

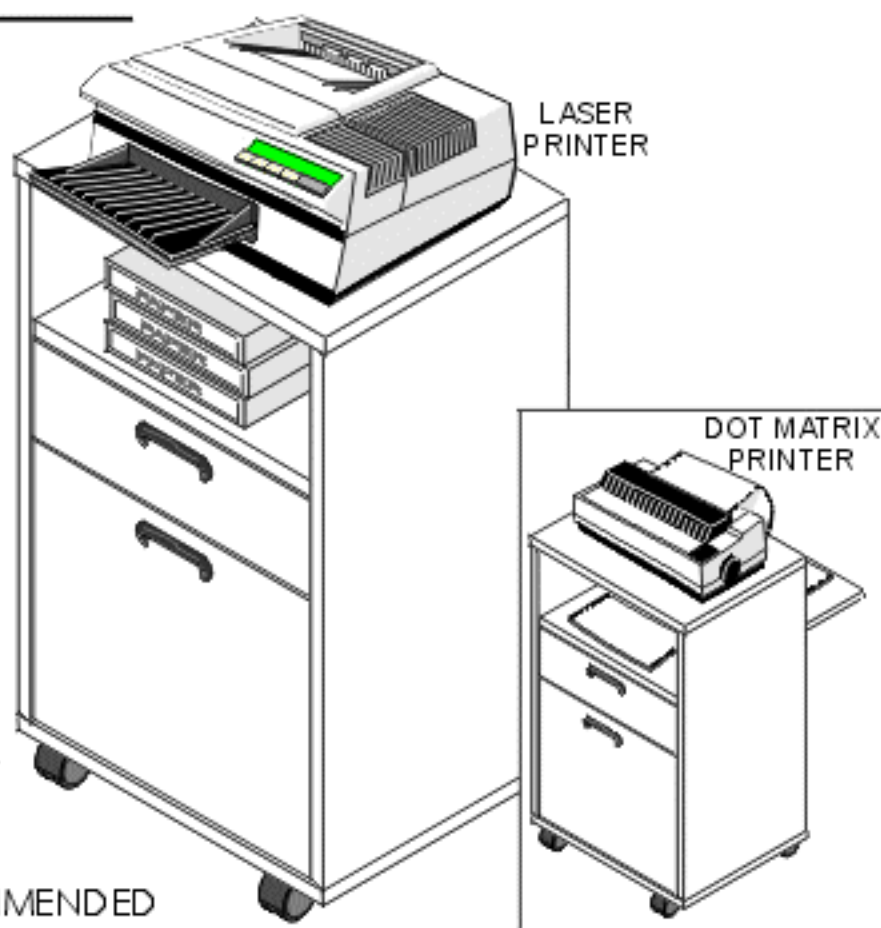
NOTES ON ASSEMBLY

- Use caution during assembly, unbanded edges can be sharp and may chip if mishandled.
- Remove staples, (if any) from carton and use carton to set parts on during assembly.
- Page two of this instruction sheet contains an illustrated parts list and phone number to call in case of missing hardware. The parts list also contains drawings of the screws and other hardware as an easy identification guide.

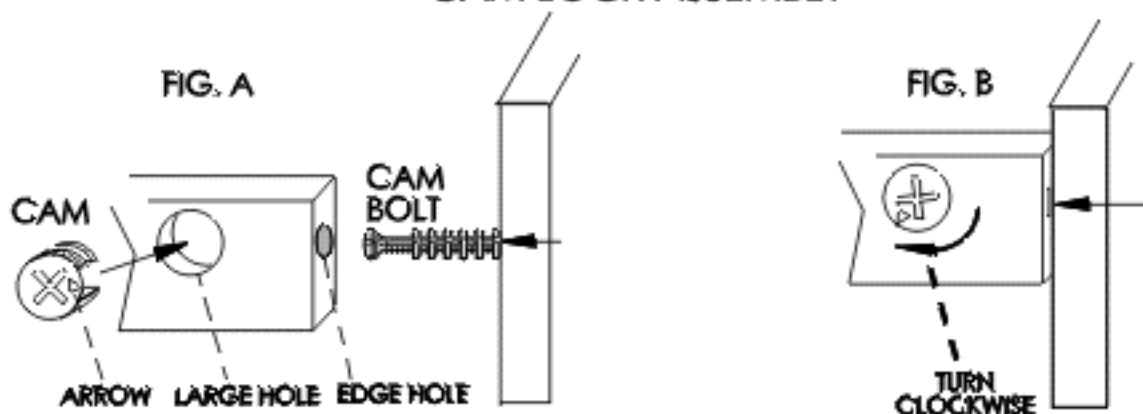
TOOLS REQUIRED

- #2 PHILLIPS SCREWDRIVER – CAMBOLT
- #6 FLAT SCREWDRIVER – CAM
- HAMMER

POWER TOOLS ARE NOT RECOMMENDED



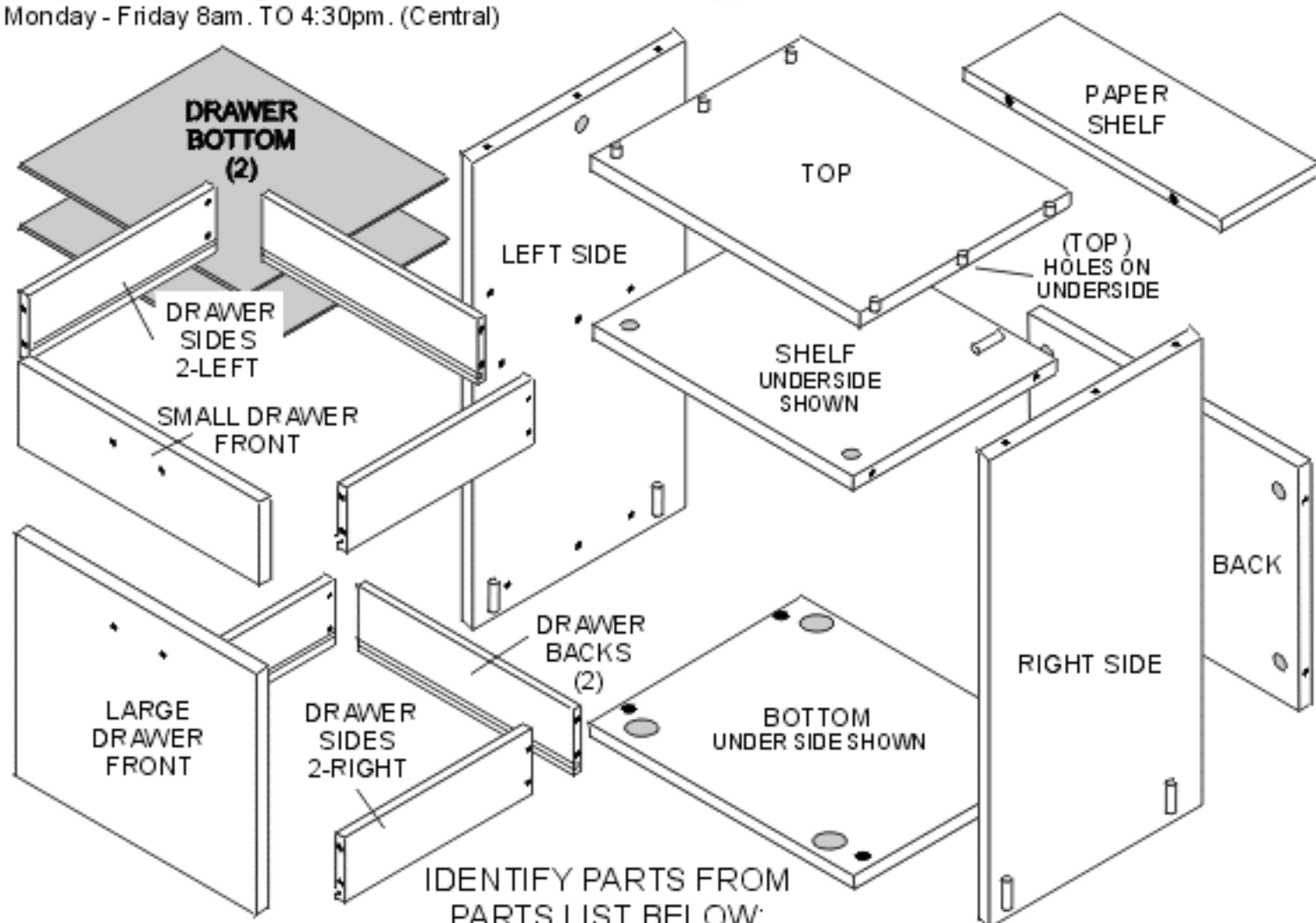
CAM LOCK ASSEMBLY



- Insert CAM, with arrow pointing to edge hole, into large hole in face of panel as shown in FIG. A
- Fully insert CAM BOLT, installed on adjoining panel, into edge hole as shown in FIG. A and FIG. B
- Turn CAM clockwise 1/3 rotation to lock panels together. FIG. B. For additional security, CAM may be turned another 1/4 turn.

1. IDENTIFY ALL PARTS.

If any parts are missing OR you have questions about assembly, please call CUSTOMER SERVICE 1-800-966-5511 Monday - Friday 8am. TO 4:30pm. (Central)



IDENTIFY PARTS FROM PARTS LIST BELOW:

NO.	WOOD PART LIST	WOOD PART SIZES		WOOD PART NUMBERS + COLOR
1	TOP	16"	X 19"	690-TOP
1	LEFT SIDE	16"	X 24"	690-LSIDE
1	RIGHT SIDE	16"	X 24"	690-RSIDE
1	BACK	16"	X 17-3/4"	690-BACK
1	BOTTOM	16"	X 19"	690-BOTTOM
1	SHELF	15-3/8"	X 17-3/4"	690-SHELF
1	PAPER SHELF	7-3/4"	X 17-5/8"	690-PAPRSHLF
1	LRG. DRAWER FRONT	11-5/8"	X 17-1/2"	690-LGDRFRNT
1	SM. DRAWR FRONT	4"	X 17-1/2"	690-SMDRFRNT
2	LEFT DRAWER SIDE	3-7/16"	X 13-7/8"	690-LTDWRSID
2	RIGHT DRAWER SIDE	3-7/16"	X 13-7/8"	690-RTDWRSID
2	DRAWER BACK	3-7/16"	X 15-5/8"	690-DWRBACK
2	DRAWER BOTTOM	13-7/8"	X 16-1/16"	690-DWRBOTTM

A



16mm CAM (LARGE)
#556
(8)

B

HARDWARE



CONNECTING CAM BOLT
(LARGE)
#557
(8)

C



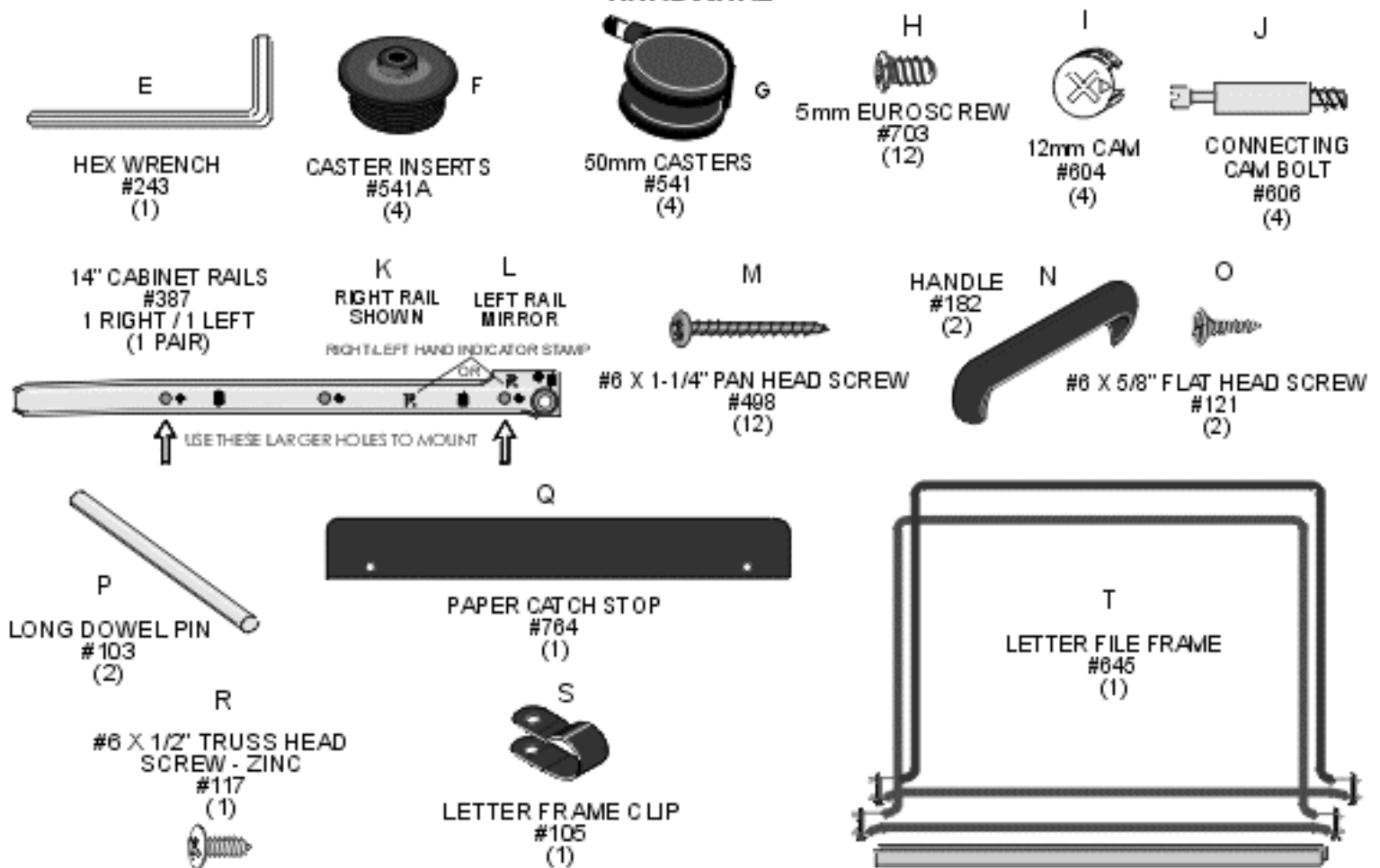
8mm WOOD DOWEL PINS
#307
(8)

D



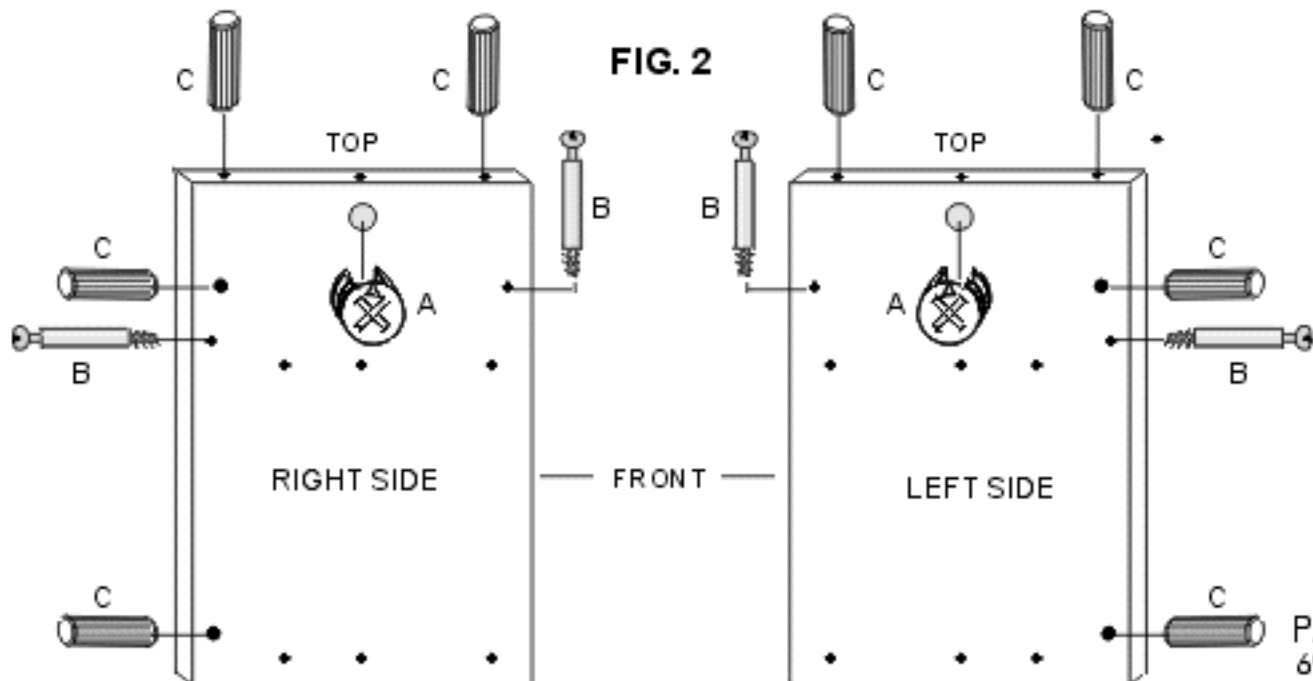
HEX SCREWS
#241
(4)

HARDWARE



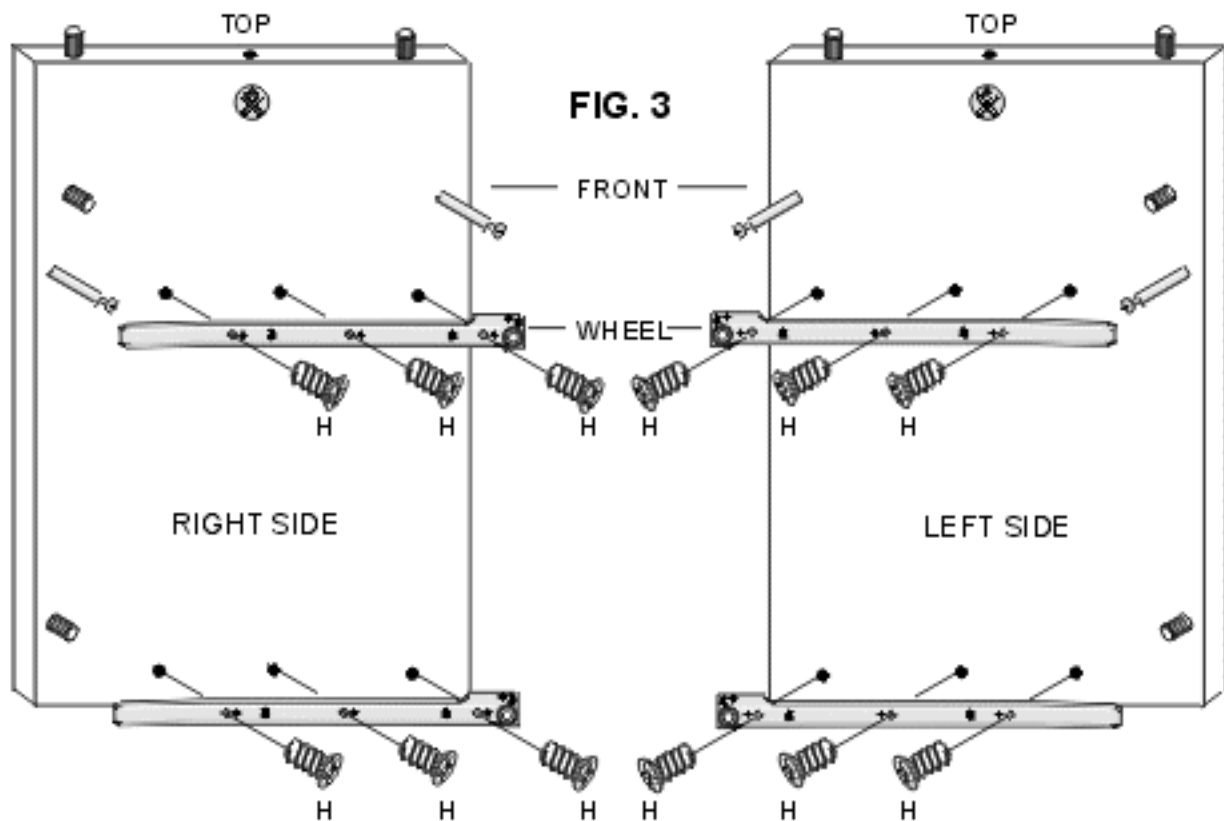
2. INSTALL HARDWARE

Lay RIGHT and LEFT SIDE on a flat, non-scratch surface FIG. 2 Align and insert (1) 16mm CAM (LARGE) (A) into larger holes in face of pan, near top of panel, as shown. **NOTE:** ARROW on CAM must face edge of panel with corresponding hole. Install (2) CONNECTING CAM BOLTS (LARGE) (B) into small holes in face of each panel RIGHT and LEFT SIDES. Insert (2) 8mm WOOD DOWEL PINS (C) into medium size holes in face of each RIGHT and LEFT SIDES. Gently tap DOWEL PINS with a hammer to set into place. Insert (2) 8mm WOOD DOWEL PINS into top edge of each RIGHT and LEFT SIDES.



3. INSTALL DRAWER RAILS

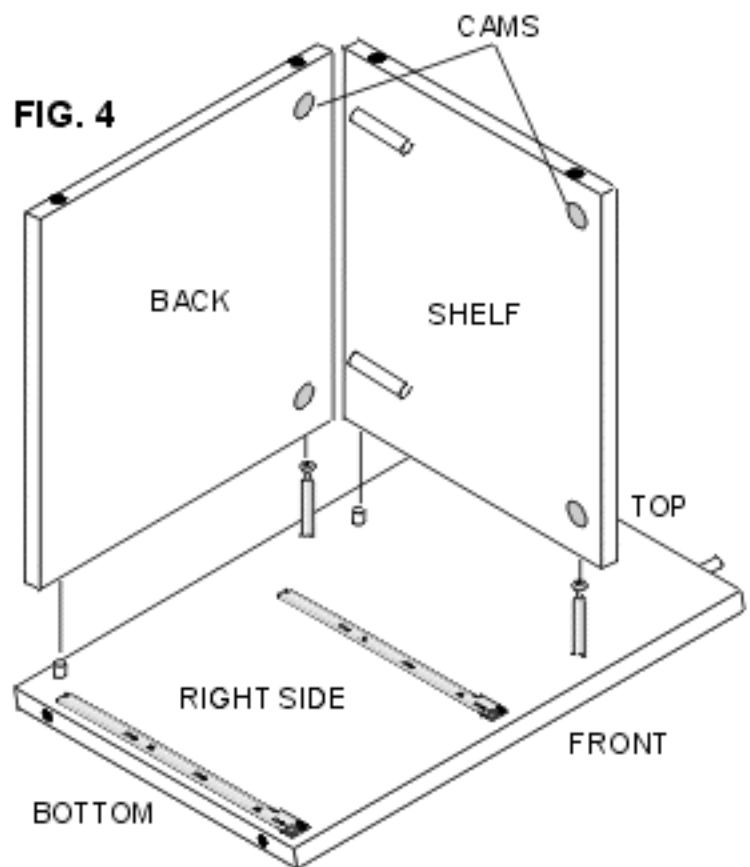
With RIGHT and LEFT SIDE on a flat, non-scratch surface FIG. 3 Align and attach (2) RIGHT CABINET RAILS (K) to RIGHT SIDE as shown, using (3) 5mm EUROSCREWS (H) FIG. 3 Repeat by attaching (2) LEFT CABINET RAILS (L) to LEFT SIDE as shown, using (3) 5mm EUROSCREWS (H). NOTE: Wheel on rail must be to FRONT of SIDES as shown.



4. ASSEMBLE

With RIGHT SIDE on a flat, non-scratch surface, align and attach SHELF to SIDE by matching (1) CAM on SHELF with (1) CONNECTING CAM BOLT (B) near FRONT of SIDE as shown. Fig. 4 Align and insert (1) WOOD DOWEL PIN into edge of shelf. Tighten CAM. **NOTE:** Insure that CAM on SHELF faces the bottom of the unit.

Align and attach BACK to RIGHT SIDE. Tighten fittings. **NOTE:** Insure that CAM on BACK faces to the inside to the unit.

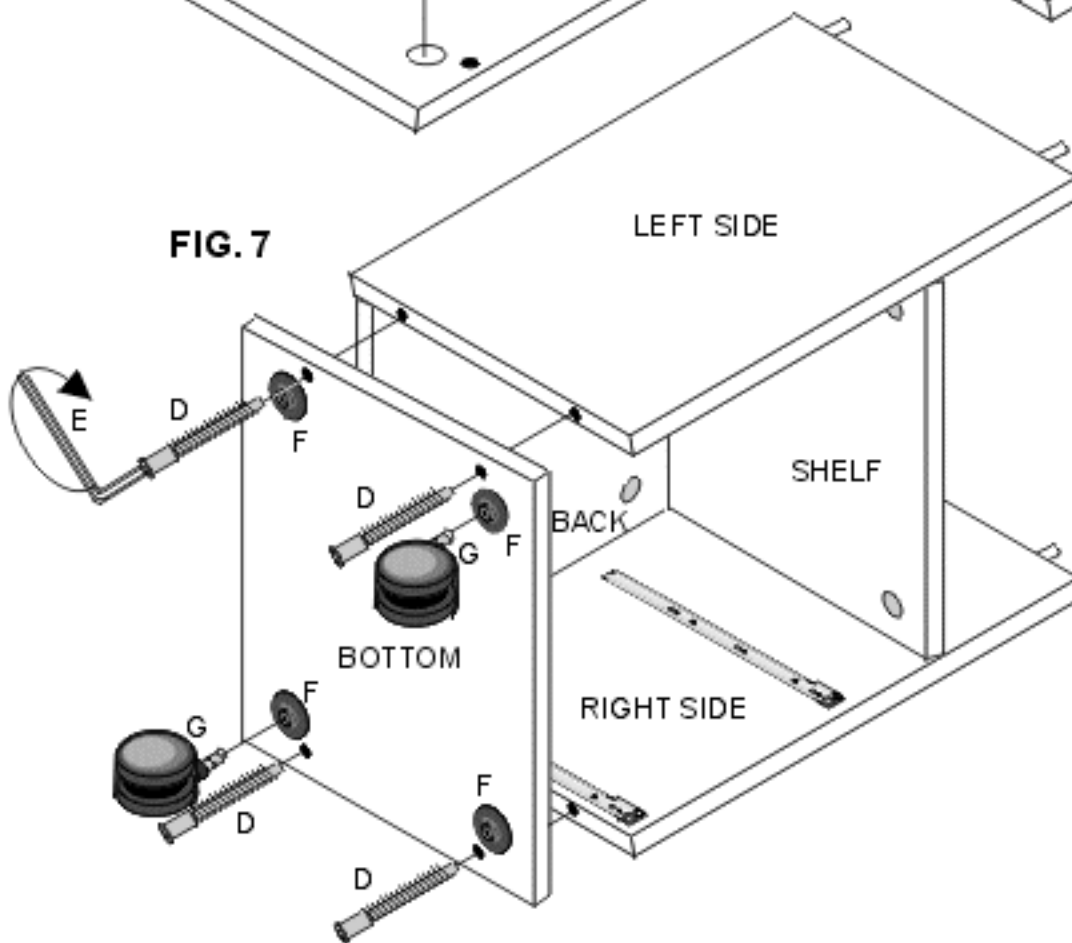
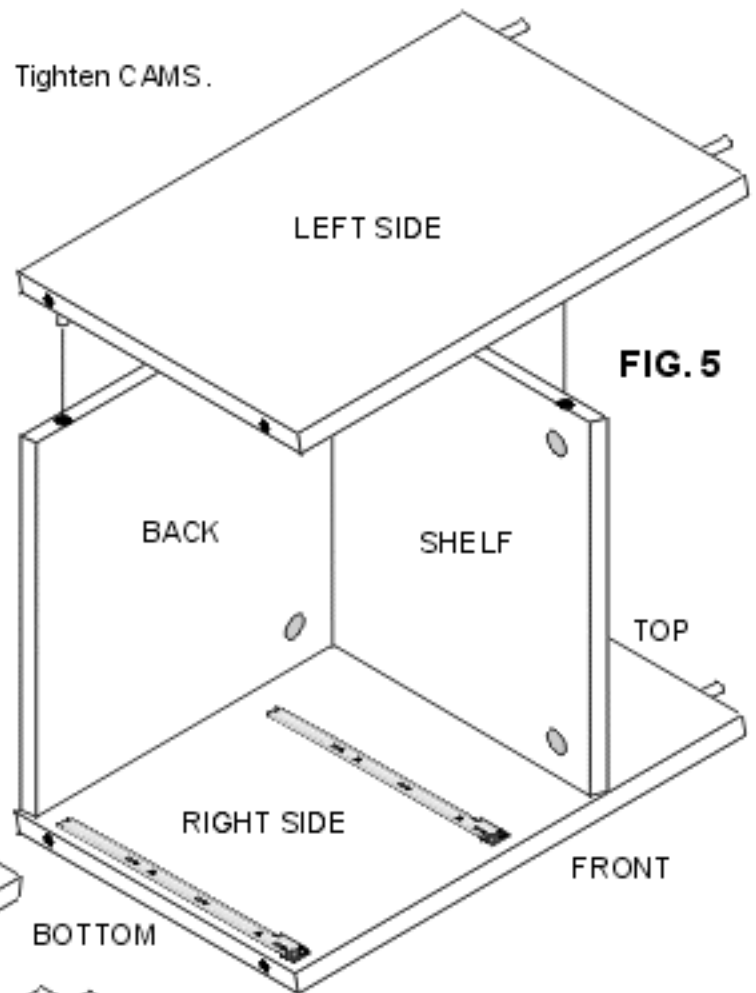
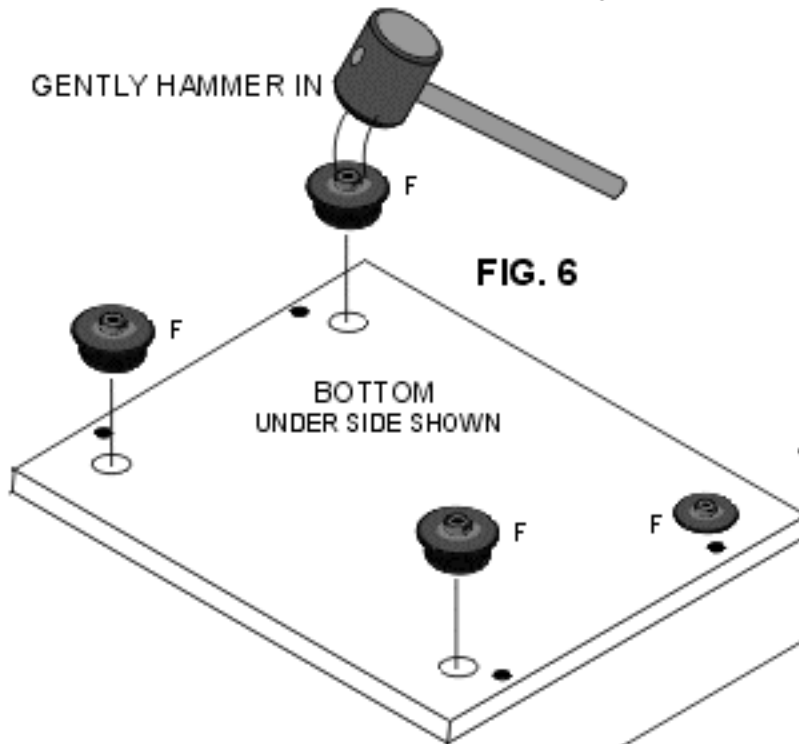


5. ASSEMBLE

Align and attach LEFT SIDE to BACK and SHELF. FIG. 5 Tighten CAMS.

6. INSTALL HARDWARE

Lay BOTTOM on a flat, non-scratch surface, LARGE holes facing up. FIG. 5 Align (4) CASTER INSERTS with large hole on face of BOTTOM. Gently tap CASTER INSERTS with hammer to set into position..



7. ATTACH BOTTOM

With unit laying on its SIDE as shown, align and attach BOTTOM to RIGHT and LEFT SIDE using (4) HEX SCREWS (D). NOTE: CASTER INSERTS (F) face outside of unit Tighten HEX SCREWS using HEX WRENCH (E).

After BOTTOM is in place and secure, align and insert (4) 50mm CASTERS (G) into CASTER INSERTS (F). Some force may be needed to "dick" CASTER into place. Simply press stem on CASTER (G) into hole in CASTER INSERT (F) to make a friction fit.

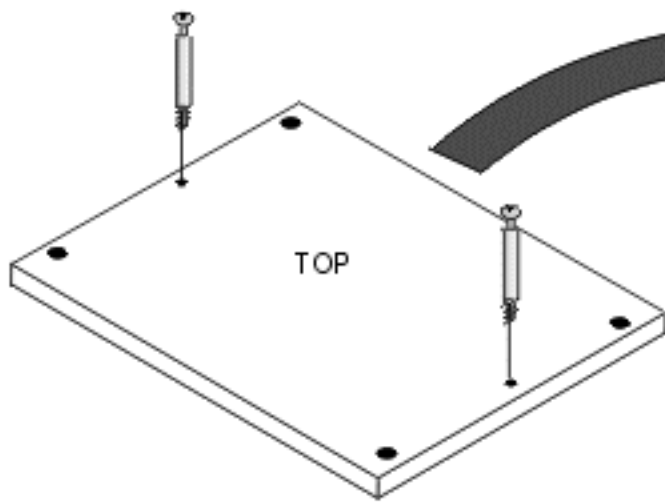
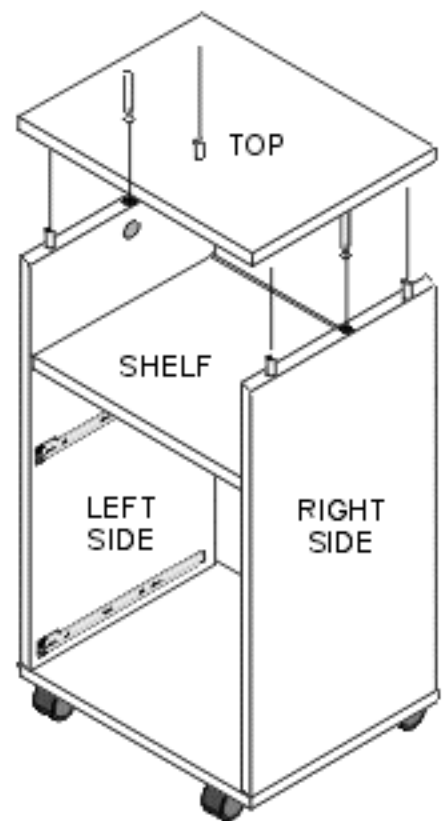


FIG. 8



8. PREPARE TOP AND INSTALL

With TOP laying on a flat, non-scratch surface, holes facing up, align and install (2) CONNECTING CAM BOLTS (B) to center hole on each edge. FIG. 8

Align and attach top to unit as shown. Tighten CAMS on SIDES under TOP. FIG. 8

OPTIONAL PAPER SHELF INSTALLATION

If the COMBO CART will be used for a dot matrix printer, follow instructions at STEP 9. If the COMBO CART is to be used for laser or ink jet type printer, PAPER SHELF may be omitted.

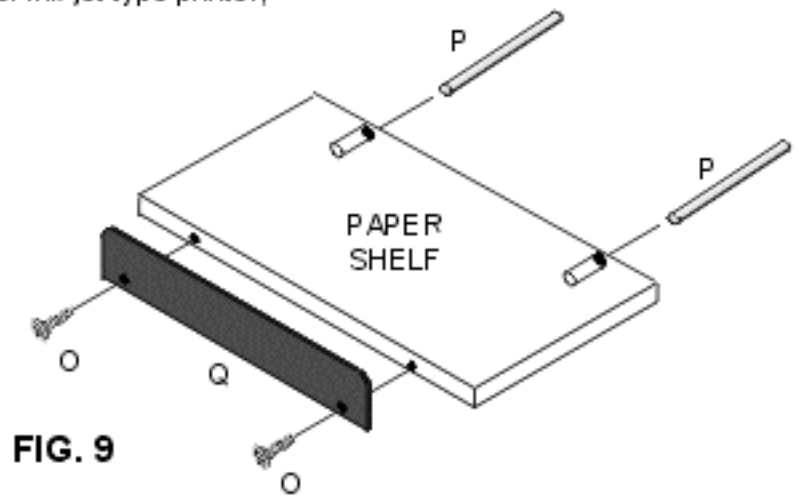
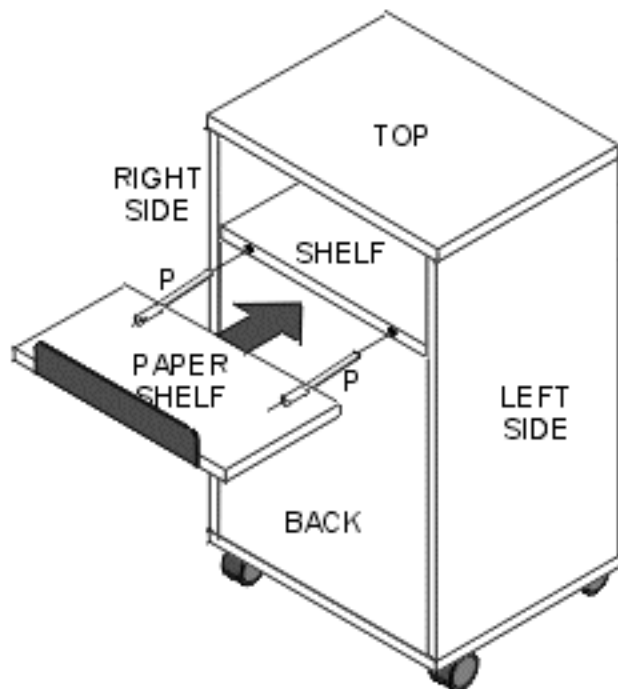


FIG. 9

9. PREPARE SHELF AND INSTALL OPTION

Lay PAPER SHELF on a non-scratch surface. FIG. 9 Insert (2) LONG DOWEL PINS (P) into (2) larger (1/4") edge holes. Align and attach (1) PAPER CATCH STOP (Q) to opposite edge with (2) smaller holes using (2) #6 X 5/8" FLAT HEAD SCREW (O).

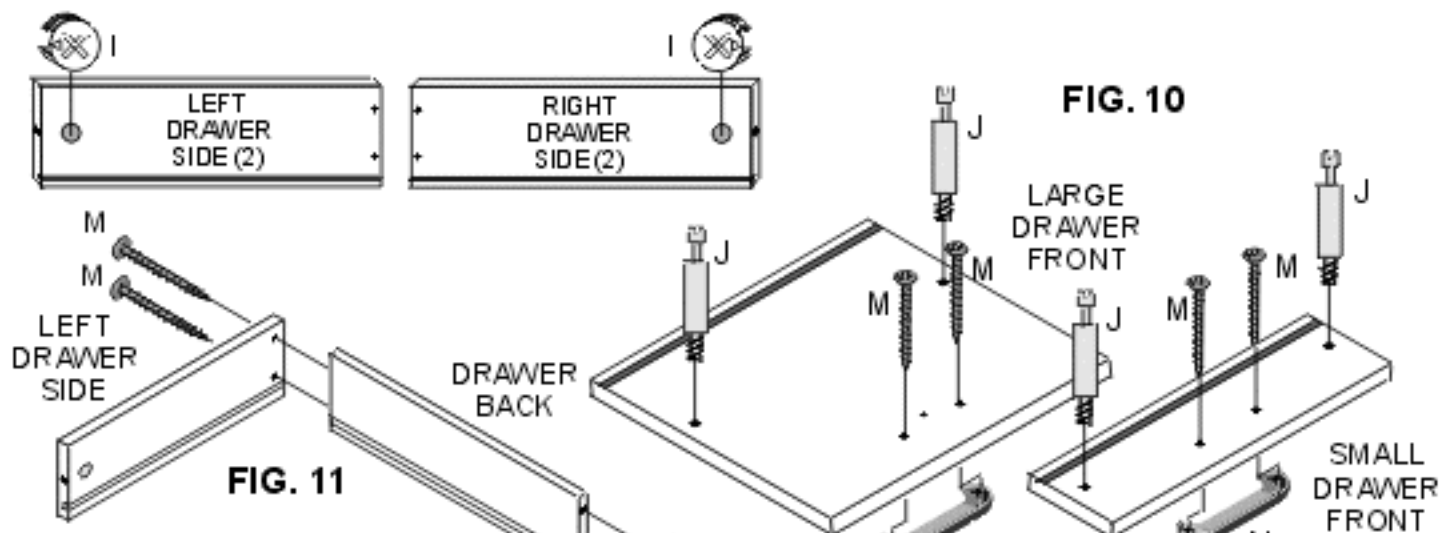
NOTE: Insure that counter sunk holes on PAPER CATCH STOP (Q) face out.

Install OPTIONAL PAPER SHELF by aligning LONG DOWEL PINS (P) with holes on rear edge of SHELF and pushing PAPER SHELF against SHELF. FIG. 9

10. PREPARE DRAWER PARTS

Lay 2 LEFT and 2 RIGHT DRAWER SIDES on a flat, non-scratch surface. Insert (1) 12mm CAM (I) into the larger face hole. Insure that the ARROW on the CAM points to edge with corresponding hole.

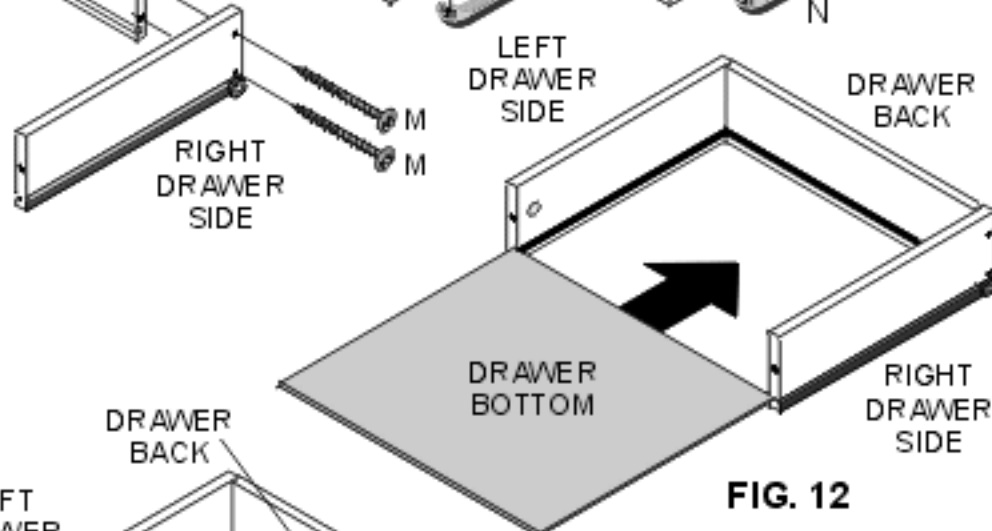
Lay LARGE DRAWER FRONT and SMALL DRAWER FRONT on a flat, non-scratch surface. Install (2) CONNECTING CAM BOLTS (J) into each as shown. Align and attach (1) HANDLE (N) TO OPPOSITE SIDE of DRAWER FRONTS using (2) #6 X 1-1/4" PAN HEAD SCREWS (M). Repeat for other DRAWER FRONT.



11. ASSEMBLE DRAWER

Stand (1) LEFT and (1) RIGHT DRAWER SIDES on a flat, non-scratch surface, drawer rails facing down. Align and attach (1) DRAWER BACK between DRAWER SIDES using (2) #6 X 1-1/4" PAN HEAD SCREWS (M) each side. **NOTE:** Insure that all slots face inside of DRAWER. FIG. 11

Repeat for other DRAWER assembly.



12. INSTALL BOTTOM

Align and install DRAWER BOTTOM into slot on RIGHT and LEFT DRAWER SIDE and engage in slot on DRAWER BACK. FIG. 12

13. INSTALL DRAWER FRONTS

Align and attach LARGE and SMALL DRAWER FRONTS each onto (2) DRAWER ASSEMBLIES. FIG. 13. Tighten CAMS on inside of DRAWERS.

14. INSTALL FILE FRAME

Assemble LETTER FILE FRAME (T) by engaging the ends of the flat bars in the slots in the ends of the wire formed parts. Tighten clamping screws on FILE FRAME.

Place LETTER FILE FRAME (T) in LARGE DRAWER. Secure front of FILE FRAME by placing (1) LETTER FRAME CLIP (S) over the wire formed part. Mounting holes on CLIP face down and align with (1) hole in face of LARGE DRAWER FRONT. Attach LETTER FRAME CLIP (S) using (1) #6 X 1/2" TRUSS HEAD SCREW (R).

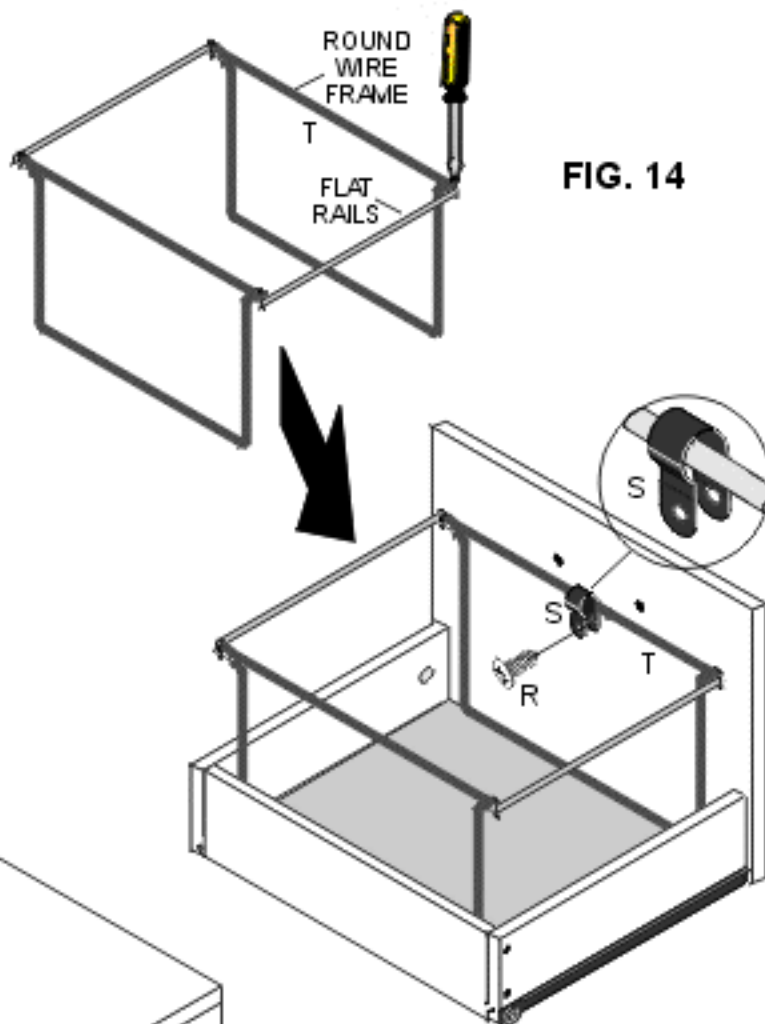
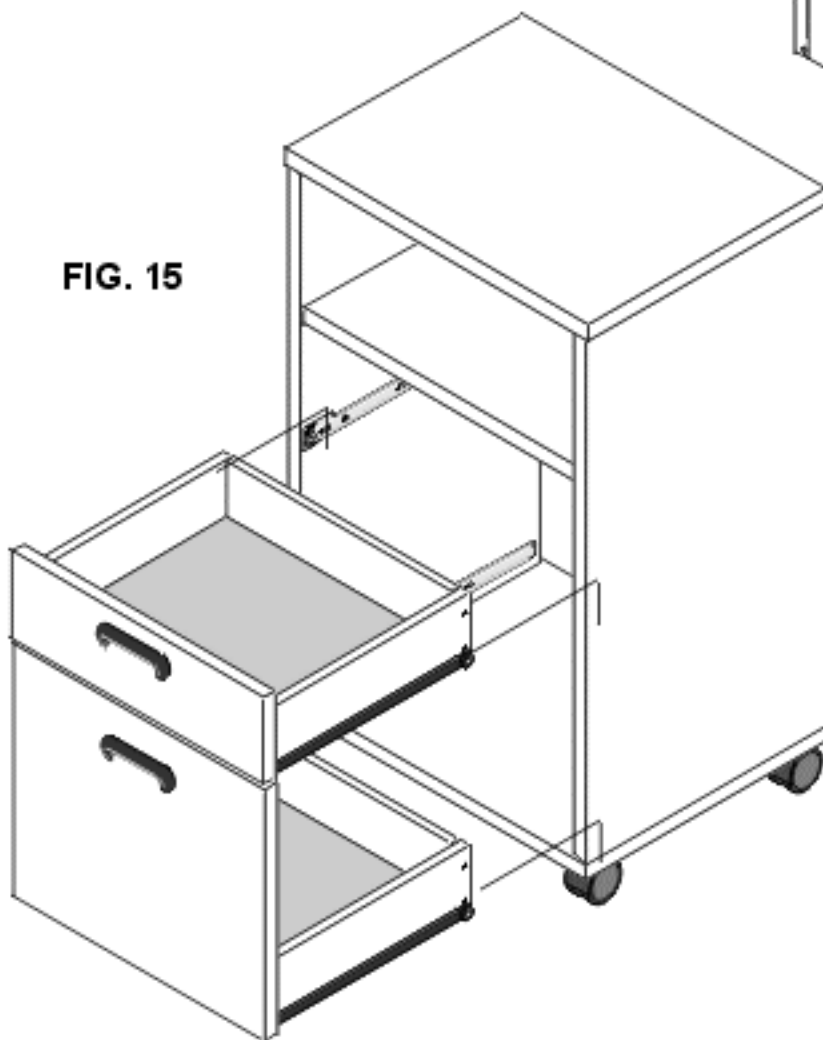


FIG. 14

FIG. 15



15. INSTALL DRAWERS

Install LARGE DRAWER onto lower set of rails mounted to RIGHT and LEFT SIDES. Engage wheels on DRAWER SIDES over and behind wheels on CABINET SIDES. Push drawer in. Repeat for SMALL DRAWER USING upper set of rails mounted to RIGHT and LEFT SIDES.