



Lateral File

Hudson Elm finish | **Model 542787I**

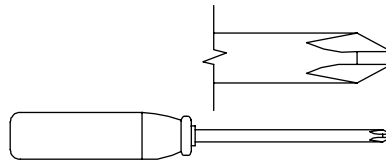
NOTE: THIS INSTRUCTION BOOKLET CONTAINS **IMPORTANT** SAFETY INFORMATION. PLEASE READ AND KEEP FOR FUTURE REFERENCE.

English pg 1-28
Français pg 29-32
Español pg 33-36

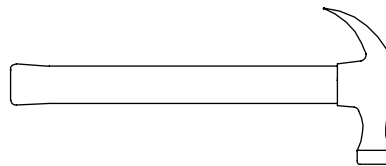
Lot # **572615**
Purchased:

10/18/21

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Hardware Usage Guide	10
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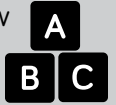
No. 2 Phillips Screwdriver
Tip Shown Actual Size



Hammer
Not actual size 😊

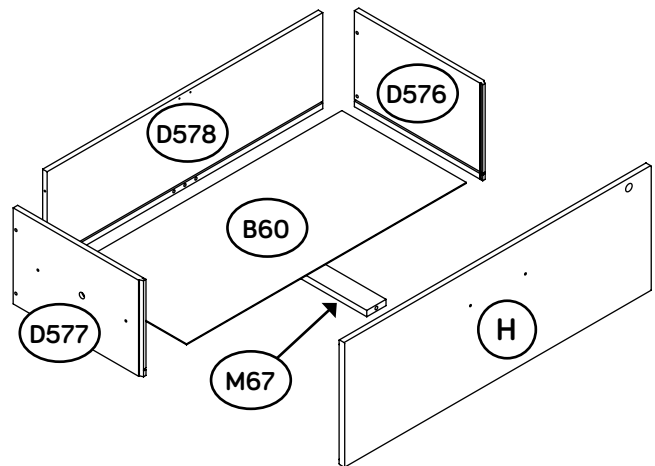
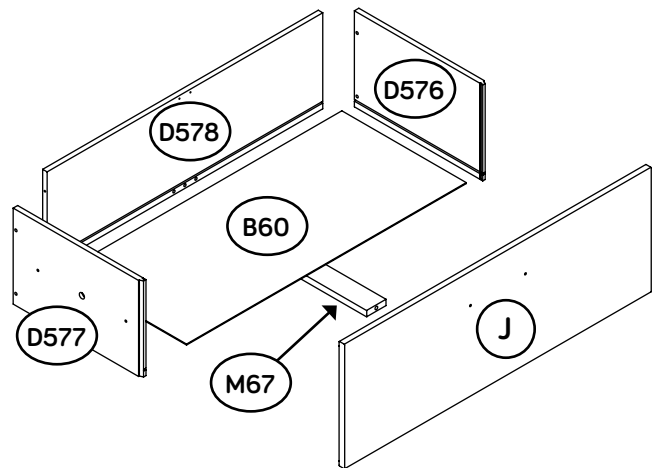
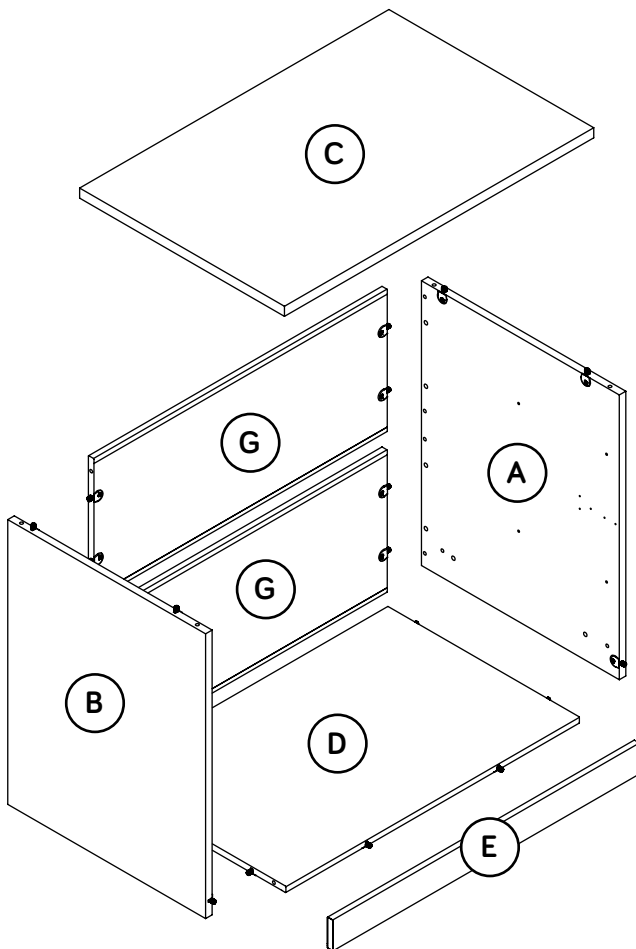
Part Identification

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)	D576	RIGHT DRAWER SIDE (2)	H	LOWER DRAWER FRONT (1)
B	LEFT END (1)	D577	LEFT DRAWER SIDE (2)	J	UPPER DRAWER FRONT (1)
B60	DRAWER BOTTOM (2)	D578	DRAWER BACK (2)	M67	DRAWER BRACE (2) (Hidden part using recycled material. Color may vary.)
C	TOP (1)	E	BASE (1)		
D	BOTTOM (1)	G	BACK (2)		

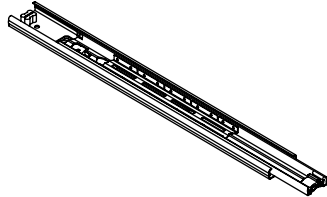


Hardware Identification

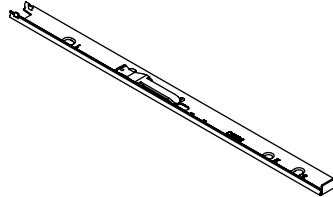
† Screws are shown actual size. You may receive extra hardware with your unit.

(EXTENSION SET SHOWN SEPARATED)

35MA EXTENSION RAIL - 4



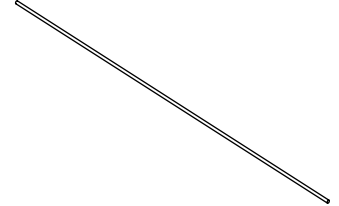
35MC EXTENSION SLIDE - 4



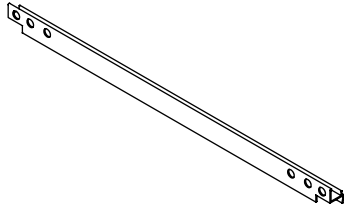
10A SLIDE CAM - 4



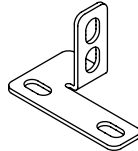
33A FILE ROD - 4



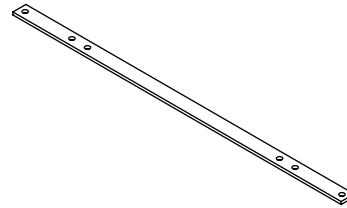
4B FILE GLIDE - 4



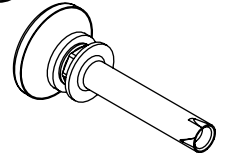
12B FILE BRACKET - 4



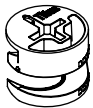
14B FILE BAR - 4



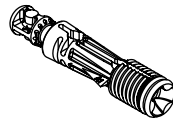
46E LEVELER - 4



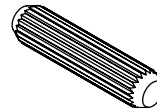
1F HIDDEN CAM - 2



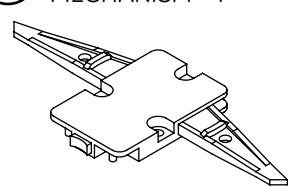
2F CAM DOWEL - 2



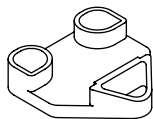
42F WOOD DOWEL - 16



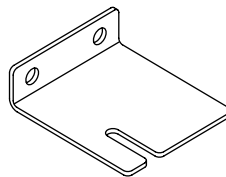
34G INTERLOCK MECHANISM - 1



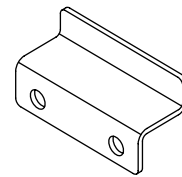
62G DRAWER ACTUATOR - 2



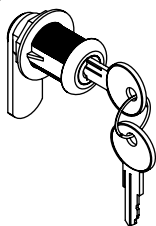
76G L - LOCK BRACKET - 1



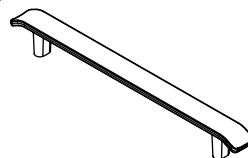
77G Z - LOCK BRACKET - 1



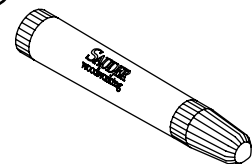
21J LOCK PACK - 1



202K PULL - 2



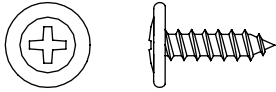
10M TOUCH-UP PEN - 1



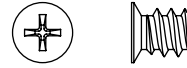
Hardware Identification

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

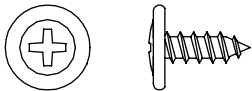
1S BLACK 9/16" LARGE HEAD SCREW - 4



3S GOLD 5/16" FLAT HEAD SCREW - 18



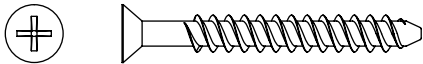
6S BROWN 7/16" LARGE HEAD SCREW - 8



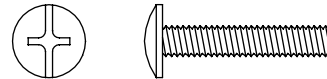
11S BLACK 1/2" FLAT HEAD SCREW - 6



30S BLACK 1-9/16" FLAT HEAD SCREW - 10



37S BLACK 7/8" MACHINE SCREW - 4

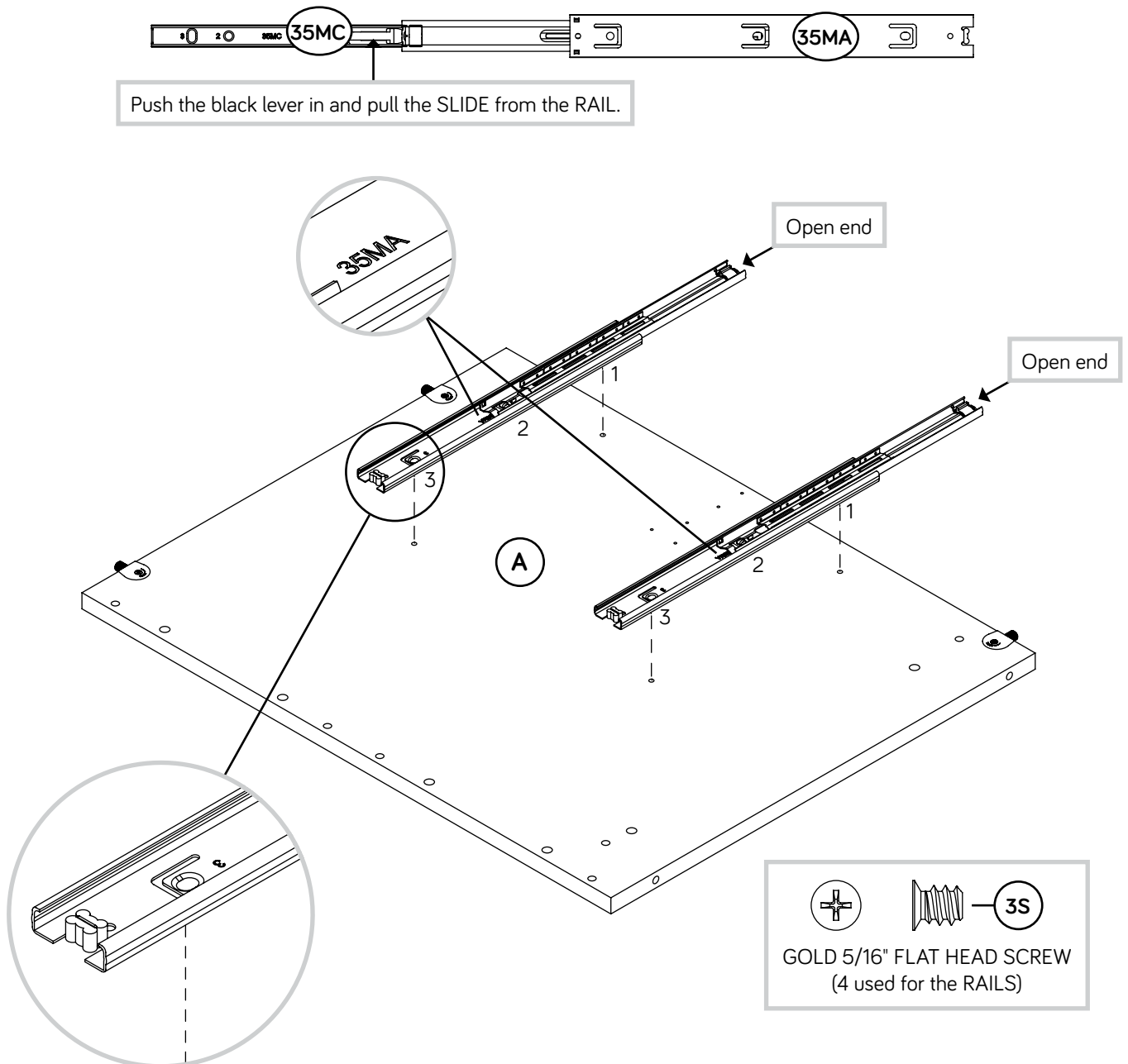


51S BLACK 9/16" PAN HEAD SCREW - 3



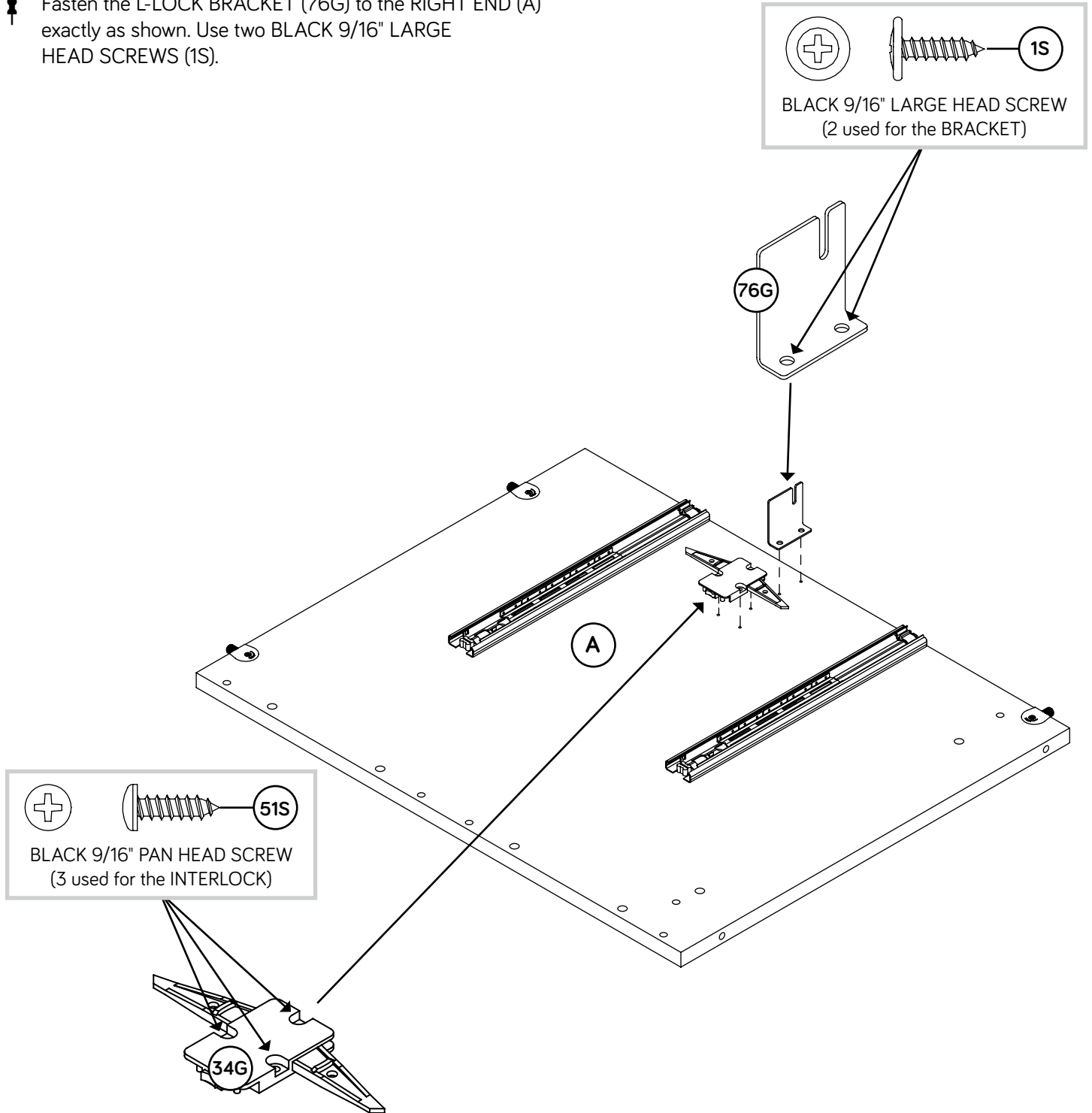
Step 1

- ✚ Assemble your unit on a carpeted floor or on the empty carton to avoid scratching your unit or the floor.
- ✚ Separate the EXTENSION SLIDES (35MC) from the EXTENSION RAILS (35MA) as shown in the upper diagram below. Be prepared, the parts are greasy.
- ✚ Fasten two EXTENSION RAILS (35MA) to the RIGHT END (A). Use four GOLD 5/16" FLAT HEAD SCREWS (3S) through holes #1 and #3.
- ✚ 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 END. Turn a SCREW into this hole.
- ✚ NOTE: The EXTENSION SLIDES (35MC) will be used later for the DRAWERS.



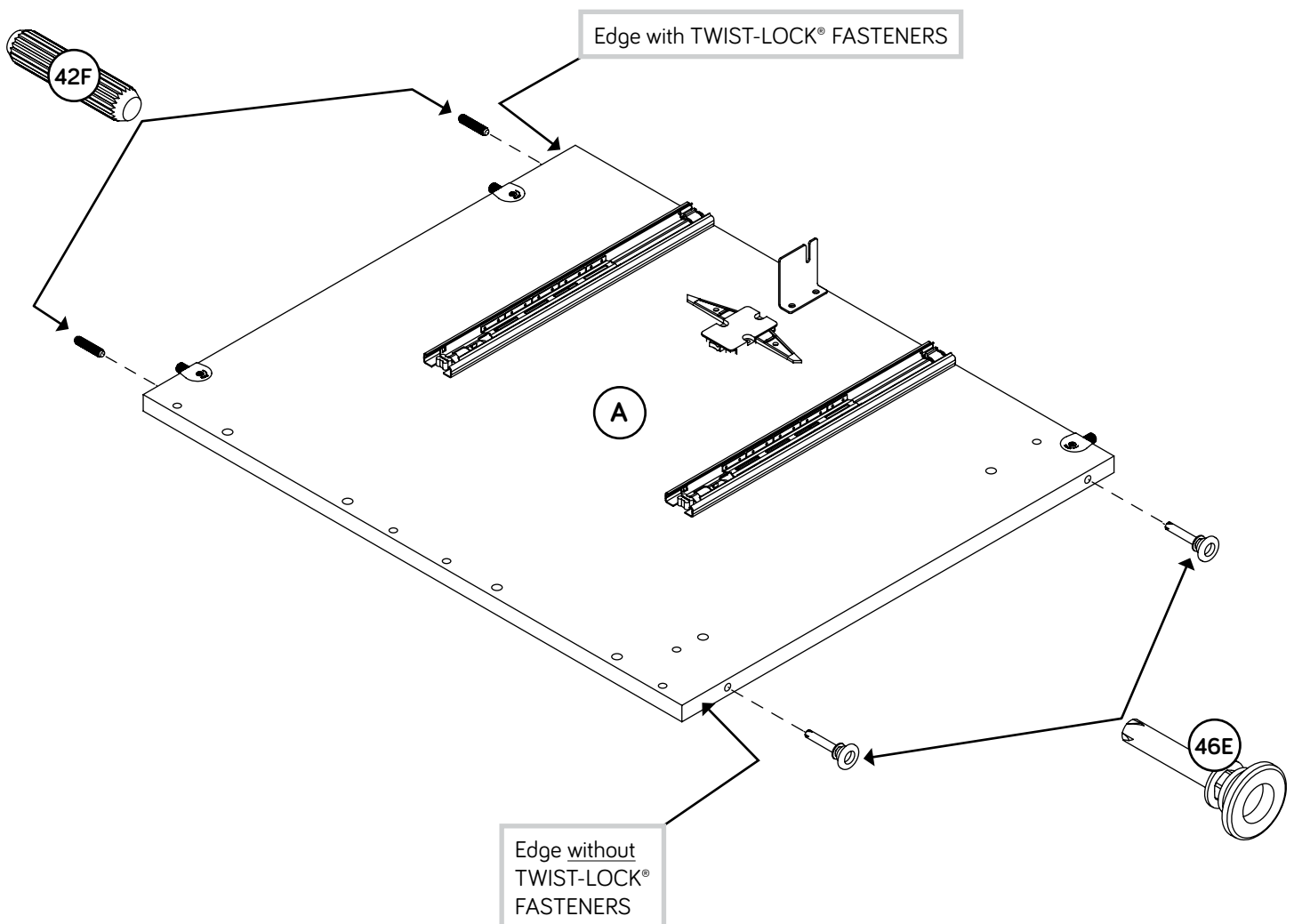
Step 2

- Fasten the INTERLOCK MECHANISM (34G) to the RIGHT END (A). Use three BLACK 9/16" PAN HEAD SCREWS (51S).
- Fasten the L-LOCK BRACKET (76G) to the RIGHT END (A) exactly as shown. Use two BLACK 9/16" LARGE HEAD SCREWS (1S).



Step 3

- ✚ Using your hammer, gently tap two LEVELERS (46E) completely into the holes in the RIGHT END (A).
- ✚ NOTE: Adjustments to the LEVELERS will be made later in assembly once your unit is standing upright.
- ✚ Insert two WOOD DOWELS (42F) into the RIGHT END (A).
- ✚ NOTE: You may need to gently tap the WOOD DOWEL in with your hammer.

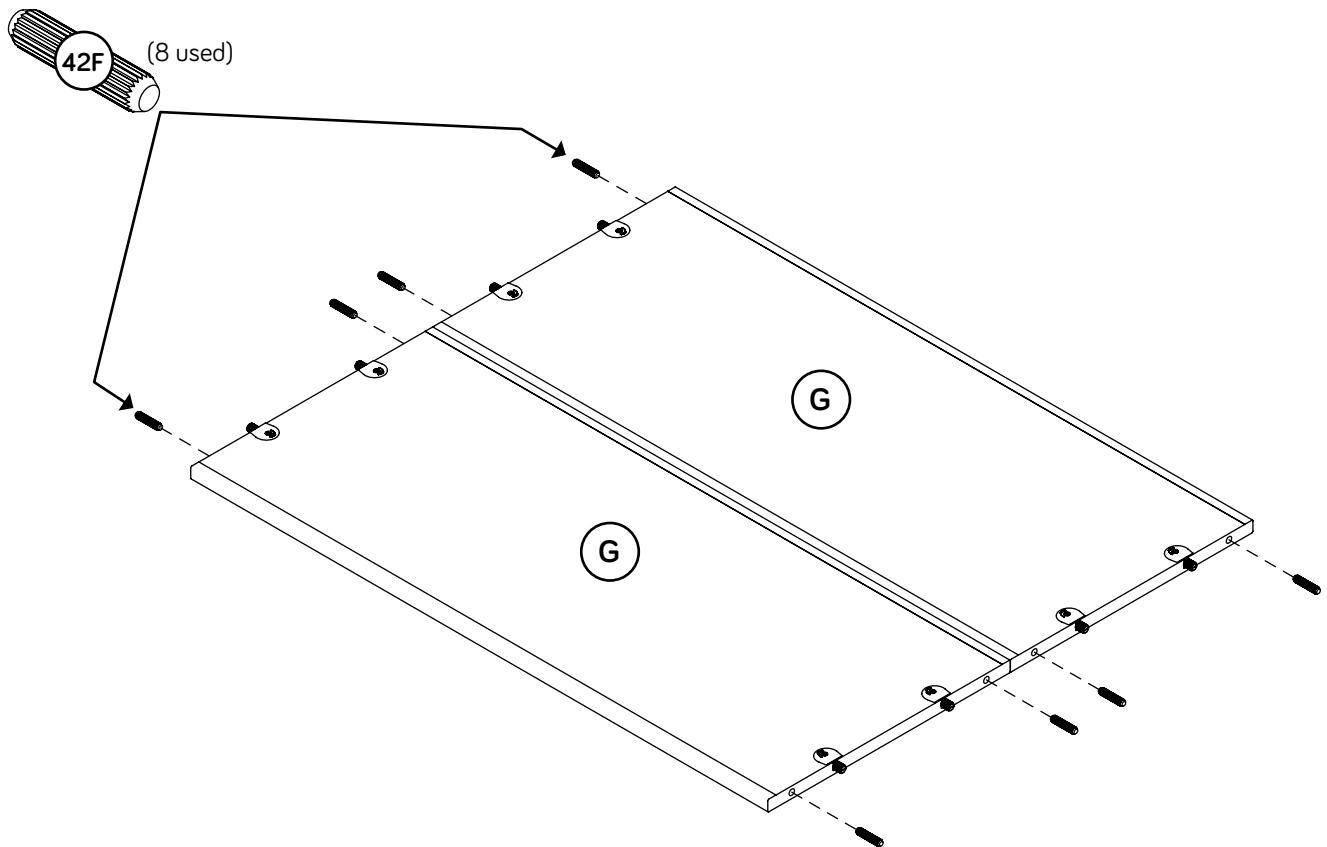


Step 4

- ✚ Insert eight WOOD DOWELS (42F) into the BACKS (G).
- ✚ NOTE: You may need to gently tap the WOOD DOWEL in with your hammer.



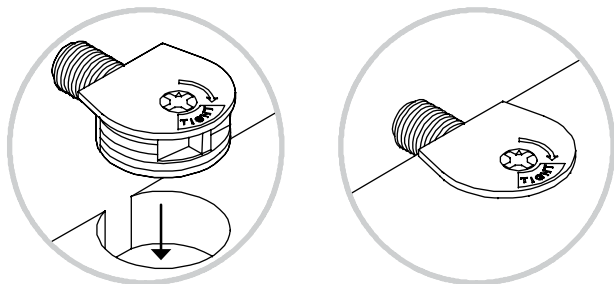
Just think. The sooner you do this, the sooner you do something else.



Hardware Usage Guide

HOW TO USE A TWIST-LOCK® FASTENER

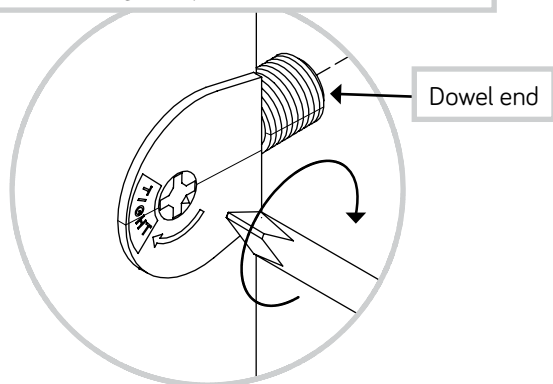
1. Push a TWIST-LOCK® FASTENER into the large hole in the part.



2. 1. Insert the dowel end of the FASTENER into the hole of the adjoining part.

NOTE: The dowel end of the FASTENER must remain fully inserted in the hole of the adjoining part while locking the FASTENER.

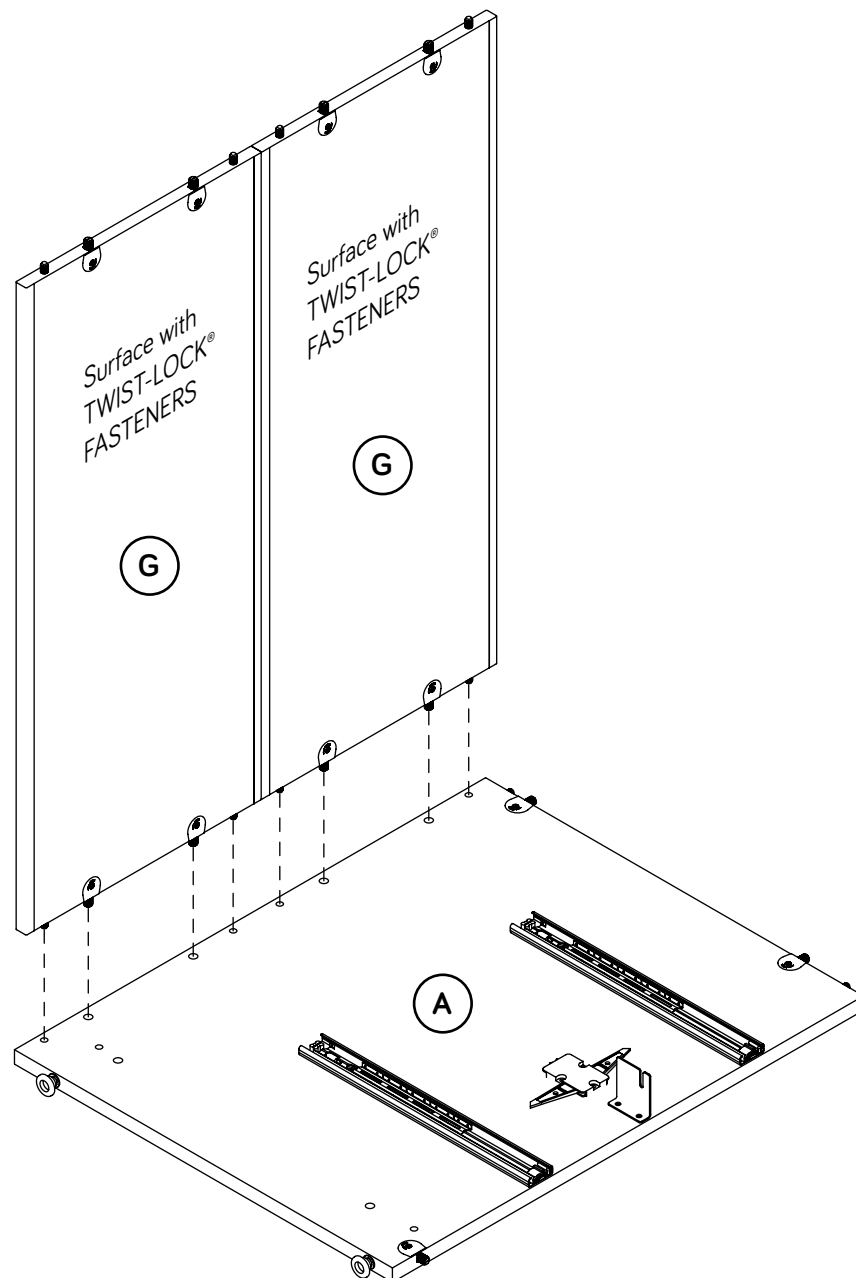
2. Tighten the FASTENER with a Phillips screwdriver as tight as possible.



Step 5

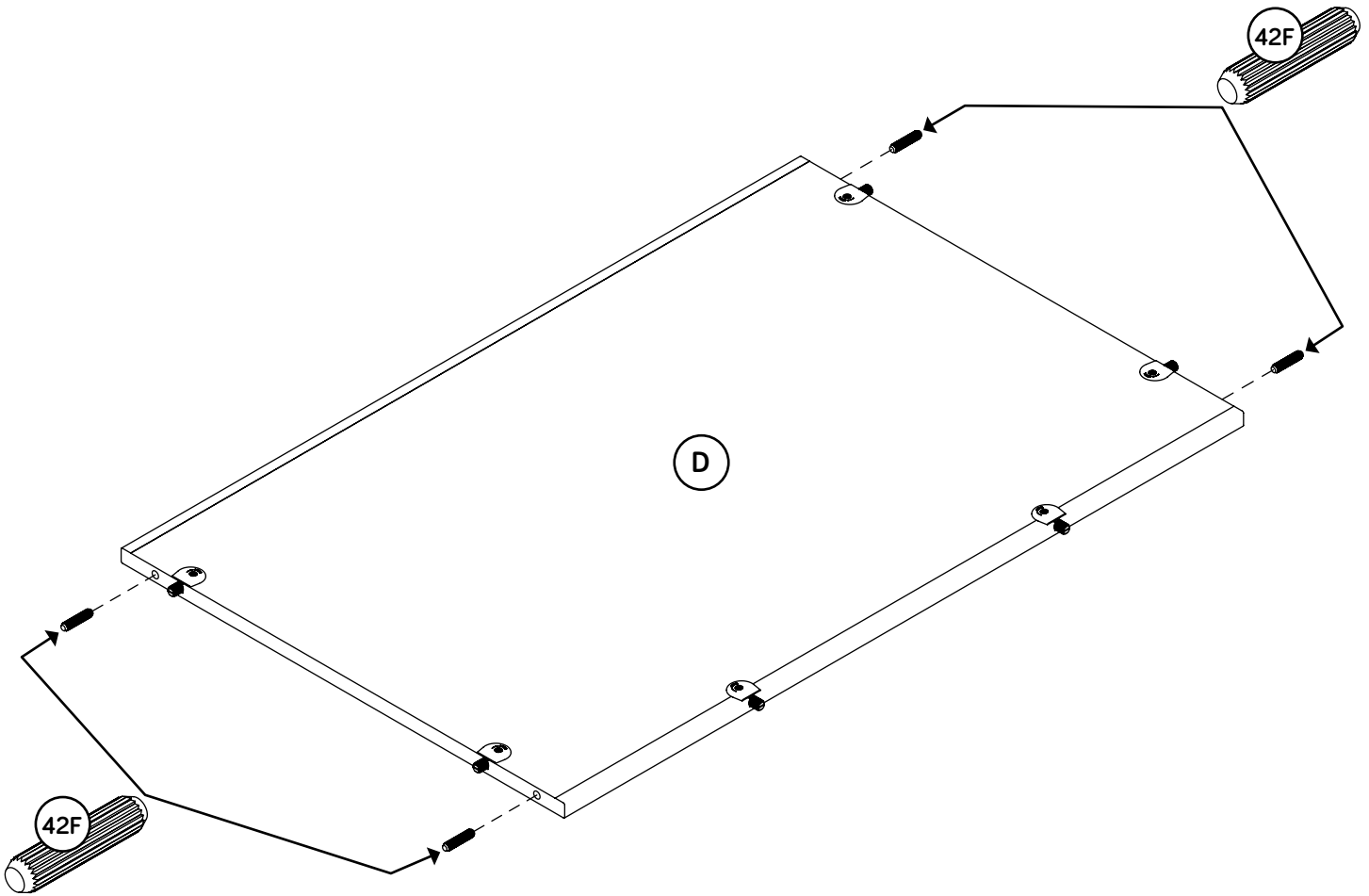
✚ Fasten the BACKS (G) to the RIGHT END (A). Tighten four TWIST-LOCK® FASTENERS.

✚ NOTE: Be sure the WOOD DOWELS in the BACKS insert into the RIGHT END.



Step 6

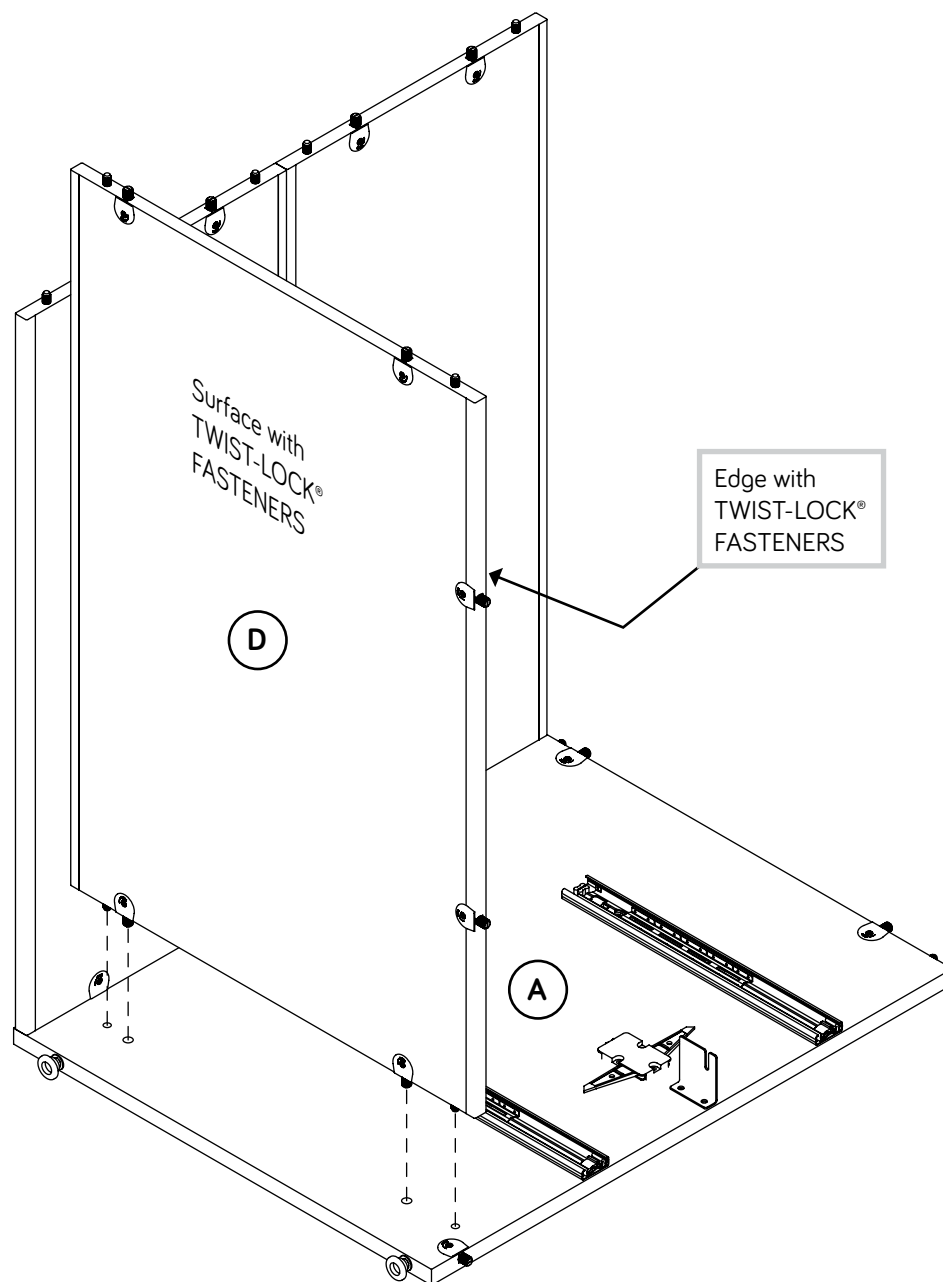
- ✚ Insert four WOOD DOWELS (42F) into the BOTTOM (D).
- ✚ NOTE: You may need to gently tap the WOOD DOWEL in with your hammer.



Step 7

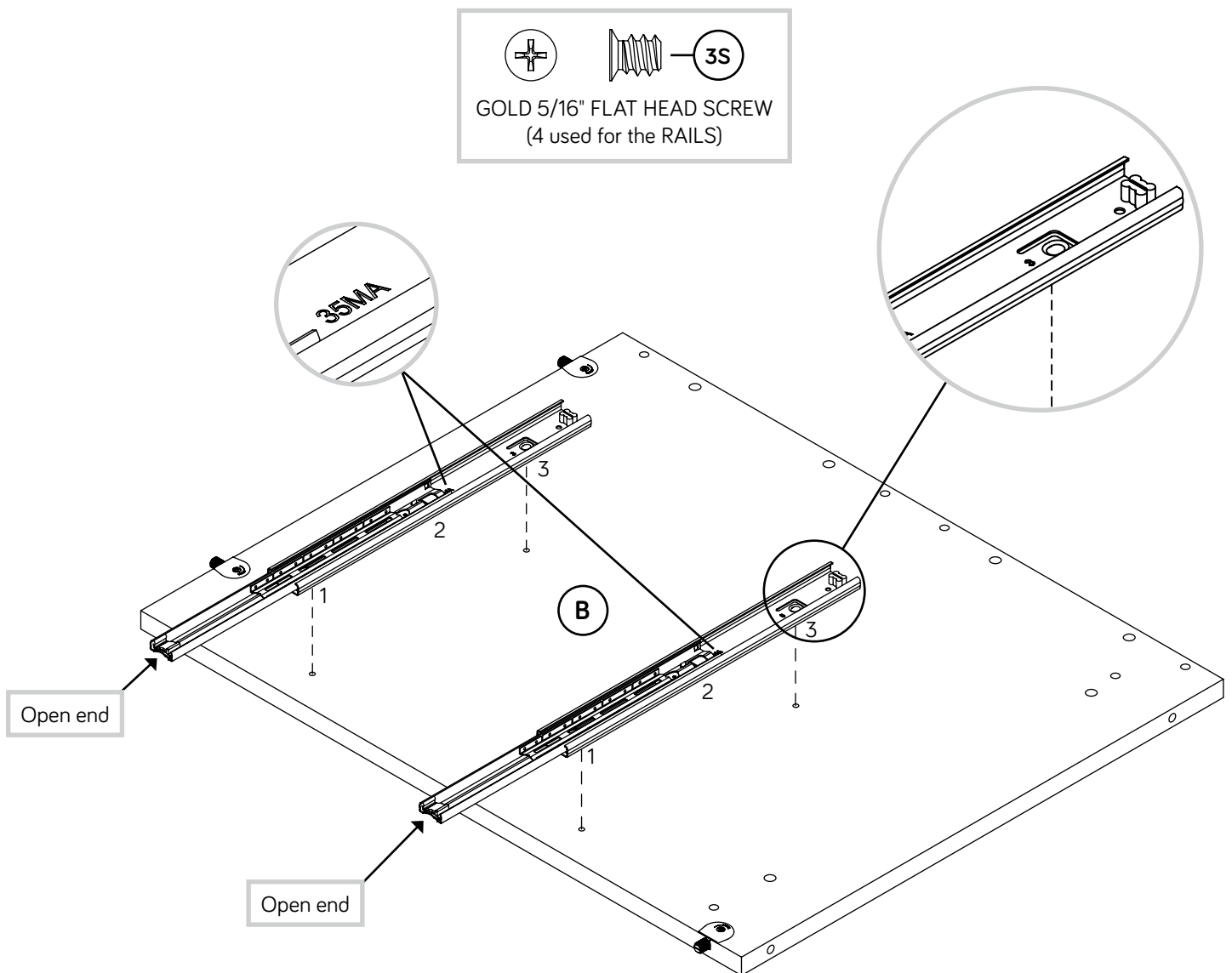
✚ Fasten the BOTTOM (D) to the RIGHT END (A). Tighten two TWIST-LOCK® FASTENERS.

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



Step 8

- Fasten the remaining two EXTENSION RAILS (35MA) to the LEFT END (B).
Use four GOLD 5/16" FLAT HEAD SCREWS (3S).
- 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 END. Turn a SCREW into this hole.



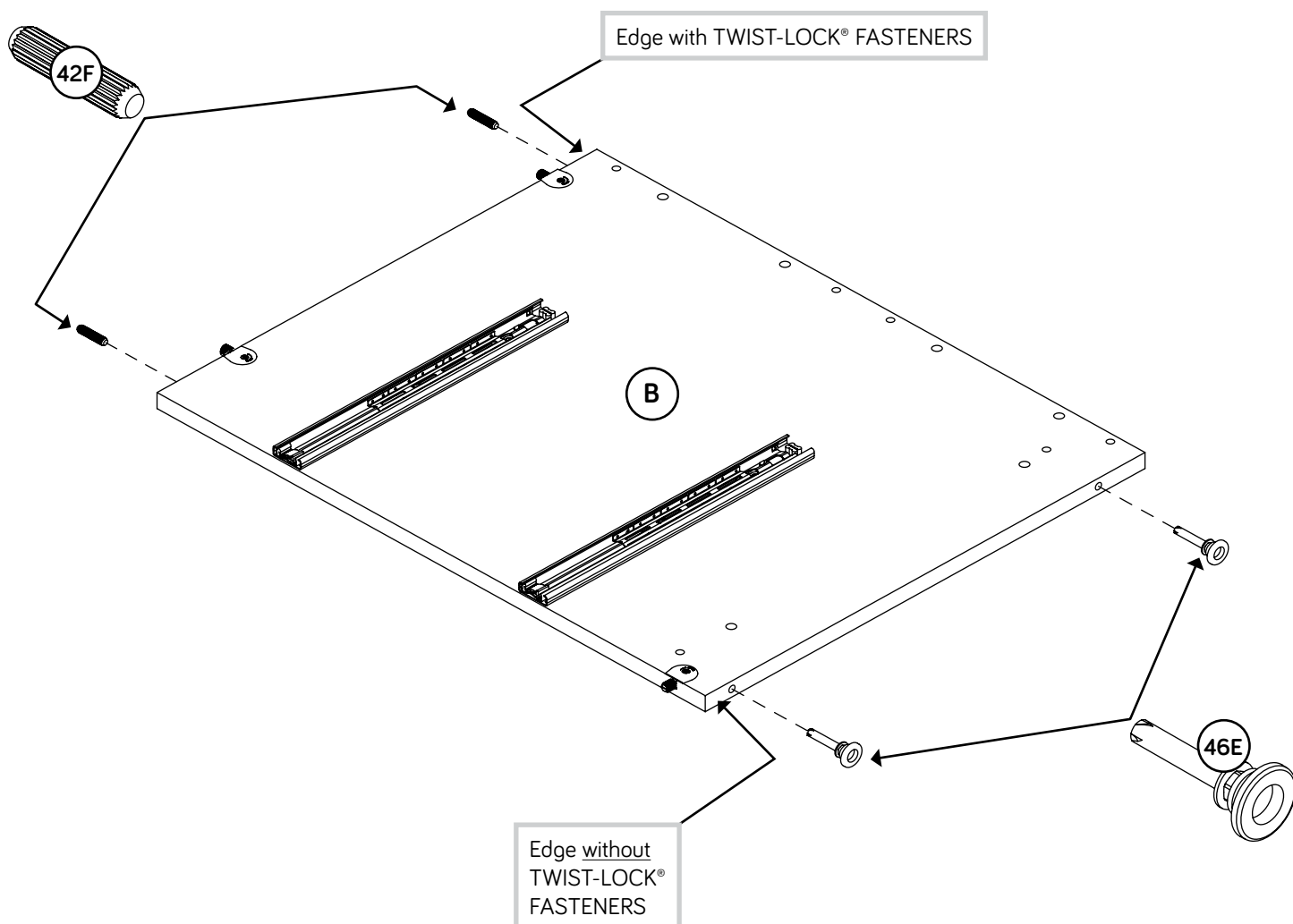
Step 9

✚ Using your hammer, gently tap the remaining two LEVELERS (46E) completely into the holes in the LEFT END (B).

✚ NOTE: Adjustments to the LEVELERS will be made later in assembly once your unit is standing upright.

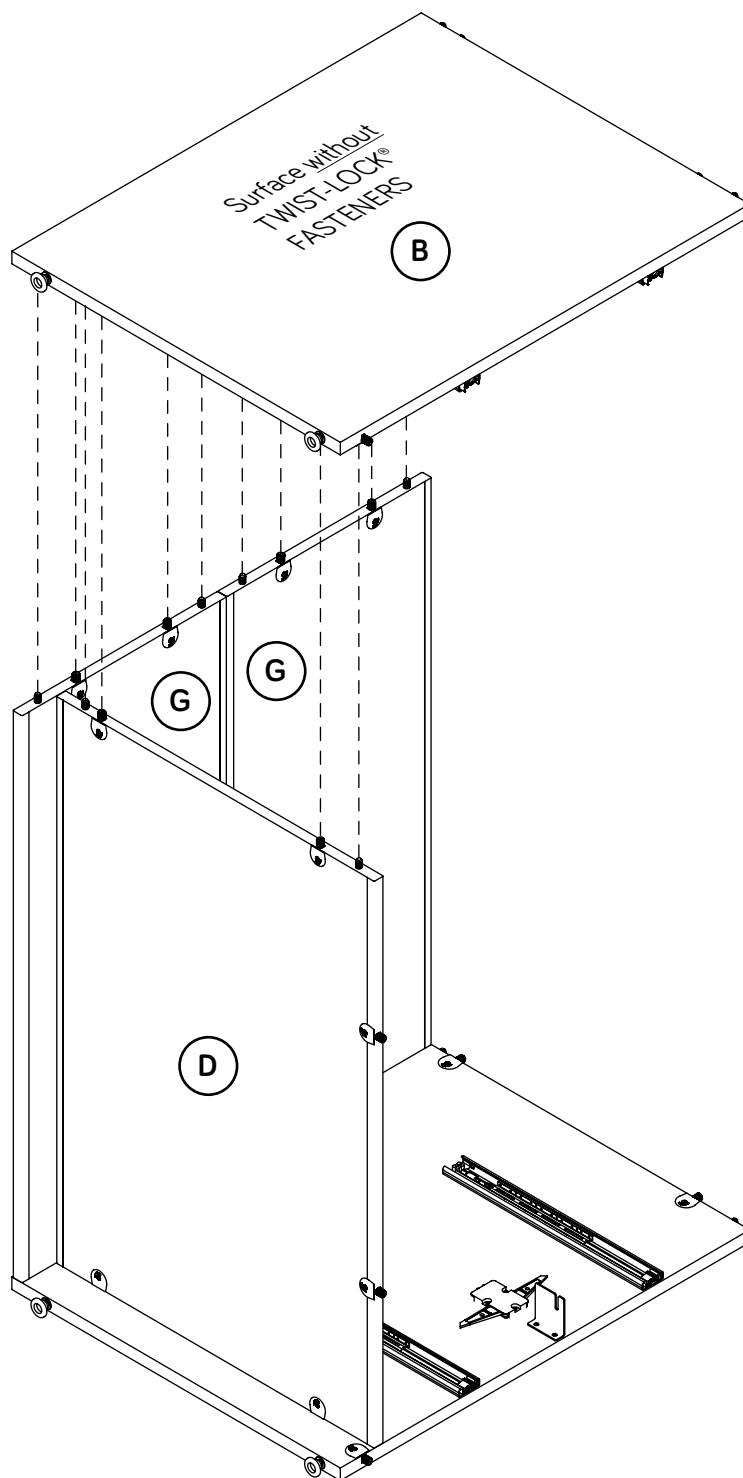
✚ Insert two WOOD DOWELS (42F) into the LEFT END (B).

✚ NOTE: You may need to gently tap the WOOD DOWEL in with your hammer.



Step 10

- ✚ Fasten the LEFT END (B) to the BOTTOM (D) and BACKS (G). Tighten six TWIST-LOCK® FASTENERS.
- ✚ NOTE: Be sure the WOOD DOWELS in the BOTTOM and BACKS insert into the LEFT END.

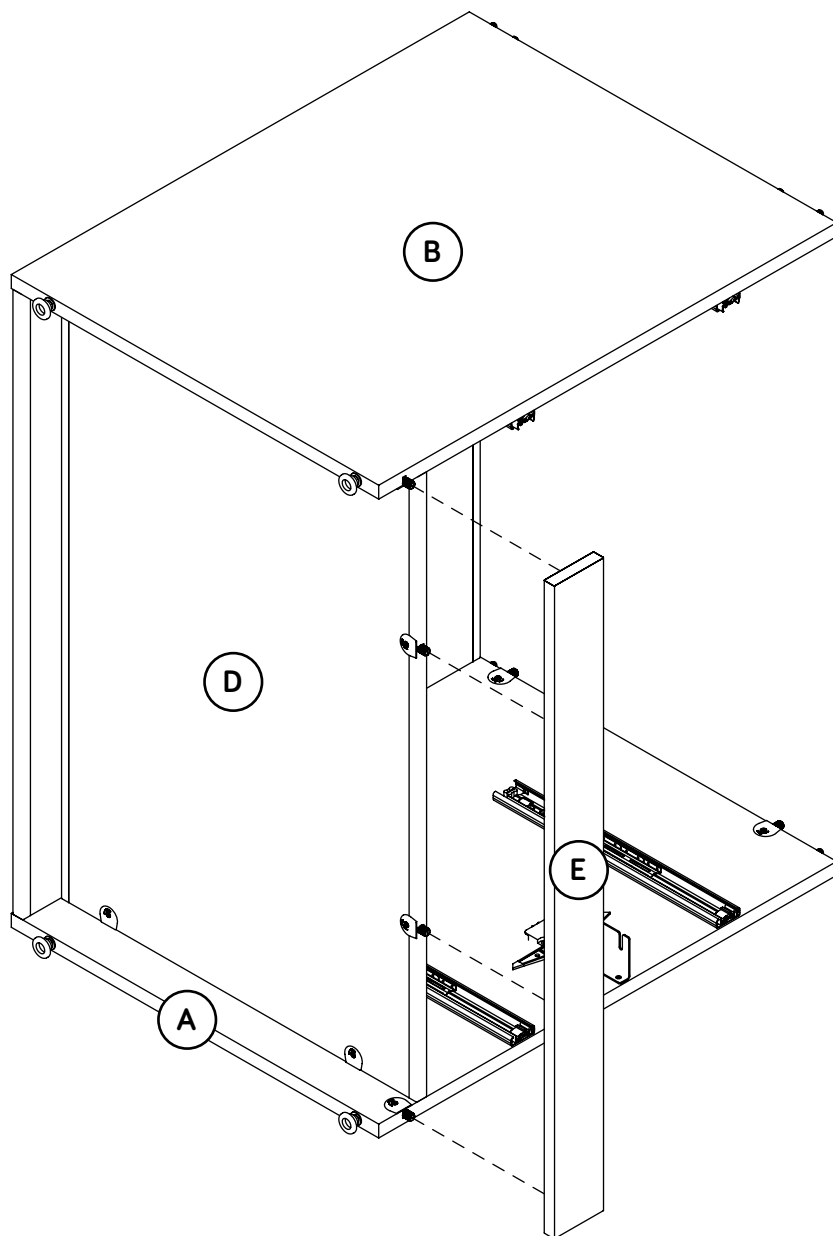


Step 11

- Fasten the BASE (E) to the ENDS (A and B) and BOTTOM (D). Tighten four TWIST-LOCK® FASTENERS.

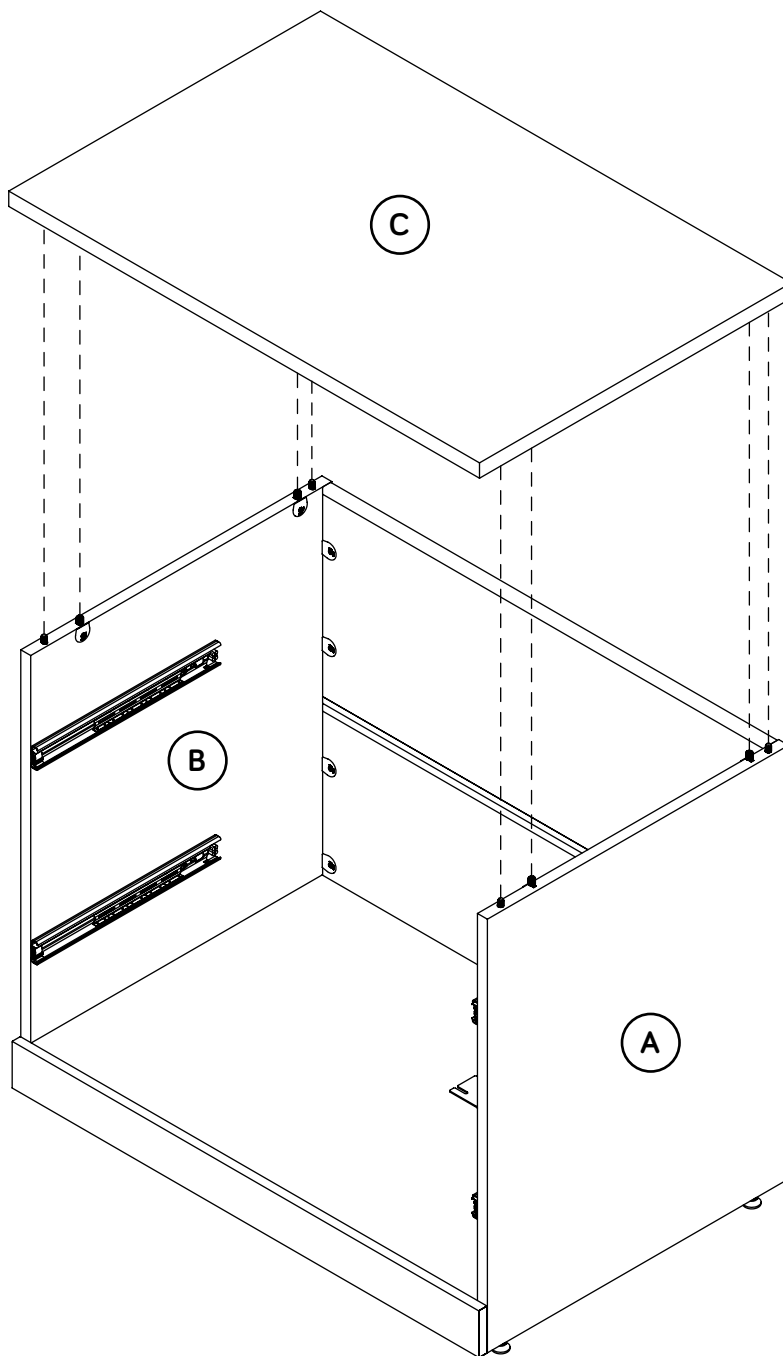


Now might be a good time to refresh your drink.



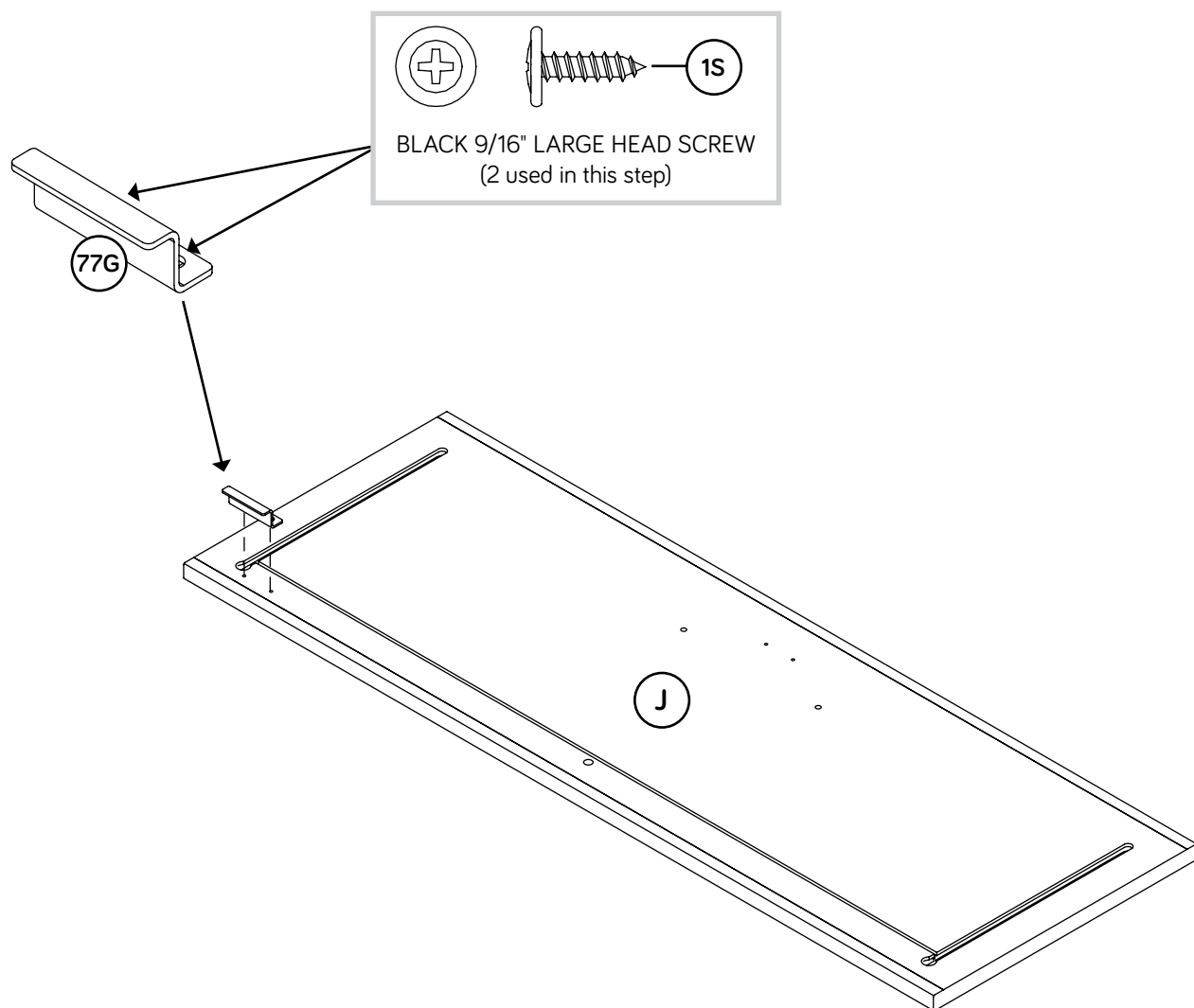
Step 12

- ✚ Carefully stand your unit upright.
- ✚ Fasten the TOP (C) to the ENDS (A and B). Tighten four TWIST-LOCK® FASTENERS.
- ✚ NOTE: Be sure the WOOD DOWELS in the ENDS insert into the TOP.

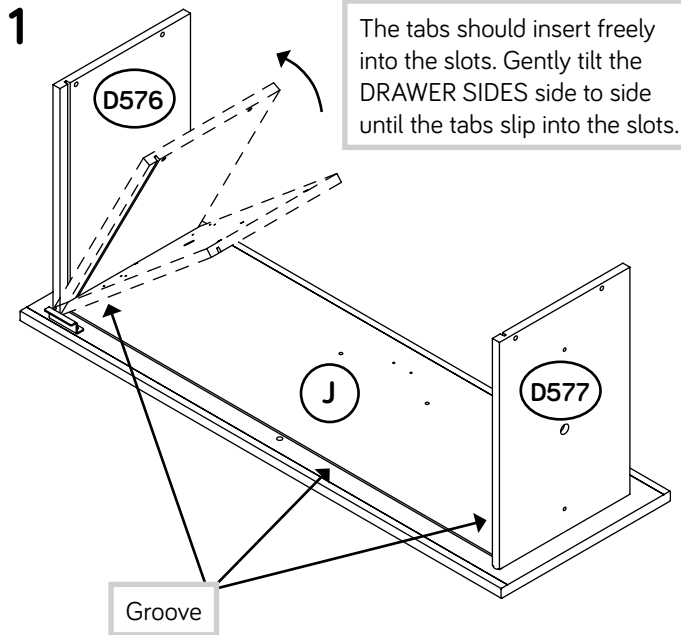


Step 13

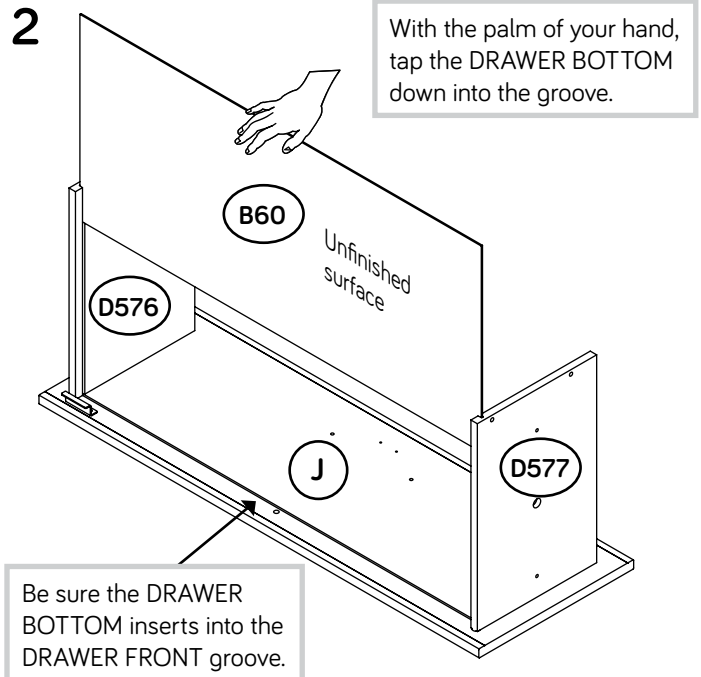
- Fasten the Z - LOCK BRACKET (77G) to the UPPER DRAWER FRONT (J). Use two BLACK 9/16" LARGE HEAD SCREWS (1S).



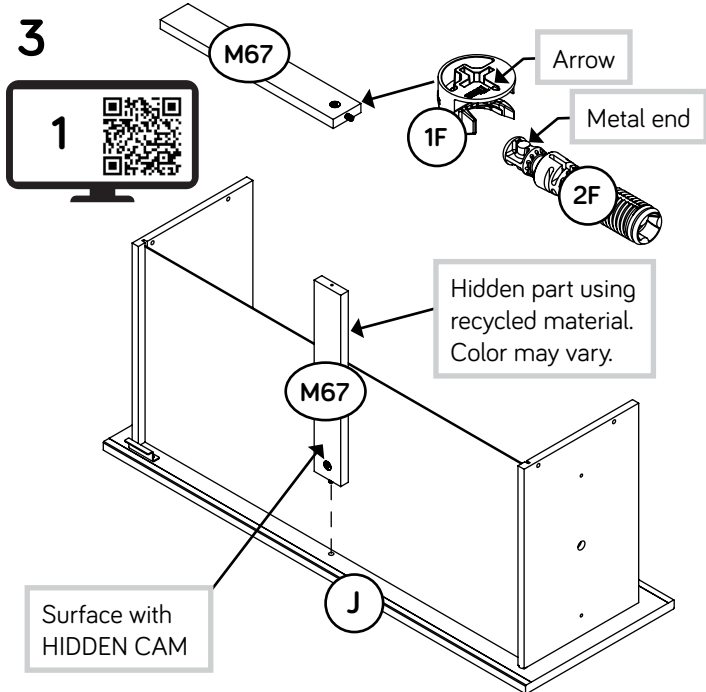
Step 14



✚ Insert the DRAWER SIDES (D576 and D577) at an angle into the slot at each end of the UPPER DRAWER FRONT (J).

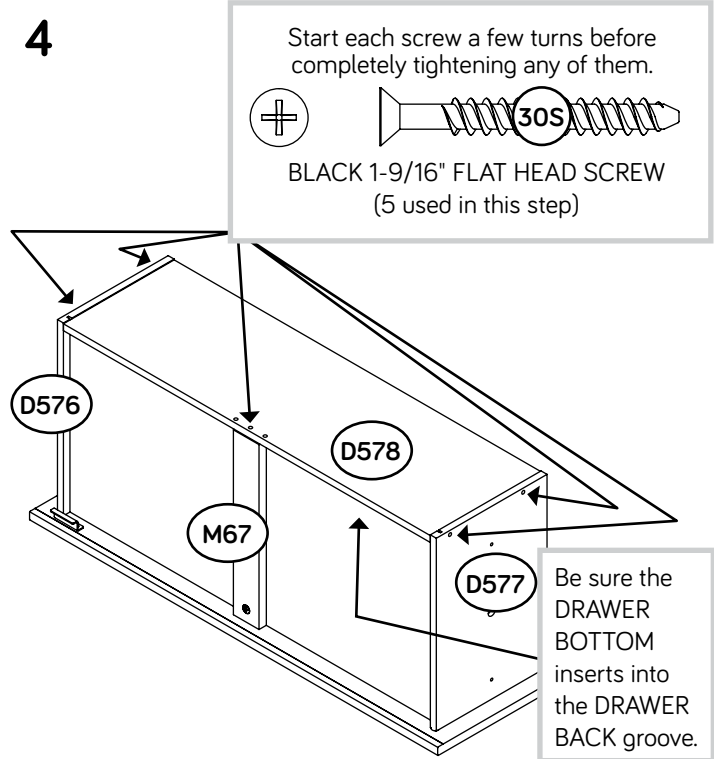


✚ Slide the DRAWER BOTTOM (B60) into the grooves in the DRAWER SIDES (D576 and D577) and UPPER DRAWER FRONT (J).



✚ Push one HIDDEN CAM (1F) into the DRAWER BRACE (M67). Then, insert the metal end of a CAM DOWEL (2F) into the HIDDEN CAM.

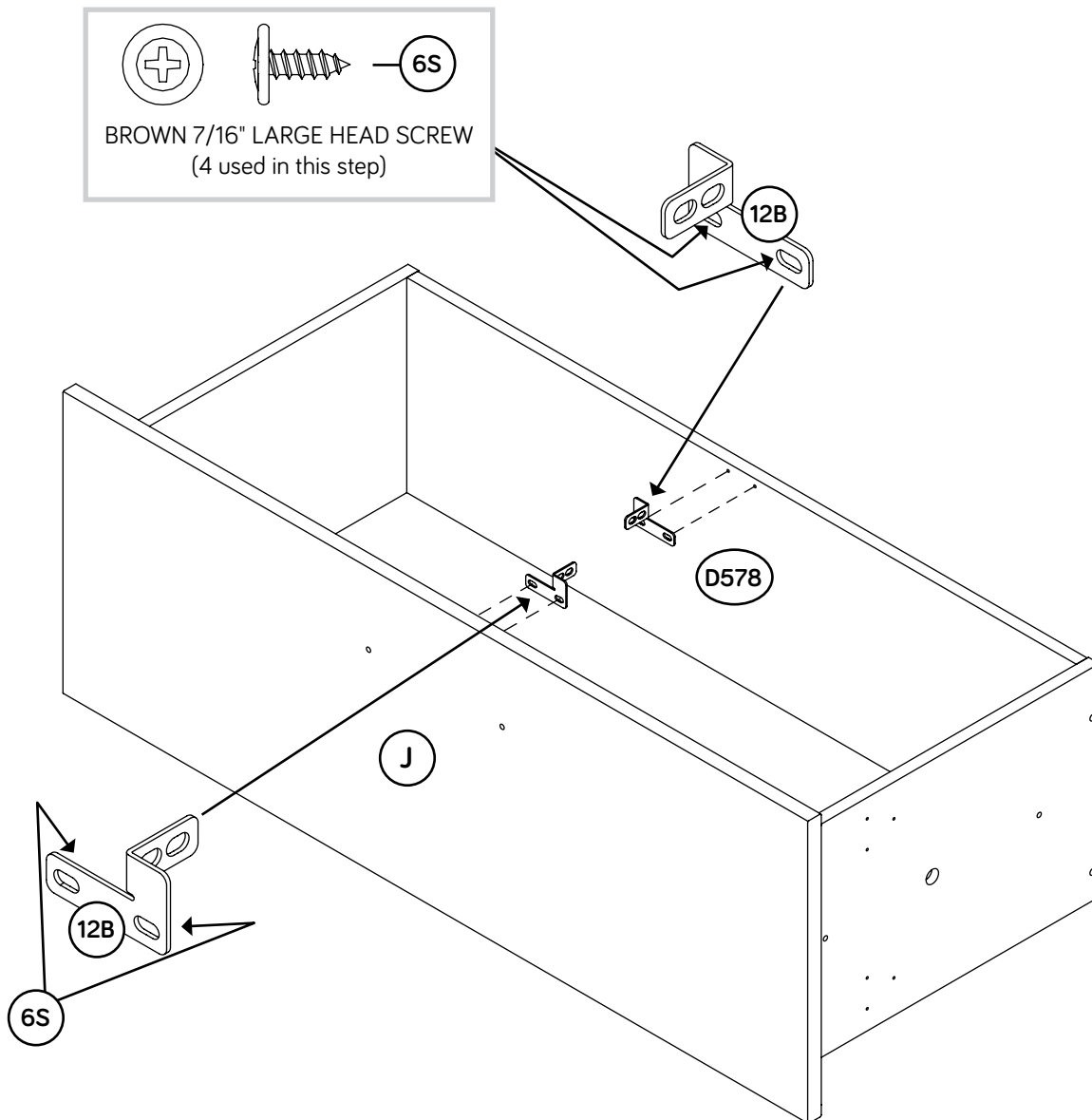
✚ Fasten the DRAWER BRACE (M67) to the UPPER DRAWER FRONT (J). Tighten one HIDDEN CAM.



✚ Fasten the DRAWER BACK (D578) to the DRAWER SIDES (D576 and D577) and DRAWER BRACE (M67). Use five BLACK 1-9/16" FLAT HEAD SCREWS (30S).

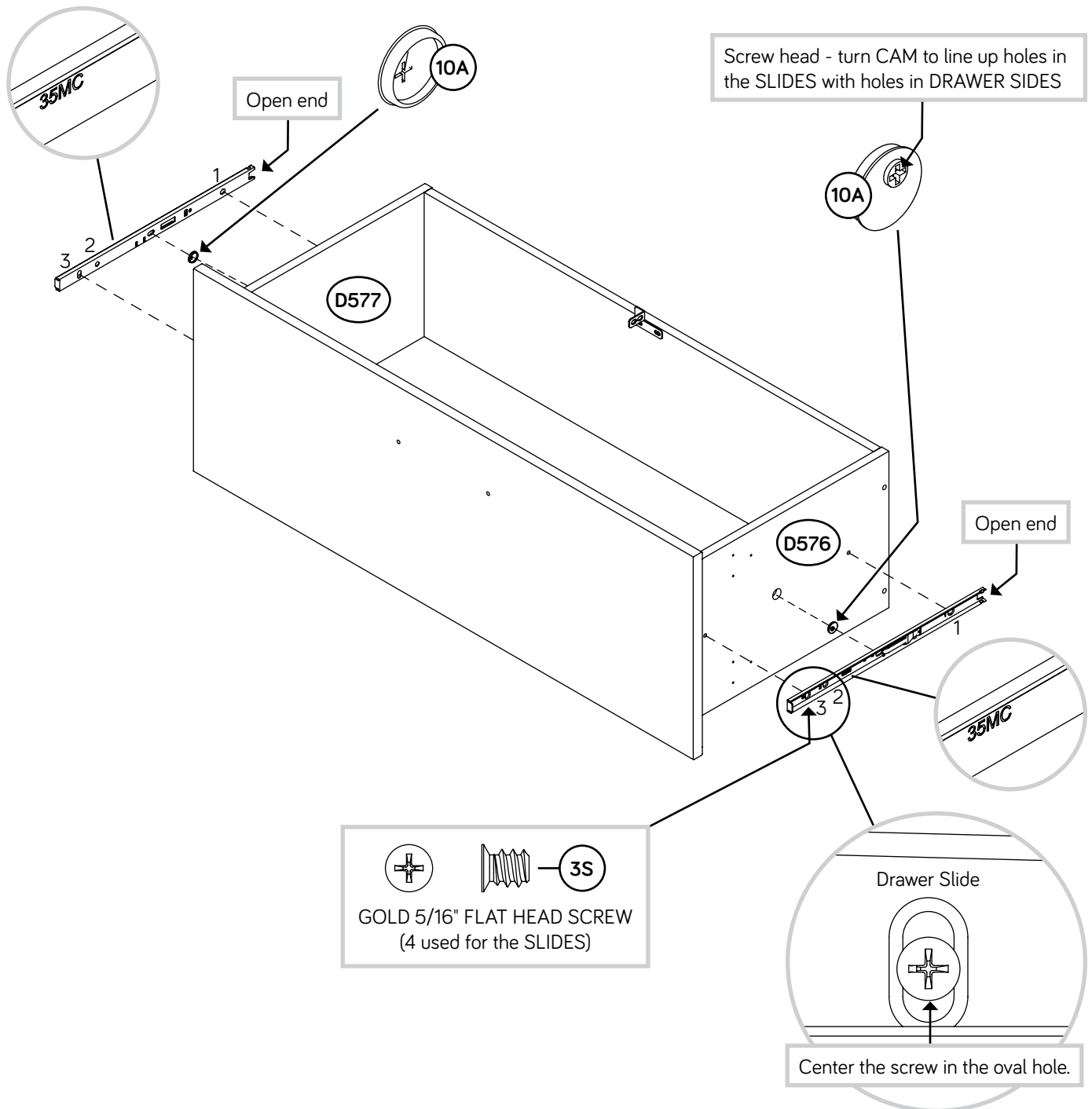
Step 15

- Fasten two FILE BRACKETS (12B) to the UPPER DRAWER FRONT (J) and DRAWER BACK (D578). Use four BROWN 7/16" LARGE HEAD SCREWS (6S).



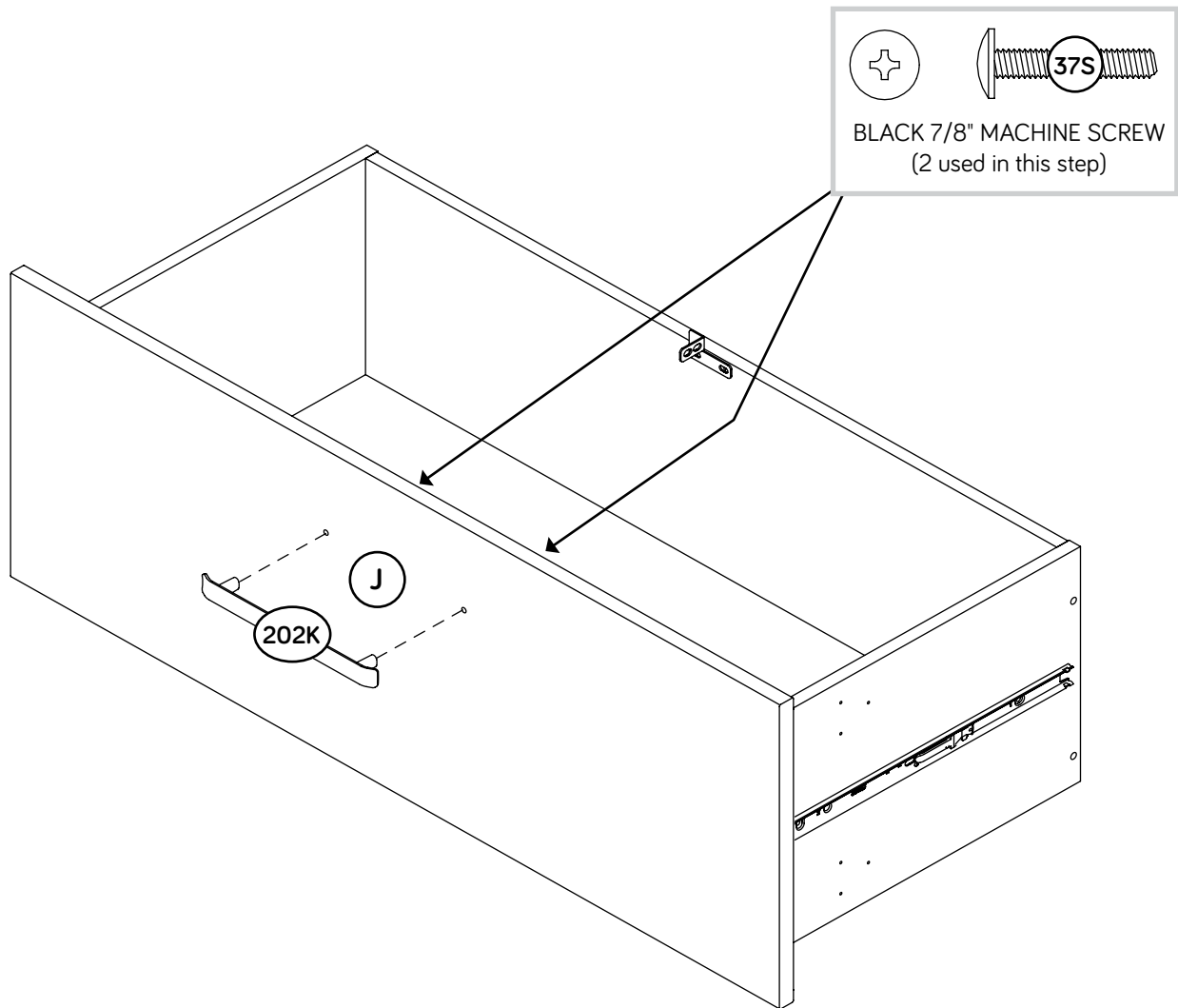
Step 16

- ✚ Insert a SLIDE CAM (10A) into each DRAWER SIDE (D576 and D577).
- ✚ Fasten the EXTENSION SLIDES (35MC) to the DRAWER SIDES (D576 and D577). Use four GOLD 5/16" FLAT HEAD SCREWS (3S) through holes #1 and #3.
- ✚ **NOTE:** The screw head in the CAM must be visible through the slotted hole in the SLIDE.



Step 17

- Fasten one PULL (202K) to the UPPER DRAWER FRONT (J).
Use two BLACK 7/8" MACHINE SCREWS (37S).
- Repeat steps 14-17 for the remaining drawer using the LOWER DRAWER FRONT (H).



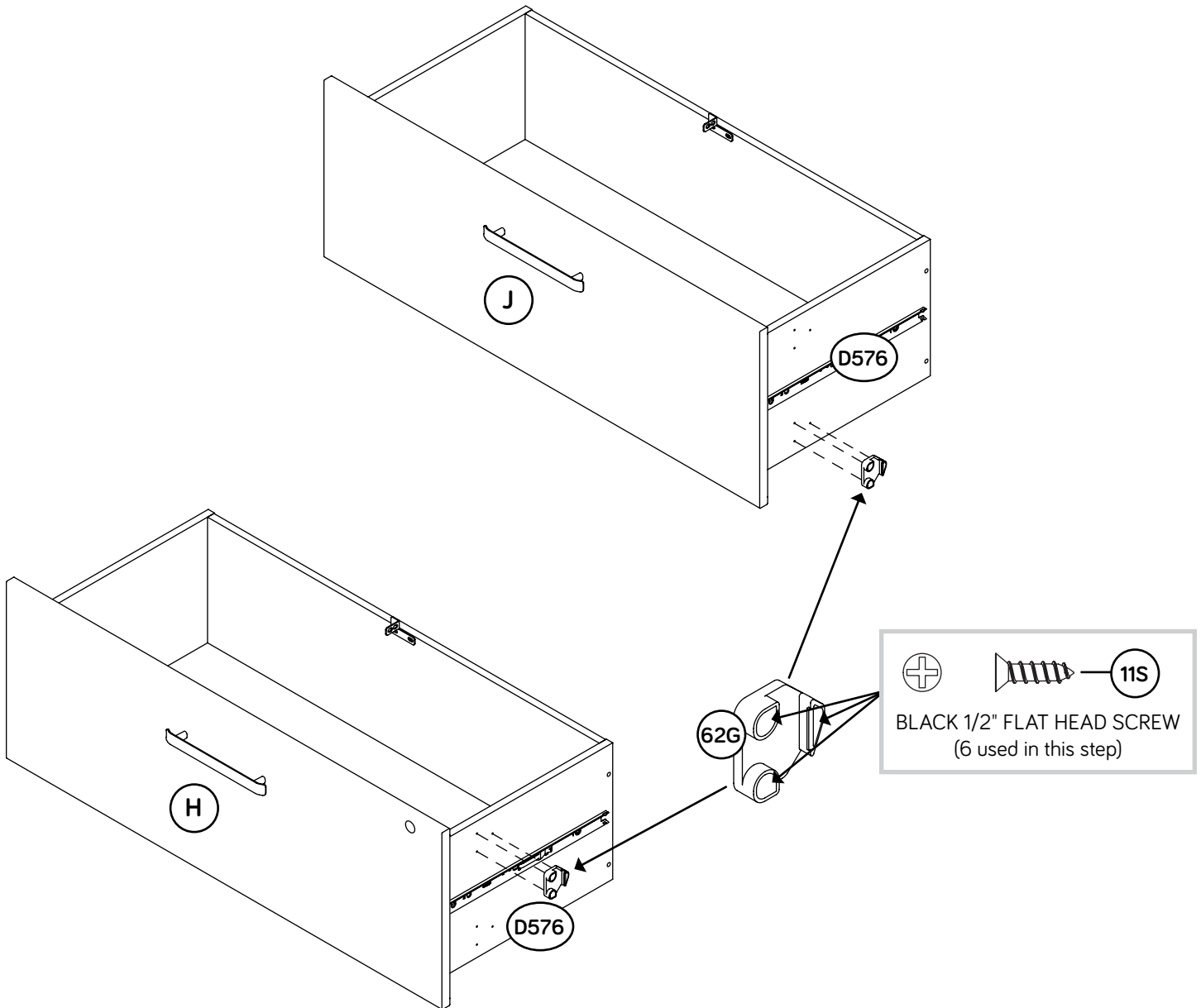
Step 18

Fasten a DRAWER ACTUATOR (62G) to each RIGHT DRAWER SIDE (D576) exactly as shown. Use six BLACK 1/2" FLAT HEAD SCREWS (11S).

NOTE: Be sure to use the lower set of holes in the UPPER DRAWER (J) and the upper set of holes in the LOWER DRAWER (H) as shown in the diagram.

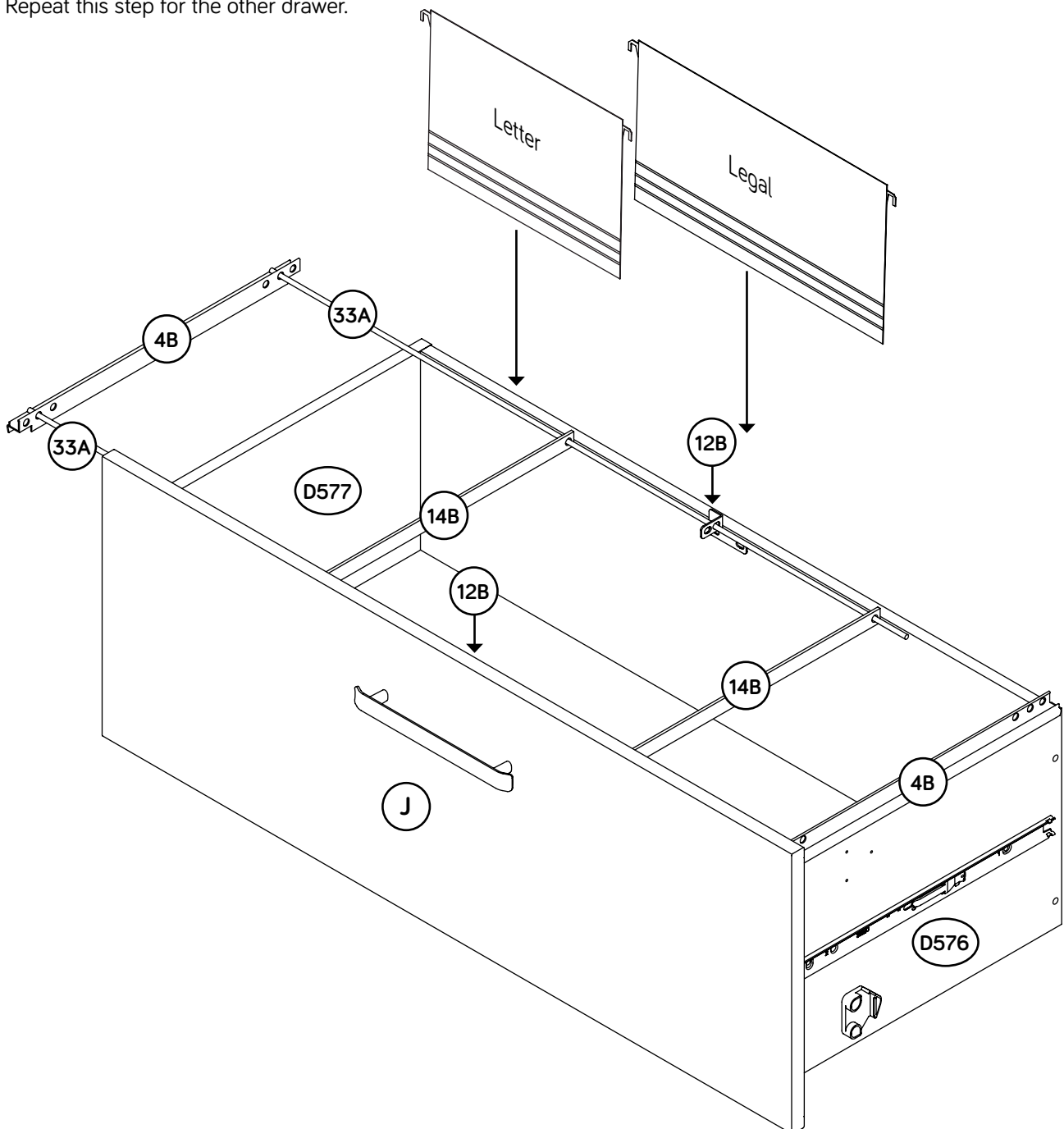
Zzz

Almost time to celebrate! With a nap.



Step 19

- ✚ **NOTE:** The drawers will accommodate letter or legal size hanging files.
- ✚ Press a FILE GLIDE (4B) onto the top edge of the RIGHT DRAWER SIDE (D576).
- ✚ Slide the FILE RODS (33A) through a FILE BAR (14B), through the holes in the FILE BRACKETS (12B), through another FILE BAR (14B), and into the FILE GLIDE (4B) on the RIGHT DRAWER SIDE (D576).
- ✚ Slide another FILE GLIDE (4B) onto the other end of the FILE RODS (33A), then press this FILE GLIDE over the LEFT DRAWER SIDE (D577).
- ✚ Repeat this step for the other drawer.

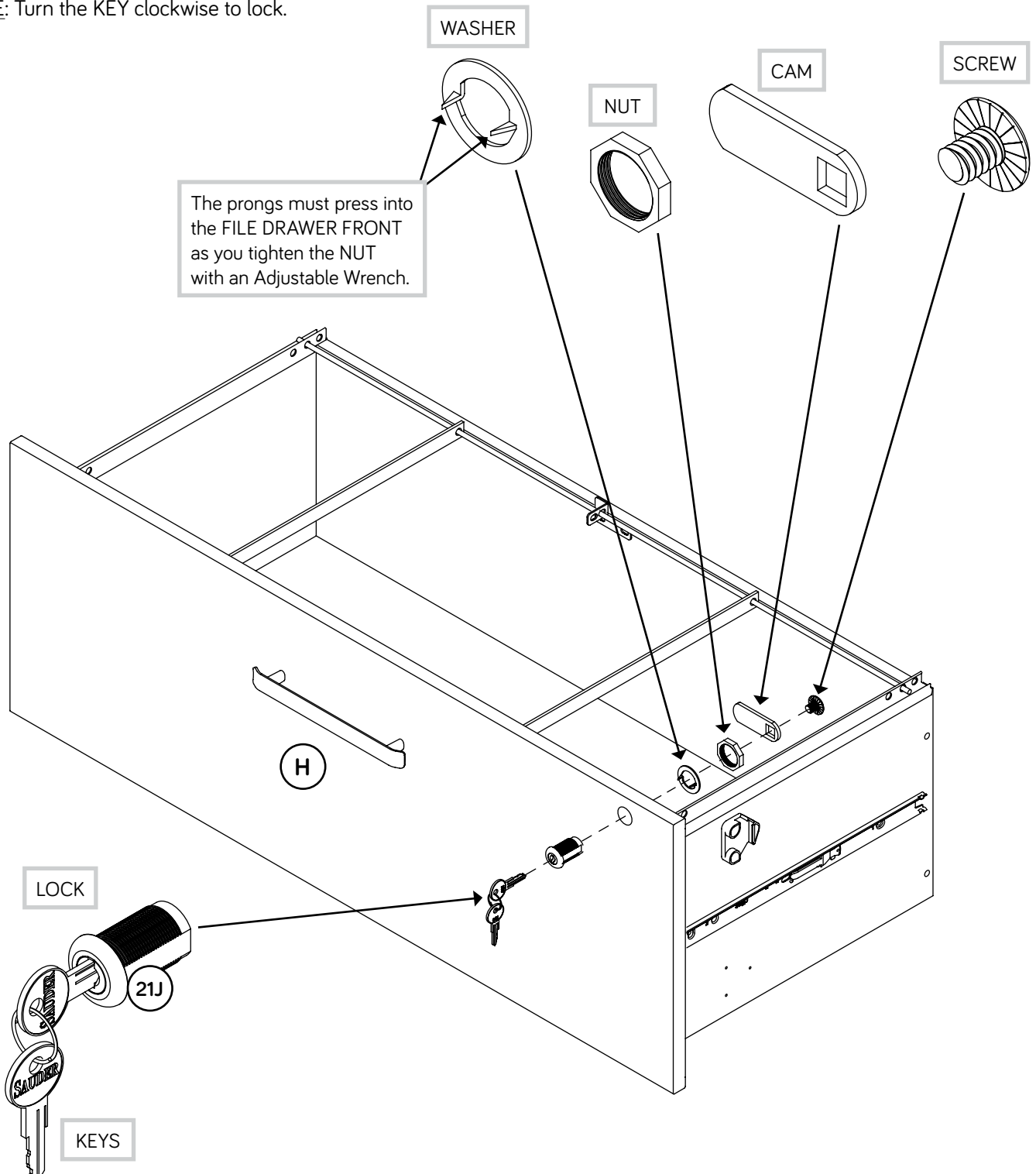


Step 20

✚ Fasten the LOCK PACK (21J) to the LOWER DRAWER FRONT (H) in the exact order shown.

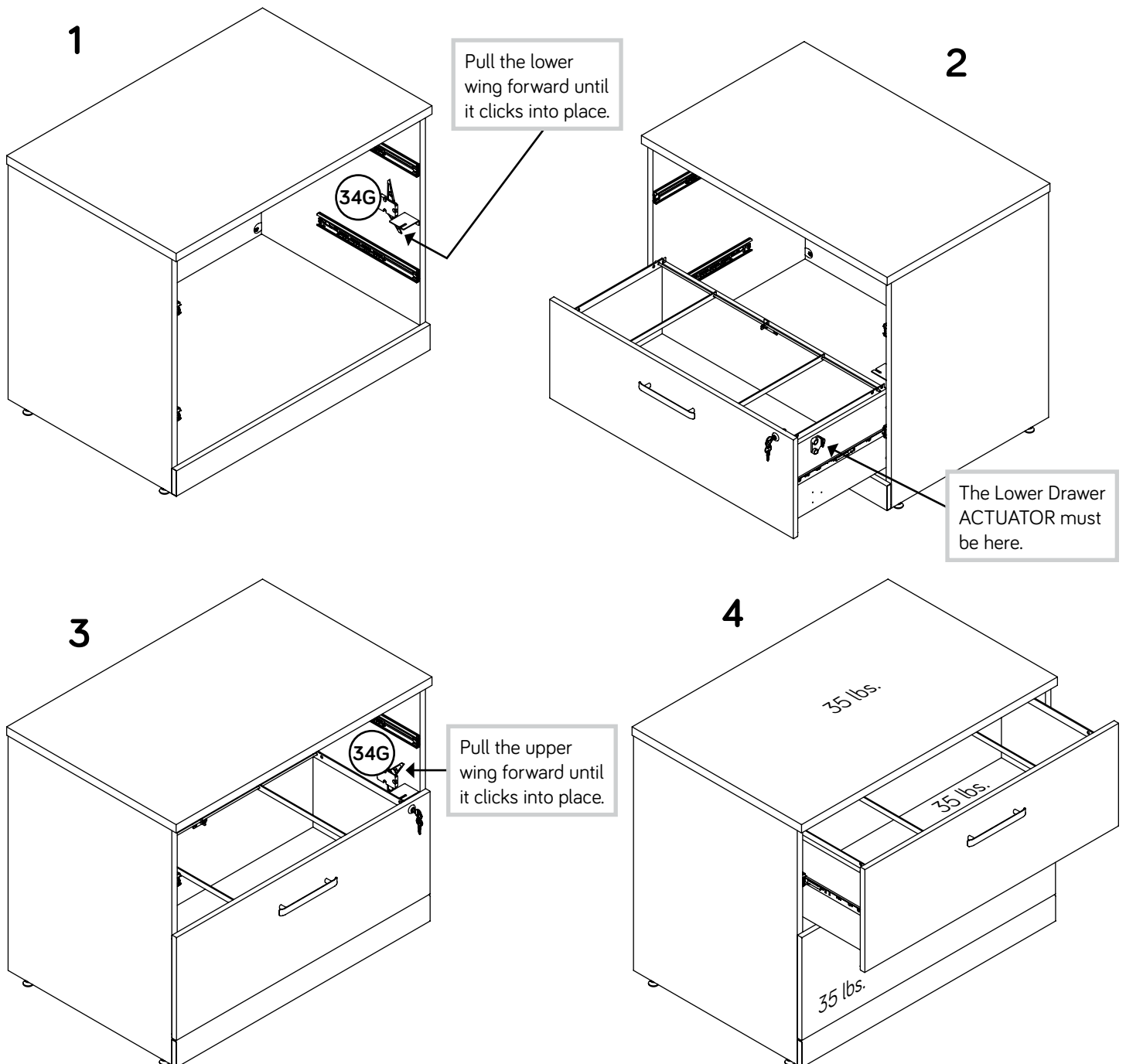
✚ NOTE: It is important to position the CAM exactly as shown.

✚ NOTE: Turn the KEY clockwise to lock.



Step 21

- ✦ Pull the lower wing of the INTERLOCK MECHANISM (34G) forward until it clicks into place as shown in Diagram 1.
- ✦ To insert the lower drawer into your unit, line up the EXTENSION SLIDES on the drawers with the EXTENSION RAILS on the unit and push the drawer into the unit until the drawer is fully inserted.
- ✦ **NOTE:** The lower DRAWER ACTUATOR will be near the top of the RIGHT DRAWER SIDE as shown in Diagram 2.
- ✦ Pull the upper wing of the INTERLOCK MECHANISM (34G) forward until it clicks into place as shown in Diagram 3.
- ✦ Insert the upper drawer by lining up the EXTENSION SLIDES on the upper drawer with the EXTENSION RAILS on the unit as shown in Diagram 4. Push the drawer in until it is fully inserted.



Step 22

- ✦ To make adjustments to the drawer, loosen SCREW #3 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.
- ✦ For long-term care and maintenance of your unit, you may touch up the edges with the TOUCH-UP PEN (10M). 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 #3 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 #3.

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

