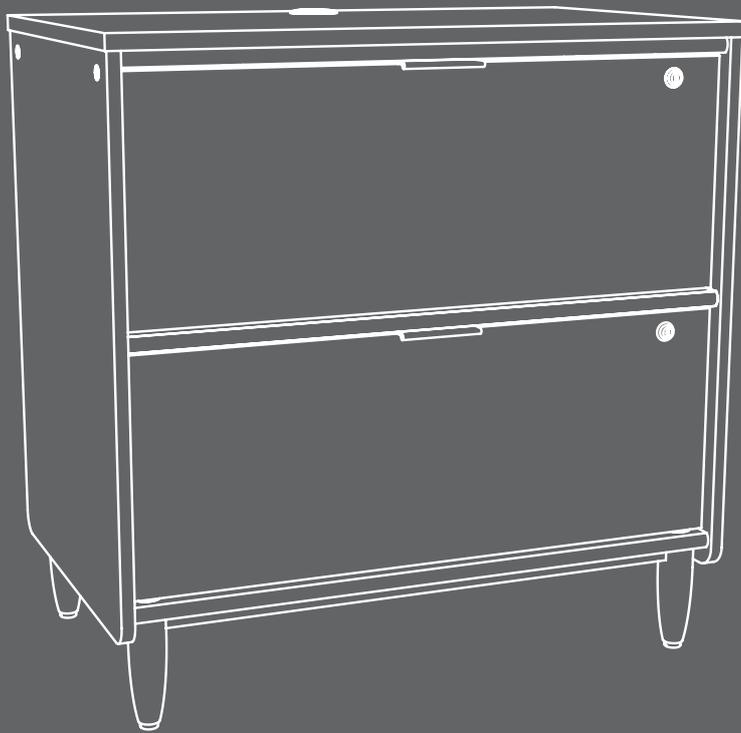


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Teknik



Congratulations. You are now an adult.

Lateral Filer

Clifton Place Collection | **Model 5421114**

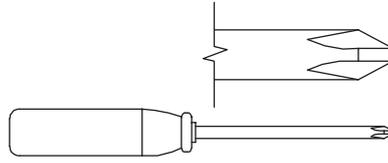
NOTE: THIS INSTRUCTION BOOKLET CONTAINS **IMPORTANT** SAFETY INFORMATION.

PLEASE READ AND KEEP FOR FUTURE REFERENCE.

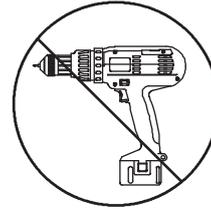
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Assembly Tools Required

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No. 2 Phillips Screwdriver
Tip Shown Actual Size



Skip the power trip.
This time.

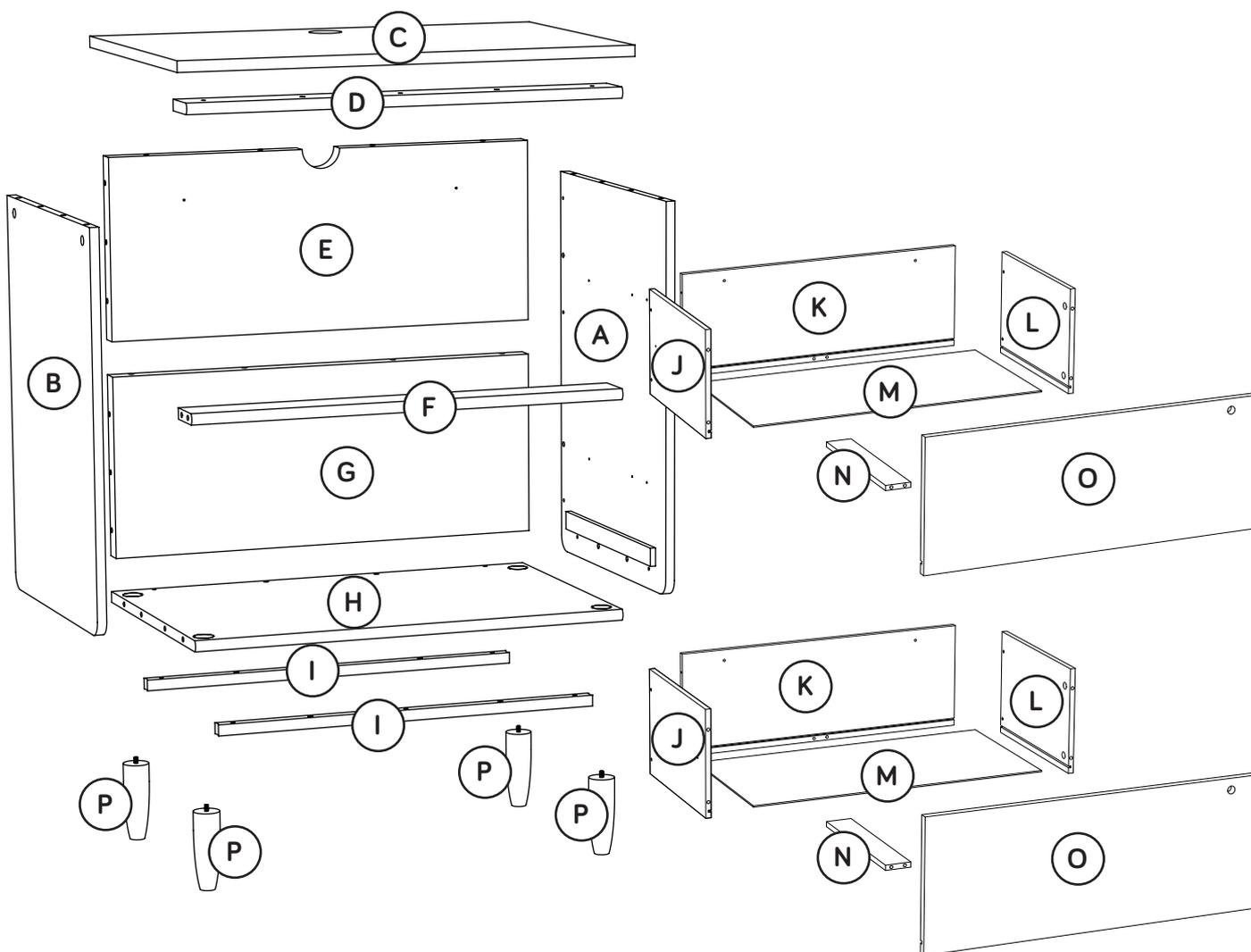
Part Identification

Now you know
our ABCs.



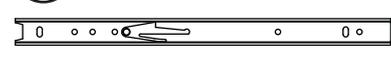
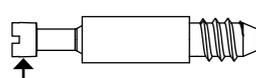
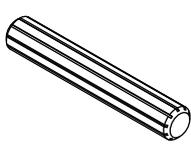
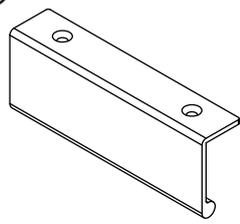
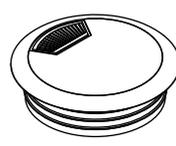
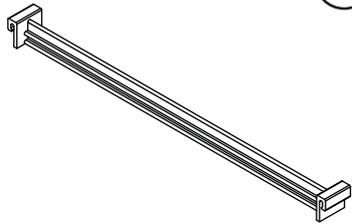
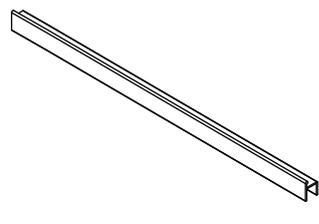
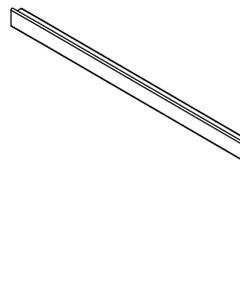
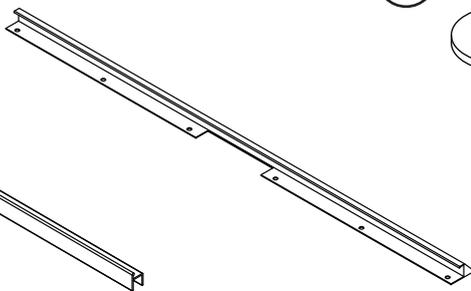
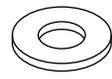
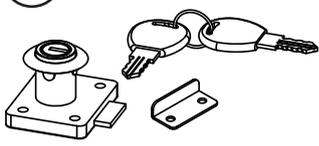
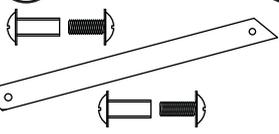
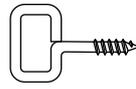
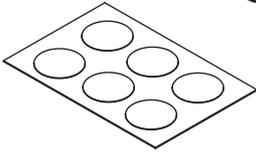
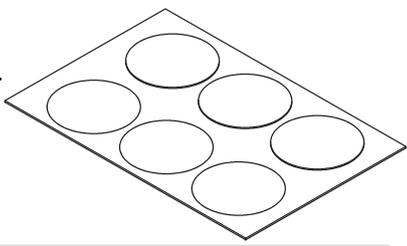
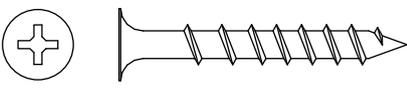
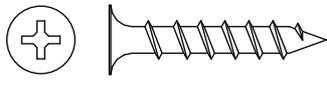
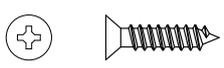
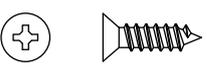
⚠ While not all parts are labeled, some of the parts will have a label or an inked letter on the edge to help distinguish similar parts from each other. Use this part identification to help identify similar parts.

A	RIGHT END (1)	H	BOTTOM (1)	O	DRAWER FRONT (2)
B	LEFT END (1)	I	BOTTOM MOLDING (2)	P	FOOT (4)
C	TOP (1)	J	LEFT DRAWER SIDE (2)		
D	TOP MOLDING (1)	K	DRAWER BACK (2)		
E	UPPER BACK (1)	L	RIGHT DRAWER SIDE (2)		
F	BRACE (1)	M	DRAWER BOTTOM (2)		
G	LOWER BACK (1)	N	DRAWER BRACE (2)		



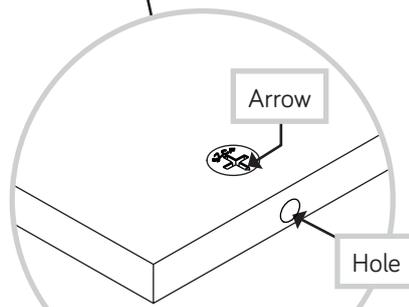
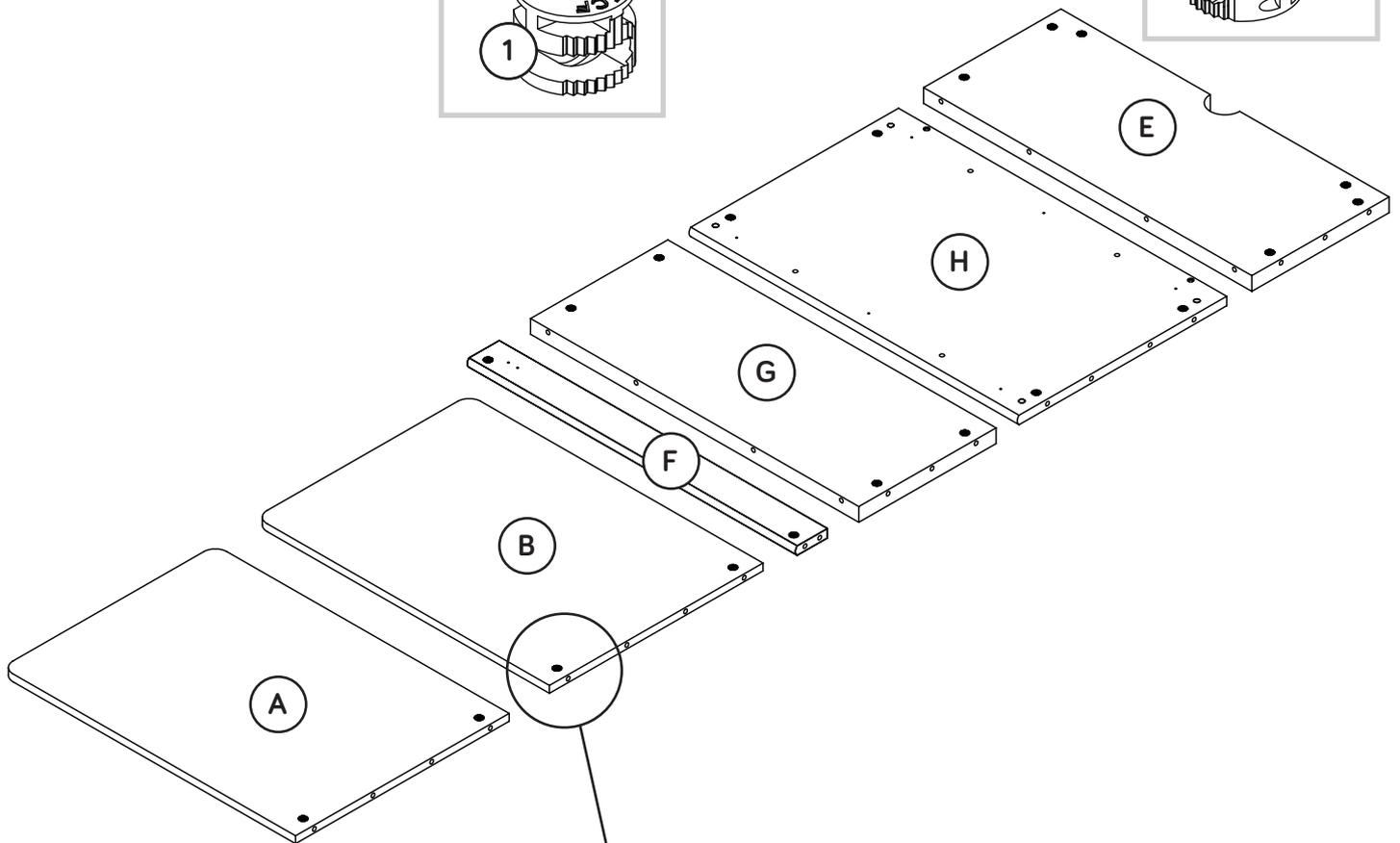
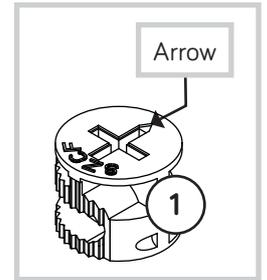
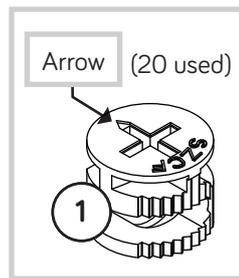
Hardware Identification

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

<p>Q EXTENSION RAIL - 4</p>  <p>(EXTENSION SET SHOWN SEPARATED)</p>	<p>R EXTENSION SLIDE - 4</p> 	<p>1 LARGE HIDDEN CAM - 20</p> 	<p>2 ANGLED HEAD CAM SCREW - 20</p>  <p>Angled head</p>	
<p>3 SMALL HIDDEN CAM - 12</p> 	<p>4 STRAIGHT HEAD CAM SCREW - 12</p>  <p>Straight head</p>	<p>5 LONG WOOD DOWEL - 4</p> 	<p>6 WOOD DOWEL - 18</p> 	<p>7 SHORT WOOD DOWEL - 6</p> 
<p>8 PULL - 2</p> 	<p>9 GROMMET WITH CAP - 1</p> 	<p>10 FILE HANGER - 4</p> 	<p>11 SHORT FILE GLIDE - 4</p> 	
<p>12 LONG FILE GLIDE - 2</p> 	<p>13 NOTCHED FILE GLIDE - 2</p> 	<p>14 WASHER - 4</p> 	<p>15 LOCK PACK - 2</p> 	
<p>16 ADJUSTABLE GLIDE - 4</p> 	<p>17 ANTI TIP KIT - 2</p> 	<p>18 HOOK - 4</p> 	<p>19 APPLIQUE CARD - 1</p> 	<p>20 LARGE APPLIQUE CARD - 1</p> 
<p>21 BLACK 1-1/2" FLAT HEAD SCREW - 14</p> 	<p>22 BLACK 1-1/8" FLAT HEAD SCREW - 9</p> 			
<p>23 SILVER 5/8" FLAT HEAD SCREW - 8</p> 	<p>24 SILVER 1/2" FLAT HEAD SCREW - 8</p> 	<p>25 BLACK 1/2" PAN HEAD SCREW - 36</p> 		

Step 1

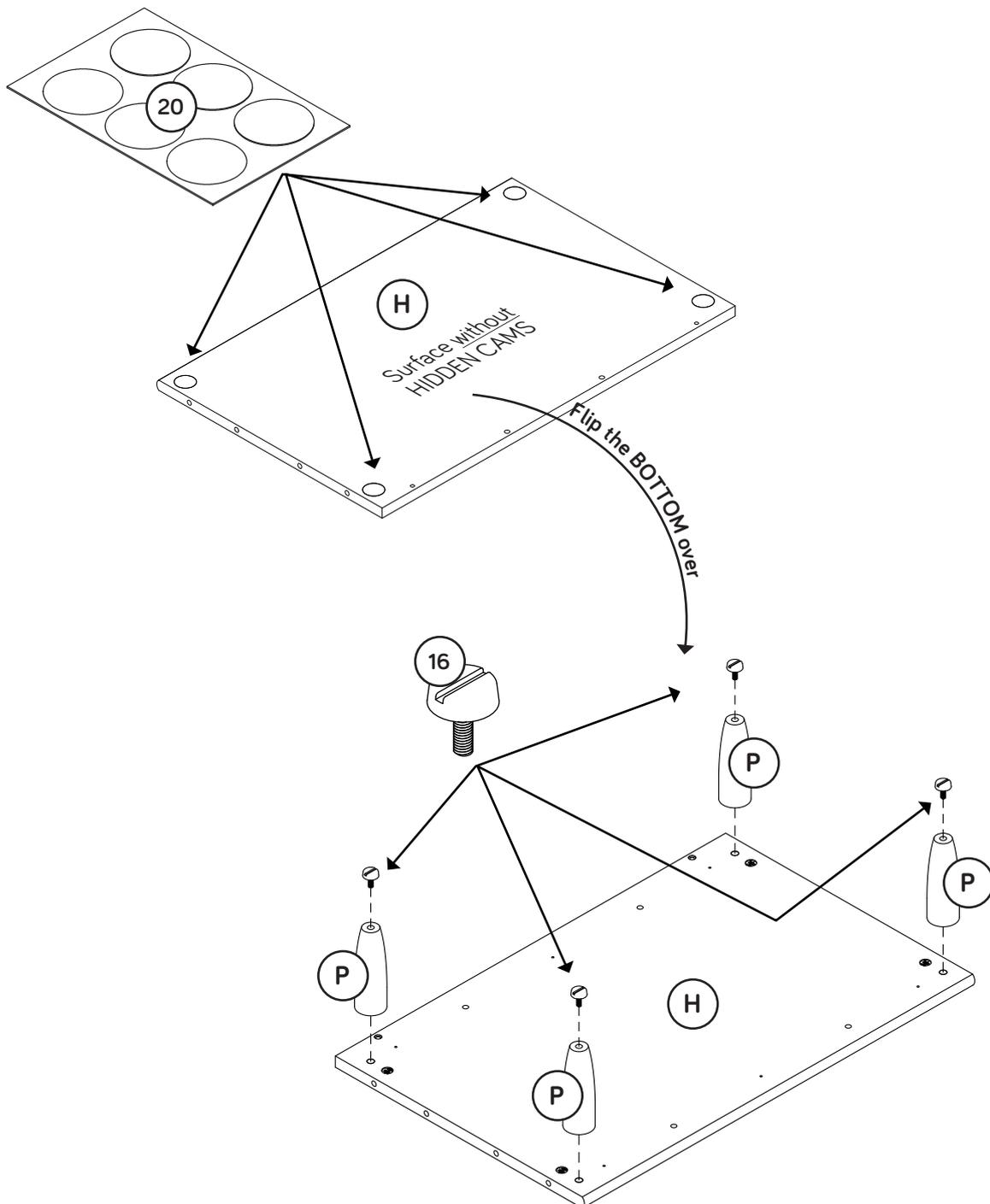
- ✚ Assemble your unit on a carpeted floor or on the empty carton to avoid scratching your unit or the floor.
- ✚ **NOTE:** If you are attaching the 421116 Hutch to your unit, build the Hutch first.
- ✚ Push twenty HIDDEN CAMS (1) into the ENDS (A and B), BRACE (F), LOWER BACK (G), UPPER BACK (E) and BOTTOM (H).



The arrow in the HIDDEN CAM must point toward the hole in the edge of the board.

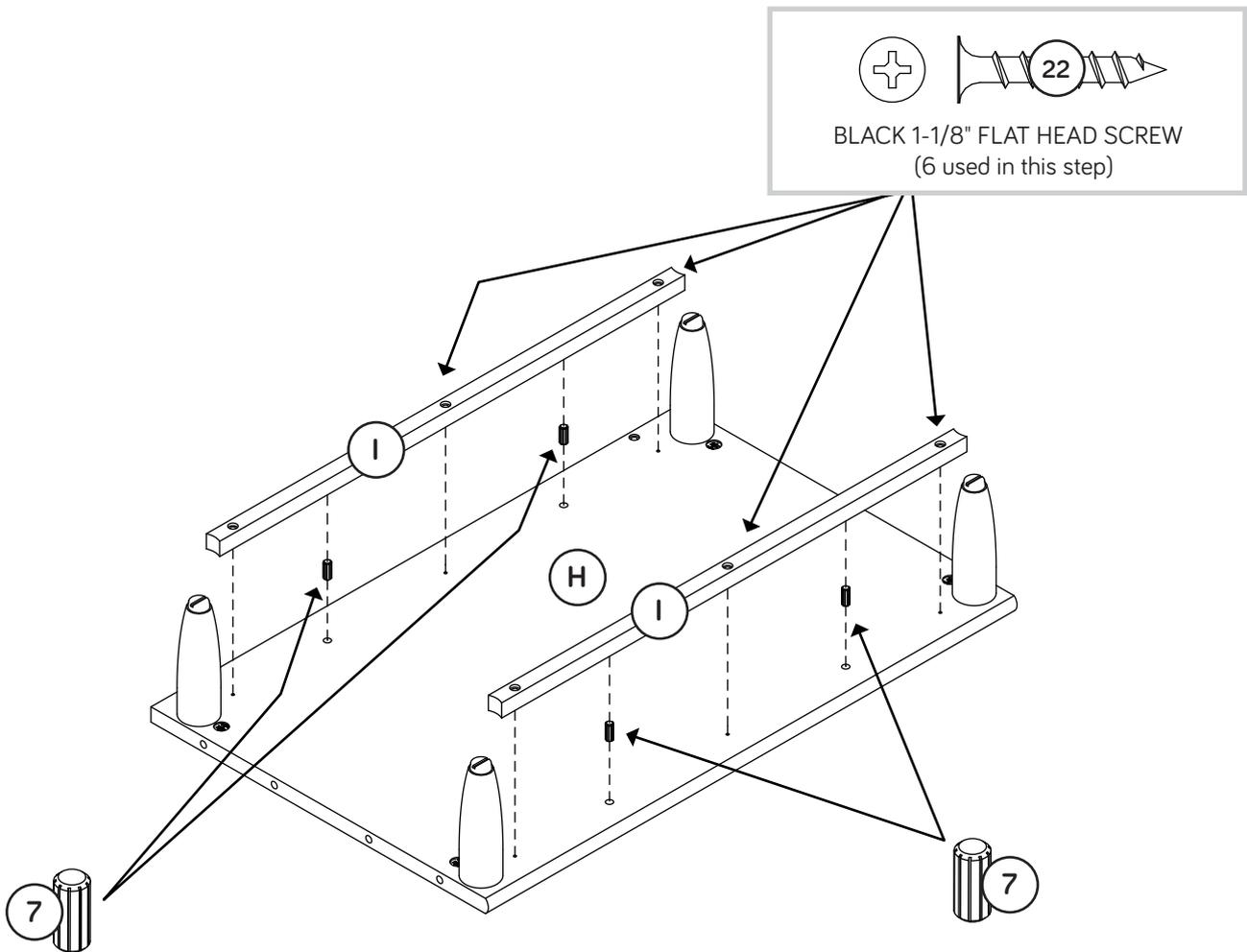
Step 2

- ✂ Peel an applique from the LARGE APPLIQUE CARD (20) and stick one on each large hole in the BOTTOM (H).
- ✂ Flip the BOTTOM (H) over.
- ✂ Turn and tighten four FEET (P) into the threaded holes in the BOTTOM (H).
- ✂ Turn four ADJUSTABLE GLIDES (16) into the threaded holes in the FEET (P).



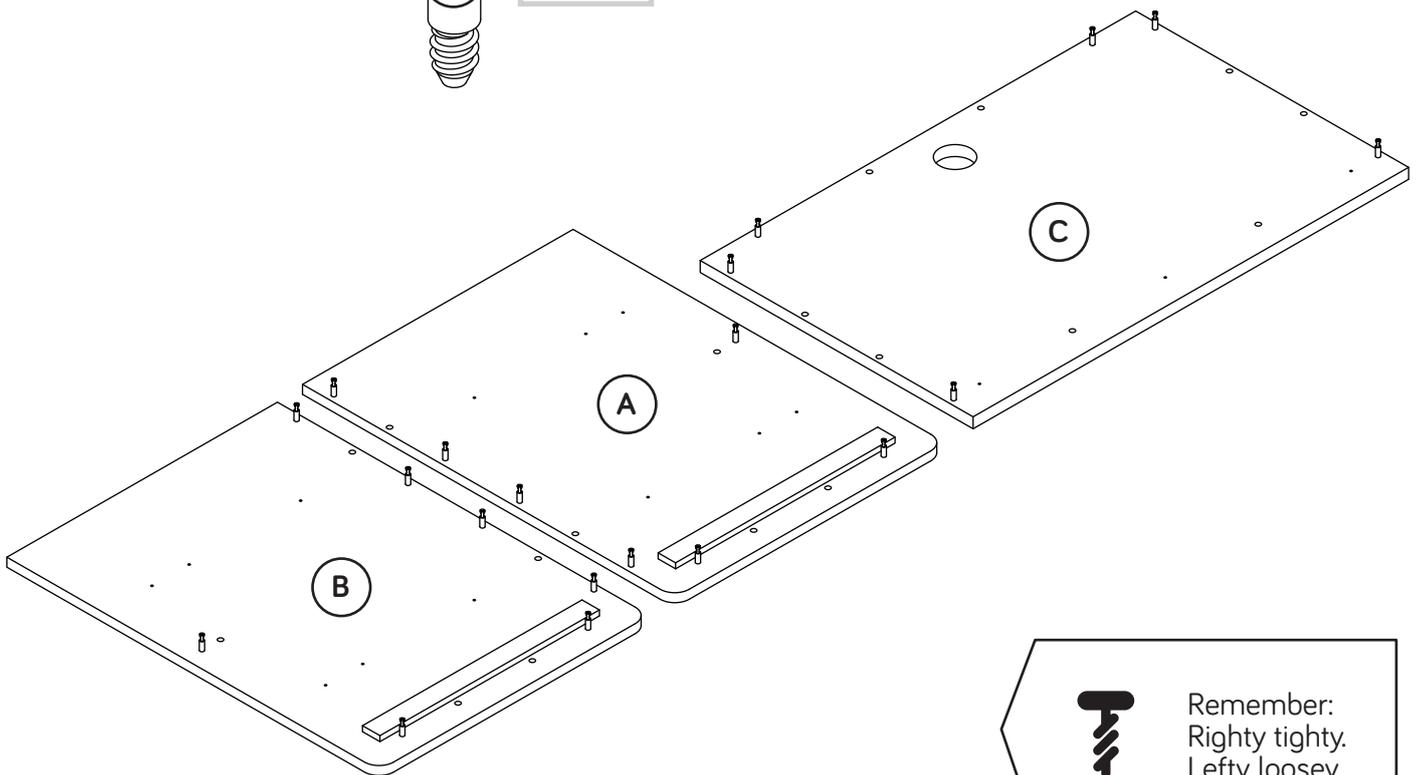
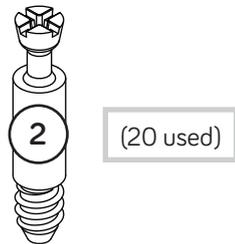
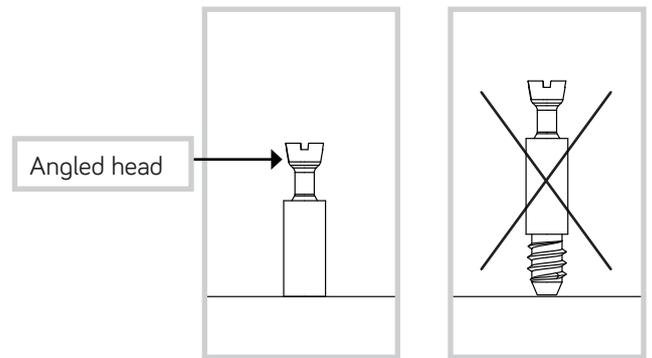
Step 3

- ✚ Insert four SHORT WOODEN DOWELS (7) into the BOTTOM (H).
- ✚ Fasten the BOTTOM MOLDINGS (I) to the BOTTOM (H). Use six BLACK 1-1/8" FLAT HEAD SCREWS (22).
- ✚ NOTE: Be sure the SHORT WOODEN DOWELS insert into the holes in the BOTTOM MOLDINGS.



Step 4

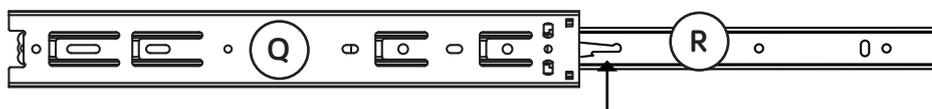
Turn twenty ANGLED HEAD CAM SCREWS (2) into the ENDS (A and B) and TOP (C).



 Remember:
Righty tighty.
Lefty loosey.

Step 5

- ✦ Separate the EXTENSION SLIDES (R) from the EXTENSION RAILS (Q) as shown in the enlarged diagram below. Be prepared, the parts are greasy.
- ✦ Fasten the EXTENSION RAILS (Q) to the ENDS (A and B). Use twelve BLACK 1/2" PAN HEAD SCREWS (25).
- ✦ **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 holes that lines up with the holes in the ENDS. Turn a SCREW into those holes.
- ✦ **NOTE:** The EXTENSION SLIDES (R) will be used later for the DRAWERS.



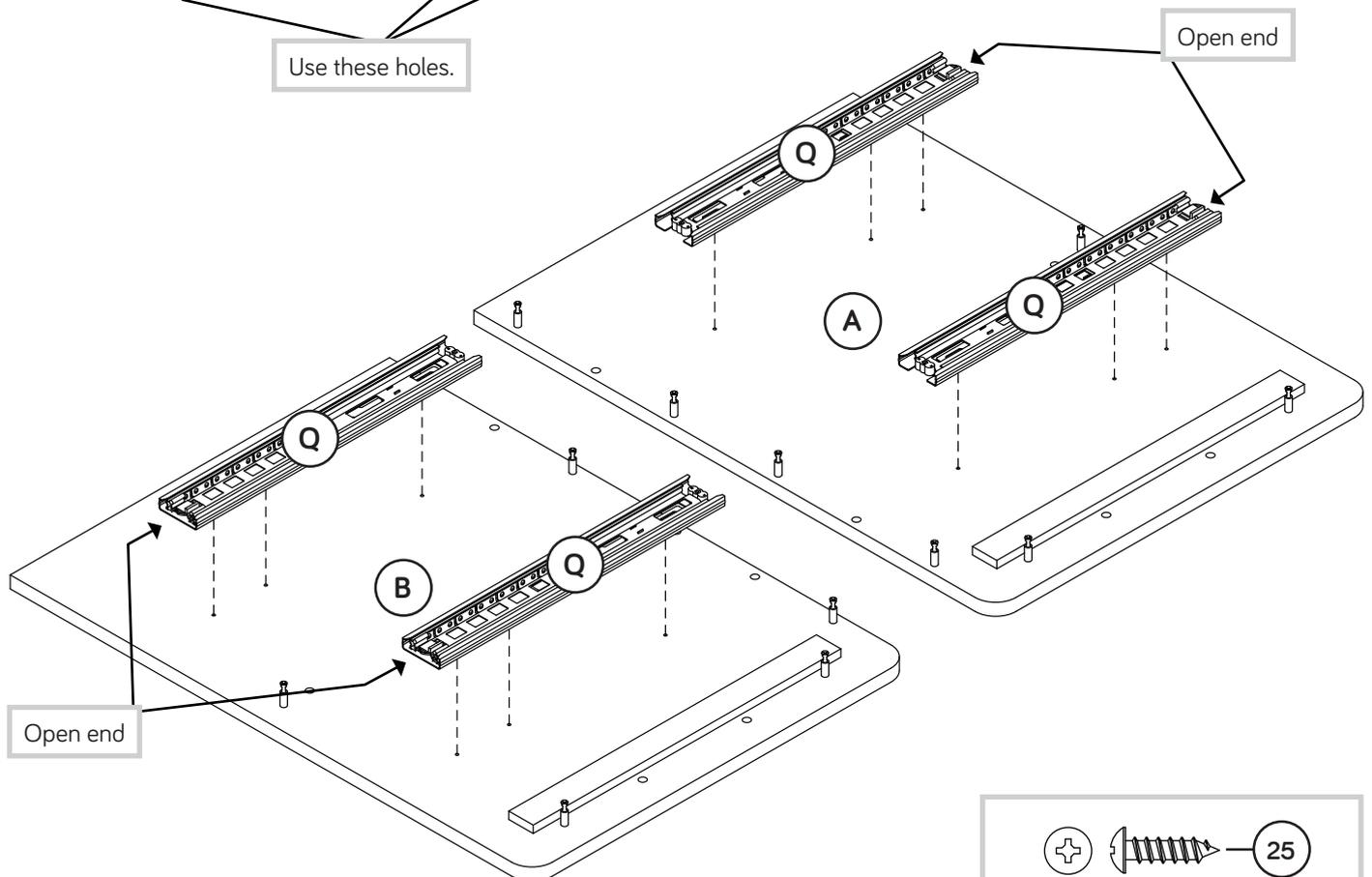
Pull down on the black release lever and pull the SLIDE from the RAIL.



Use these holes.



Open end



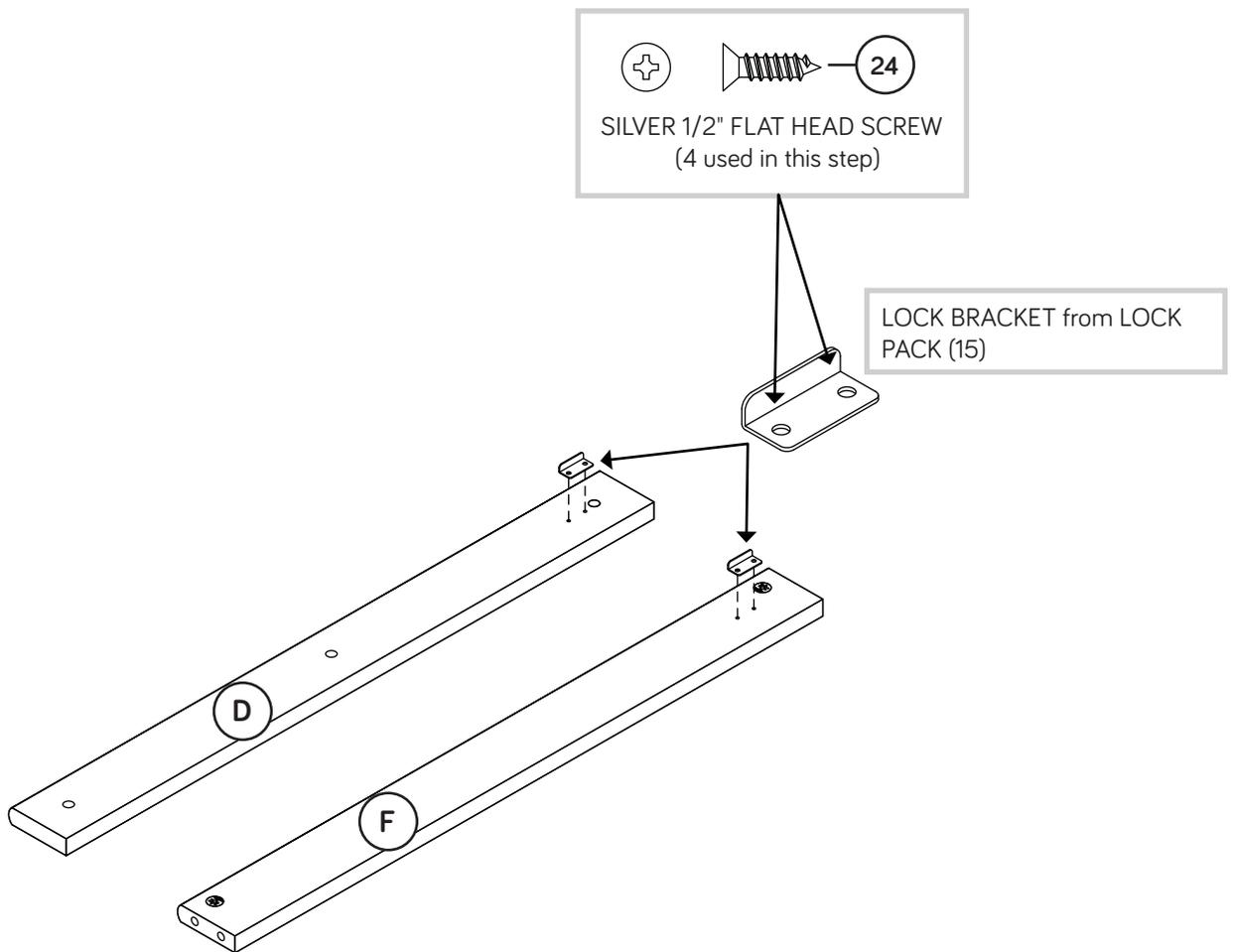
Open end



BLACK 1/2" PAN HEAD SCREW
(12 used in this step)

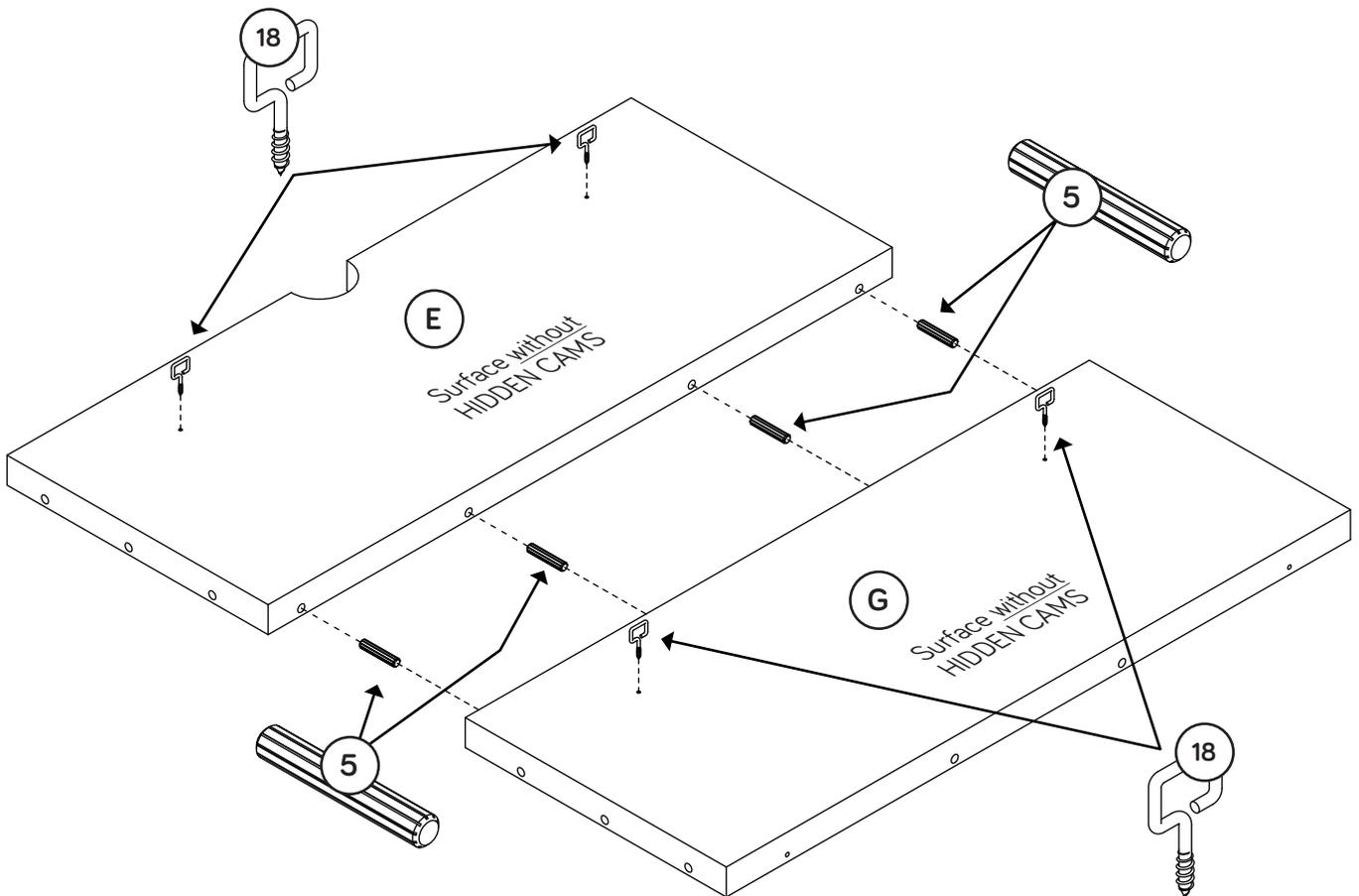
Step 6

- ✚ Gather two LOCK BRACKETS from the LOCK PACK (15).
- ✚ Fasten the LOCK BRACKETS to the BRACE (F) and TOP MOLDING (D) as shown. Use four SILVER 1/2" FLAT HEAD SCREWS (24).



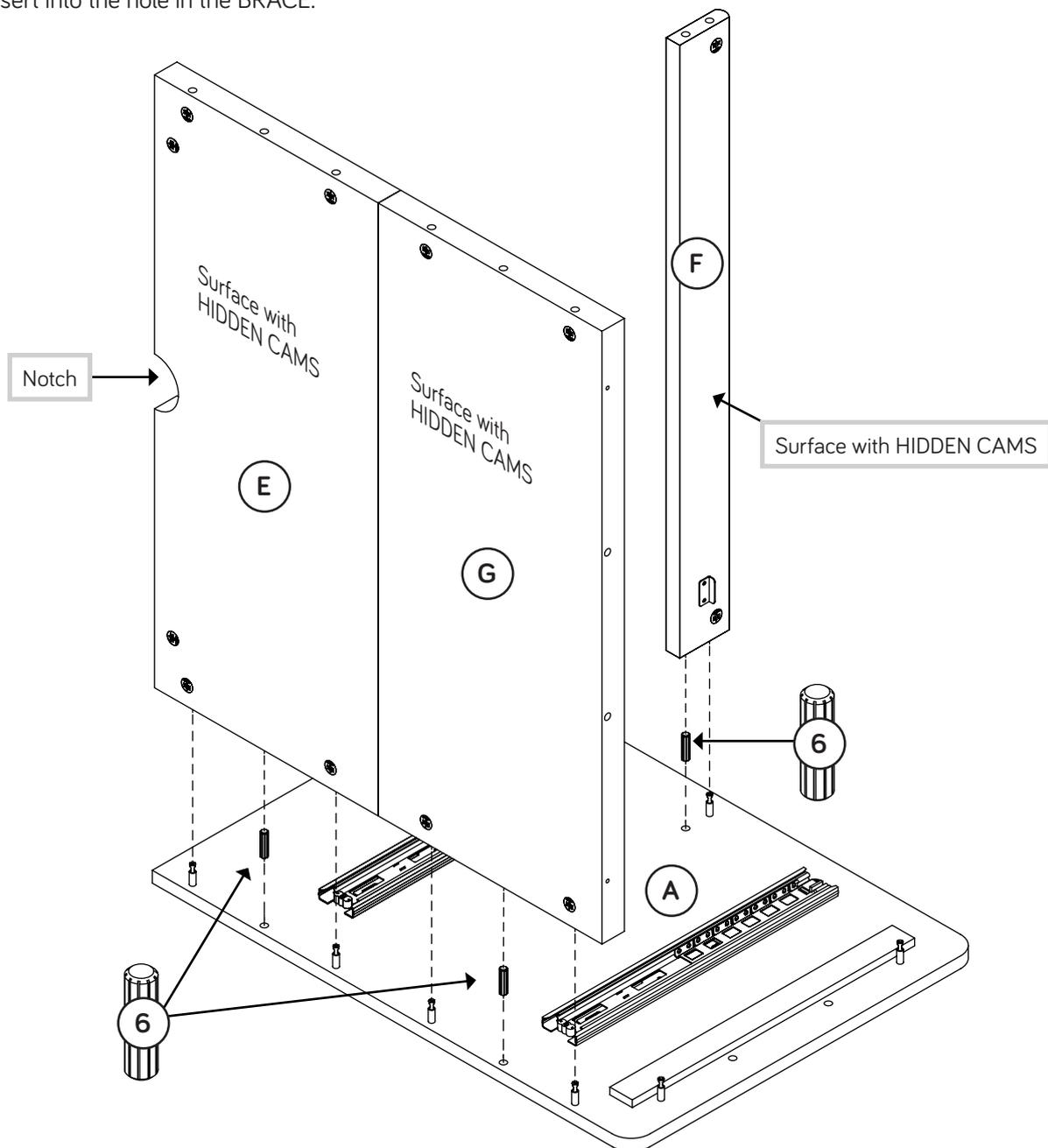
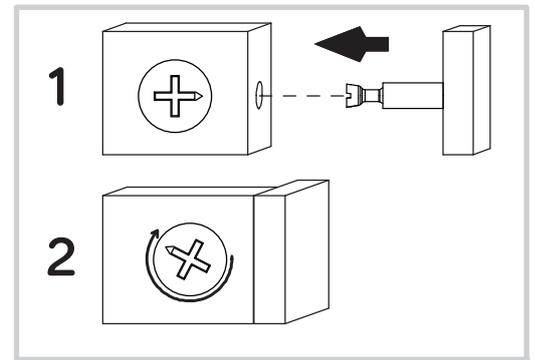
Step 7

- ✚ Turn and tighten four HOOKS (18) into the BACKS (E and G).
- ✚ After the HOOKS are tight, turn them counter clockwise a half revolution or 180 degrees. It is important that these HOOKS are in this position for optimal performance of the ANTI-TIP KIT.
- ✚ Insert four LONG WOOD DOWELS (5) into the LOWER BACK (G).
- ✚ Fasten the UPPER BACK (E) to the LOWER BACK (G) by pushing it over the WOOD DOWELS in the LOWER BACK.



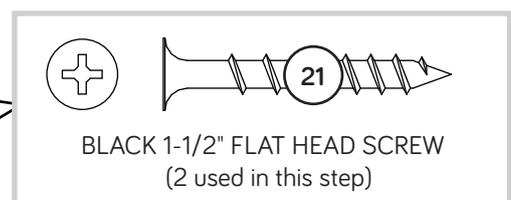
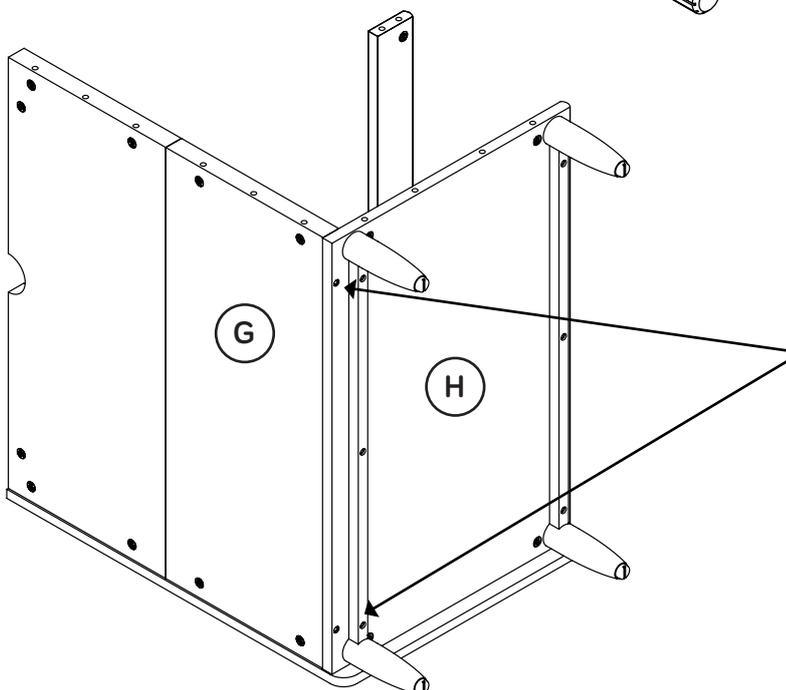
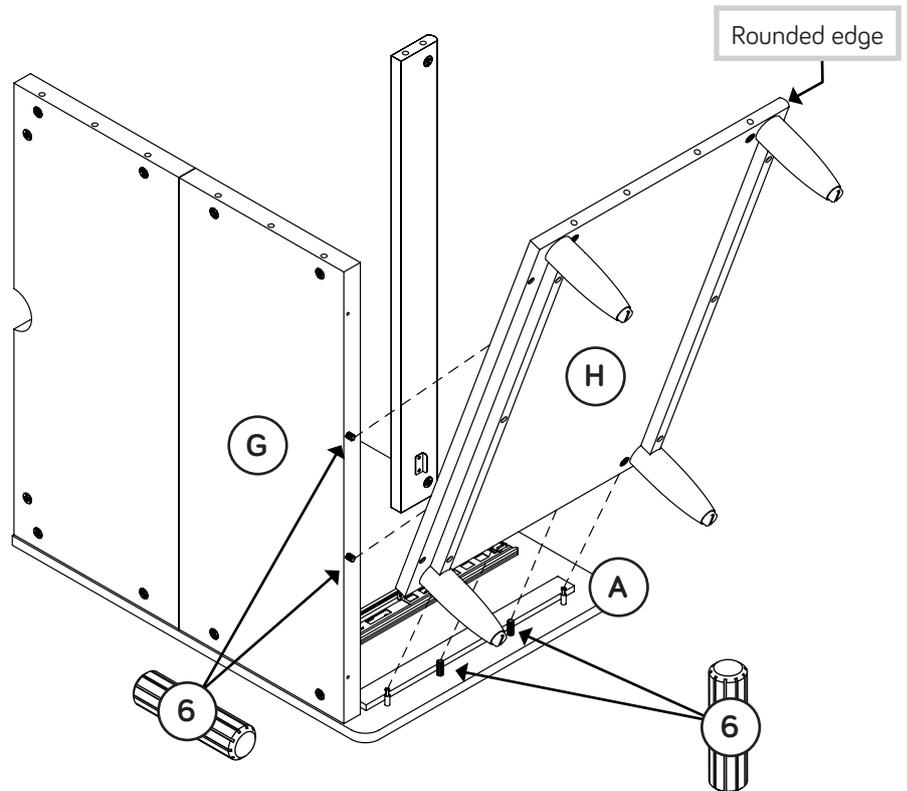
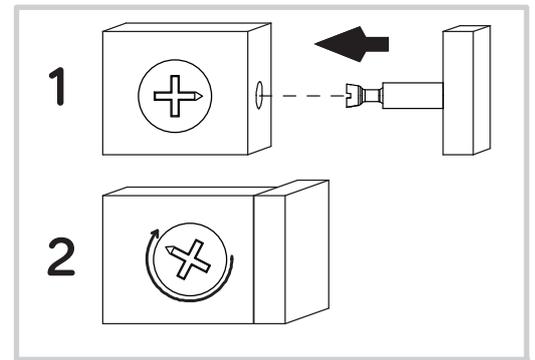
Step 8

- ✚ Insert three WOOD DOWELS (6) into the RIGHT END (A).
- ✚ Fasten the BACKS (E and G) to the RIGHT END (A). Tighten four HIDDEN CAMS.
- ✚ **NOTE:** Be sure the WOOD DOWELS in the RIGHT END insert into the holes in the BACKS.
- ✚ Fasten the BRACE (F) to the RIGHT END (A). Tighten the HIDDEN CAM.
- ✚ **NOTE:** Be sure the WOOD DOWEL in the RIGHT END insert into the hole in the BRACE.



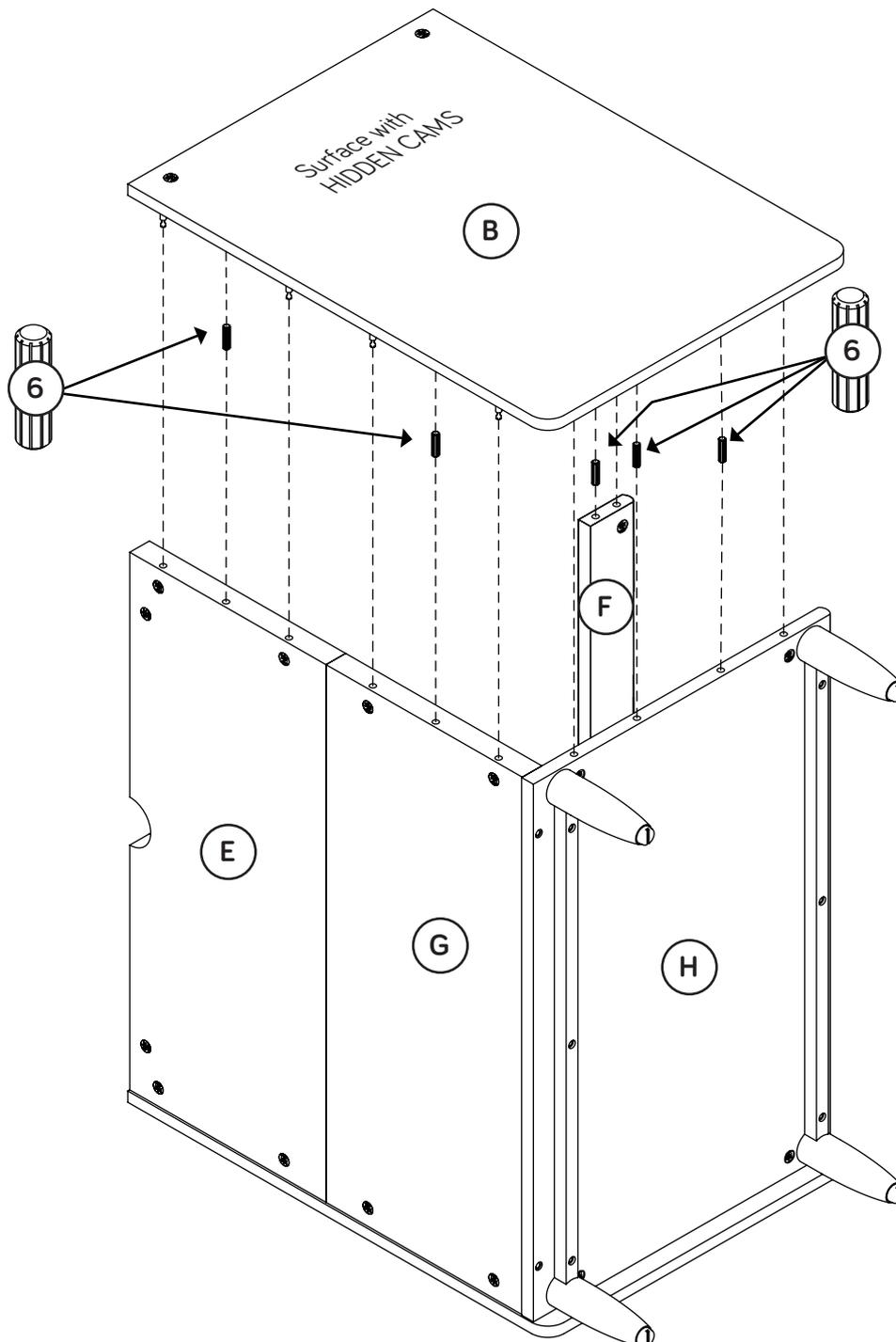
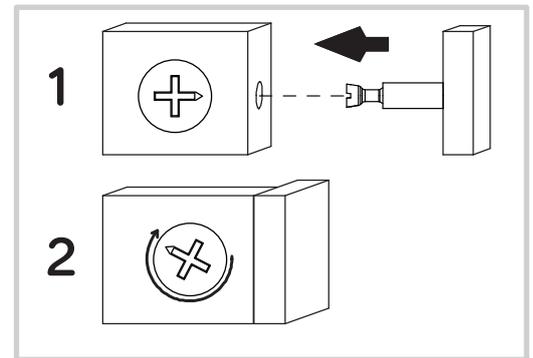
Step 9

- ✚ Insert two WOOD DOWELS (6) into the RIGHT END (A) and two WOOD DOWELS (6) into the LOWER BACK (G).
- ✚ Fasten the BOTTOM (H) to the RIGHT END (A) as shown in the upper diagram. Tighten two HIDDEN CAMS.
- ✚ **NOTE:** Be sure the WOOD DOWELS in the RIGHT END and LOWER BACK insert into the holes in the BOTTOM.
- ✚ Fasten the BOTTOM (H) to the LOWER BACK (G). Use two BLACK 1-1/2" FLAT HEAD SCREWS (21).



Step 10

- ✚ Insert five WOOD DOWELS (6) into the LEFT END (B).
- ✚ Fasten the LEFT END (B) to the UPPER BACK (E), BRACE (F), LOWER BACK (G) and BOTTOM (H). Tighten seven HIDDEN CAMS.
- ✚ **NOTE:** Be sure the WOOD DOWELS in the LEFT END insert into the holes in the BACKS, BOTTOM and BRACE.

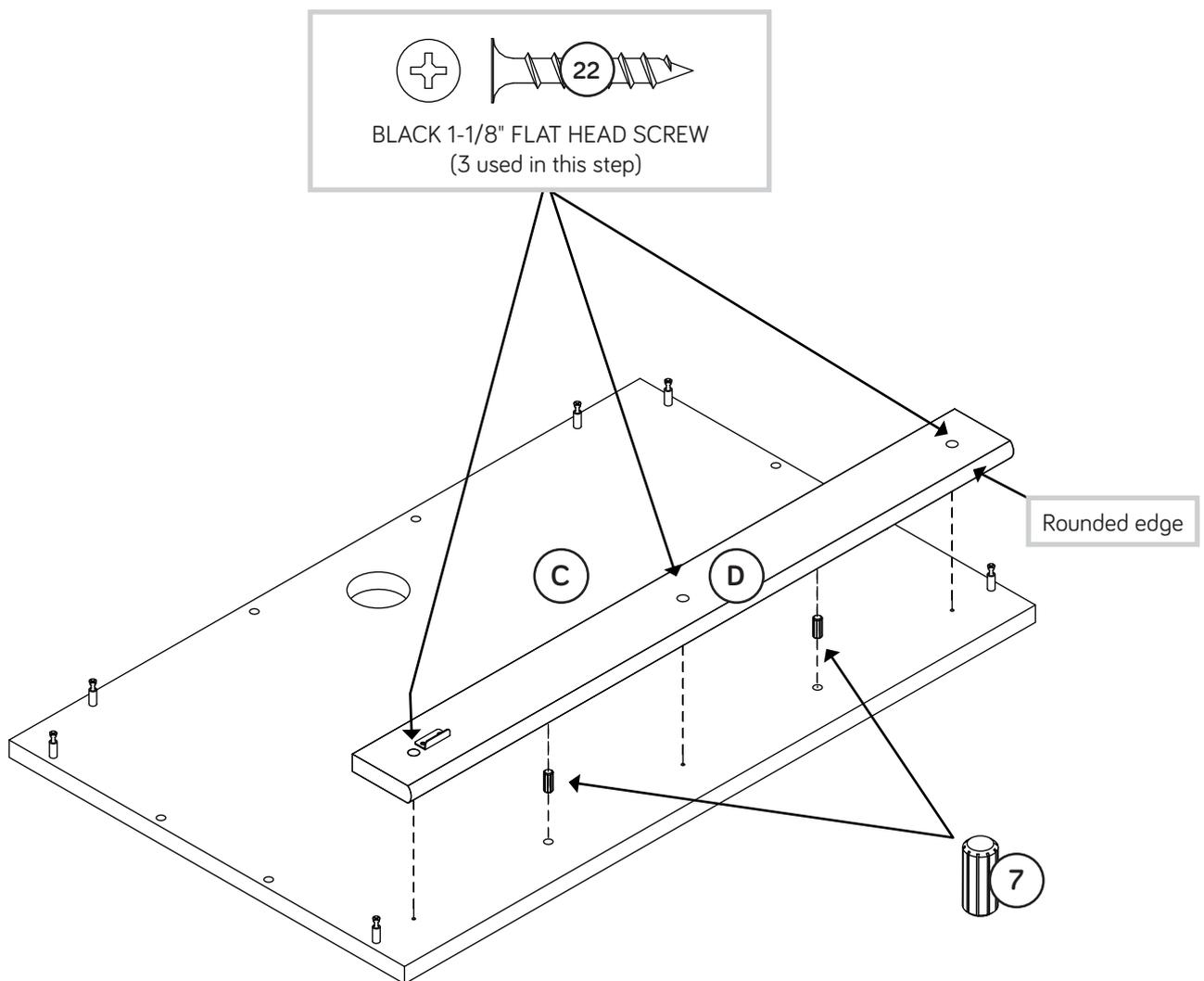


Step 11

- ✚ Insert two SHORT WOODEN DOWELS (7) into the TOP (C).
- ✚ Fasten the TOP MOLDING (D) to the TOP (C). Use three BLACK 1-1/8" FLAT HEAD SCREWS (22).
- ✚ **NOTE:** Be sure the SHORT WOOD DOWELS in the TOP insert into the holes in the TOP MOLDING.

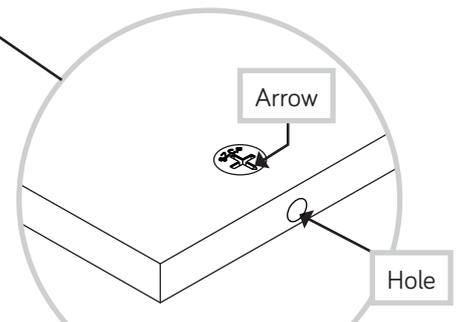
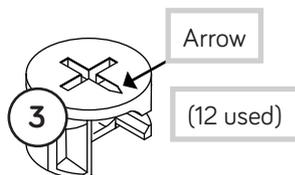
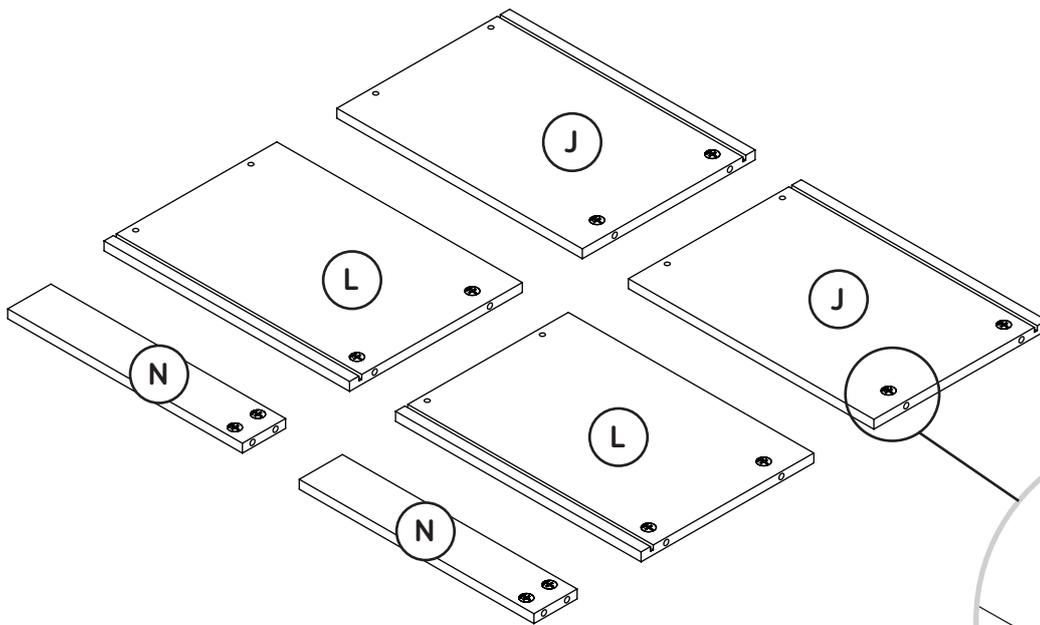
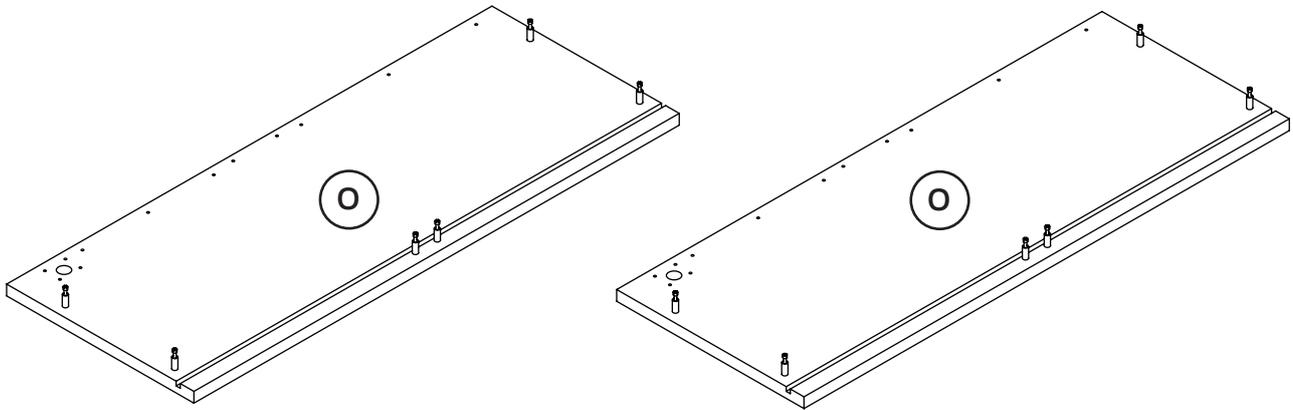
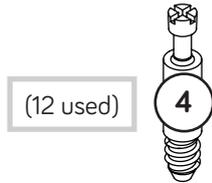
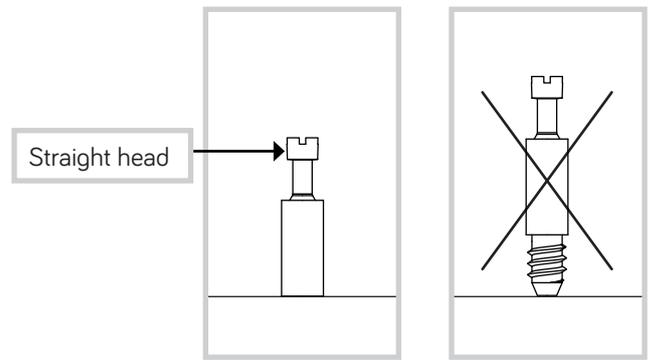


Now might be a good time to refresh your drink.



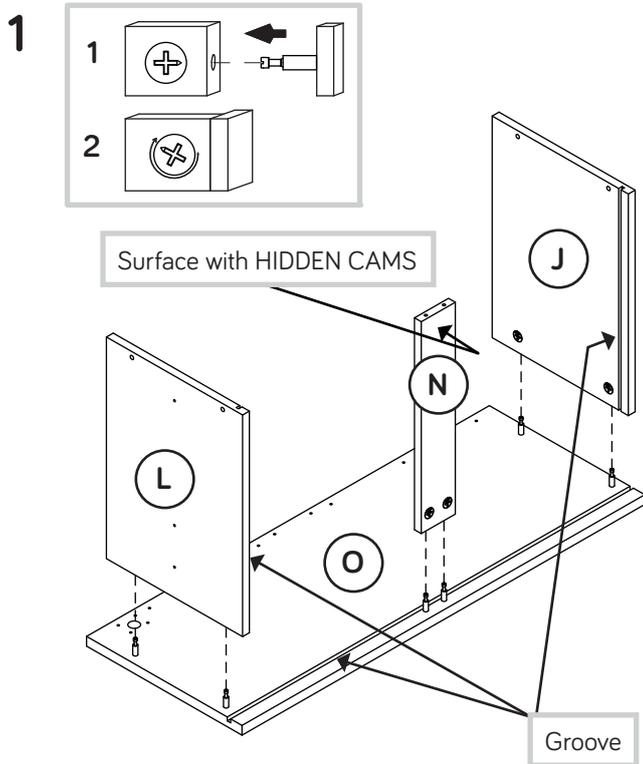
Step 12

- Turn twelve STRAIGHT HEAD CAM SCREWS (4) into the DRAWER FRONTS (O).
- Push twelve SMALL HIDDEN CAMS (3) into the large holes in the DRAWER SIDES (J and L) and DRAWER BRACE (N).

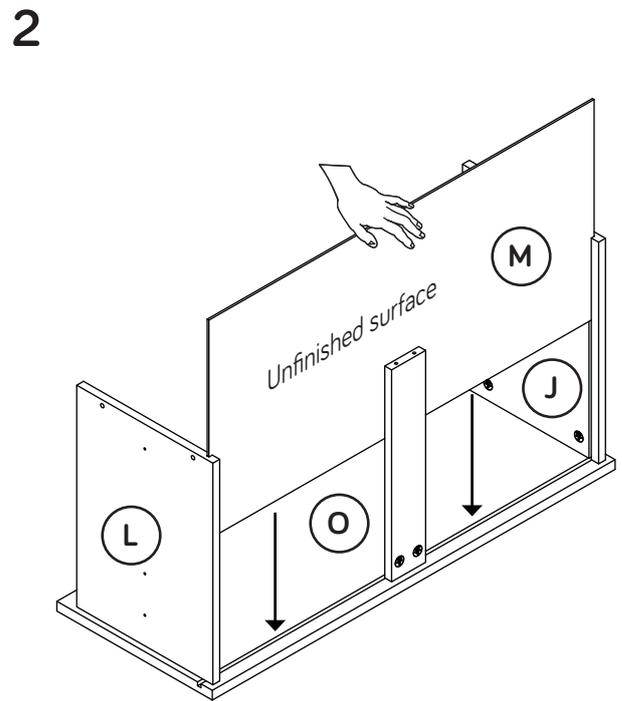


The arrow in the HIDDEN CAM must point toward the hole in the edge of the board.

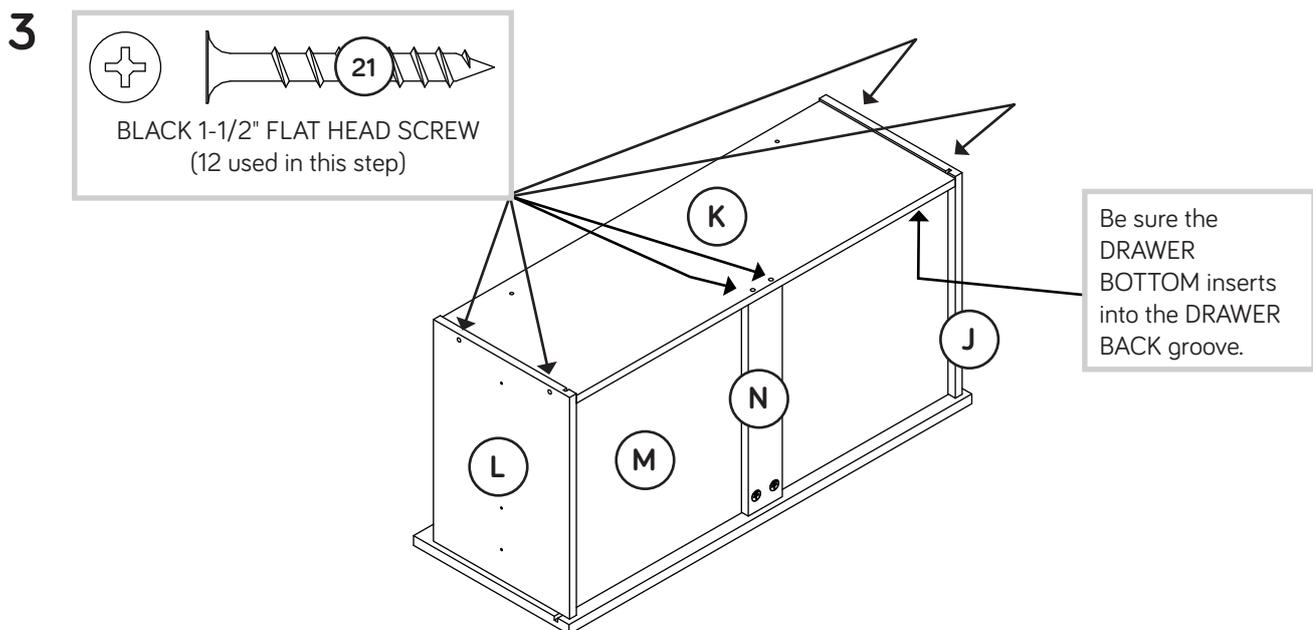
Step 13



- Fasten a LEFT DRAWER SIDE (J), a RIGHT DRAWER SIDE (L) and a DRAWER BRACE (N) to a DRAWER FRONT (O). Tighten six SMALL HIDDEN CAMS.



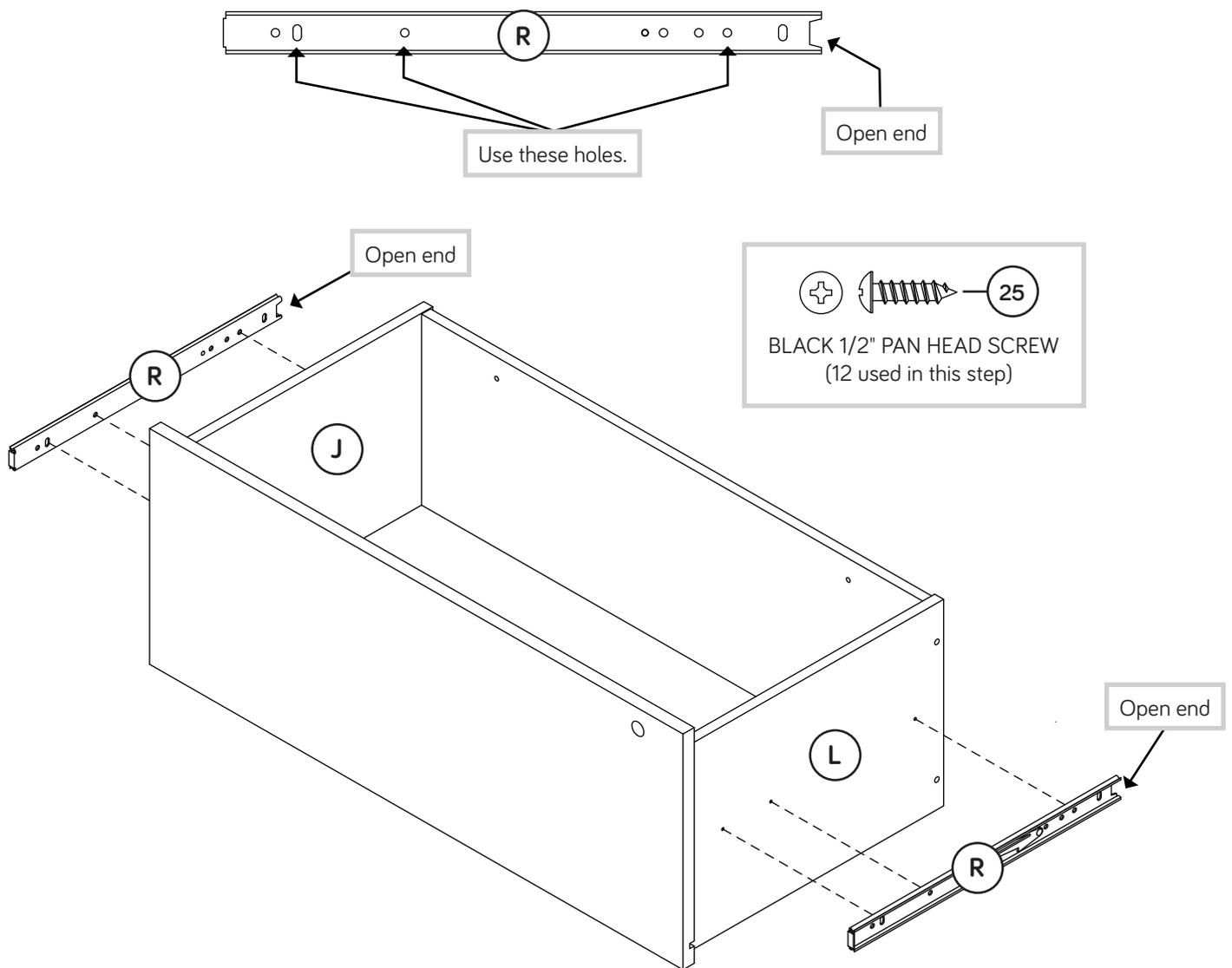
- Slide a DRAWER BOTTOM (M) into the grooves in the DRAWER SIDES (J and L) and DRAWER FRONT (O).



- Fasten a DRAWER BACK (K) to the DRAWER SIDES (J and L) and DRAWER BRACE (N). Use six BLACK 1-1/2" FLAT HEAD SCREWS (21).
- NOTE:** Be sure the DRAWER BOTTOM (M) inserts into the groove of the DRAWER BACK (K).
- Repeat this step for the other drawer.

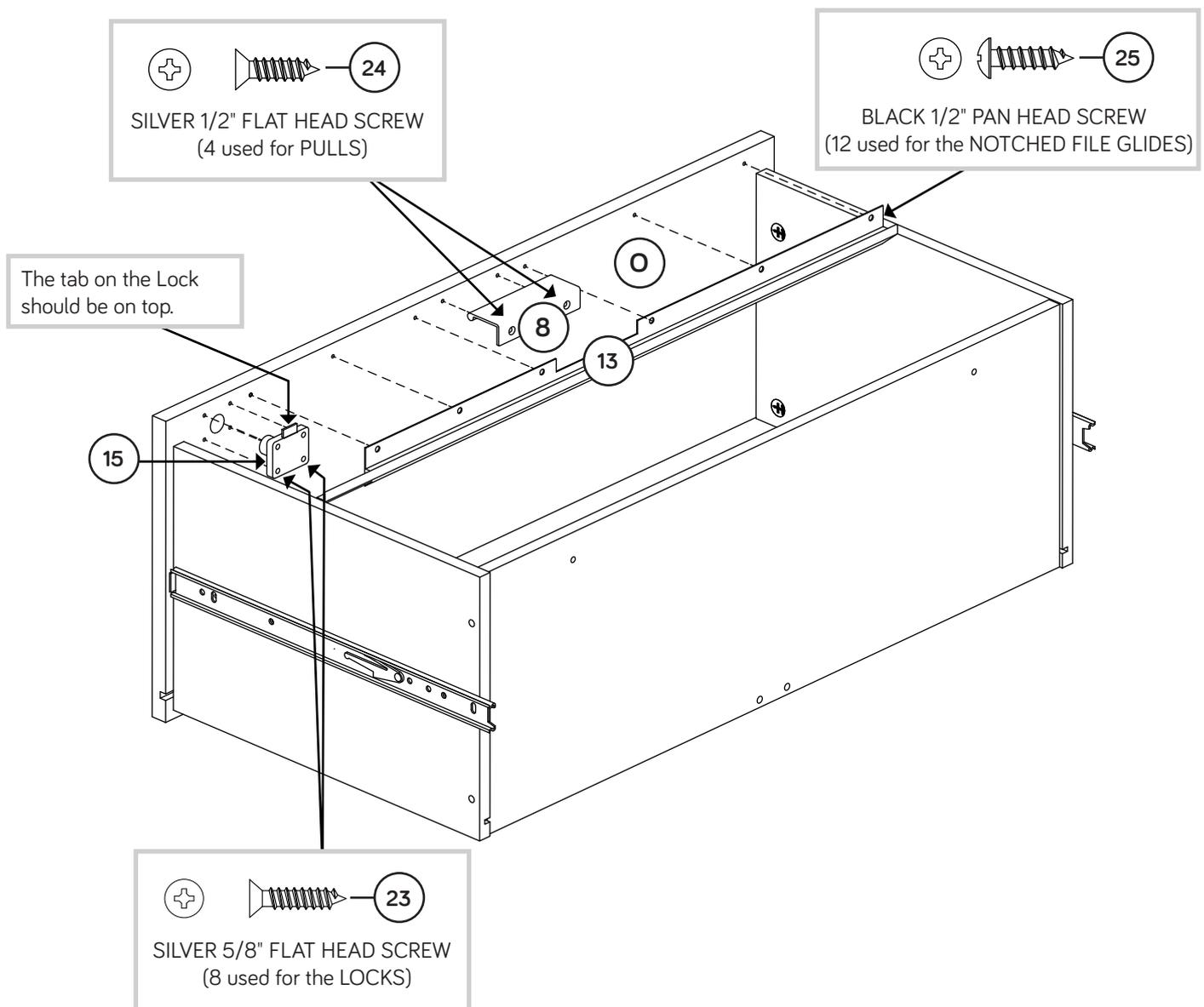
Step 14

- Fasten the EXTENSION SLIDES (R) to the DRAWER SIDES (J and L). Use six BLACK 1/2" PAN HEAD SCREWS (25).
- Repeat this step for the other drawer.



Step 15

- Fasten a Lock from the LOCK PACK (15) to a DRAWER FRONT (O). Use four SILVER 5/8" FLAT HEAD SCREWS (23).
- Fasten a PULL (8) to the DRAWER FRONT (O). Use two SILVER 1/2" FLAT HEAD SCREWS (24).
- Fasten the NOTCHED FILE GLIDE (13) to the DRAWER FRONT (O). Use six BLACK 1/2" PAN HEAD SCREWS (25).
- Repeat this step for the other drawer.

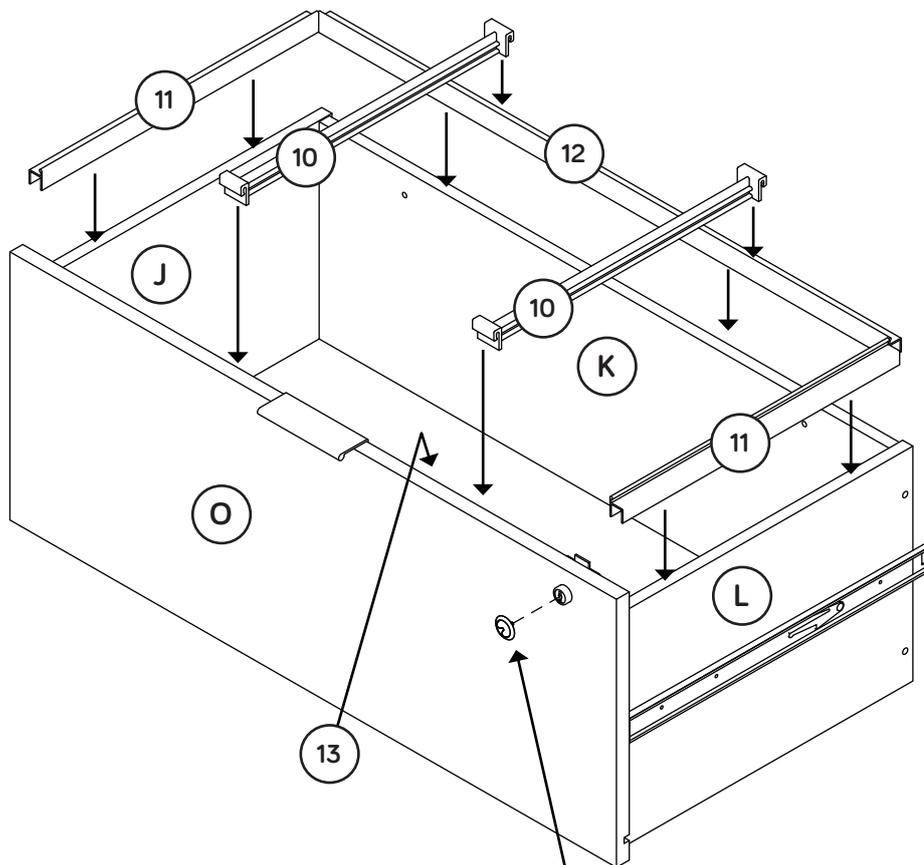


Step 16

- ✚ Push two SHORT FILE GLIDES (11) onto the top edges of the DRAWER SIDES (J and L).
- ✚ Push the LONG FILE GLIDE (12) onto the top edge of the DRAWER BACK (K).
- ✚ Push two FILE HANGERS (10) onto the NOTCHED FILE GLIDE (13) and LONG FILE GLIDE (12).
- ✚ Push a LOCK RING onto the LOCK as shown.
- ✚ Repeat this step for the other drawer.



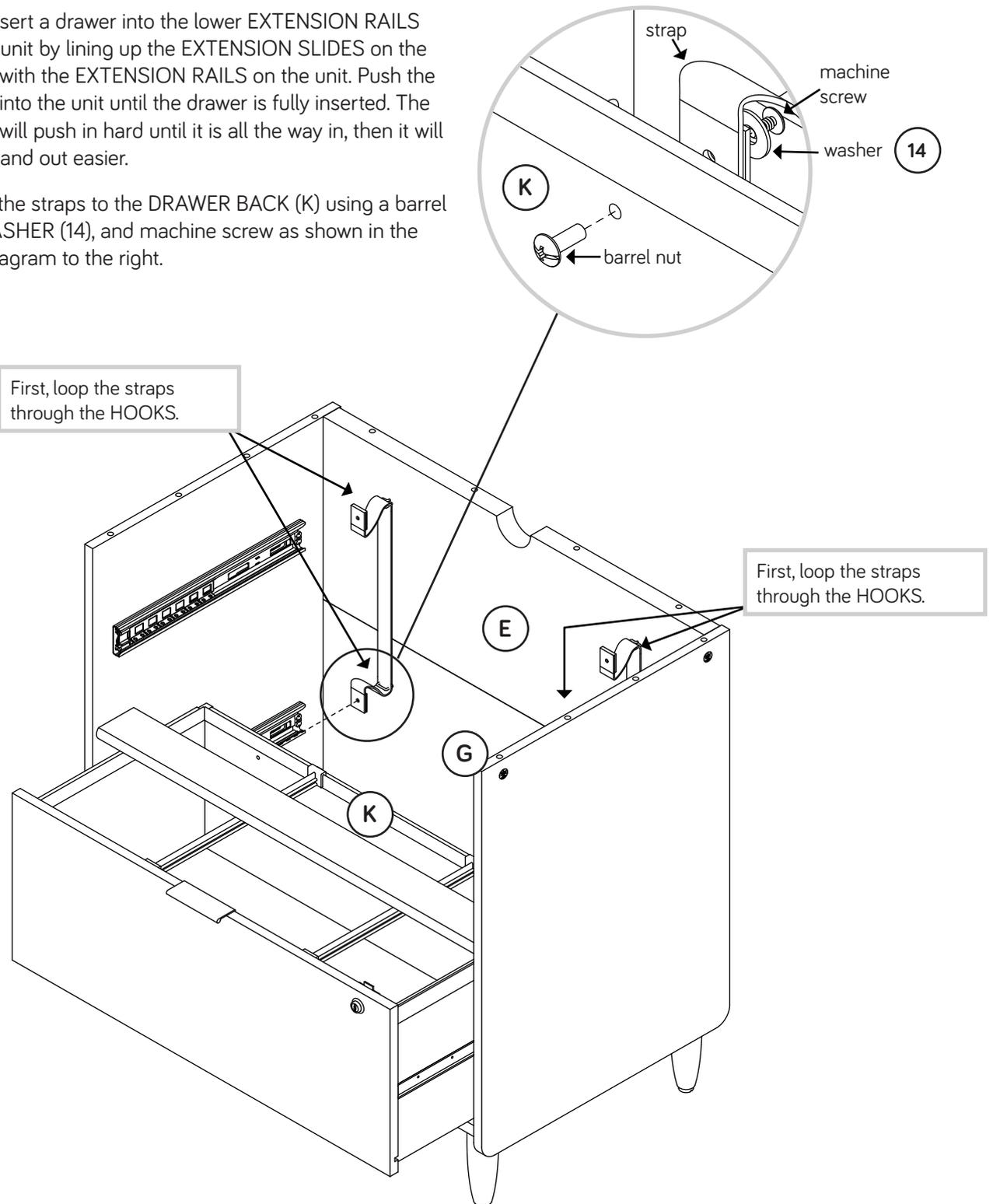
If you're doing this to help a friend, don't leave without a bite.



Lock Ring from the LOCK PACK (15)

Step 17

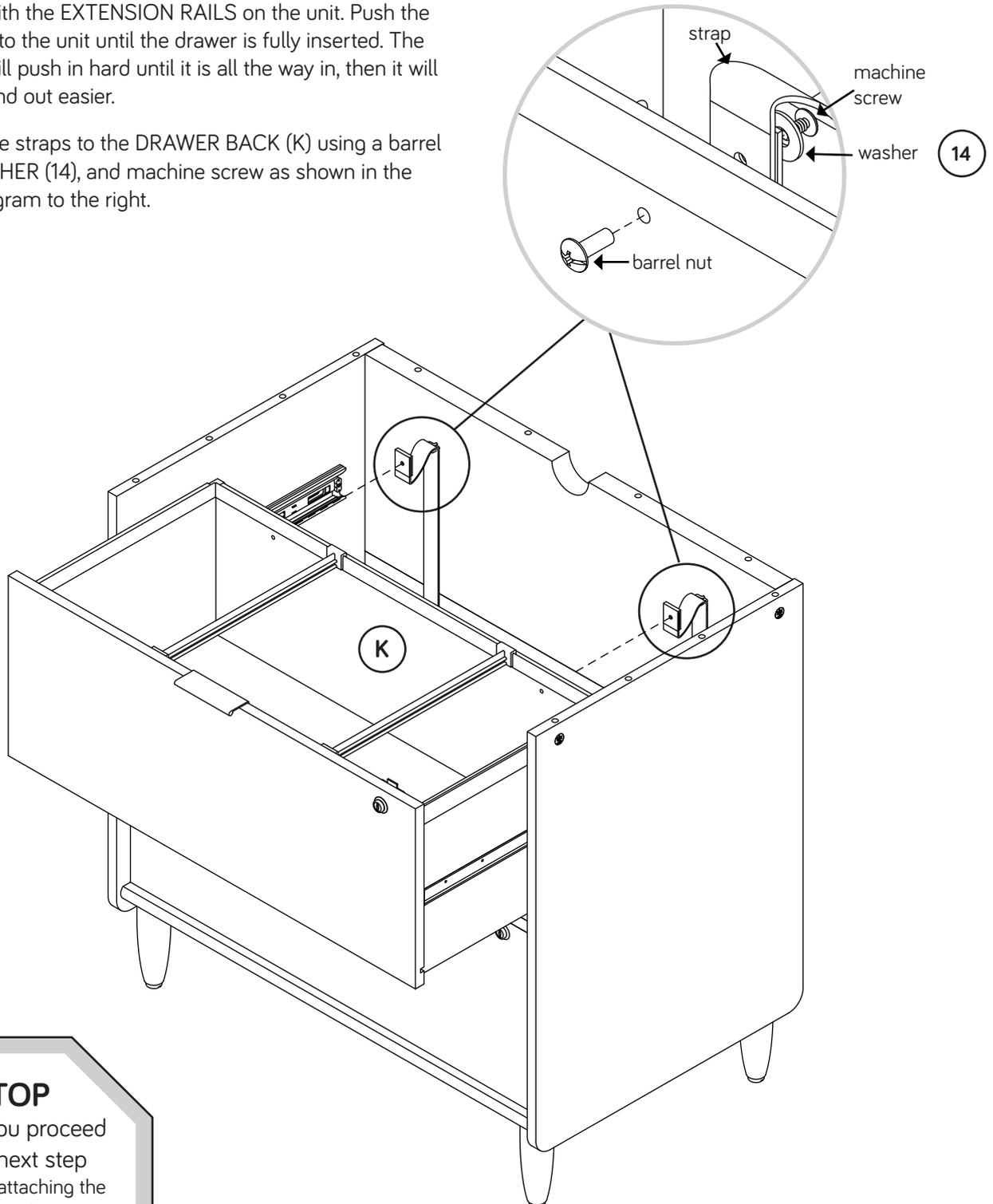
- ✚ Carefully stand your unit upright.
- ✚ Loop the straps from the ANTI TIP KIT (17) through the HOOKS in the BACKS (E and G) as shown below.
- ✚ Then insert a drawer into the lower EXTENSION RAILS of your unit by lining up the EXTENSION SLIDES on the drawer with the EXTENSION RAILS on the unit. Push 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.
- ✚ Fasten the straps to the DRAWER BACK (K) using a barrel nut, WASHER (14), and machine screw as shown in the large diagram to the right.



Step 18

✚ Insert the upper drawer into the upper EXTENSION RAILS of your unit by lining up the EXTENSION SLIDES on the drawer with the EXTENSION RAILS on the unit. 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.

✚ Fasten the straps to the DRAWER BACK (K) using a barrel nut, WASHER (14), and machine screw as shown in the large diagram to the right.

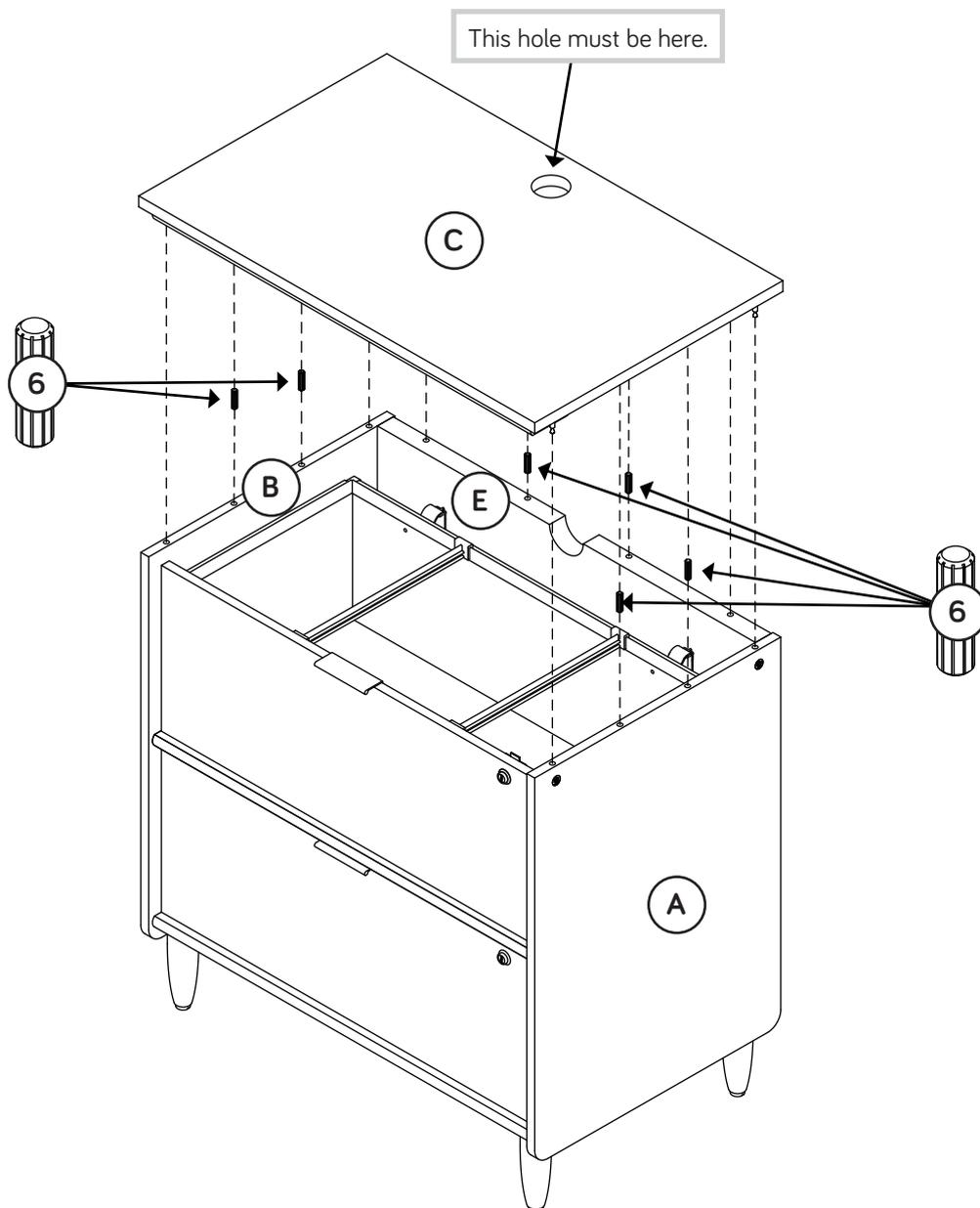
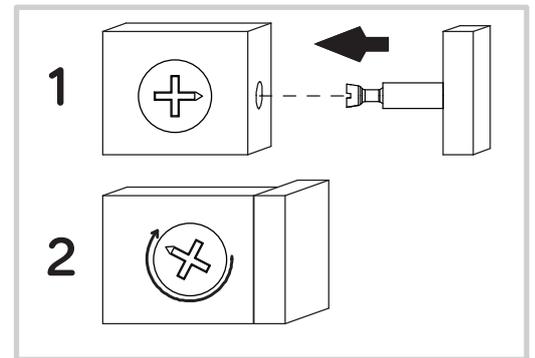


STOP

Before you proceed to the next step
If you are attaching the 5421116 Hutch to your unit, build the Hutch now.

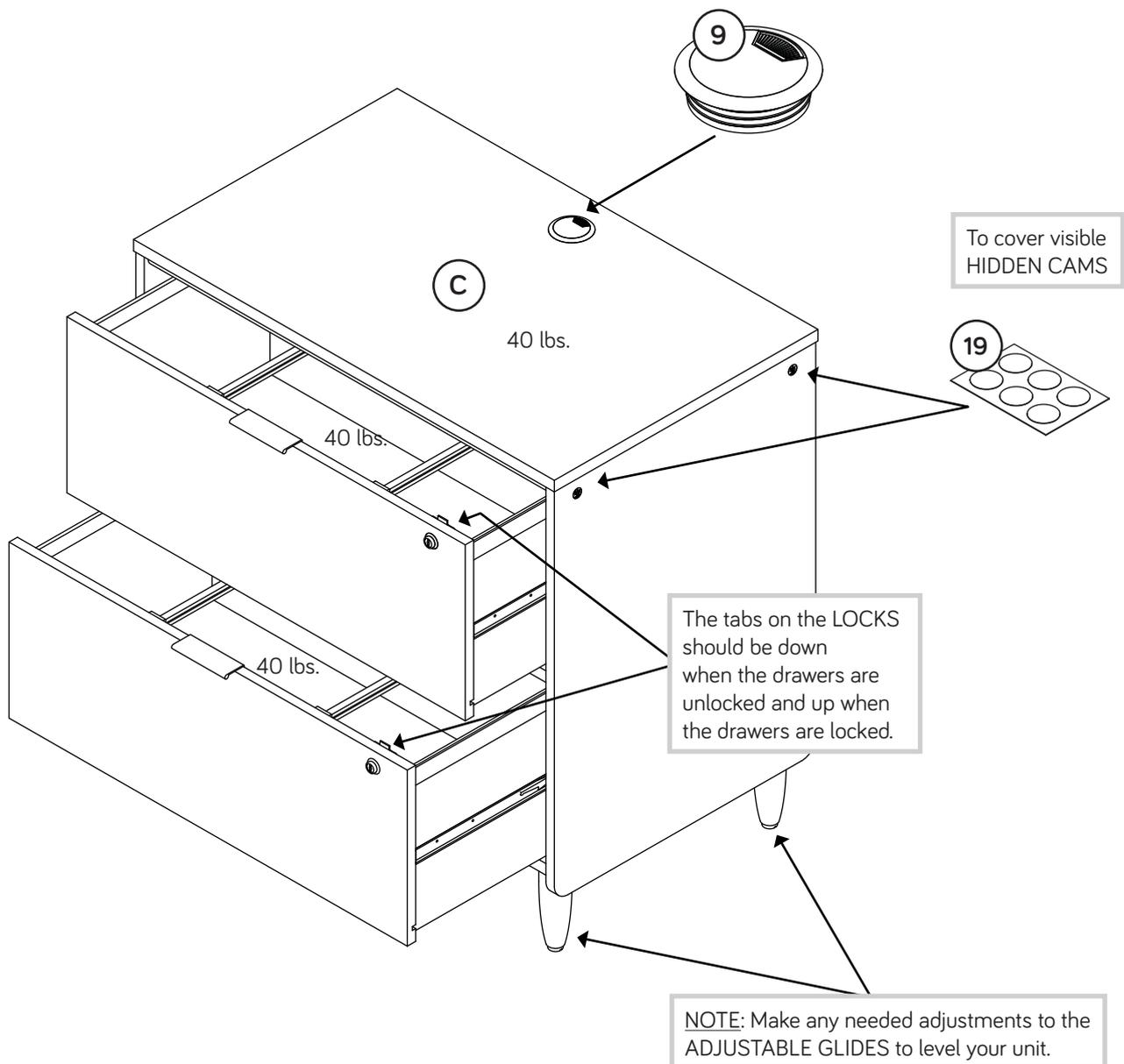
Step 19

- ✚ Insert six WOOD DOWELS (6) into the ENDS (A and B) and UPPER BACK (E).
- ✚ Fasten the TOP (C) to the ENDS (A and B) and UPPER BACK (E). Tighten six HIDDEN CAMS.
- ✚ **NOTE:** Be sure the WOOD DOWELS in the ENDS and UPPER BACK insert into the holes in the TOP.



Step 20

- ✚ Push a GROMMET WITH CAP (9) into the hole in the TOP. (C).
- ✚ Peel an applique from the SMALL APPLIQUE CARD (19) and stick them on the visible HIDDEN CAMS.
- ✚ **NOTE:** To raise a corner of the unit, turn the ADJUSTABLE GLIDE counter-clockwise. To lower a corner, turn the ADJUSTABLE GLIDE clockwise.
- ✚ **NOTE:** Please read the back pages of the instruction booklet for important safety information.
- ✚ This completes assembly. Clean with your favorite furniture polish or a damp cloth. Wipe dry.



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.