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> DEVAISE 4-Drawer Vertical File Cabinet with Lock (Model AWJG024BL) Instruction Manual

## DEVAISE AWJG024BL

# DEVAISE 4-Drawer Vertical File Cabinet with Lock (Model AWJG024BL) Instruction Manual

Model: AWJG024BL

## 1. INTRODUCTION

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This manual provides detailed instructions for the assembly, operation, and maintenance of your DEVAISE 4-Drawer Vertical File Cabinet. Please read this manual thoroughly before beginning assembly or use to ensure proper function and safety. Keep this manual for future reference.





Image 1.1: The DEVAISE 4-Drawer Vertical File Cabinet in black, featuring a drawer open with hanging files.

## 2. SAFETY INFORMATION

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For your safety and to prevent damage to the product, observe the following guidelines:

- Always secure the cabinet to the wall using the included anti-tip kit to prevent tipping hazards.
- Do not overload the cabinet. Distribute weight evenly across drawers.
- Ensure the cabinet is properly balanced at all times, especially when drawers are open.
- Keep children away from the cabinet during assembly and ensure all hardware is out of reach.
- Do not stand or climb on the cabinet.

## 3. PACKAGE CONTENTS

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Before assembly, verify that all components are present and undamaged. If any parts are missing or damaged, contact customer support.

- Cabinet Panels (various sizes)
- Drawer Components (fronts, sides, backs, bottoms)
- Drawer Slides (left and right pairs)
- Handles
- Locking Mechanism with Keys
- Adjustable Hanging Rails
- Assembly Hardware (screws, dowels, cam locks, etc.)
- Anti-Tip Kit
- Instruction Manual

## 4. ASSEMBLY INSTRUCTIONS

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Assembly is required for this product. Follow the step-by-step instructions provided in the included assembly guide. It is recommended to have a second person assist with assembly for stability and ease.

1. **Preparation:** Clear a spacious area for assembly. Lay out all parts and hardware. Identify each component using the labels and illustrations in the manual.
2. **Panel Assembly:** Begin by connecting the main cabinet panels as indicated in the instructions. Ensure all connections are secure.
3. **Drawer Construction:** Assemble each drawer individually. Pay close attention to the orientation of drawer sides and bottoms. Install drawer slides onto the drawers and the cabinet interior.
4. **Handle and Lock Installation:** Attach handles to the drawer fronts. Install the locking mechanism according to the instructions, ensuring it operates smoothly.
5. **Drawer Insertion:** Carefully insert the assembled drawers into the cabinet. Test each drawer for smooth operation.
6. **Anti-Tip Kit Installation:** Securely attach the anti-tip kit to the back of the cabinet and to a wall stud, following the specific instructions provided with the kit. This step is crucial for safety.
7. **Final Check:** Verify that all screws and fasteners are tightened and the cabinet is stable.

# HELP TO INSTALL

- Labeled Parts
- Clear Illustrations

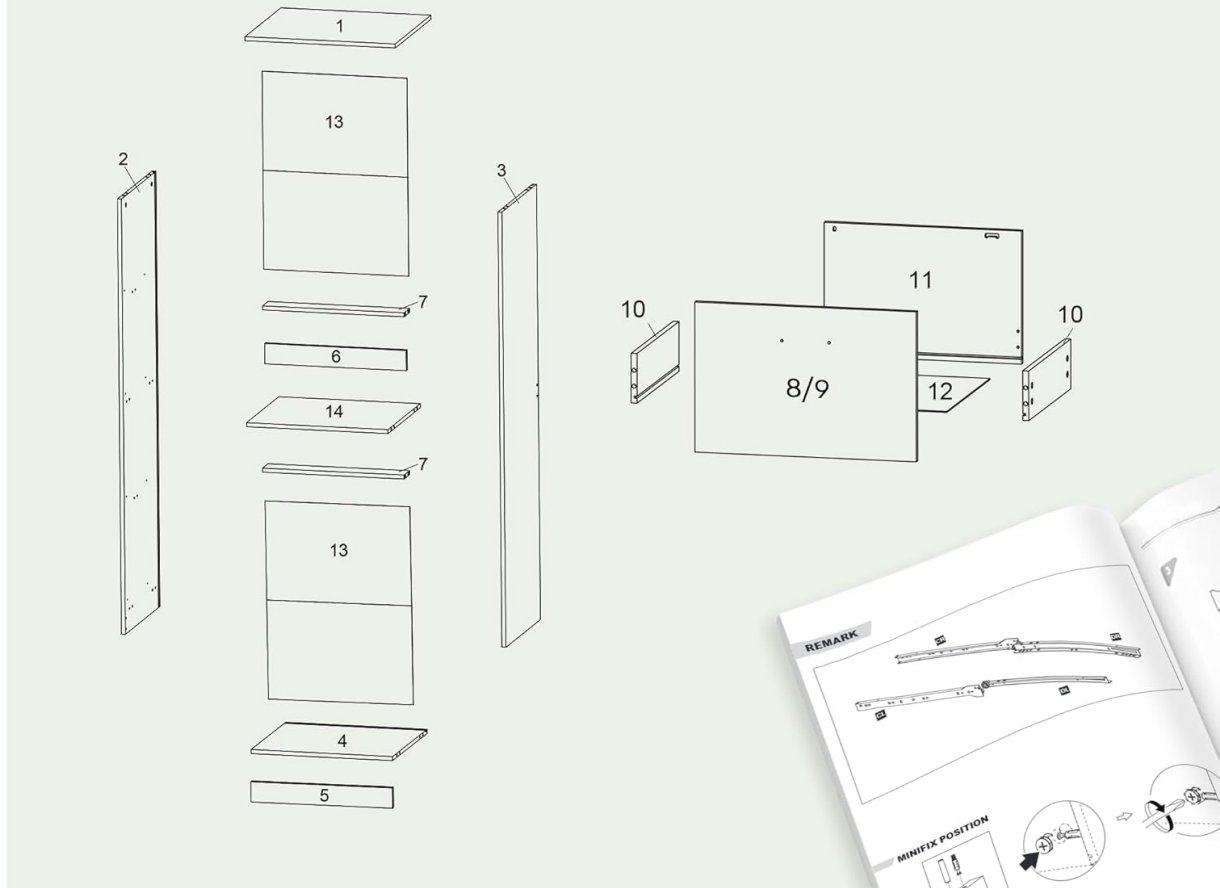


Image 4.1: An illustration demonstrating labeled parts and clear diagrams to assist with the assembly process.

## 5. USAGE AND OPERATION

The DEVAISE 4-Drawer Vertical File Cabinet is designed for organizing A4 and Letter size documents and office supplies.

### 5.1 Drawer Operation

- **Opening/Closing Drawers:** Use the easy-pull handles to open and close drawers. The smooth slides ensure effortless movement.
- **Adjustable Hanging Rails:** The drawers feature adjustable hanging rails to accommodate both A4 and Letter size files. Adjust the rails by repositioning them in the designated slots within the drawer.

# MULTI-FUNCTIONAL

GOOD FURNITURE



Image 5.1: Detail showing the adjustable hanging bar for A4 and Letter size files.

## 5.2 Locking Mechanism

The cabinet features an interlocking system with two high-quality locks to secure all four drawers simultaneously.

- **Locking:** Insert the key into the lock on the designated drawer and turn to the locked position. This action will secure all drawers.
- **Unlocking:** Insert the key and turn to the unlocked position. Ensure all drawers are fully closed before attempting to lock.
- Keep spare keys in a safe, accessible location.

# INTERLOCKING SYSTEM



Image 5.2: Visual representation of the interlocking system, securing all four drawers with two locks.

## 6. MAINTENANCE

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To ensure the longevity and appearance of your file cabinet, follow these maintenance guidelines:

- **Cleaning:** The cabinet features a waterproof and easy-to-clean surface. Wipe surfaces with a soft, damp cloth. Avoid abrasive cleaners or harsh chemicals that may damage the finish.
- **Spills:** Promptly clean any spills to prevent staining or damage to the engineered wood.
- **Hardware:** Periodically check all screws and fasteners to ensure they remain tight. Retighten if necessary.
- **Drawer Slides:** If drawer movement becomes stiff, a small amount of silicone-based lubricant can be applied to the slides.

## 7. TROUBLESHOOTING

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If you encounter issues with your DEVAISE file cabinet, refer to the following common solutions:

- **Drawers not closing smoothly:** Check for obstructions in the drawer slides. Ensure the cabinet is on a level surface. Verify that drawer slides are properly aligned and secured.
- **Cabinet instability:** Confirm that the anti-tip kit is correctly installed and secured to the wall. Ensure all

assembly hardware is tightened. Distribute contents evenly to maintain balance.

- **Lock not engaging:** Ensure all drawers are fully closed before attempting to lock. Check if the key is fully inserted and turned correctly.

For persistent issues or further assistance, please contact DEVAISE customer support.

## 8. SPECIFICATIONS

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Detailed specifications for the DEVAISE 4-Drawer Vertical File Cabinet (Model AWJG024BL):

Feature	Detail
Brand	DEVAISE
Model Name	AWJG024 File Cabinet/BL
Product Dimensions (D x W x H)	15.7"D x 17.7"W x 51.2"H
Color	Black
Material	Engineered Wood
Special Feature	Lockable
Mounting Type	Floor Mount
Room Type	Home Office
Number of Drawers	4
Item Weight	61.4 pounds
Assembly Required	Yes

# PRODUCT SIZE



Image 8.1: Product dimensions and total load capacity of the cabinet.

## 9. WARRANTY AND SUPPORT

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For information regarding product warranty, returns, or customer support, please refer to the purchase documentation or contact DEVAISE directly through their official website or the retailer where the product was purchased. DEVAISE is committed to providing assistance for any product-related inquiries.