When re-configuring side-to-side file bar hardware in a single file drawer:

1. Grasp file bar near one of the two ends (Figure A).

2. Pull file bar to the nearest side of the drawer then twist and pull upward to dislodge end clip from channel (Figure B).

3. Lift opposite end of file bar to totally remove (Figure C).

4. **CAUTION:** Do not pull straight up in center of file bar as damage may occur (Figure D.)

5. Re-insert file bar in desired location by snapping both ends of bar into drawer channels.
When re-configuring side-to-side file bar and front-to-back file bar hardware in a lateral file drawer (Figure E):

6. Grasp file bars at ends nearest to side of drawer (Figure F).

7. Follow Steps 2 and 3 to remove file bars.

8. **CAUTION:** Do not pull straight up in center of file bars as damage may occur (Figure G).

9. Re-insert file bars by snapping both ends into desired locations.

   **NOTE:** Side-to-side file bars snap onto front-to-back file bars as shown in Figure E.

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 Service.