

# Series 2 Credenza

This guide provides detailed installation instructions and sequencing steps of the stand-alone base unit as well as accessory add-on components (specified separately) for BS2C. Series 2 Credenzas including:

- **Ganging Kit (included)** used when joining two side-by-side cases under a common top.
- **Extended Leveler Kit BS2ALX[xx]** (optional) used when additional leveling capability is required or when credenza position is planned to be positioned over a height adjustable table foot. (Refer to Height Adjustable Table planning guide for further information)
- **Counterweight Kit BS2ACW[xxxx]** – required in select freestanding applications. Refer to Series 2 price list for counterweight applications and requirements.

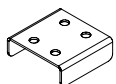
## Section A

### Ganging two cases with Ganging Kit, included with double units

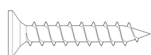
Units that are comprised of two cases are non-handed upon specification. When ganging units together, be sure to install cases left-handed or right-handed per the specifier's intent.

This step must be completed before counterweights kit is installed. If kit has already been installed into the unit, all counterweight plates must be removed before positioning the unit on its back.

#### Hardware



Part No. 2MA3226H02  
Ganging Bracket (2)



Part No. 1B63346H01  
Ganging Bracket Screw (8)  
#10 x 5/8" self drilling screw, black

1. Place units to be ganged together on a clean, nonabrasive surface (recommend a clean sheet of cardboard or a blanket wrap.)
2. On "Open with Shelf" units, remove shelves, shelf clips and base pan. Set aside.
3. On "Box/File" units, remove drawer bodies from slides by pulling the slides away from the drawer body to release the tab on each side. Fully retract slides back into the case and leave them intact.
4. Lay units onto their backs side-by-side; align and clamp the bottom and front surfaces to be flush with each other. (Fig. 1)
5. Place ganging bracket (part no. 2MA3226H02) to span over bottom flanges of both units. Ganging bracket should fit in base channels. (Fig. 2 and Detail)
6. Use self-tapping screws (part no. 1B63346H01) to attach brackets to bottom flanges using all 8 screws provided in the sequence shown (Fig. 3) **Attention: Not using all screws may cause units to shift and be damaged when moved.**

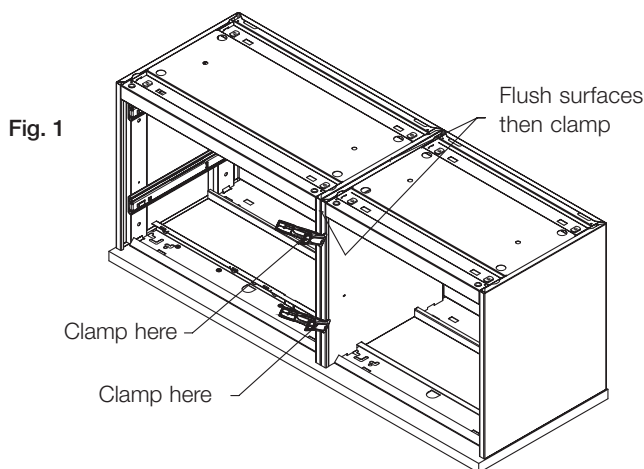


Fig. 1

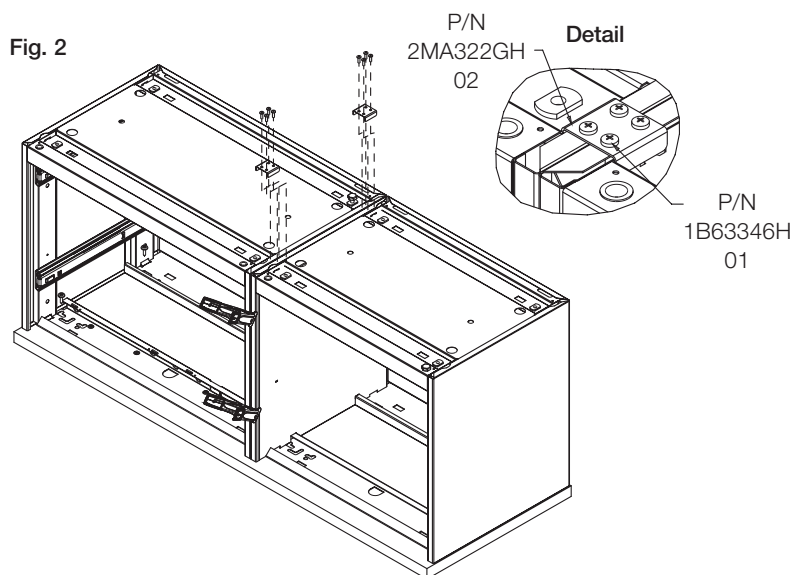
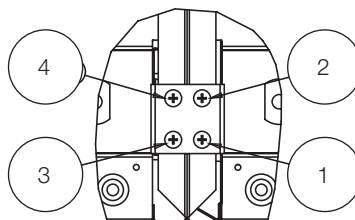


Fig. 2

Fig. 3



Screw drill pattern  
attach in this order,  
each bracket

## Series 2 Credenza (cont.)

### Section B

#### Laminate Top Installation

This step must be completed before counterweights kit is installed. If kit has already been installed into the unit, all counterweight plates must be removed before positioning the unit on its back.

#### Hardware



Part No. 4A21402H01  
Laminate Top Screw (4)  
1/4-14 x 7/8" tapping screw, black

Fig. 4

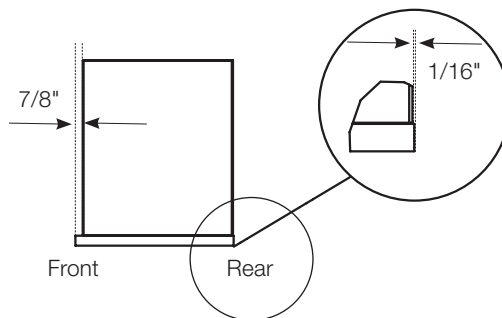
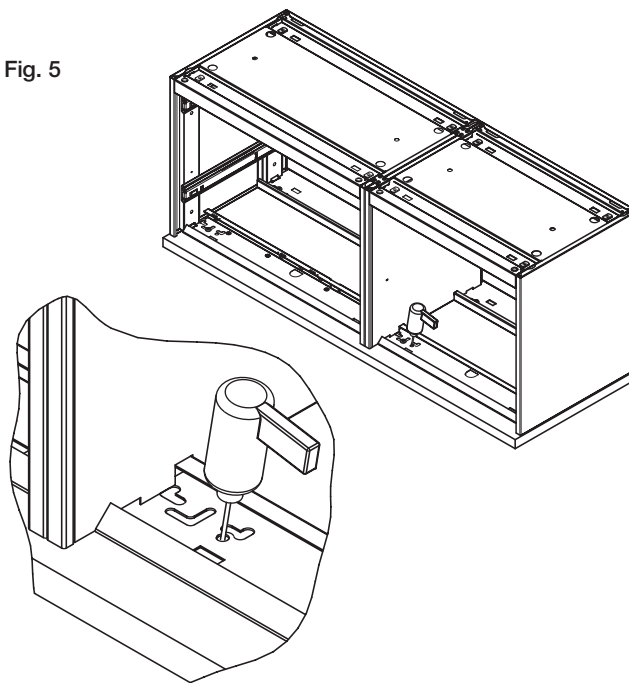


Fig. 5



1. [If Section A was completed, skip to step 4.] Begin with unit in upright position. If credenza is comprised of two cases, they must be ganged together prior to top installation (see section A)
2. On "Open with Shelf" units, remove shelves, shelf clips and base pan. Set aside.
3. On "Box/File" units, remove drawer bodies from slides by pulling the slides away from the drawer body to release the tab on each side. Fully retract slides back into the case and leave them intact.
4. Lay top face down on a clean, non-abrasive surface.
5. Position unit onto top, centering it left-to-right and leaving a slight overhang (1/16") at the back of the credenza (**Fig. 4**)
6. Drill pilot holes for attachment screws (using 3/16" drill bit). (**Fig. 5**)
7. Install screws (part no. 4A2140H01) making sure top remains aligned on all four sides.
8. If using extended levelers, proceed to Section C.
9. If using counterweight kit for units in freestanding applications, skip to Section D

## Series 2 Credenza (cont.)

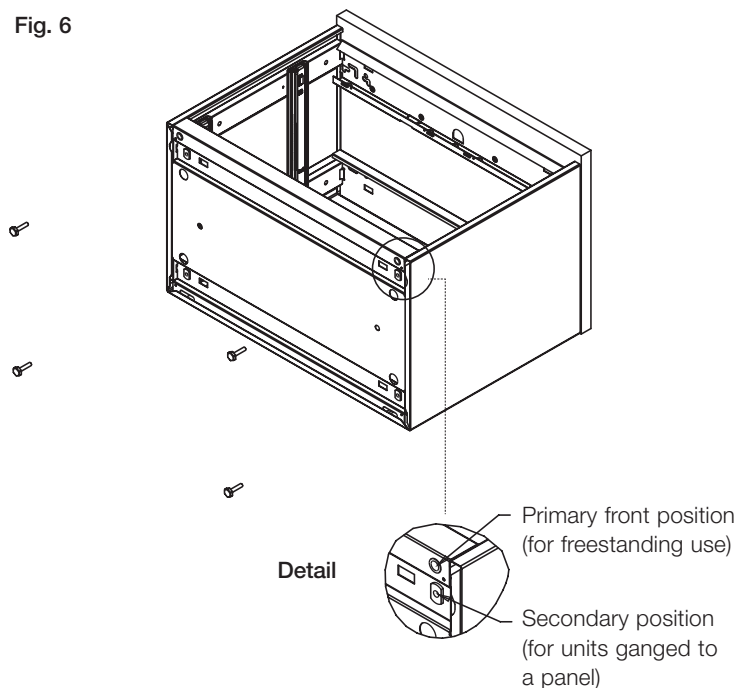
### Section C

#### Extended Leveler Installation Pattern No. BS2ALX[xx], specified separately

This step must be completed before counterweights kit is installed. If kit has already been installed into the unit, all counterweight plates must be removed before positioning the unit on its back.

1. [If Section A or B was completed, skip to step 4.] Place unit(s) on a clean, nonabrasive surface.
2. If unit has shelves, remove shelves and clips. Set aside
3. Lay unit(s) onto its back.
4. Remove all four levelers by turning them counter clockwise.
5. If complete credenza unit is to be used in a freestanding position (not ganged to a panel), install extended glides by putting them in the same position on front edge and rotating them clockwise. If complete credenza unit is not used in a freestanding position, glides may be placed back into secondary position (**Fig. 6 and Detail**)

Fig. 6



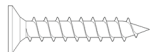
### Section D

#### Counterweight Installation Pattern No. BS2ACW[xxxx], specified separately

Refer to price list for credenza applications requiring counterweight and appropriate kit pattern number.

Installing counterweight should be the final installation step; a unit with counterweight installed must not be tipped on its back.

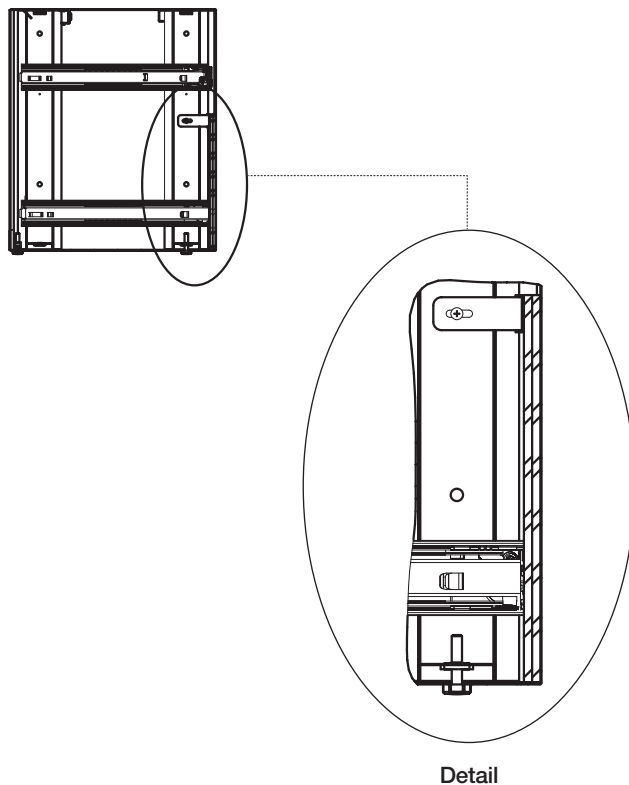
#### Hardware



Part No. 1B63346H01  
Counterweight Bracket Screw (2)  
#10 x 5/8" self drilling screw, black

1. While drawer bodies are still removed from the case with unit in the upright position, place counterweight plate(s) flush against the back wall and center left-to-right.
2. Attach counterweight plate bracket (part no. 2MA3306H02 – 30" and 2MA3306H04 – 36" wide) using included 2 self-tapping screws (part no. 1B63346H01) into the pilot holes provided in rear upright channel (**Fig 7**)
3. Push Bracket tight against the ballast plate(s) and tighten screws.

Fig. 7



## Series 2 Credenza (cont.)

### Section E

#### Finishing and Positioning Unit

1. Orient unit into upright position.
2. Reinstall drawer bodies.
3. Place unit into final desired position.
4. Level the unit with the adjustment glides in the base.

