

Thank you for purchasing a Sealey product. Manufactured to a high standard this product will, if used according to these instructions and properly maintained, give you years of trouble free performance.



IMPORTANT: PLEASE READ THESE INSTRUCTIONS CAREFULLY. NOTE THE SAFE OPERATIONAL REQUIREMENTS, WARNINGS & CAUTIONS. USE THE PRODUCT CORRECTLY AND WITH CARE FOR THE PURPOSE FOR WHICH IT IS INTENDED. FAILURE TO DO SO MAY CAUSE DAMAGE AND/OR PERSONAL INJURY, AND WILL INVALIDATE THE WARRANTY. PLEASE KEEP INSTRUCTIONS SAFE FOR FUTURE USE.

1. SAFETY INSTRUCTIONS

1.1 GENERAL SAFETY

- ❑ **WARNING!** Ensure Health & Safety, local authority, and general workshop practice regulations are adhered to when using this cabinet.
- ❑ **WARNING!** Use caution when handling and assembling the metal components. The metal may have sharp edges or corners, the use of protective gloves is recommended.
- ✓ Locate the cabinet in an appropriate area for its purpose.
- ✓ Keep the work area clean, uncluttered and ensure there is adequate lighting.
- ✓ Keep the cabinet clean and tidy in accordance with good office practice.
- ✓ Keep children and unauthorised persons away from the working area.
- x **DO NOT** climb, step or stand on the cabinet drawers.
- x **DO NOT** use the cabinet for any purpose other than that for which it is designed.
- x **DO NOT** exceed the maximum 30kg weight allowance for each drawer.
- x **DO NOT** use in damp work areas.
- ❑ **WARNING!** The warnings, cautions and instructions referred to in this instruction manual cannot cover all possible conditions and situations that may occur. It must be understood that common sense and caution are factors which cannot be built into this product, but must be applied by the operator.

2. INTRODUCTION & CONTENTS

2.1 Lockable filing cabinet, with individual drawer opening to prevent tipping when loaded. Maximum capacity of 30kg per drawer. Each drawer will accept foolscap or A4 suspension files.

Size (W x D x H):452 x 620 x 1330mm

2.2 CONTENTS LIST

- | | |
|---------------------------------|-----------------------------------|
| (A) Back panel (1) | (K) Drawer front panels (4) |
| (B) Side panel left (1) | (L) Drawer front inner panel (4) |
| (C) Side panel right (1) | (M) Drawer backs (4) |
| (D) Top (1) | (N) Drawer side runners (8) |
| (E) Upper front cross piece (1) | (O) Right locking block (4) |
| (F) Lower front cross piece (1) | (P) Left hand lock lift block (4) |
| (G) Lock with lever (1) | (R) Self tapping screws |
| (H) Cabinet side runners (8) | Cabinet screws, head Ø 11mm (12) |
| (J) Drawer base/sides (4) | Drawer screws, head Ø 9 mm (34) |
| | (S) A4 File Runners (2) |

3. ASSEMBLY

3.1 CABINET ASSEMBLY

Whilst the primary panels of this cabinet are held together with screws, much of the construction relies on inter-connecting hooks and slots. Once in place the panels are prevented from coming apart by tabs which have been bent up out of the metal sheet and clip into holes in the adjacent component. During transportation some of these tabs may have closed up. With the exception of the drawer and cabinet runners it is recommended to open all the tabs up slightly using a flat bladed screwdriver in order to ensure that all components clip together successfully.

3.2 ATTACH DRAWER RUNNERS TO CABINET SIDES (Fig.1)

- 3.2.1 Identify the eight drawer runners (H) that attach to the side panels. These are wider than the runners that attach to the drawers. Sort them into the 4 left hand runners that attach to the left hand panel (B) and the 4 right hand runners that attach to the right hand panel (C). Each runner has two hooks on the rear face which slot into holes in the box sections attached to the inside of each panel. The hook at the non-sliding end of each runner slides horizontally into the hole at the back of the panel. Once fully inserted, the hook at the other end of the runner will drop into the hole at the front of the panel. Push down firmly on the front end of the runner to engage the hook and the locking tab.

3.3 ATTACH LOCK TO CABINET TOP (D) (Fig.1)

- 3.3.1 Referring to DETAIL 1 in fig.1 insert the lock from the inside of the front edge and fix it in place with two self tapping screws. (Ø9mm)

3.4 ATTACH SIDE PANELS (B) & (C) TO BACK PANEL (A).

- 3.4.1 Referring to DETAIL 2 in fig.1, interlock the back edge of side panel (C) with the right hand edge of the back panel (A) and screw the two panels together using four self tapping screws provided (Ø11mm). Attach side panel (B) to the left hand side of the back panel (A) in the same manner using four self tapping screws (Ø11mm).

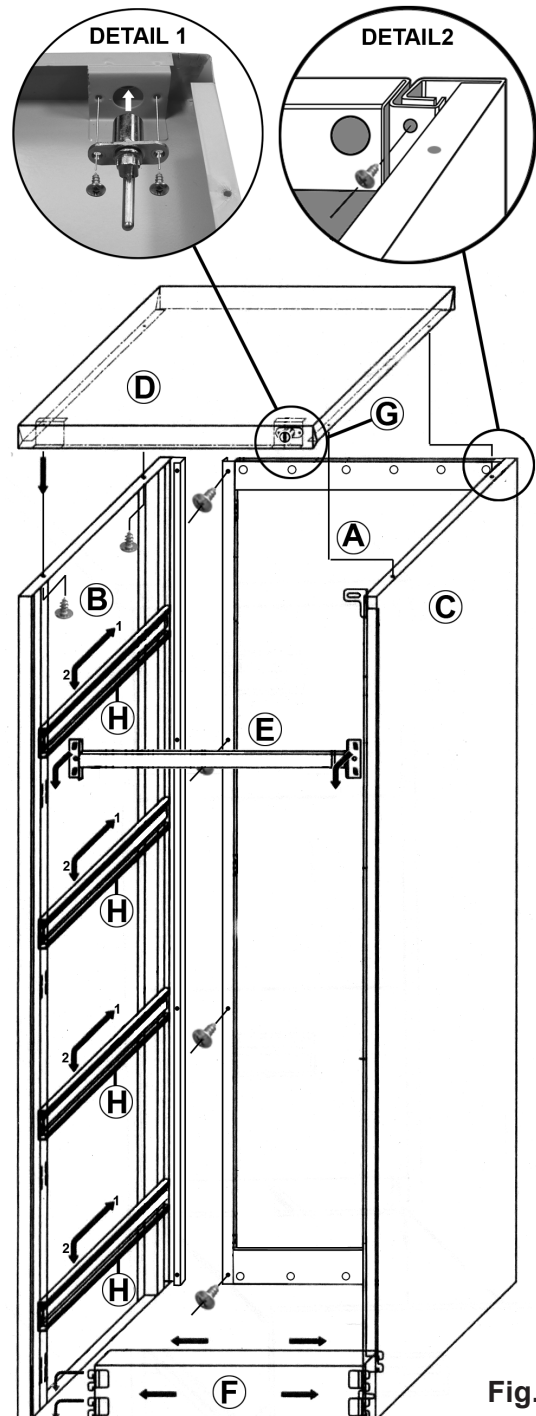


Fig.1

3.5 ATTACH THE LOWER FRONT CROSS PIECE (F) TO THE SIDE PANELS (B) & (C).

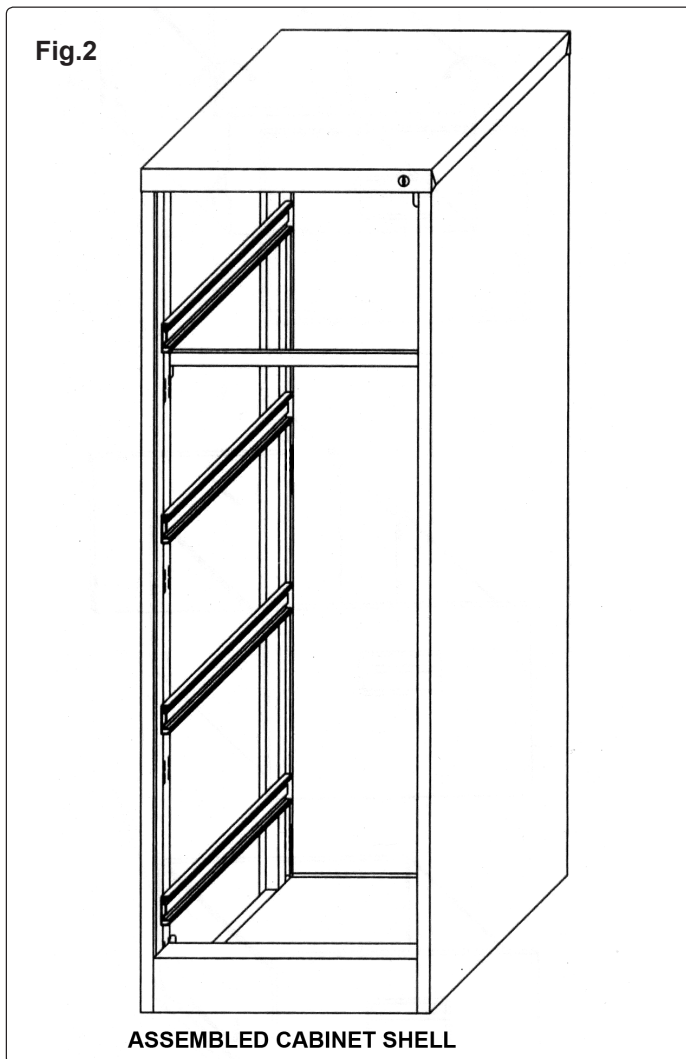
3.5.1 Referring to fig.1, open the two side panels (B) and (C) just enough to introduce the lower front cross piece (F) at the bottom, front edge of the side panels. Allow the hooks at either end of the lower front cross piece to enter the slots in the inside edges of the side panels. Close the side panels onto the cross piece and then firmly push down on the cross piece to lock it in place.

3.6 ATTACH THE TOP PANEL (D) TO THE BACK AND SIDE PANELS.

3.6.1 Referring to fig.1 place the top panel (D) onto the assembled side and back panels. When placing the panel first ensure that the locking pin on the back of the lock enters the hole in the upstanding lock tab at the front of the right hand side panel. The panel will now be self aligning. Ensure that the channel on the inside of the back edge sits on the top edge of the back panel and the front corners of the top panel lap over the front corners of each side panel. Use four self tapping screws (Ø11mm) in the positions indicated to fix the top panel in position.

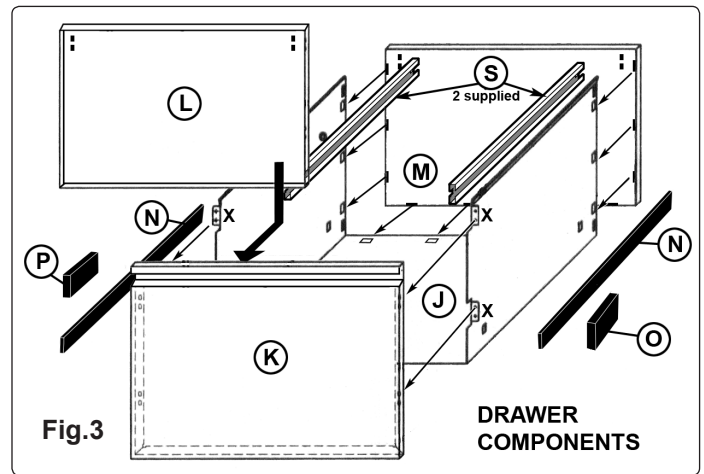
3.7 ATTACH UPPER FRONT CROSS PIECE TO THE SIDE PANELS.

3.7.1 Each side panel has a box section that forms the front edge of the panel. On the back edges of these box sections, just below the top drawer runners are keyway slots to accept the pressed tabs on the fixing plates at either end of the upper front cross piece (E). Hold the cross piece within the cabinet and bring it up to the keyway slots. It may be necessary to ease each drawer runner away from the cabinet slightly in order to get the tabs to enter the keyway. Once the tabs are in on both sides, push down on each end of the crosspiece to lock it in place.



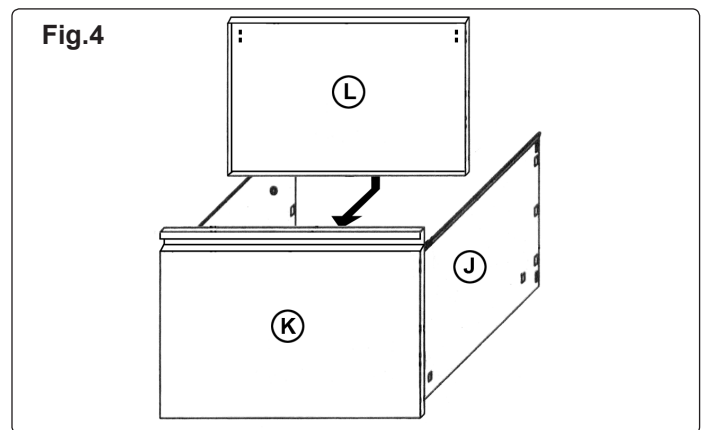
3.8 ASSEMBLE THE DRAWERS.

3.8.1 The bottom and sides of each drawer (see J in fig.3) are supplied as a flat piece of metal with punched slots creating 'fold' lines' between the base and sides of the drawer. Place the panel on a flat surface ensuring that the four tabs (X) on the front edge of the panel are facing downwards. Place something flat in the centre portion of the panel and get a second person to firmly hold it in place. Then bend each side upwards until it is at 90° to the base. Check the angle with a set square.



3.8.2 Check that the two tabs (X) on the vertical front edges of the 'U' shape are bent outwards as shown above. Insert the base and sides (J) into the open back of the front panel (K) and flex the vertical sides inwards so that the four tabs go behind the returned edges at the back of the front panel. Fix the assembly together with four self tapping screws (Ø9mm) to hold the tabs firmly behind the back edges of the front panel.

3.8.3 Referring to fig.4 slide the drawer front inner panel (L) down into the drawer, just behind the front panel (K). Ensure that the returned edges of the inner panel are facing towards the back of the front panel. Slide the inner panel (L) into the back of the front panel (K) so that the tabs on the sides of the inner panel lock into the slots in the sides of the drawer.

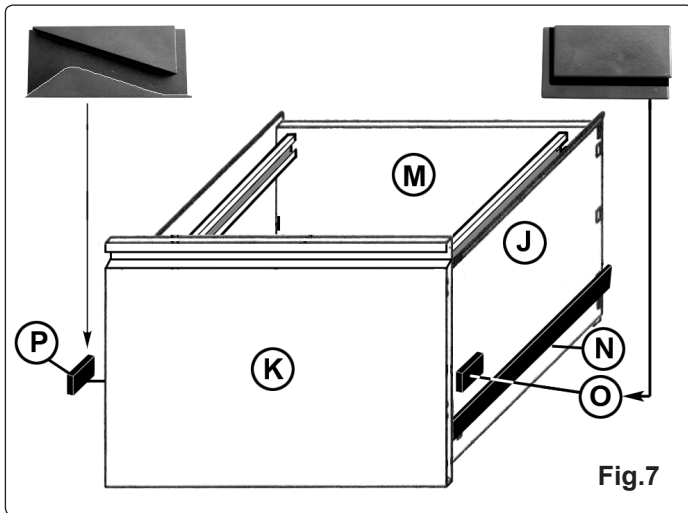
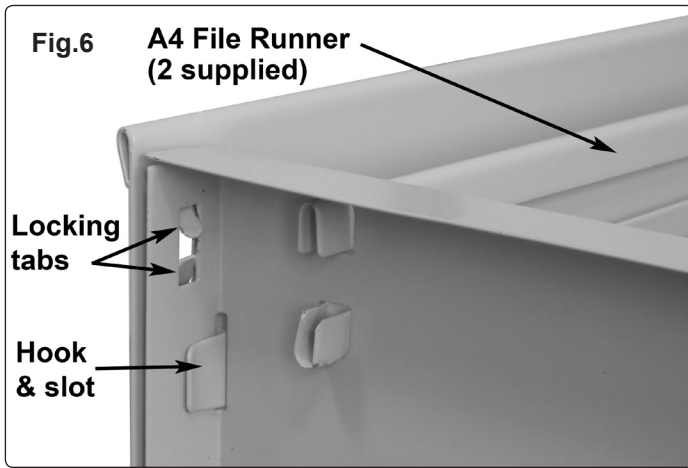
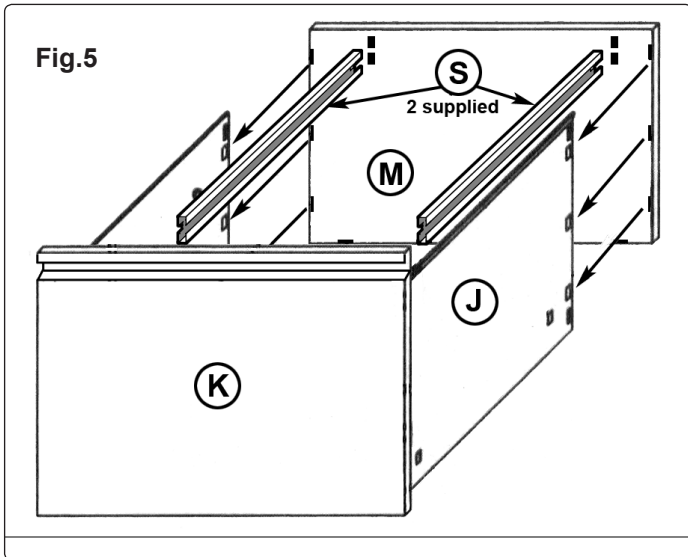


3.8.4 Now attach the back panel (M) to the drawer. NOTE: If you want to use the two A4 file runners (S) they should be fitted at the same time. See fig.5. The rear edges of the 'U' shape have raised hooks punched into them which line up with slots in the edges of the back panel (M). Lay the drawer assembly on its front face. If fitting the file runners (S), push them into the slots at the top of the drawer inner panel. Then lower the back panel (M) into the 'U' shape ensuring that the file runners enter the slots in the back panel and the hooks at the top of the drawer sides also enter the matching slots in the back panel. The back panel (M) is now tying together the drawer sides (J) at the top. Gradually ease the rest of the back panel down into the 'U' shape ensuring that each side hook engages into the matching slot in the back panel. When all hooks are engaged push firmly down on to the panel to ensure that all the hooks are fully inserted into the slots.

3.8.5 At each corner of the assembled back panel is a slot which gives access to a pair of tabs punched into the 'U' shape. Bend these tabs into the slots to lock the back panel onto the draw. See fig.6.

3.8.6 The drawer runners (N) attach to the sides of the drawers in a similar manner to the cabinet runners. Sort the 8 runners into 4 left hand ones and four right hand ones. Each runner has two hooks on the rear face which slot into holes in the sides of each draw. The horizontal hook at the back end of each runner slides horizontally into the hole at the back of the drawer sides. Once fully inserted, the hook at the other end of the runner will drop into the hole at the front of the panel. Pull firmly upwards on the front end of the runner to engage the hook and the locking tab.

3.8.7 Attach a safety block (P) to the left hand side of each drawer in the orientation shown in fig.5 using two self tapping screws (Ø9mm). There are two moulded pins on the back of the moulding which align with pre-drilled holes in the side of each drawer.



3.8.8 Attach a locking block (O) to the right hand side of each drawer in the orientation shown in fig.5 using two self tapping screws ($\varnothing 9\text{mm}$). There are two moulded pins on the back of the moulding which align with pre-drilled holes in the side of each drawer.

3.9 INSERT DRAWERS INTO THE CABINET.

- 3.9.1 Insert the drawers into the cabinet as follows. Where a drawer is to be inserted pull the cabinet runners fully out.
- 3.9.2 Get a second person to help you. Support the drawer at either side and hold it so that the drawer runners are within the cabinet

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IMPORTANT: No liability is accepted for incorrect use of this product.

WARRANTY: Guarantee is 12 months from purchase date, proof of which will be required for any claim.

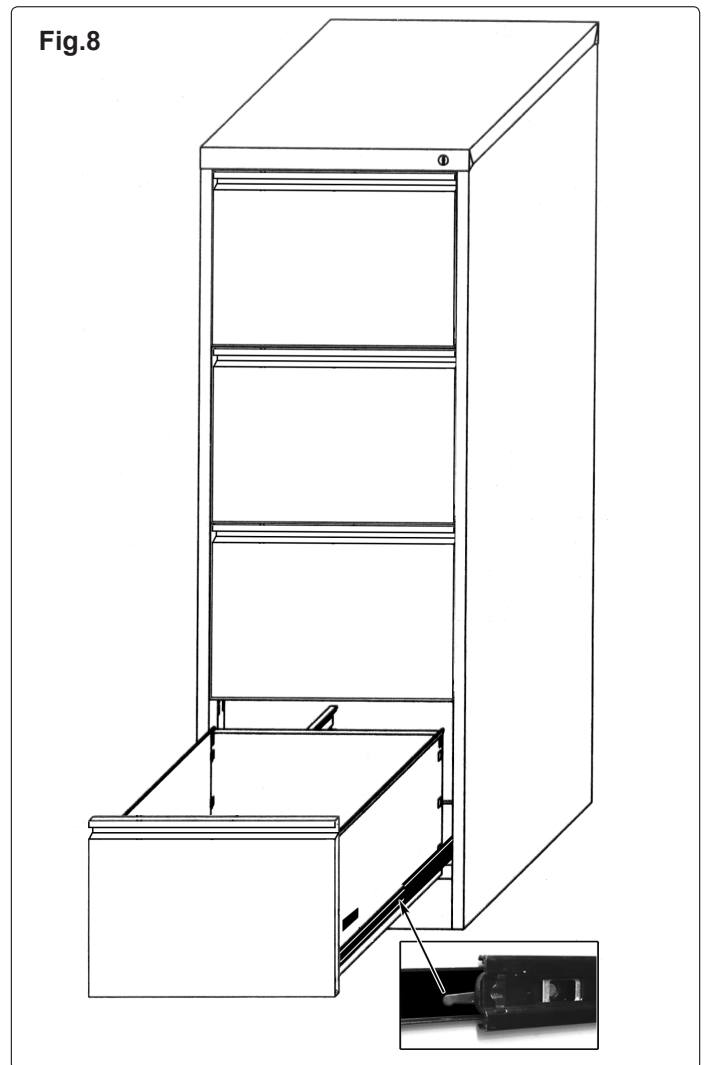
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runners. Slide each silver ball bearing carrier out to the end of each cabinet runner until it connects with the drawer runner by at least 50mm on each side.

- 3.9.3 Slide the drawer fully into the cabinet. If the drawer is lop sided and the front is miss-aligned with the cabinet then one or both of the runners are not sliding within the ball bearing carrier. If the drawer front fits properly into the cabinet, slide it out again to check that it has locked in place. It will automatically stop at the maximum permitted extension.
- 3.9.4 To remove a drawer, slide the draw out fully until it stops. Where the drawer runner protrudes from the cabinet runner a small black lever can be seen within the runner. See inset fig.8. Push the left hand lever down and hold it down. Pull the right hand lever up and keep it there. When the drawer is pulled further out the drawer runners will release from the cabinet runners and the drawer can be removed.

3.10 CABINET OPERATION.

- 3.10.1 To lock the cabinet, insert the key and turn it fully clockwise. Test each drawer to ensure it is locked. To open the cabinet, turn the key fully anti-clockwise.
- 3.10.2 When the cabinet is unlocked the safety mechanism ensures that only one drawer can be opened at a time to prevent the cabinet from toppling when fully loaded. Test the mechanism by opening one drawer. Whilst the drawer is open it should not be possible to open other drawers. If another drawer opens check that the safety block (P) is installed and correctly fixed.
- 3.10.3 Move the cabinet to its final location before filling it with files.



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