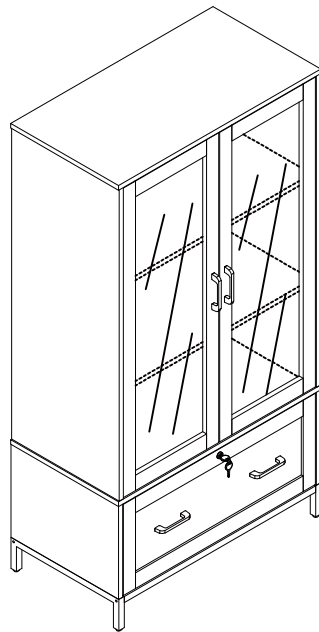




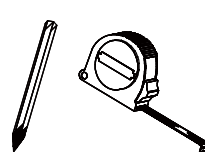
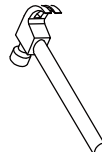
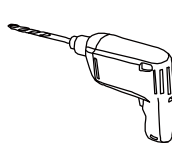
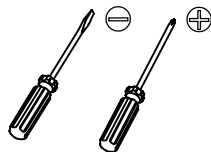
# VINGLI FILE CABINET

ASSEMBLY INSTRUCTION FOR MODELS: FC0WVLW/ FC0W1BB



2PERS

Tool Required Not Provided



Thank you for purchasing from VINGLI!

Please contact us via email if parts are missing or damaged, we will gladly ship your replacement parts free of charge. Please attach your Order ID so that we can assist you better.

✉ EMAIL

[support@vingli.com](mailto:support@vingli.com)

🌐 WEBSITE

[www.vingli.com](http://www.vingli.com)

⚠ IMPORTANT

THIS INSTRUCTION BOOKLET CONTAINS IMPORTANT SAFETY INFORMATION. PLEASE READ AND KEEP FOR FUTURE REFERENCE.

# CONTENT

1. Return & Warranty.....	1
2. Before Starting.....	2
3. Model & Assembly Tips.....	3
4. Identify Parts.....	4
5. Part List.....	5
6.Assembly Steps.....	7
7. Guide to Hinge Adjustment.....	37
8.Options Of File Storage.....	38
9. FAQs.....	39
10.Supplementary Instruction for Safe Use .....	40

# RETURN & WARRANTY

## Thank you for choosing our product!

We would like to take this opportunity to thank you for choosing VINGLI.

We hope that you are completely satisfied with your purchase, and enjoy it for years to come.

**Your satisfaction is our highest pursuit.**

## Return policy

VINGLI believes you will absolutely love your file cabinet, but if for some reason you want to return the product, please contact us directly before you decide to return your product to the retailer. Our Customer Service organization can answer most concerns and can assist you with any questions you may have about your new product.

The item must be returned in good condition, in original box, with all original proof of purchase, parts and accessories, within the time frame specified by the retailer it was purchased from.

## Warranty

VINGLI warrants this product to be free from defects in material and workmanship agrees to remedy any such defect. This warranty covers one year from the date of original purchase. This is solely limited to be repair or replacement of defective parts and no assembly labor is included.

This warranty does not apply to any product which has been improperly assembled, subjected to misuse or abuse or which has been altered or repaired in any way.

Components repaired or replaced warranted through the remainder of the original warranty period only. The defective components will be repaired or replaced without charge, subject to the terms and conditions described above.

For help with assembly, identifying parts, product information or to order parts, please contact us freely.

# BEFORE STARTING

## Before Using Product



- Read each step carefully before starting. It is very important that each step is performed in the correct order. If these steps are not followed in sequence, assembly difficulties will occur.



- Make sure all parts are included



- Recommended # of people needed for assembly: 2  
Estimated assembly time is 4 hours by electric screwdriver.



- Work in a spacious area and near where the unit will be used, preferably on a carpet, or use a piece of the cardboard packaging to protect your floor and product.



- For a smooth assembly process, we suggest you keep a lite tightness for all the screws during assembly. After the whole product is assembled, firmly tighten all the screws.

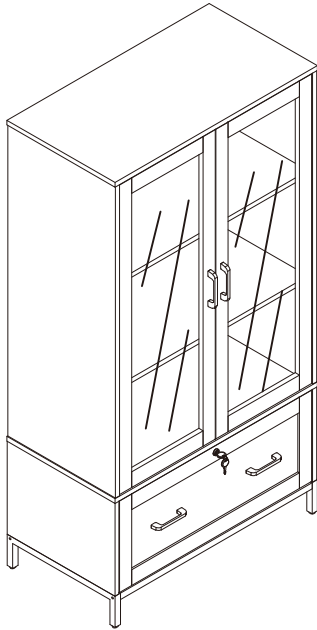


## WARNING

- Do not allow children to climb on unit.
- Avoid sharp objects or corrosive chemicals to prevent damage to the product.
- During assembly, keep parts and packaging materials away from children and pets as there could be potential injury and choking hazards.
- Please make sure that all objects are removed before moving the assembled unit.
- The unit must be team lifted, not dragged or pushed. Failure to do so could cause instability, product collapse, and/or serious injury.

# MODEL & ASSEMBLY TIPS

## Applicable Model



### OVERALL SIZE:

29.52"W x 15.7D"x55.11"H  
75cmx40cmx140cm(LXWXH)

### FEATURES:

- Bookcase with Glass Doors
- Lateral File Cabinet W/ Lock (Letter/A4/Legal Size)
- Home Office Style

### MAXIMUM LOAD:

DRAWER BOTTOM: 88 LBS  
HANGING ROD: 44 LBS

Estimated Time for Assembly



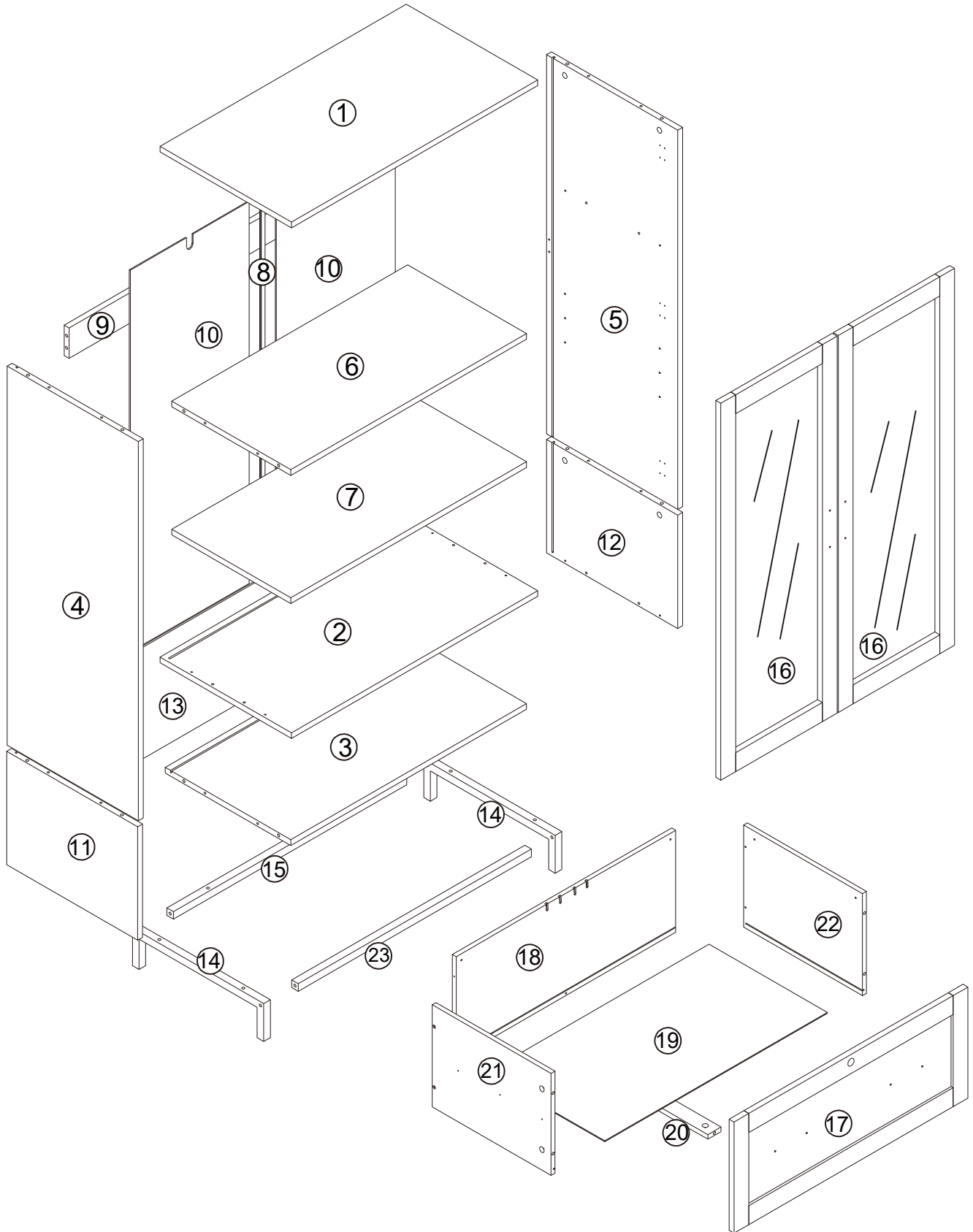
**240mins with an electric screwdriver**

### Caution:

1. This product is designed for home use and not intended for commercial use.
2. This product contains small components. Please ensure that they are kept away from small children.
3. Be careful when using power tools to assemble your furniture. Power tools may strip or damage the parts.

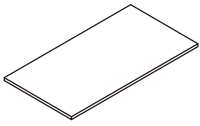
# IDENTIFY PARTS

1 case shipment



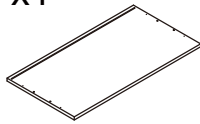
# PART LIST

1 x1



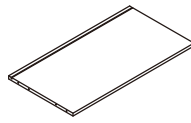
Top Panel

2 x1



Separate Panel

3 x1



Bottom Panel

4 x1



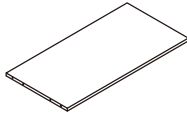
Upper Left Panel

5 x1



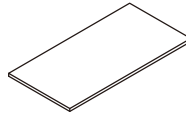
Upper Right Panel

6 x1



Fixed Shelf

7 x1



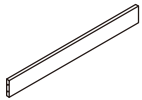
Adjustable Shelf

8 x1



Back Connecting Strip

9 x1



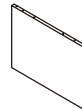
Back Support Panel

10 x2



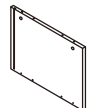
Upper Back Panel

11 x1



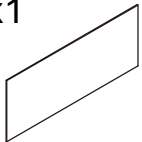
Lower Left Panel

12 x1



Lower Right Panel

13 x1



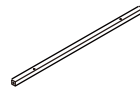
Lower Back Panel

14 x2



Iron Side Frame

15 x1



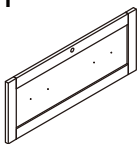
Iron Brace

16 x2



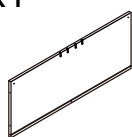
Door Panel

17 x1



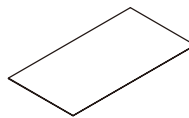
Drawer Front Panel

18 x1



Drawer Back Panel

19 x1



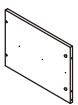
Drawer Bottom Panel

20 x1



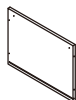
Drawer Support Panel

21 x1



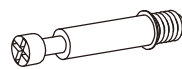
Drawer Left Panel

22 x1



Drawer Right Panel

Ax25(+2)



6x35mm

Cam Bolt

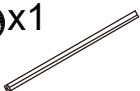
Bx25(+2)



15x10mm

Cam Lock

23x1



Iron Brace



# PART LIST

Cx20(+2)



6x30mm

Wood Dowel

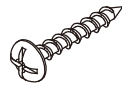
Dx11(+1)



4x35mm

Screw

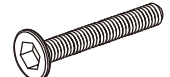
Ex4



4x35mm

Screw

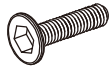
Fx4



M6x40mm

Screw

Gx2



M6x30mm

Screw

Hx12(+1)



∅3.5x12mm

Screw

Ix4



Adjustable Leveler

Jx2



Drawer Slide

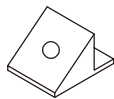
Kx1



M4

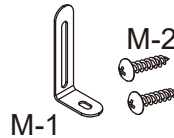
Hexagon wrench

Lx12



Mending Wedge

Mx2



Anti-tipping Device

Nx4



Shelf Support Peg

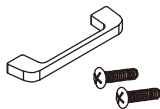
Ox12



3x16mm

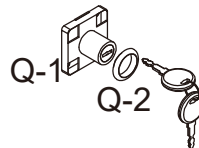
Screw

Px2



Screw Arched Handle

Qx1



File Lock

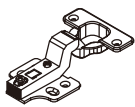
Rx4



3.5x16mm

Screw

Sx6



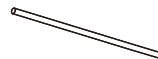
Hinge

Ux2



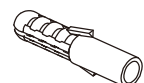
Long Hanging Rod

Vx4



Short Hanging Rod

Wx2



6x30mm

Expansion Screw

Xx36(+3)



4x14mm

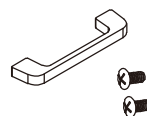
Screw

Yx2



Anti-collision Rubber Pad

Zx2

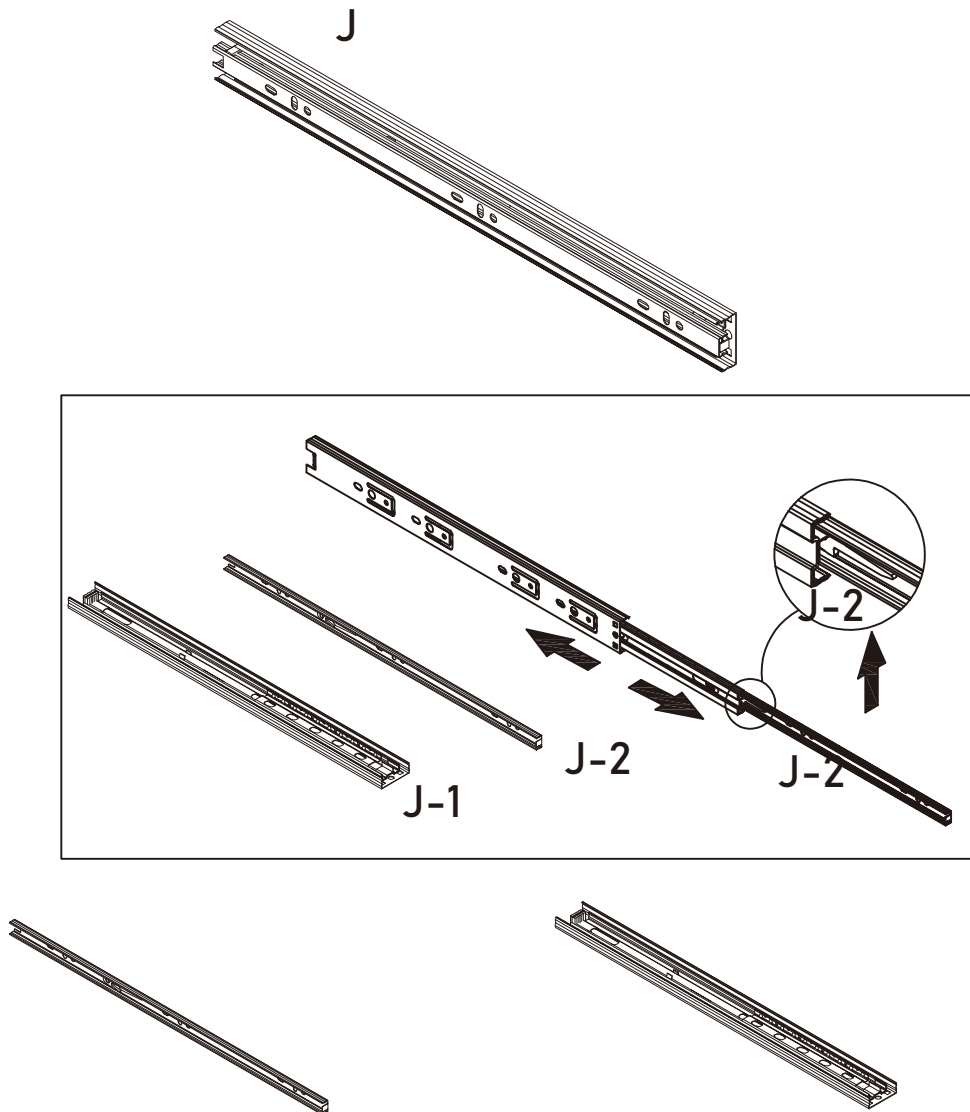


Screw Arched Handle

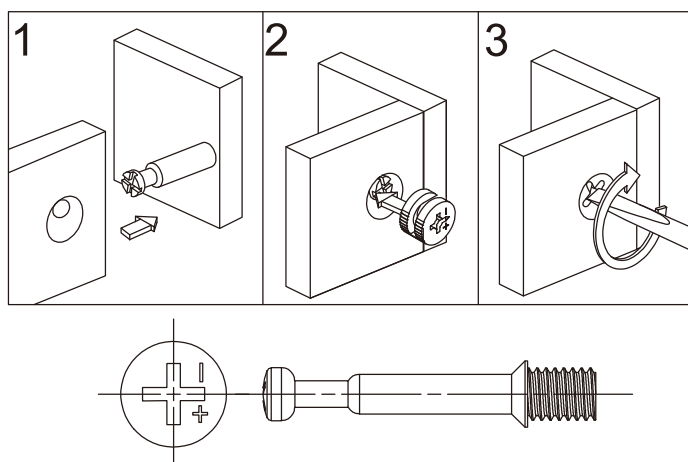


# ASSEMBLY STEPS

Detach the drawer slide before assembling it, there is a detach button on the side of the drawer slide and you can remove the drawer slide by pressing the button down

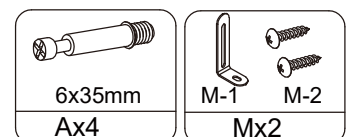
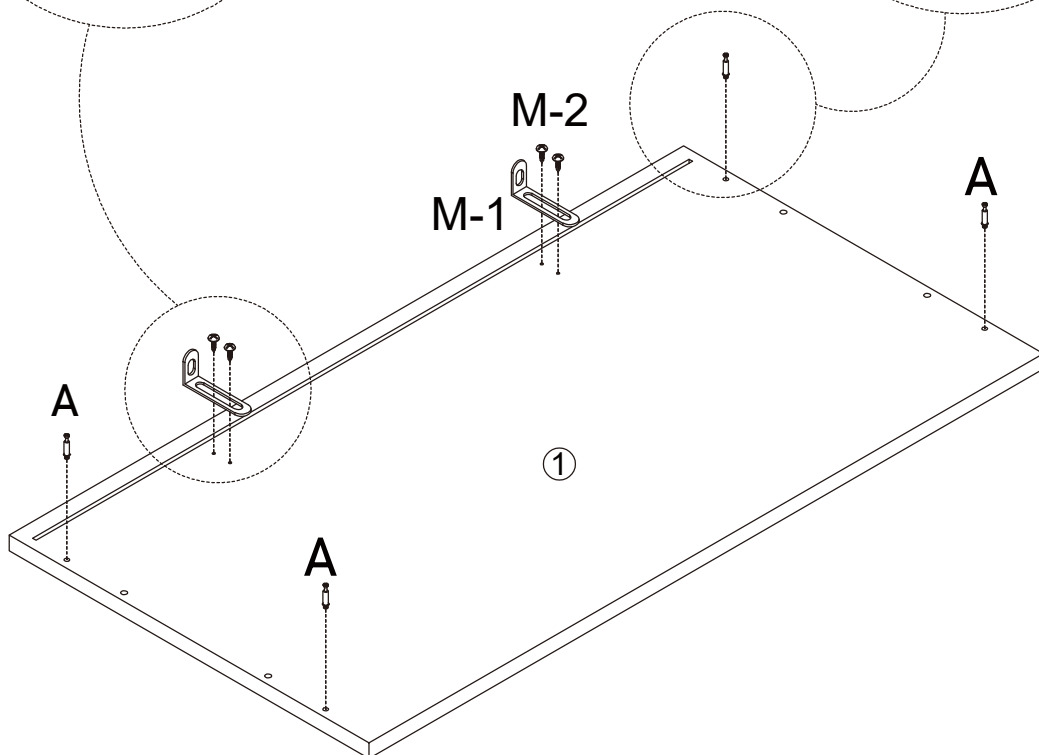
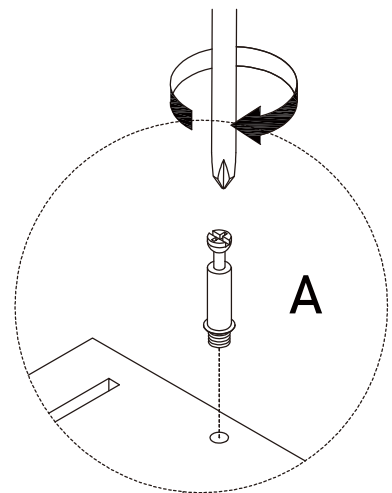
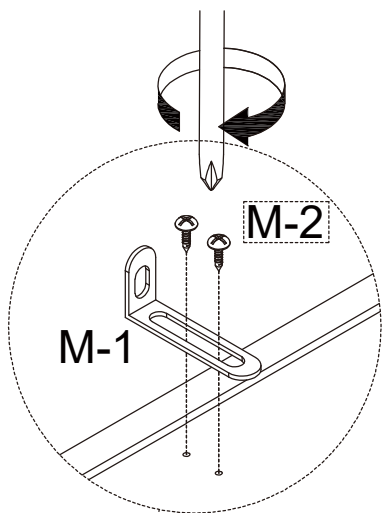
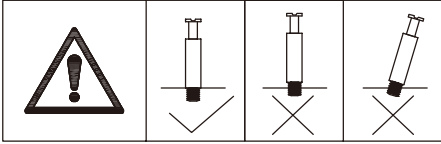


Guide to assemble the Cam Bolt and Cam Lock. Note to align the arrow of the Cam Lock with the direction of the head of the Cam Bolt, and rotate the Cam Lock until it is locked



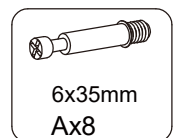
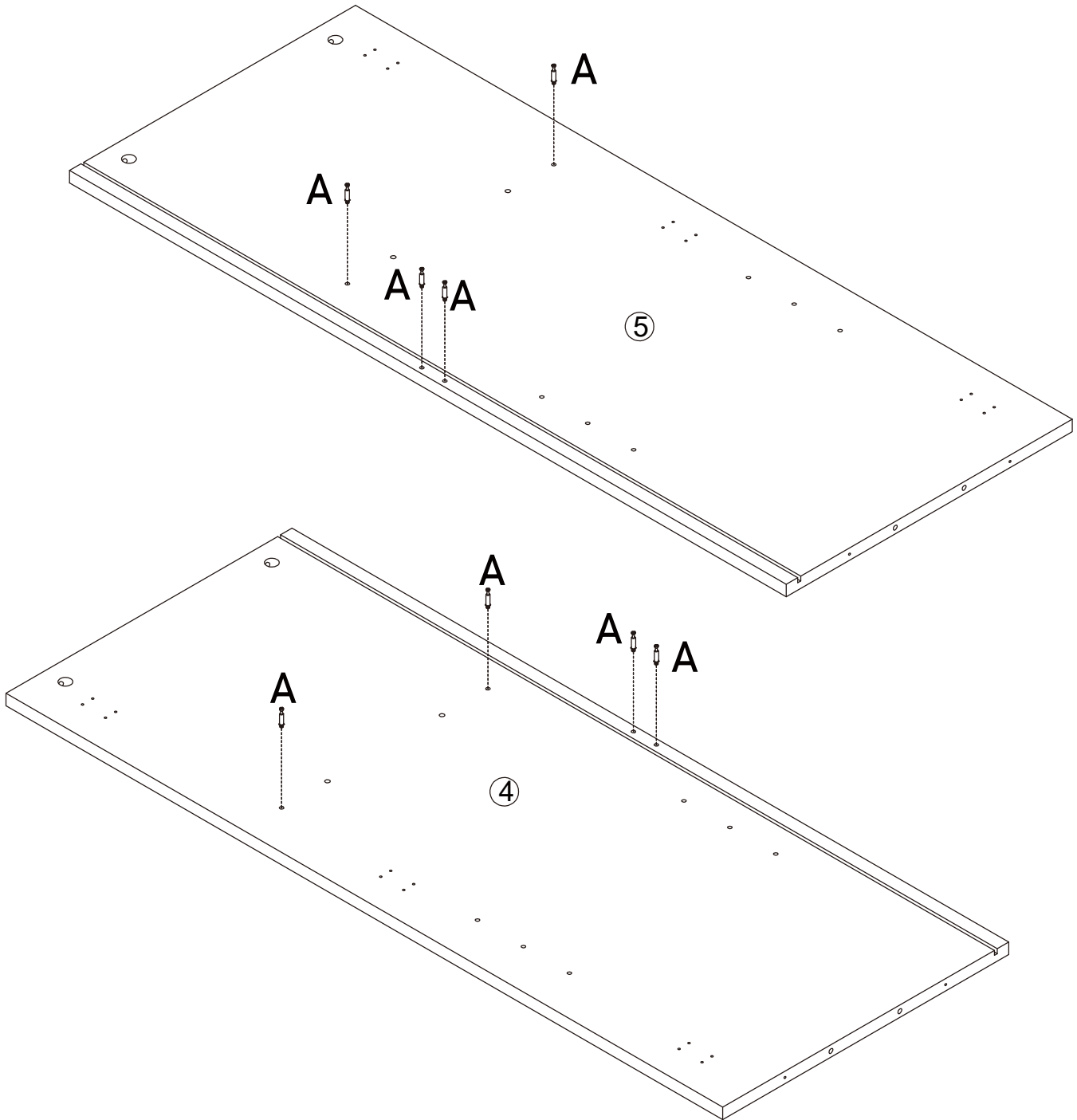
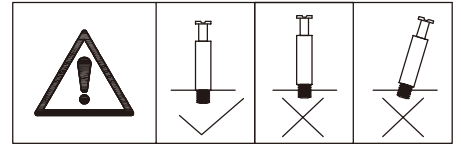
# ASSEMBLY STEPS

**STEP 1** Fix the Anti-tipping Device(M-1) on Panel #3 with Screw(M-2)  
Screw the Cam Bolt(A) to Panel #1



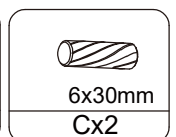
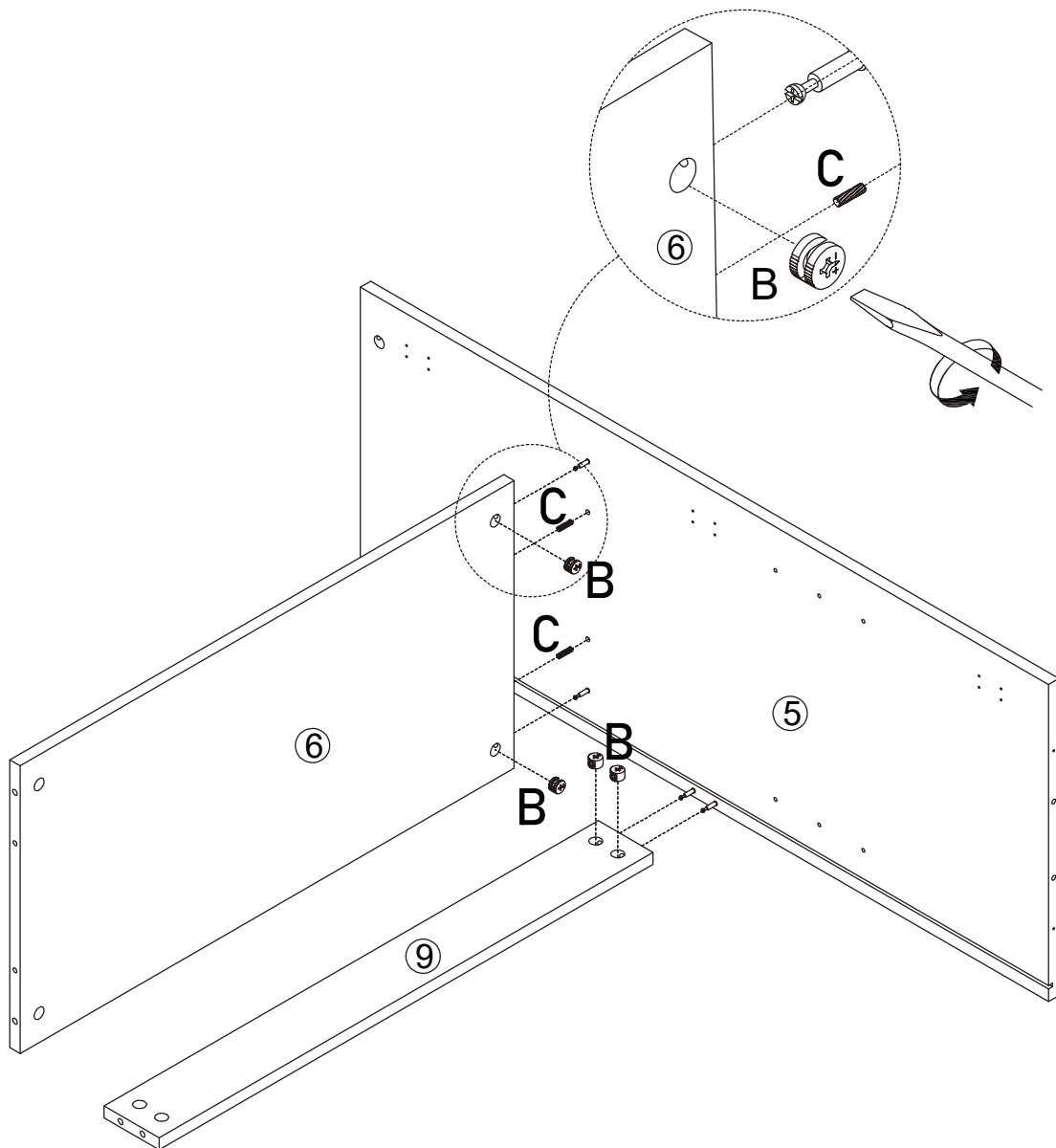
# ASSEMBLY STEPS

**STEP 2** Screw the cam bolt (A) onto the panels # 4 and # 5



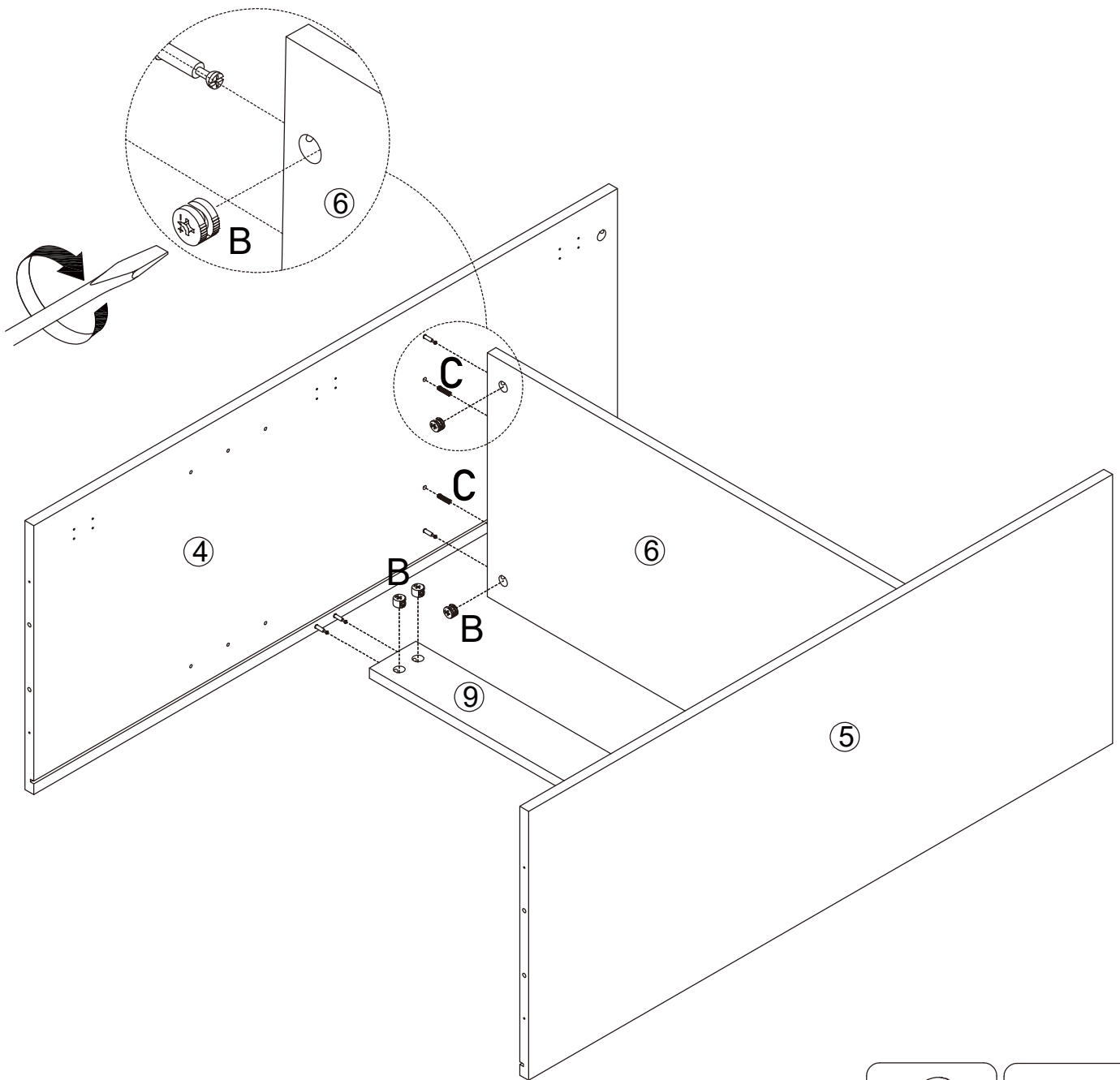
# ASSEMBLY STEPS

**STEP 3** Insert Wood Dowel(C) into Panel #6 #9 first, and then connect Panel #5 to them with Cam Lock(B)

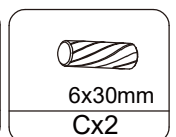


# ASSEMBLY STEPS

**STEP 4** Insert Wood Dowel(C) into Panel #6 #9 first, and then connect Panel #4 to them with Cam Lock(B)



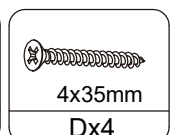
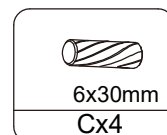
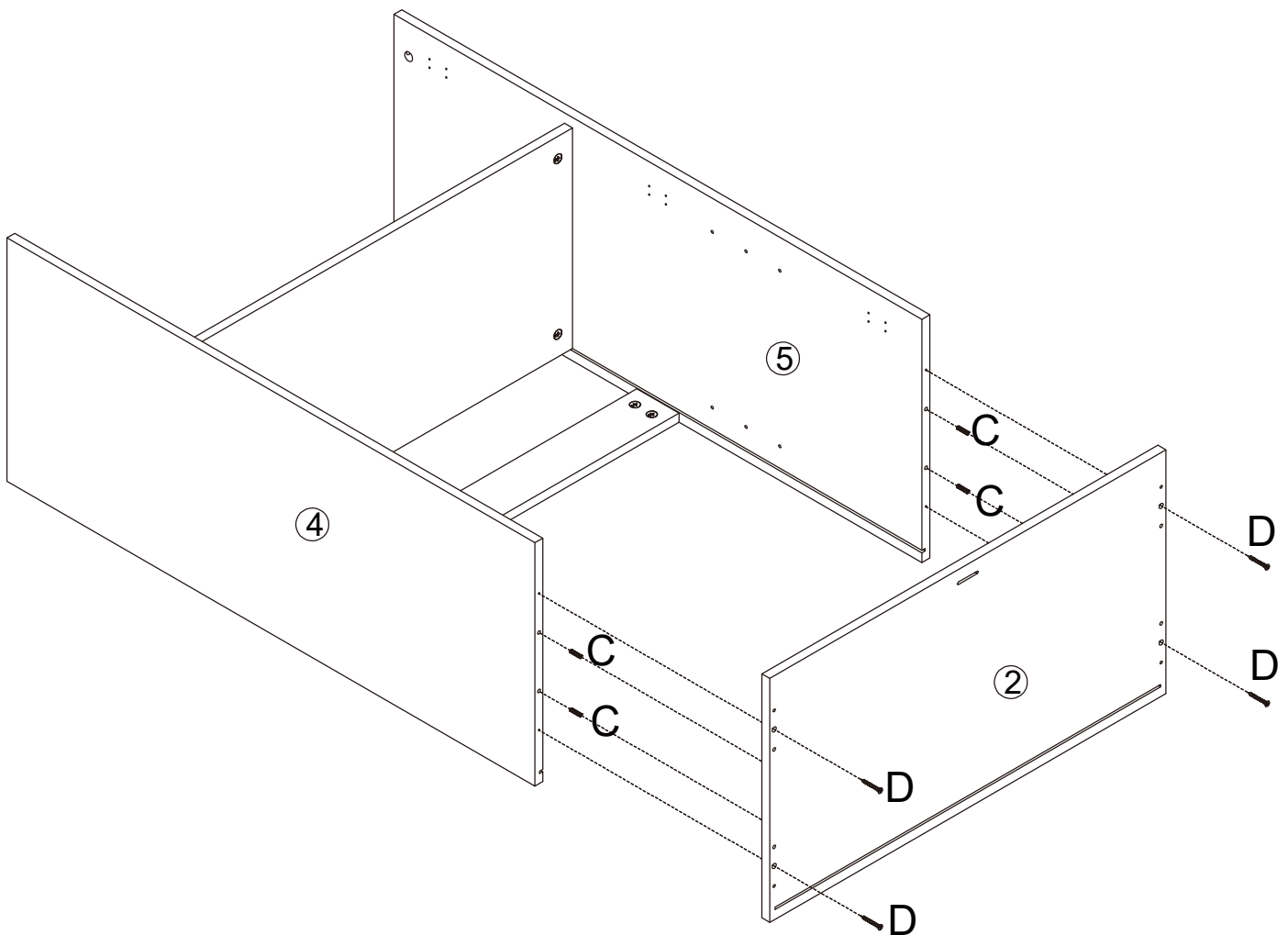
15x10mm  
Bx4



6x30mm  
Cx2

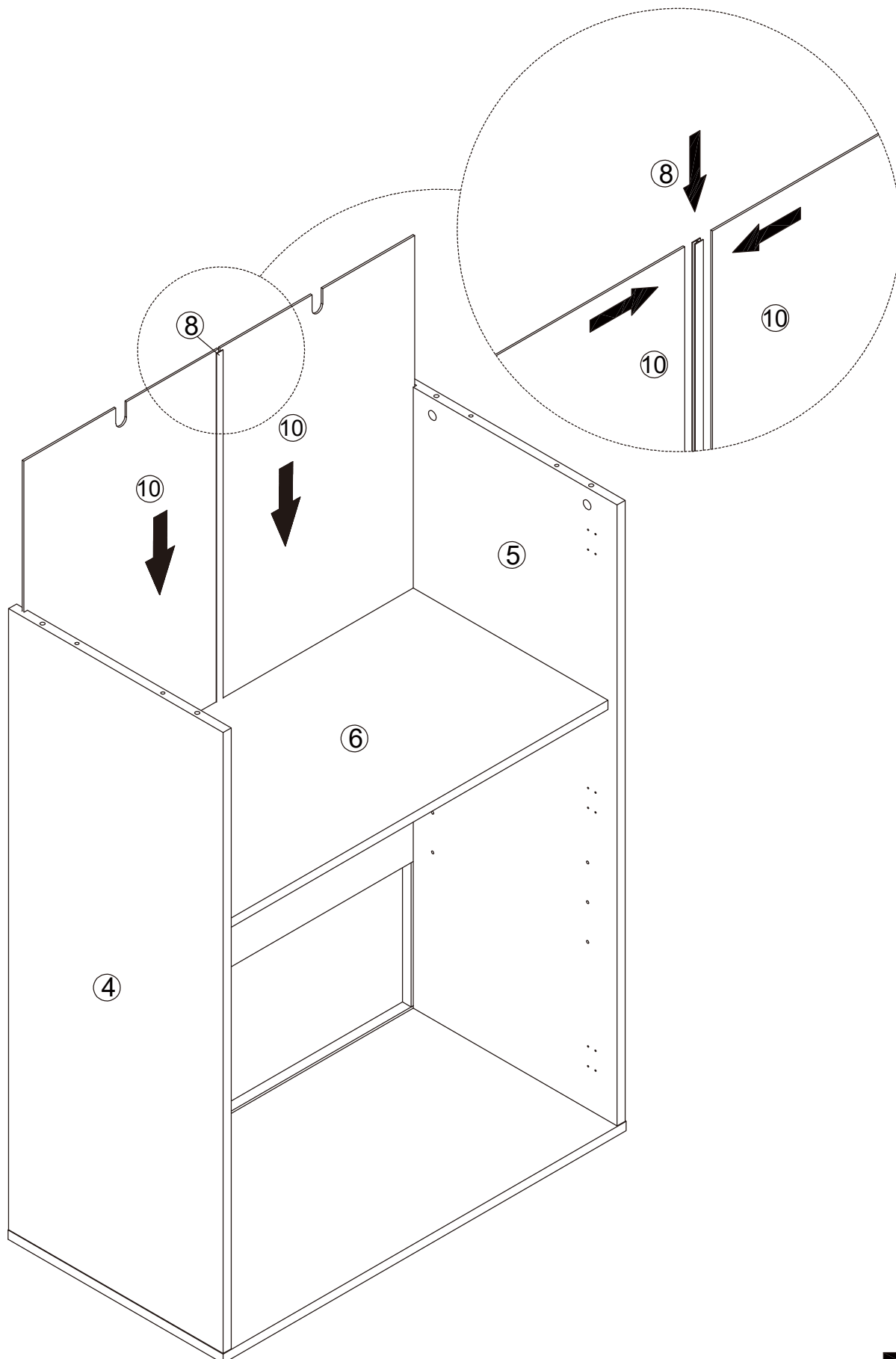
# ASSEMBLY STEPS

**STEP 5** Insert the Wood Dowel(C) into Panel #4 #5 first, and then connect Panel #2 to them with Screw(D)



# ASSEMBLY STEPS

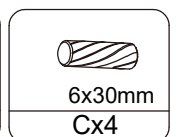
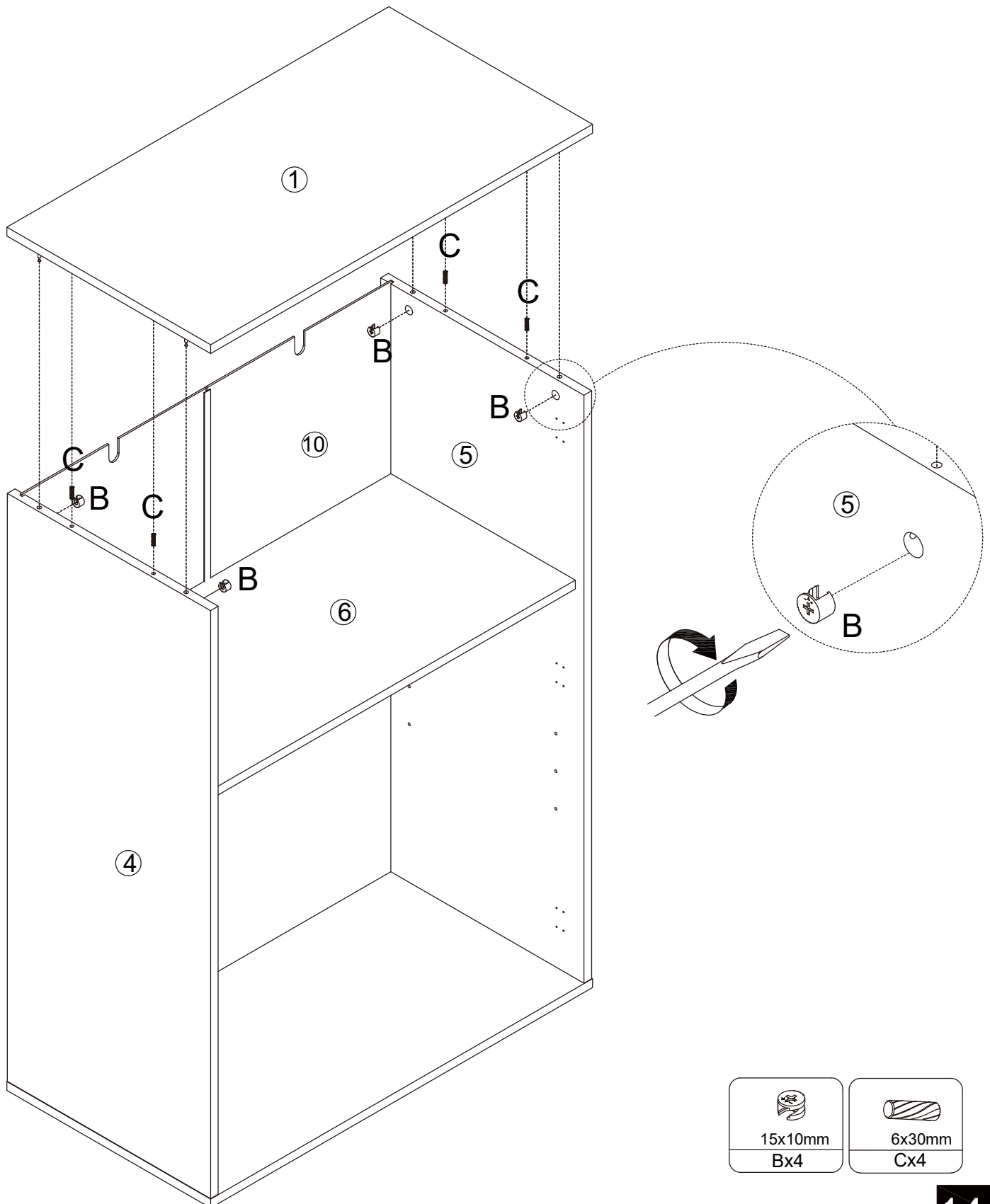
**STEP 6** First, clip two Panel #10 and Back Connecting Strip #8 together, and then push them in along the grooves on Panel #4 #5





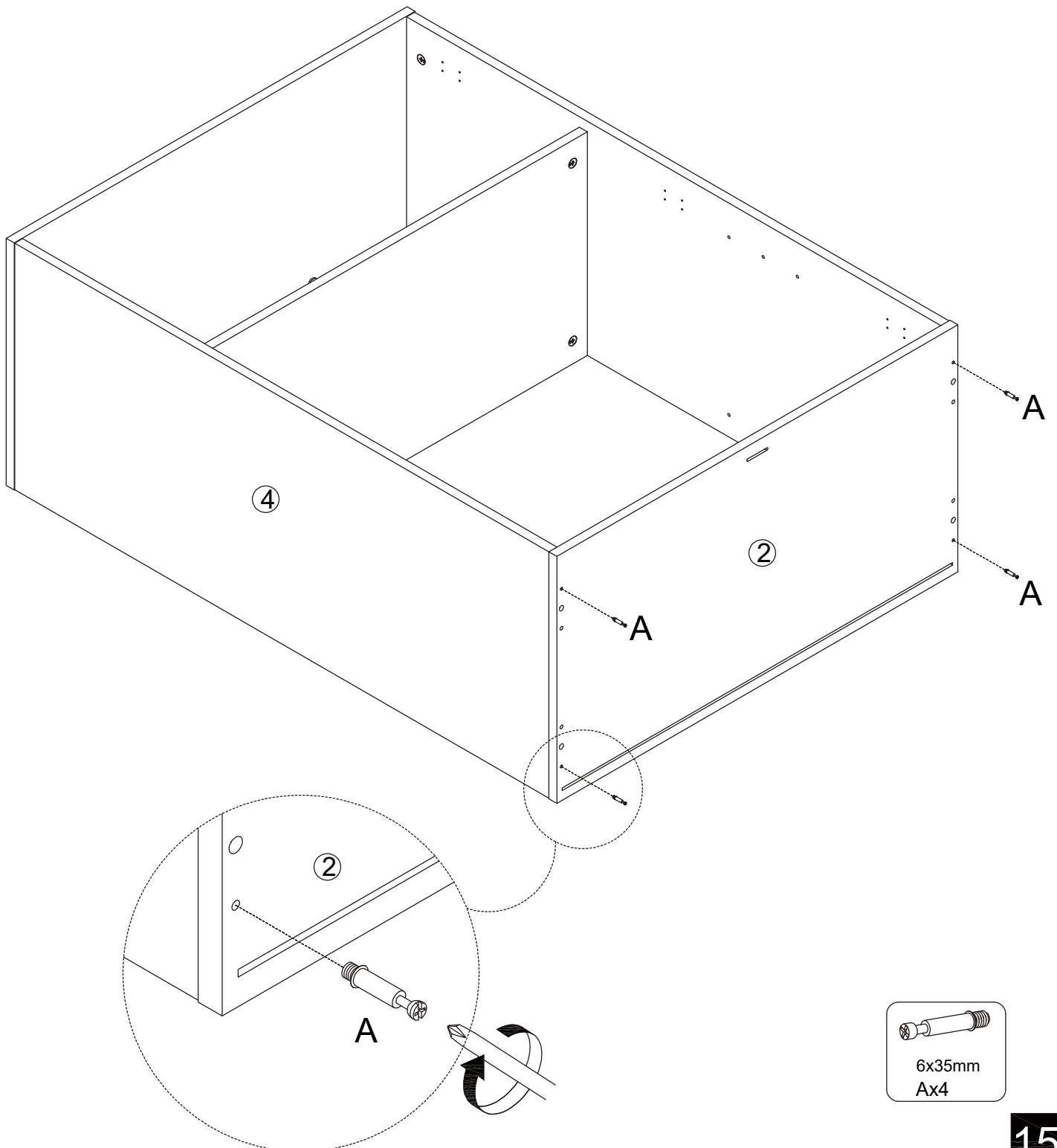
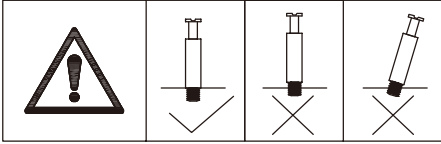
# ASSEMBLY STEPS

**STEP 7** Insert Wood Dowel(C) into the top of Panel #4 #5 first and then connect Panel #1 to the cabinet body with Cam Lock(B)



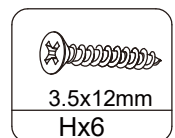
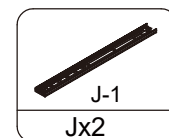
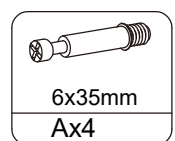
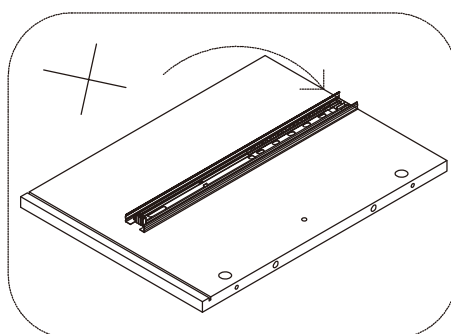
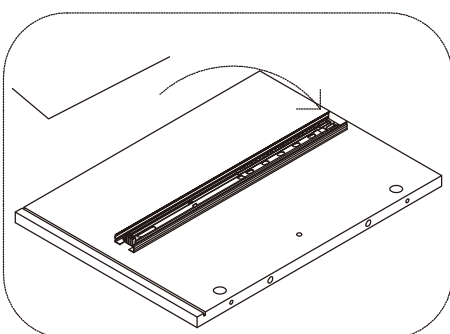
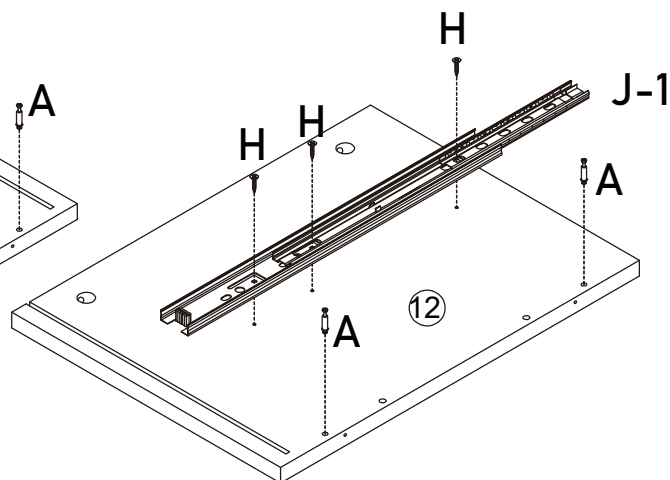
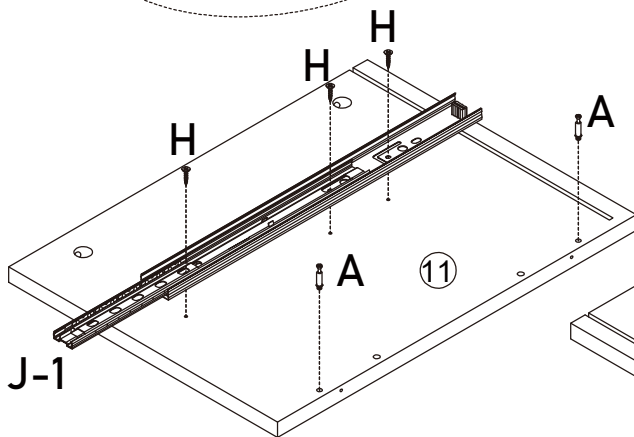
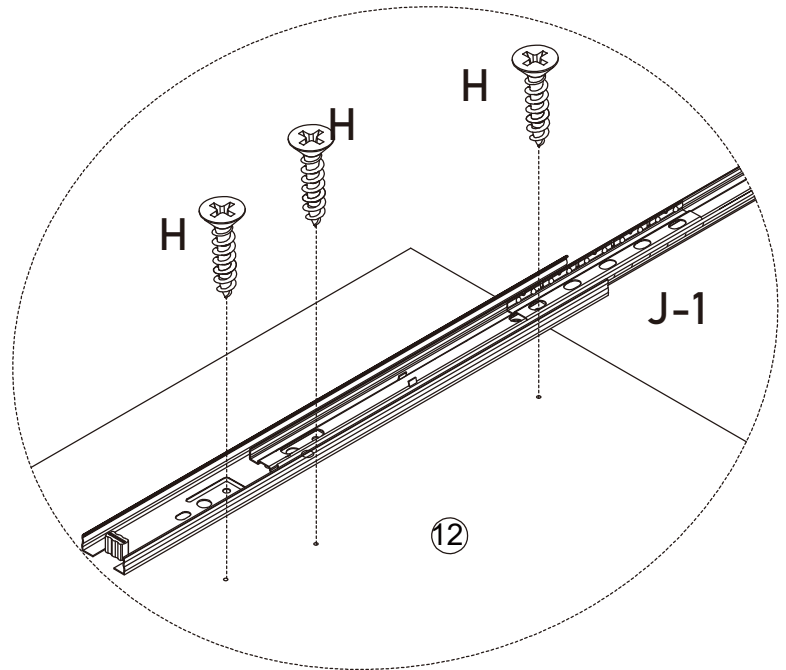
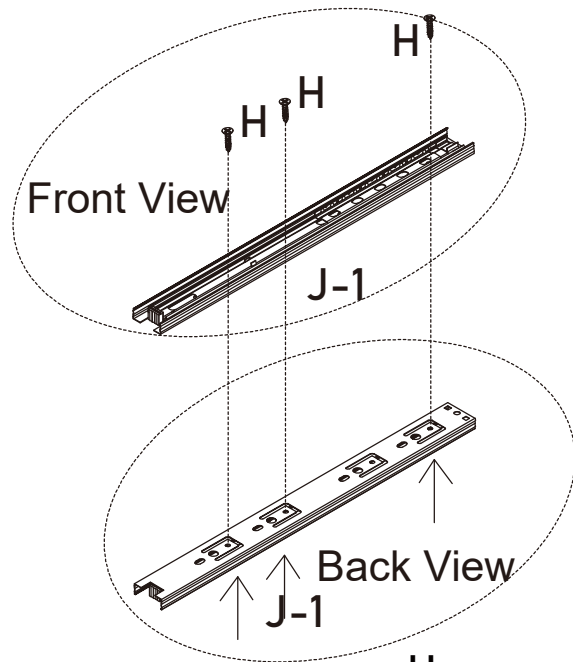
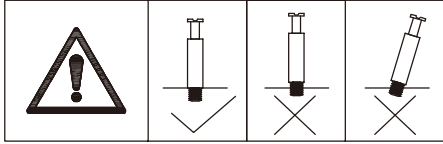
# ASSEMBLY STEPS

## STEP 8 Screw the Cam Bolt(A) onto Panel #2



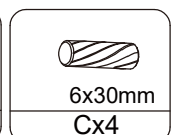
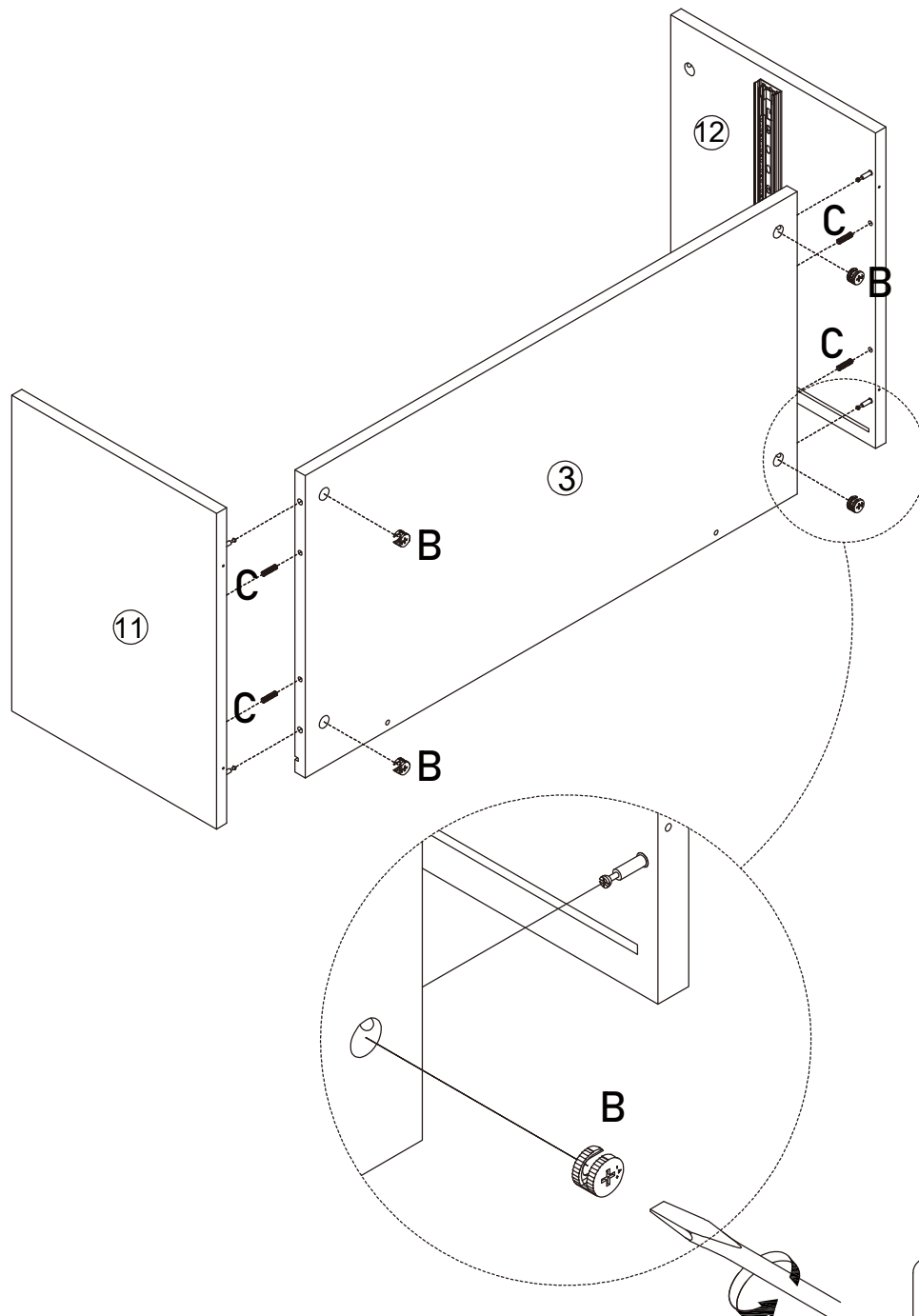
# ASSEMBLY STEPS

**STEP 9** Attach the drawer slides to Panel #11 #12 with Screw(H)  
Kind Tips: The pre-drilled holes for locating the drawer slides are relatively small, look carefully. Please don't worry, they are there  
Screw the Cam Bolt (A) onto Panel #11 #12



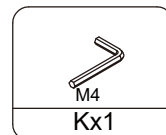
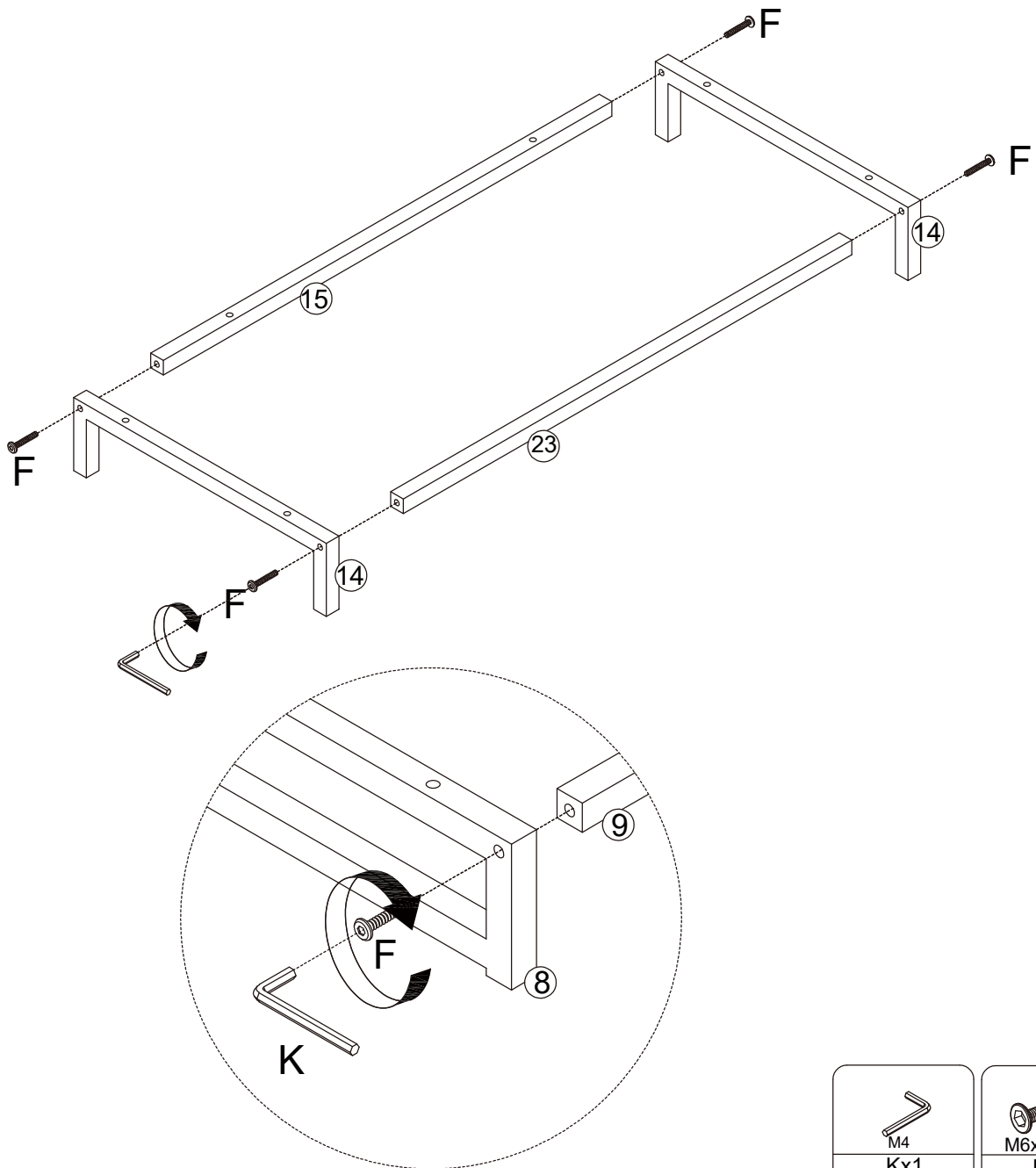
# ASSEMBLY STEPS

**STEP 10** Insert Wood Dowel(C) into Panel #3 first, and then connect Panel #11 #12 to it with Cam Lock(B)



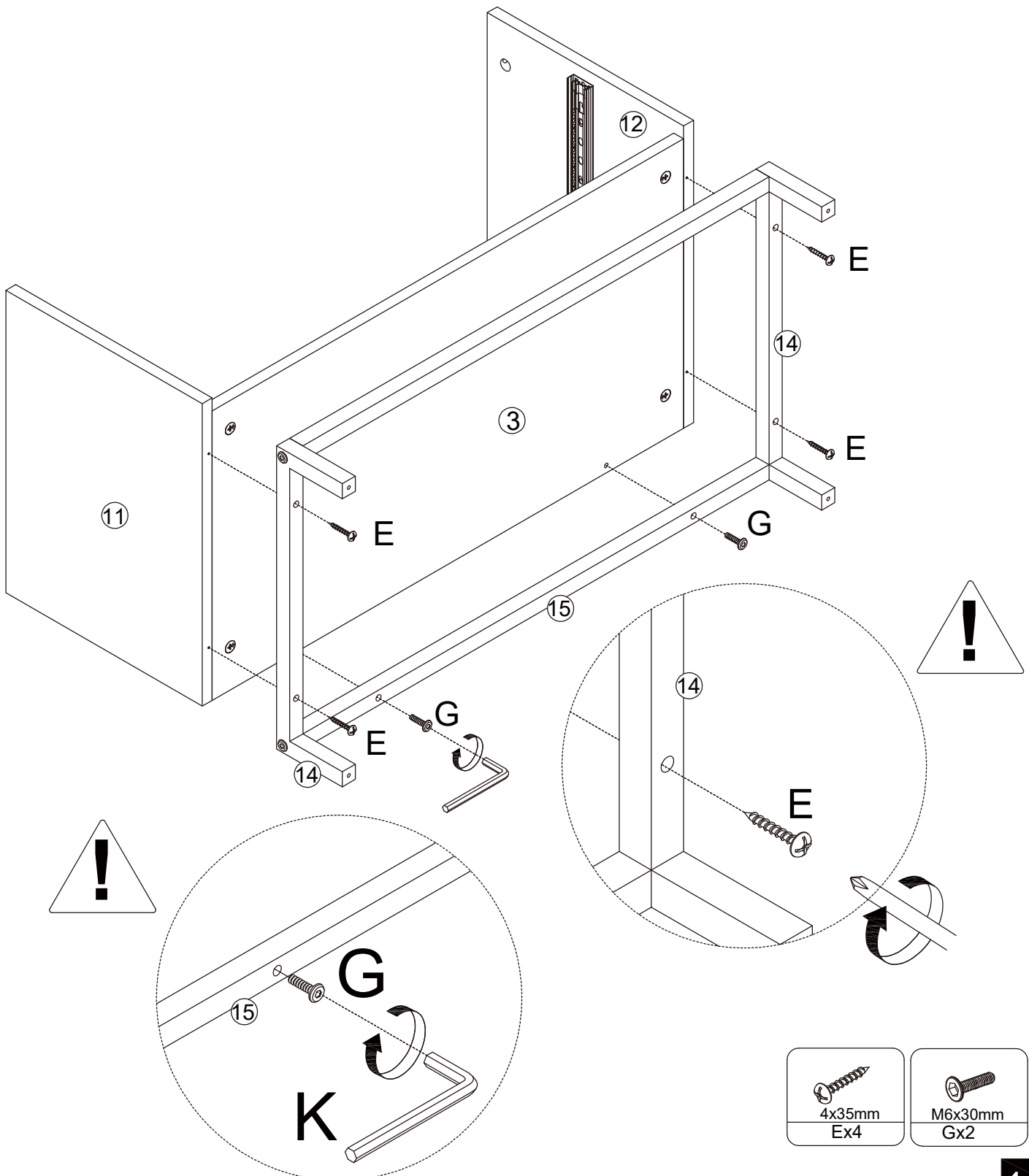
# ASSEMBLY STEPS

## STEP 11 Build the iron frame part



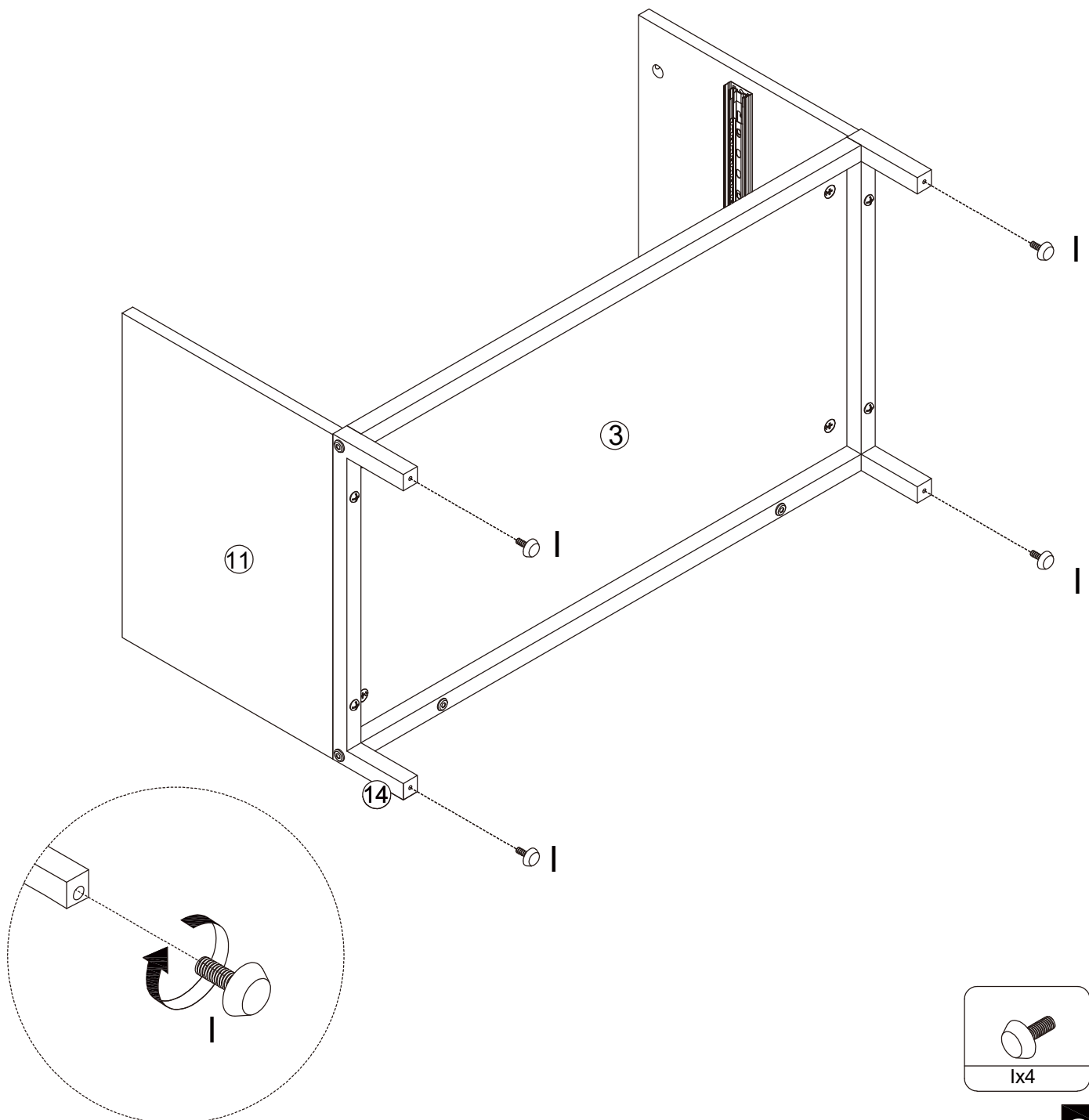
# ASSEMBLY STEPS

**STEP 12** Connect the iron frame part to Panel #3 with Screw(E G)  
Note to use the correct screws



# ASSEMBLY STEPS

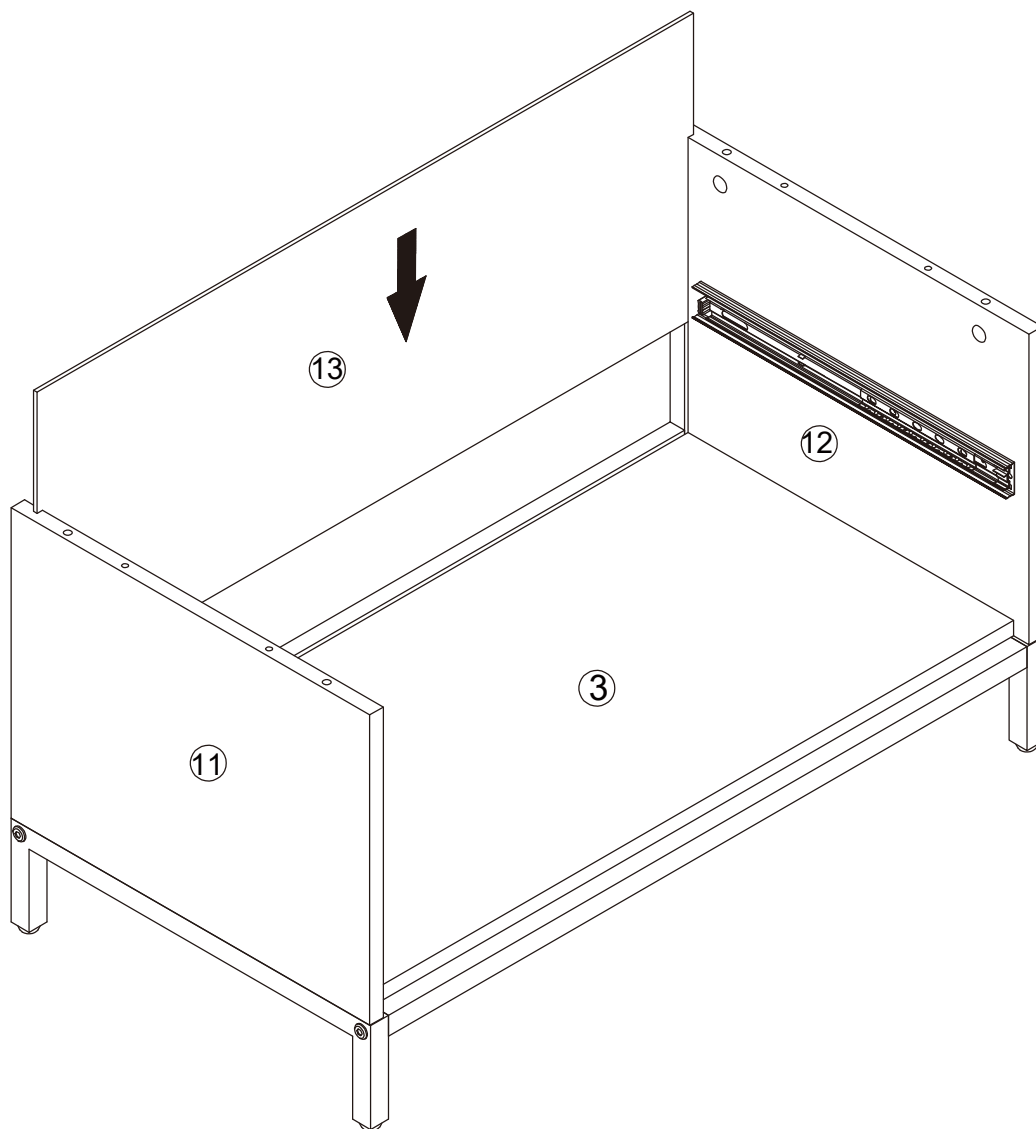
**STEP 13** Connect the Adjustable Levelers to the bottom





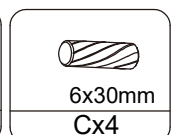
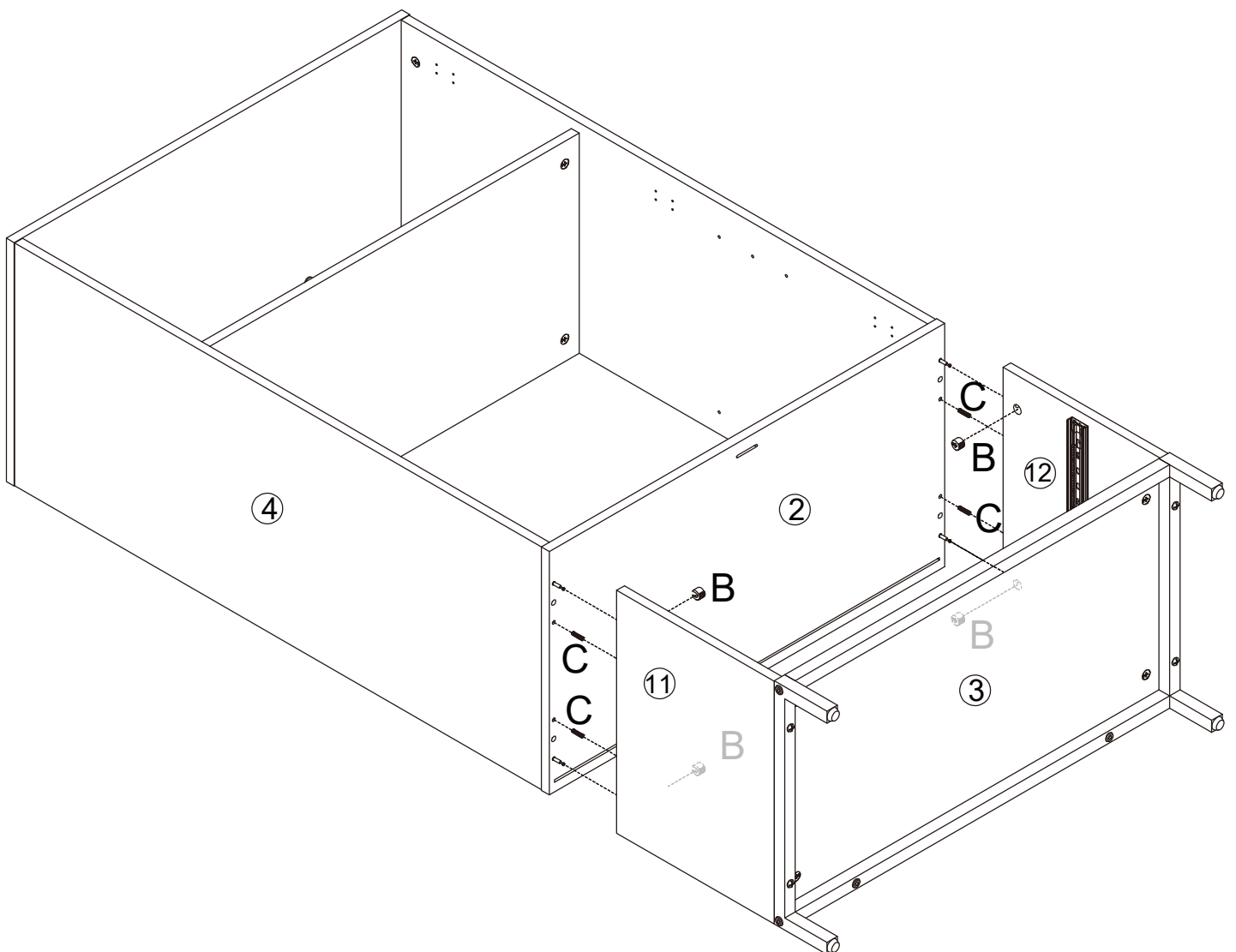
# ASSEMBLY STEPS

**STEP 14** Insert Panel #13 along with the groove



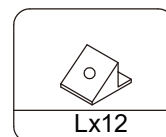
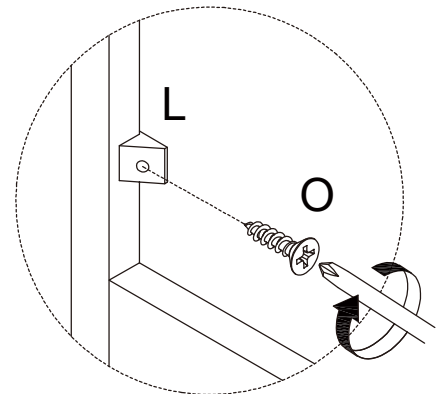
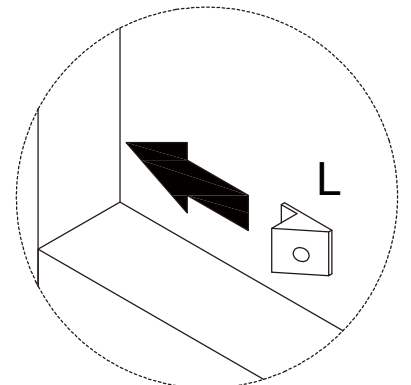
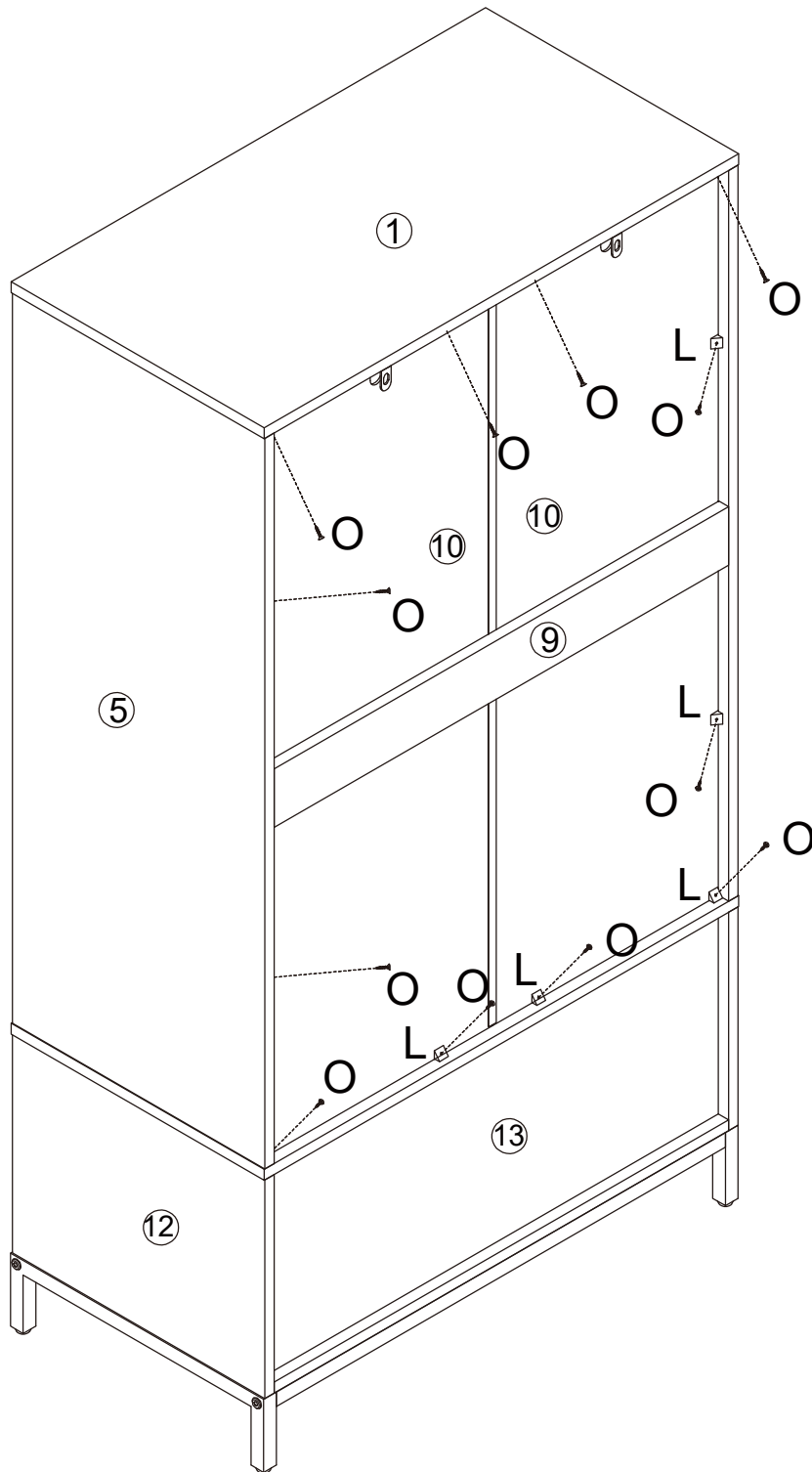
# ASSEMBLY STEPS

**STEP 15** Insert the Wood Dowel(C) into the top of Panel #11 #12, and then connect the upper and lower parts together with the Cam Lock(B)



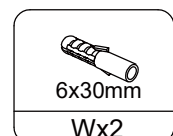
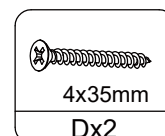
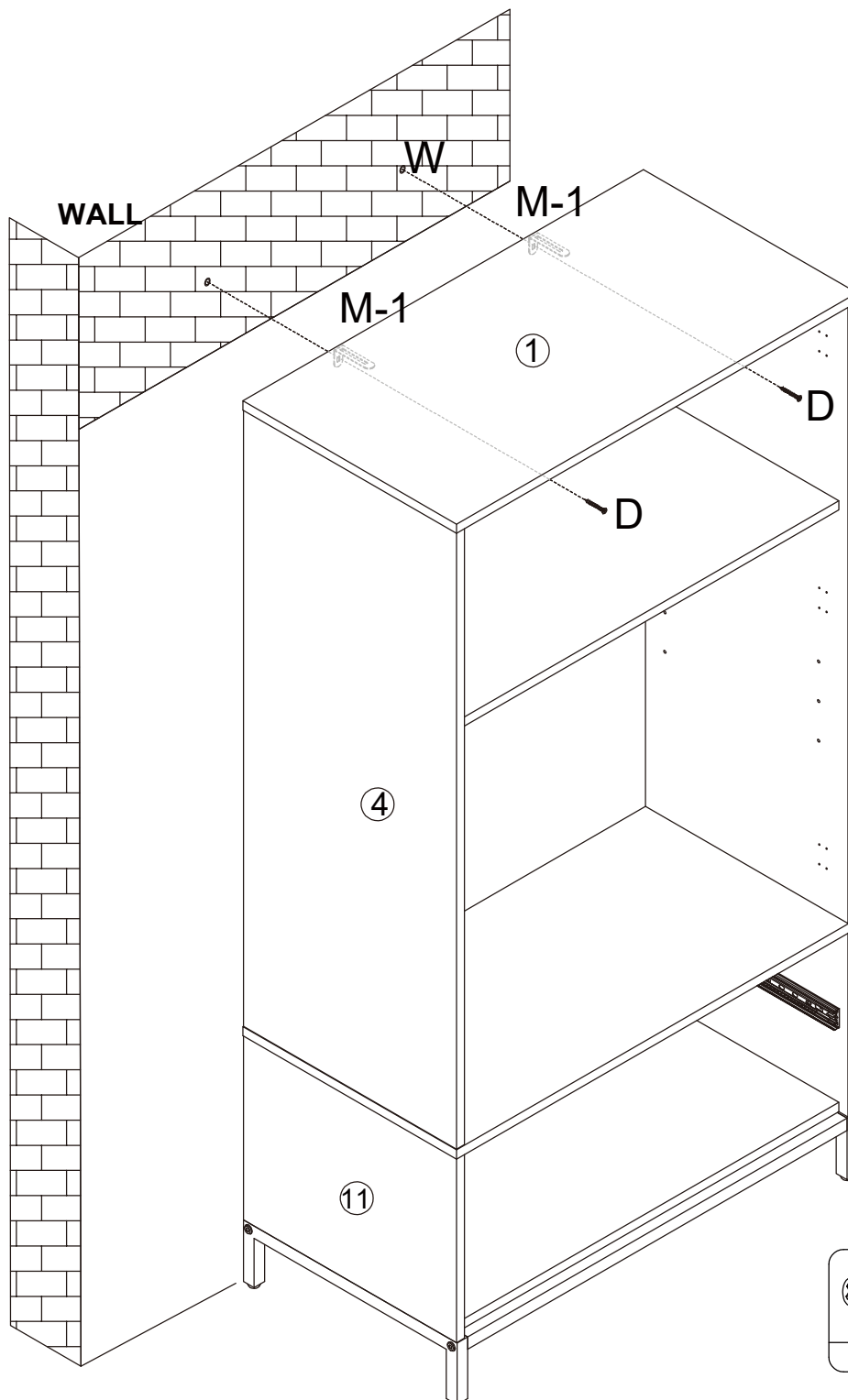
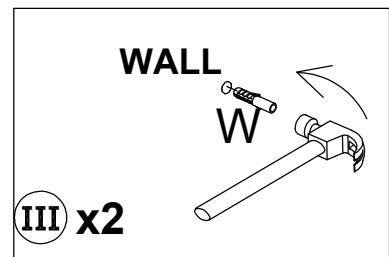
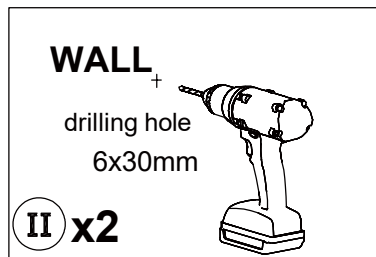
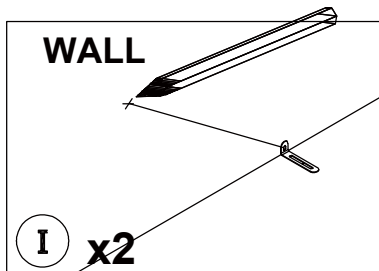
# ASSEMBLY STEPS

**STEP 16** Fix the Mending Wedge(L) with Screw(O) as picture shows for more stability



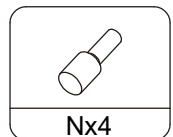
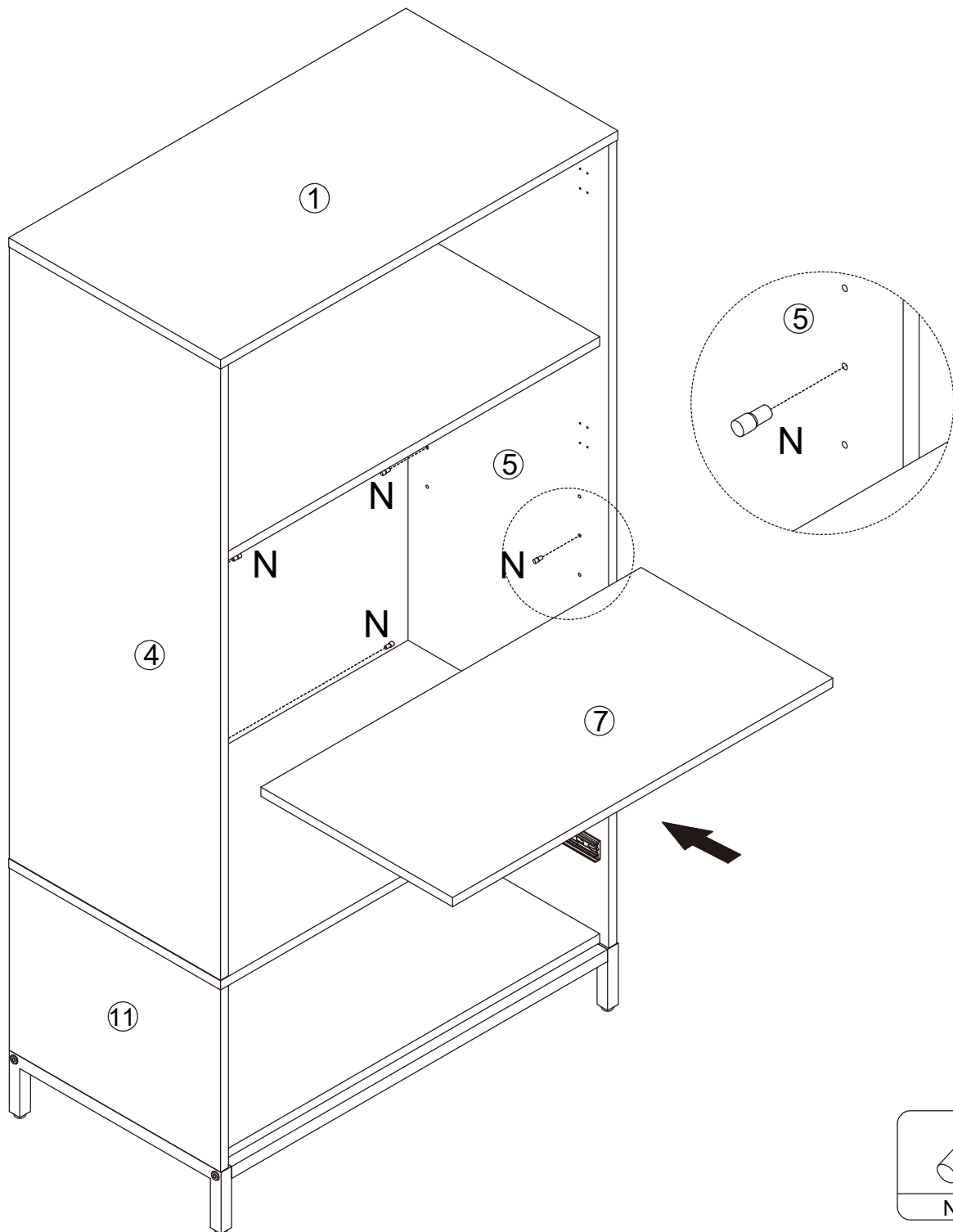
# ASSEMBLY STEPS

**STEP 17** Drill holes in the wall, insert Expansion Screw(W), and fix the item to the wall with Screw(D) for safe use



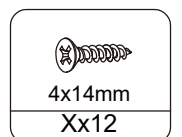
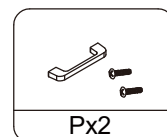
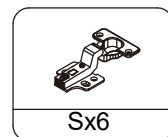
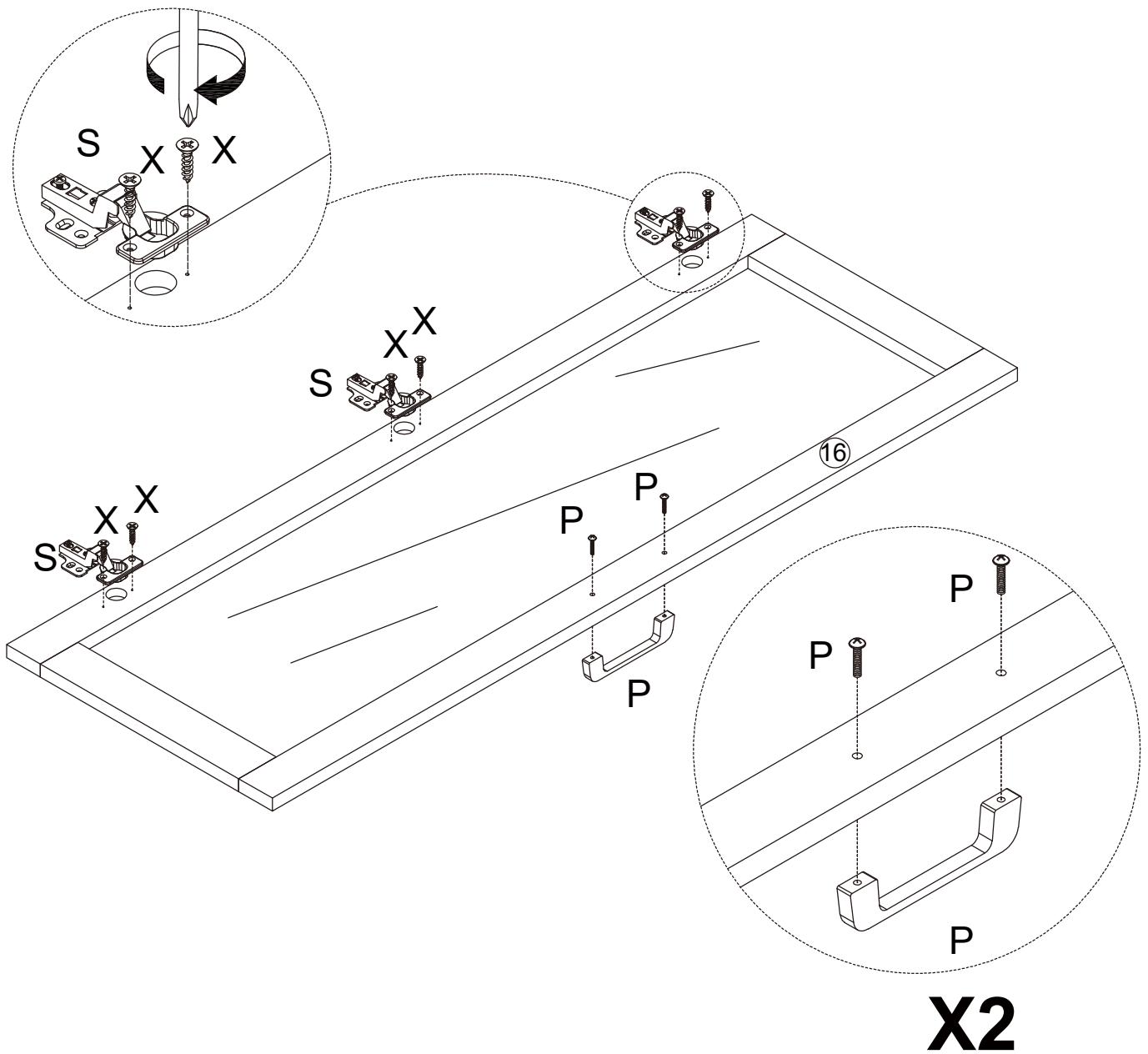
# ASSEMBLY STEPS

**STEP 18** Insert the Shelf Support Peg(N) as needed and place the Adjustable Shelf #7 accordingly



# ASSEMBLY STEPS

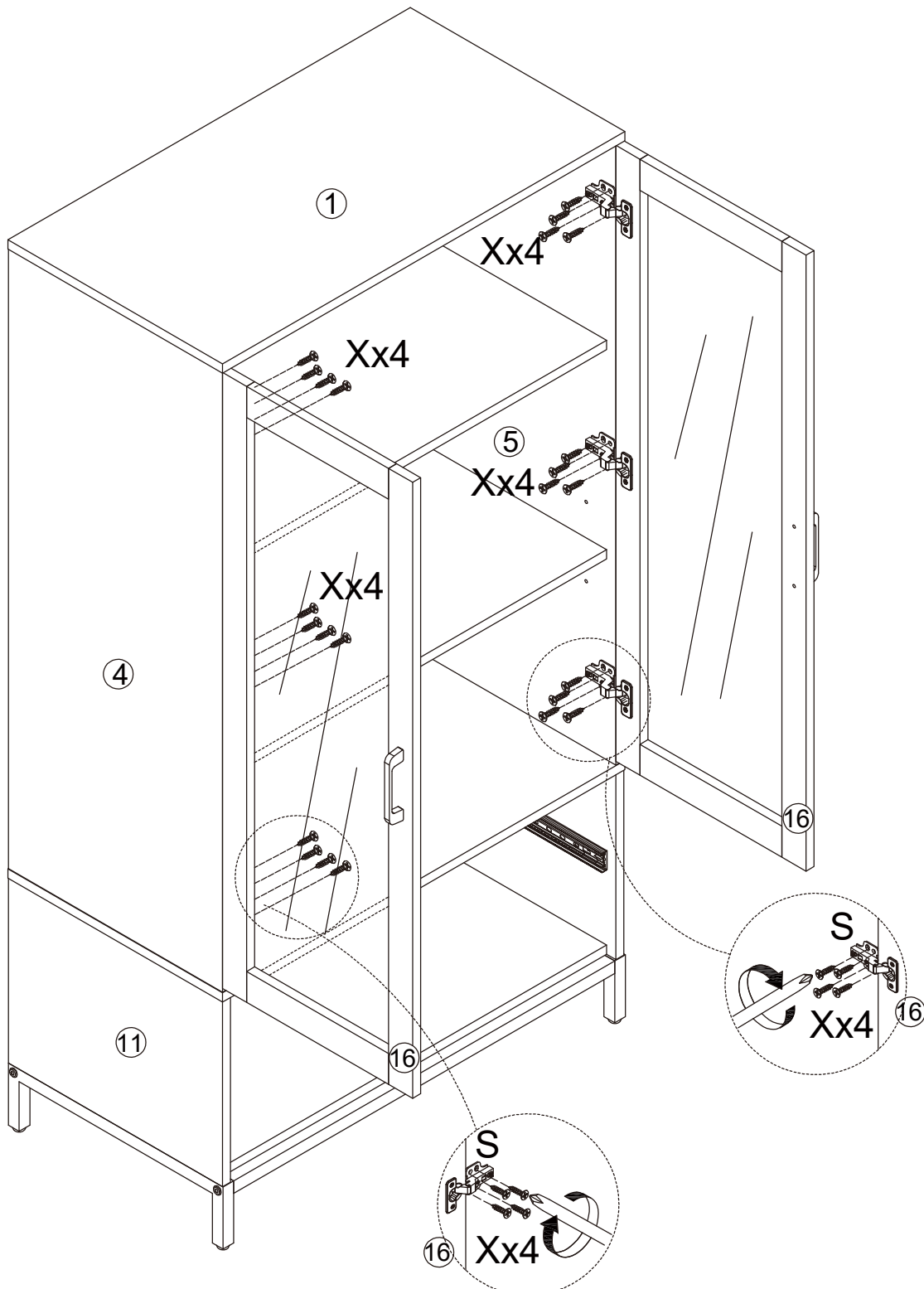
**STEP 19** Fasten hinge and handle to door panel # 16 as shown



# ASSEMBLY STEPS

**STEP 20** Fasten the door hinge to the cabinet with Screw(X). Adjust the hinge to even the doors without protruding from the cabinet

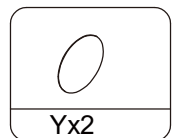
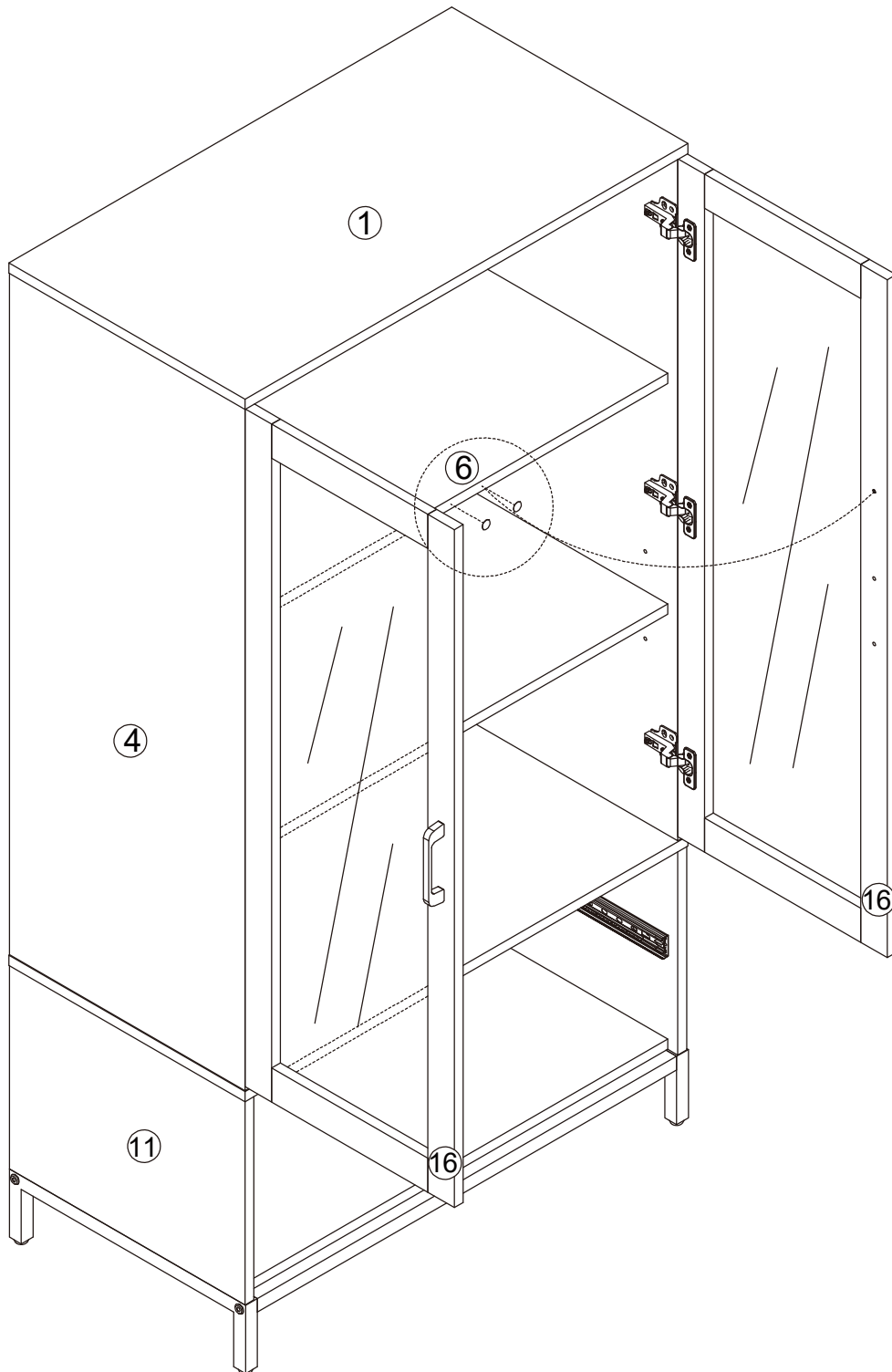
Turn to the page #37 to see "Guide to Hinge Adjustment"





# ASSEMBLY STEPS

**STEP 21** Confirm where the doors collide with panel #6 by opening and closing the doors, and attach the anti-collision rubber pads in places to reduce noise

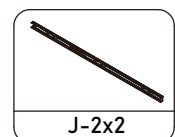
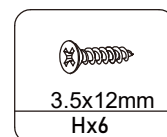
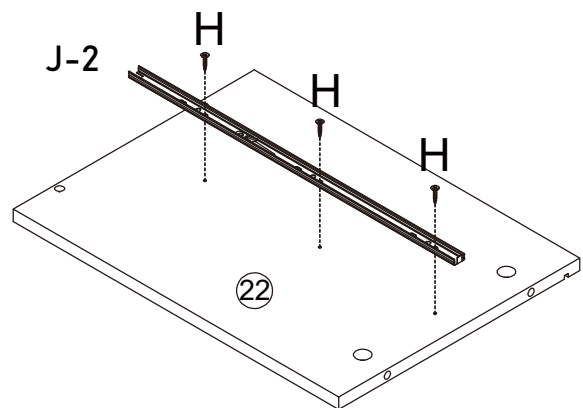
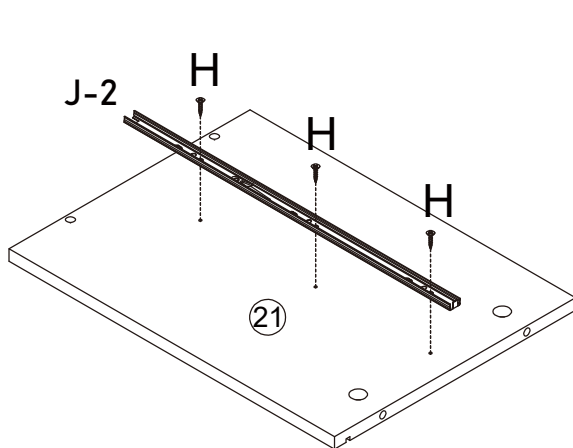
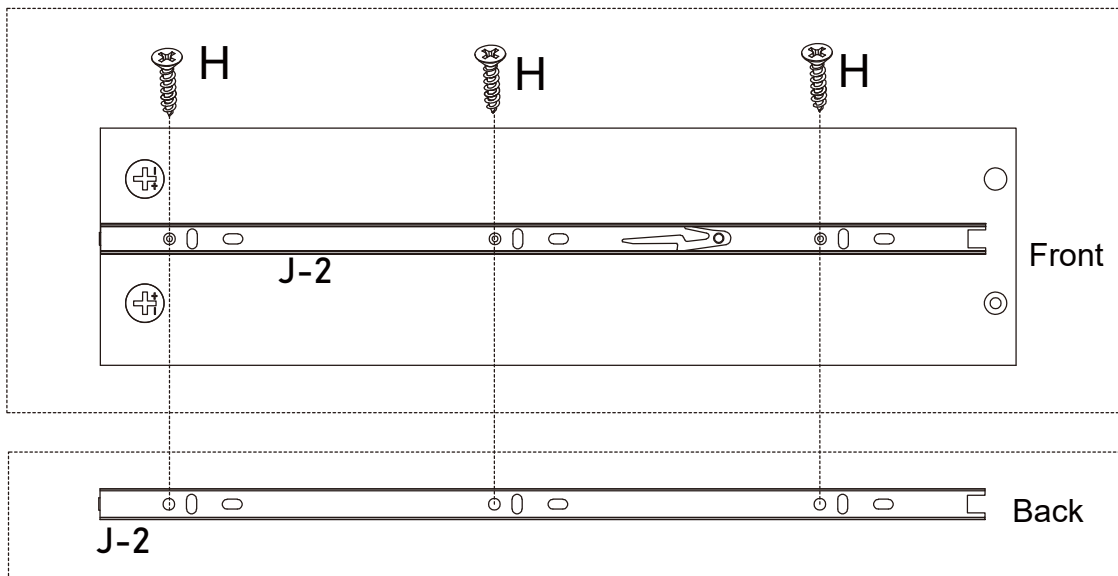


# ASSEMBLY STEPS

## STEP 22

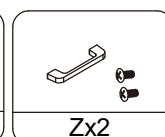
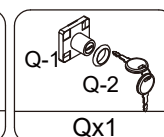
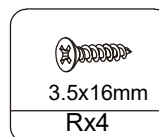
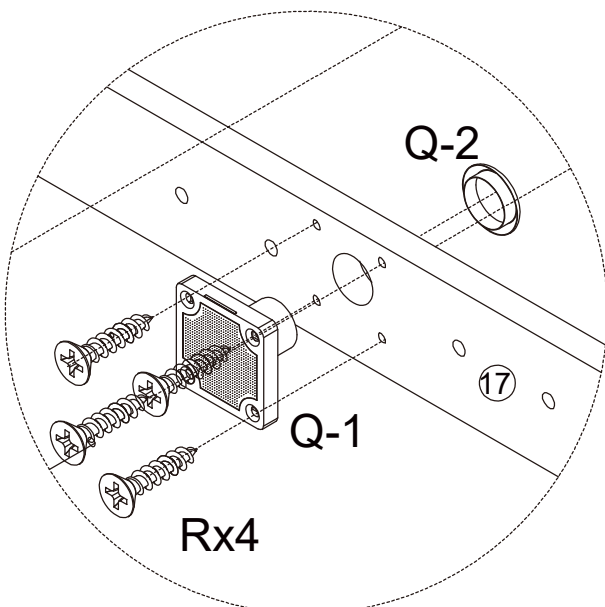
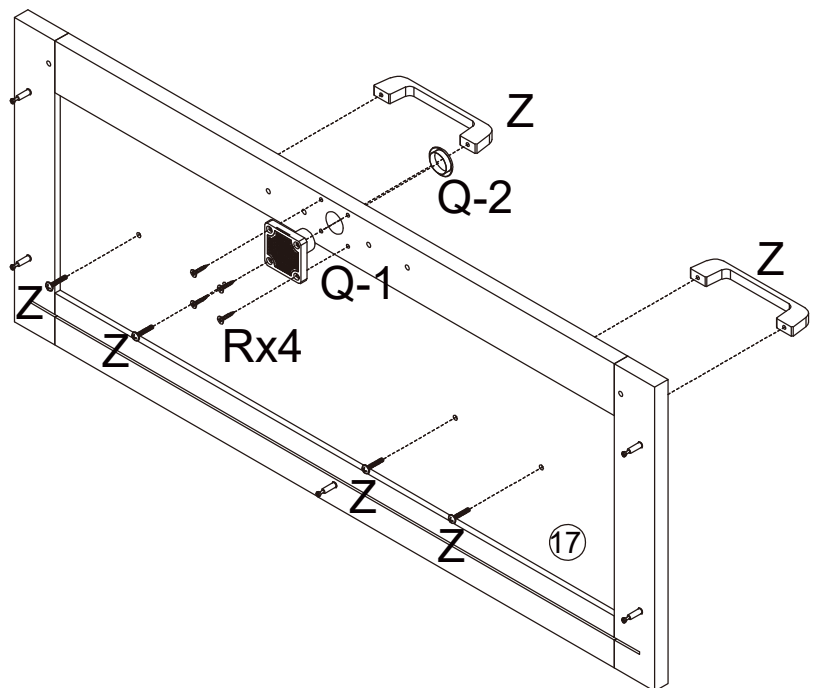
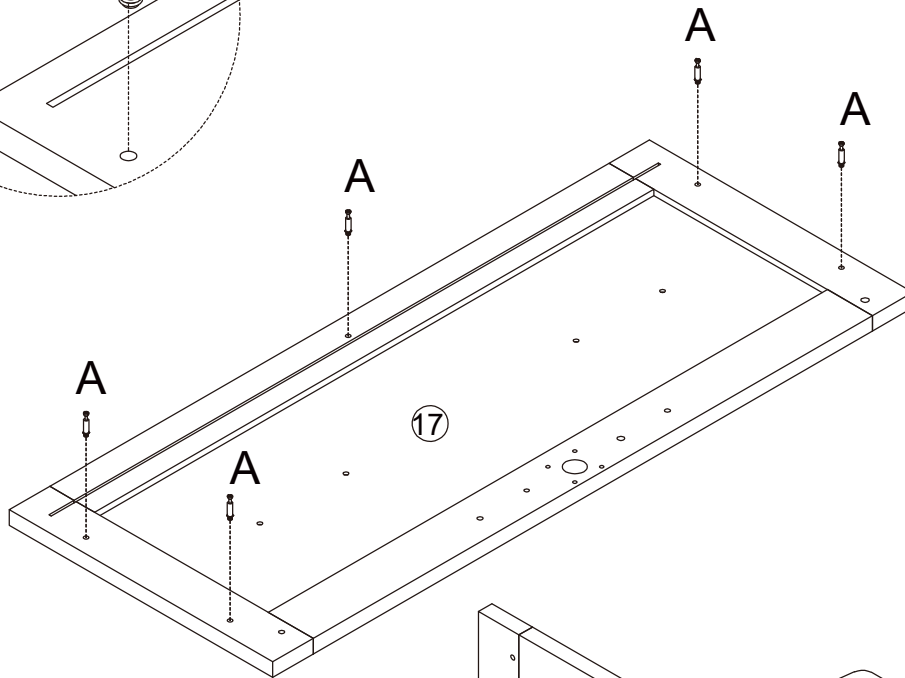
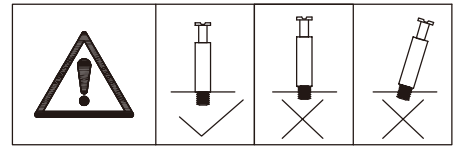
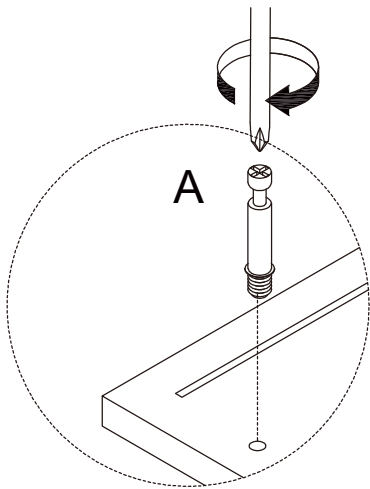
Time to assemble the drawer!

Connect the Drawer Slide(J-2) to Panel #21 #22 with Screw(H)



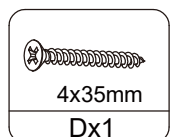
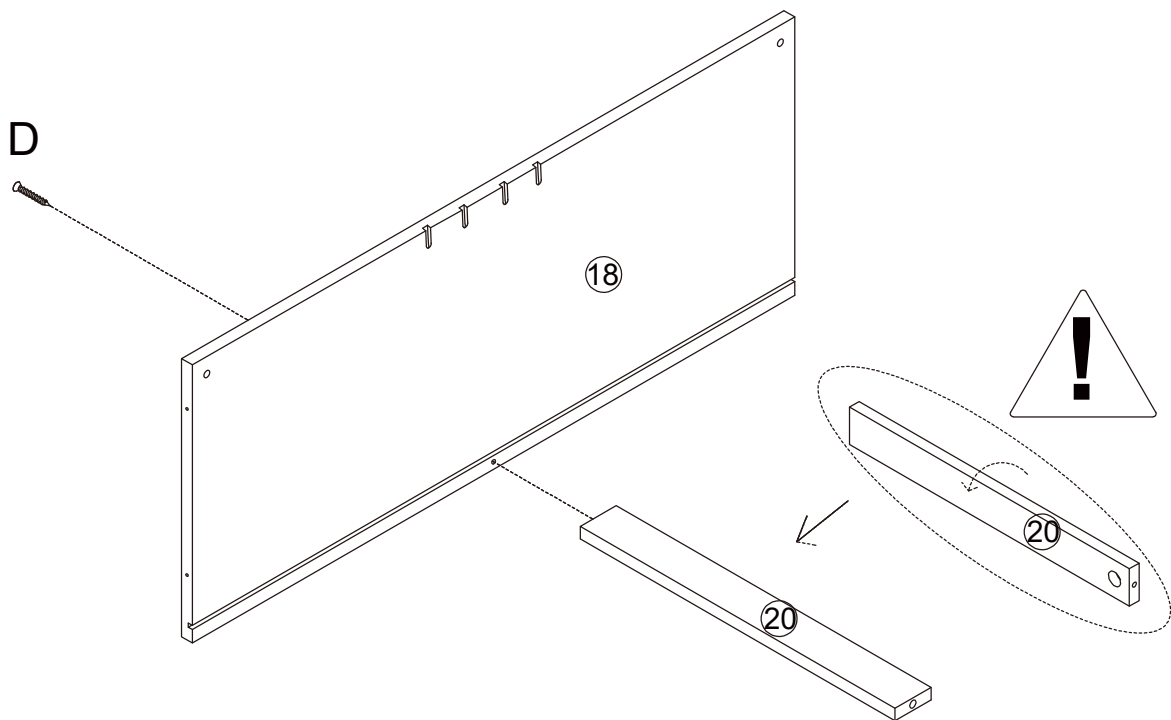
# ASSEMBLY STEPS

**STEP 23** Screw Cam Bolt(A) to Panel #17;  
Fix Lock and Handles to Panel #17 as picture shows



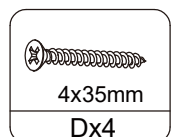
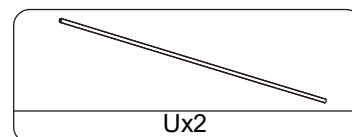
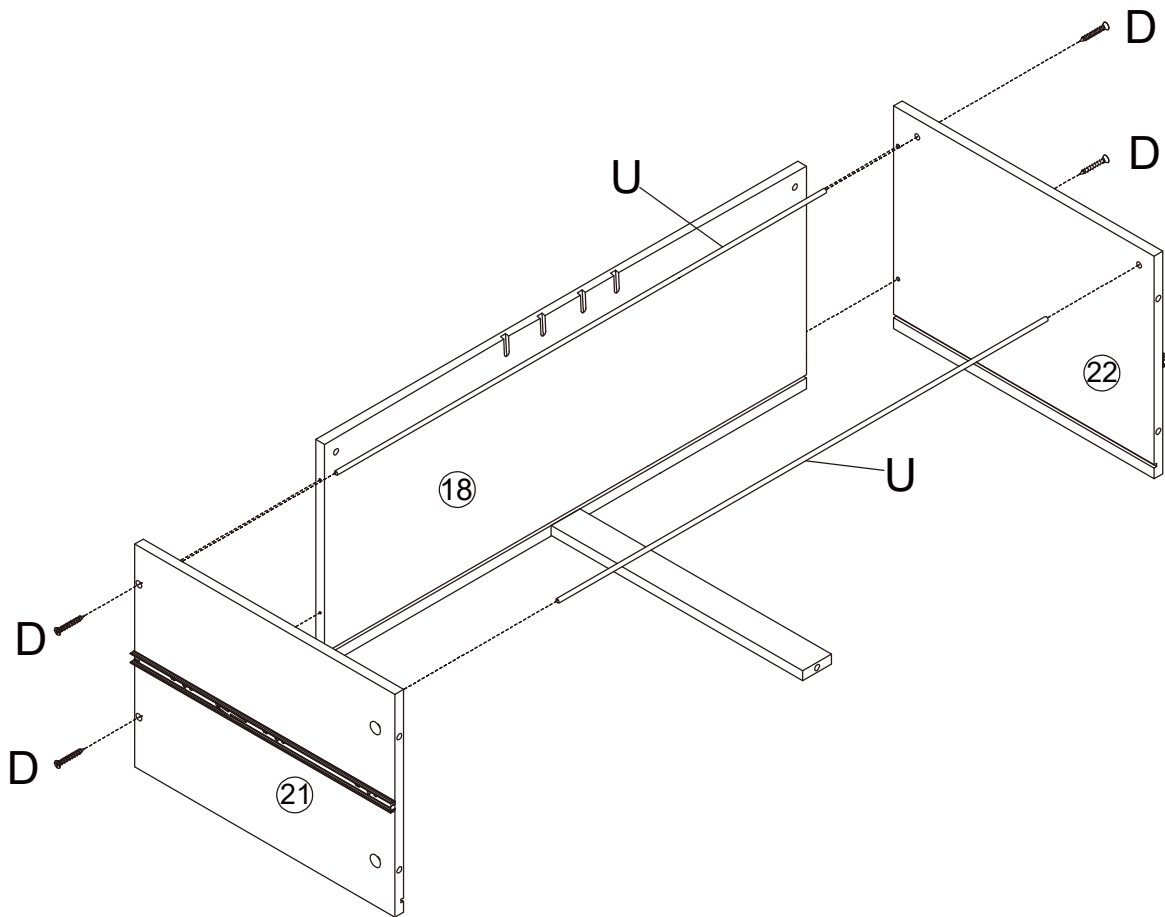
# ASSEMBLY STEPS

**STEP 24** Connect the Drawer Back Panel #18 to the Drawer Support Panel #20 with Screw (D). Note to distinguish the front and back of the Drawer Support Panel



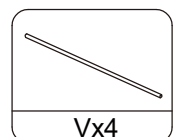
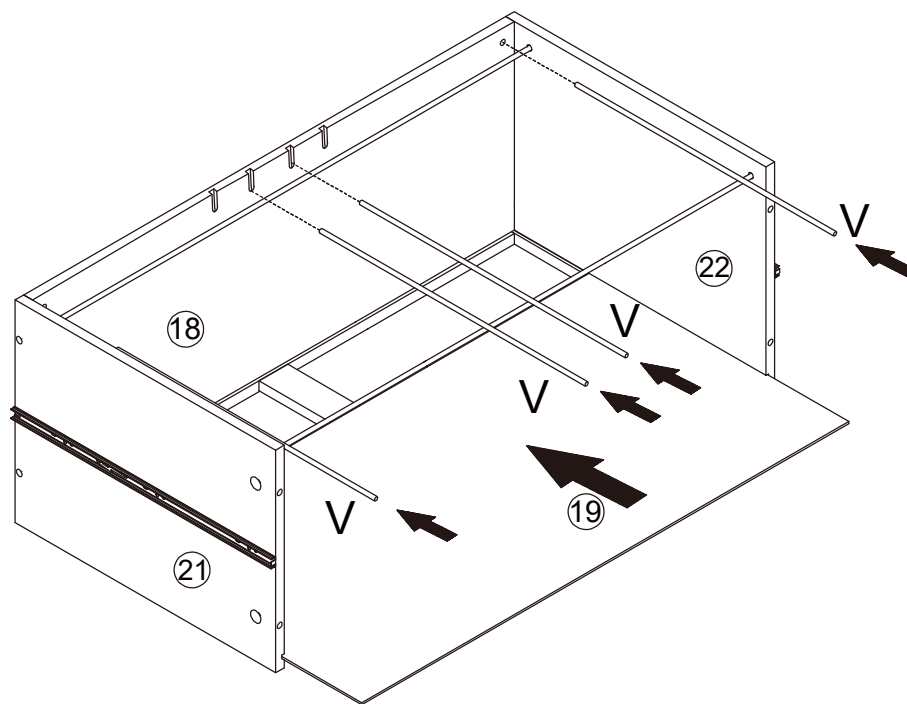
# ASSEMBLY STEPS

**STEP 25** First pass the Long Hanging Rod(U) through the end of the Movable Hanging Rod(T) with loop first, then insert the Long Hanging Rod(U) into the drawer side panels while securing Panel #21 #22 to Panel #18 with Screw (D)



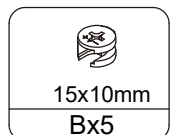
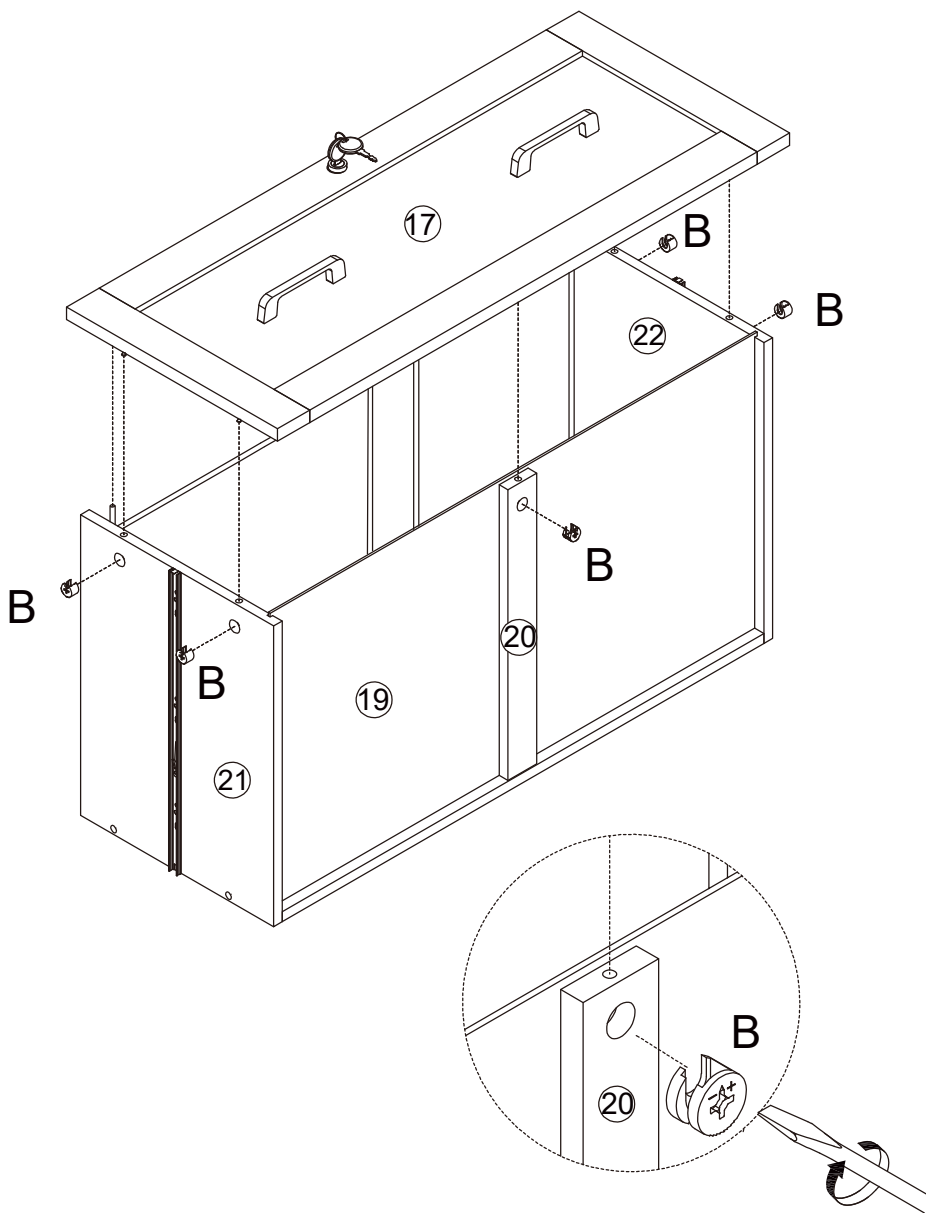
# ASSEMBLY STEPS

- STEP 26** Insert Panel #19 along with the groove;  
Insert the Short Hanging Rod(V) into Panel #18 before next step



# ASSEMBLY STEPS

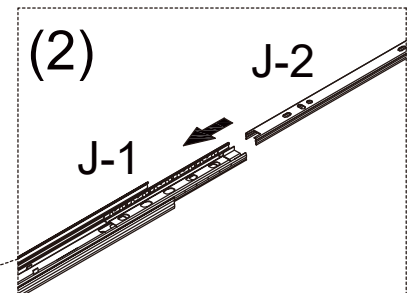
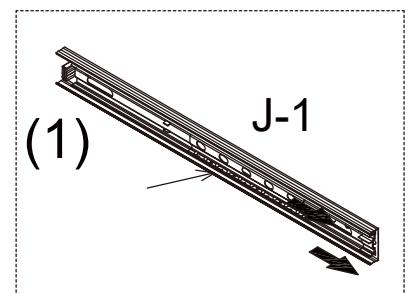
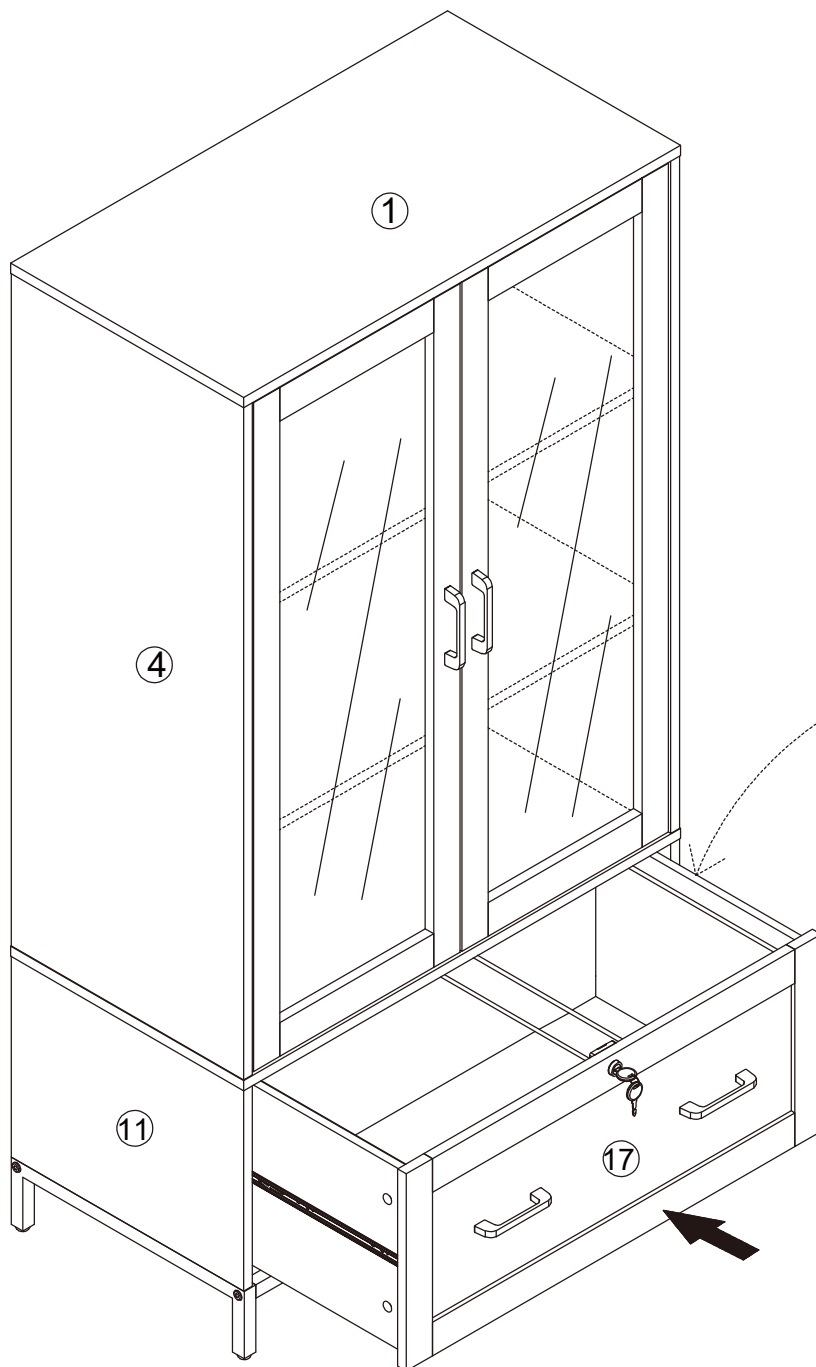
**STEP 27** Attach Panel #17 to the drawer body with Cam Lock(B)





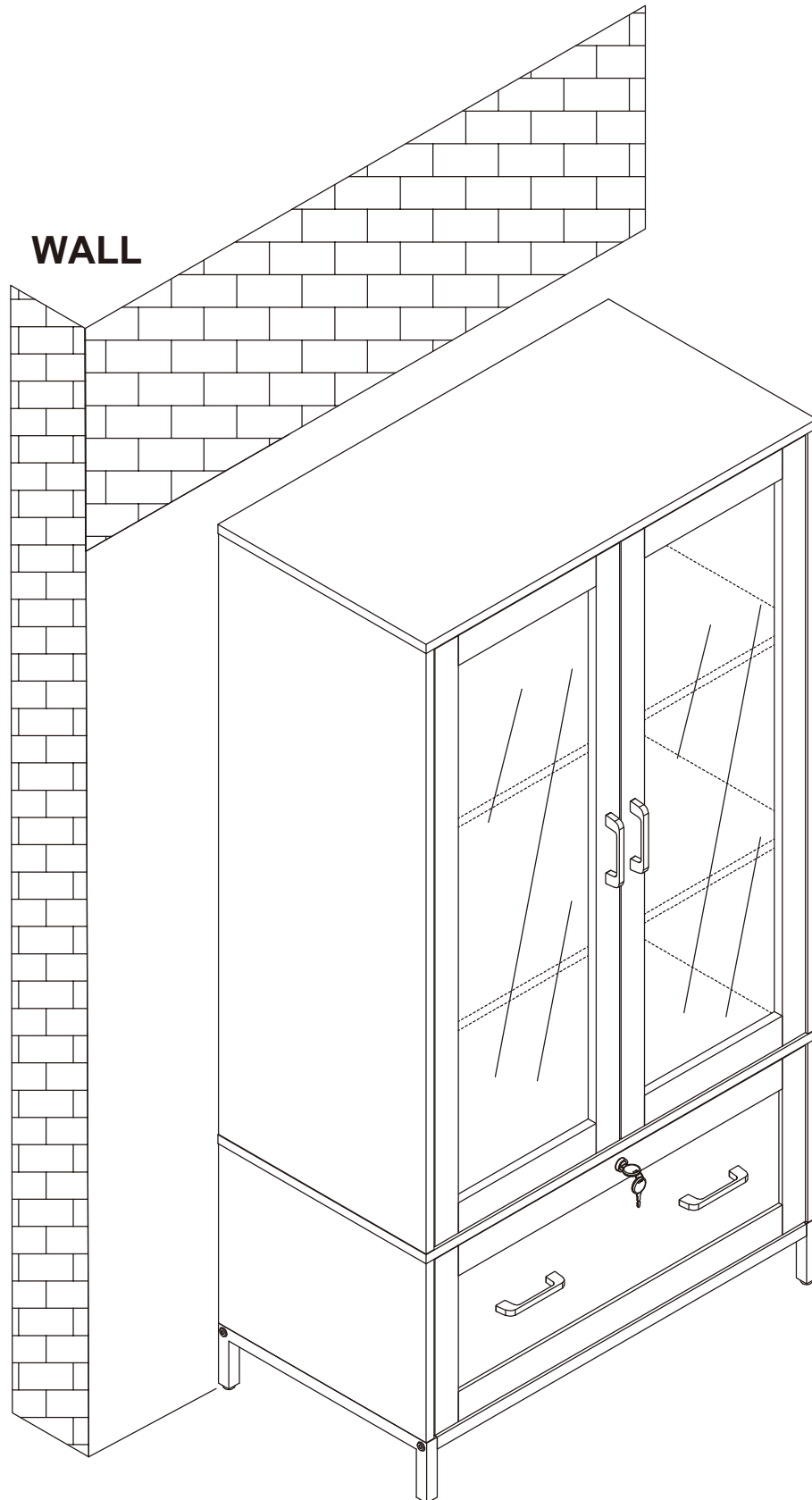
# ASSEMBLY STEPS

**STEP 28** Pull Drawer Slide(J-1) out first, and the ball along with it to the front; Keep the drawer level and insert the drawer with the slides aligned. Note! Failure to level may result in damage to the slides



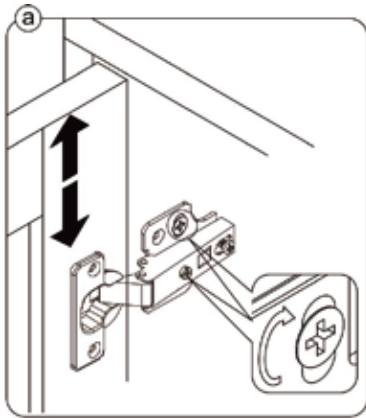
# ASSEMBLY STEPS

**STEP 29** The installation is complete

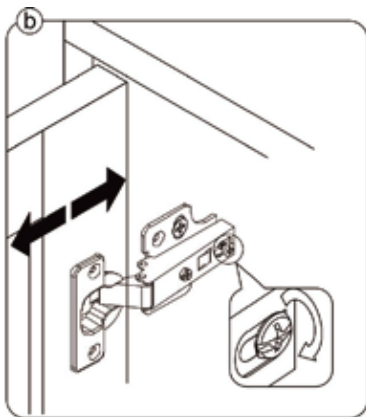


# GUIDE TO HINGE ADJUSTMENT

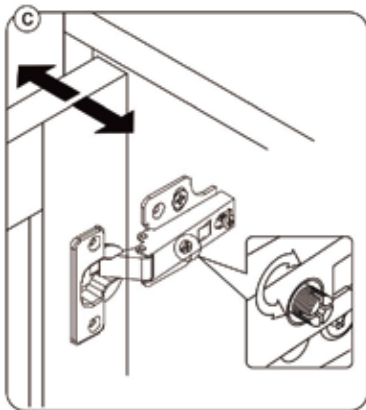
It may be necessary to adjust the hinges so that the doors align. Use the instructions below as a guide.



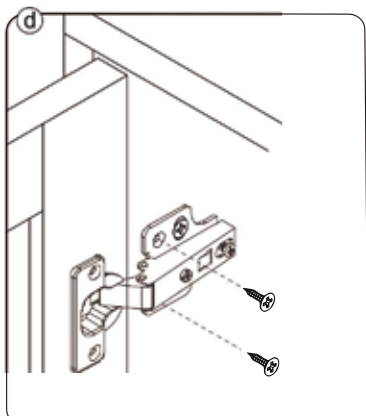
To adjust the door vertically loosen the screw as shown and move up and down as needed.



To adjust the gap from the door to the main frame turn the screw clockwise or anti-clockwise as needed.



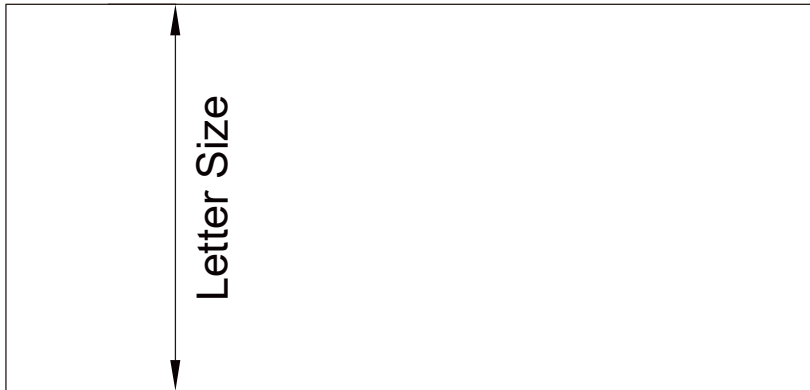
To adjust the door laterally adjust the screw as shown by turning clockwise or anti-clockwise.



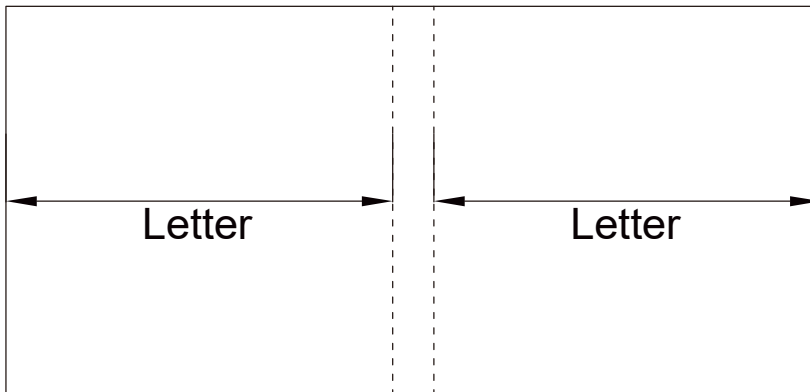
Please fix other screws.

# OPTIONS OF FILE STORAGE

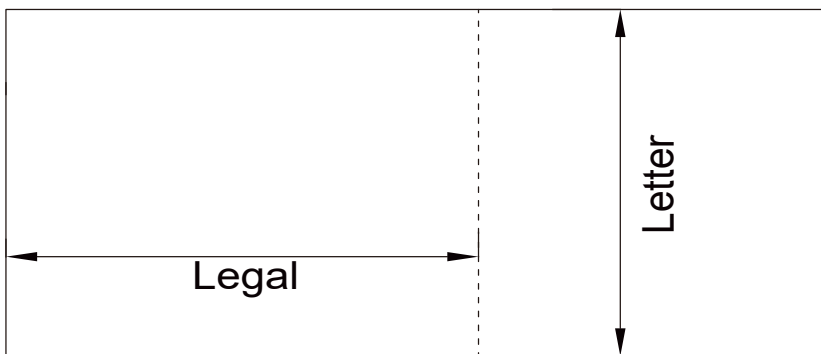
## Option 1



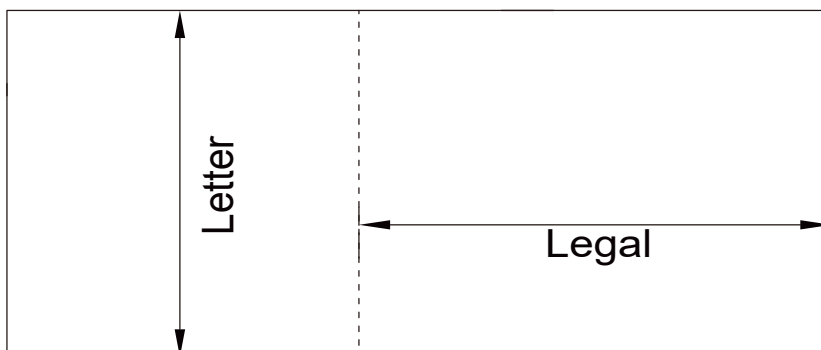
## Option 2



## Option 3



## Option 4



Place the Movable Hanging Rods as needed

# FAQS

## 1.What should I do when I received a defected item or missing parts?

Please feel free to contact VINGLI customer service via the link where you purchased this item with your order ID, pictures & sticker number of the defective/missing parts to us. We are eager to help you to make it right.

---

## 2.What should I do if I have a problem with the drawer not closing flush?

It is usually caused by the assembly of the drawer slides. Here are the solutions as below:

1)Please check whether the slide rail is damaged, for example, the ball of the slide rail has fallen out. If so, please ask us for replacements of the drawer slides;

2)Refer to the assembly manual to check if the holes for the drawer slides are assembled correctly. If there is no problem with the assembly, but the drawer slides are stuck in the process of pushing in, please take out the entire drawer through the release button on the slides (Left Side Up and Right Side Down), and then push it back in again.

---

## 3.Why are the doors misaligned?

1)Please follow the "Guide to Hing Adjustable" to even the gap of the doors.

2)Adjust the levelers to even the cabinet.

---

## 4.What should I do when file cabinet wobbly?

1)Make sure each panel has been connect to each other properly, and all screws have been tighten after assemble

2)Find out that wobbly part, and if it is the screw cannot tight, you can try to add on a washer to help

3)If still not work, please feel free to contact our customer team with the wobbly part detail, and we will help you

# Supplementary Instructions for Safe Use

## English

### **WARNING**



Children have died from furniture tipover. To reduce the risk of furniture tipover:

- ALWAYS install tipover restraint provided.
- NEVER put a TV on this product.
- NEVER allow children to stand, climb or hang on drawers, doors, or shelves.
- NEVER open more than one drawer at a time.
- Place heaviest items in the lowest drawers.
- Do not defeat or remove the drawer interlock system.

This is a permanent label.  
Do not remove!

## French

### **ATTENTION**



Des enfants sont morts du basculement des meubles. Pour réduire le risque de basculement des meubles:

- TOUJOURS installer la retenue de basculement fournie.
- NE JAMAIS mettre de téléviseur sur ce produit.
- NE JAMAIS permettre aux enfants de se tenir debout, de grimper, ou de s'accrocher à des tiroirs, des portes ou des étagères.
- N'ouvrez JAMAIS plus d'un tiroir à la fois.
- Placez les objets les plus lourds dans les tiroirs les plus bas.
- Ne désactivez pas et ne retirez pas le système de verrouillage du tiroir.

Ceci est une étiquette permanente.  
Ne pas enlever!

## German

### **WARNUNG**



Kinder sind an einem Möbelkipp gestorben. So verringern Sie das Risiko eines Umkippens von Möbeln:

- Installieren Sie IMMER die mitgelieferte Kipprückhaltevorrichtung.
- Stellen Sie NIEMALS einen Fernseher an dieses Produkt.
- Lassen Sie Kinder NIEMALS an Schubladen, Türen oder Regalen stehen klettern oder hängen.
- Öffnen Sie NIEMALS mehr als eine Schublade gleichzeitig.
- Legen Sie schwerste Gegenstände in die untersten Schubladen.
- Besiegen oder entfernen Sie das Schubladenverriegelungssystem nicht.

Dies ist ein dauerhaftes Etikett.  
Nicht entfernen!