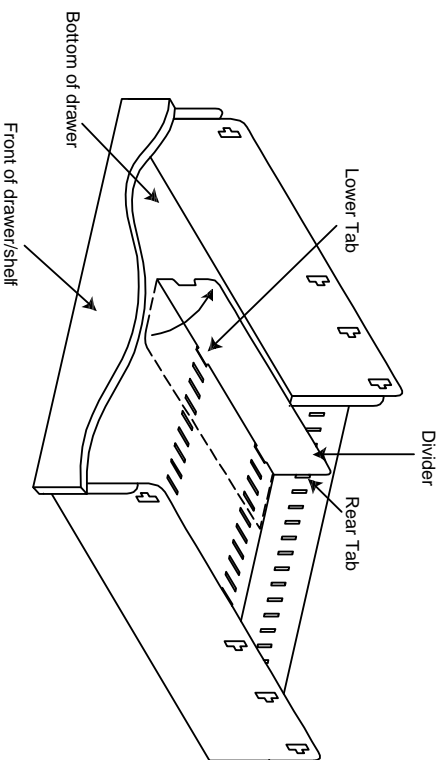


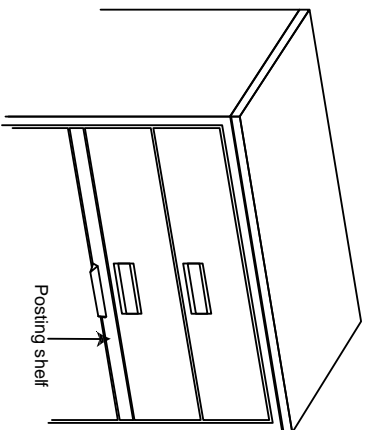
OPTIONAL DIVIDERS

1. Position lower tabs pointing down and rear tab pointing toward rear of drawer.
2. Insert rear tab into slot in back of drawer.
3. Lower bottom tabs into slots in bottom of drawer.
4. Reverse procedure to remove divider.



5 DRAWER POSTING SHELF

1. Close drawers.
2. Pull out on posting shelf using handle hold in center of posting shelf to fully extend.



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MAYLINE®

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Assembly Instructions

INSTALLATION AND USE MANUAL FOR LATERAL FILES

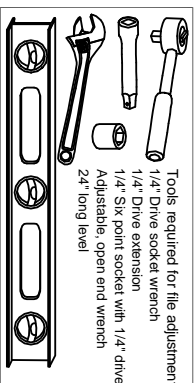
⚠ WARNING

AN IMPROPERLY INSTALLED FILE CABINET CAN BECOME UNSTABLE OR TIP OVER, CAUSING SERIOUS INJURY. FOLLOW ALL INSTRUCTIONS IN THE MANUAL FOR CORRECT INSTALLATION, USE AND MAINTENANCE.

These files are for storing and filing non-combustible materials that do not require special protection. Do not use this cabinet to store combustible or hazardous materials.

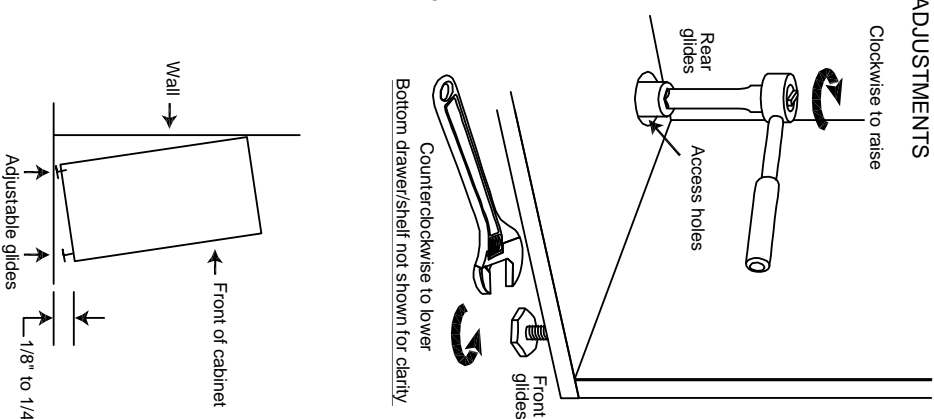
WEAR SAFETY GLASSES WHEN USING TOOLS.

REQUIRED ADJUSTMENTS



Adjustable glides are provided in the base of each cabinet. Your cabinet will have 4 glides (one at each corner). **Glide adjustment is critical for cabinet stability and proper operation of lock, interlock, drawers or other moving features that may be present on your cabinet.**

1. Be sure cabinet is empty.
2. Place a 24" level across the front of the cabinet to level side-to-side. Adjust the front glides from the outside of the cabinet using an adjustable open end wrench. Turn the glides clockwise to raise the cabinet and counterclockwise to lower the cabinet. It may be necessary to **cautiously** tip the cabinet back slightly to make the front glide adjustments. The rear glides can be adjusted from the inside of the cabinet using a socket wrench with a 1/4" drive. Depending on your model, an access hole may be present to access the rear glides.
3. The final glide adjustment is to adjust the glides so that the front of the cabinet is higher than the rear while maintaining the side to side levelness. On carpeted surfaces, the front is 1/4" higher. On hard surfaces, the front is 1/8" higher.
4. Check cabinet for proper operation. All drawers on your cabinet should open and close smoothly and be evenly aligned with the frame. The glide adjustment and levelness of your cabinet can effect this operation.



LOADING AND UNLOADING

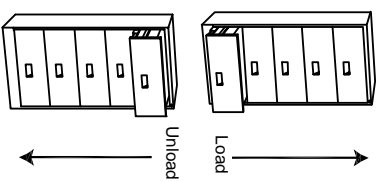
WARNING An improperly loaded or unloaded file cabinet can become unstable or tip over, causing serious injury.

Loading:

1. Check cabinet for proper adjustment and stability.
2. Load bottom drawer first to increase stability.
3. Distribute contents and weight evenly among remaining drawers.
4. Check to see if cabinet is stable after loading is complete (on carpeted surfaces, settling may occur). If necessary, empty cabinet completely, then readjust glides.

Unloading:

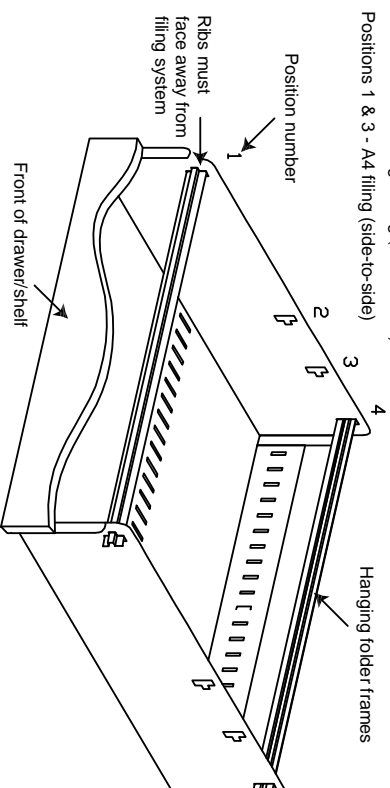
1. Remove contents from top drawer first.
2. Remove contents from bottom drawer last.



HANGING FOLDER FRAMES

There are two hanging folder frames per drawer. Recommended filing positions are as follows:

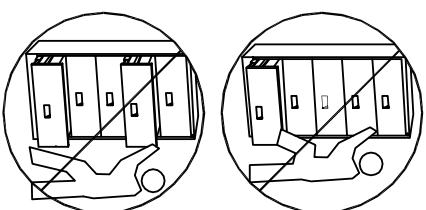
- Positions 1 & 2 - Letter filing (side-to-side)
- Positions 1 & 4 - Legal filing (side-to-side)
- Positions 1 & 3 - A4 filing (side-to-side)



OPERATING

WARNING If misused, this file cabinet can become unstable or tip over, causing serious injury. To help prevent accidents, follow the instructions below.

- Do not stand or lean on an open drawer.
- Do not put materials on an open drawer. Use posting shelf or table to sort or collate.
- If this cabinet ever seems unstable, do not use it. Have it checked for proper leveling and loading. Have any problems corrected immediately.
- This cabinet has an interlock to prevent opening more than one drawer at a time. Do not try to defeat this interlock.
- These files are for storing and filing non-combustible materials that do not require special protection. Do not use this cabinet to store combustible or hazardous materials.



RELOCATING

WARNING If not properly secured when moving, this file cabinet can become unstable or tip over, causing serious injury.

Before moving cabinet:

1. Unload contents. (Unload from the top. See loading and unloading above.)
2. Secure the unit:
 - Close and lock the cabinet.
 - Use furniture straps and appropriate moving equipment.
3. After positioning cabinet in new location, follow instructions for adjusting and installing.



OPTIONAL FRONT-TO-BACK FILING

1. Hanging folder frames must be in Positions 1 & 4 as shown.
2. Position hanging file racks on front and rear hanging folder frames for each bank of file folders. Side of drawer/shelf should be used for outermost side of folders.

