

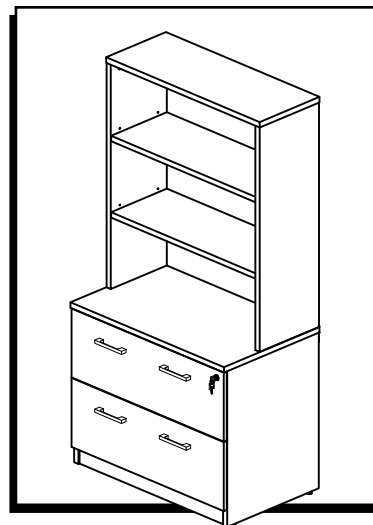
ULINE H-12331

METRO COLLECTION

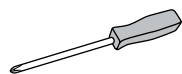
LATERAL FILE CABINET WITH HUTCH

1-800-295-5510
uline.com

Para Español, vea páginas 7-12.
Pour le français, consulter les pages 13-18.



TOOLS NEEDED



Phillips Screwdriver



Drill
(optional)



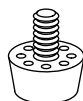
5/16" Drill Bit
(optional)



Two Person Assembly
Recommended

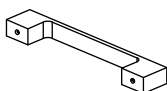
LATERAL FILE CABINET PARTS

A

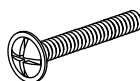


Adjustable Glide x 4

B



Handle x 4



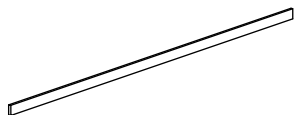
M4 x 34 mm Bolt x 8

L



File Clip x 8

M



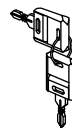
Long Metal Bar x 2

N



Short Metal Bar x 4

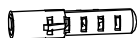
O



Key (Set of 2) x 1

R

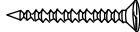
Wall Anchor Kit



Plastic Anchor x 2



Bracket x 2



M4 x 40 mm
Screw x 2



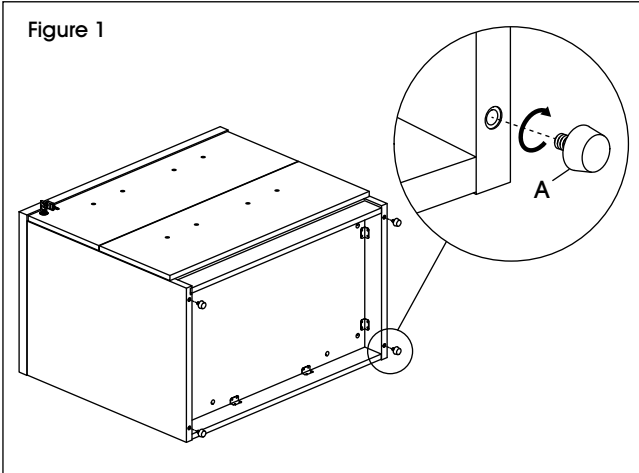
M4 x 20 mm
Screw x 2



Cable Tie x 1

LATERAL FILE CABINET ASSEMBLY

Figure 1



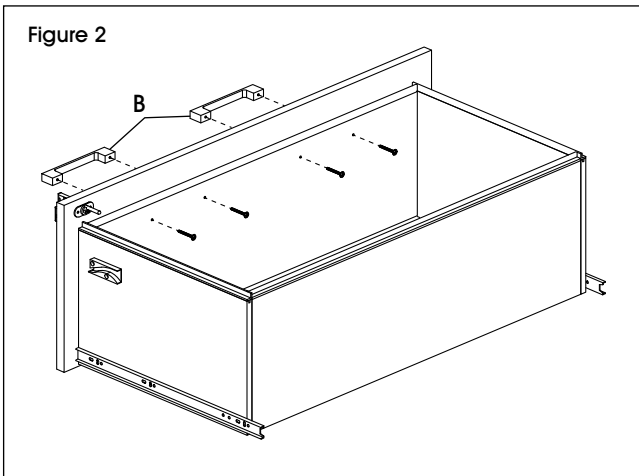
NOTE: Assemble on a smooth, non-marring surface to avoid scratching.



NOTE: Check that all parts are included.

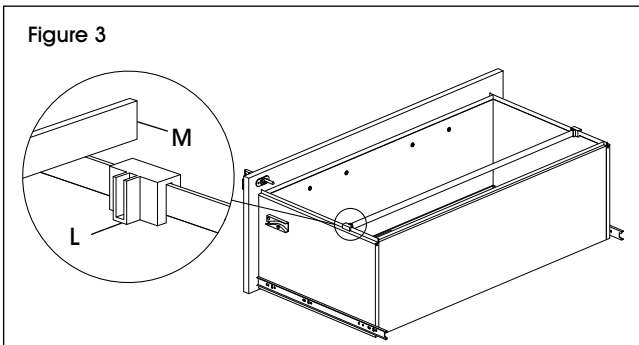
1. Lock drawers. With second person, carefully set file cabinet on back. (See Figure 1)
2. Insert adjustable glides (A) into bottom of file cabinet. Glides can be adjusted to compensate for uneven floors. (See Figure 1)

Figure 2



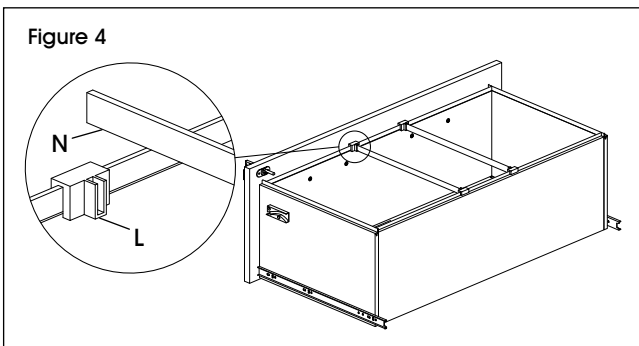
3. With second person, set file cabinet upright.
4. Unlock drawers. Remove handles (B) mounted inside drawer and use same bolts (M4 x 34 mm) to attach handles to front of drawer. Repeat for second drawer. (See Figure 2)

Figure 3



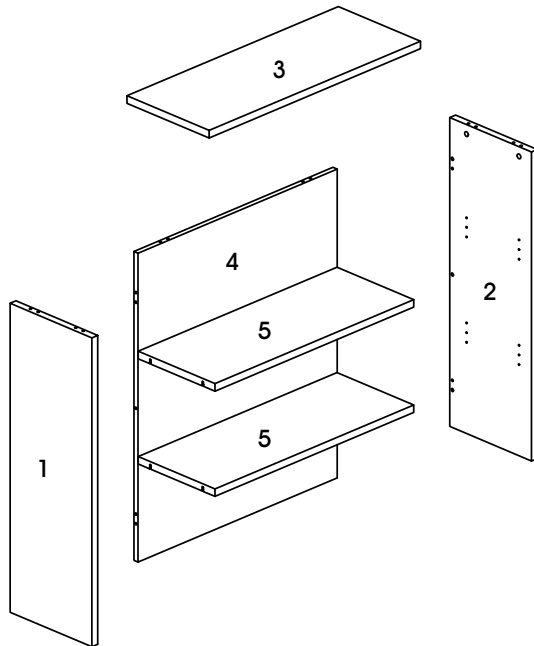
5. To hang files from side to side, attach one file clip (L) to each side of drawer and insert one long metal bar (M). (See Figure 3)

Figure 4



6. To hang files from front to back, attach one file clip (L) to front, and one to back end of drawer. Insert one short metal bar (N). (See Figure 4)

HUTCH PARTS



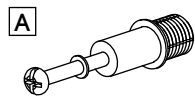
#	DESCRIPTION	QTY.
1	Left Side Panel	1
2	Right Side Panel	1
3	Top Panel	1
4	Back Panel	1
5	Shelf	2



NOTE: Assemble unit on a smooth, non-marring surface to prevent scratching. Check that all parts are included.



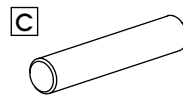
NOTE: Tighten all cam locks and bolts using Phillips screwdriver.



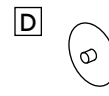
Cam Lock Pin x 12



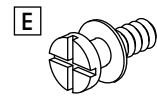
Cam Lock x 12



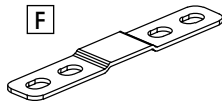
Dowel x 10



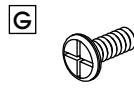
Cam Lock Cap x 12



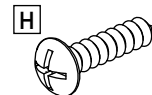
Shelf Dowel x 8



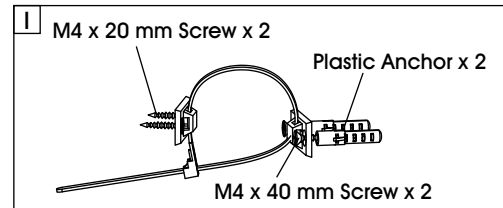
Hutch Bracket x 2



M6 x 15 mm Bolt x 4



ST5 x 20 mm Screw x 4



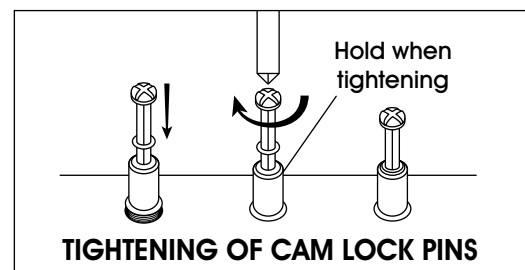
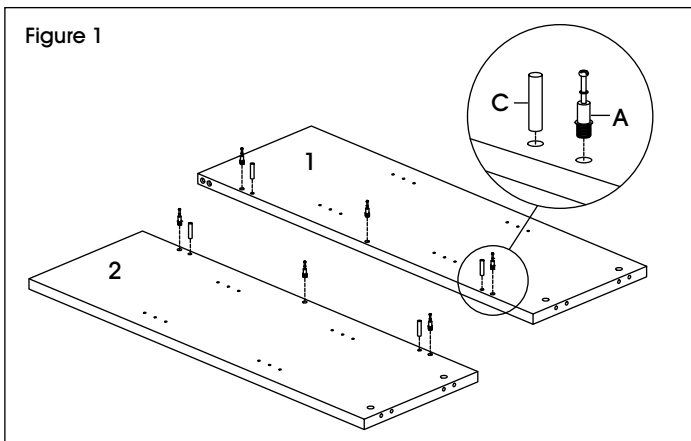
HUTCH ASSEMBLY

1. Insert three cam lock pins (A) and two dowels (C) into the left side panel (1). Repeat on right side panel (2). (See Figure 1)



IMPORTANT! Cam lock pins must be tightened once inserted into panel. Grasp lower part of cam lock pin and tighten using a Phillips head screwdriver.

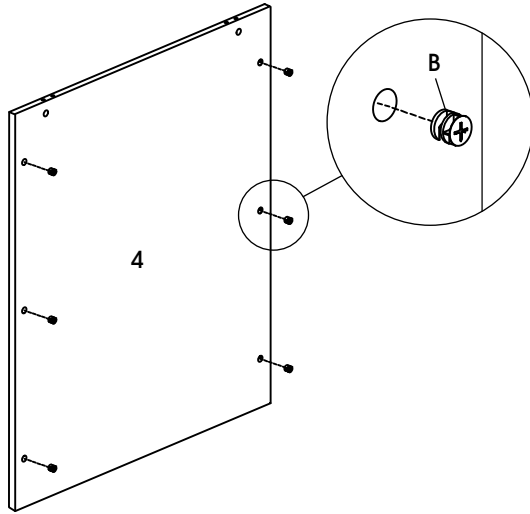
Figure 1



HUTCH ASSEMBLY CONTINUED

2. Insert six cam locks (B) into back side of back panel (4). (See Figure 2)

Figure 2



3. Attach side panels (1 and 2) to back panel (4). Tighten cam locks (B) on back side of back panel using Phillips screwdriver. (See Figures 3-4)



NOTE: Top edges of side and back panels include holes.

Figure 3

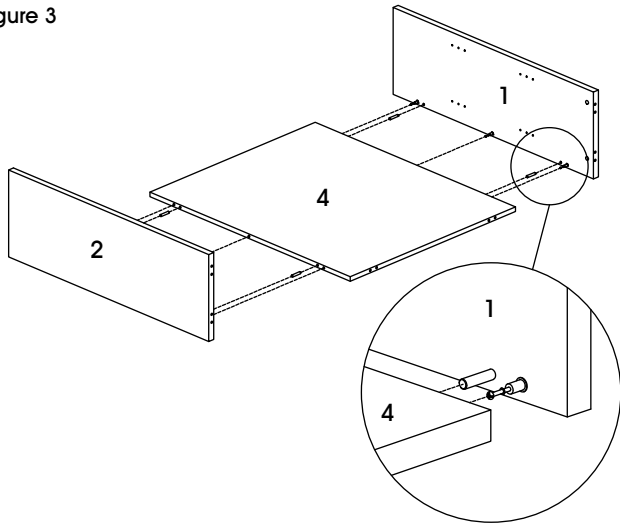
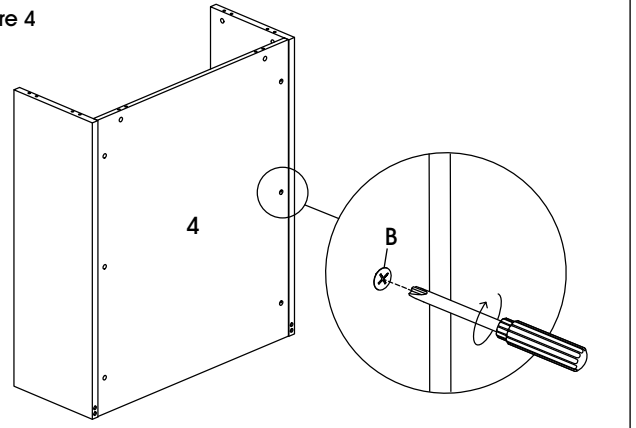
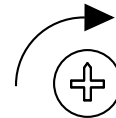


Figure 4



IMPORTANT! Turn cam lock 1/4 to the right to lock. Ensure the arrow is pointing to the edge of the panel before inserting into the panel's hole.

IMPORTANT! FUNCTION OF CAM LOCK



**1/4 RIGHT TURN
FOR LOCKING**

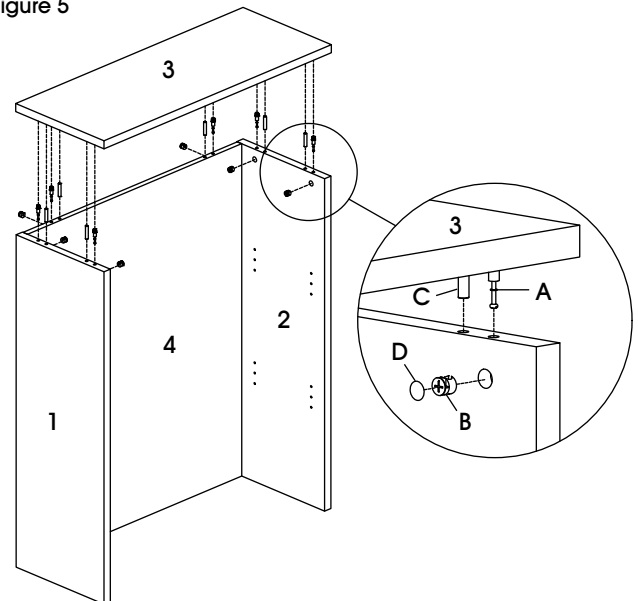
Ensure the arrow is pointing toward edge of panel before inserting into the panel's hole.

4. Insert six cam lock pins (A) and six dowels (C) into top panel (3). Insert six cam locks (B) into side panels (1 and 2) and back panel (4). Attach top panel (3) to the cabinet body and tighten cam locks using a Phillips screwdriver. (See Figure 5)



NOTE: Once cam locks are tightened, cam lock caps (D) can be applied for a finished look.

Figure 5



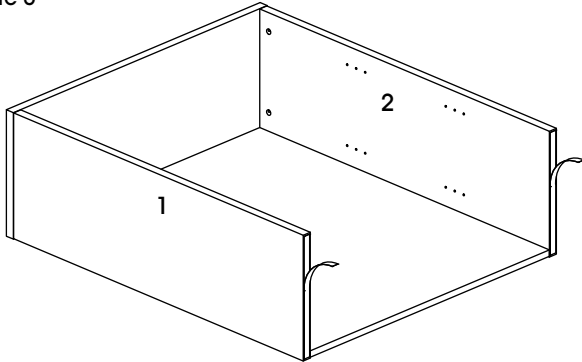
HUTCH ASSEMBLY CONTINUED



IMPORTANT! The following steps require an assembled H-10303 Lateral File Cabinet. Ensure the cabinet is placed near desired location before proceeding, but leave enough room to access the back of the unit.

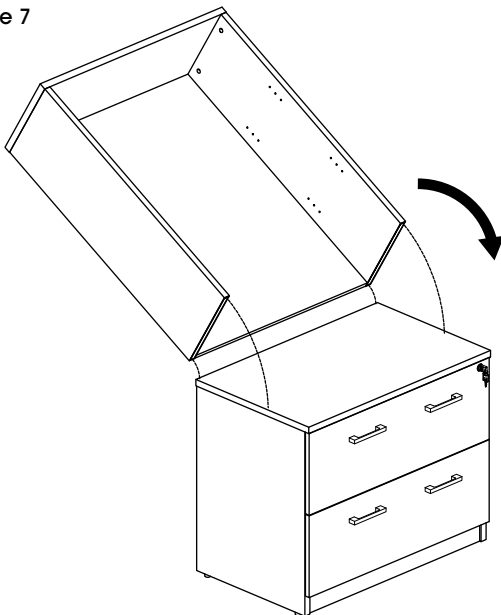
5. With a second person, place hutch down on a smooth surface. Remove liner from double-sided tape on the bottom of each side panel (1 and 2). (See Figure 6)

Figure 6



6. With a second person, carefully lift and place bookcase hutch on top of cabinet to ensure proper alignment at rear of cabinet. (See Figure 7)

Figure 7

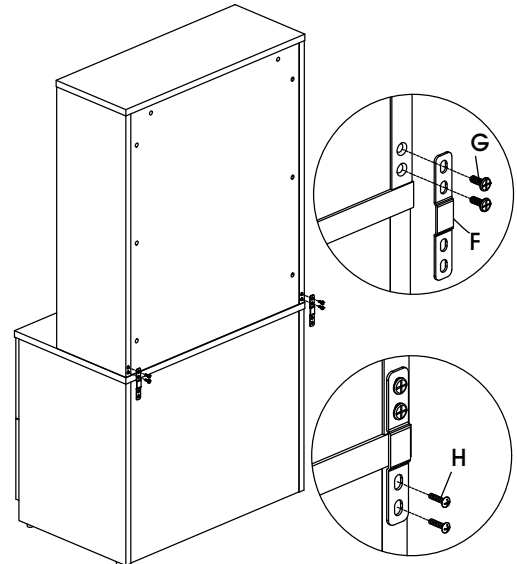


7. Attach hutch bracket (F) to the back side of bookcase hutch using two M6 x 15 mm bolts (G) through top two slots on bracket. Repeat on opposite side of bookcase hutch. (See Figure 8)
8. Connect bookcase hutch to cabinet by installing two ST5 x 20 mm screws (H) through lower holes of hutch brackets (F). (See Figure 8)



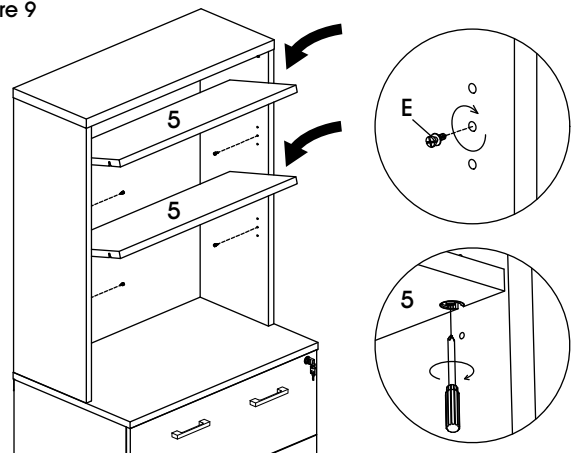
NOTE: ST5 x 20 mm screws (H) can be tightened using Phillips screwdriver or drill. If using drill, ensure it is set to lowest clutch setting.

Figure 8



9. Insert shelf dowels (E) in desired locations on bookcase hutch. Place shelves (5) on top of shelf dowels. Tighten supports on underside of shelves for a secure fit. (See Figure 9)

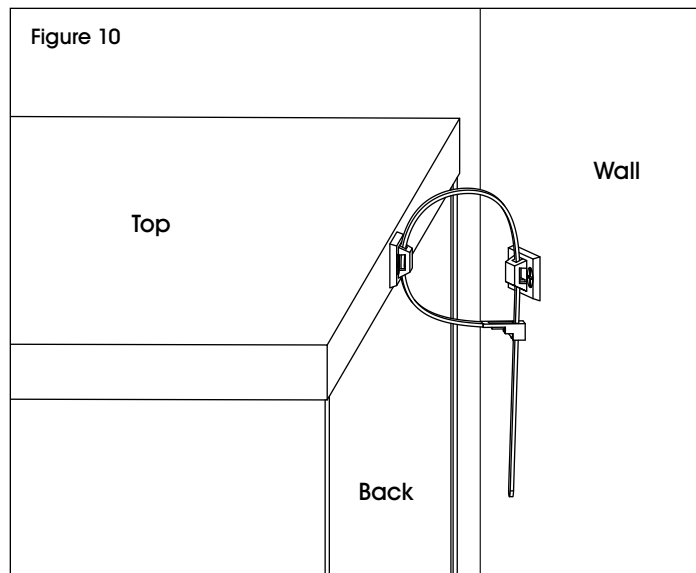
Figure 9



HUTCH ASSEMBLY CONTINUED

WALL ANCHOR (OPTIONAL)

1. Attach one bracket of wall anchor to back of top panel using two M4 x 20 mm screws (I). Mark holes on wall where plastic anchors are to be located. Drill holes using 5/16" drill bit. Mount opposite bracket of wall anchor to wall with two M4 x 40 mm screws and two plastic anchors (I). Tighten cable tie to prevent tipping. (See Figure 10)

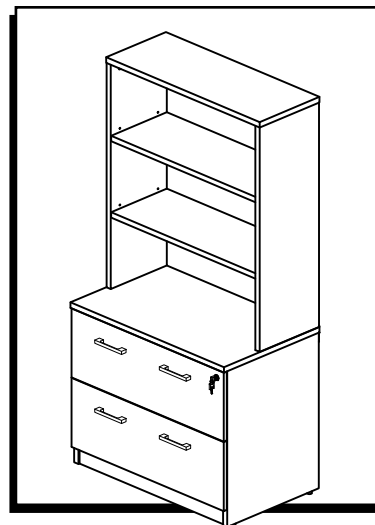


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 ARCHIVERO LATERAL CON LIBRERO

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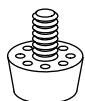
HERRAMIENTAS NECESARIAS



 Se recomienda Armar
Entre Dos Personas

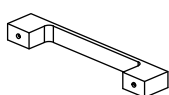
PARTES DEL ARCHIVERO LATERAL

A

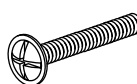


4 Tapas Niveladoras

B



4 Asas



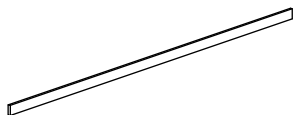
8 Pernos M4 x 34 mm

L



8 Clips para Archivo

M



2 Barras Largas de Metal

N



4 Barras Cortas de Metal

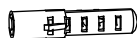
O



Llaves (Set de 2)

R

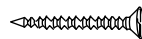
Kit de Anclaje para Pared



2 Taquetes de Plástico



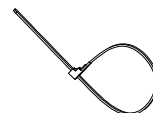
2 Soportes



2 Tornillos
M4 x 40 mm



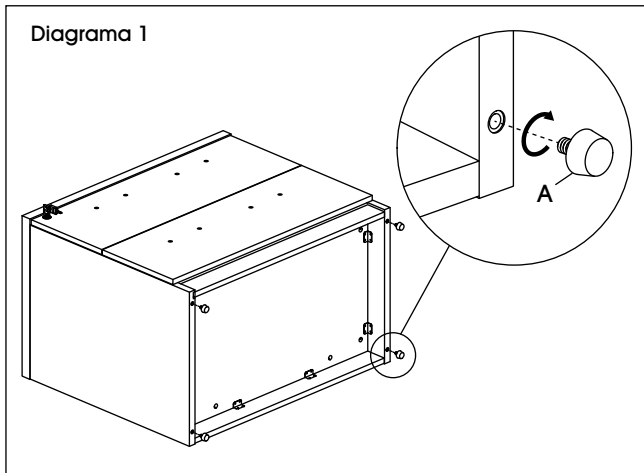
2 Tornillos
M4 x 20 mm



1 Cincho

ENSAMBLE DEL ARCHIVERO LATERAL

Diagrama 1



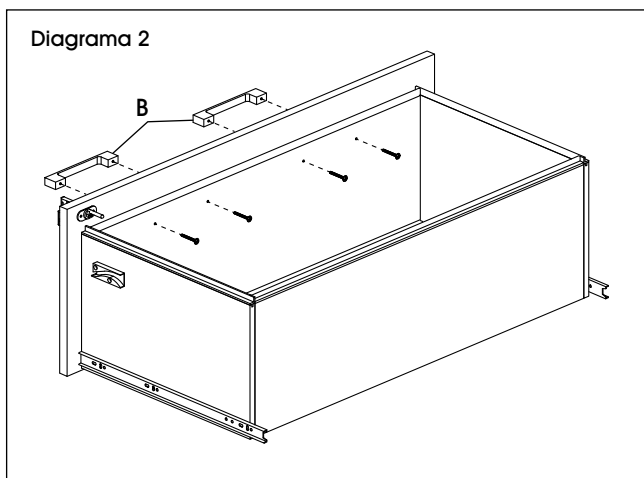
NOTA: Ensamble sobre una superficie lisa que no deje marcas para evitar rayones.



NOTA: Verifique que todas las partes estén incluidas.

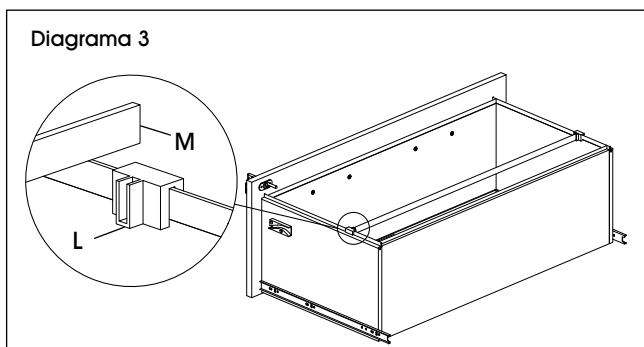
1. Cierre los cajones con llave. Entre dos personas, coloquen el archivero con cuidado en su parte posterior. (Vea Diagrama 1)
2. Inserte las tapas niveladoras (A) en la parte inferior del archivero. Las tapas niveladoras se pueden ajustar para compensar los pisos irregulares. (Vea Diagrama 1)

Diagrama 2



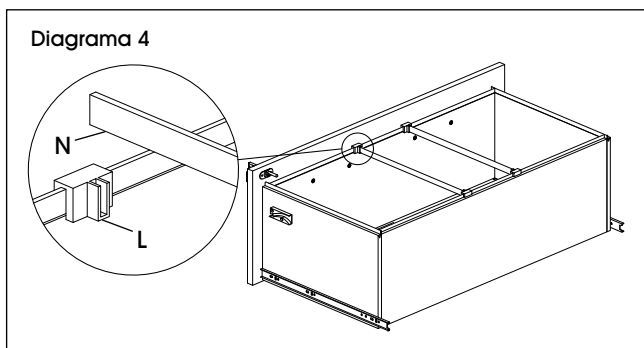
3. Entre dos personas enderecen el archivero.
4. Abra los cajones. Retire las asas (B) instaladas por dentro de los cajones y use los mismos pernos (M4 x 34 mm) para fijarlas al frente del cajón. Repita la operación para el segundo cajón. (Vea Diagrama 2)

Diagrama 3



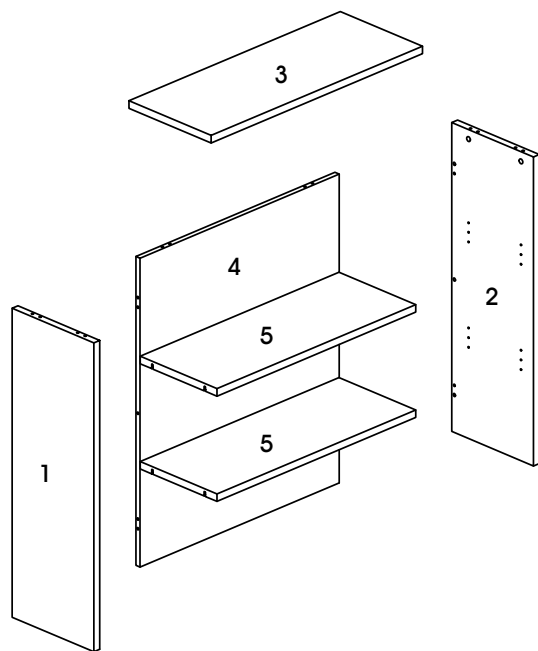
5. Para colgar archivos de lado a lado, fije un clip (L) a cada lado del cajón e inserte una barra larga de metal (M). (Vea Diagrama 3)

Diagrama 4



6. Para colgar archivos de frente hacia atrás, fije un clip (L) al lado frontal del cajón y uno al lado frontal del cajón. Inserte una barra corta de metal (N). (Vea Diagrama 4)

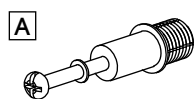
PARTES DEL LIBRERO



#	DESCRIPCIÓN	CANT.
1	Panel Lateral Izquierdo	1
2	Panel Lateral Derecho	1
3	Panel Superior	1
4	Panel Posterior	1
5	Repisa	2

NOTA: Ensamble la unidad sobre una superficie lisa que no deje marcas para evitar rayones. Verifique que todas las partes estén incluidas.

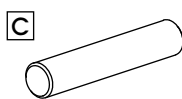
NOTA: Apriete todas las tuercas minifix y pernos utilizando el desarmador de cruz.



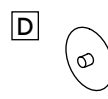
12 Pasadores para Tuercas Minifix



12 Tuercas Minifix



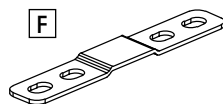
10 Taquetes



12 Tapas para Tuercas Minifix



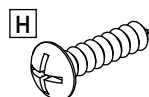
8 Taquetes para Repisa



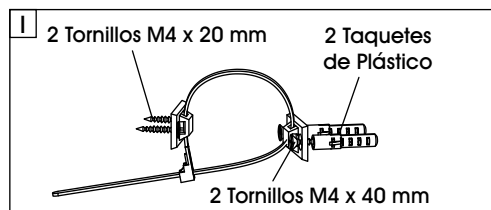
2 Soportes para Librero



4 Pernos M6 x 15 mm



4 Tornillos ST5 x 20 mm



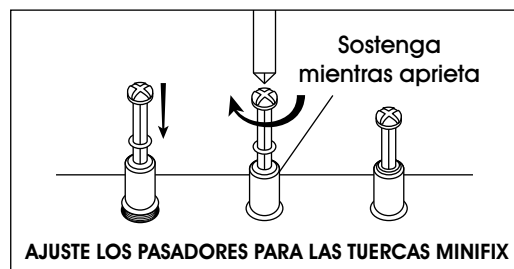
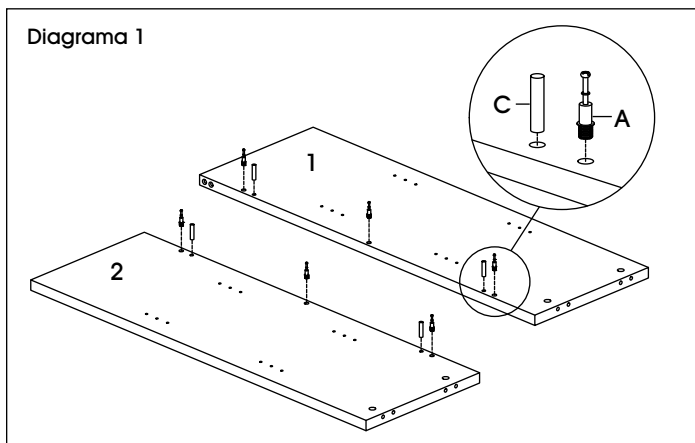
ENSAMBLE DEL LIBRERO

1. Inserte tres pasadores para tuercas de leva (A) y dos taquetes (C) en el panel lateral izquierdo (1). Repita la operación con el panel lateral (2). (Vea Diagrama 1)



¡IMPORTANTE! Los pasadores para tuercas minifix se deben apretar una vez se hayan insertado en el panel. Sostenga la parte inferior del pasador y apriete con el desarmador de cruz.

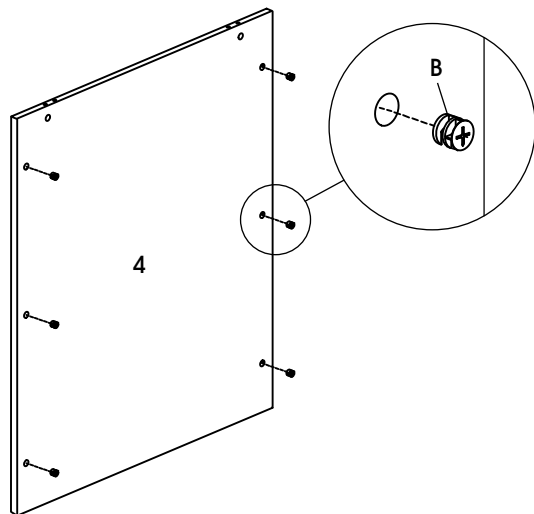
Diagrama 1



CONTINUACIÓN DEL ENSAMBLE DEL LIBRERO

2. Inserte seis tuercas minifix (B) en el panel posterior (4).
(Vea Diagrama 2)

Diagrama 2



3. Fije los paneles laterales (1 y 2) al panel posterior (4).
Apriete las tuercas minifix (B) en el panel posterior utilizando un desarmador de cruz.
(Vea Diagramas 3-4)



NOTA: Los bordes superiores de los paneles laterales y posteriores incluyen los orificios.

Diagrama 3

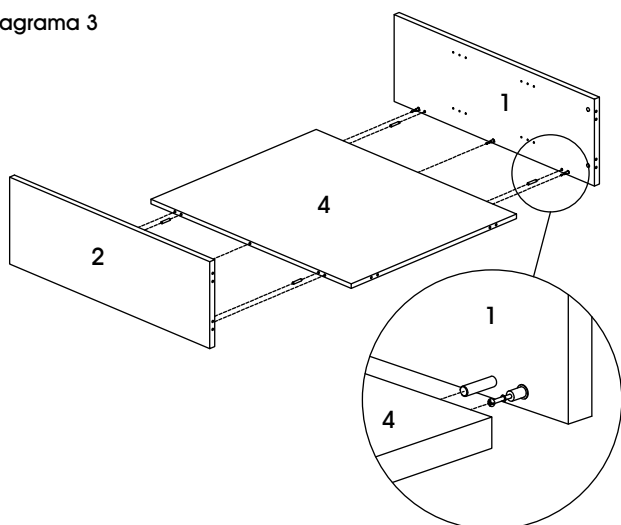
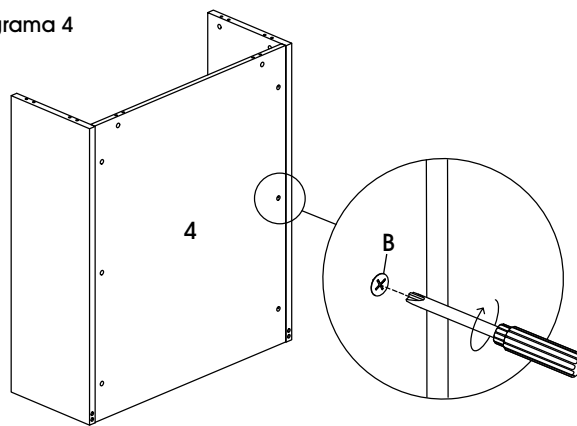
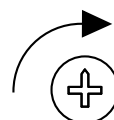


Diagrama 4



¡IMPORTANTE! Gire la tuerca minifix 1/4 a la derecha para asegurarla. Confirme que la flecha apunte hacia el borde del panel antes de insertarla en el orificio del panel.

¡IMPORTANTE! FUNCIÓN DE LA TUERCA MINIFIX



GIRE 1/4 A LA DERECHA PARA ASEGURARLA

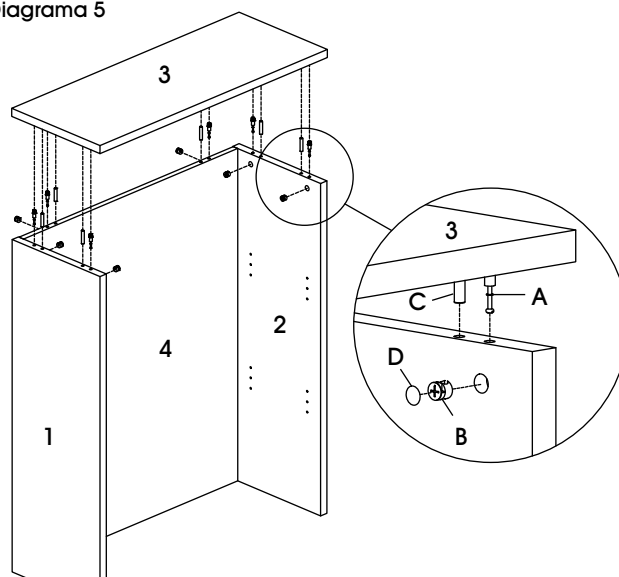
Asegúrese de que la flecha apunte hacia el borde del panel antes de insertarlo en el orificio del panel.

4. Inserte seis pasadores para tuercas minifix (A) y seis taquetes (C) en el panel superior (3). Inserte seis tuercas minifix (B) en los paneles laterales (1 y 2) y el panel posterior (4). Fije el panel superior (3) al cuerpo del gabinete y apriete las tuercas minifix con un desarmador de cruz. (Vea Diagrama 5)



NOTA: Después de apretar las tuercas minifix, se pueden colocar las tapas de las tuercas minifix (D) para una apariencia terminada.

Diagrama 5



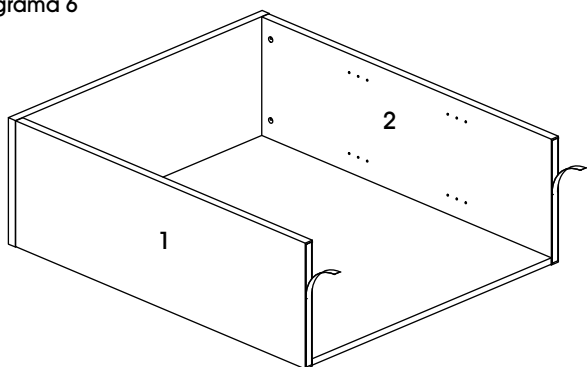
CONTINUACIÓN DEL ENSAMBLE DEL LIBRERO



¡IMPORTANTE! Los siguientes pasos requieren un Archivero Lateral H-10303. Asegúrese de que el gabinete se coloque cerca de la ubicación deseada antes de proceder, pero deje suficiente espacio para acceder a la parte posterior de la unidad.

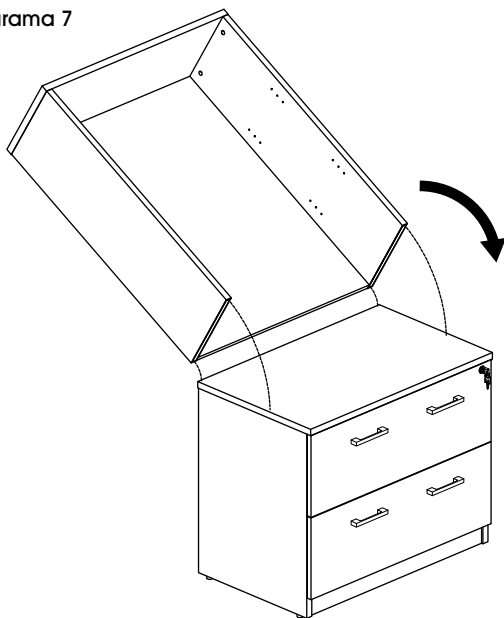
5. Con la ayuda de otra persona, coloque el librero sobre una superficie lisa. Retire el respaldo de la cinta doble cara en la parte inferior de cada panel lateral (1 y 2). (Vea Diagrama 6)

Diagrama 6



6. Con la ayuda de una segunda persona, levante y coloque el librero con cuidado encima del gabinete para asegurar el alineamiento adecuado en la parte posterior del gabinete. (Vea Diagrama 7)

Diagrama 7

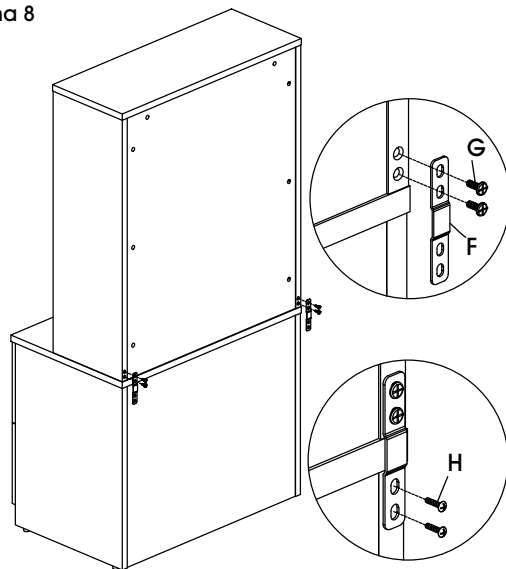


7. Fije el soporte del librero (F) a la parte posterior del librero utilizando dos pernos M6 x 15 mm (G) a través de las dos ranuras del soporte. Repita en el lado opuesto del librero. (Vea Diagrama 8)
8. Conecte el librero al gabinete instalando dos tornillos ST5 x 20 mm (H) a través de los orificios inferiores de los soportes para librero. (Vea Diagrama 8)



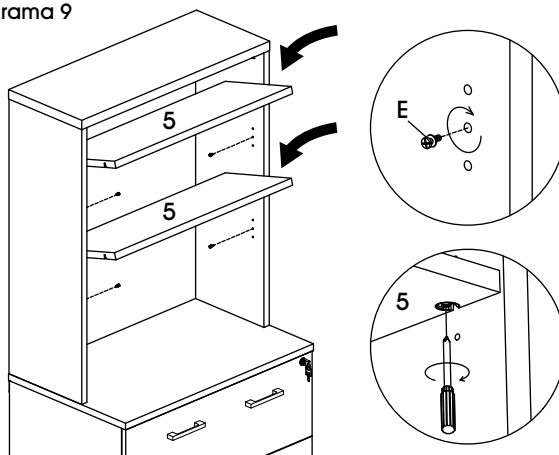
NOTA: Los tornillos ST5 x 20 mm se pueden apretar utilizando un desarmador de cruz o taladro. Si utiliza un taladro, asegúrese de que esté puesto en la configuración de embrague.

Diagrama 8



9. Inserte taquetes para repisa (E) en las ubicaciones deseadas del librero. Coloque las repisas (5) sobre los taquetes de las repisas. Apriete los soportes debajo de las repisas para un ajuste seguro. (Vea Diagrama 9)

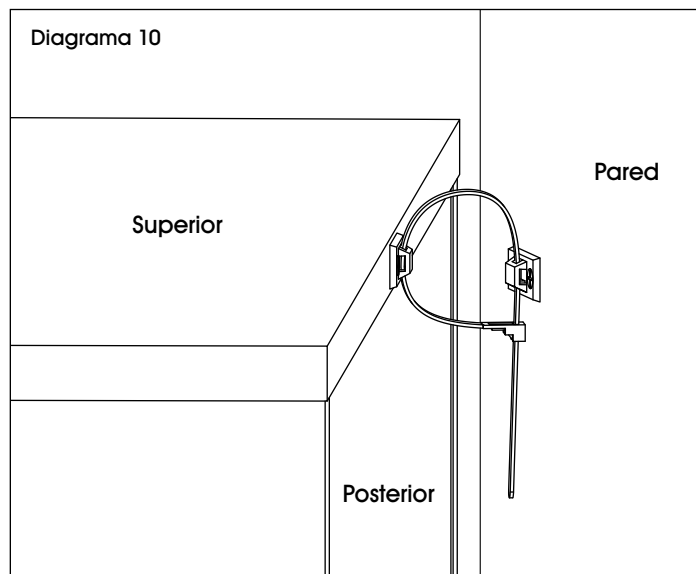
Diagrama 9



CONTINUACIÓN DEL ENSAMBLE DEL LIBRERO

ANCLAJE PARA PARED (OPCIONAL)

1. Fije un soporte del anclaje para pared a la parte posterior del panel superior con dos tornillos M4 x 20 mm (I). Marque los orificios en la pared donde se colocarán los taquetes de plástico. Taladre los orificios utilizando una broca de 5/16". Instale el soporte opuesto del anclaje para pared con dos tornillos M4 x 40 mm y dos anclajes de plástico (I). Apriete el cincho para evitar que se vuelque. (Vea Diagrama 10)

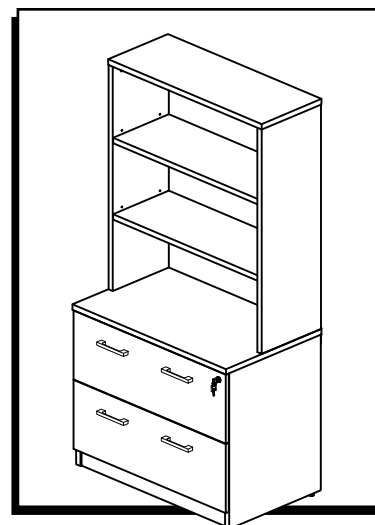


ULINE

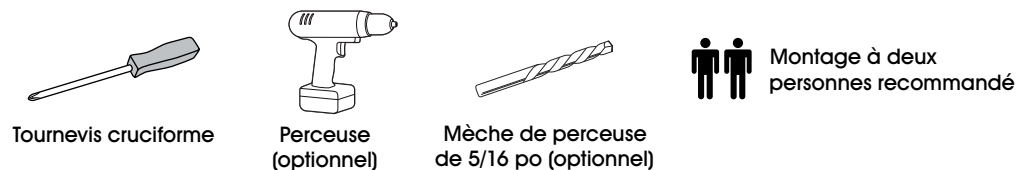
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uline.mx

ULINE H-12331
COLLECTION METRO
 CLASSEUR LATÉRAL AVEC HUCHE

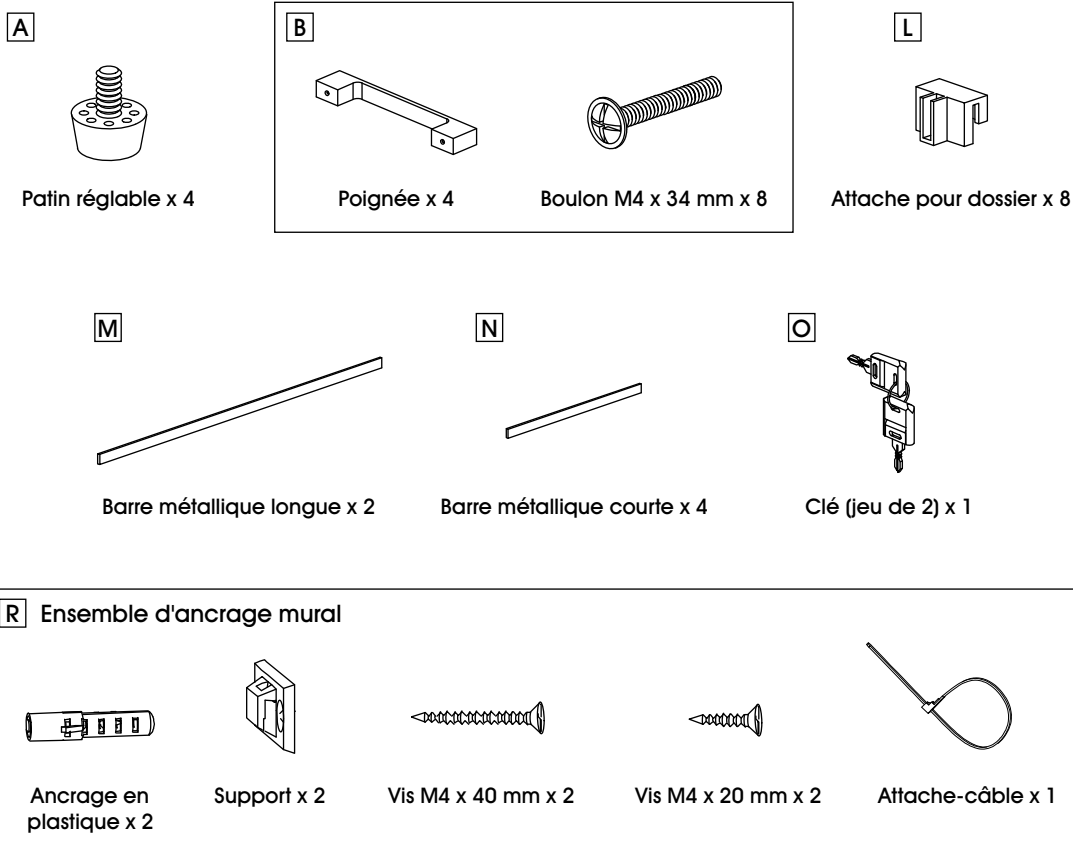
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 uline.ca



OUTILS REQUIS

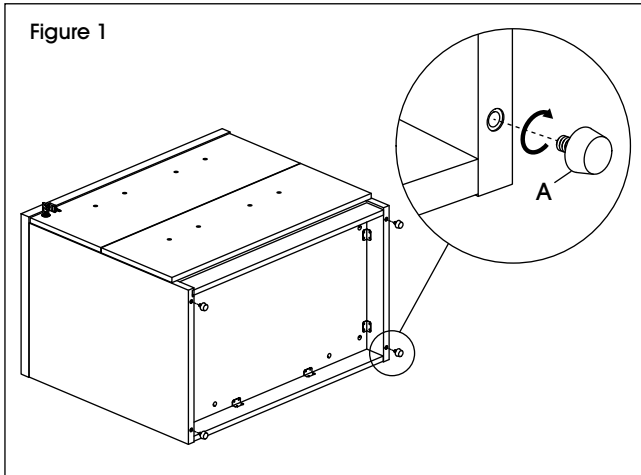


PIÈCES DE CLASSEUR LATÉRAL



MONTAGE DE CLASSEUR LATÉRAL

Figure 1



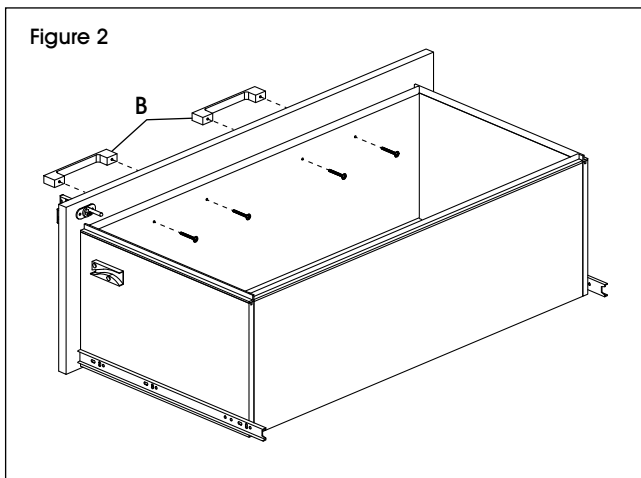
REMARQUE : Montez le classeur sur une surface lisse qui ne marque pas afin d'éviter les rayures.



REMARQUE : Vérifiez que toutes les pièces sont incluses.

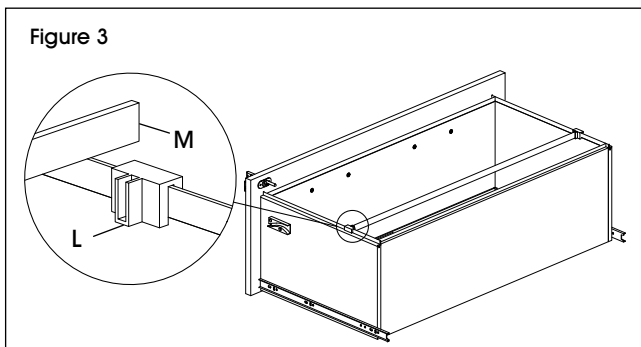
1. Verrouillez les tiroirs. À deux, posez délicatement le classeur sur le dos. (Voir Figure 1)
2. Insérez les patins réglables (A) sous le classeur. Les patins peuvent être réglés pour compenser les inégalités des planchers. (Voir Figure 1)

Figure 2



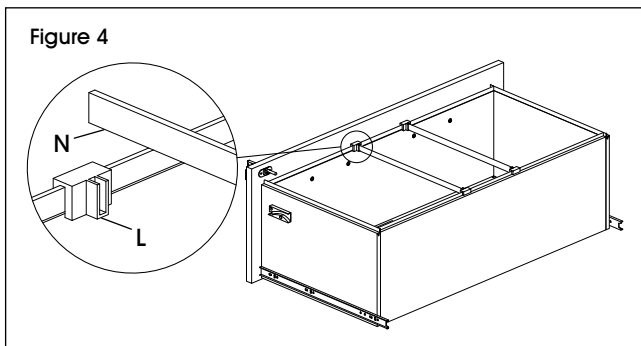
3. À deux, posez le classeur à la verticale.
4. Déverrouillez les tiroirs. Retirez les poignées (B) situées à l'intérieur du tiroir et fixez-les à l'extérieur avec les mêmes boulons (M4 x 34 mm). Répétez l'opération pour le deuxième tiroir. (Voir Figure 2)

Figure 3



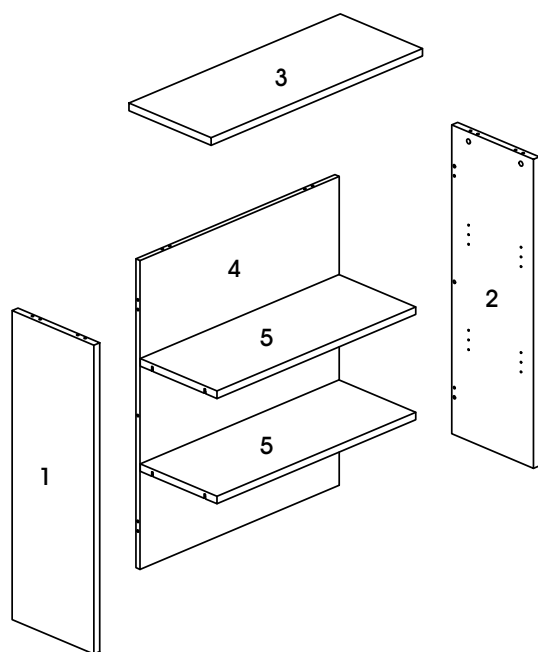
5. Pour suspendre les dossiers latéralement, fixez une attache pour dossier (L) sur chaque côté du tiroir et insérez une barre métallique longue (M). (Voir Figure 3)

Figure 4



6. Pour suspendre les dossiers transversalement, fixez une attache pour dossier (L) à l'avant et une à l'arrière du tiroir. Insérez une barre métallique courte (N). (Voir Figure 4)

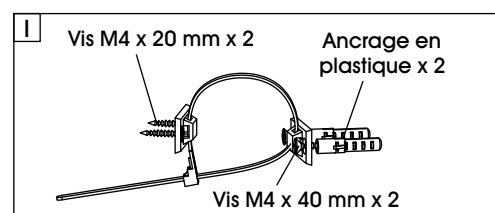
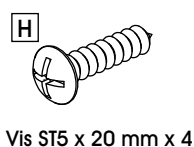
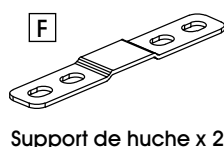
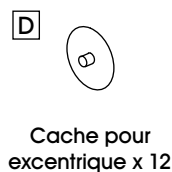
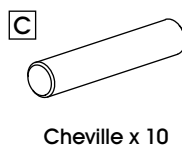
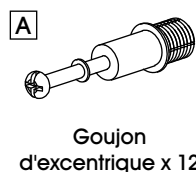
PIÈCES DE HUCHE



#	DESCRIPTION	QTÉ
1	Panneau latéral gauche	1
2	Panneau latéral droit	1
3	Panneau supérieur	1
4	Panneau arrière	1
5	Tablette	2

 **REMARQUE :** Montez le meuble sur une surface lisse qui ne marque pas afin d'éviter les rayures. Vérifiez que toutes les pièces sont incluses.

 **REMARQUE :** Serrez tous les excentriques et les boulons avec le tournevis cruciforme.



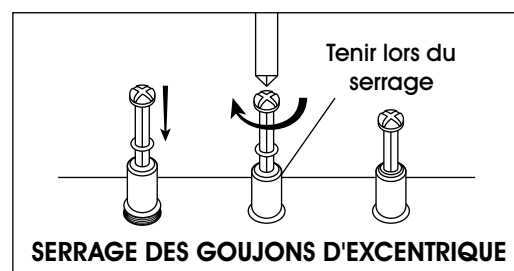
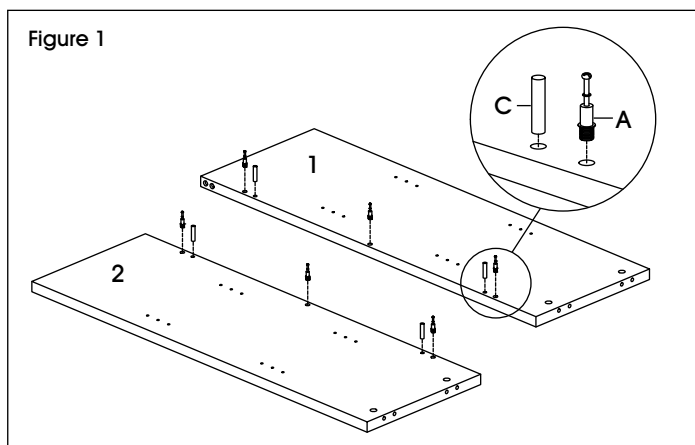
MONTAGE DE HUCHE

1. Insérez trois goujons d'excentrique (A) et deux chevilles (C) dans le panneau latéral gauche (1). Répétez la procédure pour le panneau latéral droit (2). (Voir Figure 1)



IMPORTANT! Les goujons d'excentrique doivent être serrés après insertion dans le panneau. Saisissez leur partie inférieure et serrez-les avec un tournevis cruciforme.

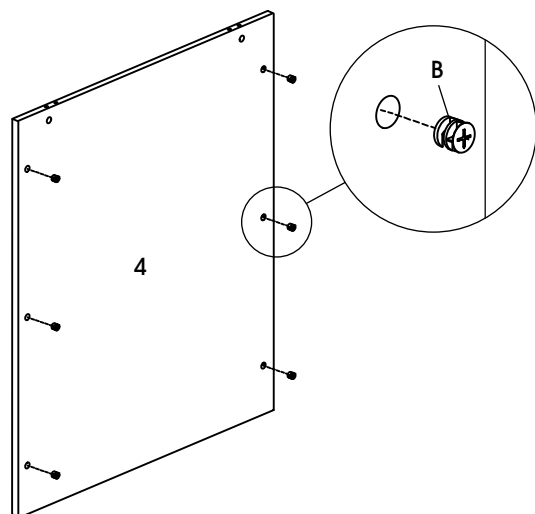
Figure 1



MONTAGE DE HUCHE SUITE

2. Insérez six excentriques (B) au dos du panneau arrière (4). (Voir Figure 2)

Figure 2



3. Fixez les panneaux latéraux (1 et 2) au panneau arrière (4). Serrez les excentriques (B) au dos du panneau arrière avec le tournevis cruciforme. (Voir Figures 3 et 4)



REMARQUE : Les bords supérieurs des panneaux latéraux et du panneau arrière comprennent des trous.

Figure 3

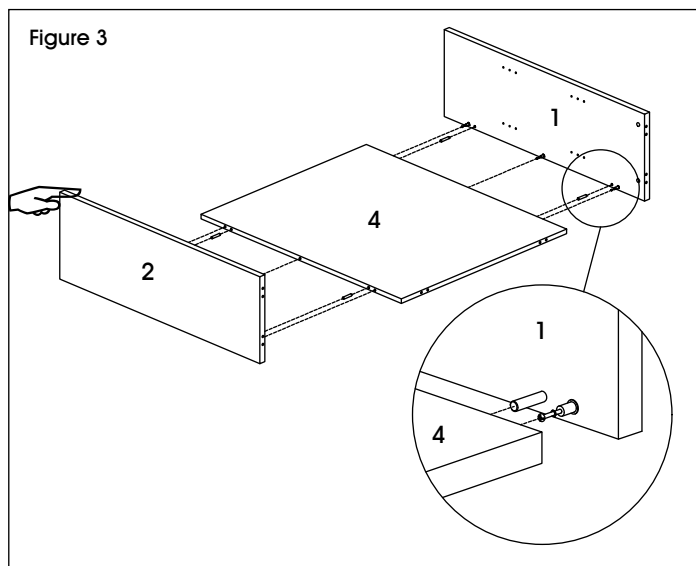
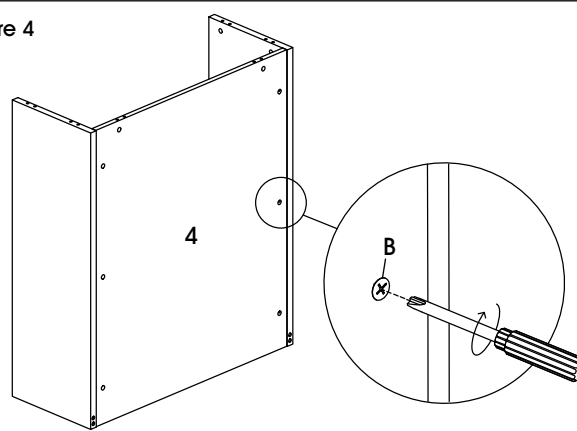
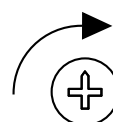


Figure 4



IMPORTANT! Tournez-l'excentrique de 1/4 de tour vers la droite pour le verrouiller. Vérifiez que la flèche pointe vers le bord du panneau avant de l'insérer dans le trou du panneau.

IMPORTANT! UTILISATION DES EXCENTRIQUES



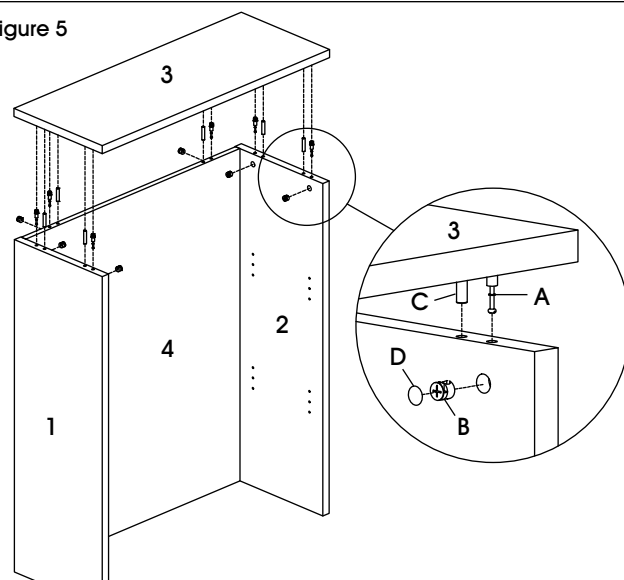
1/4 DE TOUR VERS LA DROITE POUR VERROUILLER

Vérifiez que la flèche pointe vers le bord du panneau avant de l'insérer dans le trou du panneau.

4. Insérez six goujons d'excentrique (A) et six chevilles (C) dans le panneau supérieur (3). Insérez six excentriques (B) dans les panneaux latéraux (1 et 2) et dans le panneau arrière (4). Fixez le panneau supérieur (3) au cadre de l'armoire et serrez les excentriques avec le tournevis cruciforme. (Voir Figure 5)

REMARQUE : Une fois que les excentriques ont été serrés, les caches pour excentrique (D) peuvent être installés pour donner un aspect fini.

Figure 5



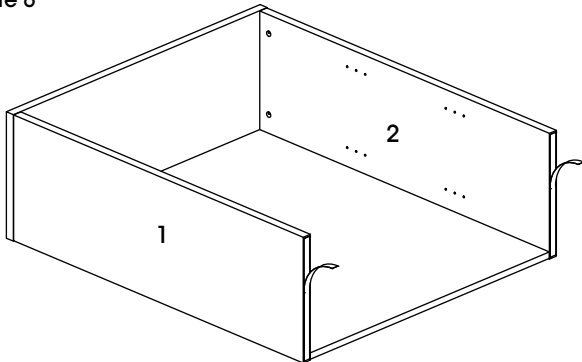
MONTAGE DE HUCHE SUITE



IMPORTANT! Les étapes suivantes exigent que le classeur latéral H-10303. Avant de commencer, assurez-vous que l'armoire est placée près de l'emplacement souhaité en veillant de laisser assez d'espace pour accéder à l'arrière du meuble.

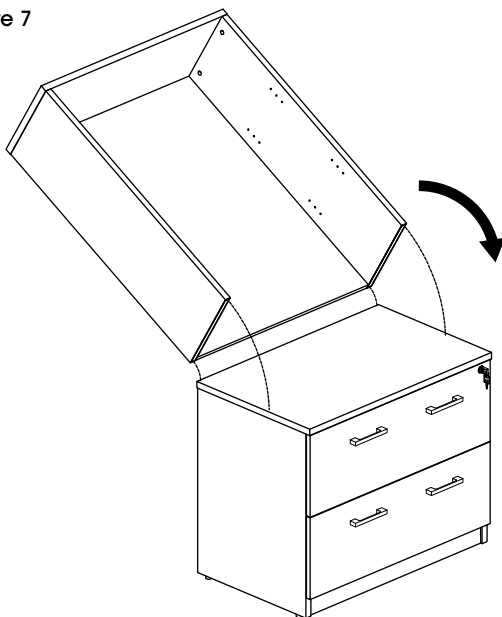
5. À deux, posez la huche à plat sur une surface lisse. Enlevez la doublure du ruban adhésif double face sous les deux panneaux latéraux (1 et 2). (Voir Figure 6)

Figure 6



6. À deux, soulevez la huche avec précaution et placez-la sur la surface de l'armoire en veillant de bien l'aligner sur le bord arrière. (Voir Figure 7)

Figure 7

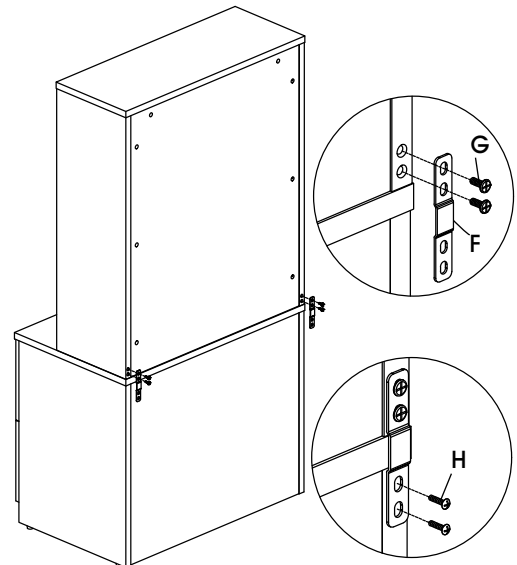


7. Fixez un support de huche (F) en insérant deux boulons M6 x 15 mm (G) à l'arrière de la huche à travers les deux fentes supérieures du support. Répétez la procédure pour l'autre côté de la huche. (Voir Figure 8)
8. Fixez la huche à l'armoire en insérant deux vis ST5 x 20 mm (H) à travers les deux fentes inférieures des supports de huche (F). (Voir Figure 8)



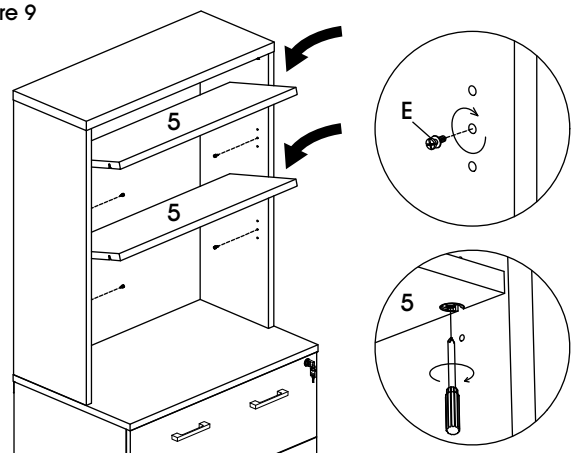
REMARQUE : Les vis ST5 x 20 mm (H) peuvent être serrées en vous servant d'un tournevis cruciforme ou d'une perceuse. Si vous optez pour la perceuse, réglez-la au réglage d'embrayage le plus bas.

Figure 8



9. Insérez les chevilles de tablette (E) aux emplacements souhaités dans la huche. Placez les tablettes (5) sur les chevilles. Serrez les supports situés sous les tablettes pour bien les ajuster. (Voir Figure 9)

Figure 9



ANCORAGE MURAL (OPTIONNEL)

1. Fixez un support d'ancrage mural à l'arrière du panneau supérieur en vous servant de deux vis M4 x 20 mm (I). Marquez l'emplacement des trous sur le mur pour les ancrages en plastique. Percez les trous en utilisant la mèche de perceuse de 5/16 po. Fixez l'autre support d'ancrage du côté opposé avec deux vis M4 x 40 mm et deux ancrages en plastique (I). Serrez l'attache-câble pour empêcher tout basculement. (Voir Figure 10)

