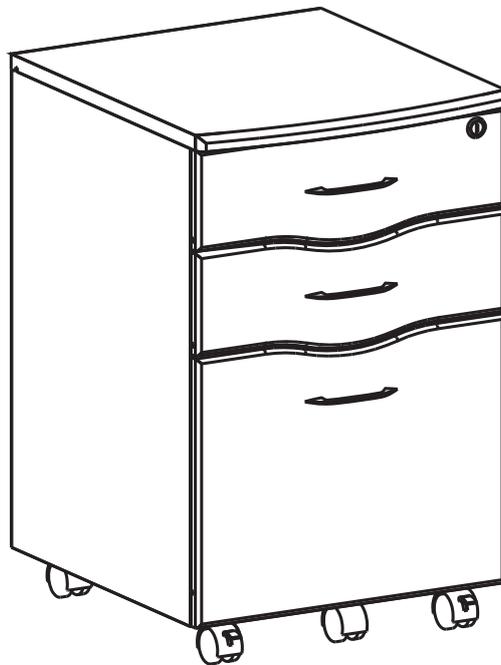


# ROLLING STORAGE AND FILE CABINET

## ASSEMBLY INSTRUCTIONS

REV.OL-0000-0423

Thank you for purchasing our product



**FRENCH**



Scan QR to view the manual in French

**VIDEO**



Scan QR to view full assembly video

**ARABIC**

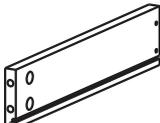
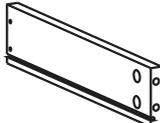
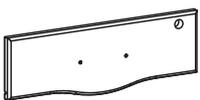
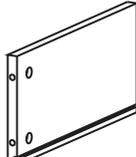
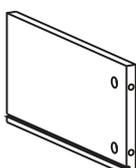
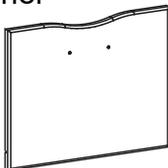
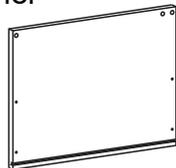
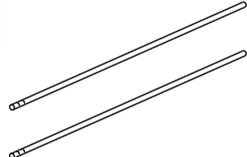
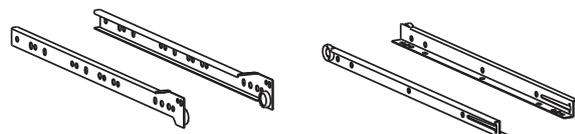
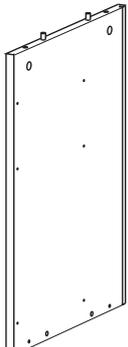
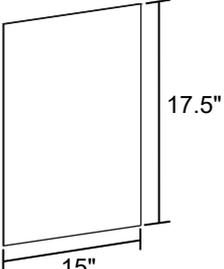
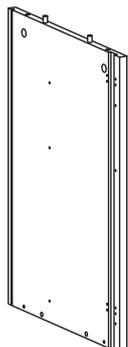


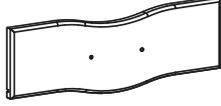
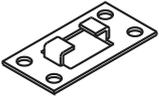
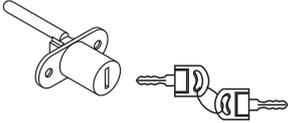
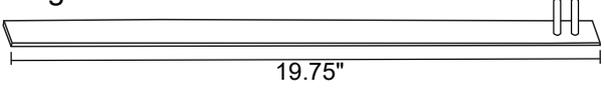
Scan QR to view the manual in Arabic

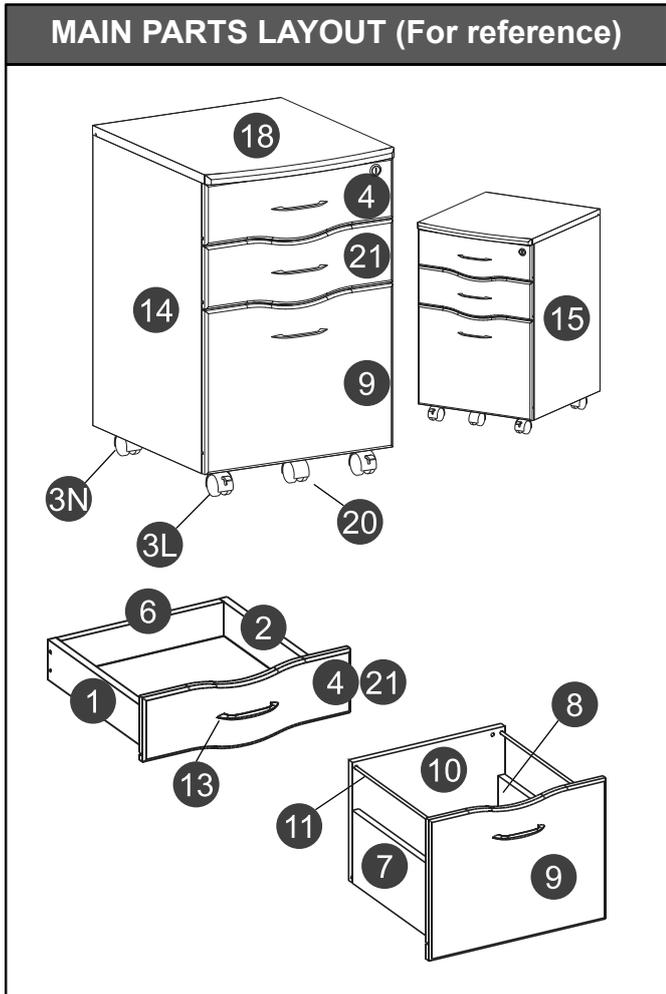
Do a quick inventory of all the parts and hardware listed below.



## MAIN PARTS LIST

<p><b>1</b> Small drawer left panel <b>x2</b></p> 	<p><b>2</b> Small drawer right panel <b>x2</b></p> 	<p><b>3L</b> Locking caster <b>x2</b></p> 	<p><b>3N</b> Non-Locking caster <b>x2</b></p> 
<p><b>4</b> Top drawer front panel <b>x1</b></p> 	<p><b>5</b> Drawer bottom board <b>x3</b></p> 	<p><b>6</b> Small drawer back panel <b>x2</b></p> 	<p><b>7</b> File drawer left panel <b>x1</b></p> 
<p><b>8</b> File drawer right panel <b>x1</b></p> 	<p><b>9</b> File drawer front panel <b>x1</b></p> 	<p><b>10</b> File drawer back panel <b>x1</b></p> 	<p><b>11</b> File tubes, SET of 2 pcs <b>x1 Set</b></p> 
<p><b>12</b> Drawer metal sliders, SET of 4 pcs <b>x3 Set</b></p>  <p>"FLAT": 2 pcs per set, go inside the cabinet</p> <p>"L shape": 2 pcs per set, go on the drawers</p>		<p><b>13</b> Handle <b>x3</b></p> 	<p><b>14</b> Left side panel <b>x1</b></p> 
<p><b>16</b> Bottom panel <b>x1</b></p> 	<p><b>17</b> Back board <b>x1</b></p> 	<p><b>15</b> Right side panel <b>x1</b></p> 	<p><b>18</b> Top panel <b>x1</b></p> 

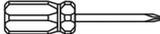
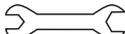
<b>19</b> x1 set Bracket and nut 	<b>20</b> x1 File drawer wheel 	<b>21</b> x1 Middle drawer front panel 
<b>22A</b> x1 set Locking fit piece A, SET of 2 pieces 	<b>22B</b> x1 set Locking fit piece B, SET of 3 pieces 	<b>22C</b> x1 set Locking fit piece C, SET of 3 pieces 
<b>22D</b> x1 set Lock and 2 matching keys 	<b>22E</b> x1 Metal locking bar  <p style="text-align: center;">19.75"</p>	
	<b>22F</b> x1 set Tiny screws for 22C, SET of 3 pcs 	<b>22G</b> x1 Ring for the lock 22D 



### HARDWARE LIST AND INCLUDED TOOLS

PART	QTY	SIZE	ITEM
A	20	M6x40 Bolt	
B	12	M4x35	
C	40	M3x15	
D	6	M4x20	
E	18	M4x14	
F	1	M6x12	

### INCLUDED TOOLS

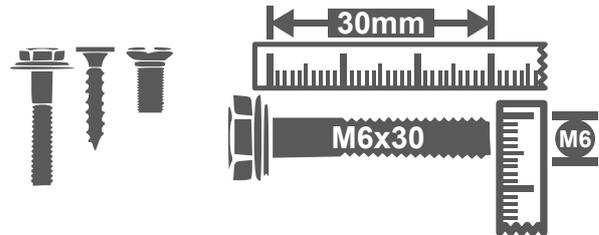
1	Phillips Screwdriver	
1	Hex wrench (spanner)	

**BEFORE YOU START THE ASSEMBLY, PLEASE READ THE FOLLOWING TIPS AND WARNINGS.**

- Please read the assembly instructions thoroughly and follow step by step.



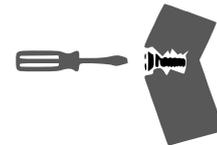
- Make sure you understand which hardware will be used on each step. Using the wrong size of screw, bolt or pin might strip the threads or cause damage to the part in which it is being used.



- To avoid misalignments, always leave the screws loosely and do not tighten them until all the pieces are positioned correctly.



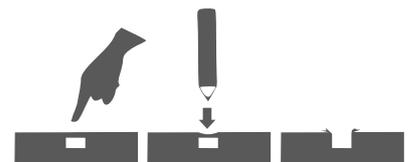
- Do not overtighten or force the screws as they might break, strip, damage the threads of the holes, or get stuck inside the parts.



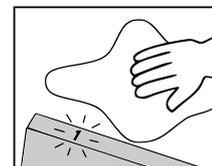
- If the hole seems too small for the screw, make sure you are using the correct size of screw and/or that you are installing it in the correct hole.



- Sometimes on the wood panels the laminate or material might be covering the hole partially or entirely, if there is no visible hole or if it looks too small, pass and press the tip of your finger over the area to feel its indentation, and carefully pierce the laminate to uncover the hole underneath.

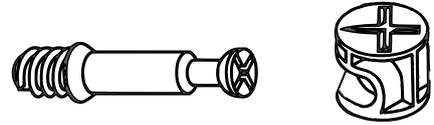


- After the item is assembled, you can use rubbing alcohol to erase or remove the visible part numbers printed or labeled on the pieces.



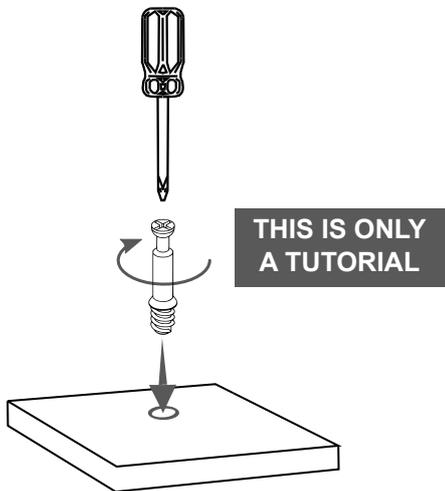
**THE ASSEMBLY STEPS START ON NEXT PAGE**

**CAM BOLT AND CAM LOCK TUTORIAL**  
**THE INSTRUCTIONS BELOW**  
**ARE NOT ACTUAL ASSEMBLY STEPS**



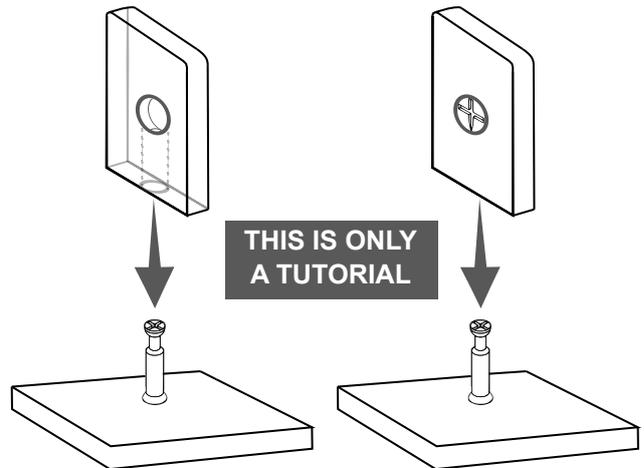
This unit uses cam bolts and locks (also known as mini fixes). If you are not familiar with this kind of hardware, the below is a tutorial that explains how to use them on the steps where they are required.

1. Screw the bolt into the indicated hole on the panel indicated in the assembly step.

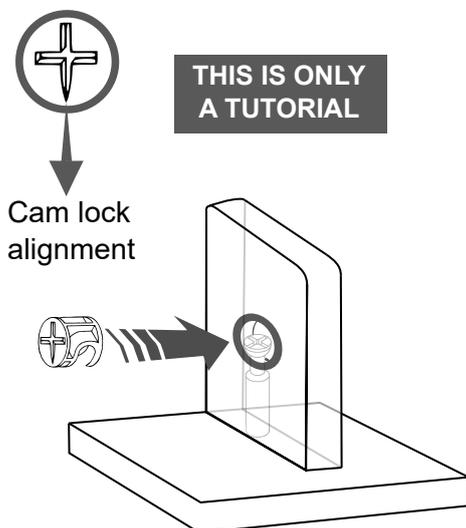


2. Join the other panel (with the big hole) to the panel with the bolt. If it comes with the cam locks already pre-installed, make sure to align them to receive the bolt's head (refer to point 3). There might be a very small gap between the panels which is normal.

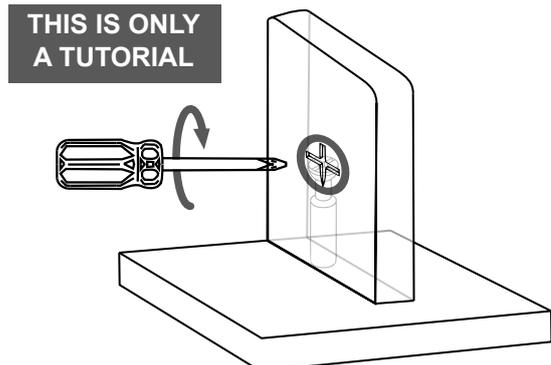
If the cam locks come pre-in stalled, make sure they are aligned (see point 3).



3. Insert the cam lock on the panel with the big hole making sure it goes aligned to receive the bolt's head.



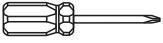
4. Use a Phillips screwdriver to turn the cam lock clockwise. This will lock the panels together and also will close any gaps.



**ASSEMBLY STEPS**

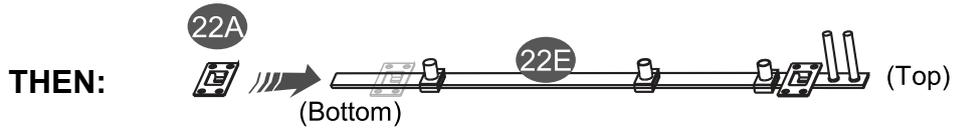
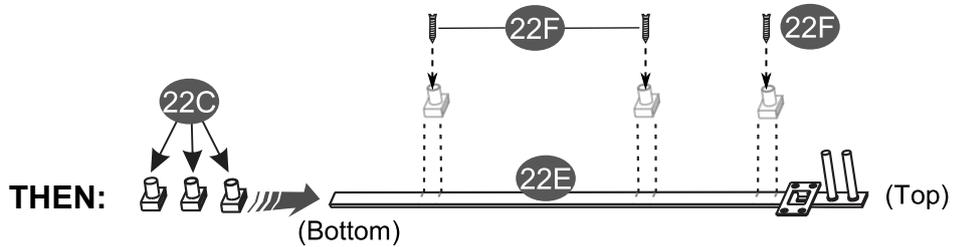
**STEP 1**

**Tools (included)**



**INSERT THE PIECES IN THE EXACT ORDER SHOWN**

- Slide one piece of the locking fitting **22A** through the metal bar **22E** with its flat side **UP**.
- Slide all 3 pieces of the locking fitting **22C** facing **UP**, align each piece within the markings on the bar, and insert and tighten the tiny screws **22F** to lock the pieces on the bar.
- Slide the second piece **22A** through the metal bar **22E** with its flat side **UP**.

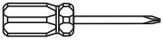


**STEP 2**

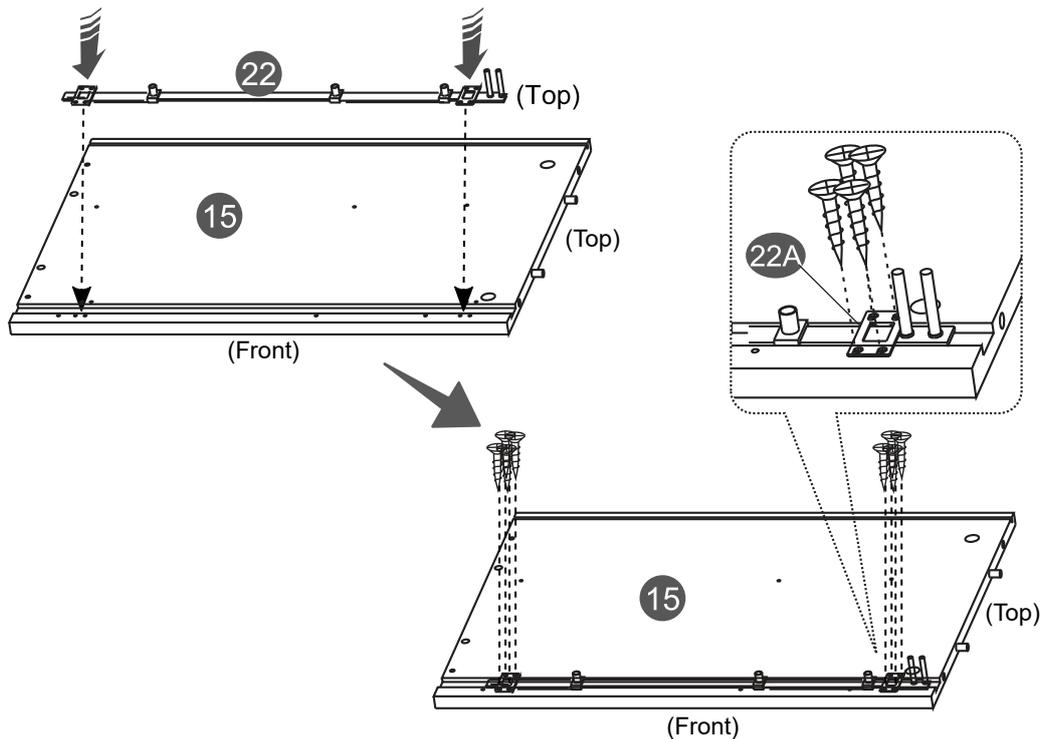
**Hardware**

<b>C</b>	M3x15	8 Pcs
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**Tools (included)**



Place the locking system **22** inside the big channel of the right side panel **15** with the 2 rods facing **UP** and toward the **TOP**, and secure the fittings **22A** with screws **C** as shown.

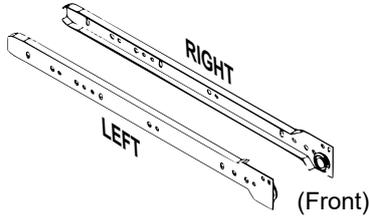


**STEP 3**

Grab all the 3 sets of sliders **12** and separate them into 2 groups according to their shape:

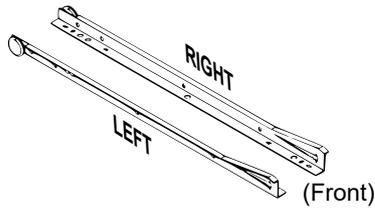
- The "flat" ones will be used on the next step.
- The "L" shaped will be used until step **17**, set them aside.

**12 "Flat"**



The "flat" ones will be used on the next step.

**12 "L" Shaped**



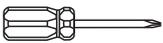
The "L" shaped will be used until step **17**, set them aside.

**STEP 4**

**Hardware**

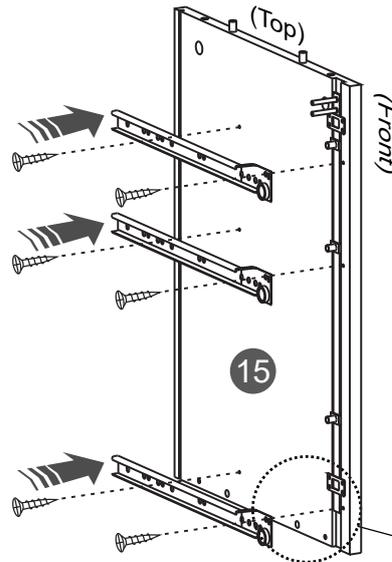
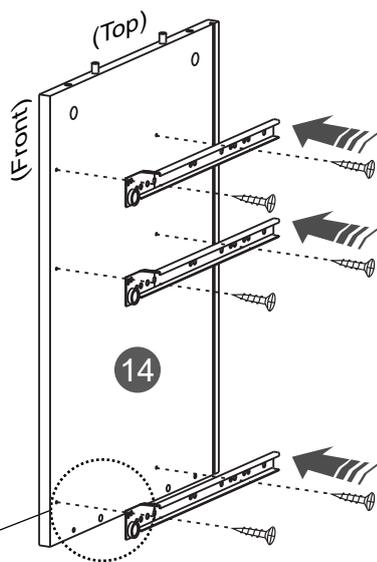
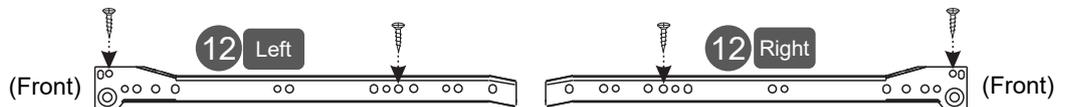
**C**  **M3x15** **12 Pcs**

**Tools (included)**



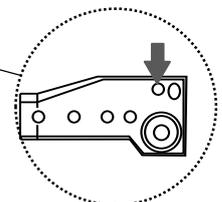
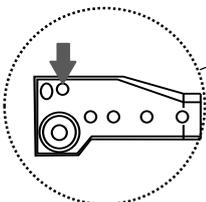
Assemble the "Flat" sliders **12** to the 3 sets of holes on the side panels **14** and **15** with screws **C**. Please note:

- The wheel goes facing towards the front, and faces down with 2 holes above it.
- The sliders attach at the front on the 2nd hole.
- The sliders will be flushed with the front edge of the panels. The narrow grooves on the panels are located at the back.



2nd hole from front

2nd hole from front



And wheel facing down

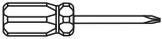
And wheel facing down

**STEP 5**

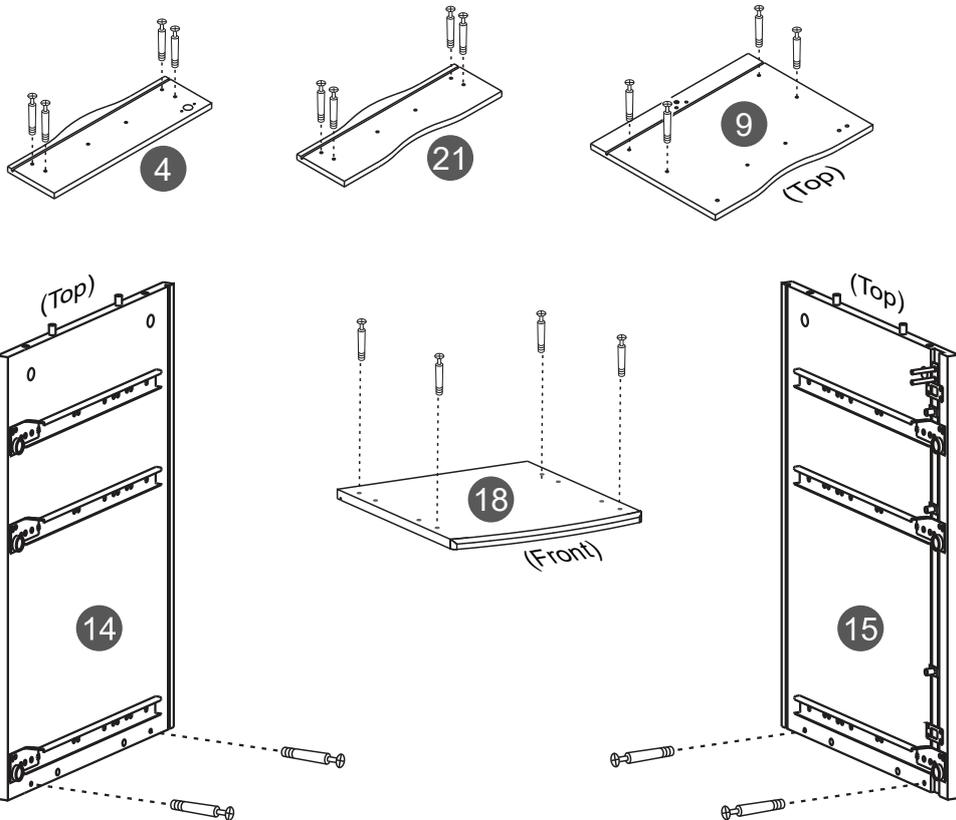
**Hardware**

**A**  20 Pcs

**Tools (included)**

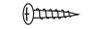


Attach the bolts **A** to the indicated holes on panels **4, 9, 14, 15, 18** and **21**.

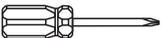


**STEP 6**

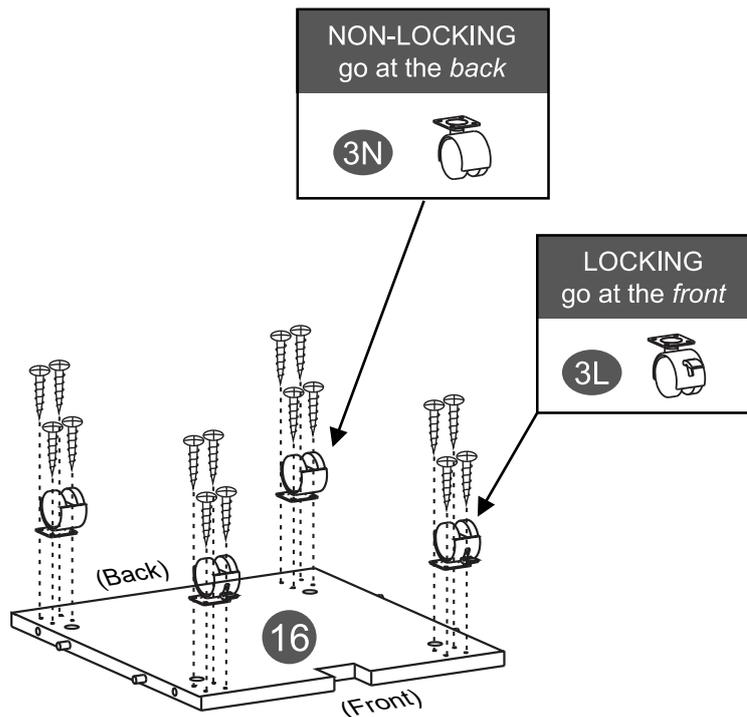
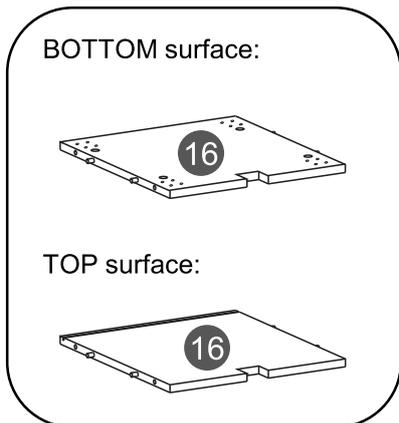
**Hardware**

**E**  16 Pcs

**Tools (included)**

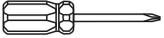


Use screws **E** to attach the Locking casters **3L** to the bottom surface of the bottom panel **16** at the front, and the non-locking casters **3N** at the back.

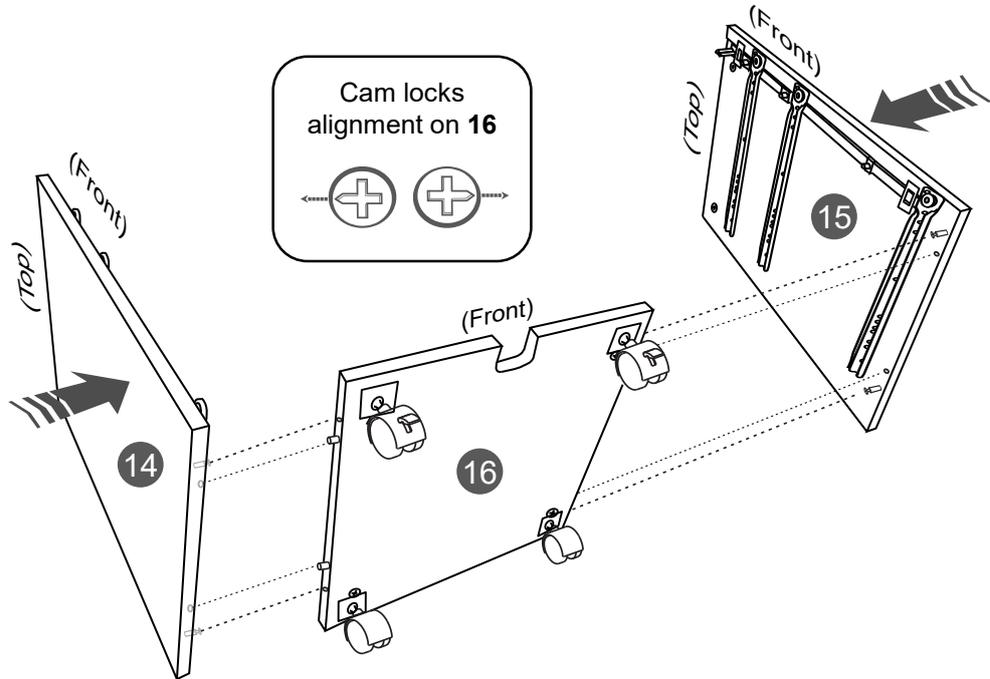


## STEP 7

## Tools (included)

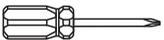


- On the bottom panel **16**, first make sure that the cam locks are properly aligned to receive the bolts.
- Join the side panels **14** and **15** to panel **16**, and turn the cam locks to lock all the pieces together as explained in page 4.

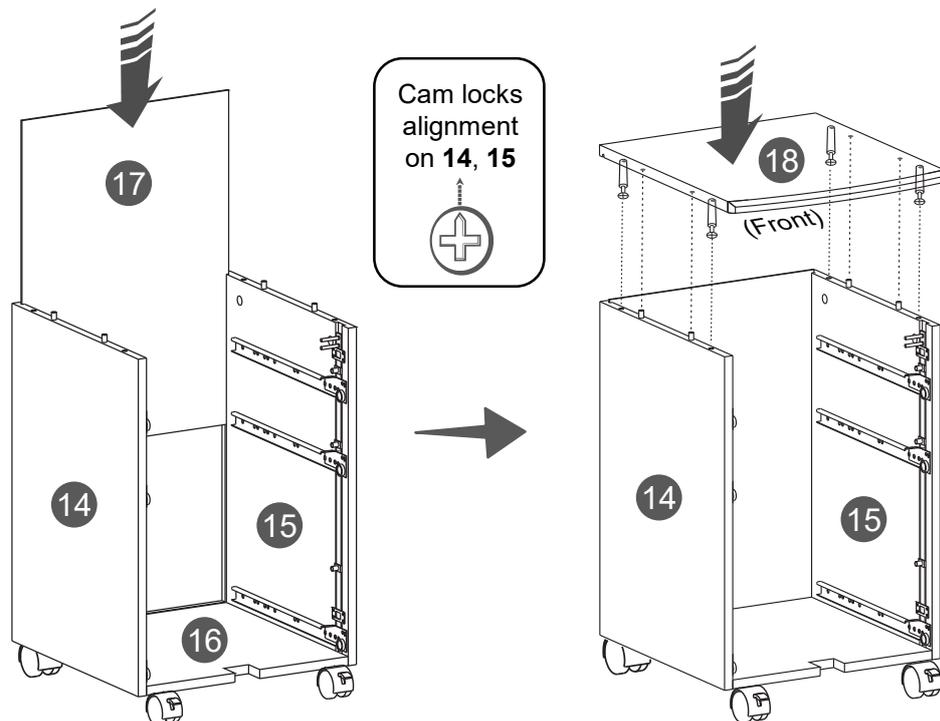


## STEP 8

## Tools (included)



- Slide the back board **17** through the grooves of panels **14** and **15** and into the groove of panel **16**
- Assemble the top panel **18** on panels **14** and **15** as explained in page 4.

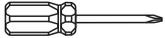


**STEP 9**

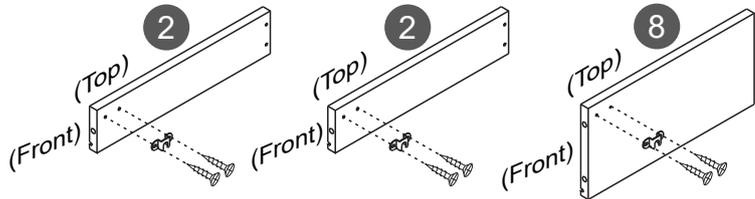
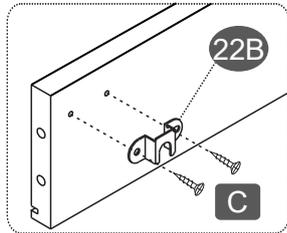
**Hardware**

<b>C</b>		6
	M3x15	Pcs

**Tools (included)**



Attach the metal fittings **22B** to each of the small drawers' right panels **2** and to the file drawer's right panel **8** with screws **C**.  
 NOTE: The "U" on the fitting must face DOWN.



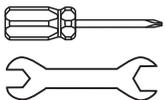
**STEP 10**

**Hardware**

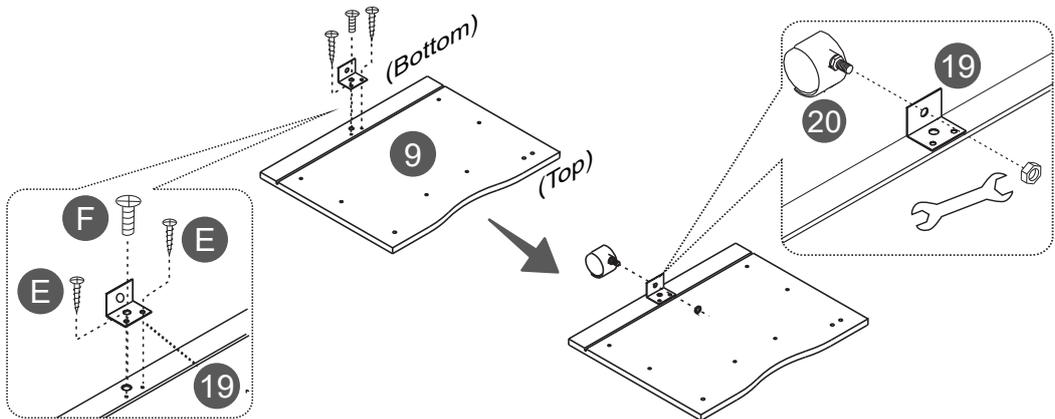
<b>E</b>		2
	M4x14	Pcs

<b>F</b>		1
	M6x12	Pc

**Tools (included)**



- Assemble the bracket **19** to the bottom holes on the file drawer front panel **9** with screws **E** and **F**.
- Attach the wheel **20** to the bracket **19** with the nut **19**.

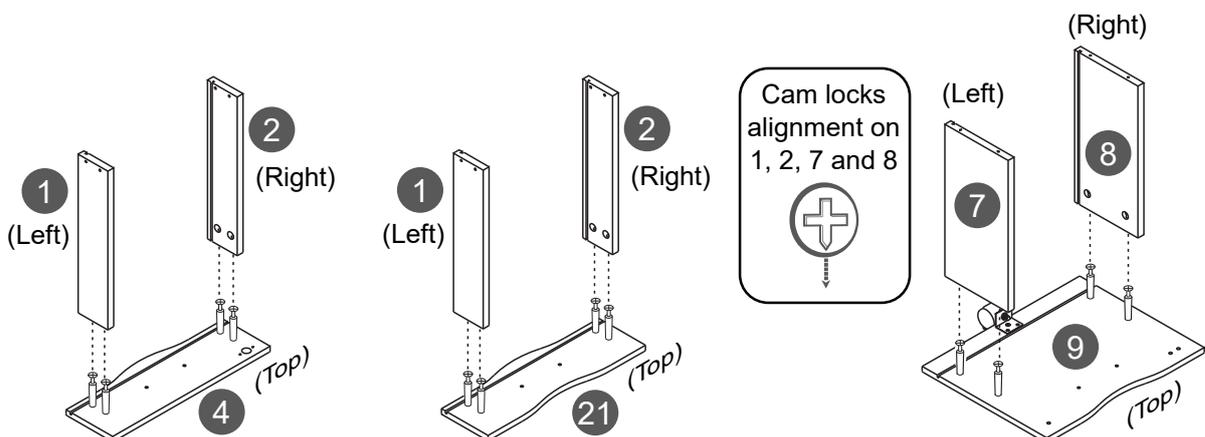


**STEP 11**

**Tools (included)**

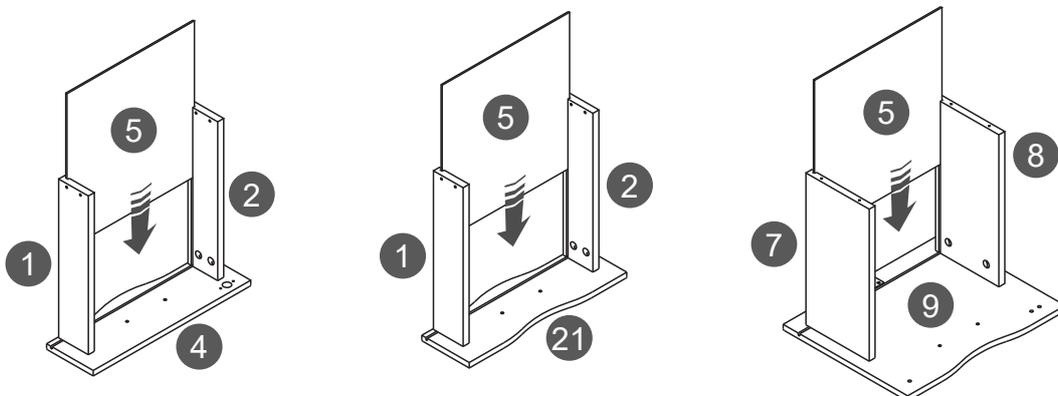


- Assemble the small drawer side panels **1** and **2** to the top drawer front panel **4** and also to the middle drawer front panel **21** in their respective sides and as explained in page 4.
- Assemble the file drawer side panels **7** and **8** to the file drawer front panel **9** in their respective sides and as explained in page 4.



**STEP 12**

Slide the drawer bottom board **5** through the grooves of the side panels on all 3 drawers, and into the groove of the front panels respectively, as shown.



**STEP 13**

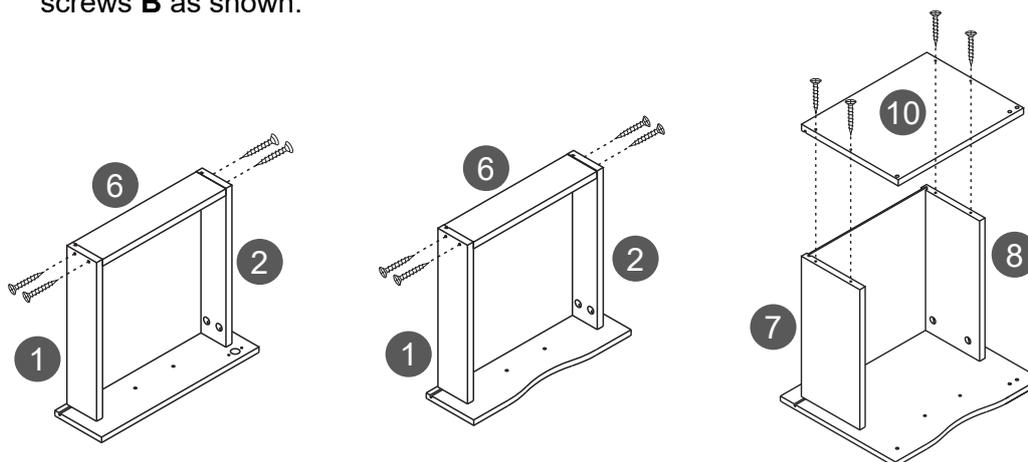
**Hardware**

**B**  12  
M4x35 Pcs

**Tools (included)**



- On the two small drawers, assemble the back panel **6** to the side panels **1** and **2** with screws **B** as shown.
- On the file drawer, assemble the back panel **10** to the side panels **7** and **8** with screws **B** as shown.



**STEP 14**

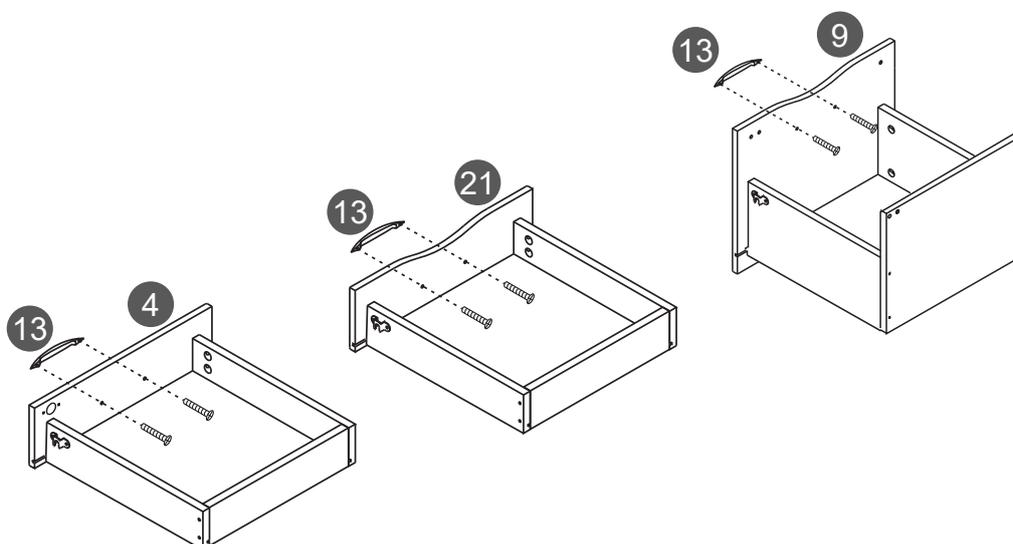
**Hardware**

**D**  6  
M4x20 Pcs

**Tools (included)**



Attach the handles **13** to the front panels on all 3 drawers with screws **D**.

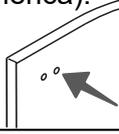


**STEP 15**

For the file drawer, insert the file tubes **11** through the holes on the back panel **10** and screw them into the front panel **9**, but **DO NOT OVERTIGHTEN** to avoid accidental damage humps or perforation. Please note that such kind of damage is not covered by the product's warranty.

Sets of holes to use for the file tubes:

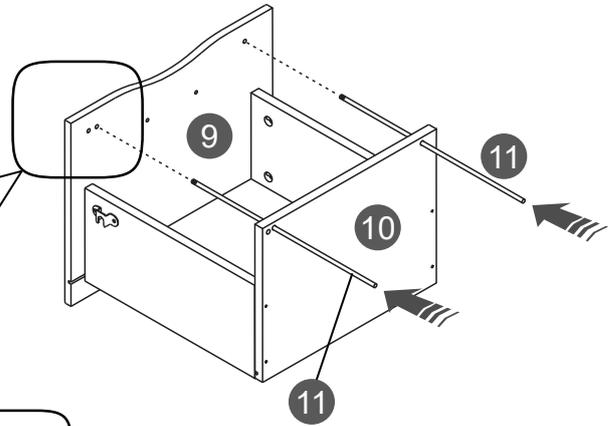
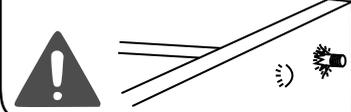
To use with Letter folders (North America):



To use with A4 folders (International):



**DO NOT OVERTIGHTEN!**  
To avoid accidental humps or perforation.

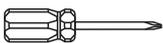


**STEP 16**

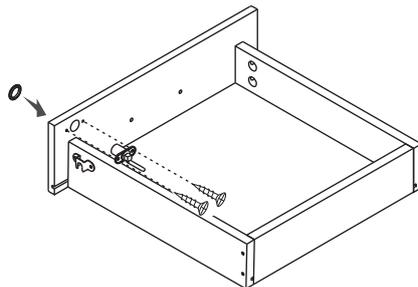
**Hardware**

<b>C</b>	 M3x15	2 Pcs
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**Tools (included)**

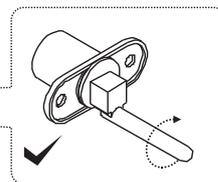
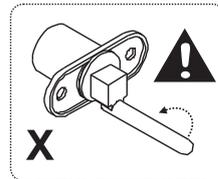
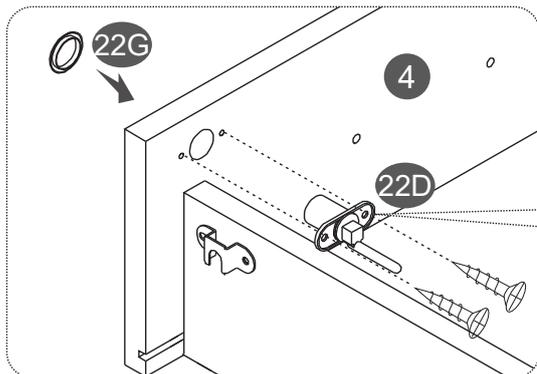


- For the small top drawer with lock, attach the lock **22D** from inside of panel **4** with screws **C**, but make sure that the keys will make the rod rotate from the bottom to the top in a **counter-clock** motion.
- Attach the ring **22G** to the lock **22D** at the front.



The rod **MUST** rotate from bottom to top counter-clockwise. If it does not, remove, rotate 180° and re-attach.

Installing with the lock turning the wrong way will make it stuck with the drawer locked, unable to open.

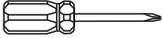


**STEP 17**

**Hardware**

<b>C</b>		12
	M3x15	Pcs

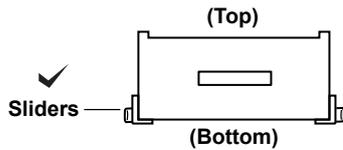
**Tools (included)**



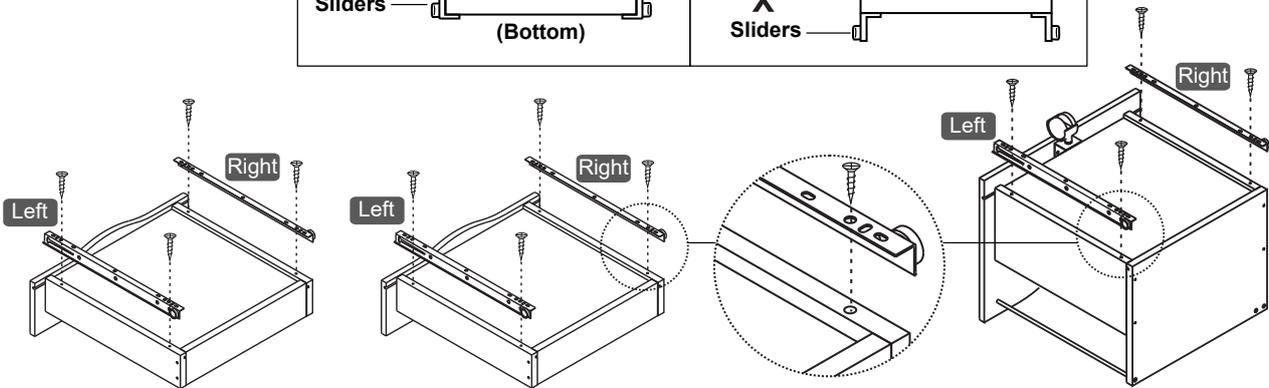
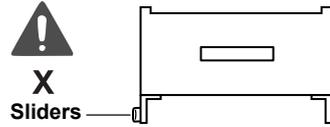
With all the drawers upside-down, attach to them the "L" shaped sets of sliders **12** with screws **C**. Please note that the wheels go facing towards the back of the drawers, and they should not protrude, otherwise, the drawers rise 1" and won't fit in the cabinet.



When finished, the sliders look like this:



If you install as below, the drawers raise 1" and won't fit in the unit.

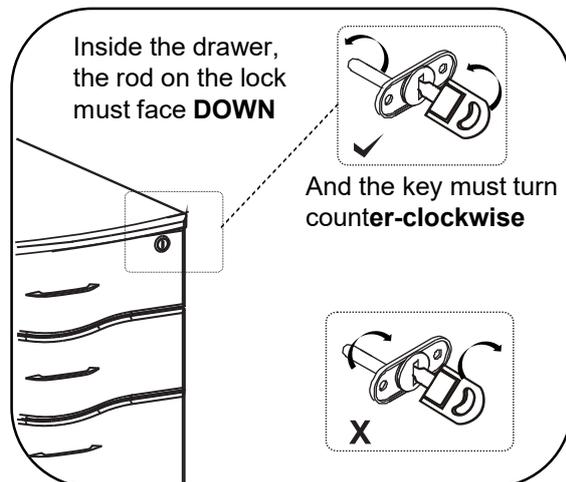
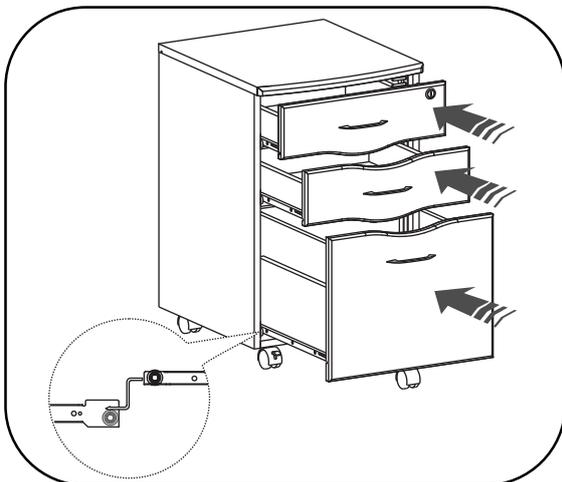


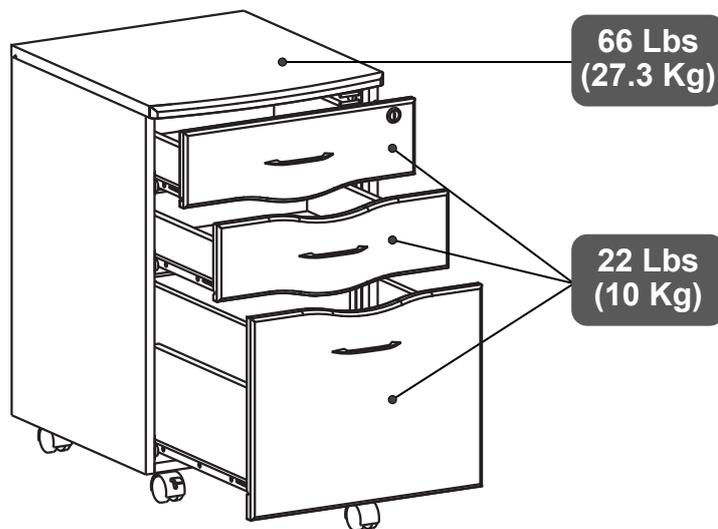
**STEP 18**

- Insert the bottom and the middle drawer into the cabinet, at an angle facing down. Make sure the wheels from the drawers slide in the middle of the sliders inside the cabinet, not on top of them.
- Before you insert the top drawer, make sure the lock turns from bottom to top in counter-clockwise motion, and if it doesn't, review step **16** for the correct assembly of the lock.

**AN INCORRECT ASSEMBLY OF THE LOCK MIGHT LEAD TO THE TOP DRAWER GETTING STUCK AND LOCKED, UNABLE TO OPEN.**

Insert the top drawer into the cabinet at an angle facing down. If it does not enter and hits the top of the cabinet, review the assembly done in steps **1, 2, 4, 9, 16** and **17** for the correct assembly of the locking fittings and sliders.



**WEIGHT LIMITS****WARNINGS**

- Do not exceed the indicated weight limits.
- Do not expose the surfaces to direct sunlight or to extreme environmental conditions.
- Do not use solvents or abrasive materials to clean the unit.
- Do not sit on the unit or lean against it.
- Do not allow small children to climb over the unit or reach inside the drawers without your supervision.
- Before moving the unit, unlock the front casters and secure or remove any object that might fall off while the unit is rolling.
- The warranty does not extend to regular wear and tear, nor the manufacturer assumes liability for damages or consequences due to accidents, incorrect assembly, negligence, improper use, modifications, or not heeding the above warnings.

**CARE AND MAINTENANCE**

- Clean the surfaces preferable with a clean cloth damped in a solution of mild soap and water, then dry with a clean towel.
- If you decide to use a cleaning agent, test first on an area hidden from view such as underneath the tabletop.
- Every 4 months, inspect the unit completely and make sure that all screws are tighten.
- When transporting the unit to places far away, protect and secure the unit to avoid damage in transit.