

## Counterweight Assembly

### Tools Required

- Box Cutter/Utility Knife
- Pliers

### Hardware Required

- 1 - Counterweight Cardboard box
- 1 - Z-bracket with tape

### Installation

1. Using a knife, open counterweight box and remove components shown in **Figure A**. **NOTE: Do Not Open box with DO NOT OPEN sticker on it.**
2. Remove drawers from freestanding unit. Refer to their respective AI's for removal of each drawer.
3. Place the counterweight cardboard box with sticker and plastic straps inside the freestanding unit vertical on the back frame leaning up against the back panel. **Note: the longest side lays down. See Figure B.**
4. If lateral file model, use step 5. All other models use a set-in-place counterweight. Skip to step 6.
5. Lateral file assembly, **refer to Figure B**, after placement of counterweight box, metal tabs must be folded back using a pliers to secure bottom side of counterweight box.
6. Remove tape backer from z-bracket and place centered above cardboard box, holding counterweight in place. See **Figure C**.
7. Slide drawers back into place.

Figure A

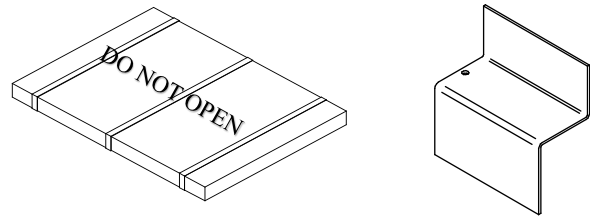


Figure C

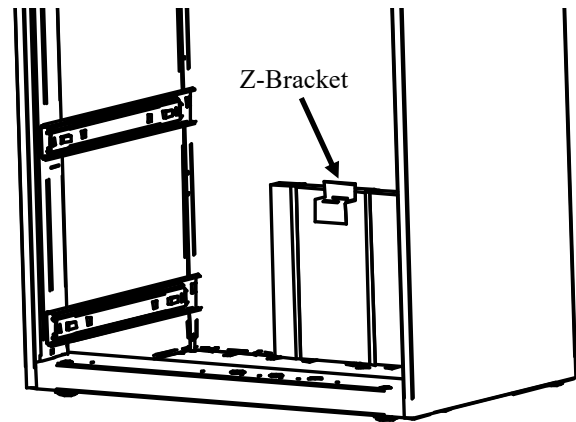


Figure B Peds & Towers

