
LF SeriesTM Assembly Instructions

1998760 Revision A-10
Complete Series Master Packet

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 Kimball Office Customer Service.

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Footprint® Storage and Metal Filing

Lock Core Installation

Tools Required

- None

Package Contents

- 1 Lock Core/Key

Installation

Removing the shipping plug on metal filing products:

1. Do not remove the shipping lock plug until you are ready to install the lock core.
2. Remove the safety label.
3. Remove the shipping plug by pressing in tab and turning counter-clockwise to the horizontal position. Pull shipping plug backwards. You are now ready to install the lock core. (Figure A).

Installing the Hinged Lock Core:

1. The key is pre-inserted into the lock core. Do not remove the key prior to lock core installation on hinged keys.
2. Install locks in the unlocked position for all but the Bevel Profile overheads, which should be installed in the locked position. Prior to inserting the lock core/key be sure that the tenon on the end of the lock core is aligned with the cut-out at the back of the drawer/door lock housing. The position of the tenon will vary for product lines. (Figure B).
3. To install the hinged key lock core, angle the core slightly so that the raised wafer (Figure B) can be inserted into the lock housing. When the wafer is inside the housing, straighten the core and push in firmly to fully seat the core in the lock housing. (Figure C).

Figure A

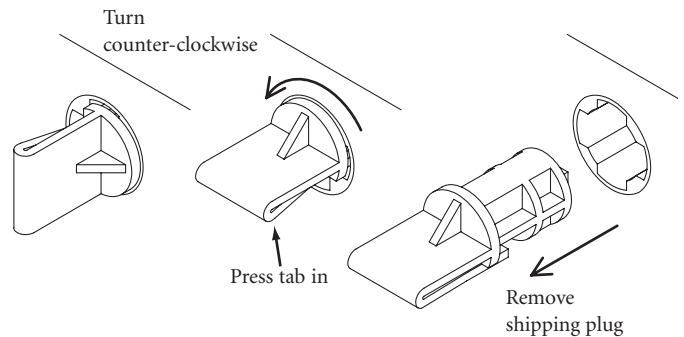


Figure B

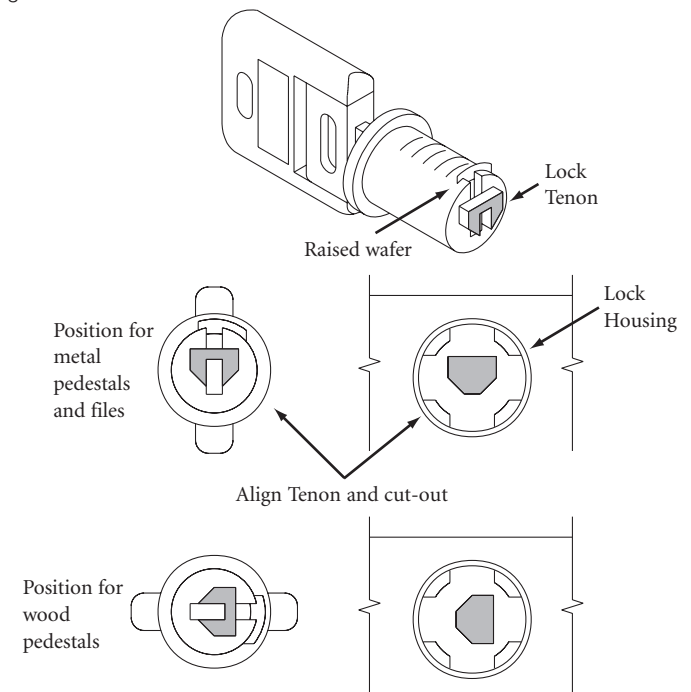
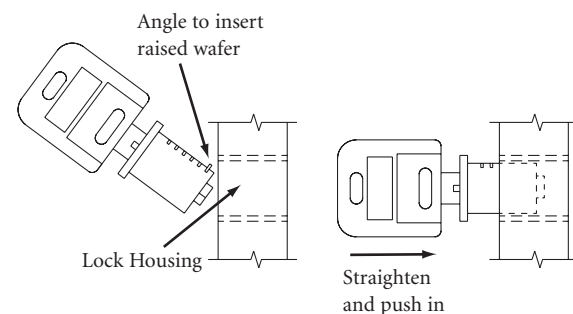


Figure C



Footprint Storage and Metal Filing

Installation (continued)

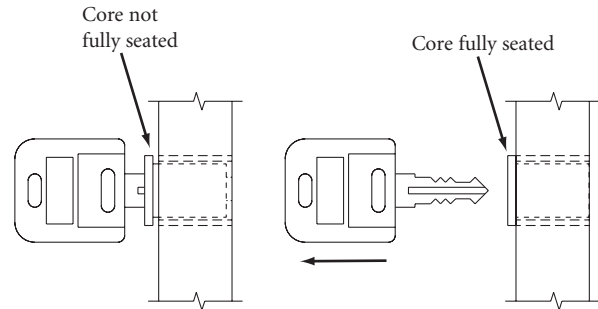
Installing the Hinged Lock Core (continued):

4. The lock core will only seat properly when the lock tenon and housing cut-out are correctly aligned. You will not be able to remove the key if the core is not fully engaged and properly seated in the lock housing. (Figure D).

Note: Removal of lock cores require a yellow Change Key, ordered separately. To remove lock core using Change Key, insert Change Key when unit is in the unlocked position. Pull out the lock core.

5. Test the lock operation.

Figure D



Fundamental®, LF Series®

Laminate File Top

Tools Required

- Phillips Head Screwdriver ■ Drill

General Information

- These instructions provide the basic information to install a Laminate File Top onto any Fundamental or LF Series Lateral File.
- File Top must equal either a single file width or the width of two files, e.g. a 72"W top onto two 36"W files. (Figure A).
- One person can perform all operations although two may be required to position larger units.

Installation

1. Top drawer must be removed to allow drilling.
2. Measure 2" in from the perimeter of the top of the file and mark the rectangle formed. Also measure the centerline of the file along with width of the top and mark where this path intersects with the rectangle formed. (Figure B).
3. Drill six 1/4" hole locations into top of file per Figure B.
4. Align File Top flush with rear of file. From inside the file, secure File Top to file using six #10 x 5/8" Phillips pan head screws provided. (Figure C).

Figure A

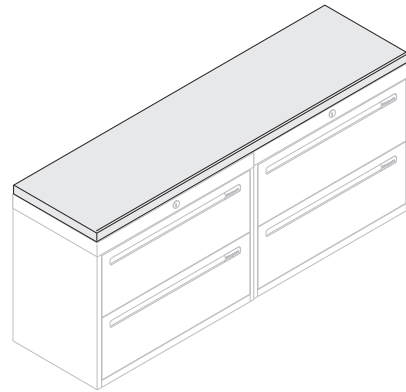


Figure B

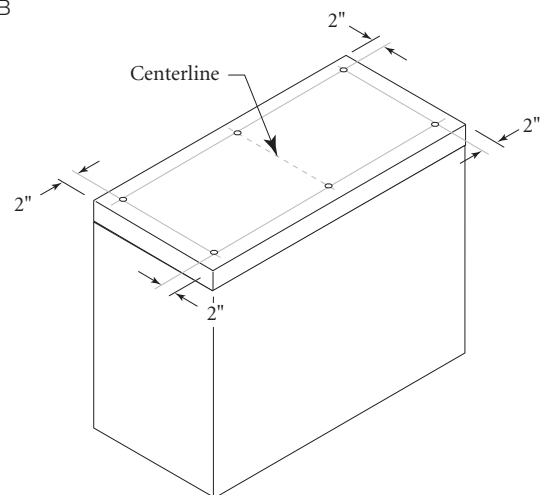
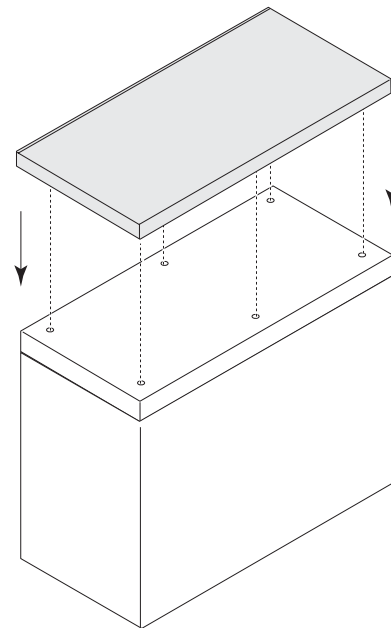


Figure C



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Fundamental[®], LF Series[®]

General Setup

Tools Required

- Flat Head Screwdriver
- Phillips Head Screwdriver
- Hammer and Punch
- Level
- #8-32 3/8" Hex Socket Nut Driver

General Information

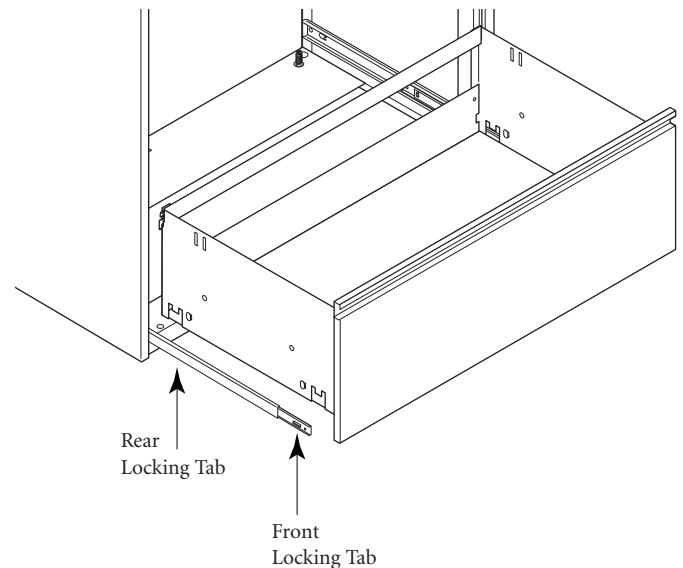
- These instructions provide the basic information to do the following in any Fundamental, LF Series: remove and reinstall drawers, and gang units.
- Fundamental ADA File only: Screw-on pulls are packaged inside drawer to prevent damage. Assemble using hardware provided.
- One person can perform all operations although two may be required to position larger units.

Installation

Removing Drawers

1. Fully extend drawer (Figure A).
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 A).
3. Repeat this procedure at the rear of the drawer side.
4. Support the released end of the drawer with one hand placed beneath the drawer center.
5. Strike the opposite drawer side to release each of the locking tabs.
6. Lift drawer from slides.

Figure A



Fundamental[®], LF Series[®]

Installation (continued)

Leveling Cabinet / Adjusting Glides

LEVELING IS CRITICAL. ALL FILES MUST BE LEVELED.

- Bottom drawer must be removed.
 - If file is heavily loaded, it may be necessary to remove additional drawers in order to adjust glides accurately.
1. Locate the four glides at each inside corner of the cabinet (Figure B).
 2. With level on top of cabinet, adjust glides by inserting flat head screwdriver into glide cutout (Figure B). Turn screw driver clockwise to raise cabinet; turn counter-clockwise to lower cabinet.

Ganging Units

- Top drawers must be removed to provide access to inside of cabinet.
 - Units must be the same height.
 - Knockouts are provided along top sides (one) of file.
1. Using hammer and punch, remove appropriate knock-outs from the outside in.
 2. Bolt together through knock-outs (Figure C). Hardware not provided.

Reinstalling Drawers

Replace drawer by reversing procedure in “Removing Drawers.”

1. Fully extend slide from cabinet.
2. 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 (see Figure D).

Figure B

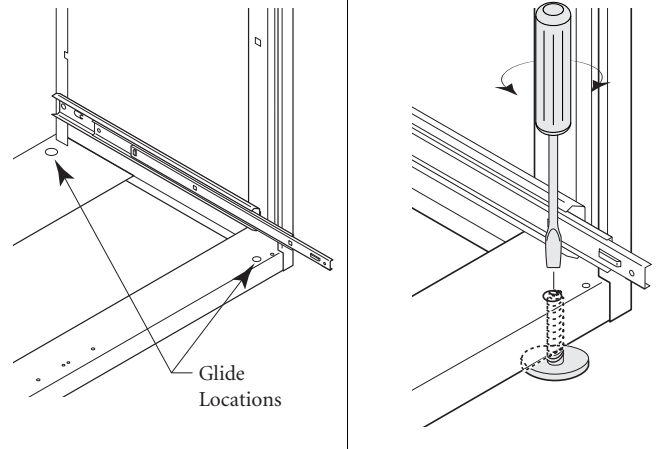


Figure C

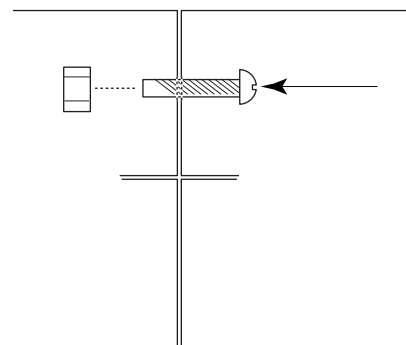
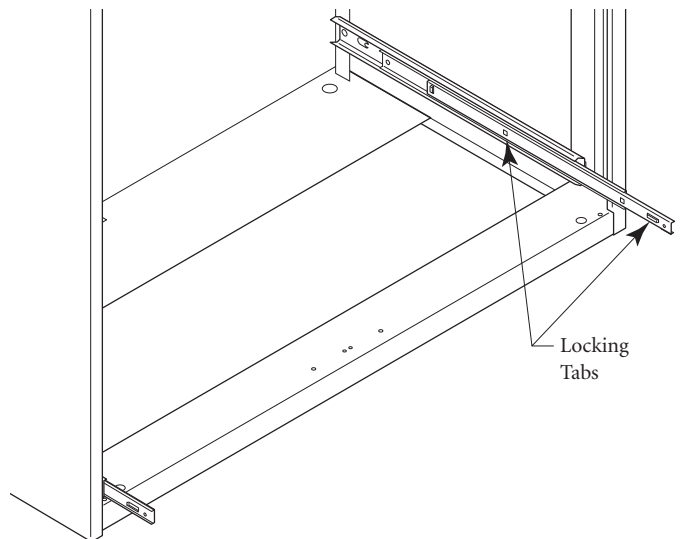


Figure D



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General Information

- These instructions provide the basic information to install a counterweight into any LF Series Lateral File.
- Lowermost drawers need to be removed to install Counterweight.
- One person can perform all operations.

Tools Required

- Drill with $\frac{5}{16}$ " Hex socket

Installing Counterweights

- Drawers must be removed.
1. Place counterweight flush against back of File on right and against stiffener on back of case (Figure A).
 2. Place counterweight bracket against counterweight and secure bracket to File using (2) #10-16x $\frac{1}{2}$ " Hex washer head self-drilling screws (Figure B).
 3. Bend tab on face of bracket inward to prevent counterweight from moving to the right (Figure B, Inset).
 4. Bend the two tabs in the base upward to retain the bottom of the counterweight (Figure C).

Figure A

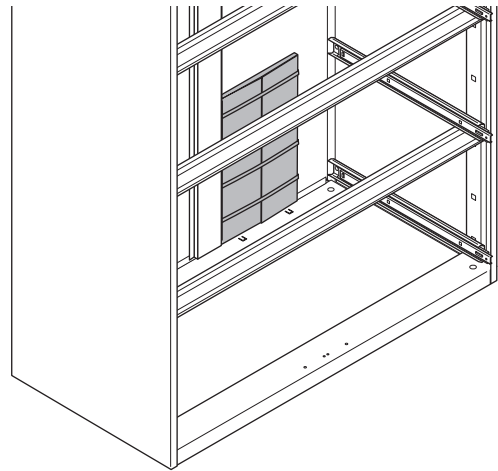


Figure B

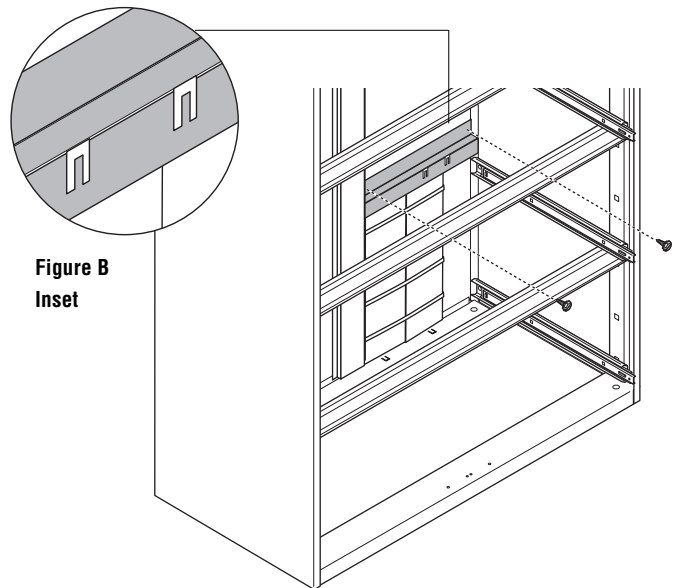
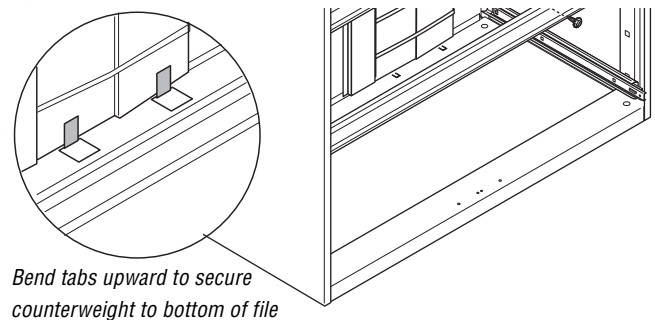


Figure B
Inset

Figure C



Bend tabs upward to secure counterweight to bottom of file

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General Information

- These instructions provide the basic information to install a base onto any LF Series Lateral File.
- All drawers need to be removed to install Base.
- One person can perform all operations.

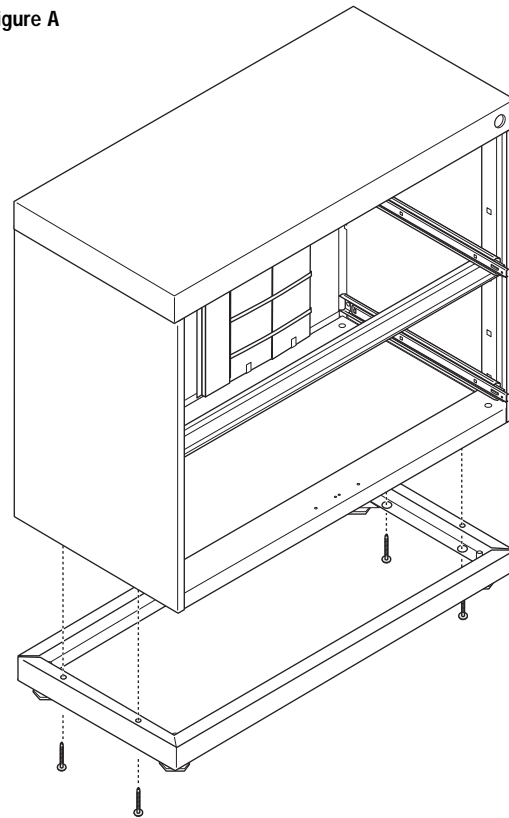
Tools Required

- Phillips head screwdriver
- Level

Installing File Base

- Drawers may be removed to allow file to be tipped on its side or turned over.
 - File Base must equal file width.
1. Tip file on its back or upside down, whichever is preferred. Remove glides from storage unit.
 2. Locate attachment holes corresponding to holes in the file Base.
 3. Align Base flush with rear of file. Secure Base to File using (four) #10x¹/₂" Phillips pan head AB sheet metal screws provided. Note that large locator holes on the underside of the Base are used to guide screw placement.
 4. Return file to upright position and place in desired location. To level, tip file forward or backward as needed and adjust glides from underside of file.

Figure A



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