





ASSEMBLY INSTRUCTIONS

4-DRAWER FILING CABINET

ASSEMBLY REQUIREMENTS	1.5 Hour Assembly Time (Approximate)	2-Person Assembly 	Tools Required (Not Provided): Phillips Screwdriver  ⊕ Flat Head Screwdriver  ⊖ Phillips Screwdriver  ⊕
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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.
Replacement parts are normally shipped within 2 or 3 days.

We appreciate your business!

PRODUCTS PURCHASED THROUGH OUR AUTHORIZED VENDORS ONLY ARE ELIGIBLE FOR REPLACEMENT PARTS.

THIS PRODUCT IS FOR INDOOR AND HOUSEHOLD USE ONLY - NOT FOR COMMERCIAL USE.

ASSEMBLY PREPARATION

1. Remove all packaging materials, staples and packing straps from the carton.
2. Refer to Parts List and Hardware List and ensure they are correct before 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

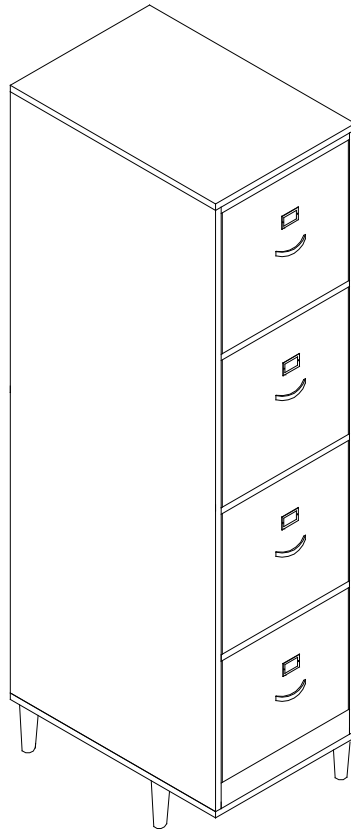
1. Allow ample room for assembly and in close proximity to where product will be placed.
2. Assemble the product on a surface that does not scratch or damage the exterior gloss and finish of the furniture.
3. Identify all of the parts, hardware and quantities required for each step.
4. During assembly,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

CARE AND MAINTENANCE


1. Wipe clean with a soft, dry cloth; avoid the use of harsh chemicals or household cleaners as they may damage the exterior finish of the furniture.
2. Hardware may loosen over time. Periodically, check that all connections are tight; re-tighten as necessary.
3. Solid wood is impacted by heat and humidity fluctuations which may cause small joint separations or hairline cracks; place the furniture away from direct sunlight and air conditioning vents, heating vents or units to protect the furniture.

ASSEMBLY INSTRUCTIONS

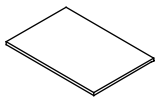
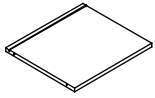
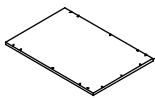
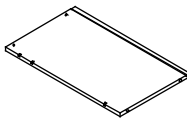
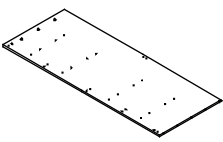
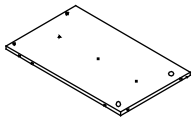
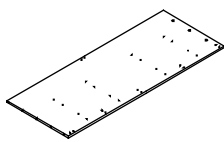
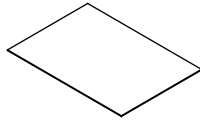



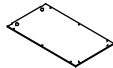

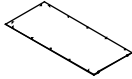
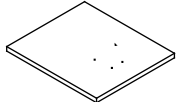
4-DRAWER FILING CABINET

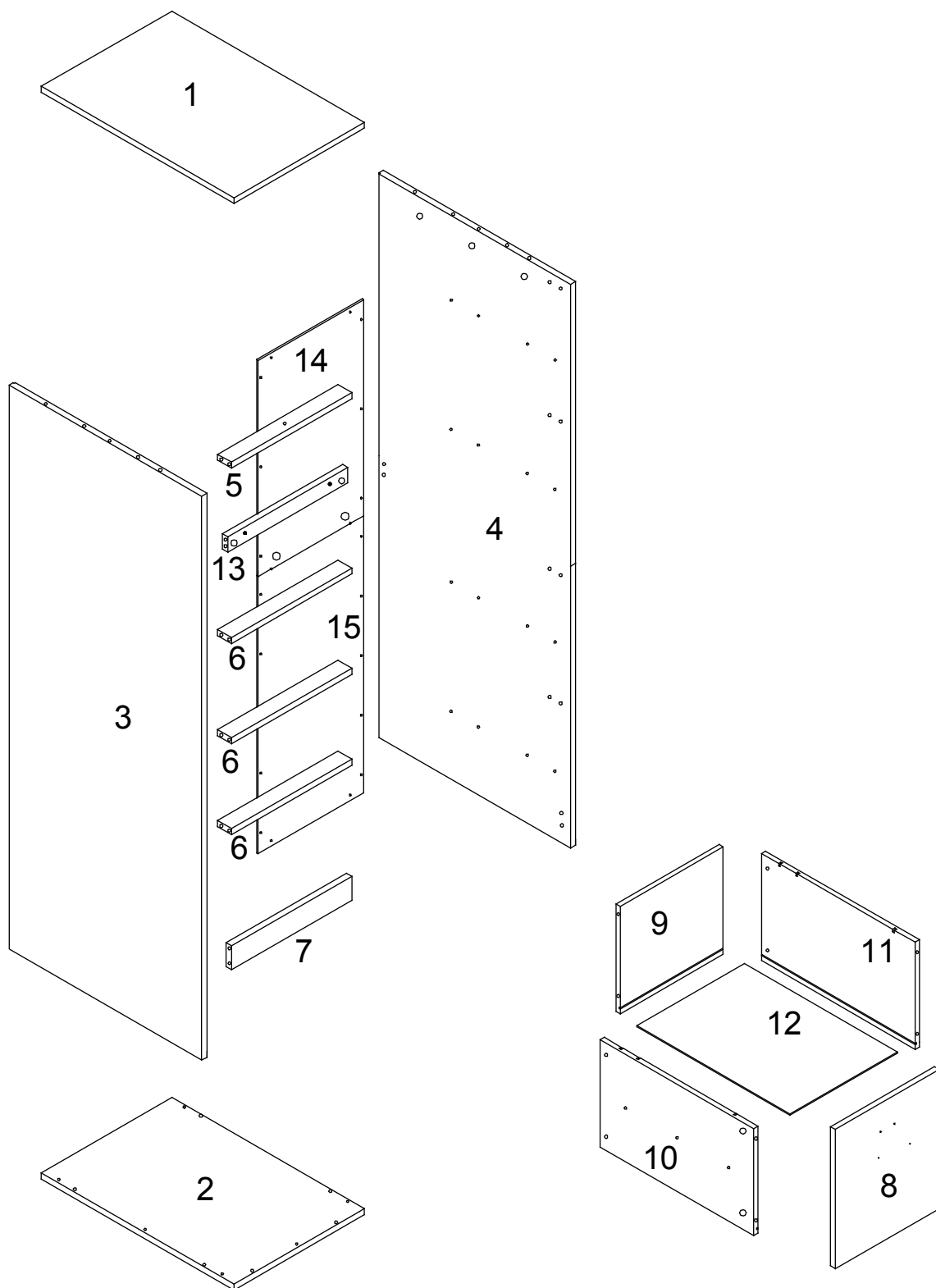


Hardware List

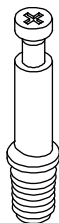
ITEM	DESCRIPTION	PART	QTY	ITEM	DESCRIPTION	PART	QTY
A	Cam-bolt	 6*35mm	34 pcs	J	Label Frame		4 pcs
B	Cam-lock	 15*10mm	34 pcs	K	Handle		4 pcs
C	Wood Dowel	 8*30mm	22 pcs	L	Leg		4 pcs
D	Handle Bolt	 4*16mm	8 pcs	M	Screw	 2.5*10mm	22 pcs
E	Screw	 3*12mm	56 pcs	N	Metal Rod		8 pcs
F	Screw	 3.5*14mm	12 pcs	O	Drawer Glide		8 pcs
G	Screw	 4*40mm	9 pcs	P	Plastic Anchor		2 pcs
H	Screw	 4*25mm	17 pcs				
I	Screw	 2.5*8mm	8 pcs				

Parts List

ITEM	DESCRIPTION	PART	QTY	ITEM	DESCRIPTION	PART	QTY
1	Top Panel		1 pc	9	Drawer Back Panel		4 pcs
2	Bottom Panel		1 pc	10	Drawer Left Panel		4 pcs
3	Left Panel		1 pc	11	Drawer Right Panel		4 pcs
4	Right Panel		1 pc	12	Drawer Bottom Panel		4 pcs
5	Top Front Connect Bar		1 pc	13	Back Connect Bar		1 pc
6	Middle Front Connect Bar		3 pcs	14	Upper Back Panel		1 pc
7	Bottom Front Connect Bar		1 pc	15	Lower Back Panel		1 pc
8	Drawer Front Panel		4 pcs				



Instructions For Fastening CAM-BOLT AND CAM-LOCK

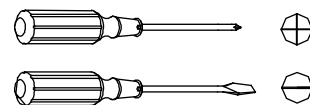


CAM-BOLT

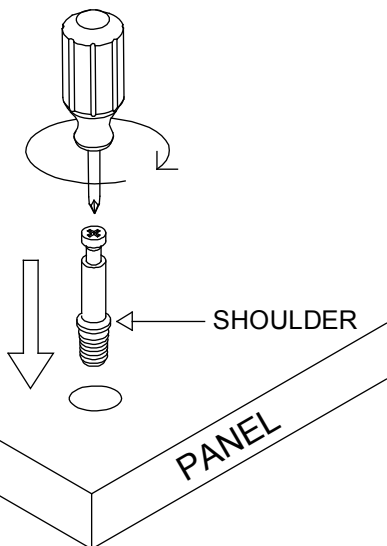


CAM-LOCK

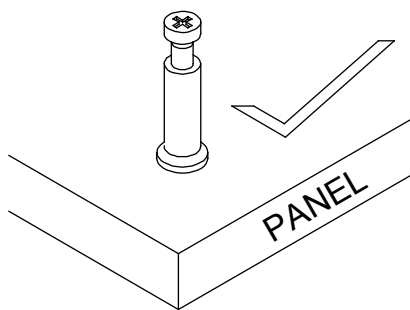
Tools Required



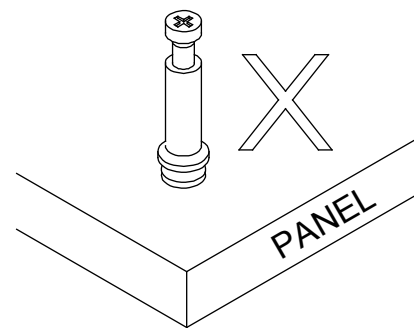
INSERTING AND TIGHTENING CAM-BOLT



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



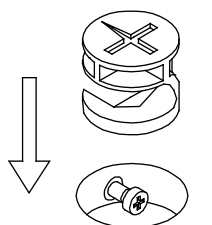
Shoulder is flushed (on the same level) with the panel.



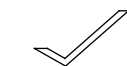
Shoulder is above the panel.

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



Insert Cam-lock with arrow align to Cam-bolt head.



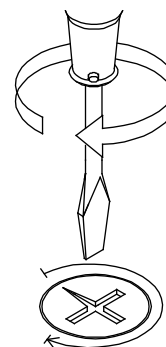
CORRECT



WRONG


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

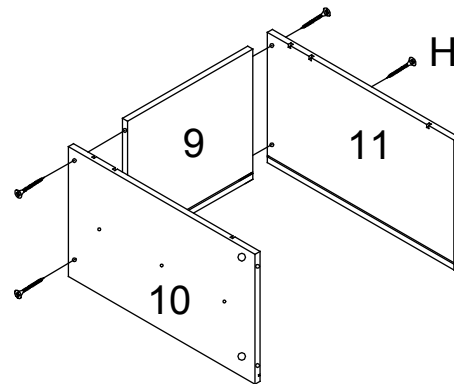
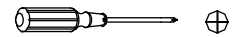
TIGHTENING CAM-LOCK



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 3/4ths of a turn) -- over-tightening could damage Cam-lock or/and Cam-bolt.

STEP 1

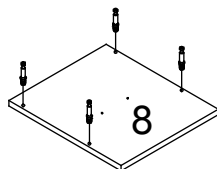
H		16 pcs
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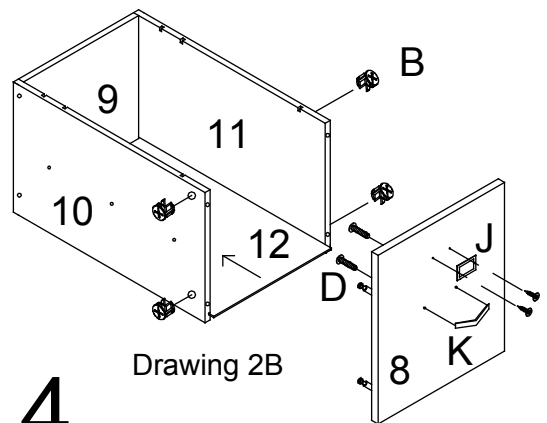
X 4

- Position Drawer Left & Right Panel (10 & 11) and Drawer Back Panel (9) as shown.
Note: the groove on each panel has to be aligned at the bottom.
- Use Phillips screwdriver to drive Screw (H) to fasten drawer side panels to drawer back panel.
Do not tighten screws completely until both screws are in place on each panel.

STEP 2








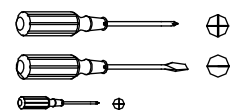
Drawing 2A



Drawing 2B

X 4

B		16 pcs
D		8 pcs
I		8 pcs
J		4 pcs
K		4 pcs

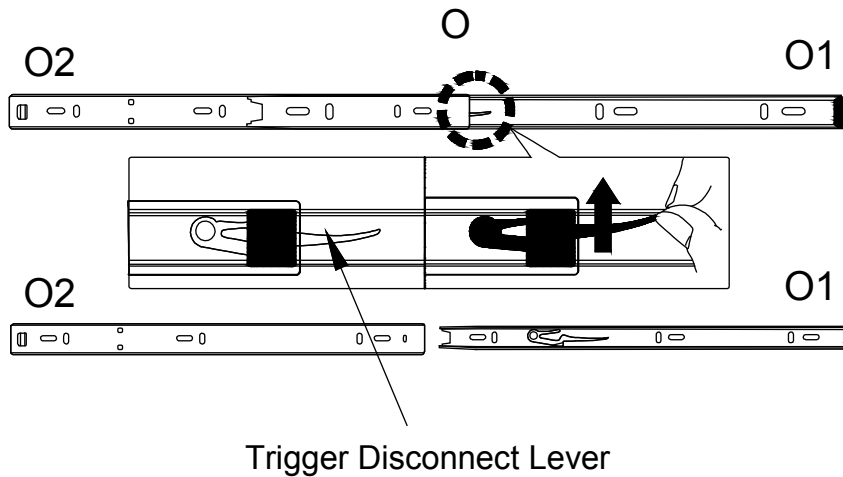


- Refer to Drawing 2A - Lay Drawer Front Panel (8) with the inside-face facing up as shown on a material that does not scratch the surface of the part.
- Place Cam-bolt (A) on the designated pre-drilled holes on (8) as shown, and use a Phillips screwdriver to drive the cam-bolt. Refer to Page 5 for Instructions on fastening Cam-bolt.
- Refer to Drawing 2A - Insert Drawer Bottom Panel (12) via groove on Drawer Panel (9, 10 & 11).
- Align Cam-bolts on Drawer Front (8) to the holes on Drawer Side Panels and attach (8) firmly. Check that front edge of Bottom Panel (12) fits into the groove on the inside-face of (8).
- Insert Cam-lock (B) as shown then turn clockwise to lock onto Cam-bolt to fasten Drawer Front Panel.
Refer to Page 5 for Instructions on inserting fastening Cam-lock.
- Attach Handle (K) to Drawer Front (8) and fasten with Knob Bolt (D).
- Attach Label Frame (J) to (8) with Screw (I).

STEP 3

O		4 pcs
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Prepare Drawer Glide for Installation





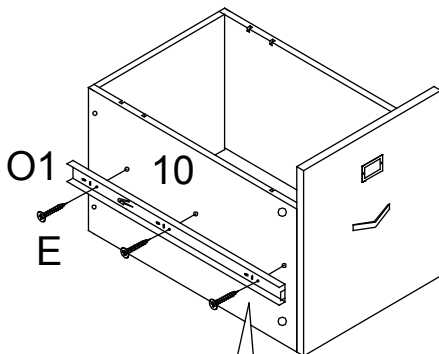
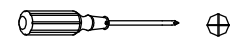
X 8

To install Drawer Glide (O), the Glide Runner (O1) needs to be detached or separated from the Glide Track (O2).

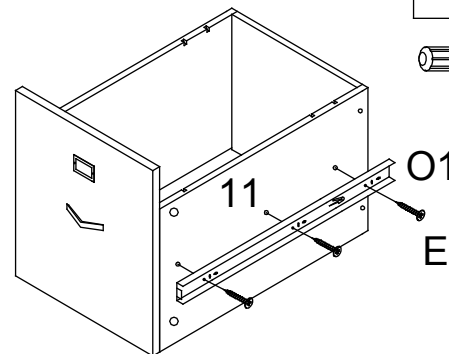
Detach Glide Runner (O1) from Glide Track (O2) by sliding out (O1) from (O2) until the Trigger Disconnect Lever is visible on (O1) as shown above. Next, depress the Trigger Disconnect Lever and at the same time slide out (O1) from (O2).

STEP 4

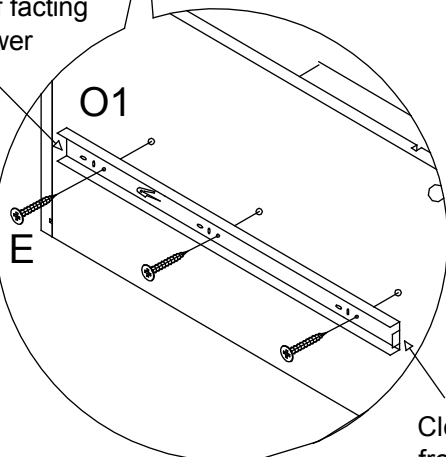
E		24 pcs
O1		8 pcs



X4



Open-end of facing
back of Drawer

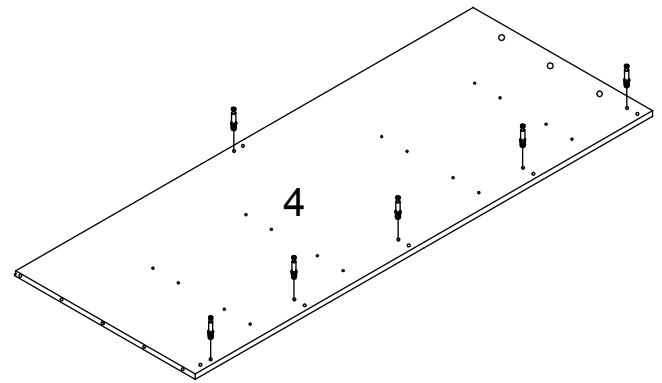
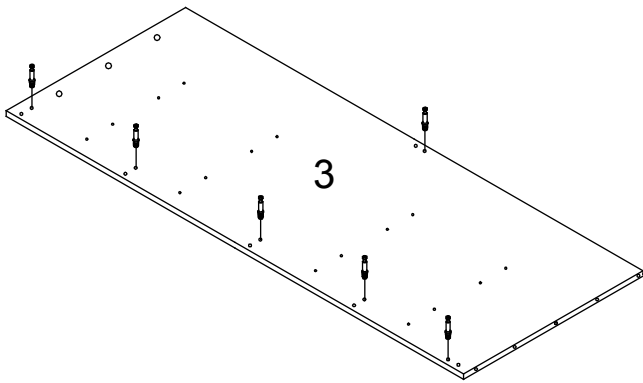
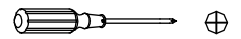


Close-end of facing
front of Drawer

- Locate pilot holes on Side Panel (10 & 11) on each drawer for fastening Glide Runner (O1).
- Align the designated screw holes on (O1) to pilot holes. Refer to enlarged drawings - note the open-end and close-end direction of (O1).
- Use Screw (E) to fasten O1 to Side Panel (10 & 11). Use a Phillips screwdriver to drive (E). Do not tighten (E) completely until all 3 screws are in place.



STEP 5

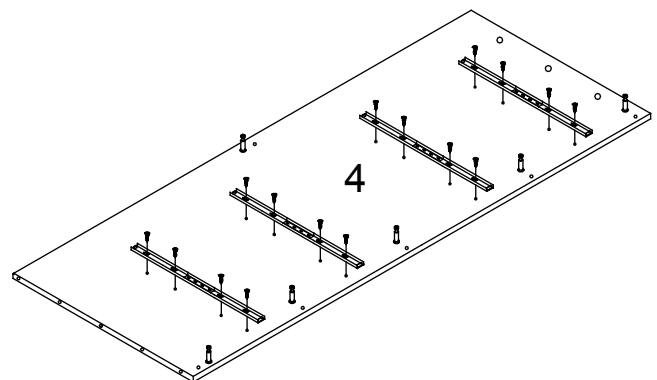
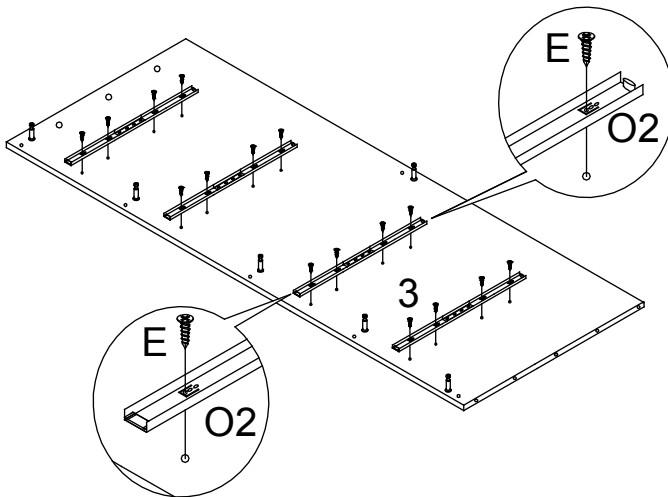
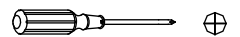
A		34 pcs
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- Lay Left and Right Panel (3 & 4) with the inside-face facing up as shown on a material that does not scratch the surfaces of the parts.
- Place Cam-bolt (A) on the designated pre-drilled holes on (3 and 4) as shown, and use a Phillips screwdriver to drive cam-bolts.



STEP 6

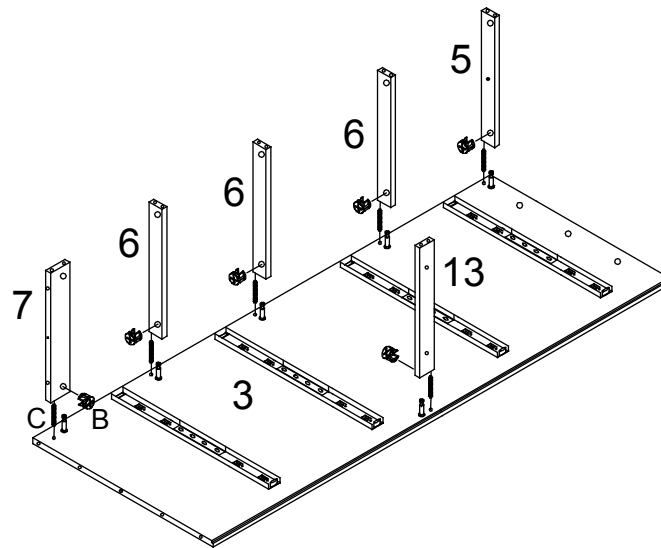
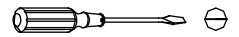
E		32 pcs
O2		8 pcs



- Lay Side Panel (3 & 4) as shown on a material that does not scratch the surface of the parts. Next, locate pilot holes for Screw (E) on each part.
- Align screw holes on Glide Track (O2) to pilot holes on (3 & 4), and use Screw (E) to fasten (O2). Do not tighten (E) completely until all of the screws are in place.



STEP 7

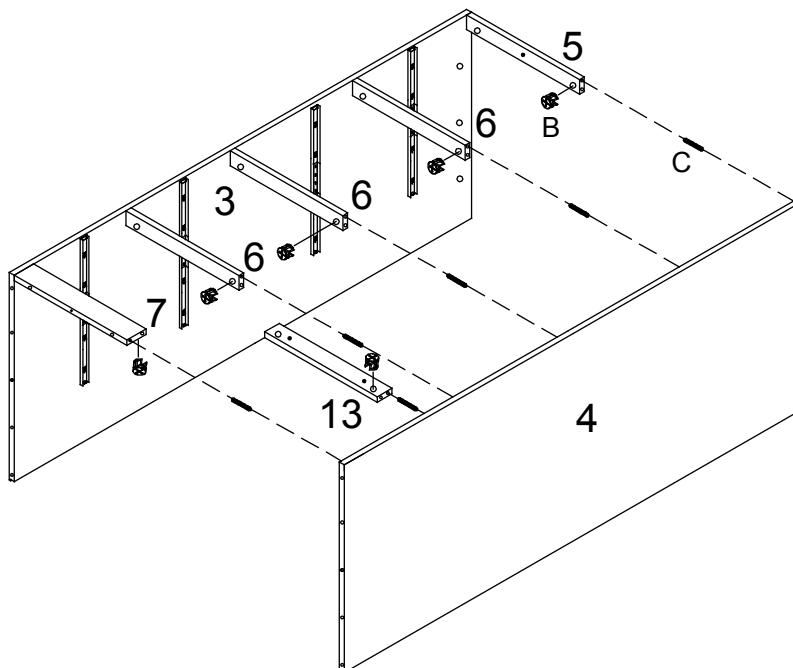
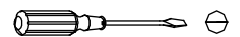
B		6 pcs
C		6 pcs



- Insert Wood Dowel (C) to the designated hole at the bottom edge of Connect Bar (5, 6, 7 and 13) as shown.
- Attach (5, 6, 7 and 13) to Left Panel (3) Via Wood Dowel and Cam-bolt on the respective parts.
- Insert Cam-lock (B) into the designated holes on (5, 6, 7 and 13) then turn clockwise to lock onto Cam-bolt.



STEP 8

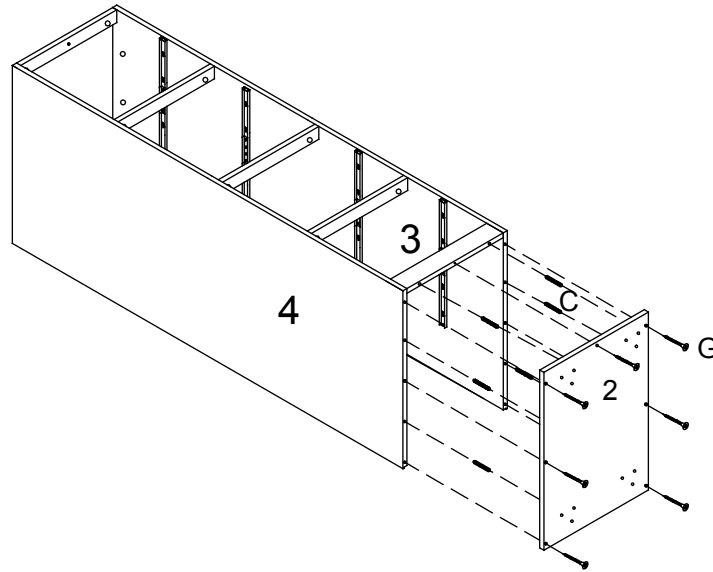
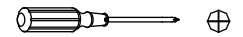
B		6 pcs
C		6 pcs



- Insert Wood Dowel (C) to the designated hole at the top edge of Connect Bar (5, 6, 7 and 13) as shown.
- Attach Right Panel (4) to Connect Bar (5, 6, 7 and 13) Via Wood Dowel and Cam-bolt on the respective parts.
- Insert Cam-lock (B) into designated holes on (5, 6, 7 and 13) then turn clockwise to lock onto Cam-bolt.



STEP 9

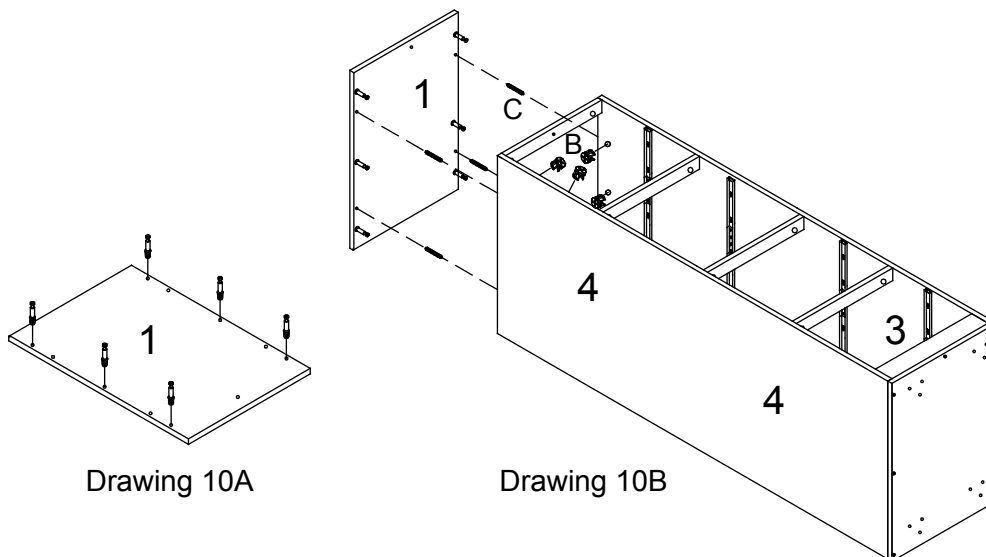
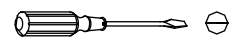
C		6 pcs
G		7 pcs



- Insert Wood Dowel (C) into the designated holes on the bottom edge of Side Panel (3 & 4) and Connect Bar (7) as shown and attach Bottom Panel (2).
- Use Screw (G) to fasten (2) to Side Panel (3 & 4) and Bottom Connect Bar (7).

STEP 10

B		6 pcs
C		4 pcs





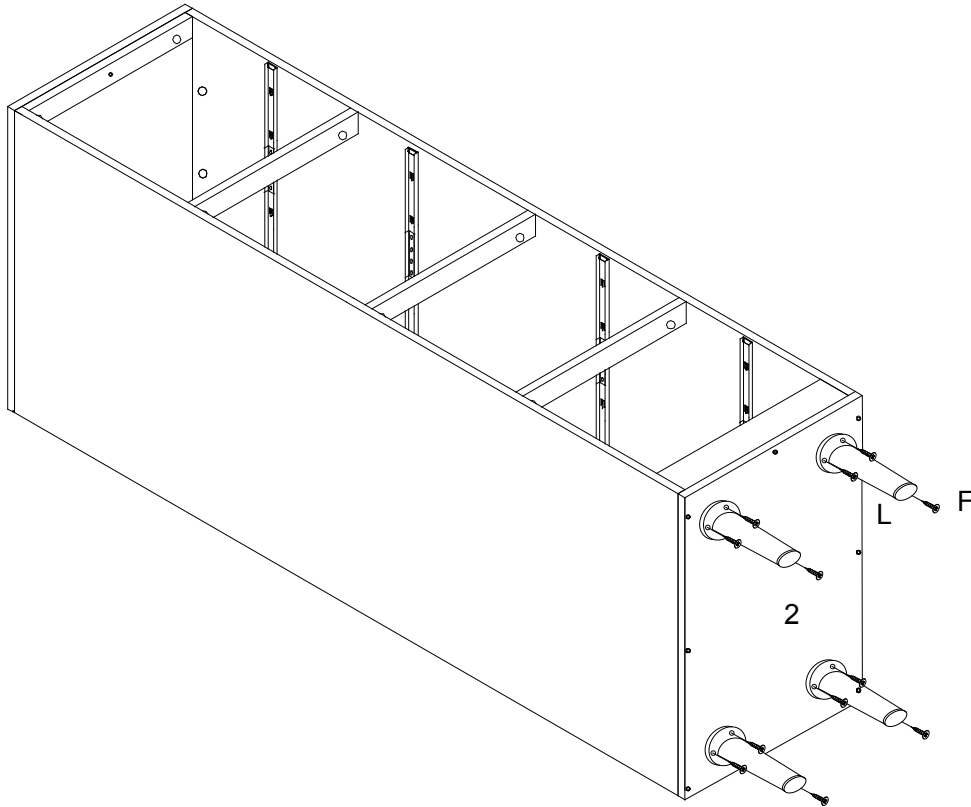
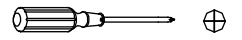
Drawing 10A

Drawing 10B

- Refer to Drawing 10A - Lay Top Panel (1) with the inside-face facing up as shown on a material that does not scratch the surfaces of the parts.
- Screw in to Cam-bolt (A) into the designated pre-drilled holes on (1) as shown.
- Insert Wood Dowel (C) to top edge of Side Panel (3 & 4) as shown and attach Top Panel (1) via Wood Dowels and Cam-bolts on the respective parts.
- Insert Cam-lock (B) into designated holes on Side Panel (3 & 4) then turn clockwise to lock onto Cam-bolt.

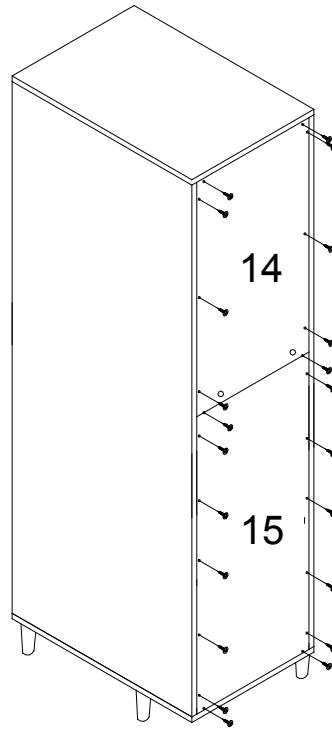
STEP 11

F		12 pcs
L		4 pcs



Attach Leg (L) to Leg Bottom Panel (2) with Screw (F). Do not tighten (F) completely until all of the screws are in place.

STEP 12

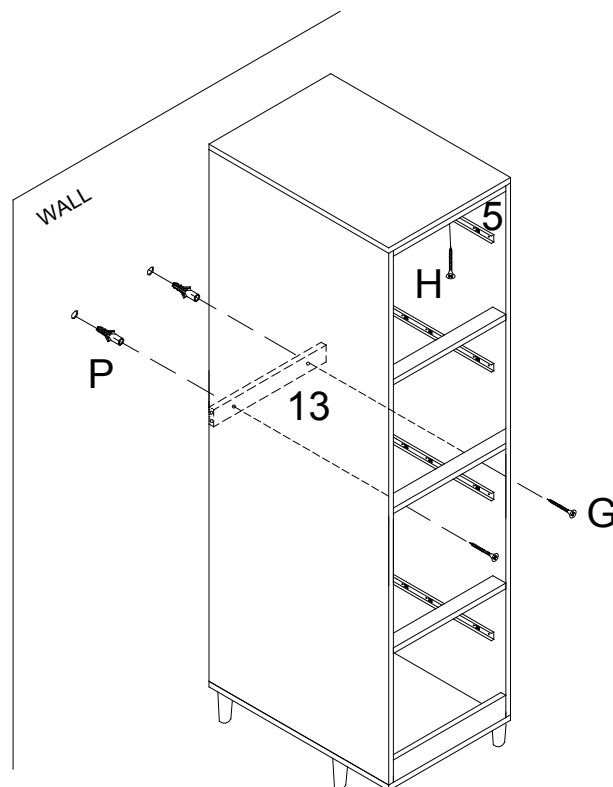





M		22 pcs
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- With assistance, set the assembly right-side up.
- Attach Back Panel (14 & 15) squarely and fasten with Screw (M).

STEP 13



G	 4*40MM	2 pcs
H	 4*25MM	1 pc
P		2 pcs



STEP 13A

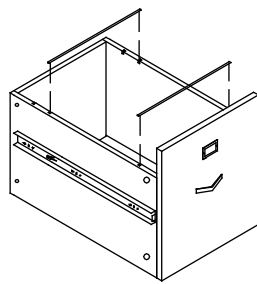
Affix Top Front Connect Bar (5) to Top Panel by using Screw (H).

STEP 13B

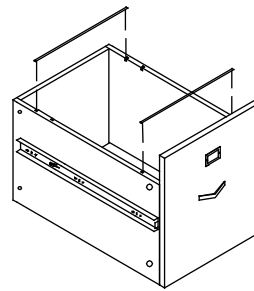
- Mark the distance between two holes on Back Connect Bar (13) on the wall.
- On each marked position, drill a hole in the dry wall per the diameter of the Plastic Anchor (P).
- Press each plastic Wall Anchor (P) into the drywall. Ensure that the anchor fits securely in the wall.
- Use Screw (G) to drive through the two holes on (13) into the Wall Anchor (P) to secure the file cabinet to the wall.

STEP 14

N		8 pcs
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For Letter Size

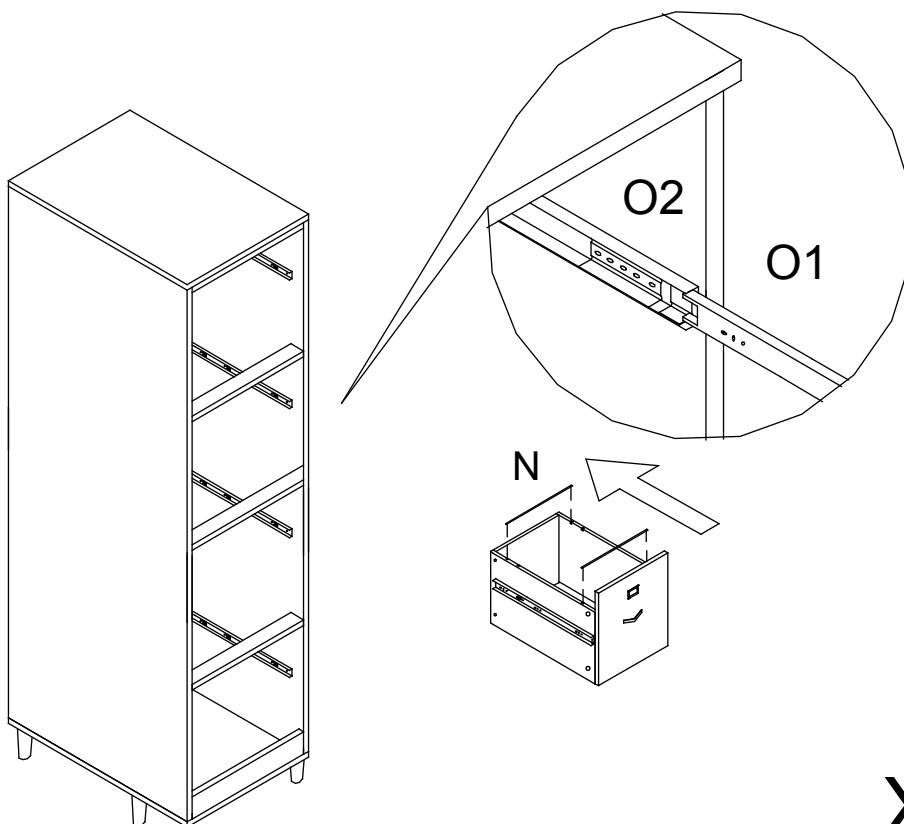


For Legal Size

X4

Place Metal Rod into the respective groove for Letter Size or Legal Size on Drawer Side Pane

STEP 15



X4

To insert Drawers:

- On the Side Panels of the cabinet, bring the ball-bearing slider on Drawer Glide Track (O2) forward to the front edge of (O2) i.e. towards drawer opening of the desk.
- Align the back open-end of the Drawer Glide Runner (O1) on each side of the drawer to fit squarely into the groove on the open front-end of (O2) on the Side and Middle Panels. Be sure the drawer/O1 is not tilted or angled, and gently push in drawer squarely.
- When the drawer is pushed in about half way, the Disconnect Lever on (O1) will be engaged onto (O2) which will create a slight resistance - this is normal. Pull out the drawer a little bit and gently push in the drawer again to engage the Lever to the slide mechanism on (O2). 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 the filing cabinet is complete.