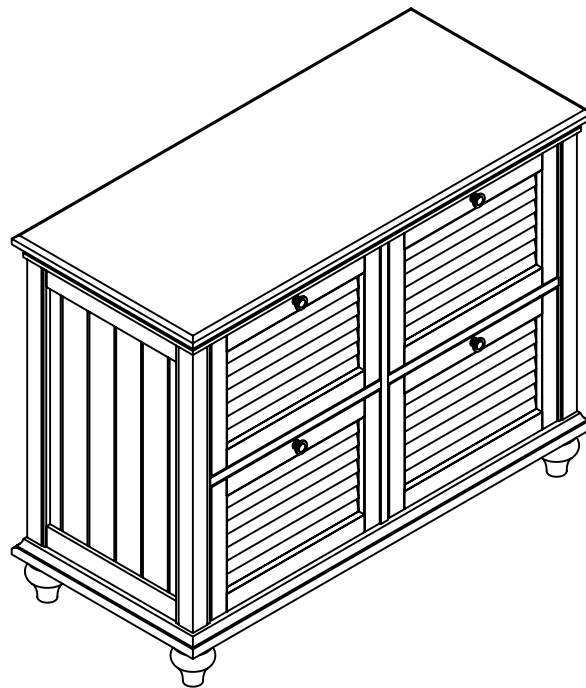


## USE AND CARE GUIDE

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### HAMILTON 4 DRAWER FILE CABINET



Questions, problems, missing parts? Before returning to the store,  
call Home Decorators Collection Customer Service.  
8 a.m. – 7 p.m., EST, Monday – Friday, 9 a.m. – 6 p.m., EST, Saturday

**1-800-986-3460**

**[HOMEDEPOT.COM/HOMEDECORATORS](http://HOMEDEPOT.COM/HOMEDECORATORS)**

---

**THANK YOU**

*We appreciate the trust and confidence you have placed in Home Decorators Collection through the purchase of this hamilton 4 drawer file cabinet. We strive to continually create quality products designed to enhance your home. Visit us online to see our full line of products available for your home improvement needs. Thank you for choosing Home Decorators Collection!*

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# Safety Information



## DANGER

- Keep small parts away from children during assembly.
- Read and follow instructions carefully.



## WARNING

- Read these instructions carefully and keep in a safe place.
- TO GUARANTEE THE SAFE USE OF THIS PRODUCT, FOLLOW THE WARNINGS, GUIDELINES AND RECOMMENDATIONS IN THIS MANUAL.
- Adult assembly required.
- Small parts may present choking hazard prior to assembly.
- Do not place heavy objects on the glass top.
- Some assembly may involve attaching glass or mirrors.
- Be very careful handling the glass or mirrors, as severe injury may result if the glass or mirror breaks.
- Never handle large pieces of glass or mirrors by yourself.



## CAUTION

- Do not use power tools to assemble your furniture. Power tools may strip or damage parts/product.
- Do not overtighten connectors (screws, bolts, etc.). Overtightening can lead to product damage.
- Be sure to check all packing materials carefully for small parts that may have come loose inside the carton during shipment. If parts are missing, contact THE HOME DEPOT to obtain any missing parts.
- DO NOT USE SUBSTITUTE PARTS.
- This product should only be used on a flat, level surface.

# Warranty

## 3 YEAR WARRANTY

### WHAT IS COVERED

We guarantee this product to be free of manufacturing defects to the original purchaser for three years.

### WHAT IS NOT COVERED

This warranty does not cover commercial use, acts of nature, and abusive use.

# Pre-assembly

## PLANNING ASSEMBLY

Keep children and pets away from build area. Make sure your area is large enough to unpack, sort and assemble the unit.

## TOOLS REQUIRED



Small head  
Phillips  
screwdriver

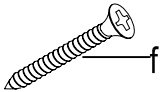
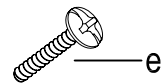
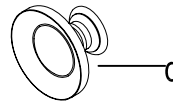
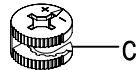
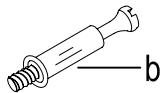
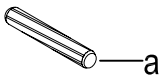


Large head  
Phillips  
screwdriver

## HARDWARE INCLUDED



**NOTE:** Hardware not shown to actual size.

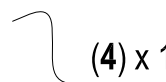


(1) x 2

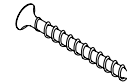
(2) x 1



(3) x 1



(4) x 1



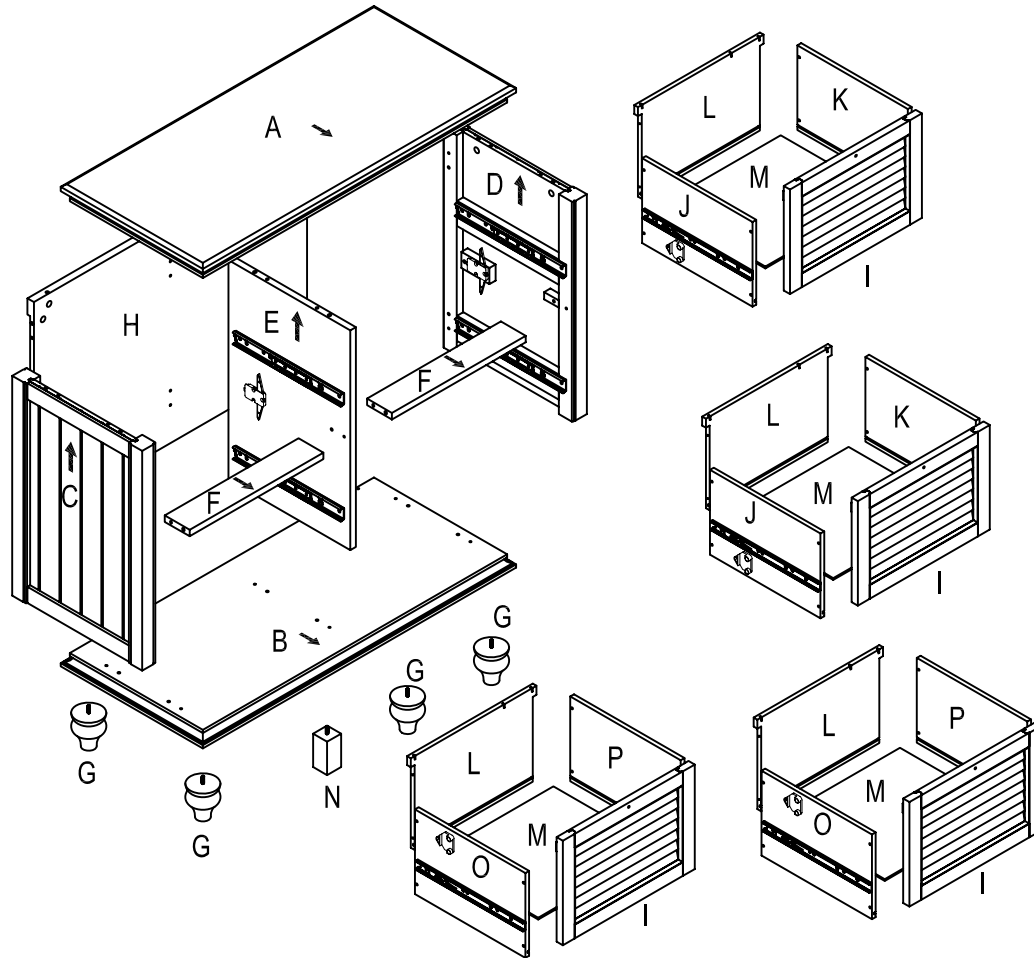
(5) x 1

h

Part	Description	Quantity
a	Wood dowel	22
b	Cam lock bolt	26
c	Cam lock	26
d	Knob	4
e	Knob bolt	4
f	1 in. Flat head screw	32
g	Metal bar	8
h	Anti-tipping hardware package	1

# Pre-assembly (continued)

## PACKAGE CONTENTS



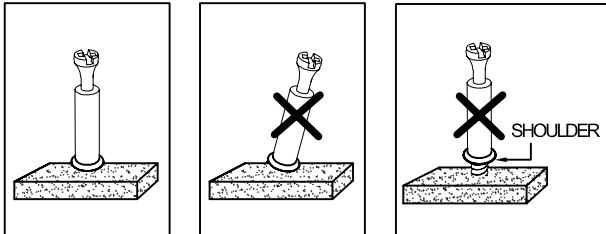
Part	Description	Quantity
A	Top panel	1
B	Bottom panel	1
C	Left side panel	1
D	Right side panel	1
E	Partition	1
F	Cross brace	2
G	Ball foot	4
H	Back panel	1

Part	Description	Quantity
I	Drawer front panel	4
J	Top drawer left side panel	2
K	Top drawer right side panel	2
L	Drawer back panel	4
M	Drawer bottom panel	4
N	Middle foot	1
O	Bottom drawer left side panel	2
P	Bottom drawer right side panel	2

# Pre-assembly (continued)

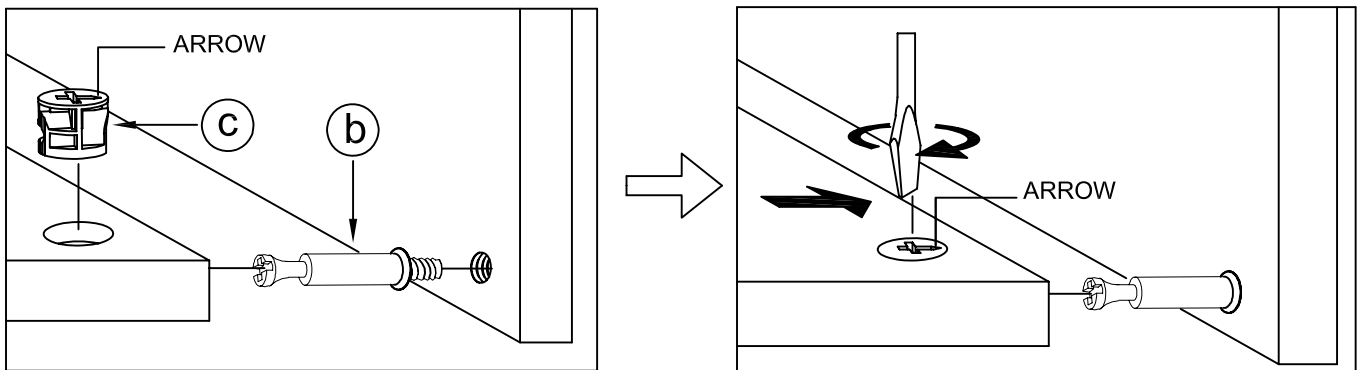
## ASSEMBLY NOTE

Upon opening, thoroughly clean all wood surfaces to remove dust and dirt that may have settled onto the finish during shipment. In order to prevent damage during assembly, Please assemble this item with at least two people.



NOTE: Turn the cam-bolt screws until they are tight, the shoulder should be against the surface of the part.

## HOW TO USE THE CAM-TOOL



NOTE: The arrows on the hidden cam-locks should point to the cam-bolts.

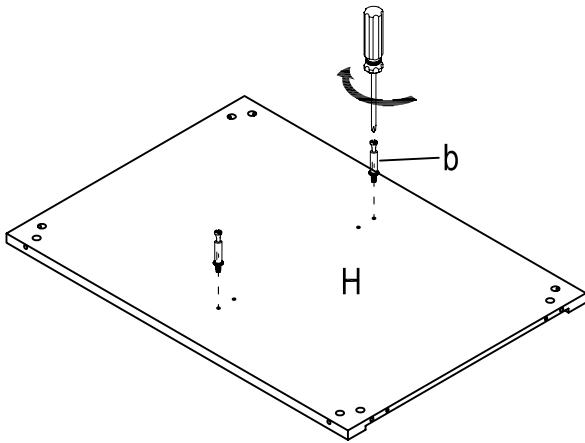
## TROUBLE SHOOTING

PROBLEMS	SOLUTIONS
Not all of the product's legs touch the floor	Make sure adjustable center feet levelers are adjusted properly. The levelers are pre assembled on the bottom of the legs.
	The product is KD construction. You may need to loosen the bolts and place the product on a flat surface. Ensure that the legs all touch the flat surface and then re-tighten the bolts.
	Loosen all the bolts and apply some weight to the product to get all the feet to touch the floor. Then re-tighten the bolts in that position.
Panel cannot be assembled	Make sure panel is on right direction.
Door cannot be closed or without magnetic function	Adjust the magnetic clamp make sure it is assembled on appropriate position.
Door is not flat	Adjust the magnetic clamp make sure it is assembled on appropriate position.
Drawers cannot pull in or Pull out smoothly	Refer assembly instruction details to assemble drawers, and pull in and pull out drawers several times gently.
Drawer cannot be removed	When removing the drawer, tip-up the safety release tab to remove the drawer from the body.
Drawer cannot be assembled	Check if drawer two side boards are assembled backwards.
	According to drawer assembly instruction step, Check if drawer two side boards are assembled backwards.

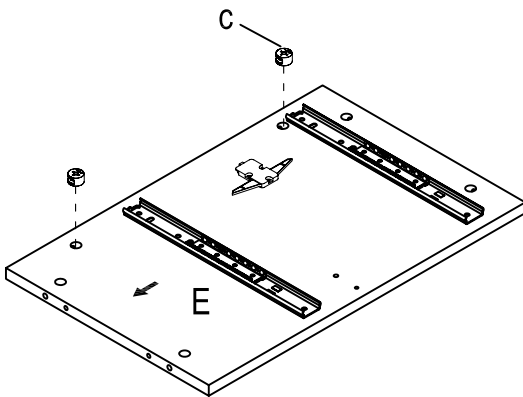
# Assembly

## 1 Attaching partition to the back panel

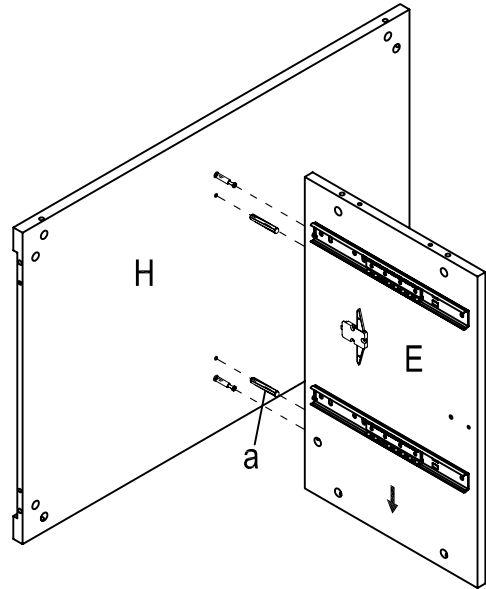
- a) Install bolt (b) into panel (H).



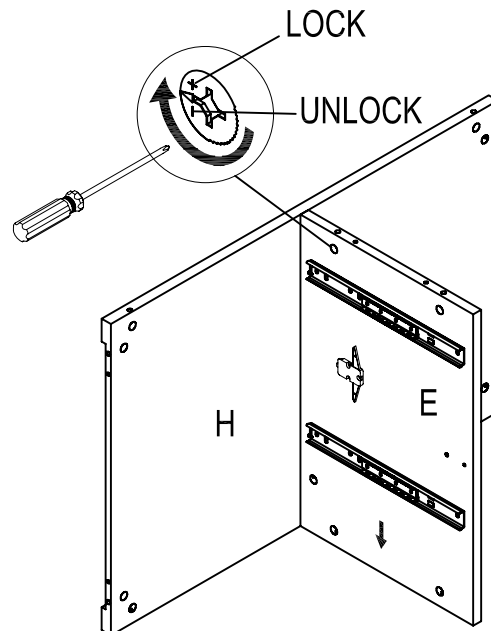
- b) Insert lock (c) into partition (E).



- c) Join partition (E) to panel (H) with dowel (a).



- d) Tighten bolt (b) with lock (c) in the pre-drilled holes.



Wood dowel

Cam lock bolt

Cam lock

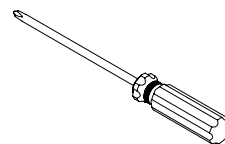
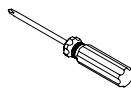
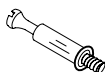
Small head

Large head

(a) x 2

(b) x 2

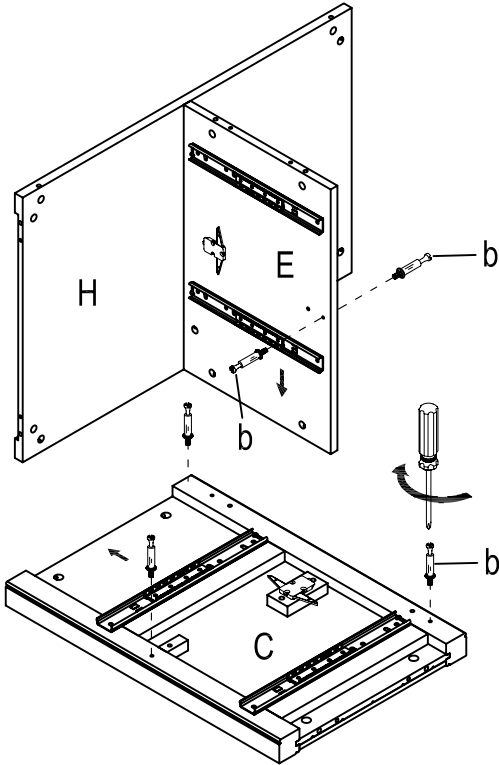
(c) x 2



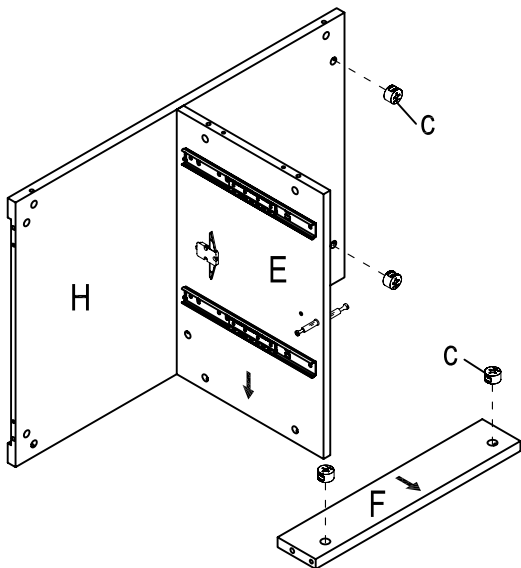
# Assembly (continued)

## 2 Attaching the left side panel and cross brace

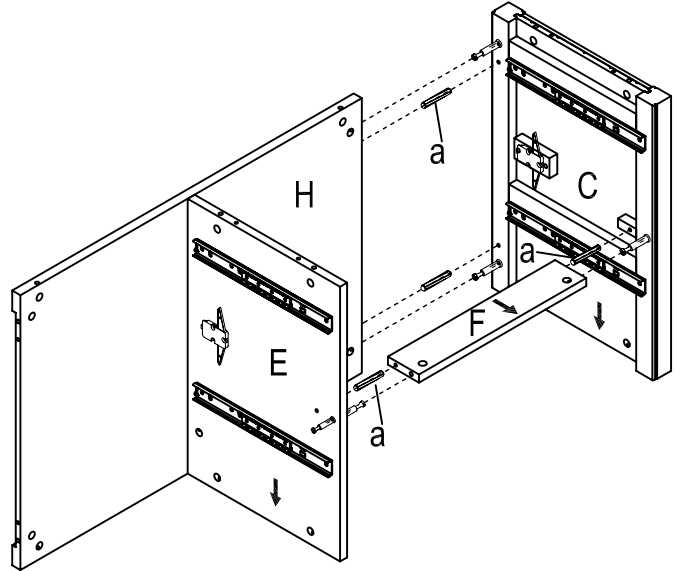
- a) Install bolt (b) into panel (C) and partition (E).



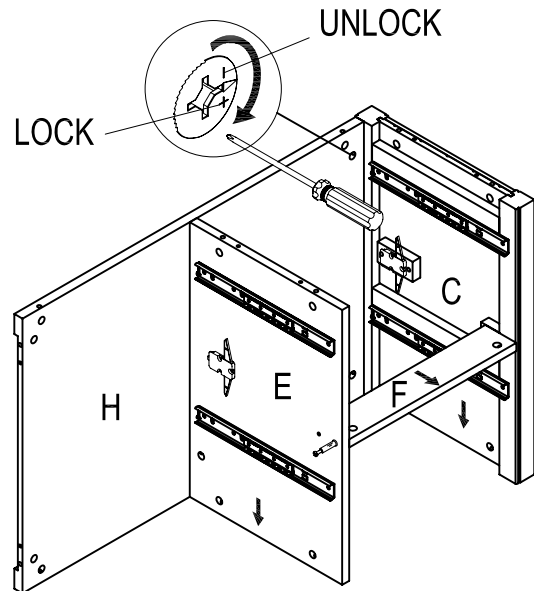
- b) Insert lock (c) into brace (F) and panel (H).



- c) Join panel (C) and brace (F) with dowel (a).



- d) Tighten bolt (b) with lock (c) in the pre-drilled holes.



Wood dowel

Cam lock bolt

Cam lock

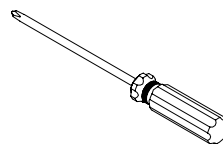
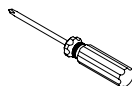
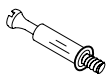
Small head

Large head

(a) x 4

(b) x 5

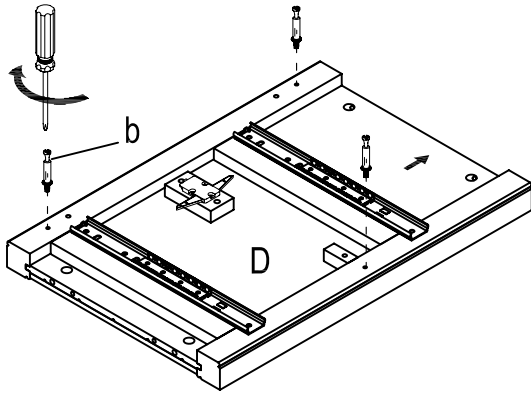
(c) x 4



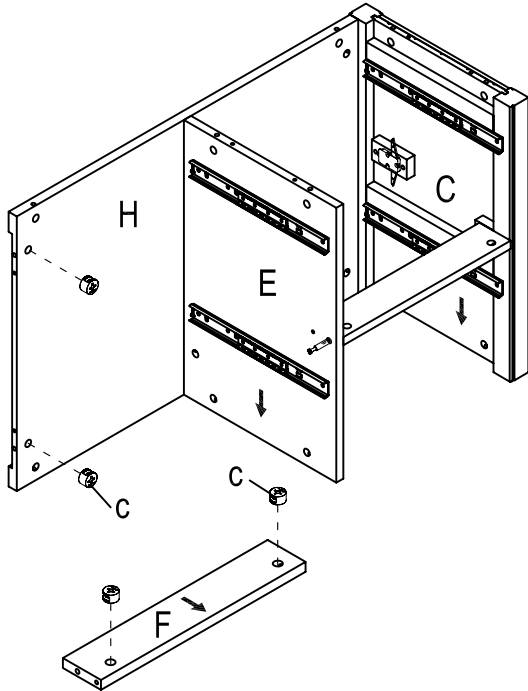
# Assembly (continued)

## 3 Attaching the right side panel and cross brace

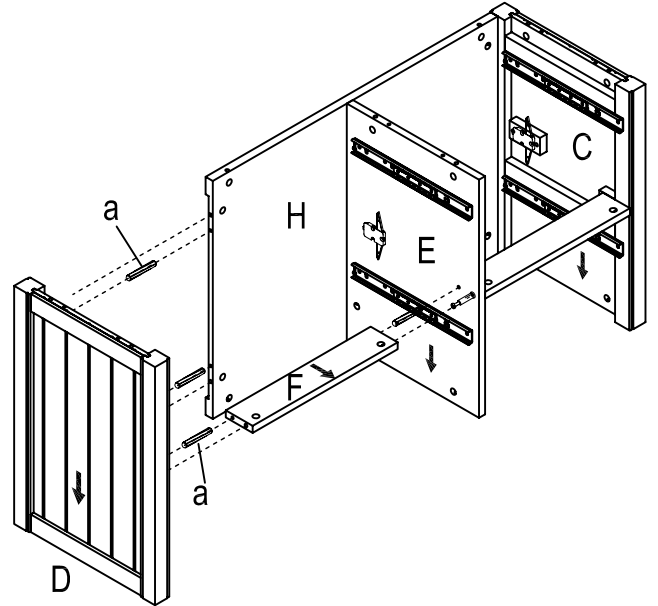
- a) Install bolt (b) into panel (D).



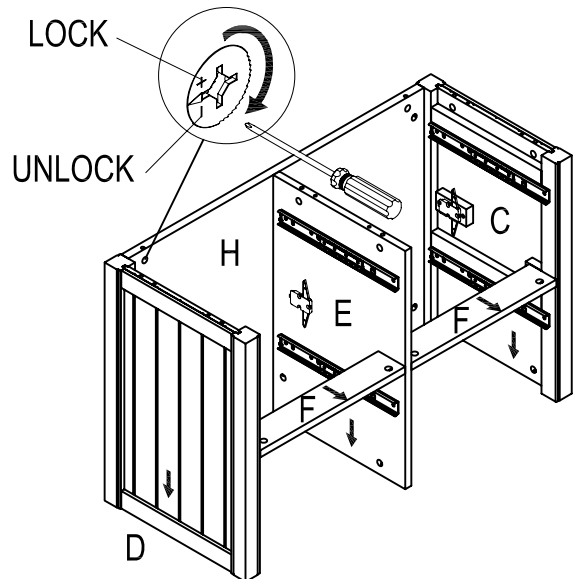
- b) Insert lock (c) into brace (F) and panel (H).



- c) Join panel (D) and brace (F) with dowel (a).



- d) Tighten bolt (b) with lock (c) in the pre-drilled holes.

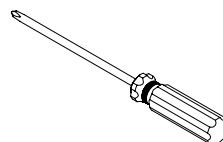
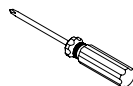
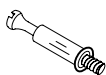


Wood dowel    Cam lock bolt    Cam lock    Small head    Large head

(a) x 4

(b) x 3

(c) x 4

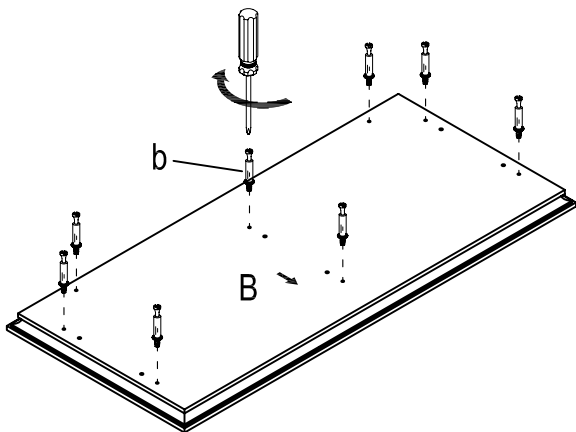




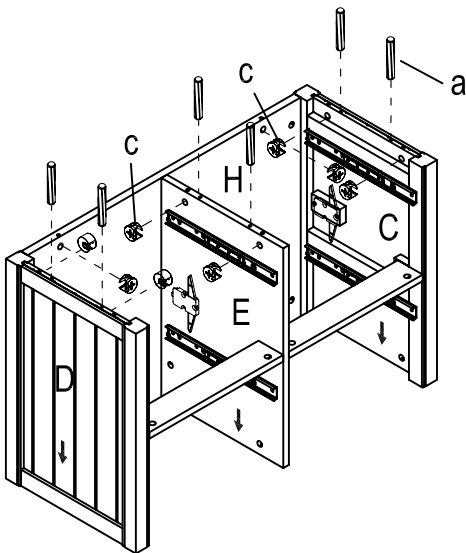
# Assembly (continued)

## 4 Attaching the bottom panel

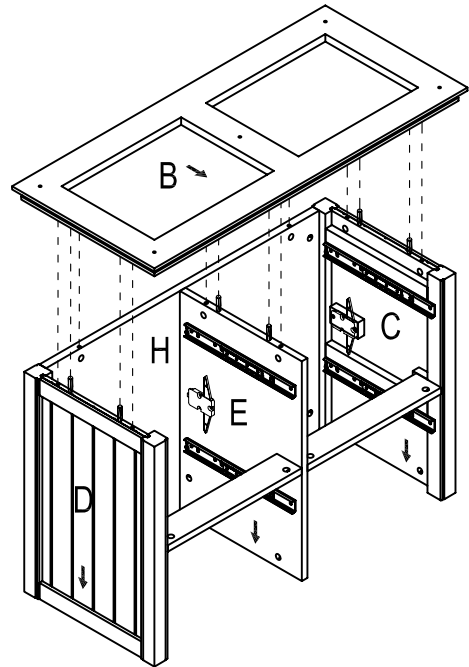
- a) Install bolt (b) into panel (B).



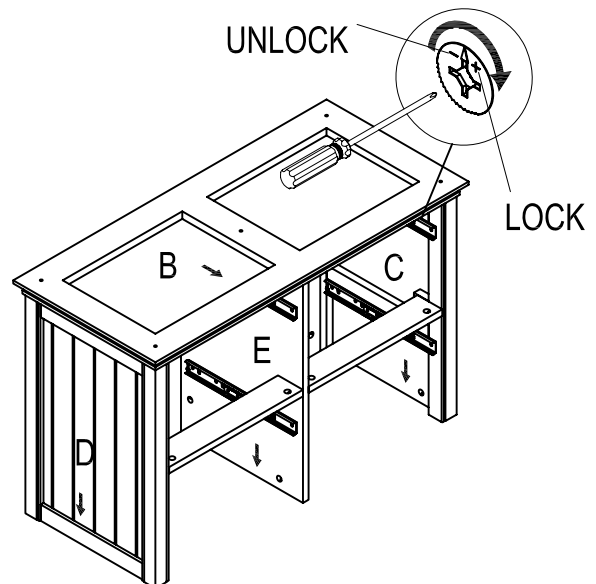
- b) Insert lock (c) into panels (D), (E), (C) and (H).  
Insert dowel (a) into panels (D), (E) and (C).



- c) Join panel (B) to the assembled body with dowel (a).



- d) Tighten bolt (b) with lock (c) in the pre-drilled holes.



Wood dowel

Cam lock bolt

Cam lock

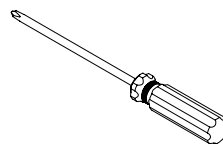
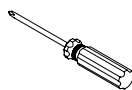
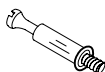
Small head

Large head

(a) x 6

(b) x 8

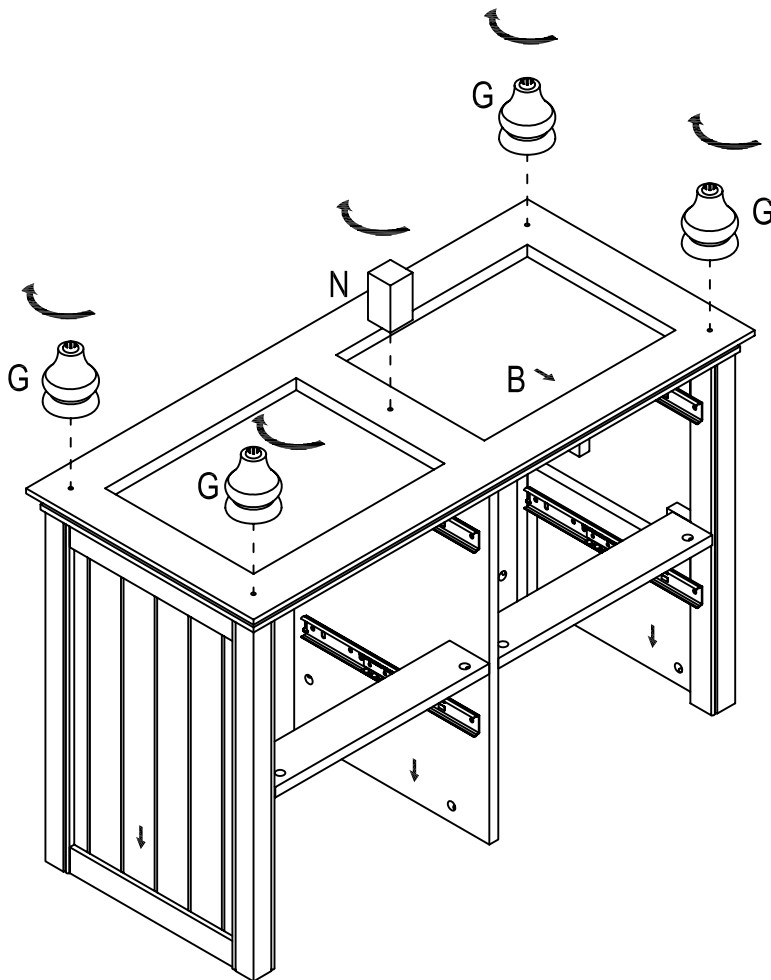
(c) x 8



## Assembly (continued)

### 5 Attaching ball foot and middle foot

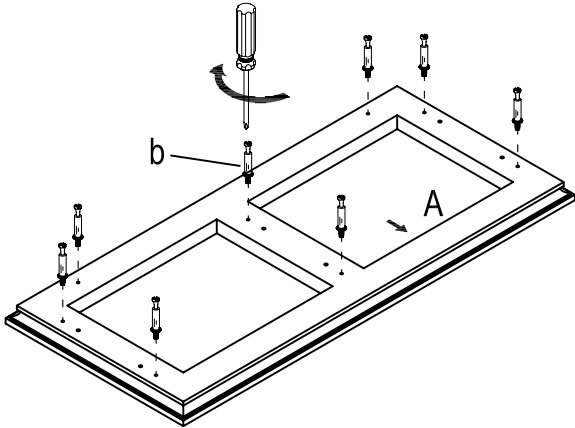
- Tighten ball foot (G) and middle foot (N) to panel (B) as shown.



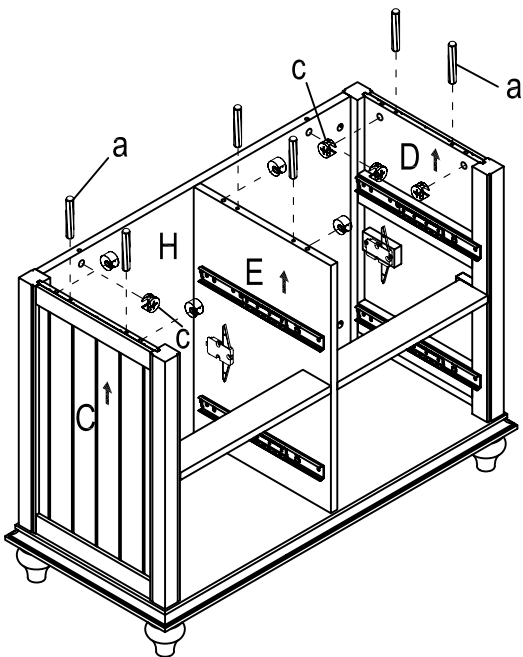
# Assembly (continued)

## 6 Attaching the top panel

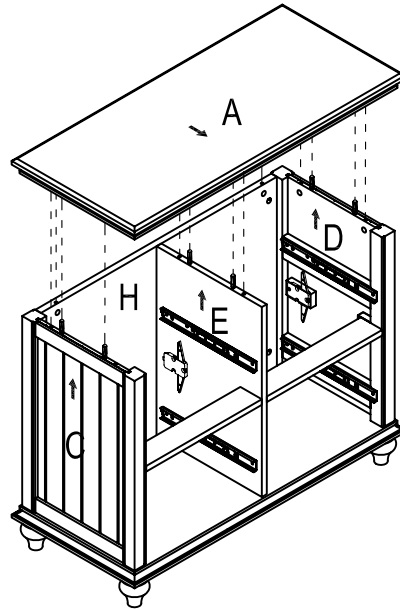
- a) Install bolt (b) into panel (A).



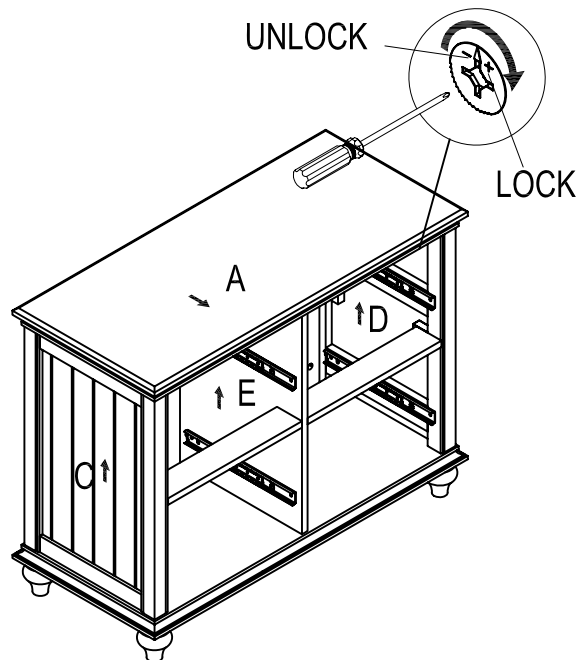
- b) Insert lock (c) into panels (C), (E), (D) and (H).  
Insert dowel (a) into panels (C), (E) and (D).



- c) Join panel (A) to the assembled body with dowel (a).



- d) Tighten bolt (b) with lock (c) in the pre-drilled holes.

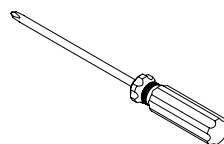
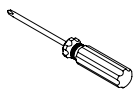
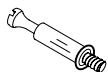


Wood dowel    Cam lock bolt    Cam lock    Small head    Large head

(a) x 6

(b) x 8

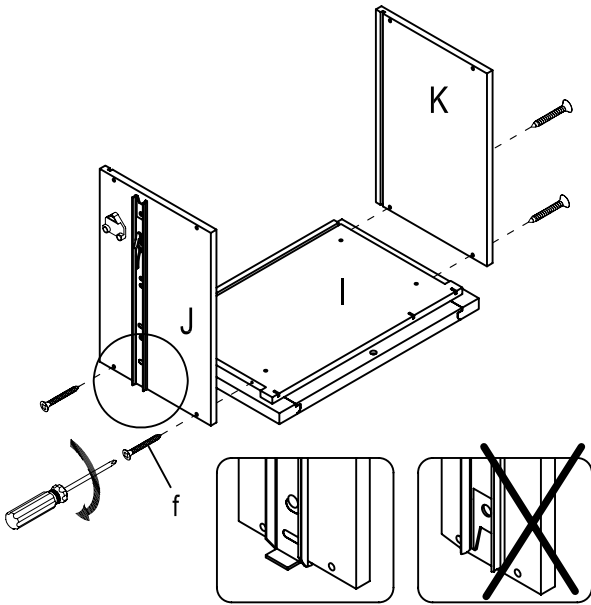
(c) x 8



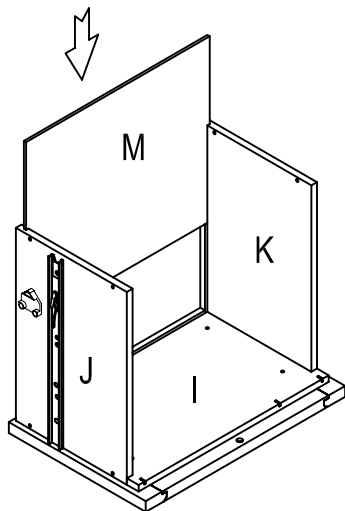
# Assembly (continued)

## 7 Assembling the top drawer

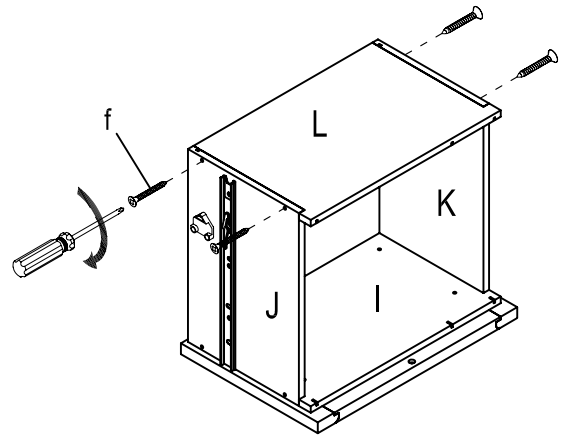
- a) Tighten panels (J) and (K) to panel (I) with screw (f).



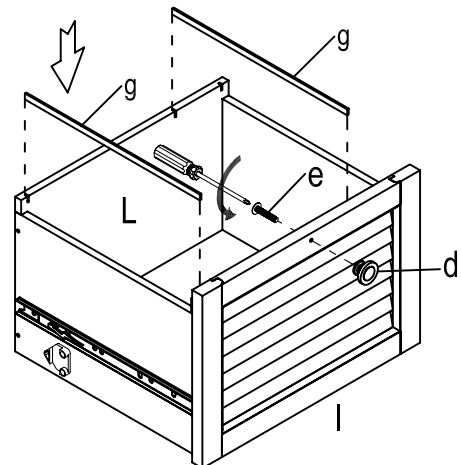
- b) Slide panel (M) into the grooves on panels (J) and (K).



- c) Tighten panel (L) to the assembled body with screw (f).



- d) Tighten knob (d) to panel (I) with bolt (e). Insert metal bar (g) into panels (I) and (L).



X 2

1 in. Flat head screw

Knob

Knob bolt

Metal bar

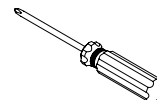
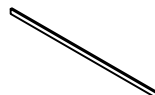
Small head

(f) x 16

(d) x 2

(e) x 2

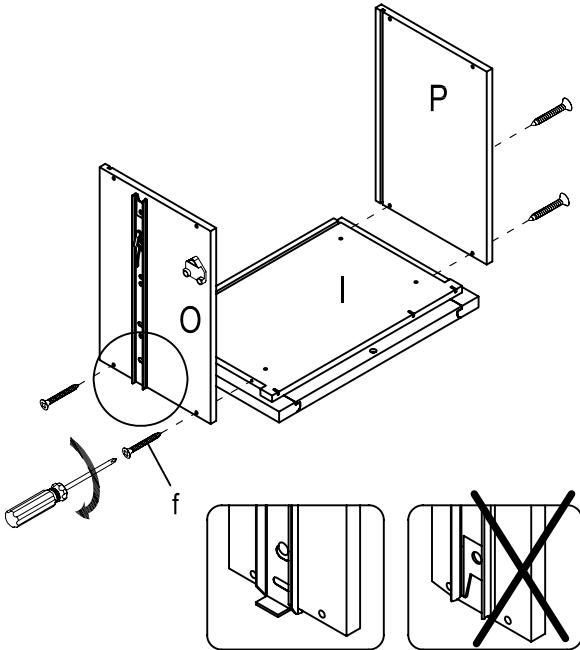
(g) x 4



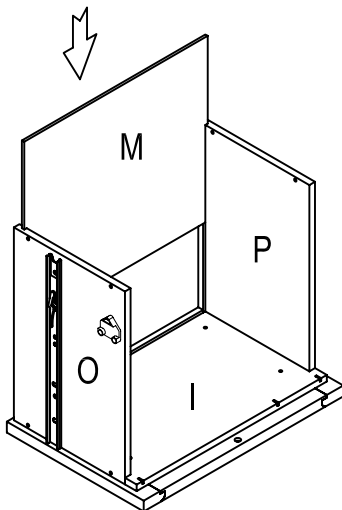
# Assembly (continued)

## 8 Assembling the bottom drawer

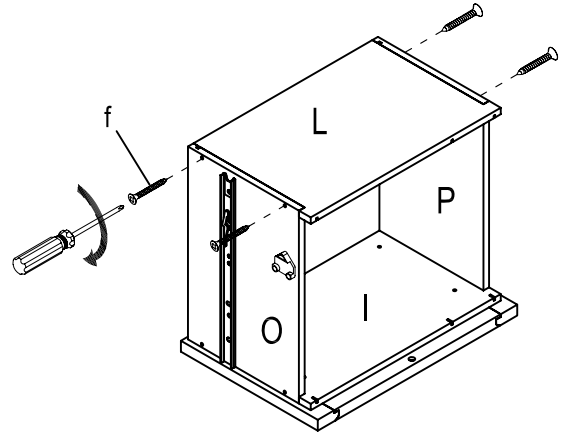
- a) Tighten panels (O) and (P) to panel (I) with screw (f).



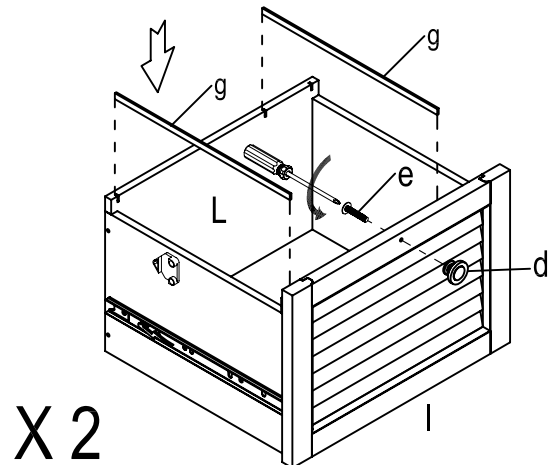
- b) Slide panel (M) into the grooves on panels (O) and (P).



- c) Tighten panel (L) to the assembled body with screw (f).



- d) Tighten knob (d) to panel (I) with bolt (e). Insert metal bar (g) into panels (I) and (L).



1 in. Flat head screw

Knob

Knob bolt

Metal bar

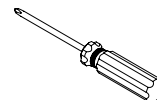
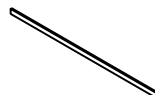
Small head

(f) x 16

(d) x 2

(e) x 2


(g) x 4

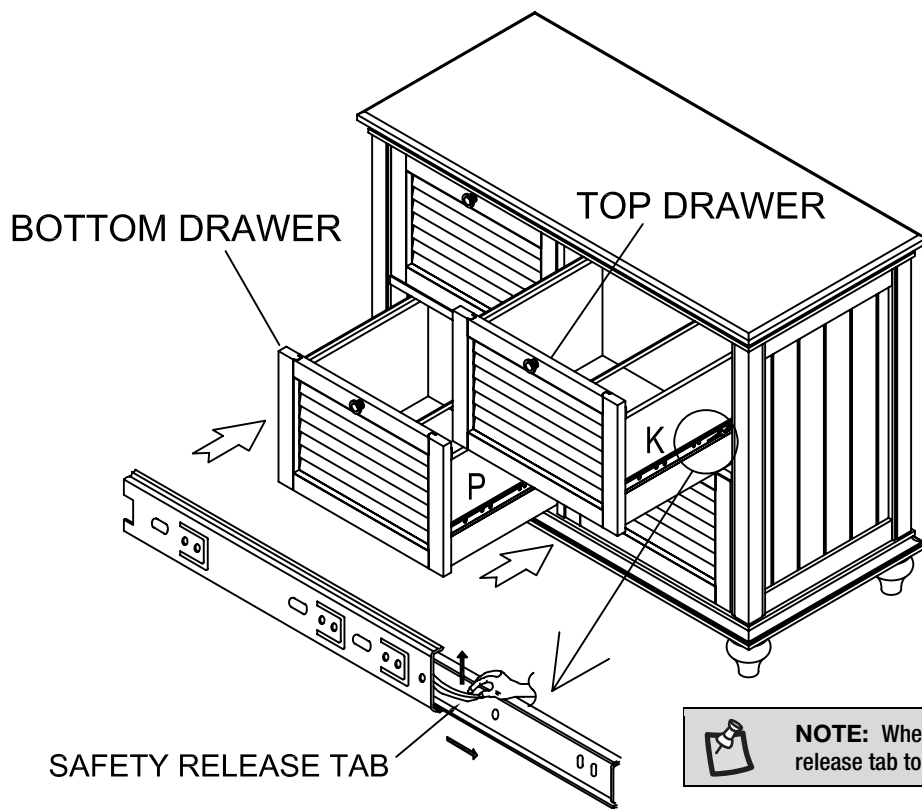
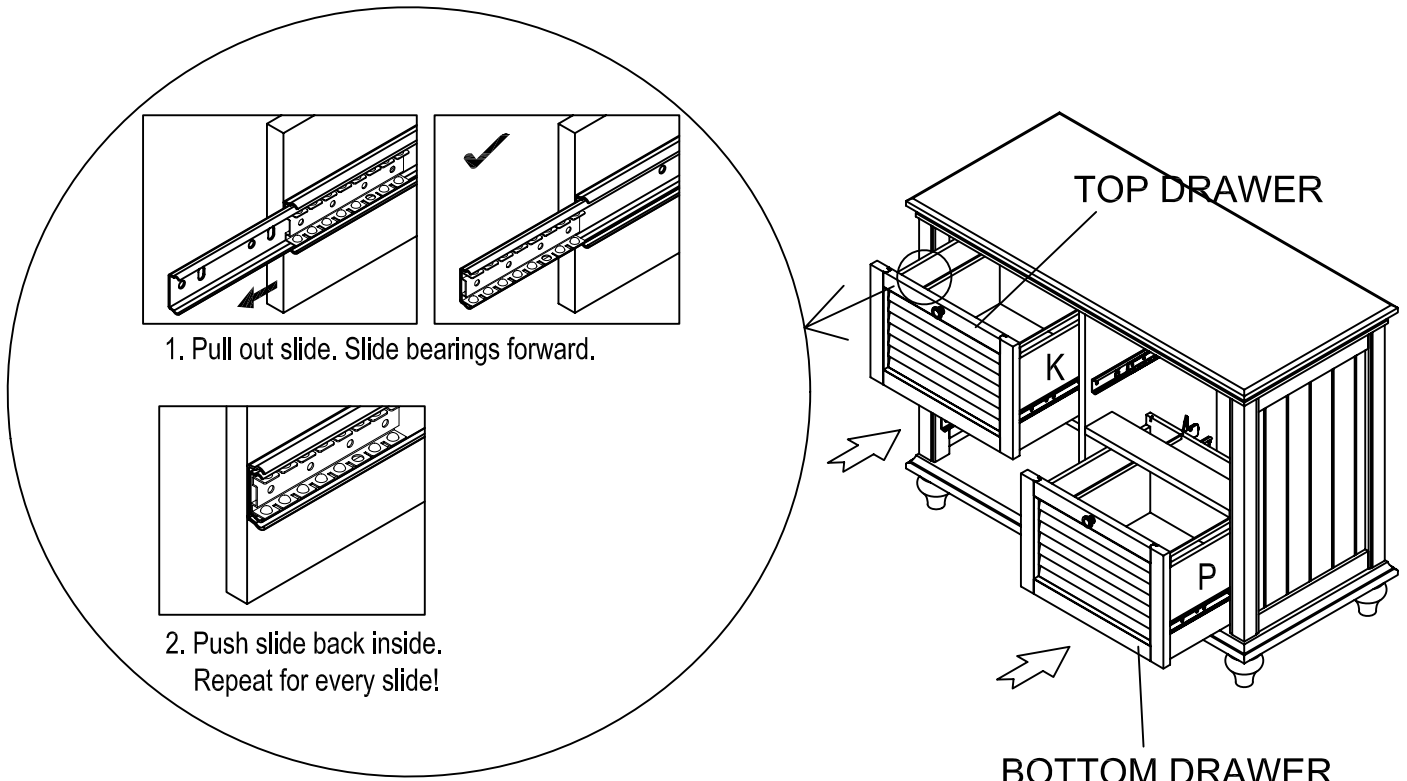



# Assembly (continued)

## 9 Inserting the drawer

- Insert the drawer into the assembled body as shown.

 **NOTE:** Make sure the slide piece is at the front end of the glide when installing the drawer into the body.

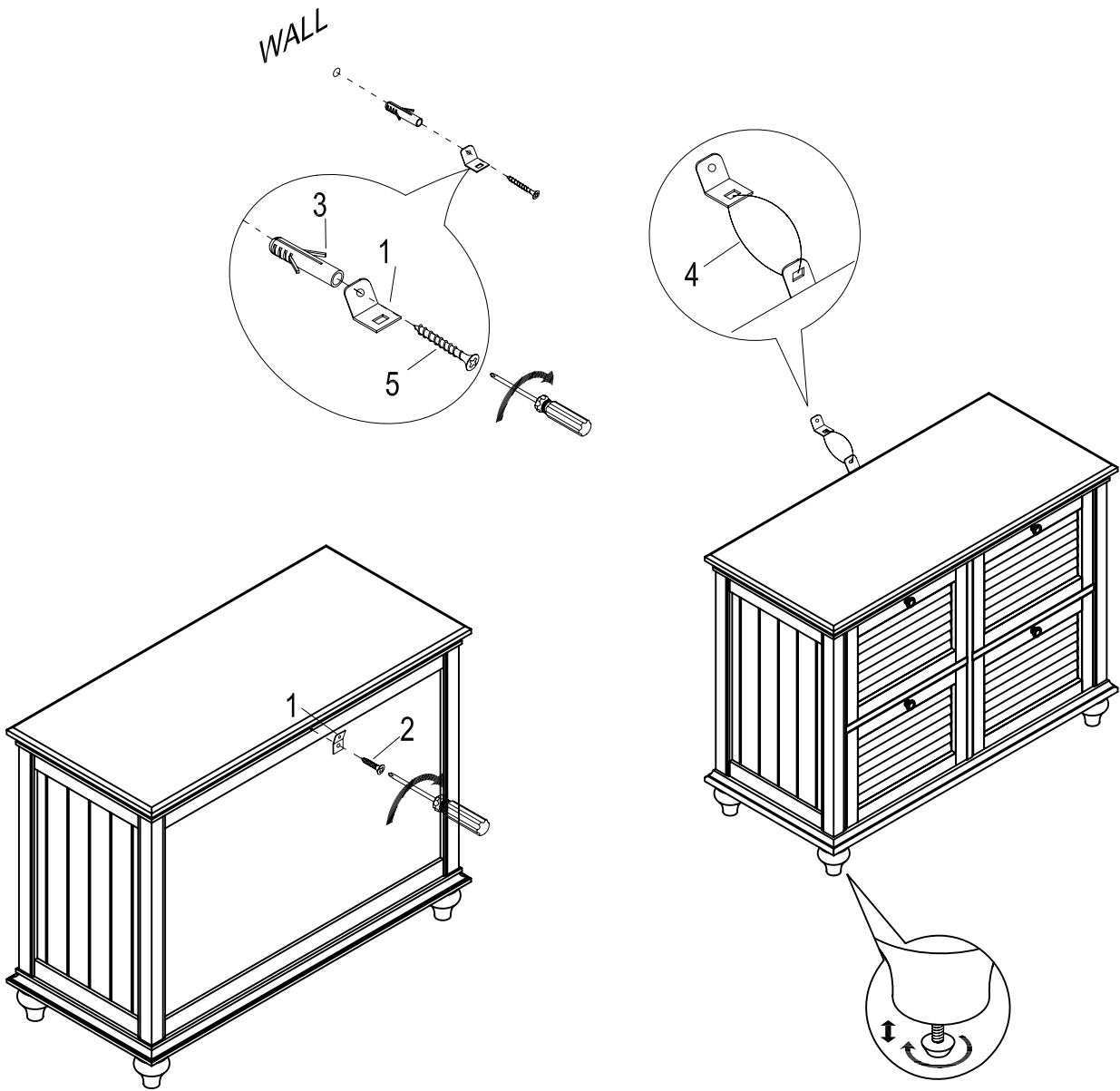


 **NOTE:** When removing the drawer, tip-up the safety release tab to remove the drawer from the body.

# Assembly (continued)

## 10 Finalizing the assembly

- Install the anti-tipping hardware as shown.



Rectangle metal plate (1) x 2	3/4 in. Flat head screw (2) x 1	Plastic anchor (3) x 1	Plastic band (4) x 1	1-1/2 in. Flat head screw (5) x 1	Small head screw h

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Retain this manual for future use.