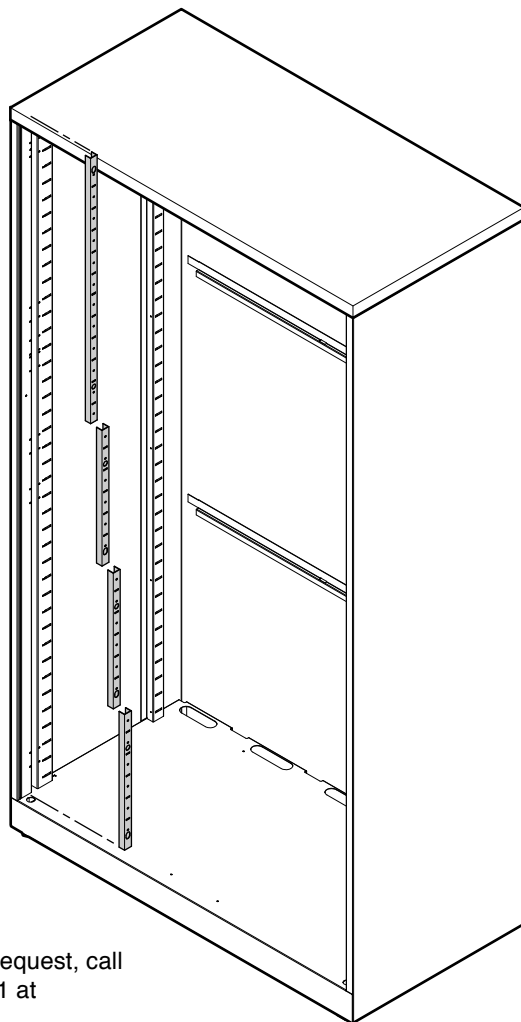


Large Case Storage - Replacing Case Lock System

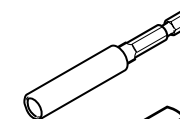


If you have a problem, question, or request, call your local dealer, or Steelcase Line 1 at **888.STEELCASE** (888.783.3522) for immediate action by people who want to help you. (Outside the U.S.A., Canada, Mexico, Puerto Rico, and the U.S. Virgin Islands, call: 1.616.247.2500) Or visit our website: www.steelcase.com

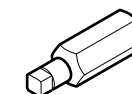
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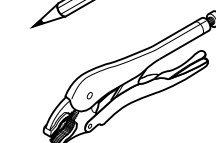
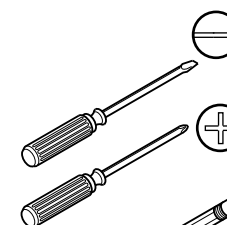
Page	Topic
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3	Removing the Drawers (Towers and Workstation Verticals)
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#2 PHILLIPS BIT



#2 SQUARE BIT



LOCKING
PLIERS

Removing the Drawers or Rollouts (Lateral Files and Combo-Cabinets)

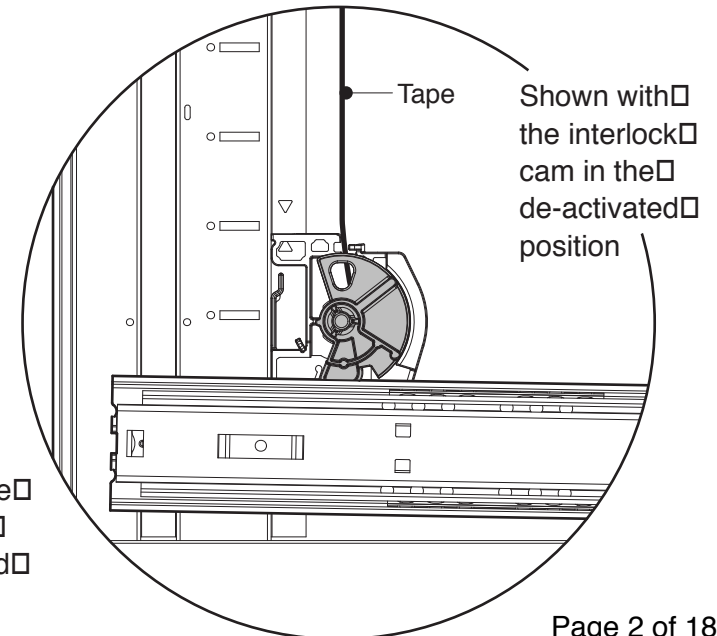
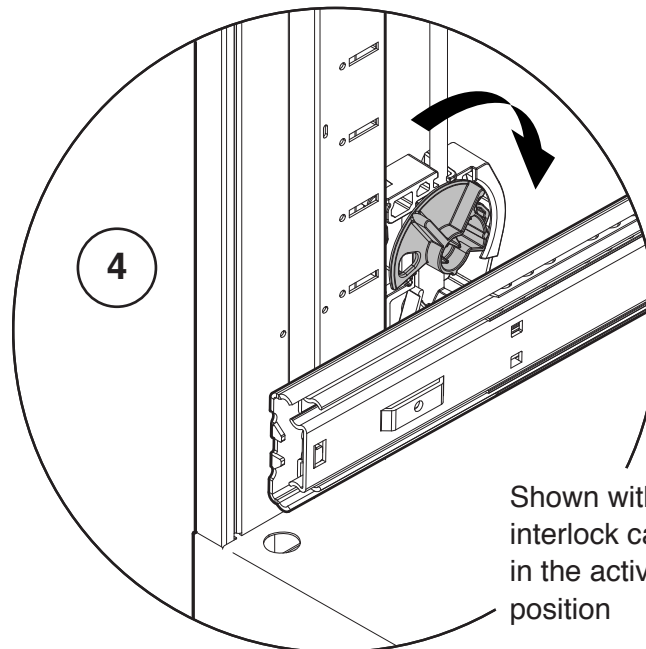
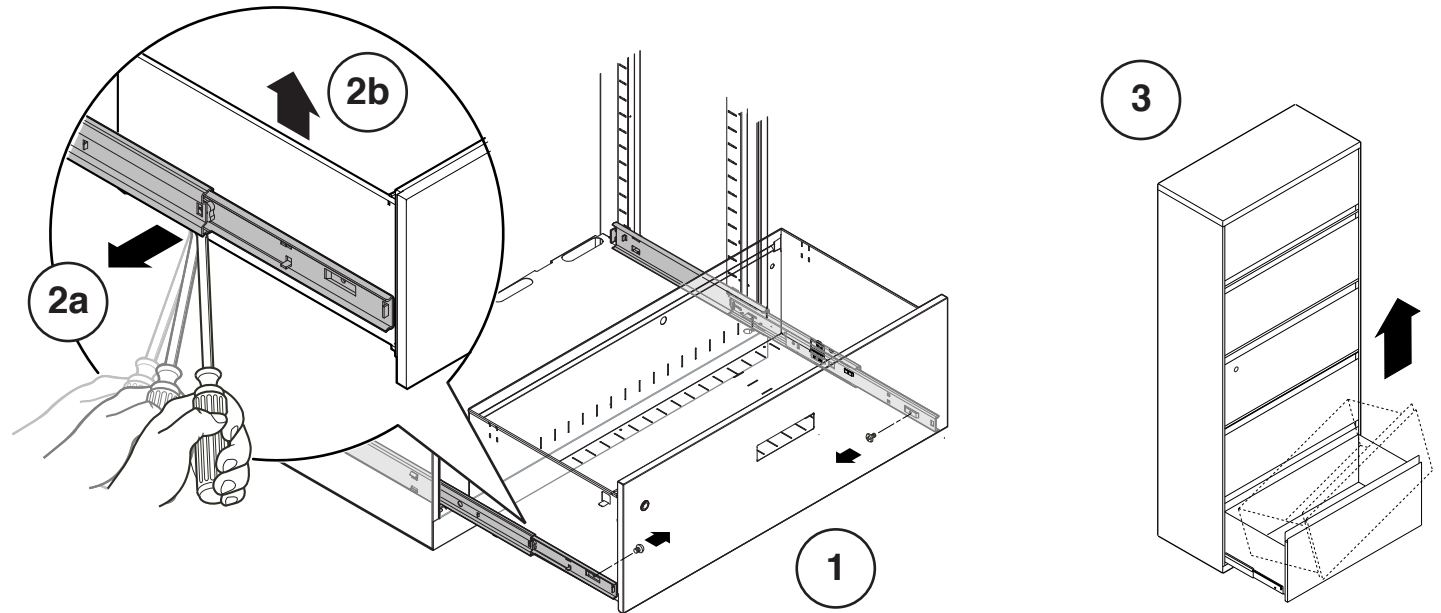
TIP: When removing drawers, make sure to mark them in order to replace them into their original positions.

1. Remove screws connecting drawer body to suspensions.

2. Toward the rear of the drawer, use a flat-blade screwdriver or pry bar to disengage the drawer body barbs from the suspensions.

3. Lift drawer out of suspensions.

4. If removing more than one drawer, de-activate the interlock of the opening from which the previous drawer was removed.



Removing the Drawers (Towers and Workstation Verticals)

TIP: When removing drawers, make sure to mark them in order to replace them into their original position.

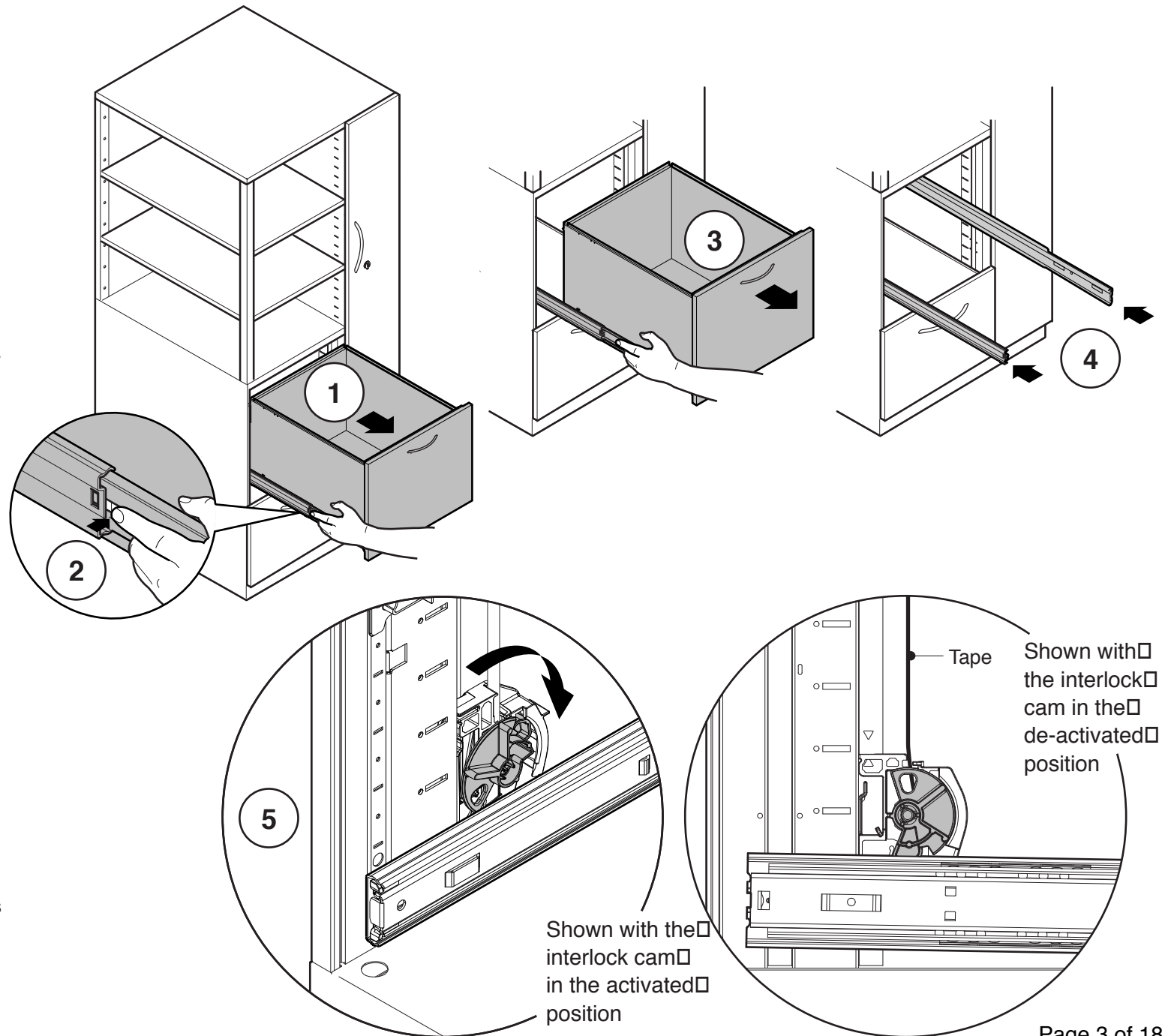
1. Pull drawer all the way out.

2. Depress tabs on each side of the drawer rails.

3. While depressing tabs, pull drawer straight out.

4. Push extended drawer suspension back into the case to prevent damage and avoid injury.

5. If removing more than one drawer, de-activate the interlock of the opening from which the previous drawer was removed.



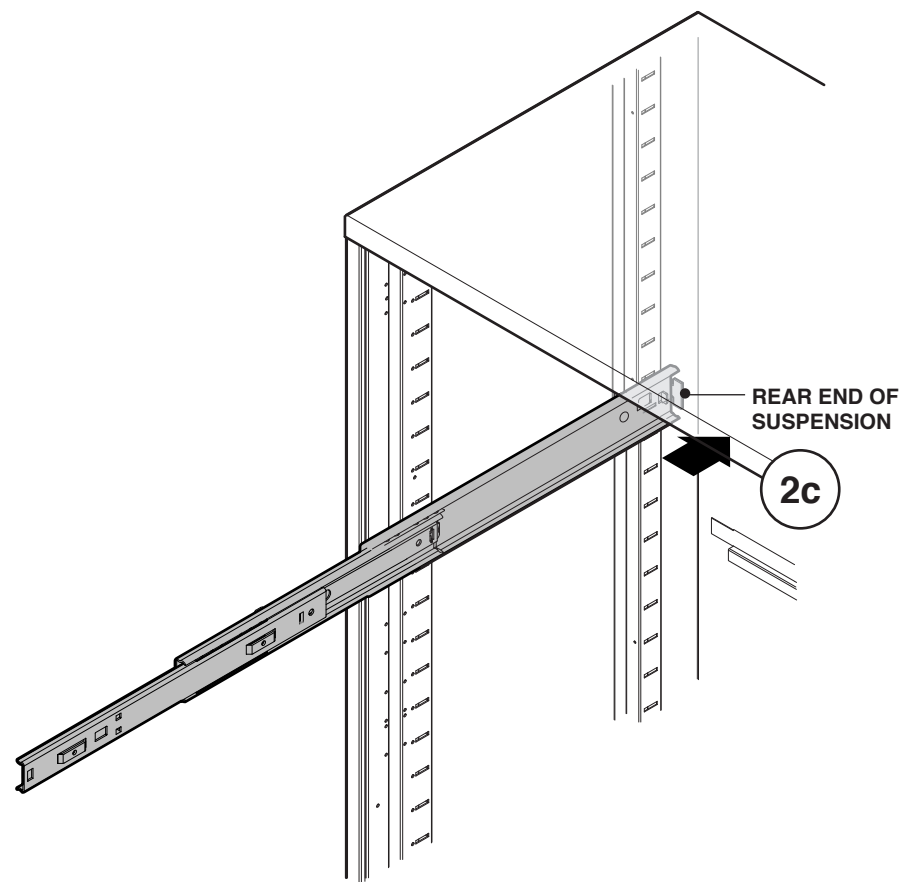
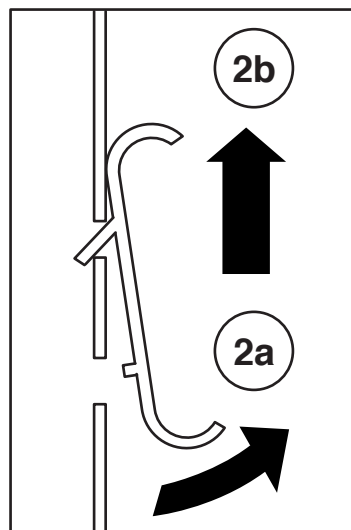
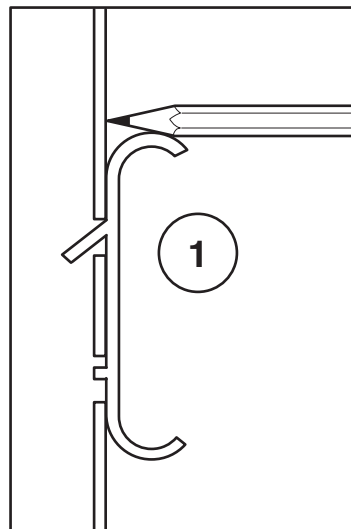
Removing a Drawer Suspension (Lateral Files and Combo Cabinets)

TIP: Pull suspension out to gain better leverage.

1. With a pencil (or non-permanent marking method) mark the location of the suspension on the case side.

2. Remove suspension by turning the bottom of the suspension outward so the bottom front tab is disengaged (2a).

Pull upward so the top front tab is disengaged (2b). Push suspension rearward (2c) and remove suspension.



Removing a Drawer Suspension

(Towers and Workstation Verticals)

TIP: Pull suspension out to gain better leverage.

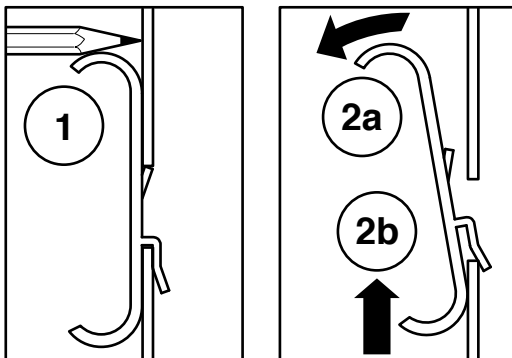
1. With a pencil (or non-permanent marking method) mark the location of the suspension on the case side.

2. For the **LEFT HAND** suspension, twist the **BOTTOM** of the suspension away from the cabinet (2a), while **PUSHING DOWN** (2b).

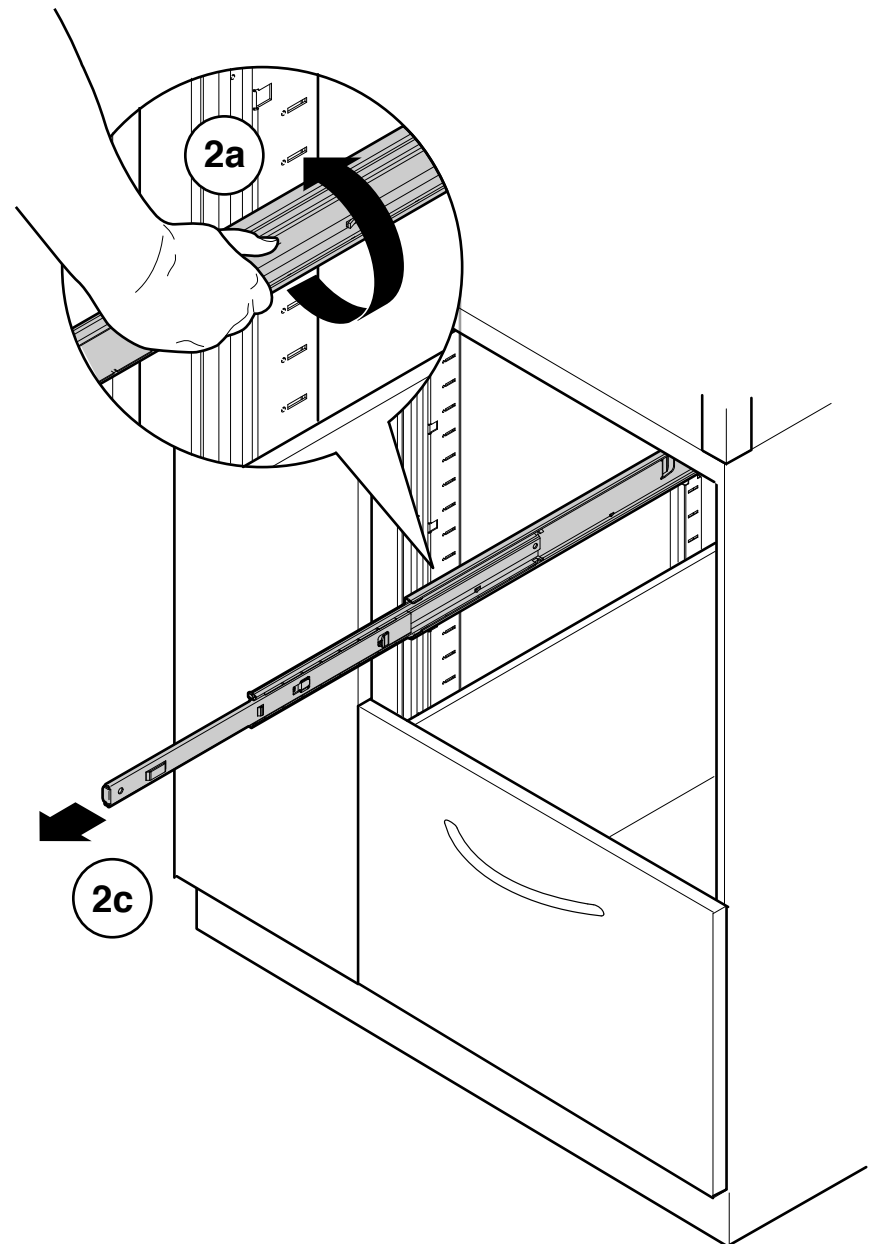
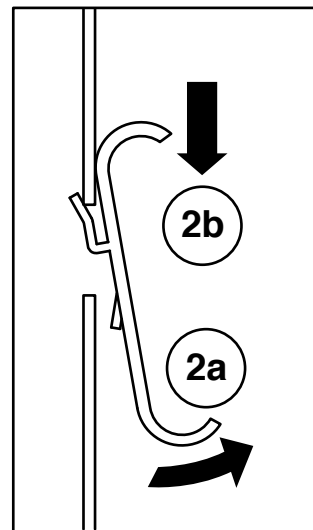
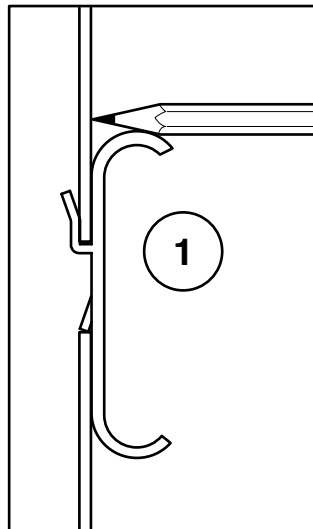
Pull suspension forward (2c) and remove the suspension.

For the **RIGHT HAND** suspension, twist the **TOP** of the suspension away from the cabinet, while **LIFTING UP**.

RIGHT HAND (OPPOSITE)



LEFT HAND (SHOWN)



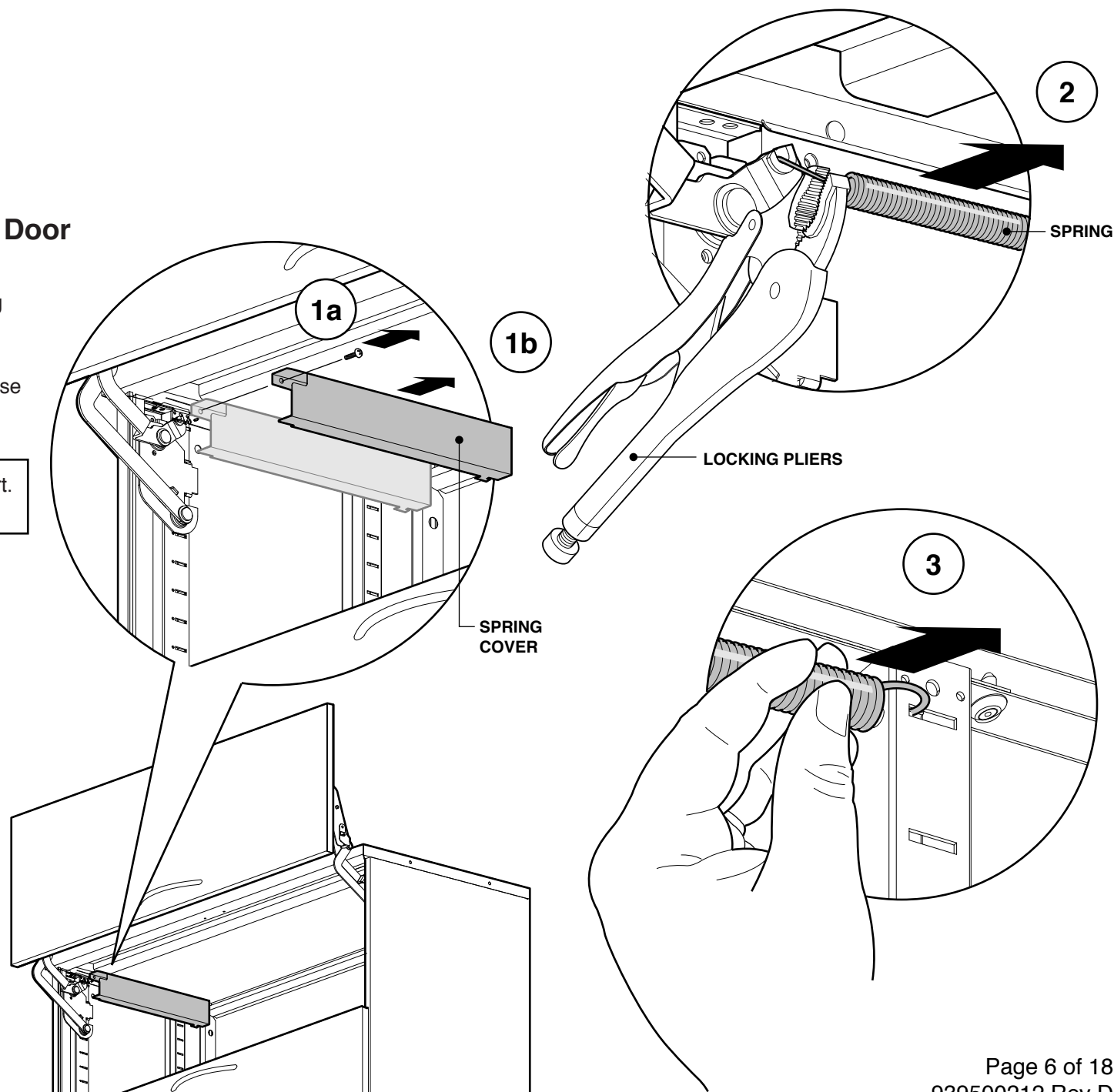
Removing a Proud Lift-up Door

1. Remove front screw (1a) and spring cover (1b) from both sides.

2. Grip the spring at the front of the case opening with locking pliers and remove from the lift-up door mechanism.

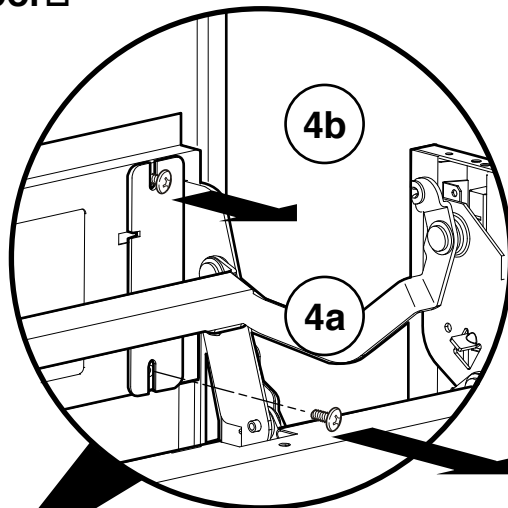
NOTE: This requires considerable effort. Use of locking pliers is recommended.

3. Unhook the spring from the rear upright.



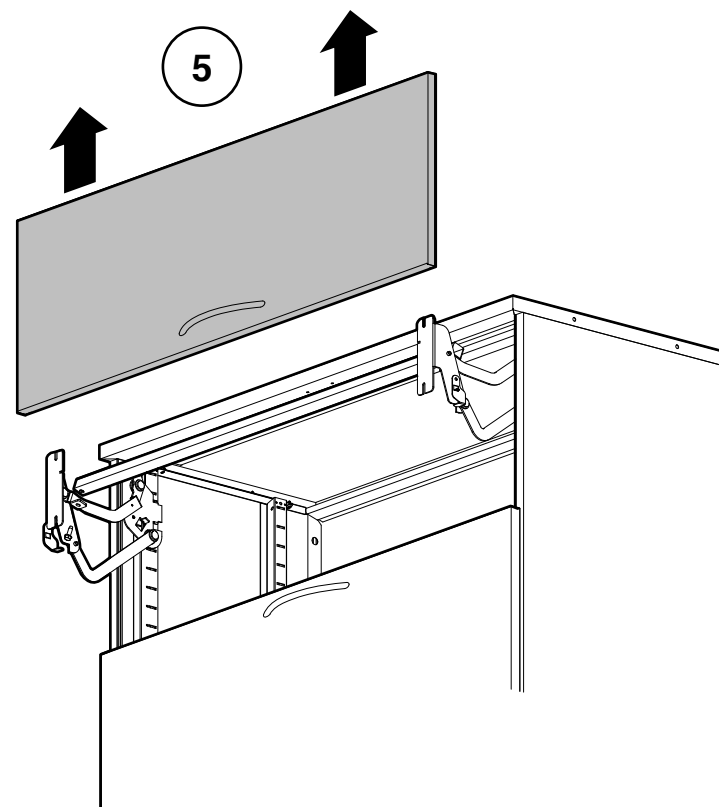
Removing a Proud Lift-up Door□ (cont.)

4. With door half-way down, remove lower screws completely (4a), and loosen upper screws (4b) from both sides.



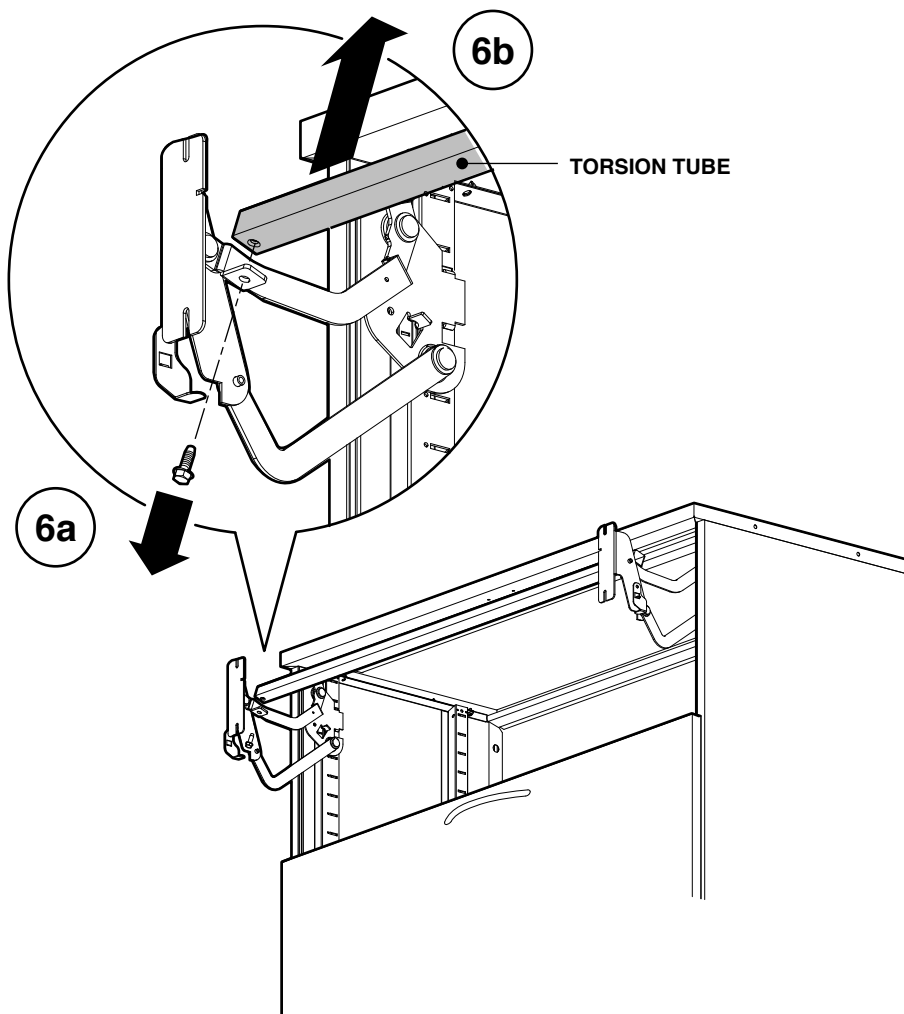
NOTE: Case shown□
without top for clarity.

5. Remove door by sliding up.

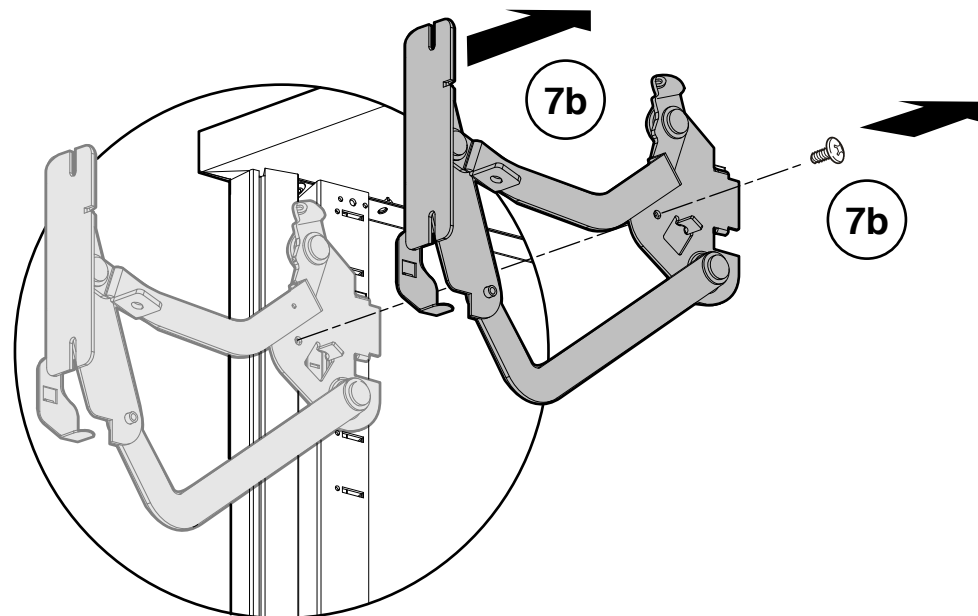


Removing a Proud Lift-up Door (cont.)

6. Remove torsion tube bolts from both sides (6a). Remove torsion tube (6b).



7. Remove case mounting bracket screws (7a). Remove the lift-up arm assembly from the side (7b). Repeat for other side.

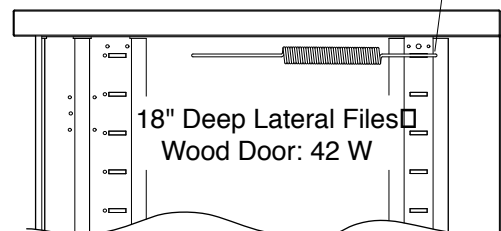
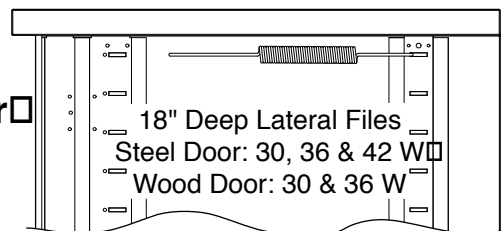


Spring Attachment Locations:

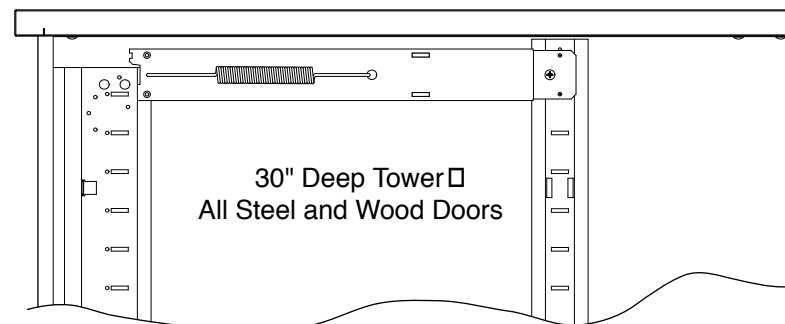
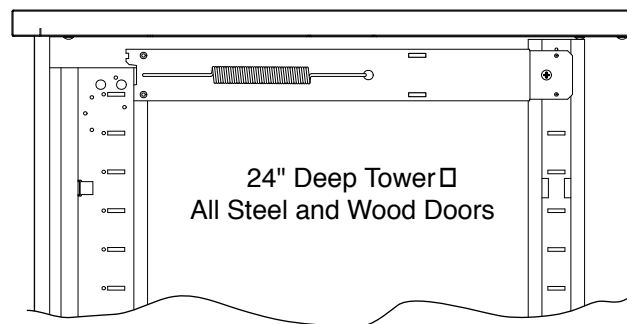
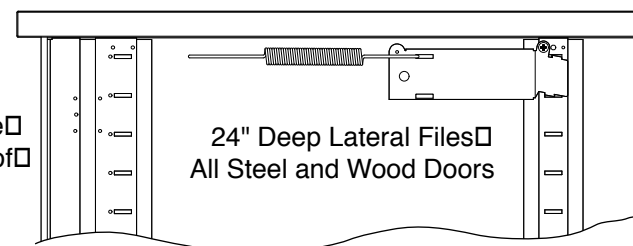
Removing a Proud Lift-up Door □ (cont.)

8. Reverse process to install new door. □
□

NOTE: If door type has changed (steel/wood), see layout for proper spring attachment location.



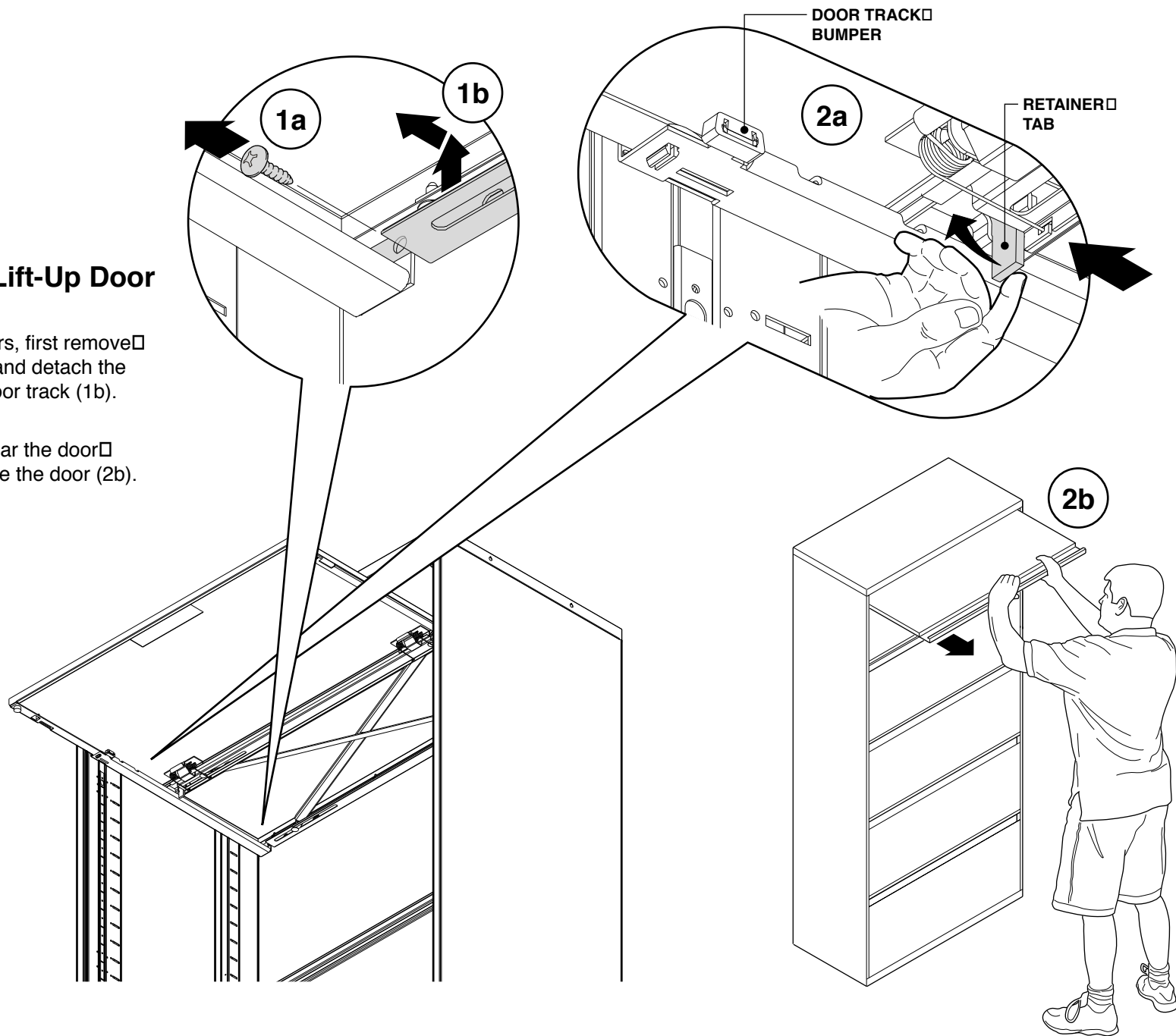
Attach to the hole □
on the backside of □
the rear upright



Removing a Flush Lift-Up Door

1. For 15" tall receding doors, first remove the screw on each side (1a) and detach the equalizer at the rear of the door track (1b).

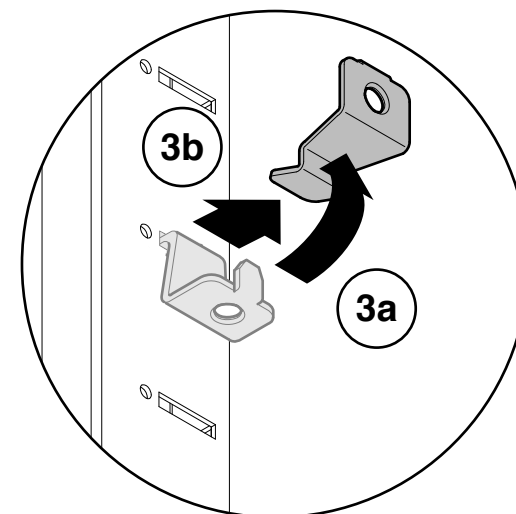
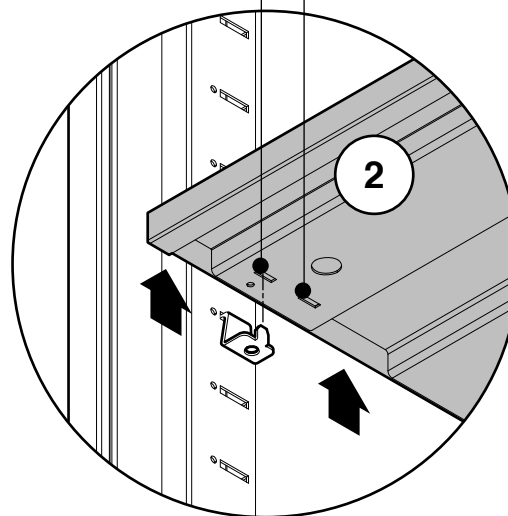
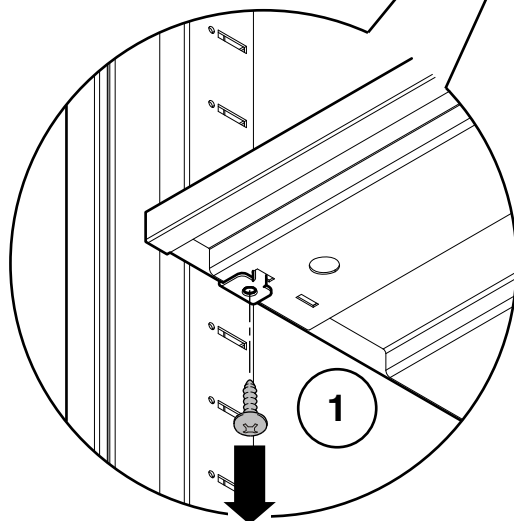
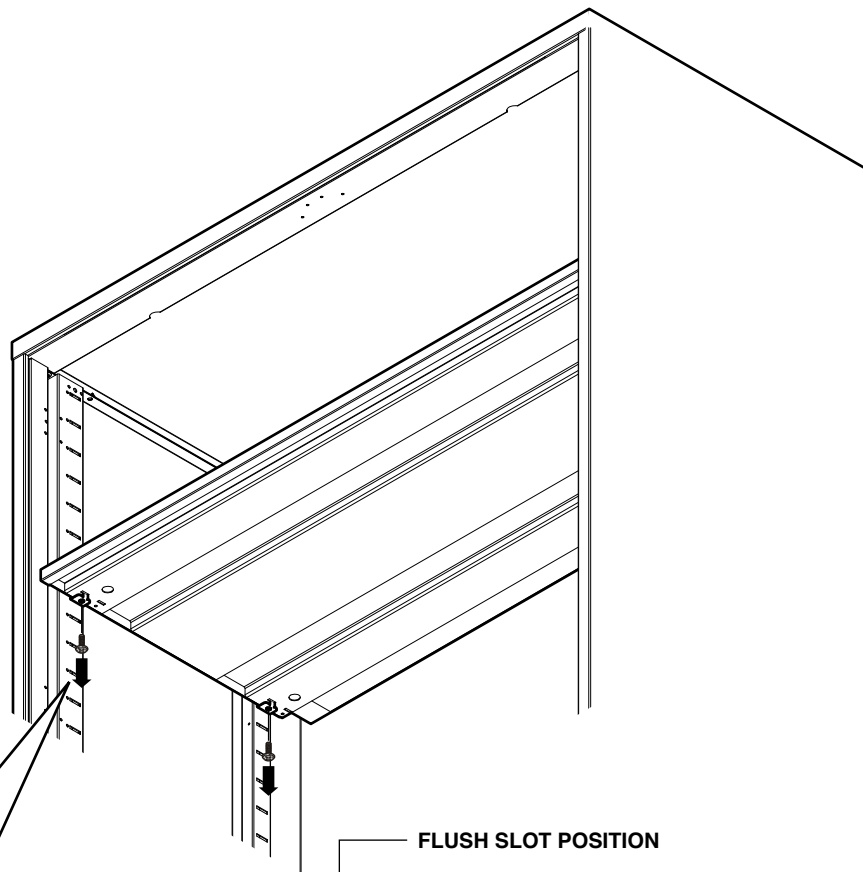
2. Lift the retainer tab to clear the door track bumper (2a) and remove the door (2b).



Removing a Fixed Shelf



1. Remove screws, from underside of shelf, on both sides.
2. Lift shelf off of brackets.
3. Rotate bracket up (3a) and out (3b) to remove.



Removing a Security Shield

1. Remove drawers as required (see pages 2 and 3).

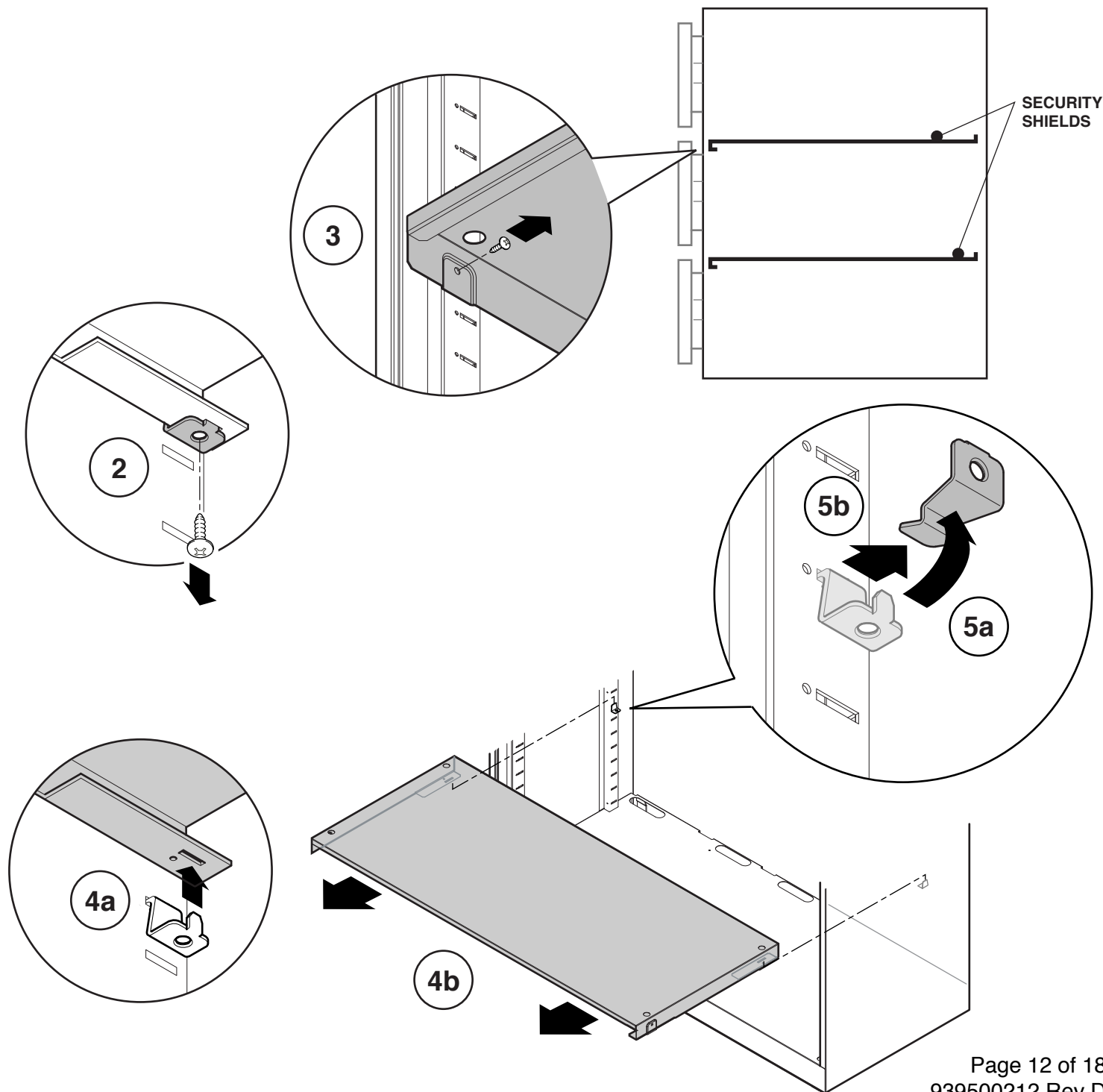
2. Remove rear screws, from the underside of security shield. One (1) screw per side.

3. Remove front screws, from the underside of security shield. One (1) screw per side.

4. Lift security shield out of rear brackets (4a) and remove (4b).

5. Rotate rear bracket up (5a) and out (5b) to remove on each side.

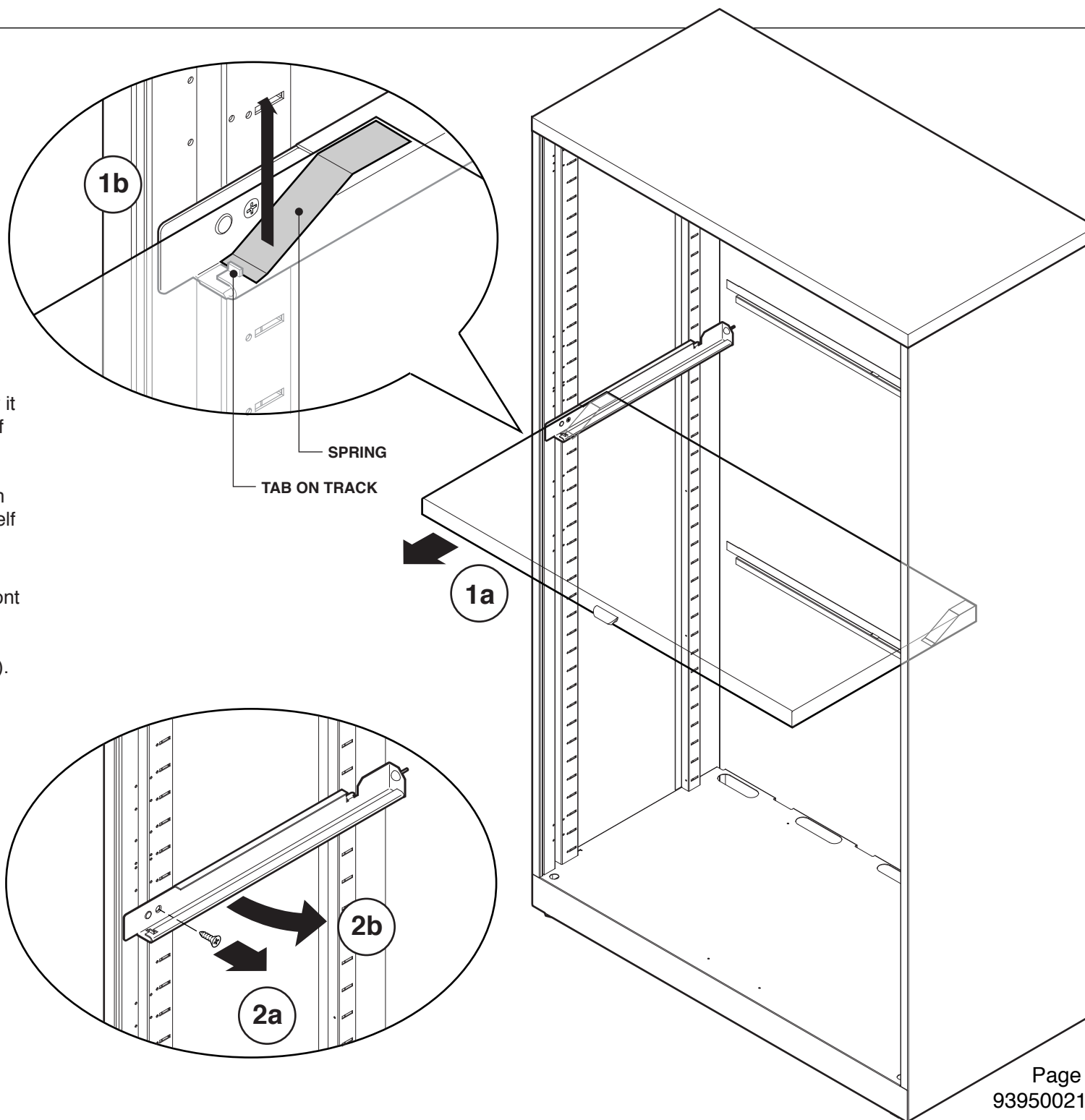
6. Re-install drawers in their original locations, if required.



Removing a Posting Shelf

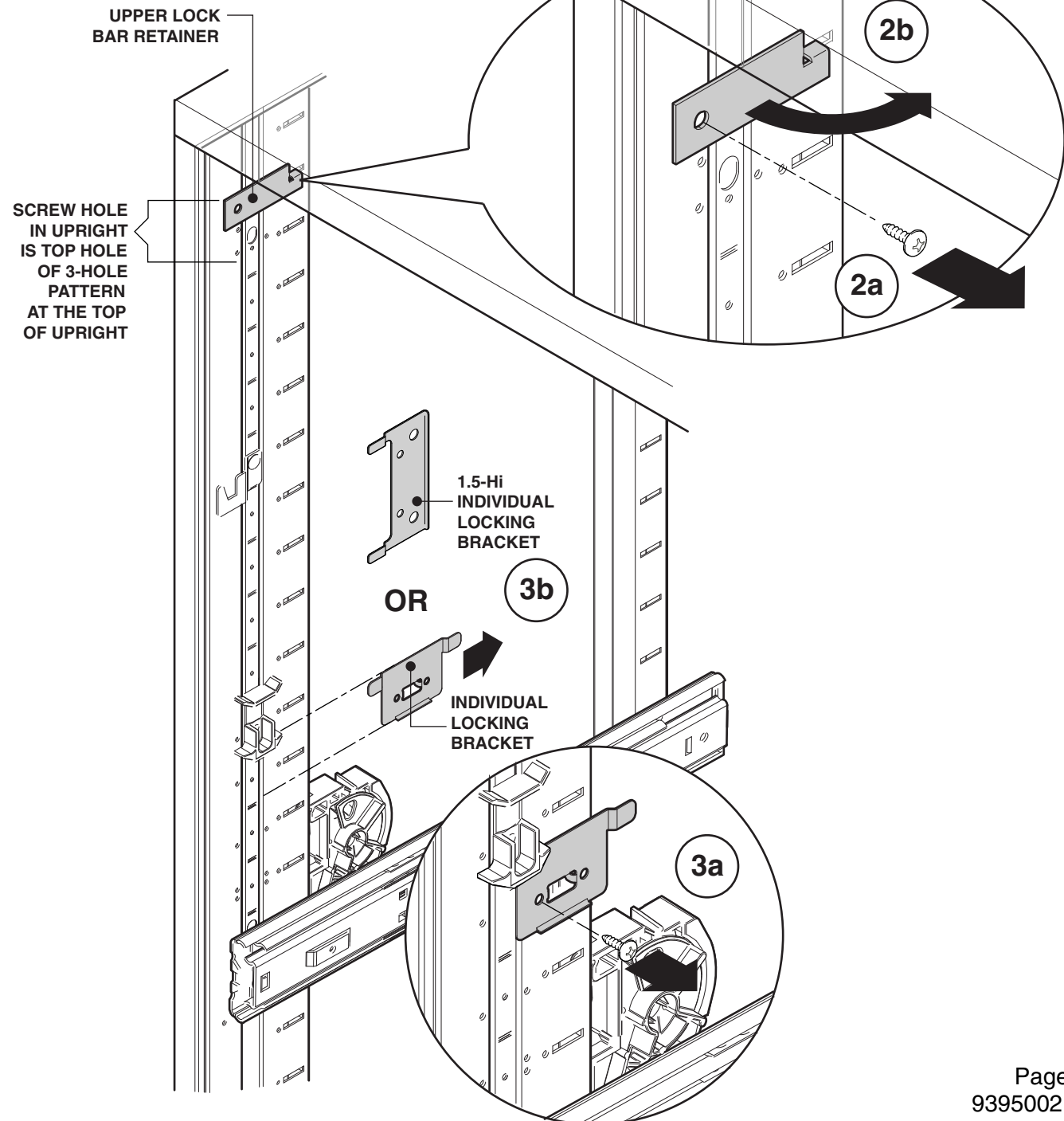
1. With the drawer below it removed, pull posting shelf all the way forward (1a), press spring retainers up into the shelf body on each side (1b), and slide the shelf completely out.

2. Remove screw from front of posting shelf track (2a), and disengage hook from rear upright to remove (2b).



Removing Lock Bar from Case

1. Remove all lift-up doors, drawers, suspensions, shelves and posting shelves from case, as shown on previous pages.
2. Remove upper lock bar retainer as shown (units with flush lift-up door in top opening only).
3. Remove all lower individual locking brackets as shown and set aside.
4. Remove LH and RH lock bars from case and set aside.



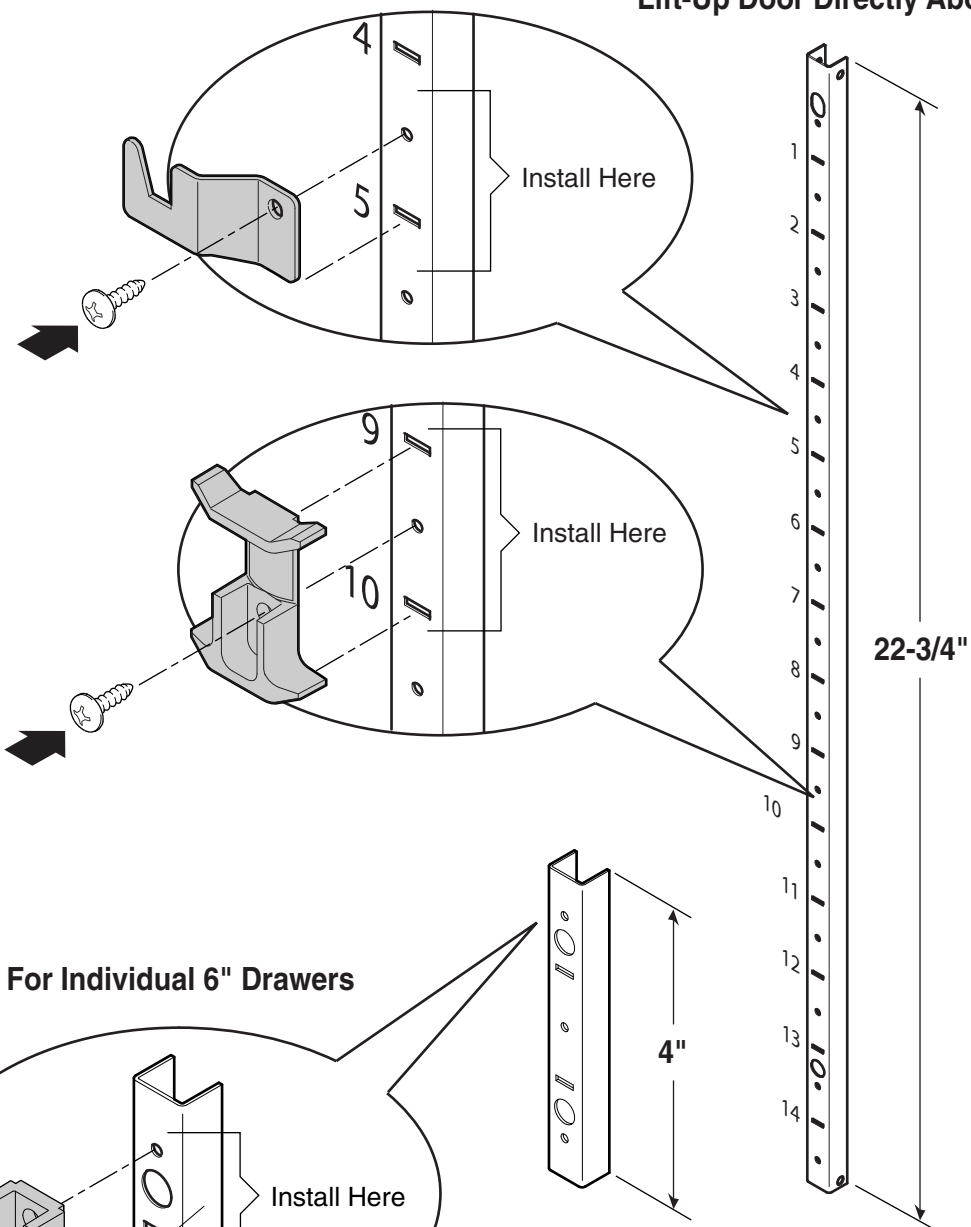
Installing Individually Locking Drawer Lock System

1. 12" drawer openings require one 12" lock bar assembly on each side of the drawer. Assemble the plastic lock tab in the location shown using one (1) #8-18 x 3/8" screw (1a).

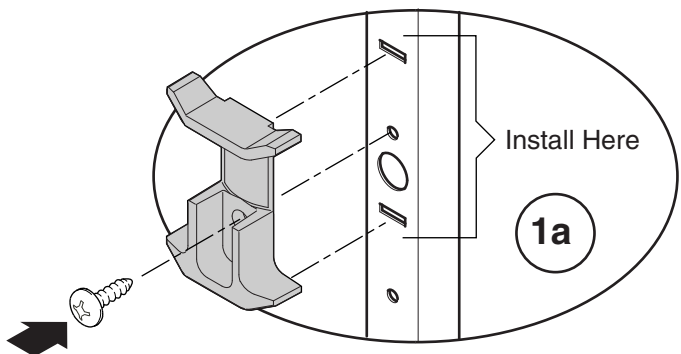
On a 1.5-Hi lateral, the 6" drawer opening requires one 6" lock bar assembly on each side of the drawer (1b).

2. For the upper two openings of any case with a lift-up door in the top opening, use the 24" lock bar as shown. Assemble the plastic lock tab and metal lock hook in the locations shown using one (1) #8-18 x 3/8" screw each.

For 12" Drawers with
Lift-Up Door Directly Above

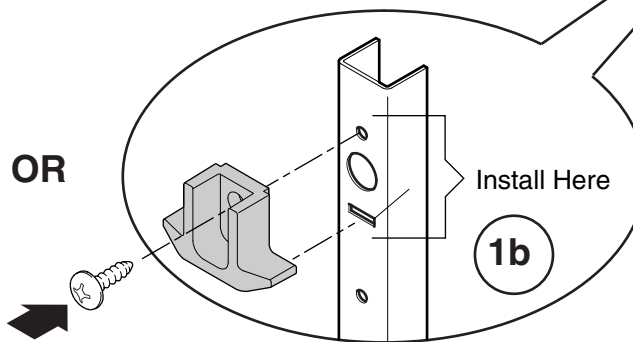


For Individual 12" Drawers



For Individual 6" Drawers

OR



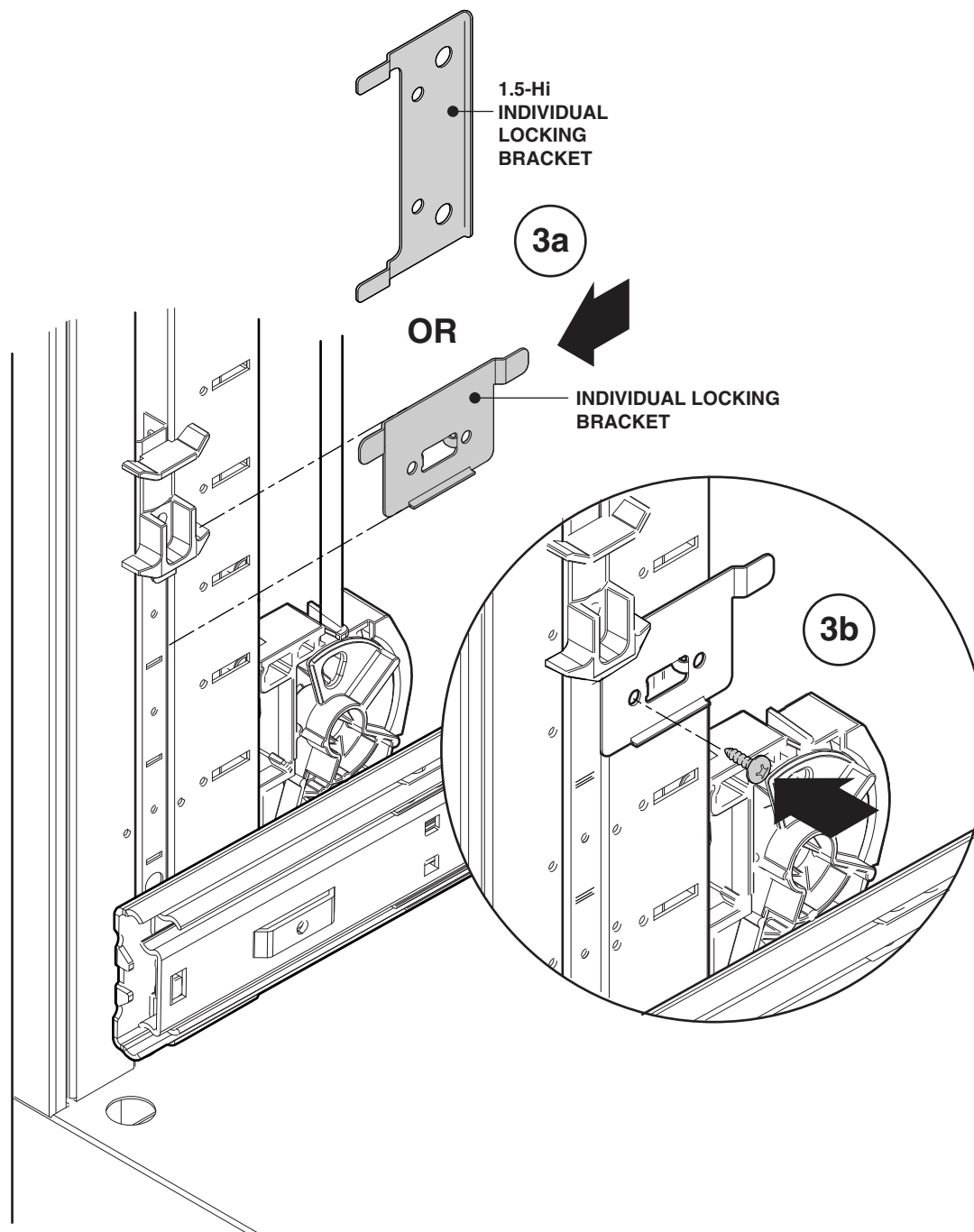
Installing Individually Locking Drawer Lock System (Continued)

3. Insert small lock bar assembly into lock bar channel and install individual locking bracket as shown using one (1) #8-18 x 3/8" screw.

4. Repeat step 3 for each 12" or 6" drawer opening, working from the bottom of the case.

6" drawers can only be installed in the top opening of a 1.5-Hi lateral file.

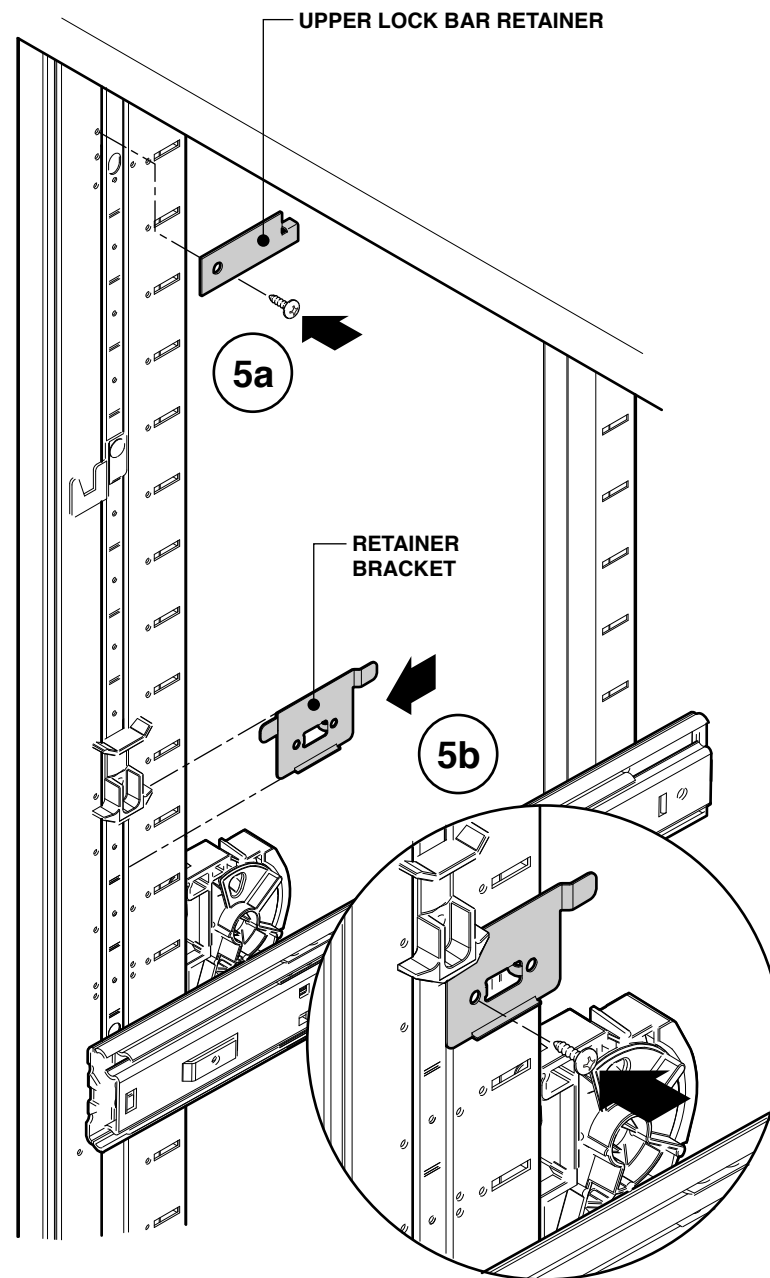
NOTE: Perform steps 3 and 4 on both the LH and RH sides of the case.



Installing Individually Locking Drawer Lock System (Continued)

5. For the top two (2) openings of a case with a lift-up door in the top opening, insert the 24" lock bar assembly, and install retainer bracket as shown using one (1) #8-18 x 3/8" screw. Install upper lock bar retainer as shown for units with a flush lift-up door only.

NOTE: Repeat step 5 for RH side of case.



Installing Individually Locking Drawer Lock System (Continued)

6. Reinstall all suspensions, drawers, lift-up doors, shelves and posting shelves (refer to pages 2 thru 13).

7. Verify lock (7a) and Interlock (7b) function.

NOTE: The interlock mechanism will only allow one drawer to open at a time when properly installed.

NOTE: Refer to the following assembly directions for more information:

- 939500205 - Interlock Replacement Including Drawers and Suspensions
- 939500209 - Outerheads and Drawer Lock System
- 939500211 - Lift-up Doors
- 939500213 - Security Shield
- 939500218 - Shelves

Spring Attachment Locations:

