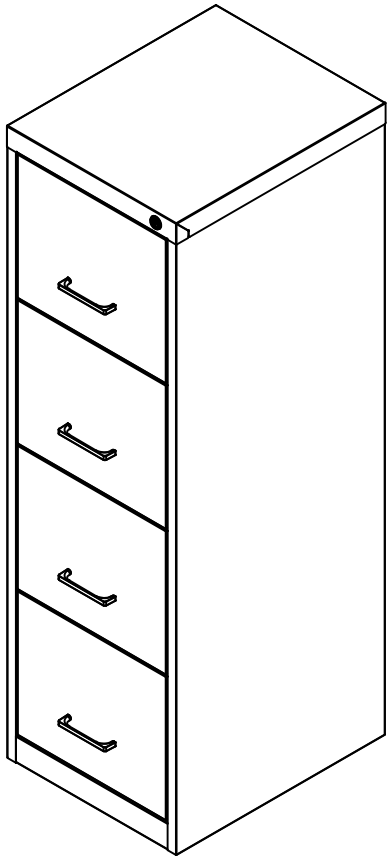
ST62600
ST62601

4 Drawer
Vertical File



Instructions

Product Support 1-800-425-0049

Easy assembly.

Leading the way in taking some of the stress and frustration out of filing cabinet assembly.

More logical instructions. No more "huh?" moments - we develop our instructions to have the right amount of detail you'll need for easy assembly.

Have no fear. If you're confused during any step of the way, just call the number located at the bottom of the instructions pages. You'll get help from a friendly representative.

Need help with assembly?
Questions?
Call our Product Support experts
9:00 am - 8:00 pm
Eastern Time: 1-800-425-0049

Built to impress.

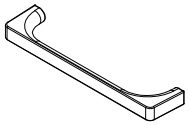
Filing cabinets with the righ quality at prices you'll love.

With the quality you demand and the rigorous performance testing you expect, these filing cabinets are made to last and impress. Before we put our name on the box, it has to meet our highest standards - and yours.

The selection you want. You'll enjoy an ever-growing assortment of products to better meet your needs. From stylish desk accessories and organizing systems to office desks and chairs, chances are we have something you'll count on day in, day out.

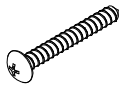
The prices you'll love. Sure, high quality and wide selection are great. But the icing on the cake is our great low prices. Because our products are designed to do more than fit your style - they fit your budget too.

Included Parts



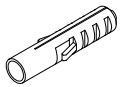
Ⓐ Handle (x 4)

Ⓑ Screw (x 8)



Ⓒ Drywall Screw (x 1)

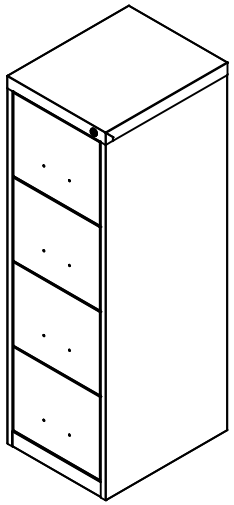
Ⓓ Washer (x 1)

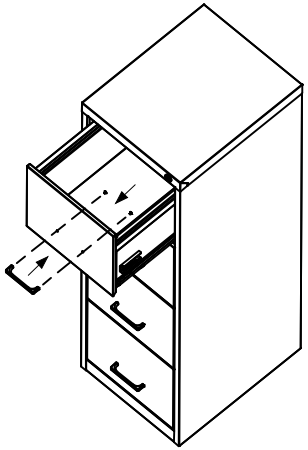


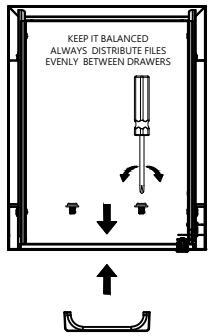
Ⓔ Drywall Anchor (x 1)

Required Tools

⊕ Phillips Head Screwdriver





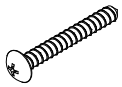


1

Ⓐ x 4

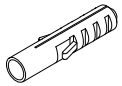
Ⓑ x 8

2



Ⓒ x 1

Ⓓ x 1



Ⓔ x 1

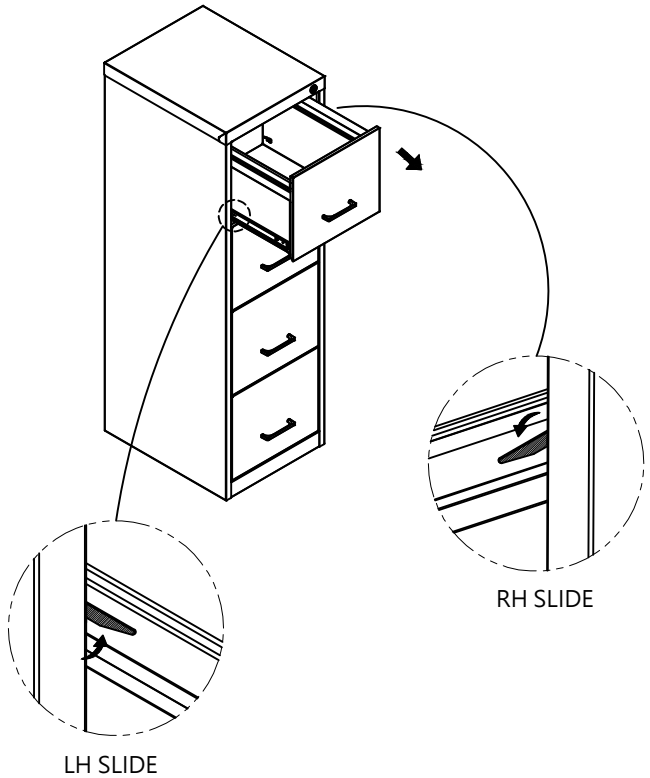
File cabinets must be securely attached to be the wall, use the wall anchors provided with the file cabinet and right hardware for your wall type.

Corrent hardware for your wall type available at your local hardware store.

Guideline for wall fixing of 4 Drawer vertical filing cabinet

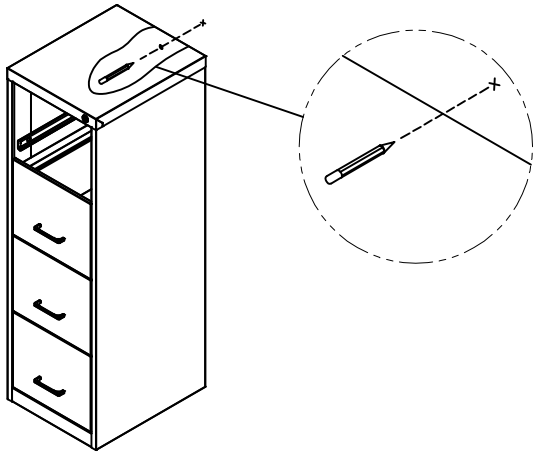
Step 1

Fully open the top drawer to access the internal drawer latches.
Press the black latch on the lefthand side upward and the black latch on the righthand side downward (as shown) and carefully pull the drawer out to remove.



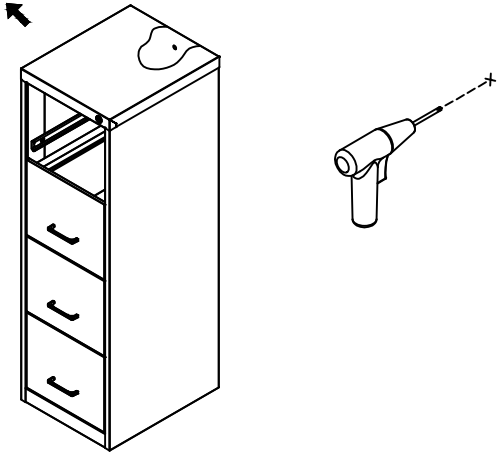
Step 2

Set the file cabinet to the desired location and mark the center point of the opening on the back of the file cabinet.



Step 3

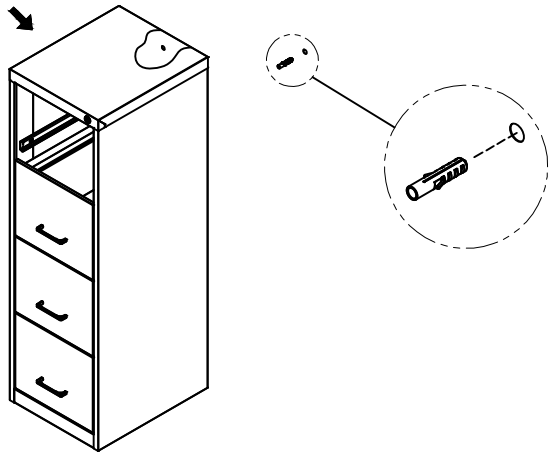
Remove the file cabinet. Using a Ø6mm drill bit. drill a 2.4 inch (60mm) hole into drywall.



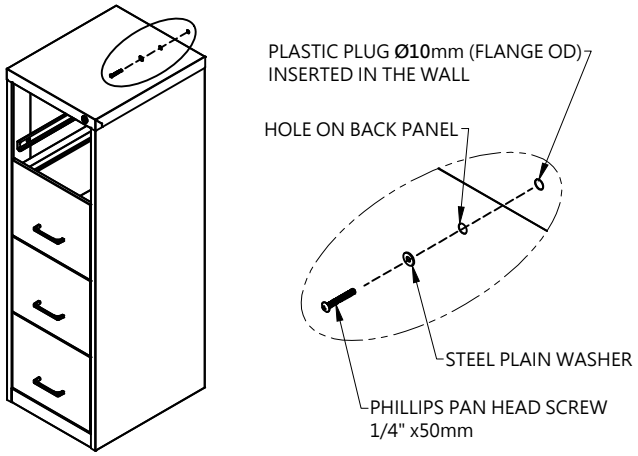
2

2

Step 4
Press the plastic wall anchor firmly into the hole. Using a hammer, carefully tap the plastic anchor flush with the wall.



Step 5
Set the file cabinet in place and align the hole with the wall anchor. Secure the file cabinet using the metal washer and screw as shown. Do not overtighten.



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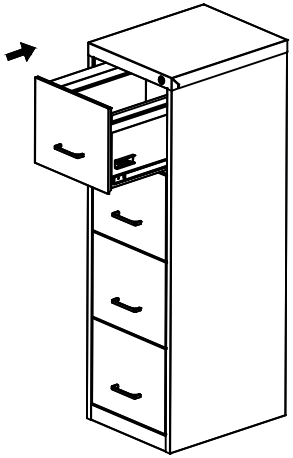
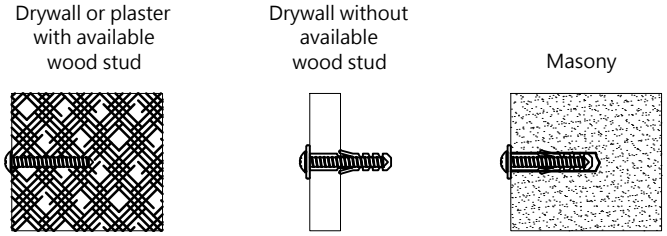
Step 6
Carefully align and re-install the top drawer.



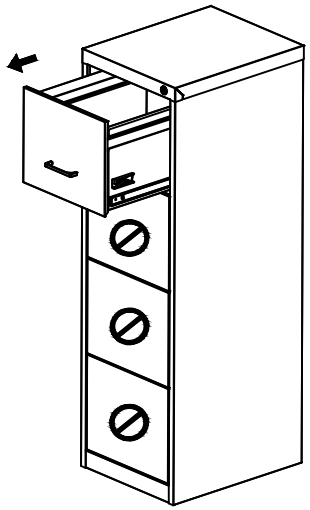
WALL ANCHOR
The provided wall anchor kit is intended to be used in conjunction with drywall material. If your walls are made from different materials, please visit your local hard store for the correct materials.



3

CAUTION: ANTI-TIP INTERLOCK SYSTEM

Only 1 drawer can be extended at a time



Product Support 1-800-425-0049

Warranty

Thank you for purchasing a Staples® Brand Product. We promise to repair or replace any Staples® product or component that may have any defects in material or workmanship for as long as you, the original purchaser, own it. This warranty is subject to the provisions below. Staples' sole obligation and purchasers'exclusive remedy pursuant to these warranties are limited to replacement at Staples' sole discretion. There are no other warranties except as expressly set forth below, either expressed or implied, including any warranty of merchantability for any particular purpose.

The word defects in this warranty is defined as imperfections that impair the service, function or effectiveness of the product.

SEVEN YEAR:
Glides, casters and user-adjustable work surface mechanisms, laminates, veneer finishes and other materials which cover your Staples product.

INFORMATION ON COLOR VARIATIONS & FINISHES:
Some natural variations occurring in wood or other natural materials are inherent to their character, and thus can not be avoided. Therefore they are not considered to be defects. Staples does not warrant the color-fastness or matching of colors, grains, textures or other such materials. Customers' own materials selected by and used at the request of a user are therefore not warranted by Staples.

LIMITATIONS INVOLVING MATERIALS & COMPONENTS:
The materials and all components listed below are covered according to the following schedule from the date of sale to the original purchaser.

EXCLUSIONS:
This warranty does not apply to: damage caused by the carrier, modifications to the product, or attachments to the product not approved by Staples, nonstandard materials selected by and used at the request of a user, and products that were not installed, used or maintained in accordance with product instructions and warnings. Nor shall Staples have any responsibility for incidental or consequential damages resulting from the breach of this warranty, including but not limited to inconvenience, rental or purchase of replacement products, loss of profits or commercial loss. Some states or provinces do not allow the exclusion or limitation of incidental or consequential damages so the above limitation or exclusion may not apply to you. This warranty gives you specific legal rights and you may also have other rights, which may vary from state to state or province to province. This warranty applies only to products sold within the United States of America and the Commonwealth of Canada.

TO OBTAIN SERVICE FROM THIS WARRANTY:

A) Please contact us within 30 days (unless otherwise noted by the Dealer) of discovery of the defect. Prepare to confirm that you are the original purchaser of the product and provide necessary product information, such as serial number(s)/UPC number(s) from the product in question.

B) Staples will gather all the pertinent information required regarding your claim(s), inspect the product and thus contact a Staples® Customer Service Representative.

C) If Staples confirms that the product in review is eligible under the warranty conditions as stated above, the Customer Service Representative or another representative of the Company will determine whether to provide replacement parts, or authorize other arrangements at the sole discretion of the vendor Staples. No assembly/labor is included in this warranty.

TO CONTACT CUSTOMER SERVICE:
Our knowledgeable Service Representatives are ready to assist you in the case this warranty applies to you. Please be prepared to explain the defect in detail, model/style number, date and location of purchase, your name, address, phone number and have your original sales receipt.

Please contact us Monday–Friday (except all major holidays)
at 1-800-425-0049 from 9:00 am to 8:00 pm ET.

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