

**950 SERIES  
LATERAL FILE AND STORAGE SYSTEM  
Installation Instructions**

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**Product Safety**

Precautions must be taken during installation and use of a file or storage unit to prevent its tipping or falling under certain loading and handling conditions. Safety recommendations in the warning labels should be read carefully.

Leveling glides are provided on all cases so that each case can be adjusted.

When files are placed adjacent to one another, it is strongly recommended that the files be bolted together with furnished ganging bolts and/or anchored to the wall, or other rigid structure.

If files are not ganged or anchored to a rigid structure, a counterweight must be used to ensure adequate stability. (Counterweights are purchased separately).

When a file is loaded, the bottom components should be loaded first and the top components last. When the file is unloaded, this order should be reversed.

Contents and weight should always be evenly distributed within the filing area of the components.

Lateral files have been engineered with a safety interlock feature which prevents the opening of more than one drawer at a time (exceptions are 3" drawers and 3" roll-out shelves). This mechanism must not be altered or tampered with. If the mechanism becomes inoperative, or drawers do not close completely, the unit must be serviced by a qualified technician before it is put back in use.

Haworth recommends unloading contents prior to moving a file. In addition, all components should be closed, and the file should be locked.

**NOTE:** In case the file is a nonlocking unit, file contents should be unloaded and all components should be taped shut to prevent accidental opening prior to relocating/moving the file.

## Leveling File Cases

1. Place lateral file in desired location.
2. Remove the component(s) from the bottom of the case as necessary. Eleven (11) inches minimum vertical clearance is required to allow for adjustment of leveling screws. (Refer to Component Removal/Installation Section).
3. Use a variable speed drill with a .25 hex socket driver attached to it to adjust leveling screw (Fig's 1 and 1A).
- 3a. Manual Method: Insert a .25 hex socket ratchet through the access hole located in each of the four corners of the file base (Fig. 1B).

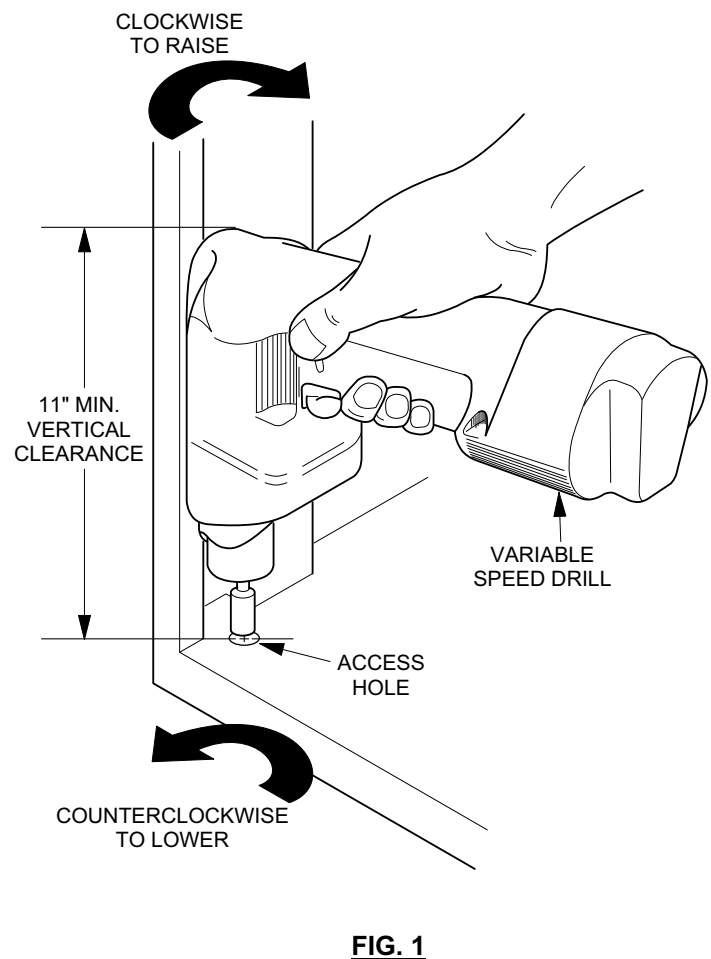
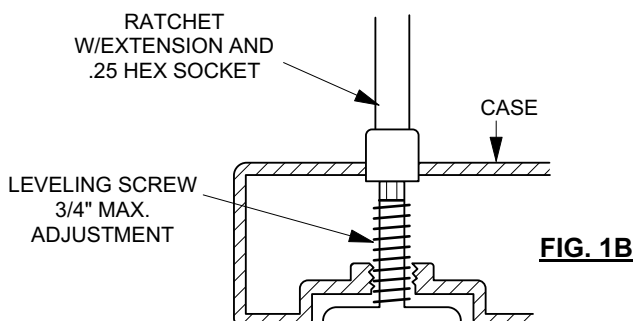
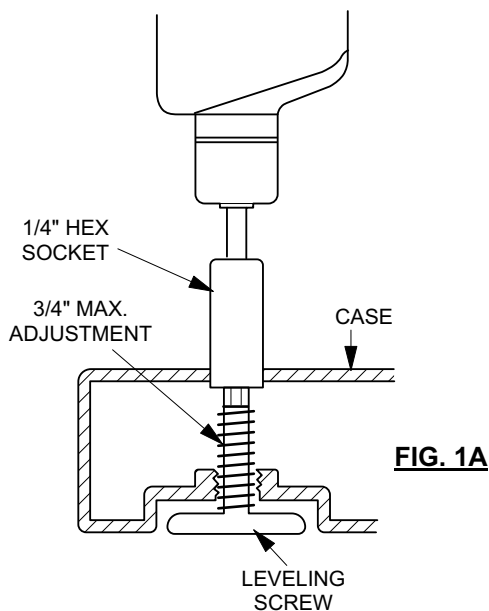
**NOTE:** For heavier files, it may be necessary to relieve some of the weight from the file while leveling screw is being adjusted.

4. Adjust screw clockwise to raise the unit or counterclockwise to lower the unit.

**NOTE:** Leveling screws have 3/4" maximum vertical adjustment. **Do not exceed.**

5. When leveling of case is complete, reinstall any components that were removed. (Refer to Component Removal/Installation Section).
6. Close all file components to check for proper adjustment. If properly adjusted, all components will be evenly spaced within the case and will operate smoothly.

**NOTE:** Files produced prior to June 1991 should be adjusted with a flat blade screwdriver.



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## Ganging and Anchoring

### Ganging

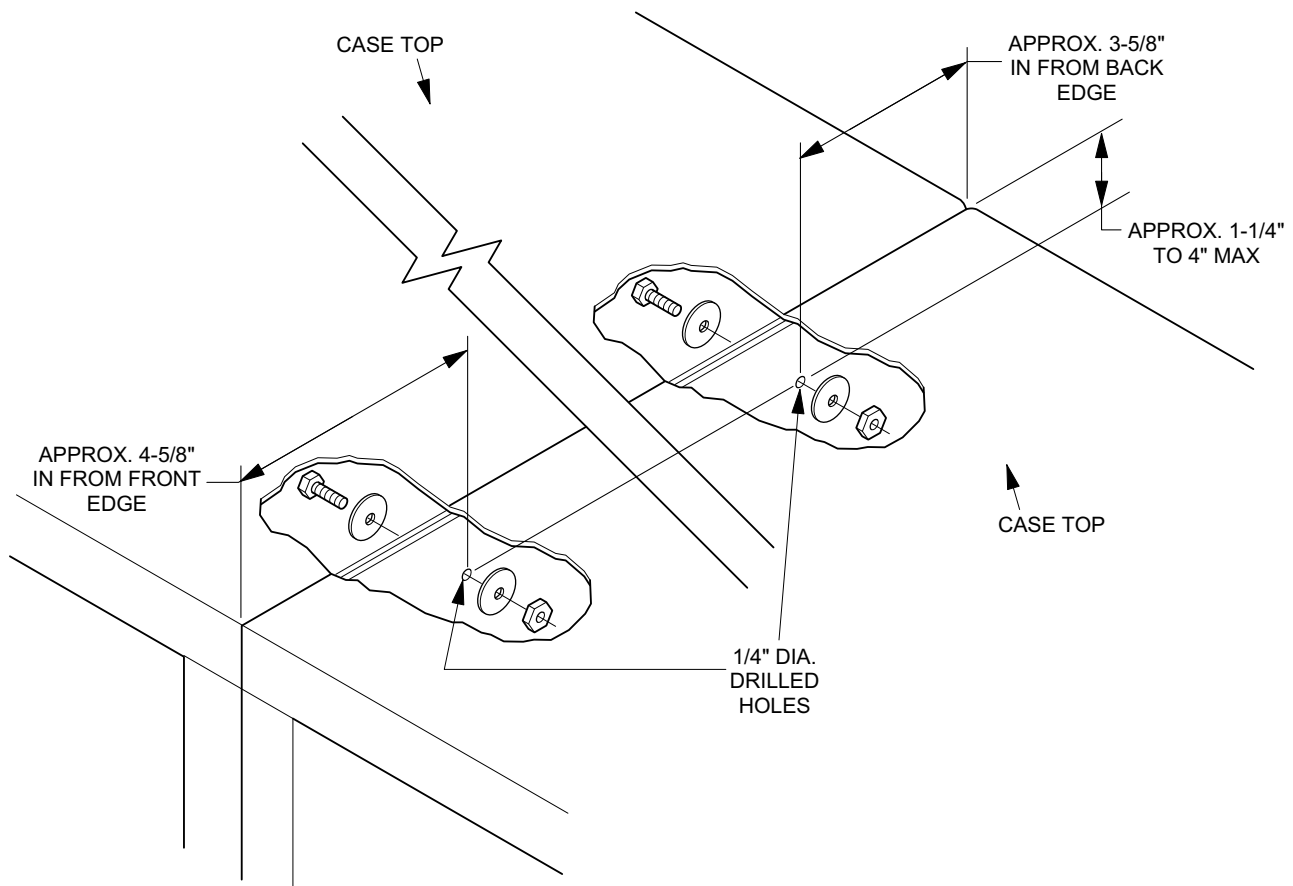
1. Level all units to be ganged to a common height.
2. Extend top components. Component removal may be necessary (See Component Removal/Installation section).
3. Drill two (2) sets of 1/4" diameter holes through the side walls of the adjoining cases, located as shown below. Holes must be free of metal shavings.

**NOTE:** Do not allow metal shavings from hole drilling to fall into mechanics of components located below the drill site. Use suitable drop cloth to catch and dispose of all metal shavings.

4. Use the two (2) #10-32 x 3/4" PHH PNH screws, four (4) washers, and two (2) hex nuts supplied in file to bolt files together through the two sets of holes (Fig. 2).
5. Reinstall components if they were removed.
6. Check for proper component operation.

### Anchoring

Anchoring may be done through the side or back of the case. Anchoring should be done as close to the corners of the file as possible. Proper anchoring depends upon a solid tie to a rigid building structure.

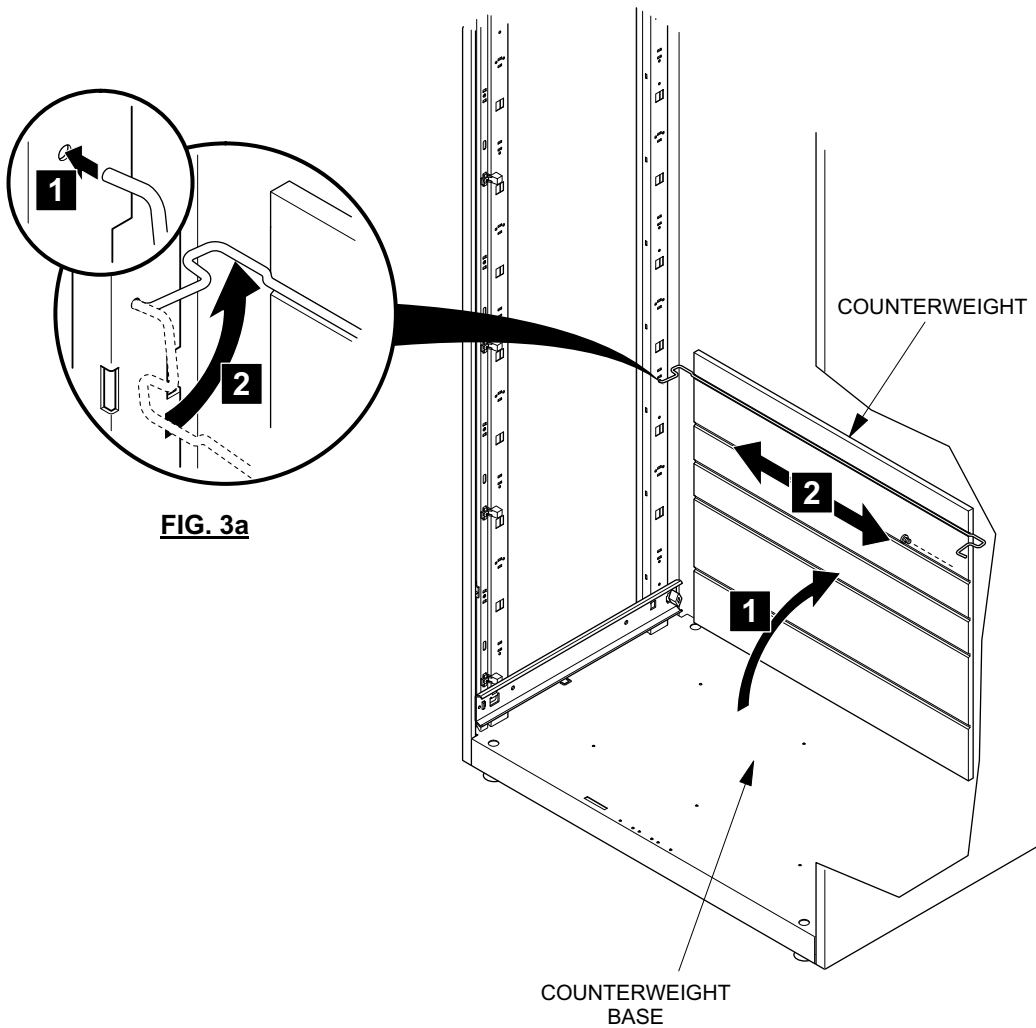


**FIG. 2**

## Counterweight Assembly

When the counterweight is ordered separately:

1. Remove components from bottom of case (24 inch minimum vertical clearance is required) to allow for installation of counterweight. (Refer to Component Removal/Installation).
2. Place counterweight horizontally, against the interior back of the file between the vertical mounting rails (Fig. 3).
3. Install rod in first available notch nearest top, placing rod in vertical rail holes on each side of case and rotated up into counterweights groove (Fig. 3a).
4. Reinstall components that were removed.
5. Check for proper component operation.



**FIG. 3a**

**FIG. 3**

## Component Removal/Installation

### Drawer/Roll-Out Shelf Removal

1. Extend drawer/shelf to be removed.
2. Remove drawer/shelf contents.
3. With a flat-blade screwdriver, pry slide bayonet tab away from drawer/shelf side near retaining tabs (Fig. 4).
4. Lift drawer/shelf off slide assembly.
5. Repeat steps 3-4 to all four corners until drawer/shelf is loose from slides.
6. Remove drawer/shelf from slides.
7. As each corner is released from the slide, assistance may be necessary to support the drawer/shelf assembly.

**NOTE:** Due to the interlock mechanism, if two or more drawers require removal, Step 8 **must** be executed before extending and removing each additional drawer. (Exceptions are 3" drawers and 3" roll-out shelves).

8. Once a drawer/roll-out shelf (excluding 3" drawers/roll-out shelves) is extended, the interlock mechanism is activated to prevent additional drawers from being extended. To reset the interlock mechanism so the next drawer can be extended:
  - \* Locate the interlock cam for the drawer that was previously removed (the cam can be found on the left side, toward the rear of the file (Fig. 5).
  - \* Rotate the cam counterclockwise from activated position to static position (rotation is approximately 90 CCW).
  - \* Follow Steps 1-7 for drawer/roll-out shelf removal.

## Drawer/Roll-Out Shelf Installation

**CAUTION:** Failure to comply with Step #1 of drawer and roll-out shelf installation may result in damage to the safety interlock mechanism.

1. Before installing drawer or roll-out shelf, check the safety interlock mechanism cam for proper position. The cam **must** be in the **activated position**. If more than one drawer was removed and the cam was set to the static position, rotate the cam clockwise to the activated position (rotation is approximately 90 CW) (Fig. 5).

**NOTE:** Only one cam can be set to the activated position at a given time.

2. Fully extend drawer/shelf slides.
3. Align drawer/shelf side pockets with slide bayonet tabs.
4. Seat drawer/shelf on slide bayonet tabs by pushing down on drawer/shelf. Retaining tabs should "snap" as they engage the slide.
5. Check drawer/shelf restraint by lifting each corner of drawer/shelf. If drawer/shelf lifts easily from slide, the retaining tabs are not engaged properly. To correct this situation, make sure drawer is seated properly on slides. Locate retaining tabs from inside of drawer/shelf. Tap tabs with a screwdriver and mallet in an outward direction to engage slide with drawer/shelf (Fig. 4).

**CAUTION:** Over-bending a tab may cause it to break (Fig. 4).

# DRAWER AND ROLL-OUT SHELF REMOVAL/INSTRUCTIONS

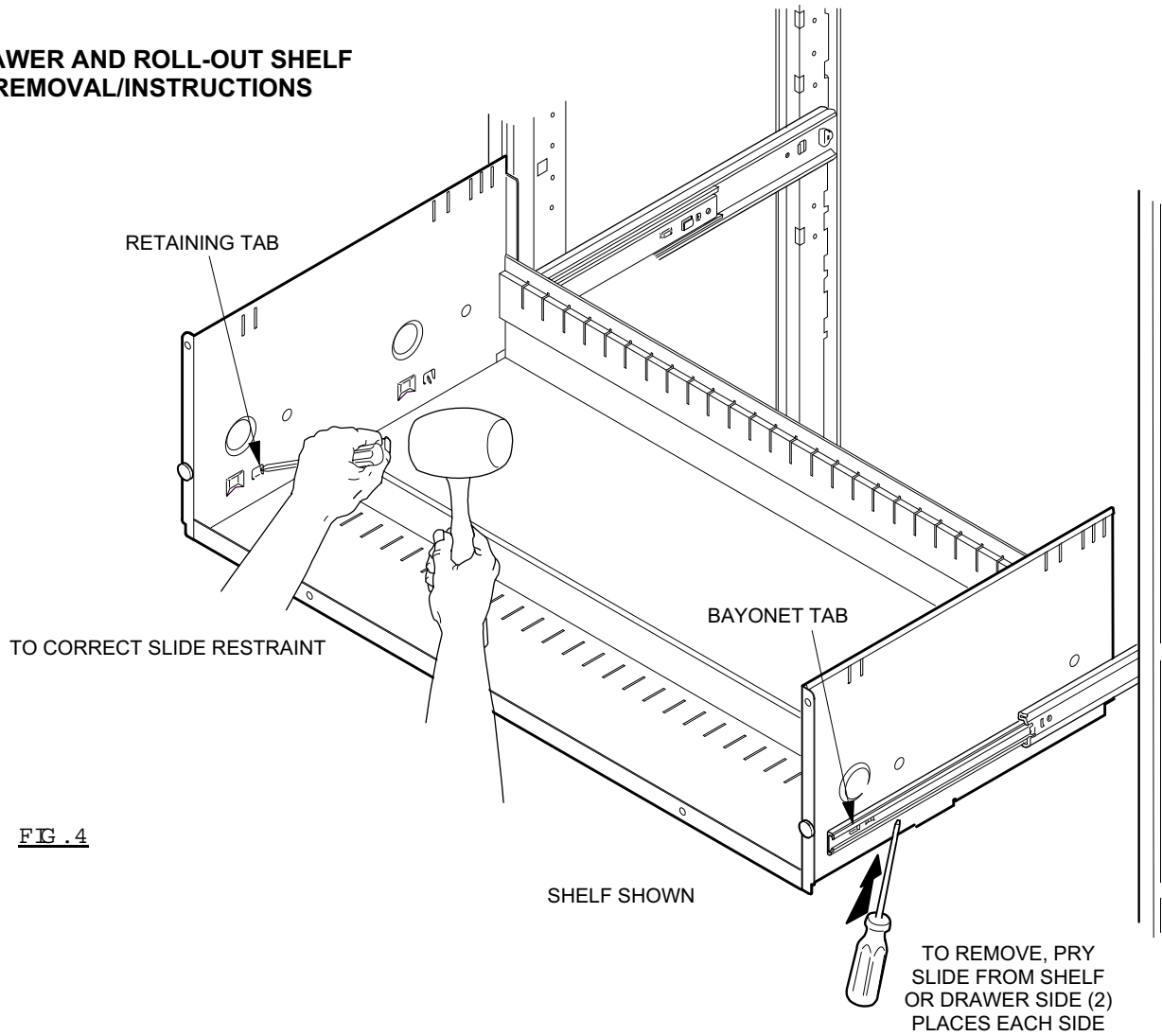


FIG. 4

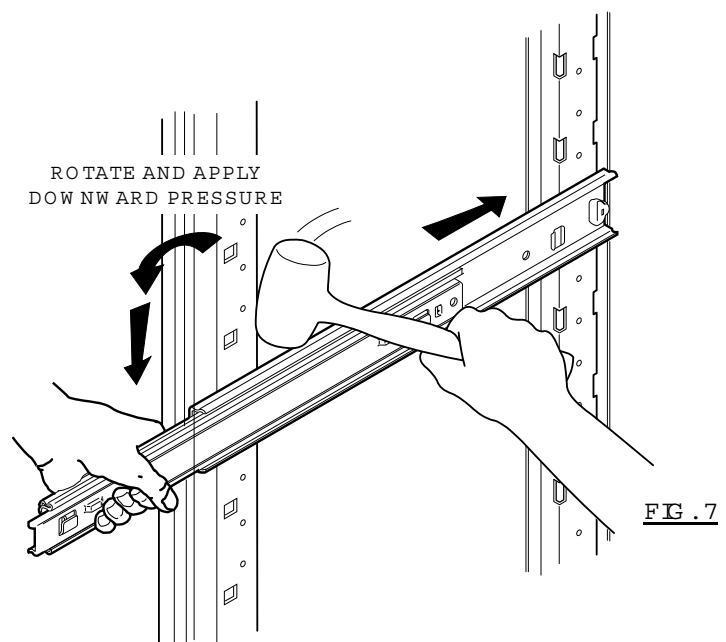
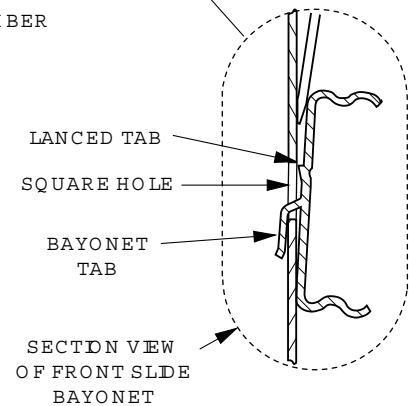
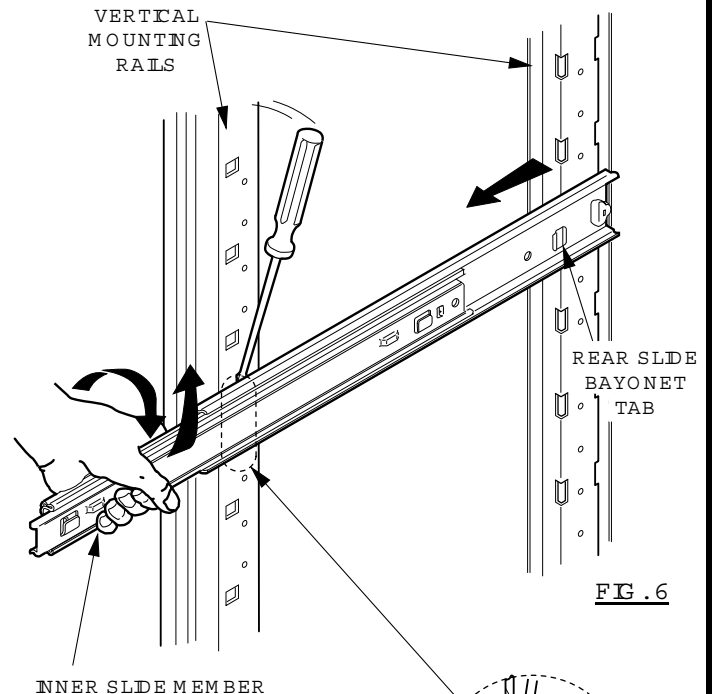
## Slide Removal

1. To remove slides from file case, extend inner slide member.
2. Grasp inner member, rotate toward interior of file and lift vertically. Using a flat blade screwdriver, disengage the lanced tab on the slide from the square hole in the side of the case (Fig. 6).
3. With the front of the slide bayonet released from the vertical mounting rail, pull the slide assembly forward out of the case, disengaging the slide bayonet from the rear vertical mounting rail.

## Slide Installation

1. To reattach slide, extend the inner slide member (Fig. 7).
2. Push the rear slide bayonet tab into the slot in the rear vertical mounting rail.
3. Align the front slide bayonet tab with the square holes in the front vertical mounting rail.
4. Rotate the inner slide member toward the side of the file case. Insert bayonet tab into the square hole. Use a rubber or wooden mallet to tap the slide. The slide will "snap" into the square hole as the lanced tab on the slide snaps into place.
5. To determine proper seating, lift slide vertically without rotation. If the slide has been properly seated, it should remain in place while being lifted.

**NOTE:** Each lateral file features an automatic reset device which ensures maximum performance. In the unlikely event you should ever experience a decrease in slide extension, simply pull the drawer front firmly on each side and full extension will be restored.

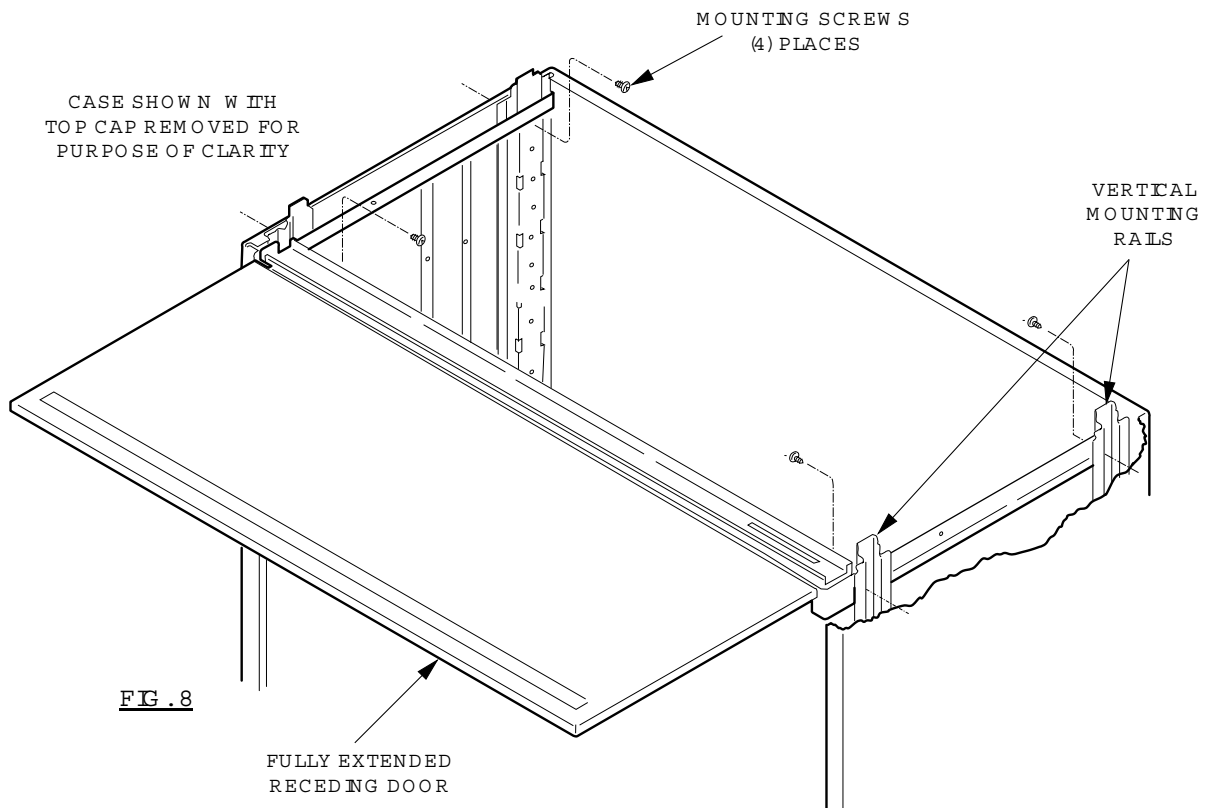


## Receding Door Removal

1. To remove receding door, swing door up into open position and push fully into file case.
2. Remove component(s) behind door (see Component Removal/Installation section).
3. Pull to extend door and support in a horizontal position (Fig. 8).
4. Remove the four (4) #10-16 x 3/8" type II cross-recess screws which attach the receding door assembly to the vertical mounting rails.
5. Note mounting location. As each mounting screw is removed, assistance may be necessary to support the receding door assembly.

## Receding Door Installation

1. To install receding door, locating mounting holes in vertical mounting rails inside file.
2. Attach receding door assembly to the (file Unit) vertical mounting rails using four (4) #10-16 x 3/8" type II cross-recess screws.
3. Check operation of receding door. Proper installation will result in smooth operation of the door as it is extended and retracted into the file.



## Binder Storage Door/Frame Removal

1. Remove binder storage shelf contents.
  2. **Lock clip(s) removal** (for locking file units only): Open the drawer located below the binder storage module, and remove #10-24 x 1/2" screw which attaches clip to locking bar channel. Slide clip down from inside the hole in the door track, and remove clip from cabinet. Repeat this process on opposite side of cabinet. Do not discard, clips and screws will be re-installed later (Fig. 9 A).
  3. Slide doors to center of door frame, tape doors together, and to the frame support rib to prevent door(s) shifting during removal. Remove four (4) #10-16 x 3/8" cross-recess screws which attach door frame to cabinet. Do not discard, screws will be re-used (Fig. 9).
- CAUTION! In order to prevent personal injury, care must be taken to prevent the doors from shifting during removal.**
4. Press down on shelf to release strap under door frame, and swing bottom of door frame out.
  5. Lift door/frame assembly out. Do not twist assembly. Removal may require two people for adequate support of assembly. Set assembly on a clean, non-abrasive flat surface.

## Binder Storage Door/Frame Installation

**NOTE:** The binder storage shelf must be installed before installing the door/frame assembly (see "Binder Storage Shelf Installation" instructions on following page).

1. Slide doors to center of door frame, and tape doors together and to the frame support rib to prevent door(s) shifting during installation (Fig. 9).
- CAUTION! In order to prevent personal injury, care must be taken to prevent the doors from shifting during the installation.**
2. Lift door/frame assembly into cabinet opening. Position top of frame up against front top horizontal rail in cabinet. Pivot bottom of door/frame assembly into cabinet, to rest on shelf assembly.
  3. Align holes in the door/frame sides with holes in shelf liners and mounting holes in cabinet. Using four (4) #10-16 x 3/8" cross-recess screws (2 per side), attach frame to cabinet (Fig. 9).

LOCK CLIP 2  
ON LOCKING  
CABINET

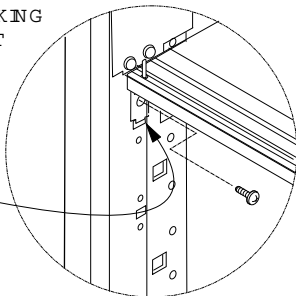


FIG. 9A

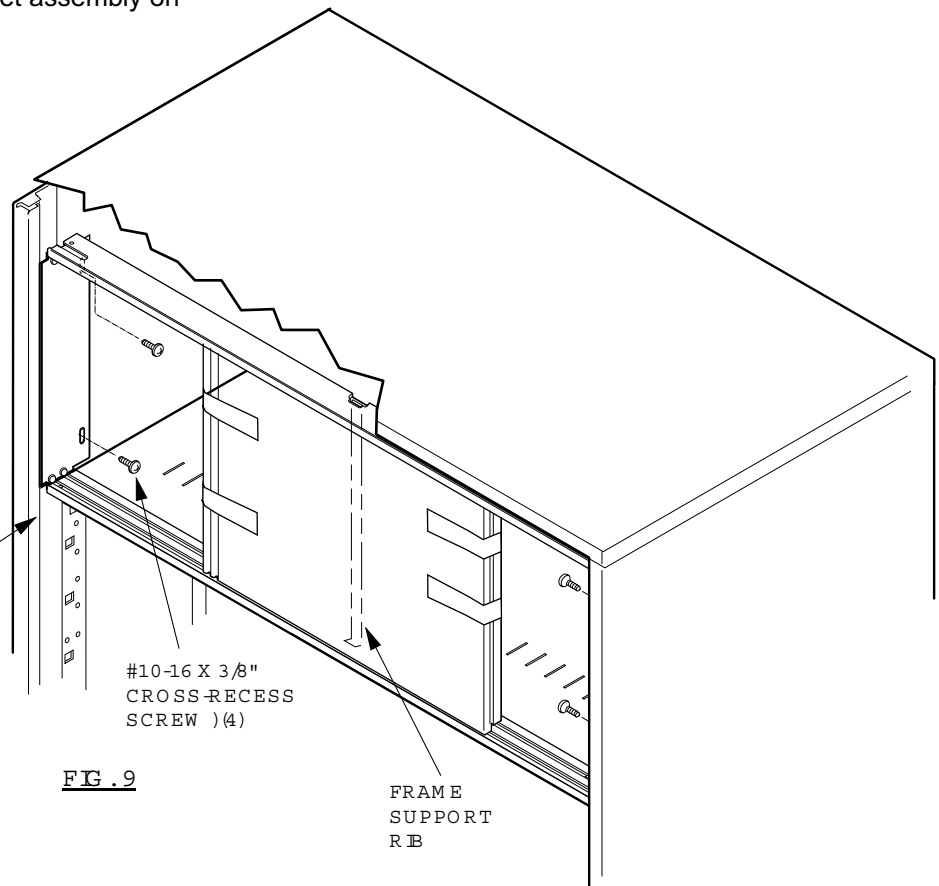


FIG. 9

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4. On locking units, re-install previously removed lock clip. Open the drawer below binder storage module, and slide clip up through hole in door track, slip tab on lock clip into square hole in lock bar. Using one (1) #10-24 x 1/2" screw, attach lock clip to locking bar channel. Repeat this process on lock bar on opposite side of cabinet. Check lock for smooth operation, adjusting as required (Fig. 9A).
5. Remove tape and check doors for smooth operation, and proper locking action.

### Binder Storage Shelf Removal

1. Remove shelf contents.
2. Remove door assembly (see "Binder Storage Door/Frame Removal" instructions).
3. Remove drawer assembly directly below binder storage shelf (see "Drawer/Roll-Out Shelf Removal" instructions).

4. Remove binder storage shelf liner(s) by removing #10-16 x 3/8" cross recess screws, (Units with doors have two (2) screws per side, located towards back of liner. Units without doors have four (4) screws per side). Lift liner out of cabinet. Repeat on opposite side of cabinet. Store liners for possible future use (Fig. 10).
5. Remove four (4) #10-16 x 3/8" cross-recess screws which attach shelf to cabinet. Lift one end of shelf, (tipping shelf inside cabinet), and remove.

**IMPORTANT: Assistance may be required to support the shelf during removal process.**

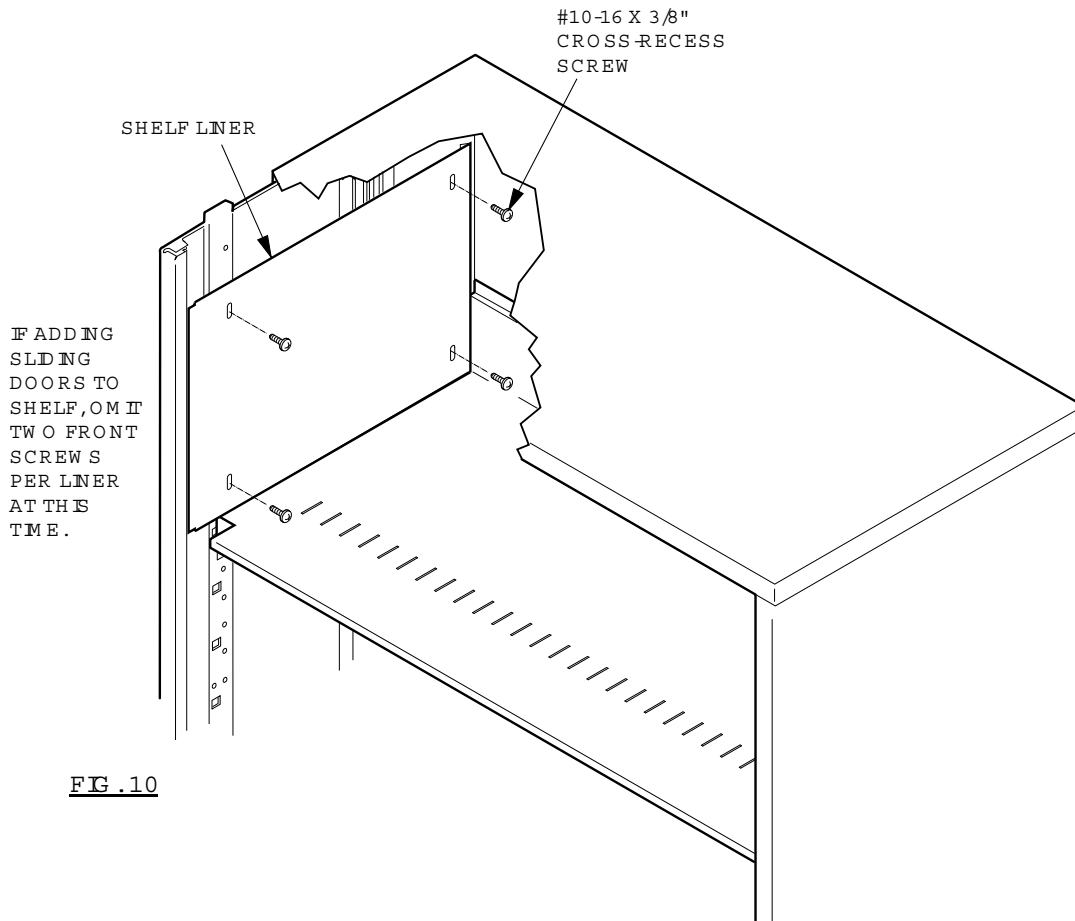


FIG. 10

## Binder Storage Shelf Installation

**NOTE:** When the shelf is properly installed, there will be approximately a twelve inch opening between the top of the shelf and the underside of the top.

1. Set shelf into cabinet diagonally to avoid scratching. Attach shelf to cabinet using four (4) #10-16 x 3/8" cross recess screws (Fig.11).

**IMPORTANT:** Assistance may be required to support the shelf during installation process.

2. Install liners in cabinet using two (2) #10-16 x 3/8" for units with doors (utilize holes located toward back of liners), and (4) #20-16 x 3/8" cross recess screws for units without doors (Fig. 10).
3. Reinstall door/frame assembly as required (see "Binder Storage Door/Frame Assembly").
4. Reinstall drawer located below shelf (see "Drawer/Roll-Out Shelf Installation" instructions).

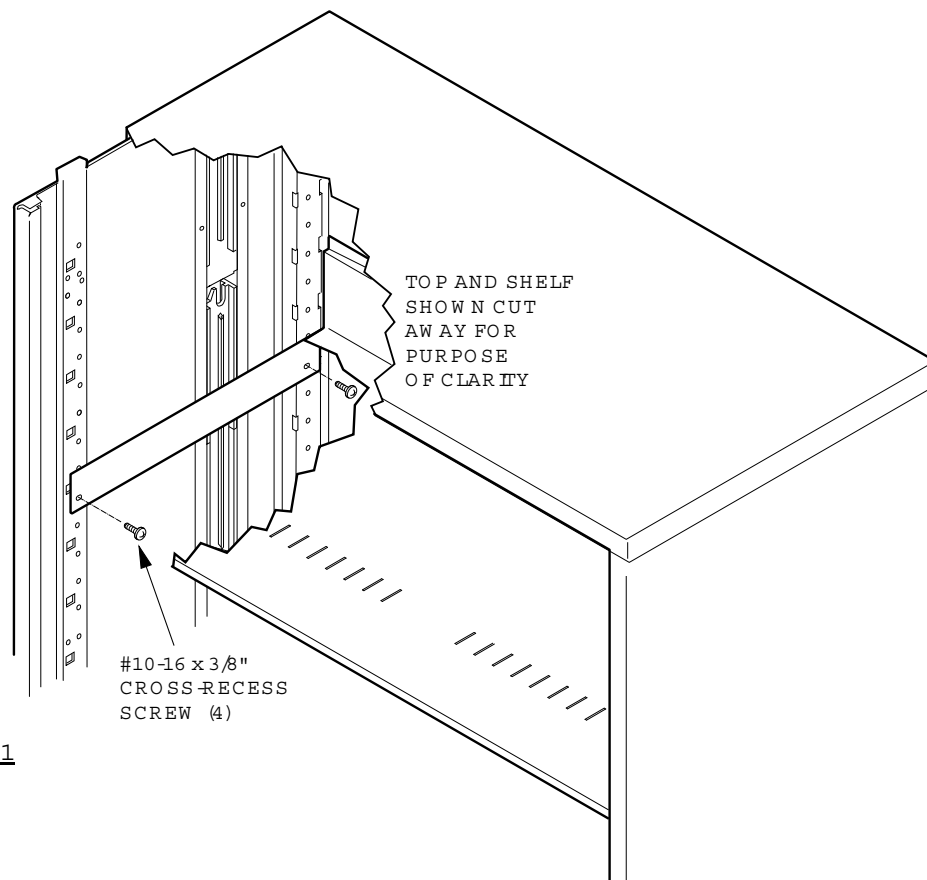


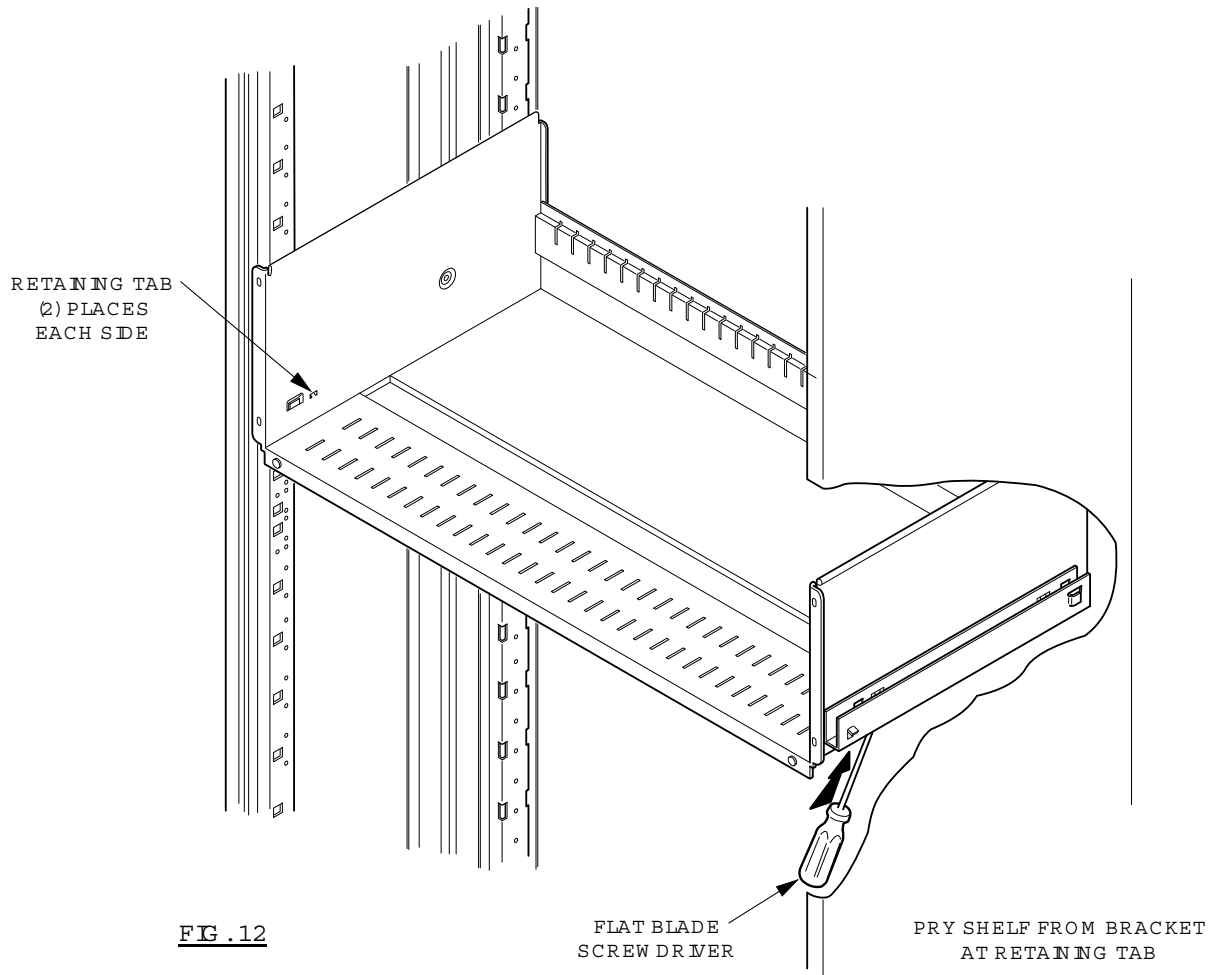
FIG .11

### Stationary Shelf Removal

1. Remove shelf contents.
2. With a flat-blade screwdriver, pry shelf away from mounting bracket near retaining tabs (Fig. 12).
3. Lift shelf in unrestrained corner.
4. Repeat steps 2-3 in all four corners until shelf is loose from both mounting brackets.
5. Lift shelf off mounting brackets to remove from case.
6. As each corner is released from its restraint, assistance may be necessary to support the shelf.

### Stationary Shelf Installation

1. Lift shelf into file.
2. Align lanced pockets on shelf side with vertical tabs on mounting brackets.
3. Drop shelf onto tabs.
4. Check tabs for proper alignment in pockets.
5. Seat shelf by applying pressure on shelf corners. Retaining tabs should "snap" as they engage mounting bracket.



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## Nonlocking Posting Shelf Removal

1. Extend and remove components directly above and below the posting shelf for easy access to posting shelf mounting hardware.
2. Fully extend posting shelf.
3. Override posting shelf restraints by pressing flat retaining springs down, and pulling the posting shelf out. Flat retaining springs can be pressed down through the two access holes provided at the rear of the posting shelf (Fig. 13). After the flat springs have been depressed and the shelf has been pulled forward to clear the restraints, lift shelf vertically and continue pulling out to remove it from the file case.
4. Remove the four (4) #10-16 type II cross-recess screws which attach mounting rails. Note mounting location. As each mounting screw is removed, assistance may be necessary to support the posting shelf slide assembly.

## Nonlocking Posting Shelf Installation

1. To install posting shelf, locate mounting holes in the vertical mounting rails.
2. Attach posting shelf slide assembly to the rails using four (4) #10-16 type II cross-recess screws.

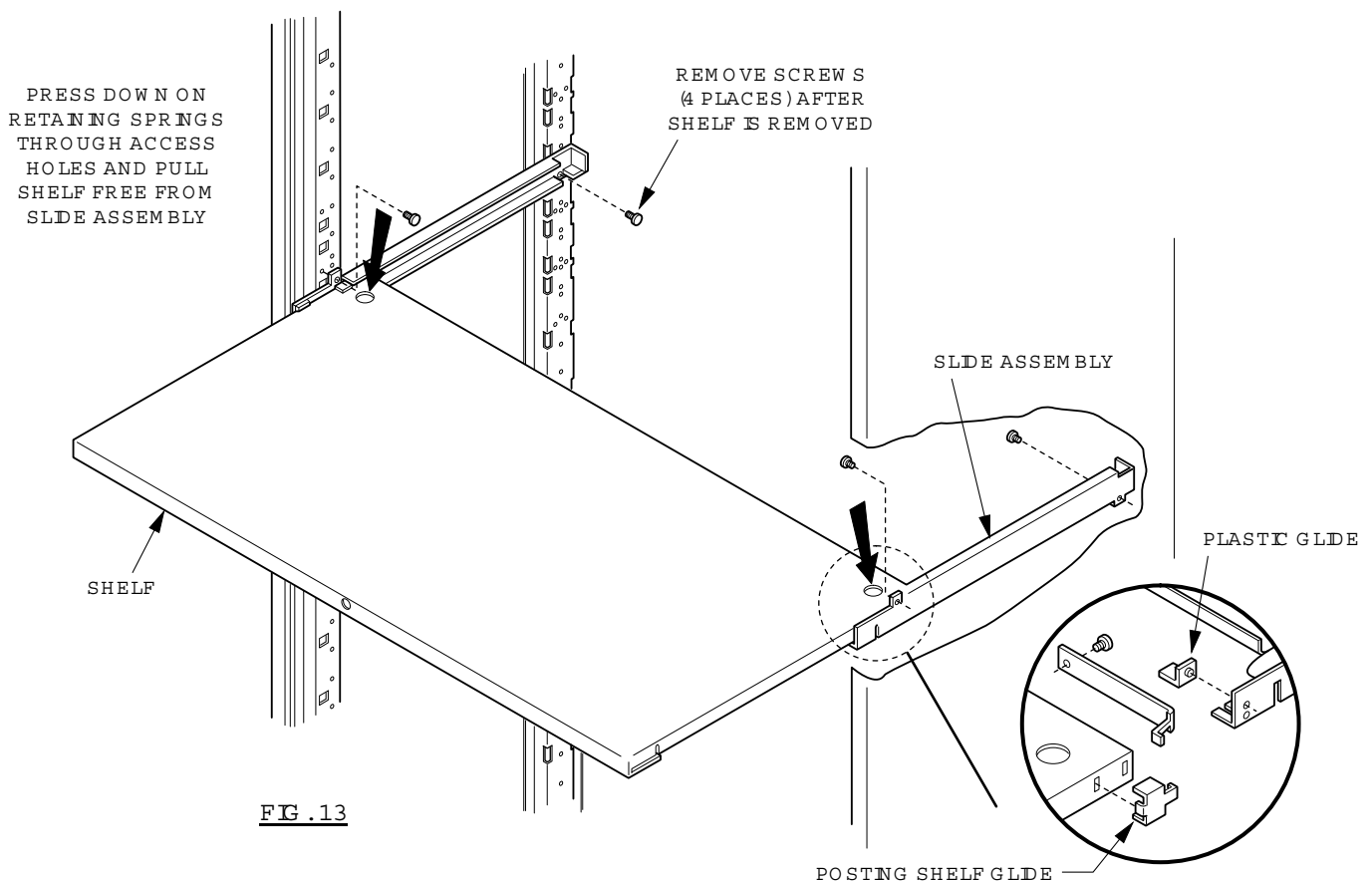
3. Ensure plastic glides are in their proper location (Fig. 13 detail). One plastic glide is located on **each side** of the slide assembly. Also one posting shelf glide must be attached to **each side** of the rear of the shelf.
4. Slide shelf into assembly tracks. The flat retaining springs will "snap" as the rear of the posting shelf passes over them.
5. Check posting shelf for proper operation by extending shelf. The posting shelf should stop when fully extended.

## Locking Posting Shelf Removal

1. Unlock file.
2. Follow Nonlocking Posting Shelf Removal instructions.

## Locking Posting Shelf Installation

1. Posting shelf lock must be in unlocked position.
2. Follow Nonlocking Posting Shelf Installation instructions.
3. Check for proper installation by operating lock.



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### Locking or Non-locking Filler Panel Removal

1. If filler panel includes locking mechanism, unlock filler panel.
2. Extend and remove components directly above and below filler panel for easy access to filler panel mounting hardware.
3. Remove the four (4) #10 cross-recess screws attaching the filler panel to the mounting rails (Figs. 14A, 14B).
4. Note the mounting location.

### Locking or Non-locking Filler Panel Installation

1. To install filler panel, locate mounting holes in the vertical mounting rails (Figs. 14A, 14B).
2. Do not install filler panel upside down. Make certain filler panel is installed in position shown in Figures 14A and 14B.
3. Reattach filler panel using four (4) #10 cross-recess screws.
4. Reinstall any previously removed components above and below filler panel.

**NOTE:** If filler panel includes locking mechanism, check for proper installation by operating lock.

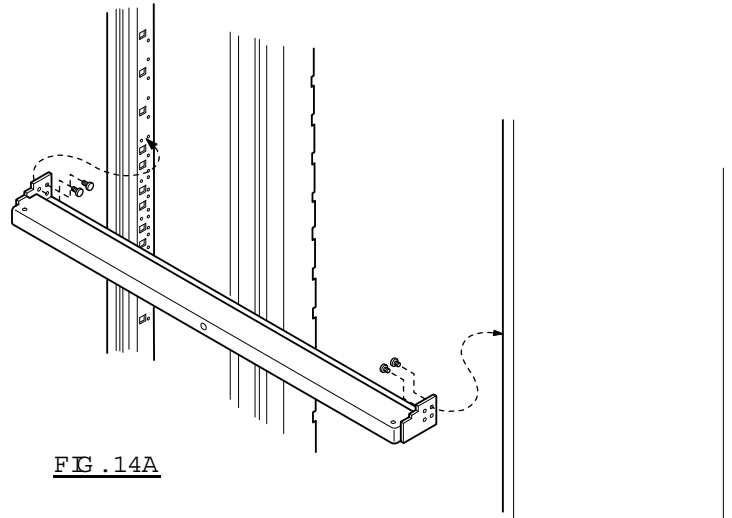


FIG. 14A

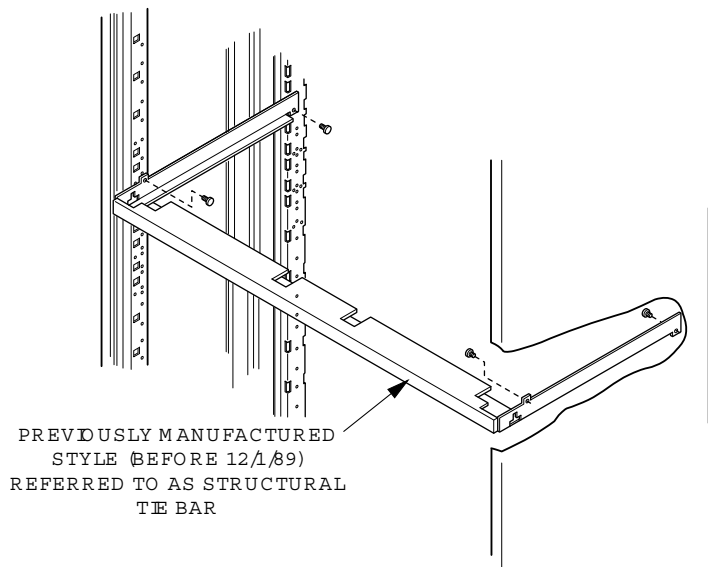


FIG. 14B

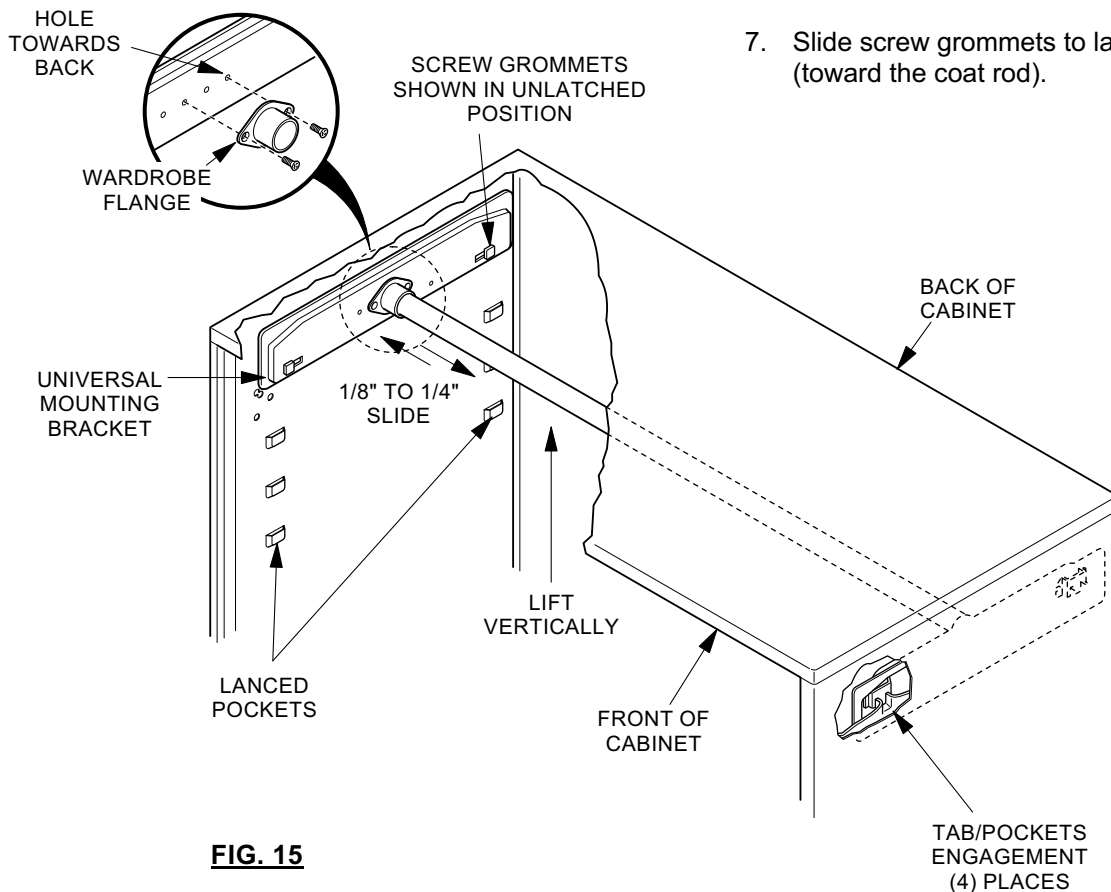
## Coat Rod Relocation/Installation

### Relocation

1. Slide screw grommets away from coat rod (unlatched position) (Fig. 15).
2. Lift coat rod vertically, raising universal mounting brackets out of lanced pockets in wardrobe/storage cabinet liners.
3. Slide mounting brackets 1/8" - 1/4" toward the center of coat rod.
4. To reposition, see "Installation."

### Installation

1. Install the wardrobe flange to the universal mounting bracket with two (2) screws provided (**Inset #1**).
- NOTE:** Install the wardrobe flange in the holes towards the back of universal mounting bracket.
2. Insert coat rod into flanges.
  3. Be sure that the screw grommets are in an unlatched position (away from the coat rod). Slide brackets 1/4" toward center of rod.
  4. Insert assembled rod into cabinet at desired height. Be sure that there is sufficient clearance for hangers if the coat rod is being placed under a cabinet storage shelf.
  5. Push the two universal mounting brackets outward against the liner wall and drop brackets into lanced pockets.
  6. Exert downward pressure to ensure bracket engagement with lanced pockets.
  7. Slide screw grommets to latched position (toward the coat rod).



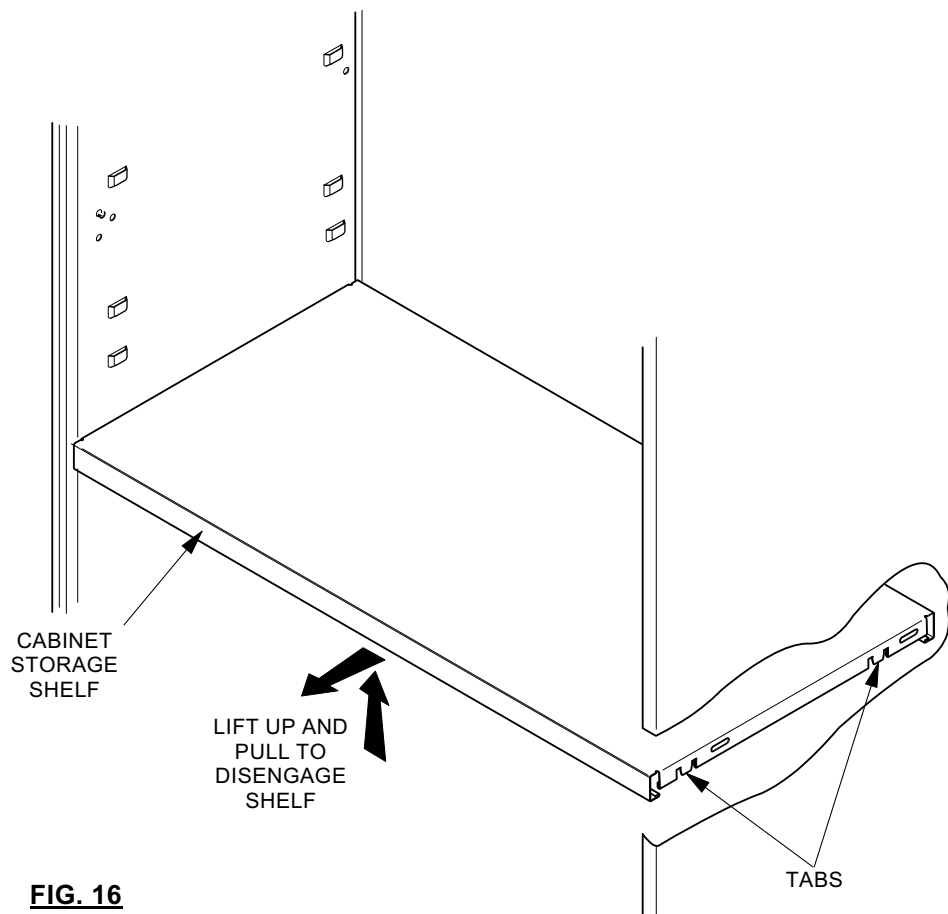
## Cabinet Storage Shelf Relocation/Installation

### Relocation

1. Lift shelf vertically just so it clears lanced pockets in wardrobe/storage cabinet liners (Fig. 16).
2. Pull shelf forward slightly (approximately 1") so that shelf support tabs clear liner pockets.
3. Select desired shelf location.
4. Carefully raise or lower shelf to location chosen to prevent marring interior finish.
5. Push shelf into case, aligning shelf tabs with liner pockets.
6. Carefully lower shelf so that shelf tabs enter liner pockets.

### Installation

1. Select desired shelf location.
2. Shelf must be inserted into case diagonally to clear the case doors.
3. Rotate shelf to horizontal position, making sure that the shelf support tabs clear the liner pockets.
4. Raise or lower shelf to location chosen carefully to prevent marring interior finish.
5. Push shelf into case, aligning shelf tabs with liner pockets.
6. Carefully lower shelf so that shelf tabs enter liner pockets.



**FIG. 16**

## Lock Plug Installation

1. Remove the key inserted in the lock plug.
2. Insert the control key into the lock plug to be installed (Fig. 17).
3. Insert the lock plug into the lock shell of the component (Fig. 18).
4. Hold the lock plug in place with thumb and remove the control key (Fig. 19).
5. Replace the original key in the inserted lock plug.

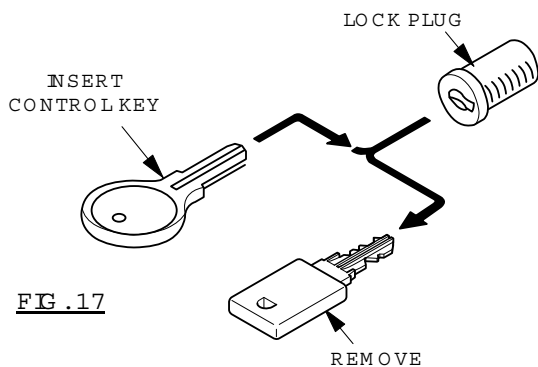


FIG .18

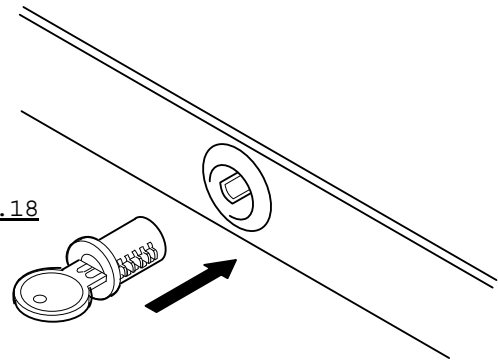
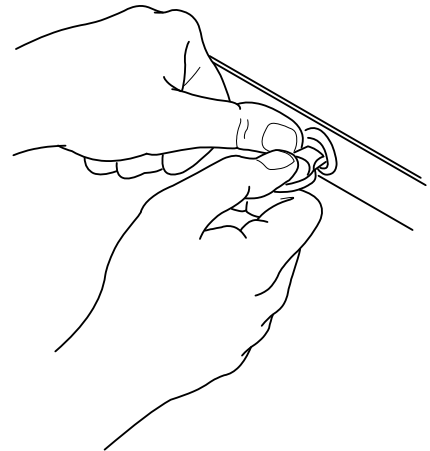


FIG .19

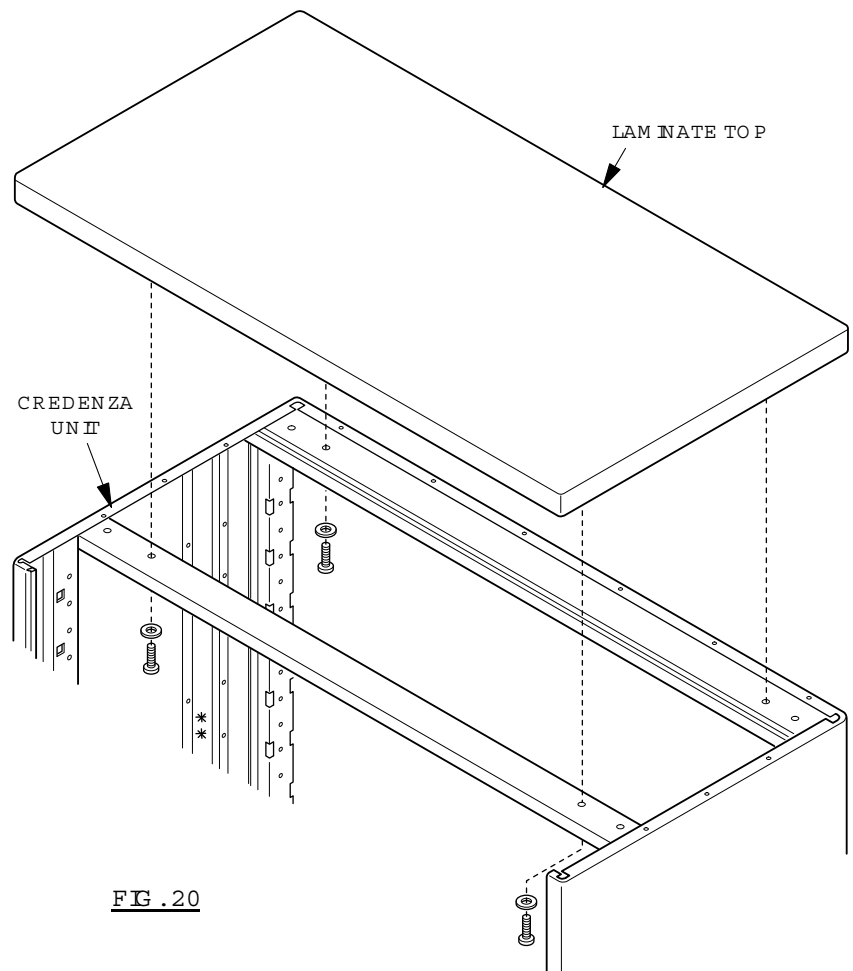


## Laminate Top Installation on Credenza Unit

1. Component removal may be necessary (see Component Removal/Installation section).
2. Place laminate top on credenza, lining up four (4) pre-drilled holes on underside of top with four (4) holes in top of unit frame (Fig. 20).
3. Attach top frame using four (4) #10 x 5/8", PENH, PH Type A screws, and four (4) flat washers (1 per screw) (Fig. 20).

**CAUTION: Use of screws longer than 5/8" will damage laminate top.**

4. Reinstall any components that may have been removed. Check for proper component operation.



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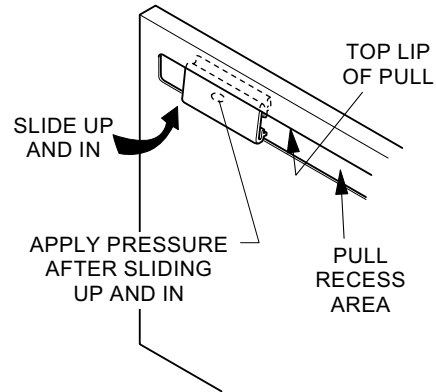
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## Label Holders

Each drawer or receding door component comes standard with one label holder per drawer or door front. Holder may be positioned anywhere along pull area (i.e., right, left, or centered).

1. To install, insert top of label into pull recess area (Fig. 21).
2. Apply pressure with thumbs at top of holder, slightly collapsing the holder spring.
3. Push label holder up. Holder should "snap" into position.
4. To remove, grasp lower part of label holder and pull down and out. Label holder should "snap" as it is dislodged from component pull.
5. To insert labels, slide label into extruded track of holder.



**FIG. 21**

## Hanging Bar Relocation

### Side-to-Side Hanging Bars

Front and rear hanging bars are available as a factory installed option. When installed at the factory, the rear hanging bar accepts a letter depth hanging file. The hanging bar can be relocated to accommodate A4, foolscap, legal and EDP-depth files.

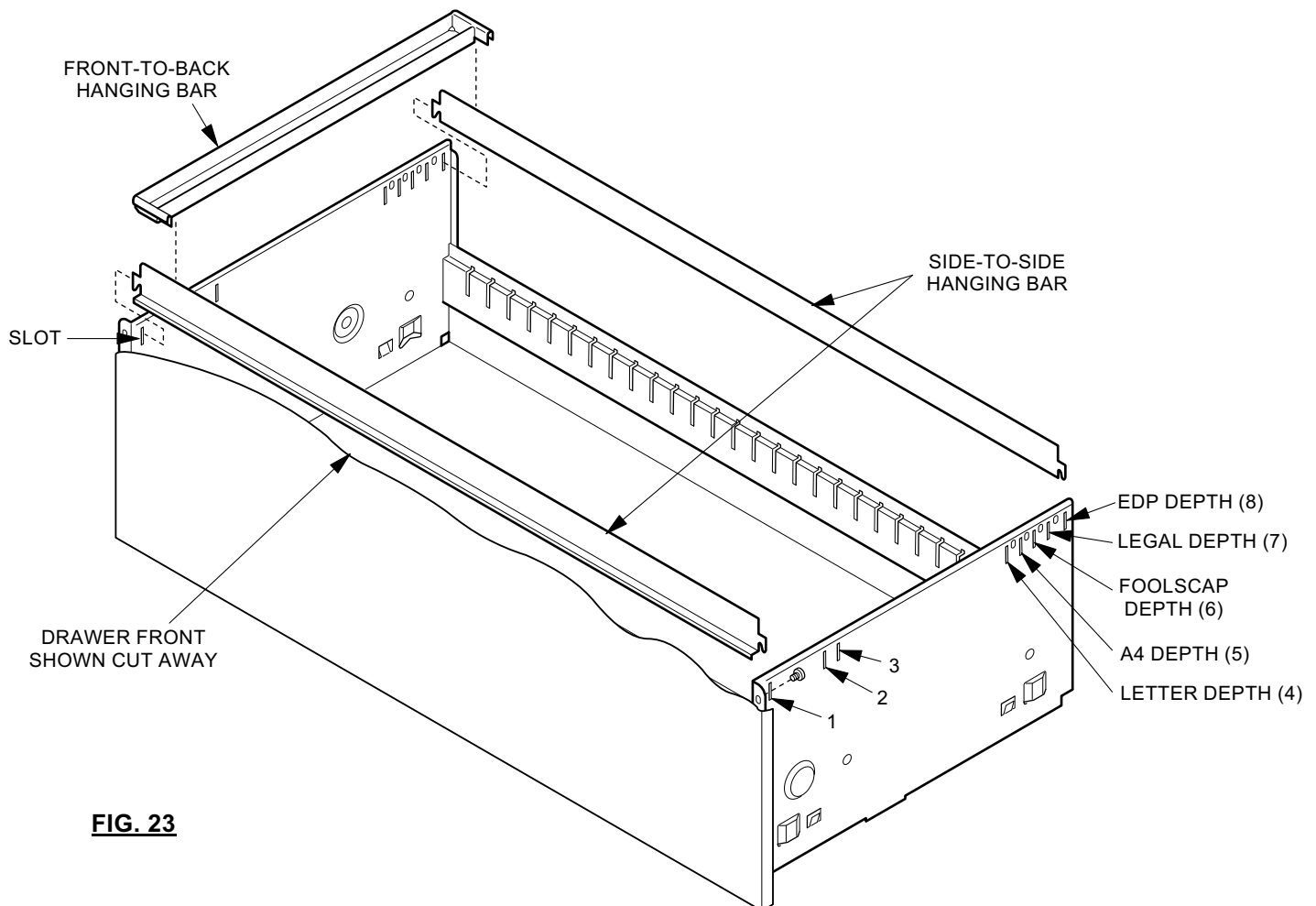
1. Remove the hanging bars by lifting them up to release the tabs from the slots in the drawer sides (Fig. 23).
2. Slide the hanging bar to one side until one tab is clear of the drawer side. Lift the end of the hanging bar clear of the drawer side and slide the bar in the opposite direction to release the other tab.
3. Select the new location for the hanging bar and install it by reversing Steps 1 and 2 above.

4. Suggested hanging bar positions for side to side filling:  
Letter (front) 1 and 4  
Letter (back) 3 and 8  
A4 (front) 1 and 5  
A4 (back) 2 and 8  
Foolscap 1 and 6  
Legal 1 and 7  
EDP 1 and 8

### Front-to-Back Hanging Bar

**NOTE:** Side-to-side hanging bars are required before a front-to-back hanging bar can be installed.

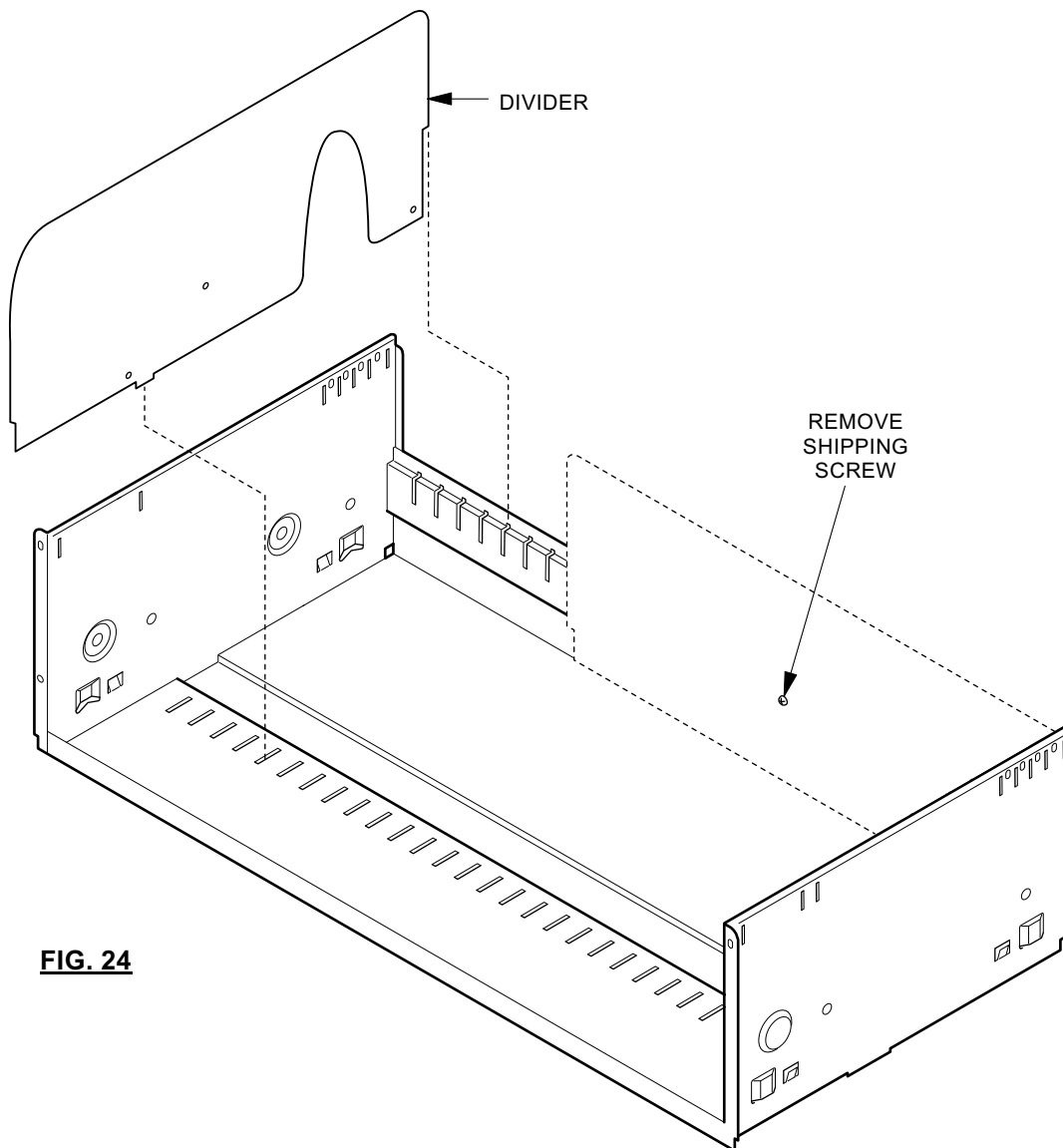
1. The hanging bar must be located at positions 1 and 8 (Fig. 23).
2. Place one end of the front-to-back hanging bar on the front side-to-side hanging bar. Place the other end of the rear side-to-side hanging bar.



**FIG. 23**

## Divider Installation

1. Remove drawer divider from back panel by removing shipping screw (Fig. 24). Discard shipping screw.
2. Insert rear divider tabs into the desired slot in drawer back panel.
3. Insert bottom divider tab into the appropriate slot in the drawer bottom panel.
4. To remove, lift divider to release the front tab, and then the rear tab.



**FIG. 24**

## Compressor Installation/Removal

Compressor is installed at the factory. Remove and discard tape that restrains compressor during shipment. Compressor should move freely in track.

### Compressor Field Installation

1. Fully extend component intended for compressor assembly (Fig. 25).
2. Slide compressor assembly into guide channel from left side as shown. Compressor assembly may be turned around and installed at right side of guide channel per customer request.

3. Place compressor and guide channel in track in bottom of drawer.
4. Secure with two (2) screws and self-locking nuts supplied, as shown.

### Compressor Removal

1. Fully extend component (Fig. 25).
2. Remove two (2) screws and self-locking nuts supplied, as shown.
3. Remove guide channel and compressor assembly from track in bottom of drawer.

