

Assembly Guide

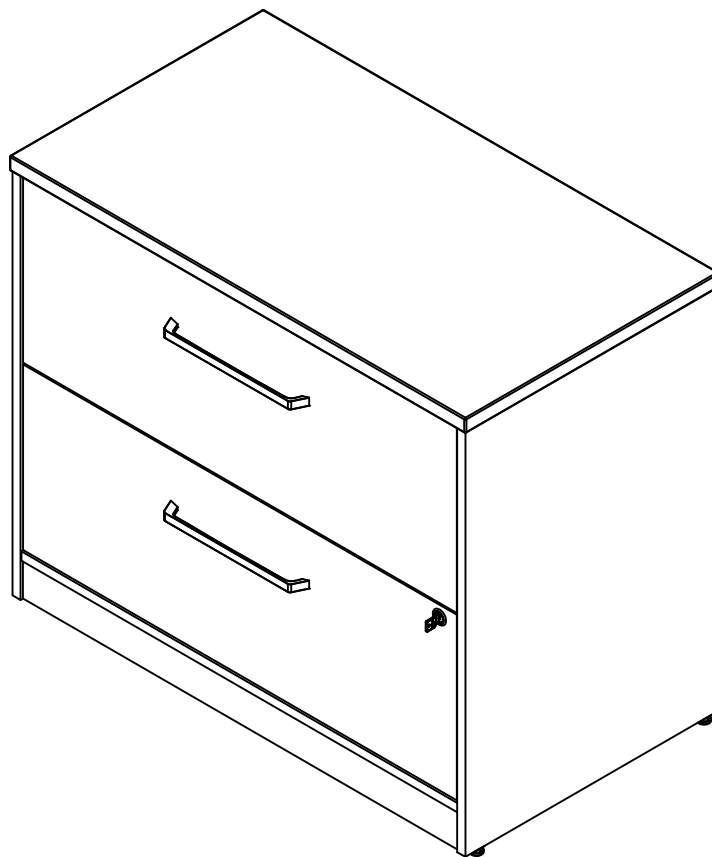


If you're having any difficulty during assembly of this product, don't hesitate to call us at **1-800-950-4782.**

Our customer service experts are trained to provide step-by-step instruction and can easily replace any missing or damaged parts.

**Representatives are available Monday-Friday
from 8:30 a.m. to 7:30 p.m. (ET)**

36W Lateral File



Lot Code #

Instruction Sheet Number A220296

Keep manual for future reference.

For best results, keep these tips in mind:

- ① We know you want to finish this assembly as quickly as possible, but trust us: you'll have a better experience if you take it one step at a time.
- ② Give yourself some room to work near where you want the fully assembled product.
- ③ If your floor isn't carpeted, assemble this product on the empty carton to avoid scratching.
- ④ Do you have a friend who owes you a favor? Some steps may go a little easier with a second set of hands.

DOs

- ✓ Use a #2 Phillips head screwdriver (or other handheld tools as indicated)
- ✓ Wear safety glasses at all times during assembly
- ✓ Carefully follow the instructions in this guide and complete all steps in order
- ✓ Give us a call if you're having trouble with a particularly tricky step

DON'Ts

- ✗ We know power tools are quick and easy, but you shouldn't use them when assembling this product (unless otherwise specified)
- ✗ Never move your furniture with items inside or resting on the surface
- ✗ Do not attempt to use this product before all steps have been completed



Watch assembly videos right on your phone or computer!



Some steps include QR codes that link to helpful videos. Watch out for the icon below! Simply open up your smartphone camera to scan the code.

(Users of older smartphones may need to install a QR Reader.)

SCAN HERE



FOR VIDEOS

Or visit <https://bushfurniture.com/help-faq/#assembling>

IMPORTANT SAFETY INFORMATION



PLEASE READ WARNINGS

Improper use can cause safety hazards, or damage to your furniture and household items.

Warning	Do	Don't	Why it's important
Serious injury may occur.	• Assemble following all instructions using all indicated parts and hardware provided. • Verify furniture is stable on it's own. Place heaviest items in the lower drawers. • Always load the bottom drawer first. Check before using that only one drawer opens at a time. • Evenly distribute files front to back. If so equipped, extend front levelers 1/4" more than rear levelers so unit tilts slightly rearward."	• Do not load with a television or other heavy equipment. • Do not exceed the maximum load limits stated in the instructions. • Do not allow children to stand, climb, or hang on furniture."	• Improper assembly, use or loading can lead to product instability, tip-over or collapse.
Serious injury may occur.	• Properly install and maintain the anti-tip mechanism.		• The anti-tip mechanism prevents more than one drawer from being opened at once which may lead to instability or product tip-over.

Caution	Do	Don't	Why it's important
Injury may occur.	• Unload unit prior to moving starting with top drawer first.	• Do not move unit when loaded.	• Loaded units are heavy and are not designed to be moved when loaded.

IMPORTANT SAFETY INFORMATION



PLEASE READ WARNINGS

Improper use can cause safety hazards, or damage to your furniture and household items.

Advertencia	Hacer	No	Por qué es importante
Se pueden producir lesiones graves.	• Ensamble siguiendo todas las instrucciones utilizando todas las piezas y ferretería indicados provistos. • Verifique que los muebles sean estables por sí mismos. • Coloque los artículos más pesados en los cajones inferiores. • Siempre cargue primero el cajón inferior. • Compruebe antes de usar que solo se abre un cajón a la vez. • Distribuya uniformemente los archivos de adelante hacia atrás. Si está equipado, extienda los niveladores delanteros 1/4 " "más que los niveladores traseros para que la unidad se incline ligeramente hacia atrás."	• No cargue con un televisor u otro equipo pesado. No exceda los límites máximos de carga establecidos en las instrucciones. • No permita que los niños se paren, trepen o cuelguen de muebles.	• El ensamblaje, uso o carga inadecuados pueden provocar inestabilidad del producto, vuelco o colapso.
Se pueden producir lesiones graves.	• Instale y mantenga adecuadamente el mecanismo antivuelco.		• El mecanismo antivuelco evita que se abra más de un cajón a la vez, lo que puede provocar inestabilidad o vuelco del producto.

Atención	Hacer	No	Por qué es importante
Se pueden producir lesiones.	• Descargue la unidad antes de moverla, comenzando primero con el cajón superior.	• No mueva la unidad cuando esté cargada.	• Las unidades cargadas son pesadas y no están diseñadas para moverse cuando están cargadas.

IMPORTANT SAFETY INFORMATION

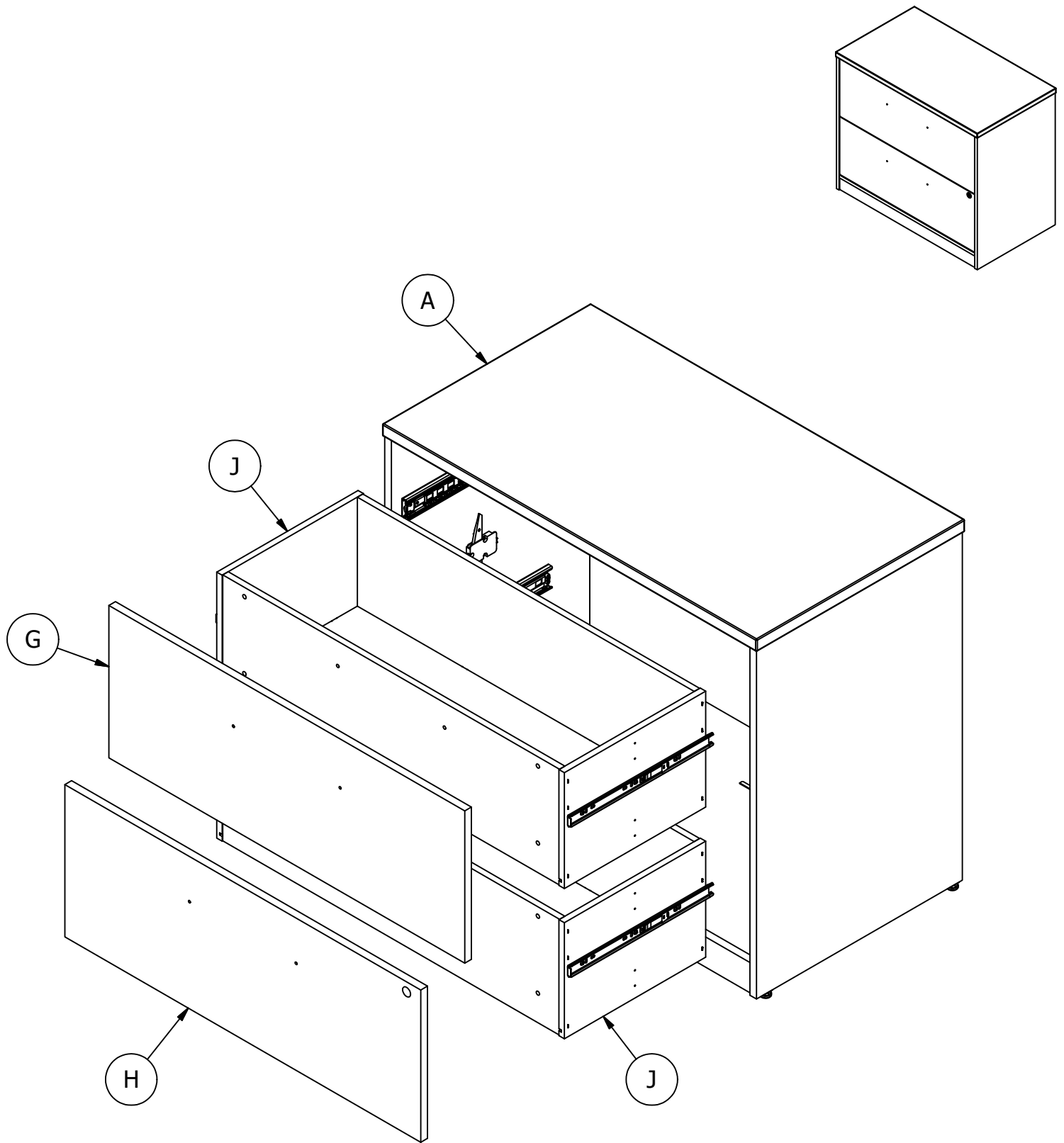


PLEASE READ WARNINGS

Improper use can cause safety hazards, or damage to your furniture and household items.

Avertissement	Faire	Ne le fais pas	Pourquoi c'est important
Des blessures graves peuvent survenir.	- Assemblez en suivant toutes les instructions en utilisant toutes les pièces et le matériel indiqués fournis. - Vérifiez que les meubles sont stables par eux-mêmes. - Placez les objets les plus lourds dans les tiroirs inférieurs. - Chargez toujours le tiroir inférieur en premier. - Vérifiez avant d'utiliser qu'un seul tiroir s'ouvre à la fois. - Répartissez uniformément les fichiers d'avant en arrière. - Si tel est le cas, déployez les niveleurs avant de 1/4 po de plus que les niveleurs arrière afin que l'appareil s'incline légèrement vers l'arrière.	- Ne chargez pas avec un téléviseur ou un autre équipement lourd. Ne dépassez pas les limites de charge maximale indiquées dans les instructions. - Ne laissez pas les enfants se tenir debout, grimper ou s'accrocher aux meubles.	Un assemblage, une utilisation ou un chargement incorrects peuvent entraîner une instabilité du produit, un renversement ou un effondrement.
Des blessures graves peuvent survenir.	Installez et entretenez correctement le mécanisme anti-basculement.		Le mécanisme anti-basculement empêche l'ouverture simultanée de plusieurs tiroirs, ce qui peut entraîner une instabilité ou un renversement du produit.

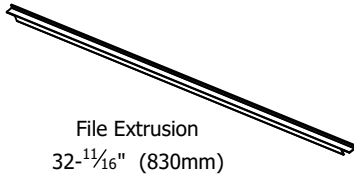
Attention	Faire	Ne le fais pas	Pourquoi c'est important
Des blessures graves peuvent survenir.	Déchargez l'unité avant de déplacer en commençant par le tiroir supérieur en premier.	Ne déplacez pas l'unité lorsqu'elle est chargée.	Les unités chargées sont lourdes et ne sont pas conçues pour être déplacées lorsqu'elles sont chargées.



Have an assembly question or need a replacement part? Just call
1-800-950-4782, we are here to help.

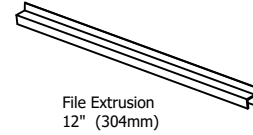
Hardware not to scale.

H95736



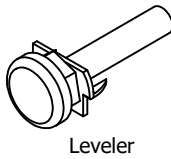
[2]

H94928



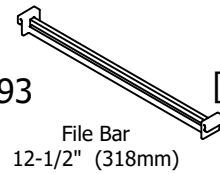
[4]

H209601



[4]

H89793



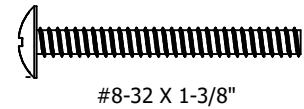
[4]

H215190



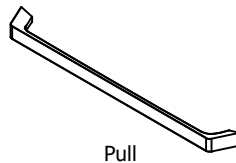
[1]

H220404



[4]

H218382



[2]

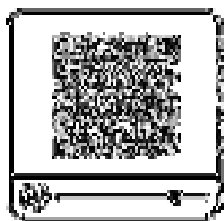
Have an assembly question or need a replacement part? Just call
1-800-950-4782, we are here to help.

STEP 1

Remove Drawer

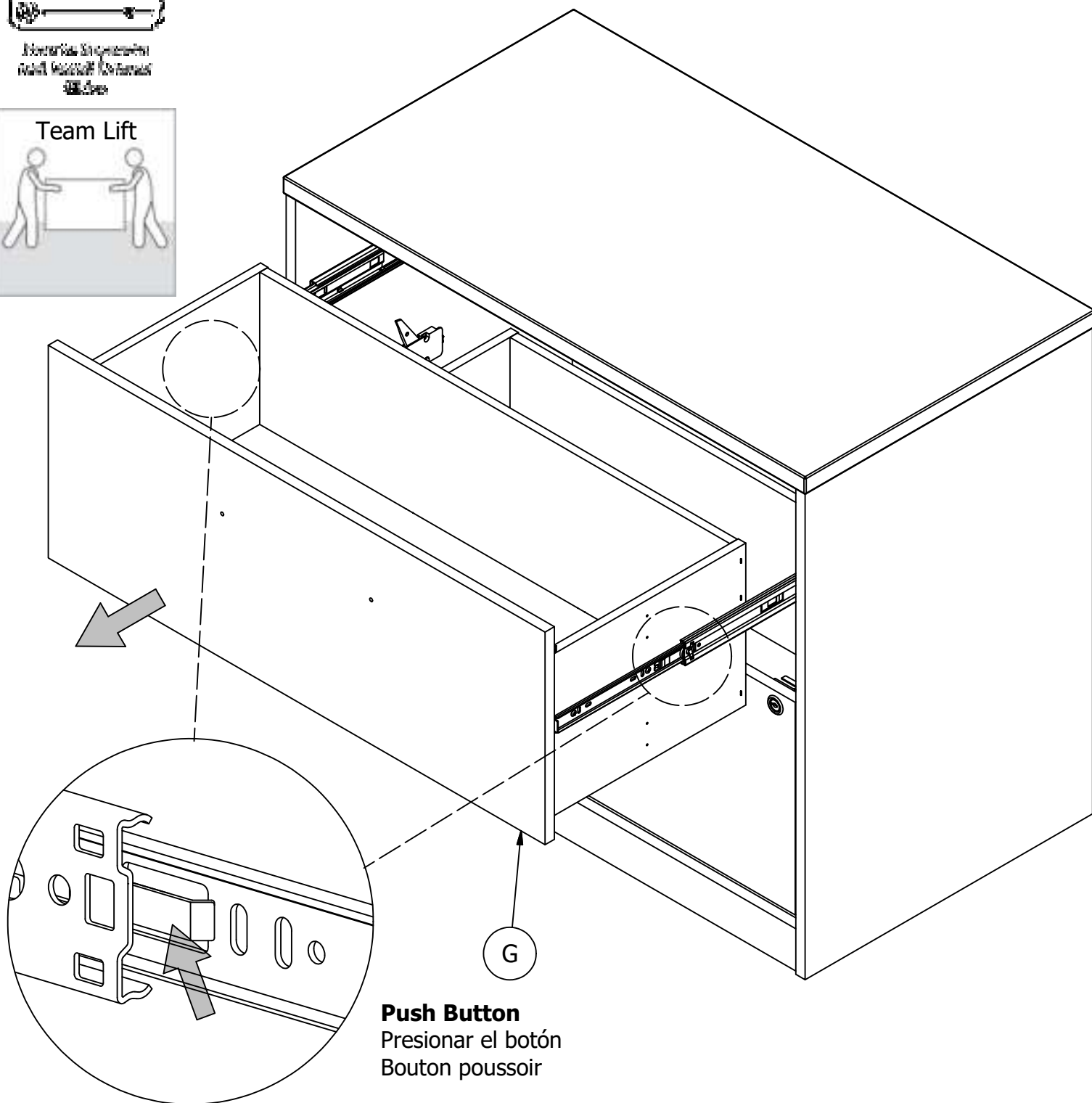
A220296

Scan QR code for
assembly video link



Download the assembly
video from the
link below

Team Lift



Push Button
Presionar el botón
Bouton poussoir

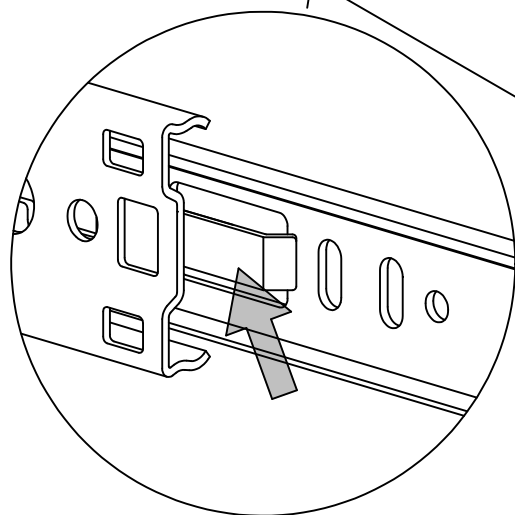
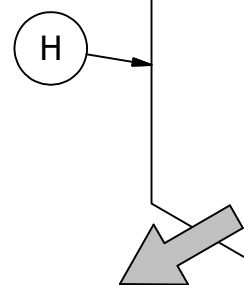
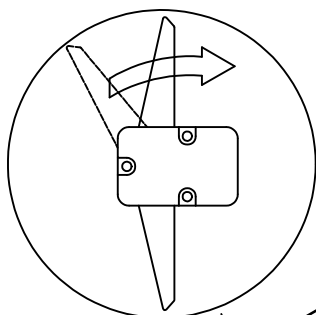
Have an assembly question or need a replacement part? Just call
1-800-950-4782, we are here to help.

Remove QR sticker from
bottom of drawer front



Remove the drawer front
and attach the drawer
front

Team Lift



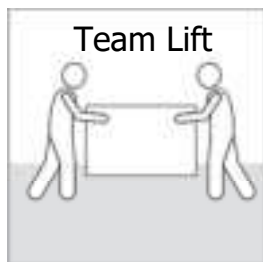
Push Button
Presionar el botón
Bouton poussoir

Have an assembly question or need a replacement part? Just call
1-800-950-4782, we are here to help.

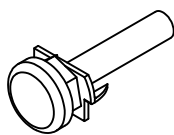
STEP 3

Attach Hardware

A220296

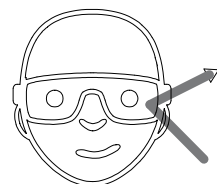
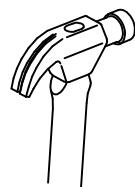
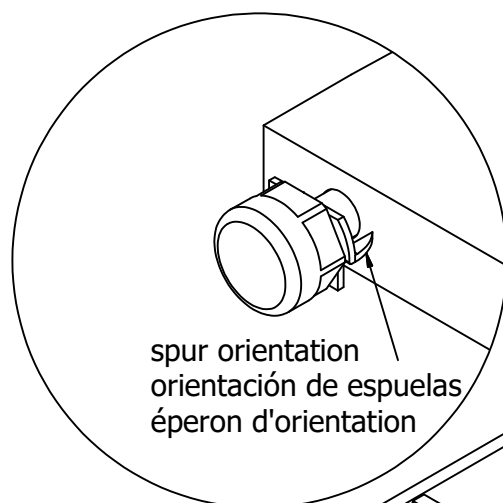


H209601

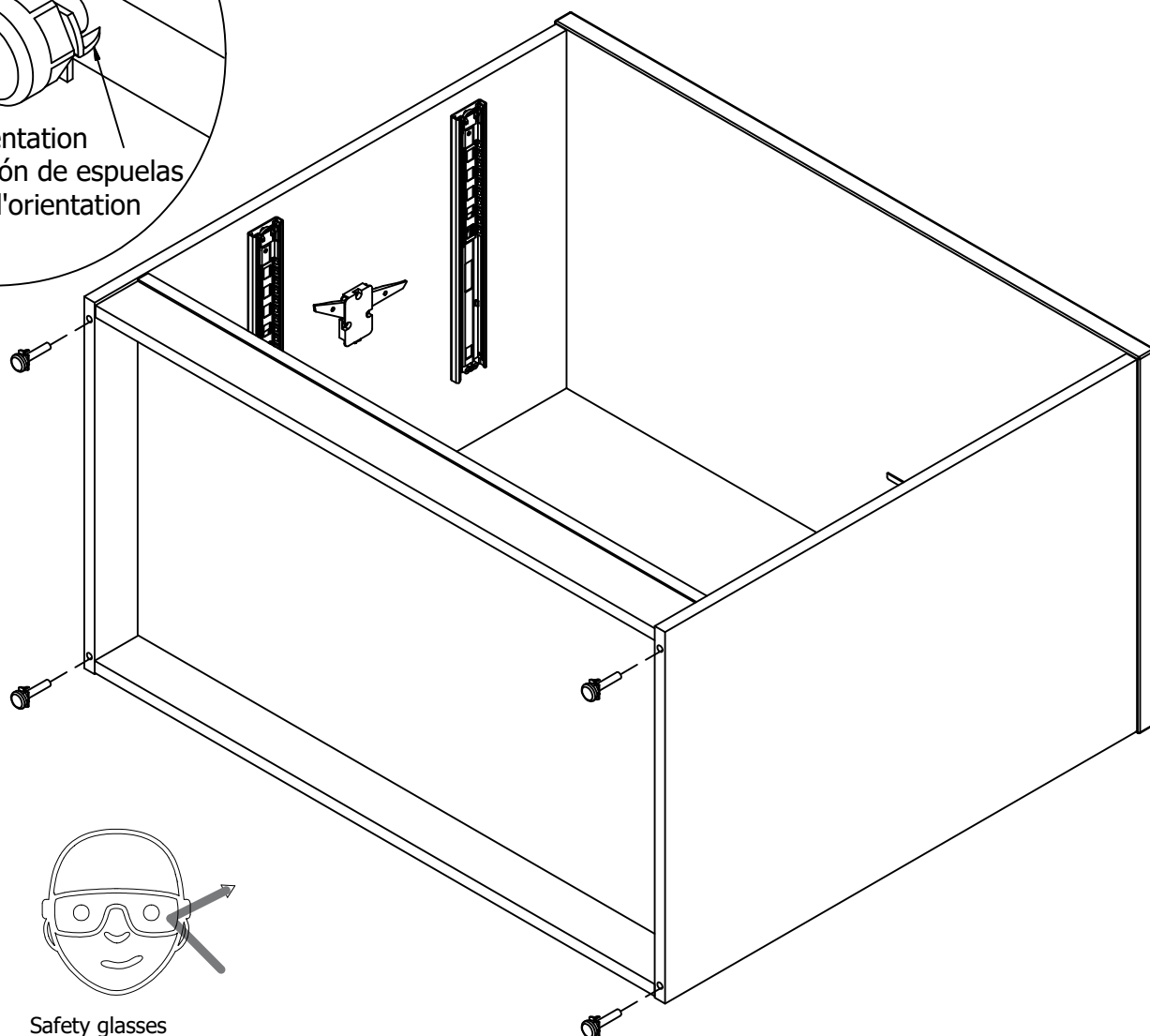


Leveler

[4]



Safety glasses
Gafas de seguridad
Lunettes de protection

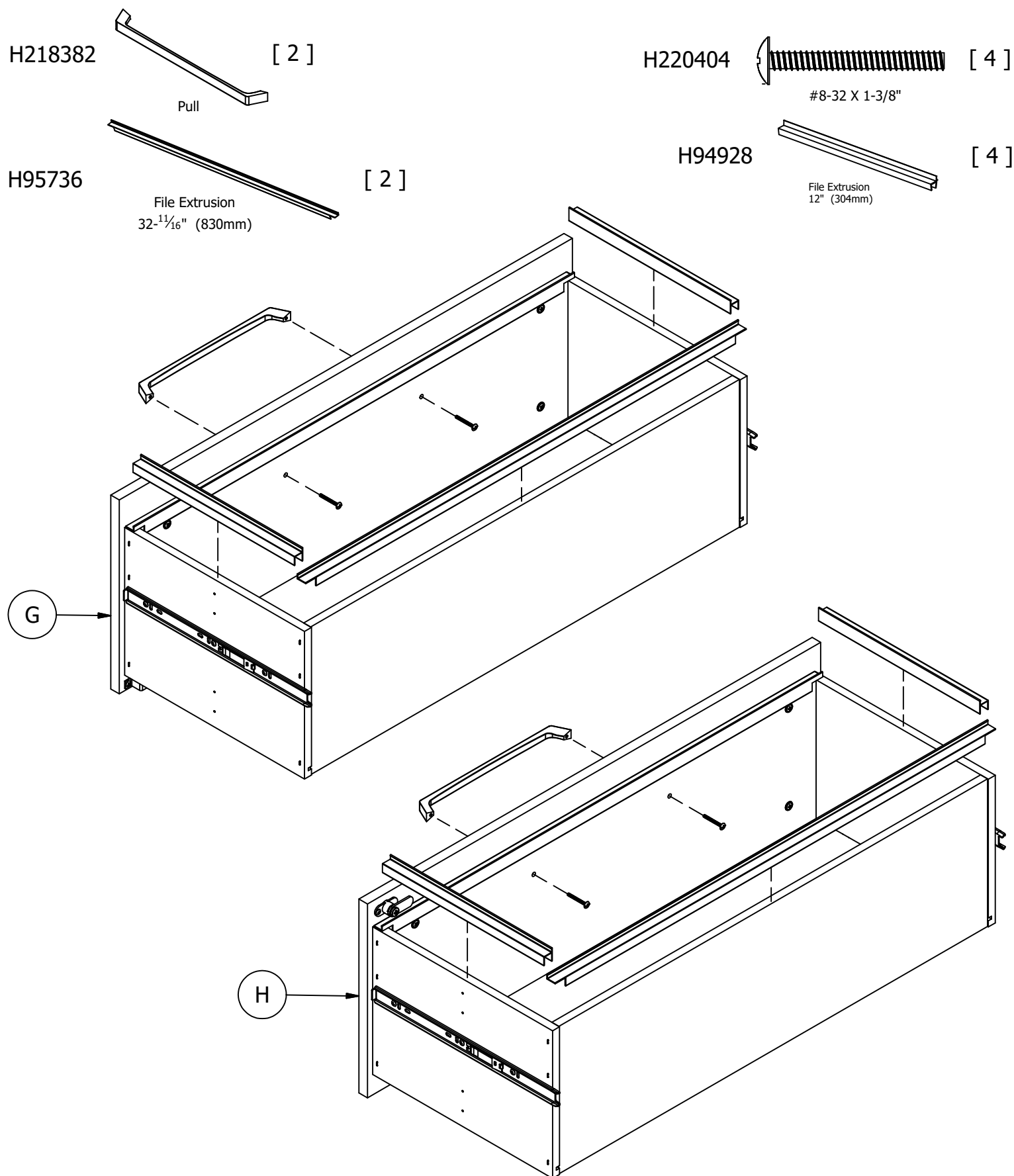


Have an assembly question or need a replacement part? Just call
1-800-950-4782, we are here to help.

STEP 4

Attach Hardware

A220296



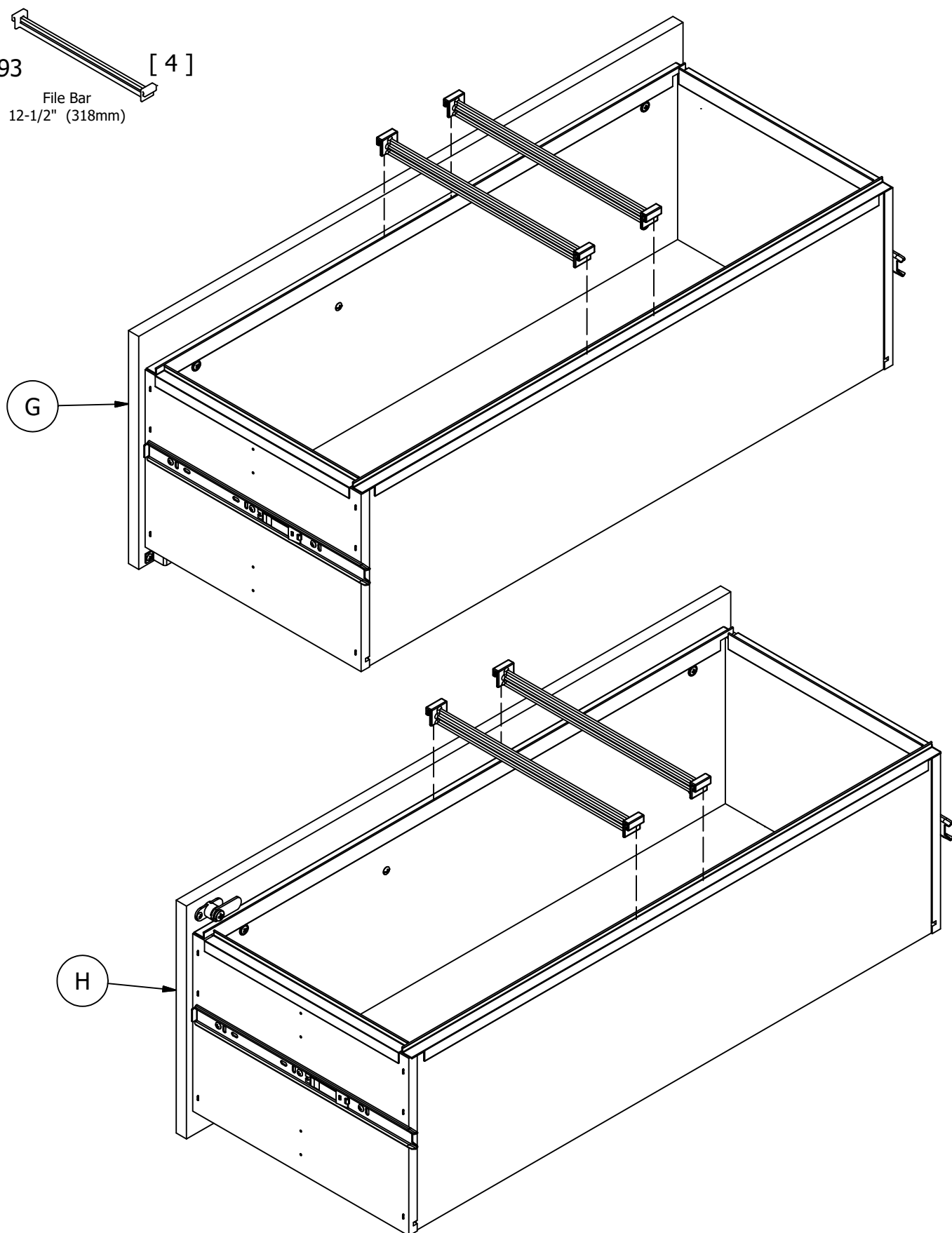
Have an assembly question or need a replacement part? Just call
1-800-950-4782, we are here to help.

STEP 5

Attach Hardware

A220296

H89793 [4]
File Bar
12-1/2" (318mm)



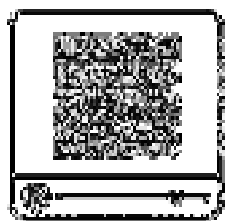
Have an assembly question or need a replacement part? Just call
1-800-950-4782, we are here to help.

STEP 6

Insert Drawer

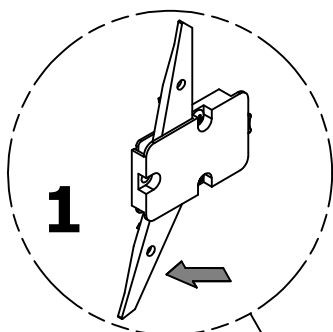
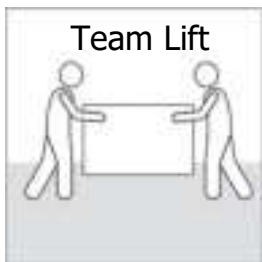
A220296

Assembly and Component
Visual Walkthrough

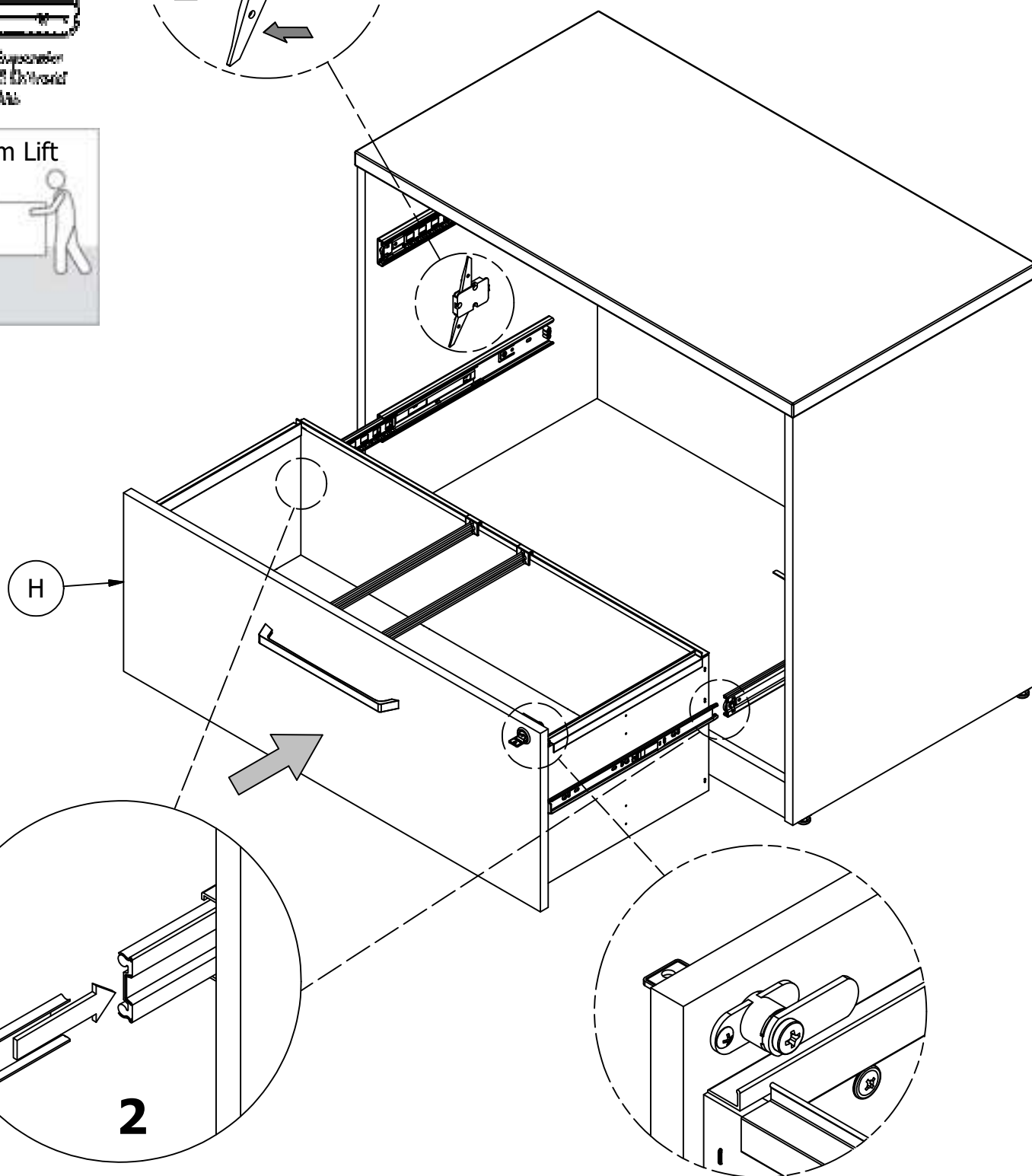


Discontinue Suspension
and Insert Drawer
Panel

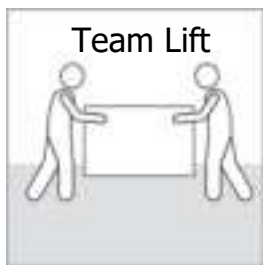
Team Lift



Move arm to locked position (click)
Mueva el brazo a la posición bloqueada (haga clic)
Déplacer le bras en position verrouillée (cliquer)

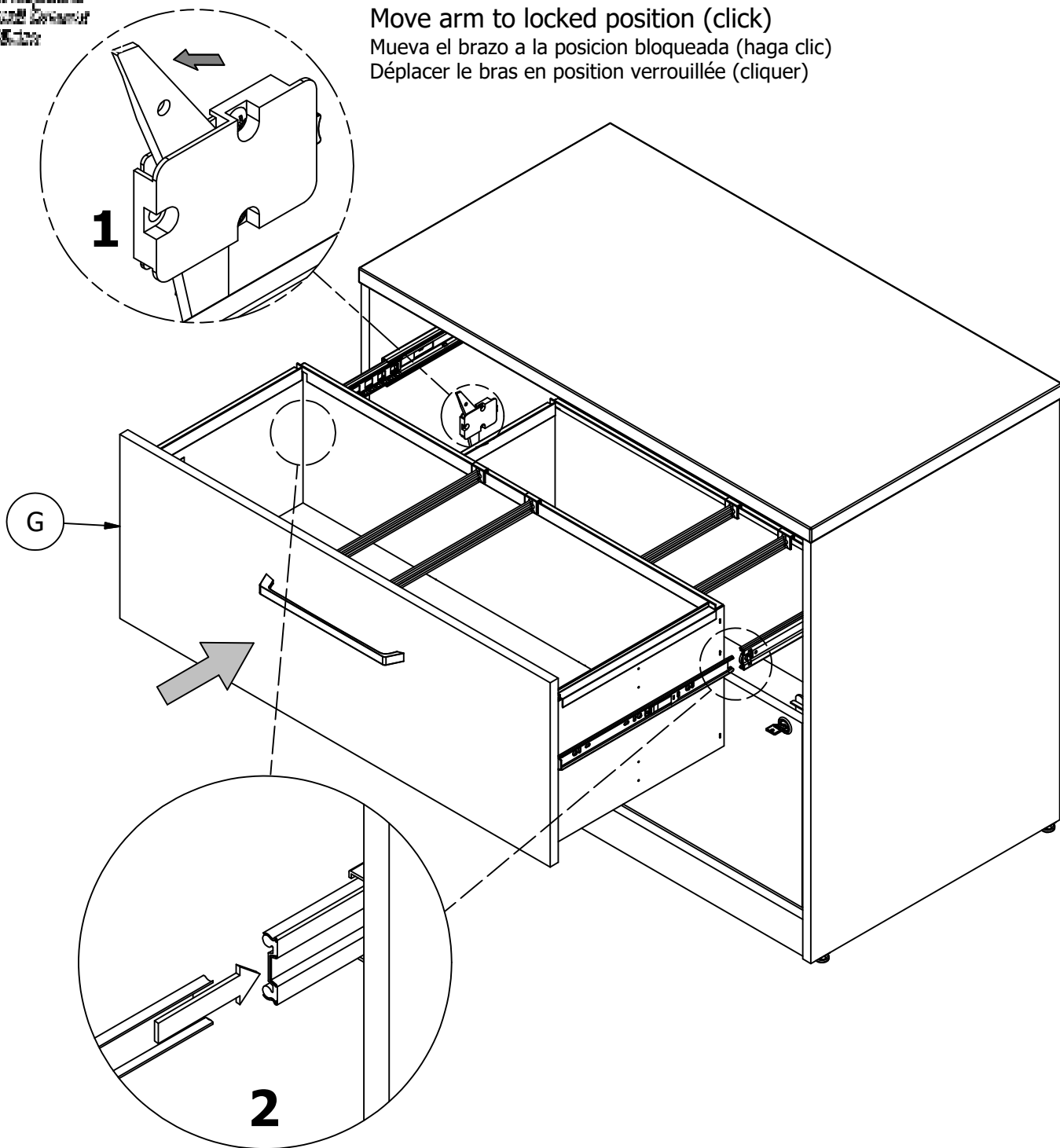


Have an assembly question or need a replacement part? Just call
1-800-950-4782, we are here to help.



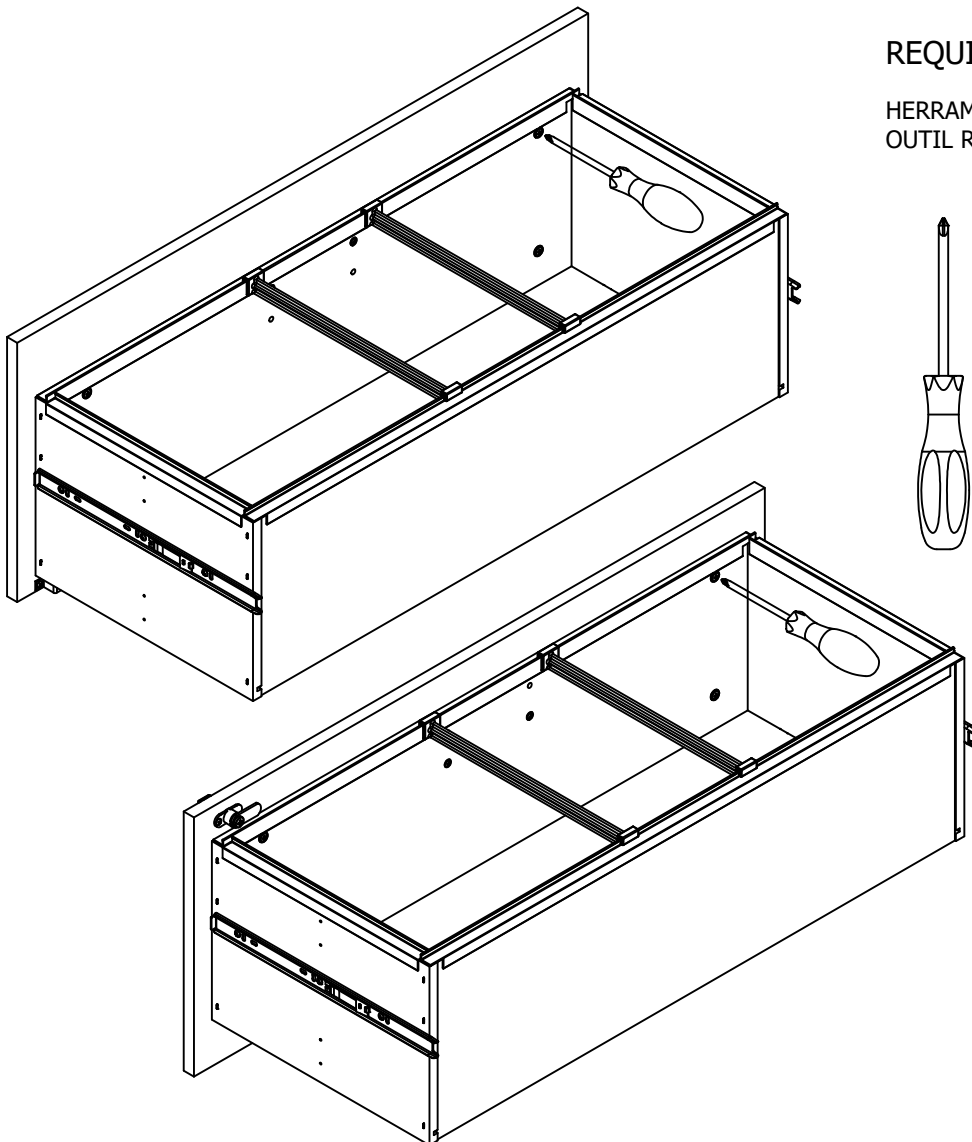
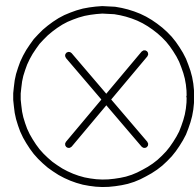
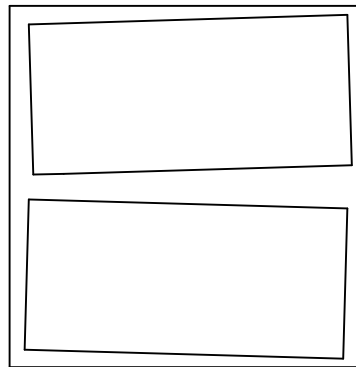
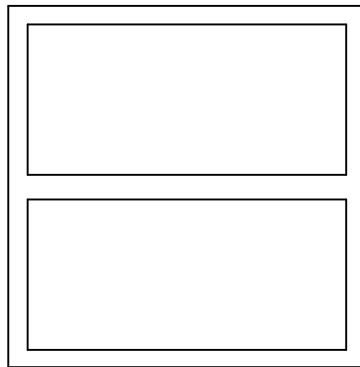
Have Two Assistants
and Second Assistant
Below

Move arm to locked position (click)
Mueva el brazo a la posición bloqueada (haga clic)
Déplacer le bras en position verrouillée (cliquer)

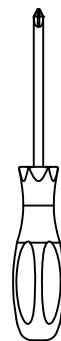


Have an assembly question or need a replacement part? Just call
1-800-950-4782, we are here to help.

DRAWER FRONT VIEW



REQUIRED TOOL: PHILLIPS SCREWDRIVER

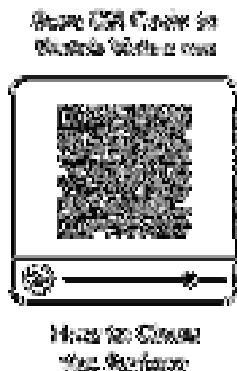
HERRAMIENTA REQUERIDA: DESTORNILLADOR PHILLIPS
OUTIL REQUIS: TOURNEVIS CRUCIFORME

1. LOOSEN SCREWS.
2. ADJUST DRAWER FRONTS.
3. TIGHTEN SCREWS.

1. Afloje los tornillos
2. Ajustar frentes de cajón
3. Apriete los tornillos

1. Desserrer les vis
2. Ajuster les façades des tiroirs
3. Serrer les vis

Have an assembly question or need a replacement part? Just call
1-800-950-4782, we are here to help.

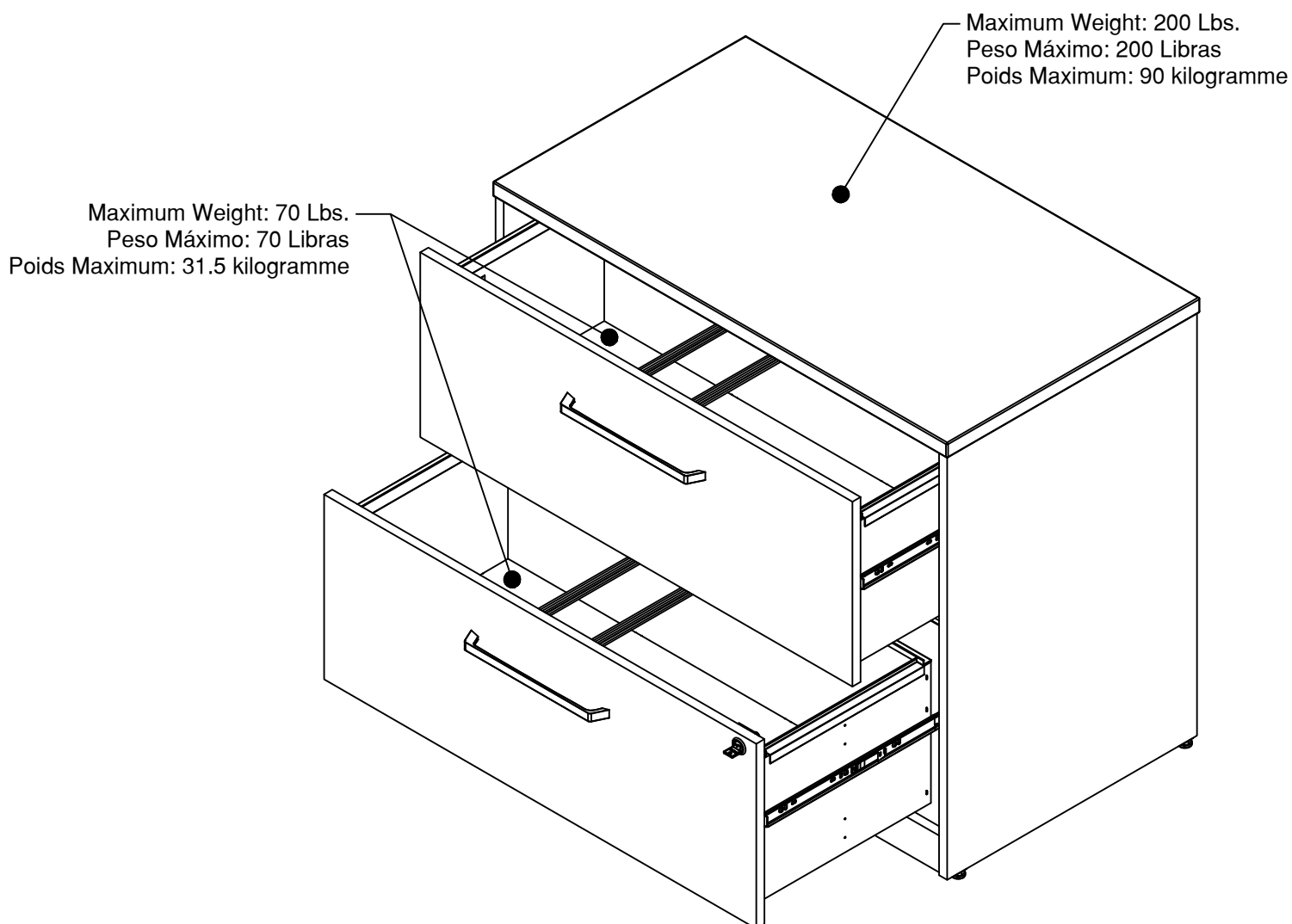


Gently clean surfaces with a damp sponge eraser.

If desired, attach the unit to the wall following the additional instructions provided with the wall attachment hardware kit.

Si lo desea, fije la unidad a la pared siguiendo las instrucciones adicionales proporcionadas con el kit de accesorios de fijación a la pared.

Si vous le souhaitez, fixez l'unité au mur en suivant les instructions supplémentaires fournies avec le kit de quincaillerie de fixation murale.



Congratulations! You are all done. If you have any questions or concerns, please call.

Have an assembly question or need a replacement part? Just call
1-800-950-4782, we are here to help.

VSF136BWSU		
LABEL	QTY	PART
A	1	W220405
G	1	W220411
H	1	W220412
J	2	S220207

VSF136NESU		
LABEL	QTY	PART
A	1	W220297
G	1	W220303
H	1	W220304
J	2	S220207

Have an assembly question or need a replacement part? Just call
1-800-950-4782, we are here to help.

Maintenance Tip

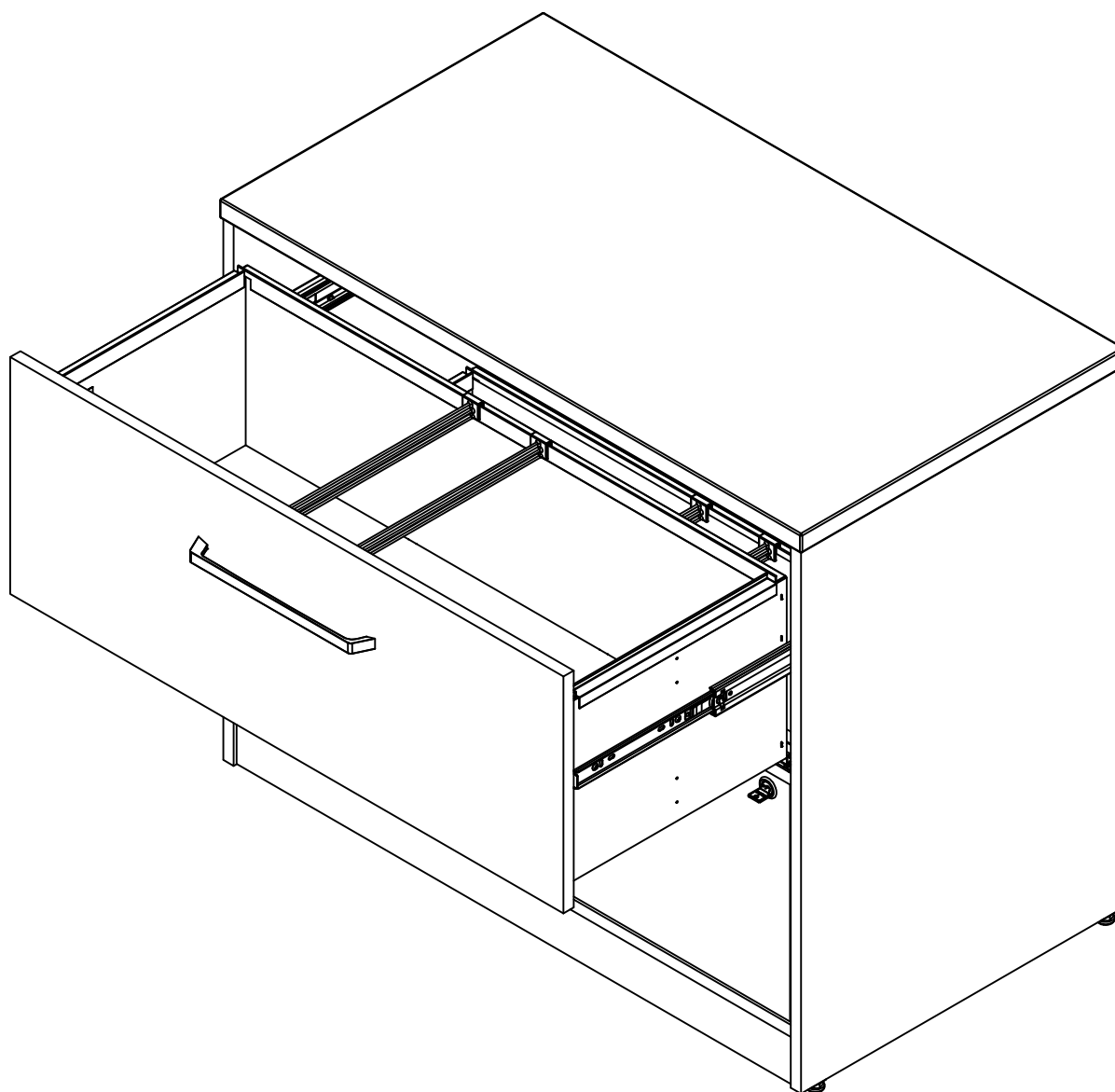
It may be necessary to periodically open each drawer to its full extension. This will reset the drawer slides and allow for continued smooth operation.

Información de Mantenimiento

Puede ser necesario el abrir cada gaveta a su máxima extensión periódicamente. Este procedimiento ayuda a recomponer las correderas de las gavetas, asegurando una operación libre.

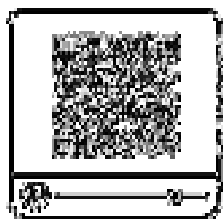
Conseil d'entretien

Il faut de temps en temps ouvrir chaque tiroir jusqu'au bout. Cela remboite les coulisses des tiroirs pour qu'elles continuent de fonctionner sans accroc.



Have an assembly question or need a replacement part? Just call
1-800-950-4782, we are here to help.

Scan QR Code for
More Information

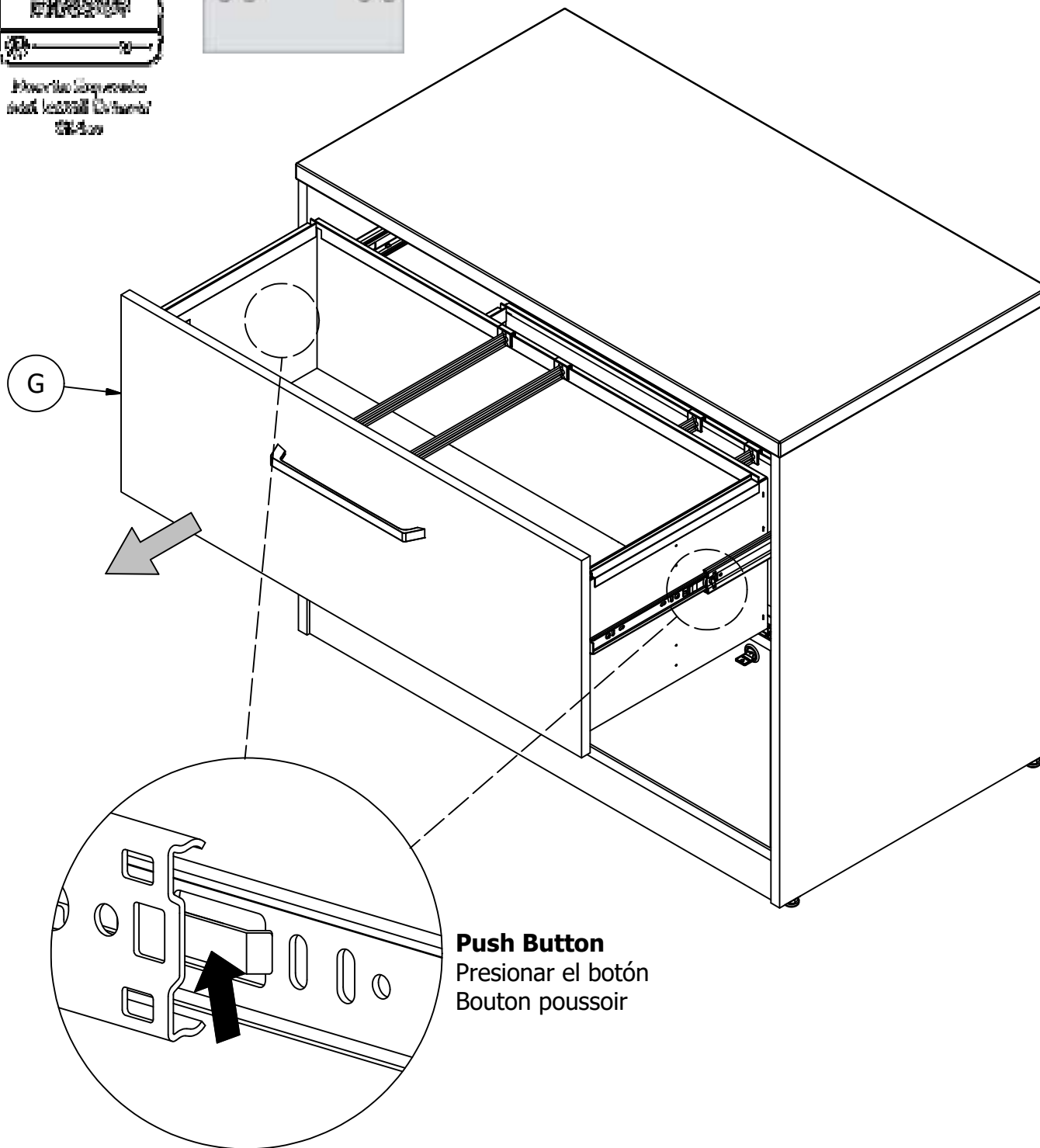


Información importante
sobre los productos
de la serie

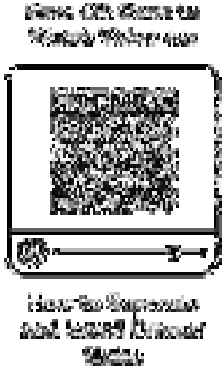
Team Lift



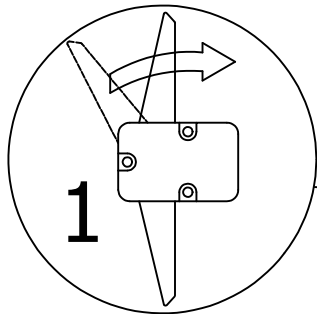
Drawer Removal (if required)
Quitado de Gaveta (si es necesario)
retrait du tiroir (si nécessaire)



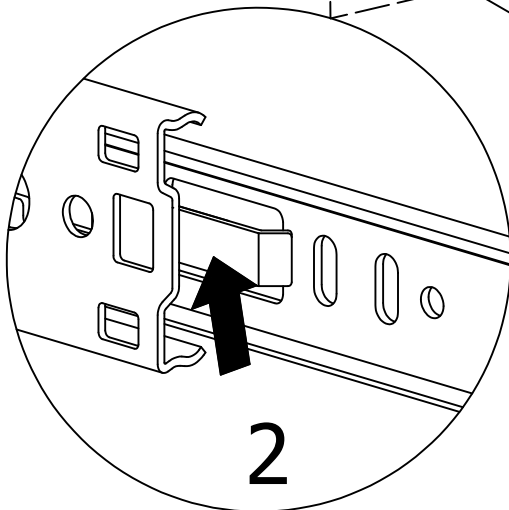
Push Button
Presionar el botón
Bouton poussoir



Drawer Removal (if required)
Quitado de Gaveta (si es necesario)
retrait du tiroir (si nécessaire)

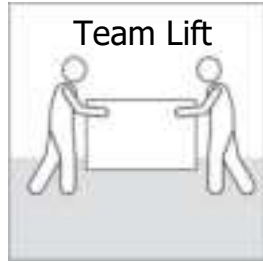
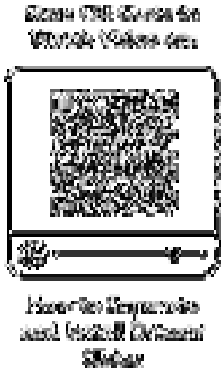


H

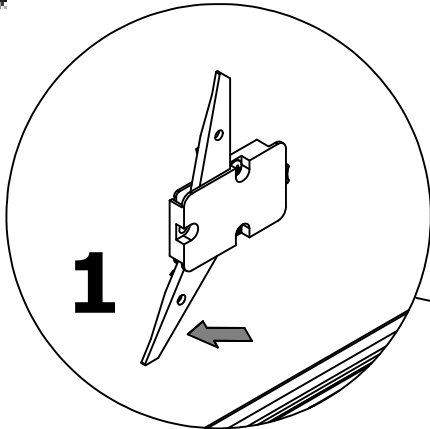


Push Button
Presionar el botón
Bouton poussoir

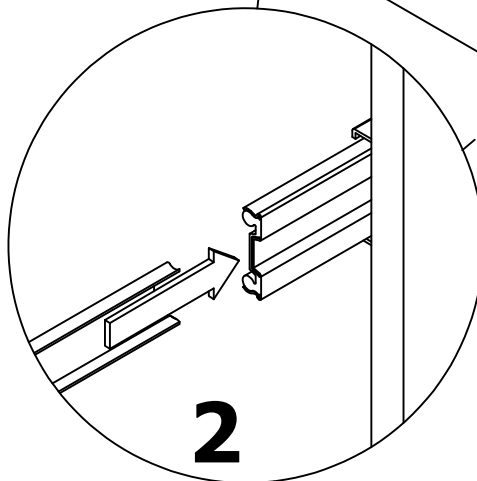
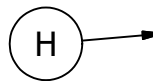
Have an assembly question or need a replacement part? Just call
1-800-950-4782, we are here to help.



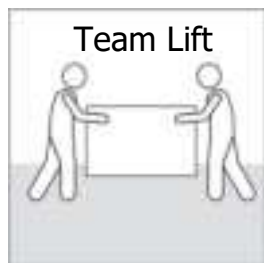
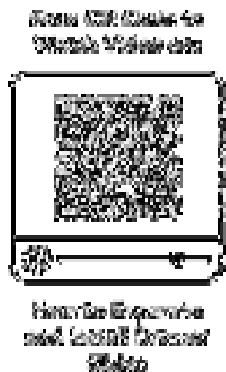
Drawer Installation (if required)
Instalacion de la Gaveta (si es necesario)
Installation du tiroir (si necessaire)



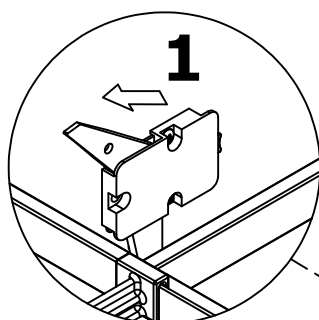
Move arm to locked position (click)
Mueva el brazo a la posición bloqueada (haga clic)
Déplacer le bras en position verrouillée (cliquer)



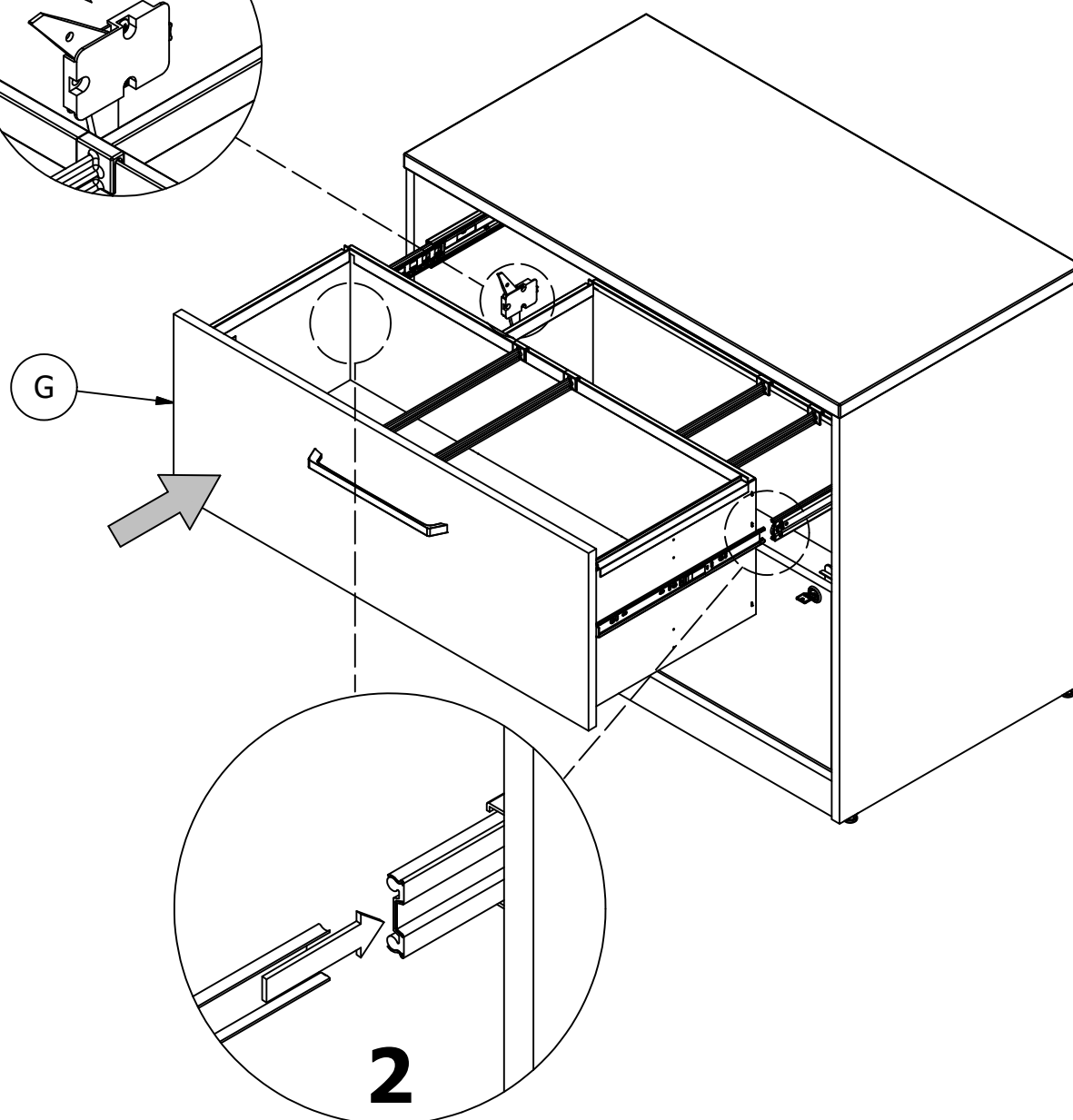
Have an assembly question or need a replacement part? Just call
1-800-950-4782, we are here to help.



Drawer Installation (if required)
Instalación de la Gaveta (si es necesario)
Installation du tiroir (si nécessaire)



Move arm to locked position (click)
Mueva el brazo a la posición bloqueada (haga clic)
Déplacer le bras en position verrouillée (cliquer)



Have an assembly question or need a replacement part? Just call
1-800-950-4782, we are here to help.