

# Assembly Guide

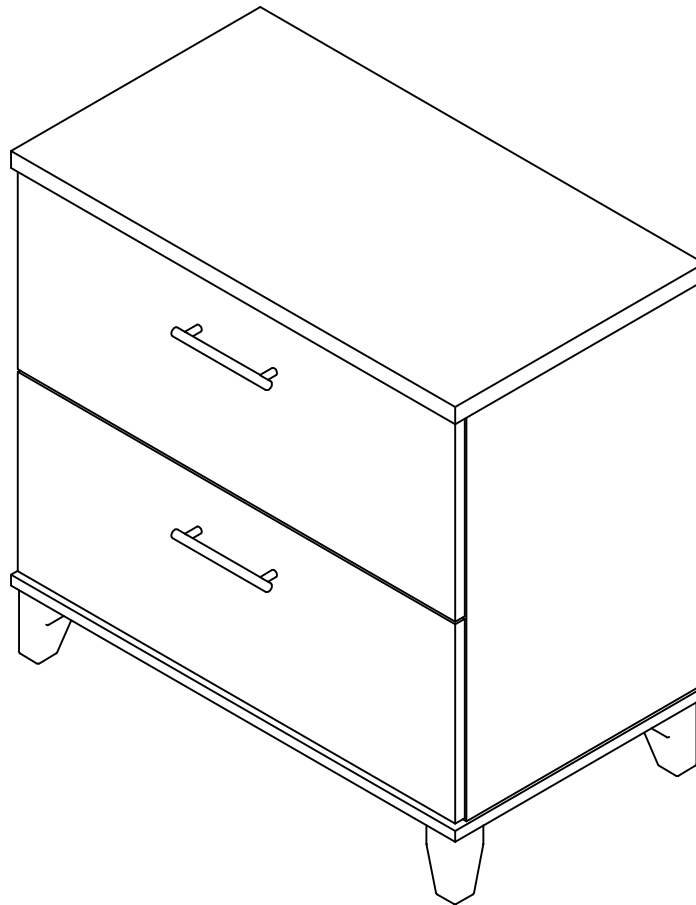


**If you're having any difficulty during assembly of this product, don't hesitate to call us**

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



# Get Ready to Assemble

## 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 on the left! Simply open up your smartphone camera to scan the code.

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



# 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



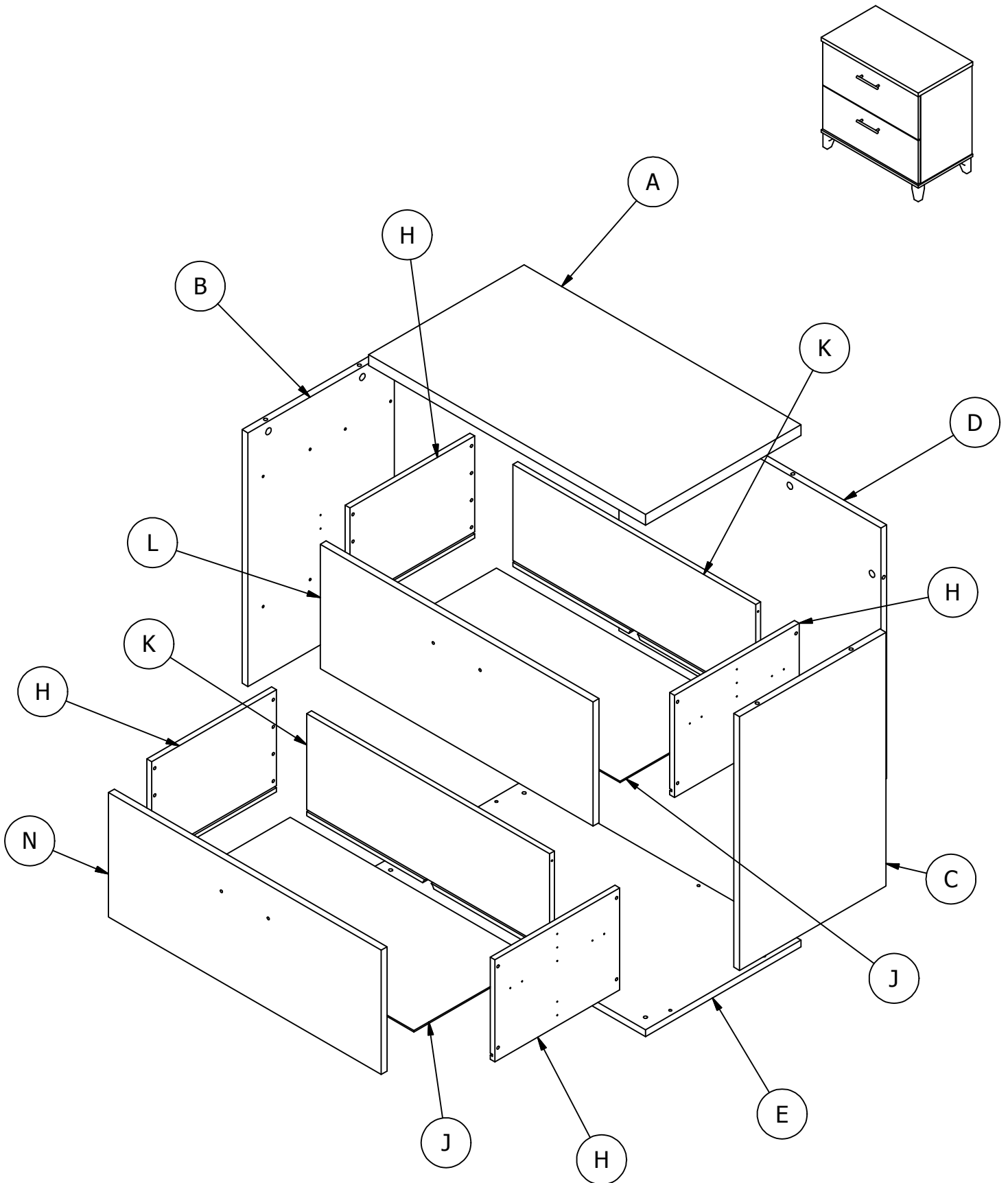
## PLEASE READ WARNINGS

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>

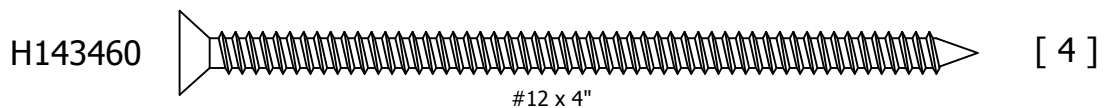
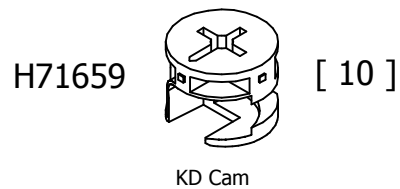
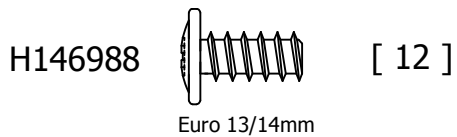
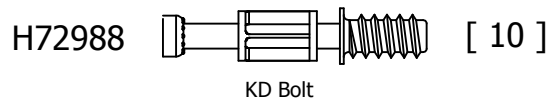
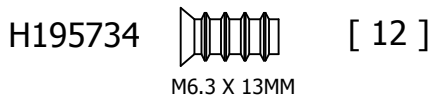
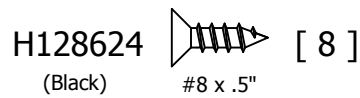
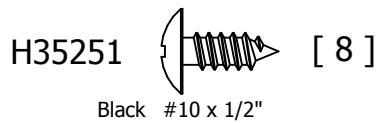
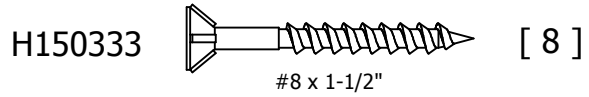
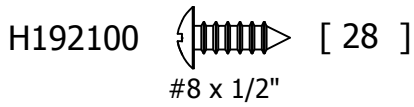
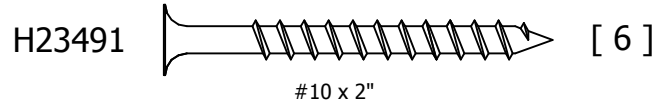
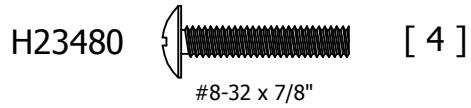
# Get to know your Boards



Have an assembly question or need a replacement part? Just call  
, we are here to help.

# Get to know your Fasteners

Fasteners are shown actual size.

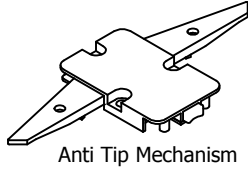


Have an assembly question or need a replacement part? Just call  
, we are here to help.

# Get to know your Hardware

Hardware not to scale.

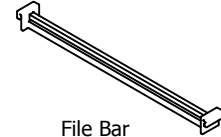
H184145



[ 1 ]

Anti Tip Mechanism

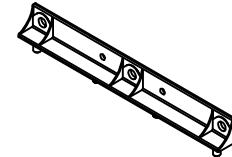
H89793



[ 2 ]

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

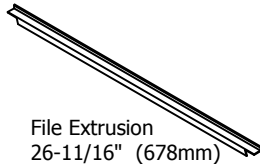
H146990



[ 4 ]

Drawer Bracket

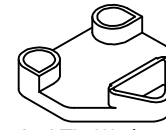
H95581



[ 2 ]

File Extrusion  
26-11/16" (678mm)

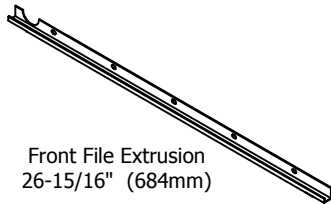
H184144



[ 2 ]

Anti Tip Wedge

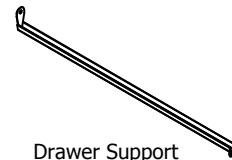
H184651



[ 2 ]

Front File Extrusion  
26-15/16" (684mm)

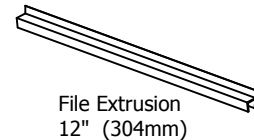
H173172



[ 2 ]

Drawer Support  
13-5/16" (338mm)

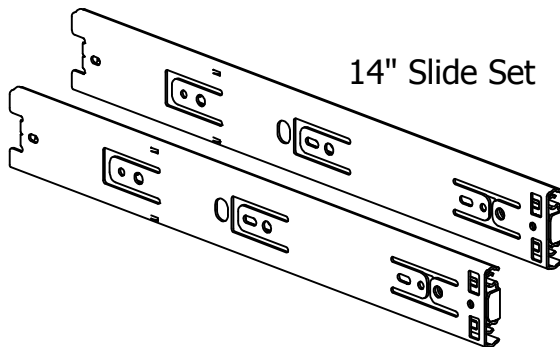
H94928



[ 4 ]

File Extrusion  
12" (304mm)

Q194182



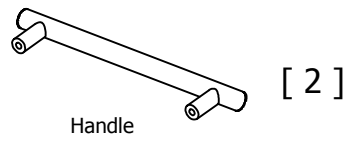
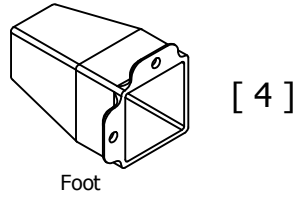
14" Slide Set

[ 2 ]

Have an assembly question or need a replacement part? Just call  
, we are here to help.

# Get to know your Hardware

Hardware not to scale.

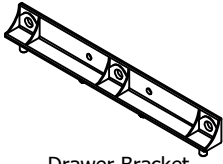


Have an assembly question or need a replacement part? Just call  
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# STEP 1

## Prepare Drawer Fronts

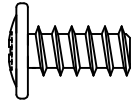
H146990



Drawer Bracket

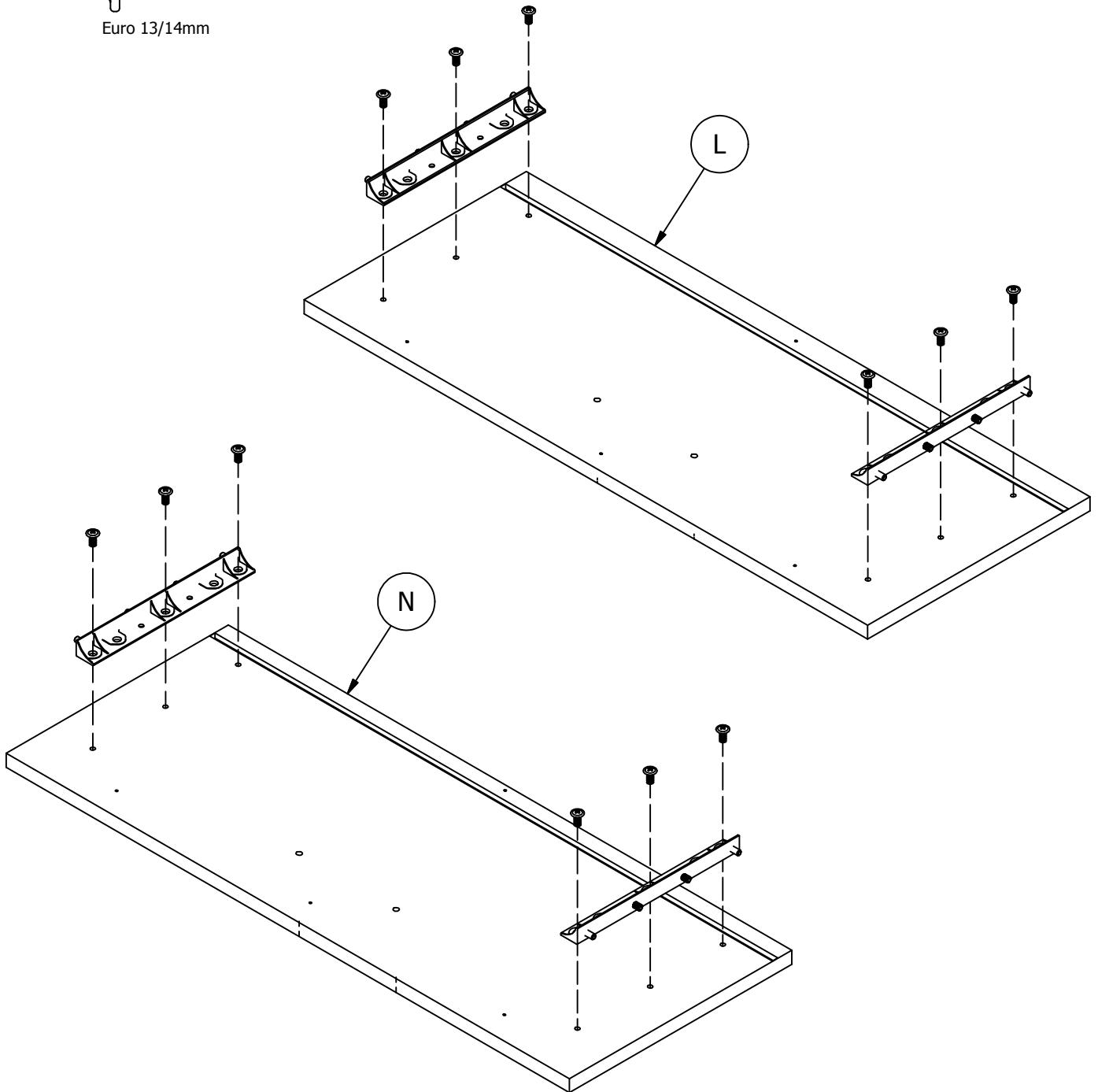
[ 4 ]

H146988



Euro 13/14mm

[ 12 ]



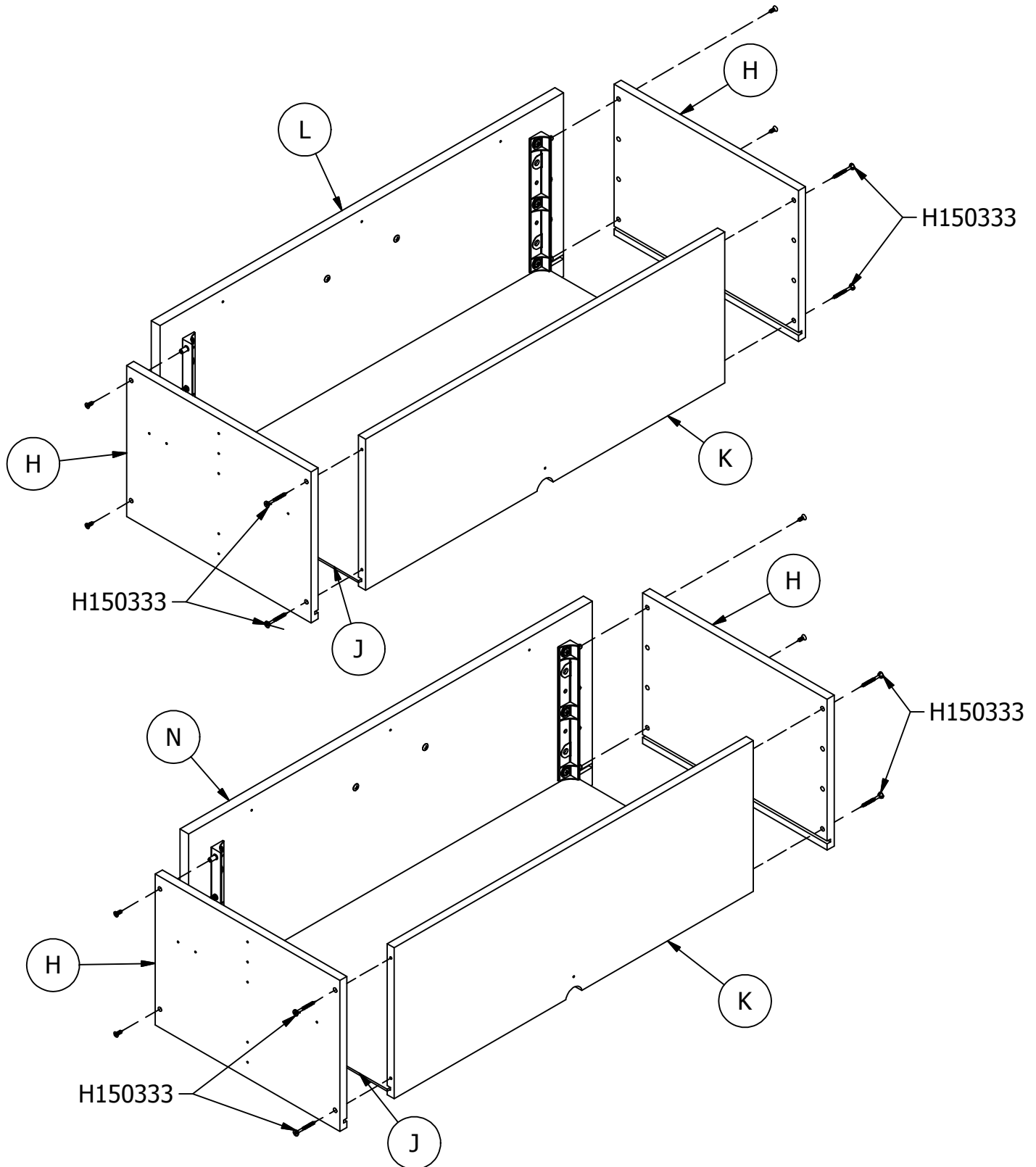
Have an assembly question or need a replacement part? Just call  
, we are here to help.

# STEP 2

# Build Drawers

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

H150333 [ 8 ]  
#8 x 1-1/2"

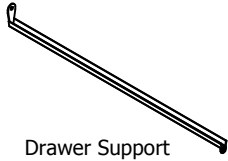


Have an assembly question or need a replacement part? Just call  
, we are here to help.

# STEP 3

# Install Support

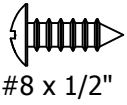
H173172



[ 2 ]

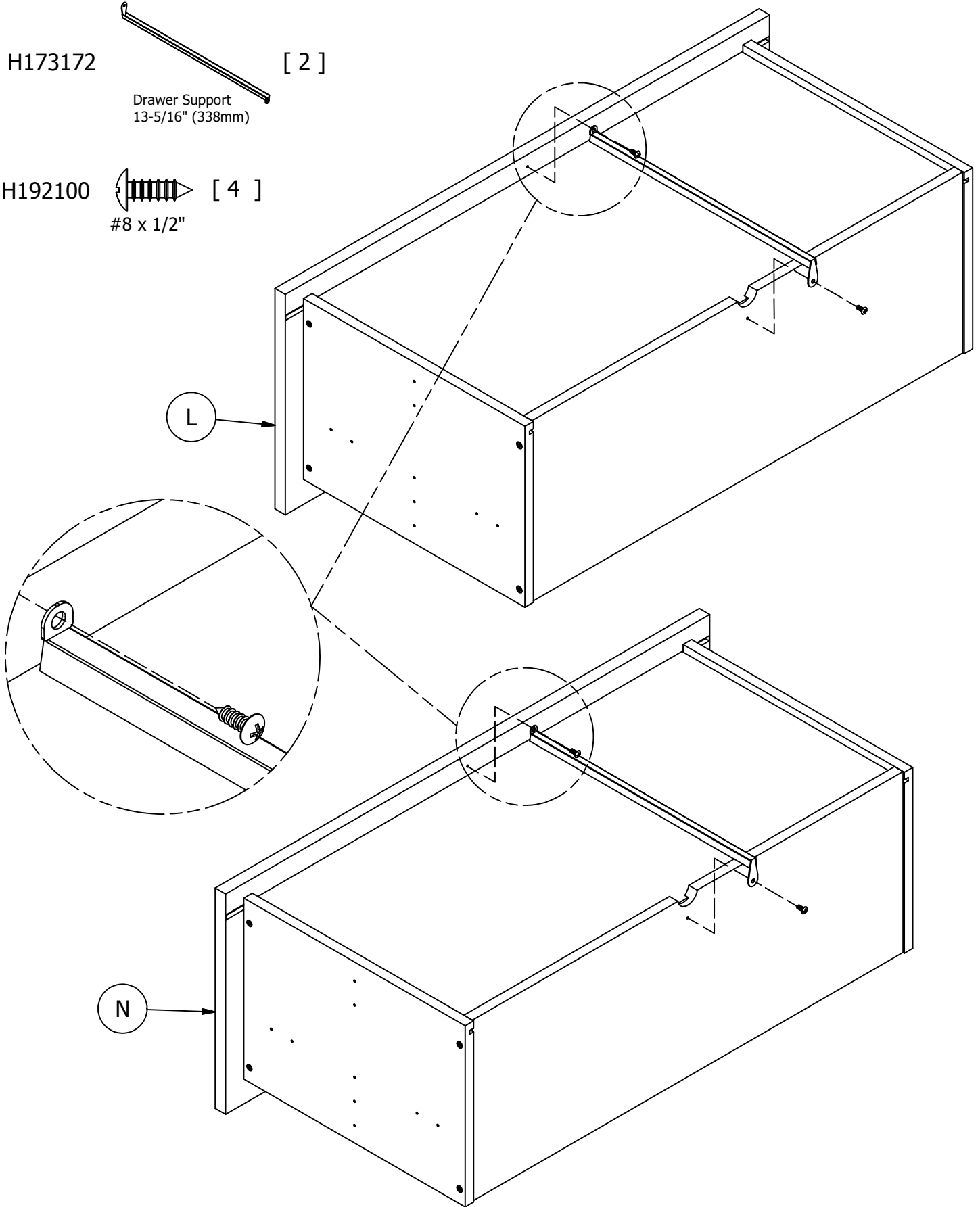
Drawer Support  
13-5/16" (338mm)

H192100



[ 4 ]

#8 x 1/2"



Have an assembly question or need a replacement part? Just call  
, we are here to help.

# STEP 4

# Separate Slides

Scan QR Code to Watch Video on:

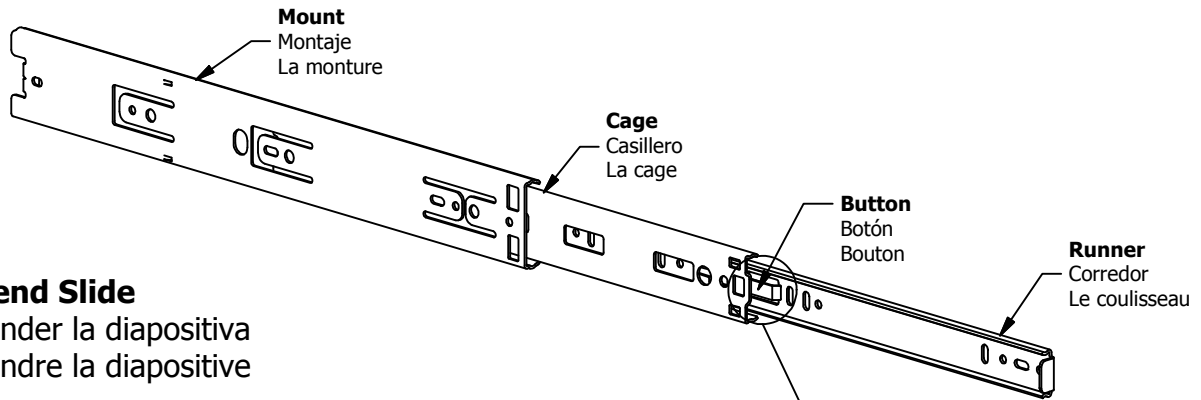


How to Separate and Install Drawer Slides

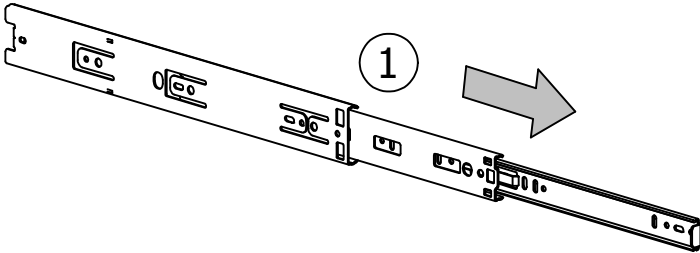
**Slides Must Be Separated Before Assembly.  
After Separated, Set Aside Until Needed for Assembly.**

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

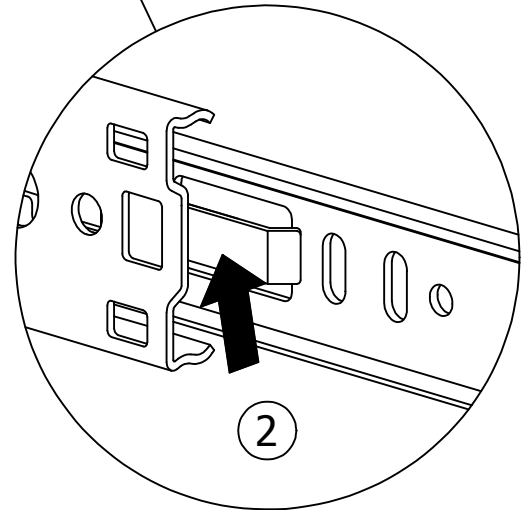
Les glissières doivent être séparées avant l'assemblage.  
Après la séparation, mettez de côté jusqu'au moment de l'assemblage.



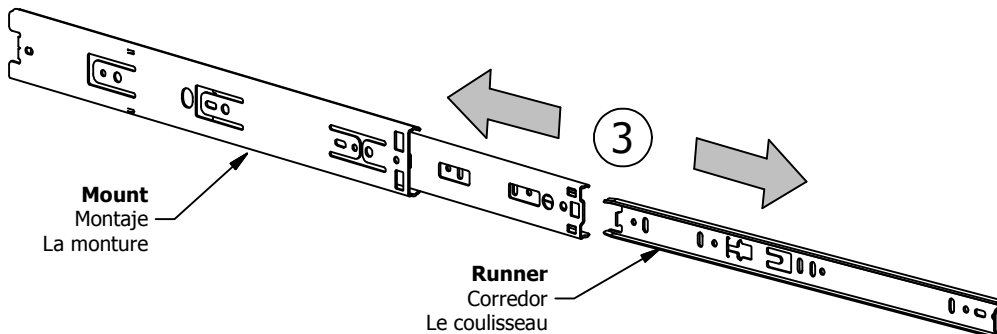
**STEP 1: Extend Slide**  
Extender la diapositiva  
Extendre la diapositive



**STEP 2: Push Button**  
Presionar el botón  
Bouton poussoir



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



Have an assembly question or need a replacement part? Just call , we are here to help.

# STEP 5


# Install Slide Runners

Scan QR Code to Watch Video on:



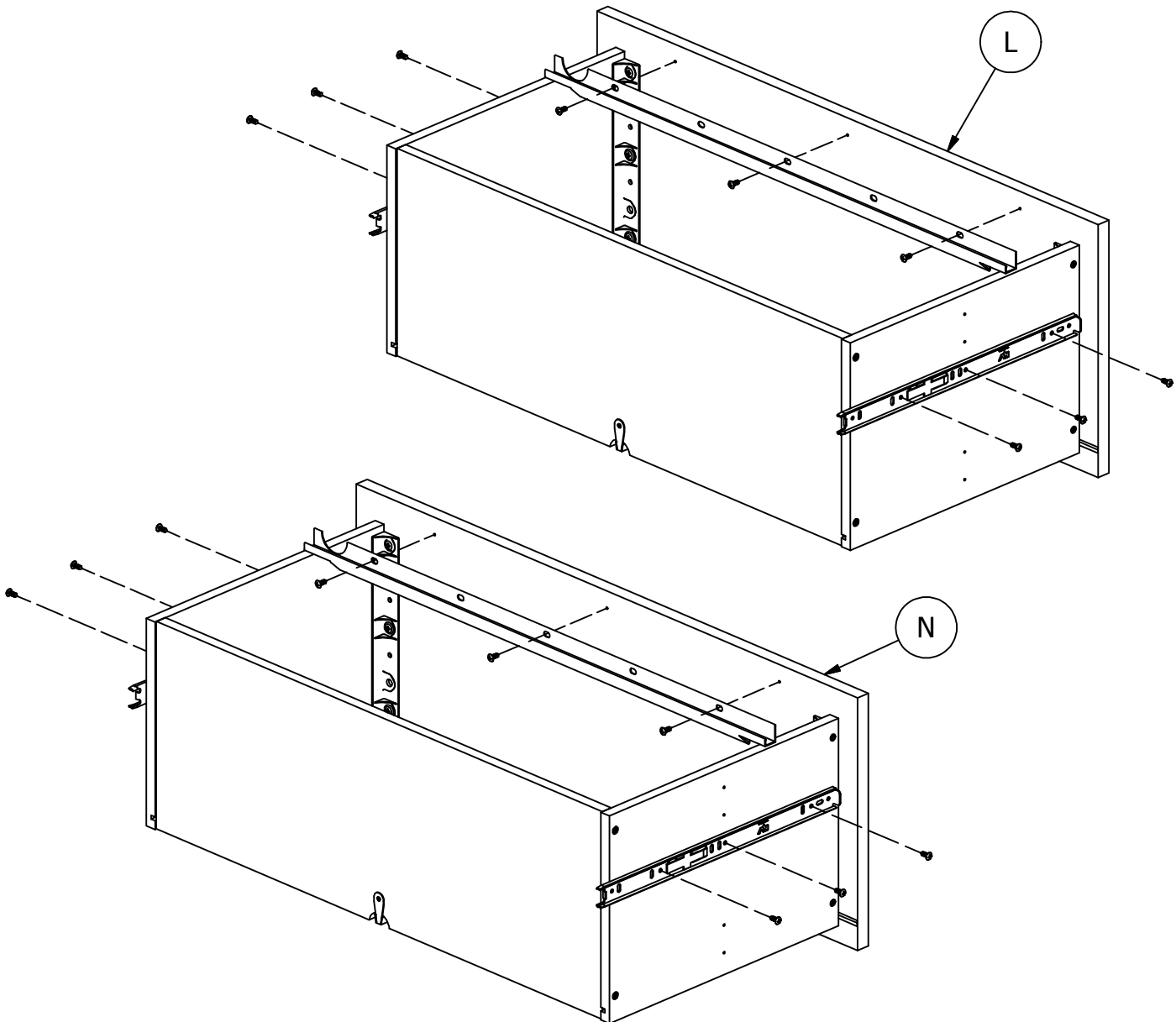
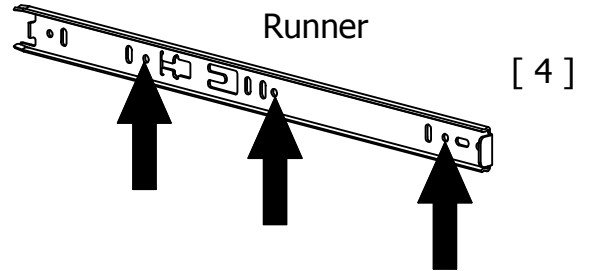
How to Separate and Install Drawer Slides

## Update

H192100  [ 18 ]  
#8 x 1/2"

H184651 [ 2 ]

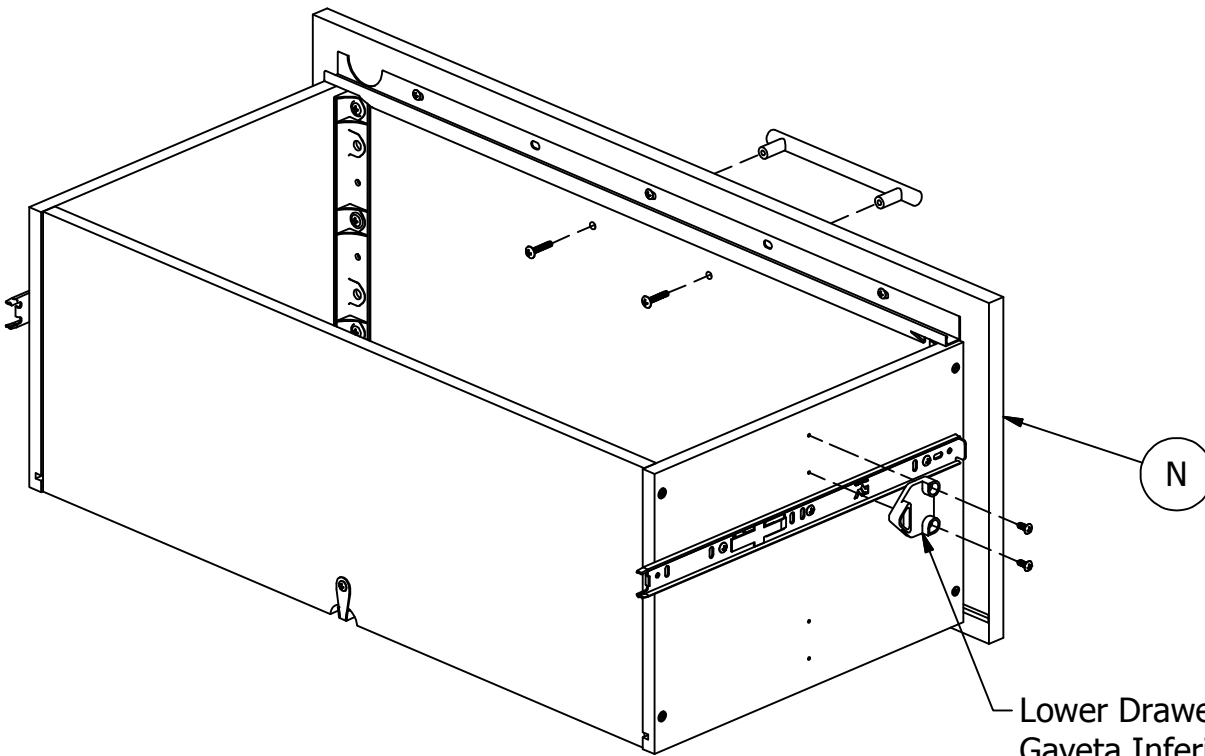
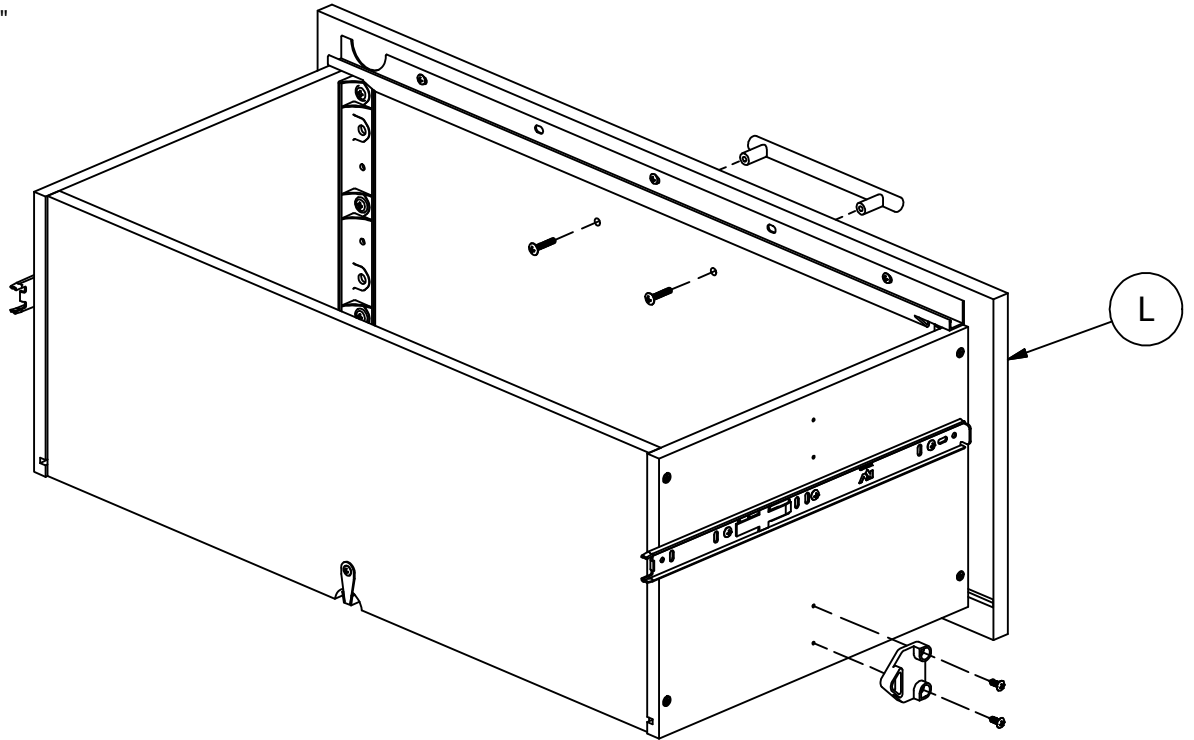
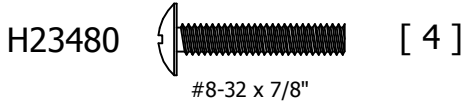
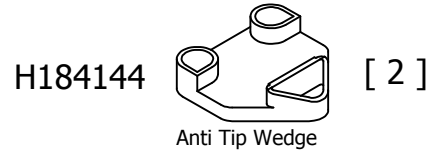
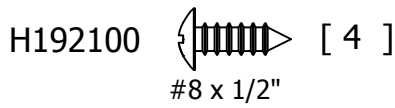
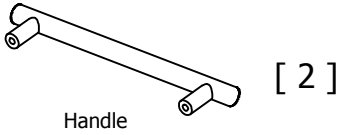
Front File Extrusion  
26-15/16" (684mm)



Have an assembly question or need a replacement part? Just call , we are here to help.

# STEP 6

# Attach hardware



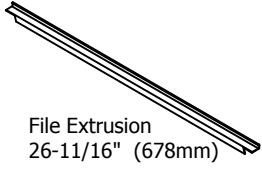
Lower Drawer  
Gaveta Inferior  
Tirior Inférieur

Have an assembly question or need a replacement part? Just call , we are here to help.

# STEP 7

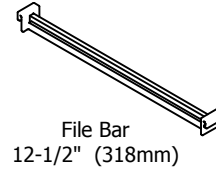
# Install Hardware

H95581



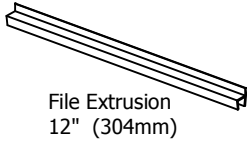
[ 2 ]

H89793

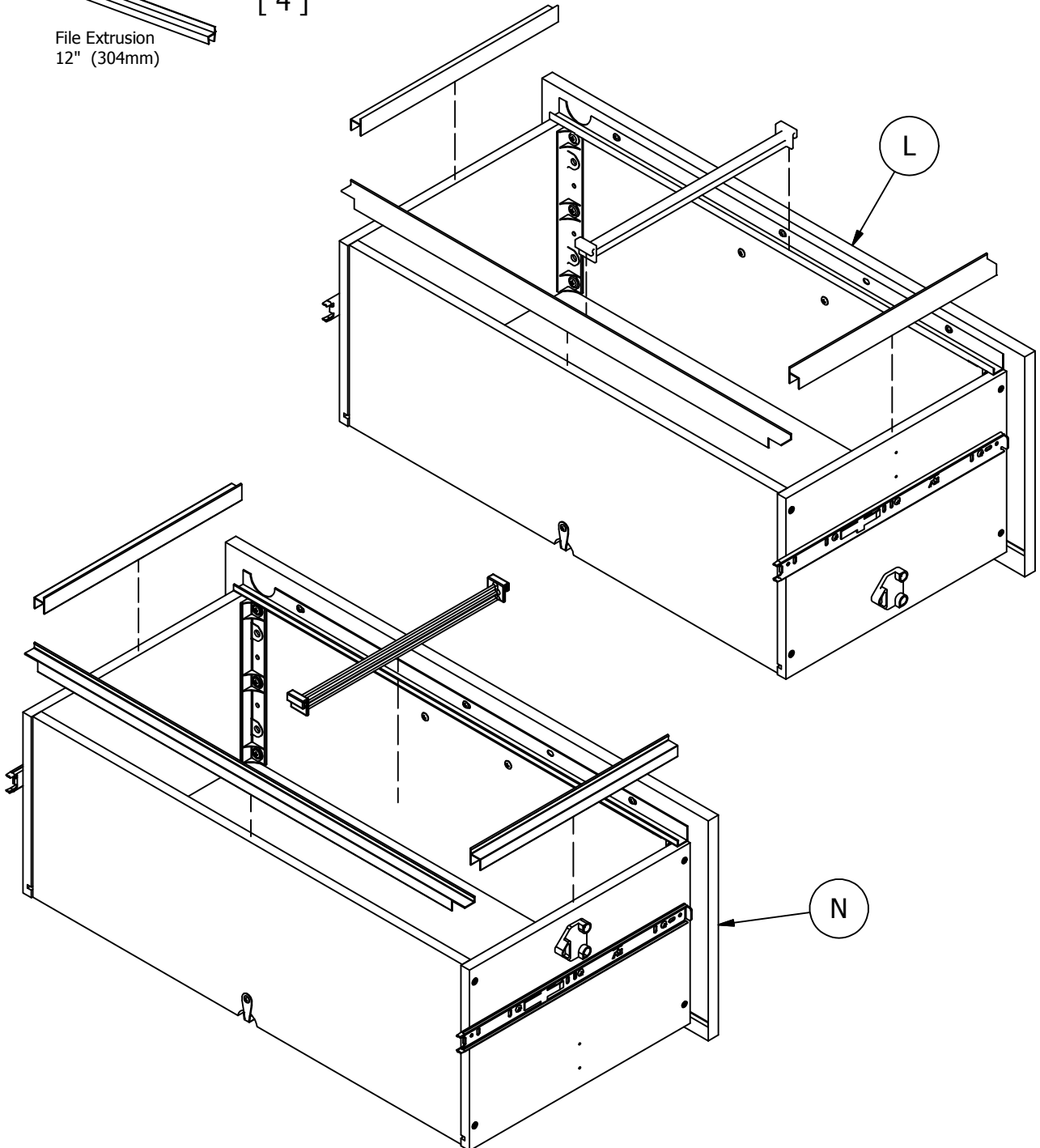


[ 2 ]

H94928



[ 4 ]

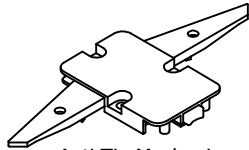


Have an assembly question or need a replacement part? Just call  
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# STEP 8

# Attach Hardware

H184145



[ 1 ]

Anti Tip Mechanism

H72988



[ 2 ]

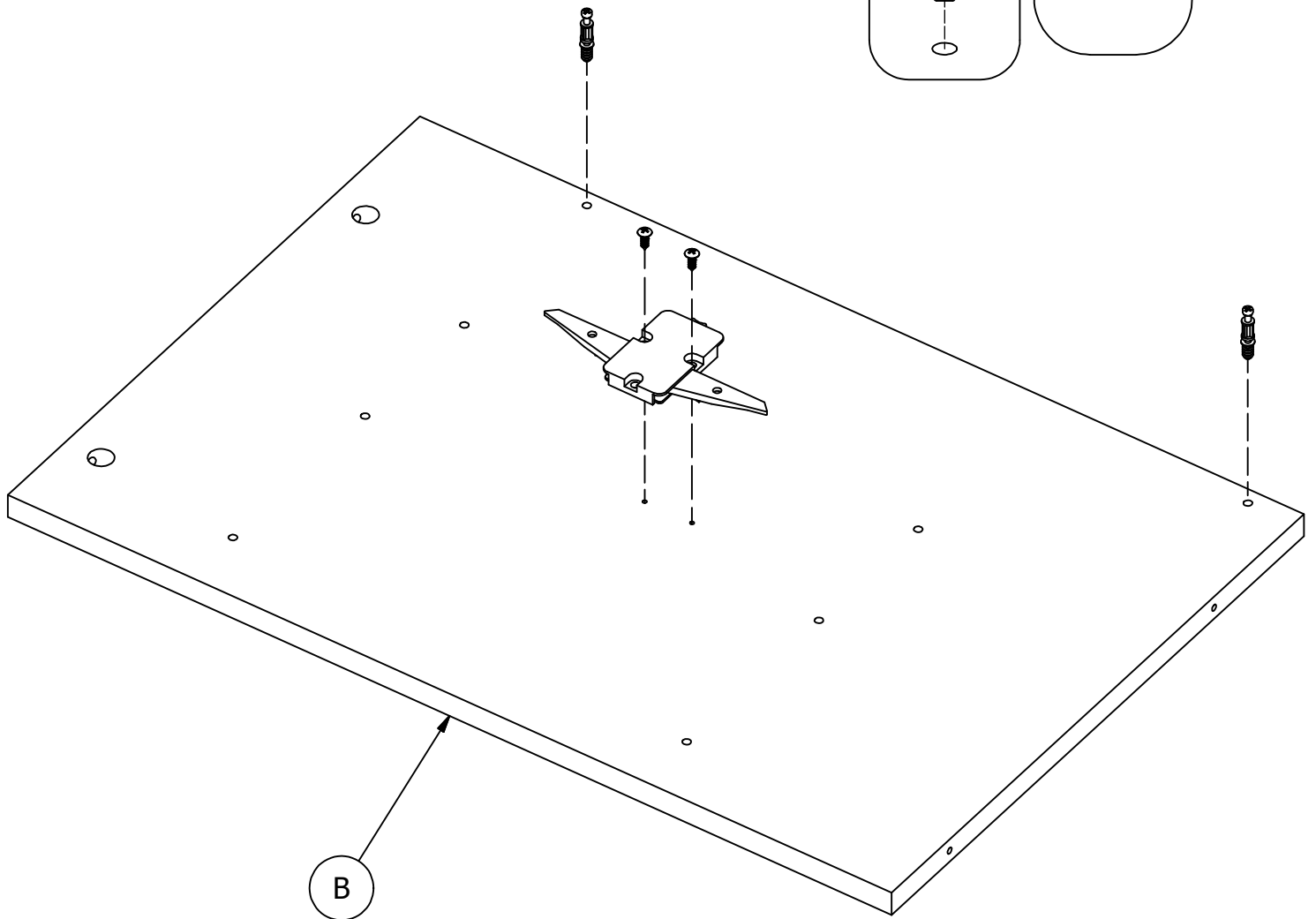
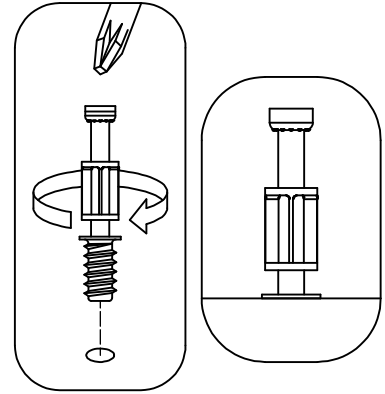
KD Bolt

H192100



[ 2 ]

#8 x 1/2"



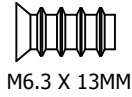
Have an assembly question or need a replacement part? Just call  
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Scan QR Code to Watch Video on:

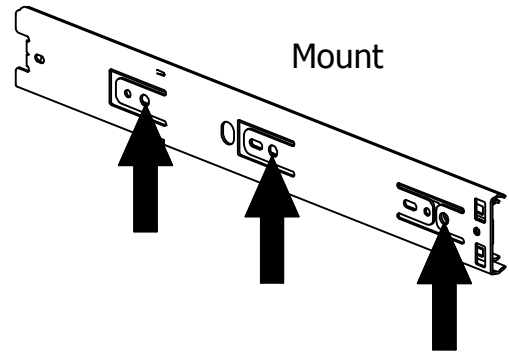


How to Separate and Install Drawer Slides

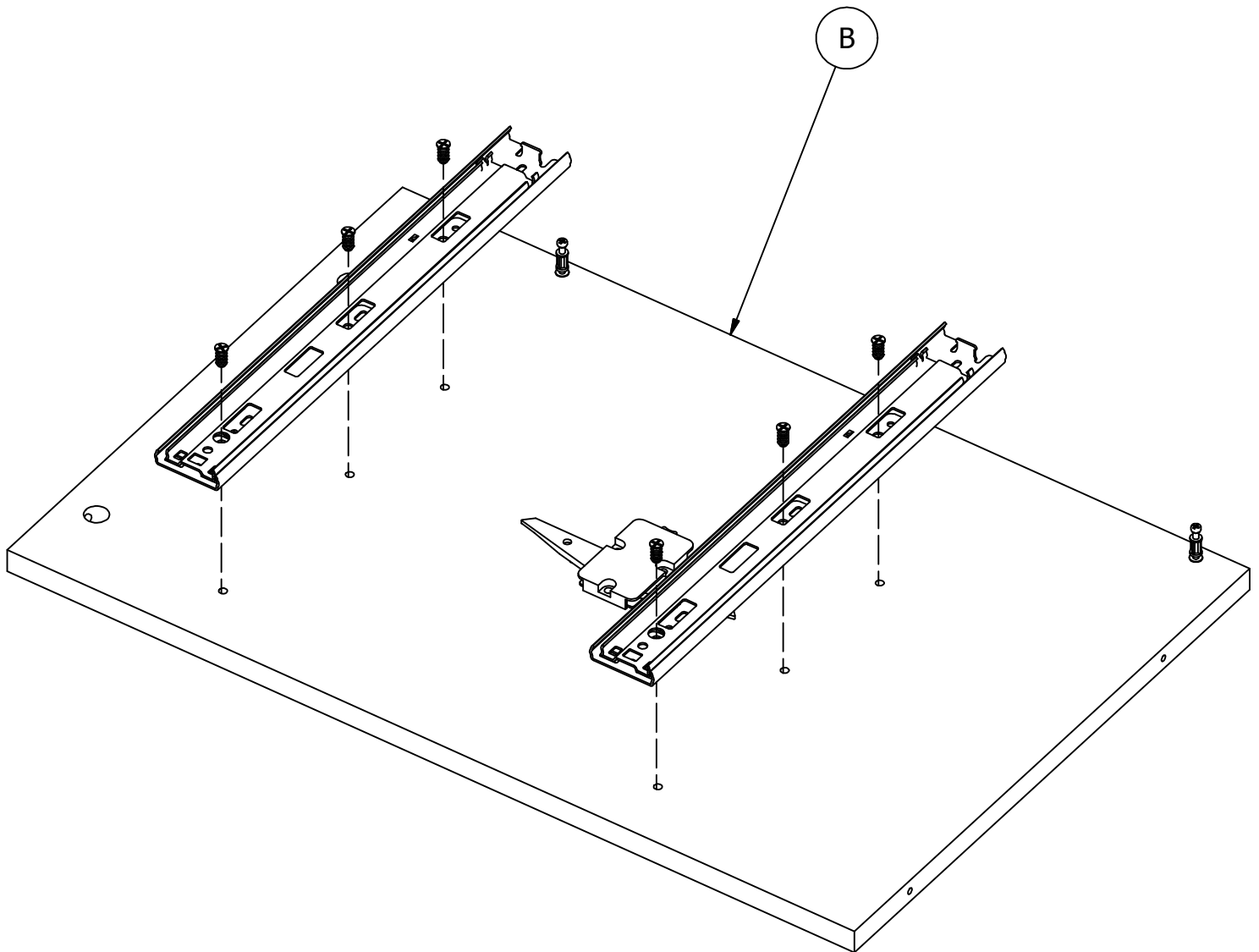
H195734



[ 6 ]



[ 2 ]



May need to move cage to insert screw.  
Sera necesario mover el casillero para poder colocar el tornillo.  
Vous devrez peut-être déplacer la cage pour insérer la vis.

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

# STEP 10

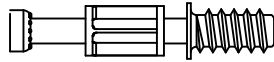
# Install Mounts

Scan QR Code to Watch Video on:



How to Separate and Install Drawer Slides

H72988 [ 2 ]

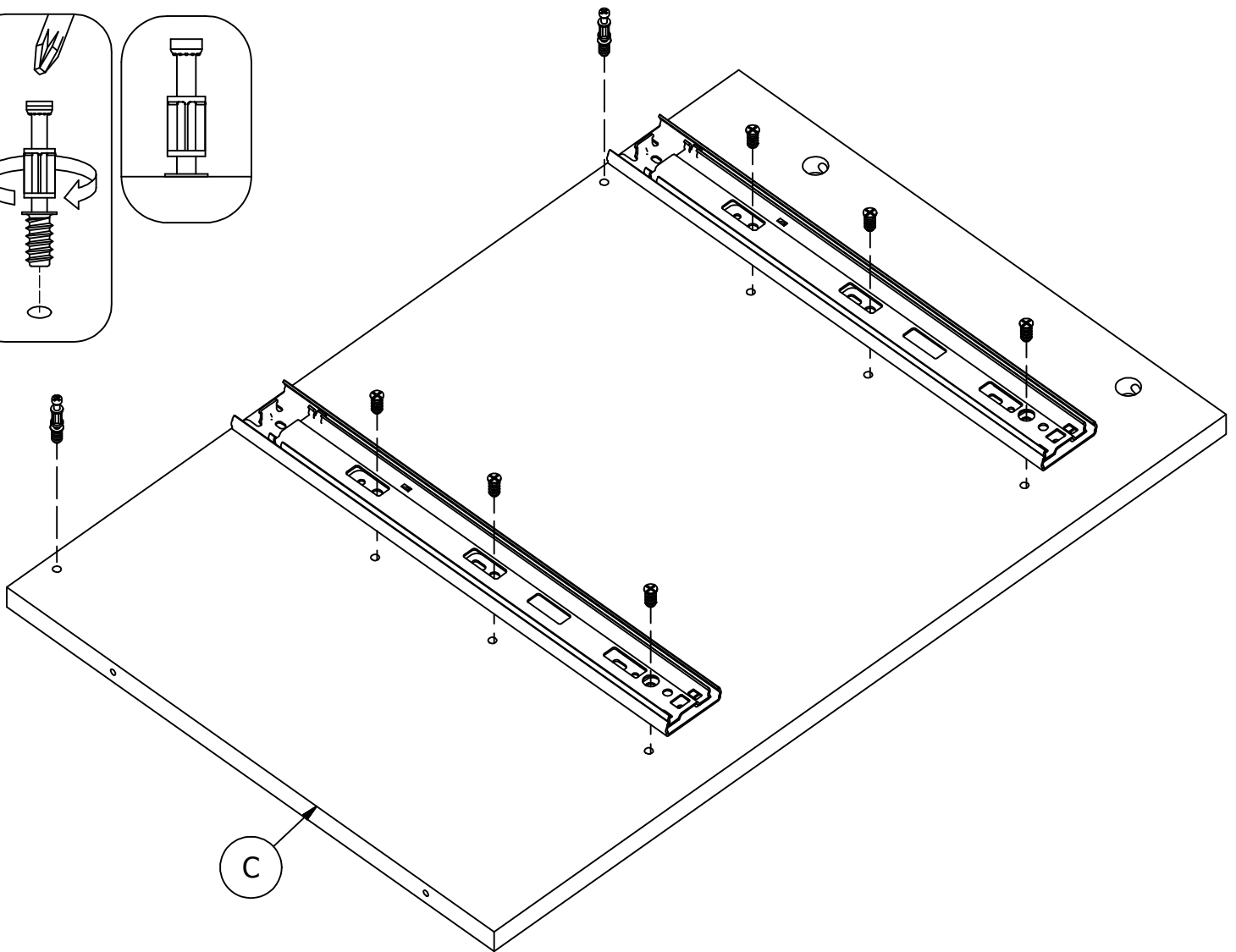
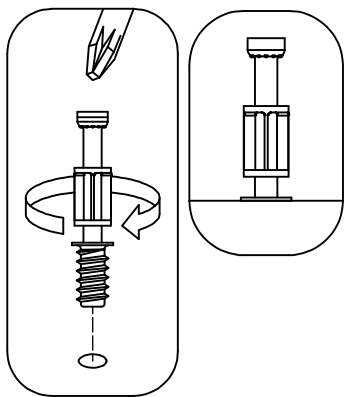
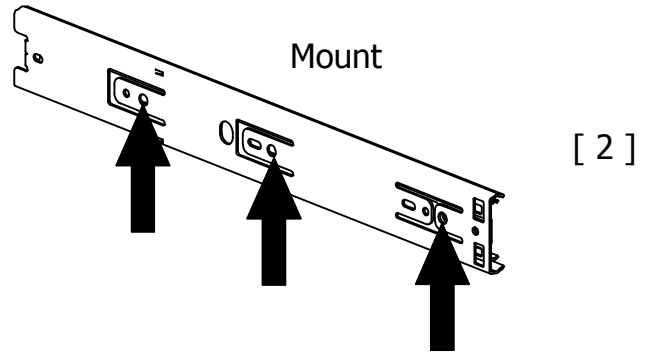


KD Bolt

H195734 [ 6 ]



M6.3 X 13MM



May need to move cage to insert screw.  
Será necesario mover el casillero para poder colocar el tornillo.  
Vous devrez peut-être déplacer la cage pour insérer la vis.

Have an assembly question or need a replacement part? Just call , we are here to help.

# STEP 11

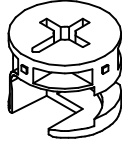
# Assemble Panels

Scan QR Code to Watch Video on:



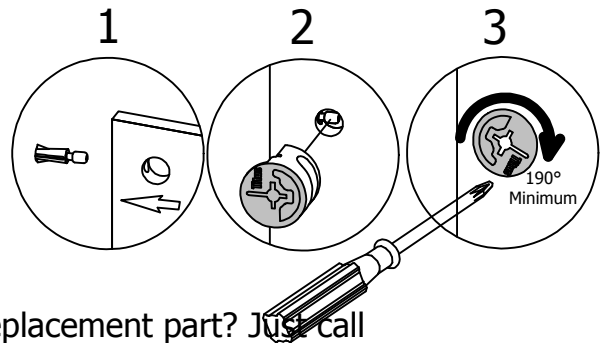
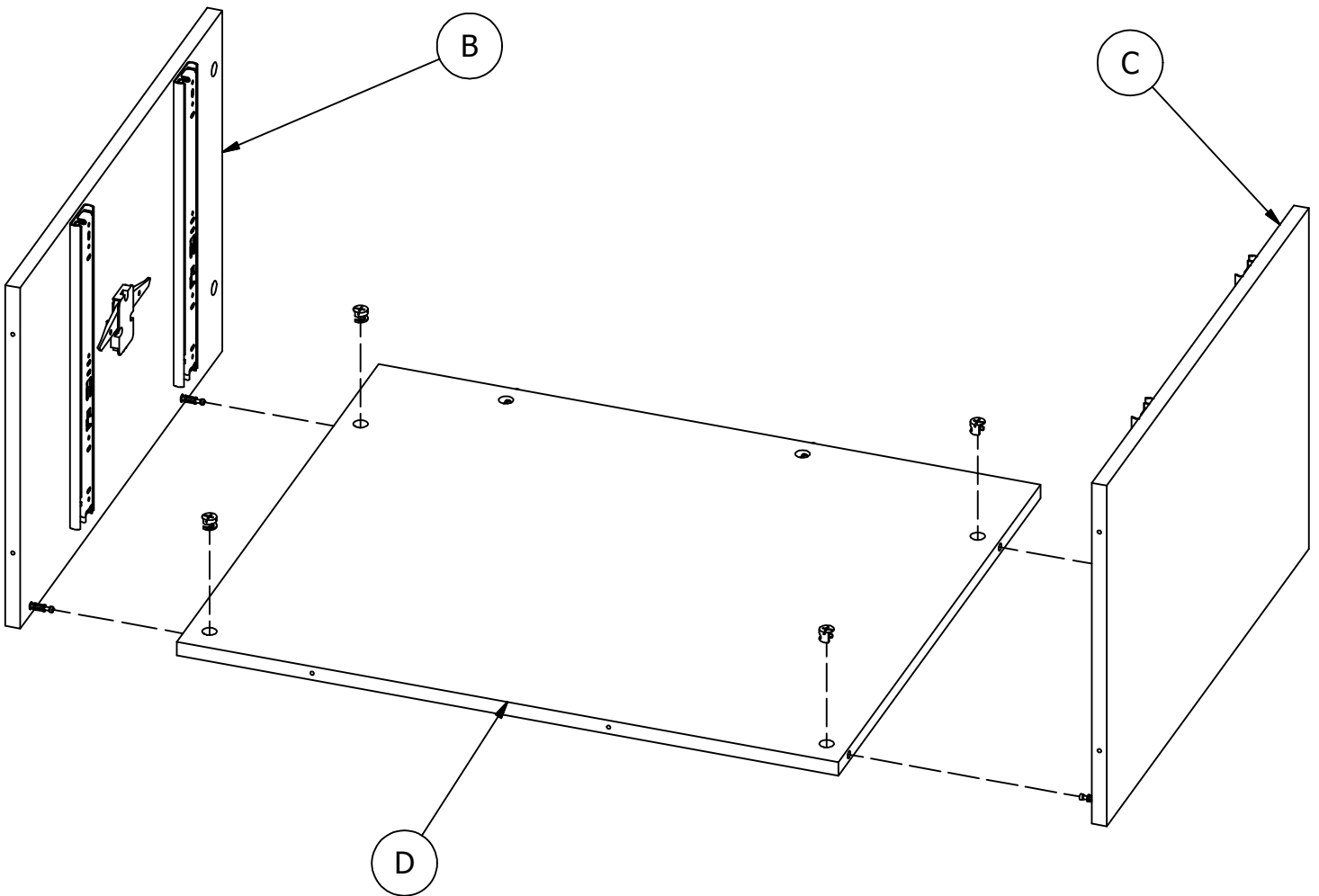
How to Tighten KD Cams

H71659



KD Cam

[ 4 ]

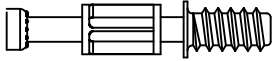


Have an assembly question or need a replacement part? Just call , we are here to help.

# STEP 12

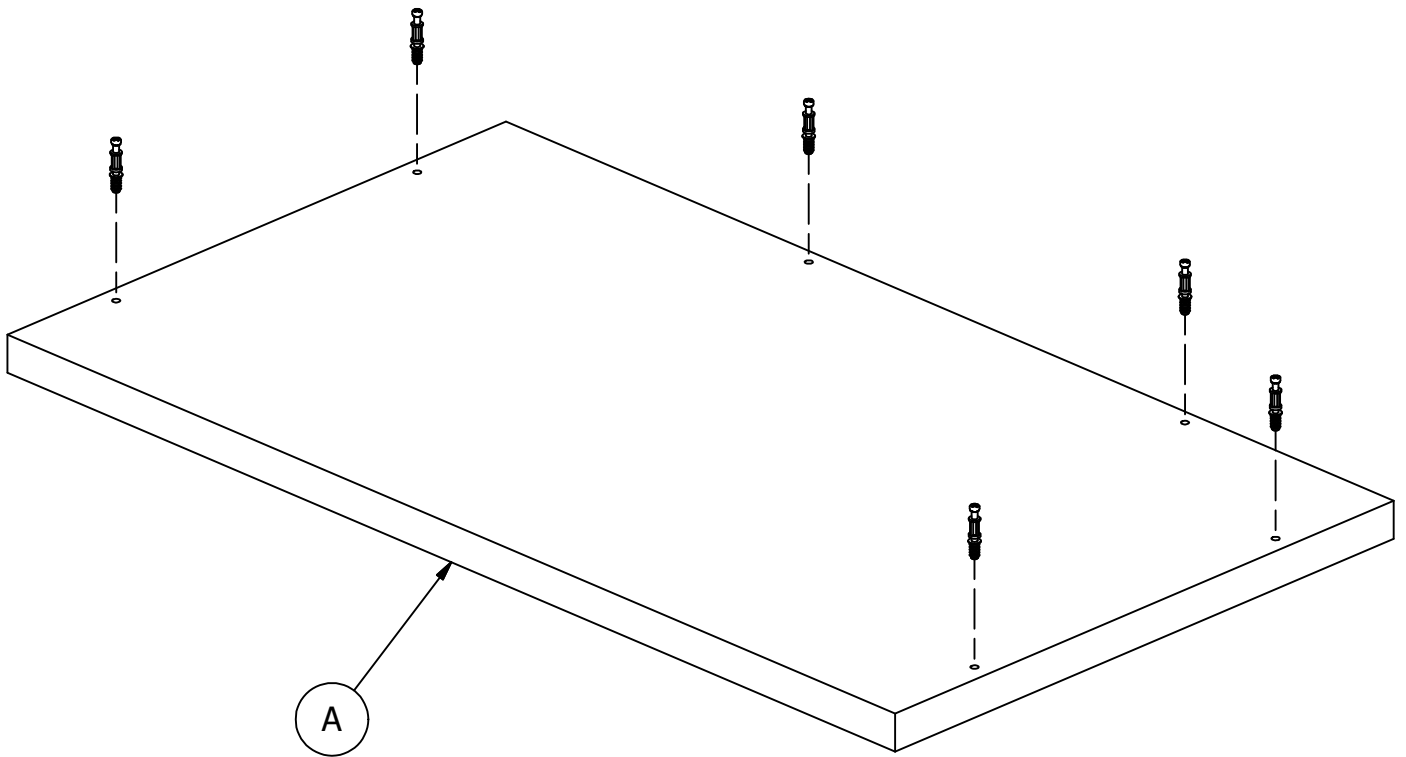
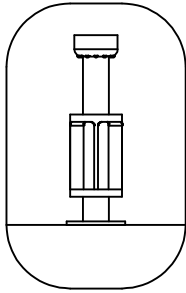
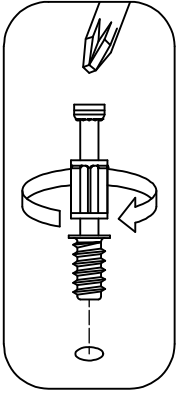
# Assemble Panels

H72988



[ 6 ]

KD Bolt



Have an assembly question or need a replacement part? Just call  
, we are here to help.

# STEP 13

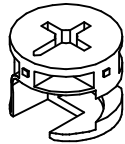
# Assemble Panels

Scan QR Code to Watch Video on:



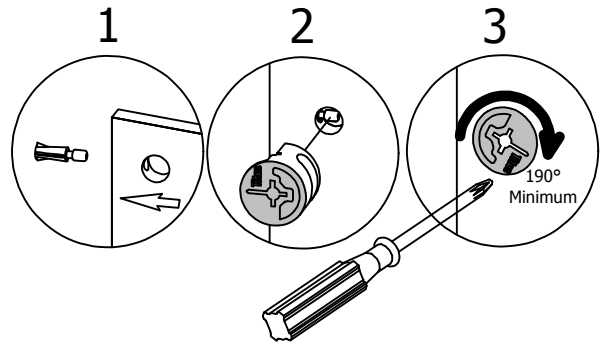
How to Tighten KD Cams

H71659

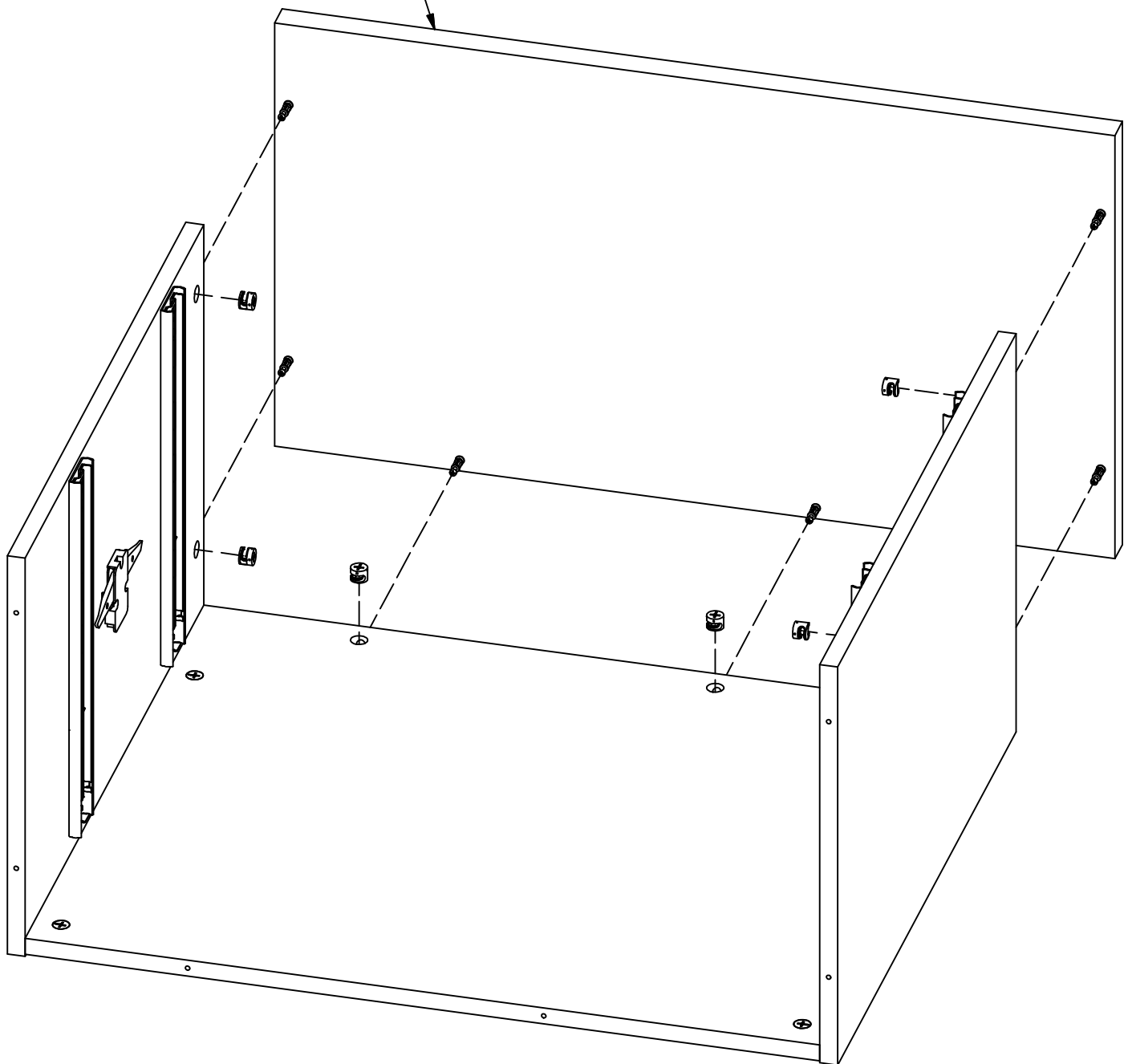


KD Cam

[ 6 ]



A

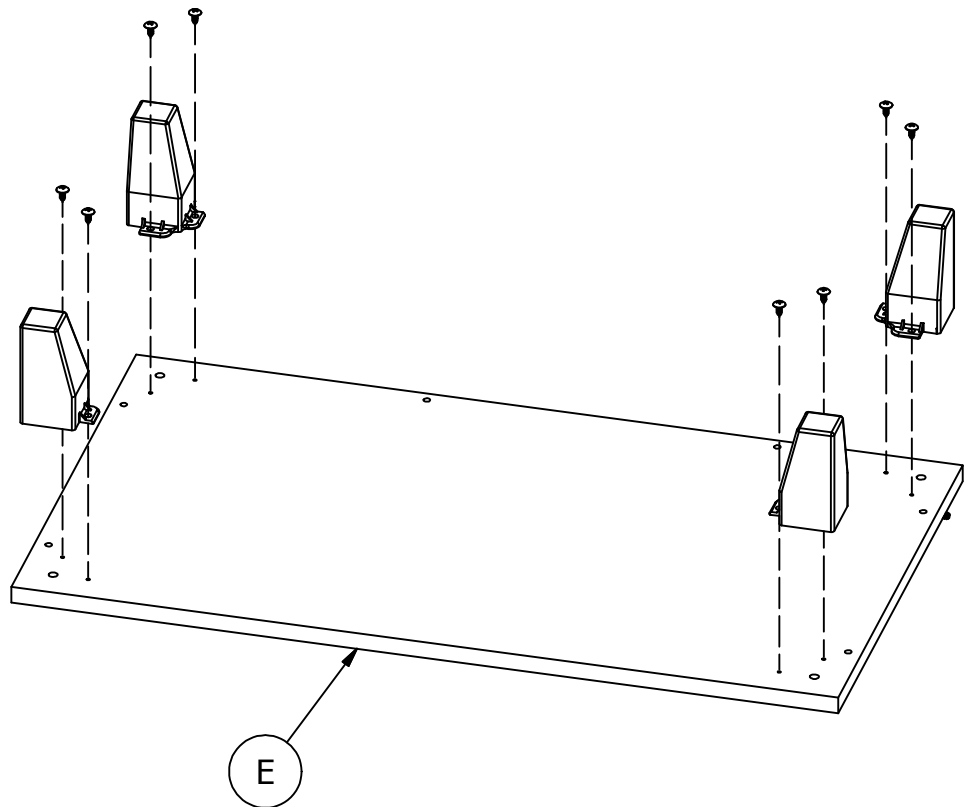
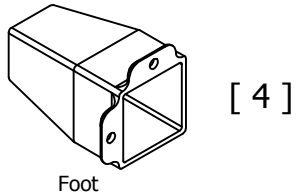


Have an assembly question or need a replacement part? Just call , we are here to help.

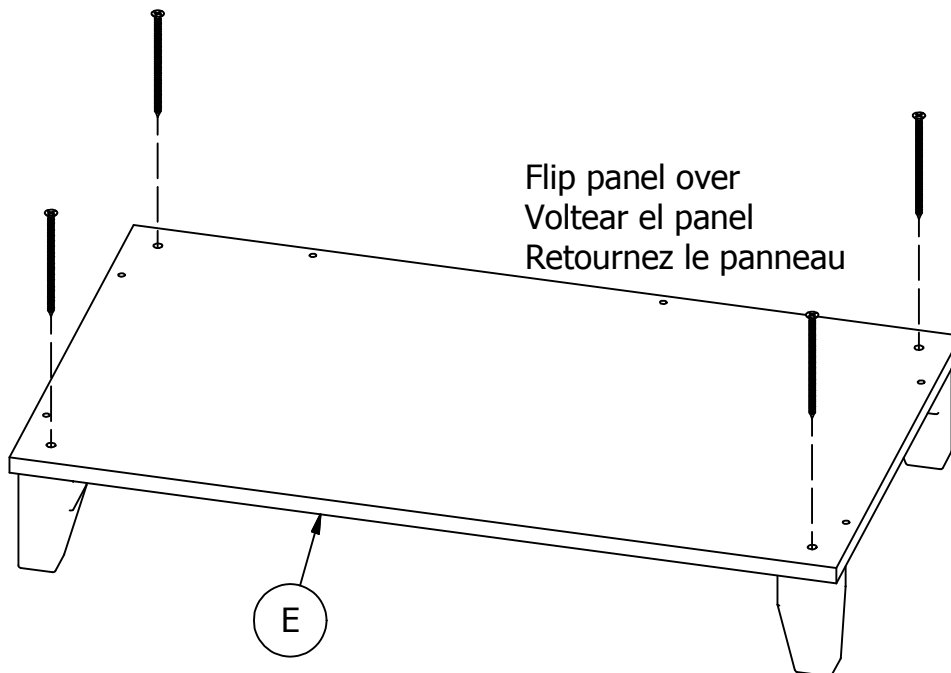
# STEP 14

# Prepare Panel

H35251 [ 8 ]  
Black #10 x 1/2"



H143460 [ 4 ]  
#12 x 4"

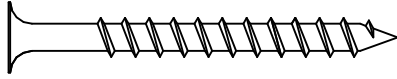


Have an assembly question or need a replacement part? Just call  
, we are here to help.

# STEP 15

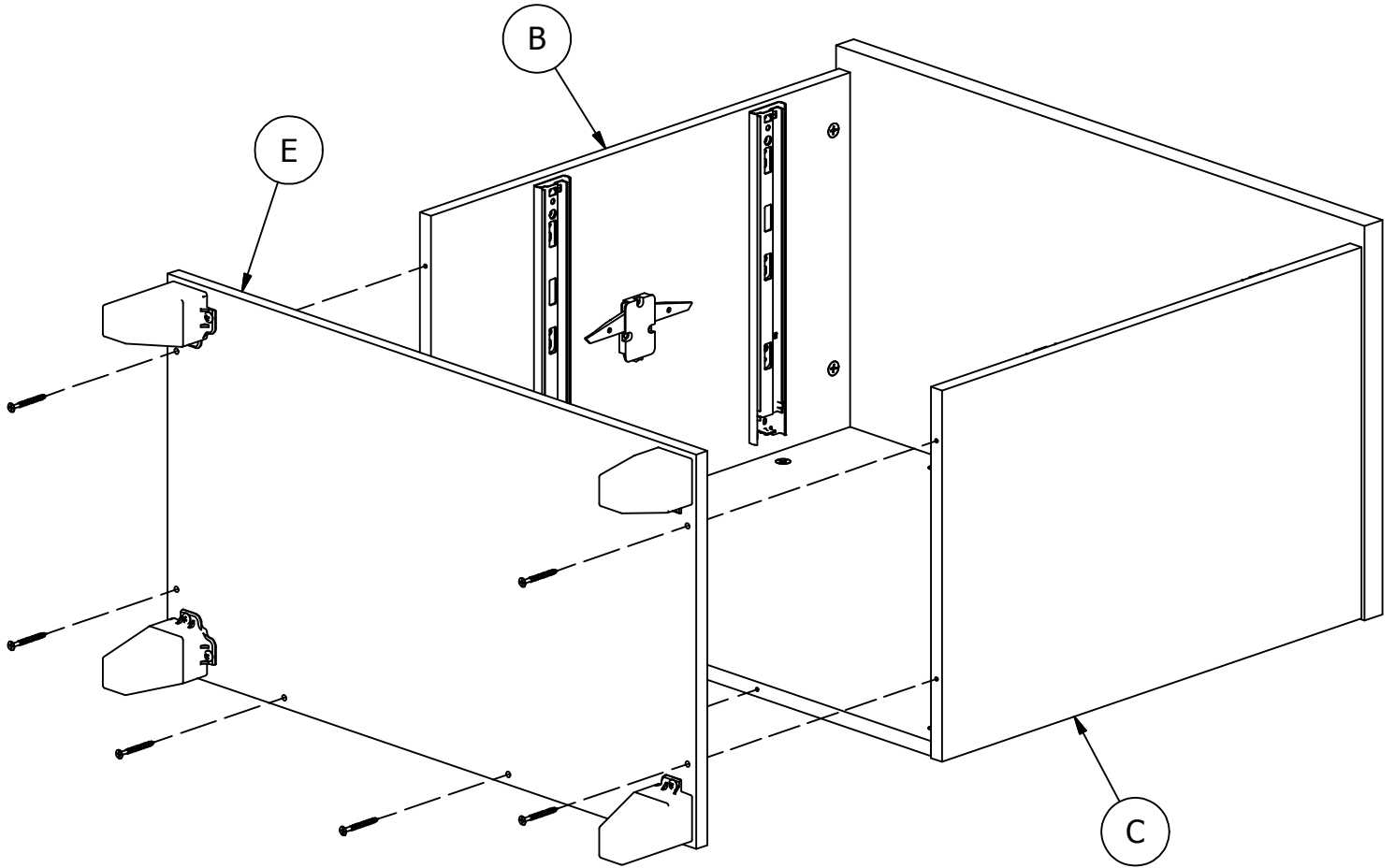
# Assemble Panels

H23491



[ 6 ]

#10 x 2"



Have an assembly question or need a replacement part? Just call  
, we are here to help.

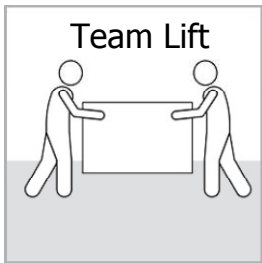
# STEP 16

# Insert Drawer

Scan QR Code to Watch Video on:

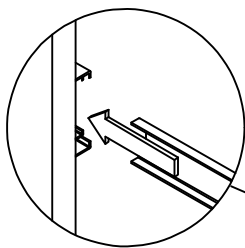
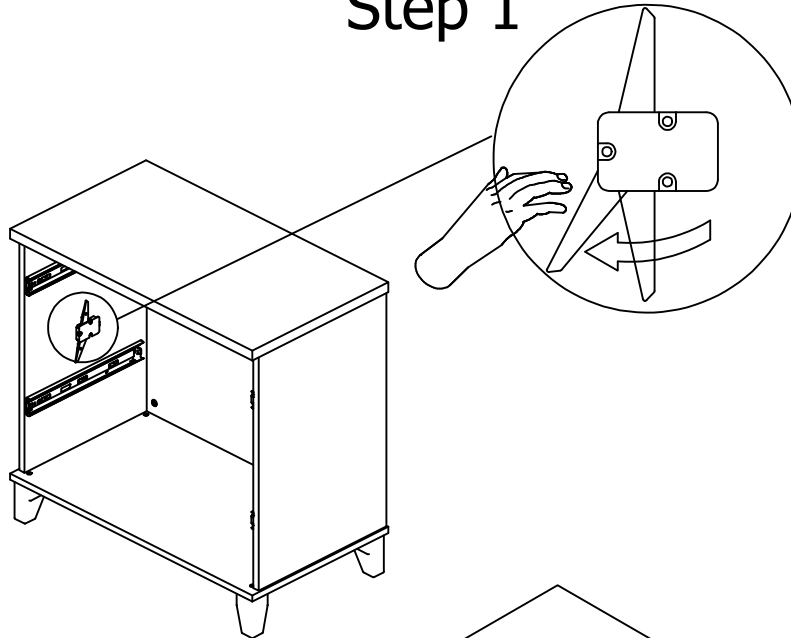


How to Separate and Install Drawer Slides

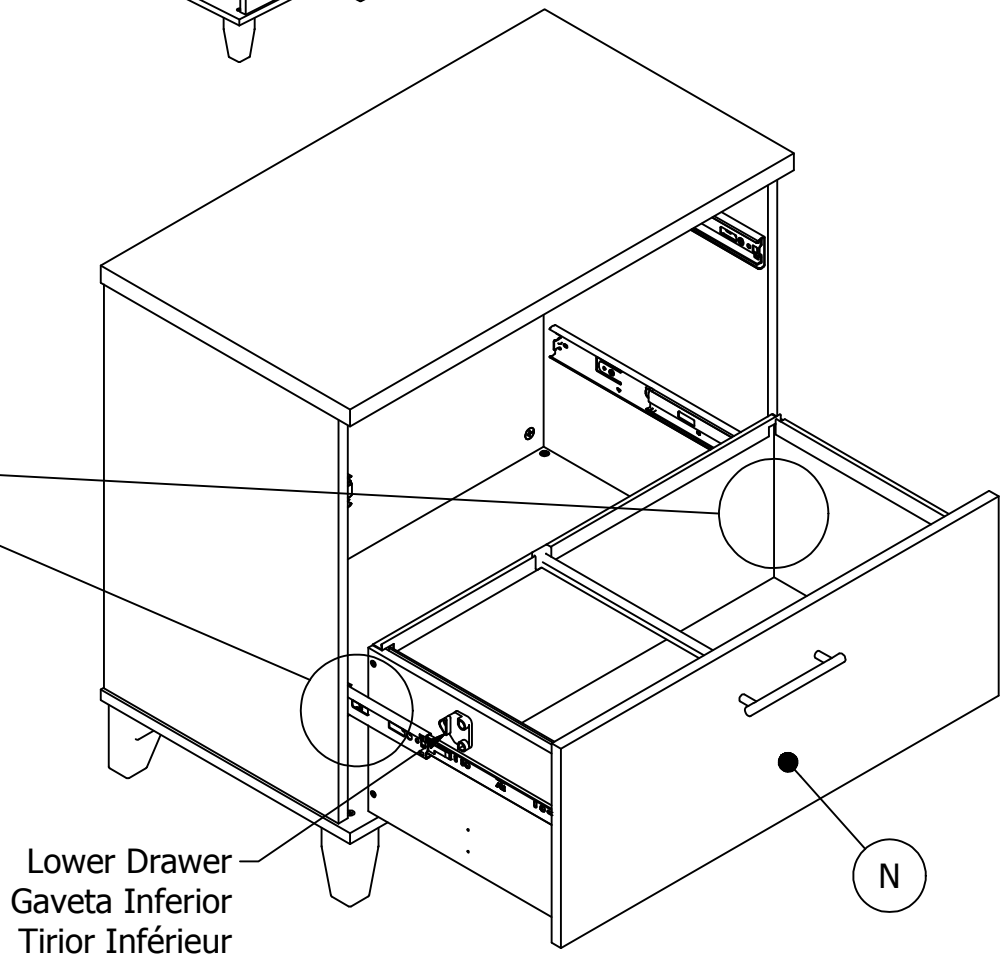


Move arm to locked position (click)  
Mueva el brazo a la posición bloqueada (haga clic)  
Déplacer le bras en position verrouillée (cliquer)

## Step 1



## Step 2



Lower Drawer  
Gaveta Inferior  
Tirior Inférieur

Have an assembly question or need a replacement part? Just call , we are here to help.

# STEP 17

# Insert Drawer

Scan QR Code to  
Watch Video on:

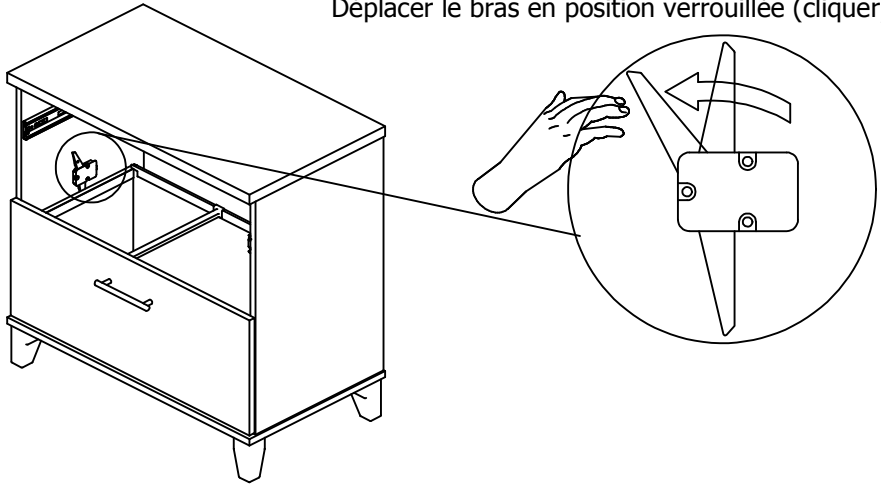


How to Separate  
and Install Drawer  
Slides

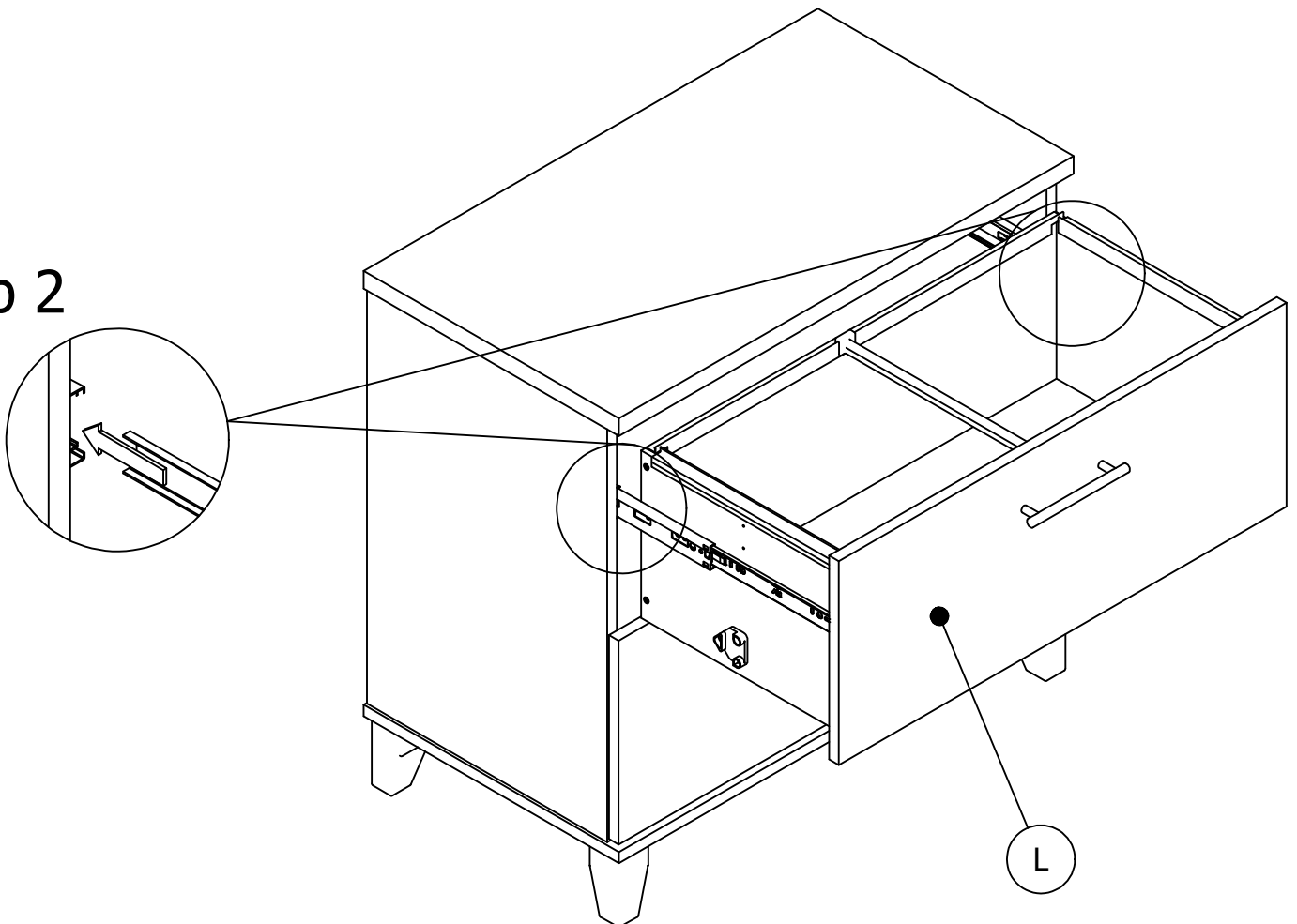


## Step 1

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



## Step 2



Have an assembly question or need a replacement part? Just call  
, we are here to help.

# STEP 18

# Adjust Drawer

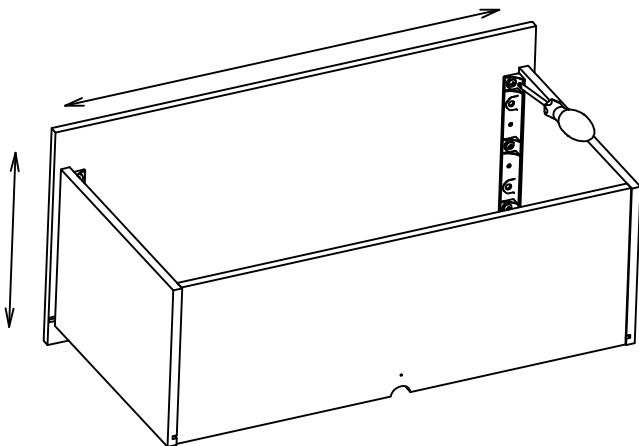
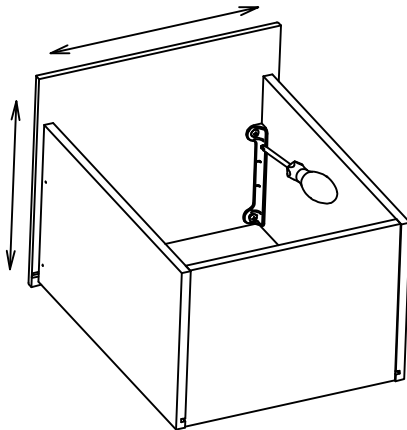
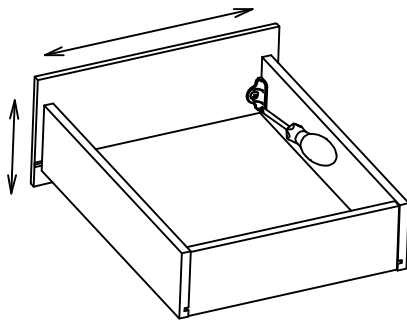
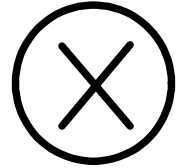
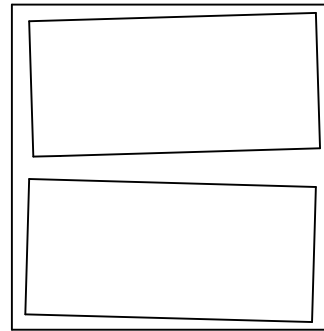
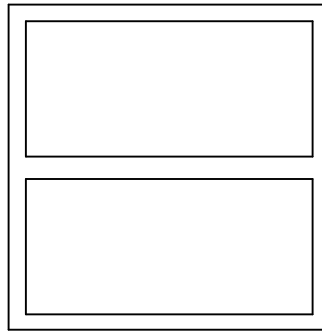
Scan QR Code to Watch Video on:



How to Adjust Drawer Fronts

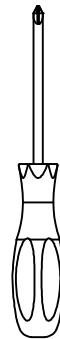


DRAWER FRONT VIEW



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 , we are here to help.

## STEP 19

## Maximum Loading and Cleaning

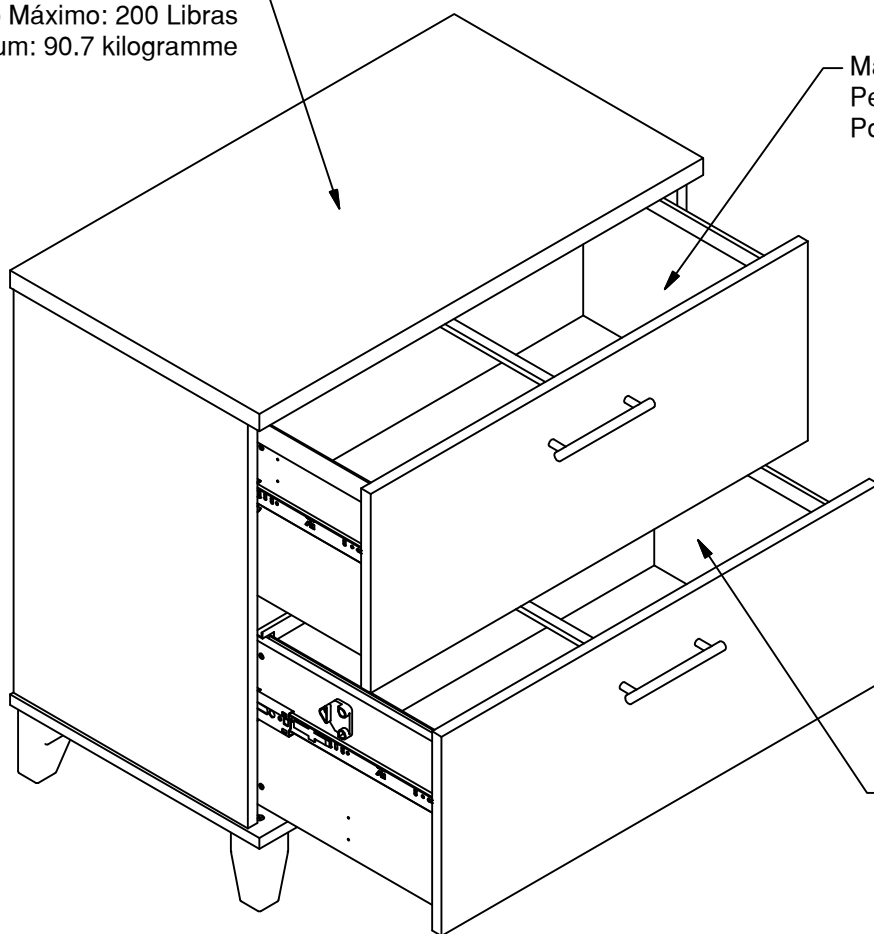
Scan QR Code to  
Watch Video on:



How to Clean  
the Surface

Gently clean surfaces with  
a damp sponge eraser.

Maximum Weight: 200 Lbs.  
Peso Máximo: 200 Libras  
Poids Maximum: 90.7 kilogramme



Maximum Weight: 56 Lbs.  
Peso Máximo: 56 Libras  
Poids Maximum: 25.4 kilogramme

Maximum Weight: 57 Lbs.  
Peso Máximo: 57 Libras  
Poids Maximum: 25.8 kilogramme

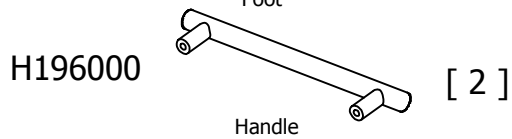
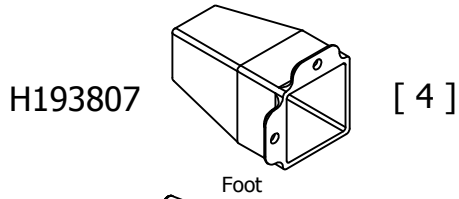
Congratulations! You are all done. If  
you have any questions or concerns,  
please call.

Have an assembly question or need a replacement part? Just call  
, we are here to help.

# PARTS LIST

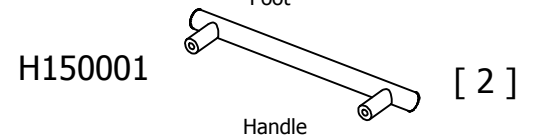
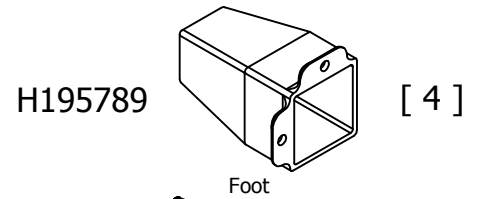
## WC81080

A	[ 1 ]	W200557
B	[ 1 ]	W196123
C	[ 1 ]	W196124
D	[ 1 ]	W193946
E	[ 1 ]	W196126
H	[ 4 ]	W195638
J	[ 2 ]	W182006
K	[ 2 ]	W195675
L	[ 1 ]	W195704
N	[ 1 ]	W195705



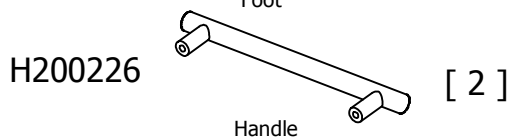
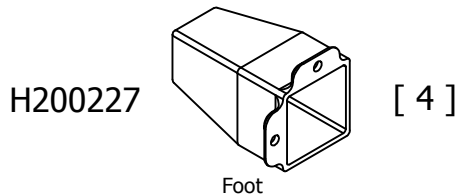
## WC81180

A	[ 1 ]	W200534
B	[ 1 ]	W200535
C	[ 1 ]	W200536
D	[ 1 ]	W200537
E	[ 1 ]	W200538
H	[ 4 ]	W195638
J	[ 2 ]	W182006
K	[ 2 ]	W195675
L	[ 1 ]	W200539
N	[ 1 ]	W200540



## WC81380

A	[ 1 ]	W200440
B	[ 1 ]	W200441
C	[ 1 ]	W200442
D	[ 1 ]	W200443
E	[ 1 ]	W200444
H	[ 4 ]	W195638
J	[ 2 ]	W182006
K	[ 2 ]	W195675
L	[ 1 ]	W200445
N	[ 1 ]	W200446

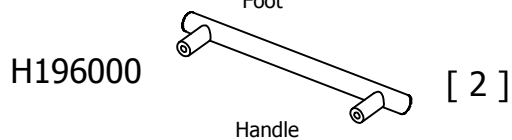
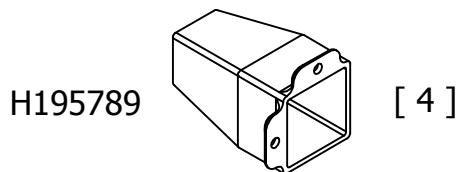


Have an assembly question or need a replacement part? Just call  
 , we are here to help.

# PARTS LIST

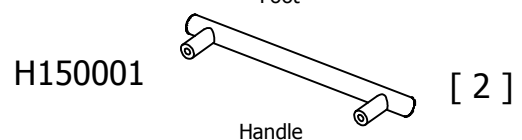
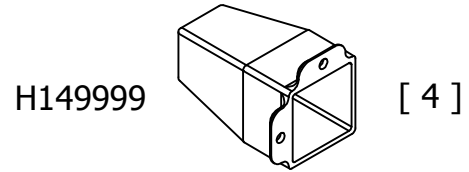
## WC81280

A	[ 1 ]	W195915
B	[ 1 ]	W195916
C	[ 1 ]	W195917
D	[ 1 ]	W195918
E	[ 1 ]	W195919
H	[ 4 ]	W195638
J	[ 2 ]	W182006
K	[ 2 ]	W195675
L	[ 1 ]	W195920
N	[ 1 ]	W195921



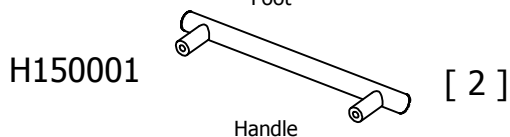
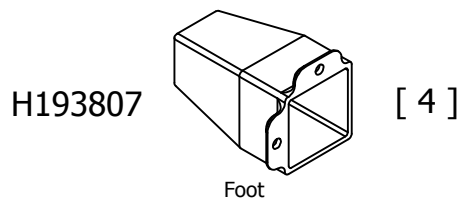
## WC81480

A	[ 1 ]	W187339
B	[ 1 ]	W195698
C	[ 1 ]	W195699
D	[ 1 ]	W187342
E	[ 1 ]	W187343
H	[ 4 ]	W195638
J	[ 2 ]	W182006
K	[ 2 ]	W195675
L	[ 1 ]	W195700
N	[ 1 ]	W195701



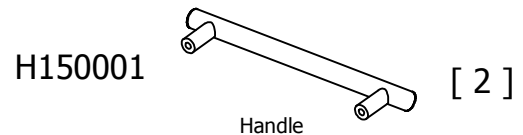
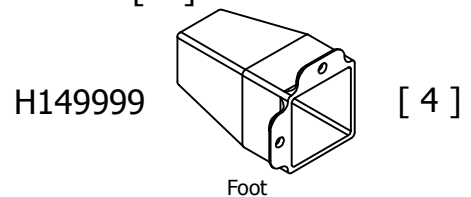
## WC81580

A	[ 1 ]	W193943
B	[ 1 ]	W195702
C	[ 1 ]	W195703
D	[ 1 ]	W193946
E	[ 1 ]	W193947
H	[ 4 ]	W195638
J	[ 2 ]	W182006
K	[ 2 ]	W195675
L	[ 1 ]	W195704
N	[ 1 ]	W195705



## WC81680

A	[ 1 ]	W186625
B	[ 1 ]	W195706
C	[ 1 ]	W195707
D	[ 1 ]	W186628
E	[ 1 ]	W186629
H	[ 4 ]	W195638
J	[ 2 ]	W182006
K	[ 2 ]	W195675
L	[ 1 ]	W195708
N	[ 1 ]	W195709

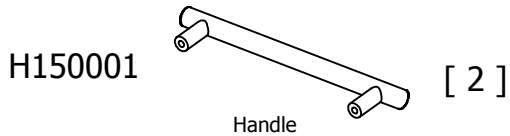
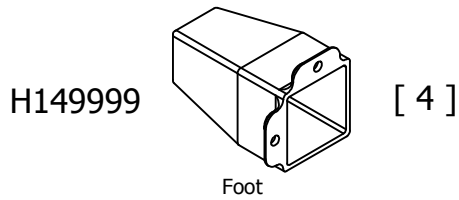


Have an assembly question or need a replacement part? Just call  
**1-800-950-4782**, we are here to help.

# PARTS LIST

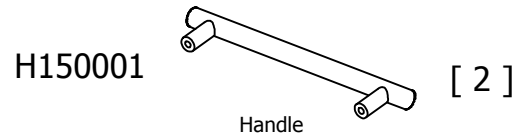
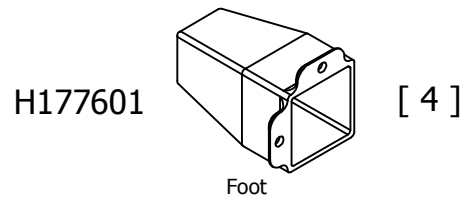
## WC81780

A	[ 1 ]	W187346
B	[ 1 ]	W195711
C	[ 1 ]	W195710
D	[ 1 ]	W187349
E	[ 1 ]	W187350
H	[ 4 ]	W195638
J	[ 2 ]	W182006
K	[ 2 ]	W195675
L	[ 1 ]	W195712
N	[ 1 ]	W195713



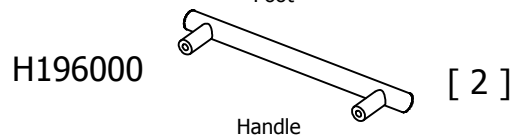
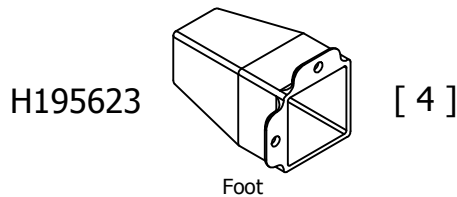
## WC81880

A	[ 1 ]	W187353
B	[ 1 ]	W195714
C	[ 1 ]	W195715
D	[ 1 ]	W187356
E	[ 1 ]	W187357
H	[ 4 ]	W195638
J	[ 2 ]	W182006
K	[ 2 ]	W195675
L	[ 1 ]	W195716
N	[ 1 ]	W195717



## WC81980

A	[ 1 ]	W196122
B	[ 1 ]	W196123
C	[ 1 ]	W196124
D	[ 1 ]	W196125
E	[ 1 ]	W196126
H	[ 4 ]	W195638
J	[ 2 ]	W182006
K	[ 2 ]	W195675
L	[ 1 ]	W196127
N	[ 1 ]	W196128



Have an assembly question or need a replacement part? Just call  
 , we are here to help.

# Maintenance

## Maintenance Tip

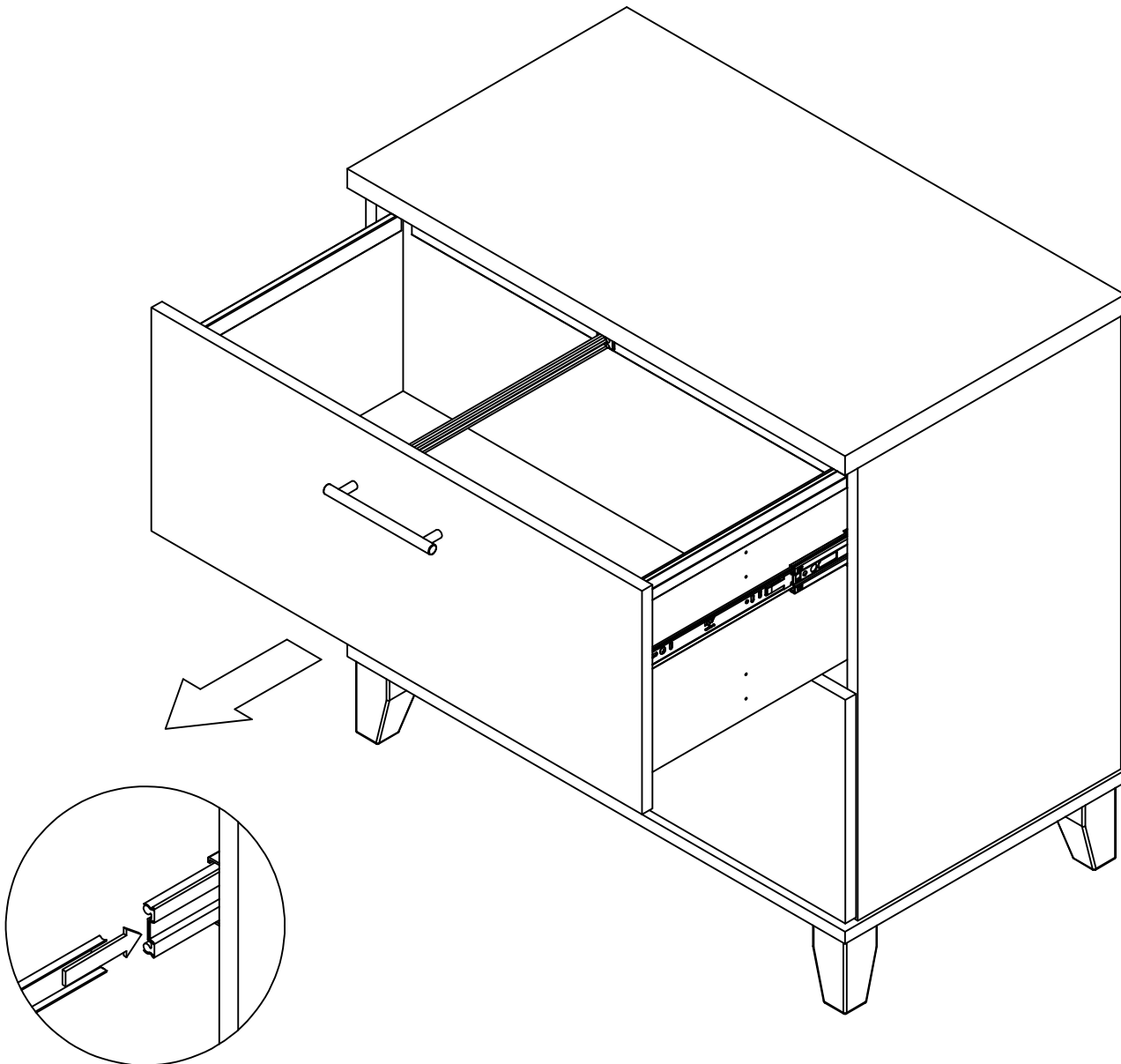
It may be necessary to periodically open each drawer to its full extension. This will reset the drawer slides and allow for continued smooth operation.

## 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  
, we are here to help.

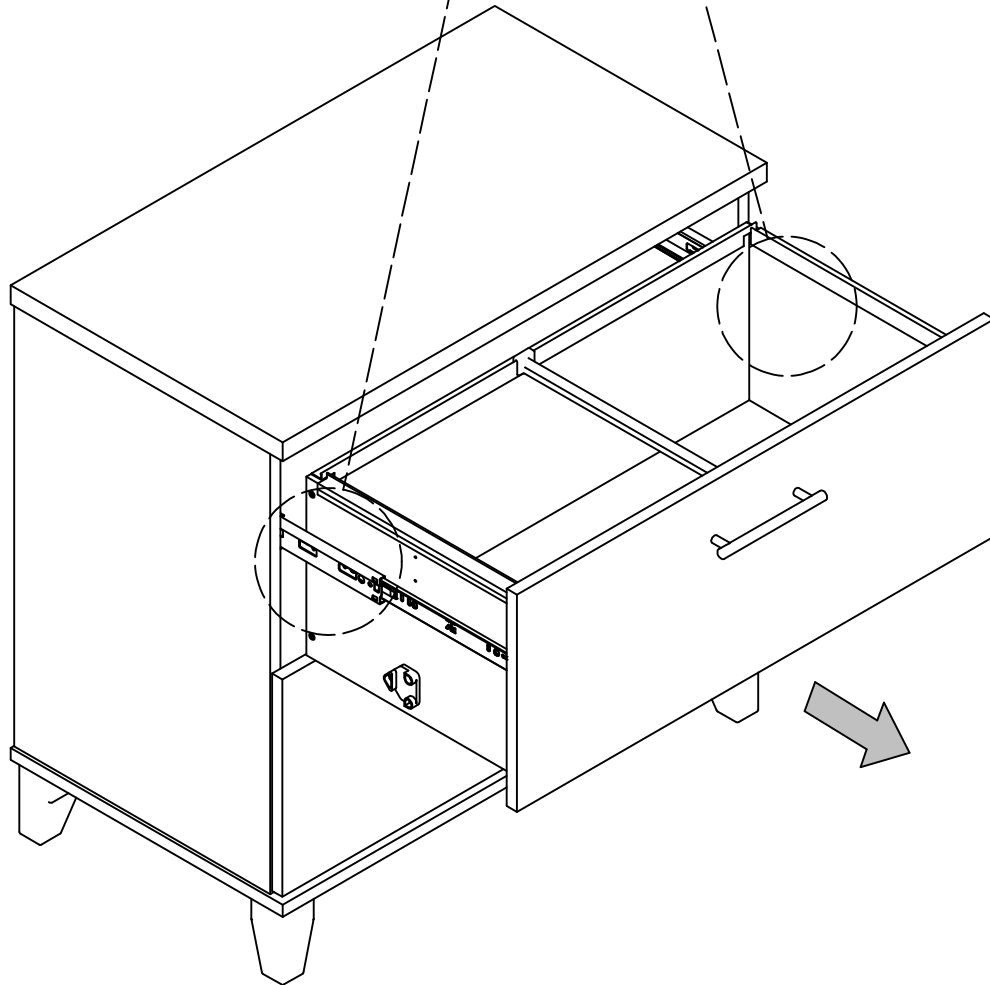
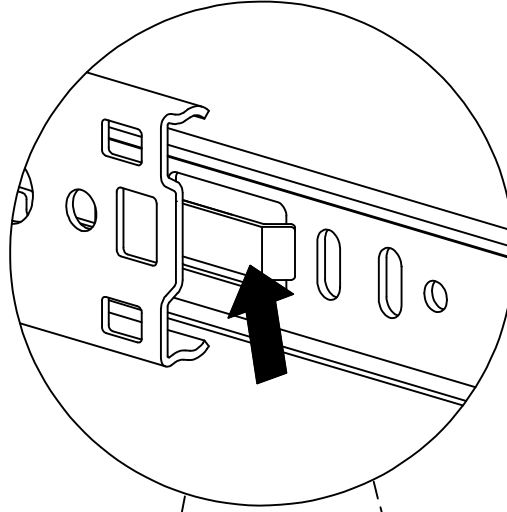
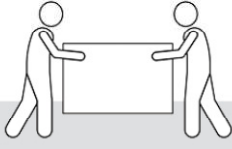
# Drawer Removal

Scan QR Code to  
Watch Video on:



How to Separate  
and Install Drawer  
Slides

Team Lift



Have an assembly question or need a replacement part? Just call  
, we are here to help.

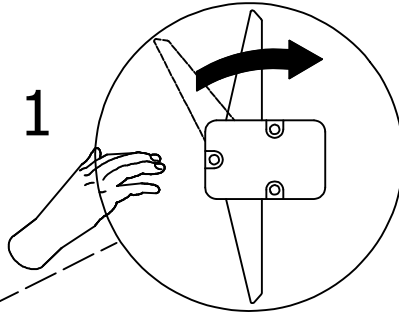
# Drawer Removal

Scan QR Code to  
Watch Video on:

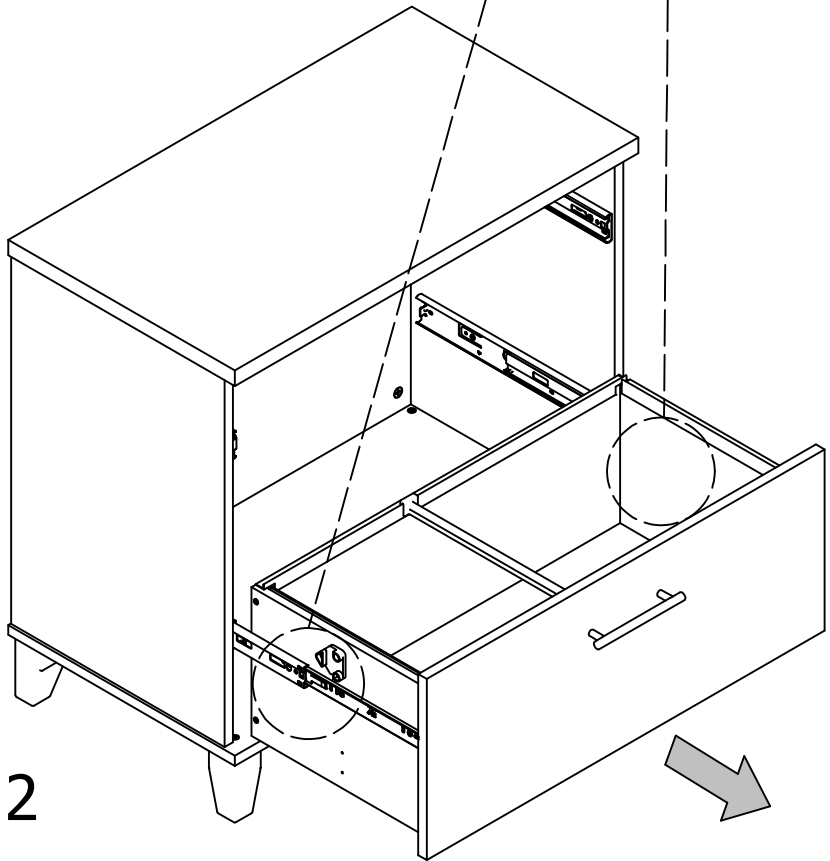
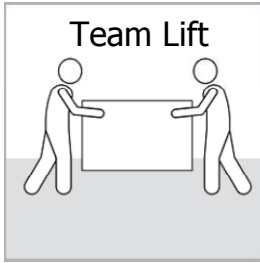
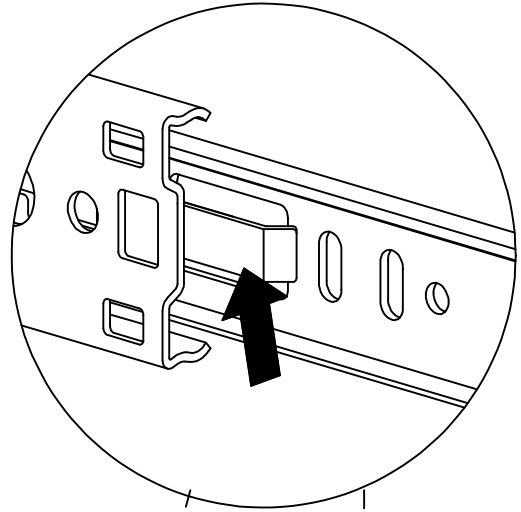
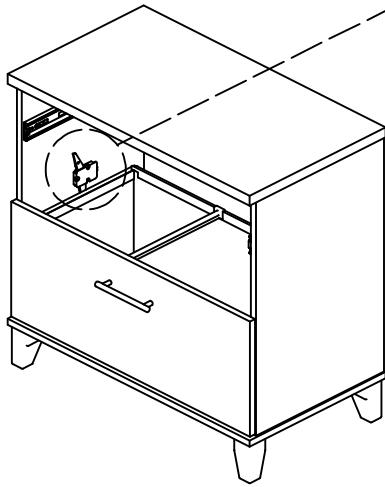


How to Separate  
and Install Drawer  
Slides

## Step 1



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



## Step 2

Have an assembly question or need a replacement part? Just call  
, we are here to help.