

# Assembly Guide

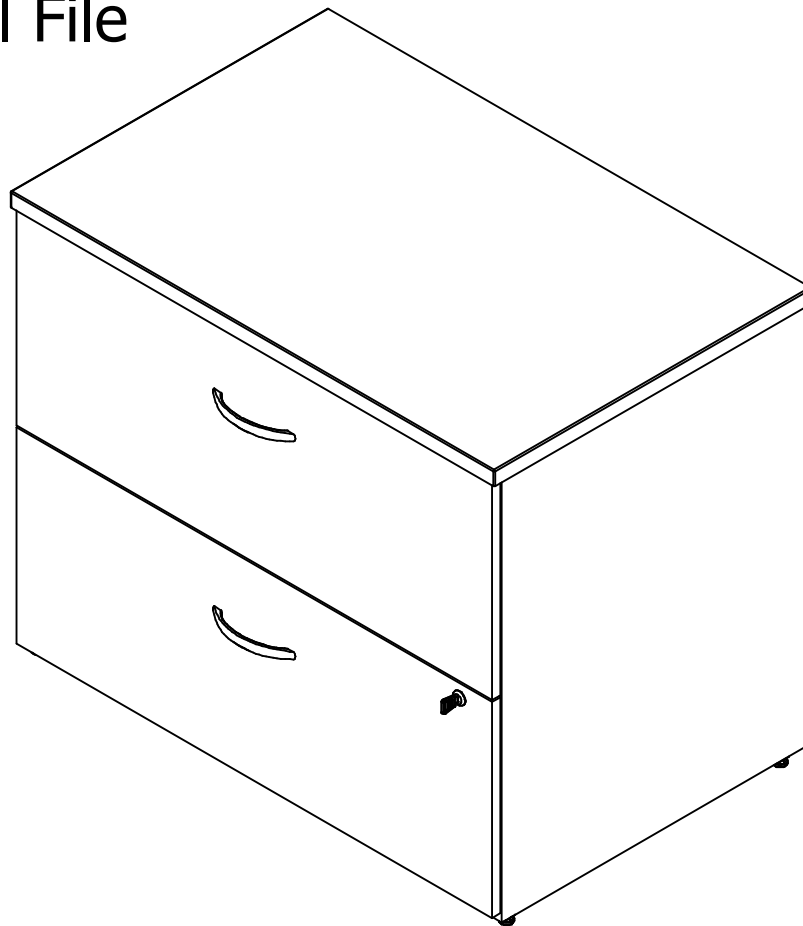


If you're having any difficulty during assembly of this product, don't hesitate to call us at **1-800-950-4782.**

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 A176345E

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

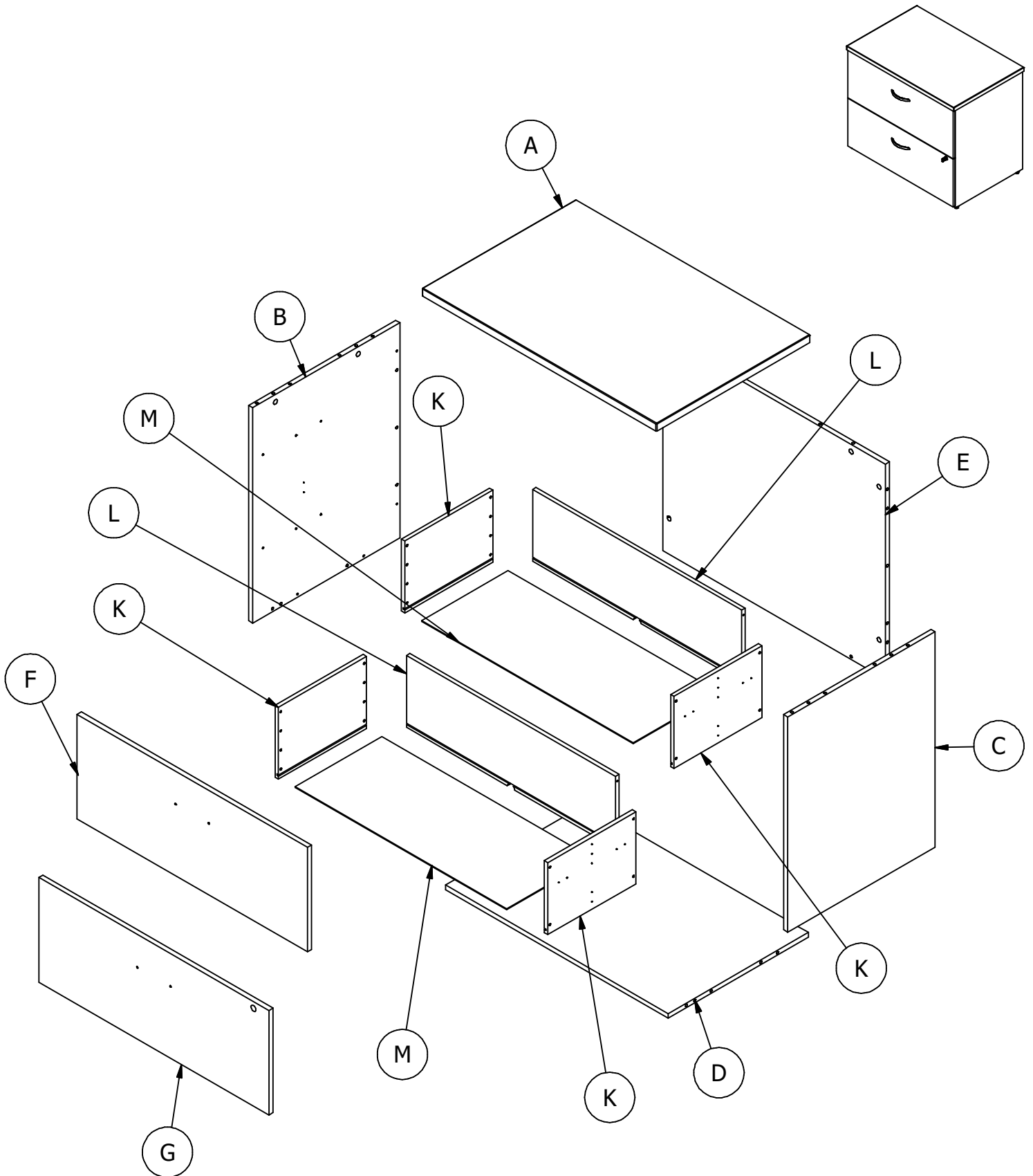


## PLEASE READ WARNINGS

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

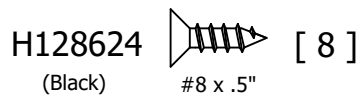
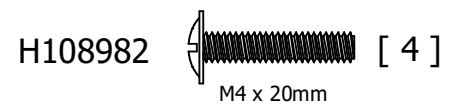
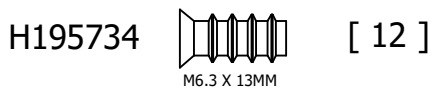
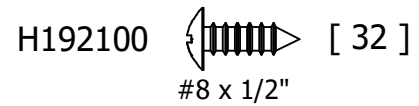
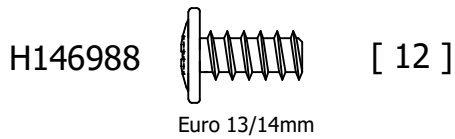
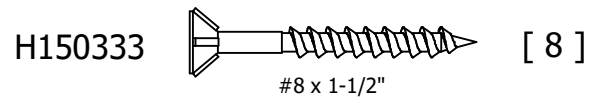
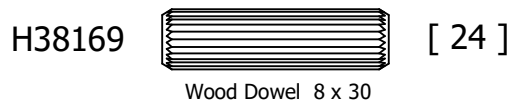
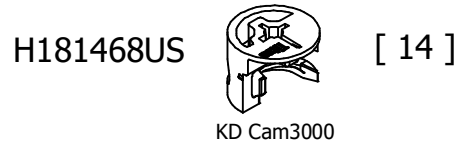
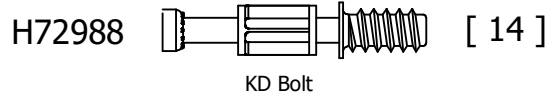
| Avertissement                                 | Faire   | Ne le fais pas  | Pourquoi c'est important  |
|---|---|---|---|
| <b>Des blessures graves peuvent survenir.</b> | <ul style="list-style-type: none"><li>• Assemblez en suivant toutes les instructions en utilisant toutes les pièces et le matériel 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> |



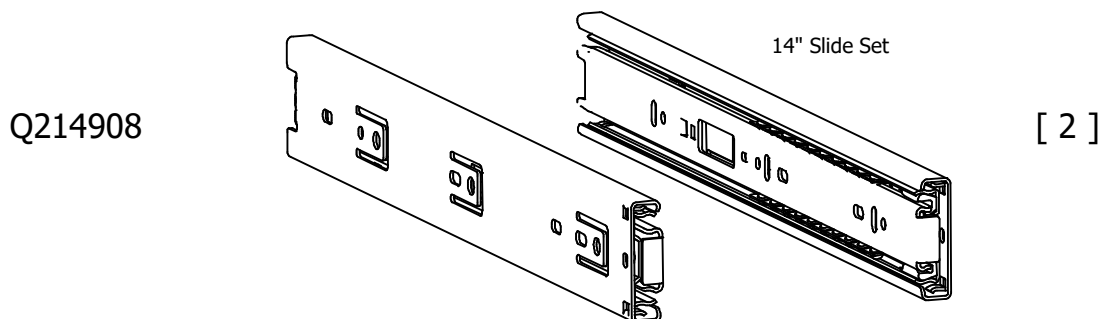
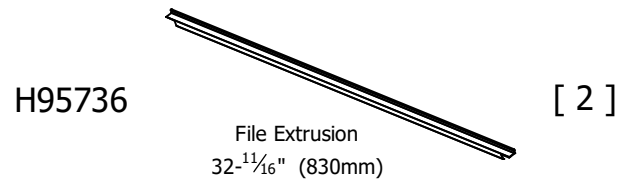
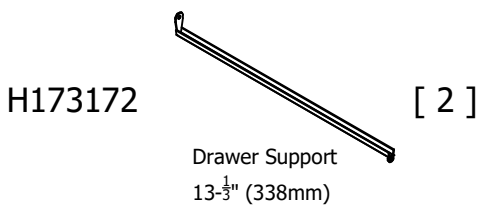
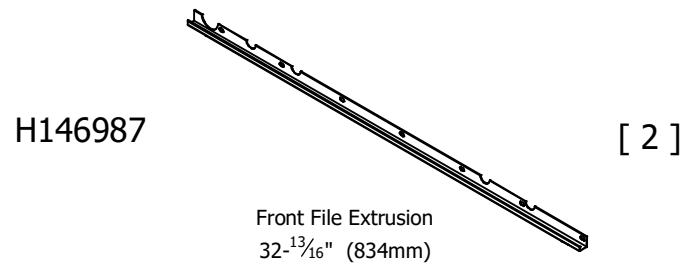
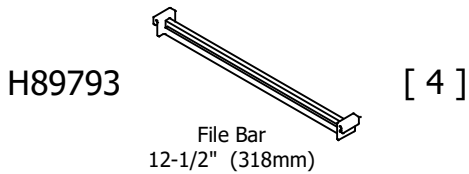
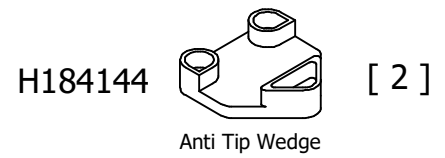
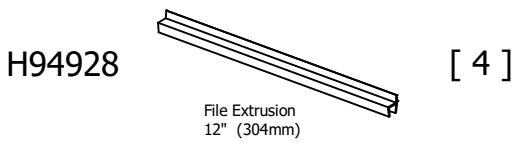
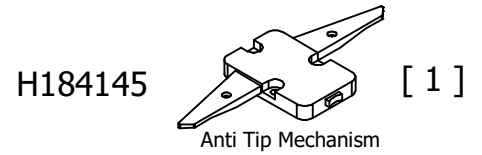
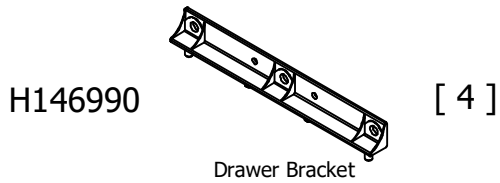
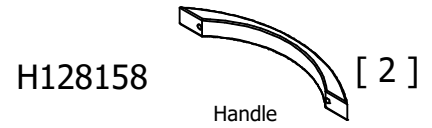
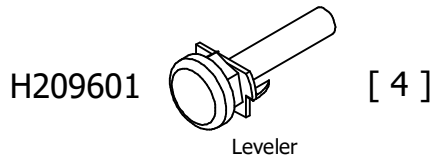
Have an assembly question or need a replacement part? Just call  
**1-800-950-4782**, we are here to help.

Fasteners are shown actual size.



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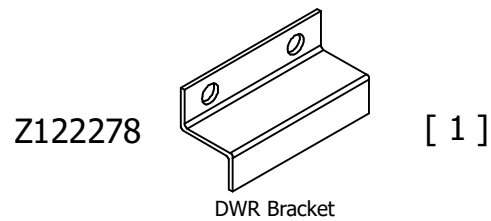
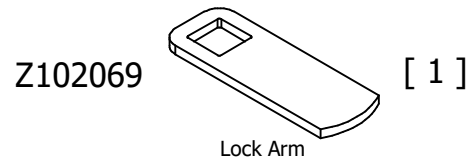
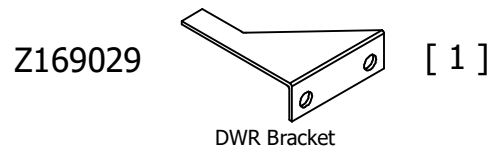
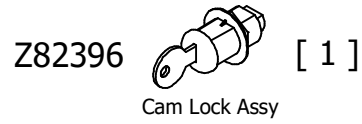
Hardware not to scale.



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Hardware not to scale.

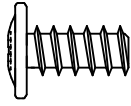


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# STEP 1

## Preprare Panels

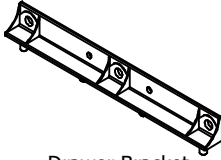
A176345E

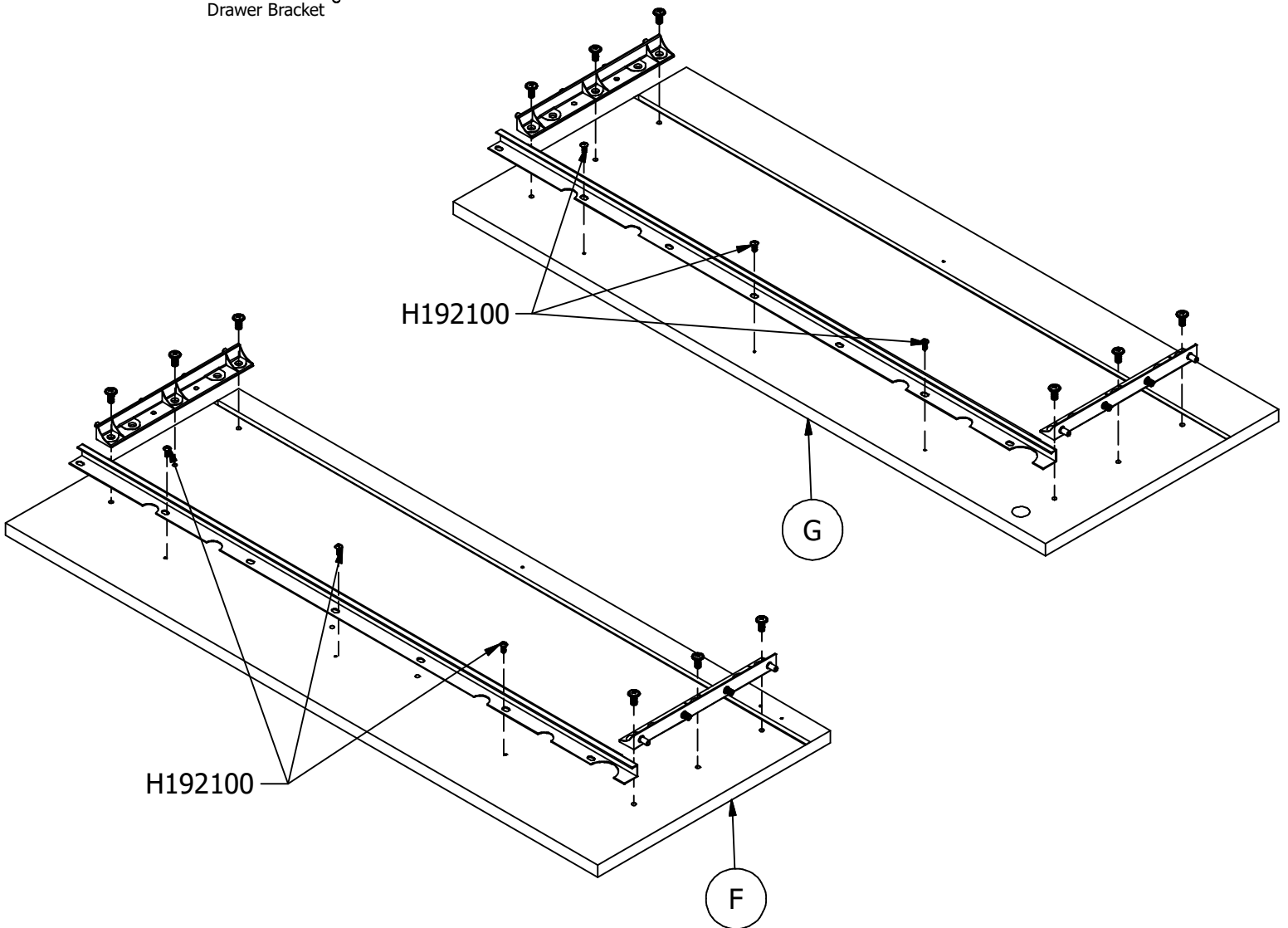
H146988  [ 12 ]  
Euro 13/14mm

H146987  [ 2 ]

H192100  [ 6 ]  
#8 x 1/2"

Front File Extrusion  
32-<sup>13</sup>/<sub>16</sub>" (834mm)

H146990  [ 4 ]  
Drawer Bracket



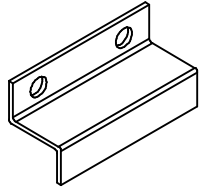
Have an assembly question or need a replacement part? Just call  
**1-800-950-4782**, we are here to help.

# STEP 2

# Prepare Panel

A176345E

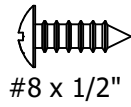
Z122278



DWR Bracket

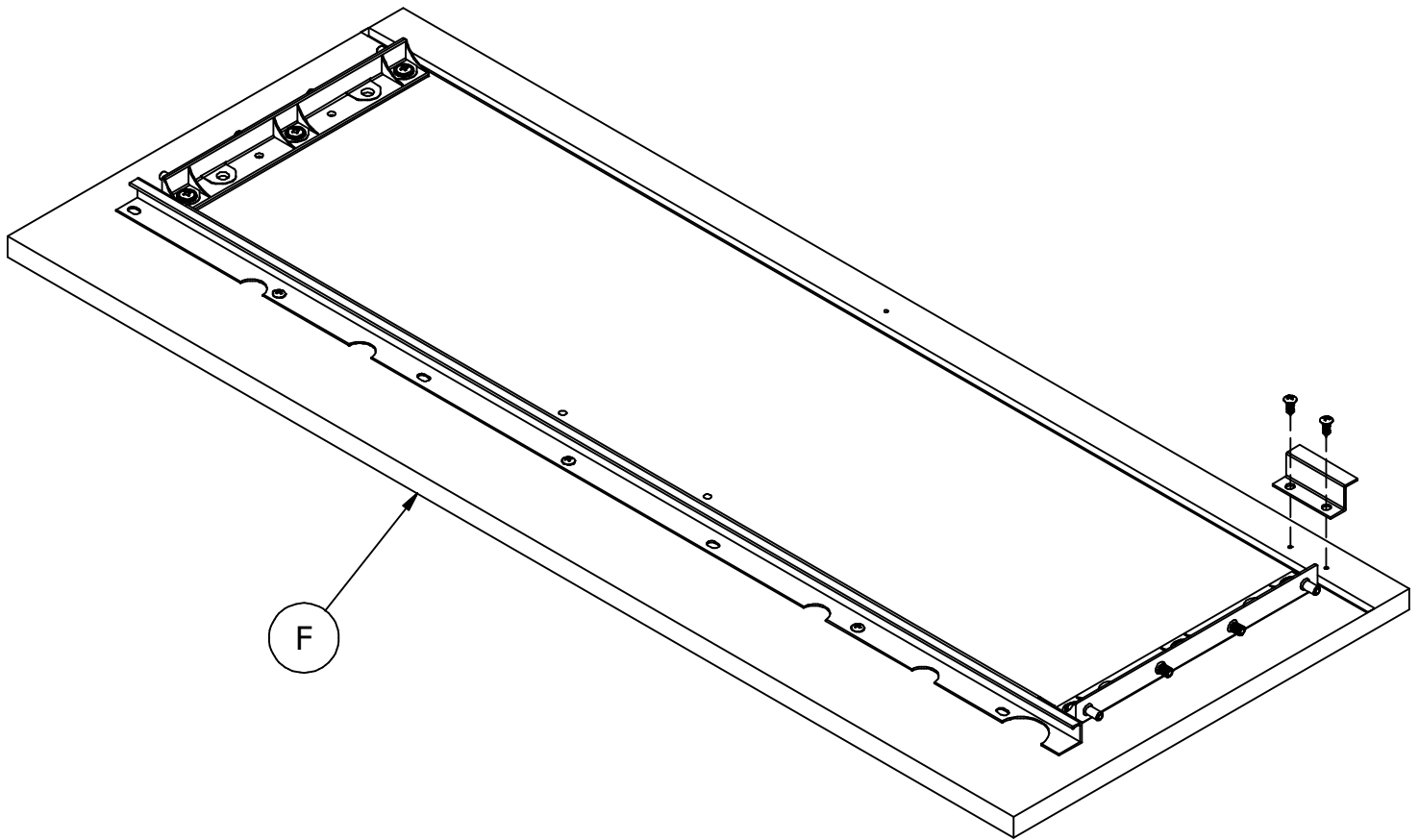
[ 1 ]

H192100



[ 2 ]

#8 x 1/2"



F

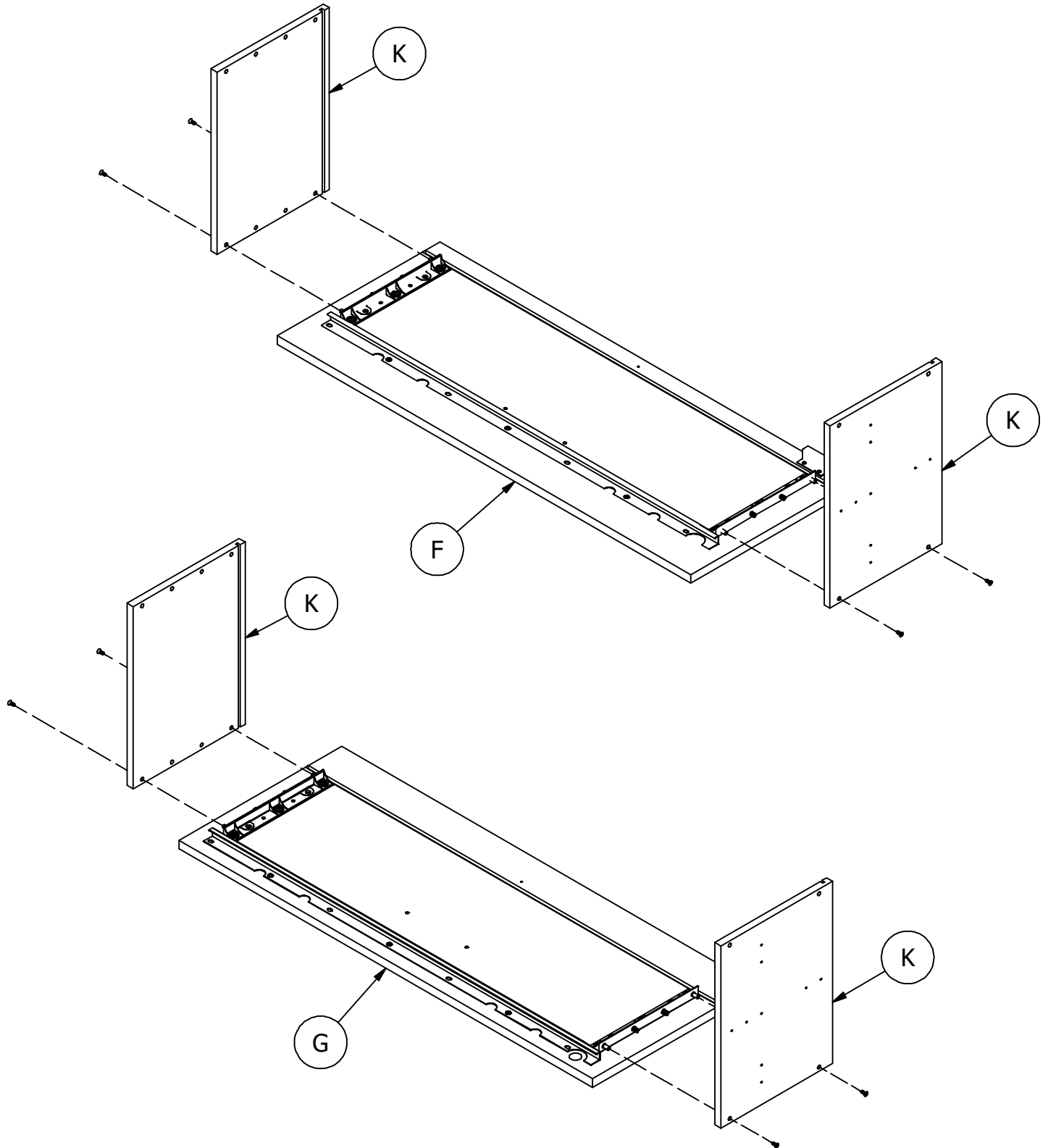
Have an assembly question or need a replacement part? Just call  
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# STEP 3

# Assemble Drawers

A176345E

H128624 [ 8 ]  
(Black) #8 x .5"



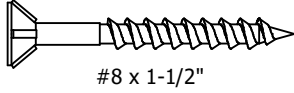
Have an assembly question or need a replacement part? Just call  
**1-800-950-4782**, we are here to help.

# STEP 4

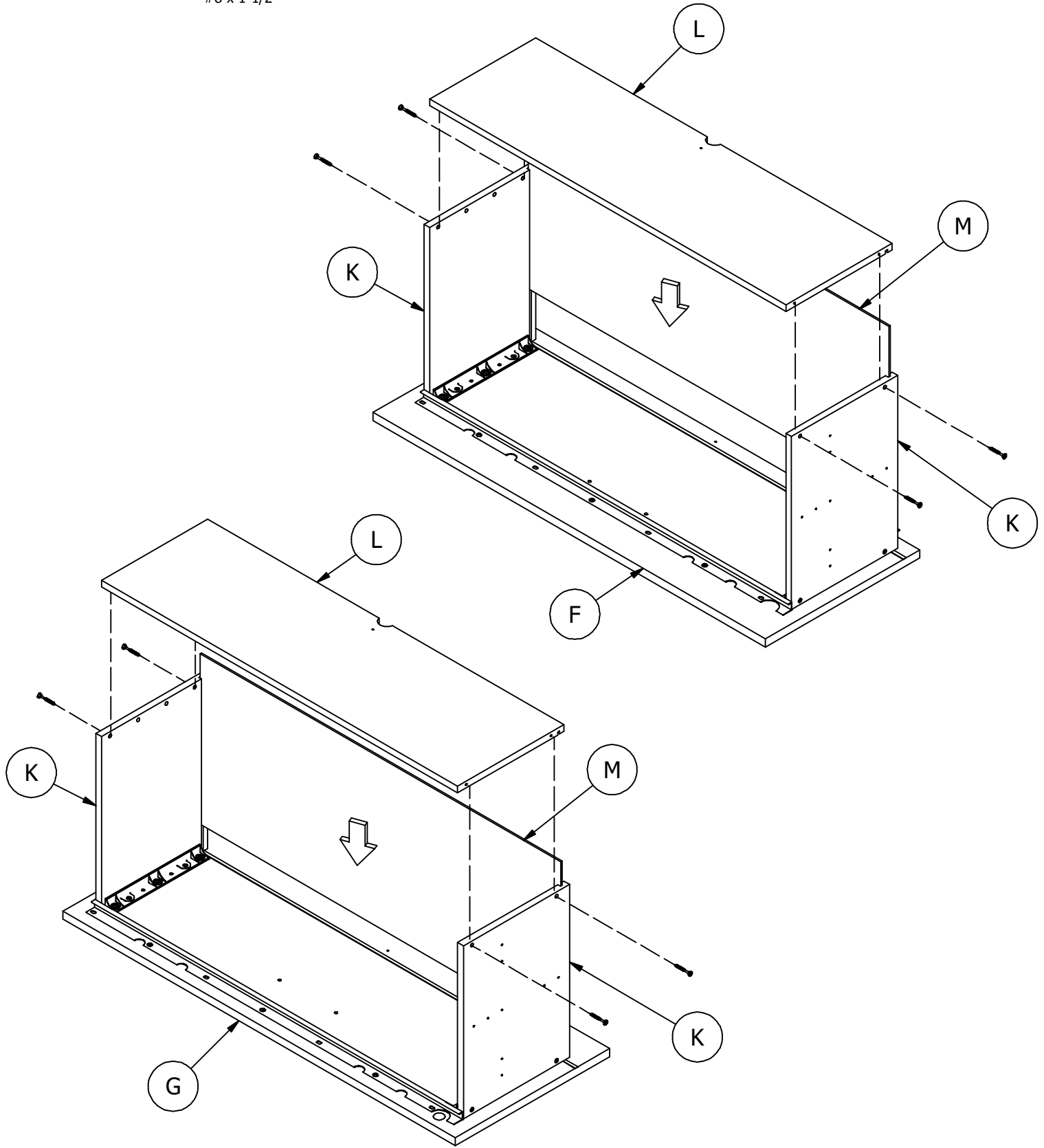
# Assemble Drawers

A176345E

H150333



[ 8 ]



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

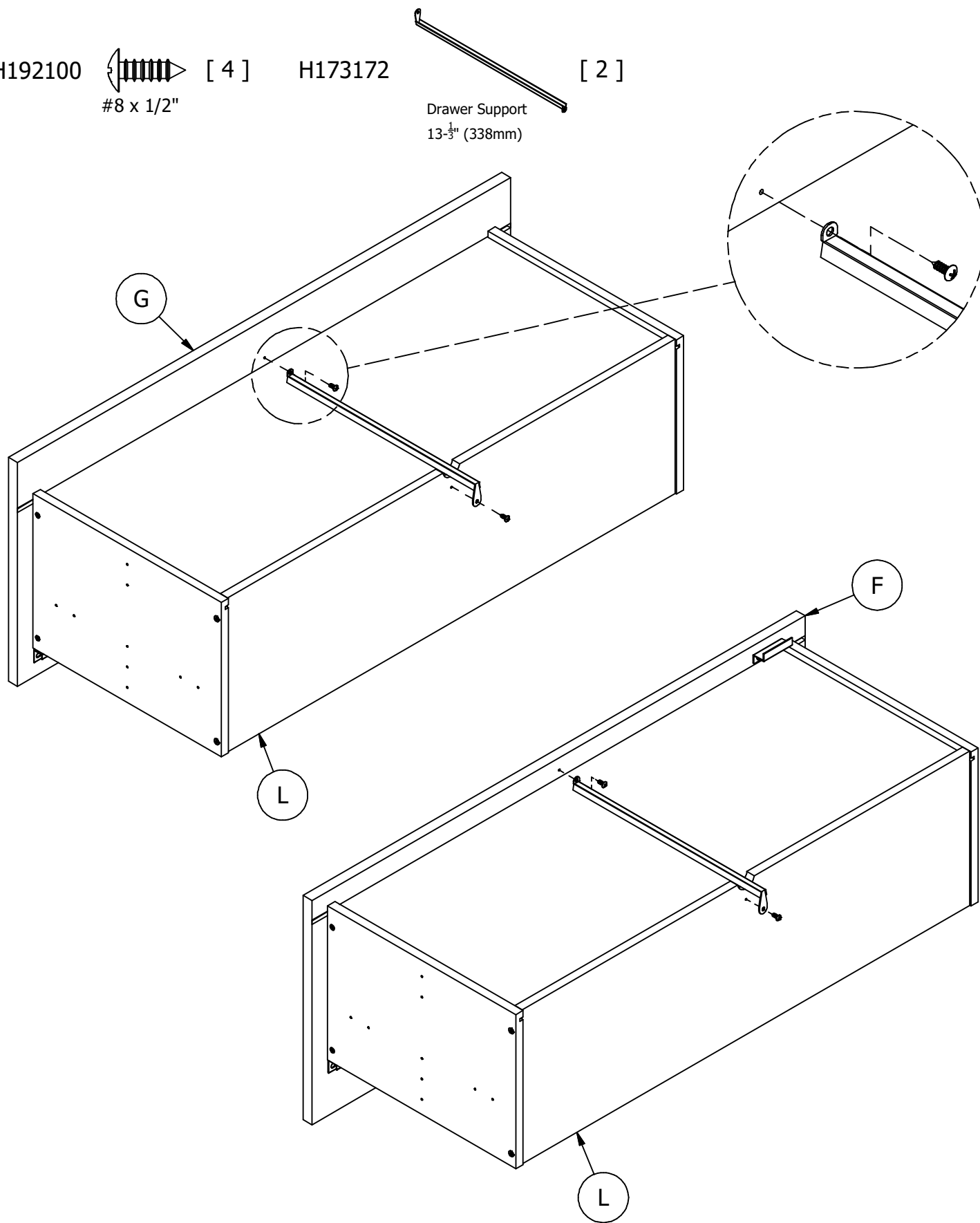
# STEP 5

# Attach Hardware

A176345E

H192100 [ 4 ]  
#8 x 1/2"

H173172 [ 2 ]  
Drawer Support  
13-3/8" (338mm)



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:

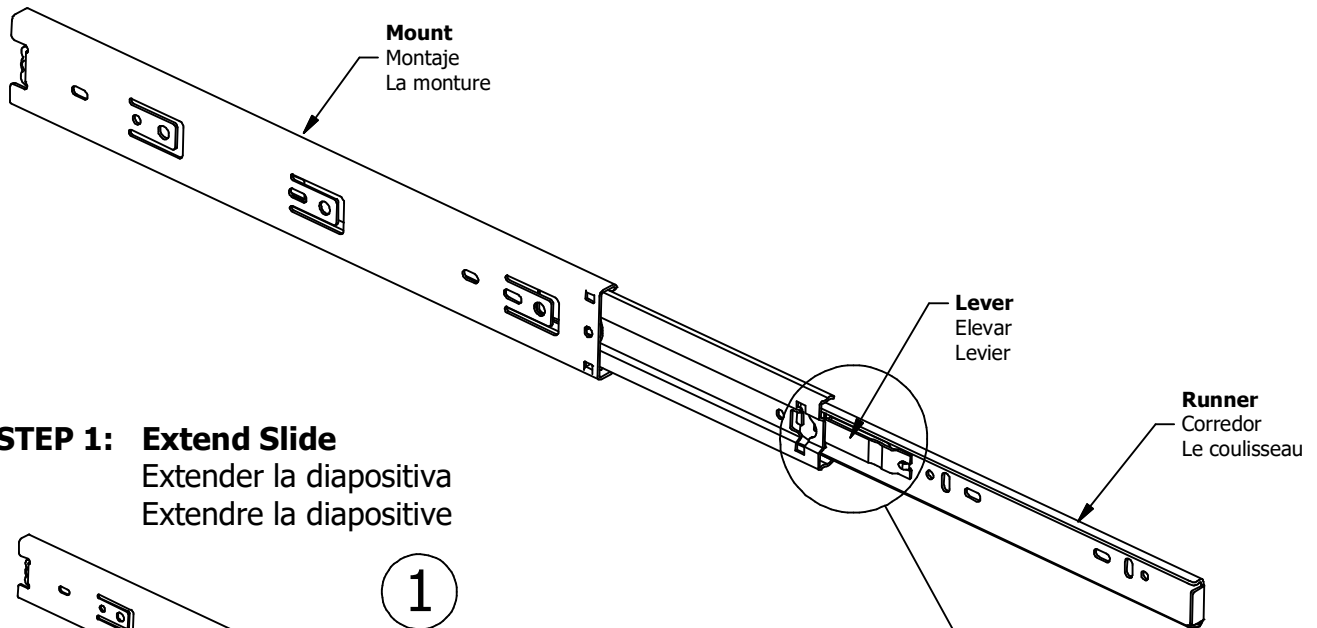


How to Separate and Install Drawer Slides

**Slides Must Be Separated Before Assembly.  
After Separated, Set Aside Until Needed for Assembly.**

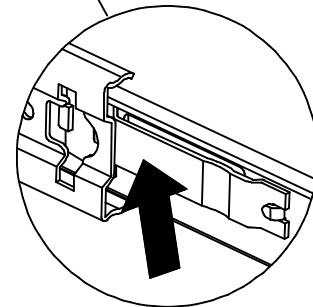
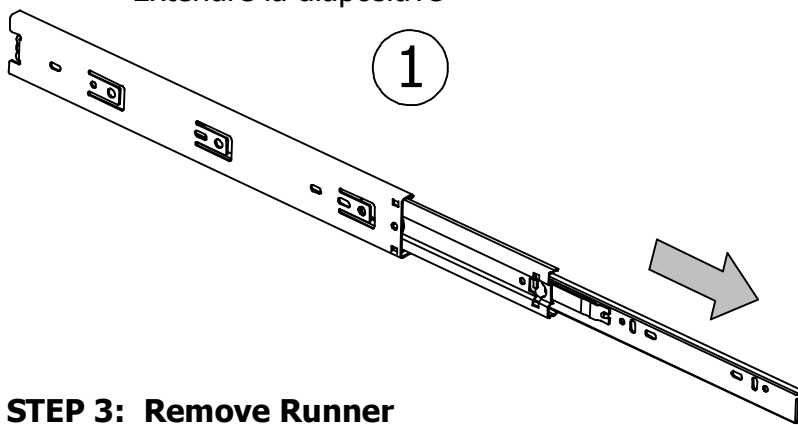
Las diapositivas deben separarse antes del montaje.  
Después de la separación, déjelo a un lado hasta que sea necesario.

Les glissières doivent être séparées avant l'assemblage.  
Après la séparation, mettez de côté jusqu'au moment de l'assemblage.



**STEP 1: Extend Slide**  
Extender la diapositiva  
Extendre la diapositive

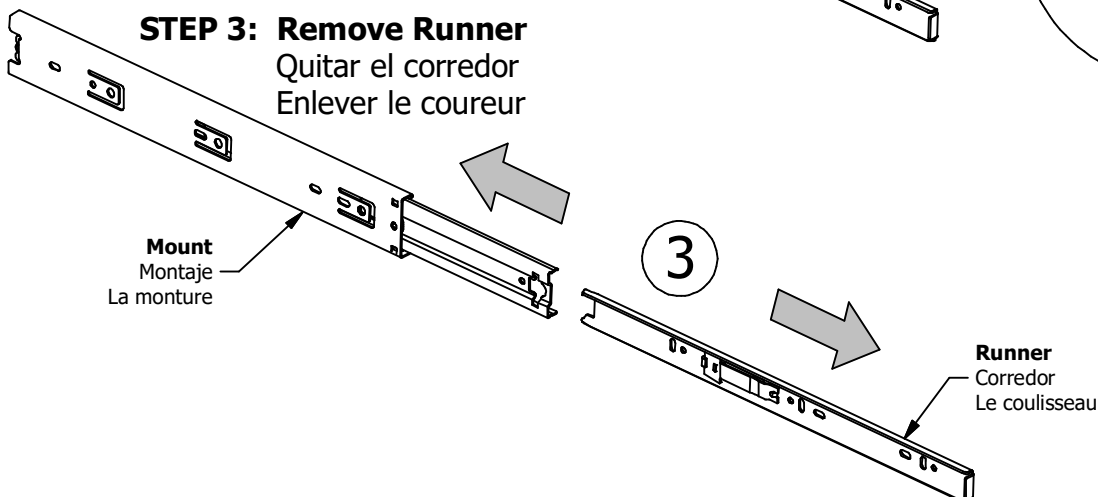
1



2

**STEP 3: Remove Runner**  
Quitar el corredor  
Enlever le coureur

3



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

# STEP 7

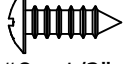
## Attach Hardware

A176345E

Scan QR Code to Watch Video on:



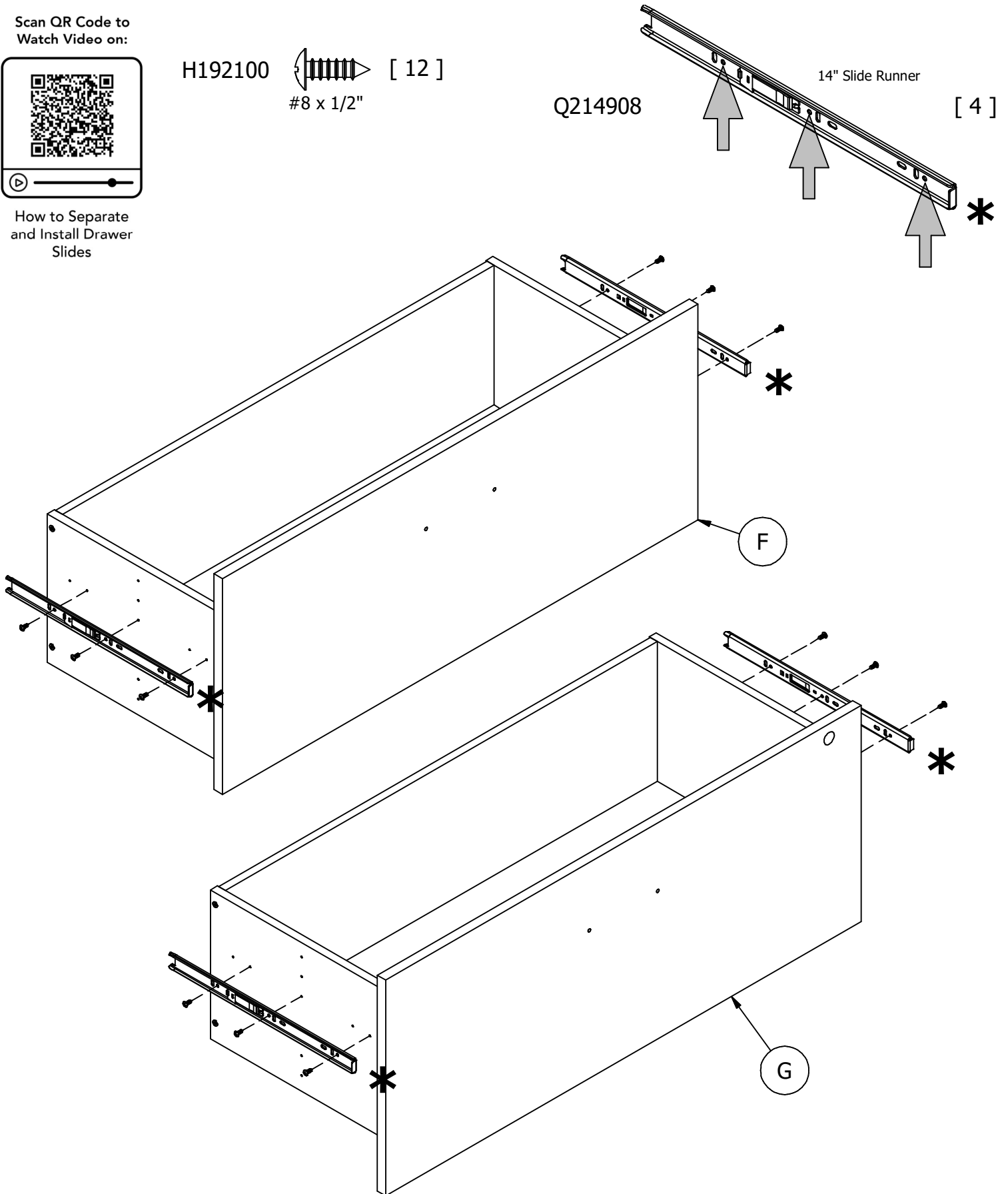
How to Separate and Install Drawer Slides

H192100  [ 12 ]  
#8 x 1/2"

Q214908

14" Slide Runner

[ 4 ]



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

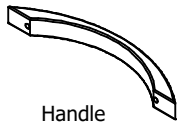


# STEP 8

# Attach Hardware

A176345E

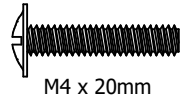
H128158



[ 2 ]

Handle

H108982



[ 4 ]

M4 x 20mm

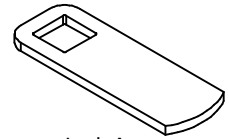
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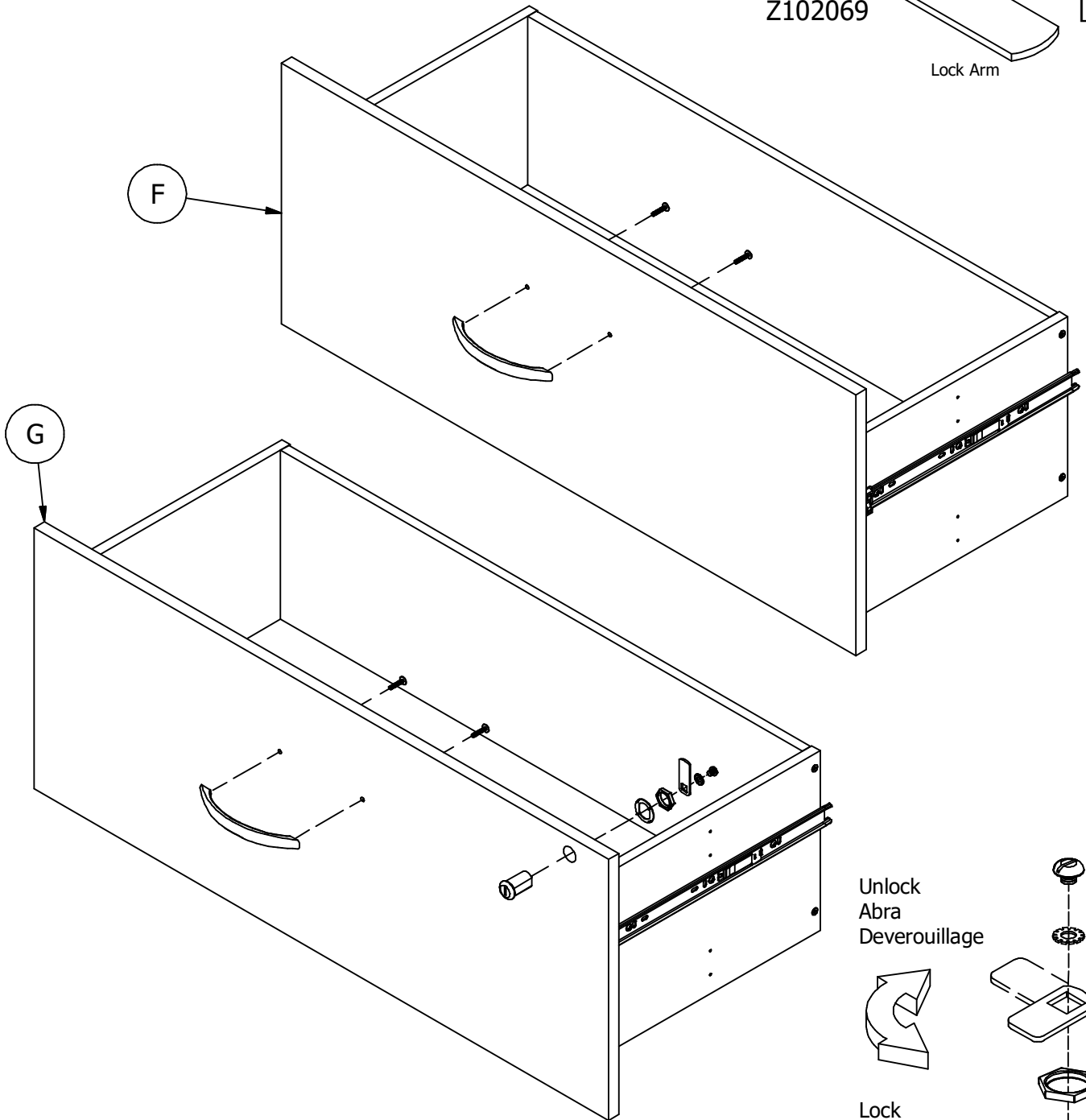
Cam Lock Assy

Z102069



[ 1 ]

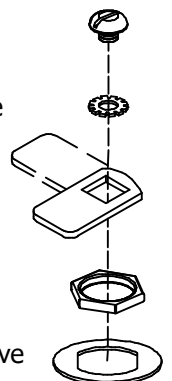
Lock Arm



Unlock  
Abra  
Deverouillage



Lock  
Cierre con llave  
Verouillage

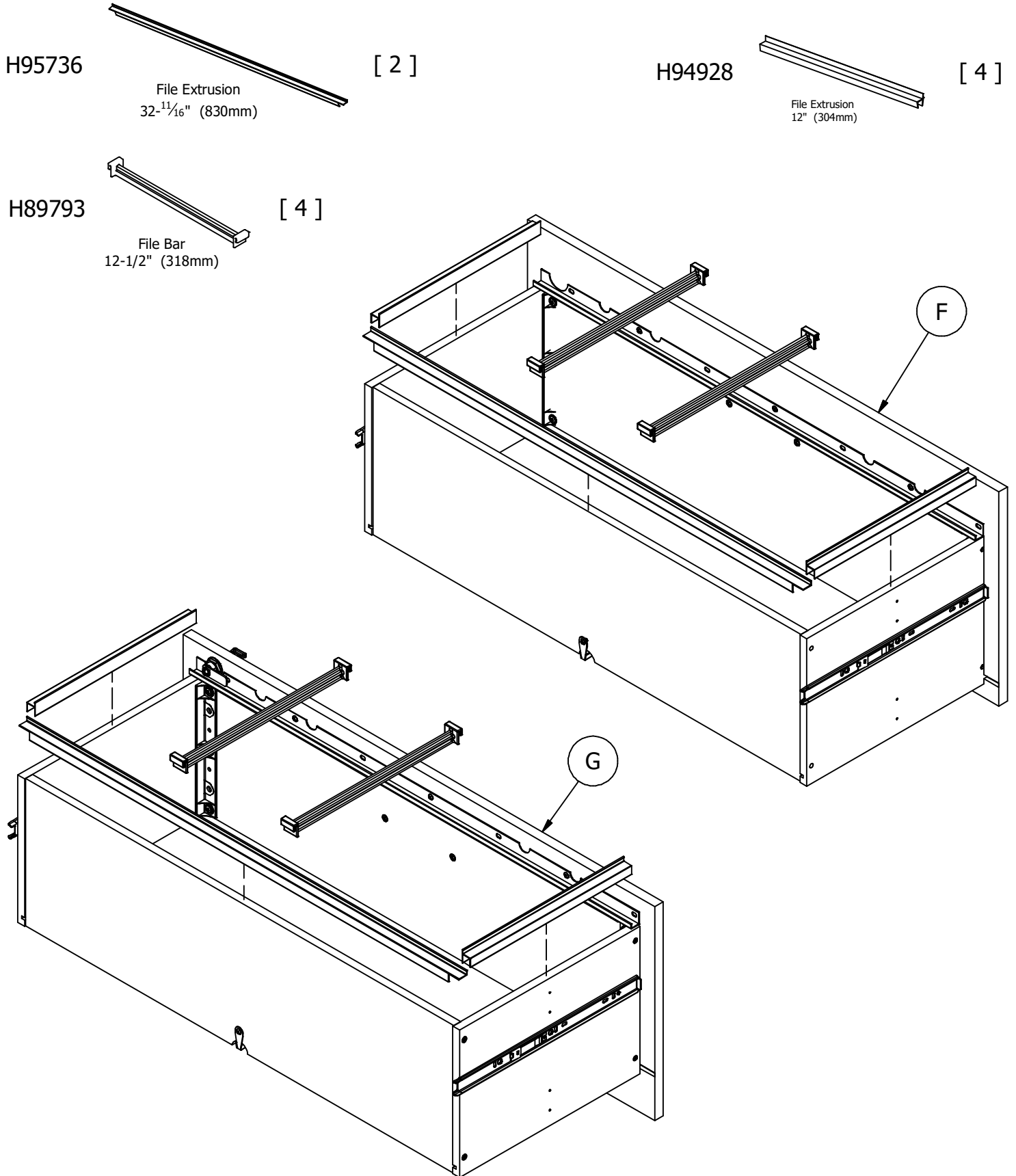


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# STEP 9

# Attach Hardware

A176345E

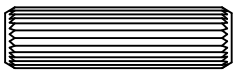



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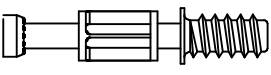
# STEP 10

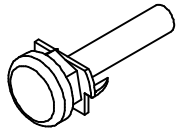
# Prepare Panel

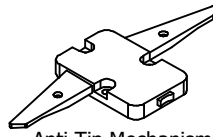
A176345E

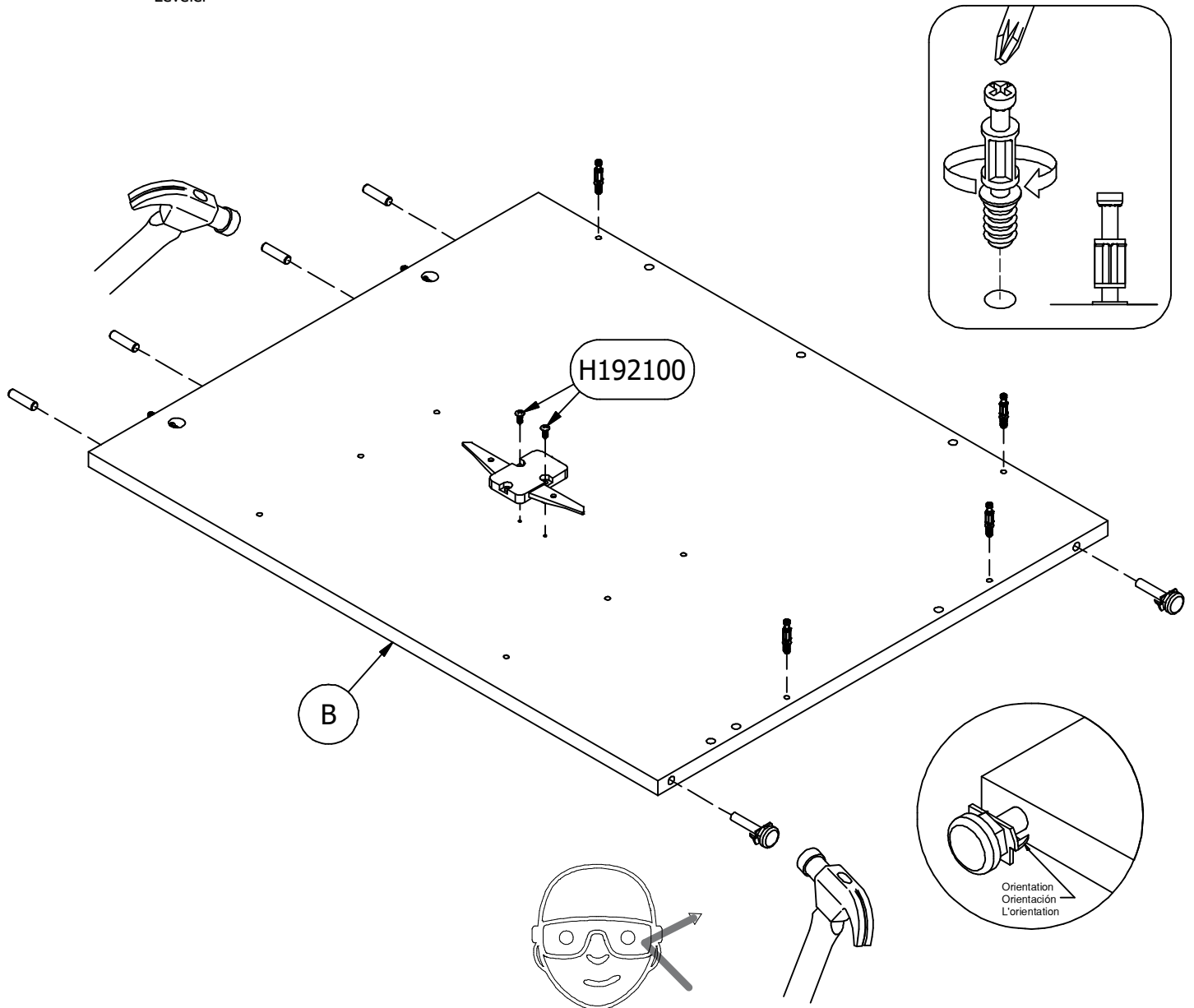
H38169  [ 4 ]  
Wood Dowel 8 x 30

H192100  [ 2 ]  
#8 x 1/2"

H72988  [ 4 ]  
KD Bolt

H209601  [ 2 ]  
Leveler

H184145  [ 1 ]  
Anti Tip Mechanism



Safety glasses  
Gafas de seguridad  
Lunettes de protection

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

# STEP 11

## Prepare Panel

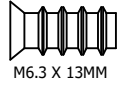
A176345E

Scan QR Code to Watch Video on:



How to Separate and Install Drawer Slides

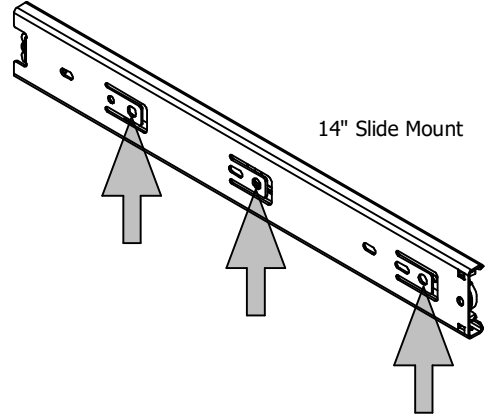
H195734



M6.3 X 13MM

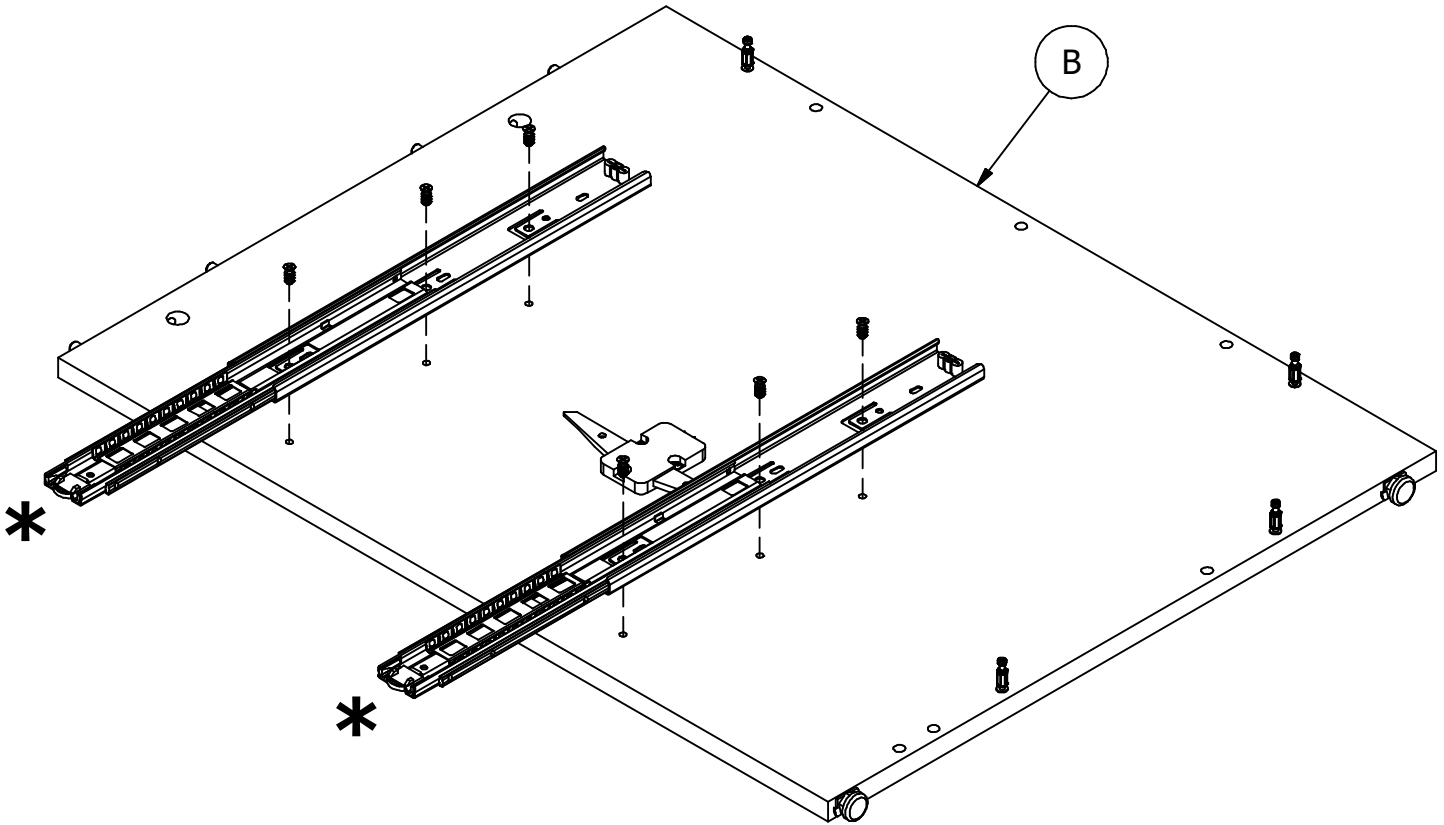
[ 6 ]

Q214908



14" Slide Mount

[ 2 ]



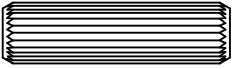
Have an assembly question or need a replacement part? Just call **1-800-950-4782**, we are here to help.

# STEP 12

# Prepare Panel

A176345E

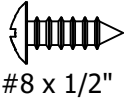
H38169



Wood Dowel 8 x 30

[ 4 ]

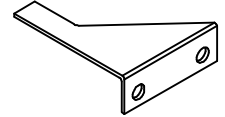
H192100



#8 x 1/2"

[ 2 ]

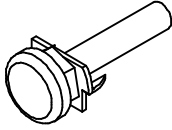
Z169029



DWR Bracket

[ 1 ]

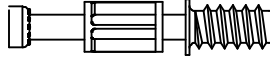
H209601



Leveler

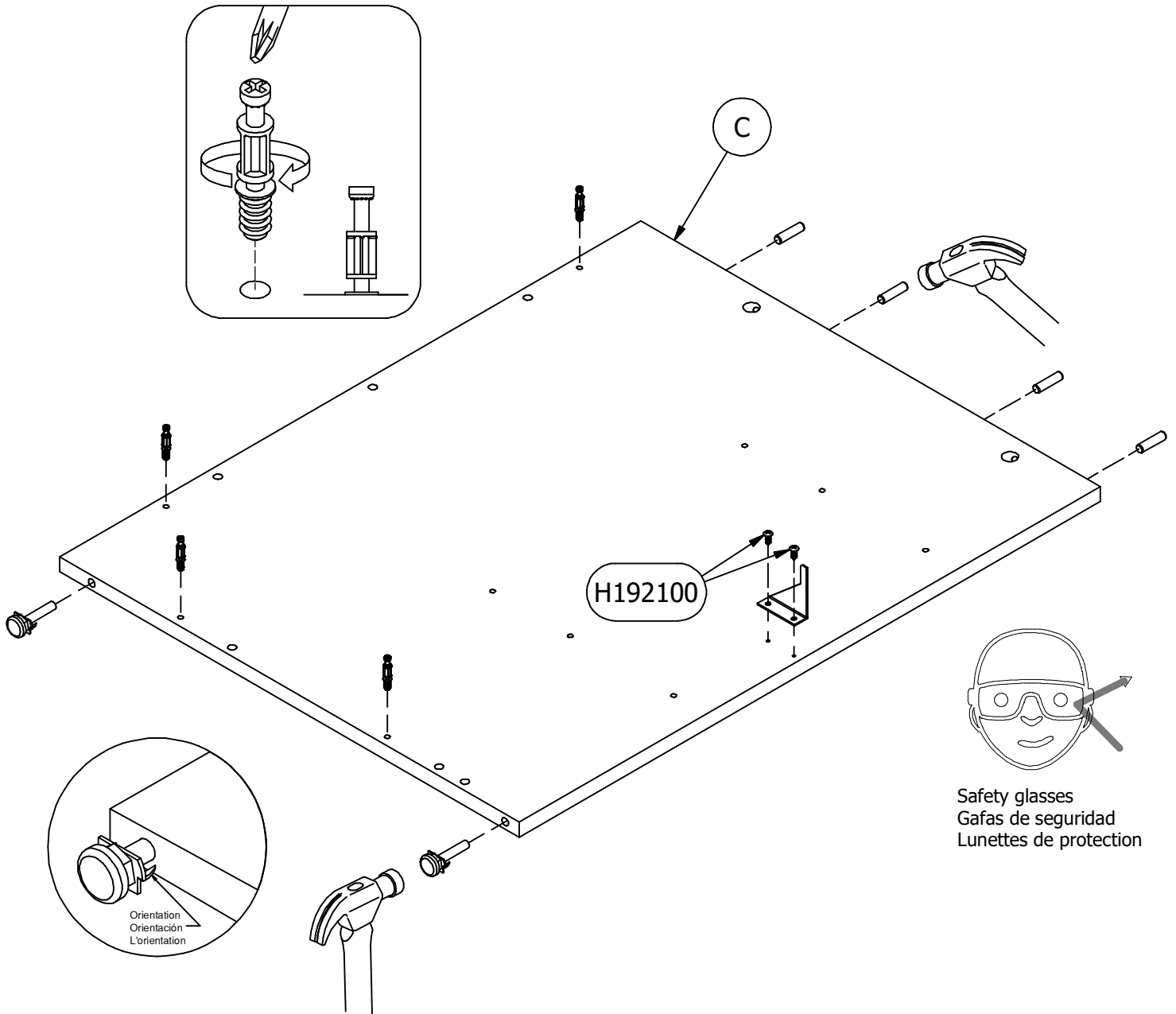
[ 2 ]

H72988



KD Bolt

[ 4 ]



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

# STEP 13

## Prepare Panel

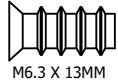
A176345E

Scan QR Code to Watch Video on:



How to Separate and Install Drawer Slides

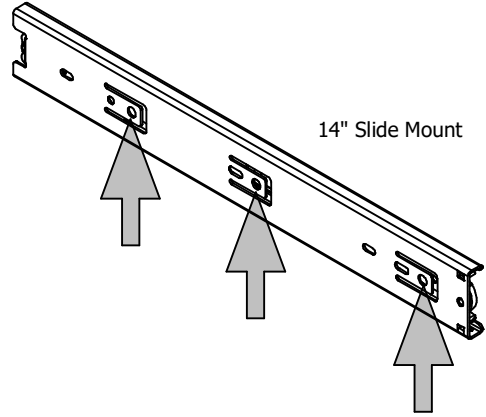
H195734



M6.3 X 13MM

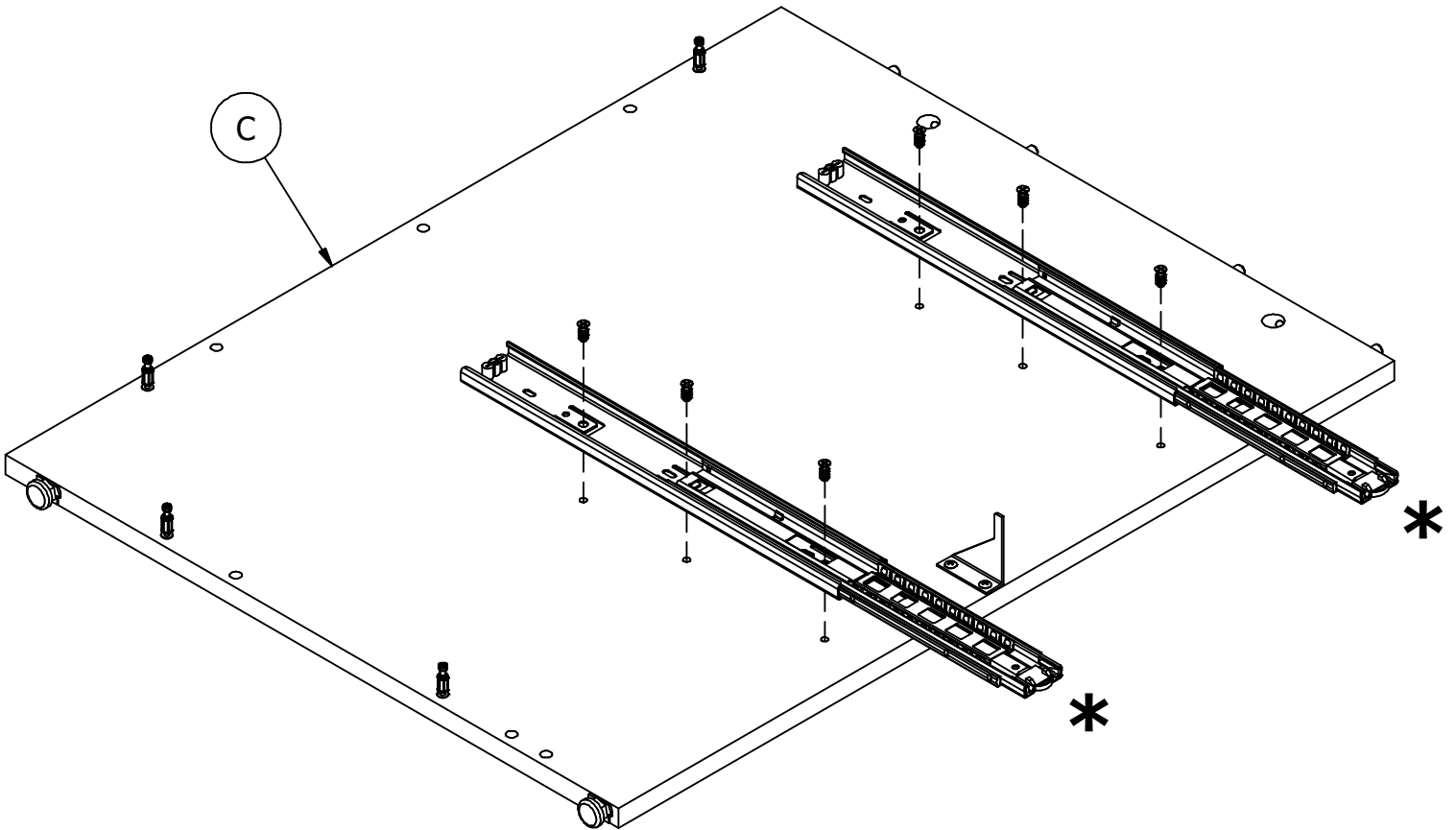
[ 6 ]

Q214908



14" Slide Mount

[ 2 ]



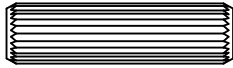
Have an assembly question or need a replacement part? Just call **1-800-950-4782**, we are here to help.

# STEP 14

# Prepare Panels

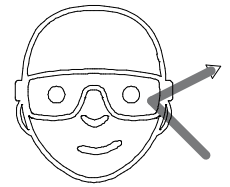
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H38169

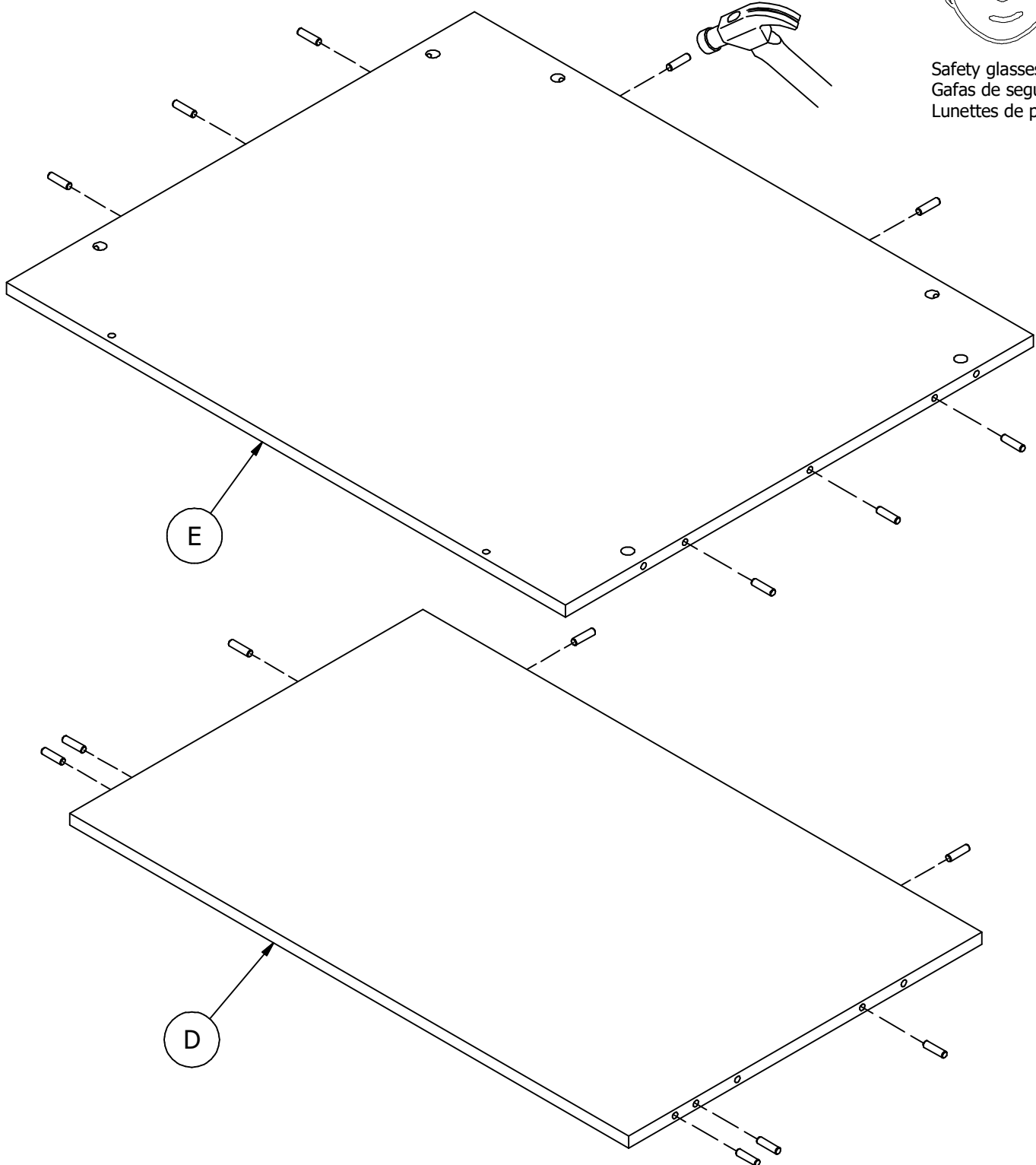


Wood Dowel 8 x 30

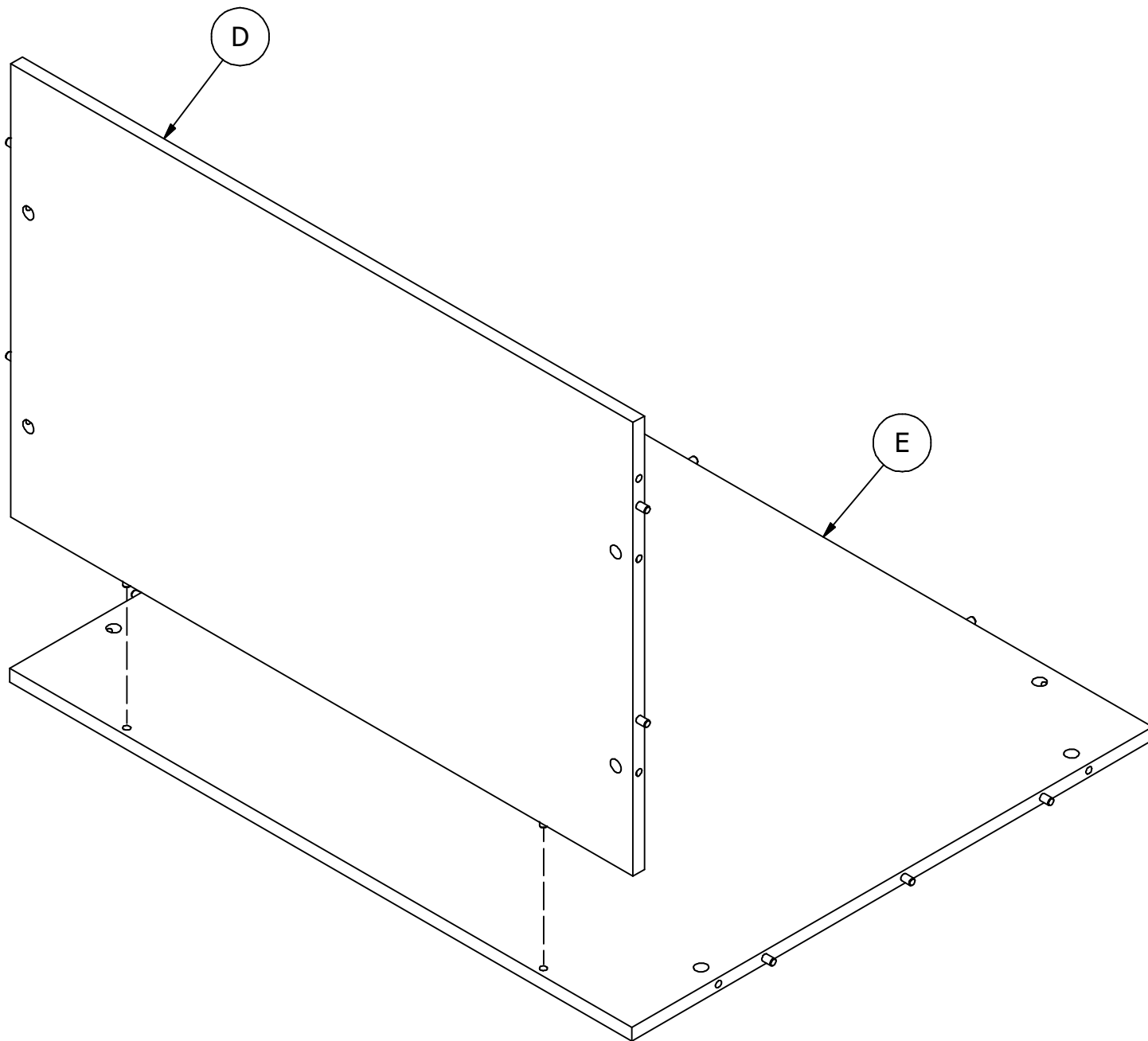
[ 16 ]



Safety glasses  
Gafas de seguridad  
Lunettes de protection



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



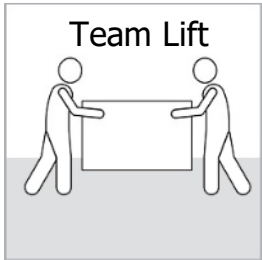
Have an assembly question or need a replacement part? Just call  
**1-800-950-4782**, we are here to help.



Scan QR Code to Watch Video on:



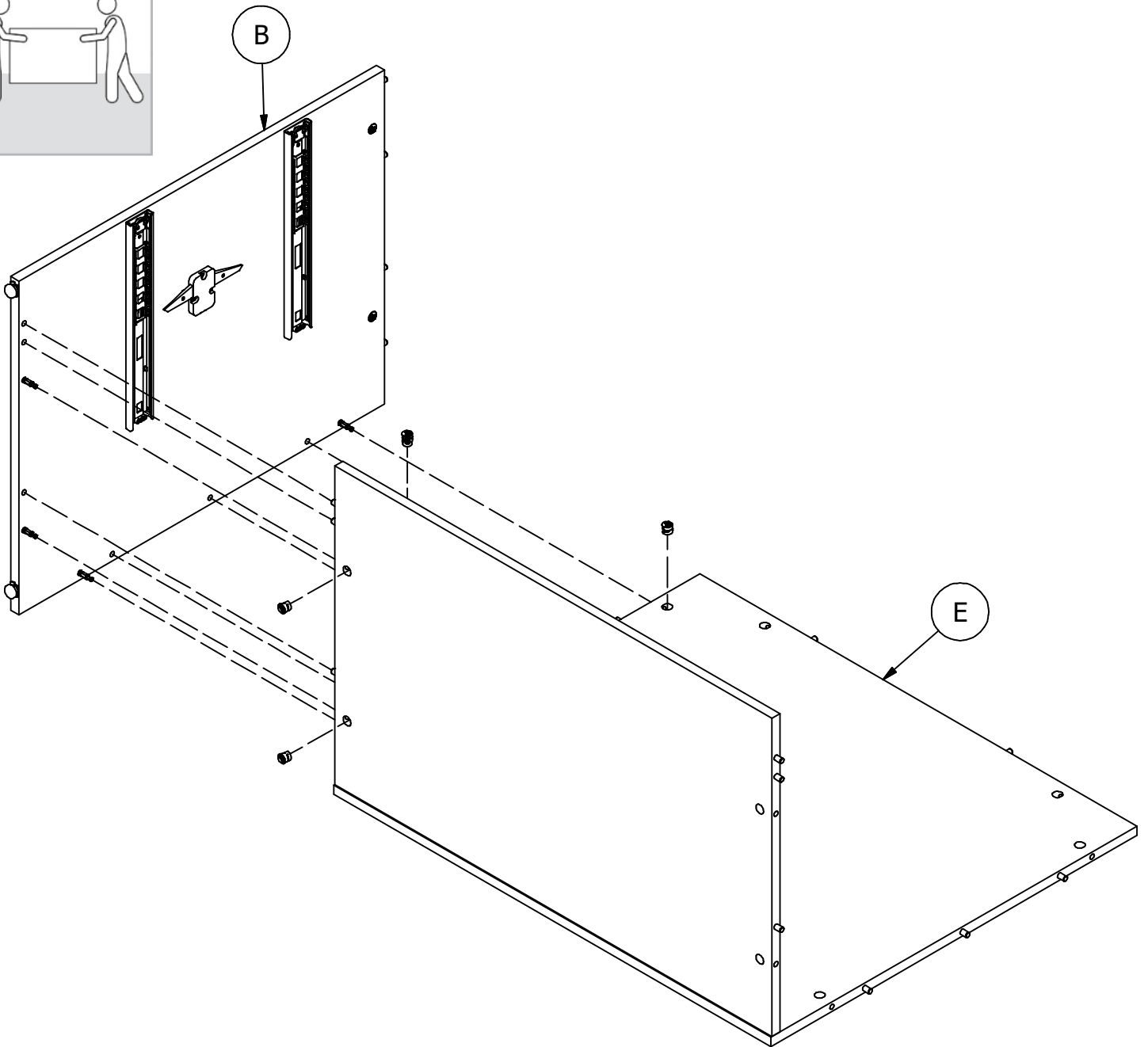
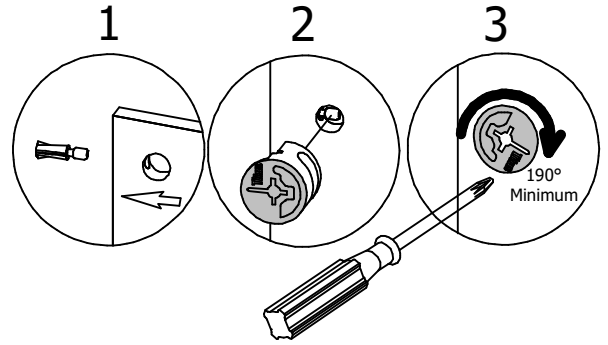
How to Tighten KD Cams



H181468US



[ 4 ]

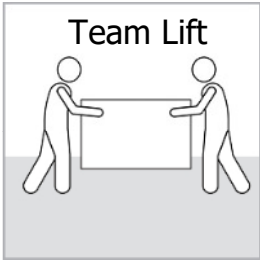


Have an assembly question or need a replacement part? Just call **1-800-950-4782**, we are here to help.

Scan QR Code to Watch Video on:



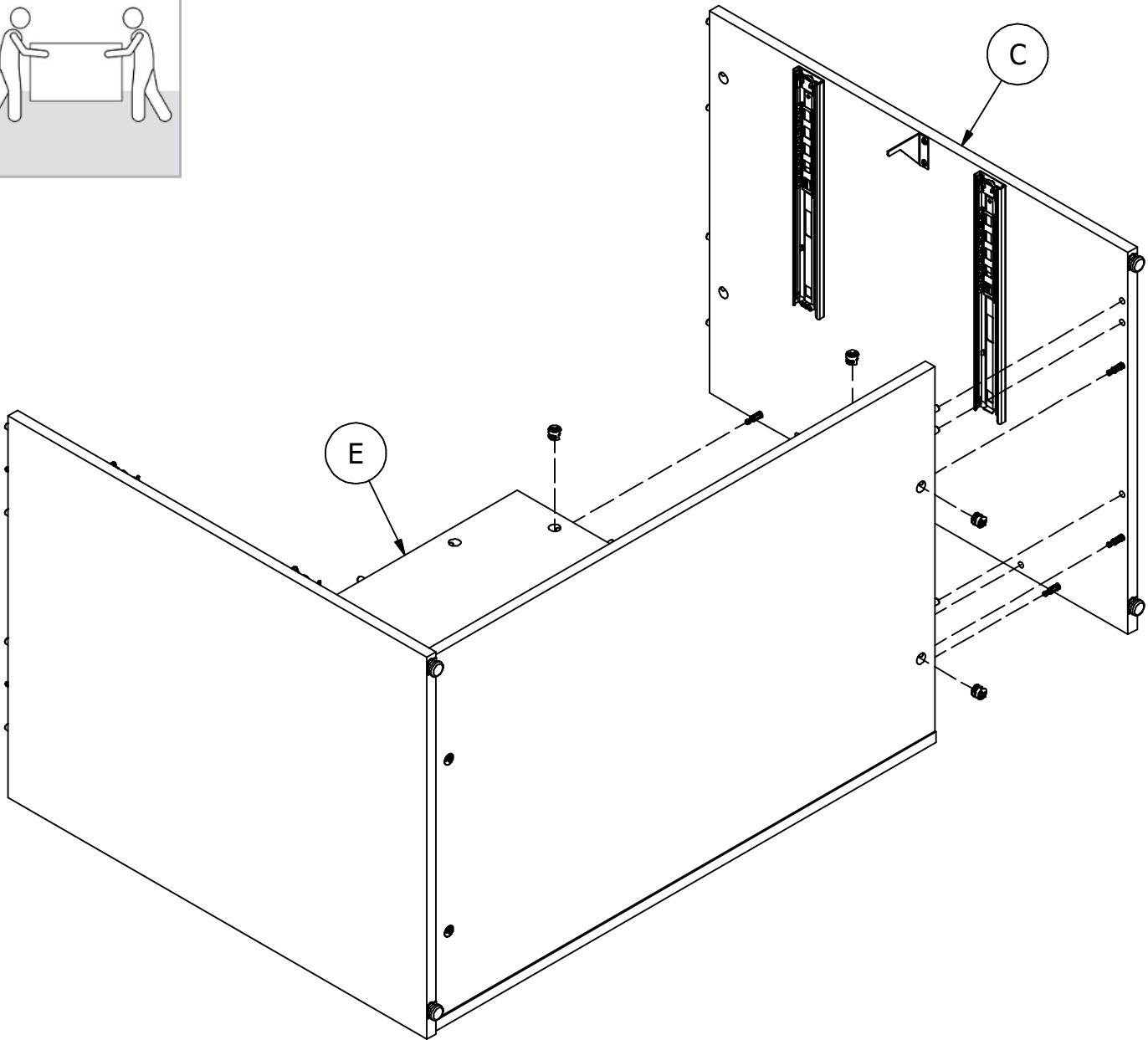
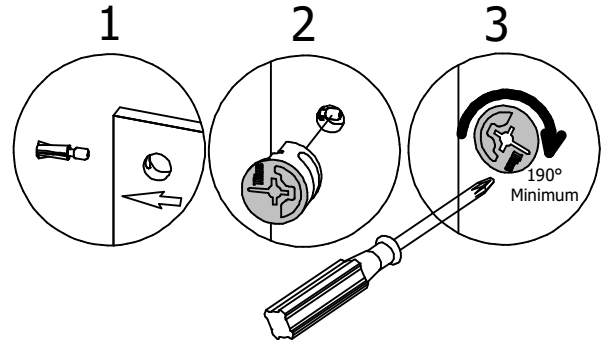
How to Tighten KD Cams



H181468US



[ 4 ]



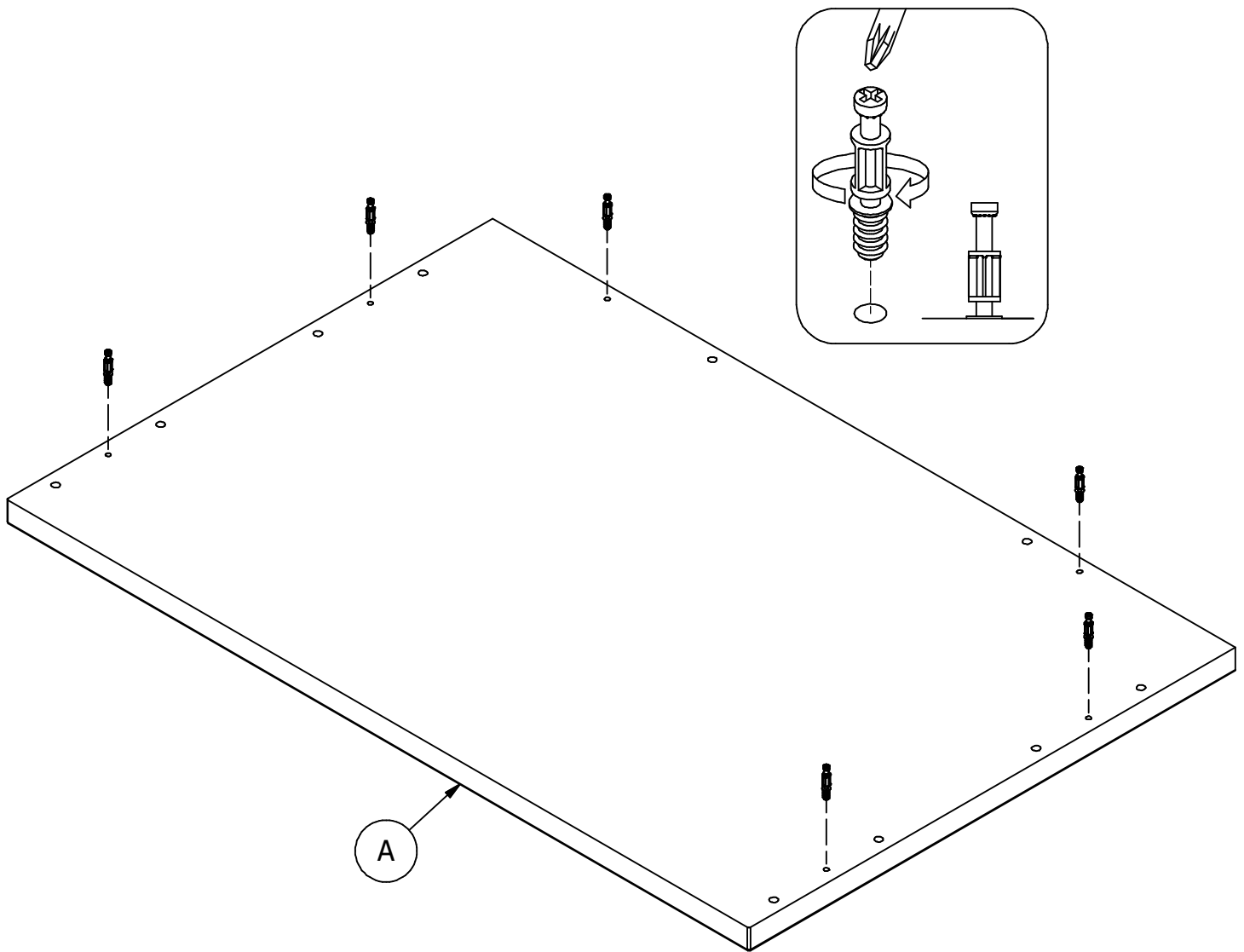
Have an assembly question or need a replacement part? Just call **1-800-950-4782**, we are here to help.

# STEP 18

# Prepare Panel

A176345E

H72988 [ 6 ]  
KD Bolt



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

# STEP 19

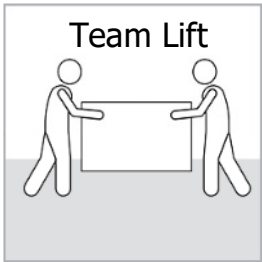
# Assemble Panels

A176345E

Scan QR Code to Watch Video on:



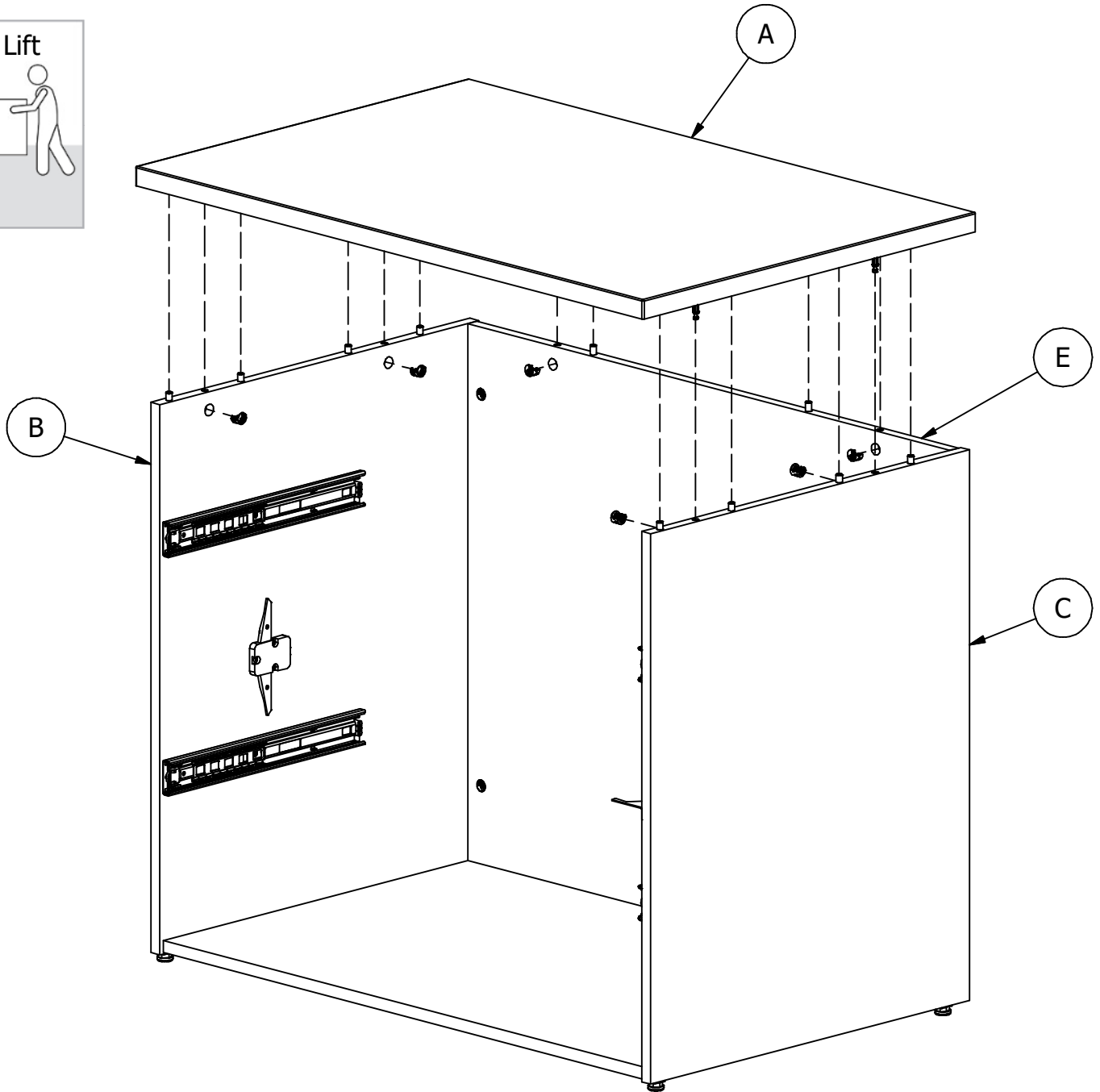
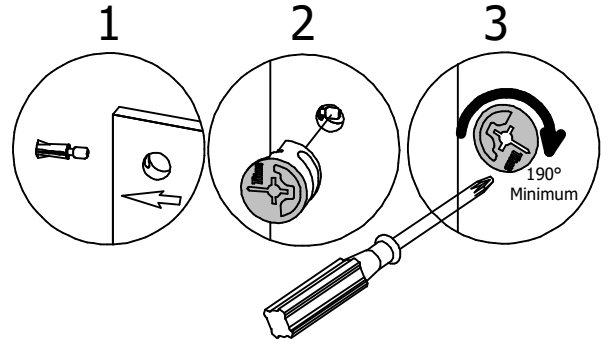
How to Tighten KD Cams



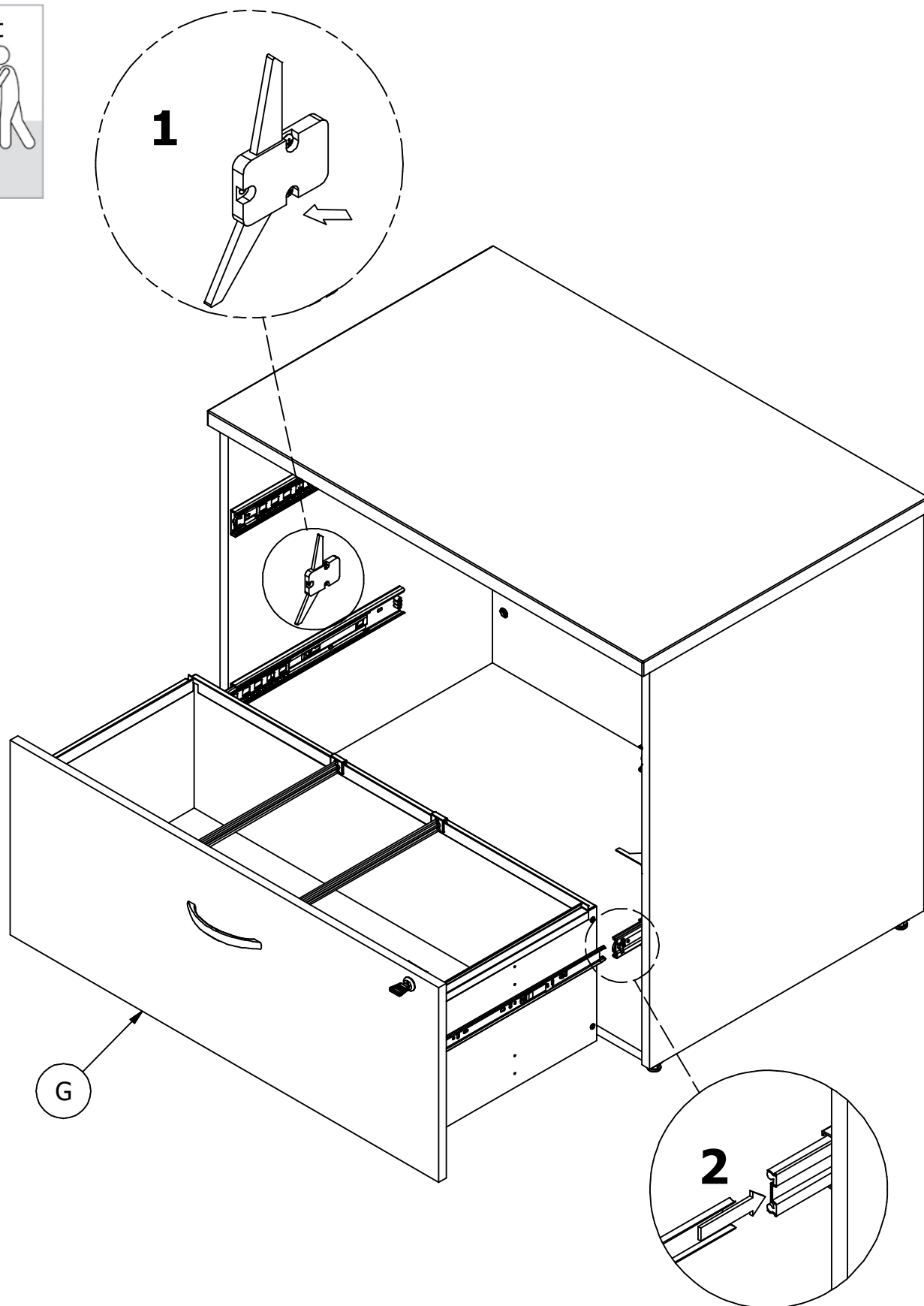
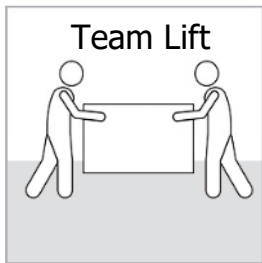
H181468US



[ 6 ]



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




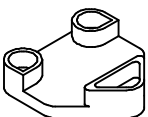
Have an assembly question or need a replacement part? Just call  
**1-800-950-4782**, we are here to help.

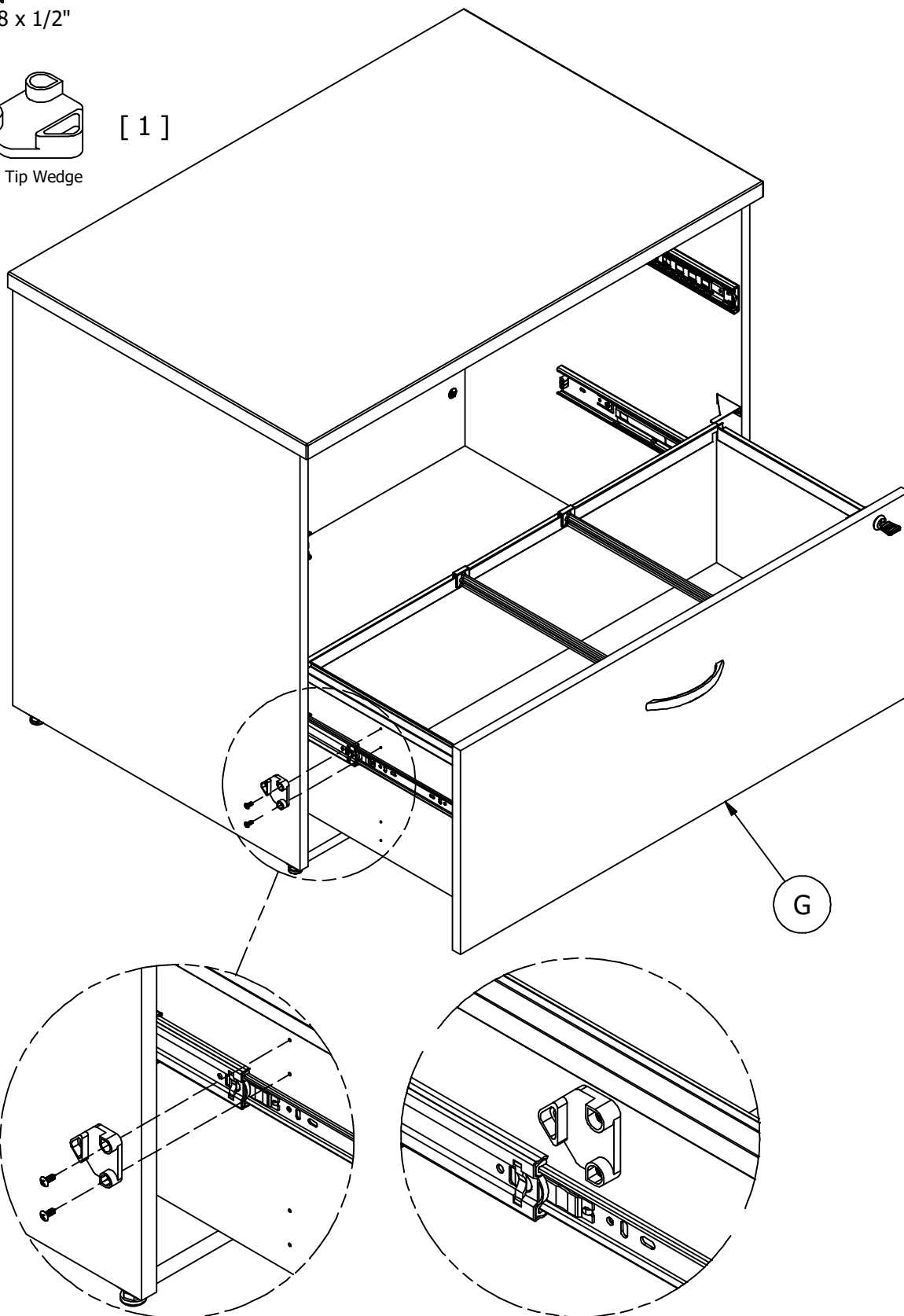
# STEP 21

# Attach Hardware

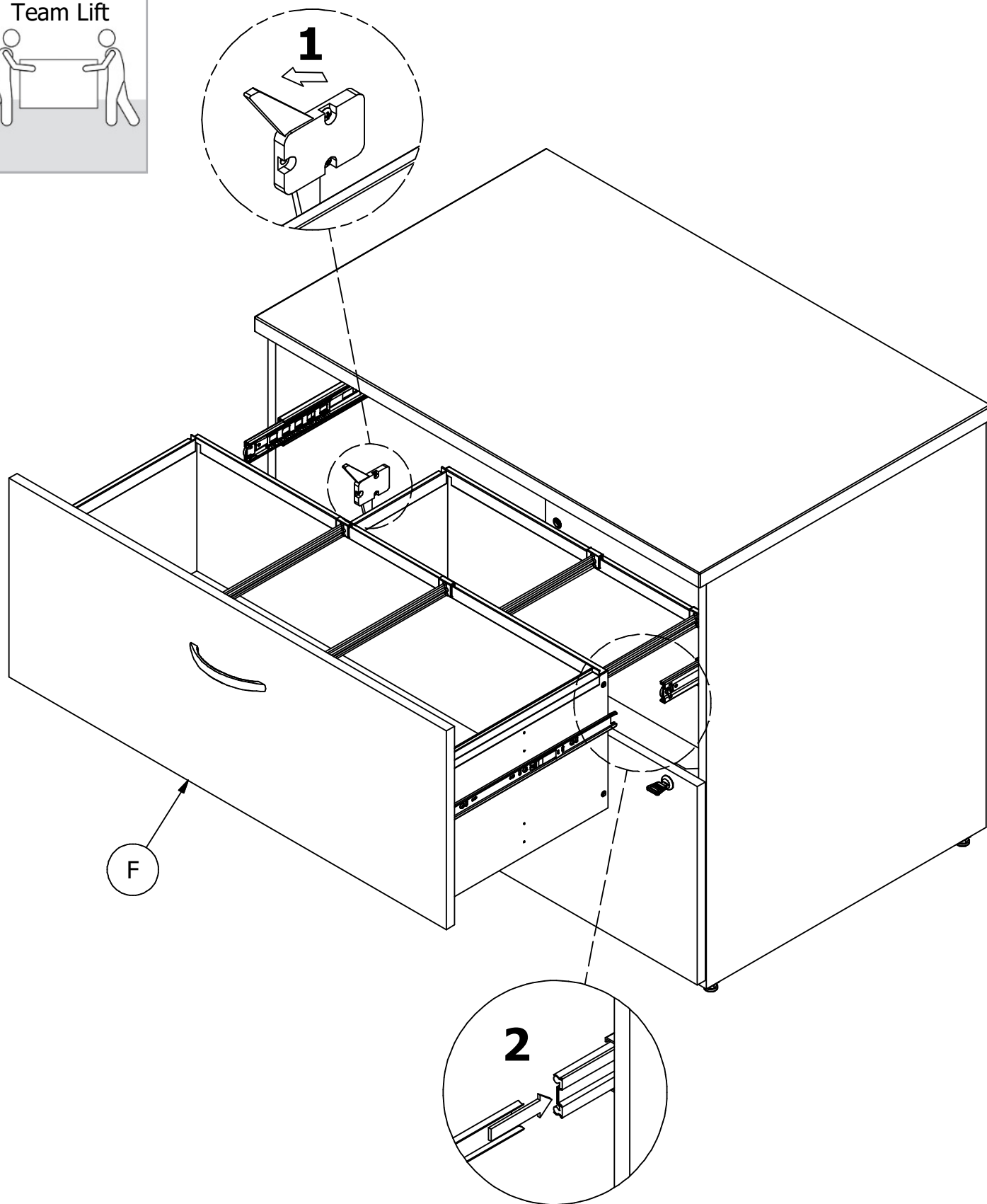
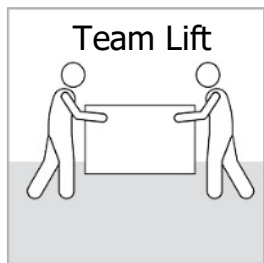
A176345E

H192100  [ 2 ]  
#8 x 1/2"

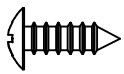
H184144  [ 1 ]  
Anti Tip Wedge

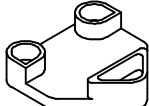


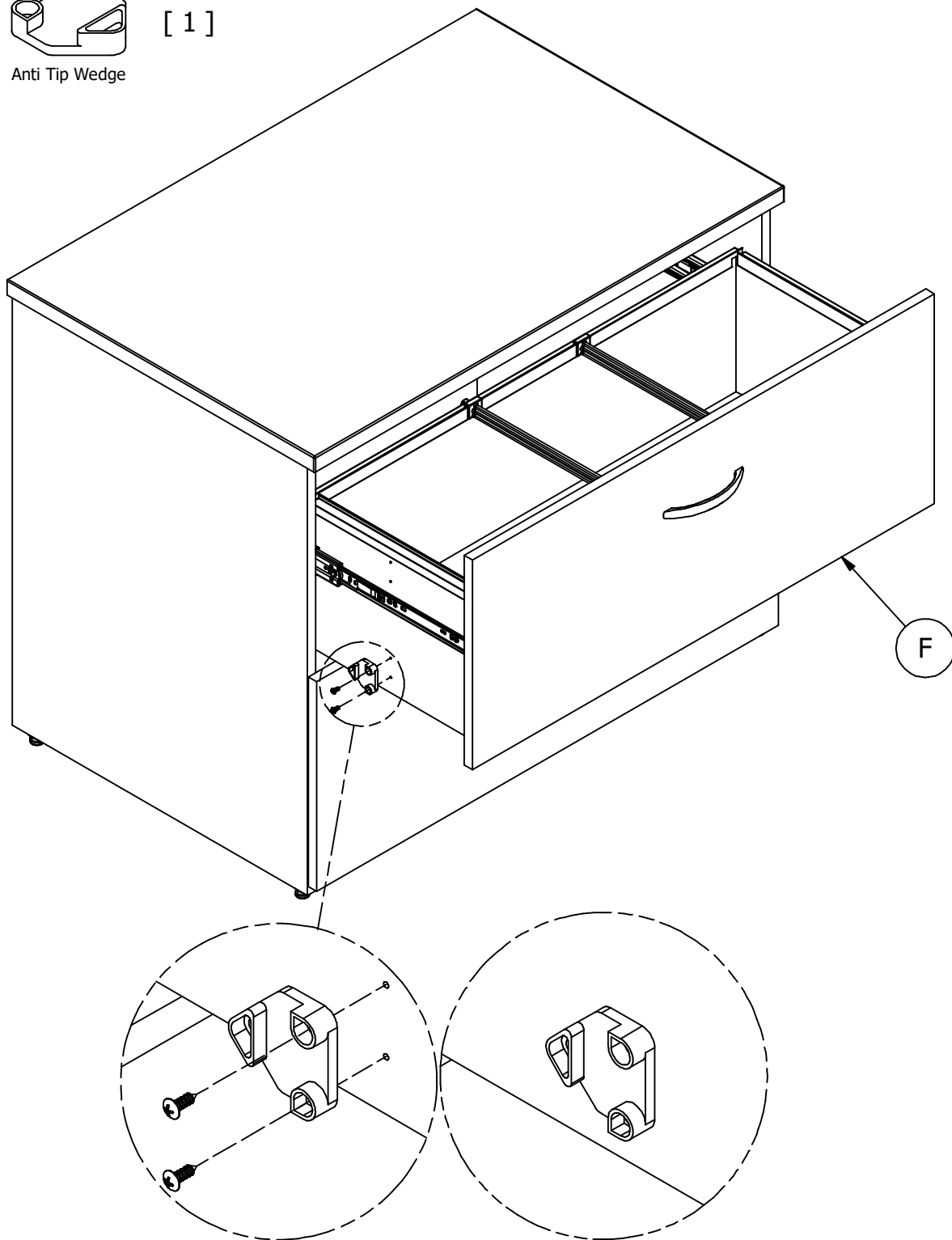
Have an assembly question or need a replacement part? Just call  
**1-800-950-4782**, we are here to help.



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

H192100  [ 2 ]  
#8 x 1/2"

H184144  [ 1 ]  
Anti Tip Wedge



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**1-800-950-4782**, we are here to help.

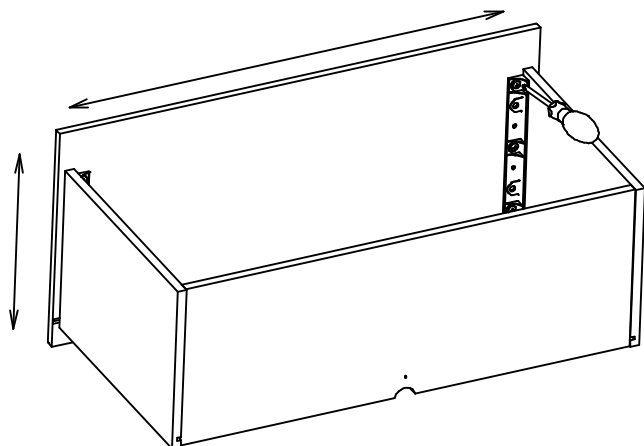
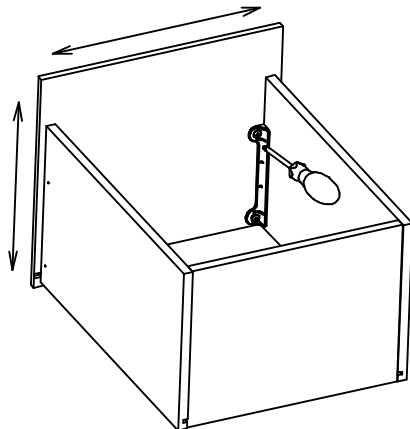
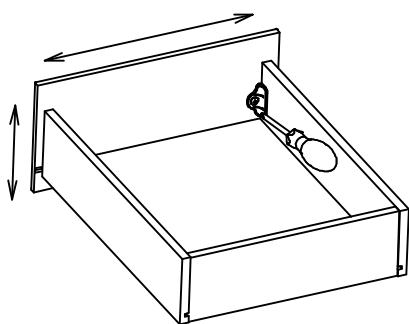
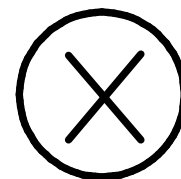
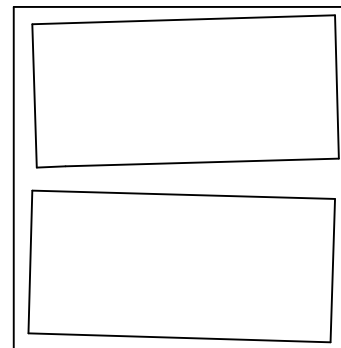
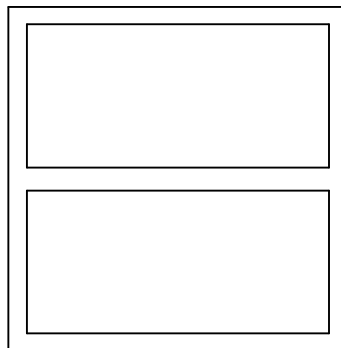


Scan QR Code to Watch Video on:



How to Adjust Drawer Fronts

**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

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:



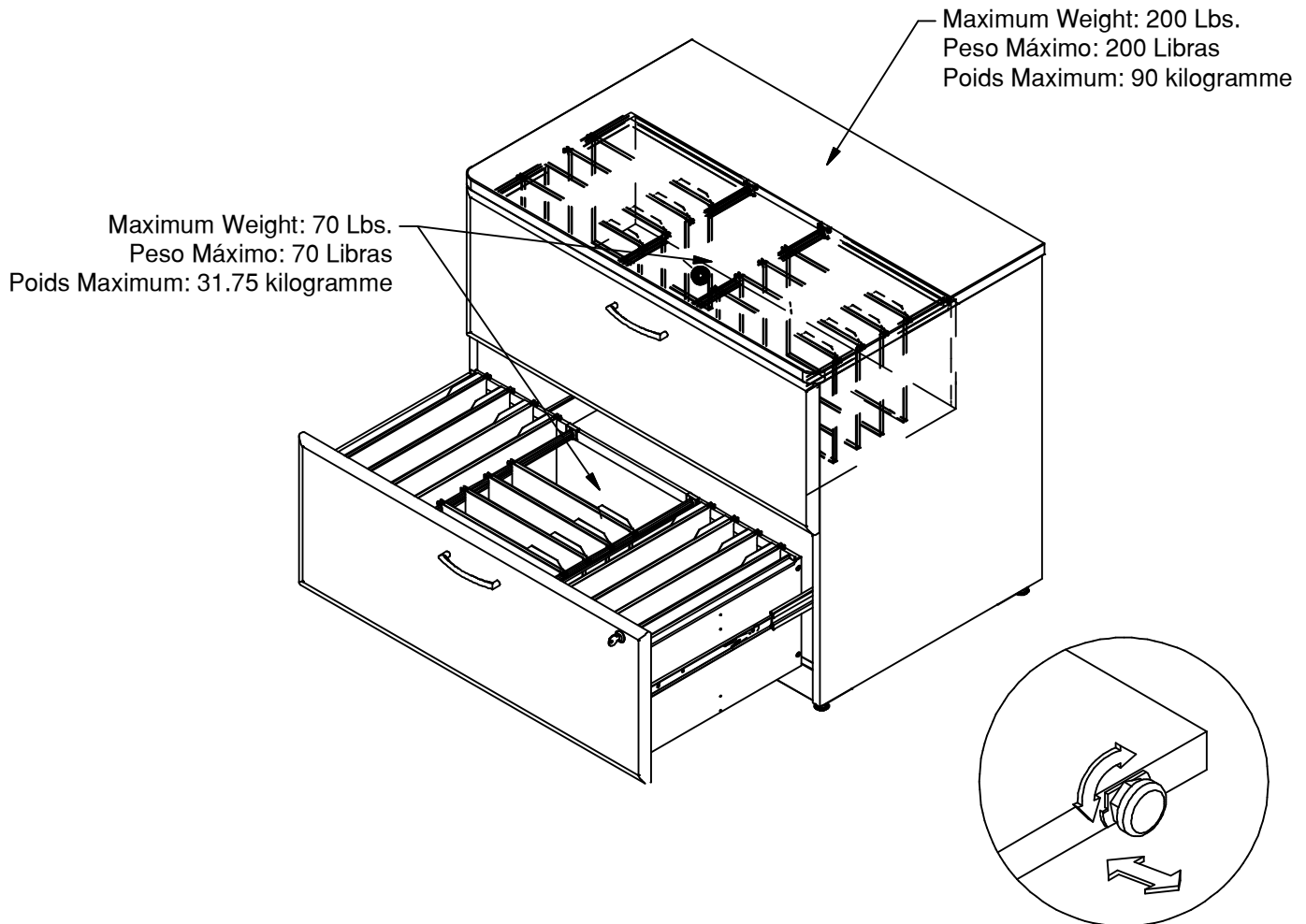
How to Clean  
the Surface

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.

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

## WC12954C

A [1] W182073  
B [1] W195645  
C [1] W195646  
D [1] W182076  
E [1] W182077  
F [1] W182078  
G [1] W182079  
K [4] W195638  
L [2] W205920  
M [2] W107690

## WC24454C

A [1] W182081  
B [1] W195647  
C [1] W195648  
D [1] W182076  
E [1] W182123  
F [1] W182124  
G [1] W182125  
K [4] W195638  
L [2] W205920  
M [2] W107690

## WC48554C

A [1] W182135  
B [1] W195647  
C [1] W195648  
D [1] W182076  
E [1] W182123  
F [1] W182136  
G [1] W182137  
K [4] W195638  
L [2] W205920  
M [2] W107690

## Maintenance Tip

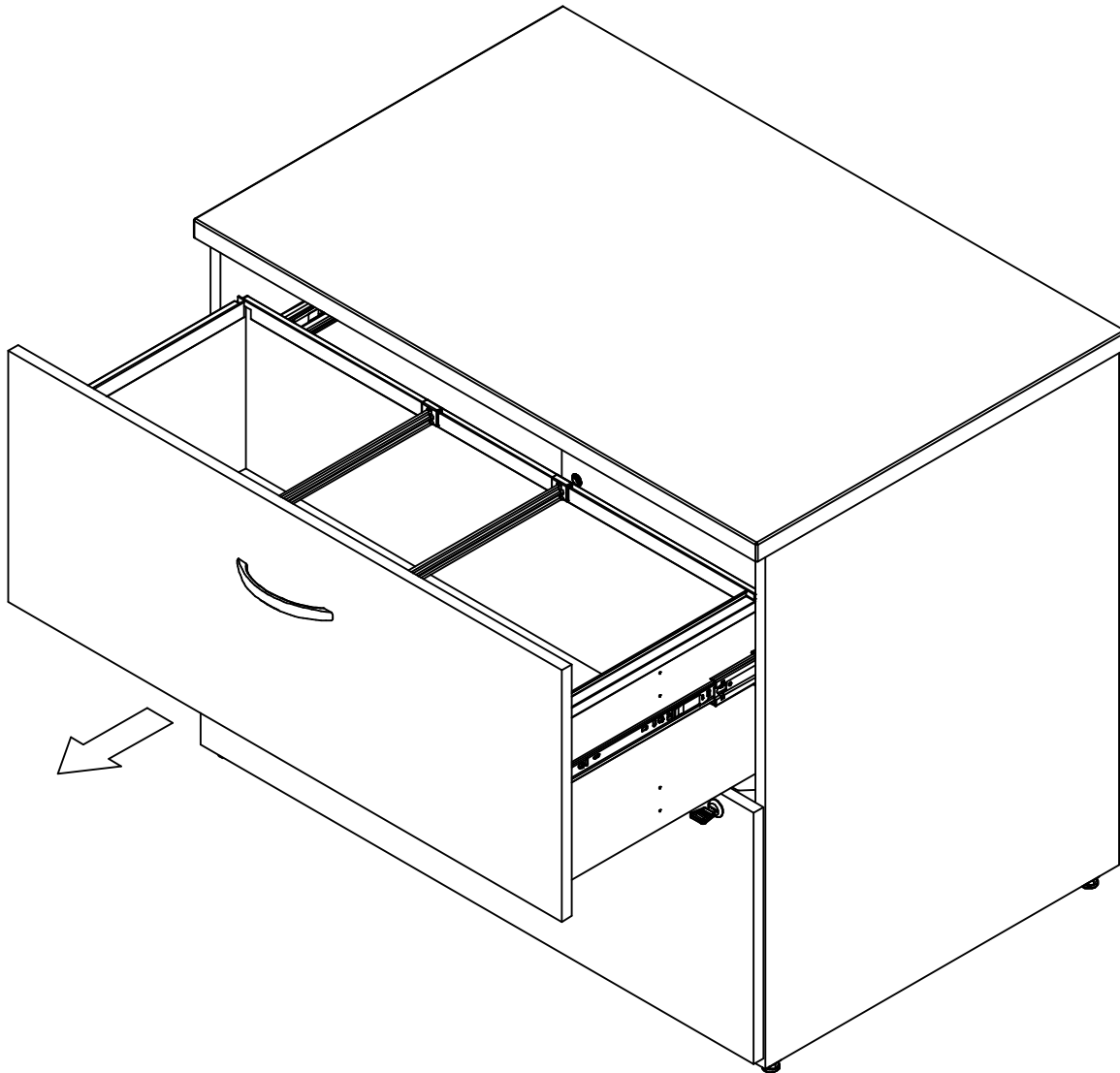
It may be necessary to periodically open each drawer to its full extension. This will reset the drawer slides and allow for continued smooth operation.

## 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.

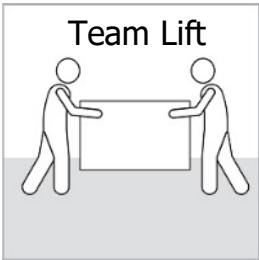


Have an assembly question or need a replacement part? Just call  
**1-800-950-4782**, we are here to help.

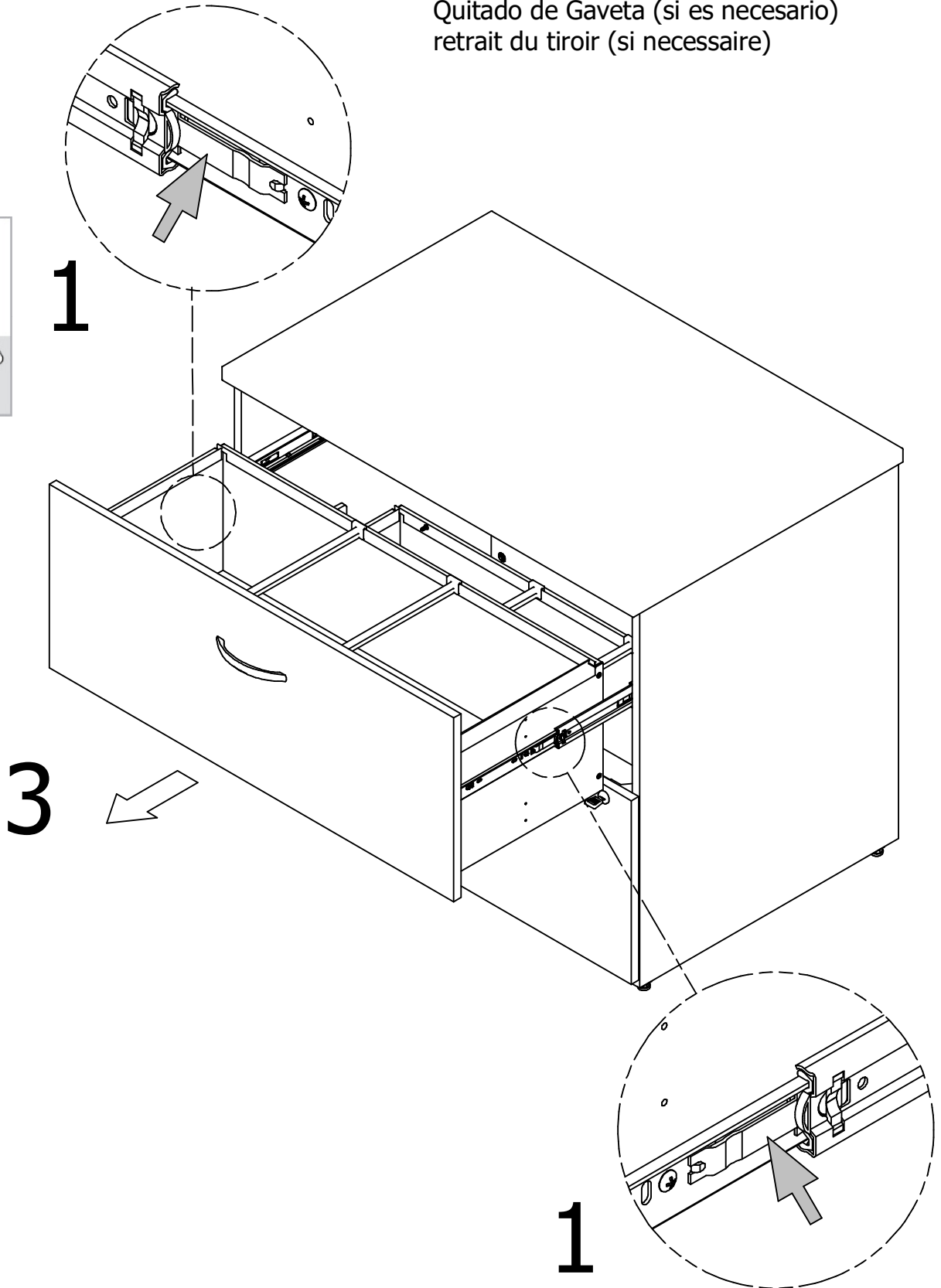
Scan QR Code to  
Watch Video on:



How to Separate  
and Install Drawer  
Slides



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

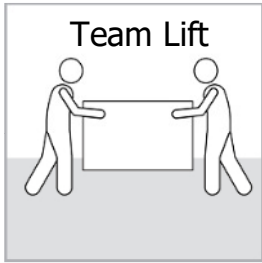


Have an assembly question or need a replacement part? Just call  
**1-800-950-4782**, we are here to help.

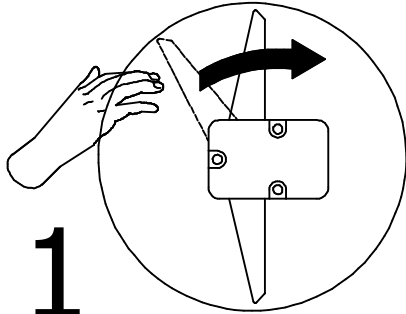
Scan QR Code to  
Watch Video on:



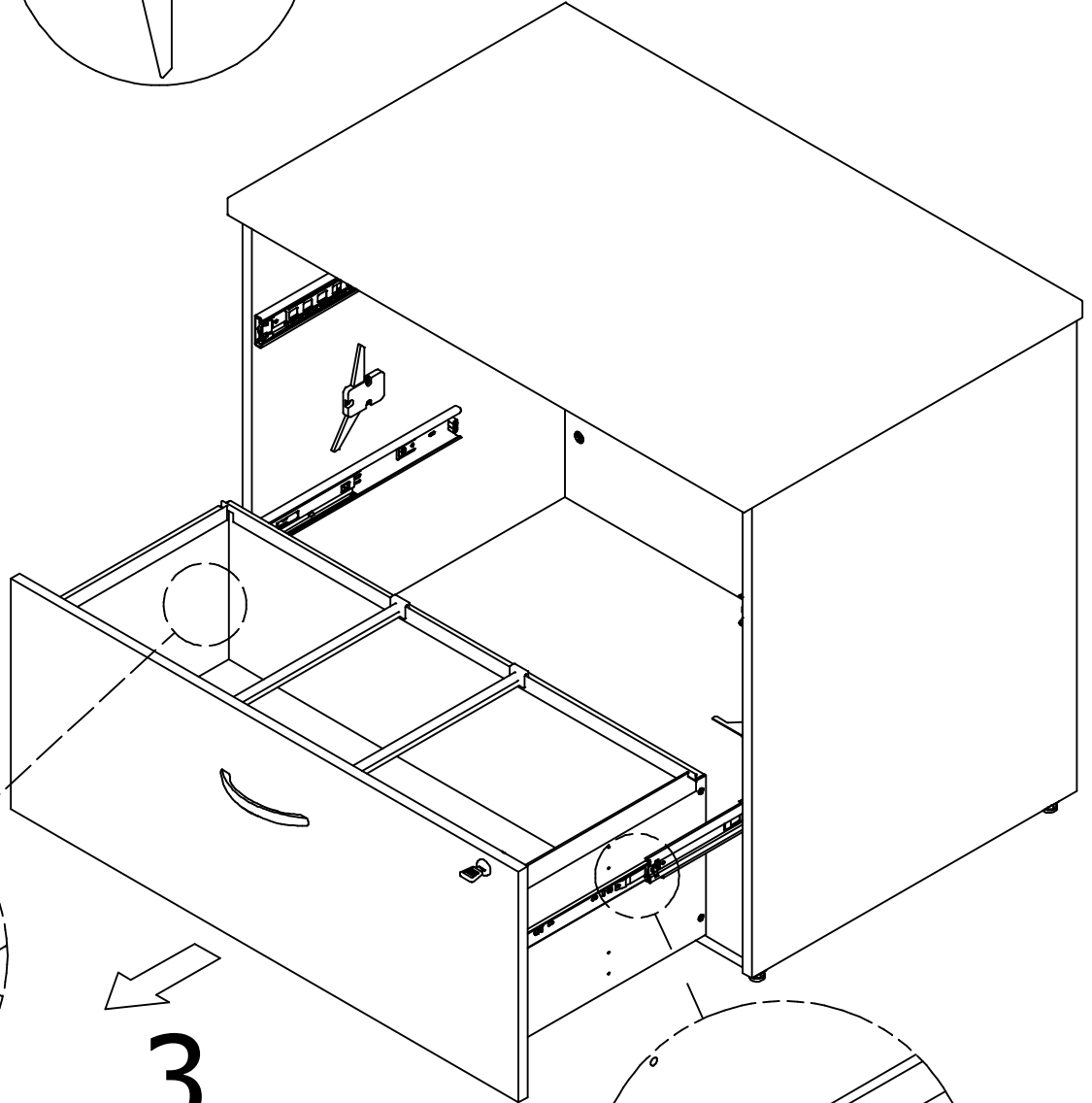
How to Separate  
and Install Drawer  
Slides



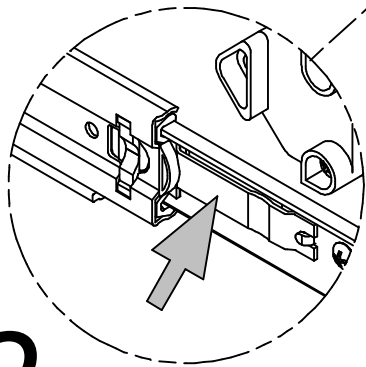
Drawer Removal (if required)  
Quitado de Gaveta (si es necesario)  
retrait du tiroir (si nécessaire)



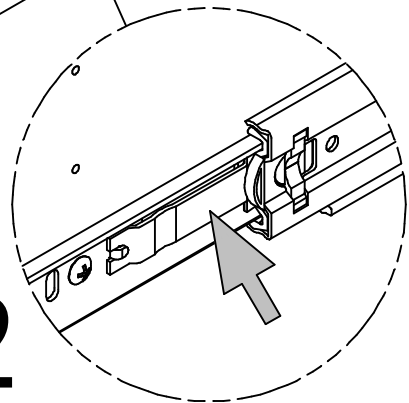
1



3



2



2

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