

YITAHOME Cabinets

YITAHOME 4 Drawer File Cabinet with Lock Instruction Manual

Model: Cabinets

INTRODUCTION

This manual provides detailed instructions for the assembly, operation, and maintenance of your YITAHOME 4 Drawer File Cabinet. Designed for both home and office environments, this vertical filing cabinet offers secure storage for Letter and A4-sized files. Please read all instructions carefully before assembly and use to ensure proper function and safety.

SAFETY INFORMATION

- Ensure all parts are present and undamaged before assembly.
- Assemble the cabinet on a soft, clean surface to prevent scratches.
- Do not overtighten screws during assembly.
- For stability, always attach the anti-tip buckle to the wall as instructed. This prevents the cabinet from tipping over, especially when drawers are open.
- Do not open more than one drawer at a time to maintain stability.
- Keep children away from the product during assembly.
- The maximum weight limit for this cabinet is 110 lbs. Do not exceed this limit.

PACKAGE CONTENTS

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

- 1 x File Cabinet
- 1 x Accessory Kits (containing screws, wall anchors, etc.)
- 1 x Instructions (this document)

SETUP

Follow these steps for proper assembly of your YITAHOME 4 Drawer File Cabinet. It is recommended to have a second person assist with assembly.

Assembly Video Guide

Your browser does not support the video tag.

Text Description: This video provides a visual guide for the assembly of the YITAHOME 4 Drawer File Cabinet, demonstrating each step from unboxing to final setup.

Step-by-Step Assembly

1. **Prepare Components:** Lay out all cabinet panels and hardware. Identify parts A, B, C, D, E, F, G, H, I, J, K, L, M, N as per the included diagram.
2. **Assemble the Frame:** Attach the side panels (A and B) to the base (E) using the provided screws (J). Ensure the drawer slides are facing inwards.
3. **Install Back Panel:** Secure the back panel (C) to the assembled frame using screws (J).
4. **Assemble Drawers:** For each drawer, connect the front (F), back (G), and side panels (H) using screws (J). Insert the adjustable hanging bars (I) into the designated slots.
5. **Install Drawer Handles and Locks:** Attach the label holders (L) and handles (M, N) to the front of each drawer. For the lockable drawers, ensure the lock mechanism is correctly installed.
6. **Insert Drawers:** Carefully align the drawer slides with the cabinet slides and push each drawer into place until it clicks securely.
7. **Secure with Anti-Tip Buckle:** Using the provided wall anchor (K), secure the cabinet to a wall to prevent accidental tipping.

Key Features for Assembly



Durable Wood Board



Sleek Metal Handle



Smooth Slide



Anti-tip Buckle

This image highlights the durable wood board construction, sleek metal handles, smooth drawer slides, and the anti-tip buckle for enhanced safety and stability.



A full view of the 4-drawer file cabinet in a home office, demonstrating its vertical design and storage capacity.

OPERATING INSTRUCTIONS

1. **Opening and Closing Drawers:** Each drawer is equipped with sturdy ball-bearing slides for smooth operation. Gently pull the handle to open a drawer and push it firmly to close.
2. **Using the Lock:** The two lower drawers feature a lockable mechanism. Insert the key into the lock on the top-most lockable drawer and turn to secure both lower drawers. Ensure the drawers are fully closed before locking.
3. **Adjusting File Hanging Bars:** The drawers include adjustable hanging bars to accommodate Letter and A4-sized hanging file folders. Adjust the bars by sliding them to the desired width.

Operational Features



Detail of the key lock system, showing the key inserted into the lock on the cabinet.



Illustration of the smooth ball-bearing drawer slides, designed for effortless opening and closing.

MAINTENANCE

- **Cleaning:** Wipe the cabinet surfaces with a soft, damp cloth. Avoid using harsh chemicals or abrasive cleaners, as these may damage the finish.
- **Drawer Slides:** Periodically check the drawer slides for any debris or obstructions. If necessary, clean the tracks to ensure continued smooth operation.
- **Locks:** Keep the lock mechanism clean and free of dust. If the lock becomes stiff, a small amount of graphite lubricant can be applied.
- **General Care:** Avoid placing excessively hot or cold items directly on the cabinet surface. Use coasters or protective pads if needed.

TROUBLESHOOTING

- **Drawers are Stiff or Not Closing Properly:** Check the drawer slides for any obstructions or misalignment. Ensure all assembly screws are tightened correctly. Verify that the cabinet is level on the floor.
- **Lock Not Functioning:** Ensure the drawers are fully closed before attempting to lock. Check if the key is fully inserted and turned correctly. If the mechanism feels stiff, apply a small amount of lubricant.
- **Cabinet Feels Unstable:** Confirm that the anti-tip buckle is securely installed and attached to the wall. Ensure the cabinet is placed on a flat, stable surface. Avoid opening multiple drawers simultaneously.
- **Missing or Defective Parts:** If you encounter any missing or defective parts during assembly, please contact YITAHOME customer support immediately for assistance.

SPECIFICATIONS

Feature	Detail
Brand	YITAHOME
Model Name	Cabinets

Feature	Detail
Color	Pearl White
Product Dimensions	15.8"D x 15.8"W x 51.5"H
Material	Engineered Wood
Number of Drawers	4
Special Feature	Lockable (2 lower drawers)
Weight Limit	110 Pounds
Assembly Required	Yes
Recommended Uses	Files & Folders (Letter & A4-size)

WARRANTY & SUPPORT

For warranty information, technical support, or to report missing/damaged parts, please refer to the contact information provided with your purchase or visit the official YITAHOME website. Keep your purchase receipt for warranty claims.

ASK A QUESTION ABOUT THIS MANUAL

Ask about setup, troubleshooting, compatibility, parts, safety, or missing instructions. Manuals+ will review the question and use this page's manual context to help answer it.

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Question

Example: How do I reset this device or fix this error?

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Model number, symptoms, what you tried, or the section of the manual you are using.

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