



Maxwell Thomas® **DINING TABLE**

Owner's Manual

Please keep and refer to this Owner's Manual.

Thank you for purchasing a Maxwell Thomas® dining table from Direct Supply Equipment & Furnishings® distributed by Direct Supply Manufacturing, Inc. Please read this entire guide carefully and keep it for future reference. This guide will provide you with instructions, warnings, warranty information and other important information about your Maxwell Thomas dining table. Share this information with your housekeeping, nursing and maintenance staff to help ensure the dining table is used and cared for properly.

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Introduction

Thank you for purchasing this Maxwell Thomas dining table from Direct Supply Equipment & Furnishings, a division of Direct Supply, Inc. In this owner’s manual, you’ll find important information that you should read before assembling and using this product. Please keep this manual available for future reference. Should you have any questions, please contact your Direct Supply Equipment & Furnishings account manager or Direct Supply Manufacturing, Inc.

Definitions

The Maxwell Thomas dining table is distributed by Direct Supply Manufacturing, Inc. (“We,” “Us” or “Our”).

“You” are the facility, community or other entity that has purchased the product.

The **⚠ WARNING** symbol calls your attention to a potential danger that requires correct procedures or practices in order to prevent personal injury or death.

The **⚠ CAUTION** symbol means that correct operating or maintenance procedures must be followed in order to prevent damage to or destruction of the product or other property.

Warnings & Cautions

WARNINGS

Read and follow all directions and warnings before using this product. Do not operate this product without first reading and understanding this user manual. Damage, injury or even death may result from improper use of this product or not following directions and warnings. This product is intended for use by trained and licensed healthcare or senior care providers in normal, indoor conditions.

⚠ **WARNING:** Failure to comply with all instructions, warnings and precautions, or using this product for a purpose other than its intended use, could result in bodily injury.

⚠ **WARNING:** This product is not designed to replace good caregiving practices, including, but not limited to:

- ⚠ Direct patient and resident supervision
- ⚠ Inspection and testing before use

⚠ **WARNING: Never use your Maxwell Thomas dining tabletop or table base with a non-Direct Supply tabletop or table base. Unapproved product combinations may result in bodily harm and void your warranty.**

⚠ **WARNING: If your Maxwell Thomas dining table has table leaves, use extreme caution when adjusting the table leaves, as fingers or other body parts may become pinched between the tabletop and the table leaves. Only your staff should adjust the table leaves up or down. Always ensure residents are a safe distance from the table when the table leaves are being adjusted.**

⚠ **WARNING:** Table base and tabletop sizes are predetermined and should not be interchanged. Incorrect base/top combinations could cause instability and lead to serious injury.

⚠ **CAUTION:** Do not place items weighing more than 50 lbs. (22.5 kilograms) on table leaves, if present. Do not sit, stand or exert force on the leaves, if present.

⚠ **CAUTION:** Do not use 100% bleach, abrasive cleaners or similar cleaners or chemicals on this product, as such use may void the warranty of this product.

⚠ **CAUTION:** Examine product every 60 days for loose screws or missing glides. Tighten, adjust or replace as needed.

⚠ **WARNING:** If your Maxwell Thomas dining table has adjustable-height capabilities, it requires at least two people to adjust the height. **Adjusting the height of the table without assistance could result in bodily harm, as the tabletop will not be self-supported during adjustment. Always ensure the table column is locked in place before returning it to service.** Always ensure everything is removed from the tabletop before adjusting the height. Always ensure residents are a safe distance away from the table when the height is being adjusted.

Product Description & Use

Product Description & Use

All Wood Bases – These table bases feature maple hardwood construction with several finish options.

- Maxwell Thomas Colonnade
- Maxwell Thomas Babylon
- Maxwell Thomas Petra
- Maxwell Thomas Mallia
- Maxwell Thomas Duncan Phyfe

Metal Bases – These table bases feature cast iron bases finished with a durable black wrinkle powdercoat.

- Maxwell Thomas Nexus
- Maxwell Thomas Delphi
- Maxwell Thomas Siena
- Maxwell Thomas Corinth
- Maxwell Thomas Sparta

Wood & Metal Bases – These table bases feature a Maple hardwood column with a cast iron base covered in a black wrinkle powdercoat.

- Maxwell Thomas Pilaster
- Maxwell Thomas Alexandria
- Maxwell Thomas Athens

4-Legged Tables – These tables offer four different leg shapes and two apron options with your choice of tabletops (limitations apply).

Versatile Table – This table is designed to be used by dining chair and wheelchair users alike. Wheelchair users can be seated at the table with flip-out leaves that fit between the armrests of most wheelchairs. The flip-out leaves are 9" wide and can be folded underneath the table when they are not needed. The table also has a predetermined base type for optimal wheelchair compatibility and ergonomics.

Adjustable-Height Metal Bases – These convenient table bases can manually adjust in height to suit all of your residents' needs.

- Maxwell Thomas Nexus Air-Assist Base
- Maxwell Thomas Nexus Telescoping Base

Product Description & Use and Care & Maintenance

Product Description & Use *(cont.)*

Tabletops – Tabletops are covered in durable thermolaminate, veneer or high-pressure laminate for longevity and superior moisture protection. In addition to these tops, we offer a solid hardwood maple top in a ‘butcherblock’ configuration exposing the beautiful end-grain of the wood. The wood is finished in a tough catalyzed lacquer to help ensure it will continue looking beautiful for years to come. All tops have predrilled patterns when accompanied with the appropriately sized pedestal base for quick and easy assembly.

- Thermolaminate
 - Bullnose Edge
 - Spill-Retainer Edge
- Laminate
 - Maple Hardwood Bullnose Edge
 - T-Mold Vinyl Edge
 - Spill-Boundary Edge
 - Self-Edge
- Hardwood Maple Veneer
 - Maple Hardwood Bullnose Edge
- Maple Hardwood Butcherblock
 - Eased Edge

Care & Maintenance

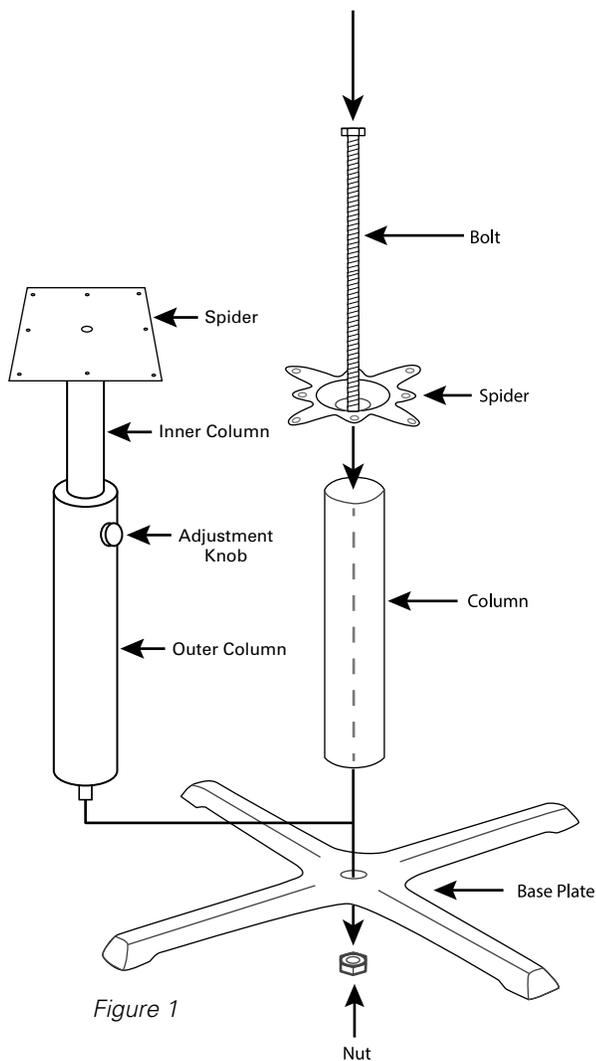
We recommend the following cleaning practices to help maintain the appearance of the top of your Maxwell Thomas dining table:

- A top soiled by normal use may be cleaned with liquid dishwashing detergent and warm water.
- For stubborn stains, use an appropriate household cleaner for use on wood products.

⚠ CAUTION: Do not use 100% bleach, abrasive cleaners or similar cleaners, or chemicals on this product, as such use may void the warranty of this product.

Assembly Instructions – Pedestal Bases

⚠ WARNING: Unpack the table in an area with sufficient room to work. Do not allow residents near the product until it has been completely set up and the work area has been cleared of all debris. Inspect the product for damage. If the product is damaged or the wrong product was accidentally sent, **DO NOT USE IT**, and immediately contact Direct Supply Equipment & Furnishings for further instruction.



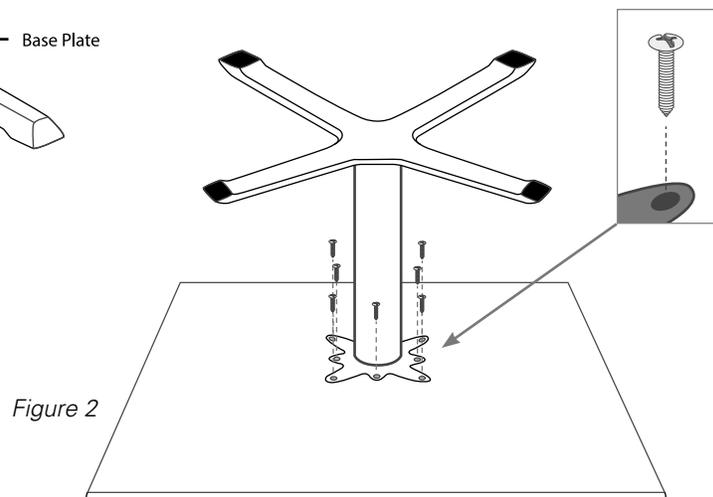
Tools Needed (*not included*)

- 11/16" Wrench and/or socket
- Pliers and/or locking pliers
- Phillips-head screwdriver
- Power drill and Phillips bit

1. Carefully open packaging and remove tabletop. Place tabletop upside down on a soft surface to avoid damage to surface.

NOTE: Skip to Step 7 if your Maxwell Thomas table base, column and spider are pre-assembled.

2. Gather the base plate, column, spider, nut and bolt to begin assembling the table base (*Figure 1*).
3. Insert the bolt through the spider, then the column and finally the base. The spider must be oriented concave side up (*Figure 1*).
4. Screw the nut onto the bolt underneath the base plate (*Figure 1*).
5. Place the base on the ground and align the four longer arms of the spider with the four legs on the base plate (*Figure 1*).



6. With the spider aligned with the base, tighten the nut onto the bolt with a socket, securing the orientation of the base (*Figure 1*).
7. Place the spider against the upside-down tabletop and align the pilot holes with the holes in the spider (*Figure 2*).
8. Attach the base to the top with screws through the spider into the pilot holes in the top (*Figure 2*).
9. Flip the assembled table over onto the base and adjust the glides underneath the base to achieve levelness of the table. This completes the assembly of your Maxwell Thomas dining table (*Figure 3*).

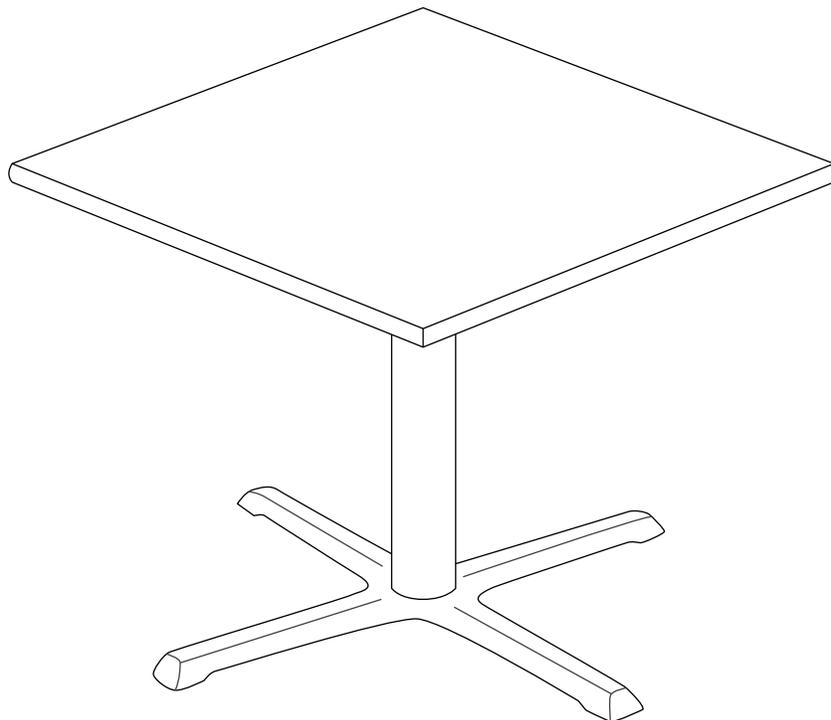
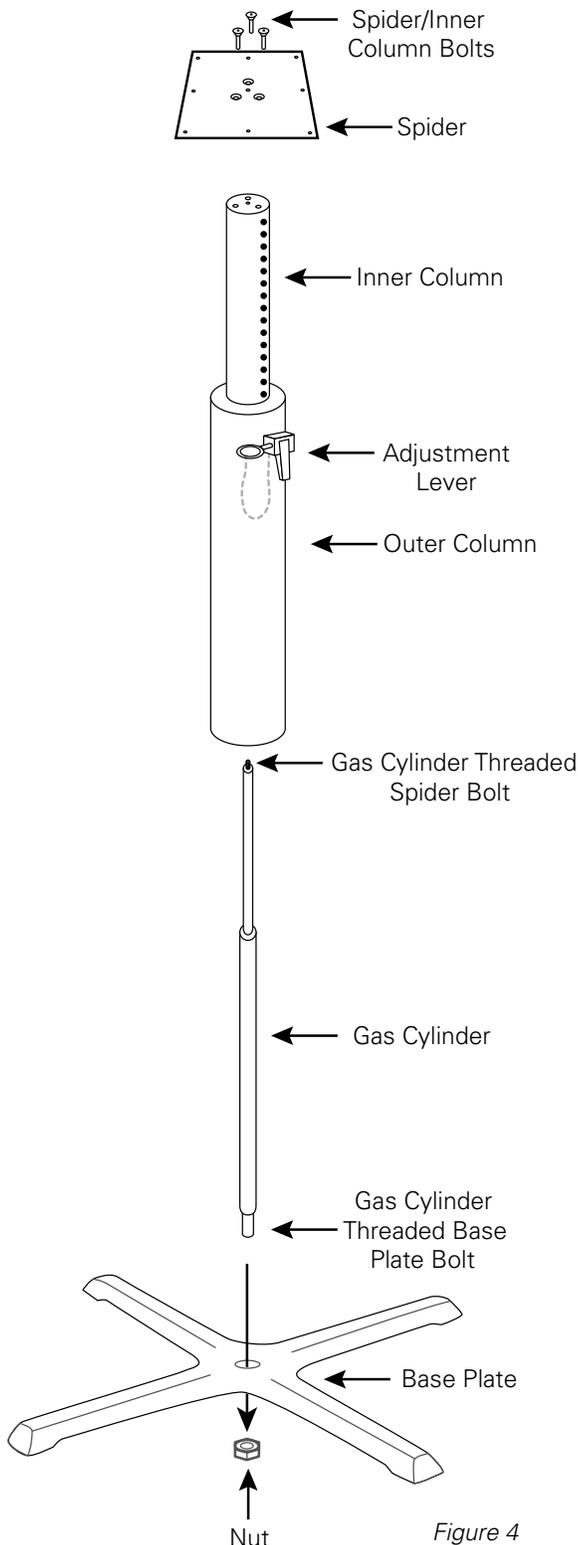


Figure 3

Assembly Instructions – Pedestal Bases (cont.)



Nexus Air – Assist Pedestal Base Assembly

1. Insert the gas cylinder into the inner and outer column assembly while holding the gas cylinder in place.
2. Thread the spider bolt on the top end (top) of the gas cylinder into the center hole on the spider.
3. Thread the three spider/inner column bolts through the top of the spider to connect the spider to the inner column.
4. Insert the threaded bolt attached to the bottom of the gas cylinder into the center hole of the base plate and thread the nut onto the bolt tightly.
5. Attachment to the tabletop is the same as a standard pedestal base.

Nexus Air – Assist Pedestal Base Operation

At least two people are required to adjust the table's height.

1. Pull the pin from the adjustment lever.
2. Lift up on the adjustment lever while the second person lifts the tabletop up or pushes the tabletop down.
3. Once desired height is reached, release the adjustment lever and make sure the inner column is locked in place. Insert the pin to lock the lever so it is facing down as seen in *Figure 4*.

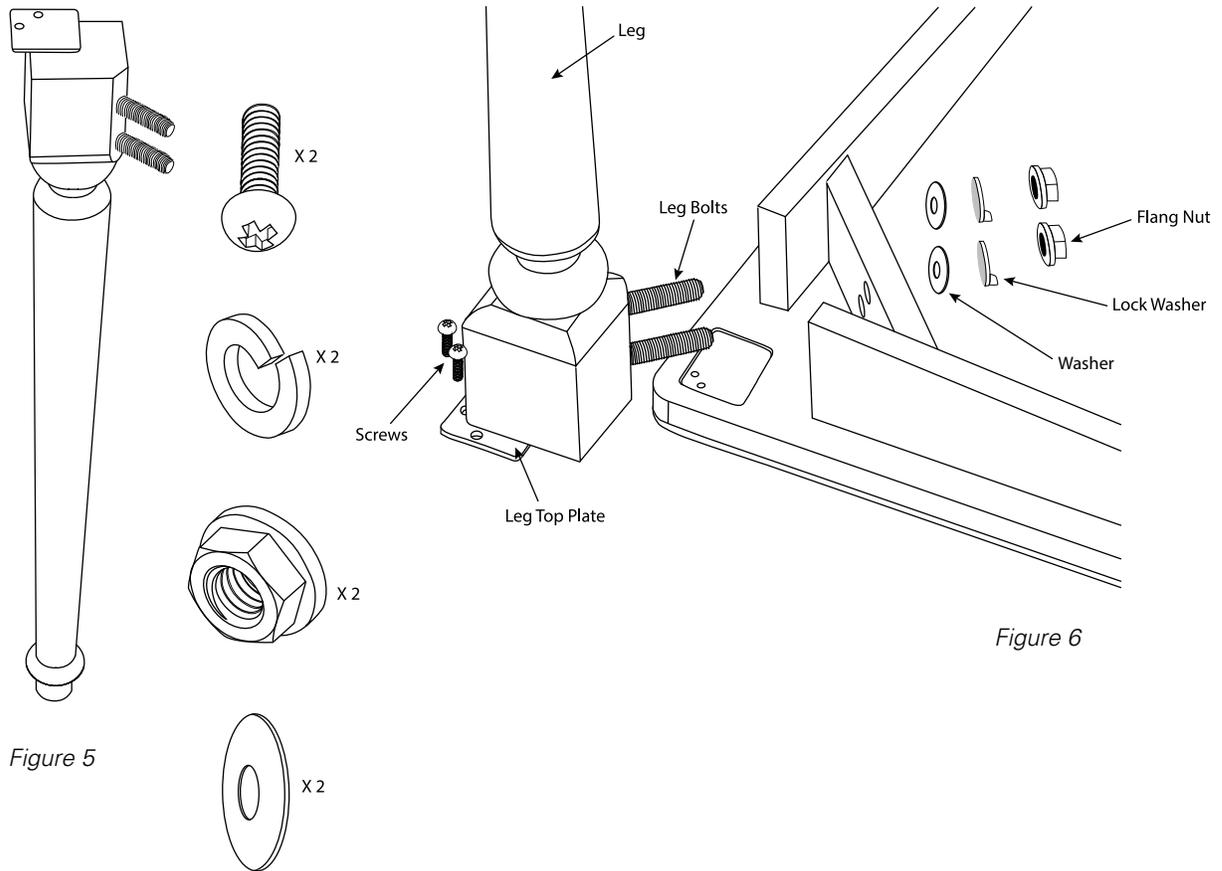
Nexus Telescoping Pedestal Base Operation

At least two people are required to adjust the table's height.

1. Remove everything from the tabletop.
2. An additional person is required to hold the tabletop in place as the first person turns the locking bolt counterclockwise to release the inner column.
3. Lift the tabletop up or down to the desired height while the first person tightens the locking bolt turning it clockwise to lock the inner column in place.

Assembly Instructions – 4-Legged Tables

⚠ WARNING: Unpack the table in an area with sufficient room to work. Do not allow residents near the product until it has been completely set up and the work area has been cleared of all debris. Inspect the product for damage. If the product is damaged or the wrong product was accidentally sent, **DO NOT USE IT**, and immediately contact Direct Supply Equipment & Furnishings for further instruction.



Tools Needed (not included)

- Wrench and/or socket
- Pliers and/or locking pliers
- Phillips-head screwdriver
- Power drill and Phillips bit

NOTE: Leg and apron styles may vary from illustration, but the assembly process is the same.

Assembly Instructions – 4-Legged Tables *(cont.)*

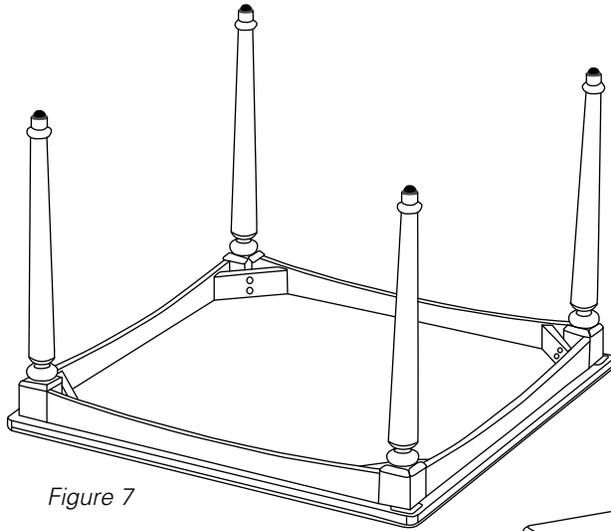


Figure 7

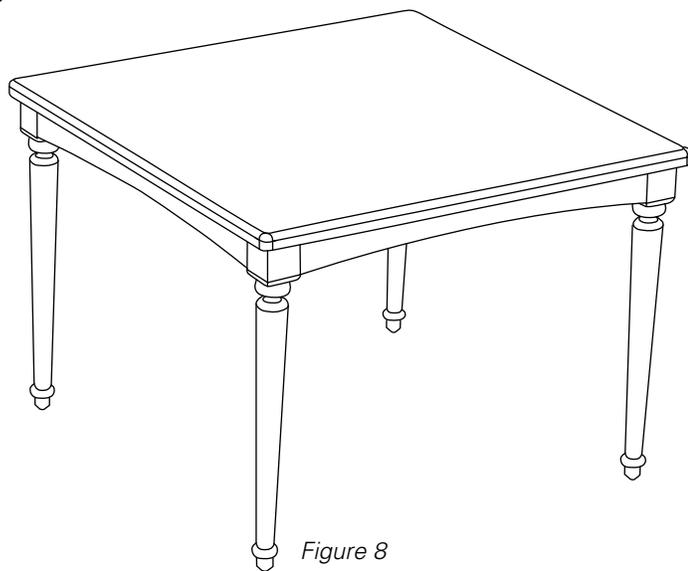


Figure 8

1. Carefully open packaging and remove the tabletop and place it upside down on a soft surface to avoid damaging the top.
2. Gather the four legs and hardware included (Figure 5).
3. Insert the leg bolts into the top mounting holes (Figure 6). Secure the leg by placing the washers, lock washers and flange nuts onto the bolts. Tighten the flange nuts until the leg is tight and secure (Figure 7).
4. Repeat this for the remaining legs (Figure 7).
5. Insert the two screws into the metal leg plate and screw them into the bottom side of the top, and repeat for each leg (Figure 8).
6. With assistance, carefully flip the table over and check the legs to make sure they are secure (Figure 5). This completes the assembly of your Maxwell Thomas 4-Legged Dining Table.

Limited Warranty

We offer to you, as the original purchaser, a warranty for the Maxwell Thomas dining table. Our warranty applies for the limited warranty period stated below. If any product or product part listed below is defective in material or workmanship during the applicable limited warranty period, we will repair or replace it at our cost. Please note that the decision to repair or replace a product or product part will be at our discretion. Our warranty applies only if the product is properly maintained by the original purchaser for normal, indoor use and does not cover normal wear and tear, modification of the product or damage caused by abuse, improper use, failure to maintain, use which exceeds the published product limitations or the combination of any product with another product. In addition, our warranty does not cover fading, characteristics or natural variations in fabric, texture, colorfastness, stains, spills or exposure to chemicals, odors, heat or light. In certain cases, we may provide you repair or adjustment instructions and/or replacement parts and ask you to perform a repair or adjustment or replace a defective part. Our warranty gives you specific legal rights, and you may also have other rights, which vary from state to state. Please note that our limited warranty period begins when we ship the product to you. The limited warranty period and our obligations under the warranty end once you transfer the product to someone else or at the end of the applicable limited warranty period identified below, whichever is earlier.

	Warranty Period (Parts)	Anticipated Usable Product Life
Maxwell Thomas® Tabletops	1 year	1 year
Maxwell Thomas® Table Bases	1 year	1 year
Maxwell Thomas® Versatile Table	1 year	1 year
Maxwell Thomas® 4-Legged Tables	1 year	1 year
Maxwell Thomas® Adjustable-Height Bases	1 year	1 year

Anticipated Usable Product Life is based on normal use with proper maintenance, cleaning and storage. You should still inspect, monitor, and care for the product as described in this guide, as the product may need to be replaced sooner than anticipated in particular situations.

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Some states do not allow an exclusion or limitation of incidental or consequential damages, or how long an implied warranty lasts, so the above limitations or exclusions may not apply to you. If implied warranties are not excluded, and to the extent allowed by law, we limit any and all implied warranties to the applicable warranty period identified above. Except for rights under any applicable state law, the remedies provided under this warranty are your sole and exclusive remedy for any breach of our warranty and state the entire limit of our responsibilities.

Customer Service

Our promise to you is that you will have a convenient and easy ordering experience, receive a quality dining table and enjoy outrageous customer service. If you have any questions about the dining table you have purchased or would like to request warranty service, please contact us at: **Direct Supply Equipment & Furnishings**, 1-800-634-7328, 6767 N. Industrial Road, Milwaukee, WI 53223, SalesSupport@DirectSupply.com.



DirectSupply.com

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