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YITAHOME 2-Drawer Rolling Filing Cabinet

YITAHOME 2-Drawer Rolling Filing Cabinet Instruction Manual

Model: 2-Drawer Rolling Filing Cabinet

1. INTRODUCTION

Thank you for choosing the YITAHOME 2-Drawer Rolling Filing Cabinet. This manual provides essential information for the safe and efficient use of your new office storage solution. Please read these instructions carefully before assembly and operation, and retain them for future reference.



Image 1: The YITAHOME 2-Drawer Rolling Filing Cabinet, featuring a sleek design with two drawers and wheels for mobility.

2. PRODUCT FEATURES

- **Spacious Storage:** Two large drawers provide ample space for organizing documents and office supplies.
- **Lockable Security:** Equipped with two keys to secure your privacy and protect important documents.
- **Enhanced Mobility:** Features 5 wheels, including 2 with brakes, 2 swivel wheels, and 1 anti-tip center wheel for easy and safe movement.
- **Versatile File Hanging:** Each drawer includes a removable hanging file bar compatible with letter, legal, and A4 size documents.
- **Durable Construction:** Constructed from sturdy steel with an environmentally friendly finish for long-lasting durability.
- **Smooth Drawer Operation:** Integrated sliding rails ensure smooth and quiet opening and closing of drawers.

3. SETUP AND ASSEMBLY

The YITAHOME 2-Drawer Rolling Filing Cabinet is largely pre-assembled. The primary assembly steps involve attaching the wheels and installing the hanging file bars.

1. Attach the Wheels:

Carefully place the cabinet on its side or back to access the bottom. Attach the four main wheels to the designated holes on the cabinet's base. Ensure the two wheels with locking mechanisms are placed at the front for easy access. Secure them firmly.



Image 2: Illustration of attaching a wheel to the cabinet base. Ensure all wheels are securely fastened.

Install the fifth anti-tip wheel to the center of the bottom drawer. This wheel provides additional stability when the drawer is extended.

2. Install Hanging File Bars:

Open each drawer. Locate the removable hanging file bars. Position them inside the drawers to accommodate your desired file size (letter, legal, or A4). The bars can be adjusted or removed as needed.



Image 3: The interior of a drawer showing the removable hanging file bars for organizing documents.

4. OPERATING INSTRUCTIONS

• **Opening and Closing Drawers:**

Gently pull the drawer handle to open. The integrated sliding rails ensure smooth operation. Push the drawer firmly until it clicks into place to close completely.

• **Locking Mechanism:**

Insert one of the provided keys into the lock located on the top drawer. Turn the key to lock both drawers simultaneously. Remove the key to secure the cabinet. To unlock, insert the key and turn it in the opposite direction.

• **Using the Wheels:**

To move the cabinet, ensure the brakes on the front wheels are disengaged. Push the cabinet to its desired location. To secure the cabinet in place, engage the brakes on the front wheels by pressing down on the lever.

- **File Organization:**

Utilize the hanging file bars to organize your documents. Ensure files are evenly distributed to prevent tipping and maintain drawer balance.

5. MAINTENANCE

- **Cleaning:**

Wipe the cabinet surfaces with a soft, damp cloth. Avoid abrasive cleaners or harsh chemicals that may damage the finish. Dry thoroughly after cleaning.

- **Drawer Rails:**

Periodically check the drawer sliding rails for any debris. If drawers become stiff, clean the rails and apply a small amount of silicone-based lubricant if necessary.

- **Wheels:**

Ensure wheels are free of hair or debris that could impede movement. Check that wheel brakes are functioning correctly.

6. TROUBLESHOOTING

Problem	Possible Cause	Solution
Drawers are difficult to open or close.	Debris in drawer rails; overloaded drawer; misaligned items.	Clean drawer rails. Reduce drawer contents. Rearrange items to ensure they do not obstruct drawer movement.
Cabinet is unstable or tips easily.	Uneven load distribution; anti-tip wheel not installed or damaged.	Distribute contents evenly across both drawers. Ensure the anti-tip wheel is correctly installed and functioning. Avoid opening both drawers simultaneously.
Lock mechanism is not working.	Key not fully inserted; obstruction; mechanism damage.	Ensure the key is fully inserted and turned correctly. Check for any obstructions around the lock. If issues persist, contact customer support.
Wheels do not roll smoothly or lock.	Debris in wheels; brake mechanism stuck; loose wheel.	Clean wheels of any debris. Check brake levers for obstructions. Ensure all wheels are securely tightened.

7. SPECIFICATIONS

Feature	Detail
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Feature	Detail
Brand	YITAHOME
Model Number	YITAHOME (Generic, refers to product line)
Color	Gray and White
Product Dimensions	Approximately 48.01 x 38.86 x 67.06 cm (18.9 x 15.3 x 26.4 inches)
Material	Alloy Steel
Special Features	Lockable, Rolling, Hanging File Bars
Product Weight	Approximately 16.8 kg (37 lbs)
Recommended Use	Files and folders, Office Storage

8. WARRANTY AND SUPPORT

For specific warranty information and customer support, please refer to the documentation included with your purchase or visit the official YITAHOME website. Contact details for support are typically found on the product packaging or the manufacturer's website.