

Model #

# 2402f

## McKenzie

### File Cabinet

**GAC = Glazed Antique Cherry finish**

**JAV = Java finish**

**PEC = Pecan finish**

*Assembly Instructions*



*Thank you for allowing us to help you furnish your home. We are certain you will be delighted with your new furniture for many years to come.*

#### IMPORTANT NOTES:

- For normal household use only. *Not* recommended for commercial use.
- Use a protective pad when you use the top of this piece as a writing surface.
- Do not climb, sit or stand on this piece of furniture.
- Do not overload the drawers.
- Unload items before you move this unit.

#### WARNING

Drilling, sawing, sanding or machining wood products can expose you to wood dust, a substance known to the state of California to cause cancer. Avoid inhaling wood dust or use a dust mask or other safeguards for personal protection.

For more information go to: [www.p65warnings.ca.gov/wood](http://www.p65warnings.ca.gov/wood)

This product can expose you to chemicals, including formaldehyde, which are known to the State of California to cause cancer.

For more information go to: [www.p65warnings.ca.gov/furniture](http://www.p65warnings.ca.gov/furniture)

**DESIGN SUBJECT TO CHANGE WITHOUT NOTICE.**

#### CUSTOMER SERVICE

If you ever have questions about your furniture, please do not hesitate to contact us. In the unlikely event you need a replacement part; we can make those parts available through an authorized Whittier Wood Furniture dealer. If you cannot order replacement parts through your dealer, please contact our customer service department.

**Hours:** Our friendly customer service staff can be reached:

**Monday-Friday 8:00 a.m. to 5:00 p.m. (Pacific Time).**

You may leave a message 24 hours a day, seven days a week.

**Customer Service:** 800-653-3336 • **Outside the U.S.:** 541-687-0213

**Fax:** 541-687-2060 • **Email:** [info@whittierwood.com](mailto:info@whittierwood.com)

**Whittier  
Wood**  
FURNITURE

P.O. Box 2827  
Eugene, OR 97402 USA

Production Code :


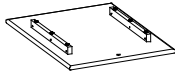












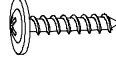
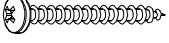





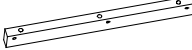
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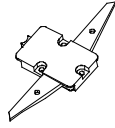



## 2402f McKenzie File Cabinet

### Parts List

Please identify the parts and check that quantities received match those on this list.  
If you need to replace a part, refer to the following letter and part name.

Part	Description		Quantity
Ae	Case Assembly		1
Bd	Top Assembly (attached)		1
C	Lower Drawer (inserted)		1
D	Upper Drawer Face (installed)		1
E	Lower Drawer Face (installed)		1
F	Lock (attached)		1
G	#6 x 5/8" Philtruss Screw (inserted)		2
H	20" Drawer Slides (pre-installed sets)		2
I	#6 x 3/4" Philtruss Screw (inserted)		23
J	#6 x 1/2" Philtruss Screw (inserted)		22
K	Knob (attached)		2
Lc	#8 x 1-1/2" Machine Screw Tuscan (installed)		2
M	Plastic File Rail (attached)		4
N	Aluminum File Rail		4
Oc	#8 x 7/8" Black Lo-Profile Screw (inserted)		8
P	#8 x 1-1/4" Pan Head Screw (inserted)		8
T	Upper Drawer (inserted)		1
U	Insert Nut (inserted)		4
V	#8 x 1-3/8" Lo-Profile Screw (inserted)		2
W	#10 x 2" Pan Head Screw (inserted)		6
X	#8 Washer (inserted)		6
Y	Top Support (attached)		2

**2402f McKenzie File Cabinet**  
*Parts List*

<b>Part</b>	<b>Description</b>	<b>Quantity</b>
ZA	Anti-Tip Snapper (attached) 	1
ZB	Drawer Clip (attached) 	2
ZC	Slotted Leveler (installed) 	4
ZD	Leveler Adjustment Key (attached to Owners Manual) 	1

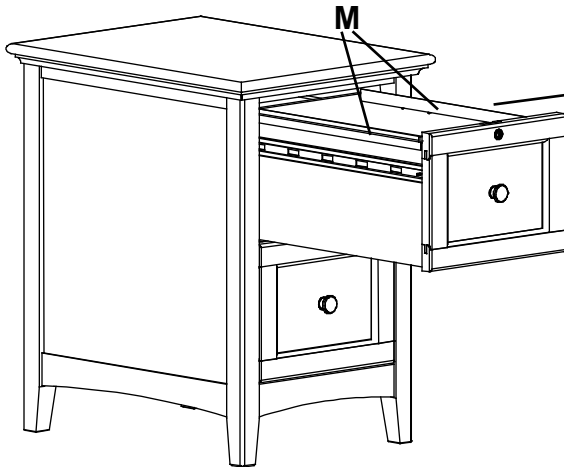
# 2402f McKenzie File Cabinet

## Assembly Instructions

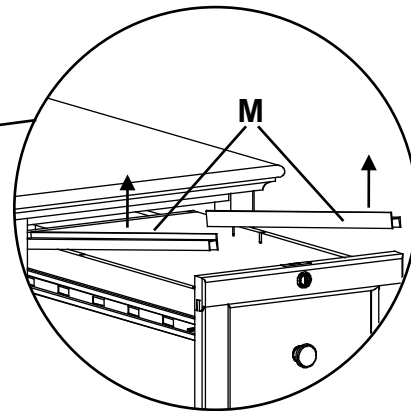
**Tool Required: Phillips Screwdriver.**

**Tool Provided: Leveler Adjustment Key in the Zip bag taped to the Owner's Manual and Safety Guide.**

1. Use a protective pad when you use the top of this piece as a writing surface.
2. The keys and the Aluminum File Rails are inside the hardware box.
3. Store your letter-sized hanging folders either parallel or perpendicular to the front of the drawer. Legal-sized folders must hang perpendicularly. To hang your files perpendicularly, remove the Plastic File Rails (M). See Figures 3 and 3a. There are slots on the sides of the drawers. Insert an Aluminum File Rail (N) into the slots nearest to the Drawer Face (D or E). Insert another Aluminum File Rail (N) into the second set of notches for letter-sized folders or the third set of notches to hang legal-sized folders. See Figures 3b and 3c.

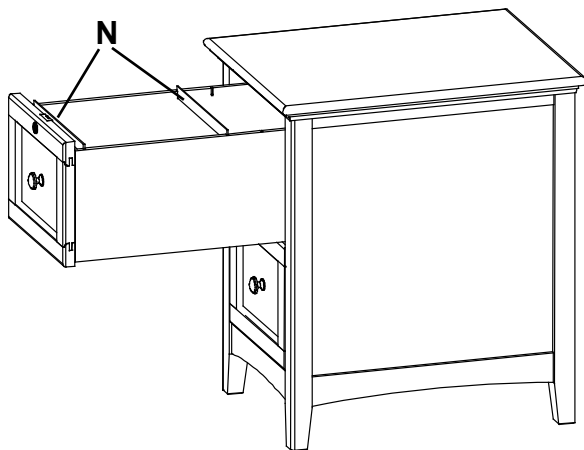


**Fig. 3**



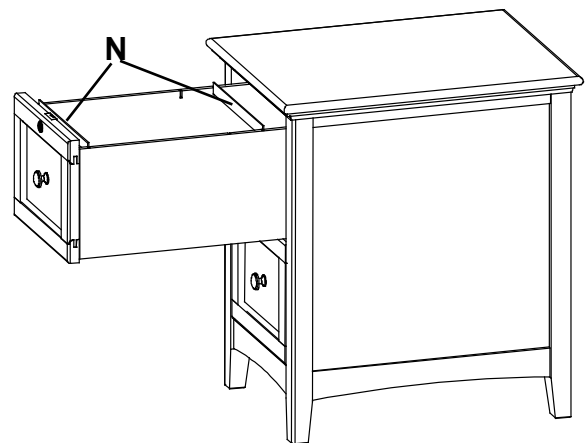
**Fig. 3a**

(For Letter File Size)



**Fig. 3b**

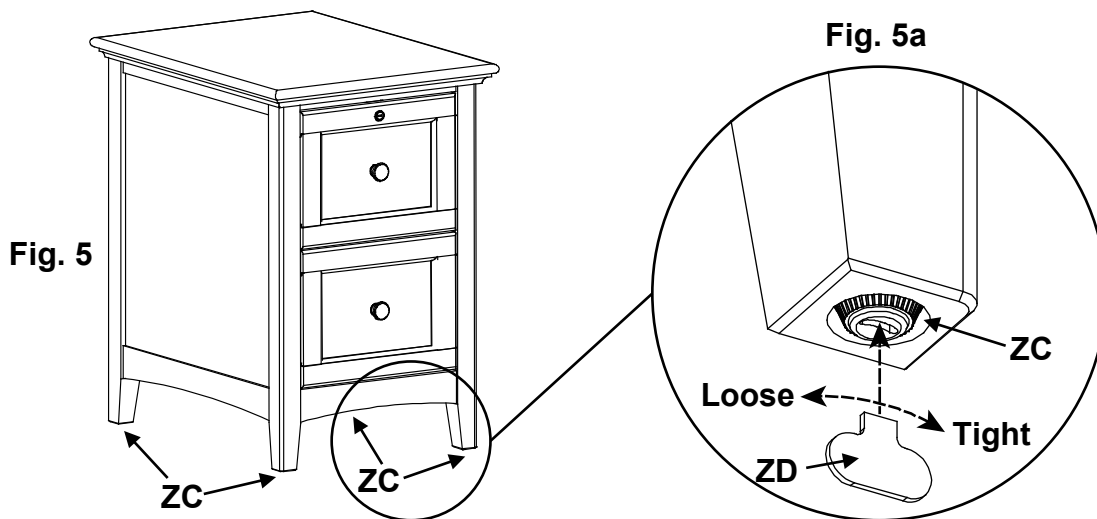
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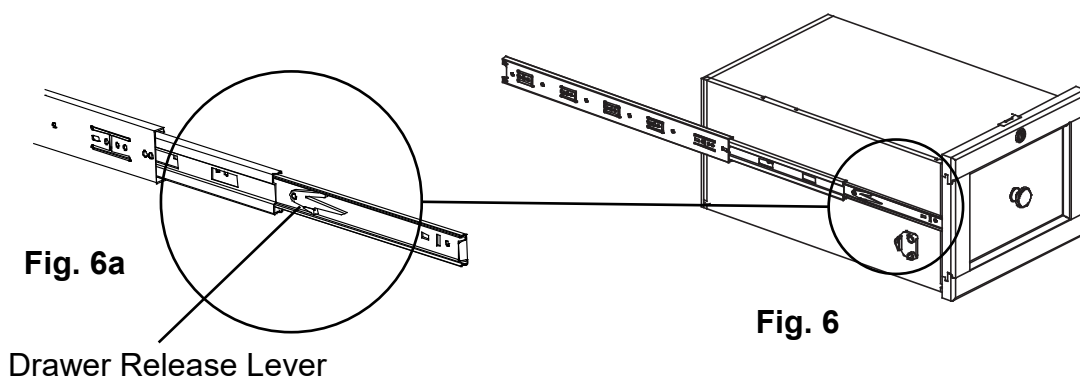
**Fig. 3c**

## 2402f McKenzie File Cabinet Assembly Instructions

- This piece of furniture includes a drawer interlock system allowing only one drawer to be open at a time. This is a safety feature to reduce the risk of tip over. Do not defeat or remove the drawer interlock system.
- Place the unit at its final destination. Use the Leveler Adjustment Key (ZD), found in the Zip bag taped to the Owner's Manual and Safety Guide to rotate the Slotted Levelers (ZC) on the bottoms of the legs until the unit is level. See Figures 5 and 5a.



- If you need to remove your drawers, pull up on the left Drawer Release Lever while pushing down on the right Drawer Release Lever and pull out the drawer. See Figures 6 and 6a. Note where each drawer came from to make sure you place them back into their correct positions.



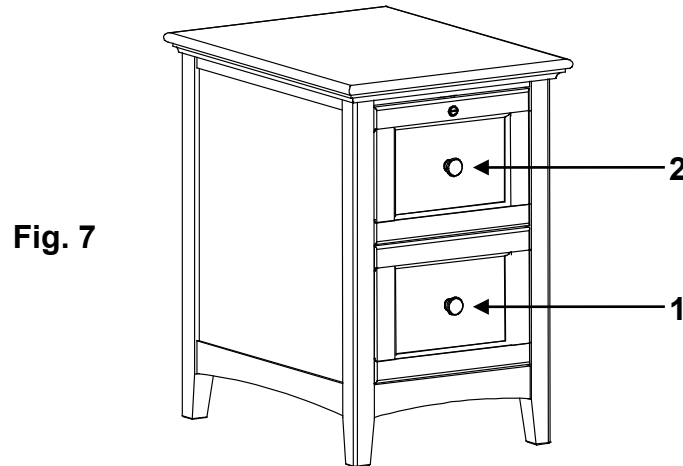
## 2402f McKenzie File Cabinet

### Assembly Instructions

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7. When removing drawers from furniture featuring the Anti-Tip Drawer Interlock System it is important that the drawer is installed back in its original location. Numbers and letters are stamped on the back of the drawers. Stamping sequence starts at the bottom, moves to the top.

Drawer back stamping example:



*Continued on Page 7*

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8. Example; if you want to remove the First Drawer and Second Drawer from the cabinet; remove the Second Drawer first. When you remove this drawer, the upper arm on the Anti-Tip Snapper for that side will be pulled forward. See Fig. 8d. As long as this arm is angled toward the front of the case, you cannot remove the First Drawer. Move the upper arms of the Anti-tip Snapper to the unlocked position as shown in Figure 8e. You can then remove the First Drawer as shown in Step 6. To reinstall the drawers, install the First Drawer then move the upper arm of the Anti-tip Snapper to the forward locked position. Now you can reinstall the Second Drawer.

