

SIGMA™ 6916
LATERAL FILE CABINET

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Product Registration

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Placement and Maintenance

Sigma™ Office furniture is designed for indoor use on level floors. Clean glass with glass cleaner, and other surfaces with a damp cloth.

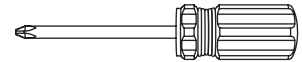
Your Sigma™ Office furniture is engineered for easy assembly. Carefully follow this procedure to prevent any damage. Do not use power tools for assembly of this product.

Step 1

Unpack and identify the parts listed below. 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.

Tool Required:

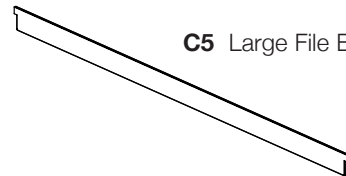
Phillips Screwdriver



H1 Phillips M4
Screw x 20



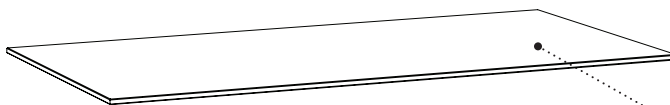
C4 Small File Bar x 2



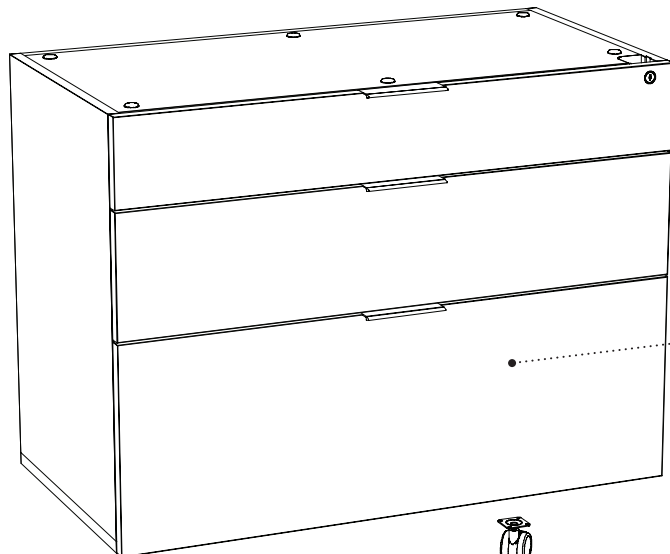
C5 Large File Bar x 1



C6 File Bar Clip x 6



C1 Glass Top x 1



A1 Cabinet x 1

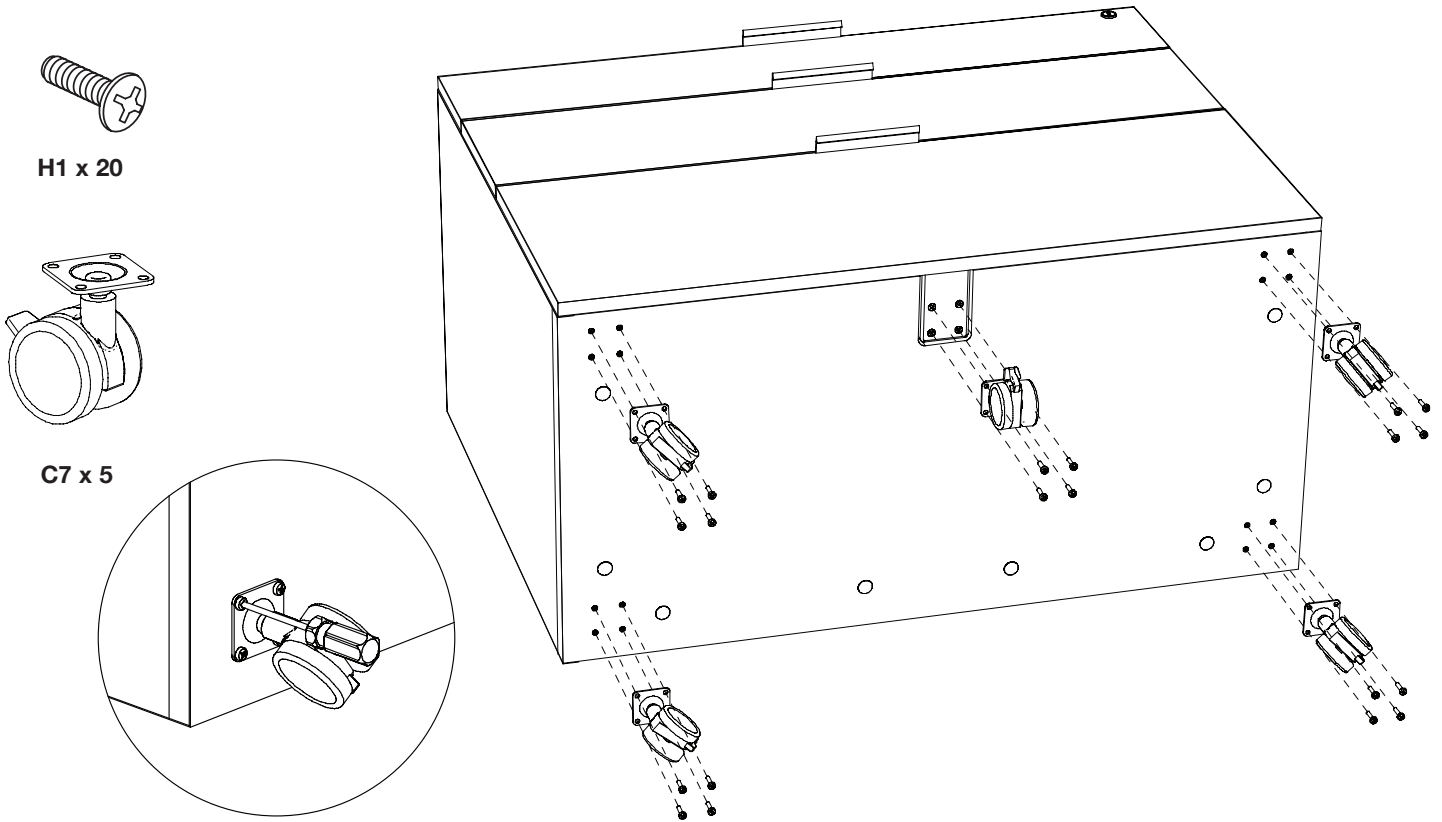


C7 Swivel Locking Casters
x 5

Designed by BDI Studio.

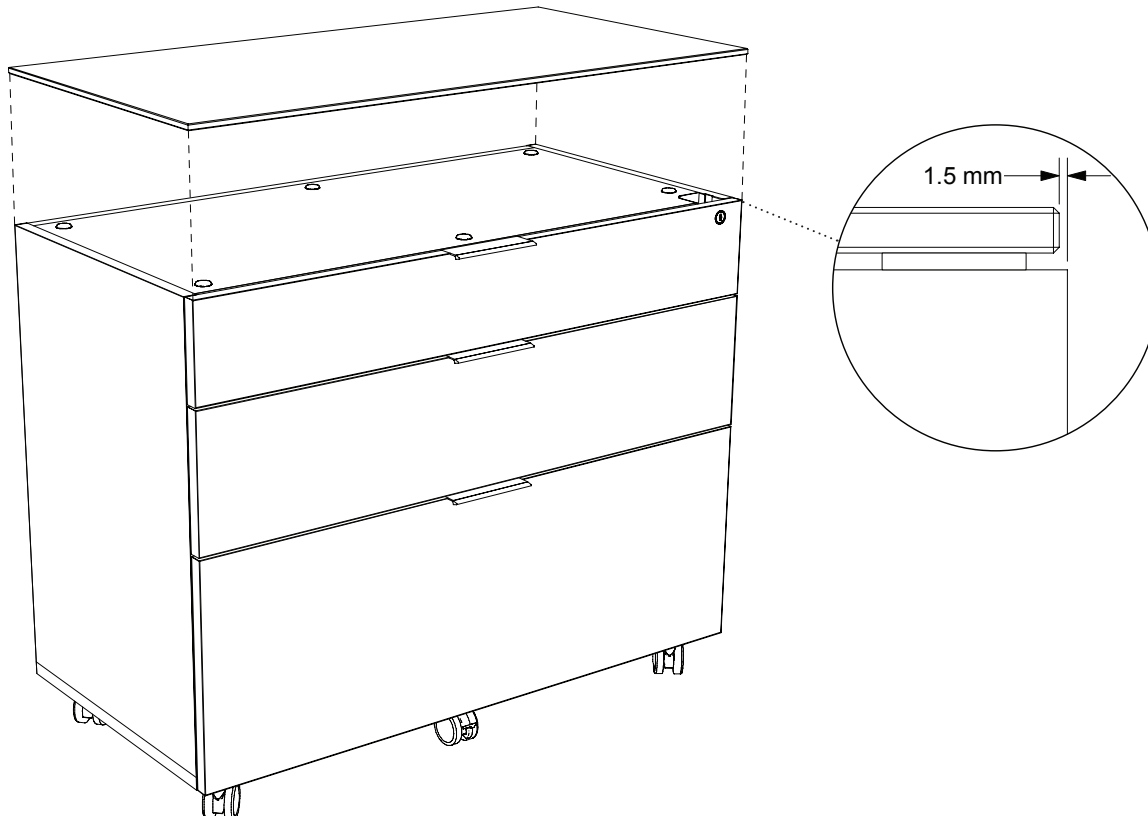
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Step 2 - Before installing the glass, carefully lay the cabinet on its back. Attach **casters C7** to **Cabinet A1** using **Screws H1** and tighten with a Phillips Screw Driver.

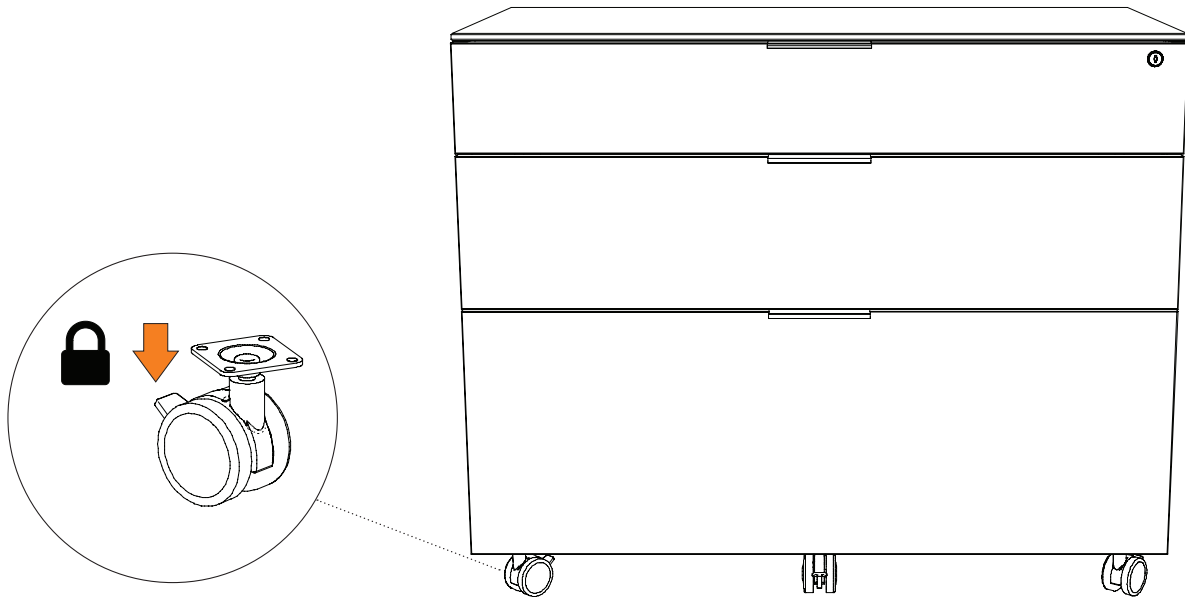


Step 3 - With help from another person, stand the cabinet onto its wheels.

Step 4 - Position the glass panel on top of the cabinet and align all edges. The glass should be inset 1/16" (1.5mm).

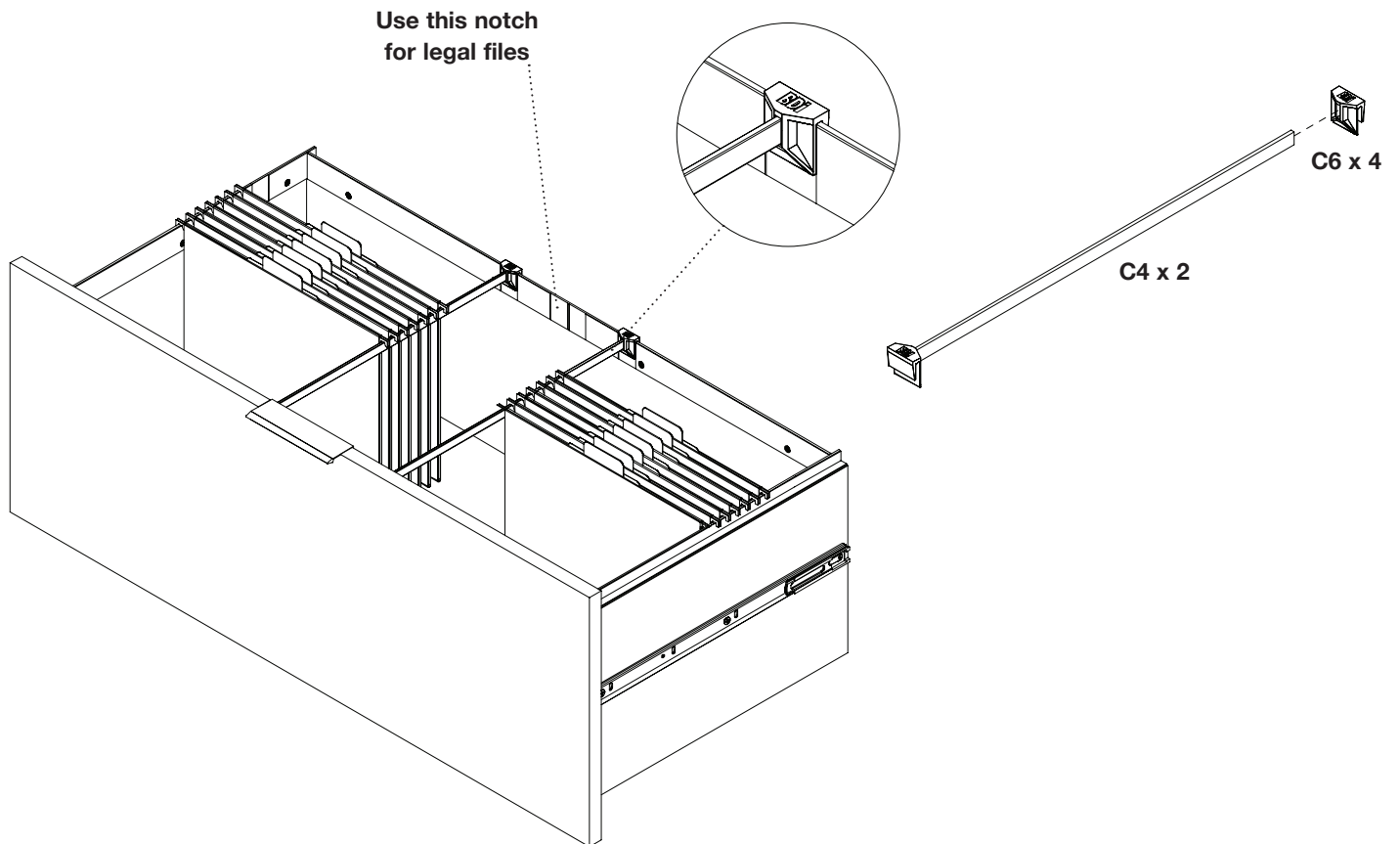


Step 5 - Casters - The casters can be locked by pressing the lever downward and released by pressing the lever upward.



Step 6 - File Bar Installation (Option A)

For files facing forward, attach **File Bar Clip C6** to both ends of **Small File Bar C4** as shown. For letter files, use the outer notches on the front and back of the drawer. For legal files, use the inner notches.



Step 7 - File Bar Installation (Option B)

For letter files facing sideways, attach **File Bar Clip C6** to both ends of **Large File Bar C5** as shown. Place the file bar assembly in the notches located on the left and right drawer side panels. For side facing legal files, skip this step altogether.

