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> Letaya 3-Drawer Mobile File Cabinet with Lock (Model HDG2233) - Instruction Manual

Letaya HDG2233

Letaya 3-Drawer Mobile File Cabinet with Lock

Model: HDG2233

Brand: Letaya

INTRODUCTION

Thank you for choosing the Letaya 3-Drawer Mobile File Cabinet. This manual provides comprehensive instructions for the safe and efficient use of your new filing cabinet. Please read it thoroughly before assembly and operation, and retain it for future reference.



Image: The Letaya 3-Drawer Mobile File Cabinet in white, positioned under a desk in a modern home office environment.

IMPORTANT SAFETY INFORMATION

- To prevent tipping, open only one drawer at a time.
- Exercise caution when moving the cabinet on wheels to avoid injuries.
- Ensure the two front casters are locked when the cabinet needs to remain stationary.

PACKAGE CONTENTS

Your Letaya Mobile File Cabinet comes mostly pre-assembled. Please verify that all components are present and undamaged upon arrival.

- 1 x Fully Assembled File Cabinet Body
- 5 x Caster Wheels (2 with locking mechanism, 1 anti-tipping center caster)
- 2 x Keys for the Lock

- 1 x Removable Pencil Tray (located in the top drawer)
- 1 x Adjustable Hanging Bar (located in the bottom drawer)

SETUP INSTRUCTIONS

The file cabinet is fully assembled except for the caster wheels. Follow these steps to attach the wheels:

1. Carefully lay the cabinet on its side on a soft, protective surface to avoid scratches.
2. Locate the threaded holes on the bottom of the cabinet.
3. Screw the five caster wheels into the designated holes. Ensure the two locking casters are installed on the front side of the cabinet for easy access. The anti-tipping center caster should be installed in the middle front.
4. Tighten all wheels securely using the provided wrench.
5. Carefully return the cabinet to an upright position.

PRODUCT DETAILS

Fine details bring you excellent quality

360° Swivel Casters

Lockable Casters

Anti-tipping Center Caster

**DOUBLE THICKEN
EDBASE PREVENT RAT**

Image: Detailed view of the cabinet's base, highlighting the 360° swivel casters, lockable casters, and the anti-tipping center caster for stability and mobility.

OPERATING INSTRUCTIONS

Using the Drawers

The Letaya file cabinet features three smooth-gliding drawers designed for various storage needs. The drawers operate on high-quality ball-bearing slides for effortless opening and closing.

- **Top Drawer:** Ideal for small office supplies. It includes a removable pencil tray for organization.
- **Middle Drawer:** Suitable for general office items or additional documents.
- **Bottom Drawer:** Designed for hanging files. It comes with adjustable hanging bars to accommodate Letter, Legal, and A4 size folders.



Image: Detailed view of the drawers, illustrating the interlock-anti-dumping feature, sleek metal handles, a removable pencil tray in the top drawer, and the smooth ball-bearing slides.



Image: A visual guide demonstrating the versatility of the bottom drawer to store Letter, Legal, and A4 sized hanging files.

Locking Mechanism

The cabinet features a single lock that secures all three drawers simultaneously, providing enhanced privacy and security for your documents and valuables. Two keys are provided.

1. To lock the drawers, ensure all drawers are fully closed. Insert a key into the lock cylinder located on the top drawer.
2. Turn the key clockwise to engage the locking mechanism. All three drawers will be secured.
3. To unlock, insert the key and turn counter-clockwise.

An anti-tilt mechanism is integrated to prevent the cabinet from tipping forward. This safety feature allows only one drawer to be opened at a time.

Mobility and Stability

The cabinet is equipped with five wheels for easy movement. The 360° rotation casters allow for smooth repositioning, while the two front casters can be locked to keep the cabinet stationary.

- To move the cabinet, ensure the front casters are unlocked.
- To stabilize the cabinet, push down on the levers of the two front casters to engage the lock.

MAINTENANCE

Cleaning

The metal surface of the cabinet is powder-coated for durability and ease of cleaning. To maintain its appearance:

- Wipe the exterior surfaces with a soft, damp cloth.
- For stubborn marks, use a mild, non-abrasive cleaner.
- Avoid using harsh chemicals or abrasive materials that could damage the finish.
- Ensure the cabinet is dry after cleaning to prevent rust.



Image: A hand wiping a liquid spill from the cabinet's surface, illustrating its easy-to-clean design.

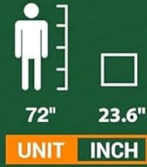
TROUBLESHOOTING

- **Cabinet Tipping:** Ensure only one drawer is open at a time. The anti-tilt mechanism is designed to prevent multiple drawers from opening simultaneously.
- **Drawers Not Opening/Closing Smoothly:** Check for any obstructions in the drawer slides. Ensure the cabinet is on a level surface.
- **Lock Not Engaging:** Make sure all drawers are fully closed before attempting to lock the cabinet.
- **Difficulty Moving Cabinet:** Verify that the locking casters are disengaged (unlocked).

SPECIFICATIONS

Brand	Letaya
Model Name	Mobile File Cabinet
Item Model Number	HDG2233
Color	White
Material	Metal (0.8mm thick steel, powder coated)
Product Dimensions (W x D x H)	14.57"W x 17.32"D x 23.6"H
Item Weight	32.8 pounds
Number of Drawers	3
Assembly Required	No (except casters)
Special Feature	Mobile, Lockable, Anti-tilt Mechanism

PRODUCT SIZE



Fully Assembled

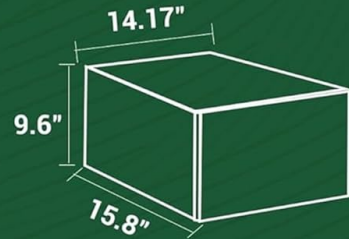


Image: A diagram illustrating the precise dimensions of the file cabinet, including width, depth, and height.

WARRANTY AND SUPPORT

Specific warranty details are not provided in this manual. For warranty information or customer support, please refer to the product packaging or contact Letaya customer service directly through their official website or the retailer where the product was purchased.

For further assistance, please visit the [Letaya Store on Amazon](#).