

# CENTRO™ 6416 LATERAL FILE CABINET

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## Product Registration

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## Placement and Maintenance

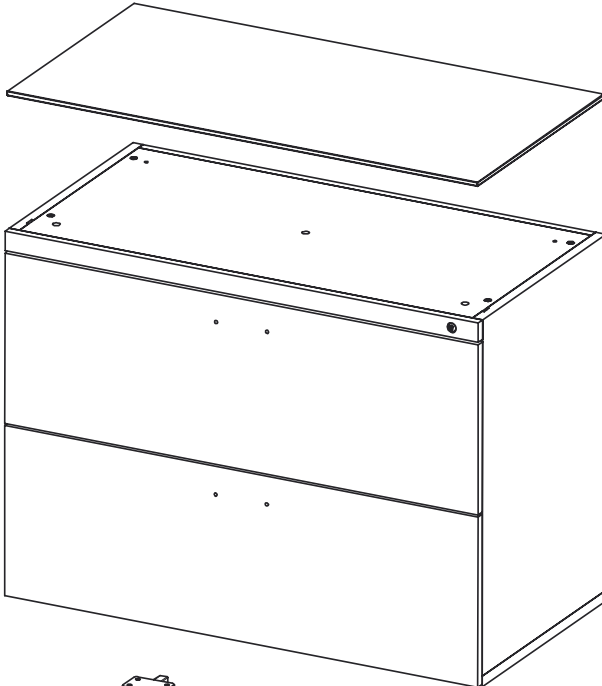
Centro™ Office furniture is designed for indoor use on level floors. Clean glass with glass cleaner, and steel parts and wood veneer with a moist cloth.

Your Centro™ Office furniture is engineered for easy assembly. Carefully follow this procedure to prevent any damage.

Do not use power tools for assembly of this product.

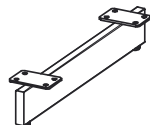
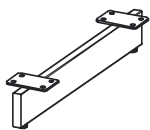
## Step 1

Unpack and identify the parts listed below. The assembly workspace should be a non-marring surface such as carpet. For missing hardware pieces, please contact BDI Customer Service at [customerservice@bdiusa.com](mailto:customerservice@bdiusa.com). For all other concerns, please contact your BDI retailer.



**C1** Glass Panel x 1

**A1** Cabinet x 1



**C3** Base x 2



**T1** 4mm Hex Wrench



**H1** 1/4-20 x 15mm  
Screw x 16



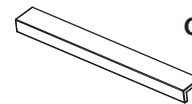
**H2** M4 x 37mm  
Screw x 4



**H3** 1/4-20 x 19mm  
Screw x 3



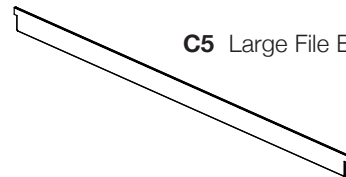
**H4** Bumper x 2



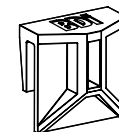
**C2** Pull x 2



**C4** Small File Bar x 4

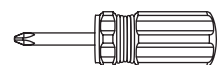


**C5** Large File Bar x 2



**C6** File Bar Clip x 8

**Tool Required:**  
Phillips screwdriver

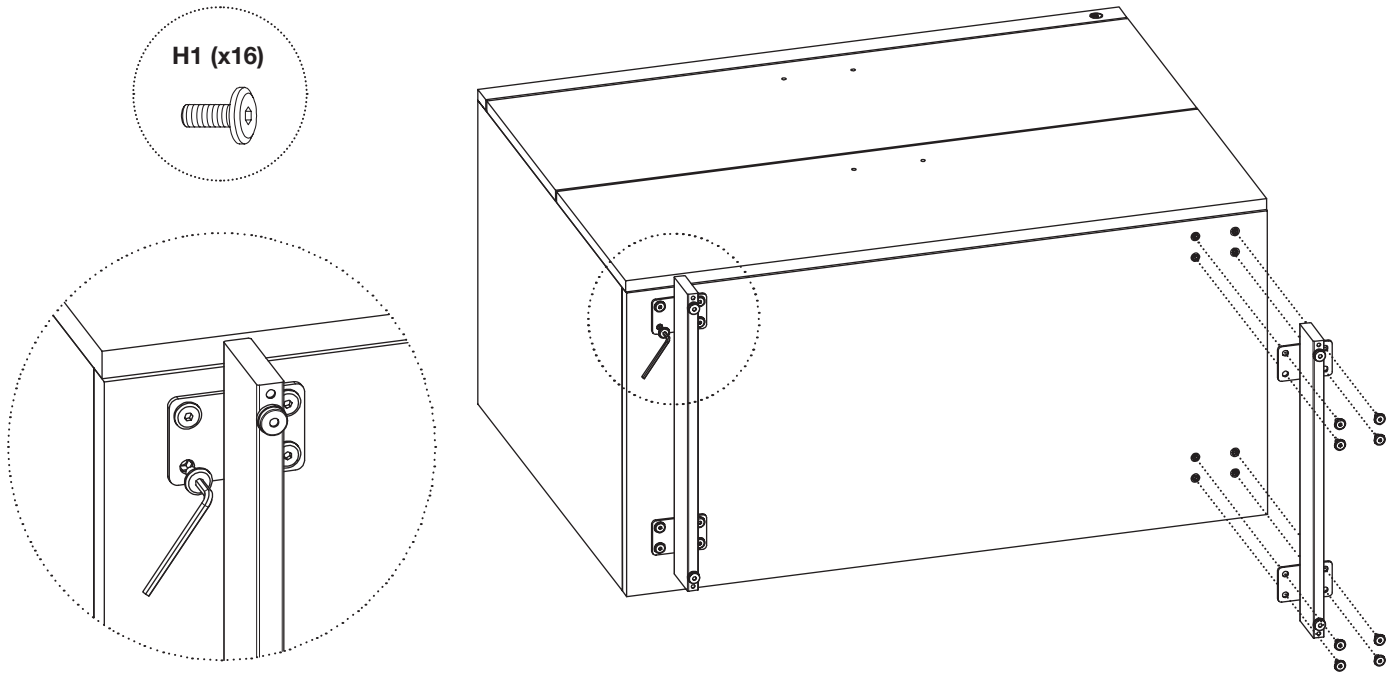


Designed by Matthew Weatherly.

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Made in China. 02.16.2016 V1

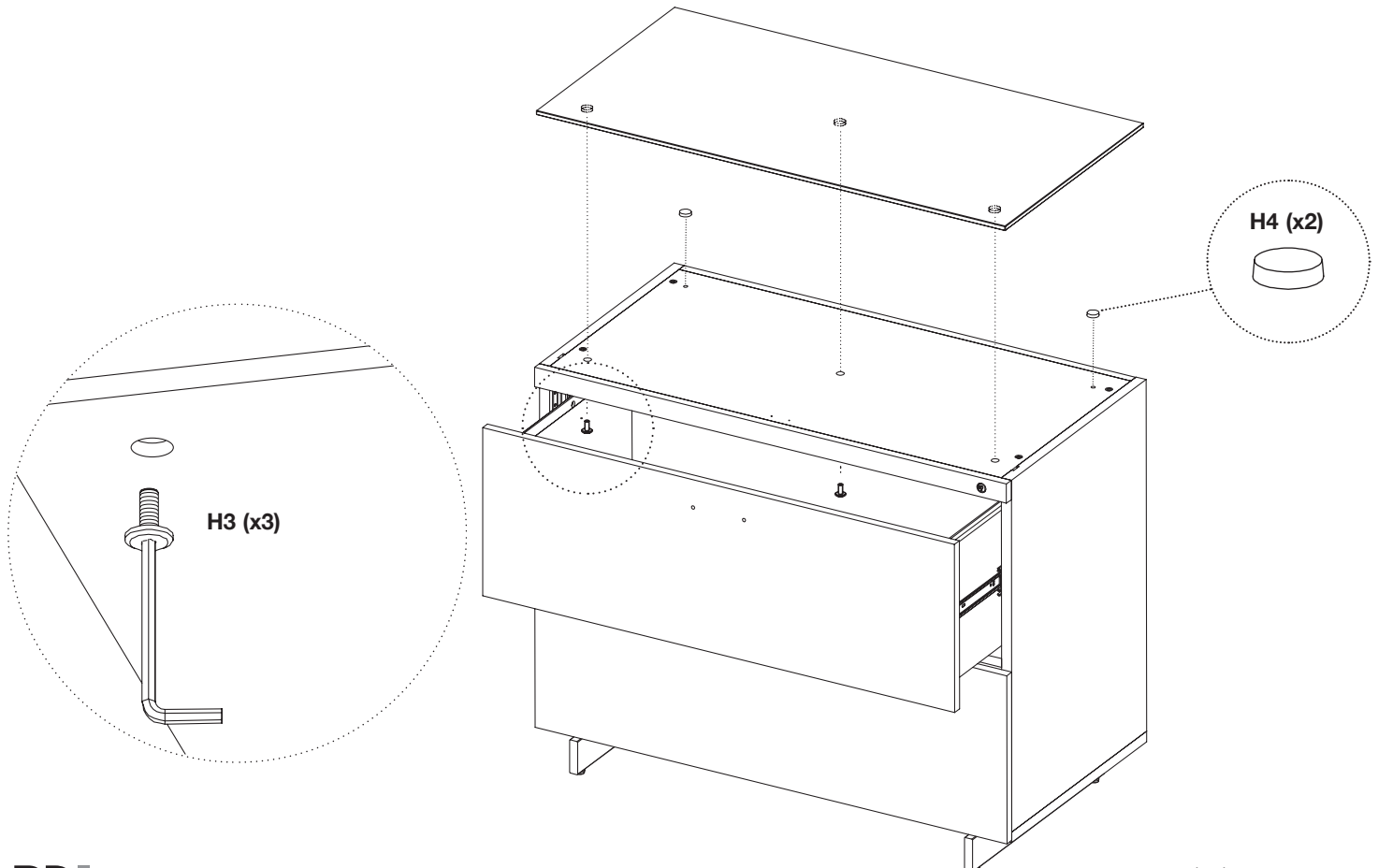
## Step 2 - Install Base

Attach **Base** to **Cabinet** using **Screws H1** and tighten with **Hex Wrench**.



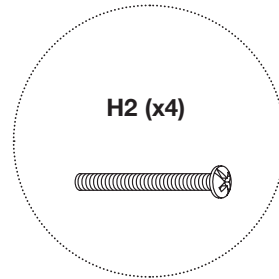
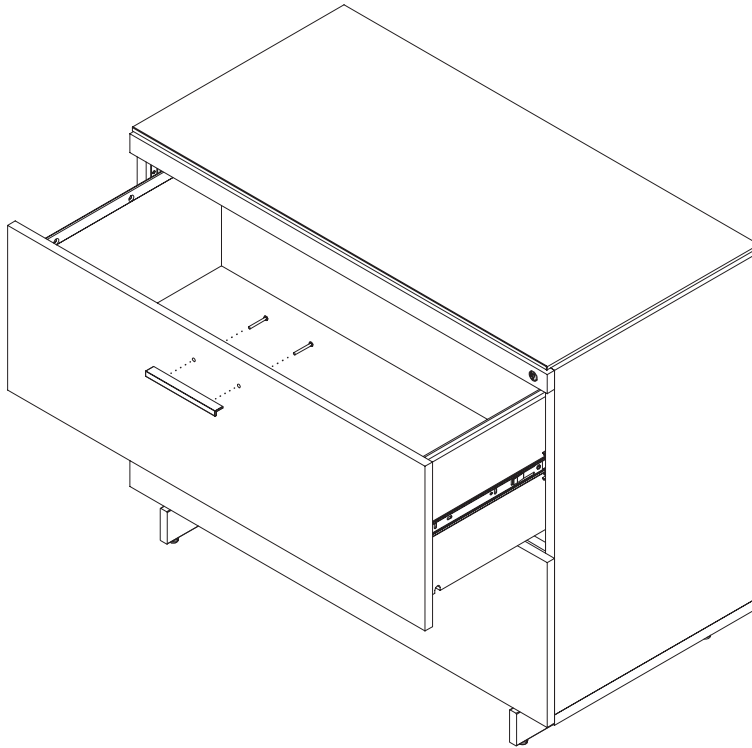
**Step 3** - Adhere **Bumpers H4** as shown.

**Step 4** - Place **Glass Panel** onto cabinet. Open top drawer halfway in order to attach glass panel from below. Attach **Glass Panel** with **Screws H3** using **Hex Wrench**.



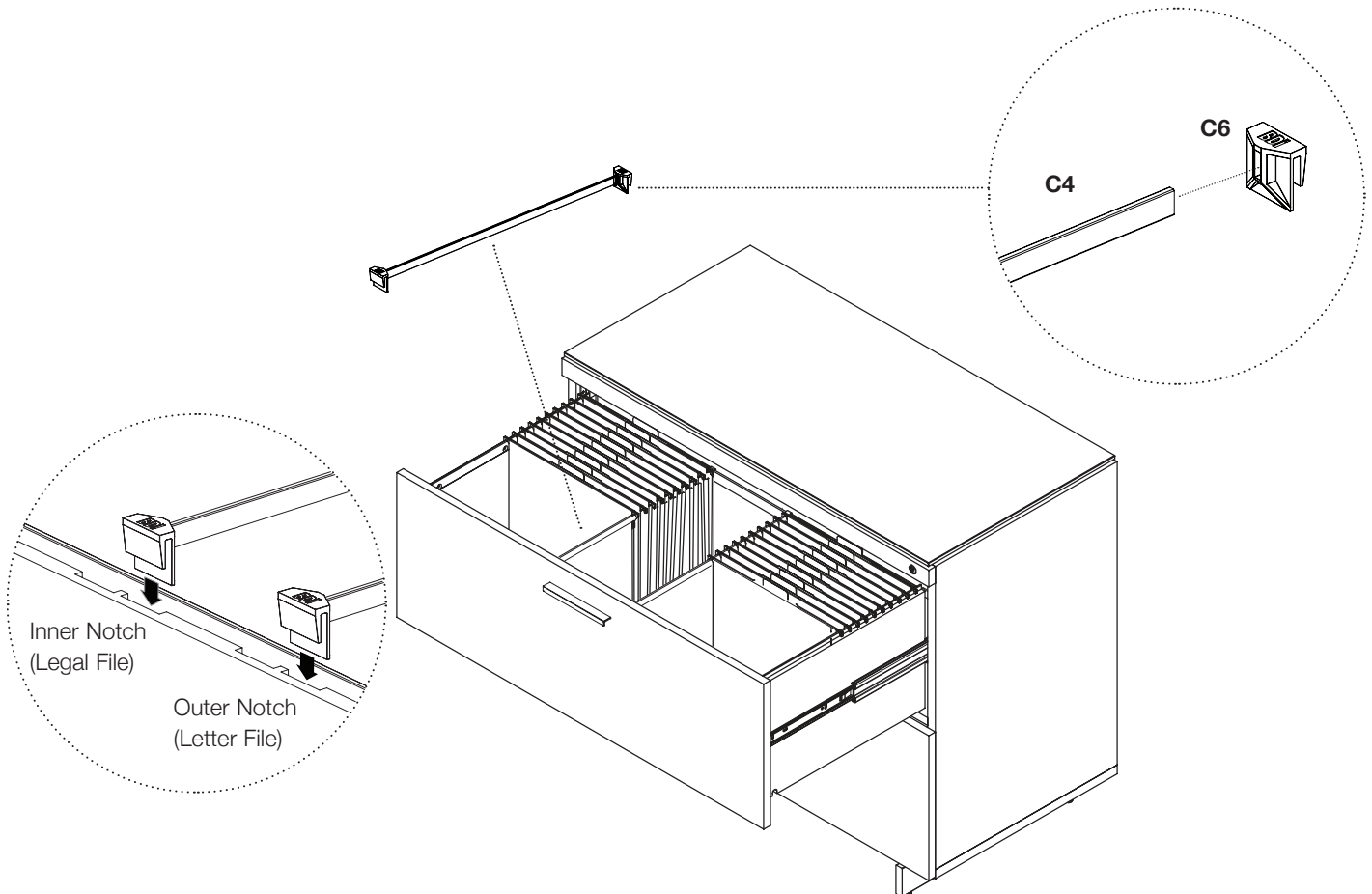
### Step 5 - Install Drawer Pulls

Attach **Pulls** to **Cabinet** using **Screws H2** and tighten with a Phillips screwdriver.



### Step 6 - File Bar Installation (Option A)

For letter and legal files facing forward, attach **File Bar Clip C6** to both ends of **Small File Bar C4** as shown. For letter files, use the outer notches on the front and back of the drawer. For legal files, use the inner notches.



### Step 7 - File Bar Installation (Option B)

For letter files facing sideways, attach **File Bar Clip C6** to both ends of **Large File Bar C5** as shown. Place the file bar assembly in the notches located on the left and right drawer side panels. For side facing legal files, skip this step altogether. Repeat this step for second file drawer below.

