Make yourself comfortable with Staples® brand furniture.

Check us out online and in store for more great ways to add some easy to your day.
Congratulations
Staples Own Brand Limited 1 Year Warranty

Thank you for purchasing a Staples brand product. We promise to repair or replace any Staples product or component that may have any defects in material or workmanship for as long as you, the original purchaser, own it. This warranty is subject to the provisions below. Staples’ sole obligation and purchasers’ exclusive remedy pursuant to these warranties are limited to replacement at Staples sole discretion. There are no other warranties except as expressly set forth below, either expressed or implied, including any warranty of merchantability for any particular purpose.

The word defects in this warranty is defined as imperfections that impair the service, function or effectiveness of the product.

LIMITED 1 YEAR WARRANTY:
Staples warrants this product to be free of defects in material, workmanship, or construction for a period of 1 year from the date of purchase. Any defective parts for this product must be reported to Staples by the purchaser within 30 days of when defect becomes known. We will repair or replace this product or component(s) of this product to the original purchaser with proof of purchase. This warranty is subject to the provisions listed below.

Claims for replacement of broken glass must be made within 90 days of purchase. Original sales receipt will be required prior to replacement glass shipment.

COLOR VARIATIONS AND FINISHES:
Color variations in wood or other natural materials are inherent to their character and are not considered to be defects. Staples does not warrant the matching of colors, grains, textures or other such materials.

EXCLUSIONS:
This warranty does not apply to damage caused by misuse, or modification to the product. This warranty will be voided on products that were not assembled, used or maintained in accordance with the product instructions and warnings. Staples will not bear responsibility for incidental or consequential damages, including but not limited to inconvenience, rental or purchase of replacement products, loss of profits, commercial loss, or shipping costs of defective parts or units to Staples or its agents for repair or replacement.

Some states or provinces do not allow the exclusion or limitation of incidental or consequential damages so the above limitation or exclusion may not apply to you. This warranty gives you specific legal rights and you may also have other rights, which may vary from state to state or province to province.

TO OBTAIN SERVICE FROM THIS WARRANTY:
A. Contact customer service by telephone at 1-800-489-3351, Monday thru Friday 7am – 8pm CST and Saturday 9am – 5pm CST.
B. Be prepared to provide proof of purchase with original sales receipt.
C. Once confirmed that your claim is eligible under the warranty conditions as stated above, your claim will be processed and replacement parts will be shipped at no cost to you as the original purchaser. No assembly/labor is included in this warranty.

Please be prepared to explain the defect in detail, model number, date and location of purchase, your name, address, phone number. Photos and original sales receipt may be required prior to replacement part shipment.

putting it together — the easy way
Staples® is leading the way in taking some of the stress and frustration out of furniture assembly.

More logical instructions.
No more “huh?” moments — we develop our instructions to have the right amount of detail you’ll need.

Have no fear.
If you’re confused during any step of the way, just call the number located at the bottom of the instructions pages. You’ll get help from a friendly representative.

Questions?
Call our Product Support experts Monday thru Friday 7am – 8pm CST and Saturday 9am – 5pm CST: 1-800-489-3351 Or visit us online: www.product-support-staples.com

You just put a little easy in your day with Staples® brand furniture.

The quality you demand.
From high quality materials to rigorous performance testing, we build great quality into all Staples® brand furniture. Before we put our name on the box, it has to meet our high standards — and yours.

The selection you want.
You’ll enjoy an ever-growing assortment of products to better meet your needs. From stylish desk accessories and organizing systems to office desks and chairs, chances are we have something you’ll count on day in, day out.

The prices you’ll love.
Sure, high quality and wide selection are great. But the icing on the cake is our great low prices. Because Staples® brand furniture is designed to do more than fit your style — it fits your budget, too.
**MAXIMUM LOADS**

This unit has been designed to support the maximum loads shown. Exceeding these load limits could cause sagging, instability, product collapse, and/or serious injury.

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**Before you begin**

Read through instructions from beginning to end before starting to assemble unit. Identify all parts and hardware.

When laying out furniture parts, place them on a clean, dry and soft surface to prevent scratching.

Caution: Only one person is required for the assembly of this product; however on one or more steps, you may need a second person to assist.

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**easy care tips for Staples brand furniture**

- to keep the finish looking great, avoid placement in direct sunlight, near heat registers, or next to open windows.
- use a protective pad or desk bloter when writing on furniture.
- use coasters, mats or pads for protection against food and drinks.
- dusting is easy: a few drops of water on a soft lint-free cloth is all you need.
**included parts**

In many cases, we include additional hardware. So after following the assembly instructions, don’t worry if there are still extra pieces left over - they’re included as a “just in case” for your convenience.

1. 3.5 x 12mm screw (x 12) (TBW0017)
2. 10” left keyboard slide (x 1) (TBW0011)
3. 10” right keyboard slide (x 1) (TBW0012)
4. 6 x 12mm bolt (x 5) (TBW0040)
5. 6 x 28mm bolt (x 4) (TBW0044)
6. 6 x 35mm bolt (x 6) (TBW0036)
7. 6 x 50mm bolt (x 4) (TBW0047)
8. 6mm screw cap (x 1) (TBW0048)
9. screw cap (x 4) (TBW0049)
10. plastic support (x 4) (TBW0050)

**glass top** (x 1) (T9153096ST010)
**keyboard shelf** (x 1) (T9153096ST020)
**left keyboard slide** (x 1) (T9153096ST030)
**right keyboard slide** (x 1) (T9153096ST040)

**frame** (x 2) (T9153096ST050)

**bar** (x 2) (T9153096ST060)
**bar** (x 1) (T9153096ST070)
**bar** (x 2) (T9153096ST080)

**tools needed**

**WARNING:** Hand tools should always be used to assemble your furniture to avoid damage to the furniture. Use of power tools may strip or damage the parts. Use power tools in **ONLY** those assembly steps instructed to.

**Phillips screwdriver** (not included)
**Hammer** (not included)
**Flathead screwdriver** (not included)
**Hex key** (TBW0010)

**Actual Size**

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*customer support: 1-800-489-3351*
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