

Repair & Replacement ■

700 Series® Lateral File

Drawer & Suspension Removal & Insertion

February 2017

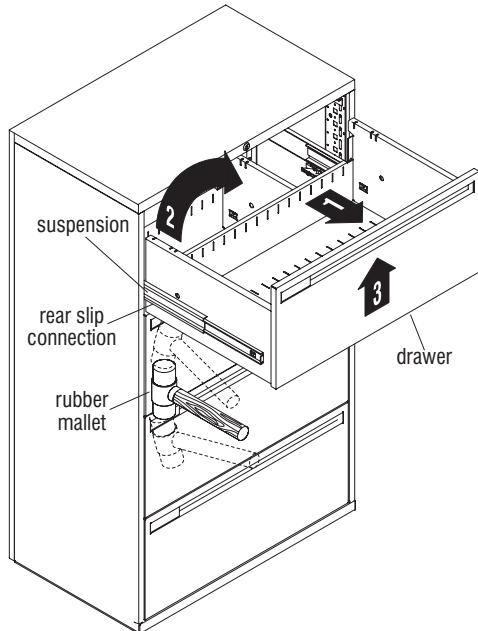
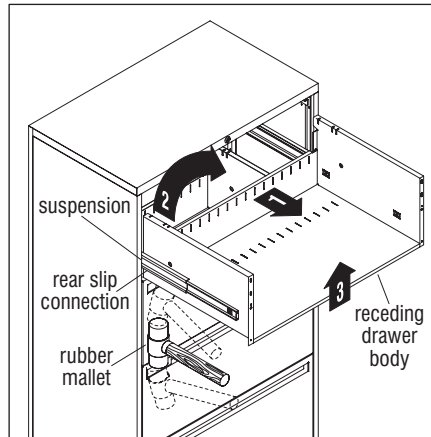


Figure 1



Detail A

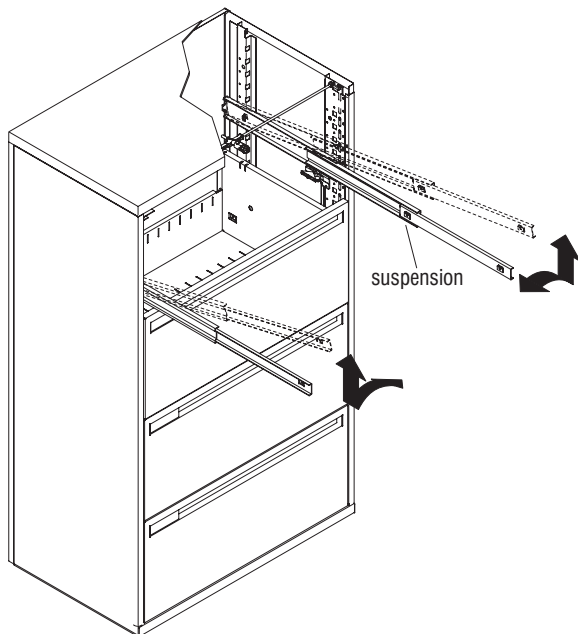


Figure 2

File or Receding Drawer Removal

1. Open drawer until suspensions are fully extended and empty all contents from affected file, or receding drawer (Figure 1 & 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 and set aside (Figure 1 & Detail A).

Suspension Removal & Replacement

1. Grip extended part of suspension and twist the suspension such that the top side of the suspension is being forced inward toward the drawer opening (Figure 2).

2. While the suspension is in the twisted position pull up (Figure 2).

3. To remove the back slip connection pull the suspension forward out of the cabinet (Figure 2).

4. Install replacement suspensions in reverse order of steps 1 through 3.



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 File - Suspension Removal and Insertion

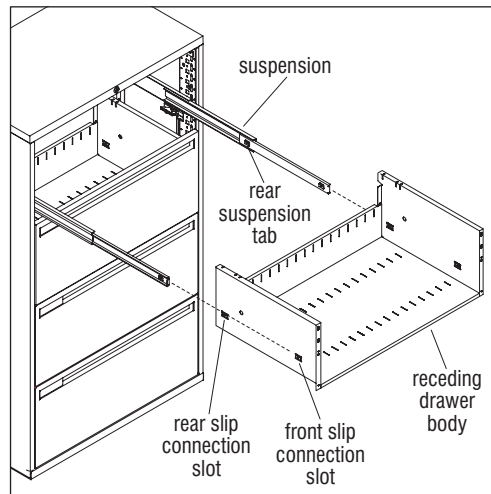
Assembly Instructions



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.

File or Receding Drawer Installation

1. Fully extend each suspension out of the cabinet (Figure 3 & Detail B).
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 3 & Detail B).
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 3 & Detail B).



Detail B

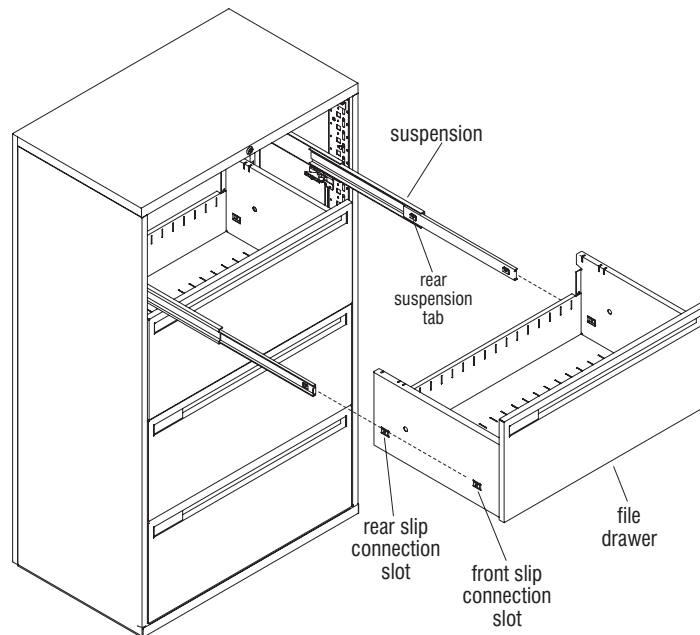


Figure 3