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VASAGLE OFC077B01

VASAGLE OFC077B01 Filing Cabinet Instruction Manual

Model: OFC077B01

1. INTRODUCTION

Thank you for purchasing the VASAGLE OFC077B01 Filing Cabinet. This manual provides essential information for the safe assembly, operation, and maintenance of your new cabinet. Please read these instructions carefully before use and retain them for future reference.



Image: The VASAGLE OFC077B01 Filing Cabinet, featuring a rustic brown and black industrial design, positioned in an office environment with a printer on its top surface.

2. SAFETY INFORMATION

- Children are prohibited from climbing on or playing with the product.
- The maximum static load capacity of the product is 60 kg (132 lbs). Do not exceed this limit.
- Ensure all screws and fasteners are securely tightened before use.
- Place the product on a level surface to prevent tipping.

3. PACKAGE CONTENTS

Please check that all components are present and undamaged before beginning assembly. If any parts are missing or damaged, contact customer support.

- 1 x Filing Cabinet (unassembled components)
- 1 x Assembly Kit (hardware and tools)
- 1 x Instruction Manual

4. ASSEMBLY INSTRUCTIONS

The VASAGLE OFC077B01 filing cabinet is designed for straightforward assembly. Follow the numbered steps and diagrams provided in the included assembly kit. It is recommended to assemble the unit on a soft, clean surface to prevent scratches.

4.1. Overview of Components and Dimensions



Image: A detailed diagram illustrating the dimensions of the filing cabinet, including its height (69 cm), width (44 cm), and depth (42 cm), along with drawer and shelf measurements.

4.2. Step-by-Step Assembly

1. Unpack all components and verify against the parts list.
2. Attach the casters to the bottom panel as per the diagram. Ensure lockable casters are placed as indicated.
3. Assemble the main frame using the provided screws and tools.
4. Install the open shelf and side panels.
5. Assemble the drawers, including the handles and locking mechanisms.
6. Insert the assembled drawers into the cabinet frame.
7. Install the adjustable hanging rails in the bottom drawer.

8. Perform a final check to ensure all connections are secure and the cabinet is stable.

The assembly process is designed to be completed efficiently with the provided instructions and numbered parts.

5. OPERATING INSTRUCTIONS

5.1. Storage and Organization

This filing cabinet offers versatile storage options:

- **Open Compartment:** Ideal for frequently accessed items like paper, notebooks, or small decorative items. The steel side panels with holes help prevent items from falling.
- **Upper Drawer:** Suitable for office supplies such as pens, staplers, and other small accessories.
- **Lower Drawer:** Designed for A4 or letter-sized hanging files.



Image: The filing cabinet with its drawers open, revealing an organized interior with hanging files in the bottom drawer and various office supplies in the top drawer.

5.2. Adjustable Hanging Rail

The lower drawer features an adjustable hanging rail to accommodate both A4 and letter-sized hanging

files. To adjust, simply reposition the rail to the desired slot.

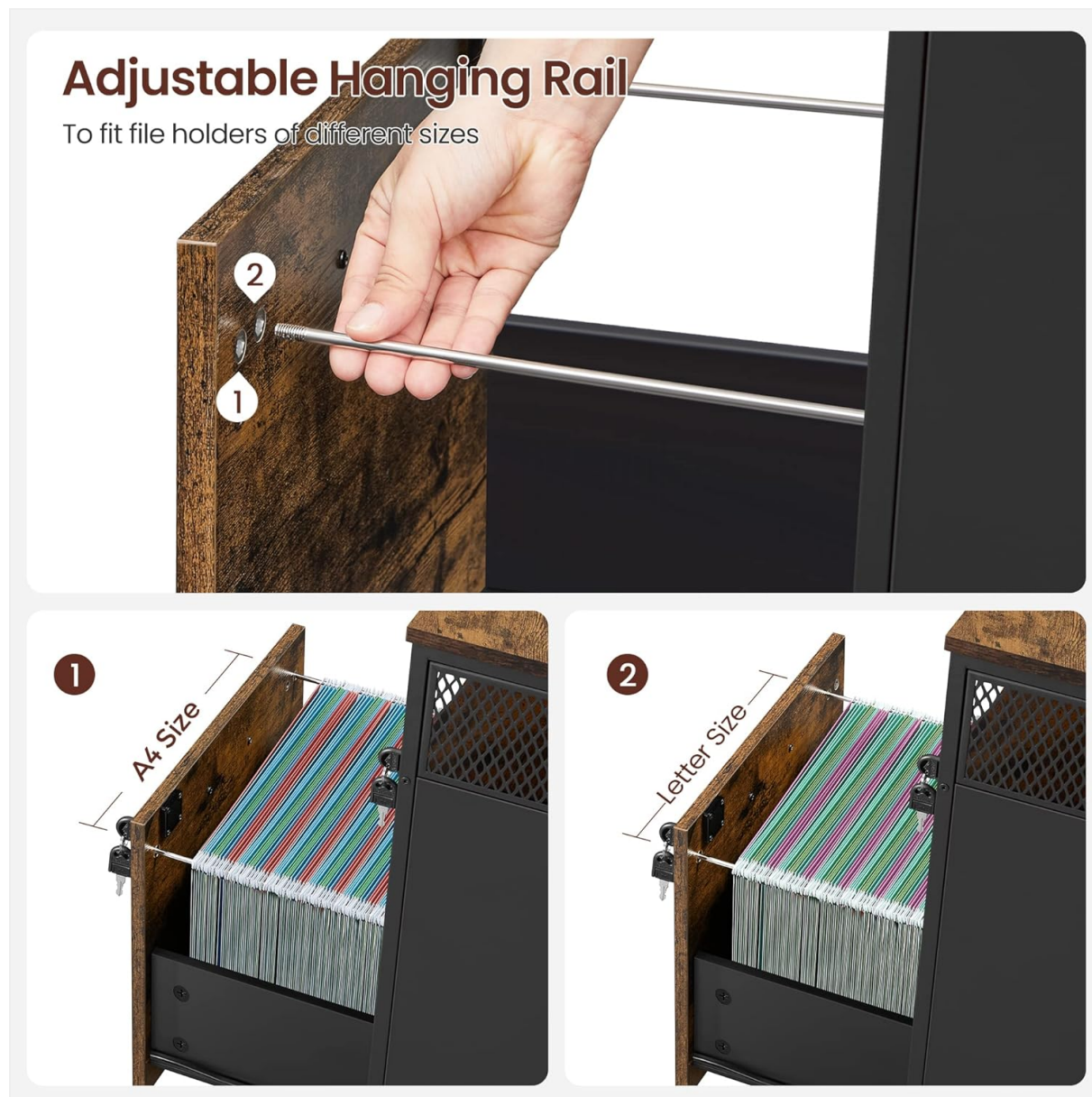


Image: A close-up view demonstrating the adjustment of the hanging rail within the bottom drawer to fit either A4 or Letter size documents.

5.3. Lockable Drawers

Both drawers are equipped with locking mechanisms to secure important documents and personal items. Insert the key and turn to lock or unlock the drawers.



Image: A close-up of the two drawers, highlighting the integrated locks and keys for securing contents.

5.4. Mobility and Stability

The cabinet is fitted with 5 wheels for easy movement. Two of these wheels are lockable to provide stability when the cabinet is in a fixed position. An anti-tipping caster is located under the bottom drawer to prevent the cabinet from tipping forward when the drawer is fully extended.



Image: A diagram detailing the three types of wheels: 360-degree swivel for easy movement, lockable casters for stability, and an anti-tipping caster for safety when drawers are open.

6. MAINTENANCE

- Clean the cabinet surfaces with a soft, damp cloth. Avoid harsh chemicals or abrasive cleaners.
- Periodically check all screws and fasteners to ensure they remain tight. Retighten if necessary.
- Keep the cabinet away from direct sunlight and excessive moisture to prevent material damage.
- Do not place hot items directly on the cabinet surface. Use coasters or protective pads.

7. TROUBLESHOOTING

7.1. Drawers do not slide smoothly

- Check if the drawer slides are properly aligned and free of obstructions.
- Ensure all screws securing the slides are tightened.
- Apply a small amount of silicone lubricant to the slides if needed.

7.2. Cabinet is wobbly

- Verify that the cabinet is placed on a level surface.
- Check and tighten all assembly screws.
- Ensure the lockable casters are engaged if you intend for the cabinet to remain stationary.

7.3. Drawers do not lock

- Ensure the drawers are fully closed before attempting to lock them.
- Check if the locking mechanism is obstructed or damaged.

8. SPECIFICATIONS

Brand	VASAGLE
Model Number	OFC077B01
Color	Rustic Brown + Black
Material	Particleboard, Steel (Alloy Steel), Engineered Wood
Product Dimensions (L x W x H)	44 x 42 x 69 cm (17.3 x 16.5 x 27.2 inches)
Item Weight	16.7 kg (36.8 lbs)
Max. Static Load Capacity	60 kg (132 lbs)
Special Features	Lockable, With Wheels
Recommended Uses	Files, Office Storage

9. WARRANTY AND SUPPORT

For warranty information or technical support, please refer to the documentation included with your purchase or contact the seller directly. Keep your proof of purchase for any warranty claims.