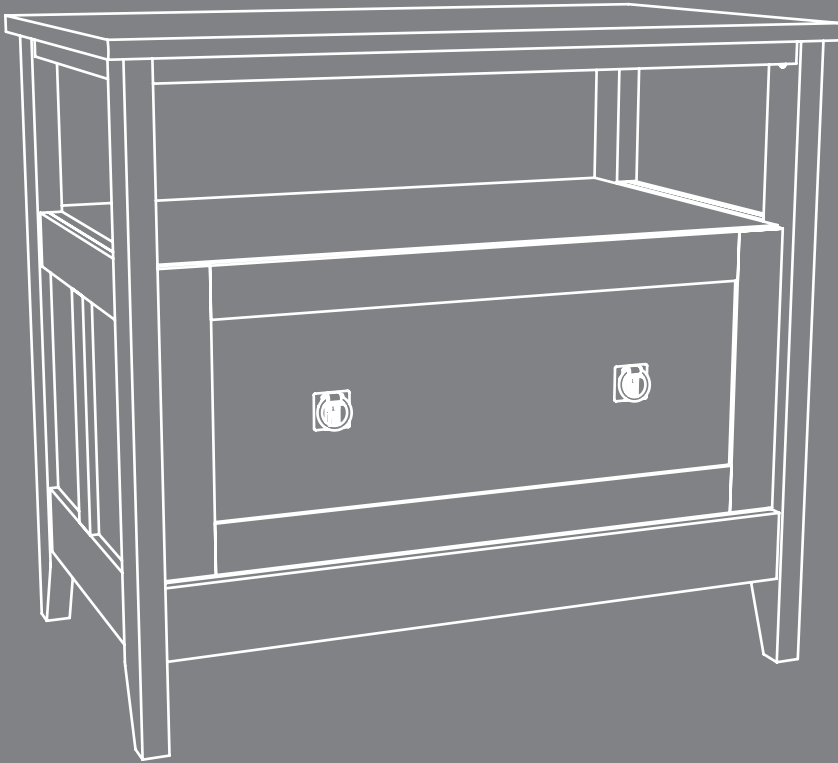


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Teknik



Congratulations. You
are now an adult.

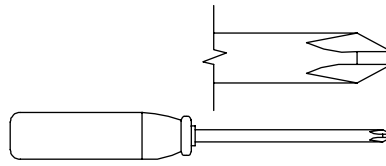
Home Study Lateral Filer

Model 5426133

Table of Contents

Assembly Tools Required

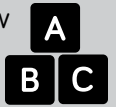
Part Identification	3
Hardware Identification	4-5
Assembly Steps	6-30



No. 2 Phillips Screwdriver
Tip Shown Actual Size

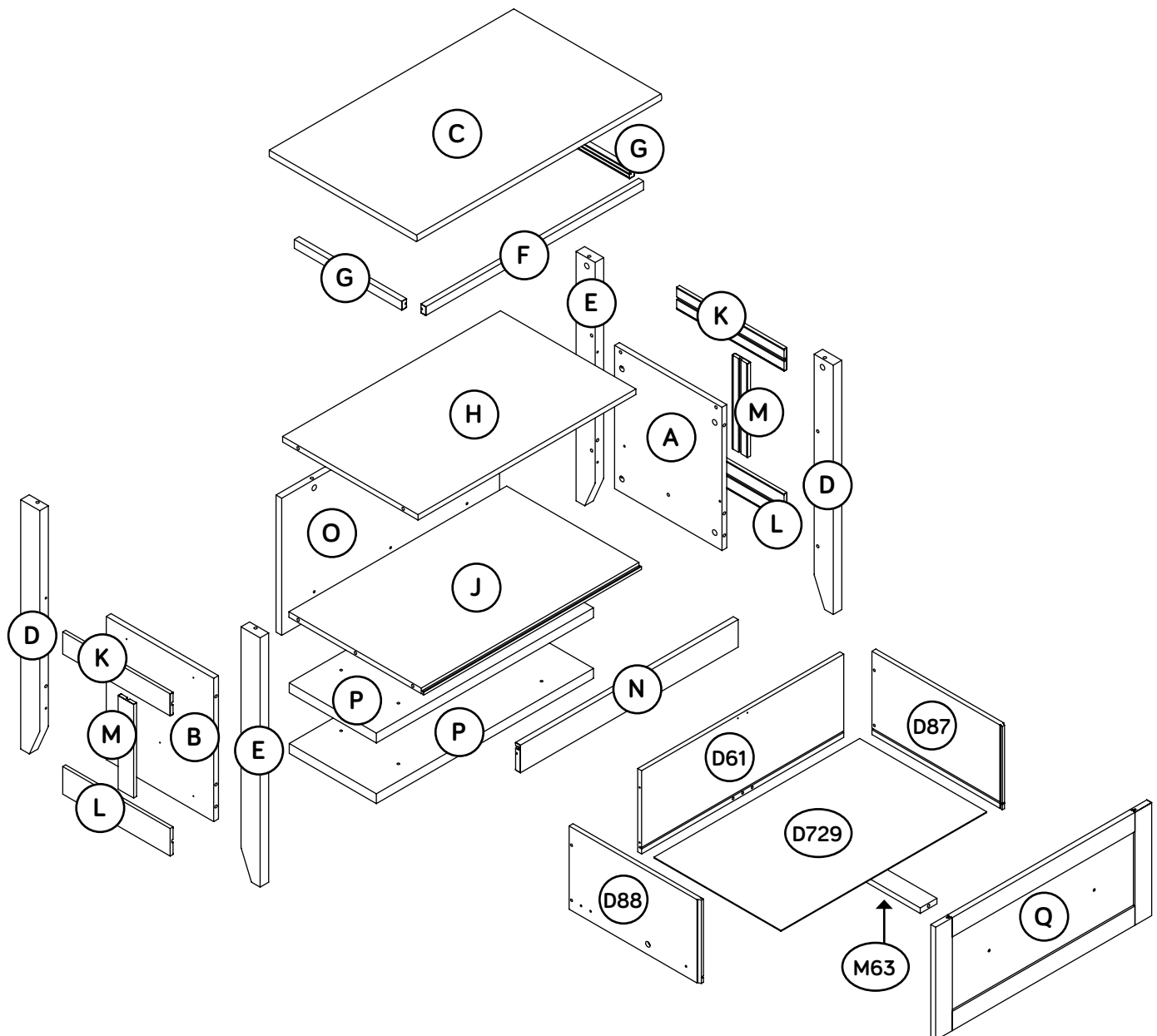
Part Identification

Now you know
our ABCs.



† While not all parts are labeled, some of the parts will have a label or an inked letter on the edge to help distinguish similar parts from each other. Use this part identification to help identify similar parts.

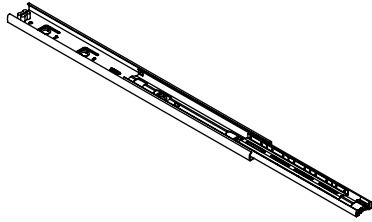
A	RIGHT END (1)	D729	DRAWER BOTTOM (1)	L	LOWER END MOLDING (2)
B	LEFT END (1)	E	LEFT FRONT/RIGHT REAR LEG (2)	M	END MOLDING (2)
C	TOP (1)	F	FRONT MOLDING (1)	M63	DRAWER BRACE (1)
D	RIGHT FRONT/LEFT REAR LEG (2)	G	TOP END MOLDING (2)	N	BOTTOM MOLDING (1)
D61	DRAWER BACK (1)	H	SHELF (1)	O	BACK (1)
D87	RIGHT DRAWER SIDE (1)	J	BOTTOM (1)	P	BALLAST (2)
D88	LEFT DRAWER SIDE (1)	K	UPPER END MOLDING (2)	Q	DRAWER FRONT (1)



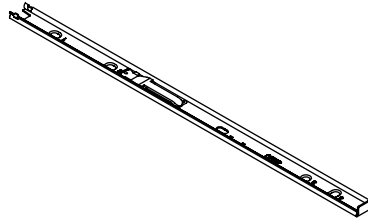
Hardware Identification

(EXTENSION SET SHOWN SEPARATED)

40MA EXTENSION RAIL - 2



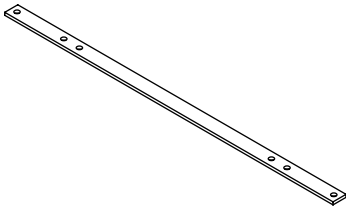
40MC EXTENSION SLIDE - 2



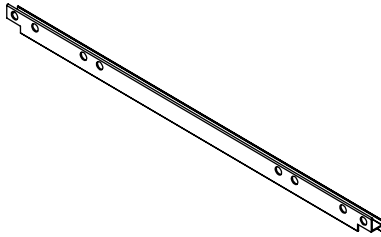
10A SLIDE CAM - 2



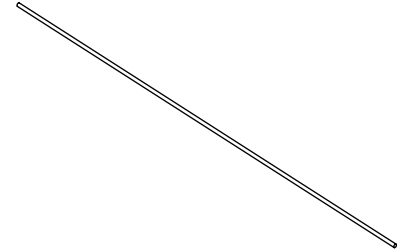
1B FILE BAR - 2



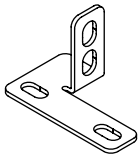
6B FILE GLIDE - 2



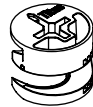
9B FILE ROD - 2



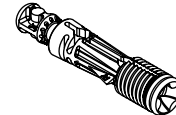
12B FILE BRACKET - 2



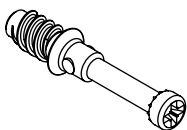
1F HIDDEN CAM - 24



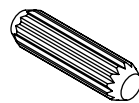
2F CAM DOWEL - 15



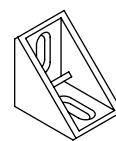
8F CAM SCREW - 9



15F WOOD DOWEL - 6



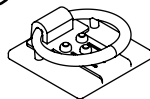
5G ANGLE BRACKET - 7



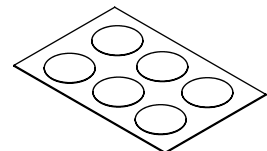
10I WASHER - 2



22K PULL - 2



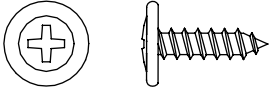
100P APPLIQUE CARD - 5



Hardware Identification

↑ Screws are shown actual size. You may receive extra hardware with your unit.

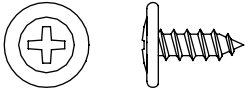
1S BLACK 9/16" LARGE HEAD SCREW - 14



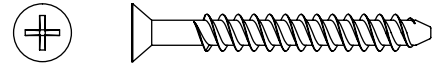
3S GOLD 5/16" FLAT HEAD SCREW - 8



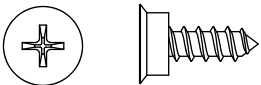
6S BROWN 7/16" LARGE HEAD SCREW - 4



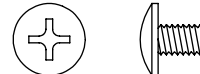
30S BLACK 1-9/16" FLAT HEAD SCREW - 5



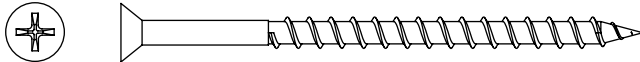
32S BLACK 9/16" FLAT HEAD SCREW - 12



61S SILVER 1/4" MACHINE SCREW - 2



100S BLACK 2-3/4" FLAT HEAD SCREW - 4

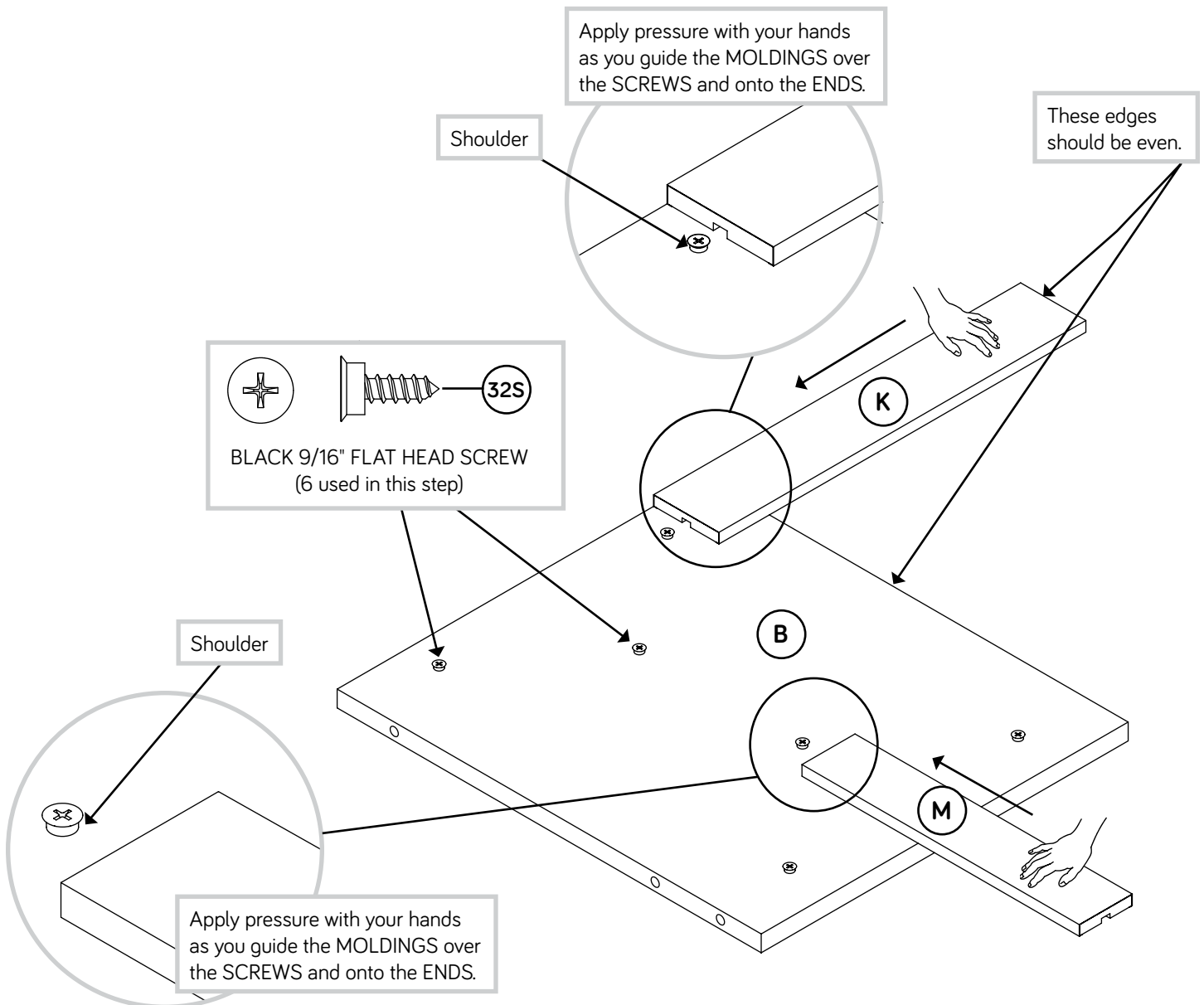


113S BLACK 1-15/16" FLAT HEAD SCREW - 3



Step 1

- ✚ Assemble your unit on a carpeted floor or on the empty carton to avoid scratching your unit or the floor.
- ✚ Turn six BLACK 9/16" FLAT HEAD SCREWS (32S) into the LEFT END (B) until the shoulders of the SCREWS rest on the surface of the LEFT END.
- ✚ **NOTE:** Do not overtighten the SCREWS.
- ✚ Slide the UPPER END MOLDING (K) onto the LEFT END (B). Line up the groove in the MOLDING over the heads of the SCREWS in the LEFT END.
- ✚ **NOTE:** If the MOLDING comes up off of the SCREWS, remove it and slide it on again.
- ✚ Slide the END MOLDING (M) onto the LEFT END (B) until it is against the UPPER END MOLDING (K). Line up the groove in the MOLDING over the heads of the SCREWS in the LEFT END.
- ✚ **NOTE:** If the MOLDING comes up off of the SCREWS, remove it and slide it on again.

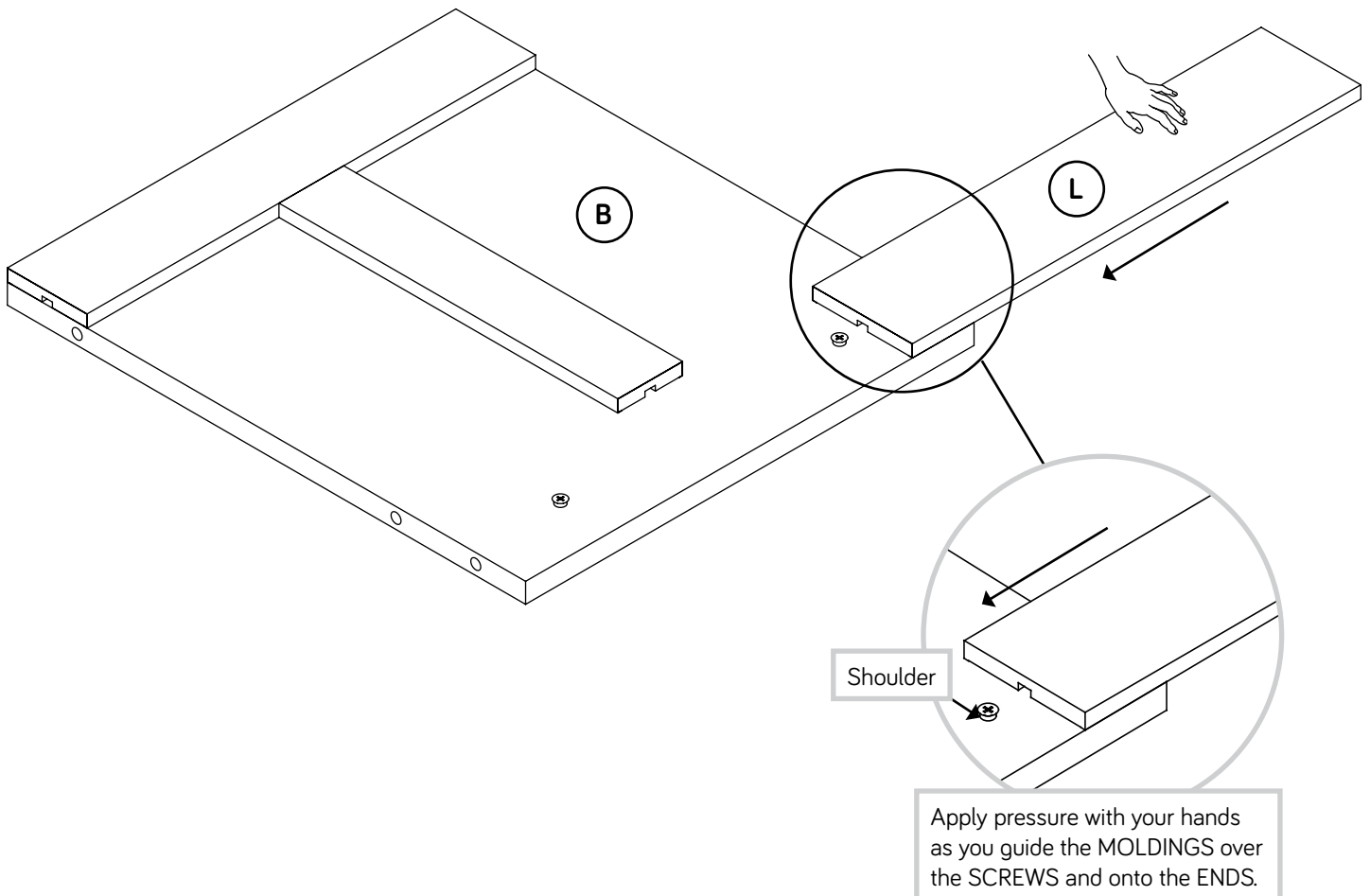


Step 2

- Slide the LOWER END MOLDING (L) onto the LEFT END (B).
Line up the groove in the MOLDING over the heads of the SCREWS in the LEFT END.
- NOTE:** The MOLDING should be even on both edges of the END.
- NOTE:** If the MOLDING comes up off of the SCREWS, remove it and slide it on again.

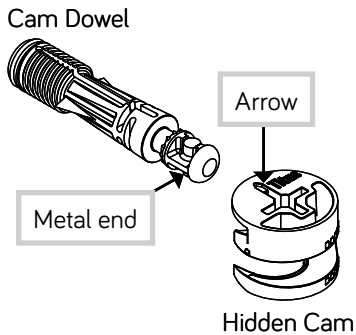


Just think. The sooner you do this, the sooner you do something else.



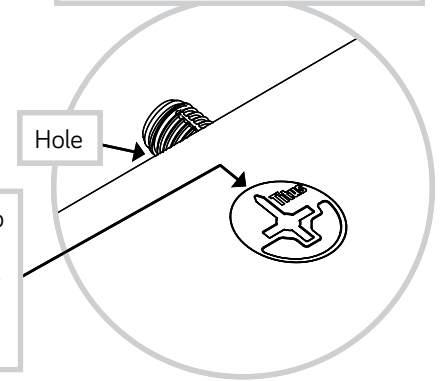
Hardware Usage Guide

HOW TO USE A HIDDEN CAM & CAM DOWEL



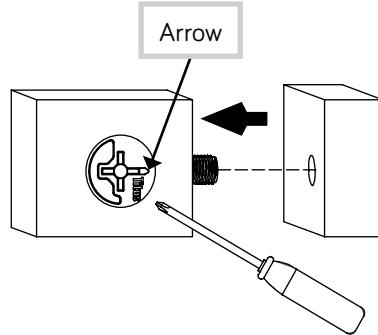
2. Insert the metal end of the CAM DOWEL into the HIDDEN CAM.

1. Push a HIDDEN CAM into the part. The arrow in the HIDDEN CAM must point toward the hole in the edge of the board.



3. **Caution**
 Risk of damage or injury. HIDDEN CAMS must be completely tightened. HIDDEN CAMS that are not completely tightened may loosen, and parts may separate. To completely tighten:

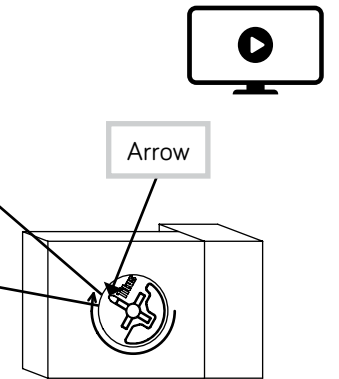
Start



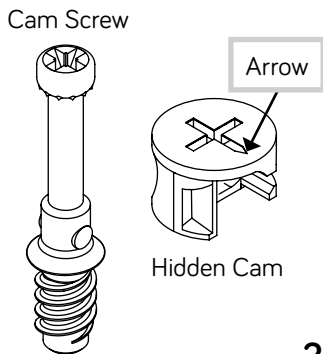
Tighten

Maximum 210 degrees

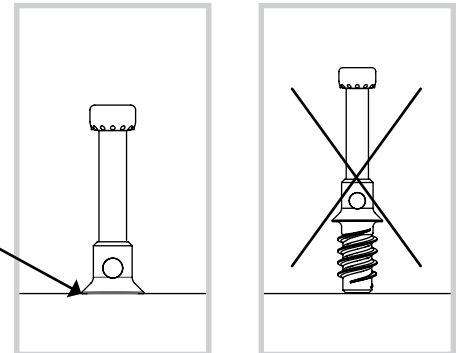
Minimum 190 degrees



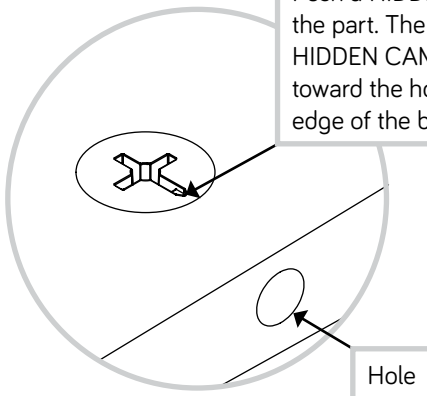
HOW TO USE A HIDDEN CAM & CAM SCREW



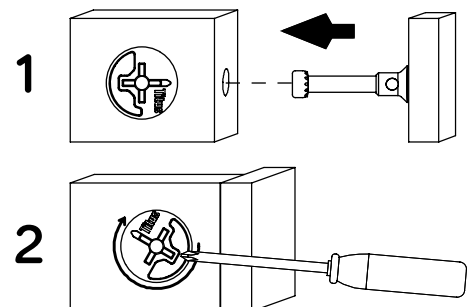
1. Turn the CAM SCREW until the shoulder is against the surface of the part.



2. Push a HIDDEN CAM into the part. The arrow in the HIDDEN CAM must point toward the hole in the edge of the board.



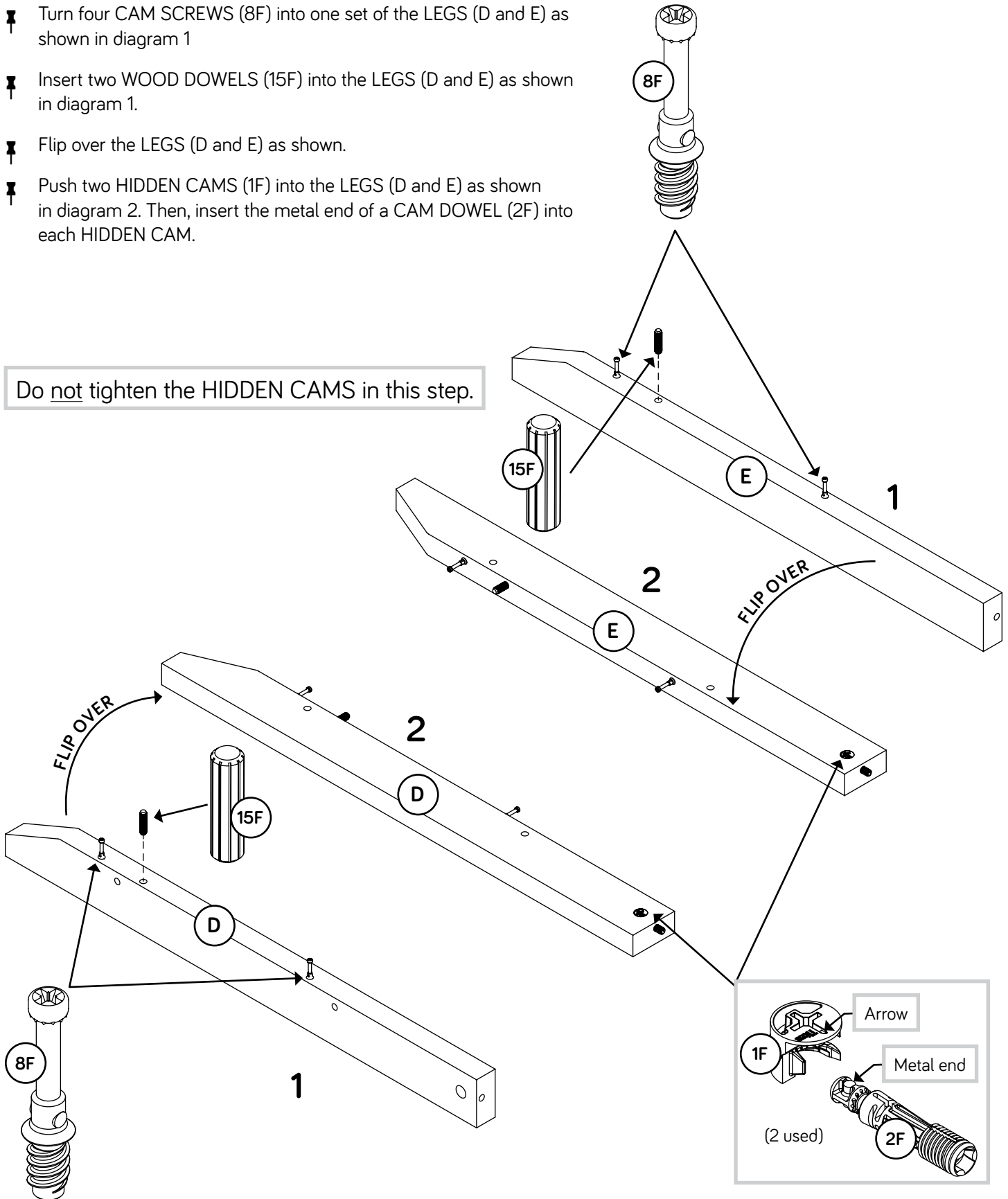
3. Insert the CAM SCREW into the HIDDEN CAM. Tighten the HIDDEN CAM.



Step 3

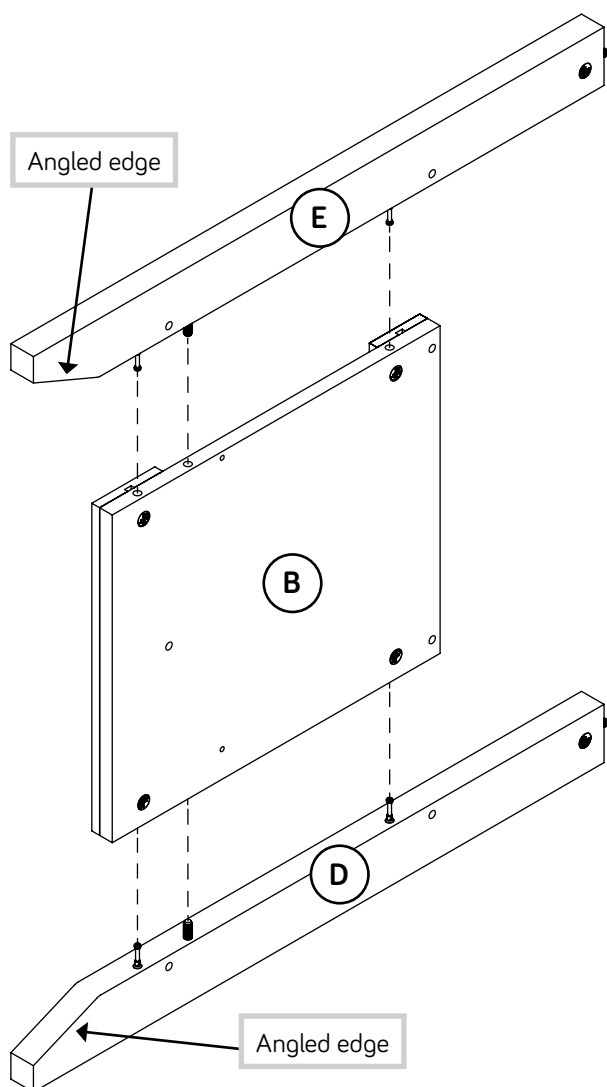
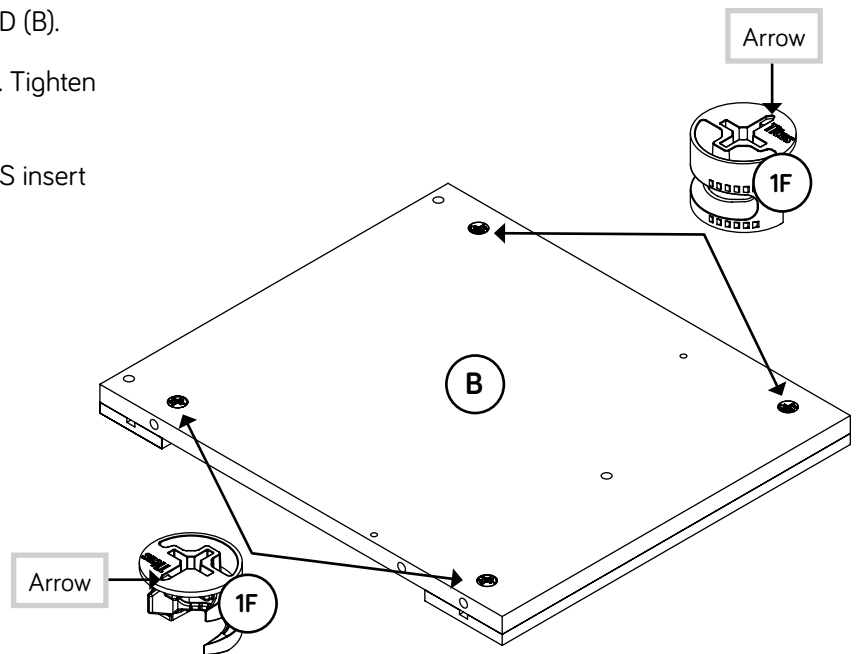
- ✚ Turn four CAM SCREWS (8F) into one set of the LEGS (D and E) as shown in diagram 1
- ✚ Insert two WOOD DOWELS (15F) into the LEGS (D and E) as shown in diagram 1.
- ✚ Flip over the LEGS (D and E) as shown.
- ✚ Push two HIDDEN CAMS (1F) into the LEGS (D and E) as shown in diagram 2. Then, insert the metal end of a CAM DOWEL (2F) into each HIDDEN CAM.

Do not tighten the HIDDEN CAMS in this step.



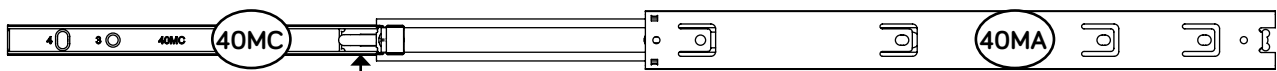
Step 4

- ✚ Push four HIDDEN CAMS (1F) into the LEFT END (B).
- ✚ Fasten the LEGS (D and E) to the LEFT END (B). Tighten four HIDDEN CAMS.
- ✚ NOTE: Be sure the WOOD DOWELS in the LEGS insert into the RIGHT END.

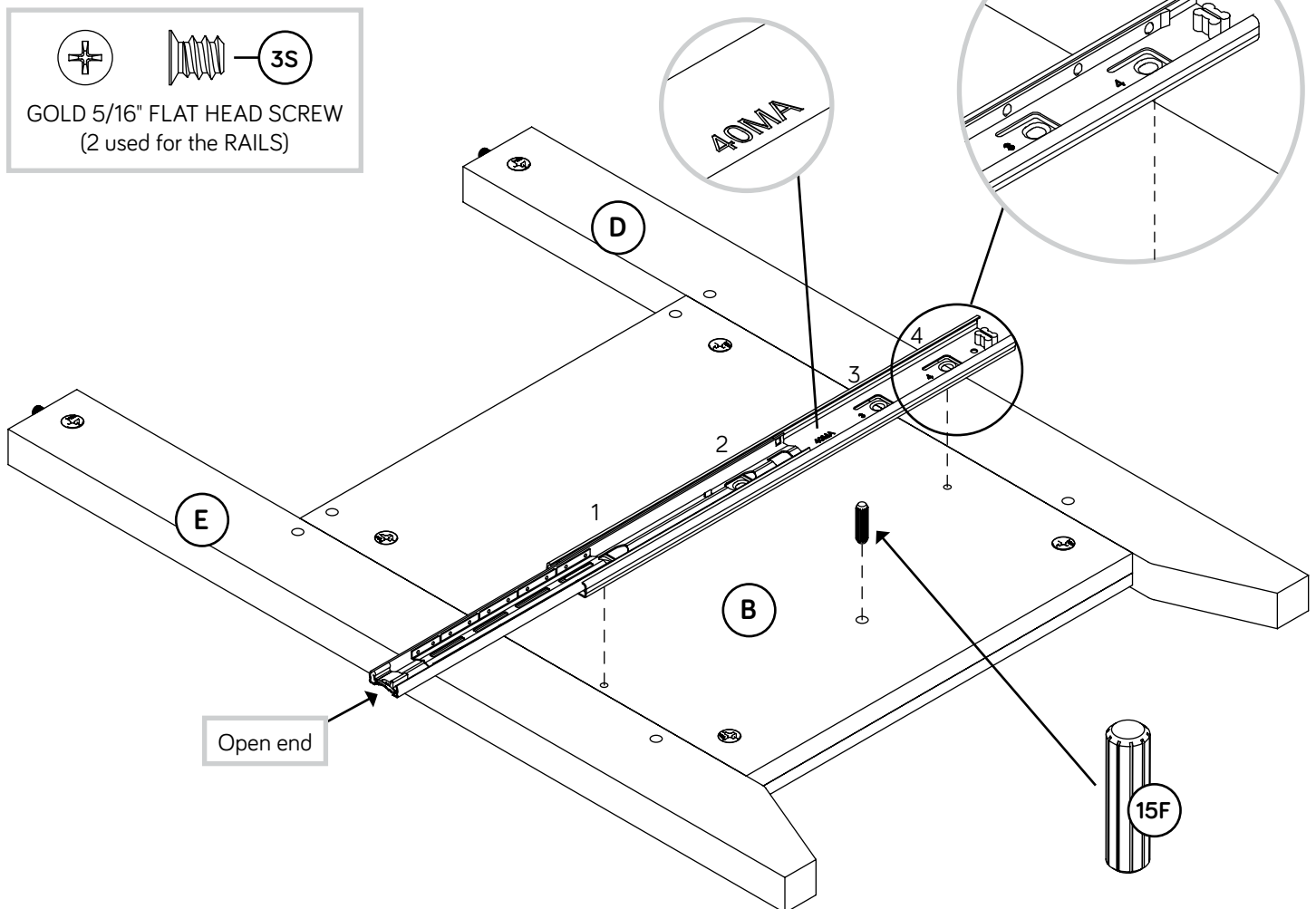


Step 5

- ✚ Separate the EXTENSION SLIDES (40MC) from the EXTENSION RAILS (40MA) as shown in the upper diagram below. Be prepared, the parts are greasy.
- ✚ Fasten a EXTENSION RAIL (40MA) to the LEFT END (B). Use two GOLD 5/16" FLAT HEAD SCREWS (3S) through holes #1 and #4.
- ✚ **NOTE:** For each EXTENSION RAIL, turn a SCREW into the hole shown in the enlarged diagram. Then, slide the inner cartridge of the EXTENSION RAIL in to find the other hole that lines up with the hole in the LEFT END. Turn a SCREW into this hole.
- ✚ **NOTE:** The EXTENSION SLIDES will be used later for the DRAWERS.
- ✚ Insert a WOOD DOWEL (15F) into the LEFT END (B).



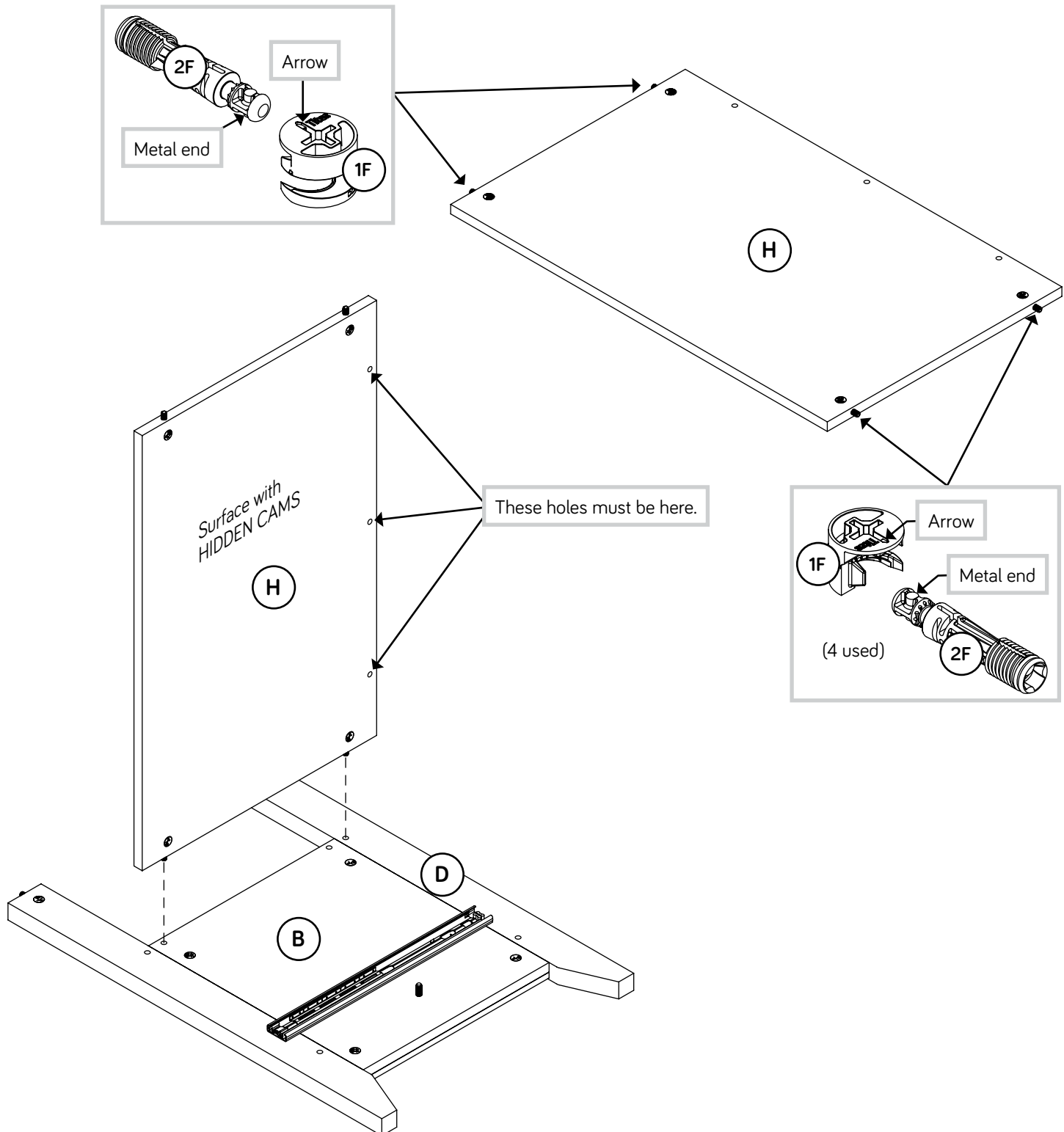
Push the black lever in and pull the SLIDE from the RAIL.



Step 6

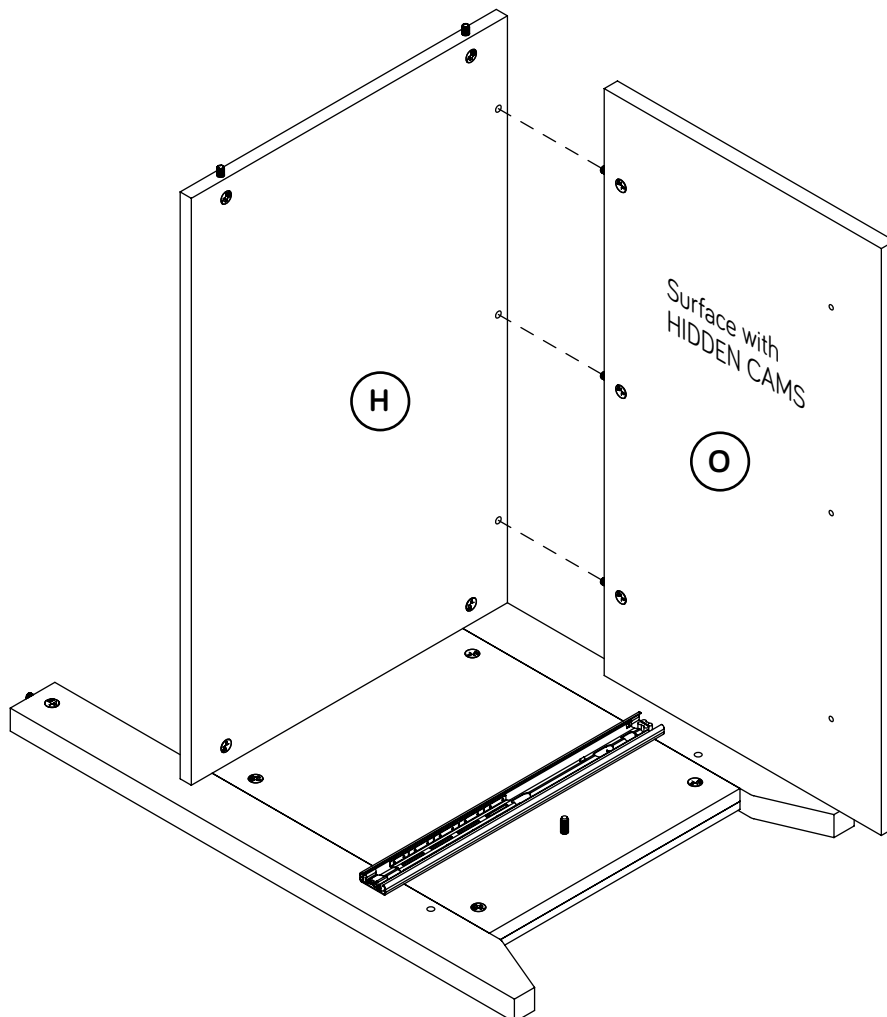
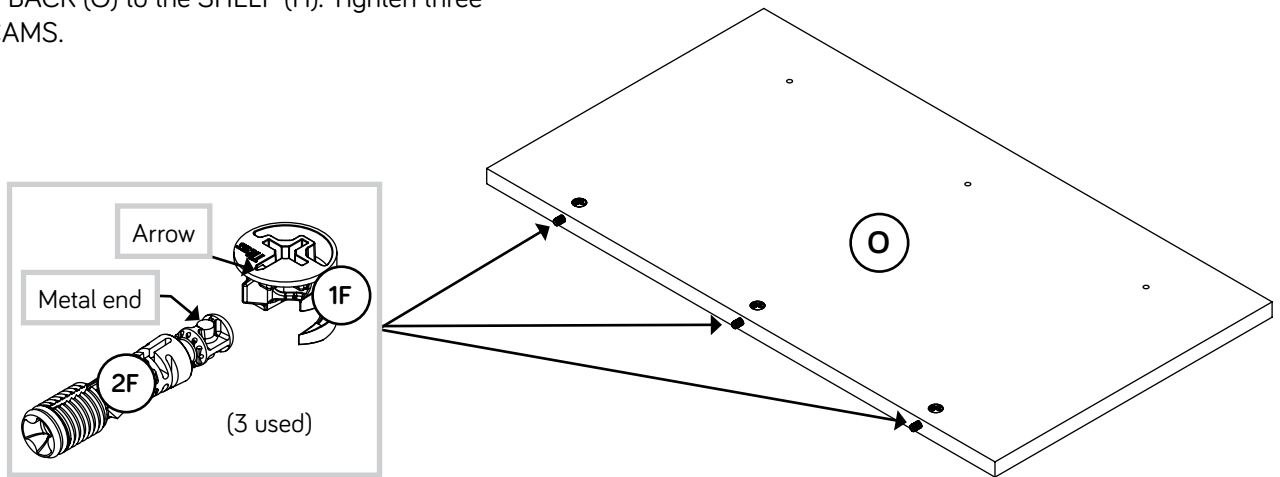
✚ Push four HIDDEN CAMS (1F) into the SHELF (H). Then, insert the metal end of a CAM DOWEL (2F) into each HIDDEN CAM.

✚ Fasten the SHELF (H) to the LEFT END (B) and LEG (E). Tighten two HIDDEN CAMS.



Step 7

- ✚ Push three HIDDEN CAMS (1F) into the BACK (O). Then, insert the metal end of a CAM DOWEL (2F) into each HIDDEN CAM.
- ✚ Fasten the BACK (O) to the SHELF (H). Tighten three HIDDEN CAMS.

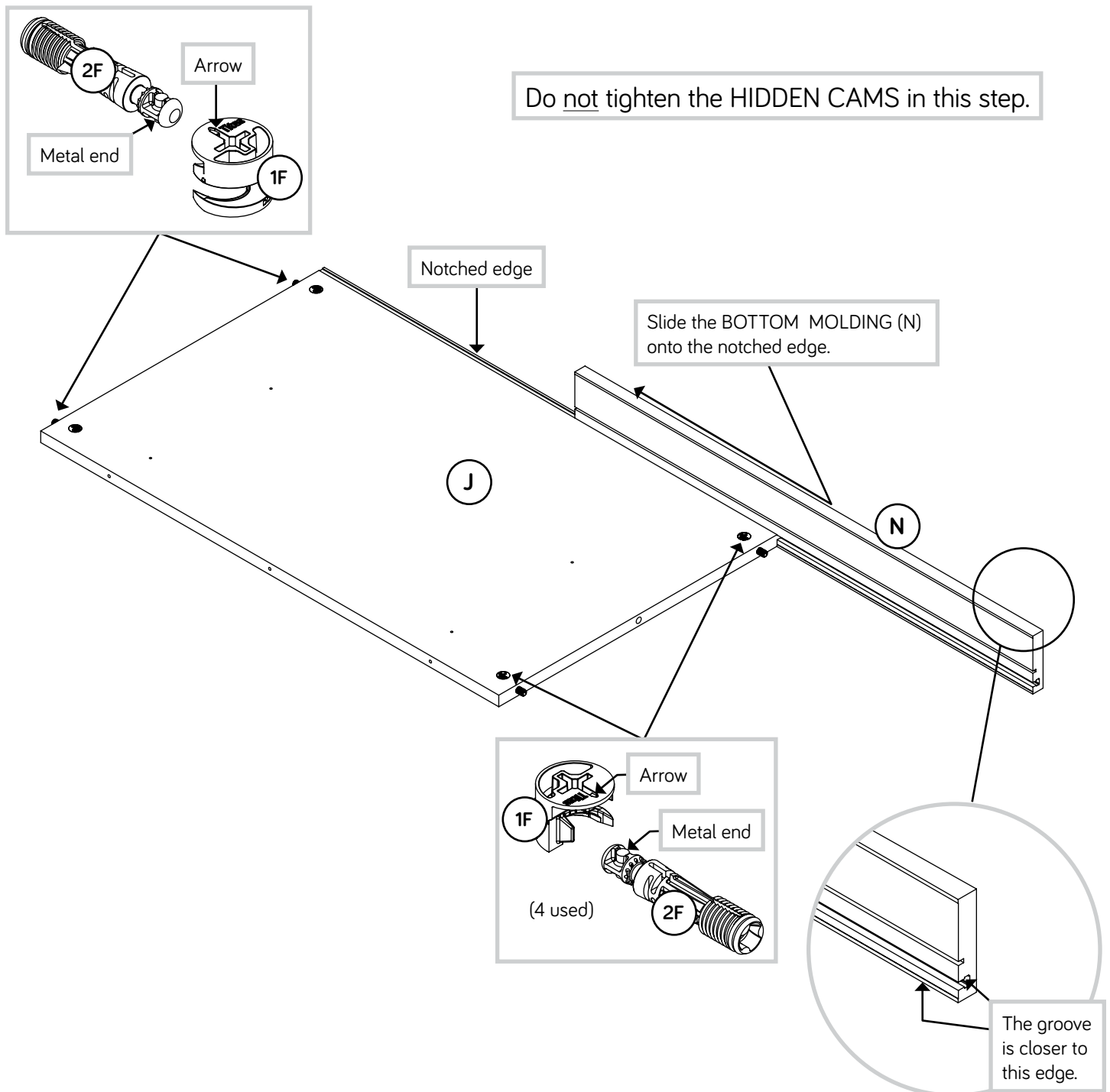


Step 8

✚ Push four HIDDEN CAMS (1F) into the BOTTOM (J). Then, insert the metal end of a CAM DOWEL (2F) into each HIDDEN CAM.

✚ Slide a BOTTOM MOLDING* (N) onto the notched edge of the BOTTOM (J).

✚ *U.S. Patent No. 5,499,886

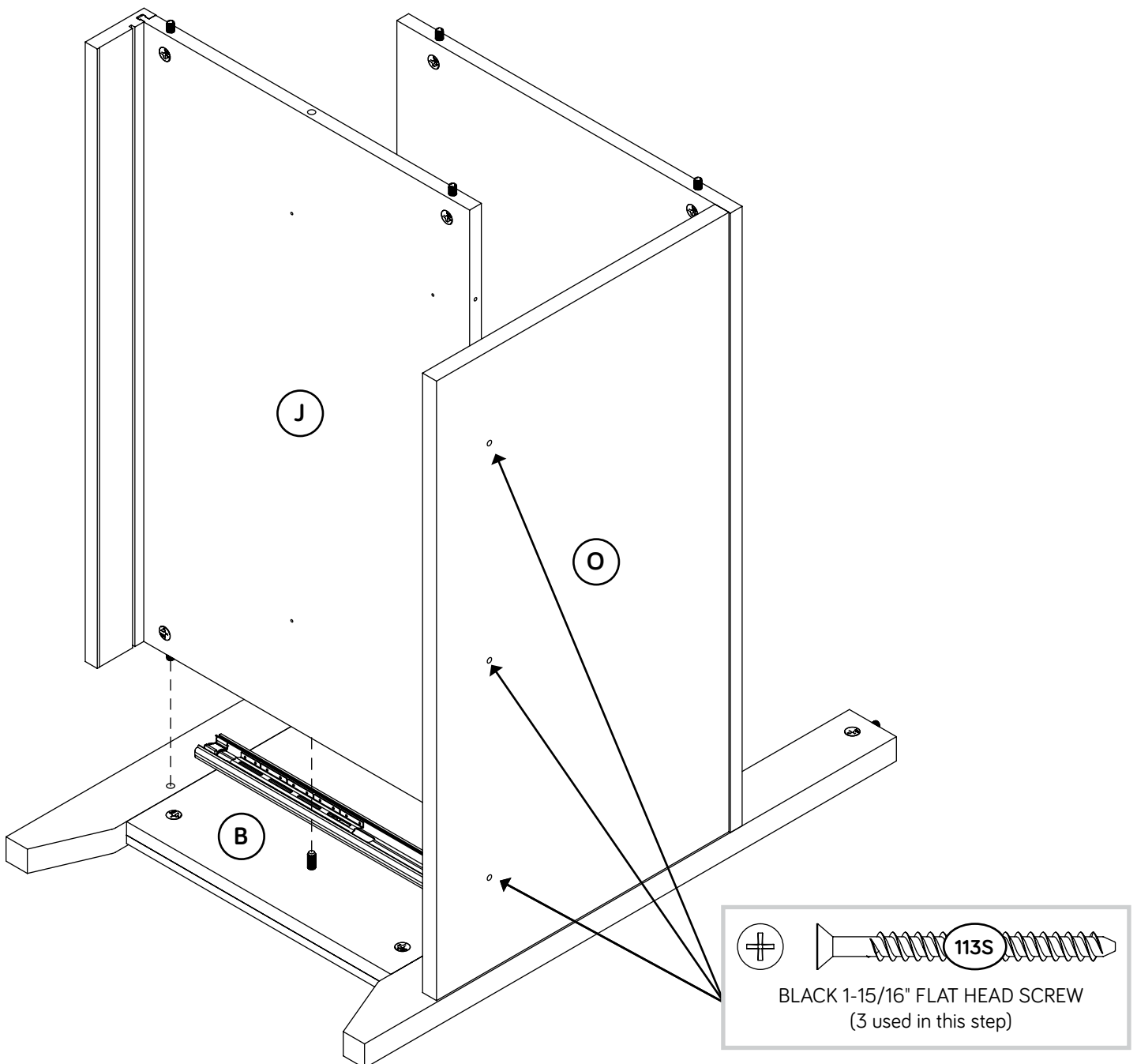


Step 9

✚ Fasten the BOTTOM (J) to the LEFT END (B). Tighten two HIDDEN CAMS.

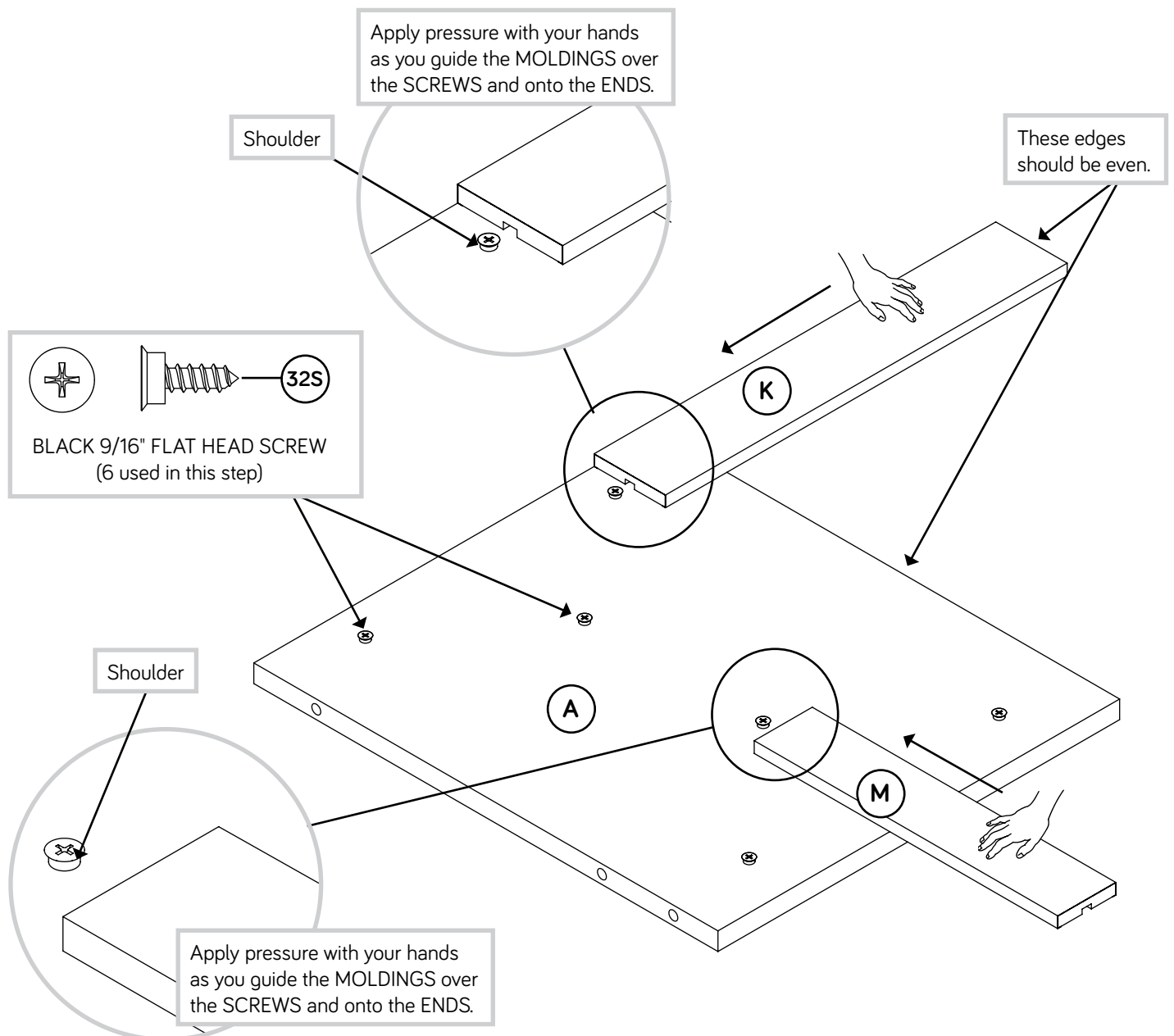
✚ NOTE: Be sure the WOOD DOWEL in the LEFT END insert into the BOTTOM.

✚ Fasten the BOTTOM (J) to the BACK (O). Use three BLACK 1-15/16" FLAT HEAD SCREWS (113S).



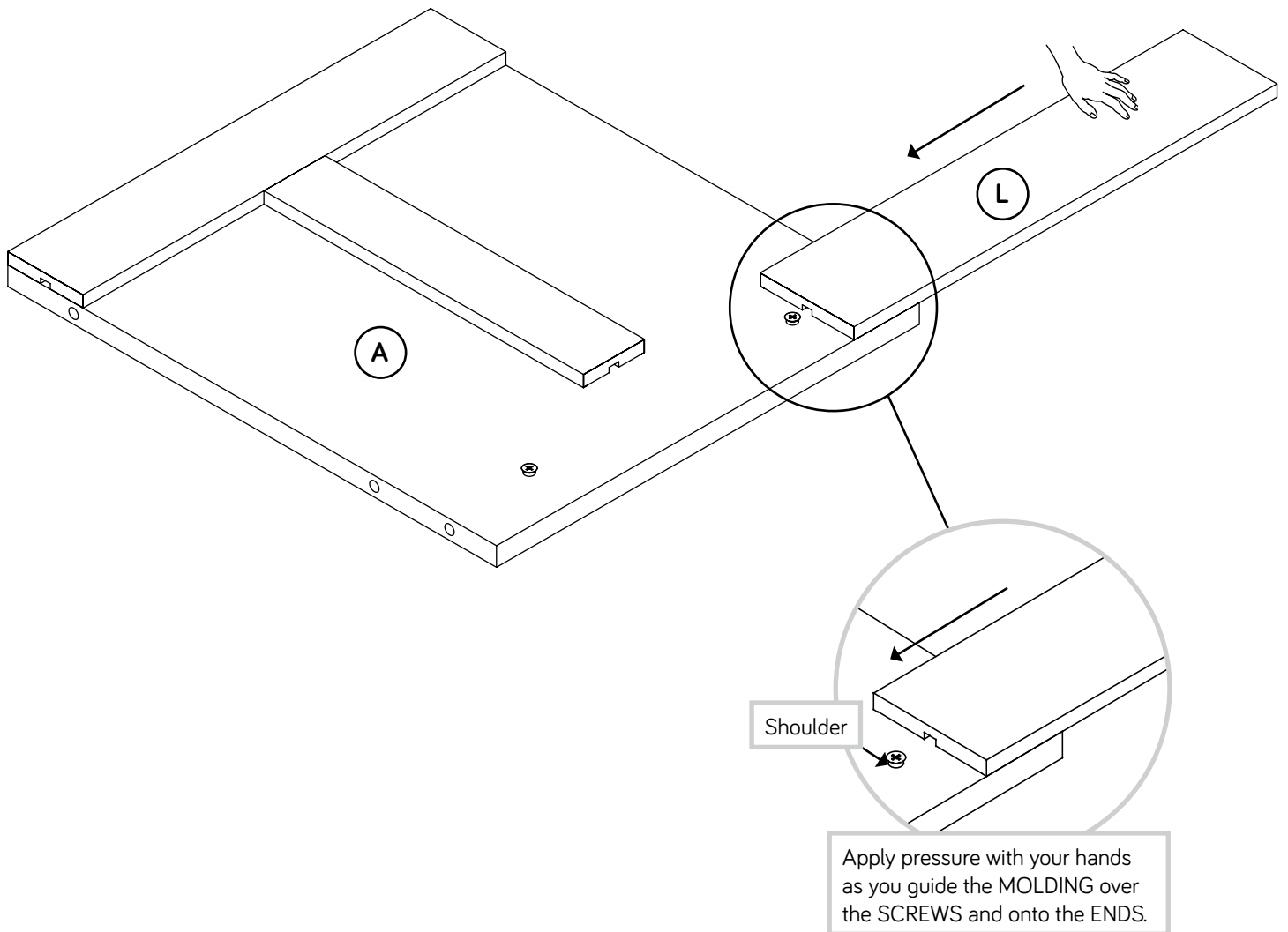
Step 10

- Turn six BLACK 9/16" FLAT HEAD SCREWS (32S) into the RIGHT END (A) until the shoulders of the SCREWS rest on the surface of the RIGHT END.
- NOTE:** Do not overtighten the SCREWS.
- Slide the UPPER END MOLDING (K) onto the RIGHT END (A). Line up the grooves in the MOLDINGS over the heads of the SCREWS in the RIGHT END.
- NOTE:** If the MOLDING comes up off of the SCREWS, remove it and slide it on again.
- Slide the END MOLDING (M) onto the RIGHT END (A) until it is against the UPPER END MOLDING (K). Line up the grooves in the MOLDINGS over the heads of the SCREWS in the RIGHT END.
- NOTE:** If the MOLDING comes up off of the SCREWS, remove it and slide it on again.



Step 11

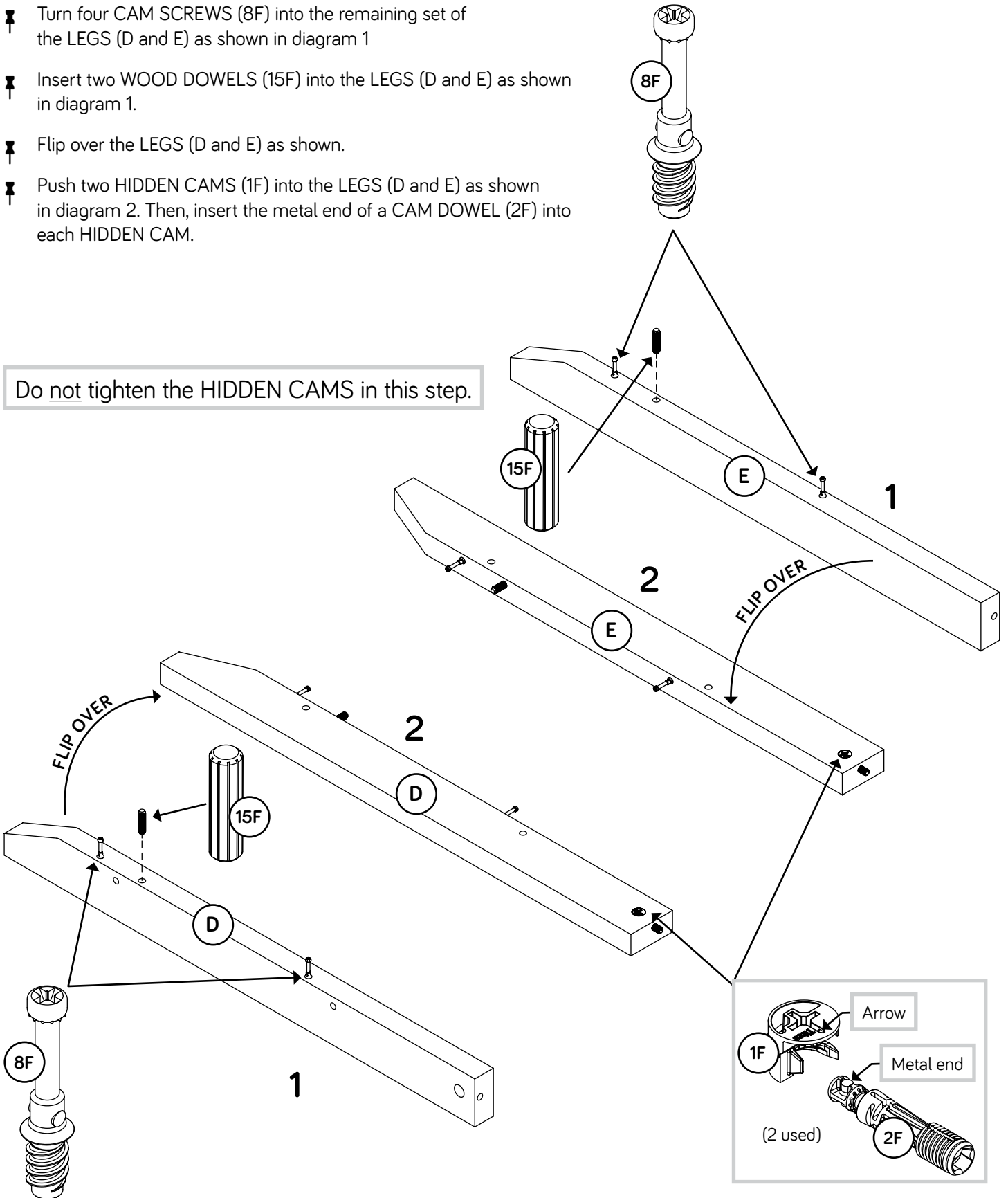
- ✚ Slide the LOWER END MOLDING (L) onto the RIGHT END (A). Line up the groove in the MOLDING over the heads of the SCREWS in the RIGHT END.
- ✚ NOTE: The MOLDING should be even on both edges of the END.
- ✚ NOTE: If the MOLDING comes up off of the SCREWS, remove it and slide it on again.



Step 12

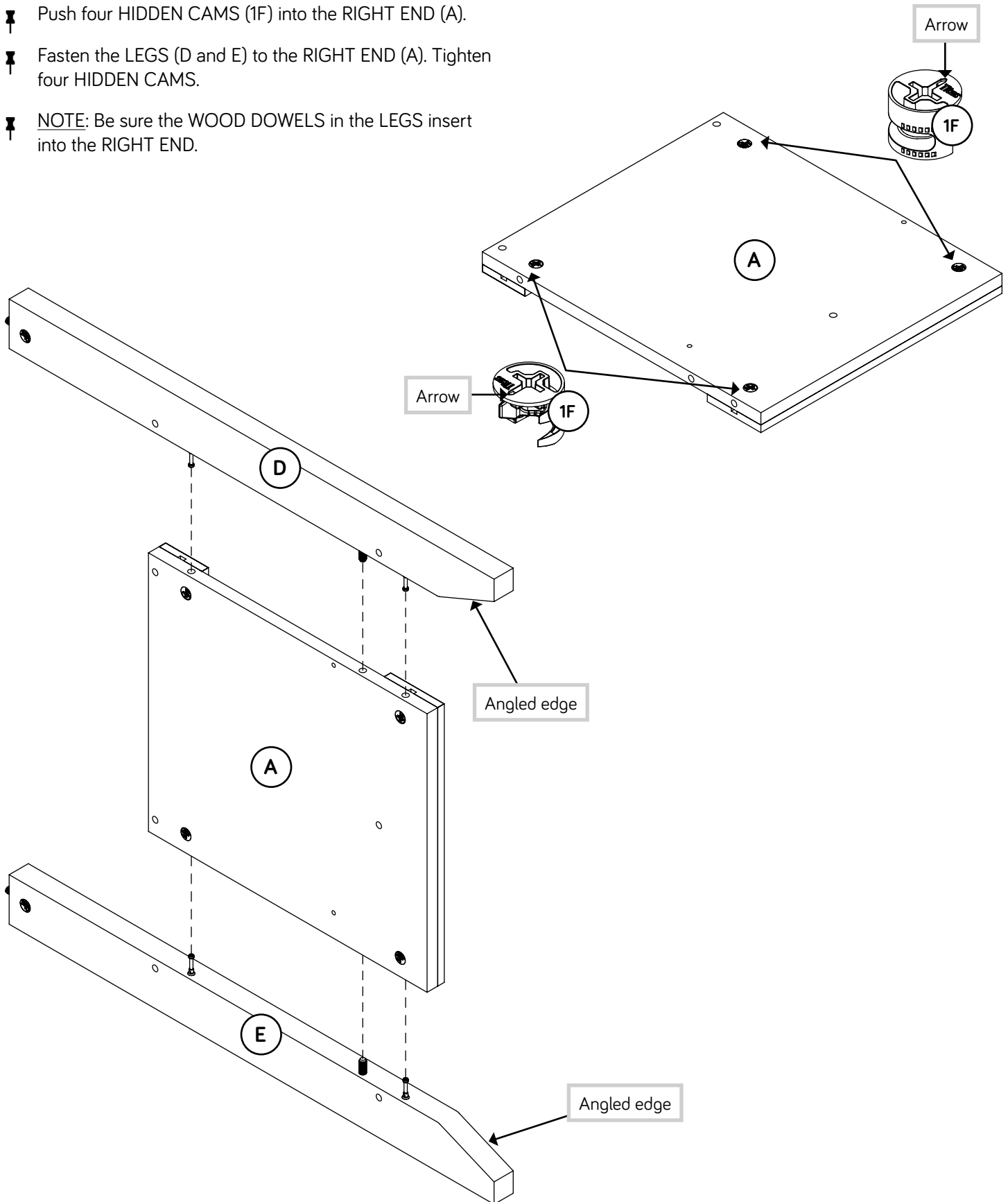
- ✚ Turn four CAM SCREWS (8F) into the remaining set of the LEGS (D and E) as shown in diagram 1
- ✚ Insert two WOOD DOWELS (15F) into the LEGS (D and E) as shown in diagram 1.
- ✚ Flip over the LEGS (D and E) as shown.
- ✚ Push two HIDDEN CAMS (1F) into the LEGS (D and E) as shown in diagram 2. Then, insert the metal end of a CAM DOWEL (2F) into each HIDDEN CAM.

Do not tighten the HIDDEN CAMS in this step.



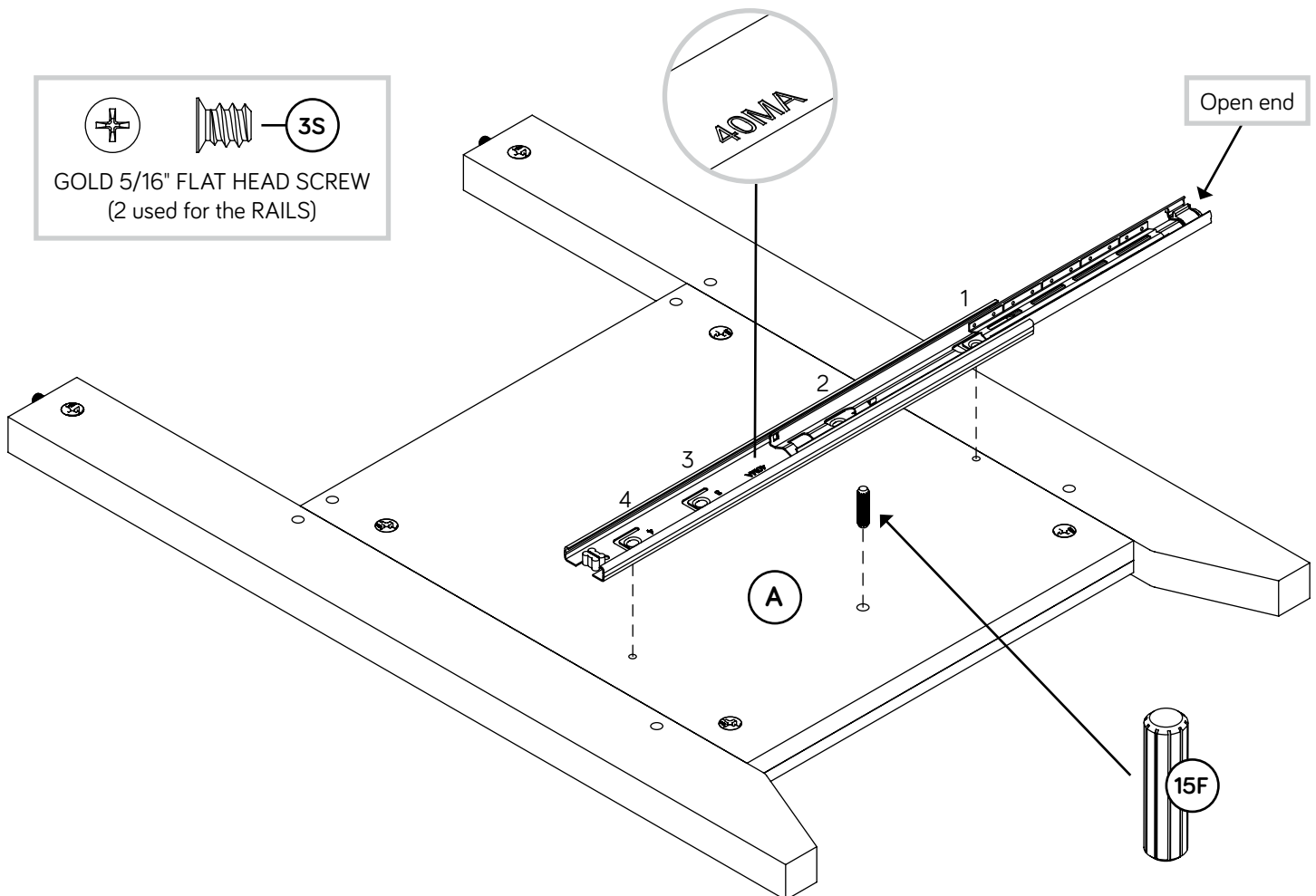
Step 13

- ✚ Push four HIDDEN CAMS (1F) into the RIGHT END (A).
- ✚ Fasten the LEGS (D and E) to the RIGHT END (A). Tighten four HIDDEN CAMS.
- ✚ NOTE: Be sure the WOOD DOWELS in the LEGS insert into the RIGHT END.



Step 14

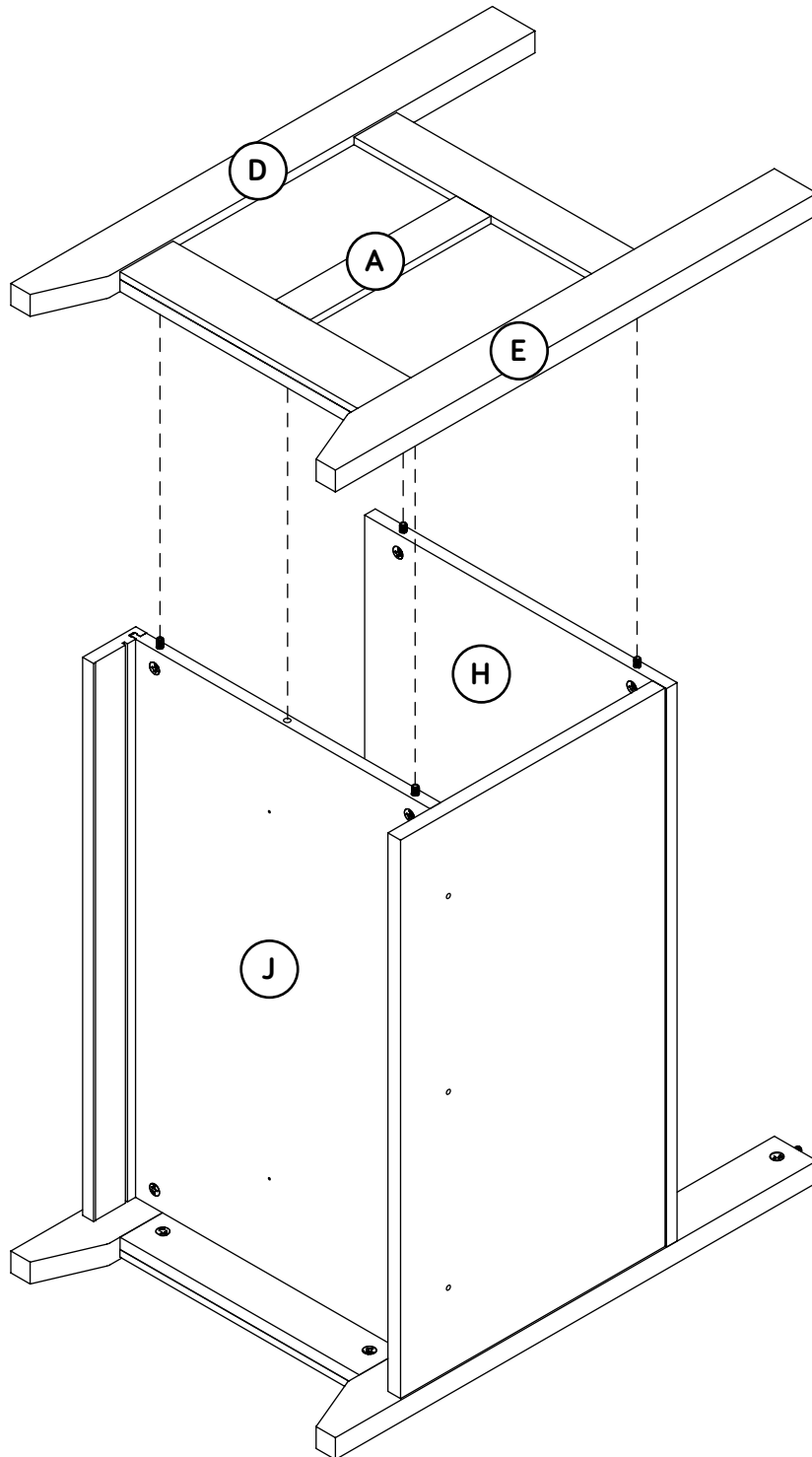
- Fasten an EXTENSION RAIL (40MA) to the RIGHT END (A). Use two GOLD 5/16" FLAT HEAD SCREWS (3S) through holes #1 and #4.
- NOTE:** For each EXTENSION RAIL, turn a SCREW into the hole shown in the enlarged diagram. Then, slide the inner cartridge of the EXTENSION RAIL in to find the other hole that lines up with the hole in the RIGHT END. Turn a SCREW into this hole.
- Insert a WOOD DOWEL (15F) into the RIGHT END (A).



Step 15

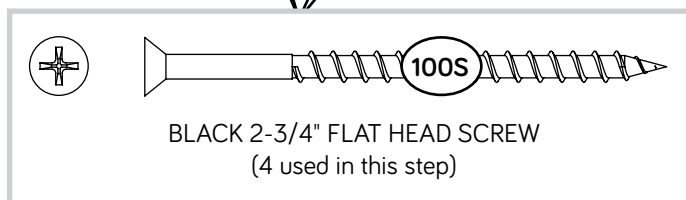
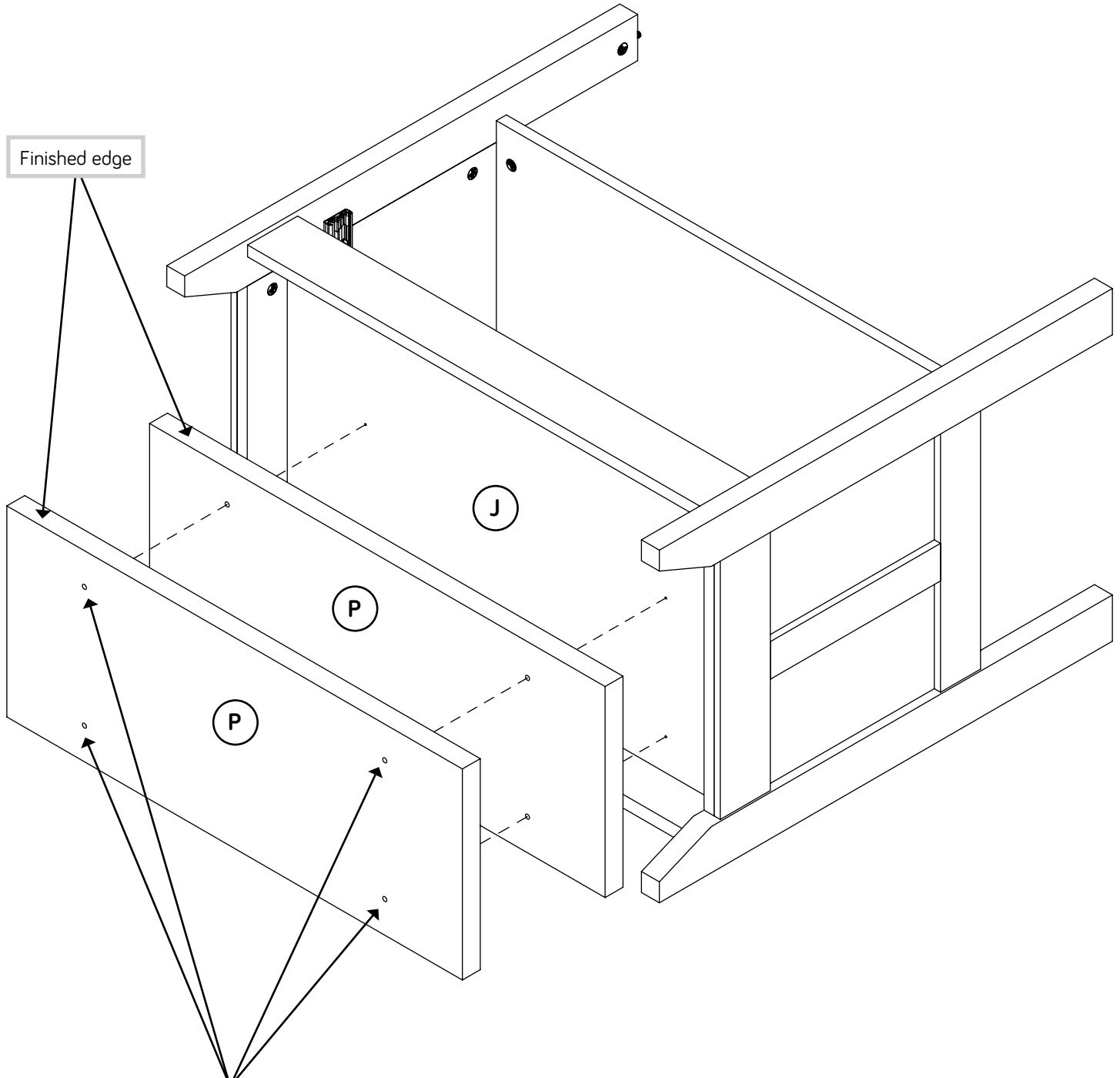
Fasten the RIGHT END (A) and LEG (D) to the SHELF (H) and BOTTOM (J). Tighten four HIDDEN CAMS.

NOTE: Be sure the WOOD DOWEL in the RIGHT END insert into the BOTTOM.



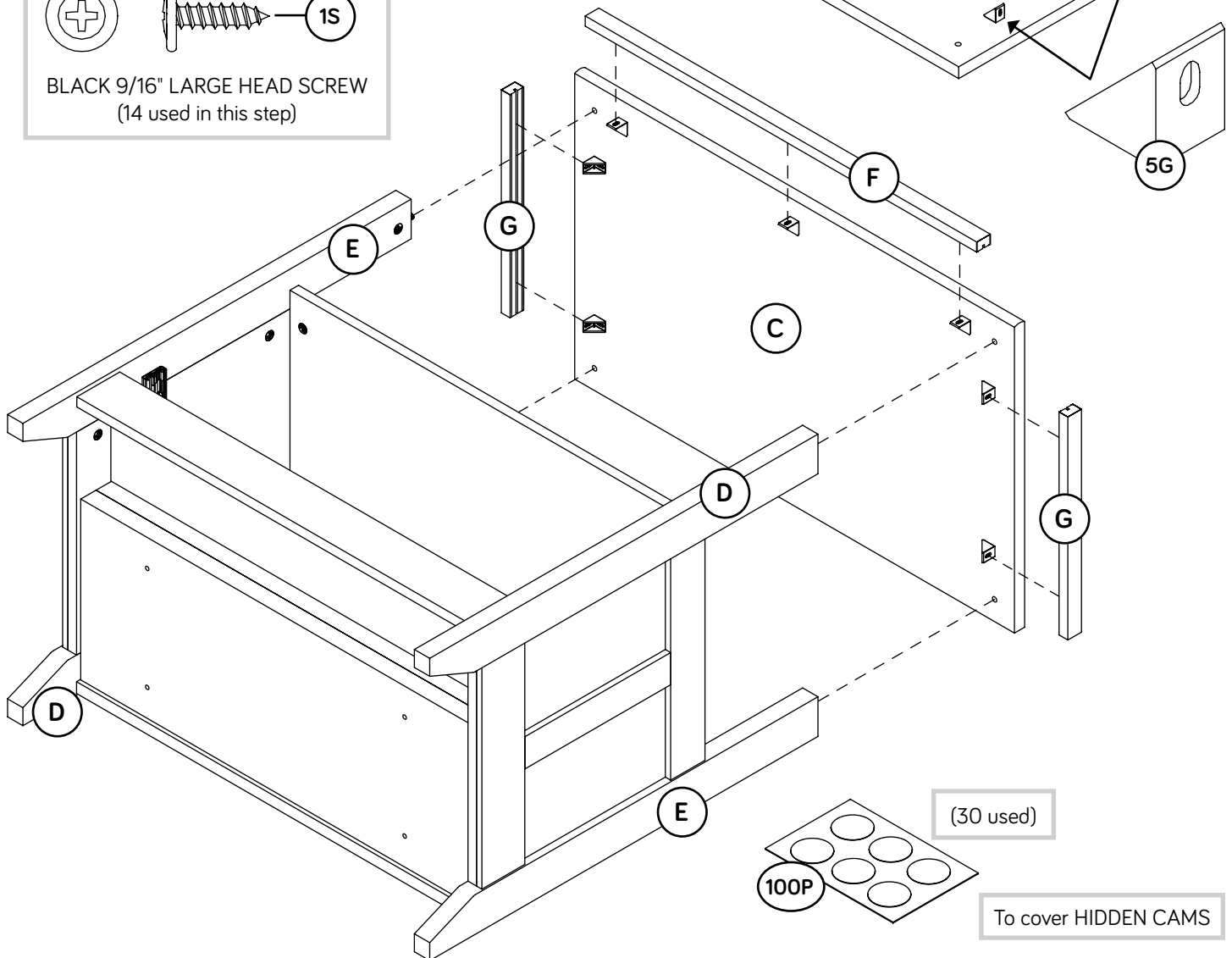
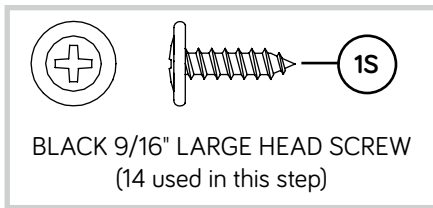
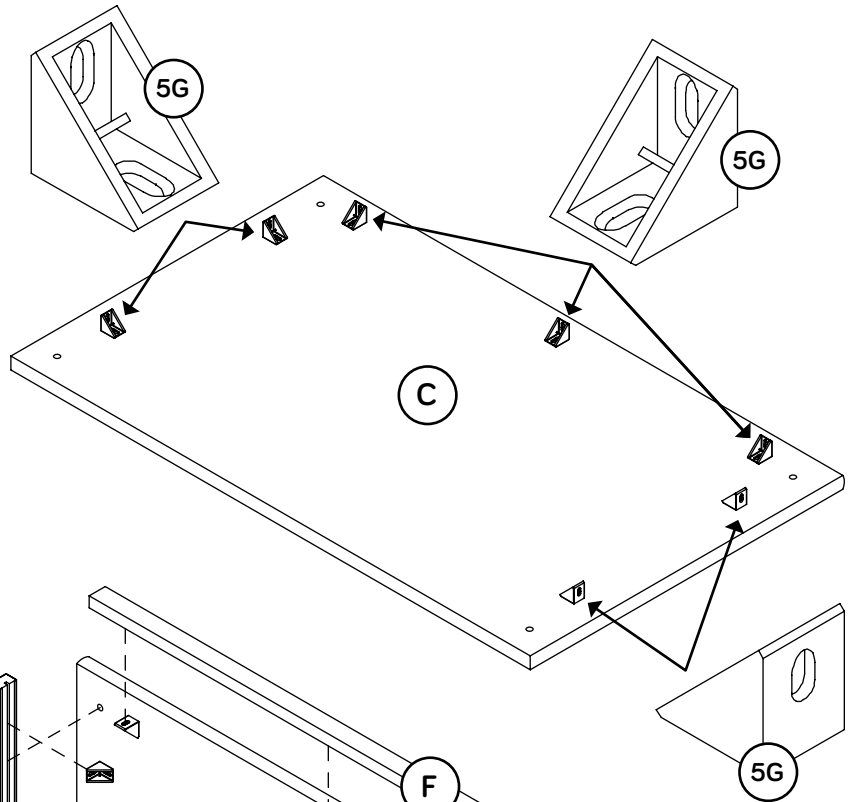
Step 16

- ✚ Carefully turn your unit onto its back edges.
- ✚ Fasten the BALLASTS (P) to the BOTTOM (J). Use four BLACK 2-3/4" FLAT HEAD SCREWS (100S).

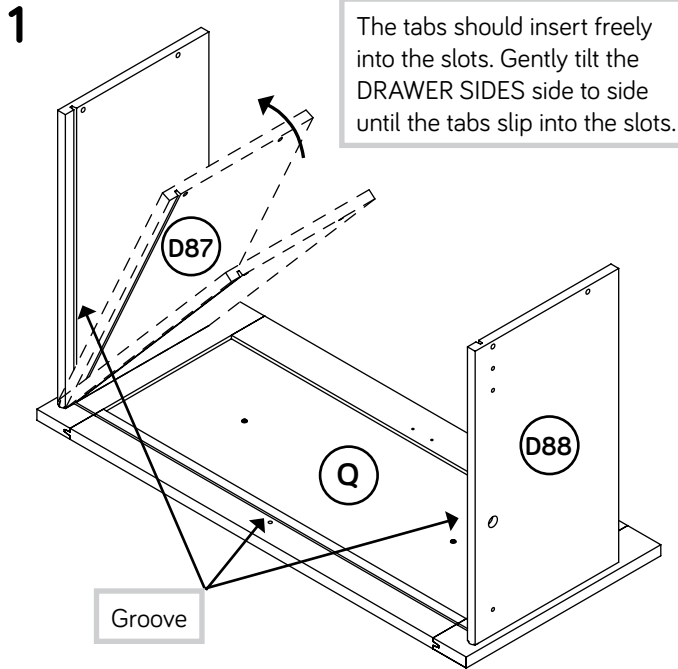


Step 17

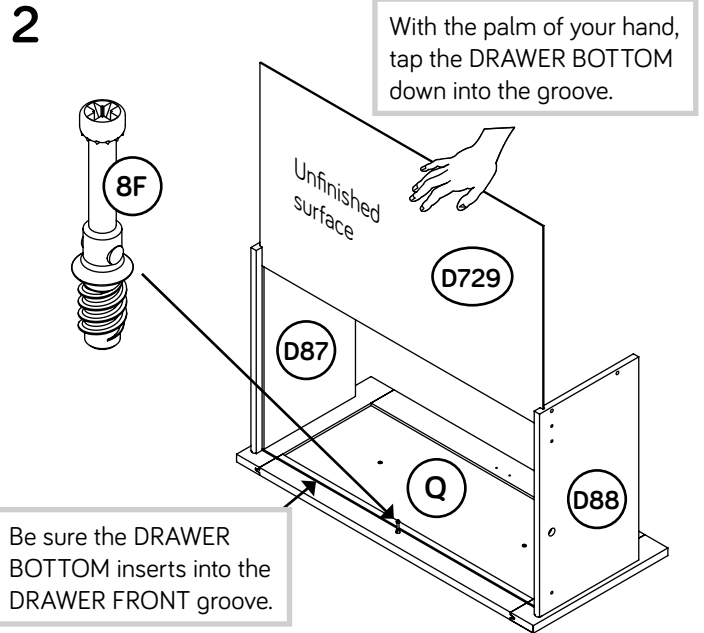
- Fasten seven ANGLE BRACKETS (5G) to the TOP (C). Use seven BLACK 9/16" LARGE HEAD SCREWS (1S)
- Fasten the TOP (C) to the LEGS (D and E). Tighten four HIDDEN CAMS.
- Fasten the MOLDINGS (F and G) to the TOP (F). Use seven BLACK 9/16" LARGE HEAD SCREWS (1S)
- Peel APPLIQUES from the APPLIQUE CARDS (100P) and stick them onto each visible HIDDEN CAM.



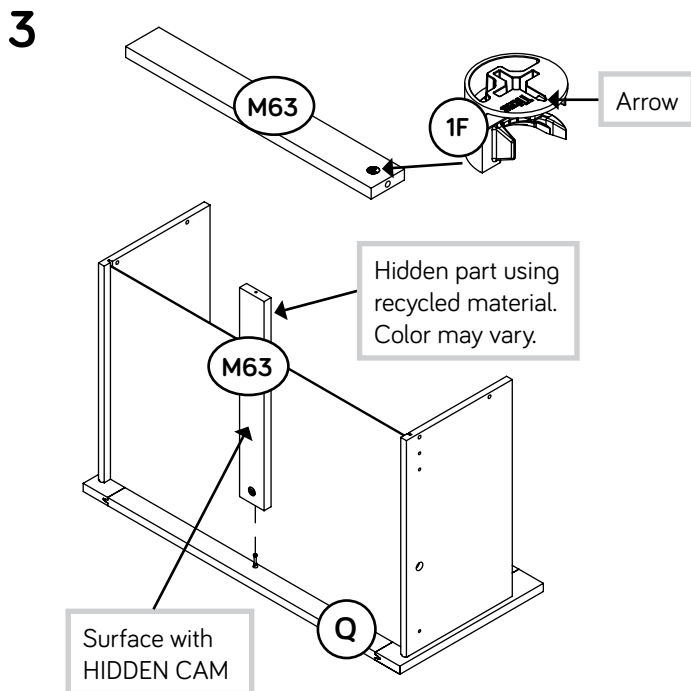
Step 18



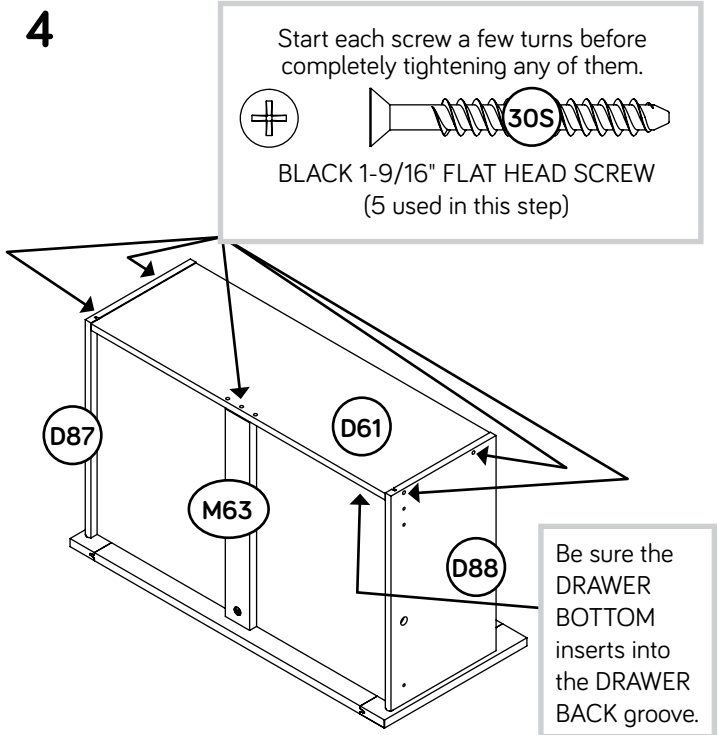
- ✚ Insert the DRAWER SIDES (D87 and D88) at an angle into the slot at each end of the DRAWER FRONT (Q).



- ✚ Turn a CAM SCREW (8F) into the DRAWER FRONT (Q).
- ✚ Slide the DRAWER BOTTOM (D729) into the grooves in the DRAWER SIDES (D87 and D88) and DRAWER FRONT (Q).



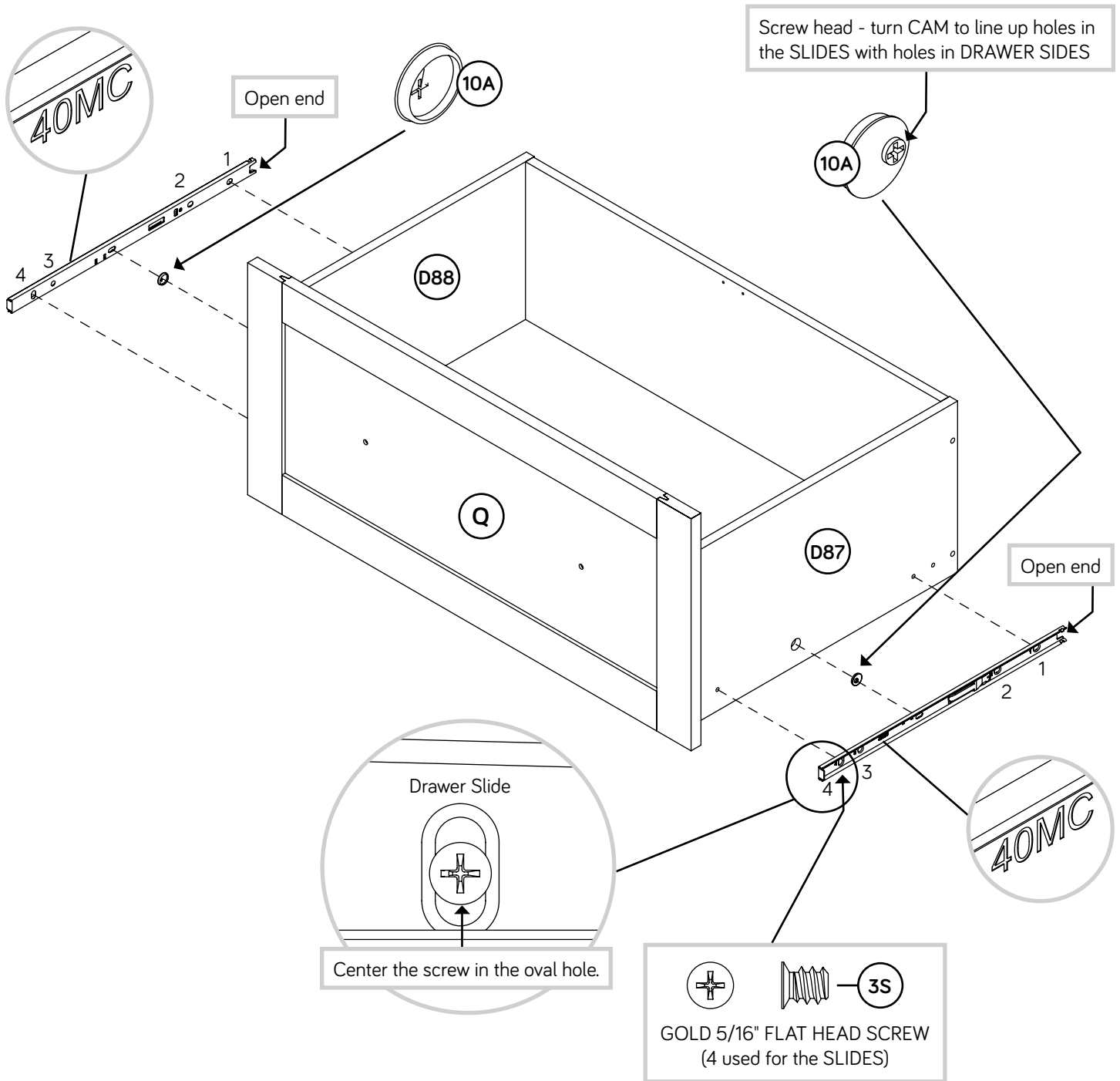
- ✚ Push a HIDDEN CAM (1F) into the DRAWER BRACE (M63).
- ✚ Fasten the DRAWER BRACE (M63) to the DRAWER FRONT (Q). Tighten one HIDDEN CAM.



- ✚ Fasten the DRAWER BACK (D61) to the DRAWER SIDES (D87 and D88) and DRAWER BRACE (M63). Use five BLACK 1-9/16" FLAT HEAD SCREWS (30S).

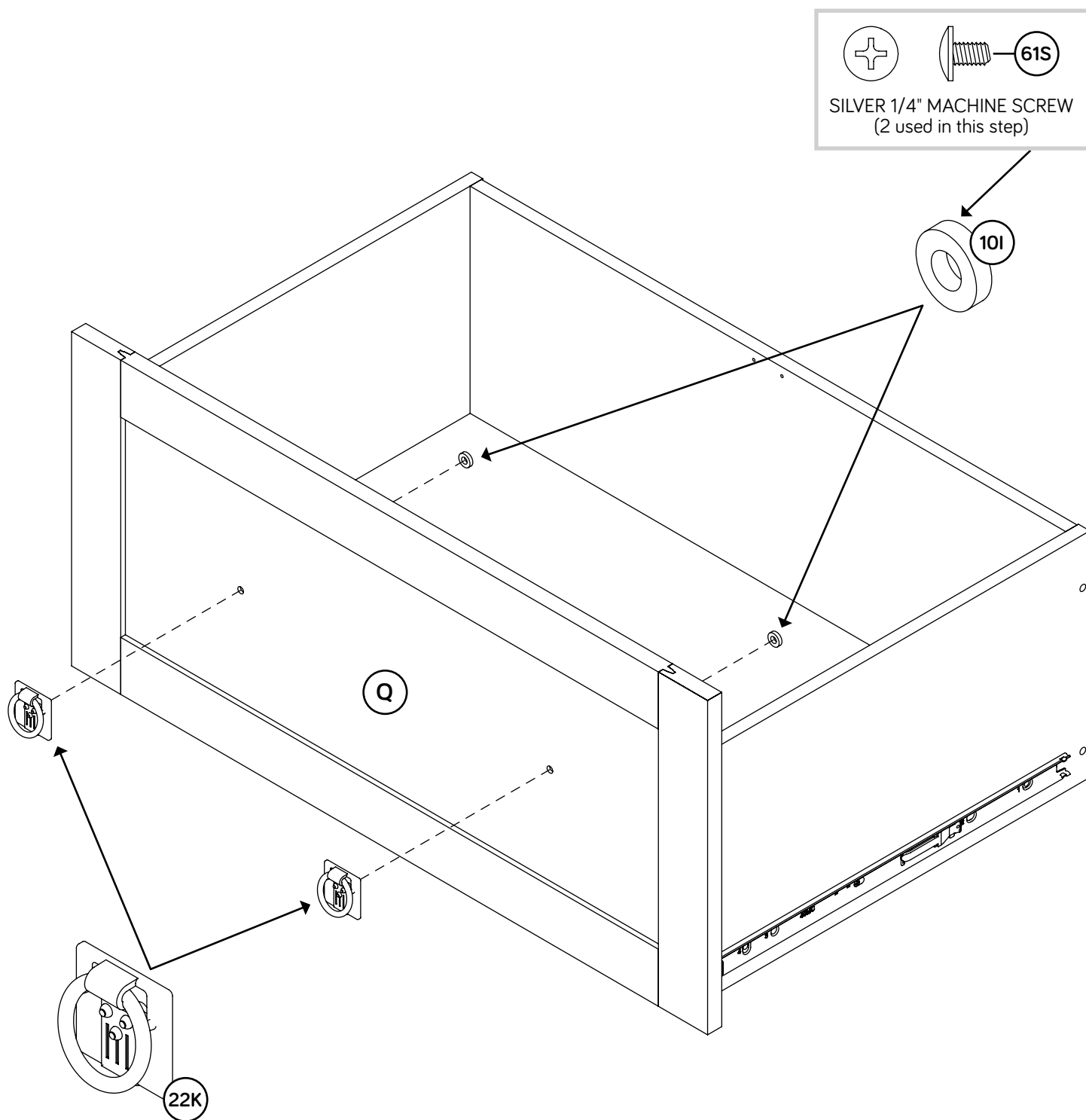
Step 19

- ✚ Insert a SLIDE CAM (10A) into the DRAWER SIDES (D87 and D88).
- ✚ Fasten the EXTENSION SLIDES (40MC) to the DRAWER SIDES (D87 and D88).
Use four GOLD 5/16" FLAT HEAD SCREWS (3S) through holes #1 and #4.
- ✚ NOTE: The screw head in the CAM must be visible through the slotted hole in the SLIDE.



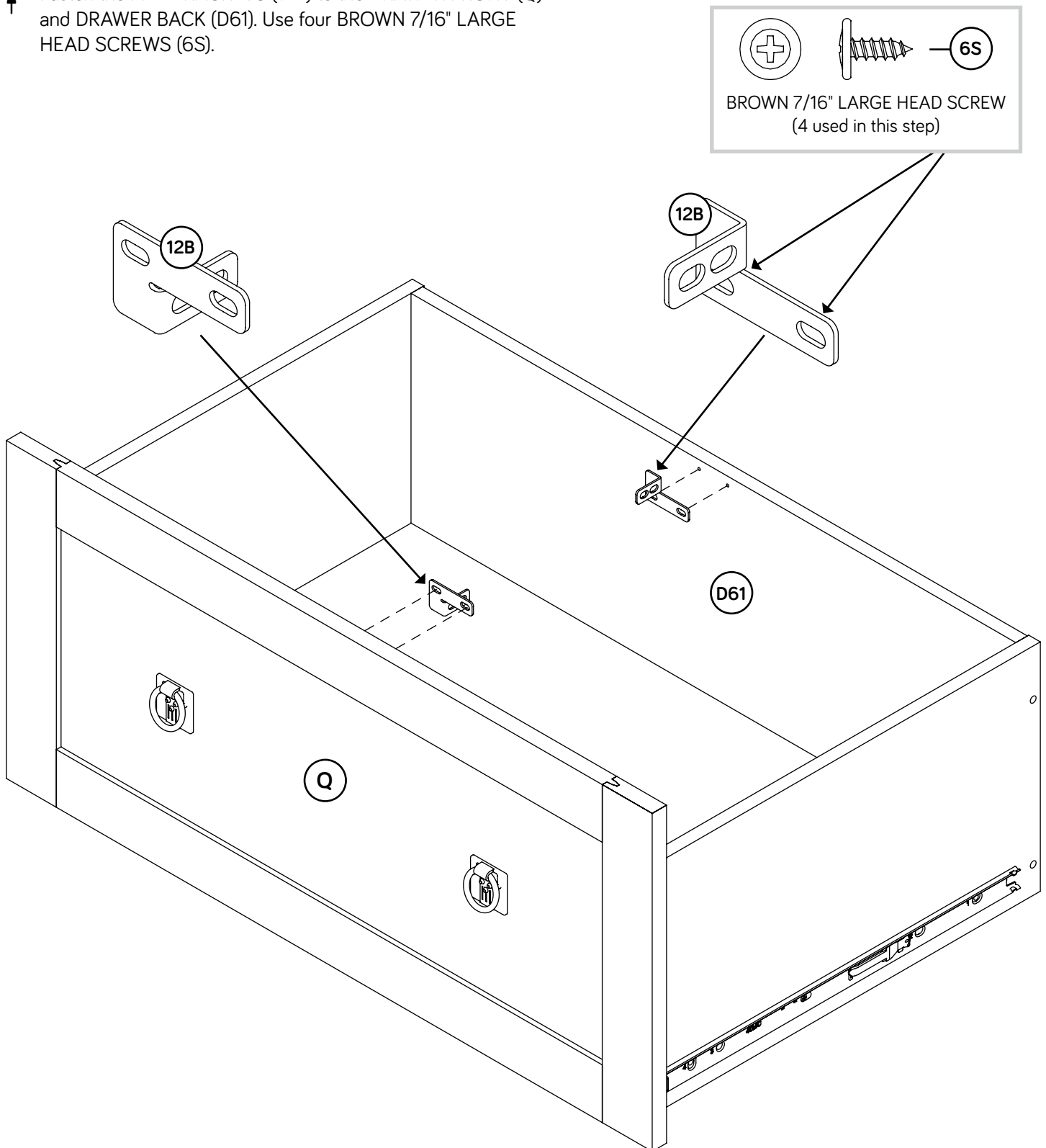
Step 20

- Fasten the PULLS (22K) to the DRAWER FRONT (Q).
Use two WASHERS (10I) and two SILVER 1/4" MACHINE SCREWS (61S).



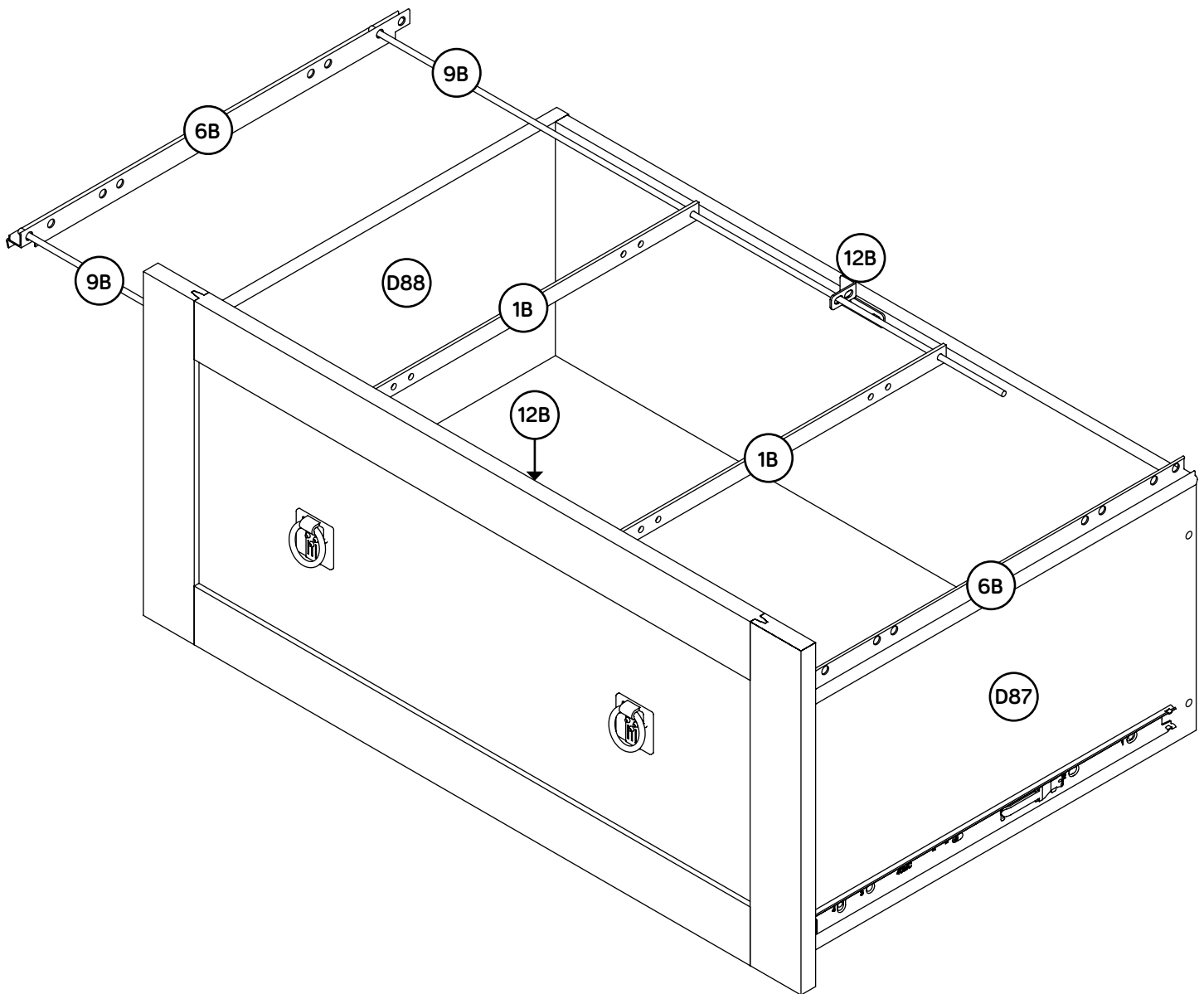
Step 21

Fasten the FILE BRACKETS (12B) to the DRAWER FRONT (Q) and DRAWER BACK (D61). Use four BROWN 7/16" LARGE HEAD SCREWS (6S).



Step 22

- ✦ Press one of the FILE GLIDES (6B) over the RIGHT DRAWER SIDE (D87) on the drawer. The FILE GLIDES are necessary to hang files.
- ✦ Slide the FILE RODS (9B) through the FILE BARS (1B), FILE BRACKET (12B) and into the holes shown in the FILE GLIDE (6B) on the RIGHT DRAWER SIDE (D87).
- ✦ Slide another FILE GLIDE (6B) onto the other ends of the FILE RODS (22B), then press this FILE GLIDE over the LEFT DRAWER SIDE (D88).

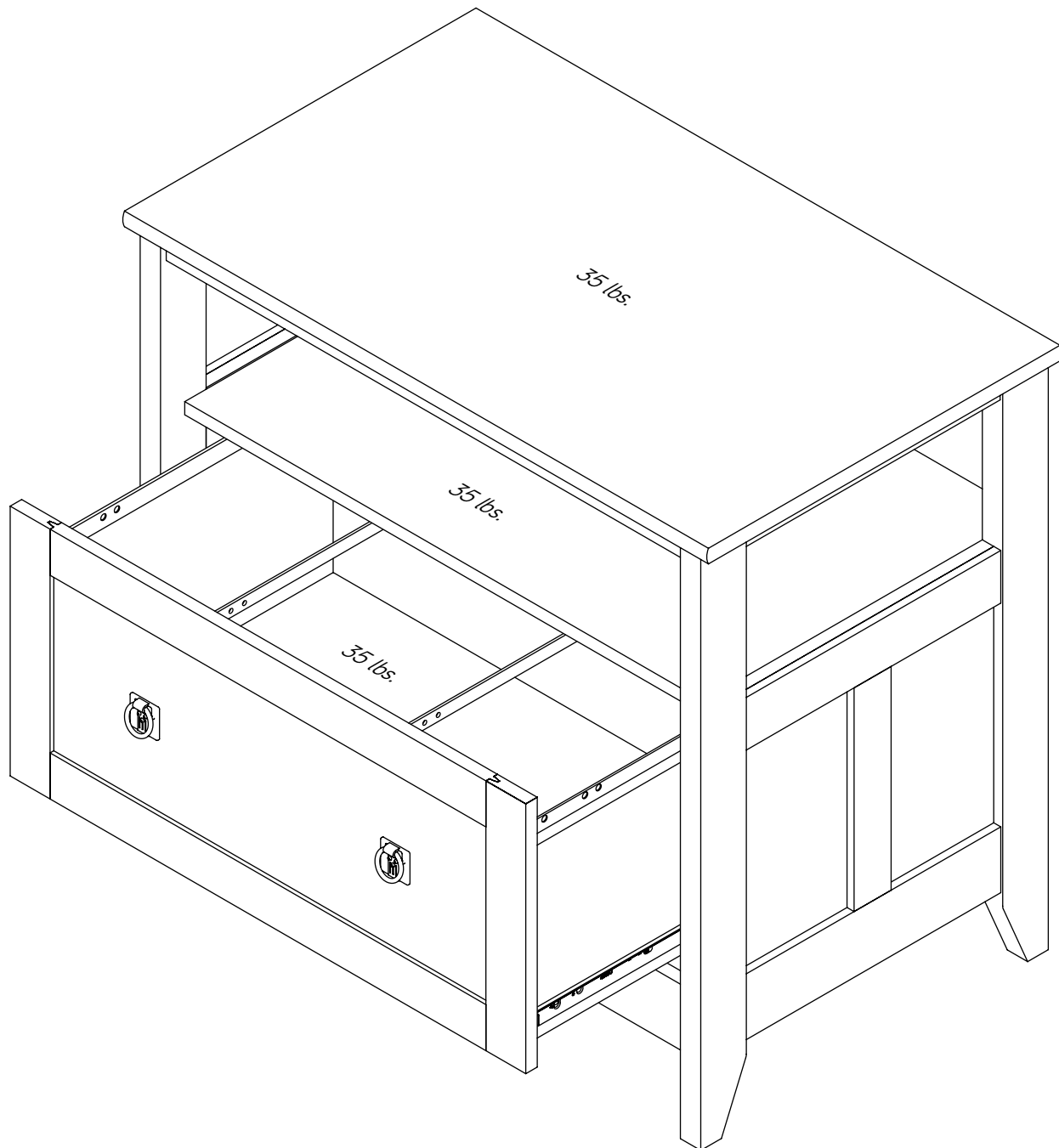


Step 23

- ⚠ Carefully stand your unit upright.
- ⚠ To insert a drawer into your unit, line up the EXTENSION SLIDES on the drawer with the EXTENSION RAILS on the unit and push the drawer into the unit until the drawer is fully inserted. The drawer will push in hard until it is all the way in, then it will slide in and out easier.



Pro Tip: Lift with your legs. And, you know, your arms.

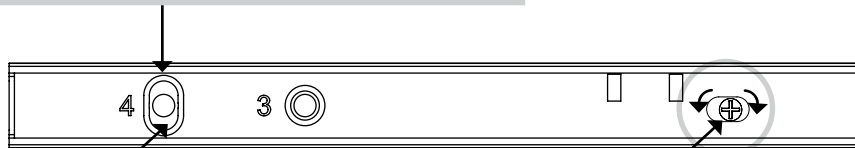


Step 24

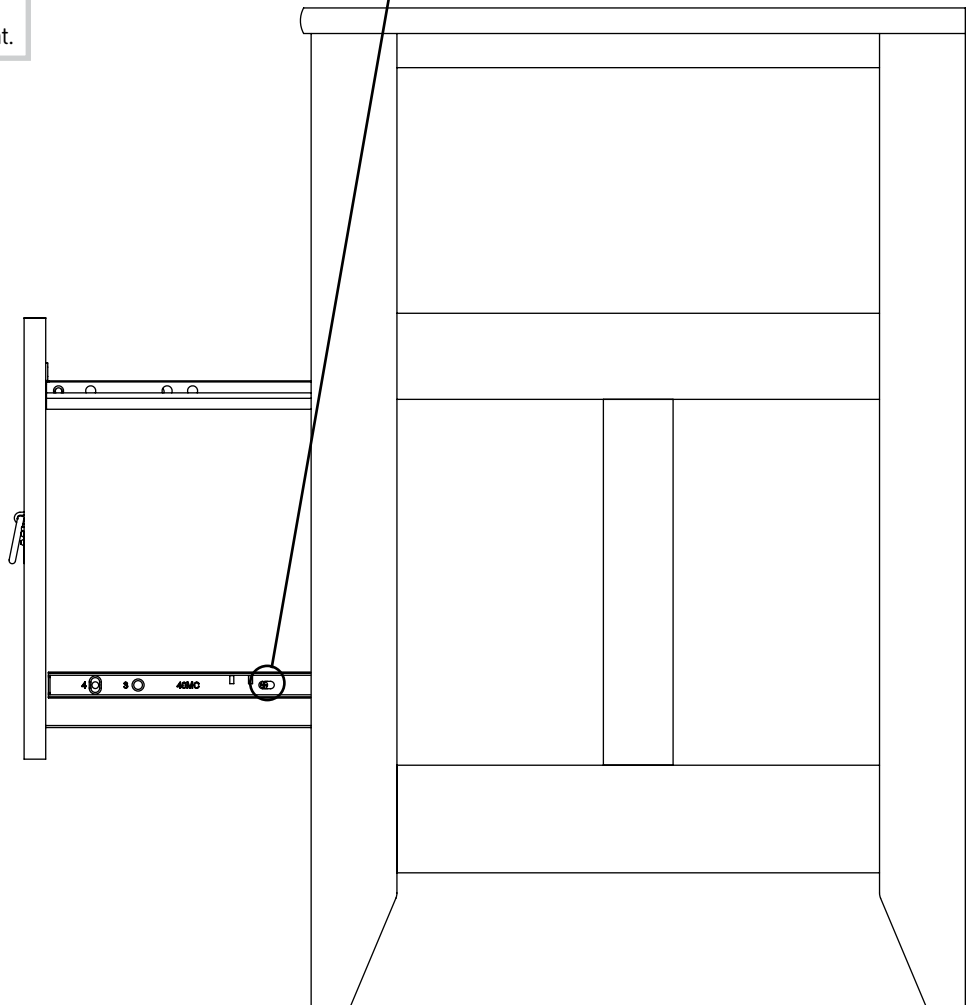
- ✚ To make adjustments to the drawer, loosen SCREW #4 in the SLIDES a 1/4 turn, then turn the cam clockwise or counter-clockwise. Notice how the drawer raises or lowers as you turn the cam. By adjusting the drawer this way, it will help the DRAWER FRONT line up better when closed. Tighten the SCREWS when finished with adjustments.
- ✚ **NOTE:** Please read the back pages of the instruction booklet for important safety information.
- ✚ This completes assembly. Clean with a damp cloth. Wipe dry.

Loosen screw #4 a 1/4 turn, turn the cam a 1/4 turn maximum in both the clockwise and counter-clockwise directions to make adjustments, and then tighten screw #4.

The higher the screw in the oblong hole, the higher your drawer front will be. The lower the screw, the lower the drawer front.



Cam



CAUTION

Please use your furniture correctly and safely. Improper use can cause safety hazards, or damage to your furniture or household items. Carefully read the following chart.

Look out for:	What can happen:	How to avoid the problem:
<ul style="list-style-type: none">Overloaded drawers.	<ul style="list-style-type: none">Risk of injury.Top-heavy furniture can tip over.Overloaded drawers can break.	<ul style="list-style-type: none">Never exceed the weight limits shown in the instructions.Work from bottom to top when loading drawers. Place the heavier items in the lower drawer.
<ul style="list-style-type: none">Improperly moving furniture.	<ul style="list-style-type: none">Furniture can tip over or break if improperly moved.Physical injury. Furniture can be very heavy.	<ul style="list-style-type: none">Unload drawers from top to bottom before moving the lateral file.Do not push furniture, especially on a carpeted floor. Have a friend help you lift the item and set it in place.
<ul style="list-style-type: none">Placing TVs on furniture items that are not designed to support a television is hazardous.	<ul style="list-style-type: none">Risk of injury or death. TVs can be very heavy. Plus the weight and location of the picture tube tends to make TVs unbalanced and prone to tipping forward.	<ul style="list-style-type: none">This product is not designed to support a television.