

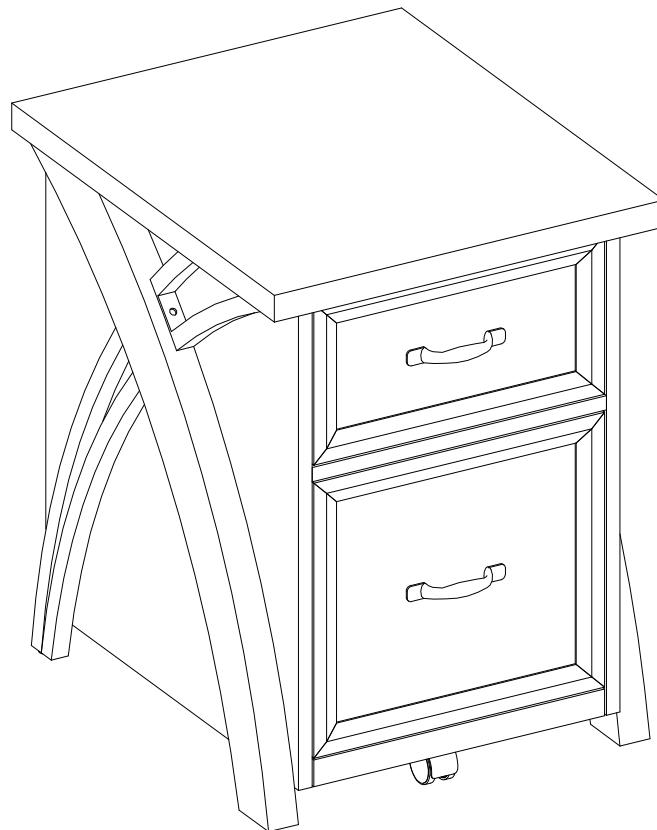


LOT NUMBER: _____
DATE PURCHASED: __/__/__

Home Office Concealed Storage File Cabinet

Model # HOCSFC-13AX

HOCSFC-13AXGR



ADULT ASSEMBLY REQUIRED

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 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

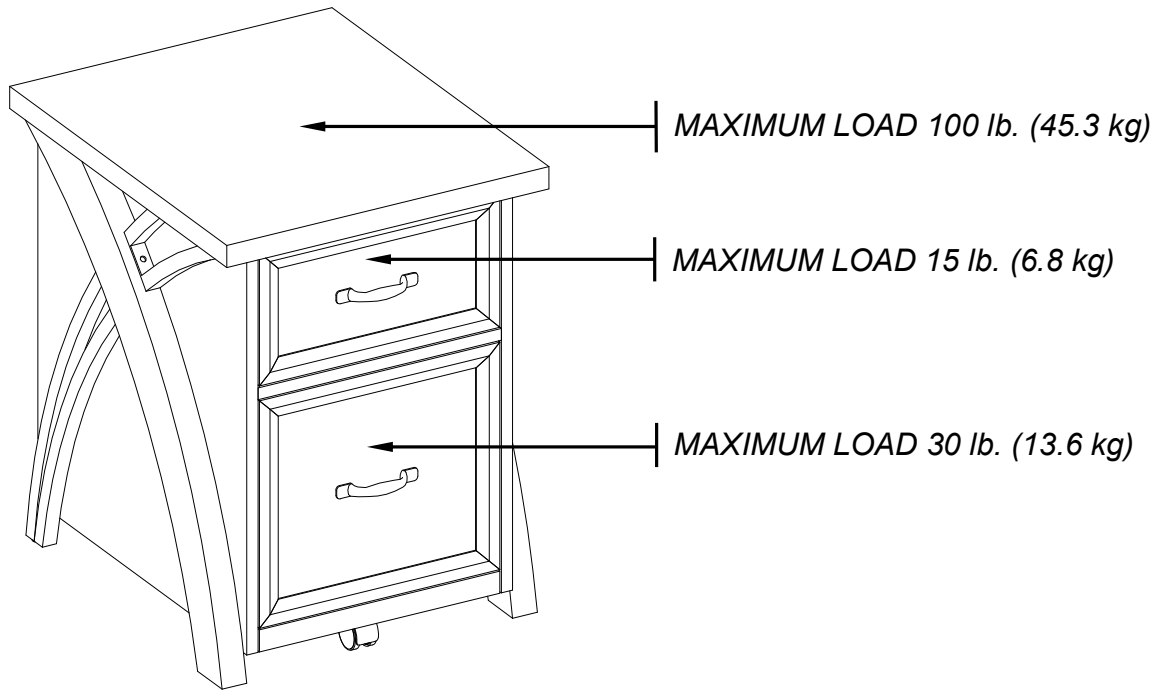
Or e-mail your request to **parts@whalenfurniture.com**

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

Date 2018-07-24 Rev. 0001-A Factory: BESBEA

MAXIMUM RECOMMENDED WEIGHT LOADS

MANUFACTURER: Whalen Furniture Manufacturing
CATALOG: Home Office Concealed Storage File Cabinet
MODEL # HOCSFC-13AX/ HOCSFC-13AXGR
MADE IN CHINA



WARNING 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.



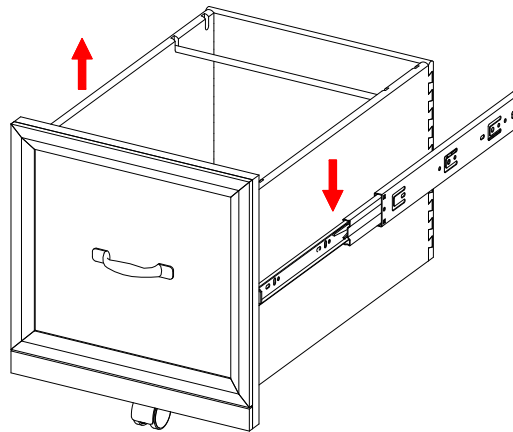
Touch-up Pen (1)

A touch-up pen has been provided to minimize the small nicks or scratches that may occur during assembly or shipping.

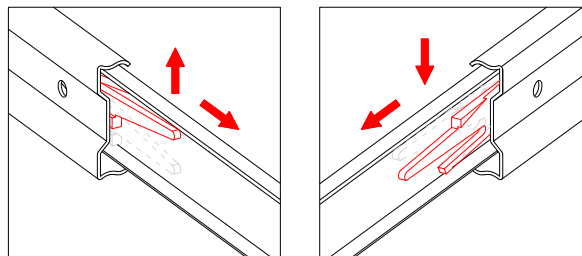
DRAWER INSTALLATION

If you need to remove the drawers with ball bearing slides from the unit, please follow the steps below to prevent any damage to the slides or the drawers.

1. 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 slide up on one side and down on the other side, and then pull the drawer completely out. See detail A.

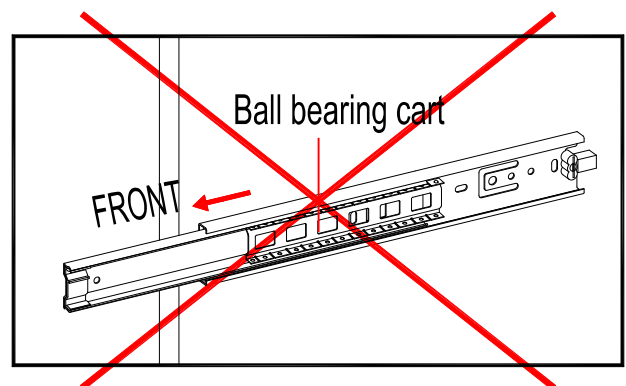
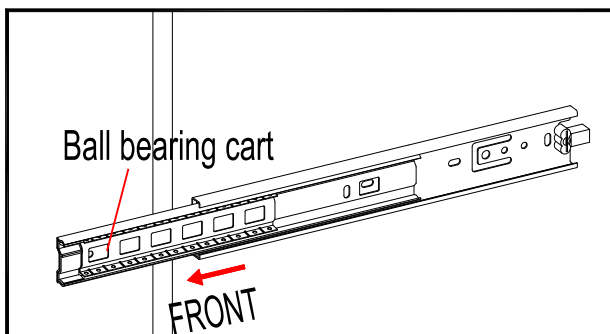


Detail A



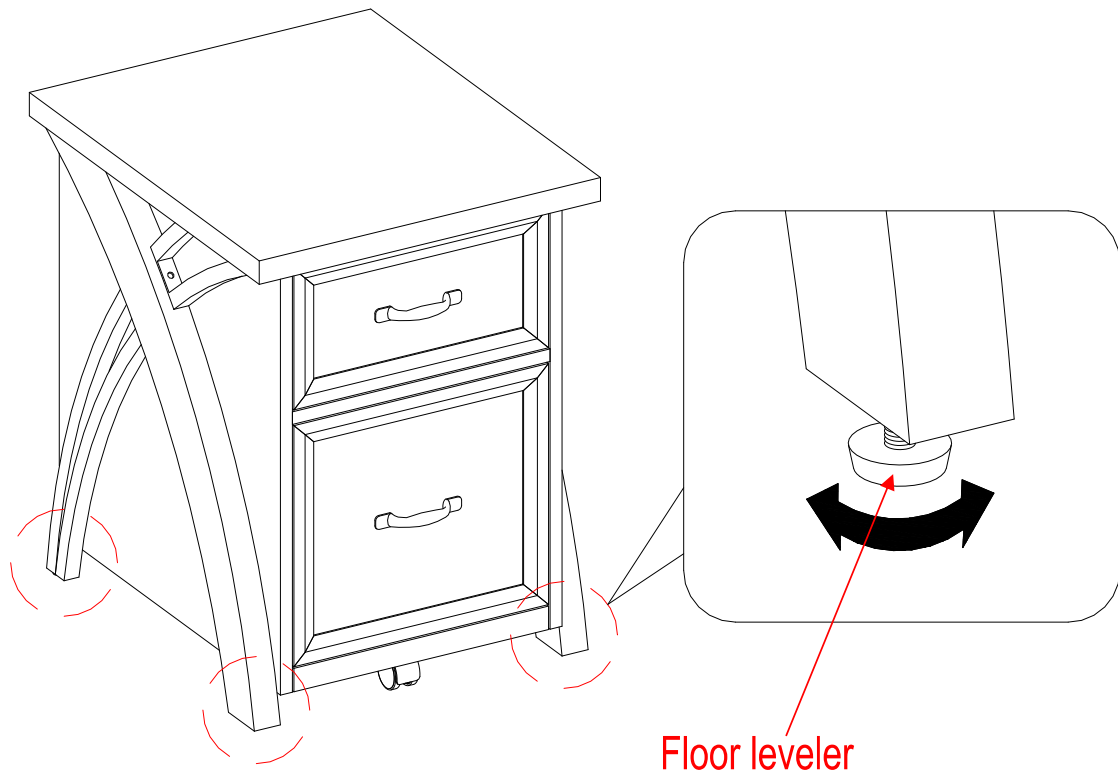
2. To place the drawer back, simply push the ball bearing cart all the way to the end of the slides (in both sides), and align the slide runners on the drawer with the slide tracks on the unit and push it carefully inside until it stops. See detail B.

NOTE: If the drawer does not go in smoothly, please take it out and repeat the step.



Detail B

Assembly Instructions



1. Unpack the unit and confirm that you have all the hardware and required parts.
2. If necessary, adjust the pre-attached floor levelers on the bottom of the legs to level the unit.

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 the 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.
- Stains or marks from crayons or ink markers will be difficult to remove.
- 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