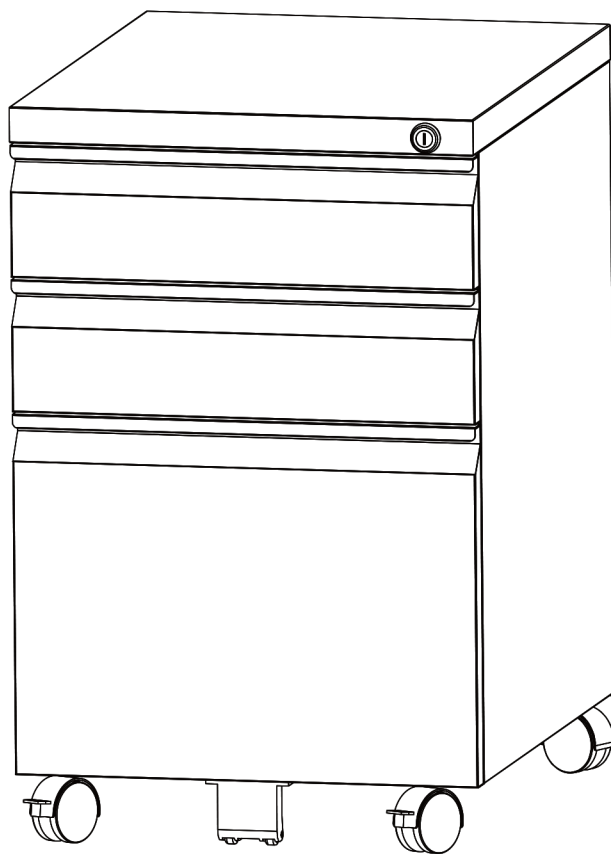
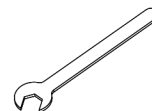


# ASSEMBLY INSTRUCTIONS

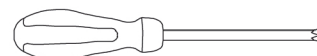
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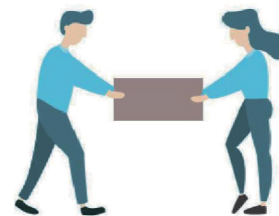
## TOOLS REQUIRED



**Wrench**  
(Included)



**Screwdriver**  
(Not Included)



**2 - People  
Recommended**

## ASSEMBLY RATING



EASY —————> DIFFICULT

The Assembly Rating is a 5-point system showing the level of effort needed to assemble a specific product.



## **CHECK BEFORE STARTING**

### **Are you missing anything?**

Double-check all parts, hardware and accessories listed on Page 5 are accounted for.

### **Should we send any replacements?**

Are there any irregularities or flaws in the parts? We can send replacements!

### **Check out our Quick Tips!**

We recommend reviewing the pre-assembly handouts. Even experts need a refresher now and then!

### **Prep Time!**

Please review the assembly instructions and all diagrams prior to assembling. Position parts in order and group identical hardware together for an easier assembly experience.

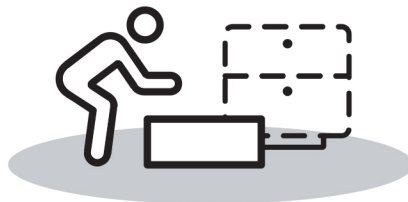
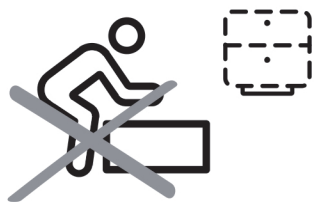
# PRE ASSEMBLY INTRODUCTION

We understand building ready-to-assemble furniture can be a challenging experience for some. To help avoid confusion, we have provided some helpful tips that may speed up the process.



## Teamwork

ALWAYS have at least two people to help with transporting and assembling the product to avoid potential injury and/or damage.



## Suitable Location

Assembling near the area of the intended location is highly recommended.



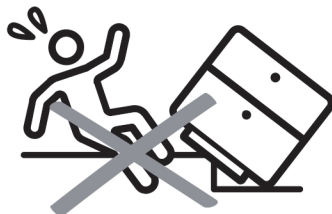
## Sufficient Space

Make sure you have enough space to move around during the assembly.



## Avoid Scratches

Use cardboard, blankets or a carpeted area while assembling furniture to prevent scratches.



## Flat Surface

Make sure the furniture rests on a flat and level surface with each leg evenly touching the floor.

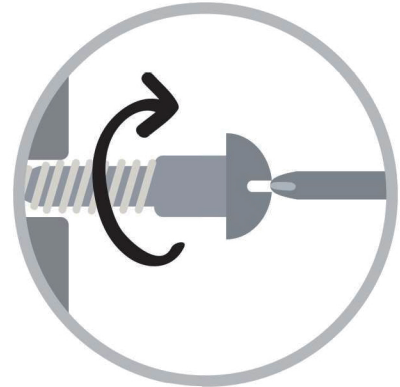
# ASSEMBLY AND CARE ADVICE



**FAILURE TO FOLLOW THE GUIDELINES BELOW MAY RESULT IN INJURY AND/OR PROPERTY DAMAGE.**



Position each part correctly and insert screws or bolts into their respective holes.



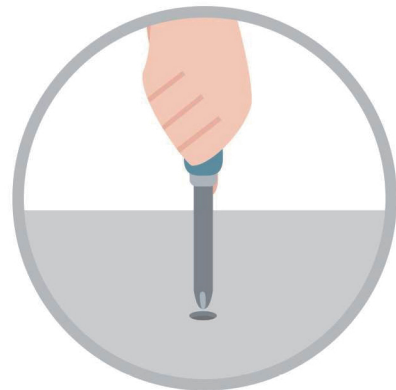
Turn clockwise to tighten and only tighten when step is completed or when instructed to do so.



Use the appropriate hand tools or power tools for assembly. Select steps, such as tightening screws and/or bolts, may require hand tools to avoid causing damage during assembly.



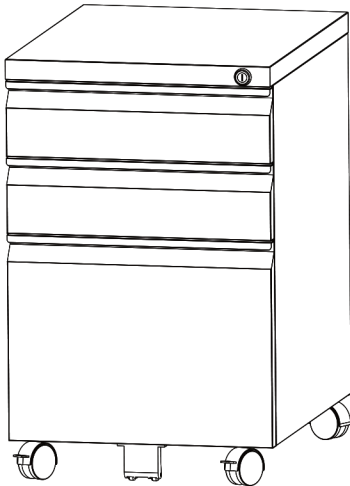
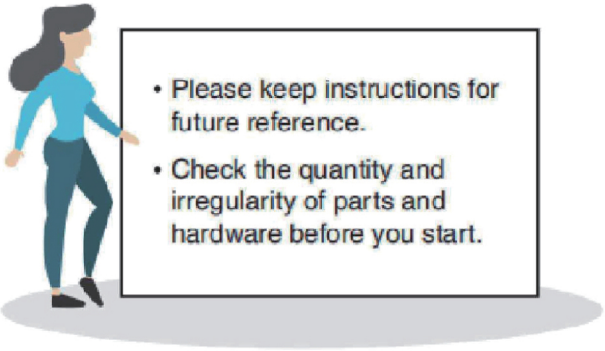
Save the instructions and store any supplied tools for later maintenance.



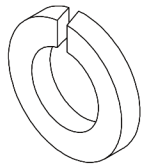
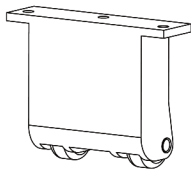
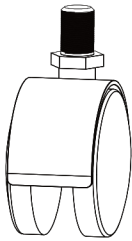
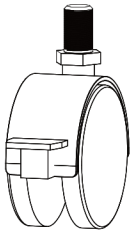
After two weeks, check and tighten any loose hardware and repeat again every six months thereafter.

**IT IS THE USER'S RESPONSIBILITY TO MAINTAIN THE FURNITURE. THE HARDWARE MAY LOOSEN OVER TIME AND MAY CAUSE THE FURNITURE TO BE WOBBLY AND UNABLE TO SUPPORT ITS INTENDED WEIGHT CAPACITY. THIS MAY LEAD TO COLLAPSE AND MAY CAUSE SERIOUS INJURY.**

# OFFICE-FRIENDLY MOVABLE CABINET



## PARTS

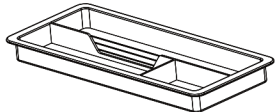
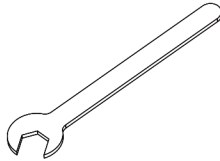
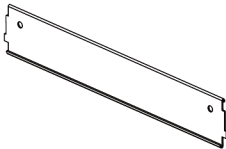
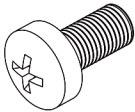


A-Front Caster with brake x2

B-Rear Caster without brake x2

C-Training Wheel x1

D-Washer x4



E-Bolt x2

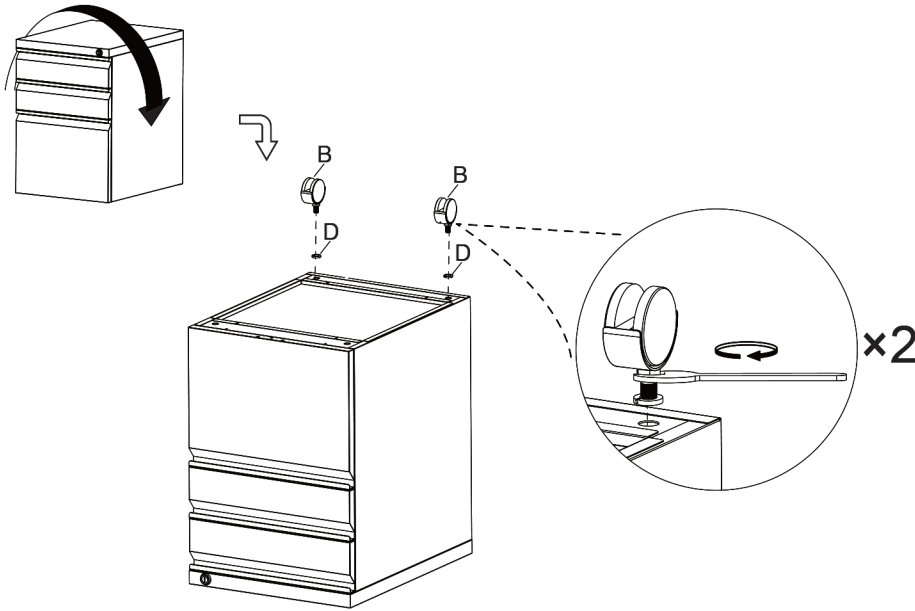
F-Hanging File Bar x1

G-Wrench x1

H-Stationery Case x1

# ASSEMBLY INSTRUCTIONS

## Step 1



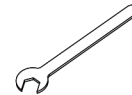
### Checklist



B-Rear Caster without brake x2



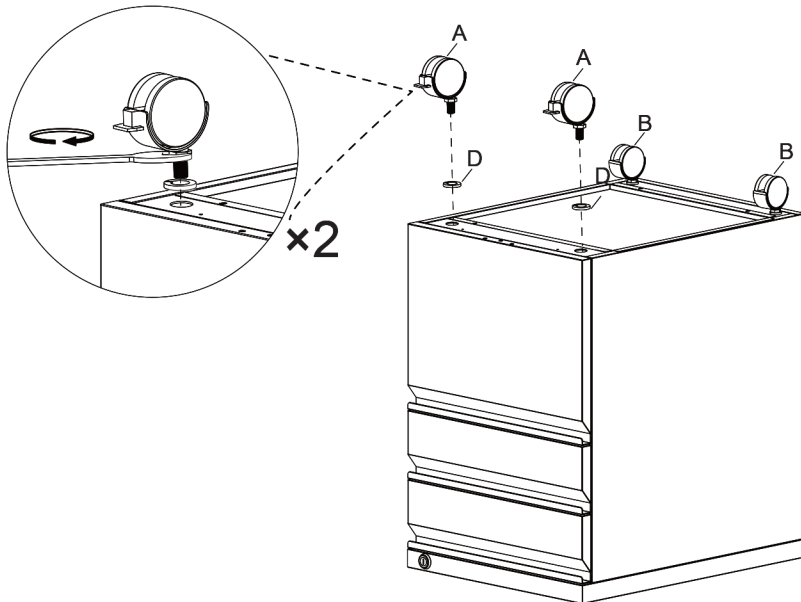
D-Washer x2



G-Wrench x1

Align rear casters without brakes (#B) with washers (#D) to the bottom of the file cabinet, then secure by using wrench (#G).

## Step 2



### Checklist



A-Front Caster with brake x2



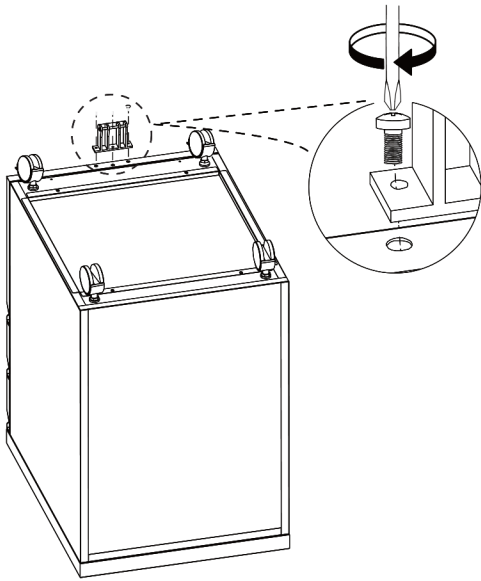
D-Washer x2



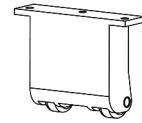
G-Wrench x1

Align front casters with brakes (#A) with washers (#D) to the bottom of the file cabinet, then secure by using wrench (#G).

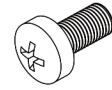
### Step 3



### Checklist



C-Training Wheel x1

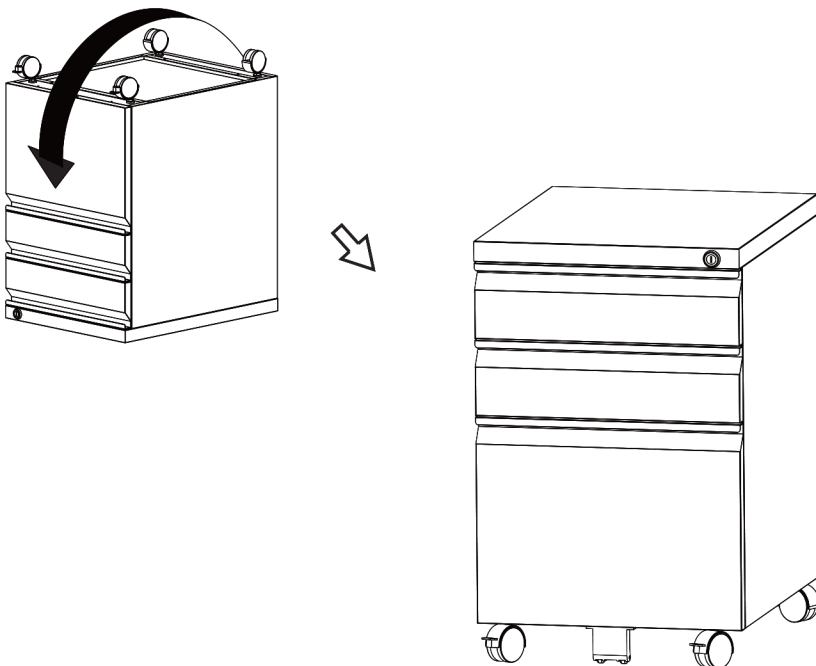


E-Bolt x2

Align training wheel (#C) onto the bottom of the file cabinet, then secure by using bolts (#E).

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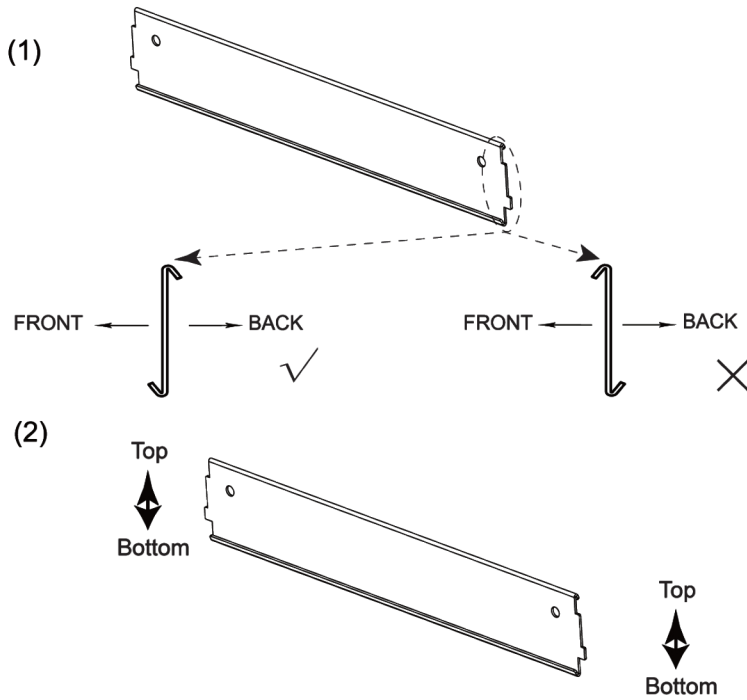
### Step 4



Carefully flip the filing cabinet right-side up.

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## Step 5



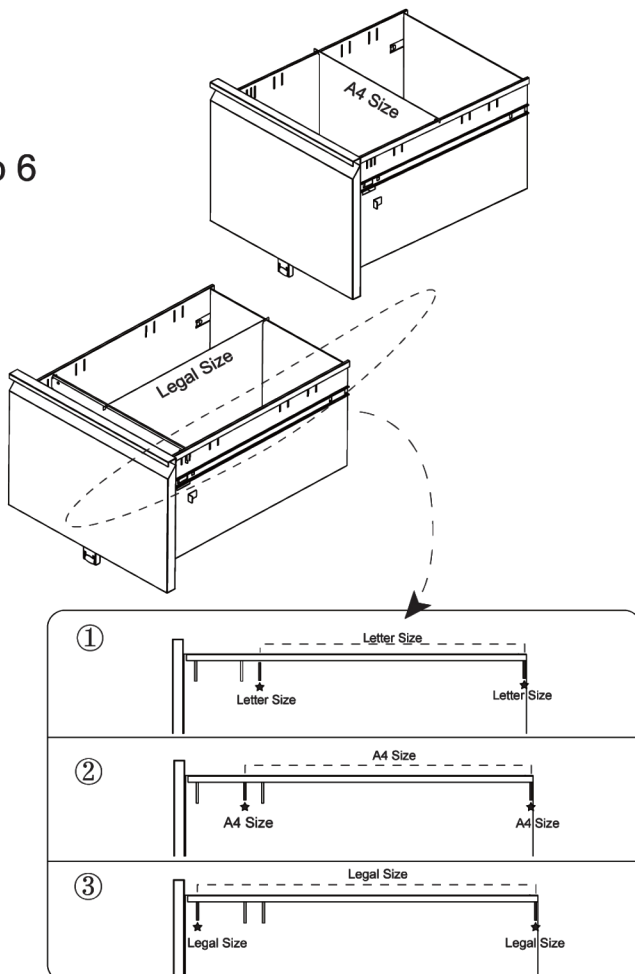
## Checklist



F-Hanging File Bar x1

Ensure that the hanging file bar (#F) is correctly positioned as shown in the diagram.

## Step 6



## ASSEMBLY COMPLETED



Please ensure the product rests on an even and flat surface. If the product wobbles or feels loose, check all bolts and/or screws are properly tightened and secured.



### Keep this handy!

Please retain this instruction manual and any order-related information for future reference.



### Lift, don't drag!

To avoid damages or breakages, please always LIFT the product when adjusting or moving.

The hanging file bar (#F) may be placed in the third drawer. The placement of the hanging file bar (#F) will determine the standard file size that will fit in the drawer. Please refer to the diagram to determine your ideal placement.