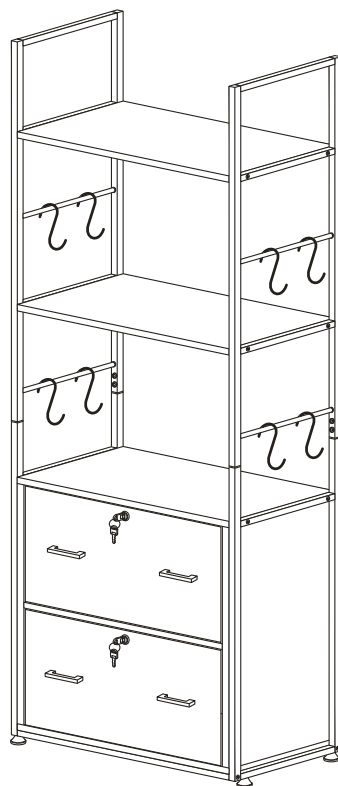


# VINGLI Podium Assembly Instruction



Thank you for your purchase.

Please contact us if you have difficulty with assembly  
or need replacement parts.

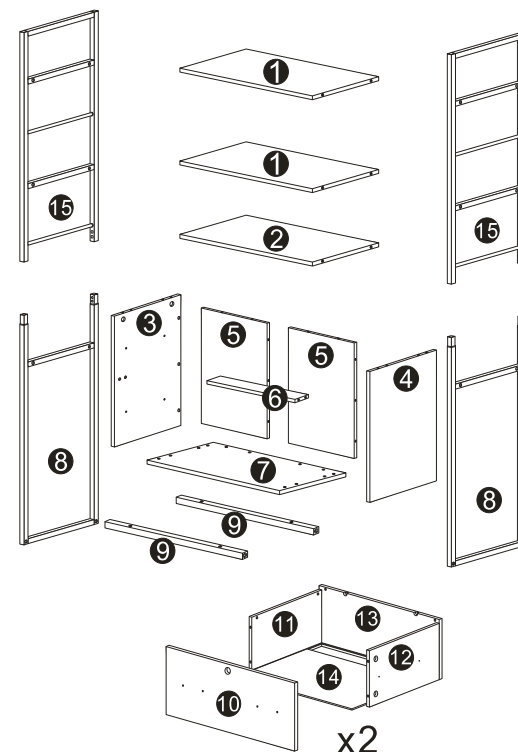
Vingli Customer Service team is here to assist you.

Here is how we can connect:

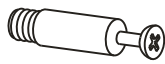
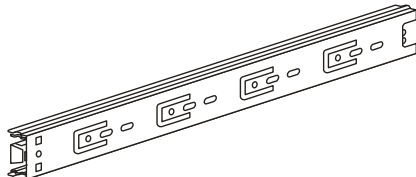
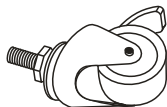
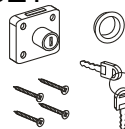
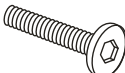
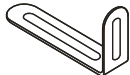
Email: [support@vingli.com](mailto:support@vingli.com)

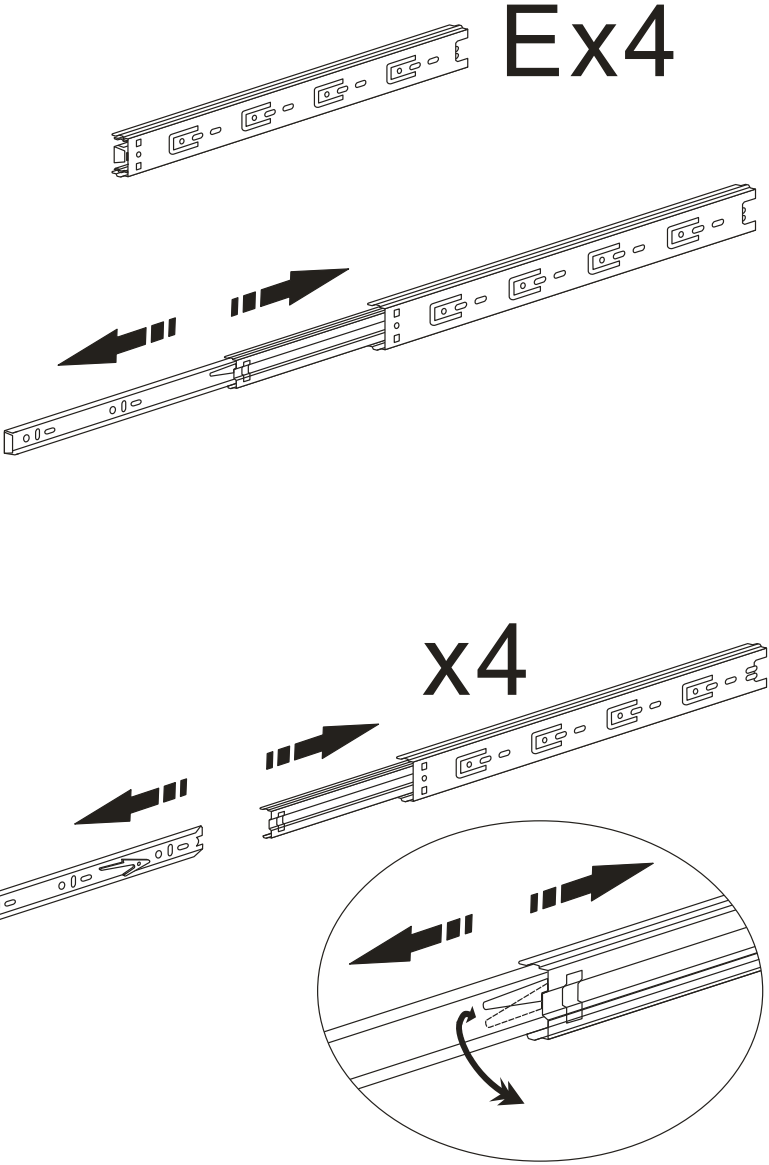
Please put the keyword "file cabinet" and order ID on the  
title of the email so we can assist you better.

## Components



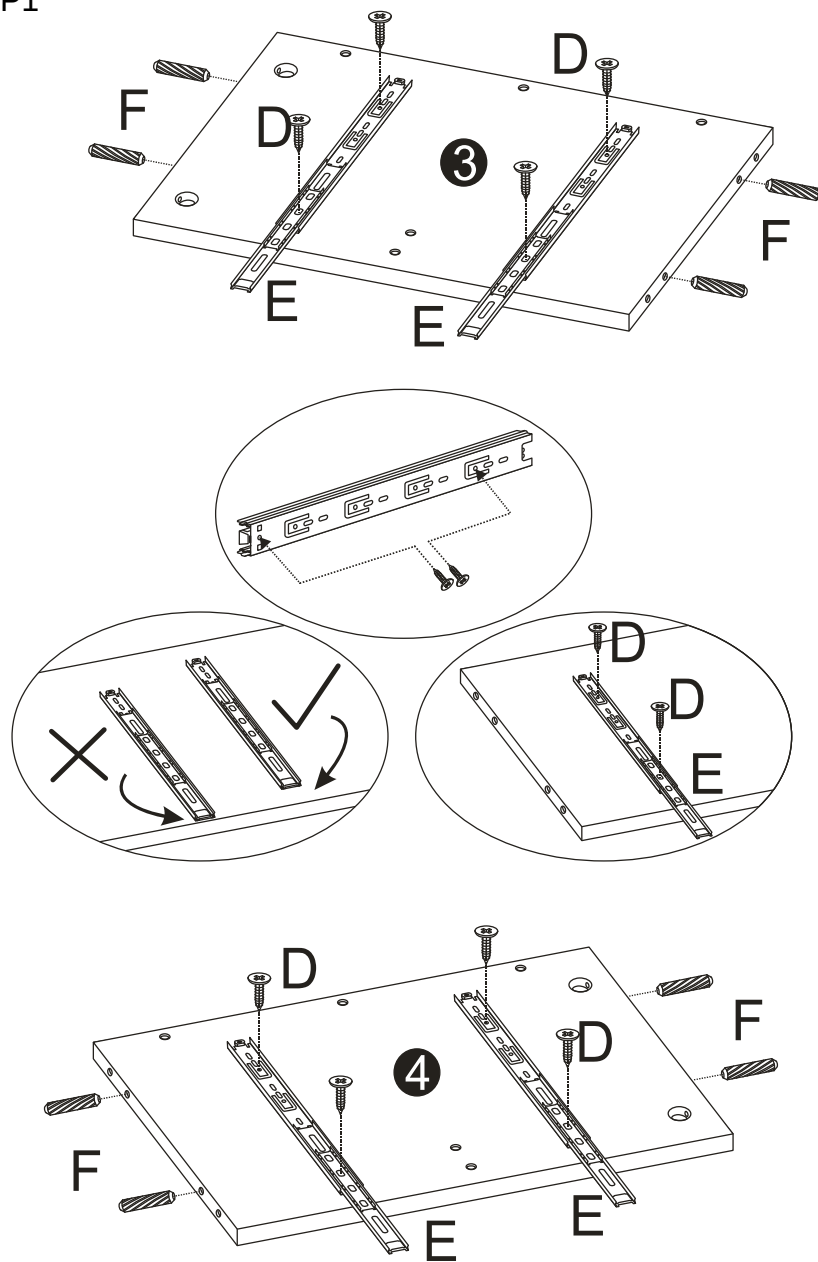
| NO | QTY | DESCRIPTION         |
|----|-----|---------------------|
| 1  | 2   | SHELF               |
| 2  | 1   | TOP PANEL           |
| 3  | 1   | LEFT SIDE PANEL     |
| 4  | 1   | RIGHT SIDE PANEL    |
| 5  | 2   | BACK PANEL          |
| 6  | 1   | DRAWER SEPARATOR    |
| 7  | 1   | BOTTOM PANEL        |
| 8  | 2   | FRAME               |
| 9  | 2   | CROSSBAR            |
| 10 | 2   | DRAWER FRONT PANEL  |
| 11 | 2   | DRAWER LEFT PANEL   |
| 12 | 2   | DRAWER RIGHT PANEL  |
| 13 | 2   | DRAWER BACK PANEL   |
| 14 | 2   | DRAWER BOTTOM PANEL |
| 15 | 2   | FRAME               |

| Components                                                                                                  |                                                                                                                  |                                                                                                                   |                                                                                                                   |
|-------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|
| A=12PCS<br><br>CAM BOLT     | B=12PCS<br><br>CAM LOCK         | C=13PCS<br><br>SCREW             | D=16PCS<br><br>SCREW             |
| E=4PCS<br><br>DRAWER SLIDE |                                                                                                                  | F=29PCS<br><br>WOOD DOWEL        |                                                                                                                   |
| G=2PCS<br><br>WHEEL         | H=2PCS<br><br>WHEEL             | I=1PC<br><br>HEXAGONAL<br>WRENCH | J=1PC<br><br>WRENCH             |
| K=4PCS<br><br>HANDLE        | L=8PCS<br><br>SCREW             | M=2SET<br><br>LOCK SET           | N=4PCS<br><br>SCREW              |
| O=16PCS<br><br>SCREW      | P=12PCS<br><br>NUT             | Q=8PCS<br><br>HOOK              | R=1PC<br><br>EXPANSION<br>SCREW |
| S=1PC<br><br>SCREW       | T=1PC<br><br>WALL-<br>MOUNTED | U=4PCS<br><br>FOOTREST         | V=8PCS<br><br>SCREW            |
| W=6PCS<br><br>IRON BAR   |                                                                                                                  | X=4PCS<br><br>IRON BAR        |                                                                                                                   |
| TOOLS NEEDED FOR ASSEMBLY: FLAT & PHILIPS SCREWDRIVER (NOT INCLUDED)                                        |                                                                                                                  |                                                                                                                   |                                                                                                                   |



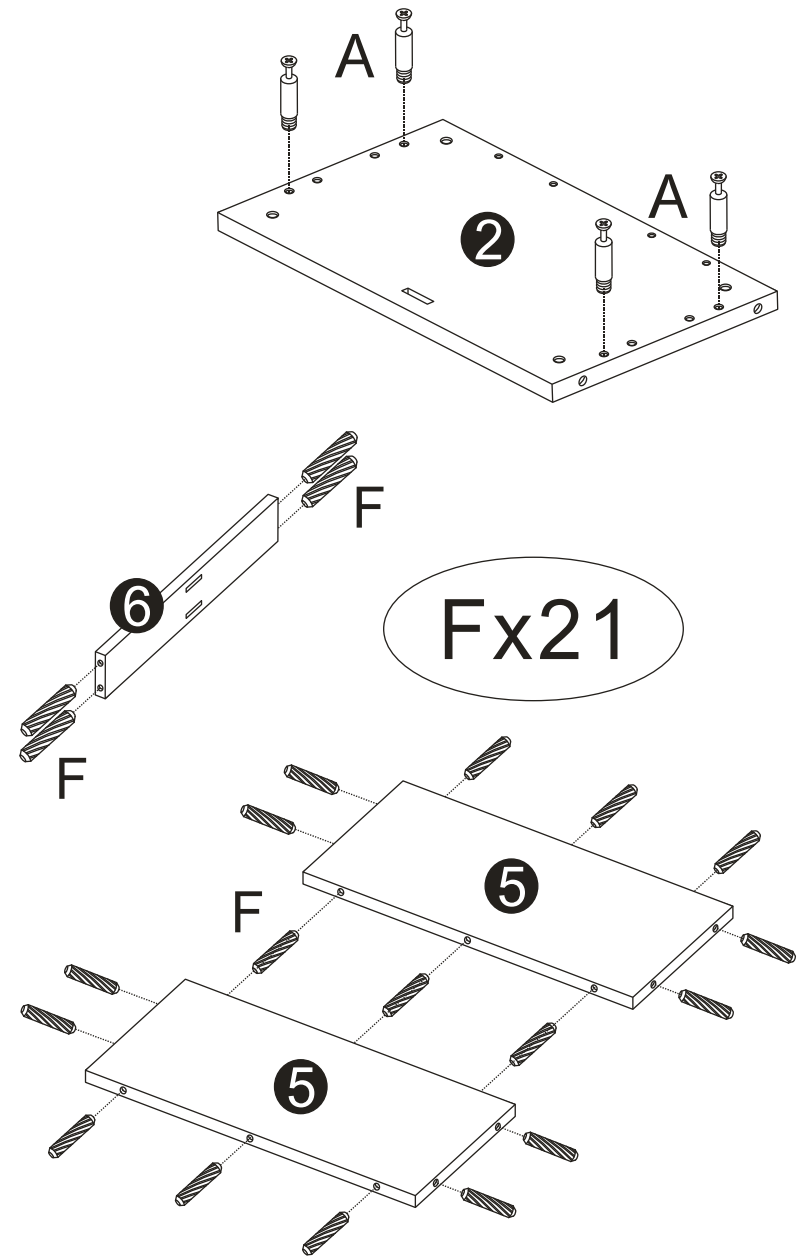
Detach the drawer slide before assembling it, there is a detach button on the side of the drawer slide and you can remove the drawer slide by pressing the button down.

## STEP1



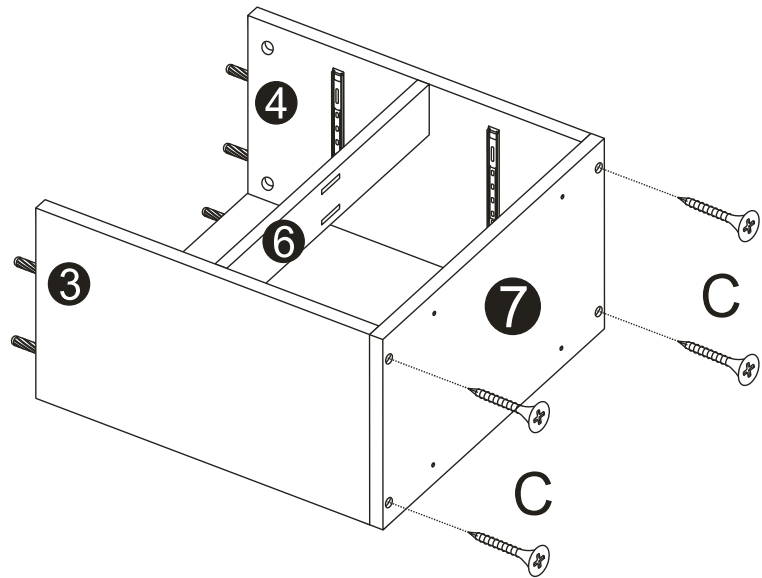
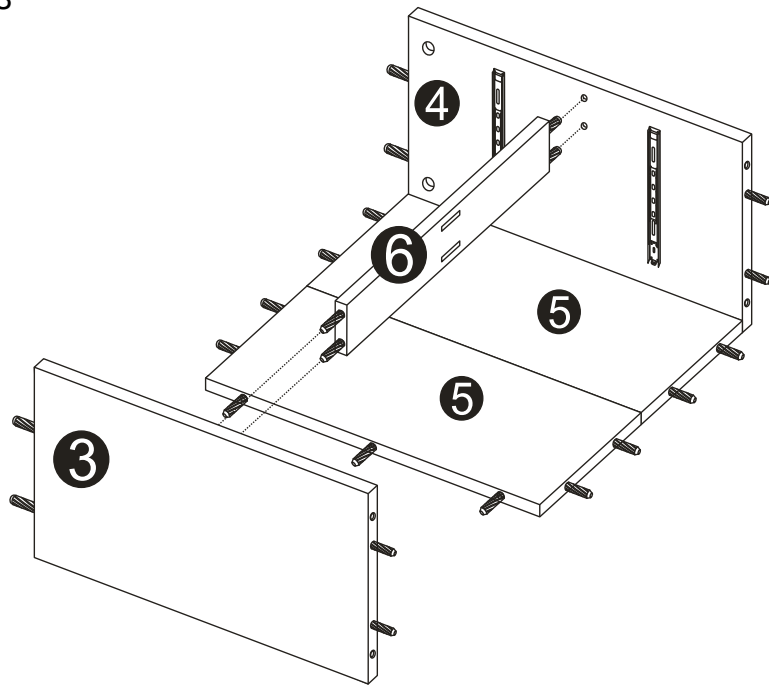
1. Connect Drawer Slide (E) to Left Side Panel (3). Lock them with Screw (D) and insert Wood Dowel (F) into Left Side Panel (3).
2. Connect Drawer Slide (E) to Right Side Panel (4). Lock them with Screw (D) and insert Wood Dowel (F) into Right Side Panel (4).

## STEP2



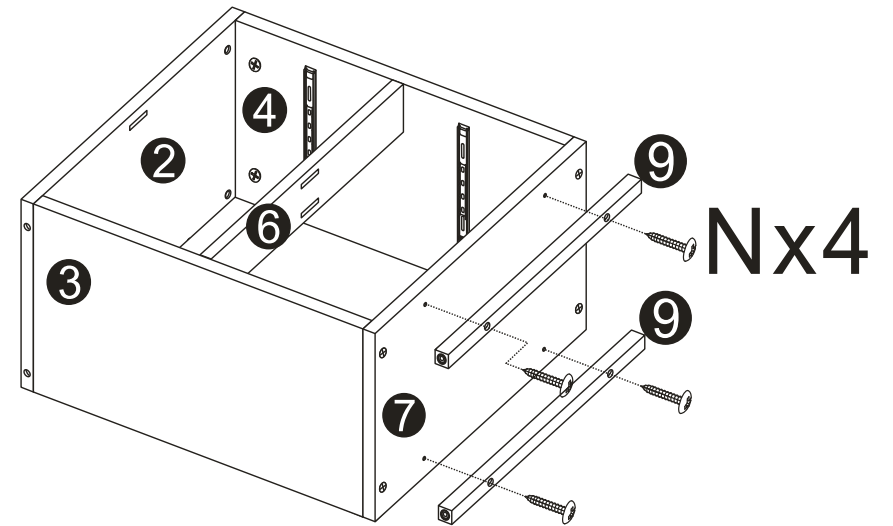
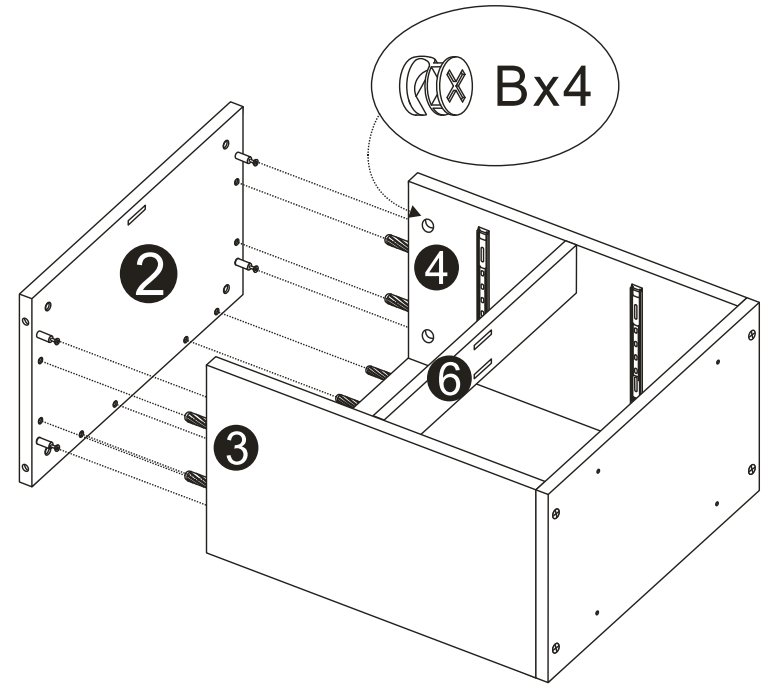
1. Attach Cam Bolt (A) to Top Panel (2).
2. Insert Wood Dowel (F) into Back Panel (5) and Drawer Separator (6).

### STEP3



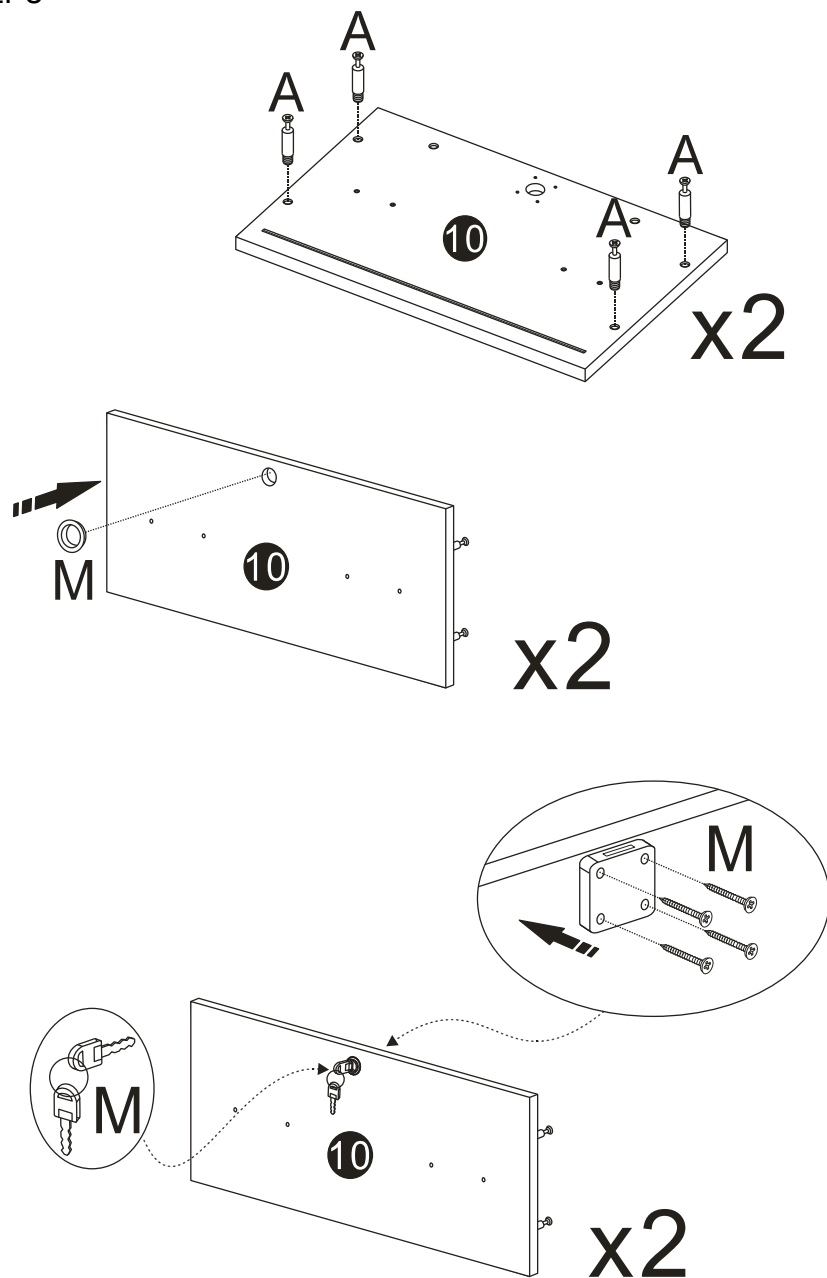
1. Connect Left Side Panel (3) to Back Panel (5) and Drawer Separator (6).
2. Connect Bottom Panel (7) to Left Side Panel (3) and Right Side Panel (4). Lock them with Screw (C).

### STEP4



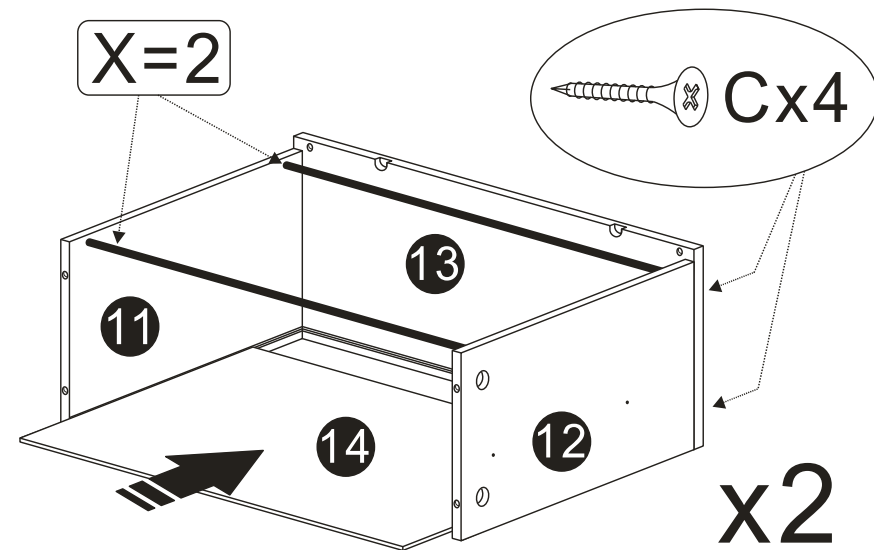
1. Connect Top Panel (2) to Left Side Panel (3) and Right Side Panel (4). Lock them with Cam Lock (B).
2. Connect Crossbar (9) to Bottom Panel (7). Lock them with Screw (N).

## STEP5



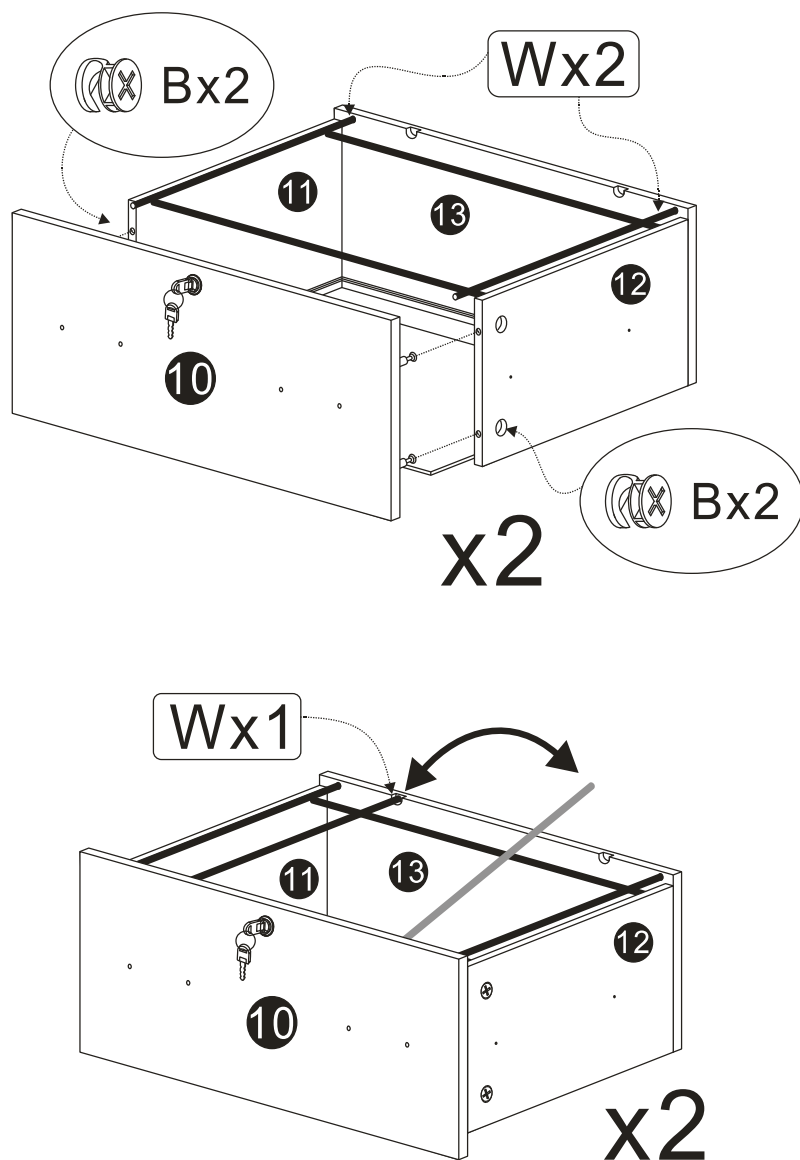
1. Attach Cam Bolt (A) to Drawer Front Panel (10).
2. Attach Lock Set (M) to the inside of Drawer Front Panel (10). Lock them with the matching screw. Insert Key (M).

## STEP6



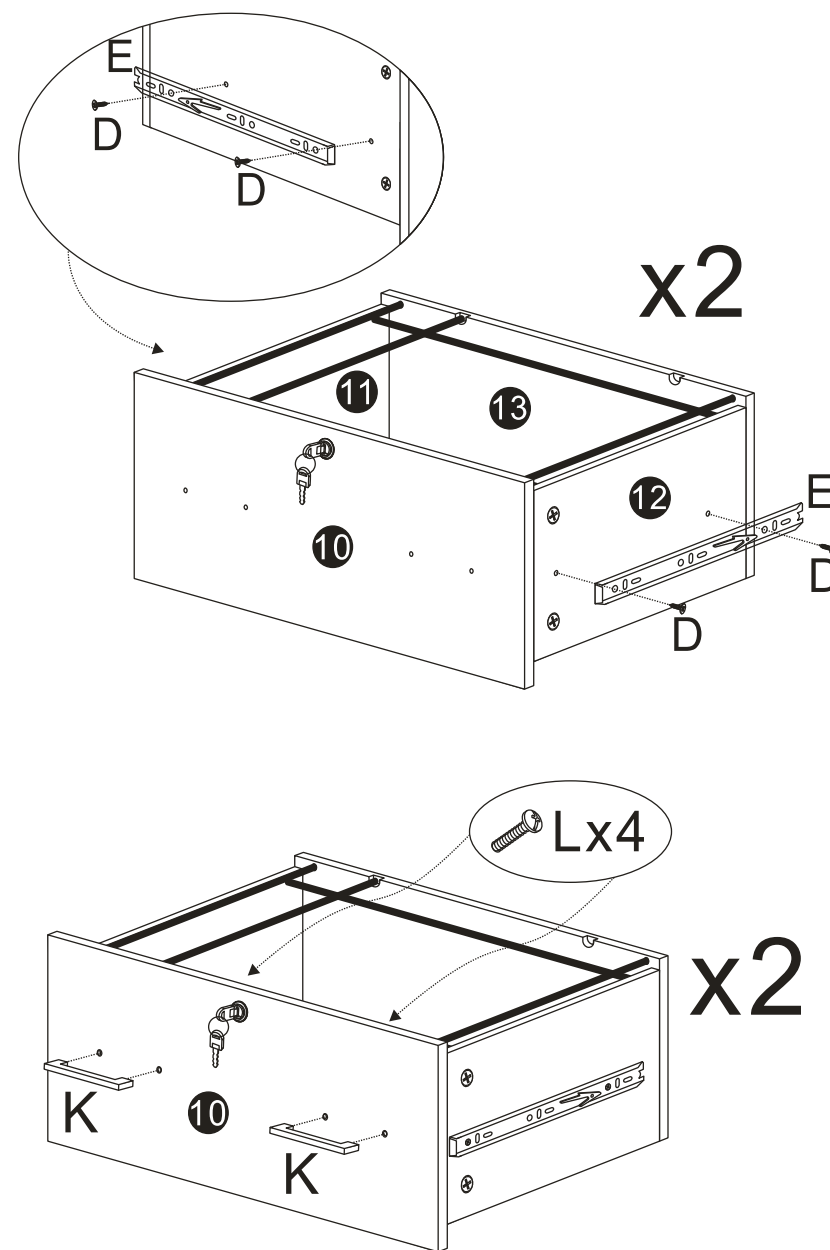
1. Use Screw (C) to connect Drawer Left Panel (11) and Drawer Right Panel (12) to Drawer Back Panel (13). Insert Iron Bar (X) and Drawer Bottom Panel (14).
2. Attach File Folder Rods(X) into the holes inside of the drawer panels.

## STEP7



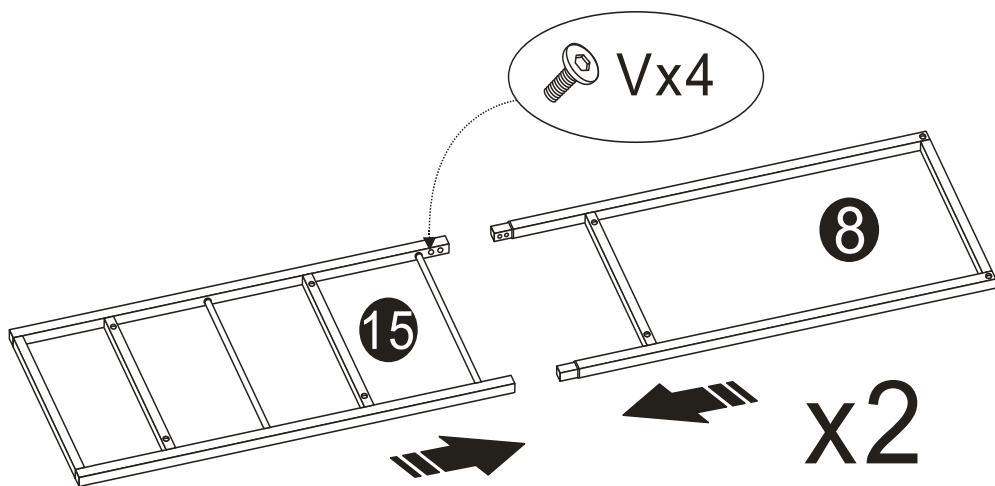
1. Connect Drawer Front Panel (10) to Drawer Left Panel (11) and Drawer Right Panel (12) and insert Iron Bar W. Lock them with Cam Lock (B).
2. Attach File Folder Rods(W) into the holes inside of the drawer panels.
3. Iron Bar W can be switched left or right when in use.

## STEP8



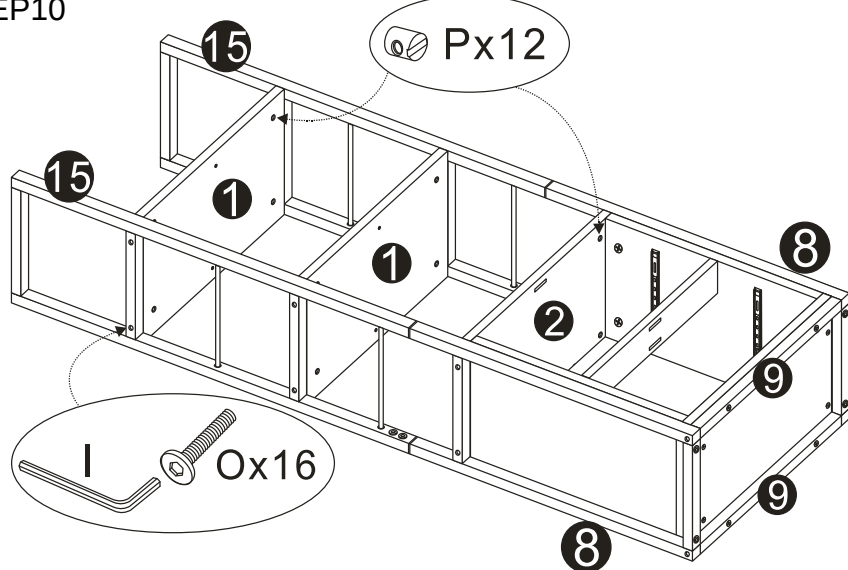
1. Connect Drawer Slide (E) to Drawer Left Panel (11) and Drawer Right Panel (12). Lock them with Screw (D).
2. Connect Handle (K) to Drawer Front Panel (10). Lock them with Screw L.

## STEP9



Connect (15) to Frame (8). Lock them with screw (V).

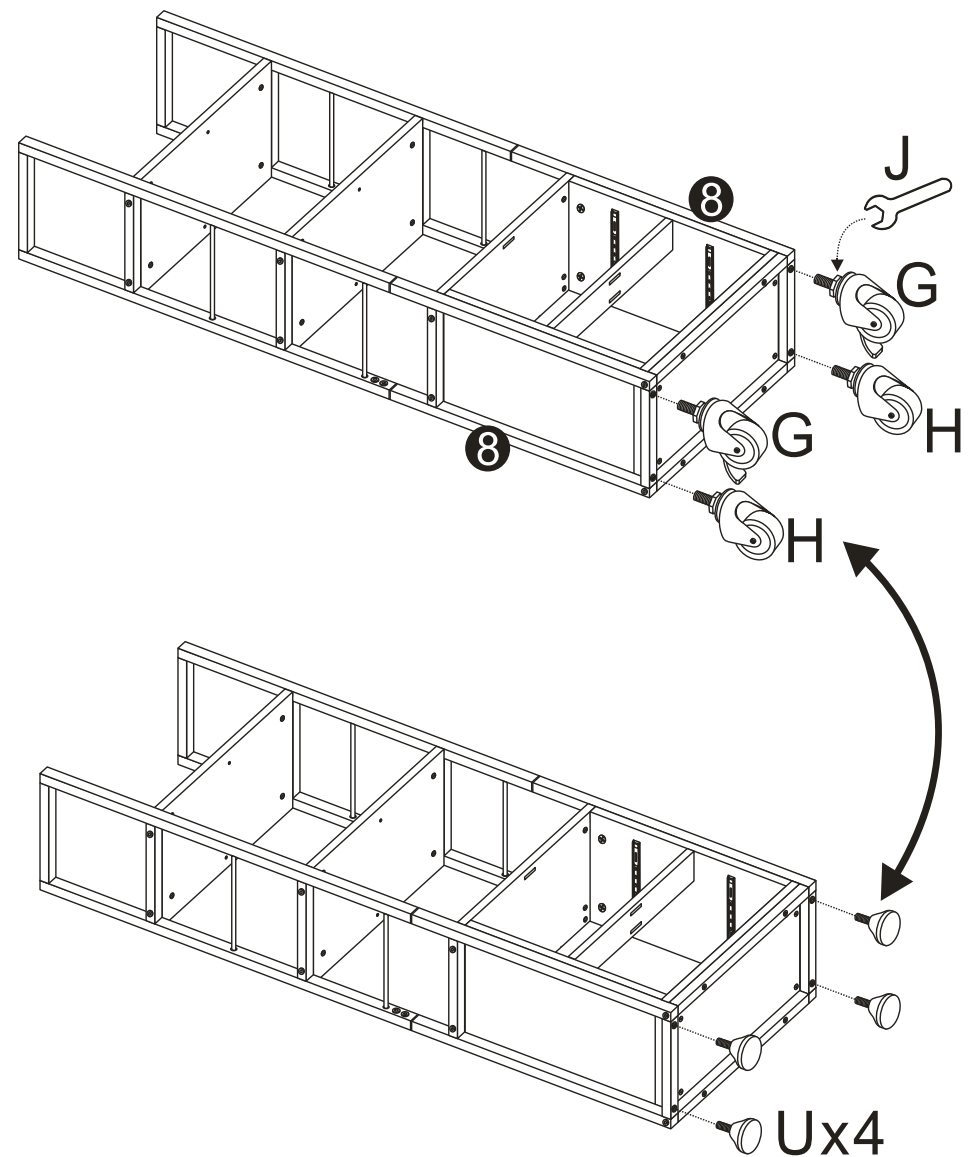
## STEP10



1. Connect (15) to Shelf (1). Connect Frame (8) to Top Panel (2) and Crossbar (9).

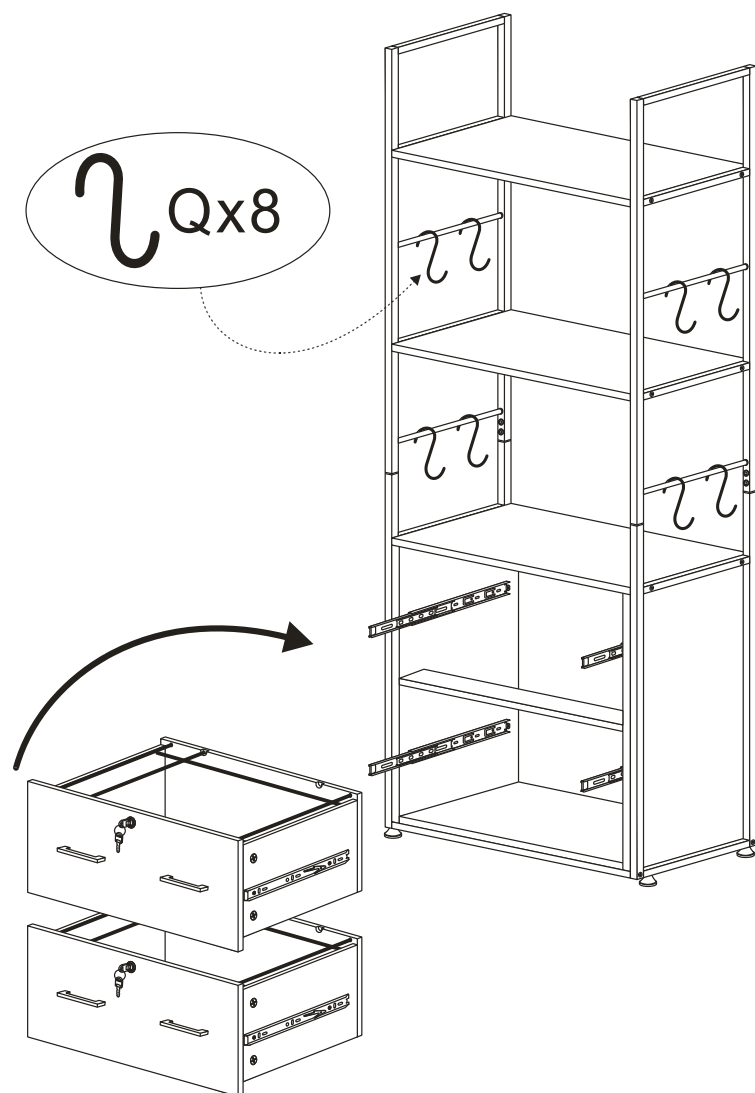
2. Insert Nut (P) into Shelf (1) and Top Panel (2) and Crossbar (9). Lock them to the frame with Screw (O).

## STEP11



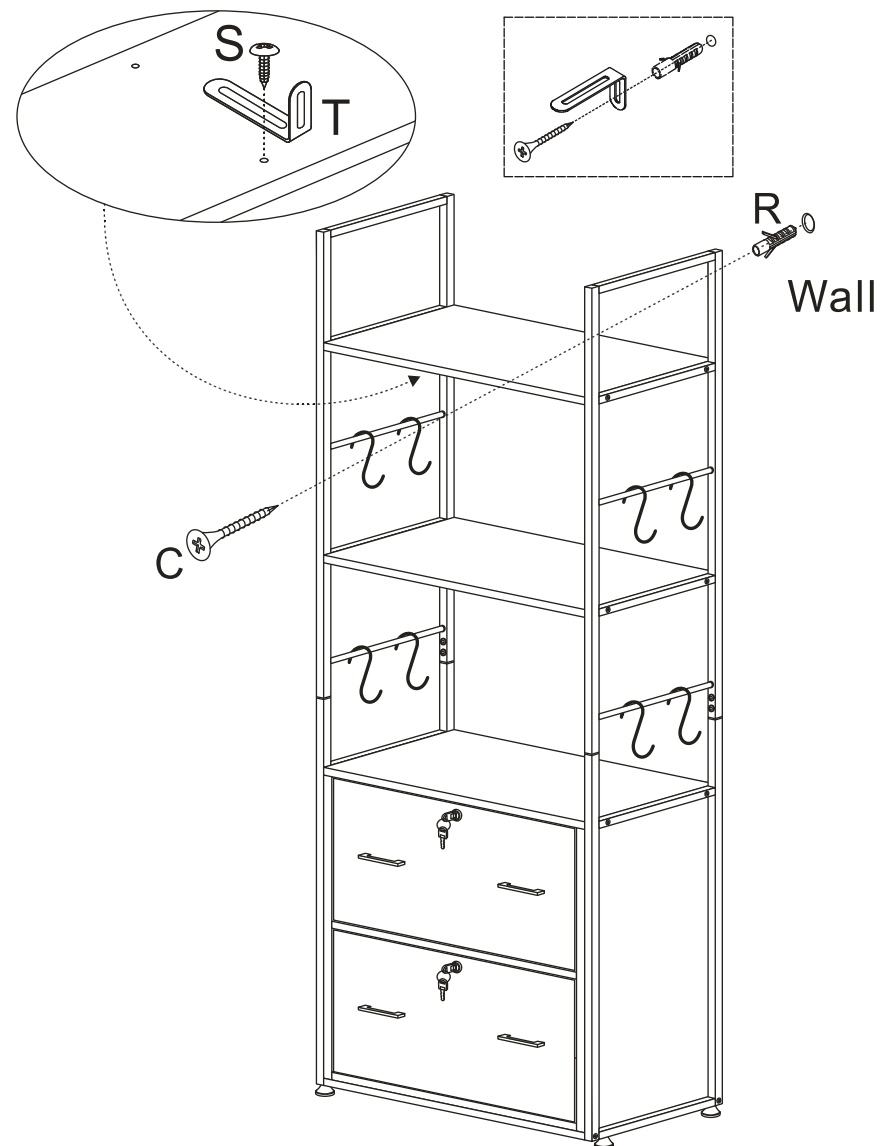
Install wheels or footrest according to individual needs.

## STEP12



1. Put the Hook (Q) up.
2. Put the assembled drawers in.

## STEP13



1. The product can be fixed to the wall if it is installed with feet.
2. The product can not be fixed to the wall if it is installed with wheels.

# FAQ

1. What will happen if I kneel down the panel when I install the item?

-- Please do not kneel down the panel or put any heavy item on the panels when I install the item, or it may be out of shape.

2. Is it easy to put the screws to the panels?

-- Yes. As long as you follow the instruction and use the correct screws and put it in correct holes, it is easy to screw it into pre-drilled holes.

3. How to install the drawer slides?

-- Please follow the steps 1 and 7 on the instruction. Pay more attention to align the holes on the slides with the holes on the panel.

4. How to install the drawers?

-- Please follow the steps 7-15 on the instruction. When it comes to step 16, please make sure the inner slides on the drawer are attached correctly with the outer slides, then push the drawer into the cabinet. If the slides don't run smoothly, please check if the slides and panels are installed correctly.

5. How to adjust if the drawer doesn't lock?

-- Please double check if you use the correct key. The keys are different for two drawers. If the lock is defective, please contact our customer service for a replacement key and lock set for you to replace.

6. When to use the wall-mount brackets?

-- The item comes with both protective pad and casters. You can choose one to assemble to fit your requirement. The wall-mounted brackets are added for maximum security. We recommend you to use wall brackets when not moving it around.