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› VASAGLE 2-Drawer Rolling File Cabinet UOFC040LK02S Instruction Manual

VASAGLE UOFC040LK02S

VASAGLE 2-Drawer Rolling File Cabinet UOFC040LK02S Instruction Manual

Brand: VASAGLE | Model: UOFC040LK02S

INTRODUCTION

This manual provides essential information for the assembly, operation, and maintenance of your new VASAGLE 2-Drawer Rolling File Cabinet. Please read these instructions carefully before beginning assembly and retain for future reference.



Image: The VASAGLE 2-Drawer Rolling File Cabinet in Heather Greige, featuring two drawers designed for file storage and a top surface suitable for a printer.

SAFETY INFORMATION

To ensure safe use and prevent damage, observe the following guidelines:

- Always ensure the cabinet is stable and not overloaded.

- Keep the casters locked when not in use to prevent accidental movement.
- Do not place heavy objects on top of the cabinet that exceed the weight limit to avoid tipping.
- Maximum total weight capacity: 77 lb (35 kg).
- Maximum weight capacity per drawer: 22 lb (10 kg).

PARTS LIST

The assembly kit includes all necessary components and tools. Please verify all parts are present and undamaged before beginning assembly. Refer to the included illustrated instructions for a detailed list of labeled parts and hardware.



Image: An exploded diagram showing all individual components of the file cabinet with corresponding labels, alongside the assembly instruction manual.

SETUP AND ASSEMBLY

Assembly is designed to be user-friendly with clearly labeled parts and illustrated instructions. A smooth setup experience is ensured by following the step-by-step guide provided in the packaging.

1. Unpack all components and lay them out on a clean, flat surface.
2. Identify each part using the labels and the provided instruction manual.
3. Follow the illustrated steps to connect the panels and install the drawer slides.
4. Assemble the drawers, ensuring the hanging rails are correctly positioned for your desired file size (A4 or letter-size).
5. Attach the five 360° swivel casters to the base of the cabinet. Ensure the two front casters with brakes are correctly installed and functional. The fifth wheel on the bottom drawer provides additional stability.
6. Insert the assembled drawers into the cabinet frame.

Easy to Move and Lock

With 5 universal casters



2 Front Casters
with Brakes



An extra caster for
added stability



No extra caster—may
easily tip over



Image: A detailed view of the cabinet's base, highlighting the five universal casters, including two front casters with brakes and an extra caster for added stability under the bottom drawer.

OPERATING INSTRUCTIONS

Drawer Usage

The two spacious drawers are designed for efficient organization. Each drawer can store approximately 90-130 sheets of documents. The full extension feature allows for easy access to contents at the back of the drawers.

2 Roomy Drawers

Each drawer holds 90-130 sheets of paper for easy organization



Documents



Office Supplies



Printer Stand



Image: The file cabinet with both drawers open, demonstrating ample space for hanging files, documents, and office supplies, emphasizing full extension for accessibility.

Adjustable Hanging Rails

The drawers feature adjustable hanging rails to accommodate both A4 and letter-size folders. To adjust, simply reposition the rails into the appropriate slots within the drawer interior.

Adjustable Hanging Rails

To fit different sizes of file folders

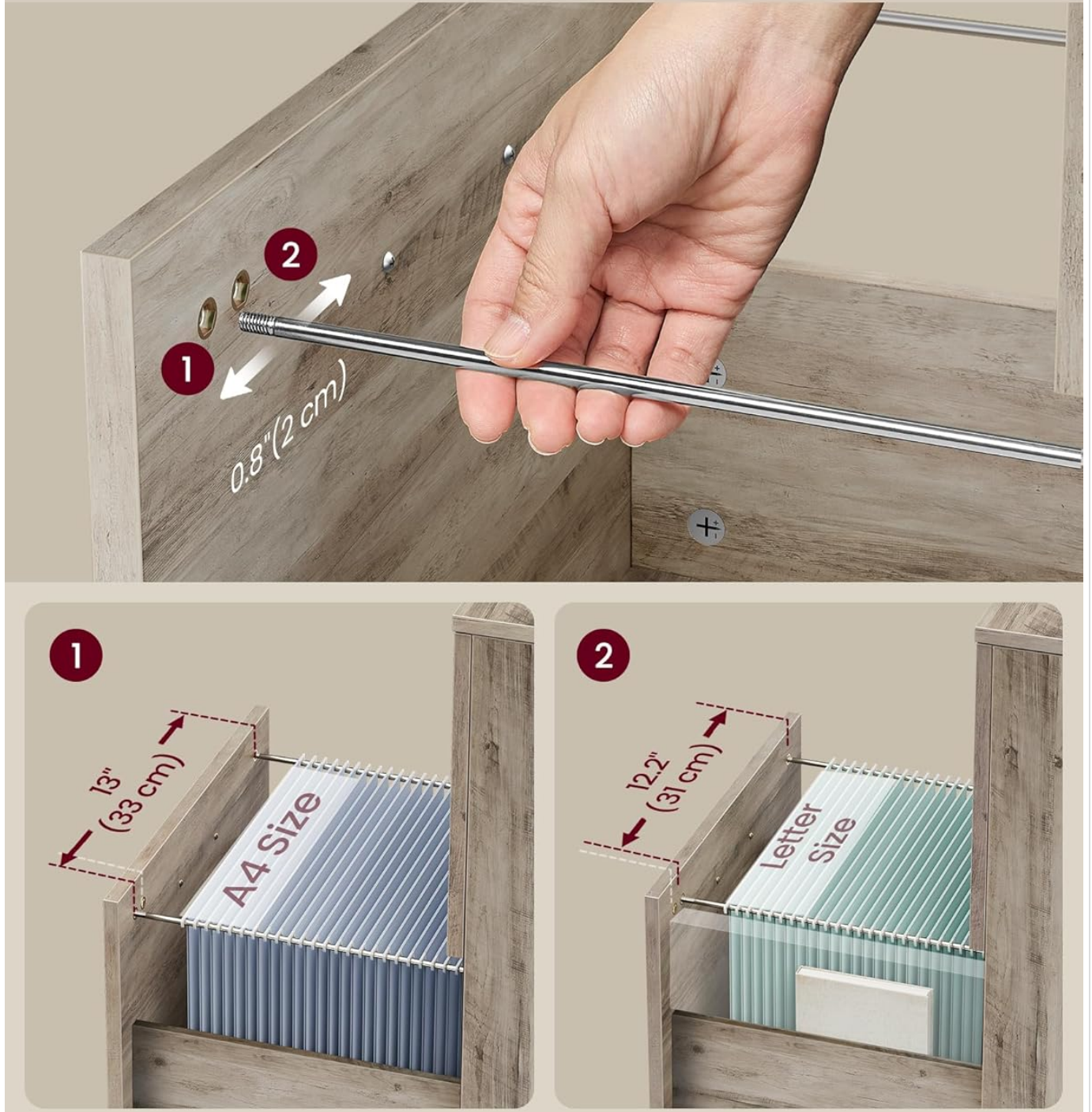


Image: A close-up illustration demonstrating the adjustment mechanism for the hanging rails within the drawers, allowing for compatibility with both A4 and letter-size documents.

Mobility and Stability

The cabinet is equipped with five 360° swivel casters for easy movement. The two front casters are lockable to secure the cabinet in place when stationary. The fifth caster located under the bottom drawer provides additional support and prevents tipping when the drawer is fully extended.

Printer Stand Functionality

The sturdy top surface of the cabinet can serve as a printer stand, supporting up to 77 lb (35 kg).

MAINTENANCE

To maintain the appearance and longevity of your file cabinet:

- Wipe surfaces with a soft, damp cloth. Avoid harsh chemicals.
- Ensure all screws and fittings remain tight. Periodically check and tighten as needed.
- Avoid prolonged exposure to direct sunlight or extreme temperatures.
- Do not place hot items directly on the surface without protection.

TROUBLESHOOTING

If you encounter any issues during assembly or use, please refer to the detailed troubleshooting section in the included instruction manual. Common issues often relate to incorrect part orientation or loose fittings, which can usually be resolved by re-checking the assembly steps.

SPECIFICATIONS

Brand	VASAGLE
Model Name	2-Drawer File Cabinet
Item Model Number	UOFC040LK02S
Color	Heather Greige
Product Dimensions	15.7"D x 16.5"W x 27.6"H (40D x 42W x 70H cm)
Item Weight	37 Pounds (16.8 kg)
Material	Steel, Plastic, Particleboard (Engineered Wood)
Weight Limit (Total)	77 Pounds (35 kg)
Weight Limit (Per Drawer)	22 Pounds (10 kg)
Mounting Type	Floor Mount
Assembly Required	Yes

SUPPORT

For any questions regarding assembly, missing parts, or product functionality, please refer to the contact information provided in your product packaging or visit the official VASAGLE support website. Ensure you have your model number (UOFC040LK02S) ready for efficient assistance.