INSTRUCTIONS

BEFORE YOU BEGIN
Open, identify, and count all parts prior to assembly.

A. (2) Swivel Caster
B. (2) Non-Swivel Caster
C. (8) Screw

Step 1:
• Carefully place file cabinet upside down on a clean, smooth surface.

Step 2 - Attach Swivel Casters:
• Align screw holes in Swivel Caster (A) mounting plate with screw holes in bottom at rear of file cabinet. (Figure 1)
• Attach using two screws (C) with Phillips head screwdriver. Position screws in opposing corners.
• Repeat with the other Swivel Caster.

Step 3 - Attach Non-Swivel Casters:
• Pull Non-Swivel Caster (B) off mounting plate. (Figure 2)
• Align holes in mounting plate with screw holes in bottom at the front of the cabinet. (Figure 1 & 3)
  IMPORTANT: Position of mounting plate is important for proper installation. See exaggerated image for proper position. (Figure 3 & 4)
• Attach using two screws (C) with Phillips head screwdriver. Position screw in opposing corners. (Figure 3)
• Push non-swivel caster back onto mounting plate. (Figure 4 & 5)
  IMPORTANT: Position of non-swivel caster is important for proper function and safety. The non-swivel caster must extend out past the front of the cabinet. (Figure 5)
• Repeat with the other non-swivel caster.
• Carefully place file upright.