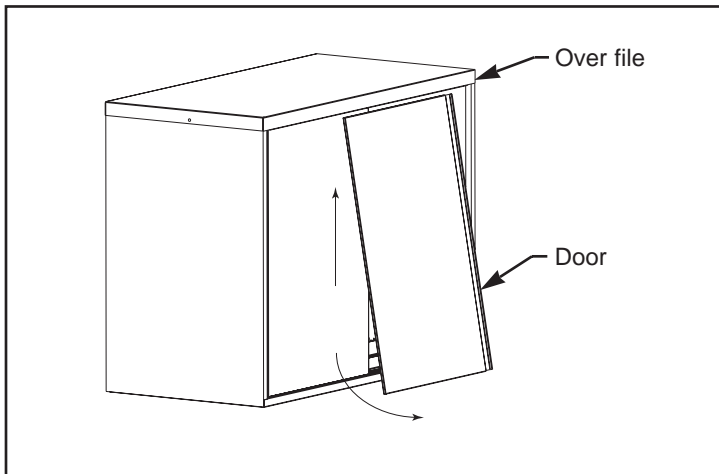


OVER FILE

PLEASE RETAIN THIS MANUAL FOR LATER USE

Illustration 1



Read all instructions and review illustrations before installing.

Tools required for assembly:
Drill 9/64" drill bit
Phillips screwdriver Safety glasses
Flat blade screwdriver

This assembly includes:
(1) Over file cabinet (1) Shelf assembly
(8) Wire divider (2) Screw

! WARNING

If used alone, or improperly installed, this over file can tip and fall resulting in severe injury to you or others. Always use the screws provided to attach over file to the top of a suitably sized file cabinet.

To increase stability and avoid tip over, ensure file cabinet is properly leveled and either bolted to another file cabinet or anchored to a wall. Failure to follow this warning can result in severe injury to yourself or others.

Stacking of over files can cause an over file cabinet to collapse resulting in property damage and/or injury. Never stack or excessively load tops of over files.

Sharp edges may cause injury. Take care when handling metal parts.

Illustration 2

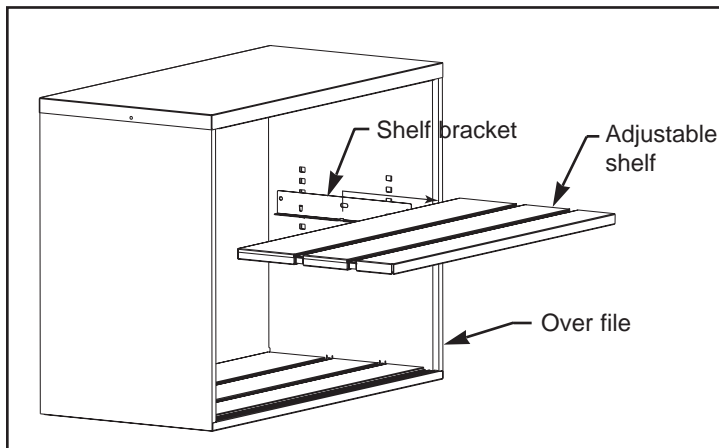
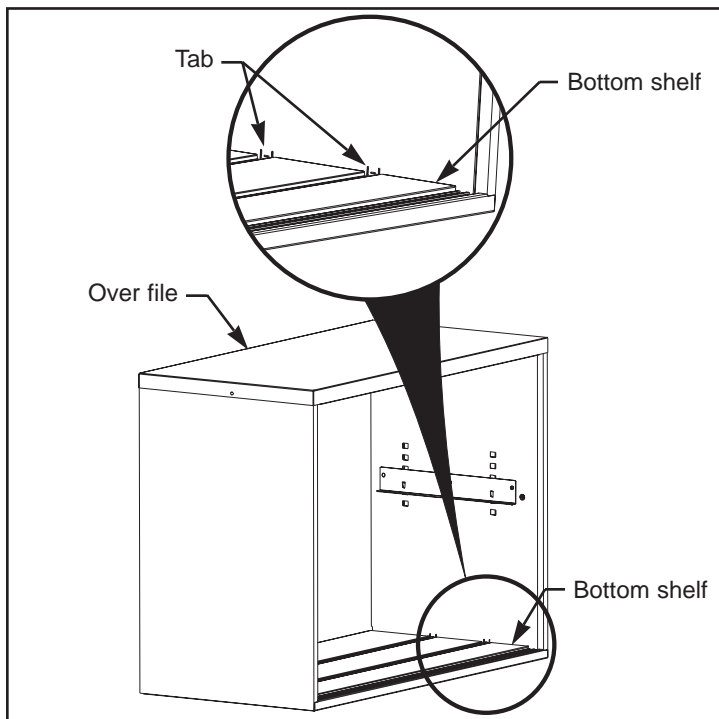


Illustration 3



Installation:

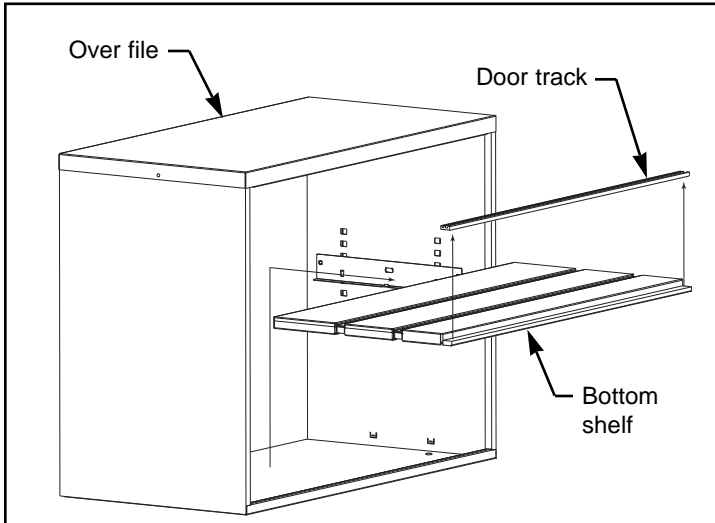
1. Refer to Illustration 1. To remove over file doors, hold sides of door firmly with both hands and lift door straight up. Pivot bottom of door away from over file. Pull door down and away from over file. Set doors aside.
2. Refer to Illustration 2. Lift adjustable shelf straight up to free shelf from shelf bracket. Slide adjustable shelf forward until shelf is free of cabinet. Set adjustable shelf aside.
3. Refer to Illustration 3. Locate four tabs securing bottom shelf into cabinet. Use the flat blade screwdriver to bend tabs in toward cabinet wall. Bend tabs flush with cabinet wall.

INSTALLATION INSTRUCTIONS

OVER FILE

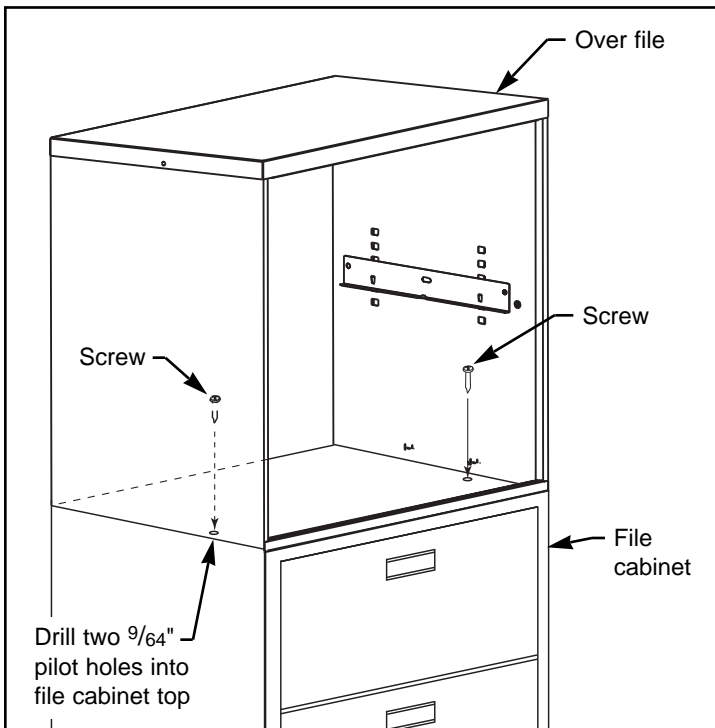
PLEASE RETAIN THIS MANUAL FOR LATER USE

Illustration 4



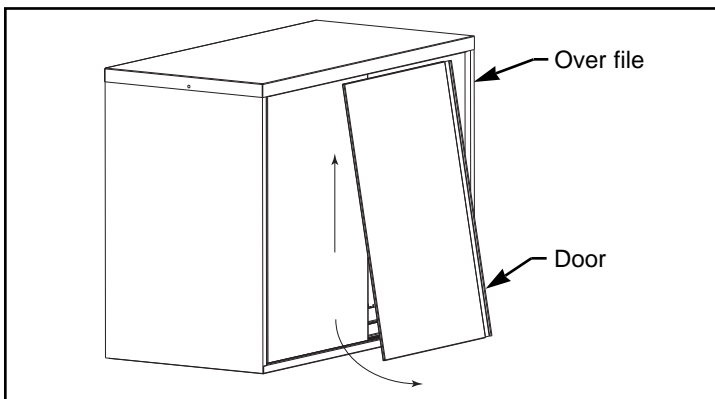
4. Refer to Illustration 4. Lift bottom shelf and door track out of cabinet. Set bottom shelf and door track aside.

Illustration 5



5. Refer to Illustration 5. Use two or more people to set over file on top of file cabinet. Align front and side edges of over file with front and side edges of file cabinet.
6. Refer to Illustration 5. Locate two round holes in bottom of over file.
7. Always wear safety glasses when using drill. Use the drill and $\frac{9}{64}$ " drill bit to drill two pilot holes, into top of file cabinet, through the two round holes in bottom of over file. Drill pilot holes no deeper than $\frac{1}{8}$ ".
8. Refer to Illustration 5. Use the Phillips screwdriver to install the two sheet metal screws (from hardware pack) through round holes in bottom of over file cabinet and into file cabinet top.
9. Reinstall bottom shelf, door track, adjustable shelf, and doors onto over file.

Illustration 6



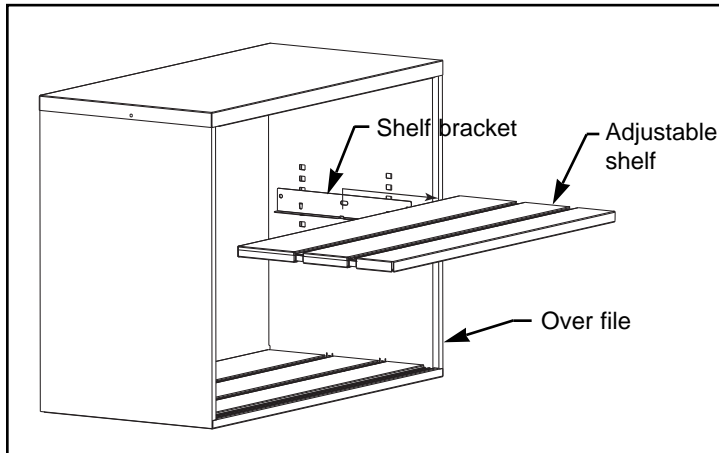
Shelf Adjustment:

1. Refer to Illustration 6. To remove over file doors, hold sides of door firmly with both hands and lift door straight up. Pivot bottom of door away from over file. Pull door down and away from over file. Set doors aside.

OVER FILE

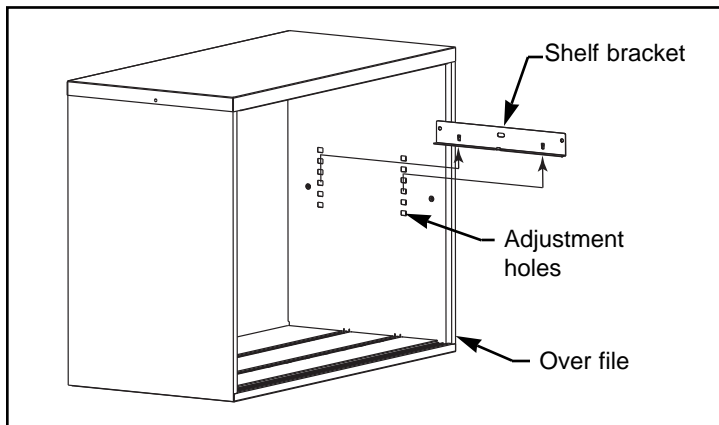
PLEASE RETAIN THIS MANUAL FOR LATER USE

Illustration 7



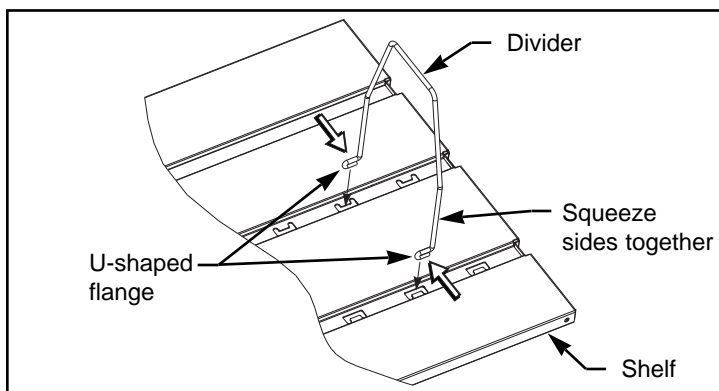
2. Refer to Illustration 7. Lift shelf straight up to free shelf from shelf bracket. Slide shelf forward until shelf is free of cabinet. Set shelf aside.

Illustration 8



3. Refer to Illustration 8. To remove shelf brackets from over file, lift up and pull shelf brackets away from adjustment holes in over file wall.
4. Reinstall shelf brackets, in the desired location, into adjustment holes in over file wall. Ensure shelf brackets are fully seated in the adjustment holes.
5. Reinstall over file shelf and doors.

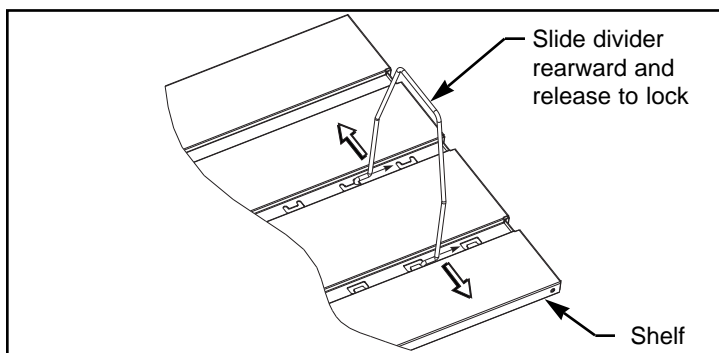
Illustration 9



Wire Divider Adjustment:

1. Refer to Illustration 9. Squeeze sides of divider and align bottom ends (U-shaped flanges) of divider with cut outs in shelf.
2. Refer to Illustration 9. Insert U-shaped flanges into cut-outs in shelf.

Illustration 10



3. Refer to Illustration 10. Slide divider toward side wall of cabinet, inserting edge of shelf cut-outs into divider U-shaped flanges.
4. Refer to Illustration 10. Release tension on sides of divider to lock divider in place.
5. Reverse procedure to remove divider.