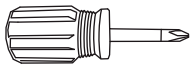# BDi
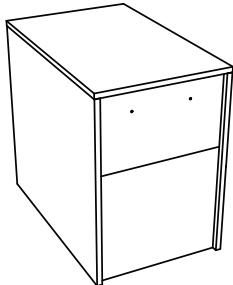
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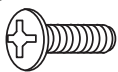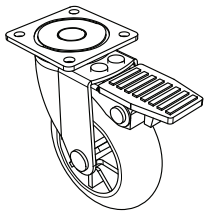BDIUSA.COM   CUSTOMERSERVICE@BDIUSA.COM

Component List

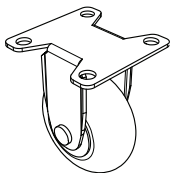**A -** Phillips Screwdriver x 1 *(not provided)*
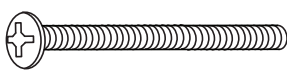
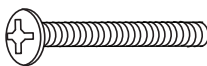**B -** Cabinet x 1

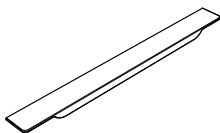**C -** 5/32" x 12mm Phillips Screw x 20

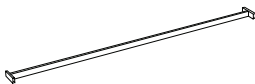**D -** Brake Caster x 4

E - Center Caster x 1

F - M4 x 37mm Phillips Screw x 2

G - M4 x 25mm Phillips Screw x 2

H - Pull x 2

I - Letter File Bar x 2

Format is engineered for easy assembly. Carefully follow this procedure to prevent any damage.

Do not use power tools for assembly of this product.

Placement and Maintenance
Format™ Office furniture is designed for indoor use on level floors. Clean steel parts and wood veneer with a moist cloth.
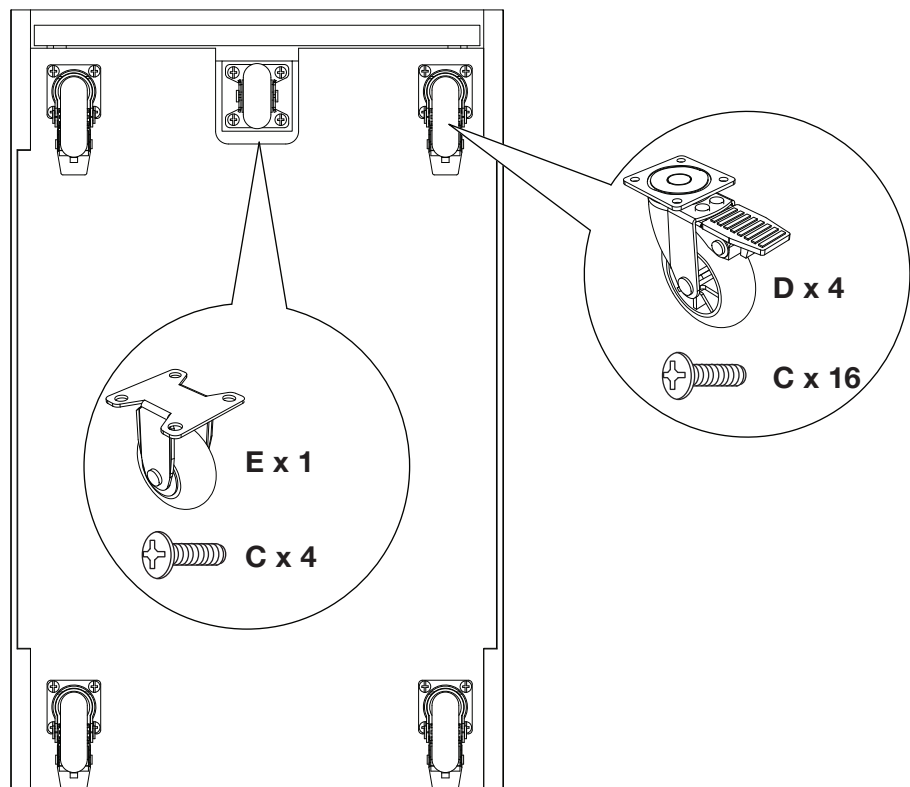
Step 1
Unpack and Identify
Unpack and identify the components at left. Note that some components are shipped inside the cabinet. The assembly workspace should be a non-marring surface such as carpet. For missing hardware pieces, please contact BDI Customer Service at customerservice@bdiusa.com. For all other concerns, please contact your BDI Retailer.
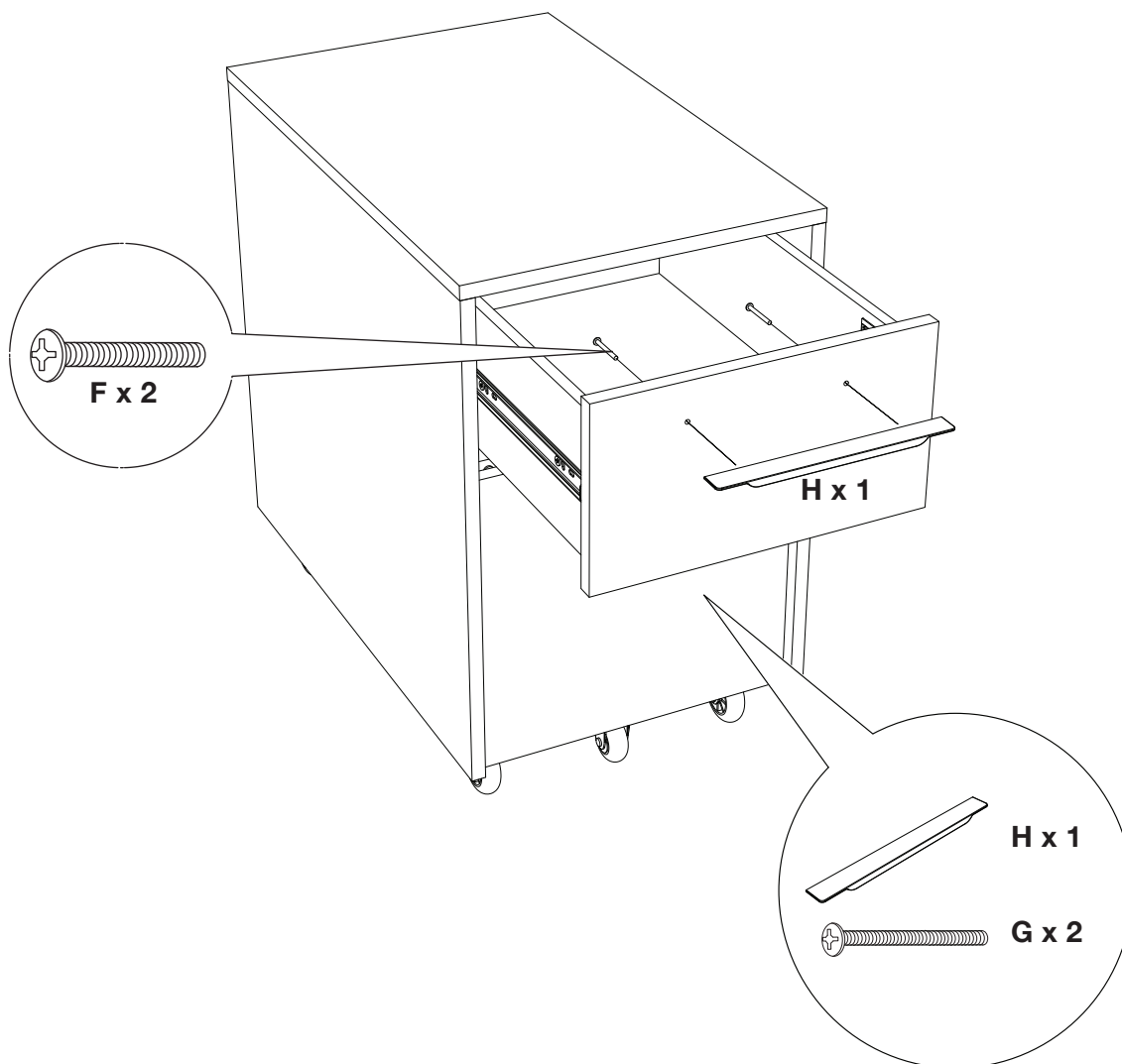
Step 2
Install Casters
Carefully position **Cabinet (B)** on its back side so that bottom side is accessible, then attach a **Caster** at each of the five (5) exposed installation plates using **5/32" x 12mm Phillips Screw (C)** and a Phillips Screwdriver.

D x 4

C x 16

E x 1

C x 4

Step 3
Install Drawer Pulls.
Install Pulls.

Carefully turn pedestal upright and then install **Pull (H)** to top drawer using the **M4 x 37mm Phillips Screw (F)** and a Phillips Screwdriver. Install **Pull (H)** to bottom drawer using the **M4 x 25mm Phillips Screw (G)** and a Phillips Screwdriver.

F x 2

H x 1

H x 1

G x 2

Step 4
File Folders

Users who wish to use legal-length files may install **Letter File Bars(I)** into place near front and back of file drawers.

I

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