

# INSTRUCTION MANUAL

## Double Vertical Rolling File Cabinet



## ! NOTICE

Please retain these instructions for future reference.

- Please do not exceed the weight limitations of this item.
- Do not stand on or jump on any part of this item.
- Do not use or store this item in the proximity of open flame or flammable/combustible chemicals.
- If any parts are missing, broken, damaged, or worn, stop using this product until repairs are made and/or factory replacement parts are installed.
- Do not use this item in a way inconsistent with the manufacturer's instructions as this could void the product warranty.
- Be aware that some parts are heavy and have sharp edges.
- If any parts are missing, broken, damaged, or worn, stop using this product until repairs are made and/or factory replacement parts are installed.
- Do not use this item in a way inconsistent with the manufacturer's instructions as this could void the product warranty.

## TOOLS REQUIRED



ALLEN WRENCH  
(PROVIDED)



SMALL WRENCH  
(PROVIDED)



121 LBS  
WHOLE SHELF  
CAPACITY



11.5 LBS  
PER BASKET  
CAPACITY



1 PERSON  
ASSEMBLY



UP TO 20 MIN.  
ASSEMBLY

## HARDWARE

1

M6 x 30mm  
BOLTS



12 PCS

2

M6 WASHER



12 PCS

3

Ø8 WOOD  
DOWEL



8 PCS

4

LOCKING  
CASTER



2 PCS

5

CASTER



2 PCS

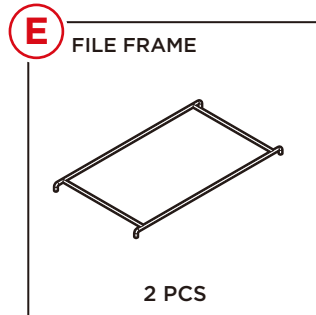
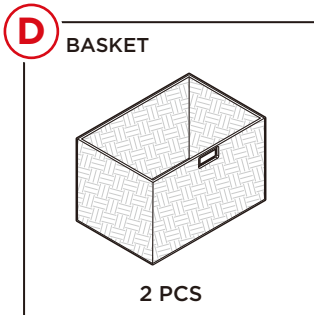
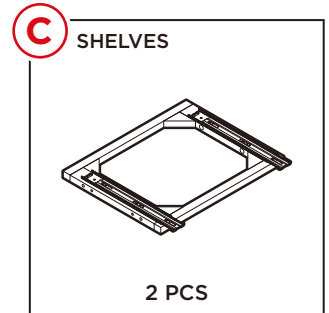
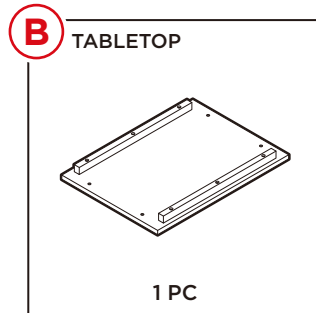
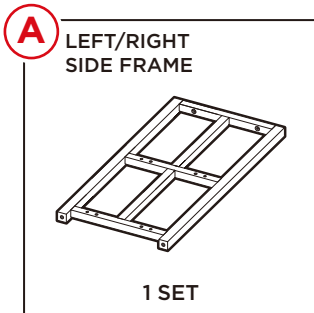
6

FOOT CAP



4 PCS

## PARTS

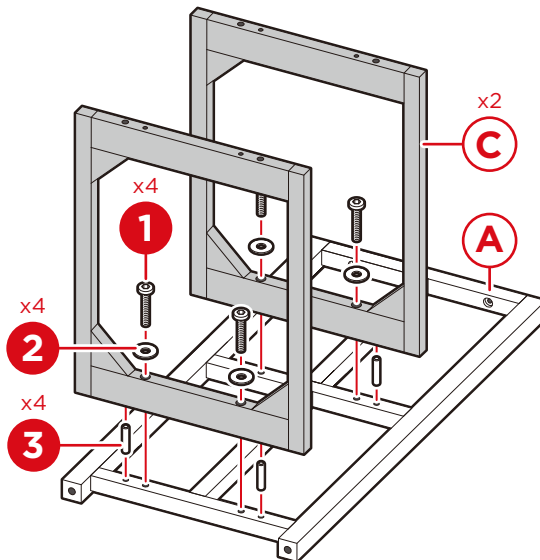


## PRODUCT ASSEMBLY

1

Insert four part 3 dowels into one part A side frame.

Attach two part C shelves with four part 1 bolts and four part 2 washers, set aside.

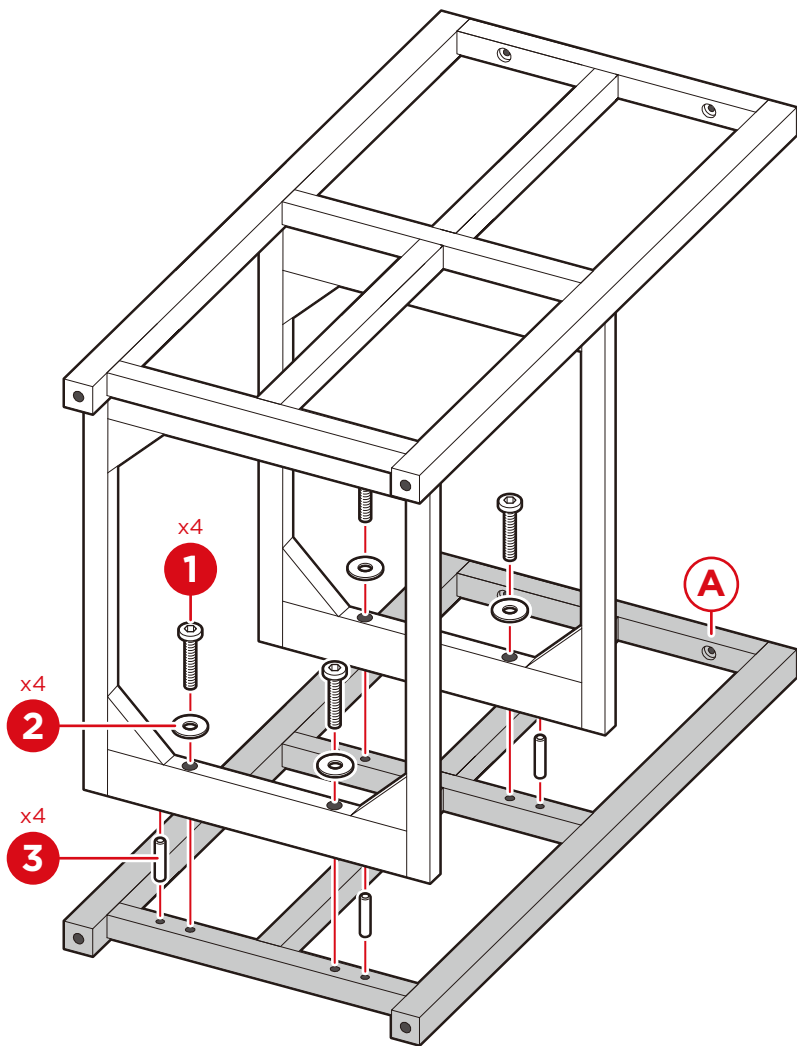


## PRODUCT ASSEMBLY

2

Insert four part 3 dowels into the other part A side frame.

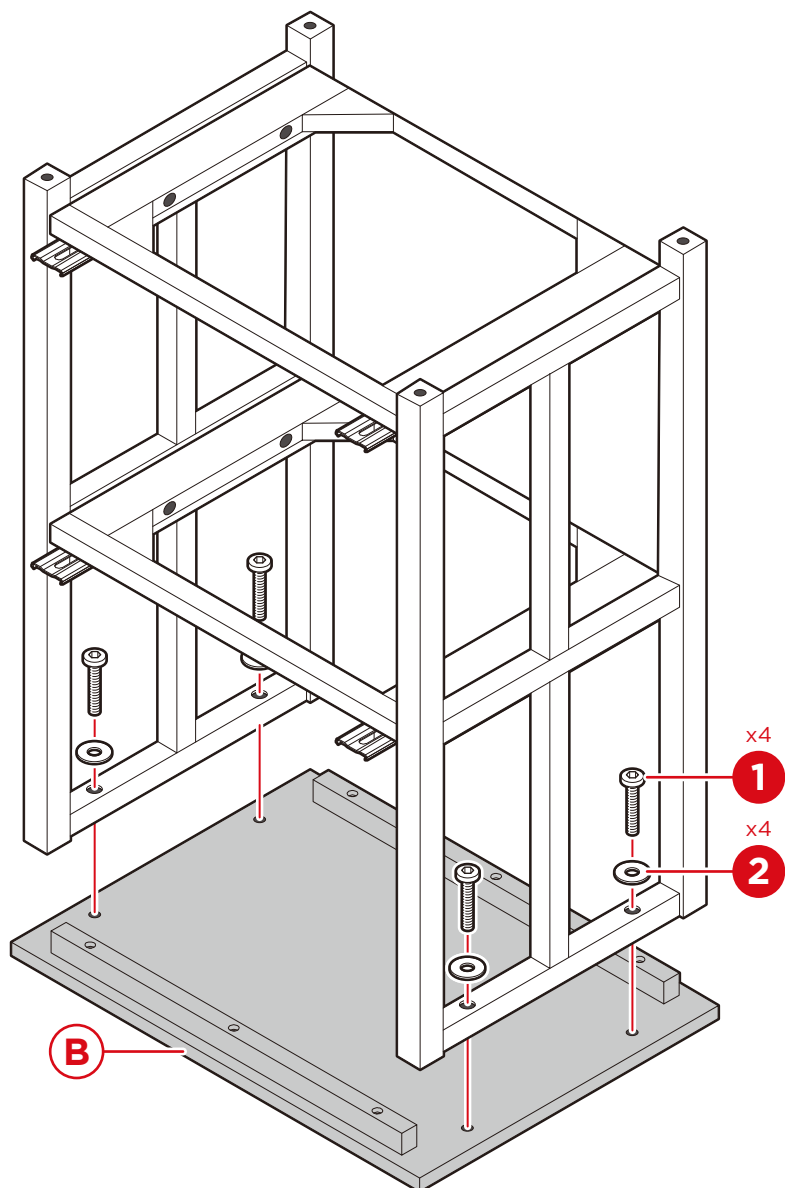
Attach the shelf assembly with four part 1 bolts and four part 2 washers.



## PRODUCT ASSEMBLY

**3**

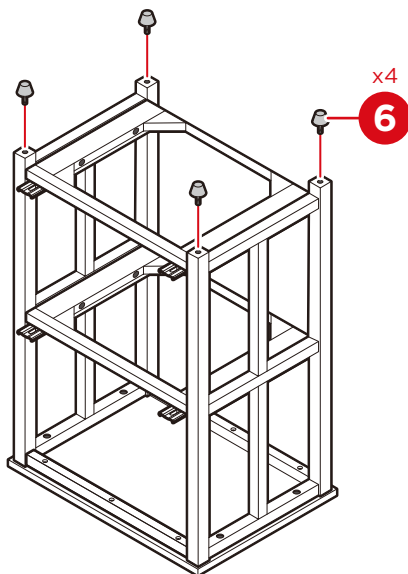
Attach the part B table top to the part A side frame set with four part 1 bolts and four part 2 washers.



## PRODUCT ASSEMBLY

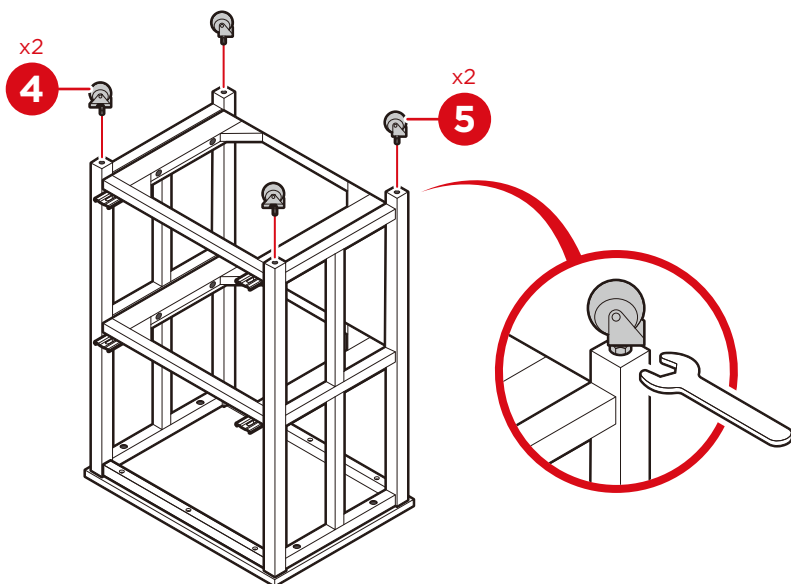
4

Attach four part 6 foot caps to the bottoms of the part A side frames.



OR

Attach two part 4 locking casters to one side frame, and attach two part 5 casters to the other side frame. Use the included wrench to tighten the casters before continuing to the next step.

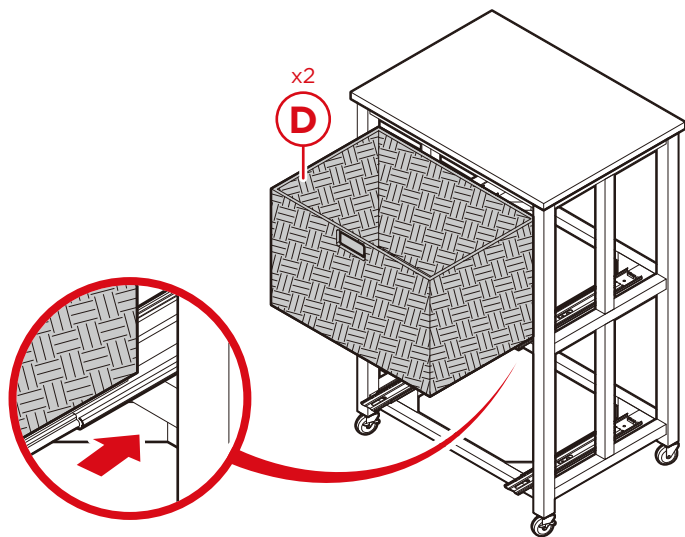


## PRODUCT ASSEMBLY

5

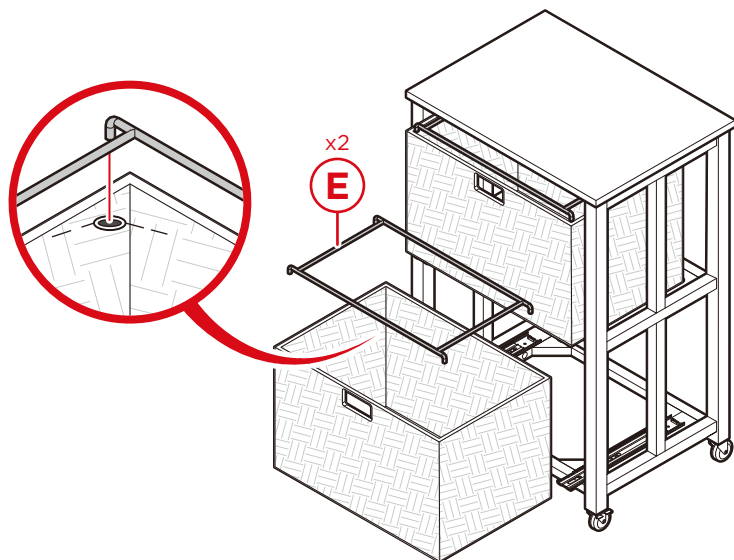
Insert two part D baskets.

**NOTE:** When inserting the baskets, make sure to align the bottom of the basket with the drawer runners.



6

Insert one part E file frame to one part D basket via the built-in basket holes. Repeat to attach the second from to the other basket.



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# HELP CENTER

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Question about your product? We're here to help.



Chat Support



Product Inquiry



Orders FAQ



Product Assembly



Returns & Refunds

## PRODUCT WARRANTY INFORMATION

All items can be returned for any reason within 60 days of the receipt and will receive a full refund as long as the item is returned in its original product packaging and all accessories from its original shipment are included. All returned items will receive a full refund back to the original payment method. All returned items will not be charged a re-stocking fee.

All returned items require an RA (Return Authorization) number, which can only be provided by a Best Choice Products Customer Service Representative when the return request is submitted. Items received without an RA may not be accepted or may increase your return processing time. Once an item has been received by Best Choice Products, refunds or replacements will be processed within 5 business days.

All returns must be shipped back to the Best Choice Products Return Center at the customer's expense. If the reason for return is a result of an error by Best Choice Products then Best Choice Products will provide a pre-paid shipping label via email. Boxes for return shipping will not be provided by Best Choice Products, and is the customer's responsibility to either use the original shipping boxes or purchase new boxes.

Pictures may be required for some returns to ensure an item is not damaged prior to its return. Items returned are not considered undamaged until they are received by Best Choice Products and verified as such. All damages to items are the customer's responsibility until the item has been received by and acknowledge by Best Choice Products as undamaged.

## WARNING

Manufacturer and seller expressly disclaim any and all liability for personal injury, property damage or loss, whether direct, indirect, or incidental, resulting from the incorrect attachment, improper use, inadequate maintenance, unapproved modification, or neglect of this product.