

President

Component Lateral File, Pedestals, and Storage Unit

Tools Required

- Tape Measure
- #2 Phillips Head Bit
- Power Screwdriver
- $\frac{3}{16}$ " Drill Bit
- Level

Package Contents

For Base:

- 2 #8 x $1\frac{1}{4}$ " Panhead Screws
(per lateral file or pedestal)
- 2 #8 x $\frac{5}{8}$ " Panhead Screws
(per lateral file or pedestal)
- 4 #8 x $1\frac{1}{4}$ " Panhead Screws
(per storage unit)

For Top:

- 8 #8 x $1\frac{1}{2}$ " Panhead Screws
(per modular unit)

Installation

1. The component assembly uses a combination of modular storage components and a component top and base which is ordered separately. (Figure A). Remove shipping screws that secure drawers and discard. Remove drawers from pedestals by untying the anti-tip interlock cord. Review cord attachment before removing drawers as cord must be re-tied.
Note: When drawers are re-installed make sure they are returned to the same locations.
2. Place worksurface upside down on a clean, soft surface. Position pedestals upside down on underside of worksurface so they are flush with the back of the top and equal distance from side to side. (Figure B). If a kneespace credenza is being created, insert pedestals $1\frac{1}{2}$ " from each edge of the top.
3. Attach pedestal to underside of worksurface utilizing pre-bored holes of cleats/stretcher rails and provided #8 x $1\frac{1}{2}$ " panhead screws. (Figure B).
Note: Special care should be taken not to over drive the screws through the worksurface.
Note: If installing file pedestals only, proceed to Step 6.
4. If installing a combination of file and storage units, the base will need to be installed to the storage units at this time, before turning unit upright. The base attaches to the underside of storage pedestals and inside of file pedestals.

Figure A

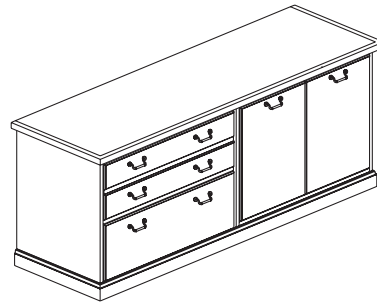
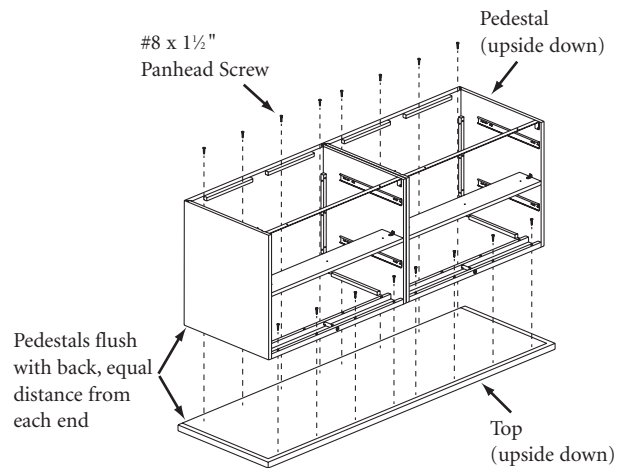


Figure B



President

Installation (continued)

- Place base, upside down, on bottom of component units so that it is flush with the backs and equal distance from side to side.

Note: The base should extend beyond the pedestals approximately $\frac{1}{16}$ " on either end.

Fasten the credenza component base to the underside of the storage components using the provided #8 x $\frac{1}{4}$ " panhead screws, four per unit. (Figure C).

- Carefully turn unit upright. If installing file pedestals only, place them on the base so they are flush with the back of the base and equal distance from each end.

Note: The base should extend beyond the pedestals approximately $\frac{1}{16}$ " on either end. (Figure D).

The file pedestals are attached to the base by inserting provided screws through pre-drilled wooden cleats located at the bottom rear of each unit, and by inserting provided screws through a pre-drilled metal support bracket located at the bottom front of each unit. (Figure E).

- Use the #8 x $\frac{1}{4}$ " panhead screws to attach each pre-drilled wooden cleat to the base (two screws per unit). Use the #8 x $\frac{5}{8}$ " panhead screws to attach the pre-drilled metal support rail to the base (two screws per unit). (Figure F).
- Re-install drawers to original locations and re-tie anti-tip cords. Level unit.

Caution: Failure to re-install anti-tip cords could result in units tipping over, resulting in injury. Extra caution should be given to the 4-high lateral unit.

Figure C

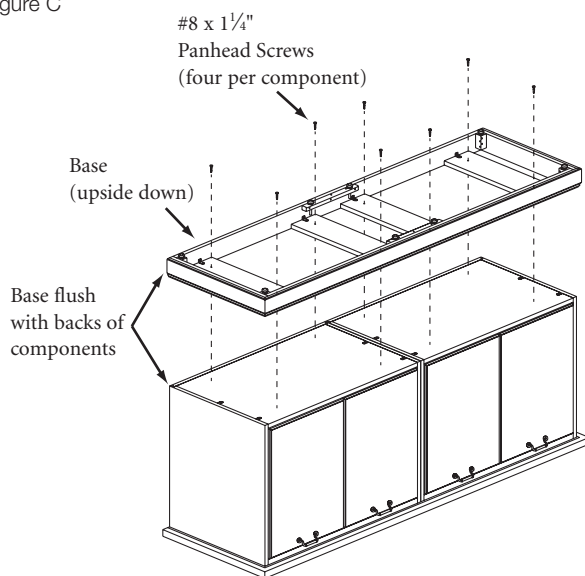


Figure D

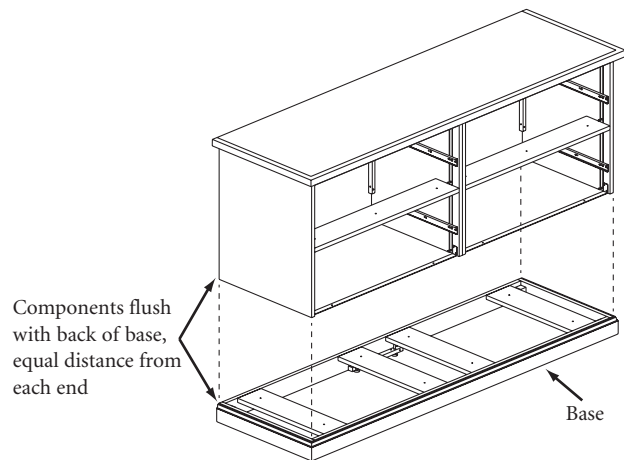


Figure E

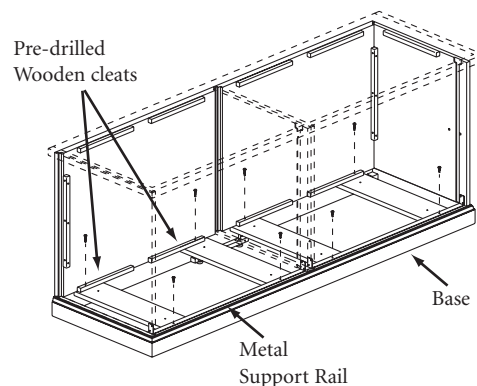
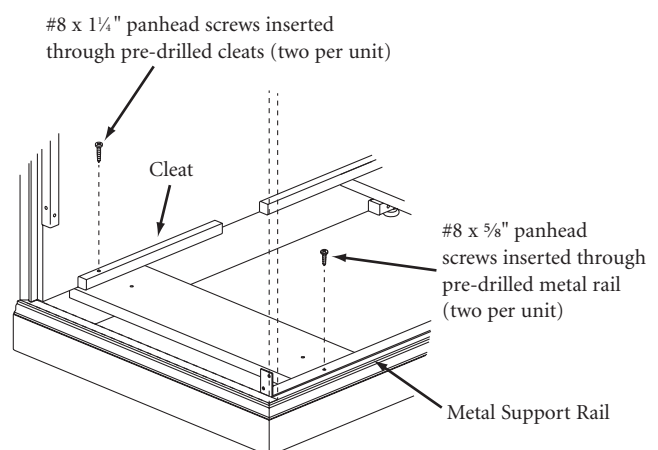


Figure F



Proper product installation, in accordance with these instructions, is the responsibility of the installing agent. If you have any questions concerning these instructions, please call Kimball Office Customer Service.

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