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› Letaya Lateral 5-Drawer Metal File Cabinet with Lock Instruction Manual

Letaya 5 Drawer file cabinet

Letaya Lateral 5-Drawer Metal File Cabinet with Lock

Model: 5 Drawer file cabinet

INTRODUCTION

Thank you for choosing the Letaya Lateral 5-Drawer Metal File Cabinet. This manual provides essential information for the safe and efficient assembly, operation, and maintenance of your new filing cabinet. Please read all instructions carefully before beginning assembly and retain this manual for future reference.

IMPORTANT SAFETY INFORMATION

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

- Always follow the assembly instructions carefully. Use appropriate tools and safety gear when assembling the cabinet to prevent injuries.
- Ensure all parts are present and undamaged before assembly. Do not use damaged parts.
- For safety, it is recommended to have at least two people for assembly due to the weight and size of the cabinet.
- Place the cabinet on a level, stable surface.
- The anti-tipping mechanism allows only one drawer to be opened at a time. Do not attempt to open multiple drawers simultaneously.
- For added stability and safety, especially in households with children or pets, anchor the cabinet to a wall using the provided hardware.
- Do not overload drawers. Distribute weight evenly. Maximum weight capacity is 220 pounds.

PACKAGE CONTENTS

Verify that all components listed below are included in your package:

- 5 Drawer file cabinet components
- Installation tool (screwdriver)
- Installation manual

- Keys for lock (2 included)
- Wall anchoring hardware



Image: Components are securely packaged with foam and reinforced metal corners to prevent damage during shipping.

SETUP AND ASSEMBLY

Assembly is required for this file cabinet. Please follow these steps carefully. An estimated assembly time is 30 minutes with two people.

Step 1: Prepare the Base Frame

Begin by assembling the main frame of the cabinet. Connect the bottom support bars to the side panels. Ensure all connections are secure.



Image: Attaching the side panels to the base frame.

Step 2: Install Back Panel

Carefully slide the back panel into the designated slots on the assembled frame. Ensure it fits snugly to provide structural integrity.



Image: Securing the back panel into the cabinet frame.

Step 3: Prepare Drawers

Assemble each of the five drawers individually. Attach the front and back panels to the side panels, ensuring all tabs and slots are correctly aligned and secured. Install the label holders on the front of each drawer.



Image: Assembling a drawer unit and attaching the label holder.

Step 4: Install Drawer Slides

Attach the drawer slides to the inside of the cabinet frame. Ensure they are level and securely fastened. The cabinet features high-quality ball slides for smooth and quiet operation.



Image: Installing the drawer slides into the cabinet frame.

Step 5: Insert Drawers

Carefully align each assembled drawer with its corresponding slides and push it into the cabinet until it clicks into place. Ensure the anti-tipping mechanism is correctly engaged.



Image: Gently pushing a drawer into the cabinet until it locks into place.

Assembly Video Tutorial

Video: This video provides a visual guide for assembling a 5-drawer file cabinet, demonstrating key steps and ensuring proper setup.

OPERATING INSTRUCTIONS

Opening and Closing Drawers

The drawers are designed with high-quality ball slides for smooth operation. To open, gently pull the metal buckle handle. To close, push the drawer firmly until it is fully shut.



Image: A woman demonstrating the smooth opening of a file cabinet drawer.

Using the Locking Mechanism

The cabinet features a single lock at the top that secures all five drawers simultaneously. Insert the key into the lock and turn it to engage or disengage the locking mechanism. Ensure all drawers are fully closed before locking.

PRODUCT DETAILS

Fine details bring you excellent quality



Keep Fully
Extension



Image: Detail of the lock and included keys for securing the file cabinet.

Anti-Tipping System

For safety, the cabinet is equipped with an interlocking mechanism that prevents more than one drawer from opening at a time. This design minimizes the risk of tipping. Do not force multiple drawers open.



Image: Visual explanation of the anti-tip locking system, showing how only one drawer can be opened at a time.

File Organization

Each drawer is designed to accommodate A4, F4, Letter, and Legal size files. Adjustable hanging bars are included to customize the drawer space for different file types. Each drawer can hold at least 400 files.

ANTI-TIPLOCKING SYSTEM

Multiple sizes to meet your various storage needs



Image: Demonstration of the cabinet's large capacity and compatibility with A4, B5, F4, Letter, and Legal file sizes.

MAINTENANCE

Cleaning

To clean the file cabinet, simply wipe it with a damp cloth. Avoid using harsh chemicals or abrasive cleaners that could damage the powder-coated finish.

**IT'S A FUN CHALLENGE TO
ASSEMBLE IT WITH YOUR PARTNER**



Image: Demonstrating the ease of cleaning the moisture-proof surface with a damp cloth.

General Care

Regularly check all screws and connections to ensure they remain tight. Periodically inspect drawer slides for smooth operation and clean any dust or debris that may accumulate.

TROUBLESHOOTING

Drawers Not Closing Properly

If a drawer is not closing correctly, ensure that the drawer slides are fully extended and properly aligned. Sometimes, the internal locking mechanism may need to be reset. Apply firm, even pressure to the four corners and the middle of the drawer bottom until you hear a click, indicating it has seated correctly. Also, check the back end of the drawer and push in on the bottom back to ensure it's fully engaged with the slides.

Video: This video demonstrates how to correctly install and troubleshoot drawer closing issues, ensuring smooth functionality.

Drawer Interlock Malfunction

If the anti-tip interlock mechanism is not working, preventing only one drawer from opening at a time, check the small latch mechanism located on the side of the drawer slides. Ensure it is not bent or obstructed. If issues persist, contact customer support for replacement parts or further assistance.

SPECIFICATIONS

Feature	Detail
Brand	Letaya
Model Number	5 Drawer file cabinet
Color	White
Material	Metal (0.8mm thick steel, Alloy Steel frame)
Product Dimensions	16"D x 36"W x 65"H
Item Weight	135 Pounds

Number of Drawers	5
Lock Type	Key (locks all drawers)
Weight Capacity Maximum	220 Pounds
Required Assembly	Yes
Additional Features	Lockable, Anti-tipping mechanism, High-quality ball slides

WARRANTY AND SUPPORT

Warranty Information

Letaya products are manufactured to high-quality standards. For specific warranty details, please refer to the documentation included with your purchase or contact Letaya customer service.

Customer Support

If you have any questions, require assistance with assembly, or need to report missing or damaged parts, please contact Letaya customer support. Contact information can typically be found on the product packaging or the official Letaya website.