

Letaya A1

Letaya Metal Lateral File Cabinets Instruction Manual

Model: A1
Brand: Letaya

1. INTRODUCTION AND OVERVIEW

Thank you for choosing the Letaya Metal Lateral File Cabinet. This 2-drawer steel cabinet is designed for efficient organization and secure storage of your documents in home or office environments. It features a robust all-steel construction, powder-coated for rust and corrosion resistance, ensuring long-term durability. The cabinet includes a built-in interlock system for drawer security and an anti-tipping mechanism for enhanced safety.



Figure 1: Letaya 2-Drawer Metal Lateral File Cabinet

2. SETUP AND ASSEMBLY

Your Letaya file cabinet is designed for straightforward assembly. All necessary installation tools and detailed instructions are included in the package. For a visual guide, please refer to the official installation videos below. It is recommended to have assistance during assembly.

2.1 Unboxing and Component Check

Carefully open the packaging and remove all components. Verify that all parts listed in the instruction manual are present and undamaged. Protective packaging should be removed gently.



Figure 2: Unboxing the File Cabinet

2.2 Assembly Steps

Follow the step-by-step instructions provided in the included manual. Key steps typically involve:

1. Assemble the main frame of the cabinet.
2. Attach the side panels and back panel securely.
3. Install the drawer slides into the cabinet frame.
4. Assemble the individual drawers, ensuring the bottom panel is firmly pressed into place (refer to troubleshooting for common issues).
5. Insert the assembled drawers onto the slides.
6. Attach the label holders to the drawer fronts.

2.3 Assembly Videos

2-Drawer Installation Video

This video provides a comprehensive guide for assembling the 2-drawer file cabinet, including detailed steps for each component.

How to install the drawers correctly

A focused video demonstrating the correct method for installing the drawers to ensure smooth operation and proper fit.

Letaya File Cabinet Drawer Installation Details

This video offers specific details on the drawer installation process, highlighting key points for successful assembly.

3. OPERATING INSTRUCTIONS

The Letaya file cabinet is designed for ease of use and security. Its ball-bearing full-suspension drawers ensure smooth and quiet opening and closing.

3.1 Drawer Operation

To open a drawer, gently pull the recessed handle. To close, push the drawer firmly until it is fully seated. The full-extension slides allow complete access to your files.

ANTI-TIPLOCKING SYSTEM

Multiple sizes to meet your various storage needs



Figure 3: Drawer fully extended with anti-tipping system

3.2 Locking Mechanism

The cabinet features a single lock that secures both drawers simultaneously. Insert the key into the lock located on the top drawer and turn to lock or unlock. The folding key design is convenient for portability.

PRODUCT DETAILS

Fine details bring you excellent quality

Two Keys

Marker Clip

Metal Buckle

Keep Fully
Extension



Figure 4: Locking Mechanism and Key

3.3 File Organization

The adjustable hanging bars within each drawer accommodate A4, letter, legal, and F4 size hanging file folders, allowing you to customize your organization. The label holders on each drawer front allow for easy identification of contents.



Figure 5: Large Capacity and File Compatibility

3.4 Product Use Videos

file cabinet with drawer

This video demonstrates the functionality of the file cabinet drawers, including opening, closing, and file organization.

Letaya lateral file cabinet product introduction

A brief introduction to the Letaya lateral file cabinet, showcasing its features and benefits in an office setting.

4. MAINTENANCE

To ensure the longevity and optimal performance of your Letaya file cabinet, follow these simple maintenance guidelines:

- **Cleaning:** The powder-coated steel surface is easy to clean. Wipe down the exterior with a soft, damp cloth. For

tougher spots, a mild soap solution can be used. Avoid abrasive cleaners or harsh chemicals that could damage the finish.

- **Rust Prevention:** The cabinet's powder-coated construction is designed to resist rust and corrosion. Keep the cabinet in a dry environment to further prevent moisture buildup.
- **Drawer Slides:** The ball-bearing slides are designed for smooth operation. If you notice any stiffness over time, a small amount of silicone-based lubricant can be applied to the slides.

5. TROUBLESHOOTING

Here are solutions to common issues you might encounter with your file cabinet:

- **Drawers not closing properly:** This is a common issue during assembly. Ensure the bottom panel of each drawer is firmly pressed down into place. Apply force to all four corners and the middle of the drawer bottom until it clicks into position. Also, check the back end of the drawer and push it in firmly.
- **Locking mechanism not working smoothly:** If the drawers do not lock or unlock easily, ensure the drawers are fully closed before attempting to lock. If the issue persists, the internal locking mechanisms might need adjustment or inspection. Some users have found that disconnecting the internal lock mechanisms can improve drawer smoothness if security is not a primary concern, but this will disable the locking feature.
- **Cabinet instability/tipping:** Ensure the cabinet is placed on a level surface. The cabinet has a built-in anti-tipping mechanism that only allows one drawer to open at a time. Do not attempt to open both drawers simultaneously. For added stability, the cabinet can be anchored to a wall using appropriate hardware (not included, but instructions may be provided in the assembly manual).
- **Dents or damage upon arrival:** If the cabinet arrives with dents or damage, contact customer support immediately for assistance.

6. SPECIFICATIONS

Feature	Detail
Brand	Letaya
Color	Black
Product Dimensions	16"D x 36"W x 29"H
Material	Metal (Cold-rolled steel)
Special Feature	File storage, Lockable, Anti-tipping
Mounting Type	Floor Mount
Weight Limit	220 Pounds
Item Weight	67 Pounds
Number of Drawers	2
Finish Type	Powder Coated
Assembly Required	Yes

Feature	Detail
Lock Type	Key

7. IMPORTANT SAFETY INFORMATION

- Do not overload drawers beyond the recommended weight limit (220 pounds) to avoid damage or injury.
- Only open one drawer at a time. The cabinet is designed with an interlock system to prevent tipping, and opening multiple drawers simultaneously can compromise stability.
- Consider anchoring the cabinet to a wall, especially in households with children or pets, to prevent accidental tipping.
- Keep keys in a secure location away from children.

8. WARRANTY AND SUPPORT

Letaya is committed to providing high-quality products. Your purchase is backed by a 30-day easy return policy. For additional peace of mind, protection plans are available for 2-year or 3-year coverage.

- **Returns:** 30-day easy returns.
- **Protection Plans:** Optional 2-Year and 3-Year protection plans are available for purchase.
- **Customer Support:** For any questions, concerns, or assistance, please contact Letaya customer support.
- **Online Resources:** You can find more information and support on the [Letaya Store on Amazon](#).
- **Installation Manual (PDF):** A downloadable PDF version of the installation manual is available [here](#).

ASK A QUESTION ABOUT THIS MANUAL

Ask about setup, troubleshooting, compatibility, parts, safety, or missing instructions. Manuals+ will review the question and use this page's manual context to help answer it.

Name

Anonymous

Email

you@example.com

After a successful submission, we securely hash the supplied account or form email before sending it to Microsoft Advertising for conversion attribution. [Privacy details](#).

Question

Example: How do I reset this device or fix this error?

Details

Model number, symptoms, what you tried, or the section of the manual you are using.

Submit question