

Repair & Replacement ■

700 Series® Lateral File

Lock Removal and Insertion

November 2016

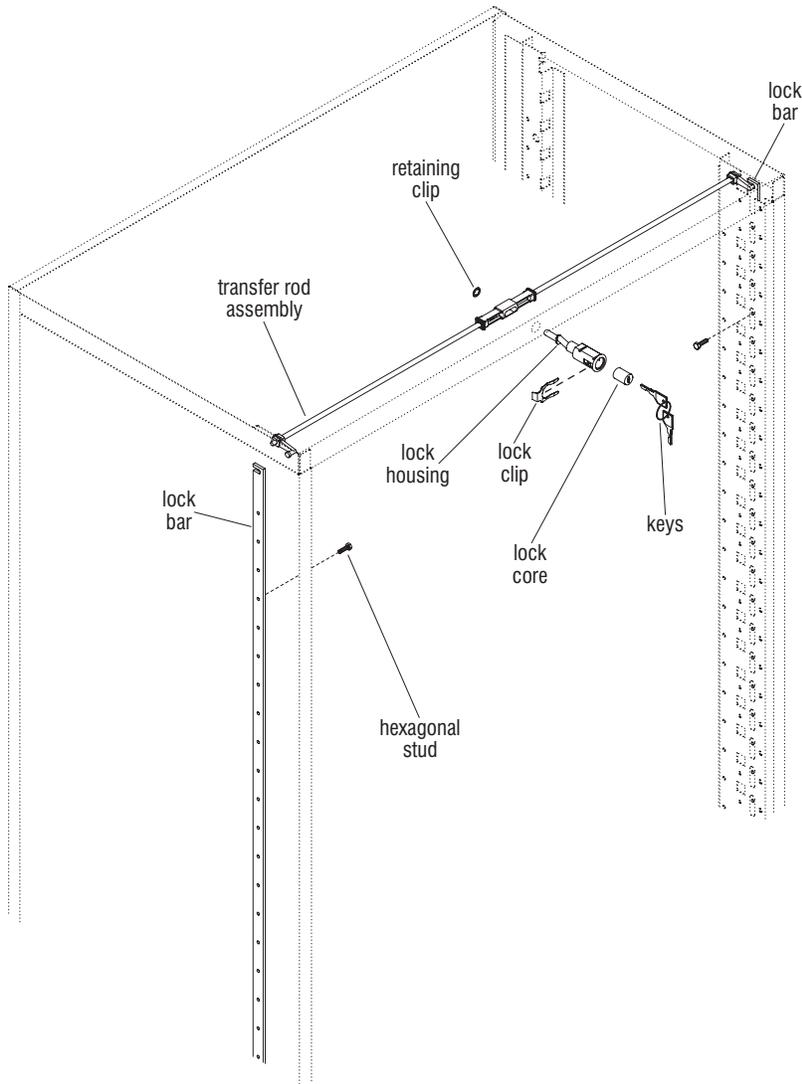


Figure 1

Required Tools

- Phillips Screwdriver
- Flat Head Screwdriver
- Socket Driver or Wrench

Introduction

To complete the change(s) desired, it may not be necessary to follow all steps outlined in the instructions. The following sections cover the more common requests which include removal and installation of drawers & receding doors, the disabling of the lock mechanism, the replacement of the lock mechanism and finally the complete removal of the lock mechanism assembly. Please examine Figure 1 to become familiar with the various lock components.

Important: To permit access and perform the process of “**Lock Mechanism Removal & Replacement**” (page 4), the following instructions must be followed first:

- “Removal of File or Receding Drawer” (page 2).



Assemble units as described herein only. To do otherwise may result in instability. All screws, nuts and bolts must be tightened securely and must be checked periodically after assembly. Failure to assemble properly, or to secure parts may result in assembly failure and personal injury.

700 Series® Lateral - Disable Lock Mechanism & Drawer Removal

Assembly Instructions



Assemble units as described herein only. To do otherwise may result in instability. All screws, nuts and bolts must be tightened securely and must be checked periodically after assembly. Failure to assemble properly, or to secure parts may result in assembly failure and personal injury.

Disabling of the Lock Mechanism

Note: The ability to lock the cabinet may be disabled without removal of the lock housing or transfer rod assembly.

1. Open the top drawer fully and remove all contents for easy access (Figure 2).
2. Locate the lock bars inside the front, vertical cabinet uprights on both sides of the cabinet. Twist in and tighten a #10-24 x 1/2" machine screw into one of the upper exposed holes in both the right- and left-hand lock bars in the front vertical uprights. This secures the lock bars in place, preventing them from rattling during use with lock mechanism disabled. (Figure 2).
3. With the top drawer open, locate and remove the hexagonal studs installed into the lock bar behind the drawer back. Open each additional drawer, one at a time and remove the remaining hexagonal studs at each side in all drawer openings (Figure 2).
4. The lock mechanism has now been fully disabled and drawers will not lock.

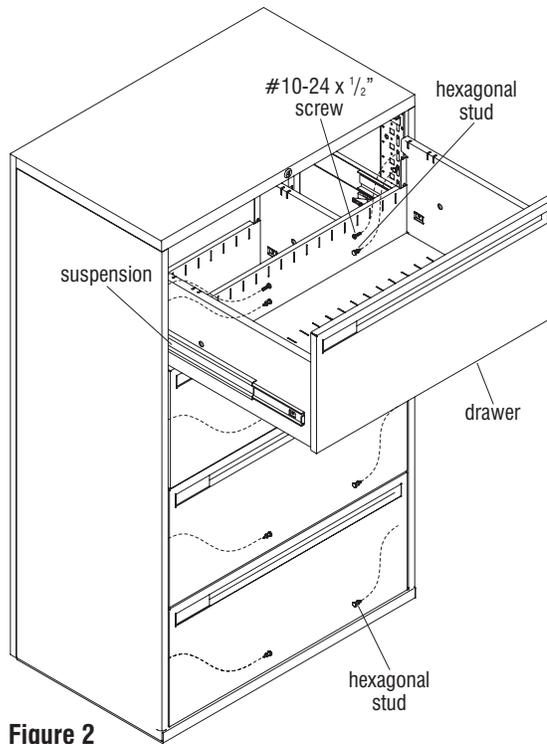


Figure 2

Removal of File or Receding Drawer

1. Open drawer until suspensions are fully extended and empty all contents from affected file, or receding drawer (Figure 3 or Detail A).
2. Locate the rear slip connection for the drawer suspension at the back inside of the drawer. Using a weighted rubber mallet, give a firm tap to the underside of the cabinet drawer, just below each rear slip connection of both suspensions to disengage the drawer back. Firmly rotate the back of the drawer upward until the front of the drawer releases from the suspension's slip connections. Carefully remove drawer from opening carefully and set aside (Figure 3 or Detail A).

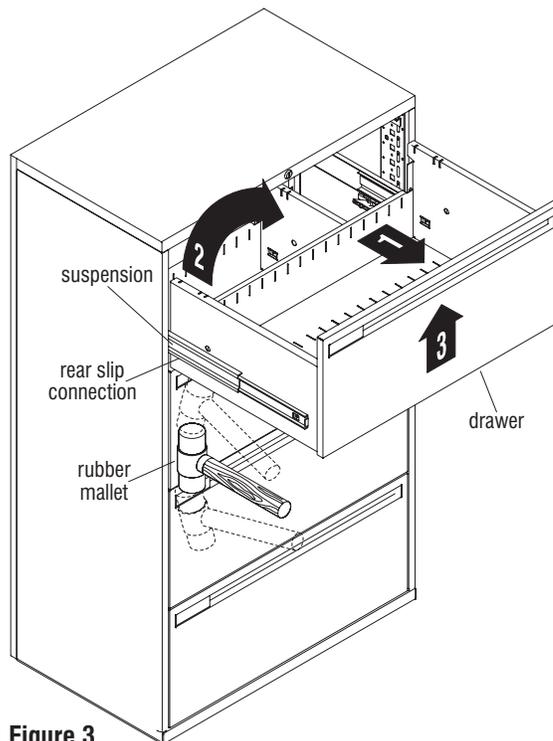
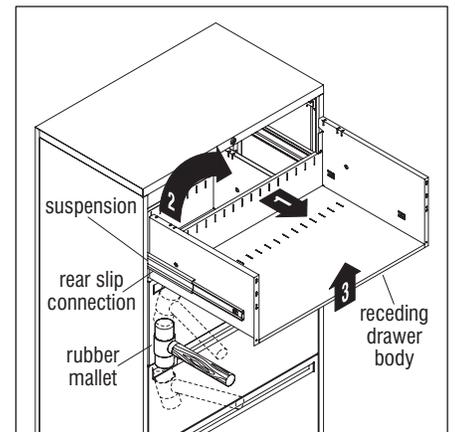


Figure 3



Detail A



Assemble units as described herein only. To do otherwise may result in instability. All screws, nuts and bolts must be tightened securely and must be checked periodically after assembly. Failure to assemble properly, or to secure parts may result in assembly failure and personal injury.

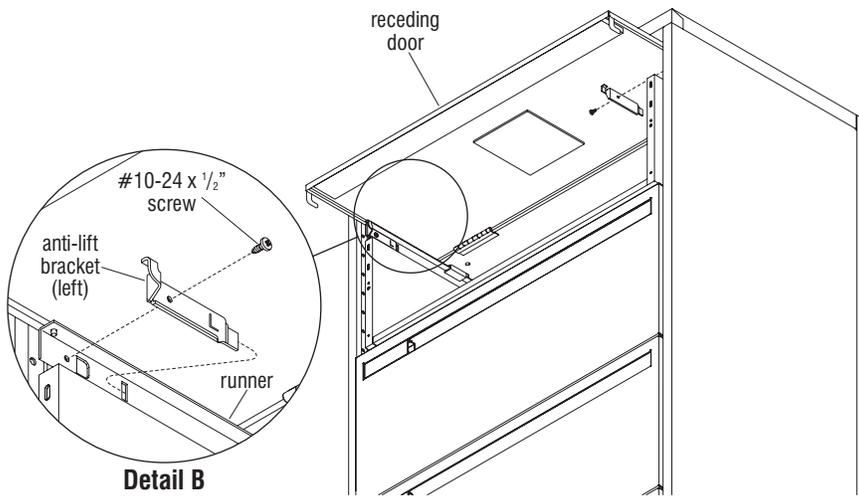


Figure 4

Receding Door & Receding Drawer Removal

1. Open receding door until it extends 3 to 4 inches from the front of the cabinet (Figure 4).
2. Remove all contents from the drawer to allow for easy access to inside components.
3. Locate the left and right anti-lift brackets (left shown in Detail B). Remove the #10-24 x 1/2" retaining screws from both brackets with Phillips screwdriver (Figure 4 & Detail B).
4. The anti-lift brackets are then held to the runners via a slip connection slot. Remove brackets by rotating the bracket towards the center of the cabinet, and pull the bracket from the slot in the runner as shown (Figure 4 & Detail B).
5. The receding door may now be removed by pulling it directly out of the unit. Two nylon glides (Detail C) are installed to the rear at each side of the receding door and contain white lithium grease for lubrication. Nylon glides may be removed for replacement by tapping them outward with a flat blade screwdriver and a hammer. New nylon glides may be tapped on and re-greased for smooth operation. Carefully set unit aside. (Figure 5 & Detail C).
6. To **remove each receding door runner**, use of a hammer and flat-blade screwdriver is recommended. Insert the blade of the screwdriver into the vertical slot in the runner as illustrated, then tap the screwdriver blade toward the front of the cabinet to release the runner from the cabinet (Figure 5 & Detail D).
7. To **install receding door runner**, align the tabs on the front and back of the runner with the corresponding set of square holes in the cabinet internal uprights. Use a hammer and flat blade screw driver to tap the runner back, snapping it secure in place on the slip connections (Figure 5).

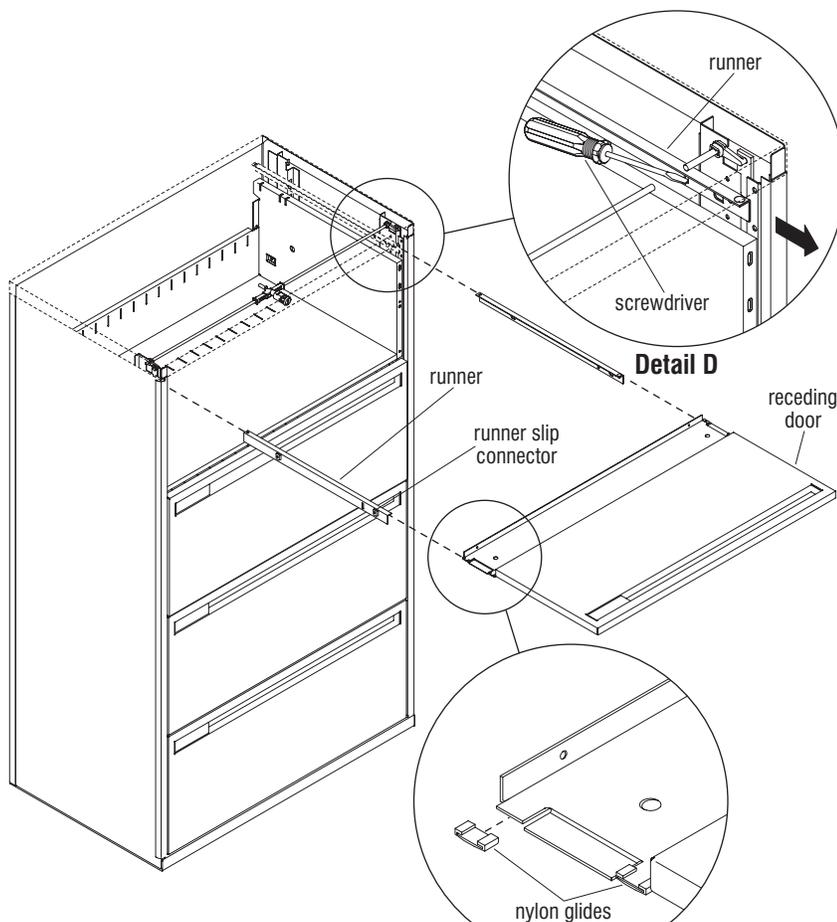


Figure 5

Detail C

700 Series® Lateral - Lock Removal & Insertion

Assembly Instructions



Assemble units as described herein only. To do otherwise may result in instability. All screws, nuts and bolts must be tightened securely and must be checked periodically after assembly. Failure to assemble properly, or to secure parts may result in assembly failure and personal injury.

Lock Mechanism Removal & Replacement

Important: To permit access and perform the process of "Lock Mechanism Removal & Replacement", the following instructions must be followed first:

- "Removal of File or Receding Drawer" (page 2).

1. To remove the lock housing from the cabinet, first use a key and turn the key to the unlocked position. Remove the round retaining clip by forcefully prying it off of the back of the lock mechanism with a pair of pliers. This releases the unit from the transfer rod assembly. Pull the U-shaped lock clip from the lock housing just behind the front face of the cabinet, then remove the lock housing from the cabinet (Figure 6).

Note: If transfer rod assembly is to be replaced, skip to step 4 now and do not install new or original lock housing until after replacement of transfer rod is complete.

2. To **install a new lock housing**, first orient the lock housing as illustrated. Using a key, rotate the core 90° from the unlocked position to allow the obround tab to fit through the rod's center obround hole. Once through, rotate the lock housing back to the unlocked position (Detail E).

3. Insert the lock housing through the opening in the cabinet and through the opening in the transfer rod assembly. Ensure the tail of the lock is inserted into the corresponding hole in the top reinforcement. Replace the round retaining clip and U-shaped lock clip as removed in step 1 above (Figure 6).

4. For ease of **transfer rod assembly removal**, unfasten the top hexagon stud on each side of the unit. This will allow the lock bars to be moved forward to simplify the transfer rod removal process. Flex the middle of the transfer rod down and out of the opening such that one of the back pivot points can be taken out of its

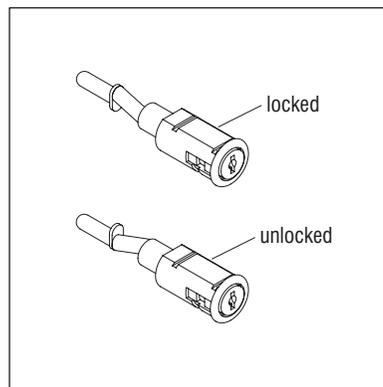
corresponding slot in the channel to rest on the face of the channel. Press the rod backwards to release the front pivot lever from the lock bar. Repeat for the other side, then flex out of the unit (Figure 6).

5. To **replace the transfer rod assembly** ensure the stamp on the assembly saying "Left" is

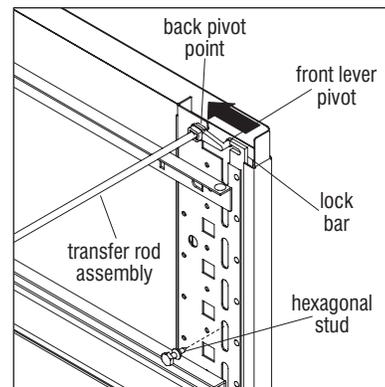
facing forward and pointing left. Insert the front lever pivot into the corresponding slot in the lock bar. Insert the back pivot into its corresponding slot in the upright. Flex the transfer rod and insert the front lever pivot in its lock bar on the opposite side, then insert the back pivot into its slot. Replace the

top left and right hexagon studs as removed in the previous step. Check the function of the lock to ensure the replaced studs are not pinching the upright and that the lock operates smoothly (Figure 6 & Detail F).

6. Re-install any previously removed cabinet drawers, receding drawers or receding doors by following instructions on pages 5 & 6.



Detail E - Lock Housing



Detail F

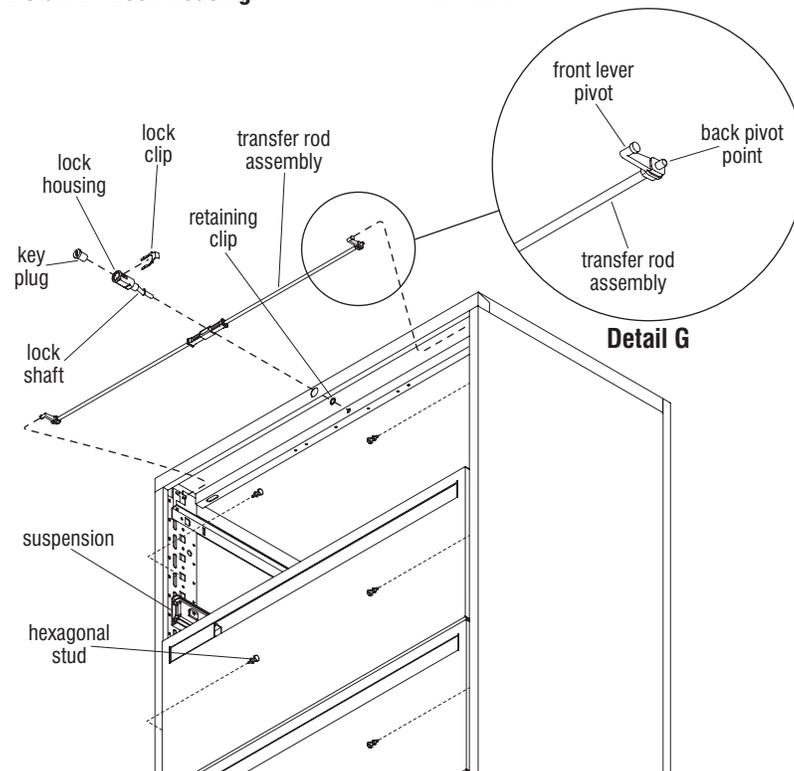
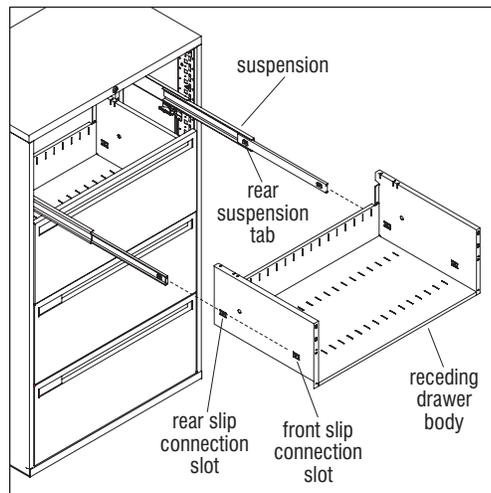


Figure 6



Assemble units as described herein only. To do otherwise may result in instability. All screws, nuts and bolts must be tightened securely and must be checked periodically after assembly. Failure to assemble properly, or to secure parts may result in assembly failure and personal injury.



Detail H

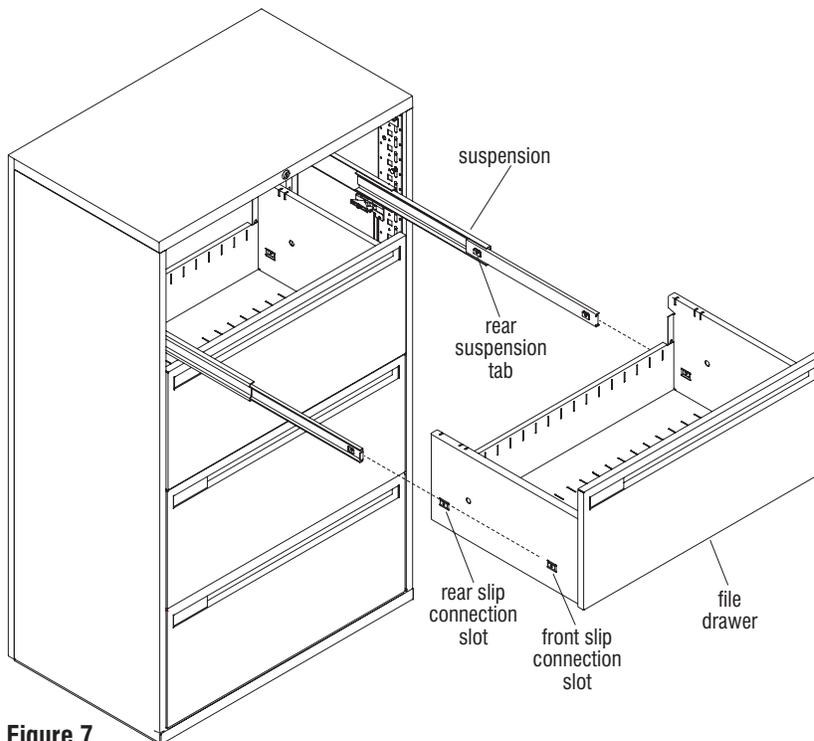


Figure 7

File or Receding Drawer Installation

1. Fully extend each suspension out of the cabinet (Figure 7 or Detail H).
2. Slide the rear slip connection of the drawer together by first aligning the rear suspension tab with the corresponding slot in the drawer body. Hold suspension firmly while pushing the drawer down, making sure the slip connection is together securely (Figure 7 or Detail H).
3. Once the rear slip connection is in place correctly on each side, the front connection tabs will align and the drawer can be pushed down into place at the front of the suspensions (Figure 7 or Detail H).

700 Series® Lateral - Receding Door Insertion

Assembly Instructions



Assemble units as described herein only. To do otherwise may result in instability. All screws, nuts and bolts must be tightened securely and must be checked periodically after assembly. Failure to assemble properly, or to secure parts may result in assembly failure and personal injury.

Receding Door Installation

1. The receding door has nylon glides at the back which may be replaced if needed. See page 3 and reference step 5 for details. Apply a thin film of white lithium grease to the upper and lower surfaces of the glide before installing receding door (Figure 8).

Note: If runners were removed and not re-installed, see page 3, step 7.

2. To install the receding door, position the unit such that the upper tabs (with nylon glides on each side) go over the top of the upper flanges of the runners, and the longer bottom tabs of the receding door go under the top flanges (Figure 8).
3. Slide door into the cabinet such that the front edge protrudes approximately 3 to 4 inches out of the cabinet. Install anti-lift brackets to each side of the runners by routing the back tab of the bracket into the corresponding slot in the runner as shown. Rotate anti-lift bracket into place and secure using a #10-24 x 1/2" sheet metal screw as shown (Figure 8 & Detail I).

Note: Both left and right anti-lift brackets are labeled by an L and R stamped in the side.

4. Carefully check the operation of the door. If resistance is encountered, do not use force as this may cause damage. Recheck assembly to make sure unit was installed properly to run smoothly with little resistance.

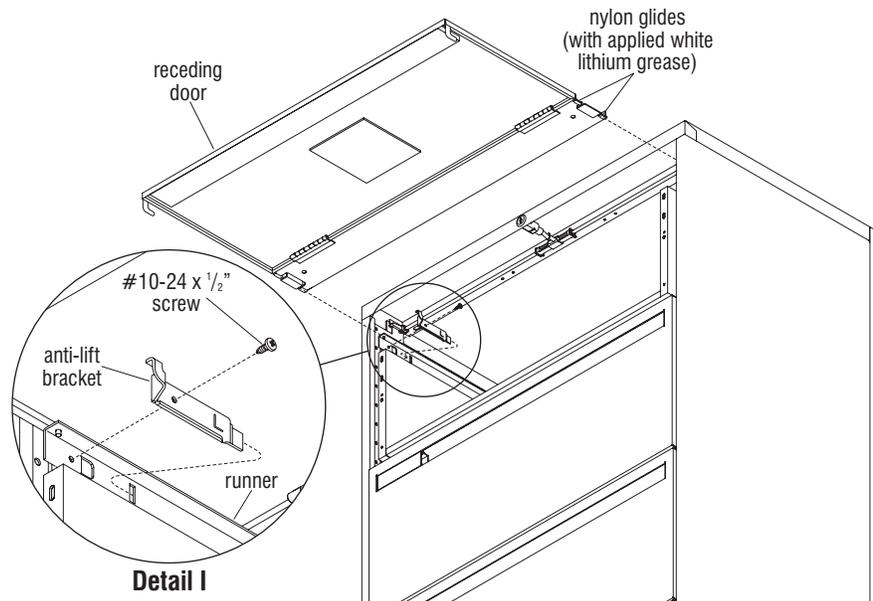


Figure 8

■ 700 Series® Lateral
Assembly Instructions

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