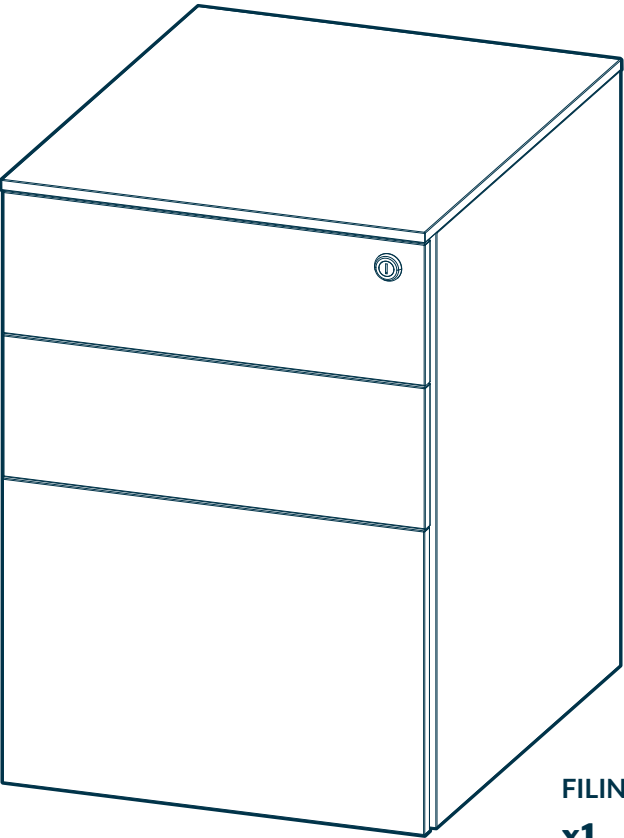


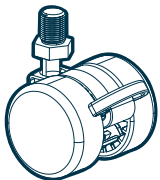
Essential Filing Cabinet



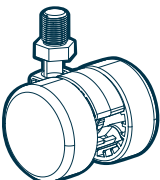
vari.[®]



FILING CABINET
x1



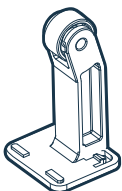
LOCKING CASTERS
x2



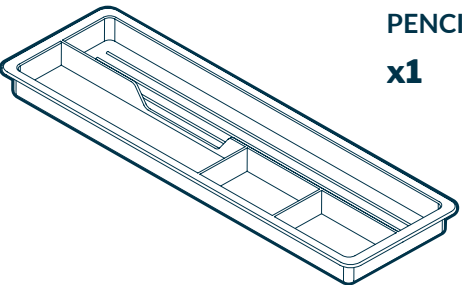
CASTERS
x2



10MM LOCK WASHER
x4



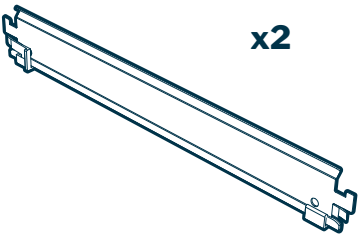
ANTI-TIP CASTER
x1



PENCIL TRAY
x1



KEY
x1



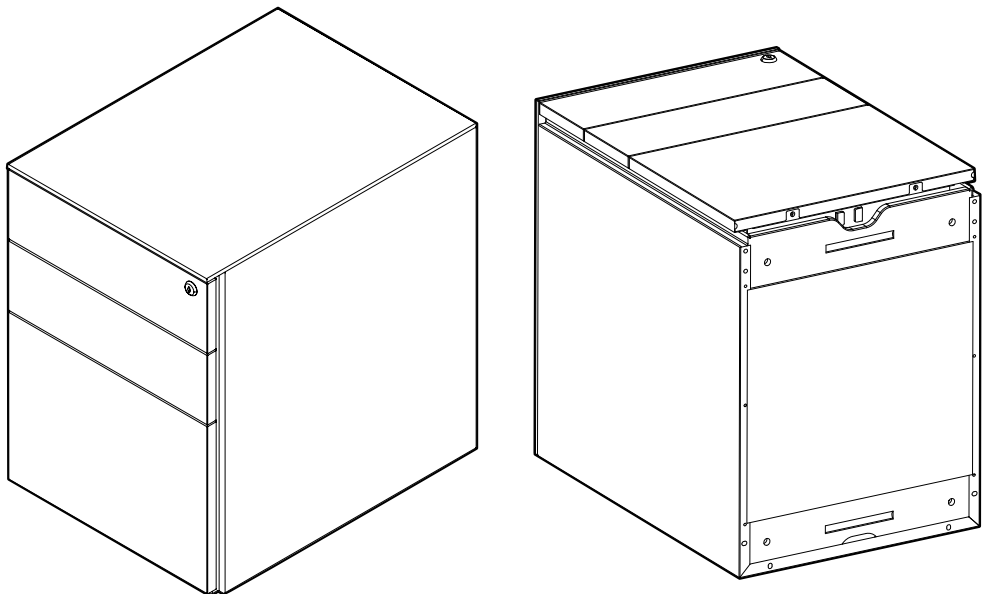
FILING BAR
x2

Tools Needed



13MM WRENCH
x1

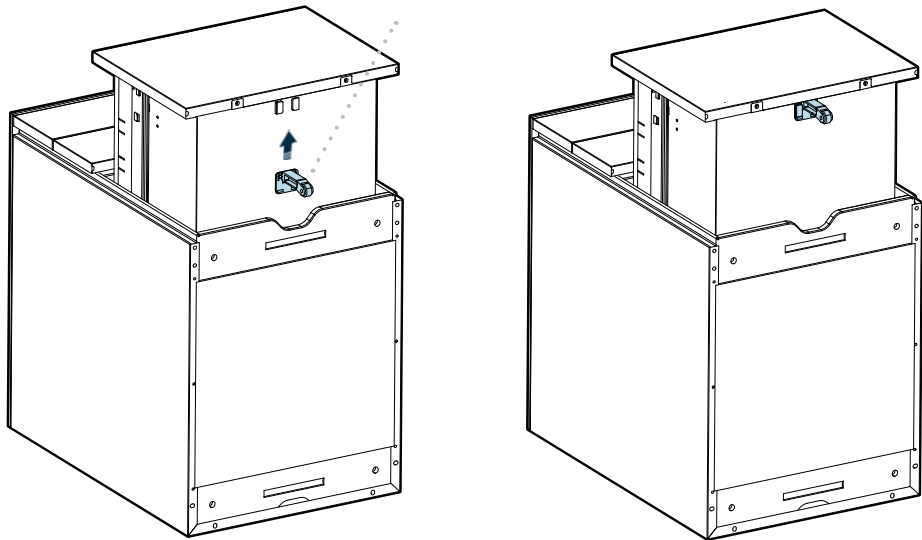
1



Remove the filing cabinet from the box and set it on the ground. With the help of another person, lift and rotate the filing cabinet until the drawers are facing up, then set down gently. To prevent surface scratches, this step should be completed on a carper or a blanket.

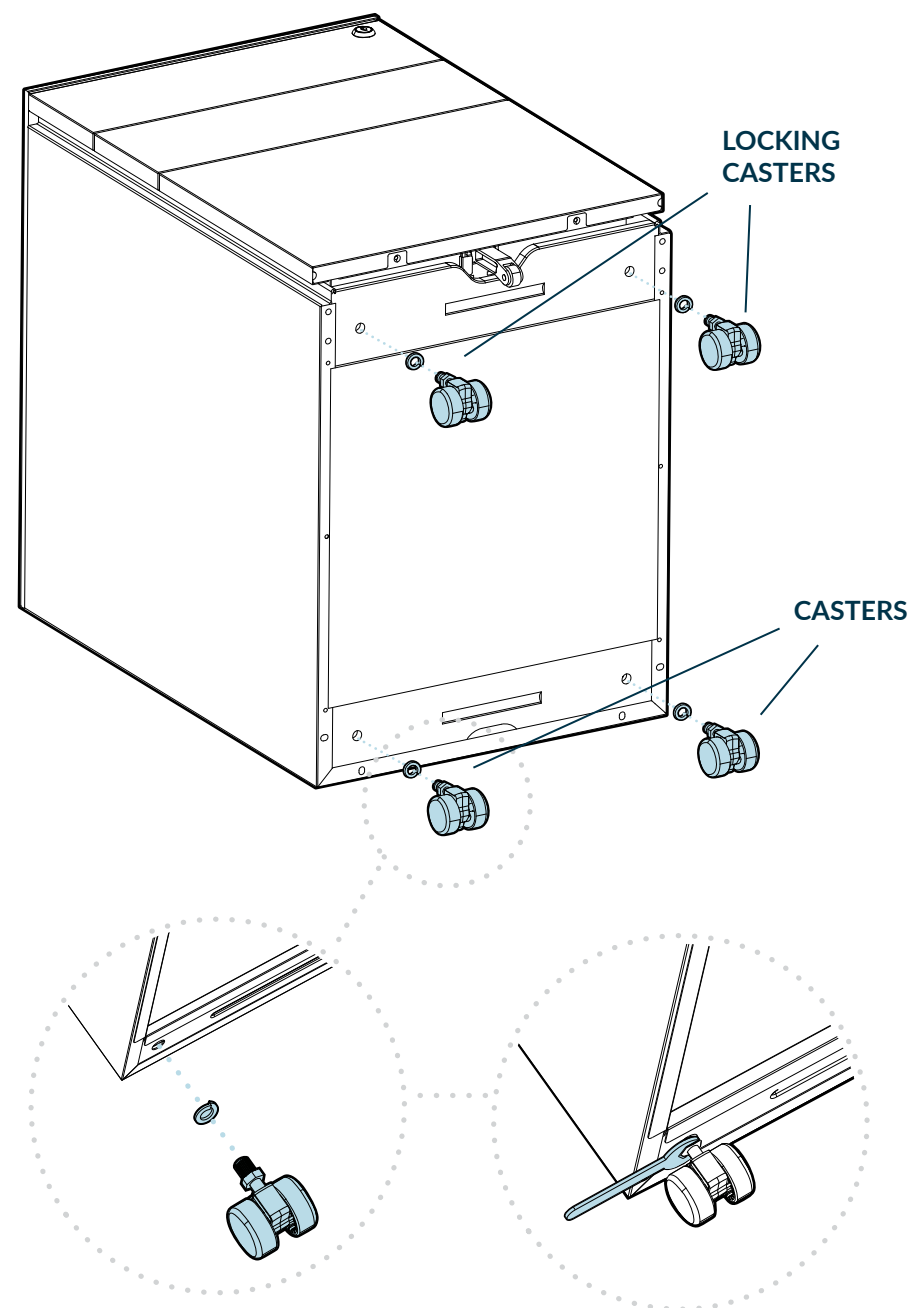
2

ANTI-TIP CASTER



Unlock the filing cabinet and pull out the lower drawer so you have enough access to install the **ANTI-TIP CASTER**. With the help of another person, hold the lower drawer open when attaching the caster. Insert the anti-tip caster into the slots underneath the drawer as shown. Ensure all drawers are closed and relock the filing cabinet.

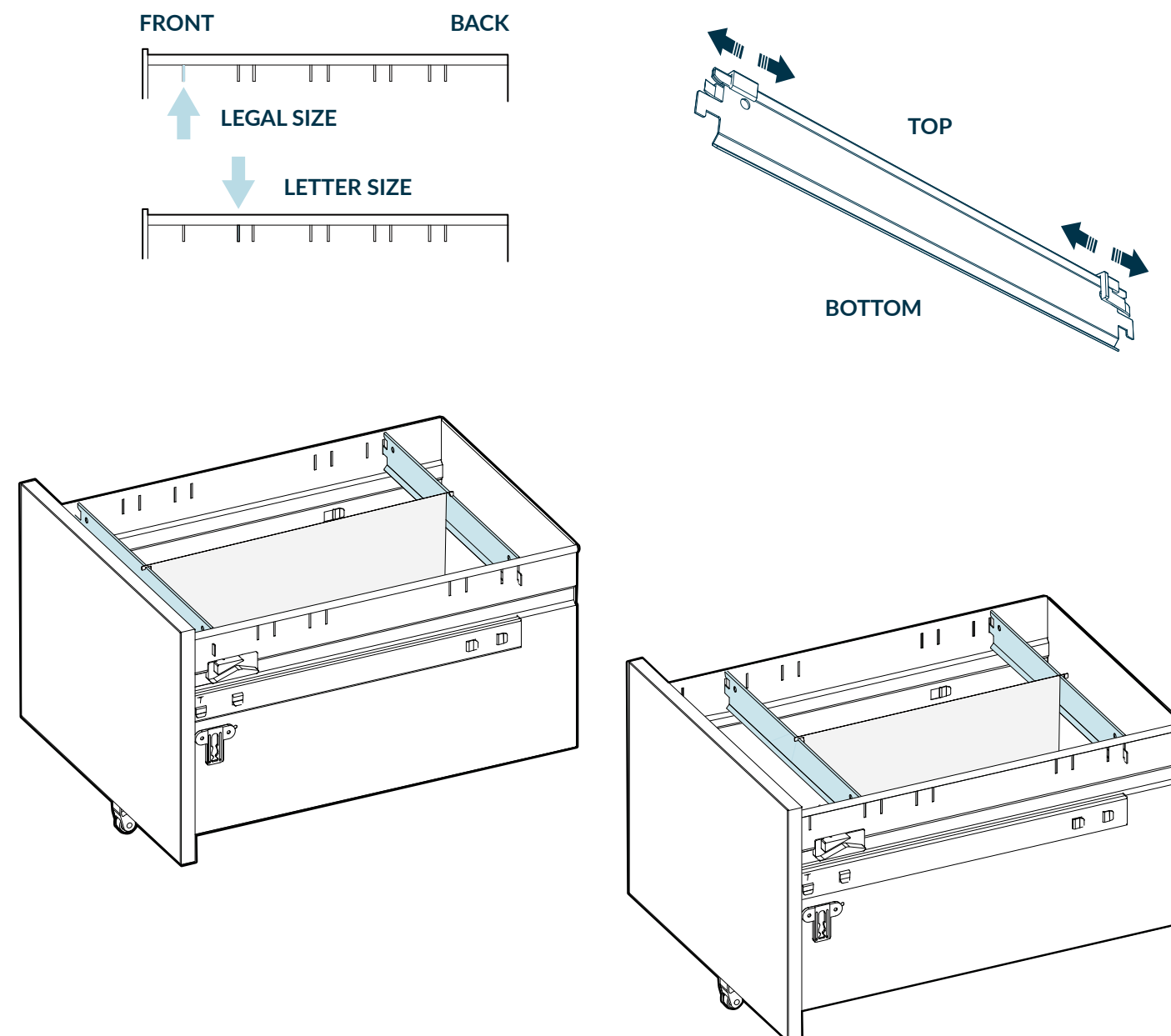
3



Insert the threaded casters post through a **LOCK WASHER (D)** and into the filing cabinet's threaded inserts. **NOTE: As shown above, the LOCKING CASTERS (B) should be placed in the front two inserts, and the standard CASTERS (C) should be placed in the back two inserts.**

Begin threading the built-in bolt at the base of the caster post by hand-spinning the bolt clockwise, and then finish tightening with the provided **WRENCH**. Repeat until all four casters are securely installed. Confirm that the two **(2) LOCKING CASTERS** are in the LOCKED position, then (with the assistance of a second person) lift and rotate the cabinet into an upright position and set it down gently on the casters.

4



Unlock the file cabinet to access the **FILING BARS** in the lower drawer. Refer to the diagram above for proper positioning and placement by file type.

To adjust the placement of the **FILING BARS**, slide the notches on each end of the **FILING BAR** inward to remove it and position as desired. Once in place, simply slide the notches outward into each slot to lock each **FILING BAR** in place.



(800) 207-2587



CAUTION: WEIGHT CAPACITIES

- First Drawer: 16 lb (7.5 kg)
- Second Drawer: 18 lb (8 kg)
- Third Drawer: 44 lb (20 kg)
- Top of Cabinet: 225 lb (102 kg)