



Maxwell Thomas<sup>®</sup>  
**LAMINATE CASEGOOD  
FURNITURE**

Owner's Manual

*Please keep and refer to this Owner's Manual.*

Thank you for purchasing Maxwell Thomas<sup>®</sup> laminate casegood furniture from Direct Supply Equipment & Furnishings<sup>®</sup> 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 laminate casegoods. Share this information with your housekeeping, nursing and maintenance staff to help ensure your laminate casegoods are used and cared for properly.

# Definitions & Symbols and Product Description

## Table of Contents

Definitions & Symbols .....	2
Product Description .....	2
Warnings .....	3
Cleaning .....	3
Maintenance .....	3
Leveling Casegoods .....	4
Caster Installation .....	5
Door Adjustments .....	6
Shelf Adjustments .....	7
Headboard/Footboard Drilling Instructions .....	8
Mirror Installation .....	9
Limited Warranty .....	10
Customer Service .....	11

## Definitions & Symbols

**NOTE:** Indicates a tip.

**CAUTION:** Indicates correct operating or maintenance procedures in order to prevent damage to or destruction of the equipment or other property.

**WARNING:** Calls attention to a potential danger that requires correct procedures or practices in order to prevent personal injury.

**⚠:** Attention. Read the instructions.

**PRODUCT:** Your Maxwell Thomas casegood furniture.

**YOU and YOUR:** The facility, community or other entity that has purchased the product.

**WE, US and OUR:** Direct Supply Manufacturing, Inc.

## Product Description

### Benefits of Maxwell Thomas Casegood Furniture

Maxwell Thomas casegoods were designed specifically for the Senior Living market. All bedside cabinets and dressers are covered in a moisture-protectant laminate to enhance durability, and select bedroom cabinet collections have leveling glides to help ensure a perfectly level and stable surface. Back panels are vented so air can circulate through the cabinets, and all drawers are sealed to hold in liquids. Wardrobes provide ample storage space with height-adjustable shelves and hanging rods. All cabinets have large fixed pulls to enable better dexterity and easier operation with smooth  $\frac{3}{4}$ -pull drawer slides. Headboards and footboards are designed to fit standard resident beds and add a touch of home to any room. Maxwell Thomas casegood furniture combines commercial-grade durability with traditional and transitional designs to enhance your community.

# Warnings, Cleaning and Maintenance

## Warnings

**⚠ WARNING:** Do not sit on this product.

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

**⚠ WARNING:** Do not stand on this product.

**⚠ CAUTION:** Do not move furniture on bare hardwood floors. At all times, place the furniture on a protective area rug or protective hardwood felt pads. This will help protect your hardwood floors from potential scratches.

**⚠ CAUTION:** A minimum of two people is required to place the mini-refrigerator inside the hospitality station. Do not attempt to install the mini-refrigerator by yourself, as it could result in personal injury.

**⚠ CAUTION:** Do not expose surfaces to prolonged moisture.

**⚠ CAUTION:** Always check with your local authorities to ensure this product meets all applicable regulations and fire standards.

**⚠ CAUTION:** Hospitality stations are designed to be positioned with unit backs against a wall. If the backs of the units are positioned away from the wall, the exposed cords will create tripping hazards.

**⚠ CAUTION:** Drawer boxes are designed to temporarily hold spills and prevent liquids from penetrating through to other parts of the cabinet. Prolonged exposure to moisture will damage the bottom drawer box panel.

**NOTE:** All Maxwell Thomas casegood furniture meets ANSI/BIFMA X5.5 – 2016 standards.

**NOTE:** All Maxwell Thomas casegood furniture is CARB II compliant.

**NOTE:** Hospitality stations have an opening of 32¾"H x 22"W for a mini-refrigerator and an opening of 16"H x 22"W for a microwave. Please be sure your refrigerator and microwave will fit inside these openings and function properly.

## Cleaning

We recommend the following cleaning practices to help maintain the appearance of the thermolaminate and laminate surfaces on your Maxwell Thomas casegood furniture.

Laminate and thermolaminate surfaces should be cleaned using a damp cloth or sponge with a mild soap or detergent. Difficult stains, such as coffee or tea, can be removed using a mild household cleaner/detergent and a soft bristled brush, repeating as necessary. DO NOT use abrasive chemicals, as they can damage and discolor the surfaces. Use of bleach or other harsh chemicals can cause damage to the surfaces, so their use is strongly discouraged. Dry all surfaces immediately following cleaning and allow units to completely dry before placing items that could be damaged from moisture on the cleaned surfaces.

## Maintenance

Examine the product at least every 60 days, or more often as needed, for loose screws, joints and other miscellaneous damage. Do not use the product if it has been damaged in any way. If there is damage, evaluate the extent and tighten, adjust or replace screws as needed. Use furniture touch-up markers and furniture polish for minor wood finish scratches and scuffs.

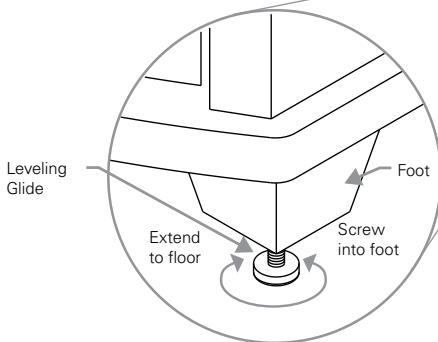
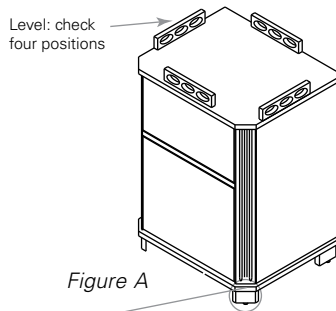
# Leveling Casegoods

## Leveling Casegoods

**NOTE:** You do not need to level bedside cabinets that use casters. See “Caster Installation” for more information.

**NOTE:** Product shown as an example only. Not all collections have leveling floor glides.

1. Before leveling, turn all four leveling glides counterclockwise until they rest flush with the unit's feet (See *Figure B*).
2. Level the unit from front to back by turning glides clockwise to extend to floor (See *Figure B*).
3. Level the unit from side to side by turning glides counterclockwise to extend to floor (See *Figure B*).
4. Check adjustments by placing level in the four positions shown in *Figure A*.



# Caster Installation

## Caster Installation

Castors are usually installed before delivery but they can be installed after purchase. Please contact your Direct Supply representative for additional details, and allow some time for the casters to be delivered. Direct Supply will provide installation instructions based on the collection ordered. Installation will require someone who has experience in general product assembly and fabrication.

**⚠ WARNING:** Install casters ONLY on bedside cabinets. Do not install casters on any other furniture.

1. Remove everything from the bedside drawer(s) and/or lower compartment.
2. Remove all of the drawers from the bedside. Be sure to label them so they go back in the way they came out.
3. Carefully turn the bedside cabinet upside down. Make sure to place something on the floor to protect the top surface from being scratched.
4. Reference the drawing that was sent for installation reference.
5. Position the casters as the drawing states.
6. Using a pencil, mark the holes onto the bottom panel using the caster plate as a template for all four casters.
7. Remove the casters from the bottom panel.
8. Drill pilot holes into the bottom plate. Be sure the depth is set to 0.50".
9. Install casters with the provided screws.
10. Carefully place the bedside upright on its new casters and check for stability and proper functionality.

# Door Adjustments

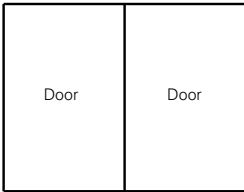


Figure A

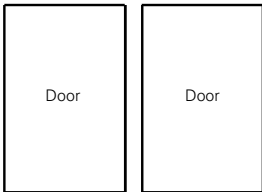


Figure B

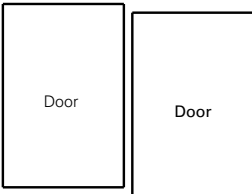


Figure C

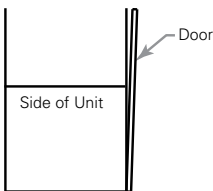


Figure D

## Door Adjustments

1. Level the unit. See "Leveling Caseloads" for more information.

**NOTE:** Certain collections do not have leveling feet.

2. If, after leveling, the unit's doors are not positioned properly, follow adjustment procedures below:

No gap between doors (*Figure A*)

- Turn screw "A" (*See Figure E*) counterclockwise to increase spacing between doors.

Gap is too large between doors (*Figure B*)

- Turn screw "A" (*See Hinge Detail*) clockwise to decrease spacing between doors.

Doors out of alignment vertically (*Figure C*)

- Slightly loosen screw "B" (*See Hinge Detail*).  
Reposition door up or down. Retighten screw "B".

Doors out of alignment with side of unit (*Figure D*)

- Slightly loosen screw "C" (*See Hinge Detail*).  
Reposition door. Retighten screw "C".

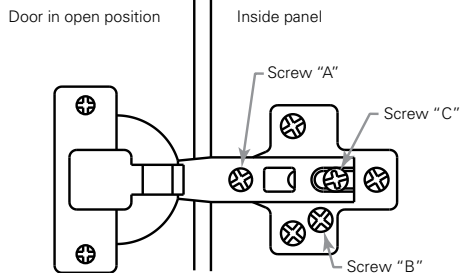


Figure E

# Shelf Adjustments

## Shelf Adjustments (if applicable)

**NOTE:** Some wardrobes and bedside cabinets have a permanent shelf that cannot be adjusted.

An adjustable shelf consists of a shelf, four adjustable shelf support brackets and four #6 x 0.625" screws. Cabinets are shipped with adjustable shelves fastened in place with screws (See Figure F).

1. To set up, remove or adjust a shelf, remove the four screws from underside of shelf (See Figure G).
2. Remove shelf from brackets. Reposition brackets in prebored holes in desired location (See Figure H).
3. Insert shelf to rest on brackets.
4. Install four screws to hold the shelf in place.

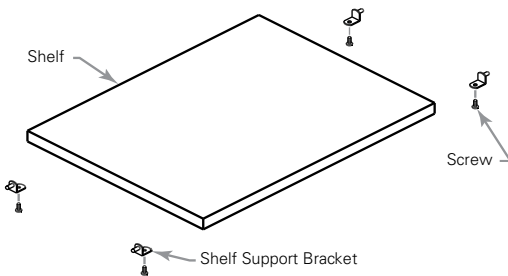


Figure F

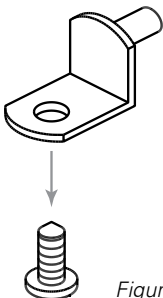


Figure G

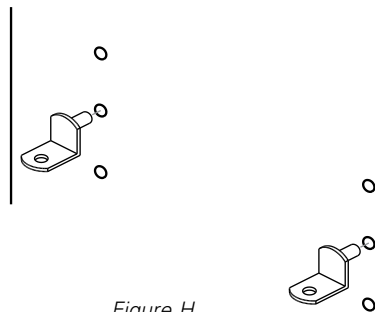


Figure H

# Headboard/Footboard Drilling Instructions

## Headboard/Footboard Drilling Instructions

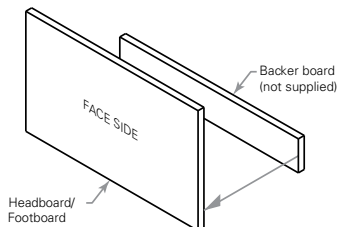


Figure A

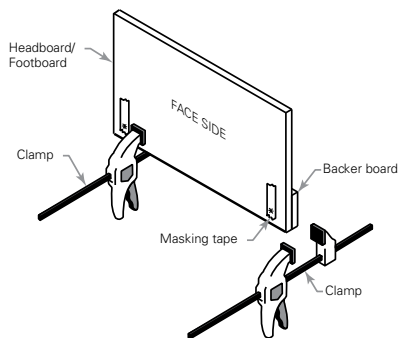


Figure B

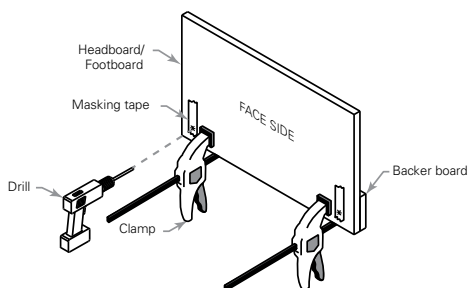


Figure C

**NOTE:** Important! Use scrap wood as a backer board when drilling to prevent splintering and damage.

This procedure will help ensure the finish on the back side of the headboard or footboard does not splinter or become blemished. The backer board should be large enough and positioned properly, so when the drill bit exits, it will hit the backer board.

1. Position backer board (not supplied) on back side of headboard or footboard to be drilled (See Figure A).
2. Clamp backer board to headboard or footboard (See Figure B).
3. Place masking tape over area of hole to be drilled. Mark hole location (See Figure B).
4. Drill holes through from the face side using a wood Forstner bit according to bed frame's drill pattern (See Figure C).
5. Discard backer board before affixing headboard or footboard to bed frame (Bed frame hardware not included).



# Mirror Installation

**NOTE:** Important! To properly support the weight of the mirror, be sure to secure the wall cleat to the studs with the supplied screws, or use appropriate wall anchors and hardware (not supplied).

1. Measure distance between top of mirror and mirror cleat to determine mounting height of wall cleat (See *Figure B*).
2. Position wall cleat on wall at appropriate height (See *Figure C*). Also be sure to position cleat so mirror is centered in the location you desire.

**NOTE:** Pointed edge of wall cleat should point upward, with short side of cleat against wall.

3. Level wall cleat (See *Figure C*).
4. Attach wall cleat to studs with supplied screws, or use appropriate wall anchors and hardware (not supplied).
5. Hang mirror on mounting cleat. Make sure mirror cleat and mounting cleat are fully engaged (See *Figure A*).

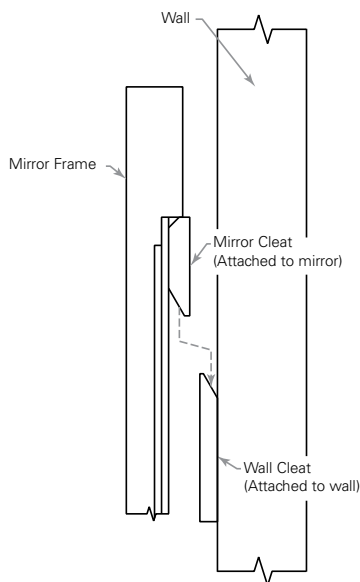


Figure A

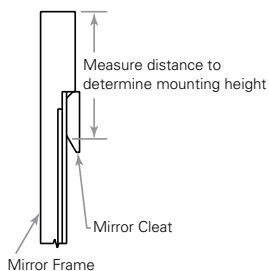


Figure B

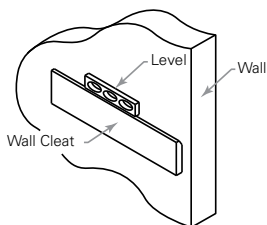


Figure C

# Limited Warranty

We offer to you, as the original purchaser, a warranty for the Maxwell Thomas product you have purchased. 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 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 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.

<b>Description:</b>	<b>Warranty Period (Parts)</b>	<b>Anticipated Usable Product Life</b>
Maxwell Thomas® Laminate Casegood Furniture	7 Years	7 Years

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 the product may need to be replaced sooner than anticipated in particular situations.

DIRECT SUPPLY MANUFACTURING, INC. MAKES NO IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE; THESE AND ALL OTHER IMPLIED WARRANTIES ARE SPECIFICALLY DISCLAIMED. TO THE FULLEST EXTENT ALLOWED BY LAW, DIRECT SUPPLY MANUFACTURING, INC. WILL NOT BE LIABLE FOR ANY INCIDENTAL, SPECIAL, CONSEQUENTIAL OR PUNITIVE DAMAGES, OR LOST PROFITS THAT MAY RESULT FROM THE PRODUCT OR YOUR USE OF OR INABILITY TO USE THE PRODUCT EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. OUR TOTAL LIABILITY TO YOU, IF ANY, IS LIMITED TO THE PRICE OF THE PRODUCT GIVING RISE TO YOUR CLAIM. 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 quality casegood furniture and enjoy outrageous customer service. If you have any questions about the casegood furniture you have purchased or would like to request warranty service, please contact: **Direct Supply Equipment & Furnishings** at 1-800-634-7328, 6767 N. Industrial Road, Milwaukee, WI 53223, [SalesSupport@DirectSupply.com](mailto:SalesSupport@DirectSupply.com).



*DirectSupply.com*

---

*APTURA / EQUIPMENT & FURNISHINGS / DSSI / TELS*

---

Distributed by Direct Supply Manufacturing, Inc. 6635 N Industrial Road, Milwaukee, WI 53223.

©2013-2017 Direct Supply Manufacturing, Inc. All Rights Reserved. Direct Supply®, Maxwell Thomas®, and all associated logos are the registered trademarks of Direct Supply, Inc., used under license.