

# Assembly Guide

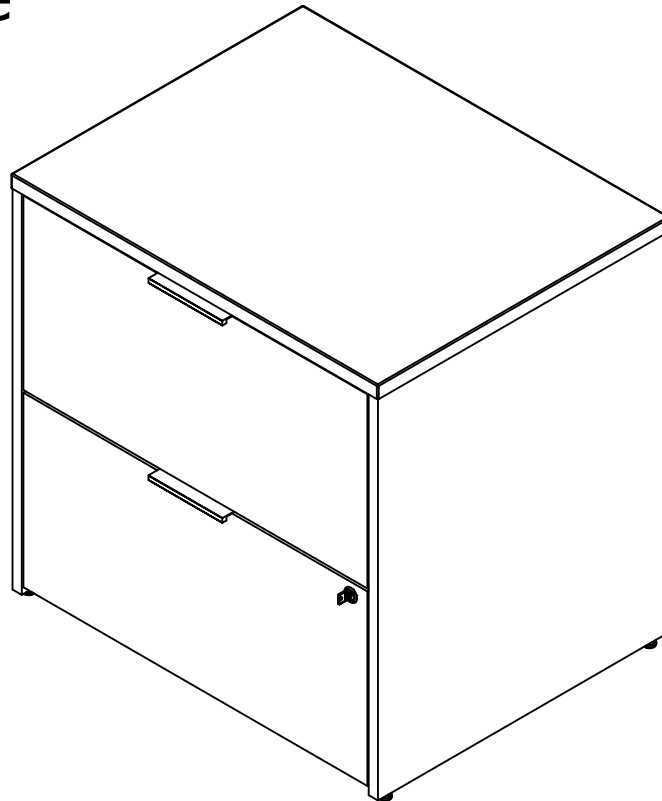


**If you're having any difficulty during assembly of this product, don't hesitate to call us at 1-800-950-4782.**

Our customer service experts are trained to provide step-by-step instruction and can easily replace any missing or damaged parts.

**Representatives are available Monday-Friday from 8:30 a.m. to 7:30 p.m. (ET)**

## Lateral File



Lot Code #

Part Number A191707B

Keep manual for future reference.

## For best results, keep these tips in mind:

- ① We know you want to finish this assembly as quickly as possible, but trust us: you'll have a better experience if you take it one step at a time.
- ② Give yourself some room to work near where you want the fully assembled product.
- ③ If your floor isn't carpeted, assemble this product on the empty carton to avoid scratching.
- ④ Do you have a friend who owes you a favor? Some steps may go a little easier with a second set of hands.

### DOs

- ✔ Use a #2 Phillips head screwdriver (or other handheld tools as indicated)
- ✔ Wear safety glasses at all times during assembly
- ✔ Carefully follow the instructions in this guide and complete all steps in order
- ✔ Give us a call if you're having trouble with a particularly tricky step

### DON'Ts

- ✘ We know power tools are quick and easy, but you shouldn't use them when assembling this product (unless otherwise specified)
- ✘ Never move your furniture with items inside or resting on the surface
- ✘ Do not attempt to use this product before all steps have been completed



## Watch assembly videos right on your phone or computer!



Some steps include QR codes that link to helpful videos. Watch out for the icon below! Simply open up your smartphone camera to scan the code.

*(Users of older smartphones may need to install a QR Reader.)*

### SCAN HERE



FOR VIDEOS

Or visit <https://www.bushbusinessfurniture.com/CustomerService/HowtoAssemble.aspx>

# IMPORTANT SAFETY INFORMATION



## PLEASE READ WARNINGS

Improper use can cause safety hazards, or damage to your furniture and household items.

Warning	Do	Don't	Why it's important
<b>Serious injury may occur.</b>	<ul style="list-style-type: none"><li>Assemble following all instructions using all indicated parts and hardware provided.</li><li>Verify furniture is stable on it's own. Place heaviest items in the lower drawers.</li><li>Always load the bottom drawer first. Check before using that only one drawer opens at a time.</li><li>Evenly distribute files front to back. If so equipped, extend front levelers 1/4" more than rear levelers so unit tilts slightly rearward."</li></ul>	<ul style="list-style-type: none"><li>Do not load with a television or other heavy equipment.</li><li>Do not exceed the maximum load limits stated in the instructions.</li><li>Do not allow children to stand, climb, or hang on furniture."</li></ul>	<ul style="list-style-type: none"><li>Improper assembly, use or loading can lead to product instability, tip-over or collapse.</li></ul>
<b>Serious injury may occur.</b>	<ul style="list-style-type: none"><li>Properly install and maintain the anti-tip mechanism.</li></ul>		<ul style="list-style-type: none"><li>The anti-tip mechanism prevents more than one drawer from being opened at once which may lead to instability or product tip-over.</li></ul>

Caution	Do	Don't	Why it's important
<b>Injury may occur.</b>	<ul style="list-style-type: none"><li>Unload unit prior to moving starting with top drawer first.</li></ul>	<ul style="list-style-type: none"><li>Do not move unit when loaded.</li></ul>	<ul style="list-style-type: none"><li>Loaded units are heavy and are not designed to be moved when loaded.</li></ul>

## IMPORTANT SAFETY INFORMATION



# PLEASE READ WARNINGS

Improper use can cause safety hazards, or damage to your furniture and household items.

Advertencia	Hacer	No	Por qué es importante
<b>Se pueden producir lesiones graves.</b>	<ul style="list-style-type: none"><li>• Ensamble siguiendo todas las instrucciones utilizando todas las piezas y ferretería indicados provistos.</li><li>• Verifique que los muebles sean estables por sí mismos.</li><li>• Coloque los artículos más pesados en los cajones inferiores.</li><li>• Siempre cargue primero el cajón inferior.</li><li>• Compruebe antes de usar que solo se abre un cajón a la vez.</li><li>• Distribuya uniformemente los archivos de adelante hacia atrás. Si está equipado, extienda los niveladores delanteros 1/4 " "más que los niveladores traseros para que la unidad se incline ligeramente hacia atrás."</li></ul>	<ul style="list-style-type: none"><li>• No cargue con un televisor u otro equipo pesado. No exceda los límites máximos de carga establecidos en las instrucciones.</li><li>• No permita que los niños se paren, trepen o cuelguen de muebles.</li></ul>	<ul style="list-style-type: none"><li>• El ensamblaje, uso o carga inadecuados pueden provocar inestabilidad del producto, vuelco o colapso.</li></ul>
<b>Se pueden producir lesiones graves.</b>	<ul style="list-style-type: none"><li>• Instale y mantenga adecuadamente el mecanismo antivuelco.</li></ul>		<ul style="list-style-type: none"><li>• El mecanismo antivuelco evita que se abra más de un cajón a la vez, lo que puede provocar inestabilidad o vuelco del producto.</li></ul>

Atención	Hacer	No	Por qué es importante
<b>Se pueden producir lesiones.</b>	<ul style="list-style-type: none"><li>• Descargue la unidad antes de moverla, comenzando primero con el cajón superior.</li></ul>	<ul style="list-style-type: none"><li>• No mueva la unidad cuando esté cargada.</li></ul>	<ul style="list-style-type: none"><li>• Las unidades cargadas son pesadas y no están diseñadas para moverse cuando están cargadas.</li></ul>

# IMPORTANT SAFETY INFORMATION

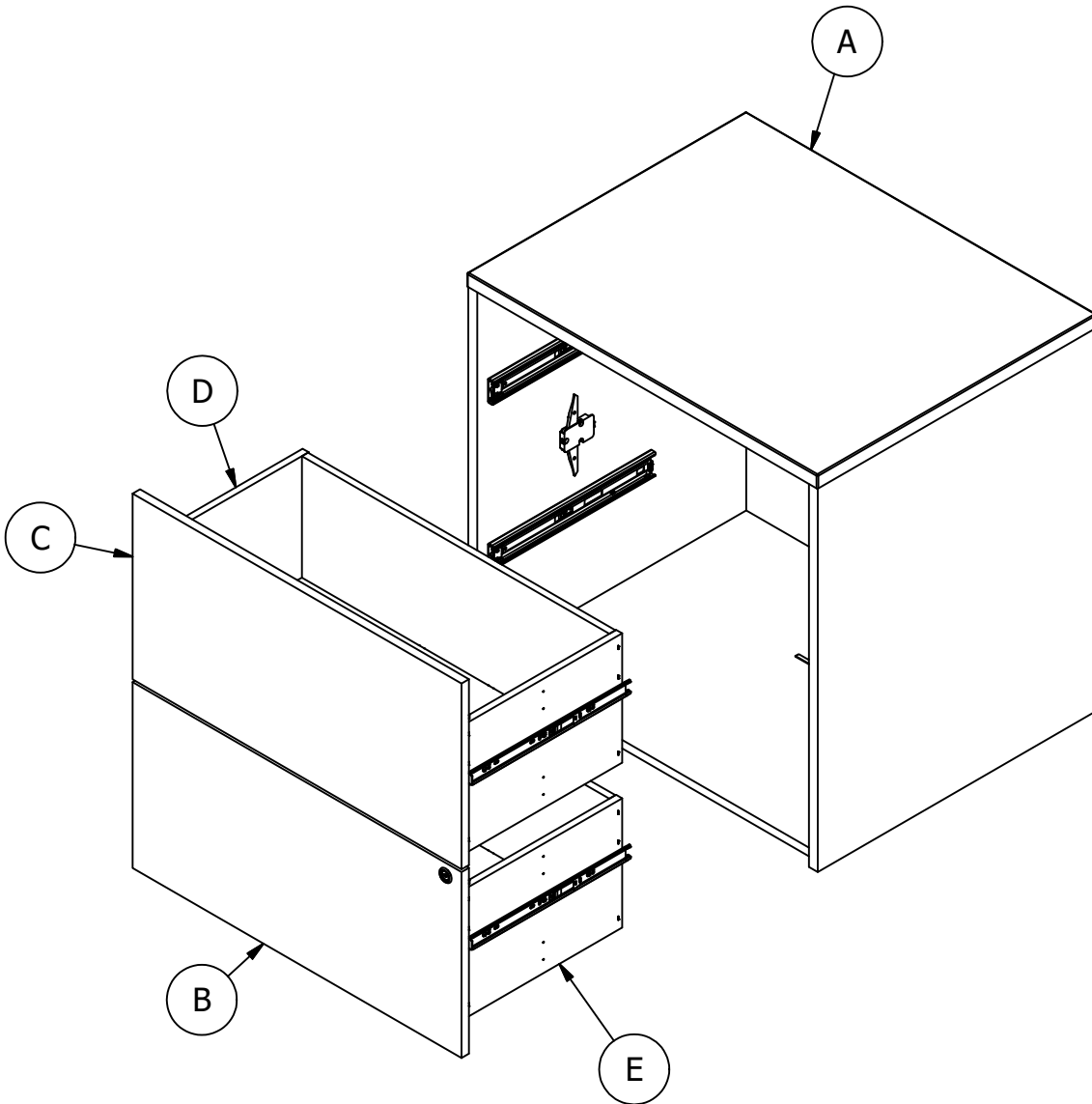
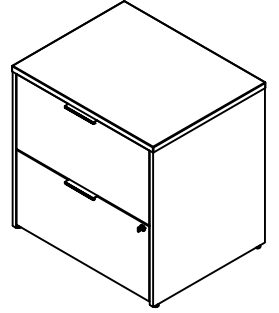


## PLEASE READ WARNINGS

Improper use can cause safety hazards, or damage to your furniture and household items.

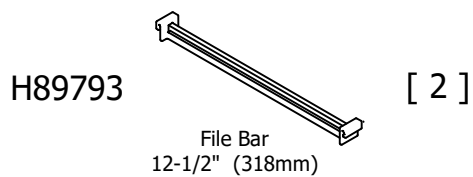
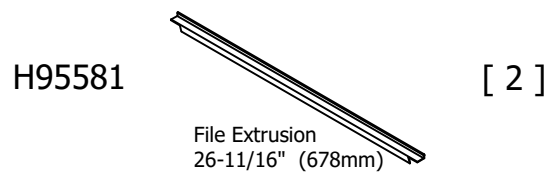
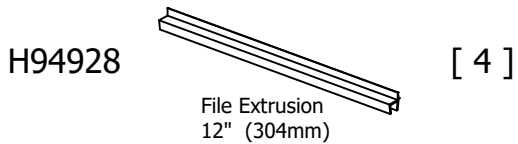
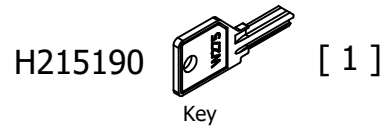
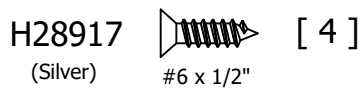
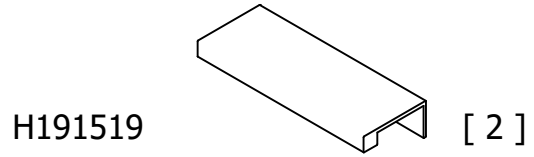
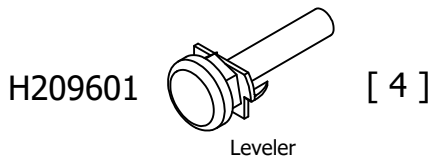
Avertissement	Faire	Ne le fais pas	Pourquoi c'est important
<b>Des blessures graves peuvent survenir.</b>	<ul style="list-style-type: none"><li>• Assemblez en suivant toutes les instructions en utilisant toutes les pièces et le matériel indiqués fournis.</li><li>• Vérifiez que les meubles sont stables par eux-mêmes.</li><li>• Placez les objets les plus lourds dans les tiroirs inférieurs.</li><li>• Chargez toujours le tiroir inférieur en premier.</li><li>• Vérifiez avant d'utiliser qu'un seul tiroir s'ouvre à la fois.</li><li>• Répartissez uniformément les fichiers d'avant en arrière.</li><li>• Si tel est le cas, déployez les niveleurs avant de 1/4 po de plus que les niveleurs arrière afin que l'appareil s'incline légèrement vers l'arrière.</li></ul>	<ul style="list-style-type: none"><li>• Ne chargez pas avec un téléviseur ou un autre équipement lourd. Ne dépassez pas les limites de charge maximale indiquées dans les instructions.</li><li>• Ne laissez pas les enfants se tenir debout, grimper ou s'accrocher aux meubles.</li></ul>	<ul style="list-style-type: none"><li>• Un assemblage, une utilisation ou un chargement incorrects peuvent entraîner une instabilité du produit, un renversement ou un effondrement.</li></ul>
<b>Des blessures graves peuvent survenir.</b>	<ul style="list-style-type: none"><li>• Installez et entretenez correctement le mécanisme anti-basculement.</li></ul>		<ul style="list-style-type: none"><li>• Le mécanisme anti-basculement empêche l'ouverture simultanée de plusieurs tiroirs, ce qui peut entraîner une instabilité ou un renversement du produit.</li></ul>

Attention	Faire	Ne le fais pas	Pourquoi c'est important
<b>Des blessures graves peuvent survenir.</b>	<ul style="list-style-type: none"><li>• Déchargez l'unité avant de déplacer en commençant par le tiroir supérieur en premier.</li></ul>	<ul style="list-style-type: none"><li>• Ne déplacez pas l'unité lorsqu'elle est chargée.</li></ul>	<ul style="list-style-type: none"><li>• Les unités chargées sont lourdes et ne sont pas conçues pour être déplacées lorsqu'elles sont chargées.</li></ul>



Have an assembly question or need a replacement part? Just call  
**1-800-950-4782**, we are here to help.

Hardware not to scale.

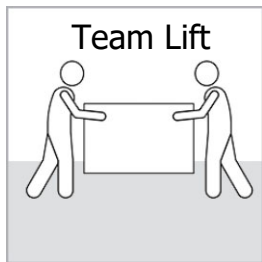


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Scan QR Code to Watch Video on:



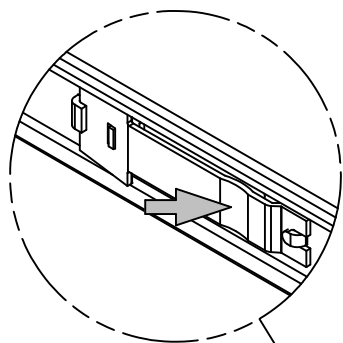
How to Separate and Install Drawer Slides



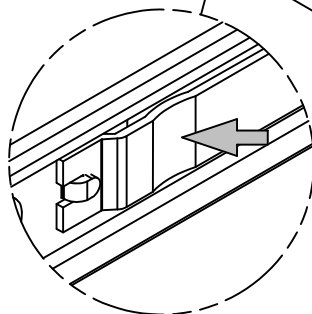
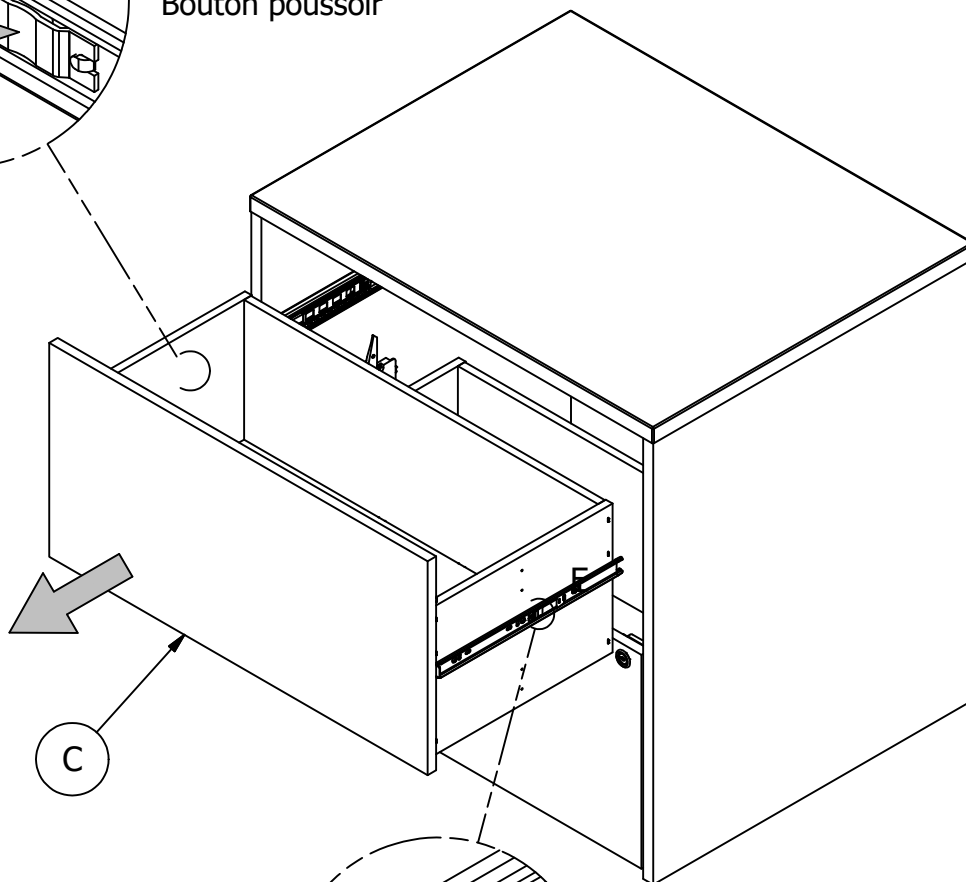
# Drawer Removal

## Quitado de Gaveta

## Retrait du tiroir



**Push Button**  
Presionar el botón  
Bouton pousseur



**Push Button**  
Presionar el botón  
Bouton pousseur

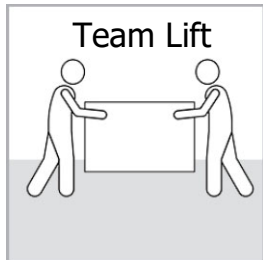
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Scan QR Code to Watch Video on:



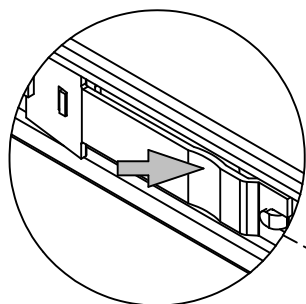
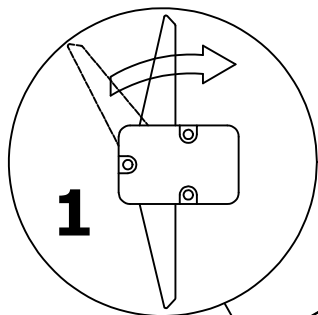
How to Separate and Install Drawer Slides



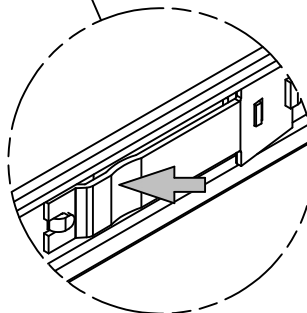
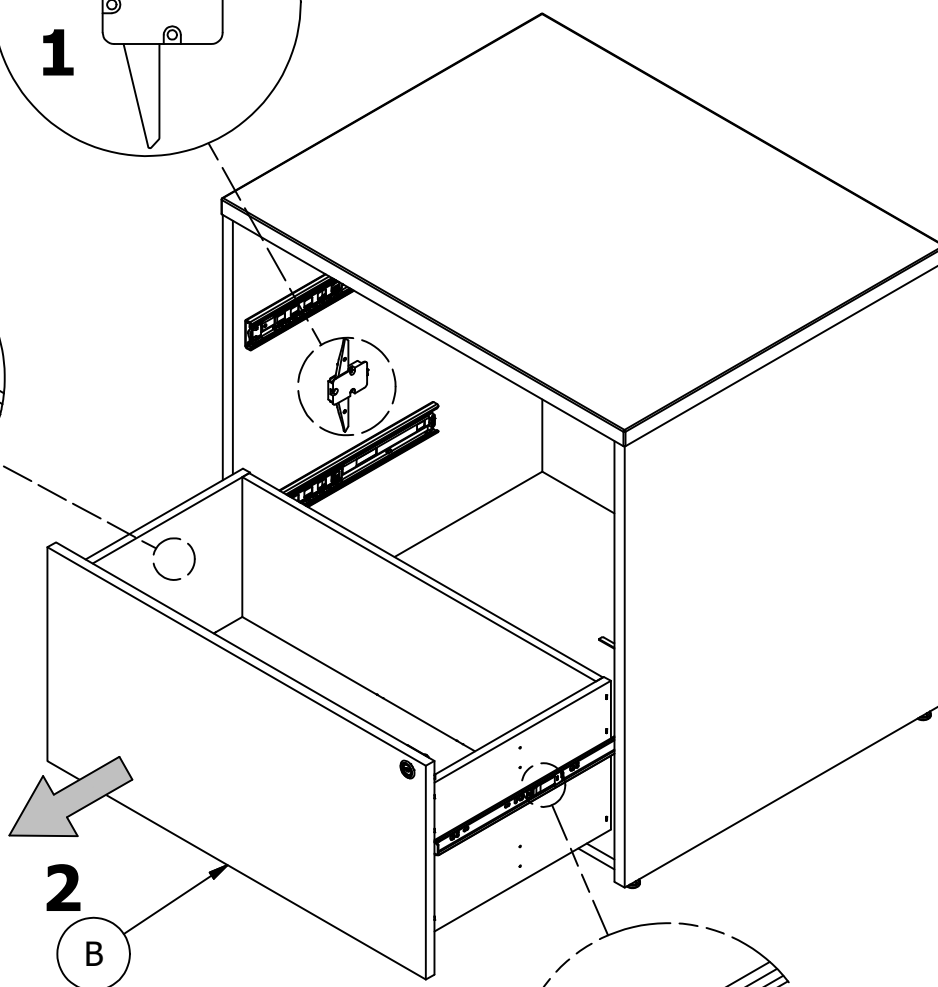
# Drawer Removal

## Quitado de Gaveta

## Retrait du tiroir



**Push Button**  
Presionar el botón  
Bouton poussoir



**Push Button**  
Presionar el botón  
Bouton poussoir

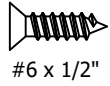
Have an assembly question or need a replacement part? Just call **1-800-950-4782**, we are here to help.

# STEP 3

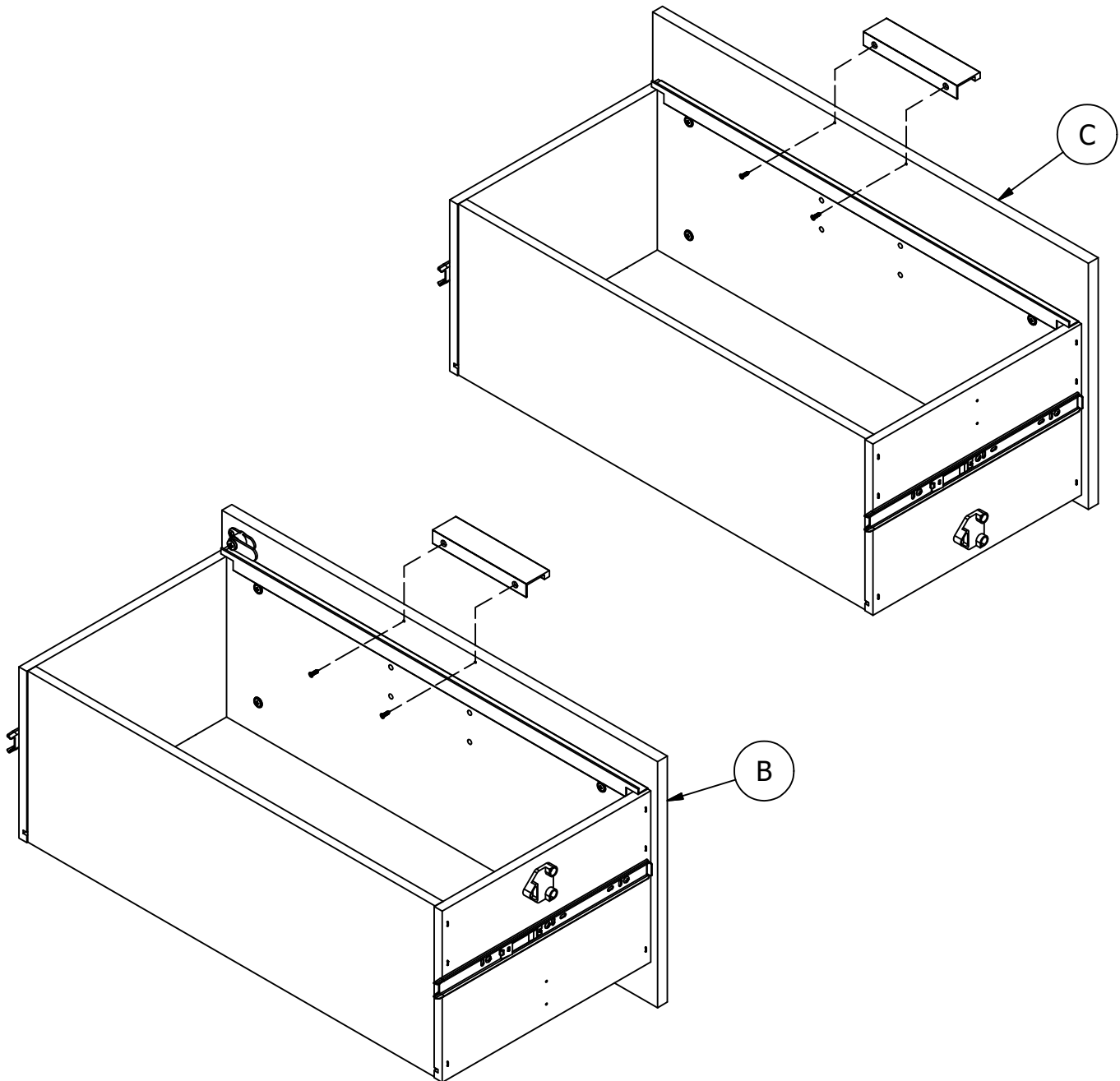
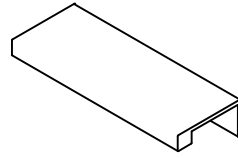
# Attach Handles

A191707B

H28917 [ 4 ]  
(Silver) #6 x 1/2"



H191519 [ 2 ]

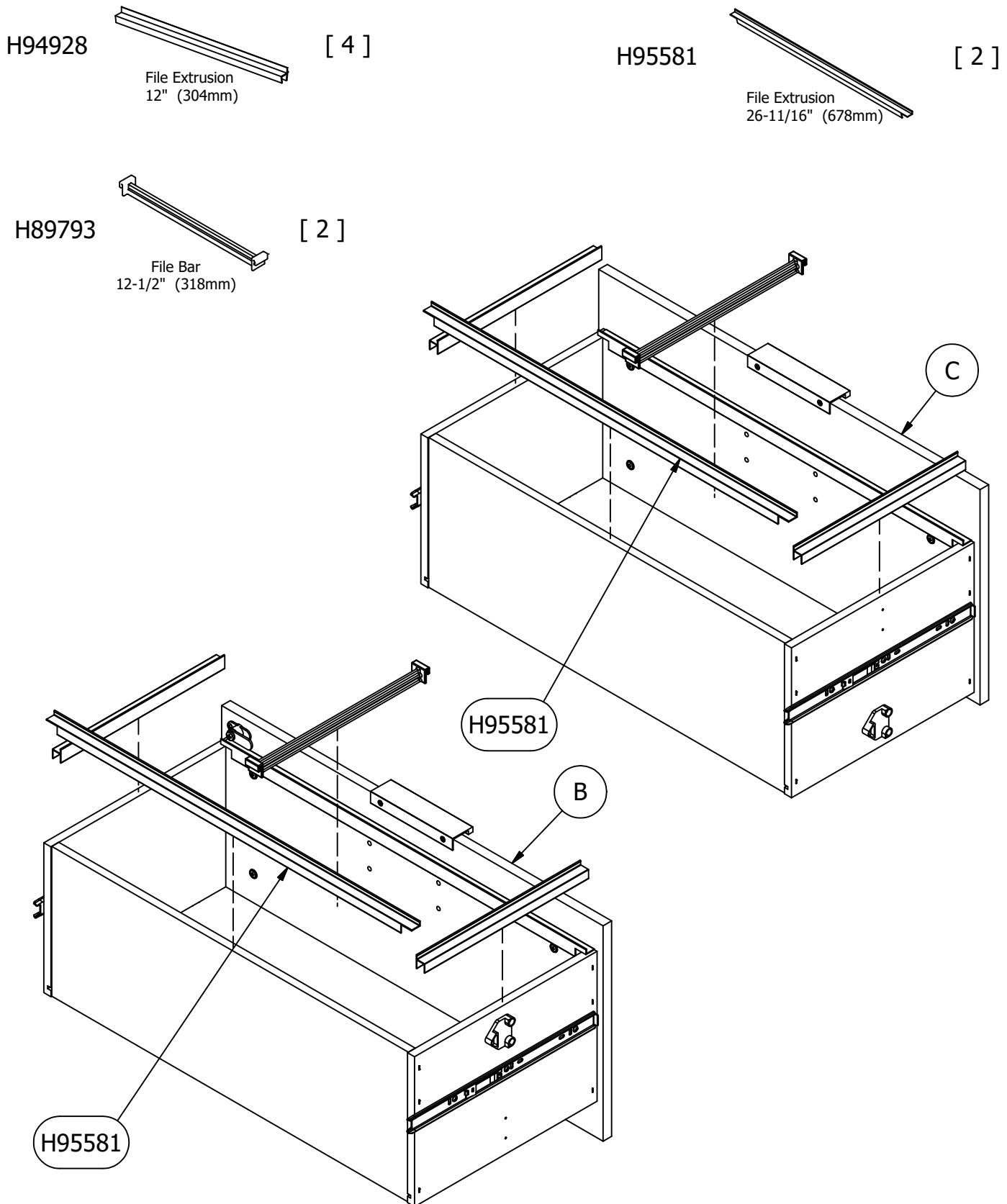


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# STEP 4

# Attach Hardware

A191707B



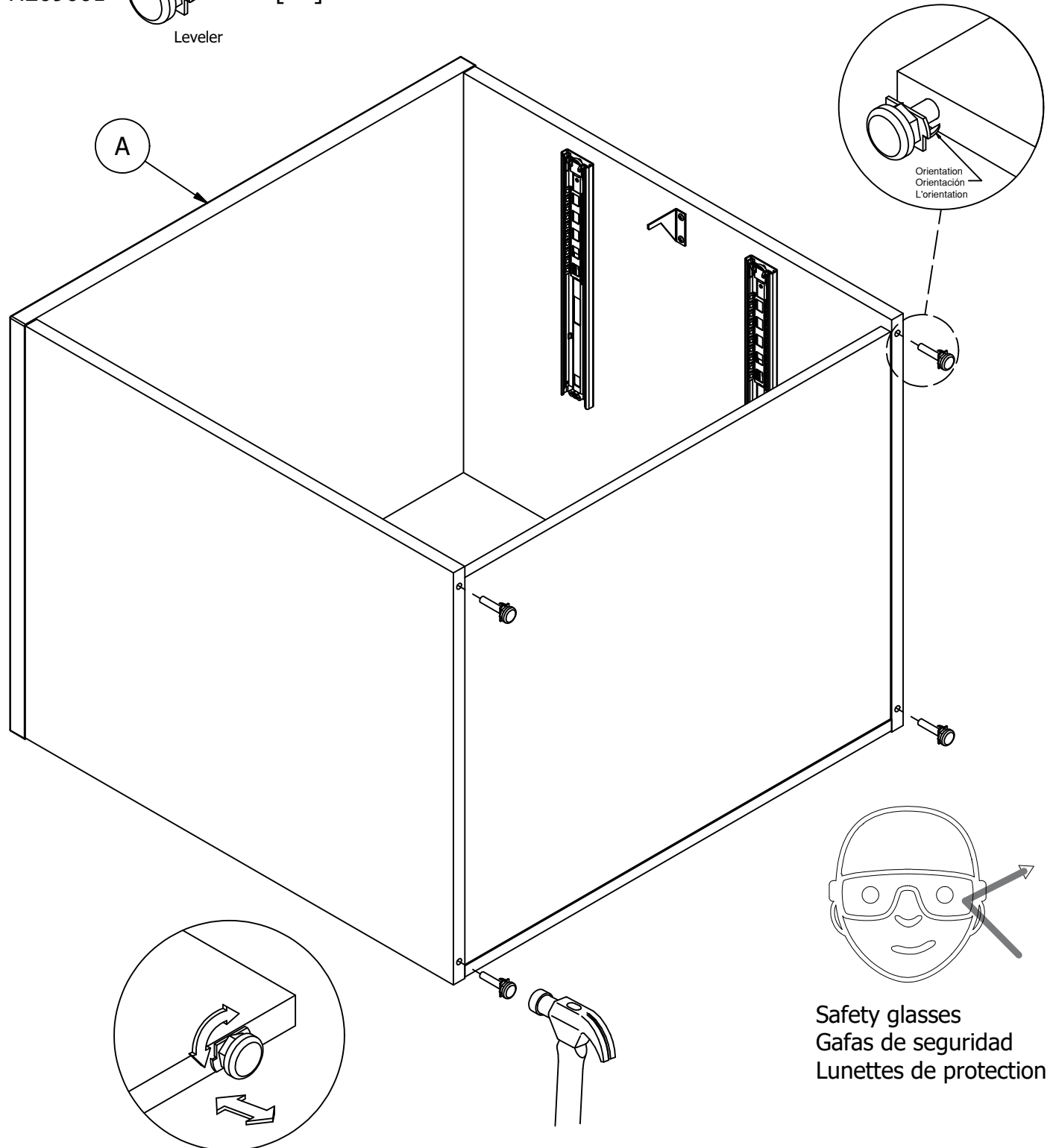
Have an assembly question or need a replacement part? Just call  
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# STEP 5

# Install Levelers

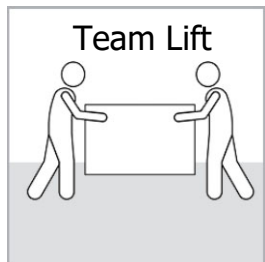
A191707B

H209601 [ 4 ]  
Leveler

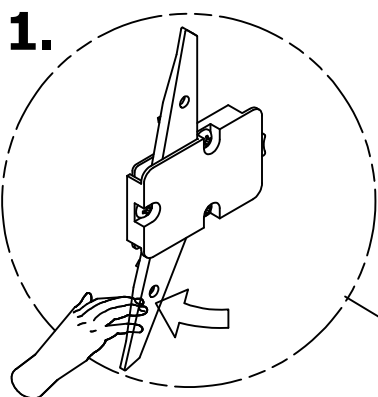


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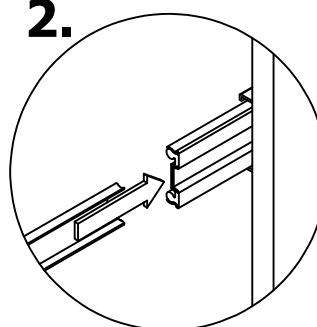
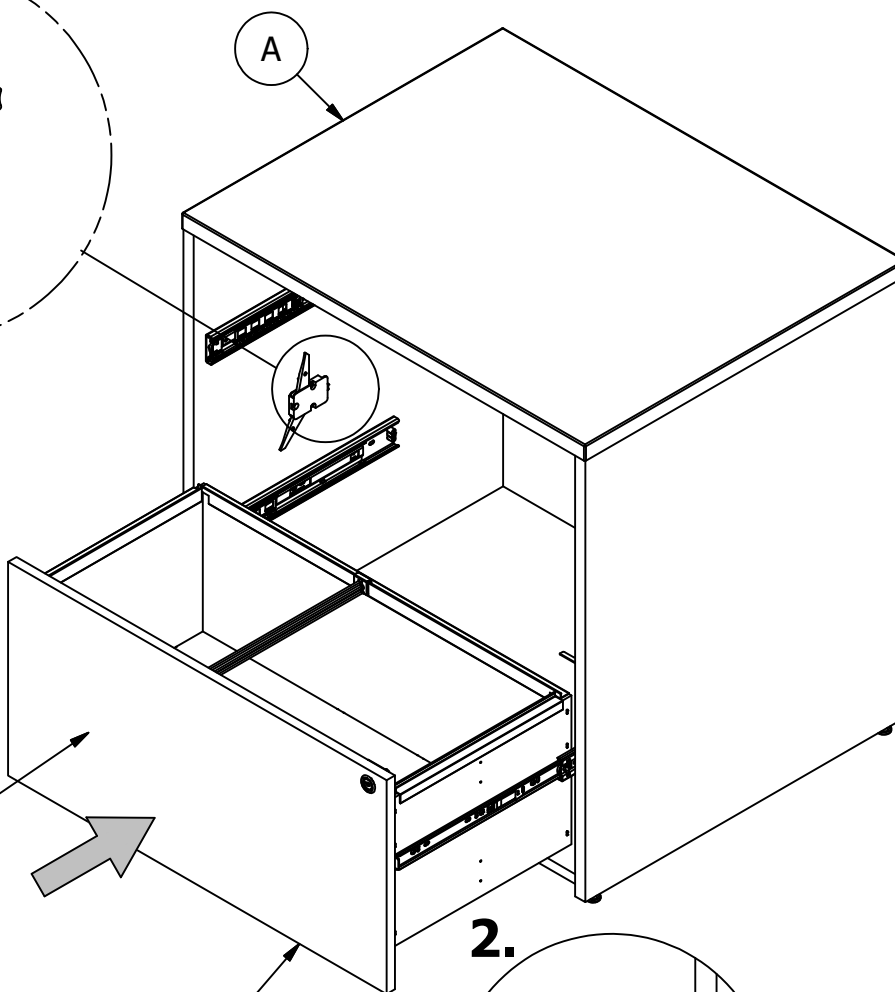
Scan QR Code to Watch Video on:



How to Separate and Install Drawer Slides

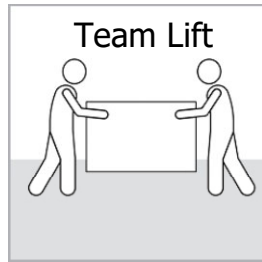


Lower Drawer  
Gaveta Inferior  
Tirior Inférieur

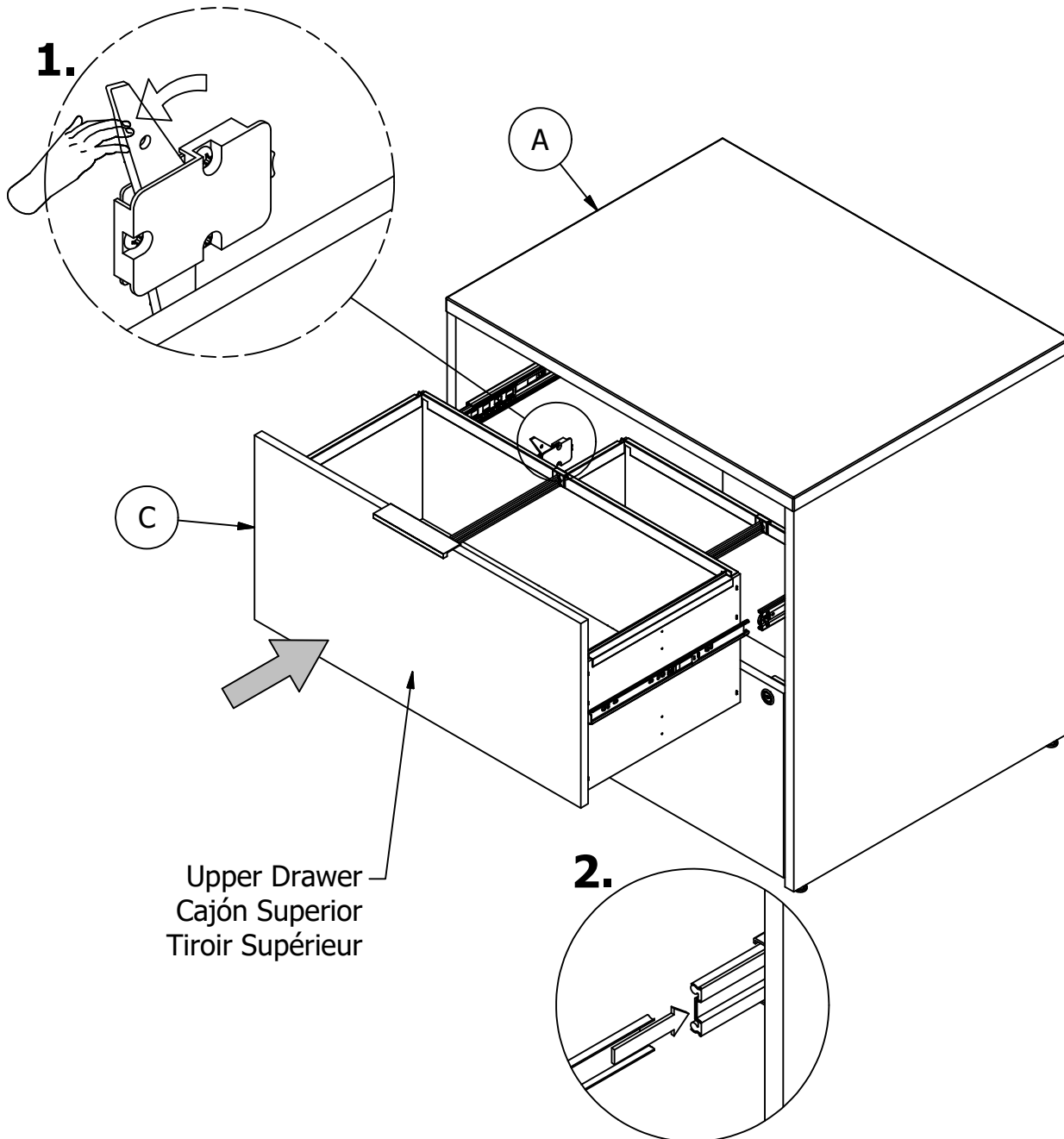


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Scan QR Code to Watch Video on:



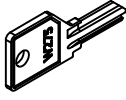
How to Separate and Install Drawer Slides



Upper Drawer  
Cajón Superior  
Tiroir Supérieur

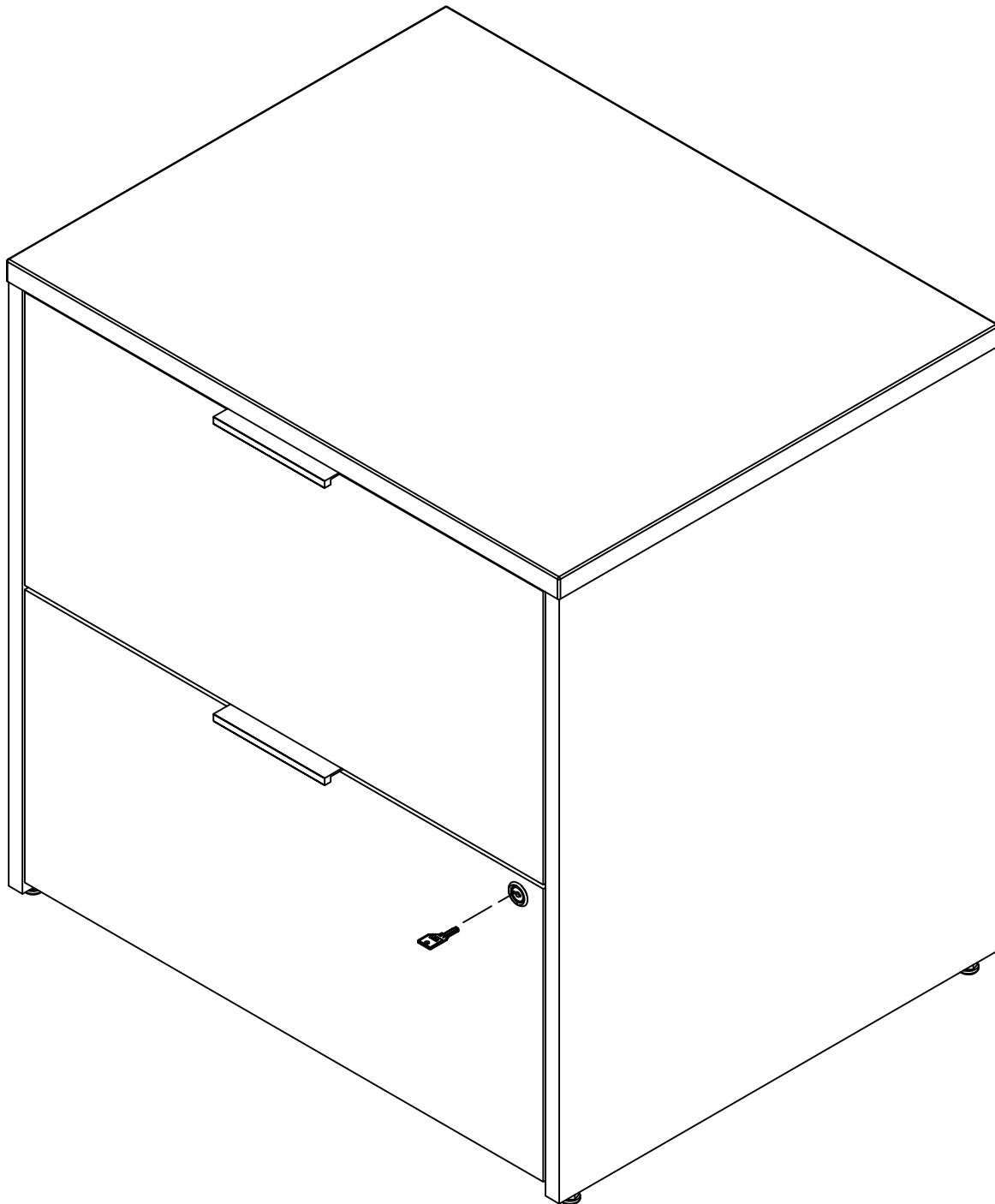
Have an assembly question or need a replacement part? Just call **1-800-950-4782**, we are here to help.

H215190



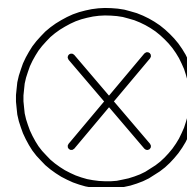
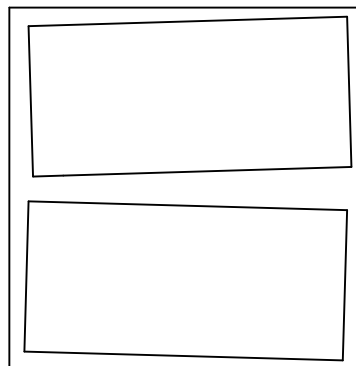
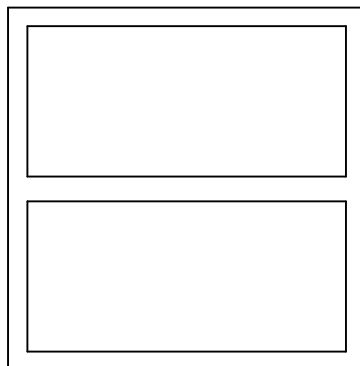
[ 1 ]

Key

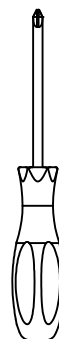
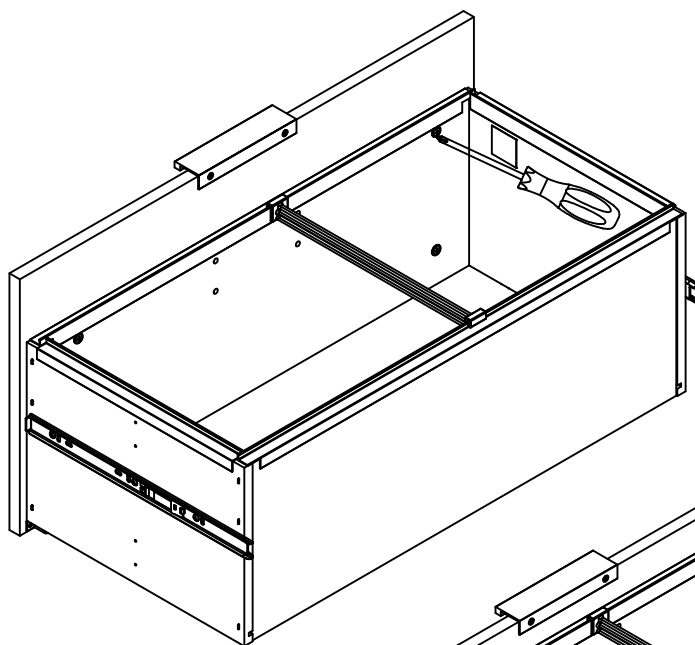


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## DRAWER FRONT VIEW



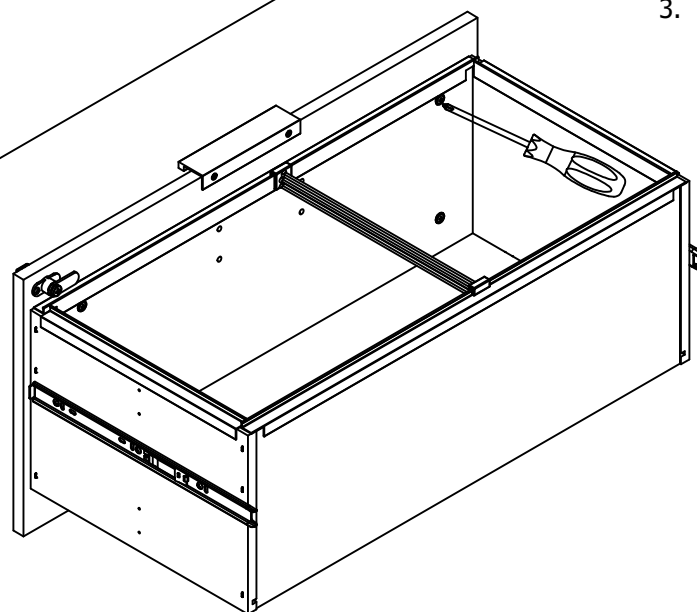
REQUIRED TOOL: PHILLIPS SCREWDRIVER

HERRAMIENTA REQUERIDA: DESTORNILLADOR PHILLIPS  
OUTIL REQUIS: TOURNEVIS CRUCIFORME

1. LOOSEN SCREWS.
2. ADJUST DRAWER FRONTS.
3. TIGHTEN SCREWS.

1. Afloje los tornillos
2. Ajustar frentes de cajón
3. Apriete los tornillos

1. Desserrer les vis
2. Ajuster les façades des tiroirs
3. Serrer les vis



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Scan QR Code to  
Watch Video on:



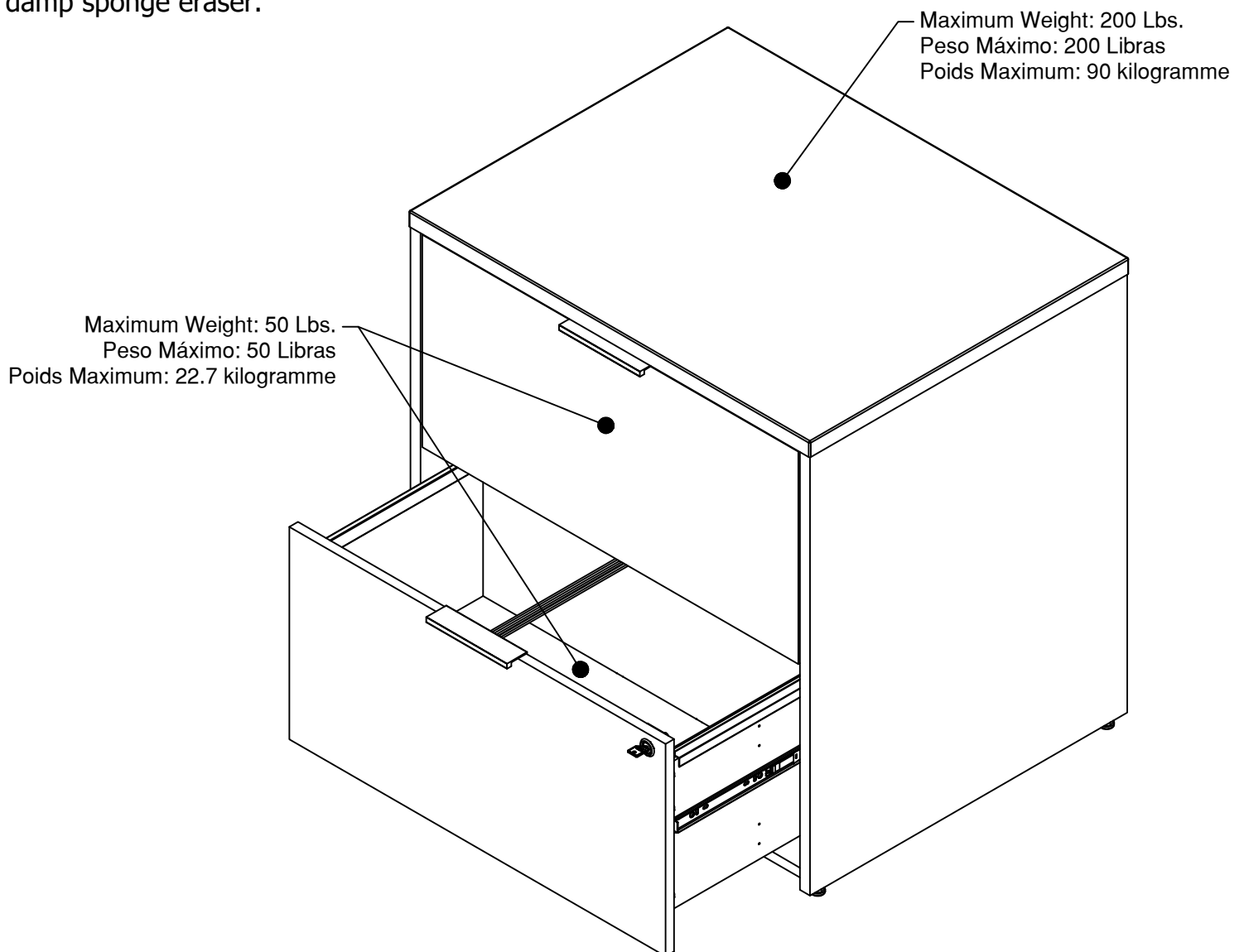
How to Clean  
the Surface

Gently clean surfaces with a  
damp sponge eraser.

File drawers hold letter, legal or A4 size files.

Las gavetas para archivador reciben archivos de  
tamaño carta, legal o A4.

Les tiroirs a dossiers peuvent accueillir des dossiers de  
format lettre, grand format ou A4.



Congratulations! You are all done. If  
you have any questions or concerns,  
please call.

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## **JTF130FWWSU**

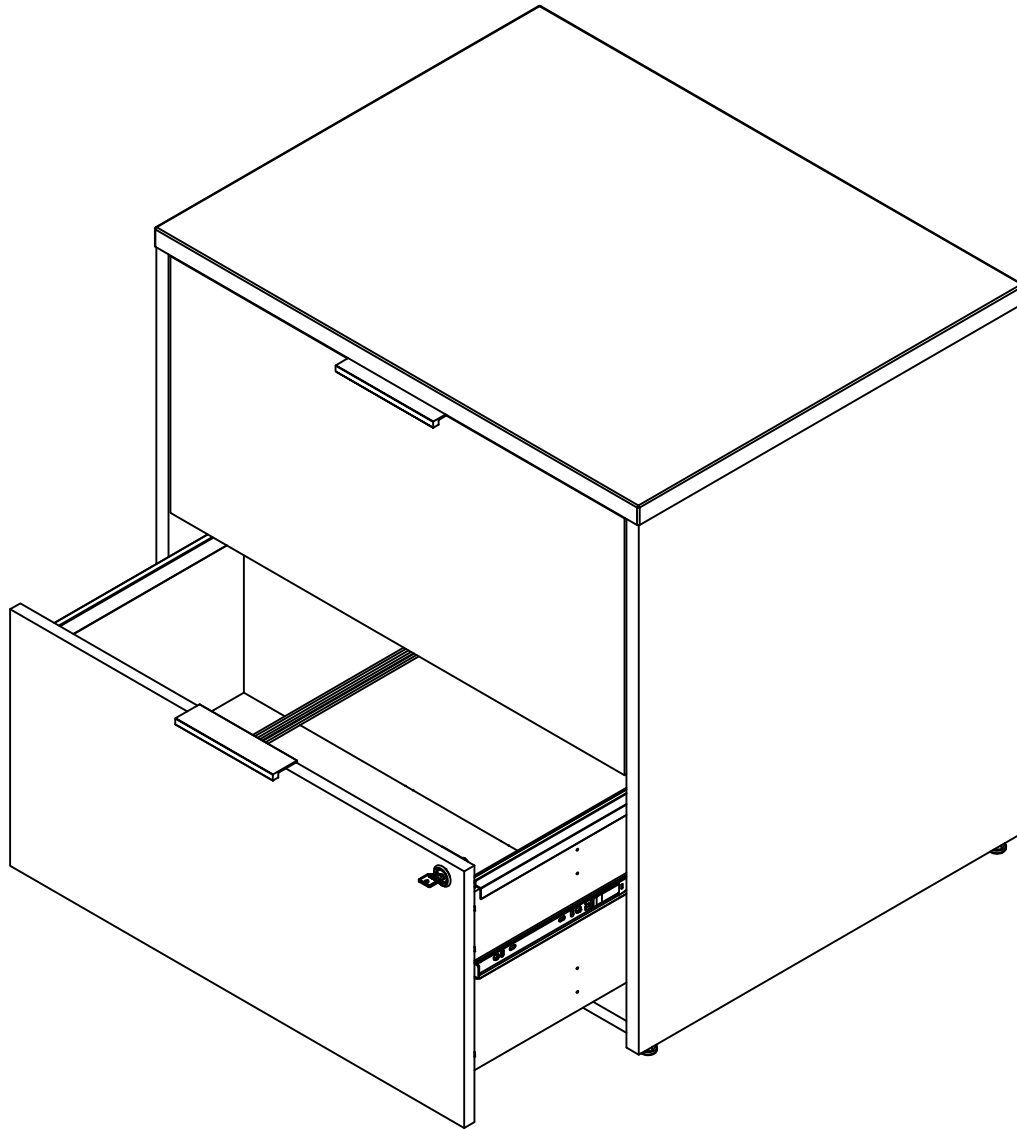
A	[1]	CASE ASSEMBLY
B	[1]	W215143
C	[1]	W215142
D	[1]	UPPER DRAWER ASSEMBLY
E	[1]	LOWER DRAWER ASSEMBLY

## **JTF130SGSU**

A	[1]	CASE ASSEMBLY
B	[1]	W215145
C	[1]	W215144
D	[1]	UPPER DRAWER ASSEMBLY
E	[1]	LOWER DRAWER ASSEMBLY

## **JTF130SGWWSU**

A	[1]	CASE ASSEMBLY
B	[1]	W215145
C	[1]	W215144
D	[1]	UPPER DRAWER ASSEMBLY
E	[1]	LOWER DRAWER ASSEMBLY



### Maintenance Tip

It may be necessary to periodically open each drawer to its full extension. This will reset the drawer slides and allow for continued smooth operation.

### Información de Mantenimiento

Puede ser necesario el abrir cada gaveta a su máxima extensión periódicamente. Este procedimiento ayuda a recomponer las correderas de las gavetas, asegurando una operación libre.

### Conseil d'entretien

Il faut de temps en temps ouvrir chaque tiroir jusqu'au bout. Cela remboite les coulisses des tiroirs pour qu'elles continuent de fonctionner sans accroc.

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