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› UPOSOJA 70.9" Executive Desk with Power Outlet Instruction Manual

UPOSOJA Executive Desk

UPOSOJA 70.9" Executive Desk with Power Outlet - Instruction Manual

Model: Executive Desk

IMPORTANT SAFETY INFORMATION

Please read all instructions carefully before assembly and use. Keep this manual for future reference.

- Always assemble the desk on a stable, level surface to ensure proper balance and prevent tipping.
- Ensure the desk is properly anchored if necessary, especially if heavy items are placed on it.
- Do not overload the desk or place heavy objects on the edges, as this may compromise stability.
- Use the built-in power outlet with caution, following all electrical safety guidelines. Do not exceed the rated capacity.
- Keep the desk and its surroundings clear of flammable materials.
- Keep small parts and packaging materials away from children to prevent choking hazards.

PRODUCT OVERVIEW

The UPOSOJA 70.9" Executive Desk is designed to provide a spacious and functional workspace. It features a large desktop, integrated power outlets, and ample storage solutions including drawers and adjustable shelves.



Figure 1: Overall dimensions of the UPOSOJA Executive Desk, showing its spacious design.



Figure 2: Detailed measurements of the desk's various sections, including the desktop, storage unit, and drawers.

Key Features:

- **Built-in Power Outlet:** Equipped with 4 AC outlets and 2 USB ports for convenient device charging.
- **Spacious Work Surface:** A 70.9" wide and 31.5" deep desktop provides ample space for multiple monitors and office essentials.
- **Ample Storage:** Includes two drawers and adjustable storage shelves for organizing documents and supplies.
- **Sturdy Construction:** Features a stable, thick metal frame and a waterproof, wear-resistant engineered wood desktop.

ASSEMBLY INSTRUCTIONS

Assembly of the UPOSOJA Executive Desk requires careful attention to detail. Detailed instructions with numbered accessories are included in the packaging. We recommend two people for assembly to ensure stability and ease of construction.

Upgrade Your Workstation

70.9"LX31.5"W Extra Spacious Desk



Figure 3: An example of a fully assembled desk, illustrating the final setup.

General Assembly Tips:

- **Review Instructions:** Before starting, thoroughly read through the entire instruction manual and identify all parts.
- **Organize Parts:** Lay out all components and hardware, matching them against the parts list. This helps prevent errors and speeds up the process.
- **Take Your Time:** Assembly can take several hours due to the desk's size and multiple components. Rushing can lead to mistakes.
- **Panel Orientation:** Pay close attention to the orientation of panels, especially those with pre-drilled holes or specific finishes. Incorrect orientation may require partial disassembly.
- **Tighten Securely:** Ensure all screws and fasteners are tightened securely, but do not overtighten to avoid damaging the wood.
- **Assistance Recommended:** Having a second person will greatly assist in holding larger pieces and aligning components during assembly.

OPERATING THE DESK

Using the Built-in Power Outlet:

The desk includes a built-in power strip for convenient access to power. It features 4 standard AC outlets and 2 USB ports.

- Plug the desk's power cord into a grounded wall outlet.
- Connect your devices (laptops, phones, tablets, etc.) to the AC outlets or USB ports as needed.
- Ensure devices are compatible with the outlet's voltage (125V/12A for AC, 5V/2A for USB).
- Avoid overloading the power strip.



Built-in Charging Station



4 AC Outlets
[125V/12A]



2 USB Ports
[5V/2A]



Power Cord
[6.6ft]

Figure 4: The integrated charging station with AC and USB ports.

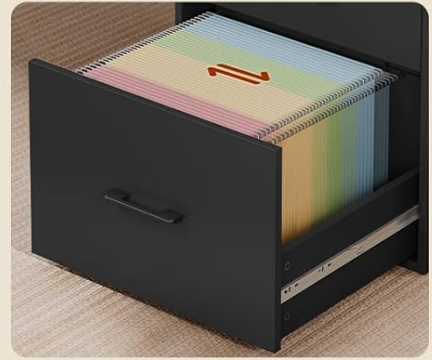
Utilizing Storage Drawers and Shelves:

The desk offers various storage options to keep your workspace organized.

- **Drawers:** Two spacious drawers are provided for office supplies, documents, and personal items. The bottom drawer is designed to accommodate both A4/Letter and Legal size files.
- **Adjustable Shelves:** The storage shelves can be adjusted in height or removed to fit different sized items, such as a CPU tower or larger books.



Storage Cabinet



A4/Letter Size



Legal Size

Figure 5: The desk's storage drawers, including file cabinet functionality.

Two-tier Open Shelves

Suitable for storing cpu stands and office supplies



Figure 6: The two-tier open shelves, suitable for a CPU tower or other office items.

Adjusting Leveling Feet:

The desk is equipped with adjustable leveling feet to ensure stability on uneven floors.

- To adjust, gently lift the corner of the desk and rotate the leveling foot clockwise to lower or counter-clockwise to raise.
- Adjust each foot until the desk is stable and level.

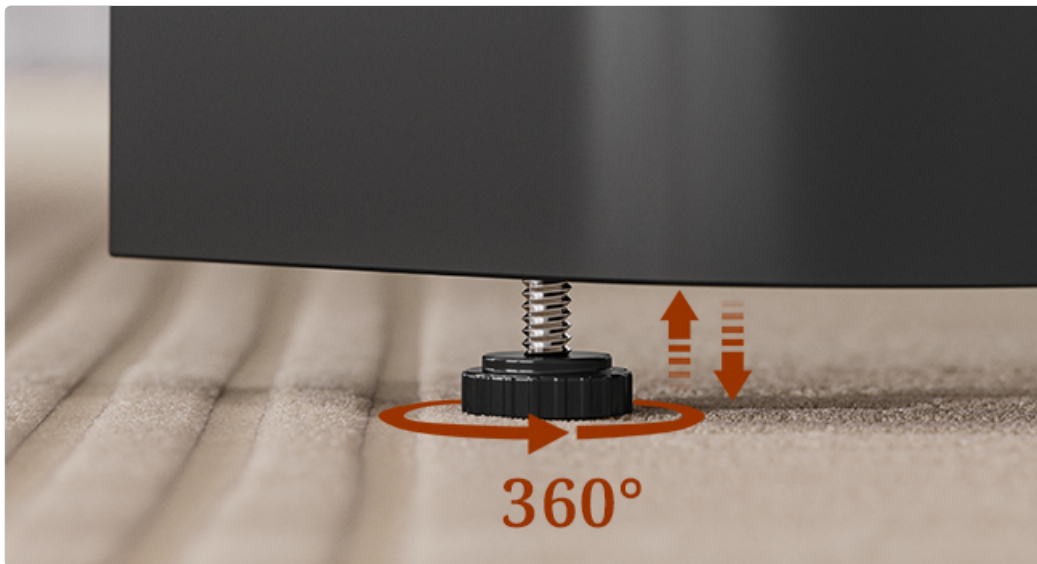


Figure 7: Adjustable leveling feet for stability on uneven surfaces.

MAINTENANCE AND CARE

Proper care will extend the life and appearance of your UPOSOJA Executive Desk.

- **Cleaning:** The textured desktop is waterproof and wear-resistant. Wipe surfaces with a soft, damp cloth. Avoid harsh chemicals or abrasive cleaners that may damage the finish.
- **Spills:** Immediately wipe up any spills to prevent staining or water damage.
- **Heat Protection:** Use coasters or protective pads under hot items to prevent heat marks.
- **Weight Distribution:** Distribute weight evenly across the desktop and shelves to prevent stress on the structure.
- **Regular Checks:** Periodically check all fasteners and tighten if necessary to maintain structural integrity.



Figure 8: The durable 2-inch thick tabletop, designed for longevity and easy cleaning.

TROUBLESHOOTING

If you encounter any issues with your UPOSOJA Executive Desk, please refer to the following common solutions:

- **Desk Wobbles:** Check that all assembly screws are tightened. Adjust the leveling feet on the bottom of the desk to stabilize it on uneven floors.

- **Drawers Not Sliding Smoothly:** Ensure the drawer slides are correctly installed and aligned. Check for any obstructions in the tracks.
- **Power Outlet Not Working:** Verify that the desk's main power cord is securely plugged into a functional wall outlet. Check if the wall outlet itself is receiving power.
- **Missing Parts:** If any parts are missing or damaged upon arrival, please contact customer support immediately.

For further assistance or issues not listed here, please contact UPOSOJA customer support.

PRODUCT SPECIFICATIONS

Feature	Specification
Brand	UPOSOJA
Model Number	Executive Desk
Product Dimensions (D x W x H)	31.5" x 70.9" x 30"
Item Weight	113 Pounds
Color	Walnut
Material Type	Engineered Wood, Metal
Number of Drawers	2
Power Outlet	4 AC Outlets (125V/12A), 2 USB Ports (5V/2A)
Required Assembly	Yes
Recommended People for Assembly	2
Assembly Tools Included	No

WARRANTY AND SUPPORT

For any questions regarding your UPOSOJA Executive Desk, including assembly, missing parts, or operational concerns, please contact UPOSOJA customer support.

Please refer to your purchase documentation or the retailer's website for specific warranty details and contact information.

You can visit the official UPOSOJA store for more information: [UPOSOJA Store on Amazon](#)