

# Footprint®

## File Center

### Tools Required

- Level
- Drill with #2 Phillips Bit
- Flat Head Screwdriver
- 3/16" Hex Head Wrench

### Product Required

- Metal to worksurface: #10 X 1" Philips Pan Head Drill Screws.
- Four spacers for use with systems surfaces only

### General Information

- These instructions provide the basic information to install Footprint Flat Profile File Center. (Figure A):
  - To Kimball systems TRAXX®-mounted, panel-mounted and modular worksurfaces.
- Panel-mounted systems worksurfaces are illustrated.
- One person can perform all operations, although two may be required to handle larger, heavier units.

### Removing Drawers

- Drawers must be removed to secure storage to worksurface. To remove box drawers and lateral file drawer:
  1. Begin with top drawer and extend drawer fully. (Figure B). *Note: Hooks in drawer channel correspond to notches in drawer body.*
  2. Insert flat head screwdriver in between drawer and slide. Pry slide away from drawer slightly. (Figure C).
  3. Put one hand underneath drawer. Lift front of drawer up to disengage from front drawer slide channel hooks. (Figure C).
  4. 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. (Figure C).
  5. Set all drawers aside and slide drawer channels back into case. Do not try to remove the entire drawer slide.

### To Remove File Drawer

1. Extend drawer fully. (Figure D).
2. 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 toward you. This should disengage drawer from file center unit.

Figure A

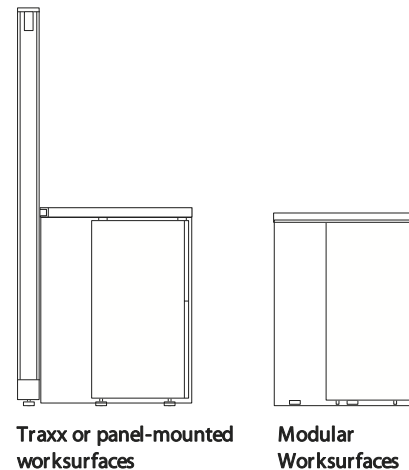


Figure B

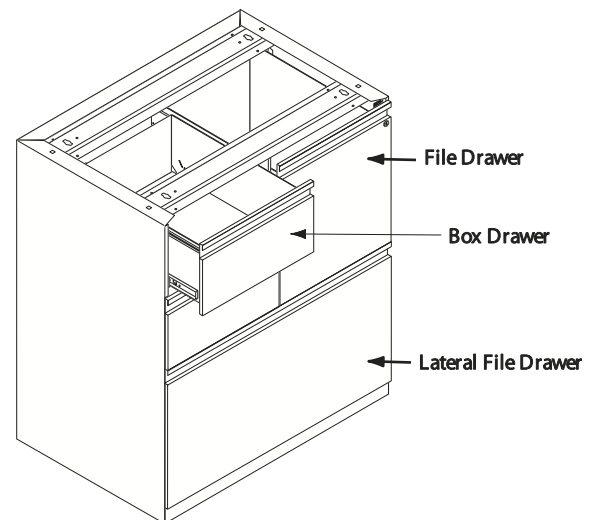
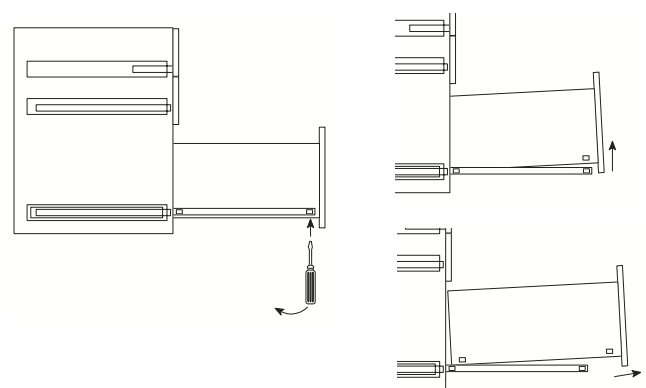


Figure C



(Continued)

3. Set drawer aside and slide drawer channels back into case.  
Do not try to remove the entire drawer slide.

**Installation**

- A wing panel or full end panel is required. (Figure E). 3/16" Hex Head Wrench
1. Install any adjacent support brackets first.
  2. Slide File Center under worksurface and position so that the worksurface extends 1/8" beyond where the drawers would be if they were installed. Mark hole locations accordingly.
  3. Lay worksurface on level ground, front edge closest to you. Secure #10x1" screws to worksurface in front and rear pre-marked holes. **DO NOT** tighten screws all the way down; leave about 1/4" of the screw head exposed. You'll use these screws to align storage position.

Systems Only:

4. Place spacers provided, one at each corner of file center. (Figure E).
5. Lay worksurface on top of file center and align front and rear "keyholes" in top of file center to screws pre-installed to worksurface.

*Note: If "keyholes" and screws in worksurface do not align, remove screws from worksurface and reinstall with worksurface laying on top of file center.*

Modular Casegoods Only:

6. Install modesty panel and remaining support.

Systems and Modular Casegoods:

7. Secure storage to worksurface (**THROUGH** spacers, if used) with remaining #10x1" screws provided.
8. Adjust glides as needed with hex:
  - Right to lower
  - Left to raise

**Drawer Replacement (Figure F)**

- 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 D

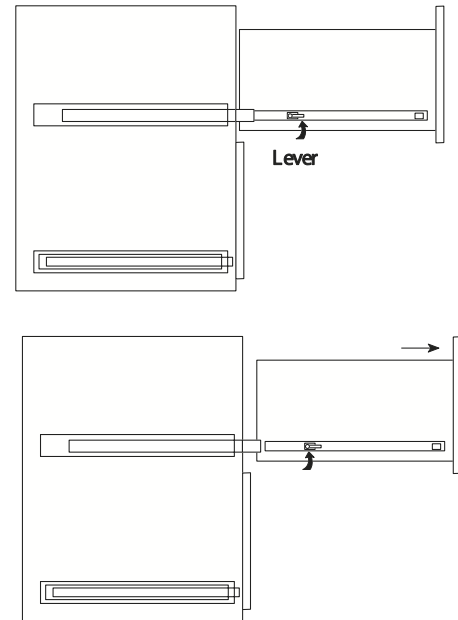


Figure E

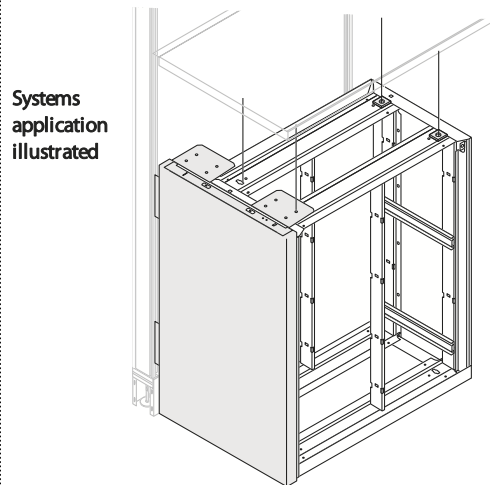


Figure F

