

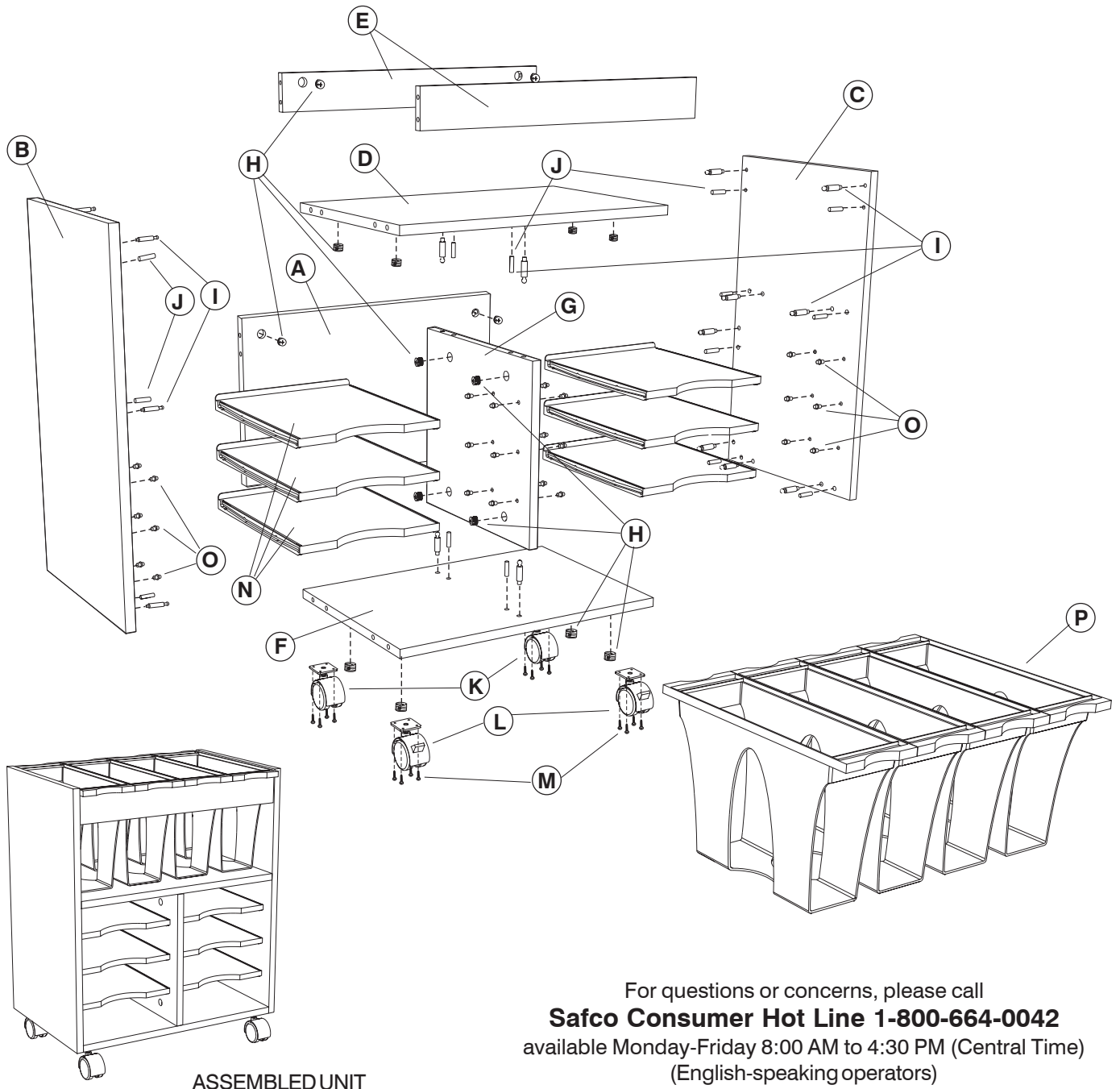
## ASSEMBLY INSTRUCTIONS

PRODUCT WARRANTY REGISTRATION is available online at: [www.safcoproducts.com](http://www.safcoproducts.com)

### PARTS LIST

LETTER CODE	DESCRIPTION	QTY.	PART NO.	LETTER CODE	DESCRIPTION	QTY.	PART NO.	LETTER CODE	DESCRIPTION	QTY.	PART NO.
(A)	Back Panel	1	5390-07	(G)	Vertical Divider	1	5390-06	(L)	Caster with Brake	2	5390-24
(B)	Left Side Panel	1	5390-02	(H)	Cam	20	5390-23	(M)	Small Screw	16	5390-27
(C)	Right Side Panel	1	5390-03	(I)	Short Screw Post	20	5390-21	(N)	Plastic Shelf	6	5390-09
(D)	Fixed Shelf	1	5390-05	(J)	Wood Dowel	20	5390-30	(O)	Shelf Glide Push Pin	24	5390-26
(E)	Rail	2	5390-04	(K)	Caster	2	5390-25	(P)	Plastic Bin	4	5390-10
(F)	Base Panel	1	5390-01								

**TOOLS REQUIRED: Screwdriver, Hammer or Mallet**



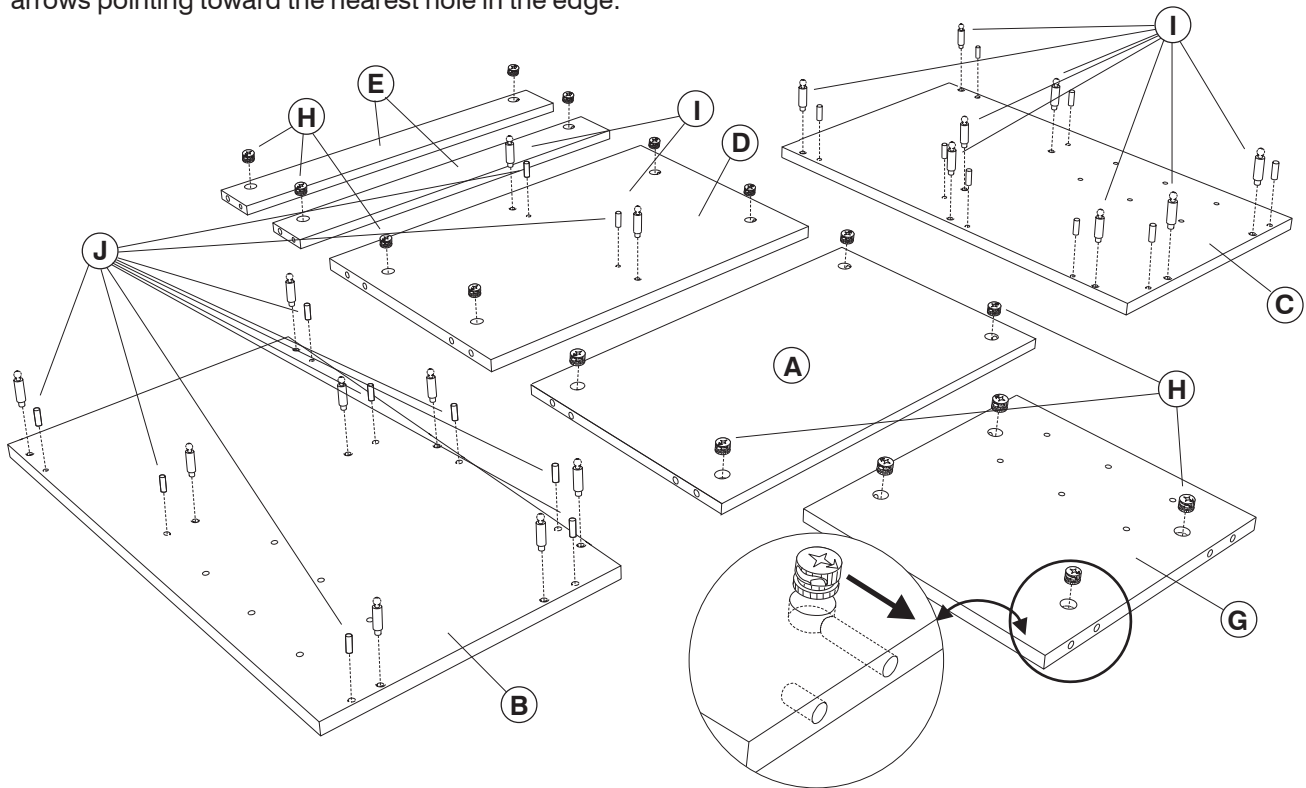
For questions or concerns, please call  
**Safco Consumer Hot Line 1-800-664-0042**  
 available Monday-Friday 8:00 AM to 4:30 PM (Central Time)  
 (English-speaking operators)

- 1** Work on a smooth, clean surface. Locate the **(A)** Back Panel and position it with the large holes up. Lay the **(B)** Left Panel and the **(C)** Right Panel on the left and right sides of the Back Panels with the holes facing up as shown. Arrange the **(D)** Fixed Shelf and two **(E)** Rails above the Back Panel with the holes up. Place the **(G)** Vertical Divider below the Back Panels with the four large holes up.

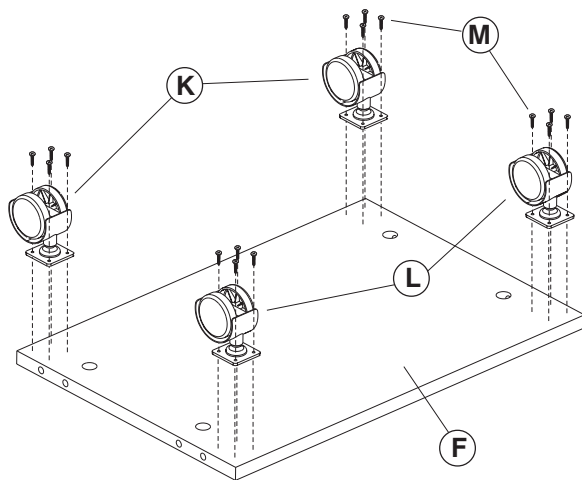
Insert four **(H)** Cams into the large holes at the corners of the Back Panel, the Fixed Shelf and both Rails, with the arrows pointing toward the nearest hole in the edge.

Insert four more Cams into the **large** holes of the Vertical Divider. Screw the **(I)** Screw Posts into each **small hole** that has a **plastic insert** (do not over-tighten).

Tap **(J)** Wood Dowels into each hole located next to a Screw Post on the Side Panels and the Fixed Shelf.

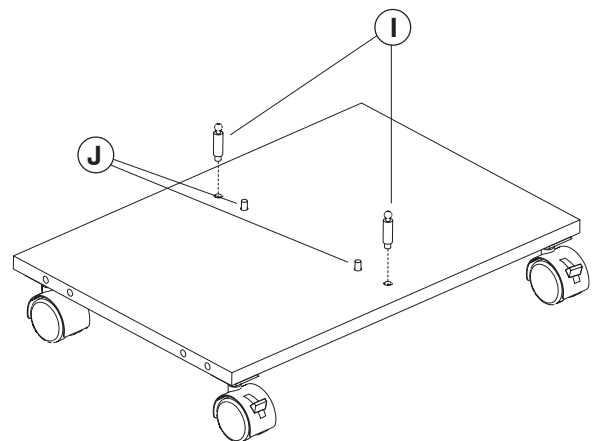


- 2** Locate the **(F)** Base Panel. Position the Panel with the four large holes up. Attach the **(K)** Casters to the two corners along one long edge using four **(M)** Small Screws per Caster. Attach the **(L)** Casters with Brakes to the two corners along one long edge using four **(M)** Small Screws per Caster.



- 3** Turn the base panel upright onto the Casters. Insert two **(I)** Screw Posts into the two small holes that have a plastic insert (do not over-tighten).

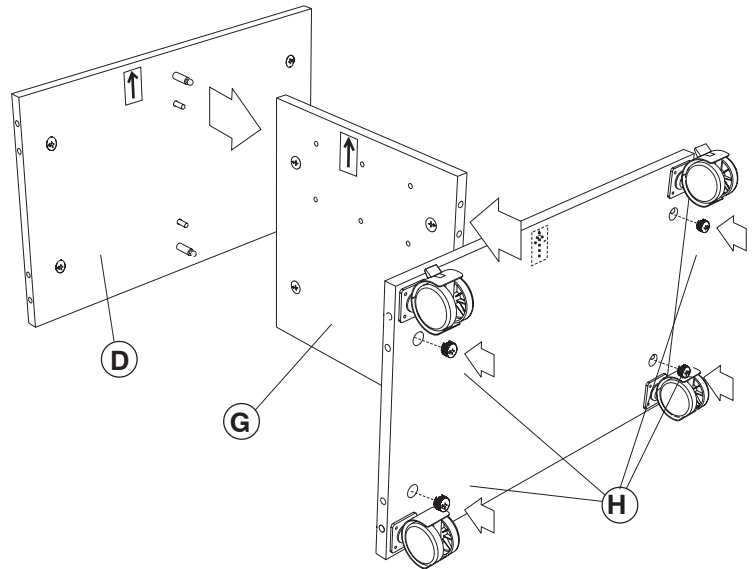
Tap two **(J)** Wood Dowels into the holes located next to the Screw Posts as shown.



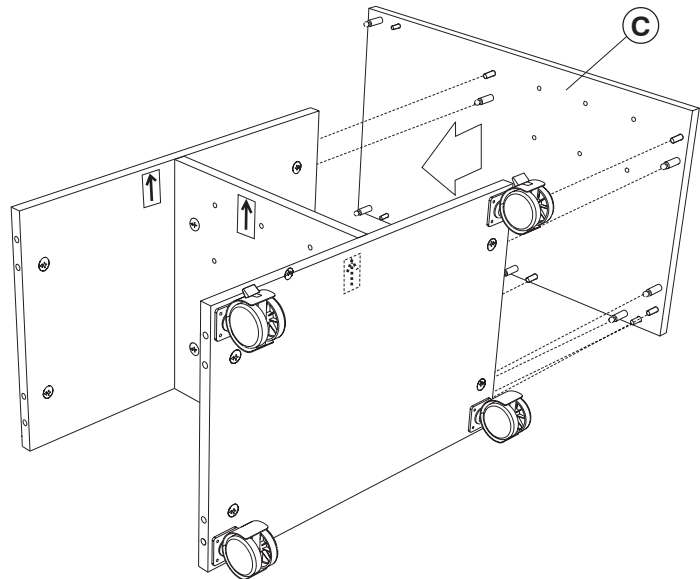
- 4** Raise the **(G)** Vertical Divider upright with the group of small holes near the upper end. Raise the **(D)** Fixed Shelf and guide the posts and dowels into one end of the Vertical divider. Gently tap the Fixed Shelf to seat the dowels. Use a screwdriver to fasten the Cams by turning them clockwise until they stop.

Raise the Base Panel with Casters and guide the posts and dowels into the other end of the Vertical divider. Gently tap the bottom of the Base Panel to seat the dowels. Use a screwdriver to fasten the Cams by turning them clockwise until they stop.

Insert four **(H)** Cams into each large hole in the bottom of the Base Panel with the cam arrow pointing to the nearest edge hole.

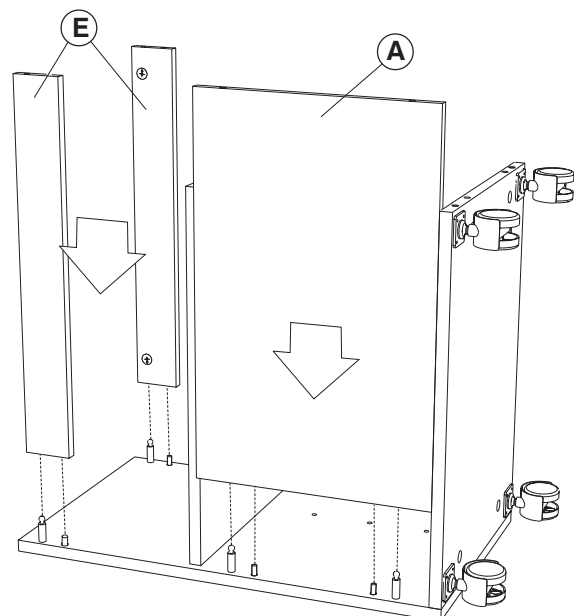


- 5** Raise the **(C)** Right Side Panel and guide the posts and dowels into the holes on the edges of the Base Panel and Fixed Shelf. Gently tap the Side Panel to seat the dowels. Use a screwdriver to fasten the Cams by turning them clockwise until they stop.

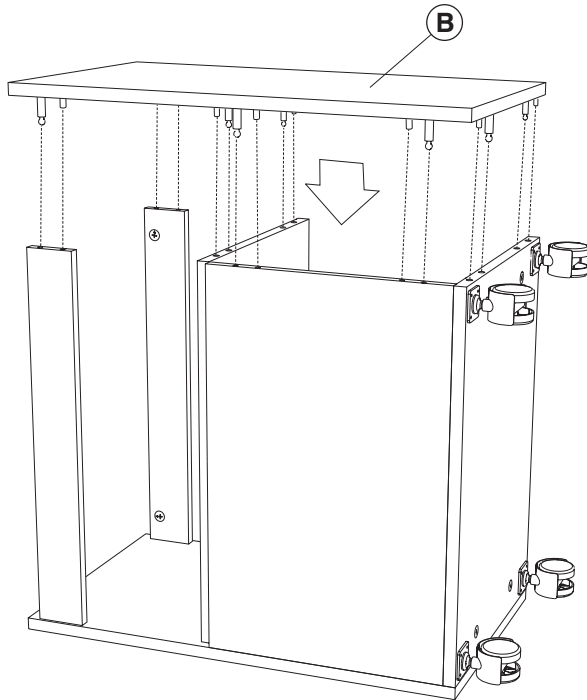


- 6** Slide the **(A)** Back Panel down onto the posts and dowels between the Base Panel and Fixed Shelf. Fasten the Cams as previously instructed.

Position the two **(E)** Rails so the cam sides face each other. Slide the Rails down onto the posts and dowels. Gently tap the upper end of the Rails to seat the dowels. Use a screwdriver to fasten the Cams by turning them clockwise until they stop.

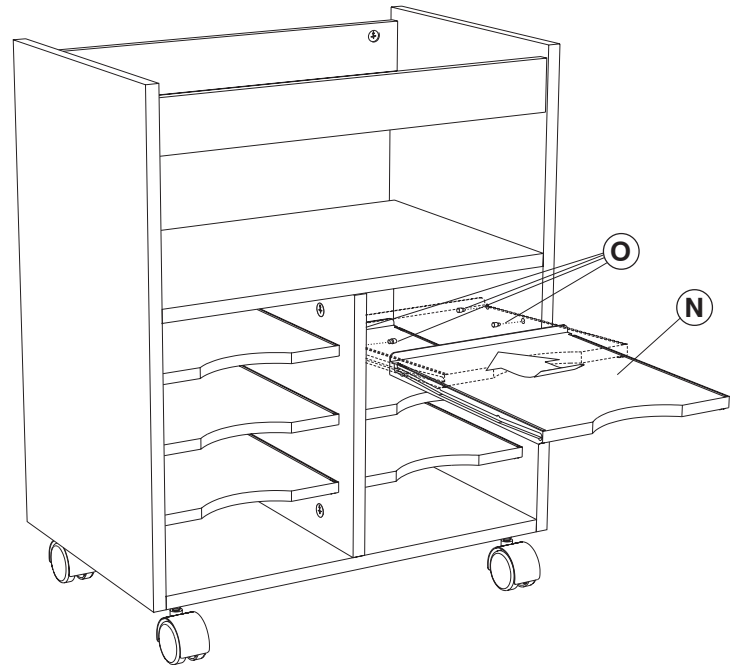


- 7** Raise the **(B)** Left Side Panel and guide the posts and dowels into the holes on the exposed edges. Gently tap the Side Panel to seat the dowels. Use a screwdriver to fasten the Cams by turning them clockwise until they stop.



- 8** Insert six **(O)** Shelf Glide Push Pins into the small holes on the insides of the Side Panels and each side of the Vertical divider.

Next install the six **(N)** Plastic Shelves: guide the back of each Shelf onto the Push Pins, tilt the Shelf enough to start the Shelf moving, and lower the shelf to push it all the way into position.



- 9** Place the **(P)** Plastic Bins into the upper compartment so the side handles rest on top of the Rails. Insert your file folders into the Bins.



ASSEMBLED UNIT

