



WARNING

A file cabinet can become unstable and tip over, causing serious injury. Follow all instructions in this manual for correct installation and use.

This file cabinet is for storing and filling non-combustible material that does not require special protection. Do not use this file cabinet to store combustible or hazardous materials.

INSTALLATION: REQUIRED GLIDE ADJUSTMENT

Tools required for glide adjustment;

- 6mm Allen Key or Socket driver
- 36" – 48" level

Adjustable glides are provided in the base of each cabinet. Adjustment is critical for the file cabinets stability and operation of the interlocks and slides.

1. Ensure the file cabinet is empty
2. Position the file cabinet into position
3. Remove the bottom drawer to access the adjustment screws
 - o Extend the drawer out all the way
 - o In the middle of the slide, pull up (left side) – push down (right side) the black tabs
 - o Continue to pull the drawer out until it is free from the slide
4. See in 4 corners the levelling glides. Use a 6mm Allen key or socket driver and turn clockwise till each glide has picked up the weight slightly
5. Now use your level on the top of the file adjusting the front two glide only
6. On carpet, adjust the front glides so they are higher by $\frac{1}{4}$ ". On uncarpeted floor, adjust the front glide so they higher by $\frac{1}{8}$ "
7. Insert bottom drawer back onto slides. ***IMPORTANT*** Make sure you lift up the side locking tab before you slide the drawer back in. In not doing so, it will cause the file cabinet to lock.



IMPORTANT
THIS TAB MUST BE IN
THE UP POSITION
BEFORE SLIDING
DRAWER IN

INSTALLATION: REQUIRED SECURING OF CABINET

To provide stability and avoid tip over, cabinets **MUST** be ganged to another cabinet, anchored to a wall, attached to a secure work surface, or have a counterweight installed.

Note: Check with your local standards to ensure your installation meets your requirements. Make sure to use a professional in the installation of anchoring, ganging or securing the file cabinet.

Installation of counterweight:

Tools needed:

- 10mm wrench

Installation of the counterweight will meet or exceed ANSI/BIFMA requirements.

1. Ensure the file cabinet is empty
2. Position the file cabinet into position
3. Remove the bottom 2 drawers to access the counterweight mounting brackets.
 - o Extend the drawer out all the way
 - o In the middle of the slide, pull up (left side) – push down (right side) the black tabs
 - o Continue to pull the drawer out until it is free from the slide
4. Loosen the set bolts on the left and right side of the mounting bracket located on the back wall of the file cabinet.
5. ***IMPORTANT*** Lift with your knees, not your back, when installing the counterweight into the mounting bracket.
6. Tighten the set screws
7. Insert bottom drawer back onto slides. ***IMPORTANT*** Make sure you lift up the side locking tab before you slide the drawer back in. In not doing so, it will cause the file cabinet to lock

LOADING, UNLOADING AND OPERATING

Before using the file cabinet, ensure you follow these guidelines.

Loading:

1. Check file cabinet for proper installation for stability and securing
2. Load bottom drawer first to balance stability
3. Distribute contents and weight evenly in drawers
4. Check the file cabinets stability before using. If necessary, empty the file cabinet and re-adjust the glides

Unloading:

1. Remove contents from top drawer first
2. Remove contents from bottom drawer last

Operating:

- Do NOT step, stand or lean on an open drawer.
- Do NOT set materials on an open drawer. Use a table to sort documents.
- Do NOT attempt to open more than one drawer at a time or defeat the cabinet's interlock system (which allows only one drawer to be opened at a time).
- Do NOT use the cabinet for storing combustible or hazardous materials.
- Do NOT use the cabinet if it is unstable