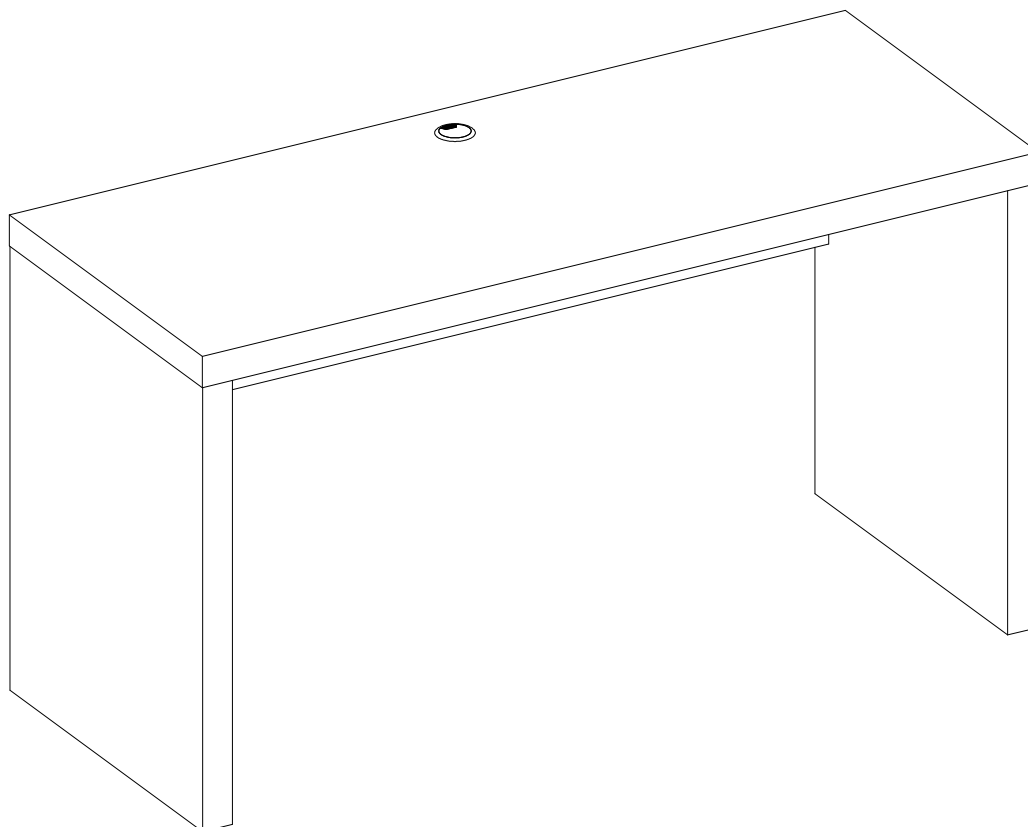




LOT NUMBER: _____
DATE PURCHASED: __/__/__

Manning Desk

Model # SPCA-MMPD



ADULT ASSEMBLY REQUIRED

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

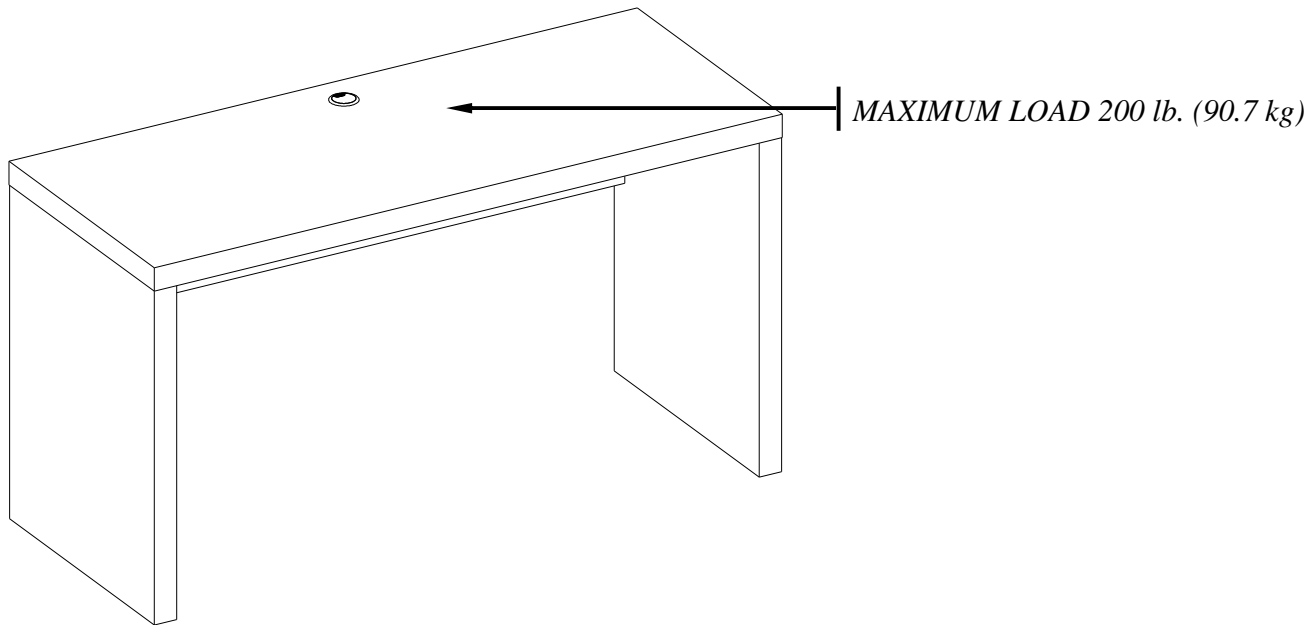
Or e-mail your request to **parts@whalenfurniture.com**

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

Date 2016-10-19 Rev. 0001-C Factory: HESLTD

MAXIMUM RECOMMENDED WEIGHT LOADS

MANUFACTURER: Whalen Furniture Manufacturing
CATALOG: Manning Desk (SPCA-MMPD)
MADE IN CHINA



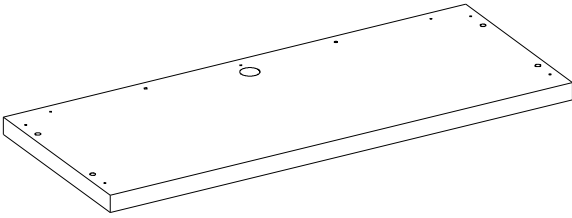
⚠ WARNING THIS UNIT IS INTENDED FOR USE ONLY WITH THE MAXIMUM WEIGHTS INDICATED. USE WITH LOAD HEAVIER THAN THE MAXIMUM WEIGHTS INDICATED MAY RESULT IN INSTABILITY, CAUSING POSSIBLE INJURY.

SPECIAL NOTE

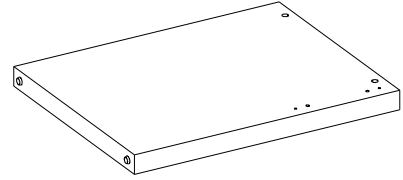
Please read the instruction sheets completely before assembly. Examine all packaging material before discarding carton. Remove any remaining staples from the carton before discarding. Remove all parts from carton and separate into groups as indicated on part list. Please ensure all parts are included prior to assembly. Use of power tools to complete assembly is not recommended.

Parts and Hardware List

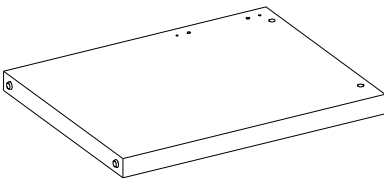
Please read completely through the instructions and verify that all listed parts and hardware are present before beginning assembly.



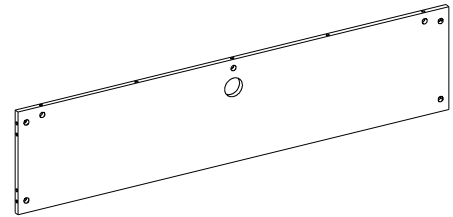
A- Desk Top (1)



B- Desk Left Side Panel (1)



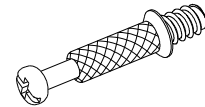
C- Desk Right Side Panel (1)



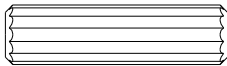
D- Modesty Panel (1)



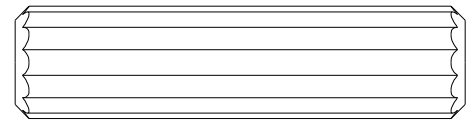
(1) Large Cam Lock (11+1 extra)



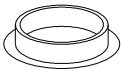
(2) Cam Bolt (11+1 extra)



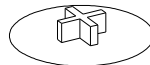
(3) M8 x 30 mm Wood Dowel (6+1 extra)



(4) M15 x 60 mm Wood Dowel (4+1 extra)



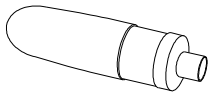
(5) Cam Cover (4+1 extra)



(6) Cam Cap (7+1 extra)



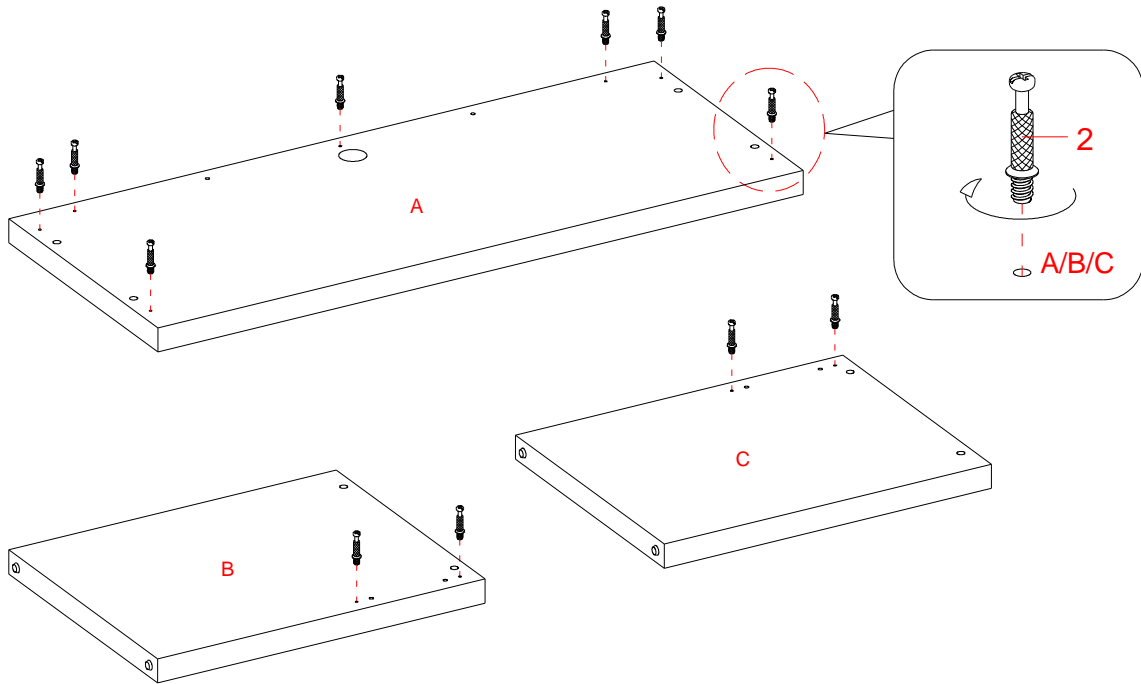
(7) Grommet (2)



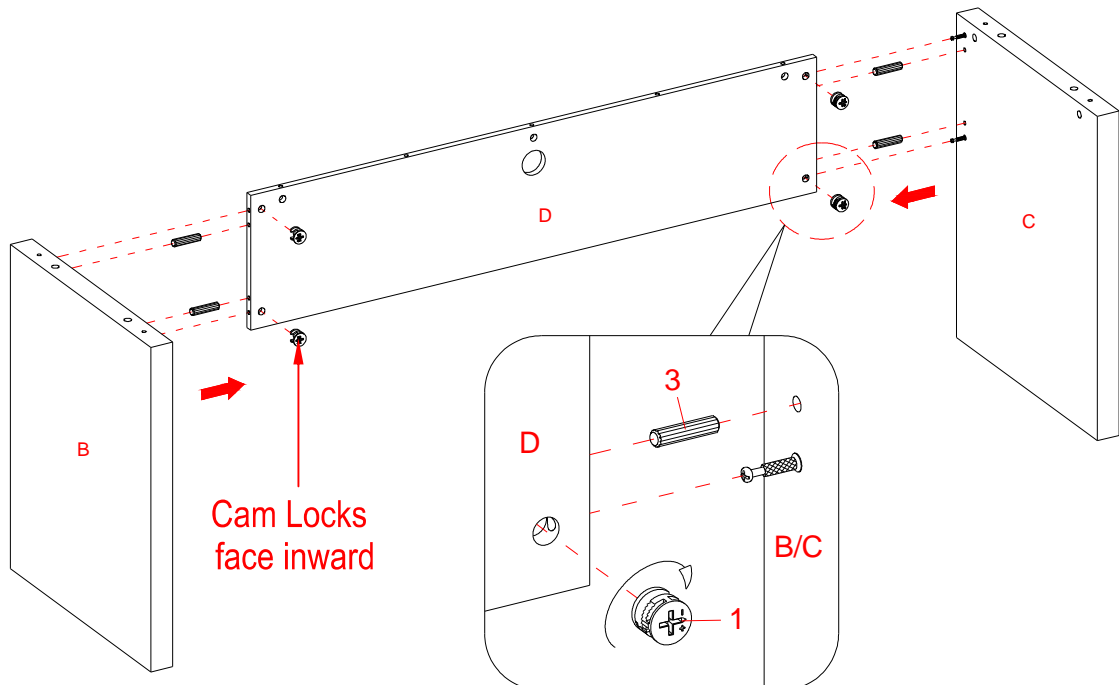
Glue (1)

Tools required: Phillips screwdriver and hammer (not provided).

Assembly Instructions

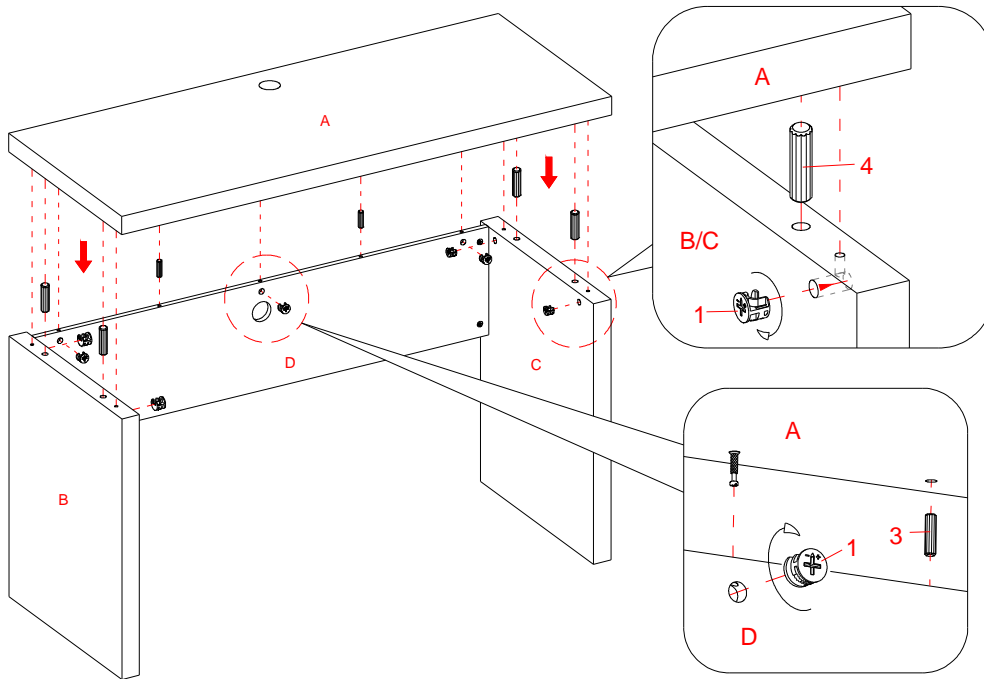


1. Unpack the unit and confirm that you have all the hardware and required parts. Assemble the unit on a carpeted floor or the empty carton to avoid any scratch.
2. Locate the Desk Top (A), Desk Left and Right Side Panels (B and C) with the holes facing up. Securely screw the Cam Bolts (2) into the designated small holes by a Phillips screwdriver, as shown.

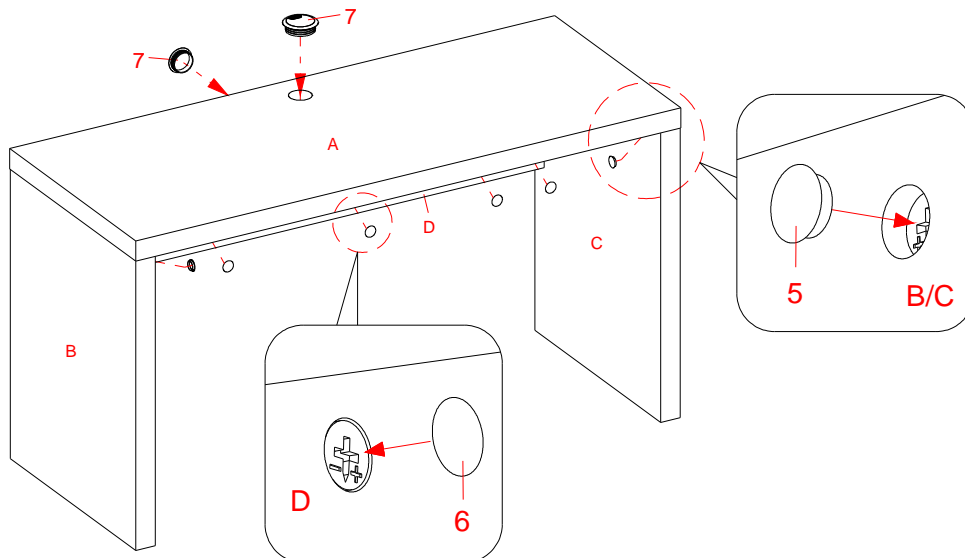


3. Glue four M8 x 30 mm Wood Dowels (3) into the inner holes of Modesty Panel (D) at both ends. Attach the Modesty Panel (D) between the Desk Left and Right Side Panels (B and C) with four Cam Locks (1) (Refer to page 3 on Cam Lock system operation supplement).

Assembly Instructions



4. Glue four M15 x 60 mm Wood Dowels (4) and two M8 x 30 mm Wood Dowels (3) into the top inner holes of the Desk Side Panels (B and C) and the Modesty Panel (D). As shown. **DO NOT** insert the Wood Dowels into the Cam Bolt holes.
5. Ask for assistance to position the Desk Top (A) onto the inserted Wood Dowels (3 and 4). Attach the Desk Top (A) in place with seven Cam Locks (1).



6. Gently tap four Cam Covers (5) onto the Cam Locks (1) on the Desk Side Panels (B and C) with a rubber mallet to ensure they are fully seated. Plug the Cam Caps (6) onto the visible Cam Locks to conceal the Cams.
7. Place two Grommets (7) over the top and back holes on the assembled desk.

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.

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