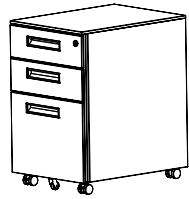


# 3-Drawer Square File Cabinet

UPLIFT DESK

SKU: STR040

## Package Contents



File Cabinet  
(qty 1)



Keys (qty 2)



Flange Lock  
Nut (qty 4)



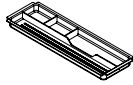
Support Caster  
Pin (qty 1)



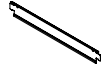
Split Lock  
Washer (qty 4)



14 mm Flat  
Wrench (qty 2)



Pencil Tray  
(qty 1)



Hanging Folder  
Bar (qty 1)



Front Locking  
Casters (qty 2)

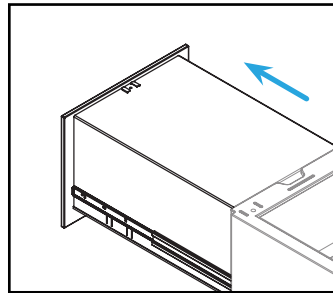
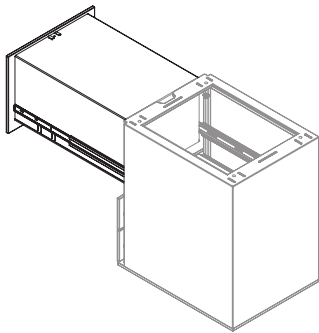


Rear Casters  
(qty 2)



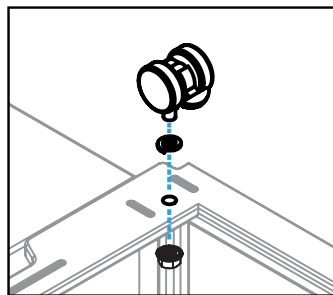
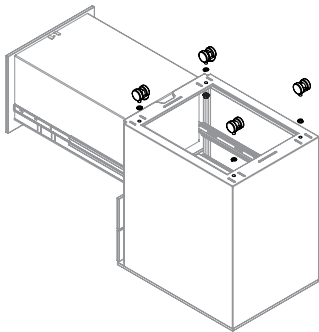
Support  
Caster (qty 1)

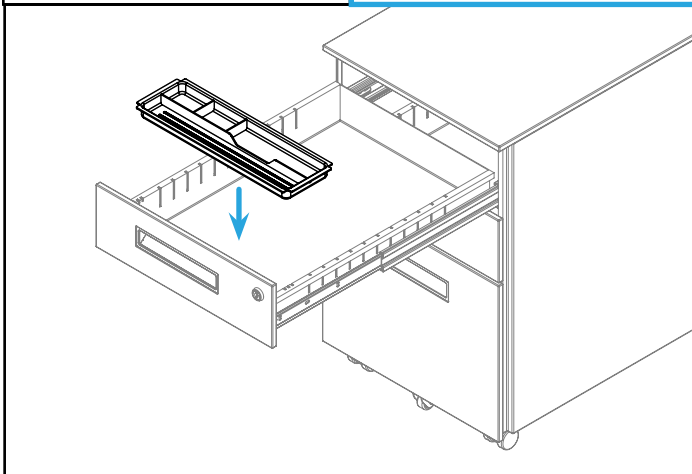
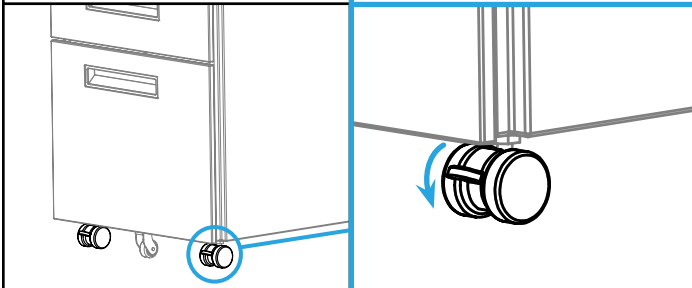
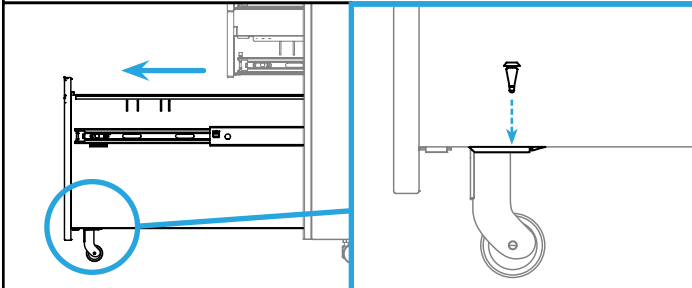
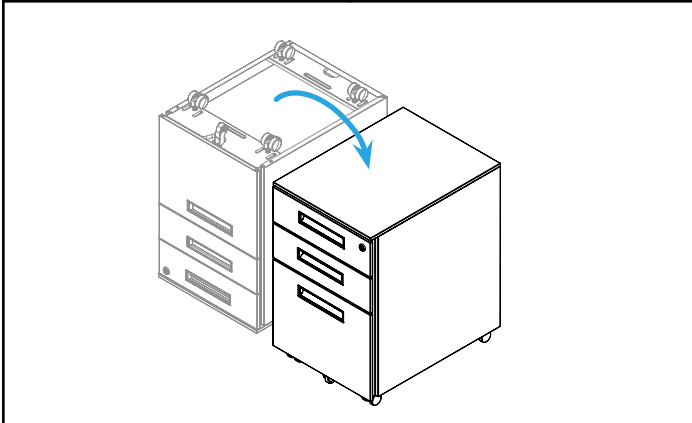
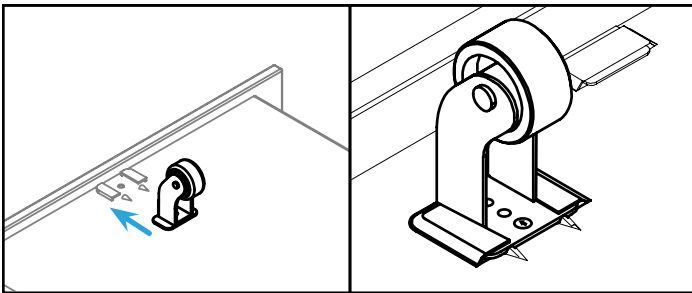
To prevent tipping, the max load of the top 2 drawers is 10 lbs each and the max load of the bottom drawer is 35 lb.



## STEP 1

- After unboxing the File Cabinet, unlock the drawers and remove the casters, Pencil Tray, and hardware from the top drawers.
- Grab a friend to help you turn the File Cabinet upside down on a clean blanket or carpet to protect the top surface from scratches. Be careful to keep the drawers from opening while turning the File Cabinet over.
- Pull out the bottom drawer, exposing the top and bottom sides of the caster mounting holes located at the 4 corners of the bottom surface.
- Put a Split Lock Washer on the stem of a Front Locking Caster and place the stem through one of the front holes.
- From the inside of the bottom surface, thread a Flange Lock Nut onto the Front Locking Caster stem. Use one 14 mm Flat Wrench to hold the integrated caster nut and tighten the Flange Lock Nut with the other 14 mm Flat Wrench.
- Repeat steps 1.D and 1.E for the remaining casters, making sure the other Front Locking Caster is installed in the other hole at the front of the File Cabinet, and the 2 Rear Casters (non-locking) are installed in the back.





## STEP 2 (Optional)

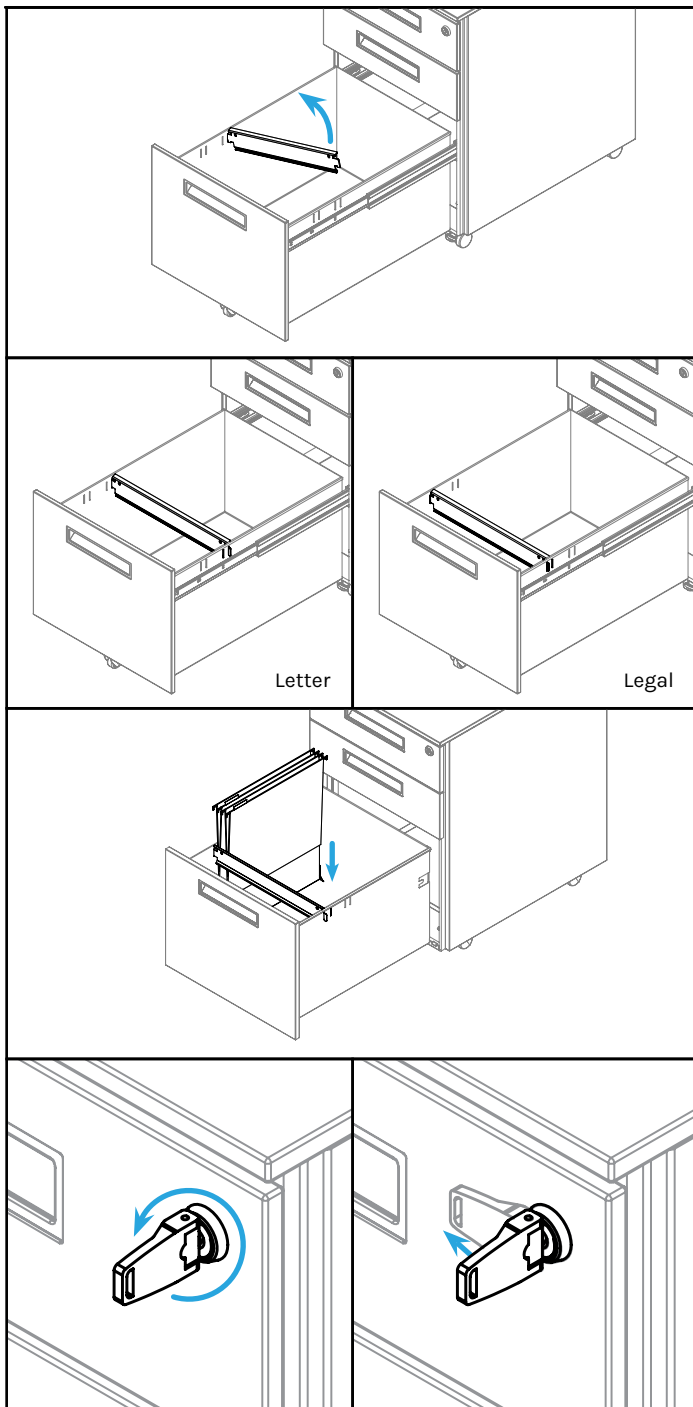
- The Support Caster is optional and should be used if the contents of the bottom drawer might exceed 7.5 lb, which could cause the File Cabinet to tip forward when opened.
- Orient the Support Caster as shown so that the arrow is pointing towards the front of the File Cabinet and the caster is angled towards the back of the File Cabinet. Slide into the slots at the front edge of the File Cabinet until the back edge of the caster is past the 2 bumps, locking it in place.
- You and your friend can now safely turn the File Cabinet over to its upright position.
- Test the casters by rolling the File Cabinet around a bit to ensure it is stable.
- Insert the Support Caster Pin into the hole inside the bottom drawer. This will secure the Support Caster in place and keep it from dislodging.

## STEP 3 (Optional)

- To keep your File Cabinet stationary, simply flip the tabs on the 2 Front Locking Casters into the "down" position.

## STEP 4 (Optional)

- Open either of the top 2 drawers and insert the Pencil Tray into the drawer of your choice.
- There are notches on both sides of the drawer providing 11 positions for the tray.
- Tabs on the bottom of the tray align with the notches in the drawer, preventing the tray from sliding when the drawer is opened and closed.



## STEP 5 (Optional)

- Letter and legal-size hanging file folders will hang lengthwise on the Hanging Folder Bar and back edge of the bottom drawer, leaving storage space at the front of the drawer.
- To move the Hanging Folder Bar, lift up on one end and gently pull the side of the drawer out to disengage the bar, then rotate slightly and lift the bar to disengage the other end.
- For letter file folders, install the bar in the slots located closest to the back of the drawer. Note the orientation of the bar, the folded edge of the bar should face toward the front of the drawer.
- For legal file folders, install the bar in the slots located closest to the front of the drawer. Note the orientation of the bar, the folded edge of the bar should face toward the front of the drawer.

## STEP 6 (Optional)

- If you want to lock the drawers, simply insert one of the Keys and rotate it 180° counterclockwise. To unlock the drawer, turn the key back 180° clockwise. The lock will secure all 3 drawers.
- If you'd like to keep your key in the lock to avoid losing it, just flip the tab down so it doesn't get snagged on your clothes or personal items.

## ⚠ CAUTIONS & WARNINGS

- ⚠ **CAUTION:** Read all instructions before assembly. Failure to assemble properly may result in damage or personal injury.
- ⚠ **WARNING:** Do NOT stand or sit on the unit. Do not sit on, stand in, or lean on open drawers.
- ⚠ **CAUTION:** To prevent the unit from tipping over, only have one drawer open at a time.
- ⚠ **CAUTION:** To prevent tipping, the max load of the top 2 drawers is 10 lbs each and the max load of the bottom drawer is 35 lb.

# UPLIFT DESK®

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