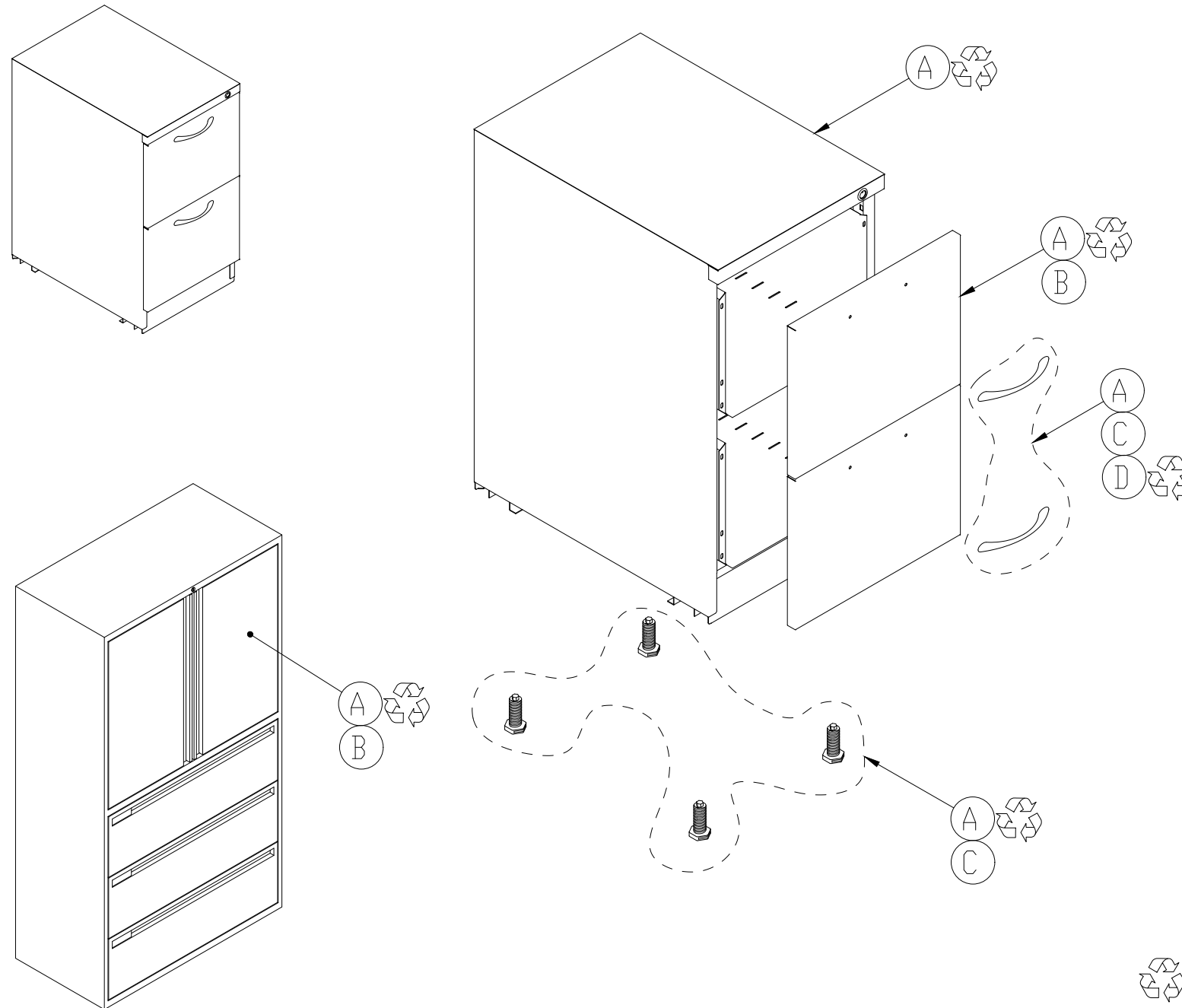


# Disassembly Instructions

## Pedestal, Lateral and Vertical Files: Series XXI®, Vini®



Material Type: A. Steel B. Wood C. Plastic D. Aluminum



### Procedure:

1. Determine if the door or drawer fronts and pulls are steel, wood, aluminum, or plastic. Only wood, plastic, or aluminum parts need to be removed. Remove any screws holding the pulls onto the drawer front or door and remove the pulls.
2. For narrow wood drawer fronts, open the drawer and slide a flat screwdriver between the front of the drawer suspension and the drawer from the top. Pry allowing the front slip connection to be detached. Repeat for the other side. Pull the drawer up and forward to disengage from the suspension. Remove the screws holding the drawer front onto the drawer tray and remove the front.
3. For wide wood drawer fronts, open the drawer and strike the underside of both suspensions to dislodge the suspensions from the drawer. Pull up on the drawer front until the drawer body disengages from the suspensions. Remove the screws holding the front onto the drawer tray and remove the front. Push the suspensions back into the unit.
4. For wood doors, open the doors and remove the screws holding the hinges onto the back of the door. Remove the door.
5. Remove any plastic glides or casters from the bottom of unit.

### General Notes:

1. Disassembly time: 10 - 15 minutes.
2. This procedure assumes basic familiarity with hand tools and furniture terminology. No specialized training is required.
3. All materials removed and disassembled shall be sorted and segregated with like materials and disposed of or recycled according to recycling availability or waste acceptance.
4. For product recycle content, contact CALPIA or visit our website at [www.calpia.ca.gov](http://www.calpia.ca.gov).

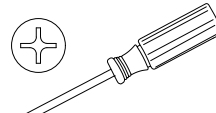
### Required Tools



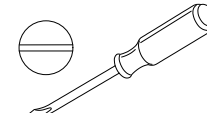
Safety Glasses



Gloves



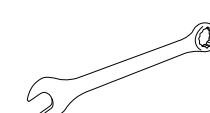
Philips Screwdriver



Flat Screwdriver



Rubber Mallet



Combination Wrench