

Instructions for Sarah Four Leg Extension Tables

Unpack the table onto a soft level surface and identify the listed items.

Hardware included:

- ☐ #20 x 1/4" nuts (8)
- ☐ Washers (8)

Components included:

- ☐ Table top assembly with leaf (1)
- ☐ Legs (4)

Sarah Four Leg Ext. Tables:

- 38" x 60/84" Ext. Table
- 38" x 66/90" Ext. Table
- 38" x 72/96" Ext. Table
- 42" x 66/90" Ext. Table
- 42" x 72/96" Ext. Table

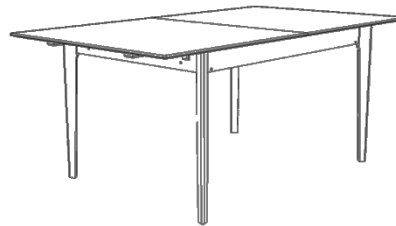


Table top sub-assembly



Table leg



Tools required | Philips head screw driver

Step 1: Remove the shipping blocks

Lay the *table top sub-assembly* face down on a soft level surface. Use a Philips head screw driver to remove *shipping blocks* under the *table top assembly* by detaching all the *flat head screws* from the *shipping blocks* (**Figure 1**).

Remove the shipping blocks


Shipping block

Flat head screws

Table top assembly

Flat head screws

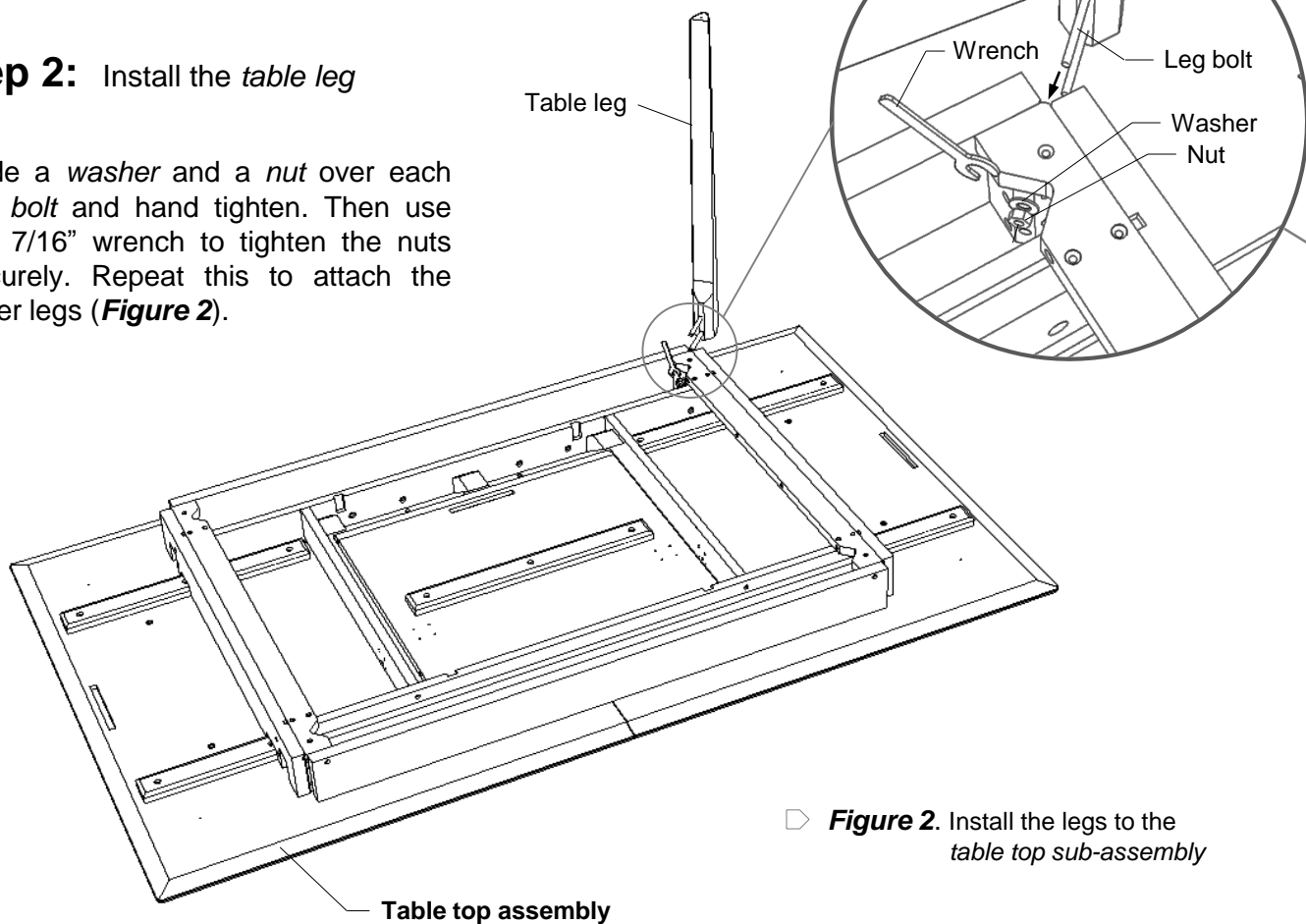
Shipping block

 **Figure 1.** Remove the *shipping blocks* from the *table top sub-assembly*



Step 2: Install the *table leg*

Slide a *washer* and a *nut* over each *leg bolt* and hand tighten. Then use the 7/16" wrench to tighten the nuts securely. Repeat this to attach the other legs (**Figure 2**).



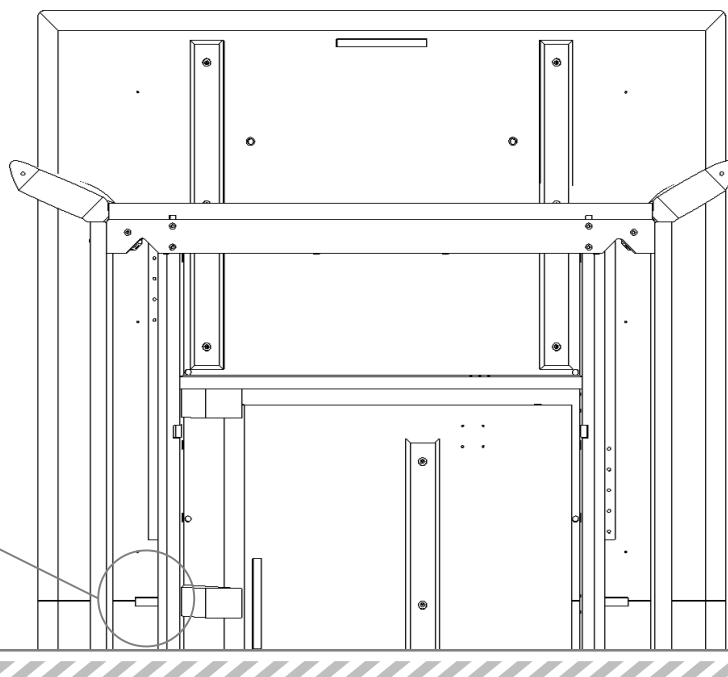
▷ **Figure 2.** Install the legs to the *table top sub-assembly*

When
in use

How to lock and unlock the table top

To lock the top, push down the small black handle in the middle of the slide arm. To unlock the top, simply push the handle up on both sides. *Lock-up handle* located in the middle of the *slide arm* (**Figure 3**).

▷ **Figure 3.** Lockup handle location



Lockup handle



Open the table top

- ▶ Unlock the table (if locked).
- ▶ Pull out the table top from either end.
- ▶ Unfold the leaf.
- ▶ Push the top from either end towards the center.
- ▶ Lock the table (optional).

Scan to watch
easystow operation video



Close the table top

- ▶ Unlock the table (if locked).
- ▶ Pull out the table top from either end.
- ▶ Lift up the leaf and gently fold it into the table.
- ▶ Close the top by pushing it to the center from either end.
- ▶ Lock the table (optional).

Attention: after the table is fully assembled, DO NOT try to pick up the table from the ends – especially if the table is fully extended. Should the table need to be relocated, close the table and carefully lift the table in the middle area where the two tops meet.

Care Instructions

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.
- Beds must be disassembled before moving to avoid damage. Never attempt to move the bed while it is assembled.

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.



How to Operate Extension Table Lock Mechanism



Tools required None

Locking locations

One leaf extension tables usually have two locking locations (*Figure 1*). The inner position is for locking the table when the leaf is unfolded (*Figure 1-2*). The outer position is for locking the table when the leaf is folded (*Figure 1-1*). Two leaf extension tables have three locking locations. Similar to the one leaf table, the inner locking location is for when leaf is folded, the middle locking position is for when one leaf is open, the outer locking location is for when two leaves are open.

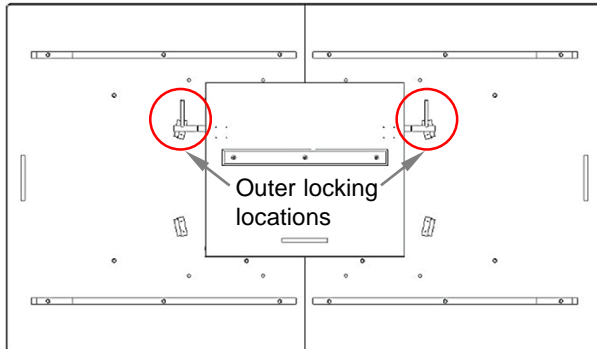


Figure 1-1. Outer locking position when leaf folded

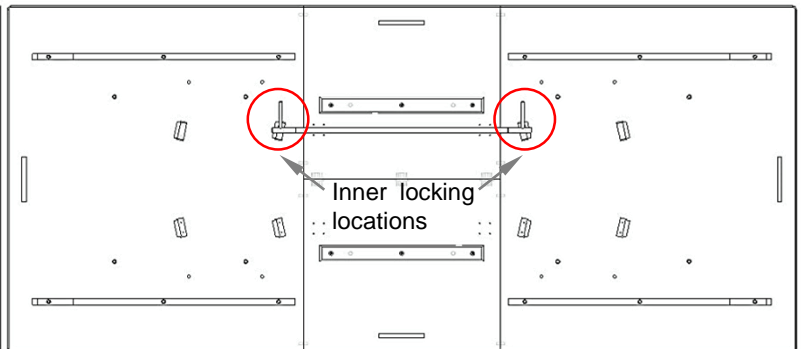


Figure 1-2. Inner locking position when leaf unfolded

How to lock/unlock the extension table

To release the lock, simply rotate the long handle (on the underside of the table) so that the short lock pin disengages from the friction plate (*Figure 2-1*).

To lock the table, rotate the long handle on the lock mechanism till the short lock pin engages with the friction plate (*Figure 2-2*).

Figure 2-1. ▶
Unlock the table

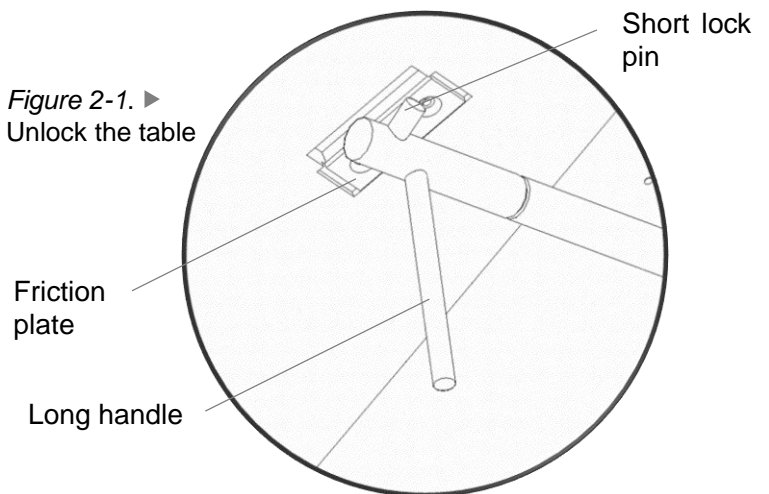


Figure 2-2. ▶
Lock the table

