



CC30/KH30/ME30/MN30 FILE CABINET OPERATING INSTRUCTIONS



CC30



KH30



ME30



MN30

WARNING

1. Do not use this product unless all screws and bolts are securely tightened.
2. Check that all screws and bolts are tight every three months or as needed.
3. Dispose of packing material properly. Do not use plastic cover as head covering. It may cause suffocation.
4. Do not use this product as a stepladder.
5. Use this product for its intended purpose only.

LIMITED WARRANTY

OSP Designs Warrants, to the original purchaser its products to be free from defects in material and workmanship for a period of 90 days. Defects and damage from misuse, abuse, negligence, alteration, accident, vandalism, rusting, acts of nature or any other event beyond the control of OSP Designs is not covered. The warranty does not cover cosmetic damage that may result from normal use. Liability for incidental or consequential damages is excluded. The user assumes all risk of injury resulting from use of this product. This warranty gives you specific legal rights, and you may also have other rights which vary from state to state.

To make a warranty claim, contact Customer Service, provide model number, sales receipt and description of the problem. It is the customer's responsibility to prepay freight on any components returned to the factory. OSP Design will pay return freight on components covered under terms of warranty.

Our quality standards are among the highest in the industry. Sometimes, no matter how hard we try, there are times when hardware is missing. Our Parts Department will do everything possible to promptly remedy the problem. Contact us via email parts@officestar.net, by Fax 1-909-930-5629, or toll free parts number 1-800-950-7262, Monday through Friday 8:00 a.m. - 5:00 p.m. Pacific Time. OSP Design P.O. Box 3520 Ontario, California 91761 USA

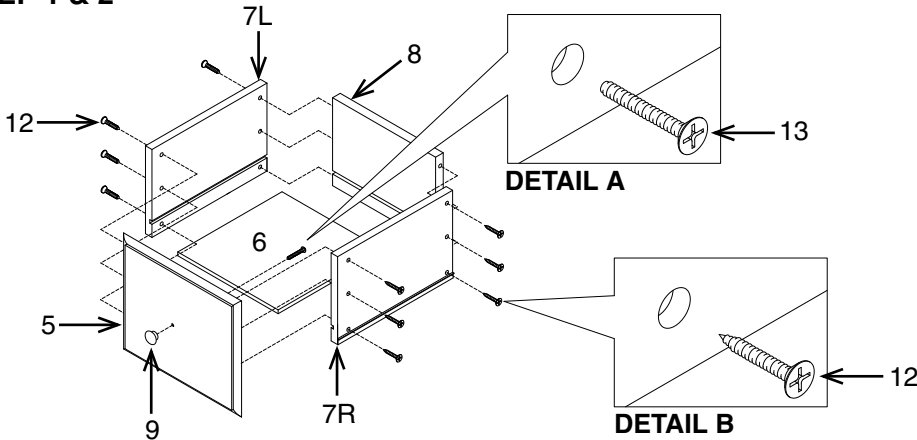


CC30/KH30/ME30/MN30 FILE CABINET ASSEMBLY INSTRUCTIONS

IMPORTANT NOTE:

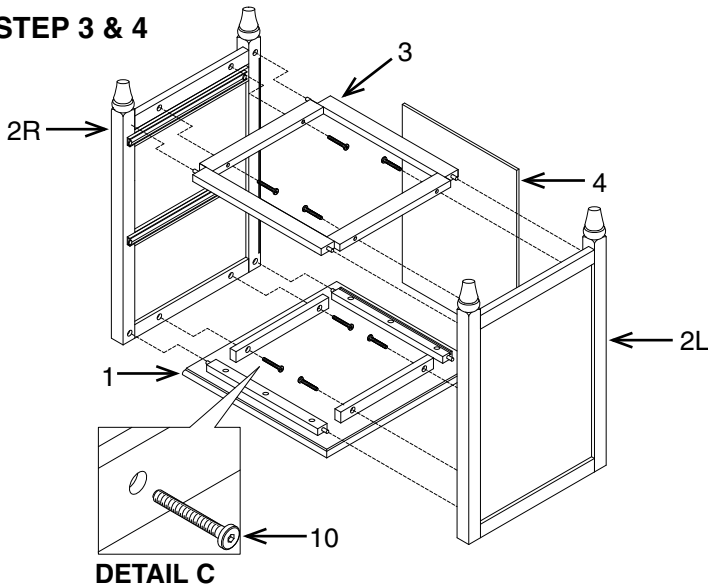
1. Use hand tools only for assembly as power tools may cause damage
2. Carefully remove any staples used for packaging.
3. Phillips Screwdriver also needed for assembly (not provided)

STEP 1 & 2

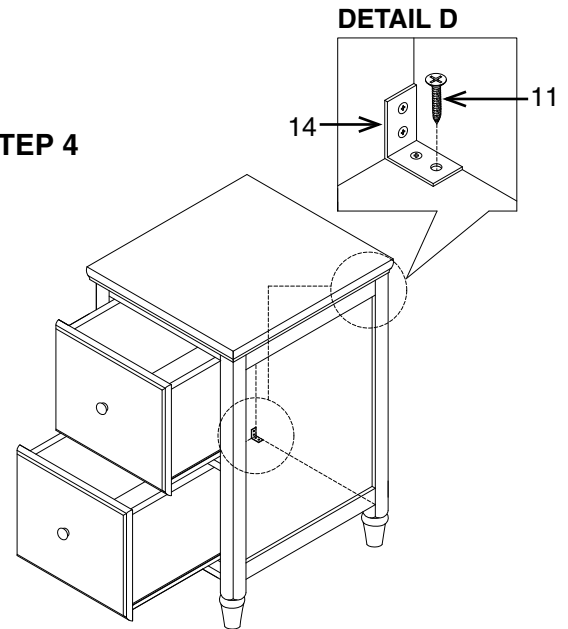


PART	QTY
1. Top	1
2. Side Panel (2L & 2R)	2
3. Bottom Frame	1
4. Back Panel	1
5. Drawer Front	2
6. Drawer Bottom	2
7. Drawer Side (7L & 7R)	4
8. Drawer Back	2
9. Knob	2
10. Allen Screws	8
11. Short Wood Screws	8
12. Long Wood Screws	24
13. Short Screws	2
14. L Brackets	2
15. Allen Wrench (Not Shown)	1

STEP 3 & 4



STEP 4



Remove all parts from carton, separate by part numbers indicated on parts list, and verify part quantities.

DRAWER ASSEMBLY:

STEP 1. With groove facing inwards, attach Drawer Sides (7L & 7R) to Drawer Back (8) using three Long Wood Screws (12) for each Drawer Side (7). Slide Drawer Bottom (6) into grooves of Drawer Sides (7L & 7R) and Drawer Back (8).

STEP 2 Attach Drawer Front (5) to Drawer Sides (7L & 7R) using three Long Wood Screws for each Drawer Side (7).

FULLY TIGHTEN ALL SCREWS. Attach Knob (9) to Drawer Front (5) by using one Short Screw (13).

Repeat **STEP 1 & 2** for second Drawer. **FULLY TIGHTEN ALL SCREWS.**

CABINET ASSEMBLY:

STEP 3. Place Top (1) face down on soft surface. Align one Side Panel (2L) to side of Top (1) so that Back Panel (4) grooves align. Secure using two Allen Screws (10). **DO NOT FULLY TIGHTEN ALL SCREWS COMPLETELY.**

STEP 4. Insert Back Panel (4) in grooves of Top (1) and installed Side Panel (2L). Align grooves in Bottom Frame (3) to Back Panel (4) and attach to installed Side Panel (2L) using two Allen Screws (10).

DO NOT FULLY TIGHTEN ALL SCREWS. Align remaining Side Panel (2R) to Top (1), Bottom Frame (3), and Back Panel (4). Secure using Allen Screws (10). **APPLY FIRM PRESSURE TO ALIGN AND FULLY TIGHTEN ALL SCREWS.**

STEP 5. Install one L Bracket (14) to each back inside corner of assembled cabinet using four Short Wood Screws (11) for each L Bracket (14). **FULLY TIGHTEN ALL SCREWS.**

ATTENTION: MAKE SURE ALL SCREWS ARE FULLY TIGHTENED BEFORE USING CABINET.