

MODEL: VERSA ROUND DINING TABLE

ASSEMBLY & CARE MANUAL

IMPORTANT SAFETY INSTRUCTIONS

⚠ READ BEFORE ASSEMBLY & FIRST USE ⚠

- **Team Lift Required:** The tabletop is heavy. A minimum of **two adults** is required for safe assembly and movement.
 - **Stable Surface:** Assemble and use only on a flat, level, and stable floor.
 - **Load Capacity:** Maximum load is **220 lbs (100 kg)** evenly distributed. Do not stand, sit, or climb on the table.
 - **Child Safety:** Do not allow children to climb on or play under the table during assembly or use.
 - **Tip-Over Hazard:** This is a freestanding table. To prevent tipping, **do not place excessive weight on one side** (e.g., leaning on a single edge).
 - **Care with Glass:** If your model has a glass top, wear gloves during assembly and handle with extreme care.
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TOOLS REQUIRED (NOT INCLUDED)

- Phillips Screwdriver
 - Rubber Mallet (or use a block of wood and a standard hammer)
 - Allen Wrench (provided)
 - Soft cloth or blanket for assembly surface
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PACKAGE CONTENTS

Unpack all boxes in the room where the table will be used. Verify all parts before discarding packaging.

Part Code	Description	Qty	Notes
A	Round Tabletop	1	Check for finish side (labeled "TOP").
B	Central Pedestal Column	1	
C	Pedestal Base	1	
D	Mounting Plate	1	Pre-attached to underside of Tabletop (A).
E	Leveling Gliders	3	Pre-installed or in hardware bag.
F	Felt Pads	3 or 4	For underside of base.
--	Hardware Kit (in separate bag)	1	

Hardware Kit Contents:

- **Lag Bolts (M8 x 50mm)** – 4 pcs
 - **Washers** – 4 pcs
 - **Allen Wrench** – 1 pc
 - **Wooden Dowels** – 3 pcs (for some models)
 - **Collar Screw (Large, for attaching Column to Base)** – 1 pc (may be pre-installed)
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ASSEMBLY INSTRUCTIONS

STEP 1: ATTACH THE BASE (C) TO THE COLUMN (B)

1. Place the **Pedestal Base (C)** upside down on a soft, protected surface (e.g., the cardboard box or a blanket).
2. If not pre-installed, locate the **Leveling Gliders (E)** and screw them into the three threaded holes in the bottom of the base.
3. Apply the **Felt Pads (F)** to the bottom of the base between the gliders to protect your floor.
4. Turn the base right-side up.
5. Take the **Central Pedestal Column (B)**. Align its bottom end with the mounting socket in the center of the base.
6. Insert the column and **turn it clockwise** to thread it into the base. Tighten firmly by hand. For a model with a **Collar Screw**, insert the column and tighten the pre-installed side screw securely with the Allen wrench.

STEP 2: PREPARE THE TABLETOP (A)

1. With the help of your assistant, carefully place the **Round Tabletop (A) upside down** on a soft, flat surface (use blankets or the packing foam).
2. Locate the **Mounting Plate (D)** fixed to the center of the underside. Ensure the pre-drilled holes in the plate are clear.

STEP 3: ATTACH THE COLUMN ASSEMBLY TO THE TABLETOP (CRITICAL STEP)

1. With your assistant, lift the assembled **Pedestal (B+C)** and carefully position it upside-down so the top of the column aligns with the Mounting Plate (D) on the underside of the tabletop.
2. Align the holes in the top flange of the column with the holes in the mounting plate.
3. Insert the four **Lag Bolts** through the washers and then into the aligned holes.
4. Using the Allen wrench, **tighten all four bolts evenly**. Tighten in a star pattern (e.g., top, bottom, left, right) to ensure even pressure and a secure fit.
Tighten until fully snug.

- **For models with wooden dowels:** Insert dowels into the tabletop first, then lower the column onto them before bolting.

STEP 4: FINAL SETUP

1. With your assistant, carefully flip the entire table upright. **Lift from the solid pedestal base and the tabletop edge—never lift by the column alone.**
2. Place the table in its desired location.

3. Test for stability. If the table rocks, adjust the **Leveling Gliders (E)** on the bottom of the base by turning them clockwise to raise or counter-clockwise to lower until the table is stable.
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LEAF INSERTION INSTRUCTIONS (For Expandable Models)

- **Note:** Not all VERSA ROUND models include a leaf.
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 - 1. Loosen the two **locking mechanisms** located underneath the center of the table (you may need to partially unscrew them).
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 - 2. With an assistant, gently pull the two halves of the tabletop apart to create a gap in the center.
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 - 3. Insert the drop-leaf panel into the gap, ensuring it rests flush on the support rails.
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 - 4. Push the table halves back together, securing the leaf in place.
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 - 5. Tighten the locking mechanisms firmly underneath to secure the table in its expanded position.
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CARE & MAINTENANCE

- **Wood/ Veneer Tops:** Wipe spills immediately with a soft, damp cloth. Dry thoroughly. Use only mild soap and water for cleaning. Use coasters, placemats, and trivets to protect from heat, moisture, and scratches. Polish with furniture polish suitable for your finish 1-2 times per year.
- **Glass Tops:** Clean with a glass cleaner or a solution of vinegar and water. Use a soft microfiber cloth to avoid streaks.

- **Metal Base:** Dust regularly. Clean with a damp cloth. Dry immediately to prevent water spots.
 - **General:** Avoid placing the table in direct sunlight or near heat vents to prevent fading and warping.
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TROUBLESHOOTING

Issue	Probable Cause & Solution
Table wobbles.	Floor is uneven. Adjust the Leveling Gliders (E) on the base. Ensure all bolts connecting the column to the tabletop are tight.
Table feels unstable.	Weight is unevenly distributed. Center heavy items. Ensure the column is fully tightened into the base.
Gap at column attachment.	The four lag bolts were not tightened evenly. Loosen all, re-align, and tighten in a star pattern.
Leaf does not sit flush.	The support rails underneath are not fully extended or are misaligned. Check the locking mechanisms.

WARRANTY

This dining table is covered by a **5-year limited warranty** on the tabletop structure and pedestal against manufacturing defects.

For missing parts, assembly help, or warranty service:

Customer Support: support@yourbrand.com

Phone: 1-800-XXX-XXXX

Model Name: VERSA ROUND

Please have your proof of purchase ready.

Thank you for your purchase. We hope your **VERSA ROUND** table becomes the centerpiece for many memorable meals and gatherings.