

**Teknik**

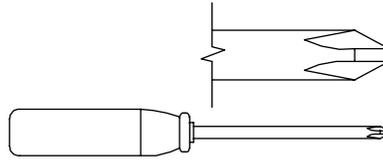
[www.teknikoffice.co.uk](http://www.teknikoffice.co.uk)

**Congratulations.** You  
are now an adult.

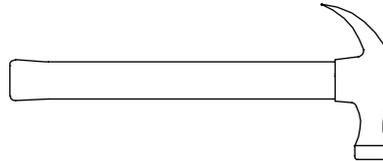
## Elstree 2 Drawer Lateral Filer

Model 5426908

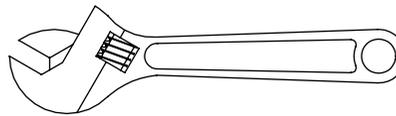
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Safety	40-42
Warranty	43



No. 2 Phillips Screwdriver  
Tip Shown Actual Size



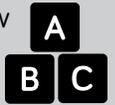
Hammer  
Not actual size 😊



Adjustable Wrench

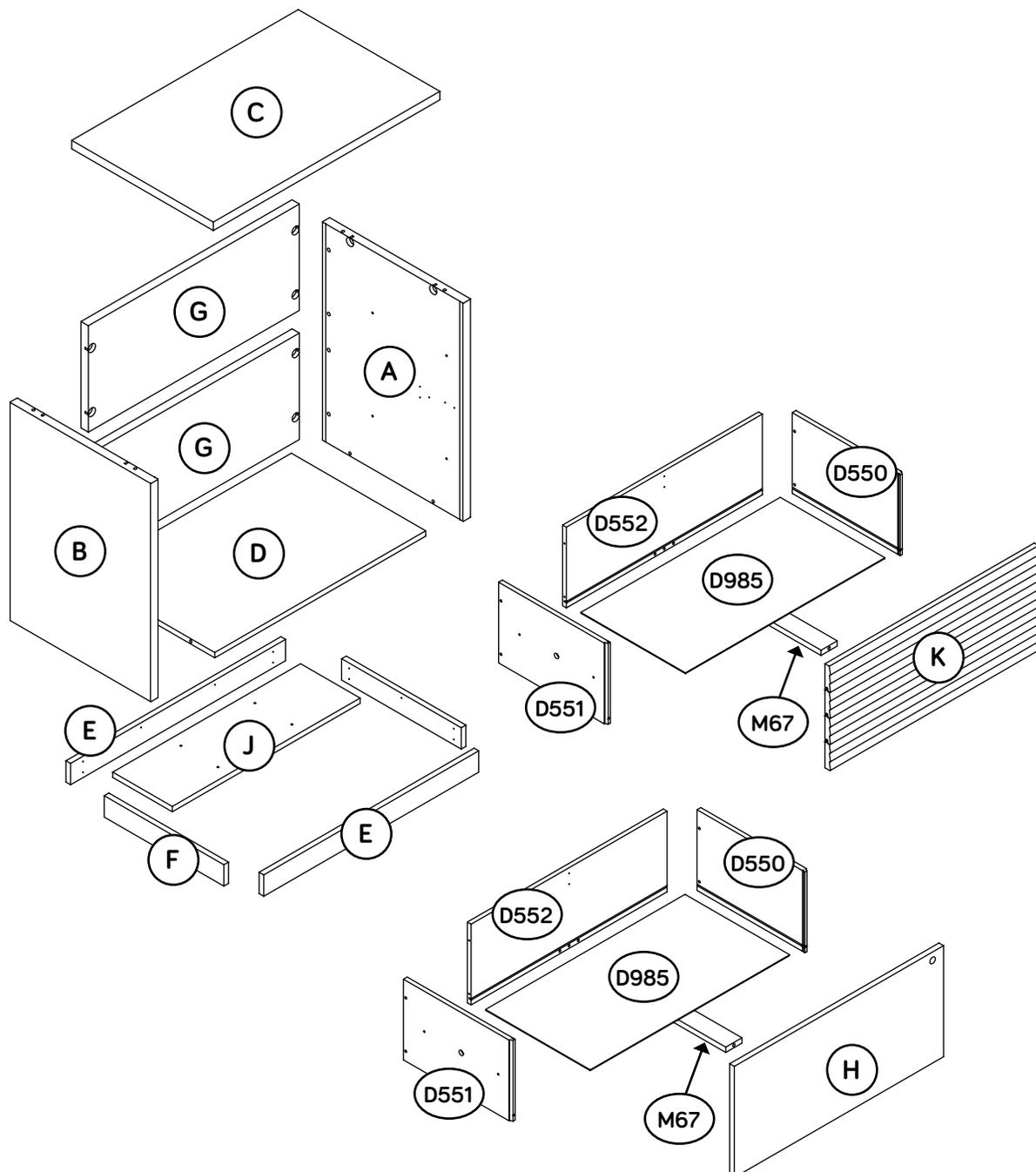
# Part Identification

Now you know  
our ABCs.



⚠ While not all parts are labeled, some of the parts will have a label or an inked letter on the edge to help distinguish similar parts from each other. Use this part identification to help identify similar parts.

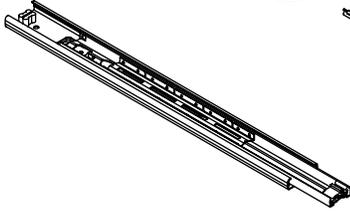
A	RIGHT END (1)	D551	LEFT DRAWER SIDE (2)	G	BACK (2)
B	LEFT END (1)	D552	DRAWER BACK (2)	H	LARGE DRAWER FRONT (1)
C	TOP (1)	D985	DRAWER BOTTOM (2)	J	BALLAST (1)
D	BOTTOM (1)	E	LARGE BASE (2)	K	SMALL DRAWER FRONT (1)
D550	RIGHT DRAWER SIDE (2)	F	SMALL BASE (2)	M67	DRAWER BRACE (2)



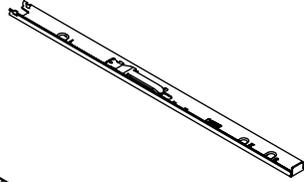
# Hardware Identification

(EXTENSION SET SHOWN SEPARATED)

**35MA** EXTENSION RAIL - 4



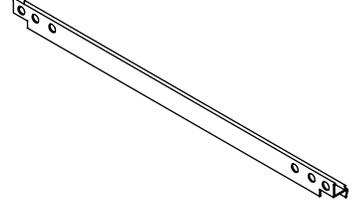
**35MC** EXTENSION SLIDE - 4



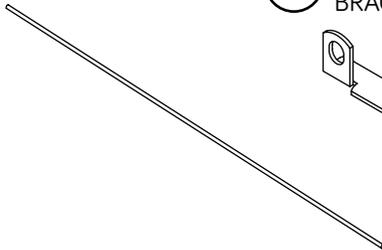
**10A** SLIDE CAM - 4



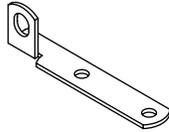
**4B** FILE GLIDE - 4



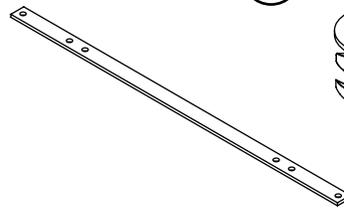
**9B** FILE ROD - 4



**11B** SMALL FILE BRACKET - 2



**14B** FILE BAR - 4



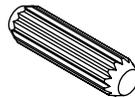
**1F** HIDDEN CAM - 6



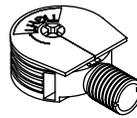
**2F** CAM DOWEL - 6



**15F** WOOD DOWEL - 4



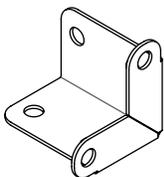
**36F** TWIST-LOCK® FASTENER - 12



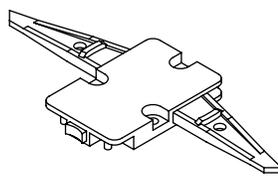
**4G** METAL BRACKET - 6



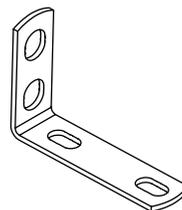
**31G** CORNER BRACKET - 4



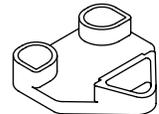
**34G** INTERLOCK MECHANISM - 1



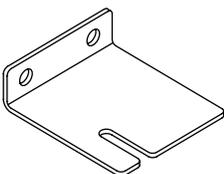
**57G** LARGE FILE BRACKET - 2



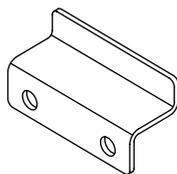
**62G** DRAWER ACTUATOR - 2



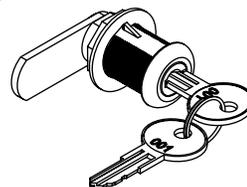
**76G** L - LOCK BRACKET - 1



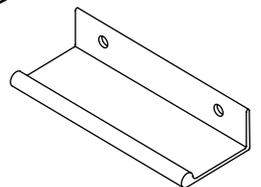
**77G** Z - LOCK BRACKET - 1



**21J** LOCK PACK - 1



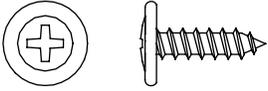
**189K** PULL - 2



# Hardware Identification

† Screws are shown actual size. You may receive extra hardware with your unit.

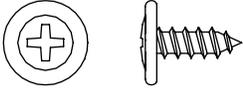
**1S** BLACK 9/16" LARGE HEAD SCREW - 48



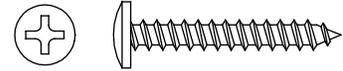
**3S** GOLD 5/16" FLAT HEAD SCREW - 16



**6S** BROWN 7/16" LARGE HEAD SCREW - 4



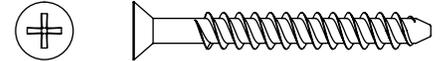
**9S** BLACK 1-1/8" PAN HEAD SCREW - 4



**11S** BLACK 1/2" FLAT HEAD SCREW - 6



**30S** BLACK 1-9/16" FLAT HEAD SCREW - 10



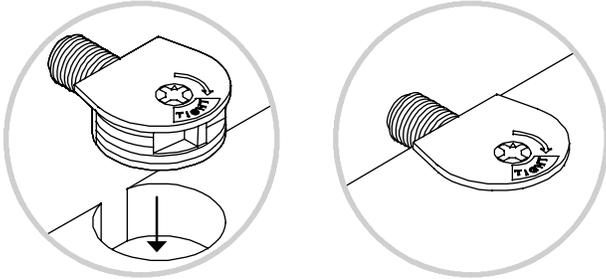
**51S** BLACK 9/16" PAN HEAD SCREW - 3



# Hardware Usage Guide

## HOW TO USE A TWIST-LOCK® FASTENER

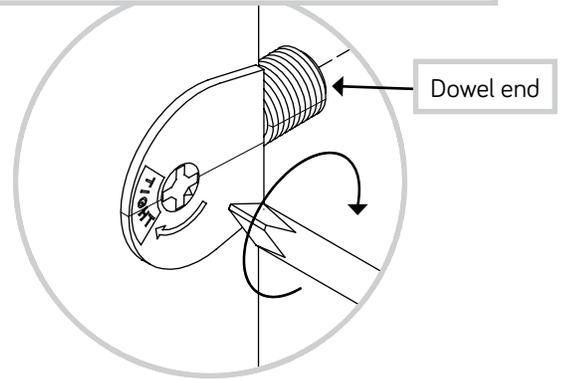
1. Push a TWIST-LOCK® FASTENER into the large hole in the part.



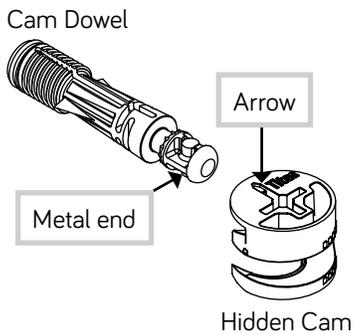
2. 1. Insert the dowel end of the FASTENER into the hole of the adjoining part.

**NOTE:** The dowel end of the FASTENER must remain fully inserted in the hole of the adjoining part while locking the FASTENER.

2. Tighten the FASTENER with a Phillips screwdriver as tight as possible.

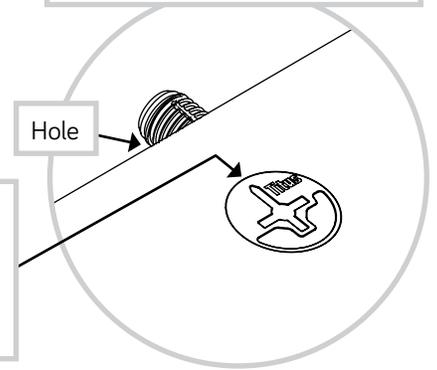


## HOW TO USE A HIDDEN CAM & CAM DOWEL



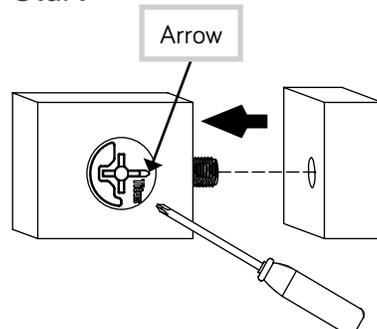
2. Insert the metal end of the CAM DOWEL into the HIDDEN CAM.

1. Push a HIDDEN CAM into the part. The arrow in the HIDDEN CAM must point toward the hole in the edge of the board.



3. **⚠ Caution**  
Risk of damage or injury. HIDDEN CAMS must be completely tightened. HIDDEN CAMS that are not completely tightened may loosen, and parts may separate. To completely tighten:

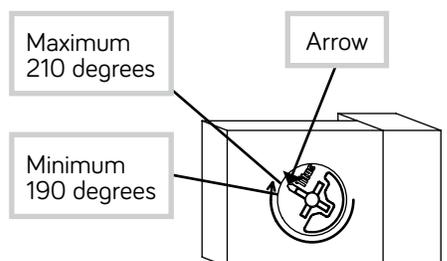
**Start**



**Tighten**

Maximum  
210 degrees

Minimum  
190 degrees



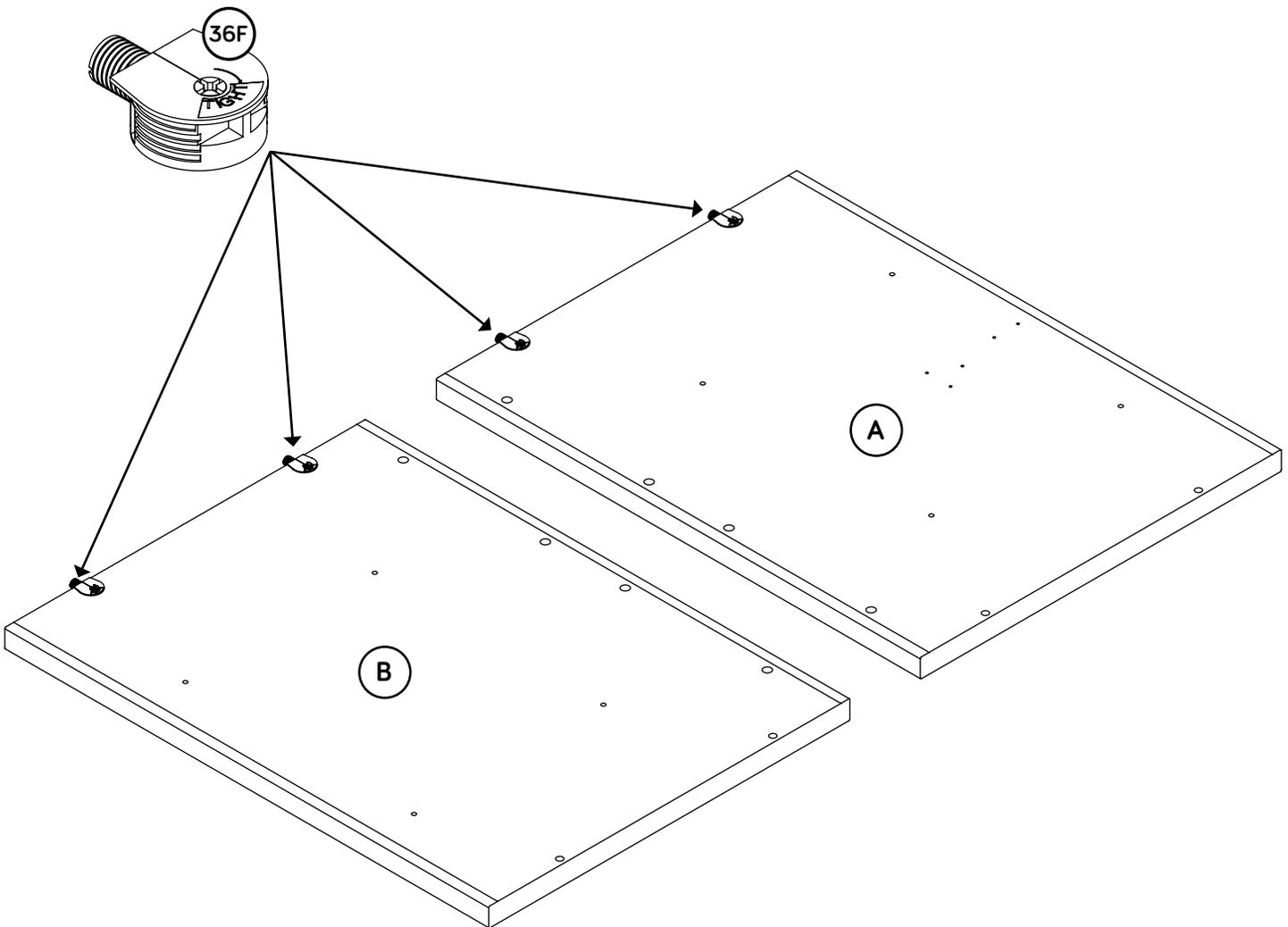
# Step 1

- ✦ Assemble your unit on a carpeted floor or on the empty carton to avoid scratching your unit or the floor.
- ✦ To begin assembly, push four SAUDER TWIST-LOCK® FASTENERS (36F) into the large holes in the ENDS (A and B).



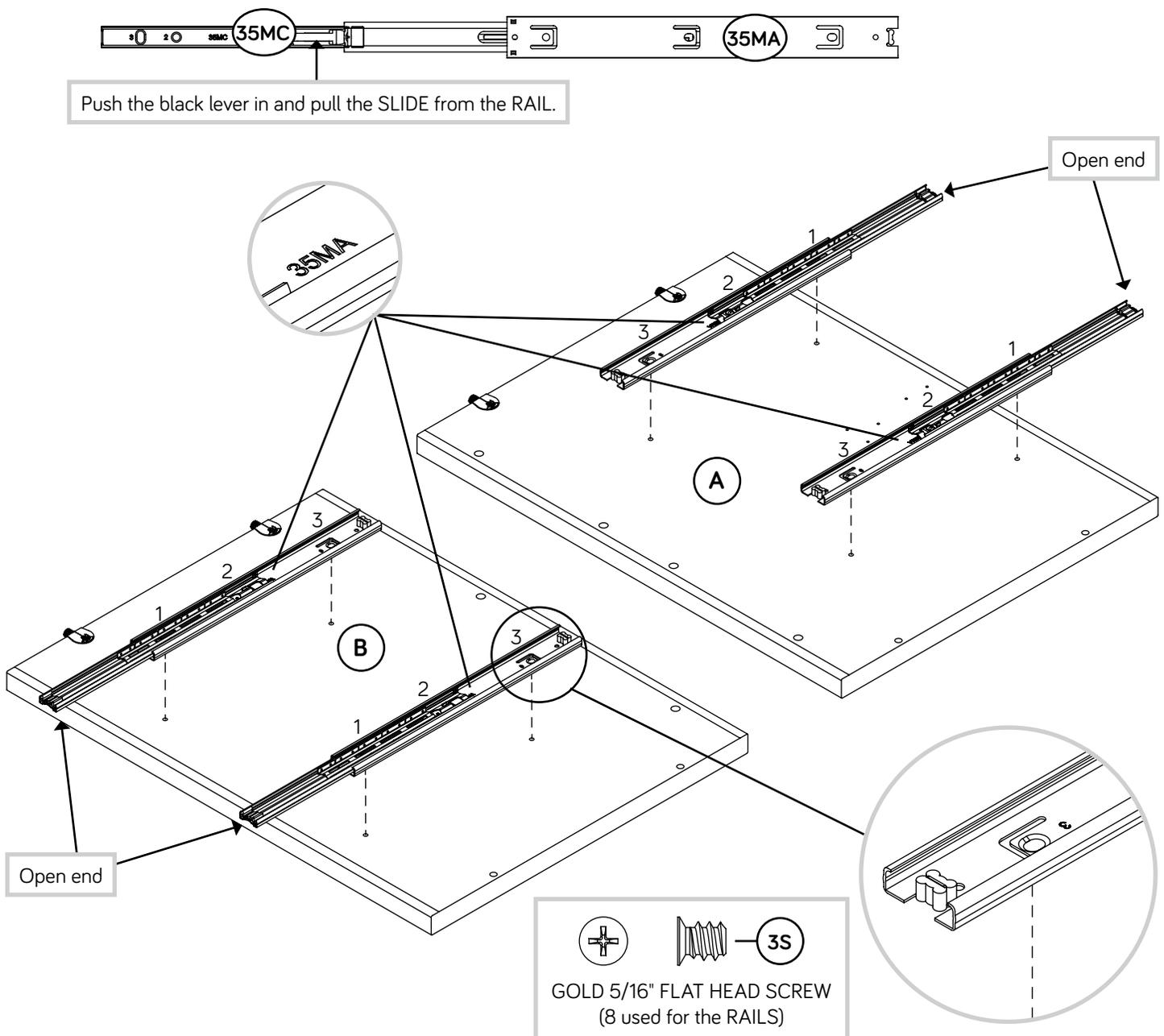
Some assembly  
(and snacks) required.

Do not tighten the TWIST-LOCK® FASTENERS in this step.



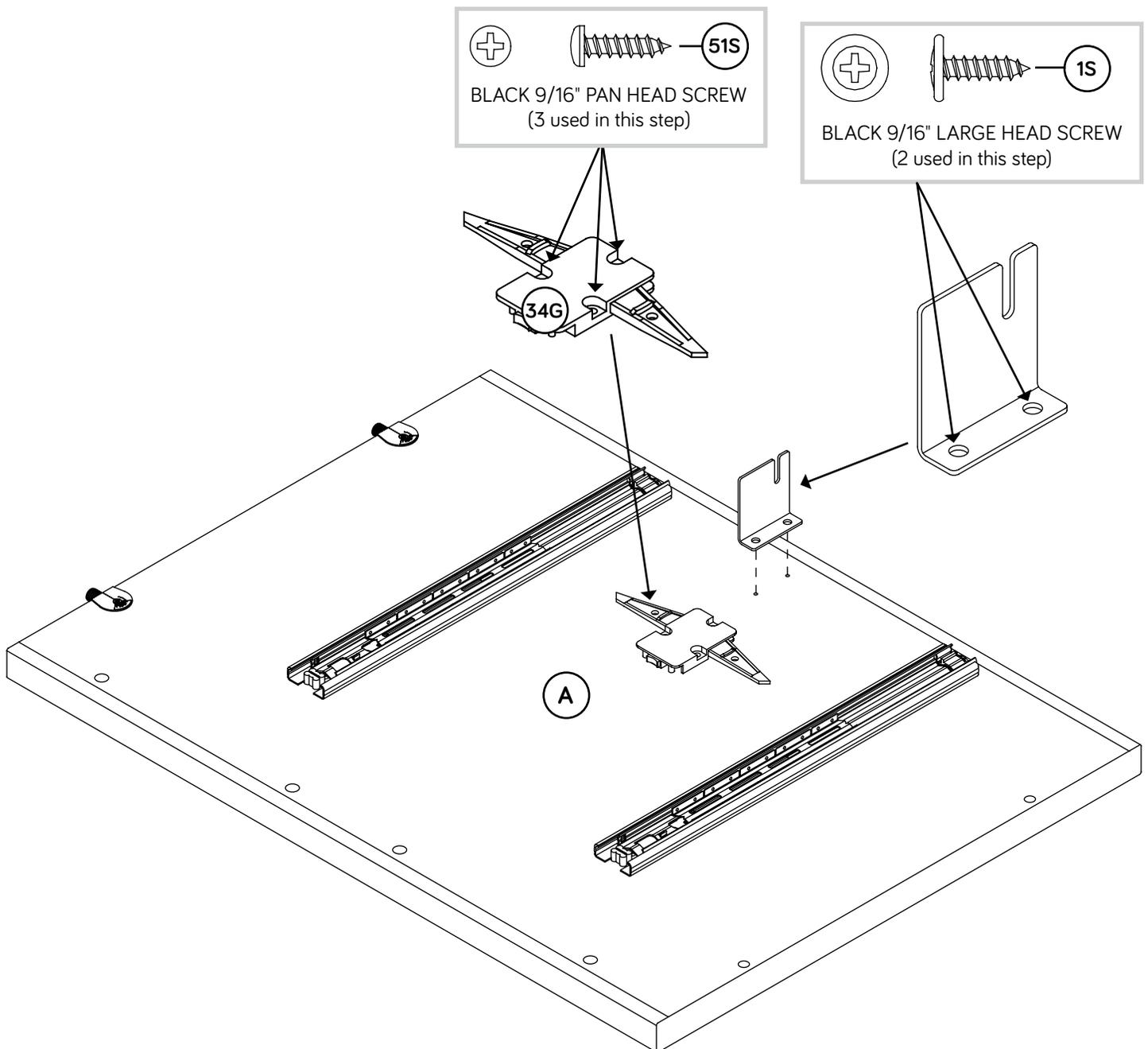
# Step 2

- ✚ Separate the EXTENSION SLIDES (35MC) from the EXTENSION RAILS (35MA) as shown in the upper diagram below. Be prepared, the parts are greasy.
- ✚ Fasten the EXTENSION RAILS (35MA) to the ENDS (A and B). Use eight GOLD 5/16" FLAT HEAD SCREWS (3S) through holes #1 and #3.
- ✚ NOTE: For each EXTENSION RAIL, turn a SCREW into the hole shown in the enlarged diagram. Then, slide the inner cartridge of the EXTENSION RAIL in to find the other hole that lines up with the hole in the END. Turn a SCREW into this hole.
- ✚ NOTE: The EXTENSION SLIDES (35MC) will be used later for the DRAWERS.



# Step 3

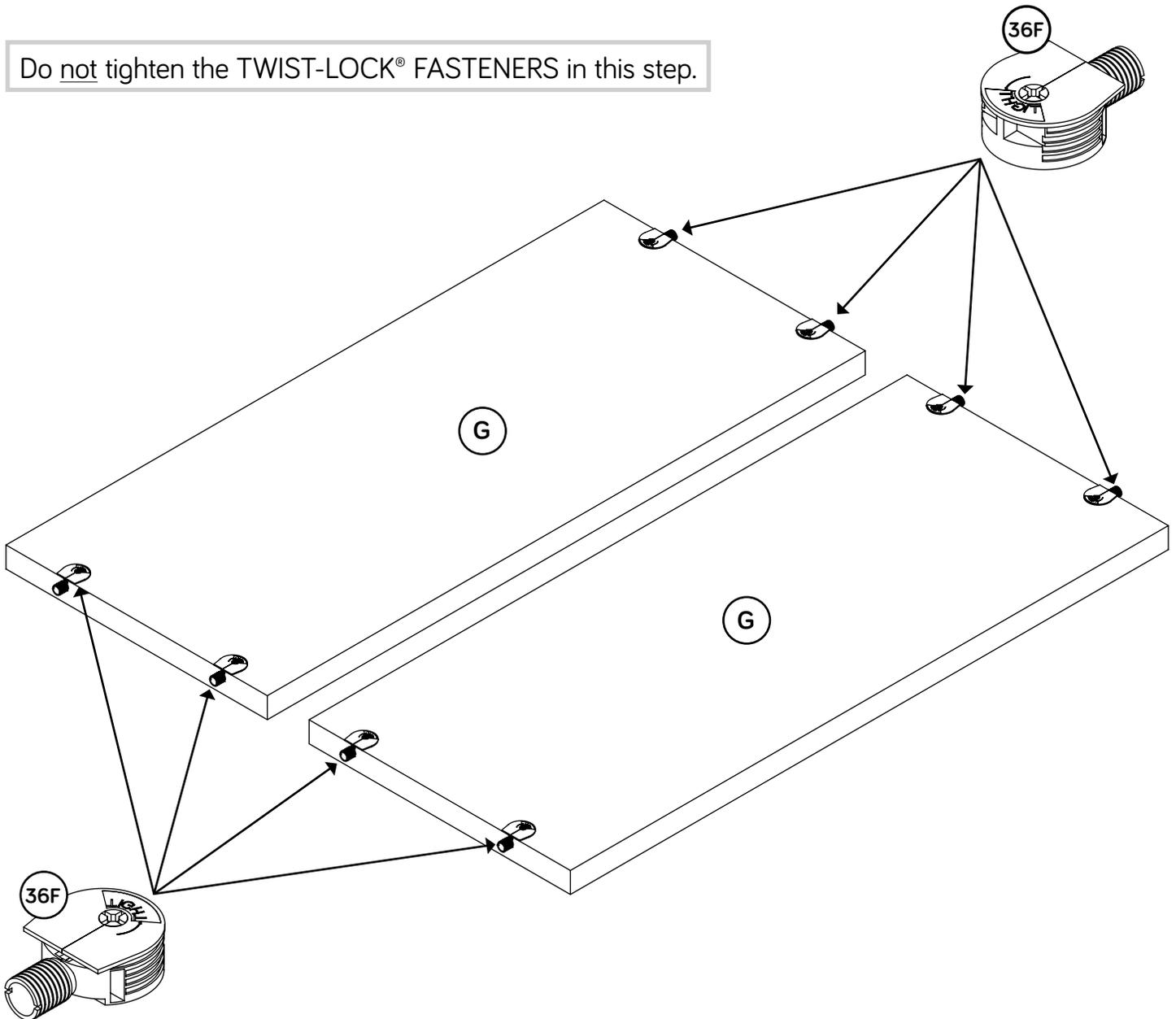
- Fasten the INTERLOCK MECHANISM (34G) to the RIGHT END (A). Use three BLACK 9/16" PAN HEAD SCREWS (51S).
- Fasten the L - LOCK BRACKET (76G) to the RIGHT END (A). Use two BLACK 9/16" LARGE HEAD SCREWS (1S).



# Step 4

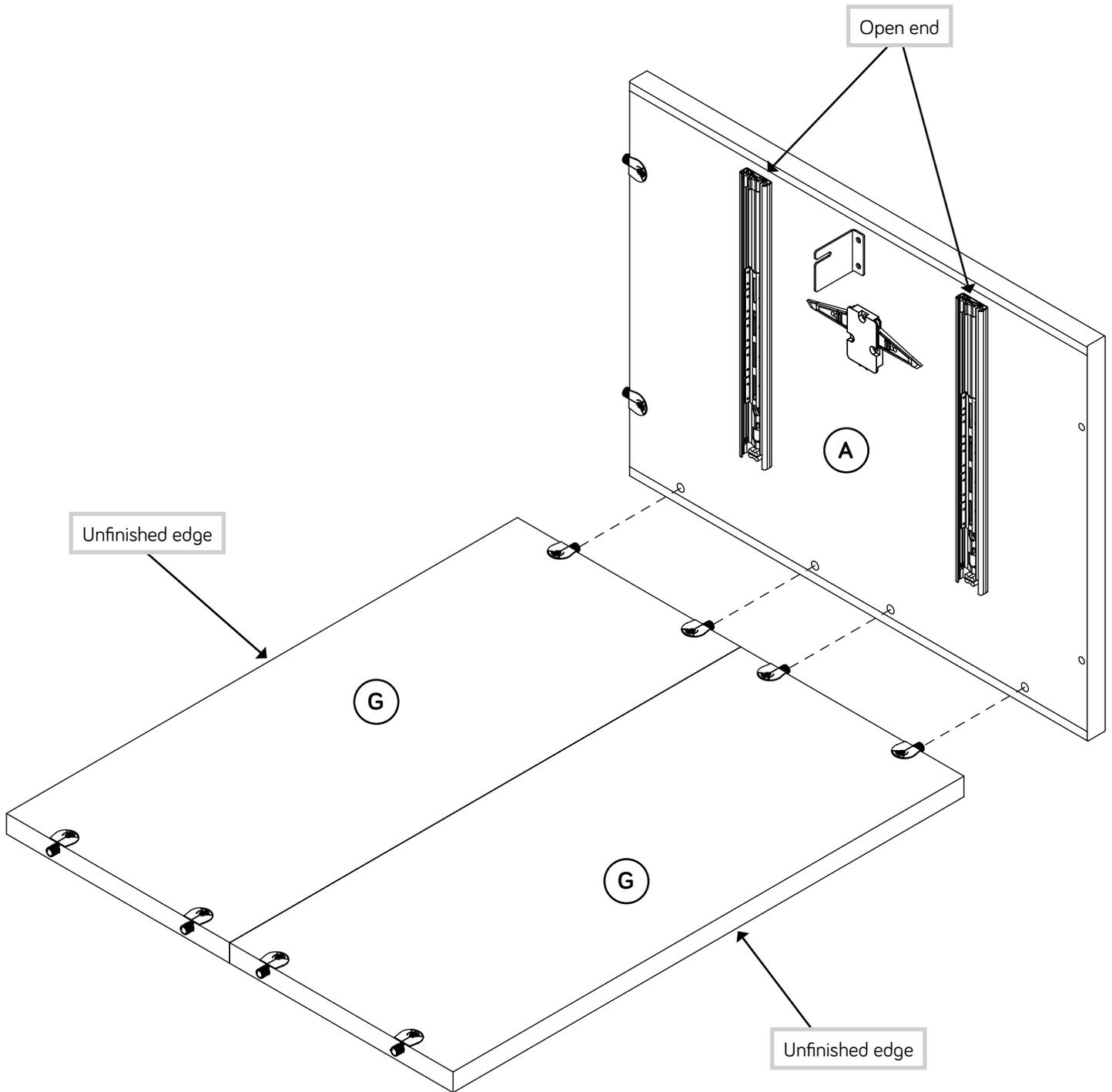
- To begin assembly, push eight SAUDER TWIST-LOCK® FASTENERS (36F) into the large holes in the BACKS (G).

Do not tighten the TWIST-LOCK® FASTENERS in this step.



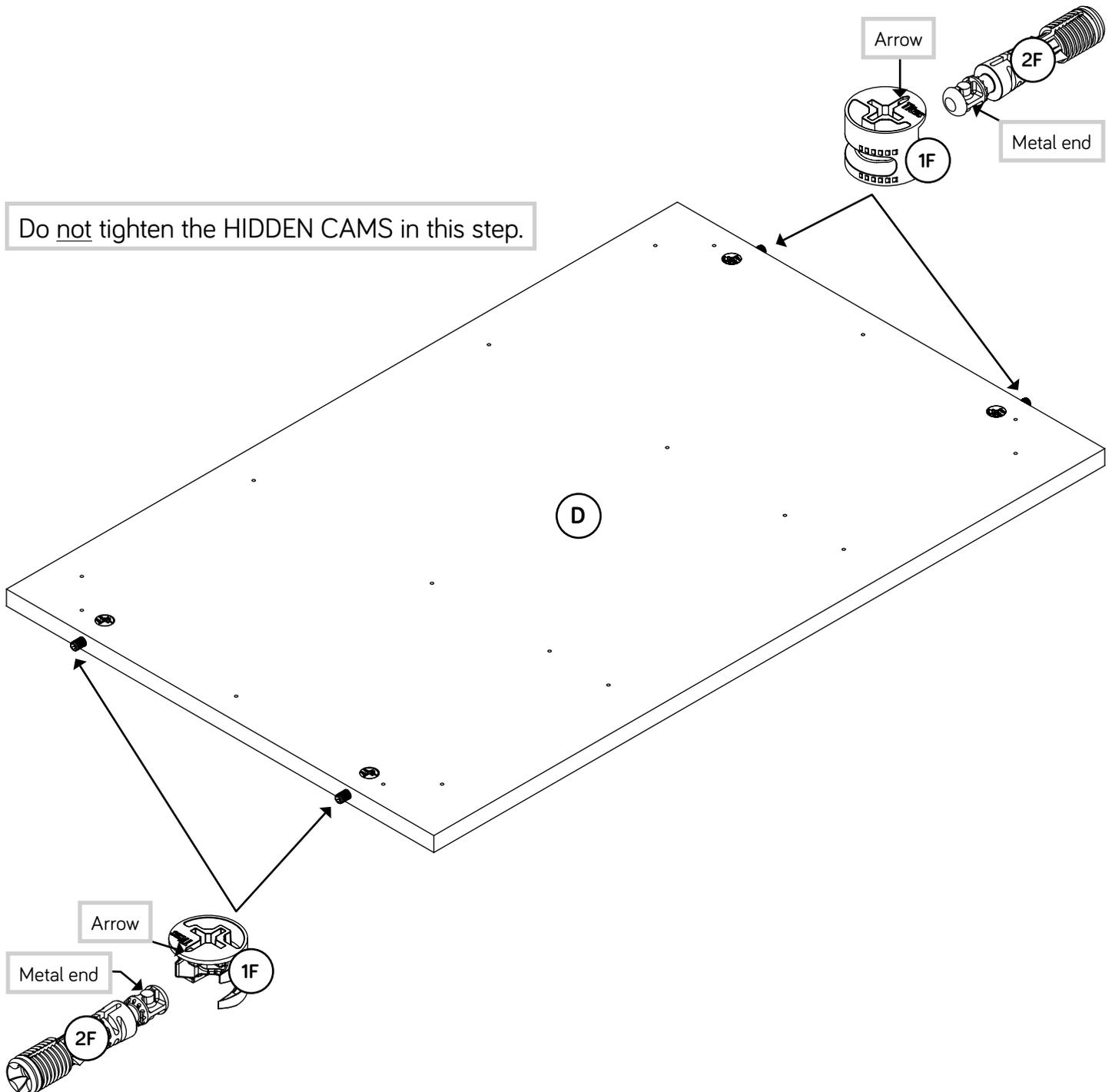
# Step 5

- Fasten the RIGHT END (A) to the BACKS (G). Tighten four TWIST-LOCK® FASTENERS.



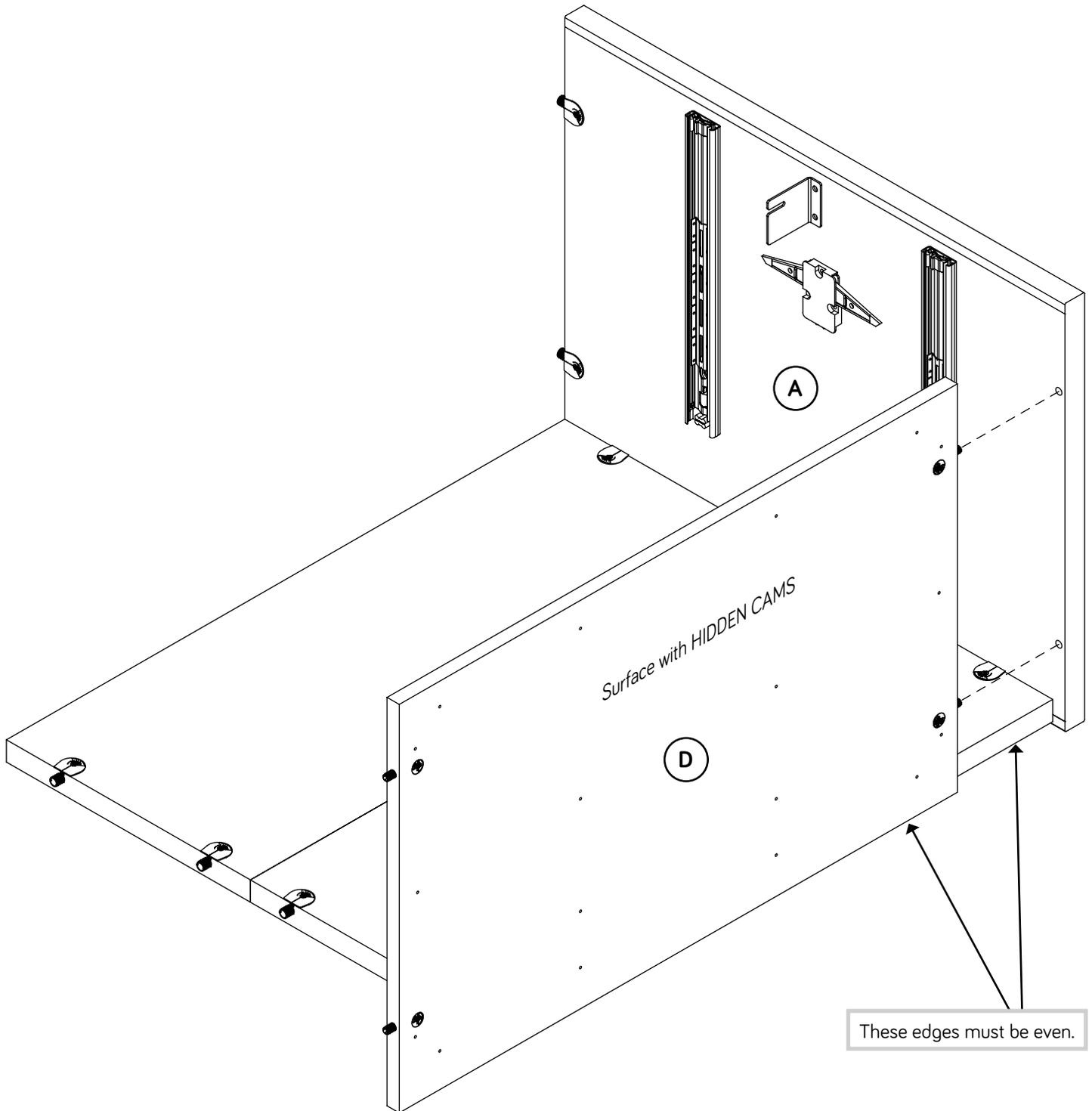
# Step 6

- Push four HIDDEN CAMS (1F) into the BOTTOM (D). Then, insert the metal end of a CAM DOWEL (2F) into each HIDDEN CAM.



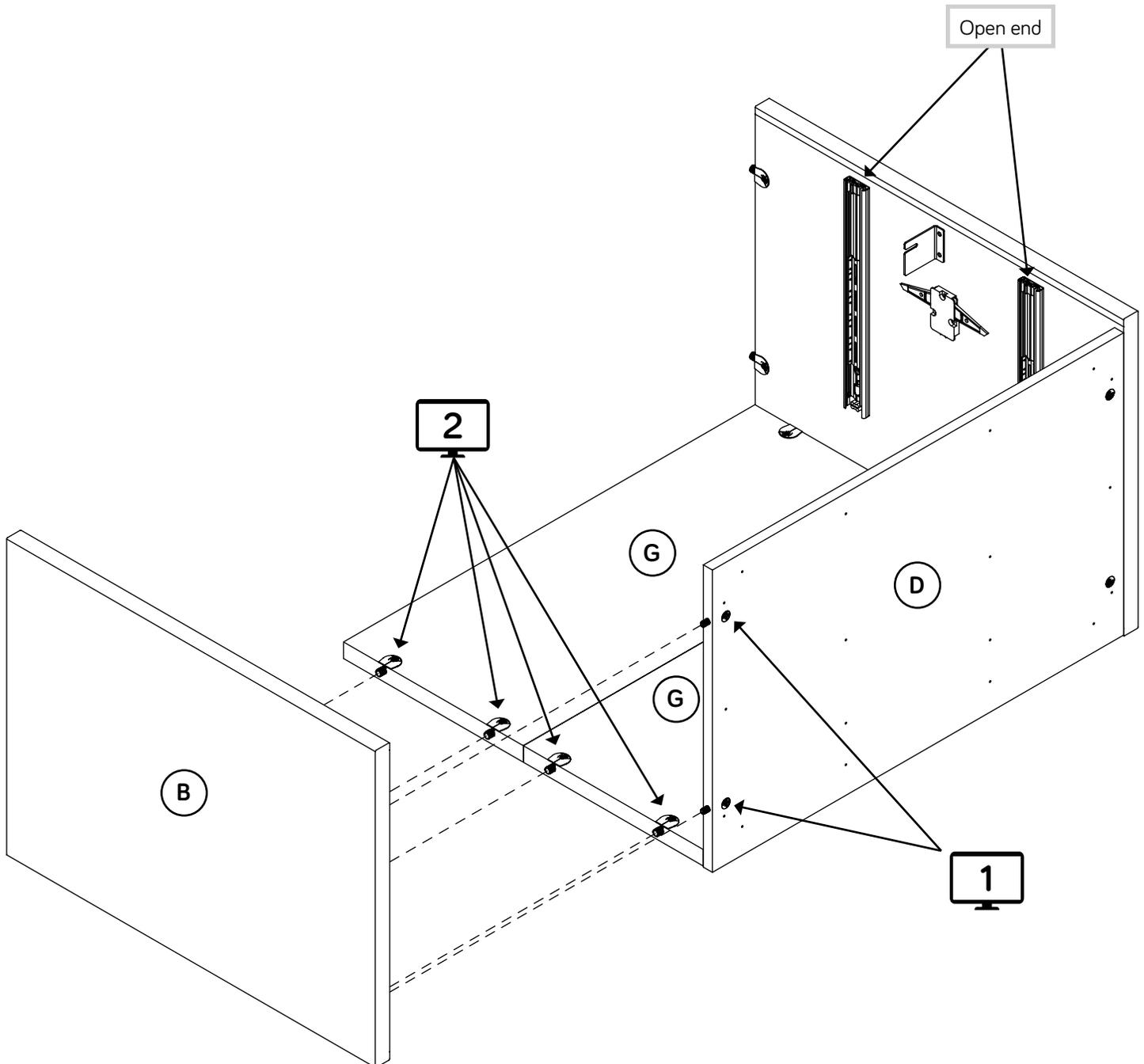
# Step 7

- Fasten the BOTTOM (D) to the RIGHT END (A).  
Tighten two HIDDEN CAMS.



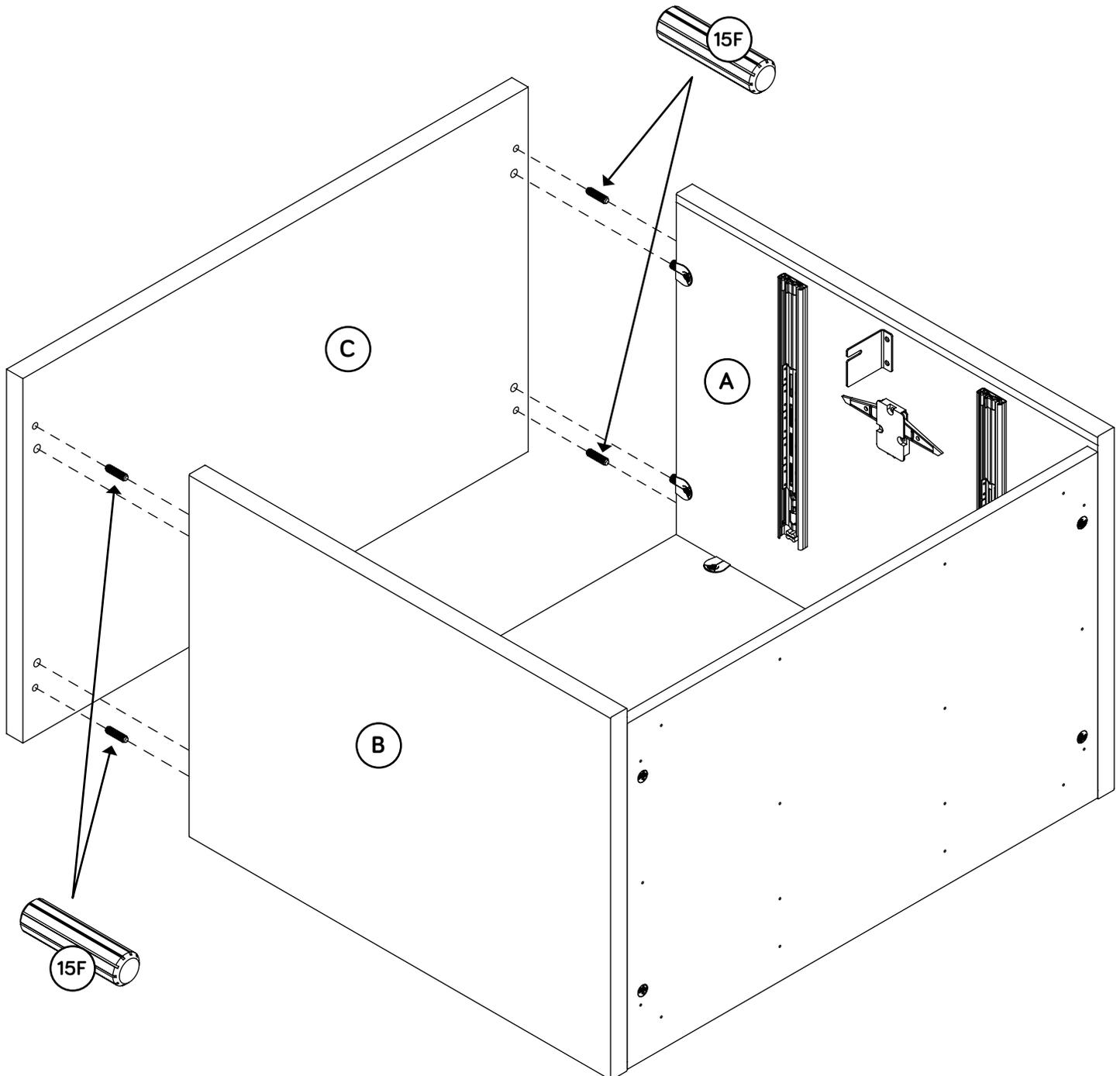
# Step 8

- Fasten the LEFT END (B) to the BOTTOM (D) and BACKS (G). Tighten two HIDDEN CAMS and tighten four TWIST-LOCK® FASTENERS.



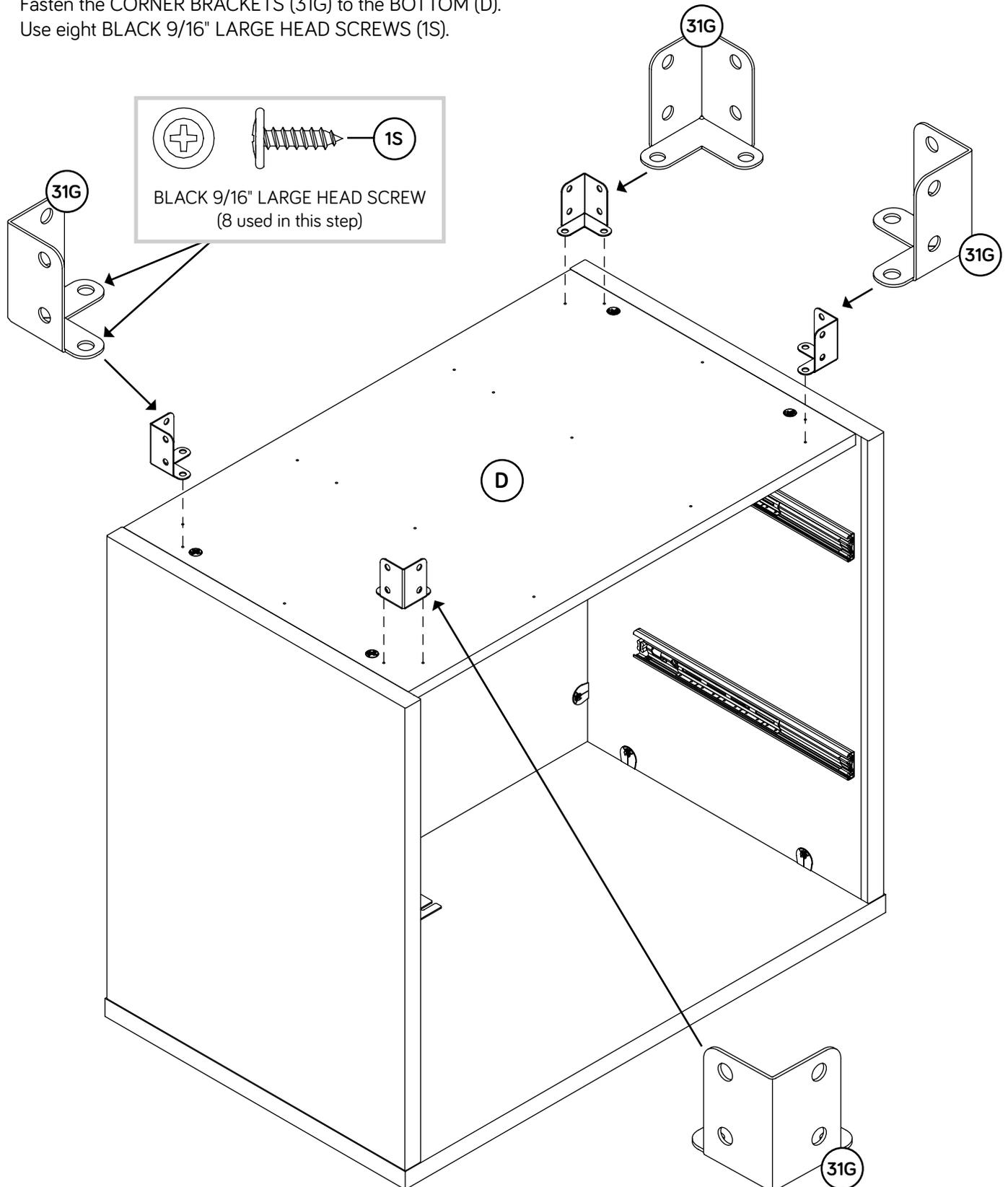
# Step 9

- ✚ Insert four WOOD DOWELS (15F) into the ENDS (A and B).
- ✚ Fasten the TOP (C) to the ENDS (A and B). Tighten four TWIST-LOCK® FASTENERS.
- ✚ NOTE: Be sure the WOOD DOWELS in the ENDS insert into the TOP.



# Step 10

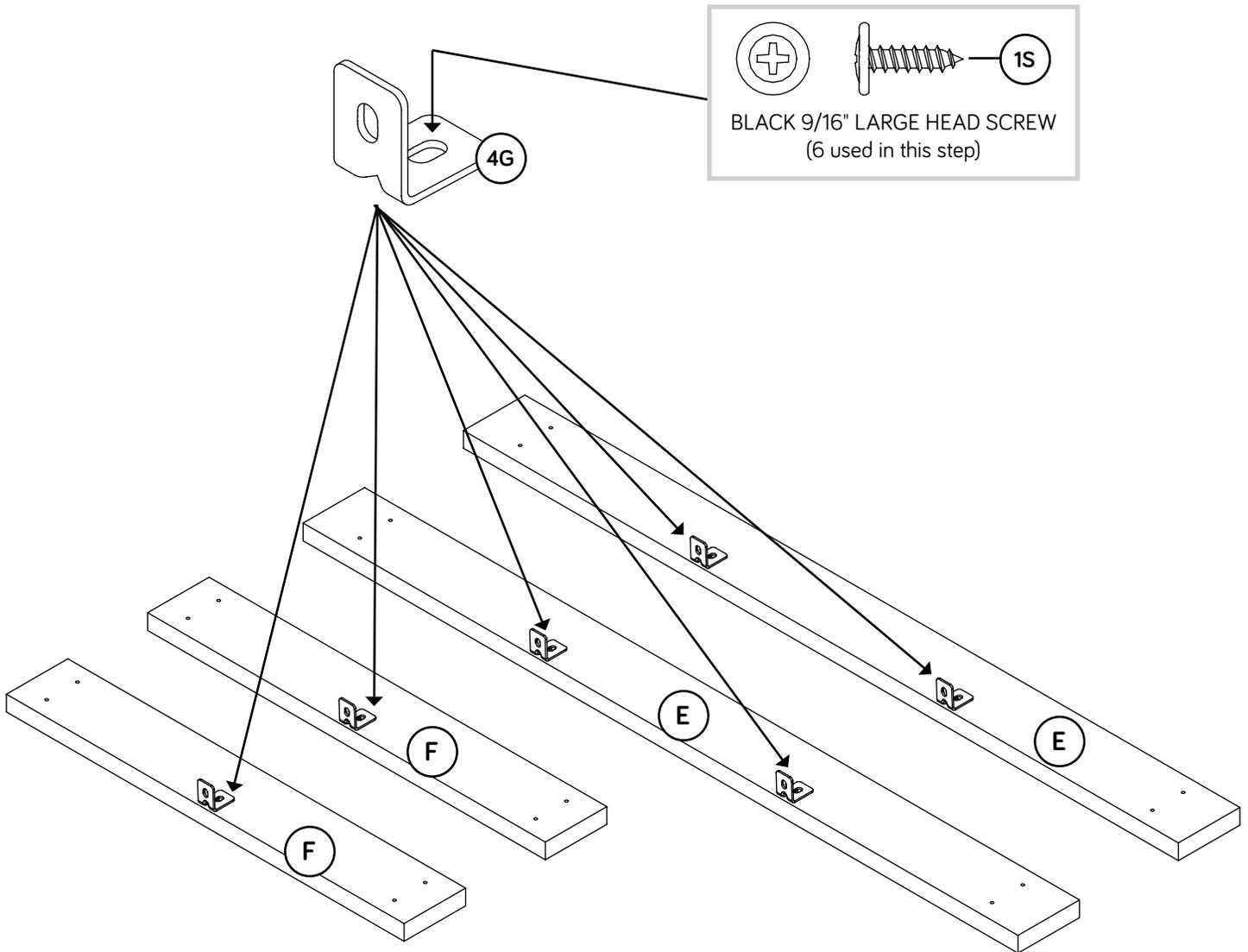
- ✦ Carefully turn your unit onto its top.
- ✦ Fasten the CORNER BRACKETS (31G) to the BOTTOM (D). Use eight BLACK 9/16" LARGE HEAD SCREWS (1S).



# Step 11

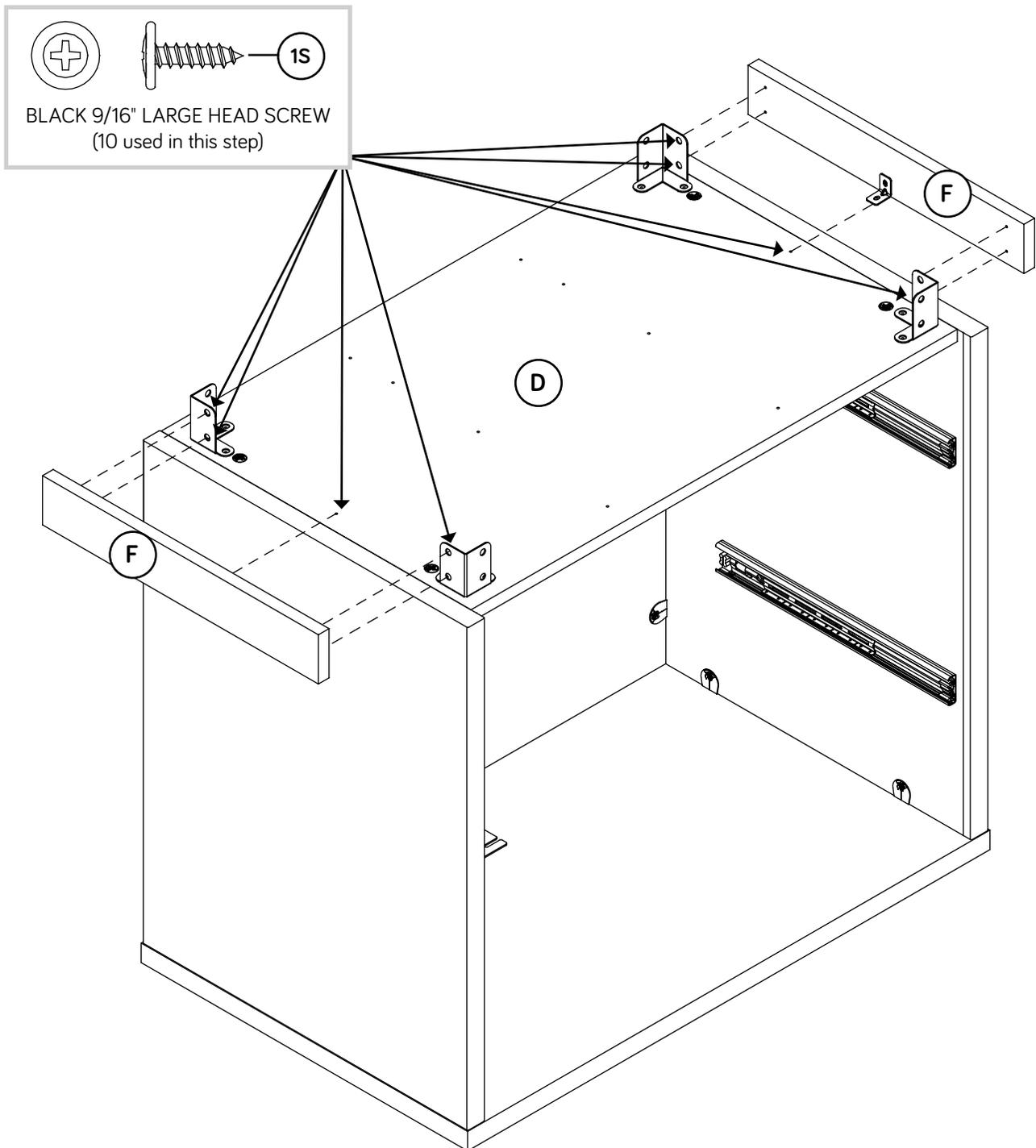
- Fasten six METAL BRACKETS (4G) to the BASES (E and F). Use six BLACK 9/16" LARGE HEAD SCREWS (1S).

**NOTE:** Be sure the BRACKETS are even with the edges of the BASES.



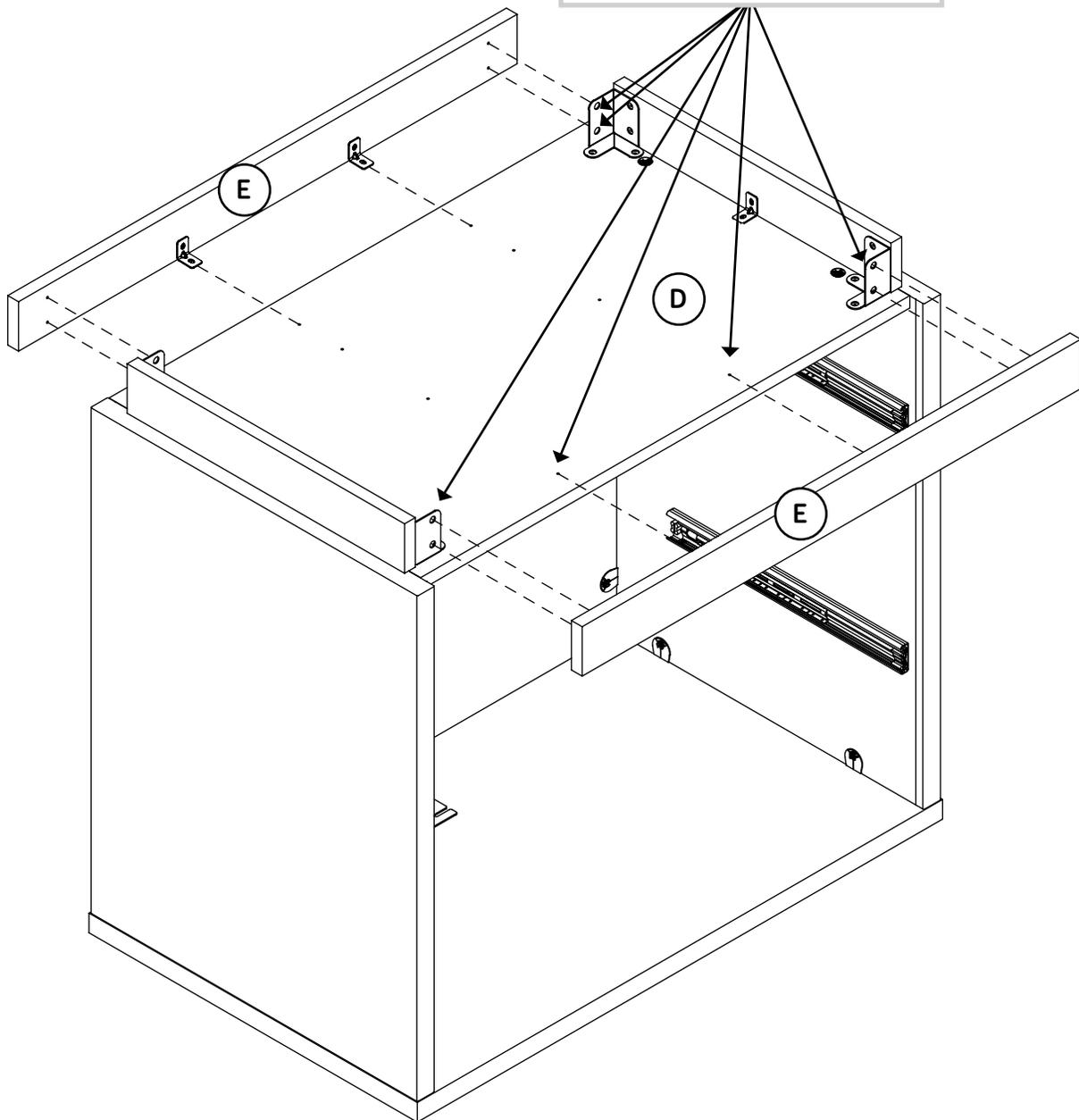
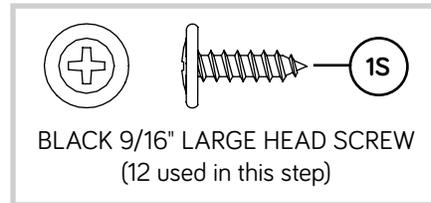
# Step 12

- Fasten SMALL BASES (F) to the BOTTOM (D). Use eight BLACK 9/16" LARGE HEAD SCREWS (1S) through the CORNER BRACKETS on the BOTTOM and into the holes in the SMALL BASES.
- Fasten the BOTTOM (D) to the METAL BRACKETS on the SMALL BASES (F). Use two BLACK 9/16" LARGE HEAD SCREWS (1S).



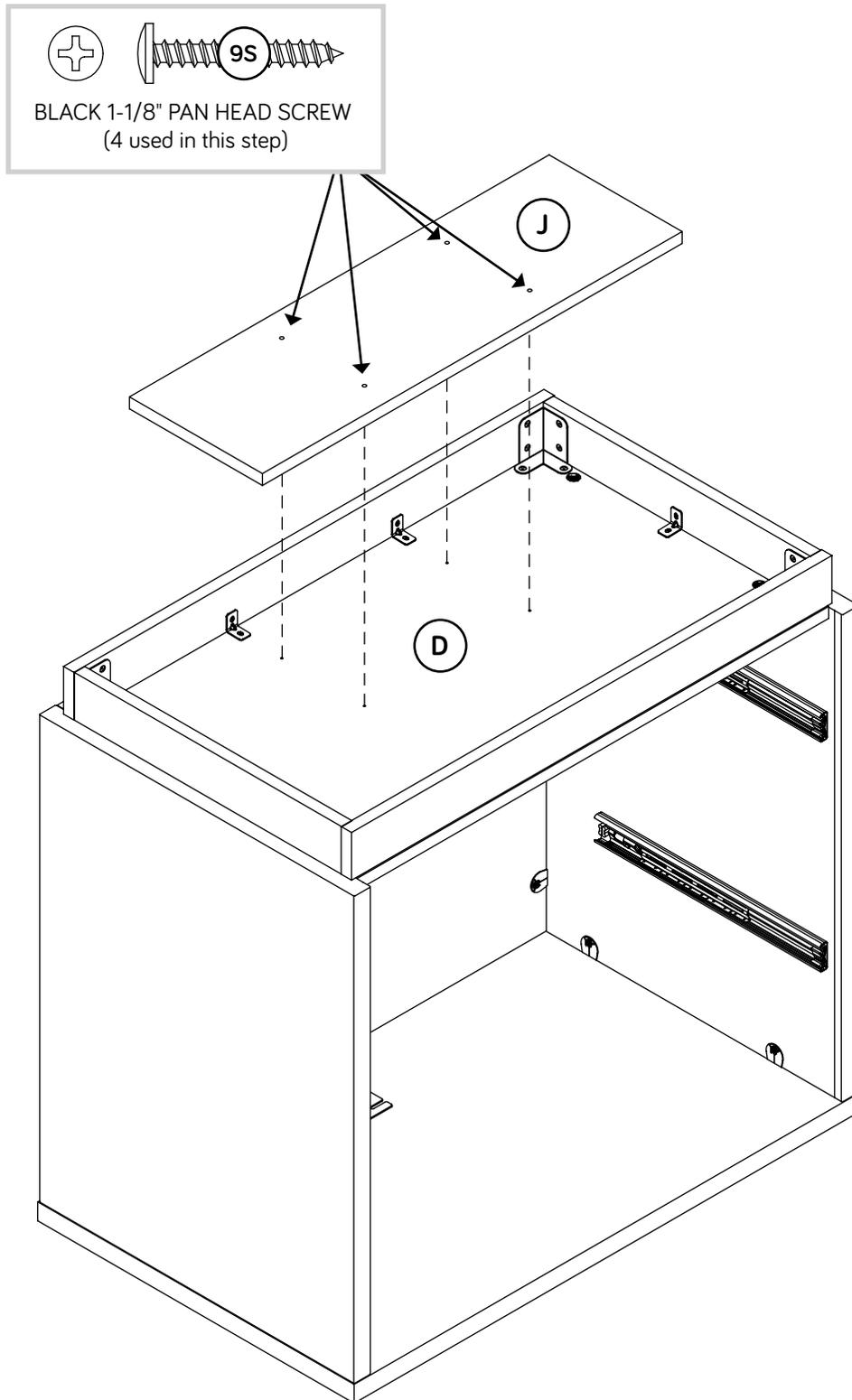
# Step 13

- Fasten LARGE BASES (E) to the BOTTOM (D). Use eight BLACK 9/16" LARGE HEAD SCREWS (1S) through the CORNER BRACKETS on the BOTTOM and into the holes in the LARGE BASES.
- Fasten the BOTTOM (D) to the METAL BRACKETS on the LARGE BASES (E). Use four BLACK 9/16" LARGE HEAD SCREWS (1S).



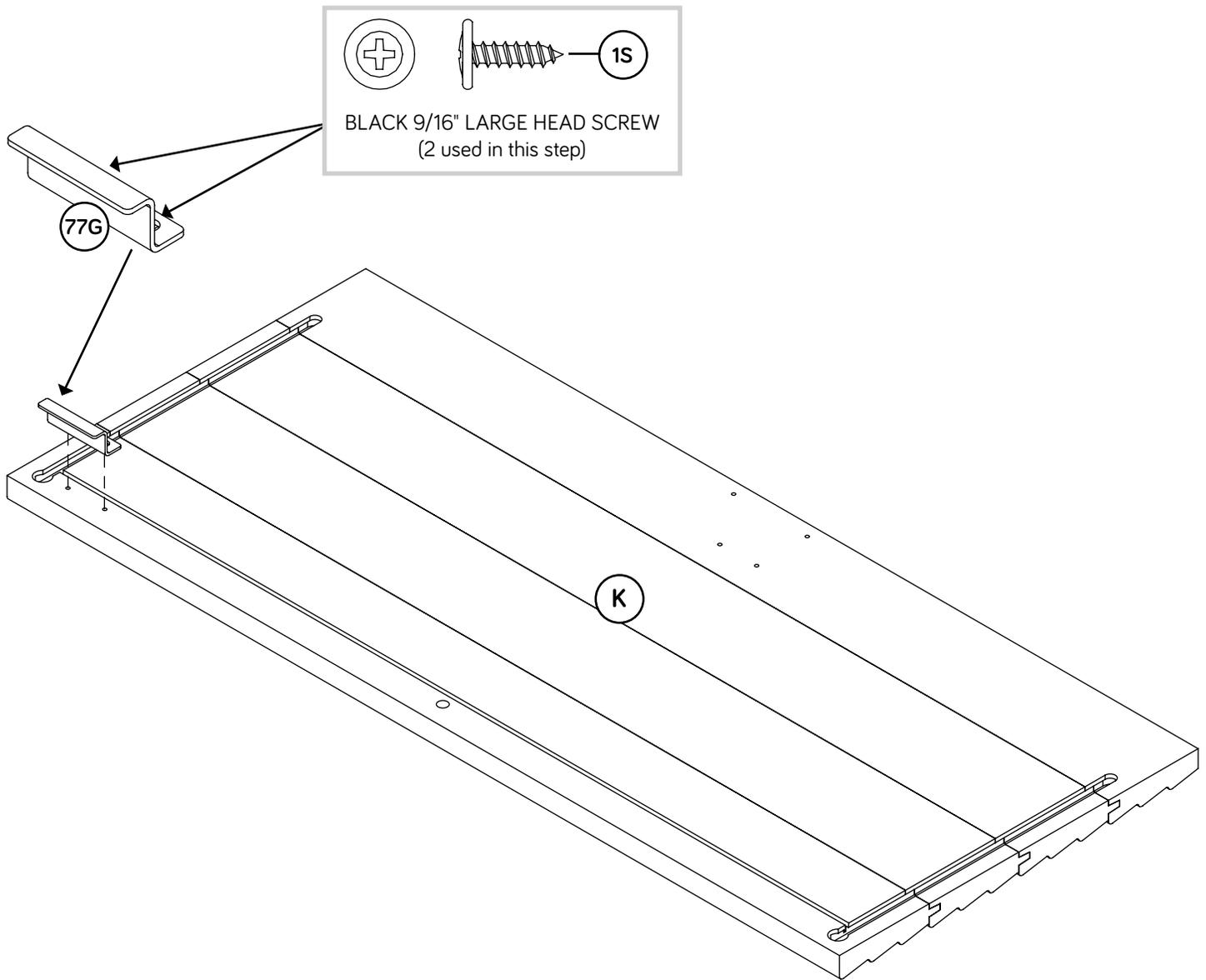
# Step 14

- Fasten the BALLAST (J) to the BOTTOM (D). Use four BLACK 1-1/8" PAN HEAD SCREWS (9S).

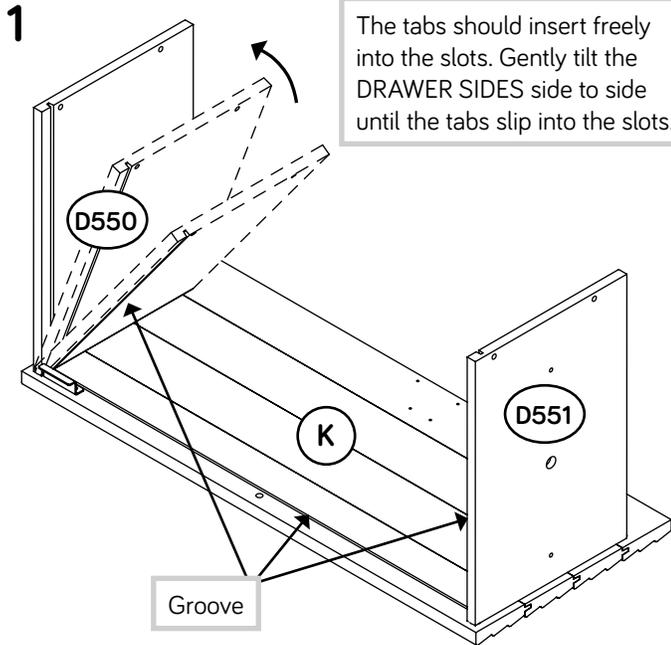


# Step 15

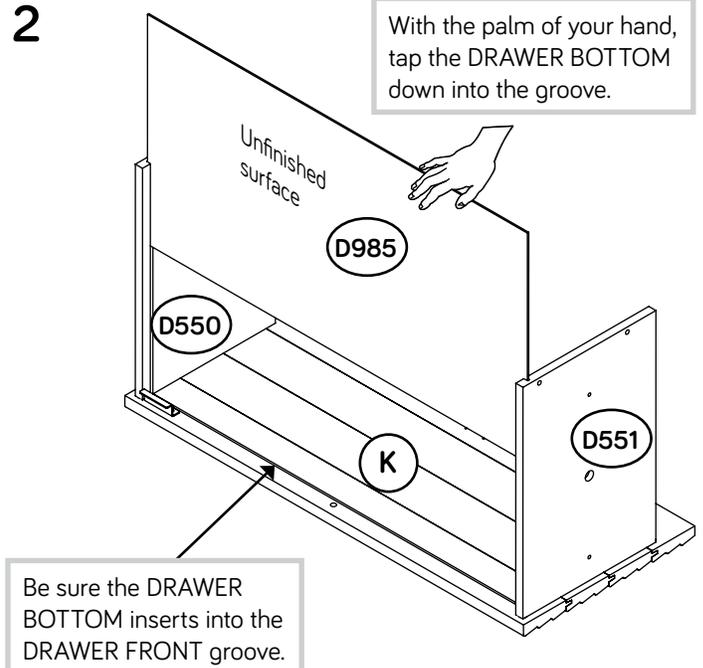
- Fasten the Z - LOCK BRACKET (77G) to the SMALL DRAWER FRONT (K). Use two BLACK 9/16" LARGE HEAD SCREWS (1S).



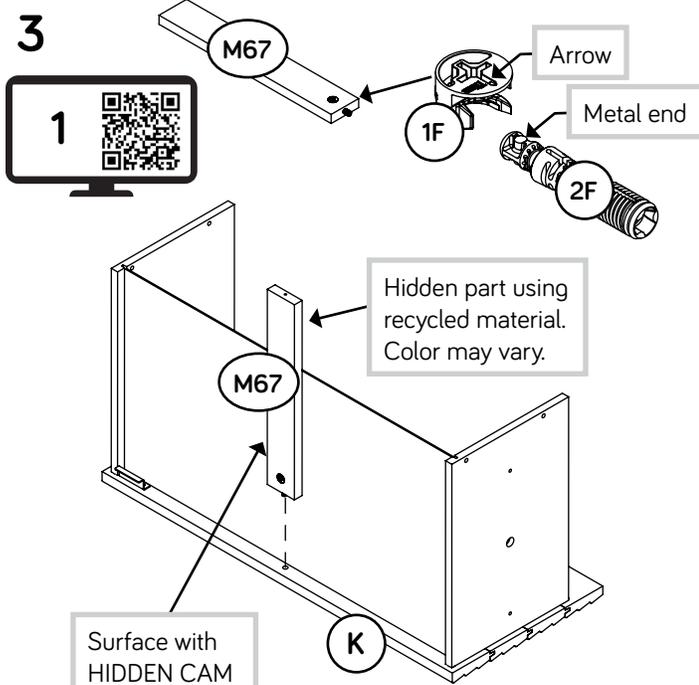
# Step 16



✚ Insert the DRAWER SIDES (D550 and D551) at an angle into the slot at each end of the SMALL DRAWER FRONT (K).

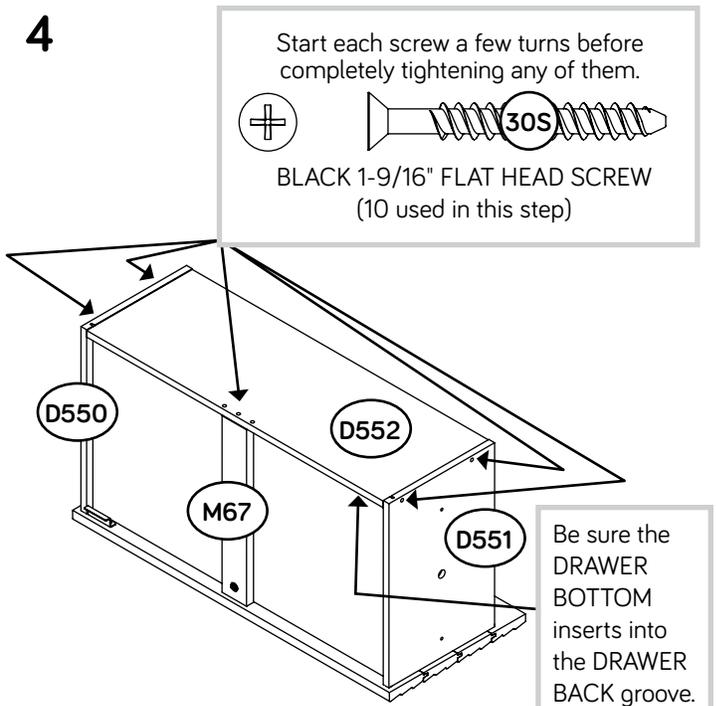


✚ Slide the DRAWER BOTTOM (D985) into the grooves in the DRAWER SIDES (D550 and D551) and SMALL DRAWER FRONT (K).



✚ Push one HIDDEN CAM (1F) into the DRAWER BRACE (M67). Then, insert the metal end of a CAM DOWEL (2F) into the HIDDEN CAM.

✚ Fasten the DRAWER BRACE (M67) to the SMALL DRAWER FRONT (K). Tighten one HIDDEN CAM.

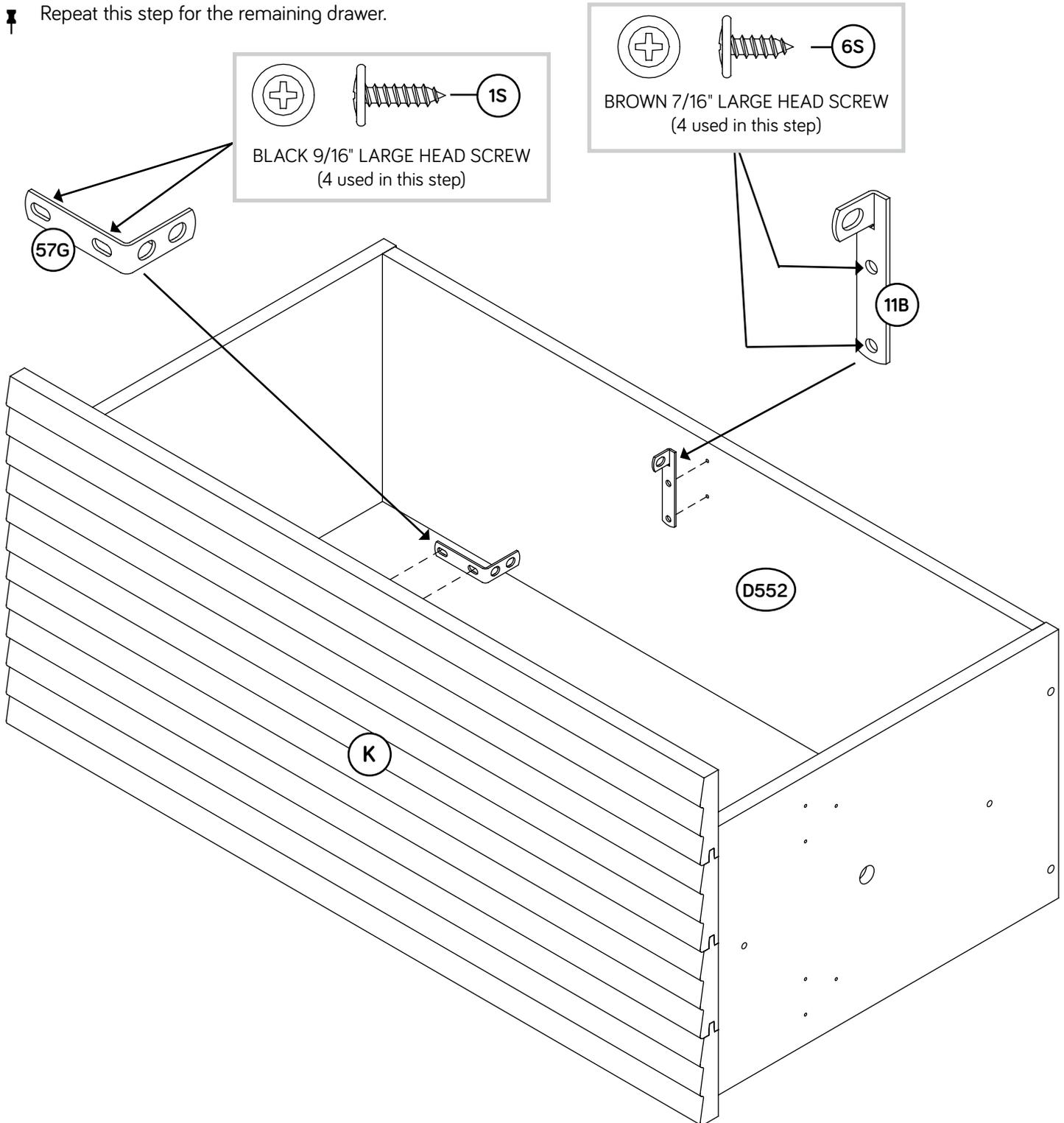


✚ Fasten the DRAWER BACK (D552) to the DRAWER SIDES (D550 and D551) and DRAWER BRACE (M67). Use five BLACK 1-9/16" FLAT HEAD SCREWS (30S).

✚ Repeat this step for the LARGE DRAWER FRONT (H).

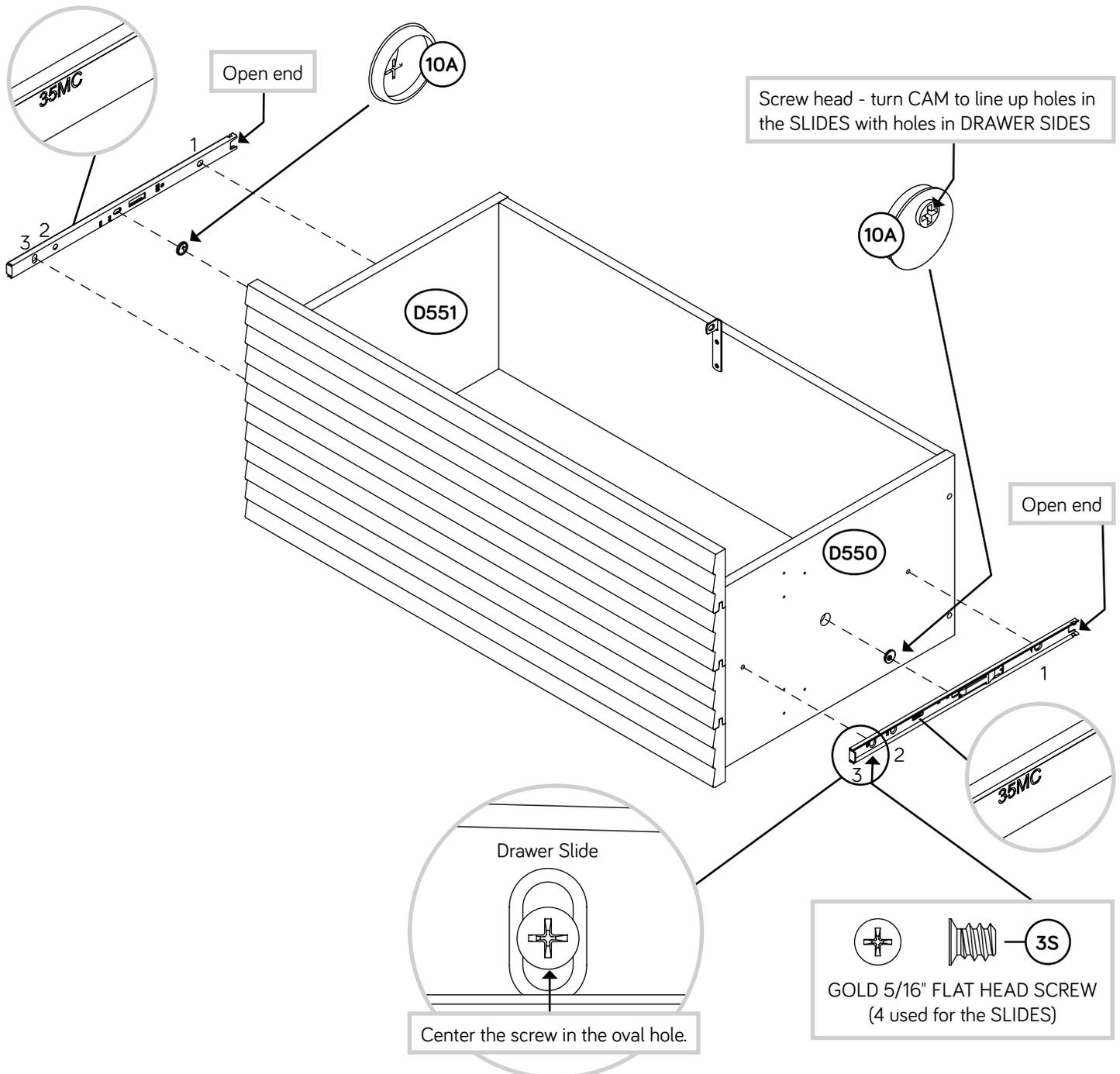
# Step 17

- Fasten a LARGE FILE BRACKET (57G) to the SMALL DRAWER FRONT (K). Use two BLACK 9/16" LARGE HEAD SCREWS (1S).
- Fasten the SMALL FILE BRACKET (11B) to the DRAWER BACK (D552). Use two BROWN 7/16" LARGE HEAD SCREWS (6S).
- Repeat this step for the remaining drawer.



# Step 18

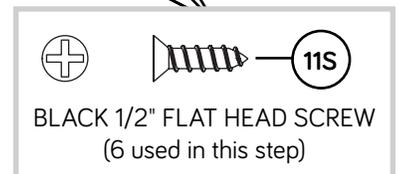
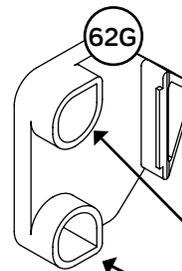
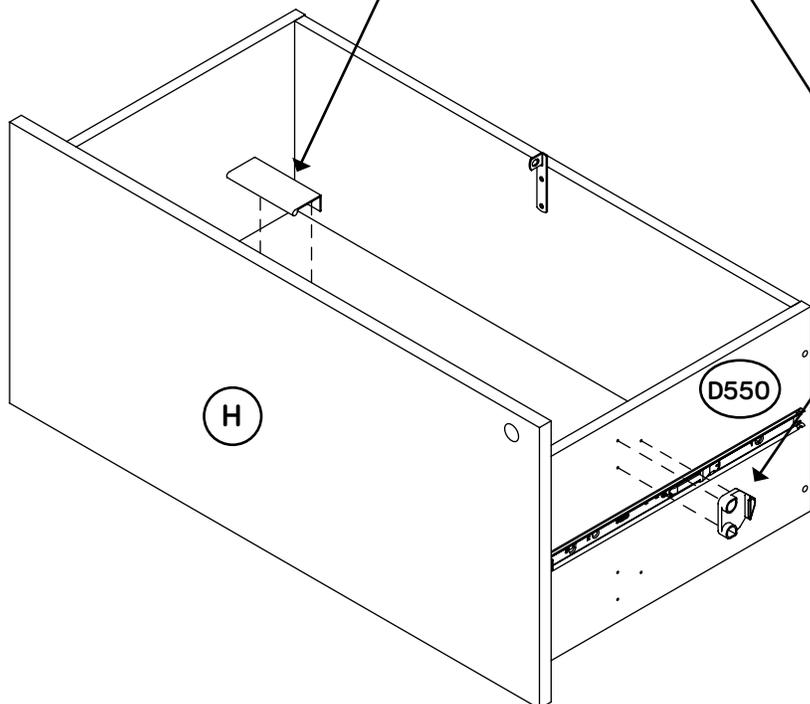
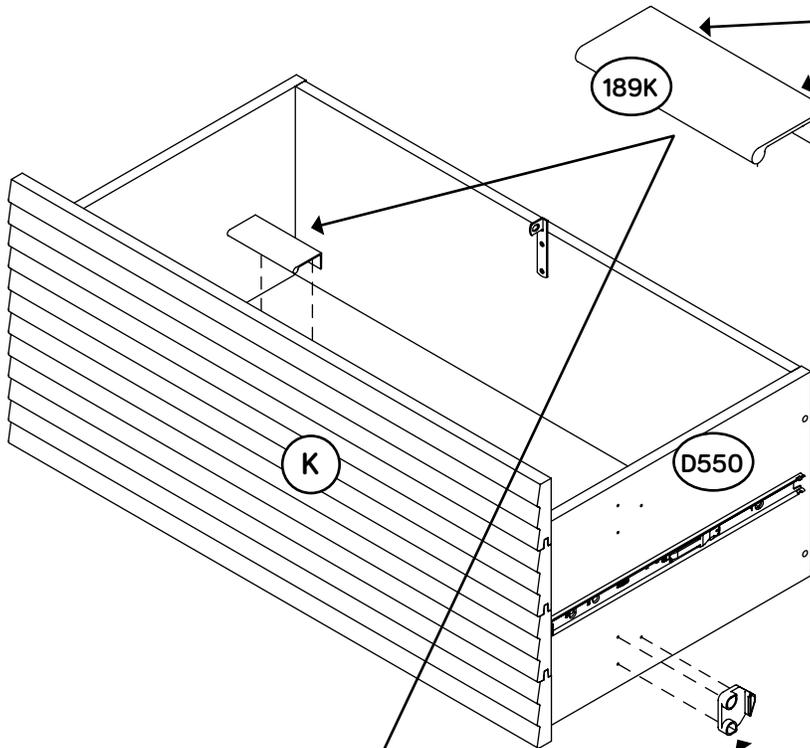
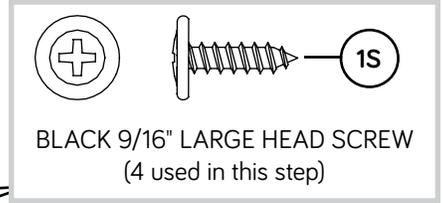
- ✚ Insert a SLIDE CAM (10A) into the DRAWER SIDES (D550 and D551).
- ✚ Fasten the EXTENSION SLIDES (35MC) to the DRAWER SIDES (D550 and D551). Use four GOLD 5/16" FLAT HEAD SCREWS (3S) through holes #1 and #3.
- ✚ **NOTE:** The screw head in the CAM must be visible through the slotted hole in the SLIDE.
- ✚ Repeat this step for the remaining drawer.



# Step 19

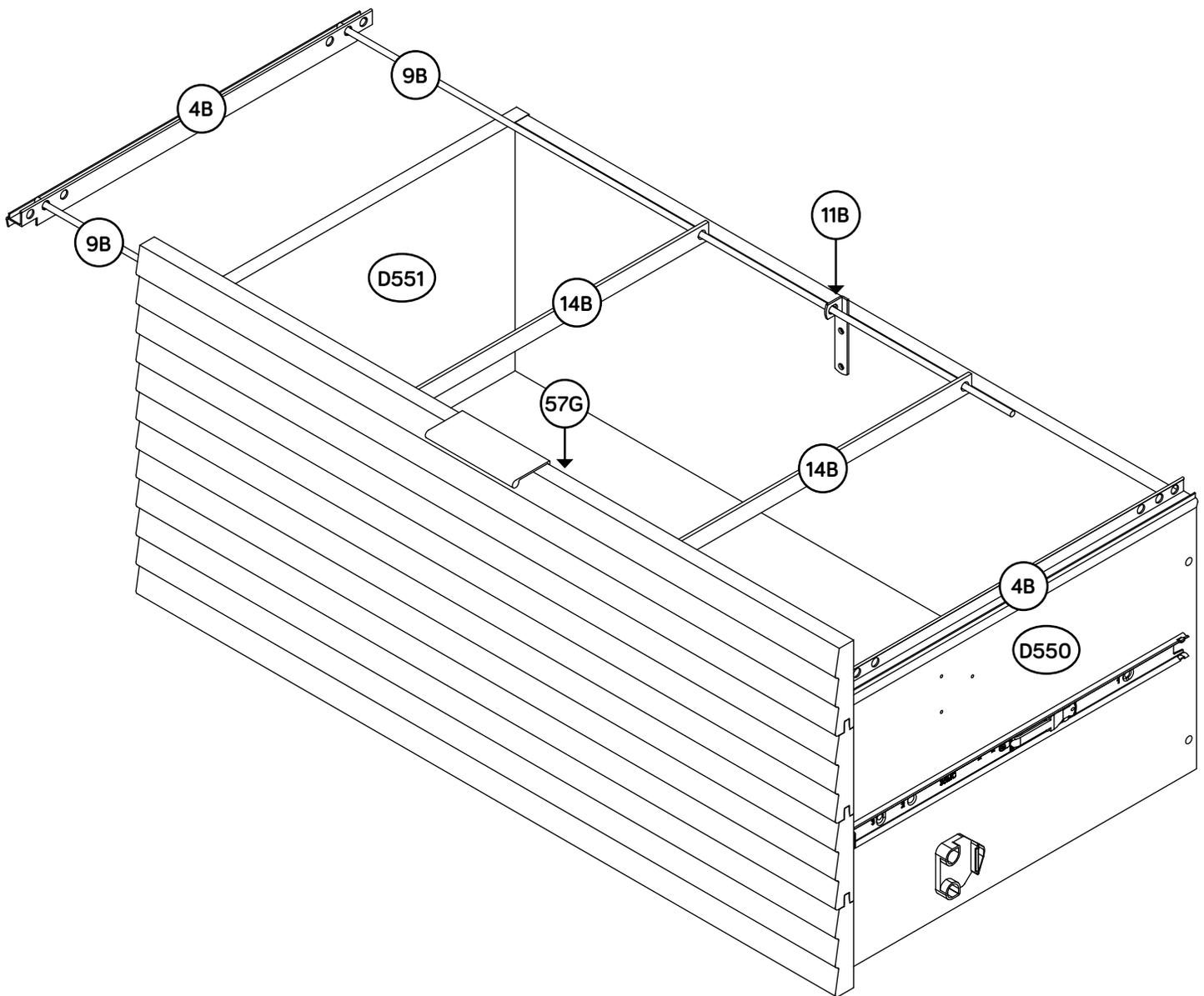
Fasten the DRAWER ACTUATORS (62G) to the RIGHT DRAWER SIDES (D550) as shown. Use six BLACK 1/2" FLAT HEAD SCREWS (11S).

Fasten the PULLS (189K) to the DRAWER FRONTS (H and K). Use four BLACK 9/16" LARGE HEAD SCREWS (1S).



# Step 20

- ✚ Press one of the FILE GLIDES (4B) over the RIGHT DRAWER SIDE (D550) on the drawer. The FILE GLIDES are necessary to hang files.
- ✚ Slide the FILE RODS (9B) through a FILE BAR (14B) and into the holes shown in the SMALL FILE BRACKET (11B) and LARGE FILE BRACKETS (57G), other FILE BAR (14B) and FILE GLIDE (6B) on the RIGHT DRAWER SIDE (D550).
- ✚ Slide another FILE GLIDE (6B) onto the other ends of the FILE RODS (9B), then press this FILE GLIDE over the LEFT DRAWER SIDE (D551).
- ✚ Repeat this step for the remaining drawer.



# Step 21

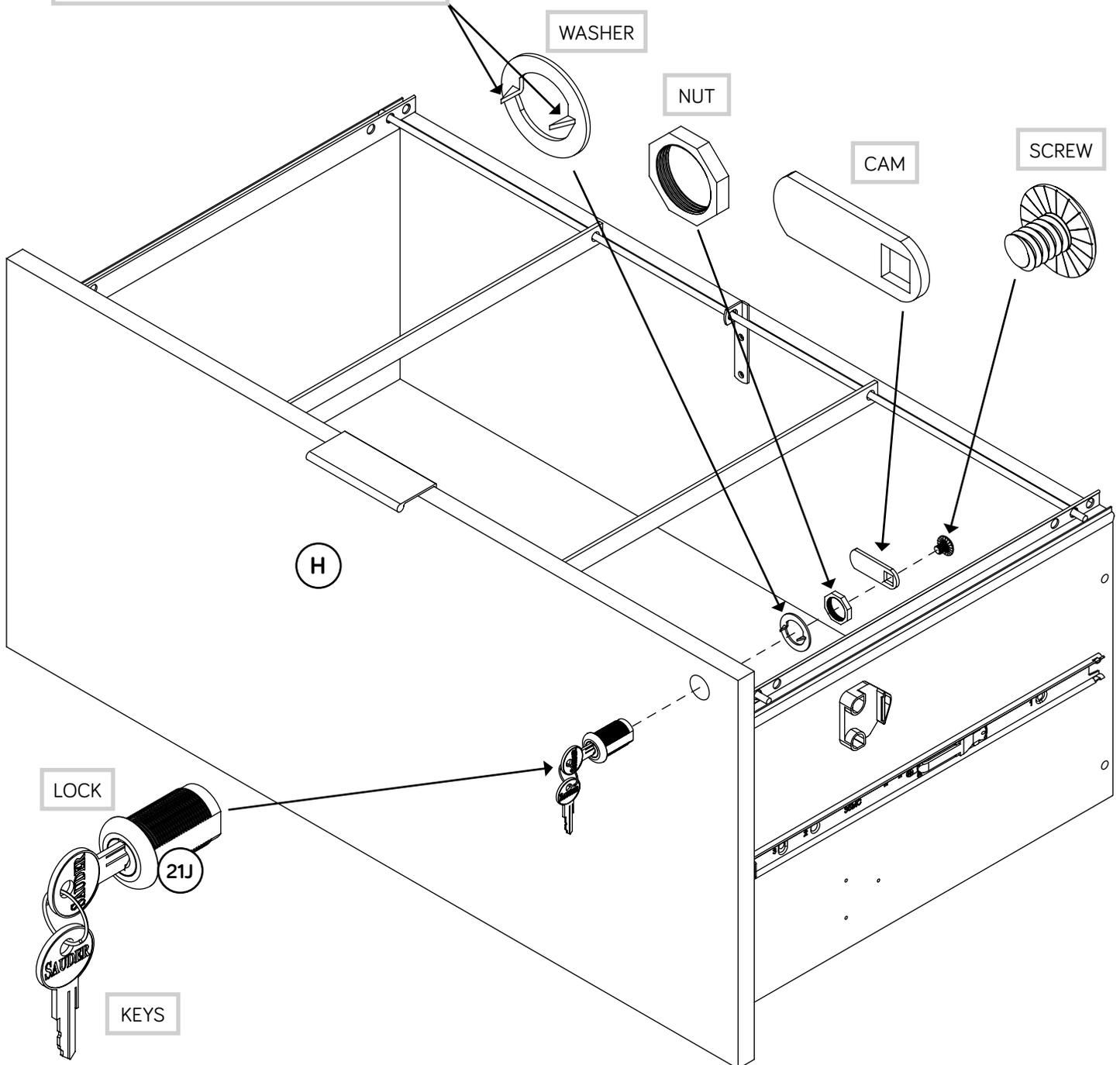
Fasten the LOCK PACK (21J) to the LARGE DRAWER FRONT (H) in the exact order shown. It is important to be sure the CAM points as shown.

**NOTE:** Turn the KEY clockwise to lock.



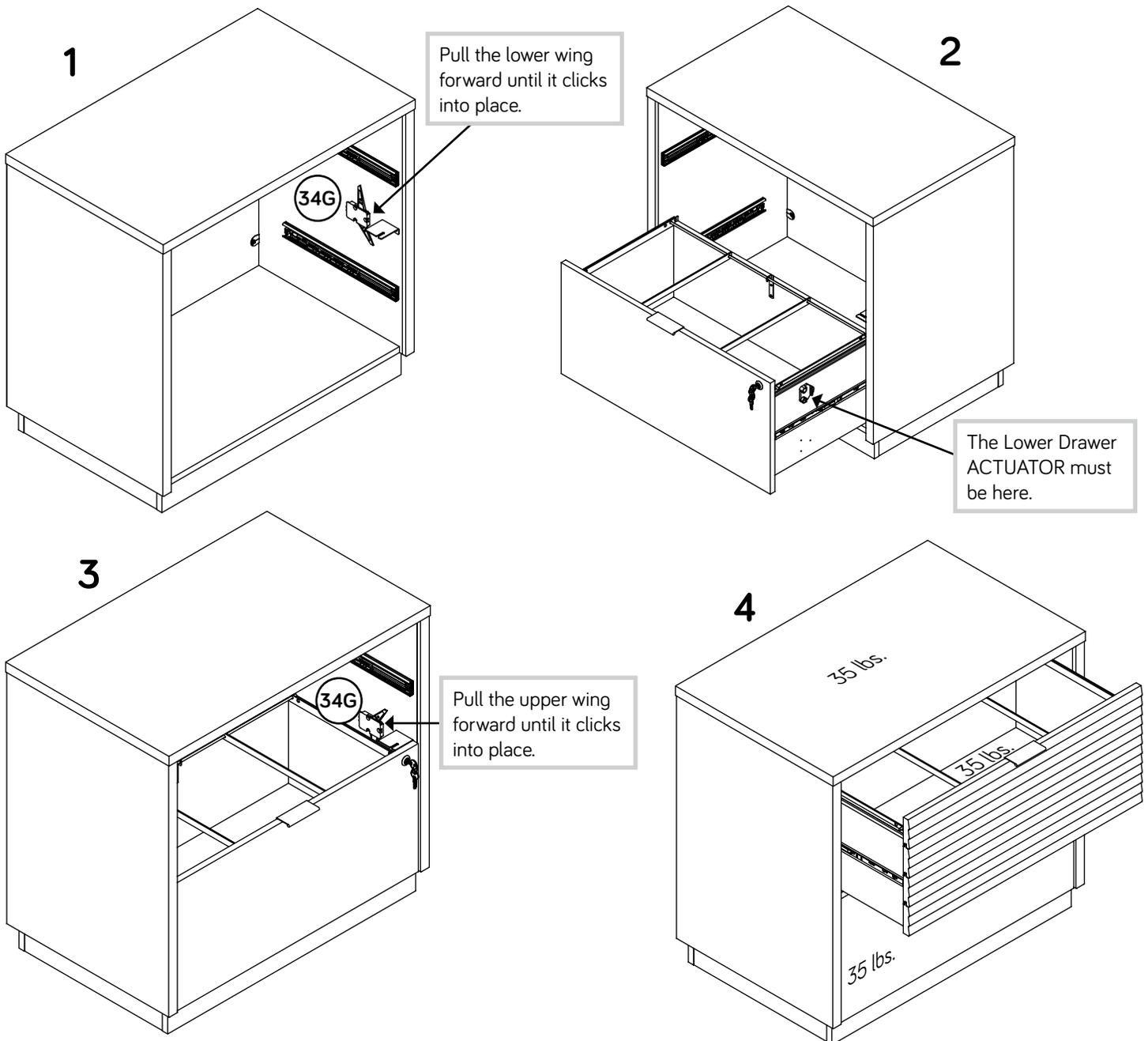
If you're doing this to help a friend, don't leave without a bite.

The prongs must press into the LARGE DRAWER FRONT as you tighten the NUT with an adjustable wrench.



# Step 22

- ✦ Carefully stand your unit upright.
- ✦ Pull the lower wing of the INTERLOCK MECHANISM (34G) forward until it clicks into place as shown in diagram 1.
- ✦ To insert the lower drawer into your unit, line up the EXTENSION SLIDES on the drawers with the EXTENSION RAILS on the unit and push the drawer into the unit until the drawer is fully inserted.
- ✦ NOTE: The lower DRAWER ACTUATOR will be near the top of the RIGHT DRAWER SIDE as shown in diagram 2.
- ✦ Pull the upper wing of the INTERLOCK MECHANISM (34G) forward until it clicks into place as shown in diagram 3.
- ✦ Insert the upper drawer by lining up the EXTENSION SLIDES on the upper drawer with the EXTENSION RAILS on the unit as shown in diagram 4. Push the drawer in until it is fully inserted.

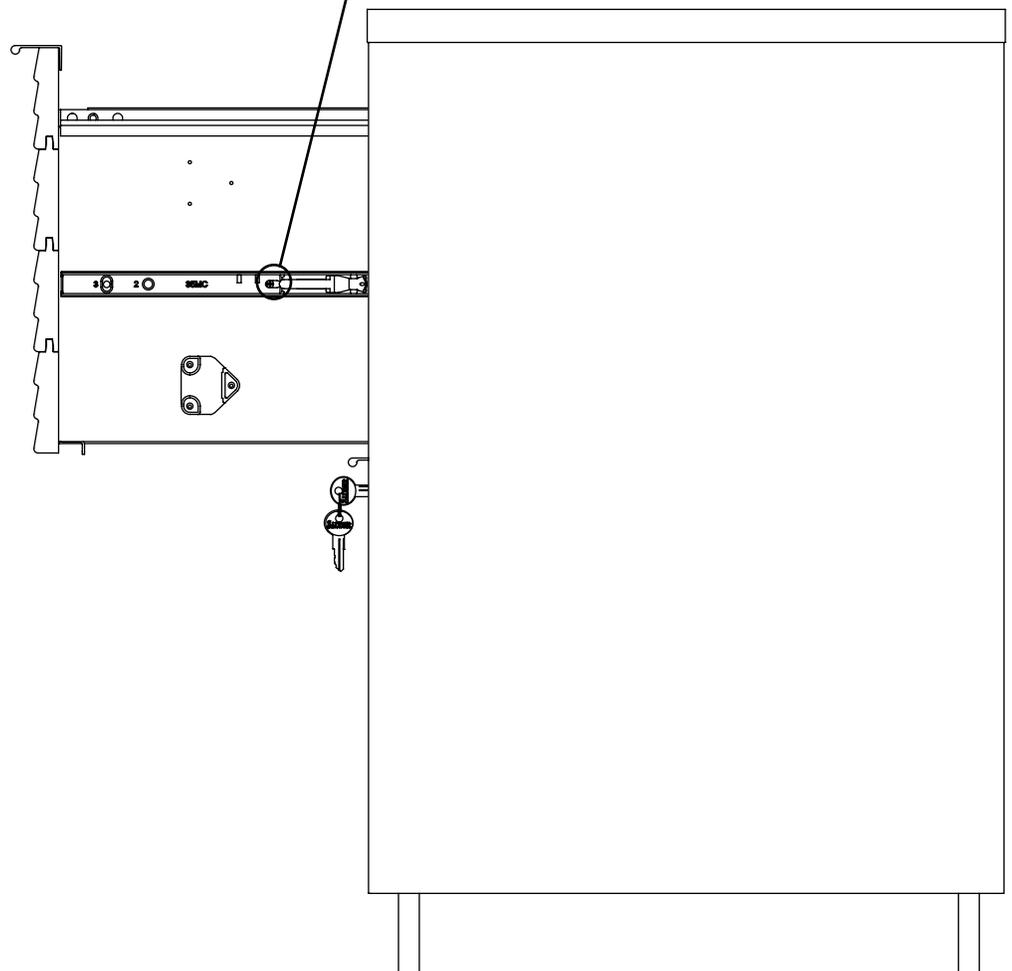
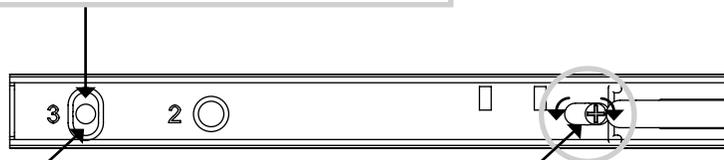


# Step 23

- To make adjustments to the drawer, loosen SCREW #3 in the SLIDES a 1/4 turn, then turn the cam clockwise or counter-clockwise. Notice how the drawer raises or lowers as you turn the cam. By adjusting the drawer this way, it will help the DRAWER FRONT line up better when closed. Tighten the SCREWS when finished with adjustments.
- NOTE:** Please read the back pages of the instruction booklet for important safety information.
- This completes assembly. Clean with a damp cloth. Wipe dry.

Loosen screw #3 a 1/4 turn, turn the cam a 1/4 turn maximum in both the clockwise and counter-clockwise directions to make adjustments, and then tighten screw #3.

The higher the screw in the oblong hole, the higher your drawer front will be. The lower the screw, the lower the drawer front.



### CAUTION

Please use your furniture correctly and safely. Improper use can cause safety hazards, or damage to your furniture or household items. ***Carefully read the following chart.***

Look out for:	What can happen:	How to avoid the problem:
<ul style="list-style-type: none"><li>Overloaded file cabinet drawers.</li></ul>	<ul style="list-style-type: none"><li>Risk of injury.</li><li>Top-heavy furniture can tip over.</li><li>Overloaded drawers can break.</li></ul>	<ul style="list-style-type: none"><li>Never exceed the weight limits shown in the instructions.</li><li>Work from bottom to top when loading drawers. Place the heavier items on lower drawers.</li></ul>
<ul style="list-style-type: none"><li>Improperly moving the file cabinet.</li></ul>	<ul style="list-style-type: none"><li>Risk of injury or equipment damage.</li><li>The file cabinet can tip if not moved carefully over obstacles or across a changing floor surface (for example, from a wood floor to a carpeted floor).</li></ul>	<ul style="list-style-type: none"><li>Lift the file cabinet so the casters clear any obstacles or abrupt changes in the floor surface.</li></ul>
<ul style="list-style-type: none"><li>Placing TVs on furniture items that are not designed to support a television is hazardous.</li></ul>	<ul style="list-style-type: none"><li>Risk of injury or death. TVs can be very heavy. Plus the weight and location of the picture tube tends to make TVs unbalanced and prone to tipping forward.</li></ul>	<ul style="list-style-type: none"><li>This product is not designed to support a television.</li></ul>