

ASSEMBLY INSTRUCTIONS

2 DRAWER FILING CABINET

ASSEMBLY

2 HOURS

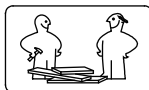
2 -Person Assembly

Tools Required (Not Provided):

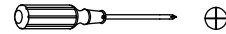
REQUIREMENTS

Assembly Time

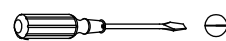
(Approximate)



Phillips Screwdriver



Flat Head Screwdriver



Thank you for purchasing our product!

Please refer and use this assembly instruction to assemble the product.

Contact our customer service department in case there are any missing or damage parts or hardware.

We appreciate your business!

ASSEMBLY PREPARATION

1. Remove all packaging materials, staples and packing straps from the carton.
2. Refer to Parts List and Hardware List , and ensure parts and hardware are complete before you start assembly.
Contact customer service for missing parts.
3. Place all wooden parts on a clean, flat and soft surface (e.g. carpet or rug) to prevent parts from getting scratched.

SAFETY PRECAUTION:

1. KEEP ALL HARDWARE PARTS OUT OF REACH OF CHILDREN.
2. DISPOSE PLASTIC PACKAGING MATERIAL IMMEDIATELY TO AVOID ANY RISK OF SUFFOCATION TO CHILDREN AND ANIMALS.

TIPS FOR ASSEMBLY:

1. Allow ample room for assembly and in close proximity to where product will be placed.
2. Assemble the product on a surface that does not scratch or damage the exterior gloss and finish of the furniture.
3. Check all of the parts and quantities are included before assembly.
4. Identify all of the parts, hardware and quantities required for each step.
5. During assembly, do not over-tighten any fittings as this may cause damage.
6. DO NOT USE POWER TOOLS TO ASSEMBLE THIS PRODUCT.
7. Always place the product on a flat, level surface.
8. Do not sit or stand on the partially assembled product; only use the product for which it is intended.

CARE AND MAINTENANCE

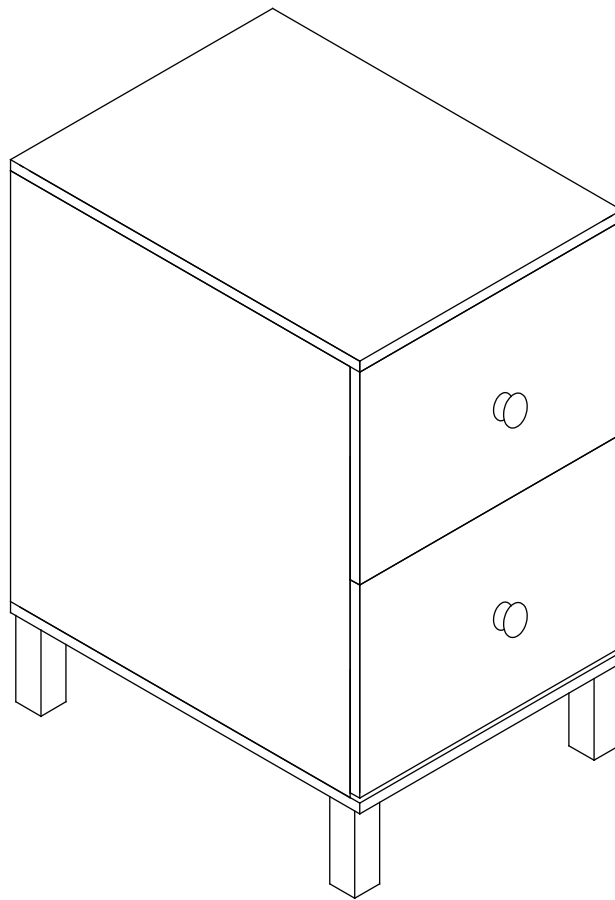
CLEANING - Use a slightly damp cloth to clean the product. Do not use bleach or abrasive cleaning material.

FITTINGS - Check all the fittings periodically and re-tighten as necessary. Do not use the product if any of the parts is damaged or broken.













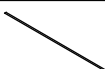
This product is for indoor and household use only - not for commercial use.

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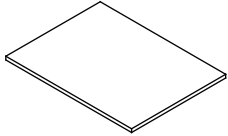
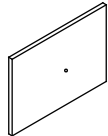
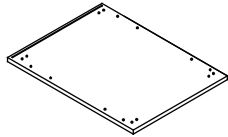
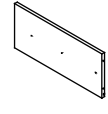
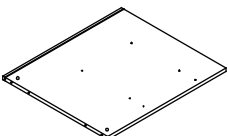
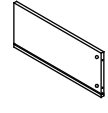
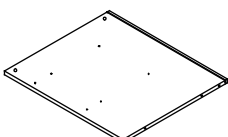
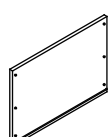
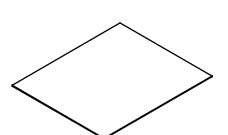
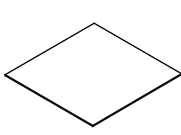

Hardware List

ITEM	DESCRIPTION	PART	QTY	ITEM	DESCRIPTION	PART	QTY
A	Cam-bolt	 6*35mm	12 pcs	H	Screw	 5*50mm	8 pcs
B	Cam-lock	 15*12mm	12 pcs	I	Screw	 4*30mm	8 pcs
C	Wood Dowel	 8*30mm	8 pcs	J	Screw	 4*40mm	4 pcs
D	Knob		2 pcs	K	Screw	 3*12mm	24 pcs
E	Knob Bolt	 4*16mm	2 pcs	L	Screw	 3*16mm	4 pcs
F	Drawer Glide		4 pcs	M	Backply Stopper		4 pcs
G	Metal Rod		4 pcs				

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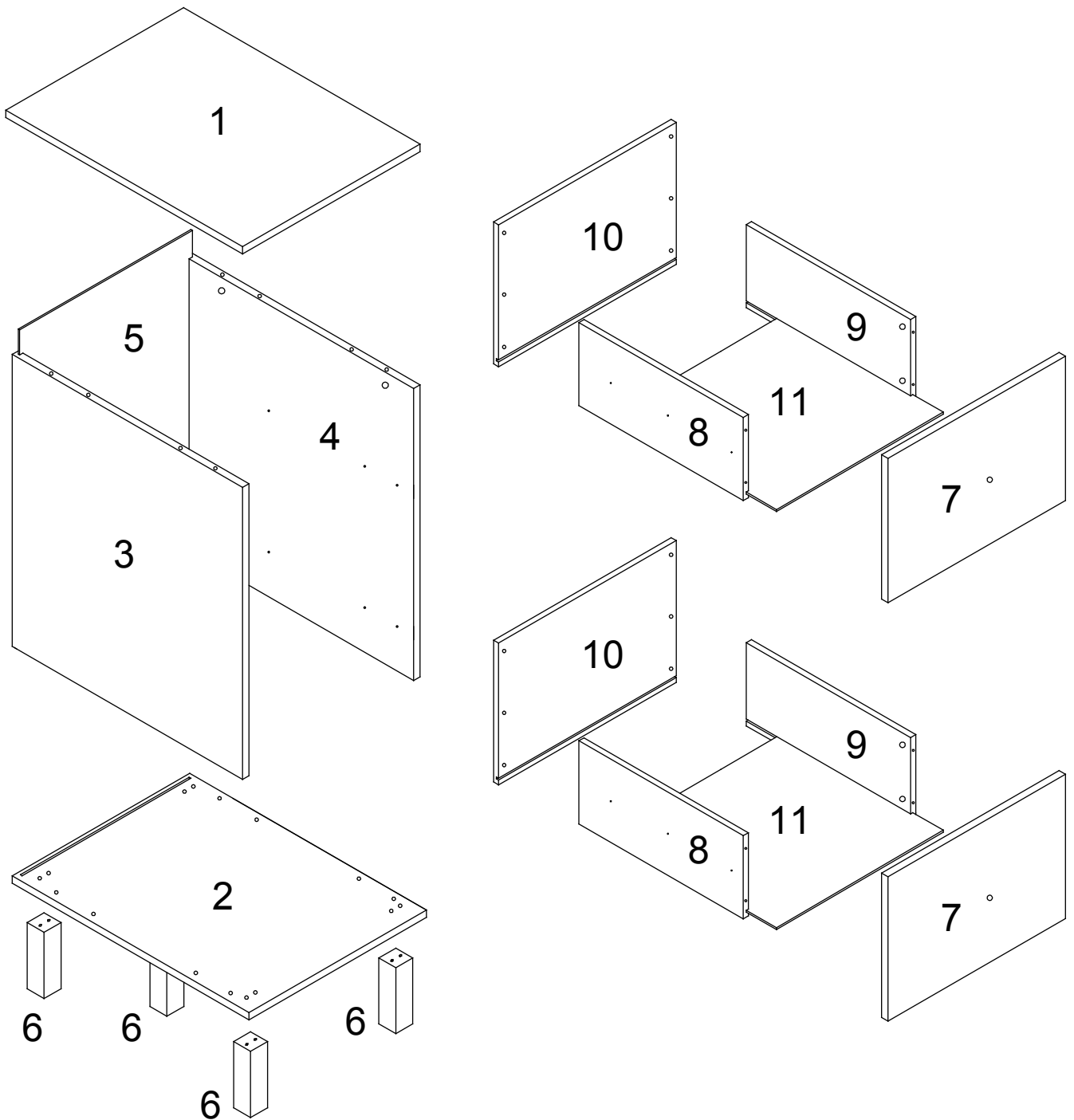
Parts List

ITEM	DESCRIPTION	PART	QTY	ITEM	DESCRIPTION	PART	QTY
1	Top Panel		1 pc	7	Drawer Front Panel		2 pcs
2	Bottom Panel		4 pcs	8	Drawer Left Panel		2 pcs
3	Left Panel		1 pc	9	Drawer Right Panel		2 pcs
4	Right Panel		1 pc	10	Drawer Back Panel		2 pcs
5	Back Panel		1 pc	11	Drawer Bottom Panel		2 pcs
6	Leg		4 pcs				

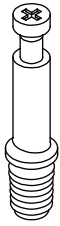
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Parts List Assembly Overview



Instructions For Fastening CAM-BOLT AND CAM-LOCK

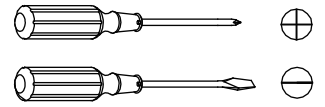


CAM-BOLT

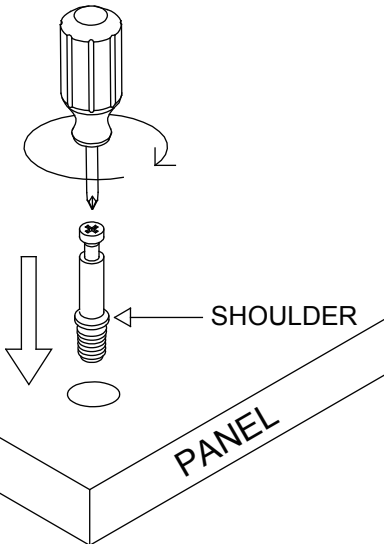


CAM-LOCK

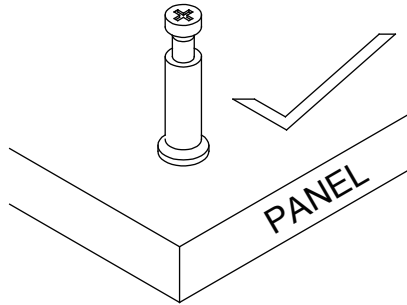
Tools Required



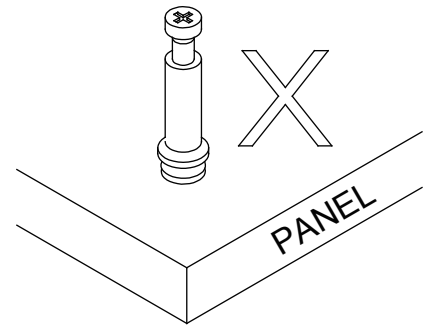
INSERTING AND TIGHTENING CAM-BOLT



Place Cam-bolt on pre-drilled hole and screw in vertically.



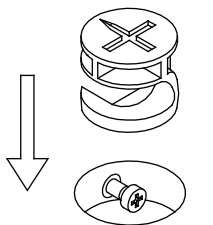
Shoulder is flushed (on the same level) with the panel.



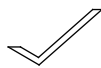
Shoulder is above the panel.

Place Cam-bolt to the designated pre-drilled holes on the panel. Use a Phillips Screwdriver to tighten Cam-bolt vertically until shoulder is flushed (on the same level) with panel. Do not over-tighten or under-tighten.

INSERTING CAM-LOCK



Cam-bolt head needs to be in centre



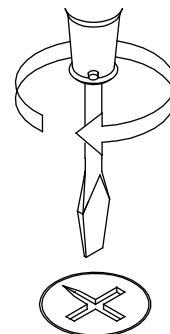
CORRECT



WRONG

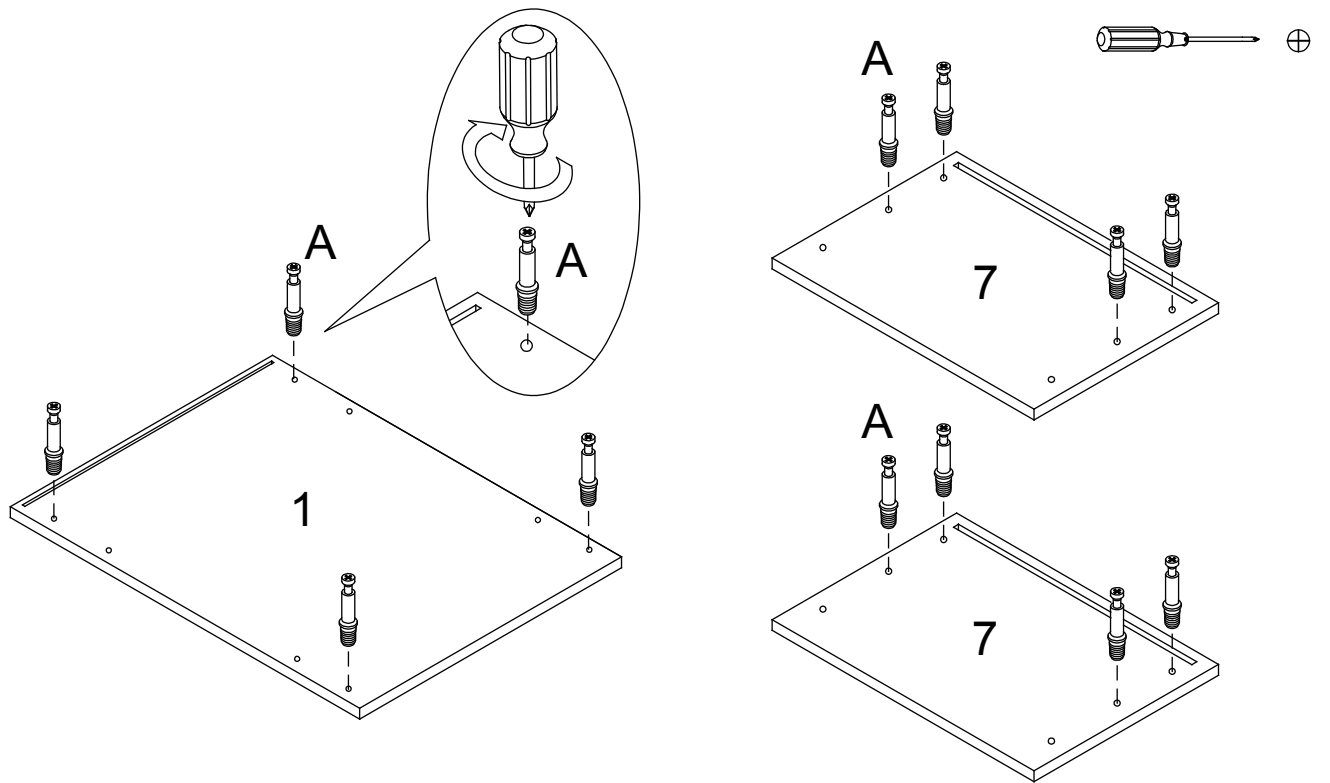
Align the arrow on the Cam-lock to the Cam-bolt head and insert the Cam-lock. Ensure Cam-lock is fully inserted.

TIGHTENING CAM-LOCK



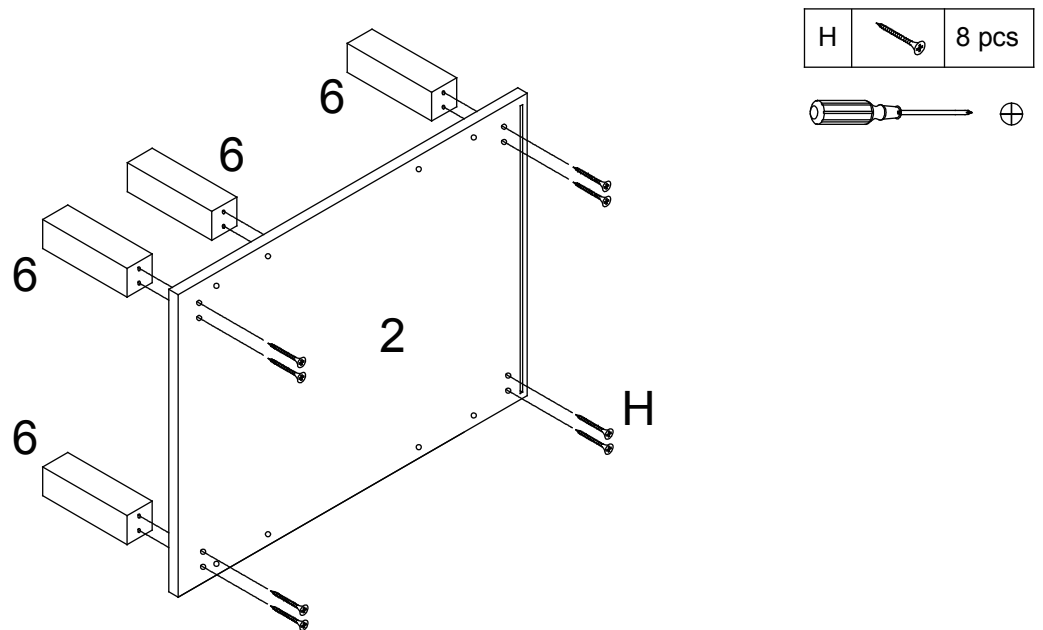
Use a Flat-head Screwdriver to turn Cam-lock clockwise so it locks onto the head of the Cam-bolt. Turn until it is snug (about one half of a turn) -- over-tightening could damage Cam-lock or/and Cam-bolt.

STEP 1




- Place Top Panel (1) and 2x Drawer Panels (7) with interior side facing up, as shown, on a material that does not scratch its exterior surface.
- Screw in Cam-bolt (A) into designated holes on (1 & 7). Refer to Page 5 for instructions on fastening Cam-bolt.

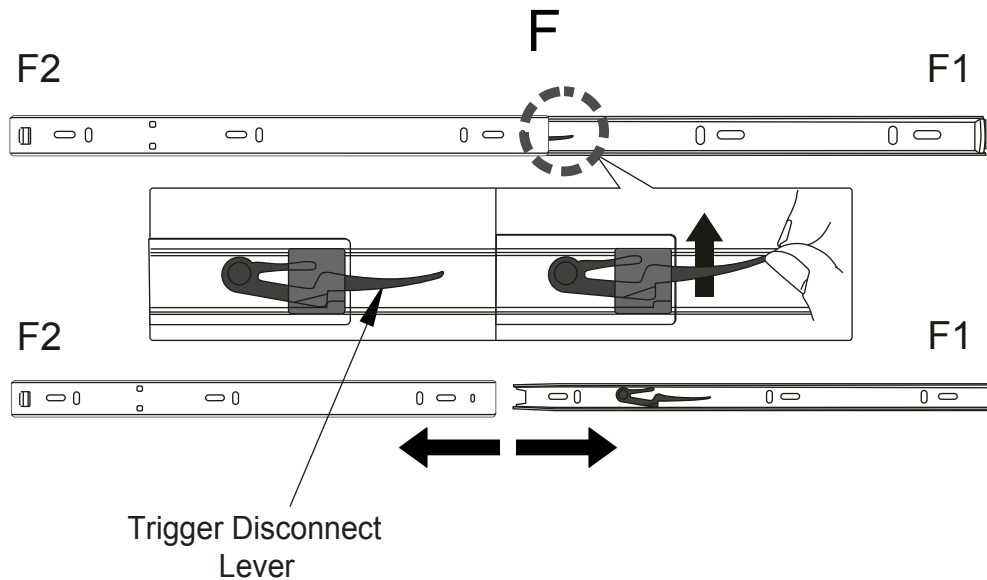
STEP 2



Position Bottom Panel (2) vertically as shown, on a material that does not scratch the part. Align screw holes on Leg (6) to screw holes on (2). Use Phillips Screwdriver to drive Screw (H) to fasten (6) to (2). Do not tighten (H) completely until both screws are in place on each leg.

STEP 3



F		4 pcs
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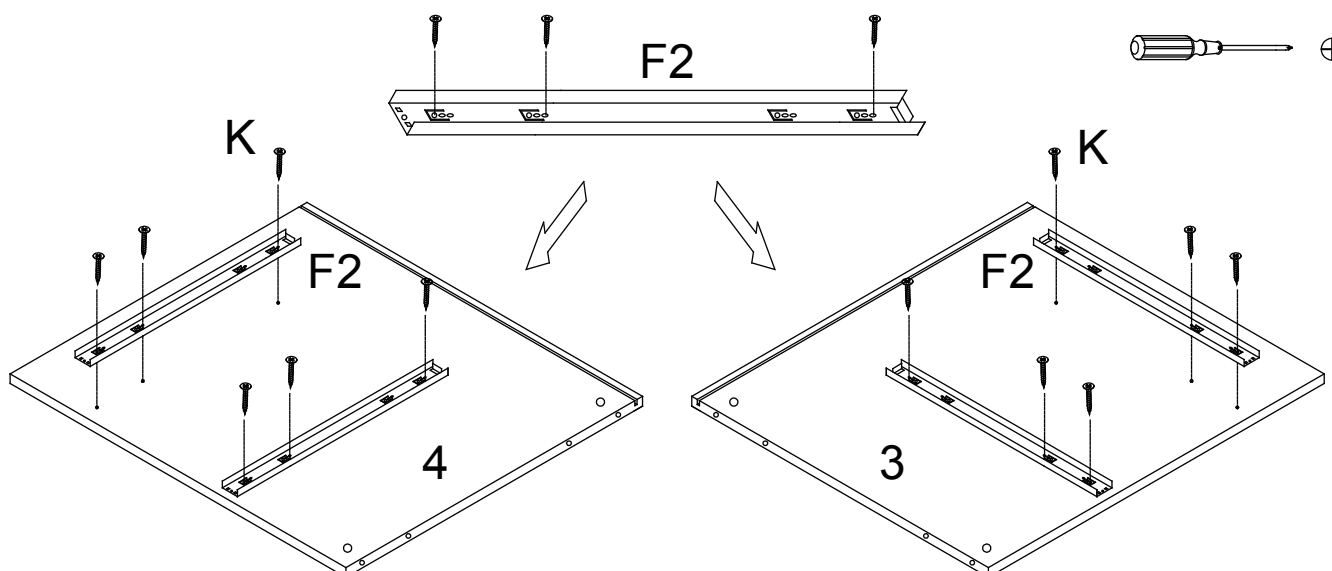


To install Drawer Glide (F), the Drawer Glide Runner (F1) needs to be detached or separated from the Drawer Glide Track (F2).

Detach Drawer Glide Runner (F1) from Drawer Glide Track (F2) by sliding out Drawer Slide Runner (F1) from Drawer Glide Track (F2) until the Trigger Disconnect Lever is visible on (F1) as shown above. Next, depress the Trigger Disconnect Lever and at the same time slide out (F1) from (F2).

STEP 4

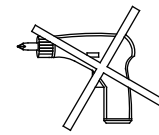
F2		4 pcs
K		12 pcs



- Place Left & Right Side Panel (3 & 4) as shown on a material that does not scratch the surface of the parts. Next, locate pilot holes for Screw (K) on each part.
- Position and align screw holes on Drawer Glide Track (F2) to pilot holes on (3 & 4) and use Screw (K) to fasten (F2). Do not tighten (K) completely until all of the screws are in place.

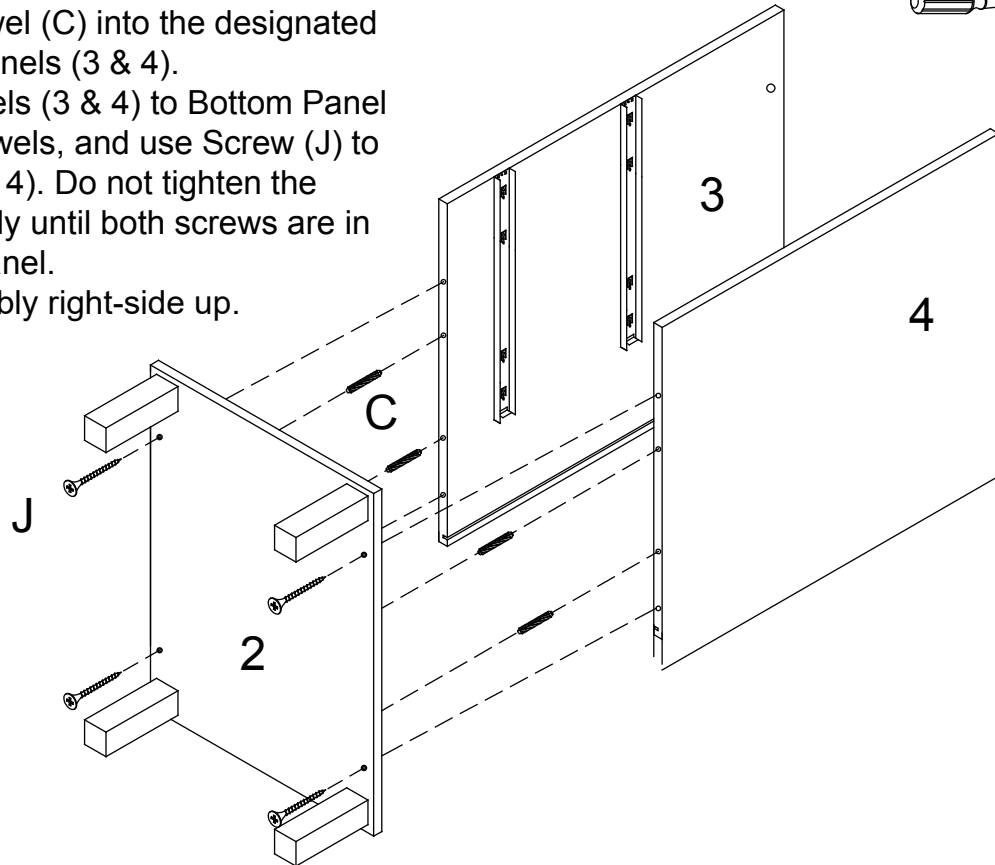
STEP 5

- Position the panels with groove edge at the bottom as shown.
- Insert Wood Dowel (C) into the designated holes on Side Panels (3 & 4).
- Attach Side Panels (3 & 4) to Bottom Panel (2) via Wood Dowels, and use Screw (J) to fasten (2) to (3 & 4). Do not tighten the screws completely until both screws are in place on each panel.
- Place the assembly right-side up.

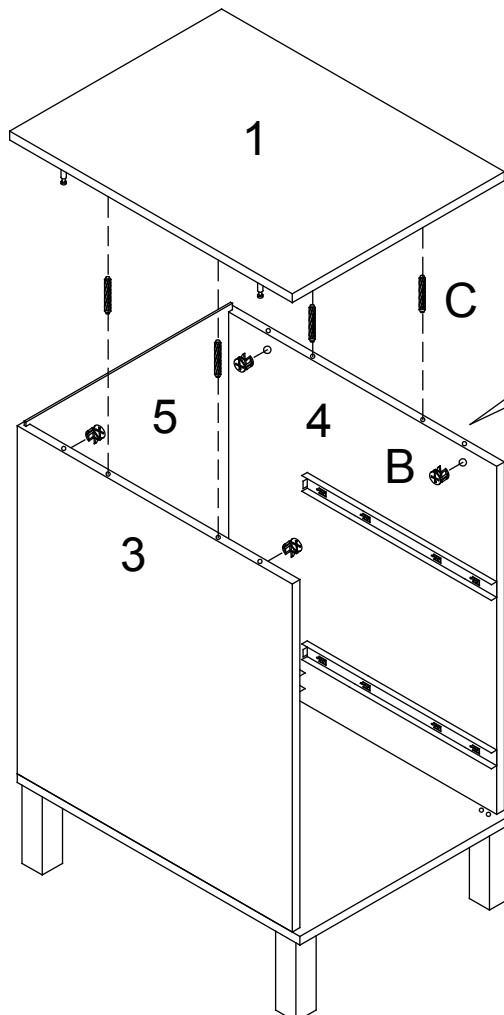


DO NOT USE POWER TOOLS

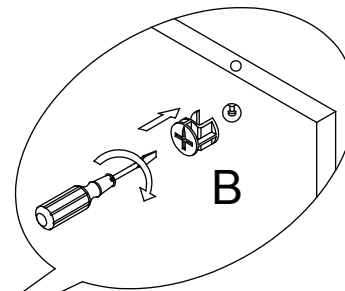
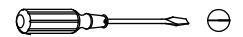
C		4 pcs
J		4 pcs



STEP 6

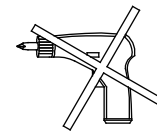


B		4 pcs
C		8 pcs



- Fit Back Panel (5) by inserting the long edges of (5) into the groove on Left & Right Panels (3 & 4), and bottom edge into groove on Bottom Panel.
- Insert Wood Dowel (C) into the designated holes on top edge of Side Panels, and attach Top Panel (1) via Wood Dowels and Cam-bolts. Check that top edge of (5) fits into groove on bottom side of (1).
- Insert Cam-lock (B) into designated holes on (3 & 4) then turn clockwise to lock onto Cam-bolt. Refer to Page 5 for instructions on fastening Cam-lock.

STEP 7

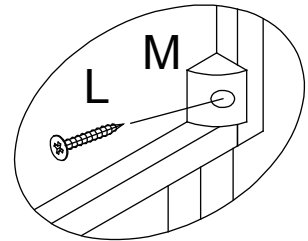
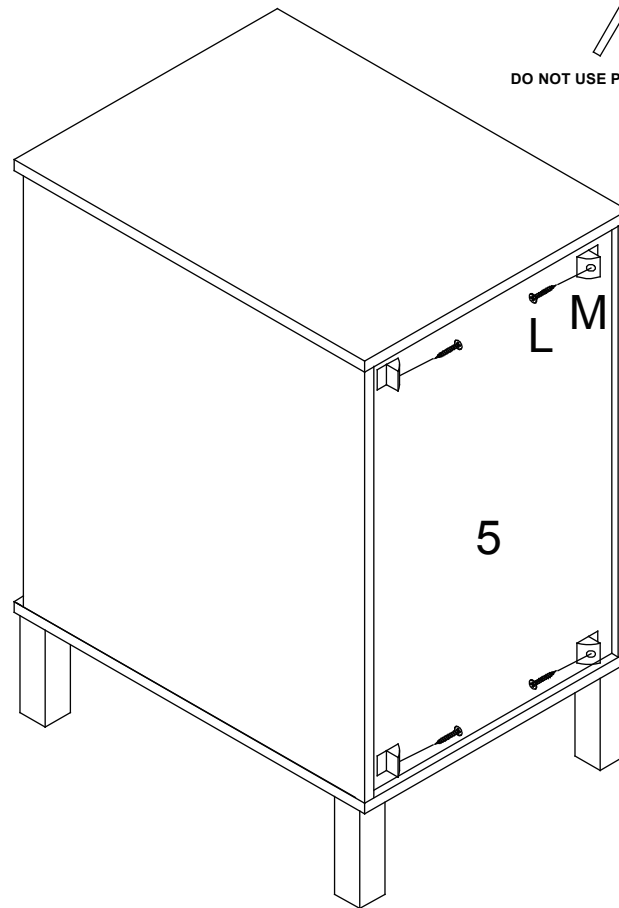


DO NOT USE POWER TOOLS

L		4 pcs
M		4 pcs

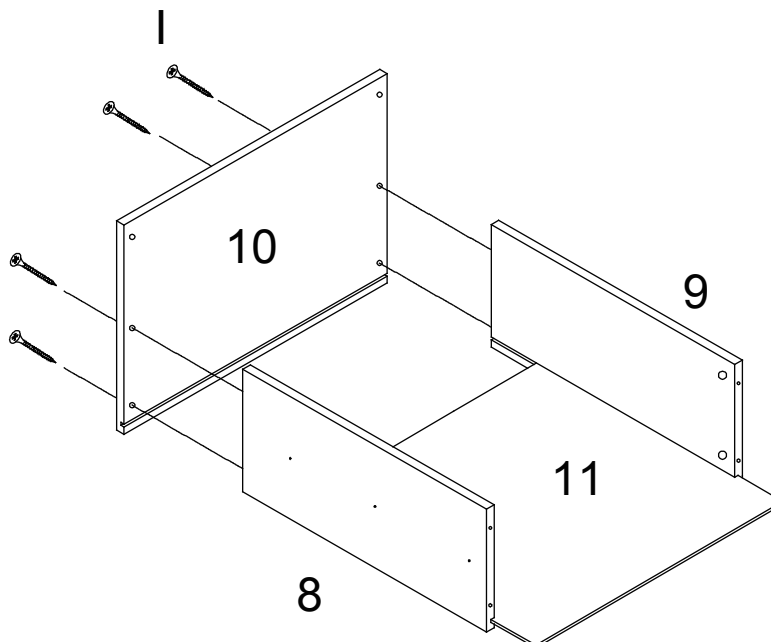


- Insert Backply Stopper (M) at each corner to fit into the groove and against Back Panel (5).
- Use Screw (L) to fasten (M).



STEP 8

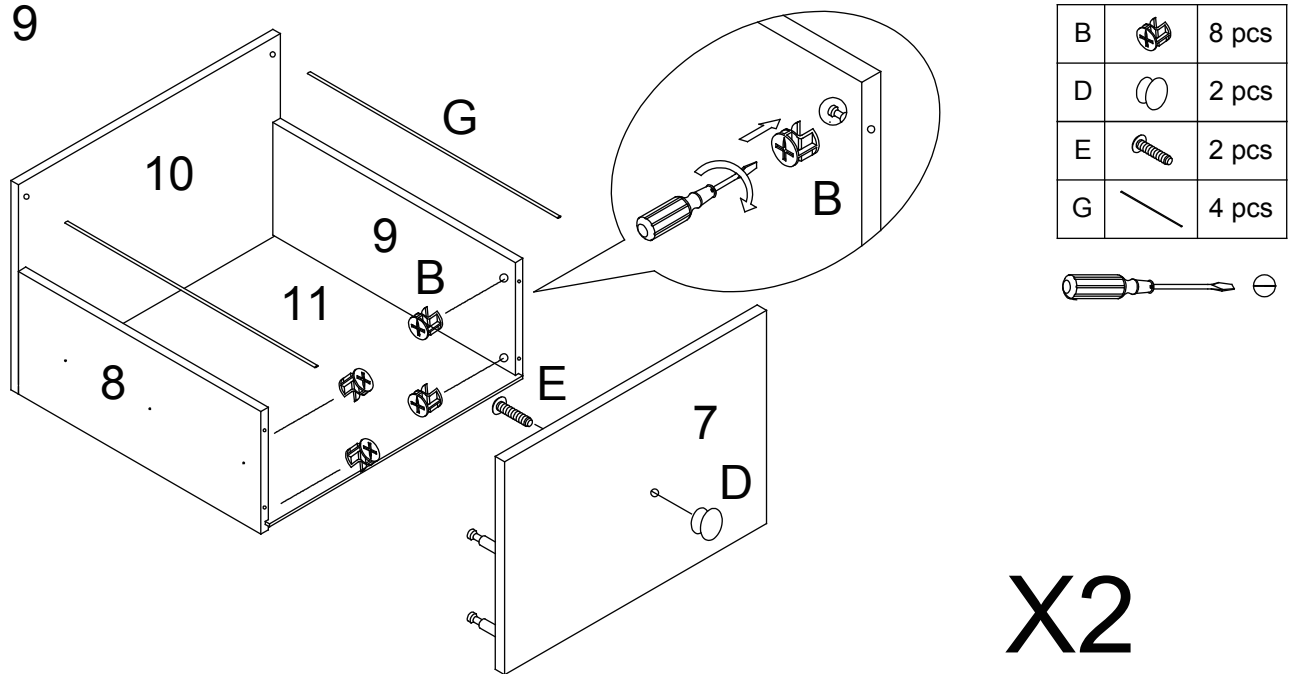
I		8 pcs
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X2

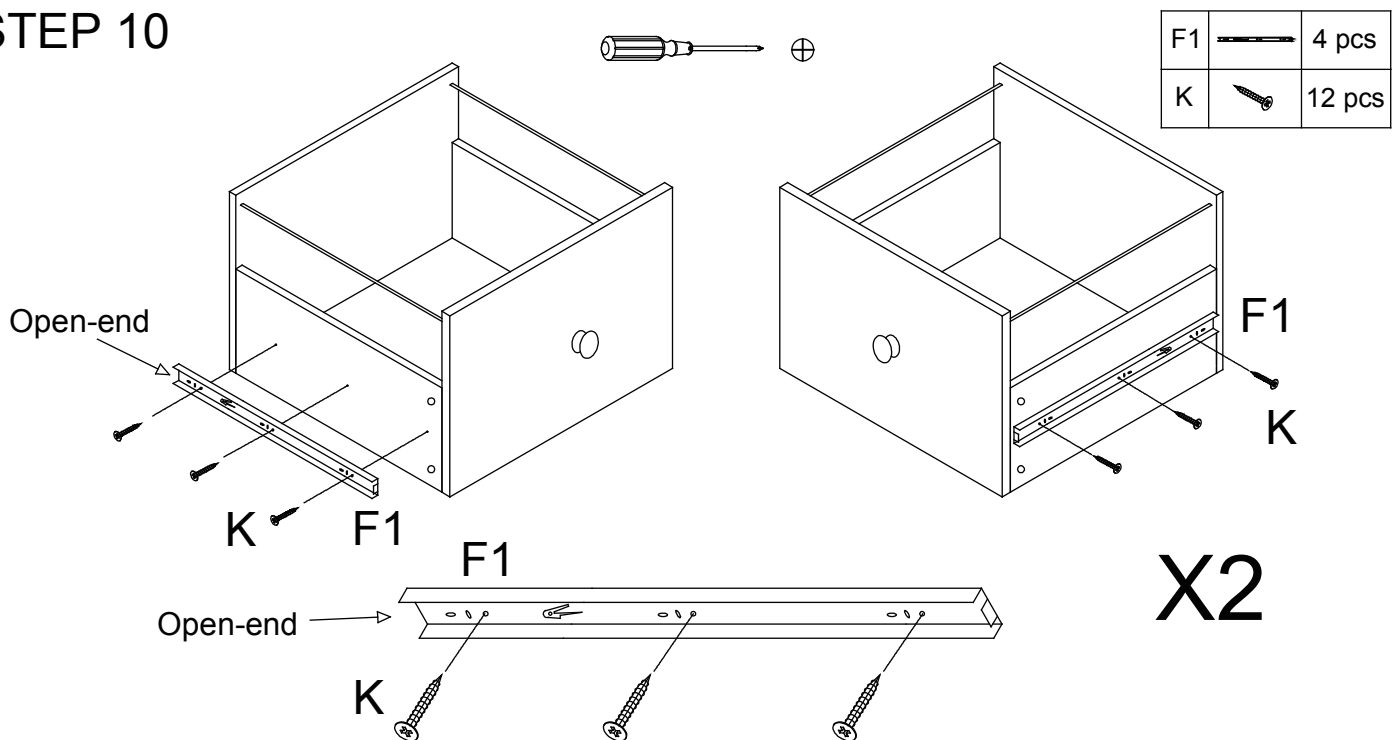
- Attach Drawer Left & Right Side Panels (8 & 9) to Drawer Back Panel (10) as shown.
Note: the groove on each panel is at the bottom.
- Use Phillips Screwdriver to drive Screw (I) to fasten Back Panel to Side Panels. Do not tighten screws completely until both screws are in place on each panel.
- Fit Bottom Panel (11) to Drawer Panels (8, 9 & 10) by inserting the edges of (11) into the groove on respective drawer panels.

STEP 9



- Insert one end of Metal Rod (G) into the designated holes on Drawer Back Panel (10).
- Partially insert Cam-bolts on Drawer Front Panel (7) into the designated holes on Drawer Side Panels (8 & 9). Next, fit front edge of Bottom Panel (11) and the Metal Rod (G) into the groove and designated holes on (7), respectively, and then attach (7) to (8 & 9) firmly.
- Insert Cam-lock (B) then turn clockwise to lock Cam-bolt to fasten Drawer Front Panel.
- Use a Phillips Screwdriver to drive Knob Bolt (E) to fasten Knob (D) to drawer front panel as shown.

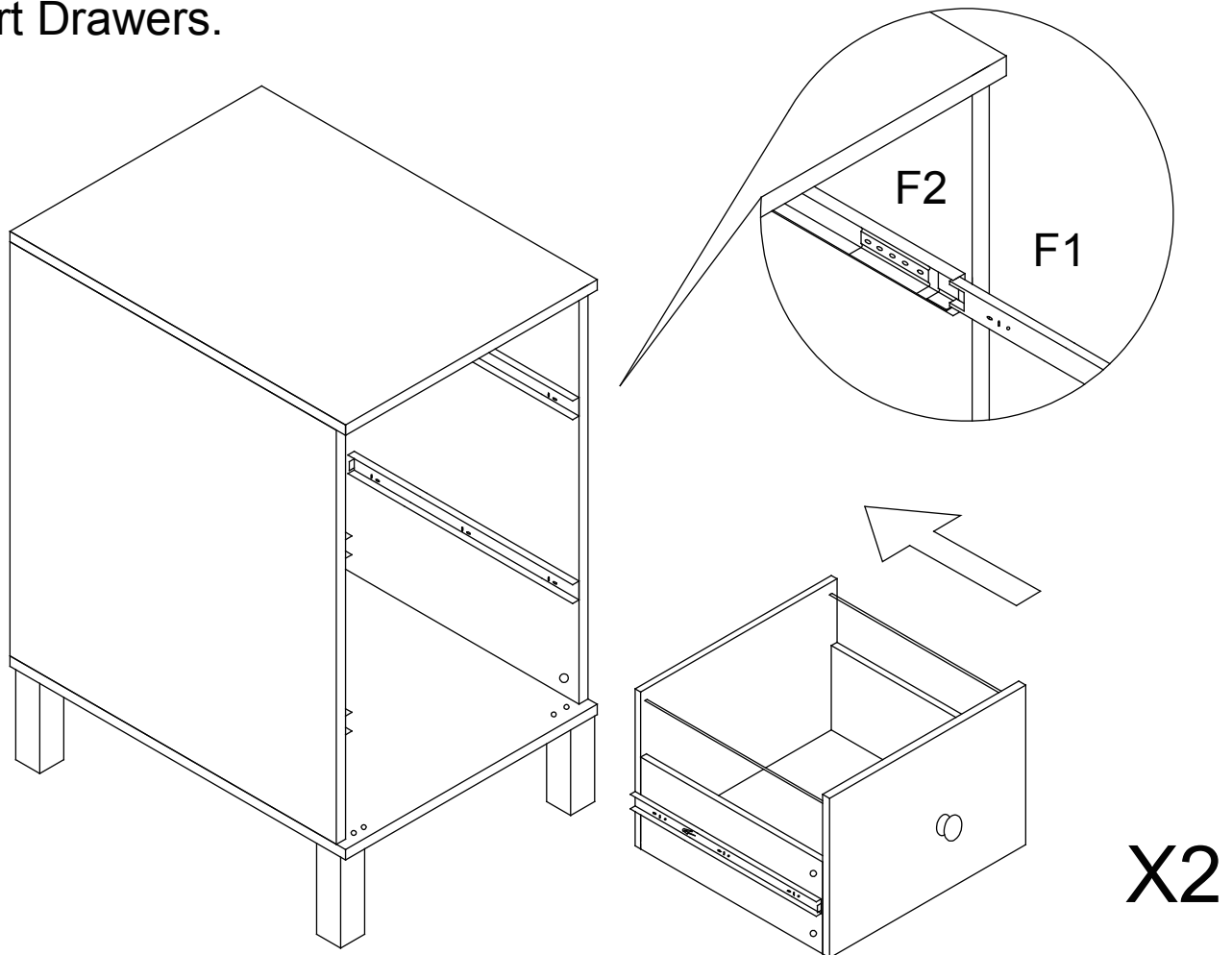
STEP 10



- On each Drawer completed in STEP 9, locate pilot holes on Side Panels (8 & 9) for fastening Drawer Glide Runner (F1).
- Position (F1) to align the designated screw holes on (F1) to pilot holes (Refer to enlarged drawings). Check that the open-end of (F1) faces the Drawer Back Panel.
- Use Screw (K) to fasten (F1) to Side Panels (8 & 9). Use a Phillips Screwdriver to drive (K). Do not tighten (K) completely until all 3 screws are in place.

STEP 11

Insert Drawers.



To insert Drawers:

- On the Side Panels of the cabinet, bring the ball-bearing slider on Drawer Glide Track (F2) forward to the front edge of (F2) i.e. towards drawer opening of the desk.
- Align the back open-end of the Drawer Glide Runner (F1) on each side of the drawer to fit squarely into the groove on the open front-end of (F2) on the Side and Middle Panels. Be sure the drawer/F1 is not tilted or angled, and gently push in drawer squarely.
- When the drawer is pushed in about half way, the Disconnect Lever on (F1) will be engaged onto (F2) which will make pushing in the drawer again to engage the Lever to the slide mechanism on (F2). The drawer should now slide smoothly.
- If the drawer cannot be pushed in or stuck, do not force it in. Remove the drawer and repeat the steps above.

The assembly of this 2-Drawer Filing Cabinet is complete.

TO REMOVE DRAWER FROM THE CABINET

- Slide out the drawer until the Disconnect Lever is visible on F1 on the Left and Right Side of the drawer.
- Push DOWN the Disconnect Lever on the Right Drawer Glide (F1) and Push UP the plastic Stopper on Left Drawer Glide (F1) at the same time and continue to pull out the drawer.