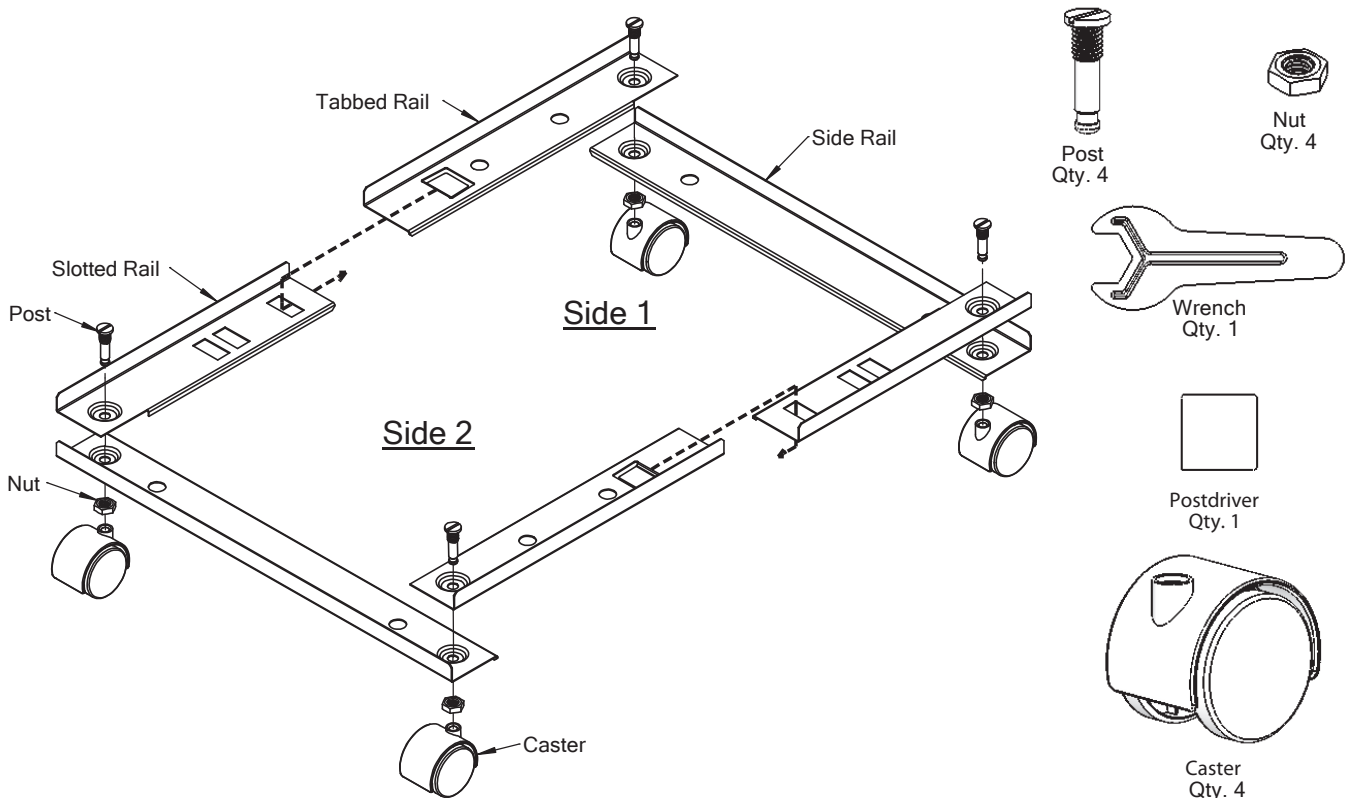




File Caddy Assembly Instructions

Model: 10036



Before you begin: Open, identify, and count all parts prior to assembly.

How to assemble your File Caddy

1. Align the Tabbed Rail and the Side Rail at a 90 degree angle with the Tabbed Rail on top of the Side Rail as shown in the figure above.
2. Insert a Post through the aligned holes in the Tabbed Rail, Side Rail, and Nut in that order.
3. Tighten the Nut by turning it clockwise with the supplied Wrench and Postdriver.
4. Align the Slotted Rail and the other end of the Side Rail at a 90 degree angle with the Slotted Rail on top of the Side Rail as shown in the figure above.
5. Insert a Post through the aligned holes in the Slotted Rail, Side Rail, and Nut in that order.
6. Tighten the Nut by turning clockwise with the supplied Wrench and Postdriver.
7. Slide two Casters over the two Posts in the assembly and press them together until the Caster snaps into place.
8. Repeat steps 1 through 7 for Side 2.
9. Place the Tabbed Rails on Side 1 and 2 on top of the Slotted Rails on the opposing Side.
10. Insert the Tabs into the appropriate Slots for a desired size and slide the Sides away from each other until tight.
11. Carefully place an **empty** file cabinet on the caddy in between the flanges.
12. Refill the drawers with files.

Assembled Dimensions:

Depth: 18"

Width: 14.25" (letter-size), 17.5" (legal-size)



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