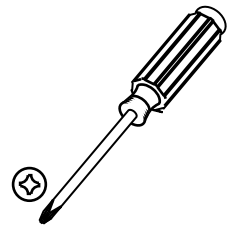
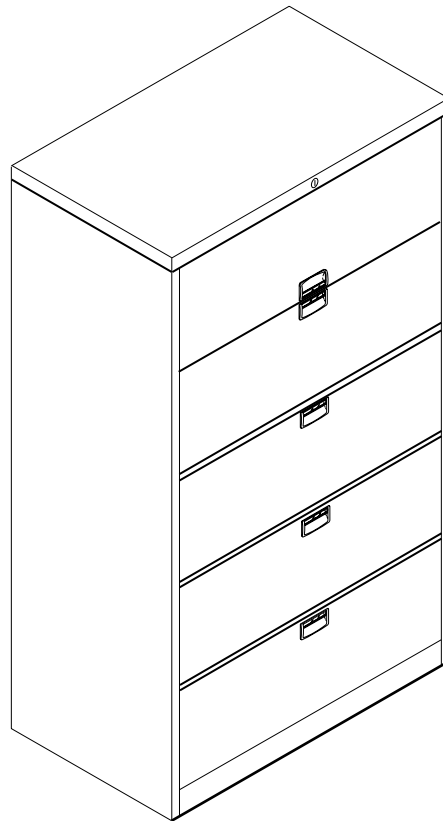


# Counterweight Installation Direction for 5-High Firstfile® Lateral Files



If you have a problem, question, or request, call your local dealer, or Steelcase Line 1 at **888.STEELCASE** (888.783.3522) for immediate action by people who want to help you.

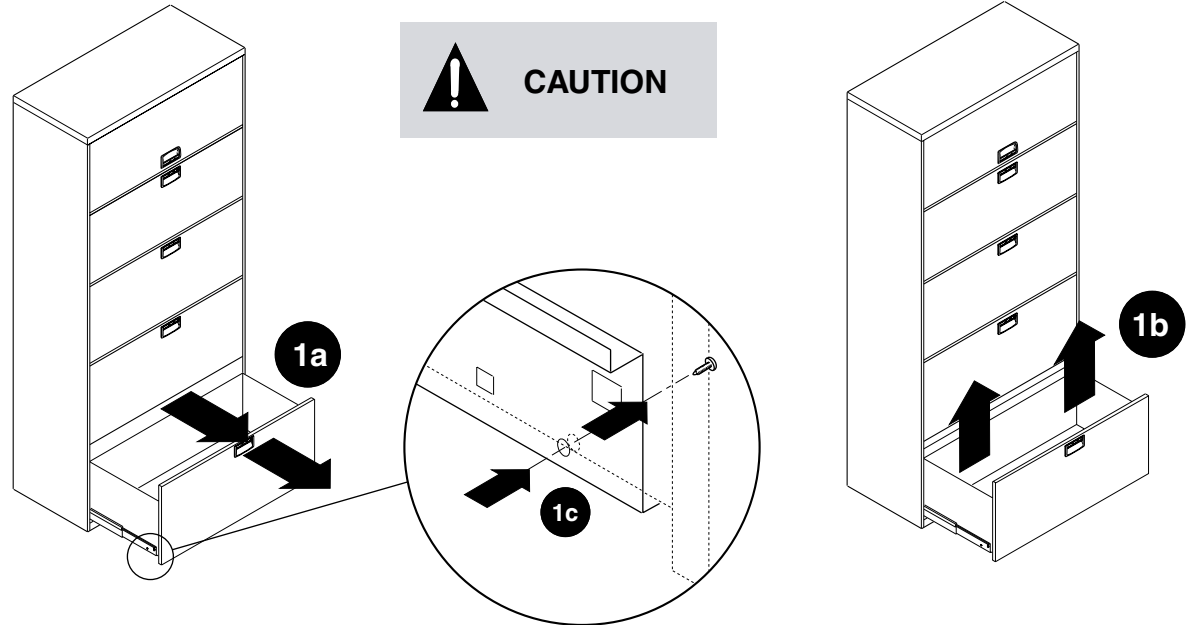
(Outside the U.S.A., Canada, Mexico, Puerto Rico, and the U.S. Virgin Islands, call: 1.616.247.2500)  
Or visit our website: [www.steelcase.com](http://www.steelcase.com)

© 2000 Steelcase Inc.  
Grand Rapids, MI 49501  
U.S.A.

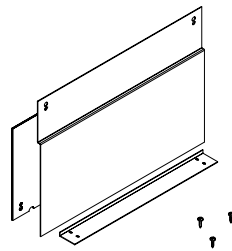
Printed in U.S.A.

## 1. Drawer Removal

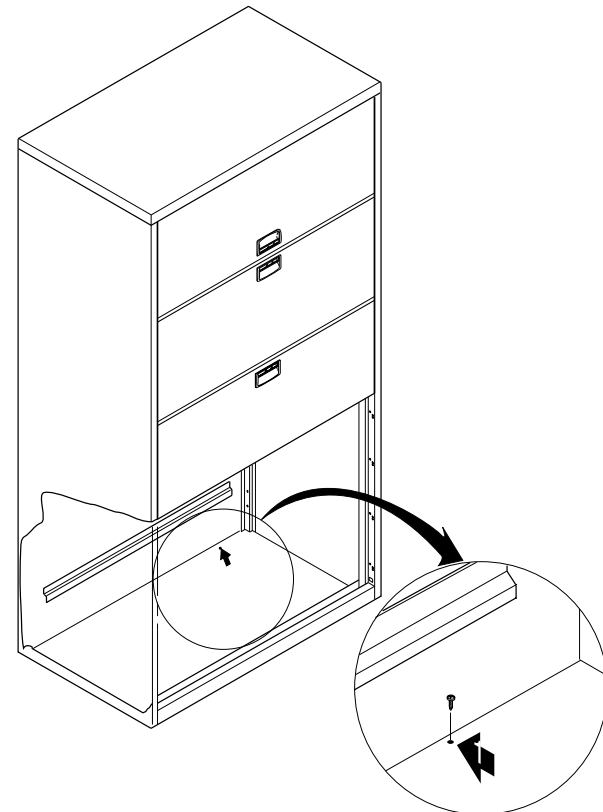
**Note: Remove bottom two (2) drawers for installation of counterweight.**



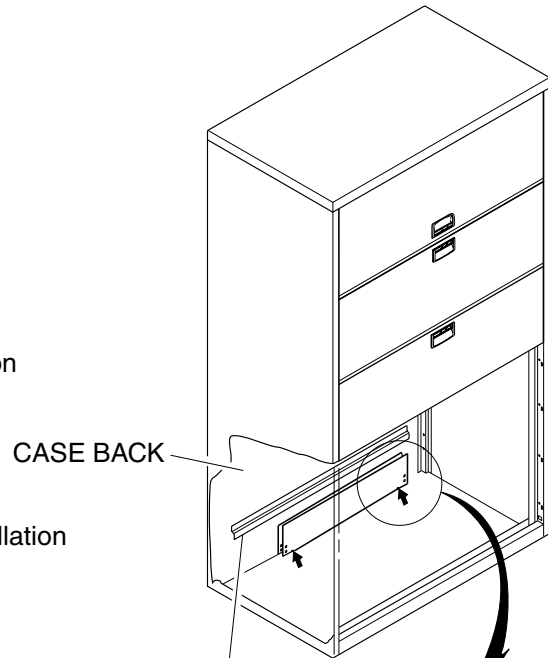
## 2a. Flat Balance Plate Alignment Screw Installation



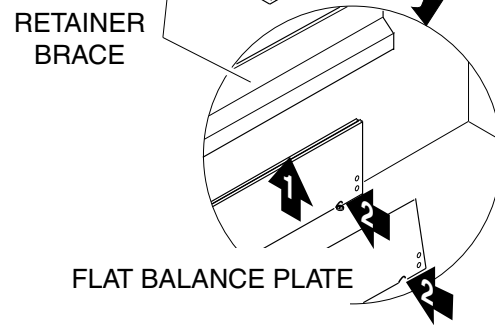
Required Parts



**2b.** Flat Balance Plate Installation



**2c.** Flanged Balance Plate Installation



**2d.** Secure Flanged Balance Plate



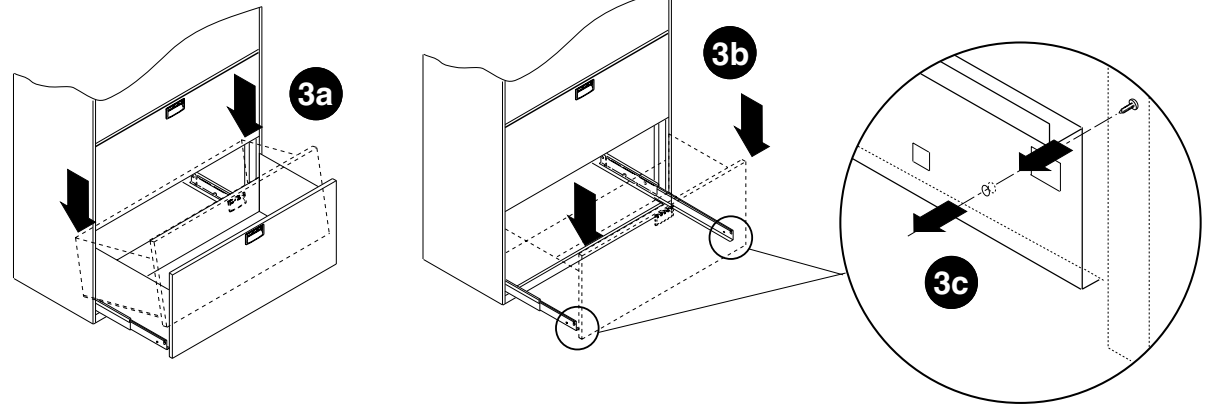
CASE BACK

FLANGED BALANCE PLATE

FLANGED BALANCE PLATE



**3. Drawer Replacement**



- 4.** Take the new label and place it over the old label located on the outside of the drawer in the second opening as shown.

