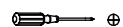


# ASSEMBLY INSTRUCTIONS

ASSEMBLY REQUIREMENTS	1 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.

## 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:

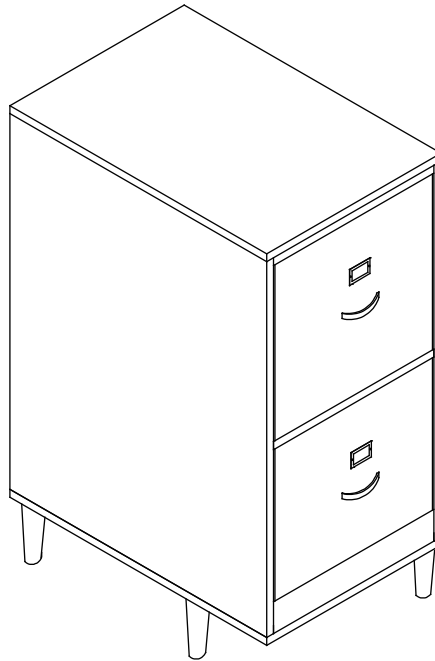
1. Allow ample room for assembly and in close proximity to where product will be placed.
2. Assemble the product on a surface that does not scratch or damage the exterior gloss and finish of the furniture.
3. Identify all of the parts, hardware and quantities required for each step.
4. During assembly, 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









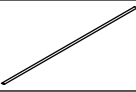







- Use a slightly damp cloth to clean the product. Do not use bleach or abrasive cleaning material.
- Check all the fittings periodically and re-tighten as necessary. Do not use the product if any of the parts is damaged or broken.
- Never allow any kind of liquid to remain on your furniture. Absorption can cause wood to warp or delaminate.
- Do not place hot items (e.g. hot drinks) directly onto the wood surface.
- Do not drag and/or pull the furniture.

This product is for indoor and household use only - not for commercial use.

# ASSEMBLY INSTRUCTIONS

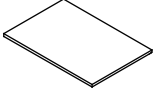
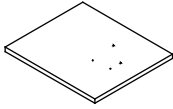
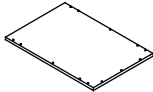
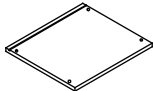
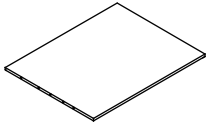
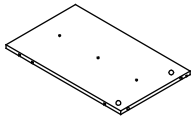
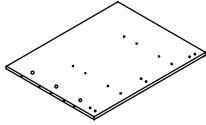
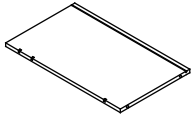

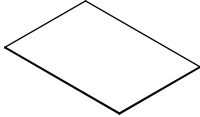

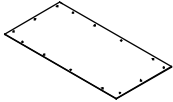




## Hardware List

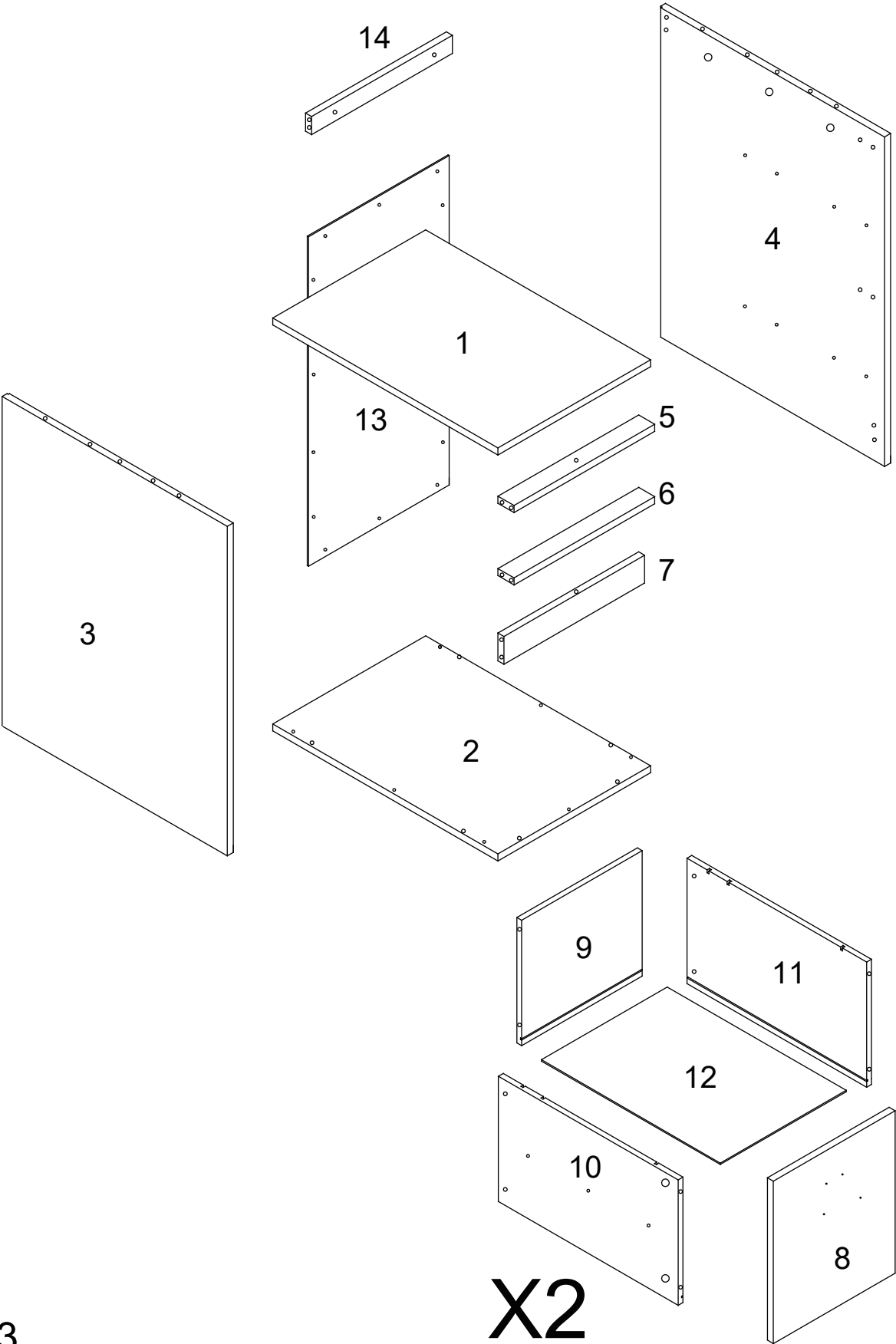
ITEM	DESCRIPTION	PART	QTY	ITEM	DESCRIPTION	PART	QTY
A	Cam-Bolt	 6*35mm	22 pcs	J	Label Frame		2 pcs
B	Cam-Lock	 15*10mm	22 pcs	K	Handle		2 pcs
C	Wood Dowel	 8*30mm	18 pcs	L	Leg Cap		4 pcs
D	Handle Bolt	 4*14mm	4 pcs	M	Screw	 2.5*10mm	14 pcs
E	Screw	 3*12mm	28 pcs	N	Metal Rod		4 pcs
F	Screw	 3.5*14mm	12 pcs	O	Drawer Glide		2 sets (4 pcs)
G	Screw	 4*40mm	7 pcs	P	Leg		4 pcs
H	Screw	 4*25mm	9 pcs	Q	Plastic Anchor		2 pcs
I	Screw	 2.5*8mm	4 pcs	R	Screw	 3.5*40mm	2 pcs

# ASSEMBLY INSTRUCTIONS

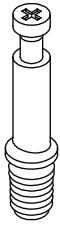
## Parts List

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

# ASSEMBLY INSTRUCTIONS



# Instructions For Fastening CAM-BOLT AND CAM-LOCK

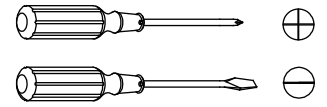


CAM-BOLT

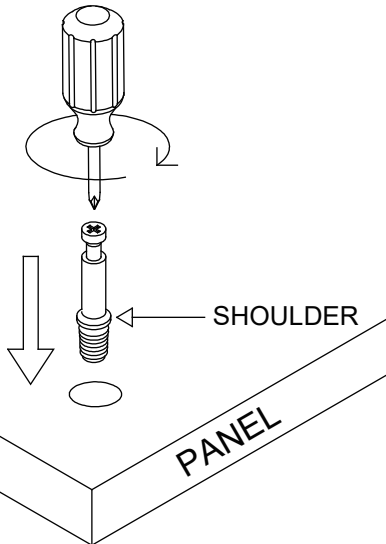


CAM-LOCK

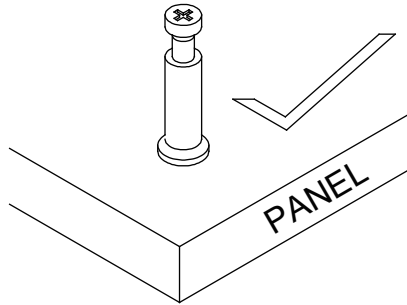
## Tools Required



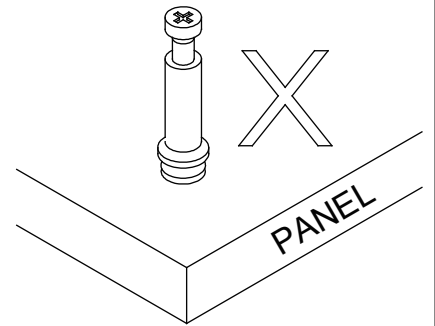
## INSERTING AND TIGHTENING CAM-BOLT



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



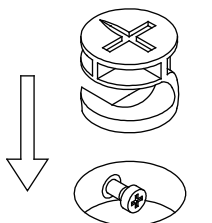
Shoulder is flushed (on the same level) with the panel.



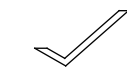
Shoulder is above the panel.

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.



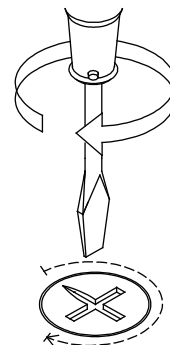
CORRECT



WRONG

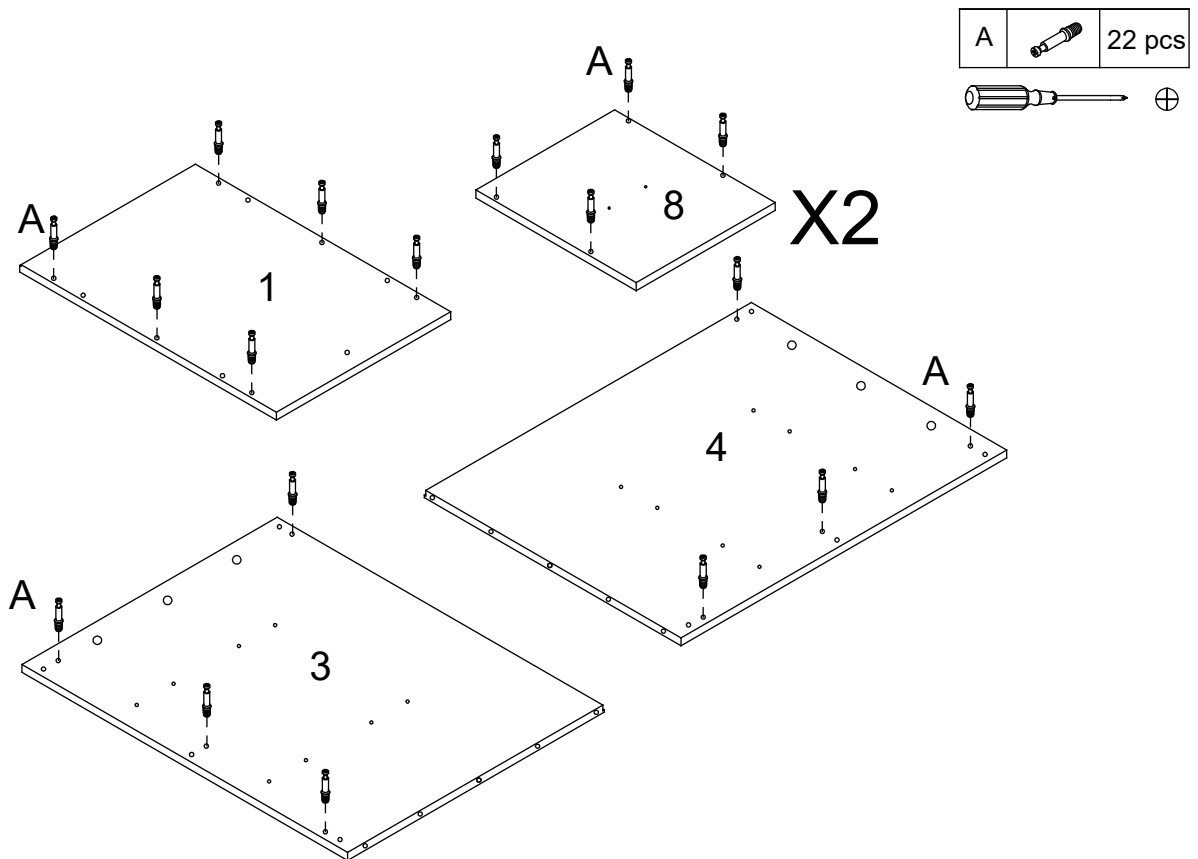
Align the arrow on the Cam-lock to the Cam-bolt head and insert the Cam-lock. Ensure Cam-lock is fully inserted.

## TIGHTENING CAM-LOCK



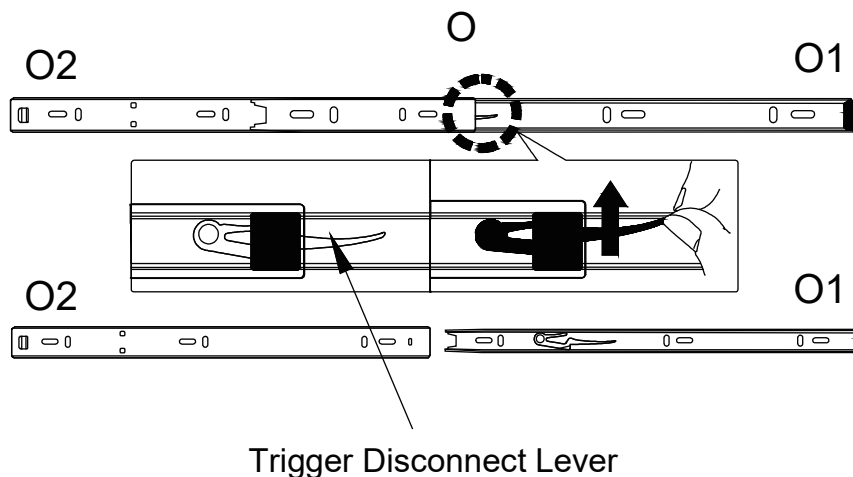
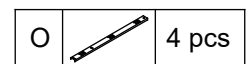
Use a Flat-head Screwdriver to turn Cam-lock clockwise so it locks onto the head of the Cam-bolt. Turn until it is snug (about 3/4ths of a turn) -- over-tightening could damage Cam-lock or/and Cam-bolt.

## STEP 1



- Lay Top Panel (1), Left and Right Panels (3 & 4) and Drawer Front Panel (8) 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 (1, 4, 5 and 8) as shown, and use a Phillips screwdriver to drive cam-bolts. Refer to Page 5 for Instructions on fastening Cam-bolt.


## STEP 2 - Prepare Drawer Glide for Installation

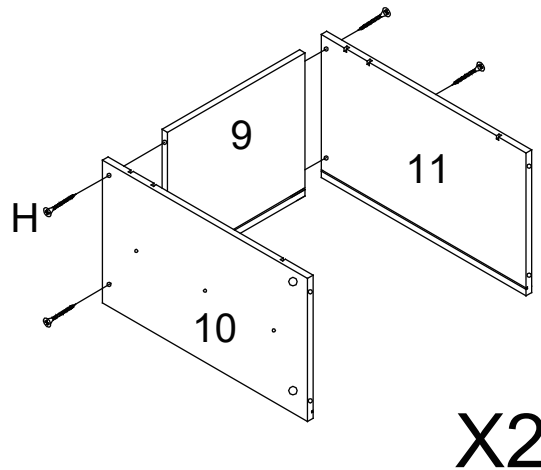
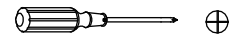


To install Drawer Glide (O), the Glide Runner (O1) needs to be detached or separated from the Glide Track (O2).

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 3

H		8 pcs
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



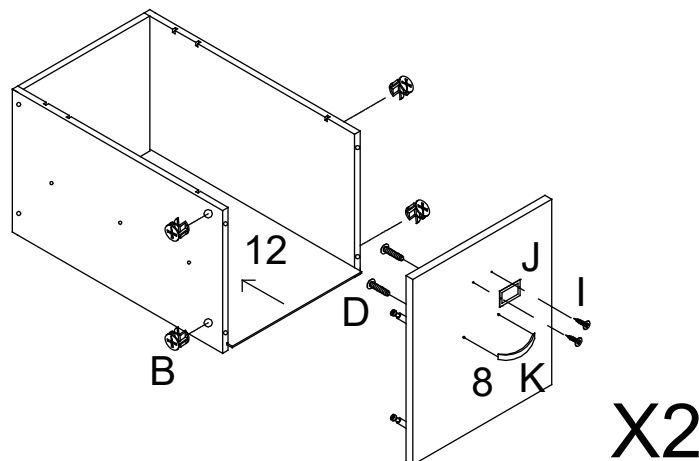
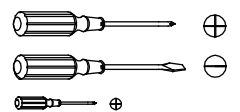
a) Attach Drawer Left & Right Panels (10 & 11) to Drawer Back Panel (9) as shown.

Note: the groove on each panel is aligned at the bottom.

b) Use phillips screwdriver to drive Screw (H) to fasten side panels to back panel. Do not tighten screws completely until both screws are in place on each panel.

## STEP 4

B		8 pcs
D		4 pcs
I		4 pcs
J		2 pcs
K		2 pcs



a) Fit Drawer Bottom Panel (12) to Drawer Panels (9, 10 & 11) via groove on respective drawer panels.

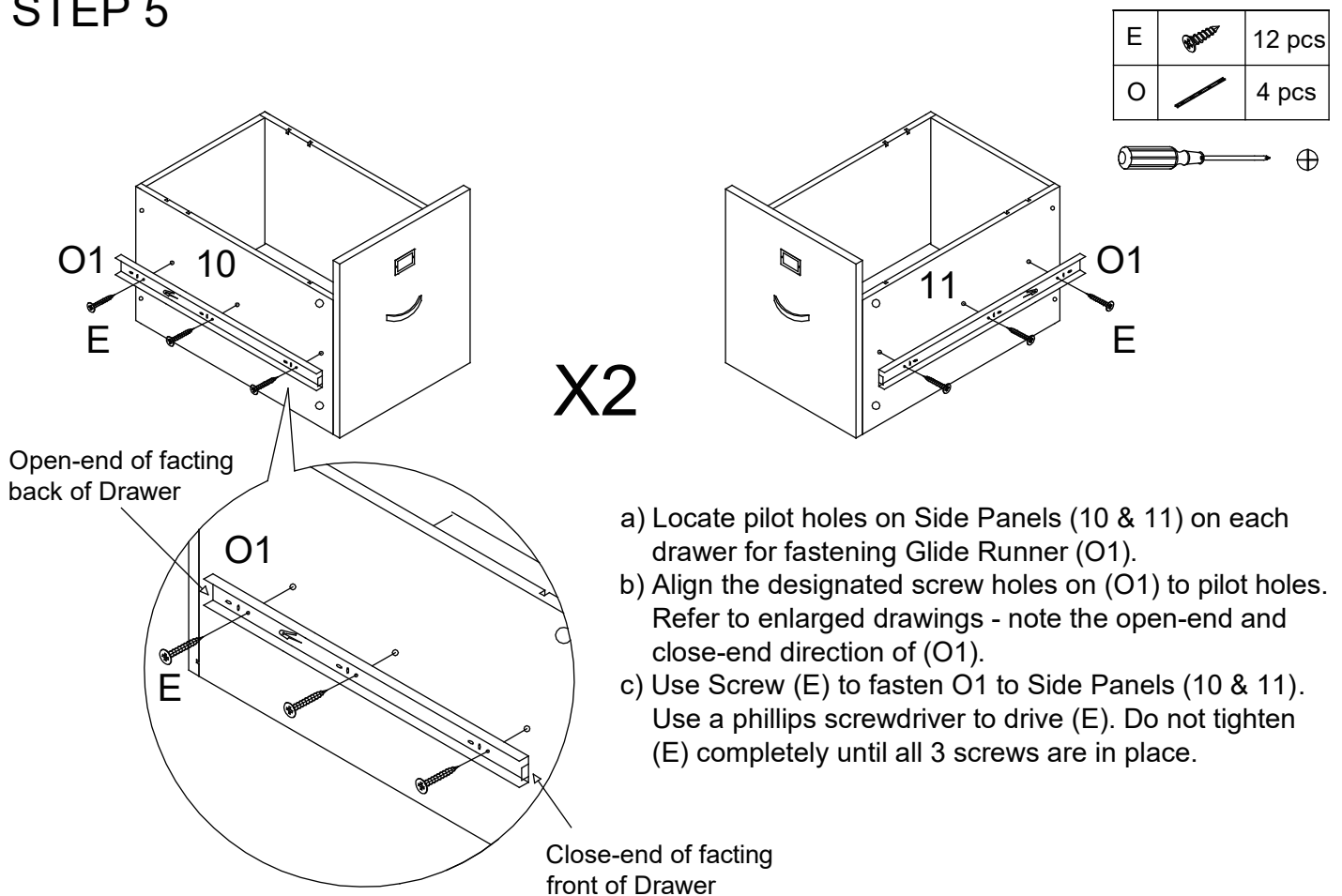
b) Align Cam-bolts on Drawer Front (8) to the holes on Drawer Side Panels and attach Drawer Front Panel firmly. Check that front edge of Bottom Panel (12) fits into the groove on the inside-face of respective Front Panel (8).

c) Insert Cam-lock (B) as shown then turn clockwise to lock onto Cam-bolt to fasten Drawer Front Panel.

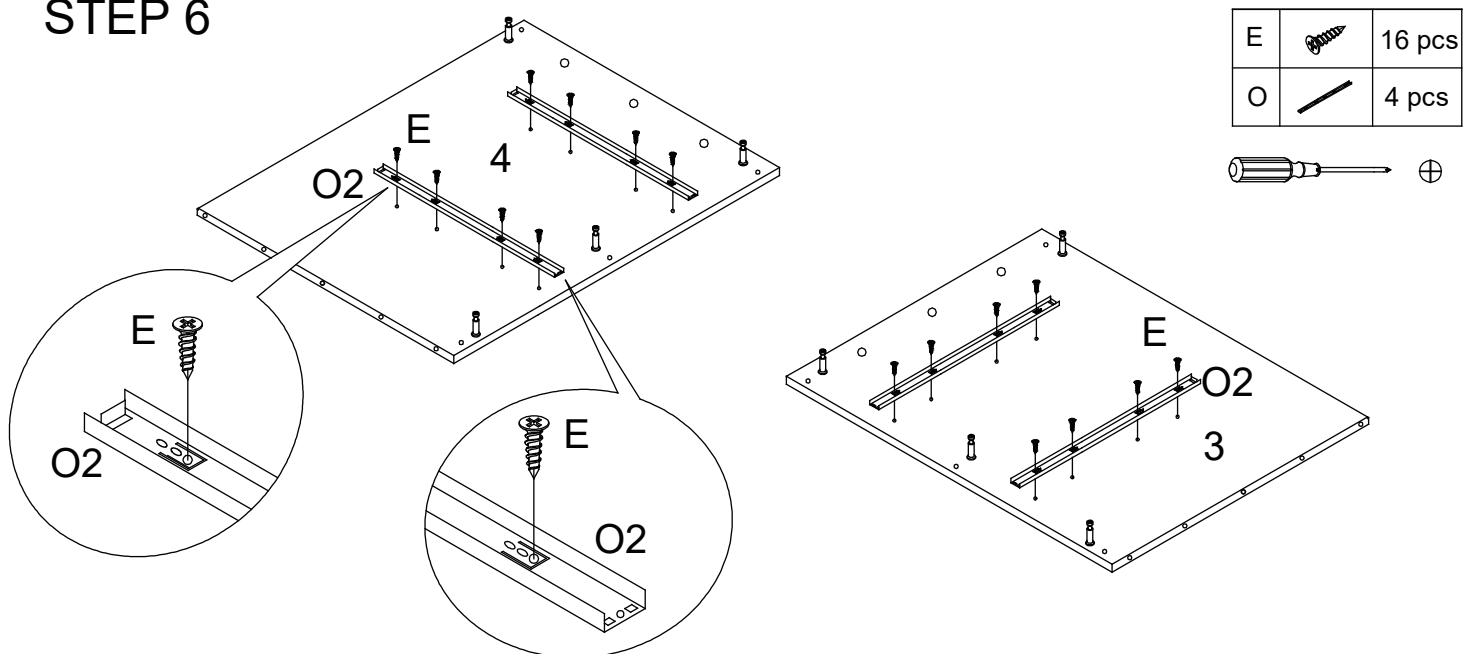
d) Attach Handle (K) to Drawer Front (8) and use Knob Bolt (D) to fasten (K).

e) Attach Label Frame (J) to (8) with Screw (I).

## STEP 5





## STEP 6

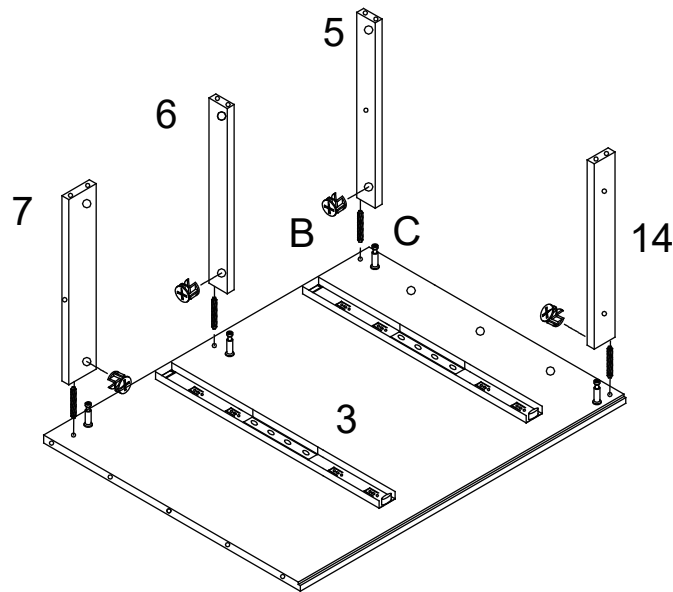
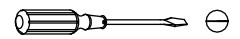


- Lay Side Panel (3 & 4) as shown on a material that does not scratch the surface of the parts. Next, locate pilot holes for Screw (E) on each part.
- Align screw holes on Glide Track (O2) to pilot holes on (3 & 4), and use Screw (E) to fasten (O2). Do not tighten (E) completely until all of the screws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





## STEP 7

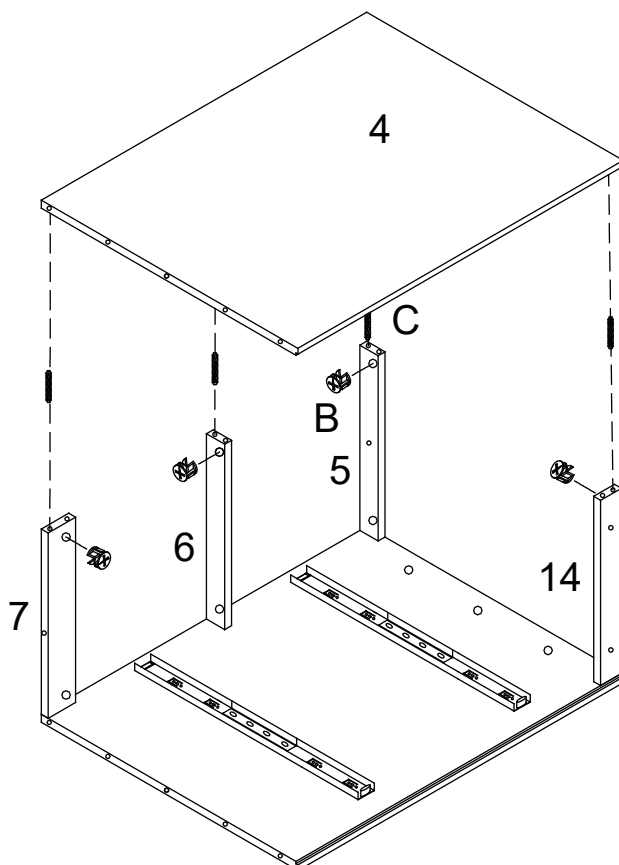
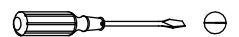
B		4 pcs
C		4 pcs



- Insert Wood Dowel (C) to end of Connect Bar (5, 6, 7 and 14) as shown.
- Attach Connect Bar (5, 6, 7 and 14) to Left Side Panel (3) Via Wood Dowel and Cam-bolt on (3).
- Insert Cam-lock (B) into designated holes on (5, 6, 7 and 14) then turn clockwise to lock onto Cam-bolt.

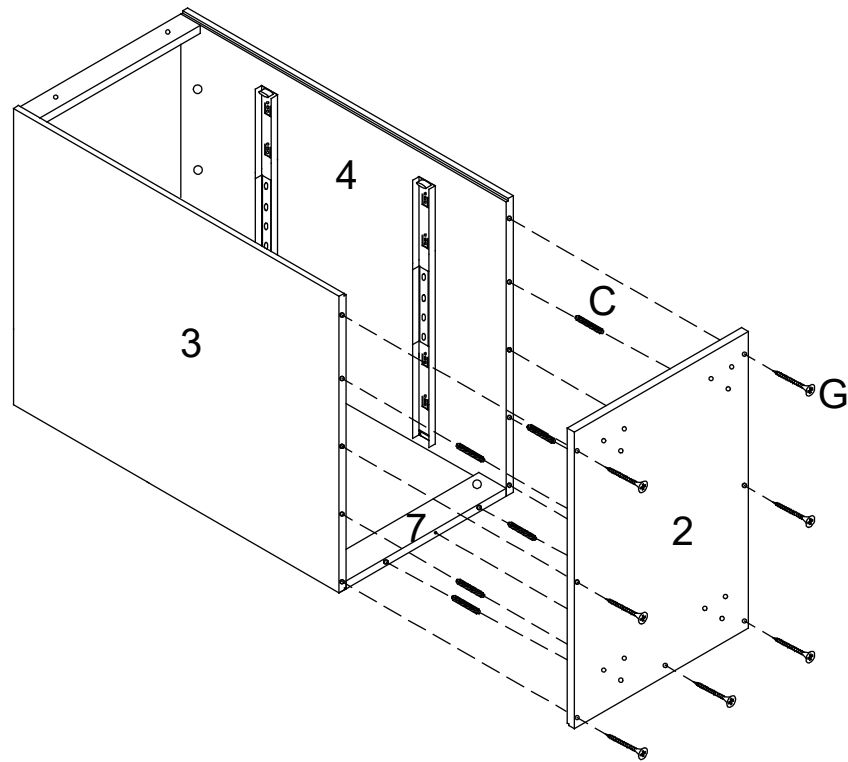
## STEP 8

B		4 pcs
C		4 pcs

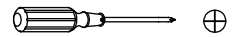


- Insert Wood Dowel (C) to top edge of Connect Bar (5, 6, 7 and 14) as shown.
- Attach Right Side Panel (4) to Connect Bar (5, 6, 7 and 14) Via Wood Dowel and Cam-bolt on (4).
- Insert Cam-lock (B) into designated holes on (5, 6, 7 and 14) then turn clockwise to lock onto Cam-bolt.

## STEP 9

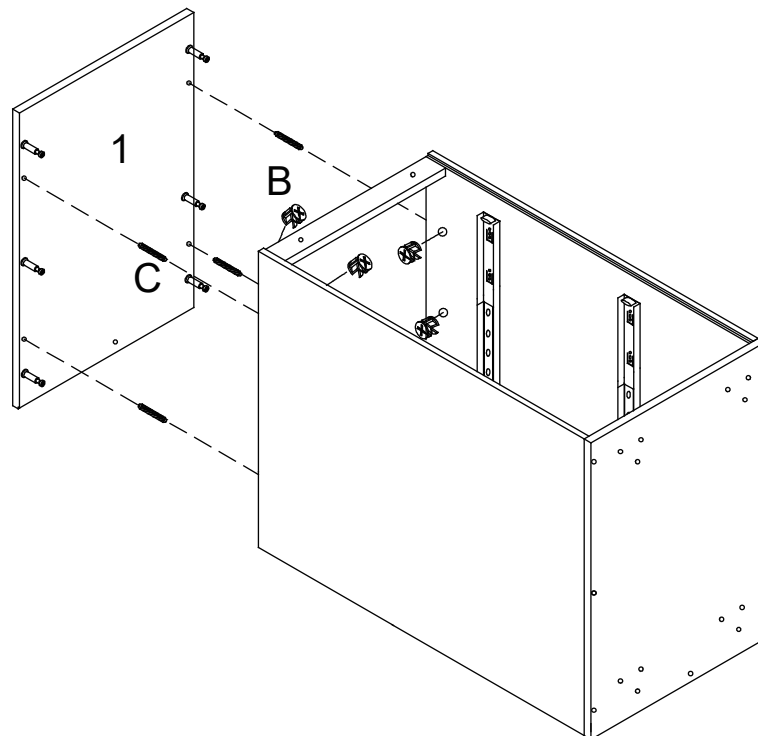


C		6 pcs
G		7 pcs

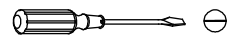


- Insert Wood Dowel (C) into designated holes on bottom edge of Side Panels and Connect Bar as shown and attach Bottom Panel (2).
- Use Screw (G) to fasten (2) to Side Panels and Bottom Connect Bar (7).

## STEP 10





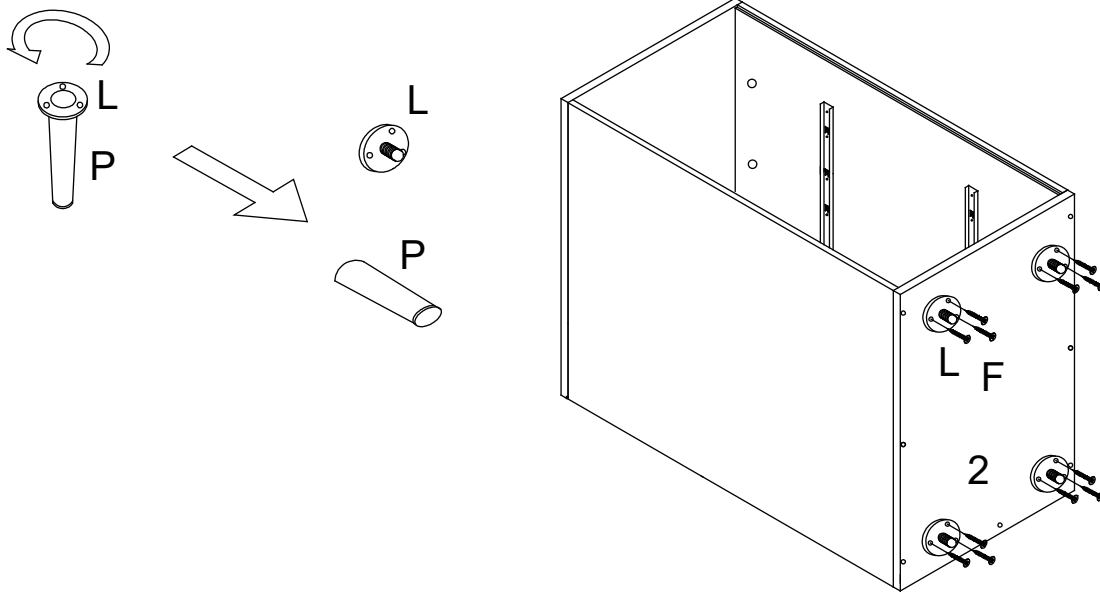
B		6 pcs
C		4 pcs



- Insert Wood Dowel (C) to top edge of Side Panels as shown and attach Top Panel (1) via Wood Dowels and Cam-bolts on (1).
- Insert Cam-lock (B) into designated holes on Side Panels then turn clockwise to lock onto Cam-bolt.


## STEP 11

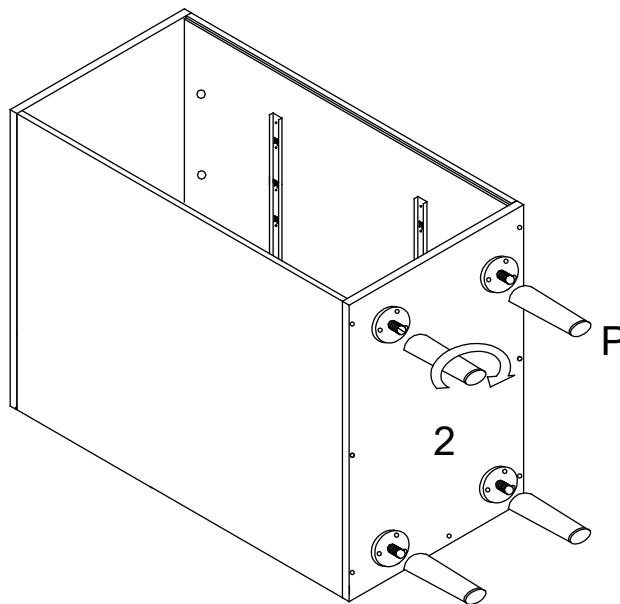
F		12 pcs
L		4 pcs



- Screw Leg Cap (L) from Leg (P).
- Align screw holes on Leg Cap (L) to designated holes on Bottom Panel (2) and fasten with Screw (F).  
Do not tighten all the screws until all 3 screws are in place on each Leg Cap.

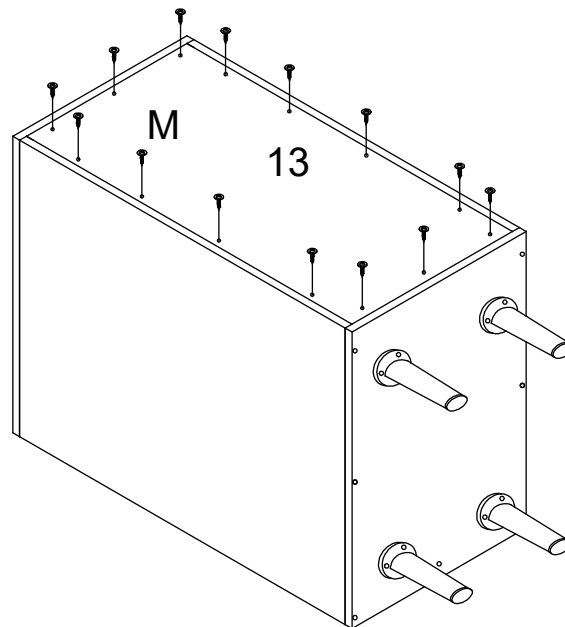
## STEP 12

P		4 pcs
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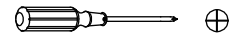


Screw Leg (P) onto Leg Cap (L) in clockwise direction until (P) fits snugly onto (L).

## STEP 13

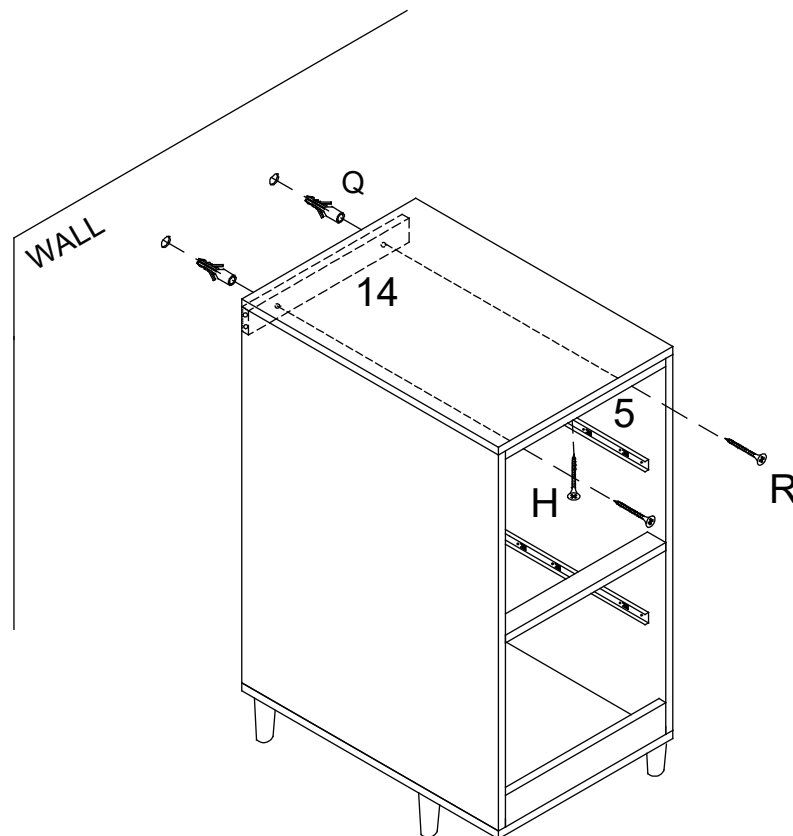


M		14 pcs
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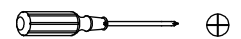


Use Screw (M) to attach Back Panel (13) to Side, Top and Bottom Panel.

## STEP 14



H		1 pc
Q		2 pcs
R		2 pcs




### STEP 14A

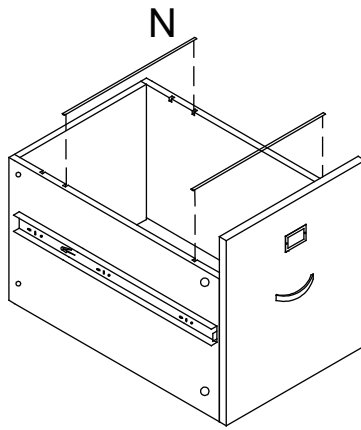
Affix Top Front Connect Bar (5) to Top Panel by using Screw (H).

### STEP 14B

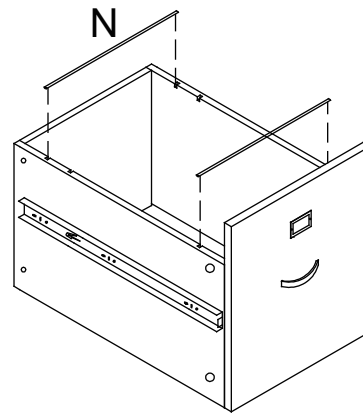
- Mark the distance between two holes on Back Top Connect Bar (14) on the wall.
- On each marked position, drill a hole in the dry wall as per diamention of Plastic Anchor (Q).
- Press each plastic wall anchor (Q) to the drywall.  
Ensure that the anchor fits securely in the wall.
- Attach the cabinet to the wall through the holes on (14) by using screw (R).

## STEP 15

N		4 pcs
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For Letter Size

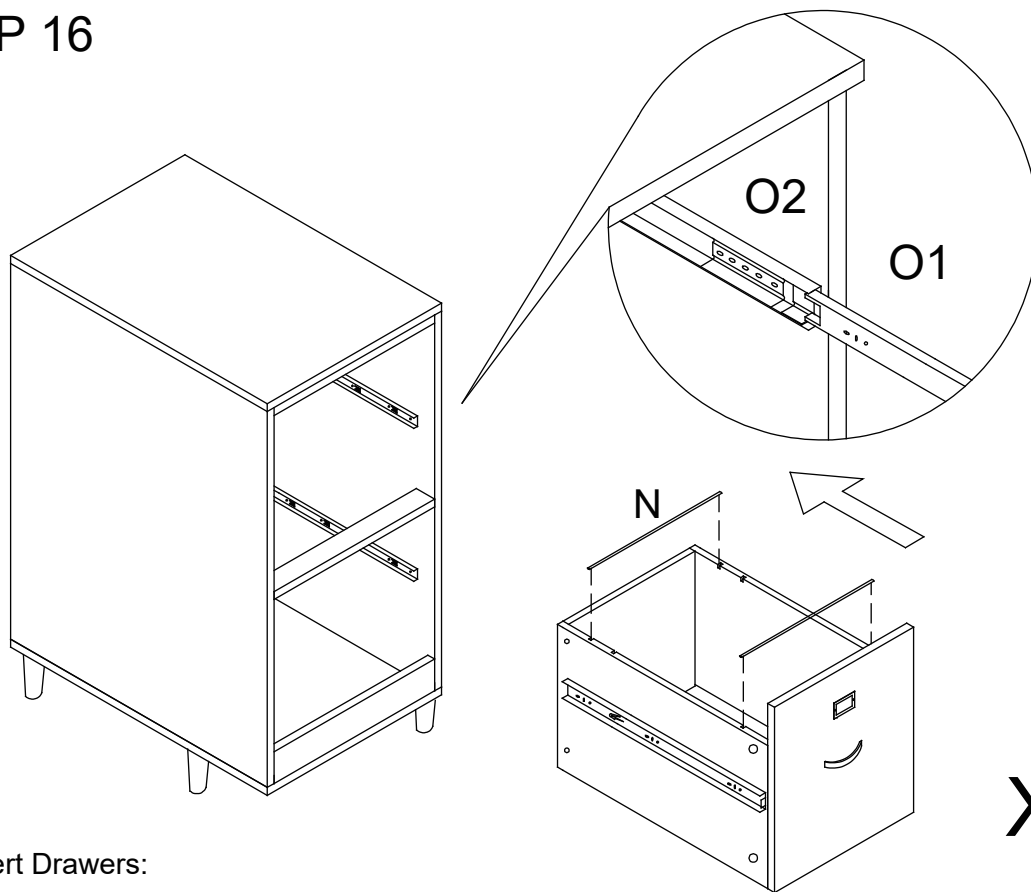


For Legal Size

**X2**

Place Metal Rod into the groove on Drawer Side Panels.

## STEP 16



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.