

File & Storage Trolley SL5111

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
Shelf	1
Hanging File Frame w/Rails	1
Back Support Bar	1
Casters	4
Screws	12

1. Place the Right Side Support on a clean, flat surface. Insert Screws into the upper and lower "arms" of the Support leaving approximately 1/8" of space (figures 1 & 2).

2. Attach the Worktop and bottom Shelf, and the Back Support Bar using a Philips screwdriver. **Do not completely tighten** (see figure 3).

3. Insert Screws into the upper and lower "arms" 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 bottom Shelf, and to the Back Support Bar. **Do not completely tighten.**

4. Turn the unit onto its back (figure 4). Now tighten all of the screws making sure the Worktop and Shelf are completely "seated" onto the Screws of the "arms".

5. Using the supplied Wrench, install the Casters making sure the two with locking mechanisms are in the front (figure 5).

6. 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 Hanging File Rails of the Rack are on top, insert the 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). If necessary, put the unit on its back to complete this step.

