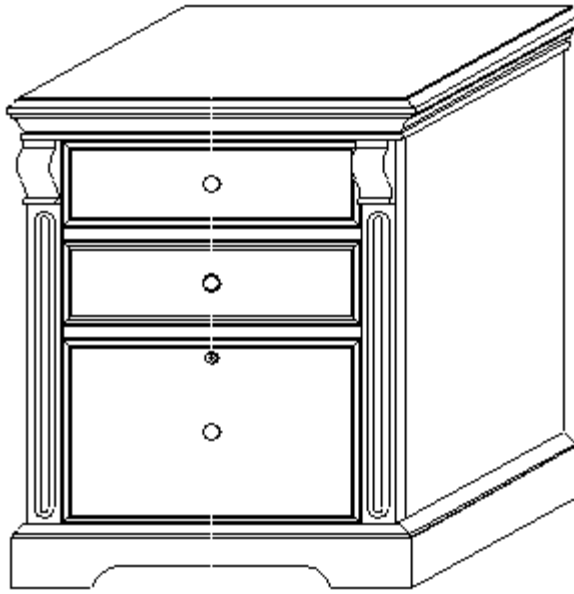


**ASSEMBLY INSTRUCTIONS**

**Geneva File Cabinet**

**Model #: 6278-915**

Made in China



**THIS INSTRUCTION  
BOOKLET CONTAINS  
IMPORTANT SAFETY  
INFORMATION. PLEASE  
READ AND KEEP FOR  
FUTURE REFERENCE.**

Lot Number: \_\_\_\_\_

Date Purchased: \_\_\_\_\_



**DO NOT RETURN YOUR UNIT  
TO THE STORE**

**CONTACT US FIRST**

For FAST, FRIENDLY and EFFICIENT service call:

**Toll Free: 1-800-782-3876**

(8:00am-5:00pm Monday-Friday ET)

United States and Canada (except holidays)

**Or email: [RTAHELP@furniturebrands.com](mailto:RTAHELP@furniturebrands.com)**

*Most replacement parts ship from our facility in two  
or three business days.*

## **NOTE:**

- It is recommended that two people assemble this case.
- Note the arrow direction on each panel when assembling the case.

READ THE INSTRUCTIONS before you begin assembly, read the instructions carefully. We suggest starting with the subassembly of the parts before beginning the main assembly.

IDENTIFY THE PIECES AND HARDWARE. First, lay all the parts and hardware out on the floor surface (preferably on carpet) as you see them in the Parts List. This will help you locate the right item when you need it. NOTE: SOME PARTS MAY NOT BE IDENTIFIED WITH LABELS.

If you have any questions about your new furniture, just call 1 800 RTA-FURN (1 800 782-3876) between 8:00a.m. - 5:00 p.m., Monday through Friday (Eastern Time). Holidays and weekends will not be staffed. IMPORTANT: Have the part number handy when you call.

## **Furniture Care & Maintenance**

To remove part labels, gently rub a soft cloth moistened with a mild household cleanser (Windex or Pledge) over the part label. Then lift a corner of the label and pull firmly but smoothly until the label comes off..






- Use a soft, clean cloth that will not scratch the surface when dusting.
- Use of furniture polish is not necessary. Should you choose to use polish, test in an inconspicuous area.
- Using solvents of any kind on your furniture may damage the furniture's finish.
- Never use water to clean your furniture as it may cause damage to the furniture's finish.
- Always remember to use coasters under beverage glasses..
- Liquid spills should be removed immediately. Using a soft clean cloth, blot the spill gently and avoid rubbing.
- Always use protective pads under hot dishes or plates. Heat can cause chemical changes that may create spotting with the furniture finish.
- Stains or marks from crayons or ink markers will be difficult to remove.
- In the event your furniture is stained or otherwise damaged during use, we recommend that you call a professional to repair your furniture.
- Check bolts/screws periodically and tighten them if necessary.

## **Further Advise About Wood Furniture Care**

It is best to keep your furniture in a climate-controlled environment. Extreme temperature and humidity changes can cause fading, warping, shrinking and splitting of wood. It is advised to keep furniture away from direct sunlight as sun may damage the finish. Proper care and cleaning at home will extend the life of your purchase.. Follow the important and helpful tips that will enhance your furniture as it ages. A Touch-up pen has been provided to repair any small nicks or scratches that may occur during assembly or shipping.

Please read completely through the instructions and verify that all parts listed are present before beginning assembly. **IF YOU NEED ASSISTANCE WITH ASSEMBLY OR TO ORDER PARTS, PLEASE USE THE LIST BELOW AND CALL 1-800-782-3876 AND REFERENCE MODEL#: 6278-915**

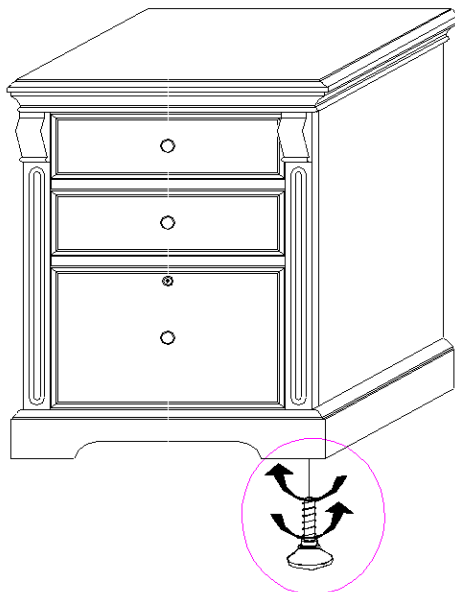
## Hardware List – This unit come fully assembled

ITEM	IMAGE	DESCRIPTION	PART NUMBER	QUANTITY
1		Knob	80187045	3
2		File Hangers	80187046	2
3		Touch-Up Pen	80187044	1
4		Adjustable Foot Pad	80187047	2
5		Lock and Key	80187048	1



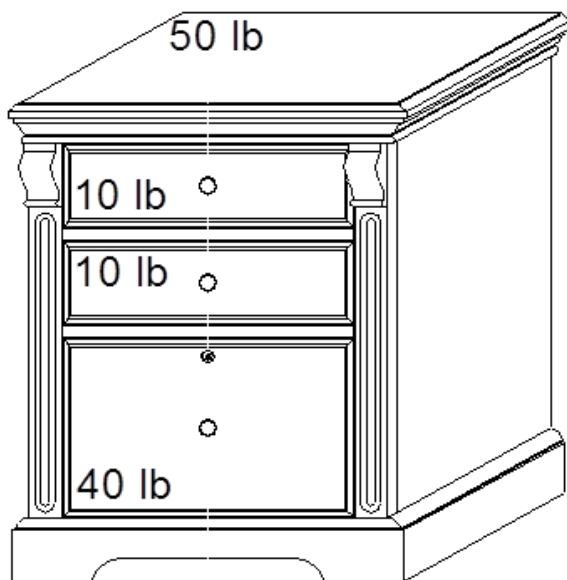
## **Step 1**

The foot pads (4) on the bottom of the desk corners are height adjustable. Use them to adjust up and down for leveling the desk on uneven surfaces.



## **⚠ WARNING**

**THIS UNIT IS INTENDED FOR USE ONLY WITH THE MAXIMUM WEIGHTS INDICATED. USE WITH PRODUCTS HEAVIER THAN THE MAXIMUM WEIGHTS INDICATED MAY RESULT IN INSTABILITY CAUSING POSSIBLE INJURY**



**Thomasville**<sup>®</sup>  
special additions™

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**IF YOU NEED ASSISTANCE WITH ASSEMBLY OR TO ORDER PARTS, PLEASE CALL 1-800-782-3876  
AND REFERENCE THE MODEL #.**

**One Year Limited Warranty**

*We warrant to you, the original purchaser, a one year limited warranty. We will repair or replace any piece of furniture which is defective in materials or workmanship. For more detailed information on the product warranty you may contact us at 1-800-782-3876.*



a Division of Thomasville Furniture Industries, Inc.

401 E. Main St.

Thomasville, NC 27361