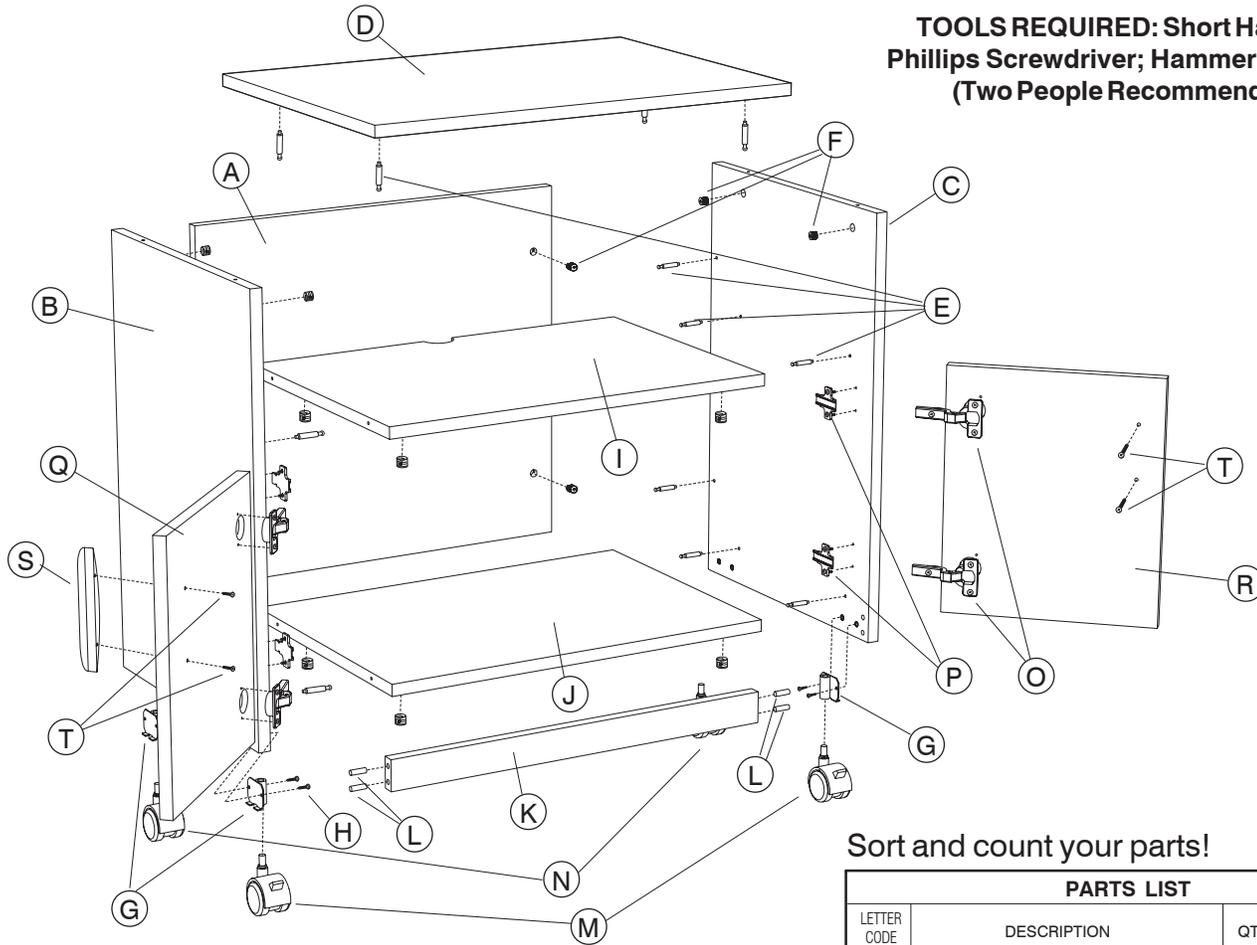


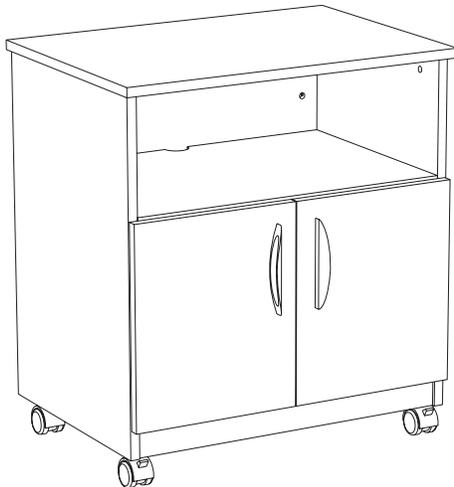
## ASSEMBLY INSTRUCTIONS

**TOOLS REQUIRED:** Short Handled Phillips Screwdriver; Hammer or Mallet  
(Two People Recommended)

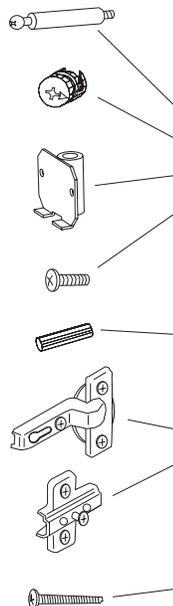


Sort and count your parts!

PARTS LIST			
LETTER CODE	DESCRIPTION	QTY.	PART NO.
(A)	Back Panel	1	1850-01
(B)	Left Side Panel	1	1850-03
(C)	Right Side Panel	1	1850-04
(D)	Top Panel	1	1850-05
(E)	Screw Post	16	HFFMFB
(F)	Locking Cam	16	HFFMFC
(G)	Caster Bracket	4	1854-10
(H)	Machine Screw, 5/8"L	8	1850-22
(I)	Fixed Shelf	1	1850-06
(J)	Bottom Panel	1	1850-02
(K)	Kick Panel	1	1850-07
(L)	Wood Dowel	4	H8MMDWL
(M)	Swivel Caster with Brake	2	8917-24
(N)	Swivel Caster without Brake	2	8917-25
(O)	Hinge	4	8919-16
(P)	Hinge Mount Plate	4	8919-14
(Q)	Left Door Panel	1	1850-08
(R)	Right Door Panel	1	1850-09
(S)	Handle	2	8962-31
(T)	Long Screw, 1"L	4	1850-23



ASSEMBLED UNIT  
MODEL 1850



For questions or concerns, please call  
**Safco Consumer Hot Line 1-800-664-0042**  
 available Monday-Friday 8:00 AM to 4:30 PM (Central Time)  
 (English-speaking operators)

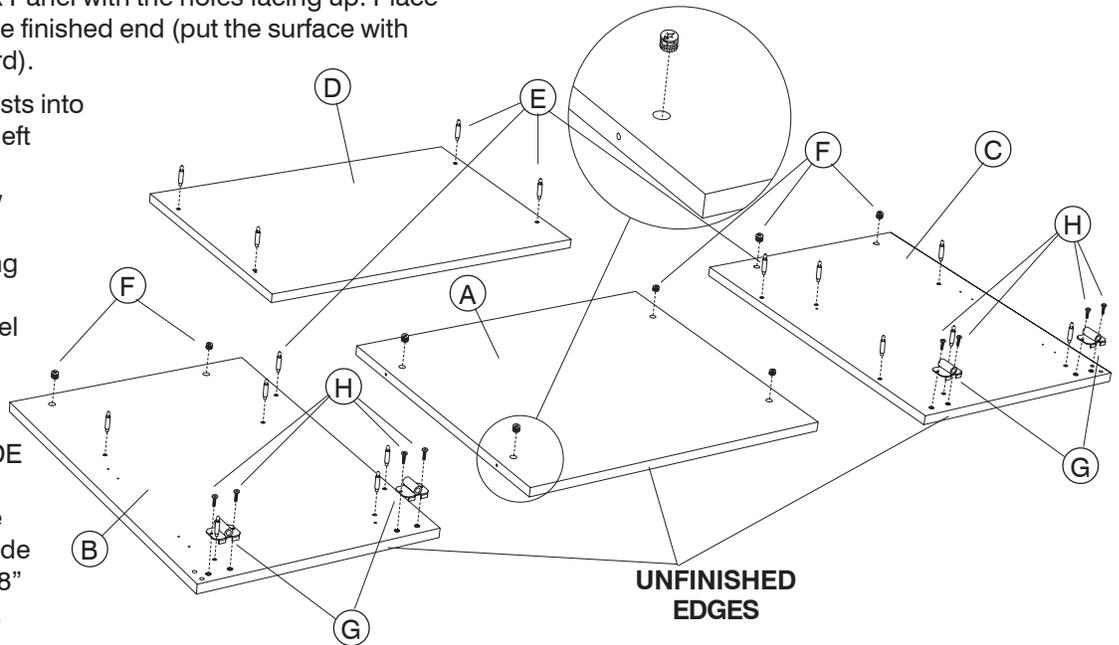
**When ordering replacement parts,  
 please specify color.**

# IMPORTANT

- ◆ READ and FOLLOW these instructions carefully!
- ◆ CHECK ALL PACKAGING - there may be parts in it!
- ◆ SORT and COUNT your parts - compare with the list below. If you find problems, refer to the Product Warranty Registration form included with this product.

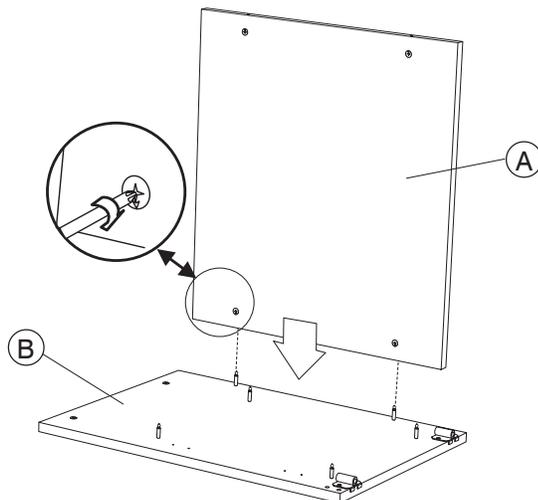
- 1** Locate the (A) Back Panel and lay it down on a smooth, clean surface with the large holes facing up. Lay the (B) Left Side Panel and the (C) Right Side Panel at the left and right sides of the Back Panel with the holes facing up. Place the (D) Top Panel at the finished end (put the surface with four small holes upward).

Insert six (E) Screw Posts into the small holes in the left and right Side Panels. Insert four more Screw Posts into the Top Panel. Insert (F) Locking Cams into the LARGE holes of the Back Panel and upper end of the Side Panels with the arrows pointing toward the nearest SIDE edge. Fasten two (G) Caster Brackets to the bottom end of each side panel using two (H) 5/8" Machine Screws each.

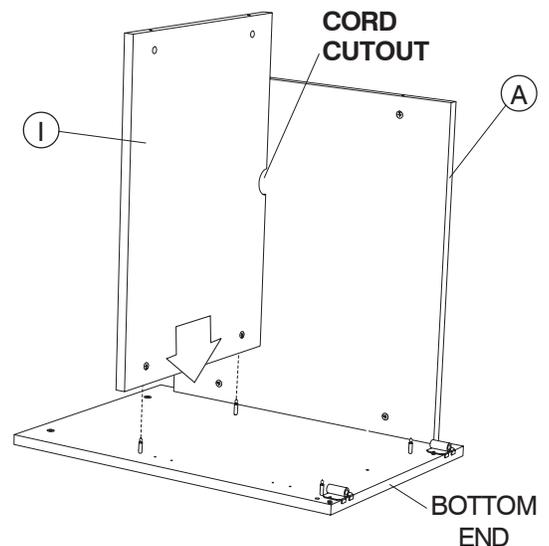


- 2** Raise the (A) Back Panel so it is perpendicular to the (B) Left Side Panel. Align the two Screw Posts at the back end of the Side Panel with the corresponding holes on the Back Panel. With the arrows on the Locking Cams pointing toward the Screw Posts, guide the Screw Posts into the holes and fasten by turning each of the engaged cams CLOCKWISE as far as they can turn.

**IMPORTANT:** to prevent possible damage during assembly, a second person should help keep the back panel supported in its upright position (or prop upright with appropriate materials).

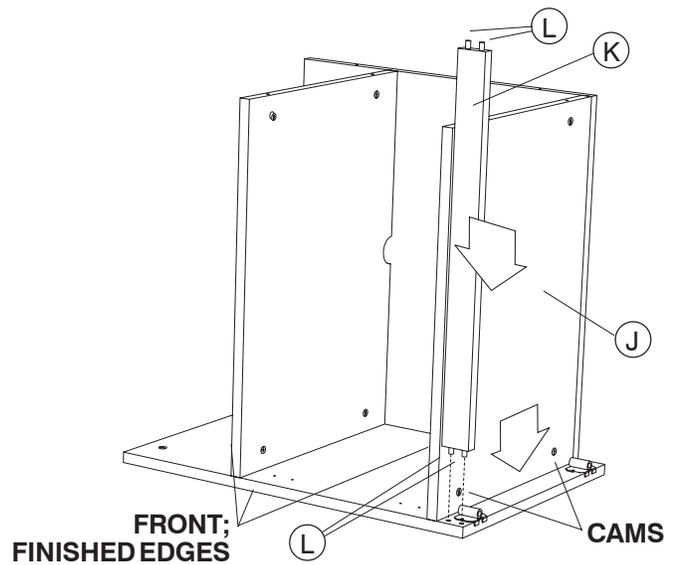


- 3** Position the (I) Fixed Shelf with the Cord Cutout toward the (A) Back Panel, and the side with cams toward the bottom end of the side panel. Align the two Screw Posts on the Left Side Panel with the corresponding holes on the edge of the Fixed Shelf. With the arrows on the Locking Cams pointing toward the Screw Posts, insert the Screw Posts and secure by turning each of the engaged cams CLOCKWISE as far as they can turn.

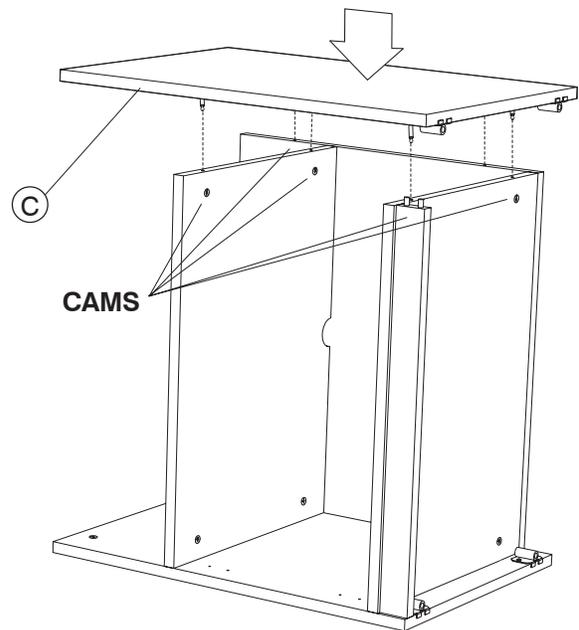


- 4** Position the (J) Bottom Panel so the finished edge is at the front and with the arrows on the Locking Cams pointing toward the Screw Posts, insert the Screw Posts into the holes on the bottom end of the Right Side Panel and fasten by turning the engaged cams **CLOCKWISE** as far as they can turn.

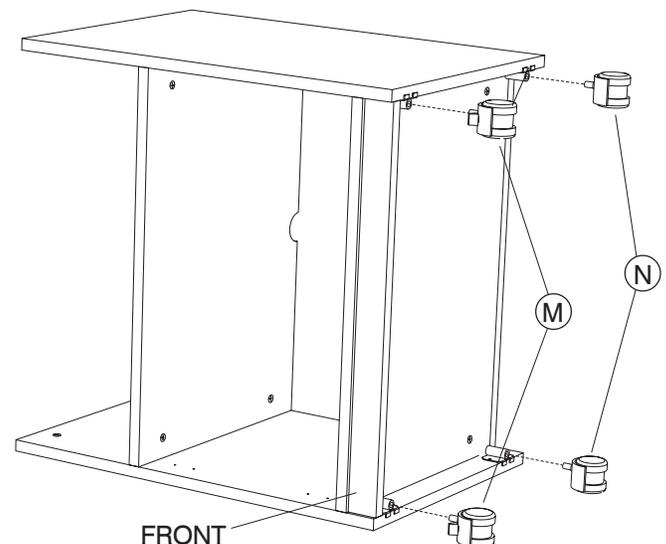
Insert four (L) Wood Dowels into the holes on the ends of the (K) Kick Panel. Insert the Kick Panel into the Left Side Panel as shown.



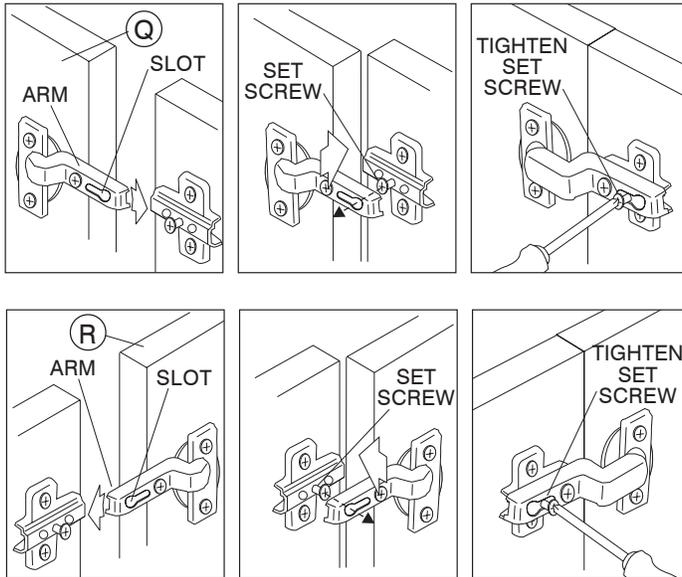
- 5** Raise the (C) Right Side Panel so it is perpendicular to the work surface. Align the Screw Posts with the corresponding holes on the Back Panel, Bottom Panel and Fixed Shelf (also guide the Wood Dowels on the Kick Panel into the side panel), then fasten by turning each of the engaged cams **CLOCKWISE** as far as they can turn.



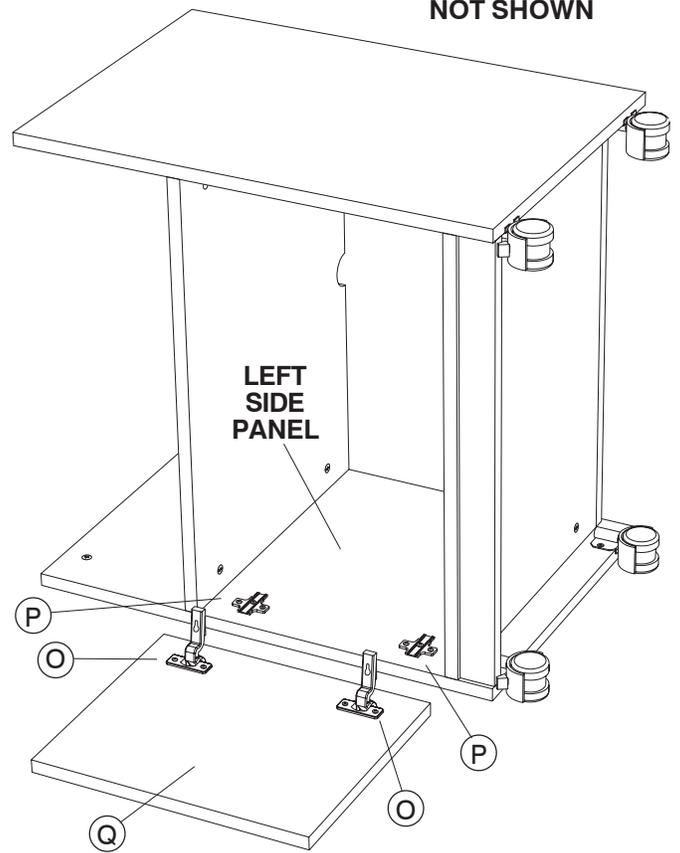
- 6** Push the two (M) Swivel Casters with Brakes into the sockets of the Caster Brackets at the front of the unit. Push the two (N) Swivel Casters without Brakes into the caster brackets near the back of the unit.



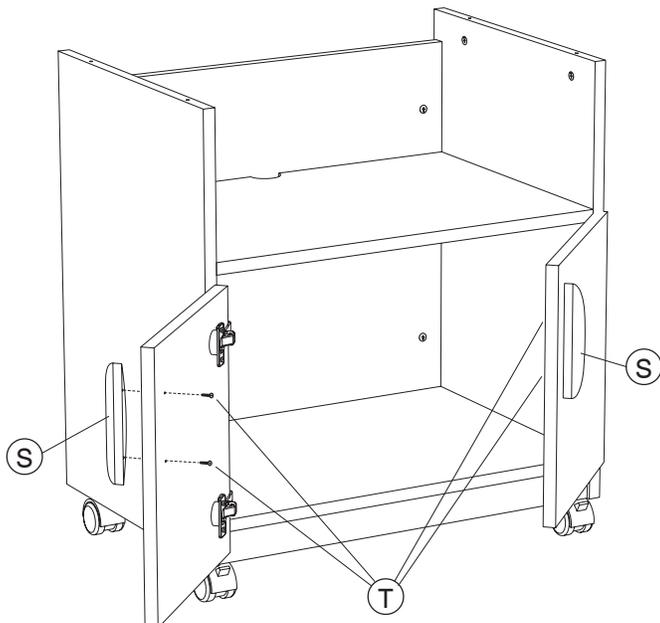
- 7** Carefully lay the unit on its left side. Using a soft hammer or mallet, tap the **ⓐ** Hinges into the recesses on the **Ⓚ** Left Door Panel. Use the pre-installed screws to fasten the **Ⓟ** Hinge Mount Plates into the pre-drilled holes on the Left Side Panel. If the Hinge and Mount came in separate pieces, bend the arms of the Hinges and insert the slots of the arms over the Hinge Mount Plate set screws. Adjust door position and tighten the set screws. Turn the unit onto its right side, and repeat with the **Ⓡ** Right Door Panel.



**Ⓡ** RIGHT DOOR PANEL NOT SHOWN



- 8** With two people, carefully stand the unit upright. Fasten one **Ⓢ** Door Handle to the outer side of the Left Door Panel using two **Ⓣ** Long Screws. Fasten the other Door Handle to the outer side of the Right Door Panel with two more Long Screws. If necessary, center the Door Panels by adjusting the set screws on the Door Hinges as needed.



- 9** Lower the **ⓓ** Top Panel down onto the side panels. Guide the Screw Posts into the holes on the upper edges of the side panels. Fasten by turning each of the engaged cams **CLOCKWISE** until they stop. Prevent the assembled unit from rolling by activating the brakes on the Swivel Casters with Brakes.

