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### INTERGREAT 4-Drawer Lateral File Cabinet

# INTERGREAT 4-Drawer Lateral File Cabinet User Manual

Model: 4-Drawer Lateral File Cabinet (White)

## INTRODUCTION

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Thank you for choosing the INTERGREAT 4-Drawer Lateral File Cabinet. This manual provides essential information for the safe assembly, operation, and maintenance of your new filing cabinet. Please read these instructions thoroughly before beginning assembly or use, and retain this manual for future reference.



Image: The INTERGREAT 4-Drawer Lateral File Cabinet in white, with its four drawers partially open, revealing organized files. The top surface holds a small desk lamp and decorative items, illustrating its use in an office setting.

## SAFETY INFORMATION

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To ensure safe use of your filing cabinet, please observe the following precautions:

- **Assembly:** Always assemble the cabinet on a soft, clean surface to prevent scratches. It is recommended that two adults assemble this product. Ensure all screws and fasteners are securely tightened, but do not overtighten to avoid stripping.
- **Stability:** This cabinet is equipped with an anti-tip interlock system. Only one drawer can be extended at a time to prevent the cabinet from tipping over. Do not attempt to open multiple drawers simultaneously.
- **Weight Distribution:** Distribute contents evenly across drawers. Avoid placing excessively heavy items in a single drawer or on top of the cabinet.
- **Locking Mechanism:** Use the locking mechanism to secure sensitive documents. Ensure drawers are fully closed before locking.
- **Children and Pets:** Keep children and pets away from the cabinet during assembly and ensure drawers are closed and locked when not in use to prevent accidents.

# ANTI-TIP INTERLOCK SYSTEM

only 1 drawer can be extended at a time



Image: A visual representation of the anti-tip interlock system, demonstrating how only one drawer can be safely extended at a time to maintain cabinet stability.

## PACKAGE CONTENTS

Before assembly, please verify that all components are present and undamaged. Refer to the included parts list in your packaging. If any parts are missing or damaged, please contact customer support.

## ASSEMBLY INSTRUCTIONS

Assembly is required for this product. Follow the step-by-step instructions provided in the separate assembly guide included in your package. The general steps involve:

- Preparation:** Clear a spacious area and lay out all components on a protective surface.
- Frame Assembly:** Connect the side panels, top, and bottom panels using the provided hardware.
- Drawer Slide Installation:** Attach the drawer slides to the cabinet frame and to the drawer components. Ensure they are aligned correctly for smooth operation.
- Drawer Construction:** Assemble each drawer, ensuring the bottom panel is securely seated.
- Drawer Insertion:** Carefully insert the assembled drawers into the cabinet, aligning them with the slides.

6. **Locking Mechanism Installation:** Install the central locking mechanism and ensure it operates correctly with all drawers.
7. **Anti-Tip System Check:** Verify that the anti-tip interlock system functions as intended, allowing only one drawer to open at a time.

**Tip:** It is highly recommended to have two people for assembly to manage larger components and ensure proper alignment. Exercise caution when tightening screws to prevent damage to the metal components.

## OPERATING INSTRUCTIONS

### Drawer Operation

The drawers are designed for smooth operation with ball-bearing slides. To open a drawer, gently pull the handle. To close, push the drawer firmly until it is fully seated. Remember the anti-tip interlock system allows only one drawer to be open at a time.



Image: Detailed view of the drawer's ball-bearing slide for smooth movement and the precision lock mechanism.

### Locking Mechanism

Your cabinet features a central locking mechanism to secure all drawers simultaneously. Insert the key into the lock located on the top drawer. Turn the key clockwise to lock and counter-clockwise to unlock. Ensure all drawers are fully closed before attempting to lock the cabinet.

## Smooth Metal Glide

Experience effortless sliding with smooth metal tracks



## Safe Storage

Can store important items and documents without worrying about leakage



Image: A close-up of the cabinet's locking mechanism, demonstrating how to use the key to secure the drawers.

## File Organization

The spacious drawers are designed to accommodate various file formats, including Letter, Legal, F4, and A4 size hanging folders. Adjustable hanging rods allow for customizable file arrangement.



Image: A graphic demonstrating the versatility of the drawers, capable of storing various document sizes like Legal, A4, and Letter, along with file boxes.

## MAINTENANCE

To maintain the appearance and functionality of your filing cabinet:

- **Cleaning:** Wipe surfaces with a soft, damp cloth. Avoid abrasive cleaners or harsh chemicals that could damage the finish.
- **Drawer Slides:** Periodically check drawer slides for smooth operation. If needed, a small amount of silicone lubricant can be applied to the tracks.
- **Hardware:** Occasionally check all screws and fasteners to ensure they remain tight. Retighten if necessary.

## TROUBLESHOOTING

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Problem	Possible Cause	Solution
Drawers do not open/close smoothly.	Misaligned drawer slides, debris in tracks, overtightened screws during assembly.	Check alignment of slides. Clean tracks of any debris. Loosen and re-tighten assembly screws carefully. Apply silicone lubricant to slides.
Cabinet feels unstable or tips easily.	Multiple drawers open, uneven load, anti-tip system not functioning.	Ensure only one drawer is open at a time. Redistribute contents evenly. Verify anti-tip interlock system is correctly installed and functioning.
Locking mechanism not working.	Drawers not fully closed, mechanism misalignment.	Ensure all drawers are completely closed before attempting to lock. Check for any obstructions preventing full closure.
Missing or damaged parts during assembly.	Packaging error or transit damage.	Do not proceed with assembly. Contact INTERGREAT customer support immediately for replacement parts.

## SPECIFICATIONS

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**Brand:** INTERGREAT

**Model:** 4-Drawer Lateral File Cabinet

**Color:** White

**Material:** Metal (SPCC cold rolled steel with anti-embroidery coating)

**Product Dimensions:** 16"D x 28"W x 52.2"H

**Special Feature:** Lockable, Anti-Tip Interlock System

**Mounting Type:** Floor Mount

**Recommended Uses:** Files & Folders (Letter, Legal, F4, A4)

**Assembly Required:** Yes

INTERGREAT

# DEEP FILE CABINET DIMENSION

220 LBS  
Bearing capacity



Image: A detailed diagram illustrating the external dimensions of the 4-drawer file cabinet (16"D x 28"W x 52.2"H) and internal drawer measurements.

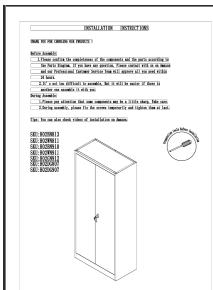
Size is manual measurement  
small error is normal

## WARRANTY AND SUPPORT

For warranty information or customer support, please refer to the documentation included with your purchase or visit the official INTERGREAT store page on Amazon. Our dedicated customer team is available to assist with any issues or questions you may have.

**Online Support:** [Visit the INTERGREAT Store on Amazon](#)

**Related Documents - 4-Drawer Lateral File Cabinet**



#### [Installation Instructions for Tall Metal Storage Cabinet](#)

Step-by-step assembly guide for the INTERGREAT Tall Metal Storage Cabinet with 4 adjustable shelves and 2 locking doors. Includes parts list and assembly diagrams.



#### [Assembly Instructions for H04BN403/H04GG404 Metal Locker](#)

Step-by-step assembly guide for the INTERGREAT Metal Locker, model H04BN403/H04GG404. This guide details the installation of the locker's components, including side panels, shelves, and doors, using provided hardware.



#### [INTERGREAT 6-Door Locker Assembly Instructions \(SKU: H04BN402/H04GN401/H04GG409\)](#)

Step-by-step assembly guide for the INTERGREAT 6-door metal locker, including parts list, hardware details, and installation instructions for home, office, or gym use.



#### [GangMei 4-Drawer Lateral File Cabinet Assembly Instructions](#)

Detailed step-by-step assembly instructions for the GangMei 4-drawer lateral file cabinet, including a complete parts list, hardware specifications, and guidance for secure installation.



#### [4 Drawer Lateral File Cabinet Installation Instructions](#)

Step-by-step instructions for installing a 4-drawer lateral file cabinet, including assembly, locking, and troubleshooting.



VERTICAL FILE CABINETS

## [Vertical File Cabinet Assembly Instructions and Product Information](#)

Detailed assembly instructions, safety precautions, parts list, and product parameters for a 4-drawer vertical file cabinet. Includes guidance for home and office use.

This is the original instruction, please read it carefully before opening. This is not a copy or reproduction of our user manual. The assembly of this product shall be taken to the store where it was purchased or to a professional assembly service. It is not recommended to disassemble or modify it.