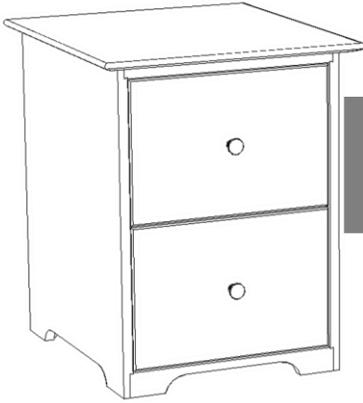


Instructions for Attaching Wheels



Please identify the listed items before installation.

Hardware:

- 5/8" pan head screws (8)
- Roller wheels (4)

Tools needed:

- Philips head screw driver

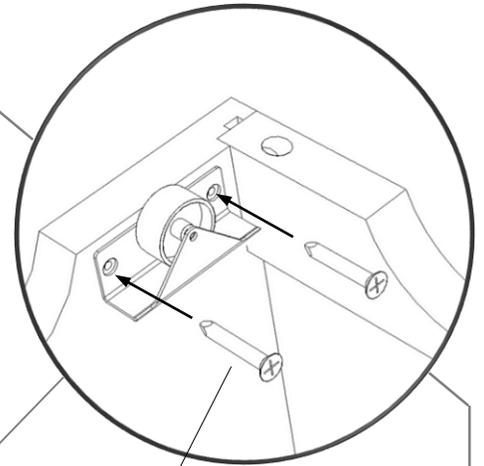
Tools required

Philips head screw driver

Installation steps:

- For ease of installation, place the case upside down and lay it on a soft surface.

Mount the roller wheels to the predrilled holes on the case sides on each of the four corners by using the 5/8" pan head screws. (Figure 1).



5/8" pan head screws

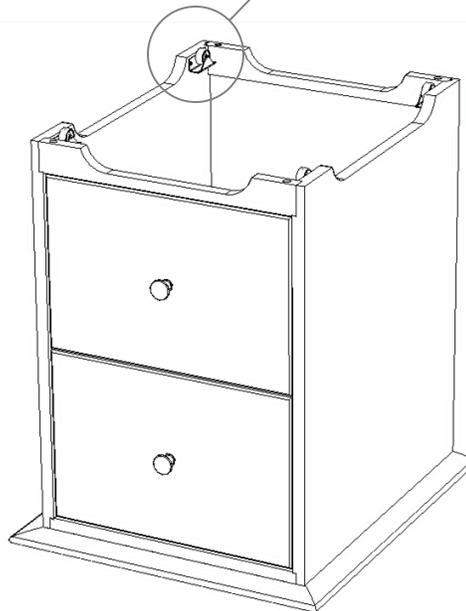


Figure 1.
Attach wheels

Rolling File

This file cabinet has been fitted with an anti tip device so that it will not tip forward if both filled drawers are opened at the same time or when the top filled drawer is opened with the bottom drawer closed and empty. Because of this device only one drawer may be opened at a time. Before placing the rolling file under a desk, the space should be measured to see that the file will indeed fit.

Care Instruction

To care for and preserve the finish on your new Copeland Furniture piece, please keep the following recommendations in mind.

- While our furniture has been finished with a durable top coat, the surface may be sensitive to dents and abrasions during the first 30 days in your home.
- Treat the surface finish gently so it does not dent or chip. Tape or stickers should not be put on the finish.
- For general care use a soft cloth to dust the furniture.
- Use damp cloth with a mild soap to clean-up spills or dirt. Dry the surface thoroughly.
- Please do not use any polishes, waxes or solvents to clean the surface of the furniture. This holds true for new Copeland Furniture pieces as well as items you may already have in your home.
- Please do not place any candles directly on the surface of your furniture. The perfumes and dyes in the candles may penetrate the finish.

Special Care Instructions for Cherry Furniture

Please read the following if you have purchased a Copeland product in cherry. Furniture that has been crafted from cherry wood becomes darker with age. The change in color, from a reddish tan to a reddish brown, is most noticeable during the first six months of ownership. It is important to understand that exposure to light accelerates, the natural oxidization process. An object left on a cherry wood surface for an extended period of time may retard the aging process in a limited area. Simply remove the object and, over time, the surface will attain a uniform reddish brown color.

