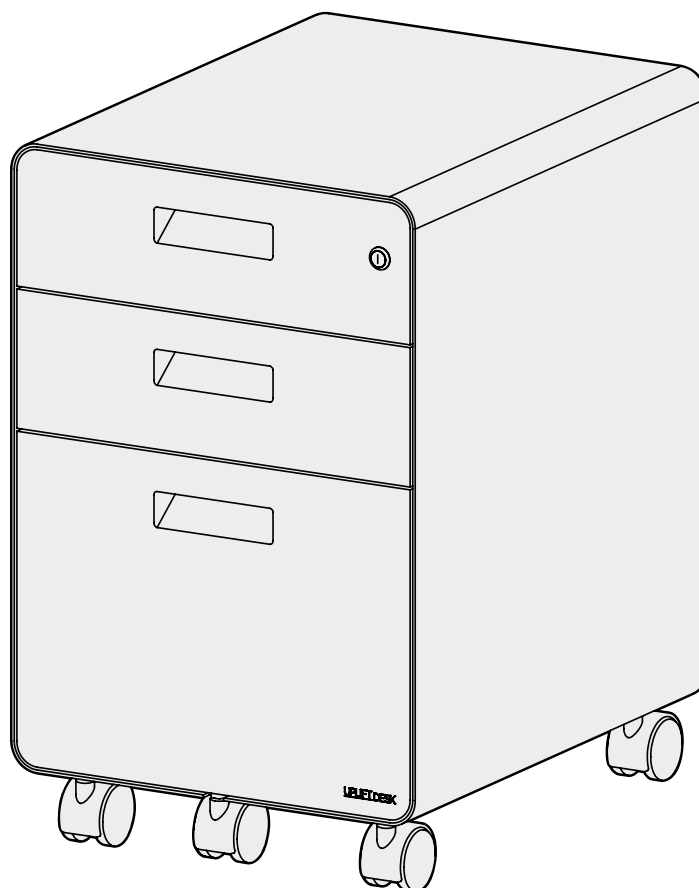


3-Drawer File Cabinet

STR003

UPLIFT DESK

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product webpage



Safety and Warnings



CAUTION: Read all instructions before assembly. Failure to assemble or operate properly may result in damage or personal injury. Retain manual for future reference.



CAUTION: To prevent tipping, do not exceed the max load of the top drawers (11 lb) and the max load of the bottom drawer (22 lb).



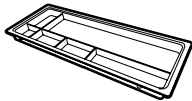
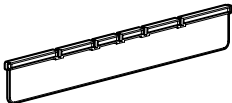
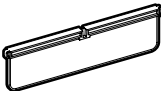
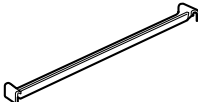
CAUTION: To prevent the unit from tipping over, only have one drawer open at a time.



CAUTION: Do NOT stand on top of the unit and do not sit on, stand in, or lean on open drawers.

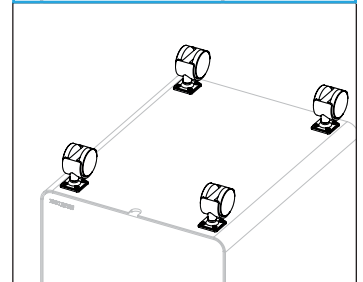
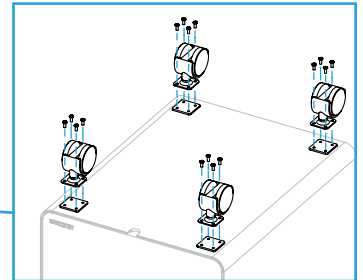
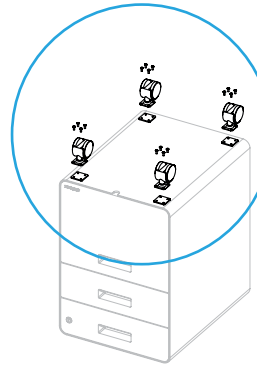
Under no circumstances does the manufacturer accept warranty or liability claims for damages caused from improper use of this product. Please provide these instructions to any new user or owner of the product.

Package Contents

File Cabinet 	Front Locking Caster qty 2 	Rear Caster qty 2 	Support Caster 
Pencil Tray 	Long Drawer Divider 	Medium Drawer Divider qty 2 	Short Drawer Divider qty 2 
Hanging Folder Bar 	Keys qty 2 	Screw qty 16 	Flat Wrench 

Step 1 - Front & Rear Caster Installation

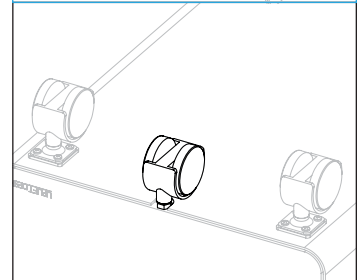
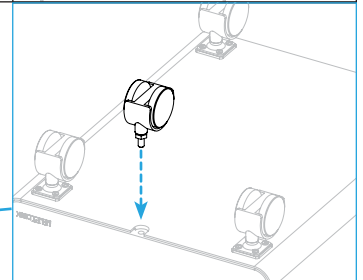
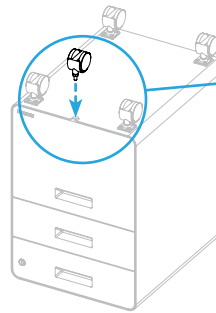
- After unboxing the File Cabinet, unlock the drawers and remove the Casters, Pencil Tray, Drawer Dividers, and hardware from the middle drawer.
- Turn the File Cabinet upside down on a clean blanket or carpet to protect the top surface from scratches. Be careful to keep the drawers closed while turning the File Cabinet over.
- Install the two Front Locking Casters at the front of the File Cabinet (the side with the drawer handles) using four of the Screws per caster and a Phillips head screwdriver.
- Install the two Rear Casters at the rear of the File Cabinet using four of the Screws per caster and a Phillips head screwdriver.



Step 2 - Support Caster Installation (recommended)

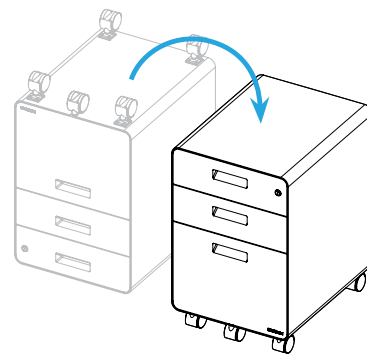
The Support Caster is optional, but should be used if the contents of the bottom drawer might cause the File Cabinet to tip forward when opened.

- Align the threaded stem of the Support Caster with the threaded hole located at the front center of the File Cabinet.
- Start to thread the stem into the hole by hand and then fully tighten it using the Flat Wrench.



Step 3 - Flip File Cabinet Upright

- Turn the File Cabinet over to its upright position. Once again, be careful to keep the drawers closed while turning the File Cabinet over.
- Test the Casters by rolling the File Cabinet around a bit to ensure it is stable.

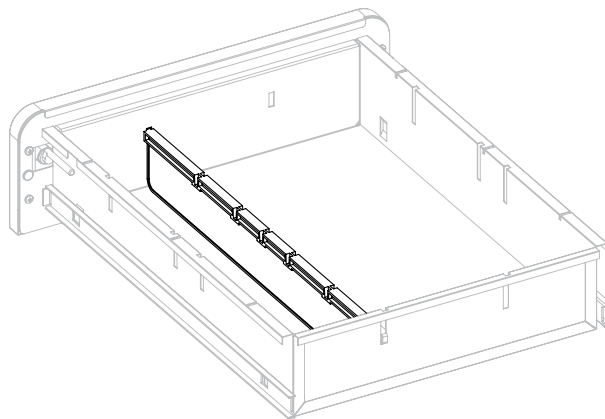
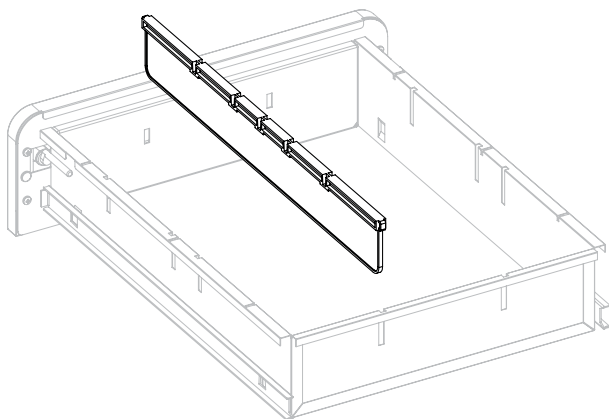


Step 4 - Drawer Divider Installation

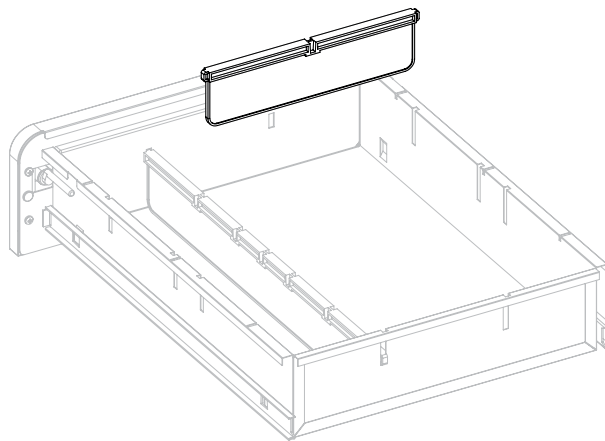
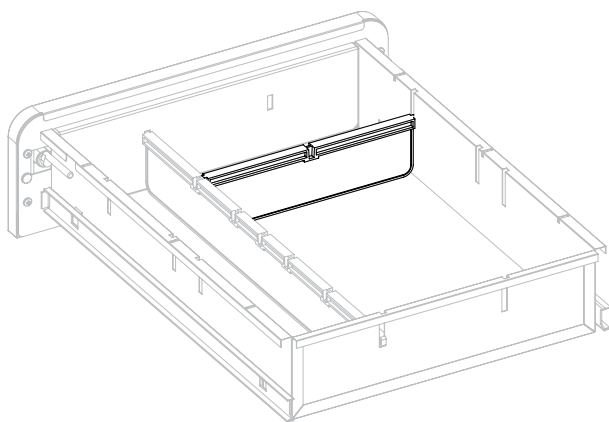
The File Cabinet comes with Drawer Dividers for the top or middle drawer to help keep your drawer contents neat and organized. If you prefer, you can leave the Drawer Dividers out to allow larger objects to fit inside.

For this step, we are showing the dividers inserted in the top drawer and the drawer separate from the File Cabinet. It is NOT necessary to remove the drawer from the File Cabinet to install the Drawer Dividers.

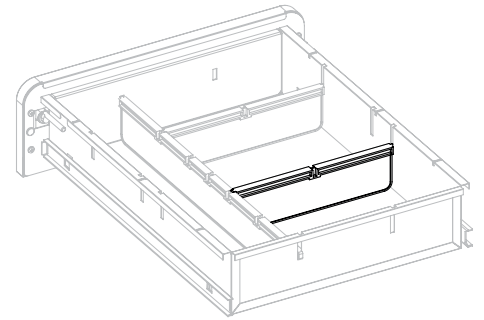
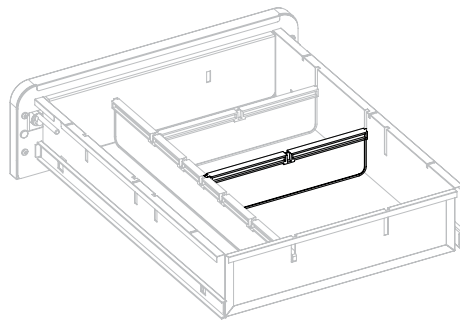
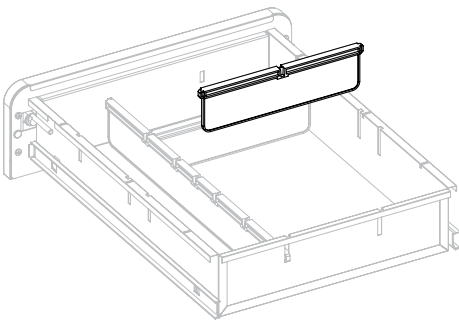
- A. Open the top or middle drawer of the File Cabinet.
- B. Choose the side you would like to place the Long Drawer Divider based on where you prefer to have the larger compartments.
- C. With the wider edge of the divider facing up as shown, insert the tab at one end of the Long Drawer Divider into one of the rectangular holes located on the inside face at the front of the drawer, and then slide the tab at the other end of the divider down into the slot at the back of the drawer, opposite the hole at the front.



- D. Align the tabs on the ends of one of the Medium Drawer Dividers with the wide slot near the front of the drawer and the slot in the Long Drawer Divider located directly across from the drawer slot. Slide the divider down into the slots.



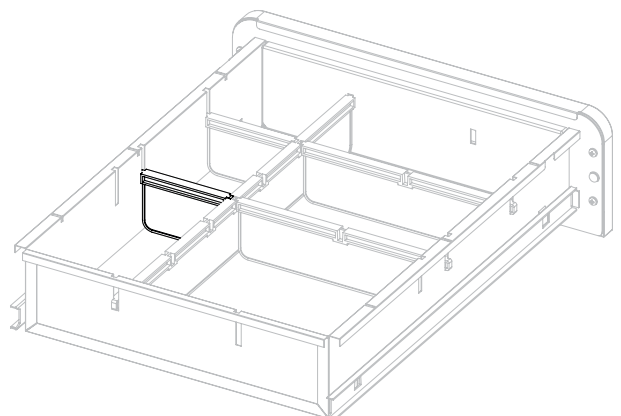
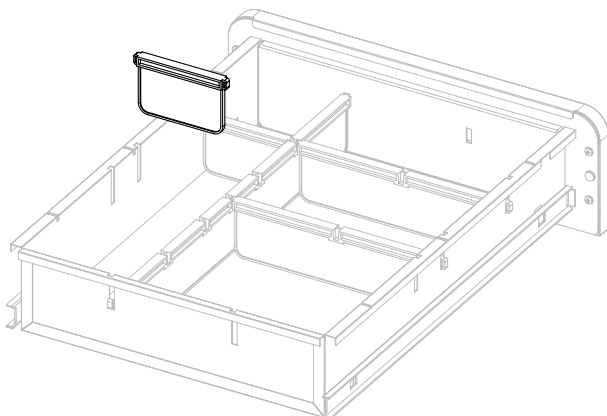
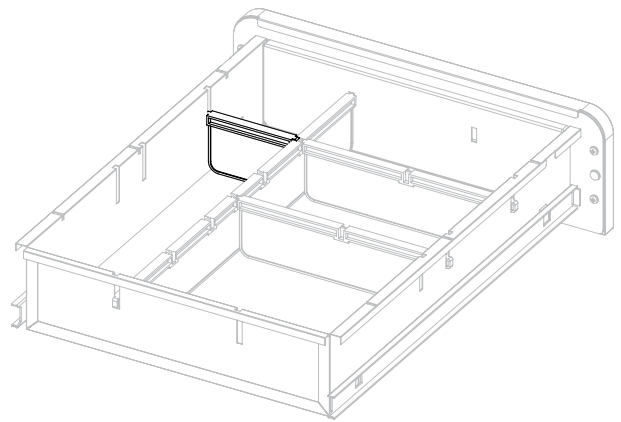
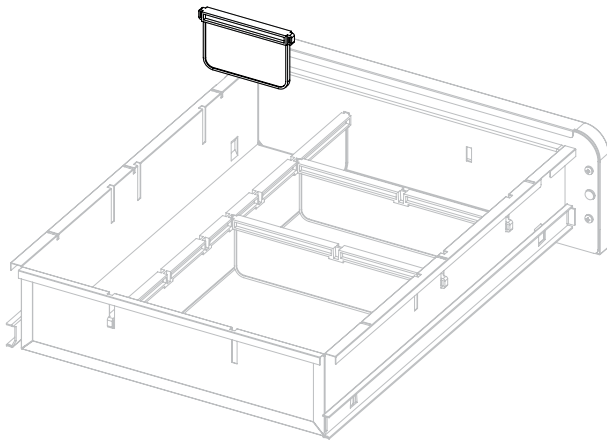
- A. Choose which location you would like to place the second Medium Drawer Divider, and align the tabs on the ends of the divider with the wide slot in the drawer and the slot in the Long Drawer Divider located directly across from the drawer slot. Slide the divider down into the slots.



Medium Drawer Divider location
(option 1)

Medium Drawer Divider location
(option 2)

- B. Align the tabs on the ends of the Short Drawer Dividers with the slots in the drawer and the Long Drawer Divider directly across from the location of the Medium Drawer Dividers. Slide the dividers into place.



Step 5 - Pencil Tray Installation

The File Cabinet comes with a removable Pencil Tray for the top or middle drawer to help keep your small items neat and organized.

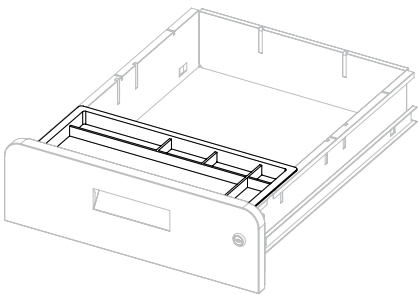
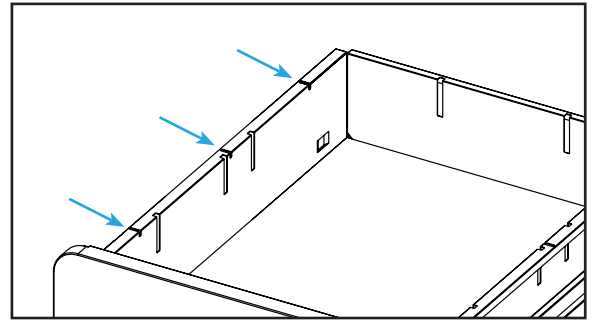
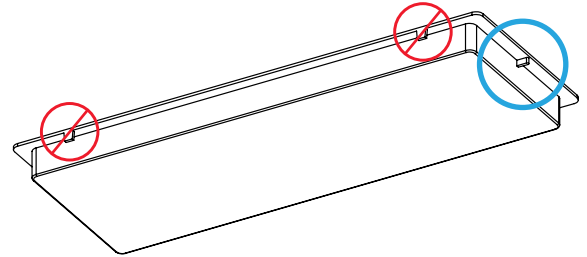
For this step, we are showing the Pencil Tray inserted in the top drawer and the drawer separate from the File Cabinet. It is NOT necessary to remove the drawer from the File Cabinet to install the Pencil Tray.

- A. Open the top or middle drawer of the File Cabinet.
- B. Tabs on the ends of the Pencil Tray (shown circled) align with slots in the drawer, preventing the tray from sliding when the drawer is opened and closed.

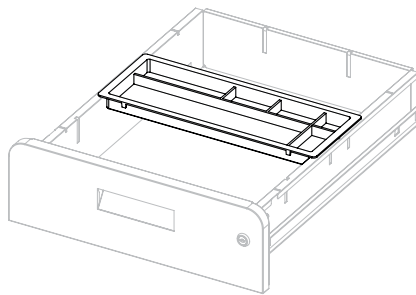
Note: The two small tabs located along the long sides of the Pencil Tray (shown crossed out) are not used and can be ignored.

- C. Small slots on the sides of the drawer provide three optional

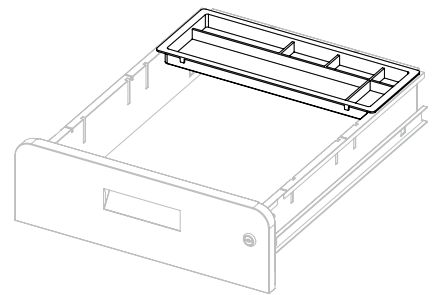
positions for the Pencil Tray at the front, middle, and rear of the drawer.



Front tray position



Middle tray position

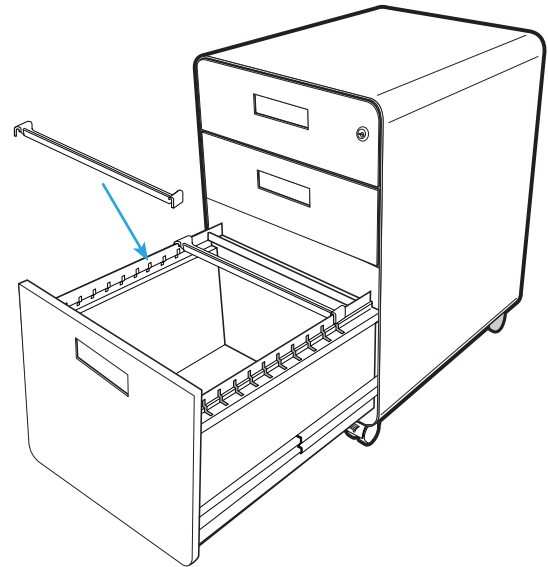


Rear tray position

Step 6 - Hanging Folder Bar

The File Cabinet comes with a Hanging Folder Bar for letter size folders. If you plan to hang legal size folders or no folders at all, skip this step.

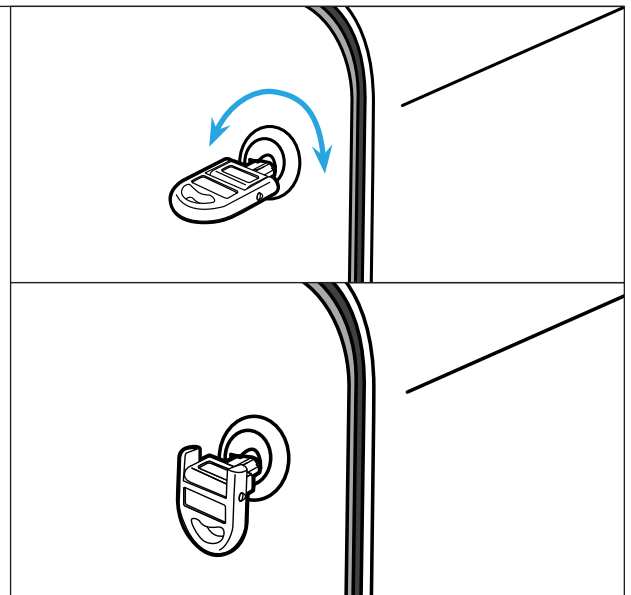
- A. Open the bottom drawer of the File Cabinet.
- B. Insert the Hanging Folder Bar in the slots toward the back of the drawer with the bar in the orientation shown.



Step 7 - Locking the File Cabinet

The File Cabinet comes with two Keys in case one becomes lost. If you lose both Keys, contact us for replacements. We will just need to know the number engraved in the front face of the lock.

- A. To lock the File Cabinet drawers, simply insert the Key and turn 180° counterclockwise. The lock will secure both drawers. To unlock, turn the Key back 180° clockwise.
- B. While using the File Cabinet, flip the Key down as shown to prevent snagging on clothes or other items.



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