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Letaya A1

Letaya 5-Drawer Metal Lateral File Cabinet with Lock

Model A1 - Instruction Manual

1. Introduction

Thank you for choosing the Letaya 5-Drawer Metal Lateral File Cabinet. This manual provides detailed instructions for the safe assembly, operation, and maintenance of your new filing cabinet. Please read this manual thoroughly before installation and retain it for future reference.

Important Safety Information

- Always ensure the cabinet is placed on a stable, level surface.
- Never mount it on walls or other structures unless specifically instructed and using appropriate hardware.
- Always remove the key from the lock when not in use to prevent accidental locking.
- To prevent tipping, only open one drawer at a time. The cabinet is designed with an interlocking mechanism to enforce this safety measure.

2. Components Overview

Before beginning assembly, verify that all components are present and undamaged. Refer to the included parts list in your packaging for specific item identification. Typical components include:

- Cabinet Body Panels (Top, Bottom, Sides, Back)
- Drawer Fronts and Sides
- Drawer Bottoms
- Ball Bearing Drawer Slides (pre-installed on some parts)
- Lock Mechanism and Keys
- Adjustable Hanging File Bars
- Anti-tip Kit (for securing to a wall, if desired)
- Assembly Hardware (screws, nuts, bolts)
- Assembly Tools (basic wrench/screwdriver)



Image: Overview of the Letaya 5-Drawer File Cabinet with all drawers extended, illustrating the internal structure and various components.

3. Setup and Assembly

The Letaya 5-Drawer Metal Lateral File Cabinet requires assembly. The estimated assembly time is approximately 30 minutes. Please follow the detailed installation instructions provided in your product packaging. Ensure you have adequate space and the necessary tools before starting.

Assembly Tips:

- Lay out all parts and hardware on a clean, soft surface to prevent scratches.
- Carefully identify each part using the provided diagrams.
- Do not overtighten screws during initial assembly; tighten fully once the structure is stable.
- Utilize the included anti-tip kit to secure the cabinet to a wall, especially in households with children or pets, to enhance stability and prevent accidental tipping.



Image: Illustration of product packaging and the estimated 30-minute assembly time, highlighting included tools.



Image: A diagram illustrating the anti-tip locking system, which allows only one drawer to be opened at a time for safety.

4. Operating Instructions

Drawer Operation

The cabinet features ball-bearing full-suspension drawer slides, designed for smooth and quiet operation. Drawers can be fully extended to provide complete access to contents. An integrated interlocking mechanism ensures that only one drawer can be opened at a time, preventing the cabinet from tipping forward.

Locking Mechanism

The top drawer is equipped with a lock to secure all drawers simultaneously. Insert the key and turn to lock or unlock. Always remove the key after locking or unlocking to prevent it from being misplaced or accidentally left in the lock.

File Organization

Each drawer includes adjustable hanging bars to accommodate various file sizes, including Letter, Legal, F4, and A4 hanging file folders. Arrange the bars to suit your specific document dimensions.



Image: A drawer of the file cabinet configured to hold various file types, including A4/B5/F4, Letter/Legal, and Arch Box Files.



Image: A detailed view of the adjustable bars inside a drawer, demonstrating how they can be configured to hold Legal, F4, and A4 size documents.

5. Maintenance

Cleaning

To clean the metal surfaces, use a soft, damp cloth with a mild detergent. Avoid abrasive cleaners or solvents, as these can damage the powder-coated finish. Dry thoroughly after cleaning.

Drawer Slides

The ball-bearing slides are designed for long-term, maintenance-free operation. If drawers become stiff or noisy over time, a small amount of silicone-based lubricant can be applied to the slides. Do not use oil-based lubricants, as they can attract dust and debris.

6. Troubleshooting

Drawers Not Closing Properly

- **Check for Obstructions:** Ensure no items are blocking the drawer's path or interfering with the slides.
- **Verify Alignment:** Confirm that the cabinet is on a level surface. Uneven flooring can cause misalignment.
- **Reseat Drawer:** With significant force, press down on the inside corners and middle of the drawer to ensure it is fully seated on the slides. You should hear a click as it engages correctly. Also, check the bottom back of the drawer and push inward to ensure proper engagement with the slides.

Locking Mechanism Issues

- **Key Functionality:** Ensure the key is fully inserted and turned correctly.
- **Interlock Engagement:** The locking mechanism relies on all drawers being fully closed. If a drawer is slightly ajar, the lock may not engage.
- **Drawer Alignment:** Misaligned drawers can prevent the locking bar from engaging properly. Refer to "Drawers Not Closing Properly" for solutions.

Cabinet Instability / Tipping Concerns

- **Level Surface:** Always place the cabinet on a firm, level surface.
- **Anti-Tip Kit:** Ensure the anti-tip kit is correctly installed and secured to a wall stud, if applicable.
- **Single Drawer Rule:** Always adhere to the safety feature of opening only one drawer at a time.

7. Specifications

Feature	Detail
Brand	Letaya
Model Name	A1
Product Dimensions	16"D x 36"W x 65"H
Color	Black
Material	All-steel
Finish Type	Powder Coated
Special Feature	Lockable
Number of Drawers	5
Item Weight	105 Pounds
Weight Limit (per drawer)	60 Pounds
Total Weight Limit (top surface)	120 Pounds
Assembly Required	Yes



Image: The Letaya 5-Drawer File Cabinet positioned in an office environment, illustrating its overall size and how it integrates into a workspace.

8. Warranty and Support

Return Policy

This product is typically eligible for a 30-day return policy. Please refer to your purchase documentation or the retailer's website for specific return terms and conditions.

Customer Support

For assistance with assembly, missing parts, or any operational issues, please contact the seller, Aonisite, through the platform where the purchase was made. Provide your order number and a detailed description of the issue for prompt support.

Optional Protection Plans

Extended protection plans may be available for purchase separately. These plans offer additional coverage beyond the standard return period. Check with your retailer for details on available 2-year or 3-year protection plans.

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