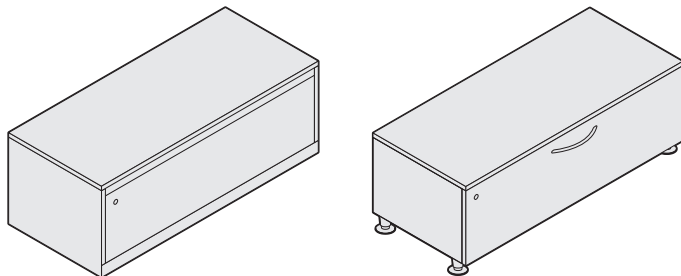
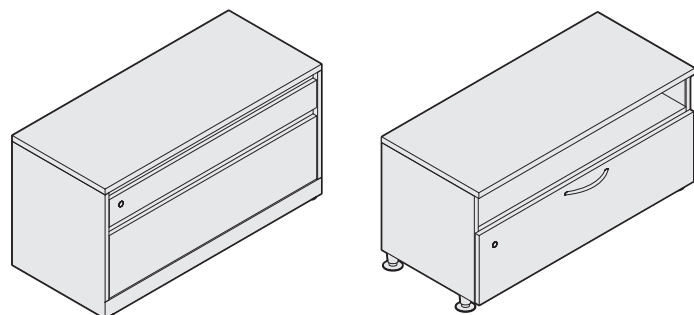




1-Hi 18" & 24" Deep Cabinets  
(pages 2 - 3)

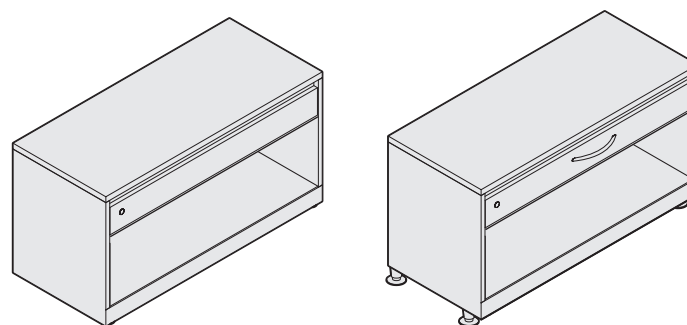


1.5-Hi 18" & 24" Deep Cabinets  
Drawer/Drawer or Open/Drawer  
(pages 4 - 5)

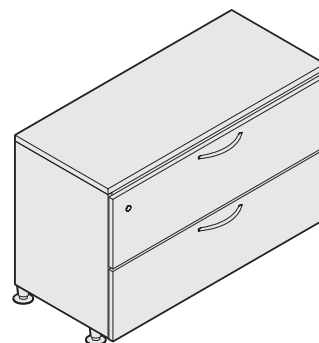


## Universal Storage 1-Hi, 1.5-Hi and 2-Hi Lateral File Counterweight Package

1.5-Hi 18" & 24" Deep Cabinets  
Drawer/Open  
(page 6)



2-Hi 18" & 24" Deep Cabinets  
With c:scape or FrameOne Feet  
(pages 7 - 8)



### CAUTION

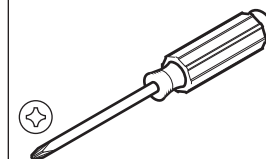
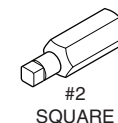
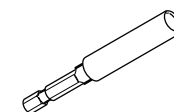
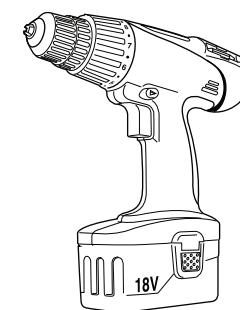
*Please refer to the Steelcase Specification Guide for Storage for additional guidance on determining the correct counterweight package.*

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](http://www.steelcase.com)

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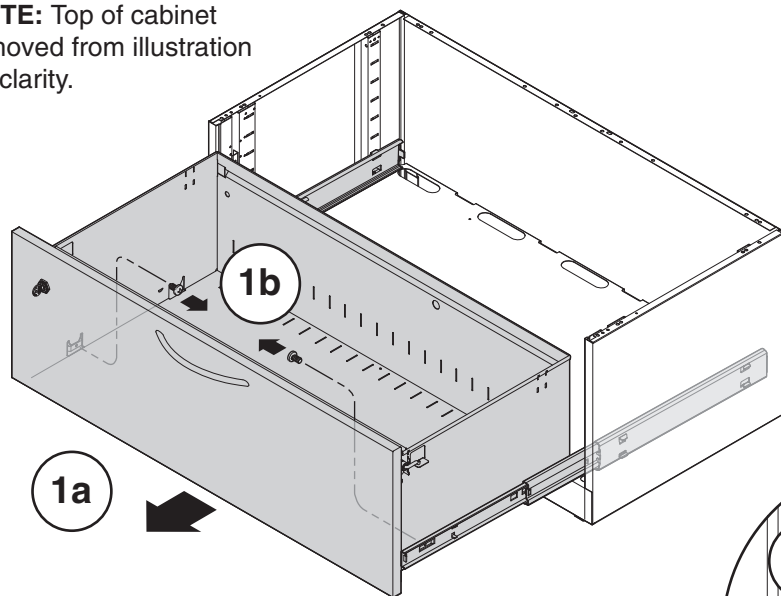
**NOTE:** As of November 2019, 2-Hi Lateral Files with c:scape or FrameOne feet use steel plate counterweights. For cabinets prior to November 2019, refer to Assembly Direction P/N 939500204 - Doc # 70425.



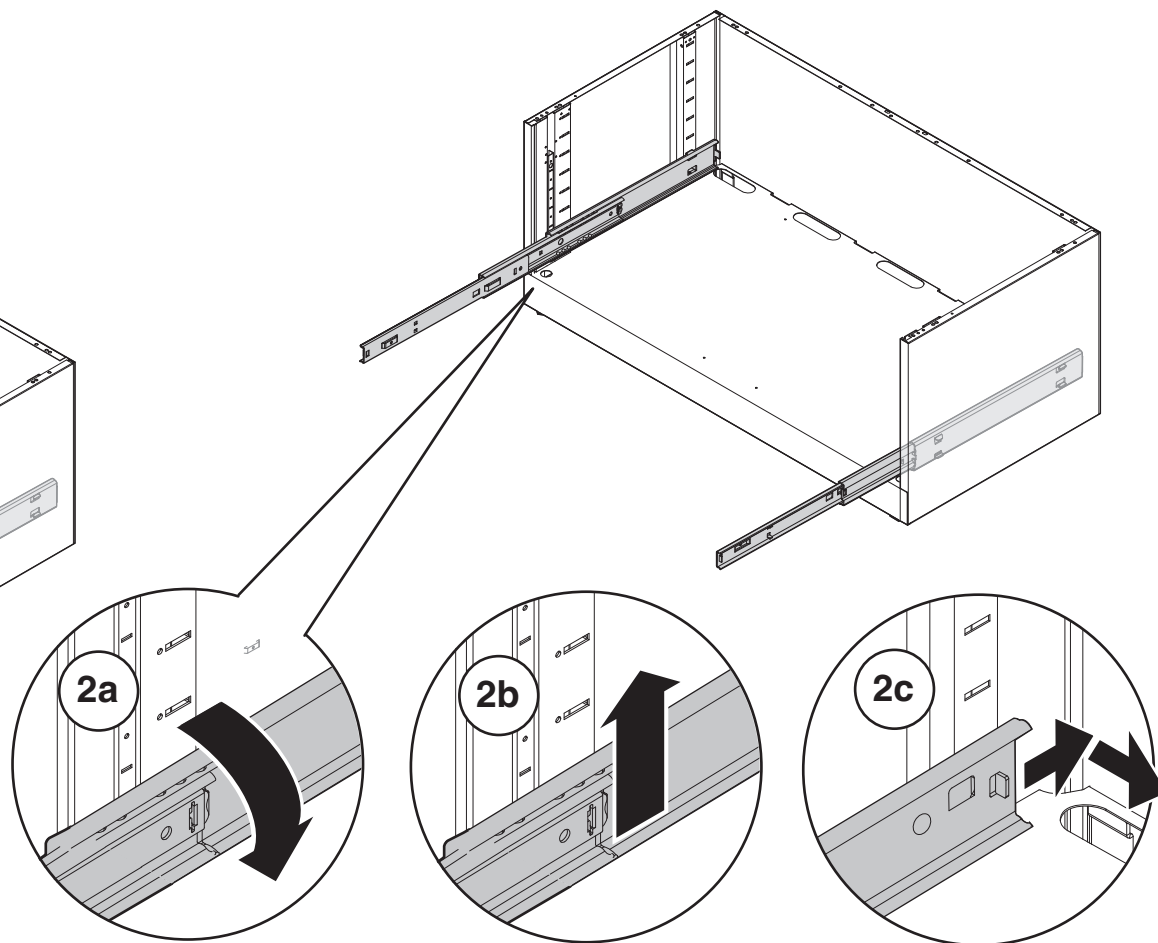
## For 1-Hi Case with a File (12"H) Drawer:

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

**NOTE:** Top of cabinet removed from illustration for clarity.



**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).



### 3. Rotate case assembly onto its back.

**NOTE:** 1-Hi cases with a 12" file drawer and c:scape or FrameOne feet require heavier counterweight packages than cases with Universal bases.

#### 4a. (Cabinets with Universal Bases)

Lay the five (5) counterweight plates in the back of the case assembly.

#### 4b. (Cabinets with Feet)

Lay the six (6) counterweight plates in the back of the case, with the shorter 8-1/2" plate on top.

**IMPORTANT:** The shorter plate **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.

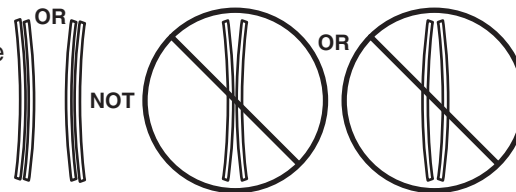
**NOTE:** If the case will be attached to a panel via a storage to panel bracket, the counterweight will need to be installed slightly off center in 30" & 36" wide cases (approx. 1/8" for 30" cases and 1/16" for 36" wide cases) to prevent interference with the storage to panel bracket hex nuts. For all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

**6.** Rotate case assembly back onto its glides.

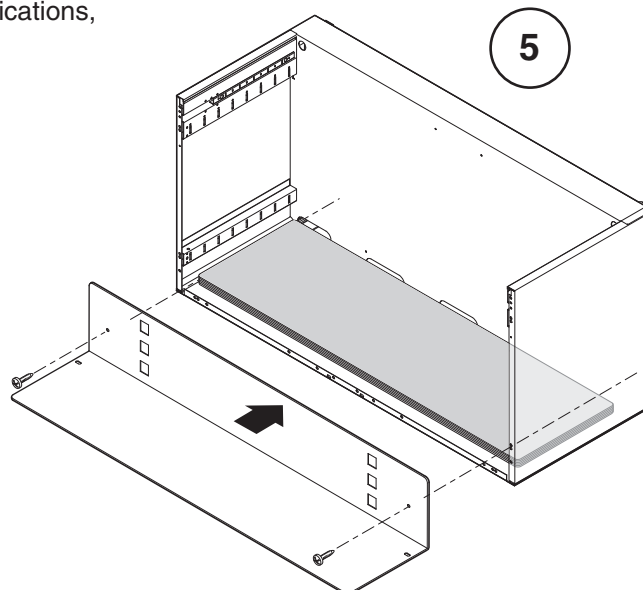
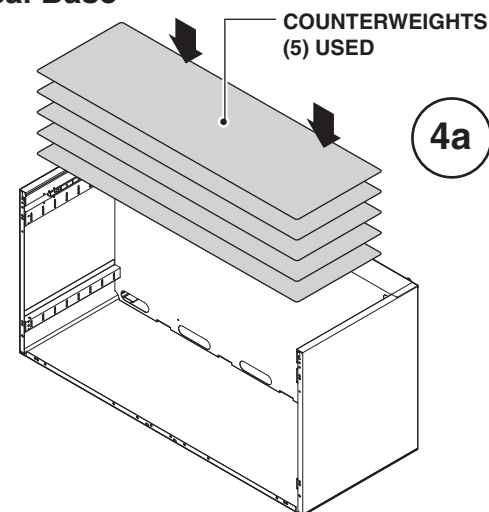
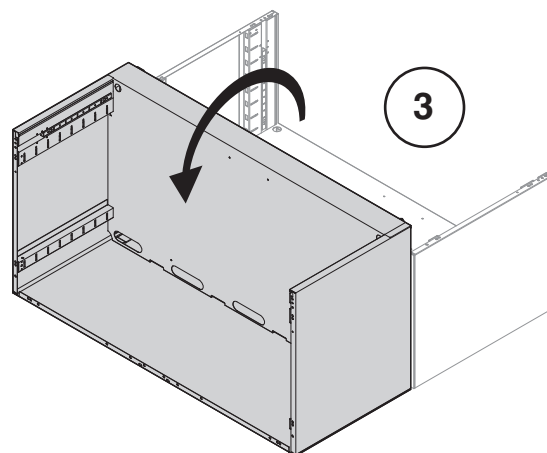
**7.** Re-install suspensions removed in Step 2.

Case Ht.	Size	Base	CW Pkg.
1H	18 x 30	Universal	A
	18 x 36	Universal	B
	18 x 42	Universal	C
	24 x 30	Universal	A
	24 x 36	Universal	B
	18 x 30	F1 or c:scape	G
	18 x 36	F1 or c:scape	H
	18 x 42	F1 or c:scape	J
	24 x 30	F1 or c:scape	G
	24 x 36	F1 or c:scape	H
F1 = FrameOne Feet c:scape = c:scape glides			

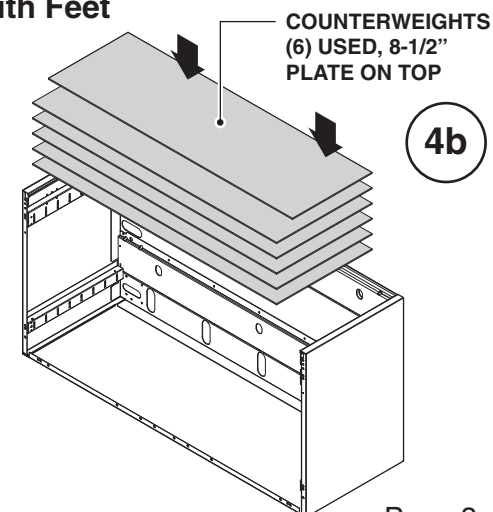
**NOTE:** If counterweight package gets separated, make sure the two large flat plates are nested when reassembling the package.



#### Cabinets with Universal Base



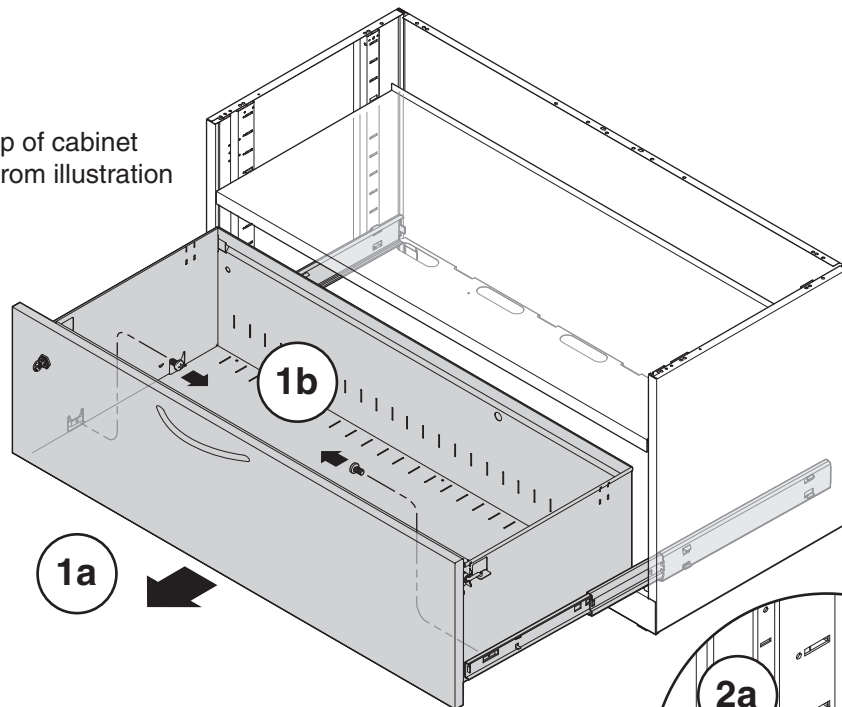
#### Cabinets with Feet



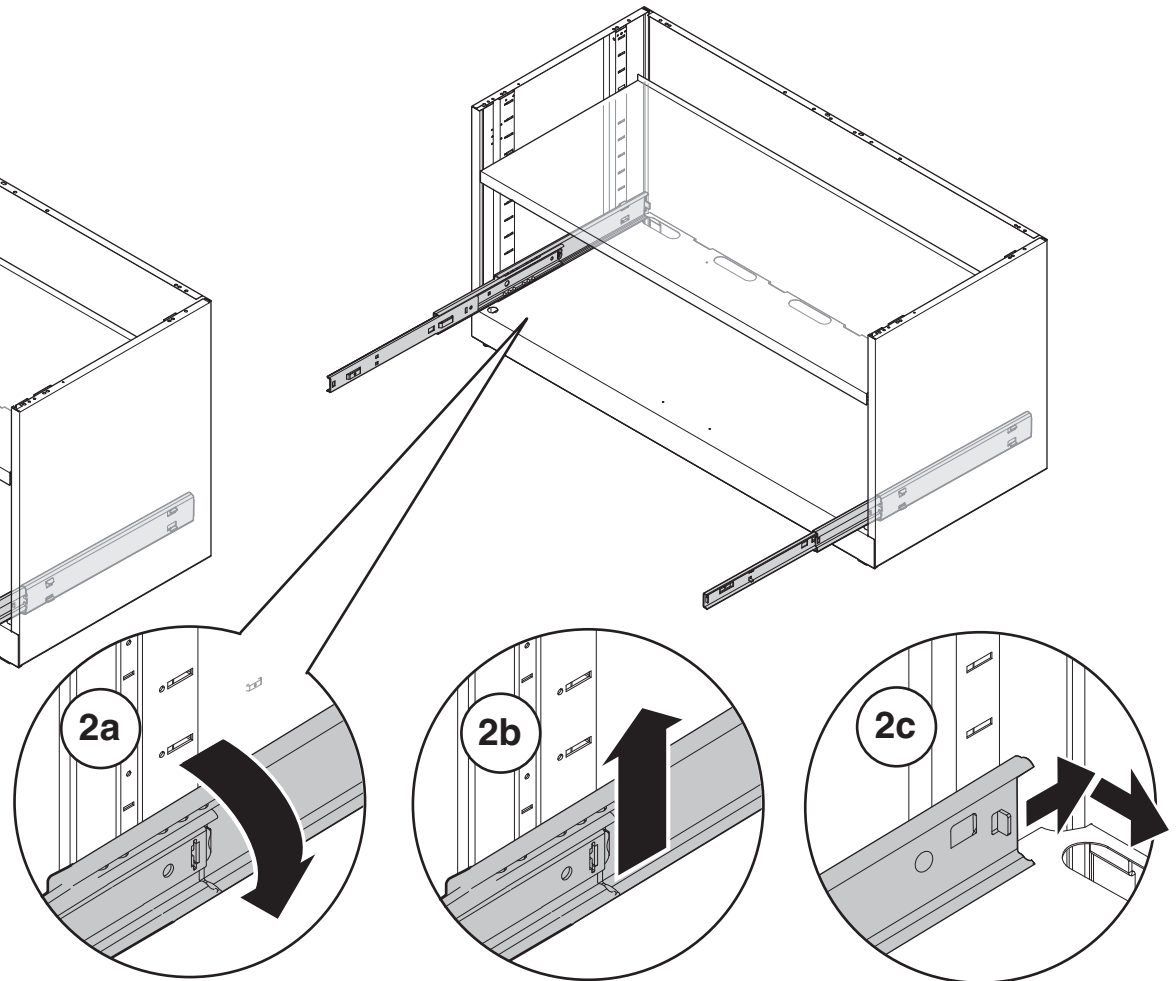
## For 1.5-Hi Case with a File (12"H) Drawer: (Drawer/Drawer or Open/Drawer Configuration)

**1.** Pull the file (12"H) drawer outward (1a). Remove two (2) screws in drawer (1b), then remove drawer from suspensions.

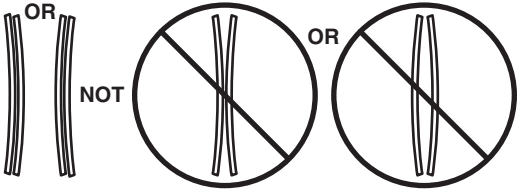
**NOTE:** Top of cabinet removed from illustration for clarity.



**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).

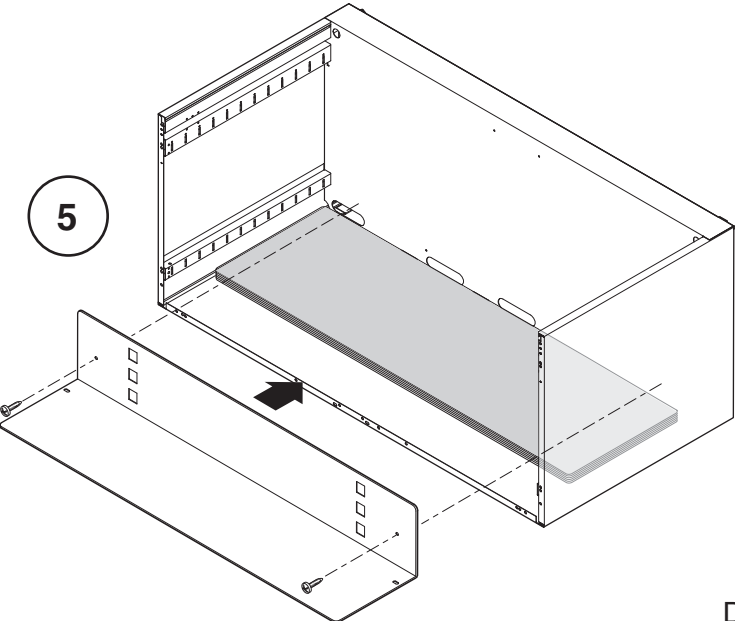
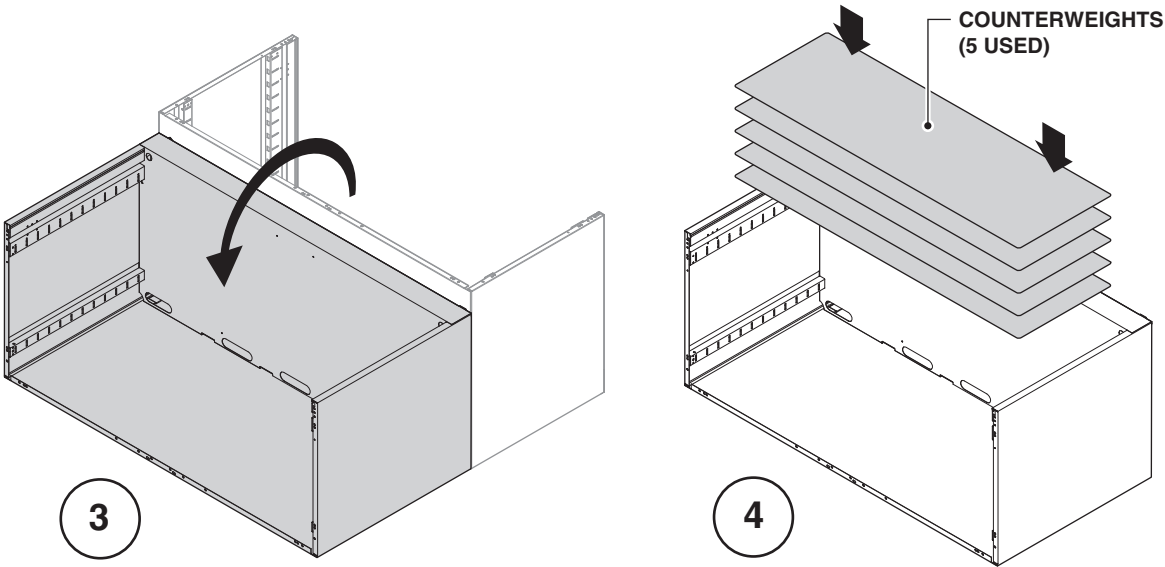


**NOTE:** If counterweight package gets separated, make sure the two large flat plates are nested when reassembling the package.



**NOTE:** 1.5-Hi cases with a 12" file drawer require the same counterweight packages for Universal and Bases with Feet.

- 3. Rotate case assembly onto its back.
  - 4. Lay the five (5) counterweight plates in the back of the case assembly.
  - 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.
  - 7. Re-install suspensions removed in Step 2.



Case Ht.	Size	Base	Case Config.	CW Pkg.
1.5H	18 x 30	Univ., F1, or c:scape	D/D or O/D	A
	18 x 36	Univ., F1, or c:scape	D/D or O/D	B
	18 x 42	Univ., F1, or c:scape	D/D or O/D	C
	24 x 30	Univ., F1, or c:scape	D/D or O/D	A
	24 x 36	Univ., F1, or c:scape	D/D or O/D	B
	18 x 30	Univ., F1, or c:scape	D/O	D
	18 x 36	Univ., F1, or c:scape	D/O	E
	18 x 42	Univ., F1, or c:scape	D/O	F
	24 x 30	Univ., F1, or c:scape	D/O	D
	24 x 36	Univ., F1 or c:scape	D/O	E
Univ. = Universal      D = Drawer F1 = FrameOne Feet    O = Open c:scape = c:scape glides				

## 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.

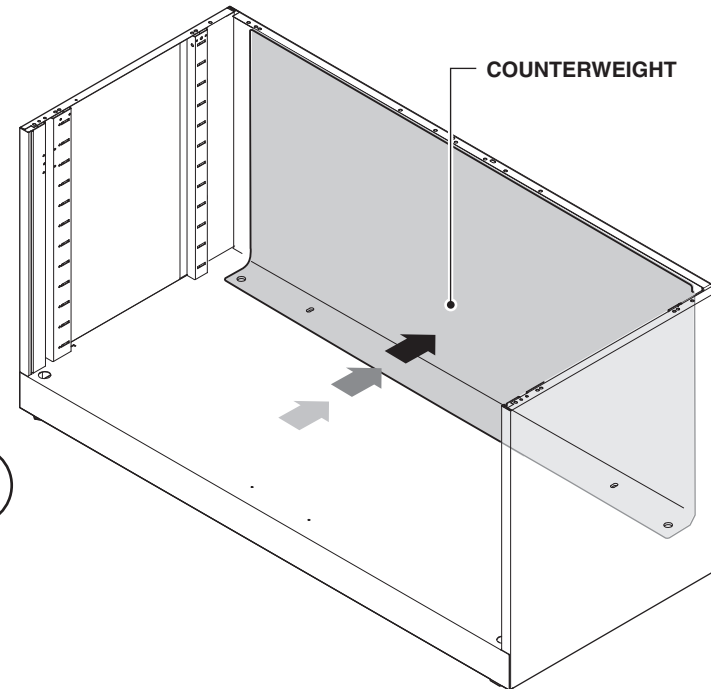
**1.** Remove box drawer by performing similar procedure to steps 1 and 2 on page 4.

**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).

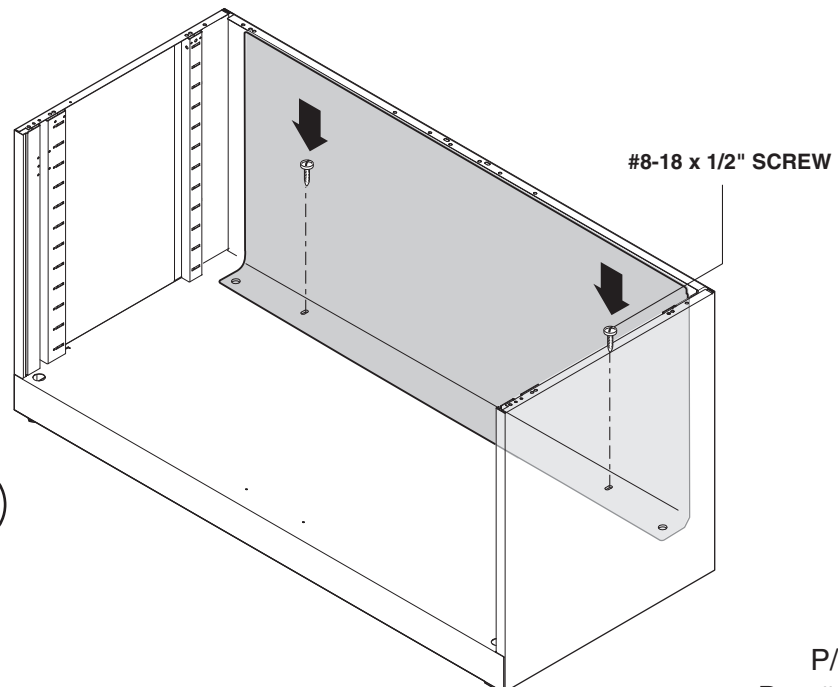
**3.** Reinstall suspensions, then drawer and two (2) screws from step 1.

**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.

2a



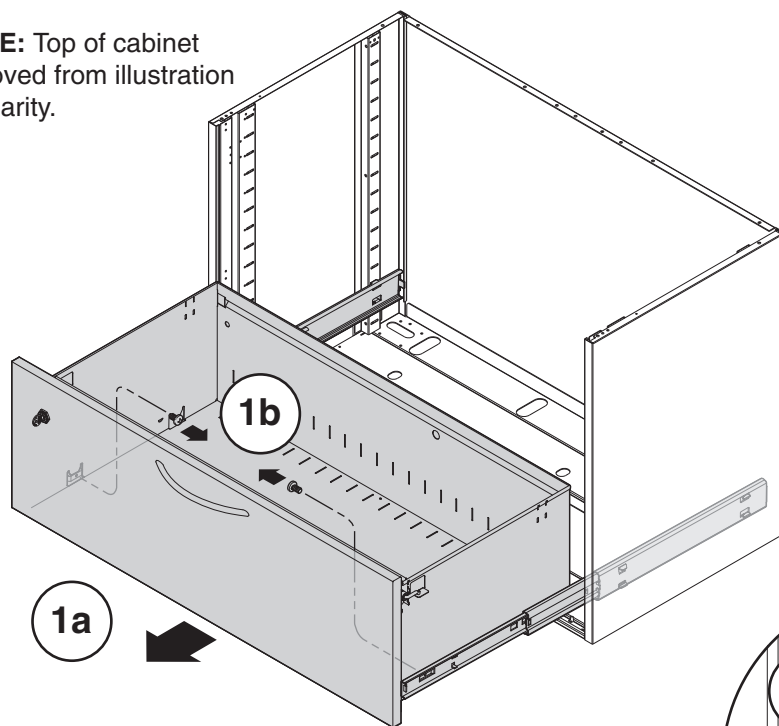
2b



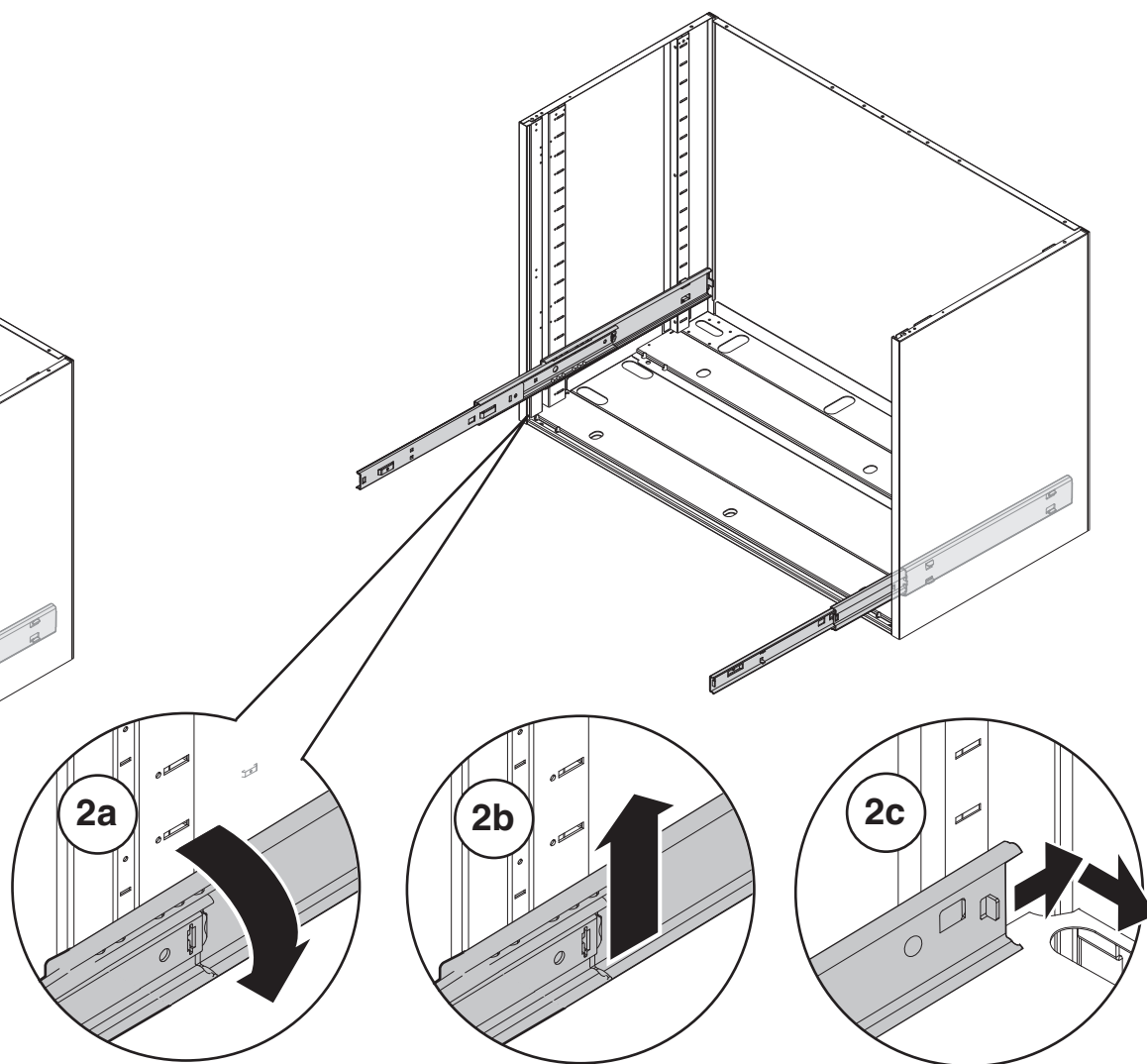
## For 2-Hi Case with c:scape or FrameOne Feet:

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

**NOTE:** Top of cabinet removed from illustration for clarity.

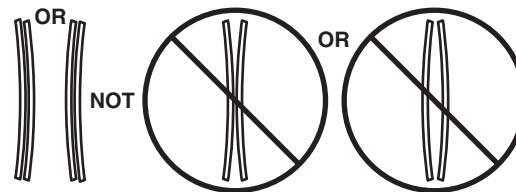


2. Rotate the top of the suspension toward the center of the cabinet to disengage (2a). Pull up to disengage the second tab in front (2b). Push the suspension to the rear of the case to disengage the hook in the back and remove (2c).





**NOTE:** If counterweight package gets separated, make sure the two large flat plates are nested when reassembling the package.



### 3. Rotate case assembly onto its back.

**NOTE:** As of November 2019, 2-Hi Lateral Files with c:scape or FrameOne feet use steel plate counterweights.

#### 4a. (Cabinets 42"W with Feet)

Lay the five (5) counterweight plates in the back of the case assembly.

#### 4b. (Cabinets 30"W or 36"W with Feet)

Lay the six (6) counterweight plates in the back of the case, with the shorter 8-1/2" plate on top.

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

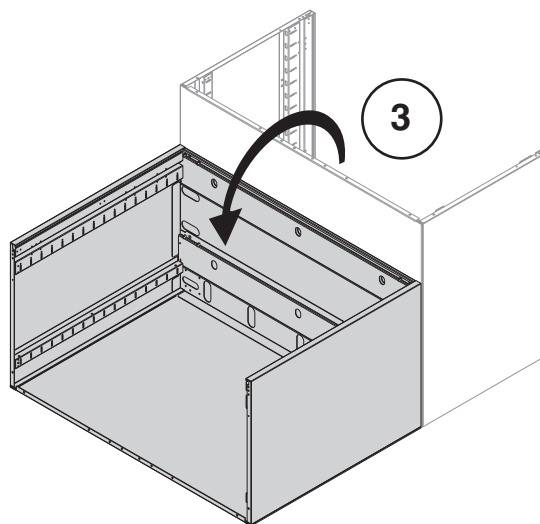
**TIP:** Make sure plates are not held apart by feet screws.

### 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.

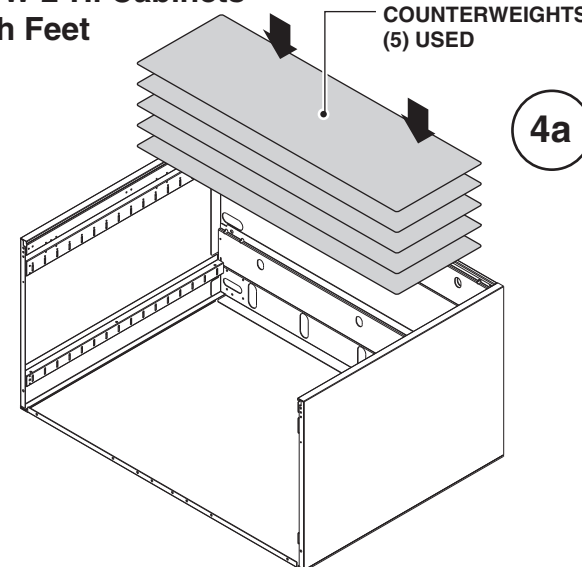
### 6. Rotate case assembly back onto its glides.

### 7. Re-install suspensions removed in Step 2.



#### 42"W 2-Hi Cabinets with Feet

COUNTERWEIGHTS (5) USED



#### 30"W or 36"W 2-Hi Cabinets with Feet

COUNTERWEIGHTS (6) USED, 8-1/2" PLATE ON TOP

