

Repair & Replacement Instructions ■

700 Series® Vertical Files

Vertical File Compressor

September 2016

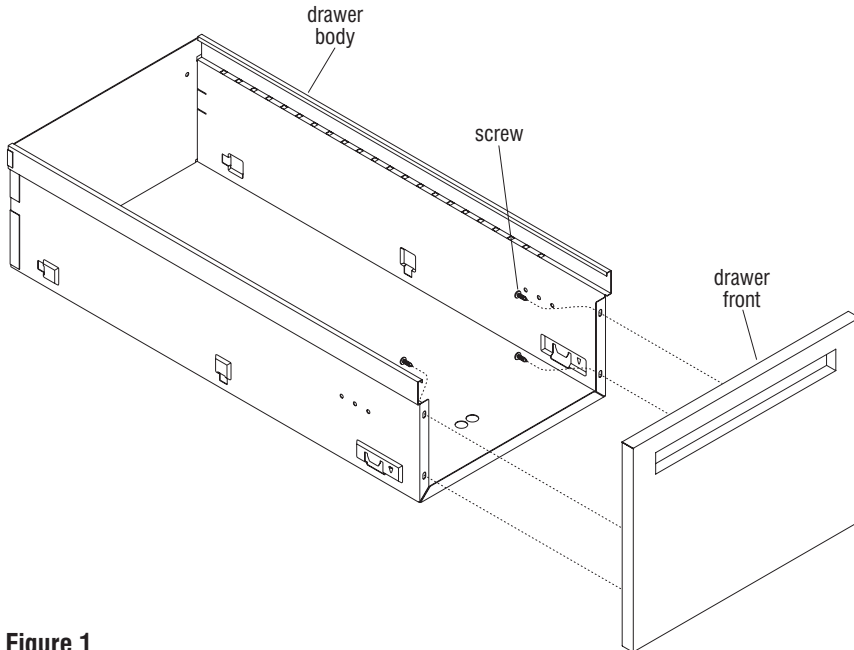


Figure 1

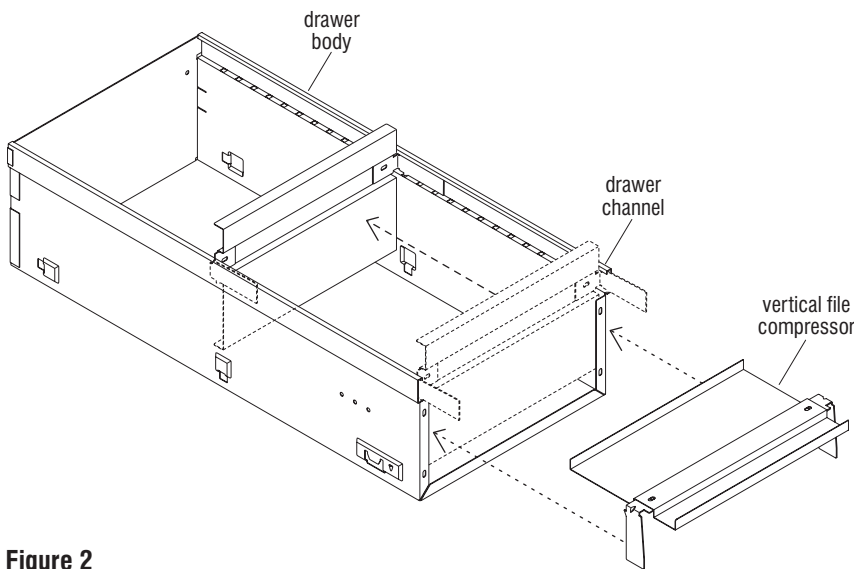



Figure 2

1. Open the drawer fully and empty any contents out. Using a Phillips screwdriver remove the four screws to unfasten the drawer front from the drawer body. Carefully set parts aside for re-assembly in step 5 (Figure 1).
2. Take the vertical file compressor in hand and orient the back of the unit to face up, such that the rectangular tabs point down as shown. Insert the bottom of the file compressor into the drawer channels just above the drawer front attachment flanges as illustrated (Figure 2).
3. Move the vertical file compressor back until the rectangular tabs meet the front of the drawer body, then rotate the bottom of the file compressor down vertically into the drawer body, and continue to slide the unit back so that the tabs follow and insert into the corresponding channels inside top of the drawer body (Figure 2).
4. The catches on the bottom of the rectangular tabs will drop into the notches in the bottom of the channels in the drawer body. To move backward or forward, lift up and move the file compressor (Figure 2).
5. Replace the drawer front which was removed in step 1 and re-organize any contents removed (Figure 1).

 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.