

Lateral File



Get Ready to Assemble

For best results, keep these tips in mind:

- ① We know you want to finish this assembly as quickly as possible, but trust us: you'll have a better experience if you take it one step at a time.
- ② Give yourself some room to work near where you want the fully assembled product.
- ③ If your floor isn't carpeted, assemble this product on the empty carton to avoid scratching.
- ④ Do you have a friend who owes you a favor? Some steps may go a little easier with a second set of hands.

DOs

- ✓ Use a #2 Phillips head screwdriver (or other handheld tools as indicated)
- ✓ Wear safety glasses at all times during assembly
- ✓ Carefully follow the instructions in this guide and complete all steps in order
- ✓ Give us a call if you're having trouble with a particularly tricky step

DON'Ts

- ✗ We know power tools are quick and easy, but you shouldn't use them when assembling this product (unless otherwise specified)
- ✗ Never move your furniture with items inside or resting on the surface
- ✗ Do not attempt to use this product before all steps have been completed

IMPORTANT SAFETY INFORMATION



PLEASE READ WARNINGS

Improper use can cause safety hazards, or damage to your furniture and household items.

Warning	Do	Don't	Why it's important
Serious injury may occur.	• Assemble following all instructions using all indicated parts and hardware provided. • Verify furniture is stable on it's own. Place heaviest items in the lower drawers. • Always load the bottom drawer first. Check before using that only one drawer opens at a time. • Evenly distribute files front to back. If so equipped, extend front levelers 1/4" more than rear levelers so unit tilts slightly rearward."	• Do not load with a television or other heavy equipment. • Do not exceed the maximum load limits stated in the instructions. • Do not allow children to stand, climb, or hang on furniture."	• Improper assembly, use or loading can lead to product instability, tip-over or collapse.
Serious injury may occur.	• Properly install and maintain the anti-tip mechanism.		• The anti-tip mechanism prevents more than one drawer from being opened at once which may lead to instability or product tip-over.

Caution	Do	Don't	Why it's important
Injury may occur.	• Unload unit prior to moving starting with top drawer first.	• Do not move unit when loaded.	• Loaded units are heavy and are not designed to be moved when loaded.

IMPORTANT SAFETY INFORMATION



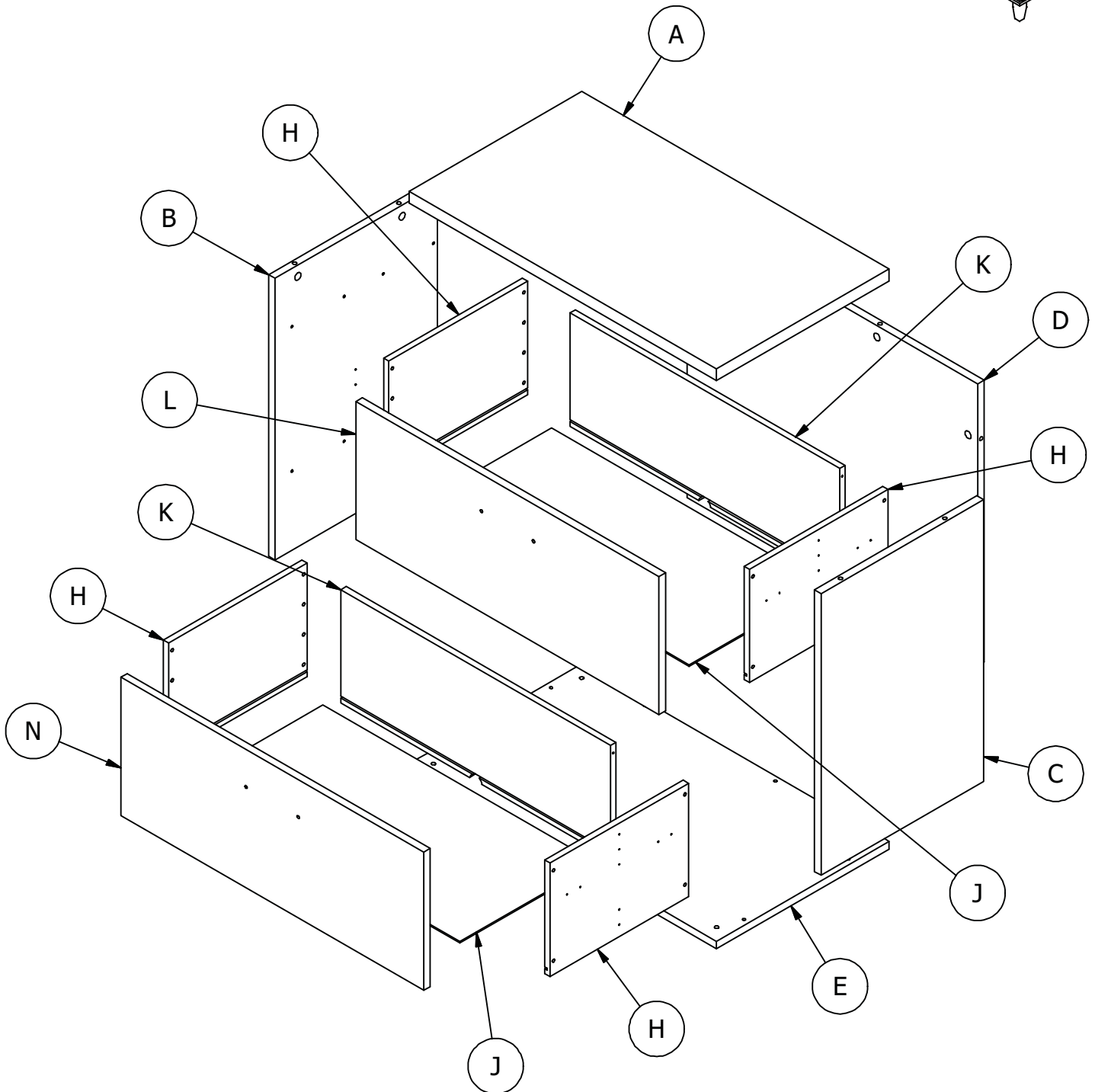
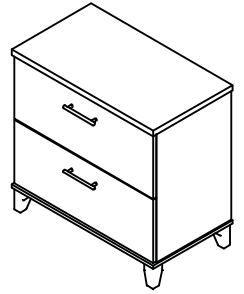
PLEASE READ WARNINGS

Improper use can cause safety hazards, or damage to your furniture and household items.

Advertencia	Hacer	No	Por qué es importante
Se pueden producir lesiones graves.	• Ensamble siguiendo todas las instrucciones utilizando todas las piezas y ferretería indicados provistos. • Verifique que los muebles sean estables por sí mismos. • Coloque los artículos más pesados en los cajones inferiores. • Siempre cargue primero el cajón inferior. • Compruebe antes de usar que solo se abre un cajón a la vez. • Distribuya uniformemente los archivos de adelante hacia atrás. Si está equipado, extienda los niveladores delanteros 1/4 " "más que los niveladores traseros para que la unidad se incline ligeramente hacia atrás."	• No cargue con un televisor u otro equipo pesado. No exceda los límites máximos de carga establecidos en las instrucciones. • No permita que los niños se paren, trepen o cuelguen de muebles.	• El ensamblaje, uso o carga inadecuados pueden provocar inestabilidad del producto, vuelco o colapso.
Se pueden producir lesiones graves.	• Instale y mantenga adecuadamente el mecanismo antivuelco.		• El mecanismo antivuelco evita que se abra más de un cajón a la vez, lo que puede provocar inestabilidad o vuelco del producto.

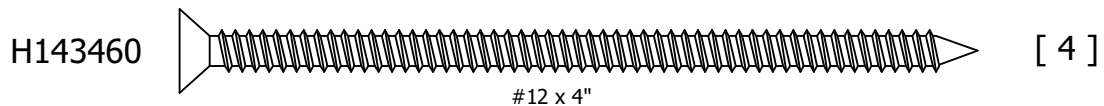
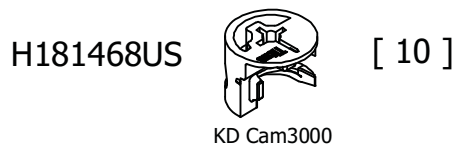
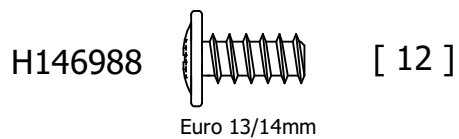
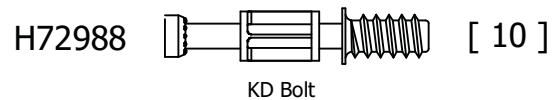
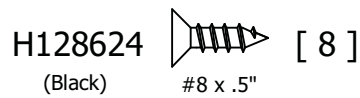
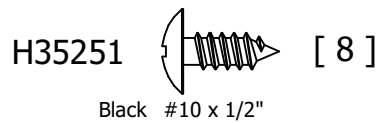
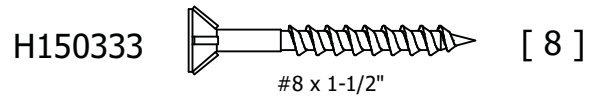
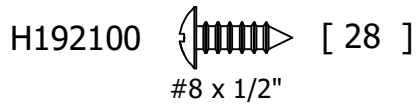
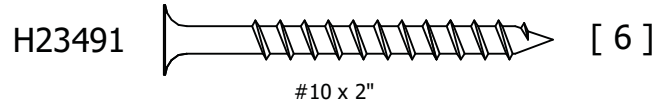
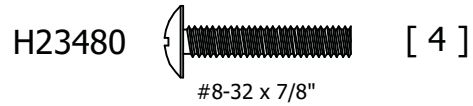
Atención	Hacer	No	Por qué es importante
Se pueden producir lesiones.	• Descargue la unidad antes de moverla, comenzando primero con el cajón superior.	• No mueva la unidad cuando esté cargada.	• Las unidades cargadas son pesadas y no están diseñadas para moverse cuando están cargadas.

Get to know your Boards



Get to know your Fasteners

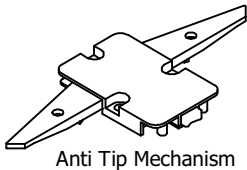
Fasteners are shown actual size.



Get to know your Hardware

Hardware not to scale.

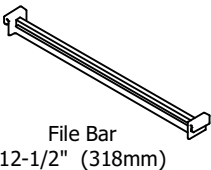
H184145



[1]

Anti Tip Mechanism

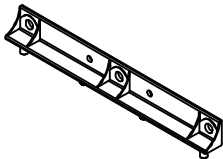
H89793



[2]

File Bar
12-1/2" (318mm)

H146990



[4]

Drawer Bracket

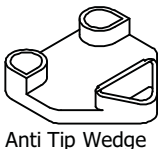
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[2]

File Extrusion
26-11/16" (678mm)

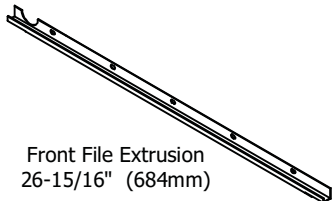
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[2]

Anti Tip Wedge

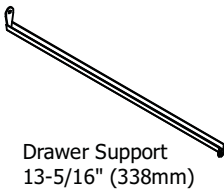
H184651



[2]

Front File Extrusion
26-15/16" (684mm)

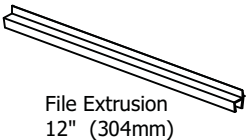
H173172



[2]

Drawer Support
13-5/16" (338mm)

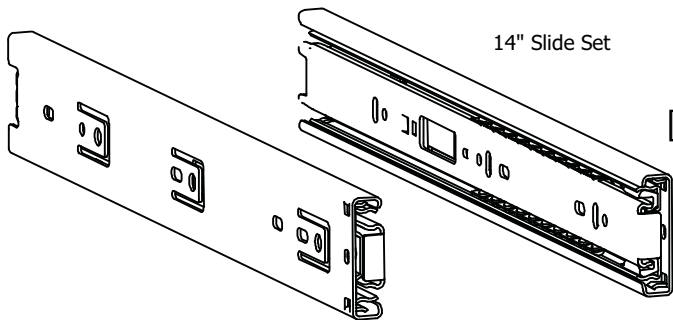
H94928



[4]

File Extrusion
12" (304mm)

Q214908

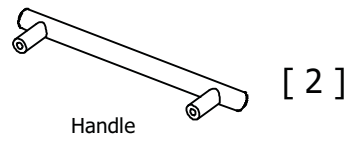
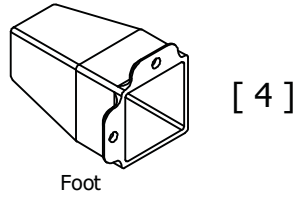


[2]

14" Slide Set

Get to know your Hardware

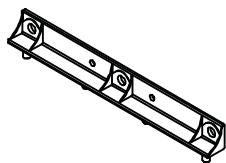
Hardware not to scale.



STEP 1

Prepare Panels

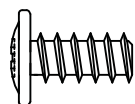
H146990



Drawer Bracket

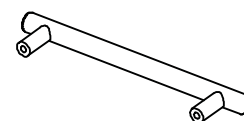
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H146988



Euro 13/14mm

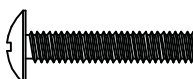
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Handle

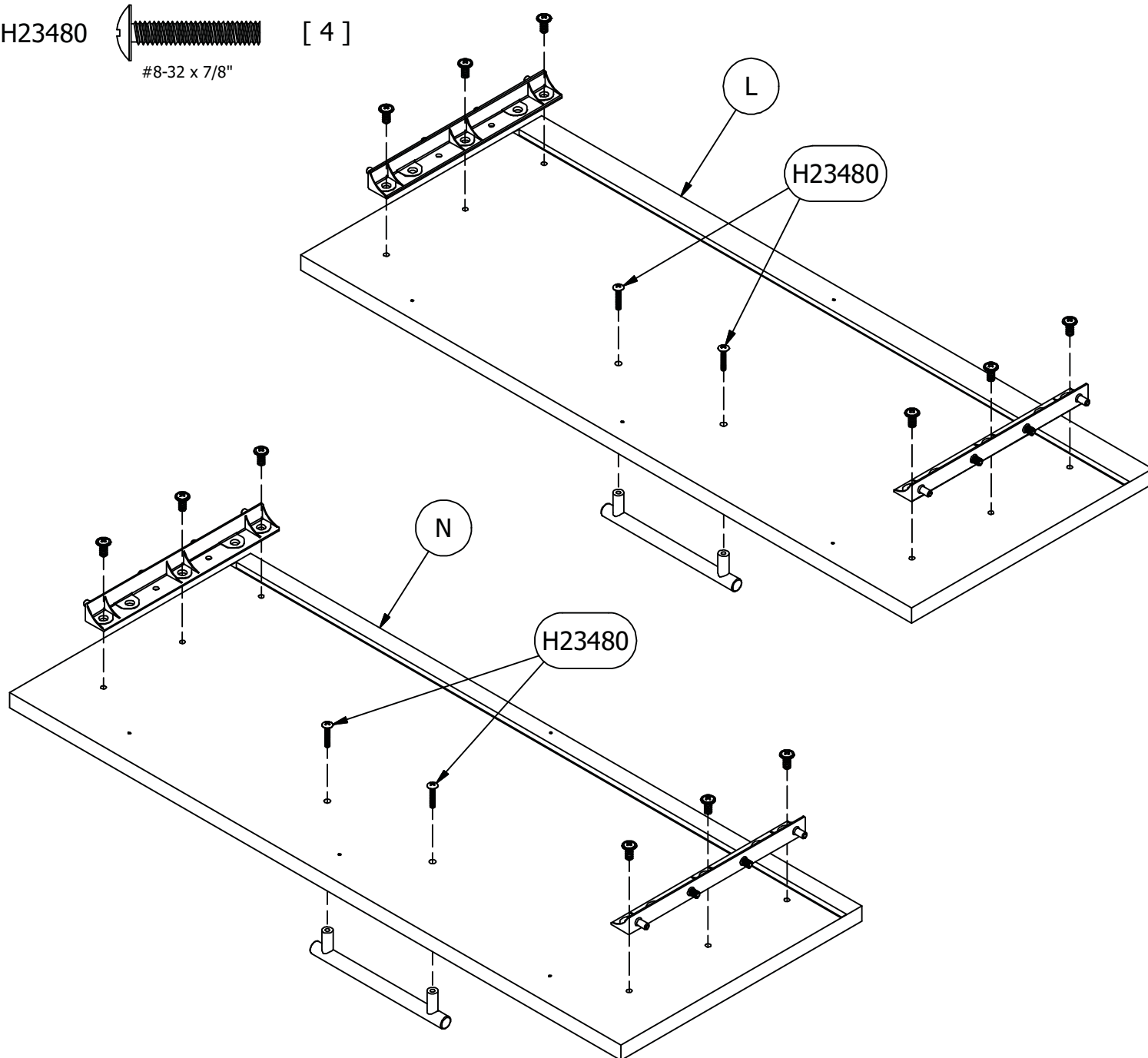
[2]

H23480



#8-32 x 7/8"

[4]



STEP 2

Assemble Drawers

H128624

(Black)



#8 x .5"

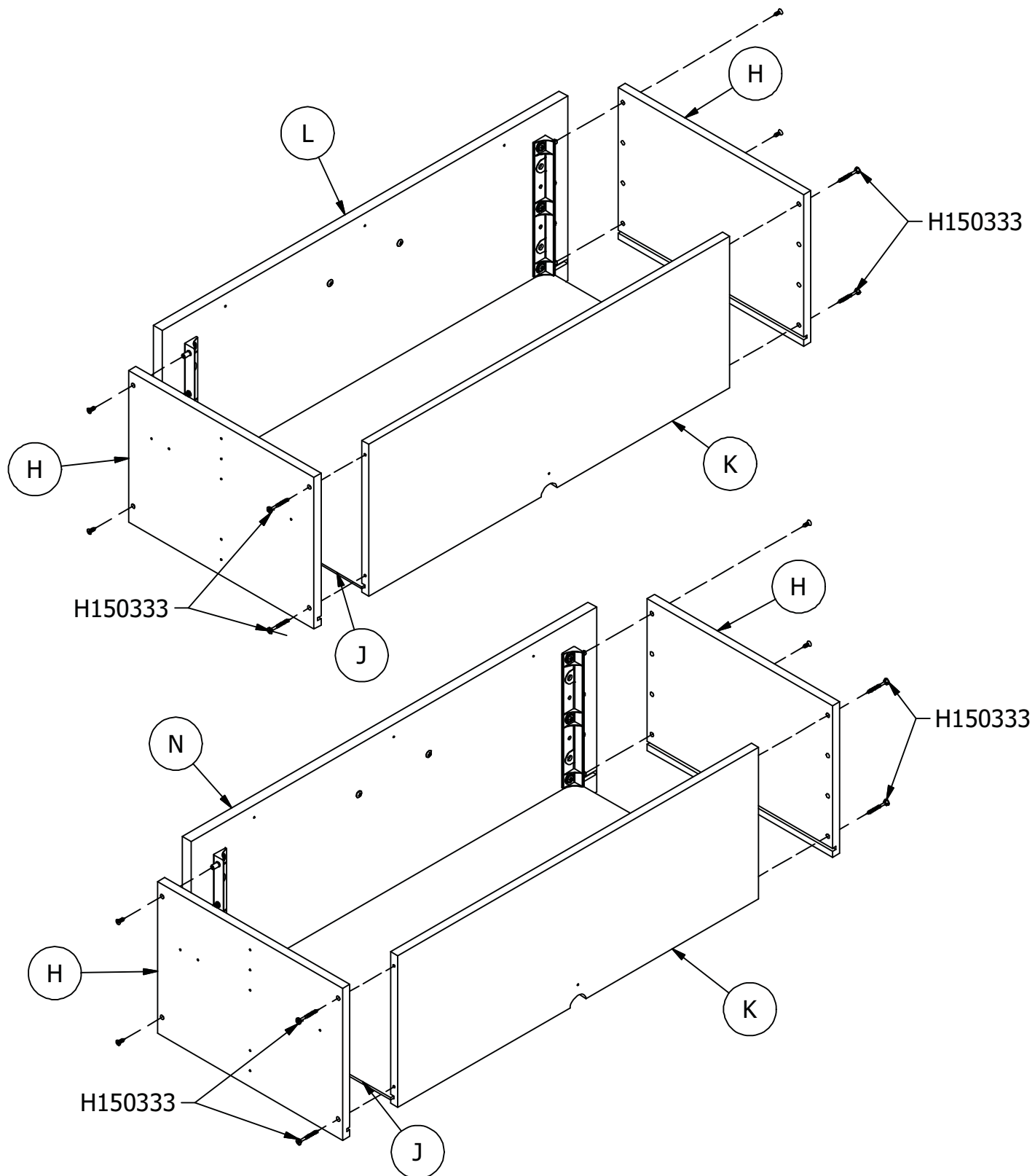
[8]

H150333



#8 x 1-1/2"

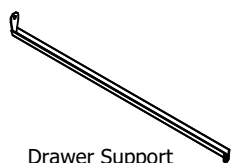
[8]



STEP 3

Attach Hardware

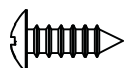
H173172



[2]

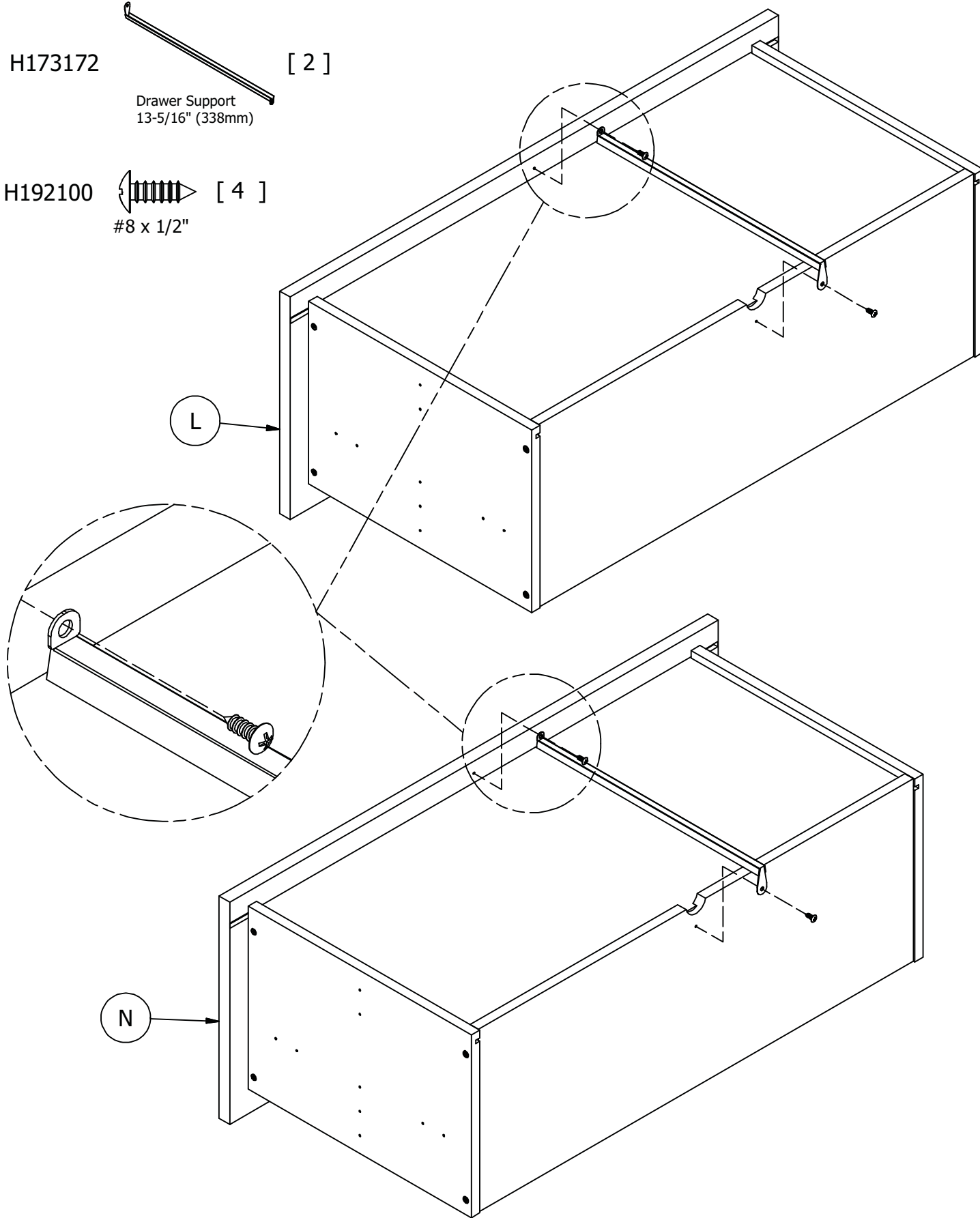
Drawer Support
13-5/16" (338mm)

H192100



[4]

#8 x 1/2"



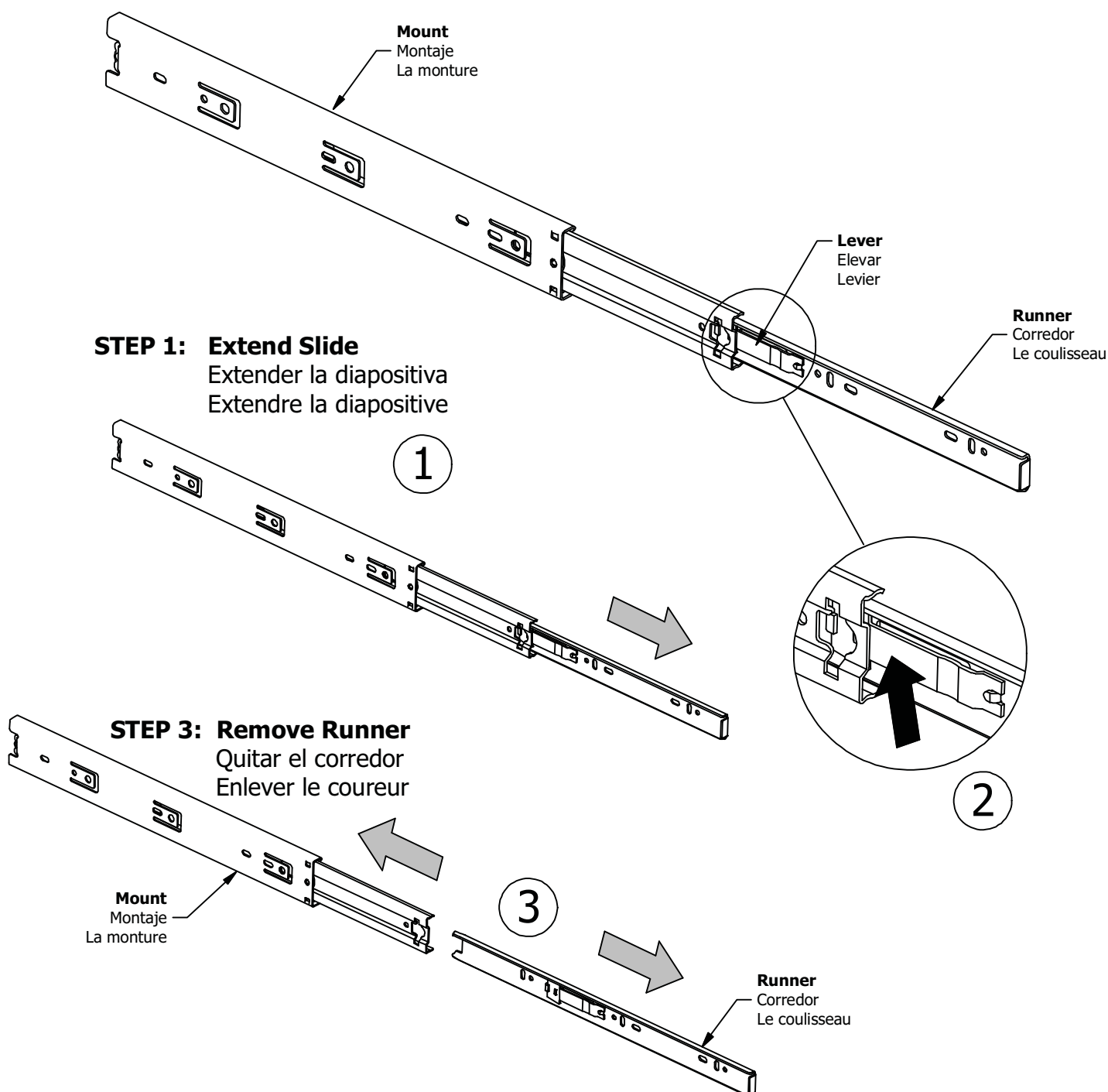
STEP 4

Separate Slides

**Slides Must Be Separated Before Assembly.
After Separated, Set Aside Until Needed for Assembly.**

Las diapositivas deben separarse antes del montaje.
Después de la separación, déjelo a un lado hasta que sea necesario.

Les glissières doivent être séparées avant l'assemblage.
Après la séparation, mettez de côté jusqu'au moment de l'assemblage.



STEP 5

Attach Hardware

H192100  [18]
#8 x 1/2"

H184651

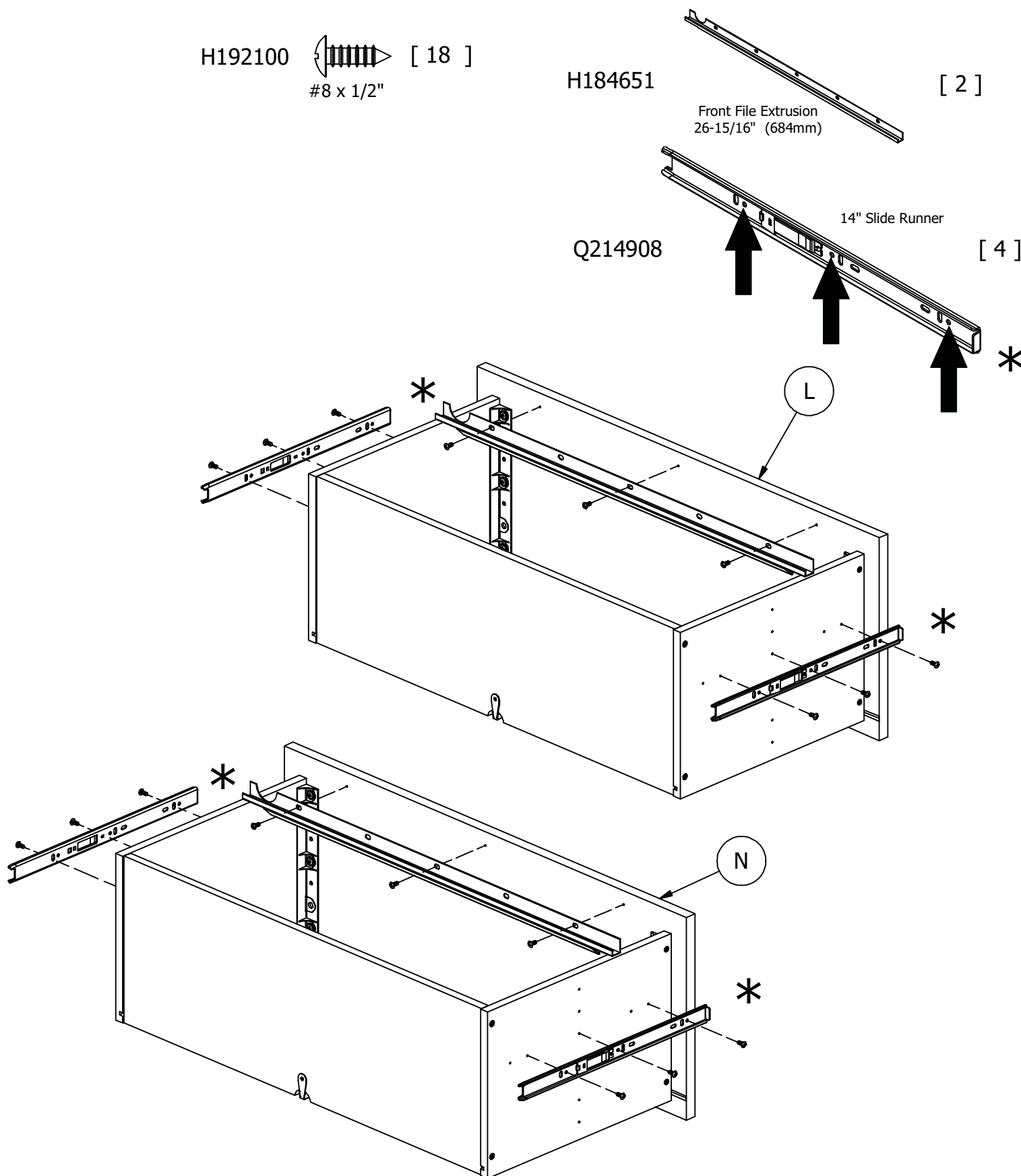
[2]

Front File Extrusion
26-15/16" (684mm)

Q214908

14" Slide Runner

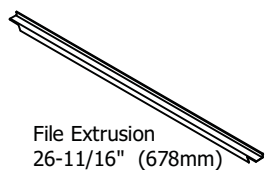
[4]



STEP 6

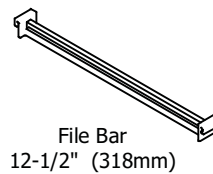
Attach Hardware

H95581



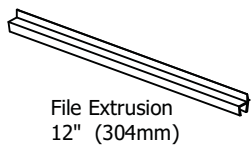
[2]

H89793

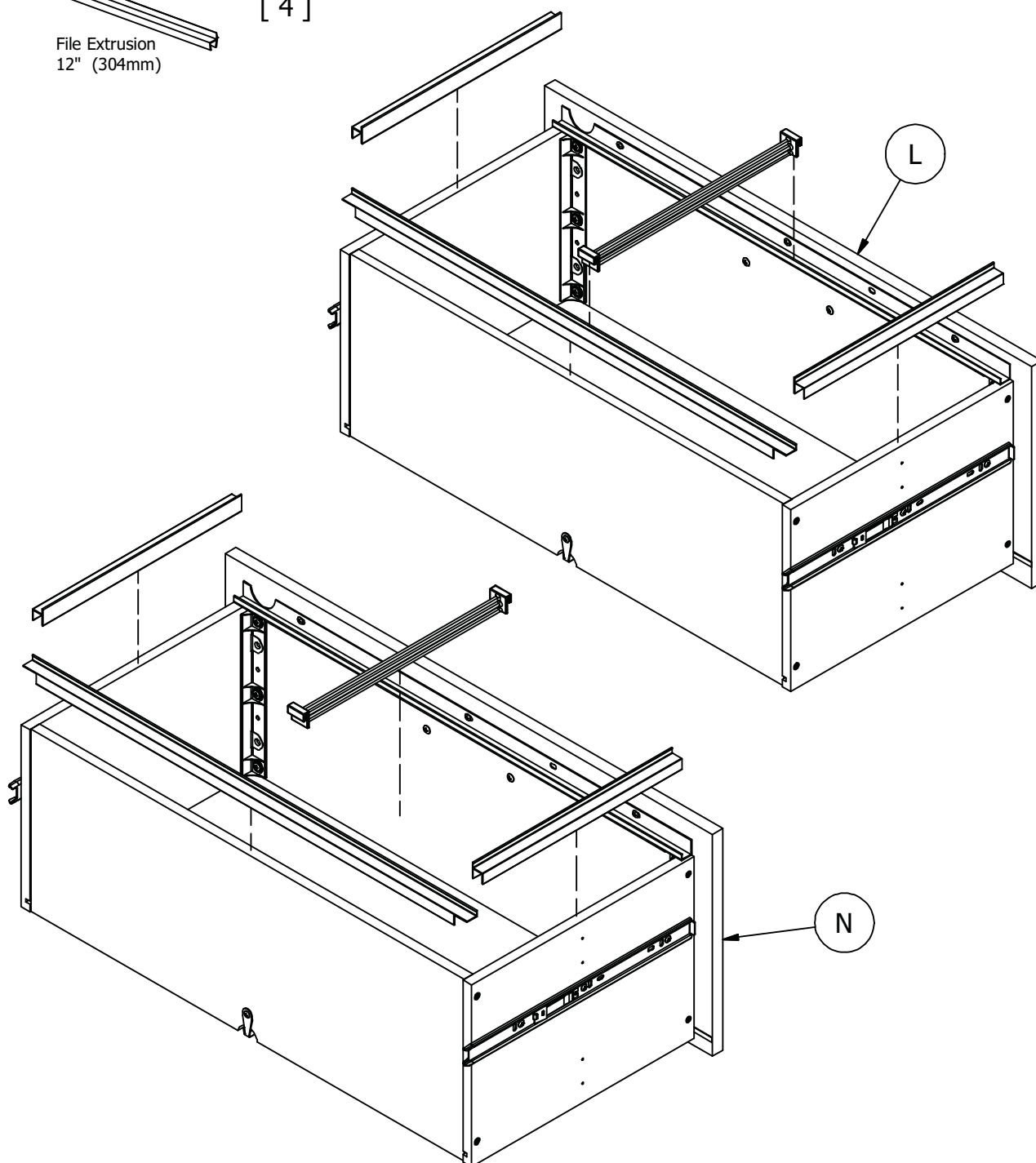


[2]

H94928



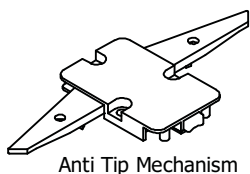
[4]



STEP 7

Prepare Panel

H184145



Anti Tip Mechanism

[1]

H72988



KD Bolt

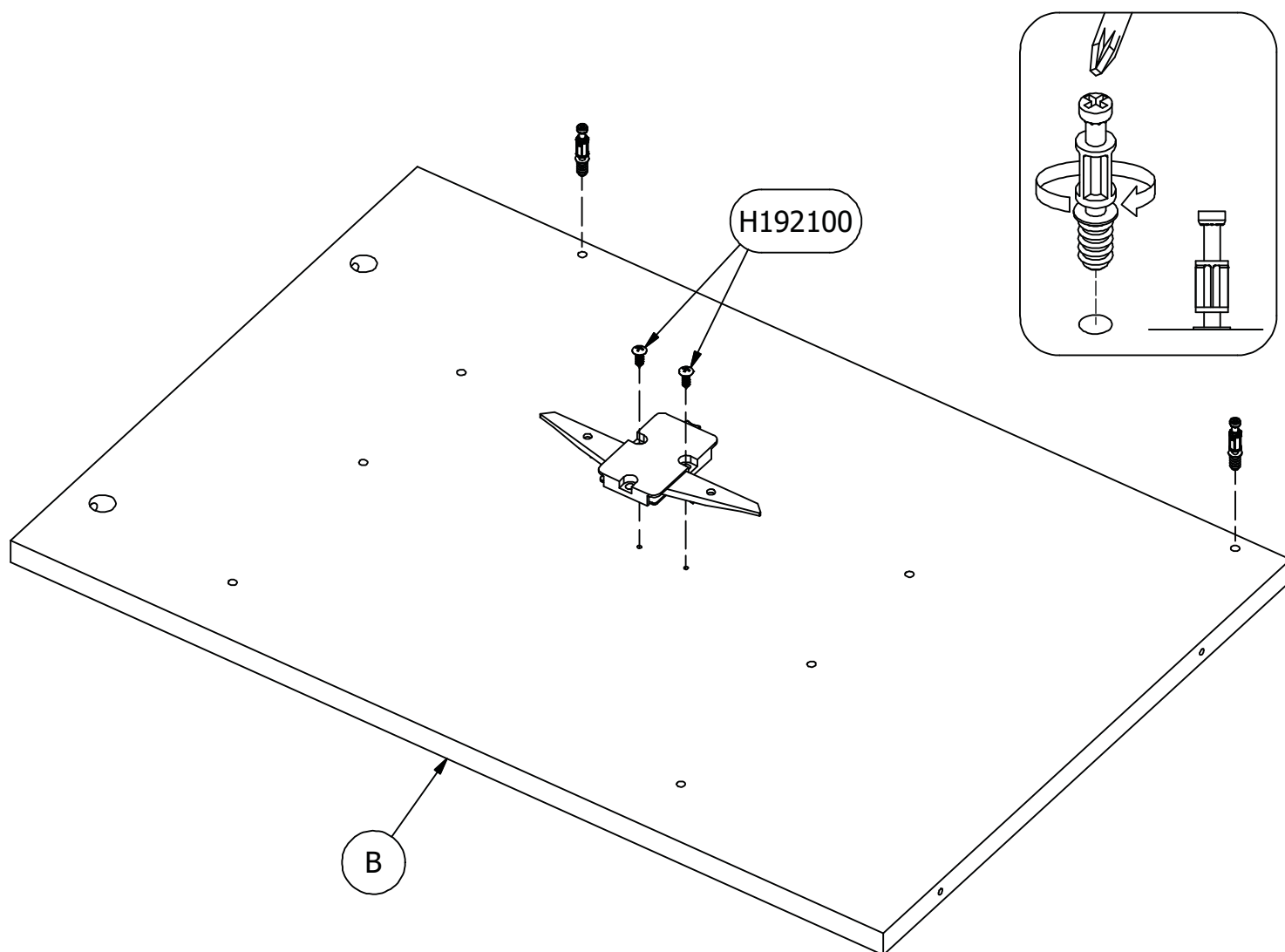
[2]

H192100



#8 x 1/2"

[2]



STEP 8

Attach Hardware

H195734



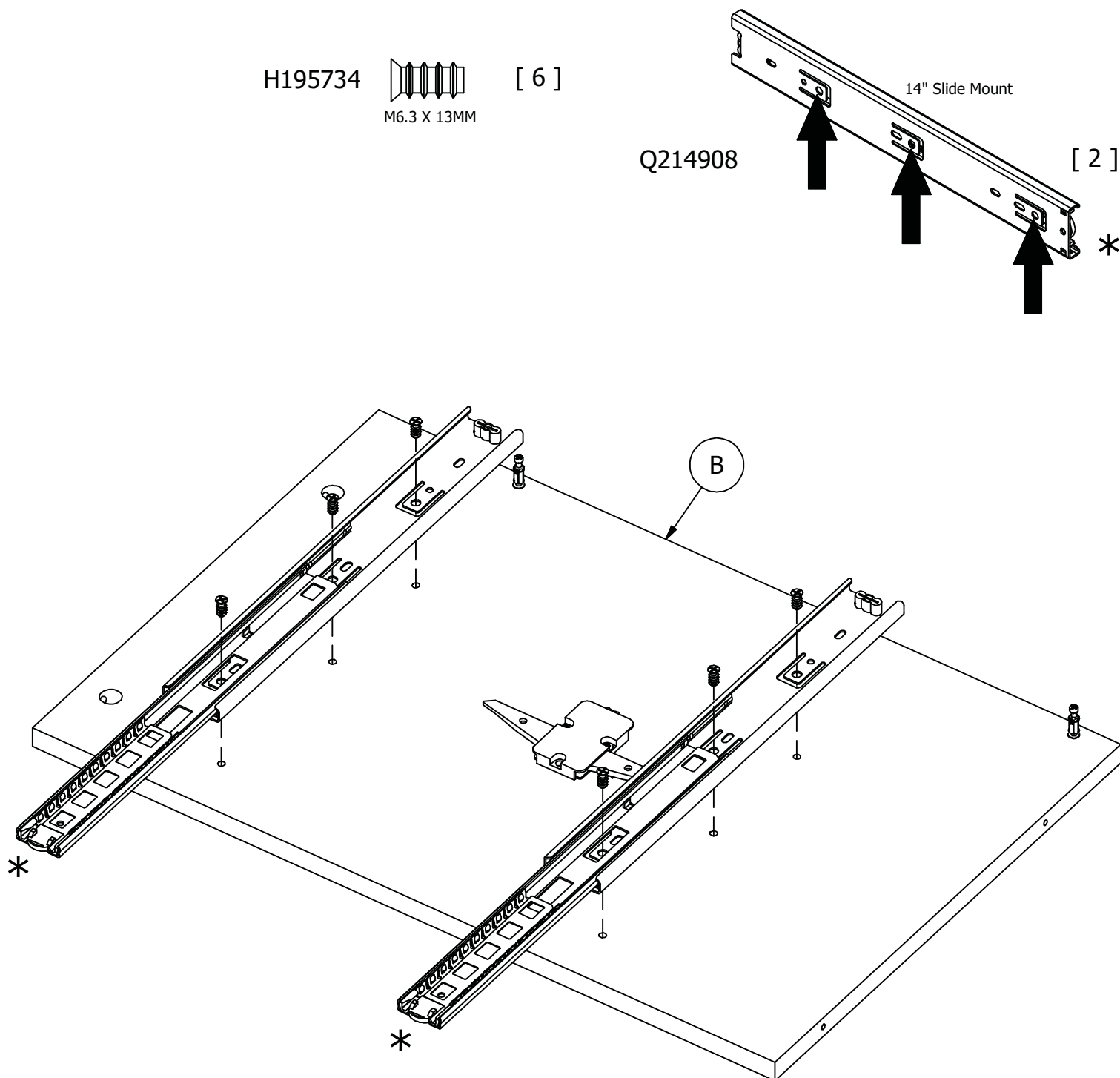
M6.3 X 13MM

[6]

Q214908

14" Slide Mount

[2]



May need to move cage to insert screw.

Sera necesario mover el casillero para poder colocar el tornillo.

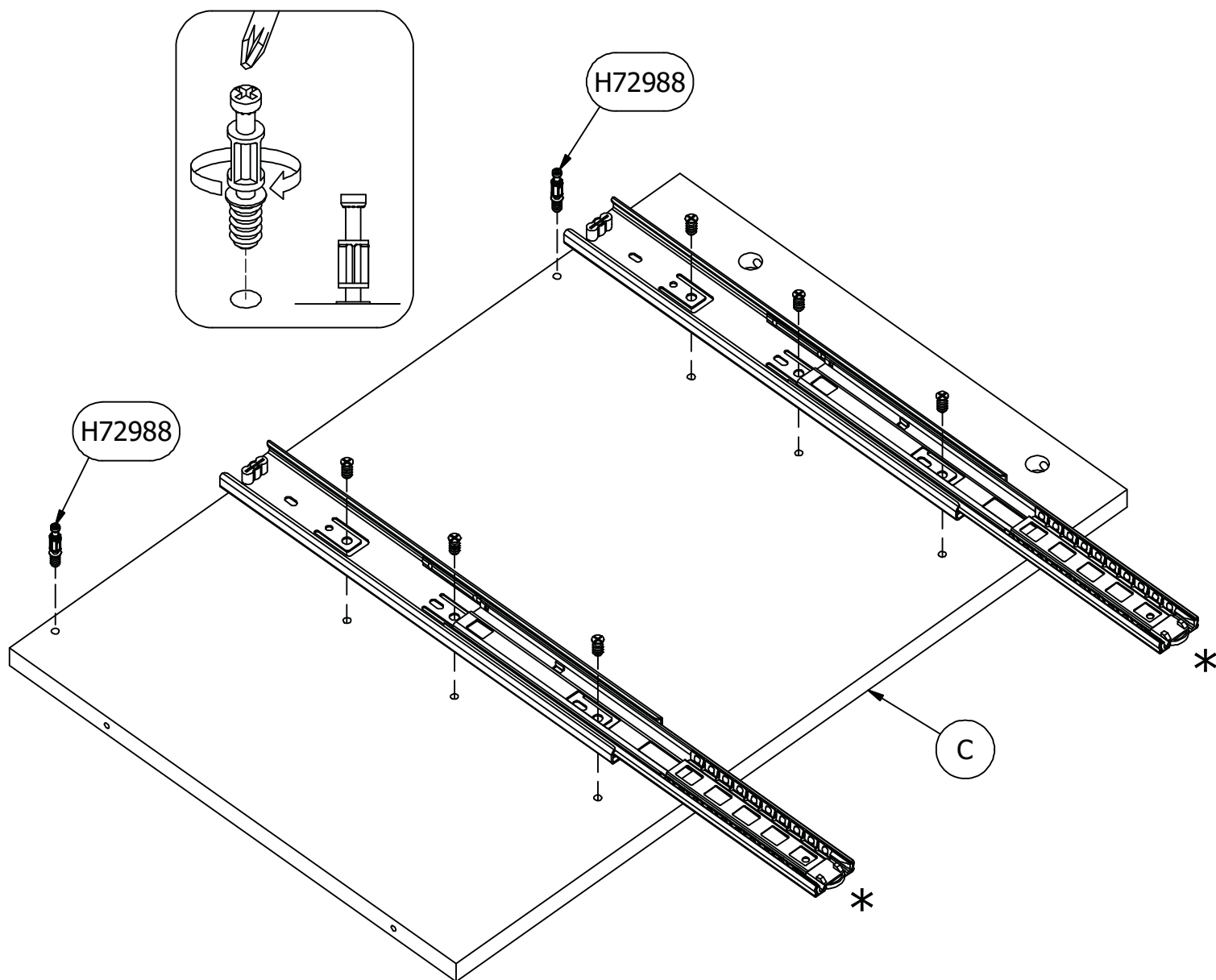
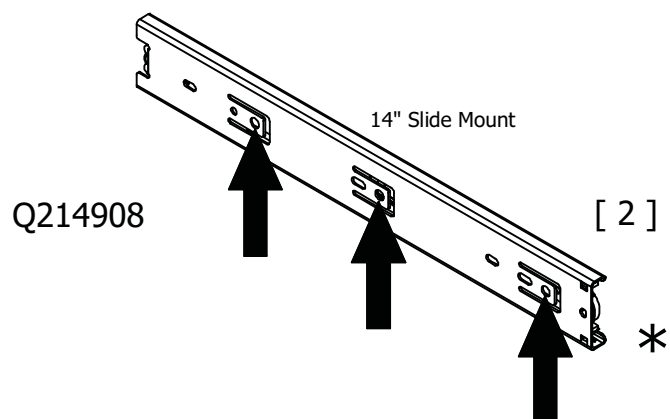
Vous devrez peut-être déplacer la cage pour insérer la vis.

STEP 9

Prepare Panel

H195734 [6]
M6.3 X 13MM

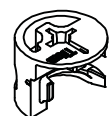
H72988 [2]
KD Bolt



STEP 10

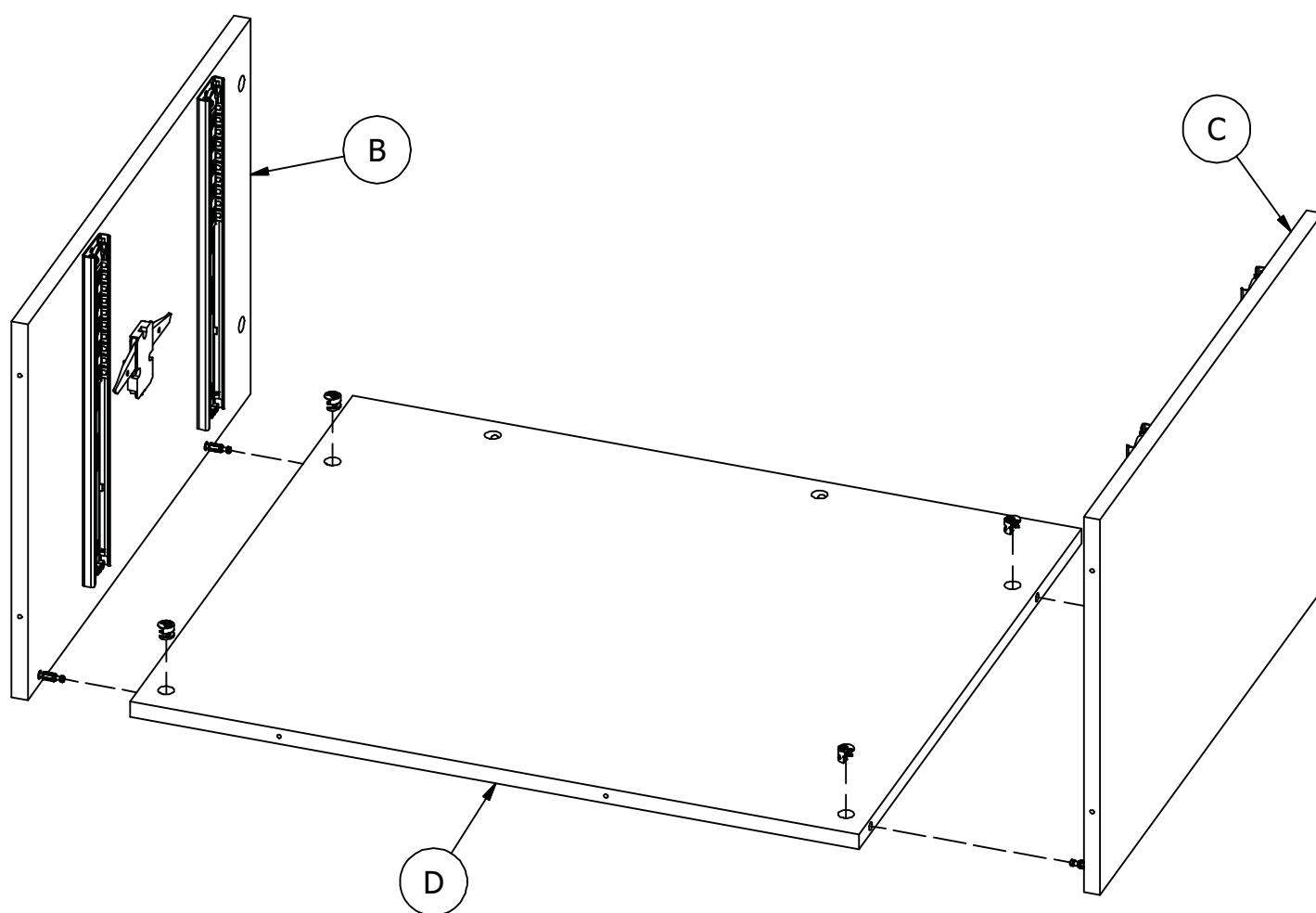
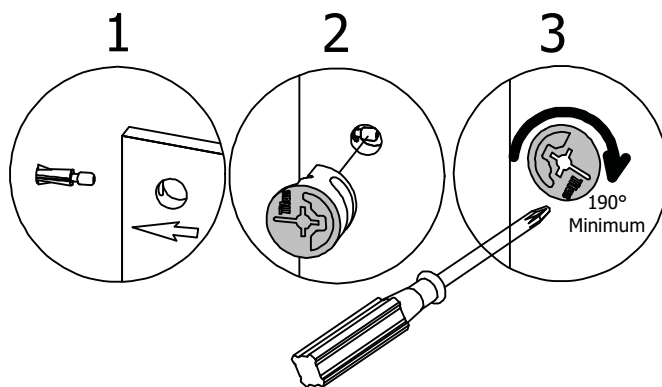
Assemble Panels

H181468US



KD Cam3000

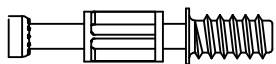
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STEP 11

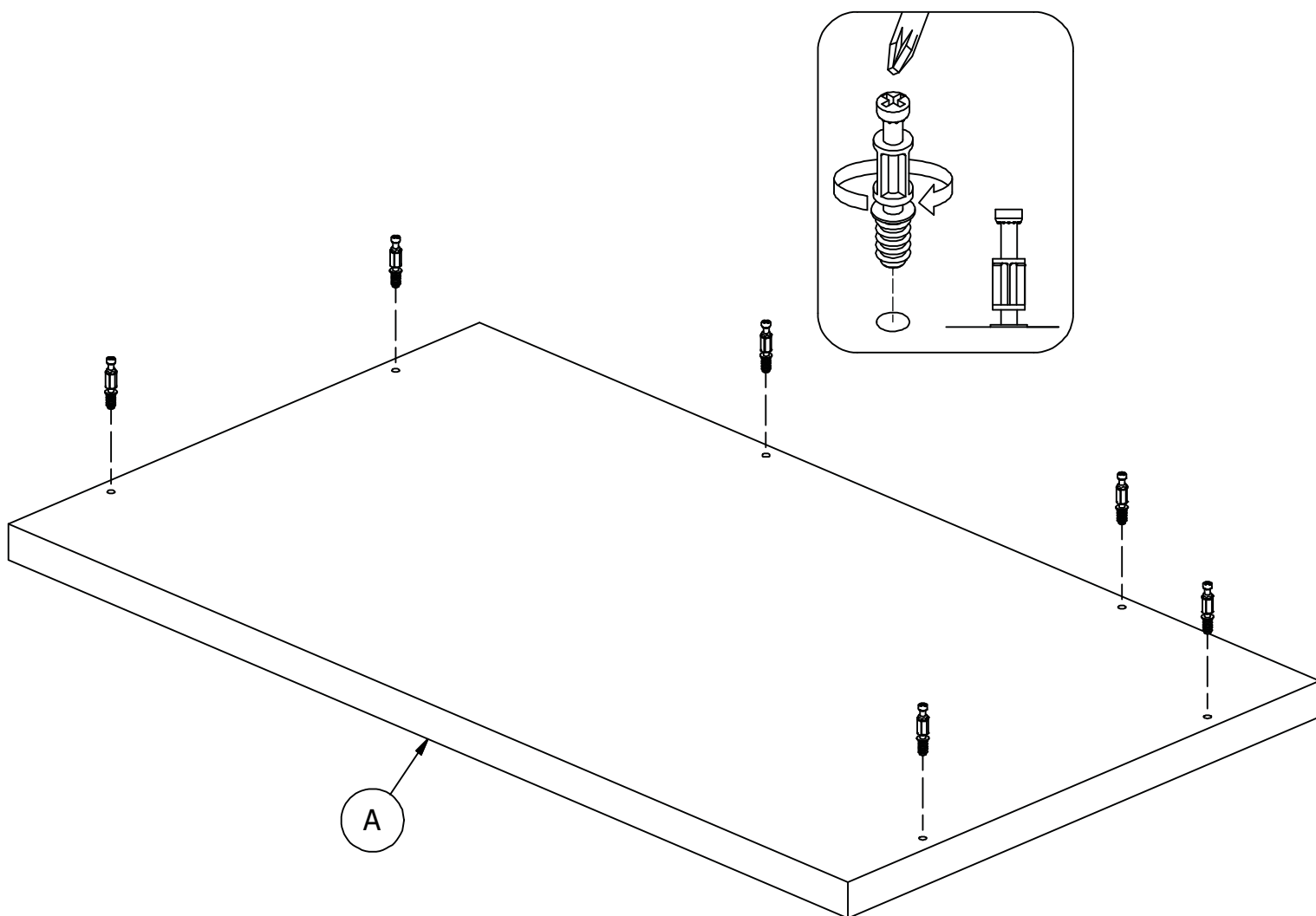
Assemble Panels

H72988



KD Bolt

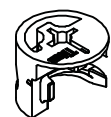
[6]



STEP 12

Assemble Panels

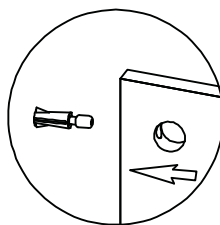
H181468US



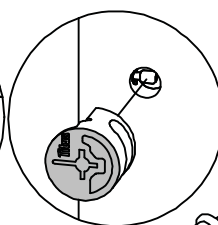
KD Cam3000

[6]

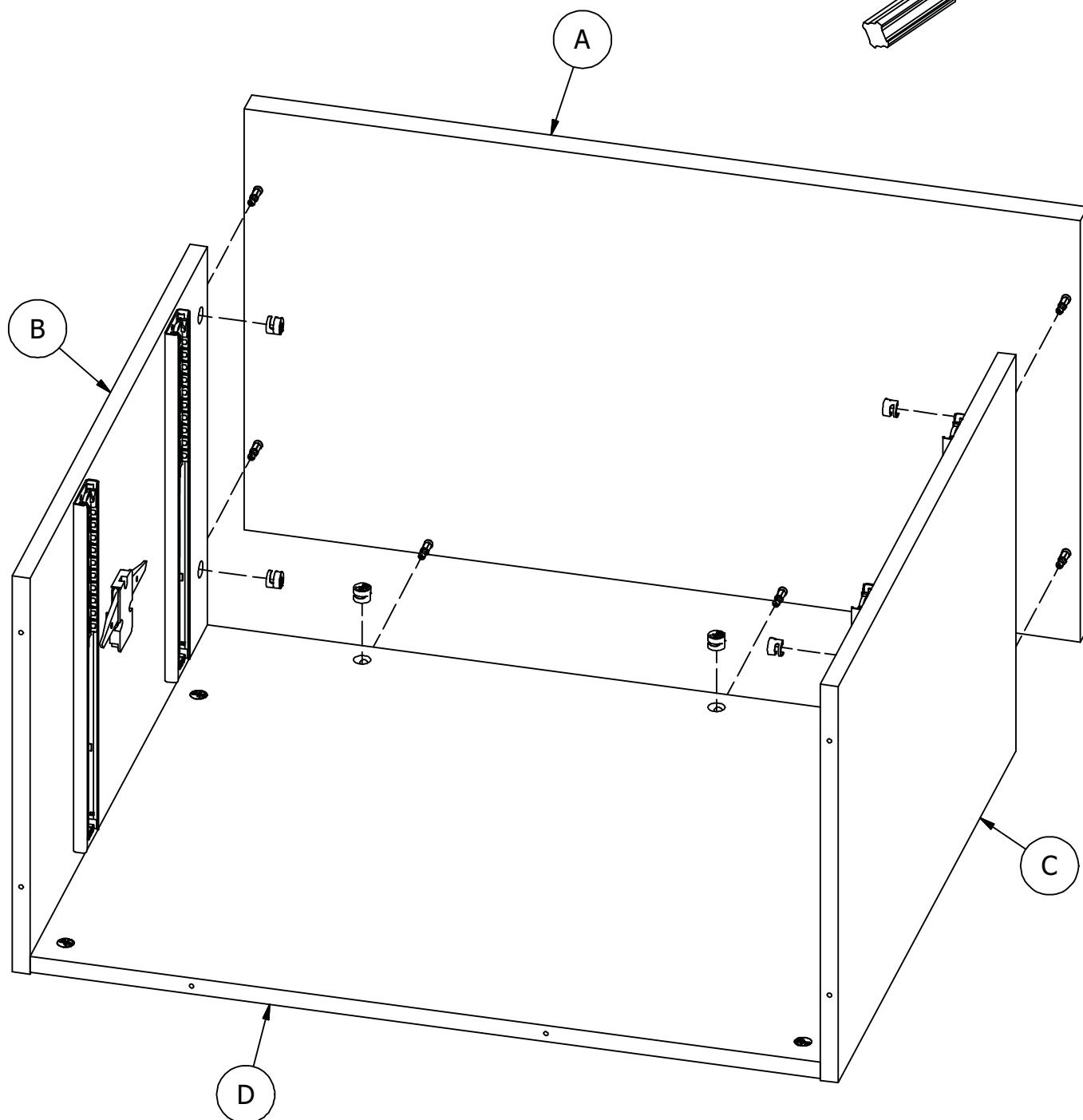
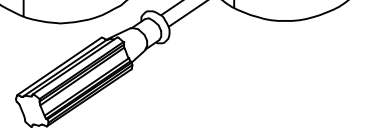
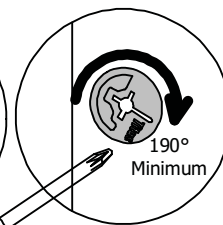
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2



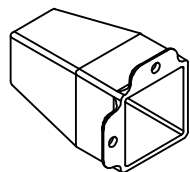
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STEP 13

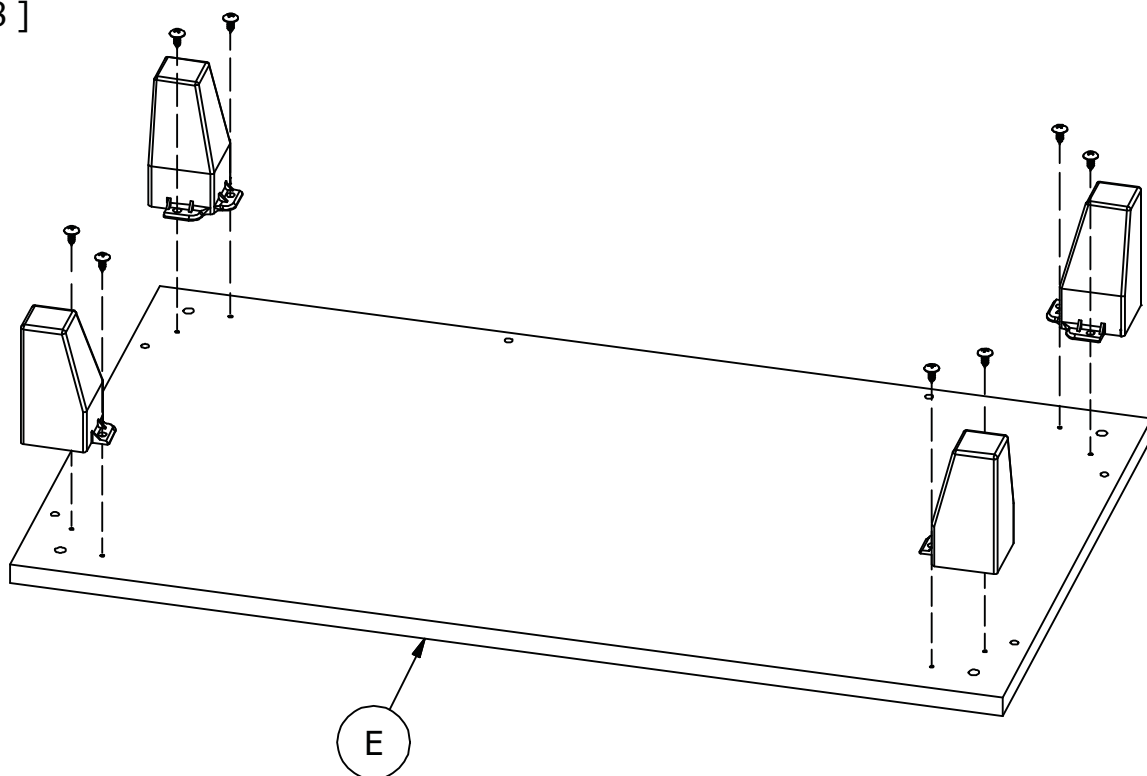
Prepare Panel

H35251 [8]
Black #10 x 1/2"

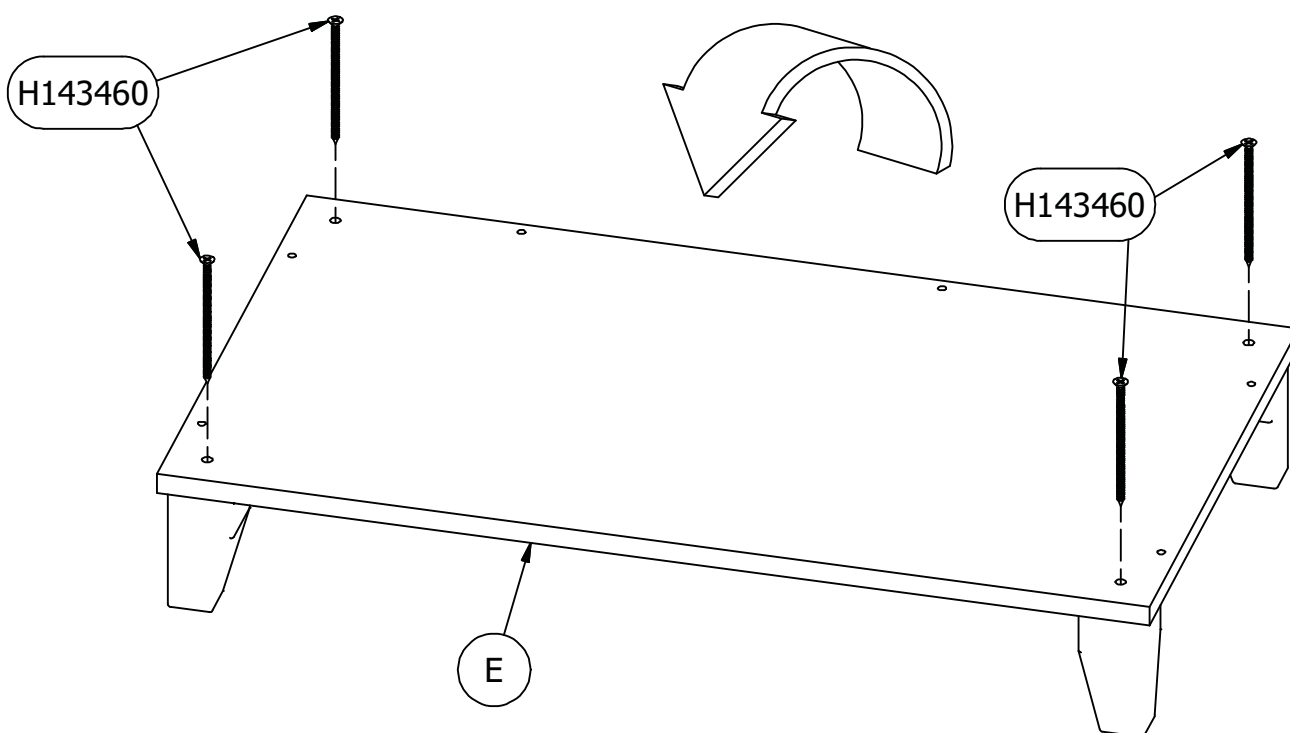


Foot

[4]



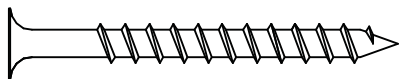
H143460 [4]
#12 x 4"



STEP 14

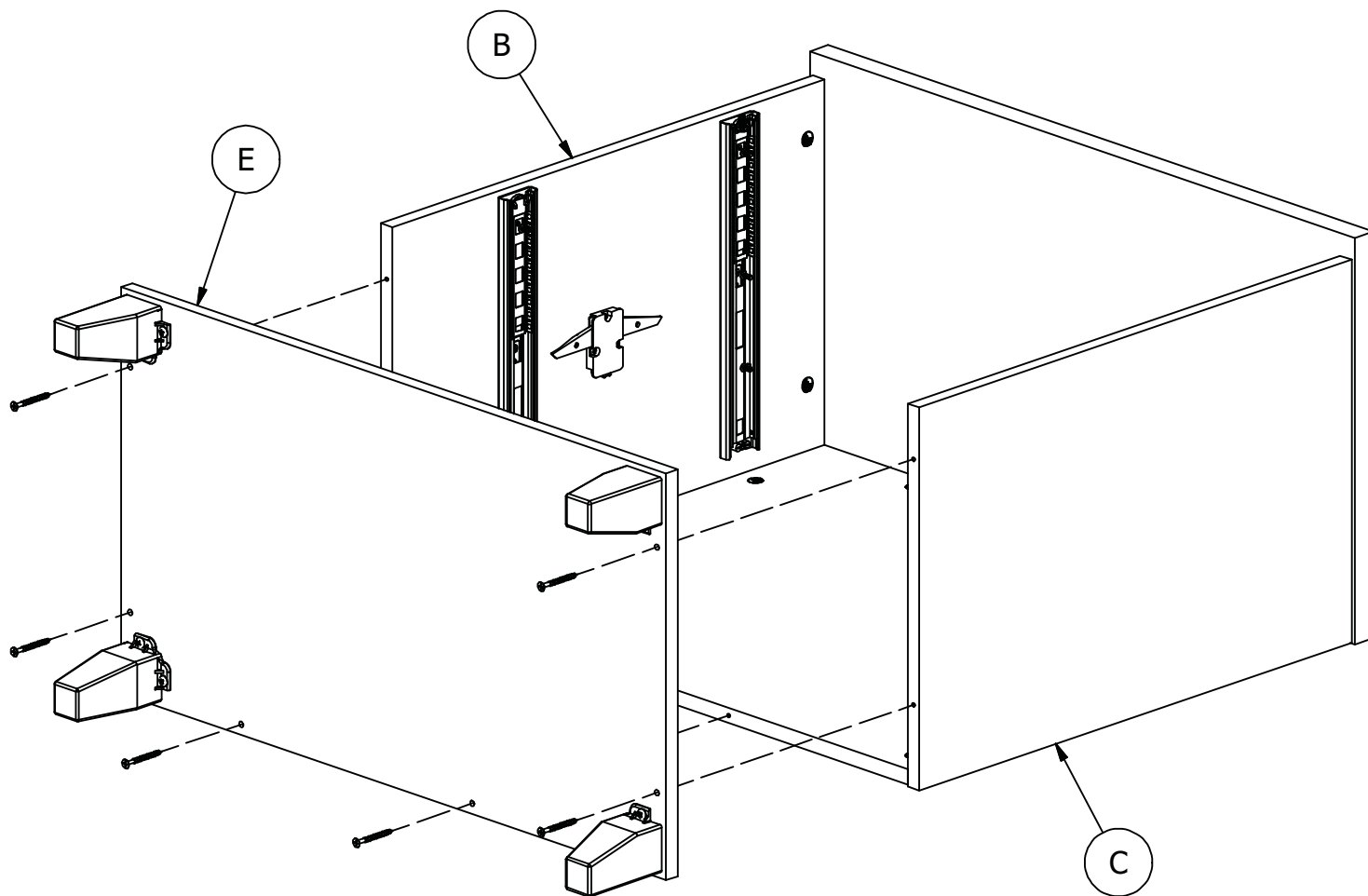
Assemble Panels

H23491



[6]

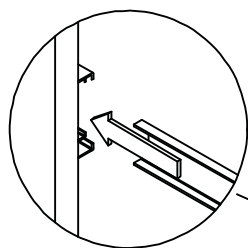
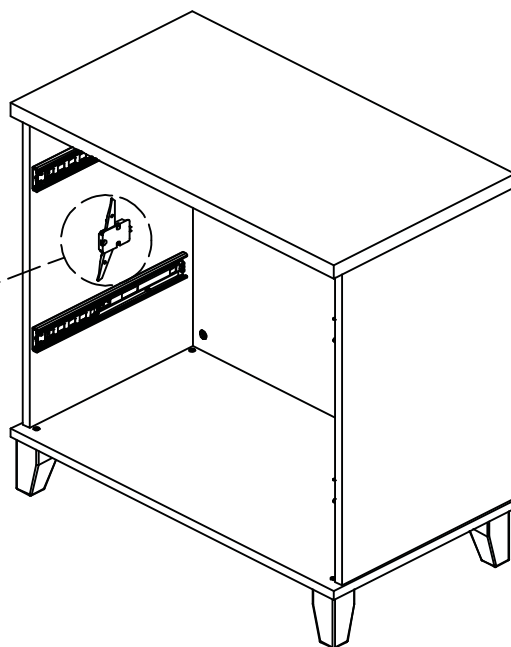
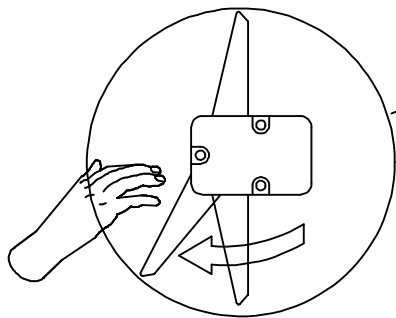
#10 x 2"



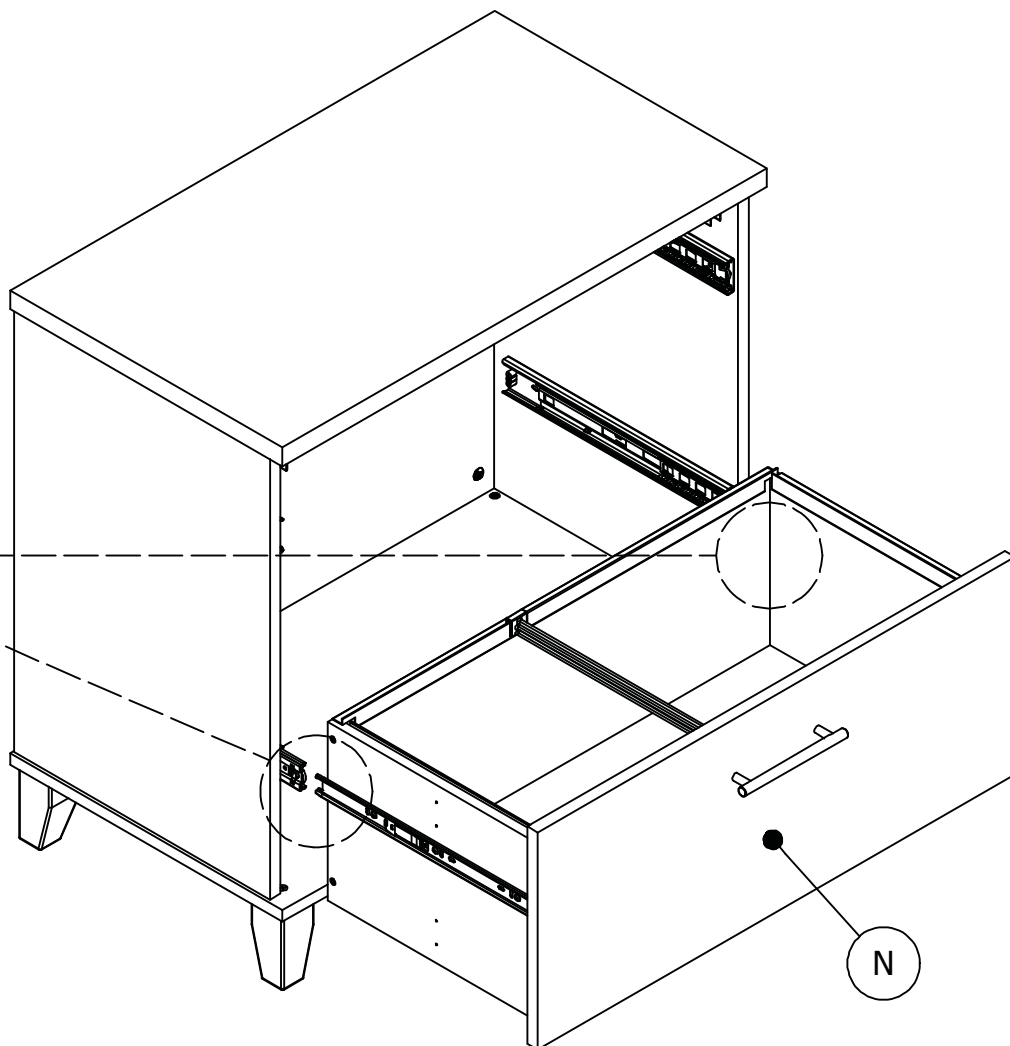
STEP 15

Insert Lower Drawer

1



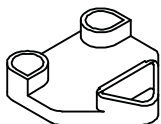
2



STEP 16

Attach Hardware

H184144



Anti Tip Wedge

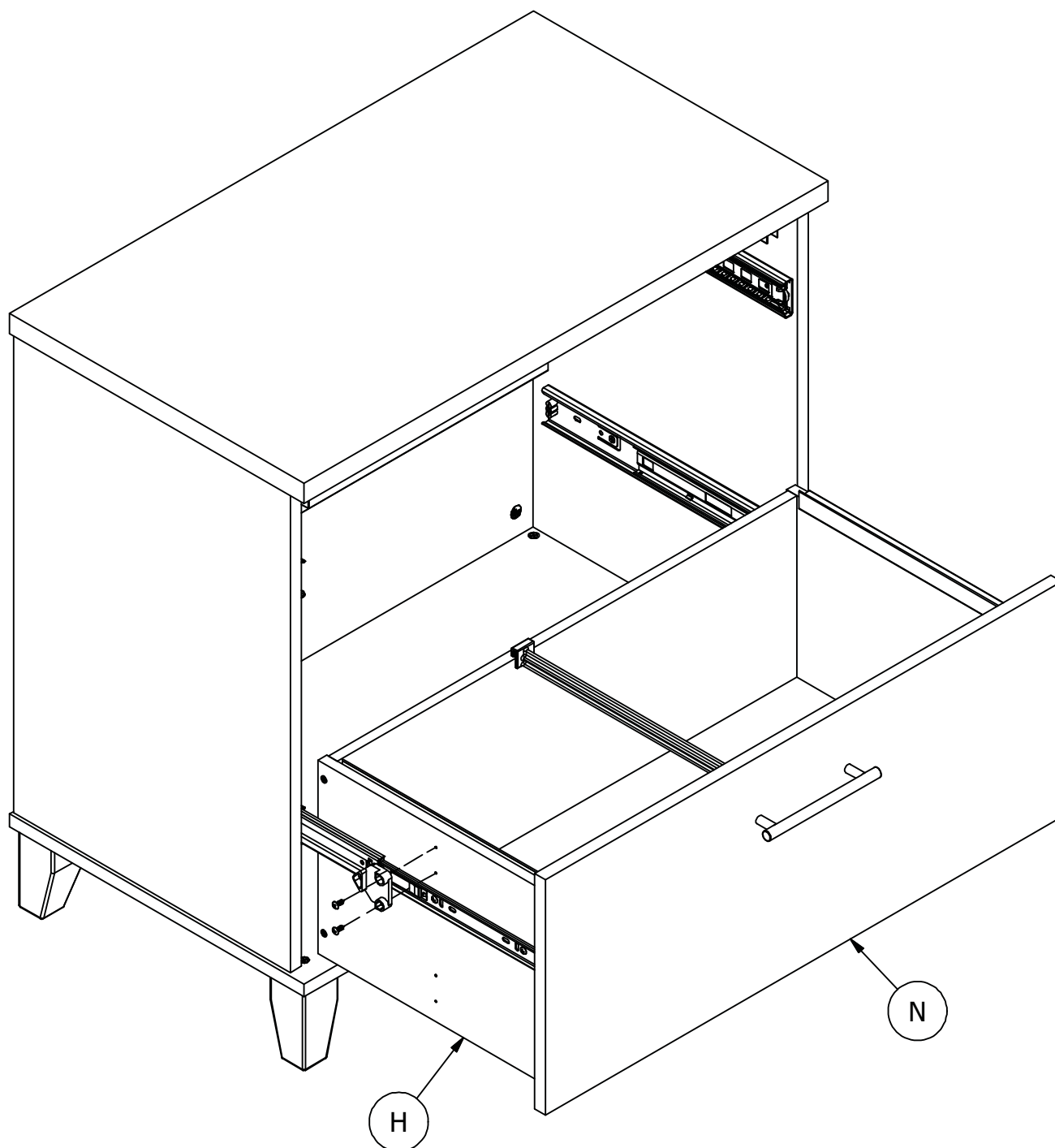
[1]

H192100



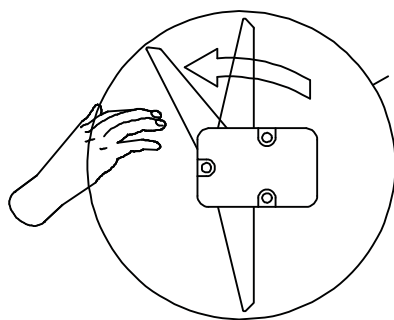
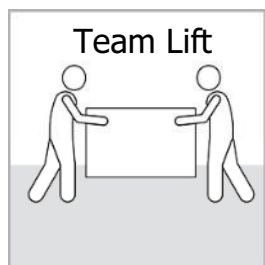
#8 x 1/2"

[2]

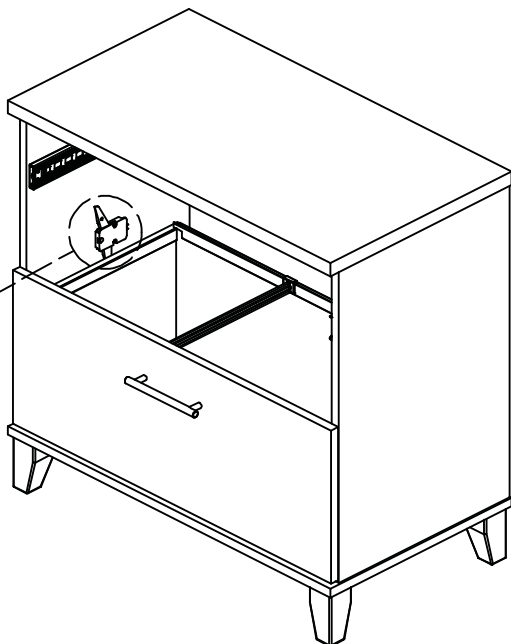


STEP 17

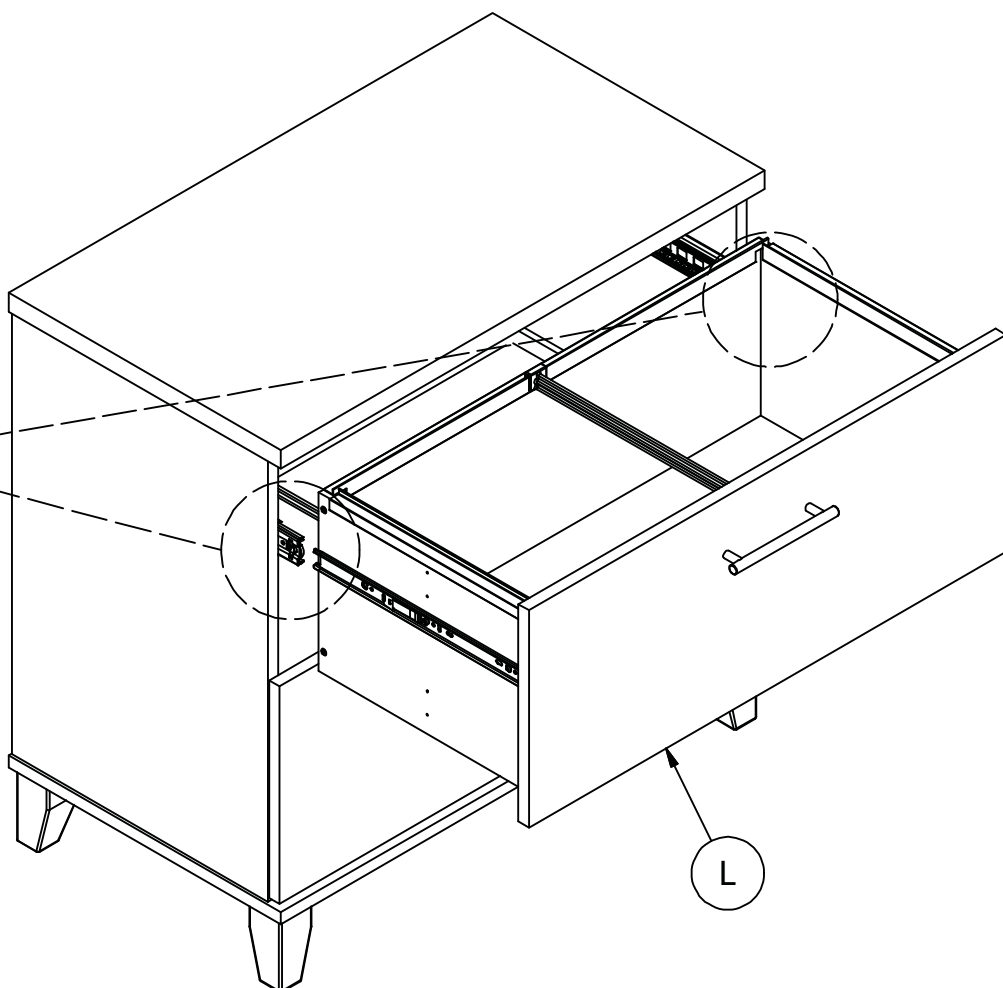
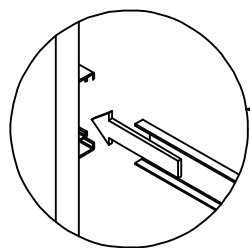
Insert Upper Drawer



1



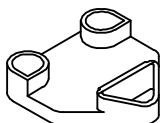
2



STEP 18

Attach Hardware

H184144



Anti Tip Wedge

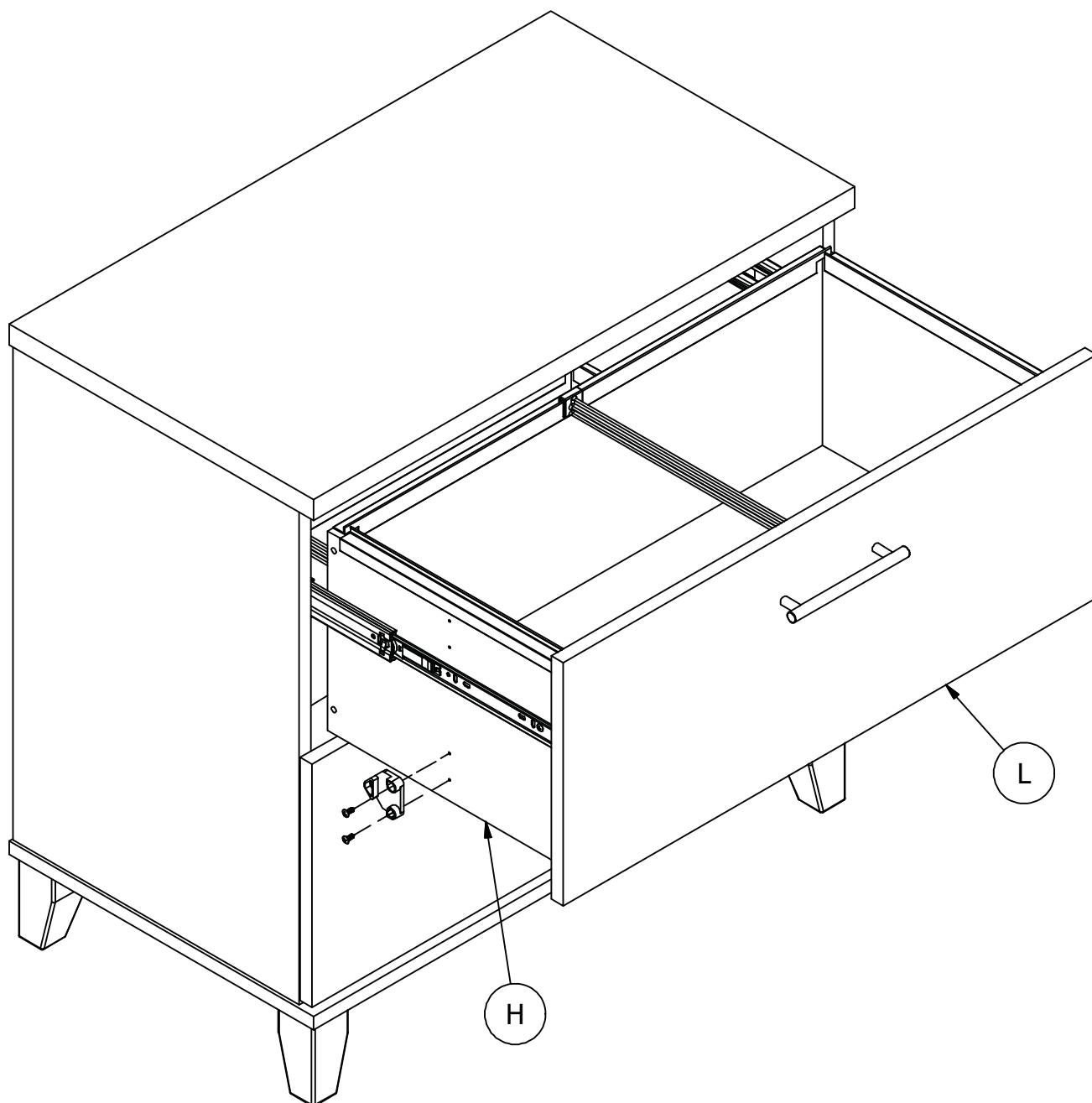
[1]

H192100



[2]

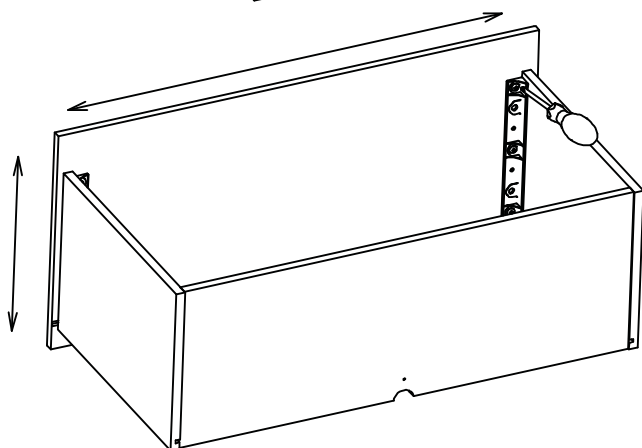
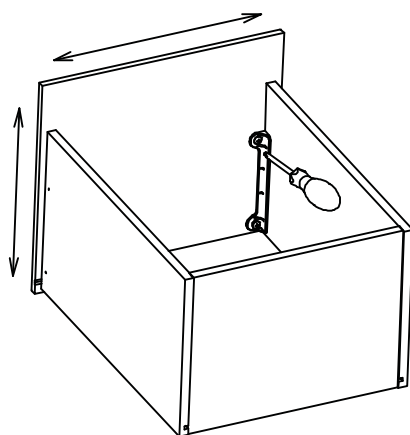
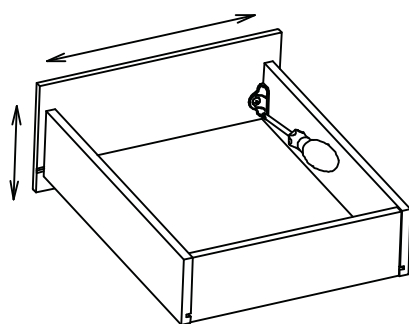
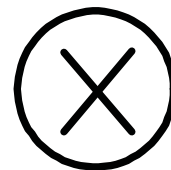
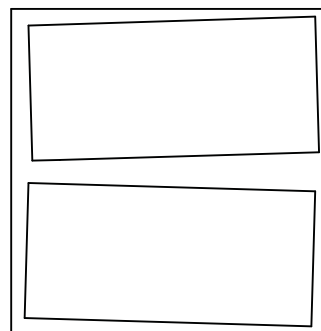
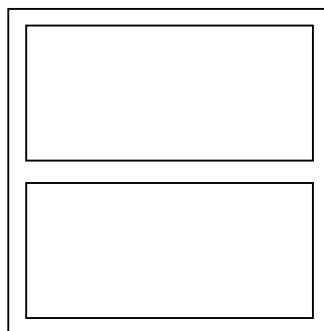
#8 x 1/2"



STEP 19

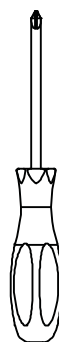
Adjust Drawer

DRAWER FRONT VIEW



REQUIRED TOOL: PHILLIPS SCREWDRIVER

HERRAMIENTA REQUERIDA: DESTORNILLADOR PHILLIPS
OUTIL REQUIS: TOURNEVIS CRUCIFORME



1. LOOSEN SCREWS.
2. ADJUST DRAWER FRONTS.
3. TIGHTEN SCREWS.

1. Afloje los tornillos
2. Ajustar frentes de cajón
3. Apriete los tornillos

1. Desserrer les vis
2. Ajuster les façades des tiroirs
3. Serrer les vis

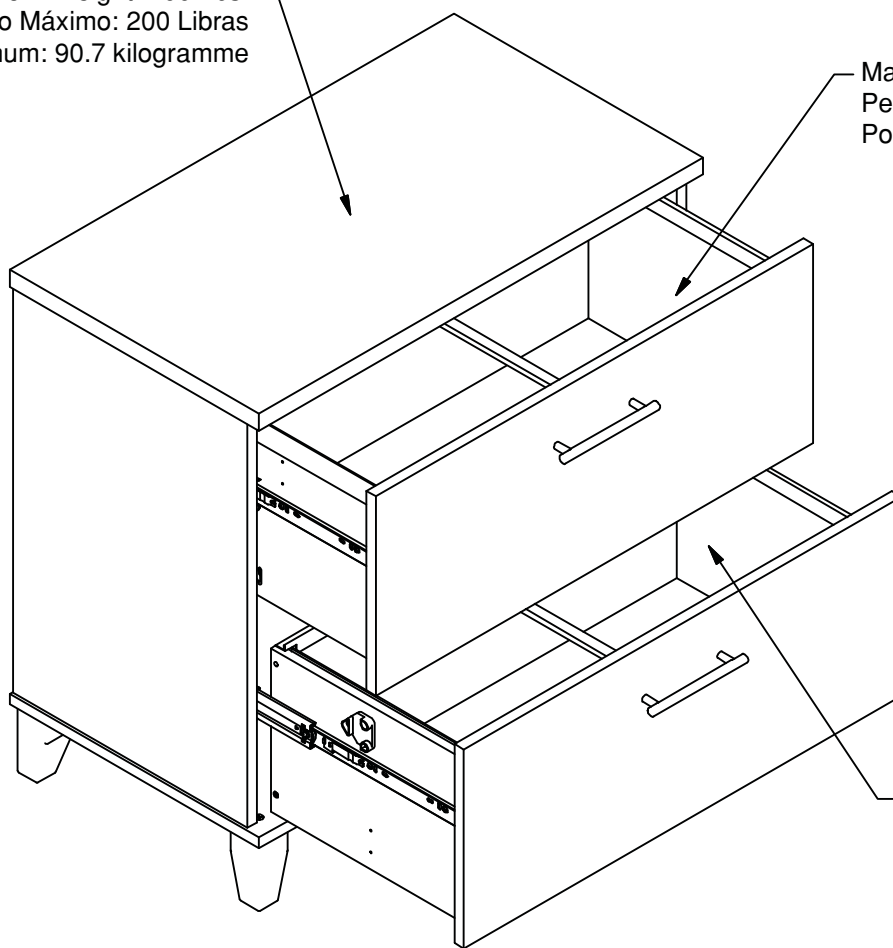
STEP 20

Maximum Loading and Cleaning

Gently clean surfaces with
a damp sponge eraser.

Maximum Weight: 200 Lbs.
Peso Máximo: 200 Libras
Poids Maximum: 90.7 kilogramme

Maximum Weight: 56 Lbs.
Peso Máximo: 56 Libras
Poids Maximum: 25.4 kilogramme



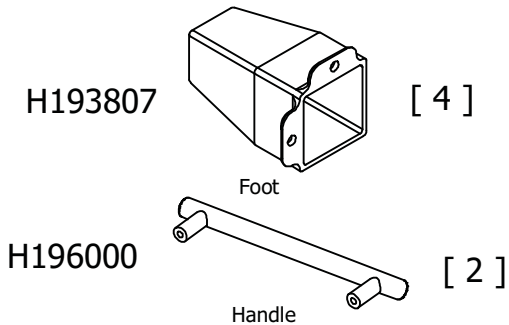
Maximum Weight: 57 Lbs.
Peso Máximo: 57 Libras
Poids Maximum: 25.8 kilogramme

Congratulations! You are all done. If
you have any questions or concerns,
please call.

PARTS LIST

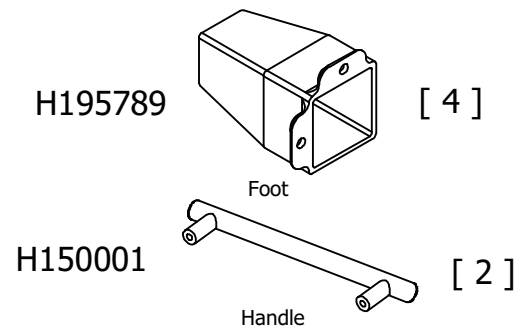
WC81080

A	[1]	W200557
B	[1]	W196123
C	[1]	W196124
D	[1]	W193946
E	[1]	W196126
H	[4]	W195638
J	[2]	W182006
K	[2]	W195675
L	[1]	W195704
N	[1]	W195705



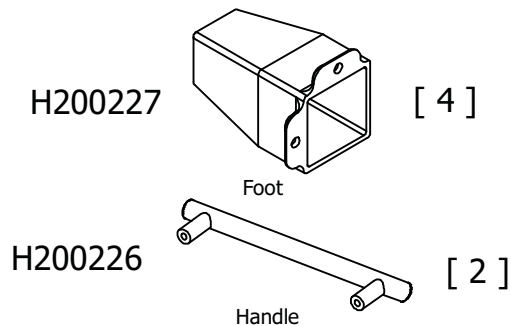
WC81180

A	[1]	W200534
B	[1]	W200535
C	[1]	W200536
D	[1]	W200537
E	[1]	W200538
H	[4]	W195638
J	[2]	W182006
K	[2]	W195675
L	[1]	W200539
N	[1]	W200540



WC81380

A	[1]	W200440
B	[1]	W200441
C	[1]	W200442
D	[1]	W200443
E	[1]	W200444
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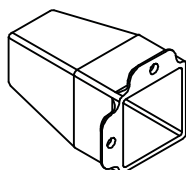


PARTS LIST

WC81280

A	[1]	W195915
B	[1]	W195916
C	[1]	W195917
D	[1]	W195918
E	[1]	W195919
H	[4]	W195638
J	[2]	W182006
K	[2]	W195675
L	[1]	W195920
N	[1]	W195921

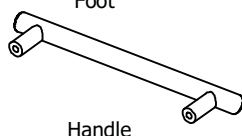
H195789



[4]

Foot

H196000



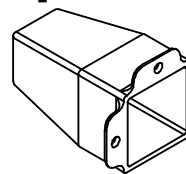
[2]

Handle

WC81480

A	[1]	W187339
B	[1]	W195698
C	[1]	W195699
D	[1]	W187342
E	[1]	W187343
H	[4]	W195638
J	[2]	W182006
K	[2]	W195675
L	[1]	W195700
N	[1]	W195701

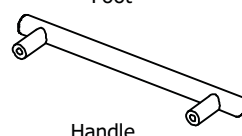
H149999



[4]

Foot

H150001



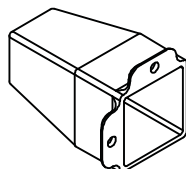
[2]

Handle

WC81580

A	[1]	W193943
B	[1]	W195702
C	[1]	W195703
D	[1]	W193946
E	[1]	W193947
H	[4]	W195638
J	[2]	W182006
K	[2]	W195675
L	[1]	W195704
N	[1]	W195705

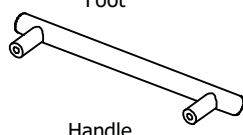
H193807



[4]

Foot

H150001



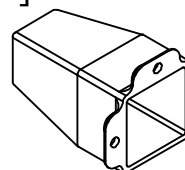
[2]

Handle

WC81680

A	[1]	W186625
B	[1]	W195706
C	[1]	W195707
D	[1]	W186628
E	[1]	W186629
H	[4]	W195638
J	[2]	W182006
K	[2]	W195675
L	[1]	W195708
N	[1]	W195709

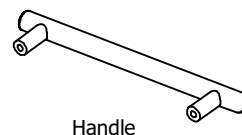
H149999



[4]

Foot

H150001



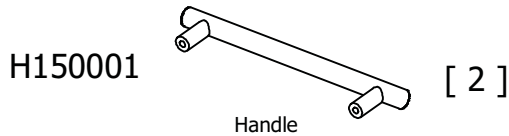
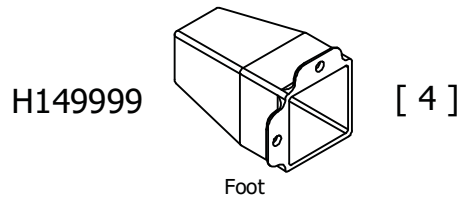
[2]

Handle

PARTS LIST

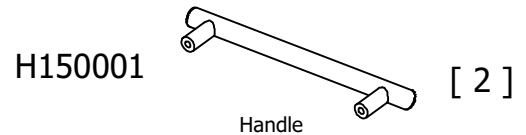
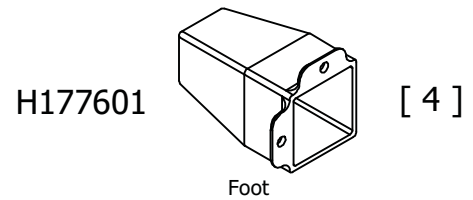
WC81780

A	[1]	W187346
B	[1]	W195711
C	[1]	W195710
D	[1]	W187349
E	[1]	W187350
H	[4]	W195638
J	[2]	W182006
K	[2]	W195675
L	[1]	W195712
N	[1]	W195713



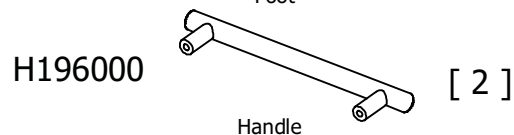
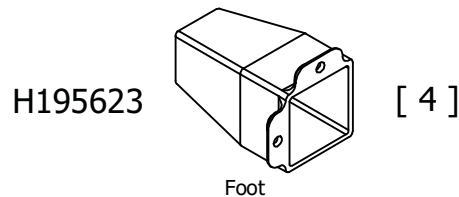
WC81880

A	[1]	W187353
B	[1]	W195714
C	[1]	W195715
D	[1]	W187356
E	[1]	W187357
H	[4]	W195638
J	[2]	W182006
K	[2]	W195675
L	[1]	W195716
N	[1]	W195717



WC81980

A	[1]	W196122
B	[1]	W196123
C	[1]	W196124
D	[1]	W196125
E	[1]	W196126
H	[4]	W195638
J	[2]	W182006
K	[2]	W195675
L	[1]	W196127
N	[1]	W196128



Maintenance

Maintenance Tip

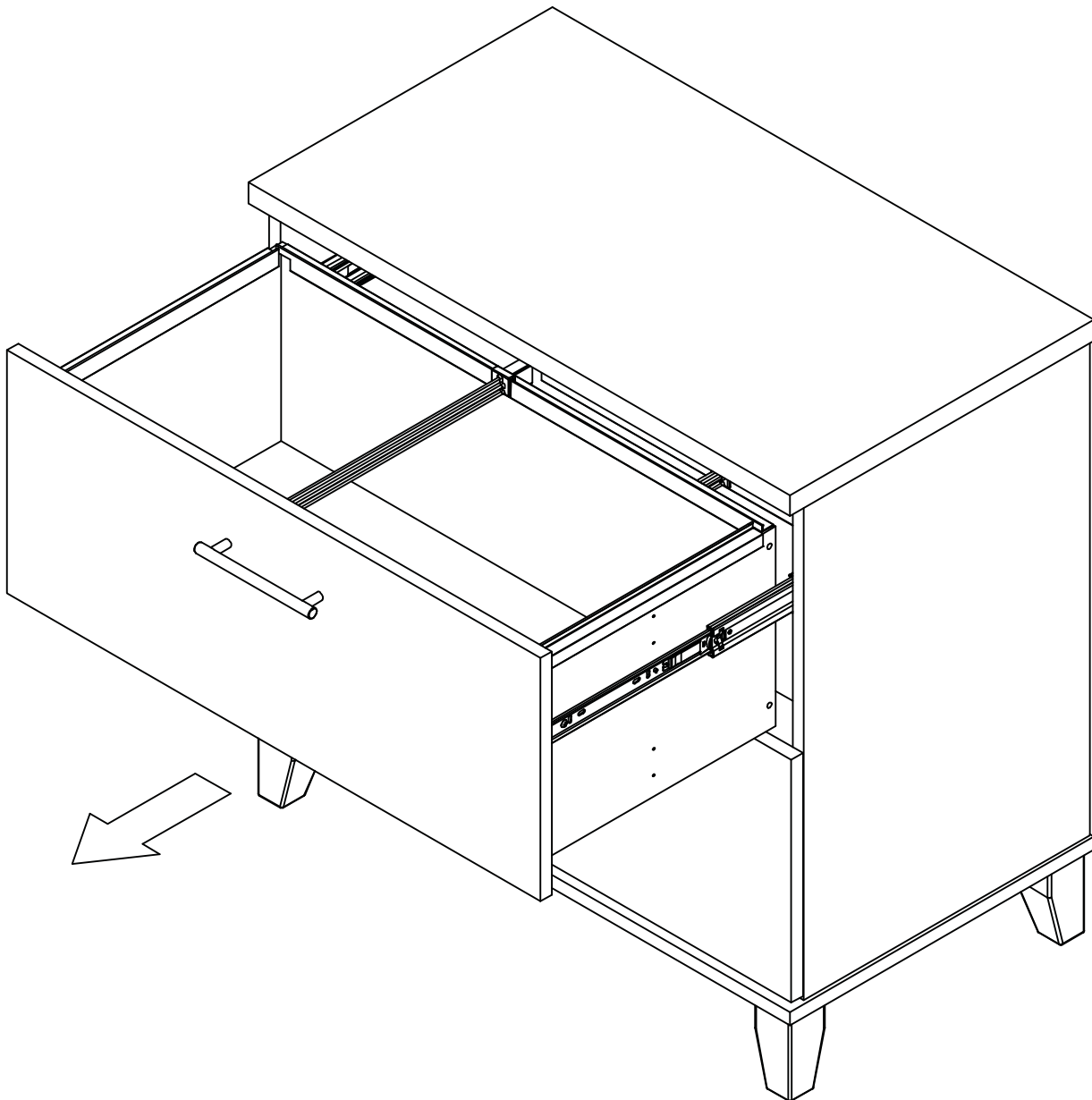
It may be necessary to periodically open each drawer to its full extension. This will reset the drawer slides and allow for continued smooth operation.

Información de Mantenimiento

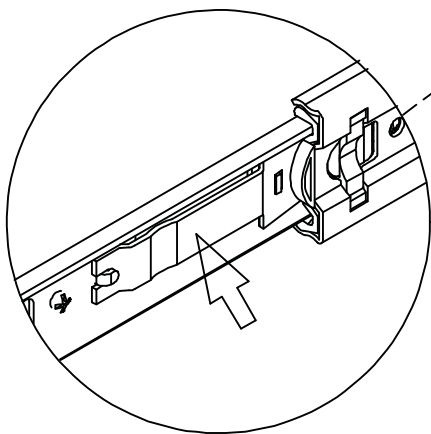
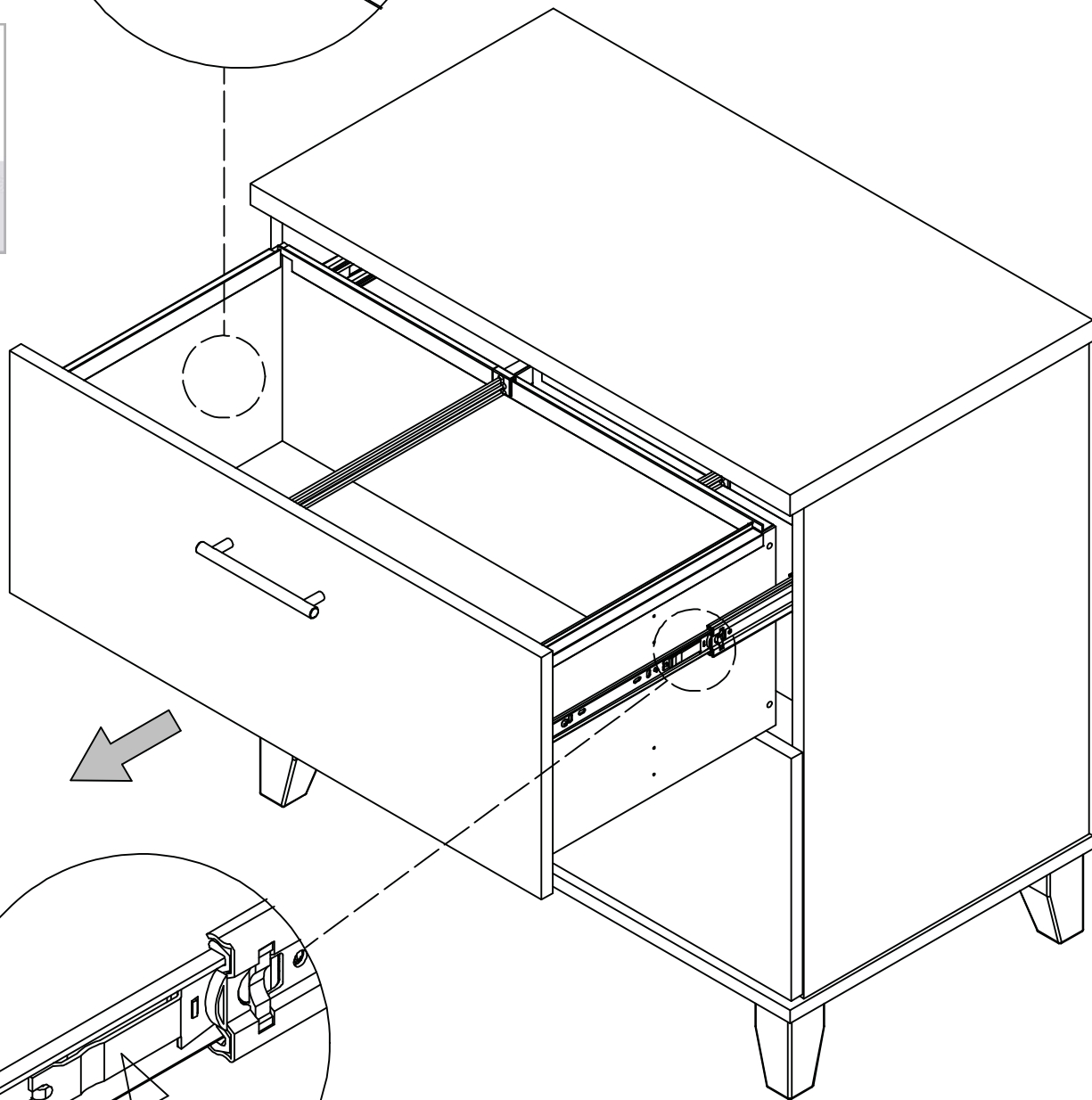
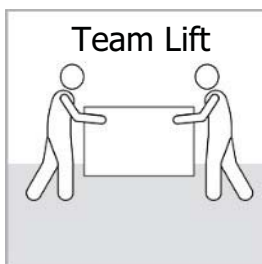
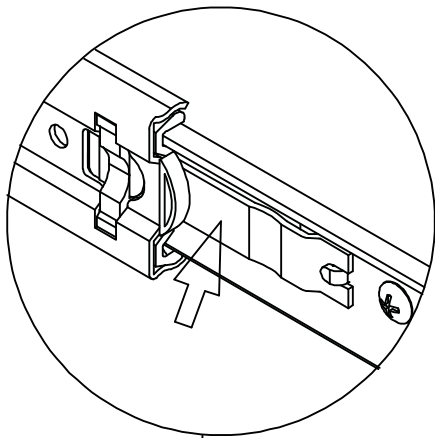
Puede ser necesario el abrir cada gaveta a su máxima extensión periódicamente. Este procedimiento ayuda a recomponer las correderas de las gavetas, asegurando una operación libre.

Conseil d'entretien

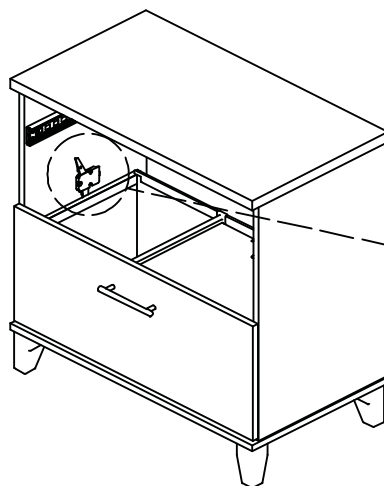
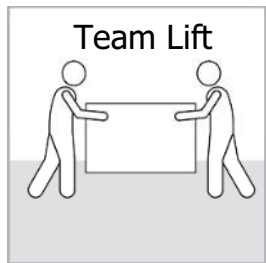
Il faut de temps en temps ouvrir chaque tiroir jusqu'au bout. Cela remboîte les coulisses des tiroirs pour qu'elles continuent de fonctionner sans accroc.



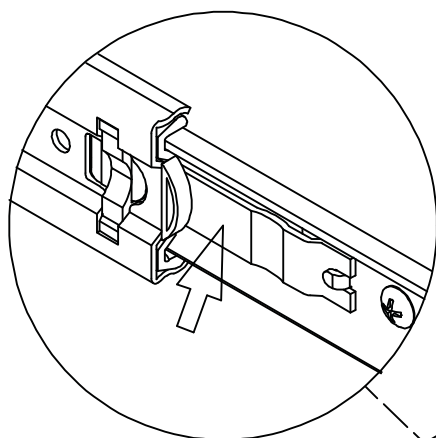
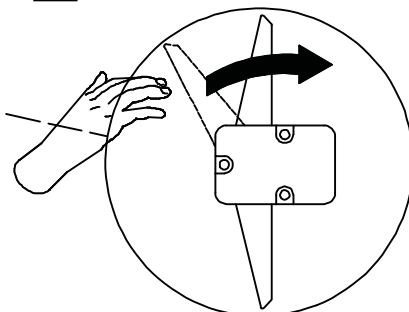
Drawer Removal



Drawer Removal



1



2

