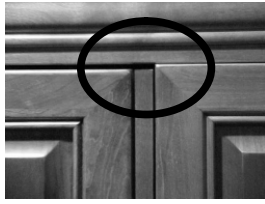




Leveling Procedures

Introduction



- You can level furniture with:
 - A leveler,
 - Adjustable feet, or
 - A shim
 - Many armoires and home entertainment centers have levelers.
 - Many dining tables, desks, and dressers have adjustable feet.
 - Most bedroom set pieces do not have levelers or adjustable feet.
 - If a piece does not have a leveler or adjustable foot, you can level it with a shim.
-


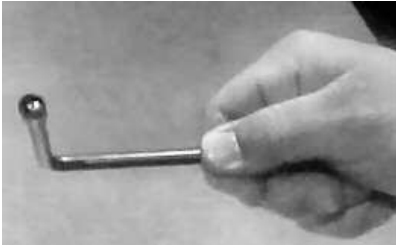

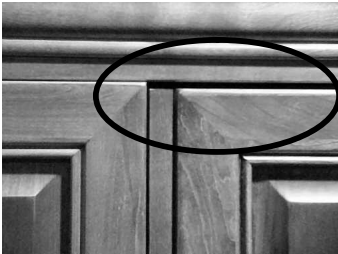
Leveling Armoires And Home Entertainment Units

Step	Action
1	Position the piece in the exact spot where it will be permanently situated. <ul style="list-style-type: none"> • If you move the piece after leveling it, you will have to level it again.
2	Open the door (or the lower door if the piece has over and under doors) and/or remove the lowest drawers. <div style="display: flex; justify-content: space-around; margin-top: 10px;">   </div>

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Leveling Procedures, Continued




Leveling Armoires And Home Entertainment Units (continued)

Step	Action	
3	<p>Look at the inside front corners of the piece. If it has a round hole in it, it has a leveler.</p> 	
4	<p>Some pieces come with a special leveler wrench like the one shown below. If it does not come with a wrench, you'll need a flat head screwdriver to adjust the leveler.</p> 	
5	If...	Then...
	<p>The left door of the piece is lower</p> 	<p>Adjust the leveler on the right side.</p>
<p>The right door of the piece is lower</p> 	<p>Adjust the leveler on the left side.</p>	

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Leveling Procedures, Continued

Leveling Armoires And Home Entertainment Units (continued)

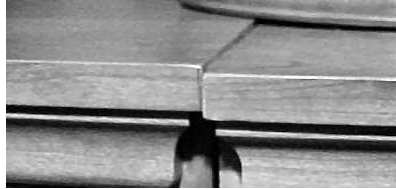
Step	Action	
6	If...	Then...
	<p>The piece comes with a special leveler wrench</p>	<p>Insert the wrench into the hole, place it on top of the leveler, and turn it clockwise.</p> 
	<p>The piece does not come with a special leveler wrench</p>	<p>Insert your screwdriver into the hole and then into the slot in top of the leveler. Turn the screwdriver clockwise.</p> 
7	<p>Look at the front of the piece to see if it is level. If not, continue turning clockwise and looking at the front of the piece. When it is level, the piece will look like this:</p> 	


Continued on next page

Leveling Procedures, Continued

Leveling Side-By-Side Pieces That Are Equipped With Levelers

To bring one piece up to the same level as a piece beside it, follow the procedures below.



Step	Action
1	On the piece that is lower, locate the hole in the inside front corner that is next to the higher piece.
2	Raise the piece that is lower by turning the leveler clockwise until it is even with the higher piece. When both pieces are even, they will look like this: 

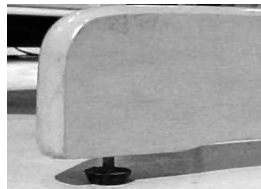
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Leveling Procedures, Continued

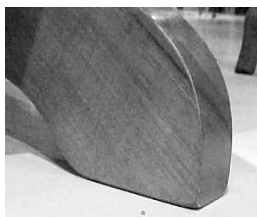
Leveling Tables With Adjustable Feet

You can tell if a table leg has adjustable feet just by looking at it.

- A leg **with** an adjustable foot sits $\frac{1}{4}$ " or higher off the floor, and looks like this:



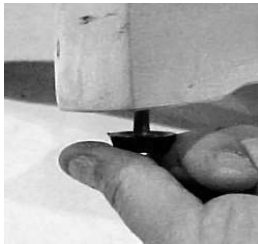
- A leg **without** an adjustable foot sits flat on the floor and looks like this:



What adjustable feet do

- When raising or lowering an adjustable foot, you're not leveling the table. You are adjusting it to a floor that's not level.
 - The desired outcome when raising or lowering an adjustable foot is to stop the table from rocking and get it as level as possible.
 - You may never be able to get a table to be 100% level, but you **can** stop the rocking.
-

Adjust the feet

Step	Action
1	Lift the leg that needs to be adjusted.
2	<ul style="list-style-type: none">• Raise or lower the foot as needed. 

Continued on next page

Leveling Procedures, Continued

Leveling a piece with a shim





Position the piece

Position the piece in the **exact** spot where it will be permanently situated.

- If you move the piece after leveling it, you will have to level it again.


Determine where to insert the shim

If...	Then...
<p>The left door of the piece is lower</p> 	<p>Insert the shim under the right rear side of it.</p>
<p>The right door of the piece is lower</p> 	<p>Insert the shim under the left rear side of it.</p>

Continued on next page

Leveling Procedures, Continued



Insert the shim *Note:* While one person can do this, it is easier with two people.

Step	Action
1	At the bottom rear corner of the appropriate side, slide in the shim as far as you can with the flat, smooth side facing up. 
2	Look at the front of the piece to see if it is level. If not, proceed to the next step.
3	Push up on the corner slightly and slide in the shim a little further.
4	Look at the front of the piece to see if it's level. If not, continue sliding in the shim and checking the doors until the piece is level.

Continued on next page

Leveling Procedures, Continued

Insert the shim (continued)

Step	Action
5	<p data-bbox="268 421 1353 488">If you want to remove the remainder of the shim that is not under the piece, insert a flat head screwdriver in the slot underneath the shim and pry up.</p>  <p data-bbox="268 786 1023 819">Twist off the remaining piece of the shim with your fingers.</p> 
6	<p data-bbox="268 1178 927 1211">When the piece is level, the doors will look like this:</p> 