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## TecTake 404475

# TecTake 801020 Metal Filing Cabinet Instruction Manual

Model: 404475

## 1. SAFETY INFORMATION

Please read all instructions carefully before assembly and use. Retain this manual for future reference.

- Ensure all components are present and undamaged before beginning assembly.
- Assemble the cabinet on a soft, clean surface to prevent scratches.
- Always use appropriate tools and follow assembly steps in order.
- Do not exceed the maximum load capacity of 40 kg per shelf.
- Place the cabinet on a level and stable surface to prevent tipping.
- Keep small parts and packaging materials away from children.

## 2. PRODUCT OVERVIEW

The TecTake 801020 metal filing cabinet is designed for secure and organized storage in various environments such as offices, workshops, or archives. It features a robust steel construction and adjustable shelves.

### 2.1 Components List

- Cabinet Body (1)
- Adjustable Shelves (5)
- Doors (2)
- Locking Mechanism (1)
- Keys (2)
- Mounting Hardware (screws, bolts, etc.)

### 2.2 Key Features

- Lockable design for secure storage.
- Five individually height-adjustable shelves.
- Robust steel construction with powder-coated finish.
- Reinforced doors with 130° opening angle and anti-noise rubber pads.
- Easy to clean interior surfaces.



Image 1: The TecTake 801020 metal filing cabinet with doors open, showcasing its internal storage capacity and shelves.

### 3. SETUP AND ASSEMBLY

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Follow these steps for proper assembly of your filing cabinet.

#### 3.1 Unpacking

1. Carefully open the packaging and remove all components.
2. Check the contents against the components list to ensure all parts are present.
3. Remove all protective films and packaging materials.

#### 3.2 Assembly Instructions

- 1. Assemble the Base:** Connect the bottom panel to the side panels using the provided hardware. Ensure all connections are secure.
- 2. Attach Back Panel:** Securely attach the back panel to the assembled frame.
- 3. Install Shelves:** Insert the shelf supports into the desired slots on the side panels. Place the shelves onto the supports. The shelves are individually adjustable to accommodate different item heights.
- 4. Attach Top Panel:** Secure the top panel to the frame using the appropriate hardware.
- 5. Mount Doors:** Attach the doors to the cabinet frame using the hinges. Ensure the doors swing freely and align correctly.
- 6. Install Locking Mechanism:** Integrate the locking mechanism into one of the doors as per the diagram in the included assembly guide (if provided separately).
- 7. Final Check:** Verify that all screws are tightened, and the cabinet is stable.



Image 2: Interior view of the TecTake 801020 cabinet with shelves installed, demonstrating the adjustable shelf positions.

## 4. OPERATING INSTRUCTIONS

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### 4.1 Adjusting Shelves

1. Empty the shelf you wish to adjust.
2. Carefully lift the shelf and remove it from its supports.
3. Relocate the shelf supports to the desired height slots on the side panels. Ensure supports are level.
4. Place the shelf back onto the supports, ensuring it is securely seated.



Image 3: Close-up view of the shelf support mechanism, showing how shelves can be repositioned.

### 4.2 Using the Locking Mechanism

1. To lock the cabinet, ensure both doors are fully closed.
2. Insert one of the provided keys into the cylinder lock on the handle.
3. Turn the key clockwise to engage the locking bolts.
4. Remove the key to secure the cabinet.
5. To unlock, insert the key and turn counter-clockwise, then open the doors using the handle.



Image 4: Detailed view of the cabinet's cylinder lock and accompanying keys.

## 5. MAINTENANCE AND CARE

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Proper maintenance ensures the longevity and appearance of your cabinet.

- **Cleaning:** Wipe the cabinet surfaces with a soft, damp cloth. For stubborn dirt, use a mild detergent. Avoid abrasive cleaners or solvents that could damage the finish. The flat interior shelves facilitate easy cleaning.
- **Inspection:** Periodically check all screws and connections to ensure they remain tight. Retighten if necessary.
- **Lubrication:** If the lock or hinges become stiff, apply a small amount of silicone-based lubricant.

## 6. TROUBLESHOOTING

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Here are some common issues and their potential solutions:

- **Cabinet is unstable:** Ensure the cabinet is placed on a level surface. Check that all assembly screws are fully tightened.
- **Doors do not close properly:** Verify that the cabinet is level. Check the hinge alignment and adjust

if necessary. Ensure no items inside are obstructing the doors.

- **Lock is stiff or not working:** Apply a small amount of lubricant to the lock mechanism. Ensure the key is fully inserted and turned correctly. If the issue persists, inspect for any foreign objects in the lock.
- **Shelves are wobbly:** Ensure the shelf supports are fully seated in the slots and are level. Redistribute weight evenly on the shelf.

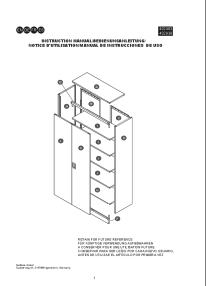
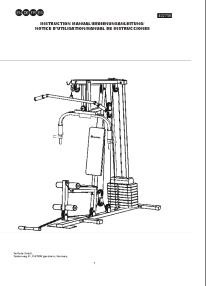
## 7. SPECIFICATIONS

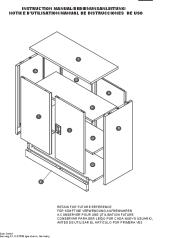
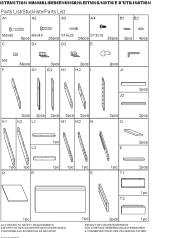
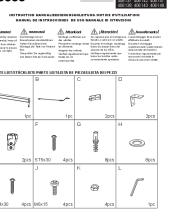
Feature	Detail
Model Number	404475
Overall Dimensions (H x W x D)	Approx. 180 x 90 x 40 cm (70.9 x 35.4 x 15.7 inches)
Shelf Dimensions (W x D)	89.5 x 36 cm (35.2 x 14.2 inches)
Maximum Load Capacity per Shelf	40 kg (88 lbs)
Weight per Unit	Approx. 39.3 kg (86.6 lbs)
Material	Steel
Color	Grey
Special Feature	Lockable

## 8. WARRANTY AND SUPPORT

For warranty information or technical support, please refer to the purchase documentation or contact TecTake customer service directly. Keep your proof of purchase for any warranty claims.

### Related Documents - 404475

	<p><a href="#">TecTake Cabinet Assembly Instructions - Models 402483, 402938</a></p> <p>Comprehensive assembly guide for TecTake cabinets (models 402483, 402938), featuring a detailed parts list and step-by-step instructions with textual descriptions of diagrams.</p>
	<p><a href="#">TecTake 402756 Home Gym Assembly and Exercise Guide</a></p> <p>Instruction manual for the TecTake 402756 home gym, covering assembly, safety precautions, and exercise guidance. Includes preparation tips and warm-up/cool-down routines.</p>

	<p><a href="#"><b>TecTake 400777 Semi-Automatic Washing Machine User Manual and Instructions</b></a></p> <p>This user manual provides comprehensive instructions for the TecTake 400777 semi-automatic washing machine, covering installation, operation, safety guidelines, and maintenance. Learn how to effectively wash and spin your clothes with this efficient appliance.</p>
	<p><a href="#"><b>TecTake 402486/402941 Furniture Assembly Instructions</b></a></p> <p>Comprehensive assembly manual for TecTake furniture models 402486 and 402941, providing step-by-step instructions and a parts list for building the unit.</p>
	<p><a href="#"><b>TecTake 400926/400927 Lift Desk Assembly Instructions</b></a></p> <p>Step-by-step assembly guide for the TecTake 400926 and 400927 lift desk, including a detailed parts list and safety warnings.</p>
	<p><a href="#"><b>Roller Blind Installation Manual</b></a></p> <p>Comprehensive instruction manual for the installation of a roller blind, including parts list, assembly steps, and contact information for tectake.</p>