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HON 314PQ

HON 314PQ 310 Series 4-Drawer Letter File Instruction Manual

Model: 314PQ

PRODUCT OVERVIEW

The HON 310 Series vertical file is designed for efficient long-term records management. This 26-1/2 inch deep, four-drawer letter-width file features a light gray finish, standard lock and label holders, and handles that coordinate with HON 34000 Series desks. Its robust construction ensures durability and smooth operation.





Image: The HON 314PQ 310 Series 4-Drawer Full-Suspension Letter File in Light Gray, showcasing its four drawers with handles and label holders, and the overall sturdy metal construction.

SAFETY INFORMATION

WARNING: Do not exceed the weight capacity of 54.4 lbs (24.7 kg) per drawer. Ensure proper installation and placement on a level surface to prevent tipping. Always open only one drawer at a time to maintain stability.

SETUP

The HON 314PQ file cabinet typically arrives fully assembled. Follow these steps for initial setup:

1. **Unpacking:** Carefully remove the file cabinet from its packaging. Inspect for any shipping damage.
2. **Placement:** Position the cabinet on a flat, stable, and level surface. Ensure there is adequate space around the cabinet for drawers to open fully.

3. **Leveling:** If the floor is uneven, adjust the leveling glides (if present) at the bottom of the cabinet to ensure stability and prevent wobbling.
4. **Key and Lock:** Locate the keys for the integrated lock. Test the lock mechanism to ensure it functions correctly.

OPERATING INSTRUCTIONS

Operating the HON 314PQ file cabinet is straightforward:

- **Opening Drawers:** Grasp the handle firmly and pull the drawer outwards. The full-suspension system allows for smooth and complete extension.
- **Closing Drawers:** Push the drawer inward until it is fully closed and latched. Ensure no items obstruct the closing path.
- **Filing Documents:** Utilize hanging file folders within each drawer for organized storage of letter-sized documents. The 25 filing inches per drawer provide ample capacity.
- **Using the Lock:** Insert the key into the lock cylinder located on the top drawer. Turn the key to engage or disengage the locking mechanism for all drawers. Remove the key after locking to prevent loss.
- **Label Holders:** Use the integrated label holders on each drawer to clearly identify contents. This aids in quick retrieval of documents.

MAINTENANCE

Regular maintenance will ensure the longevity and smooth operation of your file cabinet:

- **Cleaning:** Wipe the exterior surfaces with a soft, damp cloth and mild detergent. Avoid abrasive cleaners or solvents that could damage the finish.
- **Drawer Slides:** Periodically check the drawer slides for any debris or obstructions. If drawers become stiff, a small amount of silicone-based lubricant can be applied to the slides, but avoid oil-based lubricants which can attract dust.
- **Reinforcements:** The four vertical reinforcements contribute to the cabinet's sturdiness. Ensure no heavy impacts occur that could compromise these structural elements.
- **Front Kick Plate:** The double-walled front kick plate is designed to withstand impact. Keep the area clear to prevent unnecessary stress.

TROUBLESHOOTING

Problem	Possible Cause	Solution
Drawer is difficult to open or close.	<ul style="list-style-type: none"> Overloaded drawer. Obstruction in drawer slides. Cabinet is not level. 	<ul style="list-style-type: none"> Reduce the weight in the drawer, ensuring it does not exceed 54.4 lbs. Inspect and clear any debris from the drawer slides. Adjust leveling glides to ensure the cabinet is stable and level.
Lock mechanism is not engaging/disengaging.	<ul style="list-style-type: none"> Key is not fully inserted or turned. Drawers are not fully closed. Internal mechanism issue. 	<ul style="list-style-type: none"> Ensure the key is fully inserted and turned completely. Verify all drawers are securely closed before attempting to lock. If the issue persists, contact HON customer support.
Cabinet feels unstable or wobbly.	<ul style="list-style-type: none"> Uneven floor surface. More than one drawer open. 	<ul style="list-style-type: none"> Adjust leveling glides. Always ensure only one drawer is open at a time.

SPECIFICATIONS

Feature	Detail
Brand	HON
Model Number	314PQ
Color	Light Gray
Depth	26-1/2 inches (67.3 cm)
Number of Drawers	4
Filing Capacity per Drawer	25 filing inches
Weight Capacity per Drawer	54.4 lbs (24.7 kg)
Special Feature	Lockable
Mounting Type	Floor Mount
Material	Alloy Steel
Assembly Required	No
Item Weight	107 Pounds (48.5 kg)

WARRANTY INFORMATION

HON products are backed by a comprehensive warranty. For specific details regarding the warranty period and coverage for your HON 314PQ file cabinet, please refer to the official HON website or contact HON customer support directly. Keep your purchase receipt as proof of purchase.

CUSTOMER SUPPORT

For assistance with your HON 314PQ file cabinet, including technical support, parts replacement, or warranty claims, please contact HON customer service:

- **Online Support:** Visit the official HON website for FAQs, product registration, and online contact forms.
- **Phone Support:** Refer to the contact information provided on the HON website or product packaging for direct phone assistance.
- **Service Parts:** If replacement parts are needed, ensure you have your model number (314PQ) and purchase date available.

Note: Always refer to the most current contact information available on the official HON website for the most accurate support details.

