

DUMOS HDG-3C01-WT

DUMOS HDG-3C01-WT Lateral File Cabinet with 3 Drawers - Instruction Manual

Model: HDG-3C01-WT

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1. INTRODUCTION

This manual provides detailed instructions for the assembly, operation, and maintenance of your DUMOS Lateral File Cabinet with 3 Drawers. Please read all instructions carefully before assembly and use to ensure safe and proper functionality.

2. SAFETY INFORMATION

- Always follow the assembly instructions precisely.
- Ensure all parts are securely fastened before use.
- Do not overload the cabinet. The maximum weight capacity is 330 lbs for the top surface.
- Keep small parts and packaging materials away from children to prevent choking hazards.
- Use on a level surface to prevent tipping.
- For easiest assembly, it is recommended that two people work together.
- An electric drill may be used for faster installation, but exercise caution to avoid overtightening screws.

3. PACKAGE CONTENTS

Before beginning assembly, verify that all components listed below are present and undamaged. If any parts are missing or damaged, please contact customer support.

Hardware and Tools:

- Dowel (A)

- Wooden Dowel (B)
- Eccentric Wheel (C)
- Slide Rail (E) - E1 and E2 parts
- Rod (F)
- Screws (G, M, P)
- Lockable Casters (H)
- 360° Swivel Casters (I)
- Cover-up Sticker (J)
- Shelf Pin (K)
- Buckle (L)
- Wire Hole (O)

Boards:

Refer to the assembly video for visual identification of numbered boards (1-17).

4. ASSEMBLY INSTRUCTIONS

Please refer to the detailed assembly video for visual guidance. Ensure all screws are tightened securely but do not overtighten.

Your browser does not support the video tag. This video provides a step-by-step guide on how to assemble the DUMOS 3-Drawer Lateral File Cabinet.

Video: How to Assemble 3-Drawer Lateral File Cabinet

1. Step 1: Prepare Boards 4 and 5

Fix Dowel (A)*6 to Board (5). Attach Wooden Dowel (B)*4 to Board (4).

2. Step 2: Attach Slide Rails to Boards 2 and 3

Attach Wooden Dowel (B)*8 to Boards (2 & 3). Attach Slide Rail (CL)*2 to Board (2) and Slide Rail (CR)*2 to Board (3) with Screws (G)*8. Ensure the Board and Slide Rail are oriented correctly. Install screws in holes #3 and #11. Make sure screws are flattened, not crooked, for perfect drawer installation.

3. Step 3: Separate Slide Rail (E)

Press Slide Rail (E) in the indicated direction to separate it into the E1 and E2 parts. Grip the E1 part while sliding the E2 part.

4. Step 4: Install Slide Rail (E1)

Locate the holes from the back of Slide Rail (E1). Install Slide Rail (E1)*2 to Boards (2 & 3) with Screws (G)*4.

5. Step 5: Attach Boards 4, 3, and 2 to Board 5

According to the board position shown, attach Boards (4, 3 & 2) to Board (5) with Eccentric Wheel (C)*6. Connect the grooves on Boards (4 & 3 & 2) to the grooves on Board (5).

6. Step 6: Attach Wire Holes and Boards 14 & 6

Attach Wire Hole (O)*2 completely to Board (14). Insert Boards (14 & 6) into the grooves of Boards (2, 3 & 4).

7. Step 7: Attach Board 1

Attach Board (1) to Boards (2, 3 & 4) with Screws (M)*6.

8. Step 8: Attach Casters

Attach Lockable Casters (H)*2 to the front side of Board (1) and 360° Swivel Casters (I)*3 to its back side with Screws (G)*16.

9. Step 9: Prepare Board 11

Fix Dowel (A)*4 to Board (11).

10. Step 10: Assemble Drawer Sides and Bottom

Fix Board (9)*2 to both sides of Board (8) with Screws (P)*4, and slide Board (10) into the installed Board groove. Then fix Board (9)*2 to both sides of Board (11) with Eccentric Wheel (C)*4.

11. Step 11: Attach Slide Rails to Drawer

Turn the installed drawer over. Attach Slide Rails (DL & DR)*2 on each side of the drawer with Screws (G)*4.

12. Step 12: Assemble Second Drawer Sides and Bottom

Fix Dowel (A)*4 to Boards (12). Fix Board (9)*2 to both sides of Board (8) with Screws (P)*4, and slide Board (10) into the installed Board groove. Then fix Board (9)*2 to both sides of Board (11) with Eccentric Wheel (C)*4.

13. Step 13: Attach Slide Rails to Second Drawer

Turn the installed drawer over. Attach Slide Rails (DL & DR)*2 on each side of the drawer with Screws (G)*4.

14. Step 14: Prepare Boards 15 and 16

Fix Dowel (A)*8 to Boards (15 & 16). Fix Board (13)*2 to both sides of Board (16) with Eccentric Wheel (C)*4, and slide Board (17) into the installed Board groove.

15. Step 15: Insert Rod (F)

Insert Rod (F)*2 into the hole of Boards (15 & 16) to secure them. Fix Board (13)*2 to both sides of Board (15) with Eccentric Wheel (C)*4. As shown in Fig. (1) installation method, the A4 Size file can be hung after installation. As shown in Fig. (2) installation method, the Letter Size file can be hung after installation.

16. Step 16: Fix Board 13 to Board 15

Fix Board (13)*2 to both sides of Board (15) with Eccentric Wheel (C)*4.

17. Step 17: Attach Slide Rail (E2)

Attach Slide Rail (E2)*2 to Board (13)*2 on both sides of the drawer with Screws (G)*4. Make sure the Slide Rail is oriented correctly. Install the Slide Rail against the Board (16). Install the Screws in holes #3 and #7 in this step.

18. Step 18: Install Drawers

Please full extend the Slide Rail (E1)*2. Simply push the Ball Bearing cart all the way to the end of the slide.

19. Step 19: Align and Insert Drawers

Align the Slide Rail on the Drawer with the unit and push it carefully inside until it stops. If the drawer does not go in smoothly, please take it out and repeat the step.

20. Step 20: Attach Shelf Pins

Attach Shelf Pin (K)*4 to Boards (3 & 4).

21. Step 21: Insert Shelf

Put Board (7) into it, make the groove on Board (7) match with the Shelf Pin (K).

22. Step 22: Apply Cover-up Stickers

Using Cover-up Sticker (J)*28 to cover the exposed part of Screws.

23. Step 23: Attach Buckles

As shown, fix Buckle (L)*8 on the back of the installed Mobile Lateral Filing Cabinet with Screws (G)*8.

5. OPERATING INSTRUCTIONS

5.1. Drawers

The cabinet features three drawers: two smaller top drawers and one larger bottom drawer. All drawers are equipped with smooth sliding tracks for easy opening and closing. The bottom drawer is designed to accommodate hanging files (A4 or Letter size) using the provided rods.



Image: The DUMOS file cabinet with drawers open, showcasing storage capacity and file hanging rails.

5.2. Adjustable Shelf

The open shelving section includes an adjustable shelf. To adjust the shelf height, remove the shelf pins (K) from their current holes, reposition them to the desired height, and then place the shelf (7) back onto the pins, ensuring the grooves align.

Spacious Desktop



Document



Toys



Sundries



Book



Clothing



Image: Close-up of the adjustable shelf mechanism, demonstrating how to change shelf height.

5.3. Mobility and Stability

The cabinet is equipped with four smooth-gliding casters for easy mobility. Two of the front casters are lockable. To lock a caster, press down on the lever. To unlock, lift the lever. This allows for flexible placement and secure positioning.

Easy Access to Files



- ✓ Adjustable Hanging Rail
- ✓ A4/Letter Size

Image: Detail of the casters, showing both swivel and lockable types for easy movement and stability.

5.4. Cable Management

The open shelving section includes dual cable management holes on the back panel. These holes allow for neat routing of power cords and cables for electronic devices placed on or within the cabinet, such as printers or chargers.



Image: View of the cable management holes, demonstrating their function for organizing electronic device cords.

6. MAINTENANCE

6.1. Cleaning

The cabinet is made from thick MDF board with a scratch-resistant and water-repellent finish. To clean, wipe surfaces with a soft, damp cloth. Avoid using harsh chemicals or abrasive cleaners, as these may damage the finish.

6.2. General Care

- Regularly check all screws and fasteners to ensure they remain tight. Retighten if necessary.
- Avoid placing hot items directly on the surface without protection.
- Wipe up spills immediately to prevent water damage, despite the water-repellent finish.

7. TROUBLESHOOTING

7.1. Drawers Not Closing Smoothly

- Ensure the slide rails are correctly installed and aligned. Refer to assembly steps 2, 4, 11, 13, 17,

and 19.

- Check for any obstructions in the drawer tracks.
- Verify that all screws securing the slide rails are fully tightened and flush with the surface.

7.2. Cabinet Wobbles

- Ensure the cabinet is placed on a flat, level surface.
- Check that all casters are properly installed and, if applicable, the lockable casters are engaged.
- Verify that all assembly screws (especially those connecting the main boards) are securely tightened.

8. SPECIFICATIONS

Feature	Detail
Brand	DUMOS
Model Number	HDG-3C01-WT
Color	Classic White
Material	Engineered Wood (MDF Board)
Product Dimensions	15.04"D x 30.79"W x 24.8"H
Item Weight	44.8 pounds
Number of Drawers	3
Weight Capacity (Top)	Up to 330 lbs
Features	Rolling casters (2 lockable), Adjustable shelf, Cable management holes, Recessed handles, Scratch-resistant, Water-repellent finish

Product Size

Weight capacity: **330 lbs**



Image: Product dimensions and weight capacity details.

9. WARRANTY AND SUPPORT

Specific warranty information is not provided in the product details. For any questions, missing parts, or support inquiries, please refer to the contact information provided with your purchase or visit the DUMOS official website.

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	<p>Electric Standing Desk D-THO-4024 Assembly and Operation Manual</p> <p>Comprehensive guide for assembling and operating the D-THO-4024 electric standing desk, including specifications, step-by-step instructions, controller usage, and error code troubleshooting.</p>
	<p>DUMOS C-2193 Armless Office Chair Assembly and Usage Instructions</p> <p>Detailed assembly instructions and user guide for the DUMOS C-2193 armless office chair. Learn how to assemble your PU leather desk chair, understand safety precautions, and find maintenance tips for longevity.</p>
	<p>L Shaped Computer Desk Assembly and Instruction Manual</p> <p>Comprehensive instruction manual for assembling the L Shaped Computer Desk, model D-L02-49IN, including component lists, hardware details, and step-by-step assembly guidance.</p>
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	<p>DUMOS C-2193 Office Chair Assembly and Instruction Manual</p> <p>Comprehensive guide for assembling and using the DUMOS C-2193 office chair. Includes safety information, package contents, step-by-step assembly instructions, and usage guidelines.</p>
	<p>Ice Maker Instruction Manual - WBJ-10A</p> <p>Instruction manual for the WBJ-10A ice maker, covering safety information, product introduction, usage instructions, troubleshooting, and technical specifications. Learn how to operate and maintain your ice maker.</p>