

# Classroom Select® NeoClass® File Cabinet

## ASSEMBLY INSTRUCTIONS

Thank you for purchasing the Classroom Select® NeoClass® File Cabinet from School Specialty®. Please review the enclosed packing list to ensure all components are included and read the instructions carefully before you begin assembly. If you find anything missing or have any questions now or after set-up, please contact Customer Care at 888.388.3224 or [customer care.schoolspecialty.com/contact-us-email](mailto:customer care.schoolspecialty.com/contact-us-email).



## PART AND TOOL LIST

---

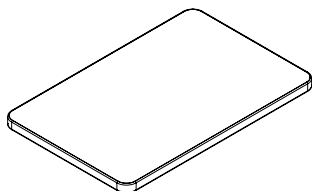
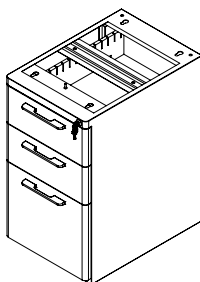
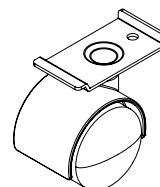


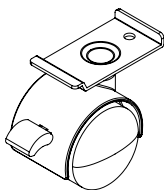
Table Top  
Quantity: 1



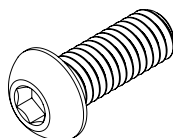
Pedestal Cabinet  
Quantity: 1



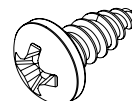
Casters  
Quantity: 2



Locking Casters  
Quantity: 2



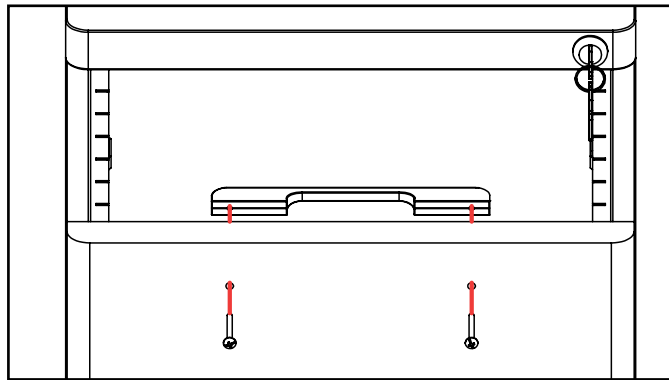
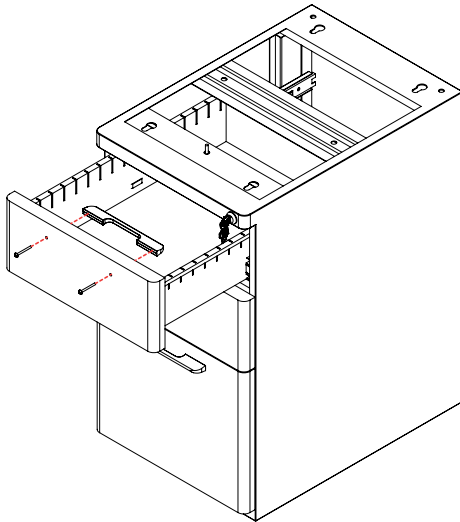
M6 x 16mm Hex Socket Screw  
Quantity: 5



4mm x 11mm Phillips  
Pan Head Screw  
Quantity: 4

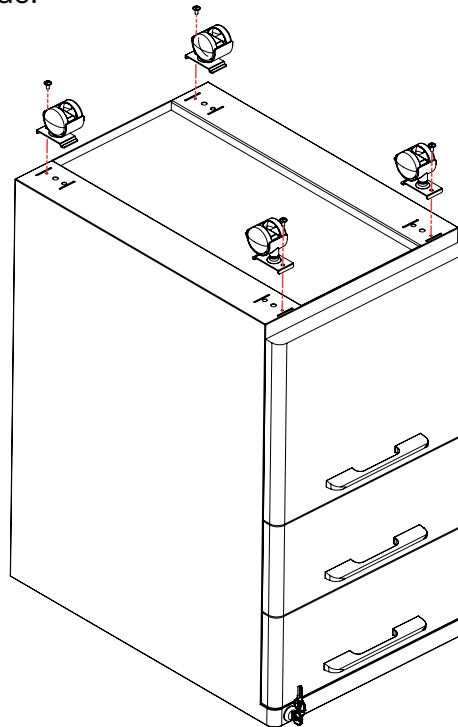
## STEP 1

Unlock the drawers with the key, then open the drawers. The handles are installed on the inside. Un-install the handles from the inside, then re-install the handles on the outside of the drawer.



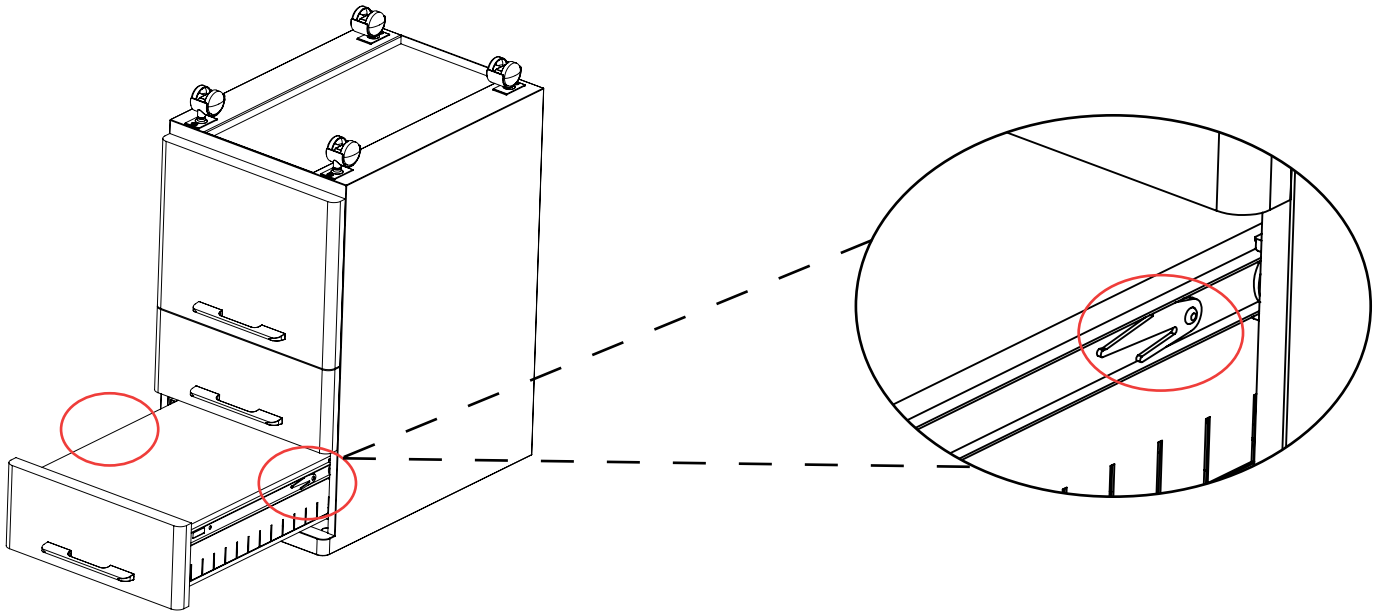
## STEP 2

Flip the Pedestal upside-down. Install the Casters to the bottom of the Pedestal by sliding the caster plate tab into the slot in the Pedestal. Secure each Caster with one 4mm x 11mm Phillips Pan Head Screw. Install the Locking Casters on the drawer side.



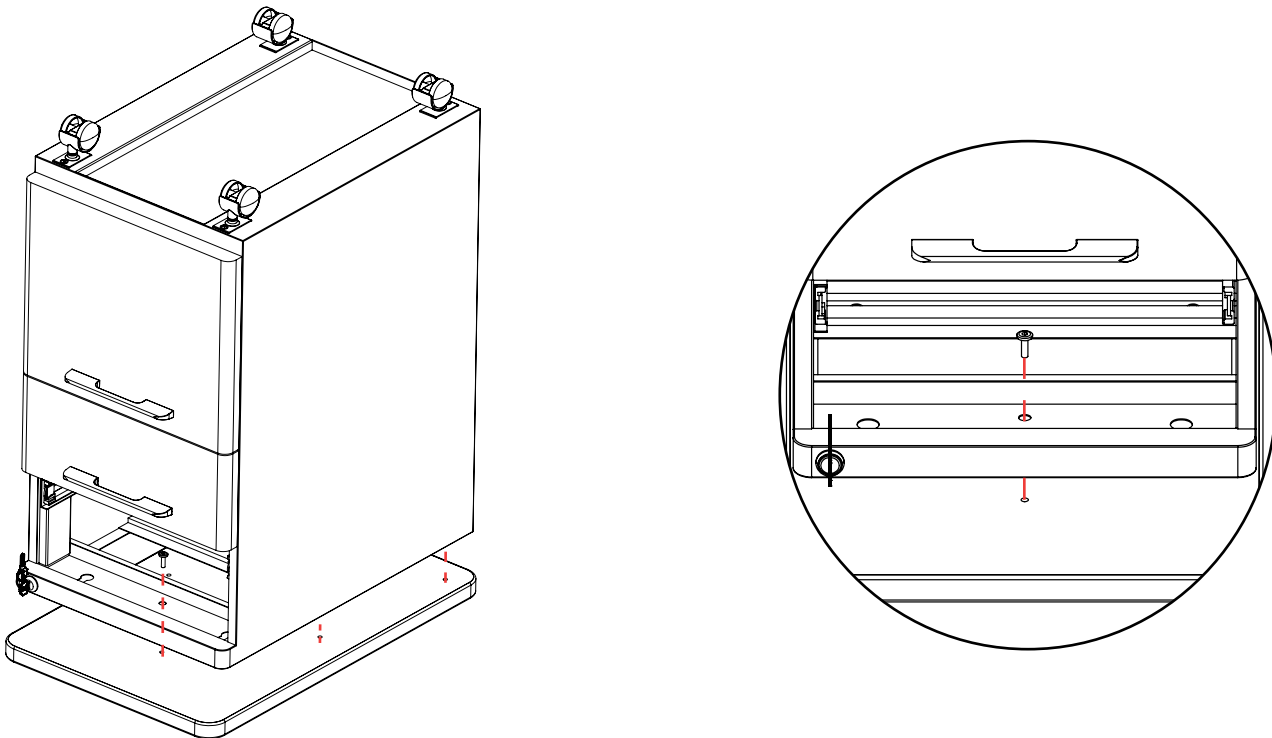
## STEP 3

Remove the top drawer of the Pedestal by fully sliding it out. Press on the plastic tabs on the drawer slides (on both sides and in reverse directions). Release and fully remove the drawer from the unit.



## STEP 4

Place the top upside down on a stable, non-abrasive soft surface to avoid any scratching. Align the upside-down Pedestal with the inserts on the Tabletop. Use five M6 x 16mm Hex Socket Screws to secure it in place.



## DISCLAIMERS

---

Please review the enclosed packing list to ensure all components are included. Please read the instructions carefully before you begin assembly. If you find anything missing or have any questions now or after set-up, please contact Customer Care at 888.388.3224 or [customercare.schoolspecialty.com/contact-us-email](mailto:customercare.schoolspecialty.com/contact-us-email).

Heavy or large furniture may require two or more people for proper assembly. Improper assembly may void the warranty. Ensure all hardware is correctly installed and screws are fully tightened before use. Recheck and tighten screws at least once per year. Failure to assemble or secure parts properly may result in product failure or personal injury.

The products illustrated/photographed in this assembly instruction may vary slightly from the actual product.

**Product Warranty:** [help.schoolspecialty.com/s/article/Product-Warranties](https://help.schoolspecialty.com/s/article/Product-Warranties)