

LITFAD LT1584967N

LITFAD Counter Rectangular Reception Desk - User Manual

Model: LT1584967N | Brand: LITFAD

This manual provides essential information for the assembly, operation, and maintenance of your LITFAD Reception Desk.

1. INTRODUCTION

Thank you for choosing the LITFAD Counter Rectangular Reception Desk. This desk is designed to provide a functional and aesthetically pleasing workspace for various environments, including offices, beauty salons, and retail checkout areas. This manual contains important instructions for safe assembly, proper use, and maintenance to ensure the longevity and optimal performance of your product. Please read this manual thoroughly before beginning assembly or use, and retain it for future reference.



Image 1.1: Front view of the LITFAD Counter Rectangular Reception Desk. This image displays the desk's overall design, featuring a black top surface and a natural wood-paneled front, suitable for various professional settings.

2. SAFETY INFORMATION

Please observe the following safety precautions during assembly and use:

- Keep all small parts and packaging materials away from children to prevent choking hazards.
- Assemble the desk on a soft, clean surface to prevent scratches or damage.
- Ensure all screws and fasteners are securely tightened before using the desk. Periodically check and re-tighten as necessary.
- Do not overload drawers or shelves. Distribute weight evenly.
- Avoid placing hot items directly on the desk surface without protection.
- Do not stand or sit on the desk.
- Use only the provided assembly tools or appropriate hand tools. Do not use power tools unless explicitly instructed, as over-tightening can damage components.

3. PACKAGE CONTENTS

Before beginning assembly, verify that all components are present and undamaged. If any parts are missing or damaged, please

contact customer support.

- Reception Desk Components (various panels, shelves, and hardware)
- Assembly Tools (e.g., Allen wrench, screwdriver)
- Instruction Manual (this document)
- Accessory Pack (screws, dowels, cam locks, hinges, drawer slides, cable grommets)

4. SETUP AND ASSEMBLY

Assembly of the LITFAD Reception Desk is designed to be straightforward. It is recommended that two adults assemble this product.

4.1 Preparation

- Clear a spacious area for assembly.
- Lay out all components and hardware, organizing them by type.
- Refer to the included parts list to identify each component.

4.2 Assembly Steps

1. **Assemble the Base Frame:** Connect the bottom panels using the provided cam locks and dowels. Ensure the frame is stable and square.
2. **Attach Side Panels:** Secure the side panels to the base frame.
3. **Install Internal Shelving:** Insert and secure the internal shelves and dividers according to the design.
4. **Assemble and Install Drawers:**
 - Attach drawer slides to the drawer box and the desk frame.
 - Assemble the drawer box using screws and dowels.
 - Insert the assembled drawer into the slides.



Image 4.2.1: Example of a cabinet hinge. This type of hardware is used for securing cabinet doors and ensuring smooth operation.

5. **Install Keyboard Tray:** Secure the keyboard tray slides to the designated area under the main desk surface, then attach the tray.
6. **Attach Main Desk Surface:** Carefully place and secure the main desk surface to the assembled frame.
7. **Install Cable Management Grommets:** Insert the cable grommets into the pre-drilled holes on the desk surface for organized cable routing.
8. **Final Inspection:** Check all connections for tightness and stability.

5. OPERATING INSTRUCTIONS

The LITFAD Reception Desk is designed for ease of use and organization.

5.1 Drawer Operation

The desk includes a smooth-gliding drawer for storing office supplies or personal items. Some models feature a safety lock for securing valuables. To operate, gently pull the drawer handle to open and push to close. Ensure the drawer is fully closed when not in use.

5.2 Keyboard Tray Usage

The integrated keyboard tray provides an ergonomic solution for keyboard and mouse placement. Pull the tray outwards to extend it for use, and push it back in to store it neatly under the desk surface when not needed.

5.3 Cable Management

Utilize the cable management grommets and internal routing options to keep power cords and data cables organized and out of sight. This helps maintain a tidy workspace and prevents cable damage.

5.4 Cabinet Storage

The desk features enclosed cabinet storage for documents, binders, or other larger items. Open the cabinet door using the handle and close firmly. Ensure items are placed securely within the cabinet to prevent shifting.

6. MAINTENANCE

Proper care and maintenance will extend the life and appearance of your reception desk.

- **Cleaning:** Wipe surfaces with a soft, damp cloth. Avoid harsh chemicals, abrasive cleaners, or excessive moisture, which can damage the finish. For stubborn marks, use a mild soap solution and dry immediately.
- **Spills:** Clean up spills immediately to prevent staining or damage to the wood and manufactured wood surfaces.
- **Hardware:** Periodically check all screws, bolts, and fasteners to ensure they are tight. Re-tighten as needed to maintain stability.
- **Sunlight Exposure:** Avoid prolonged exposure to direct sunlight, which can cause fading or discoloration of the desk's finish.
- **Humidity:** Maintain a stable humidity level in the room to prevent warping or cracking of wood components.

7. TROUBLESHOOTING

Refer to the table below for common issues and their solutions.

Issue	Possible Cause	Solution
Desk feels wobbly or unstable.	Loose fasteners; 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; overloaded drawer.	Check alignment of drawer slides and clean any debris. Reduce weight in the drawer.
Cabinet door does not close properly.	Hinges are loose or misaligned; obstruction.	Tighten hinge screws and adjust hinges for proper alignment. Remove any obstructions.
Scratches or marks on the surface.	Sharp objects; abrasive cleaning.	Use coasters or desk pads. Clean with soft cloth and mild cleaner. Minor scratches may be repairable with furniture polish or touch-up pens.

8. SPECIFICATIONS

Key technical details for the LITFAD Counter Rectangular Reception Desk (Model LT1584967N).

Feature	Detail
Brand	LITFAD
Model Number	LT1584967N
Overall Dimensions (L x W x H)	39.4" x 23.5" x 39.4" (100cm x 60cm x 100cm)
Color	Black/Natural

Feature	Detail
Material	Solid Wood, Manufactured Wood (E1 environmentally friendly board)
Style	Modern, Rectangular
Storage Features	Drawer (with safety lock), Keyboard Tray, Cable Management, Cabinet
Height Adjustable	No



Image 8.2: Close-up view of the natural wood paneling. This image highlights the texture and finish of the solid wood components used in the desk's construction.



Image 8.3: Dimensional view of the LITFAD Reception Desk. This image illustrates the length, width, and height of the desk, including measurements in both inches and centimeters for clarity.

9. WARRANTY AND SUPPORT

For any questions regarding your LITFAD Counter Rectangular Reception Desk, including assembly assistance, missing parts, or operational inquiries, please contact LITFAD customer support. Refer to your purchase documentation for specific warranty details, as terms may vary.

You can often find support contact information on the retailer's website or through the official LITFAD brand store: [LITFAD Store on Amazon](#).

ASK A QUESTION ABOUT THIS MANUAL

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