

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.

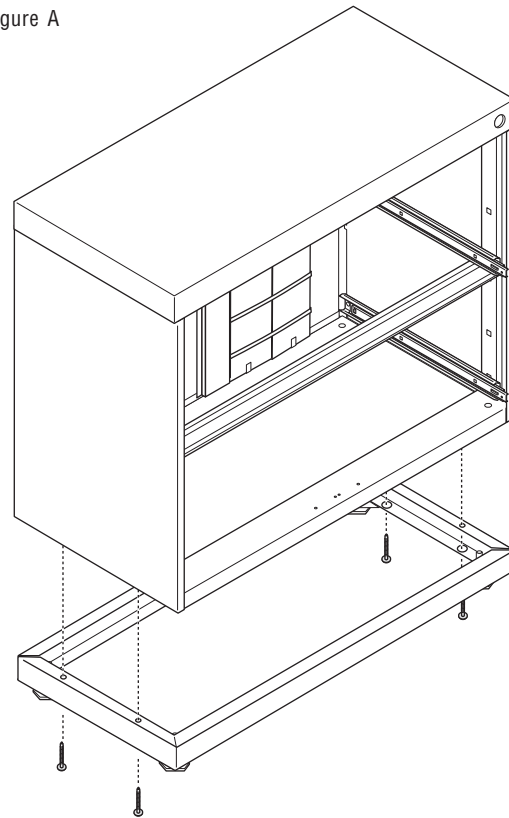
Tools Required

- 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



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 your Customer Care Team.