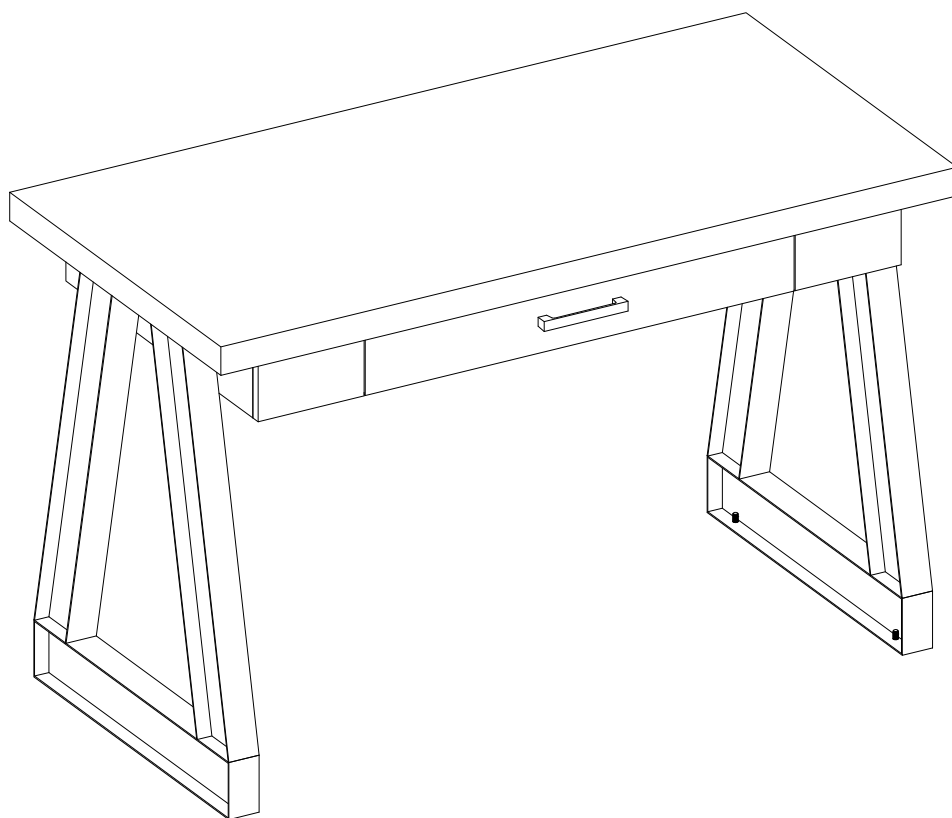




LOT NUMBER: \_\_\_\_\_  
DATE PURCHASED: \_\_/\_\_/\_\_

## Industria Writing Desk Stock #INDWD



### **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 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 to Friday

Or visit our website 24 hours a day, 7 days a week for product assistance at

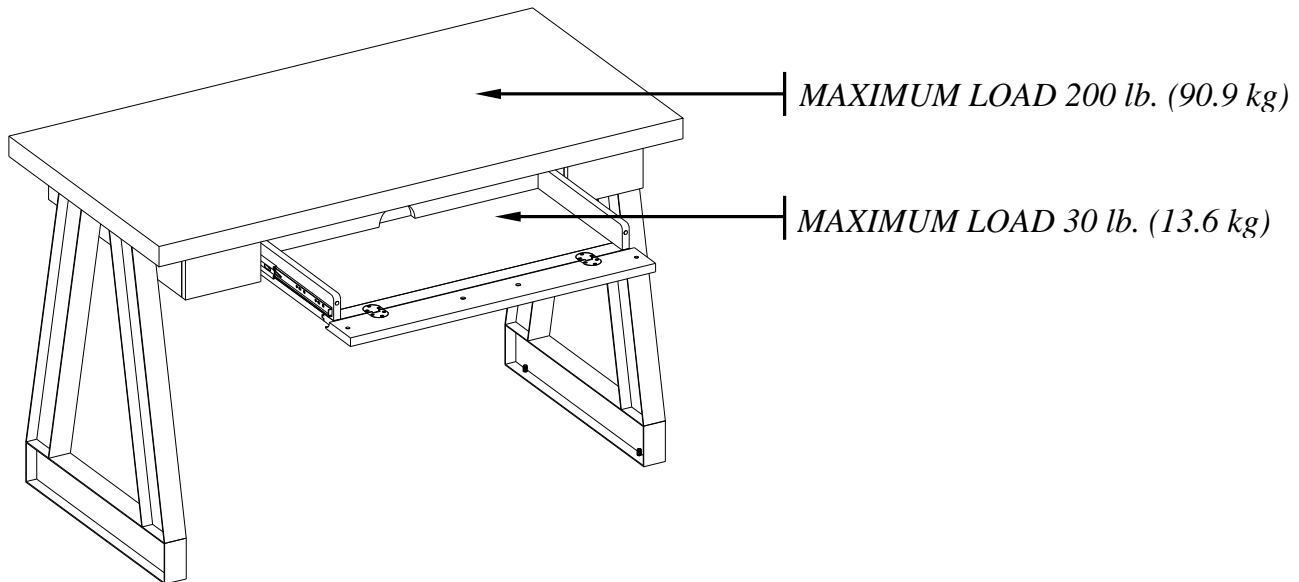
**[www.whalenstyle.com](http://www.whalenstyle.com)**

Or e-mail your request to **[parts@whalenfurniture.com](mailto:parts@whalenfurniture.com)**

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

## MAXIMUM RECOMMENDED WEIGHT LOADS

MANUFACTURER: Whalen Furniture Manufacturing  
CATALOG: Industria Writing Desk (INDWD)  
DATE OF MANUFACTURE: October 2014  
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.

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

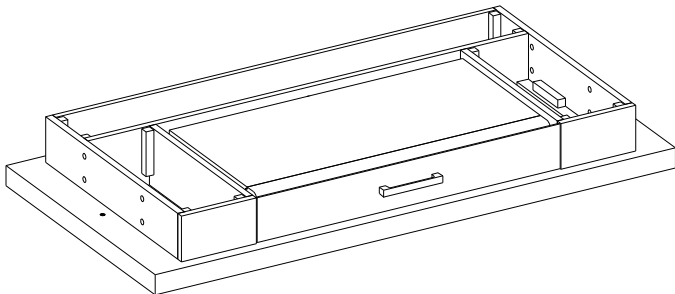
Whalen Furniture Manufacturing

Page 2

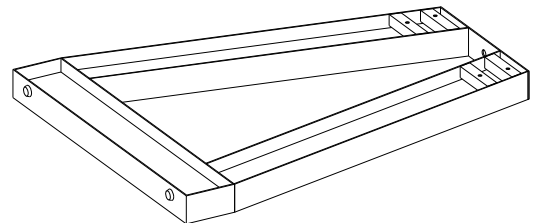
Factory No. 17033

## Parts and Hardware List

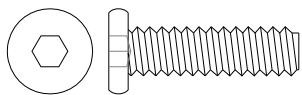
Please read completely through the instructions and verify that all listed parts and hardware are present before beginning assembly.



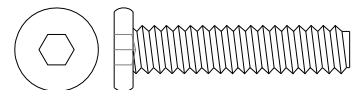
A- Desk Top (1)



B- Metal Side Frame (2)



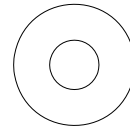
(1) 7/8" Bolt (2+1extra)



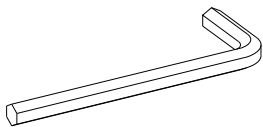
(2) 1-1/8" Bolt (8+1 extra)



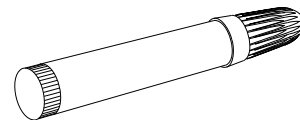
(3) Lock Washer (10+1extra)



(4) Flat Washer (10+1 extra)



4 mm Allen Wrench (1)



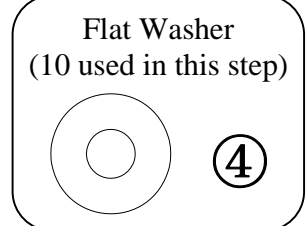
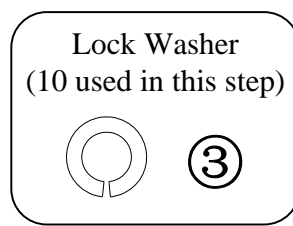
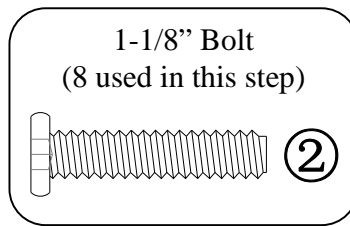
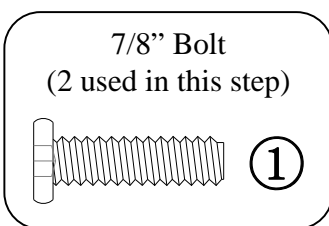
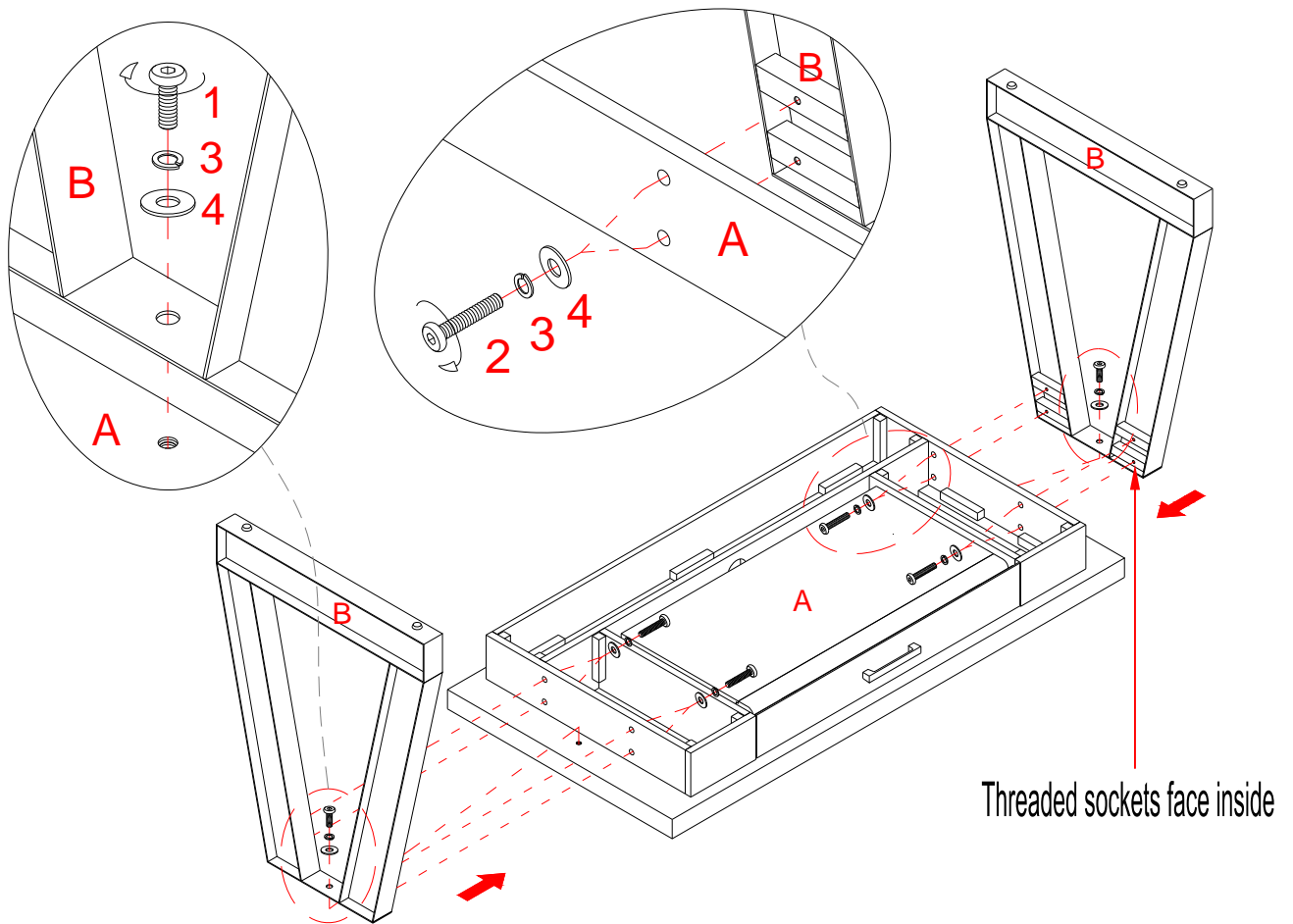
Touch-up Pen (1)

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.

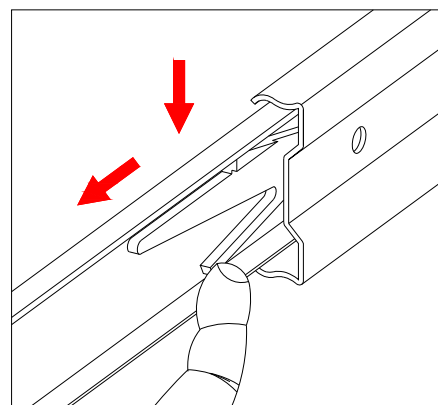
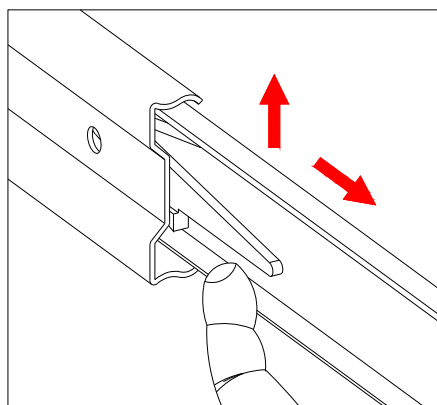
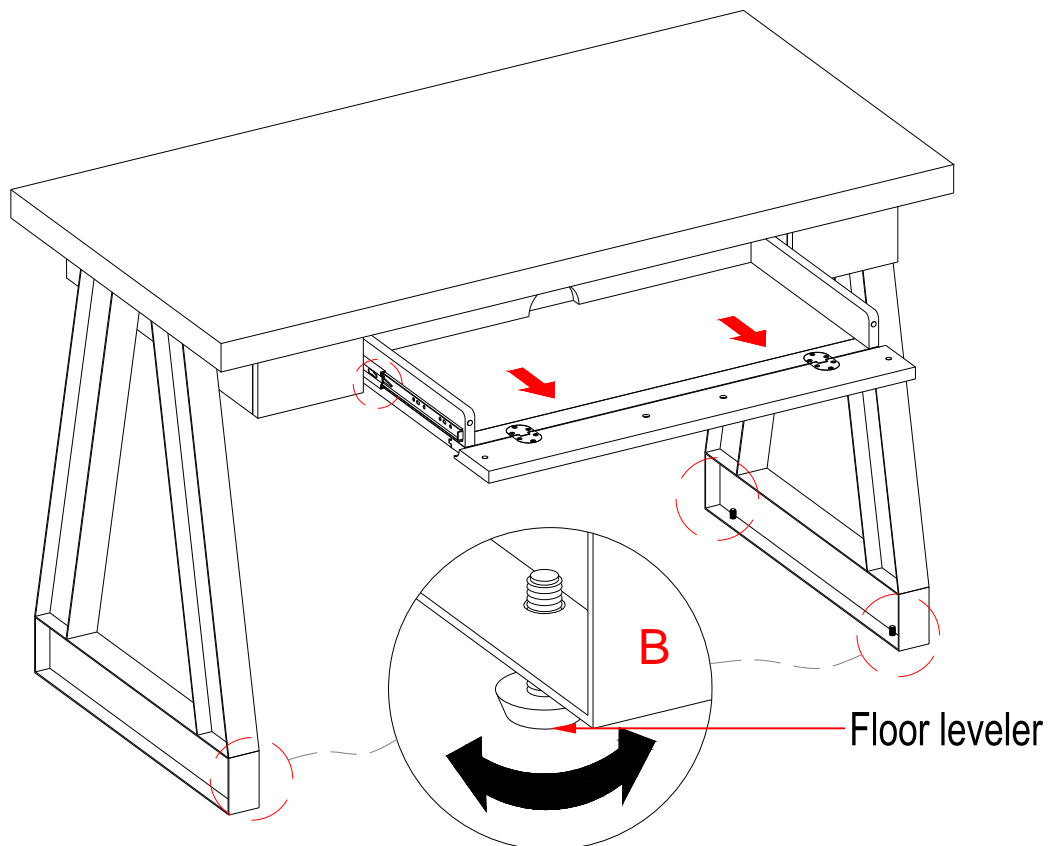
1. Unpack the unit and confirm that you have all the hardware and required parts.
2. Place the Top Frame (A) upside down on a scratch free surface, as shown.
3. Align and attach one Metal Side Frame (B) to the Desk Top (A) by using four 1-1/8" Bolts (2) with Lock Washers (3) and Flat Washers (4) from inside of the Desk Top (A) through the drilled holes on the apron side rail and screw into the threaded sockets on the Metal Side Frame. Fasten the Metal Side Frame (B) to the Desk Top (A) by inserting one 7/8" Bolt (1) with the Washers (3 and 4) through the drilled hole on the top plate and screw into place. As shown.
4. Repeat last step with the other Metal Side Frame (B).



## Assembly Instructions

5. Ask for assistance to stand the unit upright and position it at the desired location. If necessary, adjust the pre-attached Floor Levelers at the bottom of the Metal Side Frames (B) to level the unit.
6. You can flip down the drawer front to convert it into a keyboard tray. If you need to remove the pullout drawer, please pull the drawer all the way out, then simultaneously push the plastic release lever of the ball bearing slides up on one side and down on the other side, and then pull the drawer completely out. As shown.

**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. Push it carefully inside until it stops. If the drawer does not go in smoothly, please take it out and repeat the step.



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

## 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.

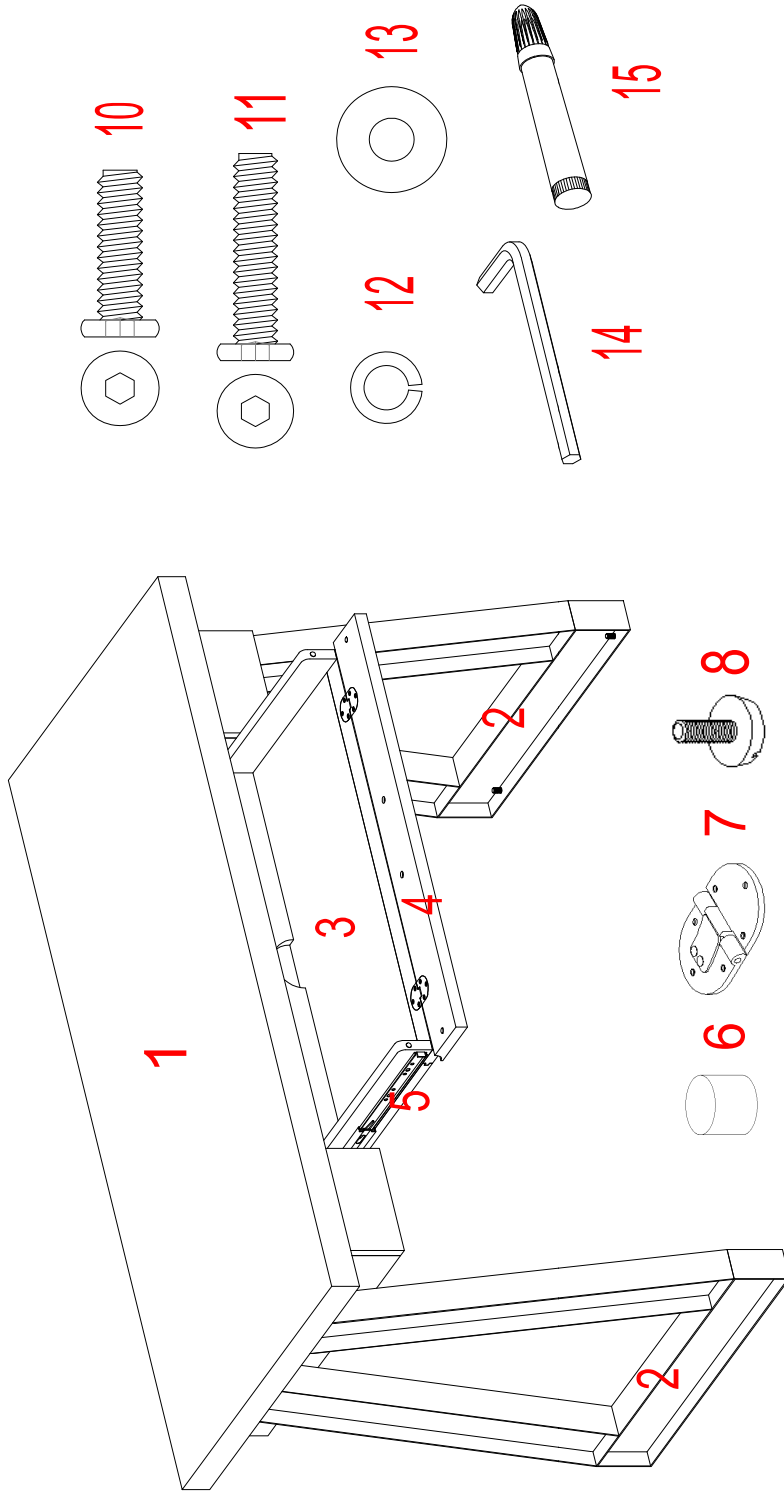
This warranty gives you specific legal rights and you may also have other rights which vary from State to State.

Customer Service: 1-866-942-5362  
8:30 a.m. - 4:30 p.m., PST, Monday to Friday  
[www.whalenstyle.com](http://www.whalenstyle.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

Industria Writing Desk (INDWD)



- \*INDWD-1-DTF
- \*INDWD-2-MSF
- \*INDWD-3-POD
- \*INDWD-4-PDF
- \*INDWD-5-DS
- \*INDWD-6-REM
- \*INDWD-7-DDH
- \*INDWD-8-FL
- \*INDWD-9-H

- Desk Top with Frame
- Metal Side Frame
- Pull-out Drawer
- Pull-out Drawer Front
- Drawer Slides (35 mm x 14" L)
- Rare Earth Magnet
- Drop Down Hinge
- Floor Leveler
- Handle

- \*INDWD-9A-HB
- \*INDWD-10-7/8B
- \*INDWD-11-1 1/8B
- \*INDWD-12-LW
- \*INDWD-13-FW
- \*INDWD-14-M4AW
- \*INDWD-15-TUP
- \*INDWD-CH

- Handle Bolt
- 7/8" Bolt
- 1-1/8" Bolt
- Lock Washer
- Flat Washer
- 4 mm Allen Wrench
- Touch-up Pen
- Complete Hardware