



User Guide - Tilt and File Cabinet

The following guide shows the steps for using your cabinet for the first time.

GETTING STARTED

1. Remove packaging and unlock the cabinet.
 - The drawer key is secured to the top drawer handle recess using black tape.
 - Retrieve the key, insert into lock and turn anti-clockwise to unlock cabinet drawers.
 - The cabinet drawers should now freely open, close and lock.
 - The semi-automatic locking system allows individual drawers to remain open whilst the others remain locked. The open drawer will lock upon closing.
2. Prepare for use
 - Remove any tape that has been used to secure divider inside the drawers for transit.
3. Loading and unloading
 - Before loading your cabinet please ensure the cabinet is sitting level. If the floor is uneven use adjustable foot underneath cabinet to level.
 - Never climb the shelves or onto the top of the cabinet.
 - Never overload the drawers. Drawers have a carrying capacity of 30kgs.
 - For furniture 1200mm and higher we recommend seismic restraints should be considered.
4. Moving filing cabinets
 - If relocating the cabinet all contents should be taken out first. Cabinets should always be lifted (2 people) or moved with a hand trolley, never drag the cabinet across the floor.

