

- Manuals.plus /
- › Bush Furniture /
 - › Bush Business Furniture Easy Office 2 Drawer Lateral File Cabinet Instruction Manual

Bush Furniture EO109WHSU

Bush Business Furniture Easy Office 2 Drawer Lateral File Cabinet Instruction Manual

Model: EO109WHSU | Brand: Bush Furniture

1. OVERVIEW

The Bush Business Furniture Easy Office 2 Drawer Lateral File Cabinet is designed to provide efficient and secure document storage for any professional workspace. This unit arrives fully assembled, simplifying setup. It features two full-extension drawers capable of holding letter, legal, and A4-size documents, each supporting up to 88 pounds. A single lock mechanism secures both drawers, protecting sensitive information. The cabinet is equipped with adjustable levelers to ensure stability on various floor surfaces.



Image 1: Bush Business Furniture Easy Office 2 Drawer Lateral File Cabinet in an office environment.

2. PRODUCT FEATURES

- **Dimensions:** 36 inches (W) x 23 inches (D) x 30 inches (H).
- **Pre-assembled:** Ships fully assembled for immediate use.
- **Full-Extension Drawers:** Two drawers with smooth ball bearing slides for easy access to contents.
- **Weight Capacity:** Each drawer supports up to 88 pounds.
- **Locking Mechanism:** A single lock secures both drawers for enhanced security.
- **Stability:** Drawers are designed to open one at a time to maintain maximum stability.
- **Adjustable Levelers:** Compensate for uneven floors, ensuring a stable setup.
- **Material:** Constructed from durable Engineered Wood.
- **Finish:** Pure White finish with Brushed Nickel hardware.



Image 2: Bush Business Furniture Easy Office 2 Drawer Lateral File Cabinet in Pure White.

PURE WHITE

Image 3: Color swatch for Pure White finish.

3. SETUP

The Bush Business Furniture Easy Office 2 Drawer Lateral File Cabinet arrives fully assembled. Follow these steps for initial placement and stabilization:

1. **Unpacking:** Carefully remove the cabinet from its packaging. Inspect for any shipping damage.
2. **Placement:** Position the cabinet in your desired location. Ensure there is adequate space for drawers to open fully.
3. **Leveling:** The cabinet is equipped with adjustable levelers at its base. If the cabinet wobbles or is not stable, gently lift one corner and rotate the corresponding leveler clockwise to raise it or counter-clockwise to lower it. Repeat for all corners until the cabinet is level and stable on the floor.

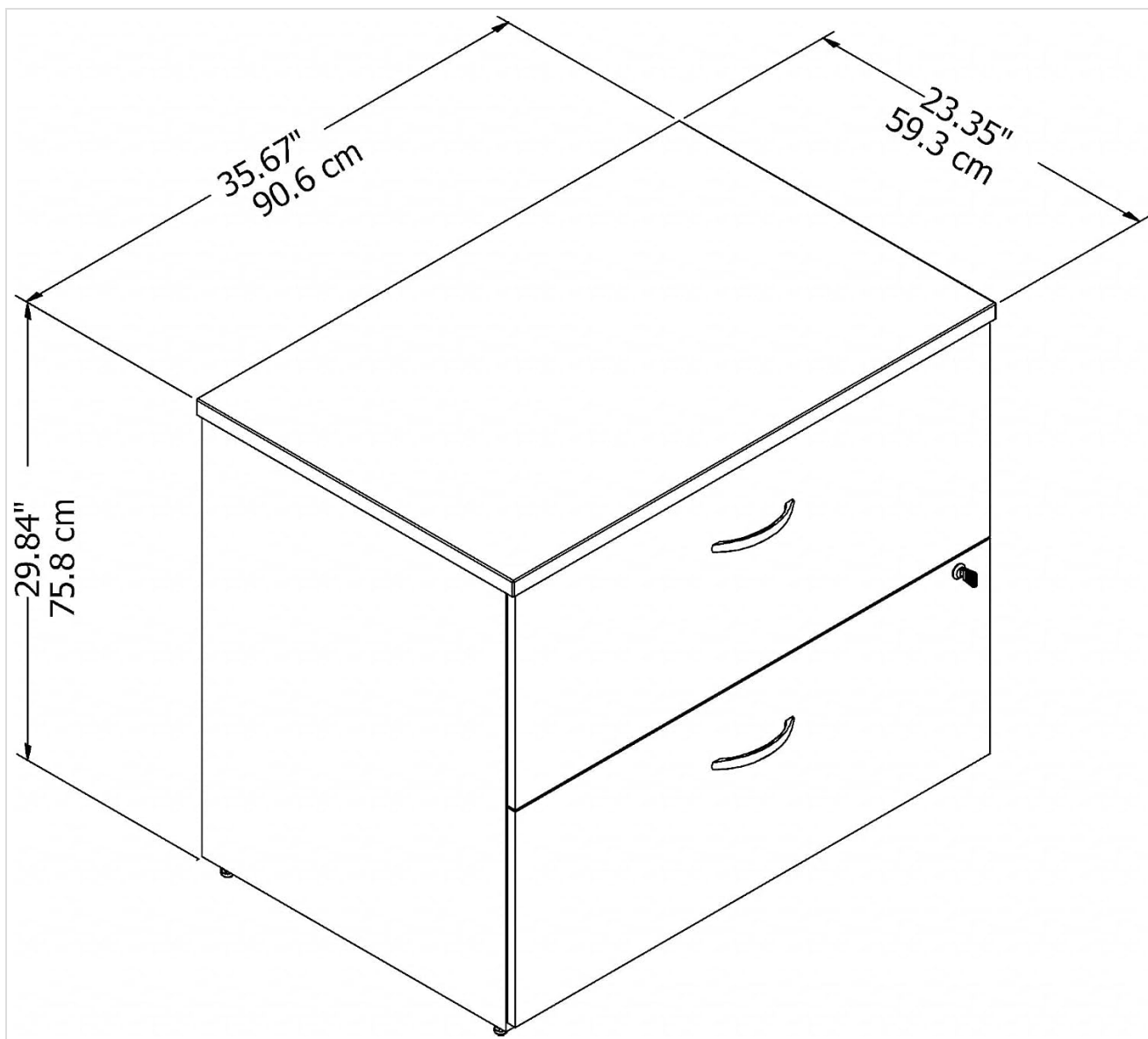


Image 4: Dimensional diagram of the lateral file cabinet.

4. OPERATING INSTRUCTIONS

4.1. Opening and Closing Drawers

Grasp the brushed nickel handle firmly and pull to open the drawer. The full-extension ball bearing slides ensure a smooth and effortless motion. To close, push the drawer until it is fully seated within the cabinet. For stability, only open one drawer at a time.



Image 5: Close-up of the brushed nickel drawer handle.

4.2. Using the Locking Mechanism

The cabinet features a single lock located on the lower drawer that secures both drawers simultaneously. Insert the key into the lock and turn it clockwise to lock the drawers. Turn counter-clockwise to unlock. Ensure both drawers are fully closed before attempting to lock the cabinet.

4.3. File Organization

The drawers are designed to accommodate letter, legal, and A4-size hanging files. Internal rails allow for easy placement and organization of hanging file folders.



Image 6: Open drawer showing file organization capacity.

5. MAINTENANCE

To maintain the appearance and functionality of your file cabinet, follow these simple maintenance guidelines:

- **Cleaning:** Wipe surfaces with a soft, damp cloth. Avoid harsh chemicals or abrasive cleaners, which can damage the finish.
- **Drawer Slides:** Periodically check drawer slides for smooth operation. If they become stiff, a small amount of silicone-based lubricant can be applied.
- **Hardware:** Ensure all hardware (handles, lock) remains securely fastened. Tighten screws if necessary.

6. TROUBLESHOOTING

- **Cabinet is wobbly:** Adjust the levelers at the base of the cabinet until it is stable on the floor.
- **Drawers are difficult to open/close:** Check for any obstructions inside the drawer or along the slides. Ensure

the drawer is not overloaded beyond its 88-pound capacity. Apply a silicone-based lubricant to the slides if needed.

- **Lock is not engaging:** Ensure both drawers are fully closed and flush with the cabinet frame before attempting to lock. Verify the key is fully inserted and turned correctly.

7. SPECIFICATIONS

Model Number	EO109WHSU
Brand	Bush Business Furniture
Dimensions (W x D x H)	36" x 23" x 30" (91.44 cm x 58.42 cm x 76.2 cm)
Item Weight	126.35 Pounds (57.31 kg)
Material	Engineered Wood
Color	Pure White
Hardware Color	Nickel
Number of Drawers	2
Drawer Weight Capacity	88 Pounds (39.9 kg) per drawer
Mounting Type	Floor Mount
Assembly Required	No (Ships Assembled)

8. WARRANTY AND SUPPORT

This Bush Business Furniture Easy Office 2 Drawer Lateral File Cabinet is backed by a **10 Year Manufacturer's Warranty**. This warranty covers defects in materials and workmanship under normal use.

For warranty claims, technical assistance, or any questions regarding your product, please contact Bush Business Furniture customer support directly. Refer to the contact information provided with your purchase documentation or visit the official Bush Business Furniture website for support details.

9. PRODUCT VIDEOS

Bush Business Furniture Easy Office Collection Overview

Your browser does not support the video tag.

This video provides an overview of the Bush Business Furniture Easy Office Collection. Please note that this video highlights the entire collection, and some features may not apply to every product. Review individual product descriptions and images for specific details related to your file cabinet.

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