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› YITAHOME 3-Drawer Metal Filing Cabinet MFC19 User Manual

YITAHOME MFC19

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1. INTRODUCTION

This manual provides detailed instructions for the safe and efficient use, setup, and maintenance of your YITAHOME 3-Drawer Metal Filing Cabinet, Model MFC19. Please read this manual thoroughly before operating the product and retain it for future reference.

Product Features:

- Space-saving design with ample storage capacity.
- Equipped with a key lock for document privacy and security.
- Five casters for mobility: four 360° swivel casters and one anti-tipping central caster.
- Top drawer includes a removable pencil tray.
- Bottom drawer features a removable hanging file bar for letter, legal, and A4 size documents.
- Constructed from robust, heavy-duty steel for durability.
- Smooth and silent sliding rails for drawers.

2. SAFETY INFORMATION

Please observe the following safety precautions to prevent injury or damage to the product:

- Use caution when moving the cabinet on casters to avoid accidents.
- Keep fingers clear of closing drawers to prevent pinching or injury.
- Always use the key lock to secure the cabinet when not in use, especially if storing valuable or sensitive documents.
- Do not overload drawers, as this may affect stability and smooth operation.
- Ensure the cabinet is placed on a level surface to prevent tipping.

3. SETUP

The YITAHOME 3-Drawer Metal Filing Cabinet is designed for minimal assembly. Typically, only the casters need to be attached.

3.1 Attaching Casters

Carefully lay the cabinet on its side on a soft, protective surface to avoid scratching the finish. Attach the five casters to the designated holes on the bottom of the cabinet. Four casters are swivel casters for movement, and one central caster is for anti-tipping stability. Ensure all casters are securely fastened.

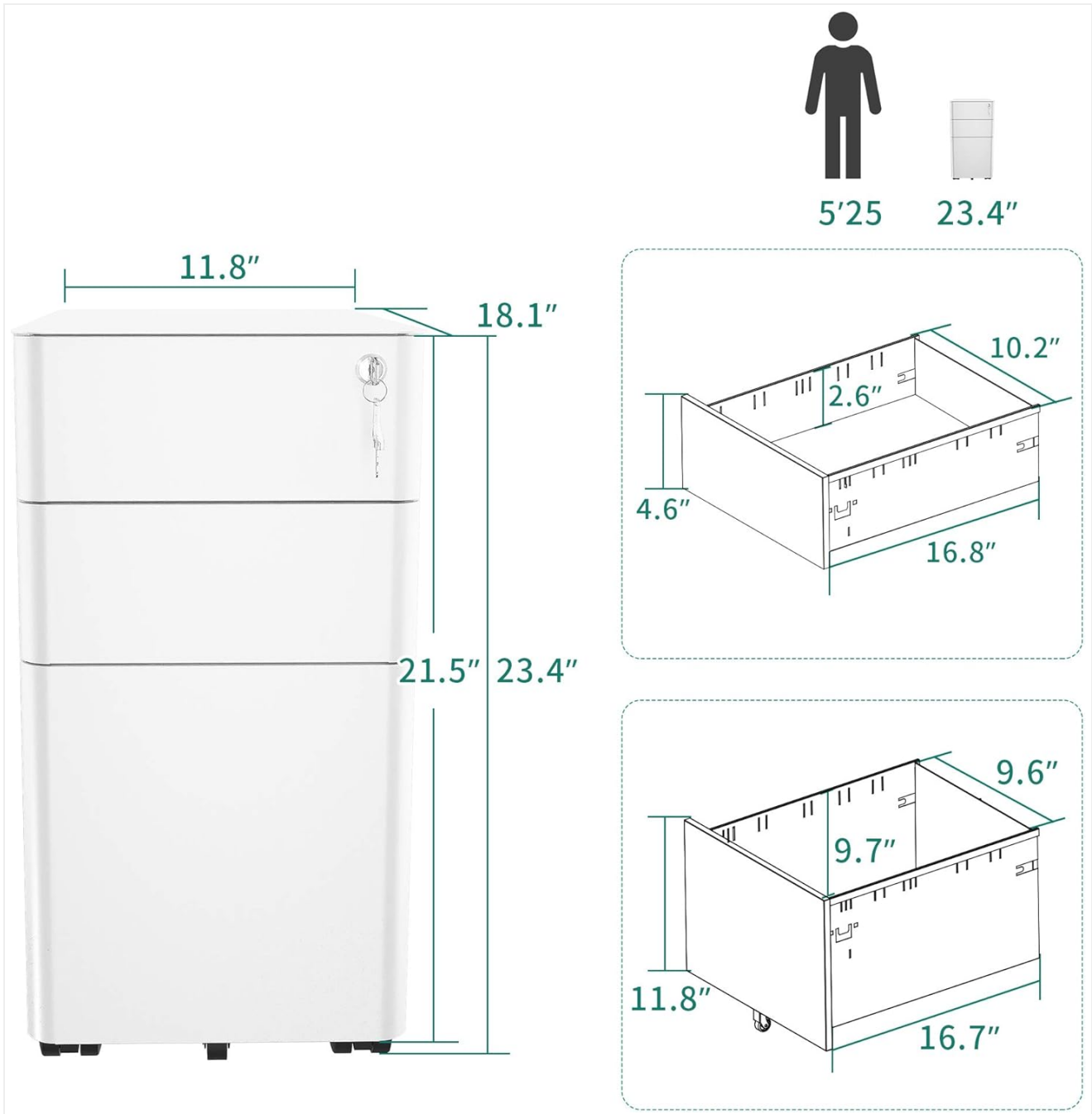


Figure 3.1: Product dimensions and drawer details. Note the placement for casters on the bottom.

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Video 3.1: Demonstration of attaching casters and general use of the filing cabinet.

3.2 Positioning the Cabinet

Once the casters are attached, carefully upright the cabinet. Position it in your desired location, ensuring it is on a stable and level surface. The compact design allows it to fit under most desks.

Compact Design



Figure 3.2: The filing cabinet positioned under a desk, highlighting its space-saving design.

4. OPERATING INSTRUCTIONS

4.1 Using the Drawers

The cabinet features three drawers with smooth-gliding rails. To open a drawer, gently pull the handle. To close, push until it is fully seated. Avoid forcing drawers open or closed.

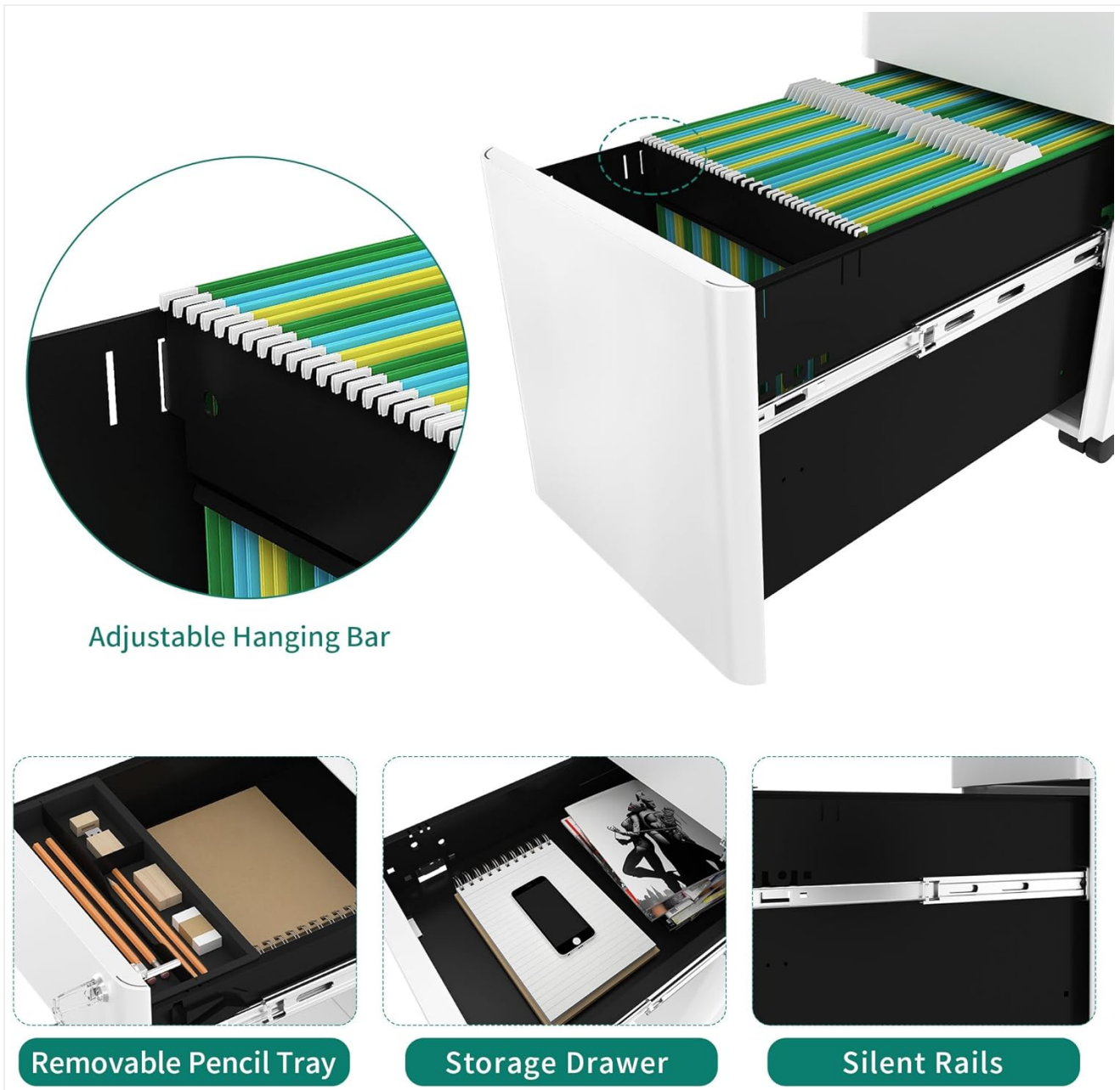
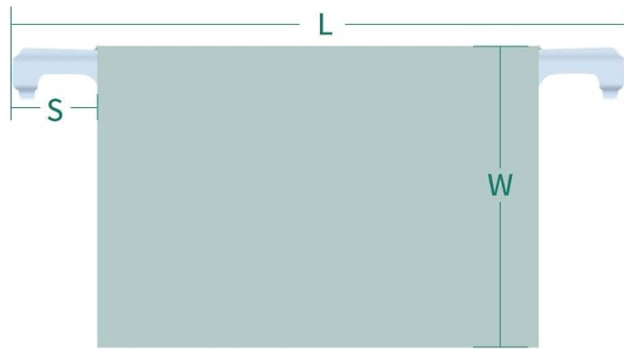


Figure 4.1: Details of the top drawer with pencil tray and the bottom drawer with hanging file bar.

4.2 Organizing Files

The bottom drawer is equipped with a removable hanging file bar. This bar can be adjusted to accommodate letter, legal, or A4 size hanging files. Ensure the files are properly seated on the bar to prevent them from falling.

⚠ Please use hanging file folders as listed size and the hanging bar position is shown as below.



Legal Size	Letter Size	A4 Size
L: 15.6"	L: 12.8"	L: 13.5"
W: 9.1"	W: 9.2"	W: 9.3"
S: 0.5"	S: 0.5"	S: 0.5"

Figure 4.2: Guide for adjusting the hanging file bar for various document sizes.

4.3 Locking the Cabinet

To lock the cabinet, ensure all drawers are fully closed. Insert the key into the lock on the top drawer and turn it to the locked position. This will secure all three drawers simultaneously. To unlock, insert the key and turn it to the unlocked position, then remove the key.



Figure 4.3: The filing cabinet in a typical office setting, showing the lock mechanism.

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Video 4.1: A 3D animation demonstrating the features and operation of the YITAHOME filing cabinet, including drawer use and locking mechanism.

5. MAINTENANCE

To ensure the longevity and optimal performance of your filing cabinet, follow these maintenance guidelines:

- **Cleaning:** Wipe the exterior surfaces with a soft, damp cloth. For stubborn marks, a mild soap solution can be used, followed by drying with a clean cloth. Avoid abrasive cleaners or solvents.
- **Drawer Rails:** Periodically check the drawer sliding rails for any debris. If drawers do not slide smoothly, clean the rails and apply a small amount of silicone lubricant if necessary.
- **Casters:** Keep the casters free of hair, dust, and other obstructions to ensure smooth mobility.
- **Lock Mechanism:** If the lock becomes stiff, apply a small amount of graphite lubricant to the keyhole.

6. TROUBLESHOOTING

This section addresses common issues you might encounter with your filing cabinet.

6.1 Drawers are Stiff or Jammed

- **Check for Obstructions:** Ensure no items are blocking the drawer's path or caught in the sliding rails.
- **Even Weight Distribution:** Verify that the contents of the drawer are evenly distributed and not overloaded.
- **Lubrication:** Clean the drawer rails and apply a silicone-based lubricant if needed.

6.2 Cabinet is Unstable or Wobbles

- **Level Surface:** Ensure the cabinet is placed on a flat, level surface.
- **Caster Tightness:** Check that all casters are securely tightened.
- **Anti-Tipping Caster:** Confirm the central anti-tipping caster is making proper contact with the floor when drawers are open.

6.3 Lock Mechanism Not Working

- **All Drawers Closed:** The lock mechanism requires all drawers to be fully closed to engage.
- **Key Insertion:** Ensure the key is fully inserted and turned correctly.
- **Lubrication:** Apply graphite lubricant to the keyhole if the mechanism feels stiff.

7. SPECIFICATIONS

Feature	Detail
Brand	YITAHOME
Model Number	MFC19
Color	White
Material	Steel, Alloy Steel
Product Dimensions (D x W x H)	18.1"D x 11.8"W x 23.4"H
Item Weight	38.64 Pounds
Number of Drawers	3
Lock Type	Key
Mobility	5 Casters (4 swivel, 1 anti-tipping)
File Compatibility	Letter, Legal, A4
Weight Capacity Maximum	110 Pounds
Installation Type	Freestanding
Required Assembly	No (Caster attachment only)

8. WARRANTY AND SUPPORT

For warranty information or technical support, please refer to the contact details provided with your purchase or visit the official YITAHOME website. Keep your purchase receipt as proof of purchase for any warranty claims.

