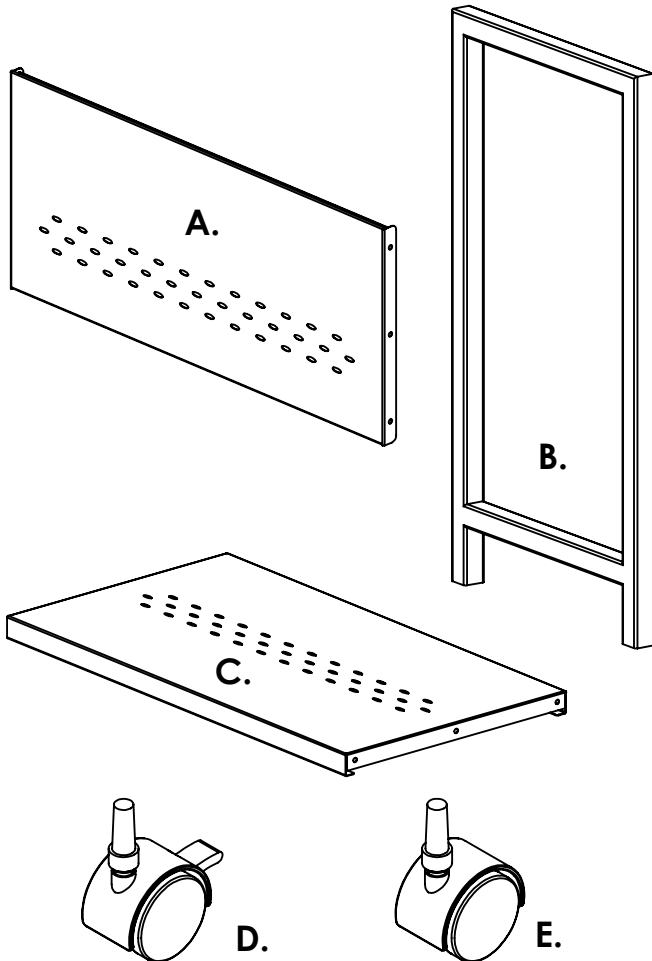




FILE CART ASSEMBLY INSTRUCTIONS

Model: 18170 (18")
Model: 18171 (24")



BEFORE YOU BEGIN

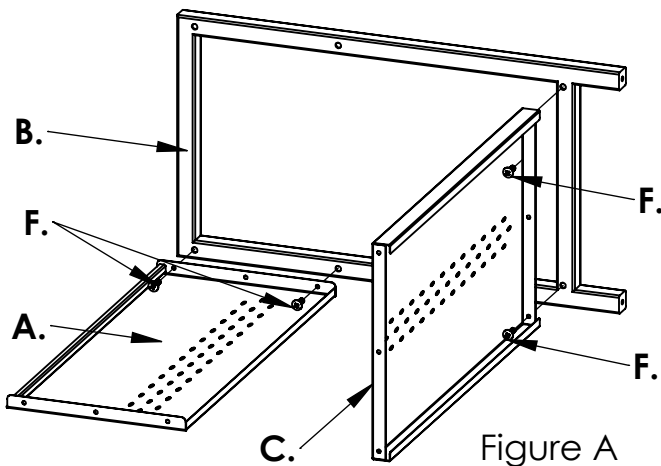
Open, identify, and count all parts prior to assembly

- A. (2) side panels
- B. (2) frame
- C. (1) shelf
- D. (2) locking casters
- E. (2) casters
- F. (12) screws
- G. (2) file rails

NECESSARY TOOL

You will need a screwdriver for assembly.

IMPORTANT! Read all instructions before proceeding.



HOW TO ASSEMBLE

1. Lay one Side Panel (A) on a flat surface with the inside facing upward. (The perforations are located towards the bottom of the Side Panel.) Align the holes on the right side of the Side Panel with the holes of one Frame (B). Insert the screws (F) through the Side Panel (A) and tighten into the Frame (B). (Figure A)

2. Align the holes on the right side of the Shelf (C) with the holes in the Frame (B). Insert the screws (F) through the Shelf (C) and tighten into the Frame (B). (Figure A)

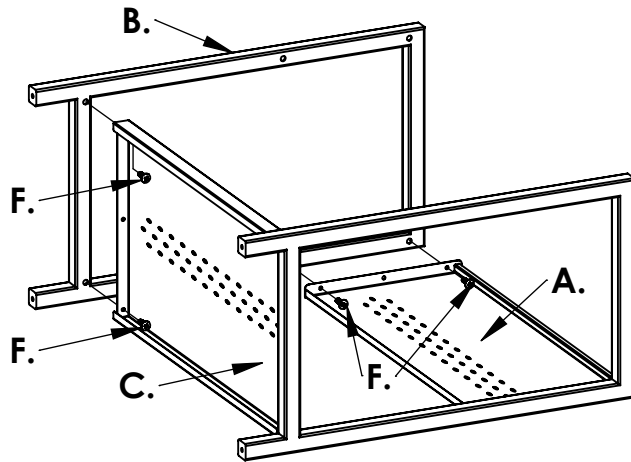


Figure B

3. Align the holes of the second Frame (B) with the left side of Side Panel (A) and Shelf (C). Insert the screws (F) through the Side Panel (A) and Shelf (C) and tighten into the Frame (B). (Figure B)

4. Gently turn the assembly over on its top. (Figure C)

5. Position the second Side Panel (A) between the two Frames (B) and align the holes of the Side Panel (A) with the holes of the two Frames (B). Insert screws (F) through the left side of the Side Panel (A) and tighten into the Frame (B). Repeat for the right side. (Figure C)

6. Install two Locking Casters (D) at the front of the assembly by inserting the stems into the bottom ends of the Frames (B). Install the two non-locking Casters (E) by inserting the stems into the remaining two bottom ends of the Frame. Push down gently to fully seat the Casters. (Figure C)

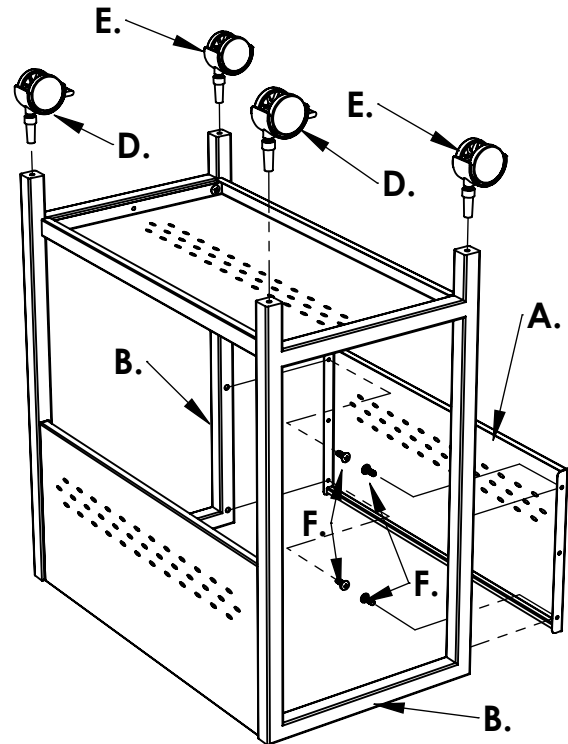


Figure C

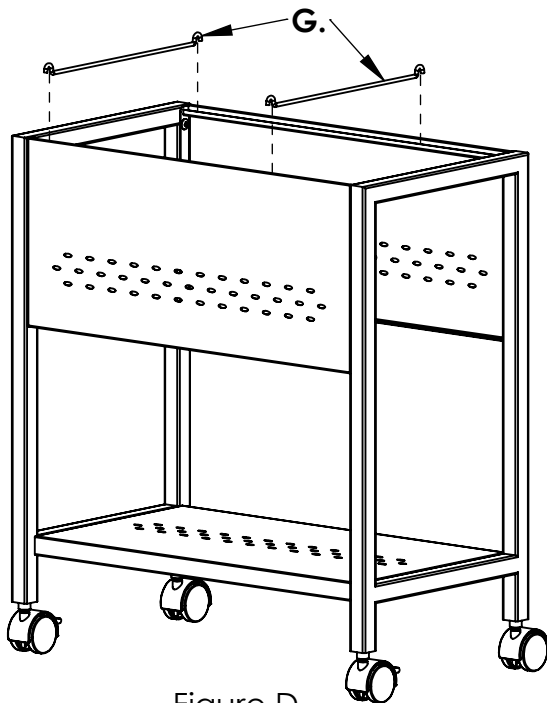


Figure D

7. To use legal-size hanging file folders, install File Rails (G) between Side Panels (A). (Figure D)