Pre-Installation
Before you begin installation:
1. Read through the installation procedure before starting the project.
2. Understand all safety statements.
3. Make sure your shelving system will fit within the desired location.
4. Plan to assemble the shelving system where it will be used. Once fully assembled, the unit may be difficult to move.
5. Have the necessary tools for assembling and leveling the unit.

Required tools include:
- Power Screwdriver or Portable Hand Drill
- Phillips Driver Bit
- Leveling Device
- Utility Knife
- Dead Blow Hammer
- Slotted Screwdriver (assorted sizes)
- Phillips Screwdriver (assorted sizes)
- Measuring Rule or Tape

Assembly of Base Unit
NOTE: The following base shelving unit installation steps are presented as a reference guide. For complete four-post shelving assembly instructions, refer to the 4-Post Shelving Installation Manual.

NOTE: Assemble the unit from the bottom up. Use two people to ease assembly.
1. Hold closed uprights (A) in place and temporarily insert a shelf support (B) near the midpoint of the back posts to space the uprights.
2. Place the bottom rear shelf support in place with the rivet tabs pointed down. If a 2-1/2” front base is to be used, insert the rivets in the 1st and 2nd full keyhole slots. For a 4” front base use the 2nd and 3rd full keyhole slots.
3. Use a dead blow hammer to drive the shelf support in place.
4. Insert front base (C) behind the upright front posts and insert front bottom shelf support with rivet tabs pointed down. If a 2-1/2” front base is to be used, insert the rivets in the 1st and 2nd full keyhole slots. For a 4” front base use the 2nd and 3rd full keyhole slots.
5. Insert shelf supports at the top of the unit and drive them into place with a dead blow hammer.
6. Move the unit to it's final destination and begin installation of drawers/doors. Level and plumb at this point to assure proper drawer/door fit and alignment.
7. Place the canopy/shelf (D) on top of the unit when drawer/door installation is complete.

⚠️ Warning
Wear eye protection and other applicable safety equipment while assembling your shelving system. Know how to safely operate the required power tools before starting this project.

⚠️ Important
ALWAYS load shelving from the bottom up and evenly from both sides on a double faced unit.
**Installation**

**Drawer Assembly**

- **Important**
  
  **DO NOT skip this step. The safety interlock wedge is required for the safety interlock mechanism to work.**

**NOTE:** A safety interlock mechanism/wedge is not required if there is only one pull-out drawer installed in a shelving unit.

1. If required, use the screw provided to fasten the safety interlock wedge (E) to the left, front side of the drawer interior (F). The interlock wedge is included with the safety interlock module.

![Diagram of safety interlock wedge](image1)

![Diagram of drawer assembly](image2)

2. Attach the drawer interior to the drawer face (G) with the four (4) screws provided.

3. Remove the backing tape from the label holder (H) and insert it in drawer pull (I). The label holder can be located at any position in the drawer pull but, for appearance purposes, it is best to locate all the label holders in the same position when using more than one pull-out drawer.

![Diagram of label holder](image3)

4. The optional lock cover is installed between the drawer body and drawer front. The same screws that hold the front to the drawer also hold the lock cover in place. A spacer is required to provide adequate room for the lock mechanism.

![Diagram of lock cover installation](image4)

**Installing the Drawers**

1. Insert a safety interlock shelf (J) on the previously installed bottom shelf supports.

**NOTE:** A safety interlock shelf MUST be used as the bottom shelf if a pull-out drawer is located here and a safety interlock mechanism is required. A safety interlock mechanism IS required if there is MORE than one pull-out drawer in a shelving unit.

2. Make sure there are two left and two right mounting brackets (K) for the drawer type you are installing. If installing the 4-1/2" storage drawer, make sure the proper mounting bracket is used.

3. Place the mounting brackets in the lowest keyhole slots above the shelf and gently tap in place until the spring tab is seated into place. This will be the location for the lowest pull-out drawer located in the shelving unit.

**Important**

*The mounting brackets have a spring tab that locks the bracket into position. When installing the brackets make sure the spring tab is seated properly in the upright by viewing it's position in the cutout 'window'. Failure to follow this step could cause a drawer to dislodge.*

![Diagram of mounting bracket installation](image5)
7. Locate a left and right drawer slide (N). To identify a left or right slide, the flanges must be facing up when the slide is facing the inside of the base unit.

8. Insert the slide into the corner slot on the rear mounting bracket and into the square hole on the side of the front mounting bracket.

9. Extend the slide to increase leverage and push down gently to lock the slide into place. Pull up gently to make sure the slide is securely locked in place.

10. Repeat steps 8 and 9 for the other drawer slide.

11. Fully extend both drawer slides and place the drawer on the slide flanges. Gently push down on the drawer until it is locked in place.

12. Push the ‘flip switch’ to place the interlock module in the forward position.

13. Slide drawer in as far as possible and engage slide detents. When the drawer is fully closed, the drawer face is flush with the uprights.

14. Place the mounting brackets for the next drawer in place noting that the bottom of the mounting bracket is flush with the top of the drawer face that was just installed.

15. Repeat steps 3 - 13 until all drawers are installed.

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**Important**

Make sure that the slides are locked firmly in place to prevent the slide from dislodging.

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**Important**

A shelf support MUST be placed at the maximum height of 49-1/2” and each 15” thereafter. Please note that shelf supports can be placed before the maximum height of 49-1/2”, for example 48”, if the drawer and door combination dictates it but, shelf supports must still be placed at maximum 15” separation thereafter. Shelf supports may require the use of a safety interlock shelf, so plan accordingly. Refer to your arrangement drawing for location.
Installation

Installing Double Face Drawers

Installation of double face drawers is the same as for standard single face applications with one exception. A carrier bracket is used to span the two mounting brackets. Mounting of the drawer slides and drawers remains the same. A special mounting bracket is required, so plan accordingly.

Installing Standard Receding Doors

NOTE: The top of the mounting brackets are placed at the height equal to the height of the door. For example if the door is 11" high, then the top of the mounting bracket is placed 11" from the previous shelf or door/drawer.

NOTE: The scissors mechanism and hinges are mounted do door prior to shipment. This unit must be disassembled prior to installation.

6. Loosen the retainer screw on each of the hinges and remove the door from the scissors mechanism.

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**Important**

The mounting brackets have a spring tab that locks the bracket into position. When installing the brackets make sure the spring tab is seated flush with the upright by viewing it’s position in the cutout ‘window’. Failure to follow this step could cause a door to dislodge.

1. Place the mounting brackets in the keyhole slots so the top of the bracket will be at the top of the door face. Gently tap in place until the spring tab is securely seated.

2. Locate a left and right door slide (P). To identify a left or right slide, the flanges must be facing up and to the inside with the closed end facing the front as shown.

3. Insert the slide into the corner slot on the rear mounting bracket and into the square hole on the side of the front mounting bracket.

4. Secure the slide to the mounting bracket with the provided screws.

5. Repeat steps 3 and 4 for the other slide.
7. With the hinges of the scissors mechanisms facing down and towards the front, slide the scissors mechanism onto the slides as shown.

**NOTE:** All moving surfaces are lubricated during assembly. These surfaces naturally attract dirt. To ensure smooth operation, the receding door runners and the ball bearing race in scissors mechanism should be cleaned and a small amount of white lithium grease reapplied.

8. Secure the rear bracket to the slides using the screws provided. Make sure the screws are mounted through the proper holes for the receding door size as noted above. One per side required.

9. Install the provided rubber ‘bumper plug’ (S) into the top corner of each front mounting bracket.

**NOTE:** If a roll-out drawer was previously installed, place a rubber ‘bumper plug’ at each bottom front corner of the drawer interior at this time.

10. Pull the scissors mechanism forward and loosen the door mounting screws until approximately 1/4" of threads are visible.

11. Slide the door mounted hinges into the opening in the scissors mechanism hinges and tighten the screws securely.

12. Pull door and pivot down to close.

13. Remove the backing tape from the label holder and insert it in the left side of the door pull. The label holder can be located at any position in the door pull but, for appearance purposes, it is best to locate all the label holders in the same position when installing more than one receding door.

**NOTE:** Remove key from lock before sliding door to retracted position.

14. Repeat steps 1 - 13 for installation of additional receding doors.

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**Receding-Door Adjustment (Excludes Slimline Receding Doors)**

**NOTE:** Follow this procedure to adjust the gap at the bottom of the receding door so it is even across the entire length of the gap.

To adjust the alignment of the receding doors:

1. Loosen retainer screw.
2. Turn adjustment screw counter-clockwise to raise door side or clockwise to lower door side.
3. Tighten retainer screw.
4. Repeat steps 1 - 3 for the other side if necessary.
Installing Slimline Receding Doors

NOTE: Slimline receding doors are used where there is a 15" base unit depth and the required door height is 12-1/2" or 14". A wheel and track system is provided instead of a scissors mechanism.

NOTE: All moving surfaces are lubricated during assembly. These surfaces naturally attract dirt. To ensure smooth operation, the receding door runners and the wheel and track assembly should be cleaned and a small amount of white lithium grease reapplied.

1. Install mounting brackets and slides following steps 1 - 6 of Installing Standard Receding Doors. Substitute the slimline receding door slide (T) for the standard receding door slide.
2. Insert the wheel (U) of the door (V) into the track on the slides. Push door backward to the fully open position.

ATTENTION!

Double Faced Applications Only.
This bracket acts as a left and right. Turn 180˚ and install from opposite direction on right side.

3. Insert door slide stop (W) into the front and back of the slide to retain the door in place.
4. Insert plastic glide (W1) into slide.

Installing Accessory Items

File Bars

NOTE: File bars are for use with closed file drawers and roll-out interior drawers. File bars are not for use with storage drawers.

1. Insert file bars (AA) in the desired slot on the upper 'lip' of the drawer interior (F). The rear file bar is placed in the slot according to the file type used (letter, A4, legal).
2. Press down gently on file bar to secure in place.

Cross File Bars

NOTE: Cross file bars require the installation of standard file bars BEFORE cross file bars are installed.

1. Insert cross file bars (BB) in the desired slot on the file bars (AA) by inserting the rear of the cross file bar in first then inserting the front into the standard file bar.
2. Press down gently on cross file bars to secure in place.
Installing Accessory Items -Continued

File Drawer Side Extenders

**NOTE:** File drawer side extenders provide extra depth for storage of computer forms and similarly deep items. File drawer side extenders require a closed file drawer or roll-out interior drawer of at least 13.5”. Not for use with 12” closed file drawer.

1. Attach file drawer side extenders (CC) to closed file drawer interior (F) or roll-out interior drawer with screws provided (4) required.
2. Attach file bar/cross file bar according to the instructions above.

**Bottom Dividers**

**NOTE:** Bottom dividers for closed file drawers, roll-out interior drawers and storage drawers all install the same way.

For Large Dividers:
1. Insert the front of the divider (DD) into the front slot of the drawer interior (F).
2. Rotate the divider down and slightly back until the hook on the back of the divider rests in the appropriate slot on the rear of the drawer interior.

For Storage Drawer Dividers:
1. Tilt bottom divider (EE) and insert tabs on the divider bottom into desired slots on the bottom of the drawer interior (F).
2. After the tabs are inserted into the slot, tilt the divider upright and while pulling up slightly, hook the back of the divider into the appropriate slot on the rear of the drawer interior.

**Lock Plug Removal and Installation**

**NOTE:** Lock plug removal and installation requires the use of a Lock Plug Removal Key.

**NOTE:** Remove key from lock before sliding door to retracted position.
1. Insert lock plug removal key (FF) into the lock (GG) and turn it to the right as far as it will turn.
2. Carefully remove the lock core from the lock plug.
3. Installation is opposite of removal.

**NOTE:** If the key turns more than 90°, replace core and cylinder.