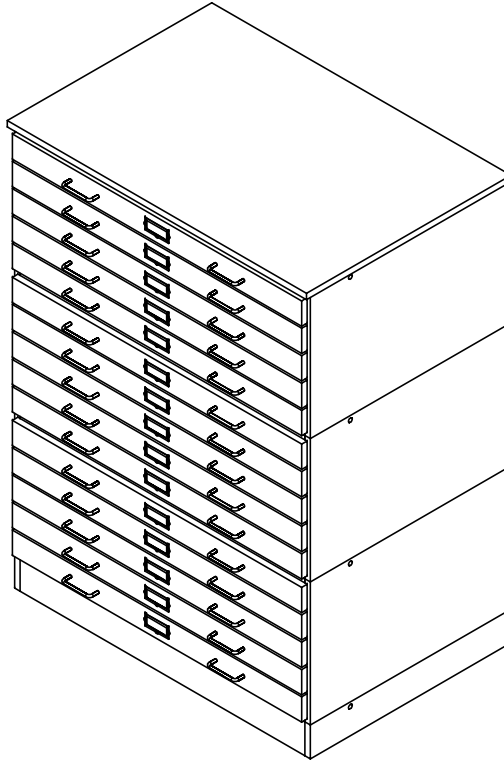


# FLAT FILE STORAGE

FFS-3624 (OAK OR MAPLE)  
ASSEMBLY INSTRUCTIONS



NOTE:

1. MODEL VIEWS MAY NOT REPRESENT EXACT MODEL PURCHASED

DWN BY:	EMK	DWN DATE:	1/2/14
APR BY:		DATE APR:	
APR BY:		DATE APR:	

UNLESS OTHERWISE SPECIFIED  
DIMENSION ARE IN INCHES  
CABINET SQUARENESS ± .0625  
FRACTIONAL VALUES ± 1/32"  
- ALL VALUES ± OVERALL -



300 South Krueger Street  
Suring, WI 54174  
diversifiedwoodcrafts.com

TITLE:  
FLAT FILE STORAGE  
ASSEMBLY INSTRUCTIONS

REV.	DESCRIPTION	DATE	NAME	ECN NO.
A	CREATED ASSEMBLY INSTRUCTIONS	1/2/14	EMK	-
REVISION LEVEL				

THIS DRAWING IS THE SOLE PROPERTY OF  
DIVERSIFIED WOOD CRAFTS. IT MAY NOT  
BE ALTERED OR CHANGED WITHOUT  
PERMISSION

DRAWING NUMBER:	SCALE:	SHEET:	REVISION:
FFS-3624	NTS	1 OF 7	REV A

### TOOLS REQUIRED

ALLEN KEY, 7MM GIRO BOLT LOCK - SUPPLIED (PART # 212177)
SCREW DRIVER
CONTACT CEMENT

### ASSEMBLY COMPONENTS

ITEMS INCLUDED	PART #	PART DESCRIPTION	QTY
RUBBER MOLDING	100283	RUBBER BASE MOLDING (SOLD BY FOOT)	11.25
CORNER BASE ASSEMBLY	100057	CORNERS-STAINLESS STEEL, BASE	4
SCREWS - STAINLESS STEEL CORNERS	100064	SCREW, #6X½ PTH SMS SS SCREW	16

NOTE:

1.

DWN BY:	EMK	DWN DATE:	1/2/14
APR BY:		DATE APR:	
APR BY:		DATE APR:	

UNLESS OTHERWISE SPECIFIED  
DIMENSION ARE IN INCHES  
CABINET SQUARENESS ± .0625  
FRACTIONAL VALUES ± 1/32"  
- ALL VALUES ± OVERALL -



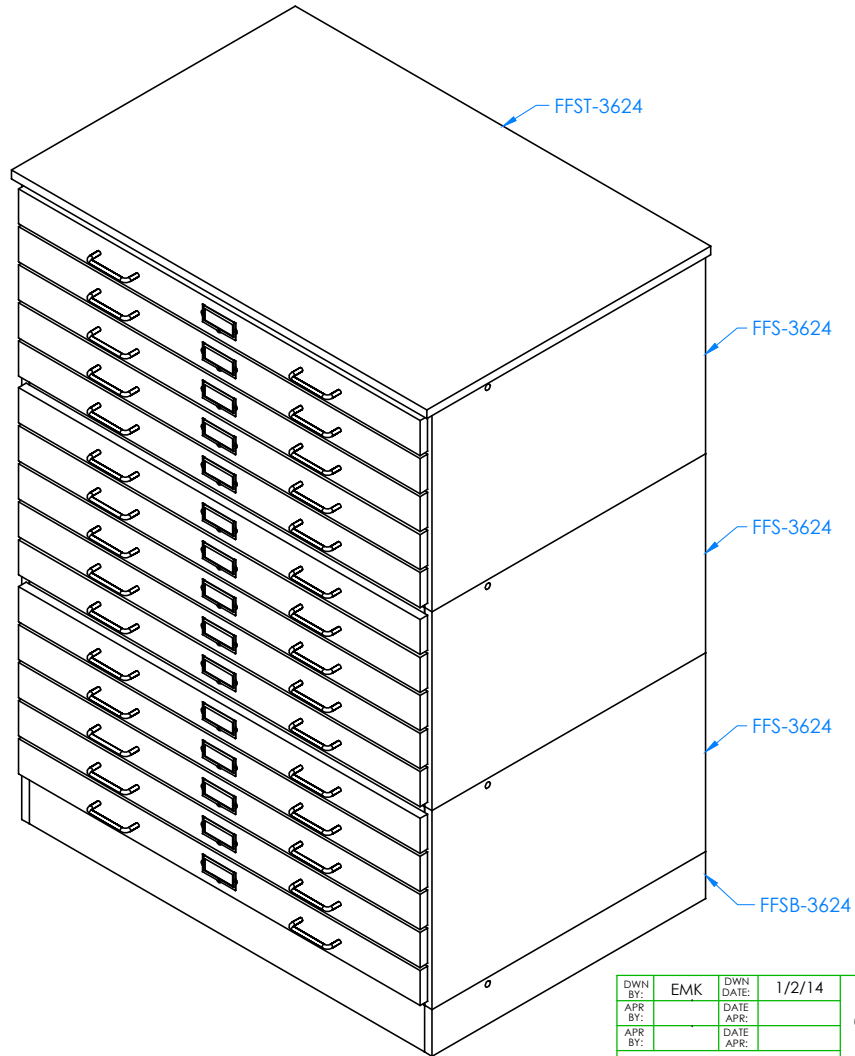
300 South Krueger Street  
Suring, WI 54174  
diversifiedwoodcrafts.com

TITLE:  
FLAT FILE STORAGE  
TOOLS AND ASSEMBLY COMPONENTS

REV.	DESCRIPTION	DATE	NAME	ECN NO.
A	CREATED ASSEMBLY INSTRUCTIONS	1/2/14	EMK	-

THIS DRAWING IS THE SOLE PROPERTY OF  
DIVERSIFIED WOOD CRAFTS. IT MAY NOT  
BE ALTERED OR CHANGED WITHOUT  
PERMISSION

DRAWING NUMBER:	SCALE:	SHEET:	REVISION:
FFS-3624	NTS	2 OF 7	REV A



**NOTE:**

- BEFORE CABINET IS TO BE USED AND PUSHED AGAINST THE WALL, ALL LOCKS ON BOTH SIDES AND BACK MUST BE LATCHED. THE BACK LATCH IS THE MOST IMPORTANT TO PREVENT TIPPING.

**CABINET DESIGNATION**

REV.	DESCRIPTION	DATE	NAME	ECN NO.
A	CREATED ASSEMBLY INSTRUCTIONS	1/2/14	EMK	-
REVISION LEVEL				

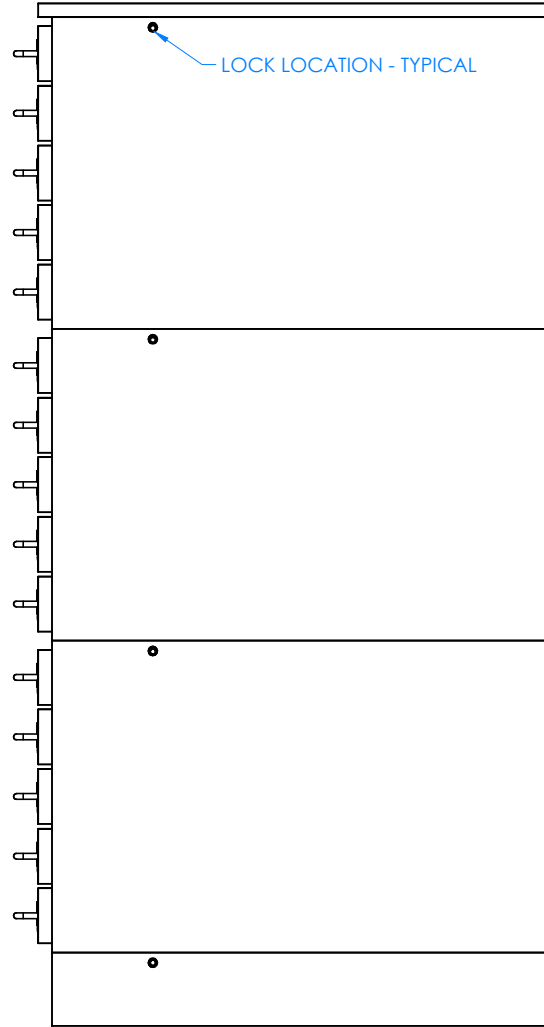
DWN BY:	EMK	DWN DATE:	1/2/14
APR BY:		DATE APR:	
APR BY:		DATE APR:	
UNLESS OTHERWISE SPECIFIED DIMENSION ARE IN INCHES CABINET SQUARENESS ± .0625 FRACTIONAL VALUES ± 1/32" - ALL VALUES ± OVERALL -			
THIS DRAWING IS THE SOLE PROPERTY OF DIVERSIFIED WOOD CRAFTS. IT MAY NOT BE ALTERED OR CHANGED WITHOUT PERMISSION			



300 South Krueger Street  
 Suring, WI 54174  
 diversifiedwoodcrafts.com

TITLE:  
**FLAT FILE STORAGE  
 ASSEMBLY INSTRUCTIONS**

DRAWING NUMBER:	SCALE:	SHEET:	REVISION:
<b>FFS-3624</b>	NTS	3 OF 7	REV A



STEP 1:

- STACK THE FFS-3624'S ON TOP OF THE FFSB-3624 WITH FFST-3624 ON TOP.
- MAKE SURE THEY ARE ALL ALIGNED EVENLY.
- WITH THE ALLEN KEY, TURN GIRO LOCK FOR EACH LOCK LOCATION ON RIGHT SIDE OF CABINET UNTIL IT LATCHES INTO PLACE.
- REPEAT PROCESS FOR THE LEFT SIDE.

NOTE:

1. BEFORE CABINET IS TO BE USED AND PUSHED AGAINST THE WALL, ALL LOCKS ON BOTH SIDES AND BACK MUST BE LATCHED. THE BACK LATCH IS THE MOST IMPORTANT TO PREVENT TIPPING.

RIGHT SIDE SHOWN

DWN BY:	EMK	DWN DATE:	1/2/14
APR BY:		DATE APR:	
APR BY:		DATE APR:	



300 South Krueger Street  
Suring, WI 54174  
diversifiedwoodcrafts.com

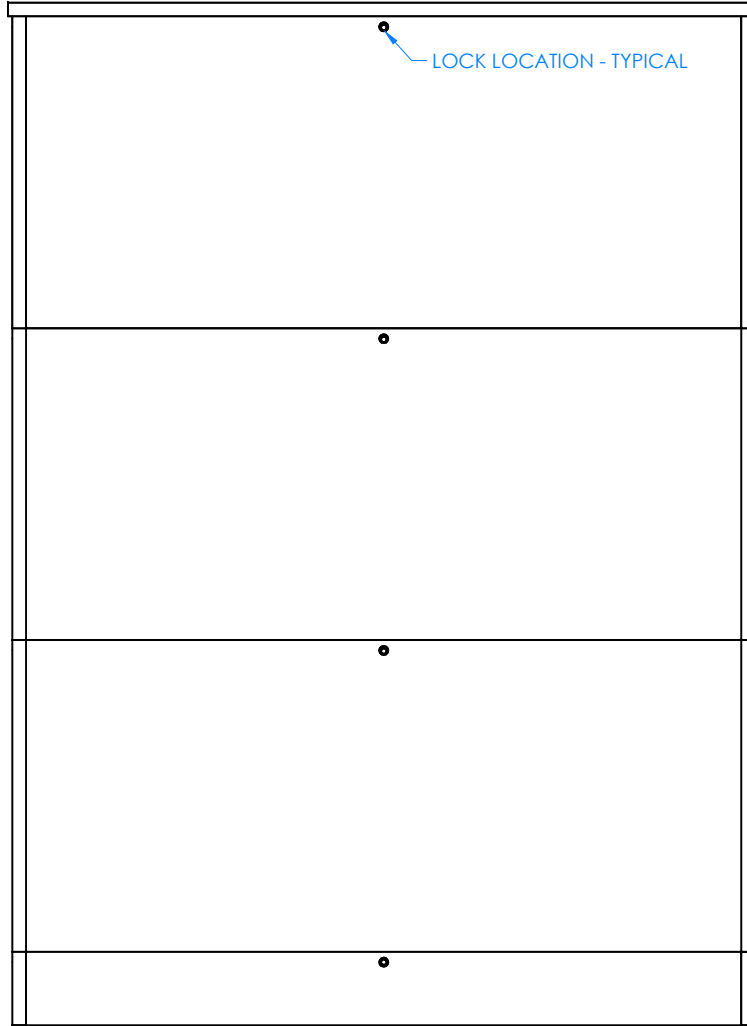
UNLESS OTHERWISE SPECIFIED  
DIMENSION ARE IN INCHES  
CABINET SQUARENESS ± .0625  
FRACTIONAL VALUES ± 1/32"  
- ALL VALUES ± OVERALL -

TITLE:  
FLAT FILE STORAGE  
ASSEMBLY INSTRUCTIONS

REV.	DESCRIPTION	DATE	NAME	ECH NO.
A	CREATED ASSEMBLY INSTRUCTIONS	1/2/14	EMK	-
REVISION LEVEL				

THIS DRAWING IS THE SOLE PROPERTY OF  
DIVERSIFIED WOOD CRAFTS. IT MAY NOT  
BE ALTERED OR CHANGED WITHOUT  
PERMISSION

DRAWING NUMBER:	SCALE:	SHEET:	REVISION:
FFS-3624	NTS	4 OF 7	REV A



STEP 2:

- ON THE BACK OF CABINET, THERE WILL BE FOUR LOCK LOCATIONS THAT WILL ALSO NEED TO BE LATCHED.
- REPEAT STEP 1 FOR THESE FOUR LOCATIONS.
- IT IS VERY IMPORTANT THESE LOCKS ARE LATCHED, OTHERWISE THE CABINET WILL BECOME VERY UNSTABLE.

NOTE:

1. BEFORE CABINET IS TO BE USED AND PUSHED AGAINST THE WALL, ALL LOCKS ON BOTH SIDES AND BACK MUST BE LATCHED. THE BACK LATCH IS THE MOST IMPORTANT TO PREVENT TIPPING.

BACK SIDE SHOWN

REV.	DESCRIPTION	DATE	NAME	ECN NO.
A	CREATED ASSEMBLY INSTRUCTIONS	1/2/14	EMK	-
REVISION LEVEL				

DWN BY:	EMK	DWN DATE:	1/2/14
APR BY:		DATE APR:	
APR BY:		DATE APR:	

UNLESS OTHERWISE SPECIFIED  
DIMENSION ARE IN INCHES  
CABINET SQUARENESS ± .0625  
FRACTIONAL VALUES ± 1/32"  
- ALL VALUES ± OVERALL -

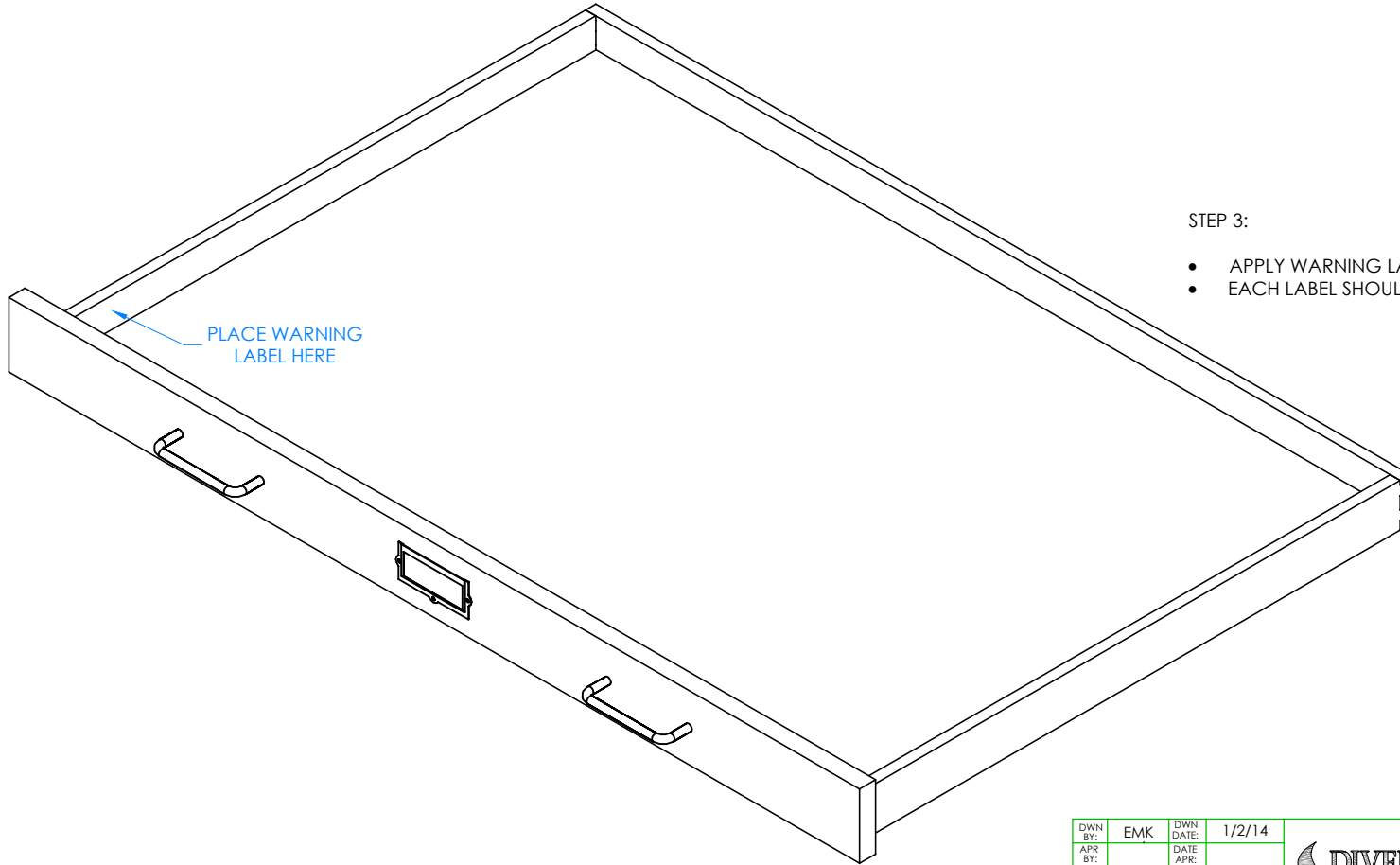
THIS DRAWING IS THE SOLE PROPERTY OF  
DIVERSIFIED WOOD CRAFTS. IT MAY NOT  
BE ALTERED OR CHANGED WITHOUT  
PERMISSION



300 South Krueger Street  
Suring, WI 54174  
diversifiedwoodcrafts.com

TITLE:  
FLAT FILE STORAGE  
ASSEMBLY INSTRUCTIONS

DRAWING NUMBER:	SCALE:	SHEET:	REVISION:
FFS-3624	NTS	5 OF 7	REV A



STEP 3:

- APPLY WARNING LABEL ON INSIDE OF EACH DRAWER.
- EACH LABEL SHOULD BE PLACED ON LEFT SIDE OF DRAWER.

NOTE:

1. BEFORE CABINET IS TO BE USED AND PUSHED AGAINST THE WALL, ALL LOCKS ON BOTH SIDES AND BACK MUST BE LATCHED. THE BACK LATCH IS THE MOST IMPORTANT TO PREVENT TIPPING.

DWN BY:	EMK	DWN DATE:	1/2/14
APR BY:		DATE APR:	
APR BY:		DATE APR:	

UNLESS OTHERWISE SPECIFIED  
DIMENSION ARE IN INCHES  
CABINET SQUARENESS ± .0625  
FRACTIONAL VALUES ± 1/32"  
- ALL VALUES ± OVERALL -



300 South Krueger Street  
Suring, WI 54174  
diversifiedwoodcrafts.com

TITLE:  
FLAT FILE STORAGE  
ASSEMBLY INSTRUCTIONS

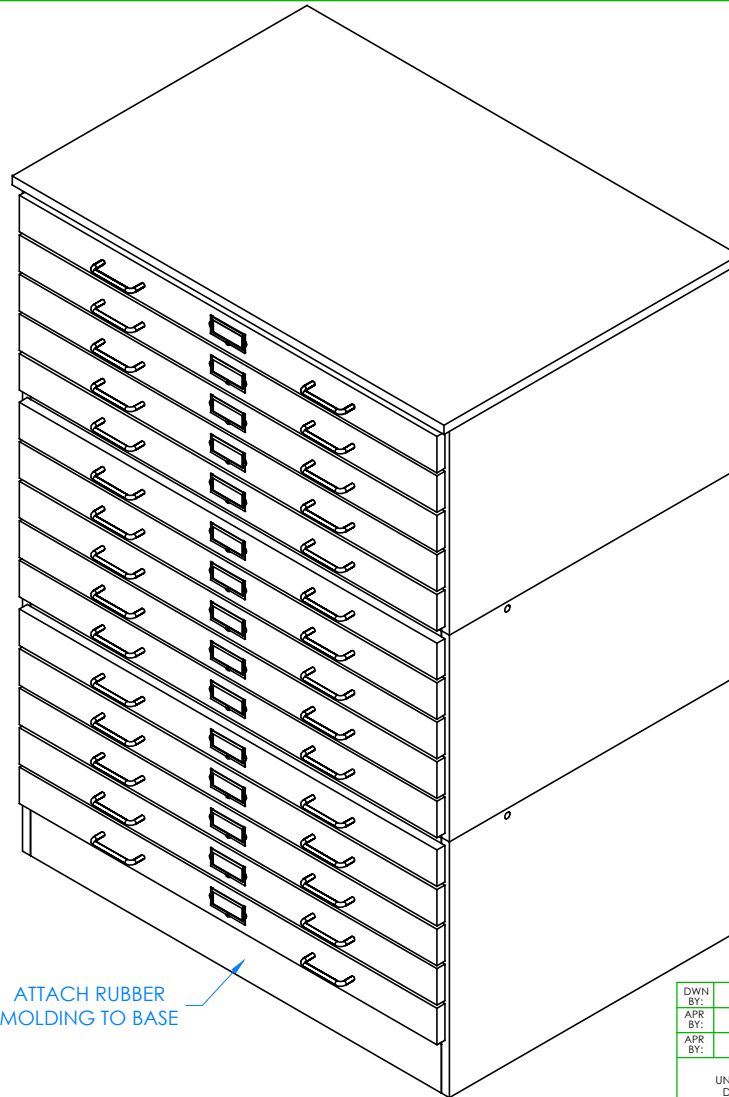
REV.	DESCRIPTION	DATE	NAME	ECN NO.
A	CREATED ASSEMBLY INSTRUCTIONS	1/2/14	EMK	-
REVISION LEVEL				

THIS DRAWING IS THE SOLE PROPERTY OF  
DIVERSIFIED WOOD CRAFTS. IT MAY NOT  
BE ALTERED OR CHANGED WITHOUT  
PERMISSION

DRAWING NUMBER:

FFS-3624

SCALE:	SHEET:	REVISION:
NTS	6 OF 7	REV A



ATTACH RUBBER MOLDING TO BASE

STEP 4:

- ATTACH RUBBER MOLDING TO BASE USING CONTACT CEMENT.
- SCREW STAINLESS STEEL CORNER BRACKETS ON EACH CORNER OVER BASE MOLDING WITH HARDWARE PROVIDED.

NOTE:

1. BEFORE CABINET IS TO BE USED AND PUSHED AGAINST THE WALL, ALL LOCKS ON BOTH SIDES AND BACK MUST BE LATCHED. THE BACK LATCH IS THE MOST IMPORTANT TO PREVENT TIPPING.

COMPLETE UNIT SHOWN

REV.	DESCRIPTION	DATE	NAME	ECN NO.
A	CREATED ASSEMBLY INSTRUCTIONS	1/2/14	EMK	-
REVISION LEVEL				

DWN BY:	EMK	DWN DATE:	1/2/14
APR BY:		DATE APR:	
APR BY:		DATE APR:	

UNLESS OTHERWISE SPECIFIED DIMENSION ARE IN INCHES  
 CABINET SQUARENESS ± .0625  
 FRACTIONAL VALUES ± 1/32"  
 - ALL VALUES ± OVERALL -

THIS DRAWING IS THE SOLE PROPERTY OF DIVERSIFIED WOOD CRAFTS. IT MAY NOT BE ALTERED OR CHANGED WITHOUT PERMISSION



300 South Krueger Street  
 Suring, WI 54174  
 diversifiedwoodcrafts.com

TITLE:  
 FLAT FILE STORAGE  
 ASSEMBLY INSTRUCTIONS

DRAWING NUMBER:	FFS-3624	SCALE:	NTS	SHEET:	7 OF 7	REVISION:	REV A
-----------------	----------	--------	-----	--------	--------	-----------	-------