

OLIXIS LI-HDG-5C01-BK

OLIXIS 5-Drawer Rolling File Cabinet

Model: LI-HDG-5C01-BK

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1. SAFETY INFORMATION

Please read and understand all instructions before assembly and use. Keep this manual for future reference.

- **Adult Assembly Required:** This product contains small parts and requires adult assembly.
- **Weight Capacity:** Do not exceed the maximum weight capacity of 120 lbs (54.4 kg) for the entire unit. Distribute weight evenly across drawers and the top surface.
- **Stability:** Ensure the cabinet is placed on a level surface. Always lock the casters when the cabinet is in a stationary position to prevent accidental movement.
- **Tip-Over Hazard:** For added safety, consider securing the cabinet to a wall, especially if used in areas with children or pets. Do not allow children to climb on or play with the cabinet.
- **Careful Handling:** Exercise caution when moving the assembled cabinet, especially over uneven surfaces.

2. PACKAGE CONTENTS

Verify that all components are present before beginning assembly. If any parts are missing or damaged, please contact customer support.

Hardware and Components:

- Boards (Numbered 1-11)
- Dowel (A)
- Wooden Dowel (B)
- Screws (E, J)
- Slide Rails (CL, CR, DL, DR)
- Eccentric Wheel (L)

- Lockable Casters (H)
- Casters (I)
- Buckle (G)
- Cover-up Sticker (F)

3. ASSEMBLY INSTRUCTIONS

Follow these steps carefully for proper assembly. A screwdriver is required (not included).

Assembly Video Guide:

Your browser does not support the video tag.

This video provides a visual guide for assembling the 5-drawer file cabinet. It demonstrates each step from attaching dowels and slide rails to installing casters and drawers.

1. Step 1: Prepare Side Boards (1 & 2)

Fix 4 Dowels (A) to Boards (1) and (2). Attach 8 Wooden Dowels (B) to Boards (1) and (2) as shown in the diagram.

2. Step 2: Attach Slide Rails to Side Boards

Attach 5 Slide Rails (CL) to Board (2) and 5 Slide Rails (CR) to Board (1) using 20 Screws (E). Ensure they are securely fastened and aligned with the pre-drilled holes.

3. Step 3: Connect Side Boards with Bottom Support

Position Boards (1) and (2) upright. Attach Board (5) between them at the bottom using 4 Eccentric Wheels (L). Tighten the eccentric wheels to secure the connection.

4. Step 4: Insert Back Panels

Slide the 2 Boards (4) into the grooves of the assembled Boards (1, 2, and 5). These form the back panels of the cabinet.

5. Step 5: Prepare Top Board (6)

Fix 4 Dowels (A) to Board (6).

6. Step 6: Attach Top and Bottom Boards

Attach Board (6) to the top of Boards (1) and (2) using 4 Eccentric Wheels (L). Attach Board (3) to the bottom of Boards (1) and (2) using 4 Screws (J). This completes the main frame of the cabinet.

7. Step 7: Install Casters

Attach 2 Lockable Casters (H) to the front side of Board (3) and 2 Casters (I) to its back side using 16 Screws (E). Ensure all casters are firmly attached.

8. Step 8: Position Cabinet

Carefully turn the installed cabinet upright onto its casters.

9. Step 9: Prepare Drawer Side Boards (8 & 9)

For each drawer, fix 2 Dowels (A) to Boards (8) and (9). Attach 2 Wooden Dowels (B) to Boards (8) and (9).

10. Step 10: Prepare Drawer Front/Back Boards (7 & 10)

Fix 2 Dowels (A) to Board (7). Attach 2 Wooden Dowels (B) to Board (10).

11. Step 11: Assemble Drawer Frame

Connect Boards (8) and (9) to both sides of Board (10) using 2 Eccentric Wheels (L).

12. **Step 12: Complete Drawer Box**

Slide Board (11) into the installed groove of the drawer frame. Then, fix Boards (8) and (9) to both sides of Board (7) using 2 Eccentric Wheels (L). This forms the complete drawer box.

13. **Step 13: Attach Drawer Slide Rails**

Turn the installed drawer over. Attach Slide Rails (DL & DR) to Boards (8) and (9) on each side of the drawer using 4 Screws (E).

14. **Step 14: Apply Cover-up Stickers**

Use 2 Cover-up Stickers (F) to conceal the exposed screw heads on the drawer.

15. **Step 15: Insert Drawers**

Align the slide rail on the drawer with the corresponding rail inside the cabinet unit. Gently push the drawer into the cabinet until it stops. Repeat for all drawers.

16. **Step 16: Secure Back Panels**

As shown, fix 8 Buckles (G) on the back of the installed cabinet using 8 Screws (E). This secures the back panels.

Visual Assembly Aids:



Fully assembled 5-drawer file cabinet with casters.



Detail of the 360-degree rotating and lockable caster wheels.



The top surface is designed for easy cleaning and is

waterproof.



Close-up of the recessed drawer handle for easy access.



Illustration of the smooth drawer runner for effortless opening and closing.



Lockable wheels provide both mobility and stability when needed.

4. OPERATING INSTRUCTIONS

Using the Drawers:

- To open a drawer, gently pull the recessed handle.
- To close a drawer, push it firmly until it is fully seated within the cabinet.
- Avoid overloading drawers to ensure smooth operation and prevent damage.

Using the Casters:

- The cabinet is equipped with 360-degree rotating casters for easy movement.
- Two of the front casters are lockable. To lock a caster, press down on the lever located on the wheel. To unlock, lift the lever.
- Always lock the casters when the cabinet is in its desired stationary position to prevent unintended rolling.

5. MAINTENANCE

Cleaning:

- Wipe surfaces with a soft, damp cloth.
- Avoid using harsh chemicals, abrasive cleaners, or polishes that may damage the finish.
- Promptly wipe up any spills to prevent water damage, especially on the top surface.

General Care:

- Periodically check all screws and connections to ensure they remain tight. Retighten if necessary.
- Inspect drawer slides for any debris and clean if needed to maintain smooth operation.
- Avoid exposing the cabinet to direct sunlight or extreme temperature changes, which can cause warping or fading.

6. TROUBLESHOOTING

- **Issue: Drawers do not slide smoothly.**
Solution: Check if drawers are overloaded. Ensure all slide rails are correctly installed and free of obstructions. Verify that all screws on the slide rails are tightened.
- **Issue: Cabinet is wobbly or unstable.**
Solution: Ensure the cabinet is on a level surface. Check all eccentric wheels and screws for tightness and re-tighten if loose. Make sure the casters are properly installed and locked if the cabinet is stationary.
- **Issue: Casters are not locking.**
Solution: Verify that the locking lever on the caster is fully engaged. Check for any debris obstructing the locking mechanism.
- **Issue: Missing or damaged parts during assembly.**
Solution: Do not proceed with assembly. Contact OLIXIS customer support immediately for replacement parts.

7. SPECIFICATIONS

Feature	Detail
Model Number	LI-HDG-5C01-BK
Color	Black
Material	Engineered Wood
Product Dimensions (D x W x H)	15.75" x 18.74" x 25.39"
Number of Drawers	5
Item Weight	41.4 pounds
Assembly Required	Yes
GTIN / UPC	722898011158

Premium Board



Easy to Clean



Spacious Top



Waterproof Surface

The compact design fits well in various office and home environments.

8. WARRANTY AND SUPPORT

OLIXIS products are manufactured to high-quality standards. For specific warranty details, please refer to the documentation included with your purchase or contact OLIIXIS customer support.

If you encounter any issues or have questions regarding your product, please contact our customer service team for assistance.

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