

HOOBRO BK12WF01

HOOBRO Literature Organizer BK12WF01 - Instruction Manual

Model: BK12WF01

INTRODUCTION

Thank you for choosing the HOOBRO Literature Organizer, Model BK12WF01. This 12-compartment wood countertop sorter is designed to help organize documents, mail, and other items in various settings such as offices, homes, classrooms, and mailrooms. This manual provides essential information for assembly, operation, maintenance, and troubleshooting to ensure optimal use of your new organizer.

SAFETY INFORMATION

- Read all instructions carefully before assembly and use.
- Keep all small parts and packaging materials away from children and pets to prevent choking hazards.
- Assemble the unit on a clean, flat, and stable surface to prevent damage or injury.
- Ensure all fasteners are securely tightened before use. Periodically check and re-tighten as necessary.
- Do not overload the shelves. The maximum shelf weight capacity is 5 pounds per shelf.
- Avoid placing hot items directly on the surface to prevent damage.
- Use the product indoors only.

PACKAGE CONTENTS

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

- Literature Organizer components (Engineered Wood panels)
- Accessory Kit (screws, dowels, etc.)
- Assembly Instructions (this manual)



Image: Overall dimensions of the HOOBRO Literature Organizer. The organizer measures 11.8 inches deep, 18.9 inches wide, and 16.1 inches high.

SETUP AND ASSEMBLY

Assembly typically takes approximately one hour. It is recommended to have a Phillips head screwdriver (not included, though a basic tool may be provided in the accessory kit) and a clear, flat workspace.

1. **Unpack Components:** Carefully remove all parts from the packaging and lay them out on a soft, clean surface to prevent scratches. Identify each part using the provided diagram (if available in the physical manual).
2. **Assemble Outer Frame:** Connect the side panels to the top and bottom panels using the provided screws and dowels. Ensure all connections are snug but do not overtighten.
3. **Install Dividers:** Insert the fixed vertical and horizontal dividers into their designated slots within the frame.
4. **Insert Adjustable Shelves:** Slide the removable shelves into the desired slots. These shelves can be adjusted or removed to create larger compartments as needed.
5. **Attach Back Panels:** Secure the back panels to the rear of the organizer using the small screws. Align the pre-drilled holes.
6. **Attach Side Handles:** Fasten the decorative side handles to the exterior side panels.
7. **Final Check:** Ensure all screws are tightened and the organizer is stable before placing items inside.



Removable Shelves

Free adjustment for various items.

Image: The organizer features removable shelves, allowing for flexible compartment sizing to accommodate various items.



Side Handles

Move at will upon actual needs.

Image: The organizer includes side handles for easier repositioning.

OPERATING INSTRUCTIONS

The HOOBRO Literature Organizer is designed for versatile storage and organization. Follow these guidelines for effective use:

- **Document Classification:** Utilize the 12 individual compartments to sort different types of documents, mail, literature, or craft supplies.
- **Adjustable Shelves:** To accommodate larger items, simply slide out one or more shelves to create taller compartments. This flexibility allows for storage of various sizes of books, binders, or craft paper.
- **Labeling:** For enhanced organization, attach labels to the front edge of each shelf to quickly identify contents.
- **Placement:** This countertop organizer is suitable for placement on desks, tables, shelves, or in mailrooms, classrooms, and home offices.
- **Portability:** Use the integrated side handles to carefully move the organizer when needed. Avoid lifting by the top

panel when the unit is heavily loaded.

12 Compartments

Professional in tidying the desktop and saving space.



Image: The 12 compartments provide ample space for organizing documents and tidying your workspace.



Image: Labels can be used on the front of each shelf for clear classification of contents.

Your browser does not support the video tag.

Video: An official HOOBRO video demonstrating the features and versatility of the 12-slot file sorter, Model BK12WF01.

MAINTENANCE

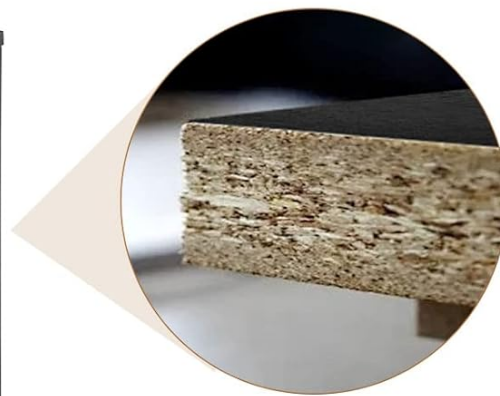
- **Cleaning:** Wipe the surface with a soft, damp cloth. Avoid using harsh chemicals or abrasive cleaners, which can damage the finish.
- **Dusting:** Regularly dust the organizer to prevent buildup.
- **Fastener Check:** Periodically inspect all screws and connections to ensure they remain tight. Re-tighten if necessary to maintain stability.
- **Avoid Moisture:** Keep the organizer away from excessive moisture or direct sunlight to prevent warping or fading of the wood.

TROUBLESHOOTING

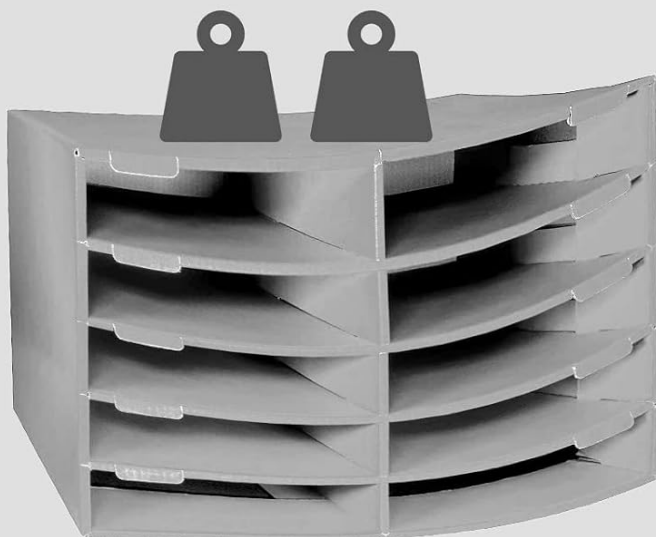
Problem	Possible Cause	Solution
Organizer is wobbly or unstable.	Screws are loose; uneven assembly.	Check and tighten all screws. Ensure the unit is on a flat surface.
Shelves do not fit correctly.	Incorrect orientation of shelves or dividers; debris in slots.	Ensure shelves are inserted correctly. Clear any obstructions from the slots.
Missing parts during assembly.	Packaging error.	Review the package contents list. Contact customer support for replacement parts.

SPECIFICATIONS

Feature	Detail
Brand	HOOBRO
Model	BK12WF01
Material	Engineered Wood
Color	Black
Product Dimensions (D x W x H)	11.8"D x 18.9"W x 16.1"H
Number of Compartments	12
Shelf Type	Tiered Shelf (Adjustable)
Shelf Weight Capacity	5 pounds per shelf
Mounting Type	Countertop
Indoor/Outdoor Usage	Indoor



Ours - Particleboard



Others' - Cardboard

Image: The HOOBRO organizer is constructed from durable engineered wood (particleboard), offering greater stability compared to cardboard alternatives.

WARRANTY AND SUPPORT

HOOBRO products are designed for quality and durability. For specific warranty information, please refer to the documentation included with your purchase or visit the official HOOBRO website. If you encounter any issues or require assistance, please contact HOOBRO customer support through the retailer where the product was purchased or via the contact information provided on the HOOBRO brand store page.

Online Support: For additional resources and support, visit the [HOOBRO Store on Amazon](#).

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