SUNCROWN 2-Drawer 35.5" W Metal Lateral File Cabinet

SUNCROWN 2-Drawer 35.5" W Metal Lateral File Cabinet Instruction Manual

Model: 2-Drawer 35.5" W Metal Lateral File Cabinet
Brand: SUNCROWN

Introduction

This manual provides essential instructions for the assembly, operation, maintenance, and safety of your SUNCROWN 2-Drawer 35.5" W Metal Lateral File Cabinet. Please read this manual thoroughly before using the product to ensure proper function and safety. This cabinet is designed for organizing and securing various document sizes, including Letter, Legal, F4, and A4 files, suitable for home and office environments.

Safety Information

Adhering to these safety guidelines is crucial for preventing injury and damage to the product.

- Always keep the cabinet locked when not in use to secure contents and prevent unauthorized access.
- Exercise caution with sharp objects when inserting or removing files to avoid cuts or damage.
- Ensure the cabinet is placed on a stable, level surface. For enhanced stability and to prevent tipping, consider securing the cabinet to the floor or wall, especially if drawers will be frequently opened.
- Maintain a clear area around the cabinet to avoid potential pinch points when opening or closing drawers.
- Do not overload drawers beyond the specified weight capacity to prevent structural damage or tipping. Each drawer has a bearing capacity of 150 lbs, with a total cabinet load of 300 lbs.
- Only one drawer can be extended at a time due to the anti-tip interlock system. Attempting to open multiple drawers simultaneously can compromise stability and damage the mechanism.



Figure 1: Anti-Tip Interlock System. This diagram illustrates how the anti-tip interlock system ensures only one drawer can be opened at a time, enhancing cabinet stability and preventing accidental tipping.

Package Contents

Verify that all components are present before beginning assembly.

- SUNCROWN 2-Drawer 35.5" W Metal Lateral File Cabinet (Main Unit)
- Keys (2 included for the lock system)
- Hanging File Rails (pre-installed or included for assembly)
- Instruction Manual (this document)

Setup and Assembly

The SUNCROWN file cabinet is constructed from 100% high-strength cold-rolled steel, designed for durability and resistance to deformation. The surface is powder-coated for corrosion, rust, and fingerprint resistance.

1. **Unpacking:** Carefully remove all packaging materials. Inspect the cabinet for any shipping damage.
2. **Placement:** Position the cabinet on a flat, stable surface. Ensure adequate clearance for opening drawers. The bottom of the cabinet is equipped with protective covers to reduce friction and protect flooring.

3. **Hanging File Setup:** The drawers are designed to accommodate various file sizes.
    - Locate the adjustable rails within each drawer.
    - Adjust the rails to fit your desired file format (Letter, Legal, F4, A4). The rails can be moved to create sections for different document types or to support hanging folders.
4. **Security (Optional):** For maximum stability, especially in high-traffic areas or if heavy items are stored, consider anchoring the cabinet to a wall or floor using appropriate hardware (not included).



Figure 2: Adjustable File Storage. This image demonstrates the adjustable rails within the drawer, allowing for versatile organization of Letter, Legal, A4, B5, F4, and box-style files.

Operating Instructions

1. **Locking and Unlocking:**
    - Insert one of the provided keys into the hidden keyhole located on the top drawer.
    - Turn the key to the locked position to secure both drawers simultaneously.
    - Turn the key to the unlocked position to release the drawers. Remove the key after locking or unlocking.



Figure 3: Lock Mechanism. This image shows the integrated lock system, which secures both drawers with a single key for safe document storage.

2. **Opening and Closing Drawers:**
    - Gently pull the drawer handle to open. The drawers feature a smooth metal glide system with reinforced ball bearings for effortless operation.
    - Push the drawer firmly to close. The drawers are designed with an automatic deceleration feature for quiet closing, minimizing disturbance.
    - Remember the anti-tip interlock system: **only one drawer can be opened at a time.** Do not force multiple drawers open.
3. **Organizing Files:**
    - Utilize the adjustable hanging file rails to organize your documents.
    - The deep and spacious drawers can accommodate A4, Letter, Legal, and F4 sized hanging files.
    - The bottom drawer offers ultra-deep storage, suitable for larger items like keyboards or printers, in addition to files.

Maintenance

Proper maintenance ensures the longevity and optimal performance of your file cabinet.

- **Cleaning:** Wipe the exterior surfaces with a soft, damp cloth. Avoid abrasive cleaners or solvents that could damage the powder-coated finish. The cabinet's surface is designed to be scratch, rust, and fingerprint

resistant.

- **Drawer Tracks:** Periodically check the metal drawer tracks for any debris. If drawers become stiff, clean the tracks and apply a small amount of silicone-based lubricant if necessary. Avoid oil-based lubricants which can attract dust.
- **Lock Mechanism:** Keep the lock mechanism free of dust and debris. If the key becomes difficult to turn, a small amount of graphite powder can be applied to the keyhole.
- **Environment:** The cabinet's robust construction and coating make it suitable for various environments, including those with higher humidity like wet basements, without compromising its integrity.

Troubleshooting

Refer to this section for common issues and their solutions.

Problem	Possible Cause	Solution
Drawer will not open or is stiff.	◦ Cabinet is locked. ◦ Anti-tip interlock system engaged (another drawer is open). ◦ Debris in drawer tracks. ◦ Drawer overloaded.	◦ Ensure the cabinet is unlocked. ◦ Close any other open drawers completely. ◦ Clean drawer tracks and apply lubricant if needed. ◦ Reduce weight in the drawer.
Key does not turn in lock.	◦ Incorrect key. ◦ Debris in lock mechanism. ◦ Lock mechanism damaged.	◦ Ensure you are using the correct key. ◦ Apply graphite powder to the keyhole. ◦ Contact customer support if the lock is damaged.
Cabinet feels unstable or wobbly.	◦ Uneven surface. ◦ Cabinet not anchored. ◦ Drawers overloaded.	◦ Relocate to a level surface or use shims. ◦ Consider anchoring the cabinet to a wall or floor. ◦ Distribute weight evenly or reduce load.

Specifications

Feature	Detail
Brand	SUNCROWN
Model	2-Drawer 35.5" W Metal Lateral File Cabinet
Color	Black

Feature	Detail
Material	100% High-Strength Cold-Rolled Steel
Product Dimensions (L x W x H)	90.17 cm x 45.72 cm x 72.39 cm (35.5" W x 18" D x 28.5" H)
Item Weight	23 kg (Approximately 50.7 lbs)
Maximum Weight Capacity (Total)	300 Pounds
Maximum Weight Capacity (Per Drawer)	150 Pounds
Special Features	Lockable, Anti-Tip Interlock System, Smooth Metal Glides, Automatic Drawer Deceleration, Scratch/Rust/Fingerprint Resistant
File Compatibility	Letter, Legal, F4, A4



Figure 4: Product Dimensions. This image provides a visual representation of the cabinet's external and internal drawer dimensions, including height (28.5"), width (35.5"), and depth (16").

Warranty and Support

For any questions, concerns, or assistance with your SUNCROWN 2-Drawer 35.5" W Metal Lateral File Cabinet, please contact SUNCROWN customer support. Refer to your purchase documentation or the retailer's website for specific warranty details and contact information.

Customer Support: Please visit the official SUNCROWN website or contact your retailer for support.

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