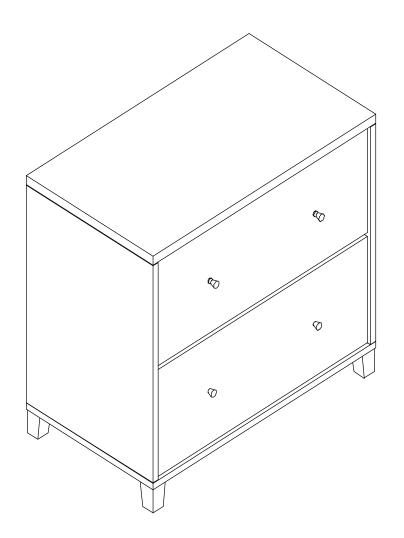
assembly instructions



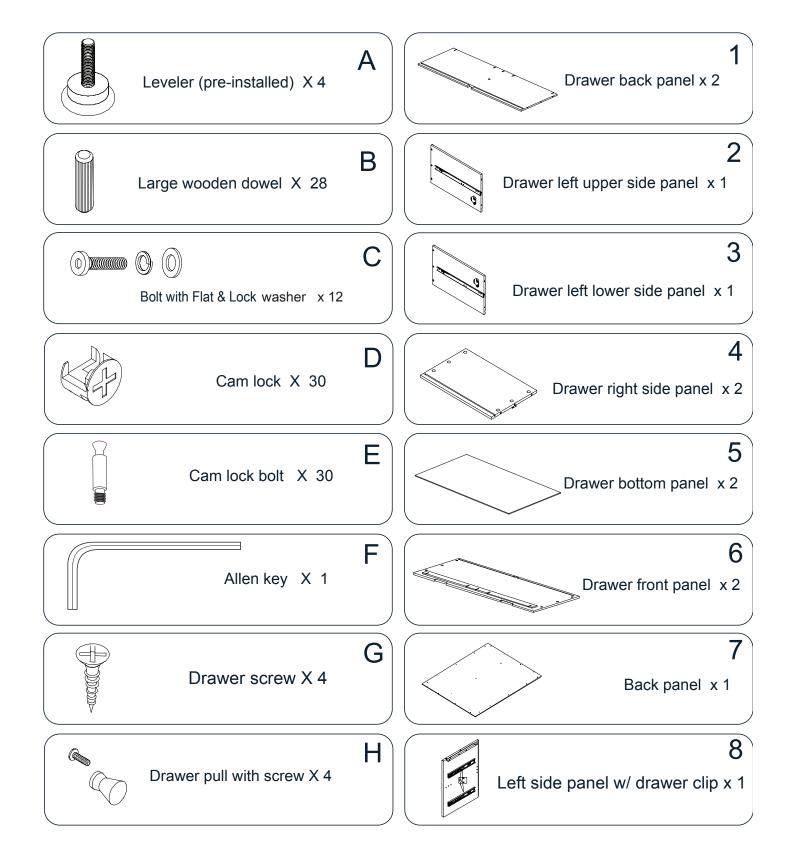


<sup>!</sup> Do not throw away packaging materials until assembly is complete.

<sup>!</sup> Assemble this item on a soft surface, such as cardboard or carpet, to protect finish.

## morgan lateral file cabinet

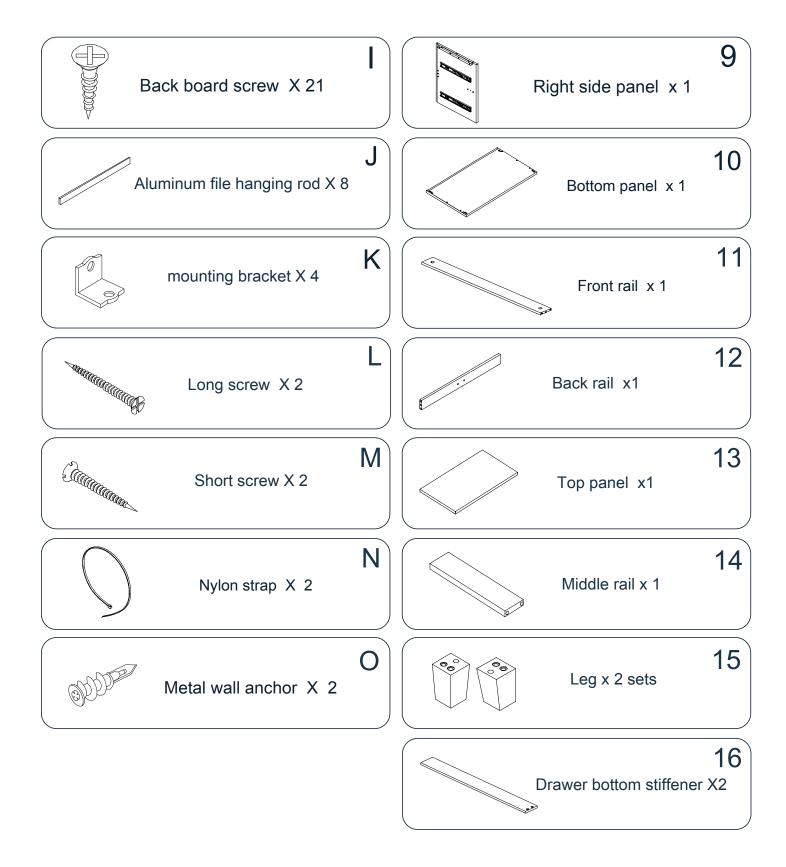
assembly instructions



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## morgan lateral file cabinet

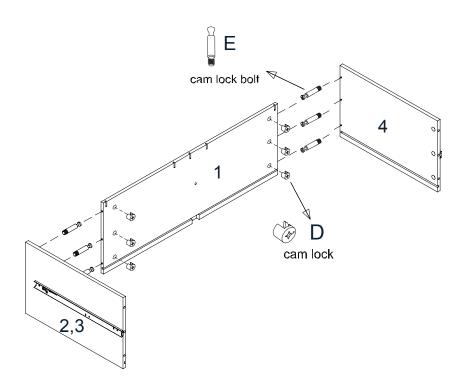
assembly instructions



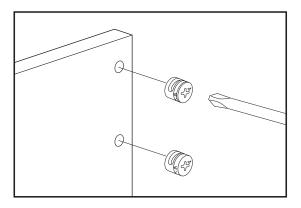
## morgan lateral file cabinet

assembly instructions

- 1. Screw cam lock bolts (E) into drawer side panels (2,3,4).
- 2. Insert cam locks (D) into holes in drawer back panel (1). Be sure the arrow on the cam lock points toward the cam bolt as shown.
- 3. Insert cam lock bolts into cam locks and tighten with a phillips screwdriver.



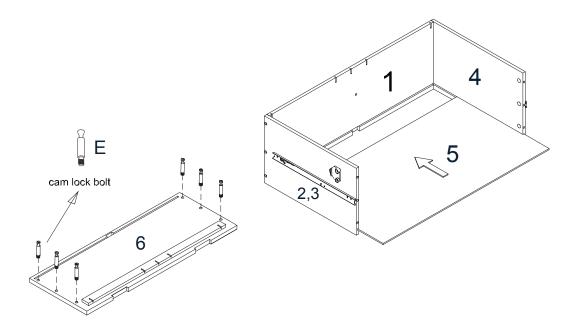
NOTE: The arrow of the cam lock should be pointing to the cam bolt when placed in hole as shown.



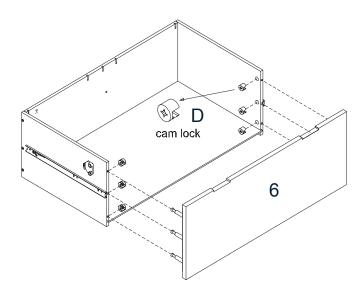
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assembly instructions

- 4. Screw cam lock bolts (E) into drawer front panels (6).
- 5. Slide drawer bottom panel (5) into drawer sides as shown.



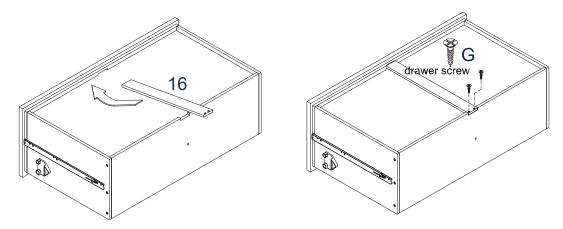
6. Insert cam locks (D) into holes in drawer side panels. Be sure the arrow on the cam lock points toward the cam bolts. Insert cam lock bolts into cam locks and tighten with a phillips screwdriver.



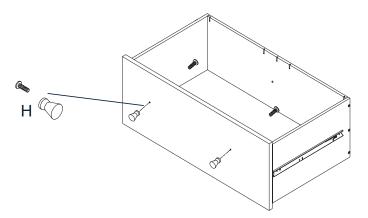
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assembly instructions

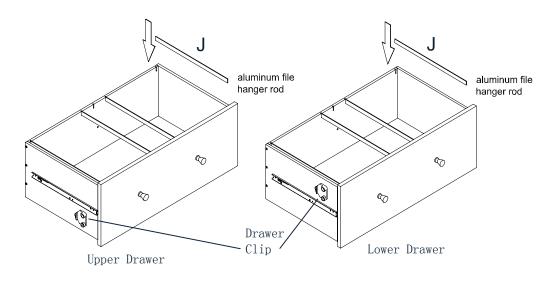
7. Slide drawer bottom stiffeners (16) into drawer bottoms and fasten with drawer screws (G). Tighten screws with a phillips screw-driver.



8. Fasten drawer pulls (H) to drawer fronts as shown. Tighten screws with a phillips screwdriver.



9. Insert aluminum file hanger rods (J) into notches in drawers.

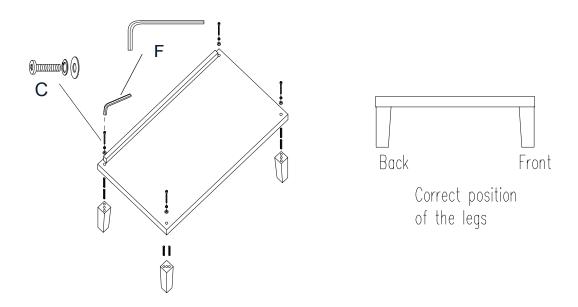


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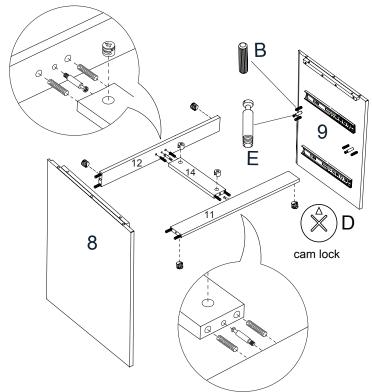
## morgan lateral file cabinet

assembly instructions

10. Fasten legs to the base using bolts, lock washers, flat washers (C) and wooden dowels (B) in order as shown. Tighten bolts using the allen key (F). Be sure to orient legs in the correct position as shown.

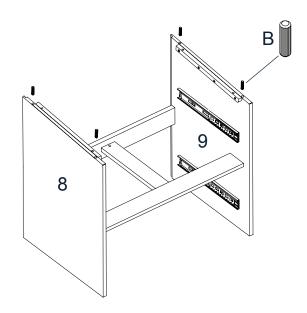


- 11. Screw cam lock bolts (E) and insert dowels (B) into front rail (11) and back rail (12) as shown in details below.
- 12. Insert cam locks (D) into holes in middle rail (14). Be sure the arrow on the cam lock points toward the cam bolt. Insert cam lock bolts into cam locks and tighten with a phillips screwdriver.
- 13. Screw cam lock bolts (E) and insert dowels (B) into left side panel (8), and right side panel (9).
- 14. Insert cam locks (D) into holes in front rail (11) and back rail (12). Insert cam lock bolts into cam locks and tighten with a phillips screwdriver.

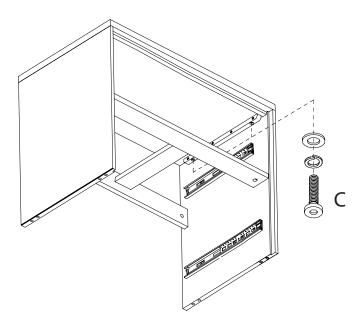


assembly instructions

15. Insert dowels (B) into top edge of sides (8,9) as shown.



16. Fasten top to sides using bolts, lock washers, and flat washers (C) in order as shown. Tighten bolts using the allen key.

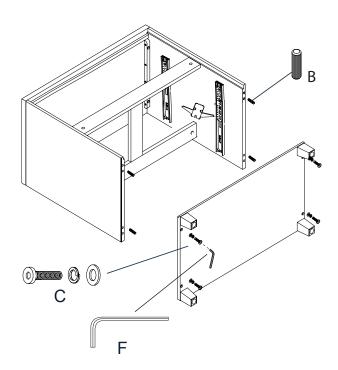


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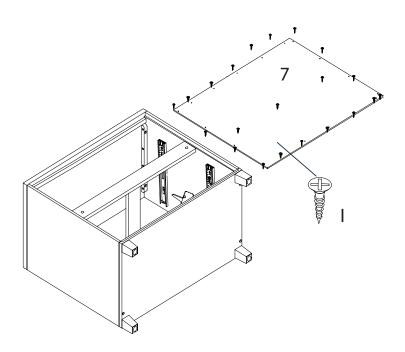
# morgan lateral file cabinet

assembly instructions

- 17. Insert dowels (B) into bottom edge of sides.
- 18. Fasten base to sides using bolts, lock washers, and flat washers (C) in order as shown. Tighten bolts using the allen key (F).



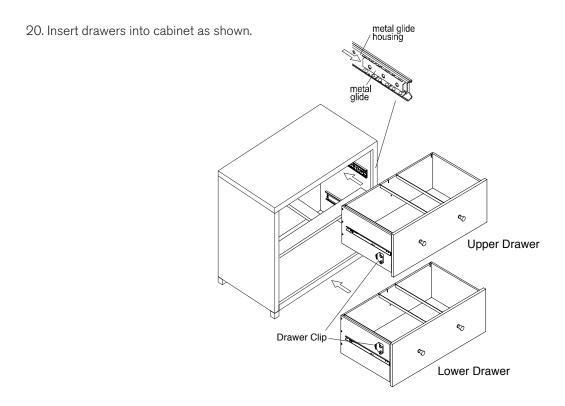
19. Fasten back panel (7) into back of cabinet using back board screws (I). Tighten screws with a phillips screwdriver.



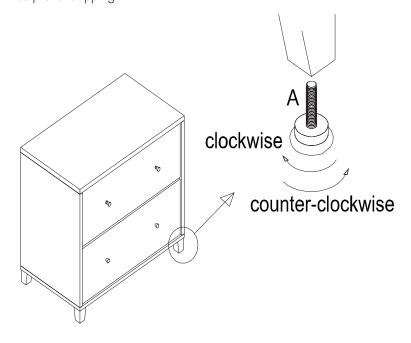
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# morgan lateral file cabinet

assembly instructions



#### 21. Adjust levelers as shown to prevent tipping.



#### CARE INSTRUCTION

Hardware may loosen over time. Periodically check that all connections are tight.

Wipe with a soft, dry cloth. To protect finish, avoid the use of chemicals and household cleaners.

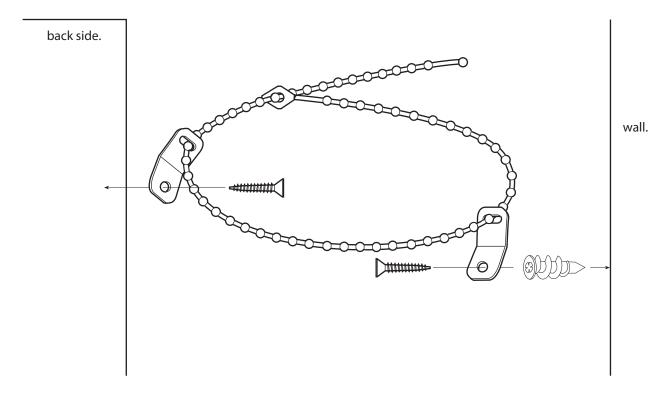
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assembly instructions

#### OVER BALANCE.

To prevent injury and property damage from unexpected tipping of furniture, we highly recommend installation of the two (2) sets of overbalance protection hardware included with this product

- 1. Attach the two mounting brackets securely to the back edge of the furniture. Place one on each of the side panels.
- 2. Determine where the furniture is to be placed and mark location on the wall for the other tw mounting bracket screw holes. It should be placed approximately 2" below the bracket mounted to the furniture.
- 3. Drill a 3/16" hole in the wall. Press the plastic anchor into the hole and gently tap until the flange on the anchor is against the wall surface.
- 4. Position the bracket over the anchor and use a screw to securely attach the bracket to the wall. Repeat steps 3 and 4 for the second bracket.
- 5. Place the furniture so the brackets on the back edge is in line with the brackets on the wall.
- 6. Lace an end of the nylon restraint strap down through each bracket. Bring both ends together and slide the beaded end of the strap through the keyhole shaped slot in the other end until snug. Pull down on the beaded end until it snap locks into the keyhole slot
- 7. To double lock, return the beaded end back through the keyhole
- 8. Check to make sure the strap is securely laced and locked to the brackets.
- 9. Repeat steps 6 through 8 for the second bracket set.



#### **CARE INSTRUCTIONS**

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