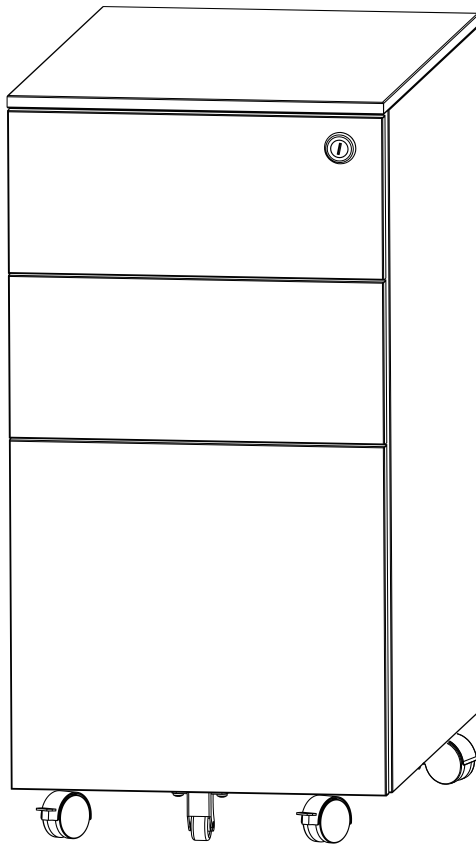


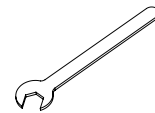
# ASSEMBLY INSTRUCTIONS

Questions?

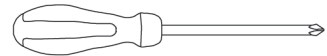
GIVE US A CALL: 1-888-980-5122  
MON-FRI 8:30AM - 5:30PM (PT)



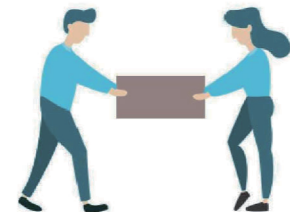
## TOOLS REQUIRED



**Wrench**  
(Included)

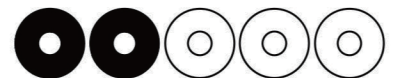


**Screwdriver**  
(Not Included)



**2 - People  
Recommended**

## ASSEMBLY RATING



EASY —————> DIFFICULT

The Assembly Rating is a 5-point system showing the level of effort needed to assemble a specific product.



Thank you for your purchase!

We hope you enjoy this new addition to your home for many years to come.

Our commitment to providing quality products does not simply end when you purchase our product. We fully stand behind our products from start to finish. Our customer service department is available Monday - Friday 8:30 AM- 5:30 PM Pacific Time and can help with assembly questions as well as, if necessary, replacing damaged or missing parts. To help expedite our service, please have these assembly instruction readily available, along with your order receipt.



## **CHECK BEFORE STARTING**

☐

### **Are you missing anything?**

Double-check all parts, hardware and accessories listed on Page 5 are accounted for.

☐

### **Should we send any replacements?**

Are there any irregularities or flaws in the parts? We can send replacements!

☐

### **Check out our Quick Tips!**

We recommend reviewing the pre-assembly handouts. Even experts need a refresher now and then!

☐

### **Prep Time!**

Please review the assembly instructions and all diagrams prior to assembling. Position parts in order and group identical hardware together for an easier assembly experience.

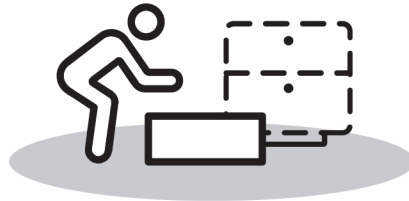
# PRE ASSEMBLY INTRODUCTION

We understand building ready-to-assemble furniture can be a challenging experience for some. To help avoid confusion, we have provided some helpful tips that may speed up the process.



## Teamwork

ALWAYS have at least two people to help with transporting and assembling the product to avoid potential injury and/or damage.



## Suitable Location

Assembling near the area of the intended location is highly recommended.



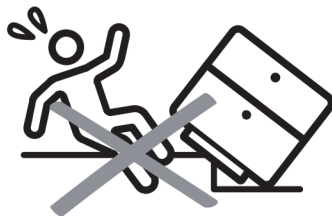
## Sufficient Space

Make sure you have enough space to move around during the assembly.



## Avoid Scratches

Use cardboard, blankets or a carpeted area while assembling furniture to prevent scratches.



## Flat Surface

Make sure the furniture rests on a flat and level surface with each leg evenly touching the floor.

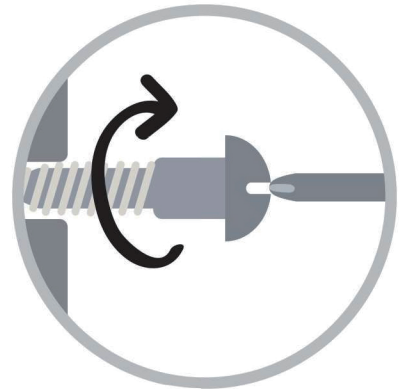
# ASSEMBLY AND CARE ADVICE



**FAILURE TO FOLLOW THE GUIDELINES BELOW MAY  
RESULT IN INJURY AND/OR PROPERTY DAMAGE.**



Position each part correctly  
and insert screws or bolts into  
their respective holes.

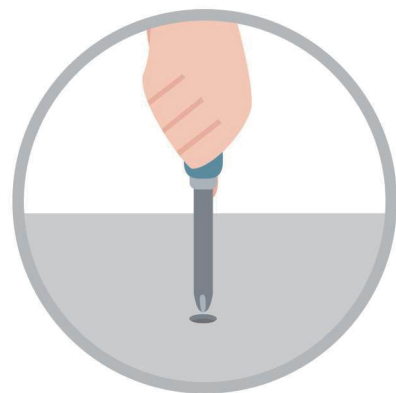


Turn clockwise to tighten and  
only tighten when step is  
completed or when instructed  
to do so.



Save the instructions and store  
any supplied tools for later  
maintenance.

Use the appropriate hand tools  
or power tools for assembly.  
Select steps, such as tightening  
screws and/or bolts, may require  
hand tools to avoid causing  
damage during assembly.



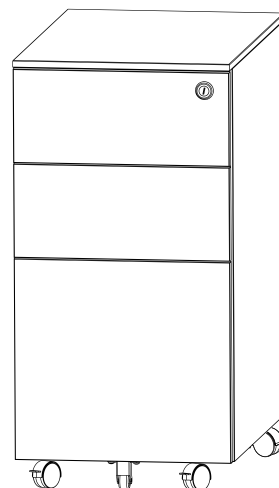
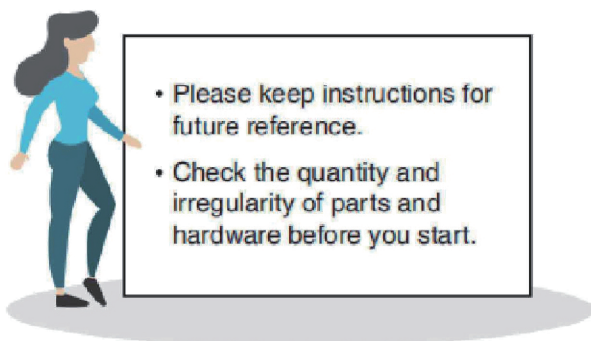
After two weeks, check and  
tighten any loose hardware and  
repeat again every six months  
thereafter.

**IT IS THE USER'S RESPONSIBILITY TO MAINTAIN THE FURNITURE. THE HARDWARE MAY LOOSEN OVER TIME AND MAY CAUSE THE FURNITURE TO BE WOBBLY AND UNABLE TO SUPPORT ITS INTENDED WEIGHT CAPACITY. THIS MAY LEAD TO COLLAPSE AND MAY CAUSE SERIOUS INJURY.**

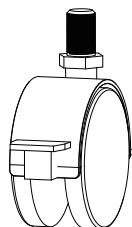


# OFFICE-FRIENDLY MOVABLE CABINET

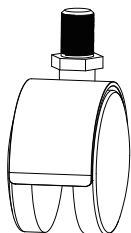
## HC-7992



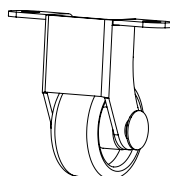
### PARTS



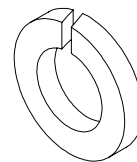
A-Front Caster with brake x2



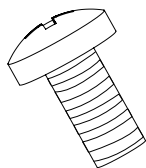
B-Rear Caster without brake x2



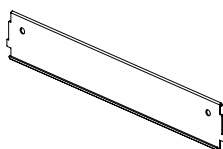
C-Training Wheel x1



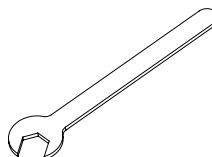
D-Washer x4



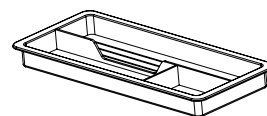
E-Bolt x2



F-Hanging File Bar x1



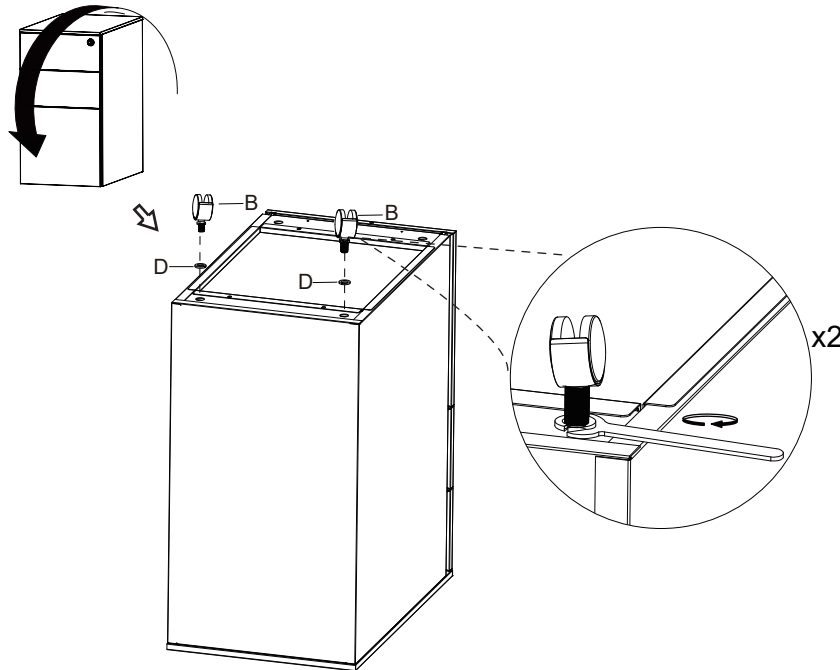
G-Wrench x1



H-Stationery Case x1

# ASSEMBLY INSTRUCTIONS

## Step 1



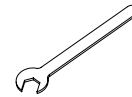
### Checklist



B-Rear Caster without brake x2



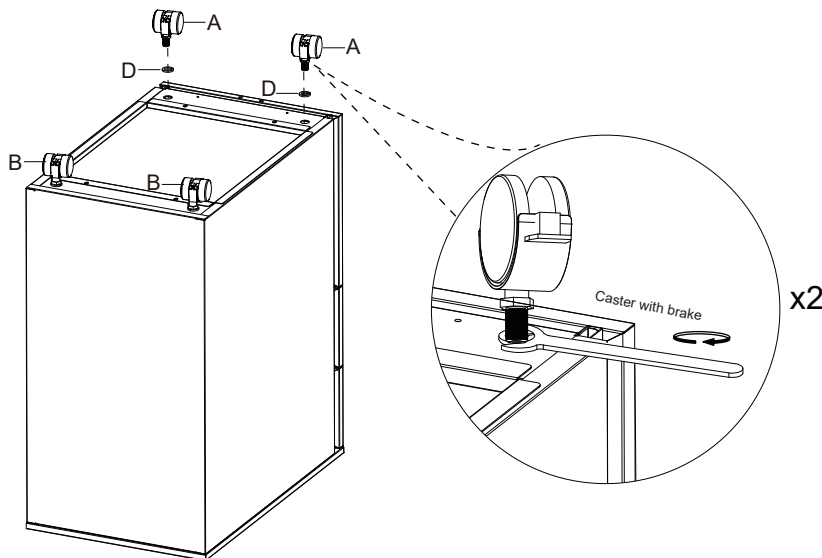
D-Washer x2



G-Wrench x1

Align rear casters without brakes (#B) with washers (#D) to the bottom of the file cabinet, then secure by using wrench (#G).

## Step 2



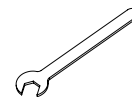
### Checklist



A-Front Caster with brake x2



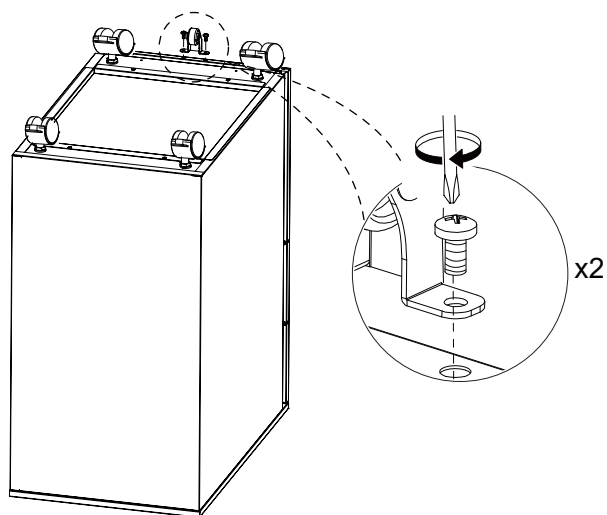
D-Washer x2



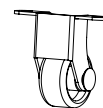
G-Wrench x1

Align front casters with brakes (#A) with washers (#D) to the bottom of the file cabinet, then secure by using wrench (#G).

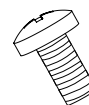
### Step 3



#### Checklist



C-Training Wheel x1

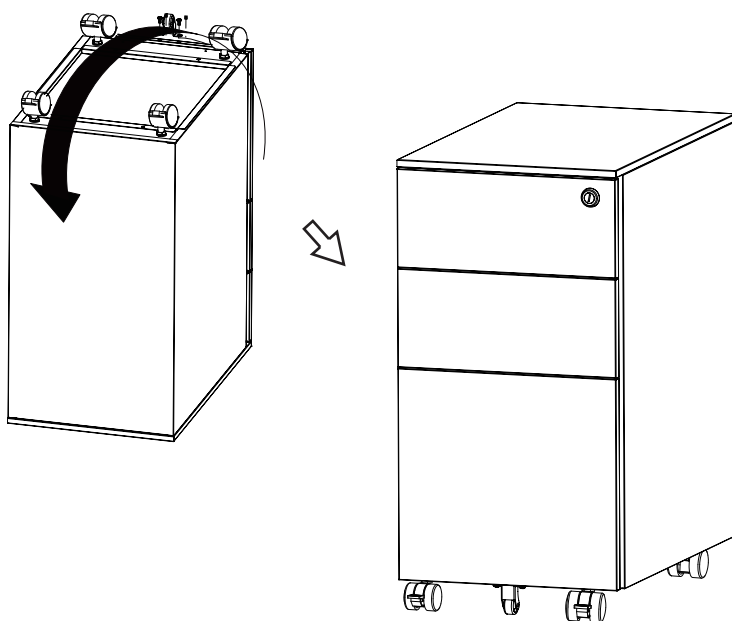


E-Bolt x2

Align training wheel (#C) onto the bottom of the file cabinet, then secure by using bolts (#E).

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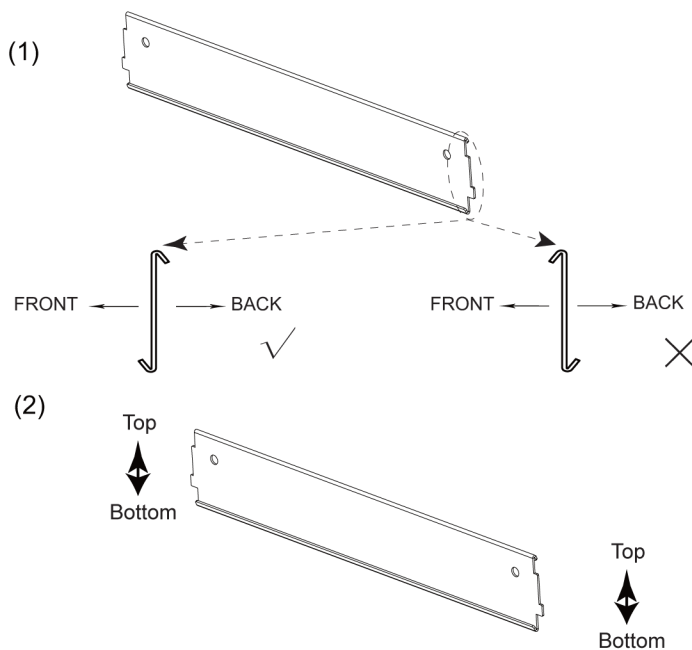
### Step 4



Carefully flip the filing cabinet right-side up.

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## Step 5



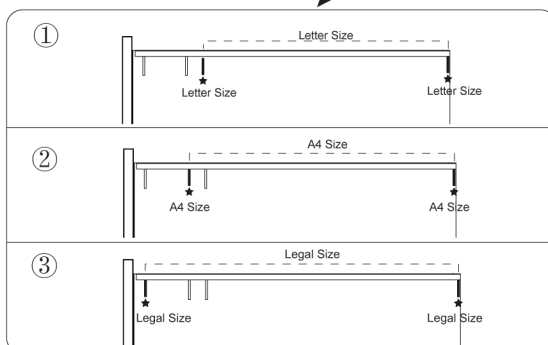
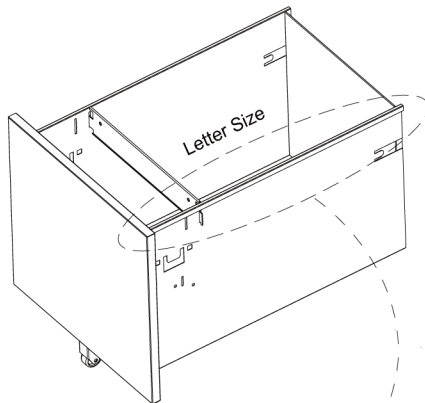
## Checklist



F-Hanging File Bar x1

Ensure that the hanging file bar (#F) is correctly positioned as shown in the diagram.

## Step 6



The hanging file bar (#F) may be placed in the third drawer. The placement of the hanging file bar (#F) will determine the standard file size that will fit in the drawer. Please refer to the diagram to determine your ideal placement.

## ASSEMBLY COMPLETED



Please ensure the product rests on an even and flat surface. If the product wobbles or feels loose, check all bolts and/or screws are properly tightened and secured.



### Keep this handy!

Please retain this instruction manual and any order-related information for future reference.



### Lift, don't drag!

To avoid damages or breakages, please always LIFT the product when adjusting or moving.