

# Kwik-File, LLC

## Flip - N - File

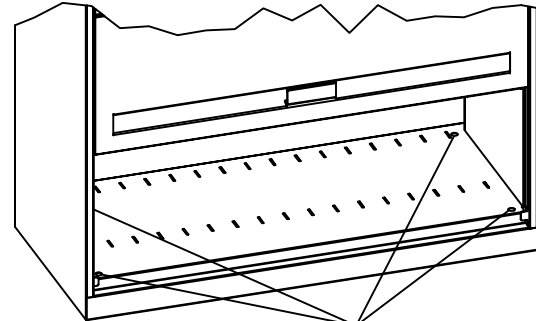
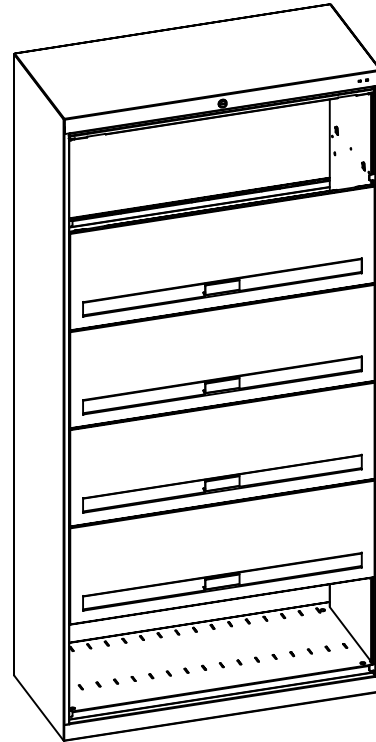
### ASSEMBLY INSTRUCTIONS

#### To assemble:

1. Remove packaging material.  
Check for concealed damage.  
Report any damage to carrier.
2. Level cabinet before loading.  
Leveling glides are provided in  
the base of the cabinet.
3. Load cabinet from bottom up,  
filling lower shelves first.  
**LOADING TOP SHELVES  
FIRST CREATES A  
HAZARDOUS TIPPING  
CONDITION.**
4. Use bottom shelf for storage  
of heaviers materials.

#### CAUTION:

- \* Do not use shelves as steps
- \* Failure to follow these  
instructions might result in the  
cabinet tipping over causing  
persoanl injury.



#### **ACCESS TO LEVELING GLIDES**

OPEN BOTTOM DOOR. ADJUST LEVELING  
GLIDES THROUGH ACCESS HOLES USING  
FLATHEAD SCREWDRIVER.

WHEN FILE IS USED ON CARPET, RE-LEVEL  
AFTER LOADING TO COMPENSATE FOR  
SETTLEMENT INTO CARPET NAP.



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