

Footprint®

Square and Radius Profile Undersurface Storage

Tools Required

- Level
- Electric Drill with Phillips Bit
- Tape Measure or Ruler
- 3/16" Nut Driver or Socket

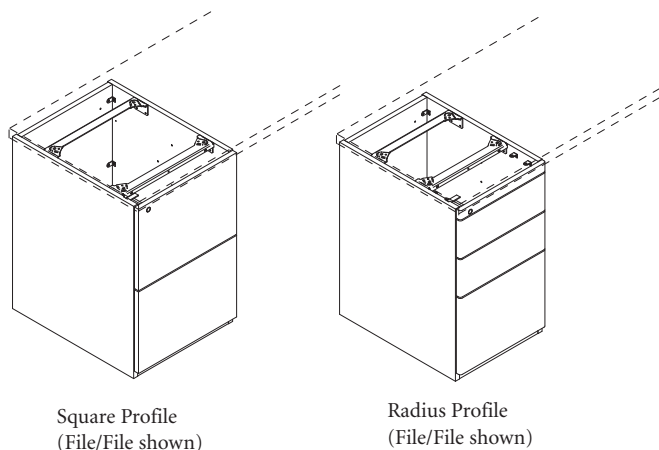
Package Contents

- Undersurface Unit
- Plastic Glide Hole Plugs (hinged door and open bookcase units only)
- #8 x 3/4" Panhead Phillips Wood Screws

Installation

Note: These instructions provide the basic information for installing Footprint radius and square profile undersurface storage units. (Figure A). The tops of the undersurface units are pre-drilled. Worksurfaces are **NOT** pre-drilled. Installation of radius profile and square profile units is similar except for the amount of recess from the edge of the worksurface outlined in Step 2.

Figure A



Square Profile
(File/File shown)

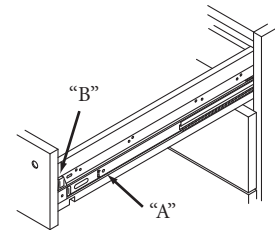
Radius Profile
(File/File shown)

1. Remove all drawers from undersurface storage unit. Kimball Office utilizes three types of drawer suspension systems: box drawer suspension, file drawer suspension and lateral file drawer suspension. Follow the steps below to properly remove both types of drawers.

Box Drawer Removal (Figure B)

- Pull the drawer to fully opened position.
- Remove the shipping screw "A" from both left and right metal suspensions.
- Simultaneously press the nylon release tabs "B" inward towards the drawer and lift the drawer off slides.

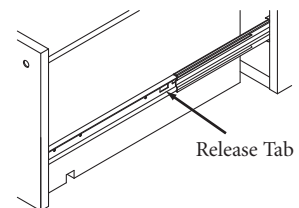
Figure B:
Box Drawer
Suspension



File Drawer Removal (Figure C)

- Extend the file drawer to its full extension.
- Locate the drawer slide release tab, in the approximate location shown, on each side of the drawer.
- Press tabs in and pull drawer straight out until slide drawer members disengage from cabinet members.

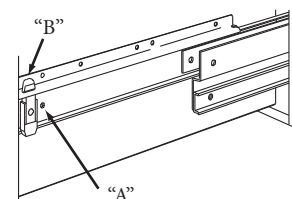
Figure C:
File Drawer
Suspension



Lateral File Drawer Removal (Figure D)

- Pull the drawer to fully opened position.
- Remove the shipping screw "A" from both left and right metal suspensions.
- Simultaneously press the nylon release tabs "B" inward towards the drawer and lift the drawer off slides.

Figure D:
Lateral File Drawer
Suspension



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Installation (continued)

- Slide unit into position under worksurface. Using a $\frac{3}{16}$ " nut driver or socket, adjust glides in base of cabinet to snug the unit against the worksurface. For **RADIUS** profile units, recess the face of the lock rail $\frac{1}{8}$ " from the front edge of the worksurface. (Figure E). For **SQUARE** profile units, recess the front of the storage chassis $\frac{7}{8}$ " from the front edge of the worksurface. (Figure E).
 - Attach unit to worksurface using #8 x $\frac{3}{4}$ " wood screws (provided) inserted through $\frac{3}{16}$ " diameter holes in metal stretch-rails. (Figure F). Level the installed unit either by placing the level on top of the worksurface or inside the bottom of the installed unit. Level front to back, then side to side using a $\frac{3}{16}$ " nut driver or socket to adjust glides. (Figure F). When unit is level make sure all glides are snug to the floor.
- Note:** In cases of uneven floors, glides may not be able to adjust enough to level the unit and be snug against the floor. A longer glide must be used (not provided). Contact Customer Service for service part model number.

Figure E

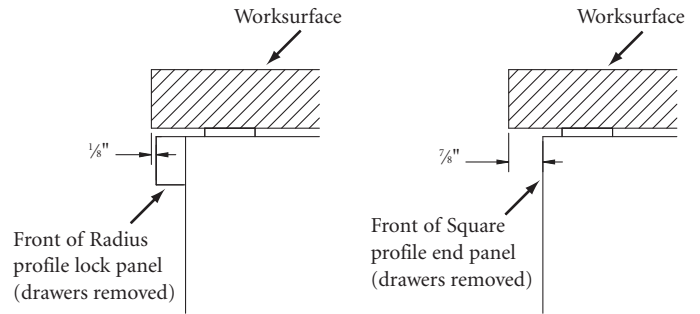
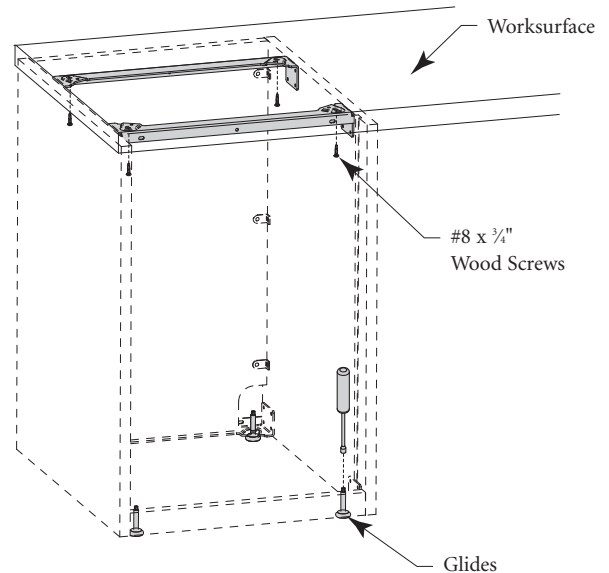


Figure F



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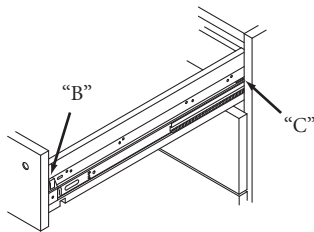
Installation (continued)

4. When unit is level, follow the steps below to properly replace box drawer suspension, file drawer suspension, and lateral file drawer suspension.

Box Drawer Replacement (Figure G)

- Extend drawer slides.
- Engage rear of rail "C" and begin lowering the drawer.
- Lower the drawer until nylon tabs "B" enter holes in rail. Listen for a click as the drawer locks into slides.

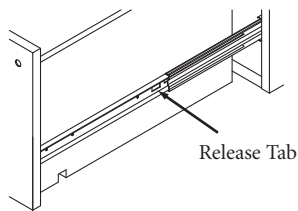
Figure G:
Box Drawer
Suspension



File Drawer Replacement (Figure H)

- Extend slide cabinet members.
- Make sure chrome ball bearing member is also forward.
- Carefully align slide drawer members with cabinet members and gently push drawer closed. Check for proper alignment by inspecting drawer front margins for spacing and squareness.

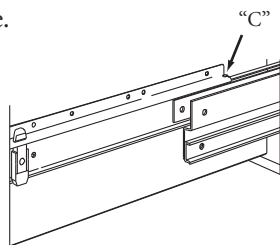
Figure H:
File Drawer
Suspension



Lateral File Drawer Replacement (Figure I)

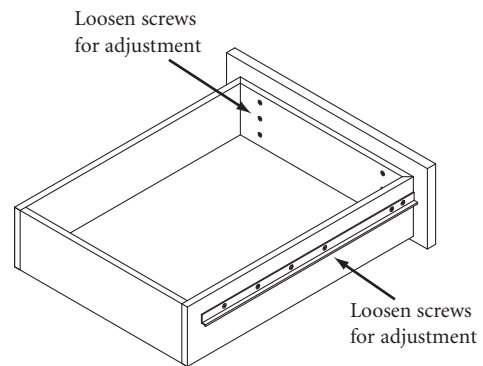
- Extend drawer slides half way.
- Place the drawer on slides and hook drawer rails beneath rear rail hooks "C".
- Click release tabs into place.

Figure I:
Lateral File Drawer
Suspension



5. If necessary, adjust drawer fronts. Loosen, do not remove, screws on drawer slides or screws inside drawer front to achieve proper alignment. Re-tighten all screws. (Figure J).
6. Install lock core in unit. Reference Footprint Storage and Metal Filing assembly instruction included with the lock core.

Figure J



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Installation (continued)

7. To install hinged door unit, slide unit into position under the worksurface. Follow recess guidelines as described in Step 2. Attach unit to worksurface using #8 x 3/4" wood screws provided. Use pre-drilled holes as a guide. Level unit as described in Step 3. Make sure all glides are snug to the floor. Install plastic glide hole plugs and lock core in unit. When installation is complete, it may be necessary to adjust the doors for proper alignment and consistent reveal. (Figure K).
 8. Figure L shows door hinge detail.
 9. Figure M shows the doors out of alignment vertically (no gap between doors). To correctly align, turn screw "A" (see hinge detail) clockwise to decrease margin or counter-clockwise to increase margin. There should be a slight gap (approximately 1/4") between doors.
 10. Figure N shows the doors out of alignment horizontally. To correctly align, slightly loosen screw "B" (see hinge detail). Reposition door up or down to properly align, then re-tighten screw "B".
- Note:** Horizontal misalignment can also occur if unit is not level.
11. Figure O shows the doors out of alignment with side of unit. To correctly align, slightly loosen screw "C" (see hinge detail). Reposition door to properly align, then re-tighten screw "C".

Figure K

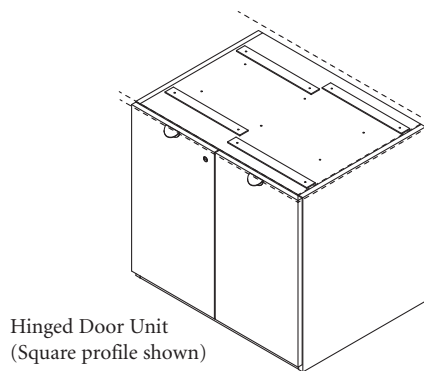
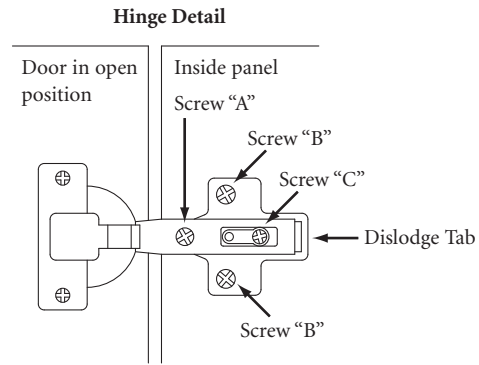


Figure L



Figures M, N, and O

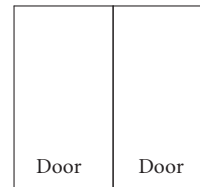


Figure M
No gap between doors. Gap should be approximately 1/4".

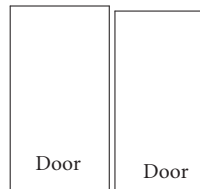


Figure N
Out of alignment horizontally

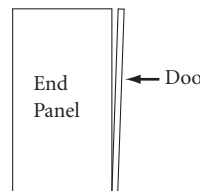


Figure O
Out of alignment to chassis

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Installation (continued)

12. To install open bookcase, slide unit into position under worksurface. Adjust the glides to snug the unit against the worksurface. Follow recess guidelines for square profile units as described in Step 2. Attach unit to worksurface using #8 x 3/4" wood screws provided. Use pre-drilled holes as a guide. Level unit as described in Step 3. Make sure all glides are snug to the floor. Install plastic glide hole plugs. (Figure P).
13. All drawers ship standard with filing hardware. Hardware is changeable to accommodate different filing needs. (Figure Q).
 - Loosen or remove screws in drawer side file bar.
 - Reposition file bar(s) into desired notch(es).
 - Re-insert or tighten screws.

Figure P

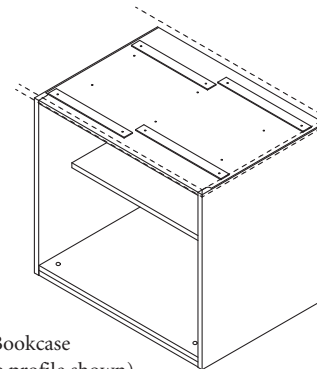
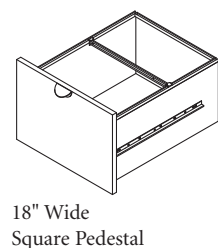
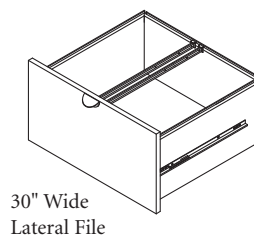
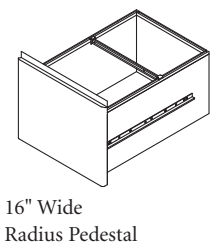
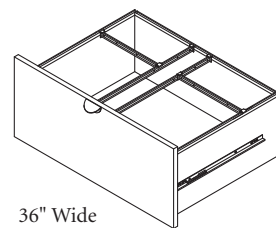


Figure Q



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Installation (continued)

14. **Note:** Due to defacing of the units, ganging is **NOT** recommended if future reconfigurations of the units are anticipated.

When ganging, install and level first unit. Then slide next unit into position. Use C-clamp(s) to help align the units. Make sure side panels are flush with no gaps. Attach pedestals to worksurface with #8 x 3/4" wood screws provided. Pre-bore through the side panel of one unit and attach it to the other with two (2) #8 x 1/4" wood screws (not provided). Level both units and snug all glides. (Figure R).

When side of pedestal will be exposed:

- Specify pedestal reveal strip separately to fill in the space between top of pedestal and bottom of worksurface.
- The reveal strip must be attached to the pedestal before the pedestal is installed under the worksurface.
- To mount the pedestal reveal strip, the horizontal spacers on top of the pedestal will need to be modified on the exposed end of the pedestal.
- The pedestal reveal strip is shipped with pre-attached double-sided adhesive tape. Remove the protective backing from the adhesive and attach the reveal strip to the prepared space on top of the pedestal.
- Make sure the reveal strip is centered front to back and flush with the edge of the pedestal. Press firmly to ensure good adhesion. (Figure S).

Figure R

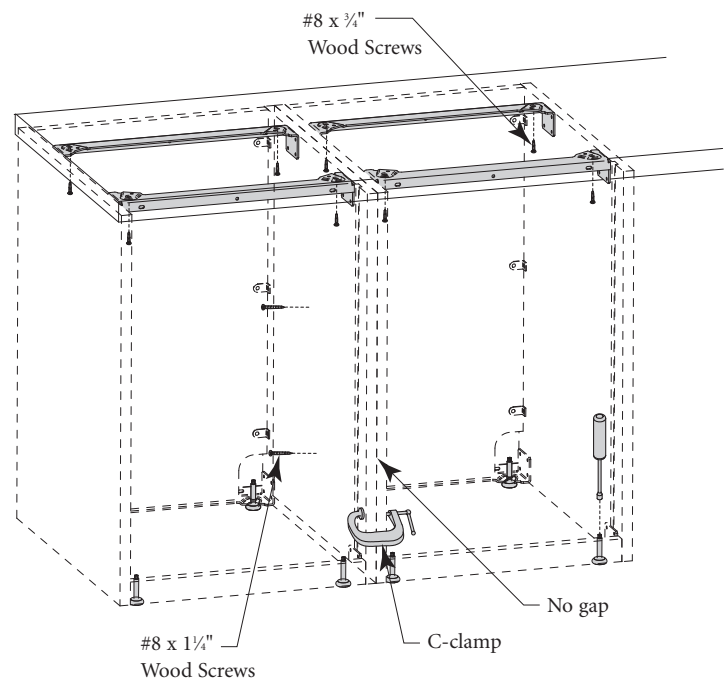


Figure S

