

[Manuals.plus](#) /

› [AdirOffice](#) /

› AdirOffice Flat File Cabinet Model 500-03 Instruction Manual

AdirOffice 500-03

AdirOffice Flat File Cabinet

MODEL: 500-03

Heavy-Duty 5-Drawer Blueprint Sheets Storage

Introduction

This manual provides instructions for the safe and efficient use of your AdirOffice Flat File Cabinet, Model 500-03. This heavy-duty, 5-drawer cabinet is designed for organizing and protecting large documents such as blueprints, schematics, art files, and other oversized papers up to 36 inches by 48 inches. Constructed from cold-rolled steel plate, it offers durability and secure storage for professional and personal use.

Safety Information

- **Heavy Item:** This cabinet is heavy (approximately 259 pounds). Exercise extreme caution when moving or positioning the unit. Always use appropriate lifting techniques and seek assistance from multiple individuals or mechanical aids to prevent injury.
- **Stable Placement:** Ensure the cabinet is placed on a level, stable surface to prevent tipping.
- **Drawer Safety:** Do not open multiple drawers simultaneously, as this can cause the cabinet to become unstable and tip over.
- **Pinch Points:** Be aware of pinch points when opening and closing drawers. Keep hands and fingers clear.
- **Secure Contents:** Always lock the cabinet when storing valuable or sensitive documents.

Package Contents

Verify that all components are present before beginning assembly:

- AdirOffice Flat File Cabinet (fully assembled base)
- Drawer Handles (5 sets)

- Mounting Screws for Handles
- Keys for Cabinet Lock
- Label Holders (pre-installed on drawers)

Setup and Assembly

The AdirOffice Flat File Cabinet arrives largely pre-assembled. The only required assembly step is attaching the drawer handles.

1. **Unpack the Cabinet:** Carefully remove the cabinet from its packaging. Retain packaging materials until you are satisfied with the product.
2. **Position the Cabinet:** Place the cabinet in its desired location, ensuring the surface is level and stable.
3. **Attach Handles:** For each of the five drawers, align a handle with the pre-drilled holes on the drawer front. Insert the provided screws through the handle and into the drawer, then tighten securely. Do not overtighten.



Image: Illustration of the cabinet's user-friendly design, highlighting easy-lift holes, secure locks, and smooth drawer sliders.

Operating Instructions

Drawer Operation

- **Opening Drawers:** Gently pull the handle to open a drawer. The ball-bearing sliders ensure smooth and quiet operation.
- **Closing Drawers:** Push the drawer firmly until it is fully closed and flush with the cabinet front.
- **Document Placement:** Utilize the front and back depressors within each drawer to keep documents flat and prevent curling. Place documents carefully to avoid damage.

CABINET -

*Secure, smooth drawers
and stackable design*



Image: An open drawer illustrating how front and back depressors help keep blueprints flat and prevent curling.

Security Lock

The cabinet is equipped with a central lock to secure all five drawers simultaneously. Insert the key into the lock cylinder located on the top drawer and turn to lock or unlock the cabinet. Ensure all drawers are fully closed before attempting to lock the unit.

Label Holders

Each drawer features a label holder for easy organization. Insert custom labels to identify the contents of each drawer, facilitating quick retrieval of documents.

Document Retrieval (Base Holes)

The base of each drawer includes holes designed to assist in lifting documents. This feature allows for easier access to the bottom sheets without tearing or damaging them.

Storage Capacity

Each drawer of the AdirOffice Flat File Cabinet is designed to accommodate a significant volume of documents, depending on their activity level:

- **Active Documents:** Up to 500 sheets per drawer.
- **Semi-Active Documents:** Up to 750 sheets per drawer.
- **Inactive Documents:** Up to 1,000 sheets per drawer.

The cabinet is suitable for documents up to 36 inches by 48 inches.

OPTIMUM SIZE

53.50"

41.50"

Image: Drawer labels indicating storage capacity for active, semi-active, and inactive documents.

Maintenance

- **Cleaning:** Wipe the cabinet's powder-coated, scratch-resistant surface with a soft, damp cloth. Avoid abrasive cleaners or solvents that could damage the finish.
- **Drawer Slides:** Periodically inspect the ball-bearing drawer slides for smooth operation. If necessary, clean any accumulated dust or debris. Lubrication is generally not required for these types of slides.
- **Lock Mechanism:** Keep the lock mechanism free of dust. If the lock becomes stiff, a small amount of graphite lubricant can be applied to the key and inserted into the lock.

Superior Document Protection

*Keep blueprints flat, crisp, and curl-free
with front & back depressors.*

Image: The cabinet's durable, powder-coated, scratch-resistant finish.

Troubleshooting

Problem	Possible Cause	Solution
Cabinet is locked without a key.	Keys may be misplaced or lost.	Locate the spare key. If both keys are lost, contact customer support for assistance. Do not attempt to force the lock, as this may damage the mechanism.

Problem	Possible Cause	Solution
Drawer does not open or close smoothly.	Obstruction in the drawer slide; drawer overloaded; cabinet not level.	Remove contents and inspect slides for debris. Reduce drawer load if overloaded. Ensure the cabinet is on a level surface.
Documents are curling or not lying flat.	Documents not properly placed under depressors; drawer overloaded.	Ensure documents are positioned correctly under both front and back depressors. Do not exceed the recommended sheet capacity per drawer.

Specifications

Feature	Detail
Model Number	500-03
Brand	AdirOffice
Product Dimensions (D x W x H)	41.5" x 53.5" x 19.29"
Material	Cold Rolled Steel Plate
Number of Drawers	5
Color	Black
Item Weight	259 pounds
Document Size Capacity	Up to 36" x 48"
Sheet Capacity (per drawer)	500 (active), 750 (semi-active), 1000 (inactive)



Image: Detailed dimensions of the AdirOffice Flat File Cabinet.

Warranty Information

AdirOffice products are manufactured to high-quality standards. For specific warranty terms and conditions, please refer to the warranty card included with your purchase or visit the official AdirOffice website. Keep your proof of purchase for warranty claims.

Customer Support

If you have any questions, require assistance with assembly, or encounter issues not covered in this manual, please contact AdirOffice customer support. Contact information can typically be found on the product packaging or the official AdirOffice website.

