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Vicco 3732

Vicco Alena Secretary Desk Instruction Manual

Model: 3732 (Sonoma)

INTRODUCTION

Thank you for choosing the Vicco Alena Secretary Desk. This manual provides essential information for the safe assembly, operation, and maintenance of your new desk. Please read these instructions carefully before beginning assembly and retain them for future reference.

The Alena Secretary Desk is designed to be a compact and functional workstation, featuring a foldable desk surface and integrated storage. Its versatile design makes it suitable for various home or office environments.

SAFETY INFORMATION

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

- Ensure the desk is properly anchored to a stable wall to prevent instability, especially when the desk surface is open or fully loaded. Wall anchoring hardware is typically included.
- Do not exceed the maximum weight capacity of 29.3 kg for the desk.
- Keep all small parts and packaging materials away from children during assembly to prevent choking hazards.
- Assemble the desk on a soft, clean surface to avoid scratching the components.
- Periodically check all fasteners to ensure they remain tight.
- Use only the provided hardware or suitable replacements as specified in the assembly instructions.

PACKAGE CONTENTS

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

- Secretary Desk components (particle board panels)
- Assembly instructions manual
- Assembly hardware (screws, dowels, hinges, gas springs, etc.)

PRODUCT OVERVIEW AND DIMENSIONS

The Vicco Alena Secretary Desk offers a practical solution for small spaces, combining a workspace with integrated storage. It features a foldable desk surface and various shelves.



Image: The Vicco Alena Secretary Desk in an open position, showcasing its functional workspace with a laptop and books.



Image: Detailed diagram illustrating the dimensions of the Vicco Alena Secretary Desk.

Overall Dimensions:

Width: 85 cm

Height: 118.9 cm

Depth: 27 cm (closed)

The desk features open and closed shelving compartments for organized storage of office supplies, books, or personal items.

ASSEMBLY INSTRUCTIONS

Assembly of the Vicco Alena Secretary Desk requires attention to detail. Please follow the included graphical assembly instructions step-by-step.

- Preparation:** Clear a spacious area for assembly. Lay out all components and hardware. It is recommended to identify and sort all panels and screws before starting, as some parts may appear similar.
- Tools Required:** A screwdriver (manual or electric), and potentially a drill for wall anchoring.
- Step-by-Step Assembly:** Follow the numbered steps in the provided assembly manual. Pay close attention to the orientation of each panel.
- Hinge and Gas Spring Installation:** Install hinges and gas springs according to the diagrams. Ensure correct alignment for smooth operation of the foldable desk surface.
- Wall Anchoring:** For stability and safety, it is crucial to anchor the desk to a wall using the provided hardware. This prevents tipping, especially when the desk is open or loaded.



Image: The Vicco Alena Secretary Desk in its closed position, highlighting its compact design.

OPERATING INSTRUCTIONS

The Alena Secretary Desk is designed for ease of use with its foldable workspace.

- **Opening the Desk Surface:** Gently pull the front panel downwards. The gas springs will assist in a controlled opening motion, revealing the workspace and internal shelves.
- **Closing the Desk Surface:** Lift the front panel upwards until it clicks securely into its closed position. Ensure no items are obstructing the closing mechanism.
- **Storage:** Utilize the various open and closed compartments for organizing your items. The design includes cable management cutouts for electronic devices.



Image: A close-up of the open desk surface with a laptop, demonstrating the integrated workspace and cable routing.

MAINTENANCE

To ensure the longevity and appearance of your Vicco Alena Secretary Desk, follow these maintenance guidelines:

- **Cleaning:** Wipe surfaces with a soft, damp cloth. Avoid abrasive cleaners or harsh chemicals that could damage the melamine resin coating.
- **Spills:** Clean up spills immediately to prevent staining or damage to the particle board.
- **Fasteners:** Periodically check all screws and fittings and tighten them if necessary to maintain structural integrity.
- **Sunlight Exposure:** Avoid prolonged exposure to direct sunlight to prevent fading or discoloration of the finish.

TROUBLESHOOTING

If you encounter issues with your Vicco Alena Secretary Desk, refer to the following common problems and solutions:

Problem	Possible Cause	Solution
Desk feels unstable or wobbly.	Loose fasteners; not properly anchored to the wall.	Tighten all screws. Ensure the desk is securely anchored to a solid wall.
Foldable surface does not open/close smoothly.	Hinges or gas springs misaligned; obstruction.	Check hinge and gas spring installation for correct alignment. Remove any obstructions.
Difficulty during assembly.	Parts not correctly identified; unclear instructions.	Carefully re-read the assembly instructions. Identify and sort all parts before starting. If issues persist, contact customer support.

SPECIFICATIONS

Feature	Detail
Brand	Vicco
Model Number	3732
Color	Sonoma
Product Dimensions (D x W x H)	27 x 85 x 118.9 cm
Item Weight	19.4 kg
Maximum Weight Capacity	29.3 kg
Material	16 mm Particle Board with Melamine Resin Coating
Features	Foldable desk surface, Integrated storage, Cable management
Finish Type	Matte
Shape	Rectangular
Desk Design	Secretary Desk

WARRANTY AND SUPPORT

Warranty: This product is covered by the standard legal guarantees applicable in your region. Please refer to your purchase documentation for specific warranty terms and conditions.

Customer Support: For assistance with assembly, missing parts, or any other inquiries, please contact the retailer or manufacturer directly. Contact information can typically be found on your purchase receipt or the product packaging.

Spare Parts: Information regarding the availability of spare parts is currently unavailable. Please contact customer support for further details.

PRODUCT VIDEOS

No official product videos from the seller are available for embedding in this manual.

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