

# Small Filing Cabinet

Assembly Guide

**Branch**



# The new way of working you've been waiting for.

Scan here for a digital copy  
of your assembly guide.

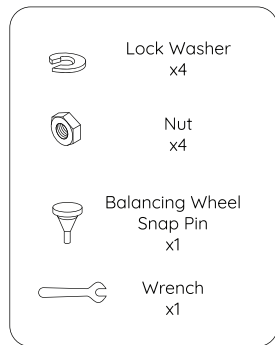
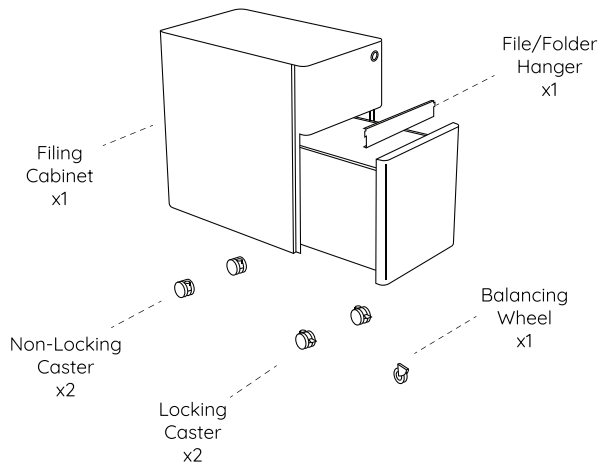




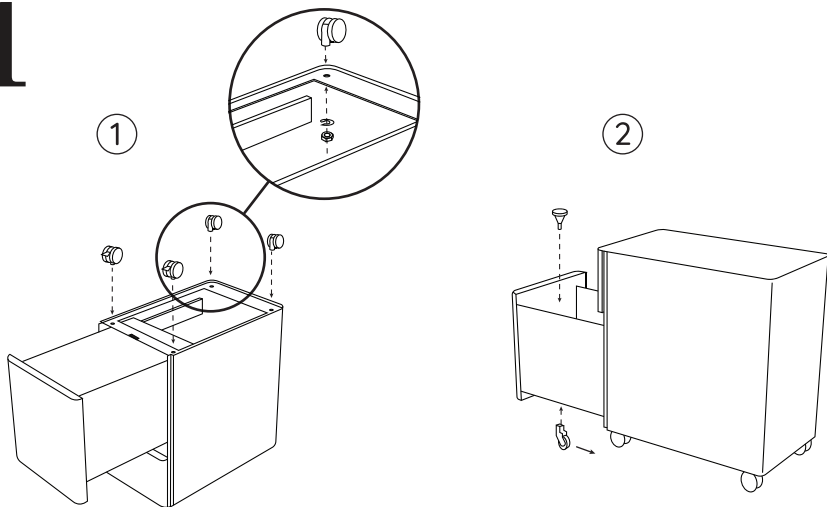
# Caution

- Use this product only for its intended purposes in a home or corporate office setting.
- Some screws may be preassembled. If preassembled, ignore assembly instructions.
- Do not sit or stand on the product. The filing cabinet cannot be used as a ladder or stool.
- Gently open and close the drawer to avoid pinching fingers.
- The maximum capacity of each drawer is 33 lbs, please use the product within this range.
- Every six months, please make sure all bolts, screws, and knobs are fully tightened to ensure stability.
- If any parts are missing, broken, damaged, or worn, stop use of the product until repairs are made using factory-authorized parts.
- Failure to follow these warnings could result in serious injury.

# Components

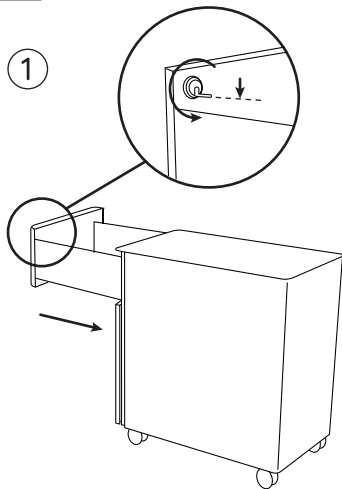


# 1

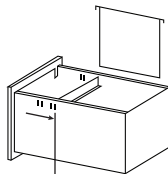


Place the filing cabinet upside down on a flat and clean surface. Open the bottom drawer, install the Locking Casters (x2) at the front of the cabinet, and the Non-Locking Casters (x2) at the back. Secure the Casters with the Lock Washers (x4) and Nuts (x4) using the included Wrench. Mount the balancing wheel to the underside of the bottom drawer with the Snap Pin (x1) from inside the drawer, ensuring the balancing wheel is curved towards the drawers.

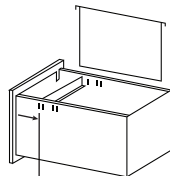
# 2



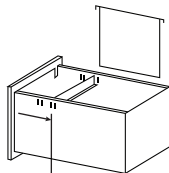
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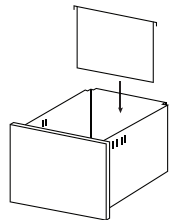
Letter



F4 & Legal



A4



A4

Before closing the drawer, turn the key so the bolt lock is facing down.  
Install the File/Folder Hanger (x1) in whichever orientation works best for you.

# Contact

Have a question, comment, or suggestion?

[hello@branchfurniture.com](mailto:hello@branchfurniture.com)  
[branchfurniture.com](http://branchfurniture.com)

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