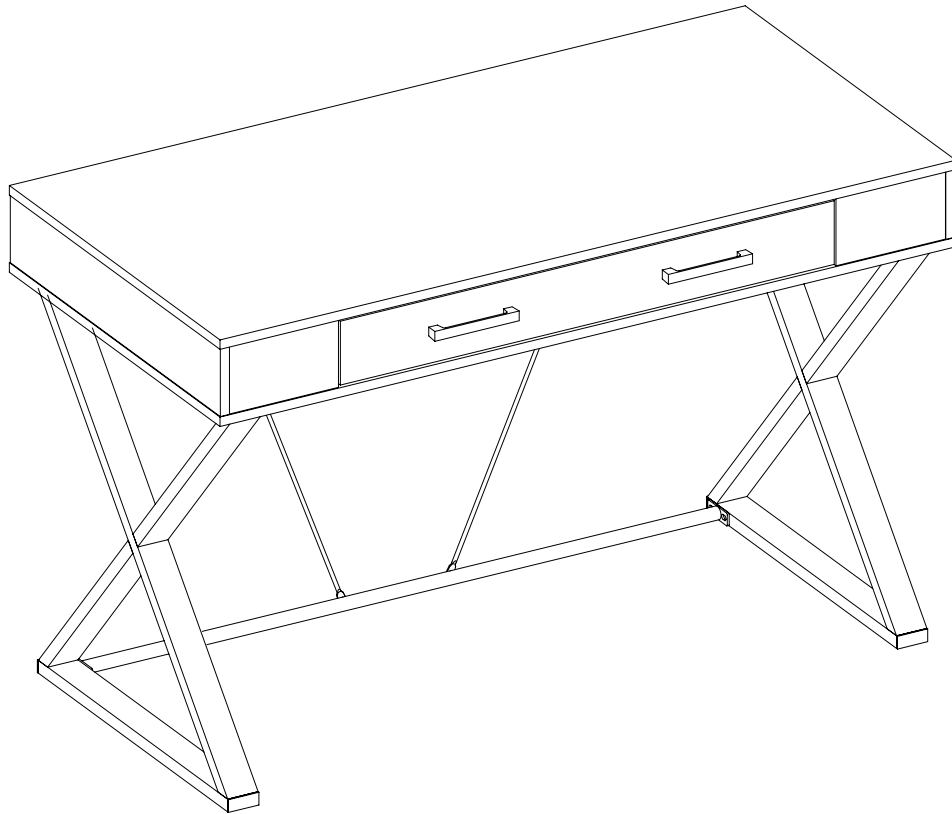




LOT NUMBER: _____
DATE PURCHASED: __/__/__

Samford Contemporary Computer Desk Model # JCS30203-2AD



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

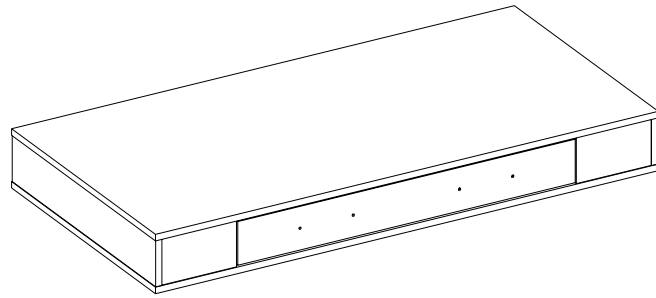
www.whalenfurniture.com

Or e-mail your request to **parts@whalenfurniture.com**

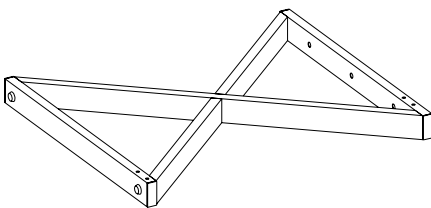
**THIS INSTRUCTION BOOKLET CONTAINS IMPORTANT SAFETY INFORMATION.
PLEASE READ AND KEEP FOR FUTURE REFERENCE.**

Parts and Hardware List

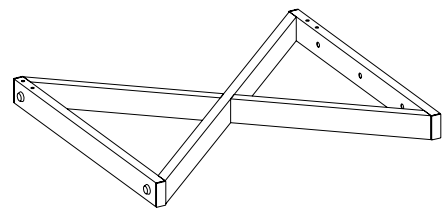
Please read completely through the instructions and verify that all listed parts and hardware are present before beginning assembly.



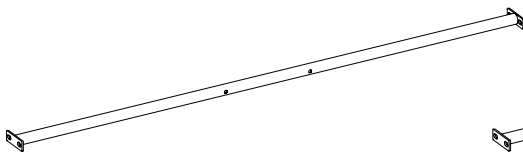
A- Desk Top (1)



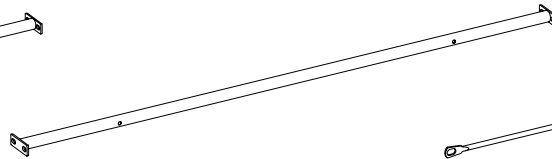
B- Left Leg (1)



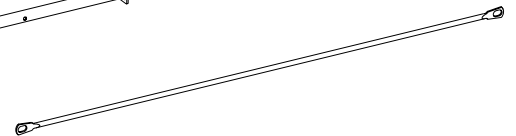
C- Right Leg (1)



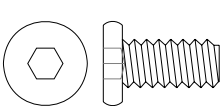
D- Bottom Stretcher (1)



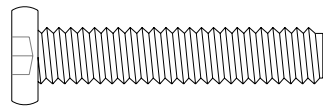
E- Top Stretcher (1)



F- Metal Bar (2)



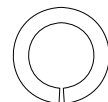
(1) 1/2" Bolt
(12+1 extra)



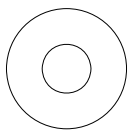
(2) 1-1/2" Bolt
(6+1 extra)



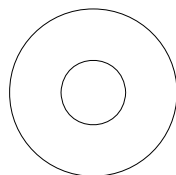
(3) Small Lock Washer
(12+1 extra)



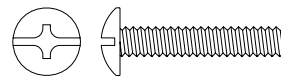
(4) Large Lock Washer
(6+1 extra)



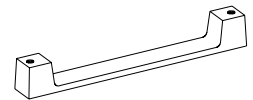
(5) Small Flat Washer
(12+1 extra)



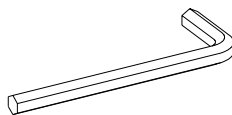
(6) Large Flat Washer
(6+1 extra)



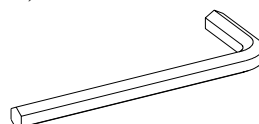
(7) Handle Bolt
(4)



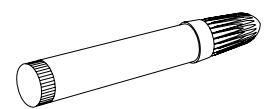
(8) Handle
(2)



4 mm Allen Wrench (1)



5 mm Allen Wrench (1)



Touch-up Pen (1)

Tools required: Allen Wrench (provided) and Phillips screwdriver (not provided).

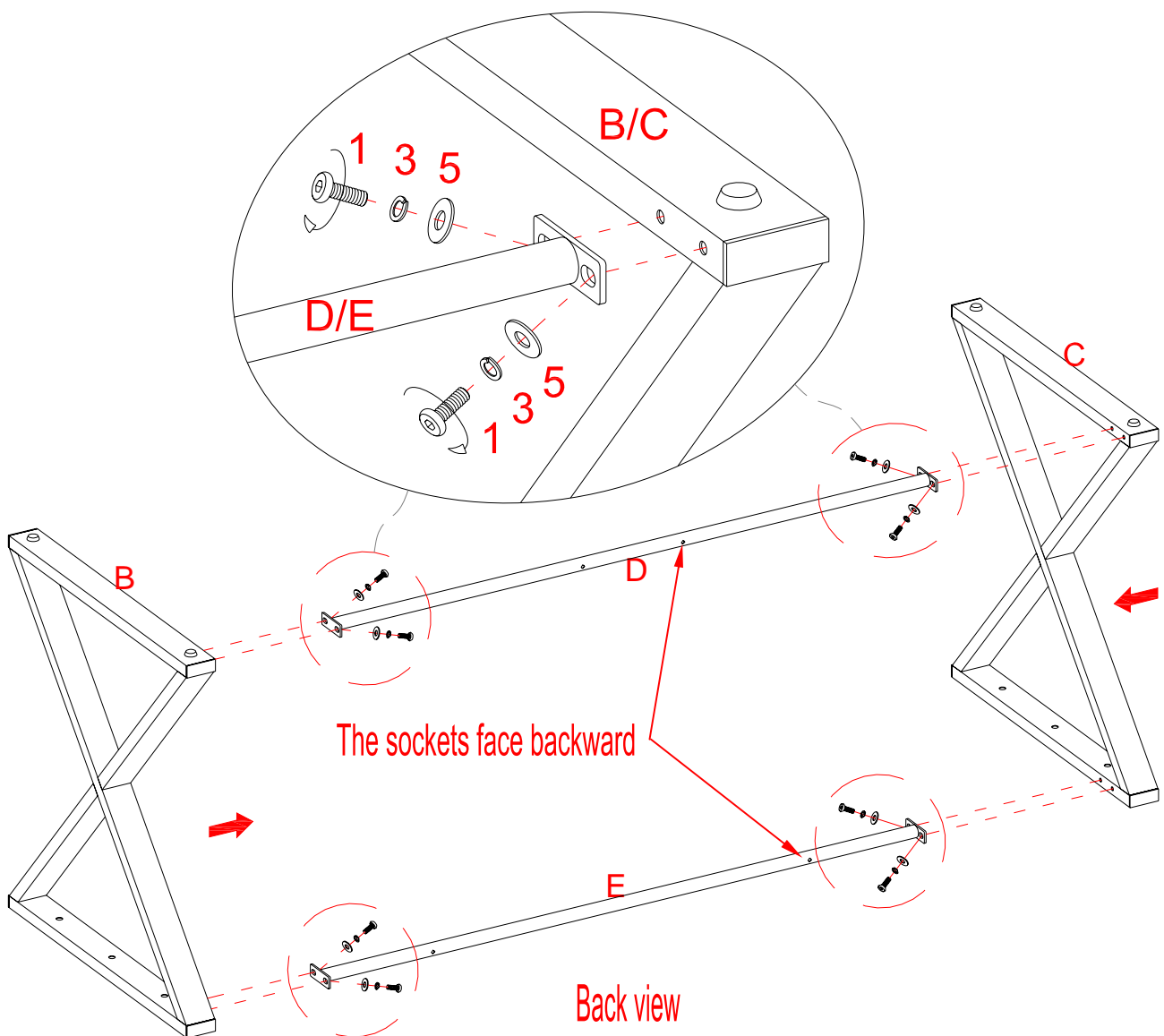
Please call for replacement parts or assistance: 1-866-942-5362

Whalen Furniture Mfg., Inc.

Assembly Instructions

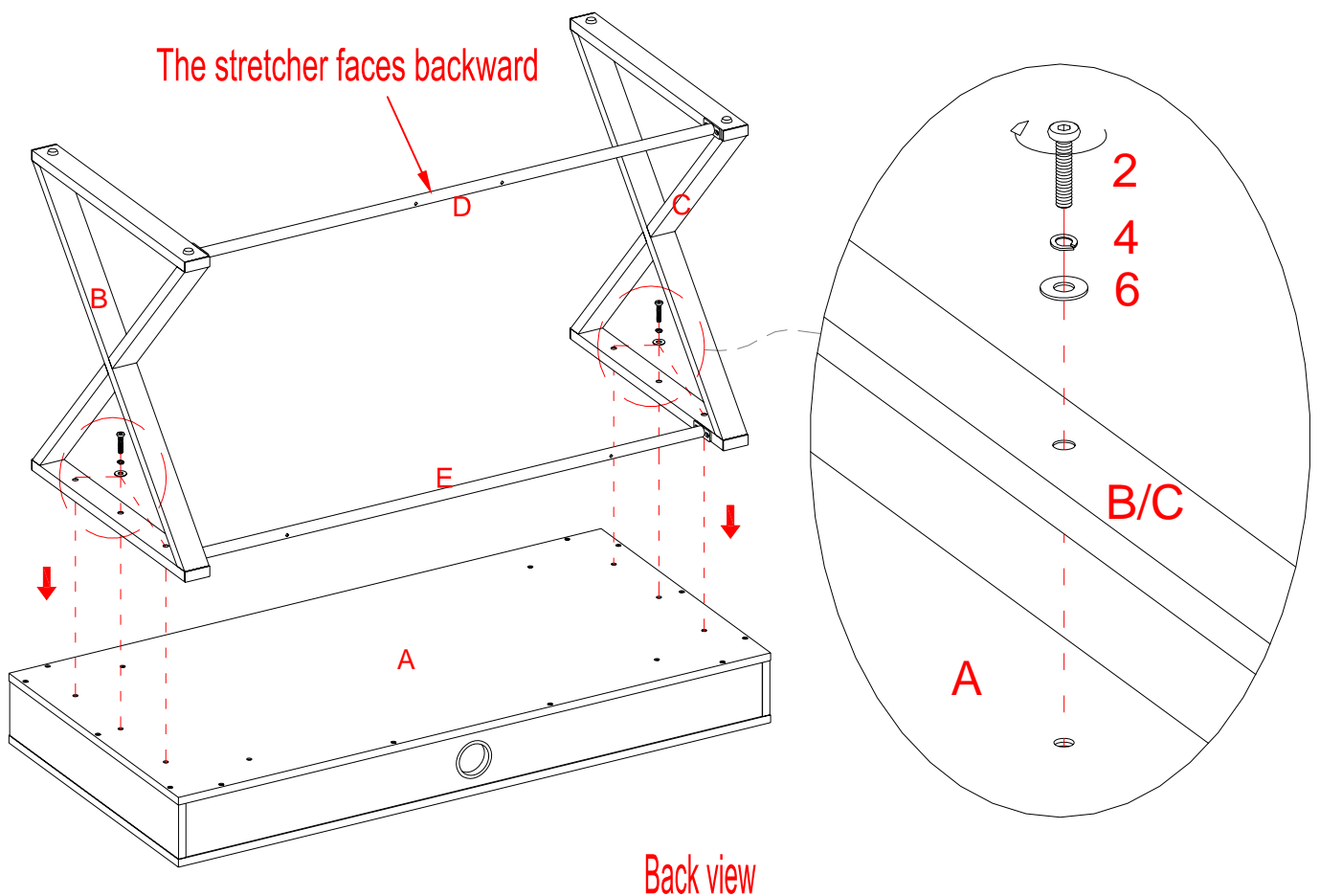
NOTE: Please do not fully tighten all bolts until you finish assembling all parts. Once assembled, go back and fully tighten all bolts. This will make the assembly easier.

1. Unpack the unit and confirm that you have all the hardware and required parts.
2. Align and attach the Top Stretcher (E) to the top rail of the Left Leg (B) by inserting two 1/2" Bolts (1) with the Small Lock Washers (3) and the Small Flat Washers (5) through the end bracket and securely screw into the leg with 4 mm Allen Wrench. Make sure that the sockets on the stretcher point towards the back of the unit. As shown below.
3. Repeat the last step to attach the Bottom Stretcher (D) to the bottom rail of the Left Leg (B).
4. Repeat the same procedure to attach the Right Leg (C) at the opposite end of the Stretchers (D and E).



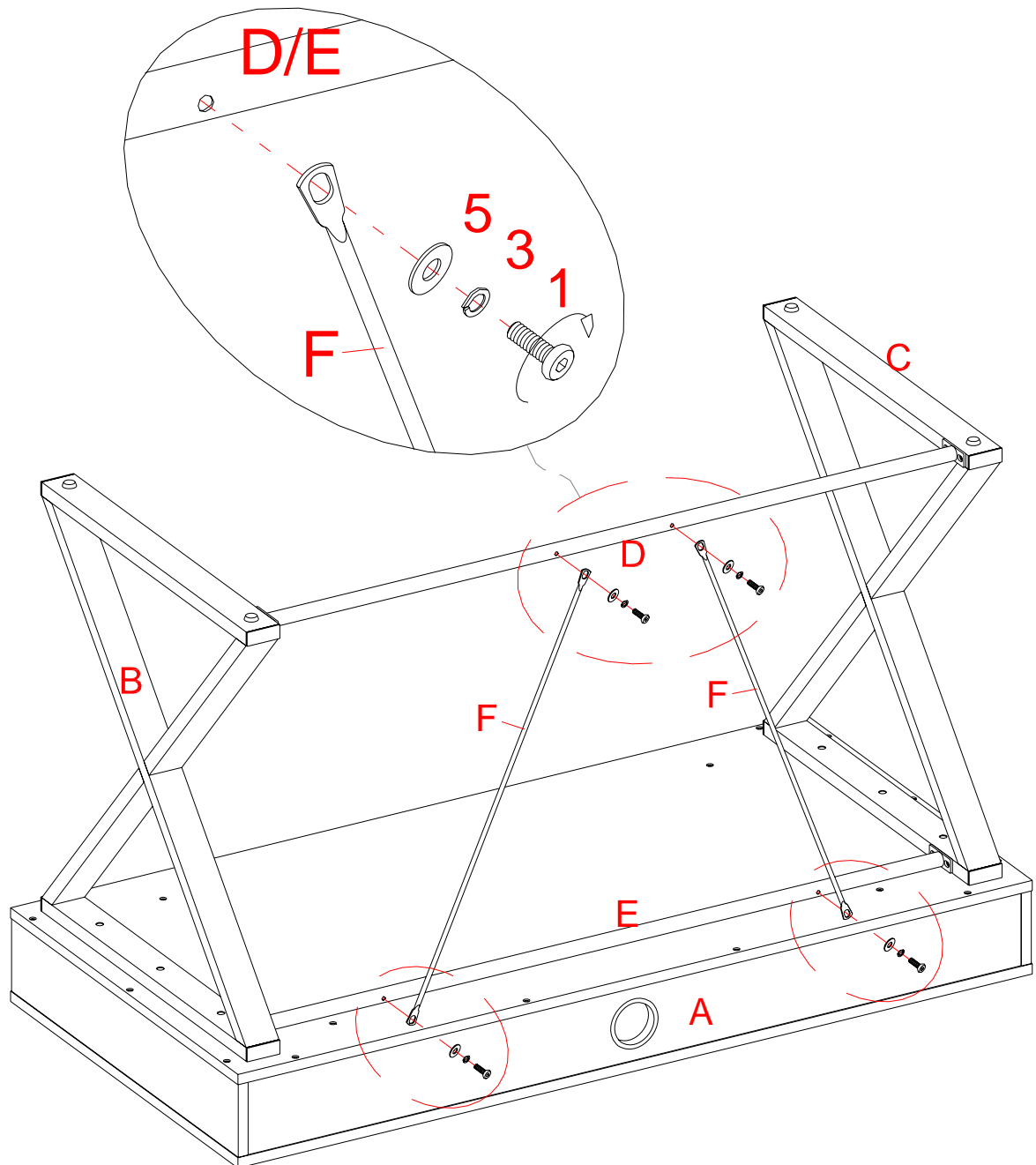
Assembly Instructions

5. Place the Desk Top (A) upside down on a level and protective surface with the threaded holes facing up.
6. Position the leg assembly onto the Desk Top (A) so that the drilled holes on the top rail of both Legs (B and C) overlap the threaded inserts on the Desk Top properly. Make sure that the assembled Stretchers (D and E) point towards the back of the unit.
7. Insert the 1-1/2" Bolts (2) with the Large Lock Washers (4) and the Large Flat Washers (6) through the drilled holes on the top rail of Legs (B and C) and securely screw into the threaded inserts on the Desk Top (A), using the enclosed 5 mm Allen Wrench.



Assembly Instructions

- Align and attach 2 Metal Bars (F) between the Stretchers (D and E) for extra support, using four 1/2" Bolts (1) and four Small Washers (3 and 5). Tighten the bolts with the provided 4 mm Allen Wrench.

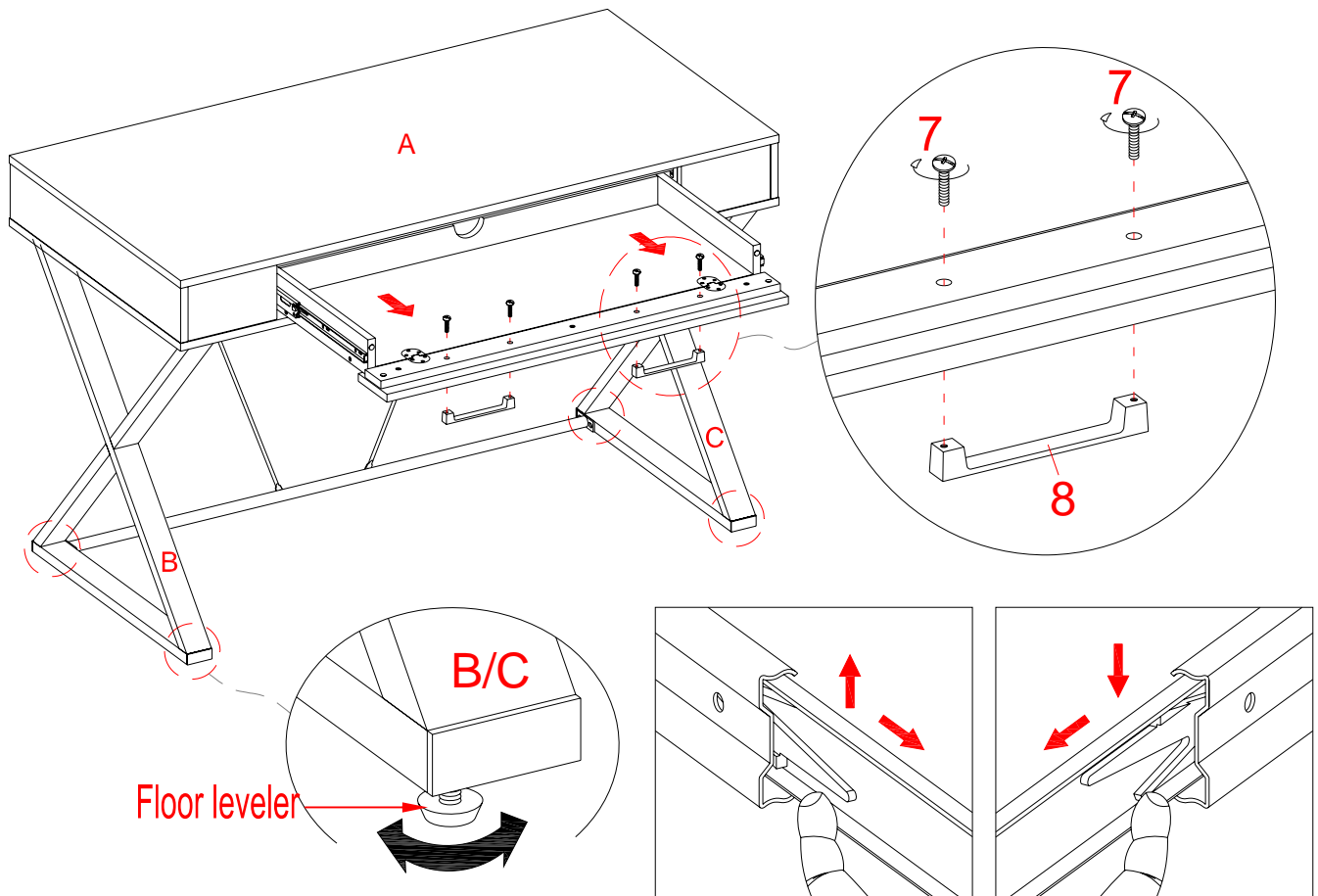


Assembly Instructions

9. Ask for assistance to lift the assembled desk upright and position it at the desired location.
10. Attach two Handles (8) to the front side of Utility Drawer Front using the provided Handle Bolts (7) and tighten with a Phillips screwdriver.
11. If you need to remove the utility drawer, please pull the drawer all the way out, then simultaneously push the plastic release lever of the ball bearing slide up on one side and down on the other side, and then pull the tray completely out.

NOTE: To place the drawer back, simply push the ball bearing cart all the way to the end of the slides (in both sides), and align the slide runners on the drawer with the slide tracks on the unit and push it carefully inside until it stops. If the drawer does not go in smoothly, please take it out and repeat the step.

12. If necessary, adjust the pre-attached floor levelers at the bottom of Legs (B and C) to level the unit.



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.

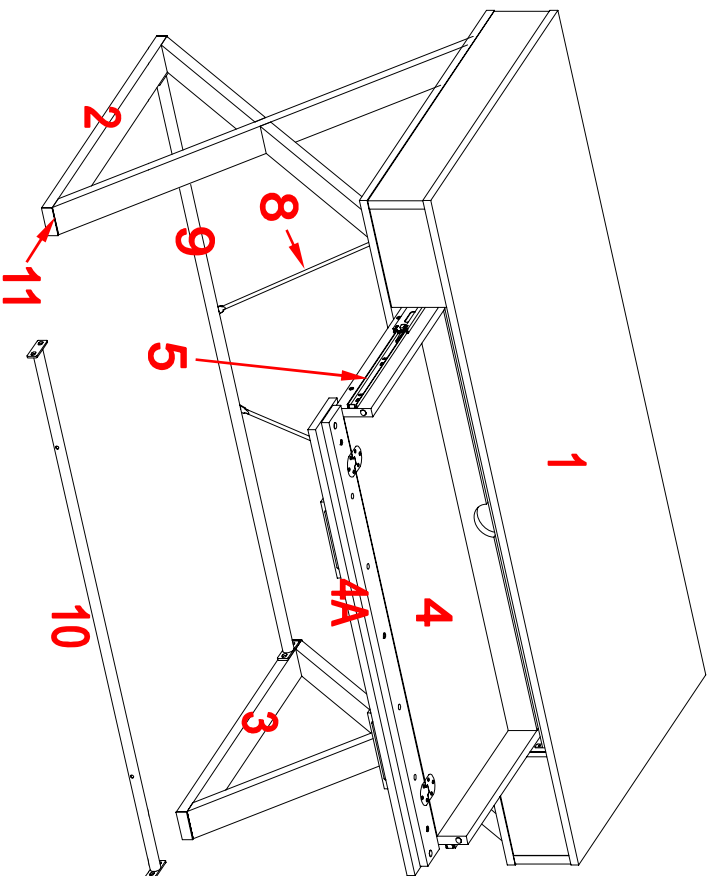
Should this product be defective in workmanship or materials or fail under normal use, we will repair or replace it for up to one (1) year from date of purchase. Every Whalen Furniture product is designed to meet your highest expectations. We guarantee that you will immediately see the value of our fine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

IF YOU NEED TO ORDER ANY REPLACEMENT PARTS, PLEASE USE THE LIST BELOW
Samford Contemporary Computer Desk (JCS30203-2AD)



- *JCS30203-2AD-1-DT Desk Top
- *JCS30203-2AD-2-LL Left Leg
- *JCS30203-2AD-3-RL Right Leg
- *JCS30203-2AD-4-UD Utility Drawer
- *JCS30203-2AD-4A-UDF Utility Drawer Front
- *JCS30203-2AD-5-DS Drawer Slides (35 mm x 14" L)
- *JCS30203-2AD-6-DDHS Drop-down Hinge w/Screws
- *JCS30203-2AD-7-REM Rare Earth Magnet
- *JCS30203-2AD-8-MB Metal Bar
- *JCS30203-2AD-9-BS Bottom Stretcher
- *JCS30203-2AD-10-TS Top Stretcher
- *JCS30203-2AD-11-PEC Plastic End Cap
- *JCS30203-2AD-12-FL Floor Leveler

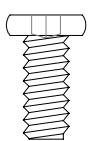
- *JCS30203-2AD-13-1/2B 1/2" Bolt
- *JCS30203-2AD-14-1 1/2LB 1-1/2" large Bolt
- *JCS30203-2AD-15-SLW Small Lock Washer
- *JCS30203-2AD-16-LLW Large Lock Washer
- *JCS30203-2AD-17-SFW Small Flat Washer
- *JCS30203-2AD-18-LFW Large Flat Washer
- *JCS30203-2AD-19-HB Handle Bolt
- *JCS30203-2AD-20-H Handle
- *JCS30203-2AD-21-G Grommet
- *JCS30203-2AD-22-M4AW 4 mm Allen Wrench
- *JCS30203-2AD-23-M5AW 5 mm Allen Wrench
- *JCS30203-2AD-24-TUP Touch-up Pen
- *JCS30203-2AD-CH Complete Hardware



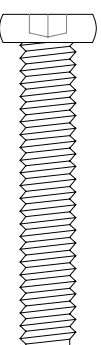
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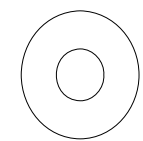
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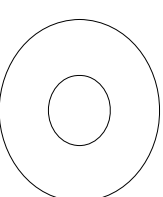
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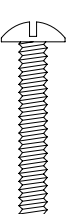
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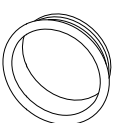
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