

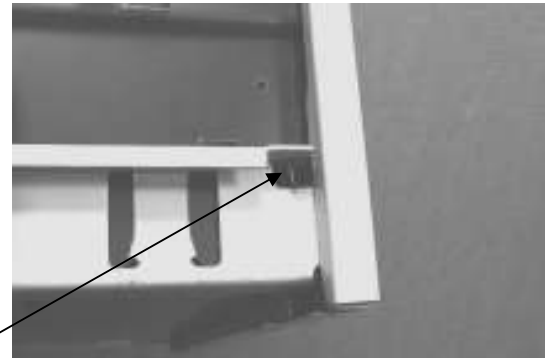
## Removal & Fitting of Drawers

### Filing Cabinets



**These instructions are relevant to the Bisley Flush Front & Classic Front Filing Cabinets as pictured above.**  
**The instructions are intended as a guide, if you have any questions please seek further advice.**

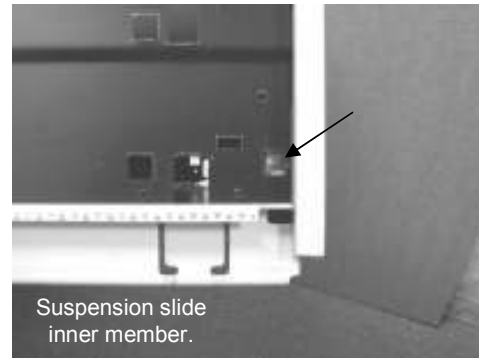
Removal: Make sure the drawer is unloaded:  
 (Please take care while removing the drawer, as this can be awkward until practised).



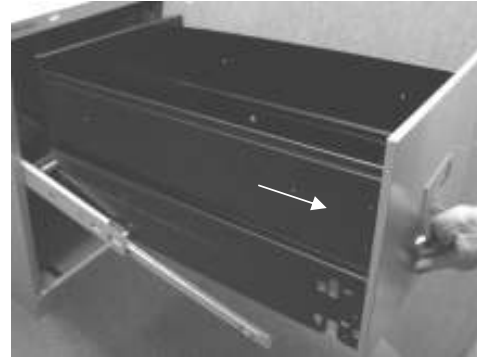
There is a left and right hand fold-over tag securing the filing cabinet drawers to the suspension slide inner members.



Each fold over tag can be pushed back flush with the drawer body using a plain slot screwdriver.



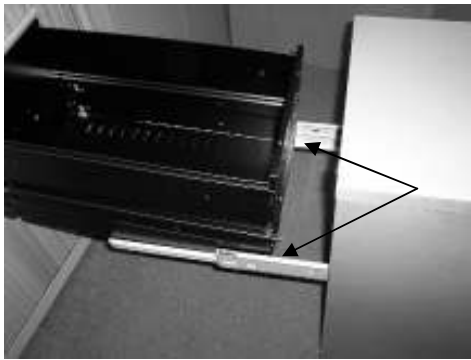
Once both tags are clear of the suspension slide inner member, the front of the drawer can be raised removed.



Open the drawer to full extension, and raise the front clear of the suspension slide inner members.

Pull the drawer forwards and lift away from the suspension slides.  
(Remember to place one hand underneath the drawer body to support the weight of the drawer).

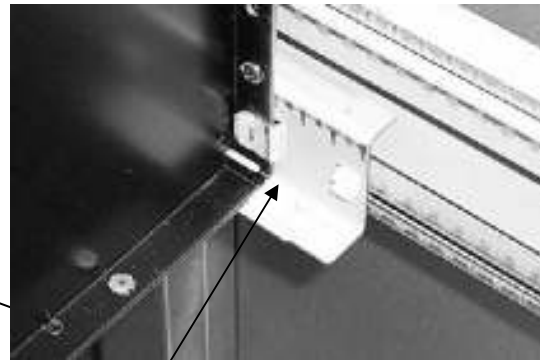
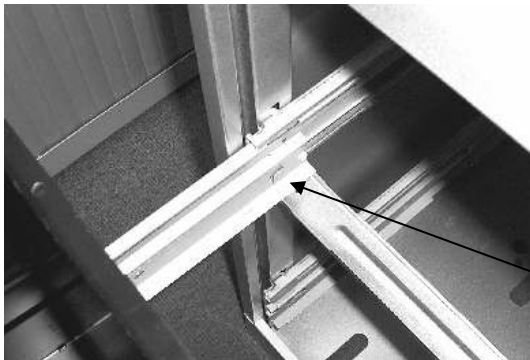
Fitting: (Please take care while fitting, especially when locating the rear of the drawer into the suspension slide inner member slots, as this can be awkward until practised).



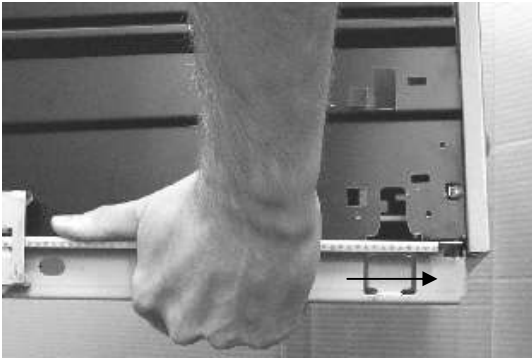
When fitting, rest the rear of the drawer onto the suspension slides inner members.



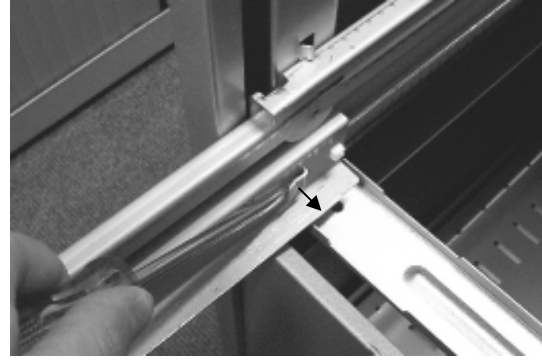
Slide the drawer backwards into the cabinet, tilting the front up, to locate the right side edge of the drawer underneath the plastic locking bar tag.



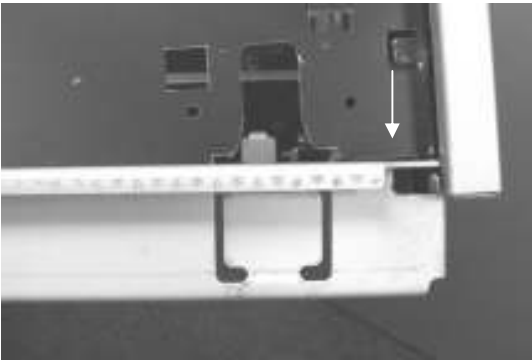
The suspension slide inner members have a cut out slot for the rear of the drawer to fit into.  
(In most instances it is not possible to see behind the drawer to view whether the drawer has located properly, but sometimes will this be apparent when the front of the drawer has been fitted, as the drawer will not travel smoothly or align correctly when closed).



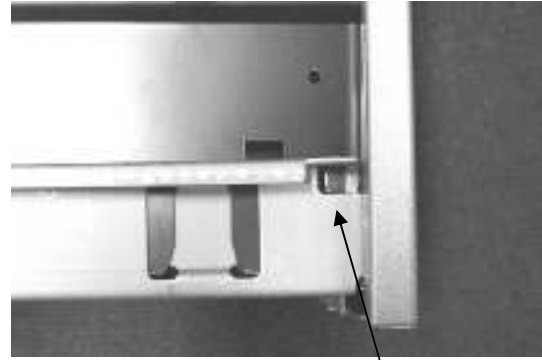
Make sure both suspension slide inner members are fully extended.



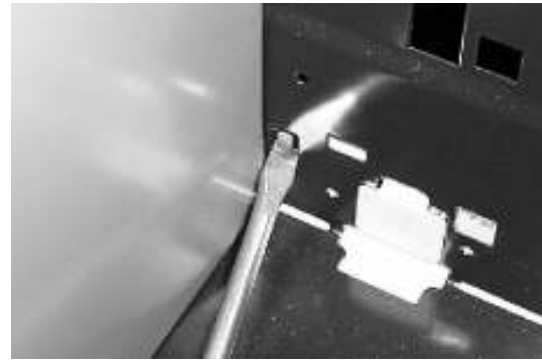
If you experience problems fitting the back of the drawer into the slots on the suspension slide inner members, you can open the slots slightly with a plain slot screwdriver.



Close up view of the location slots on the front of the left-hand suspension slide inner member.



Push the drawer down fully into the location slots on the suspension slide inner members, to allow for the fold out securing tags to align correctly.



From inside the drawer, using a plain slot screwdriver, push the drawer securing tags outwards making sure they are located correctly in the slide inner members holes.