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Garvee PEP_336LGV37

Garvee 3-Drawer Mobile File Cabinet Instruction Manual

Model: PEP_336LGV37

1. Product Overview

The Garvee 3-Drawer Mobile File Cabinet is designed for efficient organization in home or office environments. Constructed from high-strength cold-rolled solid all-steel with a powder-coated finish, it offers durability and resistance to corrosion. This cabinet features three spacious drawers, a locking mechanism for security, and five smooth-rolling casters for mobility, including two locking wheels and one anti-tilt center caster.



Image: The Garvee 3-Drawer Mobile File Cabinet positioned under a desk in a home office environment, showcasing its compact design and mobility.

2. Setup

This Garvee file cabinet is delivered fully assembled, requiring no complex installation. Upon receiving your cabinet, follow these simple steps to prepare it for use:

1. **Unpacking:** Carefully remove the cabinet from its packaging. Inspect for any shipping damage.

2. **Placement:** Position the cabinet in your desired location. Ensure the surface is level to prevent uneven weight distribution.
3. **Caster Engagement:** The cabinet comes with five casters. Two of these are locking wheels. To secure the cabinet in place, press down on the locking levers of the two locking casters. To move the cabinet, lift these levers. The central caster is an anti-tilt feature and does not require manual engagement.



Image: A visual representation of the Garvee file cabinet with its key dimensions (15.75" W x 18.11" D x 22.83" H) indicated, demonstrating its compact size for under-desk placement.

3. Operating Instructions

3.1 Drawer Usage

- The three drawers are designed to accommodate A4, F4, Letter, and Legal size documents.
- The bottom drawer includes a hanging rod for organizing hanging files.
- The top drawer features a removable pencil tray for small office supplies.

3.2 Locking Mechanism

The cabinet is equipped with a single lock that secures all three drawers simultaneously. Insert the key into the lock located on the top drawer and turn to lock or unlock. Ensure all drawers are fully closed before attempting to lock the cabinet.

3.3 Anti-Tilt Feature

For safety, the cabinet includes an anti-tilt mechanism. This feature prevents the cabinet from tipping forward by allowing only one drawer to be fully opened at a time. The central caster also contributes to stability when drawers are extended.



Image: The Garvee file cabinet with its top two drawers partially open, revealing a removable pencil tray in the top drawer and organized items, while the bottom drawer is fully extended with hanging files.



Image: A close-up view of the Garvee file cabinet's top drawer, highlighting the integrated lock mechanism and the sleek handle design.

4. Maintenance

4.1 Cleaning

To maintain the appearance and longevity of your file cabinet, clean it regularly with a soft, damp cloth. Avoid abrasive cleaners or harsh chemicals, as these can damage the powder-coated finish.

4.2 Safety Precautions

- Always keep the cabinet locked when not in use to secure contents.
- Do not overload the cabinet. Distribute weight evenly across drawers.
- Due to the anti-tilt mechanism, avoid opening more than one drawer fully at a time.

- Use caution when moving the cabinet to avoid pinch points, especially around the casters and drawer slides.



Image: A direct front view of the Garvee 3-Drawer Mobile File Cabinet, showing the three drawers and the lock with keys inserted,

emphasizing its secure design.

5. Troubleshooting

- **Drawers not opening/closing smoothly:** Check for any obstructions inside the drawer or along the slides. Ensure the cabinet is on a level surface.
- **Cabinet feels unstable or tips:** Verify that only one drawer is open at a time. Ensure the cabinet is not overloaded, and weight is distributed evenly. Check if the anti-tilt caster is making proper contact with the floor when a drawer is extended.
- **Lock not engaging:** Ensure all drawers are fully closed and pushed in completely before attempting to lock the cabinet. Check if the key is fully inserted and turned correctly.



Image: The Garvee file cabinet with its bottom drawer fully extended, clearly showing the anti-tilt caster positioned at the front center, designed to prevent tipping.

6. Specifications

Brand	Garvee
Model Number	PEP_336LGV37
Material	High-strength cold-rolled solid all-steel, powder coated
Color	Black
Dimensions (D x W x H)	18.11" x 15.75" x 22.83"
Item Weight	41.89 Pounds
Number of Drawers	3
Document Compatibility	A4, F4, Letter, Legal Size
Features	Lockable, Mobile (5 casters, 2 locking), Anti-Tipping, Removable Pencil Tray

7. Warranty Information

Specific warranty details for the Garvee 3-Drawer Mobile File Cabinet are typically provided at the point of purchase or included with the product packaging. Please refer to your purchase documentation or contact the retailer/manufacturer for comprehensive warranty terms and conditions.

8. Support

For further assistance, technical support, or inquiries regarding your Garvee 3-Drawer Mobile File Cabinet, please contact the retailer from whom you purchased the product. You may also visit the official Garvee brand store for additional information and contact options:

Visit the Garvee Store on Amazon

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