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> Alera Valencia Series Storage Cabinet with Adjustable Shelf, Medium Cherry (Model VA613622MC) - Instruction Manual

Alera VA613622MC

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Instruction Manual

1. INTRODUCTION

This manual provides essential information for the assembly, operation, and maintenance of your Alera Valencia Series Storage Cabinet. Please read these instructions carefully before proceeding with assembly or use to ensure proper function and longevity of your product.

The Alera Valencia Series Storage Cabinet is designed for commercial-grade use, offering durable storage solutions. Key features include:

- Top surface constructed to resist dents, scratches, and water.
- Commercial-grade worksurface and side panels for enhanced durability.
- Durable edges designed to protect against bumps and dings.
- Removable top for flexible installation options, such as under a worksurface.
- A charcoal accent line under the worksurface for aesthetic detail.

2. SAFETY INFORMATION

Please observe the following safety precautions to prevent injury or damage to the product:

- Ensure all components are securely fastened before use.
- Do not overload shelves beyond their weight capacity.
- Keep small parts away from children during assembly.
- Use appropriate tools for assembly as specified in the included assembly instructions.
- Place the cabinet on a level surface to prevent tipping.

3. PACKAGE CONTENTS

Verify that all parts are present before beginning assembly. Refer to the separate assembly instructions for a detailed list of components and hardware. Typically, your package should include:

- Cabinet panels (top, bottom, sides, back)
- Doors with handles and locking mechanism
- Adjustable shelf(es)
- Assembly hardware (screws, dowels, cam locks, etc.)
- Keys for the locking mechanism
- Assembly Instructions document

4. SETUP AND ASSEMBLY

Assembly of the Alera Valencia Series Storage Cabinet is required. Please follow the detailed, step-by-step assembly instructions included in your product packaging. It is recommended to have at least two people for assembly to ensure safety and ease of construction.

1. **Unpack Components:** Carefully remove all parts from the packaging and lay them out on a clean, soft surface to prevent scratches.
2. **Identify Parts:** Match each component to the parts list in the assembly instructions.
3. **Follow Instructions:** Adhere strictly to the sequence and steps provided in the separate assembly guide. Ensure all fasteners are tightened appropriately.
4. **Placement:** Once assembled, place the cabinet in its desired location, ensuring it is on a stable and level surface.



Image 4.1: The Alera Valencia Series Storage Cabinet, showing its overall dimensions of 34 inches width, 22.75 inches depth, and 29.5 inches height. This image helps in planning the placement of the cabinet within your space.

5. OPERATING INSTRUCTIONS

Using your Alera Valencia Series Storage Cabinet is straightforward:

- **Opening/Closing Doors:** Gently pull the handles to open the cabinet doors. Push them firmly until they close completely.
- **Locking Mechanism:** Insert the key into the lock on the right door and turn it to secure or unlock the cabinet. Ensure both doors are fully closed before locking.
- **Adjusting Shelves:** The cabinet features an adjustable shelf. To reposition, remove all items from the shelf. Carefully lift the shelf and remove the shelf pins from their current holes. Reinsert the pins into the desired new holes, ensuring they are level, then place the shelf back onto the pins.



Image 5.1: Front view of the Alera Valencia Series Storage Cabinet in Medium Cherry finish, showcasing its two doors with handles and a central locking mechanism. This image illustrates the primary access points for the cabinet's storage.

6. MAINTENANCE

To maintain the appearance and functionality of your storage cabinet:

- **Cleaning:** Wipe surfaces with a soft, damp cloth. Avoid abrasive cleaners or harsh chemicals, as they may damage the finish.

- **Spills:** Clean up spills immediately to prevent staining or water damage, especially on the top surface which is designed to resist water.
- **Hardware:** Periodically check all screws and fasteners to ensure they remain tight. Retighten if necessary.
- **Avoid Direct Sunlight:** Prolonged exposure to direct sunlight can cause fading or discoloration of the finish.

7. TROUBLESHOOTING

If you encounter issues with your cabinet, consider the following common solutions:

- **Doors not closing properly:** Check for obstructions inside the cabinet or ensure the cabinet is on a level surface. Verify hinges are securely fastened.
- **Shelf wobbles:** Ensure shelf pins are fully inserted into the support holes and that the shelf is seated evenly on all pins.
- **Lock not engaging:** Make sure both doors are fully closed and aligned before attempting to lock. Check if the key turns smoothly. Do not force the key.
- **General instability:** Confirm all assembly hardware is tightened. If the cabinet is on an uneven floor, use shims if necessary to stabilize it.

8. SPECIFICATIONS

Feature	Detail
Brand	Alera
Model Name	VA613622MC
Color	Medium Cherry
Product Dimensions (D x W x H)	22.75"D x 34"W x 29.5"H
Item Weight	119 Pounds
Number of Shelves	1 (Adjustable)
Frame Material	Melamine
Top Material Type	Melamine
Handle Material	Metal
Mounting Type	Floor Mount
Installation Type	Freestanding
Assembly Required	Yes (Instructions included)
Recommended Uses	Books, Notebooks, Magazines, Dinnerware, Decorative items, Clothes

9. WARRANTY AND SUPPORT

For information regarding product warranty, please refer to the documentation included with your purchase or visit the official Alera website. If you require technical assistance, replacement parts, or have any questions not covered in this manual, please contact Alera customer support directly.

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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.

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