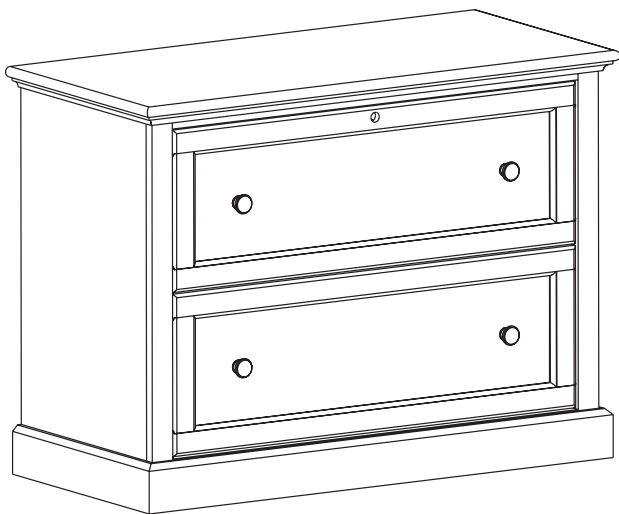


Model #

2403AFGACa; 2403AFCAF a McKenzie Lateral File Cabinet

AFGAC = Glazed Antique Cherry finish
AFCAF = Caffè finish

Assembly Instructions



Congratulations!

This fine piece of furniture will make a gorgeous addition to your home. For the best results, read the Assembly Instructions before you begin your project.

! WARNING

Serious or fatal crushing injuries can occur from furniture tip-over. To help prevent tip-over:

- Place heaviest items in the bottom drawers.
- Unless specifically designed to accommodate, do not set TVs or other heavy objects on top of this product.
- Never allow children to climb or hang on drawers, doors or shelves.
- Never open more than one drawer at a time.

Properly installing tipping restraints can reduce but does not eliminate the risk of tip-over.



IMPORTANT NOTES:

- For normal household use only. **Not** recommended to use this product in a commercial setting.
- Use a protective pad when you use the top of this piece as a writing surface.
- Do not climb, sit or stand on this piece of furniture.
- Do not overload the drawers.
- Unload items before you move this unit.
- Before you load or move this unit, tighten all screws and supports.
- Before you begin your project, completely read the Assembly Instructions.
- Store this item: 1- in its box; 2- in a dry place; 3- in temperatures that range from 40°F to 90°F (not on a cold and possibly damp cement floor).
- Periodically inspect your furniture for any loose glue joints, screws or any other problem that might affect the stability of your furniture. Tighten or repair as needed.

DESIGN SUBJECT TO CHANGE WITHOUT NOTICE.



CALL US FIRST! *Do not return this item to the store.*

Service Policy: We will replace any part that is defective, missing or damaged during assembly. For a replacement part, phone, fax, mail or email your request to the Whittier Wood Products customer service department.

Hours: Our friendly customer service staff can be reached Monday-Friday 7:00 a.m. to 5:00 p.m. (Pacific Time). You may leave a message 24 hours a day, seven days a week.

To Order: Provide the finish and furniture model number (upper portion of this page), the part letter, production code, quantity needed, reason for replacement and your full name, address and telephone number.

Parts ship from our Eugene, Oregon factory within one or two business days from the time we receive your request. Please allow five to ten business days for delivery.

800-653-3336 • Outside the U.S. or Canada: 541-687-0213 • Fax: 541-687-2060
www.whittierwood.com • P.O. Box 2827 • Eugene, Oregon 97402, U.S.A.

**Whittier
Wood**
FURNITURE

P.O. Box 2827
Eugene, OR 97402 USA

Production Code:

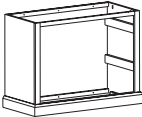



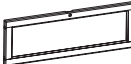


















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2403AFGACa; 2403AFCAF a McKenzie Lateral File Cabinet — Parts List






Please identify the parts and check that quantities received match those on this list.

If you need to replace a part, refer to the following letter and model name.

Part	Description	Quantity
Aa	Case Assembly 	1
B	Top Assembly (attached) 	1
C	Back (attached) 	1
D	Drawer (inserted) 	2
E	Upper Drawer Face (installed) 	1
F	Lower Drawer Face (installed) 	1
G	Drawer Divider (attached) 	4
H	Lock (attached) 	1
I	#6 x 5/8" Philtruss Screw (inserted) 	16
J	Drawer Slides (installed) 	2 sets
K	#6 x 3/4" Philtruss Screw (inserted) 	20
L	#6 x 1/2" Philtruss Screw (inserted) 	16
M	Knob (attached) 	4
N	#8 x 1-1/2" Machine Screw (installed) 	4
O	Plastic File Rail (attached) 	8
P	#8 x 7/8" LoProfile Screw (inserted) 	16
Q	#8 x 1-1/4" Pan Head Screw (inserted) 	15
S	#8 x 1-5/8" Black Screw (inserted) 	8
T	#8 x 1-1/4" Black Screw (inserted) 	6
U	#8 x 2-3/4" Black Screw 	3
W	Small Adjustable Glide (installed) 	2
X	Tack Glide (inserted) 	2
Y	Insert Nut (inserted) 	2

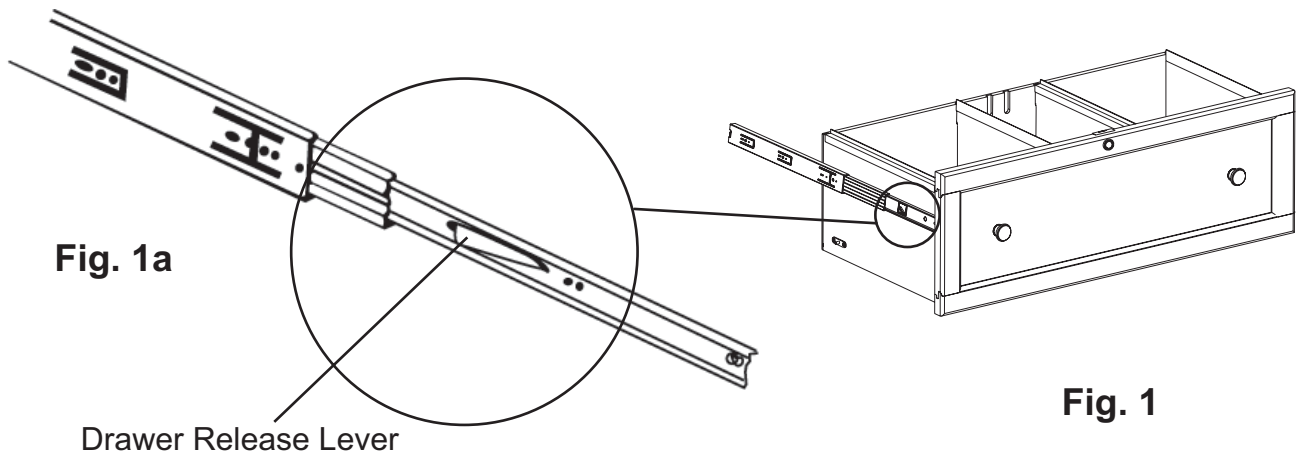
2403AFGACa; 2403AFCAFa McKenzie Lateral File Cabinet — Parts List continued

Please identify the parts and check that quantities received match those on this list.
If you need to replace a part, refer to the following letter and model name.

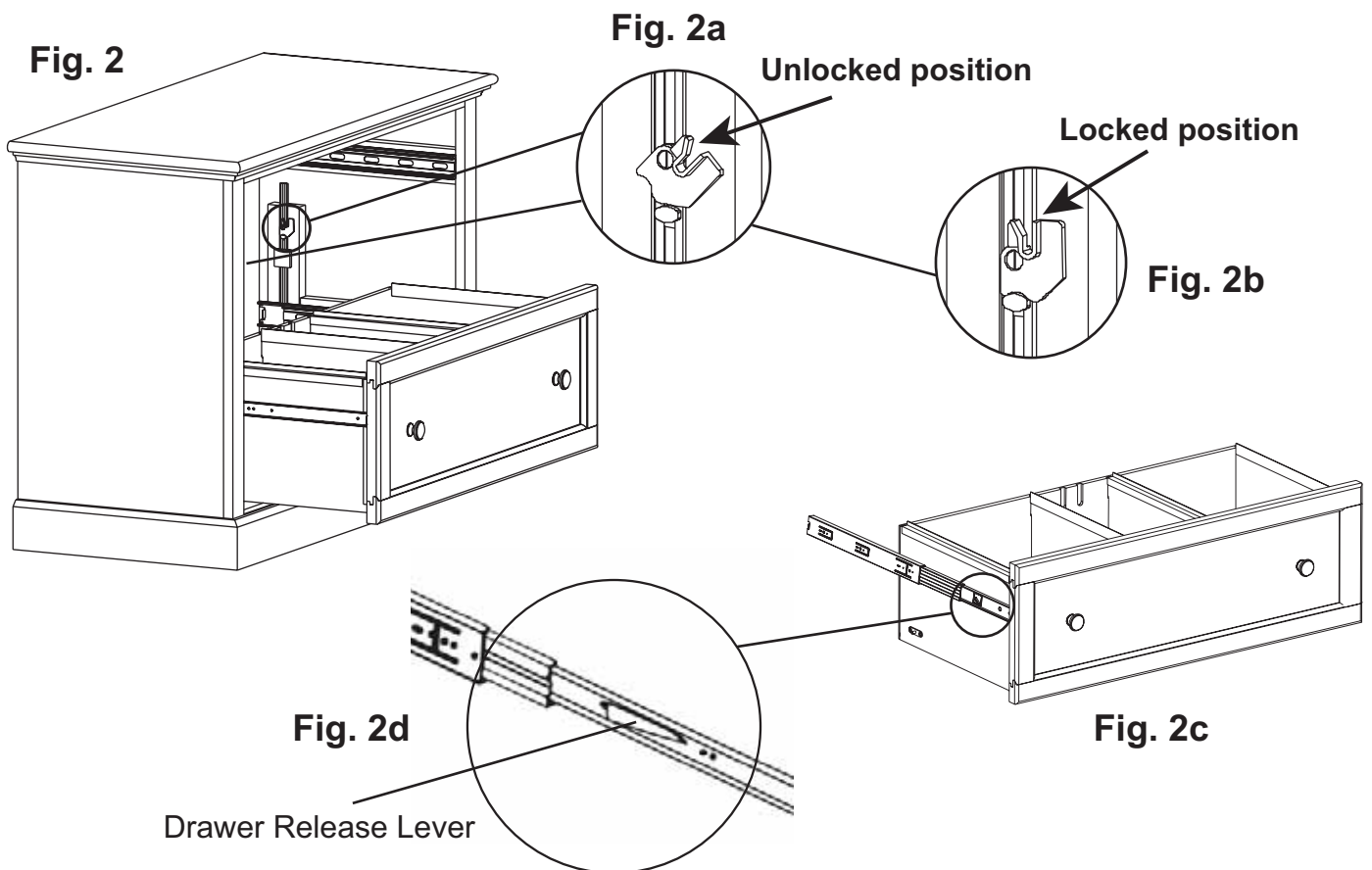
Part	Description	Quantity
ZA	Left Anti-Tip Bar (attached) 	1
ZB	Right Anti-Tip Bar (attached) 	1
ZC	Anti Tip Security Peg (attached) 	4
ZD	#6 x 1/2" Undercut Screw (inserted) 	8
ZE	#6 x 5/8" Undercut Screw (inserted) 	4
TR	Tipping Restraint	2 sets

2403AFGACa; 2403AFCAFa McKenzie Lateral File Cabinet Assembly Instructions

Tool Required: Phillips Screwdriver



1. Remove the upper drawer from the Case (Aa). To do that, pull up on the left Drawer Release Lever while pushing down on the right Drawer Release Lever and pull out the drawer. See Figure 1a. Note where each drawer came from to make sure you place them back into their correct positions.



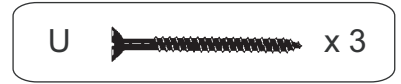
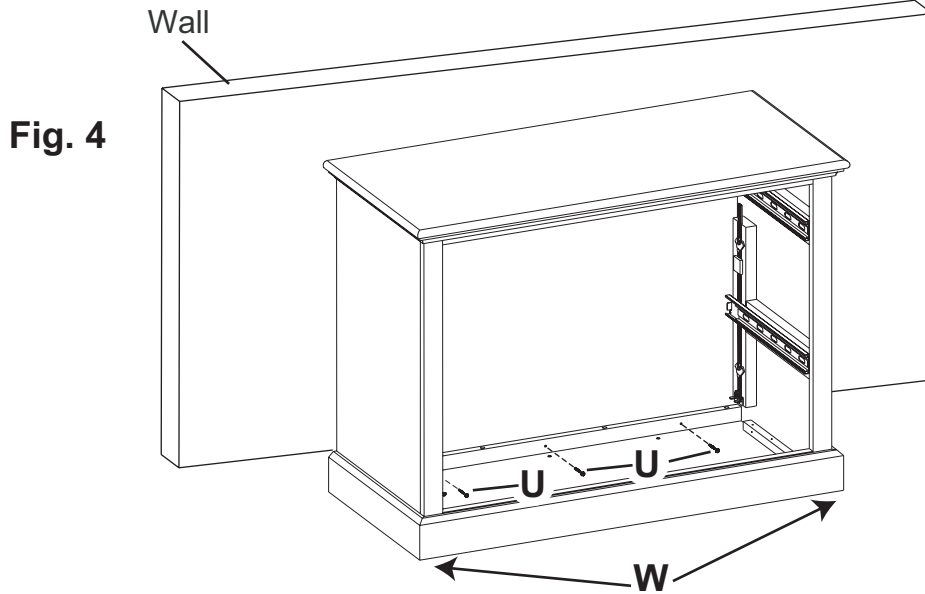
2. To remove the lower drawer, rotate the upper toggles near the top of the Left and Right Anti-Tip Bars (ZA and ZB) to the locked position. See Figures 2 and 2a and 2b. (When the toggles are in their unlocked positions, you cannot open the lower drawer.) Pull the drawer out as far as you can and when you can access them, pull up on the left Drawer Release Lever while pushing down on the right Drawer Release Lever and pull out the drawer. See Figures 2c and 2d.



3. Position the unit at your desired location. To level the unit, twist the Adjustable Glides (W) on the bottom two front corners. See Figure 4.

There are three ways to help stabilize your file cabinet to reduce the risk of tip-over.

Choice #1



4. Place the cabinet against the wall. Using three #8 x 2-3/4" Black Screws (U), secure the unit to the wall. See Figure 4.

Choice #2

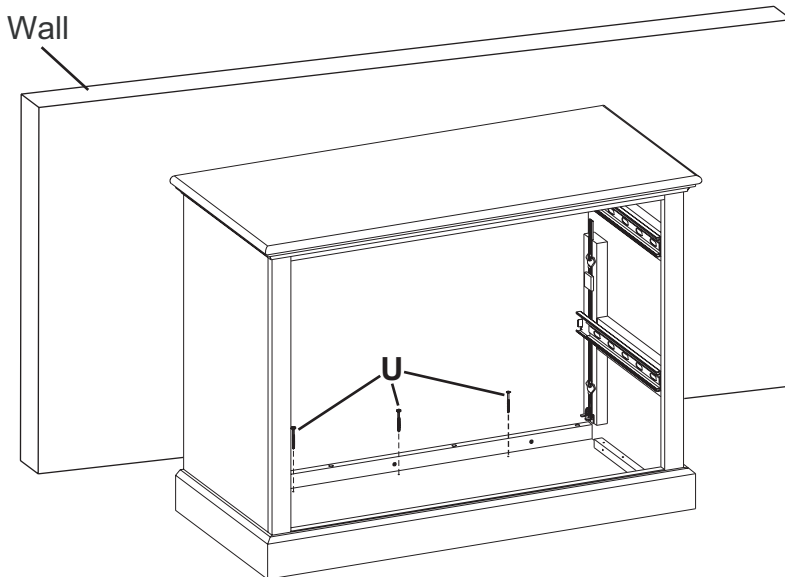


Fig. 5

5. Using three #8 x 2-3/4" Black Screws (U), secure the file cabinet to the floor. See Figure 5.

Choice #3

Tighten the Nylon Restraint Strap (T2) so there is no slack.

Fig. 6a

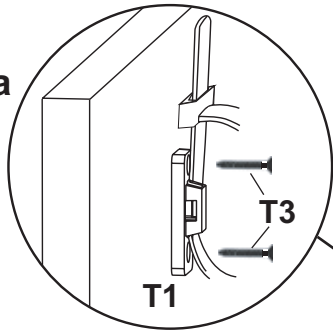
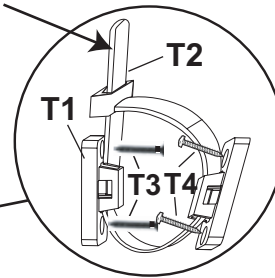


Fig. 6c



Pull tight

Fig. 6d

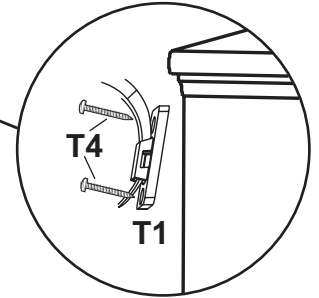
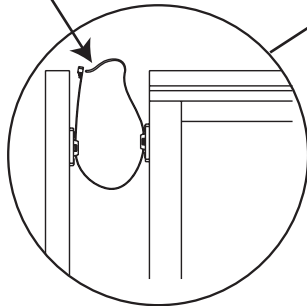


Fig. 6b

Tipping restraint:

6. Locate two studs in the wall behind the unit. Attach a Clip (T1) to the wall stud with two #8 x 2" Black Screws (T3). See Figure 6a. Attach a second clip to the unit with two #8 x 1" Pan Head Screws (T4). See Figure 6b. Connect the two clips with the Nylon Restraint Strap (T2). **Pull the Nylon Restraint Strap (T2) tight so there is no slack.** See Figures 6c and 6d. Repeat this procedure to attach the second tipping restraint. If you cannot locate two studs, purchase the proper wall attachment hardware for your type of wall and secure the unit.

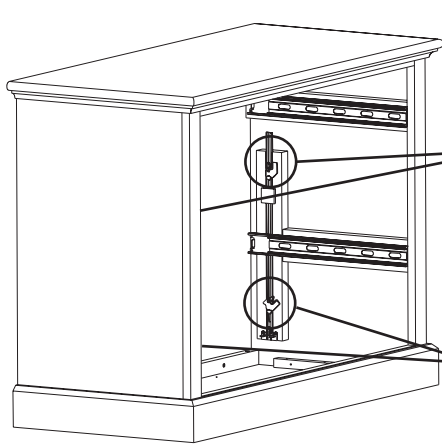


Fig. 7

Locked position

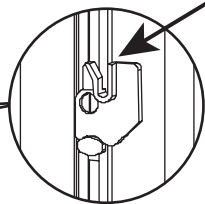


Fig. 7a

Unlocked position

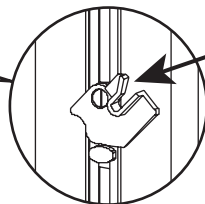


Fig. 7b

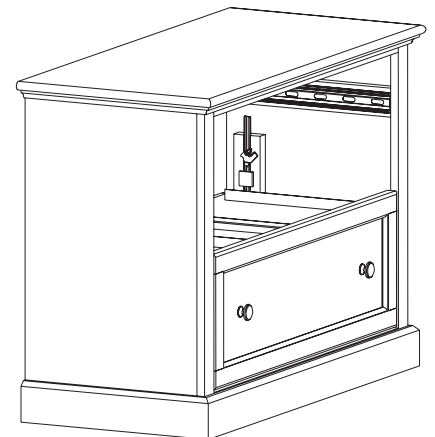
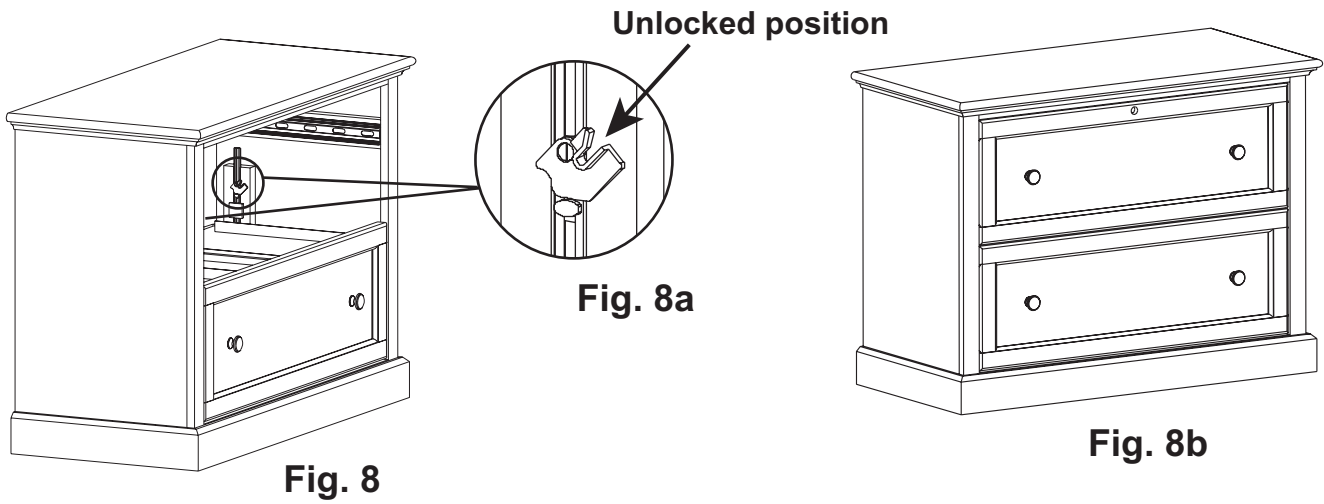
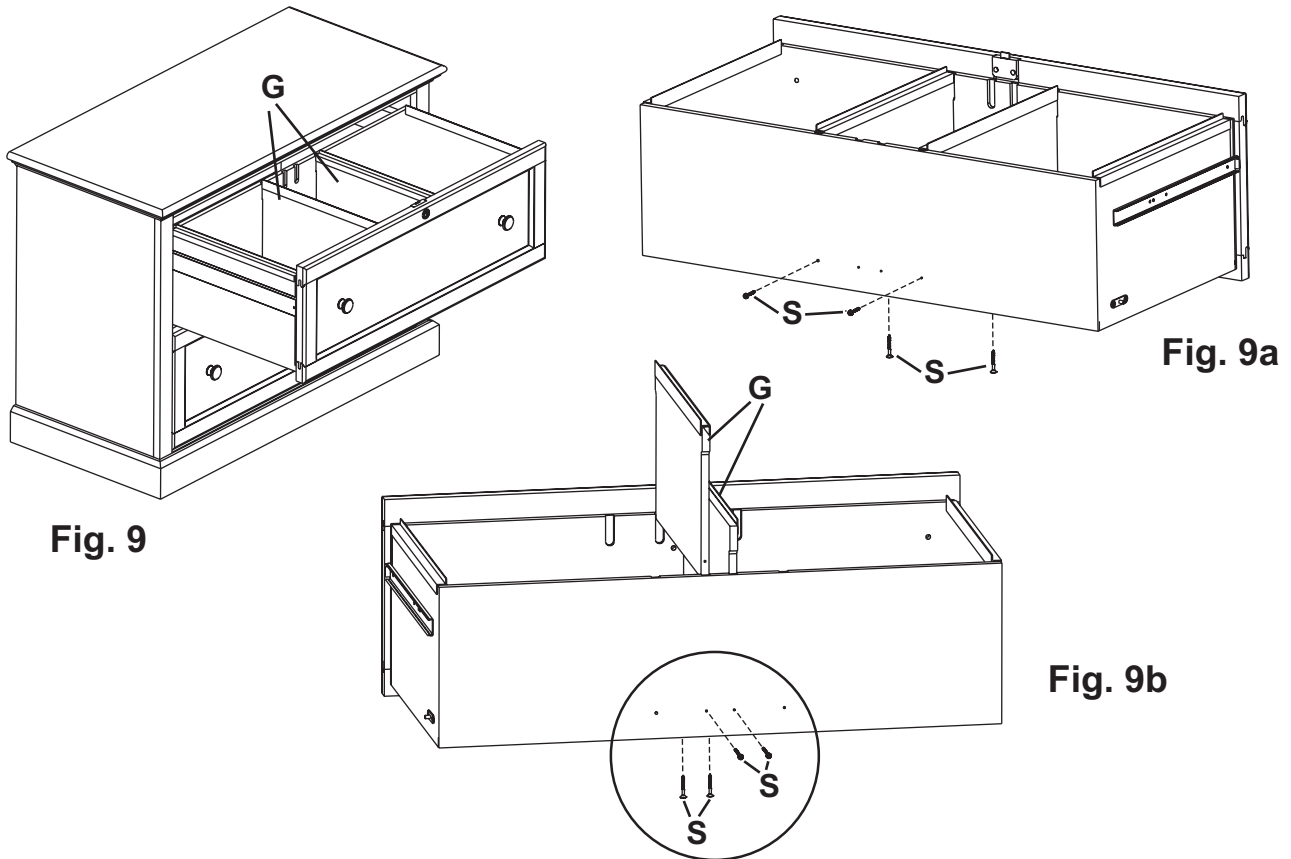


Fig. 7c

7. Unlock the bottom and top toggles as shown in Figures 7, 7a and 7b. Line up the drawer slides on the bottom drawer and push the bottom drawer into the cabinet. See Figure 7c.



8. Unlock the top toggles on the Left and Right Anti-Tip Bar (ZA and ZB). See Figures 8 and 8a. Line up the drawer slides in the top drawer with the slides in the cabinet. Gently push the drawer back into place. See Figure 8b.



9. The file drawers arrive configured to accommodate letter/letter sized files. But each drawer has the flexibility to be configured as letter/letter, letter/legal or legal/legal. To set up a section to hold legal files, remove a drawer. Remove one #8 x 1-5/8" Black Screw (S) from the drawer back and one from the bottom. Move the Drawer Divider (G) to the center slot. Attach the Divider in place with two #8 x 1-5/8" Black Screws (S). See Figures 9, 9a and 9b. Repeat for as many sections as you need.

10. Use a protective pad when you use the top of this piece as a writing surface.

11. Keys are located in the tipping restraint bag.

12. To attach the 2404 McKenzie Lateral File Hutch to this unit, carefully follow the instructions in the 2404.