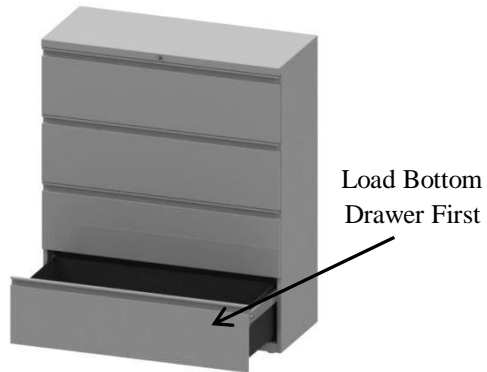


Lateral File Installation & Use Instructions

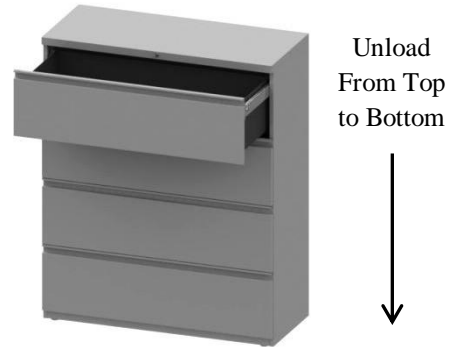
! CAUTION ! Cabinet can tip over and cause serious injury if used improperly. Follow directions below.

LOADING



- Ensure cabinet is stable & level before loading.
- For stability, load bottom drawer first.
- Distribute contents evenly among drawers.

UNLOADING



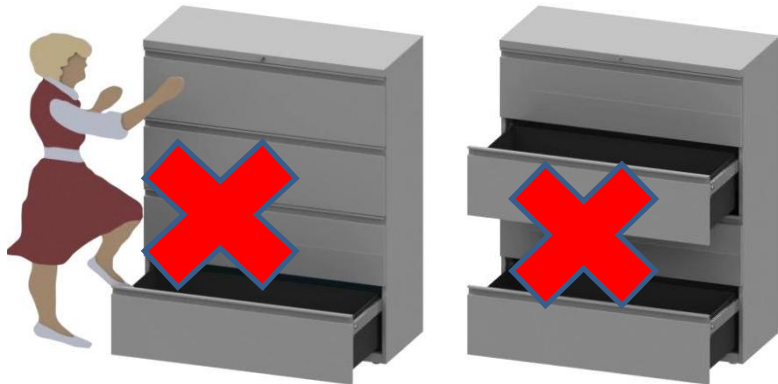
- Unload top drawer first; bottom drawer last.

MOVING



- Unload all cabinet contents before moving.
- Close and lock the cabinet before moving.
- Use appropriate equipment to secure & move cabinet.

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.

LEVELING

Four adjustable leveling glides are included in the bottom of each cabinet. To ensure cabinet stability and the proper operation of the cabinet, the cabinet must be leveled.

The leveling glides can be accessed by removing the bottom drawer of the unit – see “Drawer Removal & Reinstallation.” Before leveling, make sure that the cabinet is empty and that the cabinet is set in its desired location.

Using a flat-head screwdriver, turn the glides clockwise to raise the cabinet and counterclockwise to lower it.

Leveling Glides (bottom drawer removed)



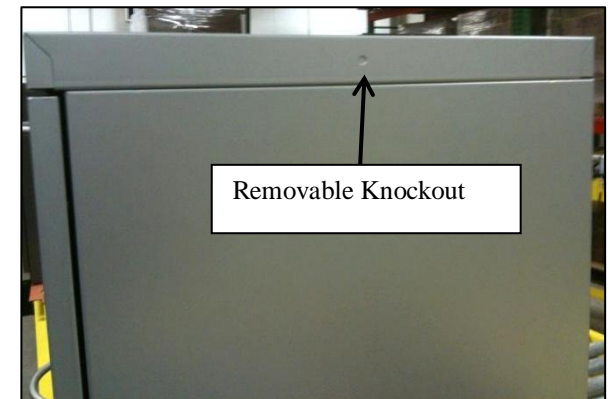
ANCHORING

To prevent the cabinet from tipping over, lateral file cabinets should be bolted together or anchored to a wall whenever possible. It will be necessary to remove one or more of the drawers to accomplish this.

The tops of lateral file cabinets feature removable knockouts to help facilitate the bolting together of two cabinets.

If a cabinet is to be secured to a wall, it is the responsibility of the installer to ensure that the anchoring devices are sufficient and appropriate for the type of wall at issue.

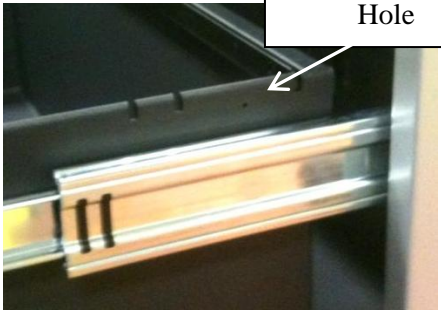


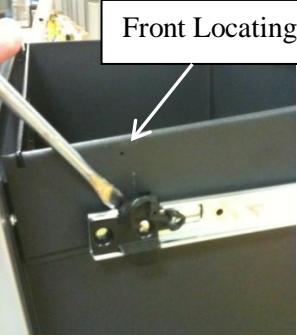
Removable Knockout



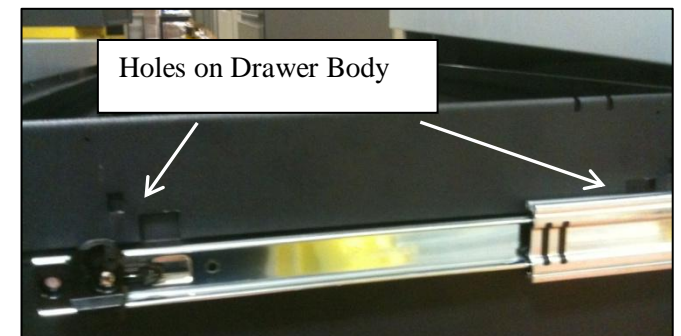
DRAWER REMOVAL & REINSTALLATION

During installation, it may be necessary to remove one or more drawer from the cabinet. For example, it is often necessary to remove the bottom drawer in order to access the adjustable leveling glides. Drawers can be removed easily from the cabinet according to the following steps:

1. Insert a flat-head screwdriver between the outside of the drawer body and the drawer slide. Using two people, do this on each side of the drawer simultaneously. A hole on the drawer body indicates where the screwdriver must be placed.
2. Next, using a rubber mallet or the bottom of your hand, hit the bottom (back) corners of the drawer body until the rear of the drawer body disengages from the drawer slides. Be careful, however, not to hit too hard and dent the drawer body.
3. After the back of the drawer body is loose, repeat this procedure at the front of the drawer body.

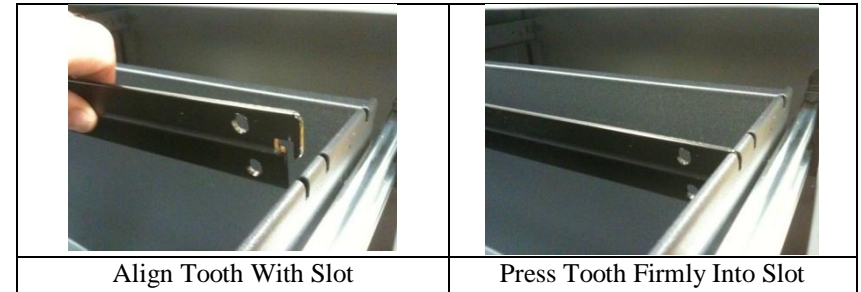
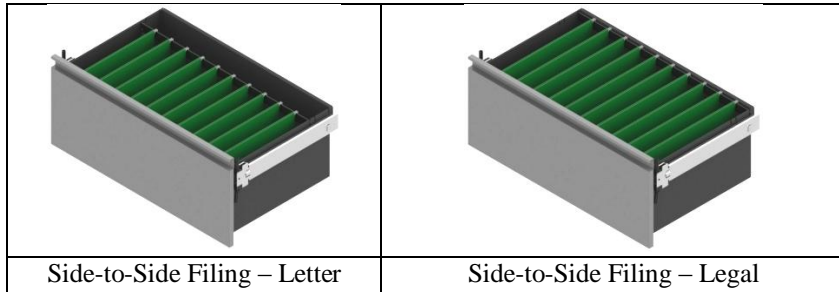
 <p style="text-align: center;">Rear Locating Hole</p>			 <p style="text-align: center;">Front Locating Hole</p>
<p style="text-align: center;">Find Locating Hole</p>	<p style="text-align: center;">Insert Screwdriver Between Slide and Drawer Body; Hit Bottom Corner of Drawer</p>	<p style="text-align: center;">Disengage the Back of the Drawer Body from the Drawer Slide</p>	<p style="text-align: center;">Repeat Procedure at the Front of the Drawer</p>

To reinstall the drawer, align the attachment holes on each side of the drawer body with the corresponding tabs on the drawer slide. Slide the tabs into the holes on the drawer body. Make sure that the drawer is firmly pushed down and secured to the slides.



SIDE-TO-SIDE HANGING RAILS (Standard)

Each drawer is equipped with two hanging rails for slide-to-side filing of letter, legal or A4-sized hanging folders. To install these hanging rails, insert the tooth at the end of each rail into the top fold on the drawer body, at the desired location. Press down firmly on the ends of the rails until they are fully inserted into the drawer body.



FRONT-TO-BACK HANGING BARS (Optional)

Lateral files may also be ordered with optional hanging bars for front-to-back filing – see below for possible configurations. Each drawer requires a set of file bars, and each set of file bars includes two front-to-back bars and two end caps (used for covering over the notches in the drawer body). These parts are installed as follows:

