

Installing Filing Counterweight

Tools Required

- Flat Head Screwdriver
- 5/16" Hex Socket Nut Driver
- Phillips Head Screwdriver

Hardware Required

- #8 X 3/8" Phillips Head Sheet Metal Screw. (Qty: 4)
 - #10 x 1/2" Self Drilling Hex Head Sheet Metal Screw. (Qty: 2)
 - Counterweight Enclosed in Cardboard Box. (Qty: 1)
- NOTE:** Do not remove counterweigh from cardboard box. (Figure A).

Installation

1. Fully extend drawer. (Fig B)
2. While gripping and lifting near the top edge of the drawer side, hand strike the drawer side just above the extended slide to release the front locking tab. (Figure C).
3. Repeat this procedure at the rear of the drawer side.
4. Support the released end of the drawer with one hand placed underneath the drawer center.
5. Strike the opposite drawer side to release each of the locking tabs.
6. Lift drawer from the slides.

Figure A

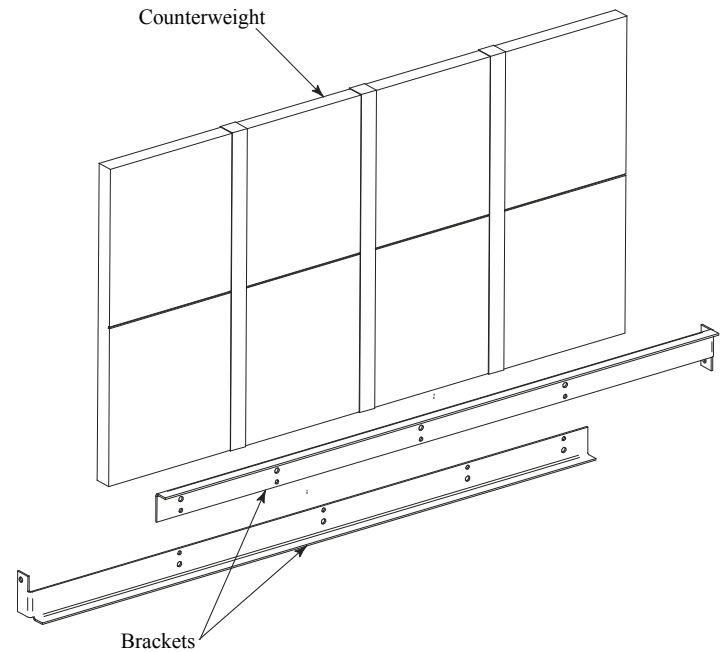


Figure B

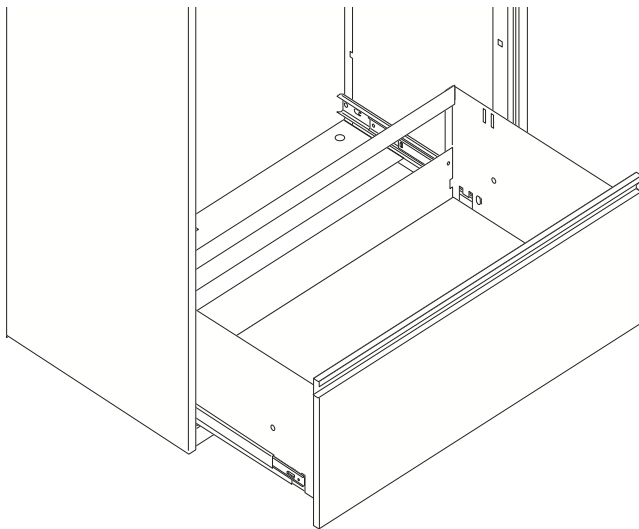
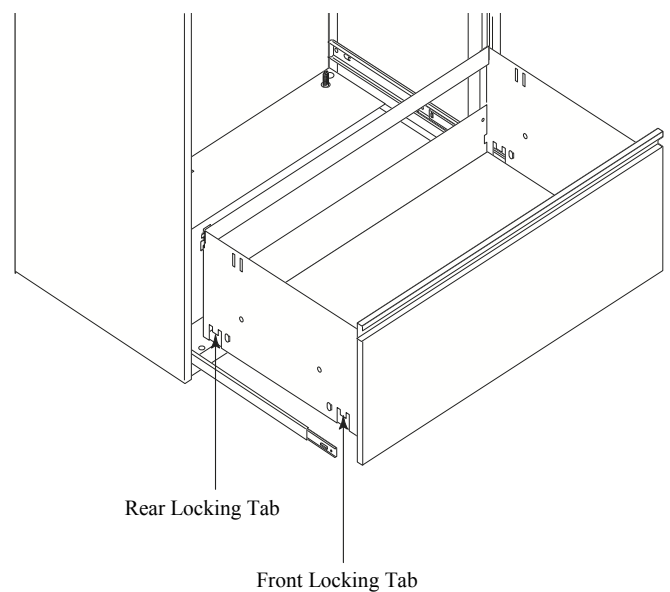


Figure C



Installation (Continued)

7. Bracket is two-part and is designed to extend to fit the width of the file. Align holes so that bracket is the proper width for the case. (Figure D).
8. Install four #8 x 3/8" Phillips head sheet metal screws to secure assembly. (Figure D).
9. Place counterweight against back of case with the counterweight lying horizontally. (Figure E). DO NOT remove counterweight from cardboard container.
10. To secure top portion of counterweight, place bracket assembly against counterweight. Align holes in end of brackets to holes in rear corners of the case and secure with one #10 x 1/2" self drilling hex head sheet metal screw per side. (Figure E).
11. Secure bottom of counterweight, locate tabs along bottom of the case and bend them up. (Figure E).
12. Replace drawer by reversing the procedure outlined on the previous page.
13. Fully extend slides from cabinet.
14. Align vertical tabs at front and rear with horizontal slot in slide and move front of drawer down until both locking tabs snap in place. (Figure F).

Figure D

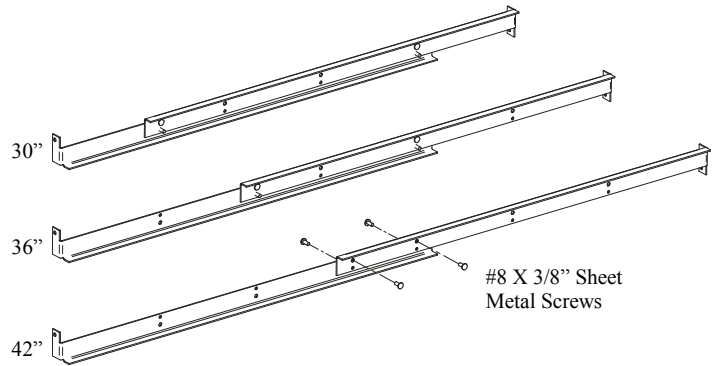


Figure E

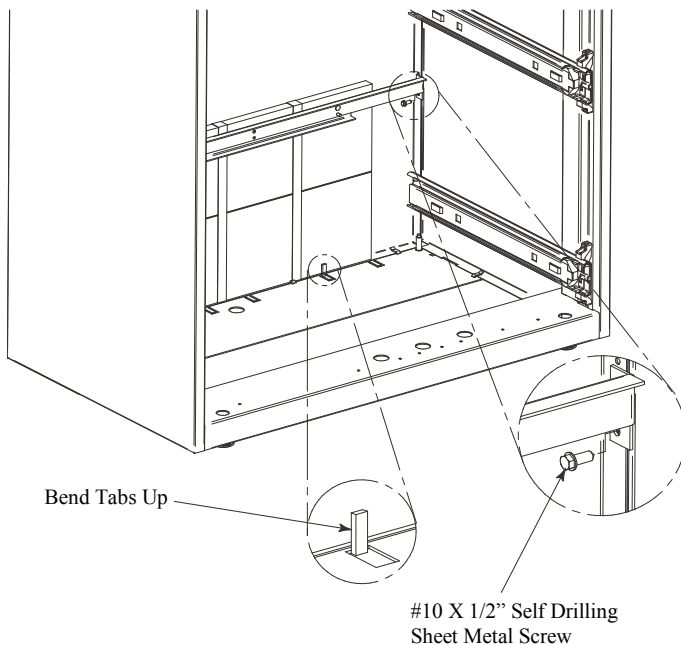


Figure F

