

# Lateral File Instruction Manual

## Required Tools



Adjustable Wrench



Blade Screwdriver



Level

## Safety

**CAUTION:** Improper installation and/or use of the cabinet may result in instability and tipping over, which may cause serious injury. The instructions in this manual **MUST** be followed for correct installation and use.

• This file cabinet is designed for storing and filing only. Do **NOT** use this cabinet to store combustible or hazardous materials.

## Installation - Level Cabinet

**IMPORTANT:** The cabinet **MUST** be level for safe and proper operation. There are adjustable glides in the base of each cabinet. Their proper adjustment is critical for cabinet stability and proper operation of the lock, interlock and drawers.

1) Place the **EMPTY** cabinet in the desired location.

2) Level the cabinet side-to-side.

The top of each glide has a slot for adjusting with a straight-blade screwdriver. They are reached by opening the bottom drawer.

To access the front glides, open the bottom drawer until the slots line up with them. The front glides may also be adjusted with an adjustable wrench with the drawer closed.

To access the rear levelers, pull the bottom drawer out completely and reach in over its back panel.

Turn the glides clockwise to raise the cabinet and counter-clockwise to lower it.

On carpeted floors, extend the levelers until the cabinet bottom is completely off the floor.

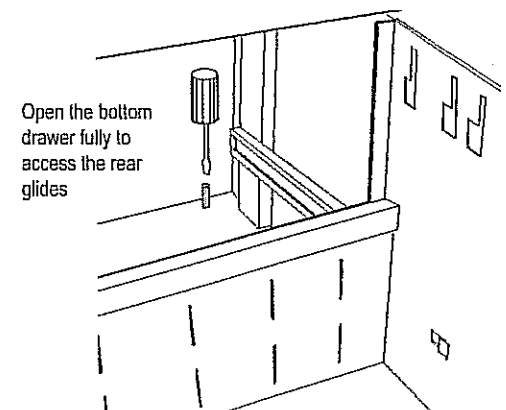
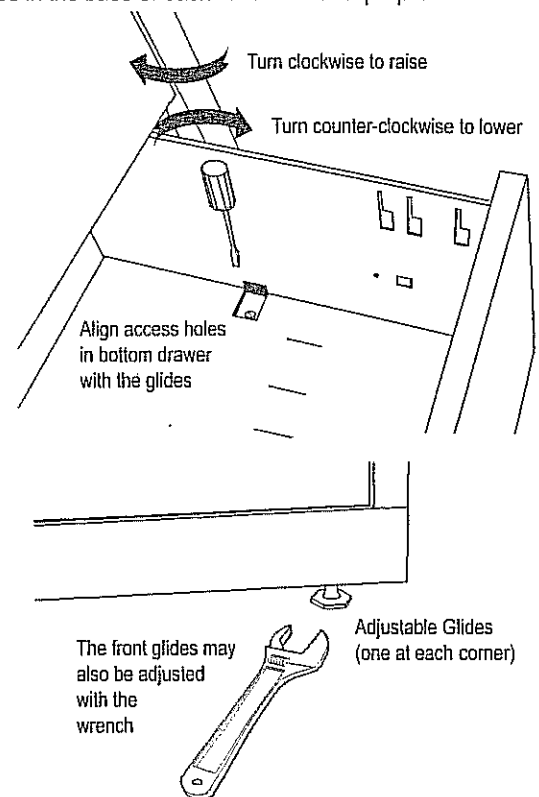
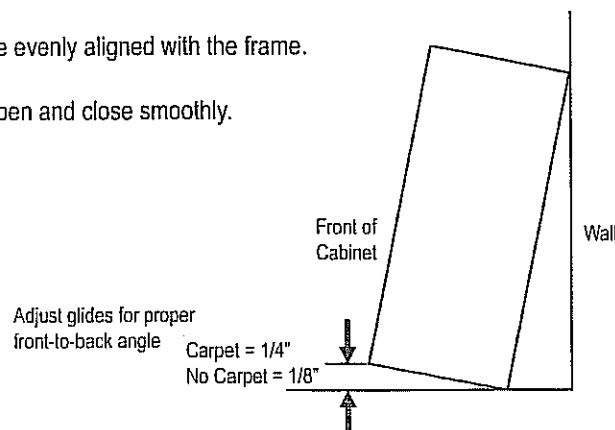
3) Level the cabinet front-to-back.

Carpeted floors: the front of the cabinet should be 1/4" higher than the rear.  
Uncarpeted floors: the front of the cabinet should be 1/8" higher than the rear.

8) Inspect the cabinet.

The drawers should be evenly aligned with the frame.

The drawers should open and close smoothly.

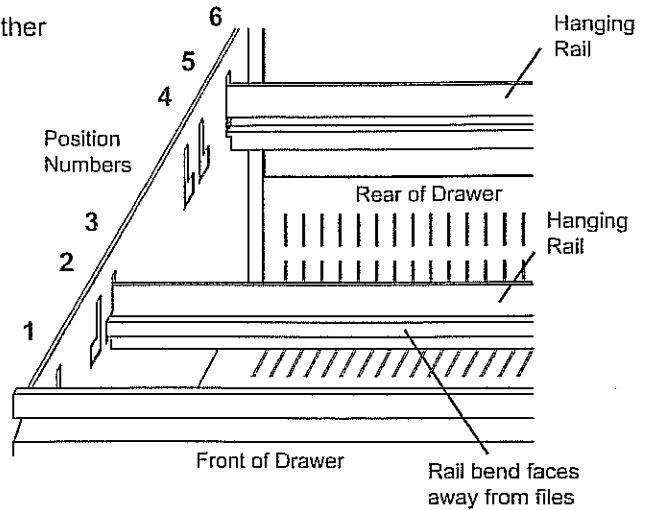


## Hanging Folder Rails

Two hanging folder rails are used in each drawer; one in front, the other in the rear. The bends in the rails face away from the files.

The recommended folder rail positions for various applications are as follows:

- Letter Filing - side-to-side in front - Positions 1 and 4
- Letter Filing - side-to-side in rear - Positions 3 and 6
- Legal Filing - side-to-side - Positions 1 and 6
- Data Printout Filing (14 7/8" w x 8 1/2" h) - side-to-side - Positions 1 and 6
- Front-to-Rear Filing (optional front-to-rear braces req'd.) - Positions 1 and 6



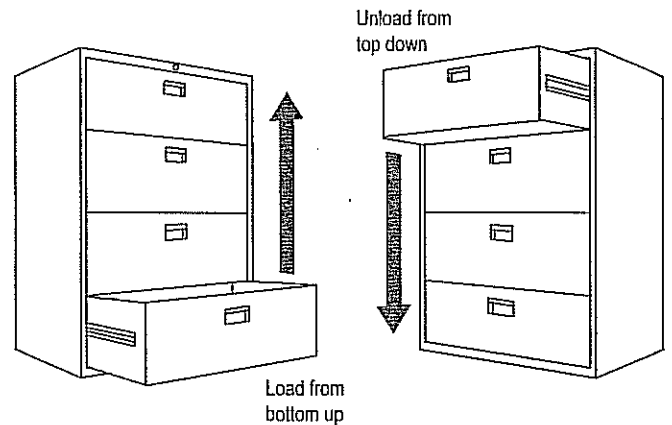
## Loading and Unloading

### Loading:

- 1) Before loading, inspect the cabinet for stability.
- 2) Load the bottom drawer with the heavier items first.
- 3) Evenly distribute the weight between the remaining drawers.
- 4) After the loading is complete, inspect the cabinet for stability. On carpeted floors, the cabinet may settle. If necessary, empty the cabinet completely and level it again.

### Unloading:

- 1) Begin unloading with the top drawer first and work downward.
- 2) Always remove the contents of the bottom drawer last.

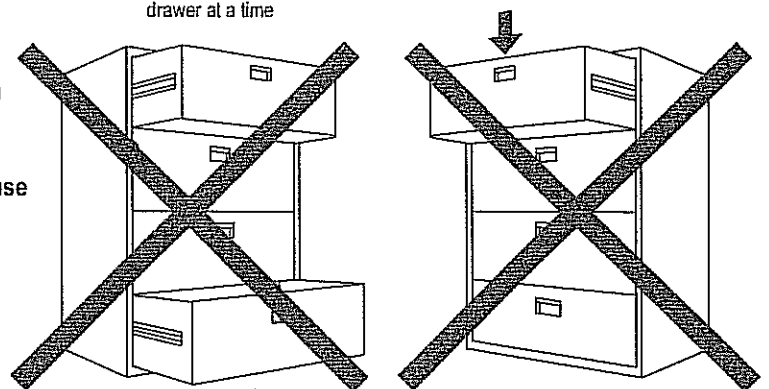


## Operation

- 1) There is a safety interlock which prohibits opening more than one drawer at a time. Do **NOT** attempt to bypass this feature by attempting to open more than one drawer simultaneously.
- 2) **NEVER** stand or lean on an open drawer. **NEVER** put any materials on top of an open drawer.
- 3) If the cabinet appears to be unstable, **IMMEDIATELY** discontinue its use and check it for proper loading and leveling. All problems **MUST** be corrected before resuming use of the cabinet.

Do NOT attempt to open more than one drawer at a time

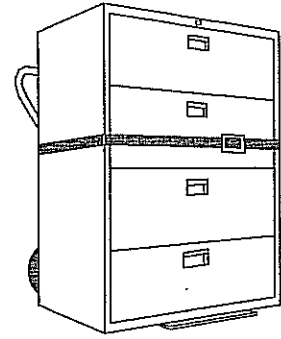
NEVER stand or lean on an open drawer



## Relocating the Cabinet

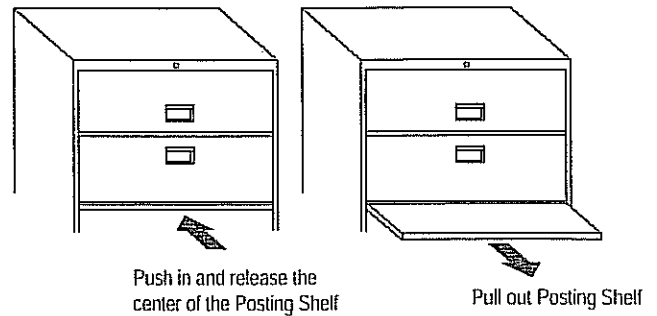
**WARNING!** If not properly secured when moving, this cabinet can become unstable and tip over, resulting in serious injury.

- 1) Completely unload the contents of the cabinet from the top down. See the Loading and Unloading Procedure.
- 2) Close and lock the cabinet.
- 3) Use furniture straps and appropriate moving equipment to relocate the cabinet.
- 4) Once it is in the desired location, refer to the previous instructions for leveling and installation.



## Posting Shelf - 5-Drawer Models

- 1) Make sure the cabinet is completely closed.
- 2) Push inward on the center of the Posting Shelf and release.  
**NOTE:** pushing on either side may cause the shelf to bind.
- 3) Pull the Posting Shelf outward until it stops.



## Optional Front-to-Back Filing - Front-to-Back Support Kit Req'd (purchased separately)

- 1) Place the Hanging Folder Rails in positions 1 and 6.
- 2) Place the Front-to-Back File Supports on the front and rear Hanging Folder Rails. The bend in the Front-to-Back Supports should face away from the files.

