

INSTALLATION AND USE MANUAL FOR MODULAR FILE

WARNING

AN IMPROPERLY INSTALLED FILE CABINET CAN BECOME UNSTABLE OR TIP OVER, CAUSING SERIOUS INJURY. FOLLOW ALL INSTRUCTIONS IN THIS MANUAL FOR CORRECT INSTALLATION, USE, AND MAINTENANCE.

These files are for storing and filing non-combustible materials that do not require special protection. Do not use this cabinet to store combustible or hazardous materials.

Illustration 1

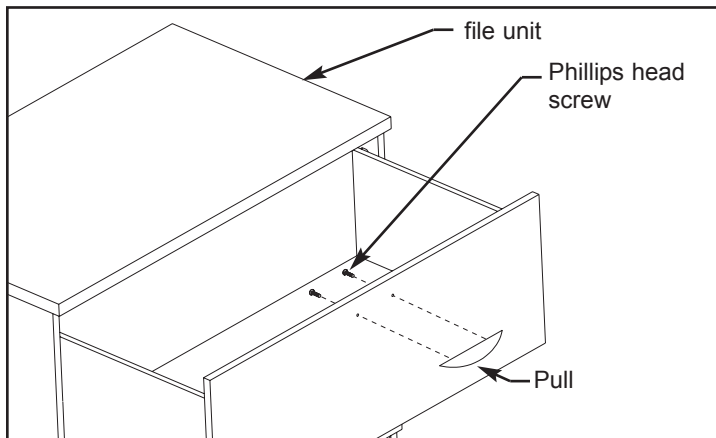
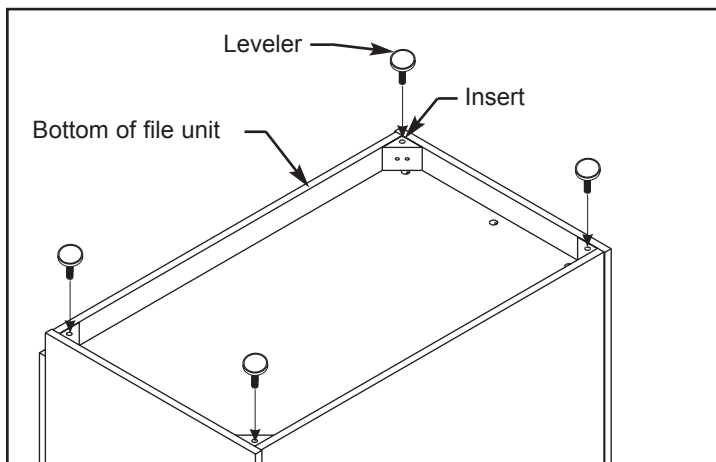


Illustration 2



Read all instructions and review illustrations before installing.

Tools required for assembly: Phillips screwdriver	Safety glasses
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This assembly includes: (1) File unit	(2) Pull
(4) Leveler	

WARNING

To prevent the possibility of serious eye injury, always wear eye protection when using power tools.

This model can be used as a stand alone unit or used under a desk.

Installation:

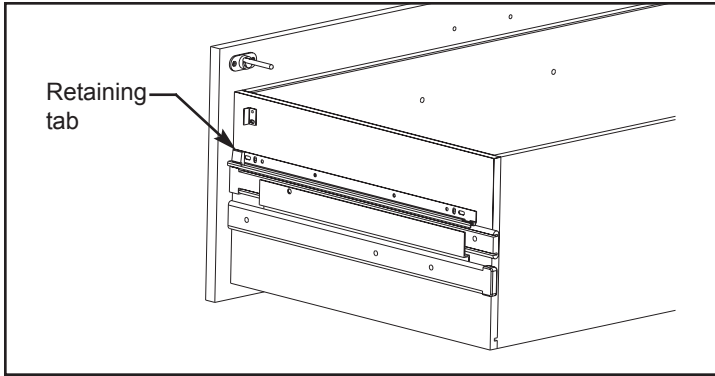
1. Refer to Illustration 1. Open file unit drawers. Loosen pulls and position as shown.
2. Use the Phillips screwdriver to install two Phillips head screws through holes in each drawer and into pulls.
3. With drawers closed and locked, place file unit upside down on cardboard or a carpeted surface.
4. Refer to Illustration 2. Locate inserts in file unit bottom. Thread four levelers (from hardware pack) into inserts by turning levelers clockwise until levelers are flat against bottom of file unit.
5. Set file unit upright.
6. Use two or more people to position unit in location where it will be used. Level unit, left-to-right and front-to-back, by adjusting leveling glides along bottom edge of unit end panels.

Stand alone unit is now complete. To use file unit under a desk, continue to step 7.

INSTALLATION INSTRUCTIONS

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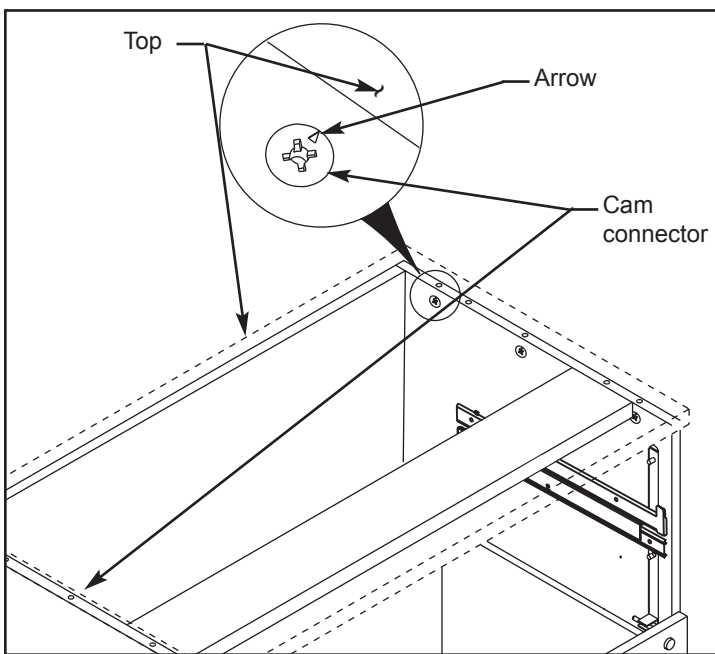
Illustration 3



Continue from step 7 only if file unit is to be used under a desk.

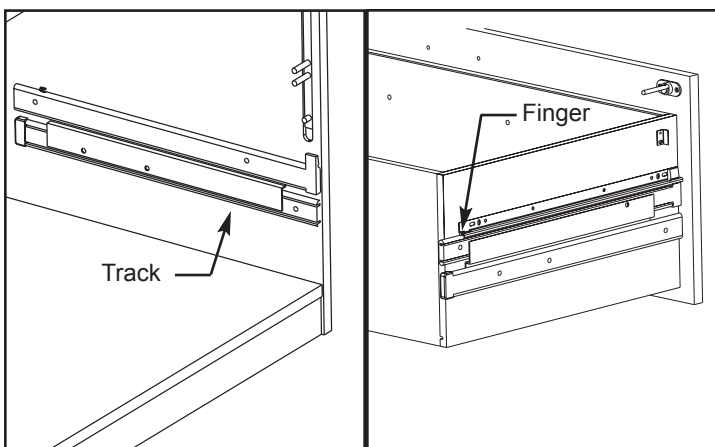
7. Use two or more people to position desk in location where it will be used. Level desk, left-to-right and front-to-back, by adjusting leveling glides along bottom edge of desk end panels.
8. Refer to Illustration 3. Top must be removed if file unit is to be used under a desk. To remove top, upper drawer must be removed. To remove drawer:
 - Completely open upper drawer.
 - On each side of drawer is a retaining tab. Press tabs in, pull drawer up and out, and set drawer aside.

Illustration 4



9. Refer to Illustration 4. Locate six cam connectors along upper edge of end panels as shown. Use the Phillips screwdriver to loosen six cam connectors. Turn cam connectors counterclockwise until arrow points to top of unit (1/4 to 1/2 turn). Remove top. Install upper drawer.

Illustration 5



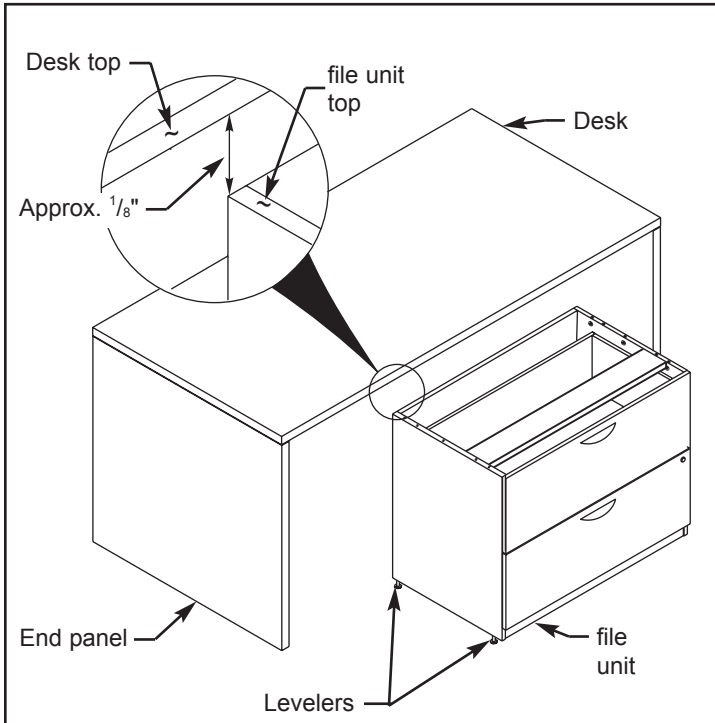
IMPORTANT

DO NOT FORCE. Use care when installing drawers, drawer tracks can be damaged if drawers are not installed properly.

10. Refer to Illustration 5. Move track all the way forward before inserting drawer. Carefully line up tracks, making sure the rail is inserted under the finger on drawer track, and insert drawer straight in.

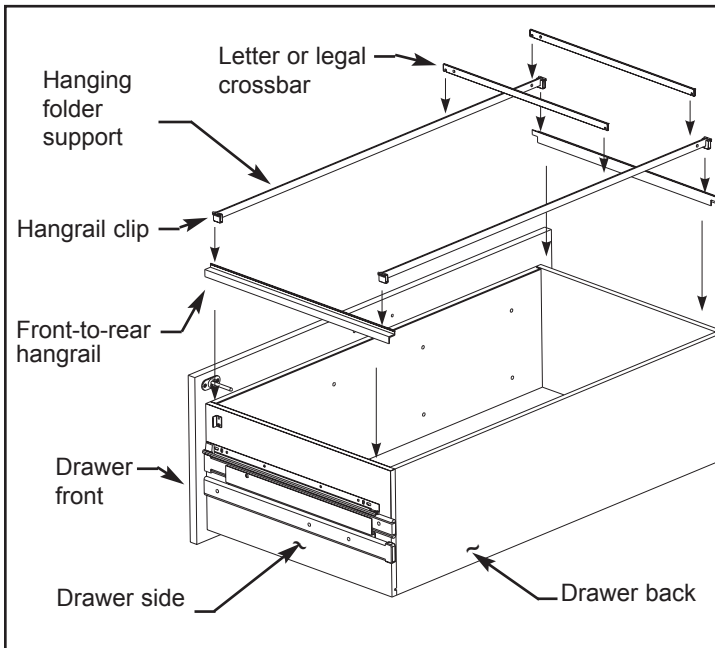
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Illustration 6



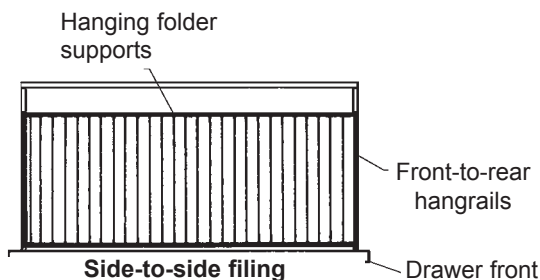
11. Refer to Illustration 6. Position file unit, at desired location, directly in front of desk. Adjust rear file unit levelers until rear top edge of file unit is approximately $\frac{1}{8}$ " below desk top.
12. Carefully slide file unit under desk until front of file unit is recessed approximately $\frac{1}{8}$ " behind desk end panel.
13. Adjust front file unit levelers until top of file unit is flat against desk top.

Illustration 7

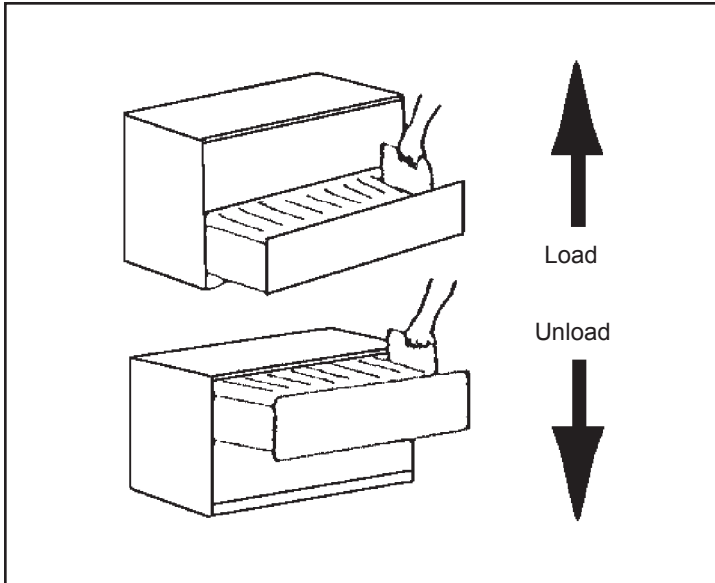


FILE DRAWER HANGRAILS

1. Refer to Illustration 7. Install side hangrails onto top of drawer sides.
2. Locate and snap a hangrail clip onto each hangrail directly behind drawer front.
3. Insert a hanging folder support into front clips.
4. Determine folder width and assemble rear hangrail clips at the desired location.
5. Insert a hanging folder support into rear clips with angled leg toward drawer back.
6. For front to back filing, install letter or legal crossbar onto hanging folder support.



INSTALLATION AND USE MANUAL FOR MODULAR FILE



⚠️ WARNING

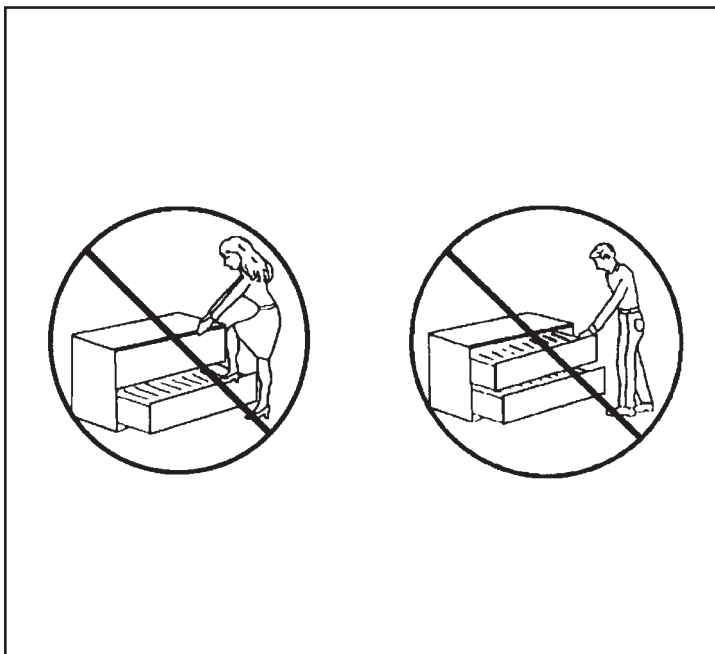
An improperly loaded or unloaded file cabinet can become unstable or tip over, causing serious injury.

Loading:

1. Check cabinet for proper adjustment and stability.
2. Load bottom drawer first to increase stability.
3. Distribute contents and weight evenly among remaining drawers.
4. Check to see if cabinet is stable after loading is complete. If necessary, empty cabinet completely, then readjust glides.

Unloading:

1. Remove contents from top drawer first.
2. Remove contents from bottom drawer last.



⚠️ WARNING

If misused, this file cabinet can become unstable or tip over, causing serious injury. To help prevent accidents, follow the instructions below.

Operating:

- Do not stand or lean on an open drawer.
- Do not put materials on an open drawer. Use a separate table to sort or collate.
- If this cabinet ever seems unstable, do not use it. Have it checked for proper adjustment and loading. Have any problems corrected immediately.
- These files are for storing and filing non-combustible materials that do not require special protection. Do not use this cabinet to store combustible or hazardous materials.

⚠️ WARNING

If not properly secured when moving, this file cabinet can become unstable or tip over, causing serious injury.

Before moving cabinet:

1. Unload contents. (Unload from the top. See loading and unloading above.)
2. Secure the unit:
 - Close and lock the cabinet.
 - Use furniture straps and appropriate moving equipment.
3. After positioning cabinet in new location, follow instructions for adjusting.

