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Garvee we-W8k-dC932X13lwdQaUQQ44

Garvee 3-Drawer Vertical File Cabinet with Lock

Model: we-W8k-dC932X13lwdQaUQQ44

Introduction

Thank you for choosing the Garvee 3-Drawer Vertical File Cabinet. This heavy-duty metal cabinet is designed to provide secure and organized storage for your documents in home or office environments. It features a locking mechanism for security and an anti-tilt system for safety. This manual provides essential information for the correct assembly, operation, and maintenance of your new file cabinet.



Image: The Garvee 3-Drawer Vertical File Cabinet, white, shown in an office environment with the bottom drawer partially open, revealing files.

Important Safety Information

Please read all safety instructions before assembly and use. Failure to follow these instructions may result in injury or damage to the product.

- Always ensure that the cabinet is properly assembled and mounted according to the instructions.
- Do not overload the drawers. Distribute weight evenly to maintain stability.
- Do not attempt to open more than one drawer at a time. The anti-tilt mechanism is designed to prevent tipping by locking other drawers when one is open.
- Keep keys out of reach of children.
- Place the cabinet on a level and stable surface.
- Avoid climbing on or leaning heavily on the cabinet.

Package Contents

Before beginning assembly, verify that all parts are present and undamaged. If any parts are missing or damaged, please contact customer support.

- Cabinet Panels (Top, Bottom, Sides, Back)
- Drawer Components (Fronts, Sides, Backs, Bottoms)
- Drawer Slides (Ball-bearing full-extension)
- Lock Mechanism and Keys (2 keys included)
- Anti-tilt Mechanism Components
- Adjustable Hanging Rods for files
- Assembly Hardware (Screws, bolts, nuts, etc.)
- Instruction Manual

Setup and Assembly

Assembly is required for this file cabinet. It is recommended to have two people for assembly. Please follow these steps carefully.

1. **Prepare the Workspace:** Clear a spacious, clean, and level area for assembly. Lay out all components and hardware. Keep the instruction manual handy.
2. **Assemble the Cabinet Frame:** Attach the side panels to the back panel using the provided hardware. Ensure all connections are secure. Then, attach the top and bottom panels to complete the main frame.
3. **Install Drawer Slides:** Attach the cabinet-side drawer slides to the interior of the cabinet frame. Ensure they are level and aligned correctly for smooth drawer operation. Refer to the diagram for proper orientation.



Image: A detailed view of the ball-bearing full-extension drawer slide, showing its components and smooth operation.

4. **Assemble Drawers:** Construct each drawer by attaching the front, back, and side panels to the drawer bottom. Secure with the appropriate hardware. Then, attach the drawer-side drawer slides to the assembled drawers.
5. **Install Anti-Tilt Mechanism:** Integrate the anti-tilt mechanism components as instructed. This system ensures that only one drawer can be opened at a time, preventing the cabinet from tipping forward.



Image: A close-up view of the internal anti-tilt mechanism, which prevents more than one drawer from opening simultaneously.

6. **Insert Drawers into Cabinet:** Carefully align the drawer slides and insert each assembled drawer into its respective slot in the cabinet frame. Push firmly until the drawer is fully seated. Test each drawer for smooth operation.
7. **Install Lock Mechanism:** Attach the lock mechanism to the top drawer as indicated in the instructions. Ensure it engages properly with the locking bar that secures all drawers.



Image: A close-up of the integrated lock on the top drawer of the file cabinet, with keys inserted.

8. **Adjust Hanging Rods:** Place the adjustable hanging rods inside the drawers. These can be configured to accommodate Letter, Legal, A4, or F4-sized documents.



Image: An open drawer of the file cabinet, showing colorful hanging files organized within.

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 recessed into the cabinet.

Using the Lock

The cabinet features a central lock that secures all three drawers simultaneously. Insert one of the provided keys into the lock cylinder located on the top drawer. Turn the key to the locked position to secure all drawers. Turn the key to the unlocked position to release them. Remove the key after locking or unlocking.

Anti-Tilt Mechanism

For your safety, this cabinet is equipped with an anti-tilt mechanism. This system prevents more than one drawer from being opened at a time. When one drawer is extended, the other drawers will be locked in place. This design significantly reduces the risk of the cabinet tipping over.

Organizing Files

The drawers are designed to accommodate Letter, Legal, A4, and F4-sized documents. Use the adjustable hanging rods to configure the drawer interior to fit your specific file sizes. Ensure files are placed neatly and do not obstruct the drawer's closing path.

Maintenance

Cleaning

The cabinet's smooth metal surface is easy to clean. Use a soft, damp cloth with mild soap and water to wipe down the exterior. Avoid abrasive cleaners or harsh chemicals, as these can damage the finish. Dry thoroughly after cleaning.

Drawer Slides

Periodically check the drawer slides for any debris or dust. If drawers become stiff, a small amount of silicone-based lubricant can be applied to the slides. Do not use oil-based lubricants, as they can attract dust.

Lock Mechanism

If the lock mechanism becomes stiff, a small amount of graphite lubricant can be applied to the keyhole. Do not force the key if it feels stuck.

Troubleshooting

- **Drawer is difficult to open or close:**
  a. Check if the drawer slides are properly aligned and free of obstructions.
  b. Ensure the drawer is not overloaded or unevenly weighted.
  c. Verify that the anti-tilt mechanism is not engaged by another open drawer.
  d. Apply lubricant to the drawer slides if necessary.
- **Lock is not working:**
  a. Ensure the key is fully inserted and turned correctly.
  b. Check if any drawers are partially open, preventing the lock from engaging.
  c. Verify that the locking bar is correctly installed and not bent.
  d. Apply graphite lubricant to the keyhole if the key is stiff.
- **Cabinet feels unstable:**
  a. Ensure the cabinet is placed on a level surface.
  b. Verify that all assembly hardware is tightened securely.
  c. Do not open more than one drawer at a time.

Specifications

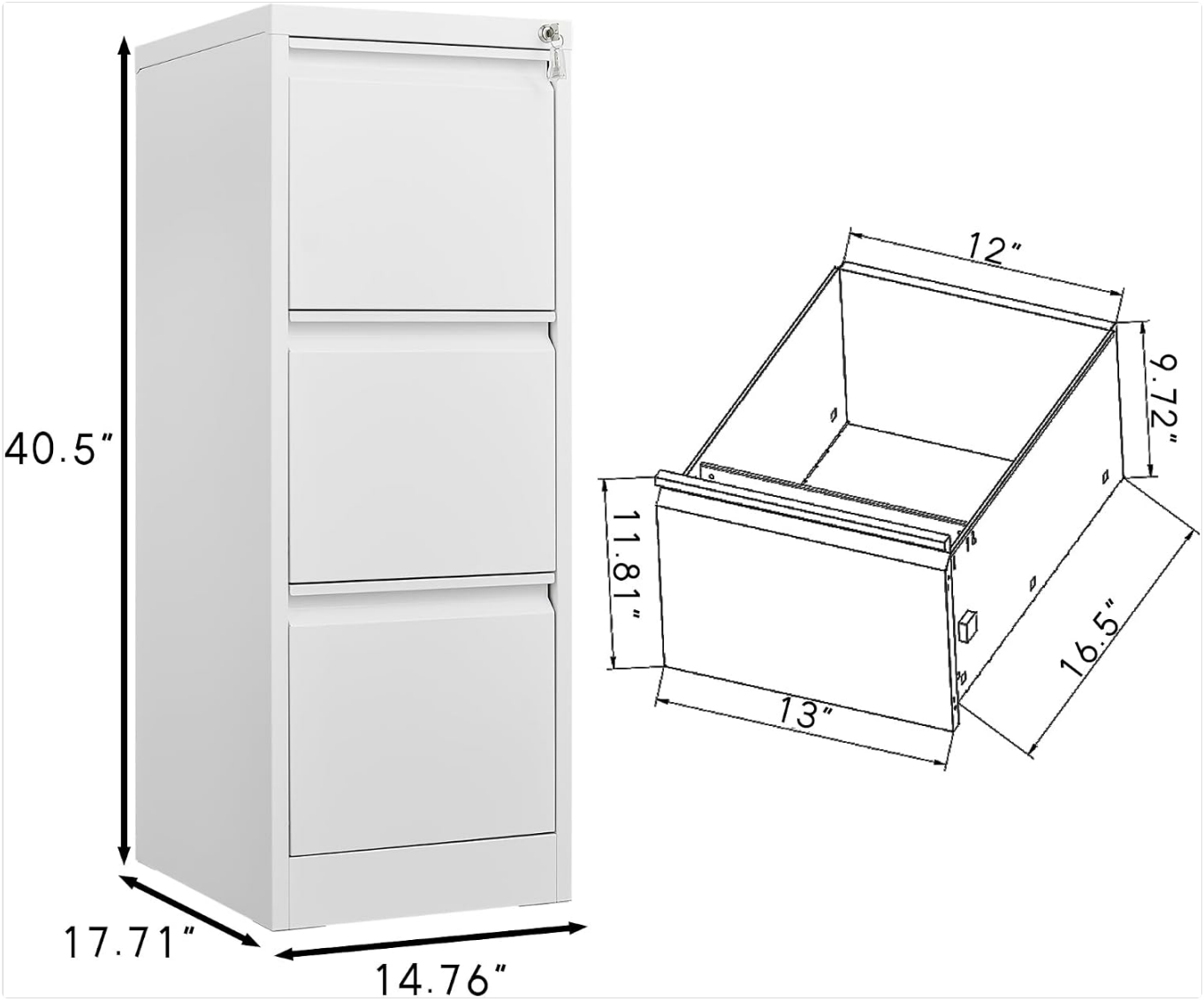


Image: A technical diagram illustrating the external dimensions of the Garvee 3-Drawer File Cabinet and internal drawer dimensions.

Feature	Detail
Brand	Garvee
Model Number	we-W8k-dC932X13lwdQaUQQ44
Material	Metal (Steel)
Color	White
Product Dimensions (D x W x H)	40.94" x 24.41" x 18.11" (Approx. 104cm x 62cm x 46cm)
Item Weight	67 Pounds (Approx. 30.4 kg)
Number of Drawers	3
Lockable	Yes (Central lock for all drawers)
Anti-Tilt Mechanism	Yes
File Compatibility	Letter, Legal, A4, F4
Assembly Required	Yes

Warranty and Support

For warranty information, technical support, or to order replacement parts, please refer to the contact information provided at the point of purchase or visit the official Garvee website. Please have your model number (we-W8k-dC932X13lwdQaUQQ44) and purchase date ready when contacting support.

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