

Assembly Guide

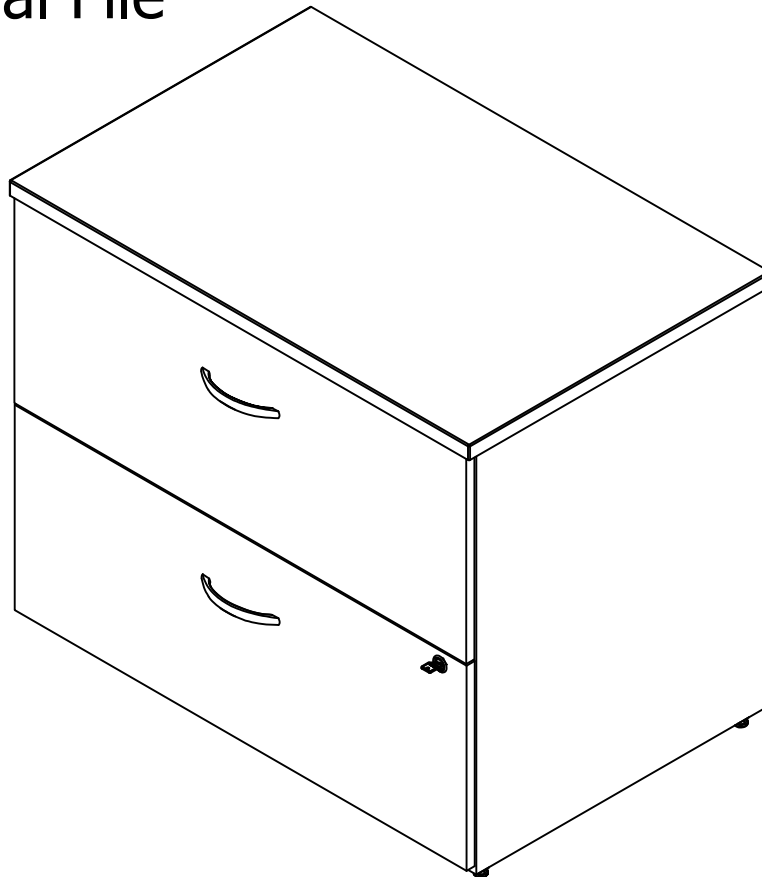


If you're having any difficulty during assembly of this product, don't hesitate to call us at **1-800-950-4782.**

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)

36" Lateral File



Lot Code #

Part Number A176308H

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

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

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

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

IMPORTANT SAFETY INFORMATION

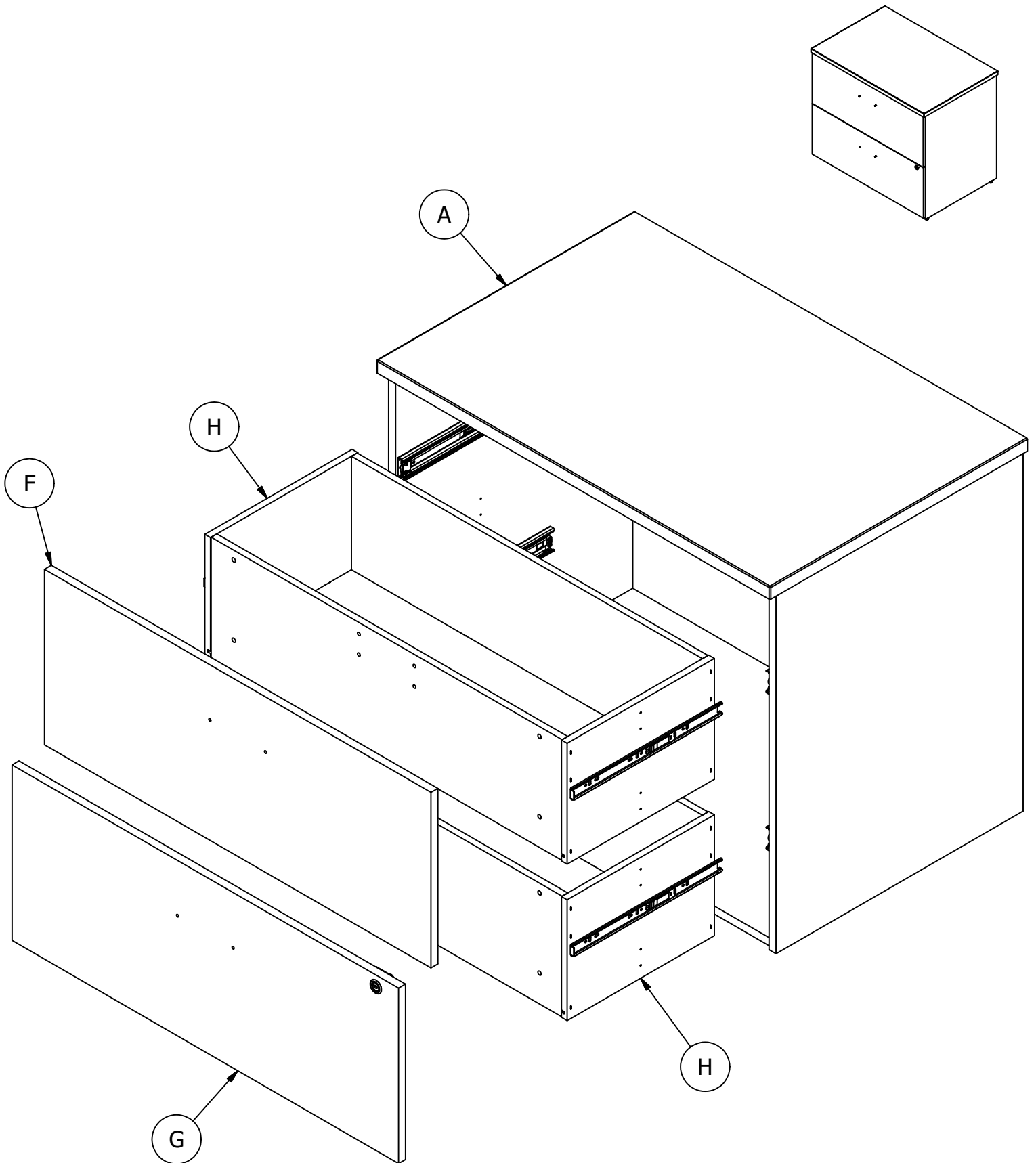


PLEASE READ WARNINGS

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

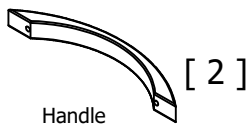
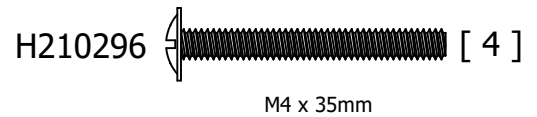
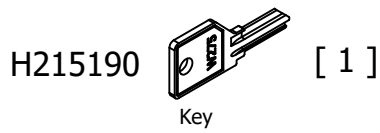
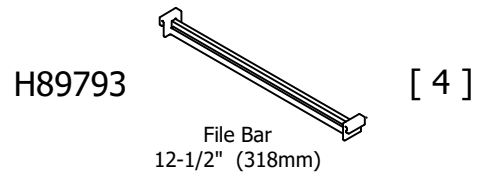
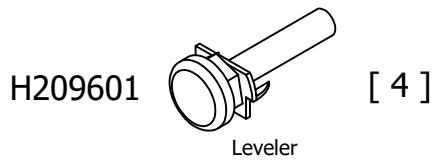
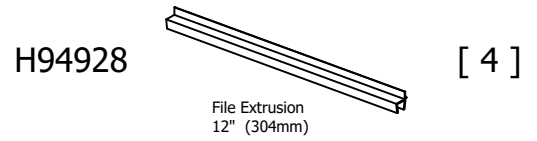
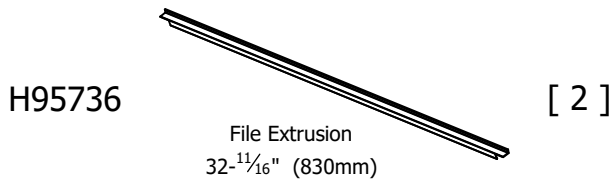
Avertissement	Faire	Ne le fais pas	Pourquoi c'est important
Des blessures graves peuvent survenir.	<ul style="list-style-type: none">• Assemblez en suivant toutes les instructions en utilisant toutes les pièces et le matériel indiqués fournis.• Vérifiez que les meubles sont stables par eux-mêmes.• Placez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

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

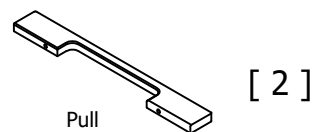


Have an assembly question or need a replacement part? Just call
1-800-950-4782, we are here to help.

Hardware not to scale.



Or
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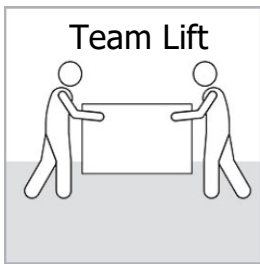


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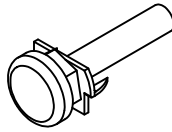
STEP 1

Install Levelers

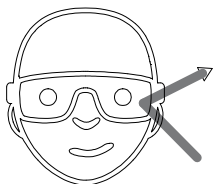
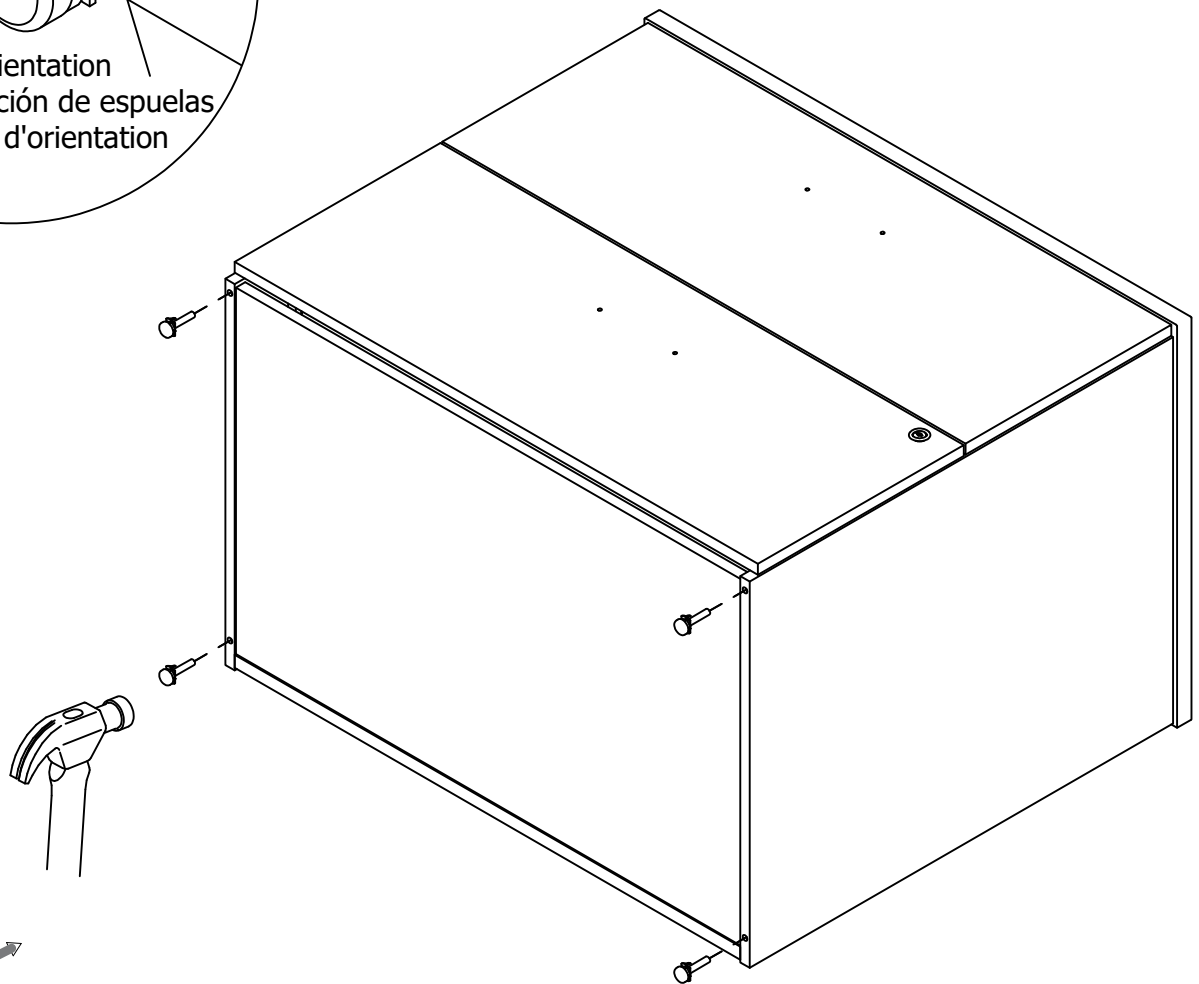
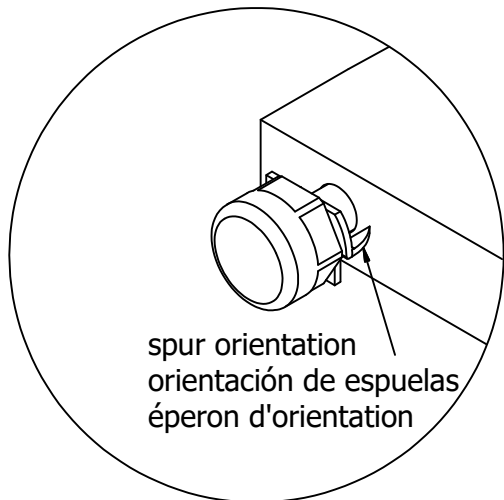
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H209601



[4]



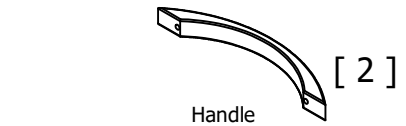
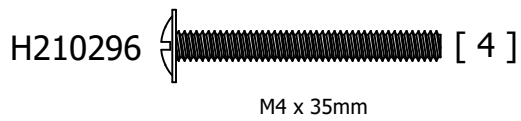
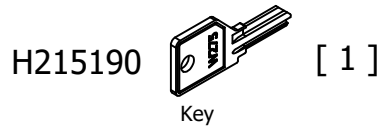
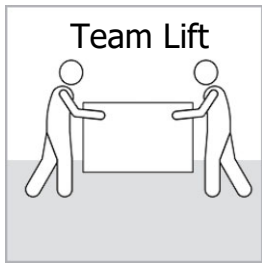
Safety glasses
Gafas de seguridad
Lunettes de protection

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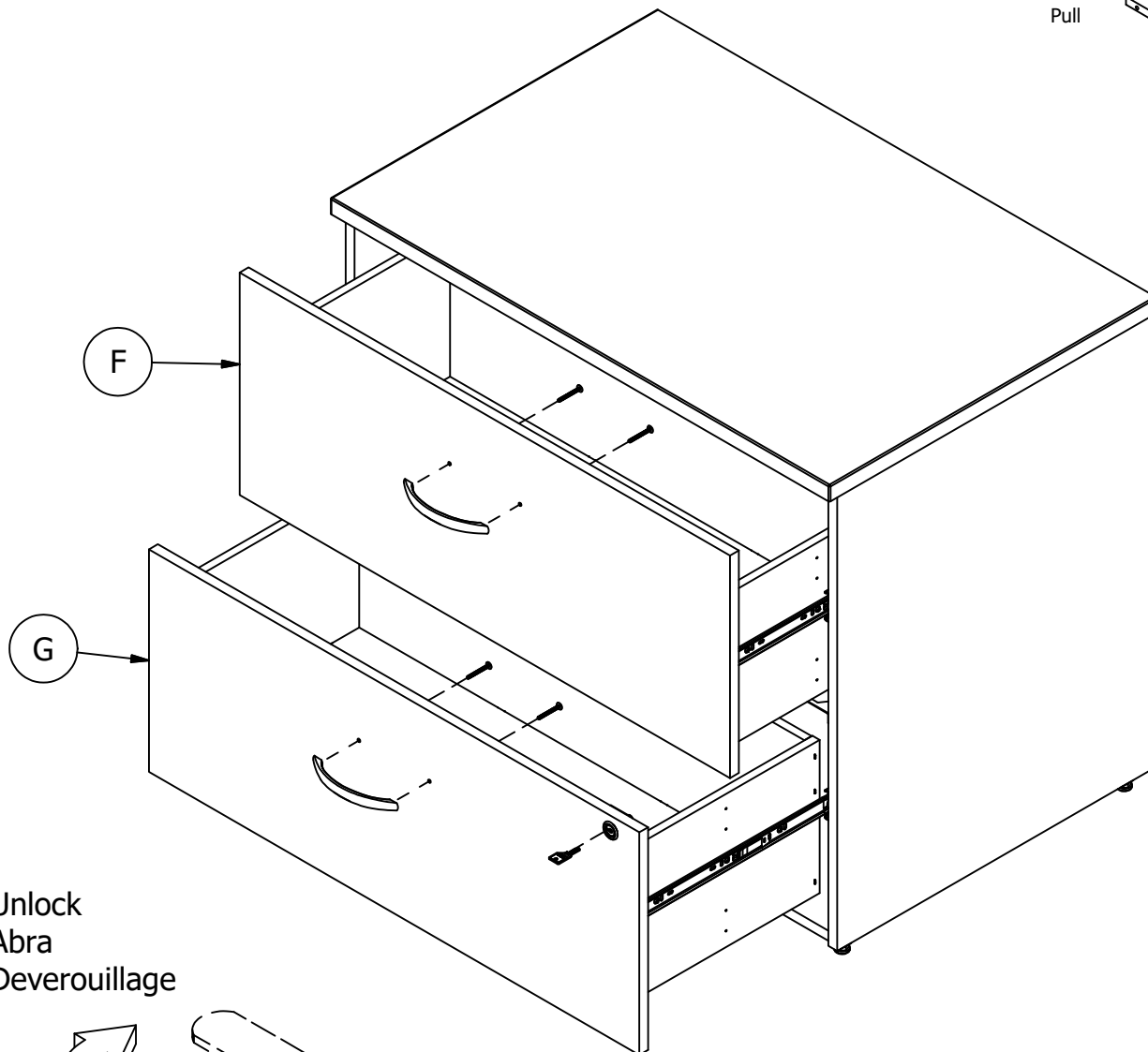
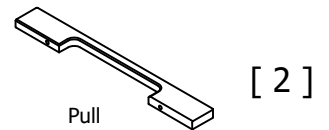
STEP 2

Install Handles

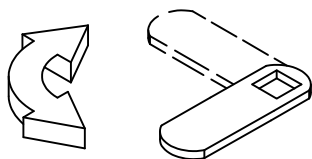
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Or
O
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Unlock
Abra
Deverouillage



Lock
Cierre con llave
Verouillage

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STEP 3

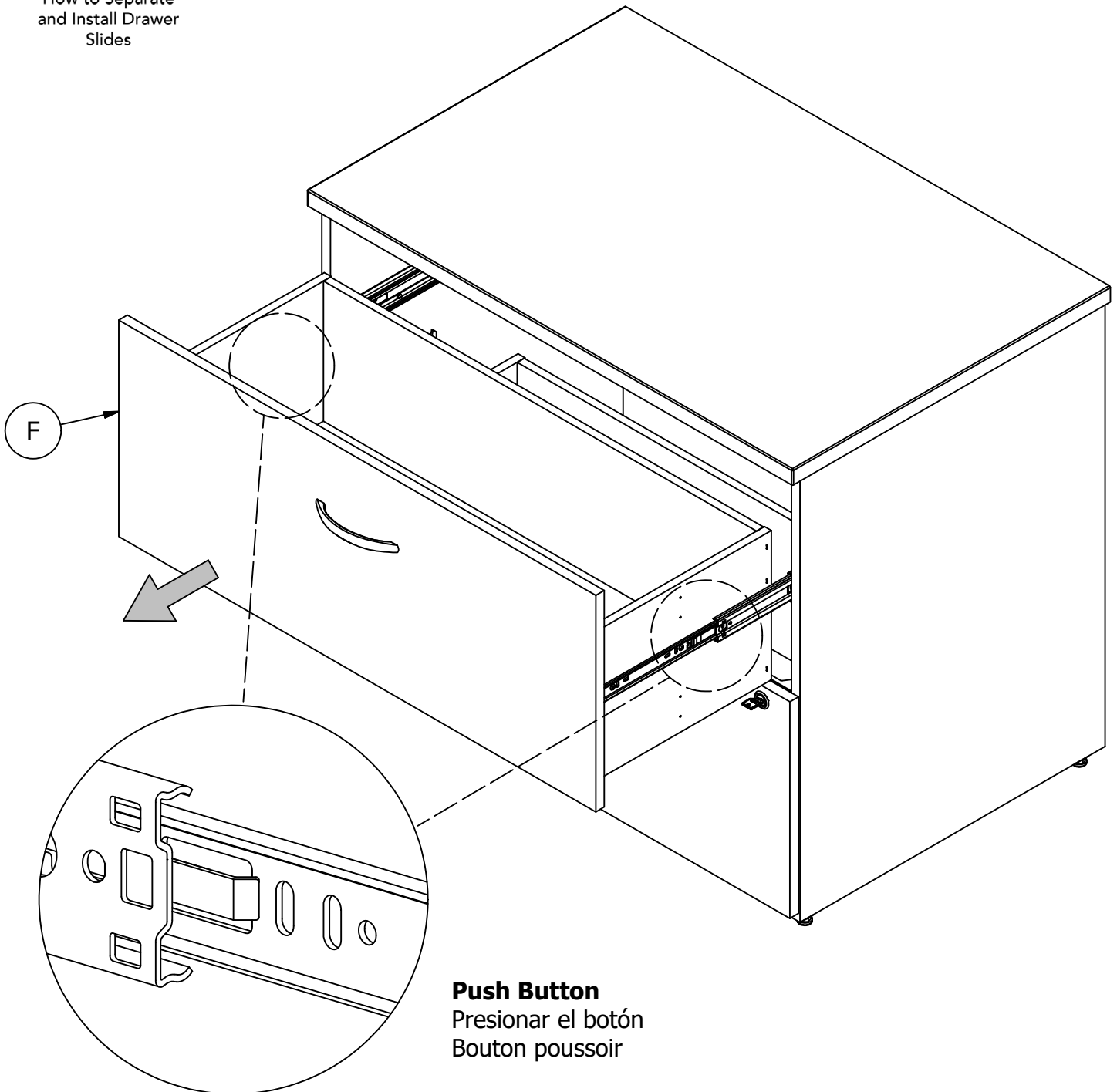
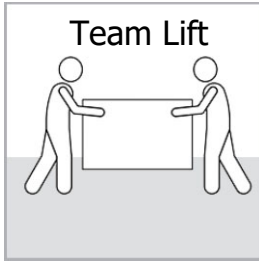
Remove Drawer

A176308H

Scan QR Code to
Watch Video on:



How to Separate
and Install Drawer
Slides



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STEP 4

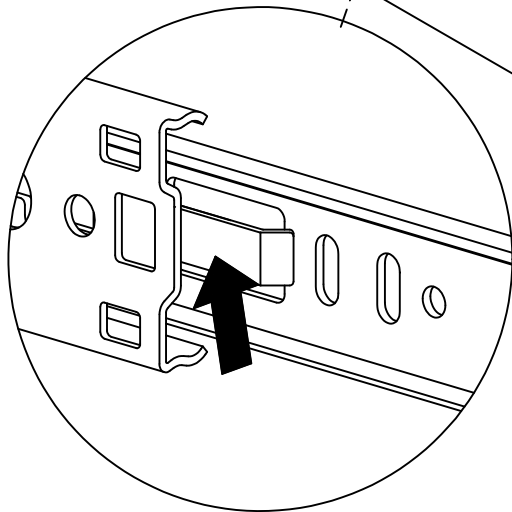
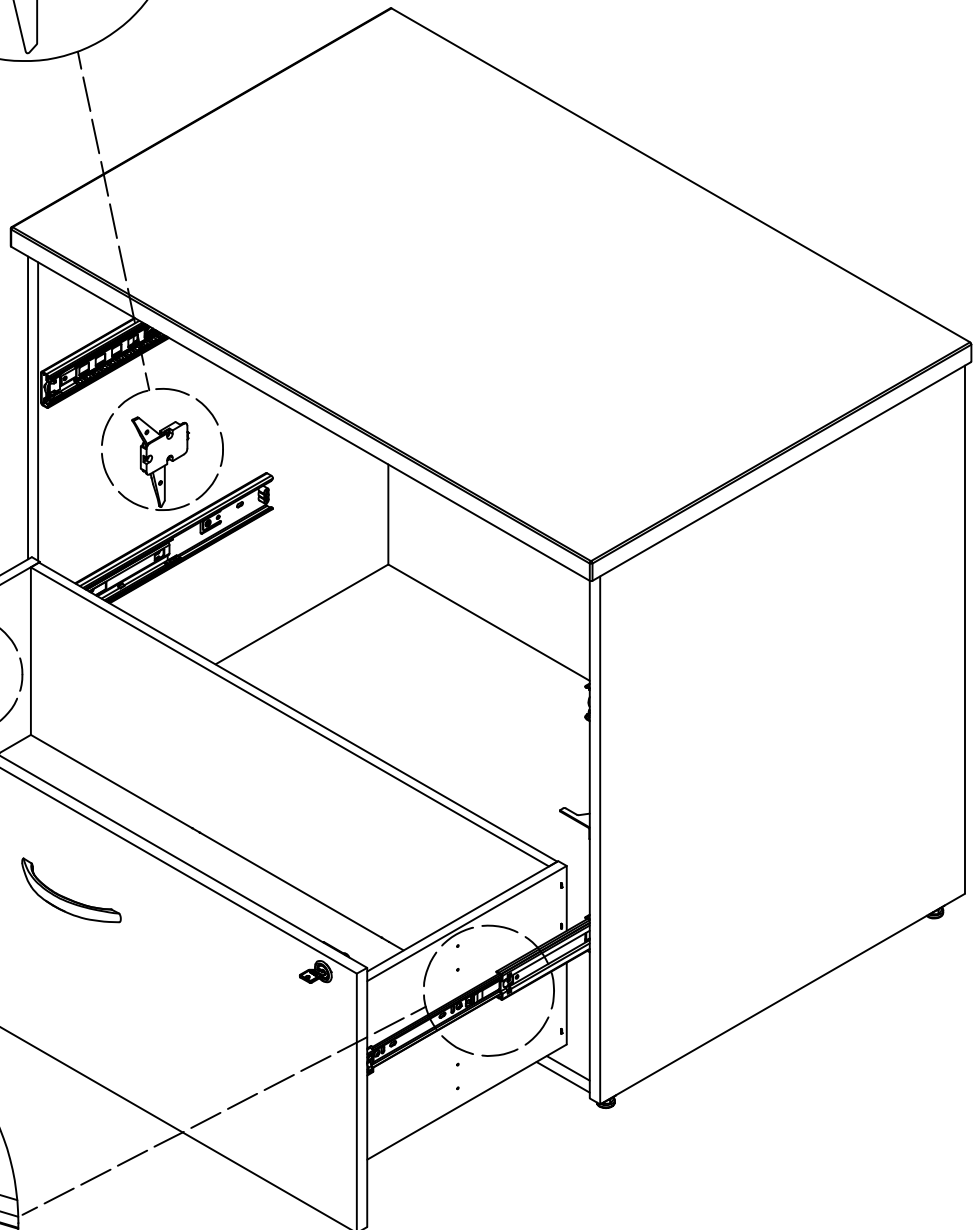
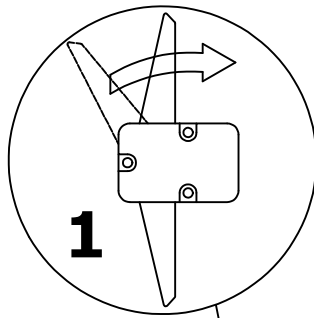
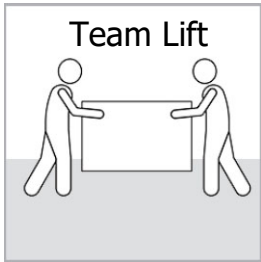
Remove Drawer

A176308H

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How to Separate
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Slides



Push Button
Presionar el botón
Bouton pousseur

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STEP 5

Install Hardware

A176308H

H95736

File Extrusion
32-¹¹/₁₆" (830mm)

[2]

H94928

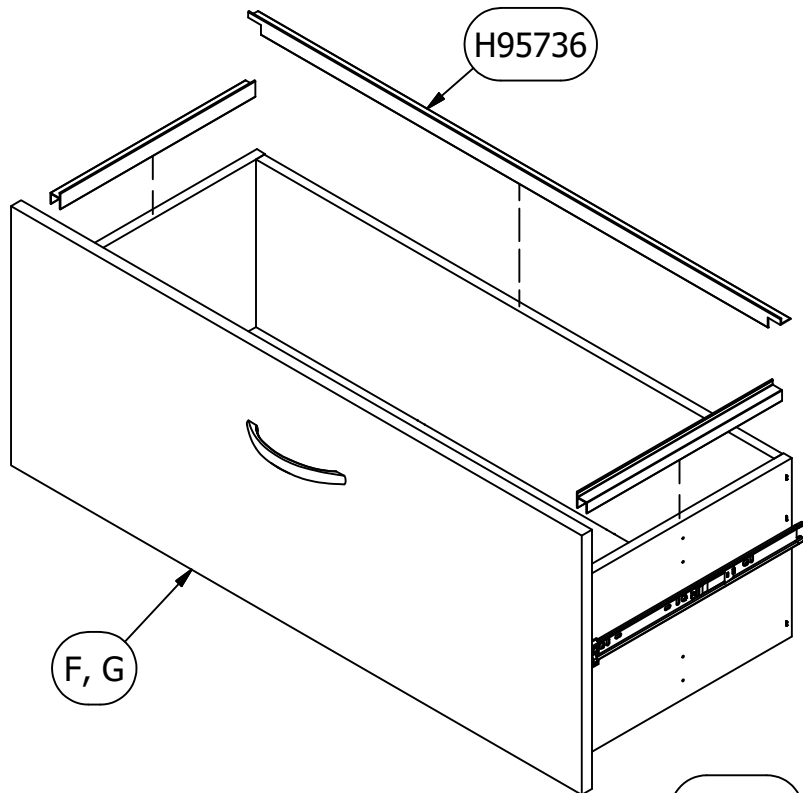
File Extrusion
12" (304mm)

[4]

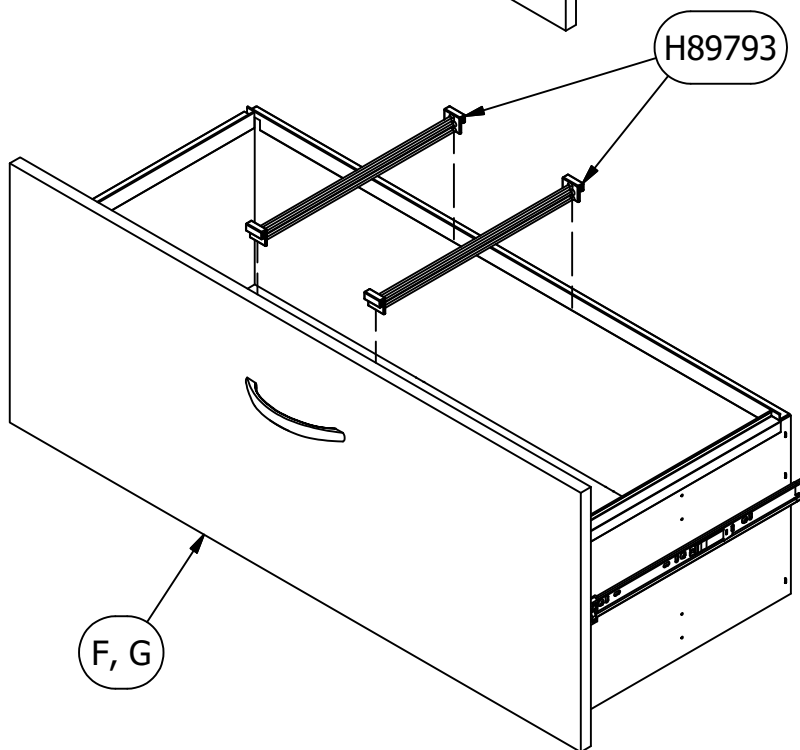
H89793

File Bar
12-1/2" (318mm)

[4]



2X



2X

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STEP 6

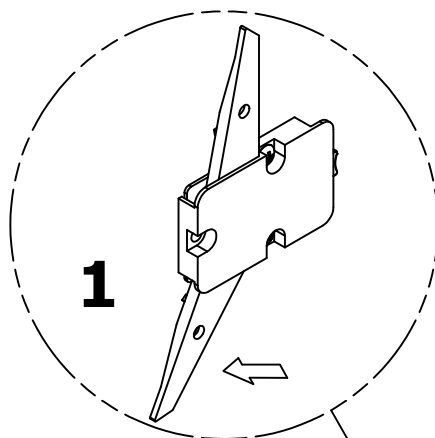
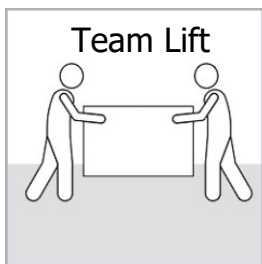
Insert Drawer

A176308H

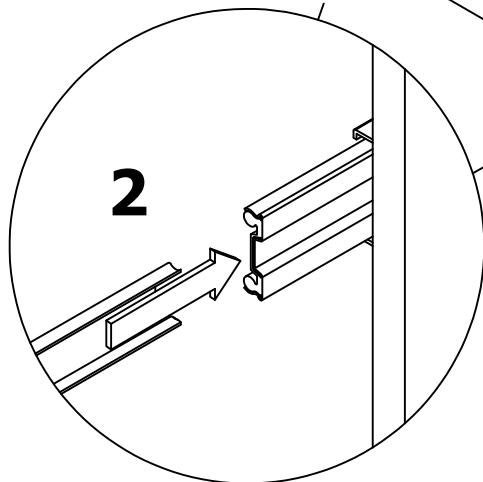
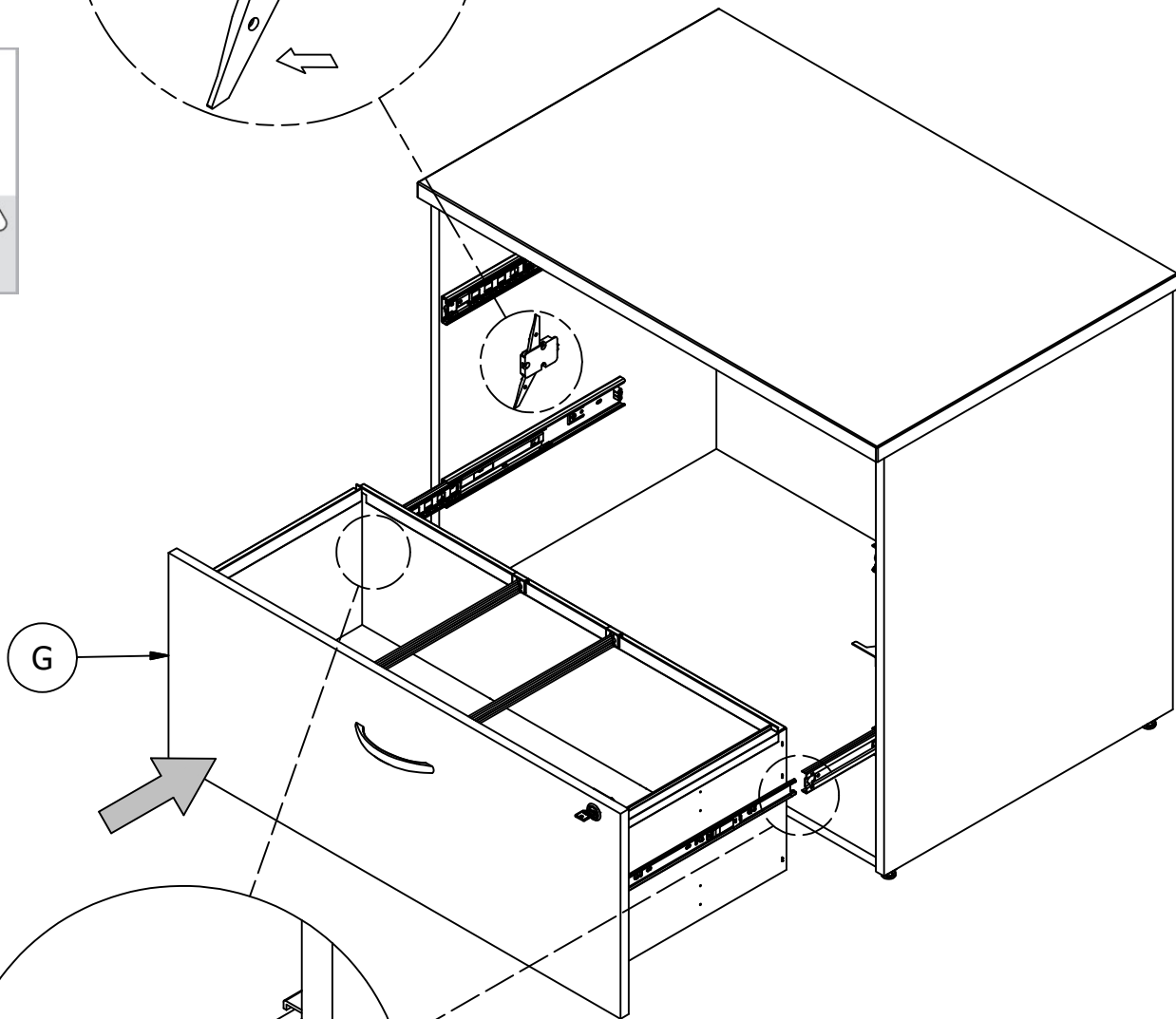
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How to Separate and Install Drawer Slides



Move arm to locked position (click)
Mueva el brazo a la posición bloqueada (haga clic)
Déplacer le bras en position verrouillée (cliquer)

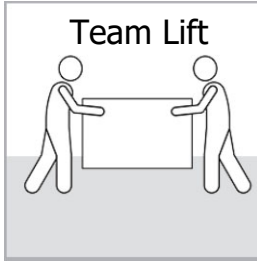


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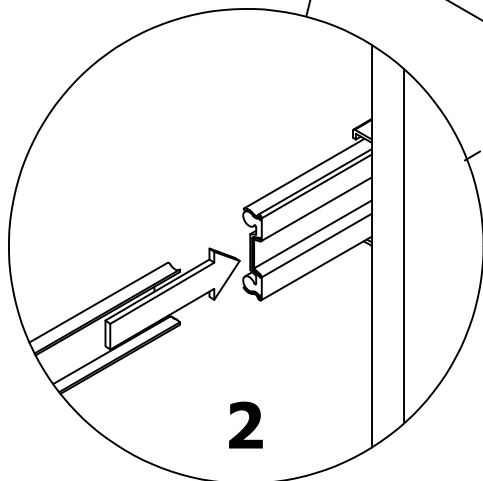
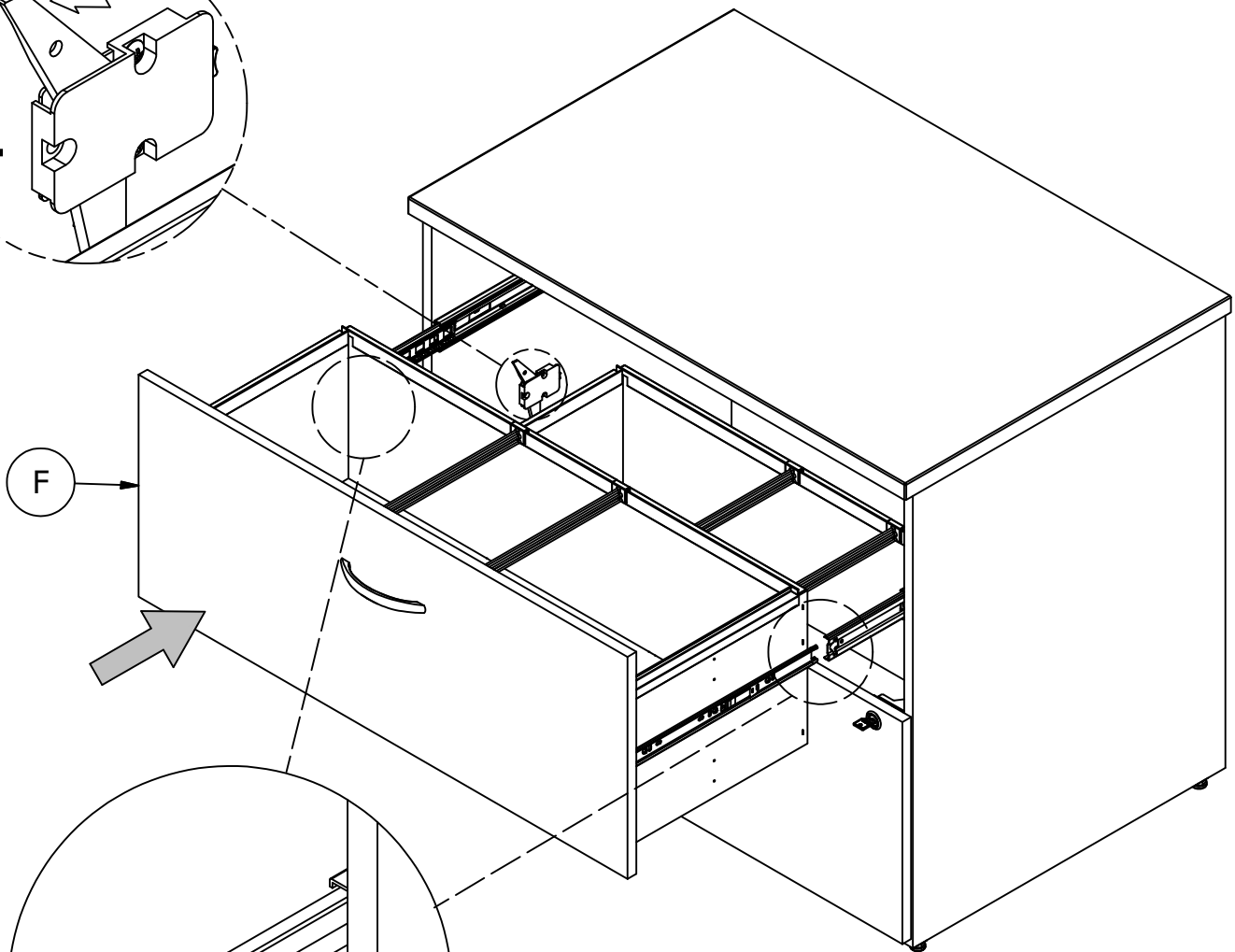
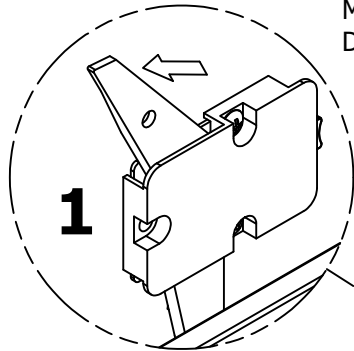


Team Lift



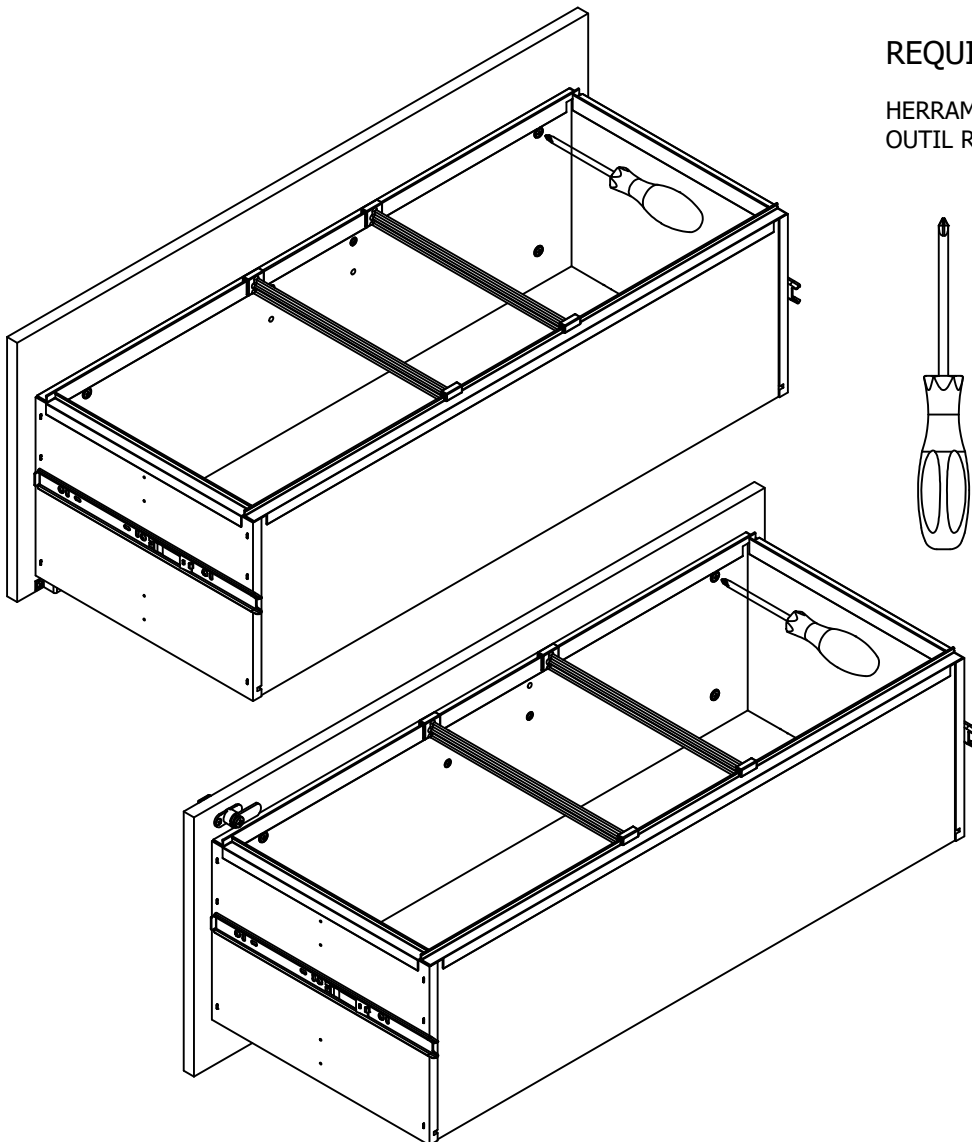
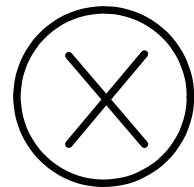
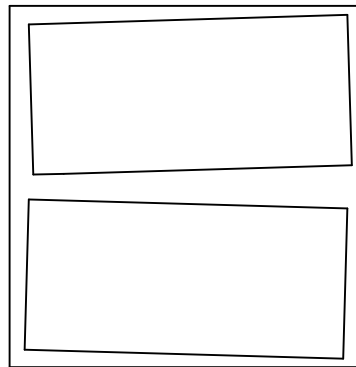
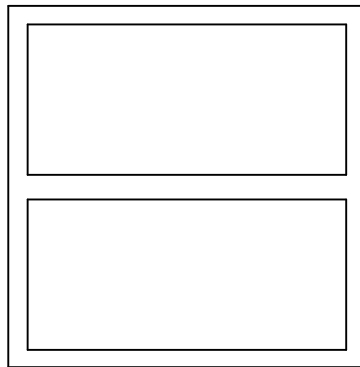
How to Separate and Install Drawer Slides

Move arm to locked position (click)
Mueva el brazo a la posición bloqueada (haga clic)
Déplacer le bras en position verrouillée (cliquer)



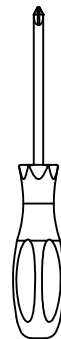
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DRAWER FRONT VIEW



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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How to Clean the Surface

Gently clean surfaces with a damp sponge eraser.

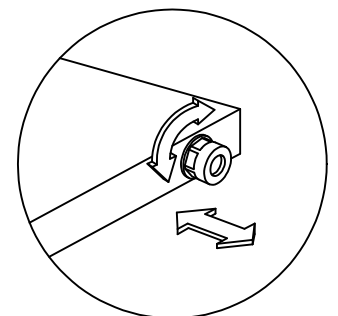
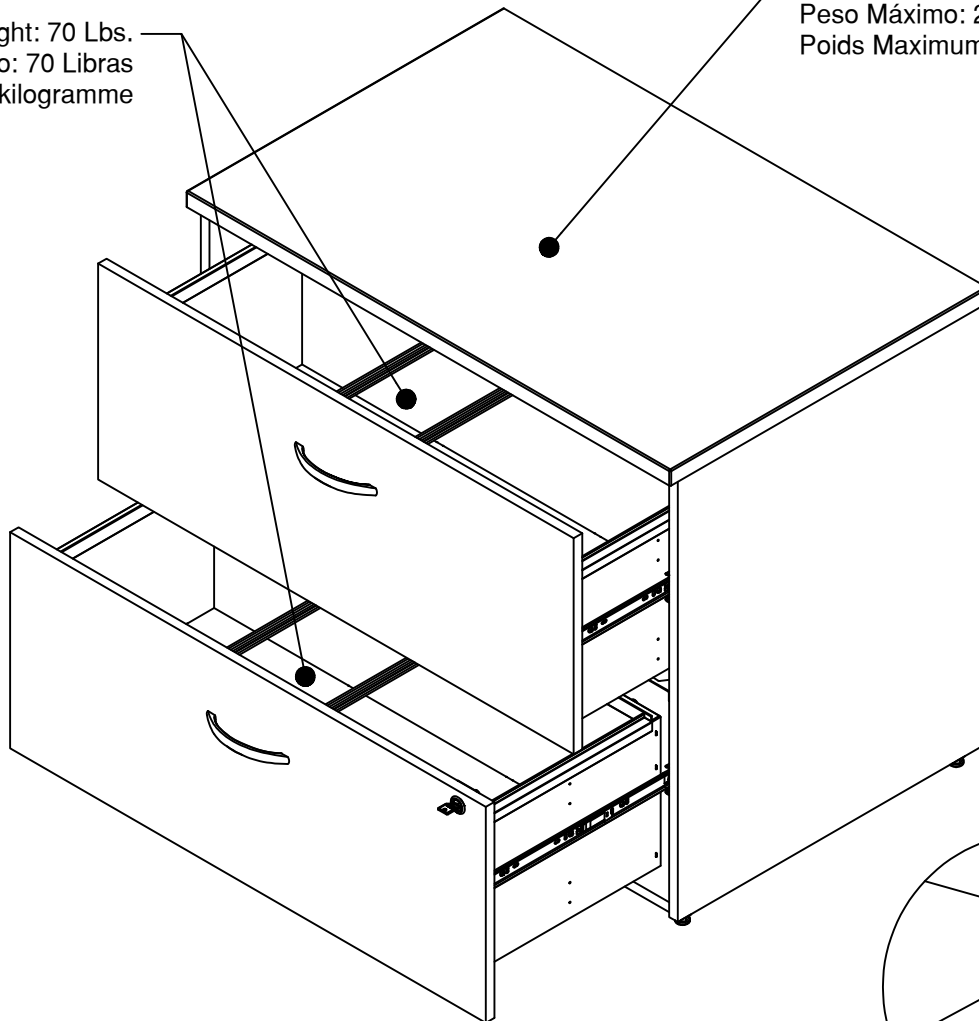
If desired, attach the unit to the wall following the additional instructions provided with the wall attachment hardware kit.

Si lo desea, fije la unidad a la pared siguiendo las instrucciones adicionales proporcionadas con el kit de accesorios de fijación a la pared.

Si vous le souhaitez, fixez l'unité au mur en suivant les instructions supplémentaires fournies avec le kit de quincaillerie de fixation murale.

Maximum Weight: 70 Lbs.
Peso Máximo: 70 Libras
Poids Maximum: 31.5 kilogramme

Maximum Weight: 200 Lbs.
Peso Máximo: 200 Libras
Poids Maximum: 90 kilogramme

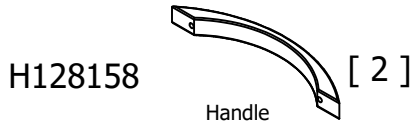


Congratulations! You are all done. If you have any questions or concerns, please call.

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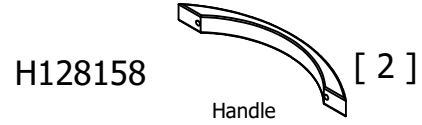
WC12954CSU

- A [1] CASE ASSEMBLY
- F [1] W203344
- G [1] W205516
- H [2] S213318



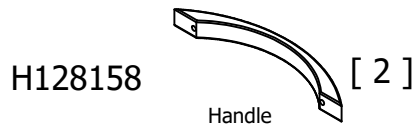
WC24454CSU

- A [1] CASE ASSEMBLY
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- G [1] W215086
- H [2] S213318



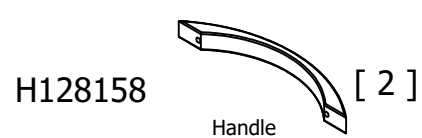
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- H [2] S213318



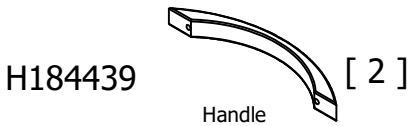
WC72454CSU

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- G [1] W215095
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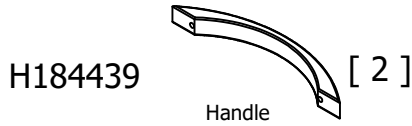
SCF136SGSU

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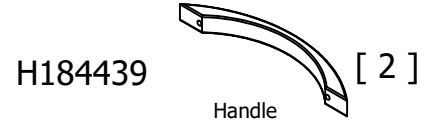
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 H [2] S213318



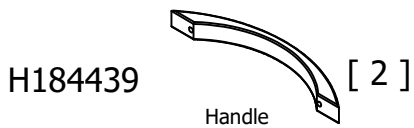
SCF136PGSU

A [1] CASE ASSEMBLY
 F [1] W215073
 G [1] W215074
 H [2] S213318



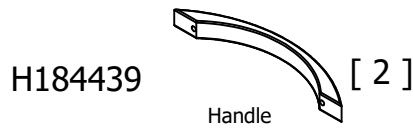
SCF136BWSU

A [1] CASE ASSEMBLY
 F [1] W215055
 G [1] W215056
 H [2] S213318



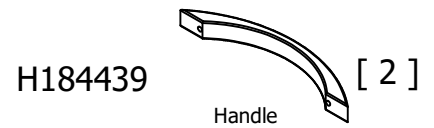
SCF136MHSU

A [1] CASE ASSEMBLY
 F [1] W215061
 G [1] W215062
 H [2] S213318



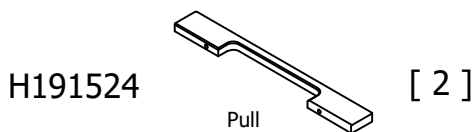
SCF136NESU

A [1] CASE ASSEMBLY
 F [1] W216018
 G [1] W216019
 H [2] S213318



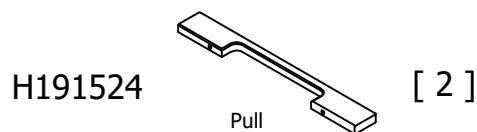
OFF136MHSU

A [1] CASE ASSEMBLY
 F [1] W215061
 G [1] W215062
 H [2] S213318



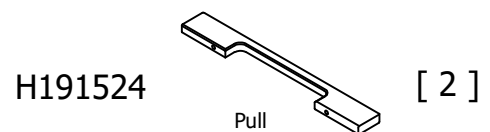
OFF136BWSU

A [1] CASE ASSEMBLY
 F [1] W215055
 G [1] W215056
 H [2] S213318



OFF136SGSU

A [1] CASE ASSEMBLY
 F [1] W215067
 G [1] W215068
 H [2] S213318



Maintenance Tip

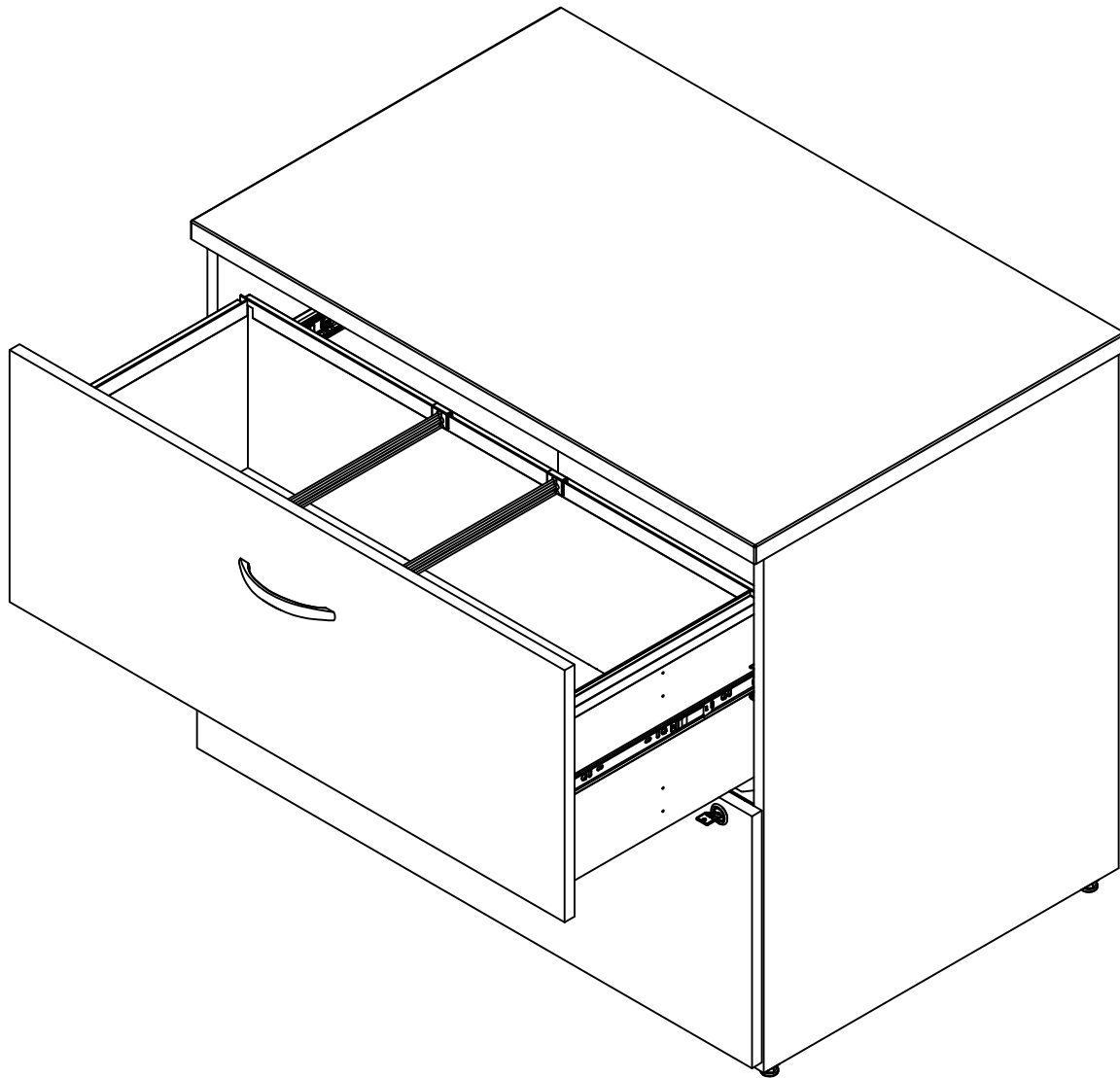
It may be necessary to periodically open each drawer to its full extension. This will reset the drawer slides and allow for continued smooth operation.

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.

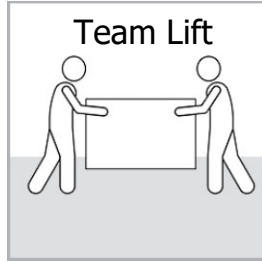


Have an assembly question or need a replacement part? Just call
1-800-950-4782, we are here to help.

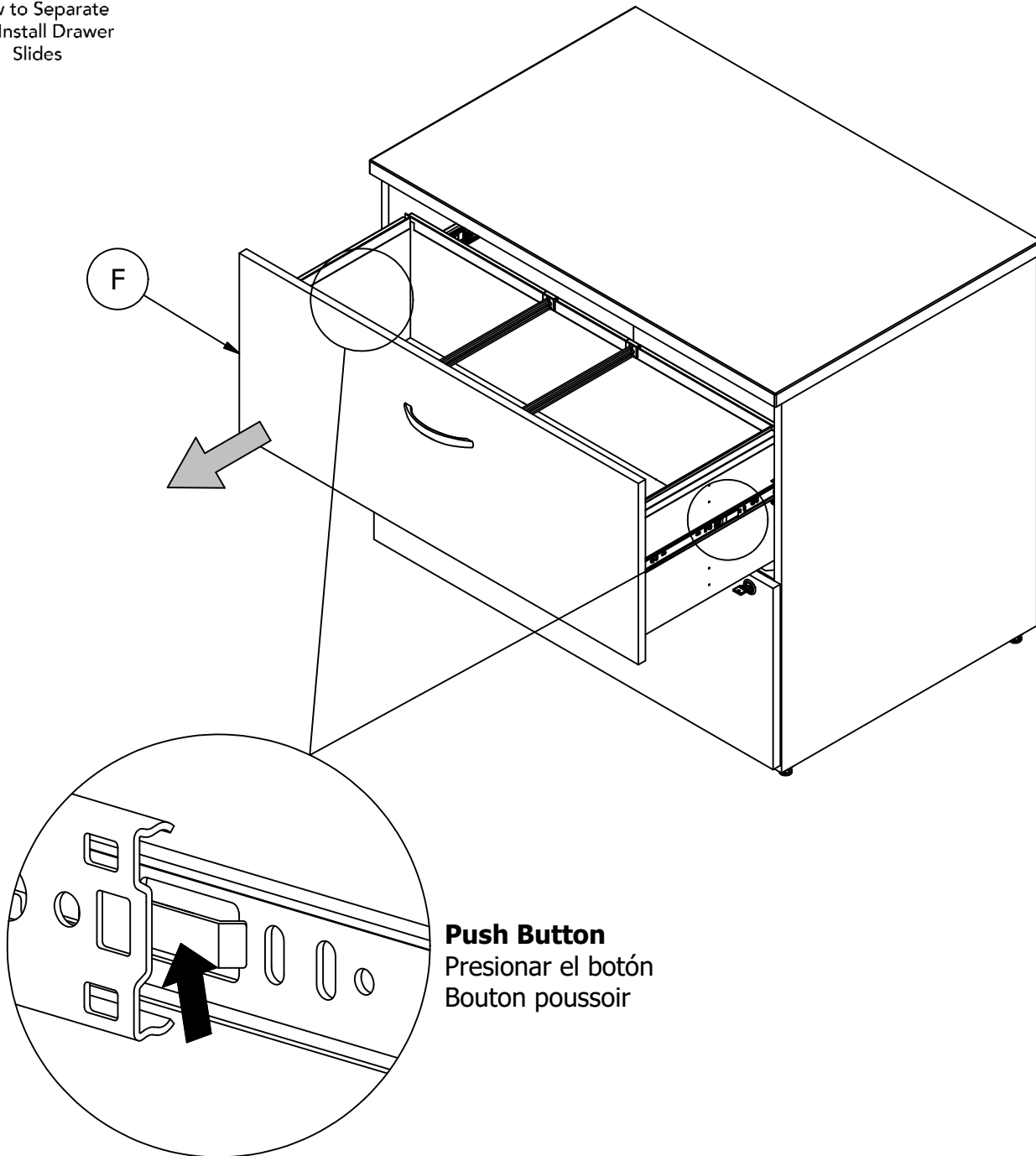
Scan QR Code to
Watch Video on:



How to Separate
and Install Drawer
Slides



Drawer Removal (if required)
Quitado de Gaveta (si es necesario)
retrait du tiroir (si necessaire)



Push Button
Presionar el botón
Bouton poussoir

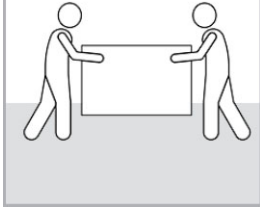
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Watch Video on:

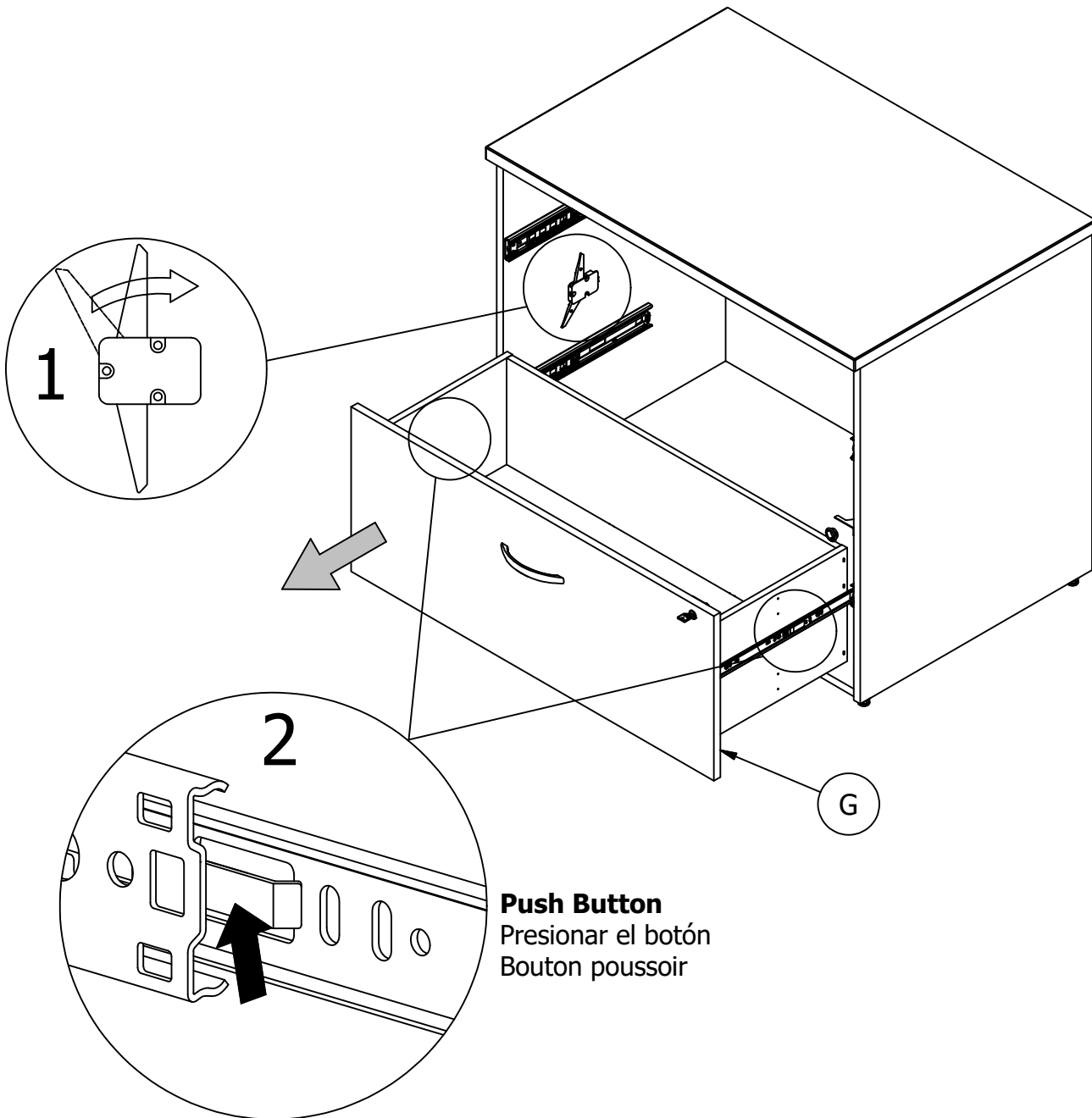


How to Separate
and Install Drawer
Slides

Team Lift



Drawer Removal (if required)
Quitado de Gaveta (si es necesario)
retrait du tiroir (si necessaire)



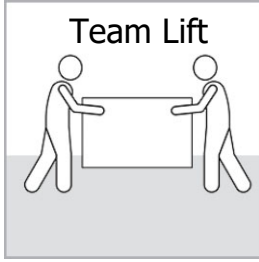
Push Button
Presionar el botón
Bouton poussoir

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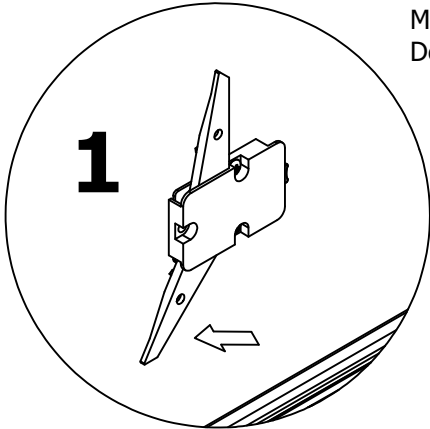


How to Separate
and Install Drawer
Slides

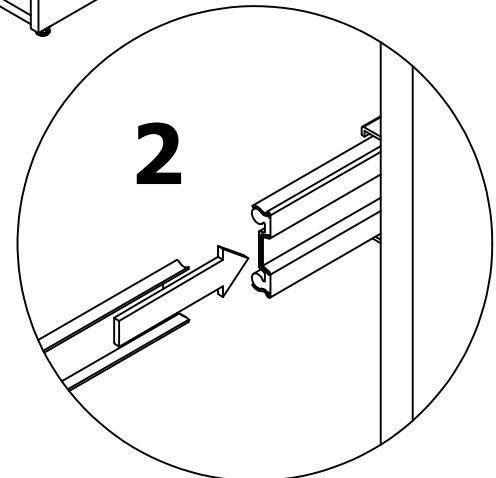
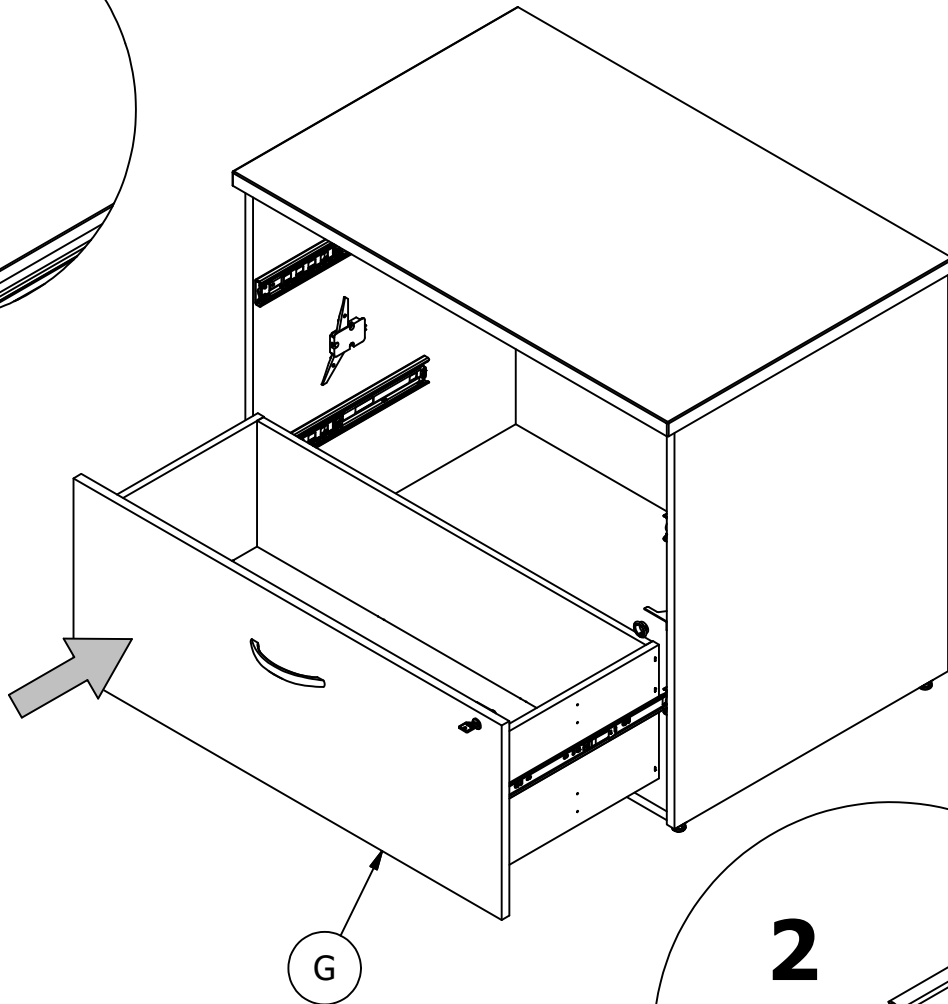


Team Lift

Drawer Installation (if required)
Instalacion de la Gaveta (si es necesario)
Installation du tiroir (si necessaire)



Move arm to locked position (click)
Mueva el brazo a la posicion bloqueada (haga clic)
Déplacer le bras en position verrouillée (cliquer)

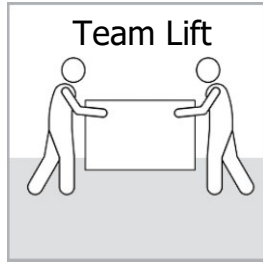


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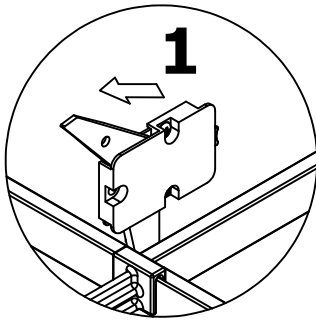
Scan QR Code to
Watch Video on:



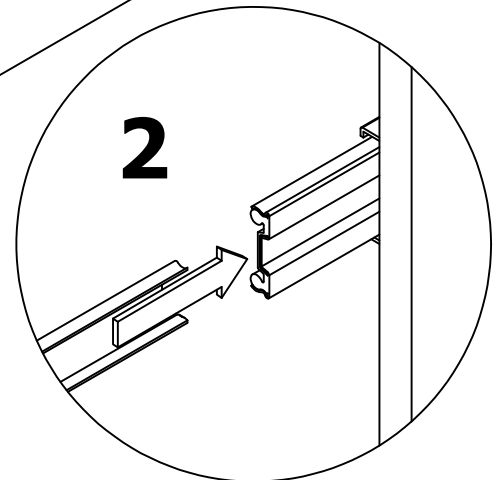
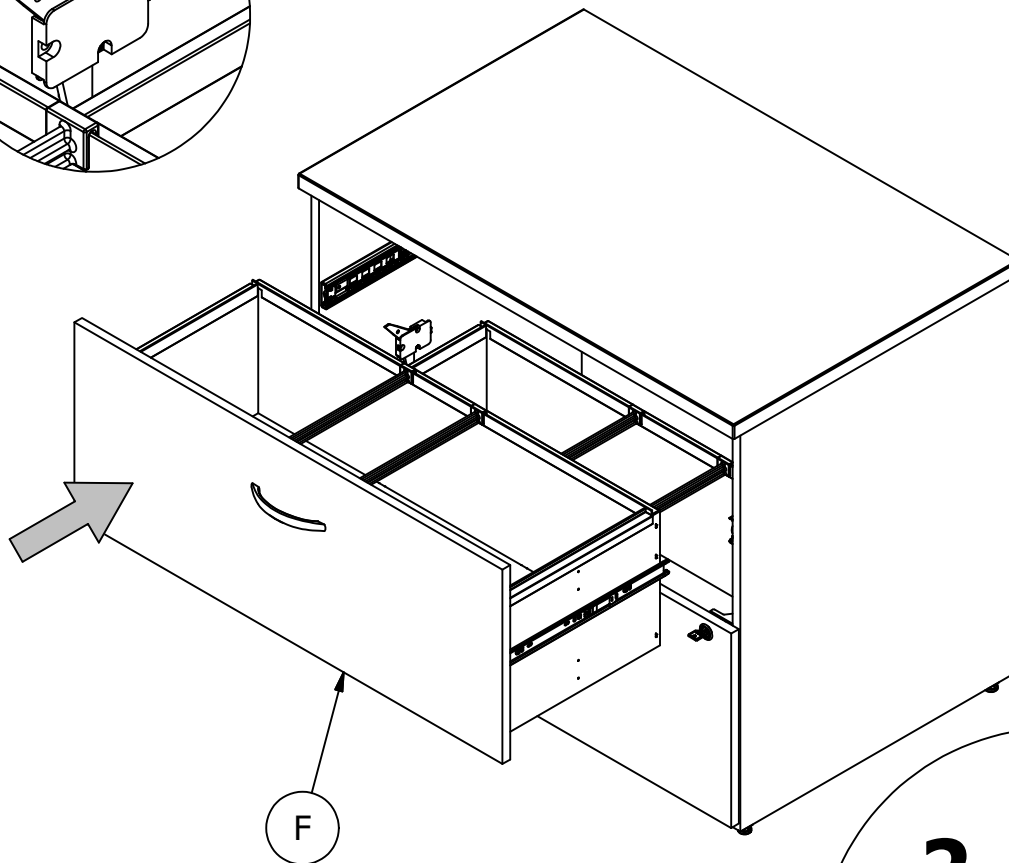
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