

How to Install Office Glide

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Contents

Tools Required

- tape measure
- pencil
- drill
- screwdriver
- wrench
- level

Hardware Required

- Office Glide
- mounting plate
- fixing screws

Key Measurements

- height
- adjustable range
- thread size
- mounting plate size
- load capacity
- wheel diameter

Related Installation Guides

- [How to Install Office Caster](#)
- [How to Install Adjustable Foot](#)
- [How to Install Adjustable Outdoor Foot](#)
- [How to Install Adjustable Table Foot](#)
- [How to Install Aluminum Leg](#)
- [How to Install Angled Leg](#)

Related Resources

- [Related Product: Office Glide](#)
- [Related FAQ: Office Glide](#)

Need OEM installation support?

Use this guide as a planning reference, then request support for drawings, samples, and production installation checks for Office Glide.

[Request Installation Support](#)

Product Installation Overview

Office Glide installation starts with mounting plate layout, screw fixing, load path control, height adjustment, and stability checks under the Office Furniture Hardware and Desk Fittings base.

For B2B furniture production, use this Office Glide guide to standardize marking, drilling, mounting, fastening, and final inspection before the hardware is approved for cabinet, panel, or furniture assembly.

Important installation note:

This is only a simple installation tutorial. Specific adjustments should be made according to the actual furniture, panel material, and hardware specifications.

Product

Office Glide

Category

Office Furniture Hardware and Desk Fittings

Installation profile

Leg, Foot, Leveler, Base, and Caster Installation

Priority

82

Industry Data

Use these installation signals to prepare tools, verify measurements, and avoid common alignment or fastening mistakes before production use.

- **Tools to prepare:** tape measure, pencil, drill, screwdriver and wrench Prepare these before drilling or fastening the hardware.
- **Measurement checks:** height, adjustable range, thread size and mounting plate size Confirm these measurements against the panel, door, drawer, or frame before installation.
- **Hardware and supplies:** Office Glide, mounting plate and fixing screws Check compatibility with the actual furniture material and order specification.
- **Step sequence:** Mark mounting plate or insert positions, Drill pilot holes or install threaded inserts, Fasten the leg, Set height or swivel orientation and Place the furniture upright and level it Follow the sequence so alignment errors are caught before final tightening.

Office Glide

Detailed Office Glide Installation Tutorial

Before You Start

Before installing Office Glide, dry-fit Office Glide on the furniture part and confirm the height reference. Mark from one clean datum edge, not from a damaged corner, so repeated pieces land in the same position. Identify the load path, mounting plate position, edge distance, and screw length under the furniture base.

Installation Method

During the Office Glide work, use tape measure first, then drill or fasten gradually. Keep the hardware square to the panel, leave adjustment screws loose until alignment is checked, and compare the result with the Leg, Foot, Leveler, Base, and Caster Installation profile requirements. Fix every plate before height adjustment so the base settles evenly on all support points.

Final Check

After Office Glide is mounted, operate, pull, load, or lock the part in the same direction a user will use it. Recheck gaps, screw seating, clearance, and surface damage before approving the Office Glide installation for production. Level the furniture, apply load, and check wobble, caster travel, or glide contact.

Visual Step-by-Step Installation Guide

Step 1 of 6: Mark mounting plate or insert positions

Leg, Foot, Leveler, Base, and Caster Installation diagram for Office Glide, synchronized with the six installation steps and showing furniture base, mounting plate, leg/foot/caster, threaded insert, height arrow, floor contact point.

Step by Step Installation Instructions

1. 1

Mark mounting plate or insert positions For Office Glide, mark every support point under the base and keep enough edge distance for load-bearing screws. Use tape measure for this operation and keep "height" as the main measurement check. Keep Office Glide in position without fully forcing it until the alignment is verified. Before moving to the next step, confirm the reference line is visible, repeatable, and matches the product title and drawing requirement.

2. 2

Drill pilot holes or install threaded inserts For Office Glide, pre-drill plate or stem holes without weakening the base corner or stretcher. Use pencil for this operation and keep "adjustable range" as the main measurement check. Keep mounting plate in position without fully forcing it until the alignment is verified. Before moving to the next step, confirm the hole, cutout, or

prepared surface is clean and does not break through the finished face.

3. 3

Fasten the leg, foot, base, leveler, or caster For Office Glide, place each plate, caster, glide, or leveler square to the underside reference. Use drill for this operation and keep "thread size" as the main measurement check. Keep fixing screws in position without fully forcing it until the alignment is verified. Before moving to the next step, confirm the hardware sits flush against the panel without rocking or twisting.

4. 4

Set height or swivel orientation For Office Glide, fasten all support points before adjusting height so the frame settles evenly. Use screwdriver for this operation and keep "mounting plate size" as the main measurement check. Keep Office Glide in position without fully forcing it until the alignment is verified. Before moving to the next step, confirm fasteners are seated firmly without stripping, crushing, or shifting the hardware.

5. 5

Place the furniture upright and level it For Office Glide, level the furniture from side to side and front to back with small adjustments. Use wrench for this operation and keep "load capacity" as the main measurement check. Keep mounting plate in position without fully forcing it until the alignment is verified. Before moving to the next step, confirm the gap, reveal, height, and working clearance are even from the front and side.

6. 6

Check stability and load distribution For Office Glide, apply the expected furniture load and check wobble, rolling direction, and floor contact. Use level for this operation and keep "wheel diameter" as the main measurement check. Keep fixing screws in position without fully forcing it until the alignment is verified. Before moving to the next step, confirm movement, holding strength, and safety are acceptable before production approval.

Common Installation Mistakes

- Mounting Office Glide too close to a weak panel edge.
- Using screws that do not match the load rating.
- Adjusting height before all legs or casters are installed.
- Ignoring floor contact and load balance.

Safety and Installation Warnings

- Use enough fixing points for load-bearing furniture and check floor protection.
- Wear eye protection and confirm all measurements before drilling.

Adjustment or Testing Notes

- Set Office Glide height evenly and check furniture stability.
- Apply the expected load and inspect screw holding.
- Confirm caster movement or glide contact does not wobble.

Installation FAQ

What tools are needed to install Office Glide?

Typical tools include tape measure, pencil, drill, screwdriver, wrench. For production work, add jigs, depth stops, or templates when repeatable positioning is required.

What measurements should be checked before installing Office Glide?

Check height, adjustable range, thread size, mounting plate size, load capacity before drilling or fastening. Confirm dimensions against the product drawing and panel thickness.

Can Office Glide be installed in MDF or plywood furniture?

Most furniture hardware can be installed in MDF, plywood, particle board, or solid wood when the pilot hole, screw length, load rating, and tightening torque match the material.

What is the most common installation mistake for Office Glide?

Mounting Office Glide too close to a weak panel edge.

Can Office Glide be ordered for bulk furniture production?

Yes. Use the guide to define installation drawings, samples, tooling, and inspection standards before bulk furniture hardware production.