

## Flat Undersurface Storage

### Tools Required

- Level
- Electric Drill Phillips Bit
- Flat Head Screwdriver
- 3/16" Nut Driver or Socket
- Tape Measure

### Package Contents

- 1 Undersurface Unit
- QTY. 4 or 6 (varies per unit) #8 x 1 1/2" Panhead Phillips Wood screw

### Installation

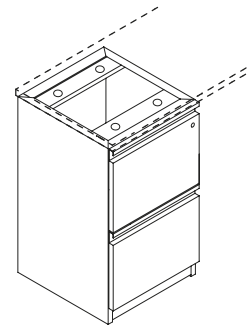
- **Note:** These instructions provide the basic information for installing Footprint flat profile undersurface storage units. (Figure A). The tops of the undersurface units are pre-drilled. Worksurfaces are NOT pre-drilled.

1. Remove all drawers from undersurface storage unit.

### Box Drawer

- Begin with top drawer. (Figures B and C). Extend drawer fully. Put one hand underneath drawer. Insert flathead screwdriver between slide and drawer body close to the front engagement area to unlock drawer
- Lift front of drawer up to disengage from front drawer slide channel hooks.
- When front of drawer is disengaged, pull entire drawer towards you, supporting it from the bottom. This should disengage drawer from rear drawer slide channel hooks.
- Set all drawers aside and slide drawer channels back into case. **DO NOT** try to remove the entire drawer slide.

Figure A



Flat Profile  
(File/File Shown)

Figure B

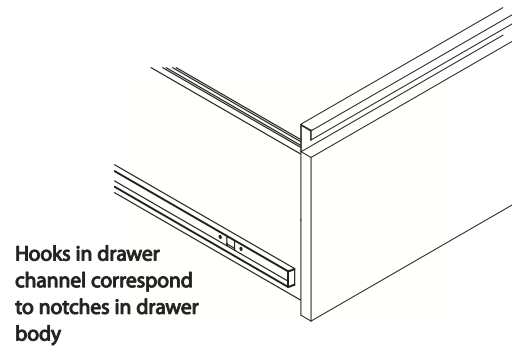
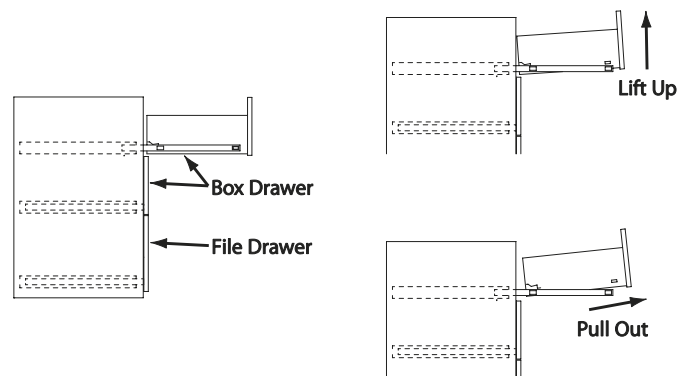


Figure C



## Installation (continued)

1. (continued)

## File Drawer

- Extend drawer fully. (Figure D).
  - Each drawer slide has a lever: one is depressed, the other is lifted. Simultaneously while lifting and depressing the levers, hold drawer level and pull drawer towards you. This should disengage drawer from pedestal.
  - Set drawer aside and slide drawer channels back into case, making note of which locations drawers are being removed from. **DO NOT** try to remove the entire drawer slide.
- Slide undersurface storage unit into position under worksurface. Using a  $\frac{3}{16}$ " nut driver or socket, adjust the glides in the base of the cabinet to snug the unit against the underside of the worksurface. Recess the face of the drawer  $\frac{1}{8}$ " from the front edge of the worksurface. (Figure E).
  - Attach unit to worksurface using #8 x  $1\frac{1}{2}$ " wood screws provided. (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. When unit is level, make sure all glides are snug to the floor. (Figure F).

**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.

- When unit is level, pull drawer slides out and reinstall drawers into the same locations from which they were removed.

**Note:** To reinstall drawer, extend slide cabinet members. Ensure 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 looking at drawer front margins for spacing and squareness.

- If necessary, adjust drawer fronts for alignment and equal spacing. Loosen, do not remove, screws inside drawer fronts to achieve proper alignment. When drawer front is properly aligned, re-tighten all screws. (Figure G).
- Install lock core in unit. Reference Footprint Storage and Metal Filing assembly instruction included with the lock core.

Figure D

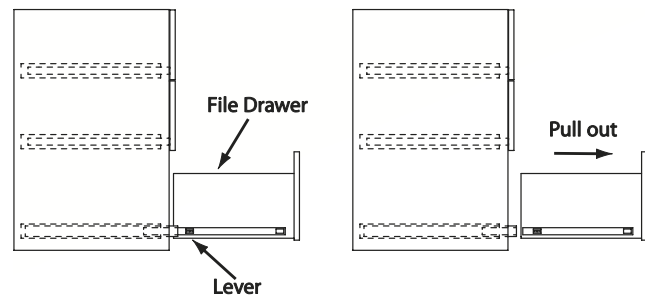


Figure E

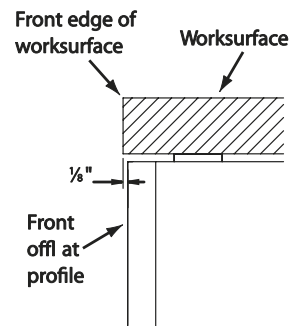


Figure F

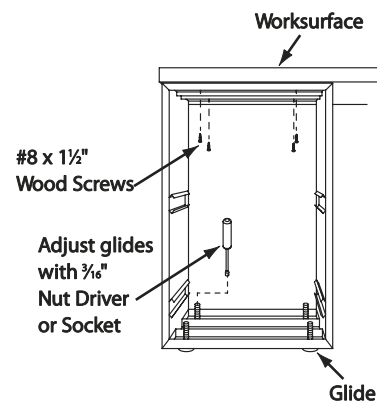


Figure G

