

YITAHOME R-FTOFWF-0069

YITAHOME 4-Drawer Vertical Filing Cabinet Instruction Manual

Model: R-FTOFWF-0069

INTRODUCTION

Thank you for choosing the YITAHOME 4-Drawer Vertical Filing Cabinet. This manual provides essential information for the safe assembly, proper operation, and effective maintenance of your new filing cabinet. Please read these instructions thoroughly before beginning assembly or use, and retain this manual for future reference.

This cabinet is designed to provide secure and organized storage for letter and A4-sized documents in home or office environments.

SAFETY INFORMATION

To ensure safe use and prevent injury or damage, please observe the following safety guidelines:

- Always follow the assembly instructions provided in the accessory kit precisely.
- Be cautious when handling the keyed lock and other components to prevent injury.
- Ensure the cabinet is securely fixed to a wall using the anti-tip metal buckle for added stability, especially in households with children or pets.
- Do not overload drawers. Distribute weight evenly to maintain stability.
- Keep small parts and assembly tools out of reach of children.
- Avoid placing hot items directly on the cabinet surface.

PACKAGE CONTENTS

Before assembly, verify that all components listed below are present:

- 1 x YITAHOME 4-Drawer File Cabinet (unassembled components)

- 1 x Accessory Kit (includes hardware, keys, and anti-tip buckle)
- 1 x Detailed Assembly Instructions Manual

ASSEMBLY INSTRUCTIONS

Assembly is required for this product. Please refer to the separate, detailed assembly instructions manual included in your package for step-by-step guidance. Ensure you have adequate space and the necessary tools before beginning.

1. Unpack all components and verify against the parts list in the assembly manual.
2. Follow the sequential steps for constructing the cabinet frame.
3. Assemble the drawers, ensuring the ball-bearing slides are correctly installed for smooth operation.
4. Install the drawer handles and locking mechanisms as instructed.
5. Once assembled, position the cabinet in its desired location and secure it to the wall using the provided anti-tip kit.



Image: This diagram illustrates the overall dimensions of the YITAHOME 4-Drawer Vertical Filing Cabinet, measuring approximately 15.82 inches wide, 15.82 inches deep, and 51.49 inches high. It also shows the internal dimensions of a single drawer, which are approximately 13.58 inches wide, 14.45 inches deep, and 9.84 inches high, with a front panel height of 11.88 inches.

Drawer Usage

- Each of the four drawers features smooth ball-bearing slides for easy opening and closing.
- The drawers are equipped with adjustable hanging bars, suitable for organizing letter and A4-sized hanging file folders. Adjust the bars as needed to accommodate your file types.
- To open a drawer, gently pull the metallic handle. To close, push until it is fully seated.

Locking Mechanism

- The two lower drawers of the cabinet are equipped with a key lock for securing sensitive documents.
- To lock the drawers, ensure both lower drawers are fully closed. Insert the key into the lock cylinder located on the front of the cabinet and turn it to the locked position. Remove the key.
- To unlock, insert the key and turn it to the unlocked position.
- Keep spare keys in a safe, accessible location.





Image: This image displays the YITAHOME 4-Drawer Vertical Filing Cabinet in a black finish. The second drawer from the top is partially open, showing green hanging file folders within. The bottom two drawers are equipped with key locks, indicating their secure storage capability. The cabinet features sleek metallic pull handles on each drawer.

MAINTENANCE

Regular maintenance will help preserve the appearance and functionality of your filing cabinet:

- **Cleaning:** Wipe surfaces with a soft, damp cloth. Avoid abrasive cleaners or harsh chemicals, which can damage the finish.
- **Drawer Slides:** Periodically check drawer slides for smooth operation. If they become stiff, a small amount of silicone-based lubricant can be applied.
- **Hardware:** Periodically check all screws and fasteners to ensure they are tight. Retighten if necessary.
- **Lock:** Ensure the lock mechanism is free of debris. Do not force the key if it feels stuck.

TROUBLESHOOTING

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

- **Drawer is difficult to open or close:**
 - Check if the drawer is overloaded or if items are obstructing the slides. Redistribute contents if necessary.
 - Inspect the ball-bearing slides for any debris or damage. Clean or lubricate as needed.
- **Lock is not engaging or key is stuck:**
 - Ensure the drawers are fully closed before attempting to lock.
 - Check for any obstructions in the lock mechanism. Do not force the key.

- **Cabinet feels unstable:**
 - Verify that the cabinet is placed on a level surface.
 - Ensure the anti-tip kit is correctly installed and securely fastened to the wall.
- **Missing parts during assembly:**
 - Double-check the packaging. If parts are genuinely missing, contact YITAHOME customer support.

SPECIFICATIONS

Brand	YITAHOME
Model Number	R-FTOFWF-0069
Product Dimensions (D x W x H)	40.13 x 40.13 x 130.3 cm (15.8"D x 15.8"W x 51.3"H)
Material	Engineered Wood
Color	Black
Number of Drawers	4
Locking Mechanism	Key (for 2 lower drawers)
Assembly Required	Yes
Special Features	Lockable, Anti-tip metal buckle
Recommended Use	Files & Folders, Home Office



Image: This image shows the YITAHOME 4-Drawer Vertical Filing Cabinet positioned in a room, likely a home office. The black cabinet stands tall, with a laptop placed on its top surface, demonstrating its potential use as a functional piece of furniture in a living or working space.

WARRANTY AND SUPPORT

YITAHOME is committed to providing quality products and customer satisfaction. For any questions regarding assembly, missing parts, product defects, or general inquiries, please contact YITAHOME customer support.

Please have your model number (R-FTOFWF-0069) and purchase information ready when contacting support to facilitate a quicker resolution.

Contact information can typically be found on the YITAHOME official website or through your original point of purchase.