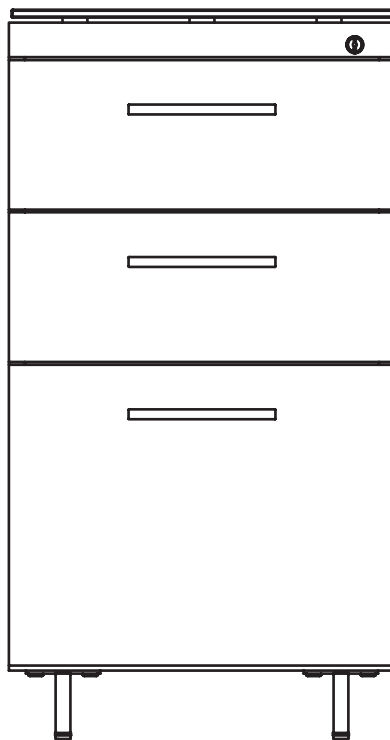


# CENTRO™ 6414

3-DRAWER FILE CABINET

## INSTRUCTION MANUAL

**LET'S GET STARTED.**



DESIGN MATTHEW WEATHERLY

**BDi**

BDIUSA.COM



Congratulations on the purchase of your Centro File Cabinet 6414 from BDI. Your file cabinet has been designed to provide a lifetime of enjoyment. This manual will provide you with assembly instructions and other helpful information that will ensure that you get the most out of your product. Please save it for future reference.

Your Centro File Cabinet has been engineered for simple assembly. Please follow these directions carefully to prevent any damage.

Should you need further assistance, contact BDI at [customerservice@bdiusa.com](mailto:customerservice@bdiusa.com).

ENJOY!

## HARDWARE AND COMPONENTS

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).

Do not use power tools for the assembly of this product.

For all other concerns, please contact your BDI retailer.

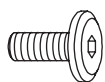


### TOOL REQUIRED (NOT INCLUDED)

Phillips Screwdriver



PART #	<b>T1</b>
DESCRIPTION	Hex Wrench
QUANTITY	1



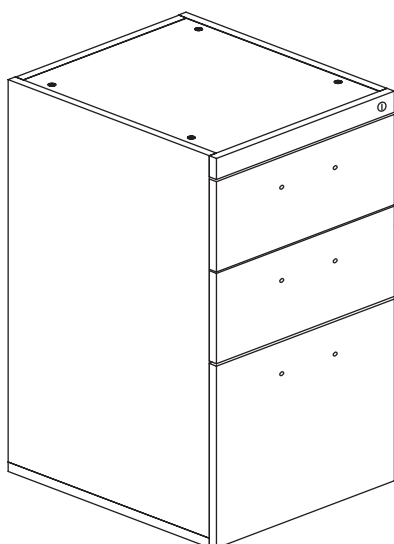
PART #	<b>H1</b>
DESCRIPTION	1/4-20 x 15mm Screw
QUANTITY	16



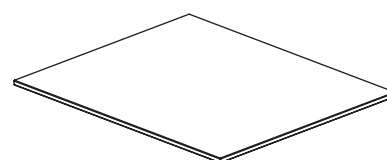
PART #	<b>H2</b>
DESCRIPTION	M4 x 37mm Screw
QUANTITY	6



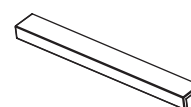
PART #	<b>H4</b>
DESCRIPTION	Bumper
QUANTITY	4



PART #	<b>A1</b>
DESCRIPTION	Cabinet
QUANTITY	1

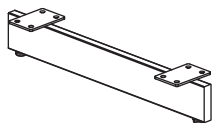


PART #	<b>C1</b>
DESCRIPTION	Glass Panel
QUANTITY	1



PART #	<b>C2</b>
DESCRIPTION	Pull
QUANTITY	3

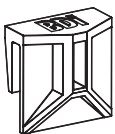
**HARDWARE AND COMPONENTS**



PART #	<b>C3</b>
DESCRIPTION	Base
QUANTITY	2





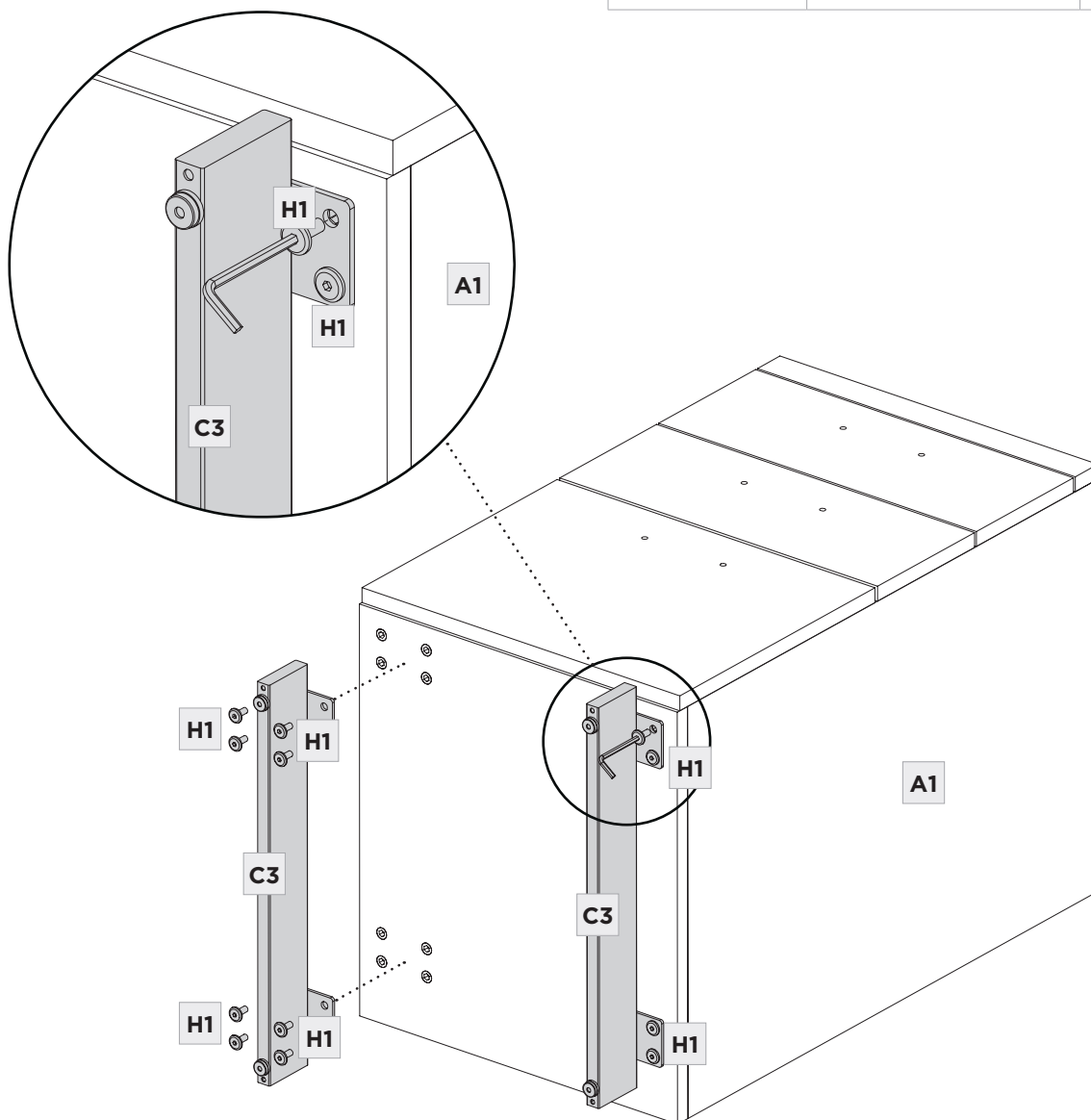
PART #	<b>C4</b>
DESCRIPTION	Small File Bar
QUANTITY	1



PART #	<b>C6</b>
DESCRIPTION	File Bar Clip
QUANTITY	2

Carefully position **(A1) Cabinet** onto its back. Attach both **(C3) Base** to **(A1) Cabinet** using **(H1) Screws** and tighten with **(T1) Hex Wrench**.

	PART/DESCRIPTION	QTY
	T1-HEX WRENCH	1
	H1-SCREW	16




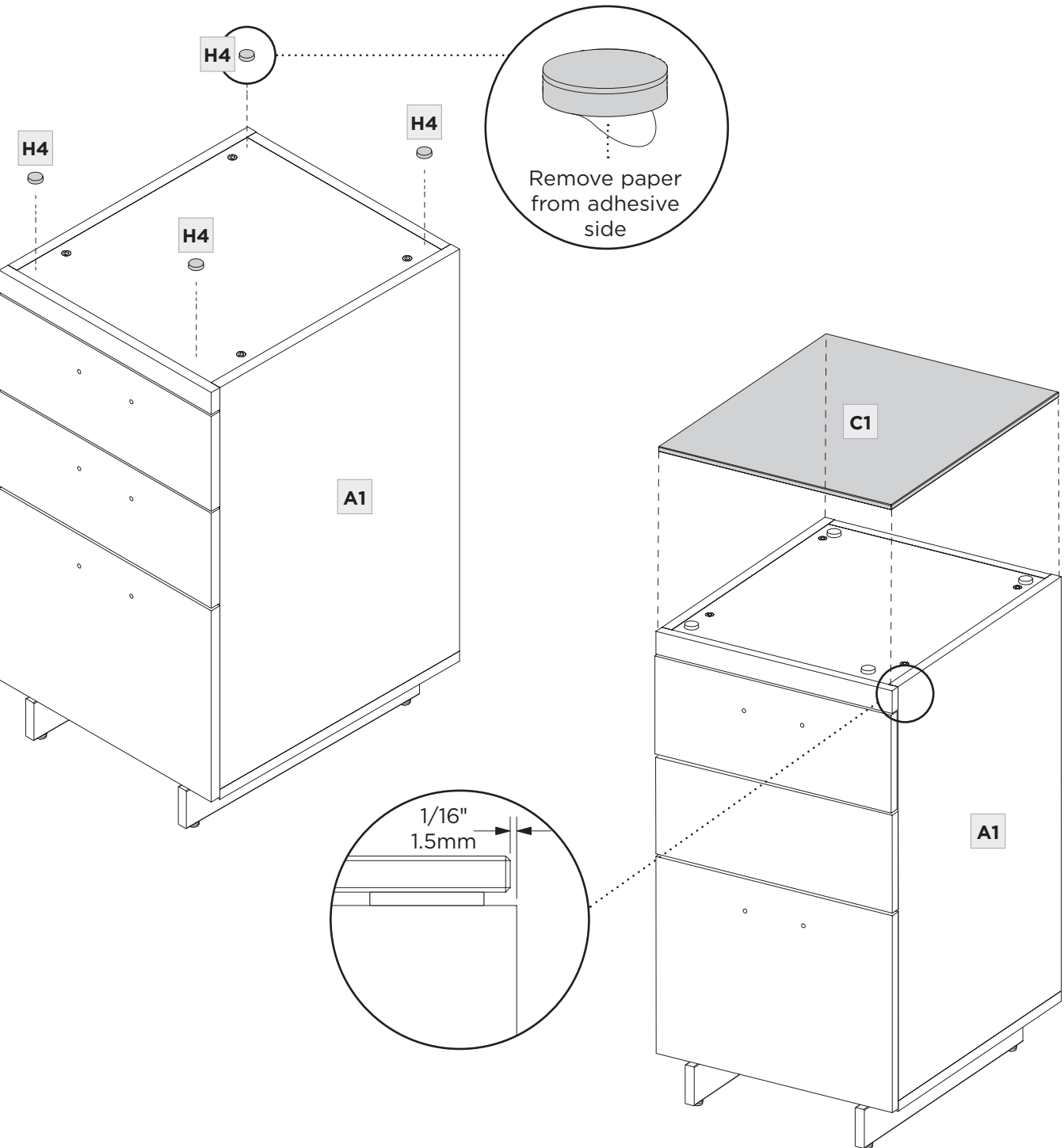
## STEP 2. INSTALL BUMPERS & PLACE GLASS PANEL

## ASSEMBLY



Carefully position Cabinet onto its base.  
Remove paper backer from **(H4) Bumpers** and adhere to cabinet as shown.

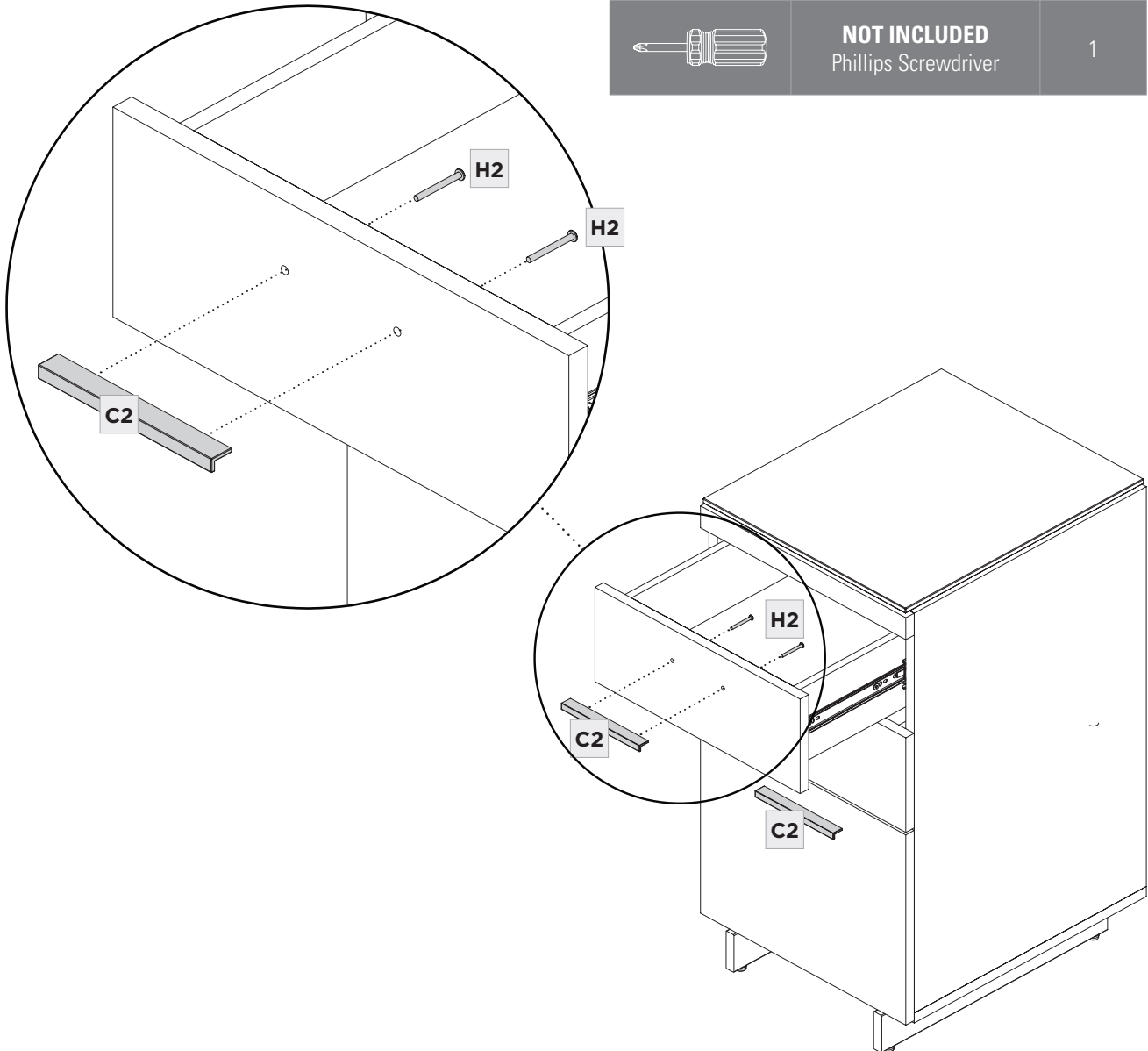
Place **(C1) Glass Panel** onto the **(A1) Cabinet**. The edge of **(C1) Glass Panel** should be inset 1/16" (1.5mm) from the edge of the **(A1) Cabinet**.

	PART/DESCRIPTION	QTY
	H4-BUMPER	4





Attach **(C2) Pulls** using **(H2) Screws** and tighten with a **Phillips Screwdriver**.

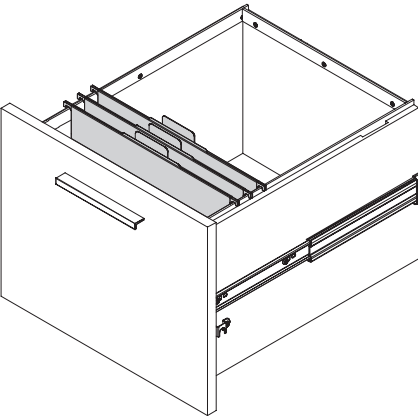
	PART/DESCRIPTION	QTY
	H2-SCREW	6
	<b>NOT INCLUDED</b> Phillips Screwdriver	1



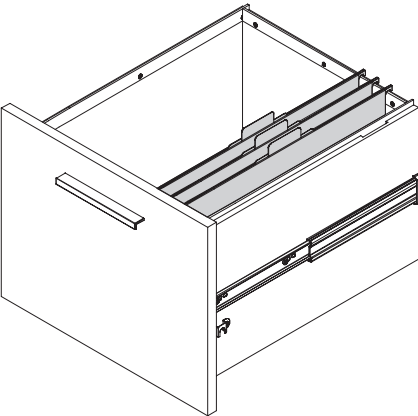


**Letter-sized** file folders fit side-to-side as shown. **Legal-sized** file folders fit front-to-back. For **Letter** or **A4** files facing front-to-back, attach **(C6) File Bar Clip** to both ends of **(C4) Small File Bar** as shown. Place the file bar assembly in the notches located on the left and right drawer side panels. For **A4**, slide the file bar **backward** within the notch.

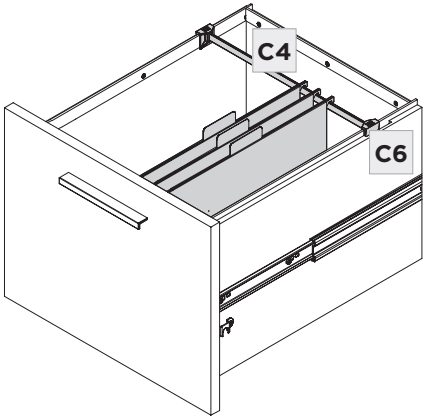
	PART/DESCRIPTION	QTY
	C4-SMALL FILE BAR	1
	C6-FILE BAR CLIP	2



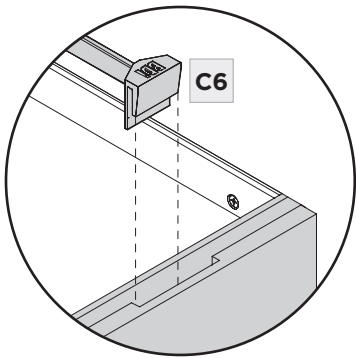
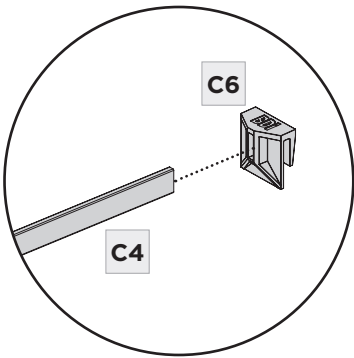
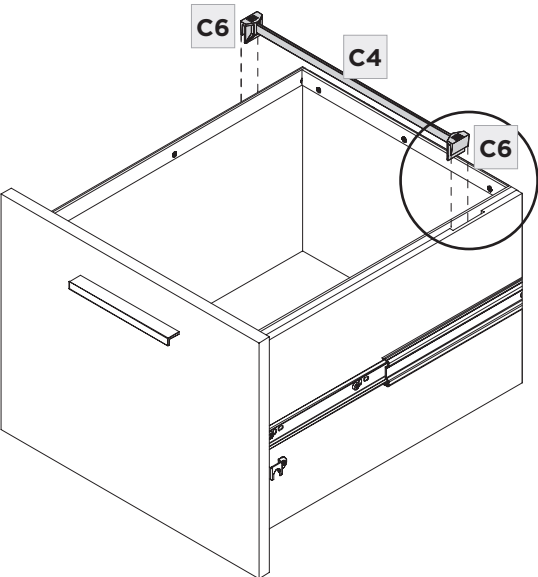
Letter  
side-to-side



Legal  
front-to-back



Letter/A4  
front-to-back



Letter/A4 notch

## CARE & MAINTENANCE

### GLASS

The glass surface is maintained using household glass cleaner and a paper towel or cloth.

### SATIN-ETCHED GLASS

This uniquely smooth-to-the-touch glass surface can be regularly maintained using household glass cleaner and a paper towel or cloth. Minor scratches or scuffs not eliminated using paper towel or cloth can usually be removed by using a 'Magic Eraser'. Magic Eraser is a melamine foam product available at any grocery store or home improvement center. Dampen the entire glass surface and the Magic Eraser, then rub the entire glass surface in broad, even strokes using moderate pressure. Clean and dry the surface with a paper towel. Check for results and repeat as necessary.

Any scratches or scuffing not eliminated by one of the above methods can often be addressed by 'refreshing' the glass. This is a process that should not be required more than once per 6-12 months. See this brief video for the simple method: [www.bdiusa.com/glass](http://www.bdiusa.com/glass)

### WOOD

Wood surfaces should be cleaned with a slightly damp (not saturated) cloth or paper towel. Do not use glass cleaner on wood. If moisture remains, dry the surface with another cloth. If needed, a gentle non-abrasive cleanser may be used, but be sure to wipe away all cleaner residue and dry the surface with a cloth.

BDI's wood finishes feature natural hardwood solids and veneers. Wood is a product of nature and—unlike man-made materials that can be manufactured to strict and consistent specifications—has natural imperfections that are part of its appeal and character. Every piece of wood differs from every other, even when coming from the very same tree. As such, variation in grain, texture and tone should be expected from one panel or piece of furniture to the next.

While BDI's stained wood finishes are stable in tone & appearance, all finishes are subject to some degree of discoloration with prolonged exposure to direct sunlight. Please take care to avoid positioning your BDI cabinet in any area with extensive direct sunlight. To learn more about the features of natural wood, visit [www.bdiusa.com/wood](http://www.bdiusa.com/wood)

### METAL & PAINTED SURFACES

Surfaces should be cleaned with a slightly damp (not saturated) cloth or paper towel. If moisture remains, dry the surface with another cloth. If needed, a gentle non-abrasive cleanser may be used, but be sure to wipe away all cleaner residue and dry the surface with a cloth.

## WARRANTY

BDI warrants to the original purchaser that for the below-stated warranty term, BDI will replace any product, part, or component covered by this warranty that fails under normal use as a result of a defect in material or workmanship. The decision to replace a complete product versus the part or component in question will be at BDI's sole discretion.

**Residential Use:** BDI Furnishings carry warranty coverage for three (3) years from the date of product delivery, as shown on your sales receipt/documentation. Select chairs carry coverage for five (5) years from the date of product delivery.

**Commercial Use:** BDI Furnishings carry warranty coverage for one (1) year from the date of product delivery, as shown on your sales receipt/documentation. Select chairs carry coverage for five (5) years from the date of the product delivery, based on an 8-hour daily use pattern.

BDI reserves the right to refine or update its warranty from time to time. See the complete and latest warranty document at [www.bdiusa.com/warranty](http://www.bdiusa.com/warranty).

## PRODUCT REGISTRATION

Registering your new BDI product allows us to send you important product updates, service information, and helpful hints related to your BDI products. Register today, and you will be entered to win free a BINK table from BDI: [www.bdiusa.com/register](http://www.bdiusa.com/register)

## WARNING

**SERIOUS OR FATAL CRUSHING INJURIES CAN OCCUR FROM FURNITURE TIP-OVER. TO HELP PREVENT TIP-OVER:**

- Install tip-over restraint.
- Place heaviest items in lower compartments.
- Never allow children to climb or hang on drawers, doors, or shelves.
- Never open more than one drawer at a time.

**USE OF TIP-OVER RESTRAINT MAY REDUCE—BUT NOT ELIMINATE—THE RISK OF TIP-OVER.**



**BDIUSA.COM**

These distinctive product configurations are protected by US and international patents, trade dress, and/or copyright laws. Centro & BDI are trademarks of Becker Designed, Inc. All rights reserved. ©2021, BDI | V.10.04.2021

Made in China.