

Lorell LLR60434

Instruction Manual

LORELL LLR60434 LATERAL FILE

Model: LLR60434 | Brand: Lorell

1. INTRODUCTION

This manual provides comprehensive instructions for the safe and efficient use of your Lorell LLR60434 Lateral File. Please read this manual thoroughly before operating the unit and retain it for future reference.

The Lorell LLR60434 is a 42-inch wide lateral file cabinet designed for versatile storage of letter-size, legal-size, or A4-size folders. It features a durable steel construction, smooth-operating drawers with ball-bearing slide suspension, and a core-removable lock for security.

2. SAFETY INFORMATION

WARNING:

- Exercise caution when opening drawers; only one drawer should be open at a time to prevent tipping or injury.
- The interlock system prohibits the extension of more than one drawer at a time for your safety. Do not attempt to force multiple drawers open simultaneously.
- A counterweight is integrated to prevent tipping. Ensure the unit is placed on a level surface.
- Keep hands and fingers clear of moving parts, especially when closing drawers.

3. SETUP AND INSTALLATION

The Lorell LLR60434 Lateral File comes fully assembled and does not require additional assembly.

- **Unpacking:** Carefully remove all packaging materials. Inspect the unit for any shipping damage.
- **Placement:** Place the file cabinet on a firm, level surface. The unit includes four adjustable leveling guides to ensure stability. Adjust these guides as necessary to eliminate any wobbling.



Figure 3.1: Lorell LLR60434 Lateral File with indicated dimensions (69.88"H x 44.5"W x 21.12"D).

4. OPERATING INSTRUCTIONS

4.1 Drawer Operation

The four drawers are equipped with ball-bearing slide suspension for smooth and quiet opening and closing. To open a drawer, gently pull the full-width pull handle. To close, push the drawer firmly until it is fully seated.



Figure 4.1: View of the Lorell LLR60434 Lateral File with one drawer extended, showing the smooth slide mechanism and internal storage.

4.2 Filing and Storage

Each drawer includes hanging file rails, allowing for side-to-side filing of letter-size, legal-size, or A4-size folders. Arrange your files as needed for optimal organization.

The top drawer features a roll-out binder storage/posting shelf, providing convenient access and additional workspace when needed. This shelf can be pulled out for temporary use and pushed back in when not required.

4.3 Locking Mechanism

The file cabinet is equipped with a core-removable lock for security. Insert the key into the lock cylinder located at the top of the cabinet and turn to lock or unlock all drawers simultaneously. The dual locking bars ensure secure closure.



Figure 4.2: Close-up view of the core-removable lock and accompanying keys for the Lorell LLR60434 Lateral File.

4.4 Magnetic Label Holders

Each drawer is fitted with a magnetic label holder. This allows for easy identification of drawer contents. Simply write or print your labels and attach them to the magnetic holders.

5. MAINTENANCE

To ensure the longevity and appearance of your Lorell Lateral File, follow these simple maintenance guidelines:

- **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 Slides:** Periodically check the ball-bearing slide suspensions for smooth operation. If they become stiff, a small amount of silicone-based lubricant can be applied, but this is rarely necessary with proper use.
- **Leveling Guides:** Re-check the adjustable leveling guides occasionally to ensure the cabinet remains stable on its surface.

6. TROUBLESHOOTING

- **Drawers are stiff or difficult to open/close:**
 - Ensure the cabinet is on a level surface. Adjust leveling guides if necessary.
 - Check for any obstructions inside the drawer or along the slide mechanism.
 - Verify that only one drawer is being opened at a time, as the interlock system will prevent others from opening.
- **Lock is not engaging/disengaging:**
 - Ensure all drawers are fully closed before attempting to lock the cabinet.
 - Check if the key is fully inserted and turned correctly.
- **Cabinet feels unstable:**
 - Adjust the four leveling guides at the base of the cabinet until it is stable.
 - Ensure the cabinet is placed on a flat, even floor.

7. SPECIFICATIONS

Feature	Detail
Brand	Lorell
Model Number	LLR60434
Color	Charcoal
Product Dimensions	69.88"D x 44.5"W x 21.12"H
Item Weight	230 Pounds
Material	Metal
Number of Drawers	4
Lock Type	Core-removable
Assembly Required	No
Care Instructions	Wipe with Damp Cloth
Compliance	Meets or exceeds applicable ANSI/BIFMA standards

8. WARRANTY AND SUPPORT

8.1 Warranty Information

Lorell products are backed by a **Limited Lifetime Warranty**. This warranty covers defects in materials and workmanship under normal use. For specific terms and conditions, please refer to the official Lorell warranty documentation or visit the Lorell website.



Figure 8.1: Lorell Limited Lifetime Warranty Logo.

8.2 Customer Support

For technical assistance, replacement parts, or warranty claims, please contact Lorell customer support. Refer to the product packaging or the official Lorell website for the most current contact information. You can also visit the [Lorell Store on Amazon](#) for more product information and support resources.

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Question

Example: How do I reset this device or fix this error?

Details

Model number, symptoms, what you tried, or the section of the manual you are using.

Submit question