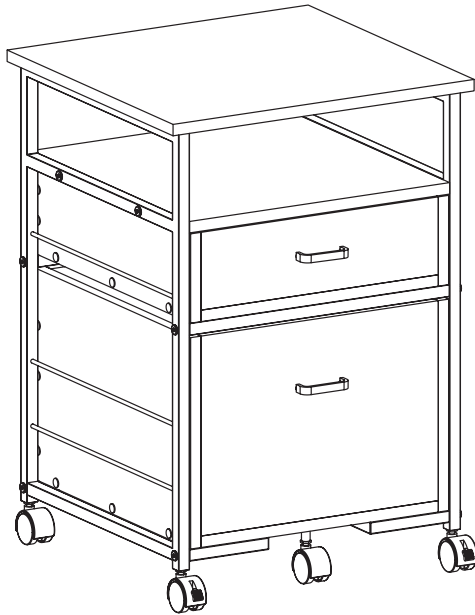




Black Wooden Filing Cabinet with Wheels

Instruction Manual



SKU: FILE-WC01B



Scan the QR code with your mobile device or follow the link for helpful videos and specifications related to this product.

<https://vivo-us.com/products/file-wc01b>

GET IN TOUCH | Monday-Friday from 7:00am-7:00pm CST



help@vivo-us.com



www.vivo-us.com
Chat live with an agent!



309-278-5303

WARNING!

If you do not understand these directions, or if you have any doubts about the safety of the installation, please contact our product support team at 309-278-5303 or help@vivo-us.com for further assistance. Check carefully to make sure there are no missing or defective parts. Improper installation may cause damage or serious injury. Do not use this product for any purpose that is not explicitly specified in this manual. Do not exceed weight capacity. We cannot be liable for damage or injury caused by improper mounting, incorrect assembly or inappropriate use.

WARNING: CHOKING HAZARD

SMALL PARTS - NOT FOR CHILDREN UNDER 3 YEARS. ADULT SUPERVISION IS REQUIRED.

DO NOT EXCEED WEIGHT CAPACITY.

Failure to do so may result in serious injury.

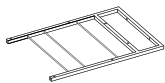


TOOLS NEEDED

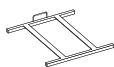


PACKAGE CONTENTS

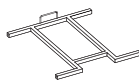
FRAME PIECES



A (x2)
Side Frame

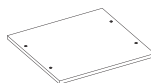


B (x1)
Middle Frame

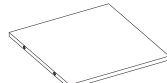


C (x1)
Bottom Frame

SHELVES



D (x1)
Top Shelf



E (x1)
Middle Shelf

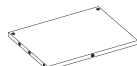
BOTTOM FILE DRAWER



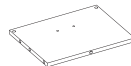
F (x1)
File Drawer
Bottom



G (x2)
File Drawer
Sides



H (x1)
File Drawer
Back

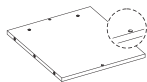


I (x1)
File Drawer
Front

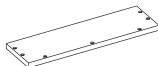


J (x2)
File Drawer
Rail

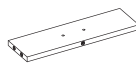
TOP DRAWER



K (x1)
Top Drawer
Bottom



L (x2)
Top Drawer
Side



M (x1)
Top Drawer
Front



N (x1)
Top Drawer
Back

SMALL PARTS



O (x2)
Handle



P (x1)
Drawer Caster
Mount



Q (x2)
Locking Caster



R (x2)
Caster



S (x1)
Drawer Caster



T (x1)
Screw Covers

HARDWARE/TOOLS



S-A (x3)
ST5x12mm
Screw



S-B (x4)
M4x20mm
Screw



S-C (x36)
M5x25mm
Screw



S-D (x2)
ST4.8x16mm
Screw



S-E (x16)
M6x25mm
Screw



S-F (x2)
M6x5mm
Screw



S-G (x2)
5mm Spacer



T-A (x1)
4mm Allen
Wrench



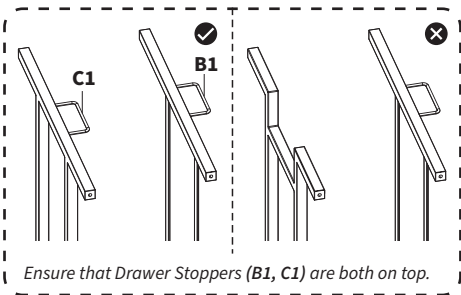
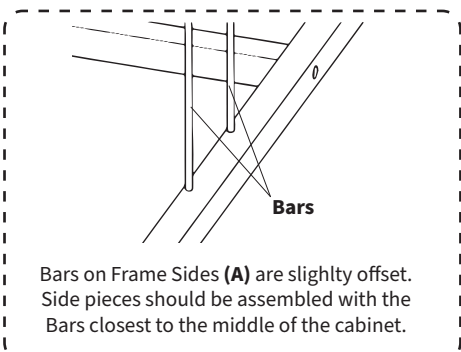
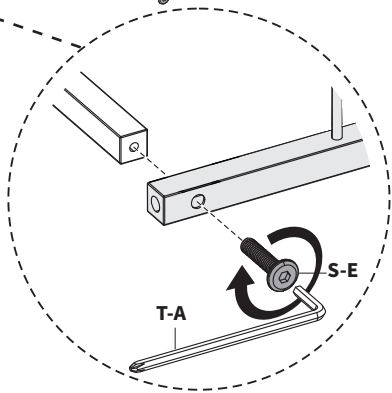
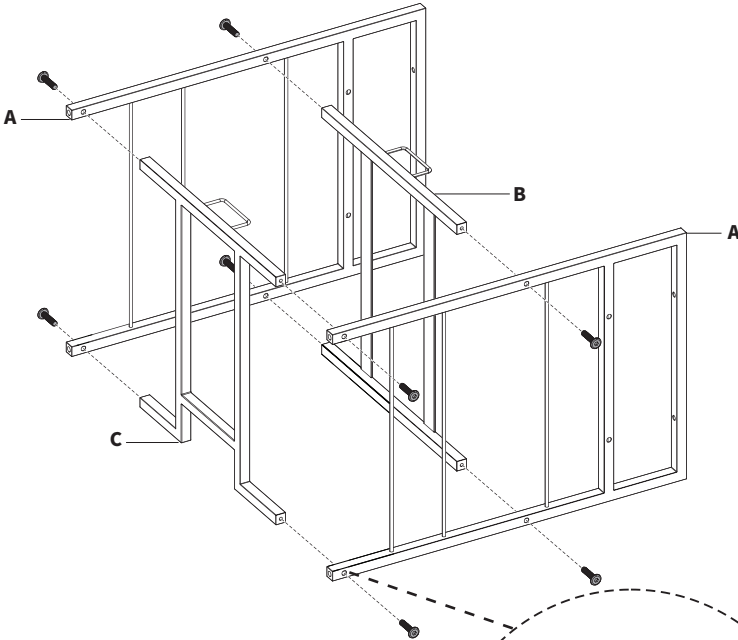
T-B (x1)
Wrench

NOTE: SOME HARDWARE INCLUDED MAY NOT BE USED

ASSEMBLY STEPS

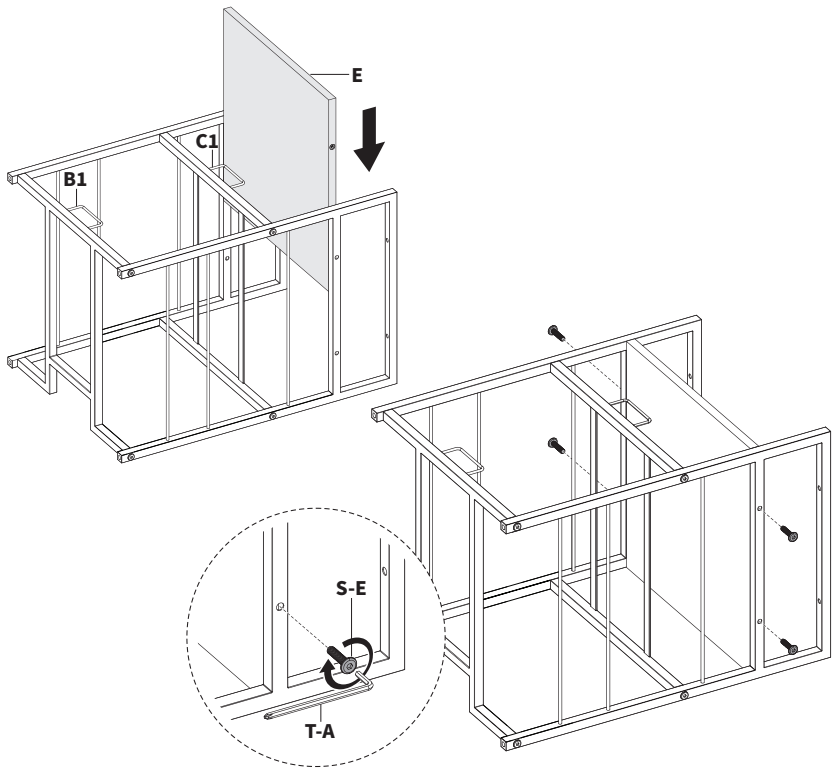
STEP 1

Attach Frame Sides (A) to Frame Middle (B) and Frame Bottom (C) using M6x25mm Screws (S-E) and 4mm Allen Wrench (T-A).

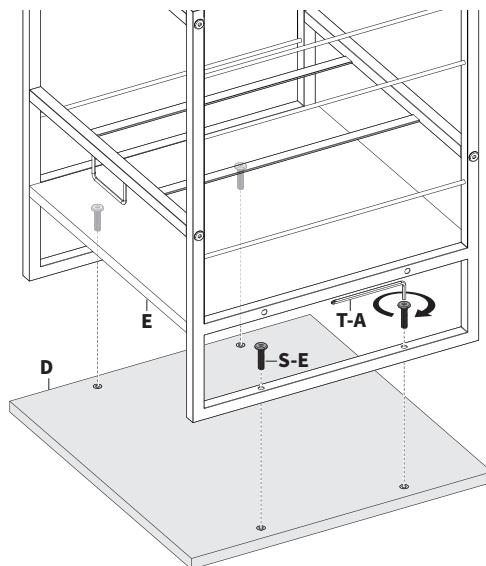


STEP 2

Lay assembled frame down with Drawer Stoppers (**B1**, **C1**) are facing up. Slide Middle Shelf (**E**) into assembled frame, then secure using M6x25mm Screws (**S-E**) and 4mm Allen Wrench (**T-A**).

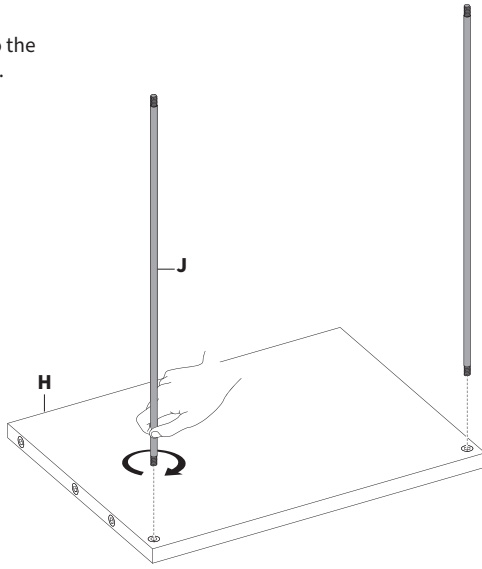


Lay the frame upside down so that Middle Shelf (**E**) is towards the bottom. Install Top Shelf (**D**) using M6x25mm Screws (**S-E**) and 4mm Allen Wrench (**T-A**).

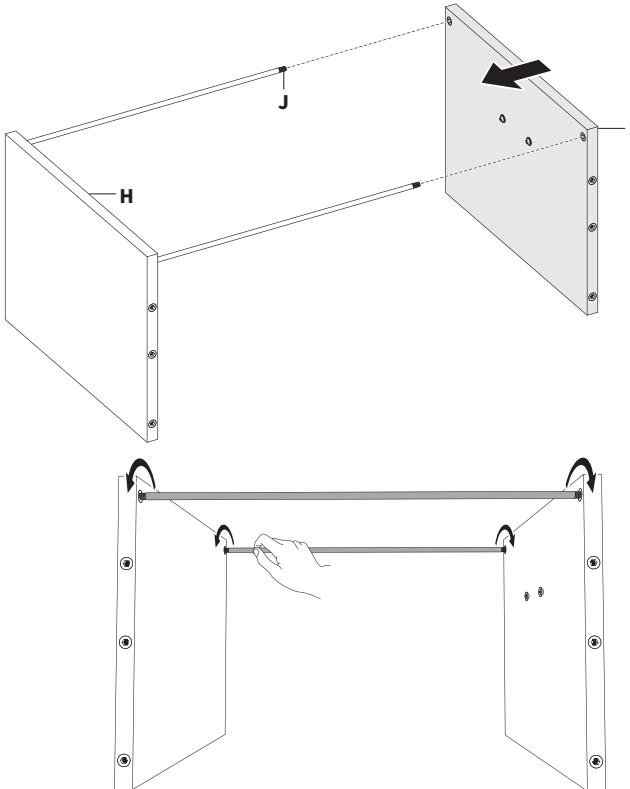


STEP 3

To assemble the file drawer, begin by screwing the File Drawer Rails (**J**) into the File Drawer Back (**H**) and tighten fully.

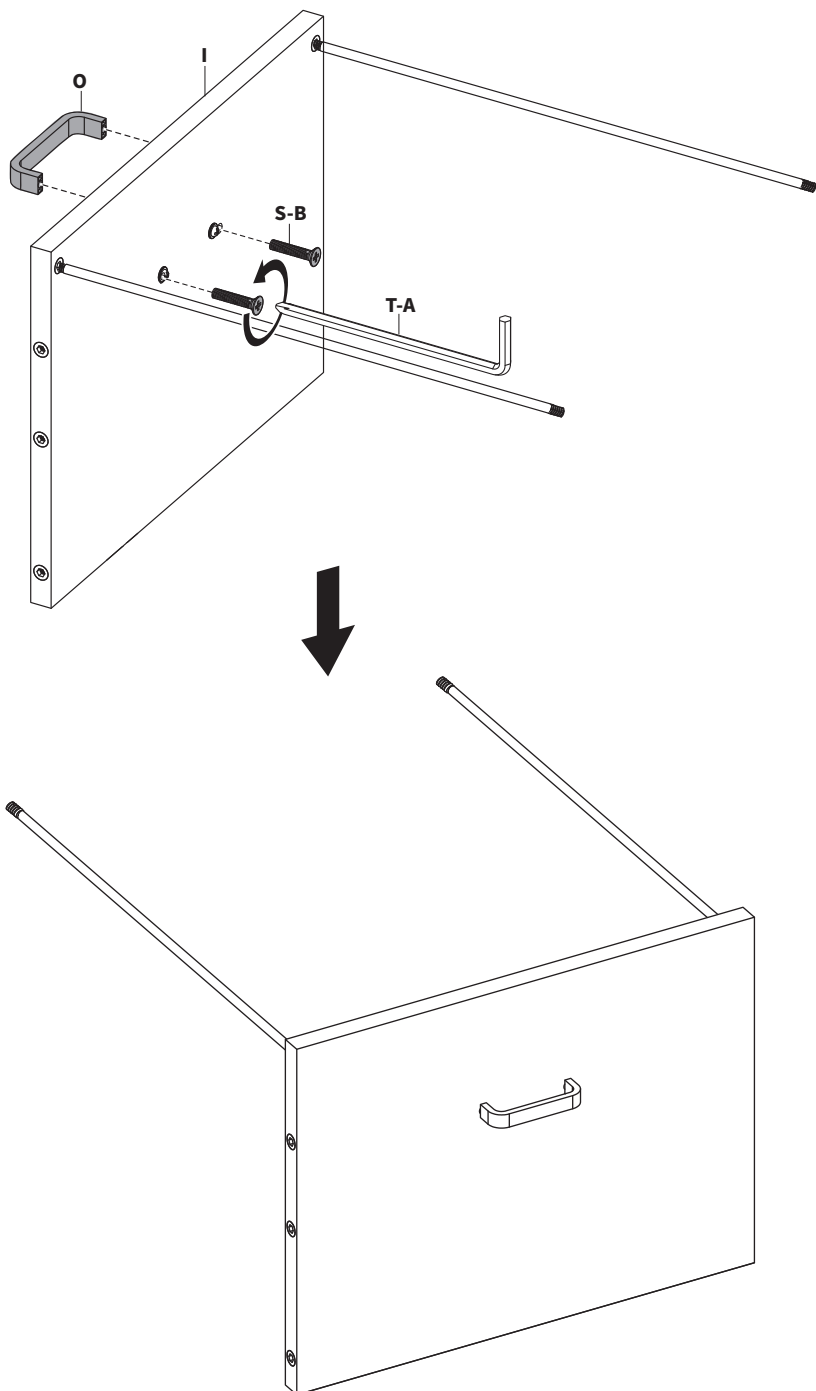


Align the File Drawer Rails (**J**) with the threaded inserts on File Drawer Front (**I**). Begin turning the File Drawer Rails (**J**) loose on the left board and tight on the right board. Leave about a 1/4" of exposed thread on either side.



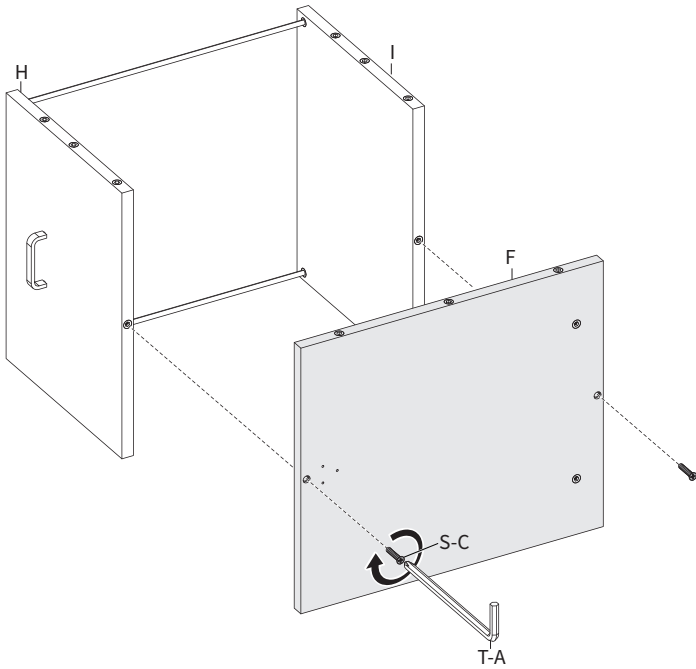
STEP 4

Install Handle (**O**) into File Drawer Front (**I**) using M4x20mm Screws (**S-B**) and 4mm Allen Wrench (**T-A**).

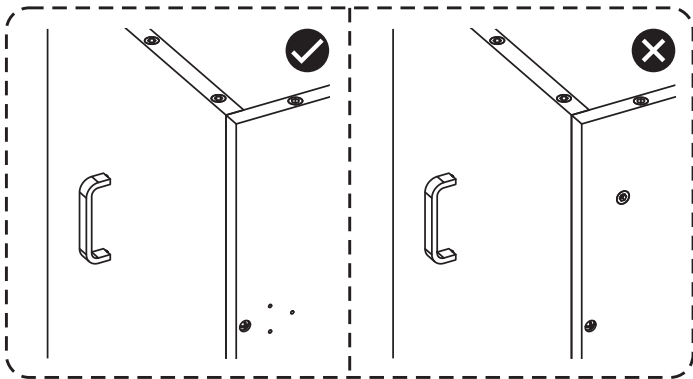


STEP 5

Attach File Drawer Bottom (**F**) underside of File Drawer Front & Back (**H, I**) using M5x25mm Screws (**S-C**) and 4mm Allen Wrench (**T-A**).

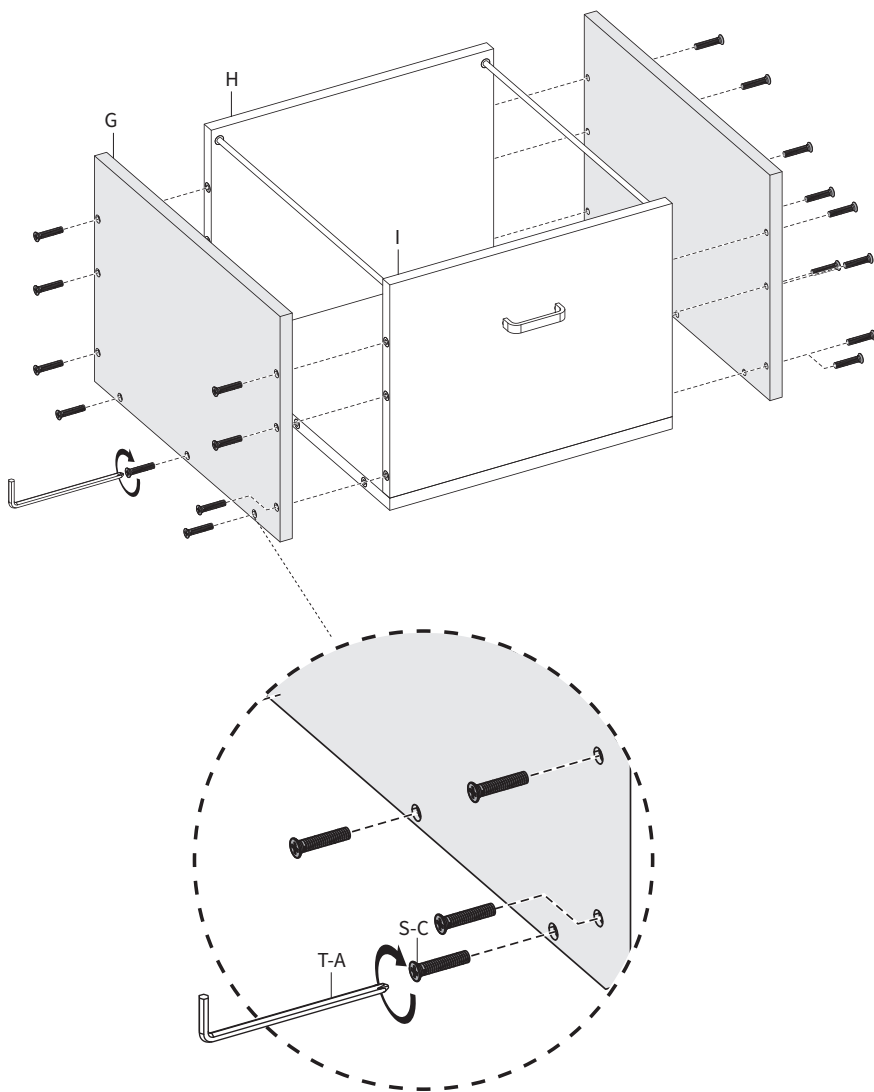


Make sure pilot holes on the File Drawer Bottom (**F**) are facing outward.



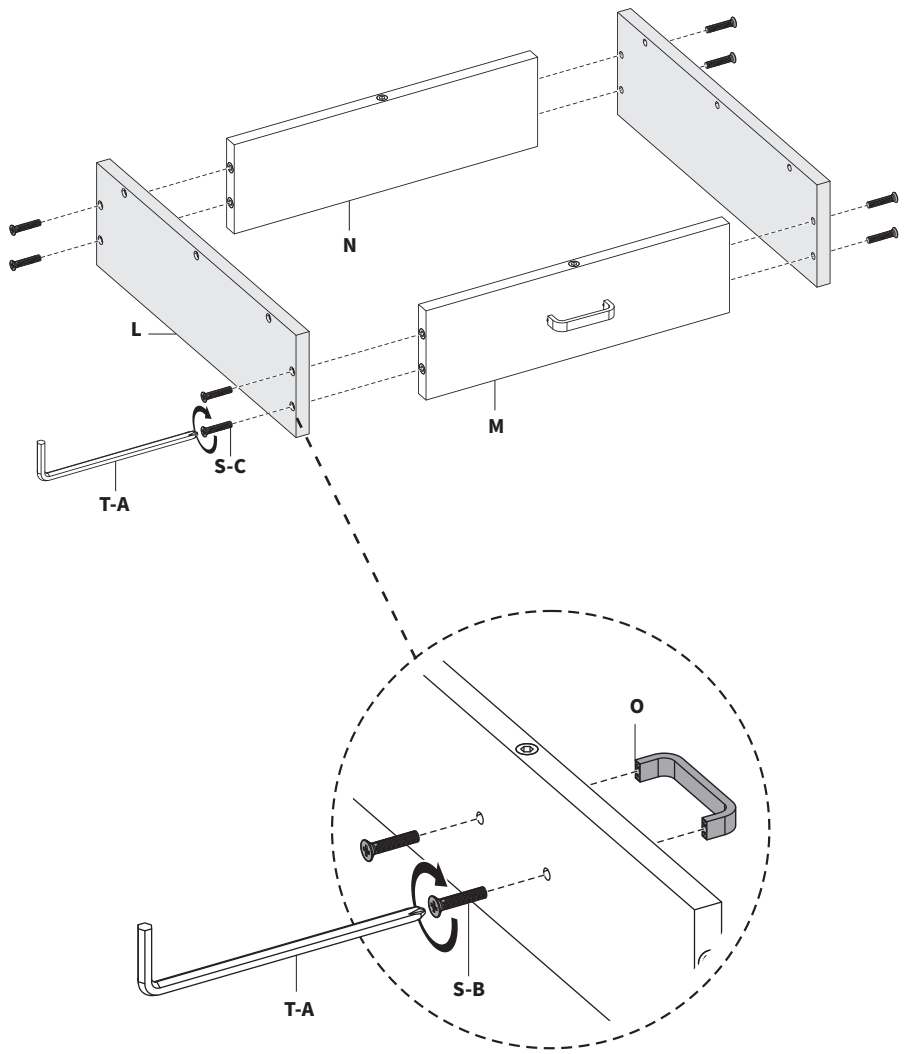
STEP 6

Attach File Drawer Sides (**G**) to File Drawer Front & Back (**H, I**) using M5x25mm Screws (**S-C**) and 4mm Allen Wrench (**T-A**).



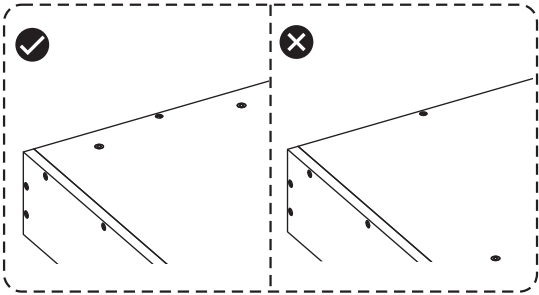
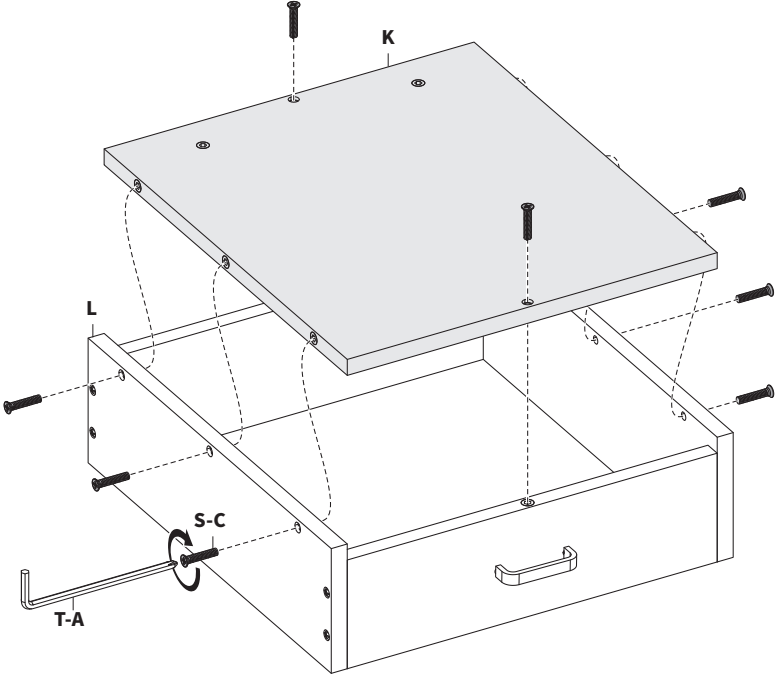
STEP 7

Attach Top Drawer Sides (**L**) to Top Drawer Front & Back (**M, N**) using M5x25mm Screws (**S-C**).
Install Handle (**O**) into Top Drawer Front (**M**) using M4x20mm Screws (**S-B**) and 4mm Allen Wrench (**T-A**).



STEP 8

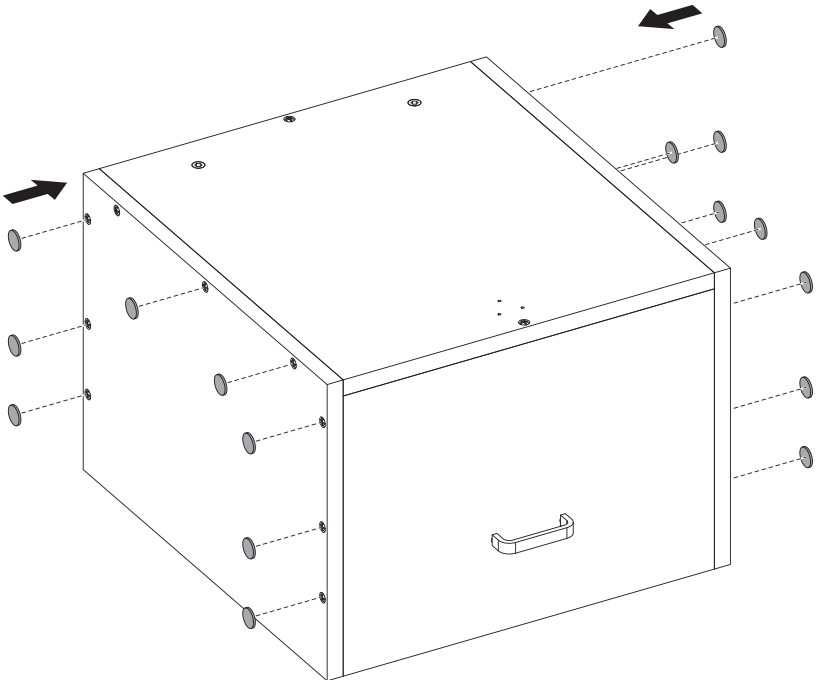
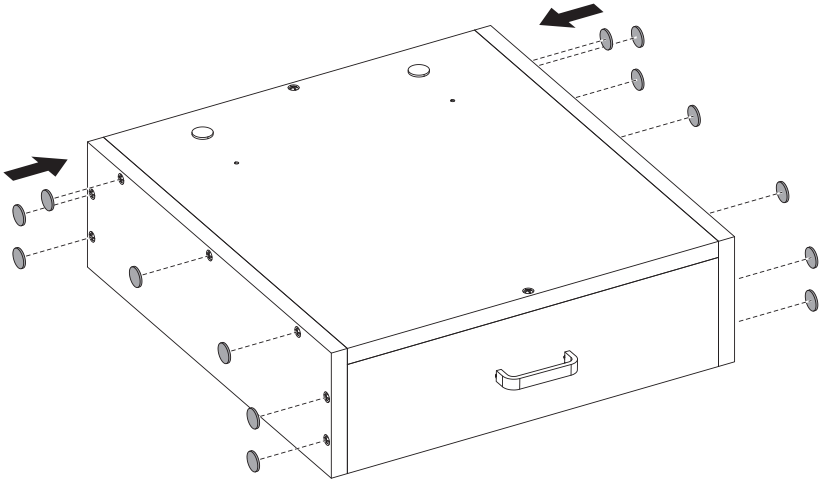
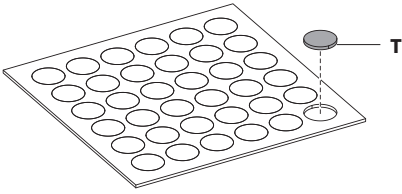
Secure Top Drawer Bottom (**K**) to Top Drawer Sides, Back, and Front (**L,M,N**) using M5x25mm Screws (**S-C**) and 4mm Allen Wrench (**T-A**).



Make sure pilot holes on the Top Drawer Bottom (**K**) are facing outward.

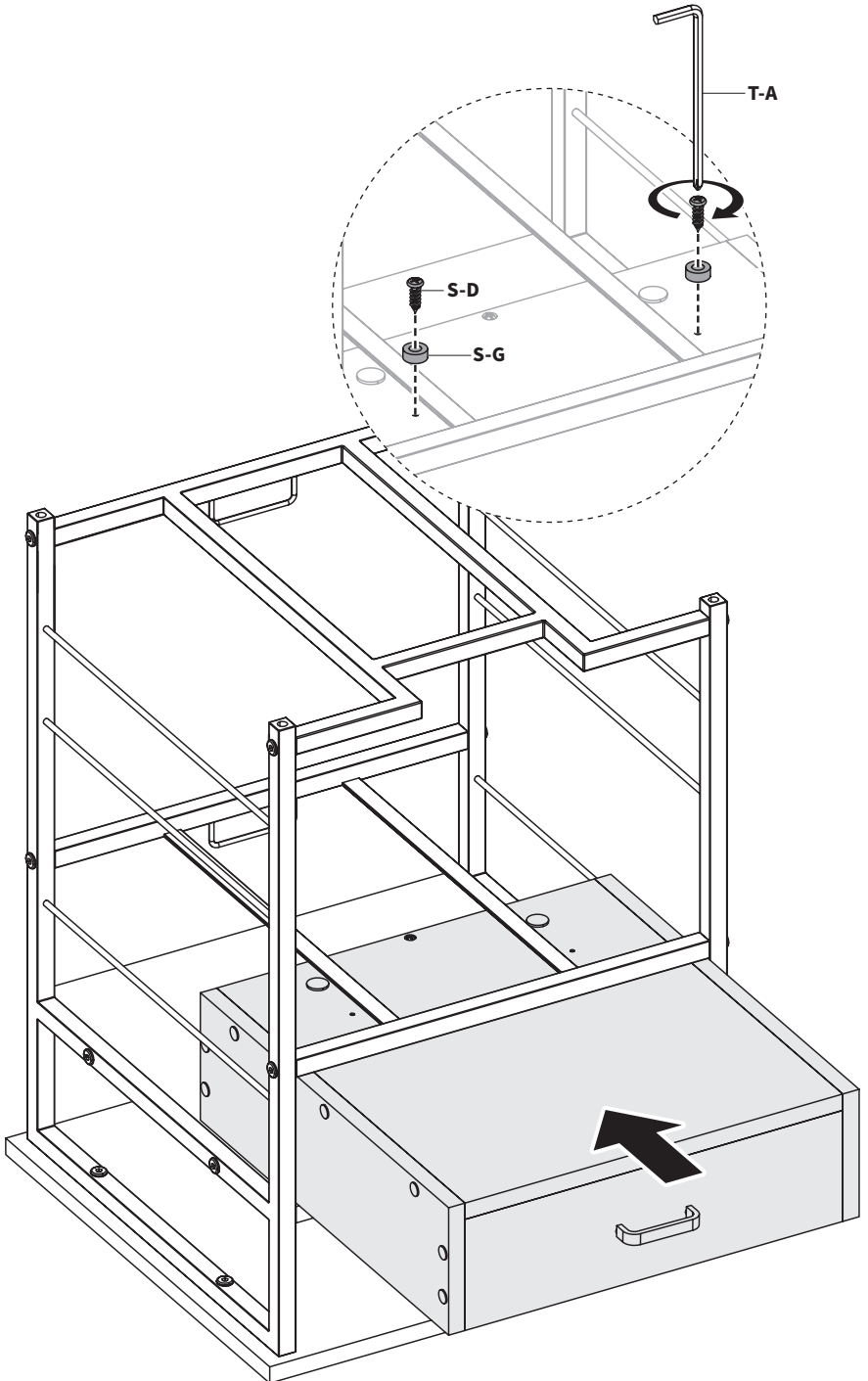
STEP 9

Use Screw Covers (**T**) to cover holes on the File Drawer and Top Drawer side panels.



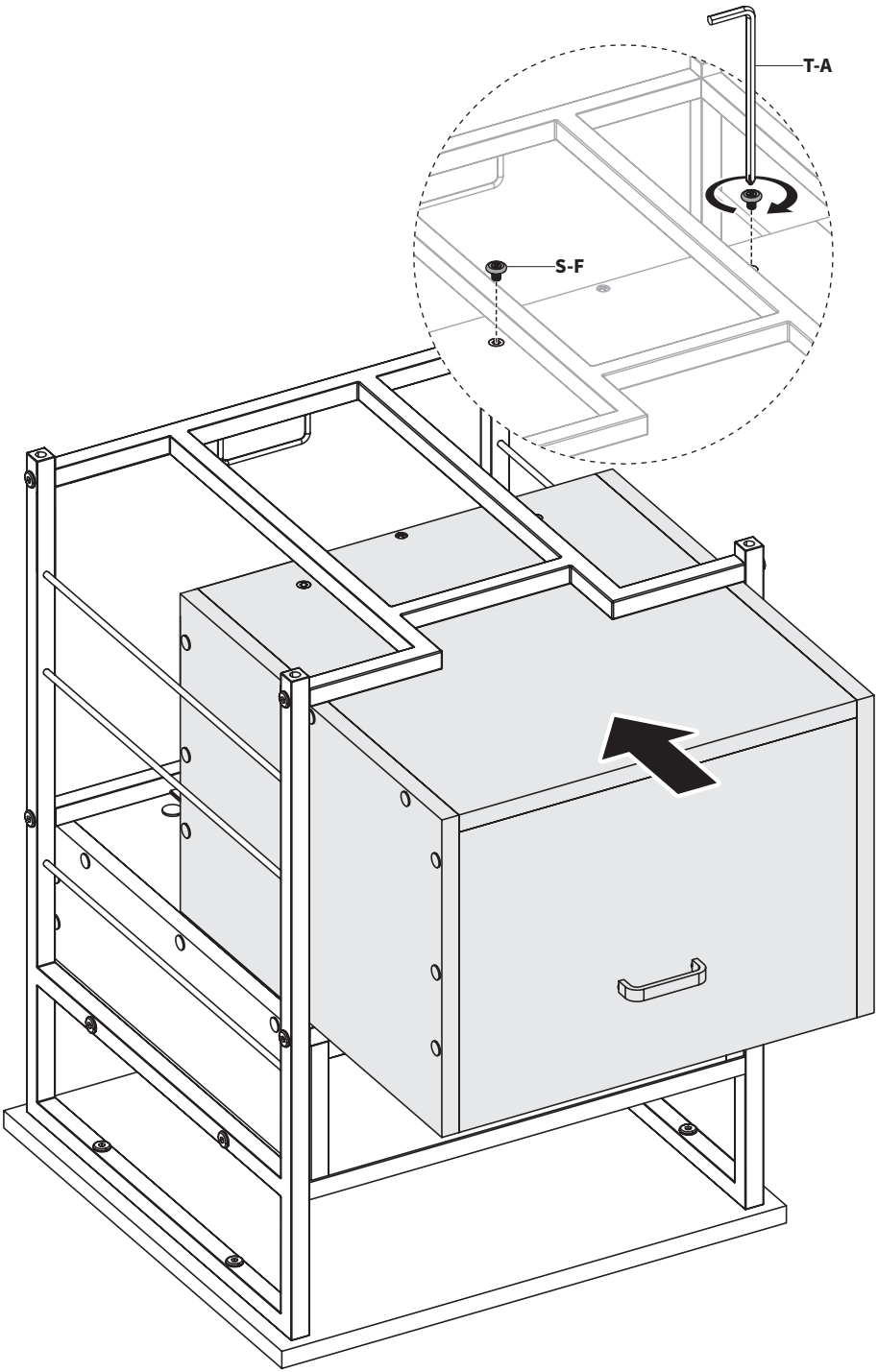
STEP 10

Place the frame assembly upside down and slide in the top drawer upside down above the middle shelf. Install ST4.8x16mm Screws (**S-D**) and Spacers (**S-G**) onto the drawer panel using the Phillips end on 4mm Allen Wrench (**T-A**). The screws will act as stoppers to keep the drawer securely in the frame.



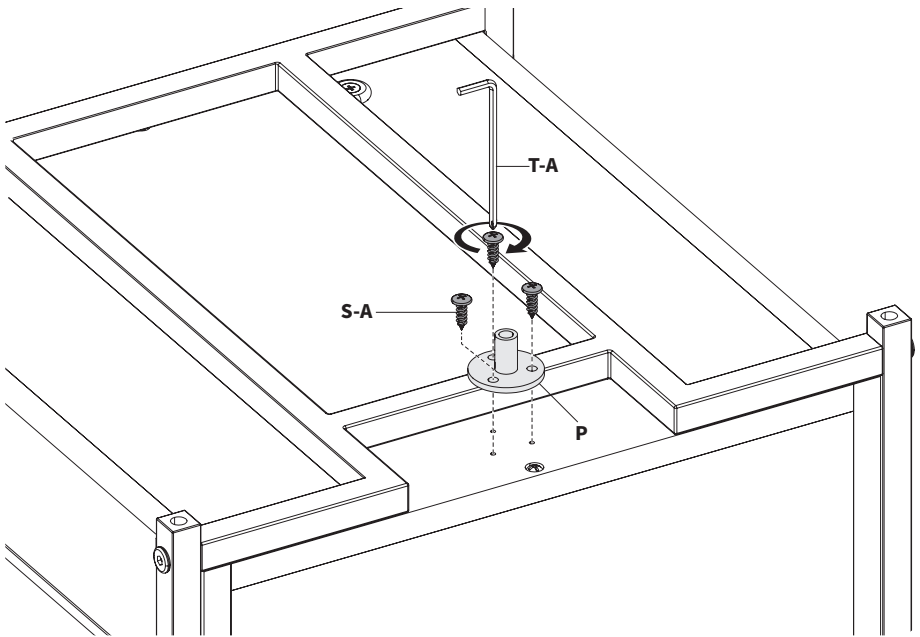
STEP 11

Slide in the file drawer upside down and install M6x5mm Screws (**S-F**) onto the bottom panel using 4mm Allen Wrench (**T-A**). The screws will act as stoppers to keep the drawer securely in the frame.



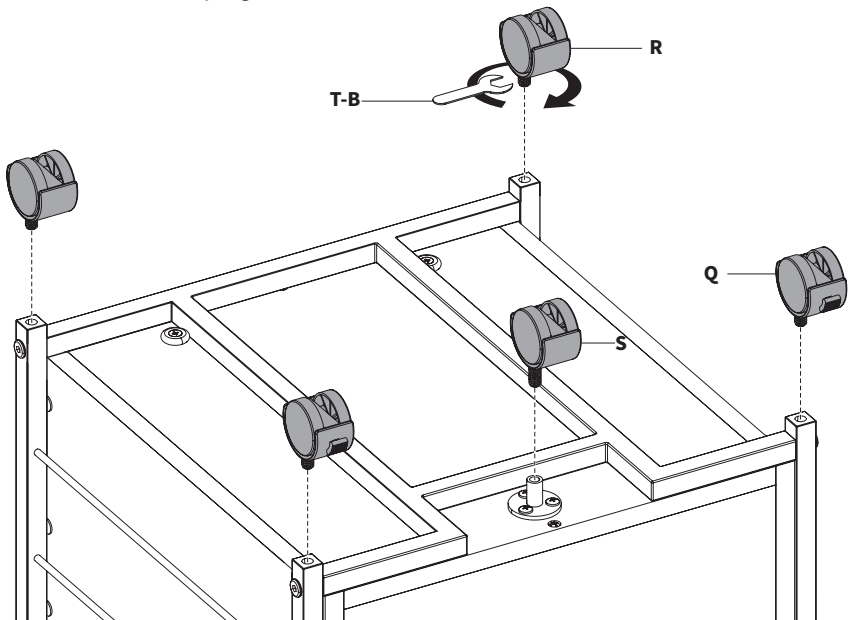
STEP 12

Install Drawer Caster Mount (P) onto the bottom of the file drawer using ST5x12mm Screws (S-A) and the Phillips end on 4mm Allen Wrench (T-A).



Thread the Drawer Caster (S) with the longer threaded rod onto Drawer Caster Mount (P). Tighten with Wrench (T-B).

Thread Casters (R) towards the back of the frame assembly. Thread Locking Casters (Q) towards the front of the frame assembly. Tighten with Wrench (T-B).





Open **Monday - Friday 7:00am - 7:00pm** CST,
our dedicated support team can offer immediate assistance with rapid response times. If any parts are received damaged or defective, please contact us. We are happy to replace parts to ensure you have a fully functioning product.



309-278-5303

AVG. RESOLUTION TIME (*within office hrs*): **5M 4S**



www.vivo-us.com
Chat live with an agent!

AVG. RESOLUTION TIME (*within office hrs*): **< 15 M**



help@vivo-us.com

AVG. RESPONSE TIME (*within office hrs*): **1HR 8M**

- 23% within < 15m
- 38% within < 30m
- 61% within < 1hr
- 83% within < 2hr
- 92% within < 3hr