

LITTLE TREE FGVCYL018

LITTLE TREE 63-Inch Executive Office Desk User Manual

Model: FGVCYL018

1. SAFETY INFORMATION

Please read and understand all safety instructions before assembly and use. Failure to follow these guidelines may result in injury or damage to the product.

- Always assemble the desk on a flat, stable surface to ensure proper alignment and stability.
- Adjust the foot pads to level the desk on uneven floors, preventing wobbling and potential tipping.
- Do not overload the desk. The maximum weight capacity is 75 lb (approximately 34 kg). Distribute weight evenly across the desktop.
- Keep the desk away from direct heat sources, such as radiators or fireplaces, to prevent material damage.
- Avoid placing heavy objects on the edges of the desk to prevent tipping.
- Ensure all screws and fasteners are securely tightened during assembly and periodically check them for tightness during use.

2. PRODUCT OVERVIEW

The LITTLE TREE 63-Inch Executive Office Desk is designed for home and office environments, offering a spacious work surface and integrated storage. It features a robust construction with a wood surface and a metal frame.



Image: The Executive Office Desk in a contemporary workspace.

Key Features:

- **Spacious Work Surface:** Provides ample room for computers, documents, and office supplies.
- **Sturdy Construction:** Features a 1.2-inch thick desktop made of engineered wood and a geometrically shaped metal frame for enhanced durability and stability.
- **Integrated Storage Shelf:** A 7-inch deep shelf located under the desk offers convenient storage for books, files, or personal items.
- **Adjustable Foot Pads:** Equipped with adjustable foot pads to ensure stability on uneven floor surfaces and protect floors from scratches.
- **Privacy Baffle:** A front baffle provides privacy and a clean aesthetic.



Image: Detailed dimensions of the desk, showing 63 inches width, 31.5 inches depth, and 29.92 inches height.



Image: Icons illustrating the desk's waterproof, anti-scratch, wear-resistant, and easy-to-clean properties.

3. ASSEMBLY INSTRUCTIONS

The LITTLE TREE Executive Office Desk is designed for straightforward assembly. All necessary pieces, simple assembly tools, and a step-by-step guide are included. It is recommended to assemble the desk with two people for ease and safety.

Before You Begin:

1. Unpack all components and verify against the parts list provided in your package.
2. Ensure you have a clear, spacious, and flat area for assembly.
3. Keep all small parts out of reach of children.

Assembly Steps (General Guide):

1. **Attach Metal Frame Components:** Begin by connecting the various parts of the metal frame using the provided screws and tools. Ensure all connections are firm but do not fully tighten until the entire frame is assembled.
2. **Install Storage Shelf:** Secure the under-desk storage shelf to the designated points on the metal frame.
3. **Mount Desktop:** Carefully place the desktop onto the assembled frame. Align the pre-drilled holes and

secure the desktop using the appropriate fasteners.

4. **Attach Foot Pads:** Screw the adjustable foot pads into the bottom of the desk legs.
5. **Final Tightening:** Once all components are in place, gradually tighten all screws and fasteners to ensure maximum stability. Do not overtighten.
6. **Level the Desk:** Adjust the foot pads as needed to ensure the desk is level and stable on your floor.



Thickened Desktop



Sturdy Metal Frame



Adjustable Foot Pads

Image: Visual representation of the desk's metal frame, thickened desktop, and storage shelf for assembly reference.



Image: Detailed view highlighting the 1.2-inch thickened desktop, the sturdy metal frame design, and the adjustable foot pads.

4. USAGE AND OPERATION

This executive office desk is designed for versatile use in various settings, including home offices, study rooms, and dormitories. Its large surface and integrated storage enhance productivity and organization.

Utilizing the Desk:

- **Work Surface:** Use the spacious desktop for your computer, monitor, keyboard, mouse, and other essential work items. The surface is designed to be scratch-resistant and easy to clean.
- **Under-Desk Storage Shelf:** Organize books, binders, stationery, or small electronic devices on the 7-inch deep shelf to keep your main work area clutter-free.
- **Leg Room:** The design provides ample leg space for comfortable seating, even during extended periods of use.

- **Multi-functional Use:** This desk can serve as an executive office desk, computer desk, gaming desk, study desk, writing desk, or a home workstation. Multiple desks can be combined to form a larger conference table if needed.



Image: The under-desk storage shelf, demonstrating its capacity for organizing various items.

5. MAINTENANCE

Proper maintenance will extend the life and preserve the appearance of your LITTLE TREE Executive Office Desk.

- **Cleaning the Desktop:** Wipe the desktop surface with a soft, damp cloth. For stubborn marks, use a mild, non-abrasive cleaner. Avoid harsh chemicals or abrasive materials that could damage the laminated finish.
- **Cleaning the Metal Frame:** Clean the metal frame with a soft, dry cloth. If necessary, a slightly damp cloth can be used, followed by immediate drying to prevent rust.
- **Spills:** Immediately wipe up any spills to prevent liquid from penetrating the surface or causing stains.
- **Heat and Moisture:** Use coasters for drinks and heat pads for hot items to protect the desktop from rings and heat damage.
- **Sunlight Exposure:** Avoid prolonged exposure to direct sunlight, which can cause fading or discoloration over time.
- **Regular Checks:** Periodically check all screws and connections to ensure they remain tight. Retighten if necessary.

6. TROUBLESHOOTING

If you encounter any issues with your desk, refer to the following common troubleshooting tips:

- **Desk Wobbles:**
 - Ensure the desk is on a flat, even surface.
 - Adjust the foot pads on each leg until the desk is stable and level.
 - Check all assembly screws and bolts to ensure they are fully tightened.
- **Parts Missing or Damaged:**
 - Carefully re-check all packaging materials to ensure no small parts were overlooked.
 - If parts are genuinely missing or damaged upon arrival, contact customer support with your purchase details and a description of the issue.

- **Difficulty During Assembly:**

- Refer to the step-by-step instruction manual provided with the product.
- Ensure you are using the correct hardware for each step.
- Do not force components together; if they don't fit, re-check the instructions and orientation.

7. SPECIFICATIONS

Attribute	Detail
Brand	LITTLE TREE
Model Number	FGVCYL018
Product Dimensions (D x W x H)	31.5"D x 63"W x 29.92"H
Item Weight	75.2 Pounds
Color	Brown + Black
Shape	Rectangular
Desk Design	Executive Desk, Writing Desk
Top Material Type	Engineered Wood
Base Material	Metal
Finish Type	Laminated
Tabletop Thickness	1.2 Inches
Number of Shelves	1 (under-desk storage)
Special Feature	Compact, Scratch Resistant
Required Assembly	Yes
Includes All Assembly Tools	Yes
UPC	810148857622

8. WARRANTY AND SUPPORT

The LITTLE TREE 63-Inch Executive Office Desk comes with a **Limited Warranty**. Please refer to the warranty documentation included in your product packaging for specific terms and conditions regarding coverage and duration.

Customer Support:

For any questions, assistance with assembly, or to report missing/damaged parts, please contact LITTLE TREE customer support. Have your model number (FGVCYL018) and purchase information ready when contacting support.

Contact information can typically be found on the manufacturer's website or on the packaging materials.