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› Lorell Relevance Series Charcoal Laminate Office Furniture User Manual

Lorell 16202

Lorell Relevance Series Charcoal Laminate Office Furniture User Manual

Model: 16202 | Brand: Lorell

1. INTRODUCTION

The Lorell Relevance Series Charcoal Laminate Office Furniture is designed to provide a versatile and stylish solution for your workspace needs. This product, specifically the tabletop, is engineered to integrate seamlessly with various Lorell Relevance Series components, including electric height-adjustable bases and other frame options, supporting healthier sit/stand workstations. Its durable laminate construction with edge banding ensures a polished and professional appearance.

Key features include:

- Designed for use with Lorell electric height-adjustable bases or Relevance frames.
- Supports healthier sit/stand workstations.
- Constructed from high-quality Charcoal laminate.
- Features durable edge banding for a refined finish.

2. SAFETY INFORMATION

Adherence to safety guidelines is crucial during assembly, usage, and maintenance of your Lorell Relevance Series furniture. Always follow all provided instructions carefully to prevent injury or damage to the product. Ensure the furniture is placed on a stable, level surface. For items that may pose a tip-over risk, secure them to a wall using appropriate anchoring devices, especially in environments with children or pets. Regular inspection for loose parts or damage is recommended.

This product meets ANSI/BIFMA standards for safety and performance.



Image: Logos for American National Standards Institute (ANSI) and Business and Institutional Furniture Manufacturers Association (BIFMA), indicating compliance with industry standards.

3. PRODUCT COMPONENTS

The Lorell Relevance Series is modular, allowing for customization. This manual focuses on the tabletop component. Other components, such as leg frames and crossbars, are sold separately and are necessary for a complete desk setup.



Image: The Lorell Relevance Series Charcoal Laminate Tabletop, showcasing its smooth surface and charcoal finish.



Image: A diagram illustrating the main components of a Lorell Relevance Series desk, including the crossbar, short leg frame, tabletop, and desk leg frame, alongside an example office setup.

The tabletop features a 1-inch thickness and durable edge banding for enhanced longevity and a clean finish.



Image: A detailed view of the tabletop's edge banding, highlighting the smooth, protective finish along the perimeter.

4. SETUP AND ASSEMBLY

This Lorell Relevance Series tabletop requires assembly with a compatible Lorell desk frame or electric height-adjustable base (sold separately). The assembly process typically involves attaching the tabletop to the chosen base using the provided hardware with the base.

General Assembly Steps:

1. **Unpack Components:** Carefully remove all components from their packaging. Inspect for any damage.
2. **Identify Parts:** Refer to the assembly instructions provided with your Lorell desk frame or height-adjustable base to identify all parts, including the tabletop, leg frames, crossbars, and hardware.
3. **Attach Crossbar (if applicable):** If your frame uses a crossbar, attach it to the leg frames according to the frame's instructions. Ensure it is securely fastened.
4. **Position Tabletop:** Carefully place the tabletop upside down on a soft, clean surface to prevent scratches.
5. **Align Frame:** Position the assembled leg frame or height-adjustable base onto the underside of the tabletop, aligning the pre-drilled holes (if present) or designated attachment points.
6. **Secure Tabletop:** Using the screws and tools provided with your frame, securely attach the tabletop to the frame. Ensure all screws are tightened firmly but do not overtighten.
7. **Final Placement:** With assistance, carefully flip the assembled desk upright and place it in its desired location. Ensure it is stable and level.

For detailed, step-by-step instructions, always refer to the specific assembly manual included with your Lorell desk frame or height-adjustable base.



Image: An example of a complete office setup featuring the Lorell Relevance Series desk, integrated with storage units, demonstrating a functional workspace.

5. OPERATING INSTRUCTIONS

The Lorell Relevance Series tabletop is designed to be a static surface or to function as part of a dynamic sit/stand workstation when paired with a compatible Lorell electric height-adjustable base. The "operation" of the tabletop primarily involves its integration with these systems.

Using with Height-Adjustable Bases:

- If your tabletop is mounted on an electric height-adjustable base, refer to the base's specific user manual for instructions on adjusting the desk height.
- Ensure that no obstructions are present above or below the tabletop before adjusting its height.
- Distribute weight evenly on the tabletop to maintain stability during height adjustments.

The tabletop itself does not have operational controls; its functionality is determined by the base it is attached to.

6. MAINTENANCE AND CARE

Proper care and maintenance will help preserve the appearance and longevity of your Lorell Relevance Series Charcoal Laminate Office Furniture.

- **Cleaning:** Wipe the surface with a damp cloth. For stubborn marks, a mild soap solution can be used, followed by wiping with a clean, dry cloth. Avoid abrasive cleaners, harsh chemicals, or solvents, as these can damage the laminate finish.
- **Spills:** Promptly wipe up any spills to prevent liquid from seeping into the laminate or edge banding.
- **Heat and Moisture:** Avoid placing hot items directly on the surface. Use coasters for beverages and protective pads under hot dishes or appliances.
- **Protection:** Use desk pads or mats to protect the surface from scratches, dents, and prolonged exposure to sunlight, which can cause fading.
- **Hardware:** Periodically check all screws and fasteners to ensure they remain tight. Retighten if necessary to maintain stability.

7. TROUBLESHOOTING

This section addresses common issues you might encounter with your Lorell Relevance Series tabletop.

Problem	Possible Cause	Solution
Tabletop is wobbly or unstable.	Loose connections to the base; uneven floor; base not properly assembled.	Ensure all screws attaching the tabletop to the base are tightened. Check if the floor is level; use leveling feet on the base if available. Verify the base assembly according to its manual.
Surface scratches or marks.	Sharp objects; abrasive cleaning; heavy items dragged across surface.	Use desk pads or mats. Avoid dragging items. Clean with soft cloth and mild solutions only. Minor scratches may be camouflaged with furniture repair kits.
Discoloration or fading.	Prolonged exposure to direct sunlight or harsh chemicals.	Avoid direct sunlight exposure. Do not use harsh cleaning agents.

If you encounter issues not listed here or require further assistance, please contact Lorell customer support.

8. SPECIFICATIONS

Attribute	Detail
Model Number	16202
Brand	Lorell
Material	Laminate, Polyvinyl Chloride (PVC) Edge, Charcoal
Color	Charcoal, Laminate
Product Dimensions (L x W x H)	59.9 x 23.6 x 1 inches
Item Weight	35 pounds
Special Feature	Edge Banding
Product Care Instructions	Wipe with Damp Cloth
UPC	035255162029



Image: Diagram showing the approximate dimensions of the tabletop: 60 inches in length, 24 inches in depth, and 1 inch in thickness.

9. WARRANTY INFORMATION

The Lorell Relevance Series Charcoal Laminate Office Furniture comes with a **Limited 5-Year Warranty**. This warranty covers defects in materials and workmanship under normal use and service. For specific terms, conditions, and limitations of the warranty, please retain your proof of purchase and contact Lorell customer support or refer to the warranty documentation included with your product.

10. CUSTOMER SUPPORT

For any questions, concerns, or assistance regarding your Lorell Relevance Series Charcoal Laminate Office Furniture, please contact Lorell customer support. You can typically find contact information on the Lorell official website or through the retailer where you purchased the product.

When contacting support, please have your product model number (16202) and proof of purchase readily available to expedite the process.

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This manual is for informational purposes only. Specifications are subject to change without notice.