

For easier installation, place work surface upside down first.

1. Position drawer in desired location on underside of work surface. Ensure front of drawer is flush with edge of work surface (see Fig. 1)
2. While personal drawer is in place, mark (4) screw holes with pencil.
3. Drill a small pilot hole with 1/8 drill bit on each of the pencil marks previously made. Do not drill longer than 1/2 the length of the work surface screw (This is to help better capture the screw).

Fig 1

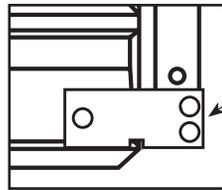
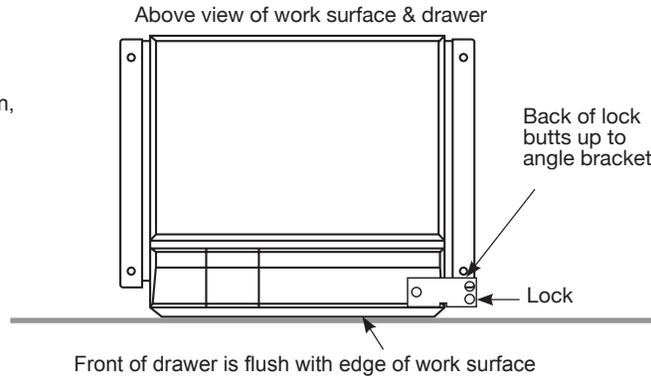
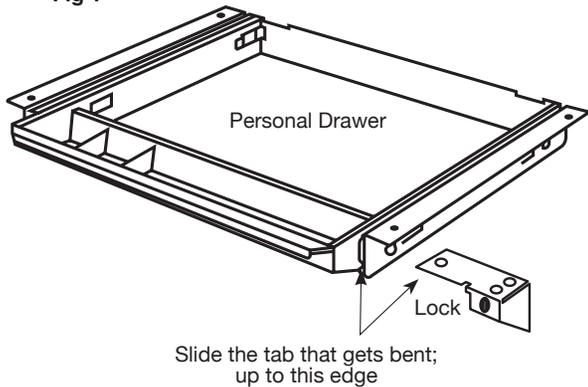


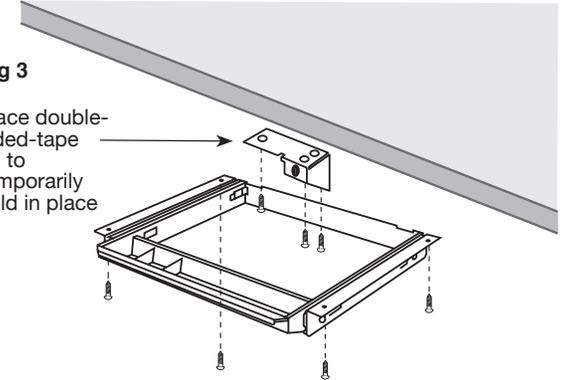
Fig 2

Install these 2 screws first

4. Screw the 4 screws into the holes. If you do not have a lock to install, you are done.
5. If you have purchased a lock with this drawer, then slip the lock under the right-hand corner of the drawer. Fig 1. It may help to first put double sided tape on the lock to hold it in place. Turn the lock to ensure that it properly works with the drawer.
6. Mark the work surface to indicate the position of the two holes that are close together on the lock. Drill a small pilot hole with 1/8 drill bit on each of the pencil marks previously made. Do not drill longer than 1/2 the length of the work surface screw (This is to help better capture the screw).

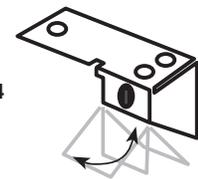
Fig 3

Place double-sided-tape on to temporarily hold in place



7. Remove the lock, unscrew the personal drawer.
8. Place the lock back in line with the two marked/ drilled holes. Screw lock into place. Mark the third hole, drill a small pilot hole with 1/8 drill bit on the pencil mark previously made. Do not drill longer than 1/2 the length of the work surface screw (This is to help better capture the screw). Screw in the third and final screw into the lock. Fig 3
9. Put personal drawer back into alignment with holes drilled. Screw in (4) work surface screws to secure drawer. Fig 3
10. Test the lock to ensure that it securely locks the personal drawer with a smooth turn of the key. Make minor adjustments in the position of the lock if needed by bending flange. Fig 4

Fig 4



power drill



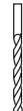
#2 Phillips



work surface screw



Phillips screw driver



1/8" drill bit



double sided tape