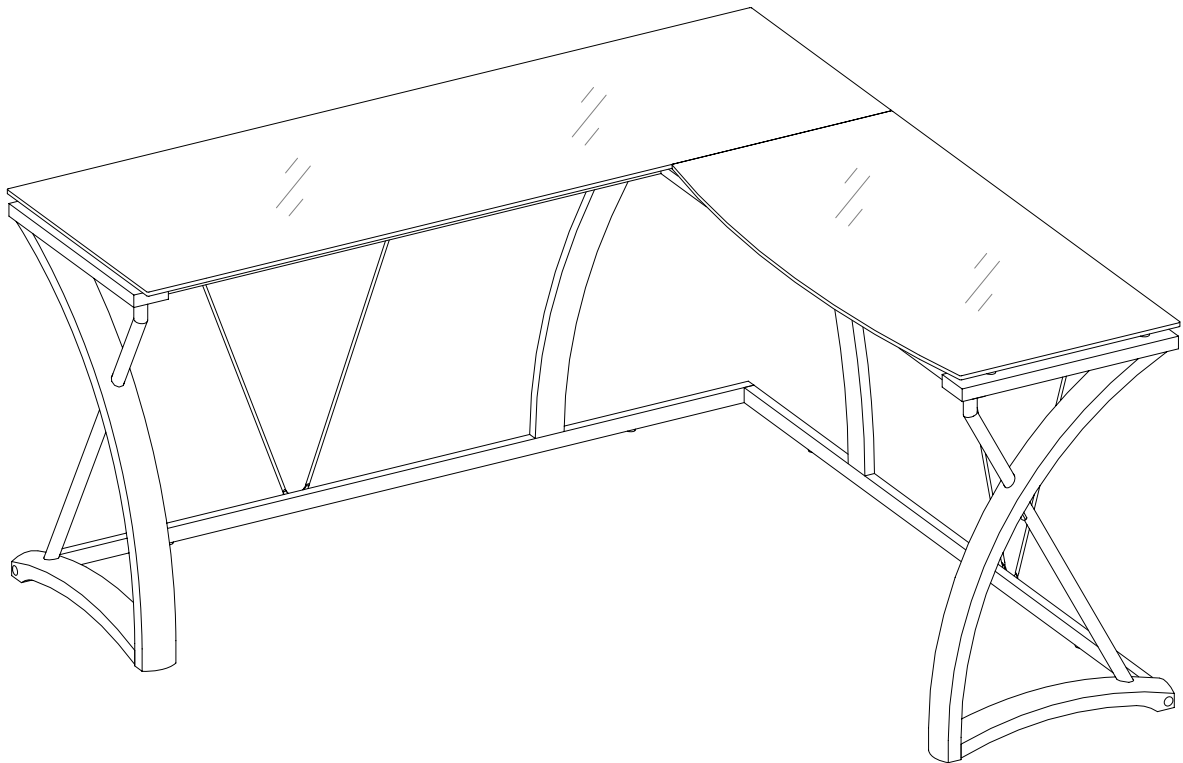




LOT NUMBER: _____

DATE PURCHASED: __/__/__

Newport Wood & Glass L Desk Model # JCS110605-D



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 website 24 hours a day, 7 days a week for product assistance at:

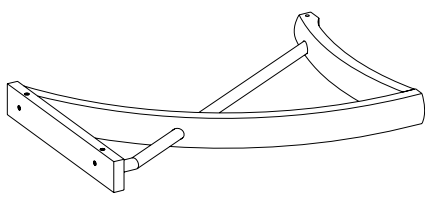
www.whalenfurniture.com

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

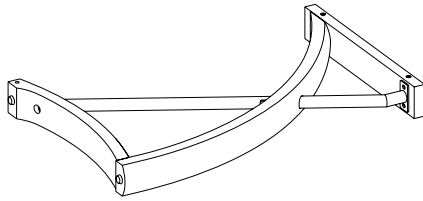
**THIS INSTRUCTION BOOKLET CONTAINS IMPORTANT SAFETY INFORMATION.
PLEASE READ AND KEEP FOR FUTURE REFERENCE.**

Parts and Hardware List

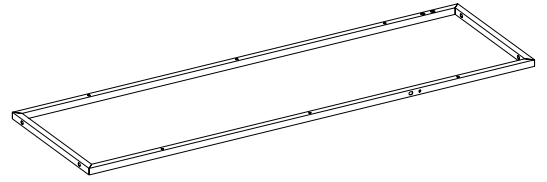
Please read completely through the instructions and verify that all listed parts are present before beginning assembly.



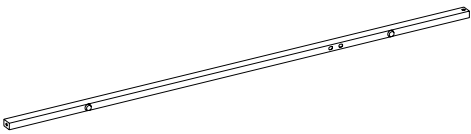
A- Desk Leg (1)



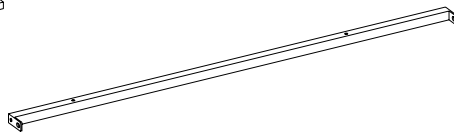
B- Return Leg (1)



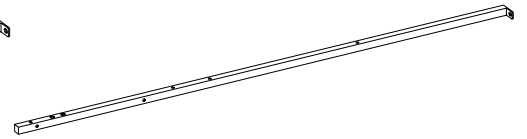
C- Desk Top Frame (1)



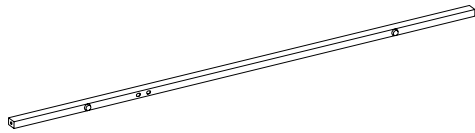
D- Desk Bottom Stretcher (1)



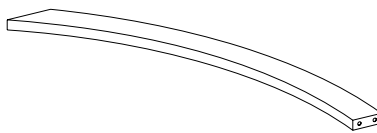
E- Return Top Front Stretcher (1)



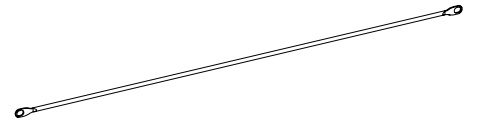
F- Return Top Back Stretcher (1)



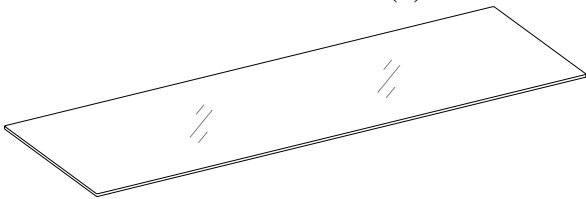
G- Return Bottom Stretcher (1)



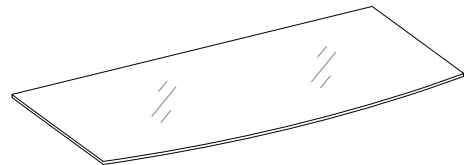
H- Back Support (2)



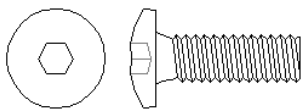
I- Metal Bar (4)



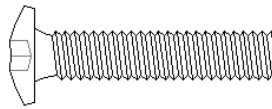
J- Desk Top (1)



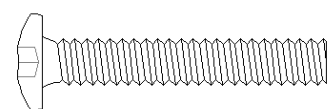
K- Return Top (1)



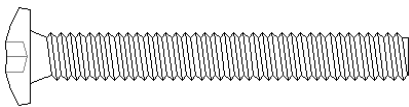
(1) 3/4" Bolt (11+1 extra)



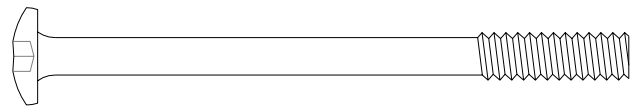
(2) 1-1/4" Bolt (9+1 extra)



(3) 1-1/2" Bolt (1+1 extra)



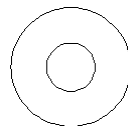
(4) 2" Bolt (4+1 extra)



(5) 3-1/8" Bolt (2+1 extra)



(6) Lock Washer (17+1 extra)



(7) Flat Washer (17+1 extra)



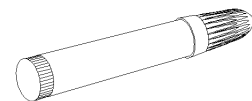
(8) Wood Plug (2+1 extra)



(9) Glass Riser (16+1 extra)



Allen Wrench (2)



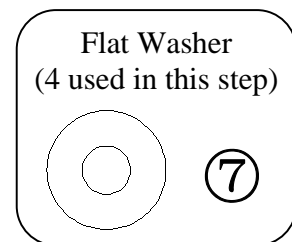
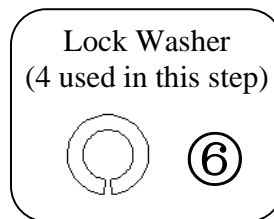
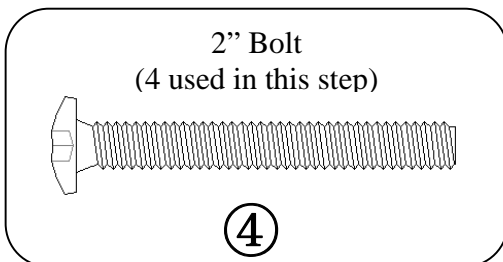
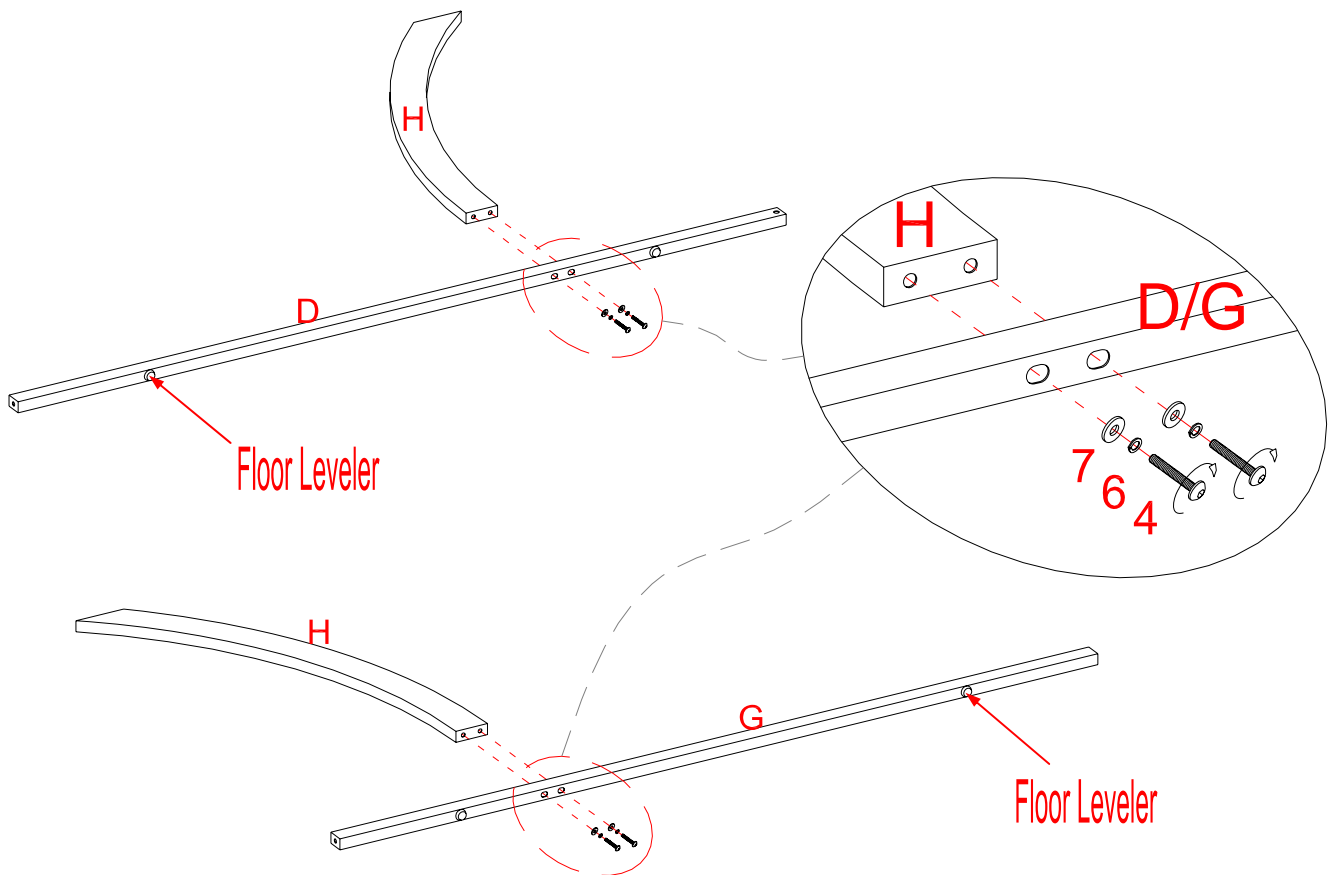
Touch-up Pen (1)

Tools required: Allen Wrench (provided).

Assembly Instructions

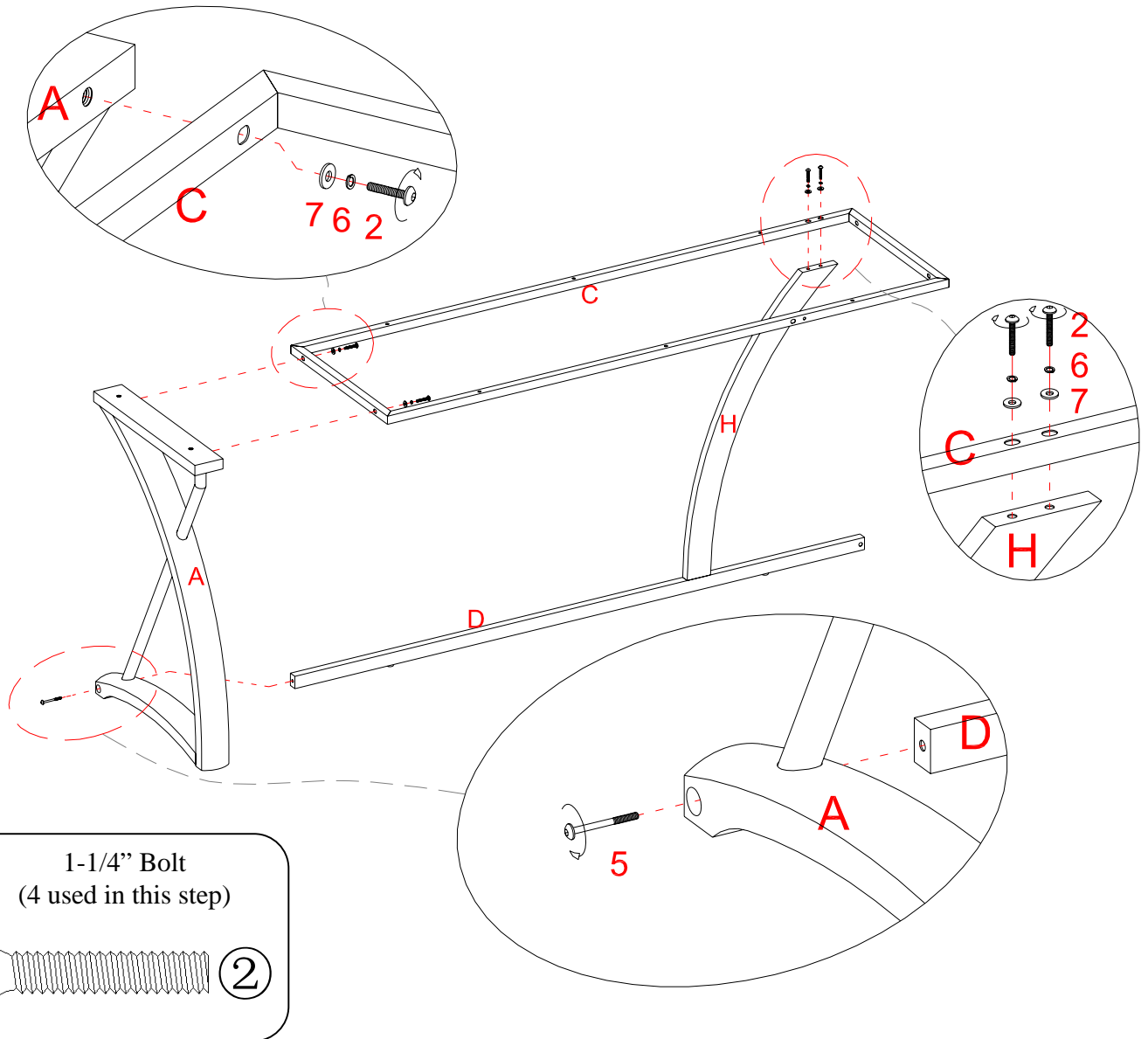
NOTE: Please do not fully tighten all bolts until you finish assembling all parts. Once assembled, go back and fully tighten all bolts. This will make the assembly easier.

1. Unpack the unit and confirm that you have all the hardware and required parts.
2. Align and attach one Back Support (H) to Desk Bottom Stretcher (D) using two 2" Bolts (4) with Lock Washers (6) and Flat Washers (7), as shown below. Make sure that the curved Back Support bends to the near end.
3. Repeat the same procedure to attach the other Back Support (H) to the Return Bottom Stretcher (G).

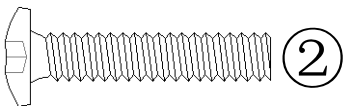


Assembly Instructions

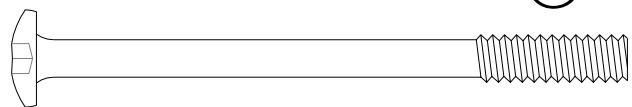
4. Fasten the Desk Bottom Stretcher (D) to the bottom rail of Desk Leg (A) by inserting one 3-1/8" Bolt (5) through the countersunk hole on the leg into place, as shown.
5. Align and attach the Desk Top Frame (C) to the top rail of the Desk Leg (A) and the Back Support (H) using four 1-1/4" Bolts (2) with Washers (6 and 7). Tighten the bolts with the enclosed Allen Wrench.



1-1/4" Bolt
(4 used in this step)



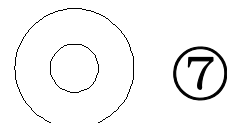
3-1/8" Bolt
(1 used in this step)



Lock Washer
(4 used in this step)

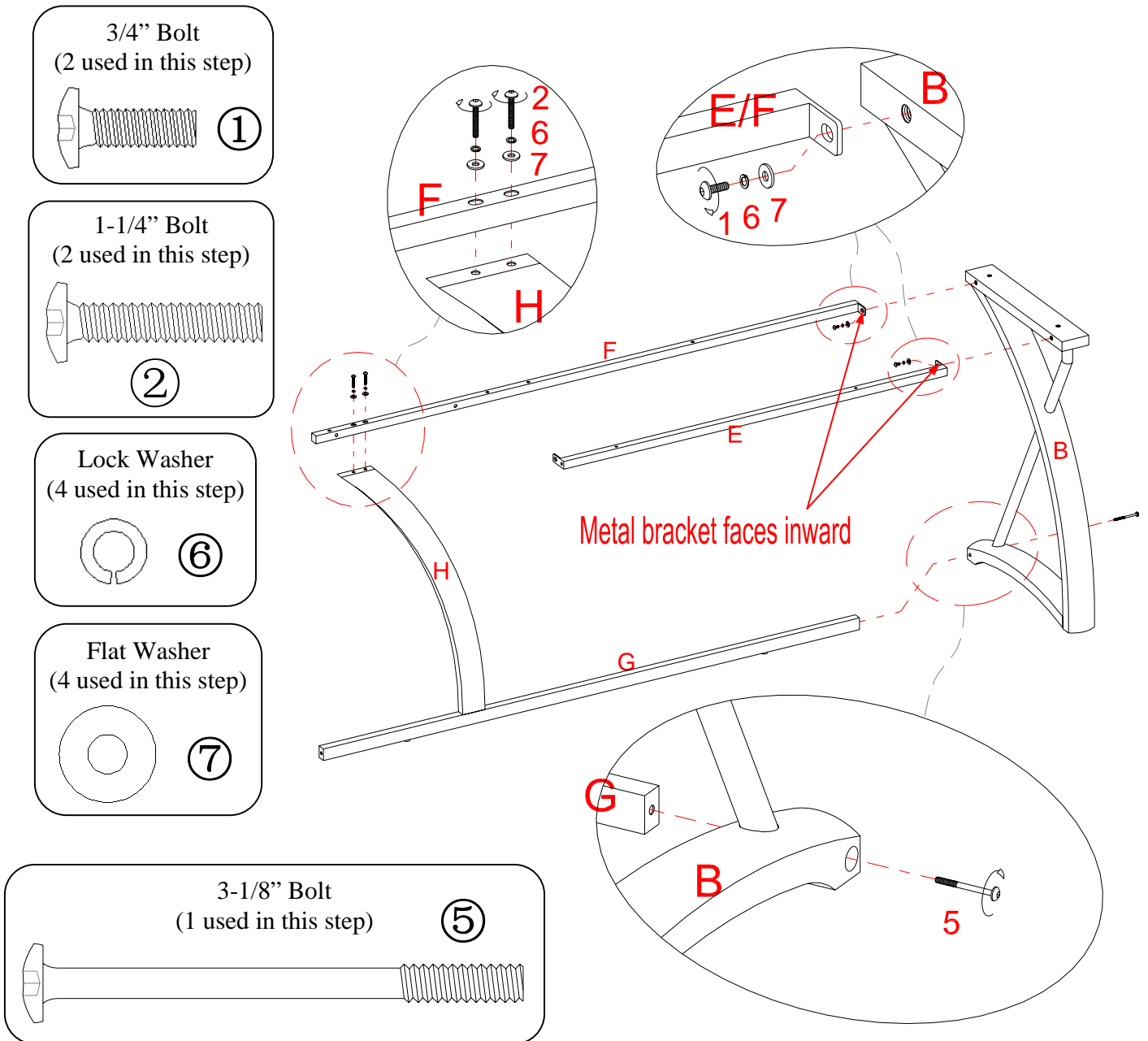


Flat Washer
(4 used in this step)



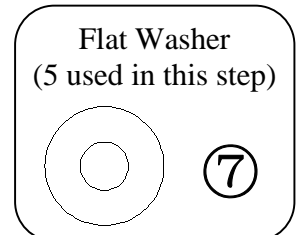
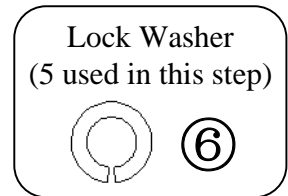
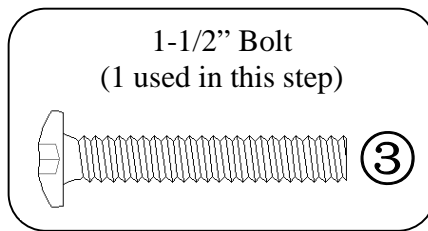
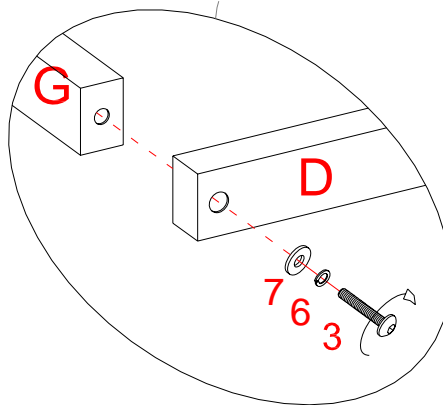
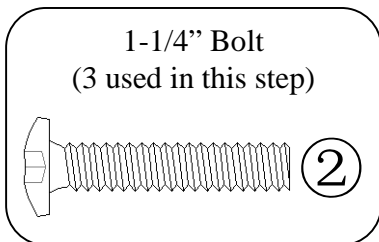
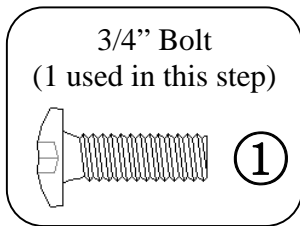
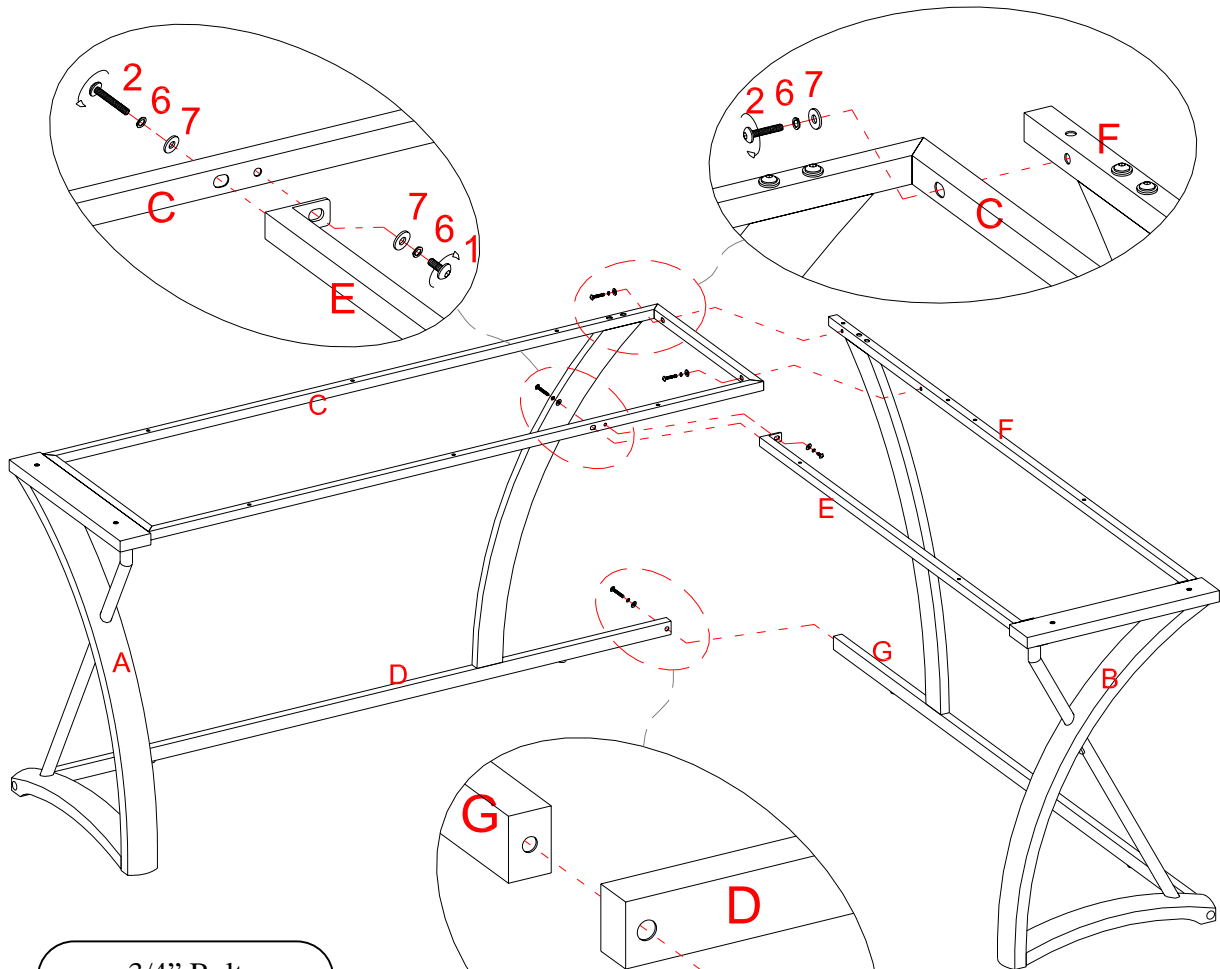
Assembly Instructions

6. Fasten the Return Bottom Stretcher (G) to the bottom rail of the Return Leg (B) by inserting one 3-1/8" Bolt (5) through the countersunk hole on the leg into place, as shown.
7. Align and attach Return Top Back Stretcher (F) to the back socket on the top rail of the Return Leg (B) using one 3/4" Bolt (1) with Washers (6 and 7) through the metal bracket. Proceed to secure the Return Top Back Stretcher (F) onto the Back Support (H) with two 1-1/4" Bolts (2) and two Washers (6 and 7).
8. Attach the Return Top Front Stretcher (E) to the front socket of the Return Leg (B) using one 3/4" Bolt (1) with Washers (6 and 7) through the metal bracket. Make sure that the metal bracket faces inward.



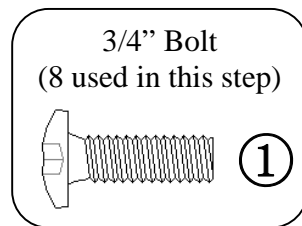
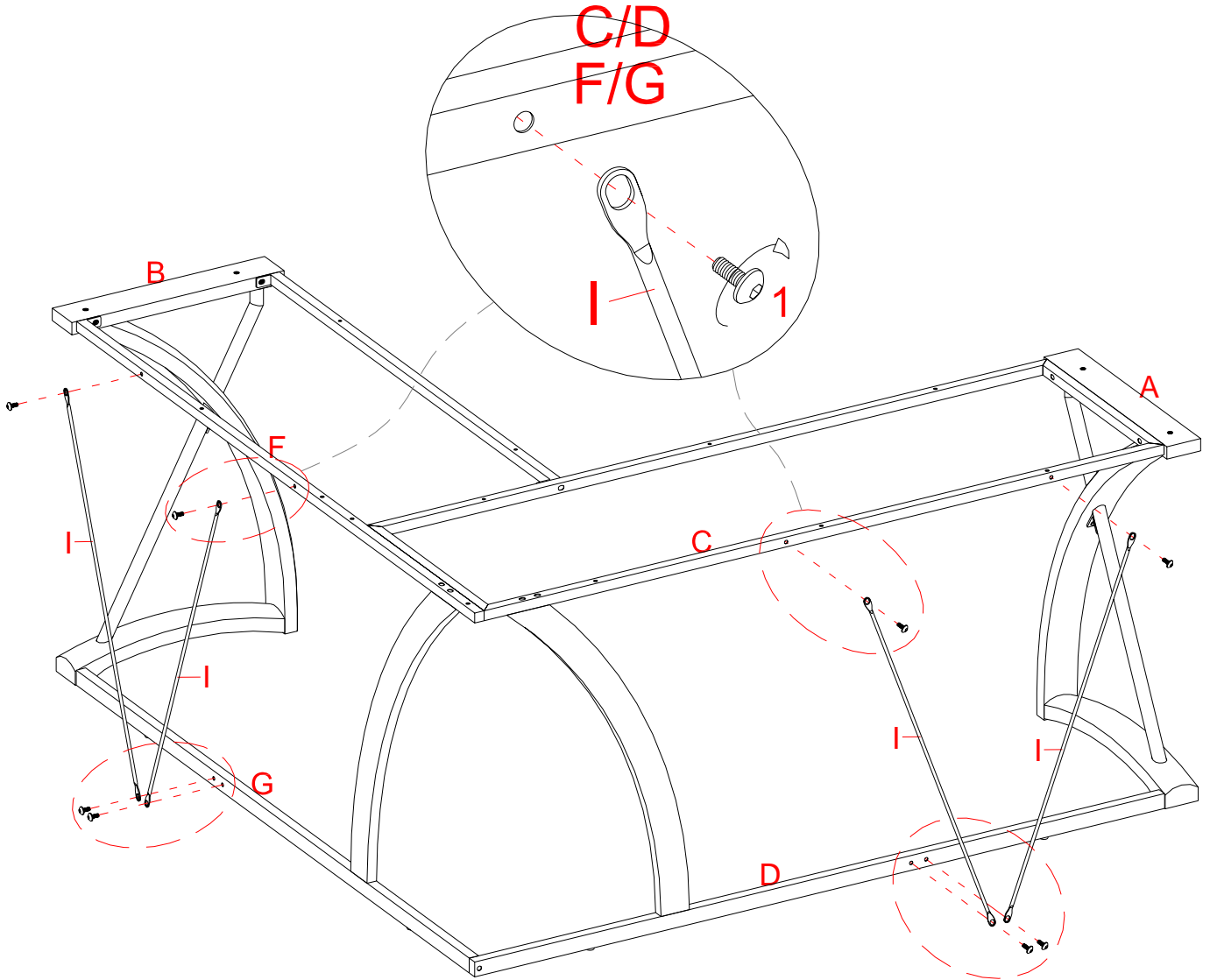
Assembly Instructions

9. Align and attach last assembly to the Desk Top Frame (C) and the Desk Bottom Stretcher (D), as shown. Insert and screw two 1-1/4" Bolts (2) with Washers (6 and 7) through the pre-drilled holes on the Desk Top Frame (C) into the Return Top Back Stretcher (F). Fasten the Return Bottom Stretcher (G) to the Desk Bottom Stretcher (D) using one 1-1/2" Bolt (3) with Washers (6 and 7).
10. Fasten the Return Front Stretcher (E) to the Desk Top Frame (C) using one 3/4" Bolt (1) and one 1-1/4" Bolt (2) with Washers (6 and 7), as shown below.



Assembly Instructions

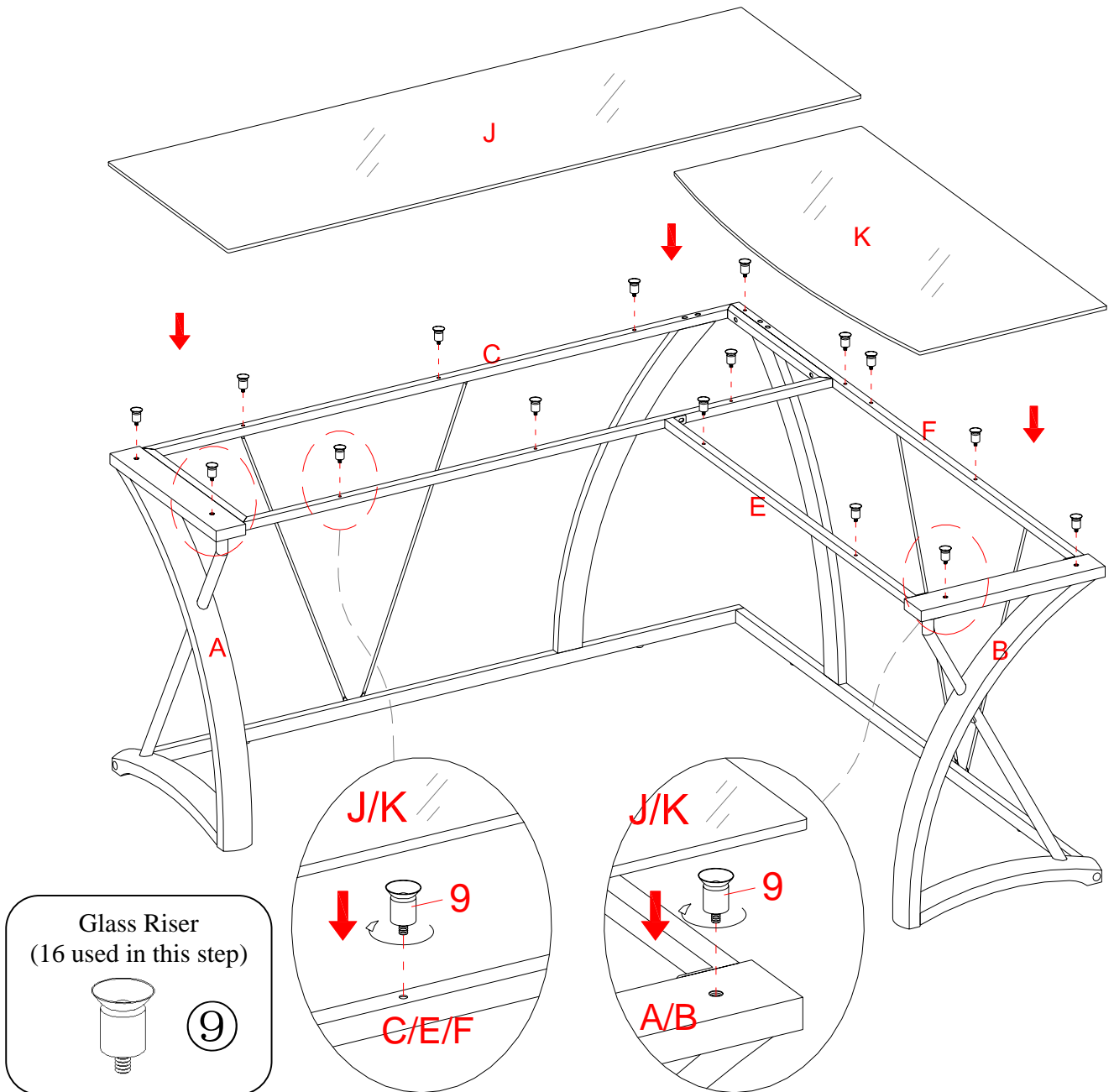
- Align and attach four Metal Bars (I) to the backside of the assembled unit for extra support using eight 3/4" Bolts (1) and tighten with the provided Allen Wrench.



Assembly Instructions

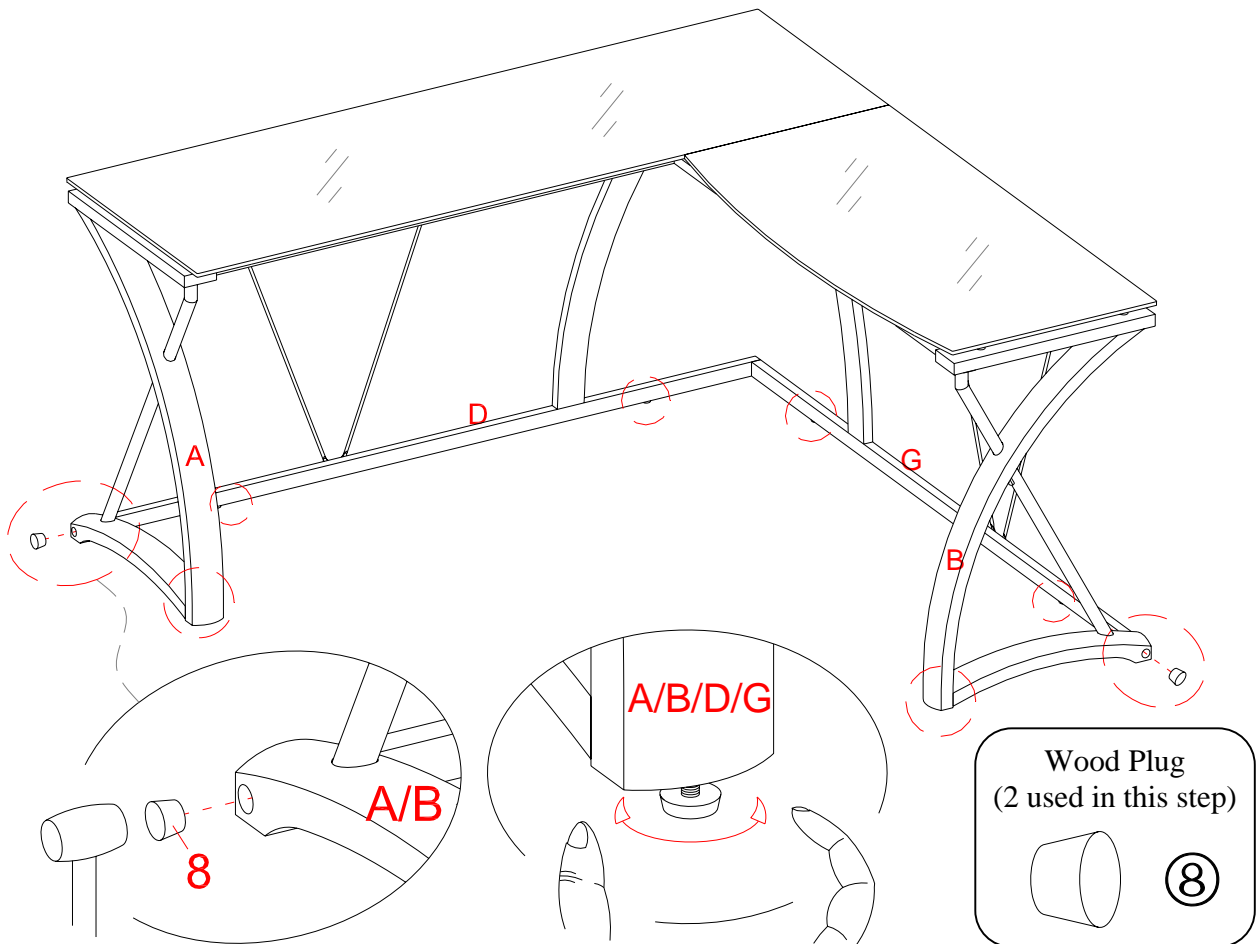
12. Screw 16 Glass Risers (9) all the way into the top sockets of the assembled unit.
13. Set the Desk Top (J) and the Return Top (K) onto place with the black side of glass down, as shown. Make sure that the glass tops are properly centered.

NOTE: If the glass top is scratched, you can minimize the damage by using a **BLACK** marker and filling in scratched area from underneath.



Assembly Instructions

14. Go back and tighten all bolts with the enclosed Allen Wrench. Cover the countersunk hole on Desk Leg (A) and Return Leg (B) by inserting the provided Wood Plugs (8). Gently tap the Wood Plugs with a rubber mallet to ensure they are fully seated.
15. If necessary, adjust the pre-attached floor levelers at the bottom of Legs (A and B) and the Bottom Stretchers (D and G) to level the unit and assure stability.



KEEP THESE INSTRUCTIONS FOR FUTURE REFERENCE

If the glass is chipped or broken, stop using the product and consult the manufacturer or supplier.

⚠ WARNING

- 1) Do not place very hot or very cold items on the glass surface(s) unless adequately thick tablemats are used to prevent such items from coming into contact with the glass.
- 2) Do not sit or stand upon the glass surface(s).
- 3) Do not use the glass as a chopping surface. Do not strike the glass with hard or pointed items.
- 4) When cleaning glass panel use a damp cloth or leather with washing up liquid or soft soap if necessary; do not use washing powders or any other substances containing abrasive since these substances scratch glass.

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

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

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

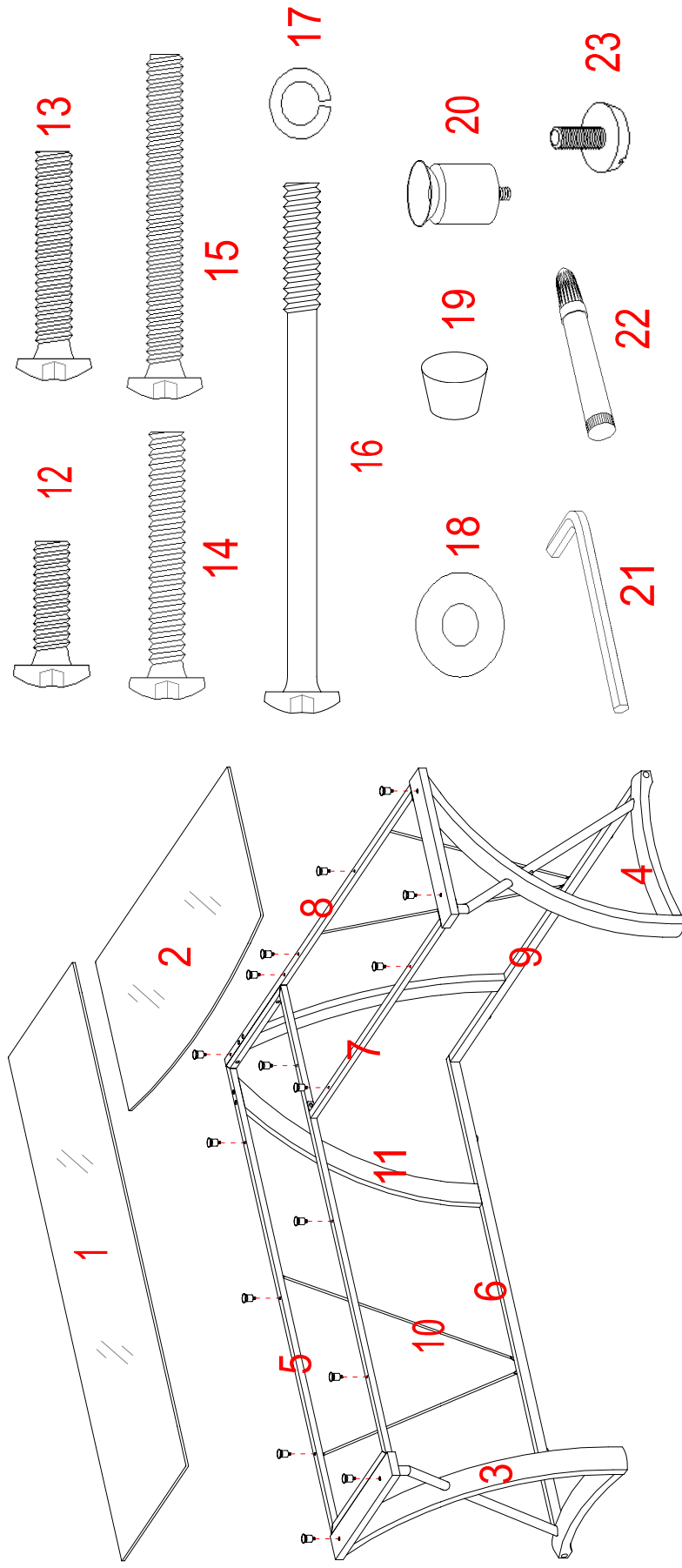
Whalen Furniture Mfg., Inc.

Page 10

Factory No. 33-10944

IF YOU NEED TO ORDER REPLACEMENT PARTS, PLEASE USE THE LIST BELOW

Newport Wood & Glass L Desk (JCS110605-D)



- *JCS110605-D-1-DT
- *JCS110605-D-2-RT
- *JCS110605-D-3-DL
- *JCS110605-D-4-RL
- *JCS110605-D-5-DTF
- *JCS110605-D-6-DBS
- *JCS110605-D-7-RTFS
- *JCS110605-D-8-RTBS
- *JCS110605-D-9-RBS
- *JCS110605-D-10-MB
- *JCS110605-D-11-BS
- *JCS110605-D-12-3/4B

- Desk Top
- Return Top
- Desk Leg
- Return Leg
- Desk Top Frame
- Desk Bottom Stretcher
- Return Top Front Stretcher
- Return Top Back Stretcher
- Return Bottom Stretcher
- Metal Bar
- Back Support
- 3/4" Bolt

- *JCS110605-D-13-1 1/4B
- *JCS110605-D-14-1 1/2B
- *JCS110605-D-15-2B
- *JCS110605-D-16-3 1/8B
- *JCS110605-D-17-LW
- *JCS110605-D-18-FW
- *JCS110605-D-19-WP
- *JCS110605-D-20-GR
- *JCS110605-D-21-AW
- *JCS110605-D-22-TUP
- *JCS110605-D-23-FL
- *JCS110605-D-CH

- 1-1/4" Bolt
- 1-1/2" Bolt
- 2" Bolt
- 3-1/8" Bolt
- Lock Washer
- Flat Washer
- Wood Plug
- Glass Riser
- Allen Wrench
- Touch-up Pen
- Floor Leveler
- Complete Hardware