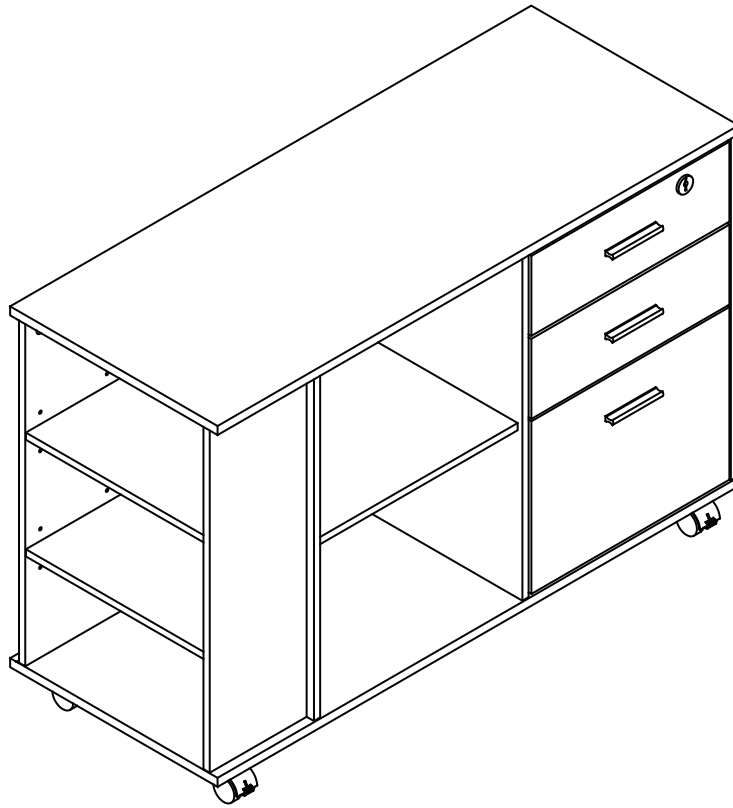


# Assembly Instructions

PWS-PD2410-BO

## BLACK OAK FILE CABINET WITH 1 LOCKER



THIS INSTRUCTION BOOKLET CONTAINS **IMPORTANT** SAFETY INFORMATION. PLEASE READ AND KEEP FOR FUTURE REFERENCE.

### Do Not Return This Product!

Contact our customer service team for help first.

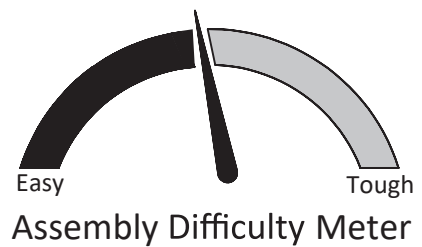
Monday-Friday 9am - 5pm CST

Visit: [support@cenports.com](mailto:support@cenports.com)



## **WARNING**

- Unit can tip over causing severe injury or death.
- Anchor unit to stud in wall (if instructed to).
- Do Not allow children to climb on unit.
- Put heavy items on lower shelves or drawers.



# Contact Us!

## Do NOT return this product!

Contact our friendly customer service team first for help



Visit [support@cenports.com](mailto:support@cenports.com)

# Helpful Hints

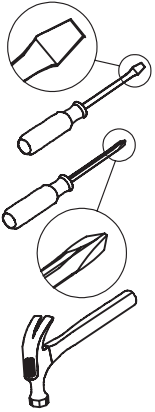
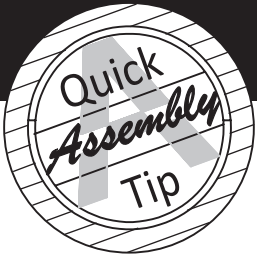
PEOPLE NEEDED FOR ASSEMBLY: **1-2**

ESTIMATED ASSEMBLY TIME: **30 MINUTE**

- Open your item in the area you plan to keep it to avoid excessive heavy lifting.
- Identify, sort and count the parts before attempting assembly.
- Compression dowels are lightly tapped in with a hammer.
- Slides are labeled with a **R** (right) and **L** (left) for proper placement.
- Make sure to always face the point on the top of the Cam Lock towards the outer edge.
- Use all the nails provided for the back panel and spread them out equally.
- Back panel must be used to make sure your unit is sturdy.
- Do NOT use harsh chemicals or abrasive cleaners on this item.
- Never push, pull, or drag your furniture.



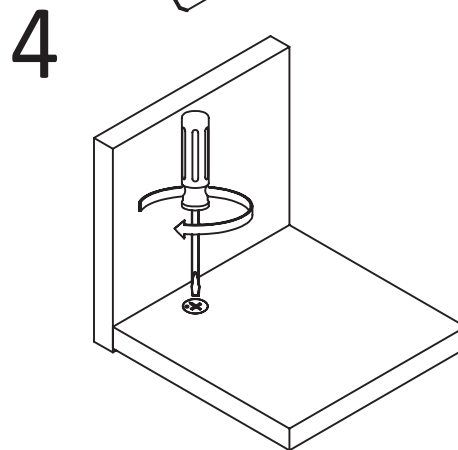
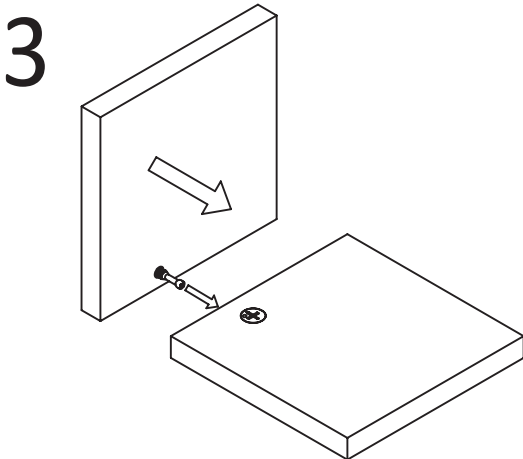
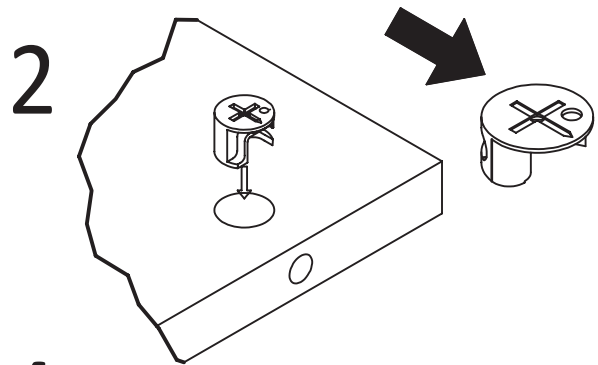
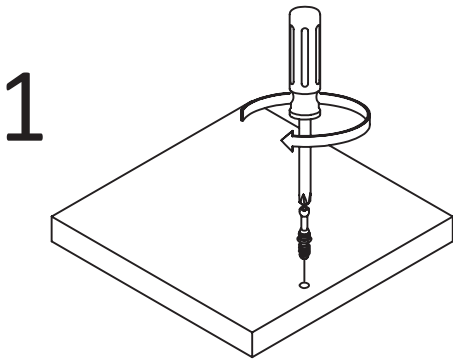
# Before You Start



- ✓ Read through each step carefully and follow the proper order
- ✓ Separate and count all your parts and hardware
- ✓ Give yourself enough room for the assembly process
- ✓ Have the following tools: Flat Head Screwdriver, #2 Phillips Head Screwdriver and Hammer
- ✓ Caution: If using a power drill or power screwdriver for screwing, please be aware to slow down and stop when screw is tight. Failure to do so may result in stripping the screw.

# Cam Lock Fastening System

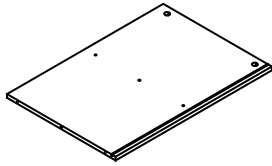
This Cam Lock Fastening System will be used throughout the assembly process.



# Board Identification

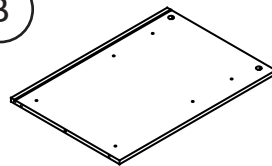
Not actual size

A



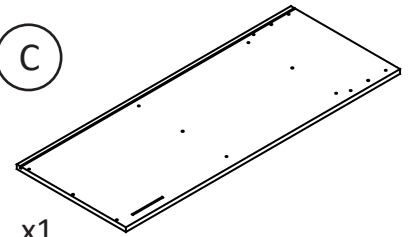
x1  
SIDE PANEL LEFT

B



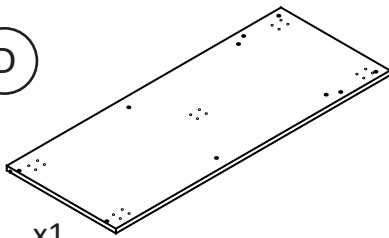
x1  
SIDE PANEL RIGHT

C



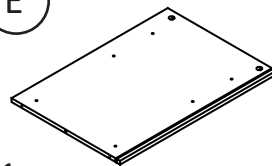
x1  
TOP PANEL

D



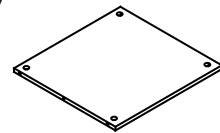
x1  
BOTTOM PANEL

E



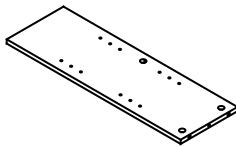
x1  
CENTER PANEL

F



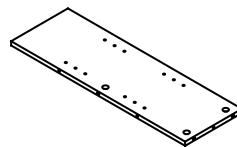
x1  
SHELF PANEL

G



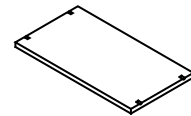
x1  
FRONT LEFT SUPPORT  
PANEL

H



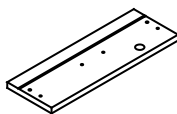
x1  
BACK LEFT SUPPORT  
PANEL

I



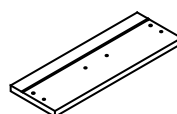
x2  
ADJUSTABLE SHELF  
PANEL

J



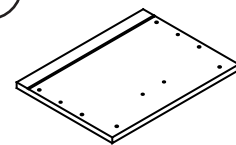
x1  
TOP DRAWER FRONT  
PANEL

K



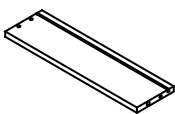
x1  
CENTER DRAWER FRONT  
PANEL

L



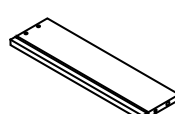
x1  
BORROM DRAWER FRONT  
PANEL

M



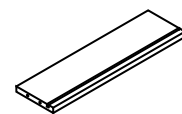
x2  
DRAWER SIDE LEFT PANEL

N



x2  
DRAWER SIDE RIGHT PANEL

O

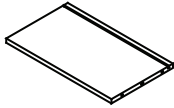


x2  
DRAWER BACK PANEL

# Board Identification

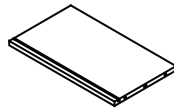
Not actual size

P



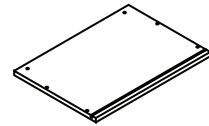
x1  
DRAWER SIDE LEFT PANEL

Q



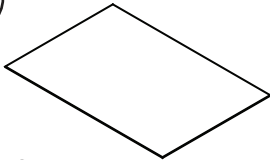
x1  
DRAWER SIDE RIGHT PANEL

R



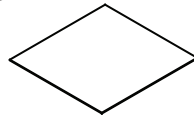
x1  
DRAWER BACK PANEL

Y



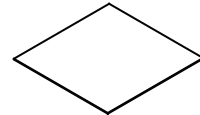
x2  
BACKPLY PANEL

Z



x2  
DRAWER BOTTOM PANEL

Z1



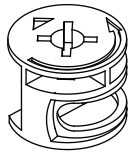
x1  
DRAWER BOTTOM PANEL

# Part List

Not Actual Size



x22  
Minifix Bolt



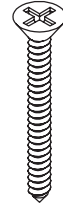
x22  
Cam Lock  
12-15



x24  
Wood Dowel  
6 X 30



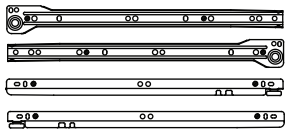
x32  
Csk Screw  
3.5 X 15



x12  
Csk Screw  
4.7 X 38



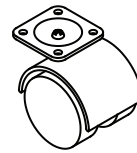
x12  
Euro Screw  
6 X 9



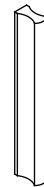
x3 Set  
Drawer Slide  
350mm



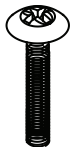
x2  
Caster Wheel with  
Lock



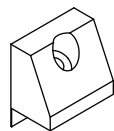
x3  
Caster Wheel  
without Lock



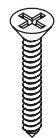
x2  
Handle  
(64 hole)



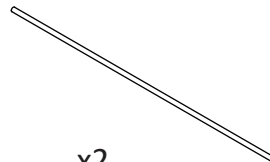
x4  
Handle Screw  
4 X 19



x12  
Backply Stopper



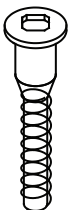
x12  
Csk Screw  
3.1 X 20



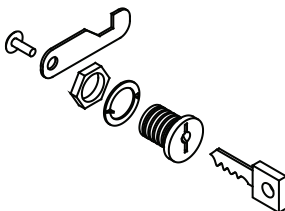
x2  
Metal Rod



x8  
Shelf Stopper



x10  
Unitar Screw  
6.3 X 40

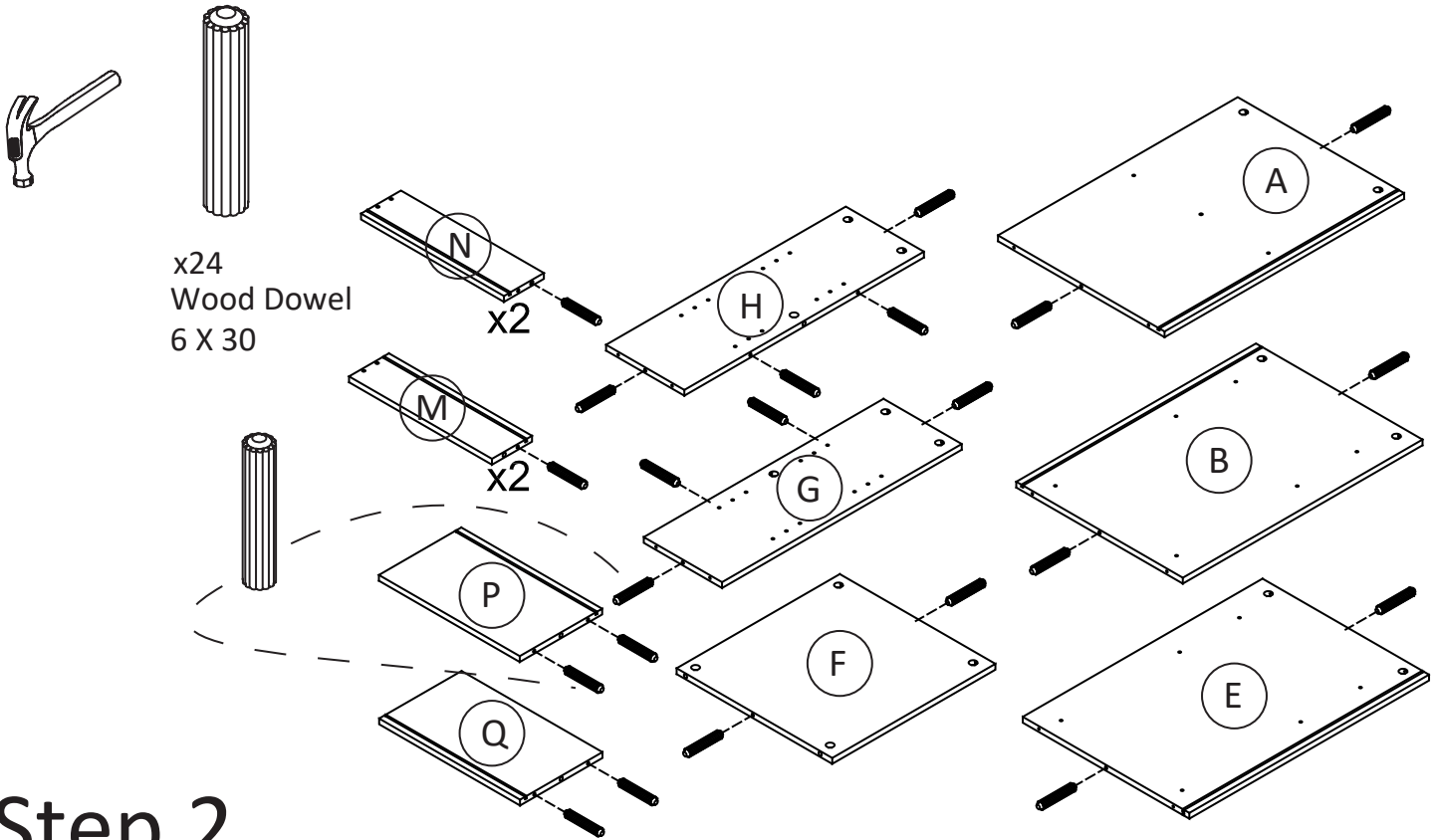


x1 Set  
Door Lock

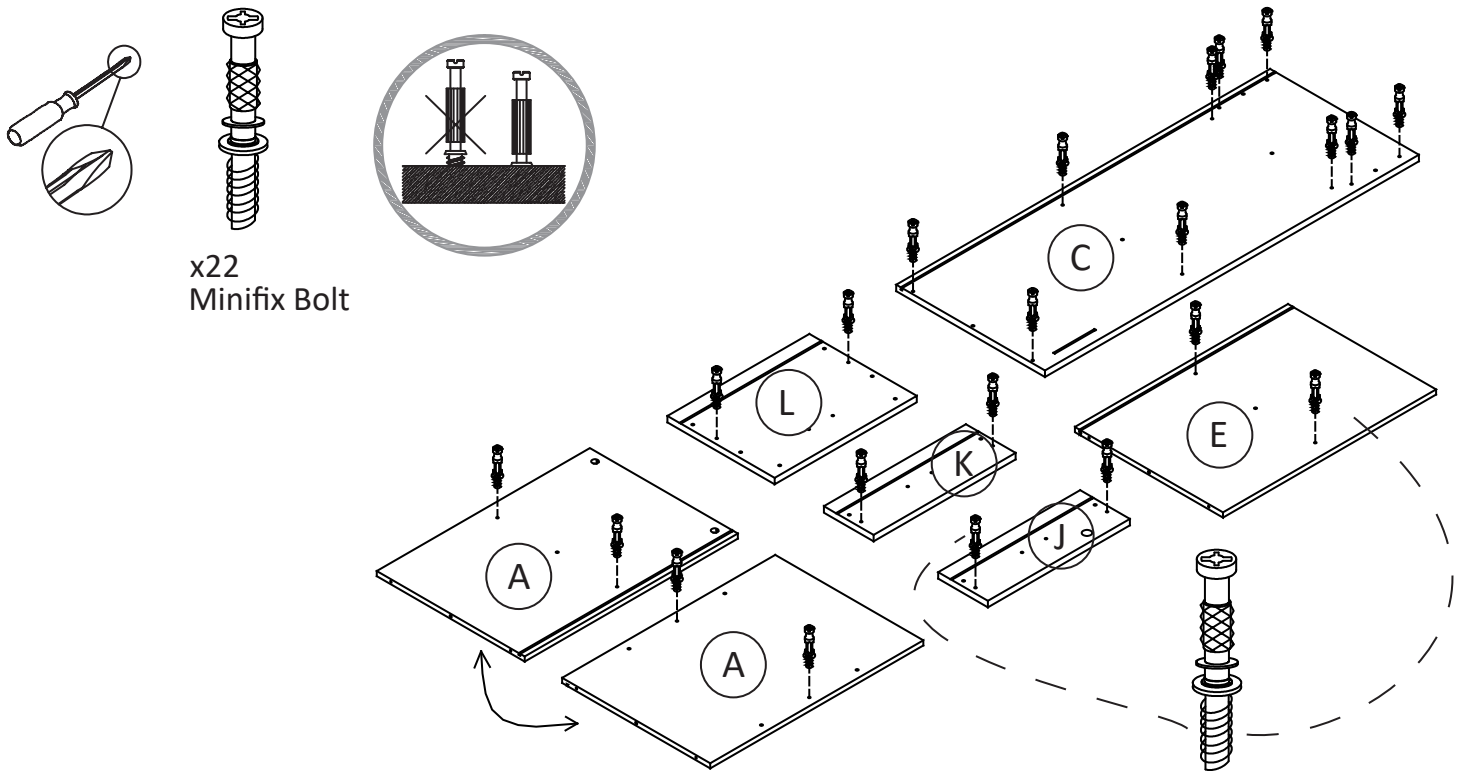


x1  
Allen Key M4

# Step 1



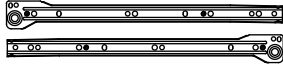
# Step 2



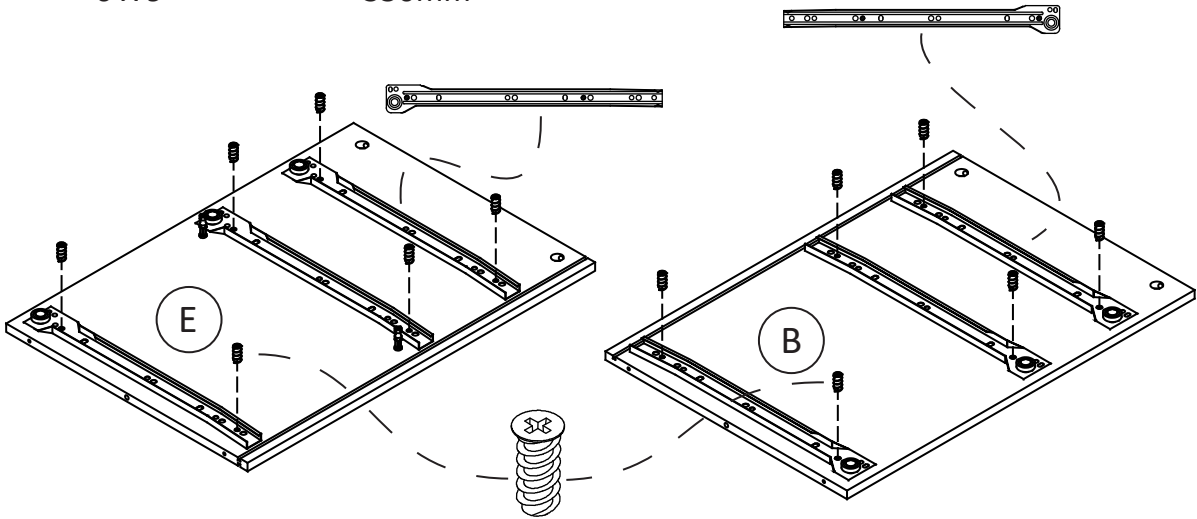
# Step 3



x12  
Euro Screw  
6 X 9



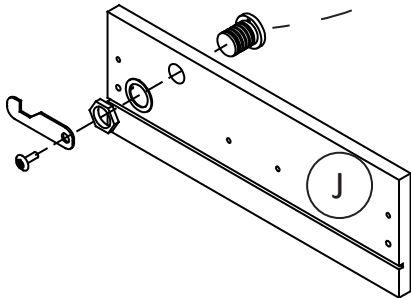
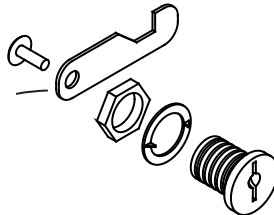
x3 Set  
Drawer Slide  
350mm



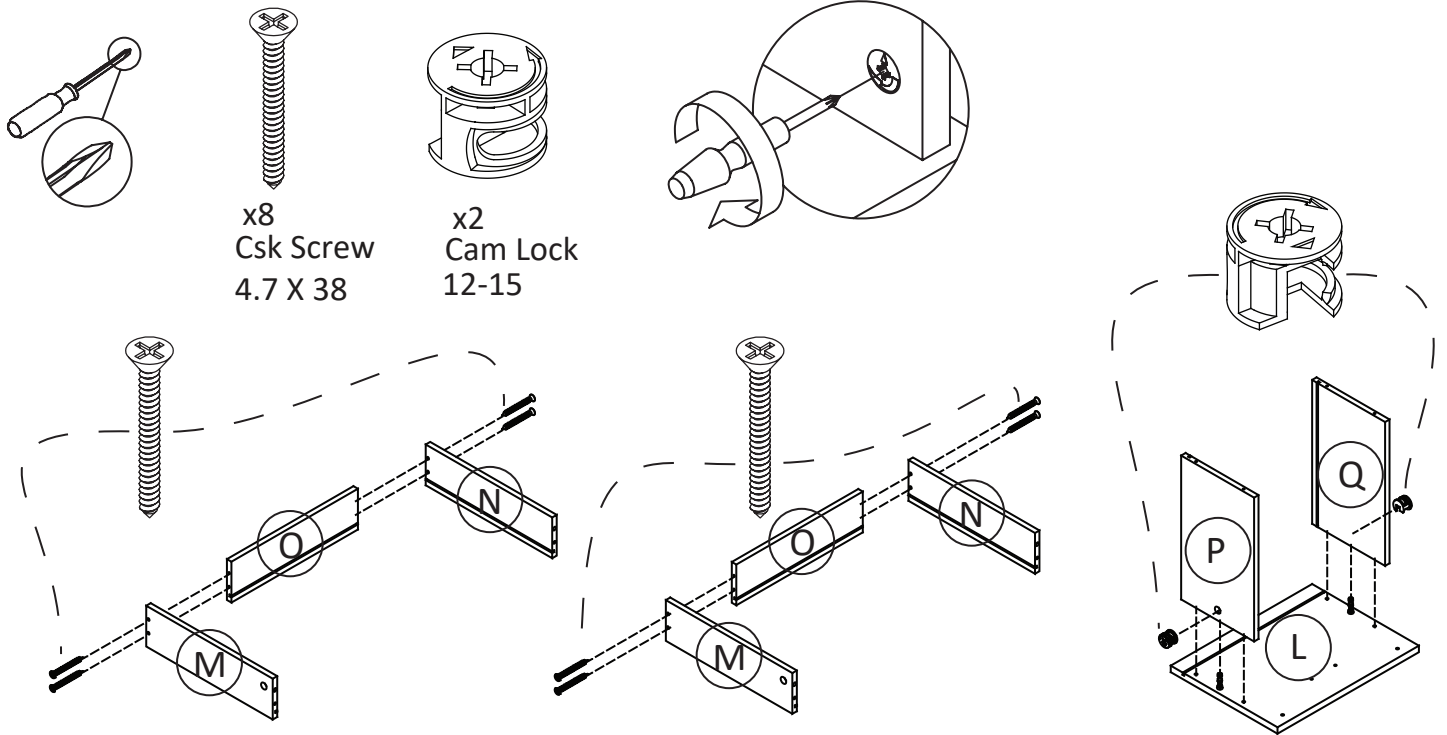
# Step 4



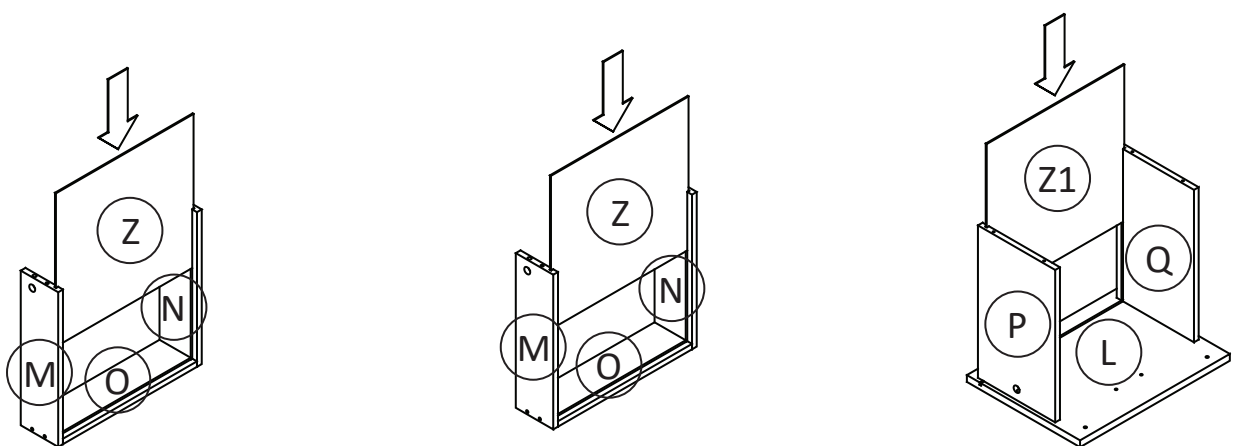
x1 Set  
Door Lock



# Step 5



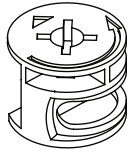
# Step 6



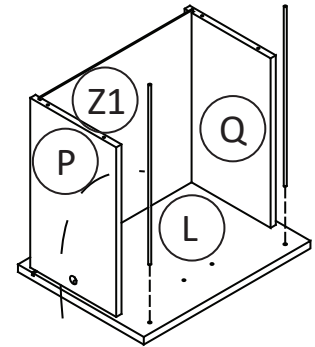
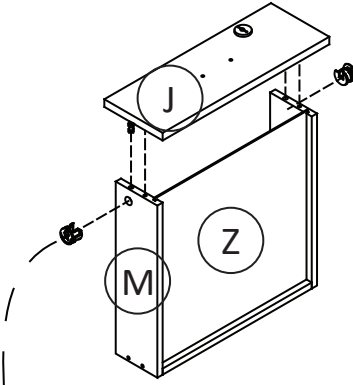
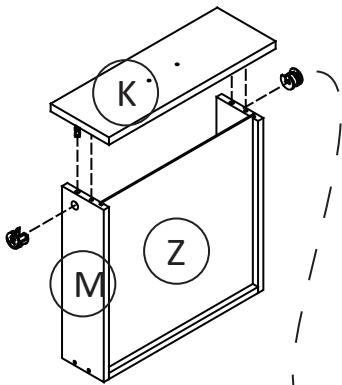
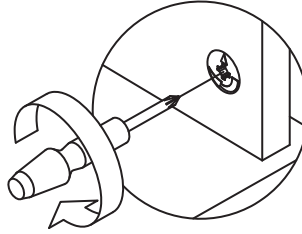
# Step 7



x2  
Metal Rod



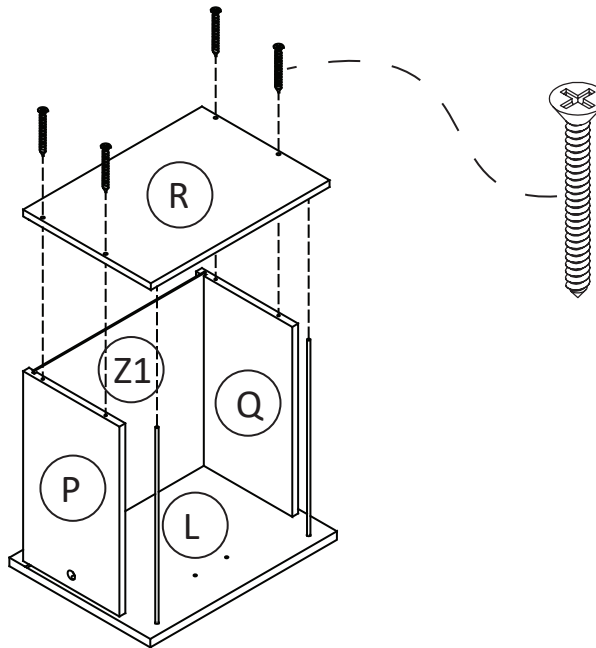
x4  
Cam Lock  
12-15



# Step 8



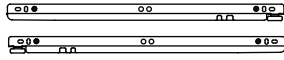
x4  
Csk Screw  
4.7 X 38



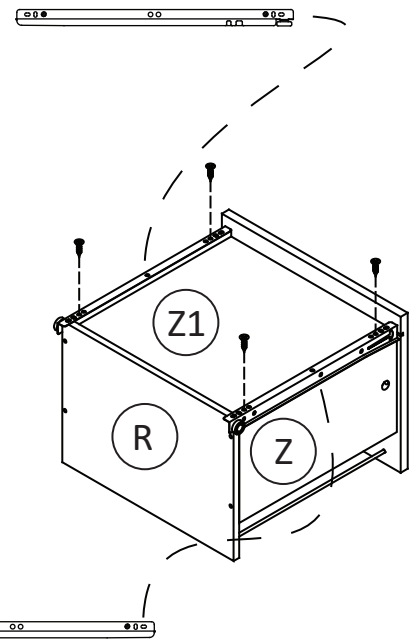
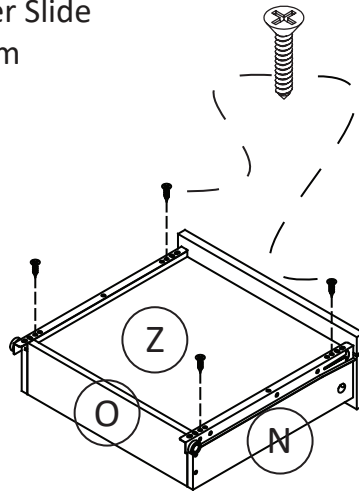
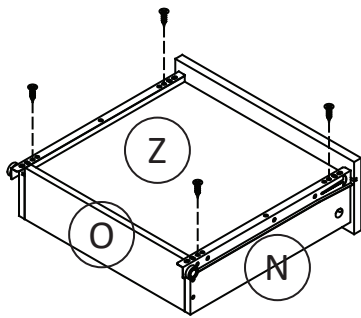
# Step 9



x12  
Csk Screw  
3.5 X 15



x3 Set  
Drawer Slide  
350mm



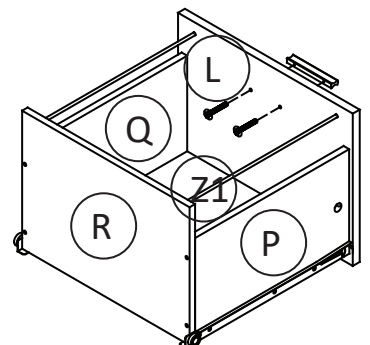
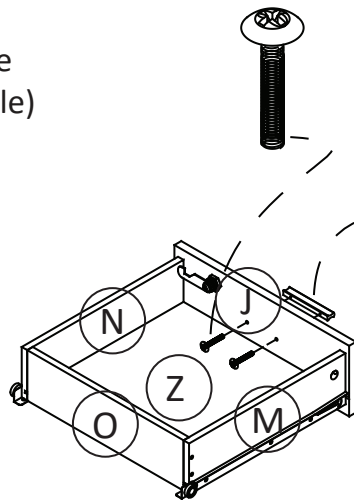
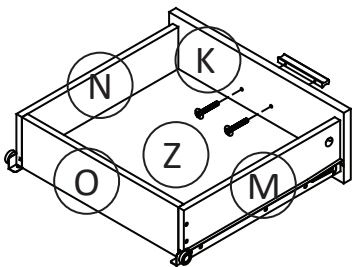
# Step 10



x6  
Handle Screw  
4 X 19

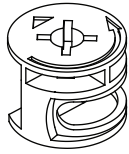


x3  
Handle  
(64 hole)

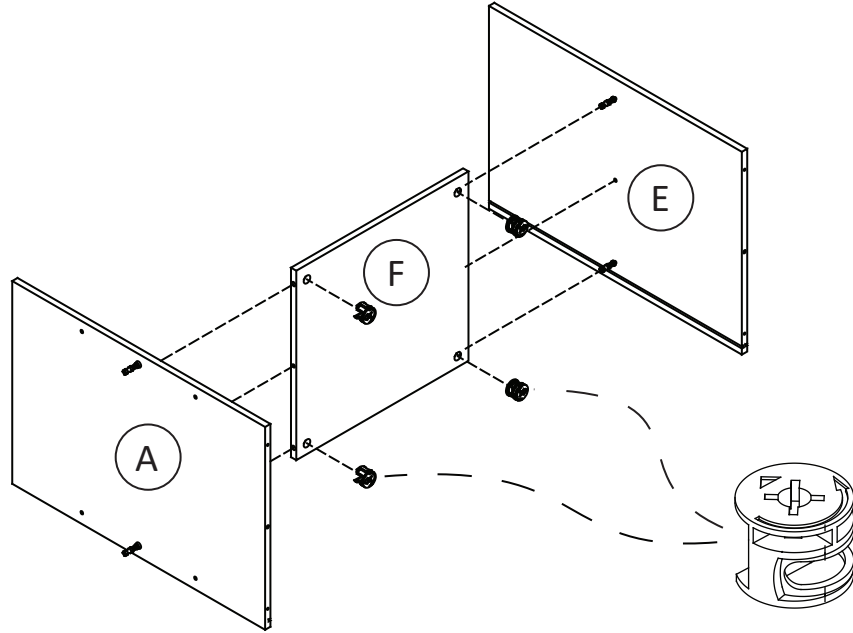
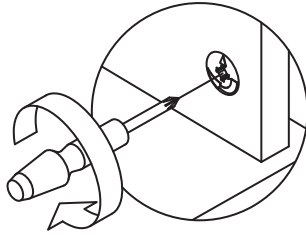


# Step 10

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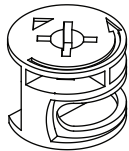
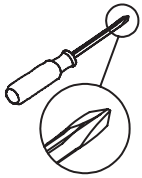


x4  
Cam Lock  
12-15

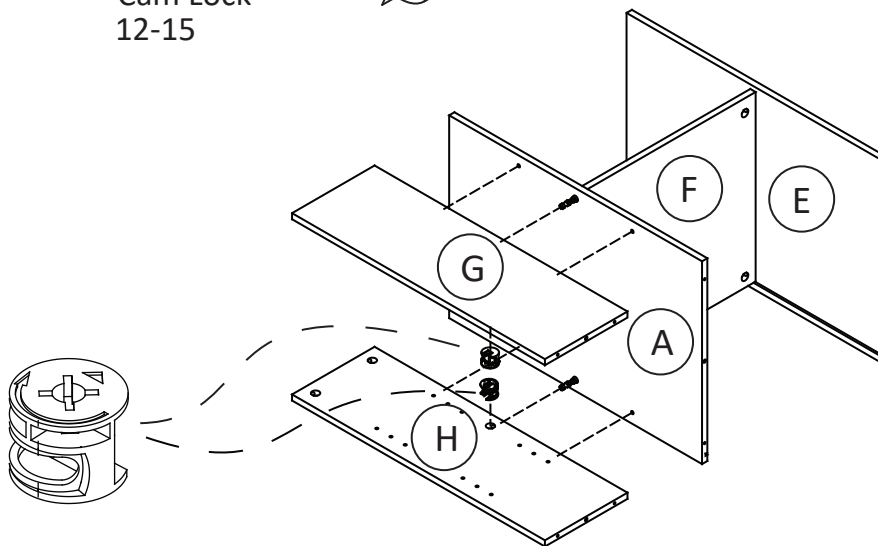
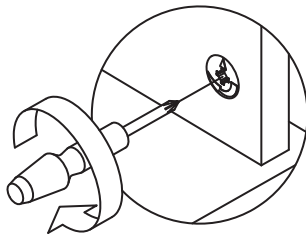


# Step 11

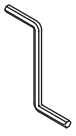
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x2  
Cam Lock  
12-15



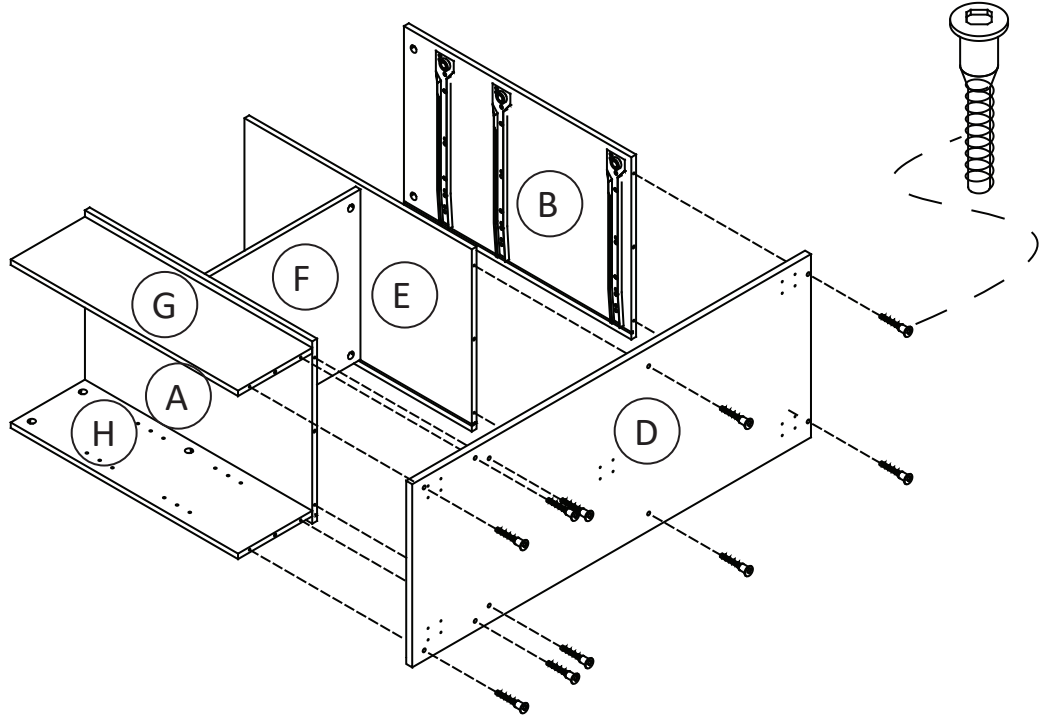
# Step 12



x1  
Allen Key  
M4



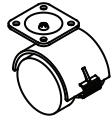
x10  
Unitar Screw  
6.3 X 40



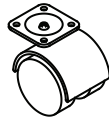
# Step 13



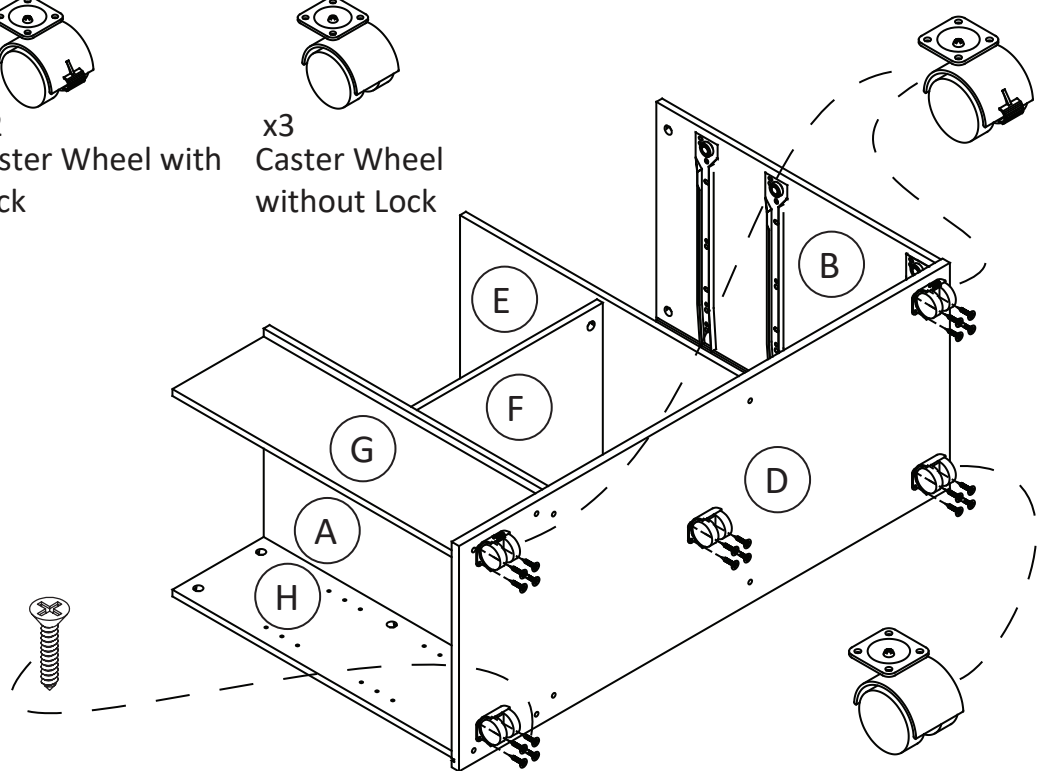
x32  
Csk Screw  
3.5 X 15



x2  
Caster Wheel with  
Lock

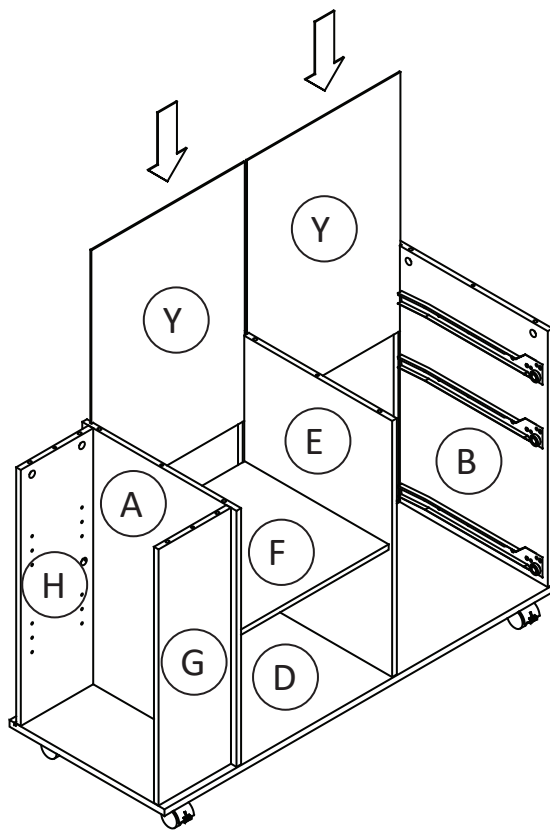


x3  
Caster Wheel  
without Lock



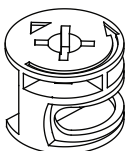
# Step 14

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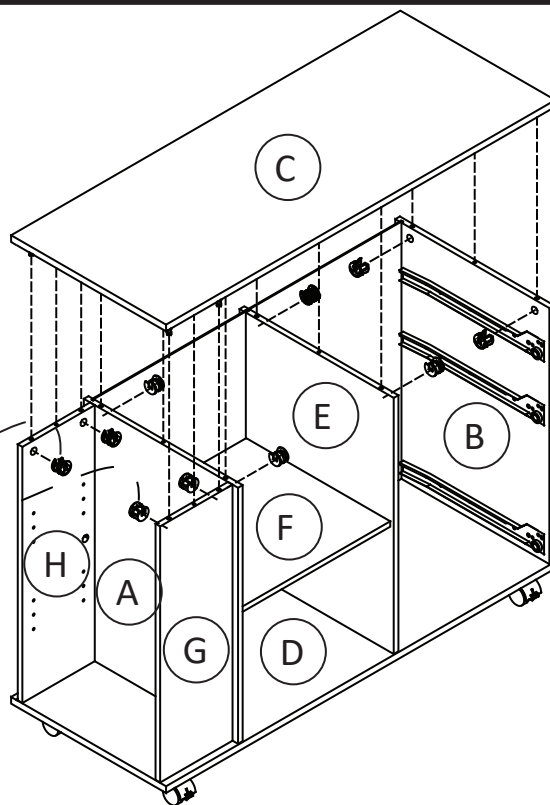
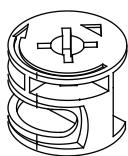
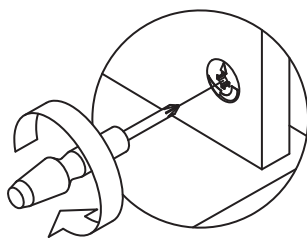


# Step 15

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x10  
Cam Lock  
12-15



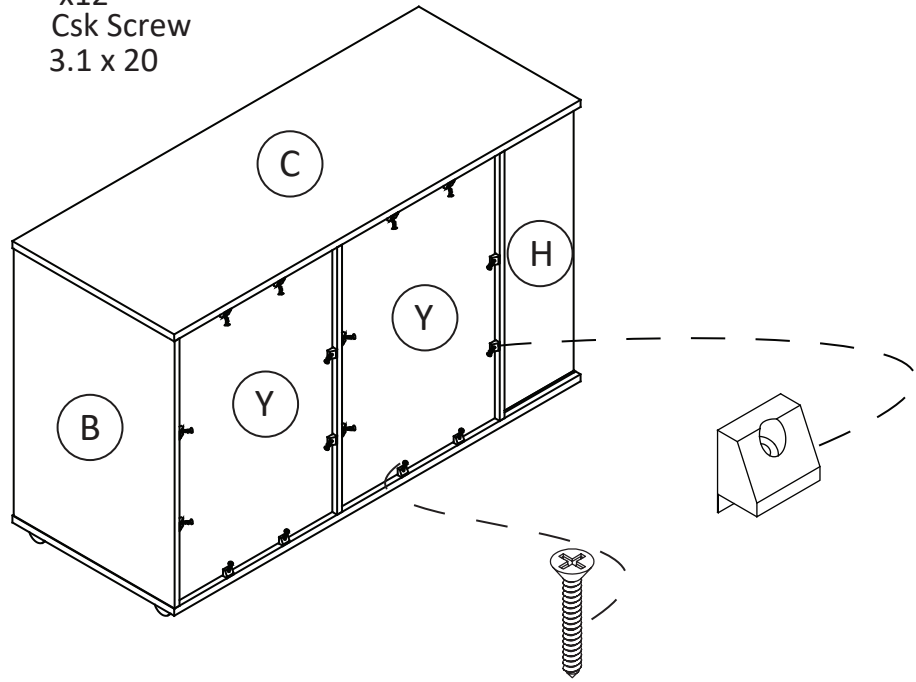
# Step 16

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x12  
Backply Stopper

  
x12  
Csk Screw  
3.1 x 20

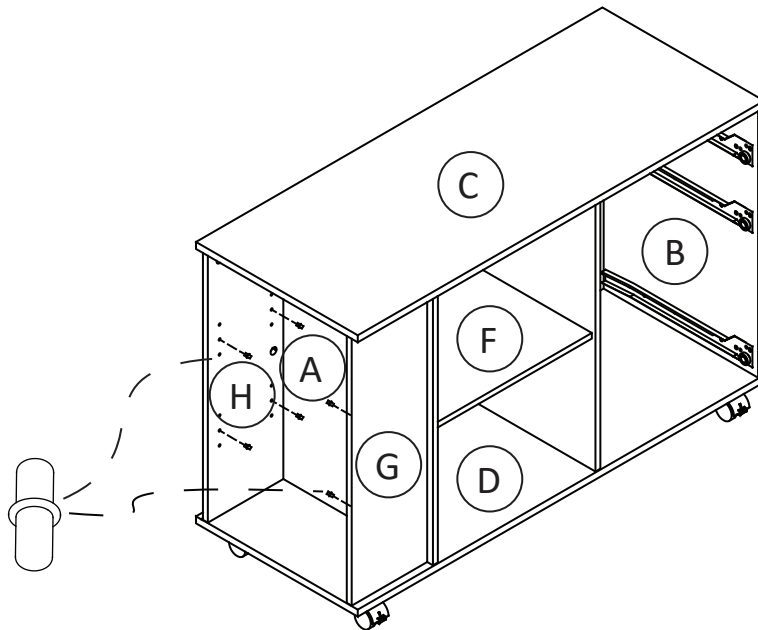


# Step 17

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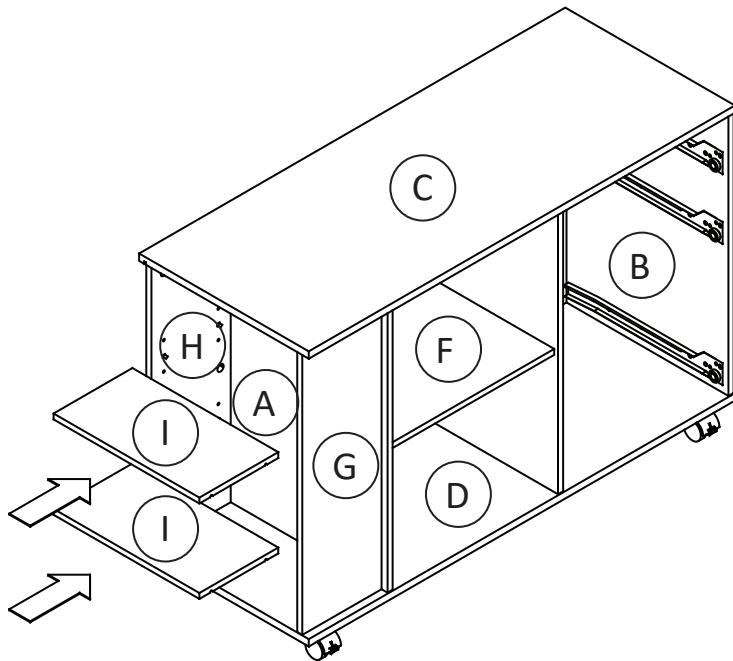


x4  
Shelf Stopper



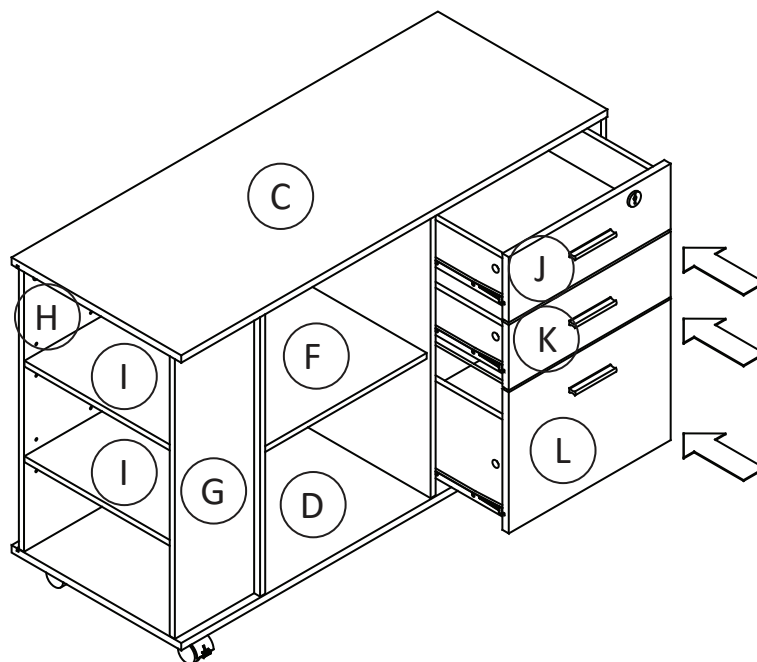
# Step 18

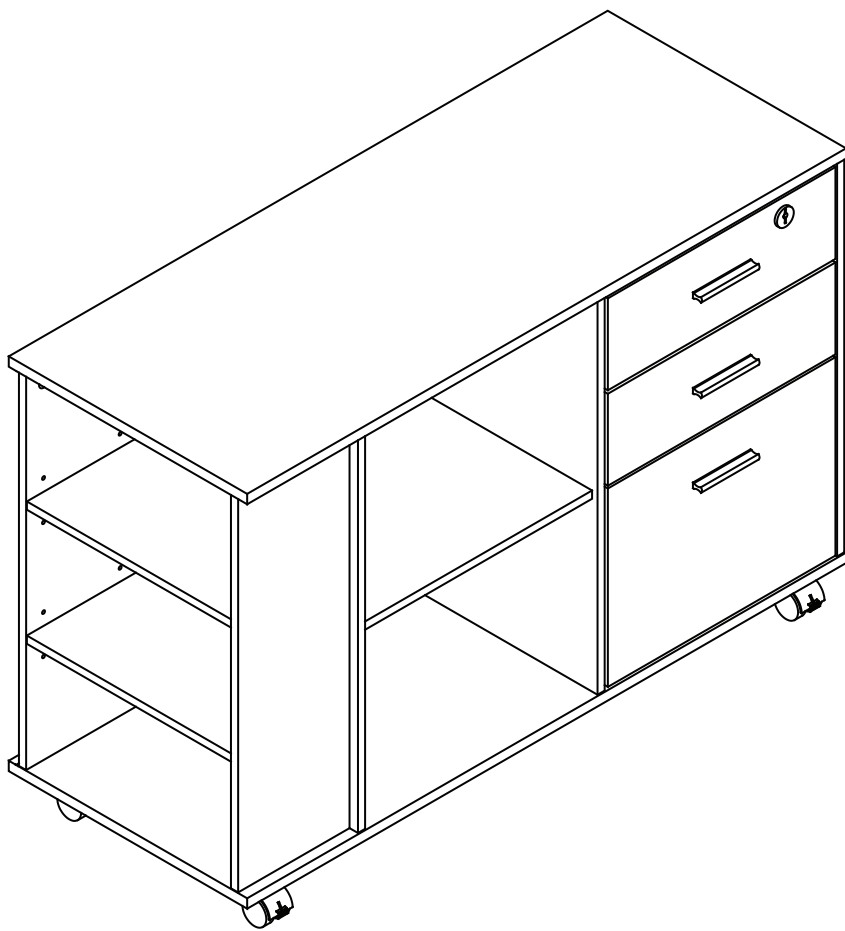
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# Step 19

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## Tips for Proper Care and Maintenance of Particle Board Furniture

### Understanding Particle Board

#### Particle Board Composition:

Particle board is composed of wood particles, such as sawdust and wood chips, bonded together with adhesive under high pressure. The surface of particle board is typically covered with a laminate or veneer to enhance its appearance.

#### Sensitivity to Moisture:

One of the primary vulnerabilities of particle board is its sensitivity to moisture. Excessive exposure to water or high humidity can cause swelling, warping, or delamination.

### Cleaning and Maintenance Guidelines

#### 1. Dust Regularly:

Regular dusting is crucial to prevent the accumulation of dirt and grime on particle board surfaces. Use a soft, dry cloth or a duster to gently remove dust.

#### 2. Avoid Excess Water:

Particle board should not be cleaned with excessive water or harsh cleaning agents. Use a slightly damp (not wet) cloth with a mild cleaner specifically designed for wood surfaces.

#### 3. Protect from Direct Sunlight:

Prolonged exposure to direct sunlight can cause discoloration or fading of the particle board surface. Position furniture away from direct sunlight or use window coverings to reduce exposure.

#### 4. Use Coasters and Mats:

Protect particle board surfaces from hot items, spills, and scratches by using coasters, placemats, or felt pads under objects. This precaution prevents damage and preserves the furniture's appearance.

#### 5. Repair Minor Damage Promptly:

Address minor damage such as scratches or small chips promptly. You can use touch-up markers or putty to fill in and conceal minor imperfections. Ensure that the repair materials match the furniture's colour and finish.