Please refer to the Steelcase Specification Guide for Storage for additional guidance on determining the correct counterweight package.

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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For 1-Hi or 1.5-Hi Case with a File (12"H) Drawer or 2-Hi Case with c:scape or FrameOne Feet:

1. Pull lower drawer outward (1a). Remove two (2) screws in drawer (1b), then remove drawer from suspensions.

2. Rotate the top of the suspension toward the center of the cabinet to disengage (2a). Pull up to disengage the second tab in front (2b). Push the suspension to the rear of the case to disengage the hook in the back and remove (2c).

NOTE: Top of cabinet removed from illustration for clarity.
3. Rotate case assembly onto its back.

**NOTE:** If you have a 1-Hi case with Feet or a 2-Hi case with Feet which was manufactured prior to February 21, 2020, then RAACWR is required in addition to these counterweights.

4. Lay the four (4) counterweight plates in the back of the case assembly.

**IMPORTANT:** The two (2) shorter plates **must** be on top. A taller 11-1/4" plate on top may interfere with the drawer back.

**TIP:** Make sure plates are not held apart by feet screws.

5. Place the counterweight cover over the counterweight plates and secure with two (2) #8 x 3/8" self-drilling screws.

**NOTE:** If the case will be attached to a panel via a storage to panel bracket, the counterweight will need to be installed slightly off center in 30" & 36" wide cases (approx. 1/8" for 30" cases and 1/16" for 36" wide cases) to prevent interference with the storage to panel bracket hex nuts. For all other applications, center the counterweight in the back of the case.

6. Rotate case assembly back onto its glides.


### Case Width Summary

<table>
<thead>
<tr>
<th>Case Width</th>
<th>Counterweight Plate Width</th>
<th>Counterweight Package</th>
</tr>
</thead>
<tbody>
<tr>
<td>30W</td>
<td>28 inches</td>
<td>RAACW30</td>
</tr>
<tr>
<td>36W</td>
<td>34 inches</td>
<td>RAACW36</td>
</tr>
<tr>
<td>42W</td>
<td>38 inches</td>
<td>RAACW42</td>
</tr>
</tbody>
</table>

**NOTE:** If counterweight package gets separated, make sure the flat plates are nested when reassembling the package.
For 1.5-Hi Case with a Box (6"H) Drawer Only: (Drawer/Open Configuration)

NOTE: Top removed for clarity.

NOTE: 1.5-Hi cases with only a 6" drawer require the same counterweight packages for Universal and Bases with Feet.

1. Remove box drawer by performing similar procedure to steps 1 and 2 on page 2.

2. Carefully slide the counterweight into the rear of the case (2a), then secure with two (2) #8 x 1/2" self-drilling screws (2b).

3. Reinstall suspensions, then drawer and two (2) screws from step 1.

NOTE: If the case will be attached to a panel via a storage to panel bracket, the counterweight will need to be installed slightly off center (approx. 3/16" for 30" & 36" wide cases, approx. 7/16" for cases 42" wide) to prevent interference with the storage to panel bracket hex nuts. For all other applications, center the counterweight in the back of the case.

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<td>34 inches</td>
<td>RAACWE</td>
</tr>
<tr>
<td>42W</td>
<td>40-1/2 inches</td>
<td>RAACWF</td>
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</tbody>
</table>