

Leveling

Tools Required

- 7/32" Nut Driver
- Level

Installation

Note: All floor units **MUST** be leveled as described below for appearance and proper function of doors and drawers.

1. Desk, Credenza, Return, Lateral File, Drawer Storage:

Remove all drawers as required for access to leveling glide adjustment holes.

Note: To remove drawers, refer to the Pedestal Drawer Removal Assembly Instruction sheet or the Lateral File Drawer Removal Assembly Instruction sheet.

Turn the glides fully “in” (counterclockwise) prior to leveling. Level the unit from front to back by first extending the glides on the outside corners (turn clockwise), then level the unit from side to side. Check adjustments by placing the level in the four positions shown. Adjust inside glides if applicable, to help support the desk/credenza. (Figure A).

2. Bookcase, Cabinet Storage:

The lower shelf has holes which access the leveling glides. Turn the glides fully “in” (counterclockwise) prior to leveling. Level the unit from front to back by extending the glides (turn clockwise). Level the unit from side to side. Check adjustments by placing the level in the four positions shown. (Figure B).

Figure A

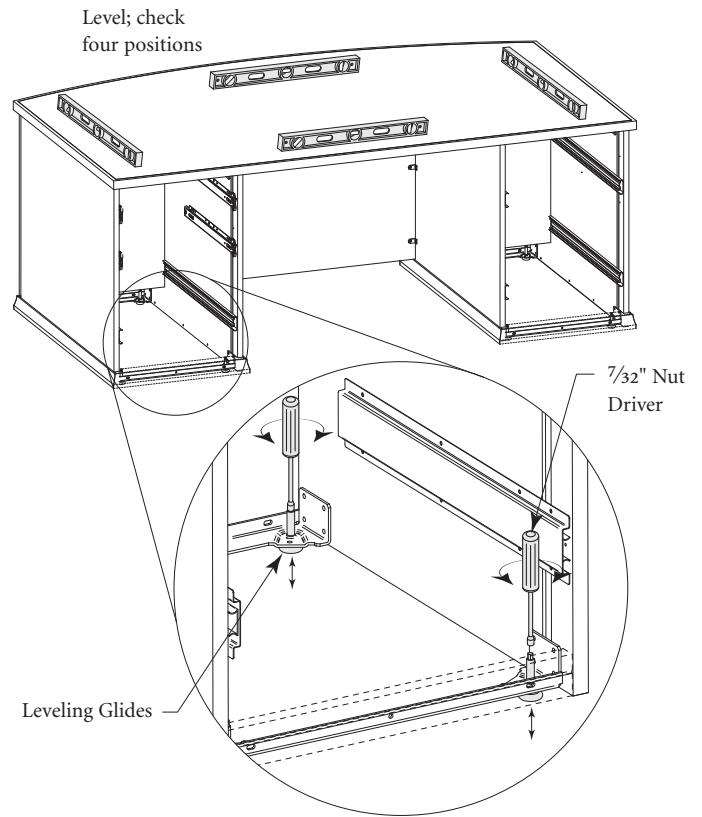
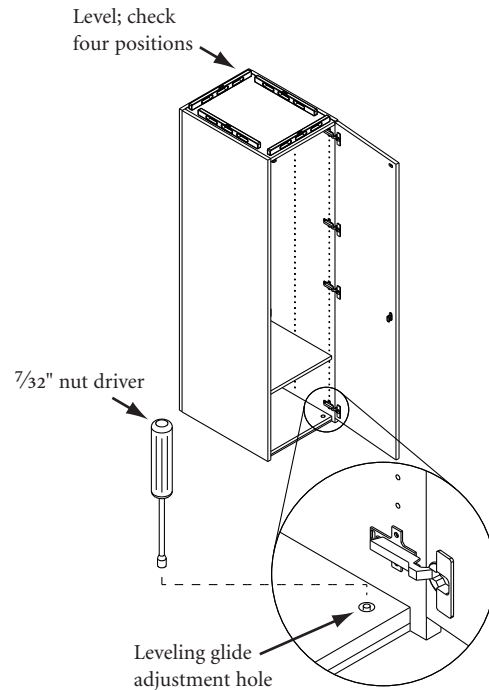


Figure B



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