

# Installation Instructions For Locking Mechanism

## Tools Needed For Assembly:

- Hammer
- Flat Blade Screwdriver
- Flashlight

## WARNING

Removing a loaded file cabinet drawer can cause the cabinet to tip over and fall. Ensure contents are emptied and to be wary of sharp metal parts.

1. Empty contents of top drawer. Remove drawer from cabinet by opening completely. Lift front up approximately 2½" and slide out until free of sliding mechanism. Put drawer aside.
2. Locate knockout at top right of cabinet. Place screwdriver at center of knockout panel and tap with hammer (see figure 1).
3. Rotate key in lock cylinder so bolt is positioned upward.
4. Hold lock cylinder snugly in place with one hand and secure by slipping retaining clip over cylinder inside cabinet. Retaining clip prongs should fit into grooves along the top and bottom of cylinder (see figure 2 for assembly reference).
5. Connect lock cylinder to the locking mechanism with linkage piece by inserting pointed end into the lock bolt's drilled hole. A flashlight may be needed.
6. Connect square end of linkage piece to locking mechanism by lifting flange of lock mechanism with finger. (see figure 3)
7. Using the screwdriver, bend square end of linkage piece over to secure locking mechanism. Turn the key a few times to check operation.
8. Replace the drawer by lowering into cradle rear first. File is ready for use.

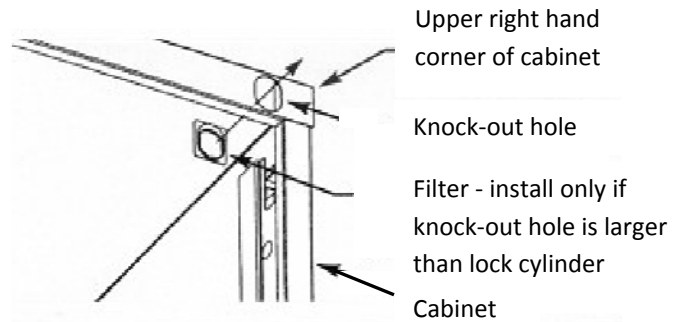


Figure 1

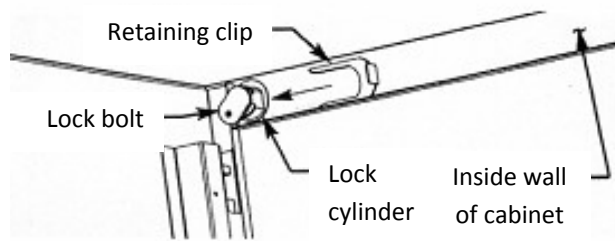


Figure 2

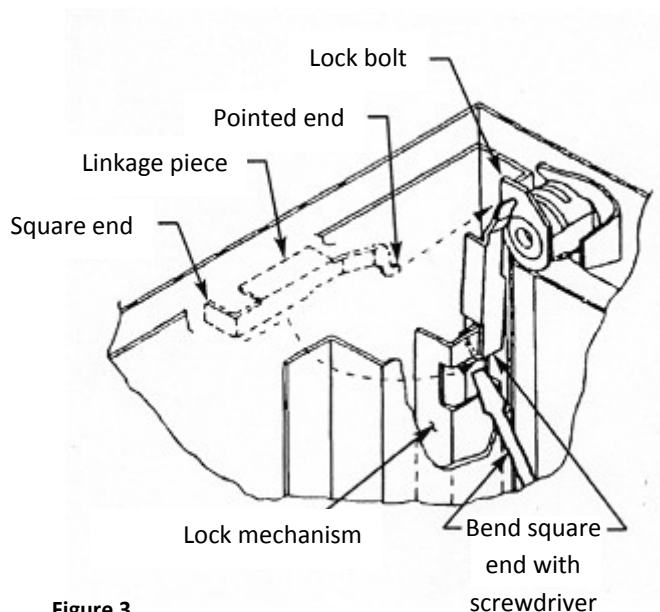


Figure 3