

STANI file cabinet

STANI 2-Drawer Lateral File Cabinet with Lock Instruction Manual

MODEL: FILE CABINET

Brand: STANI

1. INTRODUCTION AND OVERVIEW

Thank you for choosing the STANI 2-Drawer Lateral File Cabinet. This manual provides essential information for the safe assembly, operation, and maintenance of your new filing cabinet. Please read all instructions carefully before use and retain this manual for future reference.

This heavy-duty steel lateral file cabinet is designed to accommodate letter, legal, A4, and F4 size hanging files, offering secure storage with its integrated locking mechanism and anti-tilt feature for enhanced safety.

2. SAFETY INFORMATION

WARNING: Failure to follow these safety instructions may result in injury or property damage.

- Always follow the detailed assembly instructions provided.
- Use caution when opening drawers to prevent tipping. The anti-tilt mechanism is designed to prevent more than one drawer from opening at a time.
- Do not overload the cabinet. The maximum weight limit for this cabinet is 220 pounds.
- Ensure the cabinet is placed on a level surface.
- For added stability, consider anchoring the cabinet to a wall, especially if it will be heavily loaded or used in an active environment.
- Keep children and pets away from the cabinet during assembly and operation.

3. PACKAGE CONTENTS

Verify that all components are present and undamaged before beginning assembly. If any parts are missing or damaged, please contact customer support.

- 1 x Metal File Cabinet (Assembly Required)
- 1 x Accessories package (screws, anchors, screwdriver, keys)
- 1 x User manual

4. SETUP AND ASSEMBLY

Assembly of the STANI 2-Drawer Lateral File Cabinet typically takes approximately 30 minutes. Follow the steps below and refer to the provided diagrams and videos for visual guidance.

Step-by-Step Assembly

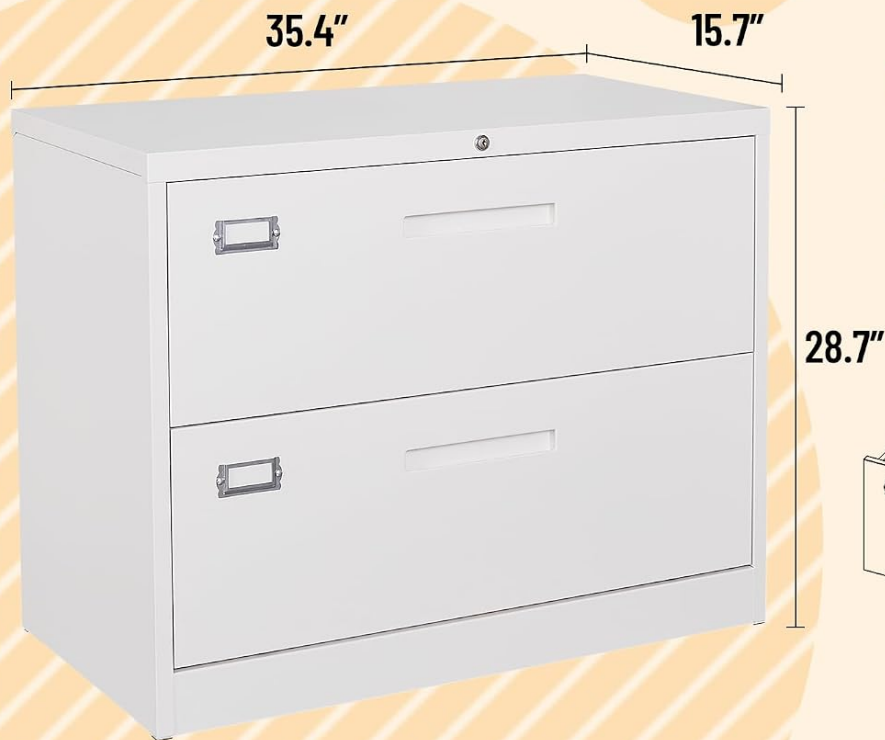
1. **Unpack Components:** Carefully remove all parts from the packaging. Lay them out on a soft, clean surface to prevent scratches.
2. **Assemble the Frame:** Connect the side panels to the base and top panels using the provided screws. Ensure all connections are secure.
3. **Install Drawer Slides:** Attach the drawer slides to the inner sides of the cabinet frame. Ensure they are correctly oriented and securely fastened.
4. **Assemble Drawers:** Construct each drawer by attaching the front, back, and side panels to the drawer base. Secure with screws.
5. **Install Hanging File Bars:** Insert the adjustable hanging file bars into the designated slots within each drawer.
6. **Insert Drawers:** Carefully align the assembled drawers with the cabinet slides and push them gently until they click into place. Ensure the anti-tilt mechanism is engaged.
7. **Install Locking Mechanism:** Attach the locking mechanism to the top drawer and ensure it properly engages with both drawers.

Assembly Visuals



Figure 4.1: Fully assembled STANI 2-Drawer Lateral File Cabinet in an office setting with one drawer open.

PRODUCT DETAILS



✓ **BIG SIZE**

✓ **MORE WIDER**

✓ **MORE DEEP**

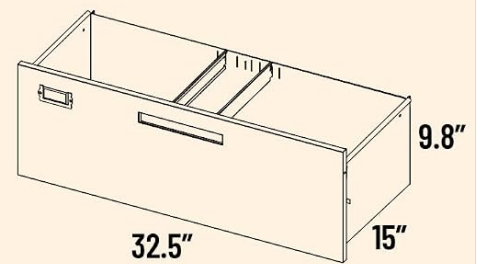
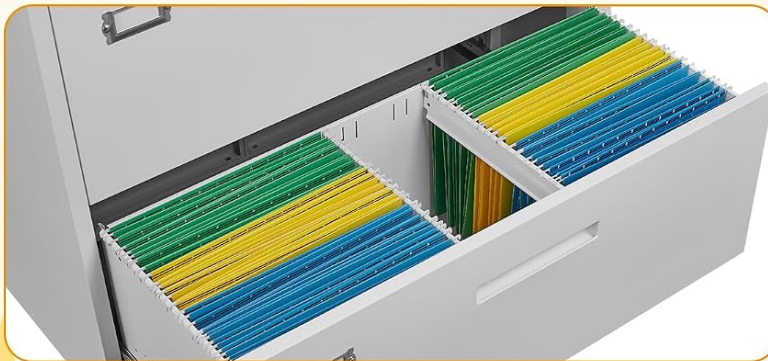


Figure 4.2: Product dimensions for the STANI 2-Drawer Lateral File Cabinet.

Adjustable Hanging Bars



A4/B5/F4

Letter/Legal



Arch Box File



Figure 4.3: Adjustable hanging bars for various file sizes.

Assembly Videos

Video 4.1: Detailed assembly instructions for the STANI Lateral File Cabinet.

Video 4.2: Installation guide for a 2-drawer metal lateral filing cabinet.

Video 4.3: Instructions on how to correctly install the drawers.

5. OPERATING INSTRUCTIONS

Drawer Operation

The drawers are designed for smooth, full extension. To open a drawer, gently pull the built-in handle. To close, push the drawer firmly until it is fully recessed.

Anti-Tilt Mechanism

This cabinet features an anti-tilt mechanism for safety. Only one drawer can be opened at a time. If one drawer is open, the other drawer will remain locked to prevent the cabinet from tipping over.

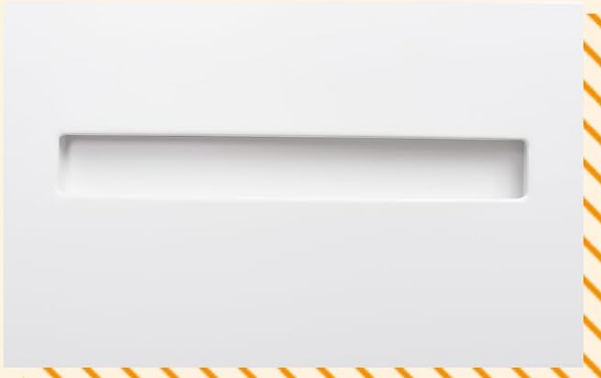


Figure 5.1: Anti-tip locking system ensures only one drawer opens at a time.

Locking Mechanism

The cabinet is equipped with a single lock that secures both drawers simultaneously. Insert the key into the lock on the top drawer and turn to lock or unlock. Ensure both drawers are fully closed before attempting to lock the cabinet.

**LOCKABLE &
2 KEYS**



**BUILT-IN
HANDLE**

**HIGH QUALITY
BALL SLIDES**



**LABEL CARD
HOLDER**

Figure 5.2: Integrated lock and built-in handle for secure and easy access.

6. MAINTENANCE

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

- **Cleaning:** Wipe the cabinet surfaces with a soft, damp cloth. Avoid abrasive cleaners or harsh chemicals that could damage the painted finish.
- **Lubrication:** Periodically check the drawer slides for smooth operation. If needed, apply a small amount of silicone-based lubricant to the slides.
- **Inspection:** Regularly inspect all screws and connections to ensure they remain tight. Tighten any loose fasteners.
- **Weight Distribution:** Distribute the weight evenly across the drawers to prevent strain on the frame and slides.

7. TROUBLESHOOTING

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

Drawer Not Closing Properly

- **Obstruction:** Check for any items blocking the drawer's path or caught in the slides.
- **Alignment:** Ensure the drawer is correctly aligned with the slides. Gently push the drawer in, making sure both sides engage evenly.
- **Overload:** Reduce the weight in the drawer if it is overloaded, as this can cause misalignment.
- **Loose Screws:** Inspect the screws attaching the drawer slides to both the cabinet and the drawer itself. Tighten any loose screws.

Anti-Tilt Mechanism Malfunction

- **Improper Installation:** Review the assembly instructions and videos to ensure the anti-tilt mechanism components were installed correctly.
- **Obstruction:** Check for any debris or foreign objects interfering with the mechanism's movement.
- **Drawer Alignment:** Ensure all drawers are properly seated and aligned, as misalignment can affect the anti-tilt function.

Video 7.1: Solution for drawers not closing or locking correctly, often related to the anti-tilt mechanism.

8. SPECIFICATIONS

Feature	Detail
Brand	STANI
Model Name	file cabinet
Color	White
Material	Metal
Product Dimensions	15.75"D x 35.4"W x 28.74"H
Item Weight	38 Pounds
Weight Limit	220 Pounds
Number of Drawers	2
Lock Type	Key
Assembly Required	Yes
Recommended Uses	Files & Folders
Room Type	Home Office

9. WARRANTY AND SUPPORT

For warranty information, please refer to the documentation included with your purchase or contact the retailer. If you have any questions, require assistance with assembly, or need to report missing/damaged parts, please contact STANI customer support through the retailer's platform or the contact information provided in your purchase documentation.

ASK A QUESTION ABOUT THIS MANUAL

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