

STAPLES ST10485-CCVS

Staples Front Loading Letter Tray User Manual

Model: ST10485-CCVS

[Introduction](#) [Setup](#) [Operating](#) [Maintenance](#) [Troubleshooting](#) [Specifications](#) [Support](#)

1. INTRODUCTION

The Staples Front Loading Letter Tray is designed to help organize your workspace by providing a convenient storage solution for documents, notebooks, and file folders. Made from durable black steel wire, this tray offers an open design for easy access and can be stacked to maximize vertical storage space. Its simple yet functional design integrates seamlessly into any office or home environment.

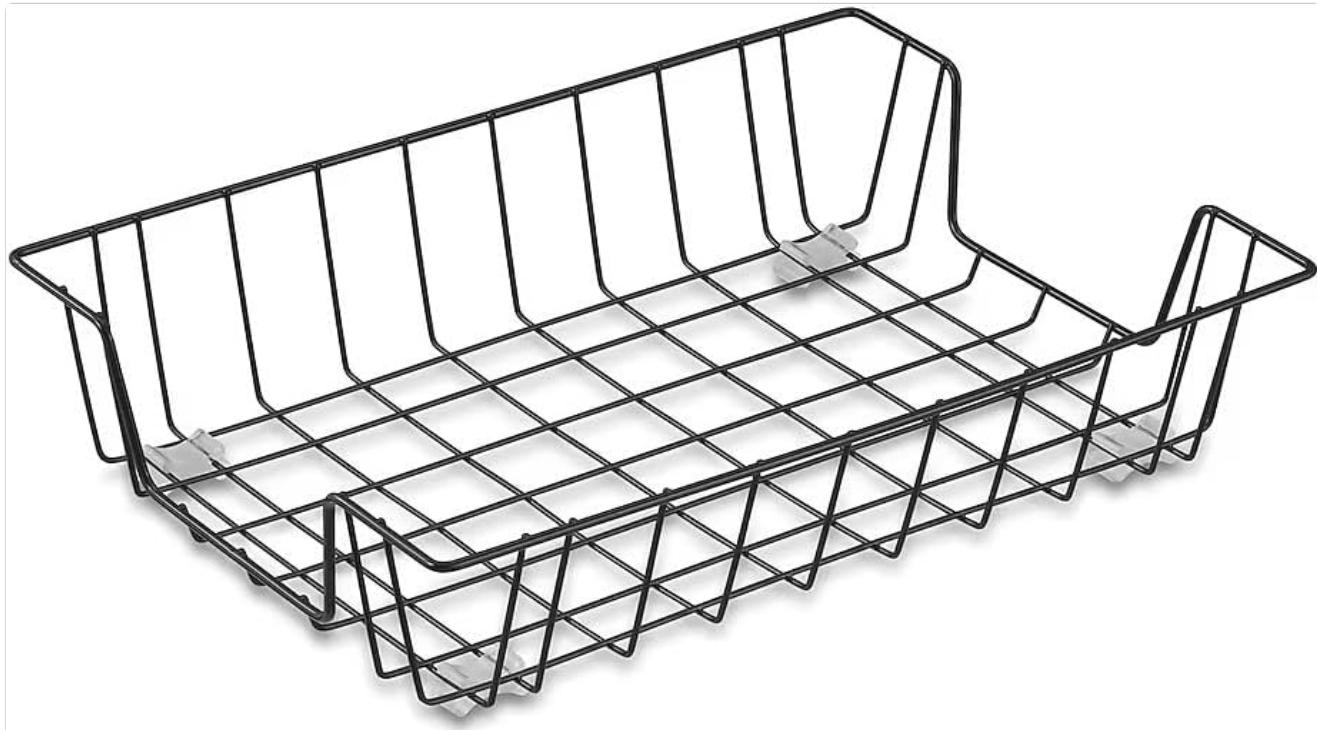


Figure 1: Staples Front Loading Letter Tray (single unit).

Key Features:

- Sold as 3/Pack:** Provides multiple trays for extensive organization needs.
- Space-Saving Design:** Front-loading and stackable to optimize desk space.
- Durable Construction:** Made from black steel wire for long-lasting use.
- Protective Feet:** Equipped with plastic feet to prevent scratches on surfaces.
- Generous Capacity:** Accommodates letter A size (8.5" x 11") documents and folders.

2. SETUP

The Staples Front Loading Letter Tray requires minimal setup. It is designed for immediate use right out of the packaging.

1. **Unpack:** Carefully remove the letter trays from their packaging.
2. **Placement:** Choose a stable, flat surface on your desk, shelf, or cabinet where you intend to use the tray.
3. **Stacking (Optional):** If you have multiple trays, they are designed to stack securely on top of each other. Align the plastic feet of the upper tray with the top edges of the lower tray for stable stacking.

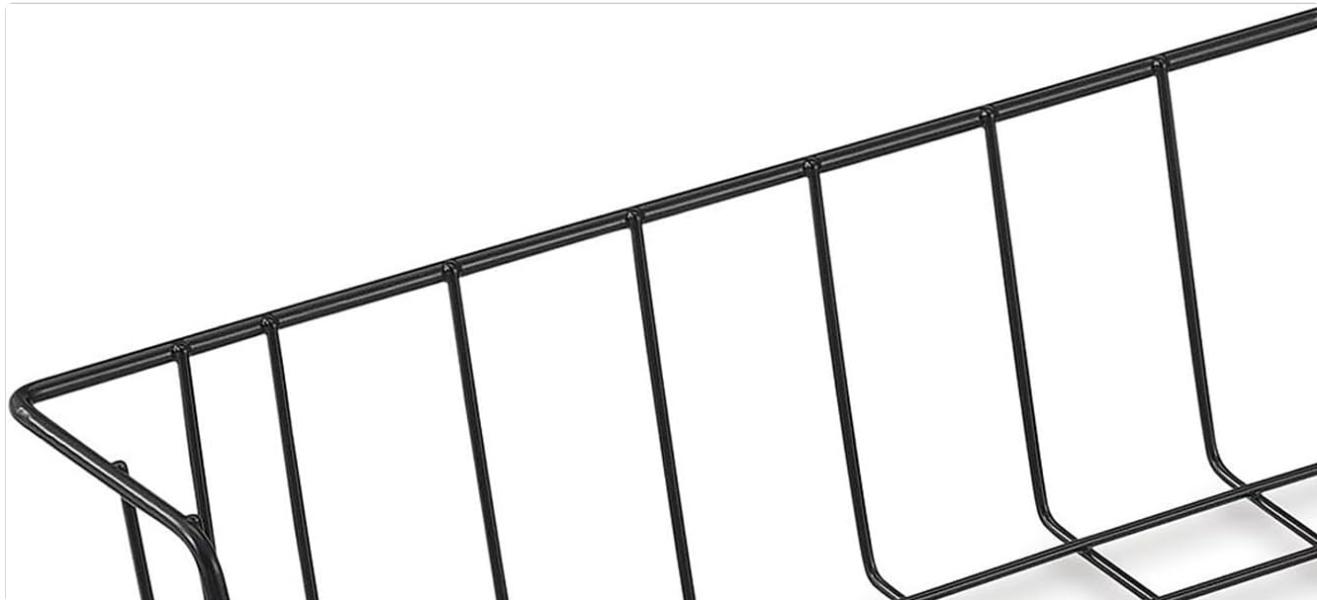


Figure 2: Multiple letter trays stacked to save space.

3. OPERATING INSTRUCTIONS

Using the Staples Front Loading Letter Tray is straightforward and intuitive.

- **Loading Documents:** Place letter-sized (8.5" x 11") documents, papers, folders, or notebooks into the tray from the front opening. The open design allows for easy insertion and removal.
- **Accessing Contents:** Due to the front-loading and open wire design, contents are easily visible and accessible, allowing you to quickly retrieve needed items.
- **Maximizing Capacity:** The generous dimensions allow for thick stacks of documents. Ensure not to overload the tray beyond its stable capacity to prevent tipping or damage.



Figure 3: Letter tray in use, holding various documents.

4. MAINTENANCE

To ensure the longevity and appearance of your Staples Front Loading Letter Tray, follow these simple maintenance guidelines:

- **Cleaning:** Wipe the tray with a dry cloth as needed to remove dust and debris. Avoid using abrasive cleaners or harsh chemicals, which may damage the finish.
- **Inspection:** Periodically check the wire construction for any signs of damage or bending.
- **Plastic Feet:** Ensure the plastic feet are securely in place to protect your surfaces from scratches.

5. TROUBLESHOOTING

The Staples Front Loading Letter Tray is a simple, non-mechanical product, so troubleshooting is minimal. However, here are a few common considerations:

Problem	Possible Cause	Solution
Tray wobbles or is unstable.	Uneven surface; tray overloaded; plastic feet missing or damaged.	Ensure the tray is placed on a flat, level surface. Reduce the load if it's excessively heavy. Check that all plastic feet are present and properly attached.
Documents slide out easily.	Tray is not level; too few documents to provide friction.	Verify the tray is on a level surface. For very few documents, consider using a file folder to keep them upright within the tray.
Scratches on desk surface.	Plastic feet are missing or dislodged.	Inspect the bottom of the tray and ensure all plastic feet are securely in place. If missing, contact Staples for assistance.



Figure 4: Detail of the protective plastic feet.

6. SPECIFICATIONS

Attribute	Detail
Brand	STAPLES
Model Number	ST10485-CCVS
Color	Black
Material	Steel (Wire-formed)
Number of Items	3 (per pack)
Product Dimensions (each)	14.13"D x 10"W x 3"H (approx. 14.2 x 10 x 3 inches)
Item Weight (each)	Approx. 0.83 lbs (2.5 pounds for 3-pack)
Compatibility	Letter A size (8.5" x 11") documents and folders
Special Feature	Durable, Stackable, Front-loading
Care Instructions	Wipe with Dry Cloth

7. WARRANTY AND SUPPORT

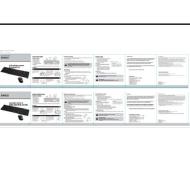
For warranty information, product support, or to inquire about replacement parts (such as plastic feet), please contact Staples customer service directly. Refer to your purchase receipt or the official Staples website for the most current contact details and warranty policies.

Staples Customer Service: Please visit [Staples.com Customer Service](https://www.Staples.com) or refer to the contact information provided with your purchase.

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

Related Documents

	<p><u>Staples Manager Chair 3-40C Operator's Manual</u></p> <p>Operator's manual for the Staples Manager Chair 3-40C, Model No. ST63109. Includes assembly instructions, product features, and warranty information.</p>
	<p><u>Staples Driver Release Agreement</u></p> <p>This document outlines the Staples Driver Release Agreement, allowing customers to authorize Staples Canada to leave shipments at their address even if no one is available to accept them. It includes fields for date, signature, authorized signer's name, company name, address, order number, and special instructions.</p>
	<p><u>Staples Kelburne Chair Operator's Manual and Assembly Guide</u></p> <p>Operator's manual and assembly instructions for the Staples Kelburne Chair (Model ST63107), including product features, parts list, setup guide, and warranty information.</p>
	<p><u>Staples 2.4GHz Wireless Mouse & Keyboard Set Quick Start Guide</u></p> <p>A quick start guide for the Staples 2.4GHz wireless mouse and keyboard set (model 28036), including installation, features, troubleshooting, and technical specifications.</p>