

LITFAD LT1452016W

LITFAD L-Shape Reception Desk User Manual

Model: LT1452016W

1. INTRODUCTION

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

This modern L-shaped reception desk is designed for various professional environments such as offices, lobbies, beauty salons, and stores. It features a durable manufactured wood construction, integrated storage, and a contemporary aesthetic.

2. SAFETY INFORMATION

- **Read all instructions:** Before assembly and use, carefully read and understand all instructions in this manual.
- **Keep children away:** Keep children and pets away from the assembly area. Small parts can be a choking hazard.
- **Use appropriate tools:** Ensure you have the correct tools for assembly as specified in the package contents.
- **Two-person assembly:** Assembly may require two or more people for safety and ease.
- **Level surface:** Assemble and place the desk on a flat, stable, and level surface to prevent tipping.
- **Weight limits:** Do not exceed the maximum weight capacity for any part of the desk. Refer to specifications for details.
- **Secure drawers:** Ensure drawers are properly closed to prevent accidental opening and potential hazards. The lockable drawer provides added security for valuables.
- **Cable management:** Utilize the integrated cable box to manage wires and prevent tripping hazards.
- **Cleaning:** Use only recommended cleaning agents and methods to avoid damaging the finish.

3. PACKAGE CONTENTS

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

- Reception Desk Components (Manufactured Wood Panels)
- Assembly Hardware (screws, dowels, cam locks, etc.)
- Drawer Slides and Handle
- Locking Mechanism and Keys (for lockable drawer)
- Keyboard Tray Mechanism
- Cable Management Box
- Instruction Manual (this document)
- Assembly Tool (Hex Key/Allen Wrench, if included)

4. SETUP AND ASSEMBLY

Assembly is required for this product. It is recommended to have at least two people for assembly. Follow the step-by-step instructions provided in the included assembly guide. Ensure all connections are secure before use.

1. **Unpack and Identify Parts:** Carefully unpack all components and lay them out on a clean, soft surface (e.g., a blanket or cardboard) to prevent scratches. Identify each part using the provided parts list.
2. **Assemble Base Structure:** Begin by assembling the main structural panels of the desk. Use the provided hardware to connect the side panels to the bottom and back panels. Ensure all cam locks and screws are tightened securely.
3. **Install Shelving and Dividers:** Attach any internal shelves or dividers as indicated in the assembly guide. These typically use dowels and cam locks for a strong connection.
4. **Attach Tabletop:** Carefully place the main tabletop onto the assembled base. Secure it using the designated screws or fasteners from underneath.
5. **Assemble and Install Drawers:**
 - Assemble the drawer boxes according to the instructions.
 - Attach the drawer slides to both the drawer box and the desk frame.
 - Insert the assembled drawer into the slides.
 - Install the drawer handle and the locking mechanism for the secure drawer.



Image: Close-up view of the open drawer, highlighting the drawer slides and the lock mechanism on the front panel. The drawer is designed for secure storage.

6. **Install Keyboard Tray:** Attach the keyboard tray slides to the underside of the desk and then secure the keyboard tray to the slides. Test its smooth operation.
7. **Integrate Cable Management:** Place the cable management box into its designated opening on the tabletop. This helps organize and conceal wires for a tidy workspace.
8. **Final Placement:** With the help of another person, carefully move the assembled desk to its final desired location. Ensure it is stable and level.



Video: This video demonstrates the features and design of a similar reception desk, including the double-layer tabletop, keyboard tray, lockable drawer, E1-grade compliant panel, and convenient cable box. It provides a visual overview of the product's functionality and construction.

5. OPERATING INSTRUCTIONS

The LITFAD L-Shape Reception Desk is designed for straightforward use in a professional setting.

- **Work Surface:** Utilize the spacious double-layer tabletop for computers, documents, and other essential office equipment. The raised section provides a clear boundary for customer interaction.
- **Keyboard Tray:** Pull out the keyboard tray for comfortable typing and push it back in to save space when not in use.
- **Storage:** Use the integrated drawer and cabinet storage areas for organizing files, supplies, and personal items. The lockable drawer is ideal for securing sensitive documents or valuables.
- **Cable Management:** Route power cords and data cables through the convenient cable box on the tabletop to maintain a neat and organized workspace.



Video: This video showcases the modern L-shaped reception desk, highlighting its design and functionality. It illustrates how the desk can be used in a professional environment, emphasizing its aesthetic appeal and practical features.

6. MAINTENANCE

Proper maintenance will ensure the longevity and appearance of your reception desk.

- **Cleaning:** Wipe surfaces regularly with a soft, damp cloth. For stubborn marks, use a mild, non-abrasive cleaner specifically designed for manufactured wood. Avoid harsh chemicals or abrasive materials that can damage the finish.
- **Spills:** Immediately wipe up any spills to prevent staining or water damage.
- **Hardware:** Periodically check all screws, bolts, and fasteners to ensure they are tight. Retighten if necessary to maintain stability.
- **Avoid Direct Sunlight:** Prolonged exposure to direct sunlight can cause fading or discoloration of the desk's finish.
- **Heat and Moisture:** Avoid placing hot items directly on the surface. Use coasters or protective pads. Protect the desk from excessive moisture.

7. TROUBLESHOOTING

If you encounter any issues with your reception desk, refer to the following common problems and solutions:

Problem	Possible Cause	Solution
Desk is wobbly or unstable.	Loose hardware; uneven floor.	Check and tighten all screws and bolts. Ensure the desk is on a level surface. Use shims if necessary.
Drawer does not slide smoothly.	Drawer slides are misaligned or dirty; obstruction.	Check alignment of drawer slides. Clean slides of any debris. Ensure nothing is obstructing the drawer's path.
Lockable drawer not locking.	Lock mechanism jammed or misaligned.	Ensure the drawer is fully closed. Check if anything is blocking the lock. If the mechanism is damaged, contact support.
Surface scratches or damage.	Impact or abrasive cleaning.	Use touch-up pens or repair kits for minor scratches. Avoid abrasive cleaners and sharp objects on the surface.

8. SPECIFICATIONS

Feature	Detail
Model Number	LT1452016W
Brand	LITFAD
Dimensions (L x W x H)	71"L x 19.5"W x 35.5"H (180cm L x 50cm W x 90cm H)
Material	Manufactured Wood (E1-grade compliant panel)
Color	White
Storage	1 Lockable Drawer, Cabinet Storage, Under-counter Storage
Features	Double-layer tabletop, Keyboard tray, Cable management box
Assembly Required	Yes



Image: A diagram illustrating the overall dimensions of the L-shaped reception desk, including length (71 inches / 180 cm), width (19.5 inches / 50 cm), and height (35.5 inches / 90 cm).



Image: A diagram showing the dimensions of the L-shaped reception desk from the back, detailing the length (140-240 cm), height (90 cm), and width (50 cm).

and depth (40 cm for the side cabinet, 50 cm for the main desk).

9. WARRANTY AND SUPPORT

For warranty information or customer support, please refer to the purchase documentation or contact LITFAD customer service directly. Keep your proof of purchase for any warranty claims.

Contact Information:

- **Brand:** LITFAD
- **Website:** [LITFAD Store on Amazon](#)
- For specific inquiries, please use the contact methods provided at the time of purchase or on the official LITFAD website.

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ASK A QUESTION ABOUT THIS MANUAL

Ask about setup, troubleshooting, compatibility, parts, safety, or missing instructions. Manuals+ will review the question and use this page's manual context to help answer it.

Name

Anonymous

Email

you@example.com

After a successful submission, we securely hash the supplied account or form email before sending it to Microsoft Advertising for conversion attribution. [Privacy details](#).

Question

Example: How do I reset this device or fix this error?

Details

Model number, symptoms, what you tried, or the section of the manual you are using.

Submit question