

# Poppin File Cabinet

## **REMOVING FILE CABINET DRAWERS**

- 1.** Pull the drawer out as far as you can (The black tabs on the side will then be exposed.)
- 2.** Push the left tab down and the right Tab up as you pull the drawer out even further.
- 3.** The drawer will then be released. When placing the drawers back into the file cabinet please be sure the rails are fully extended outside of the drawer.

## **REINSERTING FILE CABINET DRAWERS**

When reinserting the file cabinet drawers, the rail must be pulled out as far as it can go. This will include the part of the rail that contains the ball bearing. With the lateral file cabinet, this may require one person to hold the rails out on the left, another to hold the rails on the right and one more to place align the drawer.

If the rails are not completely extended outside of the file cabinet, this will cause the drawer to jam and the file cabinet will not close completely.