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› YITAHOME Wood File Cabinet User Manual

YITAHOME FTOFWF-0001

YITAHOME Wood File Cabinet User Manual

Model: FTOFWF-0001

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1. INTRODUCTION

This manual provides detailed instructions for the assembly, operation, and maintenance of your YITAHOME Wood File Cabinet. This versatile mobile cabinet is designed to enhance your home or office organization with its spacious storage, including three lockable drawers and two open shelves. Please read this manual thoroughly before assembly and use to ensure proper functionality and safety.



Figure 1.1: YITAHOME Wood File Cabinet in a home office setting, showcasing its functionality as a printer stand and storage unit.

2. SAFETY INFORMATION

To ensure safe operation and prevent damage, please adhere to the following safety guidelines:

- Always ensure the cabinet is not overloaded. Overloading can compromise stability and lead to tipping.
- Be cautious of pinch points when moving the cabinet, especially around the drawers and casters.
- Follow the assembly and safety instructions provided in this manual precisely. Do not deviate from the steps.
- Keep small parts and hardware out of reach of children and pets during assembly.
- Place the cabinet on a level, stable surface to prevent wobbling or tipping.
- Do not stand or climb on the cabinet.
- Regularly check all fasteners to ensure they remain tight. Retighten if necessary.

3. PACKAGE CONTENTS

Before beginning assembly, verify that all components listed below are present and undamaged. If any parts are missing or damaged, please contact customer support.

- 1 x Wood File Cabinet (disassembled components)
- 1 x Accessory Kit (includes screws, dowels, cam locks, drawer slides, keys, etc.)
- 5 x Heavy-Duty Casters (2 lockable)
- 1 x Instruction Manual (this document)

Note: Tools required for assembly (e.g., screwdriver, hammer) are typically not included and must be provided by the user.

4. PRODUCT SPECIFICATIONS

Feature	Detail
Brand	YITAHOME
Model Name	Wood File Cabinet
Model Number	FTOFWF-0001
Color	White
Product Dimensions (L x W x H)	35.0" x 15.6" x 25.6" (with wheels)
Item Weight	54 Pounds
Weight Limit	110 Pounds (total)
Material	Engineered Wood
Number of Drawers	3 (all lockable)
Number of Open Shelves	2
Special Feature	Wheeled (5 casters, 2 lockable)
File Compatibility	Letter-sized and A4 folders (bottom drawer)

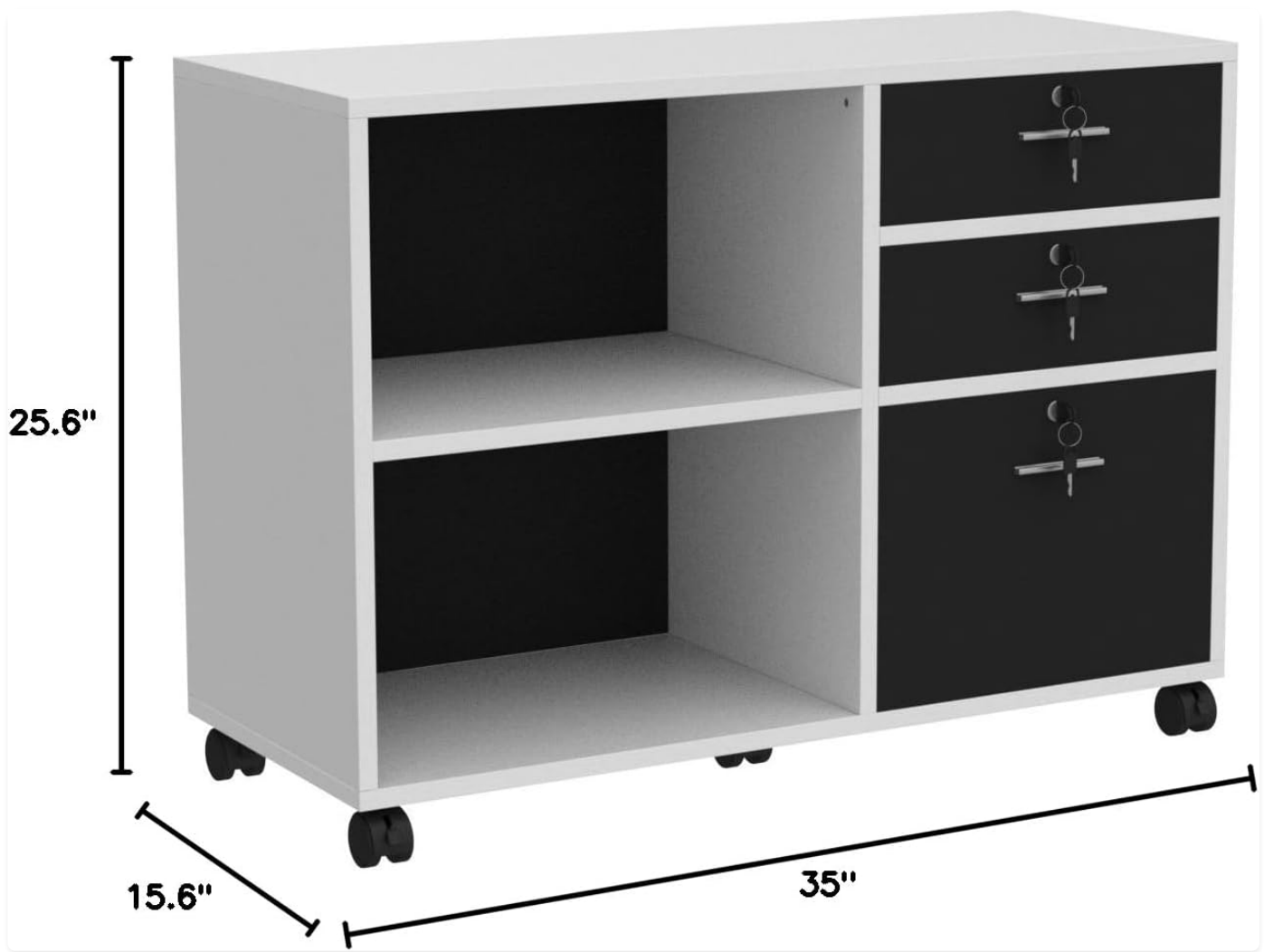


Figure 4.1: Product dimensions for the YITAHOME Wood File Cabinet.

5. SETUP & ASSEMBLY

Assembly is required for this product. Please follow the steps carefully. It is recommended to assemble the cabinet on a soft, clean surface to prevent scratches. An installation manual in PDF format is available for detailed visual guidance: [Download Installation Manual \(PDF\)](#).

General Assembly Steps:

1. **Unpack and Identify Parts:** Lay out all wooden panels and hardware. Match them with the labels in the instruction manual.
2. **Assemble the Main Frame:** Connect the side panels, top, and bottom panels using the provided cam locks and dowels. Ensure all connections are secure.
3. **Install Drawer Slides:** Attach the drawer slides to the cabinet frame and the drawer boxes. Ensure they are aligned correctly for smooth operation.

CURVED EDGE RAIL

Curved design at the side of slide rails prevents the whole drawer from derailing.

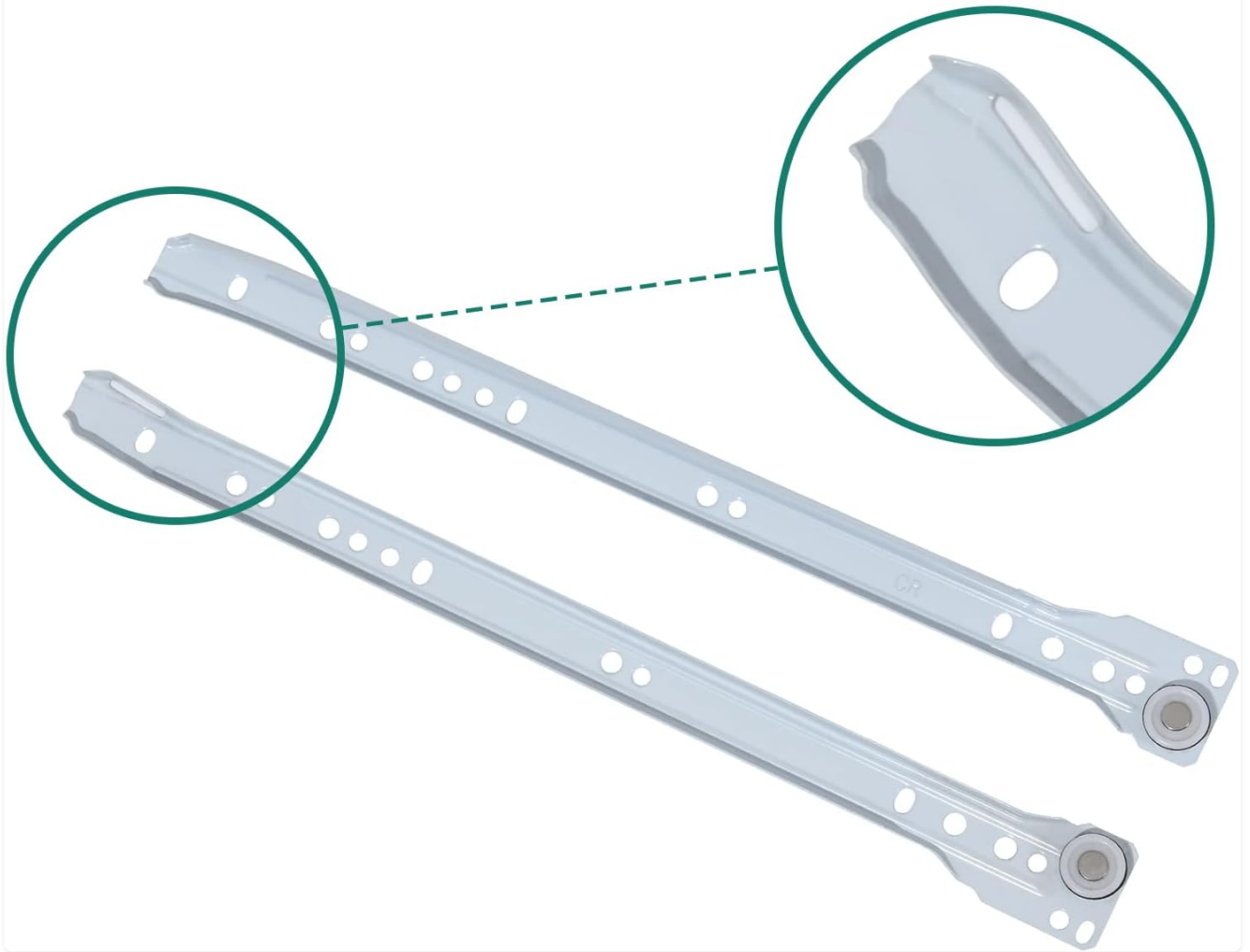
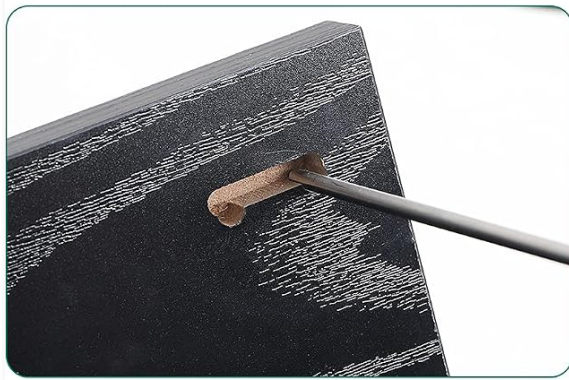
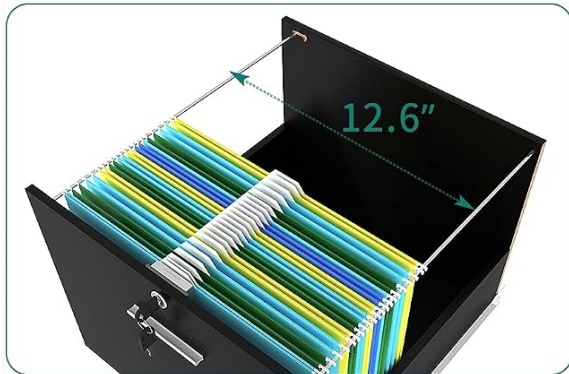


Figure 5.1: Curved edge rail design for smooth drawer operation.

4. **Assemble Drawers:** Construct the three drawer boxes. Install the drawer fronts, handles, and locking mechanisms.



Adjustable Hanging File Bars



Holds A4-size File Folders



Holds Letter-size File Folders



Figure 5.2: Detail of adjustable file bars and lockable drawer mechanism.

5. **Install Casters:** Attach the five heavy-duty casters to the bottom of the cabinet. Ensure the two lockable casters are positioned at the front for easy access.

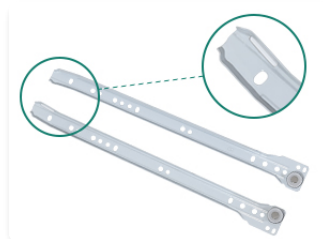


Figure 5.3: Detail of a lockable caster wheel.

6. **Insert Drawers:** Carefully slide the assembled drawers into their respective slots on the cabinet frame.

Tip: Having a second person assist with assembly can make the process easier and safer, especially when handling larger panels.

6. OPERATING INSTRUCTIONS

6.1 Using the Drawers

- **Opening/Closing:** Gently pull or push the drawer handles to open or close the drawers. Avoid forcing them.
- **Locking Mechanism:** Each of the three drawers is equipped with a lock. Insert the key into the lock and turn it to secure or unlock the drawer. Ensure the drawer is fully closed before attempting to lock it.
- **File Storage (Bottom Drawer):** The bottom drawer includes adjustable hanging file bars. These can be configured to accommodate both letter-sized and A4 hanging file folders. Adjust the bars by sliding them to the desired width.

6.2 Utilizing Open Shelves

The two open shelves provide convenient storage for books, decorative items, office supplies, or small electronic devices. Distribute weight evenly across the shelves to maintain stability.

6.3 Mobility and Locking Casters

- **Moving the Cabinet:** The cabinet is equipped with five casters for easy mobility. Simply push the cabinet to move it to a new location.
- **Locking the Casters:** Two of the casters are lockable. To secure the cabinet in place, press down on the lever located on the lockable casters until it clicks. To unlock, lift the lever. Always lock the casters when the cabinet is in its desired position to prevent accidental movement.



Figure 6.1: The cabinet's versatile design allows it to blend into various room settings.

7. MAINTENANCE

Proper maintenance will extend the life and appearance of your YITAHOME Wood File Cabinet.

- **Cleaning:** Wipe surfaces with a soft, damp cloth. Avoid using harsh chemicals, abrasive cleaners, or excessive moisture, as these can damage the melamine finish.
- **Spills:** Immediately wipe up any spills to prevent staining or damage to the wood.
- **Hardware Check:** Periodically check all screws, cam locks, and other fasteners to ensure they are tight. Retighten as needed to maintain stability.
- **Drawer Slides:** If drawers become stiff, a small amount of silicone-based lubricant can be applied to the drawer slides.
- **Casters:** Keep casters free of debris (hair, dust) to ensure smooth rolling.

8. TROUBLESHOOTING

If you encounter any issues with your file cabinet, refer to the following common problems and solutions:

Problem	Possible Cause	Solution
Cabinet is wobbly or unstable.	Loose fasteners; uneven floor; incorrect assembly.	Ensure all screws and cam locks are fully tightened. Move the cabinet to a level surface. Review assembly steps to confirm correct installation.
Drawers do not slide smoothly.	Drawer slides misaligned; debris in slides; overloaded drawer.	Check that drawer slides are correctly installed and aligned. Clean any debris from the slides. Reduce the weight in the drawer. Apply silicone lubricant if necessary.
Drawers cannot be locked.	Drawer not fully closed; lock mechanism obstructed.	Ensure the drawer is completely pushed in. Check for any items obstructing the lock mechanism.
Casters do not roll or lock properly.	Debris in casters; lock mechanism jammed.	Clean any hair or debris from the caster wheels. Ensure the lock lever is fully engaged or disengaged.

9. WARRANTY AND CUSTOMER SUPPORT

YITAHOME is committed to providing high-quality products. If you have any questions, concerns, or require assistance with your Wood File Cabinet, please do not hesitate to contact YITAHOME customer support. For the most up-to-date contact information and warranty details, please refer to the official YITAHOME website or the documentation included with your purchase. You can also visit the YITAHOME store on Amazon: [YITAHOME Amazon Store](#). Your satisfaction is guaranteed, and we are here to provide a satisfactory solution to any issues you may encounter.

