

Panana 1

Panana 3-Drawer Wood Mobile File Cabinet (Model 1, White) Instruction Manual

Brand: Panana | Model: 1

1. INTRODUCTION

This manual provides detailed instructions for the assembly, operation, and maintenance of your Panana 3-Drawer Wood Mobile File Cabinet. Please read this manual thoroughly before use to ensure proper functionality and safety.

2. SAFETY INFORMATION

- Ensure wheels are locked when not in use to prevent accidental movement.
- Do not exceed the weight capacity of 55 pounds (25 kg) for the entire cabinet.
- Avoid climbing on the cabinet or drawers.
- Keep small parts away from children during assembly.
- Use on a flat, stable surface to prevent tipping.

3. PACKAGE CONTENTS

Verify that all components are present before beginning assembly. Refer to the assembly video for a visual guide to parts.

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Video 1: HollyHOME 3-drawer file cabinet 3D installation video. This video provides a detailed 3D animation of all parts included and the assembly process.

4. SETUP AND ASSEMBLY

Your Panana file cabinet requires minimal assembly, primarily attaching the wheels and inserting the drawers. Follow these steps:

1. **Unpack Components:** Carefully remove all parts from the packaging. Ensure no components are damaged.
2. **Attach Casters:**

Locate the five casters (wheels). Two casters have a lockable function, and one is an anti-tipping caster. Attach the casters to the designated holes on the bottom of the cabinet using the provided wrench. Ensure the lockable casters are at the front.

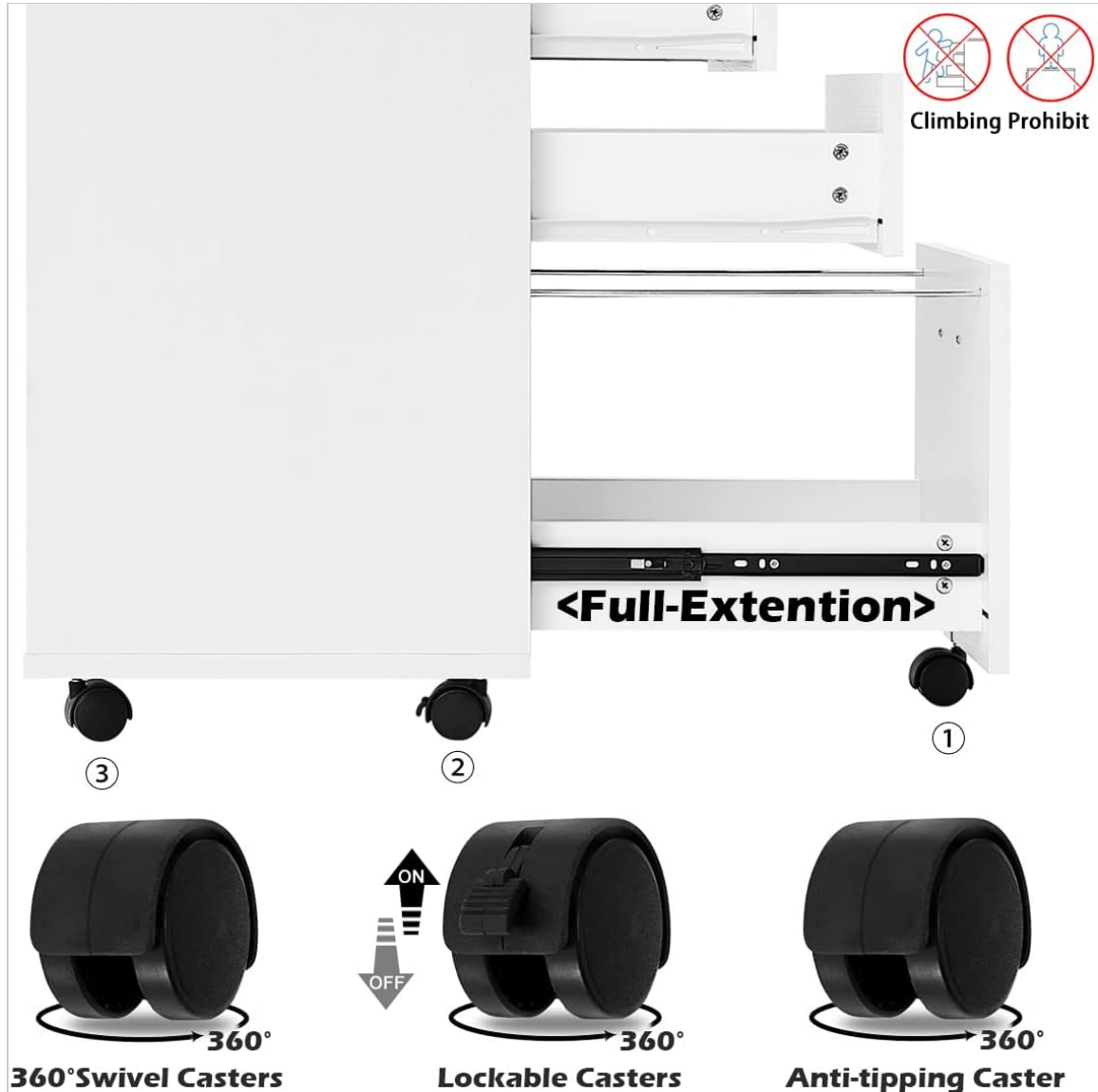


Image 1: Diagram showing the installation of 360° swivel casters, lockable casters, and an anti-tipping caster on the bottom of the file cabinet.

3. Insert Drawers:

Extend the drawer slides on the cabinet. Carefully align the drawer with the slides and push it in until it clicks into place. Repeat for all three drawers.



Image 2: Close-up view of the top drawer lock, full-extension sliding rail, and lockable casters, highlighting key features for assembly and use.

- 4. Install Drawer Organizers (Top Drawer):** The top drawer includes a removable organizer for small office supplies. Place it as desired.
- 5. Install Hanging File Rails (Bottom Drawer):** The bottom drawer is designed for hanging files. Insert the provided rails to accommodate letter-size documents.

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Video 2: AFAIF file cabinet Installation video. This video demonstrates the step-by-step assembly process for a similar file cabinet.

5. OPERATING INSTRUCTIONS

5.1 Drawer Usage

- **Top Drawers:** Ideal for organizing office sundries, bills, and private documents. The top drawer features a lock for security.
- **Bottom Drawer:** Designed for hanging files (Letter Size). The full-extension sliding rails allow easy access to all documents.

3-Drawer Storage



Image 3: Illustration of the three drawers, showing the top two for bills and notepads, and the bottom drawer with hanging rails for letter-size documents.

5.2 Locking Mechanism

The top drawer is equipped with a lock. Insert the key and turn to secure your important documents. A spare key is provided.

5.3 Mobility

The cabinet features five casters for easy mobility. The two front casters are lockable to keep the cabinet stationary when needed. The center caster prevents tipping when drawers are extended.

6. MAINTENANCE

- **Cleaning:** Wipe the cabinet surfaces with a soft, damp cloth. Avoid abrasive cleaners that may damage the finish.
- **Caster Care:** Periodically check casters for debris and ensure they roll smoothly. Lubricate if necessary.
- **Drawer Slides:** Keep drawer slides clean and free of obstructions for smooth operation.

7. TROUBLESHOOTING

Problem	Possible Cause	Solution
Drawers do not slide smoothly.	Obstruction in slides; dirty slides; misaligned drawer.	Check for debris, clean slides, ensure drawer is correctly seated on rails.
Cabinet moves unintentionally.	Casters unlocked.	Engage the locks on the front casters.
Cabinet feels unstable.	Uneven surface; excessive weight; multiple drawers open.	Place on a level surface. Do not exceed weight capacity. Avoid opening more than one drawer at a time.

8. SPECIFICATIONS

Feature	Detail
Brand	Panana
Model Name	1
Color	White
Material	Wood (Environmental Protection 18mm Honeycomb Board)
Product Dimensions	26.5"D x 18.6"W x 6.9"H (67.3cm D x 47.2cm W x 17.5cm H)
Item Weight	38.3 pounds (17.42 Kilograms)
Weight Limit	55 Pounds (25 kg)
Number of Drawers	3
Special Feature	Sturdy, Mobile with Lockable Casters, Anti-tipping Caster
Recommended Uses	Files & Folders, Notebooks, Magazines, Office Supplies
Assembly Required	Yes (instructions provided)

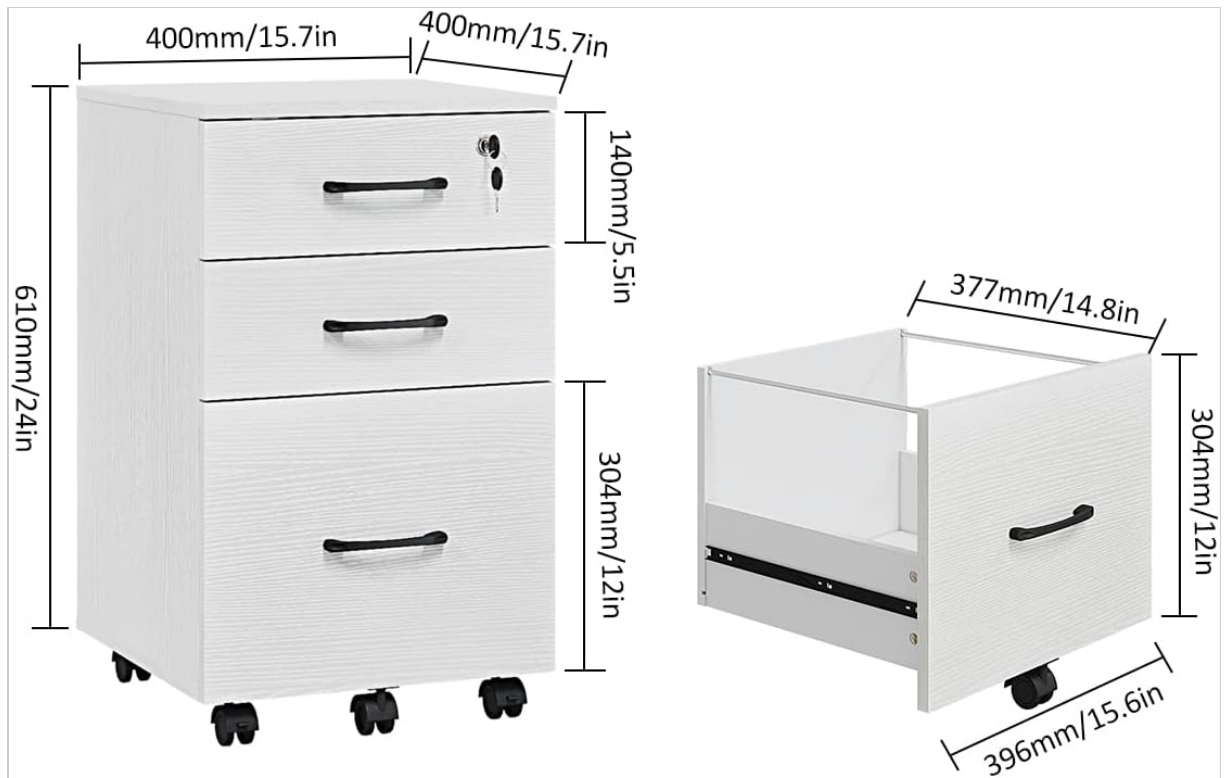


Image 4: Detailed dimensions of the Panana 3-Drawer Mobile File Cabinet, showing height, width, and depth in both millimeters and inches.



Image 5: Diagram illustrating the construction of the cabinet using Environmental Protection 18mm Honeycomb Board, highlighting its lightweight, toughness, impact resistance, and high strength ratio.

9. WARRANTY AND SUPPORT

Panana is committed to providing excellent customer service. For any questions, concerns, or support needs regarding your file cabinet, please contact our professional service team. We are ready to provide assistance within 24 hours. Please refer to your purchase documentation for specific warranty details.

