Jasper Chrome & Glass Desk
Model # ODUS-CGTD

ADULT ASSEMBLY REQUIRED DUE TO THE PRESENCE OF SMALL PARTS, SHARP POINTS, SHARP EDGES AS RECEIVED

If you have any questions regarding assembly or if parts are missing, DO NOT return this item to the store where it was purchased. Please call our toll-free customer service number and have your instructions and parts list ready to provide the model name, part name or factory number:

1-866-942-5362
Pacific Standard Time: 8:30 a.m. - 4:30 p.m., Monday - Friday
Or visit our web site 24 hours a day, 7 days a week for product assistance at
www.whalenfurniture.com
Or e-mail your request to parts@whalenfurniture.com

THIS INSTRUCTION BOOKLET CONTAINS IMPORTANT SAFETY INFORMATION.
PLEASE READ AND KEEP FOR FUTURE REFERENCE.
Important

Before you begin: Open, identify and count all parts prior to assembly. Lay out parts on a flat and non-abrasive surface. You will need the parts identified on page 3 and 4 of this instruction manual.

NOTE: IT IS VERY IMPORTANT TO USE GLUE WITH DOWELS. EXCESS GLUE CAN BE WIPED OFF WITH DAMP CLOTH.

Insert Dowel at least half way by tapping lightly with a rubber mallet, IF NECESSARY.

CAM LOCK SYSTEM OPERATION

HOW THE KNOCK DOWN (KD) ASSEMBLY SYSTEM WORKS

1. Screw the Cam Bolt into the threaded inserts on the panel. Connect both panels together; making sure Cam Bolt goes into the pre-drilled hole on the end of panel for Cam Lock.
2. Insert the Cam Lock into the pre-drilled large hole on the panel. Make sure the arrow on the face of Cam Lock faces out and points towards Cam Bolt.
3. Take a Phillips screwdriver and rotate the Cam Lock clockwise to lock the Cam Bolt in place.
4. Plug the Cam Lock Cover into the cross slot of the Cam Lock to conceal the Cam.

You are now ready to assemble the KD unit.

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Whalen Furniture Mfg., Inc.  Page 2  Factory No. 15548
Parts and Hardware List

Please read completely through the instructions and verify that all listed parts and hardware are present before beginning assembly.

A- Left Top Panel (1)  
B- Left Bottom Panel (1)  
C- Left Front Panel (1)  
D- Left Back Panel (1)  
E- Left Side Panel (1)  
F- Right Top Panel (1)  
G- Right Bottom Panel (1)  
H- Right Front Panel (1)  
I- Right Back Panel (1)  
J- Right Side Panel (1)  
K- Fixed Shelf (1)  
L- Shelf Support (1)  
M- Upper Stretcher (2)  
N- Back Lower Stretcher (1)  
O- Glass Top (1)

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(1) Cam Lock (39+1 extra) (2) Cam Bolt (39+1 extra) (3) M8 x 30 mm Wood Dowel (22+1 extra)

(4) M6 x 12 mm Black Bolt (20+1 extra) (5) M6 x 32 mm Black Bolt (4+1 extra) (6) Black Lock Washer (24+1 extra)

(7) Black Flat Washer (24+1 extra) (8) M6 x 35 mm Zinc Bolt (4+1 extra) (9) Zinc Lock Washer (4+1 extra)

(10) Zinc Flat Washer (4+1 extra) (11) Cam Lock Cover (23+1 extra) (12) Cam Lock Cap (8+1 extra)

(13) Floor Protector (4+1 extra) (14) Left Metal Bracket (2) (15) Right Metal Bracket (2)

Glue (1) Touch-up Pen (1)

Tools required: Phillips screwdriver and hammer (not provided)

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Assembly Instructions

1. Unpack the unit and confirm that you have all the hardware and required parts. Assembly the unit on a carpeted floor or the empty carton to avoid any scratch.

2. Lay out the Left Side Frame components (A, B, C, D and E) with the holes facing up. Securely screw the Cam Bolts (2) into the designated small holes, as shown in the illustration.

3. Insert one Wood Dowel (3) into the bottom middle hole of the Left Side Panel (E) as a guide. Make sure that you use a small amount of glue with both ends of all dowels. **NOTE:** It is very important to use a small amount of glue on both ends of dowels.

4. Align and attach Left Side Panel (E) to the Left Bottom Panel (B) by engaging two Cam Locks (1) (Refer to page 2 on Cam Lock system operation supplement). As shown. Make sure that the Cam Locks will face inward and the Cam Lock holes for the Left Back Panel (D) locate at back side.

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Assembly Instructions

5. Align and attach the Left Back Panel (D) to last assembly using three Wood Dowels (3) and five Cam Locks (1), as shown. Ensure the threaded inserts on Left Back Panel (D) and the installed Cam Bolts on Side Panel (E) point toward the same direction.

6. Fasten the Left Front Panel (C) at the front end of the Left Bottom Panel (B) using one Wood Dowel (3) and two Cam Locks (1), as shown.

7. Insert three Wood Dowels (3) into the top middle holes of the assembled unit. Align the drilled holes on the Left Top Panel (A) with the inserted Wood Dowels (3) and press them together. Fasten the Left Top Panel (A) in place by engaging five Cam Locks (1). As shown.
Assembly Instructions

8. Flip last assembly and secure the Left Top Panel (A) to the Left Back Panel (D) with one Cam Lock (1), as shown.

9. Gently tap one Floor Protector (13) to the bottom of Left Front and Back Panels (C and D) respectively. Make sure that the Floor Protectors rest on the center of the panels for avoiding any damage or crack.

10. Lay out the Left Side Frame components (F, G, H, I and J) with the holes facing up. Securely screw the Cam Bolts (2) into the designated small holes, as shown in the illustration.
11. Repeat steps 3 through 6 to attach the Right vertical panels (H, I and J) to the Right Bottom Panel (G). As shown.

12. Repeat steps 7 through 9 to form the Right Side Frame. As shown.
Assembly Instructions

13. Securely screw 3 Cam Bolts (2) into the designated small holes on the Fixed Shelf (K), as shown.

14. Insert 2 Wood Dowels (3) into the inner holes of the Shelf Support (L) and attach it to the Fixed Shelf (K) by engaging three Cam Locks (1). As shown.

15. Fasten Left and Right Metal Brackets (14 and 15) to each Upper Stretcher (M) by using two M6 x 12 mm Black Bolts (4) and two Black Lock and Flat Washers (6 and 7) per Bracket. As shown. Make sure that the right-angle sides of Metal Brackets are flush with the Upper Stretcher (M) and line up with each other.
16. Align and attach the assembled Upper Stretchers (M) to the upper corners of Left Side Frame by inserting the M6 x 12 mm Black Bolts (4) with the Black Washers (6 and 7) through the Metal Brackets (14 and 15) and screw into place. Make sure that the top surfaces are flush with each other.

**NOTE:** DO NOT fully-tighten the bolts initially until all the bolts are ready to assemble. To avoid causing damages to the thread, DO NOT over-tighten the bolts.

17. Fasten the Back Lower Stretcher (N) to the Left Back Panel (D) using two M6 x 12 mm Black Bolts (4) and two Black Washers (6 and 7). As shown.

18. Align and attach the Fixed Shelf and Support (K and L) to the Left Side Panel (E) by using two Wood Dowels (3) and three Cam Locks (1). Make sure that the Cam Lock on the Shelf Support (L) will point towards the back of the unit.

19. Repeat the same procedure to attach the assembled Right Side Frame at the opposite end.

20. Stand the assembled unit upright.

21. Position the Glass Top (O) onto the assembled unit so that the threaded sockets underneath the metal plates overlap the drilled holes simultaneously. Insert four 32 mm Bolts (5) with the Black Washers (6 and 7) through the drilled holes on both Top Panels (A and F) and insert four 35 mm Zinc Bolts (8) with the Zinc Washers (9 and 10) through the Upper Stretchers (M) and securely screw into place.

22. Plug Cam Lock Covers (11) and Cam Lock Caps (12) onto the visible Cams Locks to conceal the Cams.

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Care and Maintenance

- Use a soft, clean cloth that will not scratch the surface when dusting.
- Use of furniture polish is not necessary. Should you choose to use polish, test first in an inconspicuous area.
- Using solvents of any kind on your furniture may damage your furniture’s finish.
- Never use water to clean your furniture as it may cause damage to the finish.
- Always use coasters under beverage glasses and flowerpots.
- Liquid spills should be removed immediately. Using a soft clean cloth, blot the spill gently. Avoid rubbing.
- Always use protective pads under hot dishes and plates. Heat can cause chemical changes that may create spotting within the furniture finish.
- Stains or marks from crayons or ink markers will be difficult to remove.
- In the event that your furniture is stained or otherwise damaged during use, we recommend that you call a professional to repair your furniture.
- Check bolts/screws periodically and tighten them if necessary.

Further advice about wood furniture care

It is best to keep your furniture in a climate-controlled environment. Extreme temperature and humidity changes can cause fading, warping, shrinking and splitting of wood. It is advised to keep furniture away from direct sunlight as sun may damage the finish.

Proper care and cleaning at home will extend the life of your purchase. Following these important and helpful tips will enhance your furniture as it ages.

A Touch-up Pen has been provided to repair any small nicks or scratches that may occur during assembly or shipping.

We hope you enjoy your purchase for many years.
Thank you for your purchase!

QUALITY GUARANTEE

We are confident that you will be delighted with your Whalen Furniture purchase.

Should this product be defective in workmanship or materials or fail under normal use, we will repair or replace it for up to one (1) year from date of purchase. Every Whalen Furniture product is designed to meet your highest expectations. We guarantee that you will immediately see the value of our fine furniture.

This warranty gives you specific legal rights and you may also have other rights which vary from State to State.

Customer Service: 1-866-942-5362
8:30 a.m. - 4:30 p.m., PST, Monday to Friday

www.whalenfurniture.com

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If you need to order any replacement parts, please use the list below.

Jasper Chrome & Glass Desk (ODUS-CGTD)

**Complete Hardware**
- Touch-up Pen
- Glue
- Right Metal Bracket
- Left Metal Bracket
- Floor Plasater
- Cam Lock Cap
- Zinc Felt Washer
- Zinc Lock Washer
- M6 x 35 mm Zinc Bolt
- Black Felt Washer
- M6 x 32 mm Bolt
- M6 x 12 mm Bolt
- M6 x 30 mm Wood Dowel
- ODUS-CGTD-16-CL Cam Lock
- ODUS-CGTD-17-CB Cam Bolt
- ODUS-CGTD-18-CLP Back Lower Stretcher
- ODUS-CGTD-19-CLP Upper Stretcher
- ODUS-CGTD-20-RSP Right Support
- ODUS-CGTD-21-FSP Fixed Felt Panel
- ODUS-CGTD-22-CLP Right Side Panel
- ODUS-CGTD-23-CLP Right Back Panel
- ODUS-CGTD-24-CLP Right Front Panel
- ODUS-CGTD-25-CLP Right Do Panel
- ODUS-CGTD-26-CLP Left Bottom Panel
- ODUS-CGTD-27-LSP Left Side Panel
- ODUS-CGTD-28-LSP Left Back Panel
- ODUS-CGTD-29-LSP Left Front Panel
- ODUS-CGTD-30-LSP Left Top Panel
- ODUS-CGTD-31-G Glue
- ODUS-CGTD-19-M8x30WD M8 x 30 mm Wood Dowel
- ODUS-CGTD-20-M6x12B M6 x 12 mm Bolt
- ODUS-CGTD-21-18-M6x30WD M6 x 30 mm Wood Dowel
- ODUS-CGTD-22-18-M6x30WD M6 x 30 mm Wood Dowel
- ODUS-CGTD-23-18-M6x30WD M6 x 30 mm Wood Dowel
- ODUS-CGTD-24-18-M6x30WD M6 x 30 mm Wood Dowel
- ODUS-CGTD-25-18-M6x30WD M6 x 30 mm Wood Dowel
- ODUS-CGTD-26-18-M6x30WD M6 x 30 mm Wood Dowel
- ODUS-CGTD-27-18-M6x30WD M6 x 30 mm Wood Dowel
- ODUS-CGTD-28-18-M6x30WD M6 x 30 mm Wood Dowel
- ODUS-CGTD-29-18-M6x30WD M6 x 30 mm Wood Dowel
- ODUS-CGTD-30-18-M6x30WD M6 x 30 mm Wood Dowel
- ODUS-CGTD-31-18-M6x30WD M6 x 30 mm Wood Dowel
- ODUS-CGTD-32-TUP Touch-up Pen