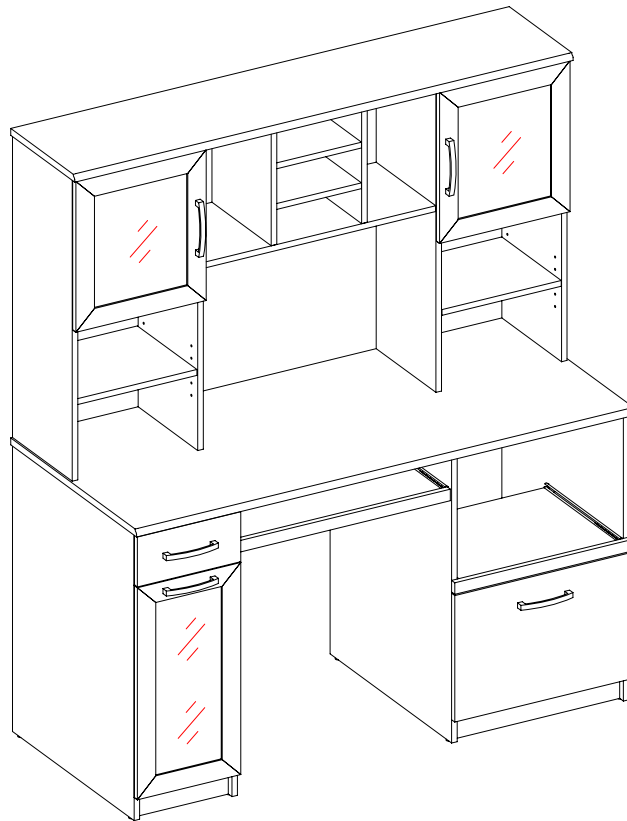




LOT NUMBER: _____
DATE PURCHASED: __/__/__

Greenwich Computer Desk with Hutch (Hutch) Model # SPCA-GDH



ADULT ASSEMBLY REQUIRED DUE TO THE PRESENCE OF SMALL PARTS, SHARP POINTS, SHARP EDGES AS RECEIVED. 2 PEOPLE RECOMMENDED.

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**

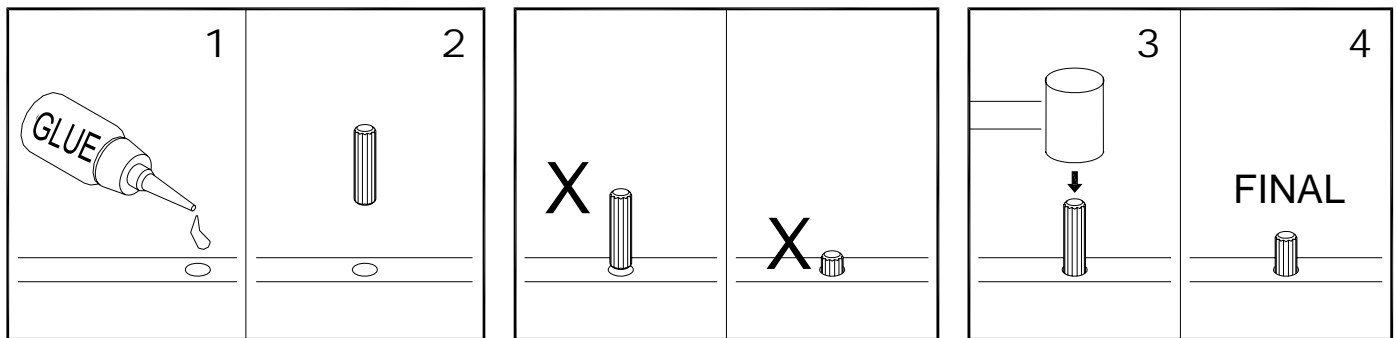
**THIS INSTRUCTION BOOKLET CONTAINS IMPORTANT SAFETY INFORMATION.
PLEASE READ AND KEEP FOR FUTURE REFERENCE.**

Important

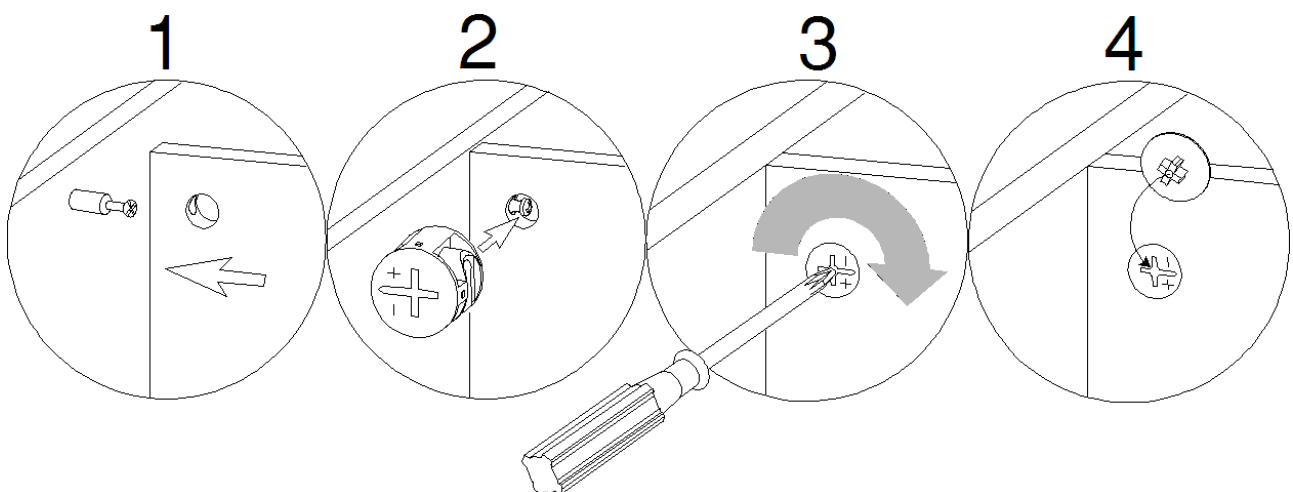
Before you begin: Open, identify and count all parts prior to assembly. Lay out parts on a flat and non-abrasive surface. You will need the parts identified on page 3 and 4 of this instruction manual.

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.

Please call for replacement parts or assistance: 1-866-942-5362

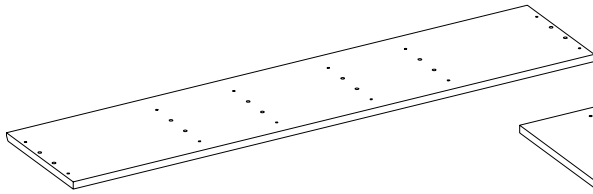
Whalen Furniture Mfg., Inc.

Page 2

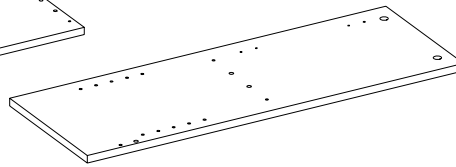
Factory No. 16015

Parts and Hardware List

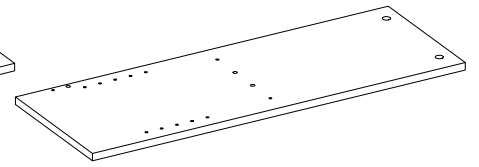
Please read completely through the instructions and verify that all listed parts and hardware are present before beginning assembly.



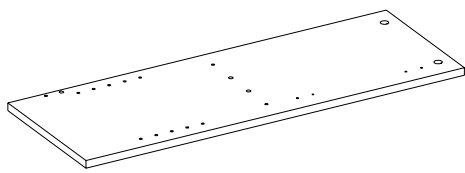
A- Hutch Top Panel (1)



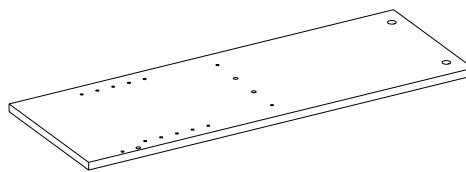
B- Left Outer Panel (1)



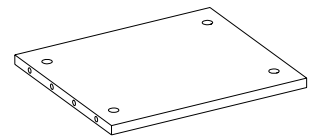
C- Left Inner Panel (1)



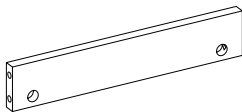
D- Right Outer Panel (1)



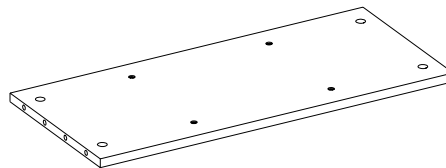
E- Right Inner Panel (1)



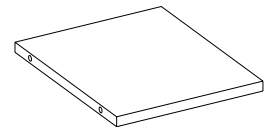
F- Medium Fixed Shelf (2)



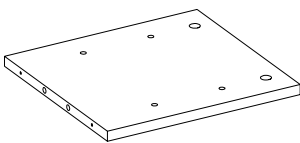
G- Bottom Stretcher (2)



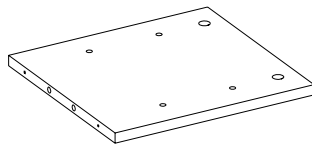
H- Large Fixed Shelf (1)



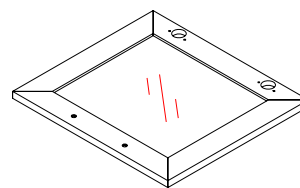
I- Small Fixed Shelf (2)



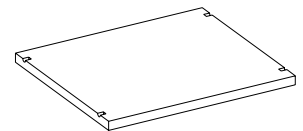
J- Left Partition Panel (1)



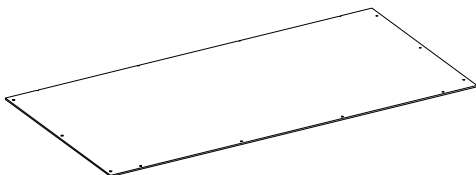
K- Right Partition Panel (1)



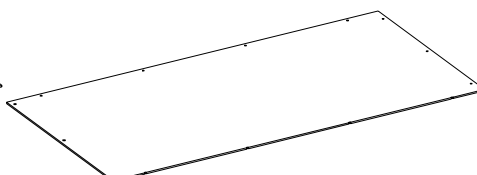
L- Door Panel (2)



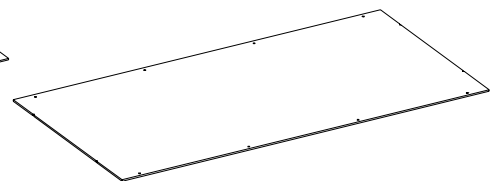
M- Adjustable Shelf (2)



N- Left Back Panel (1)



O- Right Back Panel (1)



P- Middle Back Panel (1)

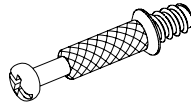
Please call for replacement parts or assistance: **1-866-942-5362**
Whalen Furniture Mfg., Inc.

Parts and Hardware List

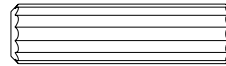
Please read completely through the instructions and verify that all listed parts and hardware are present before beginning assembly.



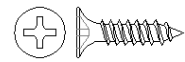
(1) Cam Lock
(28+1 extra)



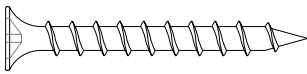
(2) Cam Bolt
(28+1 extra)



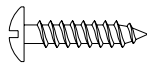
(3) M8 x 30 mm Wood Dowel
(40+2 extra)



(4) #6 x 1/2" Zinc Screw
(16+1 extra)



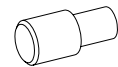
(5) #8 x 1-1/2" Screw
(4+1 extra)



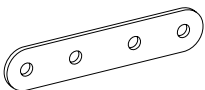
(6) #6 x 5/8" Screw
(14+1 extra)



(7) 3/4" Ring Shank Nail
(30+1 extra)



(8) Shelf Pin
(8+1 extra)



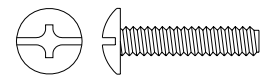
(9) Metal Bracket
(2)



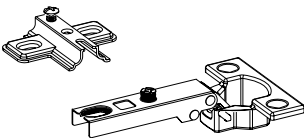
(10) Cam Lock Cover
(24+1 extra)



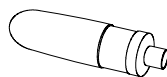
(11) Handle
(2)



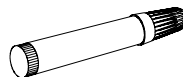
(12) Handle Bolt
(4)



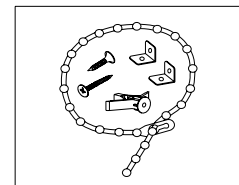
(13) Door Hinge (4 sets)



Glue (1)



Touch-up Pen (1)

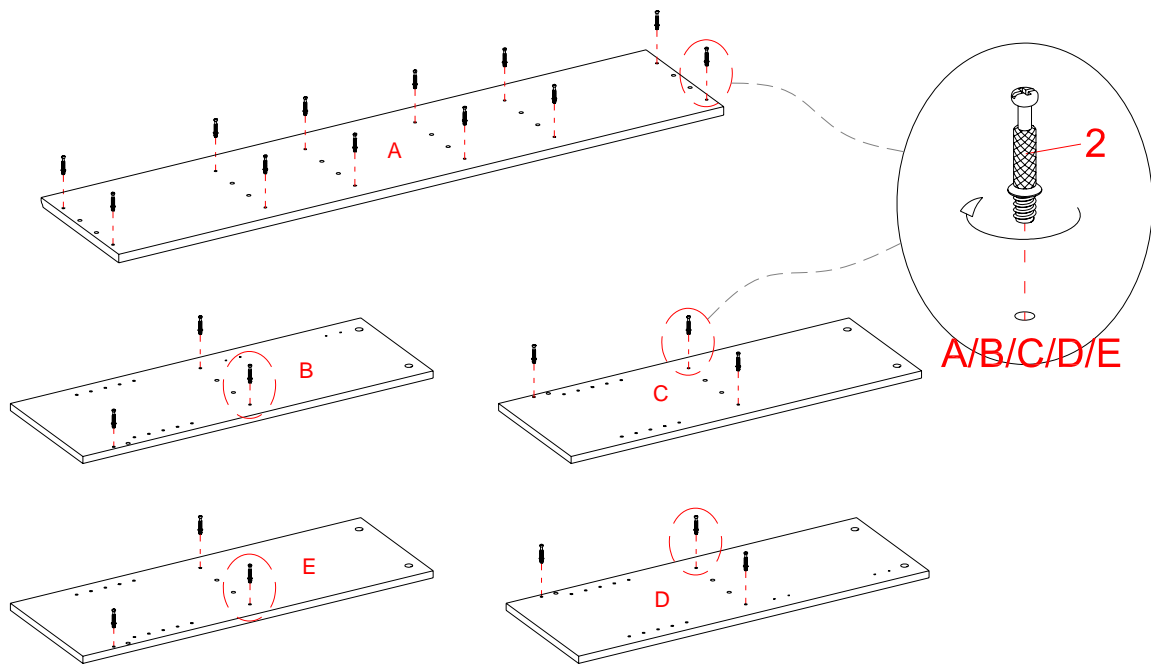


Tipping Restraint Hardware Kit (2)
(Inside Plastic Bag)

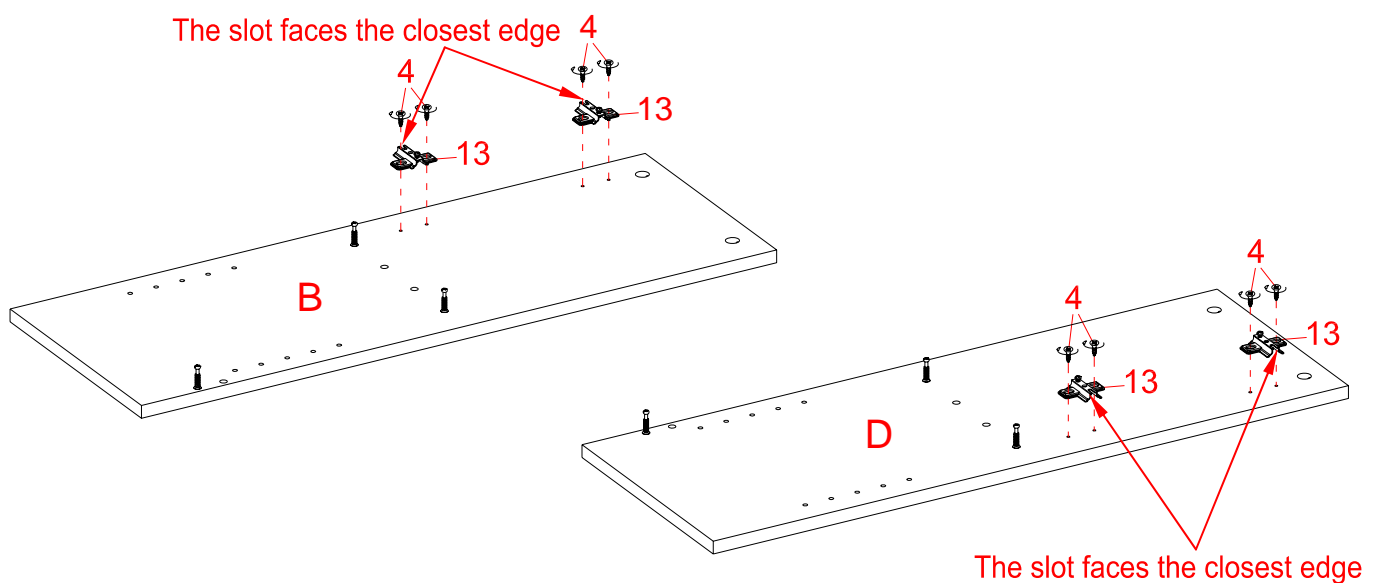
Tools required: Phillips screwdriver (not provided).

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. Place Top Panel (A), Left Outer and Inner Panels (B and C), Right Outer and Inner Panels (D and E) on a level and protective surface with the holes facing up. Securely screw the Cam Bolts (2) into the designated small holes, as shown in the illustration.

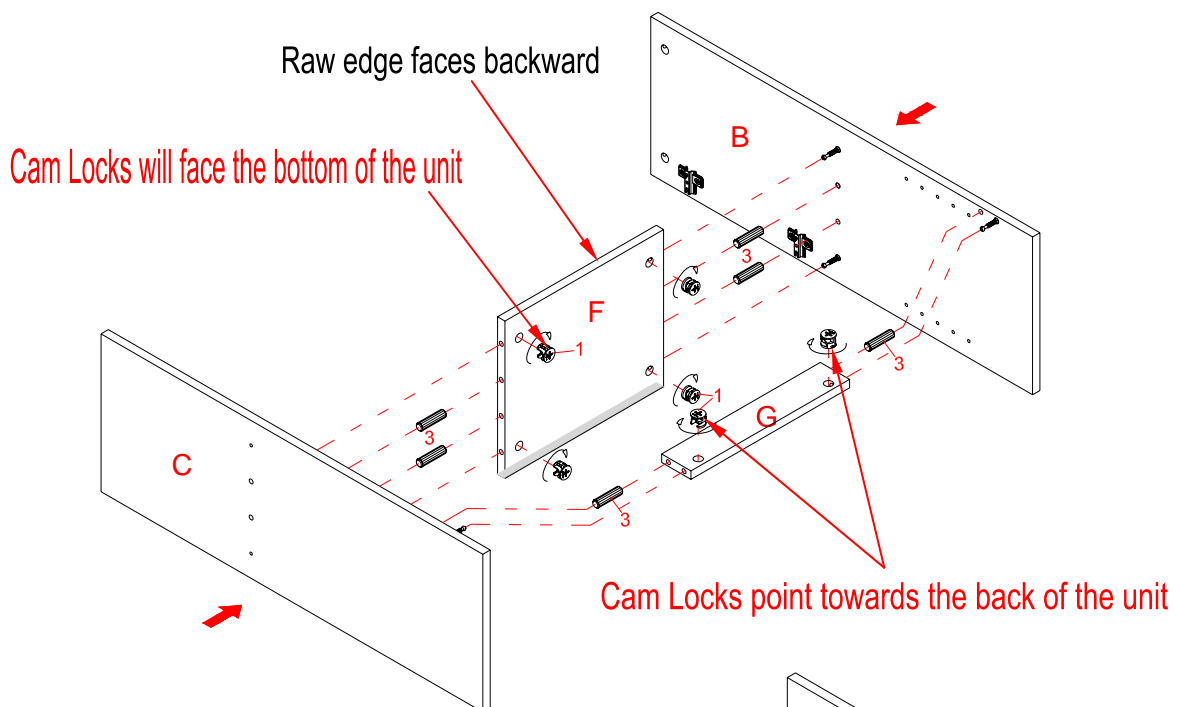


3. With the pilot holes as a guide, fasten two Hinge Bases (13) to the Left and Right Outer Panels (B and D) respectively, using two 1/2" Zinc Screws (4) per hinge. As shown. Make sure that the slot on the top of Hinge Base faces the closest edge.

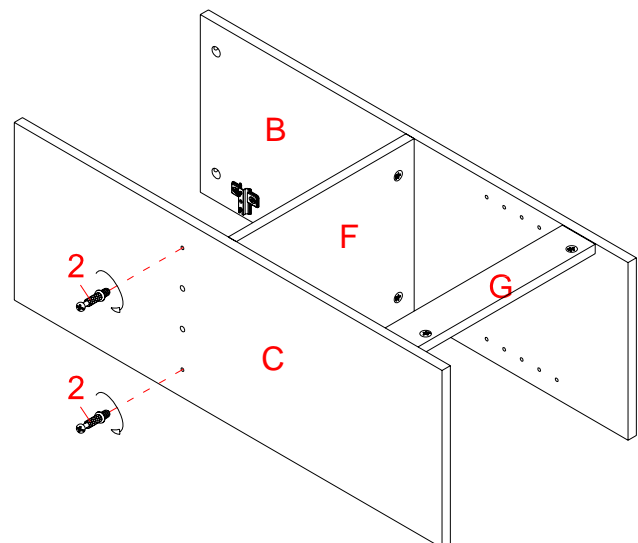


Assembly Instructions

4. Insert two Wood Dowels (3) into the inner end holes of one Medium Fixed Shelf (F). Tap in with a mallet, if necessary. Make sure 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.
5. Align the inserted Wood Dowels (3) on the Medium Fixed Shelf (F) with the drilled holes on the Left Outer Panel (B) and press them together. Make sure that the raw edge on the Fixed Shelf points towards the back of the unit and the Cam Lock holes will face the floor. As shown below. Fasten the Fixed Shelf (F) to the Left Outer Panel (B) by engaging 2 Cam Locks (1). (Refer to page 2 on Cam Lock system operation supplement).
6. Attach one Bottom Stretcher (G) to the Left Outer Panel (B) using one Wood Dowel (3) and one Cam Lock (1). Ensure the Cam Locks will point towards the back of the unit.
7. Repeat the same procedure to attach the Left Inner Panel (C) at the other end.

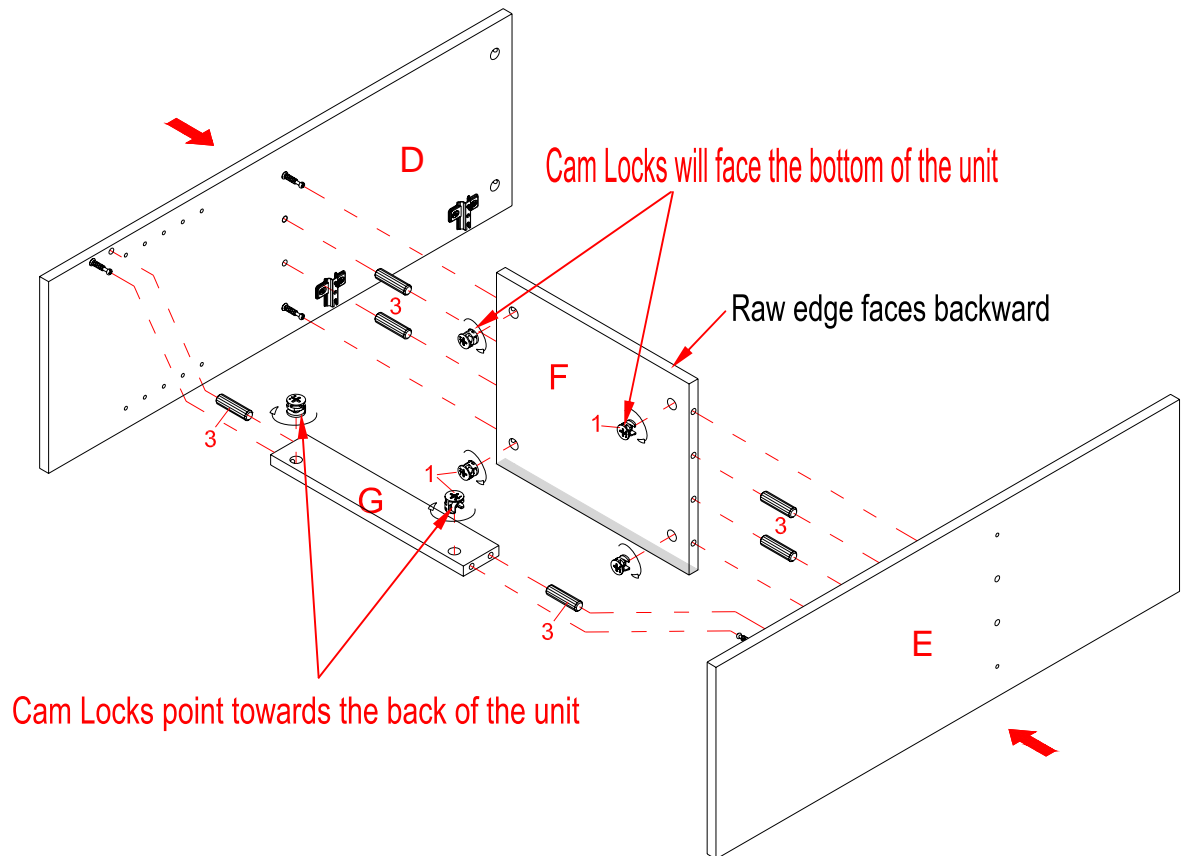


8. Securely screw two Cam Bolts (2) into the designate small holes on the Left Inner Panel (C), as shown.

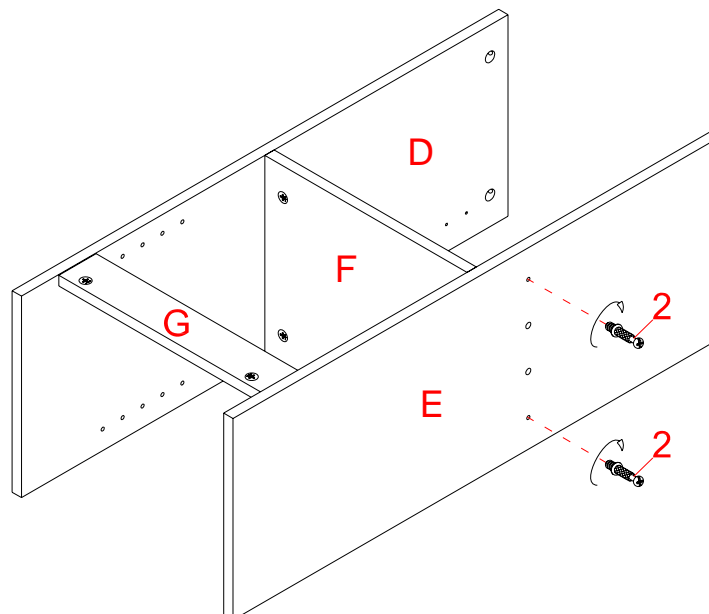


Assembly Instructions

9. Repeat steps 4-7 for the right hutch stand substituting parts D for B and E for C.

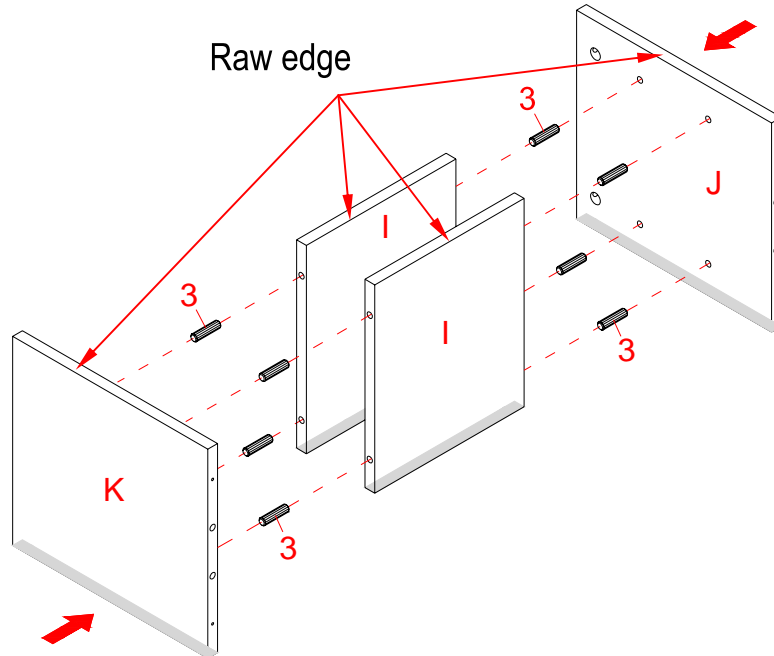


10. Securely screw two Cam Bolts (2) into the designate small holes on the Right Inner Panel (E), as shown.

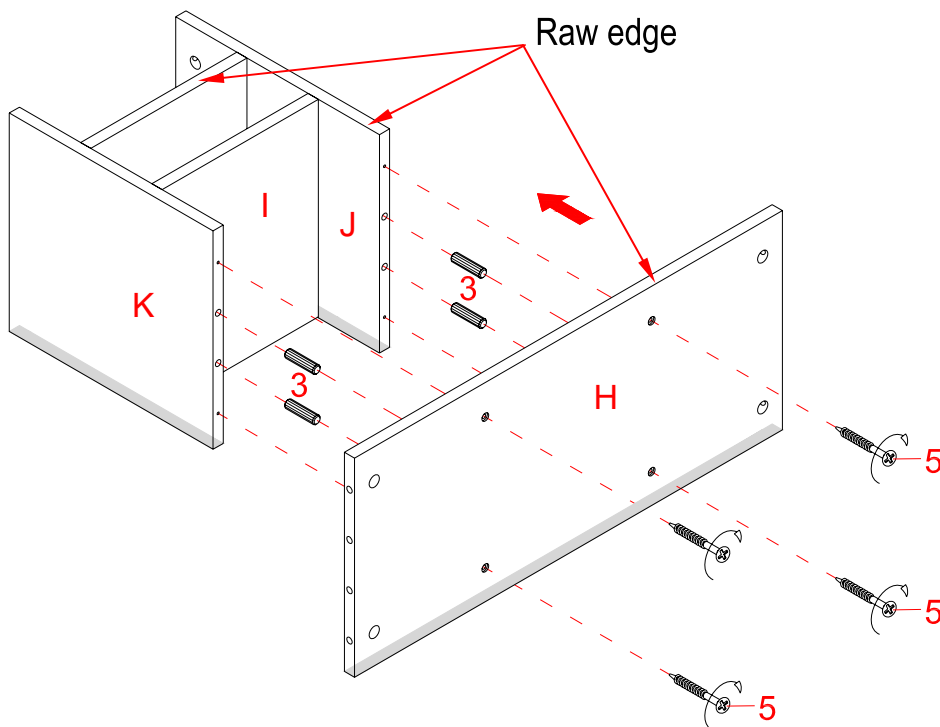


Assembly Instructions

11. Fasten 2 Small Fixed Shelves (I) between the Left and Right Partition Panels (J and K) with eight Wood Dowels (3). Make sure that the raw edges point towards the same direction.

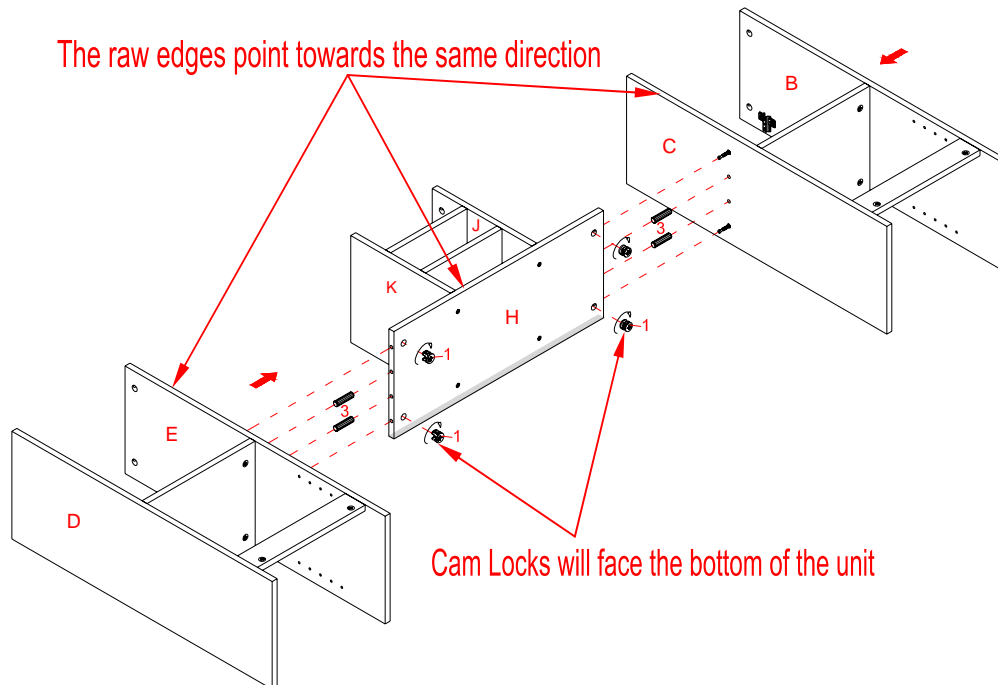


12. Insert 2 Wood Dowels (3) into the inner end holes on the bottom edge of the Partition Panels (J and K) and attach them to the Large Fixed Shelf (H) using four 1-1/2" Screws (5). As shown. Make sure that the raw edges point towards the same direction. Tighten the screws with a Phillips screwdriver.



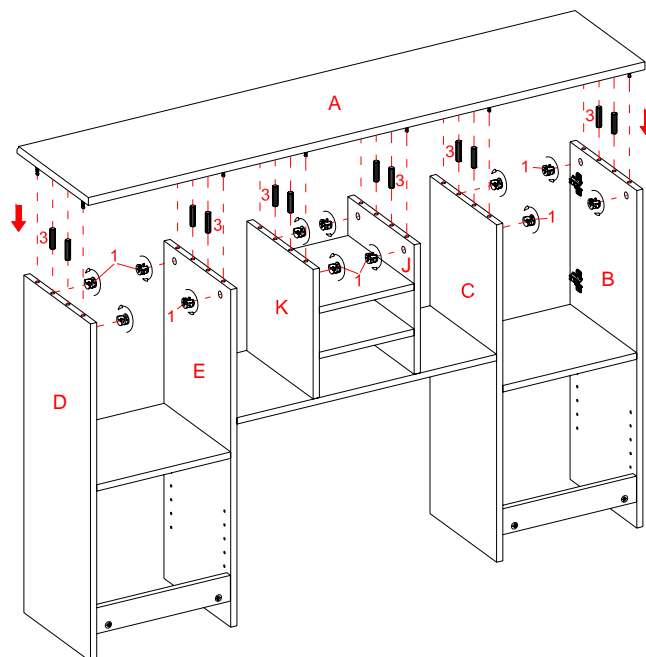
Assembly Instructions

13. Align and attach the assembled Large Fixed Shelf (H) between the Left and Right Inner Panels (C and E) by using four Wood Dowels (3) and four Cam Locks (1). As shown. Make sure that the Cam Locks (1) will face the bottom of the unit and the raw edges point towards the same direction.



14. Ask for assistance to stand the unit upright.

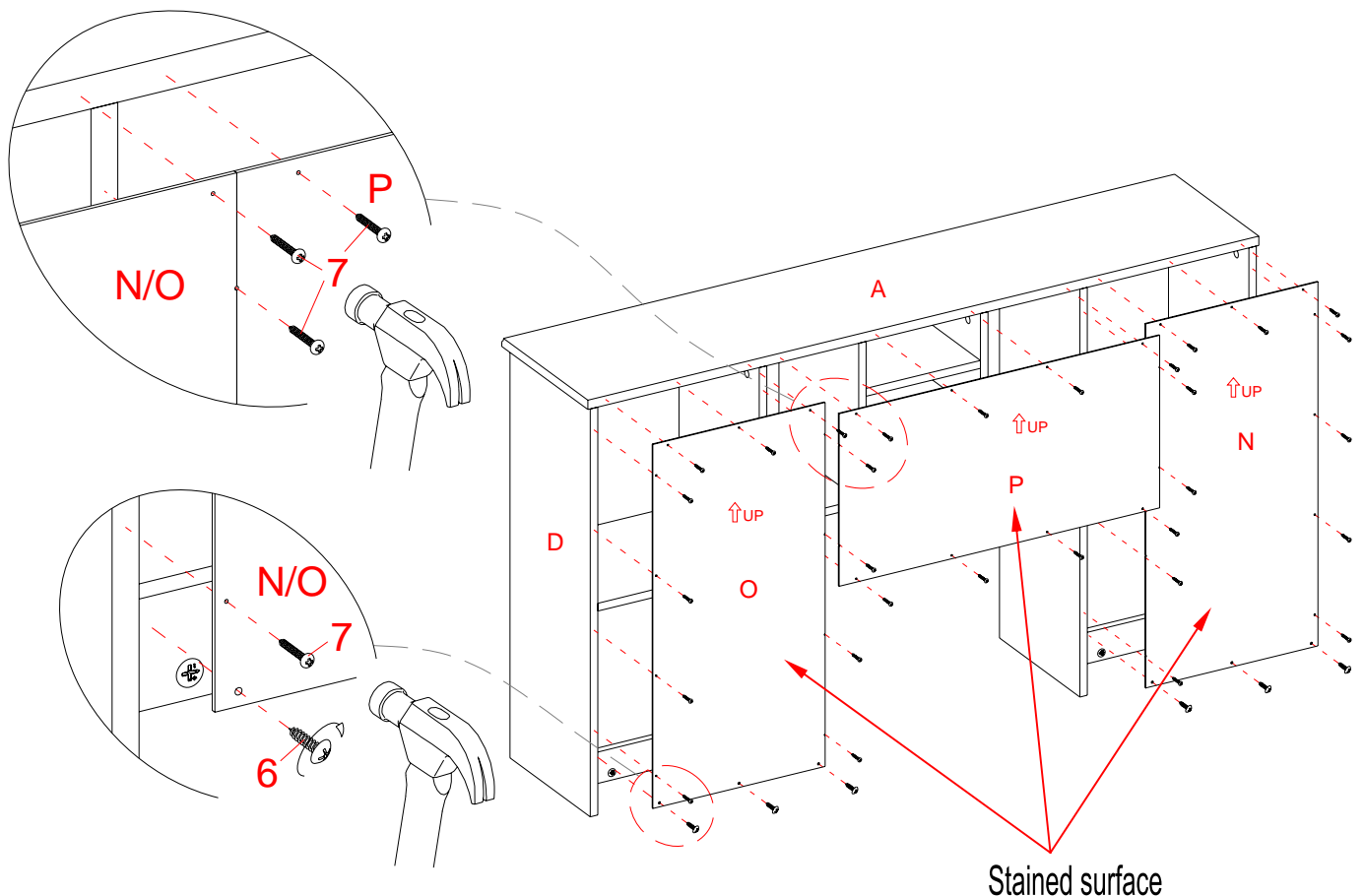
15. Insert the Wood Dowels (3) into the top inner holes of the assembled unit. **DO NOT** put dowels into the Cam Bolt holes. Position the Hutch Top Panel (A) onto the inserted Wood Dowels (3) and attach it in place by engaging 12 Cam Locks (1).



Assembly Instructions

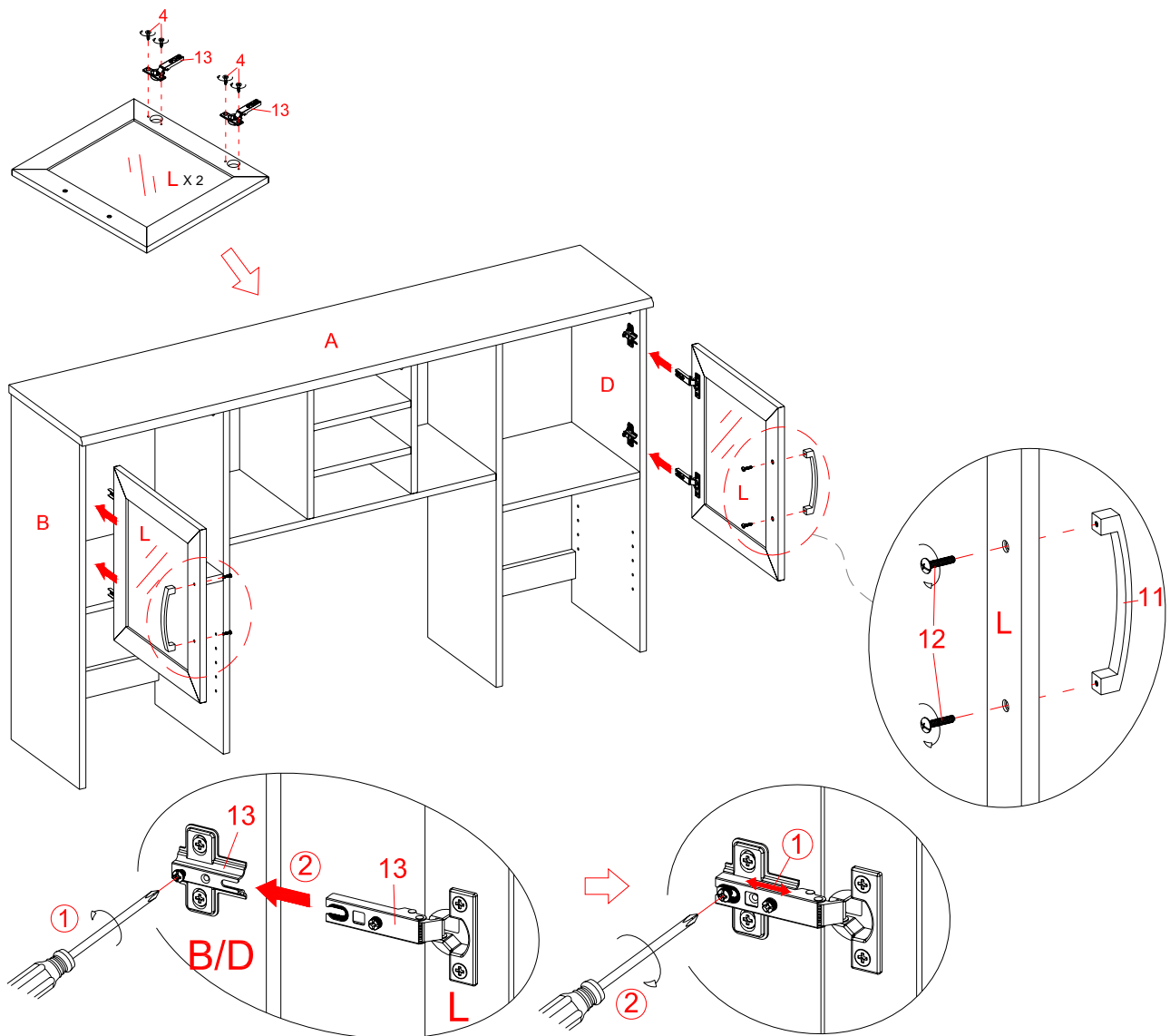
16. Now, go back and tighten all Cam Locks and Screws. Make sure that all the parts are tight and there are no gaps between the pieces. This will help keep the unit square.
17. Align and attach Left, Middle and Right Back Panels (N, P and O) to the assembled unit with the stained surface facing backward. Make sure that the overlaps on the panels are even all the way around. Secure the Left and Right Back Panels (N and O) to the Bottom Stretchers (G) using six 5/8" Screws (6). Gently hammer the 3/4" Ring Shank Nails (7) through the pre-drilled small holes on the Back Panels.

NOTE: We recommend attaching back panel with the nails at the corners first.



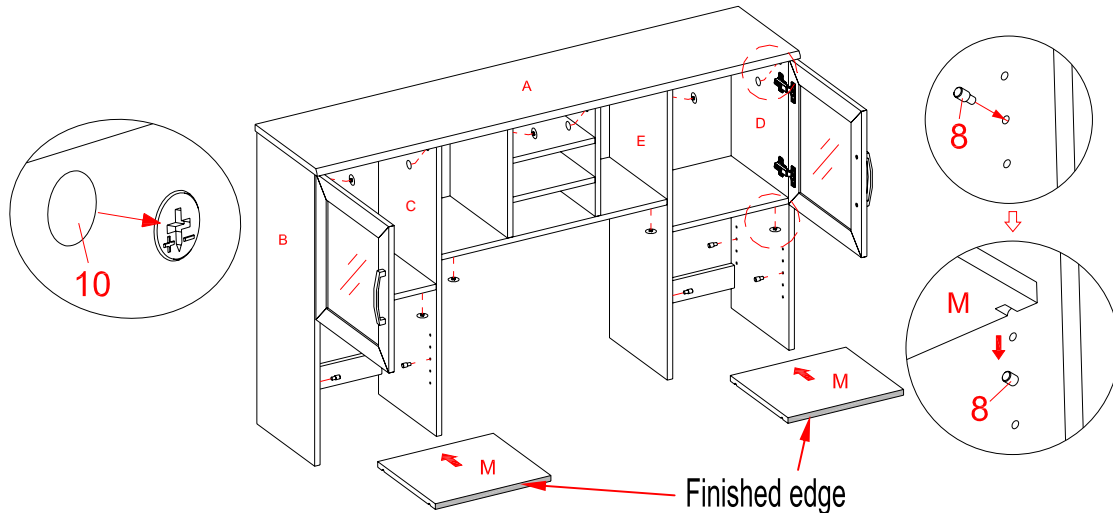
Assembly Instructions

18. Extend the Hinges Arms (13) and rest the hinge cups onto the cutouts of the Door Panels (L). Secure the Hinge Arms in place by using two 1/2" Zinc Screws (4) in each.
19. Attach the Handle (11) to the front side of each Door Panel (L) with the provided Handle Bolts (12).
20. Pick up one Door (L) and attach the extended Hinge Arms to the Hinge Bases installed on the Left Outer Panel (B). Loosen the bolt on the back of Hinge Base for an easy fit. Align and insert the "U" slot on Hinge Arm under the bolt head on the back of Hinge Base. Make sure that both door hinges engage and function properly. Tighten the bolt on the Hinge Base to lock the hinges in place.
21. Repeat the same procedure to attach the other Door Panel (L) to the Right Outer Panel (D).
22. Open and close the doors to make sure they are aligned and shut correctly. If necessary, adjust the screws for a good fit.

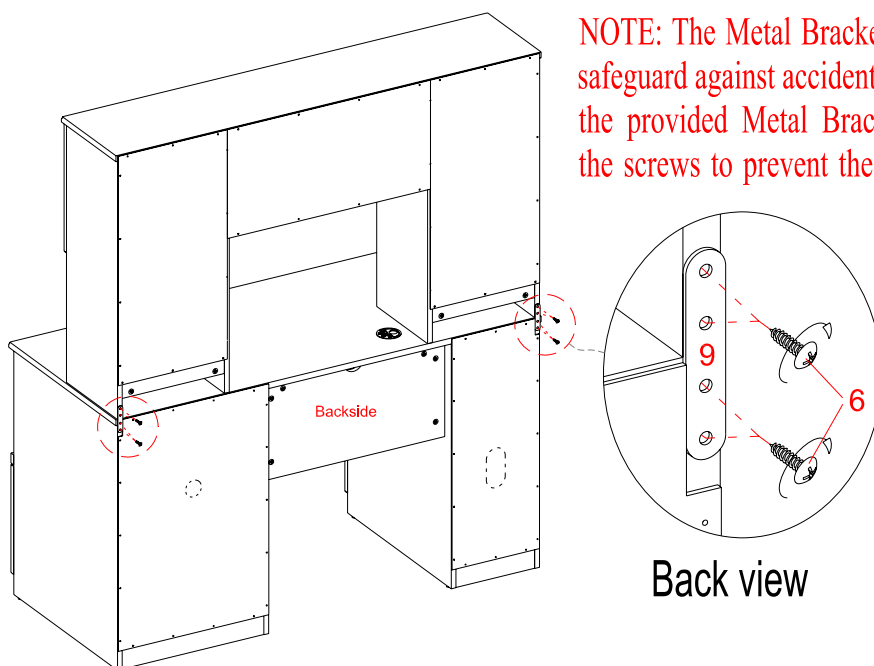


Assembly Instructions

23. Insert the Shelf Pins (8) into the desired holes on the Side Panels. Make sure you place the four Shelf Pins in the same level so the shelf is not tilted. Tilt and rest the Adjustable Shelves (M) onto the Shelf Pins (8) with the finished edge face front of the unit. Make sure that the end notches of the Shelf fit onto the Shelf Pins properly. As shown.
24. Plug Cam Lock Covers (10) onto the visible Cams Locks to conceal the Cams.



25. With the help of your assistant, carefully position assembled Hutch on the top of the desk to prevent scratching. Make sure it is centered properly and back ends are even with each other.
26. Using the Metal Bracket (9) as a template, mark the mounting hole locations at the back side of the Desk and Hutch Side Panels, as shown below. With an electric drill and 1/16" drill bit (not included), carefully drill into the marked location about 1/2" deep. Make sure that you will not crack the side edges.
27. To secure the units in place, attach the Metal Brackets (9) over the drilled holes using four 5/8" Screws (6) per Metal Bracket. Tightly fasten all the screws with a Phillips screwdriver.



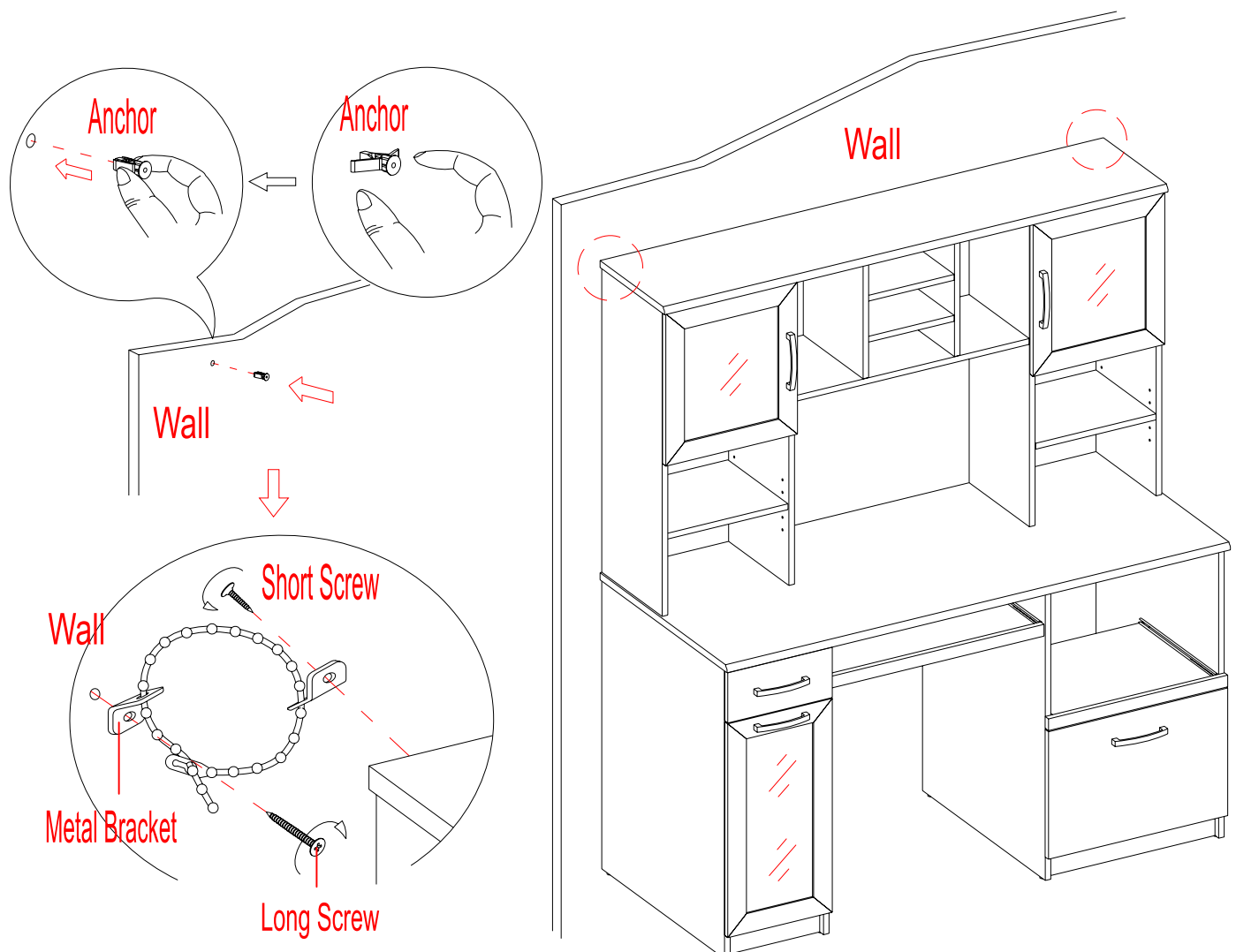
NOTE: The Metal Brackets provide an important safeguard against accidents. Make sure you attach the provided Metal Brackets to the units with the screws to prevent the units from falling over.

Back view

Assembly Instructions

28. Ask for assistance to position the assembled unit at the desired location against a wall.
29. Now, follow the instructions printed on the plastic bag containing the Tipping Restraint Hardware to attach two tipping restraints to the unit and the wall. As shown in the illustration.

NOTE: Young children can be seriously injured by tipping furniture. You must install the Tipping Restraint Hardware with the unit to prevent the unit from tipping, causing any accidents or damage. The tipping restraints are intended only as a deterrent, they are not a substitute for proper adult supervision. The tipping restraints are not earthquake restraints. If you wish to add the extra security of earthquake restraints, they must be purchased and installed separately.



Tools required: Phillips screwdriver, Power Drill, 3/8" Drill Bit and Rubber Mallet.

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 province to province (state to state).

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

www.whalenfurniture.com

Please call for replacement parts or assistance: 1-866-942-5362

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