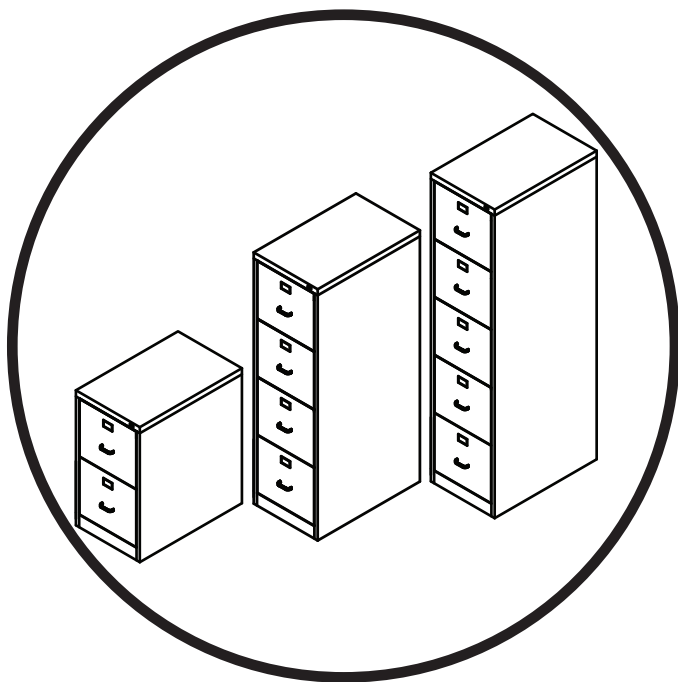


Staples®

INSTRUCTION MANUAL

VERTICAL FILING CABINET

Model No. 60193 / 60194 / 60198 / 60200 / 60202 / 60203
60204 / 60205 / 60206 / 60210 / 60211 / 60212
60213 / 60214 / 60218 / 60219



IMPORTANT: READ CAREFULLY BEFORE USE

PRODUCT SUPPORT: 1-800-425-0049

Putting it together — the easy way

Staples® is leading the way in taking some of the stress and frustration out of furniture assembly.

More logical instructions.

No more “huh?” moments — we develop our instructions to have the right amount of detail you’ll need.

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.

Questions?

Contact customer service by telephone at 1-800-425-0049

Monday thru Friday 8am to 8pm EST.

You just put a little easy in your day with Staples® brand furniture

The quality you demand.

From high quality materials to rigorous performance testing, we build great quality into all Staples® brand furniture. Before we put our name on the box, it has to meet our high 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 Staples® brand furniture is designed to do more than fit your style — it fits your budget, too.

Warranty

Thank you for purchasing a Staples® brand product. Staples the Office Superstore, LLC ("Staples") warrants to the original purchaser that this Staples Brand Metal File Cabinet shall be free of defects in design, assembly, material, or workmanship. In the event of a defect in the design, assembly, materials or workmanship of this product, Staples will replace any such defective part. To claim your replacement parts, contact product support at 1-800-425-0049. Original receipt or proof of purchase is required to obtain replacement parts. This limited warranty does not apply and no other warranty applies to:

- Defects or damage due to accident, abuse, misuse, unauthorized repair, extreme environmental condition or failure to use products for the purpose and under conditions for which they were intended.
- Normal wear and tear attributable to use of the products.
- Products not installed or used in compliance with any provided instruction or warnings.
- Damage attributable to accessories, attachments, modifications, installations or alterations not authorized or improperly performed.
- Acts of God, such as hurricanes or floods.

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, non-standard 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 item 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 8:00 am to 8:00 pm EST.

Easy care tips for Staples® brand furniture

- To keep the finish looking great, avoid placement in direct sunlight, near heat registers, or next to open windows.
- Use a protective pad or desk blotter when writing on furniture.
- Use coasters, mats, or pads for protection against food and drinks.
- Dusting is easy: A few drops of water and a soft lint - free cloth is all you need.

WARNING

AN IMPROPERLY INSTALLED FILE CABINET CAN BECOME UNSTABLE OR TIP OVER, CAUSING SERIOUS INJURY. FOLLOW ALL INSTRUCTIONS IN THIS MANUAL FOR CORRECT INSTALLATION, USE AND MAINTENANCE.

These files are for storing and filling non-combustible materials that do not require special protection. Do not use this cabinet to store combustible or hazardous materials.

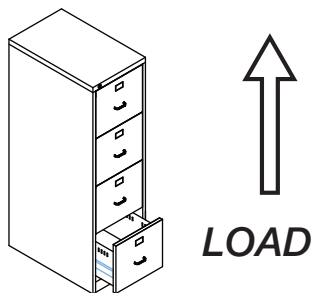
WEAR SAFETY GLASSES WHEN USING TOOLS.

Loading and unloading

An improperly loaded or unloaded file cabinet can become unstable or tip over, causing serious injury.

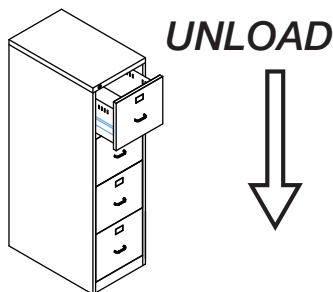
Loading:

1. Check cabinet for proper adjustment and stability.
2. Load bottom drawer first to increase stability.
3. Distribute contents and weight evenly among remaining drawers.
4. **Check to see if cabinet is stable after loading is complete (on carpeted surfaces, settling may occur.)**



Unloading:

1. Remove contents from top drawer first.
2. Remove contents from bottom drawer last.



Operating

If misused, this file cabinet can become unstable or tip over, causing serious injury. To help prevent accidents, follow the instructions below.

- **Do not stand or lean on an open drawer.**
- **If this cabinet ever seems unstable, do not use it.** Have it checked for proper leveling and loading. Have any problems corrected immediately.
- Do not open two or more drawers simultaneously to avoid tip over.
- These files are for storing and filling non-combustible materials that do not require special protection. Do not use this cabinet to store combustible or hazardous materials.

Relocating

If not properly secured when moving, this file cabinet can become unstable or tip over, causing serious injury.

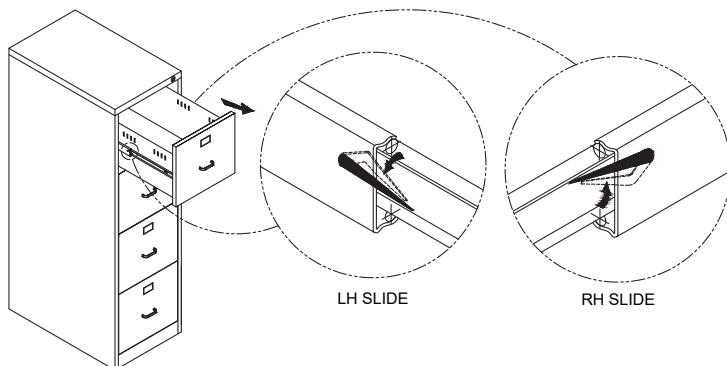
Before moving cabinet:

1. Unload contents. (Unload from the top first. See loading and unloading above.)
2. Secure the unit:
 - Close and lock the cabinet.
 - Use furniture straps and appropriate moving equipment.
3. After positioning cabinet in new location, follow instructions for adjusting and installing.

Wall anchor

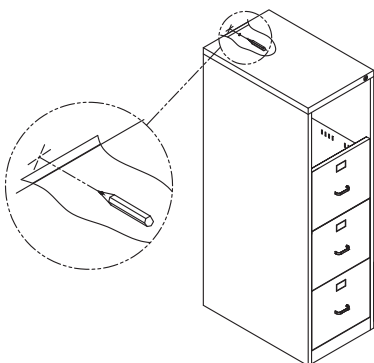
Wall anchors required for 4 drawer and 5 drawer VFC only. Not applicable for 2 drawer VFC. File cabinets must be securely attached to the wall, use the wall anchors provided with the file cabinet and right hardware for your wall type. Correct hardware for your wall type available at your local hardware store.

Guideline for wall fixing of VFC units



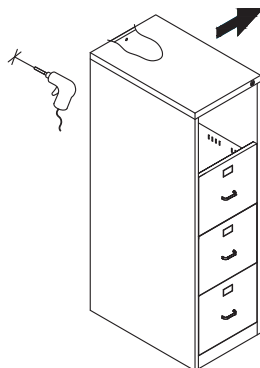
Step 1

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



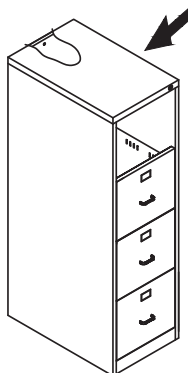
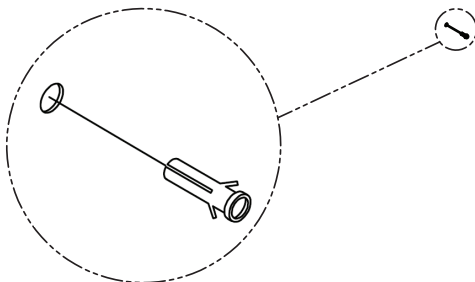
Step 2

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



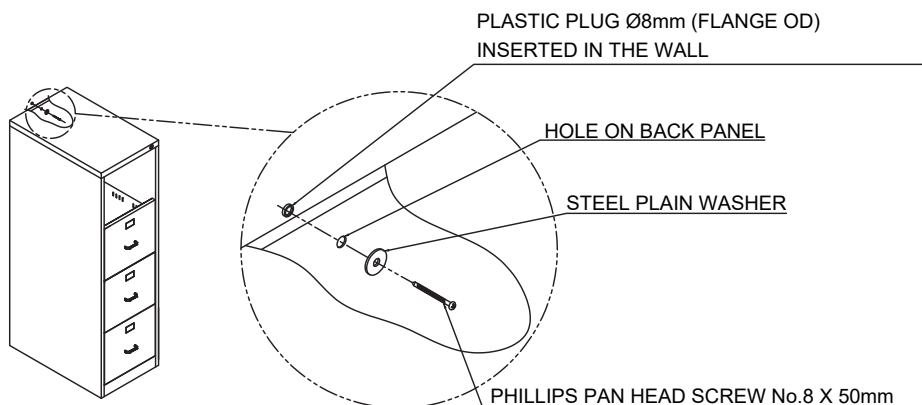
Step 3

Remove the file cabinet. Using a $\varnothing 6\text{mm}$ drill bit, drill a 2.4 inch (60 mm) hole into the drywall.



Step 4

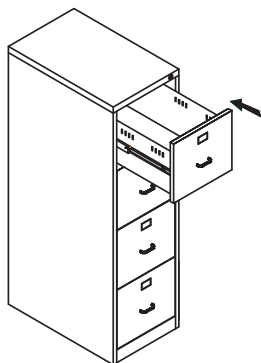
Press the plastic wall anchor firmly into the hole. Using a hammer, carefully tap the plastic anchor flush with the wall.



Step 5

Set the file cabinet in place and align the hole with the wall anchor. Secure the cabinet using the metal washer and screw as shown.

Do not overtighten.



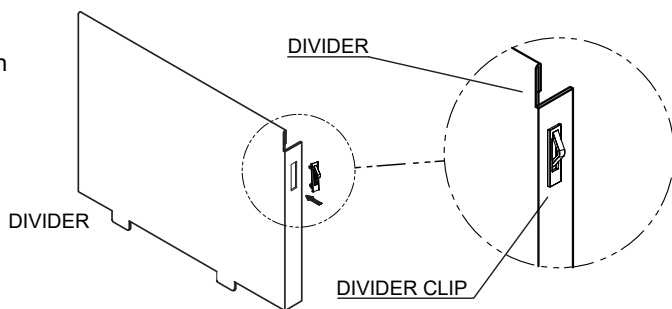
Step 6

Carefully align and re-install the top drawer.

Install divider in drawer

Step 1

Fix the divider clips on both sides of divider as shown.



Step 2

Slide the divider down so its bottom tabs insert into slots on drawer bottom, and its clips fix in slots on both side panels of the drawer as shown.

