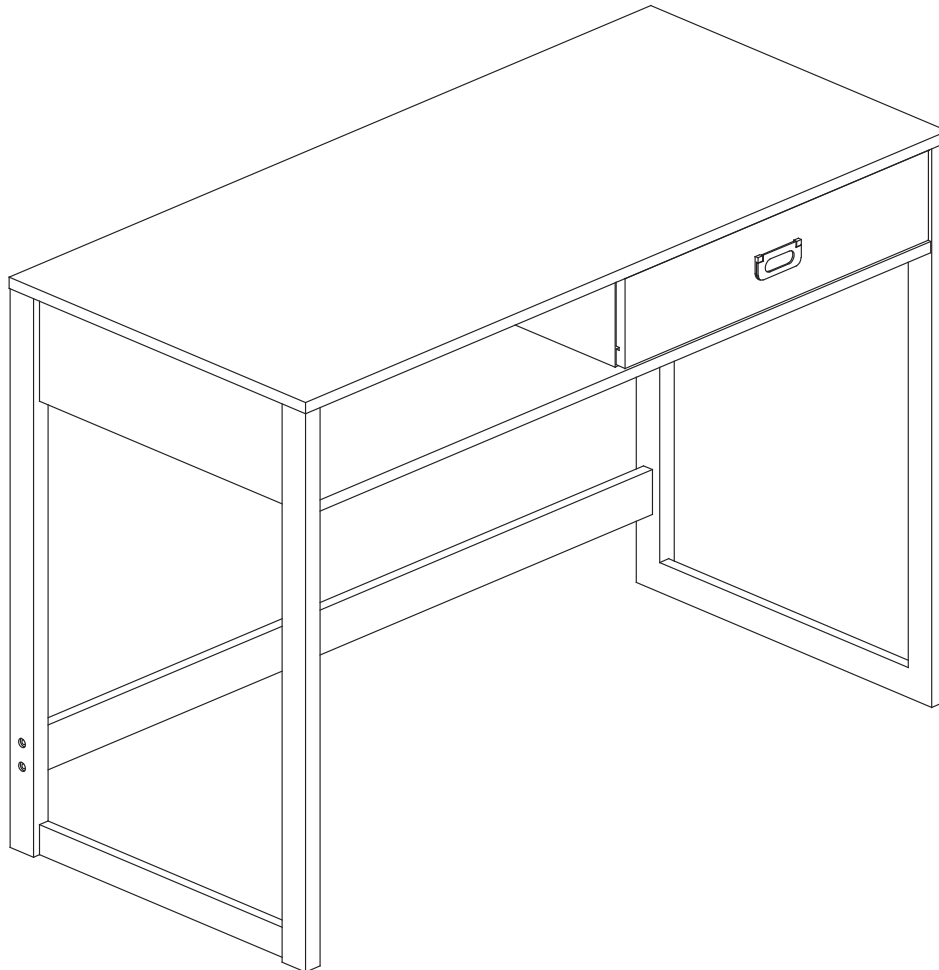


GREENWICH COLLECTION STUDY DESK

Item#: 63967



ATTACH YOUR RECEIPT HERE

Keep a copy of your proof of purchase or order confirmation which will be needed if you need to contact us about warranty coverage.

Purchase Date: _____



SAVE THESE INSTRUCTIONS FOR FUTURE REFERENCE.



Questions, problems, missing parts?

Before returning to your retailer, our Florida-based customer service team is available.

Call toll-free **(866) 985-7877**

9 a.m. – 9 p.m., EST

Email **cservice@welltraveled.net**

Live chat **www.balkenehome.com** 9 a.m. – 6 p.m., EST, Monday – Friday



BEFORE YOU BEGIN

Before beginning assembly, make sure all parts are present. Compare parts received with the “Parts List.” If any part is missing or damaged, do NOT attempt to assemble the product. Please read and understand this entire manual before attempting to assemble, operate or install this product. If you have any questions regarding the product, please contact Customer Service:

Call toll-free	(866) 985-7877	9 a.m. – 9 p.m., EST
Email	cservice@welltraveled.net	
Live chat	www.balkenehome.com	9 a.m. – 6 p.m., EST, Monday – Friday



GENERAL INFORMATION

This item is made of fabricated particle board and MDF. For safe assembly, set up on a dry, soft, secure and clean surface. Do not clean with detergent or chemicals. Do not sit or stand on the unit. Do not place hot items such as coffee cups directly on the surface of this item. Keep away from direct sunlight and water. Do not drag the unit. For indoor use only.



SAFETY INFORMATION

WARNING

DO NOT sit or stand or allow children to sit or stand on the assembled product. Make sure connectors are securely in place. Perform periodic checks to make sure the connectors are secure and adjust if needed. Keep unassembled parts and hardware away from children and infants. This package contains small parts and sharp points. Adult assembly required.

CAUTION

READ all instructions before beginning assembly. Failure to do so may result in faulty assembly and potential injury. Assemble the item on a soft, non-abrasive surface such as carpet or cardboard to avoid damaging the item.

Max safe load limits:

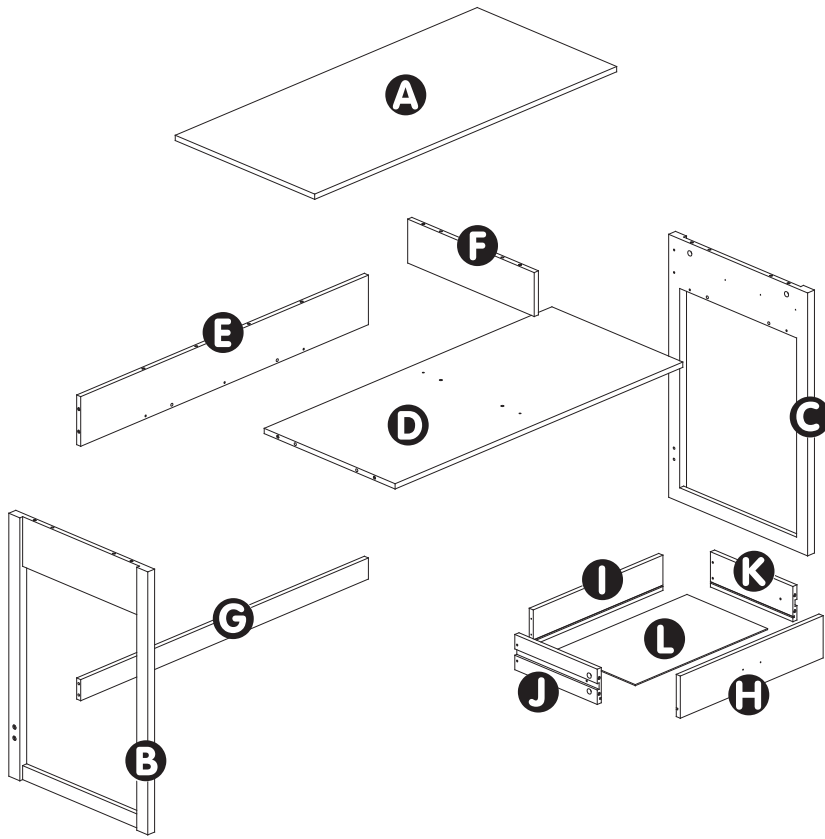
Desktop: 30 KG / 65 LB

Shelf: 5kg / 11 LB

Drawer: 3 KG / 6.5 LB

PARTS LIST

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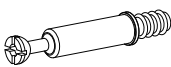
PART	DESCRIPTION	QTY
A	Desktop	1
B	Left Side	1
C	Right Side	1
D	Shelf	1
E	Back Panel	1
F	Drawer Divider	1
G	Brace	1
H	Drawer Front	1
I	Drawer Back	1
J	Drawer Left Side	1
K	Drawer Right Side	1
L	Drawer Bottom	1



HARDWARE CONTENTS



Hex Wrench



1
Cam Bolt
6x35mm
Qty: 20



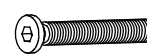
2
Cam Lock Nut
Qty: 20



3
Dowel
8x30mm
Qty: 16



4
Screw
4x35mm
Qty: 9



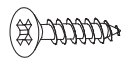
5
Bolt
6x55mm
Qty: 4



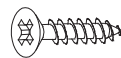
6
Barrel Nut
10x12mm
Qty: 4



7
Drawer Runner
Qty: 2



8
Screw
3x12mm
Qty: 6



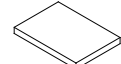
9
Screw
3x12mm
Qty: 2



10
Handle
Qty: 1



11
Small Bolt
4x12mm
Qty: 2



13
Foot Pad
Qty: 4

PREPARATION

Before beginning assembly, be sure to empty contents of carton and make sure all parts are present. If any parts are missing, please contact Customer Service.

Place all parts on a nonabrasive level surface for assembly. Estimated Assembly Time: 1 Hour

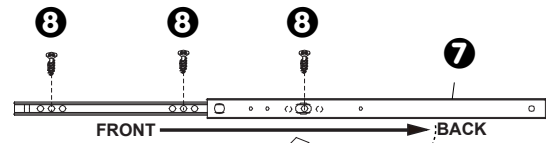
DO NOT OVER-TIGHTEN HARDWARE!

YOU WILL NEED FOR ASSEMBLY (not included): **Phillips-head Screwdriver, Flat-head Screwdriver, Rubber Mallet***
*If none is available, use a hammer, but add padding as necessary to protect parts and surfaces.

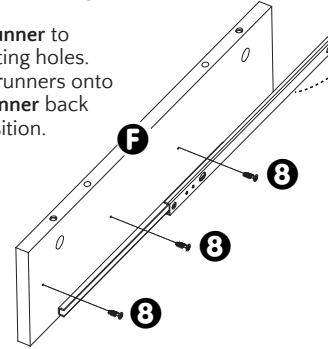
ASSEMBLY

BALKENE —HOME—

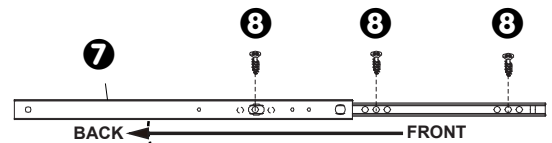
1 Attach the **Drawer Runners 7**: Fully extend one **Runner** and align it along the 3 small holes on the **Drawer Divider F**. Verify that the orientation of the **Runner** matches the diagram, then fasten the **Runner** to the **Divider** using 3 **Screws 8** positioned as shown. Once the **Runner** is attached, slide it back to the closed position.



Fully extend the **Runner** to uncover the mounting holes. After securing the runners onto the panel, push **Runner** back into the closed position.



Attach the second **Runner** to the **Right Side C** following the same method, checking orientation before inserting **Screws**. Slide the **Runner** closed.



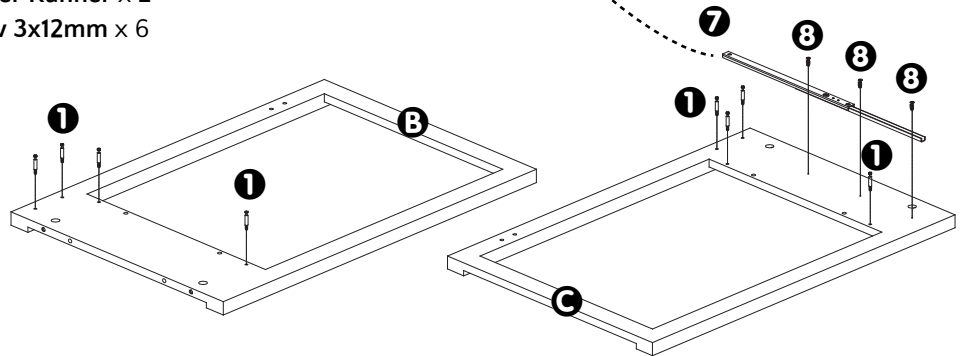
Insert **Cam Bolts 1** into the the indicated holes in the **Left/Right Sides B/C** (4 **Cam Bolts** per side).

*ASSEMBLY NOTE: Use a Phillips-head screwdriver to tighten each **Cam Bolt** you install until its threads are fully inserted.*



Hardware Used:

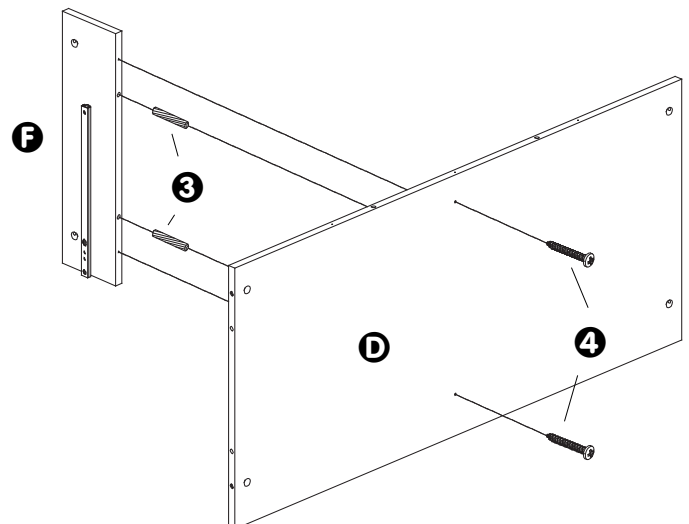
- 1** Cam Bolt x 8
- 7** Drawer Runner x 2
- 8** Screw 3x12mm x 6



2 Insert 2 **Dowels 3** into the holes in the bottom edge of **Drawer Divider F**. Insert the **Dowels** into the corresponding holes on the top surface of the **Shelf D**.

*ASSEMBLY NOTE: You may need to tap gently with a rubber mallet to fully seat **Dowels**.*

Secure the **Drawer Divider** to the **Shelf** as shown by inserting 2 **Screws 4** through the bottom of the **Shelf** and into the **Drawer Divider**. Tighten securely with a Phillips-head Screwdriver.



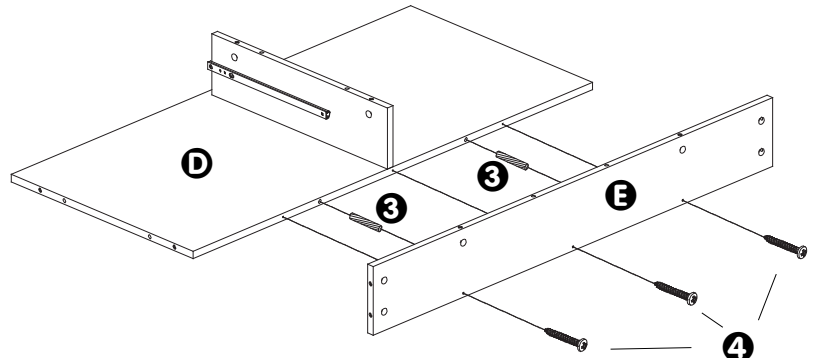
Hardware Used:

- 3** Dowel x 2
- 4** Screw 4x35mm x 2

ASSEMBLY

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3 Attach the **Back Panel** **E** to the **Shelf** **D** by inserting 2 **Dowels** **3** into the holes in the back edge of the **Shelf** and fitting the **Back Panel** onto them. Secure the panels together using 3 **Screws** **4** inserted through the **Back Panel** and into the edge of the **Shelf**. Tighten using a Phillips-head screwdriver.

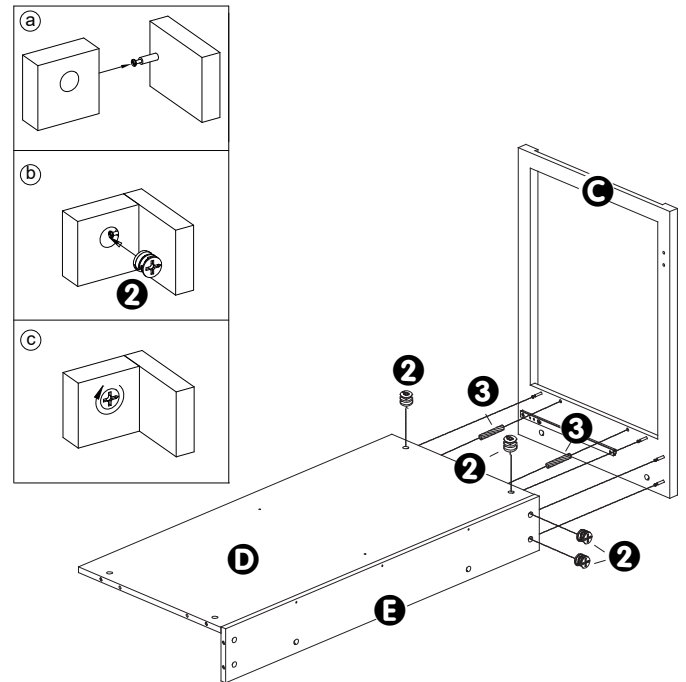


Hardware Used:
③ Dowel x 2
④ Screw 4x35mm x 3

4 Join the **Right Side** **C** to the partially-assembled desk by inserting **Dowels** **3** into the 2 holes closest to the middle of the right edge of the **Shelf** **D**.

Fit the **Right Side** onto the **Dowels** as shown while guiding the **Cam Bolts** into their respective fittings in the edges of the **Shelf** and **Back Panel**.

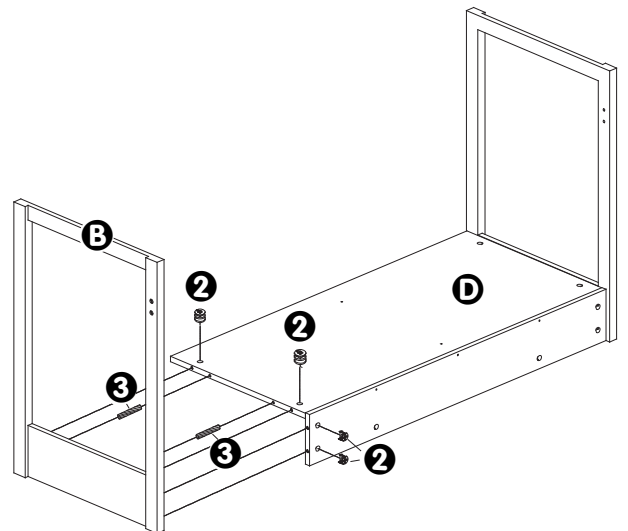
Fasten the **Right Side** to the desk by inserting a **Cam Lock Nut** **2** (with arrow pointed toward the edge) into the hole adjoining each **Cam Bolt**, then turning the **Cam Lock Nuts** clockwise until secure.



Hardware Used:
② Cam Lock Nut x 4
③ Dowel x 2

5 Follow the same method as described in Step 4 to join the **Left Side** **B** to the desk.

Hardware Used:
② Cam Lock Nut x 4
③ Dowel x 2



ASSEMBLY

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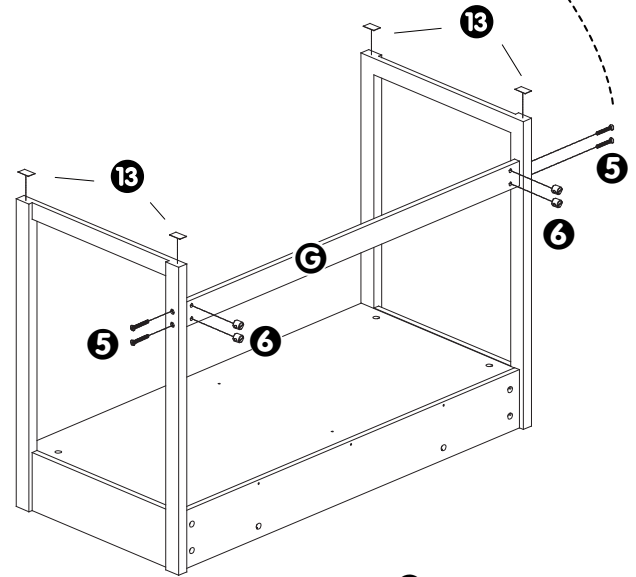
6 Fasten the **Brace G** between the back legs of the **Left/Right Sides B/C**: insert 4 **Barrel Nuts 6** into each of the 2 pairs of holes on the back of the **Brace**. Use a flat-head screwdriver to rotate the **Barrel Nuts** so the threaded hole is aligned with the holes drilled in either end of the **Brace**.

Put the **Brace** into position (with **Barrel Nuts** facing toward the back of the desk) and secure by inserting 2 **Bolts 5** through the leg and into the **Brace** at either end. Tighten each **Bolt** into the receiving **Barrel Nut** using the included **Hex Wrench 12**.

Peel the paper from the adhesive side of the **Foot Pads 13** and press firmly onto each corner of the bottom of the unit.

Hardware Used:

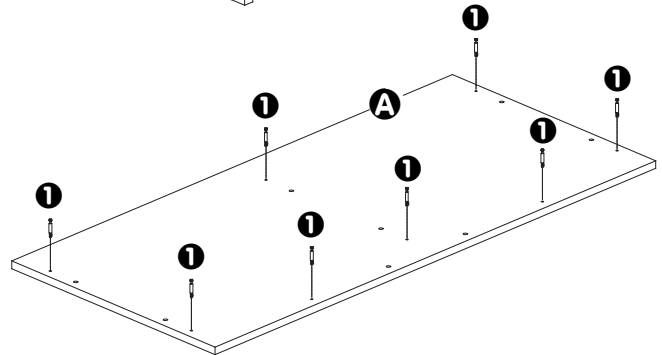
- 5** Bolt 6x55mm x 4
- 6** Barrel Nut x 4
- 12** Hex Wrench
- 13** Foot Pad x 4



7 Insert a total of 8 **Cam Bolts 1** into the indicated locations in the underside of **Desktop A**.

Hardware Used:

- 1** Cam Bolt x 8

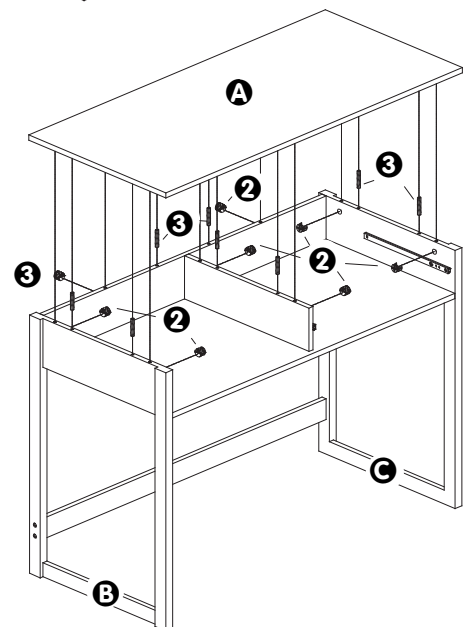


8 Carefully turn the unit upright. Insert 8 **Dowels 3** into the top edges of the assembled panels **B/C/E/F** (2 per panel).

Fit the **Desktop A** onto the desk, making sure to seat all hardware securely. Insert **Cam Lock Nuts 2** (with arrow pointed up) into the holes adjoining each **Cam Bolt 1** and use a Phillips-head screwdriver to turn each **Cam Lock Nut** clockwise until secure.

Hardware Used:

- 2** Cam Lock Nut x 8
- 3** Dowel x 8



ASSEMBLY

BALKENE —HOME—

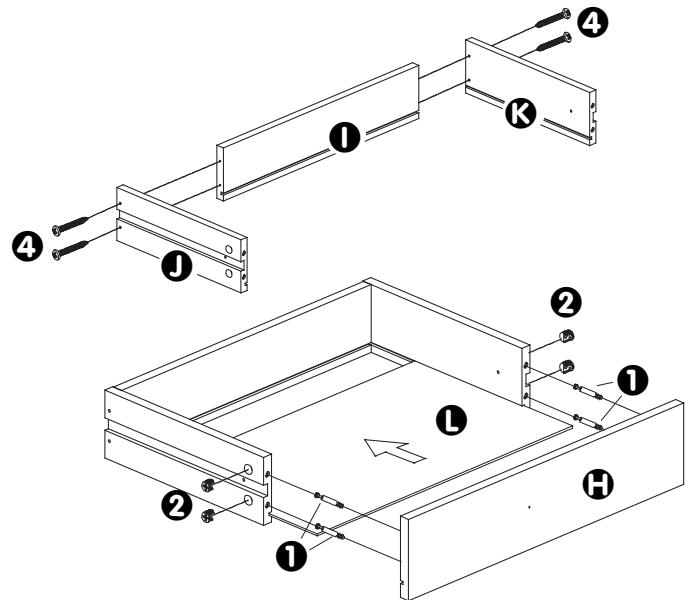
9 Assemble the drawer. Join **Drawer Back 1**, **Drawer Left Side 2**, and **Drawer Right Side 3** by inserting **Screws 4** through the rear of each **Side** and into the edge of the **Back**. *NOTE: the grooves along each piece should join together to form one continuous groove on the inside bottom of the drawer.*

Slide the **Drawer Bottom 5** into the groove.

Insert **Cam Bolts 6** into the 4 holes on the inside of the **Drawer Front**. Slide the **Cam Bolts** into the holes at the front edge of each **Drawer Side**. To fasten, insert a **Cam Lock Nut 7** into each of the 4 holes adjoining the **Cam Bolts** (with arrows pointed toward drawer front), then rotate clockwise until secure.

Hardware Used:

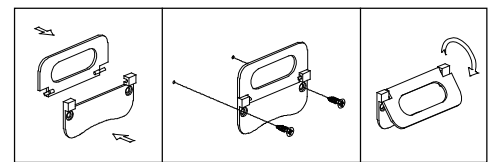
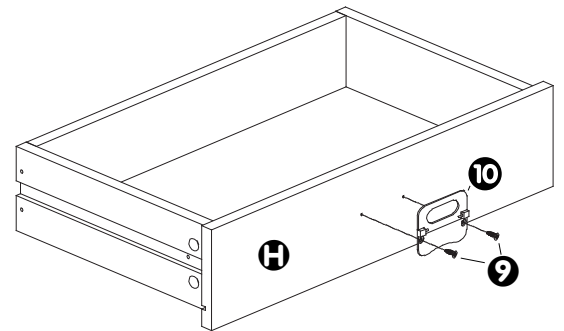
- 6** Cam Bolt x 4
- 7** Cam Lock Nut x 4
- 4** Screw 4x35mm x4



10 Attach the **Handle 10** to the **Drawer Front 8** using **2 Screws 9**.

Hardware Used:

- 9** Screw 3x12mm x 2
- 10** Handle x 1

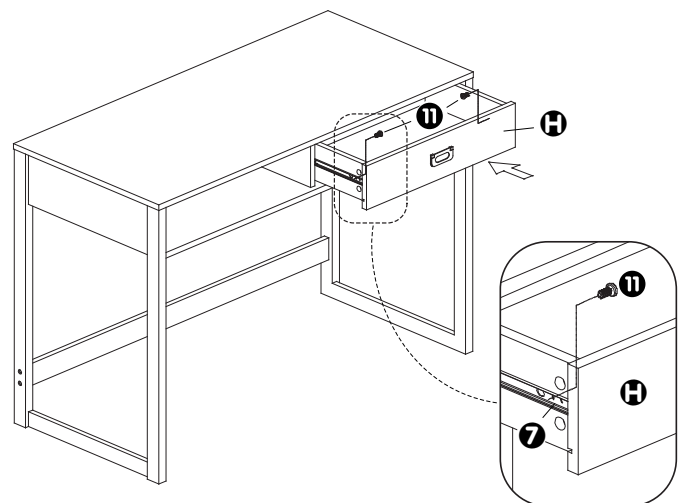


11 Slide the assembled drawer into the **Drawer Runners** installed in the desk. With the drawer open, insert a **Small Bolt 11** into each of 2 holes near the front of the left and right interior sides of the drawer. Tighten through the drawer side and into the runner on the outside of the drawer.

Hardware Used:

- 11** Small Bolt 4x12mm x 2

Check that all hardware is securely tightened.
Your **Greenwich Study Desk** is ready for use!



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LIMITED WARRANTY

Customers in the Contiguous US

With proof of purchase from an authorized retailer, this product is warranted for a period of 1 year from original purchase date against defects in materials and workmanship under normal use. This warranty does NOT cover normal wear/weathering, exposure to water, freezing temperatures, oils, fluids, or chemicals OR use in a commercial context if the unit is not designated as a commercial model. At Balkene Home's sole discretion, products under warranty will be repaired and/or replaced at no charge to the customer. Returns sent back to Well Traveled Living must be sent via prepaid freight in the original retail packaging.

For warranty service, contact Balkene Home at the address, phone numbers or website and email listed in this owner's manual. Be sure to have your sales receipt, date of purchase and catalogue/model numbers available when calling. All warranty service will be coordinated by Balkene Home's Amelia Island, Florida service center. This warranty is extended only to the original owner. Proof of purchase will be required before warranty service is rendered. The sales receipt is the only valid proof of purchase. This warranty only covers failures due to defects in materials or workmanship which occur during normal use. Failures and/or damage which result from accident, negligence, misuse, abuse, neglect, mishandling, alteration or modification, failure to maintain, improper assembly or maintenance, service by unauthorized agency or use of unauthorized components or damage that is attributable to acts of God are NOT covered.

This limited warranty gives you specific legal rights and you may also have other rights which vary from jurisdiction to jurisdiction. The provisions of the United Nations Convention on Contracts for the Sales of Goods shall not apply to this limited warranty or the sale of products covered by this limited warranty.

- THERE ARE NO EXPRESS WARRANTIES EXCEPT AS LISTED.
- PURCHASER ASSUMES ALL RISKS IN THE ASSEMBLY AND OPERATION OF THIS UNIT.
- FAILURE TO FOLLOW WARNINGS AND OPERATIONAL INSTRUCTIONS CONTAINED IN THIS MANUAL CAN RESULT IN SEVERE PROPERTY DAMAGE AND/OR PERSONAL INJURY.
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EXTEND YOUR WARRANTY

When you purchase a Fire Sense or Balkene Home product from any authorized retailer, you'll have peace of mind in knowing that it comes with a one-year warranty. Extend your warranty for *an additional year* when you review your item at balkenehome.com within 365 days of purchase.



Important Notice

Do NOT return to place of purchase—for customer service and warranty issues:

Call toll-free (866) 985-7877 9 a.m. – 9 p.m., EST
Email cservice@welltraveled.net
Live chat balkenehome.com 9 a.m. – 6 p.m., EST, Monday – Friday

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