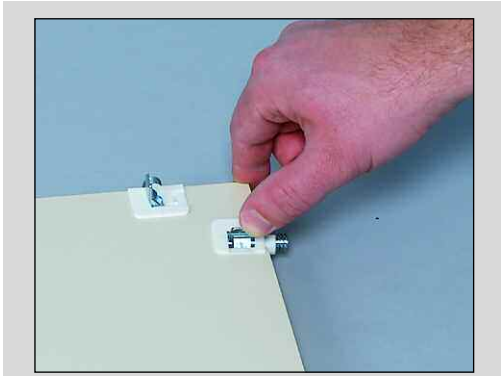


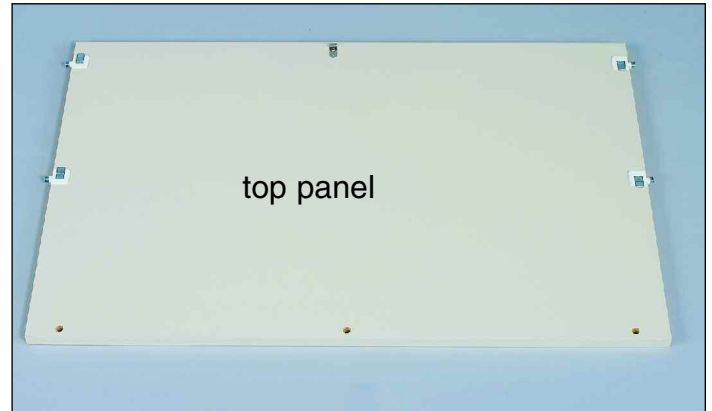
# ASSEMBLY INSTRUCTIONS FOR THE #5099 36"W EASY WORK SURFACE STORAGE UNIT WITH LOCKING DOORS

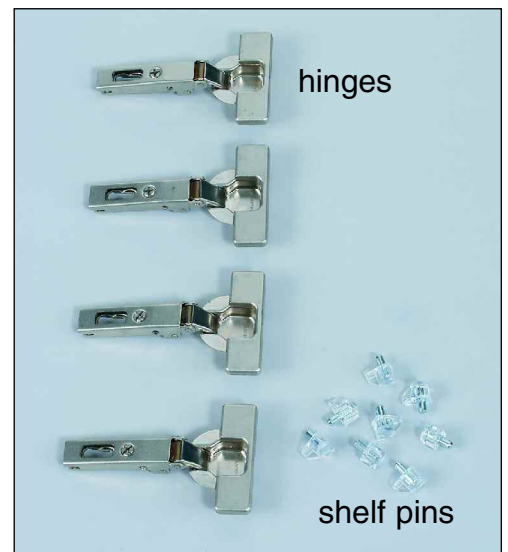
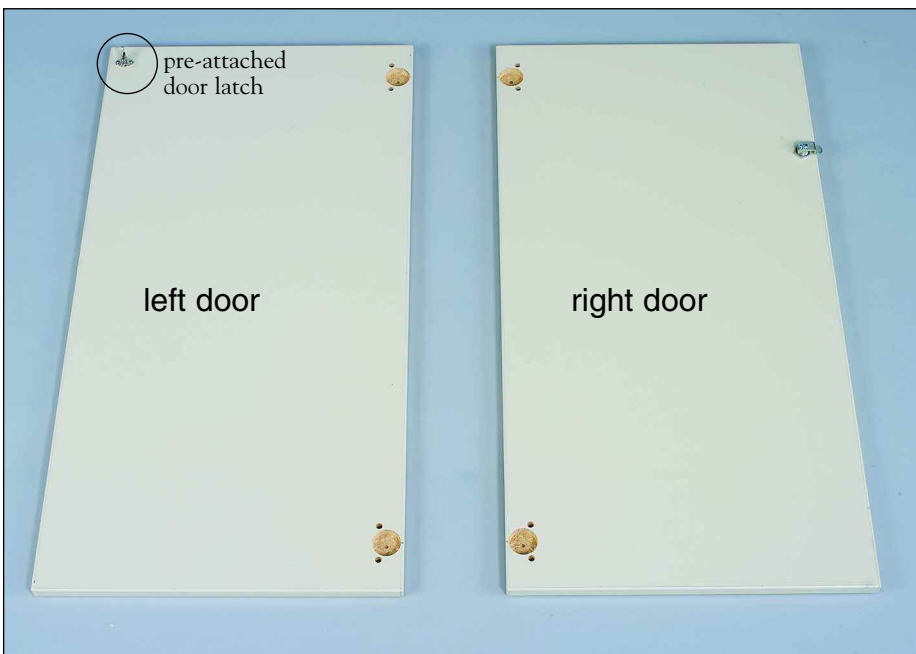
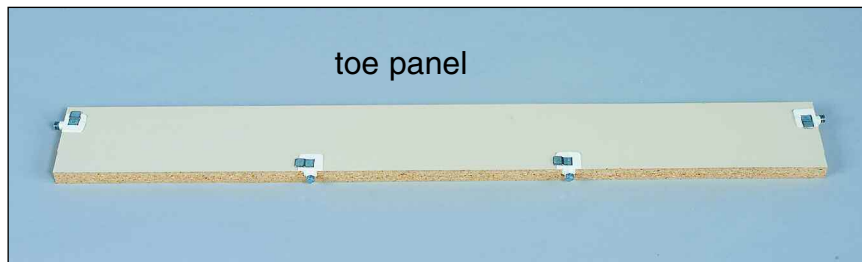
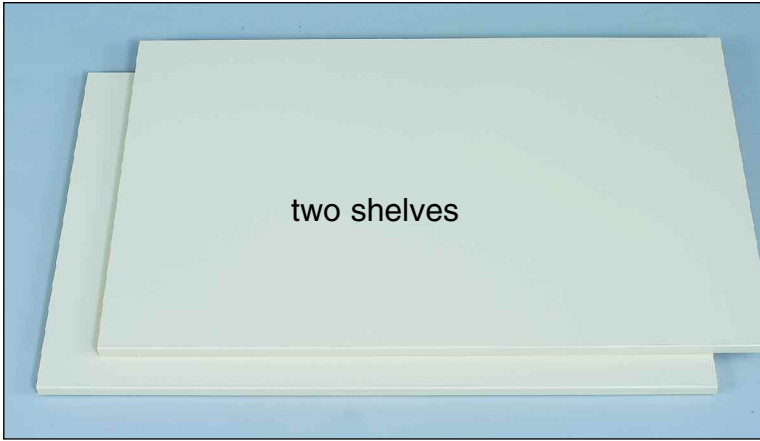


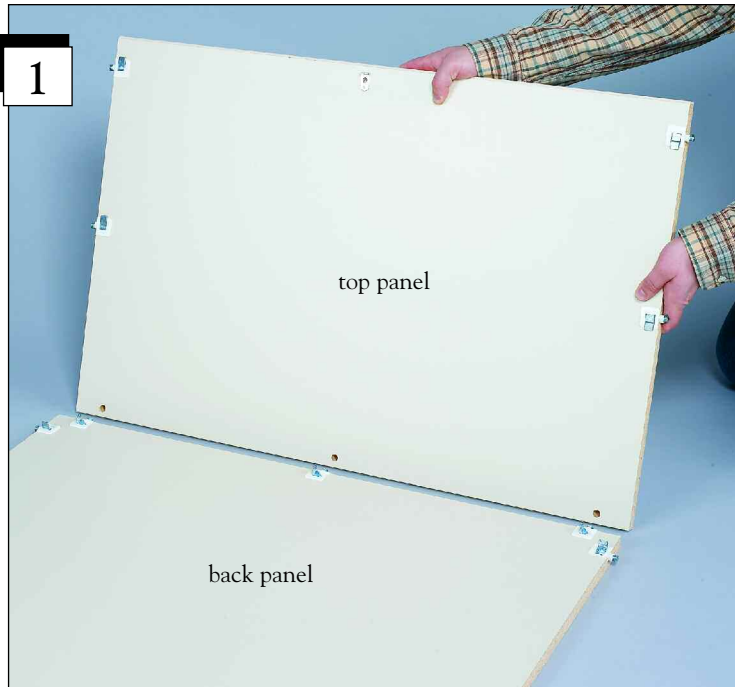
**NOTE:** Fitting toggles on back, top, bottom, and toe panels are shipped in the secure position. Flip the toggles up to unlock before you start assembly.



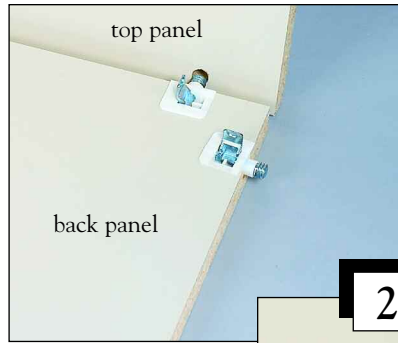
Before assembling your Easy Work Surface Storage Unit, please familiarize yourself with all the parts and check to make sure you have all the parts listed on pages 1 and 2.



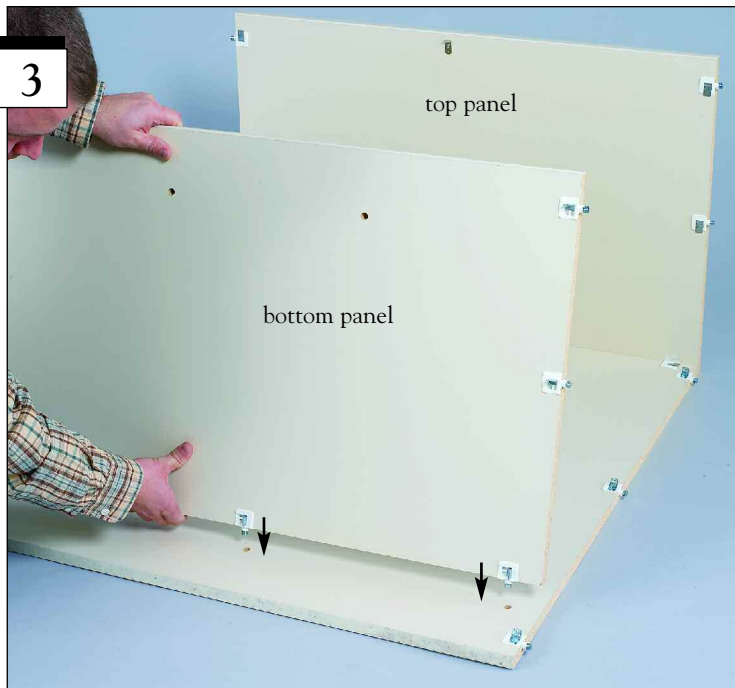
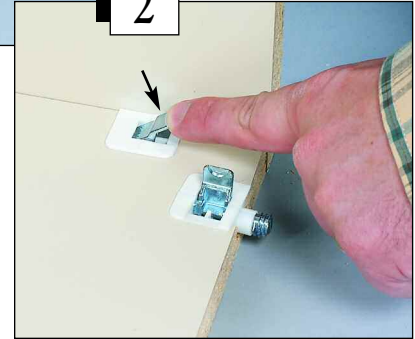




Lay the back panel flat on the floor. Bring the top panel into position.



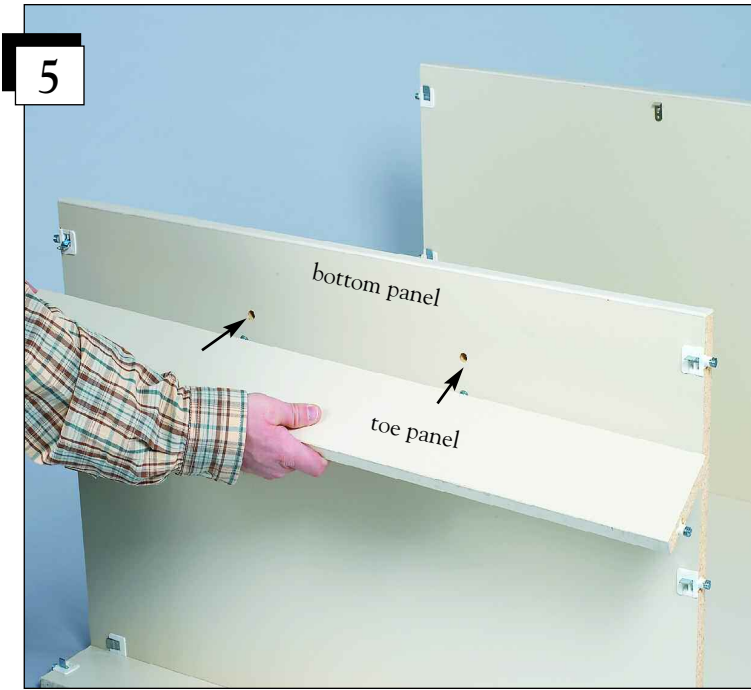
Attach the top panel by aligning the pre-drilled holes with the connection fittings in the back panel. Push the two panels together. Once together, press the fitting toggles down to secure.



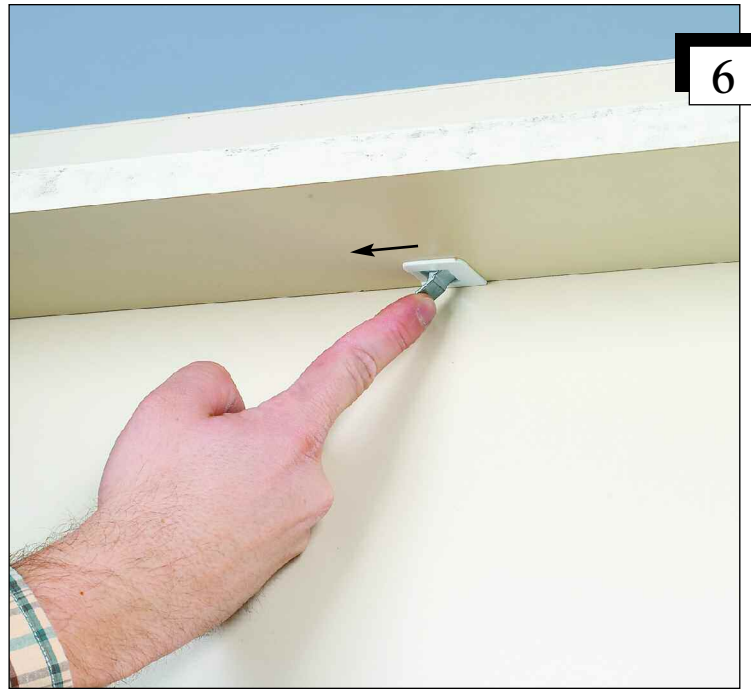
Locate the bottom panel and position at the bottom of the back panel. Attach the bottom panel by inserting the connection fittings in the bottom panel into the pre-drilled holes in the back panel. Push the two panels together.



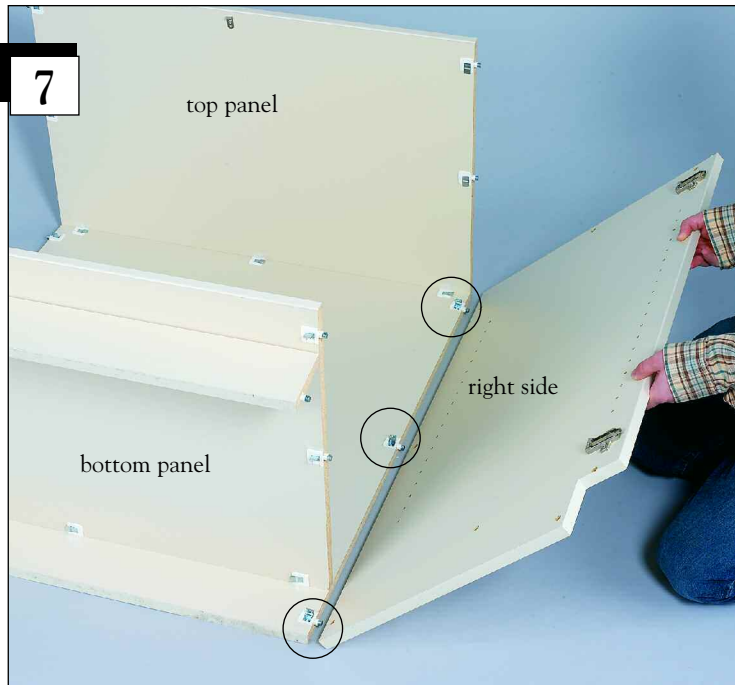
Once together, press the fitting toggles down to secure.



5  
Locate the toe panel and attach to the bottom panel by inserting the connection fittings into the pre-drilled holes in the bottom panel.



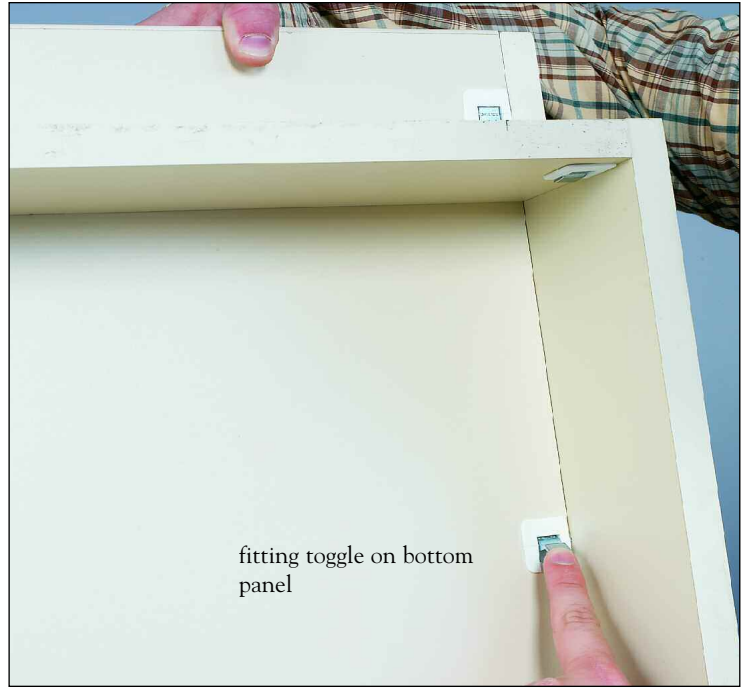
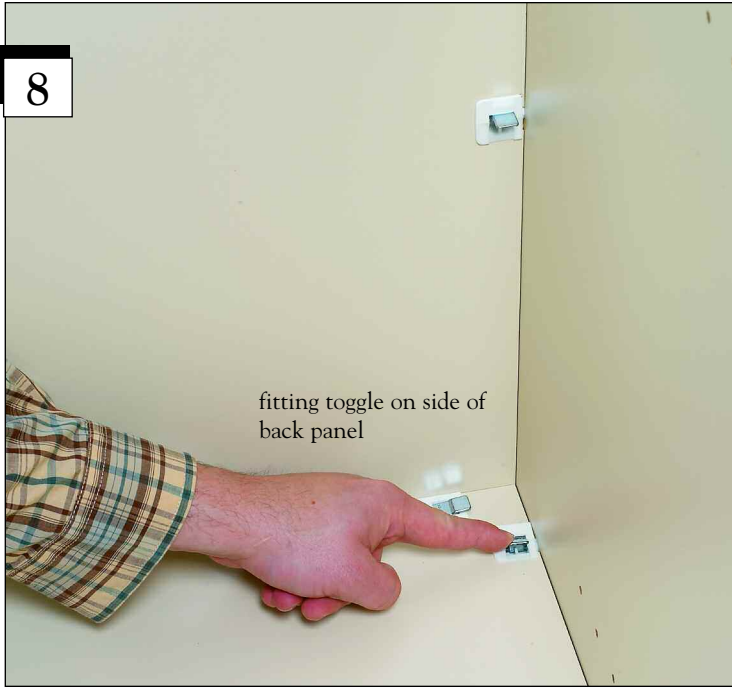
6  
Once the toe and bottom panels are together, press the fitting toggles down to secure.



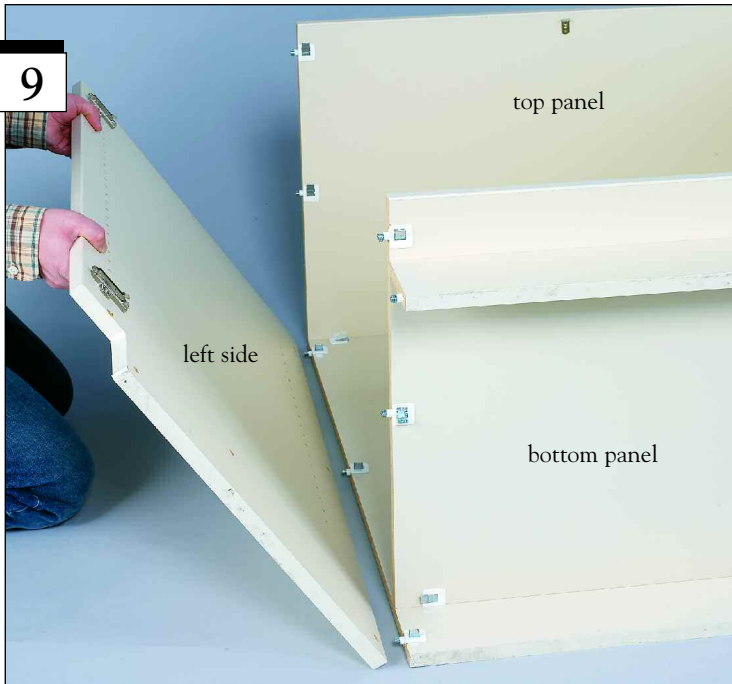
7  
Attach the right side by aligning the pre-drilled holes with the connection fittings in the back, bottom and top panels.



bottom panel



Push the panels together and press the fitting toggles down to secure.



Attach the left side by aligning the pre-drilled holes with the connection fittings in the back, top and bottom panels. Push the panels together and press the fitting toggles down to secure. See step 8.



Once sides are attached your cabinet unit should look like this. With assistance, raise your unit to the upright position.





Decide the positioning of your shelves. Each shelf is adjustable in 1/4" (32 mm) increments. Insert the clear plastic shelf pins in the back holes at your desired height.



Once the back shelf pins are in place insert shelf pins into the front shelf holes at the same height as the back pins. Repeat steps for the opposite side keeping pins at the same height.



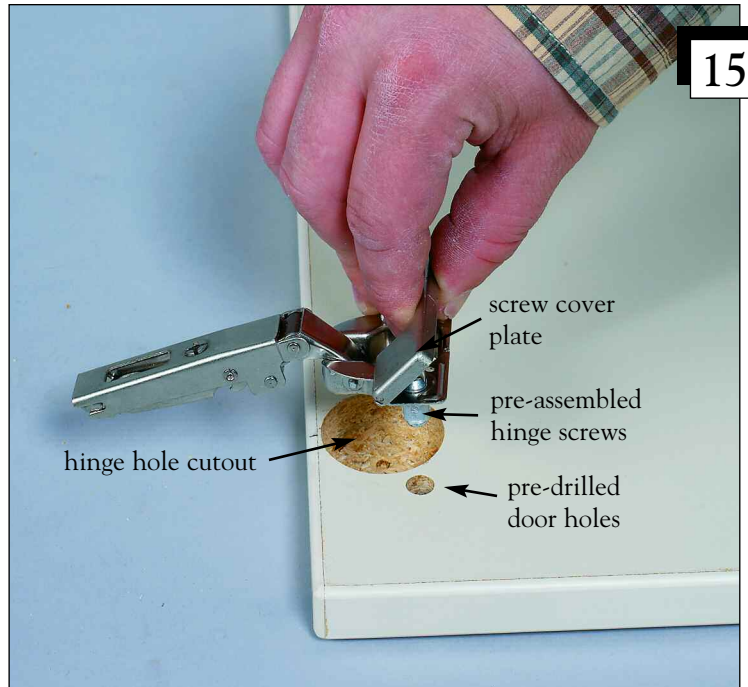
After your shelf pins are in place you're ready to install your two shelves. Position shelves onto the shelf pins.



Your shelves are in place and you're ready to attach doors.



**NOTE:** Latches are shipped with the screw cover plate in the secure position. Before installing latches, the screw cover plate will need released. To release flip the plate up with your fingernail or small screwdriver. The plate is hinged and will lift up.



Begin by laying the doors flat on the ground with the hinge hole cutouts (inside of doors) facing up. With screw cover plate lifted, insert pre-assembled hinge screws into the pre-drilled door holes. There are two latches per door.



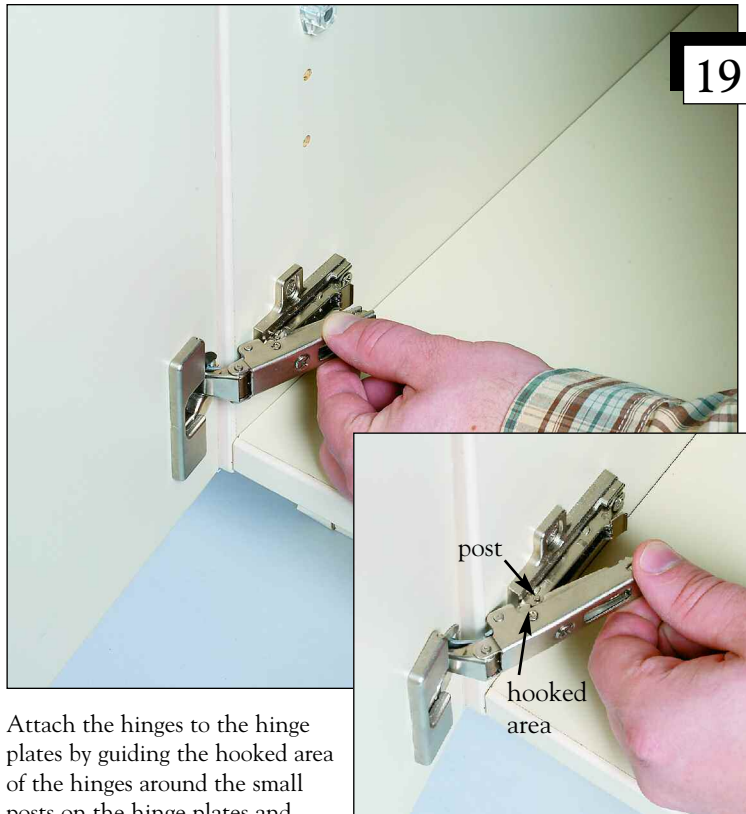
Once hinges are in place and flush against doors, press down on the screw cover plates to secure hinges to doors.



Your doors should look like the photo above when hinges are attached.



Doors are ready to be attached. Position the left door onto the side of the cabinet unit. The hinges should align with pre-installed hinge plates mounted inside of the unit.



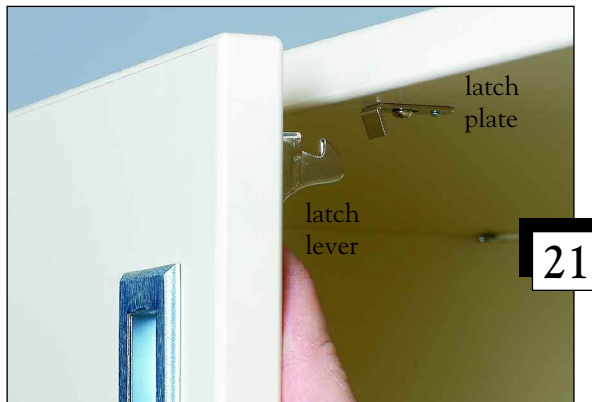
Attach the hinges to the hinge plates by guiding the hooked area of the hinges around the small posts on the hinge plates and pressing them to the plates until they latch.

**This step can be tricky and may take a few attempts to get the hinges to latch.**

Once the left door is attached repeat steps 18-19 for the right door.



Your doors are now attached and your cabinet is ready to use.



Your cabinet comes with the door latch and latch plate mounted and ready to use. To close the door, squeeze the latch lever and slide the hook under the latch plate. The latch will catch and secure the door.





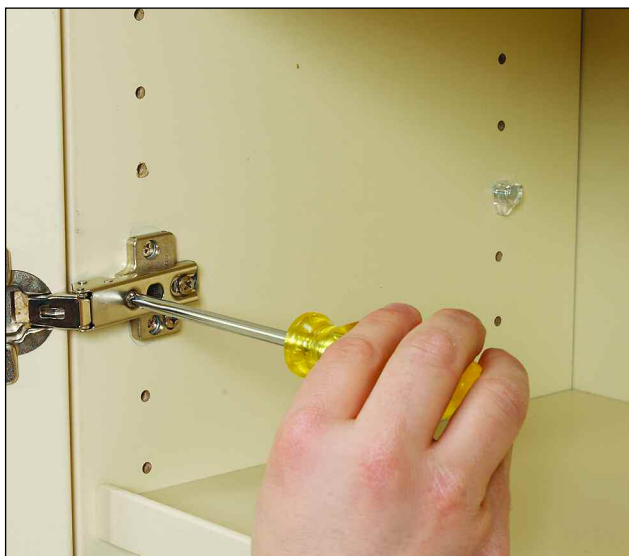
Your locking doors are now attached and can be used to secure contents. The cam lock includes two keys. Additional or replacement keys can be purchased through our Resource department.

High quality, fully concealed hinges are self-closing and can be adjusted in three ways to allow you to align your cabinet doors for a consistent look.



**The right adjustment screw provides side adjustment:**  
Side adjustment ... regulates the gaps between doors, cabinets and walls for perfect parallel alignment.

**The middle adjustment screw provides height adjustment:**  
Height adjustment ... lets you align door levels across a row of doors so they match precisely at top and bottom.



**The left adjustment screw provides depth adjustment:**  
Depth adjustment ... lets you bring any style of door into line with the vertical surface of the cabinet.

Your small friend, indeed®  
**Health Care Logistics**®  
INC. 