

Lateral File
Drawer Removal

- Recommended Tools
- Phillips Screwdriver

1 Lateral files are equipped with an anti-tip mechanism. This consists of a nylon or polyester cord strung in such a manner that only one drawer can be fully opened at one time. This applies to both 2 and 4 drawer lateral files.

2 To remove the drawers, unlock the unit and extend the TOP DRAWER forward. Remove the two (2) screws from the inside of the drawer in the back. This will release the square eyelet block attached to the back of the drawer. Make sure rope does not exit eyelet. The drawer is now ready to be removed (Figures A & B).

3 Press the quick disconnect tabs on each side of the drawer and pull forward and upward to remove the drawer from the slide assembly (Figure C).

4 To reinstall the drawer follow Steps 2 and 3 in reverse order. Test the file drawers to insure the anti-tip mechanism is functioning properly. Not more than one drawer should open completely at one time.

WARNING: If the square eyelet block is not reinstalled correctly, the anti-tip mechanism will not function as designed and could result in injury if the unit would tip.

Figure A

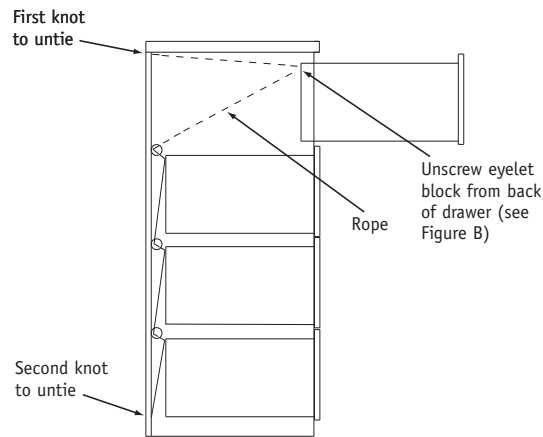


Figure B

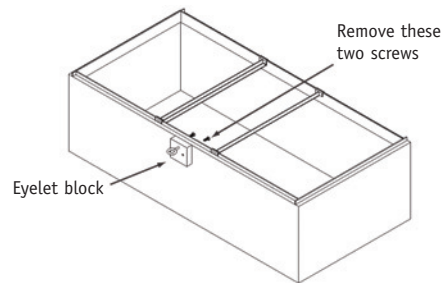
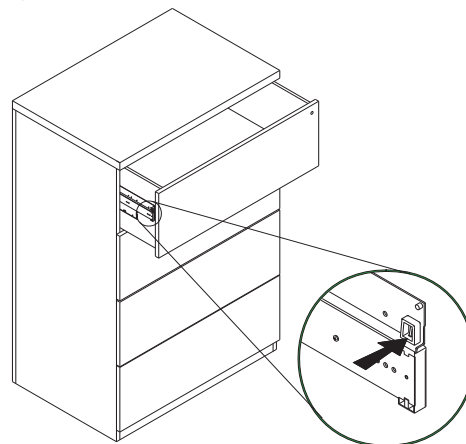


Figure C



Proper product installation, in accordance with these instructions, is the responsibility of the installing agent. If you have any questions concerning these instructions, please call National Customer Care Teams.

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