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› IFANNY 48-inch L-Shaped Reception Desk with Lockable Drawer - User Manual

IFANNY Reception Desk

IFANNY 48-inch L-Shaped Reception Desk

USER MANUAL

1. Introduction

Thank you for choosing the IFANNY 48-inch L-Shaped Reception Desk. This manual provides essential information for the safe assembly, operation, and maintenance of your new reception desk. Please read these instructions carefully before beginning assembly and retain them for future reference.



Figure 1: IFANNY 48-inch L-Shaped Reception Desk (Black & White model)

This versatile desk features a robust and stable structure made from thickened engineered wood, ensuring durability. It includes a private lockable drawer for securing valuables and diversified storage space with an L-shaped top shelf and 2-tier open shelves, including a 3-position adjustable shelf for customizable organization. The smooth, waterproof surface allows for easy maintenance.

2. Safety Information

WARNING: Always assemble the table according to the provided instructions. Do not use the table as a single unit; it must be used in combination with other pieces for stability. Failure to follow these instructions may result in injury or damage to the product.

- Ensure all screws and fasteners are tightened securely before use.
- Do not overload shelves or the desktop beyond the maximum weight recommendation of 110 pounds.
- Keep small parts and assembly tools away from children during assembly.
- Place the desk on a level surface to prevent tipping.

3. Package Contents

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

- 1 x Reception Desk (unassembled components)
- 1 x User Guide (this document)

Tools Recommended for Assembly: Screwdriver (not included).

4. Setup and Assembly

The IFANNY Reception Desk requires assembly. Follow the detailed instruction guide included in the package to assemble all parts. For a visual guide, please refer to the official assembly video below.

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Video 1: Official IFANNY Reception Desk Assembly Guide. This video provides step-by-step instructions on how to correctly assemble your reception desk.

Key Assembly Steps:

1. Identify all parts and hardware using the provided list.
2. Attach the necessary fasteners to the main desk components.
3. Assemble the L-shaped counter section.
4. Assemble the main desk section, ensuring all connections are secure.
5. Install the drawer slides and assemble the lockable drawer.
6. Insert the adjustable shelves into the desired positions.
7. Attach the anti-slip foot pads to the base of the desk.



Figure 2: Detailed dimensions of the reception desk components for accurate assembly.

5. Operating Instructions

Your IFANNY Reception Desk is designed for functional use in various professional settings.

- **Lockable Drawer:** The desk features a lockable drawer to secure important documents, cash, or personal items. Use the provided keys to lock and unlock the drawer. The smooth sliding rails ensure easy access.



Figure 3: The lockable drawer provides secure storage for your essentials.

- **Adjustable Storage:** The 2-tier open shelves include a 3-position adjustable shelf. This allows you to customize the storage height to accommodate various items, from books and binders to small equipment.

Lockable Drawer

- ✓ Comes with 2 keys
- ✓ Smooth metal slides



Figure 4: Customize your storage space with the adjustable shelf to keep sundries tidy and organized.

- **Desktop Usage:** The wide oval desktop and L-shaped top shelf provide ample space for a cash register, computer, and other necessary items, facilitating smooth transactions and workflow.

Multiple Storage Options



Figure 5: Overview of the desk's multiple storage options including corner shelf, storage drawer, and open shelves.

6. Maintenance

To ensure the longevity and appearance of your IFANNY Reception Desk, follow these simple maintenance guidelines:

- **Cleaning:** Wipe the smooth, waterproof surface with a soft, damp cloth. Avoid using harsh chemicals or abrasive cleaners, which can damage the finish.
- **Spills:** Promptly clean up any spills to prevent staining or damage to the engineered wood.
- **Inspection:** Periodically check all screws and fasteners to ensure they remain tight. Re-tighten if necessary to maintain stability.

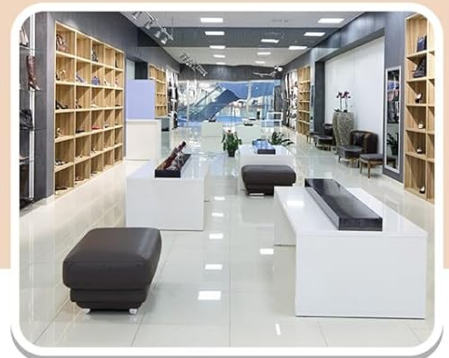
Multi-scene Application



Company



Lobby



Store

Figure 6: The desk features premium thickened boards, non-slip foot pads, and a waterproof surface for durability and easy cleaning.

7. Troubleshooting

If you encounter any issues with your reception desk, please refer to the following common solutions:

- **Instability/Wobbling:** Check all assembly screws and ensure they are fully tightened. Make sure the desk is placed on a flat, even surface.
- **Drawer Malfunction:** Ensure the drawer slides are correctly installed and free of obstructions. If the drawer does not slide smoothly, check for any misaligned components or debris in the tracks.
- **Missing Parts:** If you find any parts missing upon unboxing, please refer to the package contents list and contact IFANNY customer support for assistance.

8. Specifications

Feature	Detail
Brand	IFANNY
Model Name	Reception Desk
Shape	Oval & Rectangular
Product Dimensions (D x W x H)	27.5"D x 48"W x 39.5"H
Color	Black & White
Material Type	Engineered Wood
Item Weight	94.8 Pounds
Number of Drawers	1 (Lockable)
Number of Shelves	2 (Open, 3-position adjustable)
Maximum Weight Recommendation	110 Pounds
Special Feature	Waterproof
Required Assembly	Yes

9. Warranty and Support

The IFANNY Reception Desk comes with a **Limited Warranty**. For specific details regarding warranty coverage, terms, and conditions, please refer to the documentation included with your purchase or contact IFANNY customer support directly.

For any questions, technical assistance, or to report missing/damaged parts, please contact IFANNY customer support. Contact information can typically be found on the product packaging or the official IFANNY website.

