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› [DEVAISE 3-Drawer Metal Filing Cabinet \(Model AHDG102\) Instruction Manual](#)

## DEVAISE AHDG102

# DEVAISE 3-Drawer Metal Filing Cabinet

Model: AHDG102

## INTRODUCTION

This instruction manual provides detailed guidance for the assembly, operation, and maintenance of your DEVAISE 3-Drawer Metal Filing Cabinet, Model AHDG102. Please read all instructions carefully before beginning assembly and retain this manual for future reference.

## SAFETY INFORMATION

- Ensure all parts are present and undamaged before assembly.
- Do not overload drawers. The cabinet has a total maximum load capacity of 330 lbs.
- Always lock the casters when the cabinet is in a stationary position to prevent accidental movement.
- Open only one drawer at a time to maintain stability and prevent tipping.

## PACKAGE CONTENTS

Verify that all components are included in your package:



**Image Description:** An exploded view diagram illustrating all the individual metal panels, drawers, casters, and hardware components that make up the DEVAISE 3-Drawer Metal Filing Cabinet, indicating that assembly is required.

- Cabinet panels (top, bottom, sides, back)

- Three drawer assemblies
- Casters (5 total, including 2 lockable and 1 anti-tip)
- Lock mechanism and keys
- Hanging bar for file drawer
- Pencil tray for top drawer
- Assembly hardware (screws, bolts, etc.)
- Instruction manual

## SETUP AND ASSEMBLY

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Assembly of the DEVAISE 3-Drawer Metal Filing Cabinet is required. It is recommended to have two people for easier installation. Please follow the step-by-step instructions provided in the included assembly guide.

### Assembly Overview Video

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**Video Description:** This video provides a visual guide to the assembly process of the DEVAISE 3-Drawer Metal Filing Cabinet, demonstrating how the various components fit together to form the complete unit. It also highlights key features such as the locking mechanism and drawer functionality.

### Key Assembly Steps:

1. **Attach Casters:** Secure the five casters to the bottom panel of the cabinet. Ensure the two lockable casters are placed at the front and the central anti-tip caster is correctly positioned.
2. **Assemble Cabinet Frame:** Connect the side, back, and top panels according to the provided diagrams.
3. **Install Drawer Slides:** Attach the ball-bearing drawer slides to the cabinet frame.
4. **Assemble Drawers:** Construct each of the three drawers.
5. **Insert Drawers:** Carefully slide the assembled drawers onto their respective slides.
6. **Install Locking Mechanism:** Integrate the central locking system, ensuring it engages all three drawers.
7. **Add Accessories:** Place the pencil tray in the top drawer and the hanging bar in the bottom file drawer.

## OPERATING INSTRUCTIONS

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### Drawer Usage

The cabinet features three drawers designed for various storage needs. The full-extension ball-bearing slides ensure smooth and quiet operation.



**Image Description:** A visual representation of the cabinet's storage capabilities, showing the top drawer organized with office supplies, the middle drawer for miscellaneous items, and the bottom drawer configured for hanging files.

- **Top Drawer:** Equipped with a removable pencil tray, ideal for small office supplies such as pens, clips, and sticky notes.
- **Middle Drawer:** Suitable for general storage of documents, notebooks, or other office essentials.
- **Bottom File Drawer:** Designed to accommodate Legal, Letter, and A4 size hanging folders. Adjust the hanging bar as needed for your specific file size.



# Smooth Sliding Drawers



**Image Description:** A detailed view of the drawer's side, highlighting the high-quality ball-bearing slide system that allows for effortless opening and closing of the drawers.

## **Locking Mechanism**

The DEVAISE filing cabinet features a centralized locking system that secures all three drawers simultaneously with a single key.

# Smart Interlock System

One Key, Total Security



**Image Description:** A visual demonstration of the cabinet's locking feature, with keys in the lock of the top drawer, illustrating how it secures all drawers for important files.

- To lock: Insert the key into the lock on the top drawer and turn it clockwise. This will engage the locking mechanism for all three drawers.
- To unlock: Insert the key and turn it counter-clockwise.
- Always remove the key after locking or unlocking to prevent loss or damage.

## Mobility

The cabinet is equipped with five casters for easy movement. Two front casters are lockable, and a central anti-tip caster provides stability when drawers are extended.

- To move: Unlock the two front casters by flipping their levers.
- To secure: Lock the two front casters by flipping their levers to the locked position.
- The anti-tip caster located under the bottom drawer prevents the cabinet from tipping forward when a heavy drawer is fully extended.

## MAINTENANCE

- **Cleaning:** Wipe the metal surfaces with a soft, damp cloth. Avoid abrasive cleaners or harsh

chemicals that could damage the anti-rust finish.

- **Drawer Slides:** Periodically check the drawer slides for any debris and clean if necessary to maintain smooth operation. Lubrication is generally not required for ball-bearing slides.
- **Casters:** Ensure casters are free of hair or debris that could impede rolling.
- **Lock:** Keep the lock mechanism clean and free of dust. Do not force the key if it feels stiff; use a small amount of graphite lubricant if necessary.

## TROUBLESHOOTING

Problem	Possible Cause	Solution
Drawers do not slide smoothly.	Debris in slides, overloaded drawer, misaligned slides.	Clean slides, reduce drawer load, check for proper slide alignment during assembly.
Cabinet tips when a drawer is open.	More than one drawer open, anti-tip caster not installed or damaged.	Open only one drawer at a time. Verify anti-tip caster installation and function.
Lock does not engage all drawers.	Lock mechanism misalignment, obstruction.	Ensure drawers are fully closed. Check for any obstructions. Re-check lock mechanism assembly.
Casters do not roll freely.	Debris in casters, casters locked.	Clean casters. Ensure lockable casters are in the unlocked position.

## SPECIFICATIONS



# Product Specification

Total max. load 330lbs



**Image Description:** A diagram detailing the overall dimensions of the filing cabinet (17"D x 15"W x 24"H) and the internal dimensions of the drawers, along with the total maximum load capacity of 330 lbs.

- **Brand:** DEVAISE
- **Model:** AHDG102
- **Color:** Black
- **Material:** Cold-rolled Steel with anti-rust finish
- **Product Dimensions (Overall):** 17"D x 15"W x 24"H
- **Item Weight:** 29.3 Pounds
- **Maximum Load Capacity:** 330 lbs
- **Special Features:** Lockable, Rolling Casters (2 lockable, 1 anti-tip), Full-extension ball-bearing slides
- **File Compatibility:** Legal, A4, Letter size hanging folders
- **Assembly:** Required

## WARRANTY AND SUPPORT

For any questions, concerns, or assistance with your DEVAISE 3-Drawer Metal Filing Cabinet, please contact DEVAISE customer support. Refer to your purchase documentation for specific warranty details and contact information.

You may also visit the official DEVAISE website for additional support resources and product information:

[DEVAISE Store on Amazon](#)