HOMCOM 924-098V80WT

HOMCOM 2 Drawer Vertical File Cabinet Instruction Manual

Model: 924-098V80WT

1. Introduction

Thank you for purchasing the HOMCOM 2 Drawer Vertical File Cabinet. This manual provides detailed instructions for the assembly, operation, maintenance, and troubleshooting of your new filing cabinet. Please read this manual thoroughly before beginning assembly or use to ensure proper function and safety.





Figure 1: HOMCOM 2 Drawer Vertical File Cabinet in Distressed White.

2. Safety Information

Always follow basic safety precautions when assembling and using this product to reduce the risk of injury or damage.

- Ensure all parts are present and undamaged before assembly. Do not proceed with assembly if any parts are missing or damaged.
- Assemble the unit on a soft, clean surface to prevent scratches.
- Do not overtighten screws during assembly, as this may damage the material.
- Always use the anti-tipping device provided to secure the cabinet to a wall, especially if placed on carpet or uneven surfaces. This prevents accidental tipping and potential injury.
- Do not exceed the maximum weight capacity of 77 lbs (35 kg) for the entire cabinet.
- Keep small parts and packaging materials away from children and pets.



Figure 2: Illustration of the anti-tipping device for enhanced stability.

3. Specifications

Feature	Detail
Brand	HOMCOM
Model Name	File Cabinet
Model Number	924-098V80WT
Color	Distressed White
Product Dimensions (D x W x H)	15.7" x 18.1" x 29.5" (40 cm x 46 cm x 75 cm)
Item Weight	34 lbs (15.4 kg)

Feature	Detail
Weight Limit	77 lbs (35 kg)
Material	Engineered Wood (Particleboard)
Number of Drawers	2
File Compatibility	A4 or Letter Size
Special Features	Anti-Tipping, Scratch Resistant Surface, Silent Drawer Slides, Barn Door Design
Assembly Required	Yes

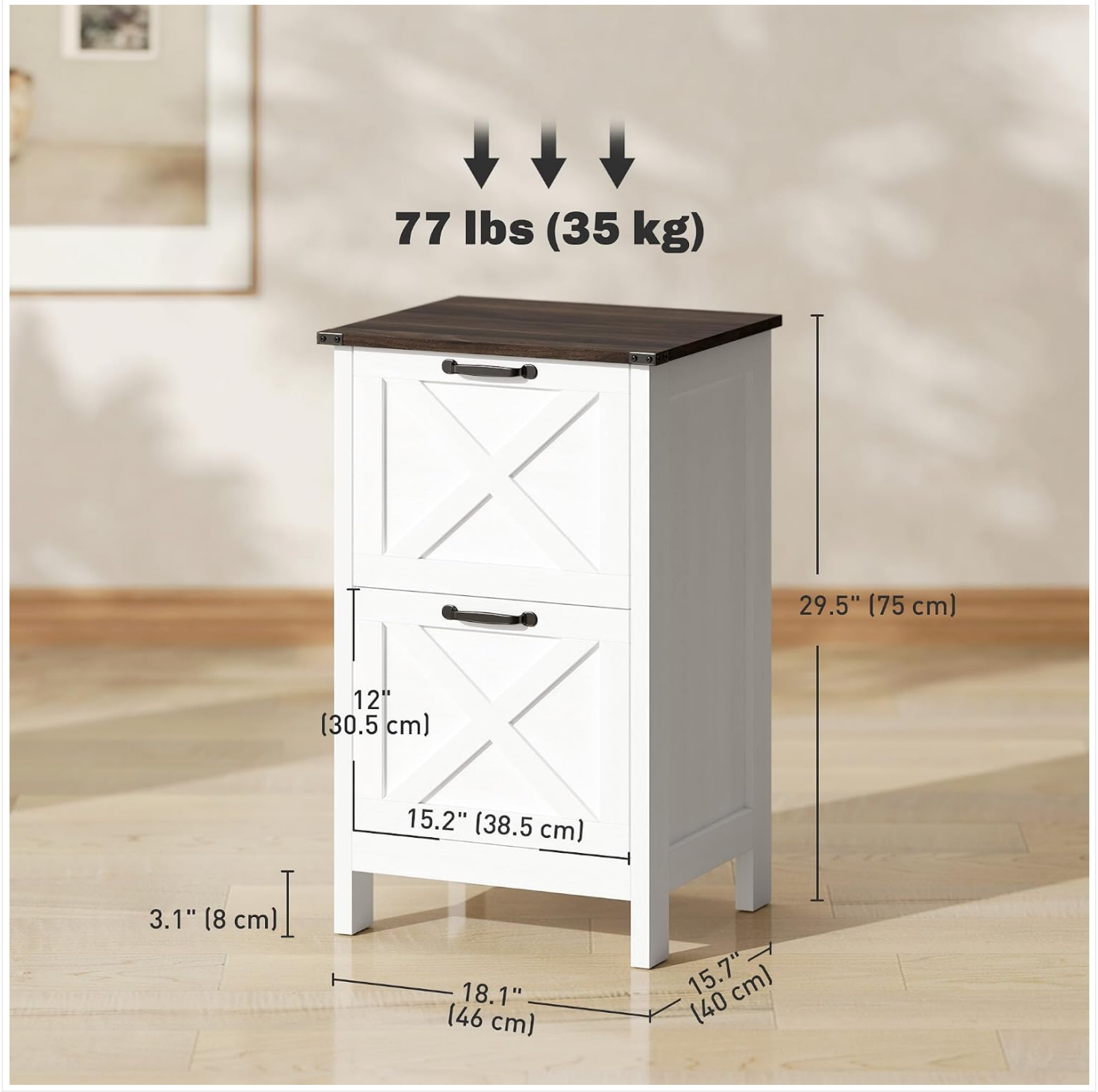


Figure 3: Detailed dimensions and weight capacity of the file cabinet.

4. Setup and Assembly

Assembly is required for this product. It is recommended to have two people for assembly. Please ensure you have all necessary tools (e.g., screwdriver) before starting.

4.1 Unpacking

1. Carefully open the packaging and remove all components.
2. Check the parts list against the included hardware and panels to ensure nothing is missing. Refer to the assembly diagram for part identification.
3. Lay out all parts on a clean, soft surface (e.g., a blanket or cardboard) to prevent scratches during assembly.

4.2 Assembly Steps (General Guidelines)

Note: Specific step-by-step instructions with diagrams are typically included in the physical assembly manual. The following are general guidelines.

1. Begin by assembling the main frame of the cabinet, connecting the side panels to the top and bottom panels using the provided hardware (dowels, screws, cam locks).
2. Install the drawer slides onto the inner side panels of the cabinet and onto the drawer boxes. Ensure they are aligned correctly for smooth operation.
3. Assemble the two drawer boxes. Attach the front, back, and side panels, then slide in the bottom panel. Secure with appropriate fasteners.
4. Attach the barn door style drawer fronts to the assembled drawer boxes.
5. Insert the assembled drawers into the cabinet frame, ensuring they glide smoothly on the installed slides.
6. Attach the black metal accents and handles to the drawer fronts.
7. Install the anti-tipping device to the back of the cabinet and secure it to a wall stud using appropriate wall anchors (not always included, may need to be purchased separately based on wall type).



Figure 4: The assembled file cabinet integrated into a home office environment.

5. Operating Instructions

5.1 Using the Drawers

The HOMCOM file cabinet features two spacious drawers designed for organized storage of documents.

- **Opening/Closing:** Gently pull the handles to open the drawers. Push firmly to close them completely. The silent slides ensure smooth and quiet operation.
- **Weight Distribution:** Distribute the weight evenly within the drawers. Avoid placing excessively heavy items in one area.
- **Simultaneous Opening:** For stability, avoid opening both drawers simultaneously, especially if they are heavily loaded.



Figure 5: The two drawers, designed for efficient organization of office supplies.

5.2 Adjusting Hanging Bars

The drawers are equipped with adjustable hanging bars to accommodate both A4 and letter-sized files.

1. To adjust the bar, locate the adjustment points on the inside of the drawer.
2. Slide the bars to the desired position to fit either A4 or letter-sized hanging file folders. Ensure the bars are securely seated in their slots.



Figure 6: Demonstrating the adjustable hanging bars for A4 and letter-sized files.

5.3 Using as a Printer Stand

The sturdy top surface of the cabinet can function as a printer stand or for other office equipment, supporting up to 77 lbs.

- Place the printer centrally on the top surface to ensure stability.
- Ensure the total weight of items on top does not exceed the cabinet's weight limit.

6. Maintenance and Care

Proper care will extend the life and appearance of your HOMCOM file cabinet.

- **Cleaning:** Wipe surfaces with a soft, damp cloth. Avoid abrasive cleaners or harsh chemicals, as they may damage the distressed white finish and veneer.
- **Spills:** Immediately wipe up any spills to prevent moisture damage to the engineered wood.

- **Hardware:** Periodically check all screws and fasteners to ensure they remain tight. Retighten if necessary.
- **Drawer Slides:** The silent drawer slides are designed for smooth operation. If they become stiff, a small amount of silicone-based lubricant can be applied, but this is rarely needed.
- **Sunlight Exposure:** Avoid prolonged exposure to direct sunlight, which can cause fading or discoloration of the finish.

7. Troubleshooting

This section addresses common issues you might encounter with your file cabinet.

Problem	Possible Cause	Solution
Drawers do not slide smoothly.	◦ Drawer slides are misaligned. ◦ Hardware is loose. ◦ Drawer is overloaded.	◦ Recheck assembly of drawer slides and ensure they are level. ◦ Tighten all screws on the drawer and cabinet slides. ◦ Reduce the weight in the drawer.
Cabinet wobbles or is unstable.	◦ Not all fasteners are tightened. ◦ Cabinet is on an uneven surface. ◦ Anti-tipping device not installed or improperly installed.	◦ Ensure all assembly hardware is fully tightened. ◦ Move the cabinet to a level surface or use shims to stabilize. ◦ Install the anti-tipping device securely to a wall stud.
Missing parts during unpacking.	◦ Packaging not thoroughly checked. ◦ Manufacturing error.	◦ Carefully re-check all packaging materials. ◦ Contact HOMCOM customer support with your model number and a description of the missing part.

8. Warranty and Support

HOMCOM products are designed for quality and durability. For specific warranty information, please refer to the documentation included with your purchase or visit the official HOMCOM website.
If you require assistance with assembly, missing parts, or have any questions regarding your product, please contact HOMCOM customer support. Have your model number (924-098V80WT) ready when contacting support.
Manufacturer: Aosom LLC
For more information and support, visit the HOMCOM Store on Amazon.

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

Details

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

Submit question

Answered questions about this manual

When assembling the HOMCOM 924-105V80 2-drawer cabinet, how should part L be positioned on part 9 before attaching it to the side panel?

Based on standard assembly procedures for HOMCOM 2-drawer cabinets (such as model 924-105V80), part L is typically a drawer slide or a mounting bracket. While the specific diagram for 924-105V80 is not fully detailed...

Read full answer