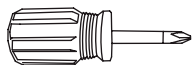
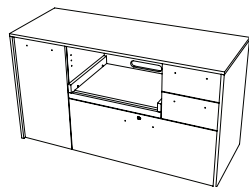


Component List



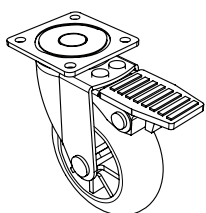
A - Phillips Screwdriver
x 1 (not provided)



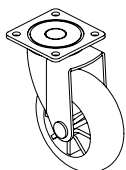
B - Cabinet x 1



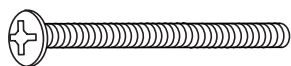
C - 8/32" x 12mm
Phillips Screw
x 24



D - Brake Caster x 2



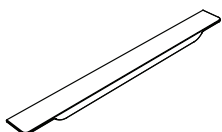
E - Caster x 4



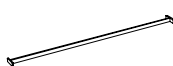
F - M4 x 37mm
Phillips Screw
x 4



G - M4 x 25mm
Phillips Screw
x 4



H - Pull x 4



I - Legal File Bar x 2



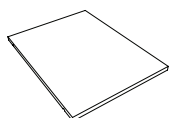
J - Lateral File Bar x 1



K - Shelf Pin x 8



L - Adjustable
Printer Shelf x 1



M - Adjustable
Cabinet Shelf x 1

Format is engineered for easy assembly. Carefully follow this procedure to prevent any damage.

Do not use power tools for assembly of this product.



Placement and Maintenance

Format™ Office furniture is designed for indoor use on level floors. Clean steel parts and wood veneer with a moist cloth.

Step 1

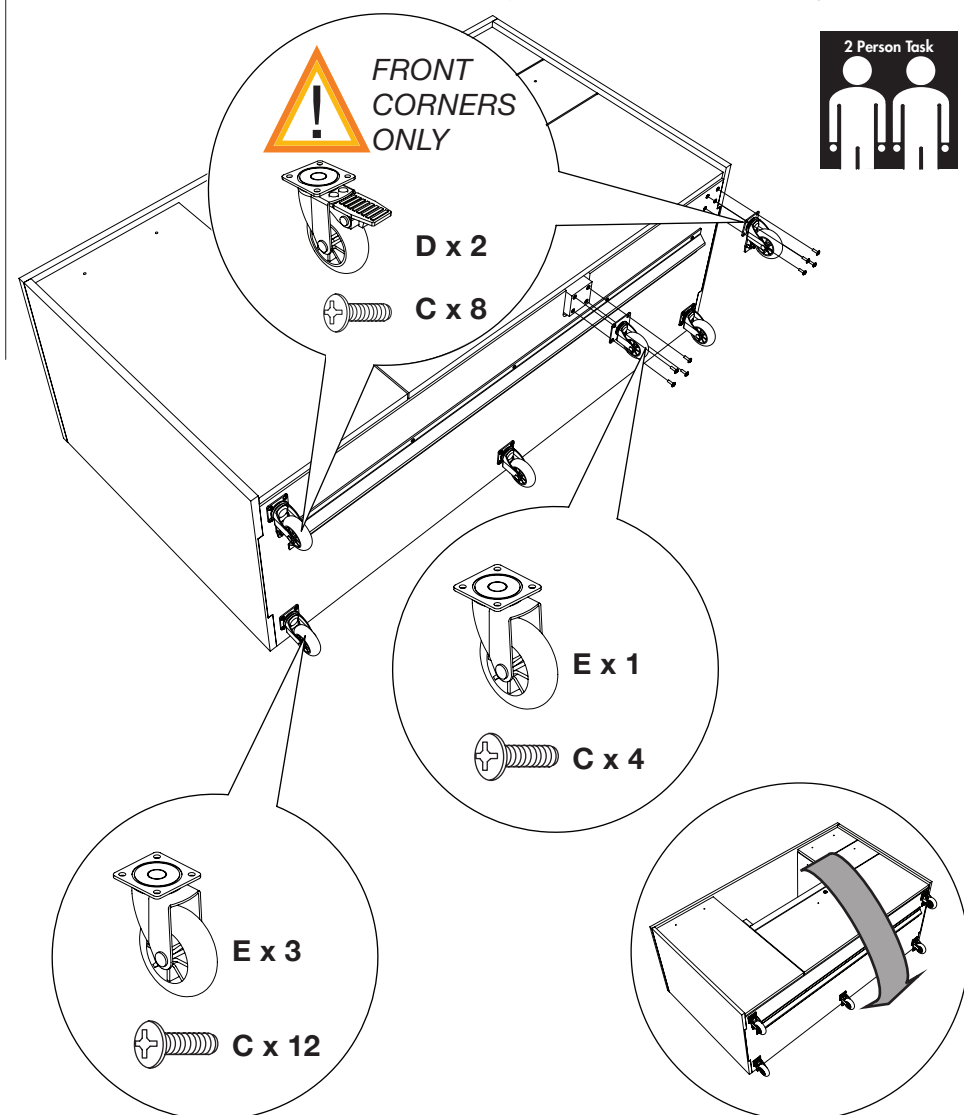
Unpack and Identify

Unpack and identify the components at left. Note that some components are shipped inside the cabinet. The assembly workspace should be a non-marring surface such as carpet. For missing hardware pieces, please contact BDI Customer Service at customerservice@bdiusa.com. For all other concerns, please contact your BDI Retailer.

Step 2

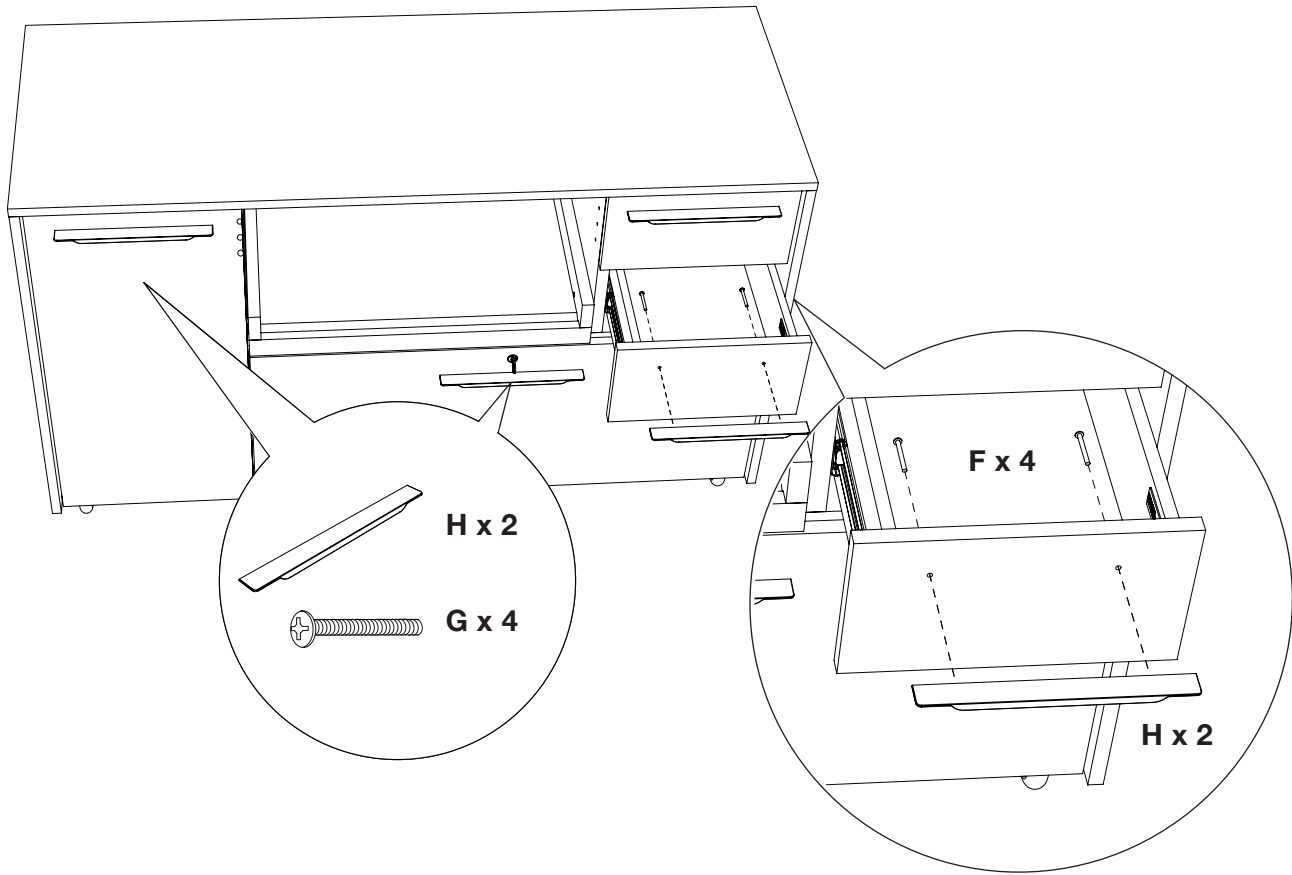
Install Casters

Carefully position **Cabinet (B)** on its back side so that bottom side is accessible, then attach a **Caster** at each of the six (6) exposed installation plates using **5/32" x 12mm Phillips Screw (C)** and a Phillips Screwdriver. Then carefully turn **Cabinet (B)** upright.



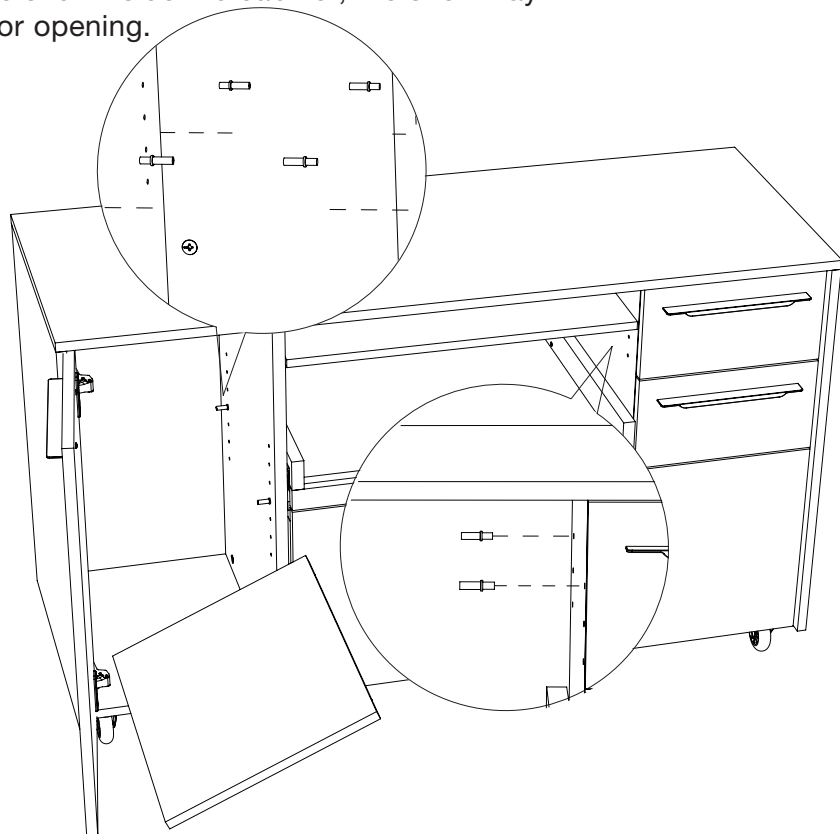
Step 3
Install Pulls.

Install **Pull (H)** to drawers using the **M4 x 37mm Phillips Screw (F)** and a Phillips Screwdriver. Install **Pull (H)** to door and file drawer using the **M4 x 25mm Phillips Screw (G)** and a Phillips Screwdriver.



Step 4
Install Shelves.

Install **Shelf Pins (K)** at desired height to install **Adjustable Shelves (L)** and **(M)**. *Note: To place the adjustable shelf inside the cabinet, the shelf may be tilted sideways to clear the door opening.

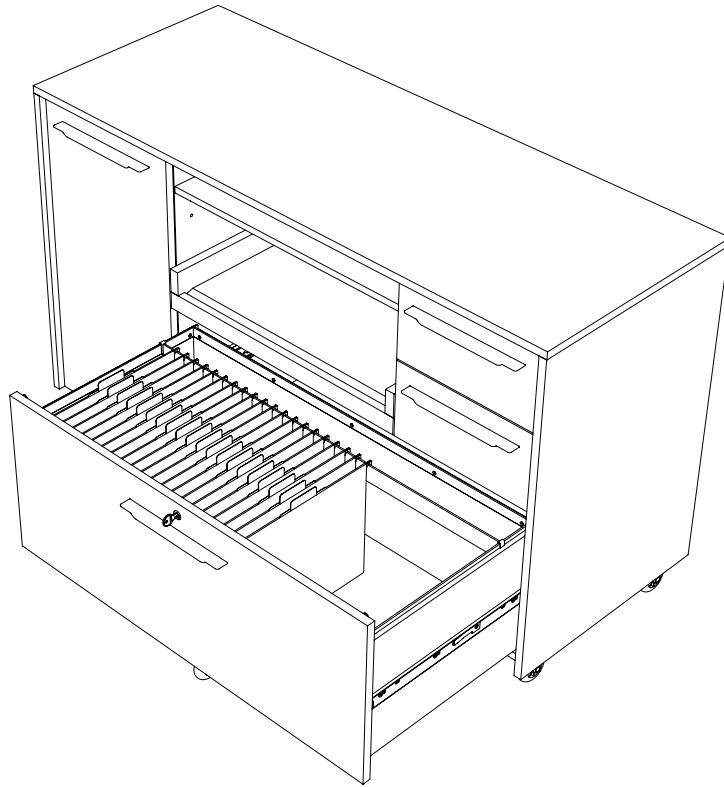


Step 5

Optional - Install File Bars

Legal File Folders can be installed in the lateral drawers left-to-right without installing File Bars.

Letter File Folders can be installed in the lateral drawer left-to-right by lowering **Lateral File Bar (J)** onto drawer sides.



If users wish to install File Folders front-to-back, place **Legal File Bars (I)** onto drawer rails front and back.

