

IGA122627265

Generic 3-Drawer Mobile Filing Cabinet with Lock

Model: IGA122627265

INTRODUCTION

This manual provides essential instructions for the assembly, operation, and maintenance of your new 3-Drawer Mobile Filing Cabinet. Please read this manual thoroughly before beginning assembly or use to ensure proper function and safety.

The cabinet features three drawers, a locking mechanism for security, and mobile casters for easy relocation. It is designed to accommodate various file sizes including letter, legal, and A4 hanging folders.

SAFETY INSTRUCTIONS

- Keep all assembly hardware out of reach of children.
- Ensure all screws and fasteners are securely tightened before use.
- Do not overload drawers. The maximum load capacity per drawer is 70KG (154 lbs).
- Always close drawers completely when moving the cabinet to prevent tipping.
- Engage the brakes on the front casters when the cabinet is in its desired position to prevent unintended movement.
- Do not stand or sit on the cabinet.
- Use caution when opening multiple drawers simultaneously, especially the top drawers, to maintain stability. The central caster helps prevent tipping when the bottom drawer is extended.

PACKAGE CONTENTS

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

- Filing Cabinet Body (1)
- Drawers (3)
- Casters (5) - 2 with brakes, 2 without, 1 central anti-tip caster
- Keys (2)
- Pencil Tray (1)
- Hanging Rods for File Drawer (1 set)
- Assembly Hardware (screws, bolts, etc.)

- Instruction Manual (this document)

SETUP AND ASSEMBLY

Assembly is required for this filing cabinet. Follow these general steps. Refer to the included assembly diagram for detailed illustrations.

1. **Attach Casters:** Carefully turn the cabinet body upside down. Insert the stems of the five casters into the designated holes on the bottom of the cabinet. Ensure the two casters with brakes are installed on the front side of the cabinet. The central caster should be installed in the middle-front position. Tighten securely.
2. **Install Drawers:** Slide each drawer into its respective slot. Ensure the drawer slides align correctly with the cabinet rails. The top two drawers are identical in size. The bottom drawer is larger.
3. **Insert Pencil Tray:** Place the pencil tray into the top drawer.
4. **Install Hanging Rods:** For the bottom file drawer, insert the removable hanging rods into the slots provided to accommodate letter, legal, or A4 size hanging folders. Adjust their position as needed for your file type.
5. **Test Lock:** Insert a key into the lock cylinder located on the top drawer. Turn the key to ensure all three drawers lock and unlock properly.



Image: Cabinet dimensions for planning placement.

OPERATING INSTRUCTIONS

Using the Drawers

- **Top Two Drawers:** These drawers are suitable for stationery, small office supplies, books, or notebooks. The included pencil tray can be placed in the top drawer for organizing pens and other small items.
- **Bottom File Drawer:** This larger drawer is designed for storing larger items such as printer paper or for use with hanging file folders. Adjust the hanging rods to fit letter (vertical), legal (vertical), or A4 (horizontal) size folders.



Image: Top drawer with pencil tray for organizing small items.



Image: Bottom drawer configured for hanging files.

Locking Mechanism

The single lock located on the top drawer secures all three drawers simultaneously. Insert one of the

provided keys into the lock and turn it to engage or disengage the locking mechanism. Remove the key after locking for security.

Mobility and Stability

- **Casters:** The four 360° swivel universal wheels allow for easy movement of the cabinet.
- **Brakes:** The two front casters are equipped with brakes. Press down on the lever of these casters to lock the cabinet in place and prevent accidental rolling. Lift the lever to unlock.
- **Anti-Tip Caster:** A fifth central caster is located under the bottom drawer. This caster provides additional stability and prevents the cabinet from tipping forward when the bottom drawer is fully extended and loaded.

MAINTENANCE

- **Cleaning:** Wipe the cabinet surfaces with a soft, damp cloth. Avoid abrasive cleaners or harsh chemicals that could damage the finish.
- **Casters:** Periodically check the casters for debris (hair, dust) that might impede smooth rolling. Clean as necessary.
- **Drawer Slides:** If drawers do not slide smoothly, a small amount of silicone lubricant can be applied to the drawer slides.
- **Lock:** Ensure the lock mechanism operates freely. Do not force the key if it feels stiff.
- **Fasteners:** Occasionally check all screws and fasteners to ensure they remain tight. Retighten if loose.

TROUBLESHOOTING

Problem	Possible Cause	Solution
Drawers do not slide smoothly.	Debris in slides, overloaded drawer, misaligned slides.	Clean drawer slides. Reduce drawer load. Check for proper alignment during assembly. Apply silicone lubricant.
Cabinet tips when a drawer is open.	Overloaded drawer, uneven floor, central anti-tip caster not functioning.	Ensure drawers are not overloaded. Place cabinet on a level surface. Verify the central anti-tip caster is installed correctly and making contact with the floor when the bottom drawer is extended.
Lock does not engage all drawers.	Drawers not fully closed, locking mechanism misalignment.	Ensure all drawers are pushed in completely before attempting to lock. Check if any objects are obstructing the locking bar.
Casters do not roll freely.	Debris caught in casters, brakes engaged.	Clean any hair or debris from caster wheels. Disengage caster brakes if movement is desired.

SPECIFICATIONS

Brand: generic

Model Number: IGA122627265

Color: Black Wood (finish)

Primary Material: Metal

Product Dimensions (D x W x H): 17.71" x 15.35" x 23.62"

Item Weight: 34.76 Pounds

Number of Drawers: 3

Drawer Load Capacity: 70KG (154 lbs) per drawer

Special Features: Lockable, Wheeled, Moisture Resistant, Scratch Resistant

Mounting Type: Floor Mount

Installation Type: Freestanding (Assembly Required)

Handle Material: Metal

WARRANTY AND SUPPORT

This product comes with a standard manufacturer's warranty against defects in materials and workmanship. For specific warranty details, please refer to the documentation included with your purchase or contact the retailer.

For technical support, missing parts, or warranty claims, please contact the seller or manufacturer directly. Keep your purchase receipt as proof of purchase.