

# Assembly Instructions

KI 700 Series

Lateral Filing Cabinet Tie Bar and Tie Bar Shelf Removal and Insertion

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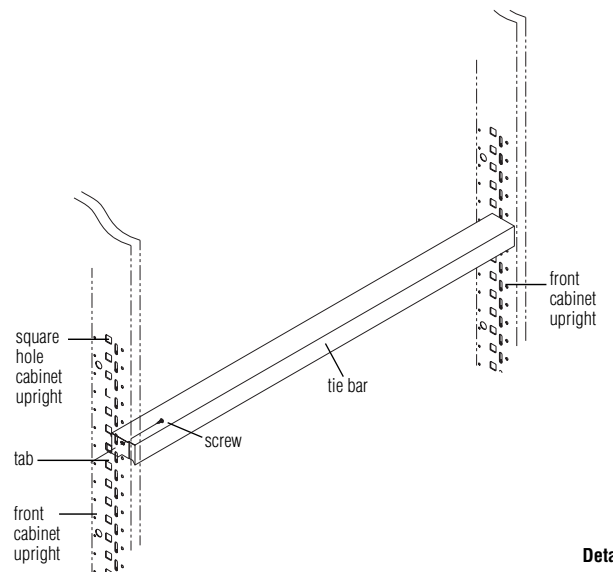
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## Required Tools

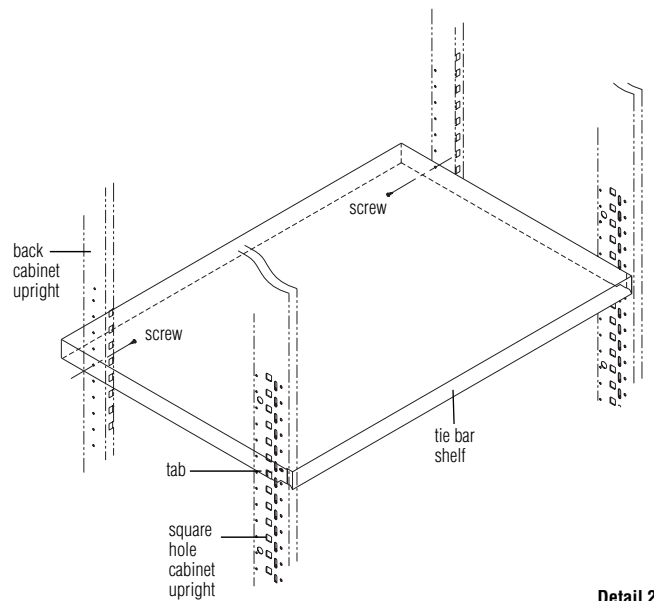
Phillips screwdriver

## Introduction

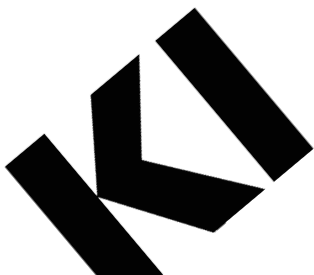
Tie bar is used as structural support to help provide more strength to taller five drawer units. The tie bar shelf is similar but also provides a shelf area for a receding door. Tie bar/tie bar shelf are attached to the cabinet via the cabinet uprights and require a 1.5 inch clearance space. Please examine Detail 1 and 2 to become familiar with the various components.



Detail 1



Detail 2



CAUTION

Assemble units as described herein only. To do otherwise may result in instability. All screws, nuts and bolts must be checked periodically after assembly. **Failure to assemble properly, or to secure parts may result in assembly failure and injury.** Illustrations and specifications are based on current product information at the time of this printing.



Figure 1



Figure 2

NOTE: The installation of the tie bar/tie bar shelf is made easier if the cabinet is leaned over on its back – **make sure to remove required drawers and all the contents in all the drawers before attempting to do this.**

#### Tie Bar Removal

1. Remove the one drawer above and the one drawer below the tie bar using instruction set KI 700 Series **Drawer Removal and Insertion.**
2. With screwdriver remove the screw on each end of the tie bar at the cabinet uprights as shown in Figure 1.
3. Pull tie bar forward and it will move slightly to expose a small space in which the end of the slot screwdriver can be placed to pry the end tab out of the square hole in cabinet upright as shown in Figure 2.

#### Tie Bar Shelf Removal

1. Remove the one drawer above and below the one drawer below the tie bar using instruction set KI 700 Series **Drawer Removal and Insertion.**
2. Remove the two screws on the bottom side of the shelf at the back upright.
3. Remove the tie bar by forcing the slip connection apart by pulling the shelf out of the cabinet.



Figure 3

#### Tie Bar Insertion

1. Remove the one drawer above and the one drawer below the intended position for the tie bar using instruction set KI 700 Series **Drawer Removal and Insertion.**
2. Place one of the end tabs on the tie bar into the desired square hole in cabinet upright making sure that the other end of the tie bar is angled down into the cabinet as shown in Figure 3. **Note:** It is important to keep the other end angled down into the cabinet such that later when it is put in place it is done from the inside out. This ensures any scratches that may occur during placement will be on the inside of the cabinet and will not be visible later.
3. Align the tab on other end of tie bar with the correct square hole in opposite upright and use slot screwdriver to angle tab into hole as the connection is pushed together.
4. With two #10 x ½ inch screws attach tie bar to cabinet uprights in hole shown in Figure 1.

#### Tie Bar Shelf Insertion

1. Remove drawers above and below the tie bar using instruction set KI 700 Series **Drawer Removal and Insertion.**
2. Align tab on end of tie bar into the desired square hole in cabinet upright and proceed to force the slip connection together.
3. Attach back of tie bar shelf to back cabinet uprights with two #10 x ½ inch screws.