

[Manuals.plus](#) /

› [SUPEASY](#) /

› SUPEASY 5-Tier Wood Desk Organizer Instruction Manual

SUPEASY Paper Tray Organizer for Desk

SUPEASY 5-Tier Wood Desk Organizer

Model: Paper Tray Organizer for Desk

Brand: SUPEASY

1. INTRODUCTION

Thank you for choosing the SUPEASY 5-Tier Wood Desk Organizer. This manual provides essential information for the proper assembly, use, and maintenance of your new desk organizer. Please read these instructions carefully before assembly and retain them for future reference.

WOOD DESK ORGANIZER

Papers/Letters/Files/Mails



Image: The SUPEASY 5-Tier Wood Desk Organizer in a white finish, shown on a desk next to a computer monitor, organizing various documents and office supplies.

2. WHAT'S IN THE BOX

Verify that all components are present before beginning assembly:

- Wood Paper Tray (Components for assembly)
- Hardware (Screws, screwdriver, non-slip pads)
- Instruction Manual

3. ASSEMBLY INSTRUCTIONS

The SUPEASY 5-Tier Wood Desk Organizer is designed for easy assembly. Follow the steps below or refer to the official assembly video for visual guidance.

Your browser does not support the video tag.

Video: Official SUPEASY video demonstrating the step-by-step assembly process for the 5-Tier Wood Desk Organizer.

Step-by-Step Assembly:

1. **Identify Components:** Lay out all parts (A, B, C, D, E, F, G) and hardware as shown in the assembly video.
2. **Assemble Side Panels:** Insert panel C vertically into the groove of panel A. Repeat for the other side.
3. **Attach Back Panel:** Insert panel C into the grooves of panel B on both sides to form the main structure.
4. **Secure Top Panel:** Place the remaining panel A over the top of the assembled organizer, aligning it with the grooves.
5. **Tighten Screws:** Use screwdriver G to tighten screws E into the designated holes on the top and bottom panels. Repeat for all sides to ensure stability.
6. **Apply Non-Slip Pads:** Stick the 4 non-slip pads F onto the bottom of the organizer to prevent sliding and protect surfaces.
7. **Insert Shelves:** Push the shelves (D) into the grooves along the sides of the organizer. The shelves are designed to slide in easily.
8. **Final Check:** Flip the organizer over and ensure all parts are securely in place.

The assembly process should take only a few minutes.

4. OPERATING INSTRUCTIONS

Your SUPEASY 5-Tier Wood Desk Organizer is designed for versatile storage and organization. Here's how to maximize its use:

- **Document Storage:** Use the five tiers to sort and store important papers, files, mails, letters, books, magazines, and documents.
- **Flexible Configuration:** The shelves are adjustable and can be removed to create larger compartments if needed. You can arrange it horizontally for standard documents, vertically as a book organizer, or upright as a tub file bin.
- **Stackable Design:** For increased storage capacity, multiple SUPEASY organizers can be stacked securely.
- **Desktop Space:** The top surface area can be used for desk decor or as a stand for small portable printers.



Image: The organizer demonstrating its multiple combination options with removable sliding trays, allowing for flexible storage arrangements.

5. MAINTENANCE

To ensure the longevity and appearance of your SUPEASY Wood Desk Organizer, follow these simple maintenance guidelines:

- **Cleaning:** Wipe the surface with a dry cloth. Avoid abrasive cleaners or harsh chemicals.
- **Water Resistance:** The organizer features a waterproof material and polished surface, making it easy to clean and resistant to minor spills. However, avoid prolonged exposure to water.
- **Placement:** Place the organizer on a stable, flat surface to prevent tipping.



Image: A hand wiping the smooth, polished surface of the desk organizer, highlighting its easy-to-clean and waterproof features.

6. TROUBLESHOOTING

If you encounter any issues with your SUPEASY 5-Tier Wood Desk Organizer, please consider the following:

- **Instability:** Ensure all screws are tightened securely and the organizer is placed on a flat, even surface.
- **Missing Parts:** If any parts were missing upon arrival, please contact SUPEASY customer support for assistance.
- **Shelves not fitting:** Ensure the shelves are inserted correctly into the grooves. They are designed to slide smoothly.

For further assistance, please contact SUPEASY customer support.

7. SPECIFICATIONS

Brand	SUPEASY
Model Number	Paper Tray Organizer for Desk
Color	White
Material	Wood (MDF)
Product Dimensions	13.4"L x 9.1"W x 12"H
Number of Shelves	5
Item Weight	7.05 Pounds
Special Feature	Waterproof, Polished Finish
Recommended Uses	File Organization, Letter Organizer, Paper Storage

- DIMENSIONS

Length Unit: inch



Image: A visual representation of the organizer's dimensions: 13.4 inches (Length), 9.1 inches (Width), and 12 inches (Height).

8. WARRANTY AND SUPPORT

SUPEASY is committed to providing high-quality products. For any questions, concerns, or warranty information regarding your desk organizer, please contact SUPEASY customer support through the retailer's platform or the official SUPEASY website. Please have your purchase details and model number ready when contacting support.