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> Halitaa Vertical File Cabinet Model DA0458HS01A Instruction Manual

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Halitaa Vertical File Cabinet Instruction Manual

Model: DA0458HS01A

INTRODUCTION

Thank you for choosing the Halitaa Vertical File Cabinet. This manual provides essential information for the safe assembly, operation, and maintenance of your new file cabinet. Please read these instructions carefully before beginning assembly and retain them for future reference.

SAFETY INFORMATION

- Includes assembly instructions with safety precautions. Ensure the cabinet is properly assembled and mounted to prevent tipping.
- Do not overload drawers to maintain stability.
- Keep fingers away from drawer openings to prevent pinching.
- Always use the anti-tip wall attachment kit to secure the cabinet, especially if children are present.

PRODUCT COMPONENTS

Your Halitaa Vertical File Cabinet package includes all necessary engineered wood panels, hardware, and assembly tools. Please verify all components are present and undamaged before starting assembly. Refer to the detailed parts list provided in the separate assembly guide included with your product.

SETUP AND ASSEMBLY

The Halitaa Vertical File Cabinet is designed for straightforward assembly. Follow the step-by-step instructions and diagrams in the included assembly manual. All parts are labeled for easy identification.

Key Assembly Steps:

1. Unpack all components and lay them out on a clean, soft surface to prevent scratches.
2. Assemble the main frame of the cabinet according to the provided diagrams.

3. Install the drawer slides onto the cabinet frame and the drawer boxes. Ensure smooth operation.
4. Assemble the drawer boxes and attach the handles.
5. Insert the assembled drawers into the cabinet.
6. **Install the Anti-Tip System:** Secure the cabinet to a wall using the provided anti-tip wall attachment kit. This is a critical safety step to prevent accidental tipping.

Anti-Tip System Design - Wall Attachment Kit



Figure 1: Anti-Tip System Design - Wall Attachment Kit. This image illustrates the correct method for securing the file cabinet to a wall using the provided anti-tip hardware to prevent tipping hazards.

OPERATING INSTRUCTIONS

Your Halitaa Vertical File Cabinet is designed for efficient storage of documents and office supplies.

Using the File Drawers:

- The two spacious drawers are designed to accommodate both Letter-sized and A4-sized hanging folders.
- Adjust the hanging file rails within the drawers to fit your preferred document size (Letter or A4) by selecting the appropriate slots.
- Ensure files are evenly distributed and do not exceed the drawer's weight capacity to maintain smooth operation and stability.



2 Big Drawers

Offer ample storage for your files

Figure 2: Two Big Drawers. This image shows the file cabinet with both drawers open, demonstrating ample storage space for hanging files.

2 Options for Hanging Folders

Letter Size or A4 Size

Select the hole as needed

Letter Size

A4 Size



Figure 3: Options for Hanging Folders. This image highlights the adjustable slots within the drawer, allowing users to configure it for either Letter or A4 sized hanging folders.

Using the Top Panel:

The spacious top panel can be used to store office supplies, decorative items, or as a printer stand. Ensure that items placed on top do not exceed the cabinet's weight limit and are stable to prevent falling.



Figure 4: File Cabinet as a Printer Stand. This image demonstrates the cabinet's top surface being used to hold a small printer, showcasing its multi-functional use.

MAINTENANCE

Proper care will extend the life and appearance of your Halitaa Vertical File Cabinet.

- **Cleaning:** Wipe surfaces with a soft, damp cloth. Avoid harsh chemicals or abrasive cleaners, which can damage the engineered wood finish.
- **Spills:** Immediately wipe up any spills to prevent moisture damage.
- **Drawer Slides:** Periodically check the metal drawer slides for smooth operation. If they become stiff, a small amount of silicone lubricant can be applied.
- **Hardware:** Periodically check and tighten all screws and fasteners to ensure the cabinet remains sturdy and stable.

TROUBLESHOOTING

If you encounter issues with your file cabinet, refer to the following common solutions:

Problem	Possible Cause	Solution
Drawers do not close fully or smoothly.	<ul style="list-style-type: none">• Overloaded drawer.• File tabs catching.• Misaligned drawer slides.	<ul style="list-style-type: none">• Reduce contents in the drawer.• Ensure file tabs are not obstructing the drawer's path. Consider alternative file organization if tabs consistently catch.• Check that drawer slides are correctly installed and aligned.
Cabinet feels unstable or tips forward.	<ul style="list-style-type: none">• Not secured to the wall.• Uneven floor.• Heavy items in top drawer.	<ul style="list-style-type: none">• Ensure the anti-tip wall attachment kit is properly installed and secured.• Place the cabinet on a level surface. Use shims if necessary.• Distribute weight evenly; place heavier items in lower drawers.
Missing parts during assembly.	<ul style="list-style-type: none">• Oversight during unpacking.• Manufacturing error.	<ul style="list-style-type: none">• Double-check all packaging materials.• Contact Halitaa customer support with your model number and a description of the missing part.

SPECIFICATIONS

Detailed specifications for the Halitaa Vertical File Cabinet Model DA0458HS01A:



Figure 5: Product Dimensions. This image provides a visual representation of the file cabinet's overall dimensions and the internal drawer dimensions.

- **Model Number:** DA0458HS01A
- **Brand:** Halitaa
- **Color:** Black
- **Material:** Engineered Wood
- **Product Dimensions (D x W x H):** 15.75" x 19.75" x 26.1" (40cm x 50.1cm x 66.3cm)
- **Item Weight:** 21.89 Kilograms (approx. 48.26 lbs)
- **Number of Drawers:** 2
- **Recommended Uses:** File Cabinet, Printer Stand, Office Cabinet, Nightstand
- **Assembly Required:** Yes
- **Installation Type:** Freestanding (with wall mount option for anti-tip)

- **Handle Material:** Metal
- **Style:** Farmhouse

WARRANTY INFORMATION

For detailed warranty information regarding your Halitaa Vertical File Cabinet, please refer to the warranty card included with your purchase or consult your original purchase documentation. Warranty terms and conditions may vary.

CUSTOMER SUPPORT

If you have any questions, require assistance with assembly, or need to report missing/damaged parts, please contact Halitaa customer service. Have your model number (DA0458HS01A) and purchase details ready for faster service. You can typically find contact information on the Halitaa brand website or through your retailer's support channels.

