HON HON684LP

HON 4-Drawer Lateral File Cabinet, 600 Series, Black - User Manual

Model: HON684LP

1. Product Overview

The HON 600 Series 4-Drawer Lateral File Cabinet is designed for efficient document storage in various office environments. This robust metal cabinet features a durable construction and security features to protect your files.

Key Features:

- **Durable Construction:** All-welded design with a double-walled base and rugged inner steel grid for lasting performance.
- **Smooth Drawer Operation:** Heavy-duty ball-bearing suspensions ensure quiet and easy opening and closing of drawers.
- **Enhanced Stability:** A mechanical interlock system prevents more than one drawer from opening simultaneously, and a built-in counterweight maintains stability.
- **Secure Storage:** Equipped with HON One-Key core removable locks to safeguard documents.
- **Versatile Filing:** Adjustable hangrails accommodate A4, letter, and legal-sized hanging file folders.



Figure 1: Key features of the HON 600 Series Lateral File Cabinet. This image highlights the HON One-Key locks, easy-grip recessed pulls, reinforced steel supports, adjustable leveling glides, and full-suspension drawers.

2. Safety Information

To ensure safe operation and prevent tipping, adhere to the following guidelines:

- Always ensure that only one drawer is open at a time. The mechanical interlock system is designed to enforce this.
- Use the mechanical interlock system to secure the cabinet when not in use.
- Regularly check and maintain the counterweight to ensure it is functioning properly and the cabinet remains stable.
- Do not climb on or lean heavily on open drawers.

3. Setup and Installation

This HON 600 Series Lateral File Cabinet ships fully assembled, requiring no complex installation. Follow these steps for initial setup:

1. **Unpacking:** Carefully remove the cabinet from its packaging. Inspect for any shipping damage.
2. **Placement:** Position the cabinet on a level, stable surface. Ensure adequate clearance for opening drawers.
3. **Leveling:** The cabinet is equipped with adjustable leveling glides. If the cabinet is not stable, adjust these glides by turning them clockwise or counter-clockwise until the cabinet is level and does not wobble.
4. **Key Insertion:** Insert the provided key into the lock cylinder located on the top drawer. Turn the key to the locked or unlocked position as desired.



Figure 2: The HON 600 Series Lateral File Cabinet arrives fully assembled for immediate use.

4. Operating Instructions

4.1. Opening and Closing Drawers

The drawers feature heavy-duty ball-bearing suspensions for smooth and quiet operation.

- To open a drawer, grasp the recessed pull handle and gently pull it outwards.

- To close a drawer, push it firmly until it clicks into place. Avoid slamming drawers to maintain the smooth glide mechanism.
- Remember the mechanical interlock system: only one drawer can be opened at a time to prevent tipping. If a drawer does not open, ensure all other drawers are fully closed.

4.2. Using the Lock System

The cabinet is equipped with a HON One-Key core removable lock system, securing all drawers simultaneously.

- **To Lock:** Ensure all drawers are fully closed. Insert the key into the lock cylinder on the top drawer and turn it clockwise until it stops. Remove the key. All drawers are now locked.
- **To Unlock:** Insert the key into the lock cylinder and turn it counter-clockwise until it stops. Remove the key. All drawers are now unlocked.

4.3. Adjusting Hangrails for File Types

The adjustable hangrails within each drawer allow for various file sizes.

- The hangrails can be adjusted to accommodate A4, letter, or legal-sized hanging file folders.
- To adjust, lift the hangrail slightly and reposition it into the desired slots within the drawer. Ensure both ends of the hangrail are securely seated.

5. Maintenance and Care

Proper maintenance ensures the longevity and appearance of your file cabinet.

- **Cleaning:** Wipe the exterior surfaces with a damp cloth. For stubborn marks, a mild soap solution can be used, followed by wiping with a clean, dry cloth. Avoid abrasive cleaners or solvents.
- **Drawer Mechanisms:** Periodically check the drawer slides for any debris. While the ball-bearing suspensions are designed for smooth operation, keeping them free of dust and obstructions will prolong their life. Do not apply oil or grease unless specifically recommended by HON.
- **Lock Maintenance:** If the lock mechanism becomes stiff, a small amount of graphite lubricant (not oil) can be applied to the keyhole.

6. Troubleshooting

Problem	Possible Cause	Solution
Drawer will not open.	Another drawer is open (mechanical interlock engaged). Cabinet is locked.	Ensure all other drawers are fully closed. Unlock the cabinet using the key.
Drawer is stiff or noisy.	Debris in drawer slides. Overloaded drawer.	Inspect and clean drawer slides. Remove any obstructions. Reduce the weight or volume of contents in the drawer.
Cabinet feels unstable or tips easily.	Uneven floor surface. Counterweight issue. Multiple drawers open.	Adjust the leveling glides at the base of the cabinet. Ensure the built-in counterweight is functioning correctly (contact support if suspected issue). Always open only one drawer at a time.
Key does not turn in lock.	Lock mechanism is stiff or obstructed.	Apply a small amount of graphite lubricant to the keyhole. Do not force the key.

Problem	Possible Cause	Solution

7. Specifications

Feature	Detail
Model Number	HON684LP
Dimensions (D x W x H)	18" x 36" x 52.5"
Weight	Approximately 208.7 lbs.
Material	Metal (Steel, Alloy Steel)
Number of Drawers	4
Lock Type	Key (HON One-Key core removable)
File Compatibility	A4, Letter, Legal
Color	Black
Assembly Required	No (Ships fully assembled)

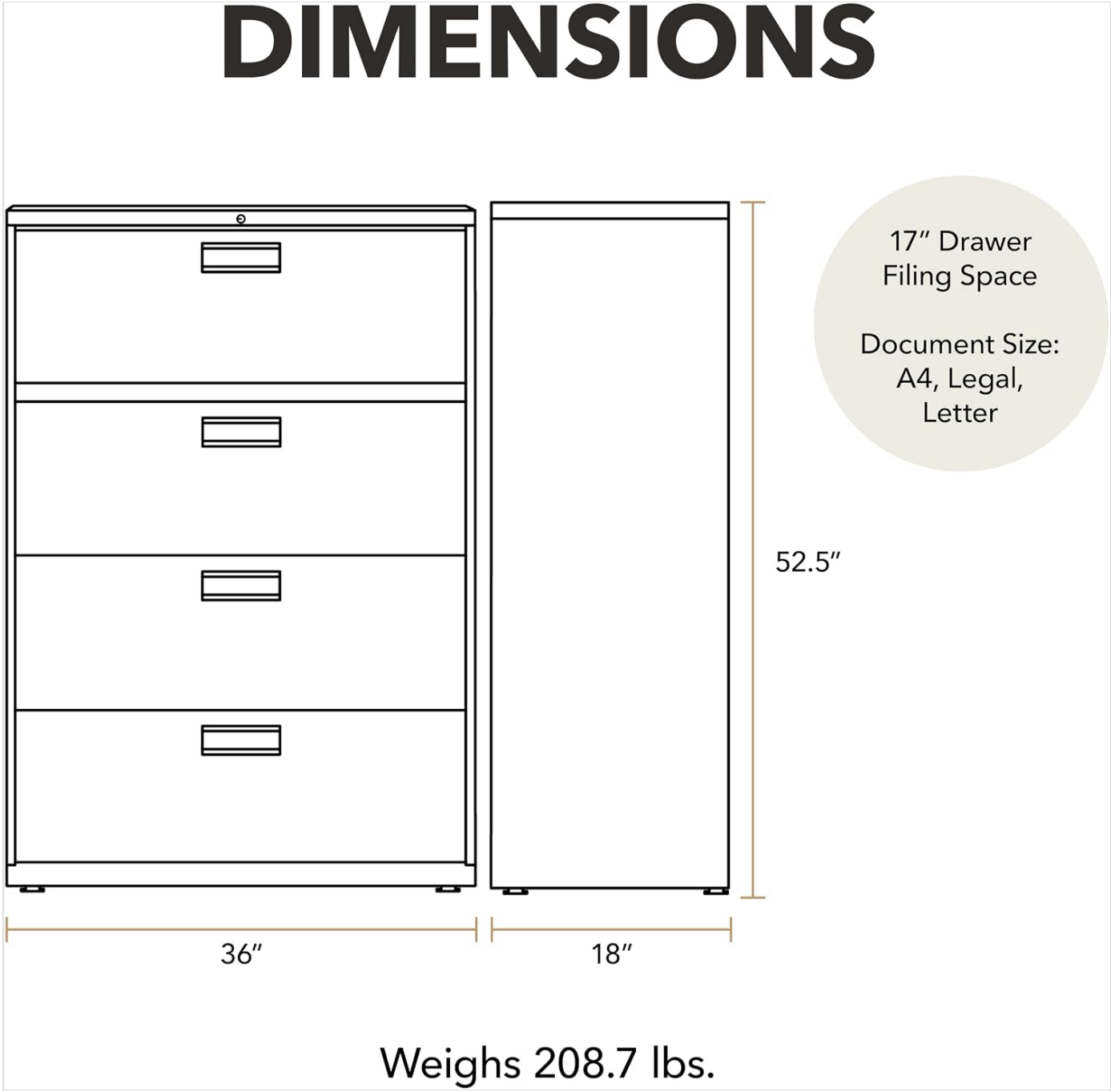


Figure 3: Detailed dimensions and weight of the HON 600 Series 4-Drawer Lateral File Cabinet.

8. Warranty and Support

8.1. Manufacturer's Warranty

This HON 600 Series Lateral File Cabinet is backed by the**HON Full Lifetime Warranty**. This warranty covers defects in materials and workmanship under normal use. For specific terms and conditions, please refer to the official HON website or contact customer service.

8.2. Customer Support

For further assistance, technical support, or warranty claims, please contact HON customer service:

- **Website:** Visit the official HON website for support resources and contact information.
- **Phone:** Refer to the contact details provided on the HON website or product packaging.

9. Product Video

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Video 1: Overview of HON Lateral Filing Cabinets, including the 600 and 800 Series. This video demonstrates key features and benefits of the filing cabinet series.

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