



Manuals.plus /

› HON /

› HON 2-Drawer Office Filing Cabinet - 310 Series Full-Suspension Letter File Cabinet, 26.5" D, Black (H312) Letter 2-Drawer Black

HON 312PP

HON 310 Series 2-Drawer Letter Filing Cabinet User Manual

Model: 312PP | Brand: HON

1. INTRODUCTION

This manual provides instructions for the proper use, maintenance, and care of your HON 310 Series 2-Drawer Letter Filing Cabinet. The HON 310 Series vertical files are designed for long-term records management, featuring ball-bearing drawer suspensions, locks with interchangeable cores, and high drawer sides for hanging folders. The cabinet is constructed from durable steel with vertical reinforcements and a double kick-plate for stability. This model is a 26.5-inch deep, two-drawer letter-width file cabinet.

2. SAFETY INFORMATION

- Keep out of reach of children.
- Ensure the cabinet is placed on a level surface to prevent tipping.
- Do not open more than one drawer at a time to maintain stability and prevent the cabinet from tipping over.
- Avoid placing excessively heavy items in the drawers, as this may affect drawer operation and cabinet stability.
- Exercise caution when moving the cabinet due to its weight. Seek assistance if necessary.

3. COMPONENTS

The HON 310 Series 2-Drawer Letter Filing Cabinet is shipped as a fully assembled unit. No additional components require assembly.

Filing Cabinet Unit: One (1) fully assembled 2-drawer letter-width filing cabinet.

Keys: Keys for the integrated locking mechanism.

4. SETUP AND PLACEMENT

1. **Unpacking:** Carefully remove the cabinet from its packaging. Inspect for any shipping damage.
2. **Placement:** Position the cabinet on a firm, level surface. Ensure there is adequate space around the cabinet for drawers to open fully without obstruction.
3. **Leveling:** If the cabinet is not stable, adjust the leveling glides (if present) at the bottom of the cabinet until it sits firmly

without wobbling.



Image: The HON 2-Drawer Filing Cabinet in black, with the bottom drawer partially open, revealing hanging files. This illustrates the product's design and drawer capacity.

5. OPERATING INSTRUCTIONS

5.1 Drawer Operation

- **Opening Drawers:** Pull the drawer handle to open. The ball-bearing full-suspension system allows for smooth and quiet operation.
- **Closing Drawers:** Push the drawer firmly until the thumb latch engages, holding the drawer securely shut.
- **Loading Files:** The high drawer sides are designed to accommodate letter-sized hanging file folders. Place files evenly to distribute weight.

5.2 Locking Mechanism

The cabinet is equipped with a central locking system that secures both drawers simultaneously.

1. **To Lock:** Ensure all drawers are fully closed. Insert the key into the lock cylinder located on the top right of the cabinet. Turn the key clockwise to engage the lock. Remove the key.
2. **To Unlock:** Insert the key into the lock cylinder. Turn the key counter-clockwise to disengage the lock. Remove the key.

The cabinet features One Key core-removable locks, allowing for replacement if security requirements change.



Image: A diagram illustrating key features such as the thumb latch for secure drawer closure, the HON One-Key lock system for security, and the sturdy build with vertical reinforcements for durability.

6. MAINTENANCE

- **Cleaning:** Wipe the exterior surfaces with a damp cloth. Avoid abrasive cleaners or solvents that could damage the finish.
- **Drawer Slides:** Periodically check the drawer slides for smooth operation. If resistance is noted, ensure no debris is obstructing the slides. Lubrication is generally not required for ball-bearing slides.
- **Lock Care:** Keep the lock cylinder free of dust and debris. Do not force the key if it feels stiff.

7. TROUBLESHOOTING

- **Drawer is Sticking or Hard to Open/Close:**

- Check for obstructions within the drawer or along the slides.
- Ensure the cabinet is on a level surface. Uneven surfaces can cause misalignment.
- Verify that the drawer is not overloaded, especially on one side.

- **Lock 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.
- Do not force the key. If the lock is jammed, contact customer support.

- **Cabinet Wobbles:**

- Adjust the leveling glides at the base of the cabinet until it is stable.
- Ensure the floor surface is even.

8. SPECIFICATIONS

Feature	Detail
Brand	HON
Model Name	HON312PP
Item Model Number	312PP
Color	Black
Product Dimensions	26.5"D x 15"W x 29"H
Item Weight	27 Pounds
Material	Alloy Steel
Number of Drawers	2
Special Feature	Lockable
Mounting Type	Floor Mount
Assembly Required	No
Recommended Uses	Files & Folders
Care Instructions	Wipe with Damp Cloth

9. WARRANTY AND SUPPORT

9.1 Warranty Information

This HON 310 Series Filing Cabinet is covered by the HON Full Lifetime Warranty. This warranty covers defects in materials and workmanship for the lifetime of the original purchaser. For specific details regarding coverage and limitations, please refer to the

official HON warranty documentation.

9.2 Customer Support

For technical assistance, warranty claims, or replacement parts, please contact HON customer support. You can find contact information and additional resources by visiting the official HON website or their Amazon store page: [HON Store on Amazon](#).