



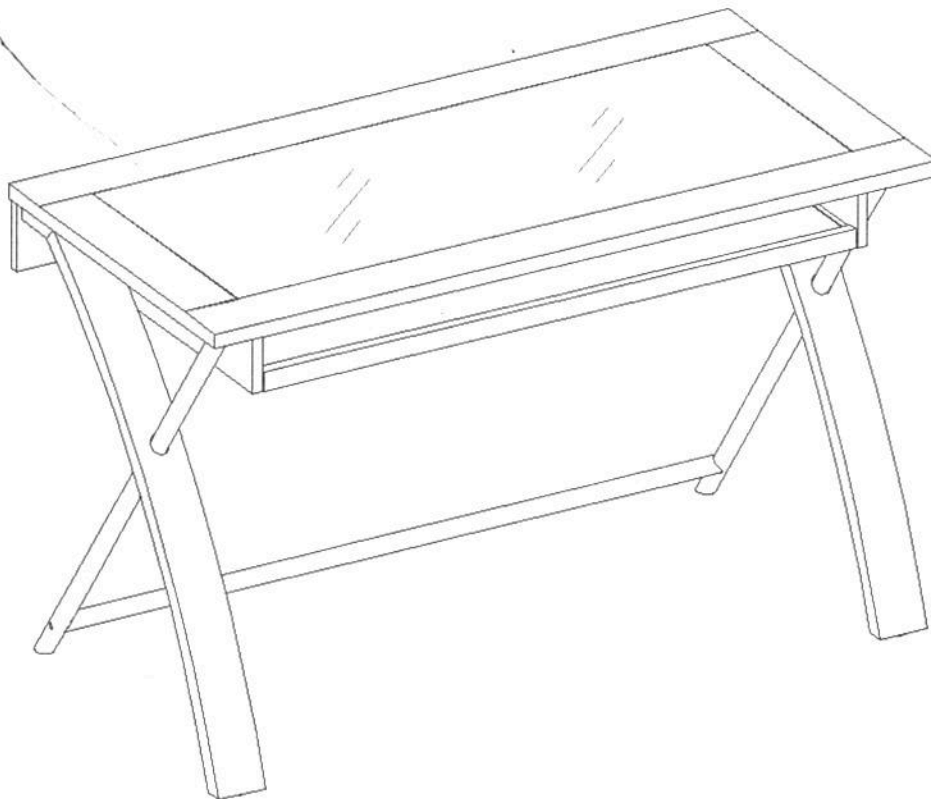
WHALEN®

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

Zeta Computer Desk

Model # ZTCD

ZTCD-GR



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 - 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 2018-07-10 Rev. 0001-B Factory: DGSFCL

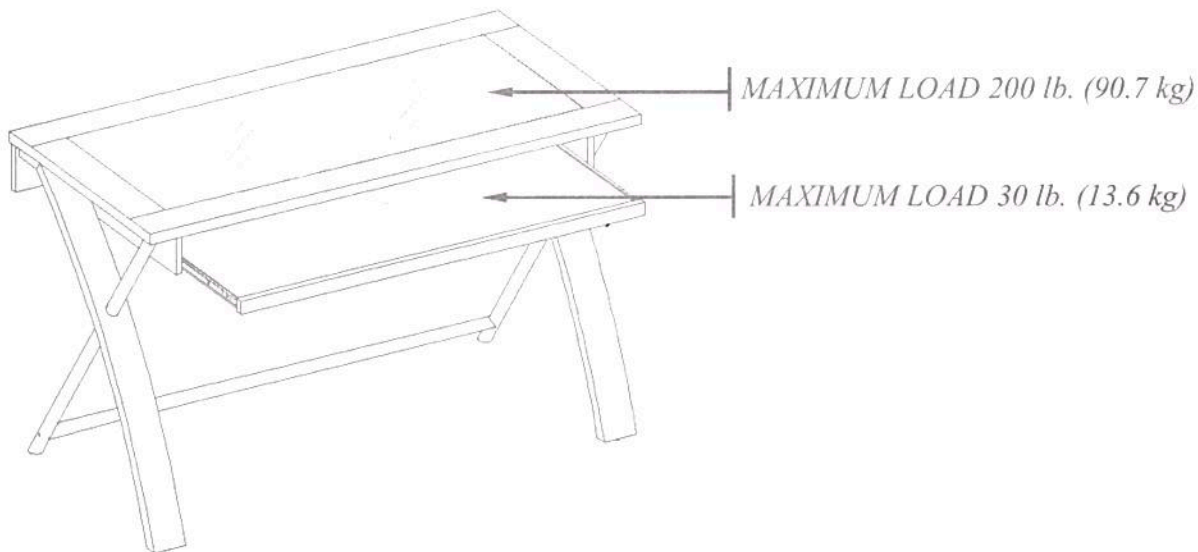
GENERAL INFORMATION AND TIPS

1. This product is for indoor domestic use only.
2. Please read the Assembly Instructions prior to assembling this product.
3. To avoid damage, assemble the product on a non-abrasive surface such as a carpet surface.
4. Make sure all bolts and screws are tightly fastened before the unit is used.
5. Check that all bolts and screws are tight at least every 3 months or as needed.
6. Refer to your assembly manual for maximum weight capacities.
7. Do not push furniture, especially on carpeted floor. Have someone help you lift the item and place it in its new location.

Please make sure you have all parts before beginning assembly. 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. We recommend using two people for assembly.

MAXIMUM RECOMMENDED WEIGHT LOADS

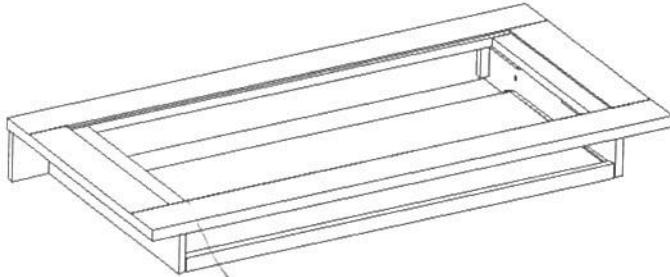
MANUFACTURER: Whalen Furniture Manufacturing
CATALOG: Zeta Computer Desk
MODEL # ZTCD/ZTCD-GR
MADE IN CHINA



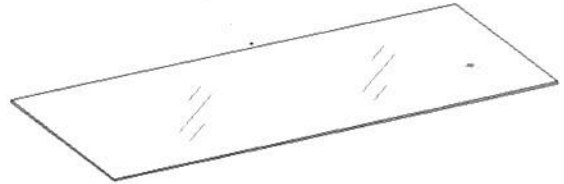
THIS UNIT IS INTENDED ONLY FOR USE WITHIN THE MAXIMUM WEIGHTS INDICATED. USE WITH LOAD HEAVIER THAN THE MAXIMUM WEIGHTS INDICATED MAY RESULT IN INSTABILITY, CAUSING POSSIBLE INJURY.

Parts and Hardware List

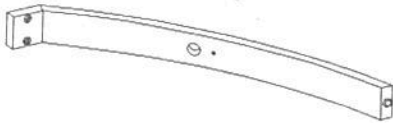
Please read completely through the instructions and verify that all listed parts and hardware are present before beginning assembly.



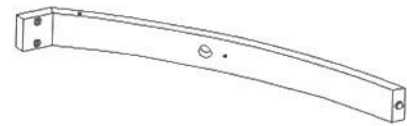
A- Wood Top Frame (Qty. 1)



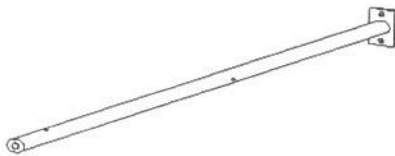
B- Glass Top (Qty. 1)



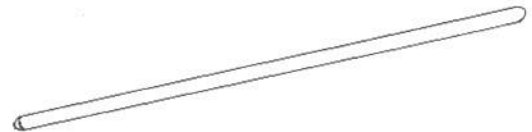
C- Left Wood Leg (Qty. 1)



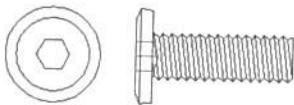
D- Right Wood Leg (Qty. 1)



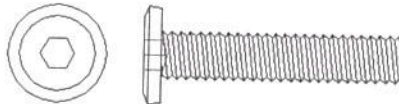
E- Metal Leg (Qty. 2)



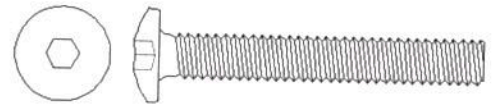
F- Bottom Stretcher (Qty. 1)



(1) 1/4" x 3/4" Bolt
(Qty. 8+1 extra)



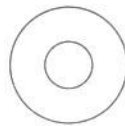
(2) 1/4" x 1-1/4" Bolt
(Qty. 6+1 extra)



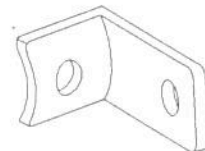
(3) 1/4" x 1-3/4" Bolt
(Qty. 2)



(4) Lock Washer (Qty. 16+1 extra)



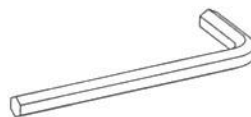
(5) Flat Washer (Qty. 12+1 extra)



(6) Metal Bracket (Qty. 2)



(7) Camber Washer (Qty. 4+1 extra)



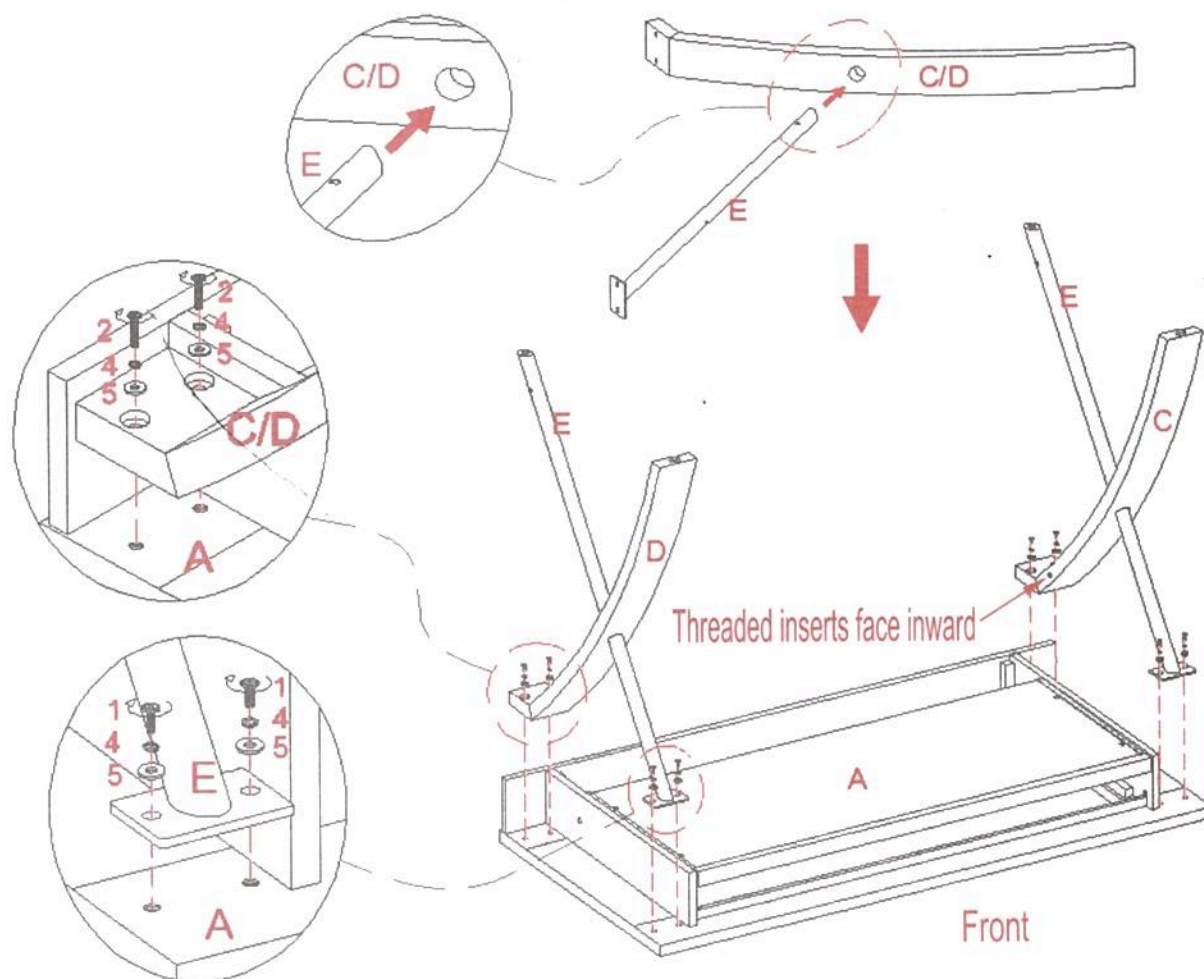
4 mm Hex Wrench (Qty. 2)



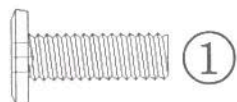
Touch-up Pen (Qty. 1)

Tools required: Hex wrench (provided).

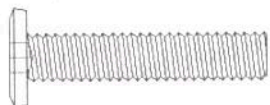
Assembly Instructions



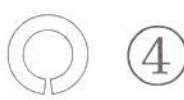
3/4" Bolt
(4 used in this step)



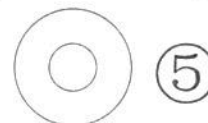
1-1/4" Bolt
(4 used in this step) ②



Lock Washer
(8 used in this step)



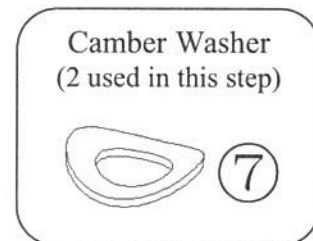
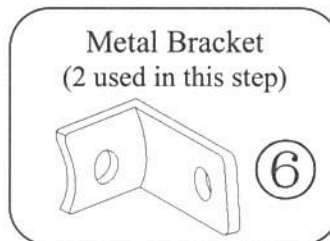
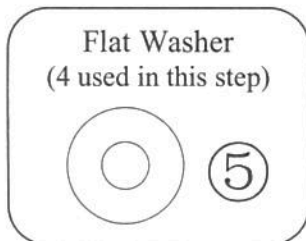
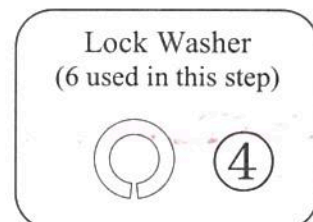
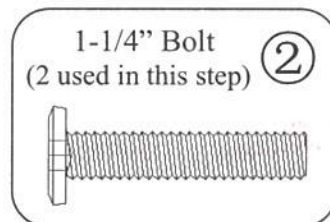
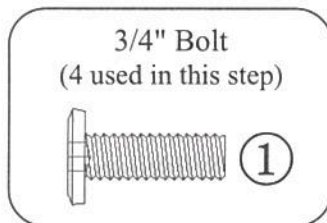
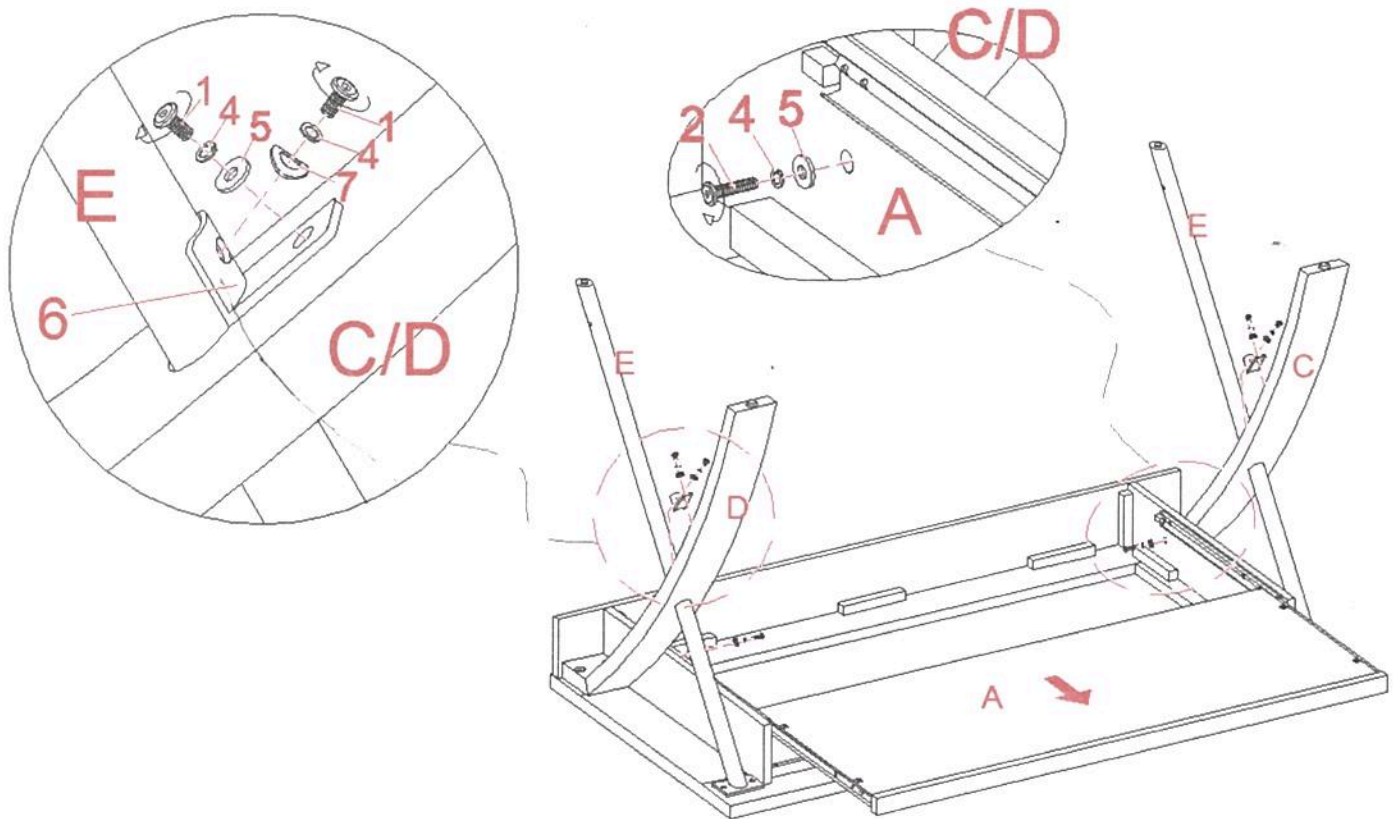
Flat Washer
(8 used in this step)



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.

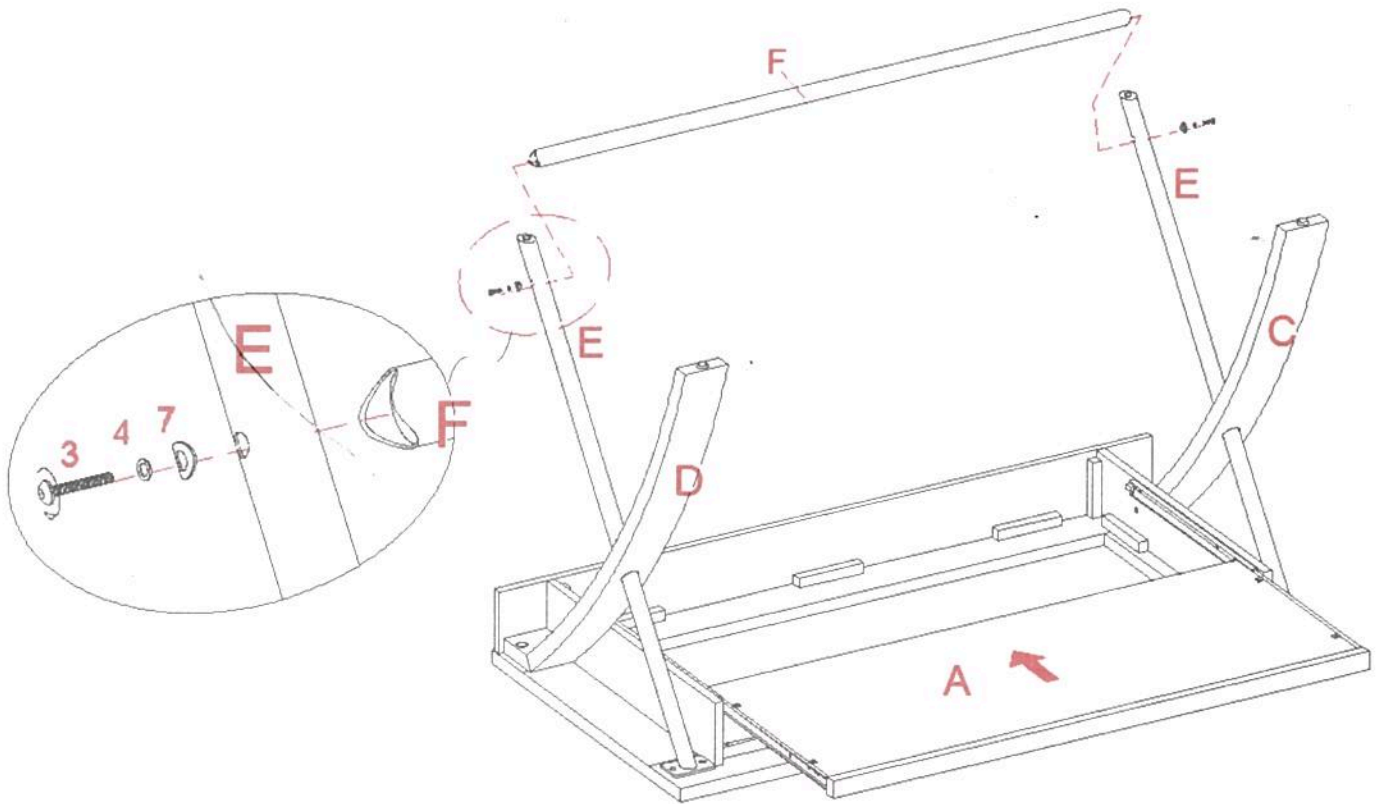
1. Unpack the unit and confirm that you have all the hardware and required parts.
2. Place the Wood Top Frame (A) upside down on a level and protective surface.
3. Pick up one Metal Leg (E) and insert it through the middle hole of Left Wood Leg (C). Be sure that the metal bracket on the top of Metal Leg (E) will be flush with the flat rail of the Wood Leg.
4. Align and attach the leg assembly to the Wood Top Frame (A) making sure the threaded inserts on the side of Wood Leg face inward. Insert two 3/4" Bolts (1) with the Lock Washers (4) and Flat Washers (5) through the metal bracket of the Metal Leg (E) and insert two 1-1/4" Bolts (2) with the Washers (4 and 5) through the countersunk holes on the Wood Leg (C) and screw into the threaded inserts included on the Wood Top Frame (A).
5. Repeat last two steps to attach the other Metal Leg (E) and the Right Wood Leg (D) at the other side.

Assembly Instructions



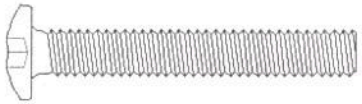
6. Pull out the Keyboard Tray and insert two 1-1/4" Bolts (2) with the Washers (4 and 5) from inside of the Wood Top Frame (A) through the drilled holes on the side rails and screw into the threaded inserts on both Wood Legs (C and D). Tighten the bolts with the provided hex wrench.
7. Now, align and attach two Metal Brackets (6) to the joints of Metal Legs (E) and Wood Legs (C and D) using the 3/4" Bolts (1) and the Washers, two bolts per metal bracket.

Assembly Instructions



1-3/4" Bolt
(2 used in this step)

③



Lock Washer
(2 used in this step)

④



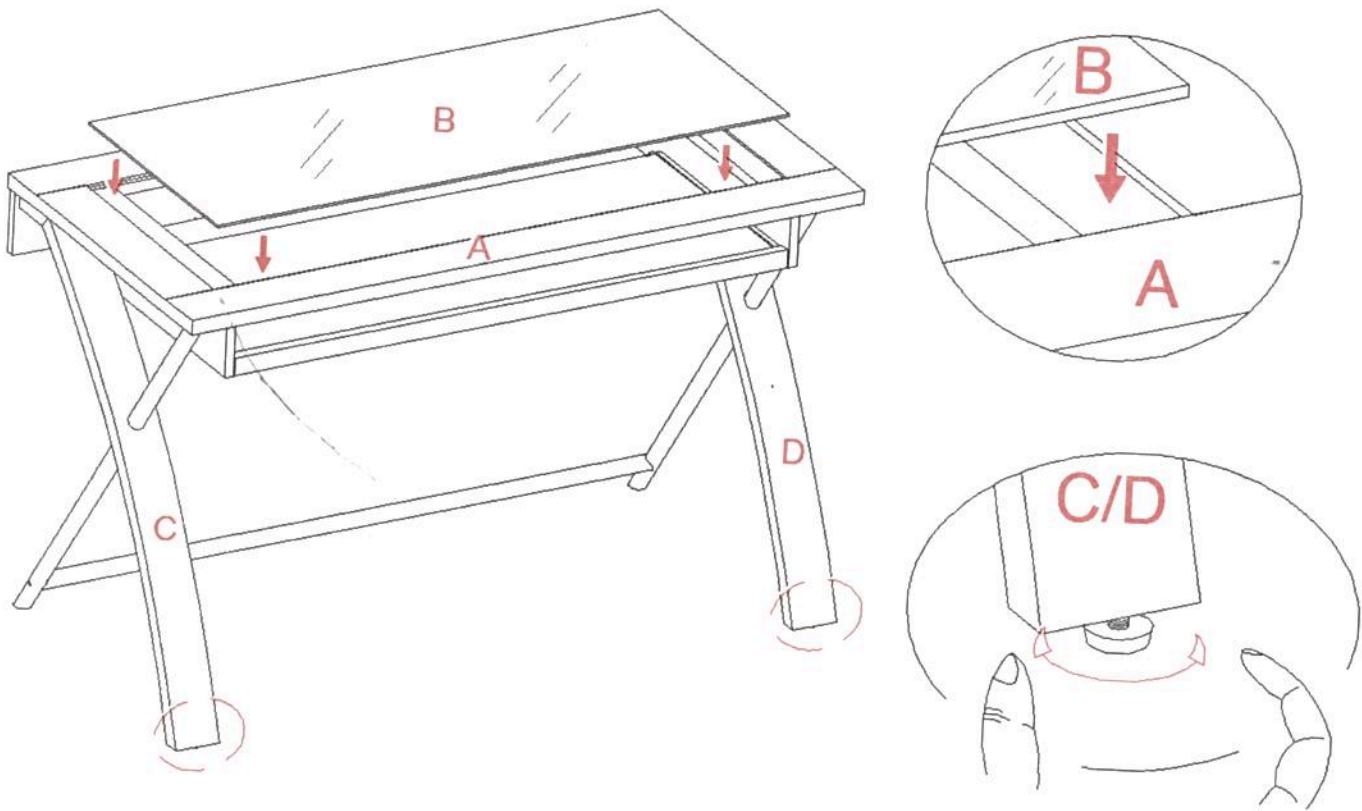
Camber Washer
(2 used in this step)

⑦



8. Snugly fit the Bottom Stretcher (F) between the drilled holes on the 2 Metal Legs (E). Apply pressure to the Metal Legs, if necessary. Insert one 1-3/4" Bolt (3) with the Lock Washer (4) and Camber Washer (7) through each Metal Leg (E) and screw into the inserted nut in the Bottom Stretcher (F).
9. Go back and securely tighten all bolts with the provided hex wrench. Push the Keyboard Tray in place.

Assembly Instructions



10. Ask for assistance to stand the unit upright and position it at the desired location.

11. Position the Glass Top (B), with the black side of glass down, onto the Wood Top Frame (A).

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

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

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 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.
- 3) Do not use the glass as a chopping surface. Do not strike the glass with hard or pointed items.
- 4) When cleaning glass panels use a non-abrasive damp cloth with liquid cleaner or soft soap if necessary; do not use cleaning powders or any other substance with abrasives since these substances will scratch glass.

Care and Maintenance

- Use a soft, clean cloth that will not scratch the surface when dusting.
- Use of furniture polishes is not necessary. Should you choose to use polishes, test first in an inconspicuous area.
- Using solvents of any kind on your furniture may damage the 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 minimize the 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 or province to province.

Customer Service: 1-866-942-5362
8:30 a.m. - 4:30 p.m. PST, Monday to Friday
www.whalenfurniture.com