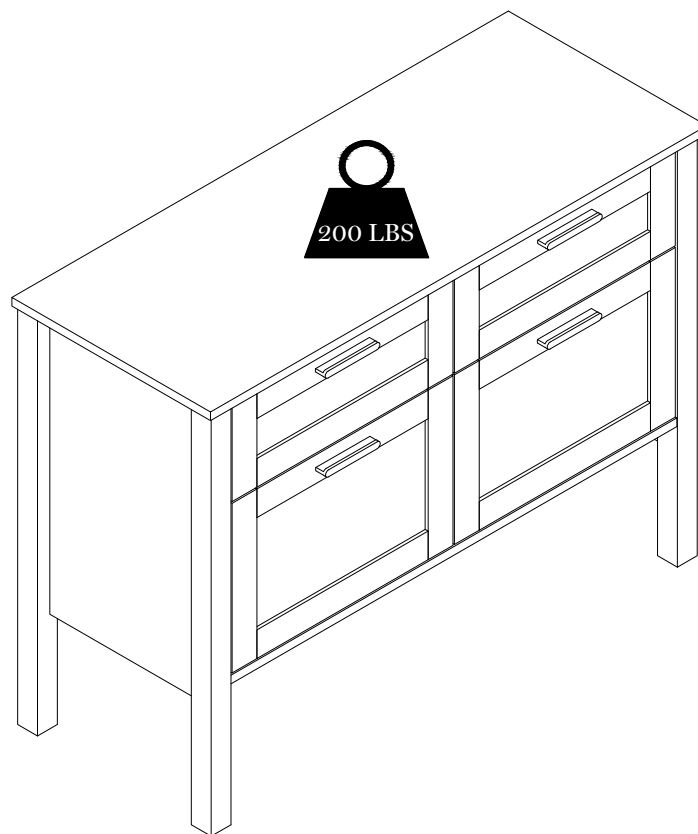
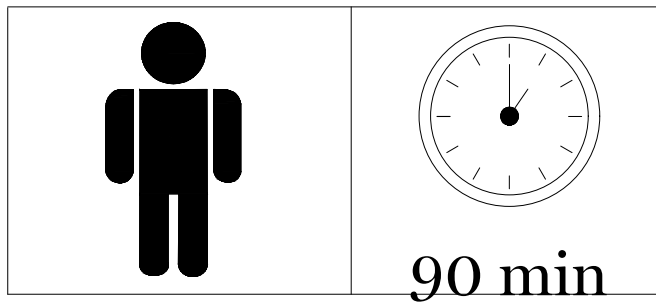


Lateral Filing Cabinet

196861189319



ASSEMBLY INSTRUCTIONS

Before You Begin: Phillips screwdriver and hammer or rubber mallet required for assembly (Not Included).

Please identify all component parts and hardware pieces required before you begin. Carefully remove all of the components from the packaging and set aside for assembly. Assemble on a soft surface to prevent scratching during assembly.

Caution:

Tighten all components securely before use. Failure to do so may result in personal injury.

DO NOT use any sharp objects to open plastic wrapped components as damage to product or components may result.

Warning:

CHOKING HAZARD - Small Parts. Adult Assembly Required.

DO NOT ALLOW CHILDREN TO CLIMB ON FURNITURE

Serious or fatal injuries can occur from furniture tipping over. You must install Tipping Restraint Hardware (where included) to help prevent the unit from tipping and causing accidental injury, instability, death or damage. The tipping restraint is intended only as a safety measure, it is not a substitute for proper adult supervision.

To help prevent furniture from tipping over it must be permanently attached to the wall. Anti-Tip Safety Wall Straps suitable for the unit weight and wall materials (if not included) should be purchased and installed.

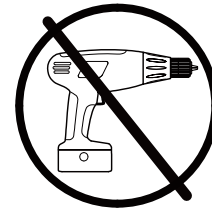


Safety and Care Advice

Important – Please read these instructions fully before starting assembly

- Check you have all the components and tools listed on the following pages.
- Remove all fittings from the plastic bags and separate them into their groups.
- Keep children and animals away from the work area, small parts could choke if swallowed.
- Make sure you have enough space to layout the parts before starting.

- During assembly do not stand or put weight on the product, this could cause damage.
- Assemble the item as close to its final position (in the same room) as possible.
- Assemble on a soft level surface to avoid damaging the unit or your floor.
- Parts of the assembly will be easier with 2 people.



- To reduce the likelihood of damaging your product please ensure that your power drill is set on a low torque setting.

Care and maintenance

- Only clean using a damp cloth and mild detergent, do not use bleach or abrasive cleaners.
- From time to time check that there are no loose screws on this unit.
- This product should not be discarded with household waste. Take to your local authority waste disposal centre.

Handy Hints

- Assemble all parts and bolts loosely during assembly, only once the product is complete should you fully tighten the bolts.
- Regularly check and ensure that all bolts and fittings are tightened properly.

WARNING In order to help prevent overturning – please follow these instructions






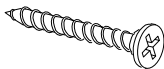
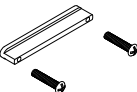

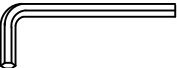



To help prevent product toppling over please follow the below steps:

Use the anti tip strap or wall fixing method provided (if applicable).
Do not allow children to climb or hang on the furniture.
Do not open more than one drawer at a time.
Do not place heavy items in the top drawers.
Do not place heavy items on top of the furniture, unless the furniture has been designed for this purpose.

Hardware

Please ensure you have all the parts listed below


Note: The quantities below are the correct amount to complete the assembly. In some cases more hardware may be supplied than is required.

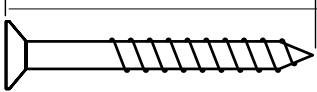
A  Male Camlock x 48	B  Female Camlock x 48	C  Wood Dowel x 28
D  Anti Tip Hardware x 2	E  Ø20 Sticker x 24	F  4*30mm Screw x 16
G  Handle & Hardware x 4	H  6*50mm Screw x 6	I  Allen Wrench x 1
J  3*16mm Screw x 6	K  Plastic Wedge x 6	L  Floor Glides x 4

Tools required



Phillips screwdriver and hammer or rubber mallet
(Not Included)





The screw length is measured from the head to the point (30mm screw shown).

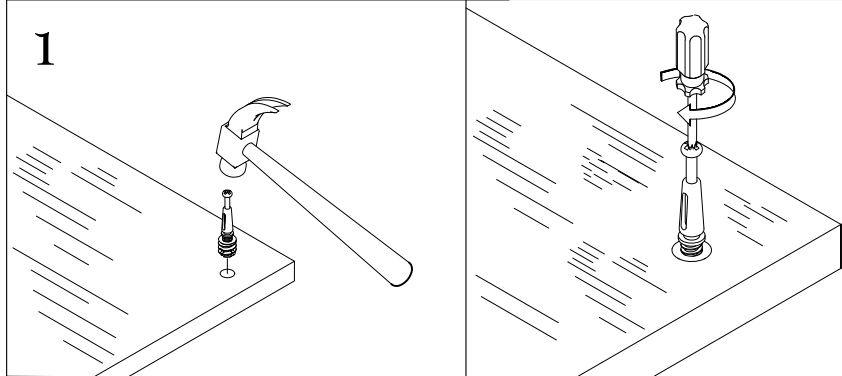
Using Camlocks

Step 1

Connect the male camlock as directed in the assembly instructions using a screwdriver.

DO NOT OVER TIGHTEN.

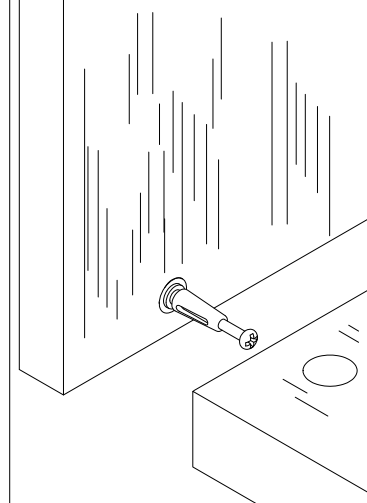
1



Step 2

Push the male camlock into the entry hole.

2

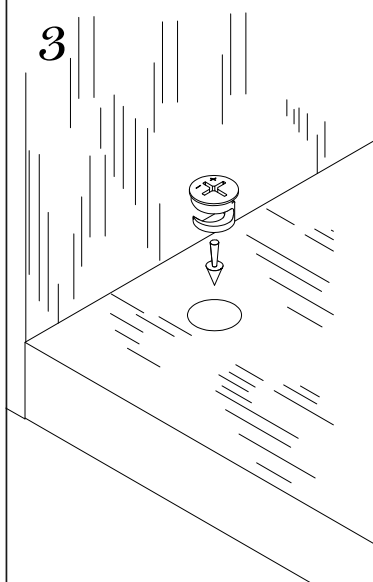


Step 3

Insert the female camlock as shown in the instruction.

Note: ensure that the arrow on the top of the camlock points towards the entry hole for the male camlock.

3



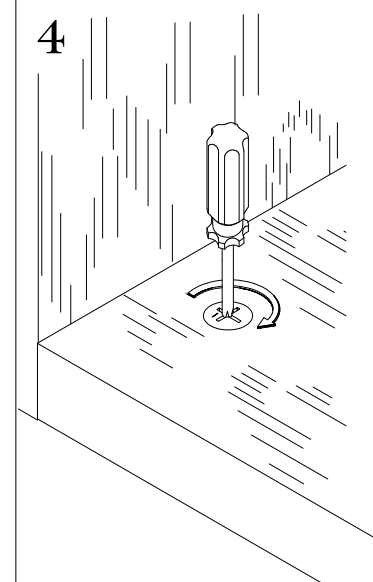
Step 4

Turn the female camlock clockwise with a screwdriver.

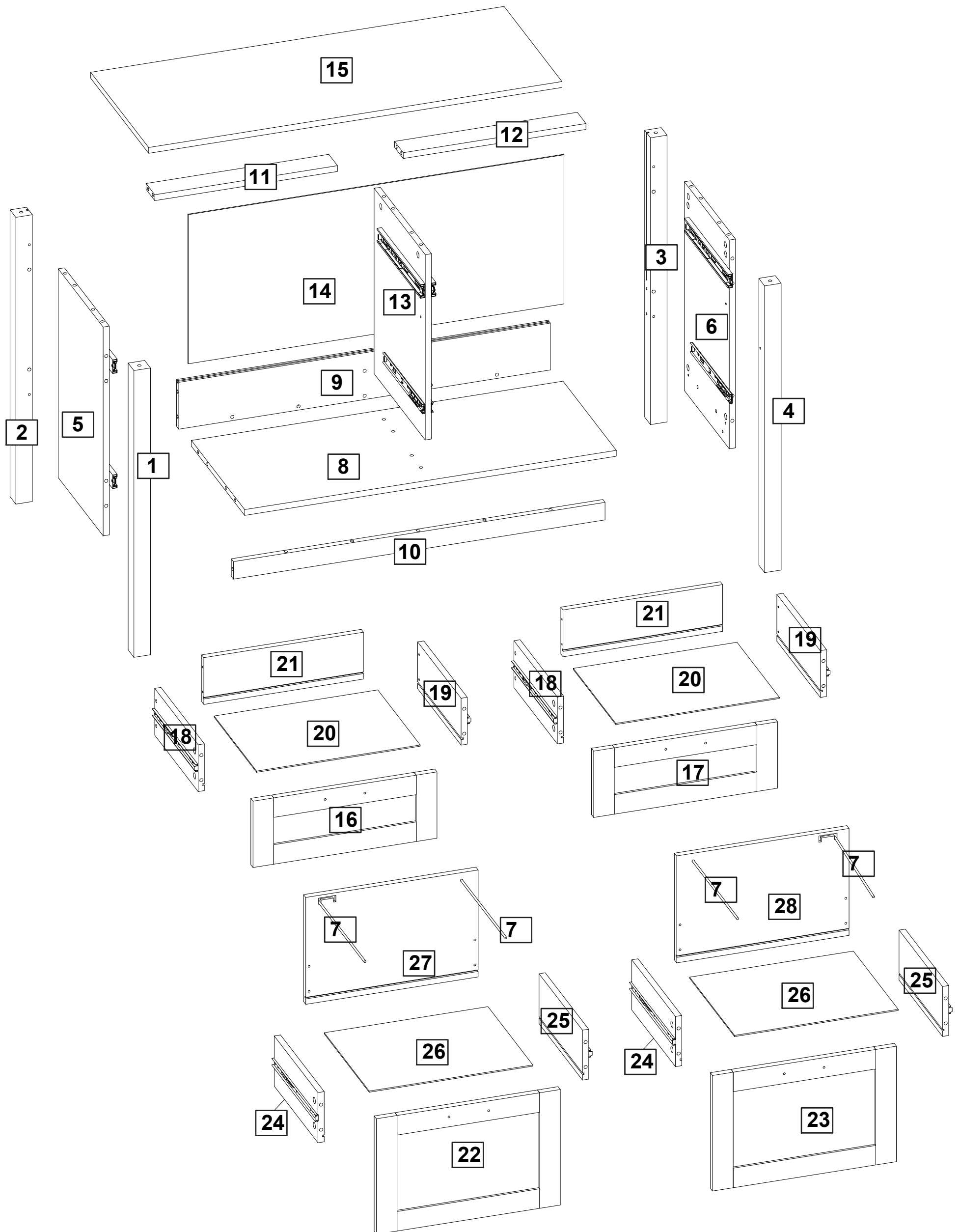
You should feel a click when the camlock is locked in place.

The joint is now secure.





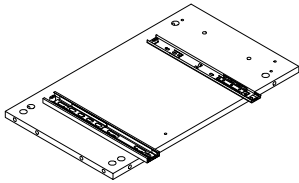
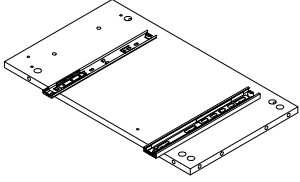
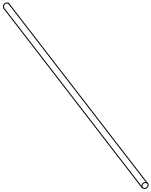
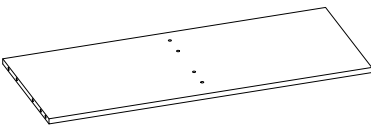
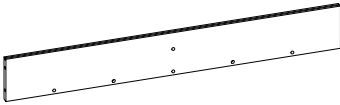
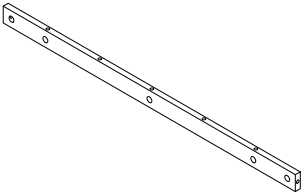
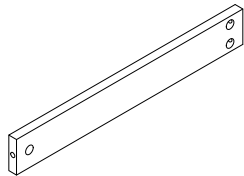
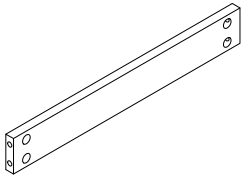
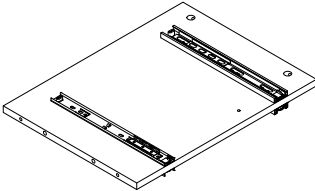
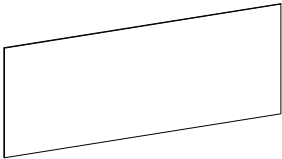
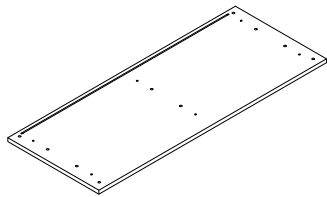
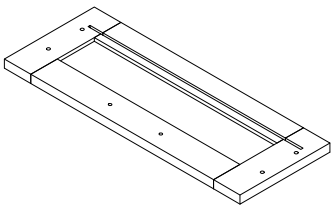
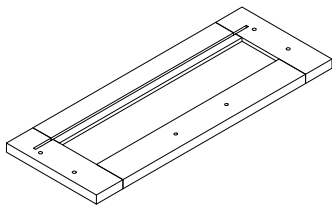
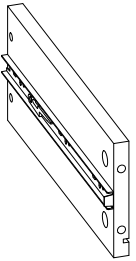
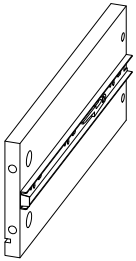
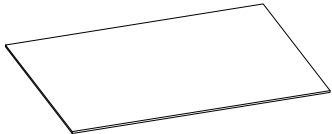
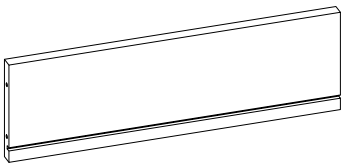
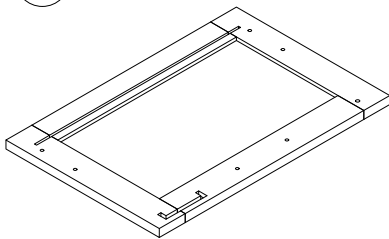
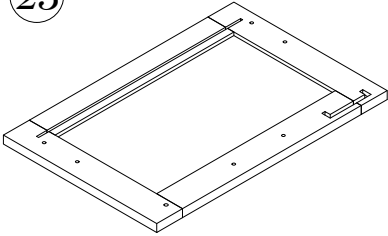
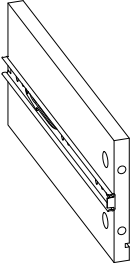
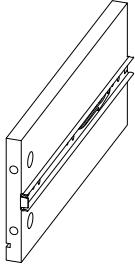
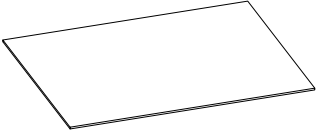
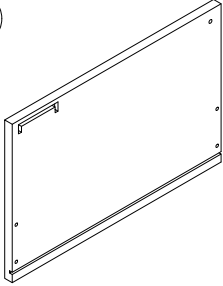
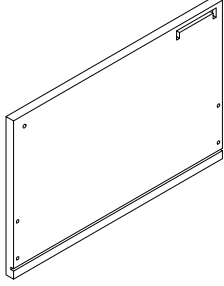
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Parts




Parts

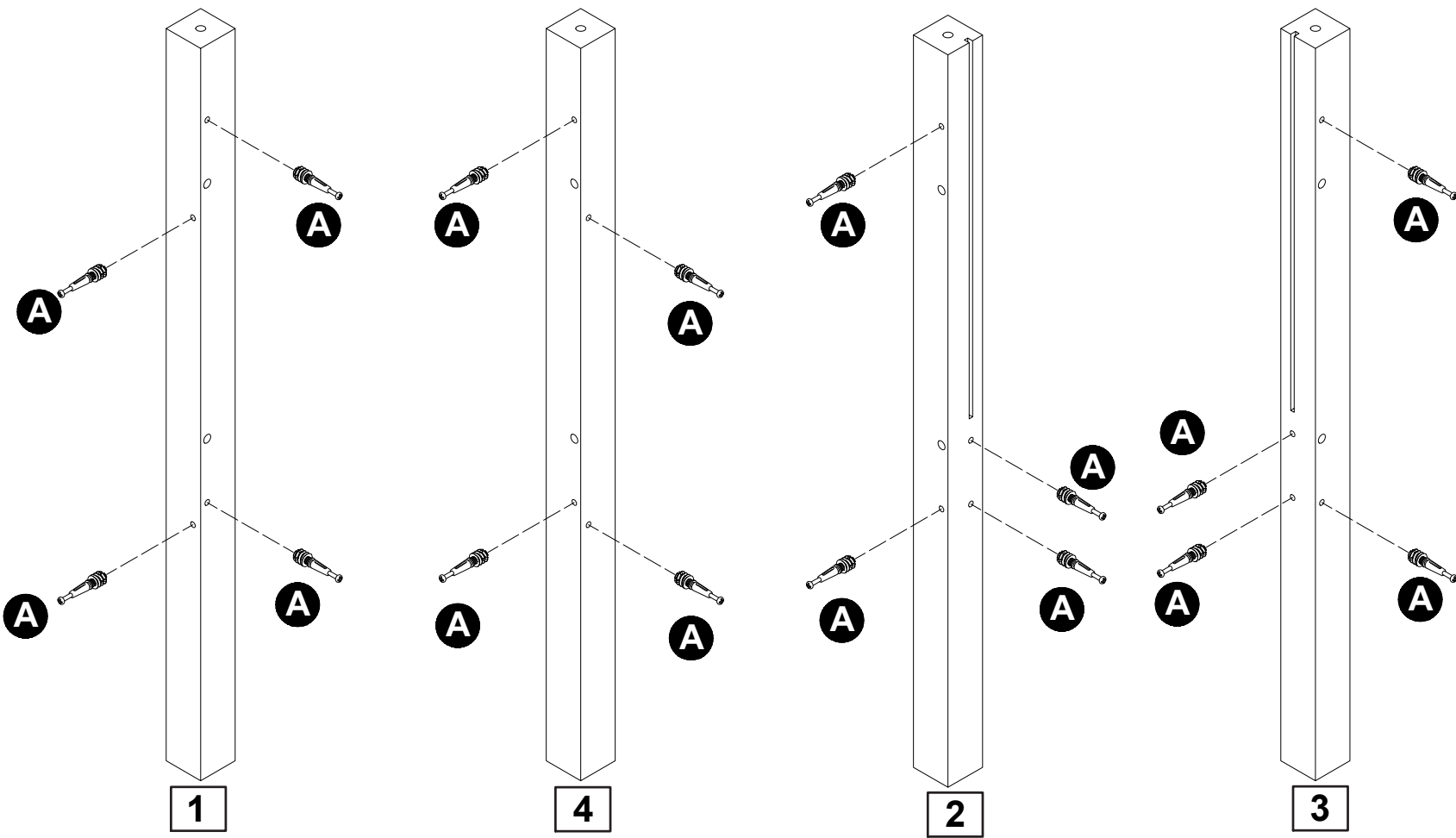
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<div>⑥</div> <div></div> <div>Right Panel</div> <div>1 PC</div>	<div>⑦</div> <div></div> <div>File Hanger Bars</div> <div>4 PCS</div>	<div>⑧</div> <div></div> <div>Bottom Panel</div> <div>1 PC</div>	<div>⑨</div> <div></div> <div>Back Panel</div> <div>1 PC</div>	<div>⑩</div> <div></div> <div>Bottom Brace</div> <div>1 PC</div>
<div>⑪</div> <div></div> <div>Left Front Brace</div> <div>1 PC</div>	<div>⑫</div> <div></div> <div>Right Front Brace</div> <div>1 PC</div>	<div>⑬</div> <div></div> <div>Middle Panel</div> <div>1 PC</div>	<div>⑭</div> <div></div> <div>Back Panel</div> <div>1 PC</div>	<div>⑮</div> <div></div> <div>Top</div> <div>1 PC</div>
<div>⑯</div> <div></div> <div>Drawer Front Panel</div> <div>1 PC</div>	<div>⑰</div> <div></div> <div>Drawer Front Panel</div> <div>1 PC</div>	<div>⑱</div> <div></div> <div>Left Drawer Panel</div> <div>2 PCS</div>	<div>⑲</div> <div></div> <div>Right Drawer Panel</div> <div>2 PCS</div>	<div>⑳</div> <div></div> <div>Bottom Drawer Panel</div> <div>2 PCS</div>
<div>㉑</div> <div></div> <div>Drawer Rear Panel</div> <div>2 PCS</div>	<div>㉒</div> <div></div> <div>Drawer Front Panel</div> <div>1 PC</div>	<div>㉓</div> <div></div> <div>Drawer Front Panel</div> <div>1 PC</div>	<div>㉔</div> <div></div> <div>Left Drawer Panel</div> <div>2 PCS</div>	<div>㉕</div> <div></div> <div>Right Drawer Panel</div> <div>2 PCS</div>
<div>㉖</div> <div></div> <div>Bottom Drawer Panel</div> <div>2 PCS</div>	<div>㉗</div> <div></div> <div>Drawer Rear Panel</div> <div>1 PC</div>	<div>28</div> <div></div> <div>Drawer Rear Panel</div> <div>1 PC</div>		

Step 1


 **A**




16 PCS




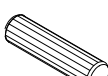
Step 2

 **A**

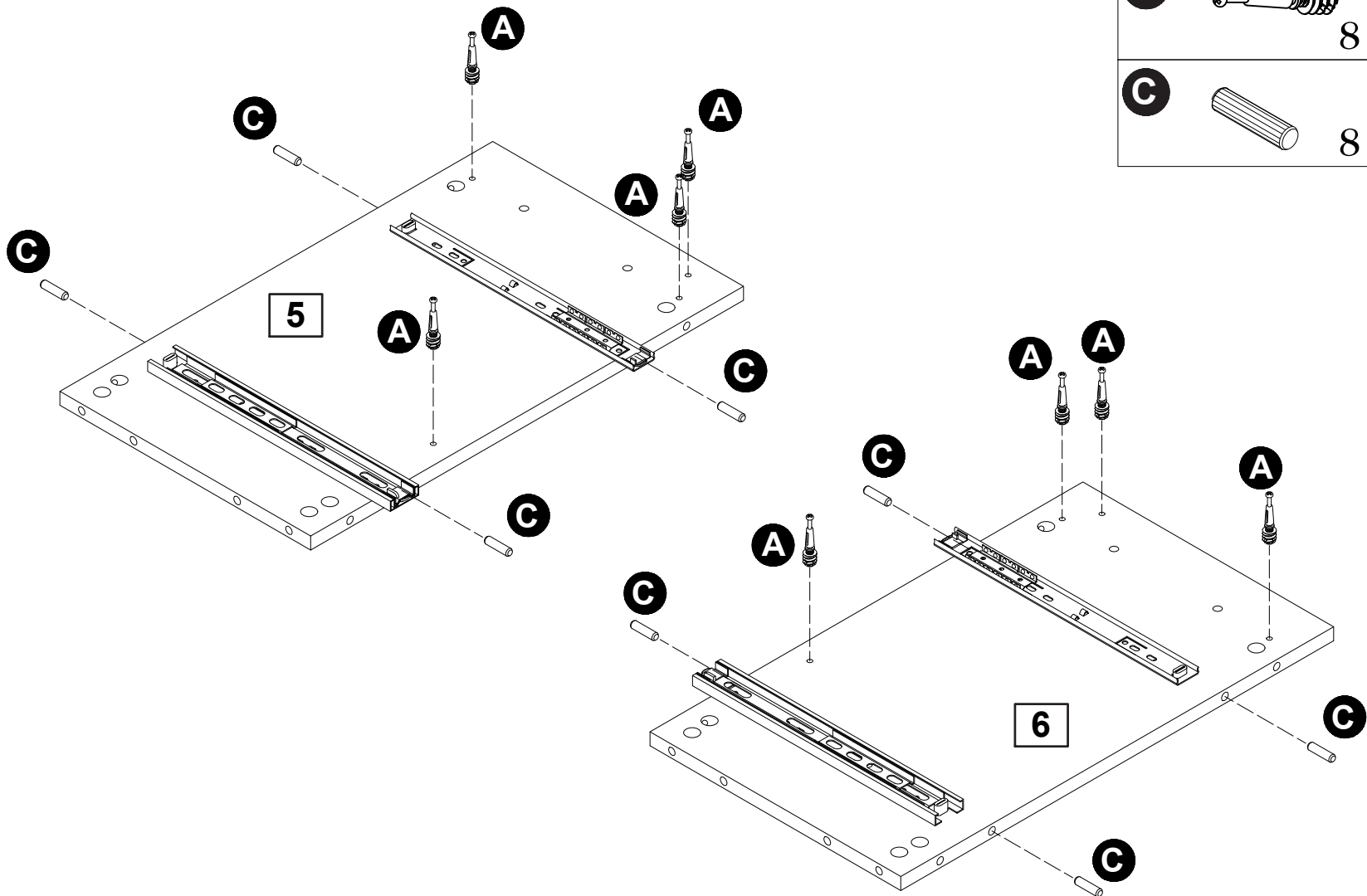


8 PCS

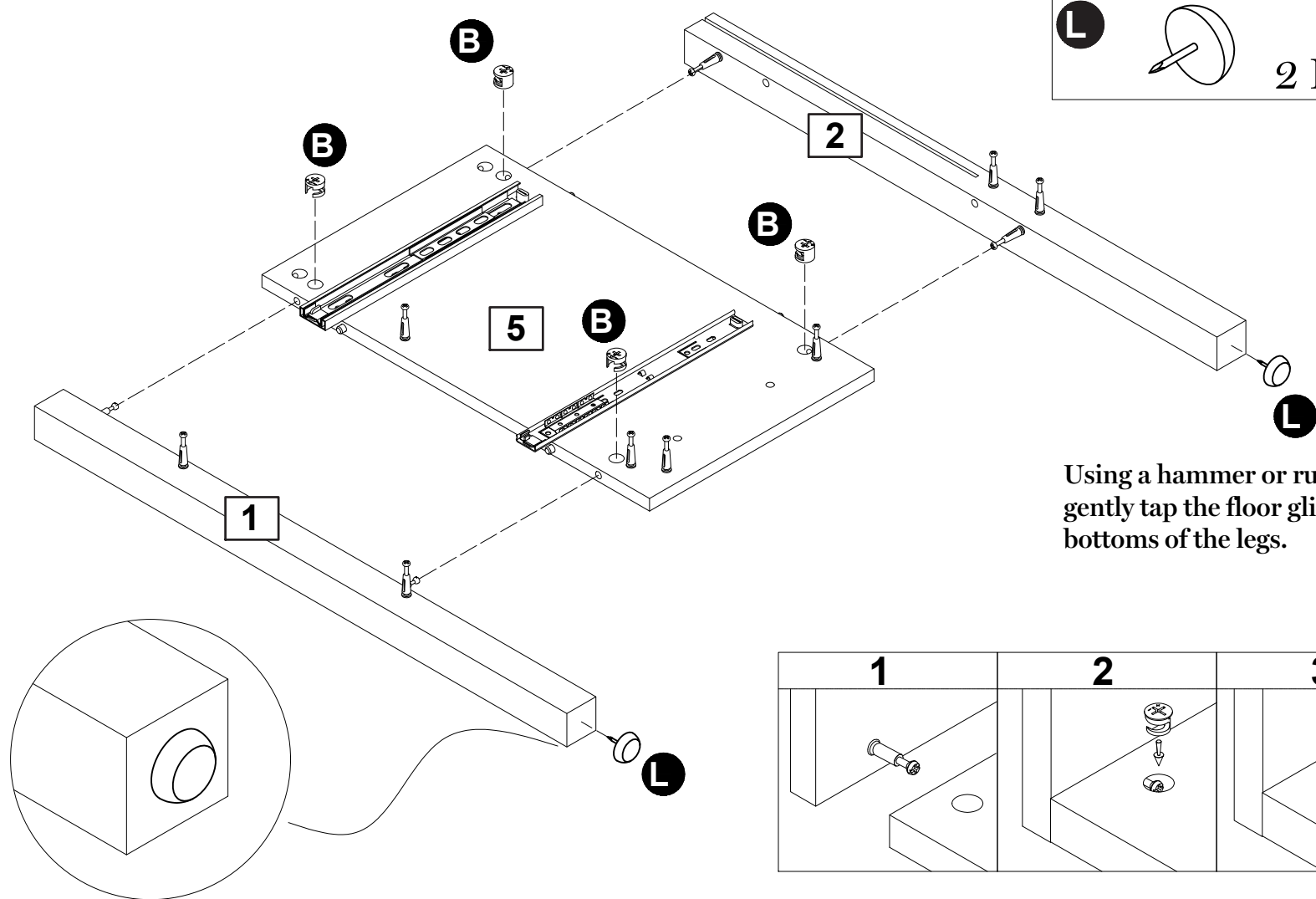
 **C**



8 PCS

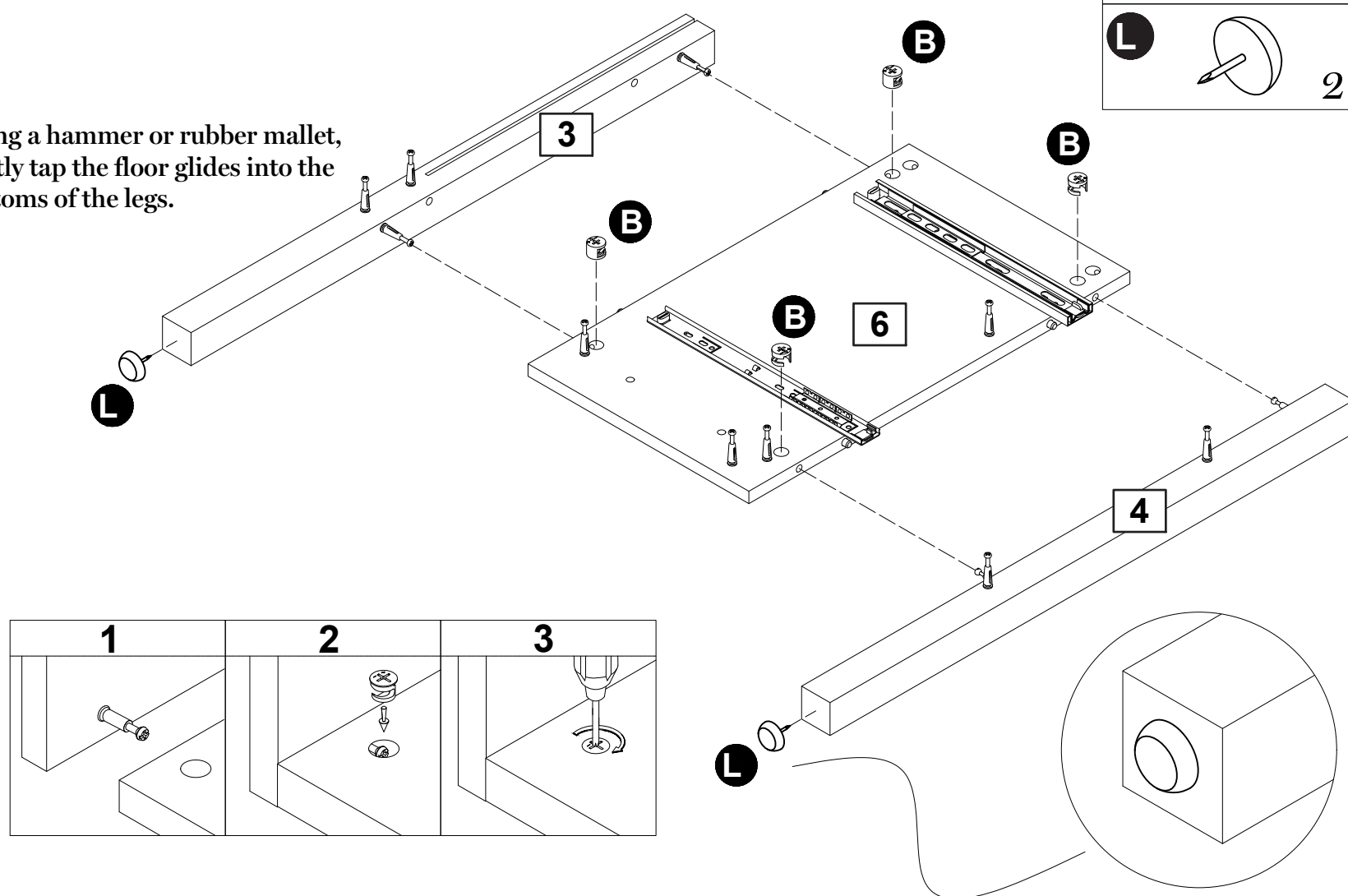


Step 3

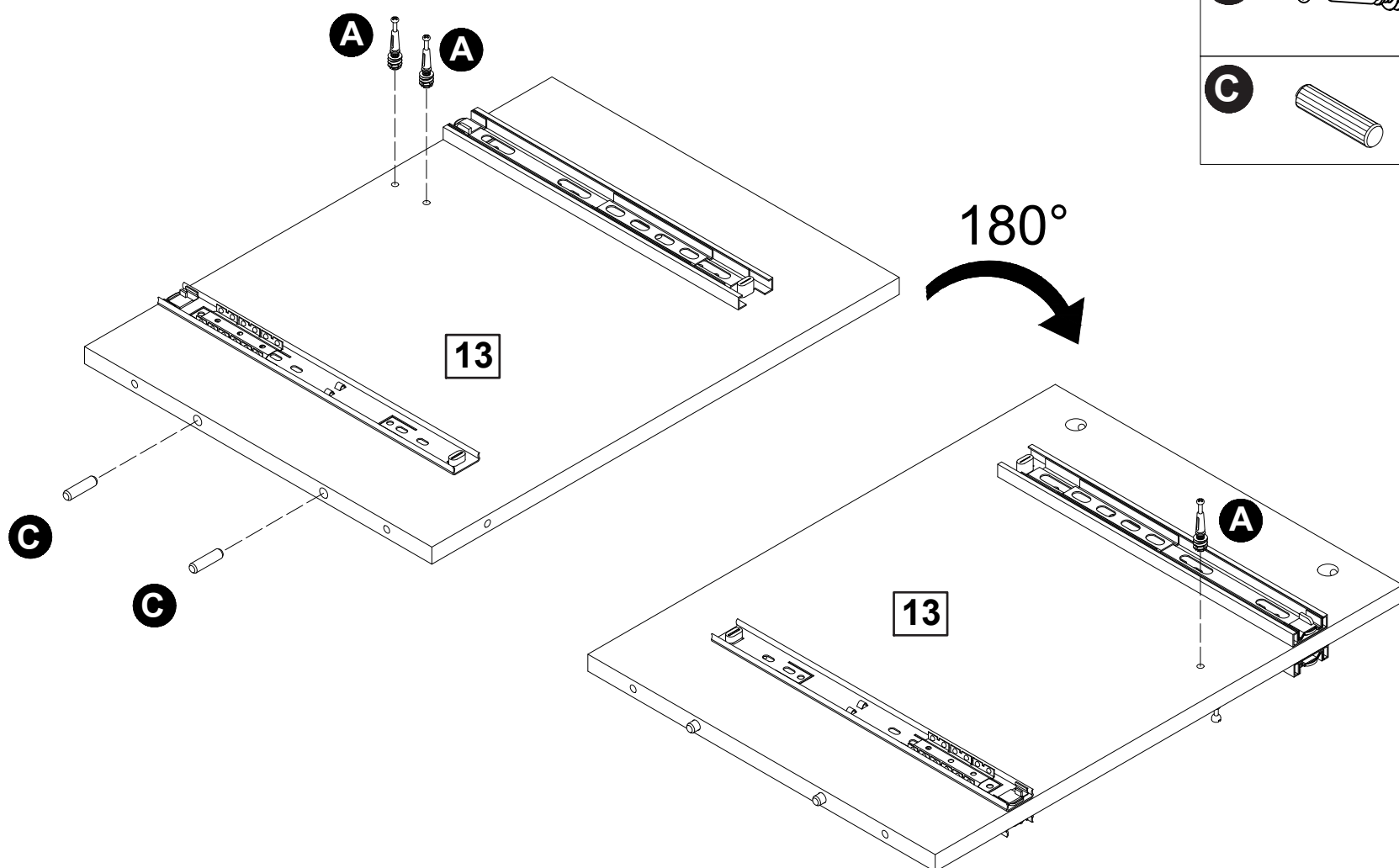



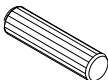
Step 4

Using a hammer or rubber mallet, gently tap the floor glides into the bottoms of the legs.

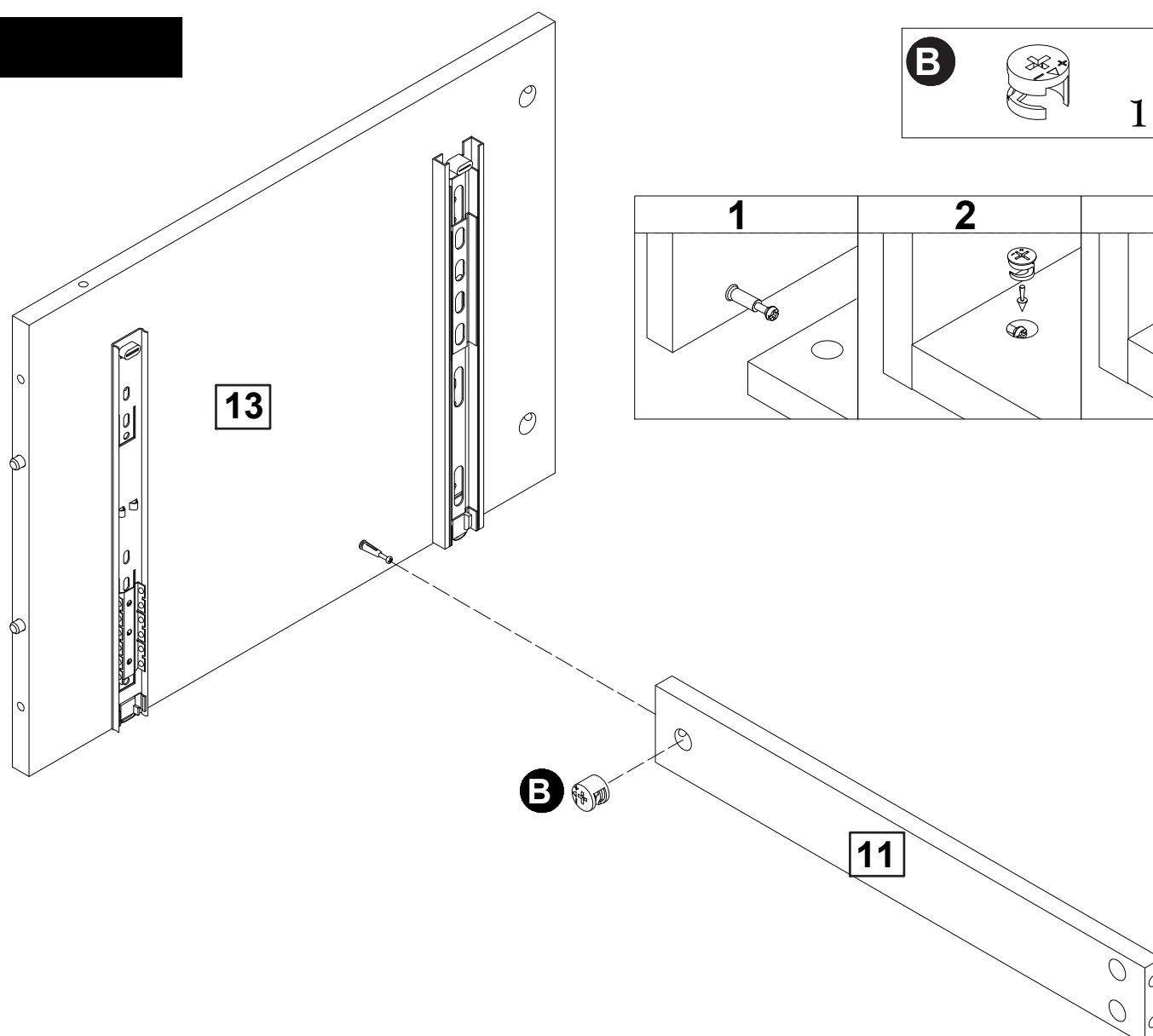


Step 5

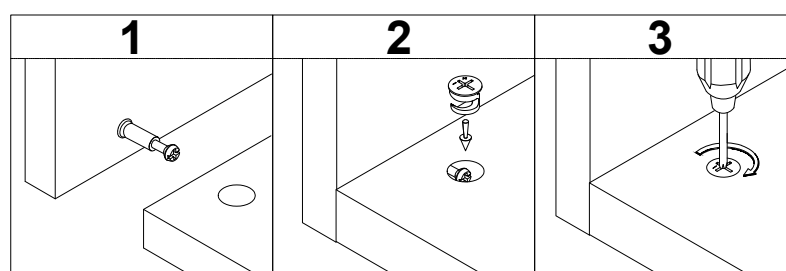


A		3 PCS
C		2 PCS


Step 6



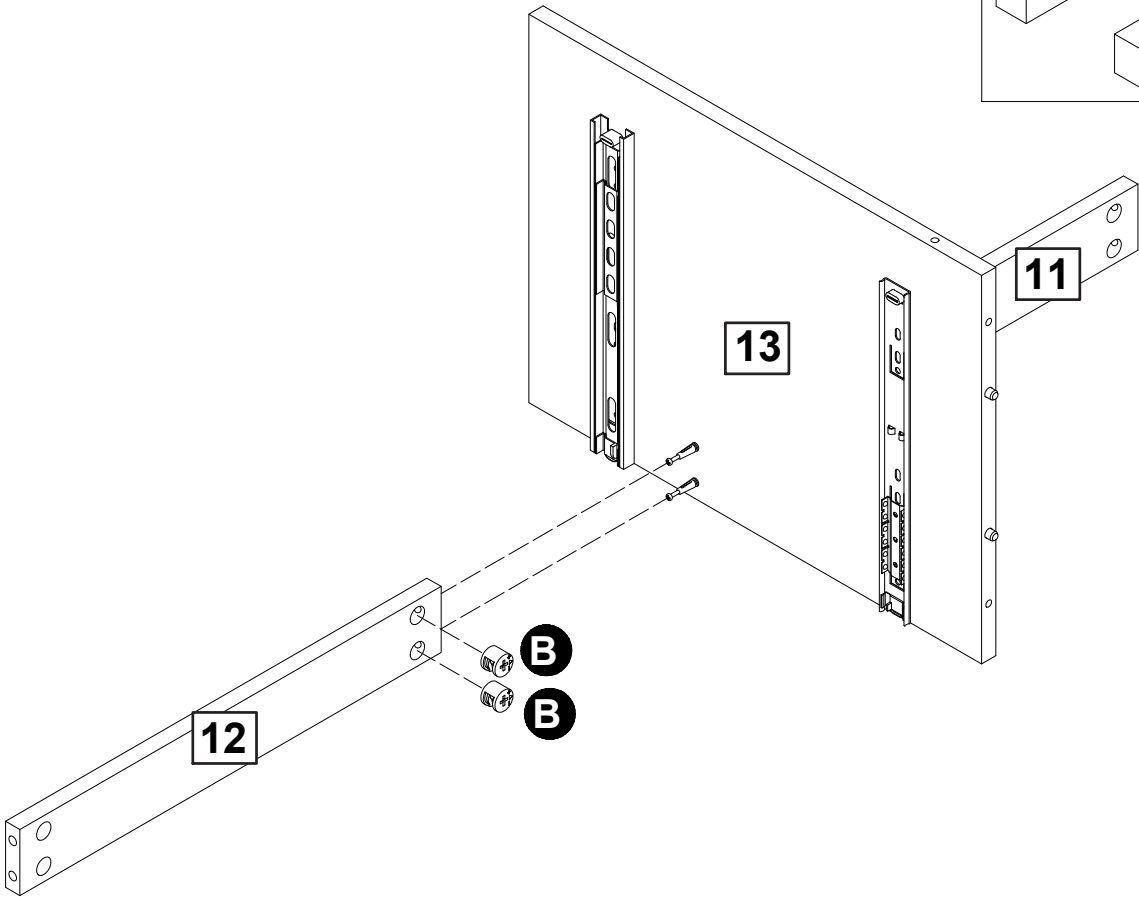
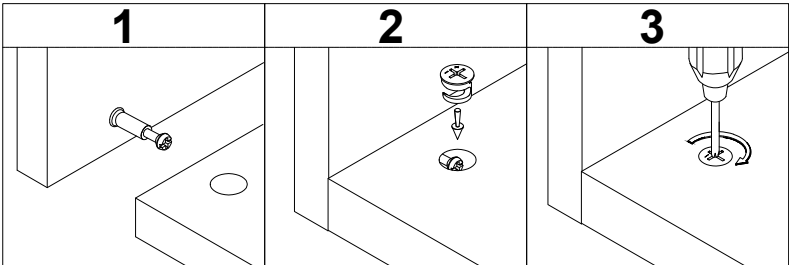
B		1 PC
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Step 7

B 

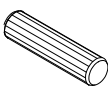
2 PCS



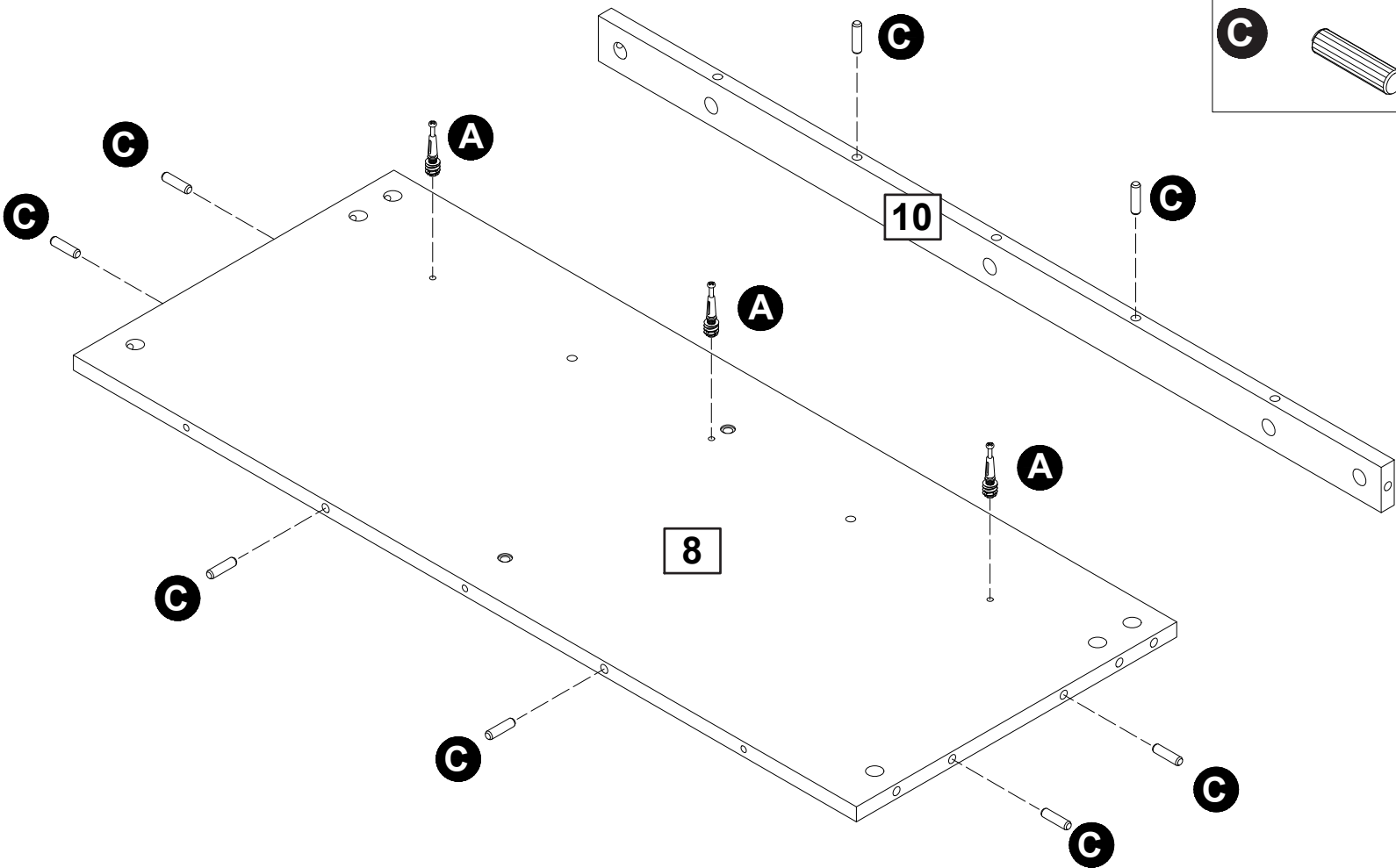
Step 8

A 

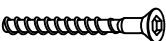

3 PCS

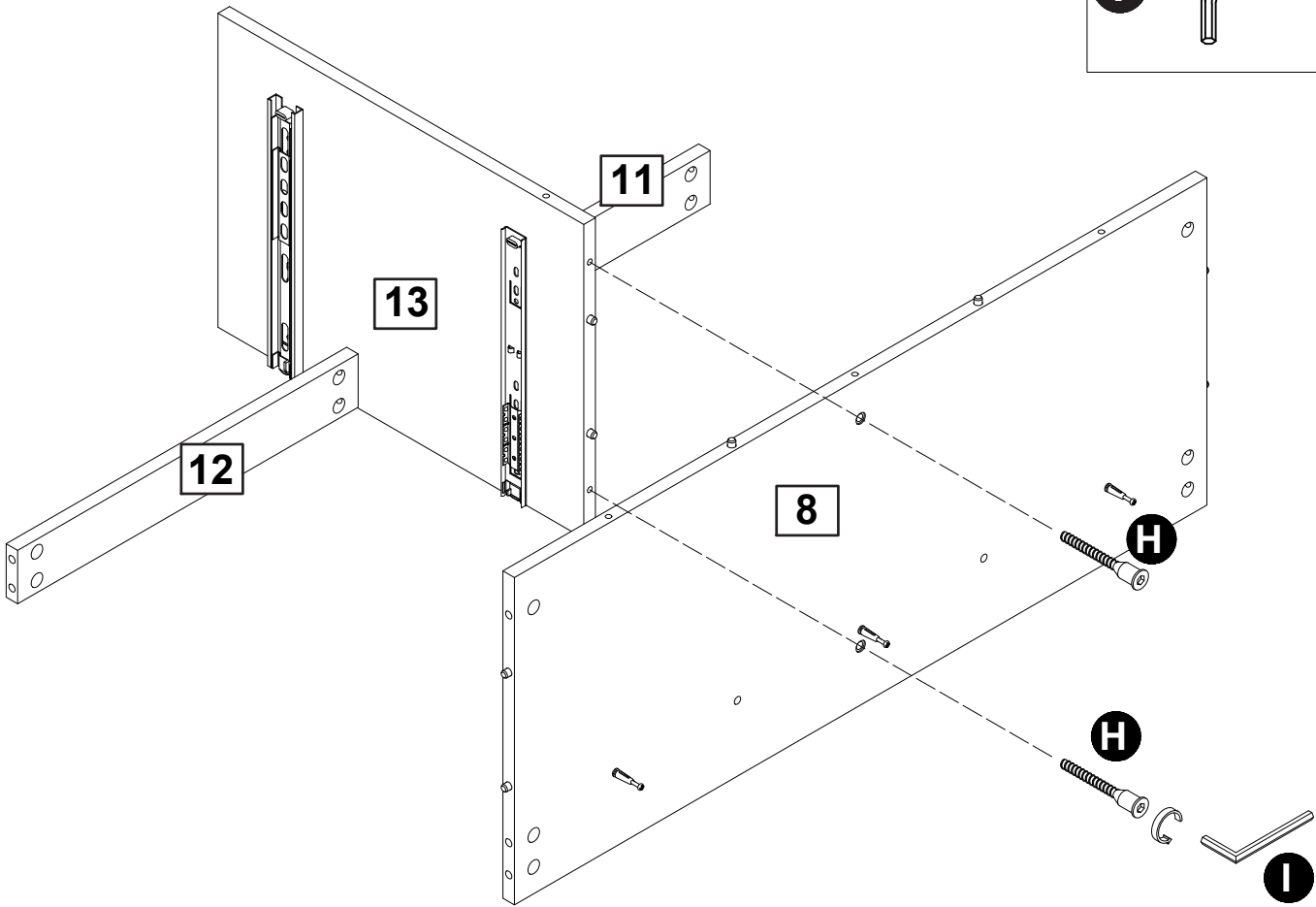
C 

8 PCS


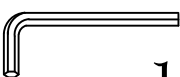


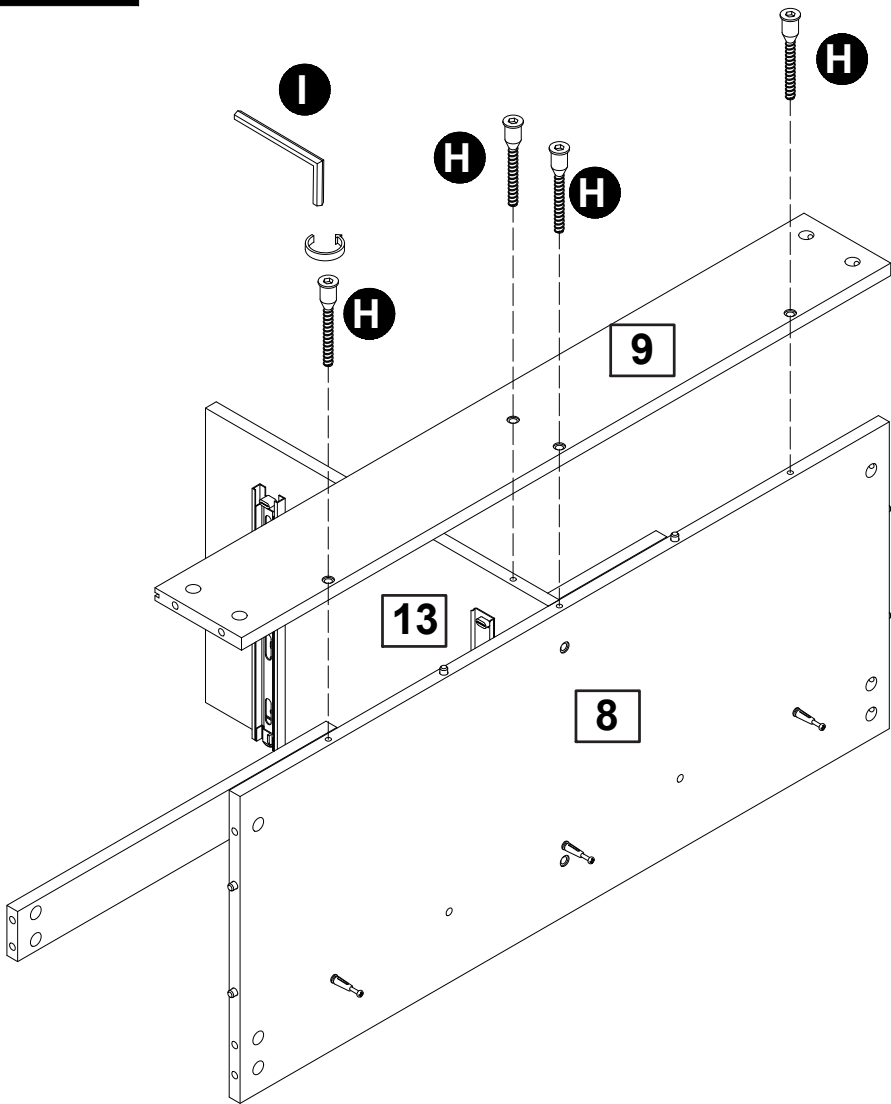
Step 9

H		2 PCS
I		1 PC



Step 10

H		4 PCS
I		1 PC

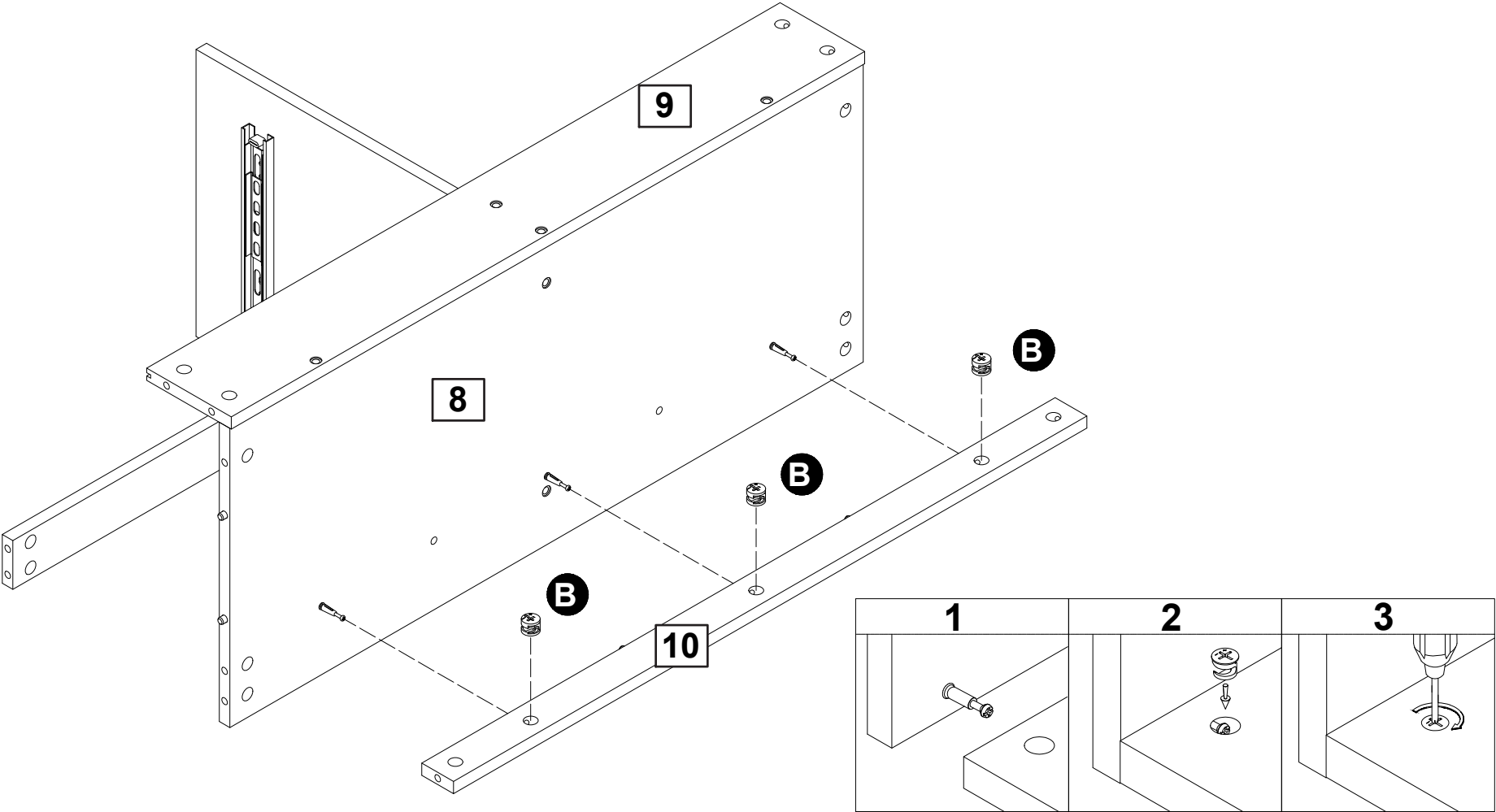


Step 11

B



3 PCS

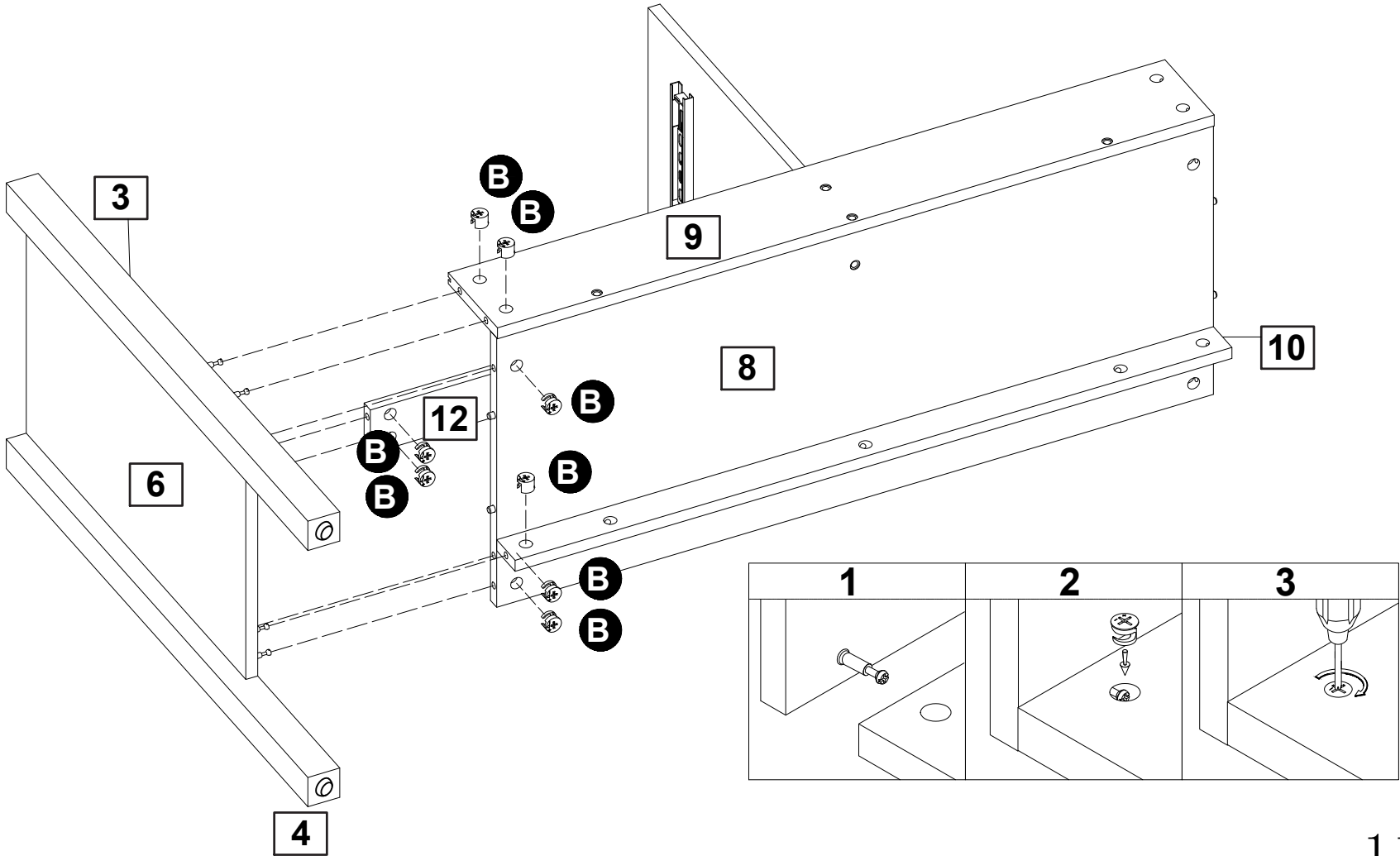


Step 12

B

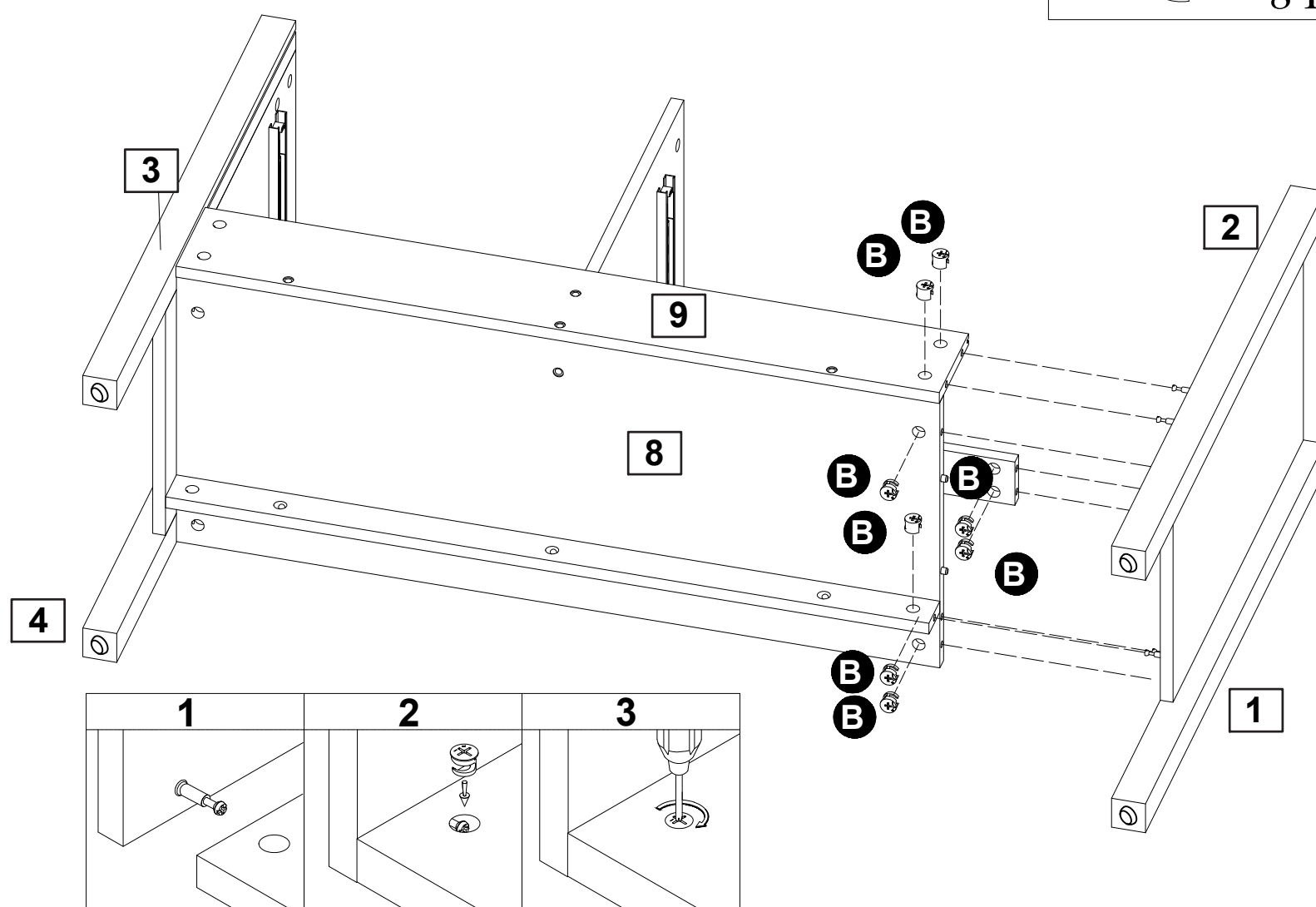


8 PCS

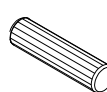


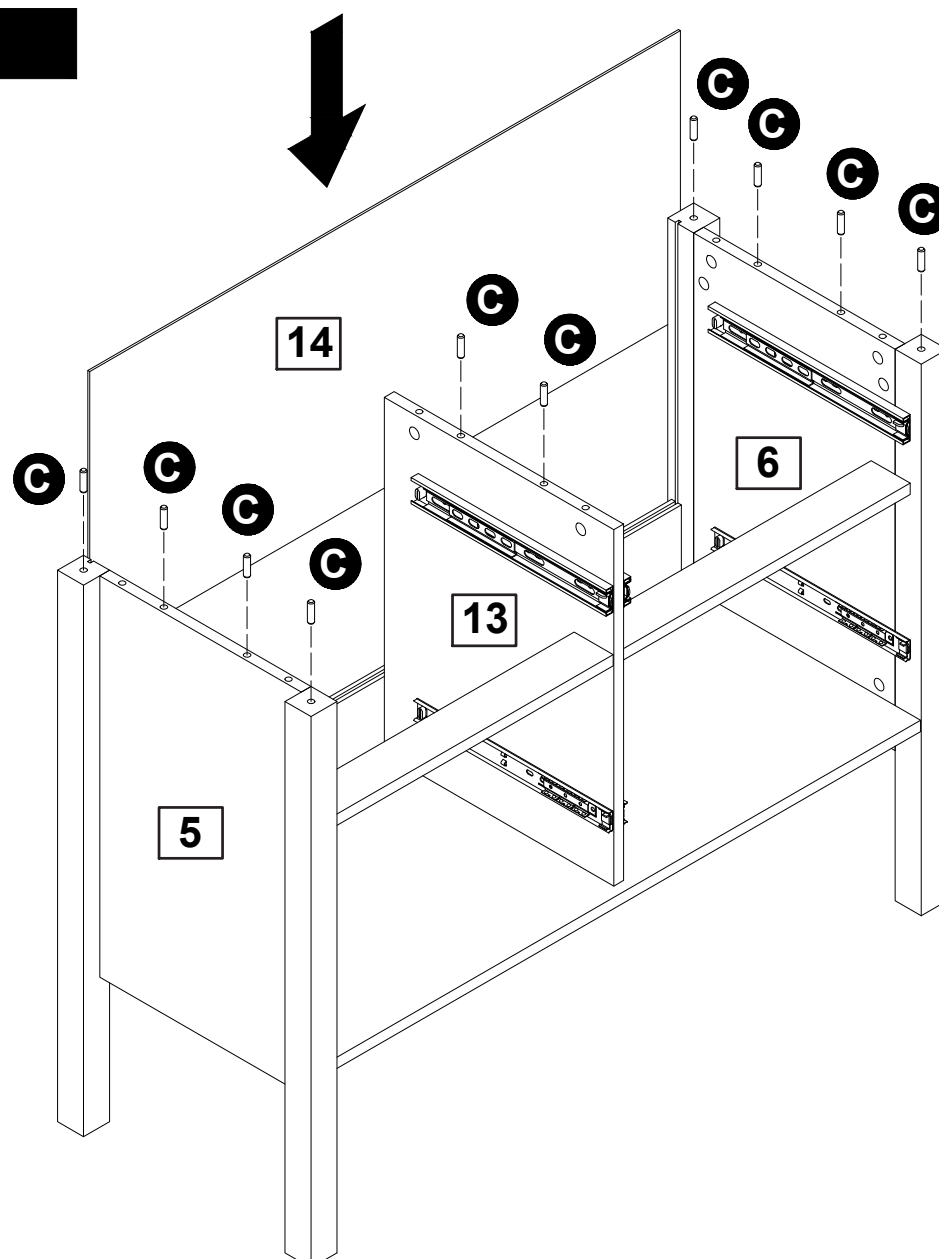
Step 13

B  8 PCS




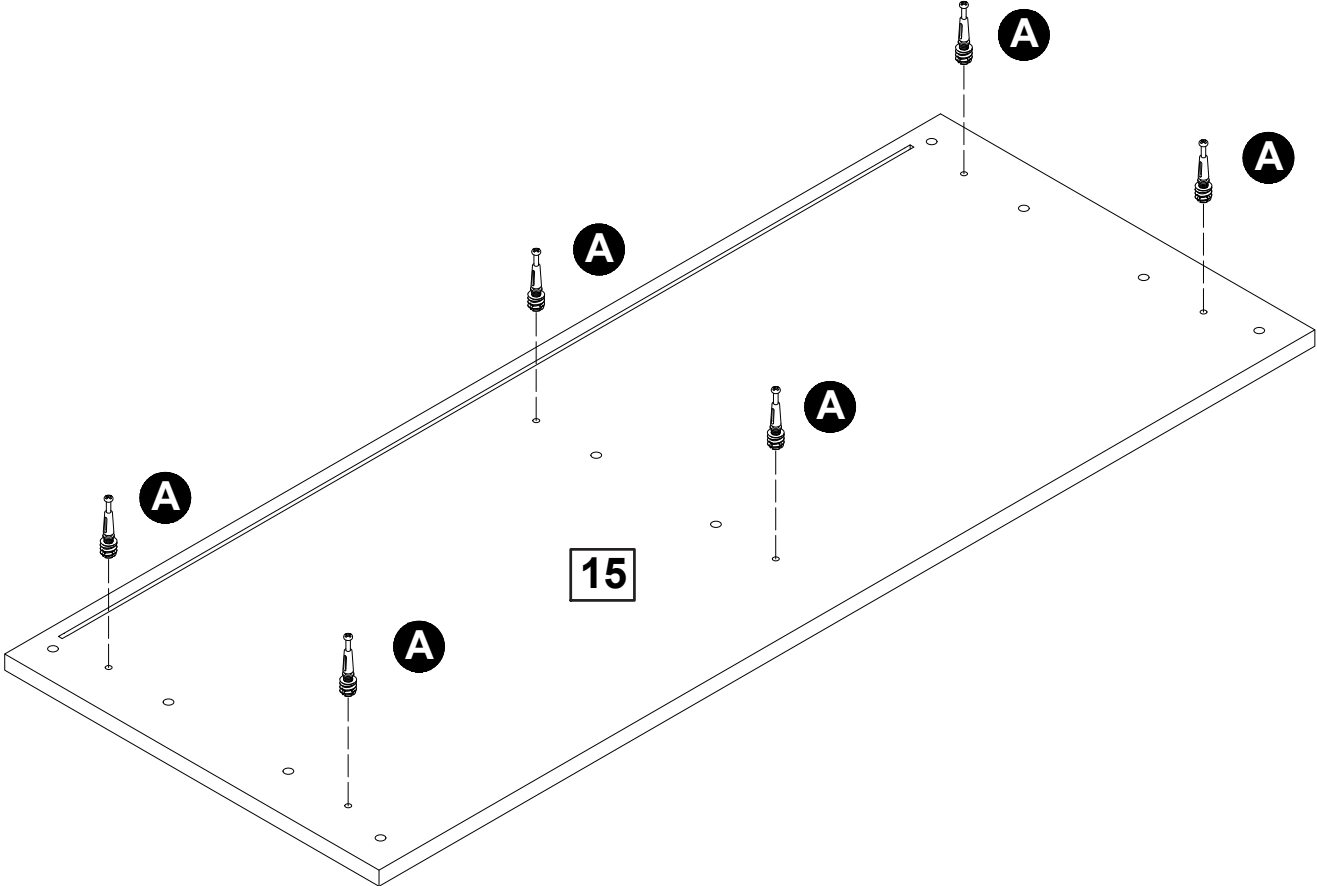
Step 14

C  10 PCS




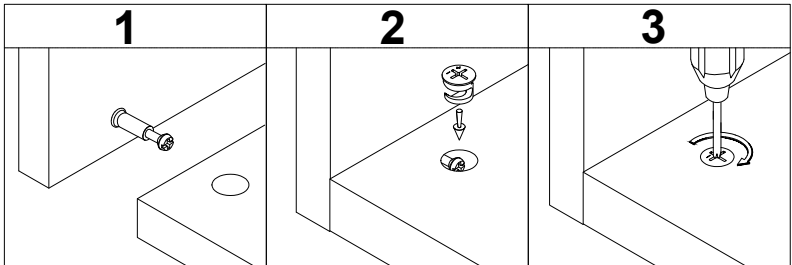
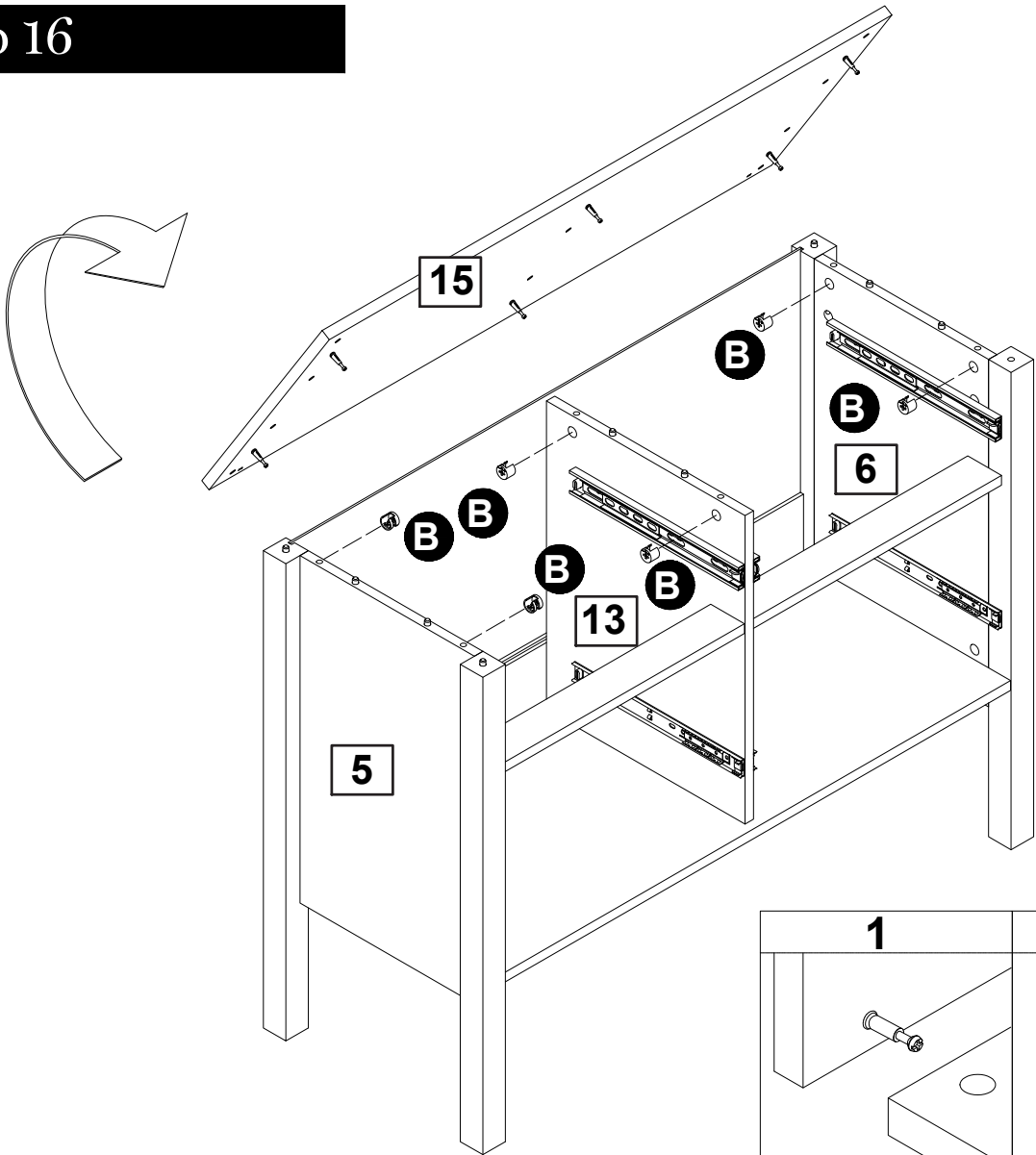
Step 15

A  6 PCS

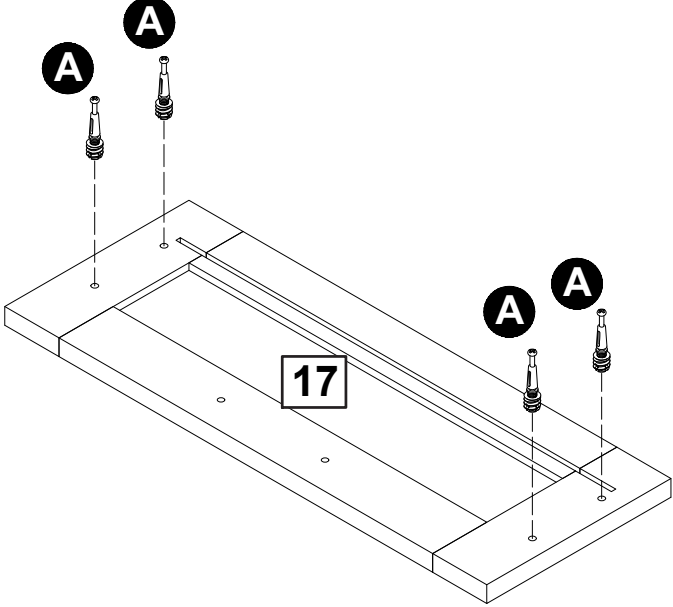
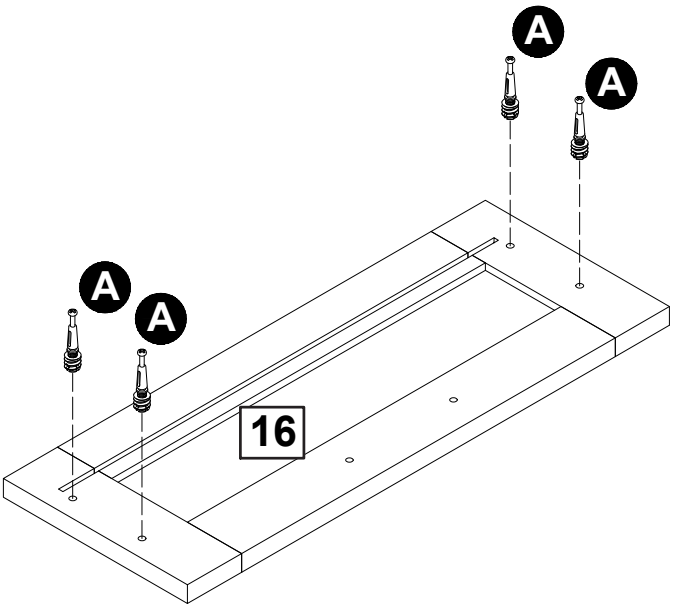
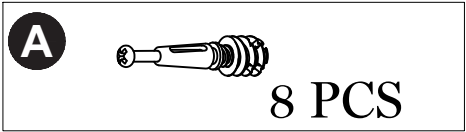


Step 16

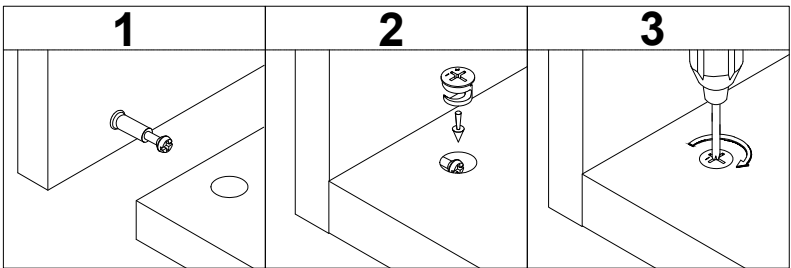
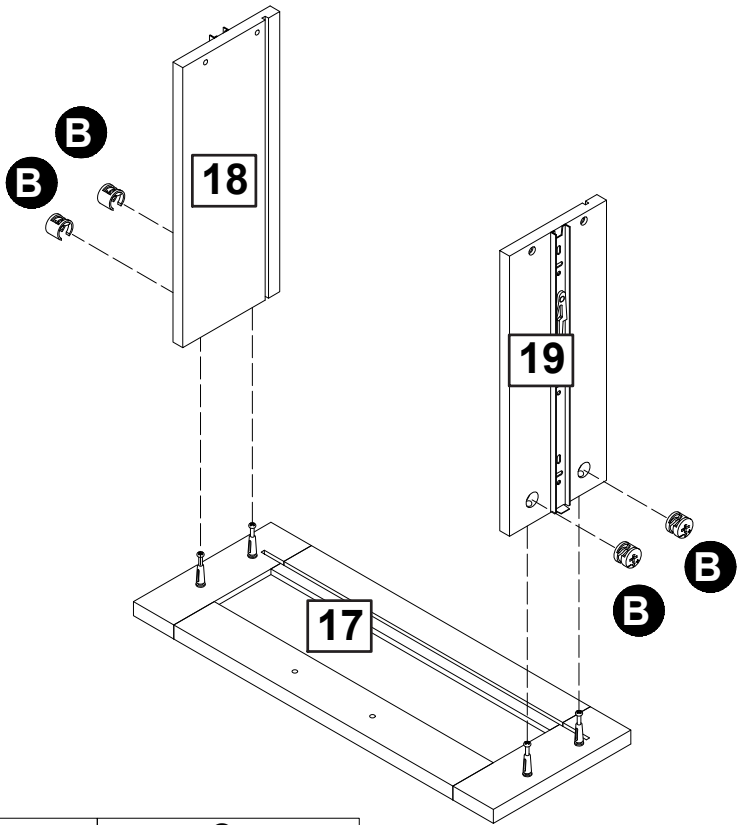
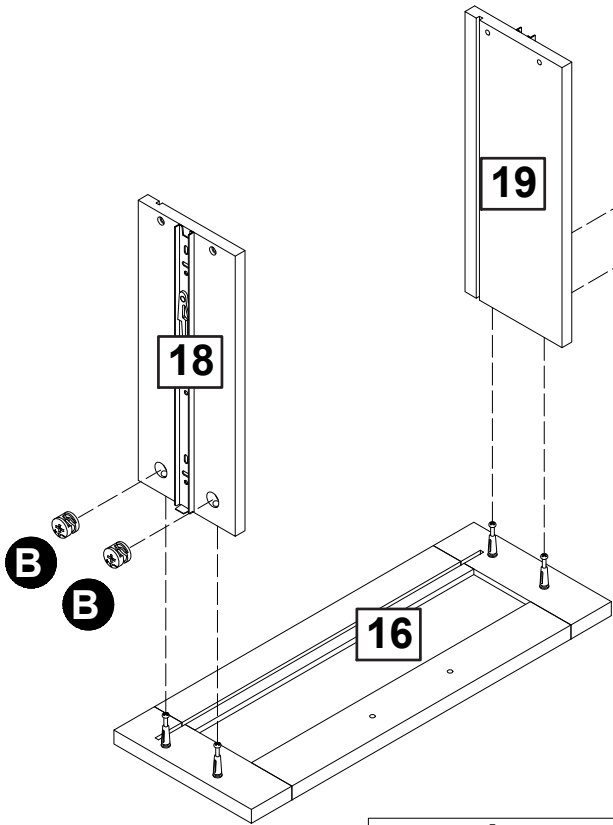
B  6 PCS



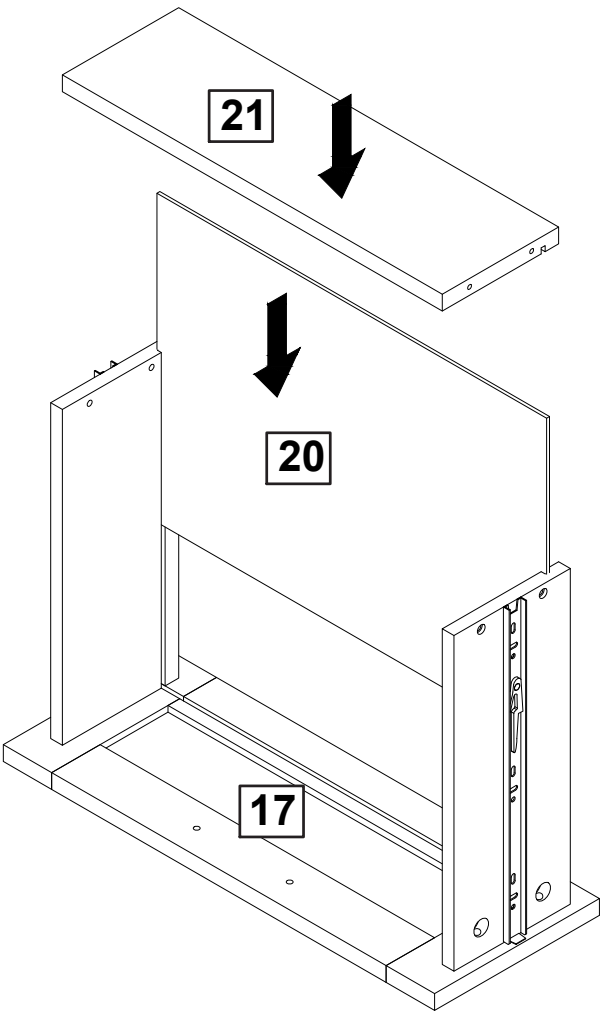
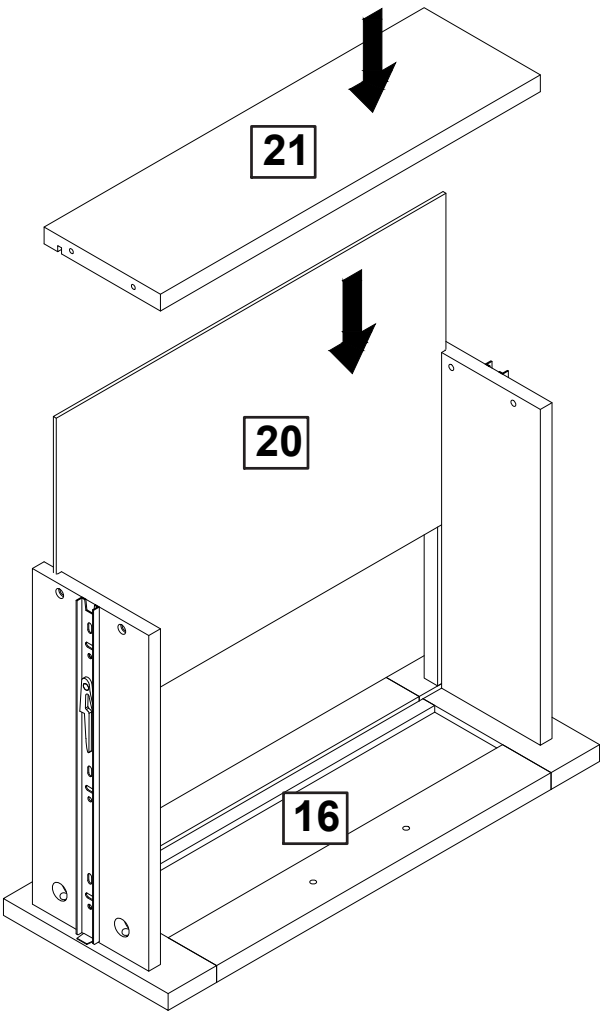
Step 17



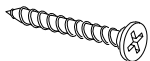
Step 18

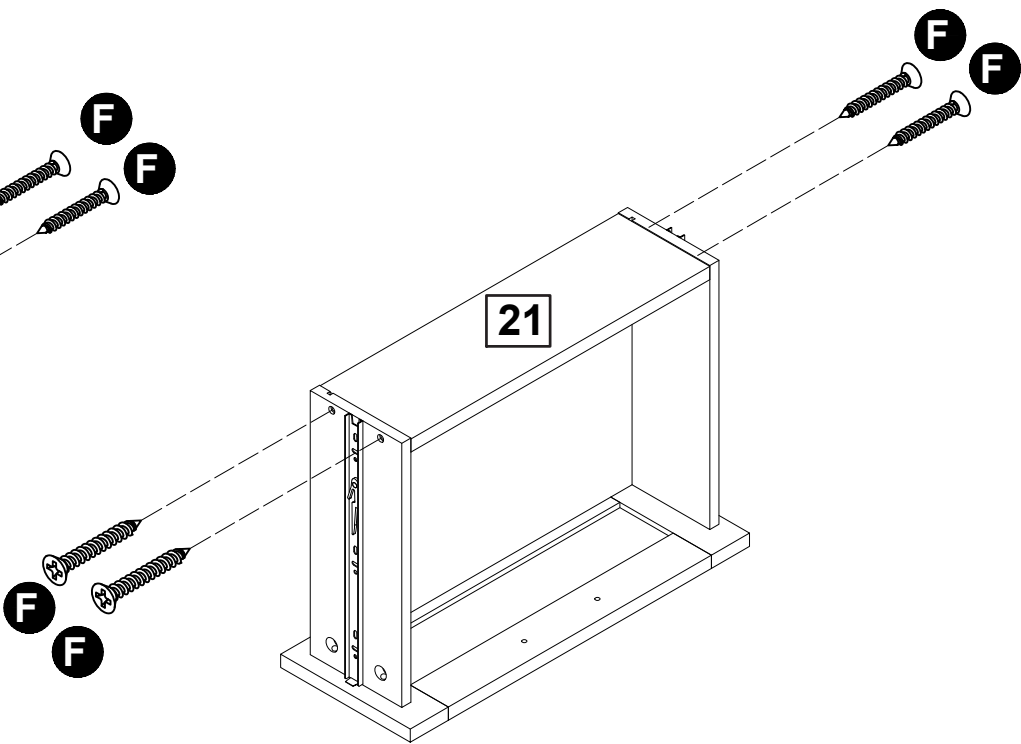
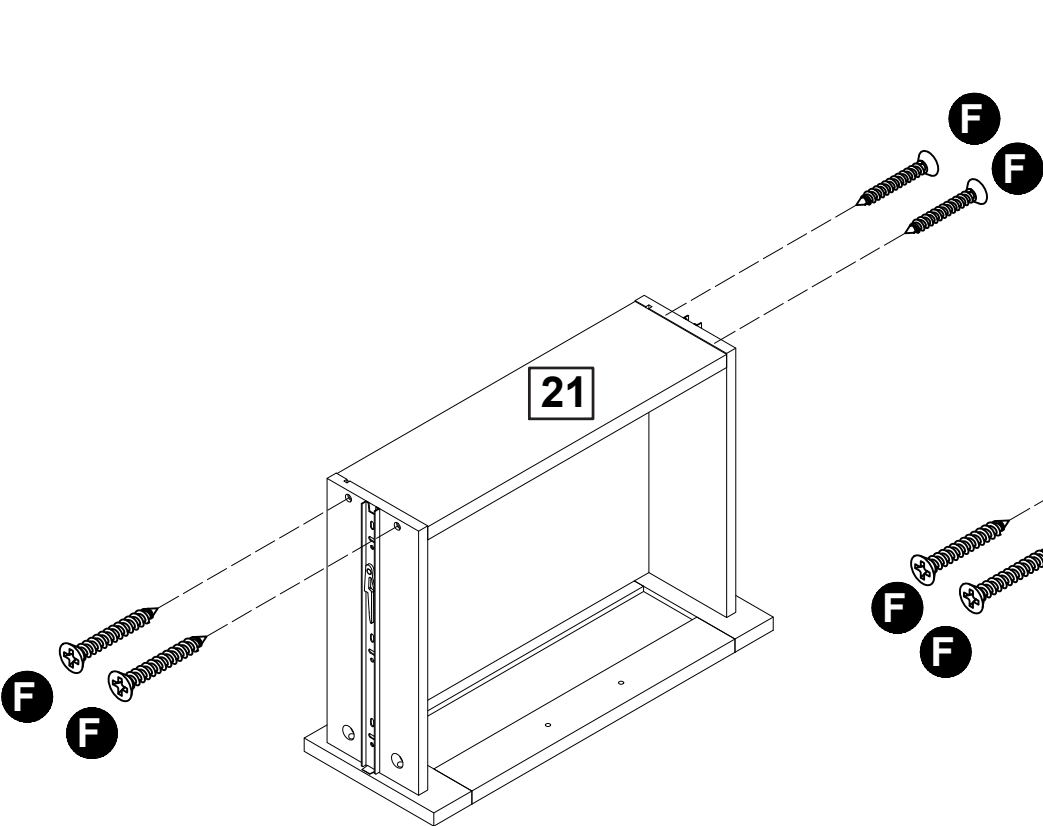


Step 19

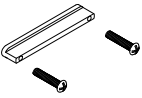



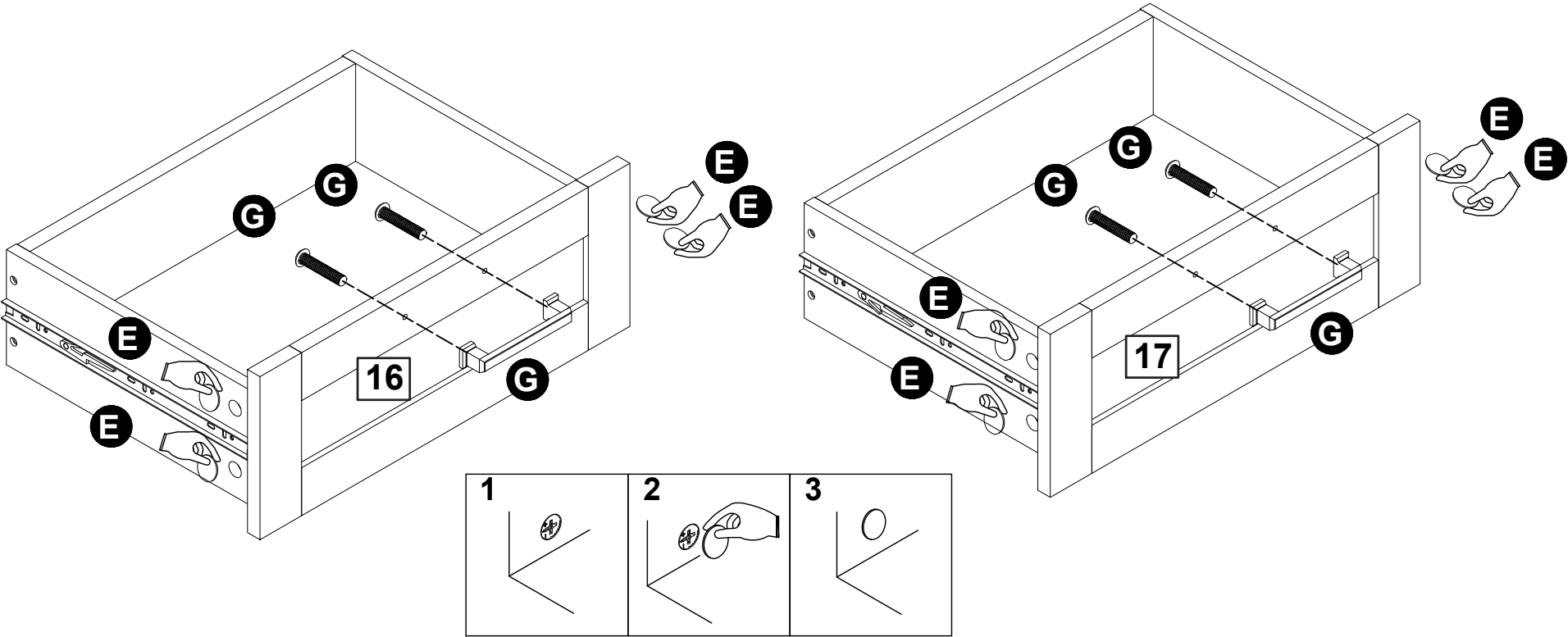
Step 20

F  8 PCS




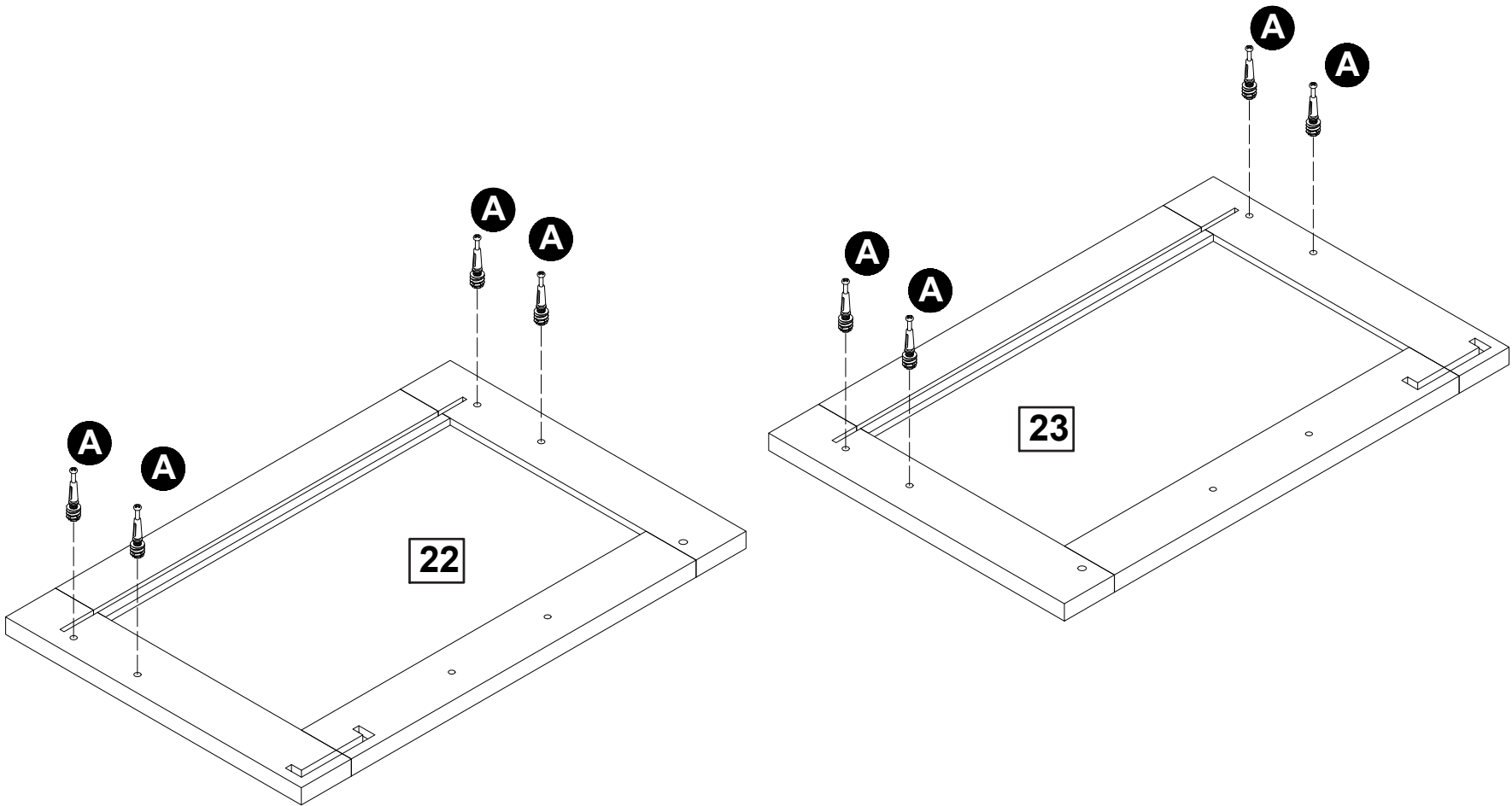
Step 21

G		2 PCS
E		8 PCS

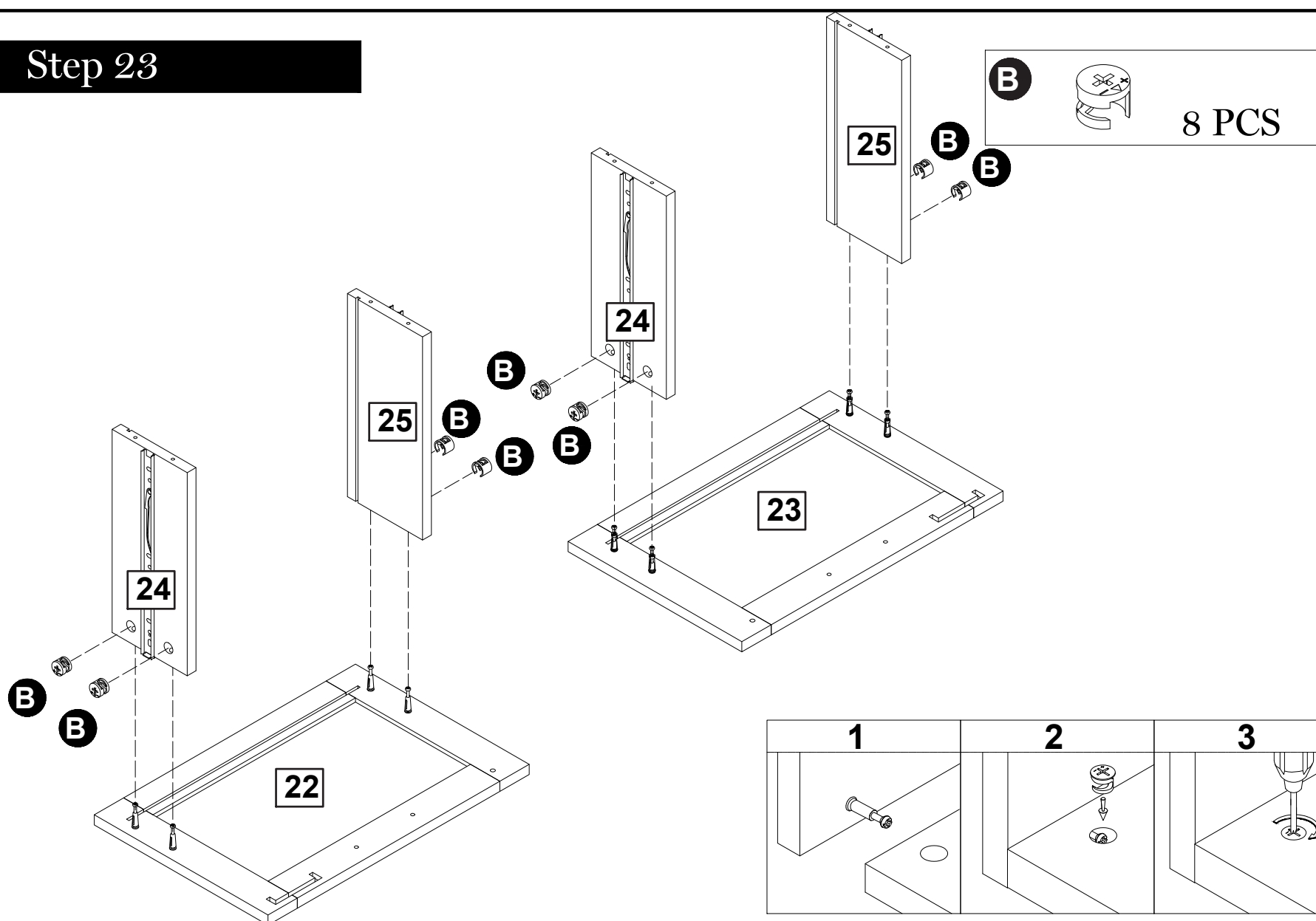


Step 22

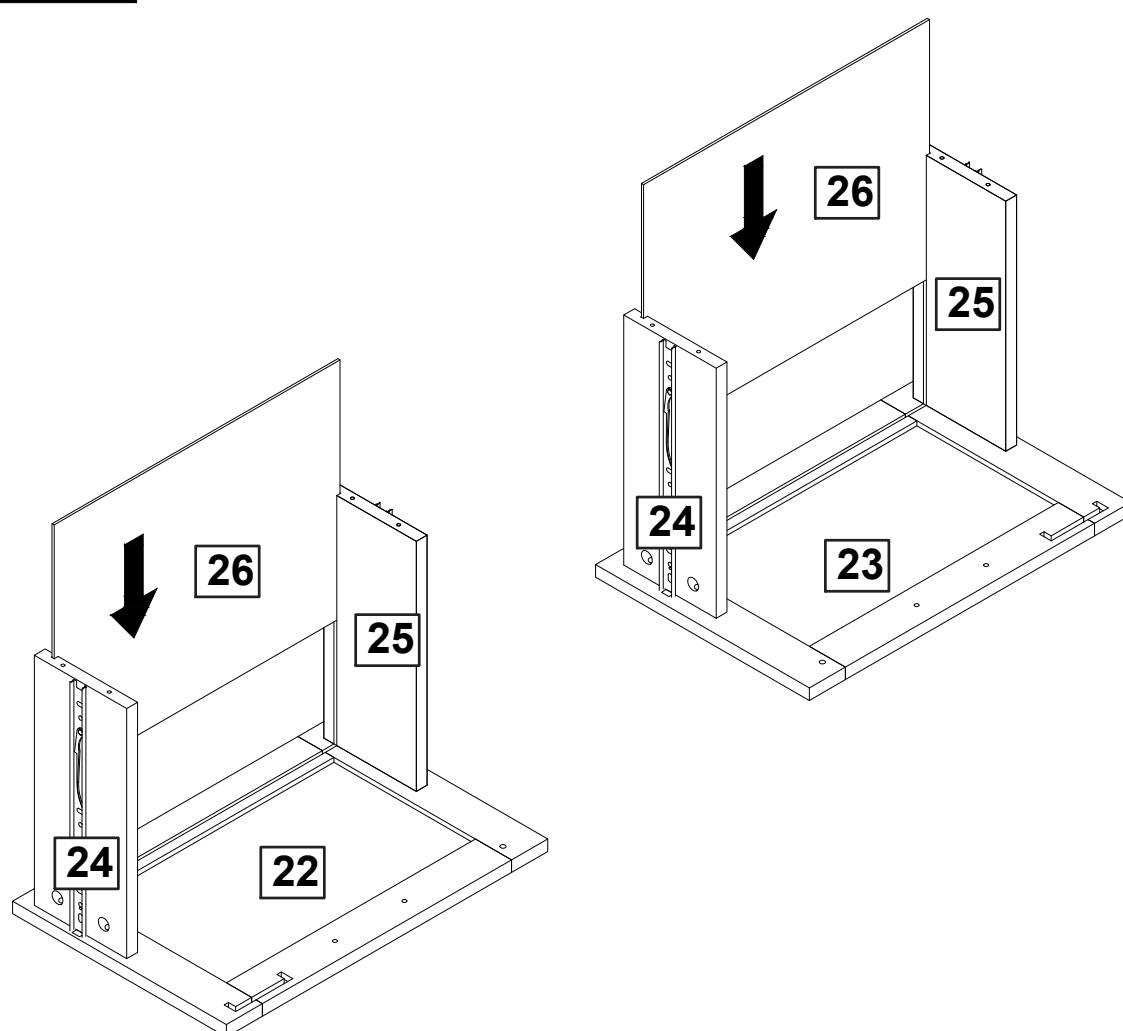
A		8 PCS
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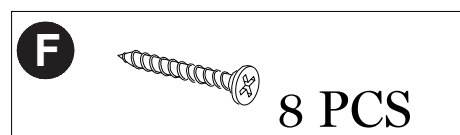
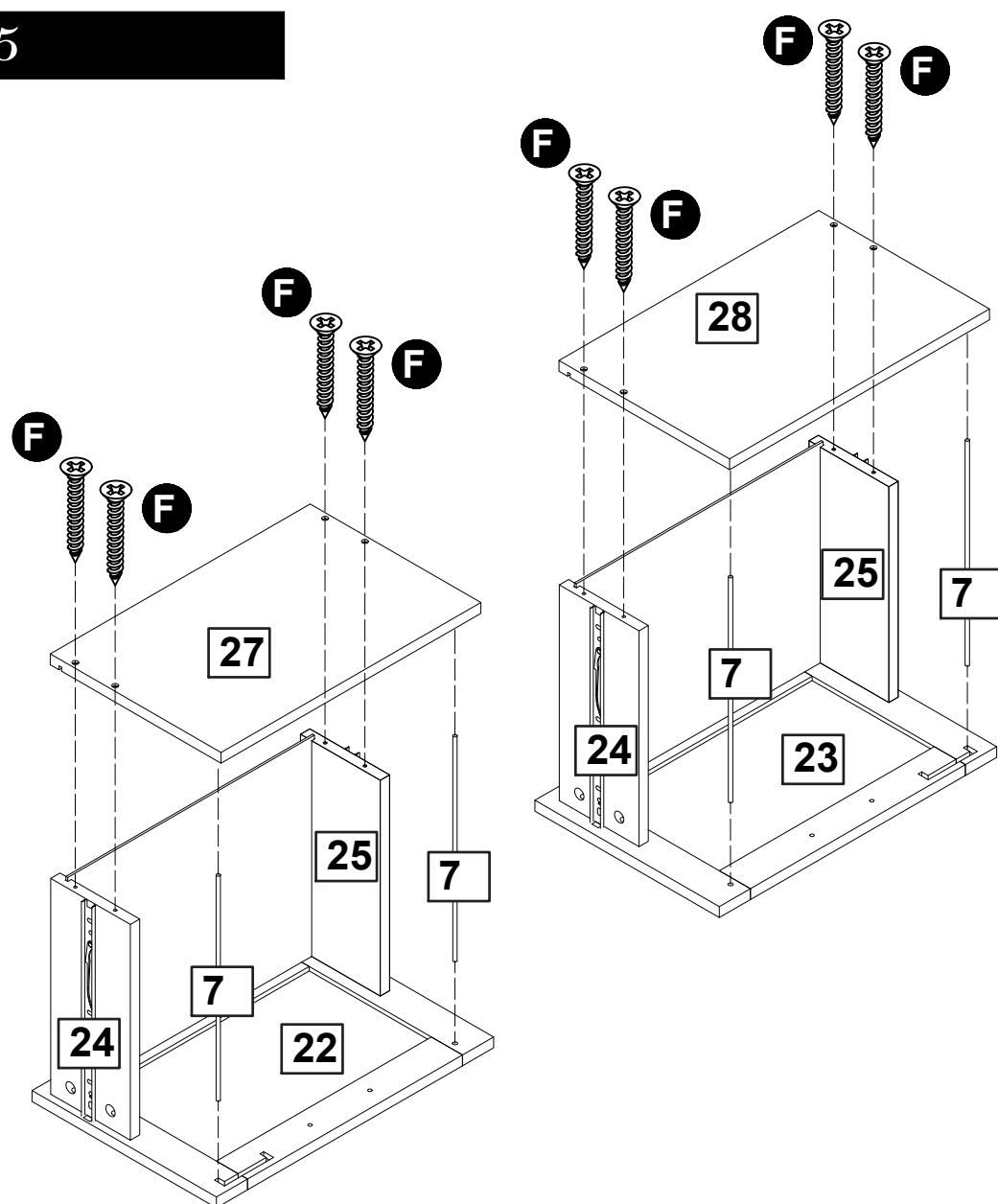
Step 23



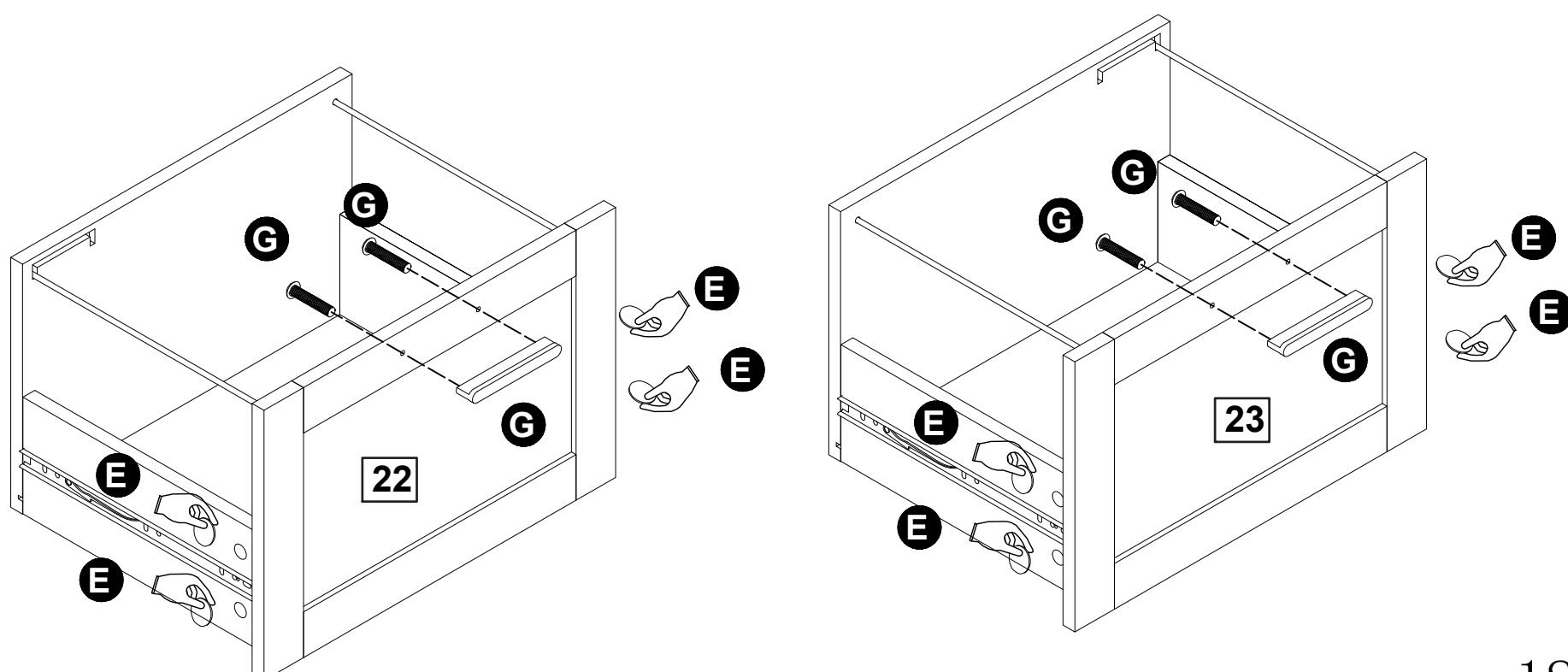
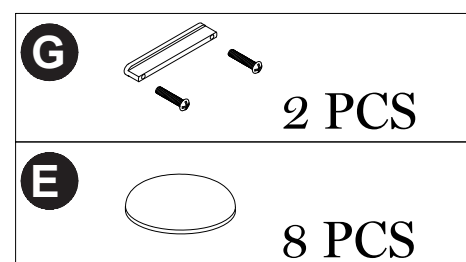
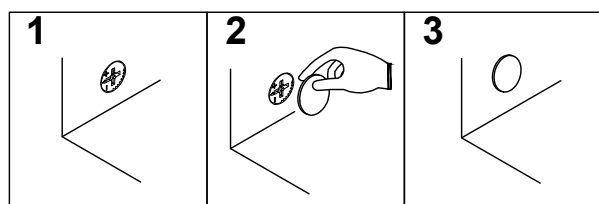
Step 24




Step 25

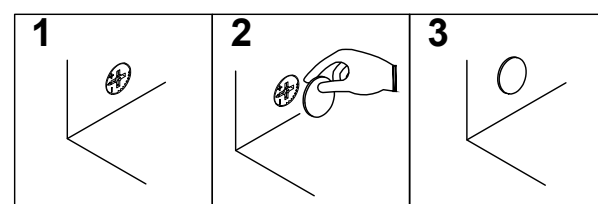
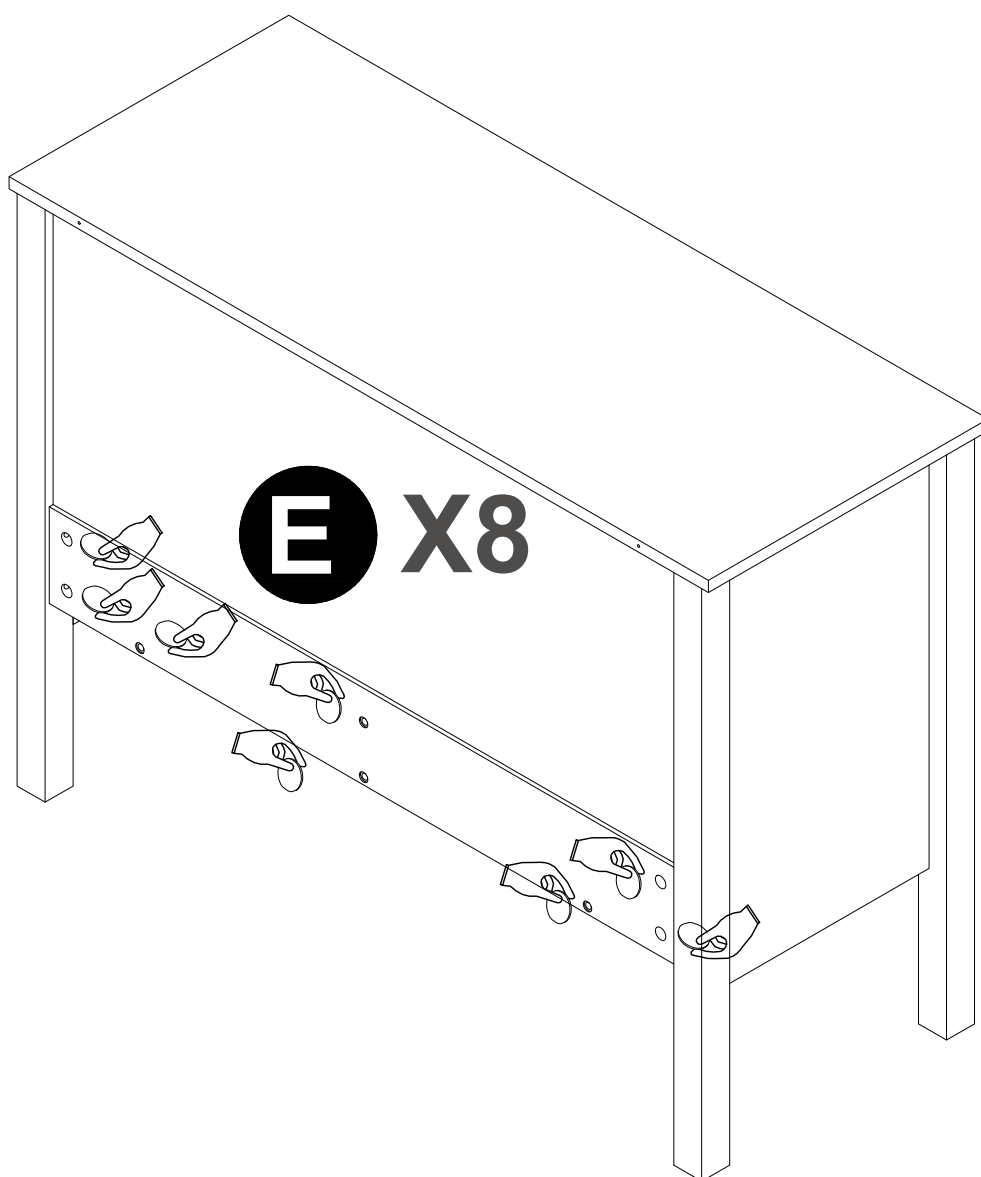


Step 26





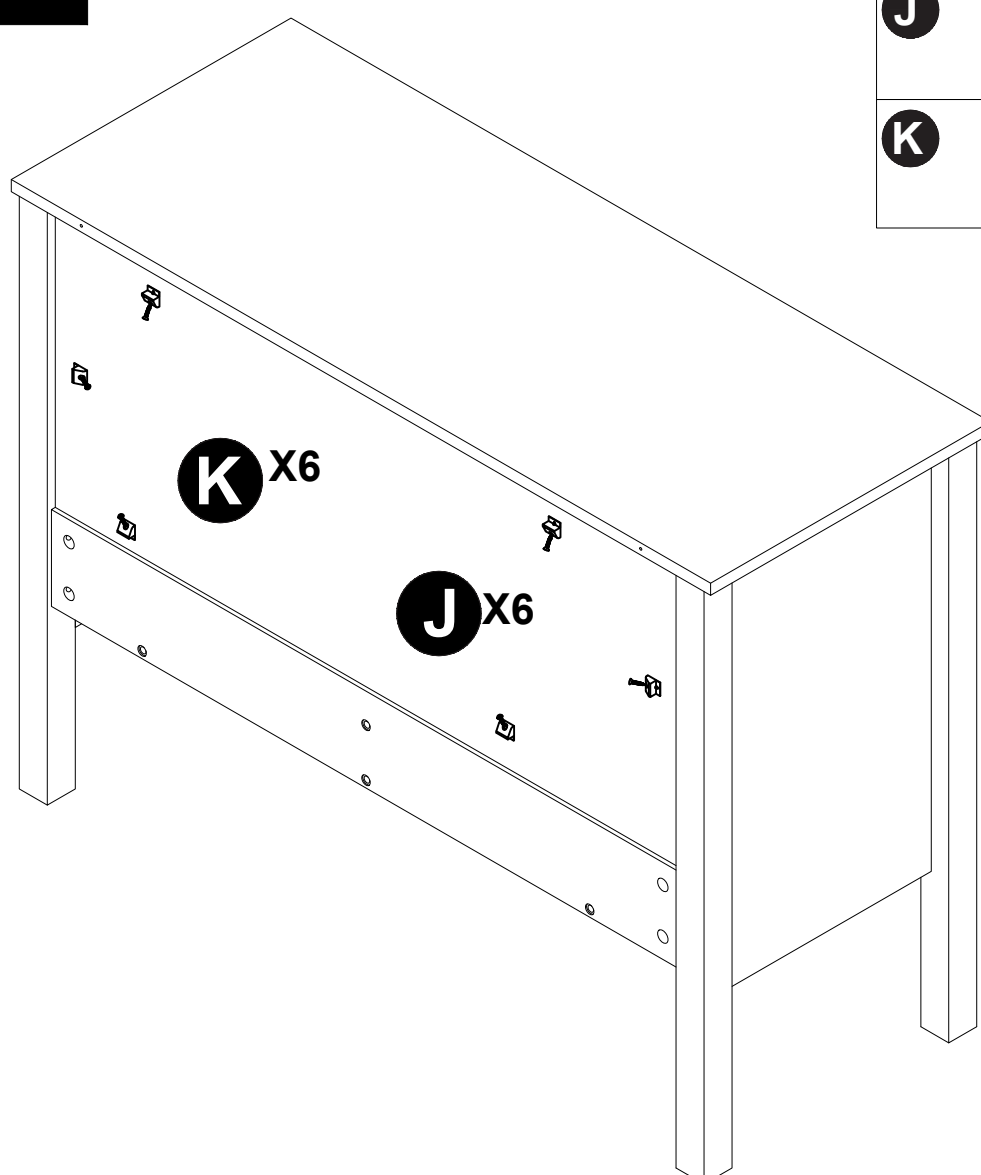
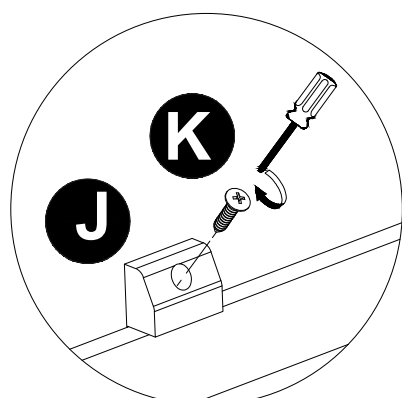
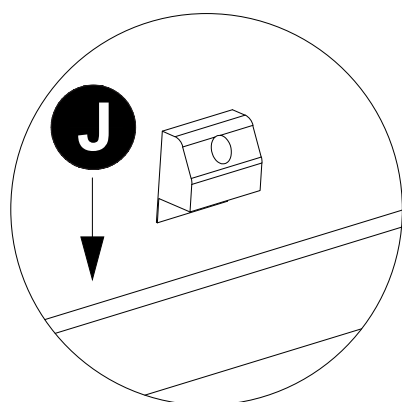
Step 27

E  8 PCS



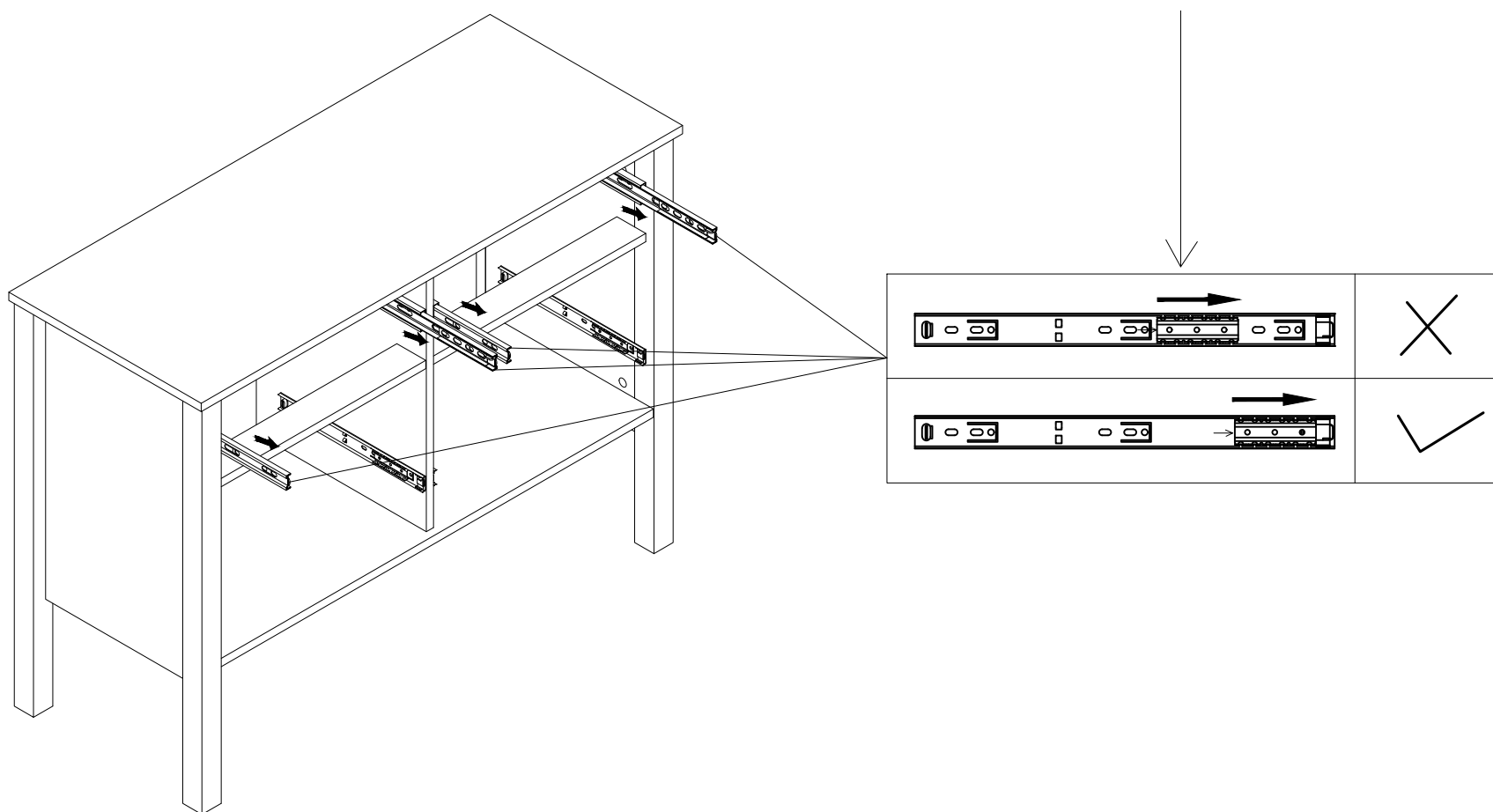
Step 28

J  6 PCS
K  6 PCS

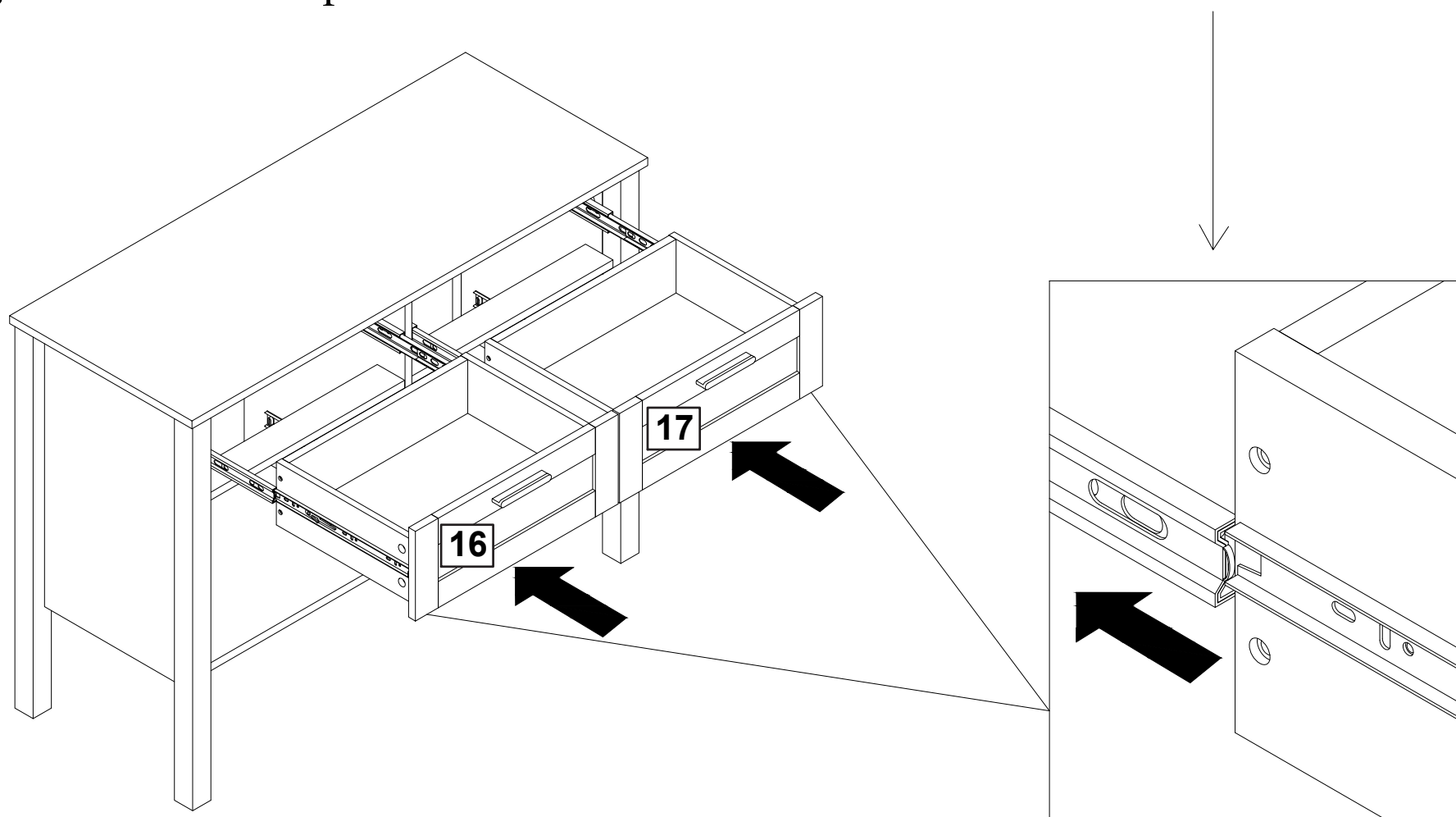


Step 29

1. Check Before Installing: Ensure the rails are secure and ball bearings are in place.
2. Prepare: Slide the ball bearings to the front of the rails.



3. Align & Insert: Line up the drawer rails with the main slides and insert both sides at once.

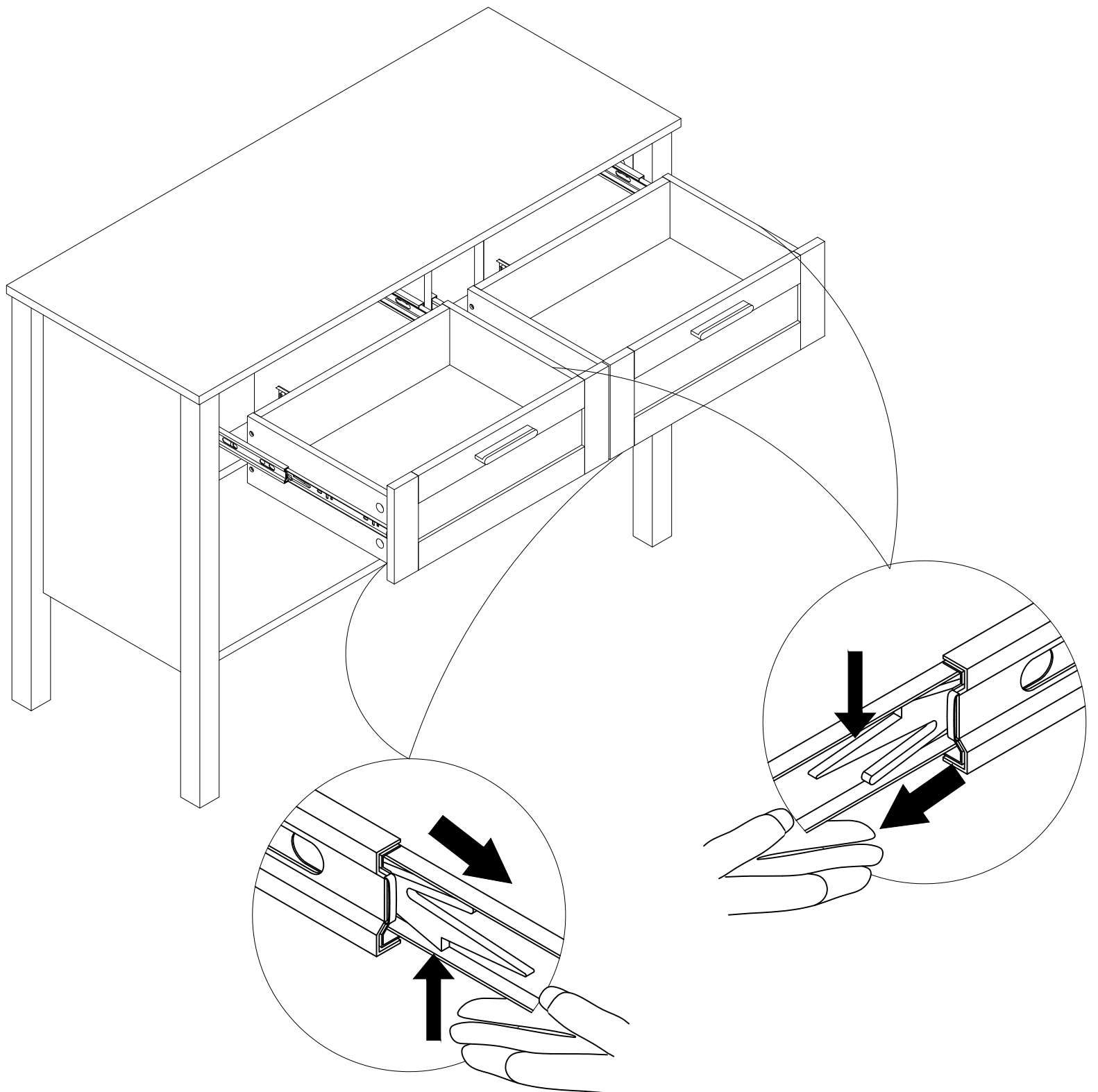


4. Fit: Open and close the drawer slowly three times to align and set the ball bearings. If the drawer does not go in smoothly please take it out and repeat.

Step 30

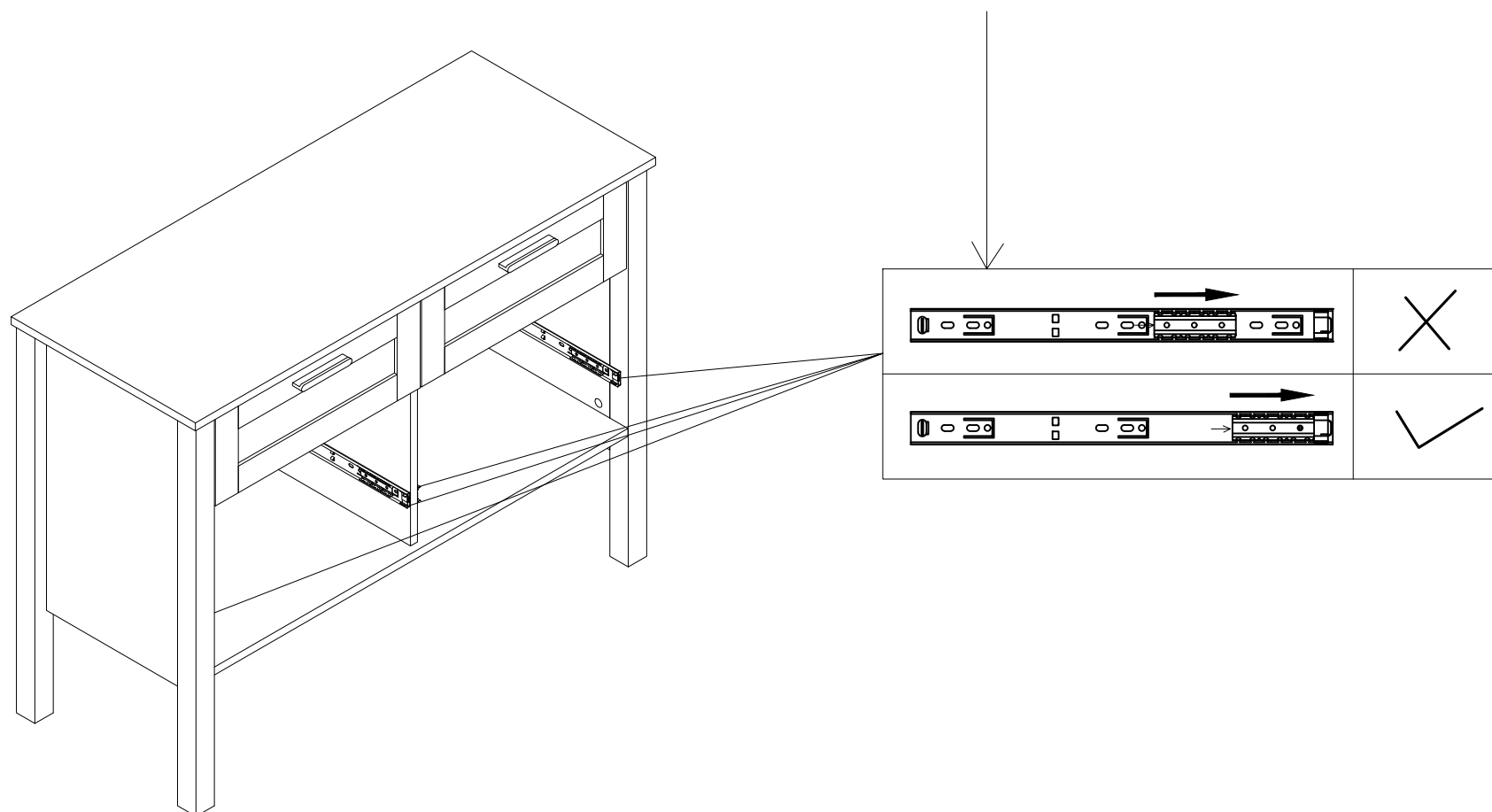
To Remove the Drawer:

1. Fully extend the drawer.
2. Push the left release latch up and the right one down.
3. Pull the drawer out while supporting it.

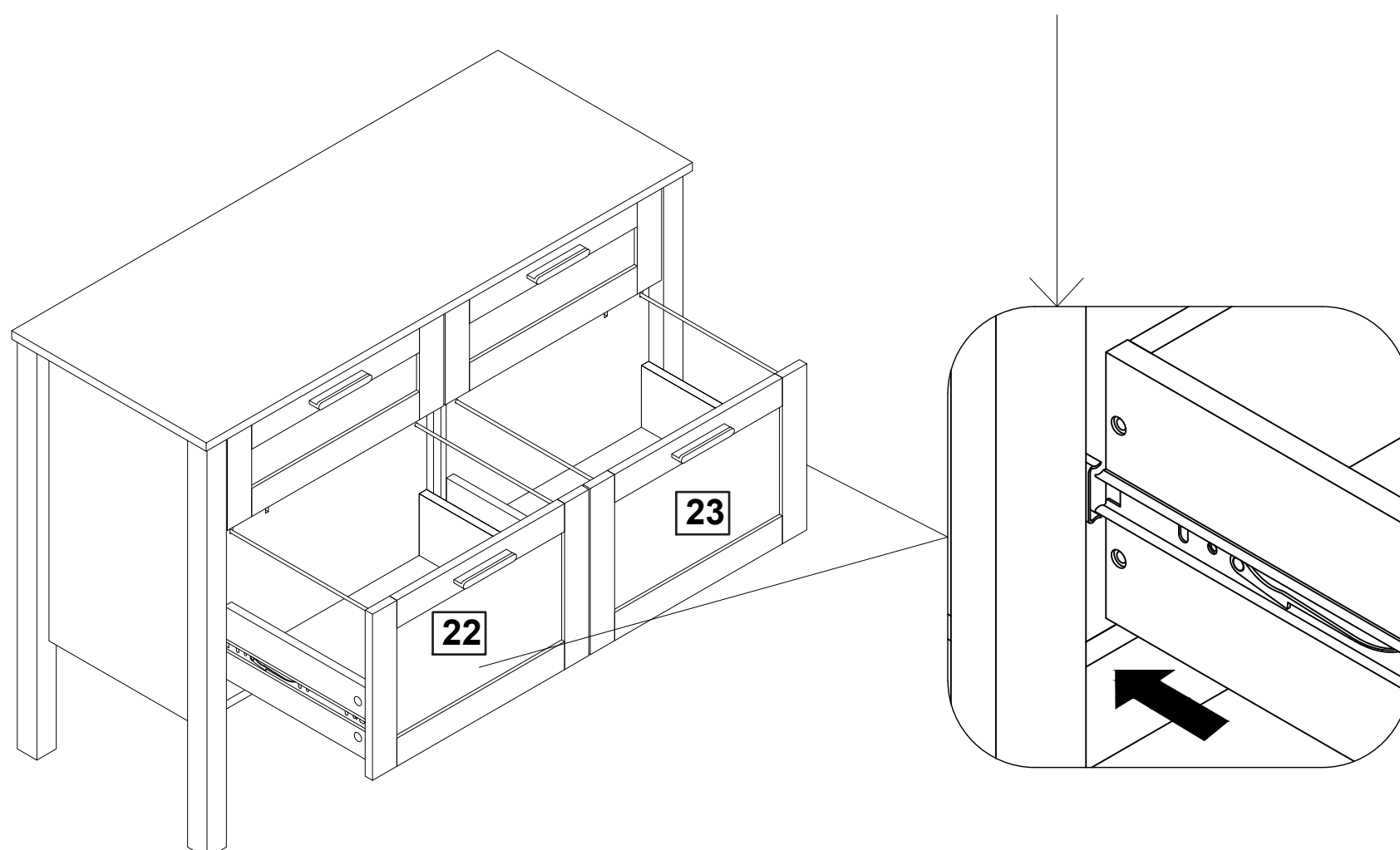


Step 31

1. Check Before Installing: Ensure the rails are secure and ball bearings are in place.
2. Prepare: Slide the ball bearings to the front of the rails.



- 3.Align & Insert: Line up the drawer rails with the main slides and insert both sides at once.

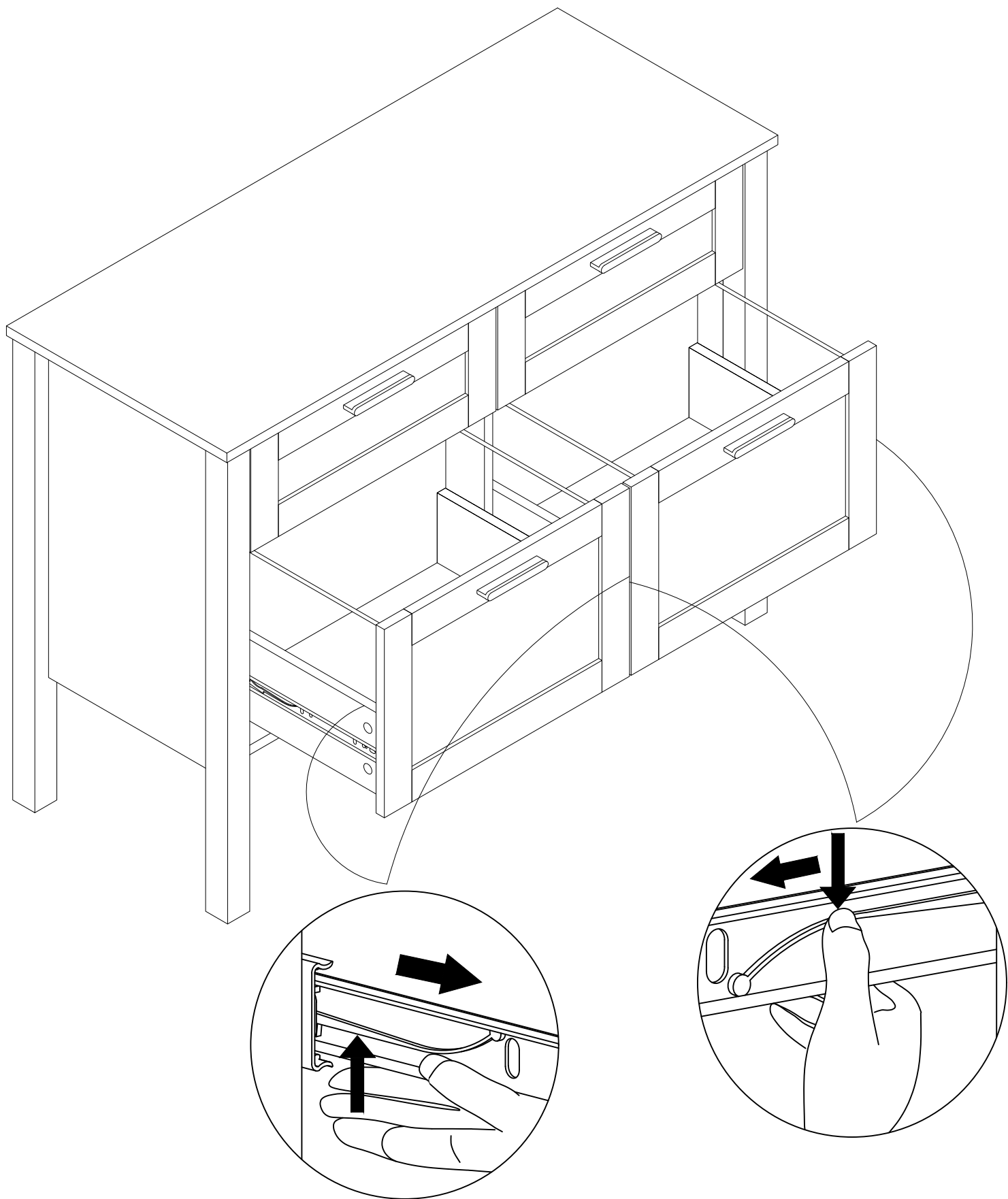


- 4.Fit: Open and close the drawer slowly three times to align and set the ball bearings. If the drawer does not go in smoothly please take it out and repeat.

Step 32

To Remove the Drawer:

1. Fully extend the drawer.
2. Push the left release latch up and the right one down.
3. Pull the drawer out while supporting it.



Step 33

The unit is floor standing, but it is recommended that the unit is secured to the wall.

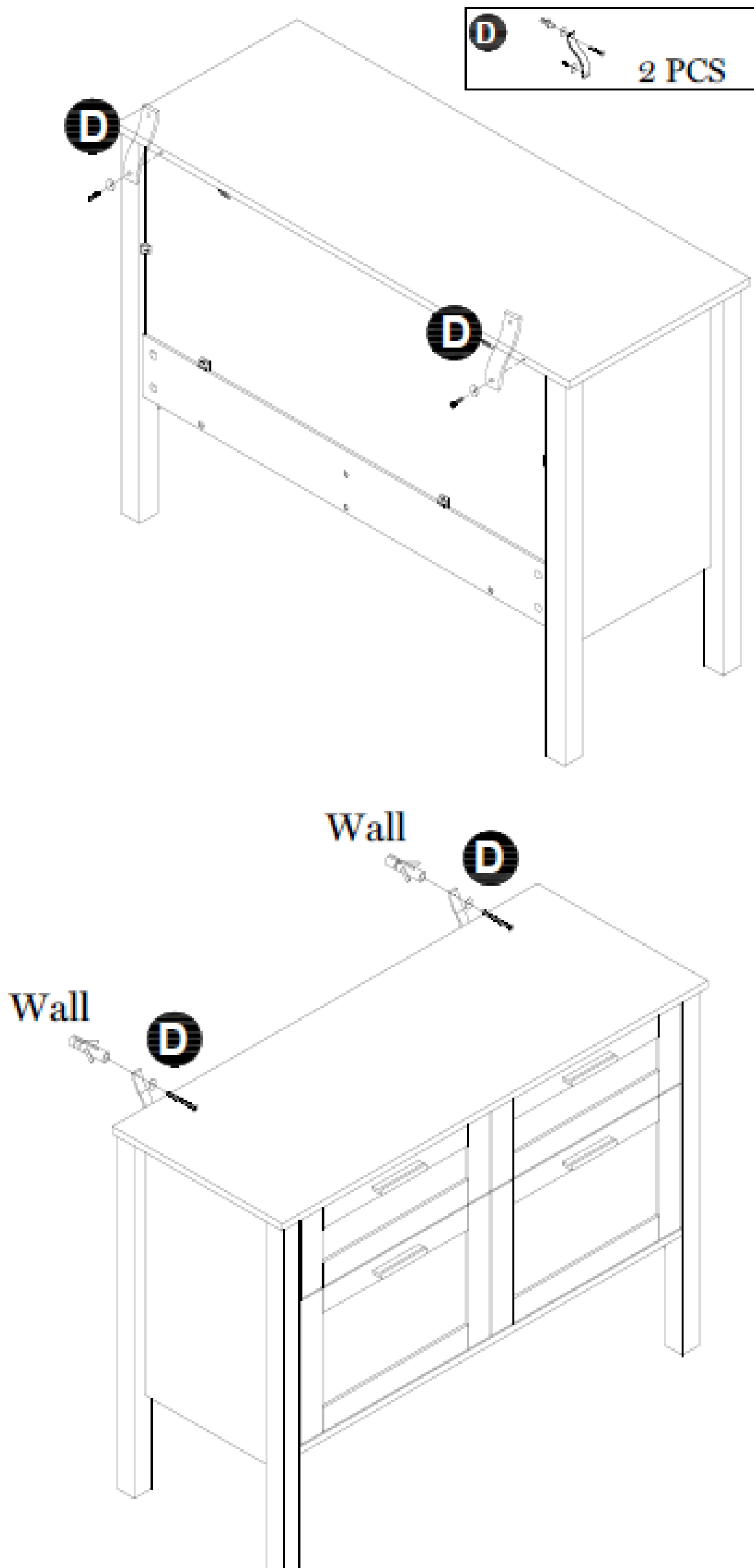
1. Move the unit into desired position.
2. Mark the wall for the position of the wall anchor holes.



Warning:
Before drilling, check wall for hidden pipes and cables.

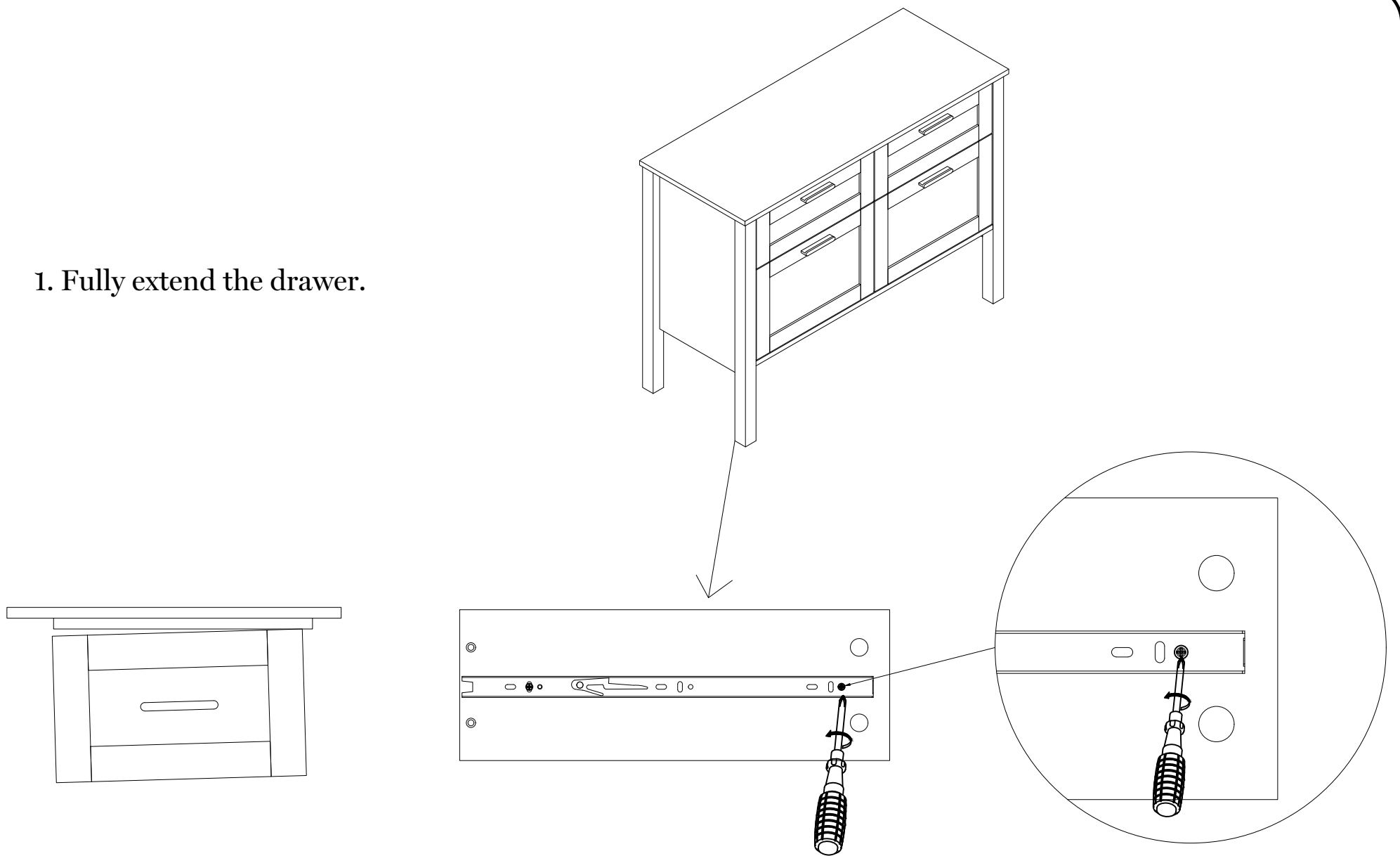
3. Drill the pilot holes and insert the wall anchors.
4. Attach wall straps to the top of the unit using the included washers and screws.
5. Secure the straps to the wall using the included washers and screws.

Note: To hide the straps behind the unit, drill the holes lower than the top of the unit.

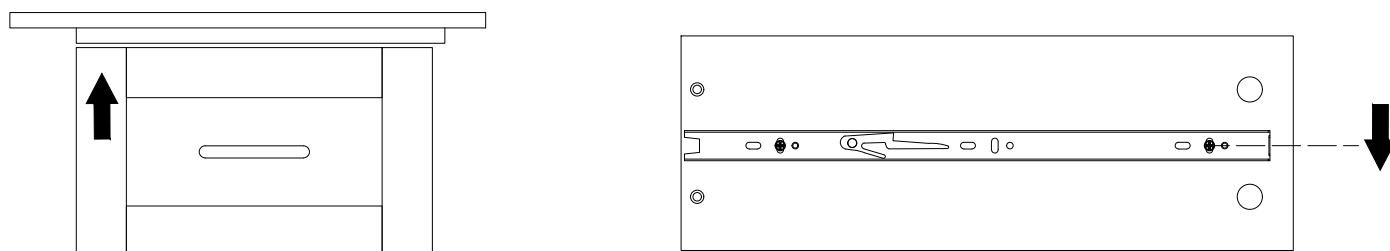


Drawer Adjustment Instructions

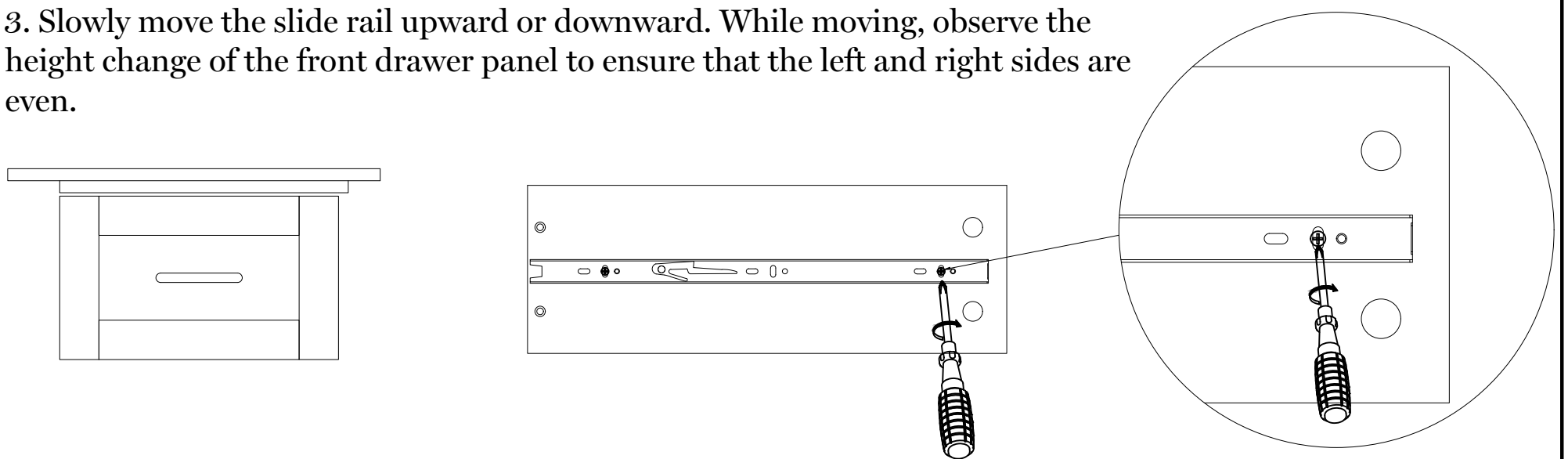
1. Fully extend the drawer.



2. Loosen the screw from the first hole position and remove it.



3. Slowly move the slide rail upward or downward. While moving, observe the height change of the front drawer panel to ensure that the left and right sides are even.



4. When the left and right sides are level, insert the screw into the second hole section and tighten the screw. Check the stability and height consistency of the front drawer panel again to ensure that the adjustment achieves the expected effect.

※ If the front drawer panel is still not level, repeat the above steps on the other side of the drawer.

Quality and Safety Guidelines

- Please follow the static and dynamic weight capacity limits provided on this item. If you are unsure of the weight capacities for this product, email us at customerexperience@theubiquegroup.com or call 866-552-2810.
- Please use this item on a stable, level surface only. All cabinet legs should contact the flooring surface when in use.
- Do not use this item if any instability is detected.
- This item is intended as a filing cabinet only, do not climb, stand or sit on this item.
- Do not use this item as a TV stand.
- To prevent pinching or crushing injuries, please ensure fingers are away from the drawer slides and interior spaces when shutting the drawers.
- Do not push or pull this item to move it, team lift to reposition.
- Do not open more than one drawer at a time when in use. Keep drawers closed when not in use.
- Please inspect this product regularly to make sure there are no damaged or worn parts. Also inspect to make sure all hardware is tightened correctly and securely. For inspection instructions, please email us at customerexperience@theubiquegroup.com or call 866-552-2810.
- If any parts are damaged or worn, please stop using the product. Repair this product with manufacturer supplied parts only.
- The item is intended to be used indoors.
- For maintenance instructions and replacement parts, please email us at customerexperience@theubiquegroup.com or call 866-552-2810.
- Please review and retain all assembly instructions, safety and quality guidelines and product warnings for future reference.
- For product longevity, product safety and product integrity, protect from wet or humid weather and store indoors in a dry location. For additional storage instructions, please email us at customerexperience@theubiquegroup.com or call 866-552-2810.
- Please visit www.theubiquegroup.com for our product warranty details or email us at customerexperience@theubiquegroup.com or call 866-552-2810.