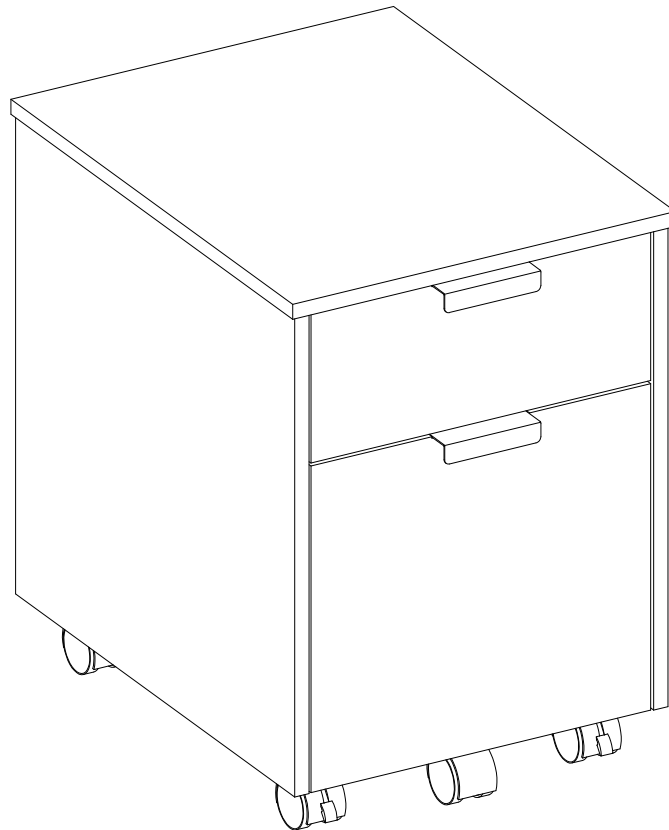




LOT NUMBER: _____
DATE PURCHASED: __/__/__

Timbercrest File Cabinet

Model # 19WTFL-SPCA



ADULT ASSEMBLY REQUIRED DUE TO THE PRESENCE OF SMALL PARTS, SHARP POINTS, SHARP EDGES AS RECEIVED

If you have any questions regarding assembly or if parts are missing, DO NOT return this item to the store where it was purchased. Please call our toll-free customer service number and have your instructions and parts list ready to provide the model name, part name or factory number:

1-866-942-5362

Pacific Standard Time: 8:30 a.m. - 4:30 p.m., Monday - Friday
Or visit our web site 24 hours a day, 7 days a week for product assistance at

www.whalenfurniture.com

Or e-mail your request to **parts@whalenfurniture.com**

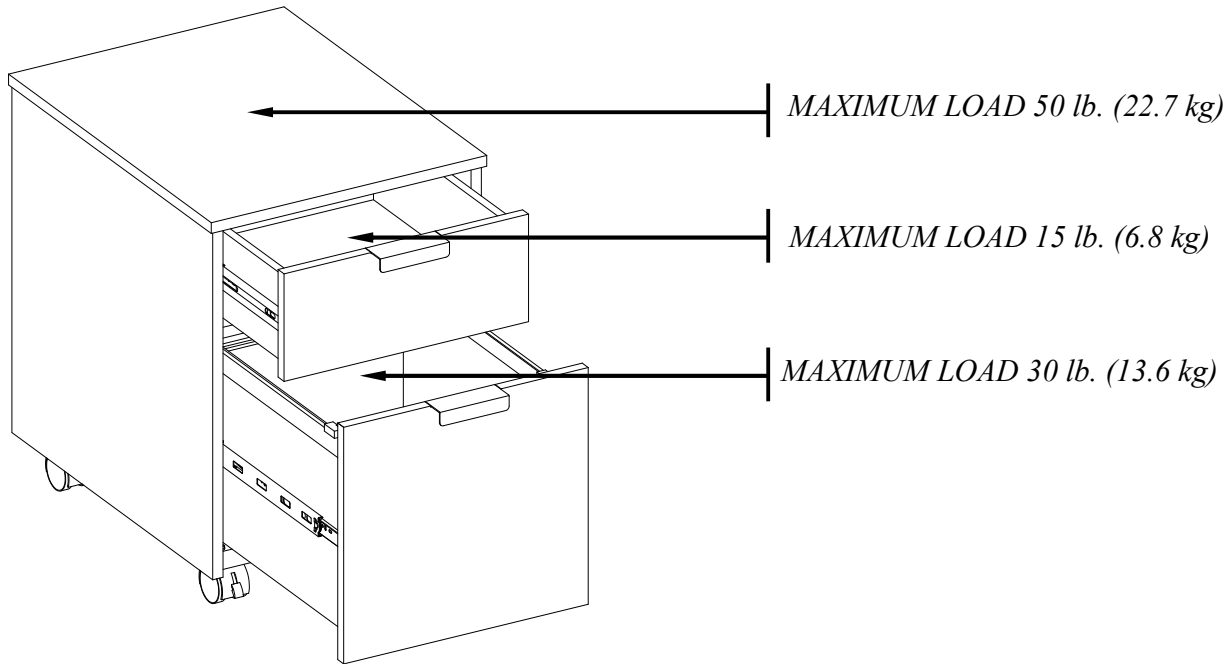
**THIS INSTRUCTION BOOKLET CONTAINS IMPORTANT SAFETY INFORMATION.
PLEASE READ AND KEEP FOR FUTURE REFERENCE.**

Date 2019-12-10

Rev. 0001-A

MAXIMUM RECOMMENDED WEIGHT LOADS

MANUFACTURER: Whalen Furniture Manufacturing
CATALOG: Timbercrest File Cabinet
MODEL #: 19WTFL-SPCA
MADE IN CHINA

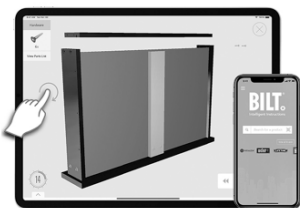


THIS UNIT IS INTENDED FOR USE ONLY WITH THE MAXIMUM WEIGHTS INDICATED. USE WITH LOAD HEAVIER THAN THE MAXIMUM WEIGHTS INDICATED MAY RESULT IN INSTABILITY, CAUSING POSSIBLE INJURY.

SPECIAL NOTE

Please read the instruction sheets completely before assembly. Examine all packaging material before discarding carton. Remove any remaining staples from the carton before discarding. Remove all parts from carton and separate into groups as indicated on part list. Please ensure all parts are included prior to assembly. Use of power tools to complete assembly is not recommended.

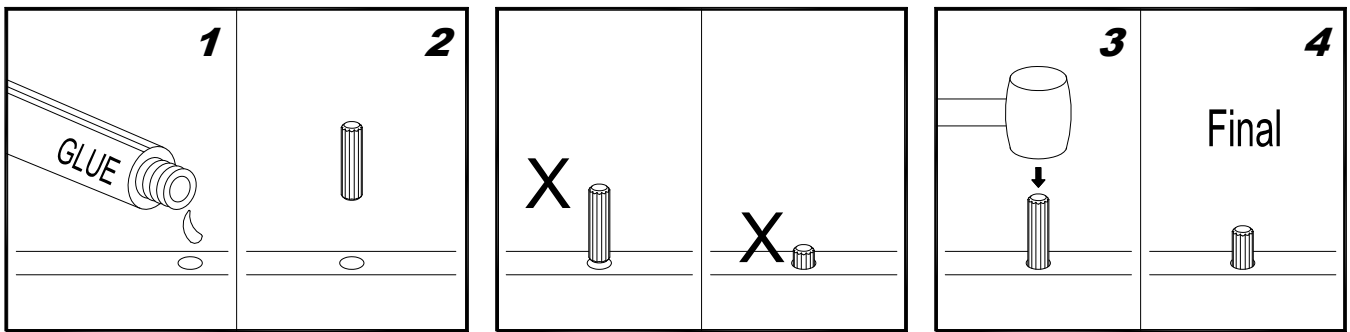
Before you begin



3D-GUIDED INTERACTIVE ASSEMBLY
INSTRUCTIONS CAN BE FOUND IN BILT®
DOWNLOAD THE **FREE** APP



IMPORTANT

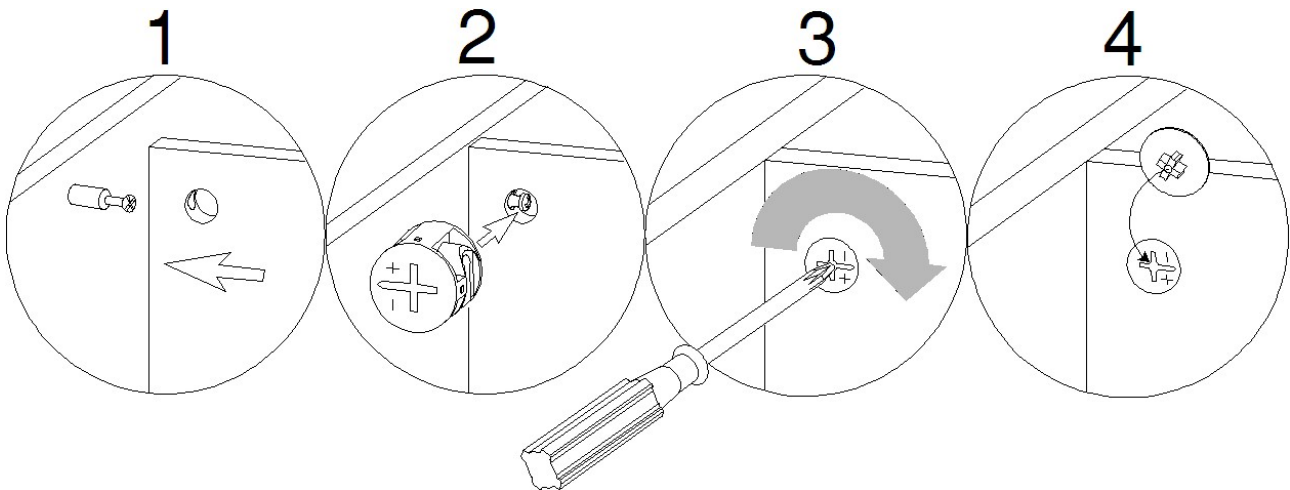


Before you begin: Open, identify and count all parts prior to assembly. Lay out parts on a flat and non-abrasive surface. You will need the parts identified on page 4 and 5 of this instruction manual.

NOTE: IT IS VERY IMPORTANT TO USE GLUE WITH DOWELS. EXCESS GLUE CAN BE WIPED OFF WITH DAMP CLOTH.

Insert the Dowel at least half way by tapping lightly with a rubber mallet, IF NECESSARY.

CAM LOCK SYSTEM OPERATION



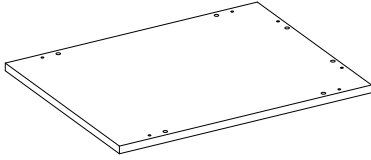
HOW THE KNOCK DOWN (KD) ASSEMBLY SYSTEM WORKS

1. Screw the Cam Bolt into the threaded inserts on the panel. Connect both panels together; making sure Cam Bolt goes into the pre-drilled hole on the end of panel for Cam Lock.
2. Insert the Cam Lock into the pre-drilled large hole on the panel. Make sure the arrow on the face of Cam Lock faces out and points towards Cam Bolt.
3. Take a Phillips screwdriver and rotate the Cam Lock clockwise to lock the Cam Bolt in place.
4. Plug the Cam Lock Cover into the cross slot of the Cam Lock to conceal the Cam.

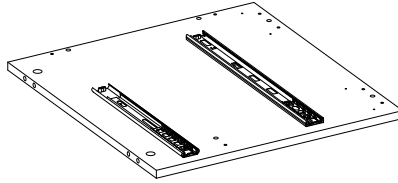
You are now ready to assemble the KD unit.

Parts and Hardware List

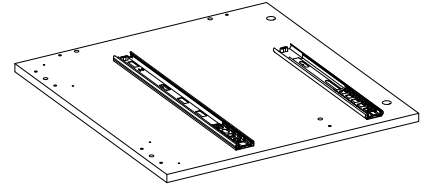
Please read completely through the instructions and verify that all listed parts and hardware are present before beginning assembly.



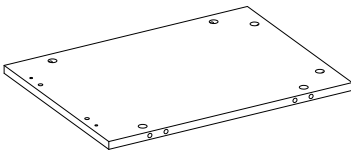
A- Top Panel (Qty. 1)



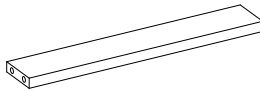
B- Left Side Panel (Qty. 1)



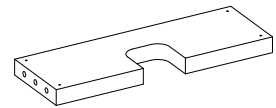
C- Right Side Panel (Qty. 1)



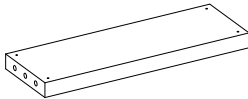
D- Back Panel (Qty. 1)



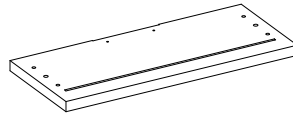
E- Middle Crossbar (Qty. 1)



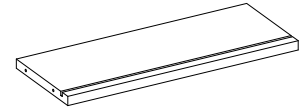
F- Bottom Front Stretcher (Qty. 1)



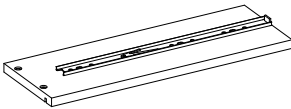
G- Bottom Back Stretcher (Qty. 1)



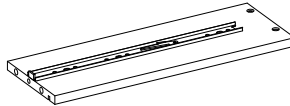
H- Utility Drawer Front (Qty. 1)



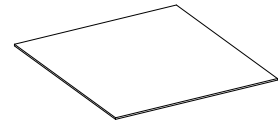
I- Utility Drawer Back Panel (Qty. 1)



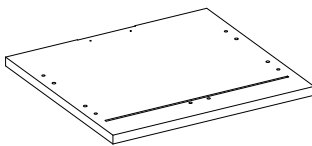
J- Utility Drawer Left Side (Qty. 1)



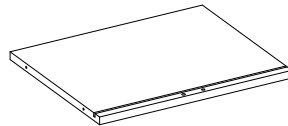
K- Utility Drawer Right Side (Qty. 1)



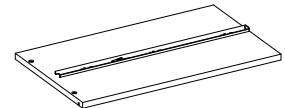
L- Utility Drawer Bottom Panel (Qty. 1)



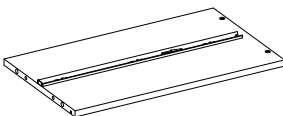
M- File Drawer Front (Qty. 1)



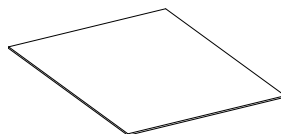
N- File Drawer Back Panel (Qty. 1)



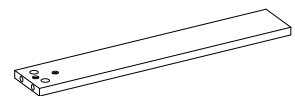
O- File Drawer Left Side (Qty. 1)



P- File Drawer Right Side (Qty. 1)



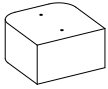
Q- File Drawer Bottom Panel (Qty. 1)



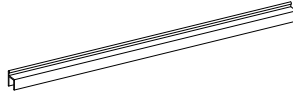
R- Drawer Bottom Support (Qty. 1)

Parts and Hardware List

Please read completely through the instructions and verify that all listed parts and hardware are present before beginning assembly.



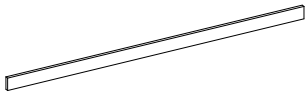
S- Caster Support (Qty. 1)



T- Guide Rail (Qty. 2)



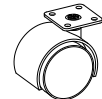
U- Guide Block (Qty. 4)



V- File Plate (Qty. 2)



W- Locking Caster (Qty. 2)



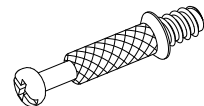
X- Swivel Caster (Qty. 3)



(1) Small Cam Lock
(Qty. 10+1 extra)



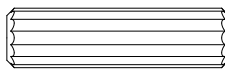
(2) Large Cam Lock
(Qty. 22+1 extra)



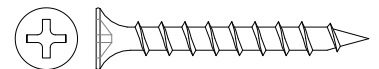
(3) Cam Bolt
(Qty. 22+1 extra)



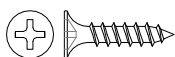
(4) M6 x 30 mm Wood Dowel
(Qty. 6+1 extra)



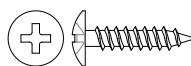
(5) M8 x 30 mm Wood Dowel
(Qty. 18+1 extra)



(6) M4 x 35 mm Screw
(Qty. 12+1 extra)



(7) M3.5 x 14 mm Flat Head Screw
(Qty. 20+1 extra)



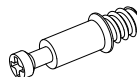
(8) M4 x 15 mm Pan Head Screw
(Qty. 20+1 extra)



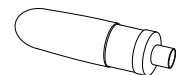
(9) Metal Bracket
(Qty. 8)



(10) Handle (Qty. 2)



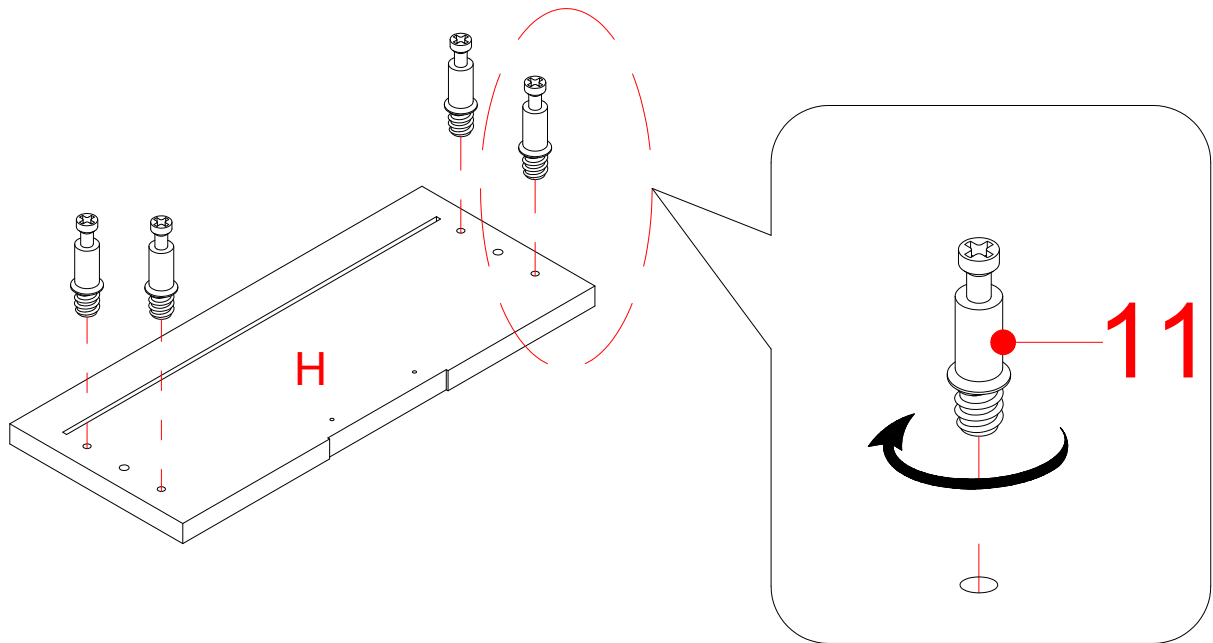
(11) Small Cam Bolt (Qty. 10+1 extra)



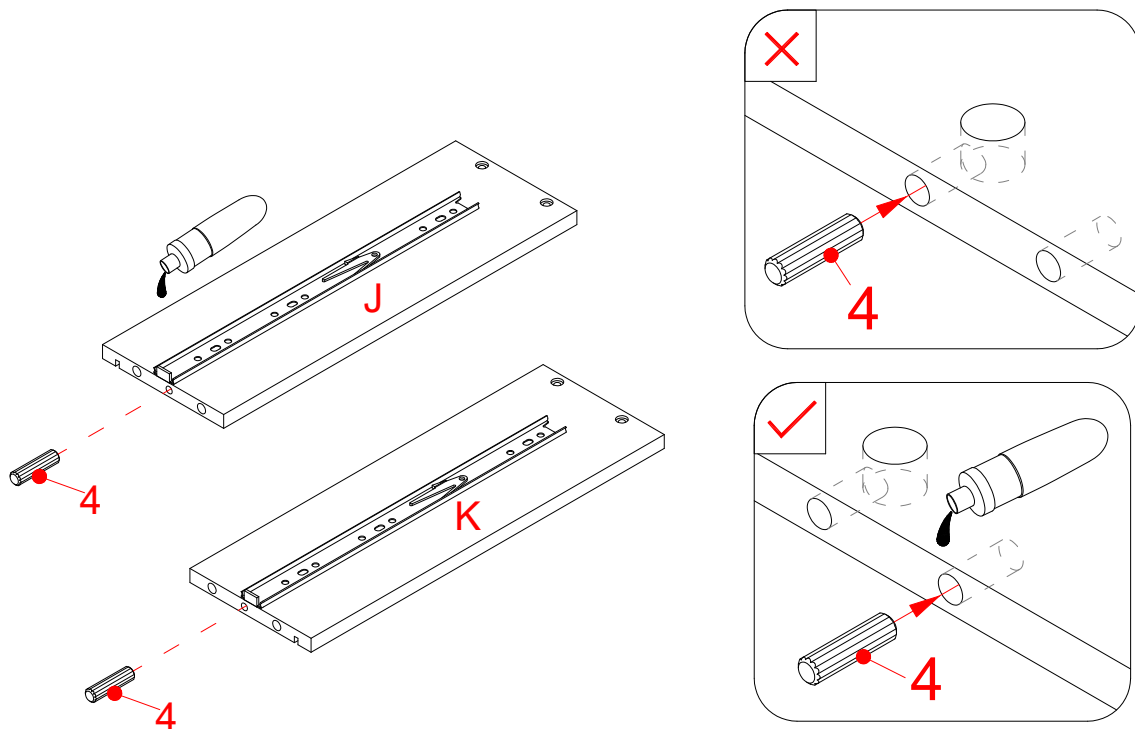
Glue (Qty. 1)

Tools required: Phillips screwdriver and Rubber Mallet (not provided).

Utility Drawer Assembling



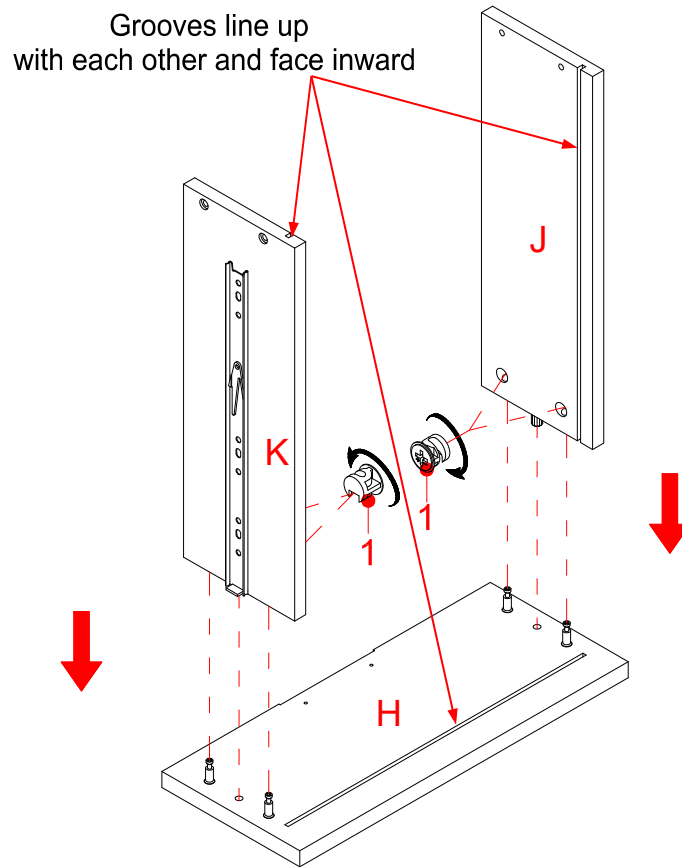
1. Unpack the unit and confirm that you have all the hardware and required parts. Assemble the unit on a carpeted floor or the empty carton to avoid any scratch.
2. Securely screw the Small Cam Bolts (11) into the designated small holes on the Utility Drawer Front (H) using a Phillips screwdriver.



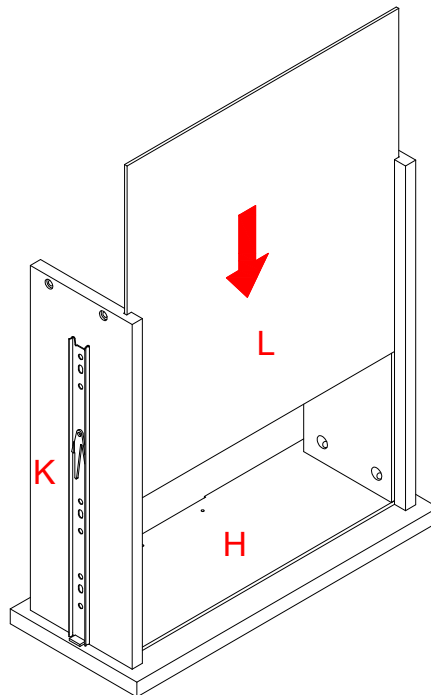
3. Glue the M6 x 30 mm Wood Dowels (4) into the inner holes of Utility Drawer Side Panels (J and K).

NOTE: It is very important to use a small amount of glue on both ends of dowels.

Utility Drawer Assembling

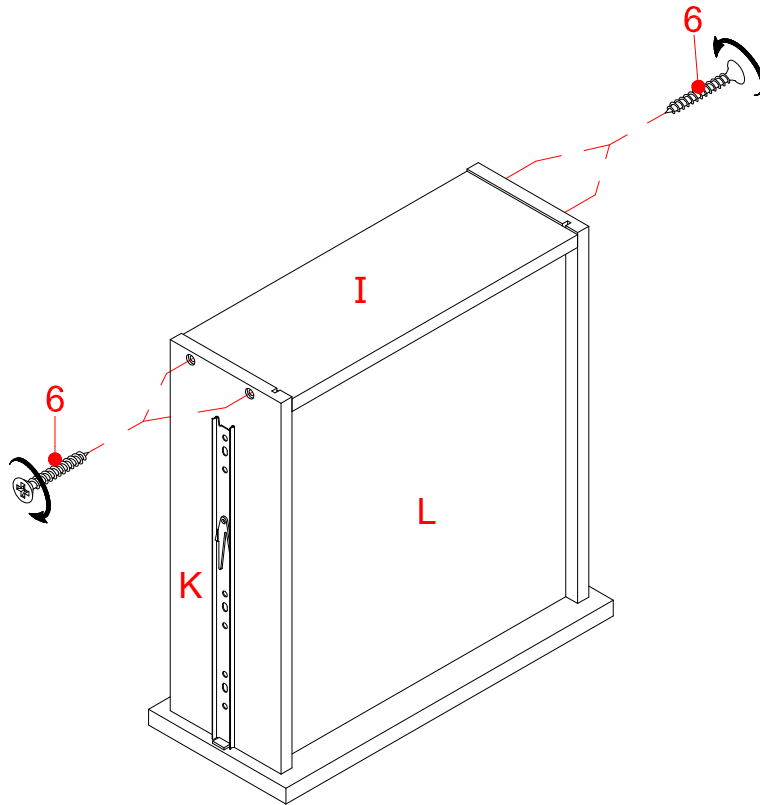


4. Attach and align the Drawer Side Panels (J and K) to the Drawer Front (H) by engaging 4 Small Cam Locks (1) (Refer to page 3 on Cam Lock system operation supplement).

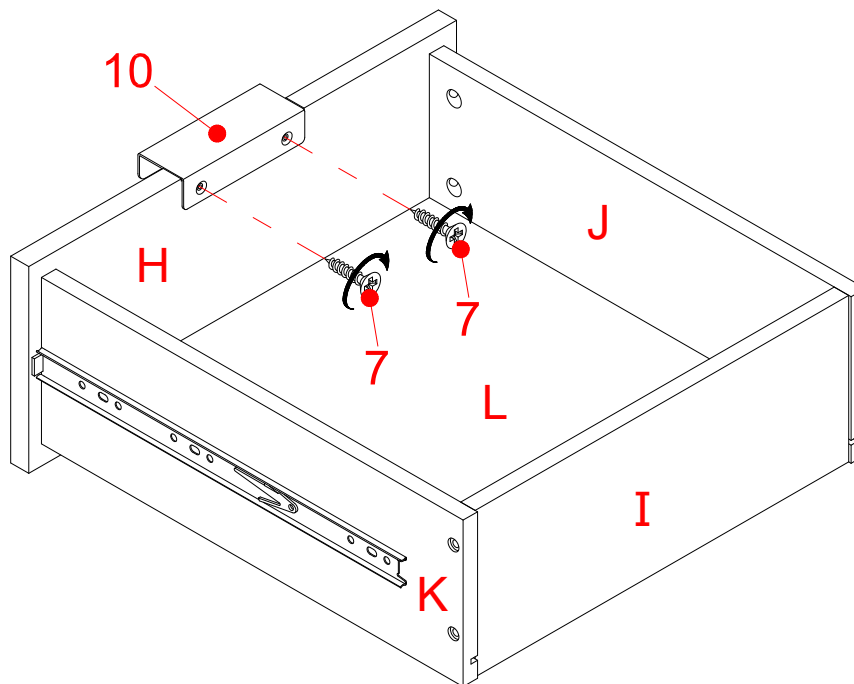


5. Slide the Drawer Bottom Panel (L) all the way into the grooves.

Utility Drawer Assembling

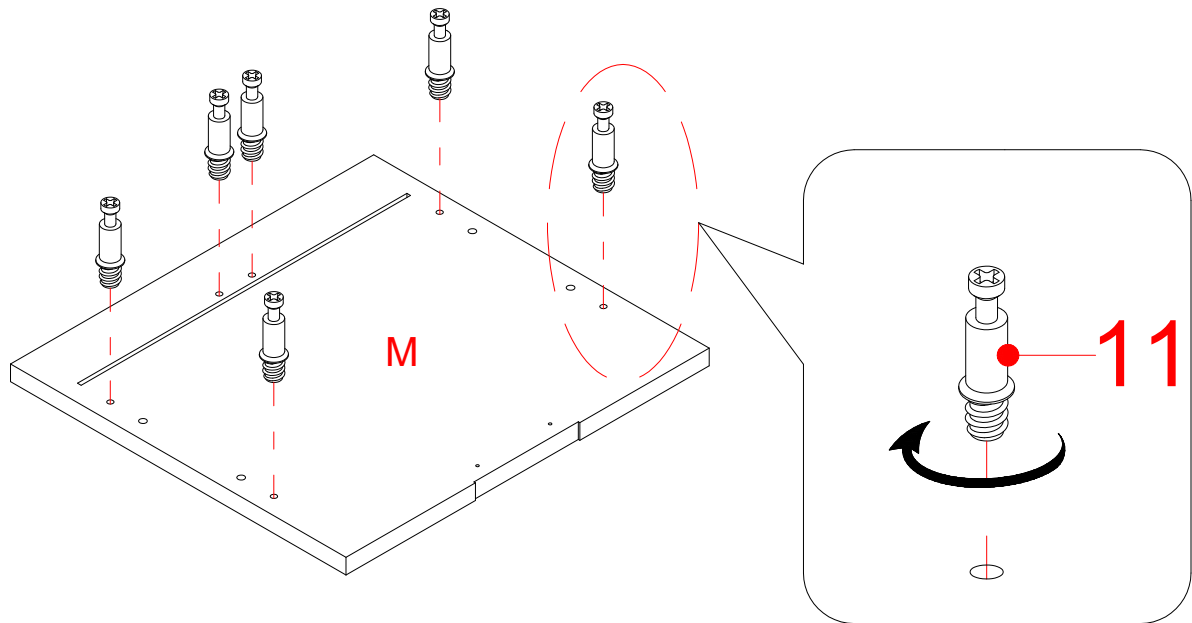


6. Fasten the Drawer Back Panel (I) to the Drawer Side Panels (J and K) with four 35 mm Screws (6). Make sure that Drawer Bottom Panel (L) fits securely into the groove of the Drawer Back Panel (I).

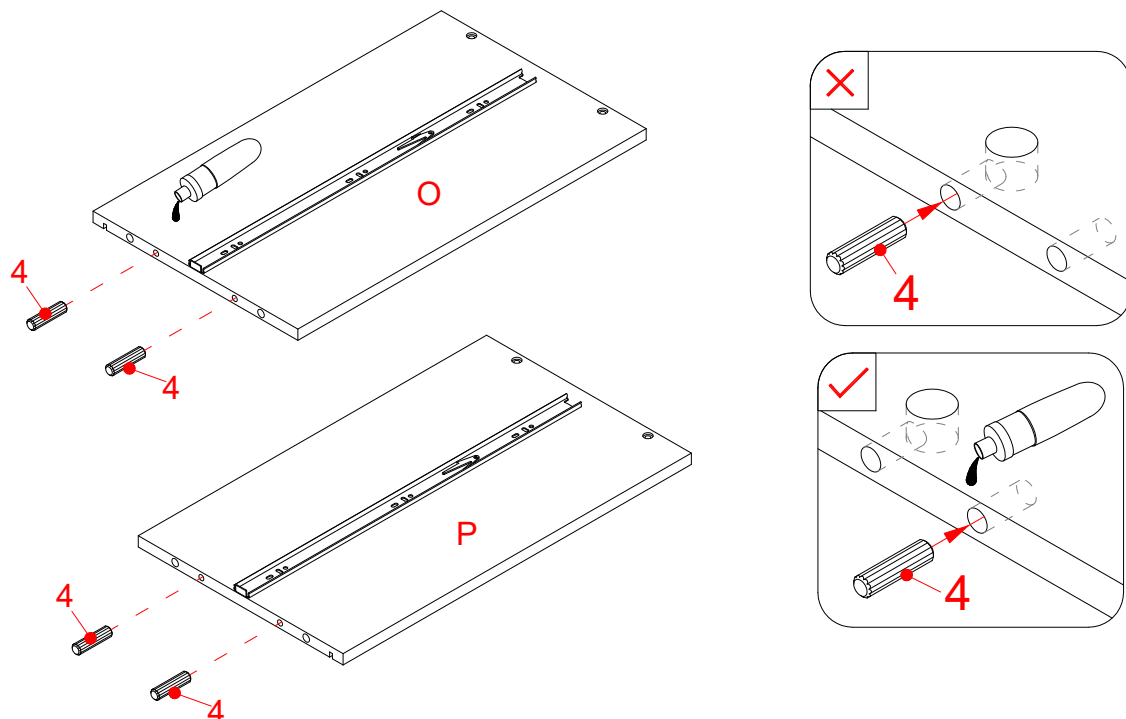


7. Turn the assembled drawer upright. Attach the Handle (10) to the pilot holes on the Drawer Front (H) with two 14 mm Flat Head Screws (7).

File Drawer Assembling

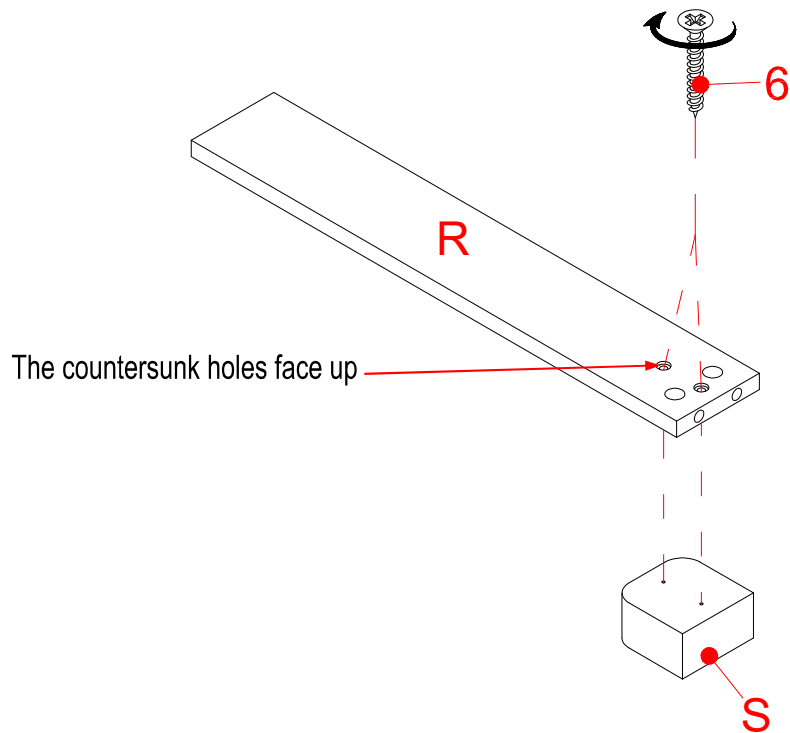


8. Securely screw the Small Cam Bolts (11) into the designated small holes on the File Drawer Front (M) using a Phillips screwdriver.

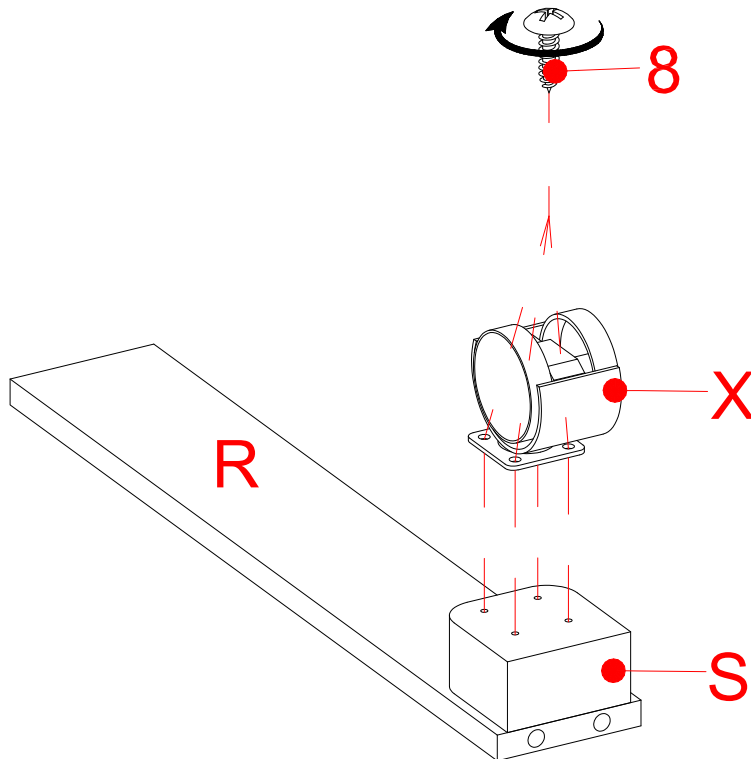


9. Glue the M6 x 30 mm Wood Dowels (4) into the inner holes of File Drawer Side Panels (O and P).

File Drawer Assembling

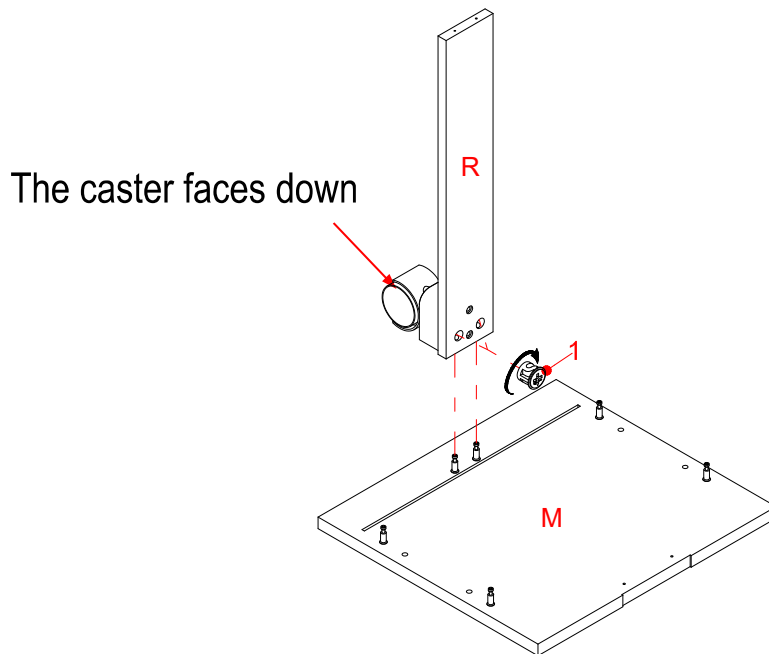


10. Using the pilot holes as a guide. Align and attach the Caster Support (S) to the bottom side of the Drawer Bottom Support (R) with two 35 mm Screws (6), as shown.

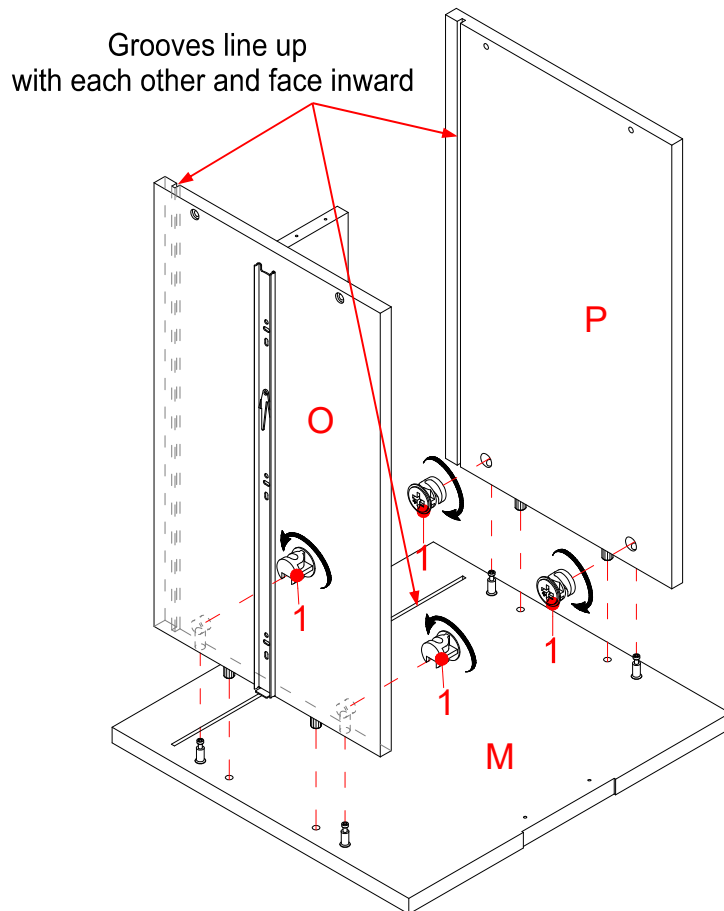


11. Fasten one Swivel Caster (X) onto the Caster Support (S) with four 15 mm Pan Head Screws (8), using the pilot holes as a guide. Tighten the screws with a Phillips screwdriver.

File Drawer Assembling

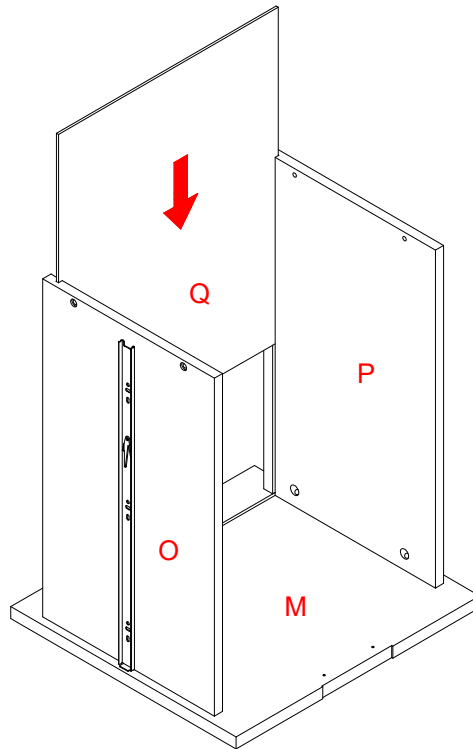


12. Align and attach the Drawer Bottom Support (R) to the Drawer Front (M) by engaging 2 Small Cam Lock (1) as shown.

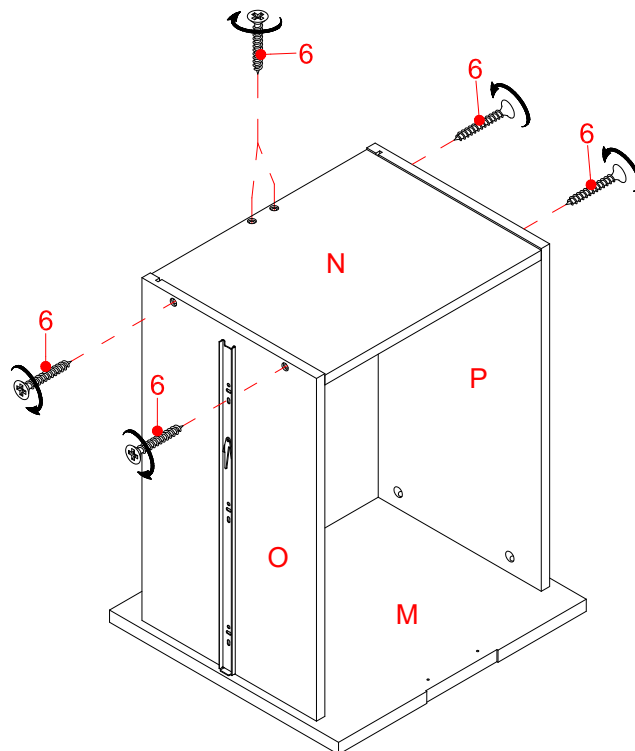


13. Attach and align the Drawer Side Panels (O and P) to the Drawer Front (M) by engaging 4 Small Cam Locks (1) (Refer to page 3 on Cam Lock system operation supplement).

File Drawer Assembling

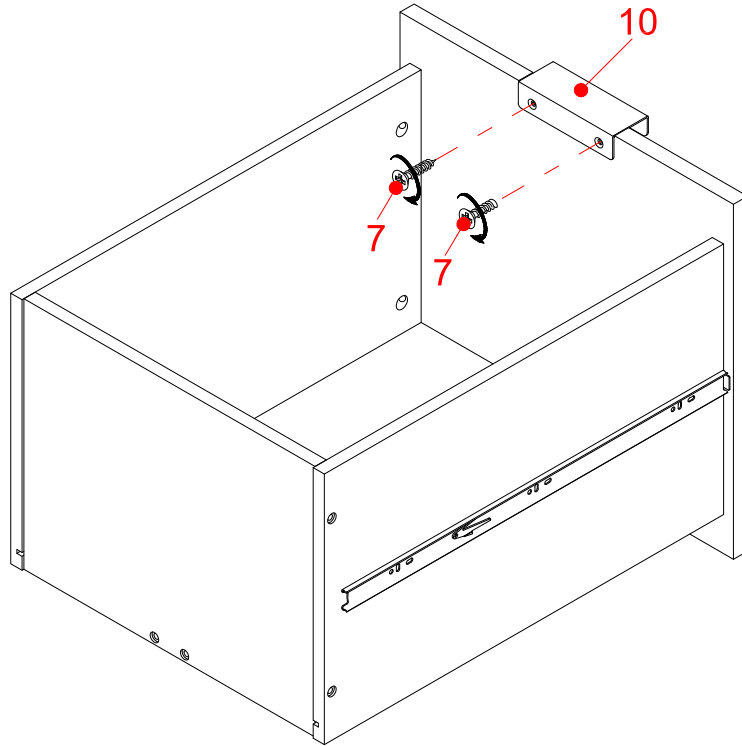


14. Slide the Drawer Bottom Panel (Q) all the way into the grooves.

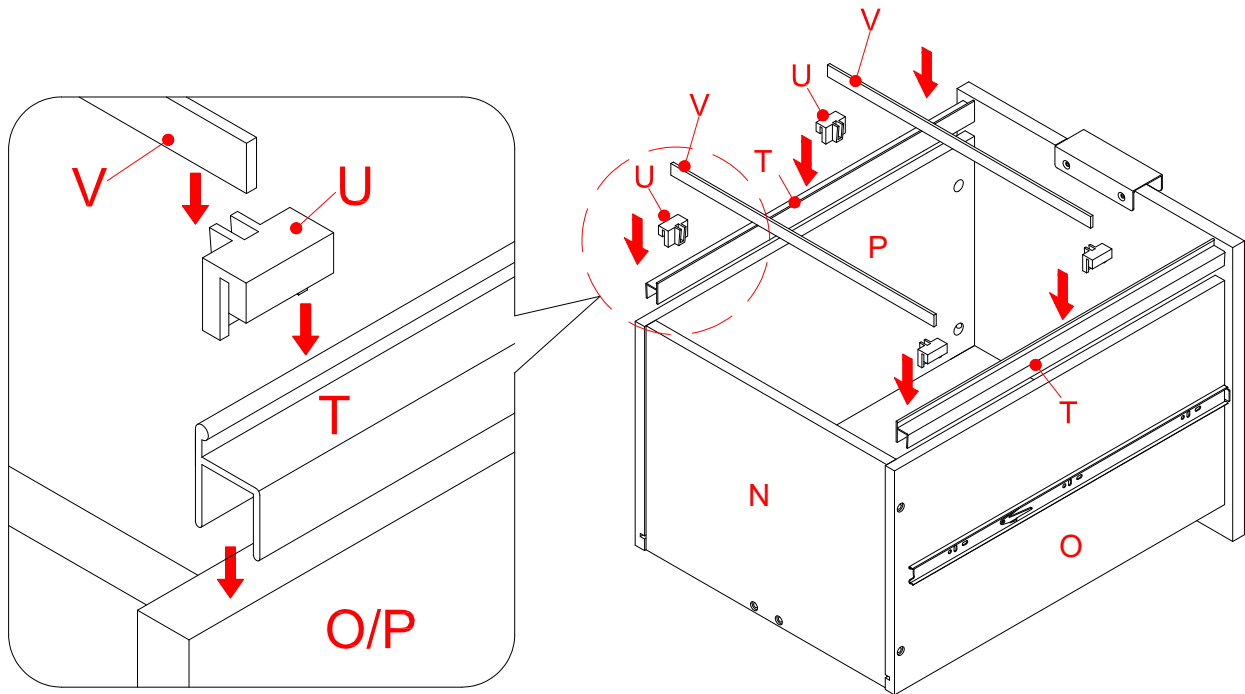


15. Fasten the Drawer Back Panel (N) to the Drawer Side Panels (O and P) and the Drawer Bottom Support (R) with six 35 mm Screws (6). Make sure that Drawer Bottom Panel (Q) fits securely into the groove of the Drawer Back Panel (N). Tighten all the screws with a Phillips screwdriver.

File Drawer Assembling

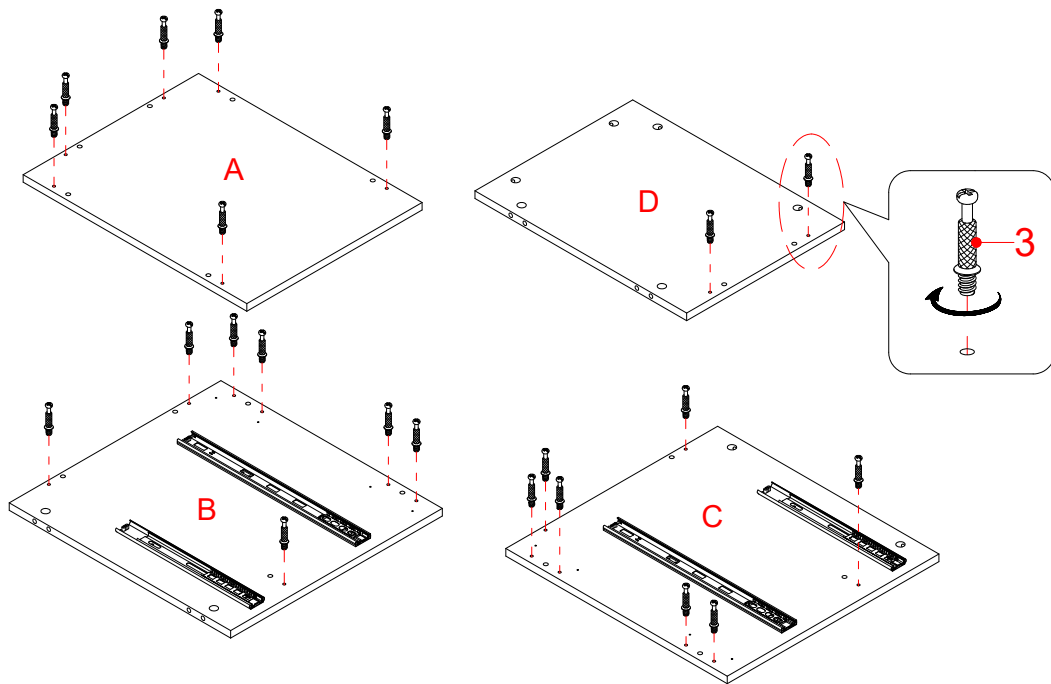


16. Turn the assembled drawer upright. Attach the Handle (10) to the pilot holes on the Drawer Front (M) with two 14 mm Flat Head Screws (7).

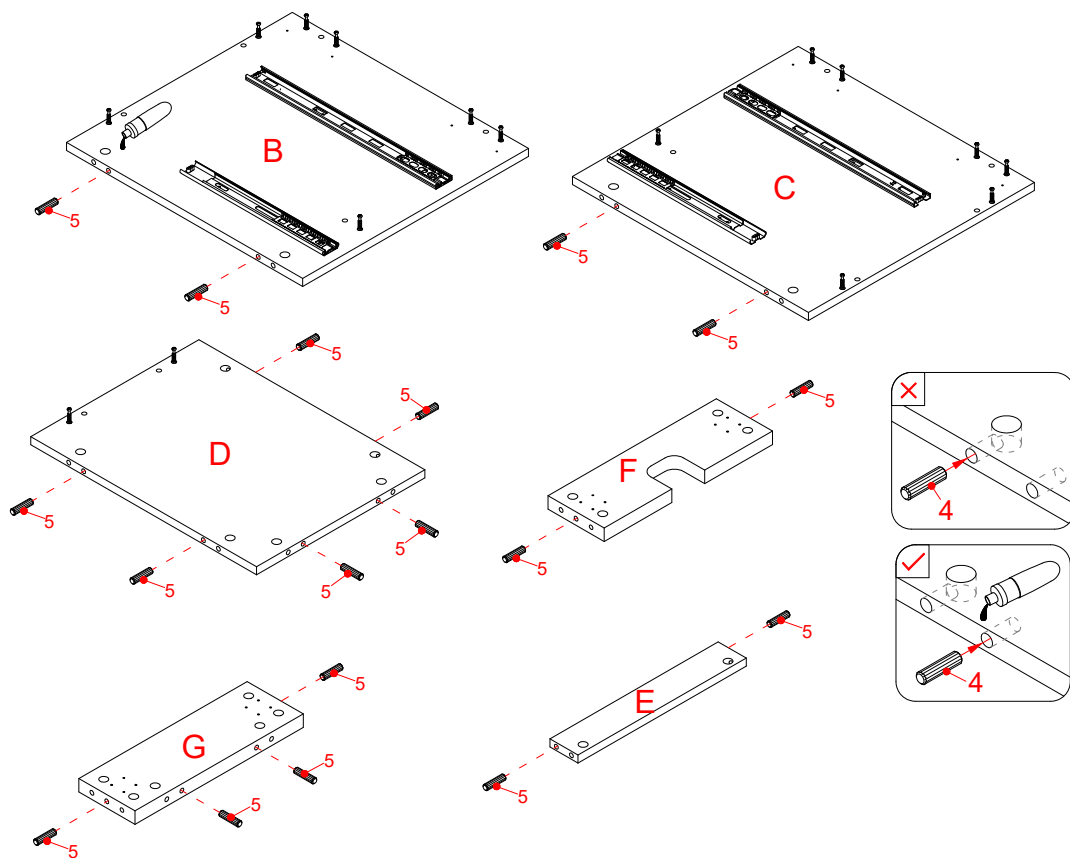


17. Position Guide Rails (T) onto the Drawer Side Panels (O and P) with the high side facing inward.
18. Hook 4 Guide Blocks (U) onto the high edge of Guide Rails. Now set the File Plates (V) into the slot of Guide Blocks. Slide the File Plates front and back to keep hanging files organized.

Assembly Instructions

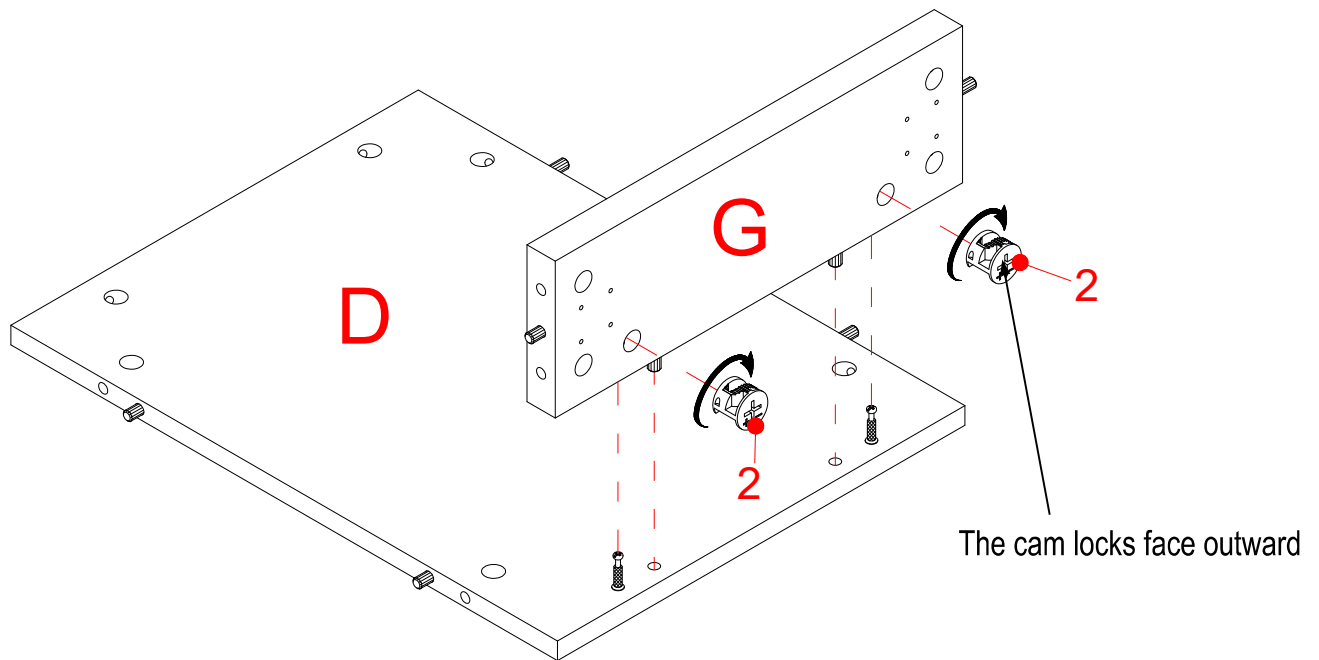


19. Securely screw the Large Cam Bolts (3) into the designated small holes on the Top Panel (A), Back Panel (D) and Side Panels (B and C) using a Phillips screwdriver.

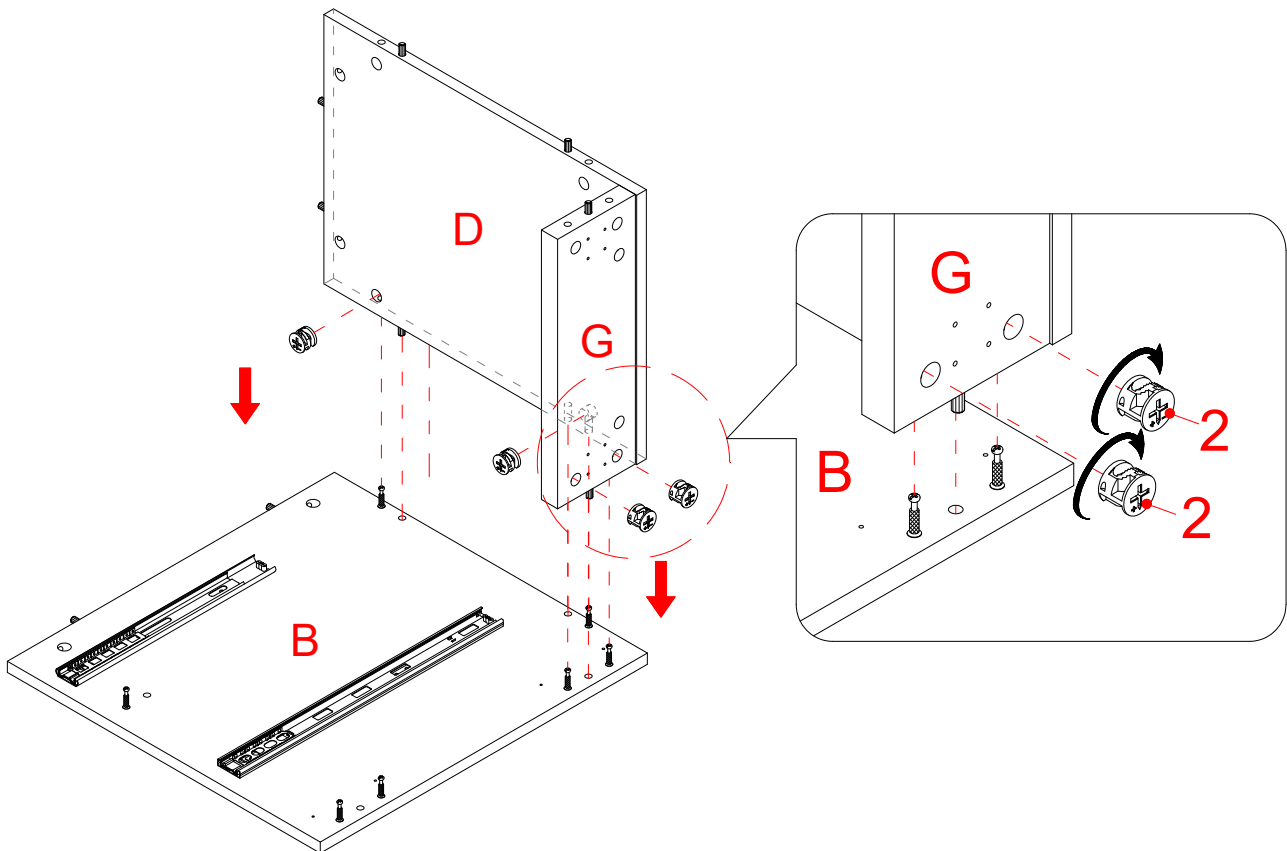


20. Glue the M8 x 30 mm Wood Dowels (4) into the inner holes of Side Panels (B and C), Back Panel (D), and Stretchers (E, F and G).

Assembly Instructions

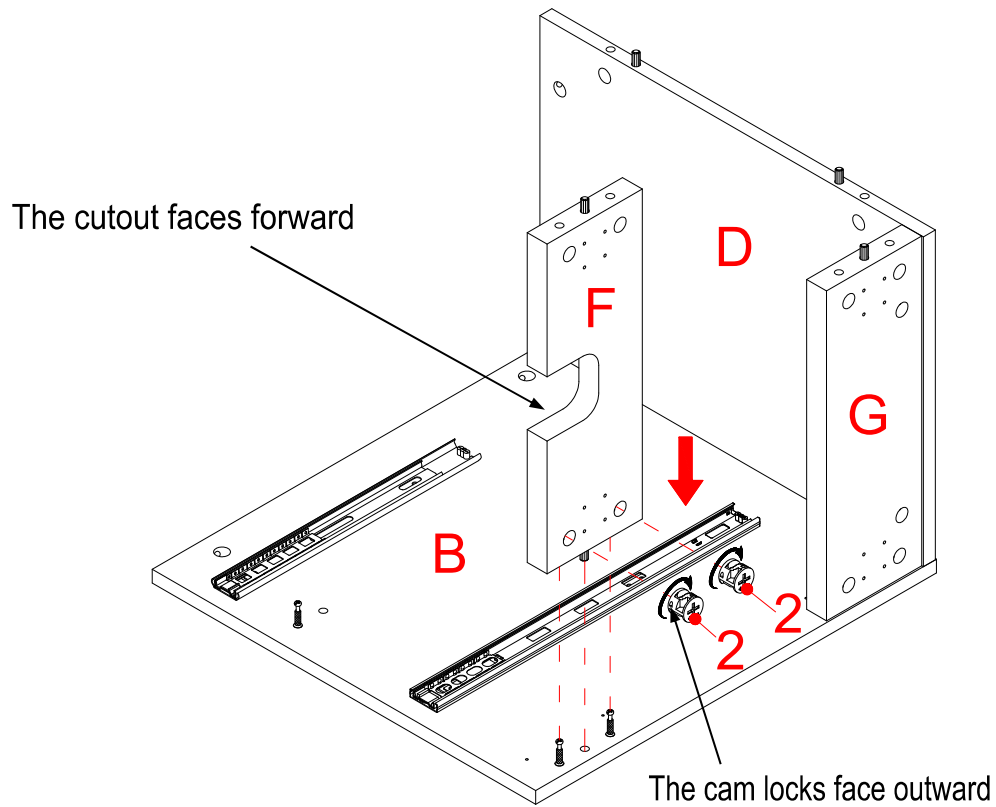


21. Align and attach the Bottom Back Stretcher (G) to the Back Panel (D) by engaging 2 Large Cam Locks (1).

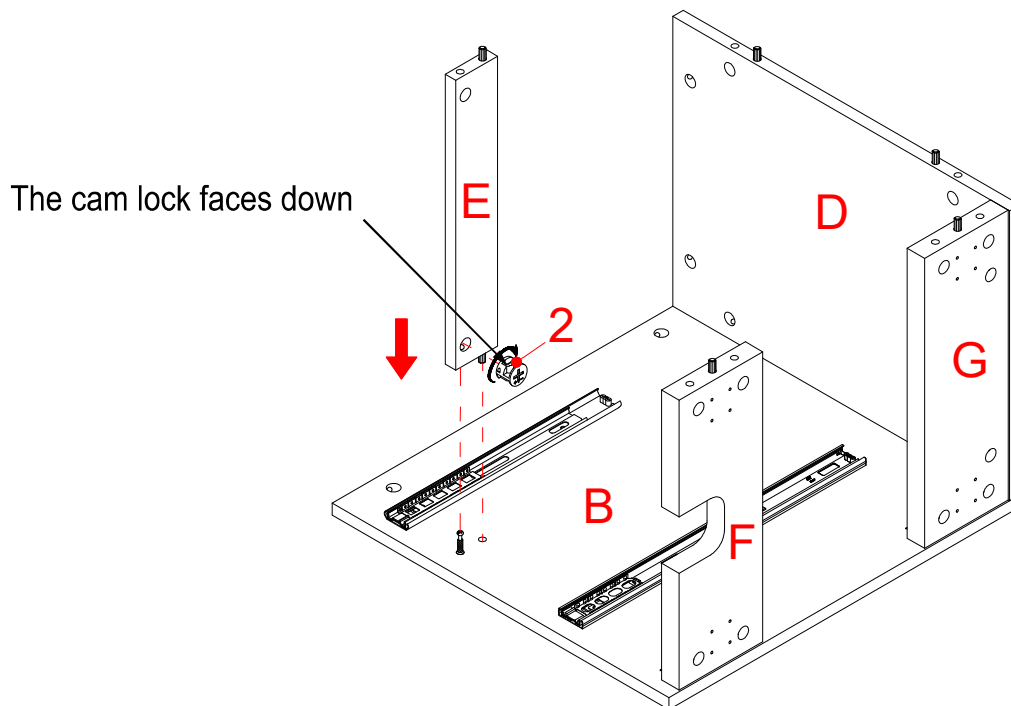


22. Align and attach the Back Panel assembly to the Left Side Panel (B) by engaging 4 Large Cam Locks (1).

Assembly Instructions

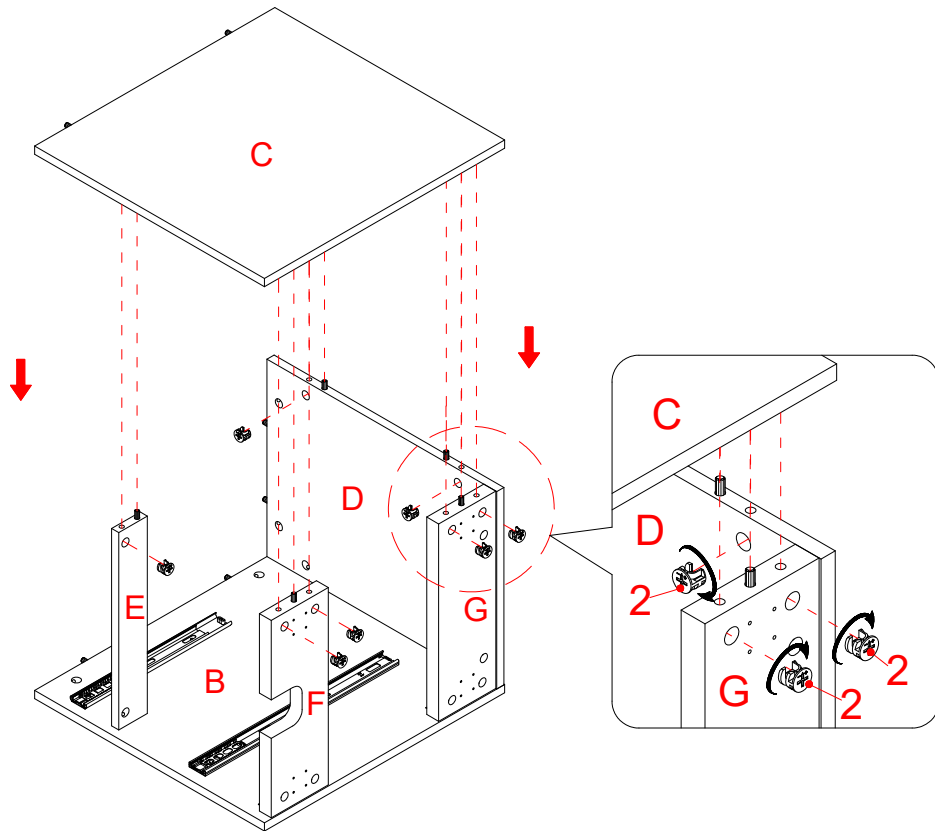


23. Align and attach the Bottom Front Stretcher (F) to the Left Side Panel (B) by engaging 2 Cam Locks (1).

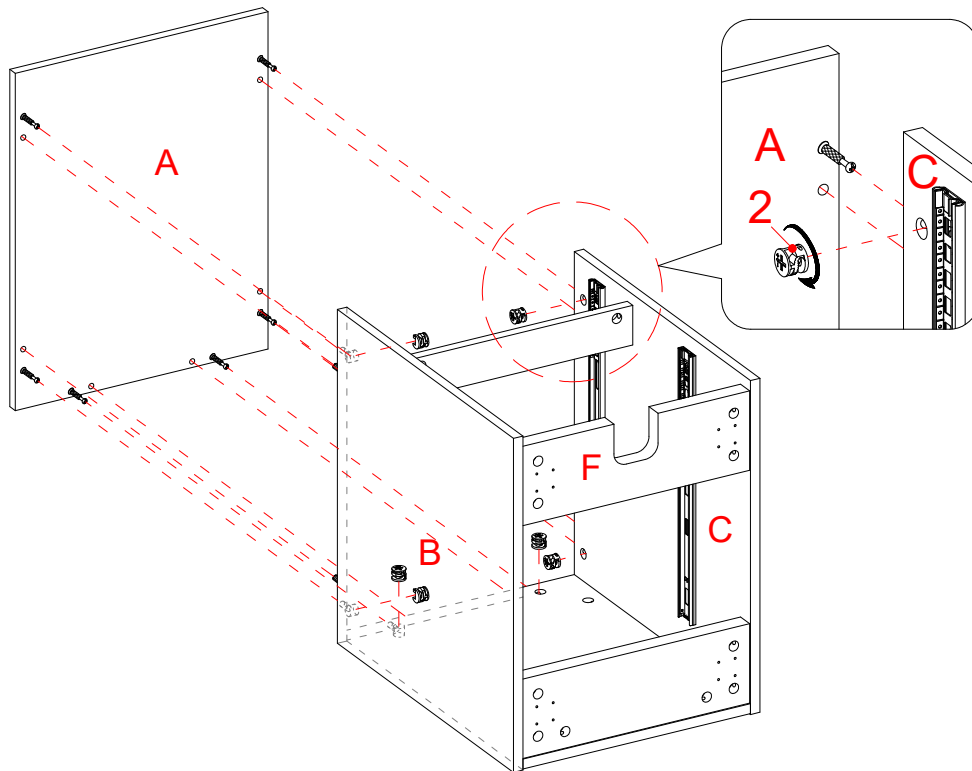


24. Align and attach the Middle Crossbar (E) to the Left Side Panel (B) by engaging 1 Cam Lock (1).

Assembly Instructions

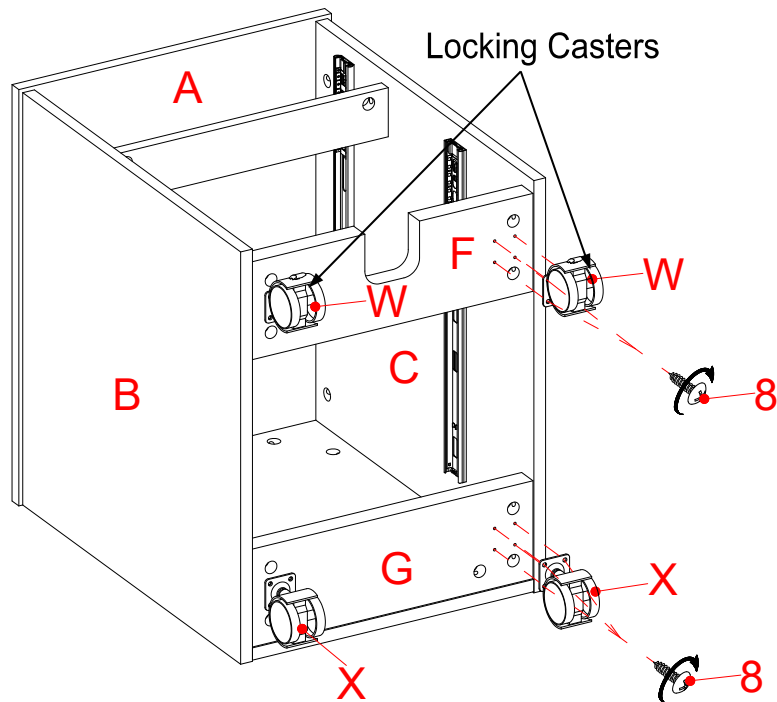


25. Repeat the previous steps to attach the Right Side Panel (C) at the opposite end.



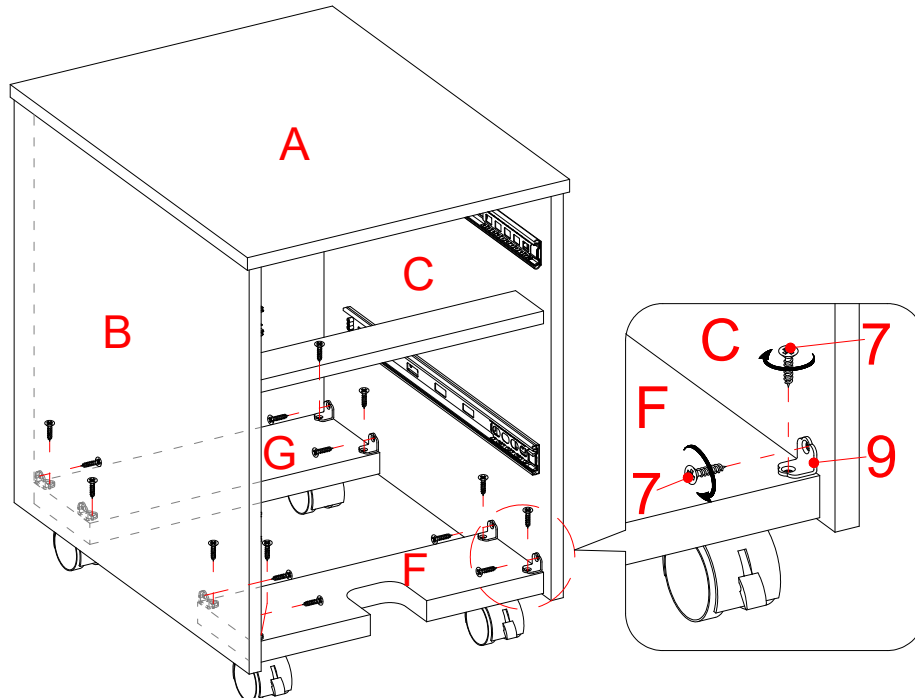
26. Attach the Top Panel (A) to the previous assembly by engaging 6 Large Cam Locks (2).

Assembly Instructions



27. Using the pilot holes as a guide, attach two Locking Casters (W) to the Bottom Front Stretcher (F) with four 15 mm Pan Head Screws (8) per caster.

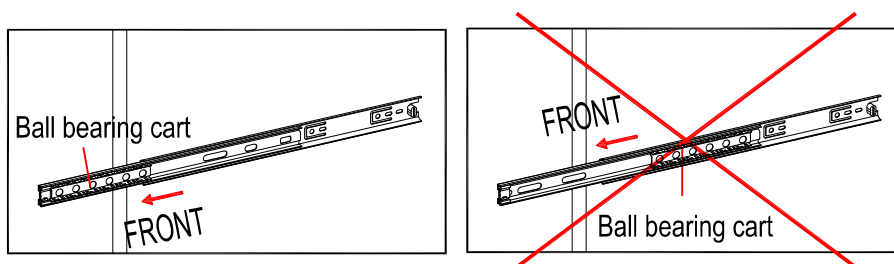
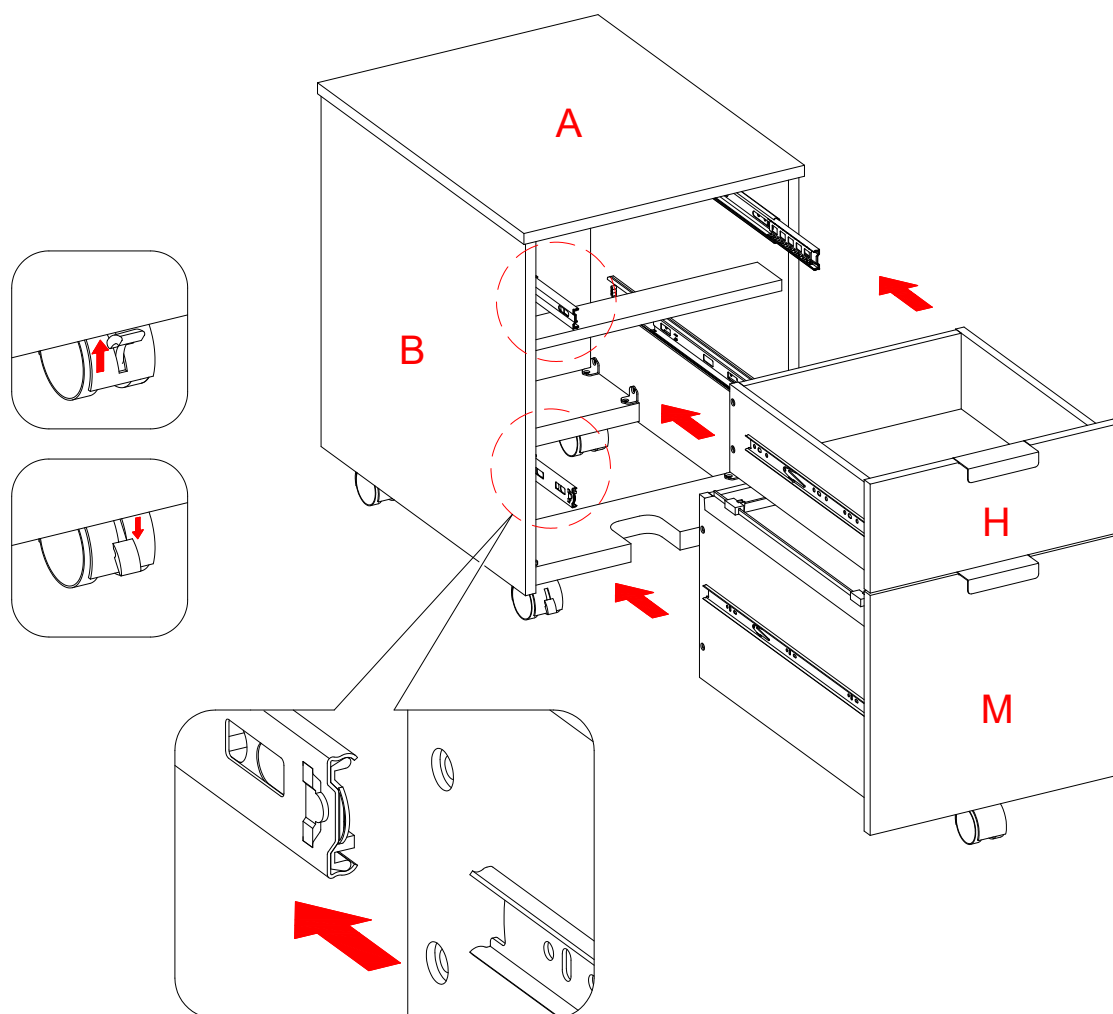
28. Repeat last step to attach two Swivel Casters (X) to the Bottom Back Stretcher (G).



29. Stand the unit upright.

30. Attach the Metal Brackets (9) to the joints between the Bottom Stretchers (F and G) and Side Panels (B and C) with two 14 mm Flat Head Screws (7) per Metal Bracket (9).

Assembly Instructions



Drawer Installation

31. Insert the assembled drawers into frame. To insert the assembled drawers into your unit, extend the Ball Bearing Slide Tracks on the Side Panels (B and C) all the way forward (including ball bearing cart). Then, align the Slide Runners on the assembled drawers with the Slide Tracks and push the drawer carefully inside until it stops.

NOTE: If the drawer does not go in smoothly, please take it out and repeat the step. If you need to remove the drawer, please pull the drawer all the way out, then simultaneously push the plastic release lever of the ball bearing slides up on one side and down on the other side, and then pull it completely out.

Care and Maintenance

- Use a soft, clean cloth that will not scratch the surface when dusting.
- Use of furniture polish is not necessary. Should you choose to use polish, test first in an inconspicuous area.
- Using solvents of any kind on your furniture may damage your furniture's finish.
- Never use water to clean your furniture as it may cause damage to the finish.
- Always use coasters under beverage glasses and flowerpots.
- Liquid spills should be removed immediately. Using a soft, clean cloth, blot the spill gently. Avoid rubbing.
- Always use protective pads under hot dishes and plates. Heat can cause chemical changes that may create spotting within the furniture finish.
- In the event that your furniture is stained or otherwise damaged during use, we recommend that you call a professional to repair your furniture.
- Check bolts/screws periodically and tighten them if necessary.

Further Advice about Wood Furniture Care

It is best to keep your furniture in a climate-controlled environment. Extreme temperature and humidity changes can cause fading, warping, shrinking and splitting of wood. It is advised to keep furniture away from direct sunlight as sun may damage the finish.

Proper care and cleaning at home will extend the life of your purchase. Following these important and helpful tips will enhance your furniture as it ages.

We hope you enjoy your purchase for many years.
Thank you for your purchase!

QUALITY GUARANTEE

We are confident that you will be delighted with your Whalen Furniture purchase.

Should this product be defective in workmanship or materials or fail under normal use, we will repair or replace it for up to one (1) year from date of purchase. Every Whalen Furniture product is designed to meet your highest expectations. We guarantee that you will immediately see the value of our fine furniture.

This warranty gives you specific legal rights and you may also have other rights which vary from state to state or province to province.

Customer Service: 1-866-942-5362
8:30 a.m. - 4:30 p.m., PST, Monday to Friday
www.whalenfurniture.com