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Realspace Pelingo

Realspace Pelingo Lateral 2-Drawer File Cabinet User Manual

MODEL: PELINGO (ASIN: B085BPL15V)

Introduction

Thank you for choosing the Realspace Pelingo Lateral 2-Drawer File Cabinet. This manual provides essential information for the safe assembly, operation, and maintenance of your new file cabinet. Please read these instructions thoroughly before beginning assembly or use, and retain this manual for future reference.

Important Safety Information

- **Two-Person Assembly:** This product is heavy and/or oversized. Assembly requires at least two adults to prevent injury and ensure proper construction.
- **Stable Surface:** Assemble the cabinet on a clean, flat, and stable surface to avoid damage to components.
- **Proper Use:** Do not climb on, stand on, or misuse the cabinet. Ensure drawers are closed when not in use to prevent tipping.
- **Weight Limits:** Do not overload drawers. Distribute weight evenly to maintain stability.
- **Locking Mechanism:** Keep keys in a safe place away from children. Ensure the lock is engaged only when the drawer is fully closed.
- **Hardware:** Use only the provided hardware. Do not substitute parts. Periodically check all fasteners to ensure they remain tight.

Package Contents

Before beginning assembly, carefully unpack all components and verify that all parts listed below are present and undamaged. If any parts are missing or damaged, do not proceed with assembly. Contact customer support for assistance.

- Top Panel
- Bottom Panel
- Side Panels (2)
- Back Panel
- Drawer Fronts (2)
- Drawer Sides (4 pairs)
- Drawer Backs (2)

- Drawer Bottoms (2)
- Drawer Glides (4 pairs)
- Handles (2)
- Locking Mechanism (pre-installed in top drawer front)
- Keys (2)
- Assembly Hardware (screws, dowels, cam locks, etc.)

Setup and Assembly Instructions

Assembly is required for this file cabinet. It is strongly recommended that two adults perform the assembly process. Clear a spacious area and have a Phillips head screwdriver and a hammer ready.

1. **Prepare Components:** Lay out all panels and hardware. Identify each part using the included assembly diagram (if provided with packaging).
2. **Attach Drawer Glides to Side Panels:** Secure the cabinet-side drawer glides to the inner surfaces of the side panels using the specified screws. Ensure they are level and facing the correct direction.
3. **Assemble Cabinet Frame:** Attach the bottom panel to the side panels using dowels and cam locks/screws. Then, slide the back panel into the grooves. Finally, secure the top panel to the side panels. Ensure all connections are tight and the frame is square.
4. **Assemble Drawers:** For each drawer, attach the drawer sides and back to the drawer front. Slide the drawer bottom into the designated grooves. Secure the drawer-side glides to the assembled drawer box.
5. **Install Drawers:** Carefully align the drawer glides on the assembled drawers with the glides on the cabinet frame. Push the drawers in until they click into place.
6. **Attach Handles:** Secure the handles to the front of each drawer using the provided screws.
7. **Test Locking Mechanism:** Insert a key into the lock on the top drawer and turn it to ensure it engages and disengages properly.



Figure 1: Assembled Realspace Pelingo Lateral 2-Drawer File Cabinet.



Figure 2: Open drawer demonstrating file storage capacity and full-extension glides.

Operating Your File Cabinet

Using the Drawers

- The drawers feature full-extension smooth glides, allowing complete access to your files.
- This cabinet accommodates both letter-size and legal-size papers. Adjust the hanging file rails as needed for your document size.
- Always open only one drawer at a time to maintain cabinet stability and prevent tipping.

Locking Mechanism

- The top drawer of the cabinet is equipped with a key lock to secure confidential files.
- To lock: Ensure the top drawer is fully closed. Insert the key into the lock and turn it clockwise until it stops. Remove the key.
- To unlock: Insert the key into the lock and turn it counter-clockwise until it stops. The drawer can now be opened.

Care and Maintenance

- **Cleaning:** Wipe surfaces with a soft, damp cloth. Avoid harsh chemicals or abrasive cleaners, which can damage the finish.
- **Spills:** Clean up spills immediately to prevent moisture damage.
- **Hardware Check:** Periodically inspect all screws and fasteners to ensure they are tight. Retighten if necessary.
- **Drawer Glides:** If drawers become stiff, clean the glides and apply a silicone-based lubricant if needed.
- **Sunlight Exposure:** Avoid prolonged exposure to direct sunlight to prevent fading or discoloration of the finish.

Troubleshooting

Problem	Possible Cause	Solution
Drawers do not slide smoothly or are difficult to open/close.	<ul style="list-style-type: none"> • Drawer glides are misaligned or damaged. • Drawer is overloaded or weight is unevenly distributed. • Obstruction in the glide path. 	<ul style="list-style-type: none"> • Remove the drawer and re-check glide installation and alignment. • Reduce weight or redistribute contents evenly. • Inspect glides for debris and clean if necessary.
Cabinet wobbles or is unstable.	<ul style="list-style-type: none"> • Assembly hardware is loose. • Cabinet is on an uneven surface. 	<ul style="list-style-type: none"> • Check and tighten all assembly screws and fasteners. • Move the cabinet to a level surface or use shims to stabilize.
Lock is not engaging or key is stuck.	<ul style="list-style-type: none"> • Top drawer is not fully closed. • Key is bent or damaged. • Lock mechanism is obstructed. 	<ul style="list-style-type: none"> • Ensure the top drawer is completely pushed in and flush with the cabinet frame. • Try the spare key. If the key is bent, do not force it. • Inspect the lock for any foreign objects.

Product Specifications

Feature	Detail
Brand	Realspace
Model	Pelingo
Type	Lateral 2-Drawer File Cabinet
Approximate Dimensions (W x D)	30.5 inches (W) x 21.8 inches (D) <i>(Note: Height not explicitly specified for assembled unit)</i>

Feature	Detail
Item Weight	78.9 pounds
Color	Gray
Drawer Capacity	Letter-size and Legal-size files
Special Features	Lockable top drawer, Full-extension glides
Lock Type	Key Lock
Assembly	Required
Standards Met	ANSI/BIFMA Performance Standards
UPC	735854736262, 735854756024

Warranty and Customer Support

This Realspace Pelingo Lateral 2-Drawer File Cabinet is manufactured by OFFICE DEPOT. For specific warranty terms and conditions, please refer to the documentation provided at the time of purchase or contact the retailer/manufacturer directly. It is advisable to retain your purchase receipt for any warranty claims.

For professional assembly assistance, a service is mentioned in the product description: 866-388-4350. Please note that this is a separate service and not directly related to product warranty or technical support for defects.