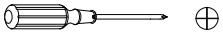
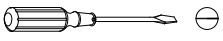
DATE: 26-APR-2023

ASSEMBLY INSTRUCTIONS

MARGO LATERAL FILING CABINET ITEM# 43102

ASSEMBLY REQUIREMENTS	1.5 Hours Assembly Time (Approximate)	2 -Person Assembly 	Tools Required (Not Provided): Phillips Screwdriver  Flat Head Screwdriver 

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.

Email: replacementparts@buylateral.com
Within 30 days from delivery date

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

We appreciate your business!

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.

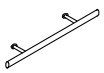
Made In China

ASSEMBLY INSTRUCTIONS

MARGO LATERAL FILING CABINET ITEM# 43102



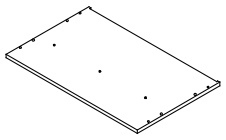
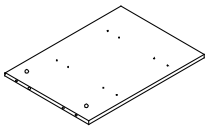
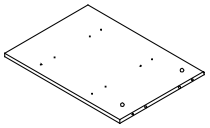
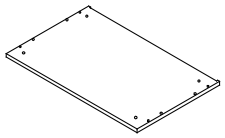
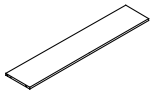
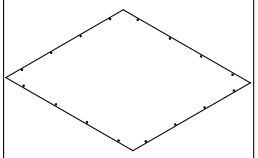
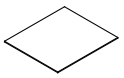
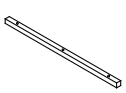
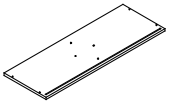
Hardware List

ITEM	DESCRIPTION	PART	QTY	ITEM	DESCRIPTION	PART	QTY
A	Cam-bolt	 6*35mm	16 pcs	J	Screw	 7*40mm	4 pcs
B	Cam-lock	 15*10mm	16 pcs	K	Drawer Glide		4 pcs
C	Wood Dowel	 8*30mm	8 pcs	L	Allen key		1 pcs
D	Handle Bolt	 4*16mm	4 pcs	M	Metal Rod		8 pcs
E	Handle		2 pcs	N	Plastic Anchor		1 pcs
F	Screw	 4*30mm	12 pcs	O	Screw	 3.5*40mm	1 pcs
G	Screw	 2.5*12mm	16 pcs	P	Bracket		1 pcs
H	Bolt	 6*30mm	3 pcs	Q	Screw	 3.5*12mm	1 pcs
I	Screw	 3*12mm	28 pcs				

ASSEMBLY INSTRUCTIONS

MARGO LATERAL FILING CABINET ITEM# 43102

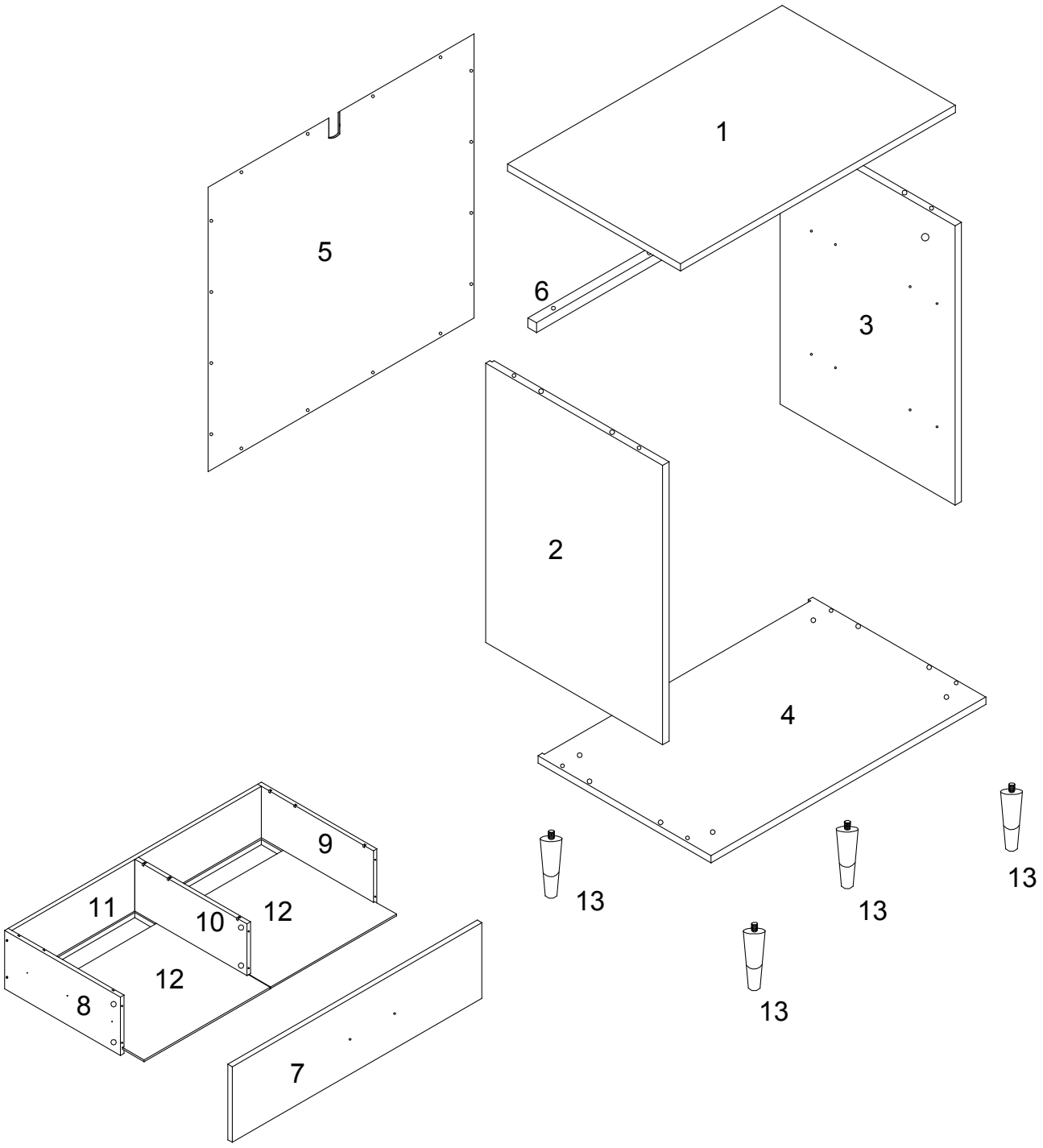
Parts List

ITEM	DESCRIPTION	PART	QTY	ITEM	DESCRIPTION	PART	QTY
1	Top Panel		1 pc	8	Drawer Left Panel		2 pcs
2	Left Panel		1 pc	9	Drawer Right Panel		2 pcs
3	Right Panel		1 pc	10	Drawer Divide Panel		2 pcs
4	Bottom Panel		1 pc	11	Drawer Back Panel		2 pcs
5	Back Panel		1 pc	12	Drawer Bottom Panel		4 pcs
6	Support Bar		1 pc	13	Leg		4 pcs
7	Drawer Front Panel		2 pcs				

ASSEMBLY INSTRUCTIONS

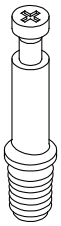
MARGO LATERAL FILING CABINET ITEM# 43102

ASSEMBLY OVERVIEW



4/12

INSTRUCTIONS FOR CAM-BOLT AND CAM-LOCK

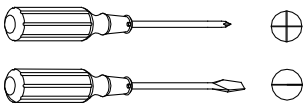


CAM-BOLT

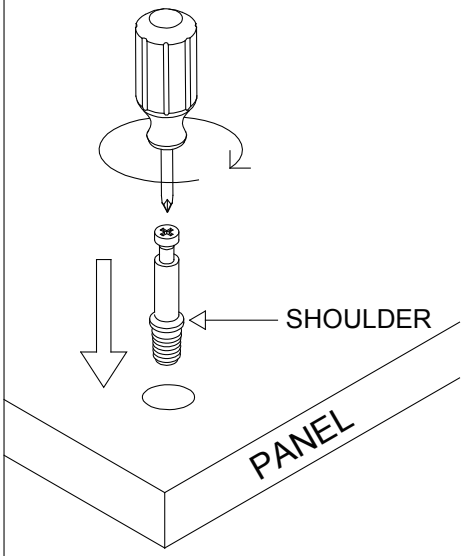


CAM-LOCK

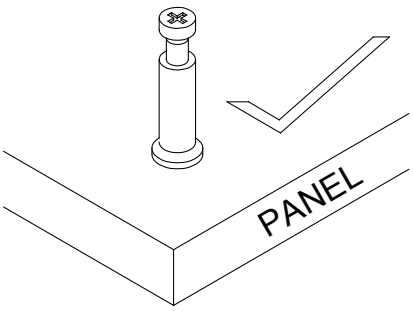
Tools Required



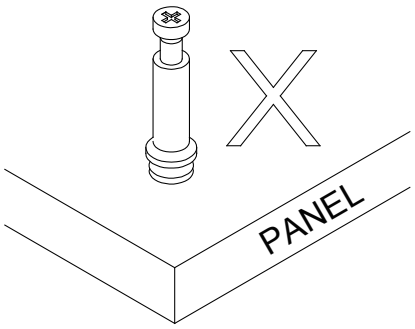
INSERTING AND TIGHTENING CAM-BOLT



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



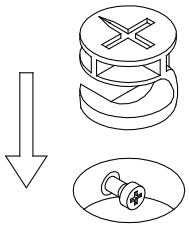
Shoulder is flushed (on the same level) with the panel.



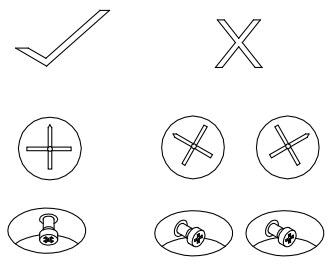
Shoulder is above the panel.

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

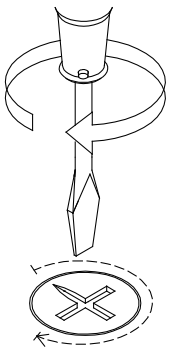


Insert Cam-lock with arrow align to Cam-bolt head.



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

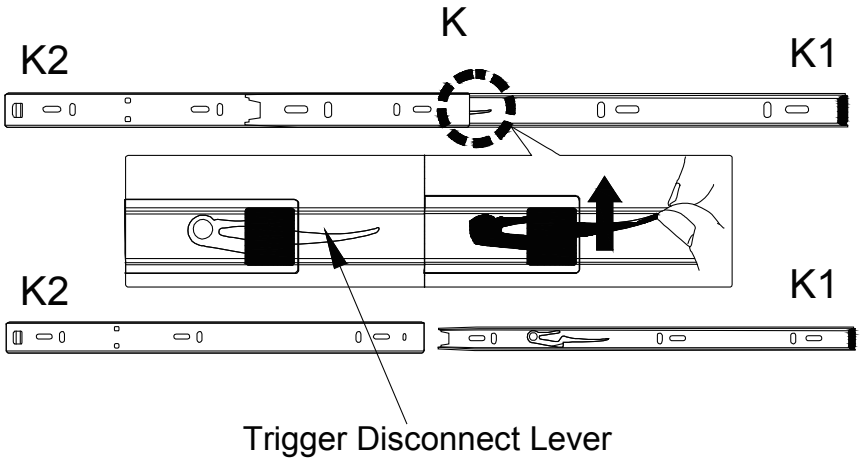


Use a Flat-head Screwdriver to turn Cam-lock clockwise so it locks onto the head of the Cam-bolt. Turn until it is snug (about 3/4ths of a turn) -- over-tightening could damage Cam-lock or/and Cam-bolt.

STEP 1

K		4 pcs

Detach Glide Runner from Glide Track.



X 4

To install Drawer Glide (K), the Glide Runner (K1) needs to be detached or separated from the Glide Track (K2).

Detach Glide Runner (K1) from Glide Track (K2) by sliding out (K1) from (K2) until the Trigger Disconnect Lever is visible on (K1) as shown above. Next, depress the Trigger Disconnect Lever and at the same time slide out (K1) from (K2).

STEP 2

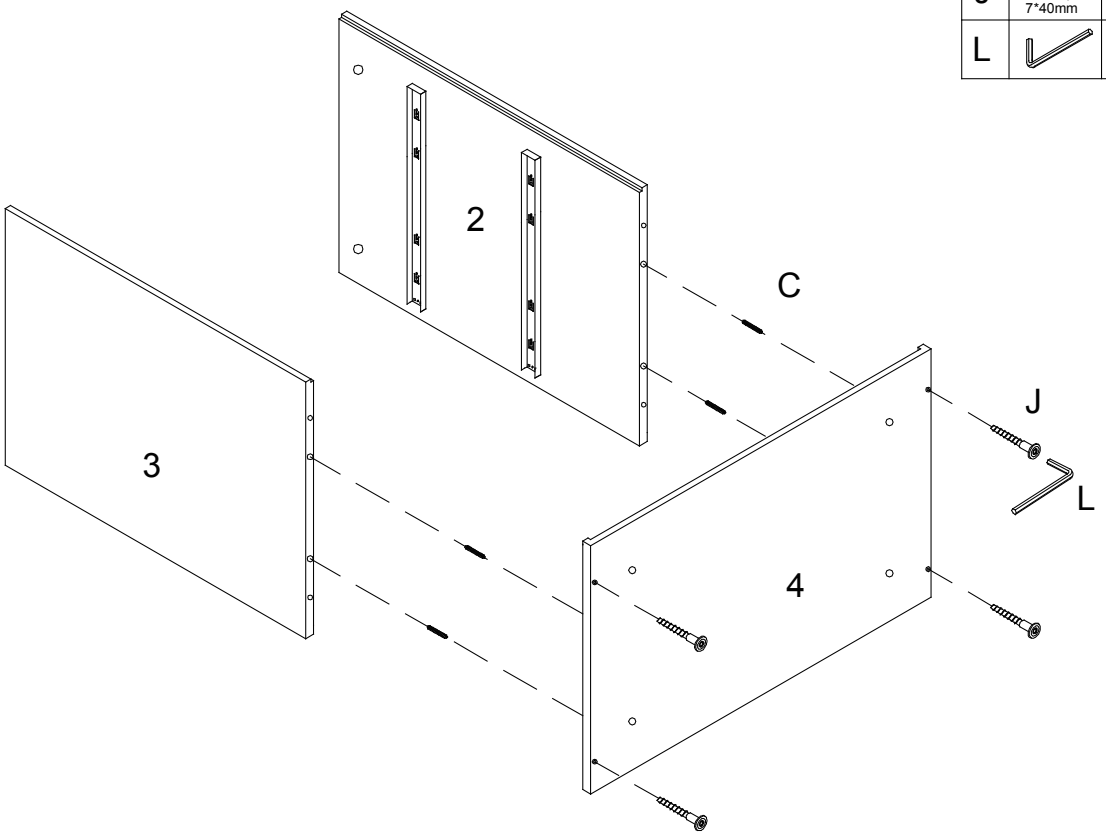
I	 3*12mm	16 pcs
K2		4 pcs



a) Place Left Panel (2) and Right Panel (3) as shown on a material that does not scratch the surface of the parts.
b) Position Glide Track (K2) as shown. Note the orientation of (K2) with the respect to the close-end of (K2) which faces the rabbet edge of (2 & 3).
c) Align screw holes on Glide Track (K2) to pilot holes on (2 & 3), and use Screw (I) to fasten (K2). Do not tighten (I) completely until all of the screws are in place.

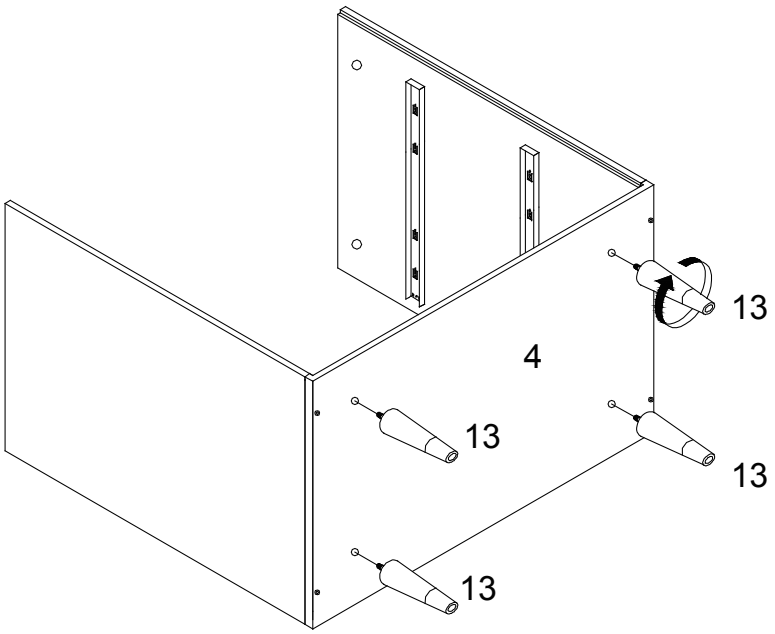
STEP 3

C	8*30mm	4 pcs
J	7*40mm	4 pcs
L		1 pc



a) Insert Wood Dowel (C) into the inner two holes on the bottom edge of Left Panel (2) and Right Panel (3).
b) Attach (2 & 3) to Bottom Panel (4) via Wood dowels and Screw (J). Check that the rabbet edge of the three panels are aligned.
c) Drive and tighten Screw (J) with Allen Key (L). Do not over-tighten.

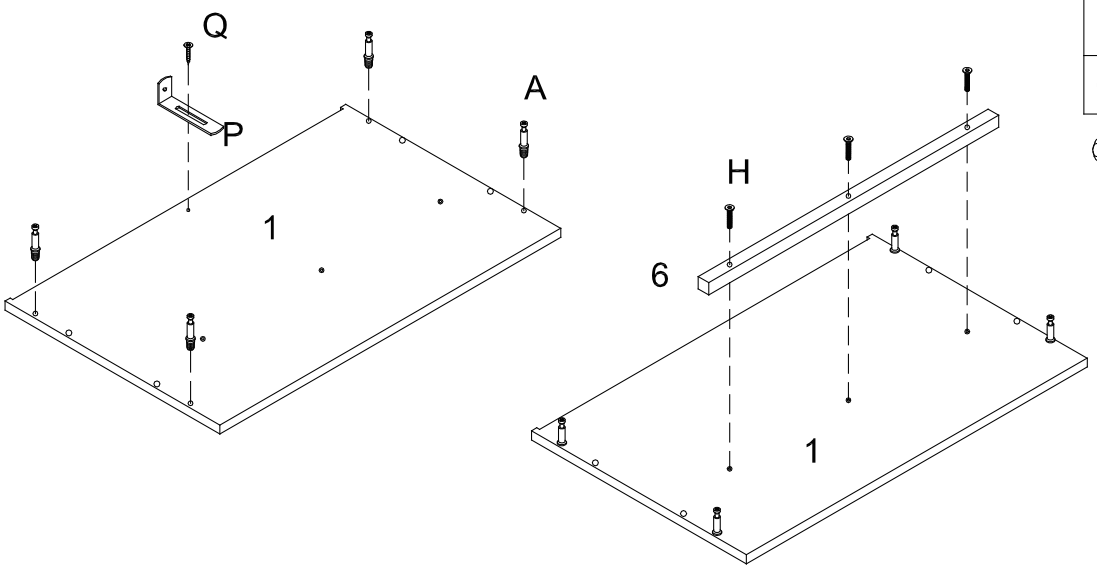
STEP 4



Screw Leg (13) to the designated screw holes on Bottom Panel (4) clockwise.

STEP 5

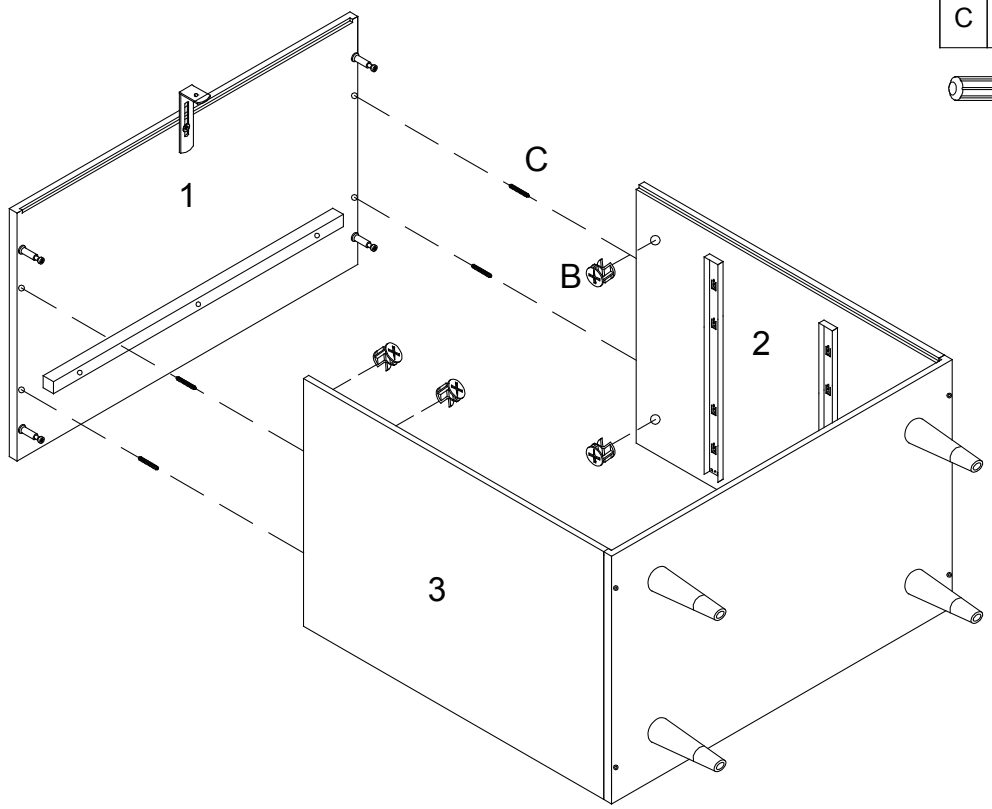
A		4 pcs
H	6*30mm	3 pcs
P		1 pc
Q	3.5*12mm	1 pc



a) Lay Top Panel (1) bottom-side on a material that does not scratch or damage the part.
b) Screw in Cam-bolt (A) into the designated holes on (1). Refer to Page 5 for instructions on inserting and tightening Cam-bolt.
c) Attach Bracket (P) to (1) with Screw (Q).Ensure the bracket can slide.
d) Align the holes on Support Bar (6) to the screw holes on (1), then use Allen Key (L) to drive Bolt (H) to fasten (6) to (1).

STEP 6

B		4 pcs
C		4 pcs

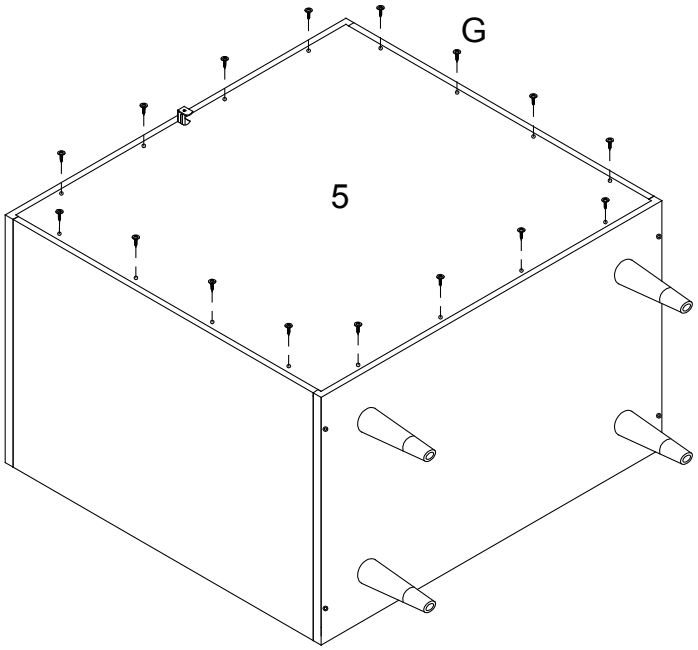


a) Insert Wood Dowel (C) to the inner two holes on the top edge of Side Panel (2 & 3).
b) Attach Top Panel (1) to (2 & 3) via Wood Dowel and Cam-bolt on (1). Check that the rabbet edge of (1) is aligned to the other 3 panels.
c) Insert Cam-lock (B) into the designated holes on (2 & 3) then turn clockwise to lock onto Cam-bolt.

STEP 7

G	2.5*10mm	16 pcs



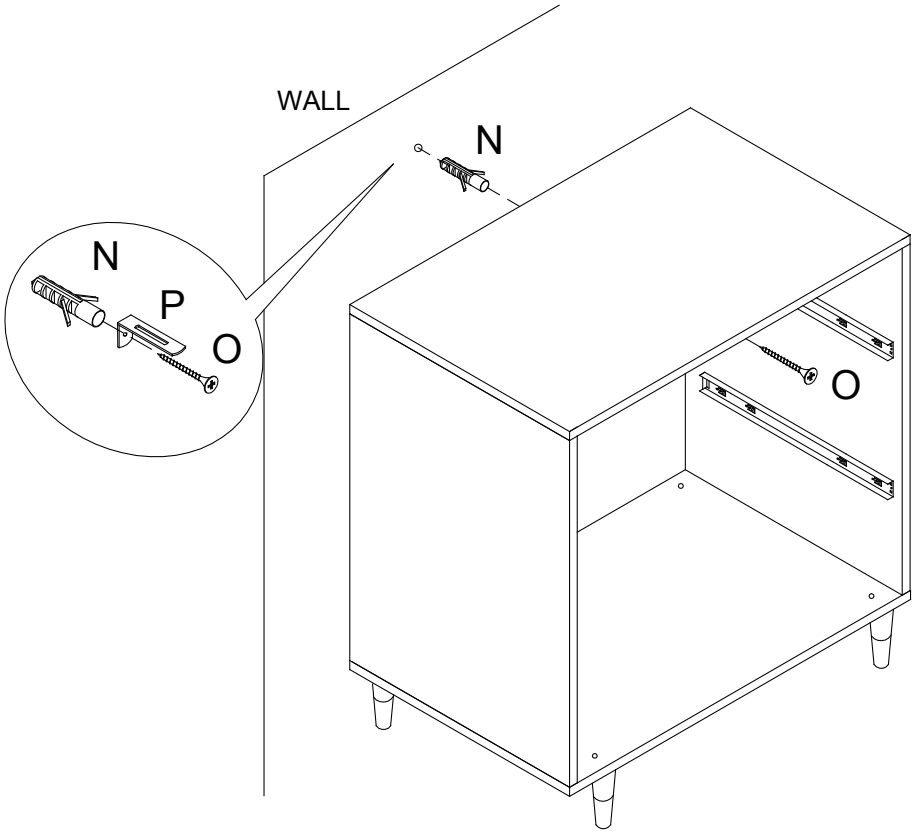


a) Attach Back Panel (5) with Screw (G).
b) With assistance, set the assembly right-side up.

STEP 8

N		1 pc
O		1 pc



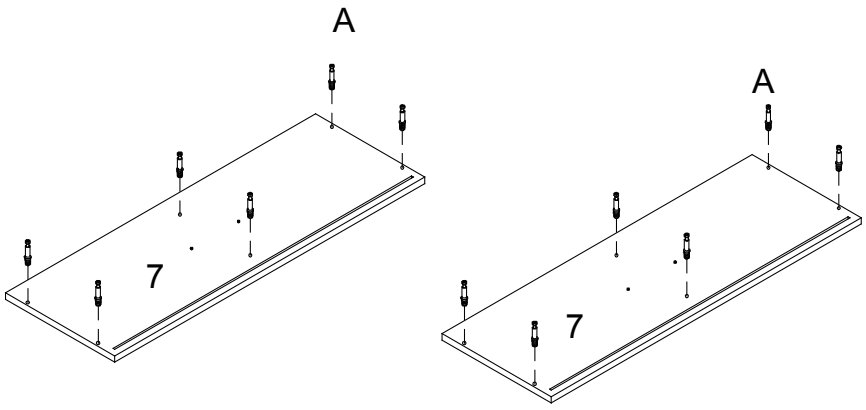


a) Drill a hole in the dry wall per the length and diameter of Plastic Anchor (N) and the height needs to be the same as the screw hole on Bracket (P) .
b) Press (P) into the drilled hole. Ensure that the anchor fits securely in the wall.
c) Drive Screw (O) through the screw hole on adjustable Bracket (P) into the screw hole on (N) to secure the unit to the wall.

STEP 9

A		12 pcs

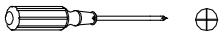


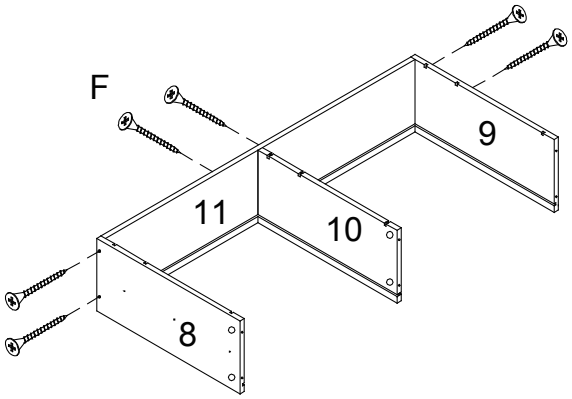


a) Lay Drawer Front Panel (7) bottom-side up on a material that does not scratch or damage the part.
b) Screw in Cam-bolt (A) into the designated holes on (7).

STEP 10

F	4*30mm	12 pcs

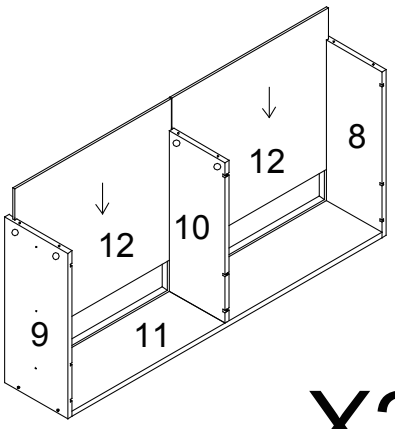




X2

a) Position Drawer Back Panel (11) between Drawer Left and Right Panel (8 & 9) as shown. Check that the groove on each part is aligned and then fasten (8 & 9) to (11) with Screw (F).
b) Position Drawer Divide Panel (10) as shown. Check that the groove on each part is aligned and then fasten (10) to (11) with Screw (F).

STEP 11

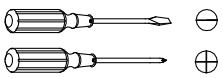


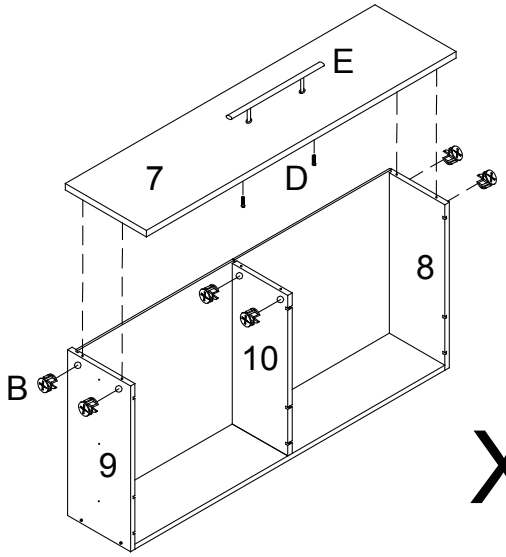
X2

a) Set the assembly from STEP 10 right-side up.
b) Fit Drawer Bottom Panel (12) via groove on Drawer Left, Right, Divide & Back Panel (8, 9, 10 & 11).

STEP 12

B		12 pcs
D		4 pcs
E		2 pcs



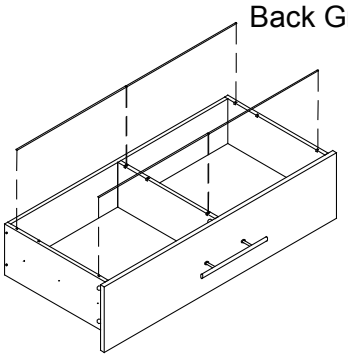


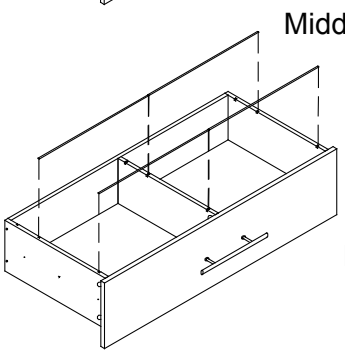
X2

a) Attach Drawer Front Panel (7) from STEP 9 to (8, 9 & 10) via Cam-bolts on (7).
b) Insert Cam-lock (B) into the designated holes on (8, 9 & 10) then turn clockwise to lock onto Cam-bolt on (7).
c) Fasten Handle (E) to (7) with Bolt (D).

STEP 13

M		8 pcs



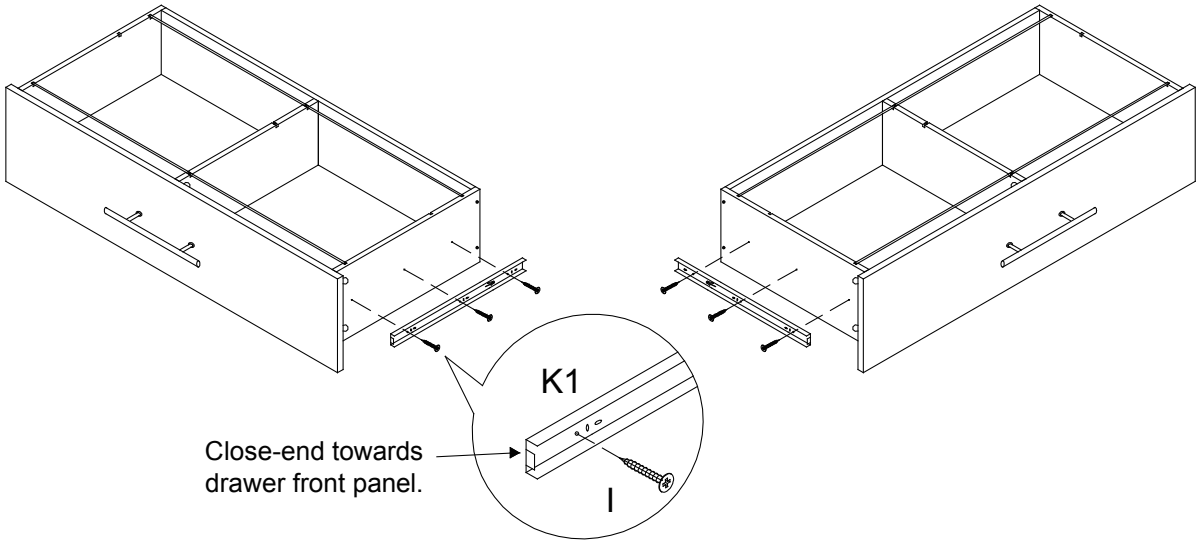


X2

Place Metal Rod into the groove on Drawer Side Panels.

STEP 14

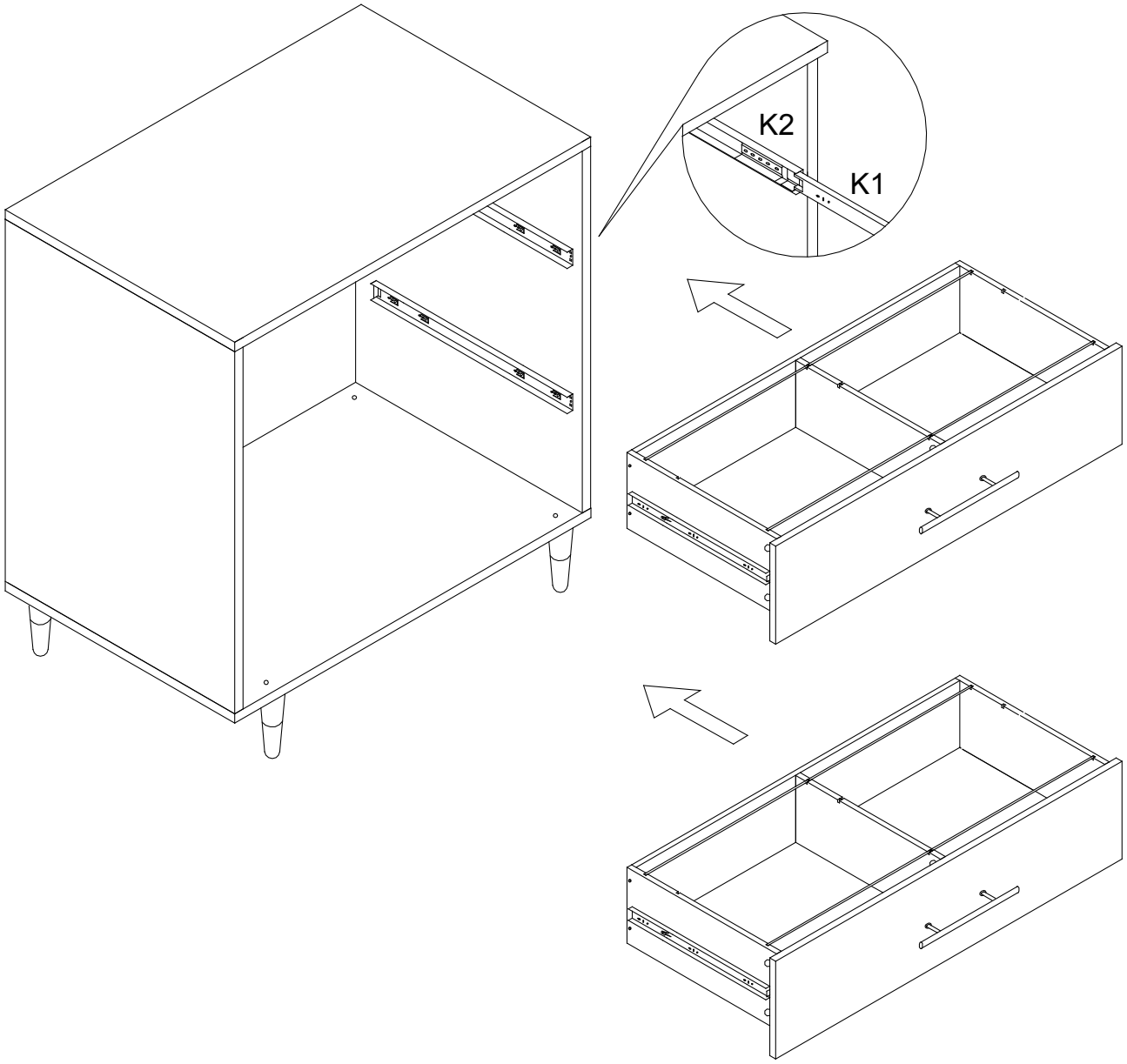
I	3*12mm	12 pcs
K1		4 pcs



X2

a) Position Glide Runner (K1) as shown. Note the orientation of (K1) with respect to the open-end of (K1) which faces the back of the drawer and the close-end towards drawer front panel.
b) Align screw holes on (K1)to pilot holes on each side panel, and use Screw (I) to fasten (K1).

STEP 15



To insert the drawers:

a) On each side panel of the cabinet, bring the ball-bearing slider on Glide Track (K2) forward to the front edge of (K2).
b) Hold the drawer to be level in front of the cabinet and align the back open-end of the Glide Runner (K1) on each side of the drawer to fit squarely into the groove on the open front-end of (K2) on each side panel. Be sure the drawer/(K1) is not tilted or angled.
c) Push drawer in squarely and gently into place, allowing (K1) to slide into (K2). When the drawer is pushed in half way, the lever/stopper on (K1) will be engaged into (K2) which will create a little resistance (it is normal). Pull out the drawer a little bit and gently push in the drawer again to engage the sliding mechanism. The drawer should now slide back out and in smoothly.

The assembly of the Cabinet is complete.