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> Loomie White 2 Drawer File Cabinet with Lock & Charging Station Instruction Manual

Loomie 101163A1

Loomie White 2 Drawer File Cabinet with Lock & Charging Station

Model: 101163A1

INTRODUCTION

This manual provides essential information for the safe and efficient use of your Loomie White 2 Drawer File Cabinet with Lock & Charging Station. Please read these instructions carefully before assembly and operation to ensure proper functionality and longevity of your product. Keep this manual for future reference.

SAFETY INFORMATION

Always adhere to the following safety guidelines:

- Always follow the assembly instructions carefully.
- Keep fingers away from the locking mechanism when opening and closing the drawers to prevent injury.
- Do not overload the cabinet beyond its weight limit. Refer to the specifications section for weight capacity.
- Ensure the cabinet is placed on a stable, level surface to prevent tipping.
- Do not allow children to climb on or play with the cabinet.
- Only use the charging station for devices within the specified voltage and current ratings (125V/12A AC, 5V/2A USB).
- Avoid spilling liquids on the charging station or electrical components.

PACKAGE CONTENTS

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

- 1 x File Cabinet (unassembled components)
- Assembly Hardware (screws, dowels, etc.)
- 2 x Keys for drawer locks
- Instruction Manual

SETUP AND ASSEMBLY

Assembly is required for this product. Please follow the detailed instructions provided in the separate assembly guide included with your purchase. The general steps involve:

1. **Unpack and Identify Parts:** Carefully unpack all components and hardware. Refer to the parts list in your assembly guide to identify each piece.
2. **Assemble the Frame:** Connect the side panels, back panel, and base using the provided hardware. Ensure all connections are secure.
3. **Install Drawer Slides:** Attach the drawer slides to the cabinet frame and to the drawer boxes according to the instructions. Ensure they are aligned for smooth operation.
4. **Assemble Drawers:** Construct the two drawer boxes. Install the file hanging bars as needed for your document size.
5. **Install Handles and Locks:** Attach the metal handles and locking mechanisms to the drawer fronts.
6. **Integrate Charging Station:** Install the built-in charging station into the designated slot on the top shelf or back panel, ensuring the power cord is accessible.
7. **Insert Drawers:** Carefully slide the assembled drawers onto the installed drawer slides.
8. **Final Placement:** Position the cabinet in its desired location, ensuring it is stable and level.



4 File Combination Methods



Letter+A4



Letter+legal



Letter+Letter



A4+A4

Image: Fully assembled Loomie 2 Drawer File Cabinet, showcasing its design and structure.



Image: Top view of the cabinet, highlighting the spacious 37-inch tabletop suitable for printers or other office equipment.

Using the File Drawers

The two spacious drawers are designed to accommodate various file sizes. Each drawer features adjustable space and includes file hanging bars.

- **File Compatibility:** The drawers support Letter, Legal, A4, and F4 sized documents. Adjust the hanging bars to fit your specific file type.
- **Smooth Operation:** The drawers are equipped with fully stretched three-section rails for smooth and silent full extension, allowing easy access to items at the back.

37 Inch Spacious Tabletop



Image: Illustration demonstrating various file combination methods (Letter+A4, Letter+Legal, Letter+Letter, A4+A4) within the drawers.



Image: A drawer fully extended, illustrating the smooth and silent full extension mechanism for easy access.

Locking Mechanism

Both drawers are equipped with a high-quality locking system to secure your documents and personal belongings.

- **To Lock:** Insert the key into the lock on the drawer front and turn it clockwise until the drawer is secured. Remove the key.
- **To Unlock:** Insert the key and turn it counter-clockwise. The drawer can then be opened.
- Each drawer requires its own key for individual locking.



Sturdy Metal Handle



Lockable Drawer



Smooth Sliding Rails

Image: A close-up view of the lockable drawer, showing the key inserted into the locking mechanism.

Built-in Charging Station

The cabinet features a built-in charging station for convenient power access.

- **Power Outlets:** Two standard AC outlets (125V/12A) are available for powering devices like printers, laptops, or lamps.
- **USB Ports:** Two USB charging ports (5V/2A) are provided for charging smartphones, tablets, and other USB-powered devices.
- **Power Cord:** The charging station is connected via a 6.5-foot power cord. Ensure it is plugged into a grounded electrical outlet.

Built-in Charging Station



Image: A detailed view of the built-in charging station, showing the two AC power outlets and two USB charging ports.

MAINTENANCE

Proper care and maintenance will help preserve the appearance and functionality of your file cabinet.

- **Cleaning:** Wipe surfaces with a soft, damp cloth. Avoid abrasive cleaners or harsh chemicals that may damage the painted engineered wood finish.
- **Spills:** Clean up spills immediately to prevent staining or damage to the wood.
- **Drawer Slides:** Periodically check drawer slides for smooth operation. If they become stiff, a small amount of silicone lubricant can be applied.
- **Hardware:** Periodically check and tighten any loose screws or hardware to maintain structural integrity.
- **Charging Station:** Keep the charging station free of dust and debris. Do not attempt to disassemble or repair the electrical components yourself.

TROUBLESHOOTING

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

- **Drawers are Sticking or Not Sliding Smoothly:**

- Check if the drawer slides are properly aligned and free of obstructions.
- Ensure the cabinet is on a level surface. Uneven surfaces can cause misalignment.
- Apply a silicone-based lubricant to the drawer slides if necessary.

- **Drawer Lock is Not Working:**

- Ensure the key is fully inserted and turned correctly.
- Check for any obstructions preventing the lock mechanism from engaging.

- **Charging Station is Not Providing Power:**

- Verify that the cabinet's power cord is securely plugged into a functional wall outlet.
- Check if the wall outlet itself is working by plugging in another device.
- Ensure the devices you are trying to charge are properly connected to the outlets/USB ports.
- Do not exceed the maximum power ratings for the outlets and USB ports.

- **Cabinet is Unstable or Wobbling:**

- Ensure all assembly hardware is tightened securely.
- Place the cabinet on a flat, level surface. Use shims if necessary to stabilize.

If these solutions do not resolve the issue, please contact customer support.

SPECIFICATIONS

Feature	Detail
Model Name	101163A1
Brand	Loomie
Color	White
Material	Engineered Wood
Product Dimensions (D x W x H)	22.05" x 37" x 33.94"
Item Weight	96.1 pounds
Number of Drawers	2
File Compatibility	Letter, Legal, A4, F4 Size
Charging Station	2 AC Outlets (125V/12A), 2 USB Ports (5V/2A)
Special Features	Lockable Drawers, Built-In Charging Station, Open Storage Shelf
Assembly Required	Yes

Product Dimension



Image: A diagram illustrating the precise dimensions of the file cabinet, including overall height, width, depth, and internal drawer measurements.

WARRANTY AND SUPPORT

For warranty information or technical support, please refer to the documentation included with your purchase or contact Loomie customer service directly. Please have your model number (101163A1) and purchase date available when contacting support.