

# Double File Trolley SL5102

## Assembly Instructions

### Tools needed for assembly:

Large Philips Screwdriver

### Parts List

Part Name	Quantity
Right Side Support w/Hanging File Glides	1
Left Side Support w/Hanging File Glides	1
Worktop	1
Upper Hanging File Frame w/Rails	1
Lower Hanging File Frame w/Rails	1
Back Support Bar	1
Casters	4
Screws	8

- Place the Right Side Support on a clean, flat surface. Insert Screws into the upper "arm" of the Support leaving approximately 1/8" of space (figures 1 & 2).
- Attach the Worktop and the Back Support Bar using a Philips screwdriver. **Do not completely tighten** (figure 3).
- Insert Screws into the upper "arm" of the Left Side Support leaving approximately 1/8" of space. With the unit still on its side, attach the Left Side Support to the Worktop and to the Back Support Bar. **Do not completely tighten.**
- Turn the unit onto it's back (figure 4). Now tighten all of the screws making sure the Worktop is completely "seated" onto the Screws of the upper "arm".
- Using the supplied Wrench, install the Casters making sure the two with locking mechanisms are in the front (figure 5).
- Place the unit on the floor and lock the casters. Slide the Roller Bearings of the Hanging File Glides to the front (figure 6). Making sure the rails of the Rack are on top, insert the Upper Hanging File Frame into the Hanging File Glides (figure 7) making sure the pieces are aligned (figure 8). Once the Hanging File Frame is engaged with the Hanging File Glides, push the Frame firmly to the back of the unit (figure 9). Repeat this step for the Lower Hanging File Frame. Assembly is now complete.

