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> VASAGLE 2-Drawer File Cabinet UOFC042B01V1 Instruction Manual

VASAGLE UOFC042B01V1

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Model: UOFC042B01V1

INTRODUCTION

Thank you for choosing the VASAGLE 2-Drawer File Cabinet. This manual provides detailed instructions for the assembly, operation, and maintenance of your new file cabinet. Please read these instructions carefully before beginning assembly and retain them for future reference.



Image: The VASAGLE 2-Drawer File Cabinet positioned under an office desk, showcasing its two open drawers filled with files and office supplies. The cabinet features a rustic brown top and drawer fronts with ink black sides, equipped with wheels for mobility.

SAFETY INFORMATION

Children are not allowed to climb or play on the product for safety reasons.

- Ensure all parts are securely fastened before use.
- Do not overload drawers; adhere to the maximum load capacity.
- Place the cabinet on a level surface to prevent tipping.
- Lock casters when the cabinet is in a stationary position to prevent unintended movement.

PACKAGE CONTENTS

Please verify that all components listed below are present before starting assembly:

- 1 x File Cabinet (unassembled components)
- 1 x Assembly Kit (hardware and tools)
- 1 x Instructions Manual

SPECIFICATIONS

Brand	VASAGLE
Model Number	UOFC042B01V1
Color	Rustic Brown + Ink Black
Material	Particleboard (main parts), Engineered Wood (back/frame), Metal (handle)
Product Dimensions (D x W x H)	15.7" x 16.1" x 21.7" (40 x 41 x 55 cm)
Product Weight	35.3 lb (16 kg)
Max. Static Load Capacity	77 lb (35 kg)
Number of Drawers	2
Casters	4 (2 lockable)
Assembly Required	Yes



Image: A detailed diagram illustrating the dimensions of the file cabinet: 15.7 inches deep, 16.1 inches wide, and 21.7 inches high.

SETUP AND ASSEMBLY

Assembly of this file cabinet is required. Please follow the included instructions carefully. All necessary tools and hardware are provided in the assembly kit. It is recommended to assemble the unit on a soft, clean surface to prevent scratches.

Key Assembly Steps:

1. Identify all parts and hardware using the provided list.
2. Assemble the main frame of the cabinet.
3. Construct the drawers, ensuring drawer slides are correctly oriented.
4. Install the casters onto the base of the cabinet.
5. Insert the assembled drawers into the cabinet frame.

Adjusting for File Sizes:

The bottom drawer is designed to accommodate both A4 and Letter-sized hanging file folders. Adjust the metal rails according to your document size:

- For A4 files, position the rails to the inner set of holes.
- For Letter-sized files, position the rails to the outer set of holes.



Image: A close-up view demonstrating the adjustment of the metal hanging file rails within the drawer to accommodate either A4 or Letter-sized documents.

Assembly Video Guide:

Your browser does not support the video tag.

Video: An official product video from VASAGLE demonstrating the assembly process and features of the Industrial File Cabinet UOFC042B01V1.

OPERATING INSTRUCTIONS

Drawer Usage:

The top drawer is suitable for smaller office supplies, while the bottom drawer is designed for hanging file

folders (A4 or Letter size). Ensure drawers are closed gently to prevent damage.



Image: A hand organizing green hanging file folders within the spacious bottom drawer of the file cabinet.

Mobility and Stability:

Your file cabinet is equipped with four casters for easy movement. Two of these casters are lockable. To move the cabinet, unlock the two lockable casters. To secure the cabinet in place, engage the locks on these two casters.

Printer Stand Functionality:

The sturdy top surface of the cabinet can support a printer or other office equipment, with a maximum static load capacity of 77 lb (35 kg).



Image: The file cabinet serving as a printer stand, with a black printer placed on its rustic brown top, situated beside a modern office desk.

MAINTENANCE

To ensure the longevity and appearance of your VASAGLE file cabinet, follow these simple maintenance guidelines:

- **Cleaning:** Wipe the surfaces with a soft, damp cloth. Avoid harsh chemicals or abrasive cleaners that may damage the finish.
- **Dusting:** Regularly dust the cabinet with a dry, soft cloth.
- **Hardware Check:** Periodically check all screws and fasteners to ensure they remain tight. Retighten if necessary.
- **Caster Care:** Keep casters free of debris to ensure smooth movement.

TROUBLESHOOTING

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

- **Drawers not sliding smoothly:** Check that the drawer slides are properly aligned and free of obstructions. Ensure all assembly screws for the slides are tightened.

- **Cabinet wobbles:** Verify that the cabinet is placed on a level surface. Check and tighten all assembly screws, especially those connecting the main frame components.
- **Casters not locking:** Ensure the locking mechanism on the casters is fully engaged. Check for any debris preventing the lock from functioning correctly.
- **Missing or damaged parts:** If you find any parts missing or damaged upon opening the package, please contact customer support immediately for assistance.

WARRANTY AND SUPPORT

VASAGLE stands behind the quality of its products. For warranty information, product support, or to report any issues, please refer to the contact information provided with your purchase or visit the official VASAGLE website. Please have your model number (UOFC042B01V1) and purchase details ready when contacting support.