

Desk Top Organizer Assembly

Unpack the DTO onto a soft, level surface and identify the following components

Shelves (4) Utility (1) Shelf Supports (20) Rubber Bumpers/Felt Strips

Study the instructions thoroughly.

Lay the DTO on its back. Remove the protective backing from the bumpers/felt strips and carefully adhere them to the bottom of the uprights. This will protect the desk surface from scratching. Turn the DTO over and place it on the desk.

Insert shelf supports into the holes and carefully place shelves on them. The utility goes on shelf supports in the middle (be sure that the shelf supports are completely set into the holes - lightly tap them with a rubber mallet before putting the shelves into position)

Care Instruction

To care for and preserve the finish on your new Copeland Furniture piece, please keep the following recommendations in mind.

- While our furniture has been finished with a durable top coat, the surface may be sensitive to dents and abrasions during the first 30 days in your home.
- Treat the surface finish gently so it does not dent or chip. Tape or stickers should not be put on the finish.
- For general care use a soft cloth to dust the furniture.
- Use damp cloth with a mild soap to clean-up spills or dirt. Dry the surface thoroughly.
- Please do not use any polishes, waxes or solvents to clean the surface of the furniture. This holds true for new Copeland Furniture pieces as well as items you may already have in your home.
- Please do not place any candles directly on the surface of your furniture. The perfumes and dyes in the candles may penetrate the finish.

Special Care Instructions for Cherry Furniture

Please read the following if you have purchased a Copeland product in cherry. Furniture that has been crafted from cherry wood becomes darker with age. The change in color, from a reddish tan to a reddish brown, is most noticeable during the first six months of ownership. It is important to understand that exposure to light accelerates, the natural oxidization process. An object left on a cherry wood surface for an extended period of time may retard the aging process in a limited area. Simply remove the object and, over time, the surface will attain a uniform reddish brown color.



If you have any questions or difficulties, please call us at the number below between the hours of 8:00 am and 4:30 pm eastern time.
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