

## WINAZ WIN-ARD3D40-BN

# WINAZ Rolling Standing Desk Instruction Manual

Model: WIN-ARD3D40-BN

Brand: WINAZ

## INTRODUCTION

This instruction manual provides comprehensive guidance for the assembly, operation, and maintenance of your WINAZ Rolling Standing Desk. Please read this manual thoroughly before assembly and use to ensure safe and efficient operation of your new desk.

## SAFETY INFORMATION

For your safety and to prevent damage to the product, please observe the following precautions:

- Always use the retainer to prevent the table from slipping when adjusting the height.
- Keep fingers and other body parts away from moving parts when adjusting the height.
- Ensure the desk is properly anchored to the floor to prevent tipping when using the wheels.
- Do not overload the desk or its storage compartments. Refer to the specifications section for weight limits.
- Keep children and pets away from the desk during assembly and height adjustment.

## PACKAGE CONTENTS

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

- Desktop surface
- Metal frame components (legs, crossbars)
- 2 Fabric drawers
- 1 Storage shelf

- 1 Side storage bag
- 2 Iron hooks
- 4 Swivel casters (wheels)
- Assembly hardware (screws, bolts, retainer pins)
- Assembly tools (Allen wrench, etc.)
- Instruction manual

## ASSEMBLY INSTRUCTIONS

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Assembly is designed to be straightforward. Follow the detailed steps provided in the included instruction manual. All necessary tools are provided.

1. **Unpack Components:** Carefully remove all parts from the packaging and lay them out on a clean, soft surface to prevent scratches. Verify all parts against the package contents list.
2. **Assemble the Base Frame:** Attach the crossbars to the leg frames using the provided hardware. Ensure all connections are secure.
3. **Install Casters:** Securely attach the four swivel casters to the bottom of the leg frames. Ensure the locking mechanism on the casters is functional.
4. **Attach Lower Shelf:** Fasten the lower storage shelf to the designated points on the leg frames.
5. **Mount Desktop:** Carefully place the desktop onto the assembled frame and secure it with the appropriate screws.
6. **Insert Drawers:** Place the fabric drawers into their designated slots beneath the desktop.
7. **Attach Side Accessories:** Install the side storage bag and iron hooks as desired on the adjustable leg posts.
8. **Final Check:** Ensure all screws are tightened and the desk is stable before use.



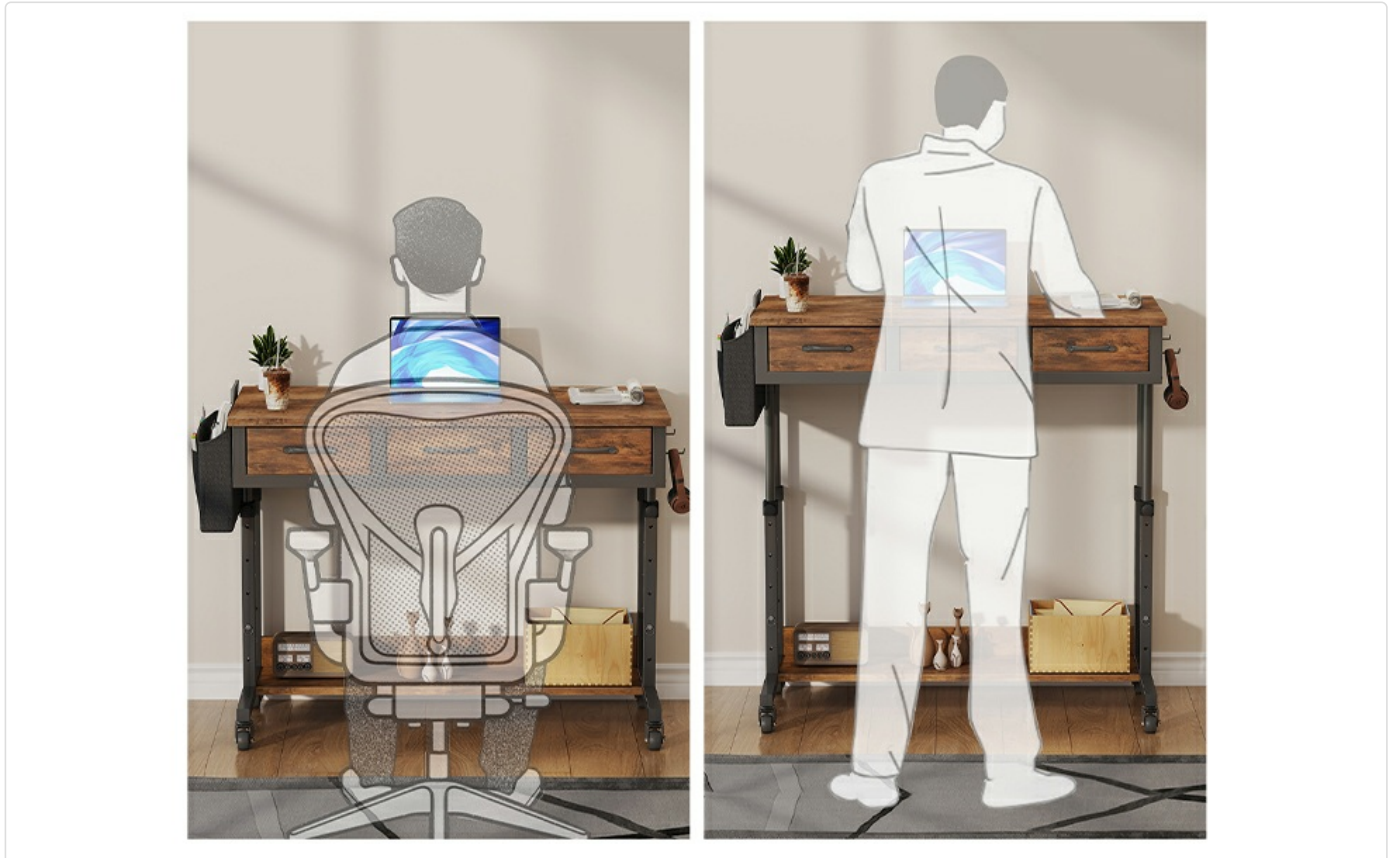
**Figure 1:** Product dimensions and key features. This image illustrates the overall size and design elements of the desk, including the metal frame, desktop, and fabric drawers.

# OPERATING INSTRUCTIONS

## Adjusting Height

The desk features an adjustable height mechanism, allowing you to switch between sitting and standing positions. The height can be adjusted from 27.9 inches to 41.3 inches.

1. **Unlock Adjustment:** Locate the adjustment knobs and retainer pins on each leg. Loosen the knobs and pull out the retainer pins.
2. **Adjust Height:** Carefully raise or lower the desktop to your desired height. Ensure the desk is level.
3. **Secure Height:** Re-insert the retainer pins into the corresponding holes on each leg to lock the height. Tighten the adjustment knobs firmly to prevent slippage.



**Figure 2:** Detail of the height adjustment mechanism. This image highlights the retainer pins and adjustment knobs used to secure the desk at various heights.



**Figure 3:** The desk in use, illustrating the versatility of its adjustable height for both sitting and standing work.

## Using the Wheels

The desk is equipped with four ball-bearing swivel casters for easy mobility. Each wheel includes a brake mechanism.

- **Moving the Desk:** Unlock all four wheel brakes. Gently push the desk to its desired location.
- **Securing the Desk:** Once in position, engage the brakes on all four wheels to prevent unintended movement.

## Storage Features

The desk includes various storage options to help keep your workspace organized.

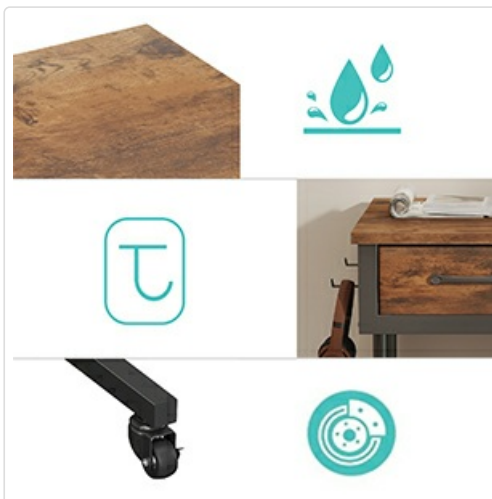
- **Fabric Drawers:** Two fabric drawers are located beneath the desktop, suitable for storing office supplies, documents, or personal items.
- **Lower Shelf:** A sturdy lower shelf provides additional space for books, storage boxes, or electronic devices.
- **Side Storage Bag:** A removable fabric bag attaches to the side, ideal for magazines, notebooks, or small electronics.
- **Iron Hooks:** Two removable iron hooks are provided for hanging headphones, bags, or cables.



**Figure 4:** The spacious fabric drawers, designed for organizing various items to maintain a tidy workspace.



**Figure 5:** The removable side storage bag, offering convenient access to frequently used items and maximizing desktop space.



**Figure 6:** Features including the waterproof desktop, removable hooks for accessories, and smooth-gliding swivel casters with locking brakes.

## MAINTENANCE

- **Cleaning:** Wipe the desktop surface with a damp cloth and mild detergent. Avoid abrasive cleaners. The desktop is scratch-resistant and waterproof.
- **Frame Care:** Periodically check all screws and bolts to ensure they are tight. Re-tighten as necessary to maintain

stability.

- **Caster Maintenance:** Keep the wheels free of debris to ensure smooth rolling. Lubricate if necessary.
- **Fabric Components:** The fabric drawers and side bag can be spot cleaned with a damp cloth.

## TROUBLESHOOTING

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If you encounter any issues with your WINAZ Rolling Standing Desk, please refer to the following common solutions:

- **Desk is Unstable:** Ensure all assembly screws and bolts are fully tightened. Verify that the height adjustment retainer pins are securely in place and the knobs are tightened.
- **Difficulty Adjusting Height:** Loosen the adjustment knobs completely before attempting to move the desk up or down. Ensure the retainer pins are fully disengaged.
- **Wheels Not Rolling Smoothly:** Check for any debris (hair, dust) caught in the casters. Clean them thoroughly. Ensure wheel brakes are disengaged.
- **Drawers Not Sliding Easily:** Ensure the fabric drawers are correctly inserted and not overloaded.

If the problem persists, please contact customer support for further assistance.

## SPECIFICATIONS

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Feature	Detail
Brand	WINAZ
Model Number	WIN-ARD3D40-BN
Product Dimensions (D x W x H)	18.9"D x 39.4"W x 41.35"H
Adjustable Height Range	27.9 Inches (Minimum) to 41.3 Inches (Maximum)
Color	Rustic Brown Wood (Top), Black (Base)
Top Material Type	Engineered Wood
Base Material	Metal
Finish Type	Powder Coated
Special Features	Adjustable Height, Rolling Wheels with Brakes, 2 Fabric Drawers, 1 Lower Shelf, 1 Side Storage Bag, 2 Iron Hooks
Lifting Mechanism	Manual
Item Weight	30 Pounds
Assembly Required	Yes (All tools included)
Warranty Type	Limited

## WARRANTY AND SUPPORT

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The WINAZ Rolling Standing Desk comes with a limited warranty. For any quality issues, missing parts, or further assistance, please contact WINAZ customer support. Our professional customer support team is available to provide efficient replacement services and address any concerns you may have.

For contact information, please refer to the product packaging or the official WINAZ website.

