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Sauder 423528

Sauder Hammond Lateral File Cabinet (Model 423528)

Instruction Manual

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INTRODUCTION

This manual provides comprehensive instructions for the assembly, operation, and maintenance of your Sauder Hammond 2-Drawer Lateral File Cabinet. Please read all instructions carefully before beginning assembly and retain this manual for future reference.



Figure 1: Sauder Hammond 2-Drawer Lateral File Cabinet, Emery Oak finish.

SAFETY INFORMATION

To ensure safe operation and prevent injury or damage, please observe the following safety guidelines:

- **Stability:** Always ensure the file cabinet is placed on a level, stable surface.
- **Drawer Safety Mechanism:** The cabinet is equipped with a safety mechanism that allows only one drawer to open at a time. This is a critical feature to prevent the cabinet from tipping over. **Never attempt to open both drawers simultaneously.**
- **Weight Distribution:** Distribute contents evenly within the drawers. Avoid placing excessively heavy items in a single drawer or on the top surface. The maximum weight capacity for the top surface is 88 pounds.
- **Children and Pets:** Keep children and pets away from the cabinet during assembly and operation. Do not allow children to climb on or play with the cabinet or its drawers.
- **Locking:** Utilize the drawer locks to secure confidential documents and prevent unauthorized access, especially in environments with children.

SETUP & ASSEMBLY

Your Sauder Hammond Lateral File Cabinet requires user assembly. All necessary materials, hardware, and detailed assembly instructions are included with the product. Please follow the step-by-step guide provided in the packaging for proper construction.

Key Assembly Components: Cam and Dowel

The assembly primarily utilizes cam and dowel fasteners for a secure and stable structure. Ensure proper alignment and tightening as instructed.

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Video 1: How to assemble Cam and Dowel fasteners. This video demonstrates the correct method for assembling components using cam and dowel fasteners, ensuring a strong connection.

Drawer Slide Preparation

Before installing the drawers, the slides must be separated from the extension rails. This process is crucial for correct drawer insertion.

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Video 2: How to separate slides from extension rails, and how to insert and remove drawers. This video illustrates the procedure for detaching the drawer slides from their extension rails, and then how to properly insert and remove the drawers from the cabinet.

OPERATION

Drawer Functionality

The two spacious drawers feature full extension slides, allowing complete access to your stored items. They are designed to accommodate both letter and legal size hanging files, providing versatile organization options.



Figure 2: Drawer fully extended, showcasing capacity for hanging files.

Locking Mechanism

Each drawer is equipped with an individual key lock for enhanced security of your documents. Insert the key and turn to lock or unlock the drawer. Remember to keep your keys in a safe place.



Figure 3: Detail of the drawer lock mechanism.



Figure 4: Key inserted into the drawer lock.

Anti-Tip Safety Feature

For your safety, the cabinet is designed to allow only one drawer to be opened at a time. This prevents the cabinet from becoming unstable and tipping forward. Do not force both drawers open simultaneously.

MAINTENANCE

To maintain the appearance and longevity of your file cabinet, follow these simple care instructions:

- **Cleaning:** Wipe surfaces with a damp cloth. Avoid using harsh chemicals or abrasive cleaners, which can damage the finish.
- **Spills:** Promptly clean up any spills to prevent staining or damage to the engineered wood.
- **Hardware:** Periodically check all hardware and fasteners to ensure they are tight. Retighten if necessary.

TROUBLESHOOTING

Drawer Alignment Issues

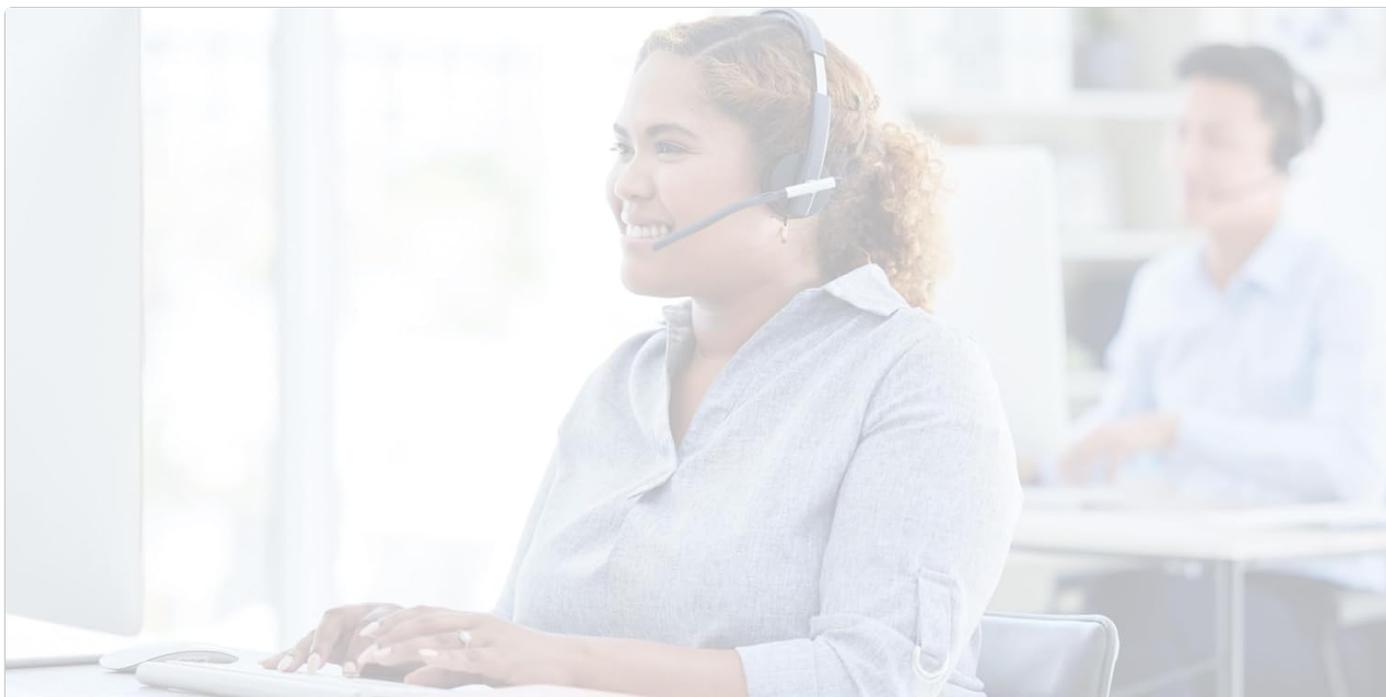
If drawers do not slide smoothly or appear misaligned after assembly, check the following:

- **Rail Installation:** Verify that the drawer rails are correctly installed and aligned with the pre-drilled holes on both the drawer and the cabinet frame. Incorrect placement can lead to drawers not fitting properly or operating smoothly.
- **Fastener Tightness:** Ensure all cam and dowel fasteners, as well as screws for the drawer slides, are securely tightened. Loose fasteners can cause instability and misalignment.
- **Obstructions:** Check for any obstructions within the drawer slides or the cabinet interior that might be impeding drawer movement.

If issues persist, refer to the detailed assembly instructions provided with your product or contact customer support.

SPECIFICATIONS

Feature	Detail
Brand	Sauder
Model Name	Hammond
Model Number	423528
Color	Emery Oak
Material	Engineered Wood
Product Dimensions (D x W x H)	20.55"D x 32.87"W x 30"H
Item Weight	109 Pounds
Number of Drawers	2
Lock Type	Key
Maximum Weight Capacity (Top Surface)	88 Pounds
Assembly Required	Yes
Recommended Uses	Files & Folders



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Figure 5: Detailed dimensions of the file cabinet.

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Video 3: A brief overview of the Sauder Hammond Lateral File Cabinet in Emery Oak finish, showcasing its features and design.

WARRANTY & SUPPORT

Manufacturer Warranty

This product comes with a **5-year parts warranty** from the manufacturer. Please retain your proof of purchase for warranty claims.

Customer Support

For assistance with assembly, missing parts, or any other inquiries, Sauder's domestic call center is ready to assist. You can find contact information and additional resources on the official Sauder website.



Figure 6: The file cabinet integrated into a home office environment.

