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INTERGREAT Mobile File Cabinet

INTERGREAT 3-Drawer Mobile Filing Cabinet User Manual

Model: Mobile File Cabinet (White Mobile-3Drawer)

1. INTRODUCTION

This manual provides instructions for the safe and efficient use of your INTERGREAT 3-Drawer Mobile Filing Cabinet. Please read this manual thoroughly before assembly and operation, and retain it for future reference.

The INTERGREAT 3-Drawer Mobile Filing Cabinet is designed for organizing documents and office supplies in home or office environments. It features a durable cold-rolled steel construction, three drawers, a central locking mechanism, and five universal casters for mobility.

2. IMPORTANT SAFETY INFORMATION

WARNING: Failure to follow these safety instructions could result in injury or damage to the product.

- Always use the lockable casters to secure the cabinet when not in use to prevent unintended movement.
- Be cautious when moving the cabinet, especially on uneven surfaces, to prevent tipping.
- Do not overload drawers. Distribute weight evenly to maintain stability.
- Do not stand or sit on the cabinet.
- Keep keys out of reach of children.
- Ensure all parts are securely fastened before use.

3. PACKAGE CONTENTS

The INTERGREAT 3-Drawer Mobile Filing Cabinet is designed to arrive fully assembled, minimizing setup time. Please inspect the package upon arrival to ensure all components are present and undamaged.

Expected contents:

- 1 x INTERGREAT 3-Drawer Mobile Filing Cabinet (fully assembled)
- 1 x Lock with 2 Keys
- 5 x Universal Casters (2 lockable, 1 anti-tipping)
- 1 x Adjustable Pencil Tray (pre-installed in top drawer)
- 2 x Hanging Frames (pre-installed in bottom drawer)

If any parts are missing or damaged, please contact customer service immediately.

4. SETUP AND INSTALLATION

This filing cabinet is largely pre-assembled for your convenience. The primary setup involves attaching the casters.

1. **Unpacking:** Carefully remove the cabinet from its packaging. Inspect for any shipping damage.

2. **Attaching Casters:**

The cabinet comes with 5 casters. Two casters are lockable, and one is an anti-tipping caster located under the front of the bottom drawer.

- Gently tilt the cabinet to access the bottom.
- Screw the four main casters into the designated holes at each corner of the cabinet base. Ensure they are tightened securely.
- Locate the anti-tipping caster and screw it into the center front position under the bottom drawer. This caster provides additional stability when the bottom drawer is fully extended.



Figure 4.1: Illustration of the five universal casters, including two lockable casters and one anti-tipping caster, highlighting their

positions for easy mobility and stability.

3. **Positioning:** Place the cabinet in your desired location. Engage the locks on the two lockable casters to secure the cabinet in place.

5. OPERATING INSTRUCTIONS

5.1. Drawer Operation

The cabinet features three drawers with full-extension ball-bearing slides for smooth and quiet operation.



Overall Size:

23.8"Hx18"Dx14.9"W

Small drawer size:

16.1"Dx12.2"Wx2.7"H

Big drawer size:

16.1"Dx12.2"Wx9.5"H

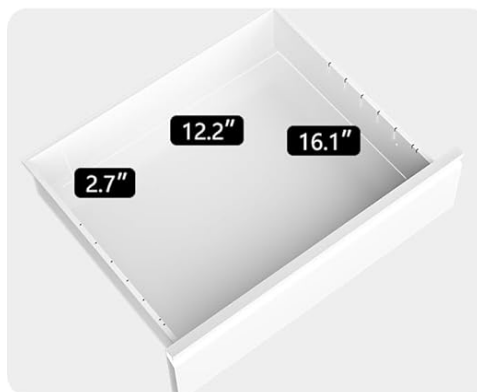


Figure 5.1: A fully extended bottom drawer, illustrating the smooth ball-bearing slides and the adjustable frame for file organization.

- **Opening/Closing:** Gently pull or push the drawer handles to open or close. Avoid forcing drawers.
- **Full Extension:** The drawers extend fully, allowing complete access to contents.

5.2. Locking Mechanism

The cabinet is equipped with a single lock that secures all three drawers simultaneously.

- **To Lock:** Insert the key into the lock cylinder located on the top drawer. Turn the key clockwise to engage the locking mechanism. Remove the key.
- **To Unlock:** Insert the key into the lock cylinder. Turn the key counter-clockwise to disengage the locking mechanism.



Figure 5.2: The INTERGREAT 3-drawer filing cabinet in white, showing the integrated lock and keys on the top drawer, securing all compartments.

5.3. Organizing Drawers

- **Top Drawer:** Features an adjustable pencil tray for small office supplies like pens, clips, and sticky notes.
- **Middle Drawer:** Provides general storage space for various items.
- **Bottom Drawer:** Equipped with two hanging frames to accommodate A4, Letter, and Legal size files. Adjust the frames to fit your specific file dimensions.



Figure 5.3: Detailed view of the three drawers, illustrating the adjustable stationery tray in the top drawer, general storage in the middle, and hanging file racks in the bottom drawer for various document sizes.

6. MAINTENANCE AND CARE

- **Cleaning:** Wipe the cabinet surfaces with a soft, damp cloth. Avoid abrasive cleaners or harsh chemicals that could damage the finish.

- **Casters:** Periodically check casters for debris (hair, dust) and clean as needed to ensure smooth rolling.
- **Drawer Slides:** The ball-bearing slides are designed for long-term, maintenance-free operation. If a drawer becomes stiff, ensure it is not overloaded or misaligned.
- **Lock:** Keep the lock mechanism clean. Do not lubricate with oil; use a graphite-based lubricant if necessary.

7. TROUBLESHOOTING

Problem	Possible Cause	Solution
Drawers do not open/close smoothly.	Overloaded drawer; debris in slides; misaligned slides.	Reduce load in drawer. Check slides for obstructions and clean. Ensure cabinet is on a level surface.
Cabinet tips when bottom drawer is open.	Anti-tipping caster not installed or not functioning; cabinet on uneven surface.	Ensure the anti-tipping caster is correctly installed and making contact with the floor. Place cabinet on a level surface.
Lock mechanism is stiff or not engaging.	Debris in lock; key bent; drawers not fully closed.	Ensure all drawers are fully closed before attempting to lock. Clean lock with compressed air. Use a graphite lubricant if necessary. Do not force the key.
Casters do not roll freely.	Debris (hair, dust) wrapped around caster wheels.	Invert the cabinet (with assistance) and carefully remove any debris from the caster wheels.

8. PRODUCT SPECIFICATIONS

Feature	Detail
Brand	INTERGREAT
Model Name	3 Drawer Filing Cabinet with Lock
Color	White
Product Dimensions (D x W x H)	18"D x 15"W x 23.8"H
Item Weight	65 Pounds
Material	Alloy Steel (Cold Rolled Steel)
Number of Drawers	3
Lock Type	Key (Central Locking)
Mobility	5 Universal Casters (2 Lockable, 1 Anti-Tipping)
Assembly Required	Minimal (Caster attachment only)
File Compatibility (Bottom Drawer)	A4, Letter, Legal
Weight Limit	5280 Ounces (approx. 330 lbs)



Figure 8.1: Dimensional overview of the INTERGREAT 3-drawer filing cabinet, showing height (23.8"), width (15"), and depth (20").

9. WARRANTY AND CUSTOMER SUPPORT

INTERGREAT provides professional and friendly customer service. While specific warranty details are not provided in the product information, the manufacturer states:

"INTERGREAT cabinets will be packed separately and we provide professional and friendly customer service. Any problem arise, please contact us any time."

For any issues, questions, or support needs, please contact INTERGREAT customer service through the retailer where the product was purchased or visit the official INTERGREAT store page on Amazon:

[Visit the INTERGREAT Store on Amazon](#)

Please have your product model number (Mobile File Cabinet) and purchase details ready when contacting support.

10. ADDITIONAL RESOURCES

For visual guidance on product features and usage, please refer to the official product videos provided by the seller:

Your browser does not support the video tag.

Video 1: An overview of the INTERGREAT 3-Drawer Mobile Filing Cabinet, showcasing its design, features, and mobility. This video provides a general introduction to the product.

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Video 2: This video demonstrates the key features and functionality of the filing cabinet, including drawer operation, locking mechanism, and internal organization options.