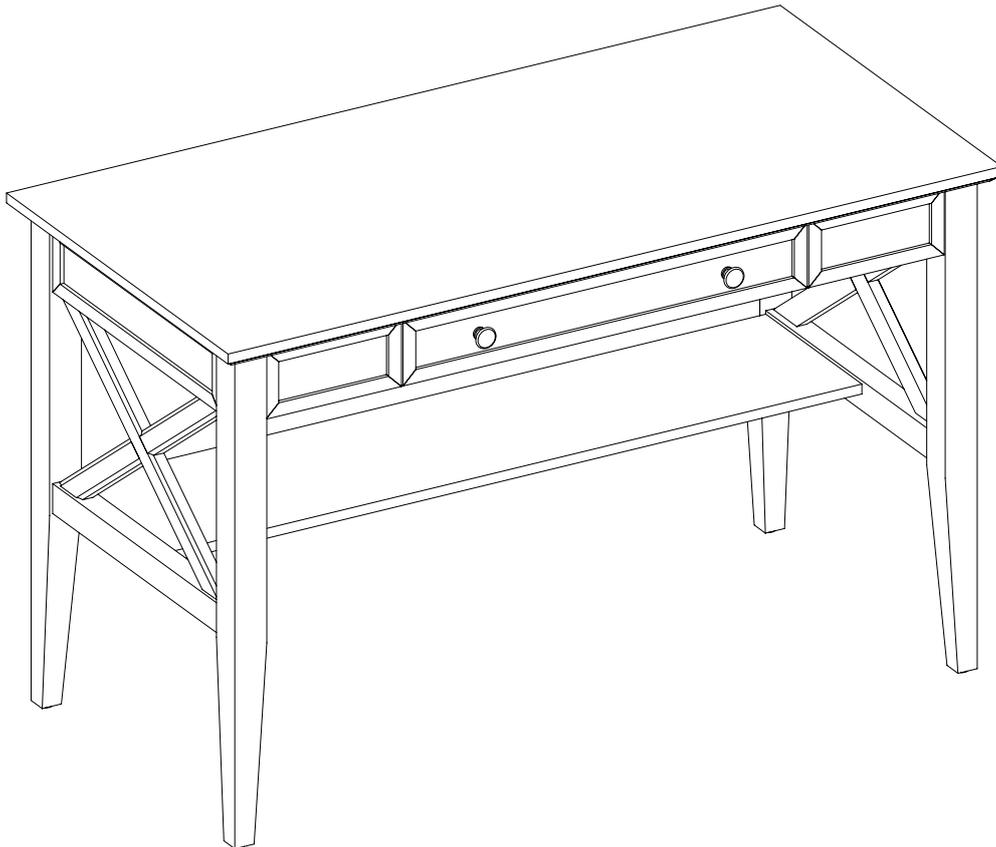




LOT NUMBER: _____
DATE PURCHASED: ___/___/___

Norcross Laptop Desk Model # JCS21108-C1D



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**

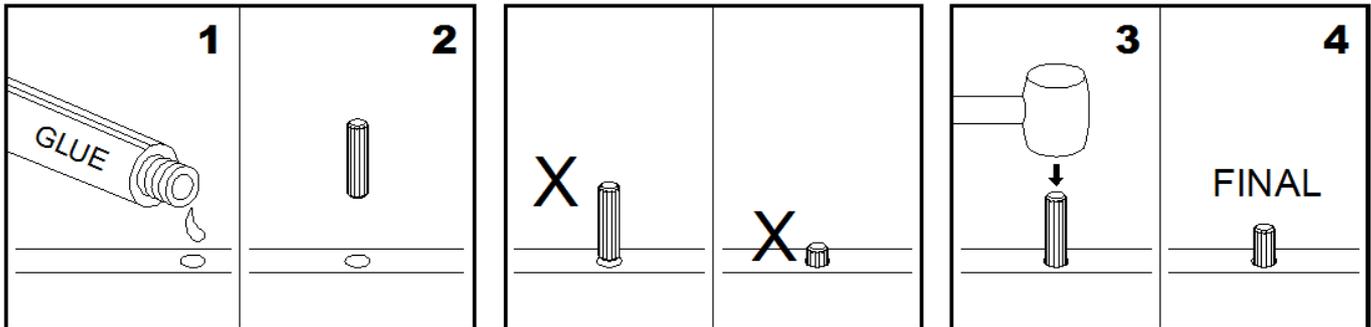
**THIS INSTRUCTION BOOKLET CONTAINS IMPORTANT SAFETY INFORMATION.
PLEASE READ AND KEEP FOR FUTURE REFERENCE.**

Important

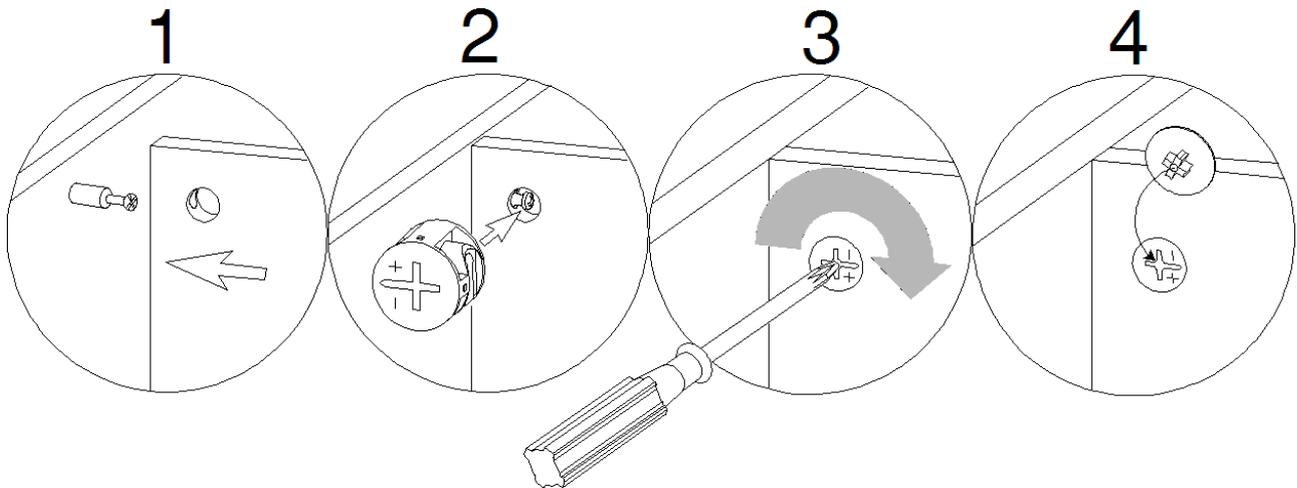
Before you begin: Open, identify and count all parts prior to assembly. Lay out parts on a flat and non-abrasive surface. You will need the parts identified on page 3 of this instruction manual.

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

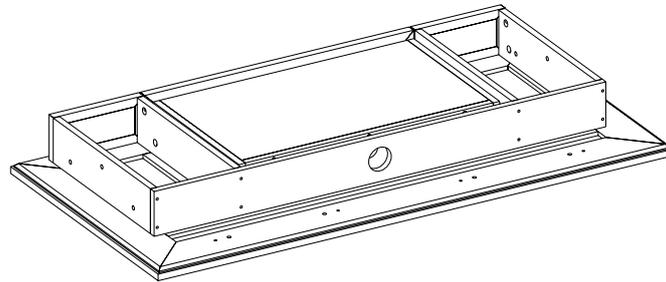
1. Screw the Cam Bolt into the pre-drilled small holes on the panel. Connect both panels together; making sure the Cam Bolt goes into the pre-drilled hole at the end of the panel with the Cam Lock.
2. Insert the Cam Lock into the pre-drilled large hole in the panel. Make sure the arrow on the Cam Lock is pointed towards the Cam Bolt.
3. Once the Cam Bolt is connected inside the Cam Lock, take a Phillips screwdriver (not included) and tighten the Cam Lock clockwise.
4. Plug the Cam Lock Cover into the cross slot of the Cam Locks to conceal the cam.

You are now ready to assemble the KD unit.

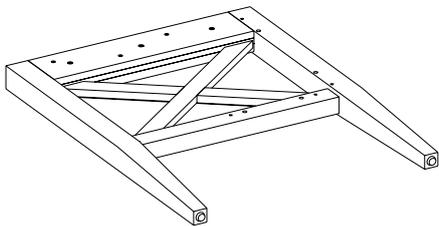
Please call for replacement parts or assistance: 1-866-942-5362

Parts and Hardware List

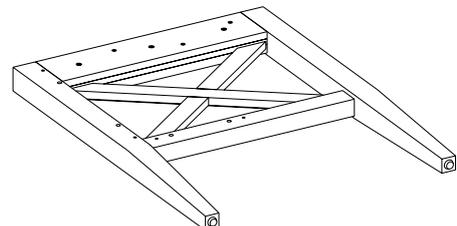
Please read completely through the instructions and verify that all listed parts and hardware are present before beginning assembly.



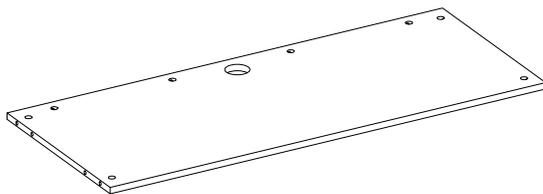
A- Desk Top (1)



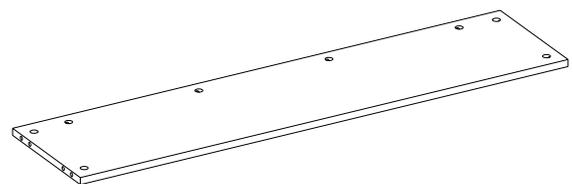
B- Left Side Frame (1)



C- Right Side Frame (1)



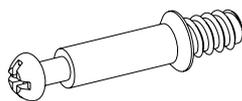
D- Backboard (1)



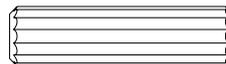
E- Fixed Shelf (1)



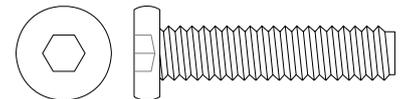
(1) Cam Lock
(16+1 extra)



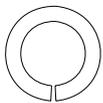
(2) Cam Bolt
(16+1 extra)



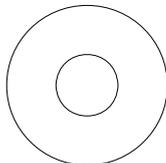
(3) M8 x 30 mm Wood Dowel
(16+1 extra)



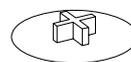
(4) 1-1/4" Bolt
(6+1 extra)



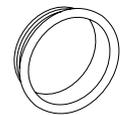
(5) Lock Washer
(6+1 extra)



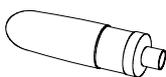
(6) Flat Washer
(6+1 extra)



(7) Cam Lock Cover
(8+1 extra)



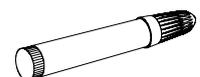
(8) Grommet
(1)



Glue (1)



5 mm Allen Wrench (1)

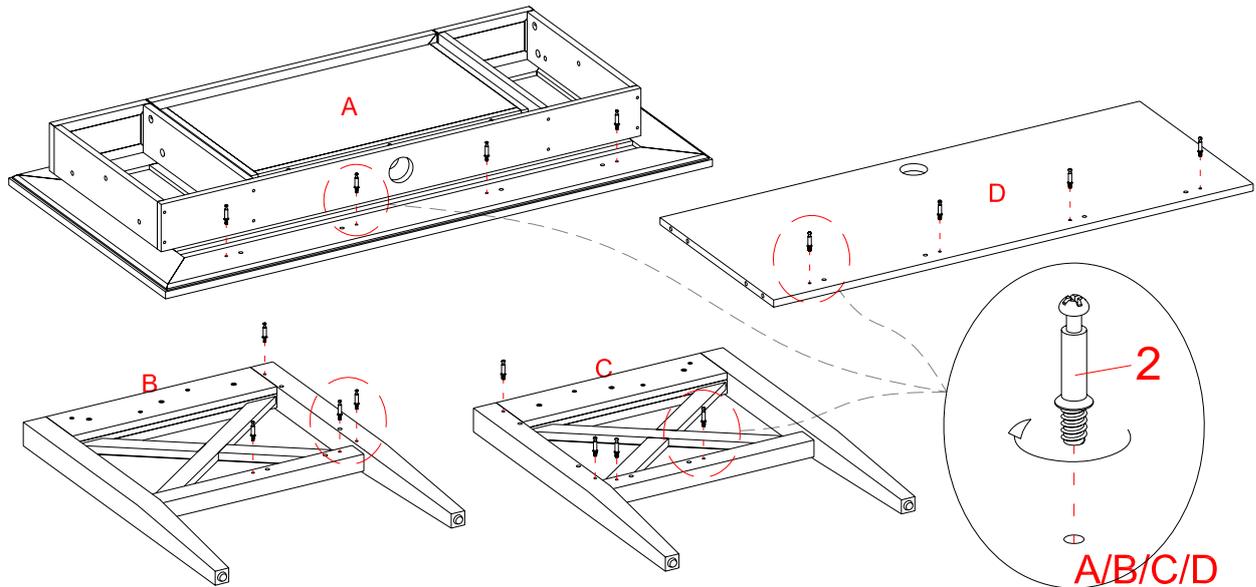


Touch-up Pen (1)

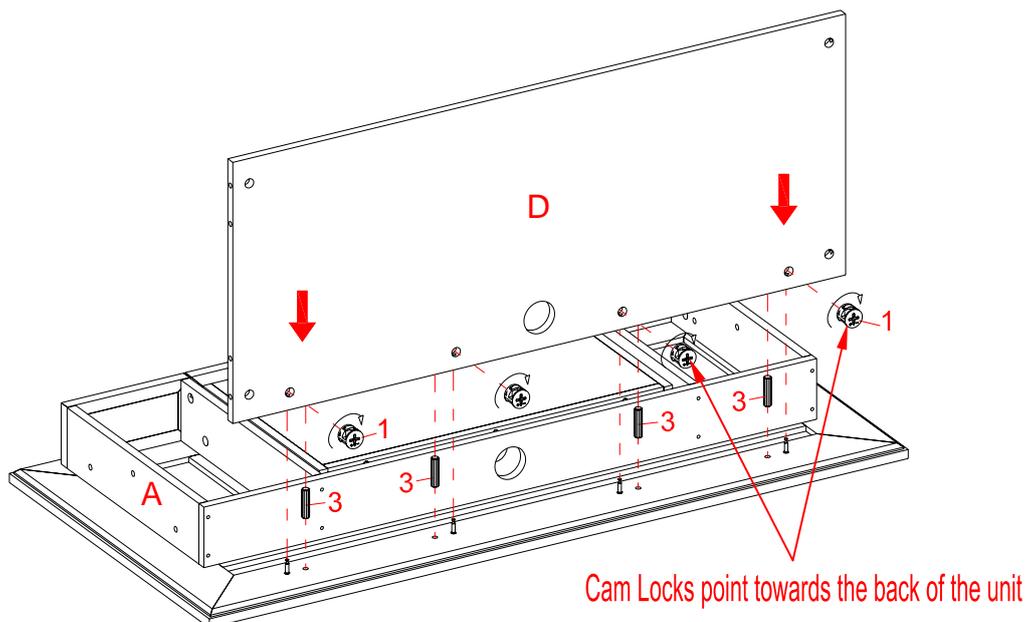
Tools required: Allen Wrench (provided), Phillips screwdriver and Hammer (not provided).

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 the Desk Top (A), the Side Frames (B and C) and the Backboard (D) 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.

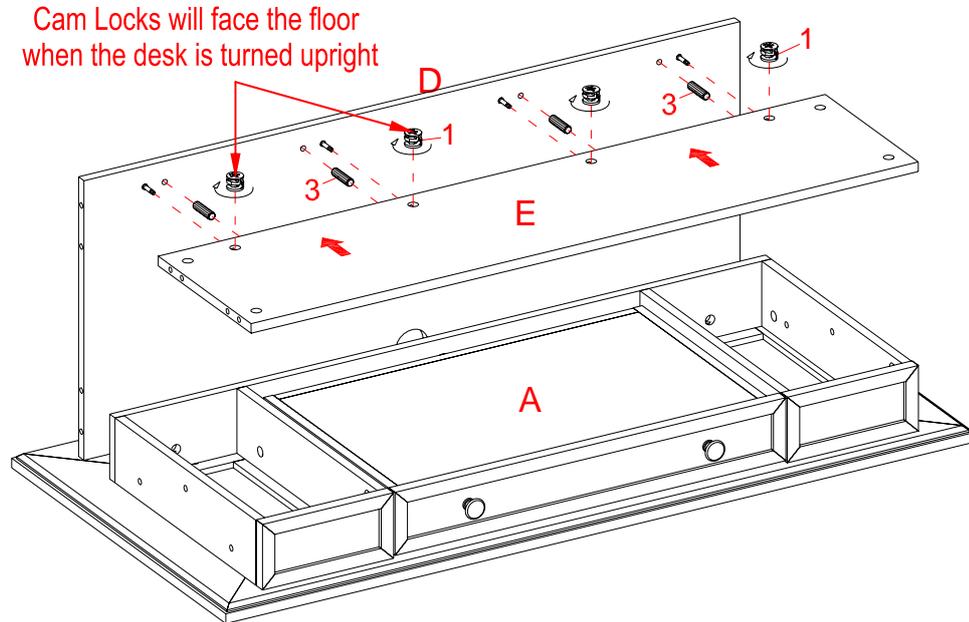


3. Insert 4 Wood Dowels (3) into the inner holes on the top edge of the Backboard (D). **DO NOT** put dowels into the Cam Bolt holes. Make sure you use a small amount of glue with both ends of all dowels.
4. Align and attach the Backboard (D) to the Desk Top (A) by engaging 4 Cam Locks (1). Make sure the Cam Locks point towards the back of the unit. (Refer to page 2 on Cam Lock system operation supplement).

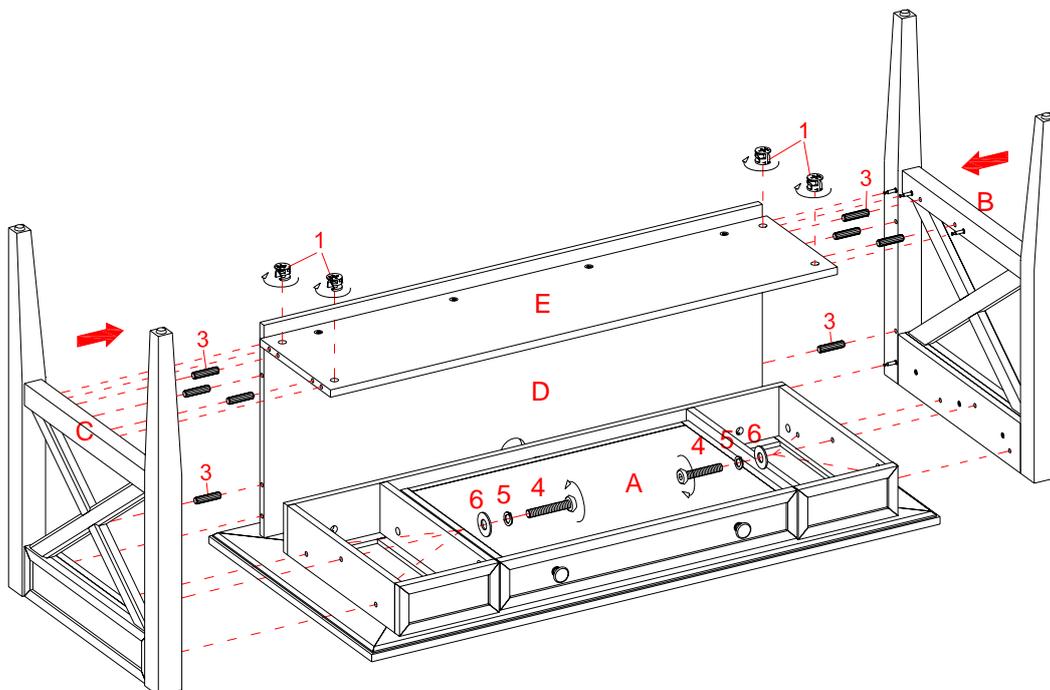


Assembly Instructions

- Align and attach the Fixed Shelf (E) to the Backboard (D) by using four Wood Dowels (3) and four Cam Locks (1). Ensure the Cam Locks will face the floor when the desk is turned upright.



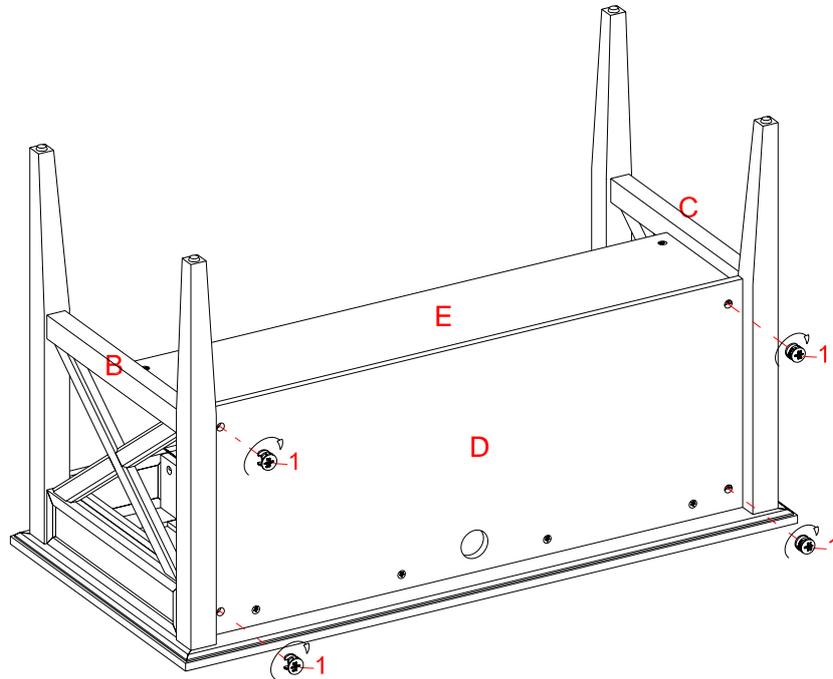
- Insert 2 Wood Dowels (3) into the inner end holes of the Backboard (D) and the Shelf (E) respectively. Align and attach the Left Side Frame (B) to the Fixed Shelf (E) by engaging two Cam Locks (1). Insert three 1-1/4" Bolts (4) with the Lock Washers (5) and Flat Washers (6) from inside the apron through the drilled holes on side rail and screw into the Side Frame (B).
- Repeat the same procedure to attach the Right Side Frame (C) at the opposite end.



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

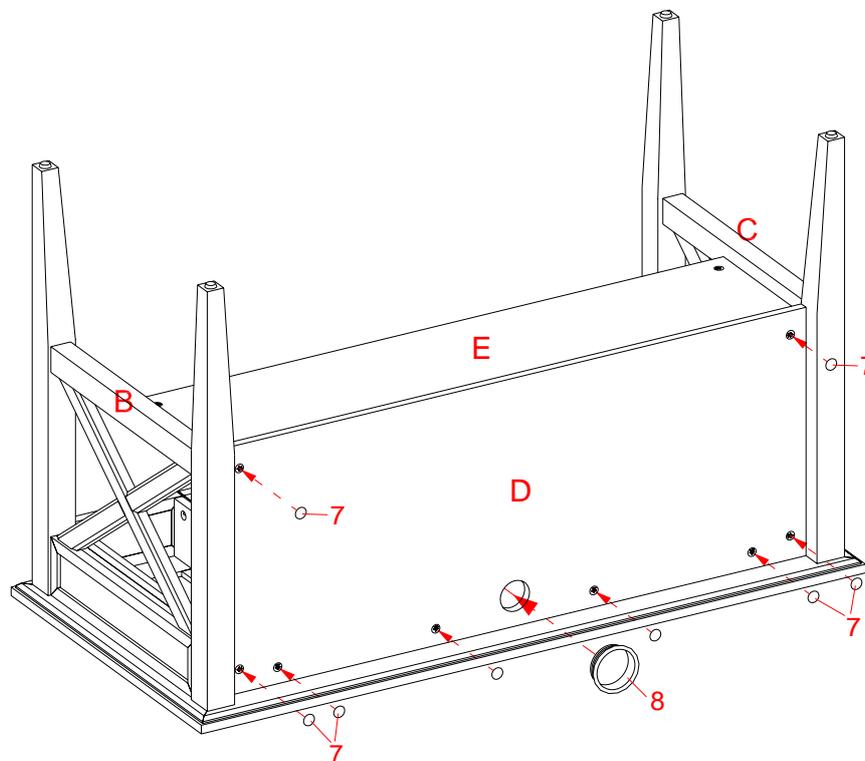
Assembly Instructions

8. At the backside, secure the Backboard (D) to both Side Frame (B and C) by using four Cam Locks (1).



9. Plug the Cam Lock Covers (7) onto the visible Cam Locks (1) to conceal the Cams.

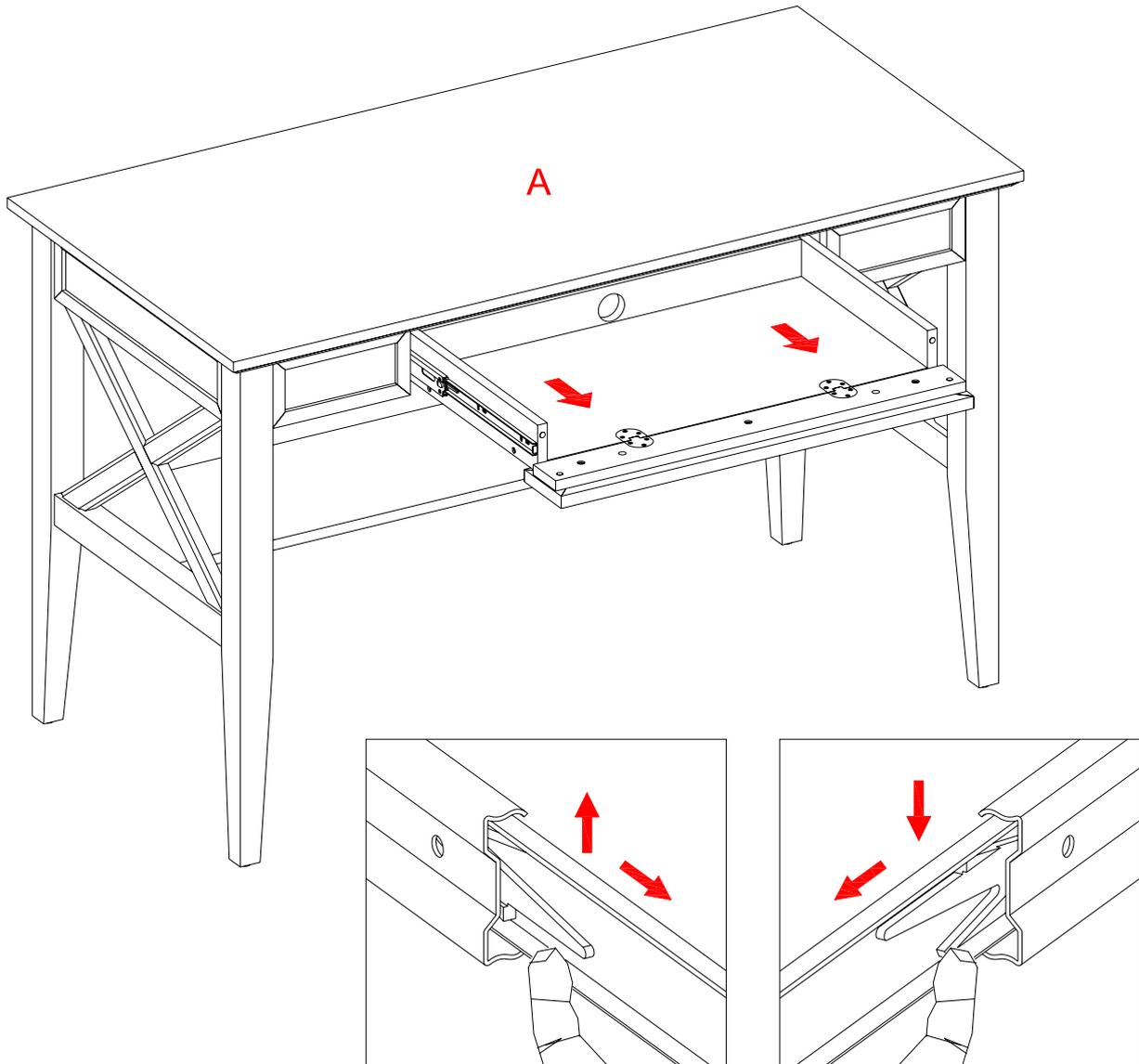
10. Place the Grommet (8) over the large hole on the Backboard (D).



Assembly Instructions

11. Ask for assistance to lift the desk upright and position it at the desire location.
12. 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 drawer 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.



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.

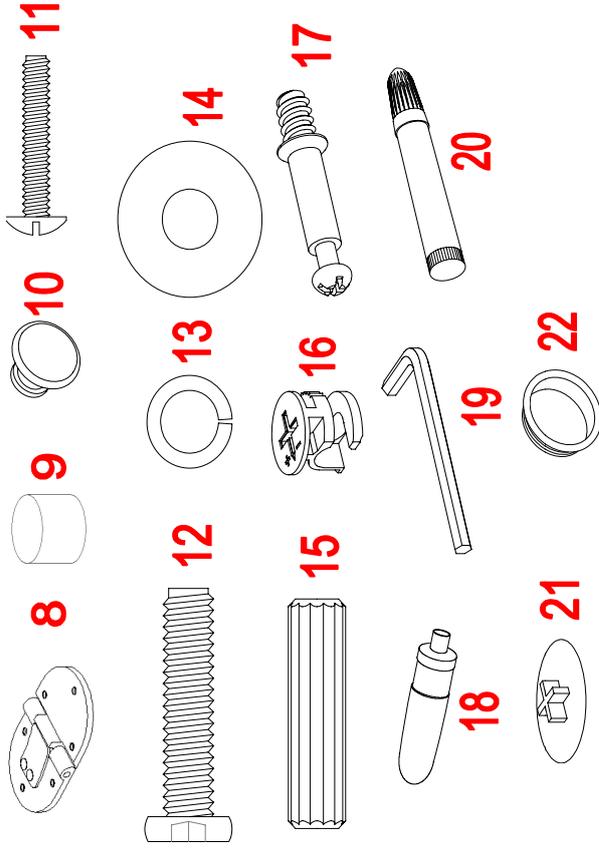
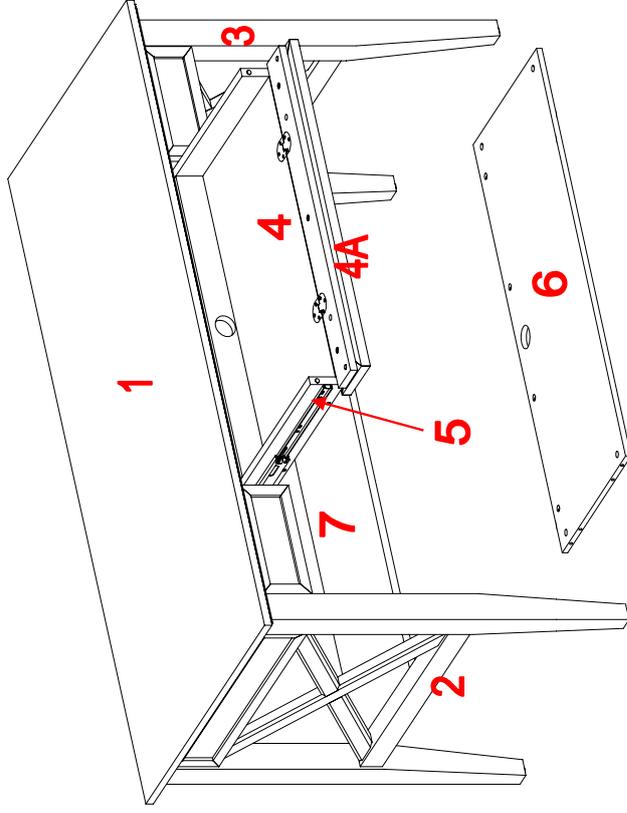
Should this product be defective in workmanship or materials or fail under normal use, we will repair or replace it for up to one (1) year from date of purchase. Every Whalen Furniture product is designed to meet your highest expectations. We guarantee that you will immediately see the value of our fine 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
Norcross Laptop Desk (JCS21108-C1D)



*JCS21108-C1D-1-DT	Desk Top	*JCS21108-C1D-12-1 1/4B	1-1/4" Bolt
*JCS21108-C1D-2-LSF	Left Side Frame	*JCS21108-C1D-13-LW	Lock Washer
*JCS21108-C1D-3-RSF	Right Side Frame	*JCS21108-C1D-14-FW	Flat Washer
*JCS21108-C1D-4-UD	Utility Drawer	*JCS21108-C1D-15-M8x30WD	M8 x 30 mm Wood Dowel
*JCS21108-C1D-4A-UDF	Utility Drawer Front	*JCS21108-C1D-16-CL	Cam Lock
*JCS21108-C1D-5-DS	Drawer Slides (35 mm x 14" L)	*JCS21108-C1D-17-CB	Cam Bolt
*JCS21108-C1D-6-B	Backboard	*JCS21108-C1D-18-G	Glue
*JCS21108-C1D-7-FS	Fixed Shelf	*JCS21108-C1D-19-M5AW	5 mm Allen Wrench
*JCS21108-C1D-8-DDHS	Drop-down Hinge w/Screws	*JCS21108-C1D-20-TUP	Touch-up Pen
*JCS21108-C1D-9-REM	Rare Earth Magnet	*JCS21108-C1D-21-CLC	Cam Lock Cover
*JCS21108-C1D-10-DK	Drawer Knob	*JCS21108-C1D-22-G	Grommet
*JCS21108-C1D-11-KB	Knob Bolt	*JCS21108-C1D-CH	Complete Hardware