

# Assembly Instructions ■

All Terrain® Binder Tower

May 2024

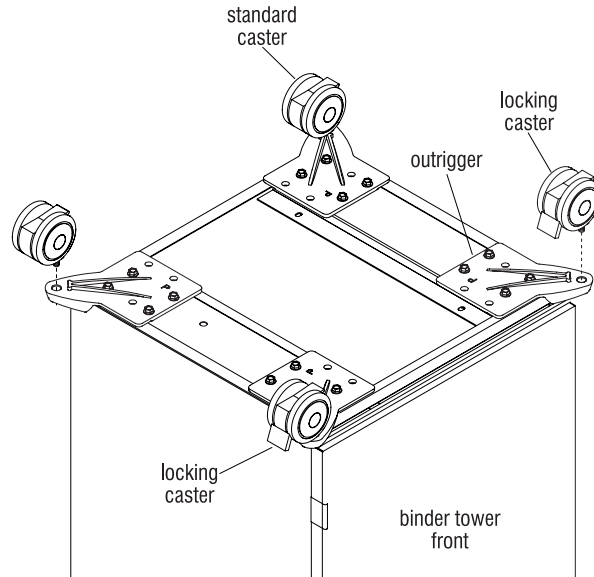


Figure 1

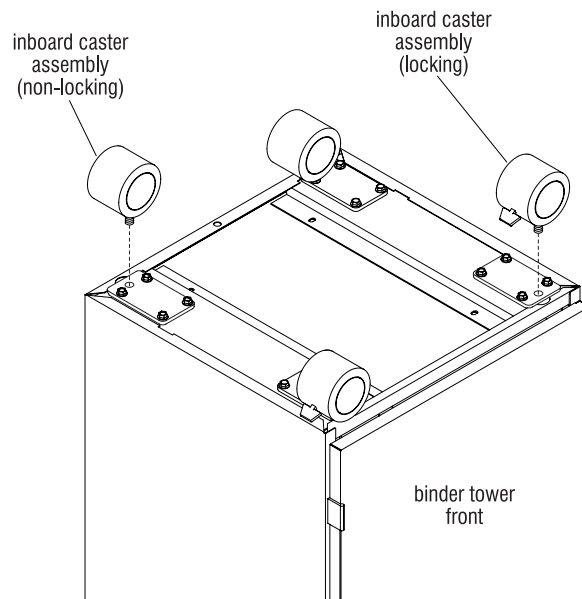


Figure 2

## Caster with Outriggers Assembly

1. Locate the caster/hardware packet that is shipped inside the binder tower. Secure or remove any loose components inside the tower.
2. Carefully turn storage tower on it's back or upside-down on a soft protective surface.
3. Thread the casters into the outriggers. Locking casters must be positioned to the front of the cabinet as illustrated. Tighten the jamb-nut of each caster to the bottom of the tower with a wrench (Figure 1).
4. Gently raise the cabinet to it's upright position on the casters (Figure 1).

## Inboard Caster Assembly

1. Locate the caster/hardware packet that is shipped inside the binder tower. Secure or remove any loose components inside the tower.
2. Carefully turn storage tower upside-down on a soft protective surface.
3. Thread the casters into the bottom of the binder tower. Locking casters must be positioned to the front of the cabinet as illustrated. Tighten the jamb-nut of each caster to the bottom of the tower with a wrench (Figure 2).
4. Gently raise the cabinet to it's upright position on the casters (Figure 2).



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.

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### Landing Pad Assembly

**Important:** Two landing pad options are available for the binder tower, "flat" and "sloped", so your configuration may vary.

1. Determine the style of landing pad to be installed by locating and examining the landing pad hardware pack. The hardware pack for "flat" landing pad installation will include four of the same size landing pad posts (Figures 3 & 4). The hardware pack for the sloped landing pad installation will include two longer, and two shorter landing pad posts (Figures 5 & 6). Refer to the correct instructions on either this, or the following page.

### Flat Landing Pad Assembly

1. Carefully place the flat landing pad upside down on a soft, protective surface. Open the hardware pack and familiarize yourself with all parts and hardware (Figure 3).

**Note:** If your hardware pack includes two longer, and two shorter landing pad posts, your landing pad assembly is sloped, so go to the appropriate instructions on the next page. If your landing pad posts are all the same size, continue with step 2 below.

2. Insert four  $\frac{1}{4}$ -20 x 4" bolts into the four upper landing pad post bushings as illustrated, then secure each upper landing pad post bushing with bolt to the landing pad underside using four #8 x  $\frac{1}{2}$ " screws as illustrated (Figure 3).
3. Place a lower post bushing onto each landing pad post and press each of four post with lower busing assembly onto each of four installed upper landing pad bushings with bolts as illustrated (Figure 3).

4. Carefully rotate the landing pad with four landing pad post assemblies onto the top of the binder tower, such that the bolts insert down through the four mounting holes in the top of the binder tower (Figure 4).
5. From inside the tower, locate the  $\frac{1}{4}$ -20 bolts inserted through the top, place a  $\frac{1}{4}$ " washer and  $\frac{1}{4}$ -20 nut onto each bolt. Tighten the nuts to secure the landing pad to the binder tower top (Figure 4).

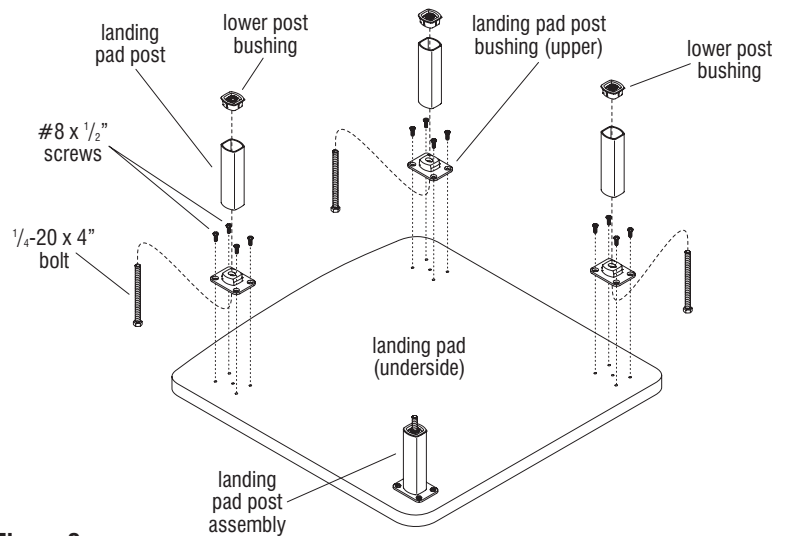


Figure 3

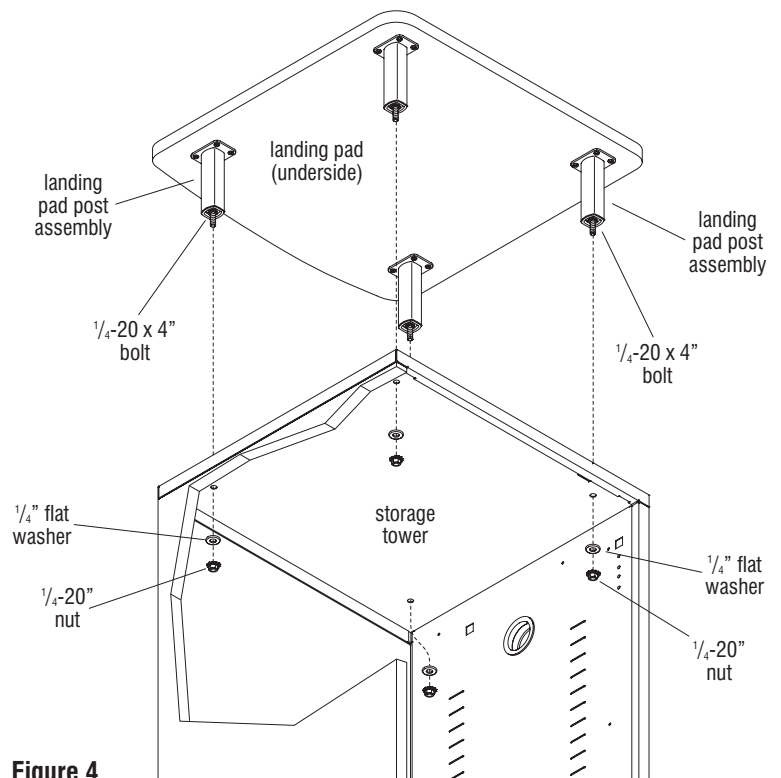


Figure 4



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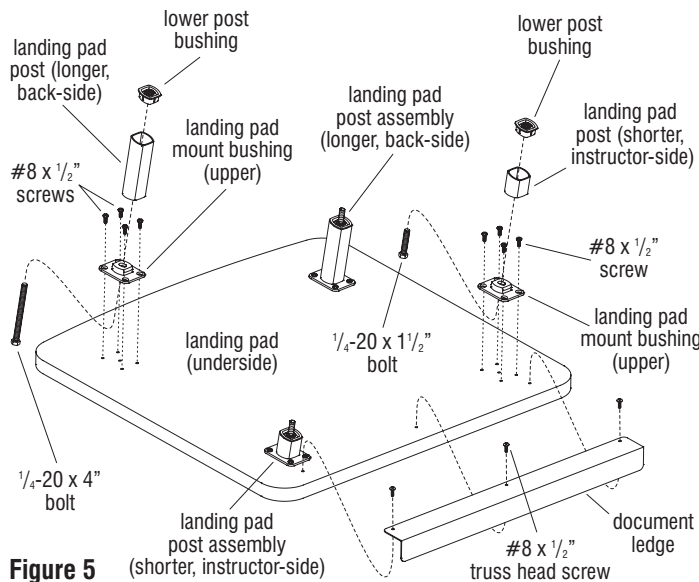


Figure 5

### Sloped Landing Pad Assembly

1. Carefully place the slopped landing pad upside down on a soft, protective surface. Open the hardware pack and familiarize yourself with all parts and hardware. Take special note of the two different sized landing pad posts and the two different sized attachment bolts (Figure 5).

**Note: The shorter landing pad posts and bolts are to be installed to the front, user side of the storage tower. The user side has the document ledge attached to it.**

2. Orient the user side of the landing pad to be over the edge of a table (or the binder tower top) for ease of installation, then align the mounting holes of the document ledge with the pre-drilled mounting holes on the underside of the landing pad. Secure the ledge to the front, user side of the pad using three #8 x 1/2" truss head screws (Figure 5).

3. Insert two 1/4-20 x 4" bolts and two 1/4-20 x 1 1/2" bolts into the four upper landing pad bushings as illustrated (Figure 5).

4. Secure the upper bushings with the shorter 1 1/2" long bolts to the underside of the landing pad near the document ledge using four #8 x 1/2" screws each. Then secure the two upper bushings having the 4" long bolts to the underside of the landing pad using four #8 x 1/2" screws each (Figure 5).

**Note: The top of all four landing pad posts are angled to correspond with the slope of the landing pad when installed on the storage tower.**

5. Place the lower post bushings down onto the flat, bottom sides of the landing pad posts (two tall and two short) as illustrated. Position the shorter landing pad post/bushings to the installed upper bushings closest to the installed document ledge. Take care to orient the angled edge of the posts correctly to match the slope of the landing pad underside (Figure 5).
6. Repeat the above procedure with the longer landing pad posts, positioning them to the rear upper bushings at the 4" bolt locations, correctly matching the slope angle (Figure 5).

7. Orient the landing pad to be right-side up and with the document ledge to the user side of the storage tower as illustrated. Carefully position the landing pad with four landing pad post assemblies such that the four bolts insert down through the four mounting holes in the top of the tower (Figure 6).

8. From inside the tower, locate the 1/4-20 bolts inserted through the top and place a 1/4" washer and a 1/4-20 nut onto each bolt. Tighten nuts to secure the landing pad to the tower top (Figure 6).

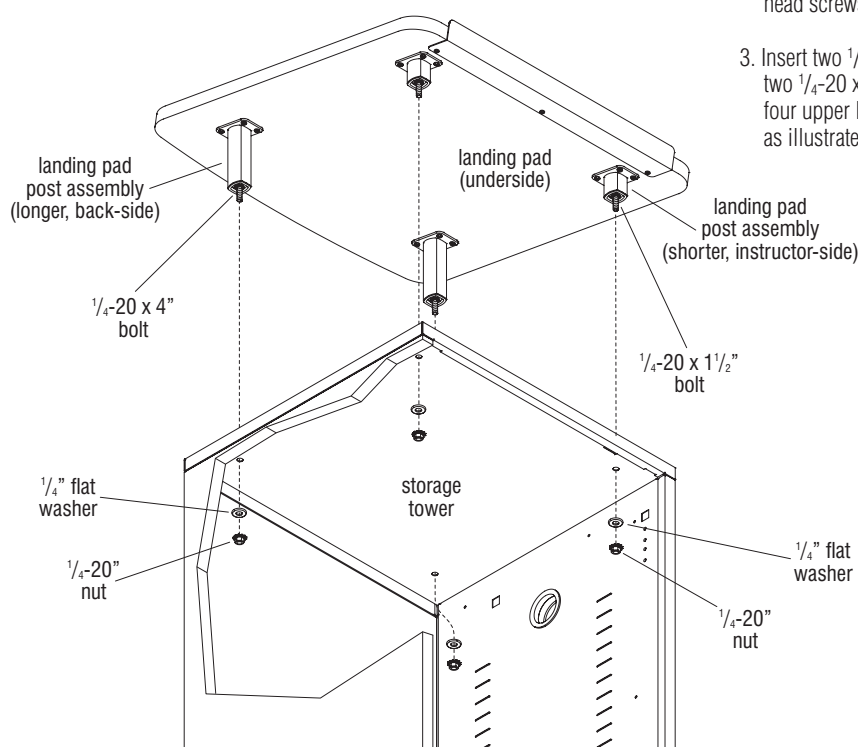


Figure 6

## ■ All Terrain® Binder Tower

### Assembly Instructions

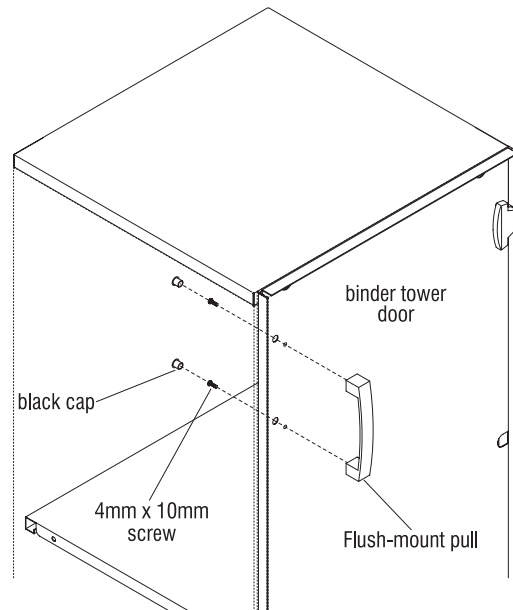


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#### Flush-Mount Pull Assembly

1. Locate the pull/hardware packet that is shipped inside the binder tower.
2. Using two 4mm x 10mm screws, fasten the pull to the door as illustrated (Figure 7).
3. Finish the inside of the door with two black plastic screw caps (Figure 7).

**Note:** If installing a pull on a laminate door, use two 4mm x 25mm screws per pull. Black caps are not required.



**Figure 7**



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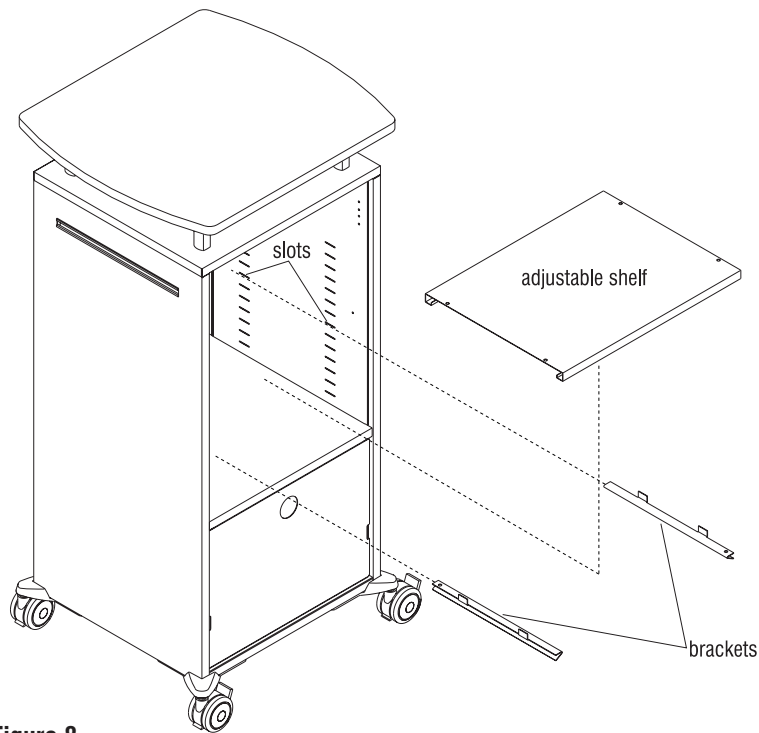


Figure 8

#### Adjustable Shelf Assembly

1. Remove the shipping tape securing the shelf and brackets during shipment.
2. Hook the shelf brackets into the slots at the inside of the cabinet as illustrated. Make sure the brackets are at the same height on both sides (Figure 8).
3. Install the shelf by setting it onto the brackets. Make sure the shelf is pushed all the way back into the cabinet (Figure 8).

#### Door Hinge Adjustment

1. For overlay adjustment, turn eccentric screw (A). The overlay can be reduced a maximum of -2 mm (Figure 9).
2. For Height adjustment (+/- 2 mm) first unscrew fixing screw (B). Detach center stop (C) with screwdriver, adjust the height of the door and tighten fixing screws (B) (Figure 9).

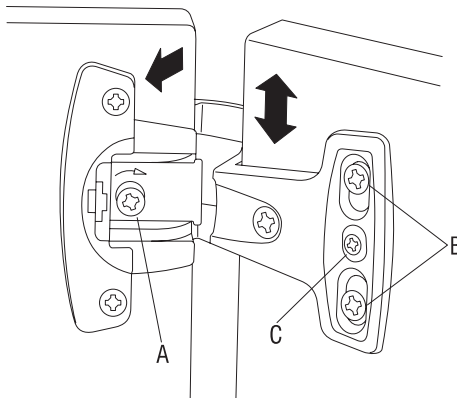


Figure 9





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