

# File Cabinet Leveling Glides

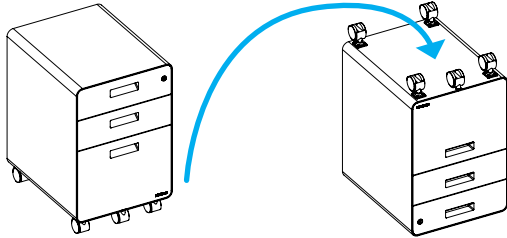
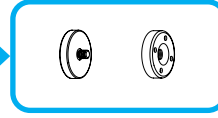
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UPLIFT DESK

## Package Contents



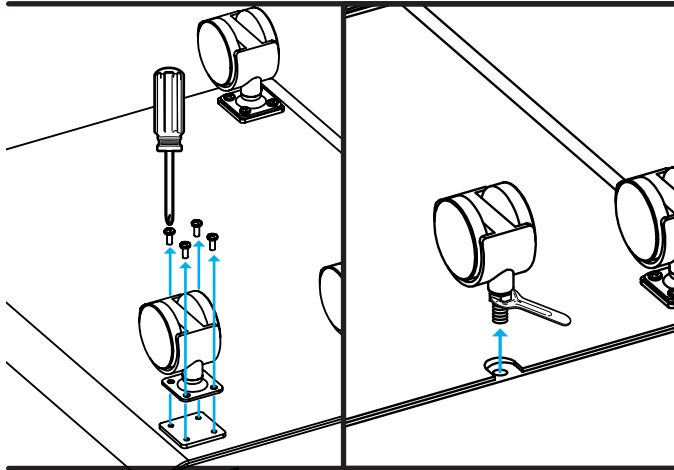
Each unscrews into a  
"Glide" and "Glide adapter"



### Step 1

If you are replacing Casters on your File cabinet, first empty all of the contents from the drawers.

Next, lock the drawers and carefully turn the File cabinet onto its top or side. We recommend placing it on a clean carpet or blanket to avoid scratching the paint finish.



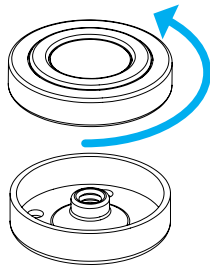
### Step 2

If Casters are already attached to your file cabinet, remove the four Casters at the corners with a Phillips head screw driver.

**Save these screws, you will need them in Step 4.**

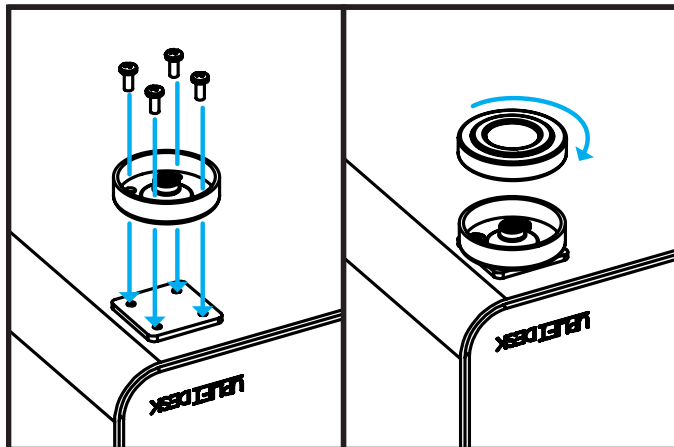
If your file cabinet has a center Caster at the front of the drawer, remove that with the Flat wrench provided with your file cabinet.

Save the casters in case you decide to attach them later.



### Step 3

Unscrew the Glides from the Glide adapters.

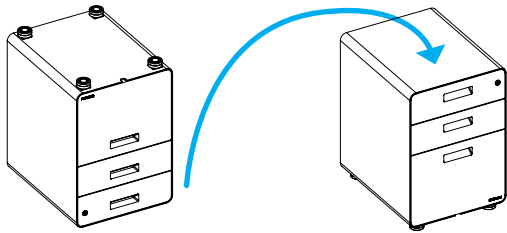


### Step 4

Attach a Glide adapter to each of the the four corners using the M4x12 screws provided with your file cabinet (these may have been removed with the casters in Step 2).

The hole that the center Caster came from will be left empty. No Glide will be installed here.

Thread the Glides back into Glide adapters.

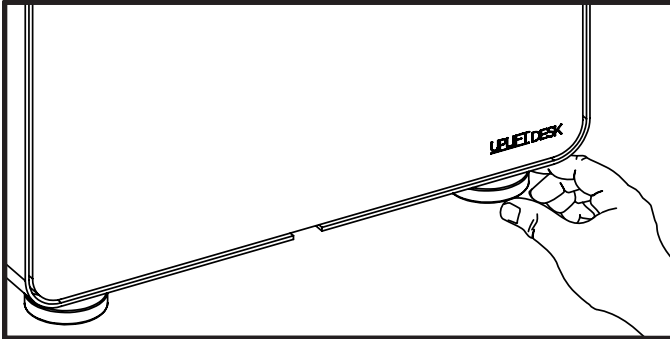


### Step 5

Once the Glides are installed, carefully flip the File cabinet back to its upright position.

Move the File cabinet to your desired location.

**Note:** Sliding the File cabinet may be a little difficult due to the rubber rings on the bottom of each Glide. If you are moving it more than a little bit, you may need the help of a friend to lift and locate the File cabinet.



### Step 6

Adjust the Glides as needed on uneven floors to keep the File cabinet level and stable. Each Glide has an adjustment range of 0.25”.

Unlock the drawers of your File cabinet and replace any items that may have been removed in Step 1.

## CAUTIONS & WARNINGS

**CAUTION:** Read all instructions before assembly. Failure to assemble properly may result in damage.

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