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› [LITFAD](#) /

› LITFAD L-Shape Checkout Counter Wood Reception Desk User Manual

LITFAD LT1422725WE

LITFAD L-Shape Checkout Counter Wood Reception Desk

User Manual

Model: LT1422725WE

Brand: LITFAD

1. INTRODUCTION

Thank you for choosing the LITFAD L-Shape Checkout Counter Wood Reception Desk. This manual provides essential information for the safe assembly, operation, and maintenance of your new reception desk. Please read it thoroughly before assembly and retain it for future reference.

2. SAFETY INFORMATION

- Ensure all components are present and undamaged before assembly. Do not proceed with assembly if any parts are missing or damaged.
- Assemble the desk on a soft, clean surface to prevent scratches.
- Use only the provided hardware and tools, or appropriate alternatives as specified.
- Do not overtighten screws, as this may damage the material.
- Keep small parts away from children during assembly.
- Ensure the desk is placed on a level and stable surface after assembly.
- Do not exceed the weight capacity of the desk surfaces or drawers.

3. PACKAGE CONTENTS

Verify that all the following items are included in your package:

- Reception Desk Components (Manufactured Wood panels)
- Assembly Hardware (screws, dowels, cam locks, etc.)
- Assembly Tool (e.g., Allen wrench)
- Instruction Manual (this document)
- Keys for Lockable Drawer

4. SETUP AND ASSEMBLY

Assembly is required for this product. It is recommended to have two people for assembly. Follow the step-by-step instructions provided in the separate assembly guide included in your package. A general overview of the process is provided below:

1. **Unpack Components:** Carefully remove all parts from the packaging and lay them out on a clean, soft surface. Identify each part using the assembly guide's diagram.
2. **Assemble Base Structure:** Begin by connecting the main structural panels of the L-shape counter, ensuring all connections are secure.
3. **Install Internal Components:** Attach the keyboard tray slides, drawer runners, and filing cabinet supports as indicated in the assembly guide.
4. **Assemble Drawers and Cabinet:** Construct the drawer box and filing cabinet according to the instructions, then insert them into their respective compartments.
5. **Attach Top Surfaces:** Secure the main desktop and the hutch top to the assembled base.
6. **Final Checks:** Ensure all screws are tightened, and the desk is stable. Place the desk in its desired location.



Image 1: Fully assembled LITFAD L-Shape Checkout Counter. This image shows the desk's overall appearance with its white and blue color scheme, L-shape configuration, and integrated hutch.

5. OPERATING INSTRUCTIONS

5.1. Keyboard Tray

The integrated keyboard tray slides out for use and retracts for storage. Gently pull the tray forward to extend it and push it back until it clicks into place to retract.

5.2. Lockable Drawer

The desk includes a lockable drawer for securing valuables. Insert the provided key into the lock and turn it to lock or unlock the drawer. Ensure the drawer is fully closed before attempting to lock it.

5.3. Filing Cabinet

The filing cabinet provides storage for documents. Organize files vertically or horizontally as needed. Ensure the cabinet

is not overloaded to allow for smooth operation.

5.4. General Use

Utilize the large platform table for computers and other business equipment. The hutch provides additional storage or display space. Distribute weight evenly across all surfaces.

6. MAINTENANCE AND CARE

- **Cleaning:** Wipe surfaces with a soft, damp cloth. Avoid abrasive cleaners or harsh chemicals, as these can damage the manufactured wood finish.
- **Spills:** Clean up spills immediately to prevent staining or water damage.
- **Sunlight:** Avoid prolonged exposure to direct sunlight to prevent fading or discoloration.
- **Hardware:** Periodically check and tighten all screws and fasteners to ensure the desk remains stable.
- **Moving:** When moving the desk, lift it rather than dragging it to prevent damage to the legs and floor.

7. TROUBLESHOOTING

Problem	Possible Cause	Solution
Desk is wobbly.	Loose fasteners or uneven floor.	Check and tighten all assembly screws. Ensure the desk is on a level surface; use shims if necessary.
Drawer/Keyboard tray sticks.	Obstruction in the runner or misaligned.	Clear any obstructions. Verify that the drawer/tray is correctly installed on its runners. Ensure the desk is level.
Lockable drawer won't lock.	Drawer not fully closed or lock mechanism obstructed.	Push the drawer completely shut. Check for any items blocking the lock mechanism.

8. SPECIFICATIONS

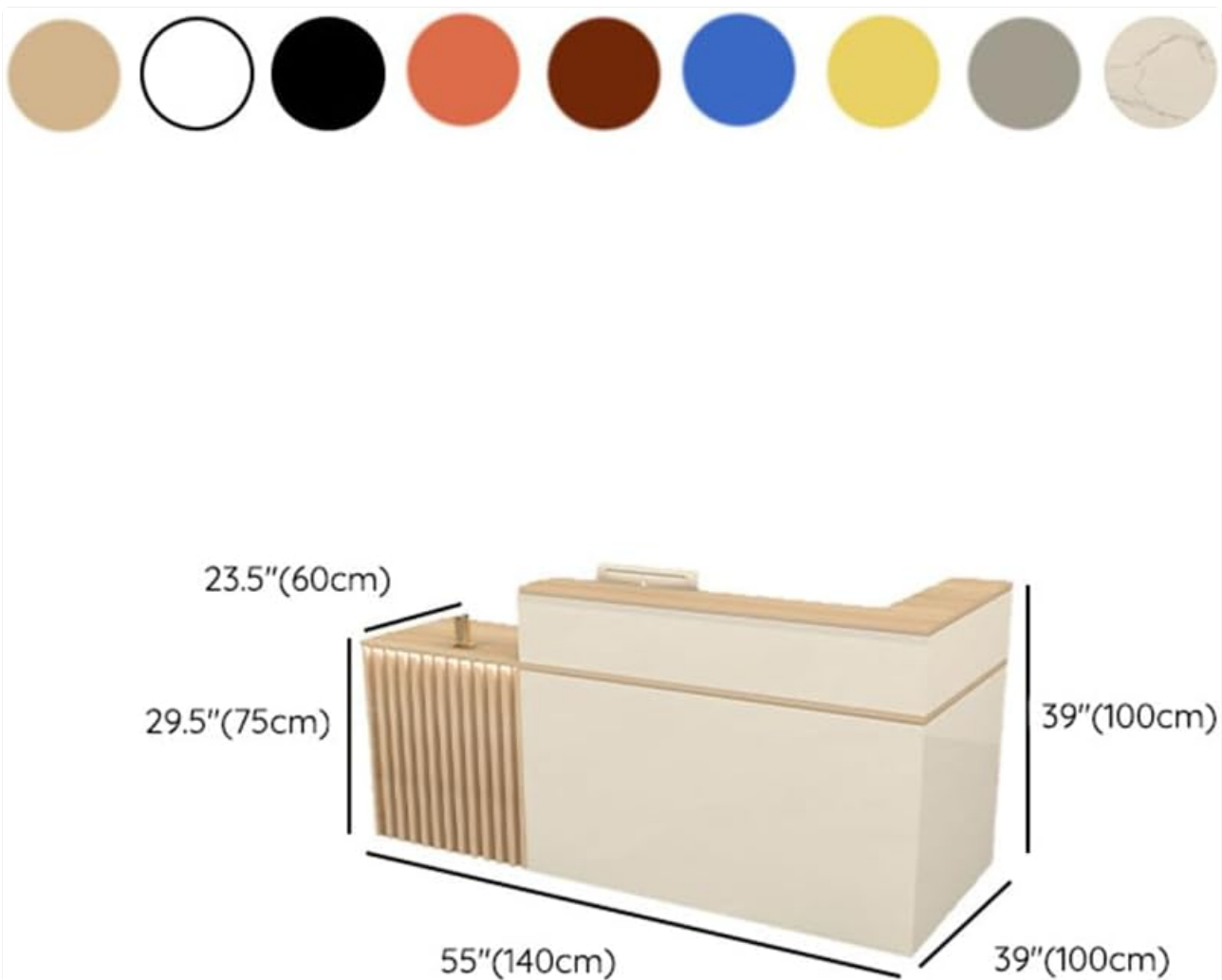


Image 2: Dimensional diagram of the LITFAD L-Shape Checkout Counter. This image illustrates the length, width, and height measurements of the desk in both inches and centimeters.

Brand: LITFAD

Model Name: LT1422725WE

Product Dimensions (Overall): 55"W x 39"D x 39"H (140cm W x 100cm D x 100cm H)

Color: White/Blue

Material: Manufactured Wood (E1 environmentally friendly board)

Style: Modern

Features: Keyboard Tray, Hutch, Desk Return, Lockable Drawer, Filing Cabinet

Assembly Required: Yes

Number of Drawers: 1

Number of Cabinets: 1

Number of Shelves: 1

9. WARRANTY INFORMATION

This LITFAD product comes with a **Limited Warranty**. Specific details regarding the duration and coverage of this warranty are typically provided with your purchase documentation or can be obtained by contacting LITFAD customer support directly. Please retain your proof of purchase for any warranty claims.

10. CUSTOMER SUPPORT

For any questions, assistance with assembly, missing parts, or warranty inquiries, please contact LITFAD customer

support. Refer to your purchase receipt or the product packaging for the most current contact information. You may also visit the official LITFAD store on Amazon for more information:[LITFAD Amazon Store](#)

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