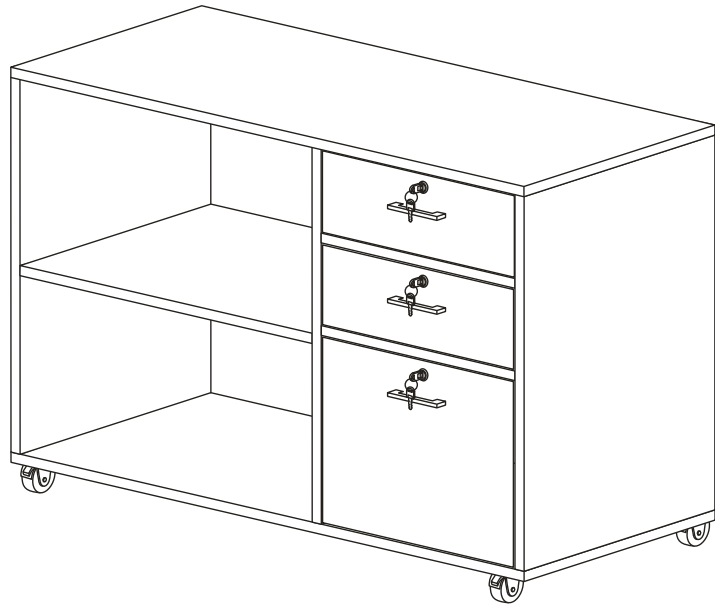


VINGLI Podium Assembly Instruction



Thank you for your purchase.

Please contact us if you have difficulty with assembly or need replacement parts.

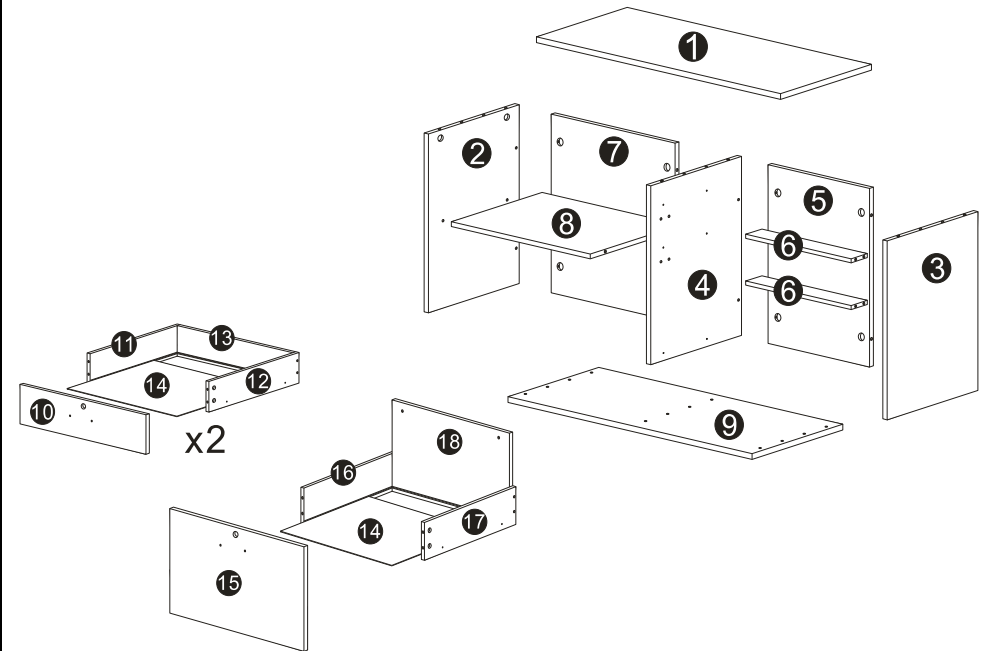
Vingli Customer Service team is here to assist you.

Here is how we can connect:

Email: support@vingli.com





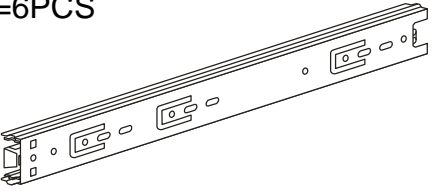




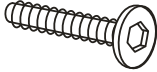


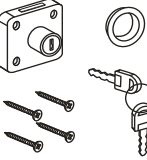


Please put the keyword "file cabinet" and order ID on the title of the email so we can assist you better.

Components

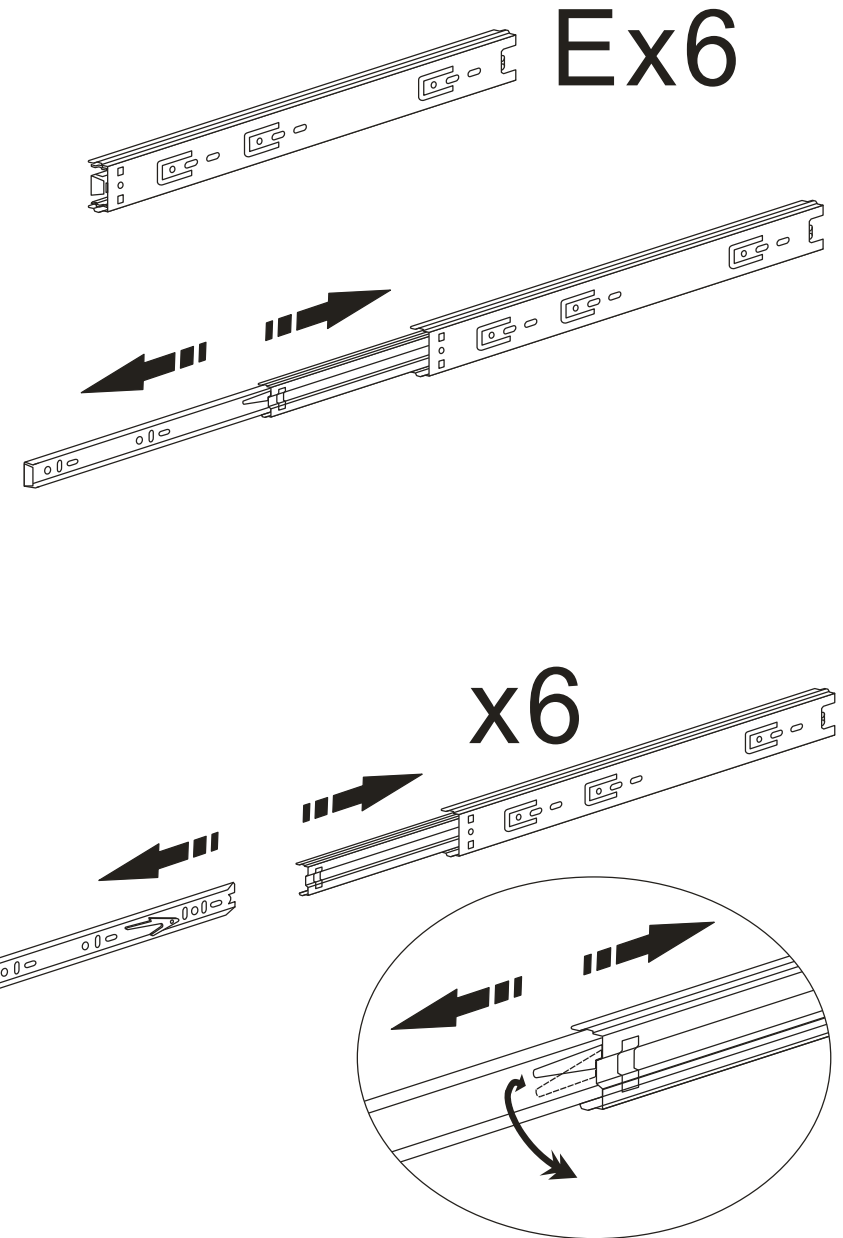


NO	QTY	DESCRIPTION
1	1	TOP PANEL
2	1	LEFT SIDE PANEL
3	1	RIGHT SIDE PANEL
4	1	MIDDLE PANEL
5	1	BACK PANEL
6	2	DRAWER SEPARATOR
7	1	BACK PANEL
8	1	SHELF
9	1	BOTTOM PANEL
10	2	TOP DRAWER FRONT PANEL
11	2	TOP DRAWER LEFT PANEL
12	2	TOP DRAWER RIGHT PANEL
13	2	TOP DRAWER BACK PANEL
14	3	TOP DRAWER BOTTOM PANEL
15	1	BOTTOM DRAWER FRONT PANEL
16	1	BOTTOM DRAWER LEFT PANEL
17	1	BOTTOM DRAWER RIGHT PANEL
18	1	BOTTOM DRAWER BACK PANEL

Components

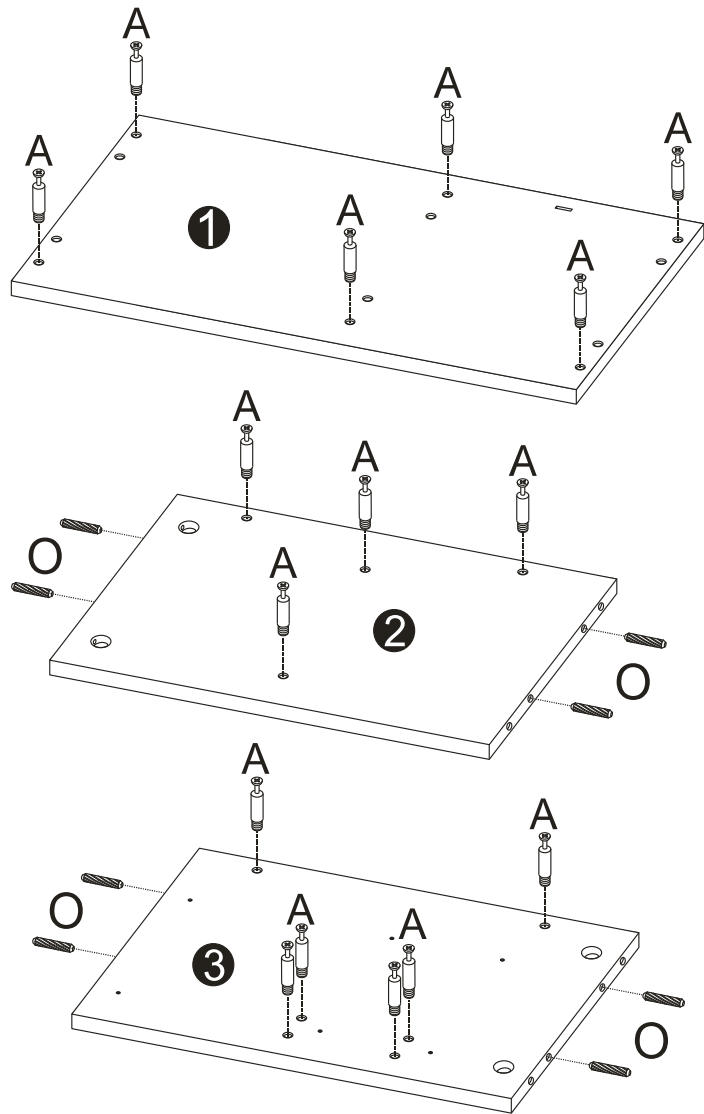
A=38PCS  CAM BOLT	B=38PCS  CAM LOCK	C=12PCS  SCREW	D=24PCS  SCREW
E=6PCS  DRAWER SLIDE	F=2PCS  FILE FOLDER ROD		
G=2PCS  WHEEL WITH BRAKE	H=2PCS  WHEEL	I=1PC  HEXAGONAL WRENCH	J=6PCS  SCREW
K=3PCS  HANDLE	L=6PCS  SCREW	M=3SET  LOCK SET	N=16PCS  SCREW
O=12PCS  WOOD DOWEL			

TOOLS NEEDED FOR ASSEMBLY: FLAT & PHILIPS SCREWDRIVER (NOT INCLUDED)



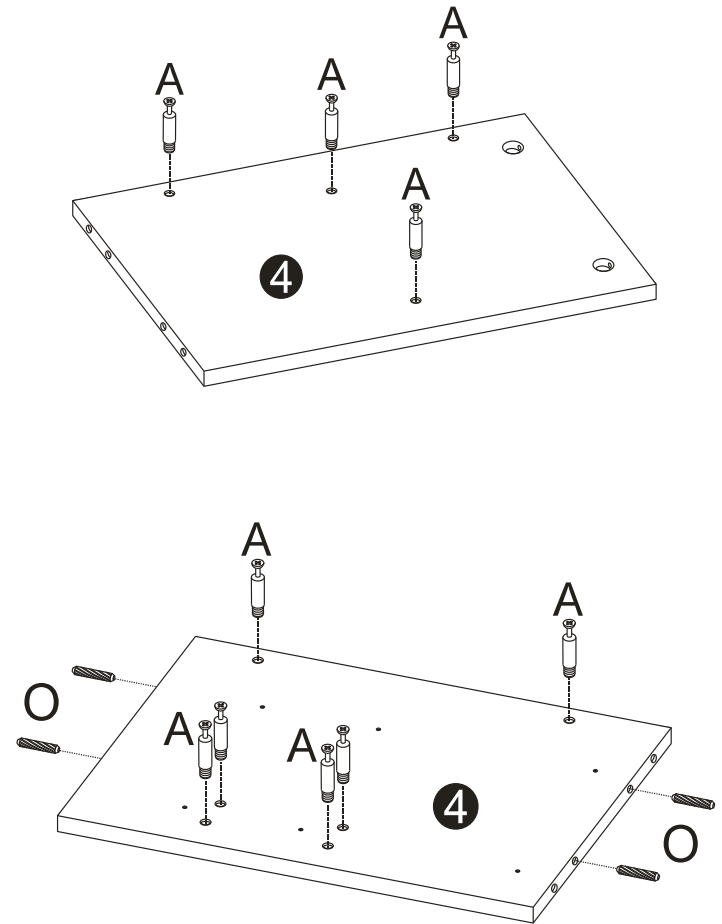
Detach the drawer slide before assembling it, there is a detach button on the side of the drawer slide and you can remove the drawer slide by pressing the button down.

STEP1



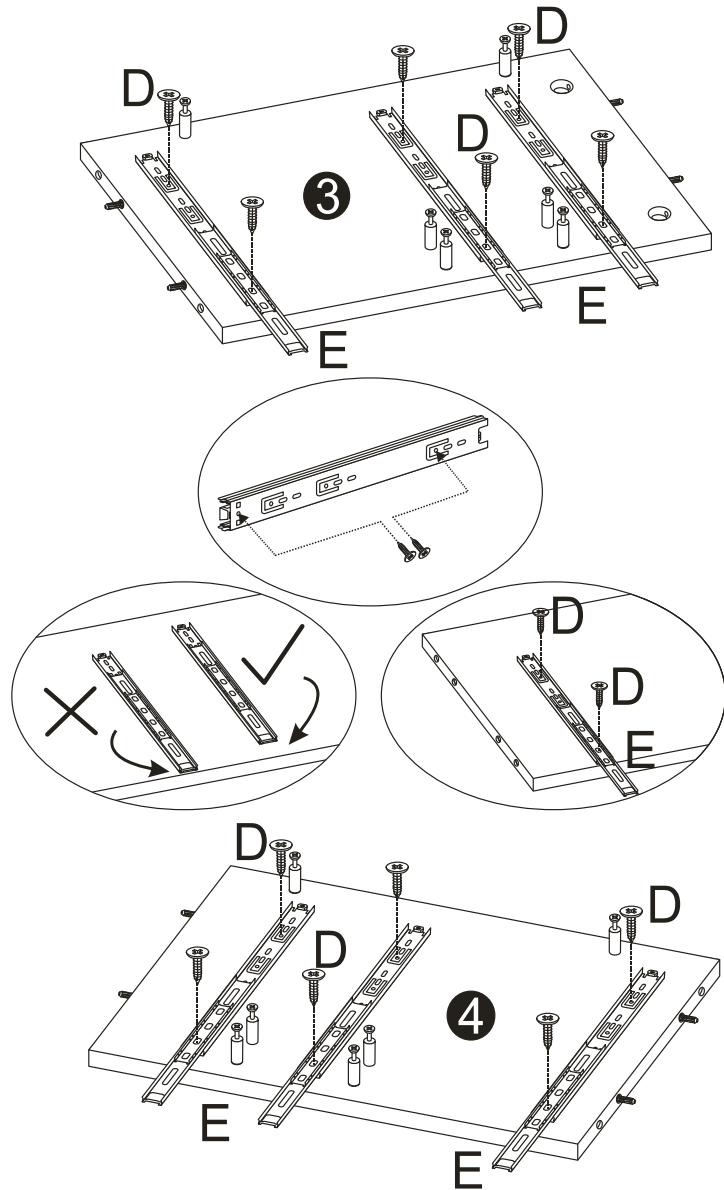
Attach Cam Bolt (A) and Wood Dowel (O) to Panel (1) (2) (3) as image shown.

STEP2



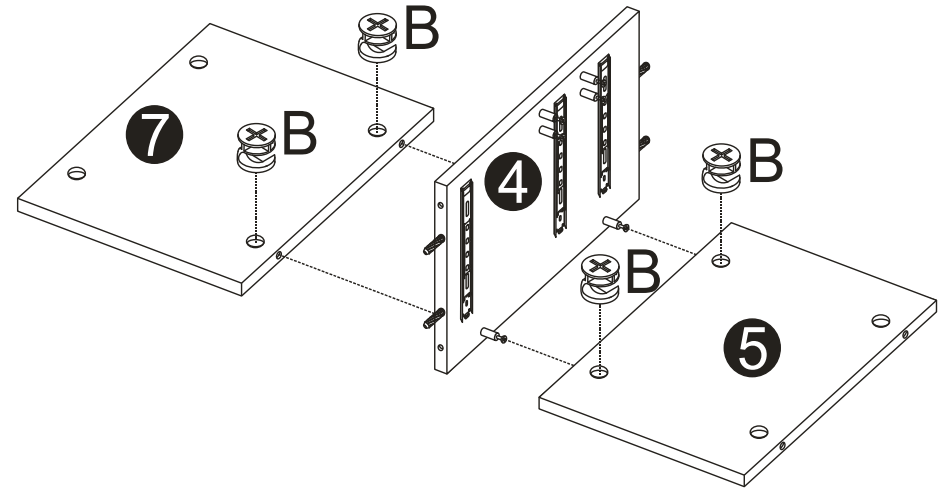
Attach Cam Bolt (A) and Wood Dowel (O) to Panel(4) as image shown.

STEP3



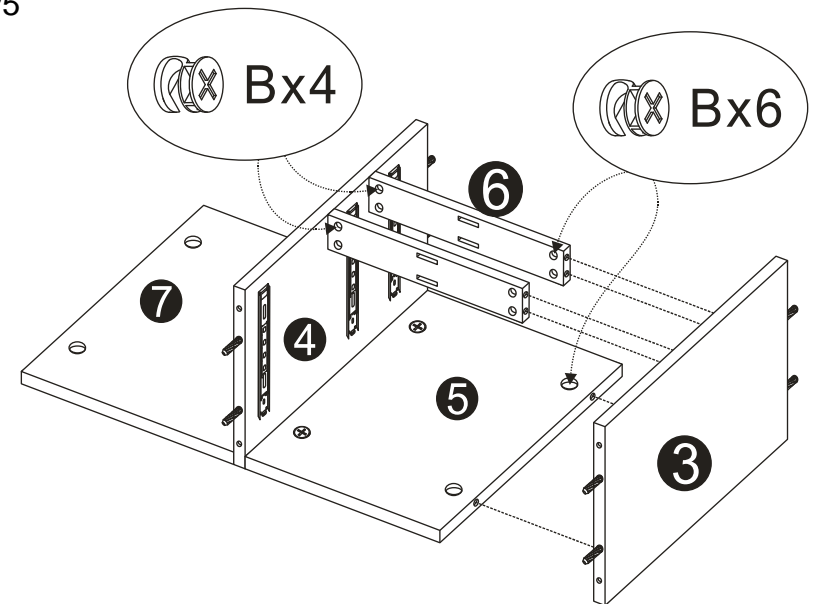
1. Connect Drawer Slide (E) to Right Side Panel (3). Lock them with Screw (D) and insert Wood Dowel (F) into Left Side Panel (3).
2. Connect Drawer Slide (E) to Middle Panel (4). Lock them with Screw (D) and insert Wood Dowel (F) into Right Side Panel (4).

STEP4



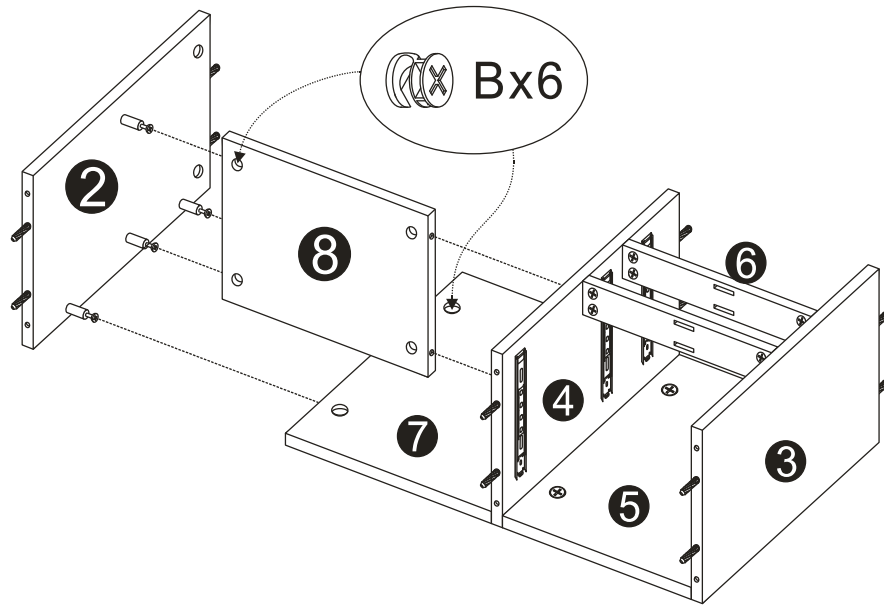
1. Connect Back Panel(7) and Middle Panel(4) with Screw(B)
2. Connect Back Panel(5) and Middle Panel(4) with Screw(B)

STEP5



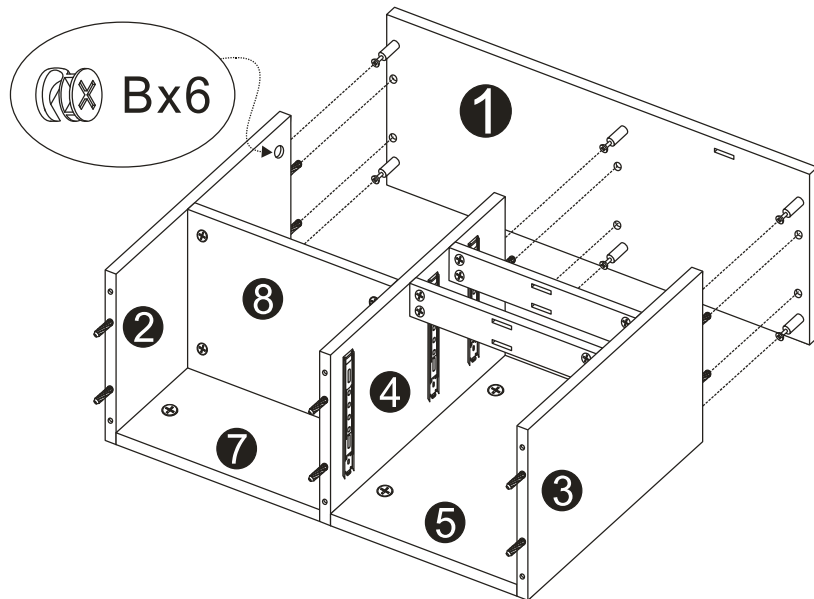
Connect Drawer Separator(6) with Middle Panel (4) (5) (6) using Cam Lock(B)

STEP6



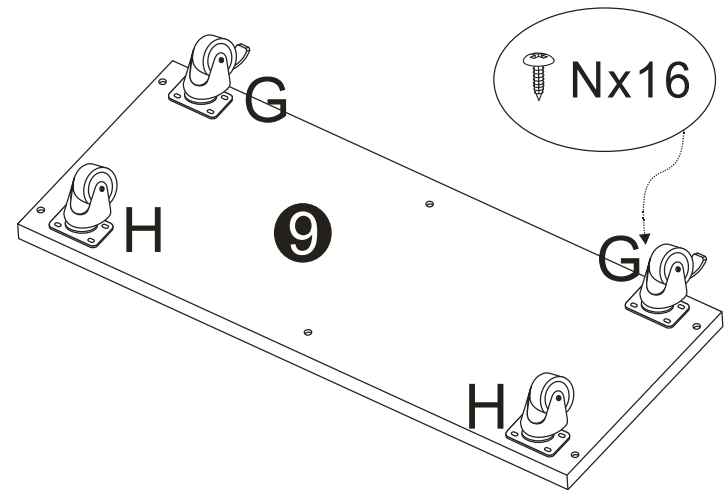
Connect Shelf (8) with Panel(2)(4)with Cam Lock(B)

STEP7



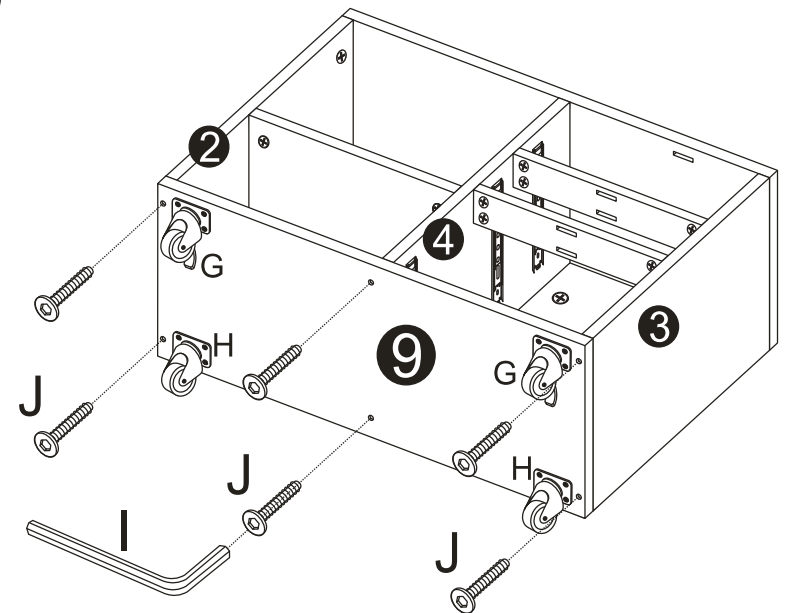
Intall Top Panel(1) with the bottom frame with Cam Bolt(B)

STEP8



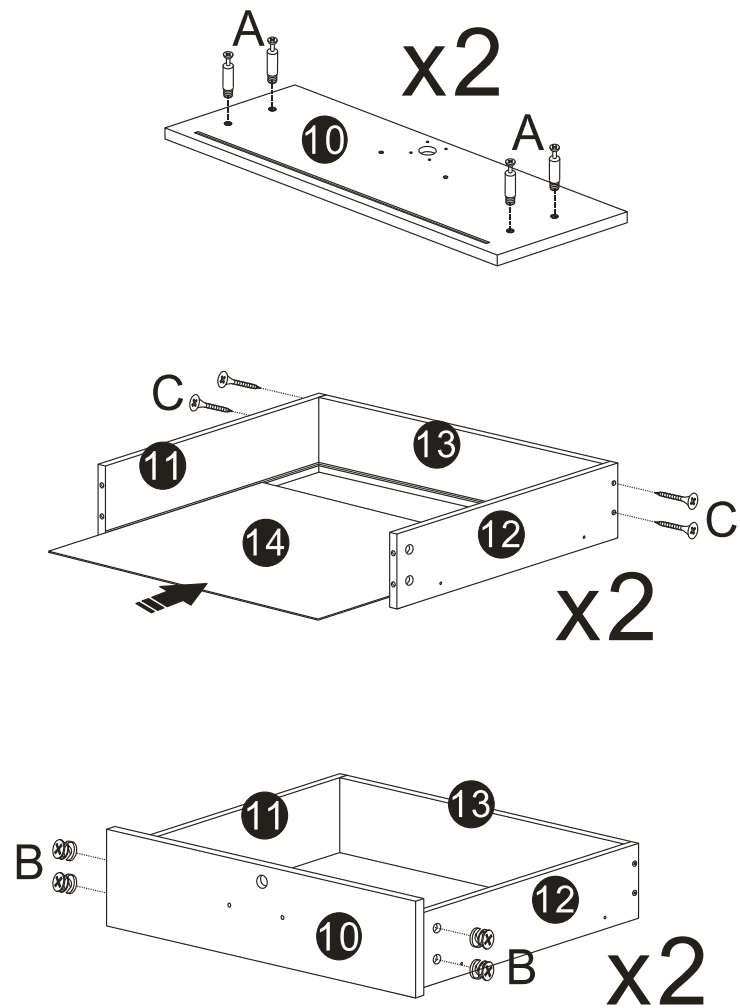
Install Casters(H) to the Bottom Panel(9)with Screw(N)

STEP9



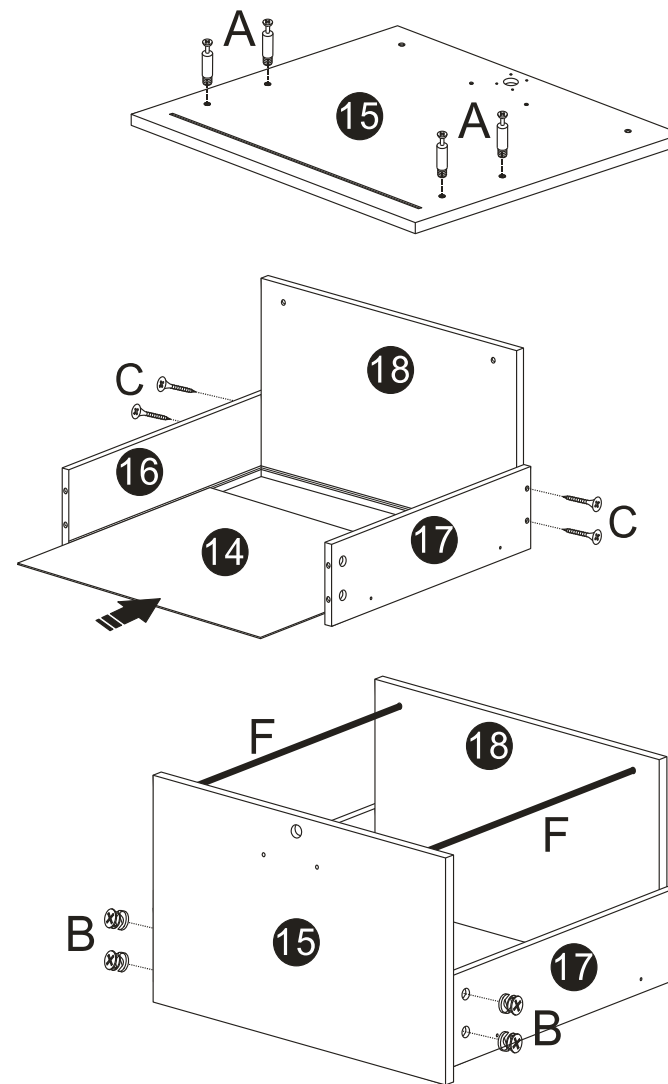
Connect Bottom Panel(9)to the Panel(2)(3)(4)with Screw(J)

STEP10



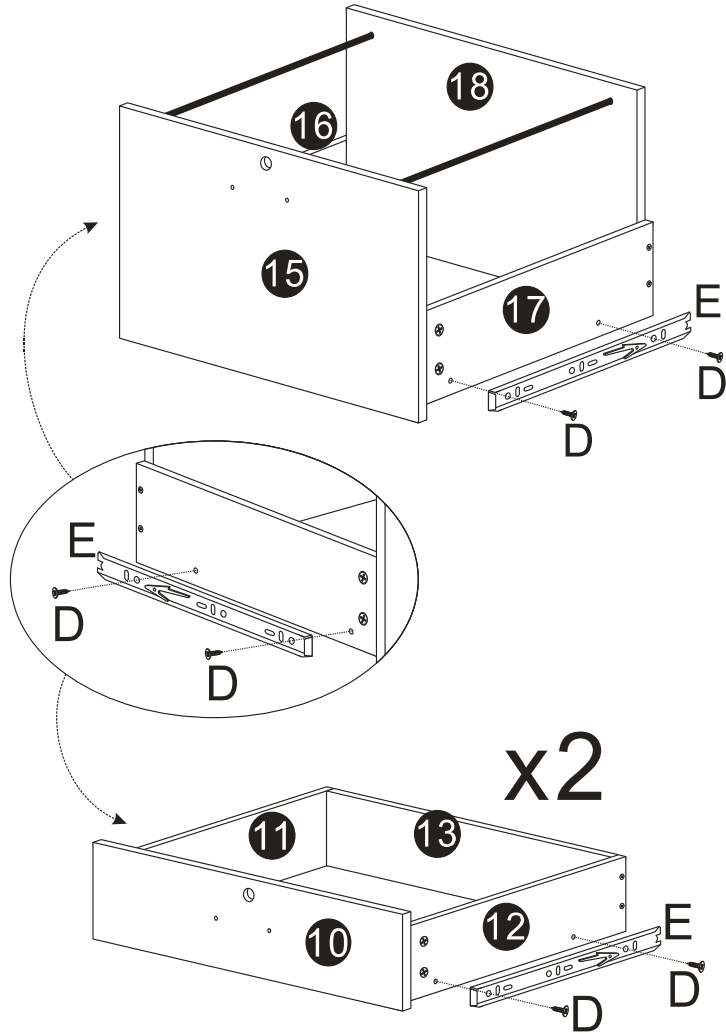
1. Attach Cam Bolt(A) to Drawer Front (10)
2. Connect Drawer Panel (11)(12)(13) using Screw (C), then attach Bottom Panel (14)
3. Connect Front Panel (10) with Drawer Panel(11)(12)with Cam Lock(B)

STEP11



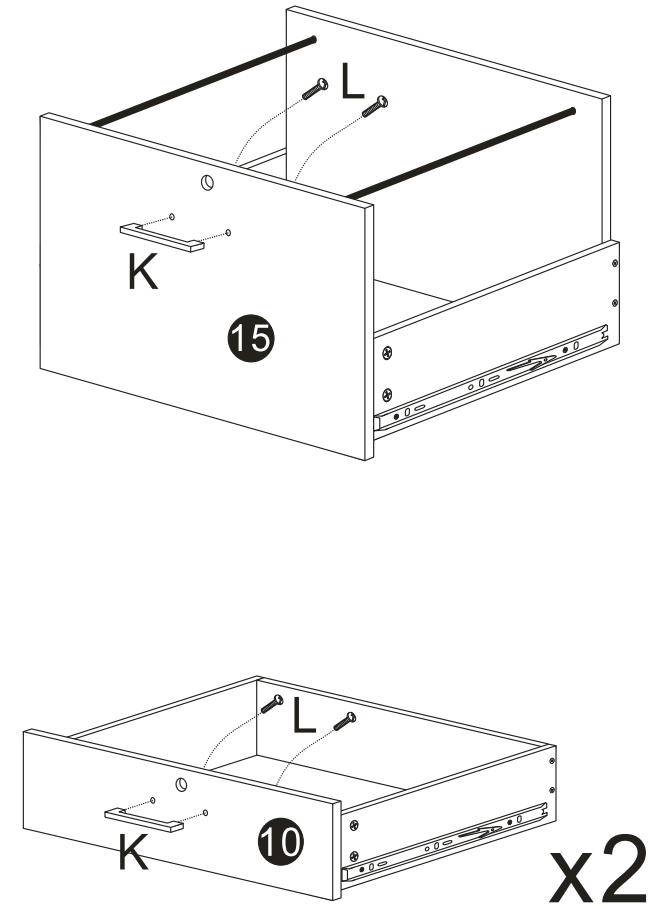
1. Attach Cam Bolt(A) to Drawer Front (15)
2. Connect Drawer Panel (16)(17)(18) using Screw (C), then attach Bottom Panel (14)
3. Insert Metal Rod (F) and then Connect Front Panel (15) with Drawer Panel(16)(17)with Cam Lock(B)

STEP12



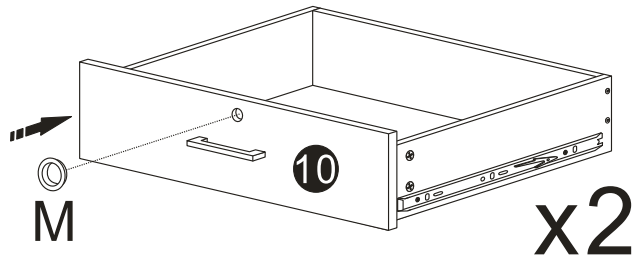
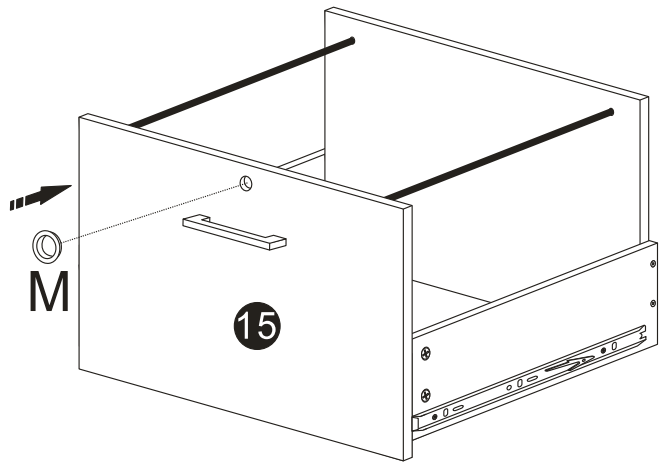
1. Install Drawer Slide(E) to the Drawer Side Panel(15)(16)with Screw (D)
2. Install Drawer Slide(E) to the Drawer Side Panel(11)(12)with Screw (D)

STEP13



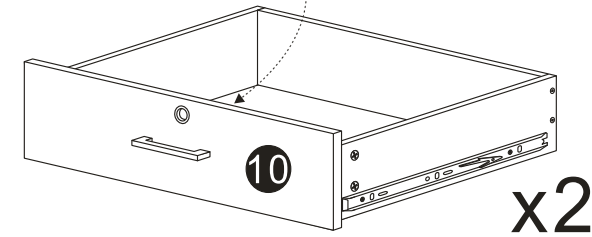
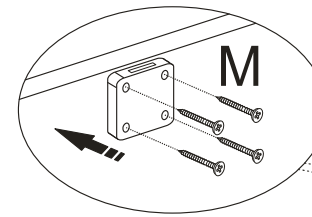
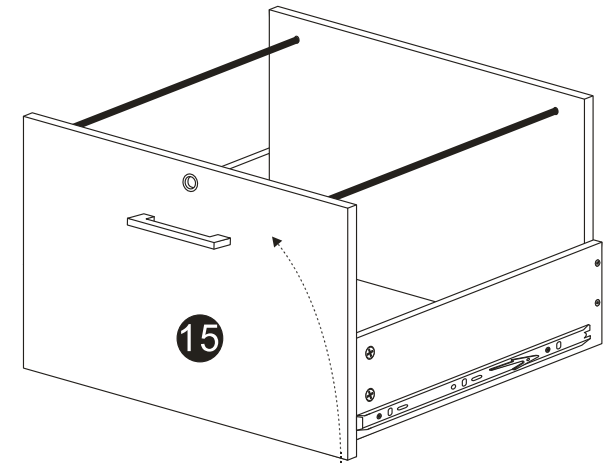
Install Handle(K)to the Drawer Front Panel(10)(15)

STEP14



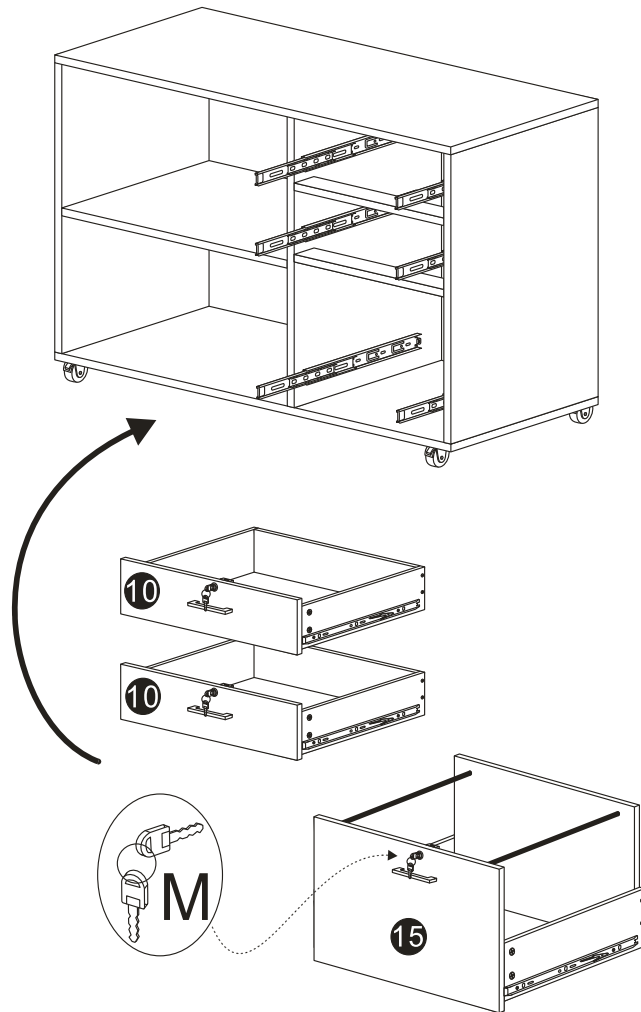
Attach The Metal Ring(M) to the Drawer Front Panel(10)(15)

STEP15



Attach the Square Hardware(M)from the backside of the Drawer Front Panel(10)(15) and connect with Screw come with Lock

STEP 16



Put the drawers into the cabinet!

! FAQ

1. What will happen if kneel down the panel when install the item?
-- Please do not kneel down the panel or put any heavy item on the panels when install the item, or it may be out of shape.
2. Is it easy to put the screws to the panels?
-- Yes. As long as you follow the instruction and use the correct screws and put it in correct holes, it is easy to screw it into pre-drilled holes.
3. How to install the drawer slides?
-- Please follow the steps 3 and 12 on the instruction. Pay more attention to align the holes on the slides with the holes on the panel.
4. How to install the drawers?
-- Please follow the steps 10-15 on the instruction. When it comes to step 16, please make sure the inner slides on the drawer are attached correctly with the outer slides, then push the drawer into the cabinet. If the slides doesn't run smoothly, please check if the slides and panels are installed correctly.
5. How to adjust if the drawer doesn't lock?
-- Please double check if you use the correct key. The keys are different for two drawers. If the lock is defective, please contact our customer service for a replacement key and lock set for you to replace.
6. How to adjust if the drawer doesn't lock?
-- Please double check if you use the correct key. The keys are different for two drawers. If the lock is defective, please contact our customer service for a replacement key and lock set for you to replace.