

INSTALLATION AND USE MANUAL FOR LATERAL FILES

Please return this manual to the orange storage pocket in the bottom drawer.

⚠️ 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.

WEAR SAFETY GLASSES WHEN USING TOOLS

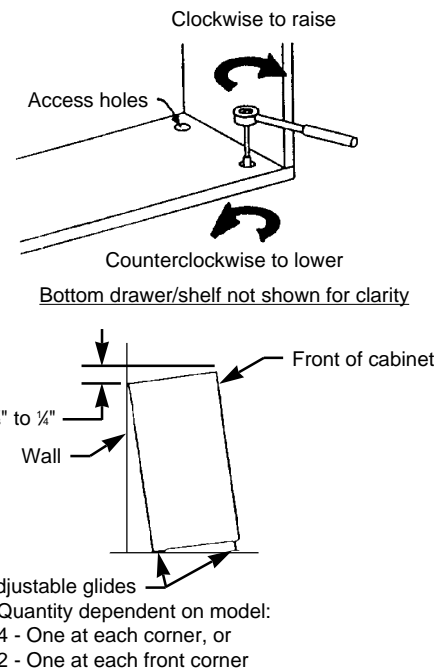
REQUIRED ADJUSTMENTS

Tools required for file adjustment:

- | | |
|-----------------------------------|---------------------------------------|
| ¼" Drive socket wrench | 24" long level |
| ¼" Drive extension | Straight blade screwdriver (optional) |
| ¼" Six point socket with ¼" drive | |

Adjustable glides are provided in the base of each cabinet. ***Glide adjustment is critical for cabinet stability and proper operation of lock, interlock, doors, and shelves.***

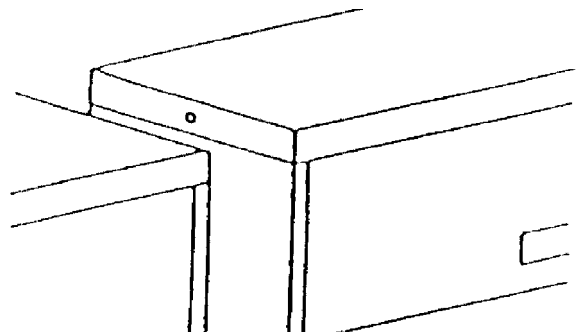
1. Be sure cabinet is empty.
2. Position cabinet into desired location.
3. To access glides, align slots in bottom drawer/shelf with holes in base. Use the socket wrench, extension, and ¼" socket (or the straight blade screwdriver) to adjust glides.
4. Turn glides clockwise to raise cabinet. Turn counterclockwise to lower cabinet.
5. On carpeted floors, extend all four glides until the weight of the cabinet is supported by the glides (not by the cabinet bottom).
6. ***Level cabinet side-to-side.***
7. ***On carpet, adjust glides so the front of the cabinet is ¼" higher than the rear. On uncarpeted floors, the front should be ⅛" higher than the rear.***
8. Check cabinet for proper operation. Drawers and doors should open and close smoothly and be evenly aligned with the frame.



INSTALLATION AND ANCHORING

To increase stability and avoid tip over, cabinets should be bolted together or anchored to a wall whenever possible.

1. Adjust all cabinets. Refer to Required Adjustments Section.
2. Fully extend top drawer.
3. Remove knockout.
4. Use the hardware provided in the key packet to bolt cabinets together.
5. Use wall anchoring devices when securing a cabinet to a wall. Be sure to use the right devices for the type of wall you have.



LOADING AND UNLOADING



WARNING

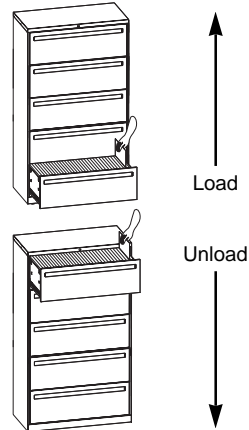
An improperly loaded or unloaded file cabinet can become unstable or tip over, causing serious injury.

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 (on carpeted surfaces, settling may occur). If necessary, empty cabinet completely, then readjust glides.**

Unloading:

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



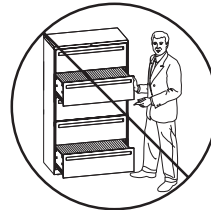
OPERATING



WARNING

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

- **Do not stand or lean on an open drawer.**
- Do not put materials on an open drawer. Use posting shelf or table to sort or collate.
- **If this cabinet ever seems unstable, do not use it.** Have it checked for proper leveling and loading. Have any problems corrected immediately.
- **This cabinet has an interlock to inhibit opening more than one drawer at a time. Do not try to defeat this interlock.**
- 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.



RELOCATING



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 and installing.



HANGING FOLDER FRAMES

There are two hanging folder frames per drawer.

Recommended filing positions are as follows:

Positions 1 & 3 - Letter filing (side-to-side in front)

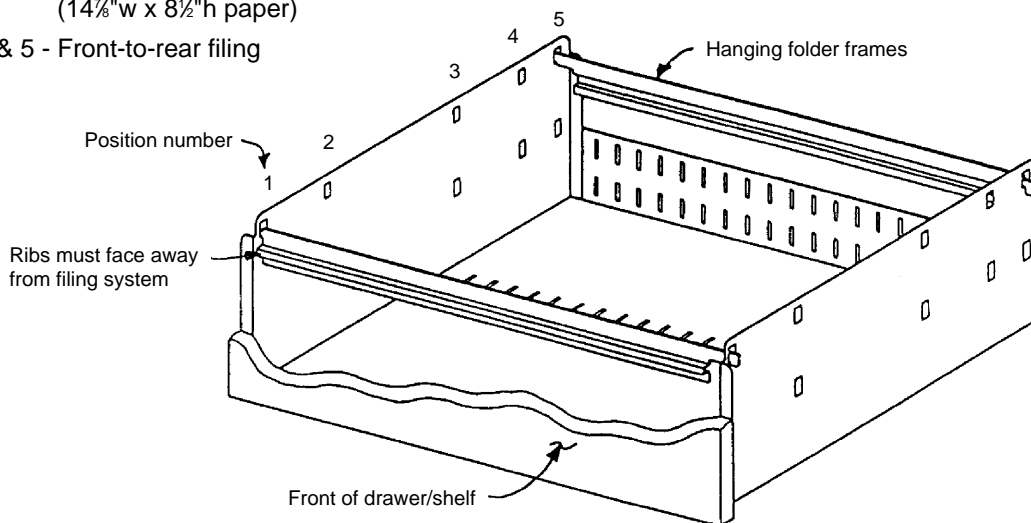
Positions 2 & 4 - Letter filing (side-to-side in rear)

Positions 1 & 4 - Legal filing (side-to-side)

Positions 1 & 5 - Data printout filing (side-to-side)

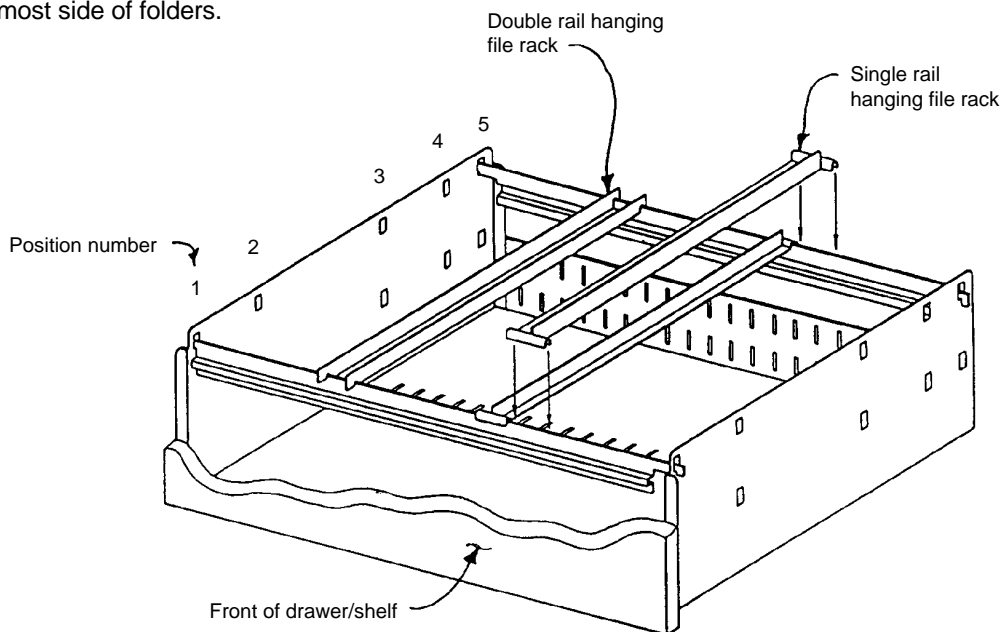
(14 $\frac{1}{8}$ "w x 8 $\frac{1}{2}$ "h paper)

Positions 1 & 5 - Front-to-rear filing



OPTIONAL FRONT-TO-BACK FILING

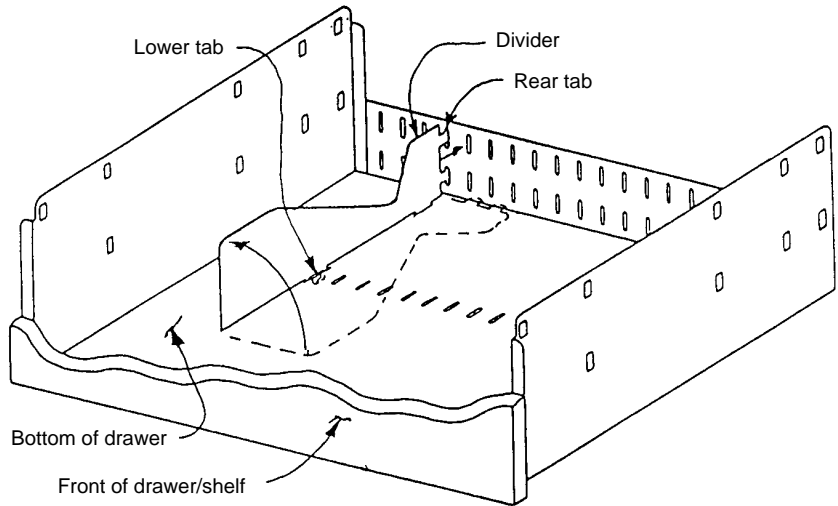
1. Hanging folder frames must be in Positions 1 & 5 as shown.
2. Position hanging file racks on front and rear hanging folder frames for each bank of file folders. Side of drawer/shelf should be used for outermost side of folders.



OPTIONAL DIVIDERS

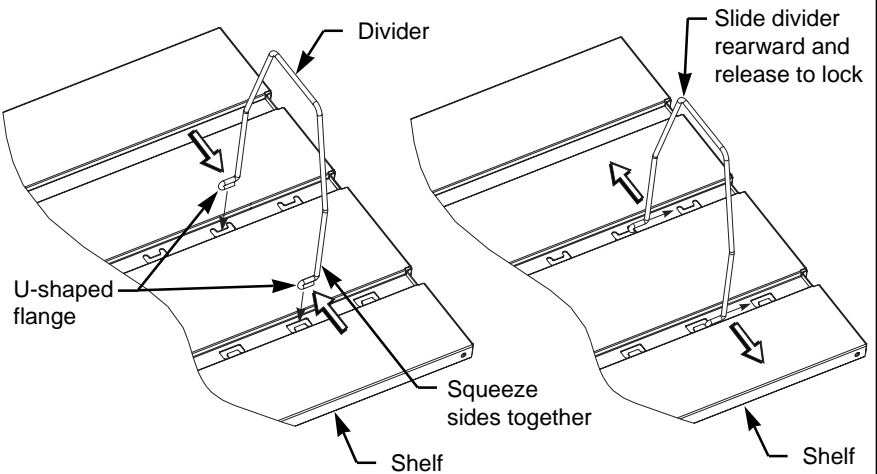
Plate Divider:

1. With lower tab pointing down and rear tabs pointing toward rear of drawer, lay divider flat on bottom of drawer.
2. Insert lower tab into the desired slot on the bottom of drawer and pivot top of divider upward.
3. Align rear tabs with slots on rear of drawer.
4. Push divider toward rear of drawer until rear tabs lock into slots.
5. Reverse procedure to remove divider.



Wire Divider (Binder Storage Only):

1. Squeeze sides of divider and align bottom ends (U-shaped flanges) of divider with cut outs in shelf.
2. Insert U-shaped flanges into cut-outs in shelf.
3. Slide divider toward side wall of cabinet, inserting edge of shelf cut-outs into divider U-shaped flanges.
4. Release tension on sides of divider to lock divider in place.
5. Reverse procedure to remove divider.



OPTIONAL POSTING SHELF

1. Close cabinet.
2. Push in and quickly release center of posting shelf. Pushing on either end of posting shelf can cause shelf to bind in cabinet.
3. Pull out on posting shelf to fully extend.

