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INNOD 1

INNOD 3-Drawer Fluted Mobile File Cabinet with Lock

Model: 1 (Oak)

1. Safety Information

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

- Always assemble the cabinet according to the provided instructions to avoid installation-related injuries.
- Secure the cabinet to the wall or floor using appropriate hardware to prevent tip-overs, especially when the cabinet is fully loaded.
- Keep the area around the cabinet clear of obstacles to prevent accidents.
- Do not overload the cabinet, as this can cause it to tip over or damage the cabinet itself. The maximum weight capacity is 100 pounds.
- Always use caution when moving the cabinet, as the wheels can cause it to move unexpectedly if not properly secured.

2. Package Contents

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

- Cabinet Panels (various sizes)
- 3 Drawer Units
- Drawer Slides (6 pairs)
- 4 Casters (2 lockable)
- Lock Mechanism with 2 Keys
- Assembly Hardware (screws, dowels, cam locks, etc.)
- Assembly Tools (screwdriver, wrench)
- Instruction Manual

3. Setup and Assembly

This filing cabinet requires assembly. Follow the clear, illustrated instructions provided in the package for a smooth and

simple process. It is recommended to assemble the unit on a soft, clean surface to prevent scratches.

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Video: Official installation guide for the INNOD Mobile File Cabinet. This video demonstrates the step-by-step assembly process, including attaching panels, installing drawer slides, and securing the casters and lock mechanism. (Duration: 6:44)

General Assembly Steps:

1. **Prepare Components:** Unpack all parts and lay them out. Identify each piece using the provided diagrams.
2. **Assemble Frame:** Connect the main cabinet panels using the designated hardware. Ensure all connections are secure.
3. **Install Drawer Slides:** Attach the drawer slides to both the cabinet interior and the drawer sides. Ensure they are aligned correctly for smooth operation.
4. **Assemble Drawers:** Construct each of the three drawers. Insert the drawer bottoms and secure the front panels.
5. **Insert Drawers:** Carefully slide the assembled drawers into the cabinet.
6. **Attach Casters:** Secure the four casters to the bottom of the cabinet. Ensure the two lockable casters are positioned at the front for easy access.
7. **Install Lock:** Mount the lock mechanism on the top drawer as per instructions. Test the lock with the provided keys.



Image: Product dimensions. The cabinet measures 16.5 inches deep, 16.5 inches wide, and 28 inches high (including 3 inches for casters). The top drawer is 13.5 inches wide, 12.5 inches deep, and 4 inches high. The bottom two drawers are 15.5 inches wide, 12.5 inches deep, and 6.5 inches high, with a 6-inch internal height for filing.

4. Operating Instructions

Drawer Usage:

The cabinet features three spacious drawers designed for various storage needs. The bottom two drawers are equipped to hold both A4 and Letter-sized files.

- **Top Drawer:** Ideal for notebooks, small office supplies, and personal items.
- **Middle and Bottom Drawers:** Designed for hanging files. Adjust the metal bars within the drawers to accommodate either A4 or Letter-sized documents.



Image: A4 and Letter size filing. This image illustrates how to adjust the three-section sliding rails to fit either A4 or Letter-sized hanging files within the drawers.



Image: Three spacious drawers. This image highlights the suggested use for each drawer: notebooks in the top, office supplies in the middle, and files in the bottom.

Locking Mechanism:

The cabinet features an interlock system. One lock, located on the top drawer, secures all three drawers simultaneously, providing enhanced security for your documents and valuables.

- Insert the key into the lock on the top drawer.
- Turn the key clockwise to lock all three drawers.
- Turn the key counter-clockwise to unlock the drawers.
- Always remove the key after locking to prevent unauthorized access.



Image: High quality lock. This image focuses on the lock mechanism, emphasizing its role in ensuring file and privacy security.

Mobility:

The cabinet is equipped with four casters for easy movement. Two of these casters are lockable to ensure stability when the cabinet is in a desired position.

- To move the cabinet, ensure the lockable casters are in the unlocked position.
- Gently push or pull the cabinet to its new location.
- Once in position, press down on the levers of the two lockable casters to secure the cabinet in place.
- To unlock, lift the levers on the lockable casters.



Image: Easily Move and Lock. This image illustrates the 360-degree rotation of the casters and how to engage the lock on the two lockable casters for stability.

5. Maintenance

Proper care will ensure the longevity and appearance of your INNOD file cabinet.

- **Cleaning:** Wipe the surface with a soft, damp cloth. Avoid harsh chemicals or abrasive cleaners, as these can damage the wood finish.
- **Spills:** Immediately wipe up any spills to prevent staining or water damage.
- **Sunlight:** Avoid prolonged exposure to direct sunlight to prevent fading or discoloration.
- **Humidity:** Maintain a stable humidity level in the room to prevent wood warping or cracking.
- **Hardware:** Periodically check all screws and fasteners to ensure they are tight. Retighten if necessary.

6. Troubleshooting

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

- **Drawers are Sticking/Not Sliding Smoothly:**
  - Ensure the drawer slides are correctly installed and aligned.
  - Check for any obstructions within the drawer tracks.
  - Verify that all assembly hardware for the slides is securely tightened.
- **Lock Not Working:**
  - Ensure the lock mechanism is properly installed and aligned with the drawer.
  - Check if the key is fully inserted and turned correctly.
  - If the lock was installed incorrectly, it may need to be re-seated.
- **Cabinet is Unstable/Wobbly:**
  - Ensure all casters are securely attached.
  - Verify that the two lockable casters are engaged when stability is required.
  - Check all frame connections and tighten any loose hardware.

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

7. Specifications

Feature	Detail
Brand	INNOD
Model Number	1
Color	Oak
Material	Wood
Product Dimensions (D x W x H)	16.5"D x 16.5"W x 28"H
Number of Drawers	3
Weight Capacity (Maximum)	100 Pounds
Filing Compatibility	Letters/A4
Mobility	4 Casters (2 lockable)
Locking Feature	Interlock System (1 lock secures all 3 drawers)
Assembly Required	Yes

8. Warranty and Support

For warranty information or customer support, please refer to the documentation included with your purchase or contact the manufacturer directly. Keep your purchase receipt for any warranty claims.

If you have questions regarding assembly, missing parts, or product functionality, please reach out to INNOD customer service.

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