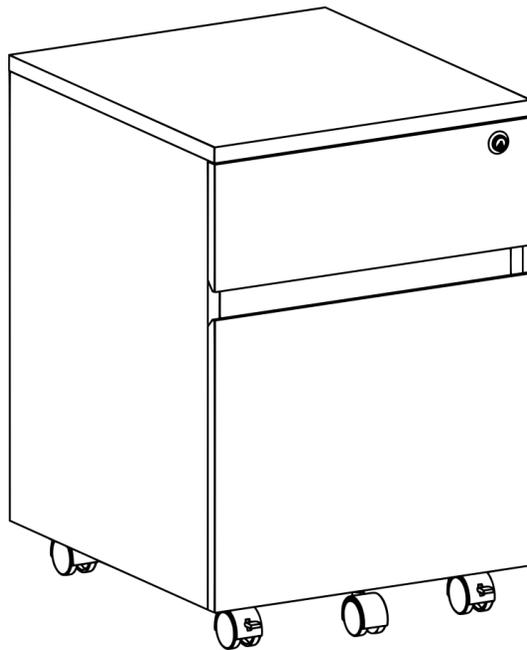


ASSEMBLY INSTRUCTIONS

Thank you for purchasing our product.





- Please read carefully the assembly instructions before the installation.

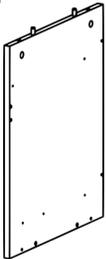
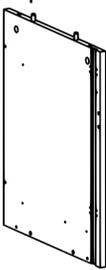
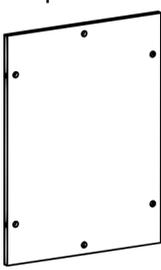
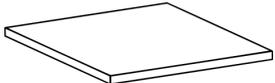
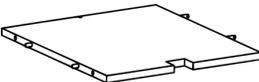
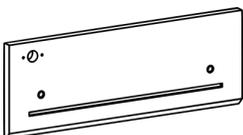
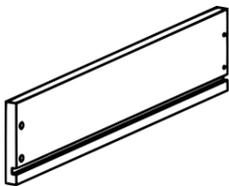
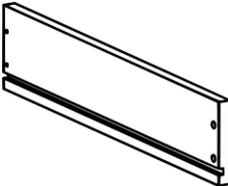
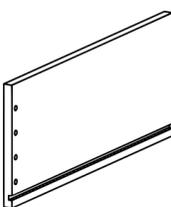
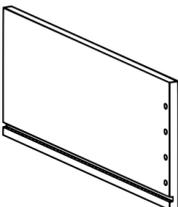
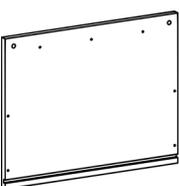
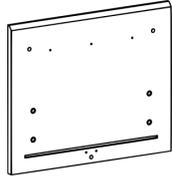


- Do not discard this manual or any of the packaging material until the unit has been completely assembled.

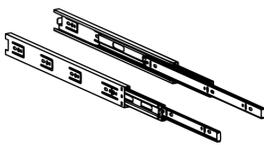
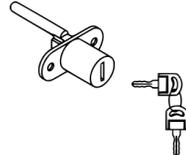
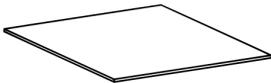


- Might require two people.

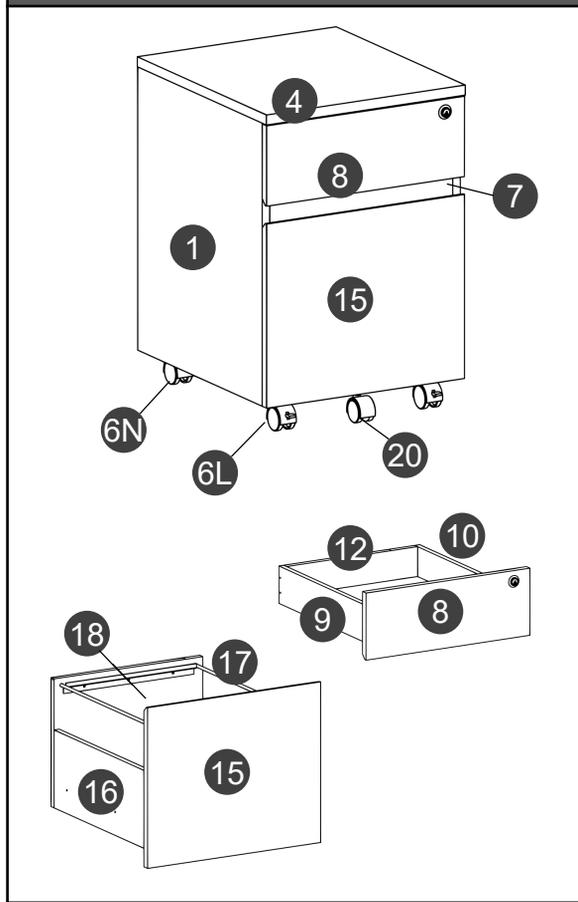
MAIN PARTS LIST

<p>1 Left panel x1</p> 	<p>2 Right panel x1</p> 	<p>3 Back panel x1</p> 	<p>4 Top panel x1</p> 
<p>5 Bottom panel x1</p> 	<p>6L Locking casters x2</p>  <p>6N Non-Locking casters x1</p> 	<p>7 Middle front panel x1</p> 	<p>8 Small drawer front panel x1</p> 
<p>9 Small drawer left panel x1</p> 	<p>10 Small drawer right panel x1</p> 	<p>11 Small drawer bottom panel x1</p>  <p>15.75"x13"</p>	<p>12 Small drawer back panel x1</p> 
<p>13 Small drawer metal sliders, SET of 4 pcs x1 set</p>  <p>"Flat": 2 pcs, go inside the cabinet</p> <p>"L shaped": 2 pcs, go on the drawers</p>	<p>14 Drawer connector x6</p> 	<p>16 File drawer left panel x1</p> 	
<p>17 File drawer right panel x1</p> 	<p>18 File drawer back panel x1</p> 	<p>15 File drawer front panel x1</p> 	<p>20 File drawer wheel x1</p> 
<p>19 File drawer hanger x2</p> 	<p>21 L bracket and nut x1</p> 		

MAIN PARTS LIST (cont.)

<p>22 File drawer metal slider x2</p> 	<p>23 File drawer tube, SET of 2 pcs X1 Set</p> 	<p>24A Metal fitting A, SET of 2 pcs X1 Set</p> 	<p>24B Metal fitting B, SET of 2 pcs X1 Set</p> 
<p>24C Metal fitting C, SET of 2 pcs X1 Set</p> 	<p>24D Lock and keys, SET X1 Set</p> 	<p>24E Metal locking bar X1</p> 	
<p>24F Tiny screws, for 24C, SET of 2 pcs X1 Set</p> 	<p>25 File drawer bottom panel x1</p>  <p>15.75"x13"</p>		
<p>24G Ring for the lock X1</p> 			

MAIN PARTS LAYOUT (FOR REFERENCE):



LIST OF HARDWARE, SCREWS AND FITTINGS

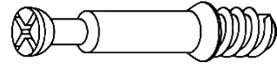
PART	QTY	ITEM	
A	28	M3x12	
B	24	M3x15	
C	7	M6x12	
D	18	M4x14	
E	8	M4x35	
F	8	M6x40 Bolt	
G	6	M6x25 Bolt	
	1	Screwdriver	
	1	Hex wrench (spanner)	

☛ This unit uses cam bolts and locks. The following explains how to use them. This is not an assembly step; it is a guide for when you are actually doing the assembly using this kind of hardware.

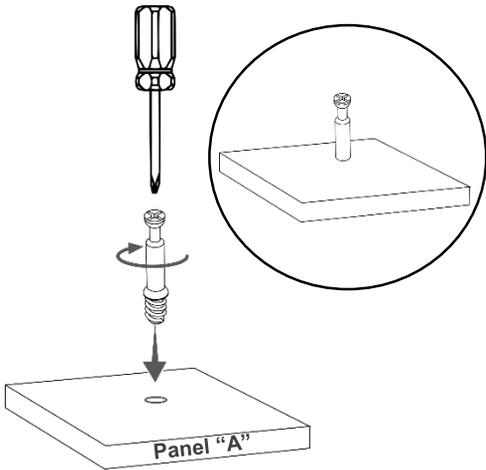
Cam Lock



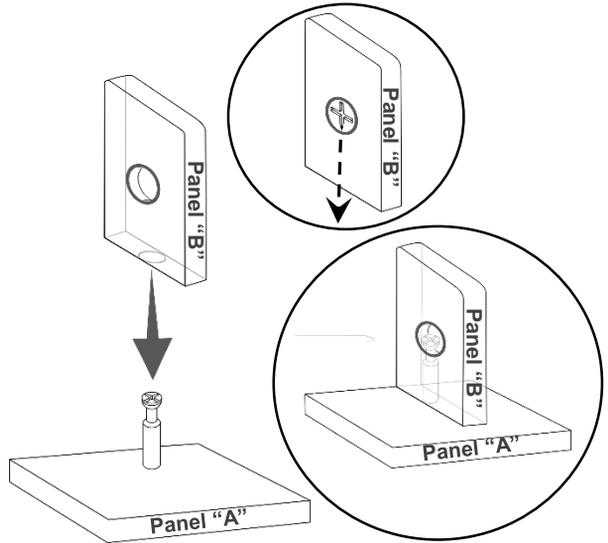
Cam Bolt



1. Screw the bolt into the corresponding hole on panel "A".

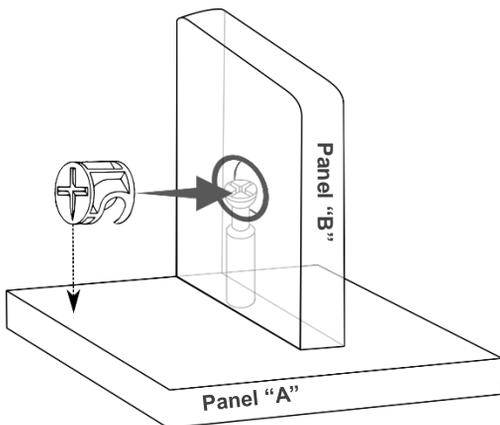


2. Join panel "B" to panel "A". If panel "B" comes with the cam lock pre-installed, make sure it is aligned to receive the bolt's head (refer to point 3). There might be a very small gap between the panels which is normal.

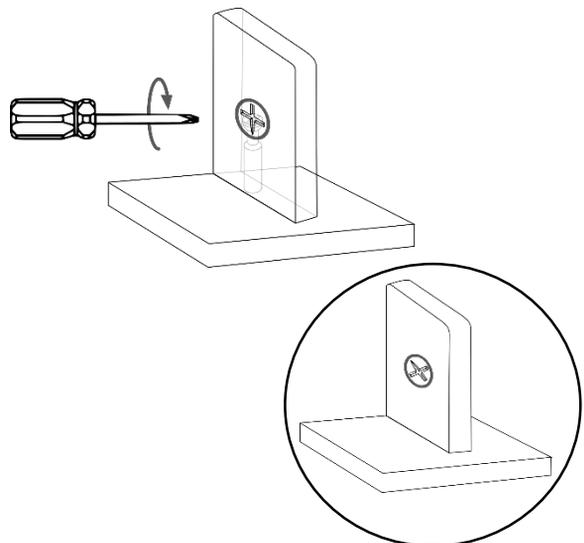


3. Insert the cam lock on panel "B" making sure it goes aligned to receive the bolt's head.

Alignment: The cross points towards the panel "A" with the bolt.



4. Turn the cam lock clockwise. This will lock the parts together and will close any gaps.

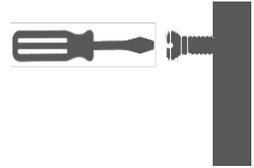


BEFORE YOU START THE ASSEMBLY, PLEASE READ THE FOLLOWING TIPS AND WARNINGS.

1 Do a quick inventory to make sure the package contains all the parts and hardware listed in the assembly instructions.



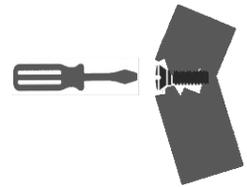
7 To avoid misalignments, always leave the screws loose and tighten them until all pieces are positioned correctly.



2 Missing, damaged and defective parts can be replaced at no cost to you. Please refer to the last pages on this manual.



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



3 The replacement parts service is limited to the 48 contiguous United States. If you reside in Alaska, Hawaii, Puerto Rico, U.S. territories or other countries, please contact the supplier from where the unit was purchased.



9 Sometimes the laminate might cover partially or entirely the hole on a panel. If there is no visible hole for the screw, pass and press the tip of your finger over the area where the hole should be located to feel the indentation, and once found, carefully pierce the laminate to reveal the hole underneath.



4 If during assembly you find an issue or need clarification, please contact our Customer Service for assistance. Please refer to the last pages on this manual.



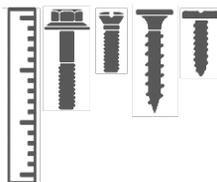
5 On each step read the instructions and analyze the illustrations thoroughly before proceeding to do the assembly.



10 If the hole seems too small for the screw, first make sure you are using the correct size of screw and that it's been installed in the correct hole. If the hole still appears to be too small, carefully pierce the laminate to reveal the hole's actual size.



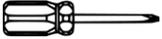
6 Make sure you understand which hardware will be used on each step. Using the wrong size of screw, bolt or pin might strip the threads or cause damage to the part in which it is being used.



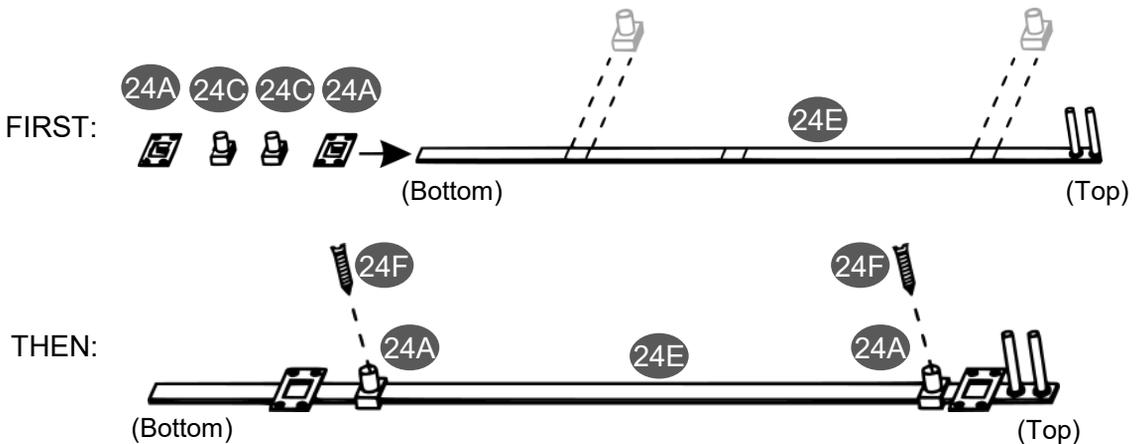
ASSEMBLY STEPS

STEP 1

Hardware:



- Slide the metal fittings through the metal bar **24E** in the following **exact** order:
 - One of **24A**
 - Both **24C**
 - The second **24A**.
- Align the pieces **24C** in between the marks on the bar **24E**, and insert the tiny screws **24F** into **23C** and tighten to leave **23C** stationary within those marks.



STEP 2

Hardware:

B

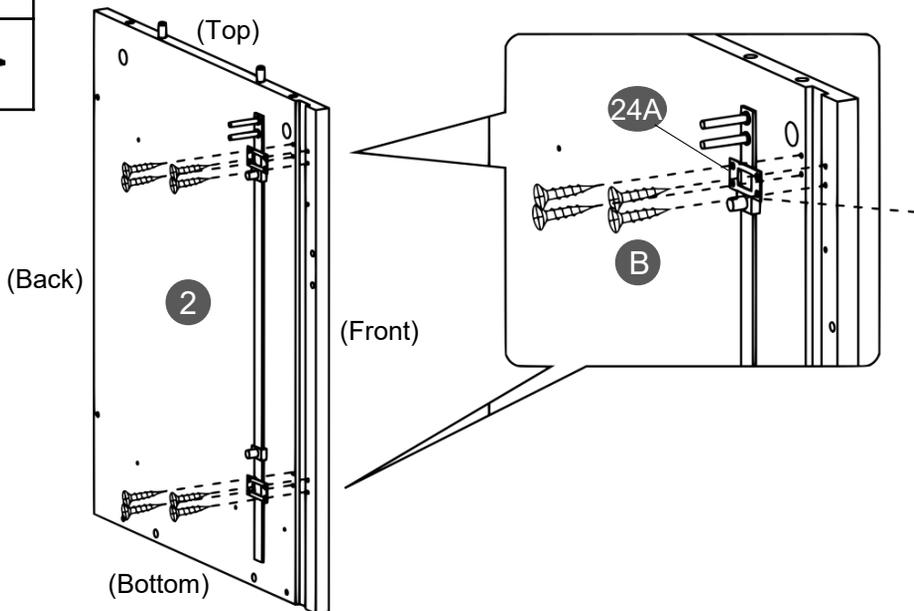


M3x15

8 Pcs



Assemble the locking system **24** to the right panel **2** by attaching the fittings **24A** with screws **B** as shown.



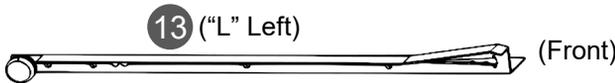
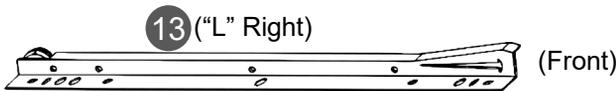
STEP 3

Grab all the sets of drawer sliders **13** (total 4 pcs) 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 19, set them aside.



The "Flat" ones will be used on step 5.



The "L-Shaped" will be used on step 19, set them aside.

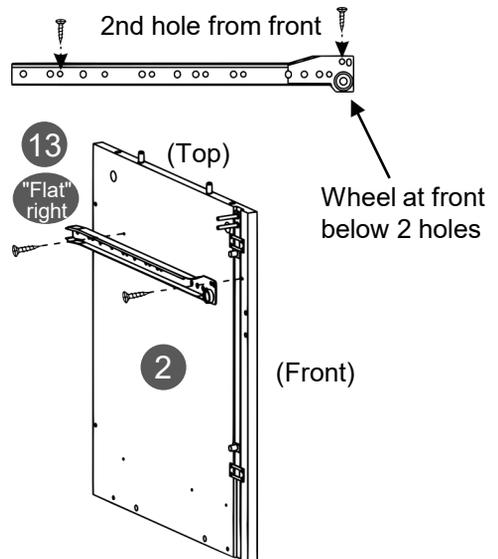
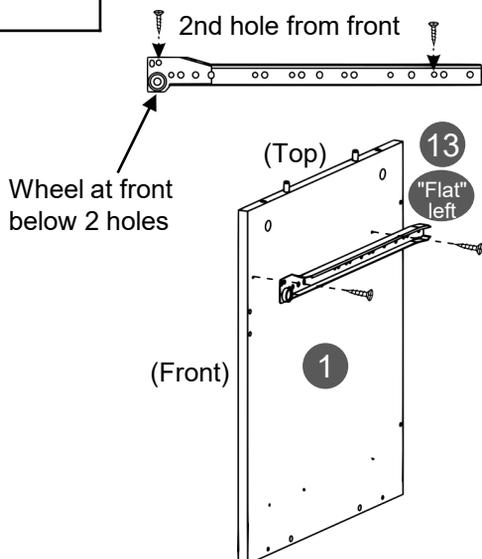
STEP 4

Hardware:



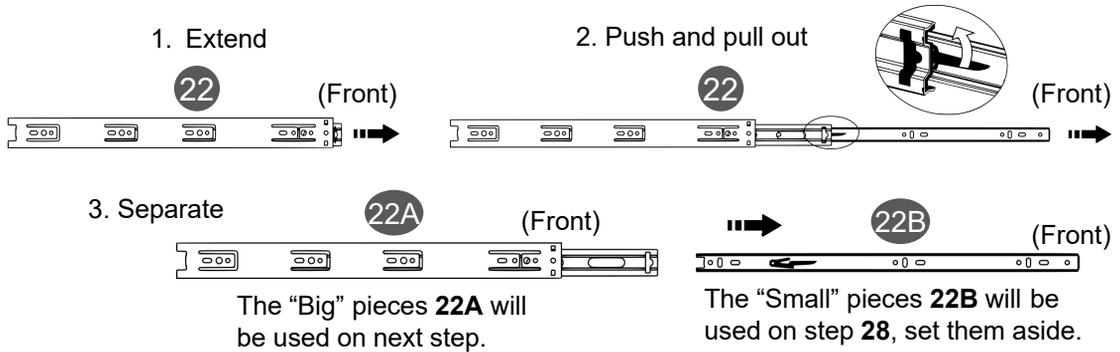
Assemble the "Flat" sliders **13** to the top set of holes on the side panels **1** and **2** with screws **B**. Please note:

- The wheel is at the front, and faces down with 2 holes above it.
- The sliders attach at the front on the 2nd hole.
- The grooves on the panels are located at the back.



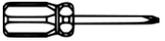
STEP 5

- Grab the sliders **22** and extend them completely towards your **RIGHT**.
- In between the smaller piece and the middle piece there is a black plastic lever sticking out, with the tip of your thumb press the lever and at the same time pull out the smaller piece away from the rest.
- The slider will now be split into piece **22A** (big) and **22B** (small).
- The big slider **22A** will be used on the next step, while the small slider **22B** will be used until step **28**, so set it aside.

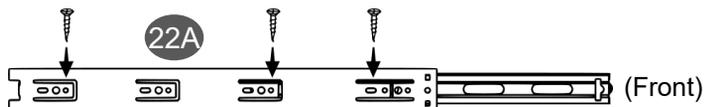


STEP 6

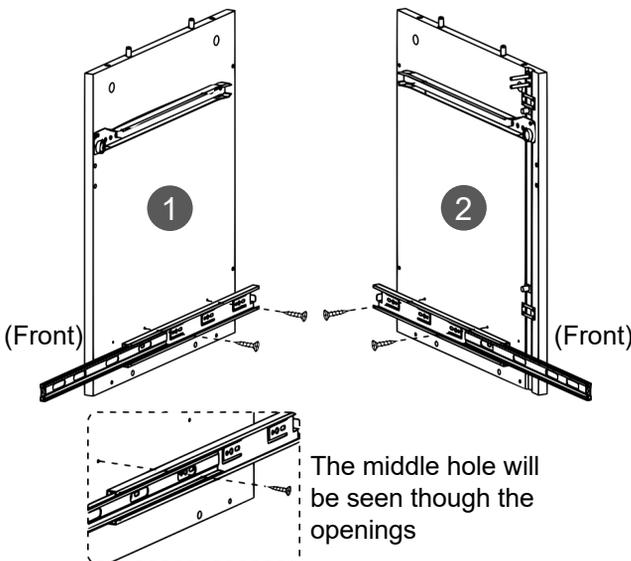
Hardware:

B		6 Pcs
	M3x15	
		

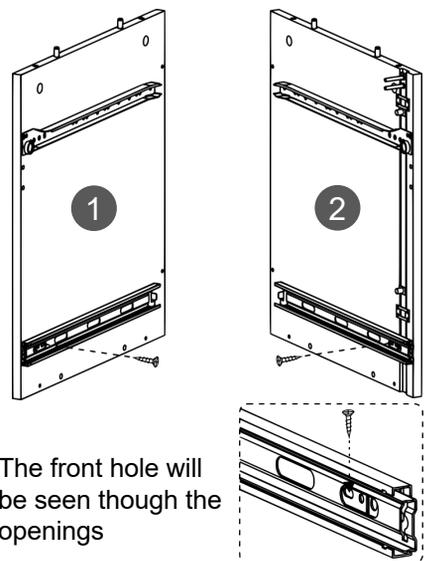
- Attach the big sliders **22A** to the back hole on panels **1** and **2** with screws **B**.
- Open the sliders slowly until you see the middle hole on the panels through the opening and secure the slider with screws **B**.
- Open the slider completely and also slide the piece with the bearings towards the front, and secure the slider to the panels' front hole with screws **B**.



The back and middle holes:



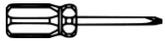
The front hole:



STEP 7

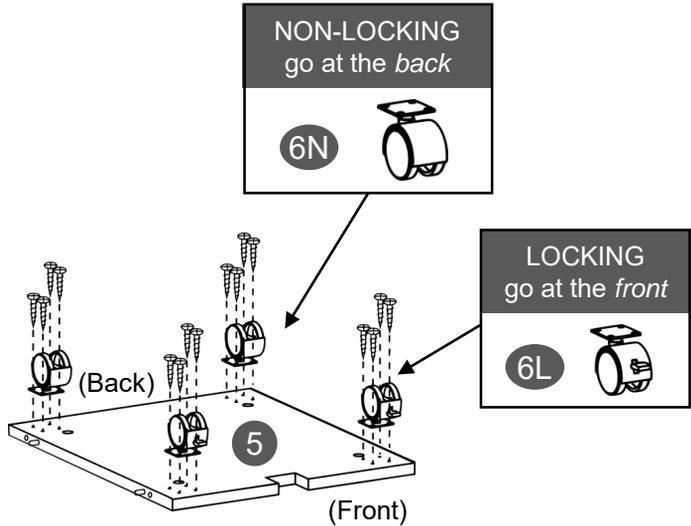
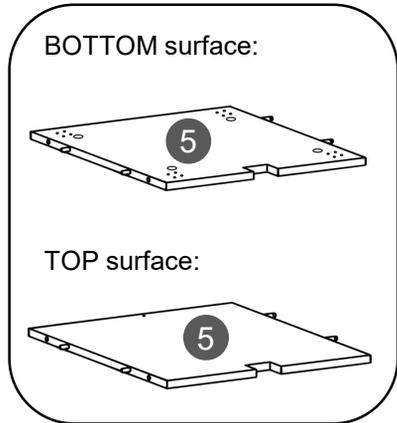
Hardware:

D		16 Pcs
	M4x14	



Attach the casters **6** to the bottom surface of panel **5** with screws **D** as indicated:

- The locking casters **6L** go at the FRONT of the panel.
- The non-locking casters **6N** go at the BACK.



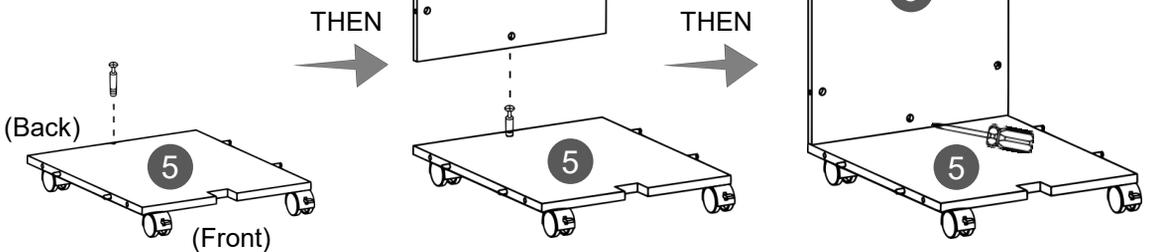
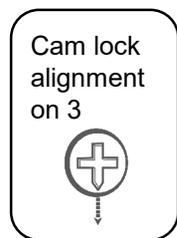
STEP 8

Hardware:

G		1 Pc
	M6x25 Bolt	

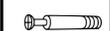


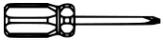
- Attach a bolt **G** to the top surface of panel **5**.
- Align the cam lock on panel **3** to make sure it is able to receive the bolt's head.
- Join panel **3** to panel **5** and turn the cam lock to lock the pieces as explained in page **5**.



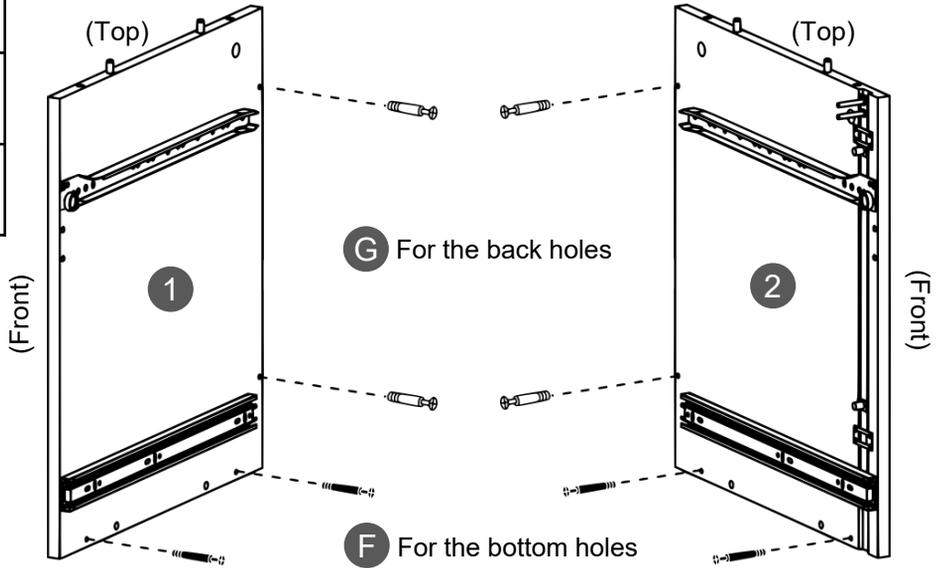
STEP 9

Hardware:

F		4 Pcs
	M6x40	
G		4 Pcs
	M6x25	

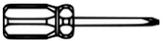


- Attach bolts **F** to the bottom holes of panels 1 and 2.
- Attach bolts **G** to the back holes of panels 1 and 2.



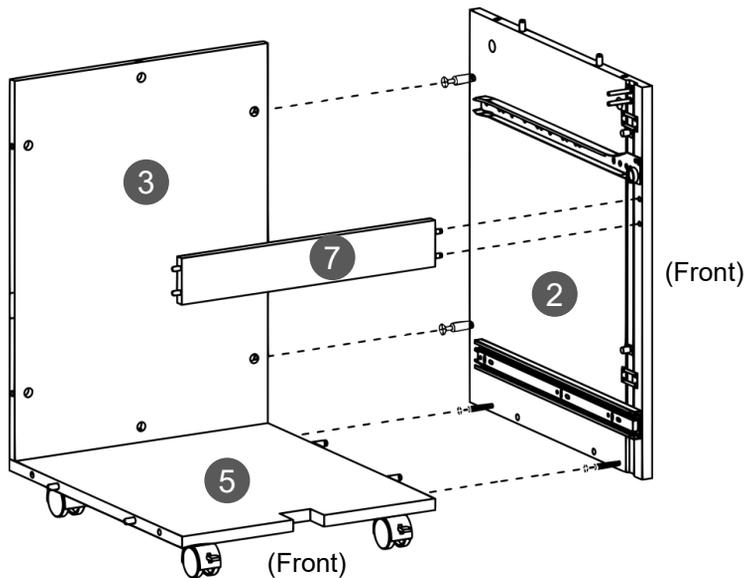
MAKE SURE TO USE THE CORRECT SIZES ON THE CORRECT HOLES

STEP 10



- With the help of another person, assemble panel 2 to panels 3 and 5 as explained in page 5.
- Attach panel 7 to panel 2.

Cam locks alignment on 3 and 5



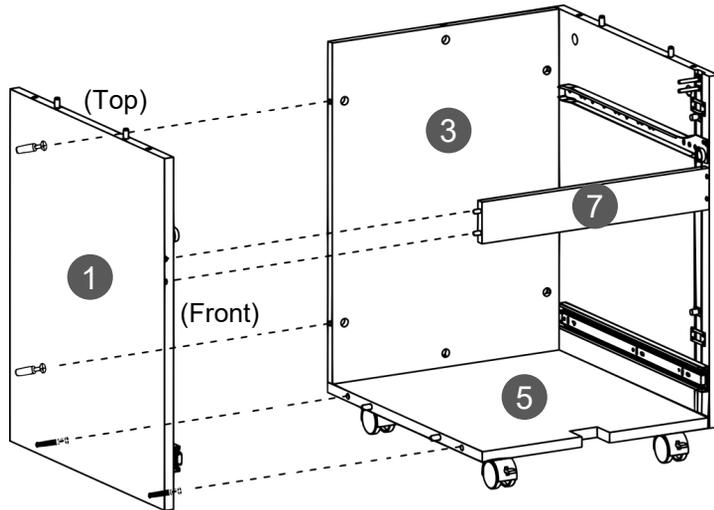
STEP 11

Hardware:



With the help of another person, assemble panel 1 to panels 3, 5 and 7 as shown and as explained in page 5.

Cam locks alignment on 3 and 5



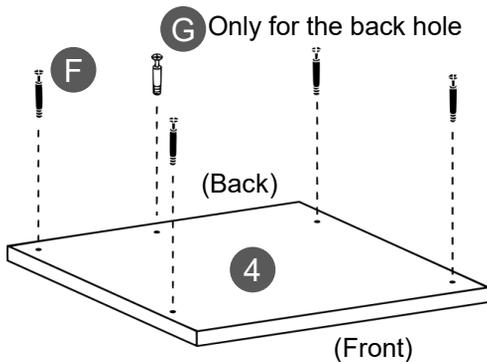
STEP 12

Hardware:

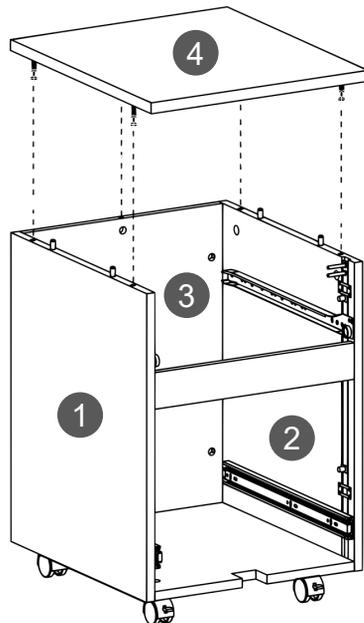
F		4 Pcs
	M6x40	
G		1 Pcs
	M6x25	

- Attach bolts **F** to the left and right holes of panel 4.
- Attach one bolt **G** to the back hole of panel 4.
- Assemble panel 4 to panels 1, 2 and 3 as explained in page 5.

Cam locks alignment on 1, 2, 3

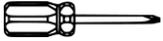


THEN

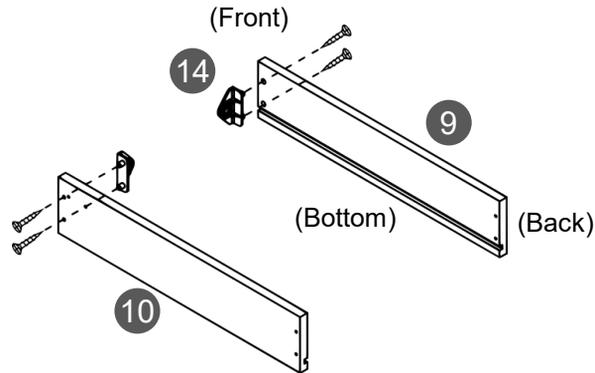


STEP 13**Hardware:****A**

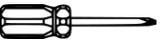
M3x12

4
Pcs

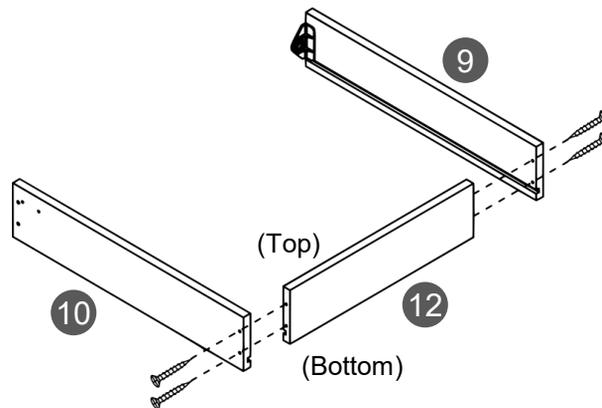
Attach the drawer connectors **14** to the small drawer side panels **9** and **10** with screws **A**.

**STEP 14****Hardware:****E**

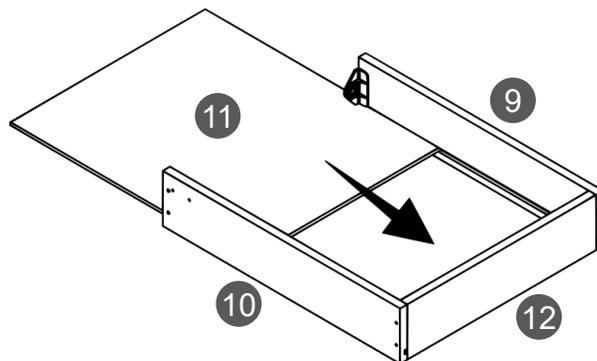
M4x35

4
Pcs

Assemble the small drawer back panel **12** to the side panels **9** and **10** with screws **E**.

**STEP 15**

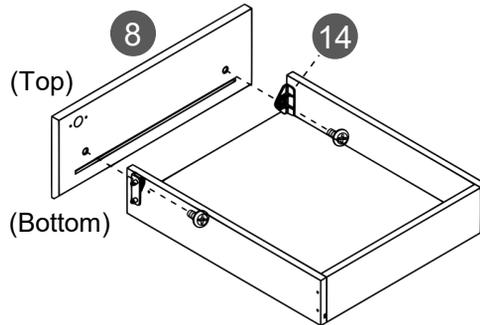
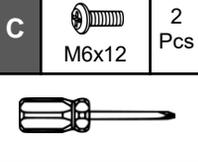
Slide in the small drawer bottom panel **11** through the grooves of panels **9** and **10**, and into the groove of back panel **12**.



STEP 16

Hardware:

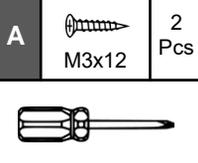
Assemble the small drawer front panel **8** to the drawer connectors **14** with screws **C**.



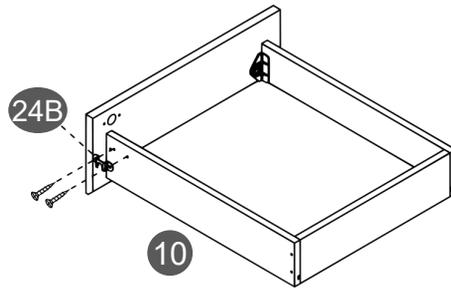
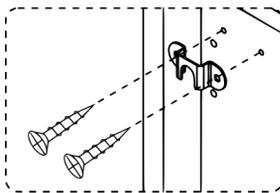
STEP 17

Hardware:

Attach the metal fitting **24B** to the drawer right panel **10** with screws **A**. **NOTE: The "U" on the fitting must face DOWN.**



Fitting must face down

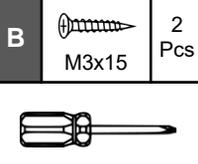


STEP 18

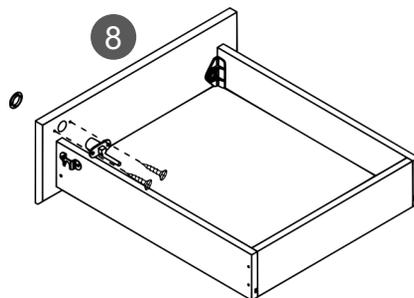
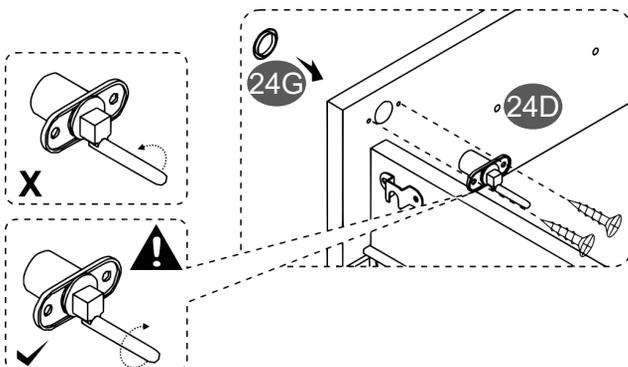
Hardware:

- Assemble the lock **24D** to the interior face of the front panel **8** with screws **B**, making sure the keys will make the rod rotate from the bottom to the top in a counter-clock motion.
- Attach the ring **24G** to the lock at the front.

NOTE: If the lock is installed turning the wrong way, the rod might get stuck with the drawer locked, unable to open it.



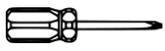
Rod faces down and rotates counter-clockwise



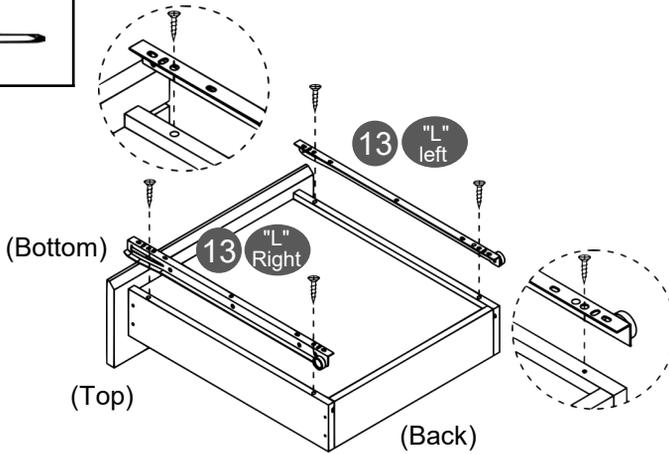
STEP 19

Hardware:

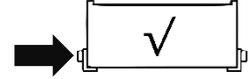
B		4
	M3x15	Pcs



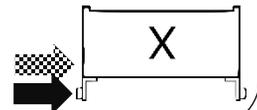
Flip the drawer upside-down and assemble the "L" sliders **13** with screws **B**, making sure the wheel goes towards the back, and that they don't protrude, otherwise, the drawer raises 1" and won't fit in the cabinet.



When finished, the sliders should look like this from the back of the drawer:



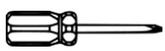
The assembly below is incorrect, it raises 1" and the drawer won't fit:



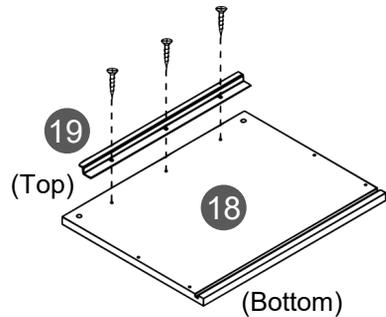
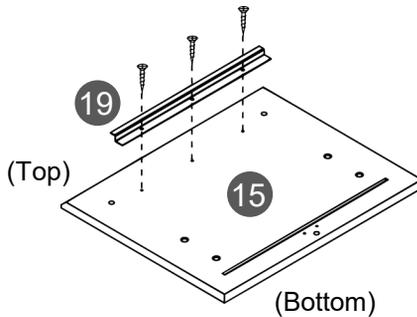
STEP 20

Hardware:

A		6
	M3x12	Pcs



Attach the file hanger **19** to the top holes of panels **15** and **18** with screws **A**.

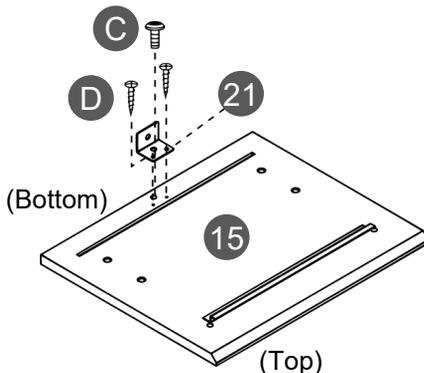


STEP 21

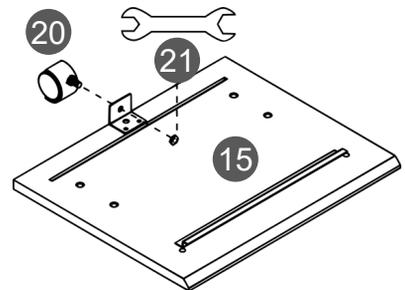
Hardware:

C		1
	M6x12	Pc
D		2
	M4x14	Pcs

- Assemble the L bracket **21** to the bottom holes of panel **15** with screws **C** and **D**.
- Assemble the wheel **20** to the bracket **21** with the nut **21**.



THEN

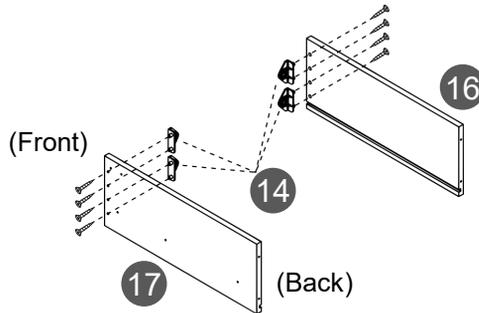
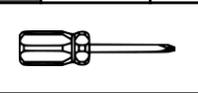


STEP 22

Hardware:

Attach the drawer connectors 14 to the file drawer side panels 16 and 17 with screws A.

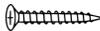
A		8
	M3x12	Pcs

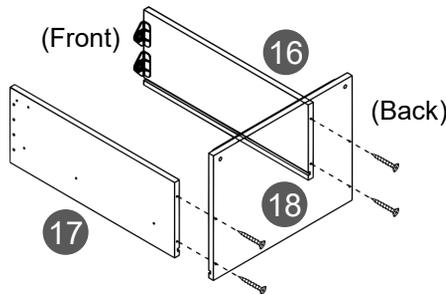
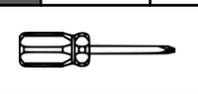


STEP 23

Hardware:

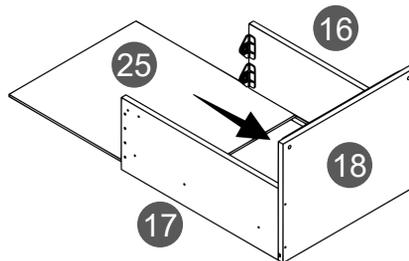
Assemble the file drawer back panel 18 to the side panels 16 and 17 with screws E.

E		4
	M4x35	Pcs



STEP 24

Slide the bottom panel 25 through the grooves of panels 16 and 17 and into the groove of panel 18.

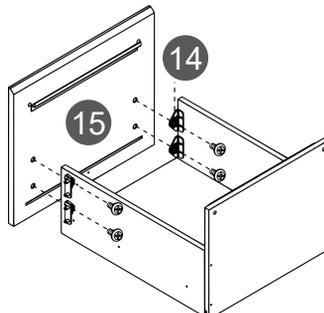
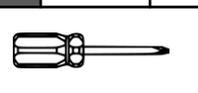


STEP 25

Hardware:

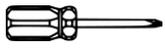
Assemble the file drawer front panel 15 to the drawer connectors 14 with screws C.

C		4
	M6x12	Pcs

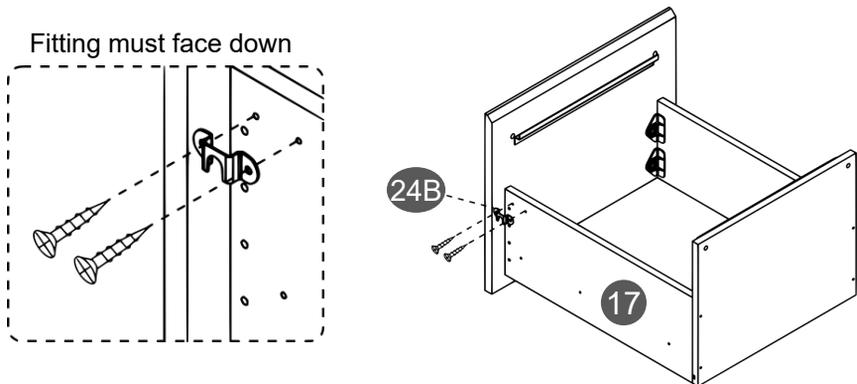


STEP 26

Hardware:

A		2
	M3x12	Pcs
		

Attach the metal fitting **24B** to the drawer right panel **17** with screws **A**.
 NOTE: The "U" on the fitting must face DOWN.

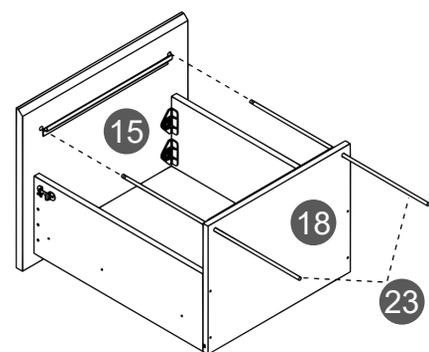


STEP 27

Insert the file tubes **23** through the holes on the back panel **18** 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.

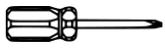


DO NOT OVERTIGHTEN
 to avoid accidental humps
 or perforation.

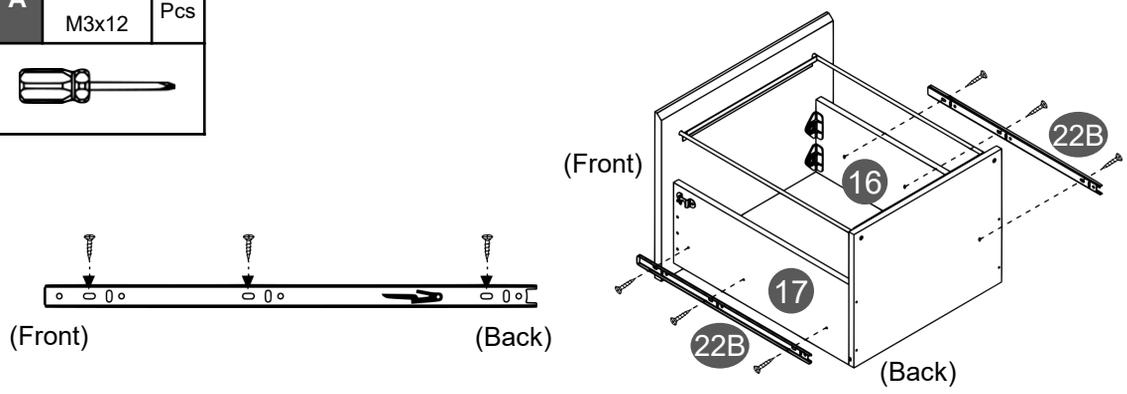


STEP 28

Hardware:

A		6
	M3x12	Pcs
		

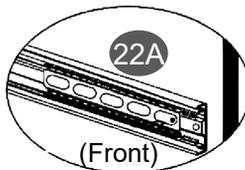
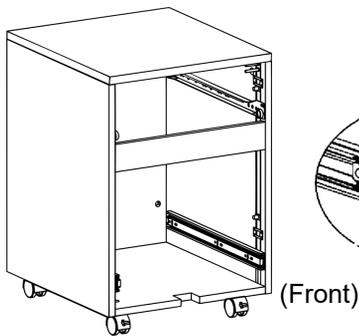
Assemble the small sliders **22B** to the file drawer side panels **16** and **17** with screws **A**.



STEP 29

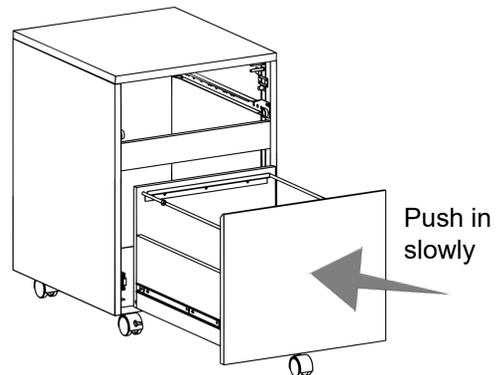
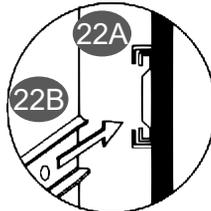


- Pull out the bottom sliders **22A** and slide the piece with the bearings all the way towards the front.
- With the help of another person, install the bottom file drawer into the cabinet by engaging the drawer sliders **22B** through the black plastic guide and the bearings of **22A**, and pushing slowly into the cabinet.
- Insert the top drawer into the cabinet at an angle with its front facing down, making sure the wheels from the drawer slide in the middle of the sliders inside the cabinet. If the top drawer does not enter, review the assembly done in steps **4** and **19**.
- Test the lock on the top drawer: make sure the rod on the lock is facing **DOWN** and the bottom drawer is completely closed; the key must turn **COUNTER-CLOCKWISE**. If the key turns clockwise, or the drawers don't lock, review the assembly done in steps **1**, **2**, **17**, **18** and **26**.

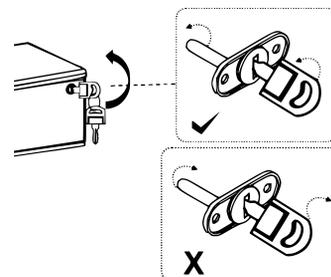
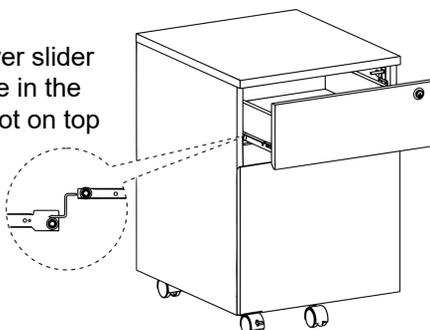


The piece with bearings must be slid towards the front

The slider **22B** must go through the plastic guide and engage into the bearings.



The drawer slider must slide in the middle, not on top

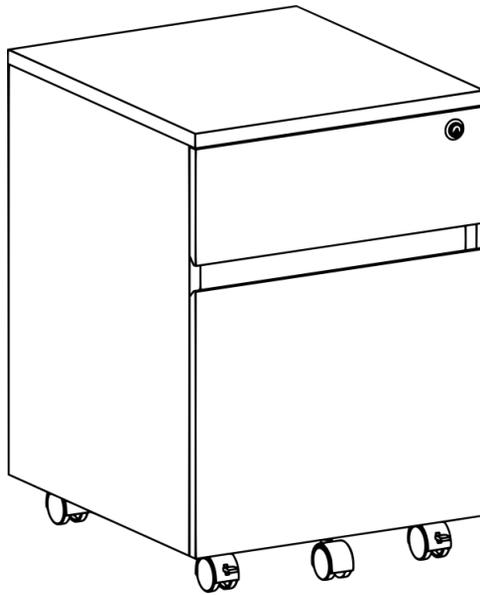


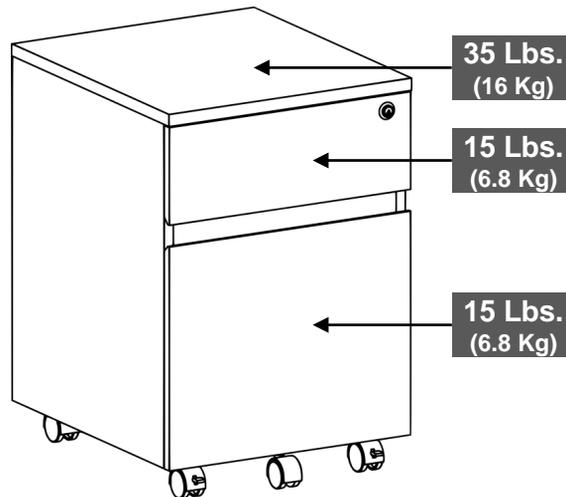
The rod must face **DOWN** and the key must turn **COUNTER-CLOCKWISE**.



ALL DONE!

Give yourself a nice pat on the back. You did a great job!



CARE, MAINTENANCE AND SAFETY WARNINGS:**WEIGHT LIMITS**

- Do not exceed the indicated weight limits.
- Do not expose the surfaces to direct sunlight or to extreme environmental conditions.
- Clean the surfaces preferable with a clean cloth damped in a solution of mild soap and water, then dry with a clean towel.
- Do not use solvents or abrasive materials to clean the unit.
- If you decide to use a cleaning agent, test first on an area hidden from view such as the back panel of the drawers.
- Do not sit on the unit or lean against it.
- Do not allow small children to climb over the unit.
- Do not allow small children to reach inside the drawers without your supervision.
- Before moving the unit, make sure the front casters are unlocked.
- Make sure to secure or remove any object that might fall off the top while the unit is in movement.
- When transporting the unit to places far away, protect and secure the unit to avoid damage in transit.
- Shall any part of the unit become defective during the warranty period, replacement parts might be available to you at no charge. Please refer to the last pages on this manual.
- 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.