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› Tribesigns 2 Drawer Wood File Cabinet KUQI-JW0268 User Manual

Tribesigns KUQI-JW0268

Tribesigns 2 Drawer Wood File Cabinet

Model: KUQI-JW0268 - User Manual

1. IMPORTANT SAFETY INFORMATION

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

- Ensure all parts are present and undamaged before beginning assembly. Do not use damaged parts.
- Assemble the unit on a soft, clean surface to prevent scratches.
- Do not overtighten screws during assembly, as this may damage the material.
- Keep small parts and packaging materials away from children and pets.
- Do not stand or sit on the cabinet.
- Distribute weight evenly across shelves and drawers to prevent tipping.
- Always engage the lockable casters when the cabinet is in a stationary position to prevent unintended movement.

2. PACKAGE CONTENTS

Verify that all components listed below are included in your package. If any parts are missing or damaged, please contact customer service.

- 1x Lateral File Cabinet (disassembled)
- 1x Hardware Pack (screws, dowels, drawer slides, handles, casters)
- 1x User Manual (this document)



**Lockable Caster
& 360° Swivel**



Eco Friendly MDF



Silent Runner



**Large Metal
Handle**

Image: Key components and features of the Tribesigns file cabinet, including casters, material, and drawer mechanisms.

3. ASSEMBLY INSTRUCTIONS

Follow the detailed instructions and diagrams provided in the included assembly guide. A Phillips head screwdriver is typically required (not included).

1. **Unpack and Identify:** Carefully unpack all components and hardware. Lay them out and compare with the parts list in your separate assembly guide to ensure everything is present.
2. **Assemble Frame:** Begin by assembling the main frame of the cabinet according to the step-by-step diagrams. Ensure all connections are secure but do not fully tighten screws until the frame is stable.
3. **Install Shelves:** Attach the open storage shelves into their designated positions.
4. **Prepare Drawers:** Assemble the two file drawers. Pay close attention to the orientation of the drawer slides.
Note: Some users find it helpful to separate the drawer slides before installation. Pull the rail tab down to

unlock and separate the two parts of the slide.

- Attach Casters:** Securely attach the five 360° rotating wheels to the bottom of the cabinet. Ensure the two lockable casters are placed on the front side for easy access. The fifth caster in the center provides enhanced stability.
- Insert Drawers:** Carefully insert the assembled drawers into the cabinet frame, aligning the drawer slides.
- Final Tightening:** Once the entire unit is assembled and stable, go back and gently tighten all screws.

6. **Insert Drawers:** Carefully insert the assembled drawers into the cabinet frame, aligning the drawer slides.

7. **Final Tightening:** Once the entire unit is assembled and stable, go back and gently tighten all screws.

PRODUCT DIMENSION



Image: Product dimensions for planning placement and assembly.

Your browser does not support the video tag.

Video: An overview of the Tribesigns 2 Drawer Mobile File Cabinet, showcasing its features and design.

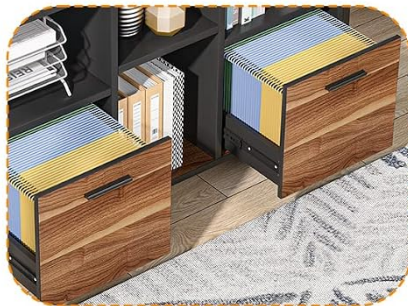
4. USAGE AND OPERATION

This multifunctional file cabinet is designed for efficient organization in various settings.

- **Storage:** Utilize the two file drawers for hanging A4 and letter-size files. The four open storage shelves are suitable for books, office supplies, decor, or other items.
- **Work Surface:** The large countertop (43.3" L x 15.7" W) can accommodate a printer, fax machine, or other office equipment.
- **Mobility:** The five 360° rotating wheels allow for smooth and silent movement across various floor types. For stationary use, engage the two lockable casters to secure the cabinet in place.



Large Countertop



2 File Drawer



4 Open Shelves

Image: File drawers designed for letter-size documents.



Image: The cabinet functioning as a printer stand with additional storage.

5. MAINTENANCE AND CARE

Proper care will ensure the longevity and appearance of your file cabinet.

- **Cleaning:** Wipe surfaces with a soft, damp cloth. Avoid harsh chemicals or abrasive cleaners, which can damage the engineered wood finish.
- **Spills:** Promptly clean up any spills to prevent water damage or staining. The premium MDF board is water-resistant, but prolonged exposure to moisture should be avoided.
- **Protection:** Avoid placing hot items directly on the surface. Use coasters or protective pads when necessary.
- **Environment:** Keep the cabinet away from direct sunlight and extreme temperature changes to prevent warping or fading.

6. TROUBLESHOOTING

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

Problem	Possible Cause	Solution
Drawers do not close flush or are difficult to open/close.	Drawer slides are misaligned or not properly installed. Screws are loose or overtightened.	Recheck the installation of the drawer slides, ensuring they are correctly oriented and aligned with the screw holes. Loosen and retighten screws if necessary, avoiding overtightening. Ensure the two parts of the drawer slide are properly engaged.
Cabinet is unstable or wobbles.	Screws are loose. Weight is unevenly distributed. Lockable casters are not engaged.	Ensure all assembly screws are securely tightened. Distribute items evenly across shelves and drawers. Engage the lockable casters when the cabinet is stationary.
Missing parts or damaged components upon arrival.	Manufacturing or shipping error.	Do not proceed with assembly. Contact Tribesigns customer service immediately for assistance and replacement parts.

7. SPECIFICATIONS

Feature	Detail
Brand	Tribesigns
Model Number	KUQI-JW0268
Color	Rustic Walnut
Material	Engineered Wood, Metal
Product Dimensions (D x W x H)	15.74" x 43.31" x 25.98"
Item Weight	74.95 Pounds
Number of Drawers	2
File Size Compatibility	Letter/A4 Size
Mobility	Five 360° Rotating Wheels (Two lockable)
Assembly Required	Yes

8. WARRANTY AND CUSTOMER SUPPORT

Tribesigns provides **18 months of quality assurance** for this product.

If you have any questions, require assistance with assembly, or need to report missing/damaged parts, please contact Tribesigns customer service. Refer to the contact information provided with your purchase documentation or visit the official Tribesigns website for support.

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