



User Guide - Lateral Filing Cabinet

The following guide shows the steps for using your cabinet for the first time.

GETTING STARTED

1. Remove packaging and unlock the cabinet.
 - The drawer key is secured to the top drawer handle recess using black tape.
 - Retrieve the key, insert into lock and turn anti-clockwise to unlock cabinet drawers.
 - The cabinet drawers should now freely open, close and lock.
 - Only one drawer can open at a time, this is part of the safe anti-tilt locking mechanism. By ensuring that only one drawer is accessible at any one time prevents the cabinet from tipping forward. For this reason a second drawer should not be forced open.
 - In cases where the cabinet is unlocked and the drawers wont open, push all the drawers to check each one is fully closed. This will ensure the safety mechanism is engaged in the closed position and the drawers should then individually open freely.
2. Prepare for use
 - Remove any tape that has been used to secure suspension divider channel inside the drawers for transit.
3. Loading and unloading
 - Before loading your cabinet please ensure the cabinet is sitting level. If the floor is uneven use adjustable foot underneath cabinet to level.
 - Never climb the shelves or onto the top of the cabinet.
 - Never overload the drawers. Uniformly distributed drawers have a load capacity of 60kg per drawer.
 - For furniture 1200mm and higher we recommend seismic restraints should be considered.
4. Moving filing cabinets
 - If relocating the cabinet all contents should be taken out first. Cabinets should always be lifted (2 people) or moved with a hand trolley, never drag the cabinet across the floor.