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Garvee we-W8k-dC932X13lwdQaUQQ44

Garvee 3-Drawer File Cabinet with Lock

Model: we-W8k-dC932X13lwdQaUQQ44

Introduction

Thank you for choosing the Garvee 3-Drawer File Cabinet. This heavy-duty vertical filing cabinet is designed for home and office use, providing secure storage for letter, legal, A4, and F4-sized documents. Constructed from durable metal steel, it features a locking mechanism and an anti-tilt system for enhanced safety. This manual provides essential information for assembly, operation, maintenance, and troubleshooting to ensure optimal performance and longevity of your cabinet.

Safety Information

Please read and understand all safety instructions before assembling or using the file cabinet. Failure to follow these instructions may result in injury or damage to the product.

- Always keep the cabinet on a stable, level surface to prevent tipping.
- Do not overload the drawers. Distribute weight evenly.
- Use both hands when opening and closing the drawers to maintain stability and prevent tipping.
- Do not climb on or lean against the cabinet.
- Ensure only one drawer is open at a time. The anti-tilt mechanism is designed to prevent multiple drawers from opening simultaneously, reducing the risk of tipping.
- Keep keys out of reach of children.

Setup and Assembly

This file cabinet requires assembly. Please ensure all parts are present before beginning. Refer to the included assembly instructions for detailed, step-by-step guidance. A general overview of the assembly process is provided below.

Unpacking and Part Identification

- Carefully unpack all components from the packaging.
- Verify that all parts listed in the assembly instructions are present and undamaged. If any parts are missing or damaged, contact customer support.

Assembly Steps Overview

1. Assemble the main frame of the cabinet according to the provided diagrams.

2. Install the drawer slides onto the cabinet frame and the drawers. Ensure they are aligned correctly for smooth operation.
3. Attach the drawer fronts and handles.
4. Insert the assembled drawers into the cabinet frame.
5. Install the locking mechanism and test its functionality.
6. Place the adjustable hanging rods inside the drawers as needed for your file sizes (Letter, Legal, A4, F4).



Image: Diagram showing the dimensions of the Garvee 3-Drawer File Cabinet and a single drawer. Overall cabinet dimensions are approximately 40.5 inches high, 17.71 inches deep, and 14.76 inches wide. A drawer insert is shown with internal dimensions.

Operating Instructions

Opening and Closing Drawers

- To open a drawer, gently pull the handle. The ball-bearing full-extension slides ensure smooth and quiet operation.
- To close, push the drawer firmly until it is fully seated in the cabinet.
- The anti-tilt mechanism prevents more than one drawer from being fully opened at a time. If one drawer is open, others

will be blocked to prevent the cabinet from tipping.

Using the Lock Mechanism

- The cabinet features a central lock located at the top, which secures all three drawers simultaneously.
- To lock: Ensure all drawers are fully closed. Insert the key into the lock and turn it clockwise until the lock engages. Remove the key.
- To unlock: Insert the key into the lock and turn it counter-clockwise until the lock disengages.
- Two keys are provided for convenience and security. Keep a spare key in a safe place.

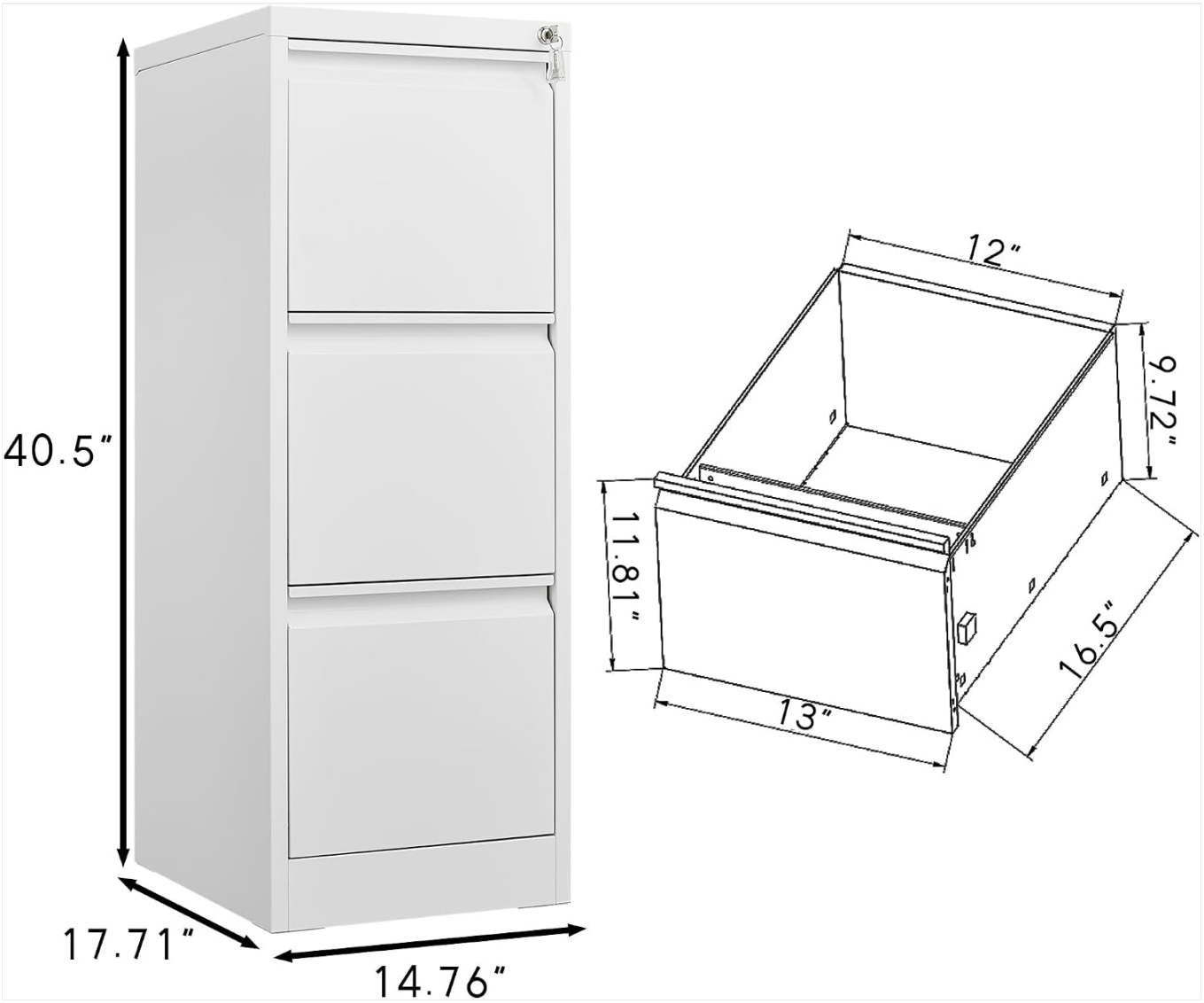


Image: An open drawer of the file cabinet, showcasing colorful hanging files organized within. The full-extension drawer slides are visible.



Image: A close-up view of the top right corner of the file cabinet, showing the integrated lock mechanism with a key inserted.

Maintenance

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

- **Cleaning:** The cabinet features a smooth, waterproof coating. Wipe surfaces with a soft, damp cloth and mild detergent. Avoid abrasive cleaners or harsh chemicals that could damage the finish.
- **Drawer Slides:** The ball-bearing slides are designed for long-term smooth operation. If drawers become stiff, a small amount of silicone lubricant can be applied to the slides.
- **Lock Mechanism:** Periodically check the lock for smooth operation. If it becomes difficult to turn, a small amount of graphite lubricant can be applied to the keyhole.
- **Inspection:** Regularly inspect the cabinet for any loose screws or components. Tighten as necessary to maintain structural integrity.

Troubleshooting

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

- **Drawers are difficult to open or close:**
  - Check if the cabinet is on a level surface. Uneven surfaces can cause misalignment.
  - Ensure drawers are not overloaded or unevenly weighted.
  - Inspect drawer slides for obstructions or damage. Lubricate slides if needed.
- **Cabinet feels unstable or wobbly:**
  - Verify that all assembly screws are securely tightened.
  - Ensure the cabinet is placed on a flat, stable floor.
  - Confirm that only one drawer is open at a time, allowing the anti-tilt mechanism to function correctly.
- **Lock is not engaging or disengaging:**
  - Ensure all drawers are fully closed before attempting to lock the cabinet.
  - Check for any obstructions preventing the drawers from closing completely.
  - Apply a small amount of graphite lubricant to the keyhole if the key is stiff.
- **Missing or damaged parts during assembly:**
  - Refer to the parts list in your assembly manual. Contact Garvee customer support for replacement parts.

Specifications

Attribute	Detail
Brand	Garvee
Model Number	we-W8k-dC932X13lwdQaUQQ44
Color	White
Material	Metal (Alloy Steel)
Product Dimensions (D x W x H)	40.94" x 24.41" x 18.11" (Note: This appears to be a discrepancy in the provided data, as the image shows 17.71"D x 14.76"W x 40.5"H. Please refer to the assembly manual for exact dimensions.)
Item Weight	67 Pounds
Number of Drawers	3
Features	Lockable, Anti-tilt Mechanism, Full-extension Ball-bearing Slides
File Compatibility	Letter, Legal, A4, F4
Assembly Required	Yes



Image: A graphic detailing product specifications such as color (Black/White), material (Metal), number of drawers (3/4 options), product size (14.65"W x 17.71"D x 40.50"H and 14.96"W x 17.71"D x 52.36"H), and top loading capacity (120 LBS).



Image: A collage demonstrating the versatility of the file cabinet, showing it in different environments such as a hospital, office, school, and home setting.

Warranty Information

Garvee products are manufactured to high-quality standards. For specific warranty details regarding your file cabinet, please refer to the warranty card included with your purchase or visit the official Garvee website. Typically, a limited warranty covers manufacturing defects from the date of purchase.

Customer Support

If you have any questions, require assistance with assembly, or need to report missing/damaged parts, please contact Garvee customer support. You can typically find contact information on the Garvee website or through your retailer's support channels. For online support, visit the Garvee Store on Amazon.

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