

SteeLoong SL-JJXZK2CW-G

SteeLoong SL-JJXZK2CW-G 2-Drawer Metal File Cabinet with Lock User Manual

Model: SL-JJXZK2CW-G | Brand: SteeLoong

1. INTRODUCTION

Thank you for choosing the SteeLoong SL-JJXZK2CW-G 2-Drawer Metal File Cabinet. This cabinet is designed to provide secure and organized storage for your documents and office essentials. Its robust metal construction ensures durability, while the locking mechanism offers enhanced privacy for your important files. This manual provides detailed instructions for assembly, operation, maintenance, and troubleshooting to ensure optimal use of your new file cabinet.

2. SAFETY INSTRUCTIONS

- Read all instructions carefully before assembly and use.
- Keep small parts and packaging materials away from children to prevent choking hazards.
- Ensure all screws and fasteners are securely tightened before using the cabinet.
- Do not overload drawers. Distribute weight evenly to prevent tipping.
- Do not climb on or stand on the cabinet.
- Use caution when moving the cabinet, especially on uneven surfaces.
- Place the cabinet on a level surface to ensure stability.

3. PACKAGE CONTENTS

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

- Cabinet panels (top, bottom, sides, back)
- 2 Drawer assemblies
- Drawer handles
- Locking mechanism with 3 keys
- 4 Swivel casters (wheels)
- Assembly hardware (screws, bolts, etc.)
- Installation tools (screwdriver, wrench)
- Instruction manual

Easy to Assemble



*Equipment Installation Tools
and Instructions*

25 Minutes Assembly



Figure 3.1: All components included for assembly.

4. SETUP AND ASSEMBLY

Assembly of the SteelLoong 2-Drawer Metal File Cabinet is required. The process typically takes approximately 25 minutes. All necessary tools are provided in the package. For best results, an electric screwdriver is recommended.

1. **Unpack Components:** Carefully remove all parts from the packaging and lay them out on a clean, soft

surface to prevent scratches. Verify all parts against the package contents list.

2. **Assemble Frame:** Attach the side panels to the bottom panel using the provided screws. Ensure proper alignment.
3. **Install Top Panel:** Secure the top panel to the assembled frame.
4. **Attach Drawer Rails:** Install the smooth drawer rails to the inside of the cabinet frame. Ensure they are oriented correctly for smooth drawer operation.
5. **Assemble Drawers:** Construct each drawer by attaching the front, back, and side panels. Install the drawer handles.
6. **Insert Drawers:** Carefully slide the assembled drawers onto the installed rails.
7. **Install Locking Mechanism:** Attach the locking mechanism as per the detailed instructions provided in the separate assembly guide.
8. **Attach Casters:** Screw the 360° swivel casters to the bottom of the cabinet. These allow for easy mobility.
9. **Adjust Feet:** The cabinet features adjustable feet on each corner. Adjust them to ensure the cabinet is stable and level on any flooring surface.



Figure 4.1: Visual guide for cabinet assembly.

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Video 4.1: An official video from SteeLoong demonstrating the features and assembly of the 2-Drawer File Cabinet.

5. OPERATING INSTRUCTIONS

5.1 Using the Drawers

The cabinet features two deep drawers designed for various storage needs. The smooth rails ensure easy opening and closing.

- **Opening:** Gently pull the handle of the desired drawer.
- **Closing:** Push the drawer firmly until it is fully closed.
- **Filing:** The drawers are suitable for hanging letter-sized files. They can also accommodate file boxes or other office supplies.



Figure 5.1: Drawer capacity for FileBox and Letter-sized documents.

5.2 Locking Mechanism

The cabinet is equipped with a central locking system that secures both drawers simultaneously.

- **To Lock:** Insert one of the provided keys into the lock cylinder located on the front of the cabinet. Turn the key clockwise until the drawers are secured. Remove the key.
- **To Unlock:** Insert the key into the lock cylinder. Turn the key counter-clockwise until the drawers are released.
- **Key Management:** Three keys are provided. Keep spare keys in a safe, accessible location.



Figure 5.2: Details of the locking mechanism, smooth rails, and casters.

6. MAINTENANCE

To ensure the longevity and appearance of your SteeLoong file cabinet, follow these maintenance guidelines:

- **Cleaning:** Wipe the metal surfaces with a soft, damp cloth. For stubborn marks, a mild soap solution can be used, followed by drying with a clean cloth. Avoid abrasive cleaners or harsh chemicals, as these can damage the finish.
- **Rust and Corrosion:** The cabinet is made of rust-proof and corrosion-resistant cold-rolled steel. However, avoid prolonged exposure to moisture or extreme humidity to maintain its condition.
- **Drawer Rails:** Periodically check the drawer rails for any debris. If drawers become stiff, a small amount of silicone-based lubricant can be applied to the rails.
- **Casters:** Keep the swivel casters clean and free of hair or debris to ensure smooth movement.
- **Fasteners:** Occasionally check all screws and bolts to ensure they remain tight. Tighten if necessary.

7. TROUBLESHOOTING

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

- **Drawers are stiff or difficult to open/close:**
Check the drawer rails for obstructions or debris. Clean the rails if necessary. Apply a silicone-based lubricant to the rails. Ensure the cabinet is on a level surface.
- **Cabinet is wobbly or unstable:**
Adjust the leveling feet on the bottom of each corner until the cabinet is stable. Ensure all assembly screws are tightened.
- **Lock is not engaging/disengaging:**
Ensure the key is fully inserted and turned completely. Check if any items in the drawers are obstructing the locking mechanism.
- **Missing parts during assembly:**
Refer to the package contents list. If parts are genuinely missing, contact SteelLoong customer support immediately with your purchase details.

8. SPECIFICATIONS

Feature	Detail
Brand	SteelLoong
Model Name	File Cabinet
Model Number	SL-JJXZK2CW-G
Color	Green
Material	Metal (Thick Cold-Rolled Steel)
Product Dimensions	18"D x 15"W x 26.5"H
Item Weight	11 Pounds
Special Features	Lightweight, Lockable, Wheeled, Rust-proof, Corrosion-resistant, Easy to Clean
Mounting Type	Floor Mount
Door Style	2 Drawers
Assembly Required	Yes

9. WARRANTY AND SUPPORT

For warranty information, product support, or to report missing/damaged parts, please contact SteelLoong customer service. Keep your purchase receipt and model number (SL-JJXZK2CW-G) handy for faster service. You can typically find contact information on the product packaging or the official SteelLoong website.

