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› Snughome Vintage Wood File Organizer Desktop Manual (Model 01)

Snughome 01

Snughome Vintage Wood File Organizer Desktop Manual (Model 01)

Comprehensive instructions for assembly, usage, and maintenance.

1. INTRODUCTION

Thank you for choosing the Snughome Vintage Wood File Organizer Desktop. This manual provides detailed instructions to help you assemble, use, and maintain your new desktop organizer. Designed to bring order to your workspace, this organizer features multiple storage spaces and adjustable shelves for various documents and supplies.



Figure 1: Snughome Vintage Wood File Organizer in a typical desktop setup.

2. PACKAGE CONTENTS

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

- Top Panel (1)
- Bottom Panel (1)
- Side Panels (2)
- Adjustable Shelves (3)
- Back Panel (1)
- Assembly Hardware (screws, dowels, Allen wrench)
- Anti-Slip Pads (4)

3. PRODUCT SPECIFICATIONS

Model Number	01
Dimensions (L x W x H)	13.4 inches x 9.1 inches x 10.6 inches (34cm x 23cm x 27cm)

Material	Particleboard with Rustic Finish
Color	Rustic Brown
Number of Shelves	4 (3 adjustable, 1 fixed top)
Special Features	Scratch Resistant, Curved Shelf Design, Anti-Slip Pads
Assembly Required	Yes



Figure 2: Product dimensions for the Snughome File Organizer.

4. ASSEMBLY INSTRUCTIONS

Assembly is straightforward and typically takes only a few minutes. All necessary tools and hardware are included.

- 1. Prepare Components:** Unpack all parts and lay them out on a clean, soft surface to prevent scratches. Identify the top, bottom, side, and shelf panels.
- 2. Attach Side Panels:** Secure the side panels to the bottom panel using the provided screws. Ensure the pre-drilled holes align.
- 3. Insert Shelves:** Slide the adjustable shelves into the grooves on the side panels. The curved design should face outwards for easier access. You can adjust the height of the shelves to suit your storage needs.
- 4. Attach Top Panel:** Place the top panel onto the assembled structure and secure it with screws.

5. **Install Anti-Slip Pads:** Attach the four anti-slip pads to the bottom corners of the organizer to protect your desk surface and prevent movement.



Figure 3: Visual assembly steps for the file organizer.



Figure 4: Detail of insertable screws, curved shelf, and anti-slip pad.

5. USAGE

The Snughome File Organizer is designed for versatile use in various environments, including home offices, schools, and professional workspaces.

- **Document Organization:** Utilize the four open storage spaces to sort and store documents, letters, mail, and files. The adjustable shelves accommodate items of varying sizes, from standard paper to larger folders and notebooks.
- **Easy Access:** The curved board design of the shelves allows for convenient retrieval and placement of items.
- **Space Saving:** Its compact design (13.4"L x 9.1"W x 10.6"H) helps organize your desk without occupying excessive space, providing ample storage and display area.
- **Multi-functional:** The organizer can be used horizontally for standard documents, vertically for books, or even upright as a file bin. Multiple units can be stacked or placed side-by-side to expand storage capacity as needed.



Figure 5: Organizer demonstrating storage of various office items.



Figure 6: Multi-functional display of the organizer.

6. MAINTENANCE

To ensure the longevity and appearance of your Snughome File Organizer, follow these simple maintenance guidelines:

- **Cleaning:** Wipe the surface with a soft, damp cloth. Avoid using harsh chemicals or abrasive cleaners, as these may damage the rustic finish.
- **Protection:** The organizer features a scratch-resistant surface. However, to maintain its condition, avoid dragging sharp objects across it. The included anti-slip pads help protect your desk surface.
- **Stability:** Periodically check all screws to ensure they remain tight. Re-tighten if necessary to maintain stability.

7. WARRANTY AND SUPPORT

Snughome is committed to customer satisfaction. If you encounter any issues with your file organizer or if it does not meet your expectations, please contact our customer support team. We are dedicated to providing a satisfactory resolution, whether it involves a refund or a replacement.

For support, please refer to the contact information provided with your purchase or visit the official Snughome website.

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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.

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