

Ottima Portico Desk

EN Quick Guide



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The quick guide is online available at:

www.steelcase.com/eu-en/ > Design Resources > Documents > User Guides > Search: Ottima Portico Desk

1. Safety instructions



WARNING

Risk of injury or damage to the desk!

- ▶ This desk can be used by children 8 years of age and older, as well as by persons with reduced physical, sensory, or mental capabilities, or lack of experience and knowledge, if they are supervised, or have been instructed in the safe use of the desk, and understand the dangers associated with using the desk.
- ▶ Children are not allowed to play with the device.
- ▶ Children are not allowed to carry out cleaning tasks or user's maintenance tasks.



WARNING

Risk of injury or damage to the desk!

The desk may be unstable if parts or fasteners are not tight. Make sure:

- ▶ the desk is regularly serviced;
- ▶ the desk is not used if damaged;
- ▶ always grab the desk at the underframe to transport or move it;
- ▶ only spare parts are used that originate from the manufacturer. (*see 9. Service and contact details*)

2. Technical data

	Ottima Portico Desk
Dimensions (width, depth, height)	Width: 1400 mm, Depth: 600 mm, Height: 740 mm
Weight un-assembled	25 kg
Weight assembled	29 kg
Temperature range at the setup location	+5°C to +35°C
Relative humidity	5% to 80% (non-condensing)
Maximum load capacity	75 kg
Materials	Structural steel frame Melamine top



The type plate is located under the desktop.

3. Intended use



Intended use also includes following all instructions in the quick guide.

The **Ottima Portico Desk** is exclusively designed to be used as office furniture for both private and commercial use. Any other use or use beyond the specified intended use is considered improper use.

Improper use of the product can result in a risk to life and limb or material damage. For these reasons, improper use is prohibited. In the case of improper use, Steelcase assumes no liability for any damage that may occur and does not guarantee that the components will function properly. Improper use includes:

- Use as a climbing aid
- Sit and stand on the desk
- Outdoor use
- Use in damp room

4. Product description

Ottima Portico Desk brings the workstation back to basics, offering a simple and sleek solution that is both best-in-class and best-in-price. Its clean design makes it the perfect addition to any home office environment. The square leg on **Ottima Portico Desk** offers a classic design aesthetic that pairs well with other residential furniture. A range of neutral colors allow you to customize and match the desk to any space.

Components:

- Melamine desktop with metallic inserts and a metal beam attached to fix the legs.
- Two steel legs with plastic glides to level the desk and plastic parts to fix the legs to the top.

5. Operating and adjusting

Height adjustment:

To compensate for uneven floors, you can raise each leg by up to 10 mm with an adjusting screw.

For a desk that has already been set up, the following applies: Before you carry out the height adjustment, remove any objects that may be present from the desk top.

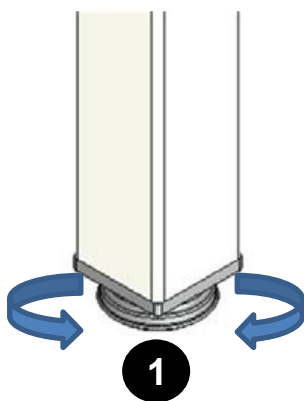


Bild 5-1: **Ottima Portico Desk** Height adjustment

1 Adjusting Screw

6. Maintenance work



- Only use suitable tools for all activities and be sure to contact our customer service department to clarify how to proceed.

6.1 Functional check

The components of the **Ottima Portico Desk** must be checked for correct functioning at regular intervals.

Interval	Inspection point	Functional check	Required condition	Measure (if required)
During assembly	Frame parts	Position of the glides	Glides completely inserted in the leg	Insert the glides into the legs
Regularly	Melamine top	Check the general state	No damage	replace
	Frame screws	Check tightness	not loose	retight
	Top screws	Check tightness	not loose	retight

7. Cleaning and care

- ▶ Clean the desk surface regularly and if visibly soiled.
- ▶ Use cleaning agents that are suitable for the respective materials to regularly clean hidden and visible components.

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8. Service and contact details

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