Wooden file cabinets are possibly the only kind worthy of being called furniture. These stackables can grow as your files do.

Since each drawer is modular, you can order just the number you need now and add more later. You can also rearrange the ones you have. For example, you can convert a four-drawer cabinet into 2 two-drawer cabinets simply by adding another base and top.

All cabinets have an anti-tip interlock mechanism, allowing only one drawer to open at a time. You can order a locking drawer for a top position, and it will lock all the drawers beneath it. All drawers have top-of-the-line Accuride glides and full-height wooden sides.

**STACKABLE FILE CABINETS ASSEMBLY**

1. Lay everything in front of you. Make sure you have the hardware listed (per unit). You will need a ¼” socket wrench or pliers and a Phillips screwdriver.

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**Hardware List**

- **top**
- **file unit**
- **base**

**Double Drawer Unit**

- **mini-lock nut w/base–4 w/unit–4**
- **mini-lock screw w/top–4 w/unit–4**
- **splicer bar–1**
2 Prepping the units

Lay the unit on its back with the drawer handle facing up. Insert a mini-lock screw into each of the four holes in the bottom frame and tighten firmly with a Phillips screwdriver until the screws touch the shoulder.

3 Attaching the base

Align the screws with the holes on the file base and push until fully inserted and the base is attached.

Insert a mini-lock nut into each of the four holes. Make sure the arrow on each mini-lock nut faces out and lines up with its mini-lock screw. When fully inserted, use a screwdriver and turn each mini-lock nut clockwise approximately \( \frac{1}{2} \) turn, locking it into position. This assembly will now be referred to as Unit 1.
4 Removing the drawers

Lay Unit 1 on the floor on its base. Pull the drawer straight out until it will go no farther. (If the drawer is locked into position and will not open, push down on the lock bar located inside the unit to the left.) Locate the plastic tab or lever on each side of the drawer glides. You will use these levers to release the drawer. If your cabinet has tabs, push in on the tabs on both sides to release the drawer. If your cabinet has levers, push the lever on the left side up and the lever on the right side down. Hold as you pull the drawer completely out of the frame. There will be some resistance, but it should ride smoothly.

5 Prepping the second unit

The upper section of your file will be referred to as Unit 2. Lay Unit 2 on the floor on its base and remove the drawer as you did for Unit 1. Lay the unit’s frame on its back and insert a mini-lock screw into each of the four holes on the bottom.

6 Attaching the units

Locate the four holes on the top of Unit 1. Pick up Unit 2 and set it on top of Unit 1 with the mini-lock screws extending into the holes of Unit 1. Insert a mini-lock nut into each of the four holes on the inside of Unit 1. Make sure the arrow on each mini-lock nut faces out and lines up with its mini-lock screw. When fully inserted, use the screwdriver and turn each mini-lock nut clockwise approximately $\frac{1}{2}$ turn, locking it into position.
Attaching the splicers

Find the lock bars located on the left interior of each unit. Make sure all lock bars are in the up position by moving the bar up.

Locate and examine the splicer. The splicer allows only one drawer to be opened at a time. On the back of each splicer bolt are two small protrusions or wings. Loosen the nuts until they are halfway undone.

Align the splicers with the lock bars, and be sure the wings start out in a vertical position. Align the splicer and its wings with the slot of the lock bar. Slide it down so the center hole is between the drawers and cannot be seen. Hold the splicer in place. Tighten both the upper and lower nuts with a 1/4" socket wrench or pliers until both clips disappear, but do not overtighten. They will not fit flush with the bars until you tighten the nuts; the wings will disappear within the lock bar when they are fully tightened. (The diagrams below show the two positions; left shows the upper clip in the unlocked position; right shows the locked position.) Make sure it is snug and does not slip. Test by moving the lock bar up and down. If the splicer wings do not disappear, loosen the nuts more and try again. Do not be discouraged if it takes you a few trials to lock the splicer in place.
8 Attaching the top

Lay the top on a clean surface with the holes facing up. Insert a mini-lock screw into each of the four holes and tighten. Turn the top over and align the mini-lock screws with the corresponding holes of the top unit.

The wood will straighten once attached to the unit. You may need to apply pressure on one side at a time as you secure the mini-lock nuts.

Insert a mini-lock nut into each of the four holes located inside the top unit. Make sure the arrow on each mini-lock nut faces out and lines up with the mini-lock screw. When fully inserted, turn each mini-lock nut clockwise approximately 1/2 turn, locking it into position.

9 Inserting the drawers

Now you are ready to reinsert the drawers. Align the side rails of the drawer with the glider of the frame. Carefully insert the drawer. Make sure not to force the rail into the glider. There will be resistance, but if aligned properly, it should be smooth. Test by pulling the drawer in and out. Movement should be smooth and even. If not, carefully remove and reinsert.
**Using legal files**

If you requested the legal attachments for your Stackable File Cabinets, pull the drawer out until fully extended. Slide a file bar into each pair of slots. You are now ready to add your hanging legal files.

**NOTE:**

For safety purposes, stack no more than 4 units. If more stability is required, please consult a construction or engineering professional when anchoring your laterals to walls.

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**SPECIAL NOTE ON THE DARKENING OF NATURAL CHERRY WOOD:**

Natural cherry wood will gradually darken with exposure to light. This is a natural process and enhances the beauty of the wood; however, you should be mindful of uneven darkening. We recommend you not permanently rest objects on exposed surfaces during the first two weeks. During this period, an object left in the same place for even a few days will show a lighter color beneath. After the break-in period you can leave objects in place since color development will be complete.

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We hope you enjoy your Stackable File. Email us at productreview@Levenger.com and tell us how you like your new file cabinet. Questions? Call us toll-free at 800-545-0242 and we will be happy to assist you. To place an order, please call 800-544-0880. To join our Preferred Customer E-list and be the first to see our new merchandise, please sign up on the homepage of Levenger.com.