

Offices To Go SL7130RDS

Offices to Go SL7130RDS L Shaped Reception Desk with Drawers

Model: SL7130RDS | Brand: Offices To Go

1. INTRODUCTION

This instruction manual provides detailed guidance for the assembly, operation, and maintenance of your Offices to Go SL7130RDS L Shaped Reception Desk with Drawers. Please read all instructions carefully before beginning assembly or use to ensure proper setup and safe operation. Keep this manual for future reference.

2. SAFETY INFORMATION

WARNING: Failure to follow these safety instructions may result in injury or damage to the product.

- Always assemble the desk according to the provided instructions.
- Ensure that the desk is properly anchored to the floor to prevent tipping.
- Do not attempt to move the desk while it is fully assembled.
- Keep the work area clear of obstacles to prevent tripping or other accidents.
- Always use caution when handling heavy objects to avoid injury.

3. PACKAGE CONTENTS

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

- Reception Desk Top (71"w x 30"d)
- Reception Return (42"w x 24"d)

- Transaction Top
- Locking Pedestal with Box and File Drawers (1 set)
- Assembly Hardware (screws, dowels, cam locks, etc.)
- Assembly Instructions (this manual)

4. ASSEMBLY INSTRUCTIONS

Some assembly is required for this L-shaped reception desk. It is recommended to have at least two people for assembly due to the size and weight of the components. Clear a spacious area for assembly.

4.1 Key Features for Assembly:

- **Reversible Design:** The reception return can be set up on either the left or right side of the main desk to suit your office layout. Plan your desired configuration before starting.
- **Grommets:** Grommets are standard on desks, returns, bridges, and credenzas for convenient cable management.
- **Drawer Slides:** All drawers feature top-quality ball-bearing slides for smooth operation.
- **Locking Pedestal:** The included pedestal provides secure storage with a locking mechanism.

4.2 General Assembly Steps:

1. Unpack all components and verify against the package contents list.
2. Identify the main desk and return sections. Determine the desired orientation (left or right return).
3. Assemble the main desk frame and panels according to the diagrams provided in the manufacturer's specific assembly guide (not included in this general manual).
4. Attach the reception return to the main desk, ensuring proper alignment and secure fastening.
5. Assemble the locking pedestal drawers and install them into the pedestal unit.
6. Secure the transaction top to the assembled desk and return.
7. Ensure all connections are tight and the desk is stable before use.



Image 1: The Offices to Go SL7130RDS L Shaped Reception Desk with Drawers in American Dark Cherry. This image shows the overall assembled desk with its L-shaped configuration, transaction top, and integrated drawers.

5. OPERATING INSTRUCTIONS

Your Offices to Go SL7130RDS reception desk is designed for functional and efficient use in an office environment.

5.1 Using the Drawers:

- The desk includes one set of locking full-to-the-floor drawers, comprising two box drawers and one file drawer.
- To open a drawer, gently pull the handle. To close, push firmly until it is fully seated.
- The file drawer is designed to accommodate standard hanging files.
- Use the provided key to lock and unlock the pedestal for secure storage of documents and personal items. Ensure drawers are fully closed before locking.

5.2 Transaction Top:

The elevated transaction top provides a convenient surface for visitors to sign documents or conduct brief interactions, while maintaining privacy for the receptionist's workspace.

5.3 Cable Management:

Utilize the integrated grommets to route power cords and data cables neatly, keeping the workspace organized and free from clutter.

6. MAINTENANCE

Proper care and maintenance will extend the life and appearance of your reception desk.

- **Cleaning:** Wipe surfaces regularly with a soft, damp cloth. For stubborn marks, use a mild, non-abrasive cleaner specifically designed for laminate surfaces. Avoid harsh chemicals or abrasive cleaning tools.
- **Spills:** Clean up spills immediately to prevent staining or damage to the laminate finish.
- **Drawer Slides:** Periodically check drawer slides for smooth operation. If they become stiff, a small amount of silicone lubricant can be applied to the tracks.
- **Hardware:** Periodically check all screws and fasteners to ensure they remain tight. Retighten if necessary to maintain stability.
- **Avoid Heat and Moisture:** Do not place hot items directly on the desk surface. Protect the desk from excessive moisture.

7. TROUBLESHOOTING

Refer to the following common issues and solutions before contacting customer support.

- **Desk Wobbles:** Ensure all assembly hardware is securely tightened. Check that the desk is on a level surface. Adjust any leveling glides if present.
- **Drawers Stick or Don't Close Smoothly:** Check for obstructions inside the drawer or on the slides. Ensure the drawer is properly aligned on its tracks. Lubricate ball-bearing slides if needed.
- **Lock Not Functioning:** Ensure the key is fully inserted and turned correctly. Check if any items inside the drawer are preventing the locking mechanism from engaging.
- **Missing Parts:** Review the package contents list. If parts are missing, contact Offices To Go customer support with your product model and purchase information.

8. SPECIFICATIONS

Feature	Specification
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Brand	Offices To Go
Model Number	OTGDE01253Americ-Dark-Cherry
Shape	L-Shape
Overall Dimensions (D x W x H)	30"D x 71"W x 42"H
Reception Desk Dimensions	71"w x 30"d x 42"h (with Transaction Top)
Reception Return Dimensions	42"w x 24"d x 42"h
Color	American Dark Cherry
Material	Laminate
Number of Drawers	4 (2 box, 1 file, 1 locking pedestal)
Drawer Glide Mechanism	Ball Bearing Slides
Special Feature	Reversible Return
Required Assembly	Yes
UPC	013556032036

9. WARRANTY INFORMATION

This Offices to Go SL7130RDS L Shaped Reception Desk is covered by a **Limited Warranty**. For specific details regarding coverage, duration, and terms, please refer to the warranty documentation provided with your purchase or contact Offices To Go customer service.

10. CUSTOMER SUPPORT

If you require further assistance, have questions about assembly, or need to report missing/damaged parts, please contact Offices To Go customer support. Have your product model number (SL7130RDS) and purchase information ready when you call or email.

For the most current contact information, please visit the official Offices To Go website or refer to your purchase documentation.

ASK A QUESTION ABOUT THIS MANUAL

Ask about setup, troubleshooting, compatibility, parts, safety, or missing instructions. Manuals+ will review the question and use this page's manual context to help answer it.

Name

Anonymous

Email

you@example.com

After a successful submission, we securely hash the supplied account or form email before sending it to Microsoft Advertising for conversion attribution. [Privacy details](#).

Question

Example: How do I reset this device or fix this error?

Details

Model number, symptoms, what you tried, or the section of the manual you are using.

Submit question