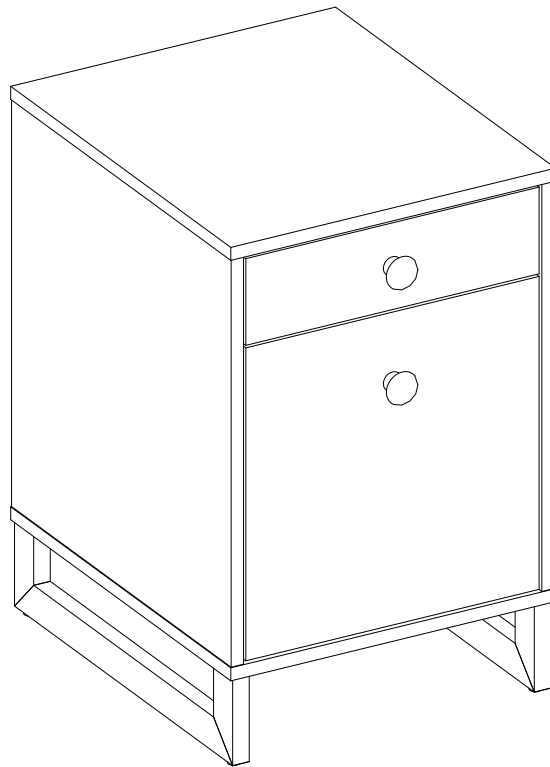




LOT NUMBER: _____
DATE PURCHASED: __/__/__

Asherton File

Model # SPUS-ASHF



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

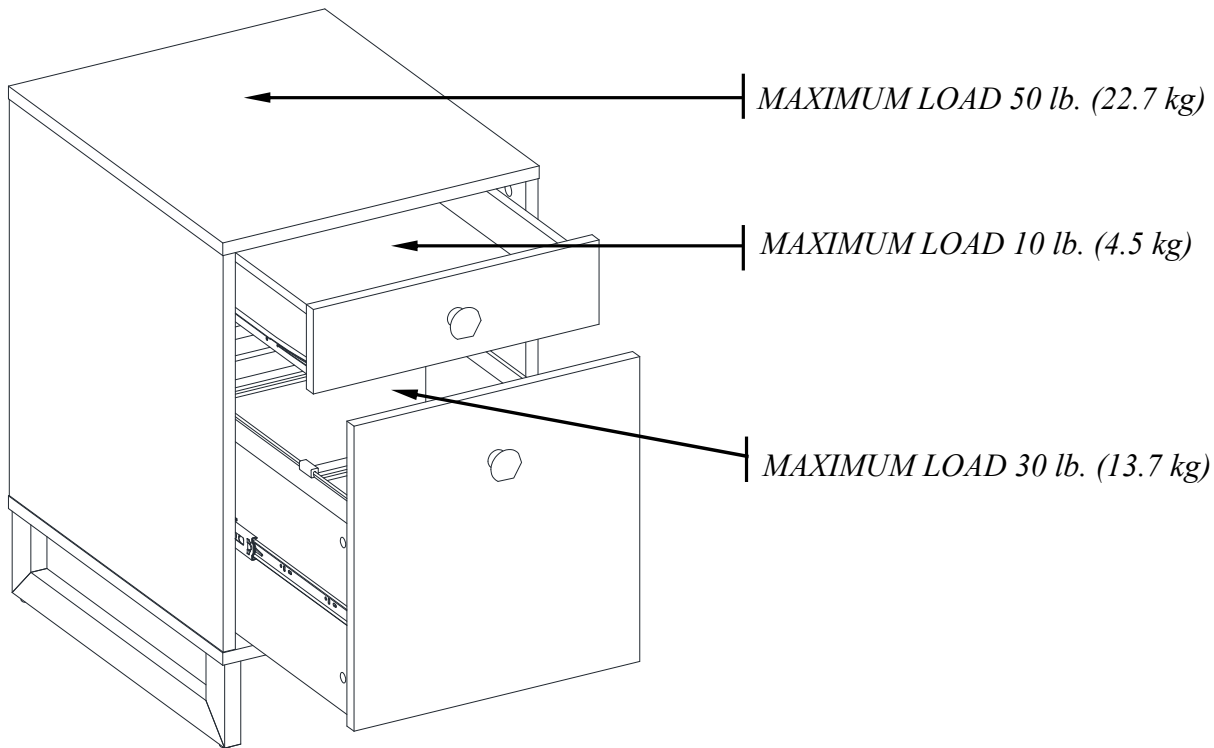
Or e-mail your request to **parts@whalenfurniture.com**

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

Date 2018-05-29 Rev. 0001-A Factory: HECFUR

MAXIMUM RECOMMENDED WEIGHT LOADS

MANUFACTURER: Whalen Furniture Manufacturing
CATALOG: Asherton File
MODEL #: SPUS-ASHF
MADE IN CHINA



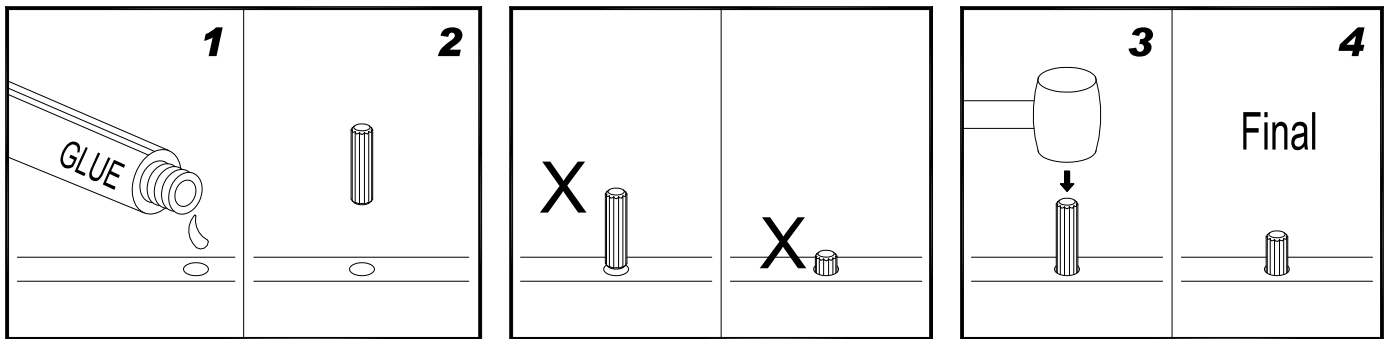
WARNING

THIS UNIT IS INTENDED ONLY FOR USE WITHIN 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.

IMPORTANT

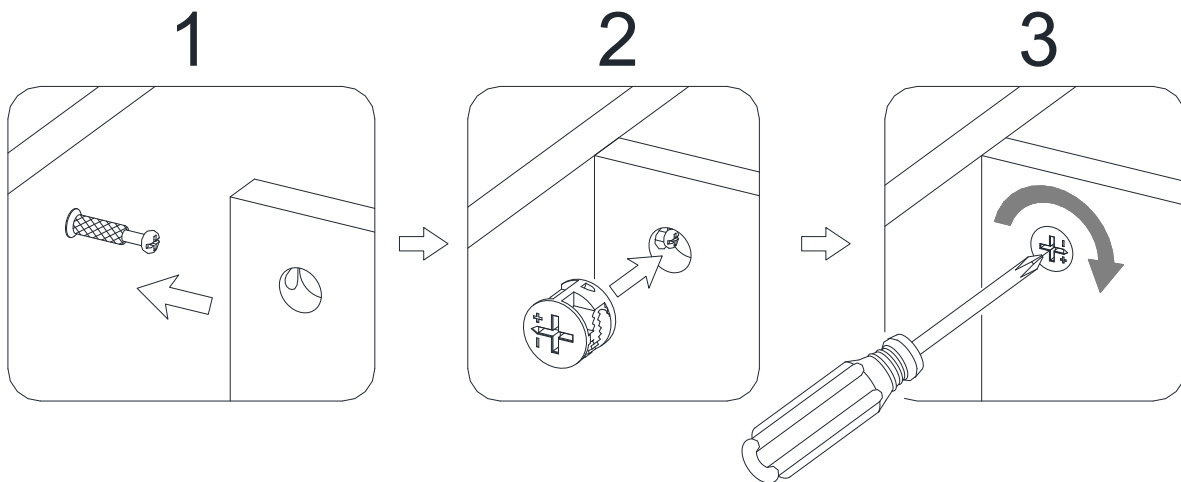


Before you begin: Open, identify and count all parts prior to assembly. Lay out parts on a flat and non-abrasive surface. You will need the parts identified on page 4 and 5 of this instruction manual.

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



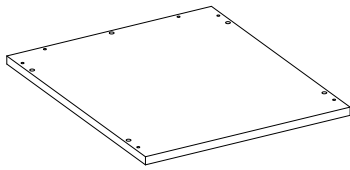
HOW THE KNOCK DOWN (KD) ASSEMBLY SYSTEM WORKS

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.

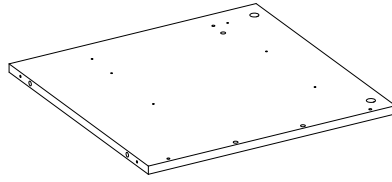
You are now ready to assemble the KD unit.

Parts and Hardware List

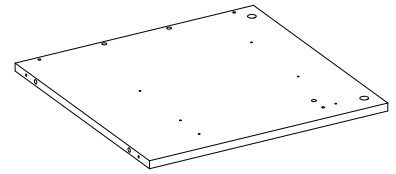
Please read completely through the instructions and verify that all listed parts and hardware are present before beginning assembly.



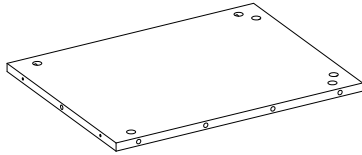
A- File Top (Qty. 1)



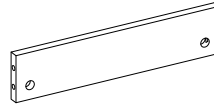
B- Left Side Panel (Qty. 1)



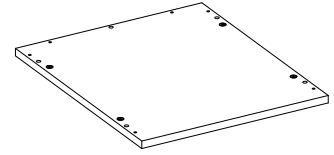
C- Right Side Panel (Qty. 1)



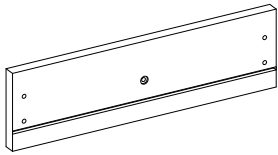
D- Back Panel (Qty. 1)



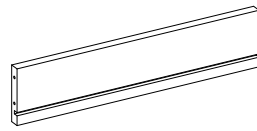
E- Front Stretcher (Qty. 1)



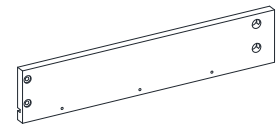
F- Bottom Panel (Qty. 1)



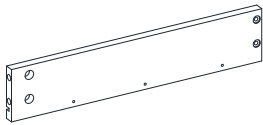
G- Utility Drawer Front (Qty. 1)



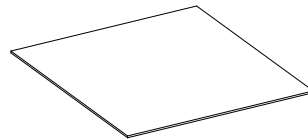
H- Utility Drawer Back Panel (Qty. 1)



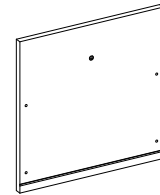
I- Utility Drawer Left Side (Qty. 1)



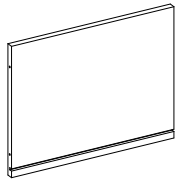
J- Utility Drawer Right Side (Qty. 1)



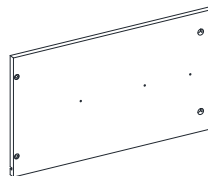
K- Utility Drawer Bottom Panel (Qty. 1)



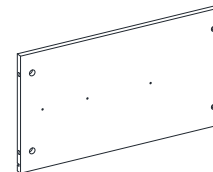
L- File Drawer Front (Qty. 1)



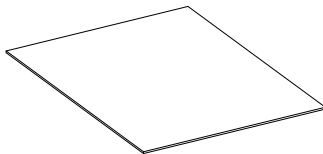
M- File Drawer Back Panel (Qty. 1)



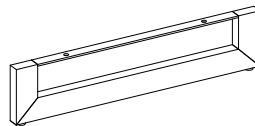
N- File Drawer Left Side (Qty. 1)



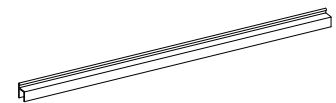
O- File Drawer Right Side (Qty. 1)



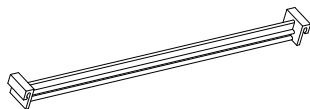
P- File Drawer Bottom Panel (Qty. 1)



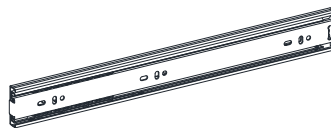
Q- Base (Qty. 2)



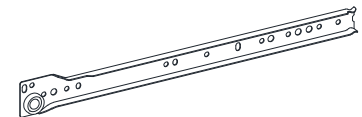
R- Guide Rail (Qty. 2)



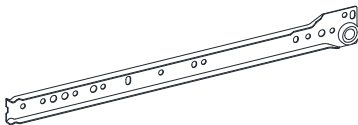
S- File Hanger (Qty. 2)



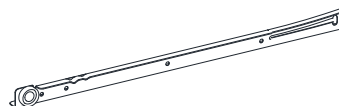
T- 12" Ball Bearing Slides (Qty. 2)



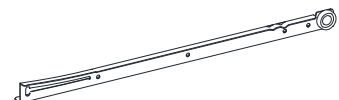
CL- Left Slide Track (Qty. 1)



CR- Right Slide Track (Qty. 1)



DL- Left Slide Runner (Qty. 1)



DR- Right Slide Runner (Qty. 1)

Parts and Hardware List

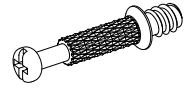
Please read completely through the instructions and verify that all listed parts and hardware are present before beginning assembly.



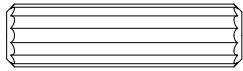
(1) Small Cam Lock
(Qty. 8+1 extra)



(2) Large Cam Lock
(Qty. 12+1 extra)



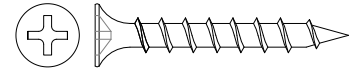
(3) Cam Bolt
(Qty. 20+1 extra)



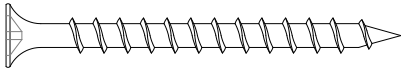
(4) M8 x 30 mm Wood Dowel
(Qty. 16+1 extra)



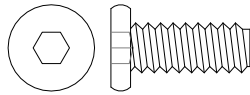
(5) M3 x 12 mm Screw
(Qty. 24+1 extra)



(6) M4 x 32 mm Screw
(Qty. 8+1 extra)



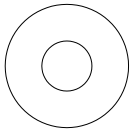
(7) M4 x 50 mm Screw
(Qty. 6+1 extra)



(8) 1/4" x 15 mm Bolt
(Qty. 4+1 extra)



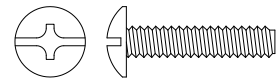
(9) Lock Washer
(Qty. 4+1 extra)



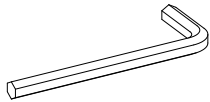
(10) Flat Washer
(Qty. 4+1 extra)



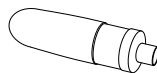
(11) Knob
(Qty. 2)



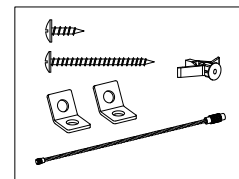
(12) Knob Bolt
(Qty. 2)



Hex Wrench (Qty. 1)



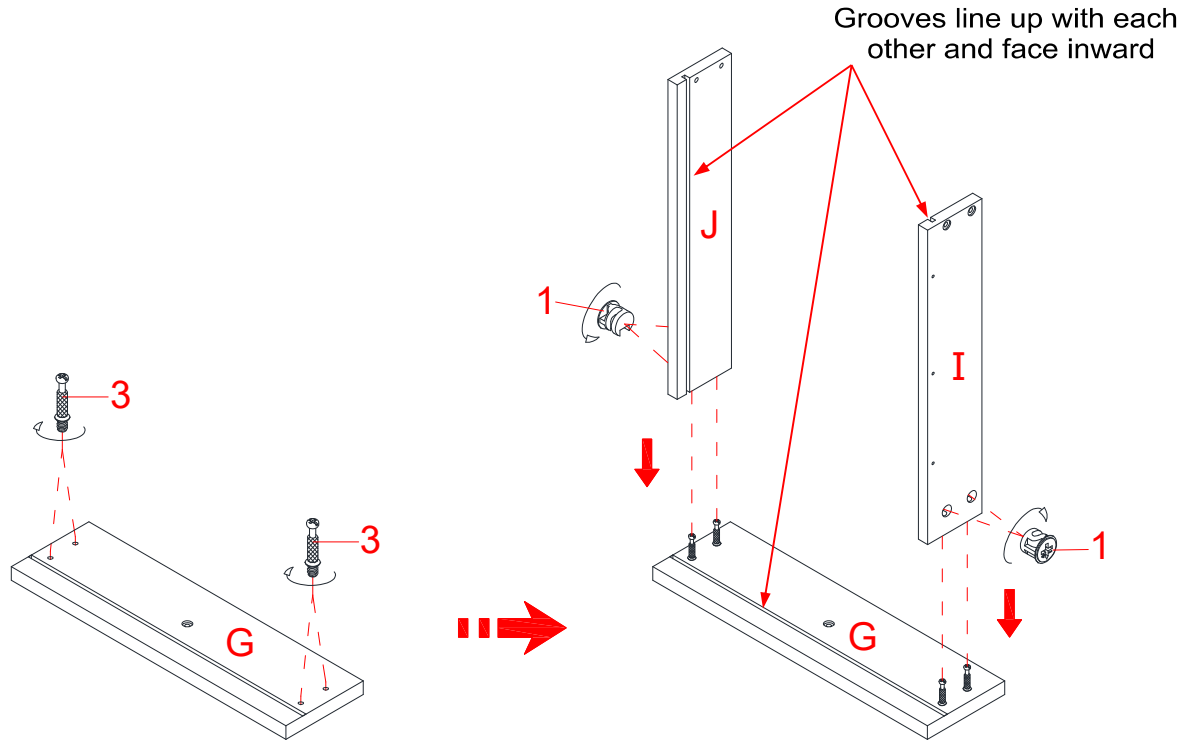
Glue (Qty. 1)



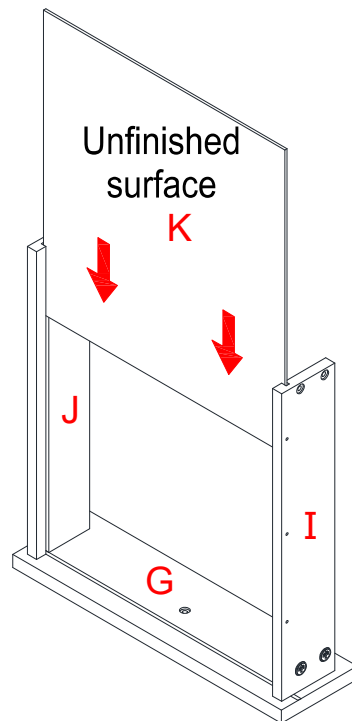
Tipping Restraint Hardware Kit (Qty. 1)
(Included in plastic bag)

Tools required: Hex wrench (provided) and Phillips screwdriver and hammer (not provided).

Upper Drawer Assembling

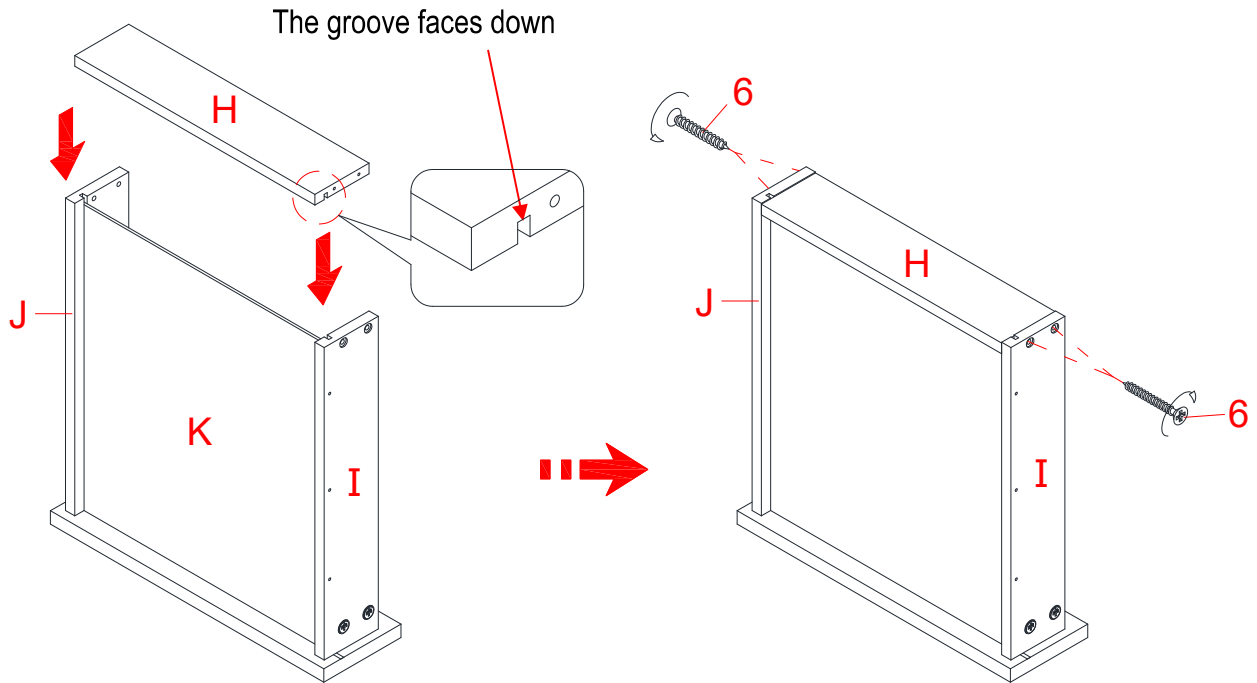


1. Unpack the unit and confirm that you have all the hardware and required parts. Assemble the unit on a carpeted floor or the empty carton to avoid any scratch.
2. Securely screw four Cam Bolts (3) into the designated small holes on the Utility Drawer Front (G).
3. Attach the Utility Drawer Side Panels (I and J) to the Utility Drawer Front (G) by engaging four Small Cam Locks (1) (Refer to page 3 on Cam Lock system operation supplement).

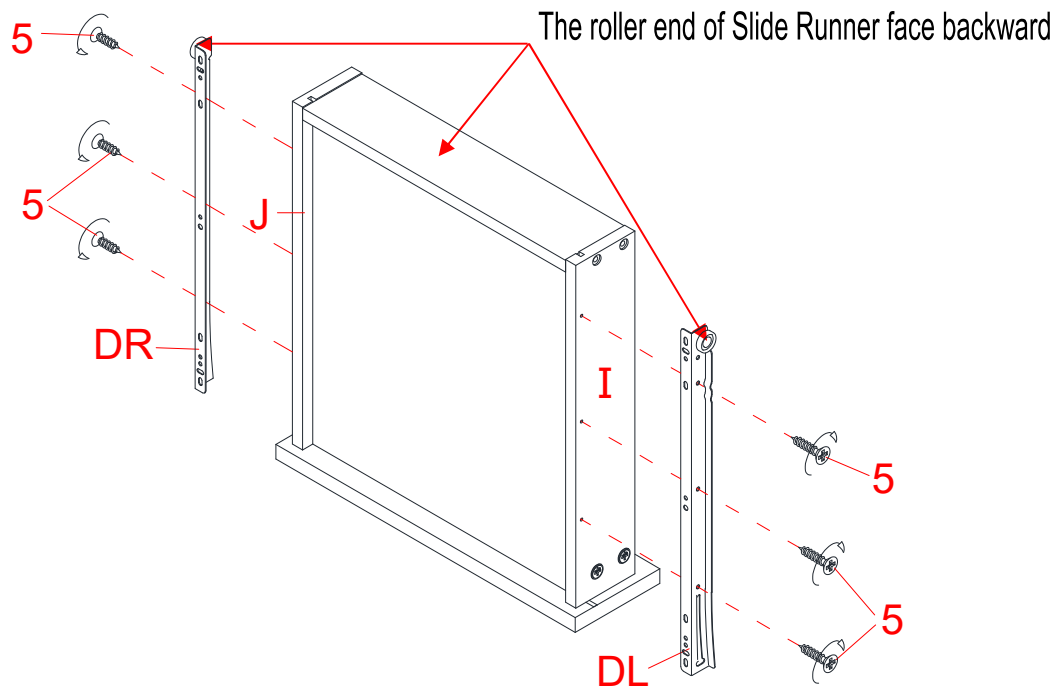


4. Slide the Utility Drawer Bottom Panel (K) into the grooves between the Drawer Side Panels (I and J) and fully inserted into the Drawer Front (G).

Upper Drawer Assembling

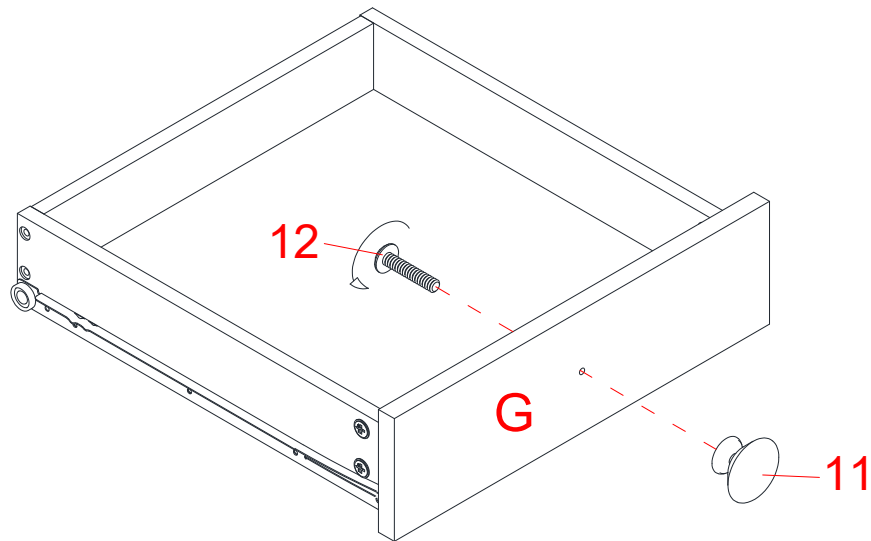


5. Fasten the Utility Drawer Back Panel (H) to the Drawer Side Panels (I and J) with four 32 mm Screws (6). Make sure that the Drawer Bottom Panel (K) fits securely into the groove of the Drawer Back Panel (H).

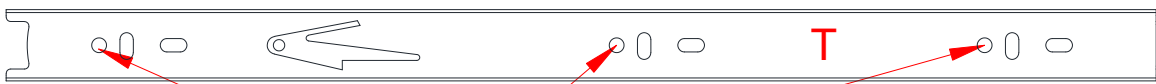


6. Using the pilot holes as a guide, align and attach the Left Slide Runner (DL) to the Drawer Left Side (I) using three 12 mm Screws (5). Make sure the roller end of Slide Runner faces backward. Tightly fasten with a Phillips screwdriver.
7. Repeat the same process to attach the Right Slide Runner (DR) to the Drawer Right Side (J).

Drawer Assembling

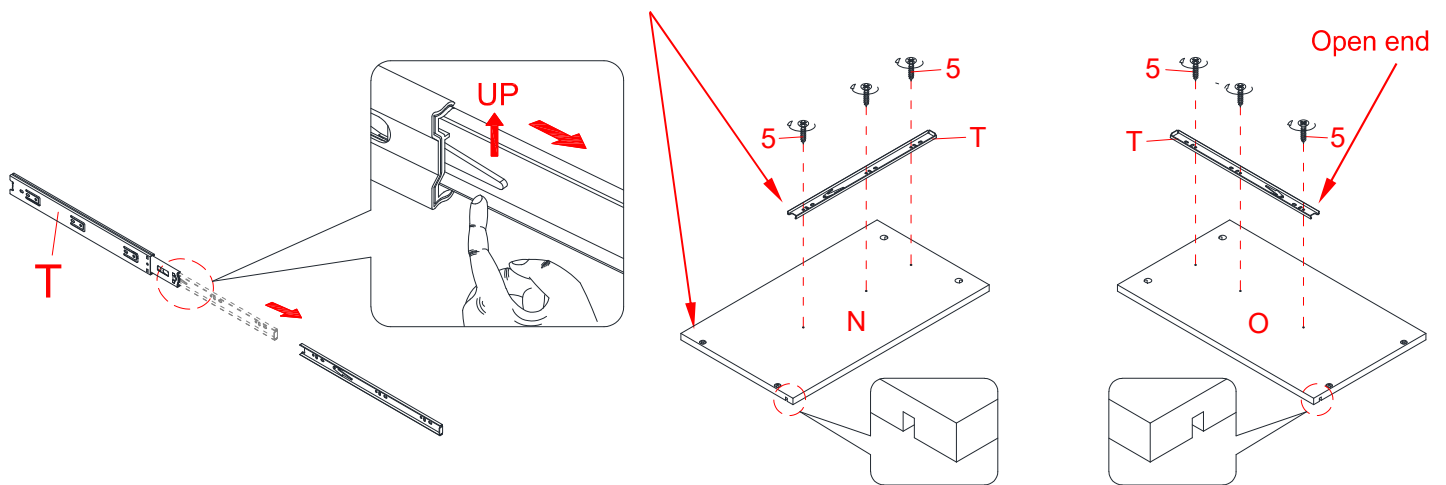


- Turn the assembled drawer upright. Attach one Knob (11) to the outside of the Drawer Front (G) with the Knob Bolt (12).



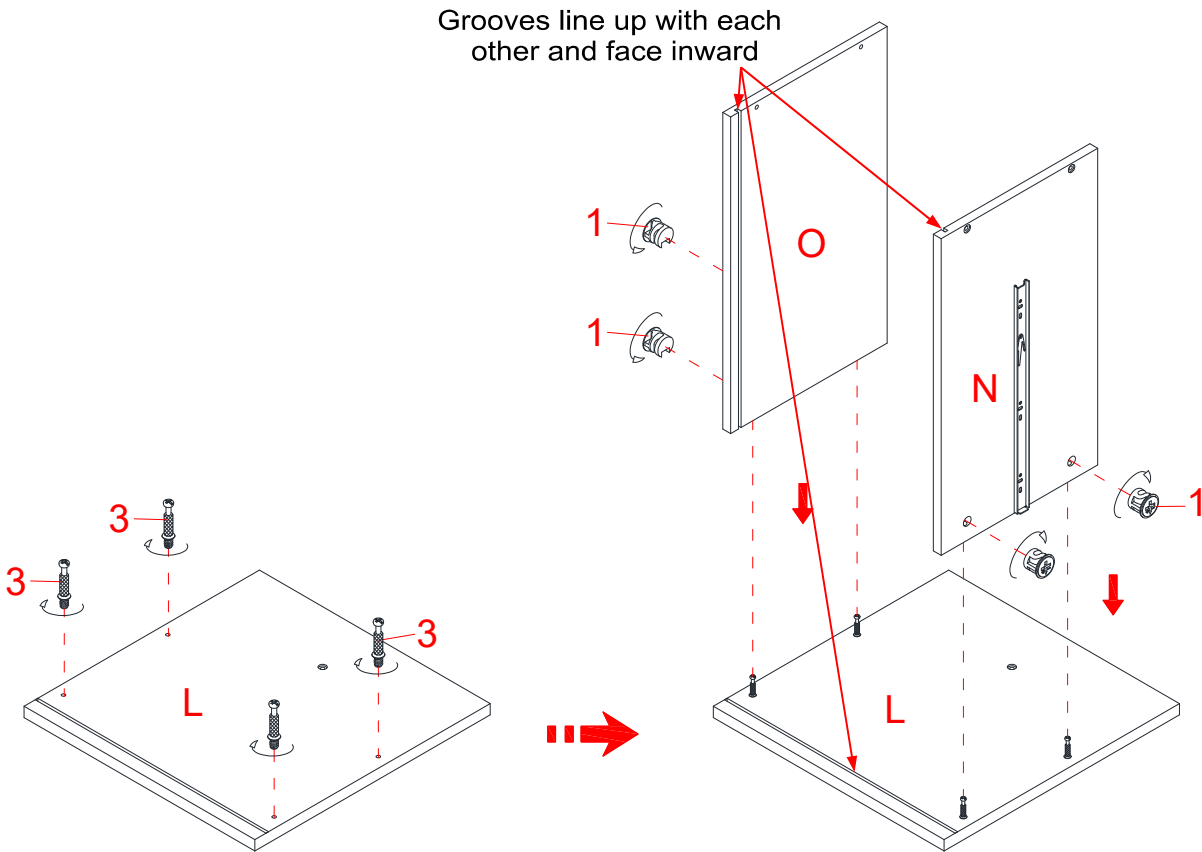
Mounting holes

The open end and holes points toward the same direction

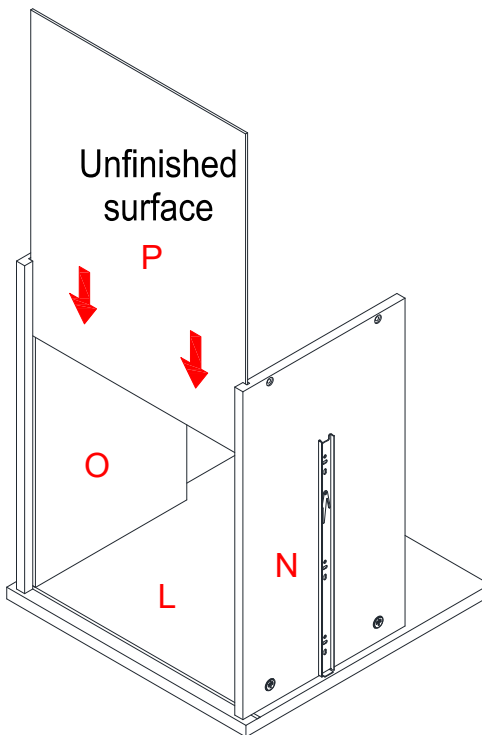


- Pick up the Ball Bearing Slides (T) and separate the Slide Runners for the following step. Extend the Slide Runner all the way forward. Press the plastic release lever of the ball bearing slides up and pull the Slide Runner complete out.
- Using the pilot holes as a guide, attach the separated Slide Runners (T) to the File Drawer Left and Right Sides (N and O) respectively with three 1/2" Screws (5) per slide runner.

File Drawer Assembling

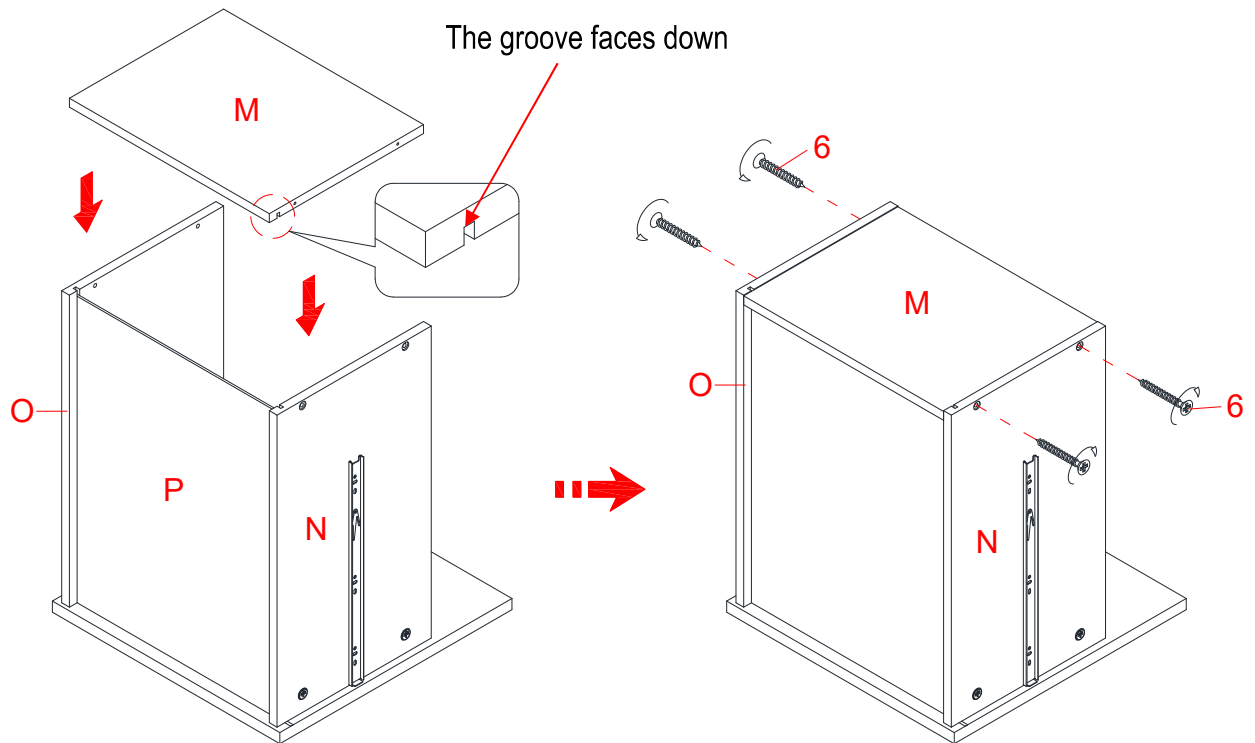


11. Securely screw four Cam Bolts (3) into the designated small holes on the File Drawer Front (L).
12. Attach the File Drawer Left and Right Side Panels (N and O) to the File Drawer Front (L) with four Small Cam Locks (1).

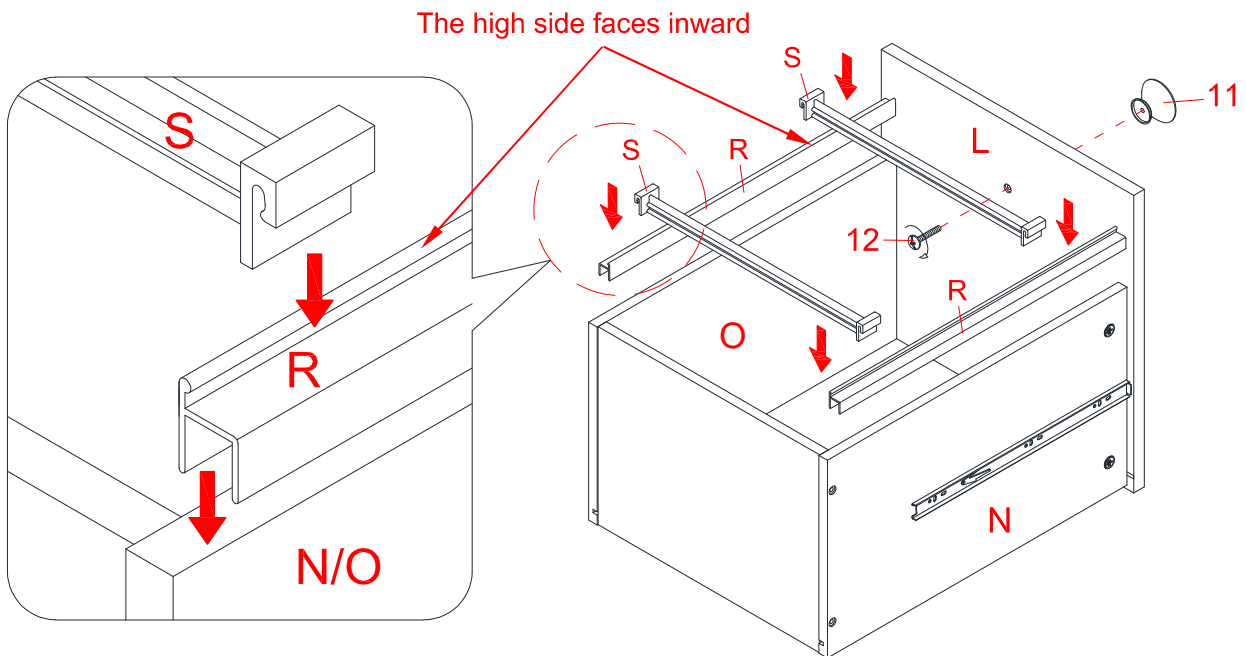


13. Slide the File Drawer Bottom Panel (P) into the grooves between the Drawer Side Panels (N and O) and fully inserted into the File Drawer Front (L). Be sure the finished surface will face up.

File Drawer Assembling

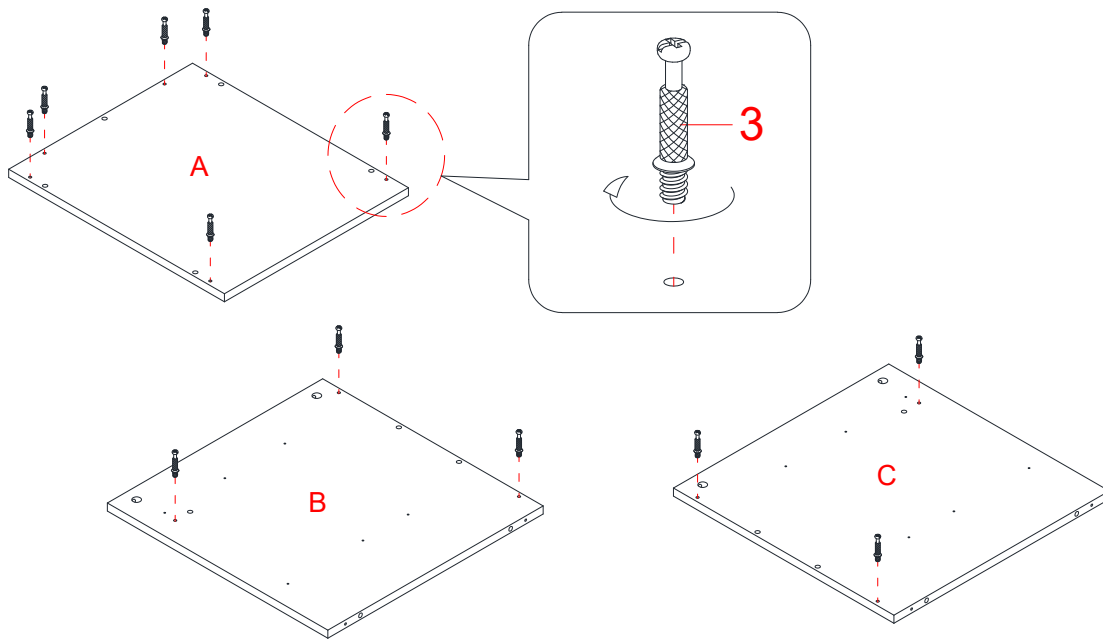


14. Fasten the File Drawer Back Panel (M) to the Drawer Side Panels (N and O) with four 32 mm Screws (6). Make sure that Drawer Bottom Panel (P) fits securely into the groove of the Drawer Back Panel (M).

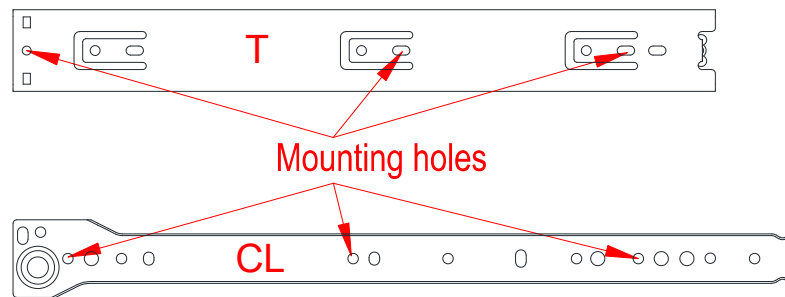


15. Turn the assembled drawer upright. Position Guide Rails (R) onto the Drawer Side Panels (N and O) with the high side facing inward.
16. Hook two File Hangers (S) onto the high edge of Guide Rails (R). Slide the File Hangers forward and backward to keep hanging files organized.
17. Attach one Knob (11) to the outside of the Drawer Front (L) with the Knob Bolt (12).

Assembly Instructions

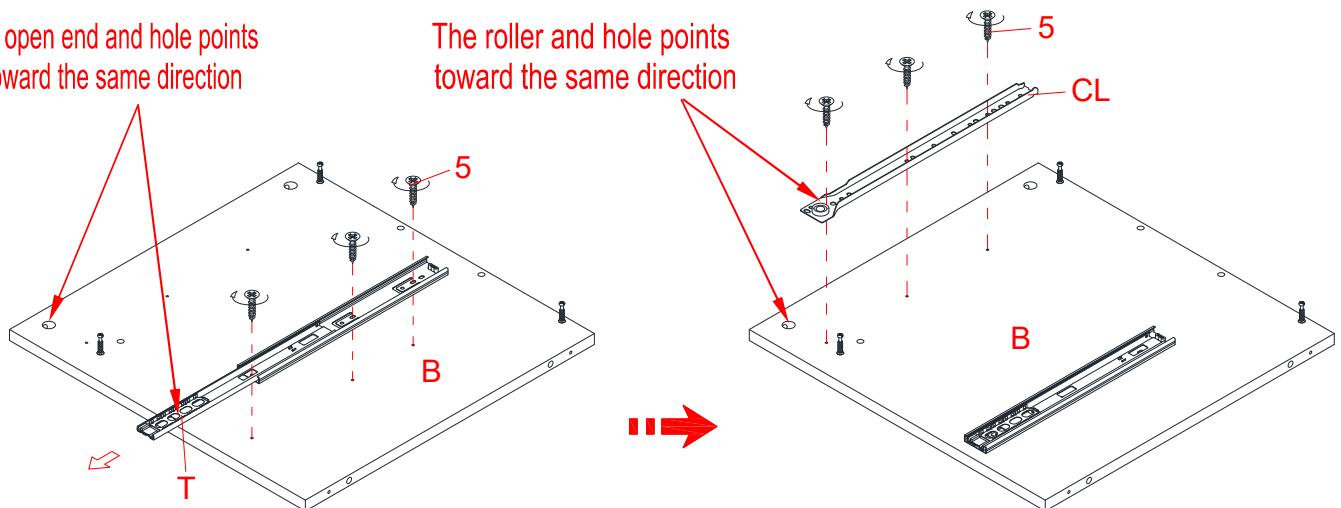


18. Securely screw the Cam Bolts (3) into the designated small holes on the Panels (A, B and C).



The open end and hole points toward the same direction

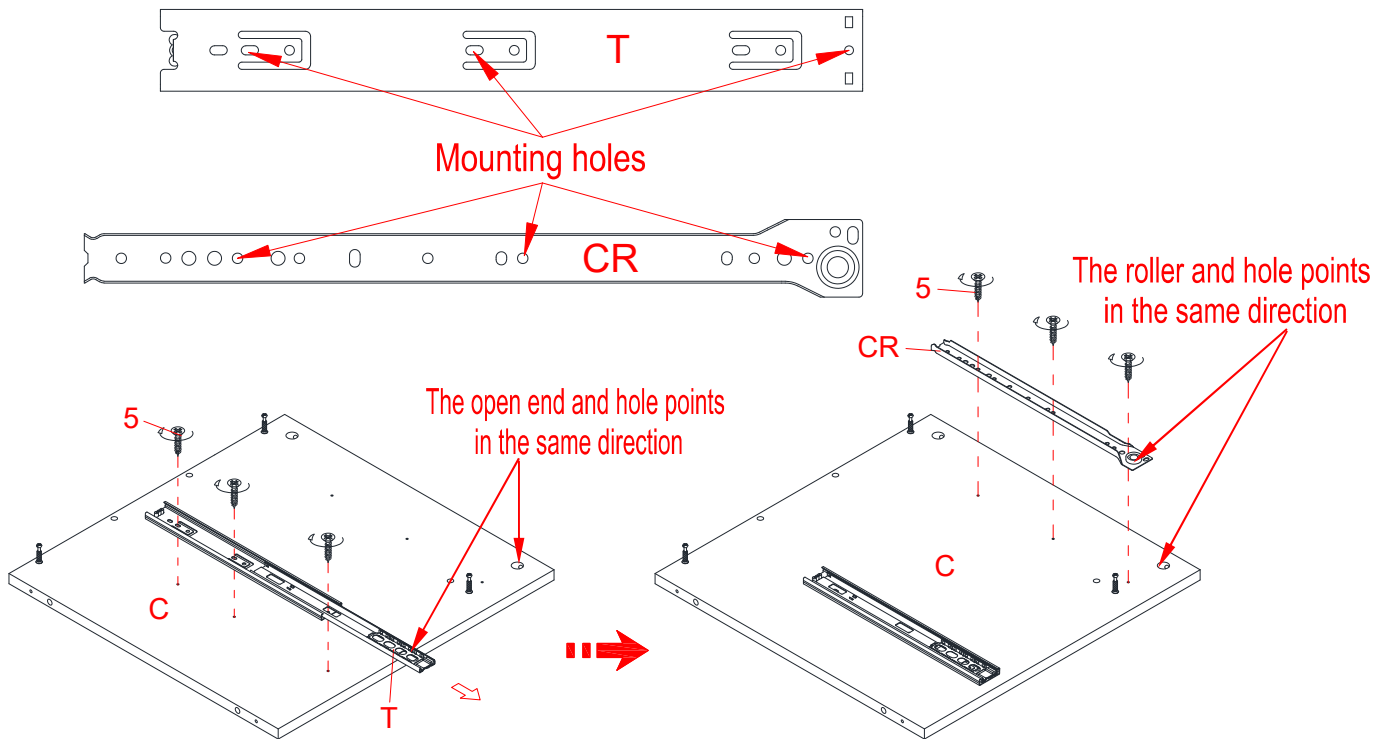
The roller and hole points toward the same direction



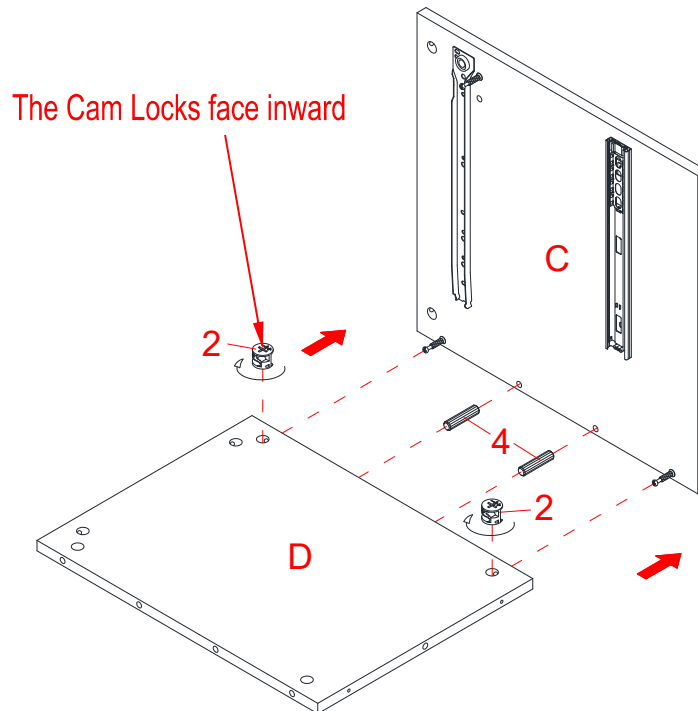
19. Using the pilot holes as a guide, attach separated Slide Track (T) to the Left Side Panel (B) with three 1/2" Screws (5).

20. Fasten the Left Slide Track (CL) to the Left Side Panel (B) with three 1/2" Screws (5).

Assembly Instructions



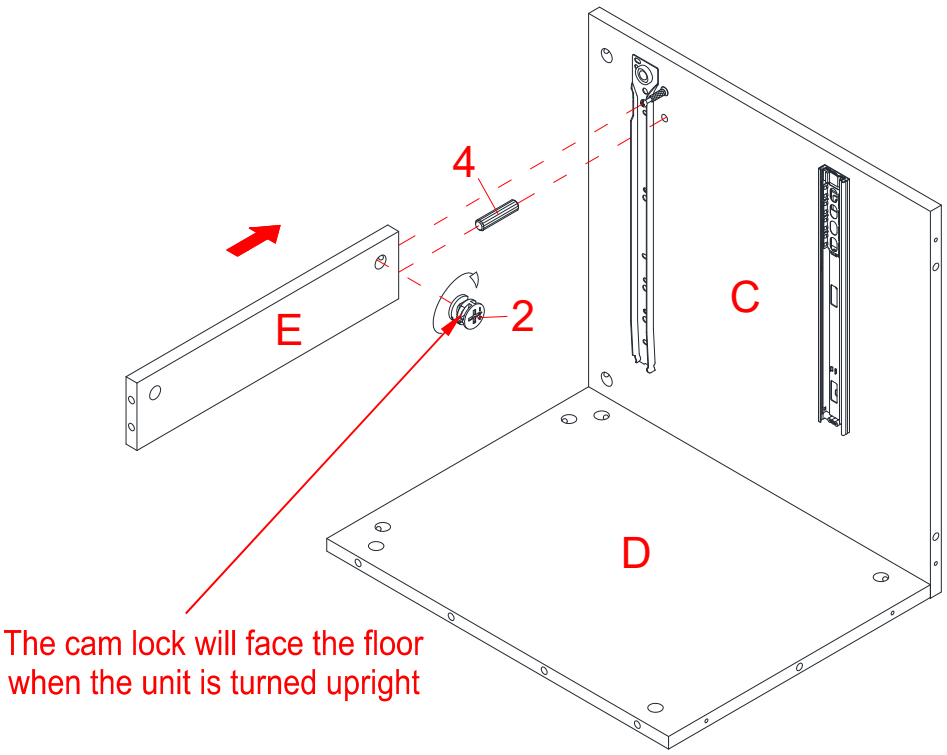
21. Repeat the same procedure to combine Slides (T and CR) with the Right Side Panel (C).



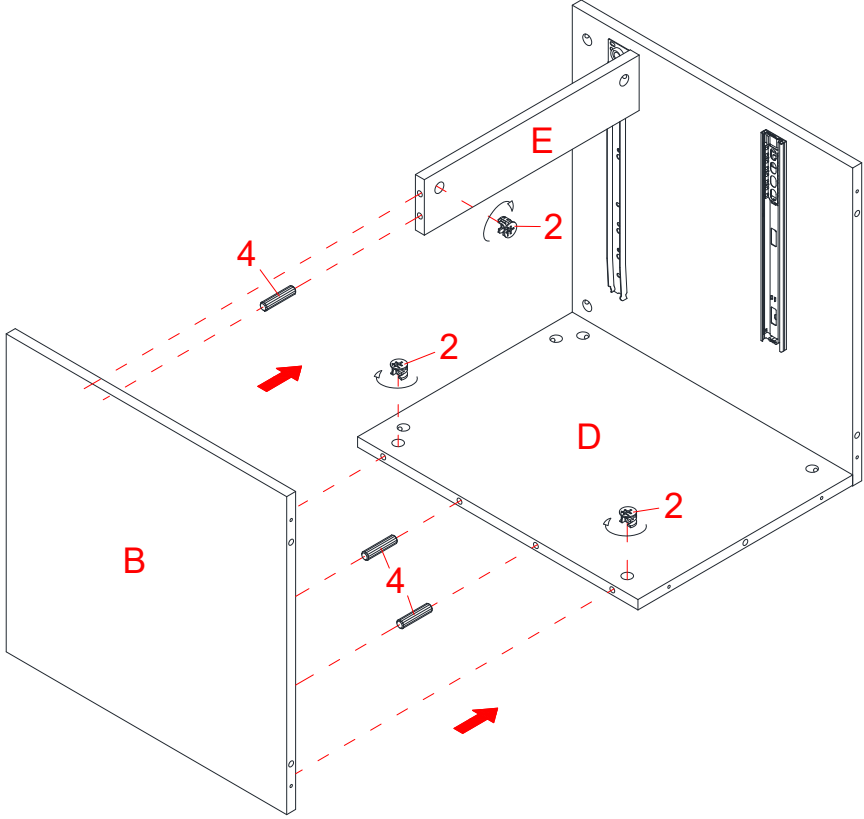
22. Attach the Back Panel (D) to the Right Side Panel (C) with two M8 x 30 mm Wood Dowels (4) and two Large Cam Locks (2). Make sure that you use a small amount of glue with both ends of all dowels.

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

Assembly Instructions

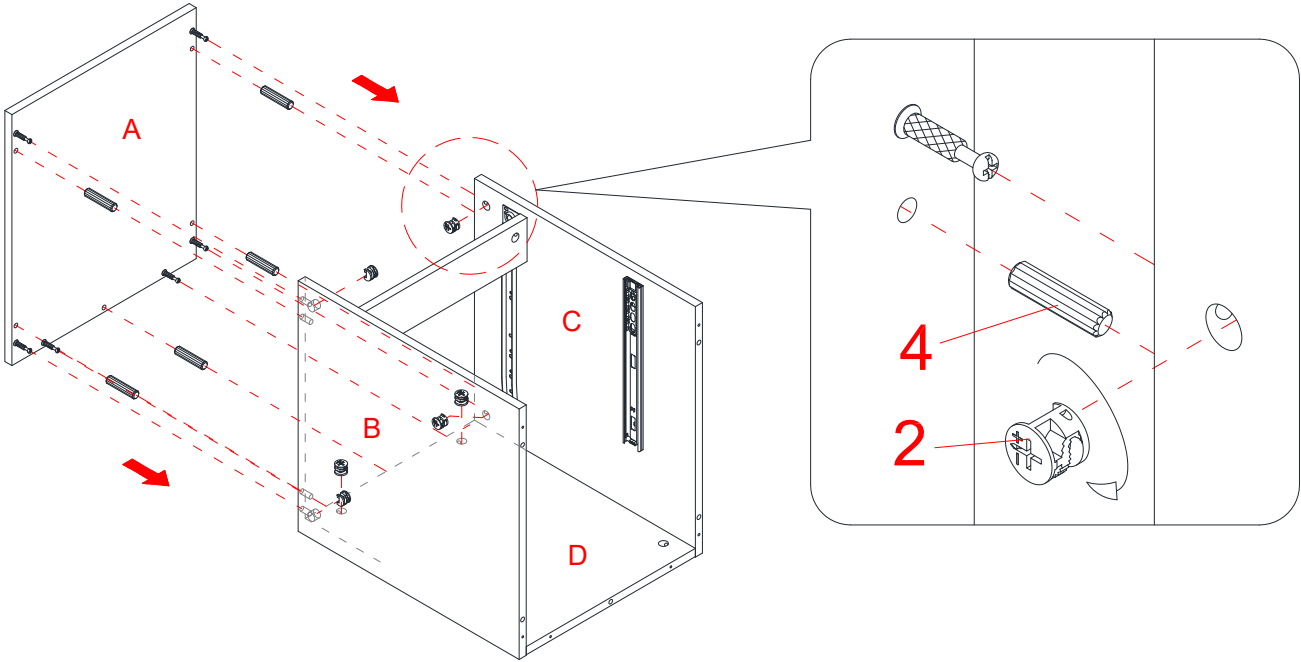


23. Attach the Front Stretcher (E) to the Right Side Panel (C) with one M8 x 30 mm Wood Dowel (4) and one Large Cam Lock (2) as shown.

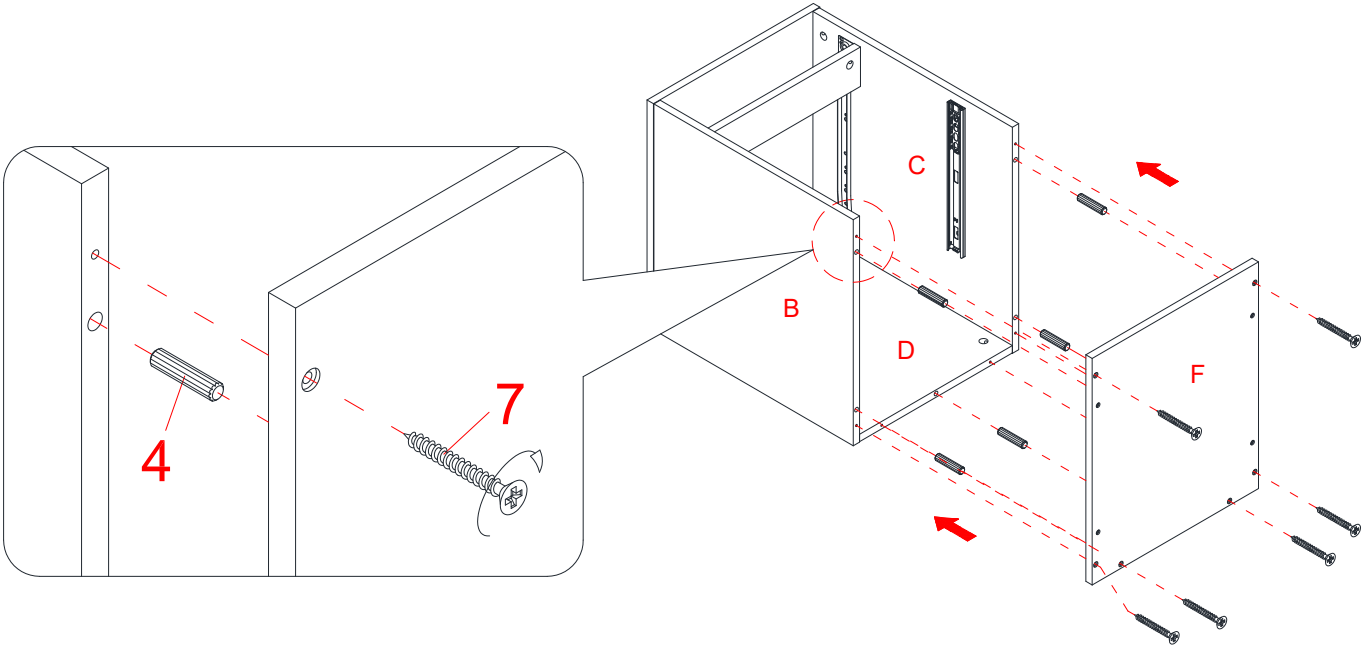


24. Repeat the same procedure to attach the Left Side Panel (B) at the opposite end.

Assembly Instructions

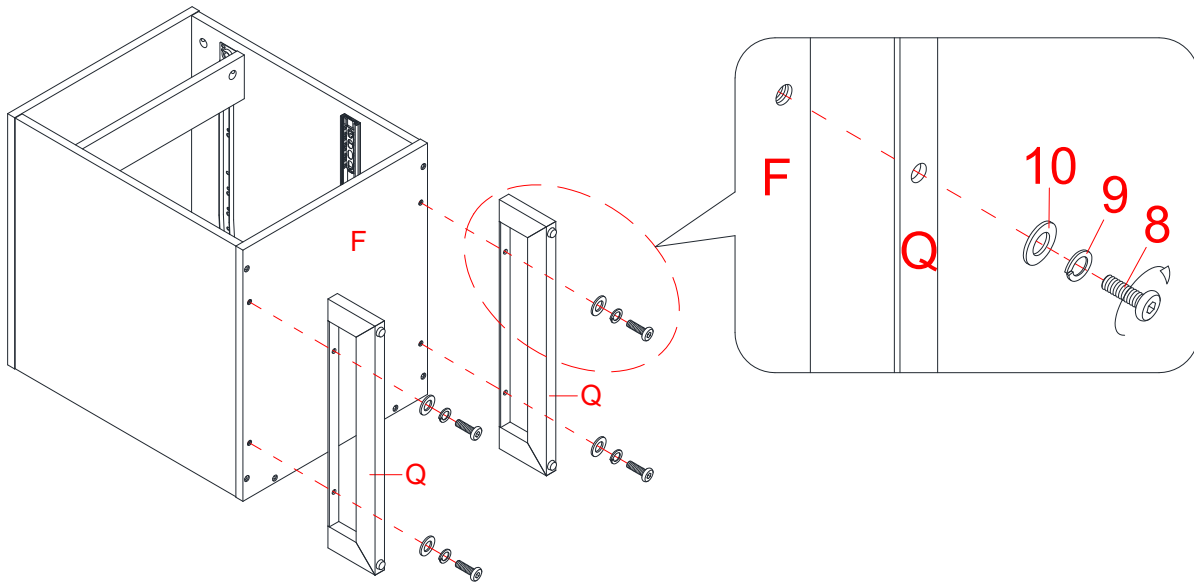


25. Attach the File Top (A) to the Panels (B, C and D) with five M8 x 30 mm Wood Dowels (4) and six Large Cam Locks (2).

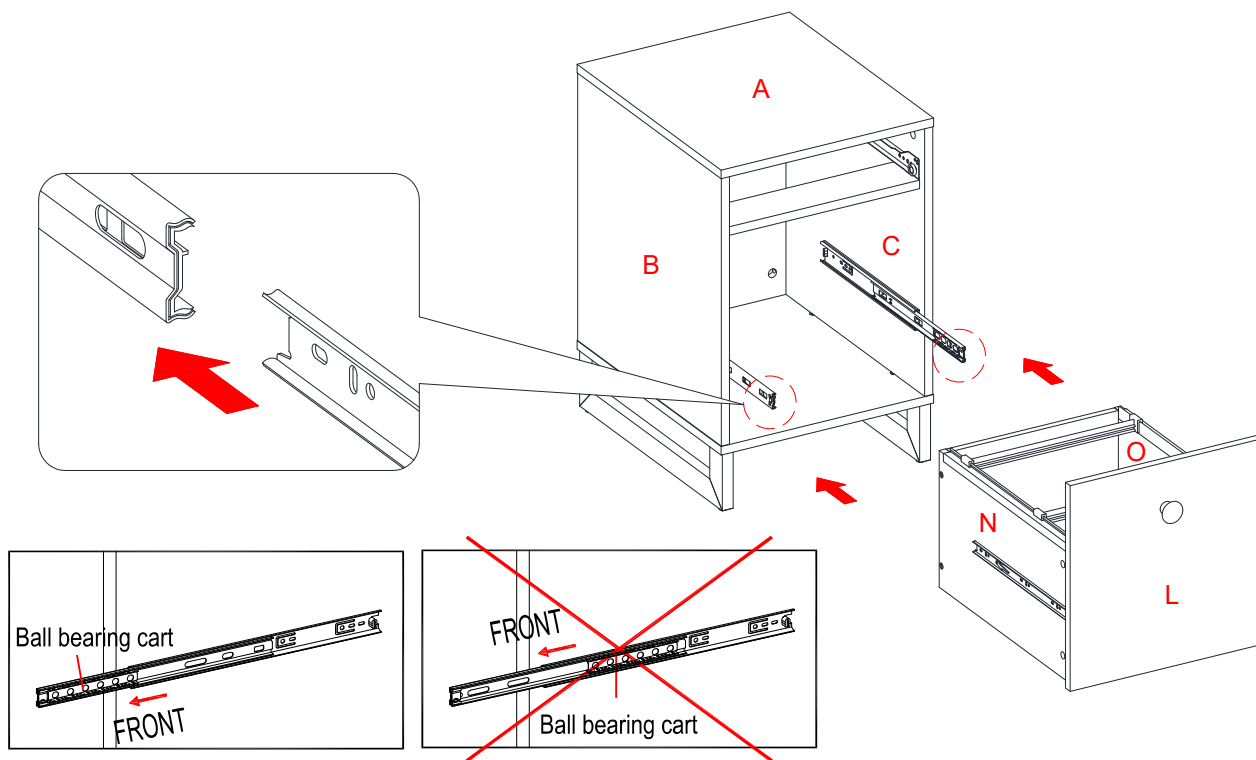


26. Attach the Bottom Panel (F) to the Panels (B, C and D) with five M8 x 30 mm Wood Dowels (4) and six 50 mm Screws (7).

Assembly Instructions



27. Attach the Bases (Q) to the Bottom Panel (F) with four 15 mm Bolts (8) and four Washers (9 and 10).

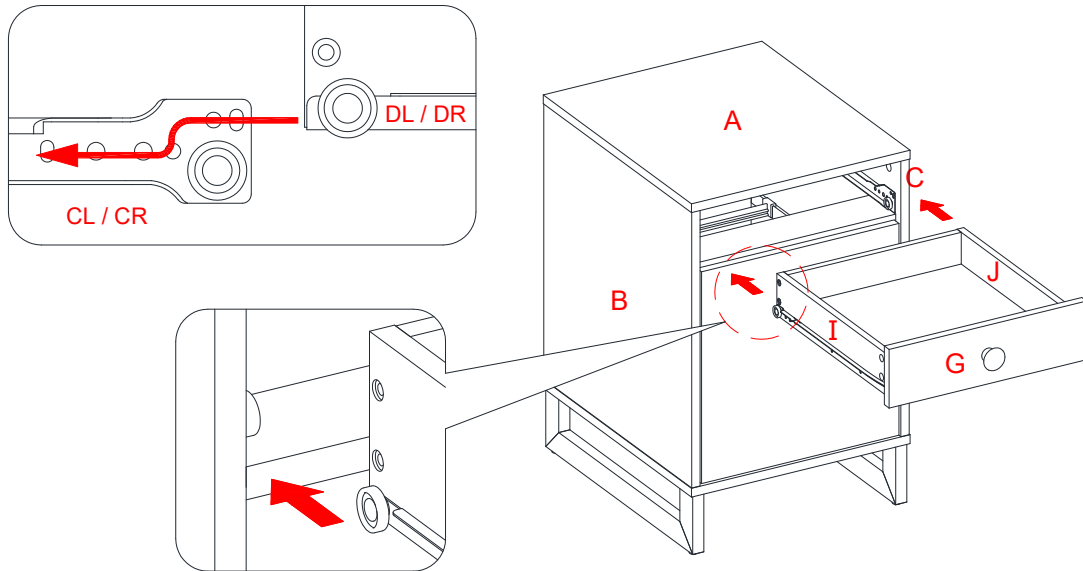


Drawer Installation

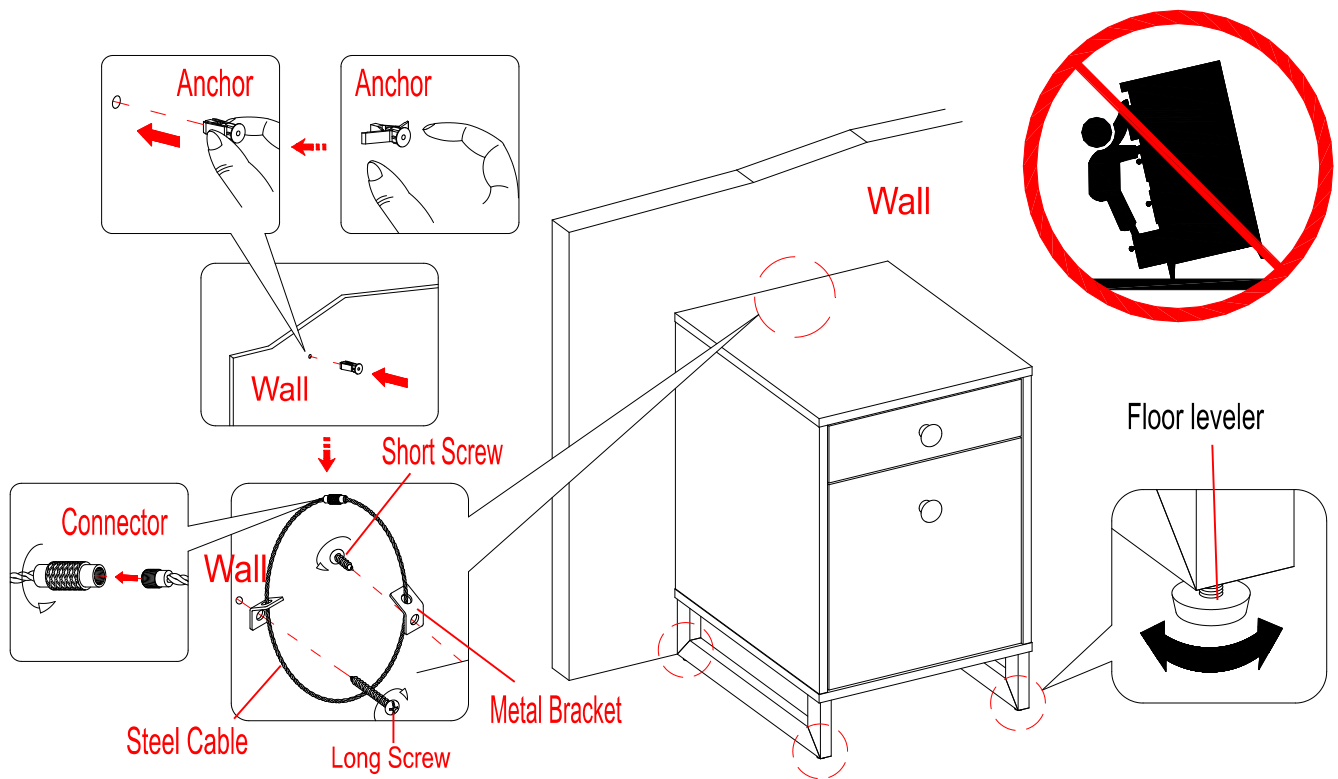
28. Insert the assembled drawer into the frame. Extend the Ball Bearing Slide Tracks on the Panels all the way forward (including ball bearing cart). Then align the Slide Runners on the assembled drawer with the Slide Tracks and push the drawer carefully inside until it stops.

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.

Assembly Instructions



29. To insert the assembled Utility Drawer inside the unit, tip the front of drawer down and drop the rollers of the drawer slide runners behind the rollers of slide tracks on the unit. Lift the front of the drawer up and slide it into the unit.



30. Position the cabinet at the desired location against a wall and adjust the pre-attached floor levelers at the bottom of legs to level the unit.
31. Follow the instructions printed on the plastic bag containing the tipping restraint hardware to attach the tip-over restraint to the unit and the wall.

NOTE: The tipping restraint hardware included is for drywall construction. It will be necessary to drill holes for the wall anchors. Depending upon your wall construction, different anchor hardware maybe required. Please contact your local hardware store for assistance.

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