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› [Halitaa](#) /

› Halitaa Lateral File Cabinet J6L042 User Manual

## Halitaa J6L042

# Halitaa Lateral File Cabinet J6L042 User Manual

Model: J6L042

## INTRODUCTION

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This manual provides detailed instructions for the assembly, operation, maintenance, and troubleshooting of your Halitaa Lateral File Cabinet, model J6L042. Please read this manual thoroughly before assembly and use to ensure safe and efficient operation.

## SAFETY INFORMATION

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### Important Safety Warnings:

- Always lock the wheels when the cabinet is in use to prevent unintended movement.
- Do not overload the cabinet. Overloading can compromise stability and lead to tipping, potentially causing injury or damage.
- Ensure all parts are securely fastened during assembly. Regularly check fasteners for tightness.
- Keep small parts and packaging materials away from children to prevent choking hazards.

## PACKAGE CONTENTS

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

- Mobile Lateral Filing Cabinet components
- Accessory Bag (containing hardware and tools)
- User Manual (this document)

## SETUP AND ASSEMBLY

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The Halitaa Lateral File Cabinet requires assembly. Detailed illustrated assembly instructions are included with the product in the accessory bag. Please follow these instructions carefully, step-by-step, to ensure correct and safe assembly.

### General Assembly Tips:

- Clear a spacious area for assembly.
- Organize all hardware before starting.
- Do not overtighten screws unless specified.
- Two people are recommended for easier and safer assembly.



Figure 1: Product Dimensions. This image illustrates the overall dimensions of the cabinet and its components, crucial for assembly and placement.

## OPERATING INSTRUCTIONS

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### Lockable Drawers

The top two drawers of the cabinet are equipped with locks to secure sensitive documents and personal items. Insert the key into the lock and turn to lock or unlock the drawers. Ensure the key is removed after locking to prevent loss.



Figure 2: Drawer Lock Mechanism. This image shows a detailed view of the key and lock for securing the top drawers.

### Movable Casters

The cabinet is fitted with 360-degree swivel casters for easy mobility. Each caster includes a locking mechanism. To move the cabinet, ensure all casters are unlocked. To secure the cabinet in place, press down on the lever of each caster until it clicks into the locked position. Always lock the casters when the cabinet is stationary.



Figure 3: Caster Wheel with Lock. This image demonstrates the functionality of the caster wheels, highlighting the lock and unlock positions for mobility and stability.

### Adjustable Shelf

The open storage section features an adjustable shelf. To change the shelf height, remove any items from the shelf, then carefully lift the shelf and reposition the shelf pins into the desired holes on the cabinet sides. Ensure the shelf is level and securely seated on all four pins before placing items on it.



Figure 4: Adjustable Shelf Mechanism. This image details how to adjust the shelf height within the open storage area.

### Drawer Usage for Files

The file drawers are designed to accommodate both Letter and A4 size hanging files. Ensure the file rails are correctly positioned for your desired file size. Distribute the weight evenly within the drawers to maintain cabinet stability.



Figure 5: File Drawer Compatibility. This image illustrates how the drawers can be used with both A4 and Letter size hanging files.



Figure 6: Cabinet in Use. This image shows the cabinet with a printer on its spacious desktop and a drawer open, demonstrating its functional use.

## MAINTENANCE

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To ensure the longevity and appearance of your Halitaa Lateral File Cabinet, follow these maintenance guidelines:

- **Cleaning:** Wipe surfaces with a soft, damp cloth. Avoid harsh chemicals or abrasive cleaners, which can damage the engineered wood finish.
- **Dusting:** Regularly dust the cabinet with a dry, soft cloth.
- **Hardware:** Periodically check all screws and fasteners to ensure they are tight. Retighten as necessary to maintain structural integrity.
- **Casters:** Keep casters free of debris to ensure smooth movement. Lubricate if necessary.
- **Avoid Moisture:** Protect the cabinet from excessive moisture and direct sunlight to prevent warping or fading.

## TROUBLESHOOTING

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Refer to the following table for common issues and their solutions:

| Problem                         | Possible Cause                                     | Solution  |
|---------------------------------|--|---|
| Drawers do not slide smoothly.  | Misaligned drawer slides or debris in tracks.      | Check drawer slide alignment and clear any obstructions from the tracks. Ensure all screws are tight.                           |
| Cabinet is unstable or wobbles. | Uneven floor or loose assembly hardware.           | Ensure the cabinet is on a level surface. Check and tighten all assembly screws.  |
| Casters do not lock or unlock.  | Debris in the locking mechanism or damaged caster. | Clear any debris from the caster locking mechanism. If damaged, contact customer support for replacement.                       |
| Lockable drawers do not lock.   | Lock mechanism misalignment or key issue.          | Ensure the drawer is fully closed. Check if the key is fully inserted and turned correctly. If issues persist, contact support. |

## SPECIFICATIONS

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| Feature            | Detail                      |
|--------------------|-----------------------------|
| Brand              | Halitaa                     |
| Model Name         | J6L042                      |
| Product Dimensions | 13.78"D x 41.18"W x 25.31"H |
| Material           | Engineered Wood             |
| Color              | Brown                       |
| Item Weight        | 65.3 Pounds                 |

| Feature            | Detail  |
|--------------------|---|
| Special Features   | Adjustable Shelf, Lockable, Wheeled (360° Caster) |
| Number of Drawers  | 6   |
| File Compatibility | Letter/A4 Size                                    |
| Assembly Required  | Yes   |

## WARRANTY AND SUPPORT

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For warranty information, please refer to the documentation included with your purchase or visit the official Halitaa website. Halitaa provides trusted service. If you encounter any issues or have questions regarding your product, please feel free to contact the Halitaa service team for assistance.

**Contact Information:** Refer to your purchase documentation or the Halitaa brand store on Amazon for the most current contact details.

