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› STANI 4-Drawer Lateral File Cabinet (Model: file cabinet) Instruction Manual

STANI file cabinet

STANI 4-Drawer Lateral File Cabinet Instruction Manual

Model: file cabinet

INTRODUCTION

This manual provides detailed instructions for the assembly, operation, and maintenance of your STANI 4-Drawer Lateral File Cabinet. Please read this manual thoroughly before beginning assembly or use to ensure proper function and safety. Keep this manual for future reference.



Image: The STANI 4-Drawer Lateral File Cabinet in white, with a printer and file organizers on top.

SAFETY INFORMATION

- Always assemble the cabinet on a flat, stable surface.
- Do not overload the cabinet; the maximum weight capacity is 220 pounds.
- Keep the cabinet away from heat sources and never place it near an open flame.
- Always use the provided lock to secure your belongings.
- Be cautious of pinch points when opening and closing the drawers.
- Ensure only one drawer is open at a time to prevent tipping.

PRODUCT DETAILS



✓ **BIG SIZE**

✓ **MORE WIDER**

✓ **MORE DEEP**

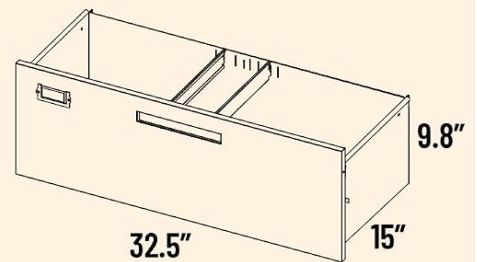


Image: Diagram showing the anti-tip locking system, which allows only one drawer to be opened at a time for stability.

PACKAGE CONTENTS

Verify that all components are present before beginning assembly:

- 1 x Metal File Cabinet (Assembly Required)

- 1 x Accessories package (screws, nuts, label holders, etc.)
- 1 x User manual (this document)

ASSEMBLY INSTRUCTIONS

Assembly of the STANI 4-Drawer Lateral File Cabinet is required and typically takes approximately 30 minutes. Follow these steps carefully. It is recommended to have a second person assist with assembly.

Assembly Video Guide

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Video: A detailed installation guide for the 4-Drawer Lateral File Cabinet, demonstrating each step of the assembly process.

Step-by-Step Assembly

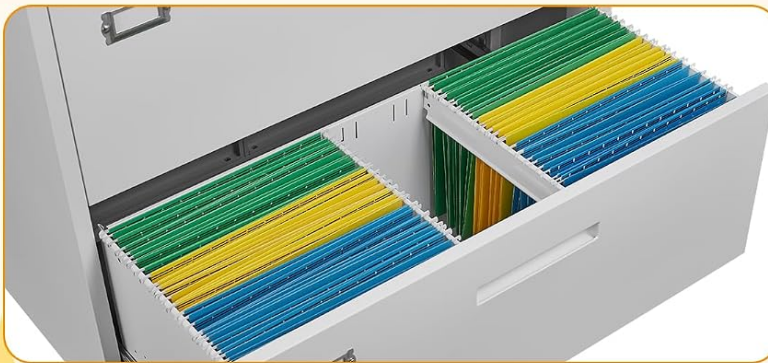
1. **Unpack Components:** Carefully open the packaging and lay out all parts on a clean, flat, and stable surface. Identify each component using the provided parts list in the accessories package.
2. **Assemble the Frame:** Begin by connecting the side panels to the base and top panels using the designated screws. Ensure all connections are secure.
3. **Install Drawer Slides:** Attach the drawer slides to the interior of the cabinet frame. Ensure they are level and securely fastened. The slides are designed for full extension and smooth operation.
4. **Assemble Drawers:** Construct each of the four drawers by connecting the front, back, and side panels. Insert the bottom panel into the grooves. Attach the label card holders to the front of each drawer.
5. **Insert Drawers:** Carefully align the assembled drawers with the installed drawer slides in the cabinet frame. Gently push each drawer until it clicks into place. Test each drawer for smooth operation.
6. **Install Anti-Tilt Mechanism:** The cabinet features an interlocking drawer system. Ensure this mechanism is correctly aligned and functioning to prevent more than one drawer from opening simultaneously.
7. **Secure the Lock:** The cabinet comes with a built-in lock. Ensure the lock mechanism is properly installed and tested with the provided keys.

OPERATING INSTRUCTIONS

Opening and Closing Drawers

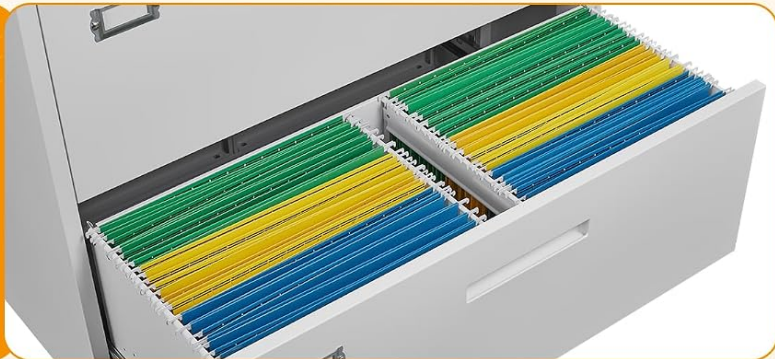
The drawers are designed with full extension steel ball-bearing suspension for quiet and easy operation. To open a drawer, pull the built-in handle. To close, push the drawer firmly until it is fully seated. Due to the anti-tilt mechanism, only one drawer can be opened at a time.

Adjustable Hanging Bars



A4/B5/F4

Letter/Legal



Arch Box File



Image: The file cabinet with a fully extended bottom drawer, demonstrating its capacity for files and other items.

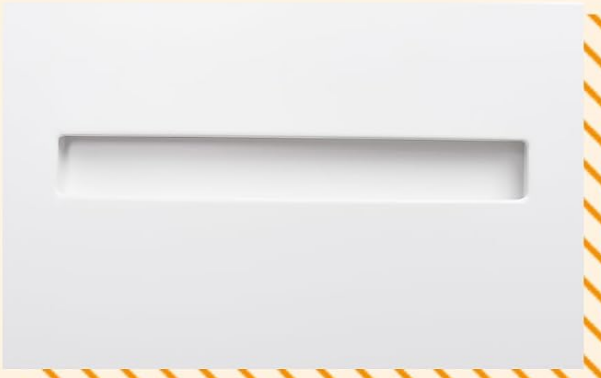
Using the Lock

The cabinet is equipped with a central locking system that secures all drawers simultaneously. Insert the key into the lock located on the top drawer and turn to lock or unlock. Two keys are provided.

Adjusting Hanging Files

The filing drawers support letter, legal, F4, and A4 size hanging files. Adjustable hanging bars are included to accommodate different file sizes. Position the bars as needed within each drawer to organize your documents.

**LOCKABLE &
2 KEYS**



**BUILT-IN
HANDLE**

**HIGH QUALITY
BALL SLIDES**



**LABEL CARD
HOLDER**



Image: Visual guide on configuring drawer space for various file types including A4, Letter, Legal, and Arch Box files.

MAINTENANCE

- Wipe the cabinet surfaces with a soft, damp cloth. Avoid abrasive cleaners or harsh chemicals that could damage the finish.
- Periodically check all screws and connections to ensure they remain tight. Tighten if necessary.
- Lubricate drawer slides annually with a silicone-based lubricant to maintain smooth operation.
- Keep the cabinet dry to prevent rusting.

TROUBLESHOOTING

Drawer Not Closing Smoothly

- Check for obstructions: Ensure no items are blocking the drawer or the slide mechanism.
- Verify slide alignment: Confirm that the drawer slides are correctly installed and aligned. Misalignment can cause

resistance.

- Lubrication: Apply a silicone lubricant to the drawer slides if they feel stiff.

Cabinet Instability

- Level Surface: Ensure the cabinet is placed on a completely flat and level surface.
- Tighten Connections: Re-check and tighten all assembly screws, especially those connecting the frame components.
- Overloading: Ensure the cabinet is not overloaded beyond its 220-pound weight limit. Distribute weight evenly.

Lock Not Functioning

- Key Insertion: Ensure the key is fully inserted and turned correctly.
- Drawer Closure: All drawers must be fully closed for the central locking mechanism to engage properly.

SPECIFICATIONS

Brand	STANI
Model Name	file cabinet
Color	White
Product Dimensions	16.98"D x 36"W x 53"H
Item Weight	38 Pounds
Material	Steel
Weight Limit	220 Pounds
Number of Drawers	4
Lock Type	Key
Assembly Required	Yes



Image: Detailed dimensions of the STANI 4-Drawer Lateral File Cabinet.

WARRANTY AND SUPPORT

For warranty information or technical support, please contact STANI customer service through your original point of purchase. Please have your product model number and purchase date available when contacting support.

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