



Manuals.plus /

› HON /

› HON 692LL 600 Series 2-Drawer Lateral File Instruction Manual

## HON 692LL

# HON 692LL 600 Series 2-Drawer Lateral File Instruction Manual

Model: 692LL | Brand: HON

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## 1. INTRODUCTION

The HON 692LL 600 Series 2-Drawer Lateral File is a robust and functional filing solution designed for high-activity environments. This 42-inch wide model features two spacious drawers, engineered for durability and security. It is designed to accommodate both letter and legal-sized hanging file folders, making it versatile for various organizational needs. The file cabinet includes a fully enclosed base to deter tampering and a bright aluminum handle that complements its putty finish.

### Key Features:

- Built-in counterweight for enhanced stability when drawers are open.
- Designed to fit under standard-height HON worksurfaces.
- Features a two-sided lock mechanism to resist tampering.
- Constructed for long-lasting performance and reliability.

## 2. SAFETY INFORMATION

To ensure safe operation and prevent injury or damage, please adhere to the following safety guidelines:

- **Keep hands and fingers clear:** Always ensure hands and fingers are away from drawer openings when operating the drawers to avoid pinch points.
- **Do not overload:** Avoid exceeding the weight capacity of the drawers. Overloading can compromise stability and functionality.
- **Exercise caution:** Open and close drawers slowly and deliberately to prevent accidents.
- **Follow manufacturer's instructions:** Always refer to and follow the manufacturer's instructions for proper installation and ongoing maintenance.
- **Stability:** The built-in counterweight helps stabilize the cabinet. Do not remove or modify this component.

## 3. SETUP

The HON 692LL 600 Series 2-Drawer Lateral File is designed for freestanding installation and typically requires no assembly. Upon delivery, ensure the unit is placed on a level, stable surface in your desired location.

## Initial Placement:

1. Unpack the file cabinet carefully, removing all packaging materials.
2. Position the cabinet in its intended location, ensuring adequate space for opening drawers.
3. Verify the cabinet is level. Adjust if necessary to prevent drawers from opening or closing unintentionally.

## 4. OPERATING INSTRUCTIONS

### Opening and Closing Drawers:

- To open a drawer, grasp the aluminum handle firmly and pull it outwards.
- To close a drawer, push it gently until it is fully seated within the cabinet frame. Avoid slamming drawers.
- For optimal stability, only open one drawer at a time. The built-in counterweight is designed to prevent tipping when a single drawer is extended.

### Locking Mechanism:

The file cabinet is equipped with a two-sided lock mechanism for security.

1. Ensure all drawers are fully closed.
2. Insert the key into the lock cylinder located on the top drawer.
3. Turn the key to the locked position. This will secure both drawers.
4. Remove the key and store it in a safe place.
5. To unlock, insert the key and turn it to the unlocked position, then remove the key.

**Note:** The lock mechanism is designed to secure the contents of the drawers. It is not intended as a primary security measure for highly sensitive materials.

## 5. MAINTENANCE

Regular maintenance will help preserve the appearance and functionality of your HON lateral file cabinet.

### Cleaning:

- Wipe exterior surfaces with a soft, damp cloth and a mild, non-abrasive cleaner.
- Avoid using harsh chemicals, abrasive pads, or solvents, as these can damage the putty finish.
- Dry surfaces thoroughly with a clean, soft cloth.
- For aluminum handles, use a non-abrasive metal cleaner if necessary, following product instructions.

### Drawer Slides:

- Periodically inspect drawer slides for any debris or obstructions.
- If drawers become stiff, a small amount of silicone-based lubricant can be applied to the slides. Avoid oil-based lubricants, which can attract dust.

## 6. TROUBLESHOOTING

Here are solutions to common issues you might encounter with your lateral file cabinet:

### Drawers are difficult to open or close:

- **Check for obstructions:** Ensure no items are blocking the drawer's path or caught in the slides.
- **Verify leveling:** Make sure the cabinet is on a level surface. Uneven placement can cause drawers to bind.
- **Lubricate slides:** Apply a small amount of silicone lubricant to the drawer slides.

- **Overload:** Reduce the weight in the drawer if it is overloaded.

### Lock mechanism is not working:

- **All drawers closed:** Ensure all drawers are fully closed before attempting to lock the cabinet. The lock will not engage if a drawer is even slightly ajar.
- **Correct key:** Confirm you are using the correct key for the lock.
- **Key insertion:** Insert the key fully into the lock cylinder before turning.

### Cabinet feels unstable:

- **Level surface:** Ensure the cabinet is placed on a firm, level surface.
- **One drawer at a time:** Only open one drawer at a time. Opening multiple drawers simultaneously can cause instability.
- **Counterweight:** Do not remove or tamper with the internal counterweight, which is crucial for stability.

## 7. SPECIFICATIONS

Feature	Detail
Brand	HON
Model Name	692LL
Color	Putty
Product Dimensions (D x W x H)	21.31" x 44.13" x 32.45"
Item Weight	148 Pounds
Material	Steel, Alloy Steel
Finish Type	Matte
Size	2-Drawer
Handle Material	Aluminum
Hardware Color	Silver
Installation Type	Freestanding
Assembly Required	No
Country/Region Of Origin	United States

## 8. PRODUCT VISUALS

### Product Image:



Image of the HON 692LL 600 Series 2-Drawer Lateral File in a putty finish, showcasing its two drawers and overall design.

### **Related Videos:**

No official seller videos are available for this product at this time.

## **9. WARRANTY AND SUPPORT**

For detailed warranty information, product support, or to purchase replacement parts, please contact HON customer service or visit the official HON website. Keep your purchase receipt for warranty claims.