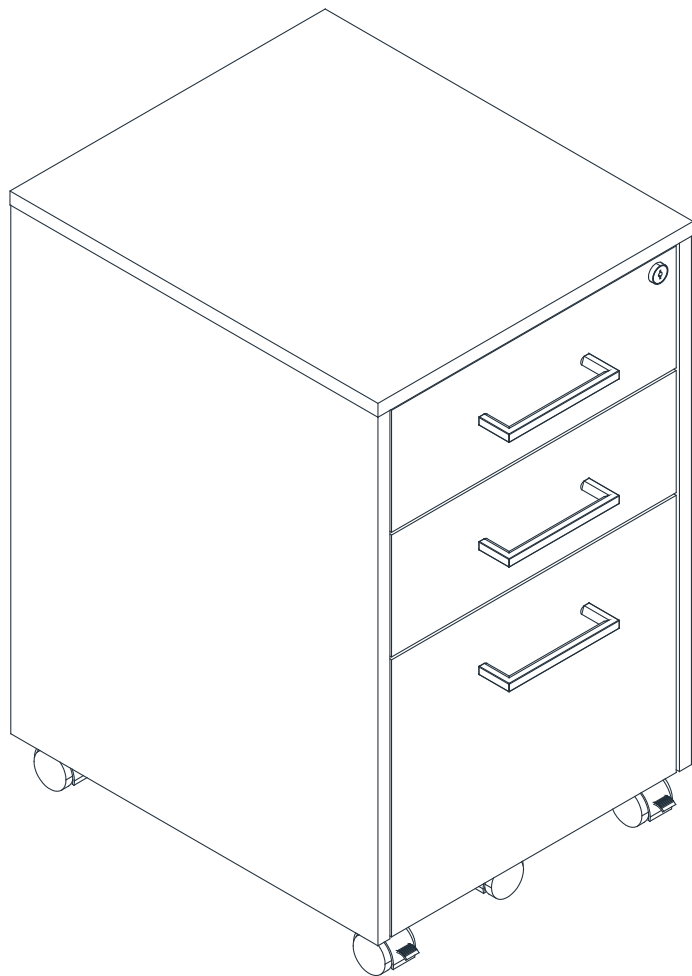


INSIGNIA™

3-Drawer File Cabinet - Black

NS-FCBK3



Before using your new product, please read these instructions to prevent any damage.

Contents

Introduction	2
Safety information	3
Features	4
Dimensions	4
Parts included	5
Hardware included	6
Tools needed	6
Preparing to assemble your file cabinet	7
Understanding KD cams and KD bolts	7
Assembling your file cabinet	8
STEP 1: Preparing the cabinet bottom and back brace	8
STEP 2: Preparing the cabinet side panels	10
STEP 3: Assembling the cabinet sides and bottom	12
STEP 4: Installing the back panel	13
STEP 5: Preparing the cabinet top	14
STEP 6: Installing the cabinet top	15
STEP 7: Installing the cabinet stiffeners	16
STEP 8: Preparing the drawer bottom brace	17
STEP 9: Preparing the drawer sides	18
STEP 10: Assembling the bottom drawer - 1	19
STEP 11: Assembling the bottom drawer - 2	20
STEP 12: Assembling the small drawers - 1	22
STEP 13: Assembling the small drawers - 2	24
STEP 14: Installing the lock	26
STEP 15: Installing the file bars and extrusions	27
STEP 16: Installing and adjusting the drawers	28
Cleaning your file cabinet	30
Specifications	30
Troubleshooting	30
ONE-YEAR LIMITED WARRANTY	31

Introduction

Congratulations on your purchase of a high-quality Insignia product. Your NS-FCBK3 represents the state of the art in file cabinet design and is designed for reliable and trouble-free performance.

Safety information



WARNINGS:

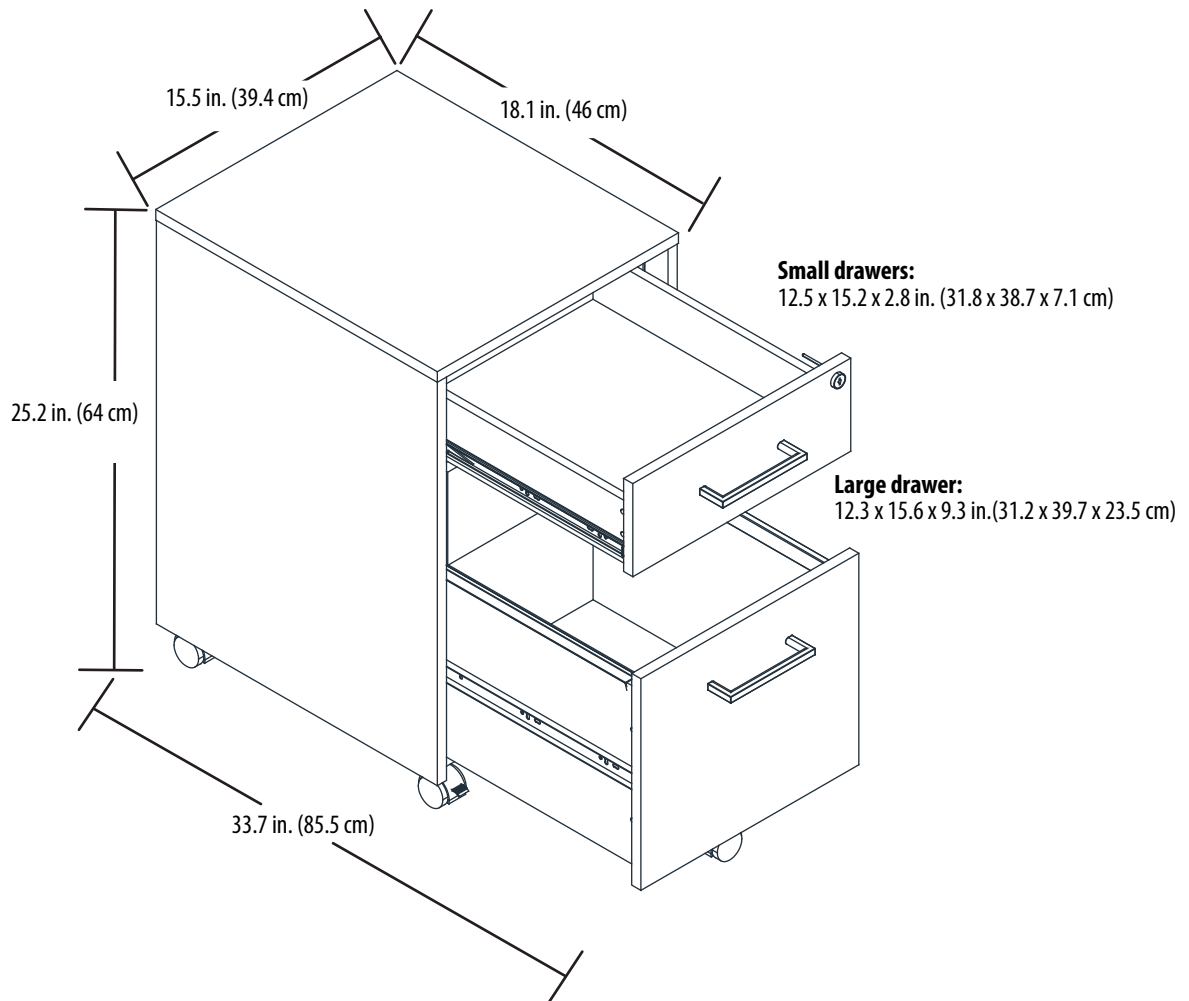
- Units must be assembled with the instructions, parts, and hardware provided. Improper assembly or use could cause structural failure, instability, tip over, and/or serious injury.
- Do not move the unit when loaded. Doing so could cause instability, product collapse, and/or serious injury.
- This product is intended to hold the maximum weight indicated:
 - **Top:** Up to 80 lbs. (36.3 kg)
 - **Large Drawer:** Up to 50 lbs. (22.7 kg)
 - **Small Drawer:** Up to 30 lbs. (13.6 kg)
- This product is designed and intended for use with computer, fax, and printer equipment only. Improper loading with a television or other heavy equipment could cause instability, and/or serious injury.
- Serious or fatal crushing injuries can occur from furniture tip-over. To help prevent tip-over:
 - Verify that the furniture is stable on its own.
 - Place heaviest items in the lower (large) drawer.
 - Never allow children to climb or hang on drawers, doors, or shelves.
 - Never open more than one drawer at a time.
- Remove items that might tempt children to climb, such as toys and remote controls, from the top of the furniture.
- File cabinets may tip over causing serious injury if not assembled, installed, or used properly.
- Always load the BOTTOM drawer first, then the top.
- Do not exceed the maximum load limit for each drawer as stated in this manual.
- Distribute files evenly front-to-back in each drawer.
- Before moving the cabinet, empty the contents of each drawer, starting with the TOP drawer first.

Features

- Three drawers organize all your papers and files
- Key lock on top drawer secures your private documents
- Plastic handles and metal rails make opening and closing drawers smooth and easy
- Caster wheels make it easy to move this cabinet from room to room
- Sharp black color adds a modern touch to your decor

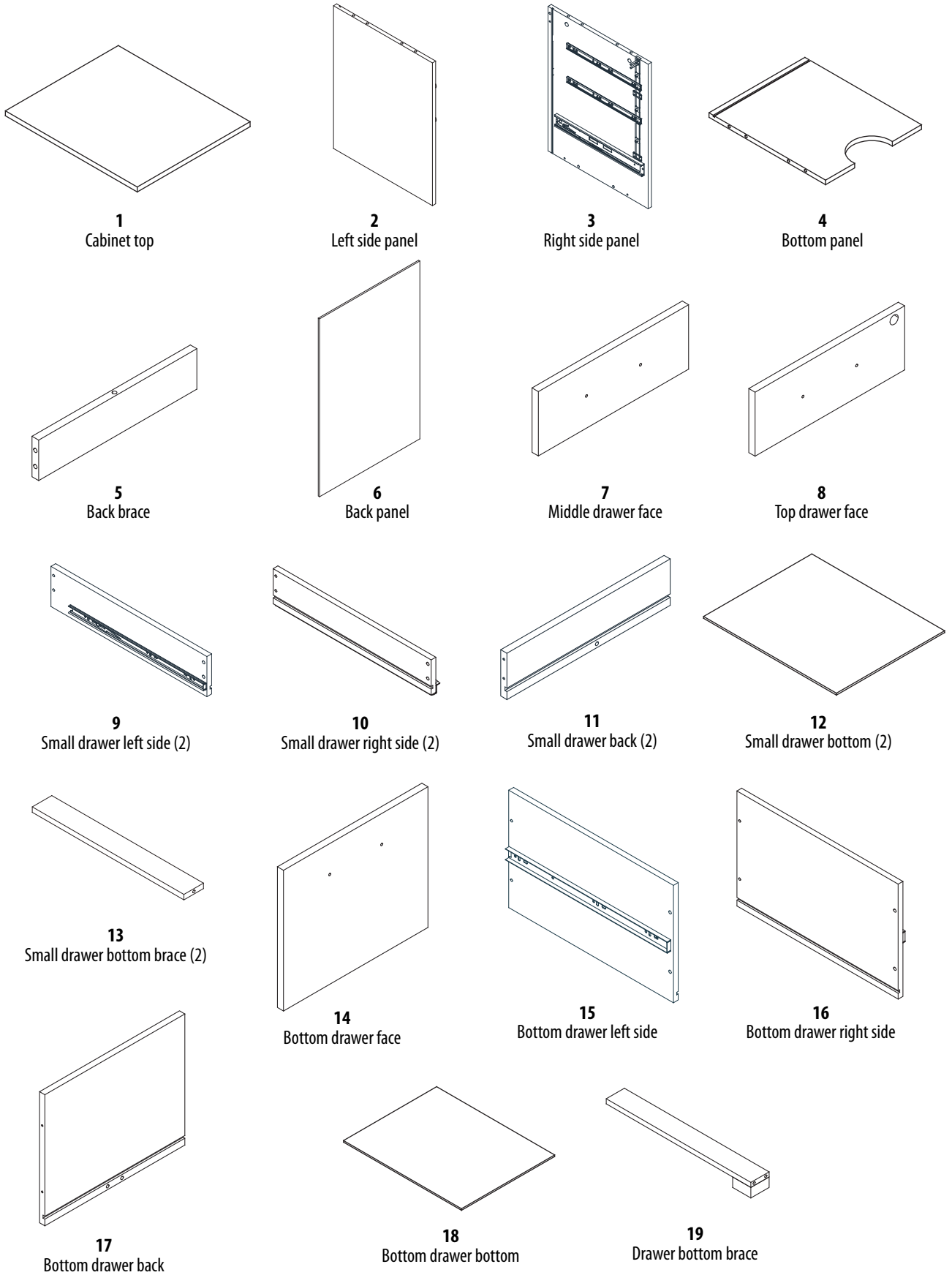
Dimensions

- Maximum weight for the top is 80 lbs. (36.3 kg)
- Maximum weight for the bottom drawer is 50 lbs. (22.7 kg)
- Maximum weight for the upper drawers is 30 lbs. (13.6 kg)


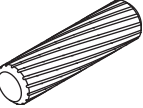
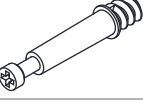

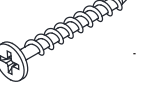




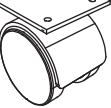
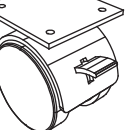
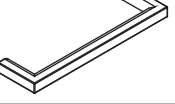


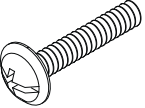
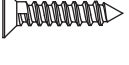





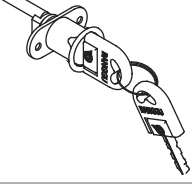
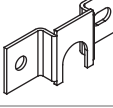
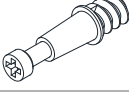

Parts included

Note: Parts are labeled on the side of each panel.



Hardware included

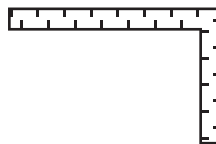
LABEL	HARDWARE	QTY.
A	 Wooden dowels 5.8 x 30 mm	4
B	 Wooden dowels 7.8 x 30 mm	11
C	 KD Bolt (long)	10
D	 KD Cam (large)	10
E	 3.8 x 35 mm screw	14
F	 M6 x 12 mm bolt	8
G	 3.5 x 12 mm screw	32
H	 Small drawer face bracket	4
I	 Large drawer face bracket	2
J	 Caster back (non-locking)	3
K	 Caster front (locking)	2
L	 Handle	3

LABEL	HARDWARE	QTY.
M	 M4 x 25 mm bolt	6
N	 3 x 16 mm screw	6
O	 Cabinet stiffeners	6
P	 3.5 x 12 mm screw	8
Q	 File side extrusion	2
R	 File back extrusion	1
S	 File bar	1
T	 Lock	1
U	 Drawer lock	3
V	 KD Bolt (short)	2
W	 KD Cam (small)	2

Tools needed



Phillips #2 screwdriver



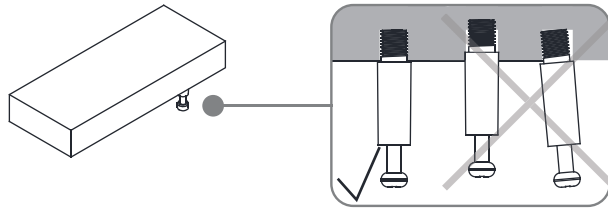
Carpenter's square

Preparing to assemble your file cabinet

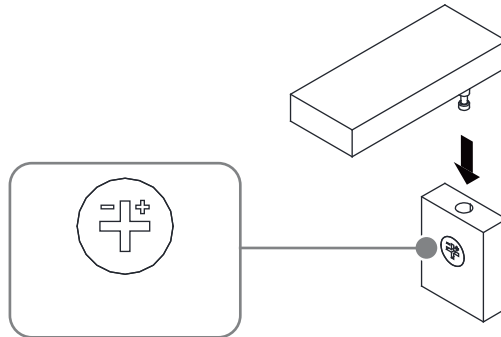
- 1 Follow the assembly instructions carefully.
- 2 Make sure that all parts and hardware are included.
- 3 To prevent product damage, assemble your file cabinet on top of the box.
- 4 Have another person help you with lifting and assembly.
- 5 For the best results, do not fully tighten the screws until you have assembled all the other parts.

Understanding KD cams and KD bolts

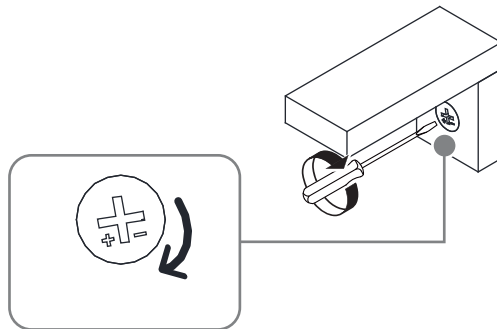
- 1 Screw the KD bolts (**C** or **V**) into each piece with a Phillips screwdriver. Make sure that they are straight and flush with each panel.



- 2 Align the KD cam (**D** or **W**) arrow toward to the hole, then insert the KD bolt into the hole of the cam lock.



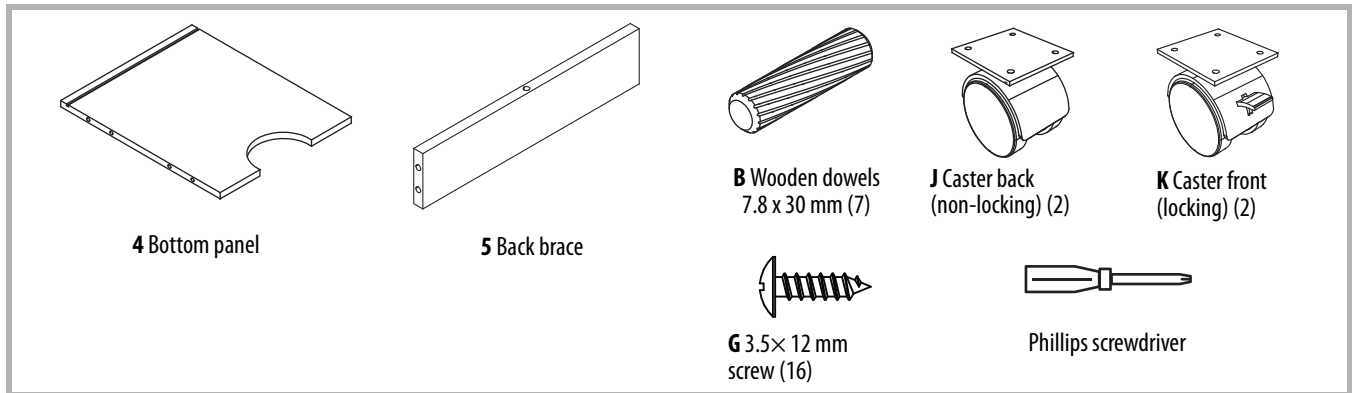
- 3 Use a Phillips screwdriver to turn the KD cam (**D** or **W**) clockwise until it is locked. The locked position is about a 1/2 turn (160°–185°). Do not overturn the KD cam.



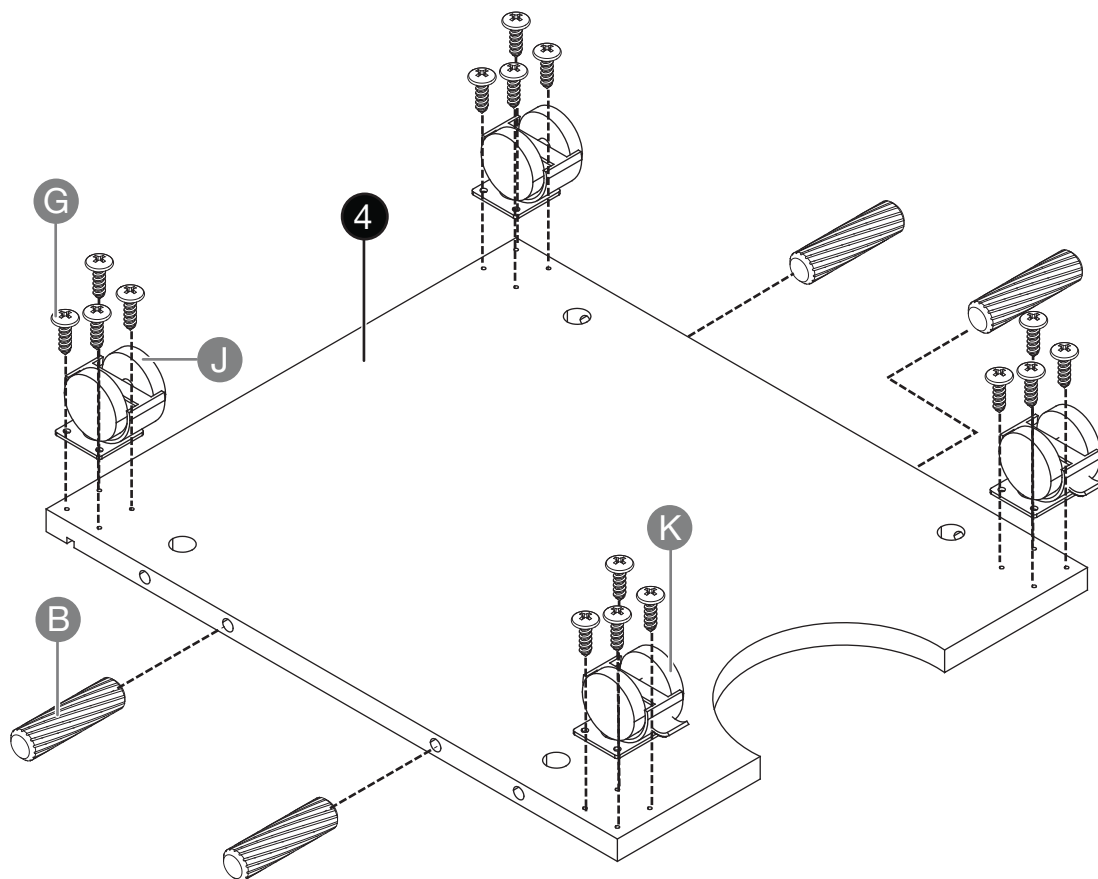
Assembling your file cabinet

STEP 1: Preparing the cabinet bottom and back brace

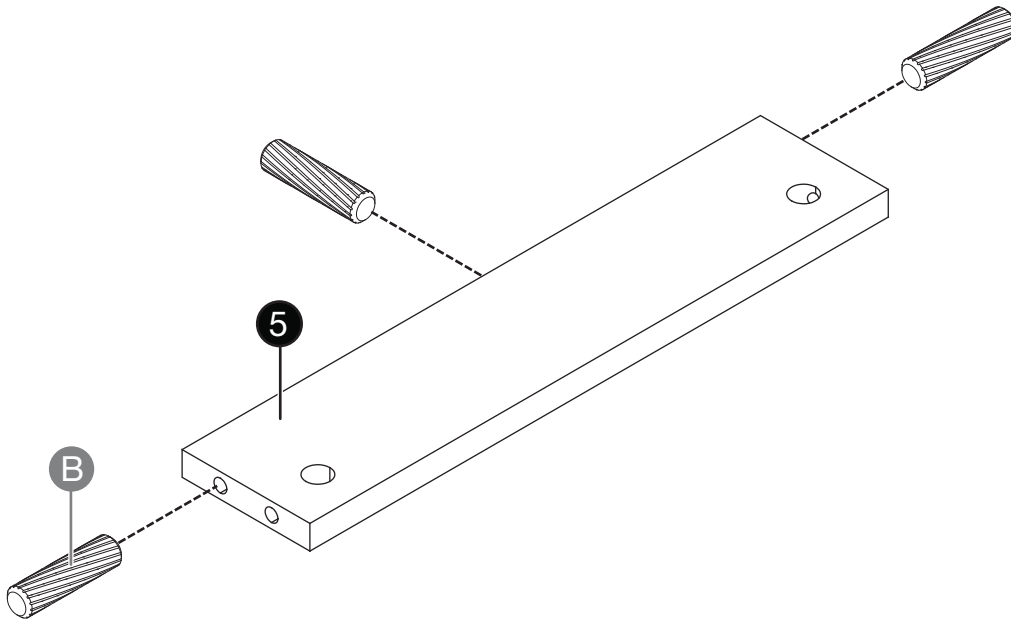
You need:



- 1 Insert four wooden dowels (**B**) into the edges of the bottom panel (**4**). Be careful not to insert the dowels into the KD bolt holes. Tap the dowels to seat them.
- 2 Attach two locking casters (**K**) to the front edge of the bottom panel (**4**) and two non-locking casters (**J**) to the back edge of the bottom panel, each with four 3.5 x 12 mm screws (**G**).

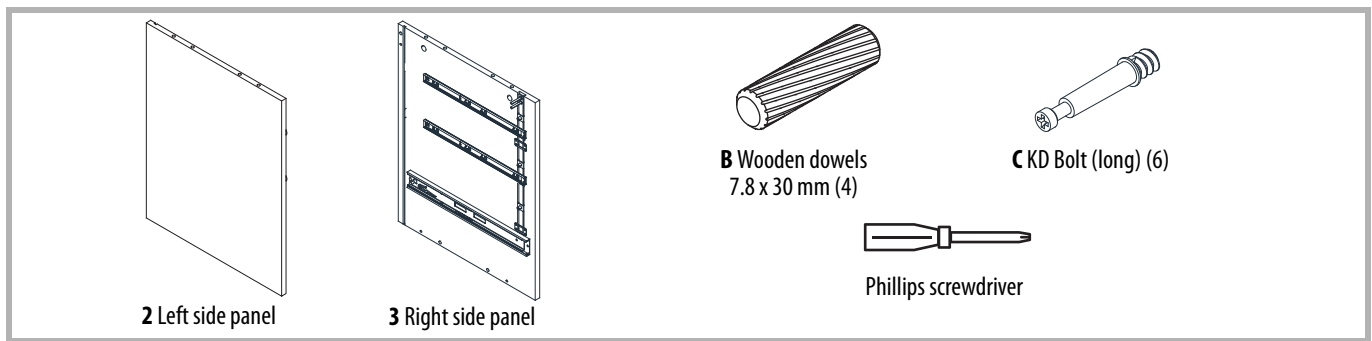


- 3 Insert three wooden dowels (**B**) into the edges of the back brace (**5**). Be careful not to insert the dowels into the KD bolt holes. Tap the dowels to seat them.

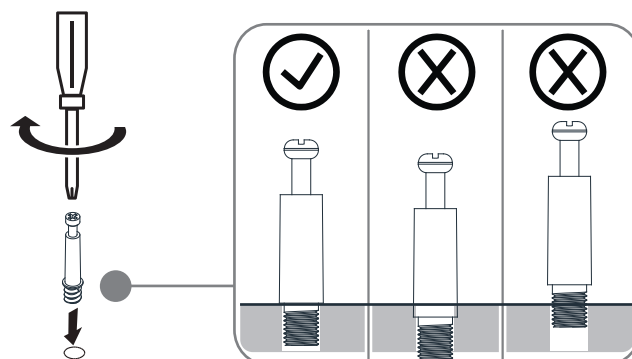
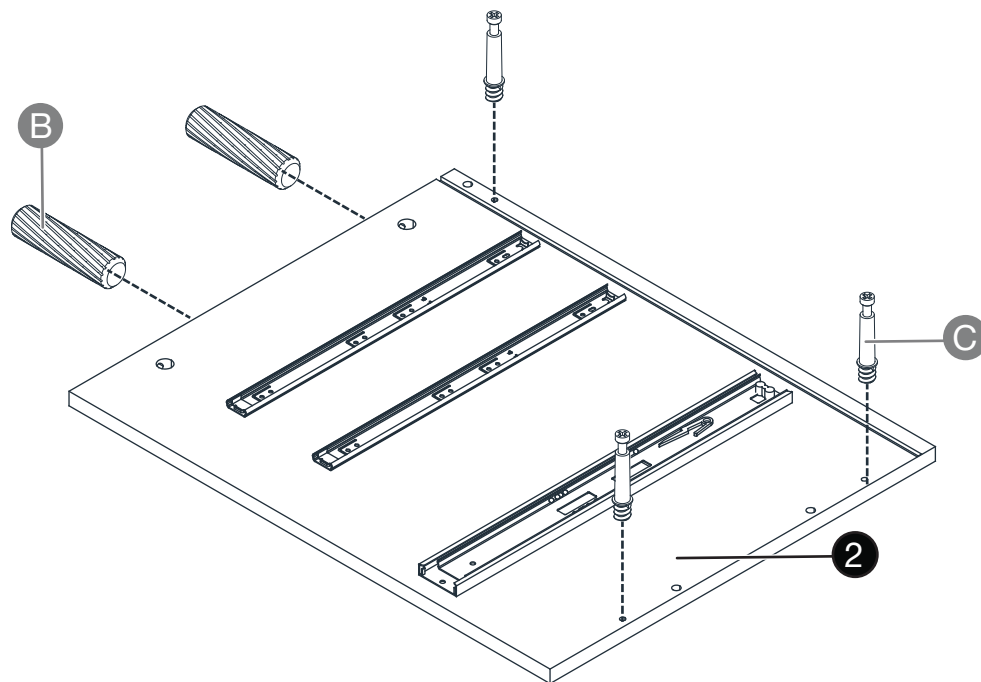


STEP 2: Preparing the cabinet side panels

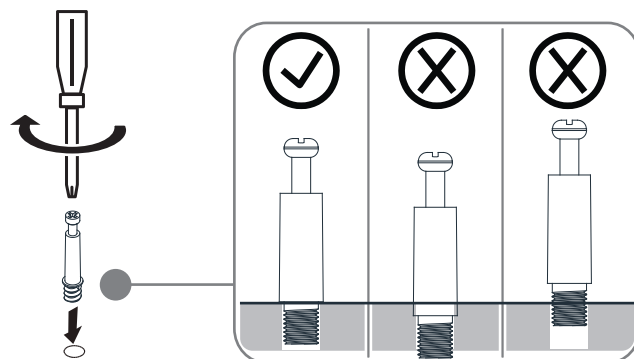
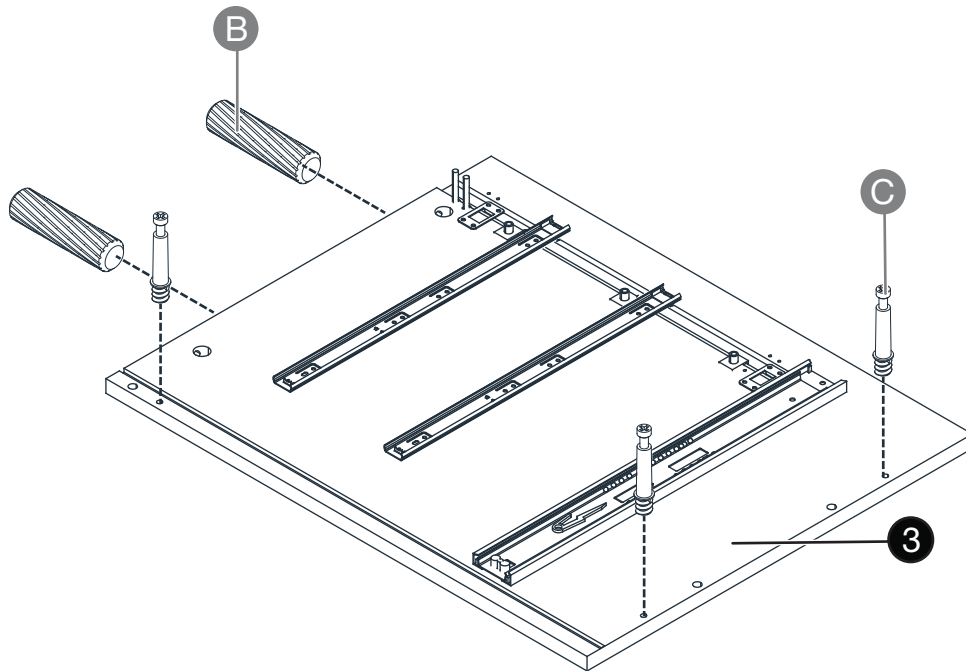
You need:



- 1 Insert two wooden dowels (**B**) into the bottom edge of the left side panel (**2**), then use a Phillips screwdriver to attach three long KD bolts (**C**) into the side panel. Don't overtighten.

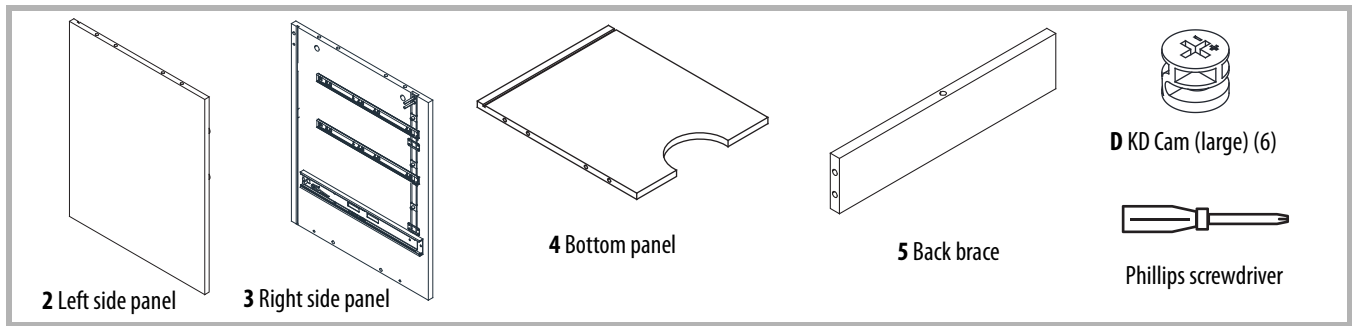


- 2 Insert two wooden dowels (B) into the edge of the right side panel (3), then use a Phillips screwdriver to attach three long KD bolts (C) into the indicated holes the side panel. Don't overtighten.

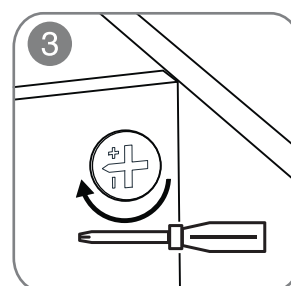
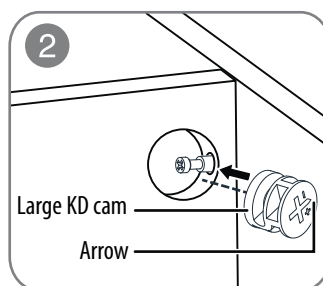
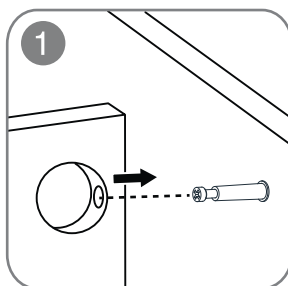
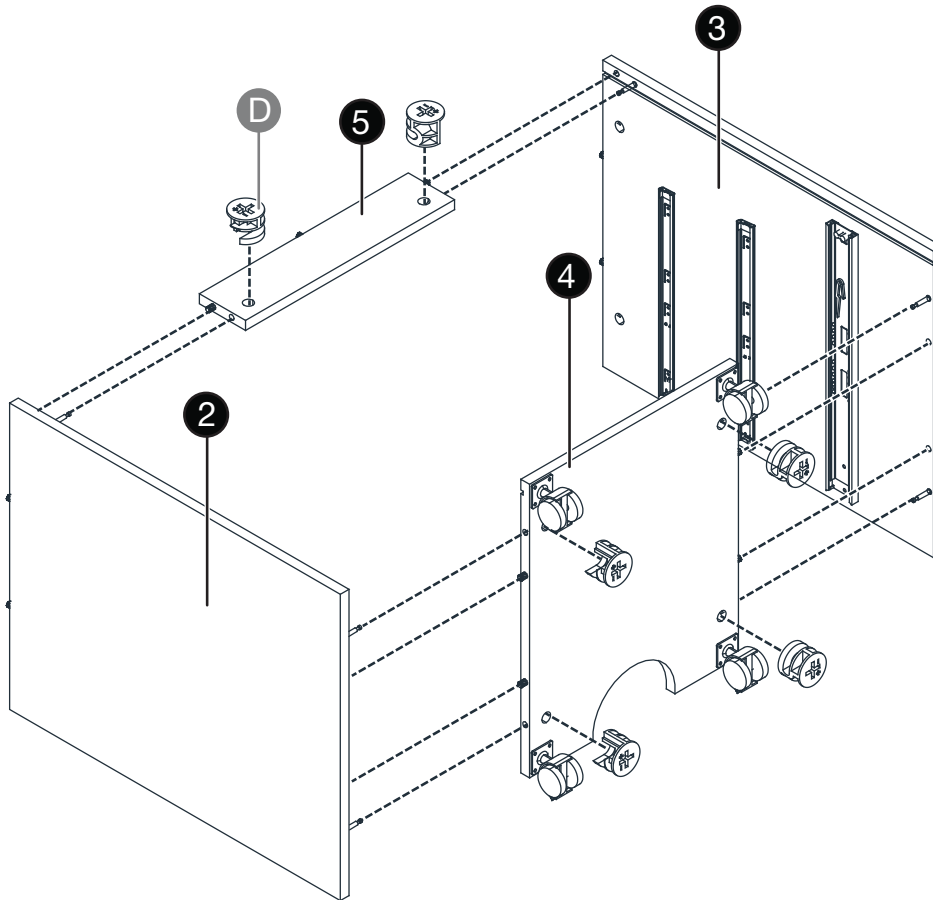


STEP 3: Assembling the cabinet sides and bottom

You need:

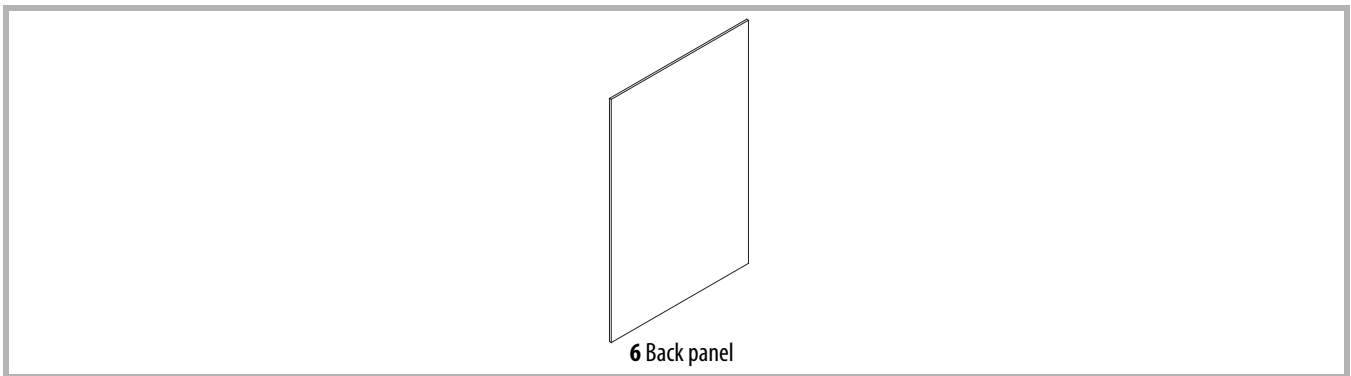


- 1 Lay the left side panel (2) flat on the floor, then align and attach the back brace (5) and the bottom panel (4). Make sure that the edges of the panels are flush with each other.
- 2 Insert two large KD cams (D) into the back of the back brace (5), then insert four large KD cams (D) into the bottom of the bottom panel (4). Make sure that the cam lock arrows are pointing toward their corresponding cam-lock screw holes, then tighten the KD cams.
- 3 Place the right side panel (3) on the top of the assembled pieces, then align and attach it to the assembled pieces. Make sure that the edges of the panels are flush with each other, then tighten the KD cams.

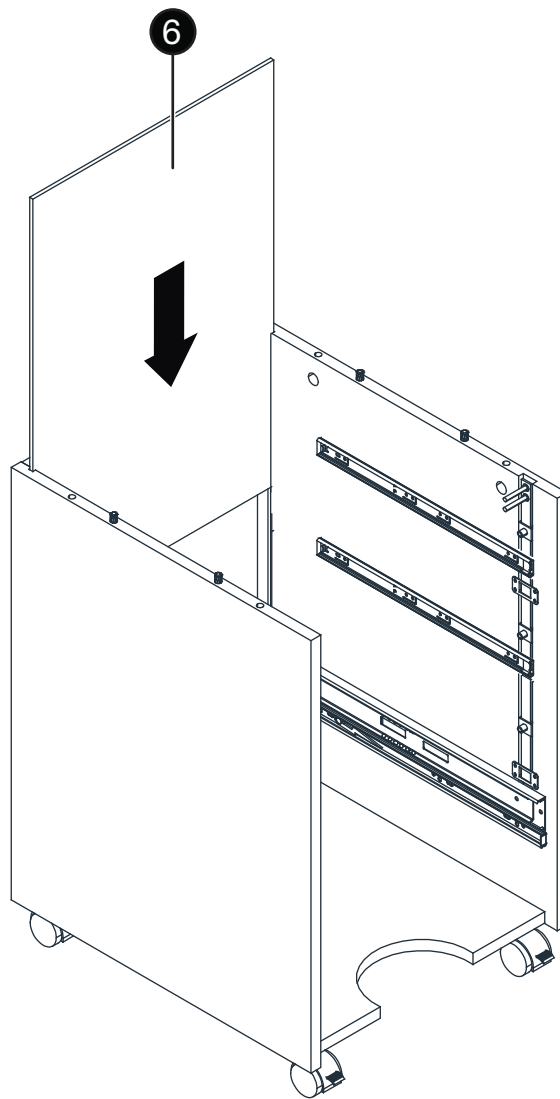


STEP 4: Installing the back panel

You need:

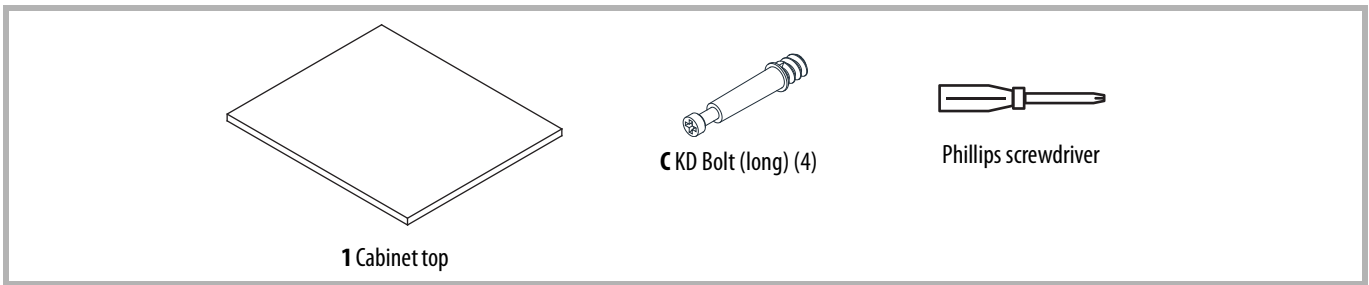


- Insert the back panel (6), then insert it into the channel in the back of the assembly. Make sure that the back panel is fully inserted and that the top of the back panel is flush with the top of the assembly.

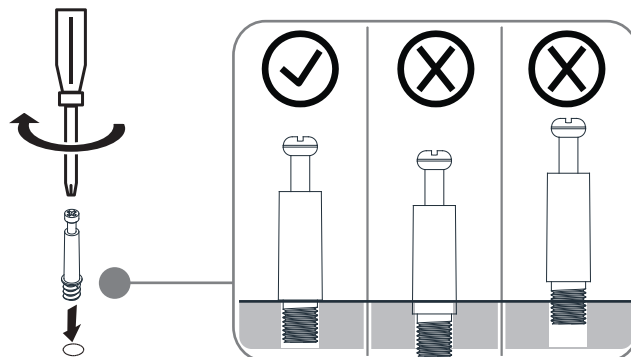
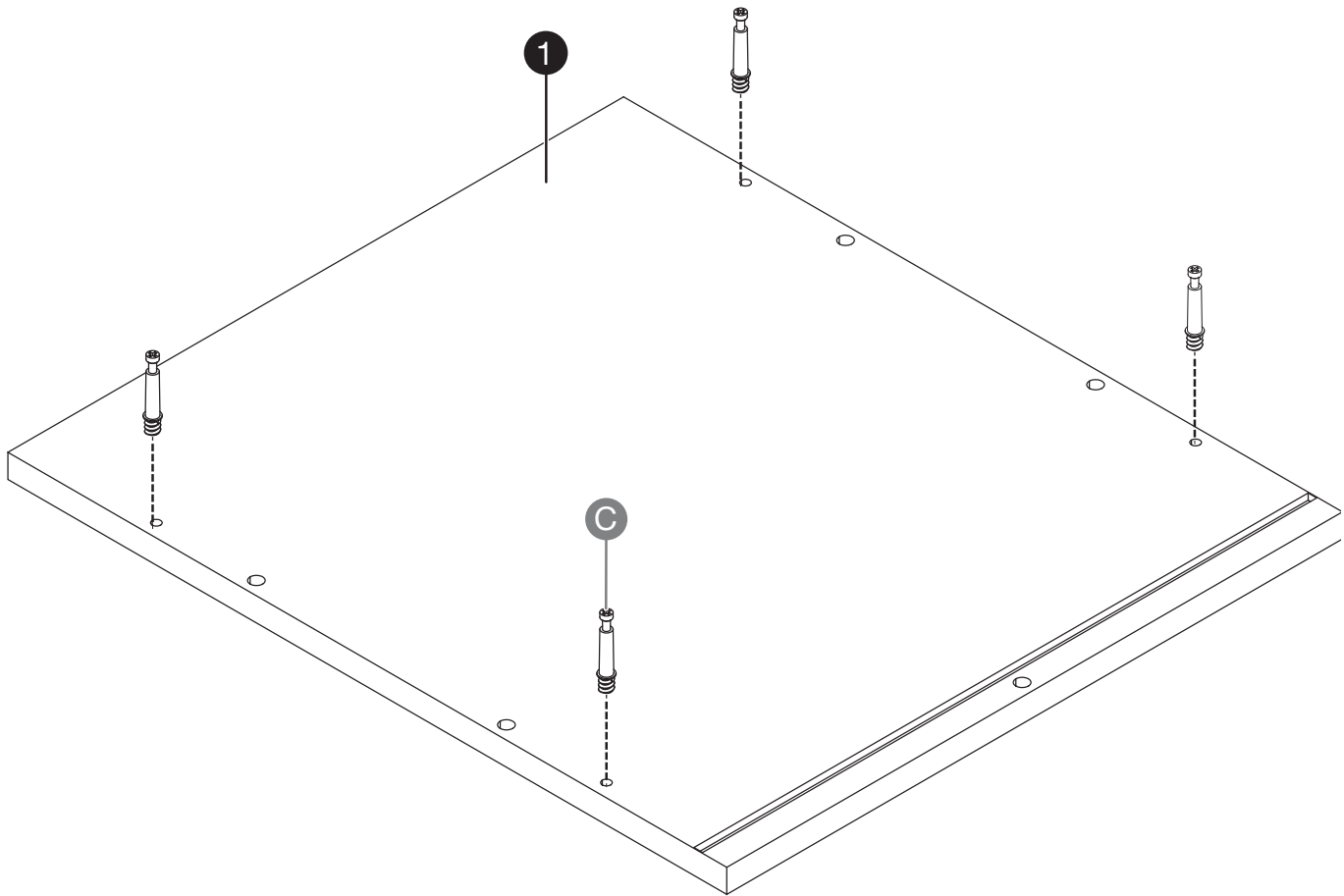


STEP 5: Preparing the cabinet top

You need:

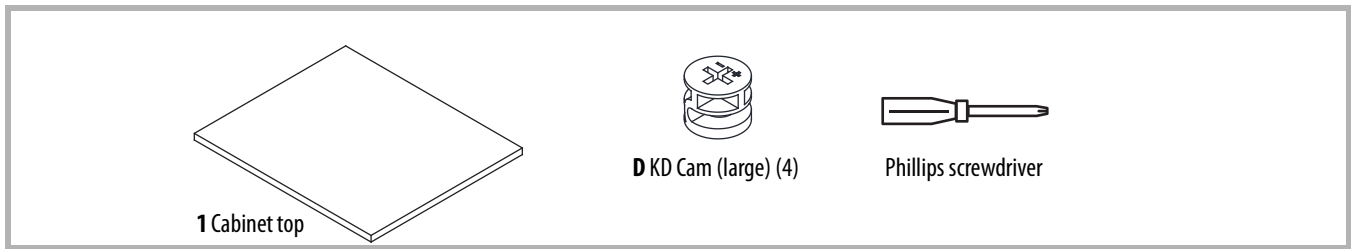


- 1 Use a Phillips screwdriver to attach four long KD bolts (C) into the outside holes in the cabinet top (1). Don't overtighten.

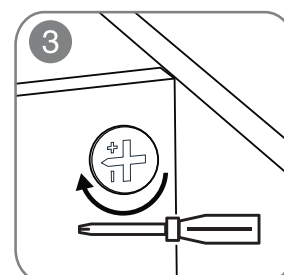
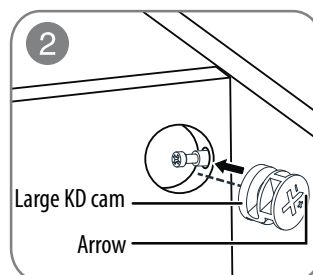
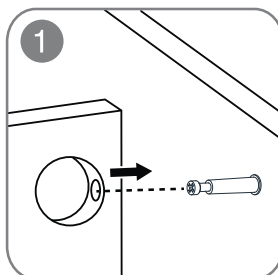
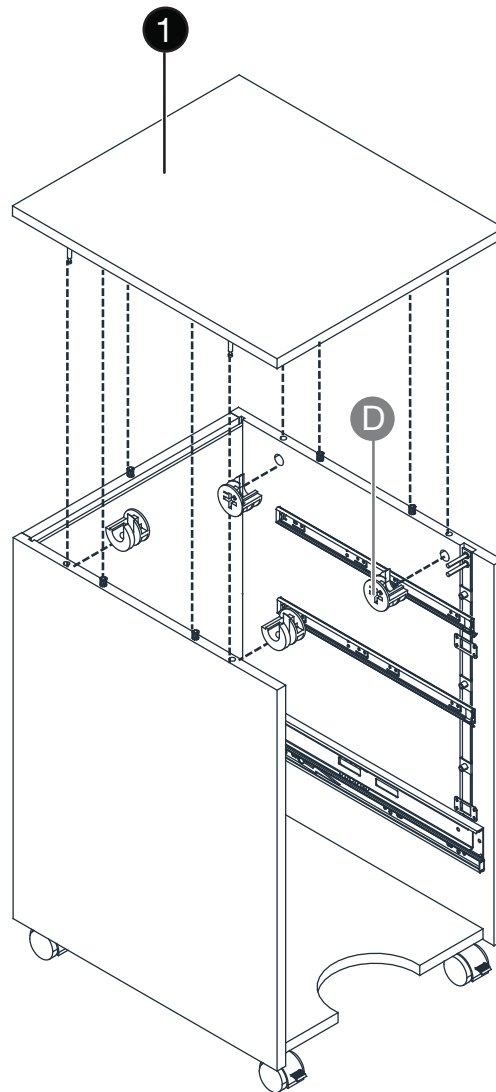


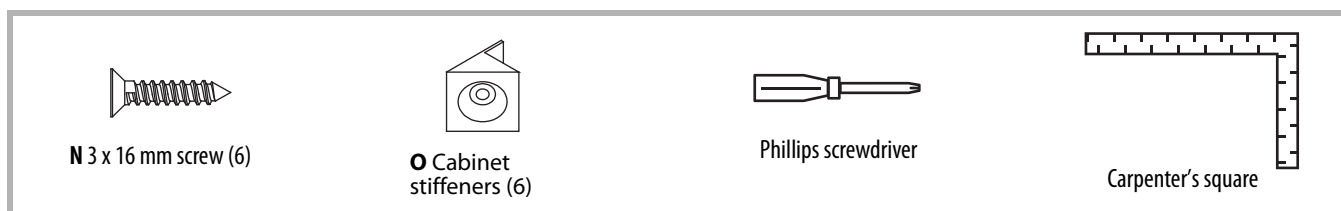
STEP 6: Installing the cabinet top

You need:

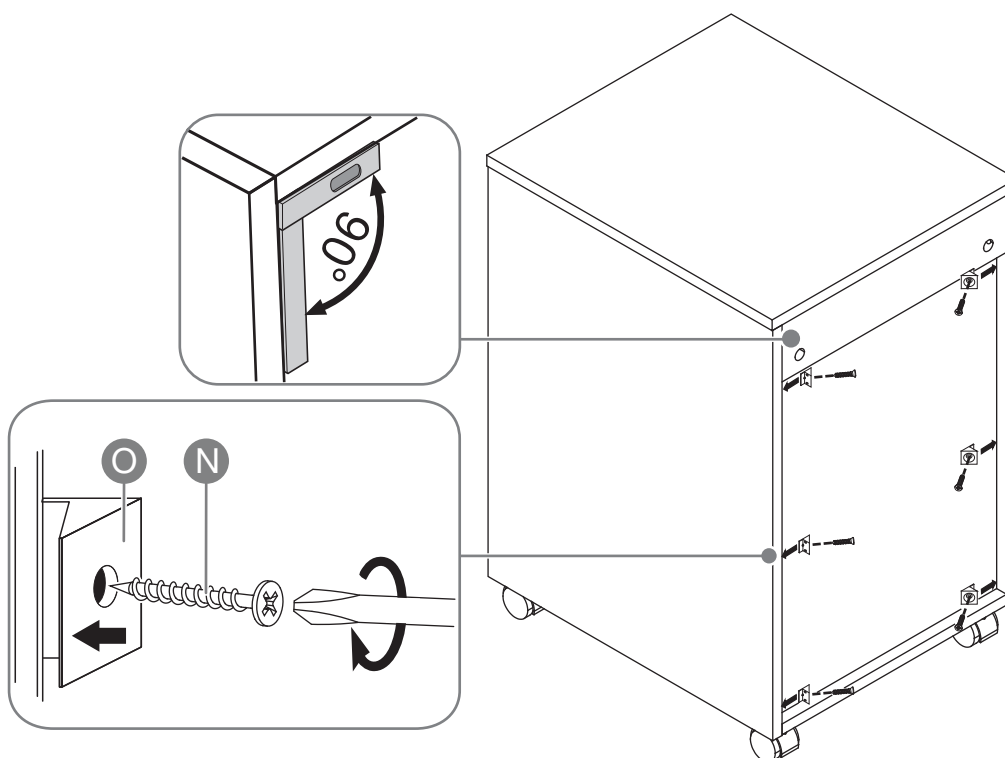


- 1 Place the cabinet top (1) on top of the assembly, align the KD bolts and dowels with the holes in the corresponding pieces, then push the pieces together. Make sure that the edges of the panels are flush with each other.
- 2 Insert two large KD cams (D) into the left side panel and two large KD cams (D) into the right side panel. Make sure that the cam lock arrows are pointing toward their corresponding cam-lock screw holes, then tighten the KD cams.



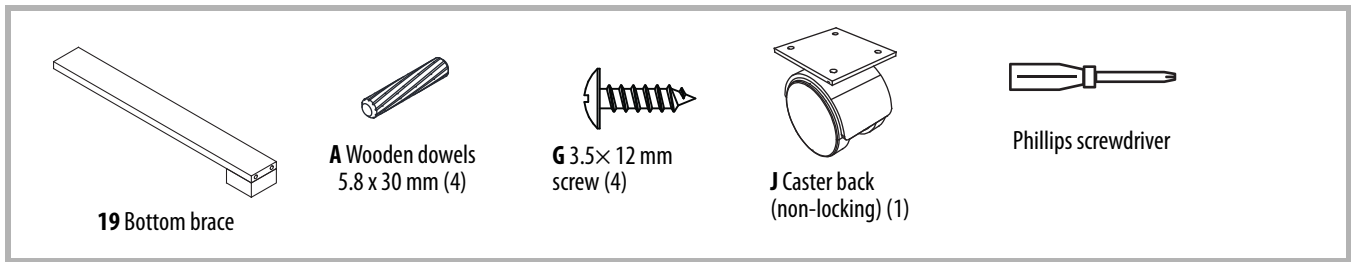
STEP 7: Installing the cabinet stiffeners**You need:**

- 1 Use a carpenter's square to make sure that the cabinet is square.
- 2 Use a Phillips screwdriver to install six cabinet stiffeners (○) into the cabinet sides at equal intervals around the back of the cabinet, using the 3 x 16 mm screws (N).

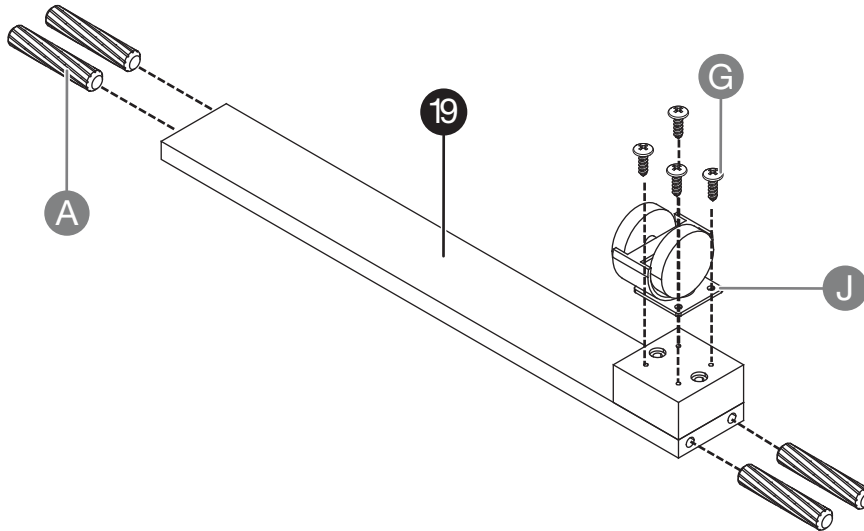


STEP 8: Preparing the drawer bottom brace

You need:

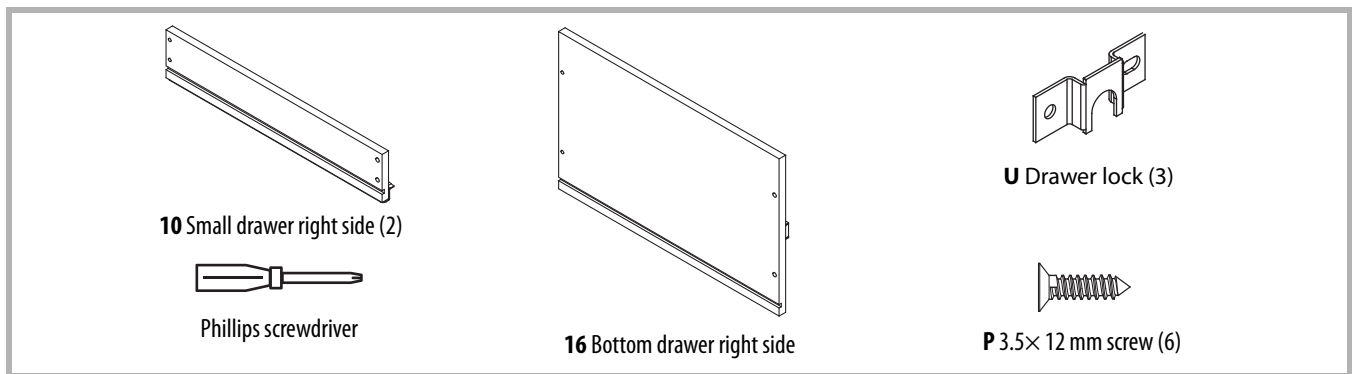


- 1 Insert four wooden dowels (A) into the edges of the drawer bottom brace (19). Tap the dowels to seat them.
- 2 Using a Phillips screwdriver, attach a non-locking caster (J) to the front mounting block of the bottom brace (19) with four 3.5 x 12 mm screws (G).

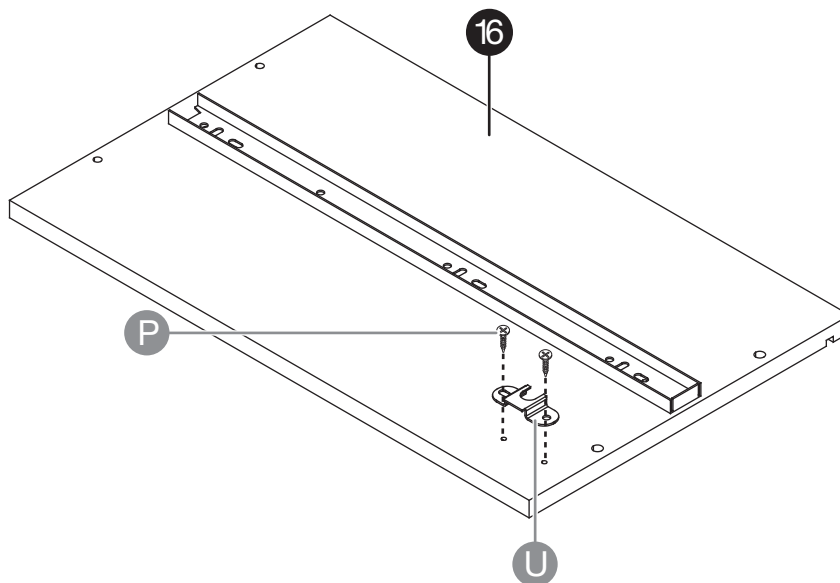


STEP 9: Preparing the drawer sides

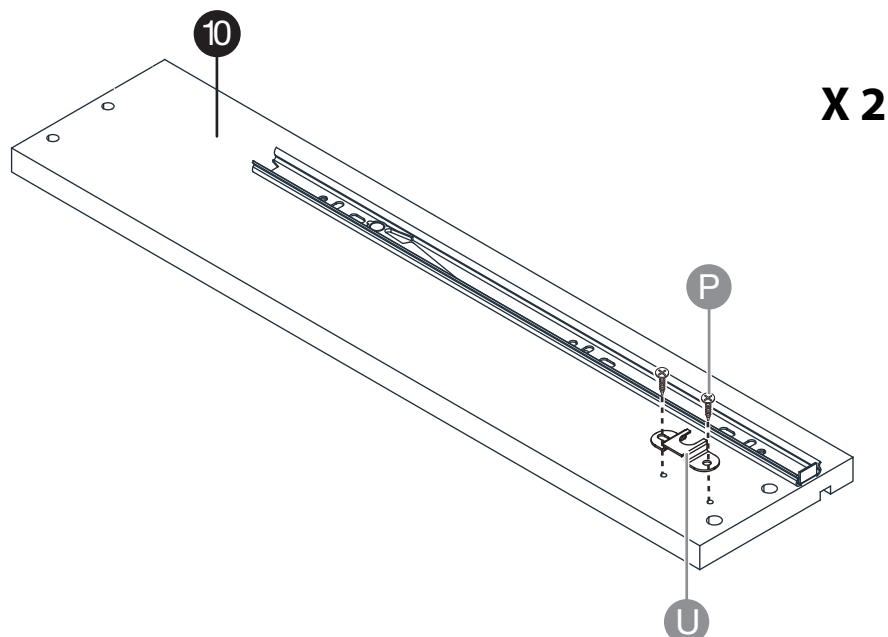
You need:

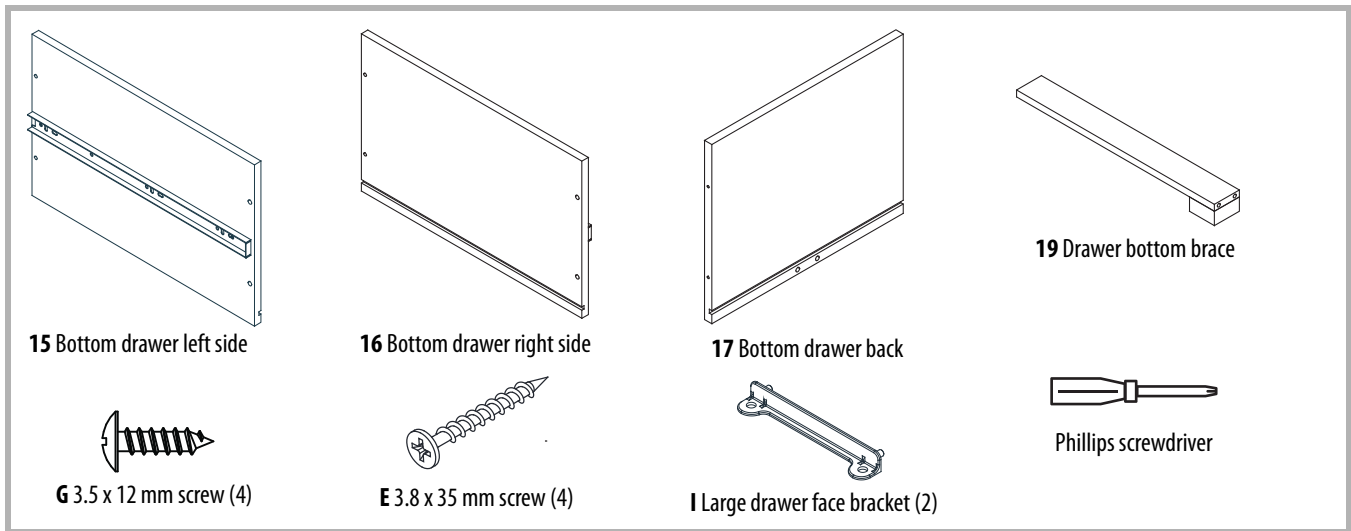


- 1 Use a Phillips screwdriver to attach the drawer lock (U) into the bottom drawer right side (16) with two 3.5 x 12 mm screws (P).

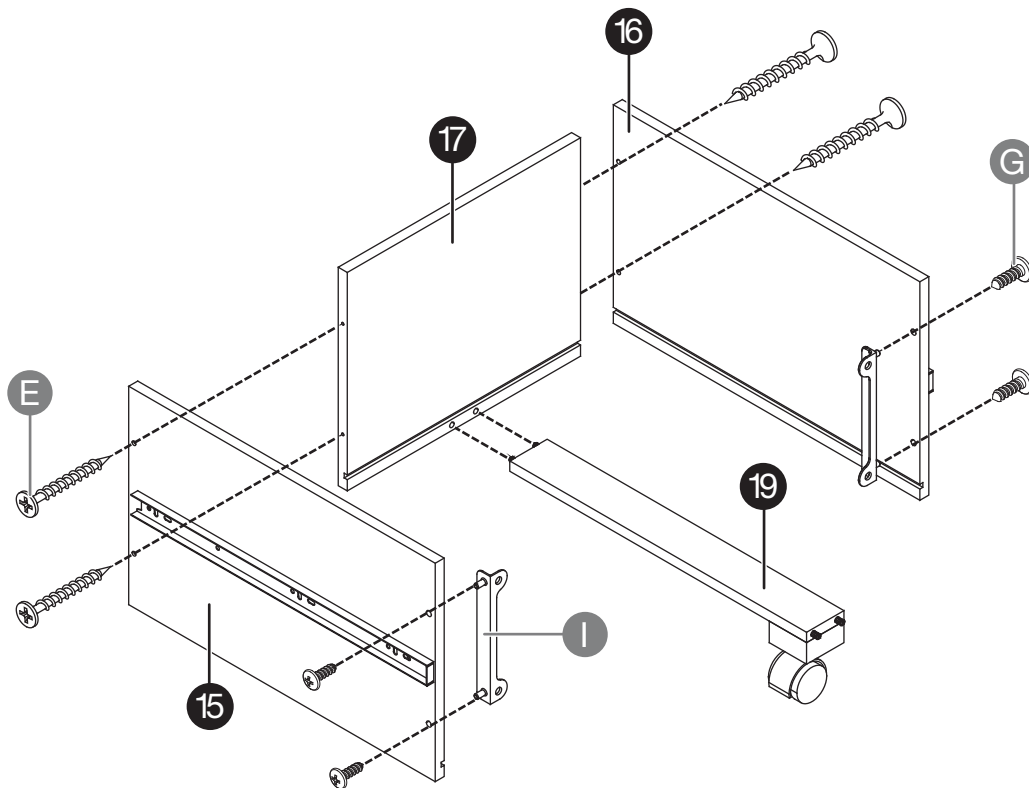


- 2 Use a Phillips screwdriver to attach the drawer locks (U) to the two small drawer right sides (10) with two 3.5 x 12 mm screws (P) each.

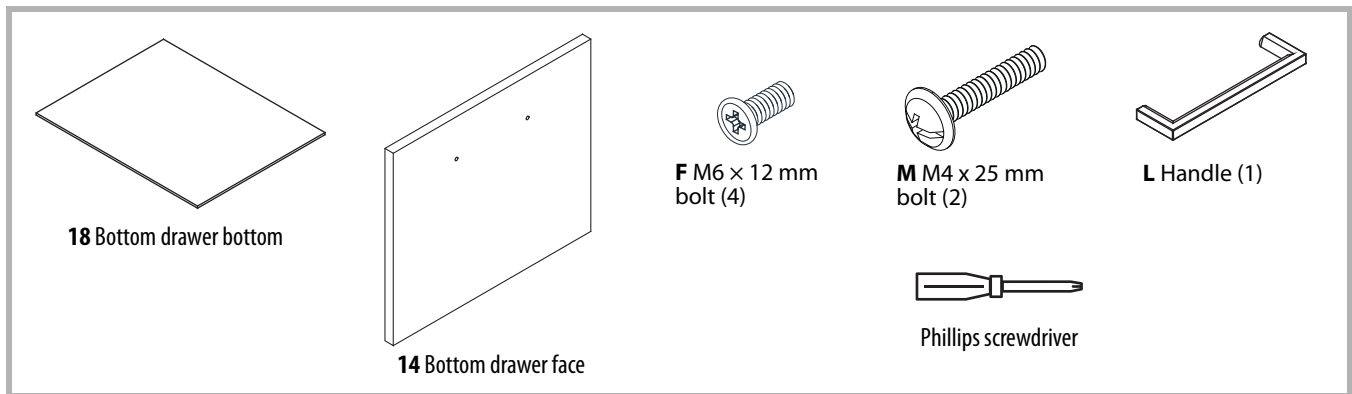


STEP 10: Assembling the bottom drawer -1**You need**

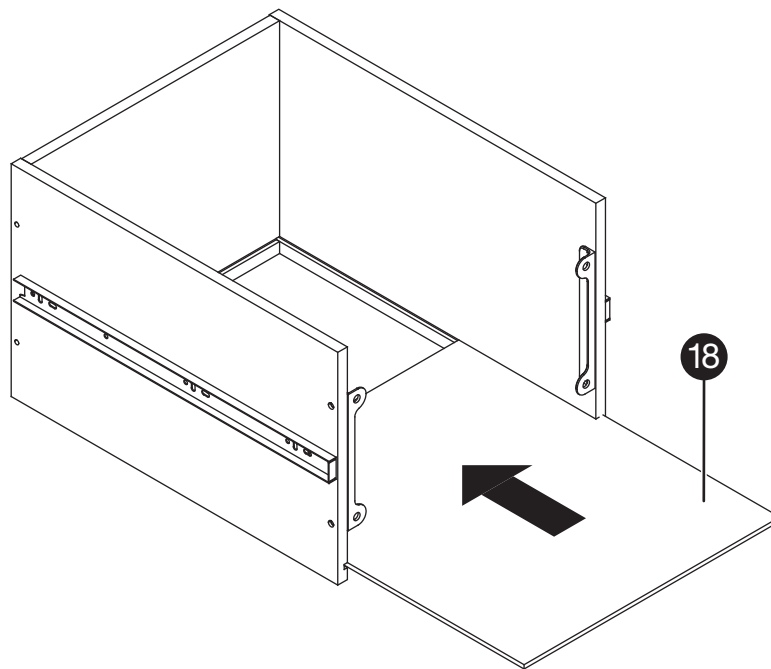
- 1 Use a Phillips screwdriver to attach the bottom drawer left side (**15**) and the bottom drawer right side (**16**) to the bottom drawer back (**17**) with four 3.8 x 35 mm screws (**E**). Make sure that the grooves on the back and side panels face the inside of the drawer. Don't overtighten.
- 2 Use a Phillips screwdriver to attach the two large drawer face brackets (**I**), flat side out, to the insides of the left and right drawer sides using four 3.5 x 12 mm screws (**G**). Don't overtighten.
- 3 Press the dowels on the drawer bottom brace (**19**) into the corresponding holes in the bottom drawer back (**17**). The caster should face down and be positioned to the front of the drawer.



STEP 11: Assembling the bottom drawer - 2

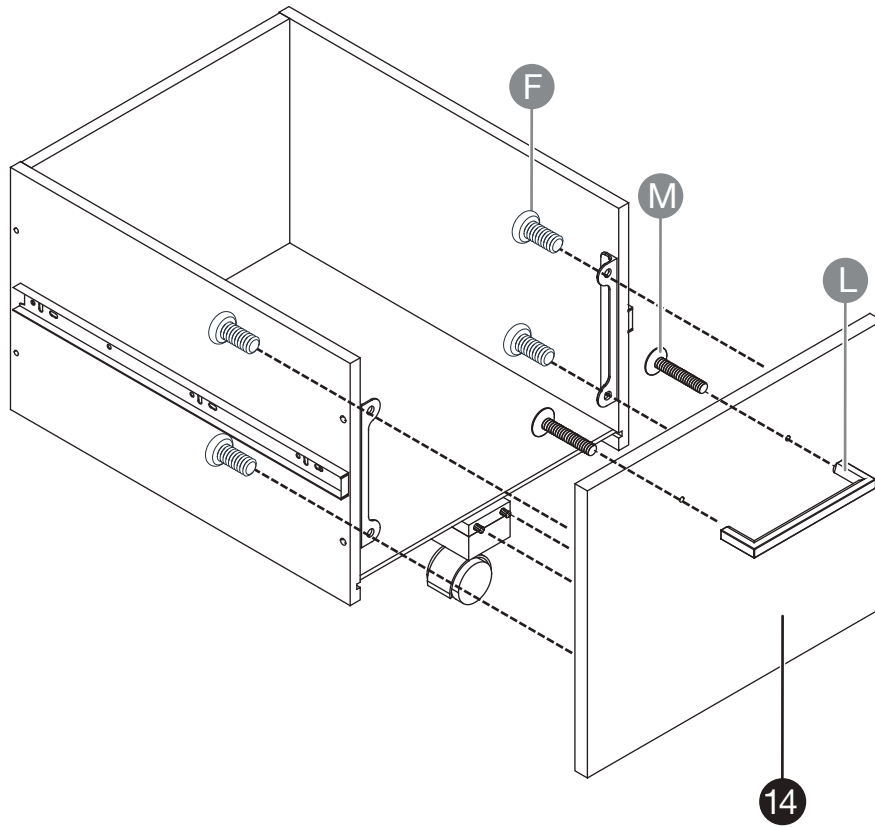


- 1 Slide the bottom drawer bottom (18) into the groove in the bottom of the bottom drawer. The front edge of the drawer bottom should protrude slightly from the drawer assembly.



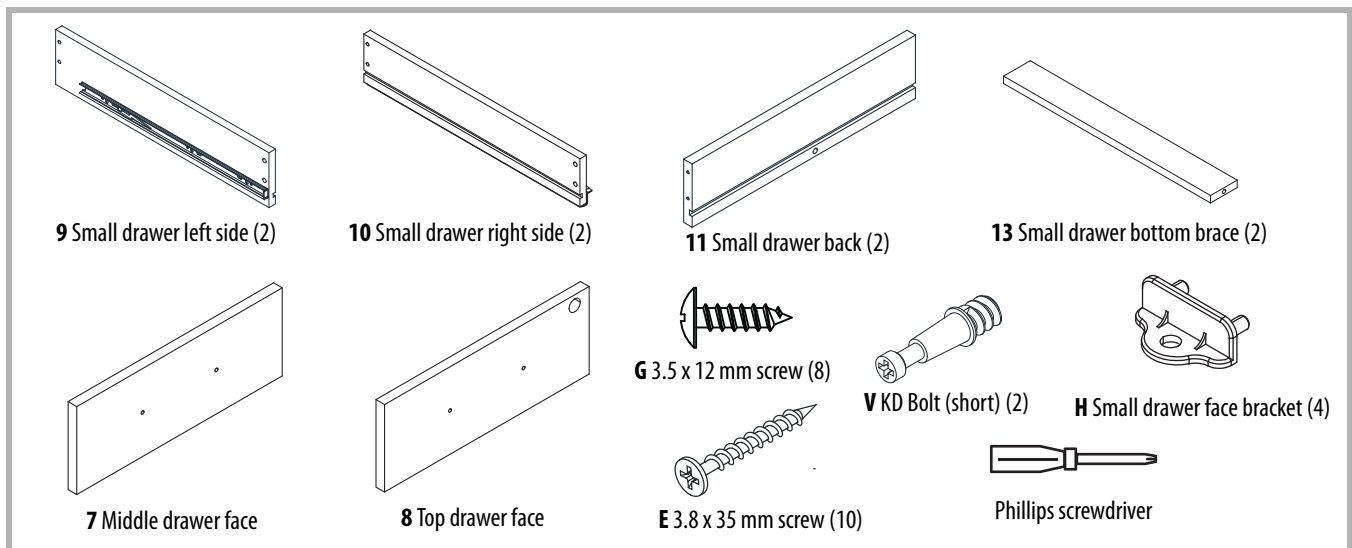
- 2 Use a Phillips screwdriver to attach the bottom drawer face (14) to the front of the bottom drawer using four 6 x 12 mm bolts (F). The two holes for the handle should be towards the top of the drawer.

- 3 Use a Phillips screwdriver to attach the handle (L) to the front of the bottom drawer using two 4 x 25 mm bolts (M).

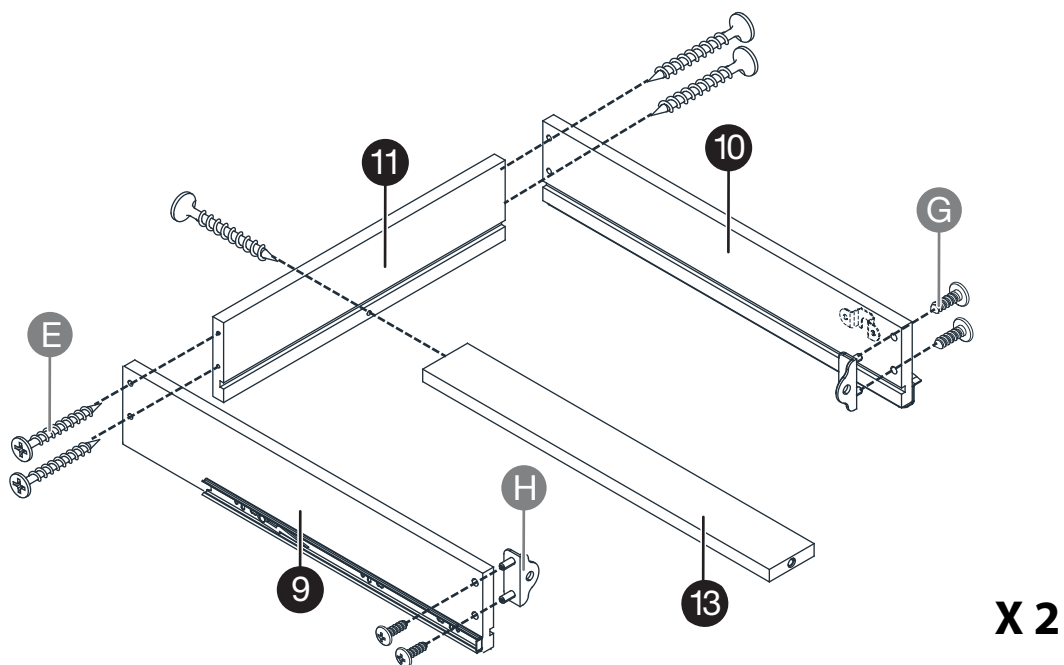


STEP 12: Assembling the small drawers - 1

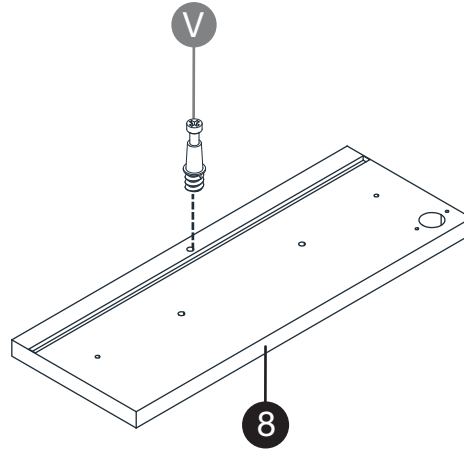
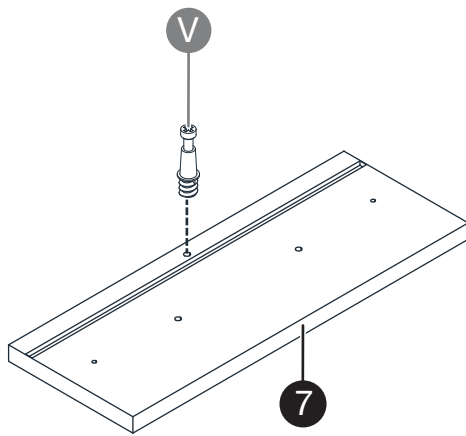
You need



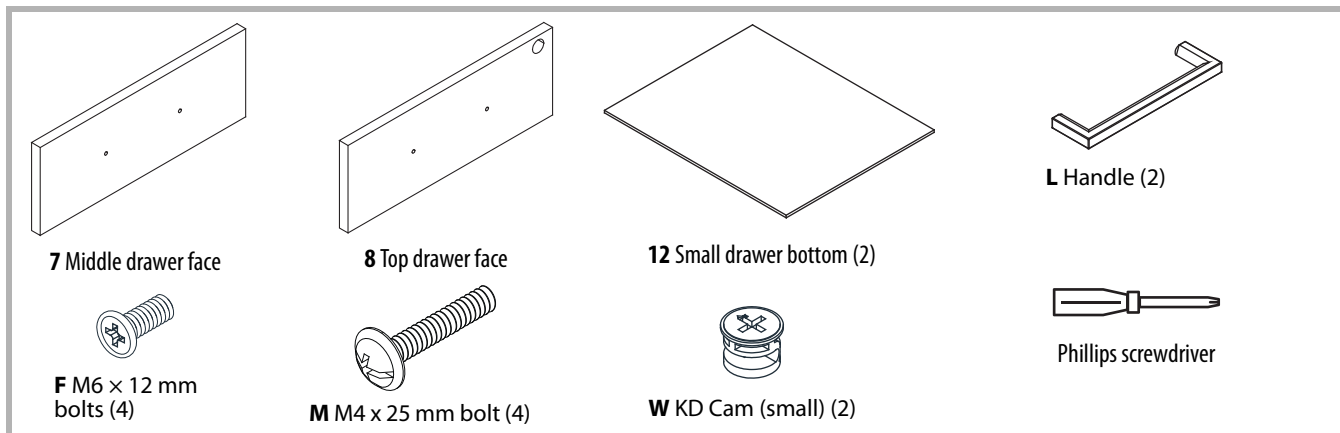
- 1 Use a Phillips screwdriver to attach the small drawer left sides (**9**) and the small drawer right sides (**10**) to the small drawer backs (**11**) with four 3.8 x 35 mm screws (**E**) each. Make sure that the grooves on the back and side panels face the inside of the drawer. Don't overtighten.
- 2 Use a Phillips screwdriver to attach two small drawer face brackets (**H**), flat side out, to the insides of the left and right drawer sides using two 3.5 x 12 mm screws (**G**) each. Don't overtighten.
- 3 Use a Phillips screwdriver to attach the small drawer bottom braces (**13**) to the small drawer backs (**11**) with one 3.8 x 35 mm screw (**E**).



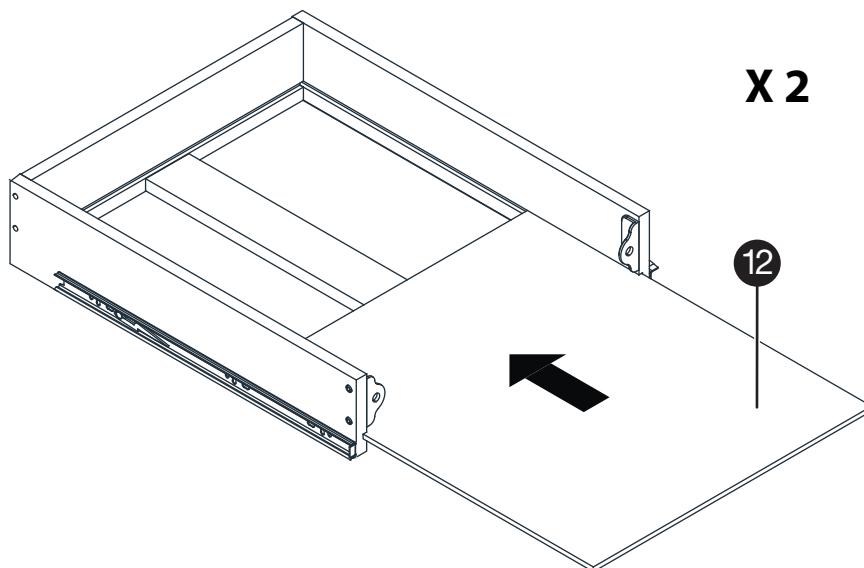
- 4 Use a Phillips screwdriver to attach a short KD bolt (V) to the insides of both small drawer faces (7 and 8). Don't overtighten.



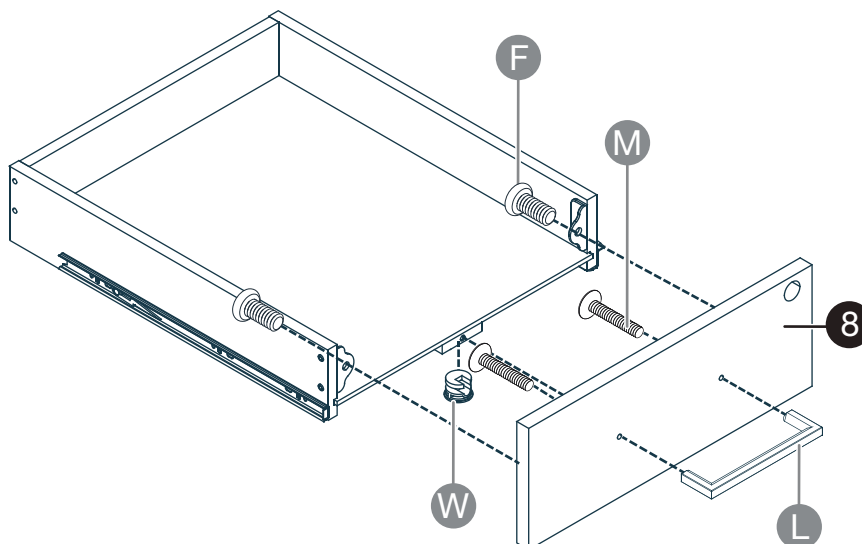
STEP 13: Assembling the small drawers - 2



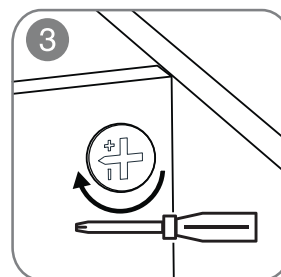
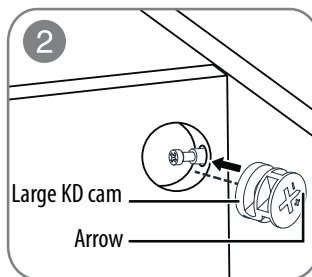
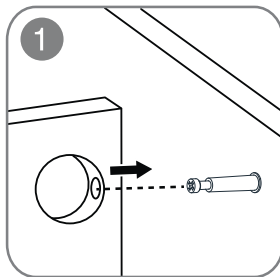
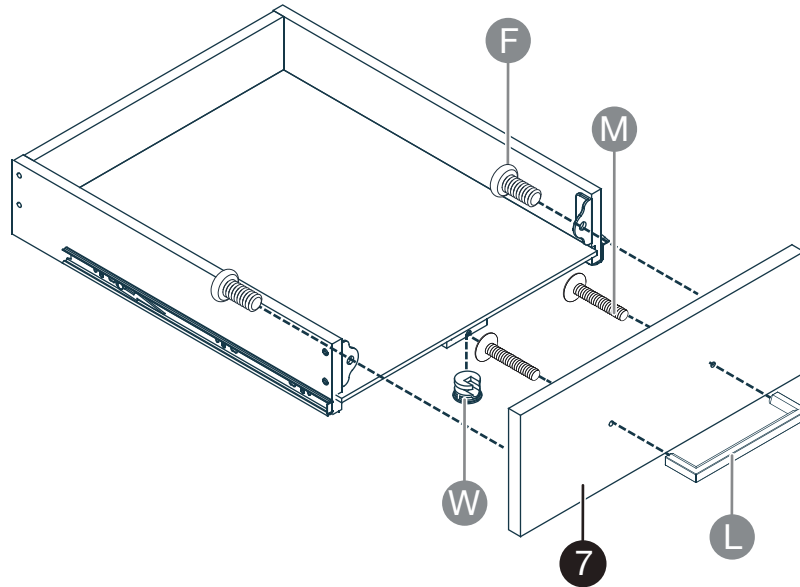
- 1 Slide the small drawer bottoms (12) into the groove in the bottoms of both small drawers. The front edge of the drawer bottoms should protrude slightly from the drawer assembly.



- 2 Insert a small KD cam (W) into the hole in the small drawer bottom brace (13).
- 3 Use a Phillips screwdriver to attach the top drawer face (8) to the front of one of the small drawers using two M6 x 12 mm bolts (F), then tighten the KD cam on the small drawer bottom brace.
- 4 Use a Phillips screwdriver to attach the handle (L) to the front of the drawer using two 4 x 25 mm bolts (M).

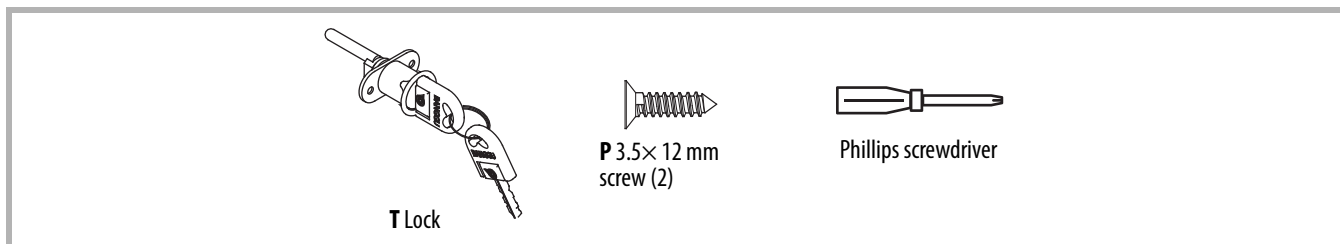


- 5 Insert a small KD cam (**W**) into the hole in the small drawer bottom brace (**13**).
- 6 Use a Phillips screwdriver to attach the middle drawer face (**7**) to the front of the other small drawer using two M6 x 12 mm bolts (**F**), then tighten the KD cam on the small drawer bottom brace.
- 7 Use a Phillips screwdriver to attach the handle (**L**) to the front of the drawer using two 4 x 25 mm bolts (**M**).

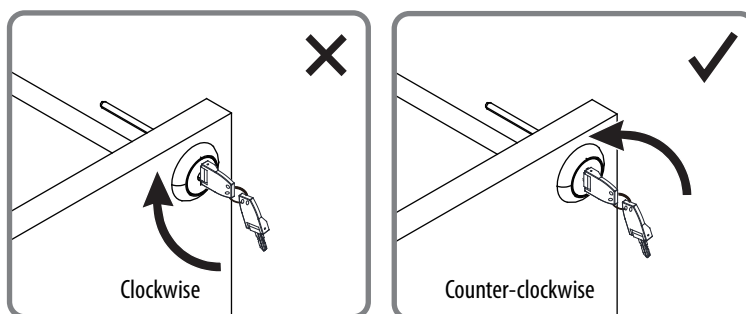
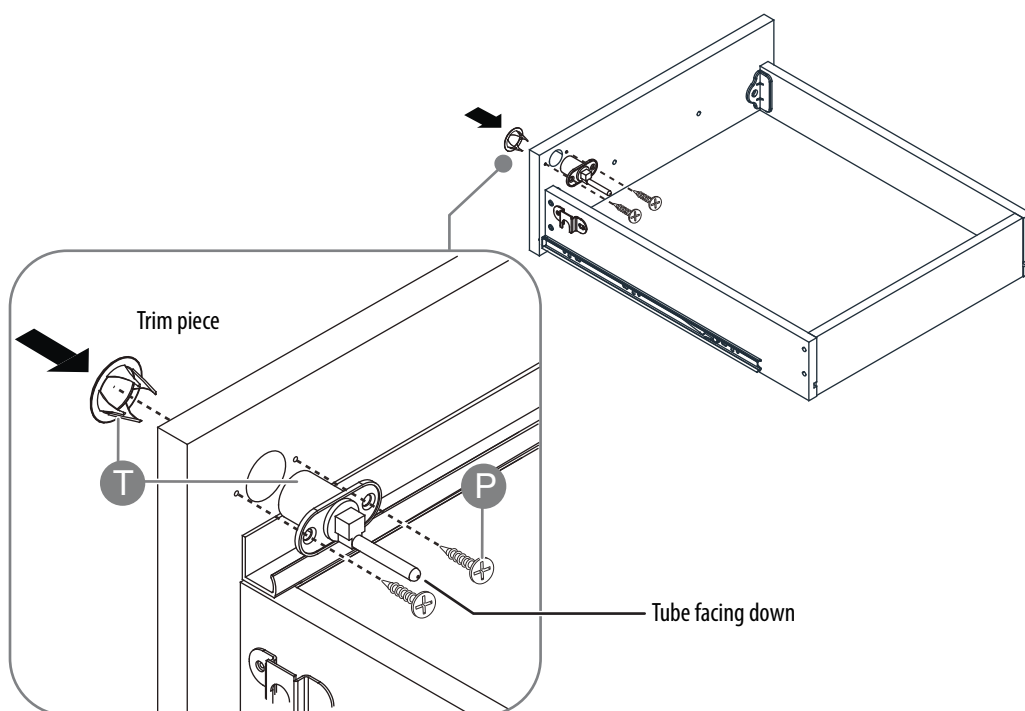


STEP 14: Installing the lock

You need:



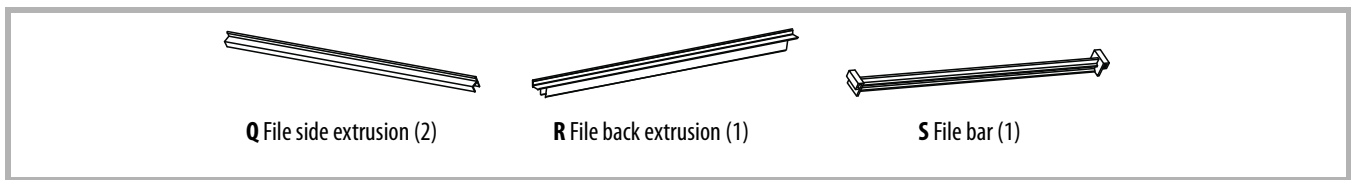
- 1 Remove the trim piece from the front of the lock (T), then fit the trim piece into the hole in the face of the top drawer.
- 2 Fit the lock (T) into the hole in the back of the top drawer face with the tube facing down, then secure the lock in place with two 3.5 x 12 mm screws (P) using a Phillips screwdriver.
- 3 Before completing the lock installation and tightening the screws, make sure that the key turns counter-clockwise to open the lock.



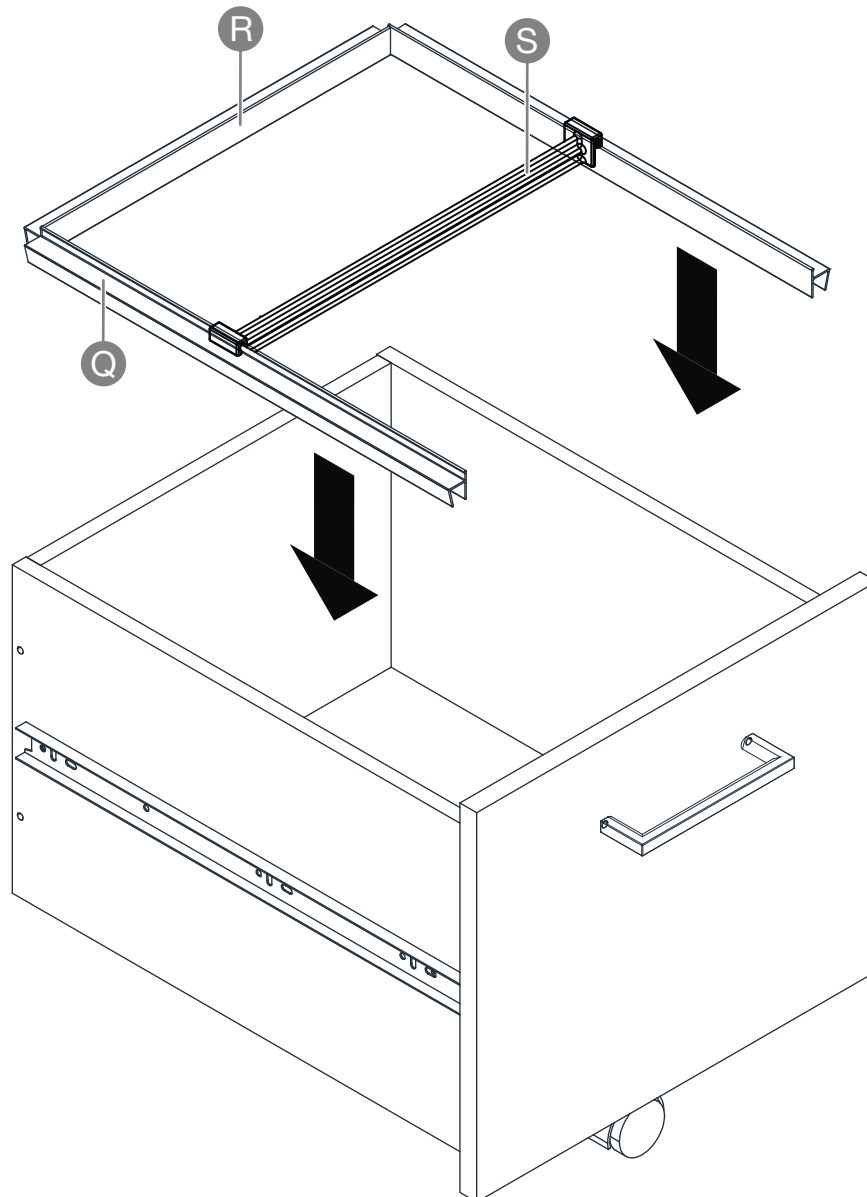
Note: After installing the lock, make sure that the key rotates counter-clockwise to open the lock.

STEP 15: Installing the file bars and extrusions

You need:



- 1 Fit two file side extrusions (**Q**) to the sides of the bottom drawer and push them into place, then fit the file back extrusion (**R**) to the back of the bottom drawer and push it into place.
- 2 (Optional for letter size files) place the file bar (**S**) in between the file rails on the front and back of the drawer.



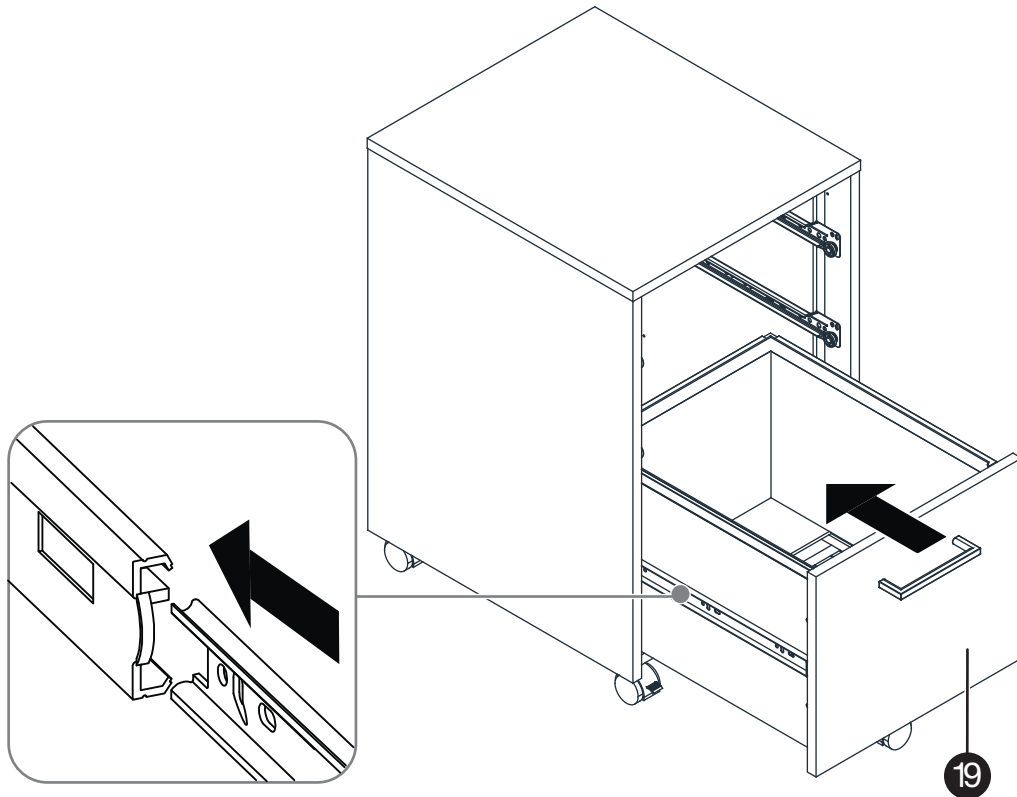
STEP 16: Installing and adjusting the drawers

You need:

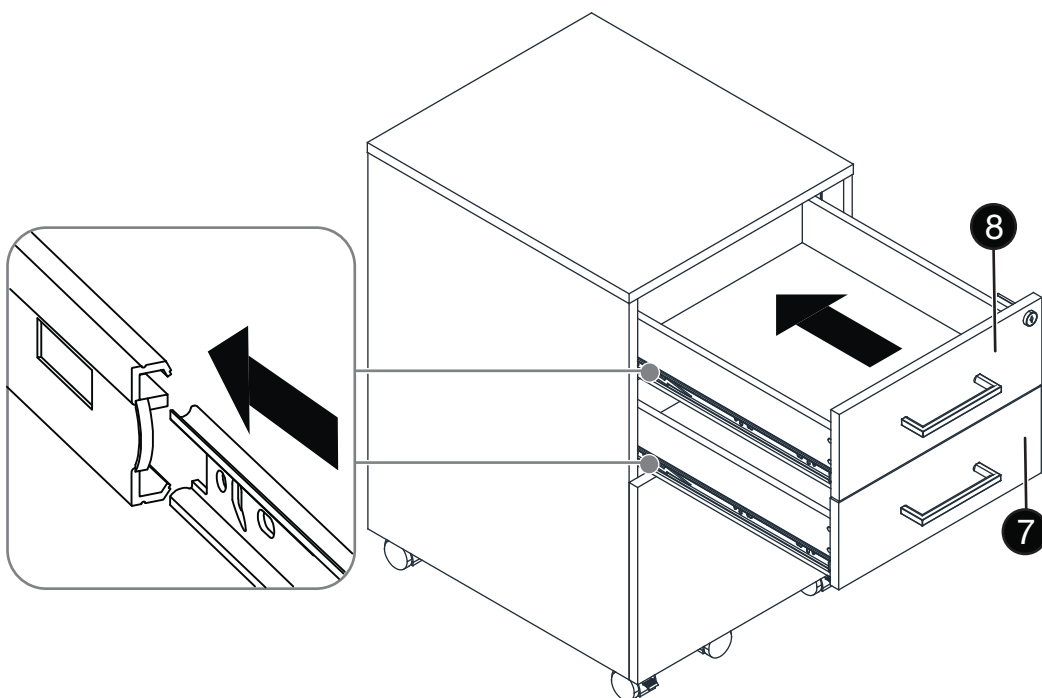


Phillips screwdriver

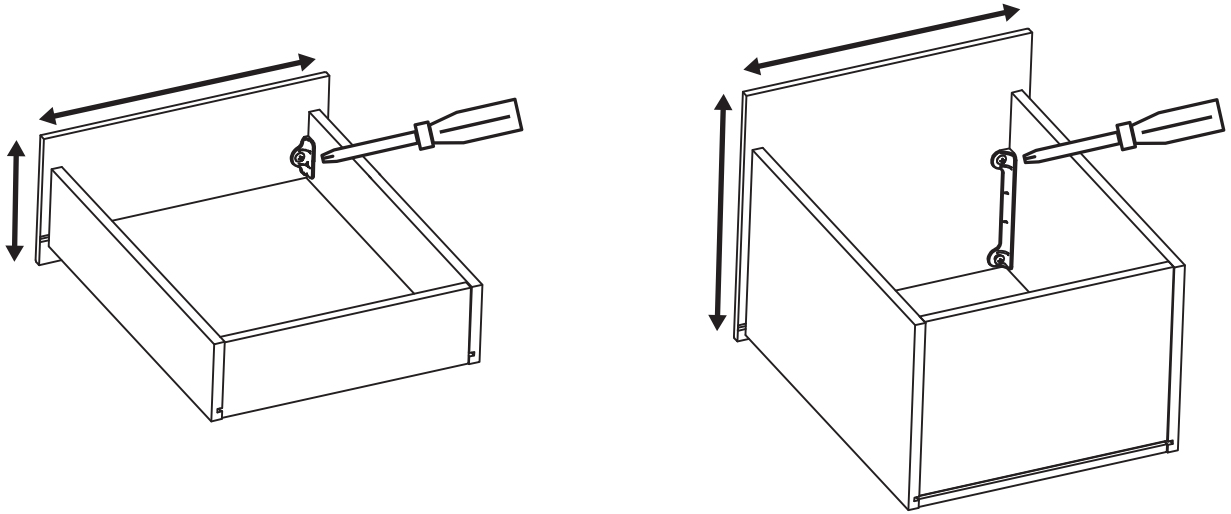
- 1 Align the rails on the sides of the bottom drawer with the tracks on the sides of the cabinet and push the drawer into the cabinet.



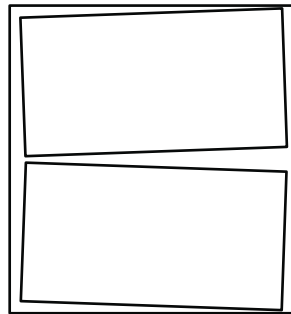
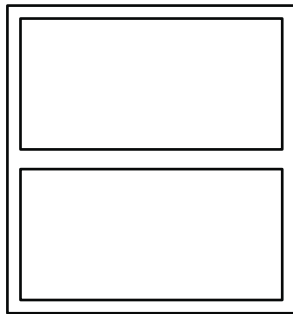
- 2 Align the rails on the sides of the middle and top drawers with the tracks on the sides of the cabinet and push the drawers into the cabinet.



- 3 Use a Phillips screwdriver to loosen the screws holding the drawer faces, then align them with the file cabinet as needed.



Drawer front view



Cleaning your file cabinet

- Clean the surface of your file cabinet with a duster or damp cloth only.
- Do not use abrasive cleaners.

Specifications

Dimensions (H x W x D)	Cabinet: 15.5 x 18.1 x 25.2 in. (39.4 x 46 x 64 cm) Bottom drawer: 12.3 x 15.6 x 9.3 in. (31.2 x 39.7 x 23.5 cm) Upper drawer: 12.5 x 15.2 x 2.8 in. (31.8 x 38.7 x 7.1 cm)
Weight	45.8 lbs. (20.7 kg)
Maximum supported weight	Top: 80 lbs. (36.3 kg) Bottom drawer: 50 lbs. (22.7 kg) Upper drawer: 30 lbs. (13.6 kg)

Troubleshooting

PROBLEM	POSSIBLE SOLUTIONS
My file cabinet wobbles.	Place your file cabinet on a solid, sturdy surface. Carpet may cause your file cabinet to wobble.
A piece won't fit.	Loosen screws to let the pieces move more freely. After your file cabinet is assembled, fully tighten the screws.

ONE-YEAR LIMITED WARRANTY

Definitions:

The Distributor* of Insignia branded products warrants to you, the original purchaser of this new Insignia-branded product ("Product"), that the Product shall be free of defects in the original manufacturer of the material or workmanship for a period of one (1) year from the date of your purchase of the Product ("Warranty Period").

For this warranty to apply, your Product must be purchased in the United States or Canada from a Best Buy branded retail store or online at www.bestbuy.com or www.bestbuy.ca and is packaged with this warranty statement.

How long does the coverage last?

The Warranty Period lasts for 1 year (365 days) from the date you purchased the Product. Your purchase date is printed on the receipt you received with the Product.

What does this warranty cover?

During the Warranty Period, if the original manufacture of the material or workmanship of the Product is determined to be defective by an authorized Insignia repair center or store personnel, Insignia will (at its sole option): (1) repair the Product with new or rebuilt parts; or (2) replace the Product at no charge with new or rebuilt comparable products or parts. Products and parts replaced under this warranty become the property of Insignia and are not returned to you. If service of Products or parts are required after the Warranty Period expires, you must pay all labor and parts charges. This warranty lasts as long as you own your Insignia Product during the Warranty Period. Warranty coverage terminates if you sell or otherwise transfer the Product.

How to obtain warranty service?

If you purchased the Product at a Best Buy retail store location or from a Best Buy online website (www.bestbuy.com or www.bestbuy.ca), please take your original receipt and the Product to any Best Buy store. Make sure that you place the Product in its original packaging or packaging that provides the same amount of protection as the original packaging.

To obtain warranty service, in the United States and Canada call 1-877-467-4289. Call agents may diagnose and correct the issue over the phone.

Where is the warranty valid?

This warranty is valid only in the United States and Canada at Best Buy branded retail stores or websites to the original purchaser of the product in the country where the original purchase was made.

What does the warranty not cover?

This warranty does not cover:

- Food, beverage, and/or medicine loss/spoilage.
- Customer instruction/education
- Installation
- Set up adjustments
- Cosmetic damage
- Damage due to weather, lightning, and other acts of God, such as power surges
- Accidental damage
- Misuse
- Abuse
- Negligence
- Commercial purposes/use, including but not limited to use in a place of business or in communal areas of a multiple dwelling condominium or apartment complex, or otherwise used in a place of other than a private home.
- Modification of any part of the Product, including the antenna
- Display panel damaged by static (non-moving) images applied for lengthy periods (burn-in).
- Damage due to incorrect operation or maintenance
- Connection to an incorrect voltage or power supply
- Attempted repair by any person not authorized by Insignia to service the Product
- Products sold "as is" or "with all faults"
- Consumables, including but not limited to batteries (i.e. AA, AAA, C etc.)
- Products where the factory applied serial number has been altered or removed
- Loss or Theft of this product or any part of the product
- Display panels containing up to three (3) pixel failures (dots that are dark or incorrectly illuminated) grouped in an area smaller than one tenth (1/10) of the display size or up to five (5) pixel failures throughout the display. (Pixel based displays may contain a limited number of pixels that may not function normally.)
- Failures or Damage caused by any contact including but not limited to liquids, gels or pastes.

REPAIR REPLACEMENT AS PROVIDED UNDER THIS WARRANTY IS YOUR EXCLUSIVE REMEDY FOR BREACH OF WARRANTY. INSIGNIA SHALL NOT BE LIABLE FOR ANY INCIDENTAL OR CONSEQUENTIAL DAMAGES FOR THE BREACH OF ANY EXPRESS OR IMPLIED WARRANTY ON THIS PRODUCT, INCLUDING, BUT NOT LIMITED TO, LOST DATA, LOSS OF USE OF YOUR PRODUCT, LOST BUSINESS OR LOST PROFITS. INSIGNIA PRODUCTS MAKES NO OTHER EXPRESS WARRANTIES WITH RESPECT TO THE PRODUCT, ALL EXPRESS AND IMPLIED WARRANTIES FOR THE PRODUCT, INCLUDING BUT NOT LIMITED TO ANY IMPLIED WARRANTIES OF AND CONDITIONS OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, ARE LIMITED IN DURATION TO THE WARRANTY PERIOD SET FORTH ABOVE AND NO WARRANTIES, WHETHER EXPRESS OR IMPLIED, WILL APPLY AFTER THE WARRANTY PERIOD. SOME STATES, PROVINCES AND JURISDICTIONS DO NOT ALLOW LIMITATIONS ON HOW LONG AN IMPLIED WARRANTY LASTS, SO THE ABOVE LIMITATION MAY NOT APPLY TO YOU. THIS WARRANTY GIVES YOU SPECIFIC LEGAL RIGHTS, AND YOU MAY ALSO HAVE OTHER RIGHTS, WHICH VARY FROM STATE TO STATE OR PROVINCE TO PROVINCE.

Contact Insignia:

1-877-467-4289

www.insigniaproducts.com

INSIGNIA is a trademark of Best Buy and its affiliated companies.

*Distributed by Best Buy Purchasing, LLC

7601 Penn Ave South, Richfield, MN 55423 U.S.A

©2022 Best Buy. All rights reserved.

INSIGNIA™

For product inquiries, please contact us with the information below:

1-877-467-4289

www.insigniaproducts.com

INSIGNIA is a trademark of Best Buy and its affiliated companies.

Distributed by Best Buy Purchasing, LLC

7601 Penn Ave South, Richfield, MN 55423 U.S.A.

©2022 Best Buy. All rights reserved.

V3 ENGLISH
22-0798