

# Inserting and Removing Drawers Using KV-8500 (Double-Stack) Slides

## Drawer Numbering

Drawers are numbered from the top down. Numbers are located on the right side of each drawer to the rear of the drawer member portion of the slide.



\* It is important to maintain the marked sequence of the drawers in the cart to ensure each drawer locks and the roller catches line up properly.

\*The proper sequence is MANDATORY if the cart is equipped with the anti-tip feature.

Insert Drawers (Each drawer will be labeled, you will need to insert each drawer into the correct location)

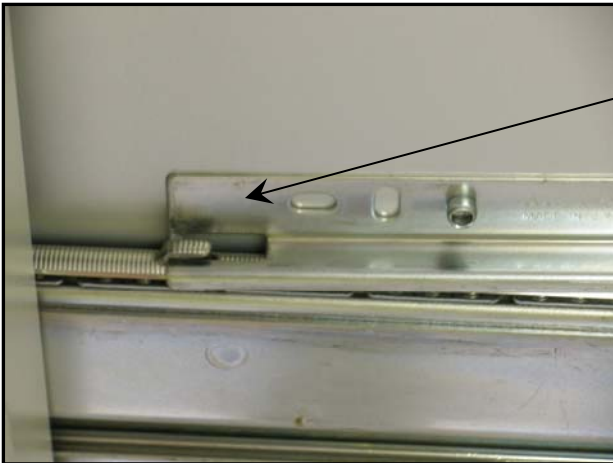
1. Extend slides fully



2. Place drawer on the slides (Don't let the black tabs snap into place yet)

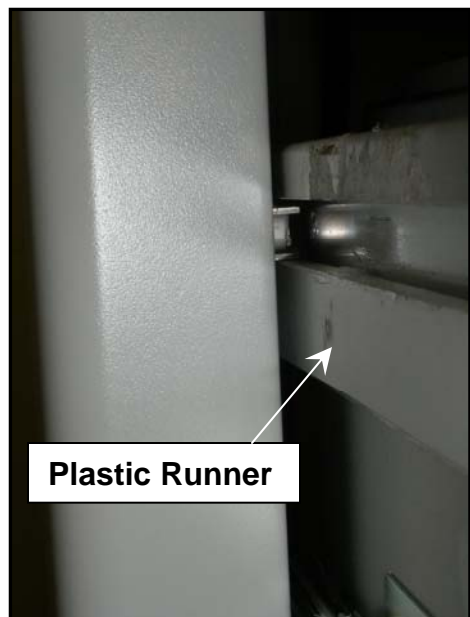


3. Pull slides into place so that drawer rails fit under the cabinet member hooks, and snap the black tabs into place



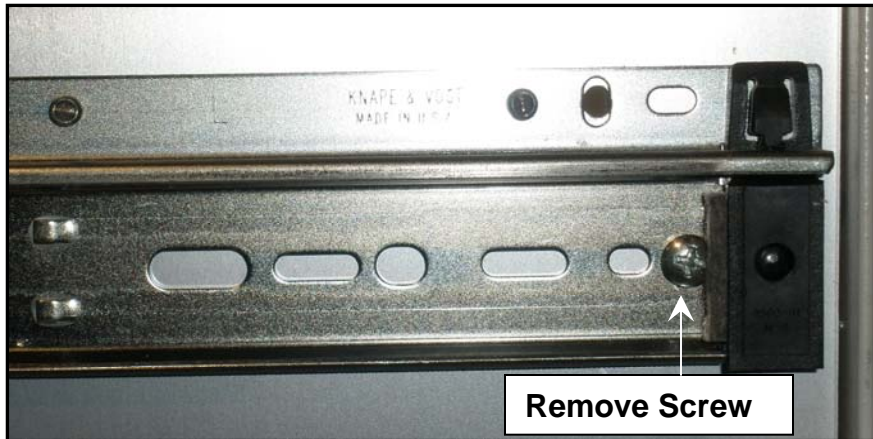
Pull slides so that each side of the drawer goes under the hook first then snap both of the black tabs into place.

4. For drawers 3 and 4 you will need to make sure the anti-tip bar is in place before pulling the slides into place. You'll need to lift up on the bar and place it to ride on top of the white plastic runner.

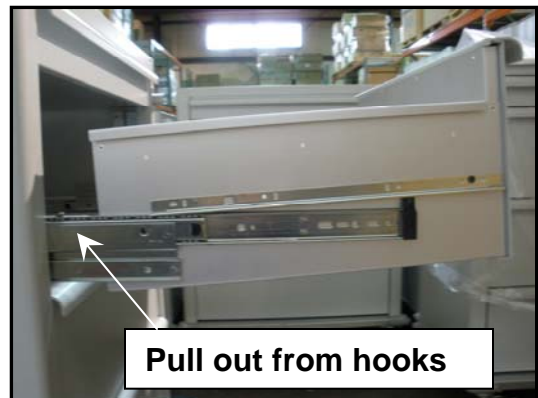


## Remove Drawers

1. Pull drawer all the way out
2. Empty contents of drawer
3. Remove the screw on the left slide



4. Push in the black tab on each side, lift the drawer up, and pull towards you so that it clears the hooks.

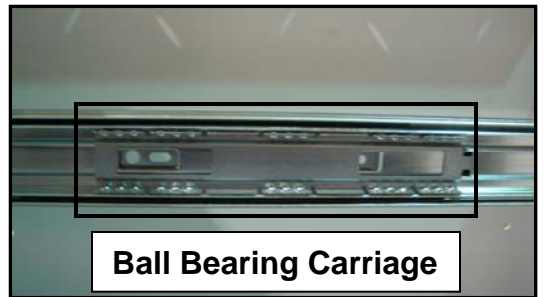


5. You can now remove the drawer

# Inserting and Removing Drawers Using KV-8400 (Telescoping) Slides

Insert Drawers (Each drawer will be labeled, you will need to insert each drawer into the correct location)

1. Push slides all the way in but make sure that the ball bearing carriage is moved fully forward.

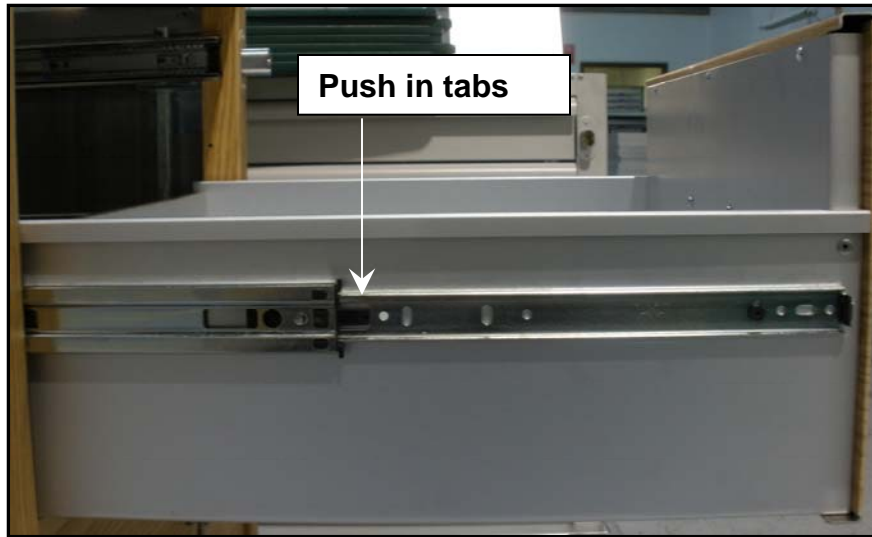


2. Line up drawer member with slides and push in



## Remove Drawers

1. Pull drawer all the way out
2. Push in on black tabs on each side and pull out drawer





# Replacing a Lock

1. Remove the top drawers
2. Pull the top slide forward about an inch to expose the screw that is holding in the slide. Remove the screw.



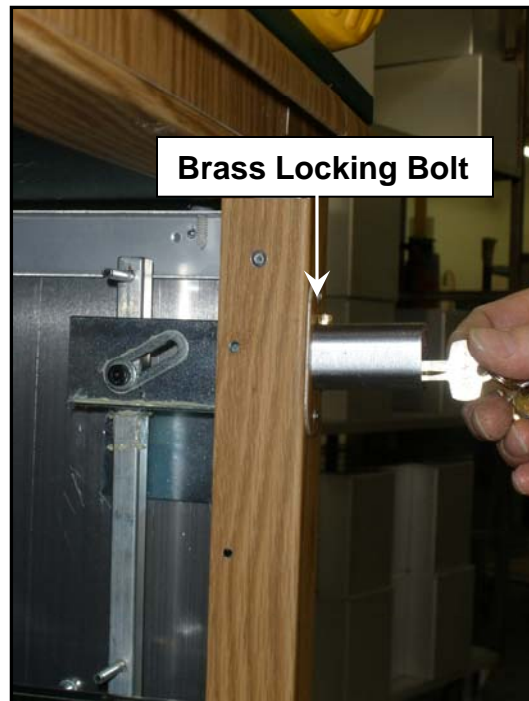
3. Drop slide down to expose the lock assembly.



4. Push lock in to expose the screw in the back of the lock. Remove the screw.

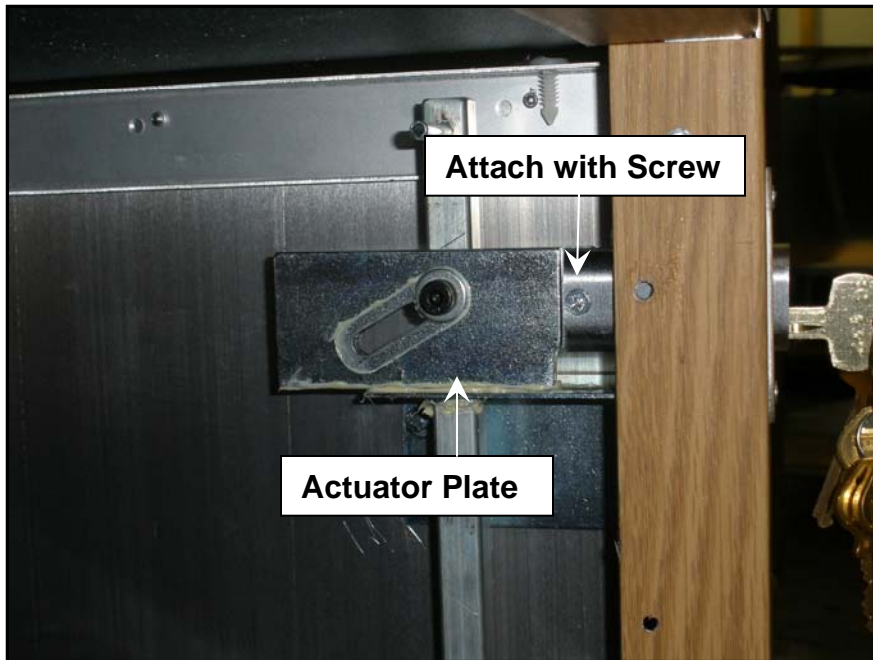


5. Insert the key into the lock and turn into the unlocked position and pull out of the cabinet. If you do not have the key, reach in and push down on the brass locking bolt so it will pass through the faceplate.





6. Insert the lock into the front of the cabinet by turning the key into the unlocked position. Line up the lock with the hole on the actuator plate and attach with the phillips head screw.



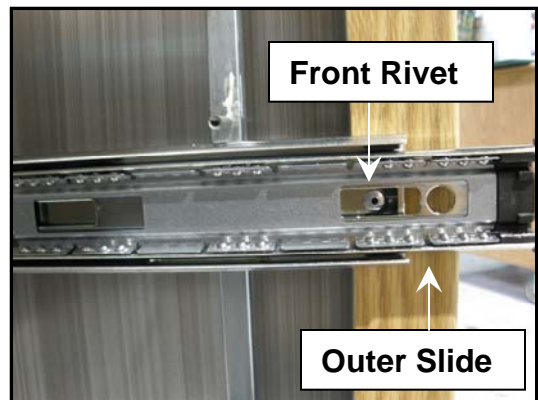
7. Reposition the slide back into place and re-attach with phillips screw



8. Re-Insert Drawers

## Replacing a KV-8400 (Telescoping) Slide

1. Pull slide forward about an inch to expose the front and back rivets. (If you are replacing the slide on the top drawer then the front of the slide will be held in with a phillips head screw.)
2. Drill out both rivets using a  $5/32$ " diameter or a No. 19 drill bit. Note: If the rivet spins during drilling, pull out on the outer slide to apply friction on the rivet head.



3. Pull the new slide forward to expose both front and rear holes and rivet onto cart. When inserting the rivet in the back of the cart make sure to use the top hole.



## Replacing a KV-8400 (Telescoping) Slide

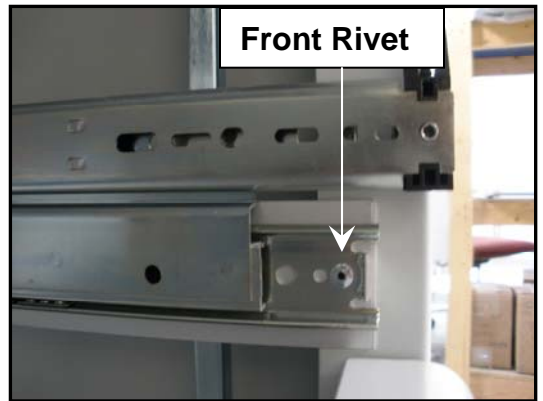
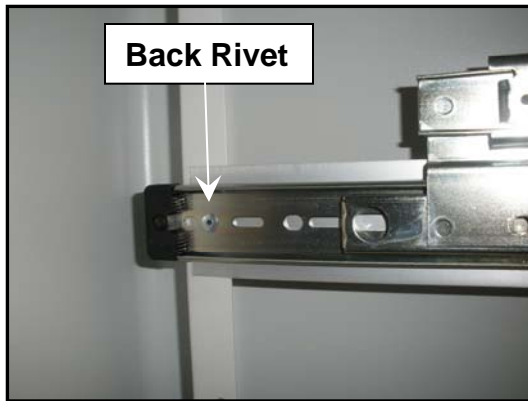
1. Pull slide forward about an inch to expose the front and back rivets. (If you are replacing the slide on the top drawer then the front of the slide will be held in with a phillips head screw.)
2. Drill out both rivets using a  $5/32$ " diameter or a No. 19 drill bit.  
Note: If the rivet spins during drilling, pull out on the outer slide to apply friction on the rivet head.



3. Pull the new slide forward to expose both front and rear holes and rivet onto cart.

## Replacing a KV-8500 (Double Stack) Slide

1. Pull slide forward to expose the back rivet and push the slide all the way back to expose the front rivet.
2. Drill out both rivets using a  $5/32$ " diameter or a **No. 19** drill bit.  
Note: If the rivet spins during drilling, pull out on the outer slide to apply friction on the rivet head.



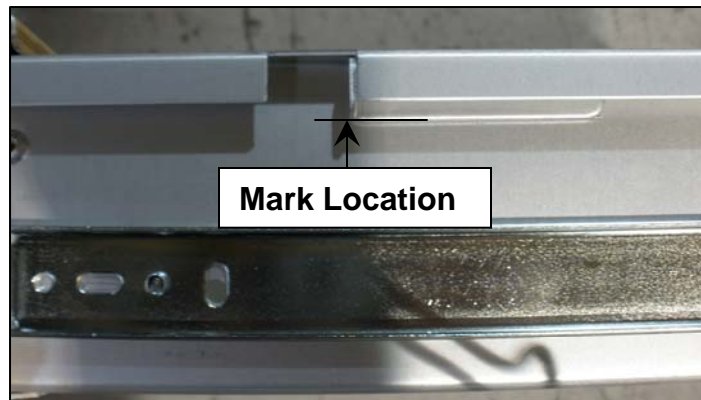
3. You can now rivet in the new slide.

## Replacing a Drawer Tab

The Lock system is designed so that when the lock is engaged, the lock bar rises. This brings each lock pin in front of the drawer tab and prevents the drawer from opening. If a drawer tab is out of place or missing the locking system may not work properly.

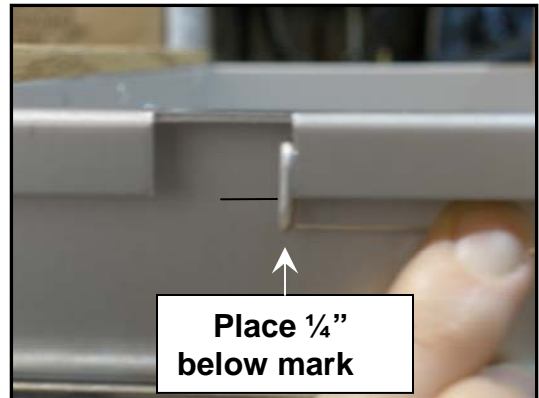
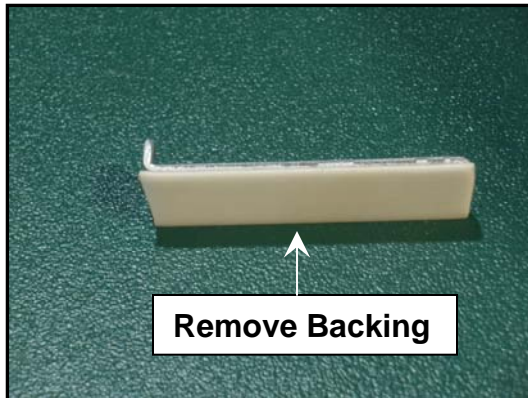
The drawer tab is located on the right side of each drawer (on XL carts the tabs are on the lock side.)

1. Pull the drawer out.
2. Mark the location of the existing tab.



3. Remove the old tab including all the tape. Clean the area with rubbing alcohol and allow to dry.
4. Remove the backing from the tape on the new drawer tab and place the tab approximately  $\frac{1}{4}$ " lower than the original tab.

4. Remove the backing from the tape on the new drawer tab and place the tab approximately  $\frac{1}{4}$ " lower than the original tab.



5. Test the position of your drawer tab by closing the drawer and making sure it locks.

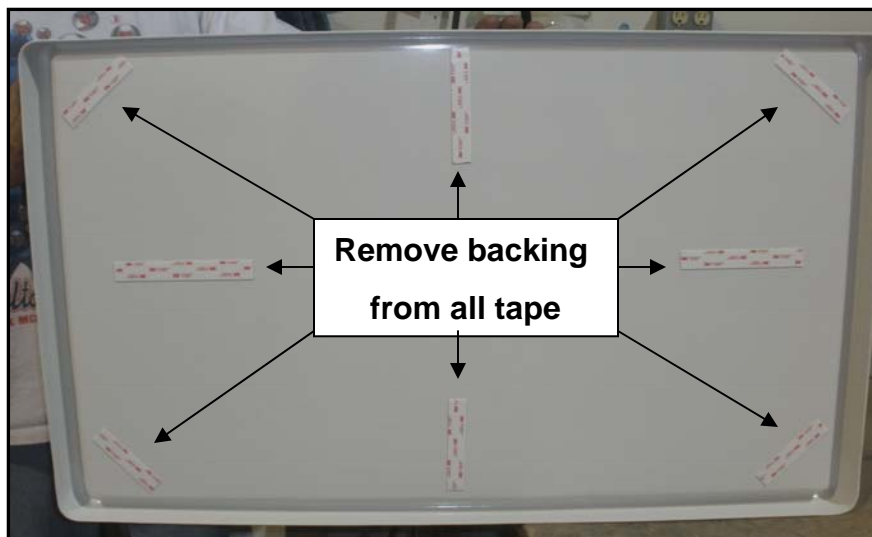


## Replacing an ABS Top

1. Remove the broken ABS top including the tape.
2. Clean the top with rubbing alcohol and allow to dry.



3. Remove the backing from the tape located on the ABS top.

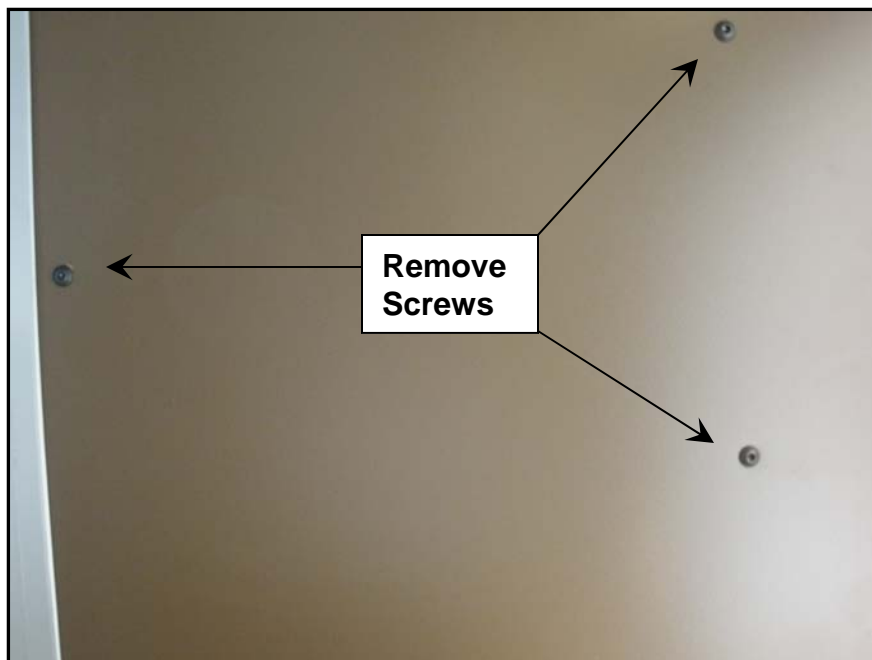


4. Line up the ABS top on the cart, and press down.



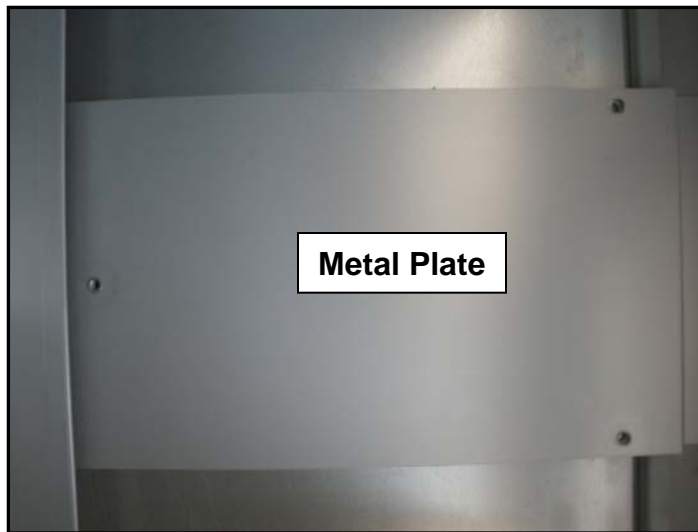
## Replacing an ABS Extension

1. Remove the top drawers from the cart to expose the underneath area of the top.
2. Remove the 3 screws that are holding the ABS Extension to the plate in the top of the cart.



3. You can now remove the old ABS Extension.

4. Slide the metal plate in the top of the cart all the way to the left.



5. Insert new ABS top into the side of the cart.



6. Line up the holes in the extension with the holes in the metal plate and screw into place.

## Replacing or Adding a Lockbox

1. Open the lockbox and remove the screws from the front and back of the lockbox.

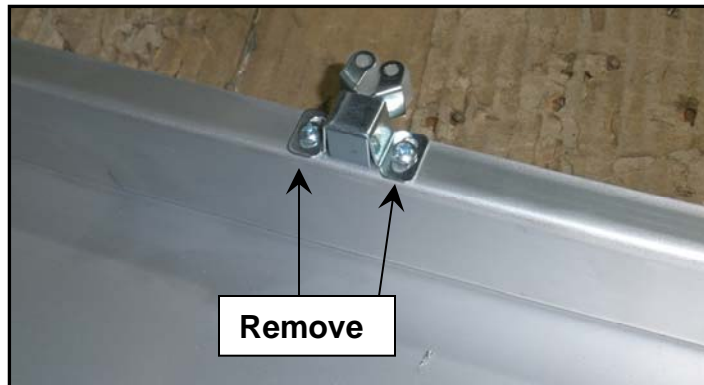


2. Remove the old lockbox and replace with the new lockbox. Line the lockbox up with the holes in the drawer and screw into place with the front and back screws.

**Note:** If you are replacing a single wide lockbox with a double wide lockbox you will need to drill the rivets out of the divider next to the lockbox and remove the divider. Then line the lockbox up to the right of the drawer and use self tapping screws to drill the lockbox into place using the front and back holes.

## Replacing a Roller Catch

1. Pull drawer out of cart.
2. Remove the two screws holding the roller catch onto the drawer.



3. Replace the old roller catch with the new roller catch and re-attach with screws. If the screws are not fastening you may need to move the screw up or down and drill another hole. Do not change the position of the roller catch or it will not work properly.

