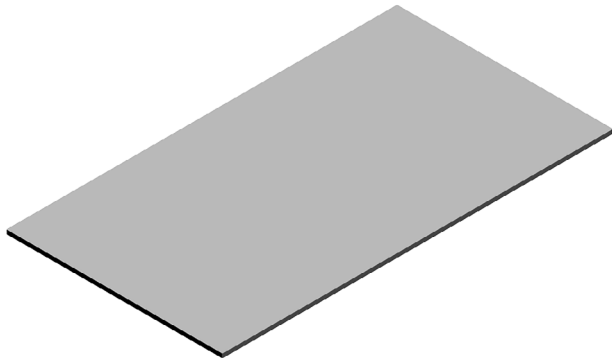
6. Working one side at a time, replace drawer by aligning both drawer tabs with corresponding slide slots and pushing down until locking tabs snap into place.

B. Leveling for 4" leg base and 2 1/4" wood base

1. Reach in with 3/8" wrench.
2. Level center glides first and outer glides last.

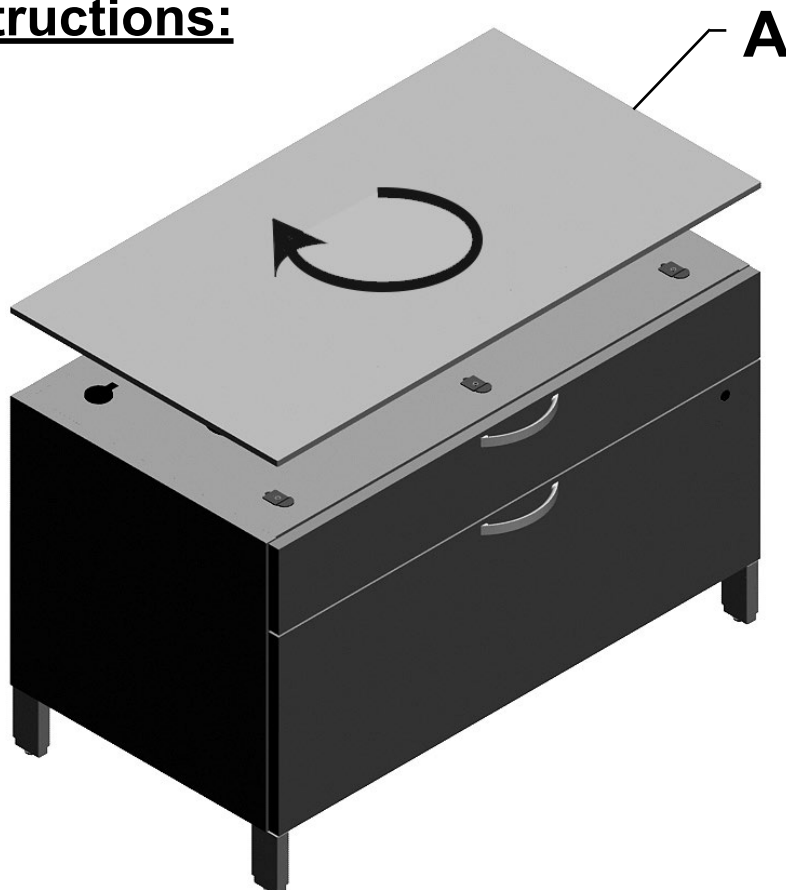
Thin Top Installation:

Parts Included:



A ThinTop


Assembly Instructions:



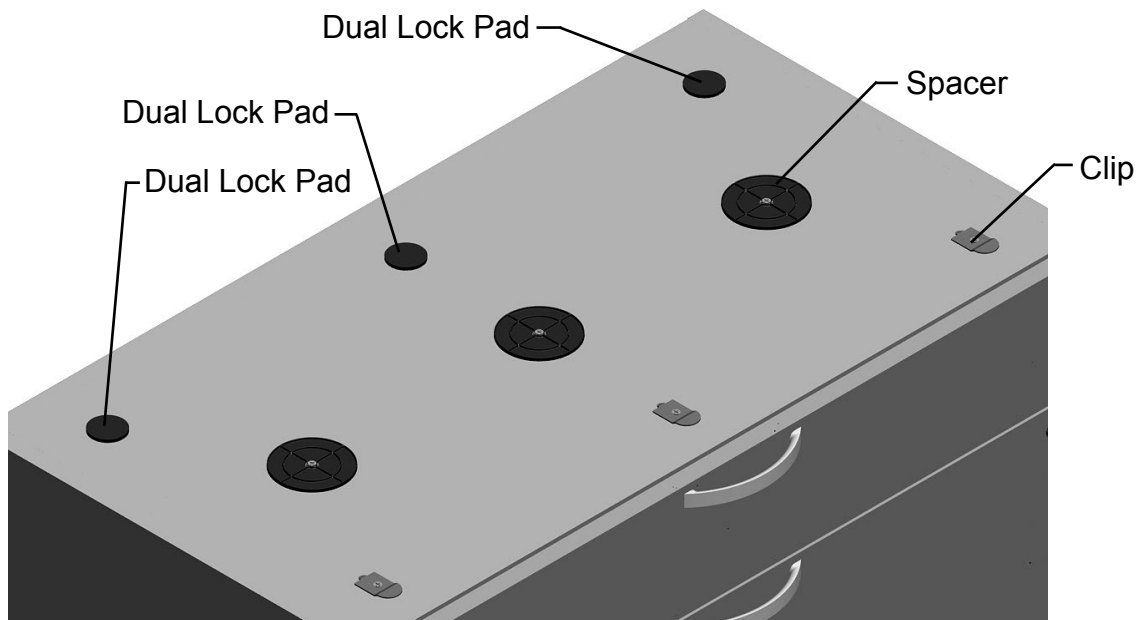
1. Remove Thin Top(A) from cabinet. Make sure inner top is clean.
2. Rotate Thin Top 180 degrees, as it is placed backwards for shipping. Plastic Channel will go toward front of cabinet.

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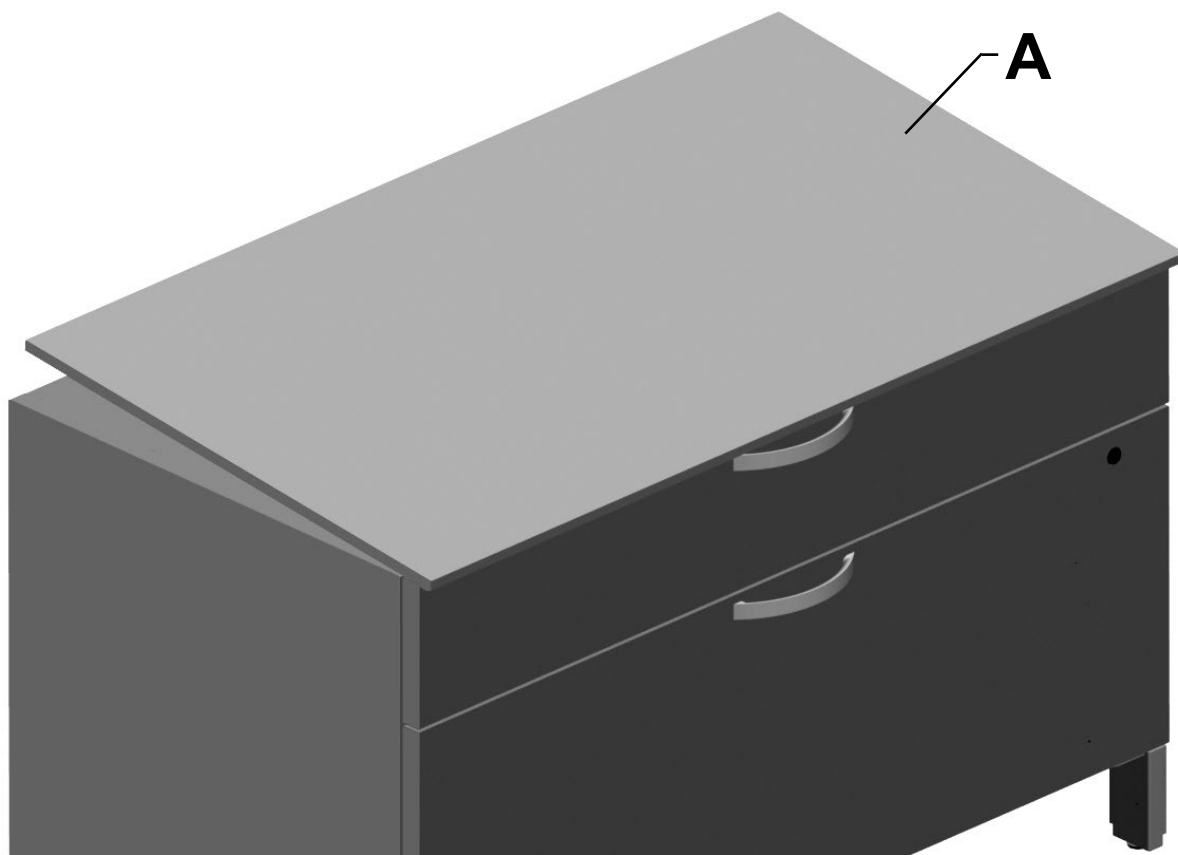
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3. Remove protective film from round Dual Lock Pads.

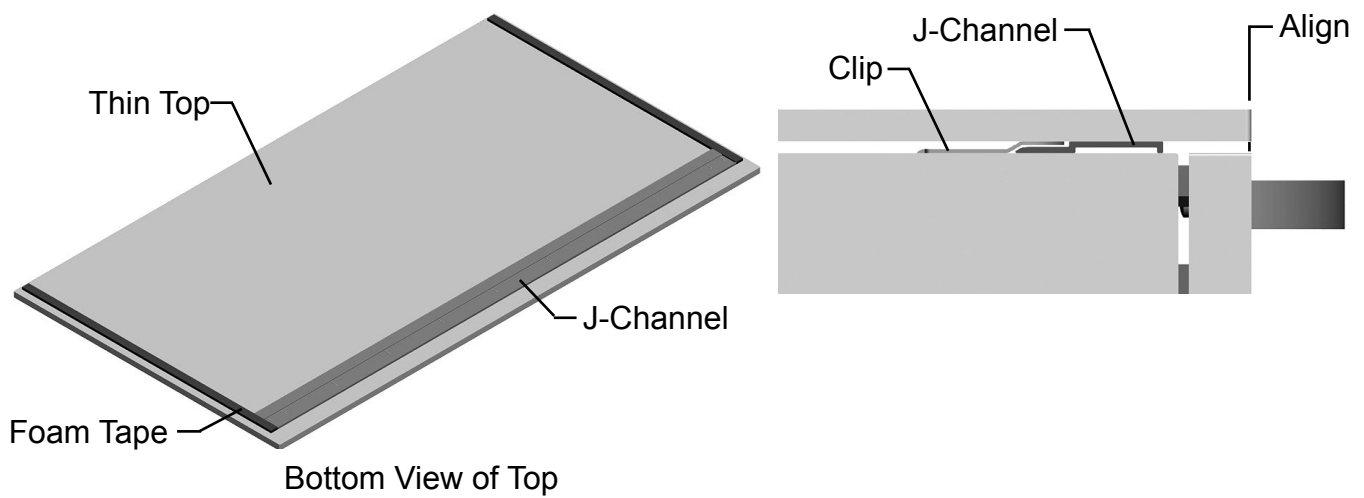


4. Place Thin Top(A) on cabinet while holding back edge up off of Dual Lock.

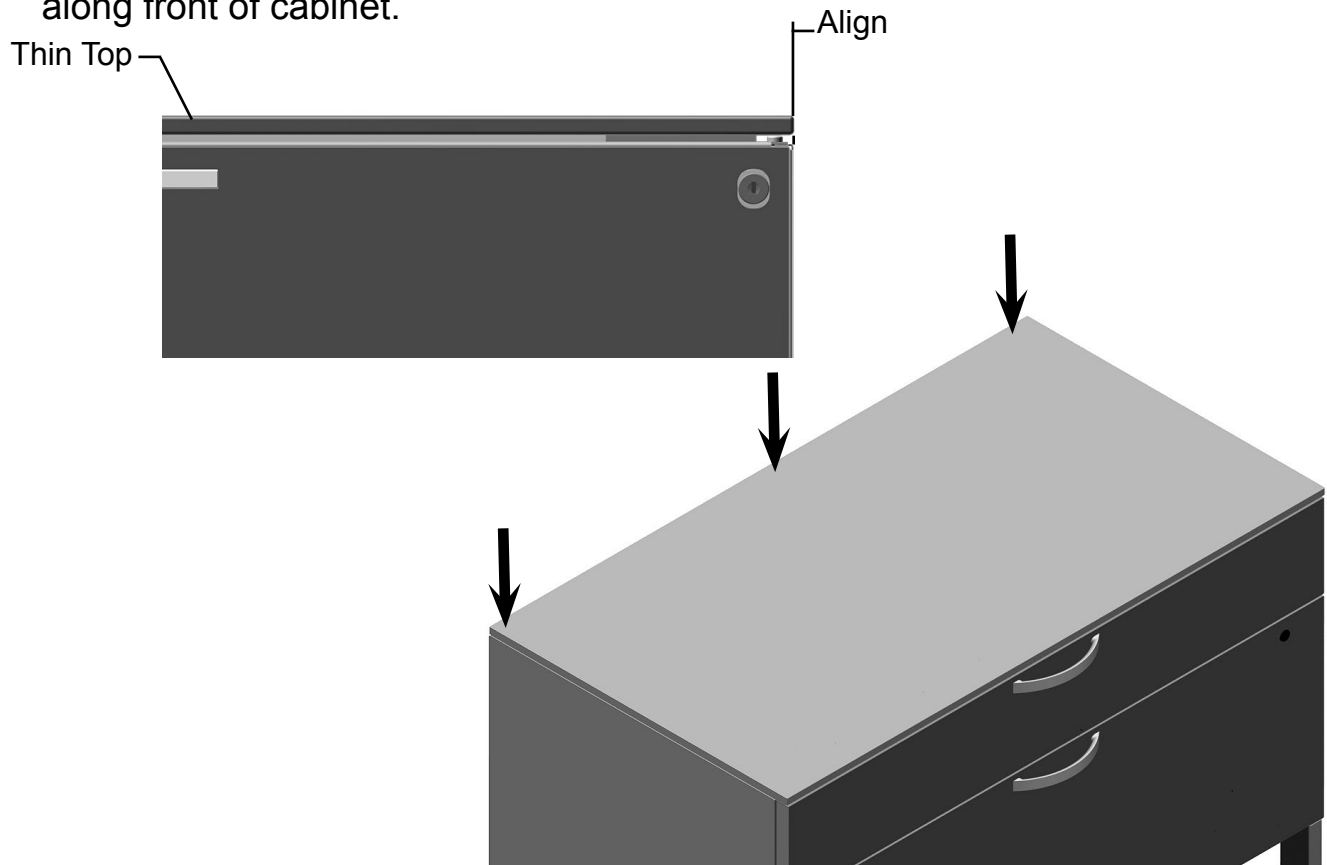
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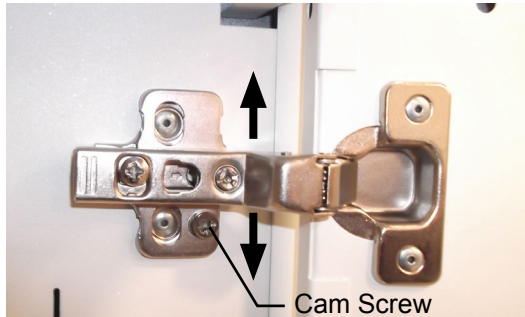
5. Slide Thin Top toward back of cabinet, engaging J-Channel under Metal Clips along front of cabinet.



6. Align front and sides of Thin Top with front of cabinet. Once aligned, push down on Thin Top over Dual Lock Pads. If adjustments is needed, a wait time of no less than 5 minutes is required before pulling top back up. This allows the adhesive to stay.

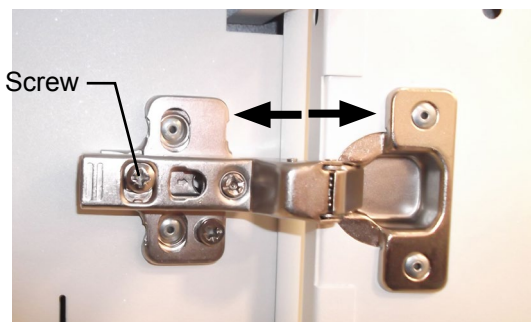
Hinge Adjustment:

To adjust door up/down:



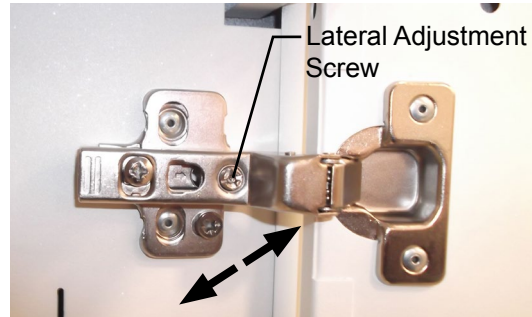
The bottom surface of the door should be flush with the bottom of the cabinet frame. To adjust door up, turn cam screw clockwise on right hinge. To adjust door down, turn cam screw clockwise on left hinge. Adjust both hinges on each door as necessary until proper door height is set.

To adjust door in/out:



The front surface of a door should be flush with any adjacent doors and drawer fronts. Also the gap between the door and the sides of the cabinet should have a uniform gap. Turn screw clockwise to move door closer to side panels. Counter-clockwise to move door farther away from side panels.

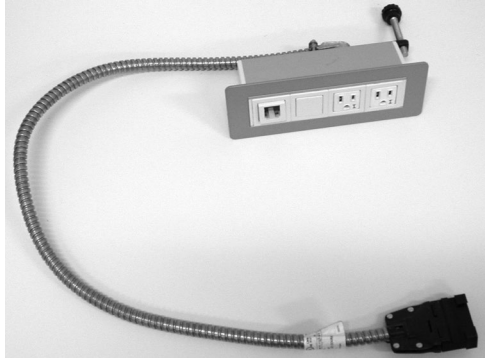
To adjust door left/right:



To adjust door(s) left or right and or to tilt door(s) left or right, use lateral adjustment screw in hinge arm. Adjust screws in both upper and lower hinges to move SCREW doors left or right, or adjust screw in one hinge to tilt door left or right. Turning screw(s) clockwise moves door towards hinged side. Counter-clockwise to move door away from hinged side. Turn counter-clockwise for opposite door movement.

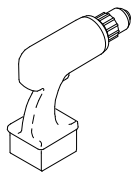
Powered Storage Installation:

Parts Included:



A Power/Data Unit

Tools Required:



Power Driver



#2 Phillips Bit



Safety Glasses

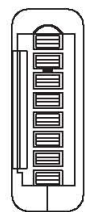
NOTICE

All electrical connections to building electrical sources must be made by a qualified electrician according to national, state and local electrical codes.

Assembly Instructions:

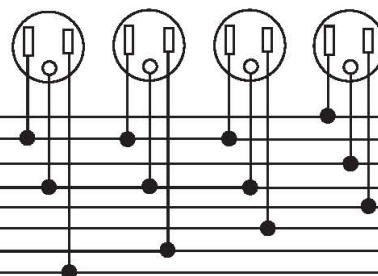
3+D Wiring Diagram 208/120V

(3+D Keying is designated as -3- in part numbers)



Gray	Neutral 2
White	Neutral 1
Green/Yellow	Iso Ground
Green	Ground
Pink	Hot 4
Blue	Hot 3
Red	Hot 2
Black	Hot 1

Circuit 1 Circuit 2 Circuit 3 Circuit 4



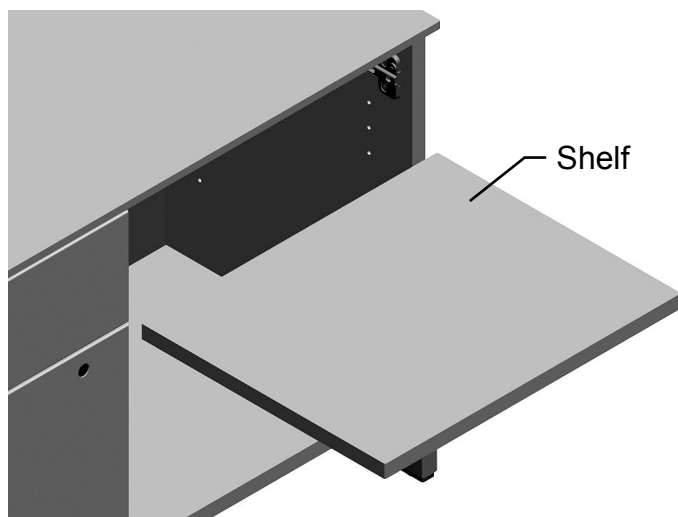
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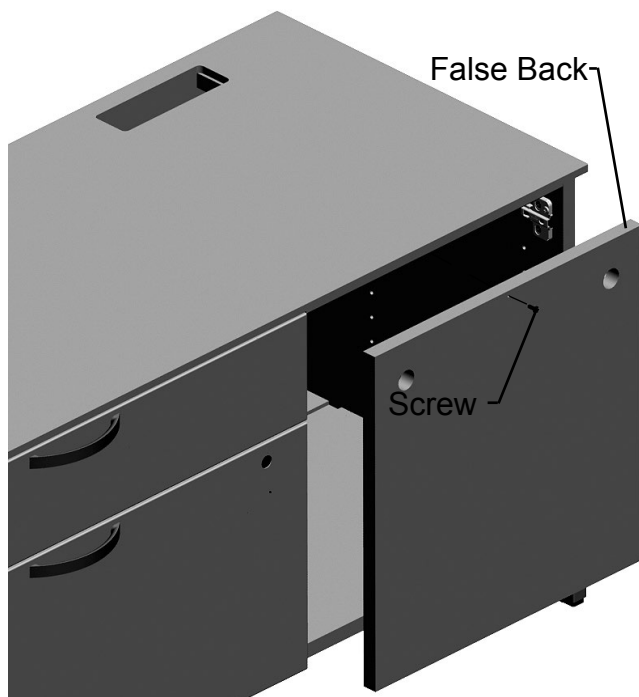
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Credenza With Doors:

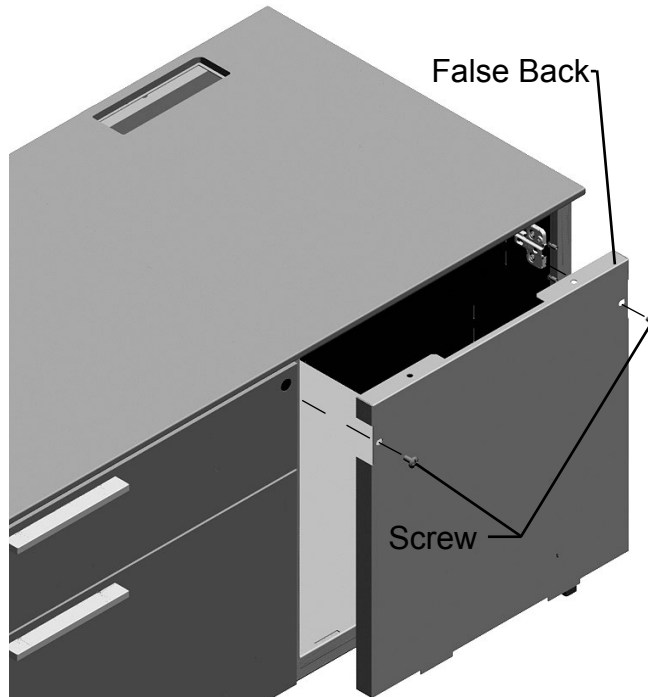


1. Open or remove Door. (Door shown removed for clarity.)
2. Remove Shelf.

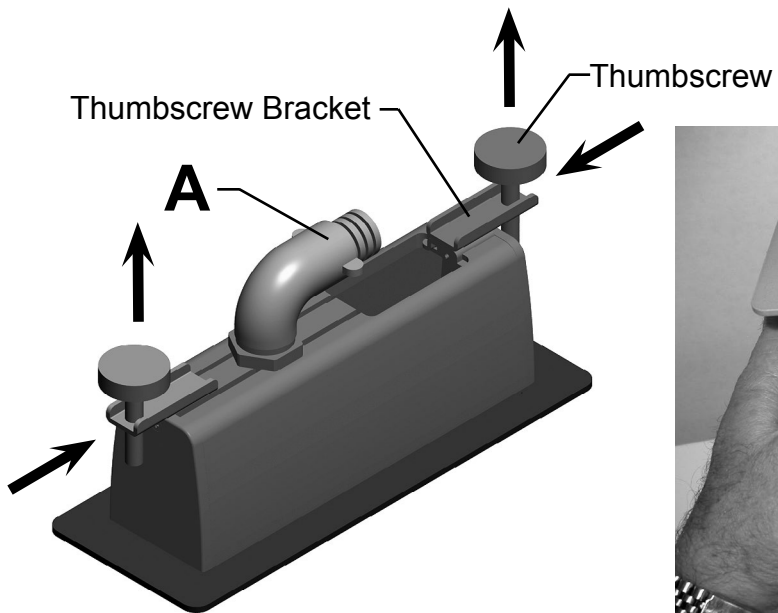
Wood Cabinet



Metal Cabinet

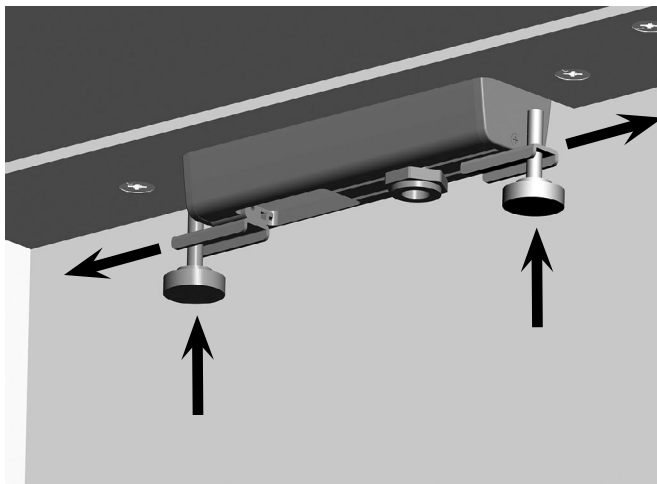


3. Remove Screw(s) securing False Back to credenza.
4. Lift False Back up and out from credenza.

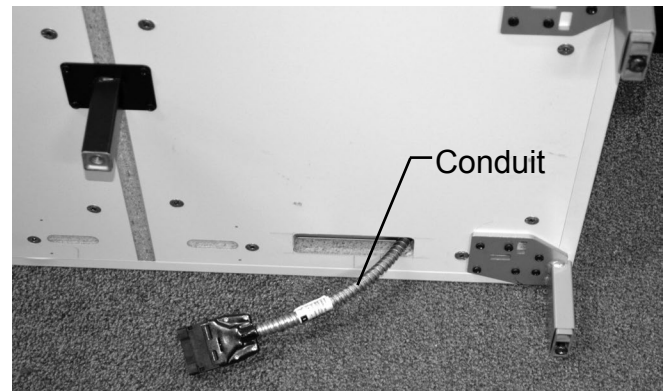


5. Back out Thumbscrews on Power/ Data Unit(A).
6. Slide Thumbscrew Brackets inward.

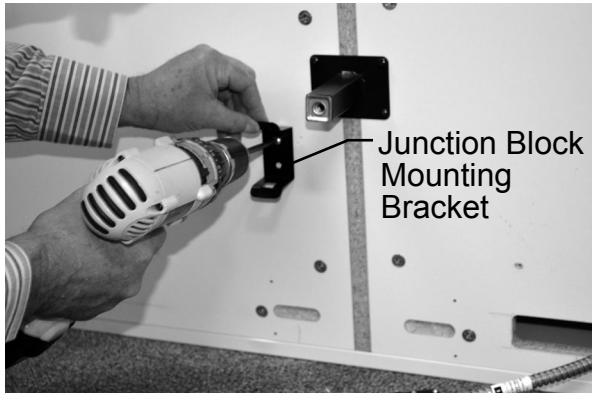
7. Insert Power/Data Unit into cutout in top credenza.



8. Slide Thumbscrew Brackets outward.
9. Tighten Thumbscrews.



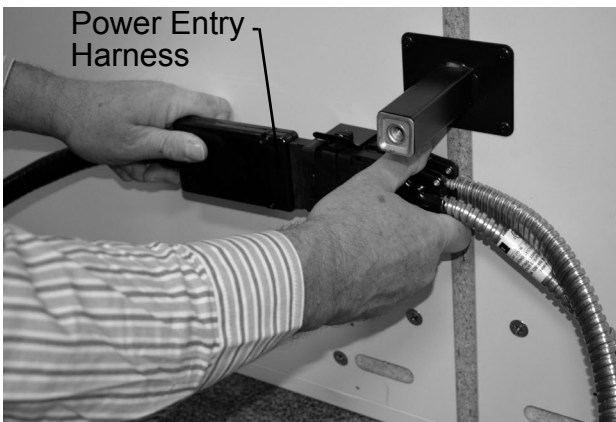
10. Feed conduit through opening in bottom of credenza.
11. Lay credenza on back.



12. Position Junction Block Mounting Bracket(Y1354.H) onto underside of cabinet. Make sure it is placed in reach of Power/Data Unit electrical harness.
13. Secure Bracket to cabinet with screws provided.



15. Assemble Junction Block to Bracket.

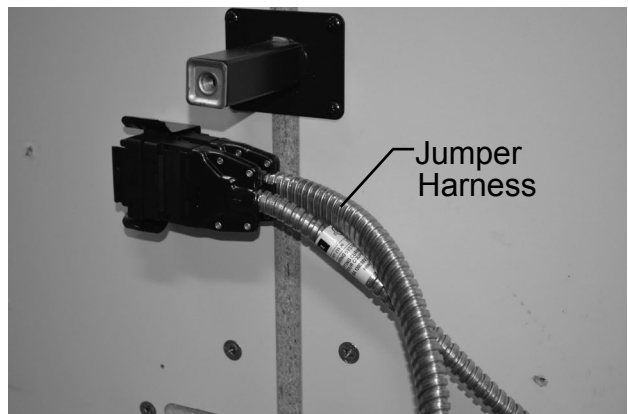


17. Connect Power Entry Harness(Y1351.) to Junction Block.

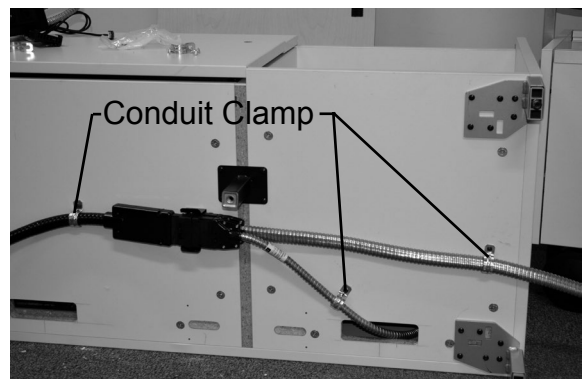
! WARNING
Electrically interconnected units must be mechanically interconnected.



14. Connect Junction Block(Y1354.H) to Power/Data Unit Electrical Harness.



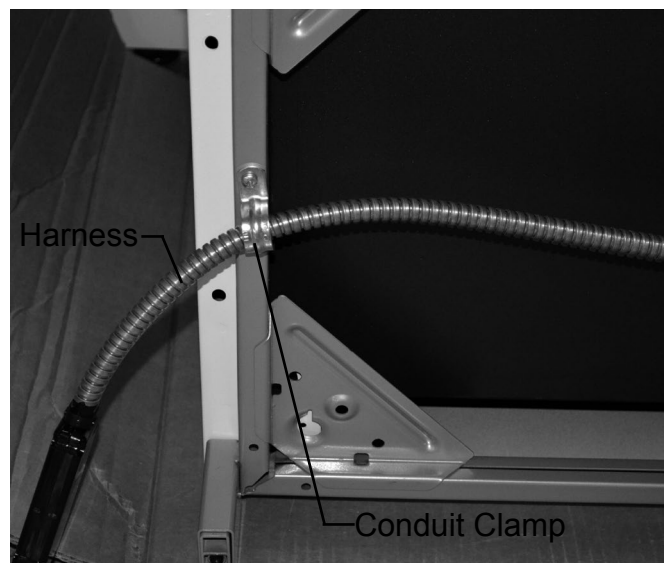
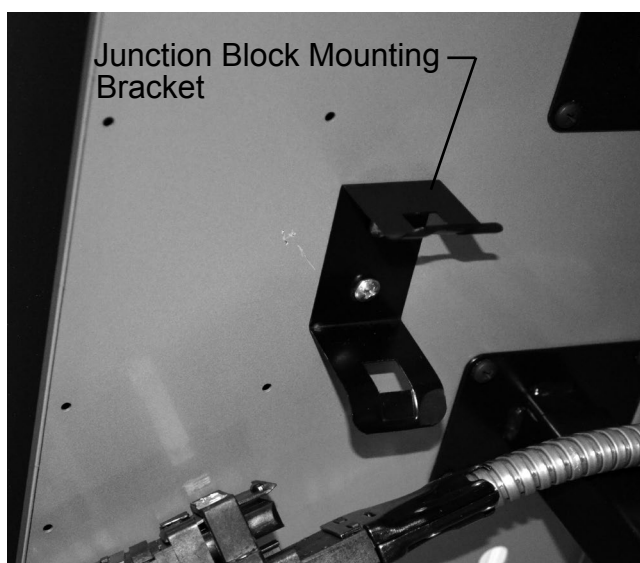
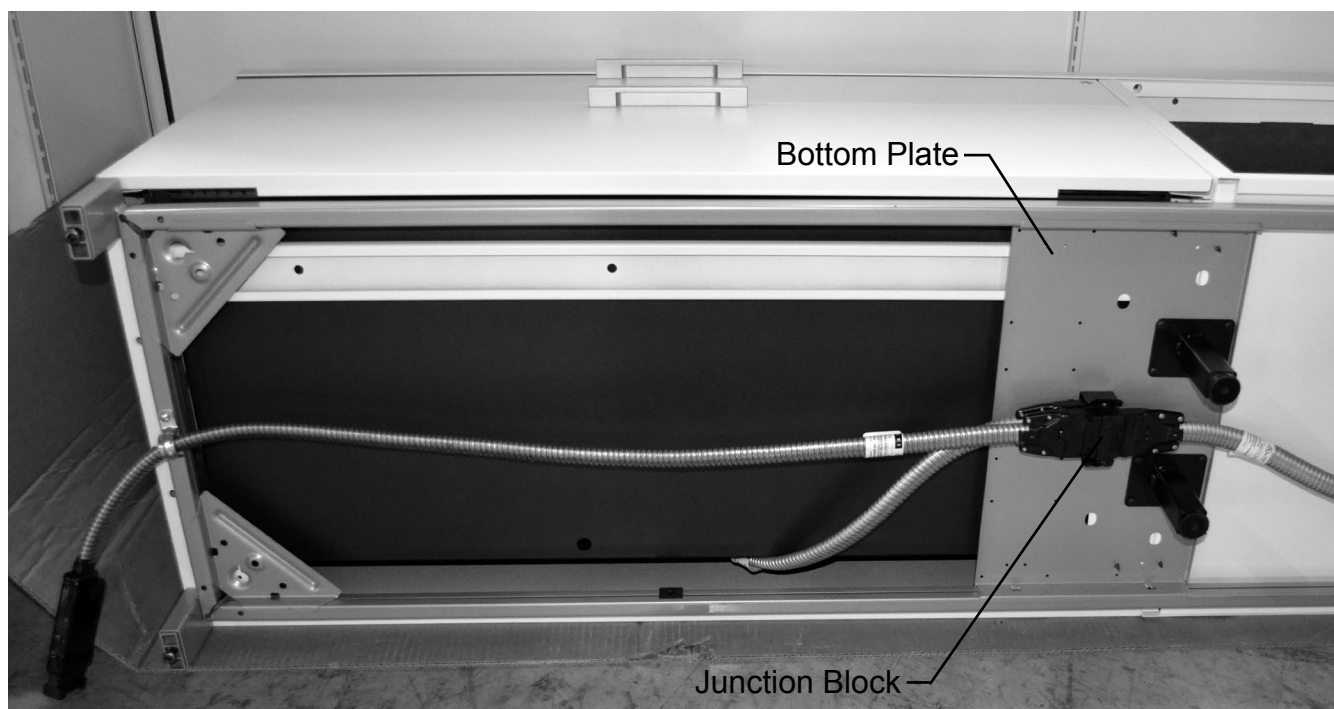
16. Connect Jumper Harness (Y1353.) to Junction Block.



18. Install Conduit Clamps(Y1339.) as needed to support harnesses.

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Install Harnesses for Metal Cabinets in much the same fashion as Wood Cabinet.

Install Junction Block Mounting Bracket(Y1354.H) onto Bottom Plate with screws provided using mounting holes in Plate.

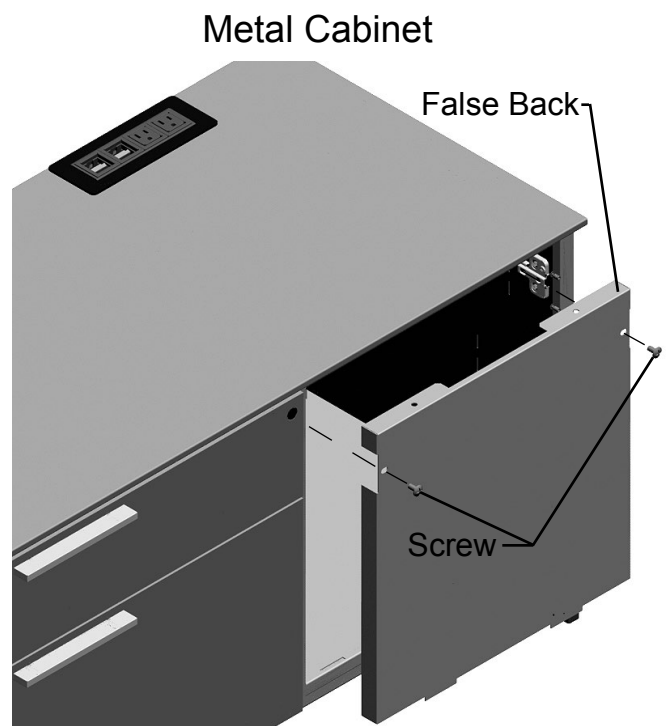
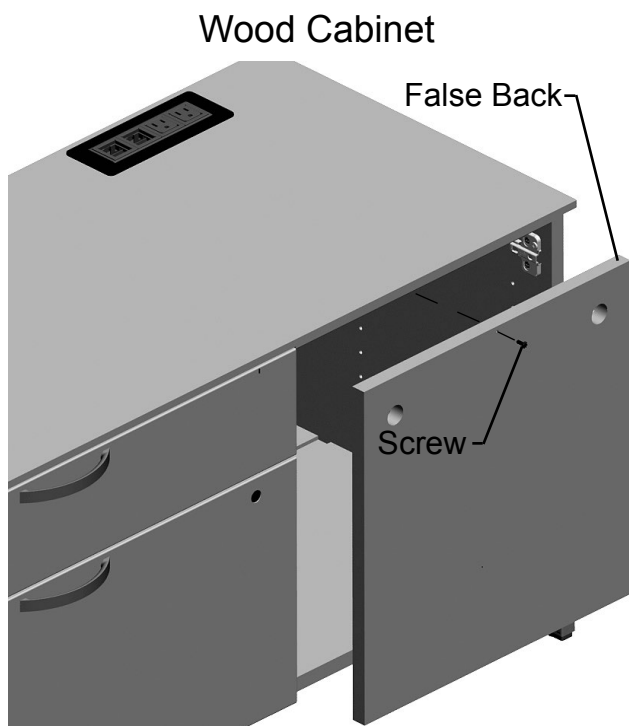
Loosen Conduit Clamps furnished at each end of cabinet. Capture Harness with clamp, then tighten. Remove or swivel out of sight any clamps not used.

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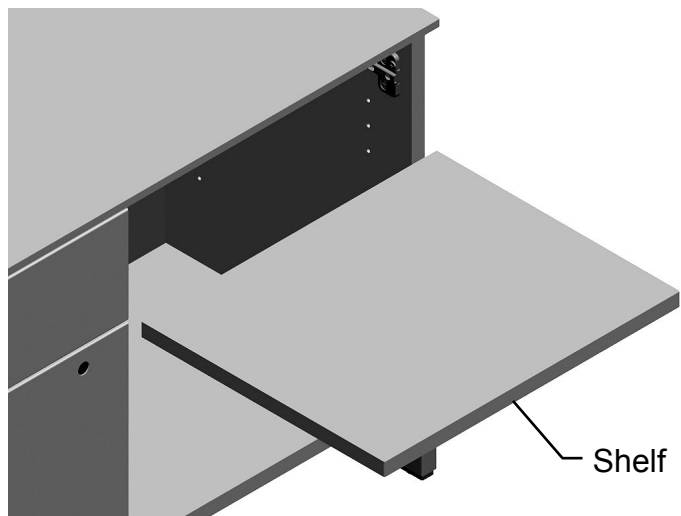
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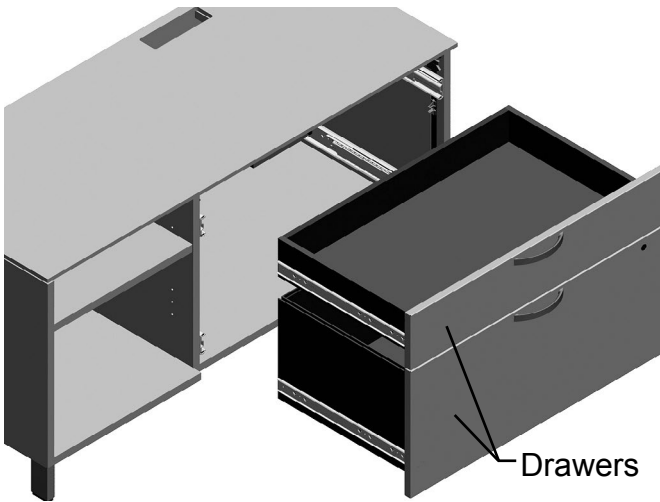


19. Return False Back to Credenza.
20. Secure in place with screw(s) previously removed.



21. Return shelf to credenza.
22. Return door to credenza if previously removed.

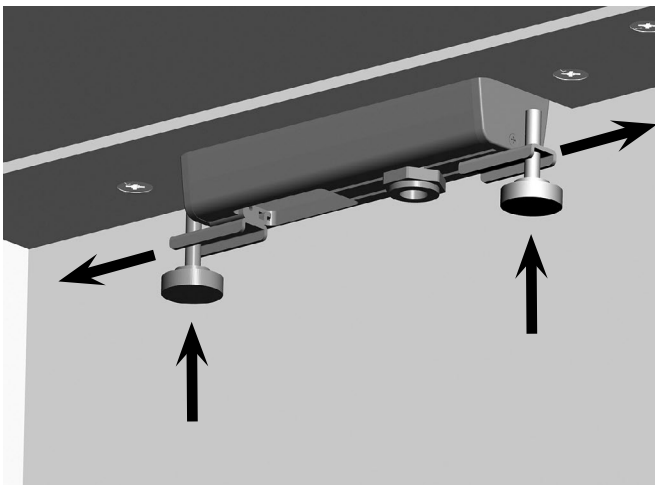
Credenza With Drawers:



23. Remove Drawers.

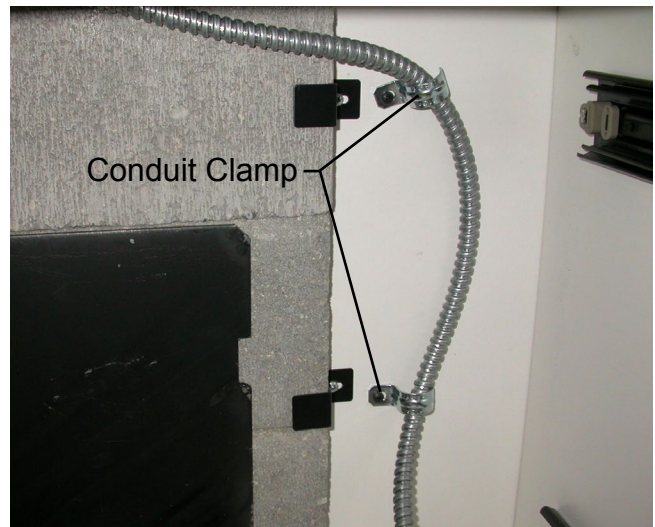


24. Insert Power/Data Unit into cutout in top credenza.



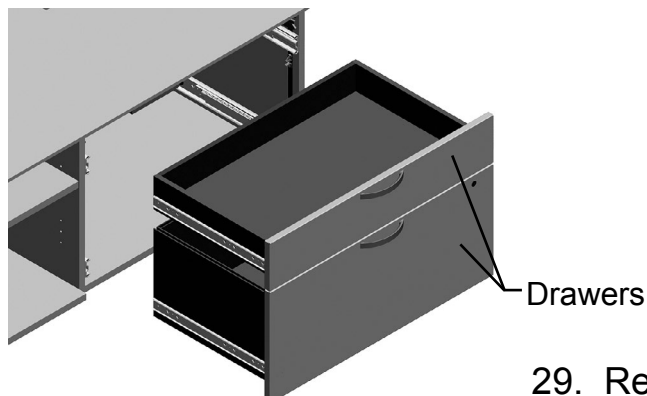
25. Slide Thumbscrew Brackets outward.

26. Tighten Thumbscrews.



27. Use Conduit Clamps to secure Conduit to inside back of credenza.

28. Follow instructions 11 thru 15 above to complete Power/Data Unit Installation.



29. Return Drawers to Credenza.

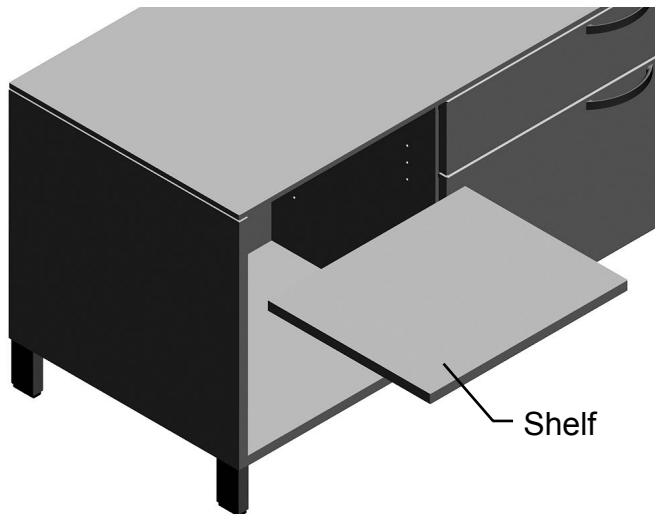
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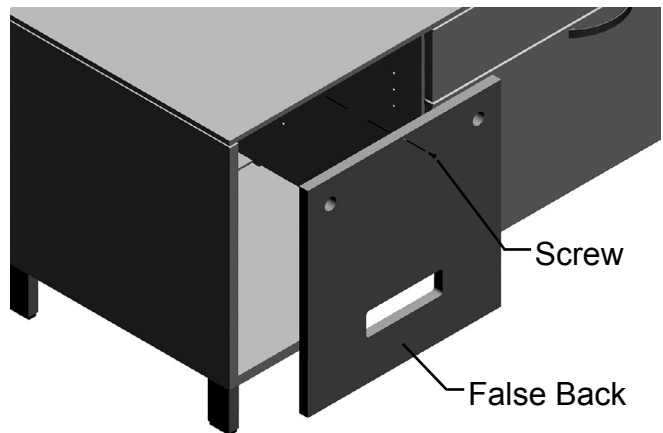
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Credenza With Open Shelf:

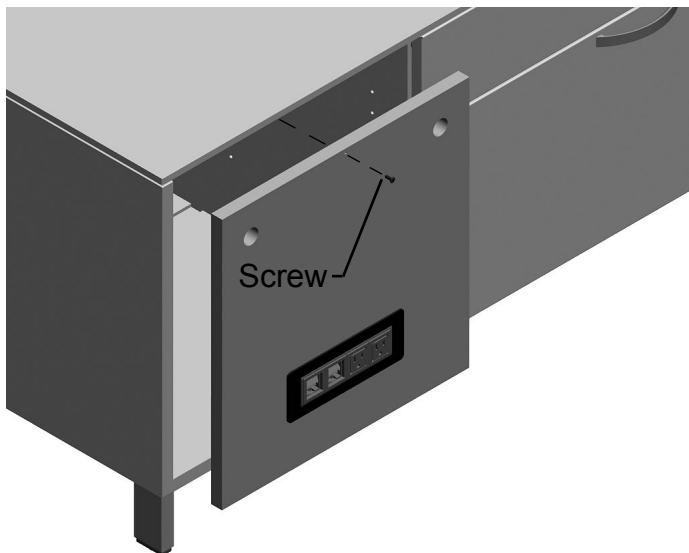


30. Remove Shelf.



31. Remove Screw securing False Back to credenza.

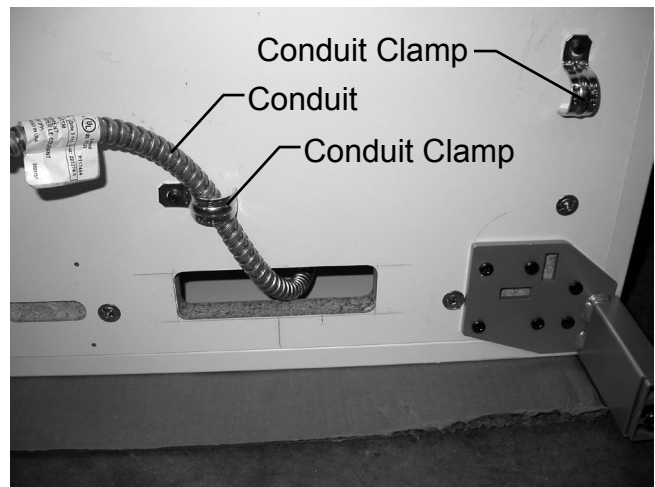
32. Lift False Back up and out from credenza.



33. Assemble Power/Data Unit to cutout in False Back as described above.

34. Position Back into Credenza while feeding conduit through opening in bottom.

35. Secure Back in place with Screw previously removed.



36. Lay credenza on back.

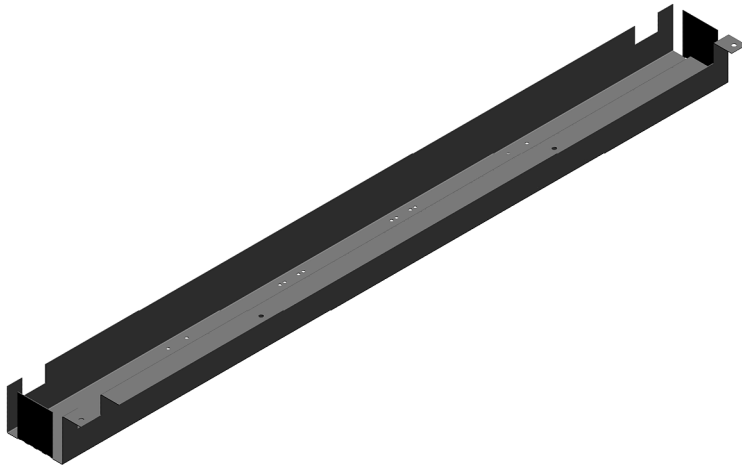
37. Install Conduit Clamps(Y1339.) as needed.

38. Secure conduit to bottom of Credenza. Connect to distribution harness as described above.

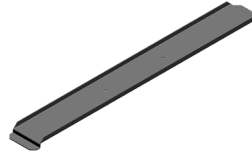
Cable Cover Installation:

Parts Included:

FPS910.M



A Wire Trough

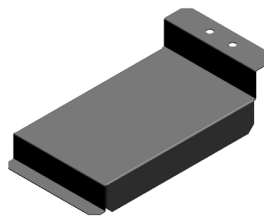


B Cross Member



C Pan Head Tapping Screw (4)

FPS911.M



D Distributor Cover

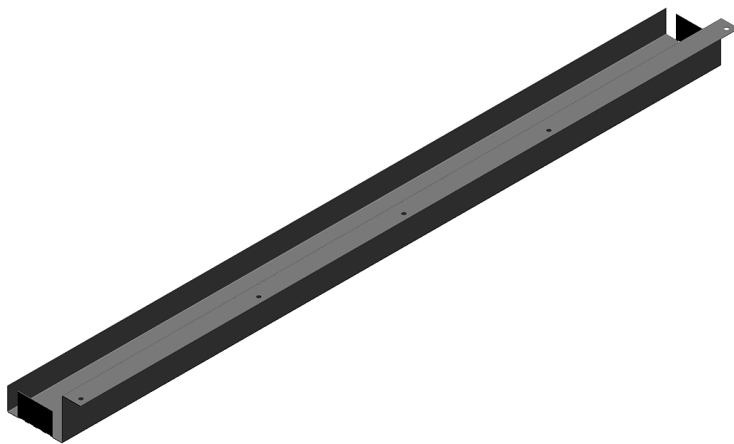


C Pan Head Tapping Screw (2)



E Pan Head Self Drilling Screw (2)

FPS910.F

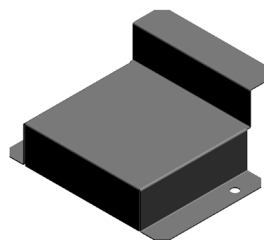


F Wire Trough



C Pan Head Tapping Screw (4)

FPS911.F



G Distributor Cover

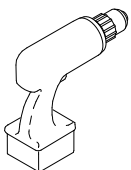


C Pan Head Tapping Screw (4)



E Pan Head Self Drilling Screw (2)

Tools Required:



Power Driver



#2 Phillips Bit

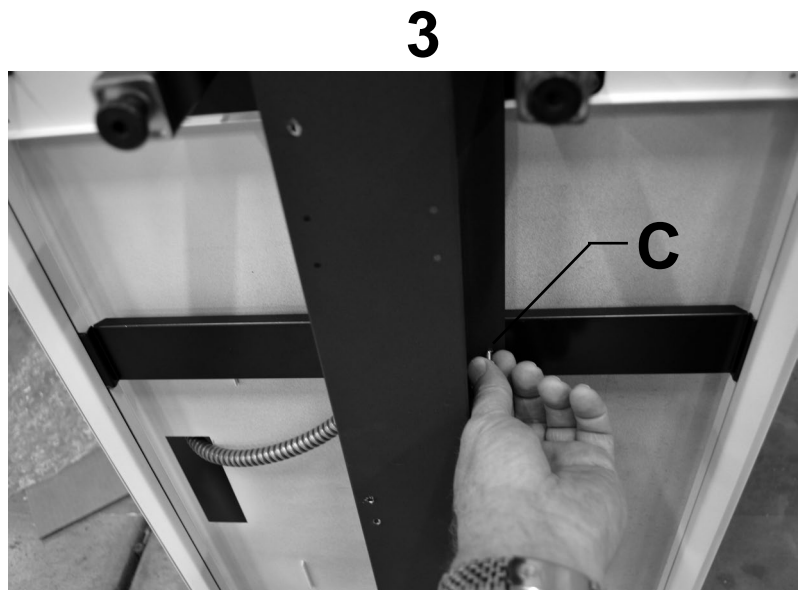
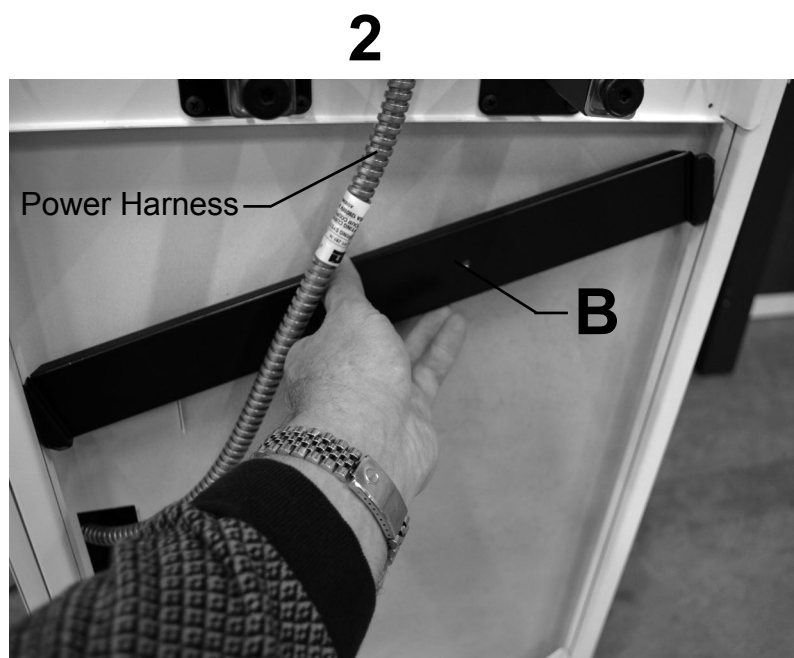
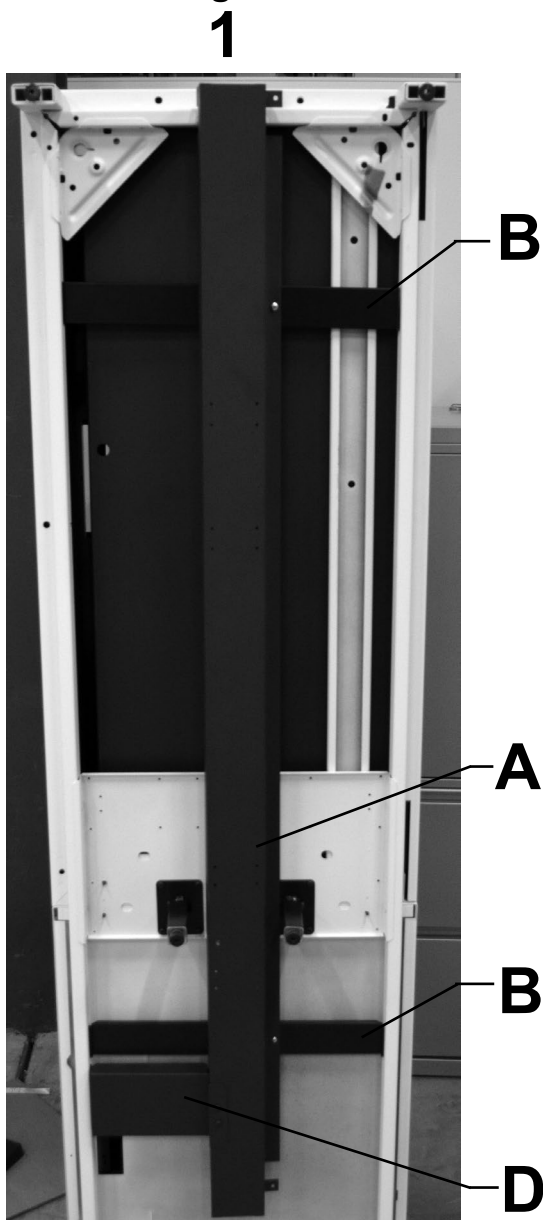
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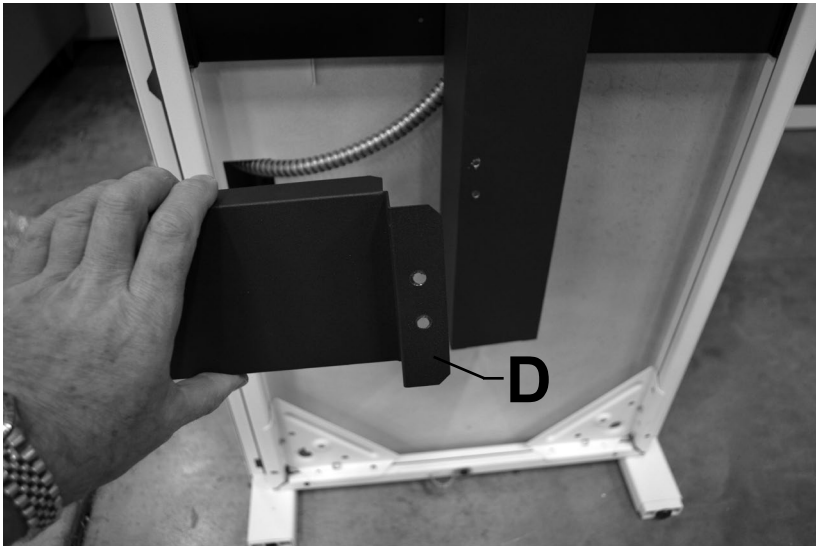
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Metal Storage:

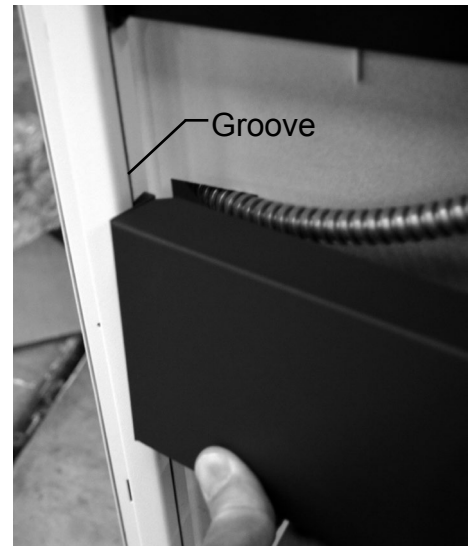


1. Set storage unit on it's end or back on clean padded surface. **(1)**
2. Position 2 Cross Members(B) into groove of unit. Make sure that Cross Members are above Electrical Harness. **(2)**
3. Place Wire Trough(A) over Electrical Harnesses and positioned onto Storage Unit. **(2)**
4. Slide Cross Members in grooves to align screw holes. **(3)**
5. Secure Wire Trough to Cross Members with Pan Head Tapping Screws(C). **(3)**

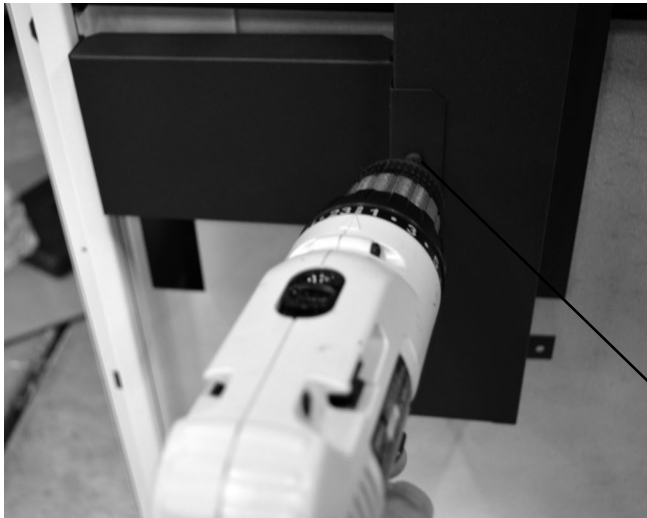
4



5



6



6. Place Distributor Cover(D) over Power Harness. **(4)**
7. Insert lip on Cover into groove in base of cabinet. **(5)**
8. Secure Distributer Cover to Wire Trough with 2 Pan Head Screws(C) or Self Drilling Screws(E) for locations without screw holes in Wire Trough. **(6)**

C or E

Wooden Storage: 7



9



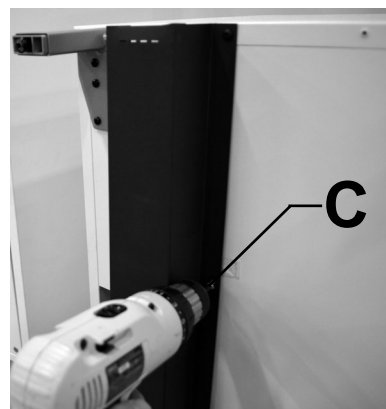
2. Drive Pan Head Tapping Screw(C) through bottom of side cover. (9)

4" 8



1. Position Wire Trough(F) over Electrical Harness 4" from back. (8)

10



3. Install rest of Pan Head Tapping Screws(C). (10)

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11

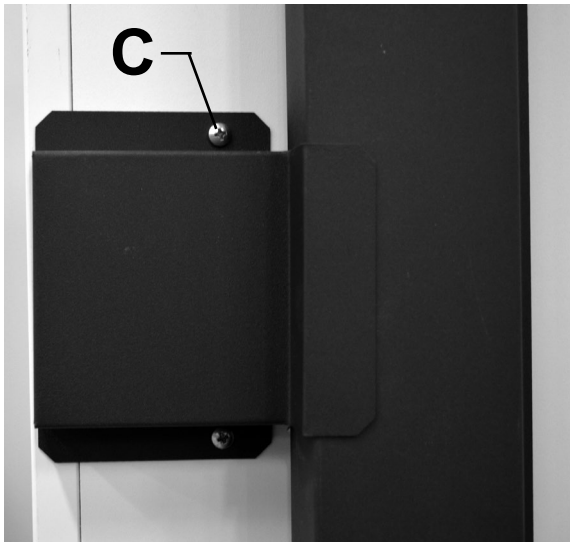


Power Harness

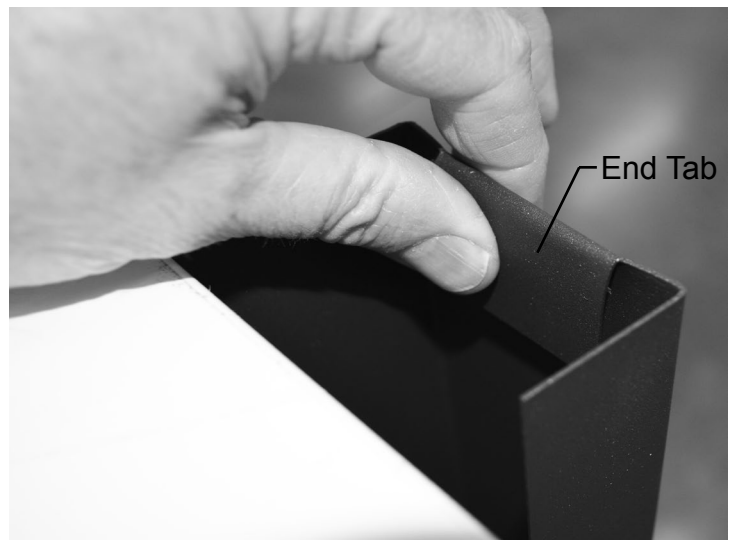
12



13



14



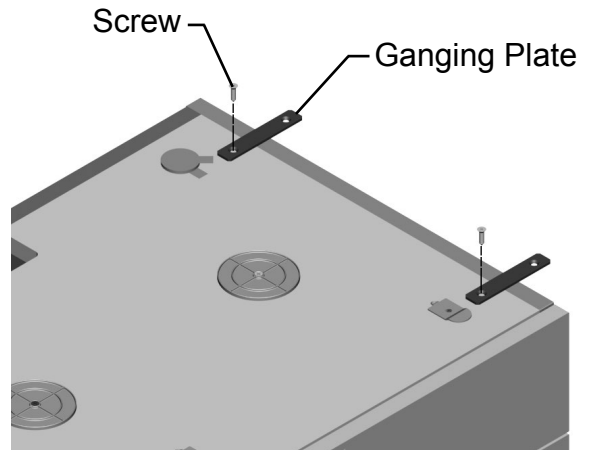
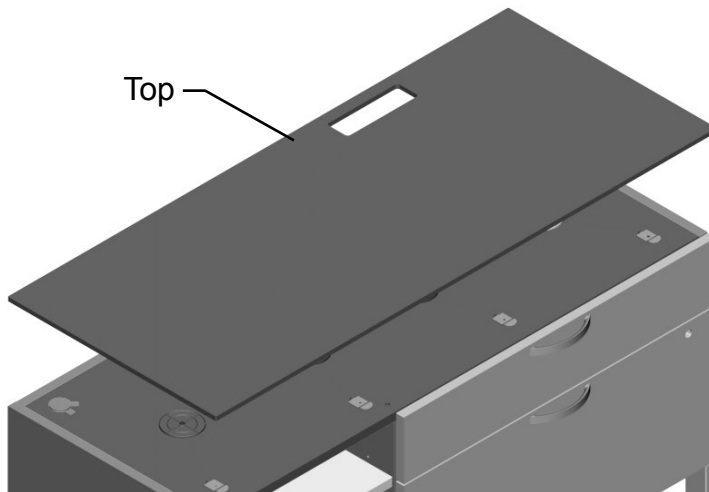
4. Place Distributer Cover(G) over Power Harness. (12)
5. Secure Distributer Cover to Wire Trough with 2 Pan Head Screws(C). (13)
6. If Storage Units are to be ganged together with connecting Electrical Harness: bend End Tabs in to allow Harness to run between units. (14)

Ganging Credenzas:

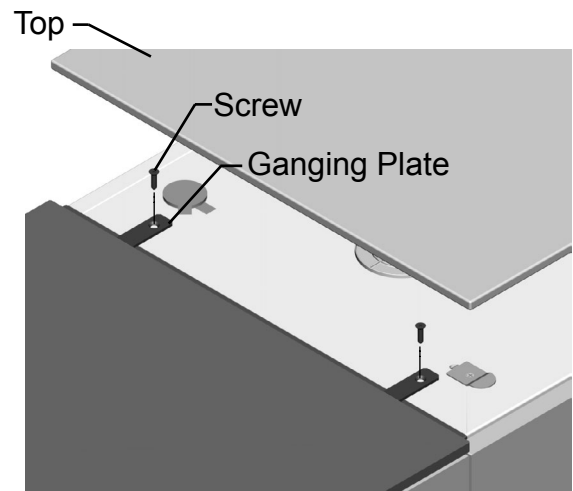
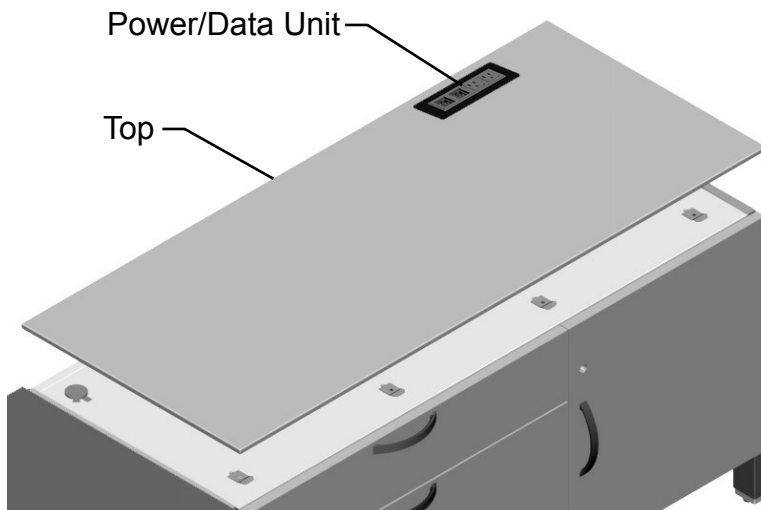


WARNING

Disconnect power before installation. Failure to do so can cause electrical shock and personal injury.



40. Remove Top from one credenza.
41. Install 2 Ganging Plates at locations shown.
42. Return Top to Credenza.
43. Install Data/Power Unit as described above.



44. Install Data/Power Unit to next credenza as described above. Leave enough slack in conduit to enable Top to be removed enough to install screws into Ganging Plates.
45. Return Top into position.
46. From under Credenzas, connect Distribution Harnesses and Power Entry Harness.

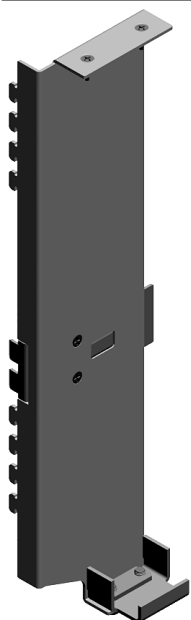
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Part no. 1bcb5t rev A.

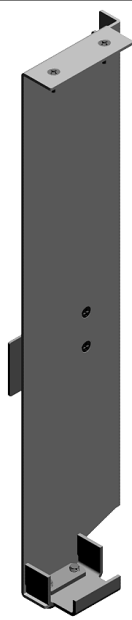
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Credenza to frame support bracket Installation:



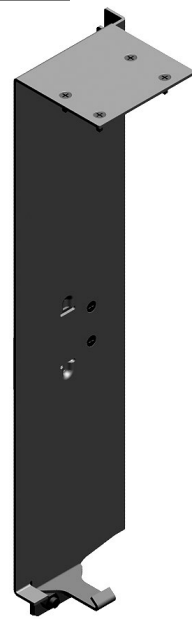
FT292.MLN:



FT292.MRN:

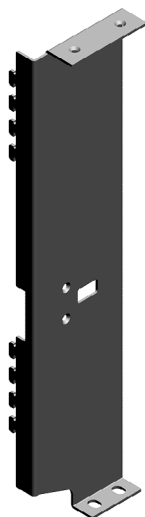


FT292.WLG:



FT292.WRG:

Parts Included:



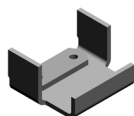
FT292.M



FT292.W



B Anti-Dislodgement Bracket



C Attachment Bracket



G Attachment Bracket



H Flat Head Self Drilling Screw (2)



J Hex Washer Head Screw (2)



F Flat Head Machine Screw (2)

Hardware Pack FT292.M



D Flat Head Tapping Screw (4)



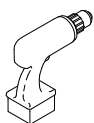
E Hex Nut (2)



F Flat Head Machine Screw (2)

Hardware Pack FT292.W

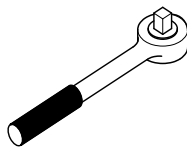
Tool Required:



Power Driver



#2 Phillips Bit



Ratchet Wrench



1/2" Socket



3/32 Drill Bit



Safety Glass

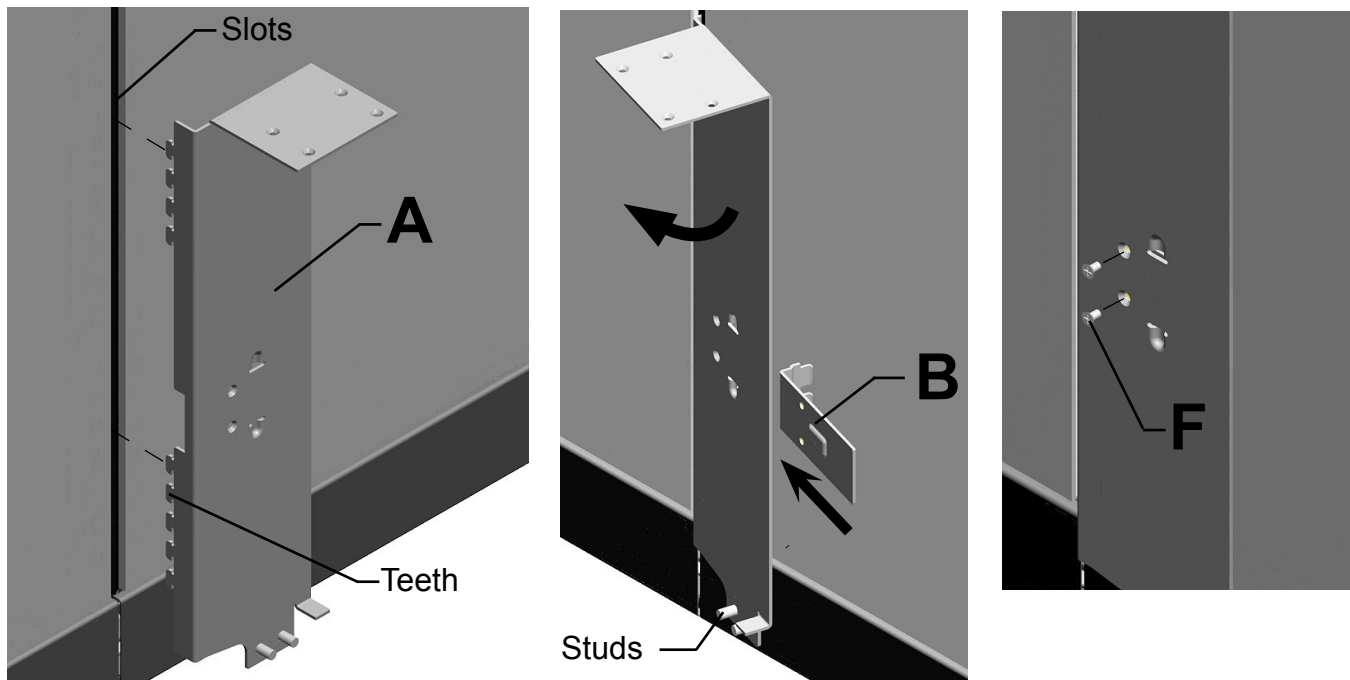
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Part no. 1bcb5t rev A.

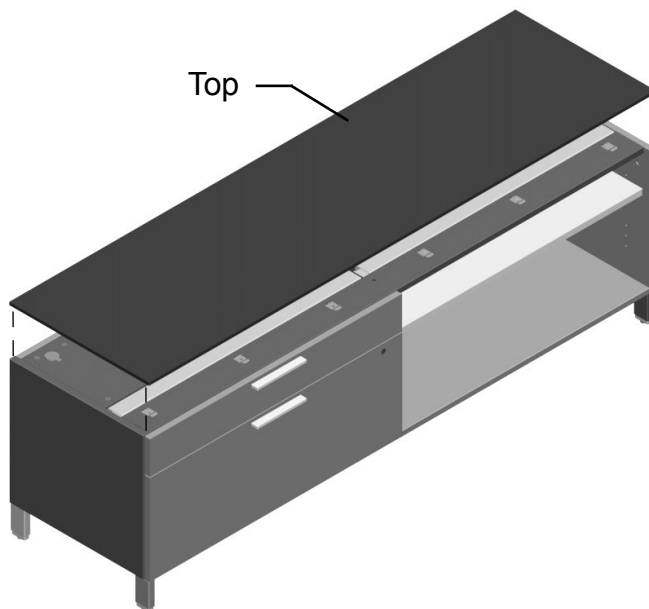
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Assembly Instructions:



1. Insert teeth of Wall Bracket(A) into slots in frame at desired height.
2. Lift up on Wall Bracket(A). Rotate Bracket outward.
3. Insert Anti-dislodgement Bracket(B) behind Wall Bracket and into frame.
4. Install 2 Flat Head Machine Screws(F).



⚠ WARNING

Failure to fully insert wall bracket teeth into frame slots may cause panel to become loose and cause personal injury or property damage. Fully engage teeth into slots upon installation.

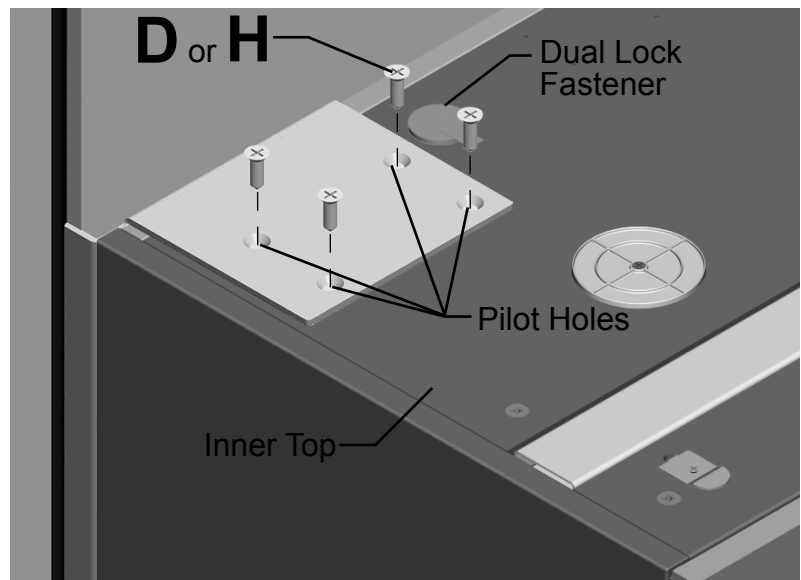
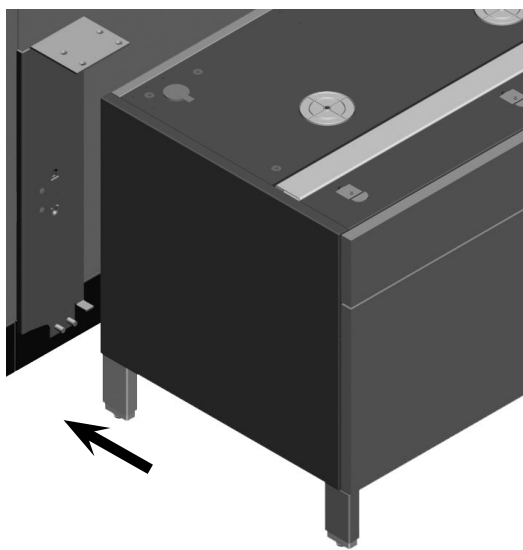
5 Remove Top from Storage Unit.

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Part no. 1bcb5t rev A.

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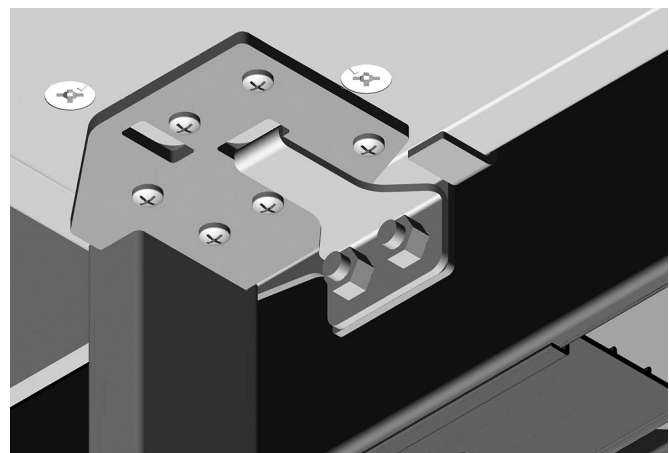
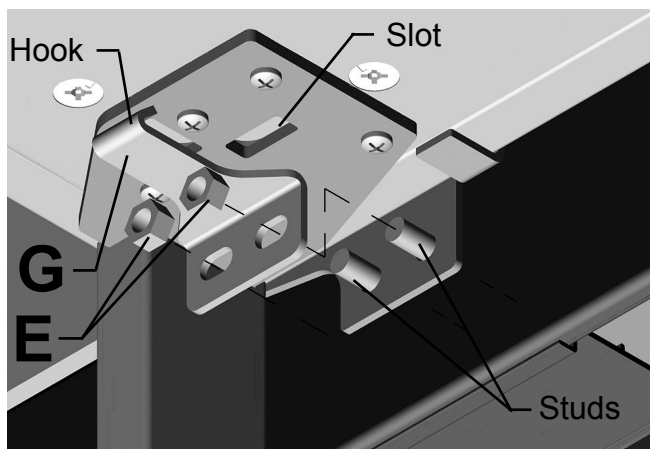
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FT292.W Shown

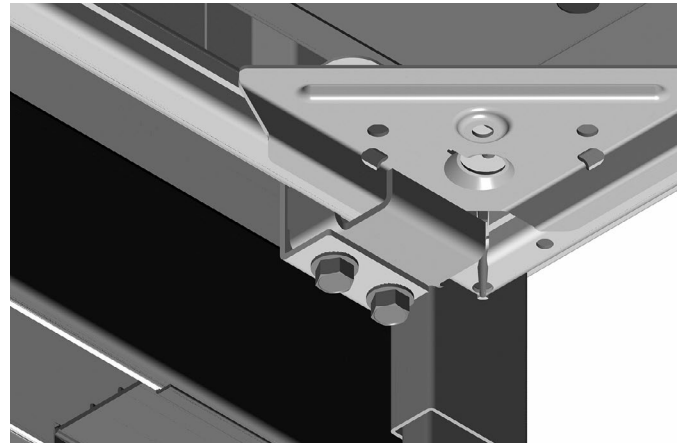
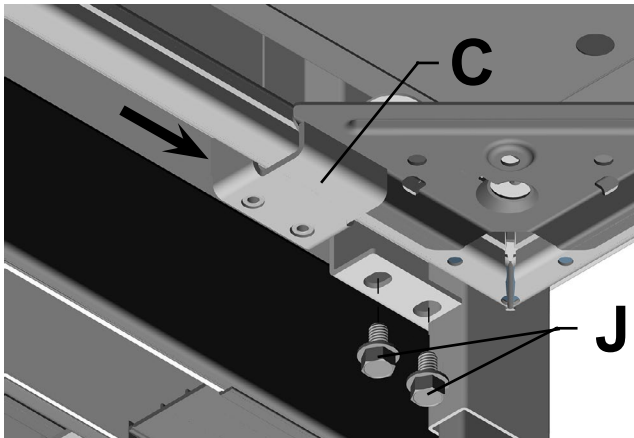
6. Place Storage Unit under Wall Bracket. Align side to side to desired position.
7. Dual Lock Fastener may need to be repositioned on Storage Unit and Top for Wall Bracket attachment.
8. Using 3/32" drill bit, drill Pilot Holes into Inner Top.
9. Notch corrugated Spacer corners to clear Bracket and Dual Lock.
10. Install 4 Flat Head Tapping Screws(D) for FT292.W or 2 Flat Head Drilling Screws(H) for FT292.M.

FT292.W:

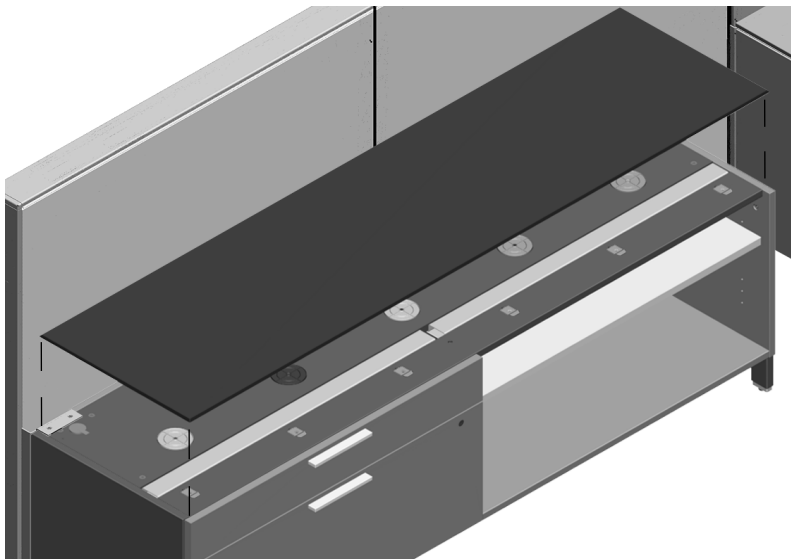


11. From under Storage Unit, position Attachment Bracket(G) onto Studs on Anti-Dislodgement Bracket. Engage Hook on Bracket into Slot in Leg Assembly.
12. Install 2 Hex Nuts(E) onto Studs.

FT292.M:

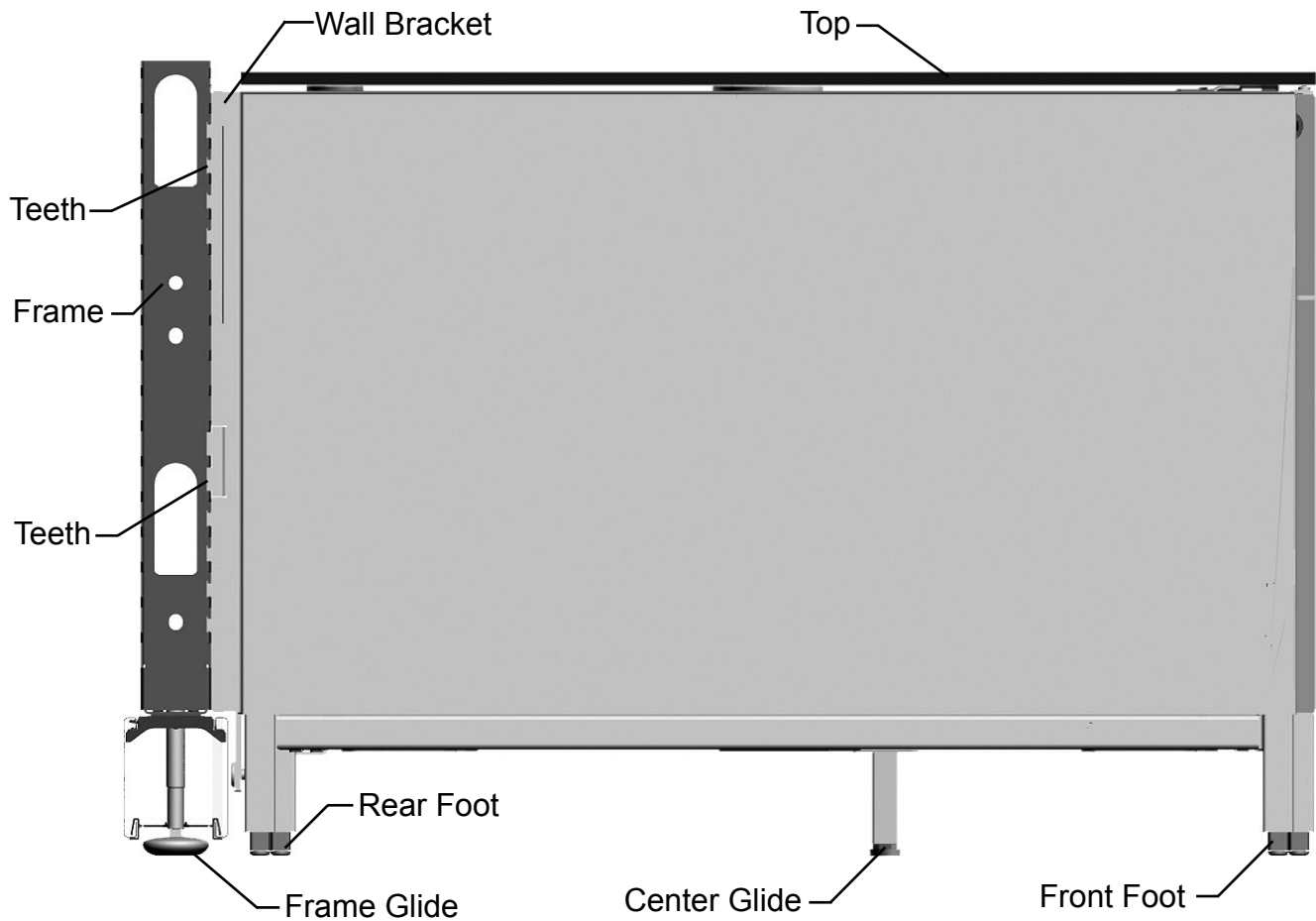


13. From under Storage Unit, position Attachment Bracket(C) onto bottom edge of storage unit . Slide Attachment Bracket onto Lip on Support Bracket.
14. Install 2 Hex Washer Head Screws.



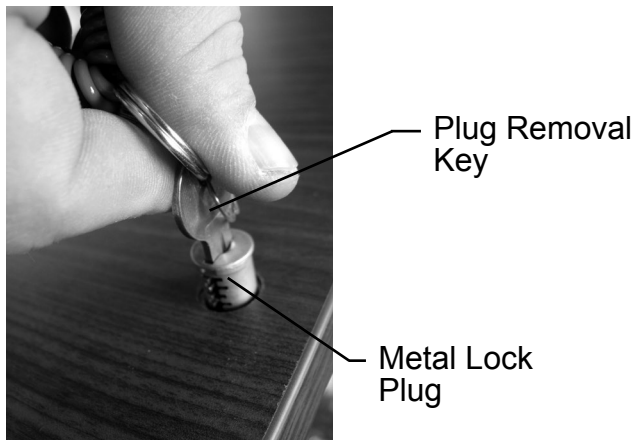
15. Return Top to Storage Unit.

Leveling:

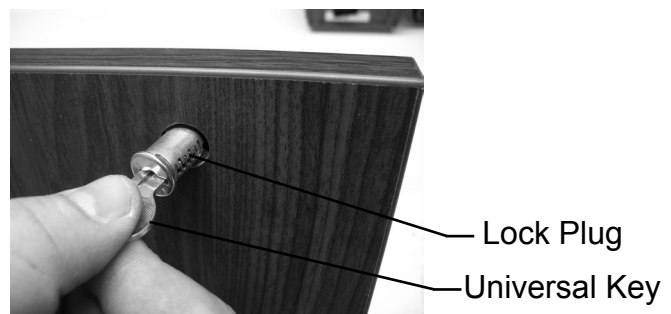
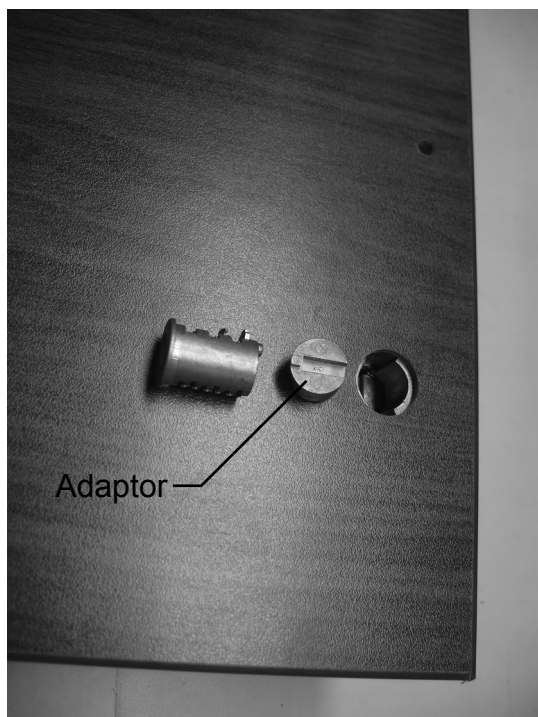


16. Make sure Wall Bracket Teeth are fully engaged into Wall Frame.
17. Adjust Frame and Front Foot of credenza while Rear Foot of credenza should be elevated until unit is leveled. Then lower Rear Foot until touching floor. Be careful not to create gap between credenza Top and Wall Bracket. Make sure center glide is extended before placement of credenza.

Keyed Alike Lock Plug Installation:



1. Metal Lock Plug Removal: Insert Universal key into Lock Plug, rotate to unlocked position. Insert Plug Removal Key into lock. Gently wiggle with light outward pressure.
2. Black Plastic Plug Removal: With Hex Wrench, rotate plug to unlocked position. Gently pull outward. Be careful not to catch plug on wood surface around lock hole.




3. On overhead units, be certain while removing plug not to dislodge Adaptor located in bottom of lock shell.

4. With universal key inserted in keyed lock plug, insert at angle to clear sharp edge on plug. When leading edge is inside lock shell, straighten. Push in until fully seated or a snap is heard.

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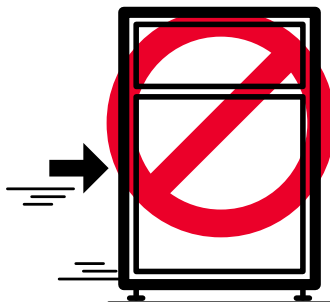
Part no. 1bcb5t rev A.

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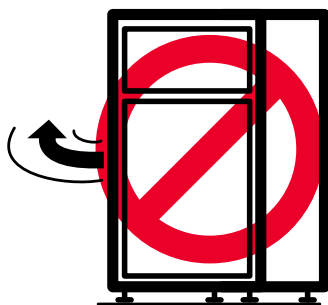
**STAND ON EDGE
WHILE MOVING
OR STORING**



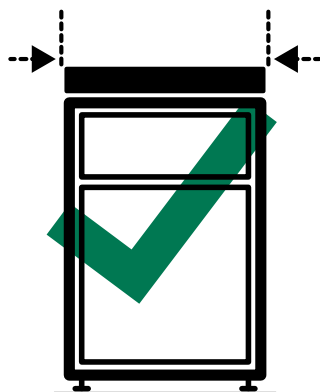
SLIDE



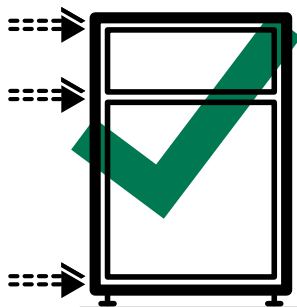
DROP



**DO NOT STORE
ON SIDE**



**TOP
CENTERED**



**GAPS
EVEN**



**HINGES
ADJUSTED**



LEVEL