

Footprint®

Lateral File with Hinged Door Storage

Tools Required

- Level
- 3/8" nutdriver or socket with ratchet
- Phillips screwdriver

Description

These instructions provide the basic information for leveling the lateral file and adjusting the hinged door (Figure A).

Installation

1. Position lateral file in the desired location.
2. Close hinged doors and all drawers.
3. Remove bottom drawer: Extend the drawer fully; remove shipping screw from each slide on drawer; disengage drawer slides by lifting up on the tabs near front of each slide; and pull drawer forward and upward to remove (Figure A).
4. Level the unit by using the 3/8" nutdriver or socket to adjust the floor glides in the bottom panel. When unit is level make sure all glides are snug to the floor (Figure B).
5. Pull bottom drawer slides out and install drawer in reverse order outlined in step 3. Ensure drawer slides catch under rear rail hooks (Figure A).

Figure A

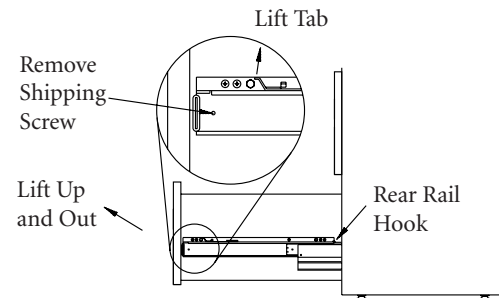
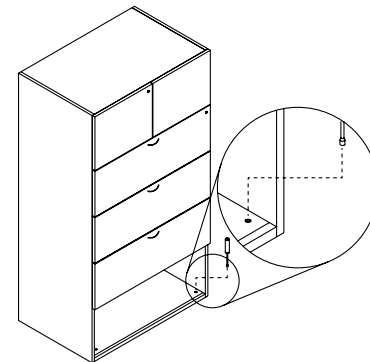


Figure B



Lateral File with Hinged Door Storage, continued

6. Adjust door alignment as necessary. There should be a slight gap between the doors and doors should be level with each other when they are properly aligned.

Doors out of horizontal alignment (Figure D): Turn screw labeled “A” (Figure C) clockwise to decrease margin or counterclockwise to increase margin.

Doors out of vertical alignment (Figure E): Loosen screws labeled “B” (Figure C). Reposition door up or down for proper alignment. Retighten screws.

Note: Vertical misalignment can also occur if unit is not level.

Doors out of alignment with the side of the overhead (Figure F): Slightly loosen screw labeled “C” (Figure C). Reposition door. Retighten screw.

Figure C

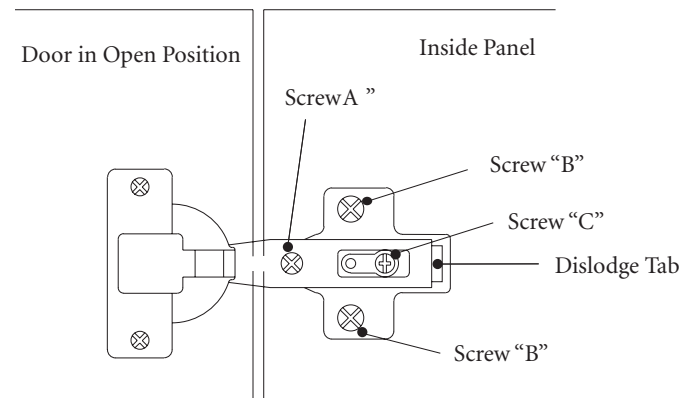


Figure D

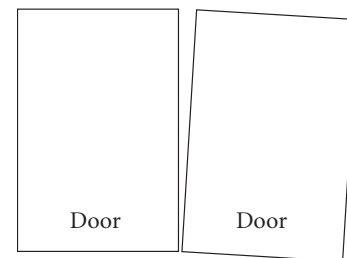


Figure E

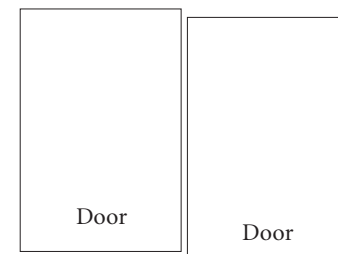


Figure F

