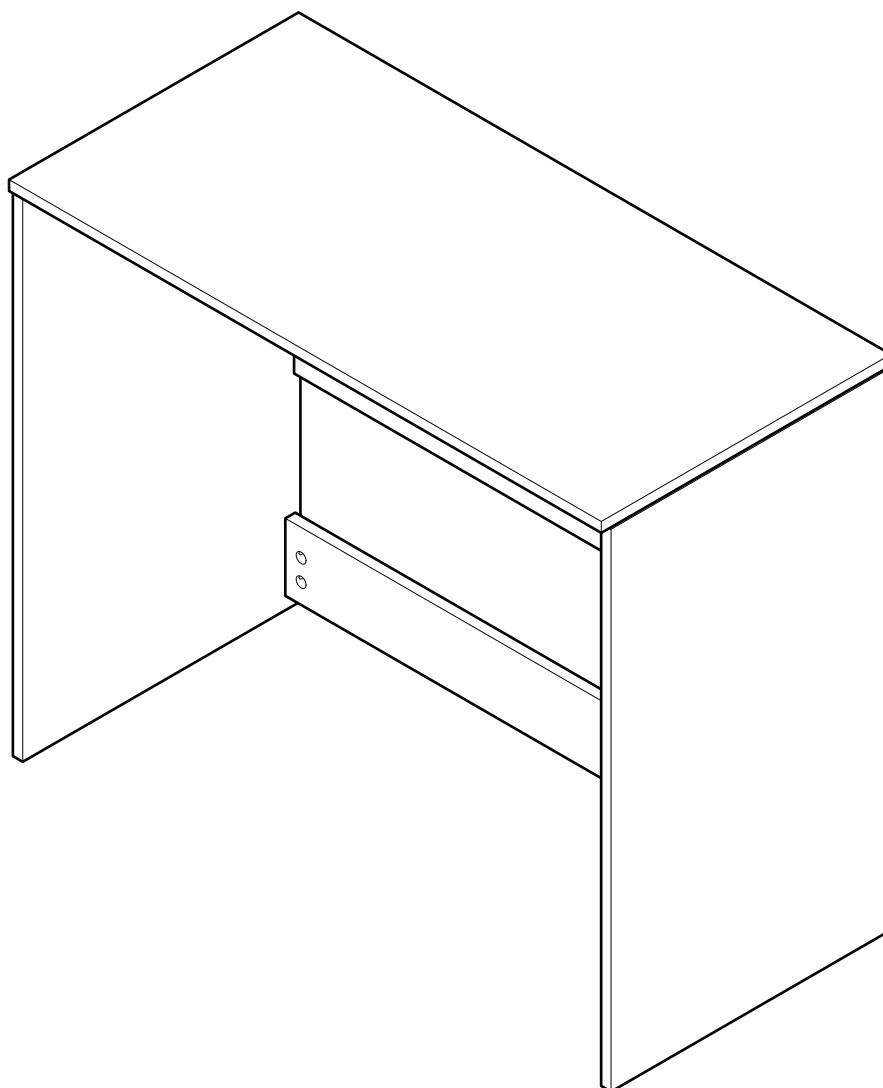


Basic Desk

Assembly Instructions - Please keep for future reference

021 xx 8742



Dimensions

Width - 90.0cm

Depth - 44.0cm

Height - 75.6cm

Important - Please read these instructions fully before starting assembly

If you need help or have damaged or missing parts, call the **Customer Helpline: 01709 534123**
Please turn to back page for important information when contacting Customer Helpline.



Safety and Care Advice

Important - Please read these instructions fully before starting assembly

- Check you have all the components and tools listed on pages 2 and 3.

- Remove all fittings from the plastic bags and separate them into their groups.

- Keep children and animals away from the work area, small parts could choke if swallowed.

- Make sure you have enough space to layout the parts before starting.

- Do not stand or put weight on the product, this could cause damage.

- Assemble the item as close to its final position (in the same room) as possible.

- Assemble on a soft level surface to avoid damaging the unit or your floor.

- Parts of the assembly will be easier with 2 people.



- We do not recommend the use of power drill/drivers **for inserting screws**, as this could damage the unit. Only use hand screwdrivers.

- **Do Not dispose of packaging until assembly complete.**

- Dispose of all packaging carefully and responsibly when assembly complete.

Care and maintenance

- To protect the furniture, position the furniture out of direct sunlight and away from direct heat sources such as radiators and fires.

- Do not place the furniture in excessively dry and humid conditions.

- From time to time check that there are no loose screws on this unit.

- Always lift furniture when moving it (do not drag) otherwise the joints may be damaged.

- Do not place hot or cold objects on the surface, always use protective mats to avoid marking the furniture.

- This product should not be discarded with household waste. Take to your local authority waste disposal centre.

- Clean spills up immediately

- Dust surfaces with a soft, dry, lint free cloth.

- More stubborn marks can be removed using a damp (not wet) cloth. Wipe the surface dry immediately using a soft lint free cloth.

- Do not use detergents, abrasive cleaning products or cleaning products that contain ammonia, solvents or silicone as these may damage the surface finish.

Components - Panels

Please check you have all the panels listed below



Important - Thick lines ——— indicate finished edges



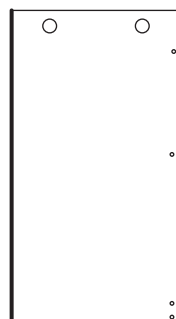
2396 Top (90x44cm)



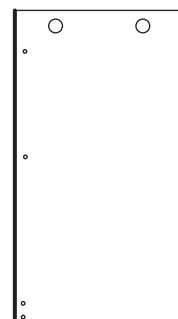
2399 Back Rail (86.6x44cm)



2400 Plinth (86.6x10.2cm)



2397
Left End Panel
(74x42.2cm)



2398
Right End Panel
(74x42.2cm)








Components-Fittings

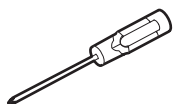
If you have damaged or missing components, call the **Customer Helpline: 01709 534123** Please turn to back page for important information when contacting Customer Helpline.

Please check you have all the fittings listed below

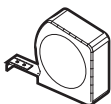
Note: The quantities below are the correct amount to complete the assembly, In some case more fittings may be supplied than are required.

A  Large cam x 12 Code 760001103	B  Metal dowel x 12 Code 760003004	C  12mm screw x 2 Code 690001099
D  Support bracket x 1 Code 760001901	E  Cam cover stickers (strips of 6) x 2 Code 682002011	

Tools required



Cross headed screwdriver
(medium & large)



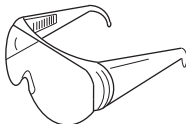
Tape Measure



Drill

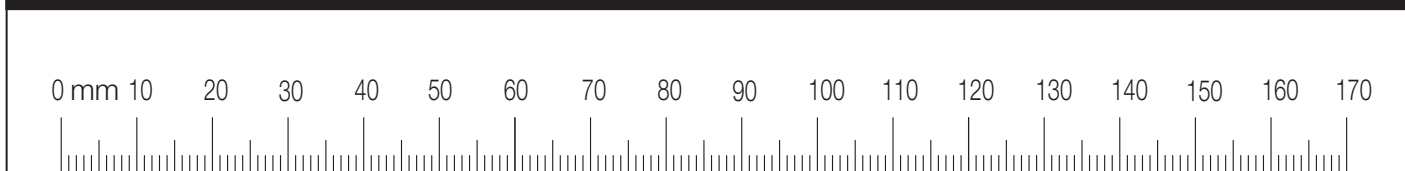


Small Hammer

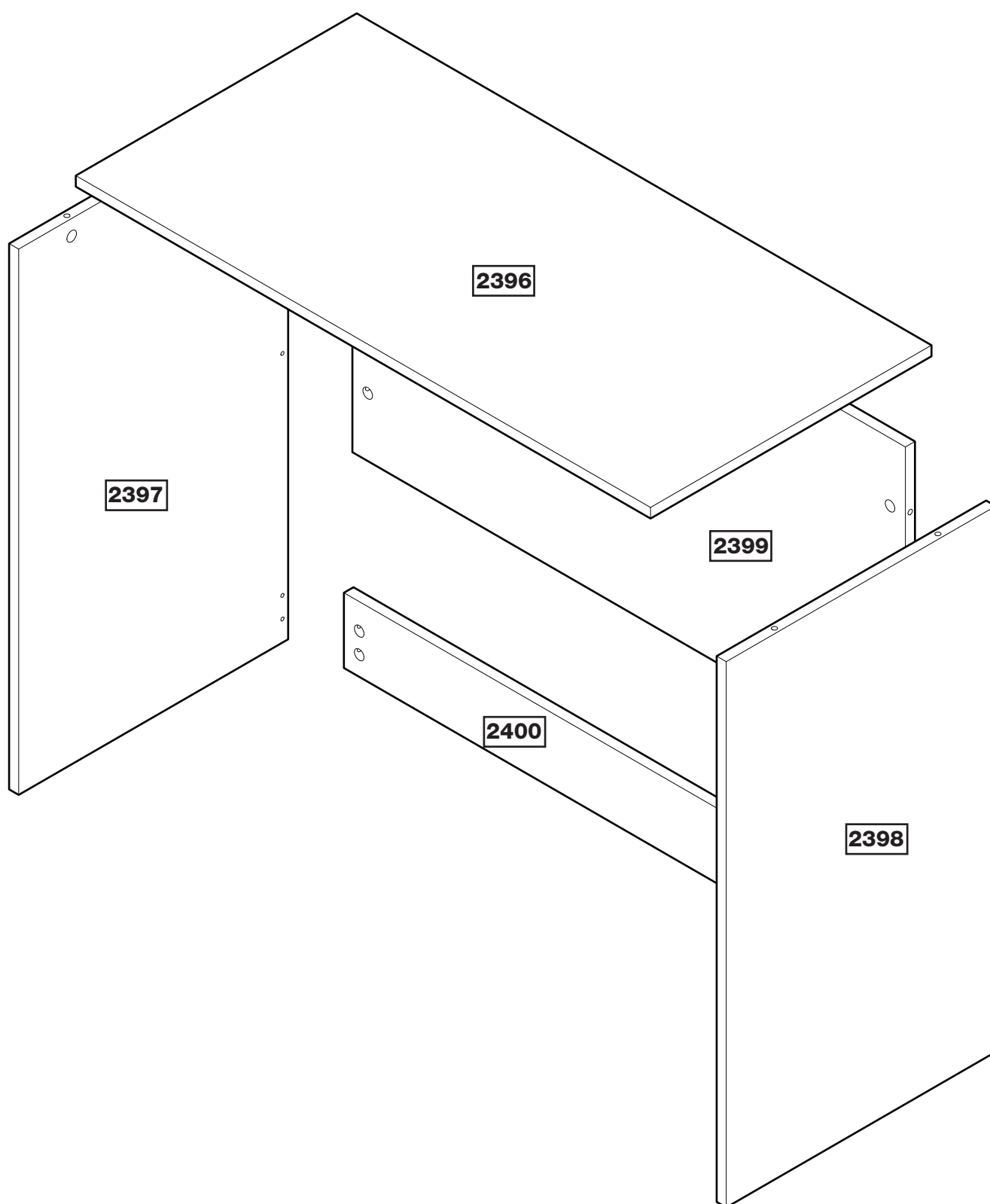


Eye protection
(when using a
hammer)

Ruler - Use this ruler to help correctly identify the screws



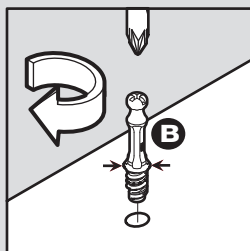
Exploded View



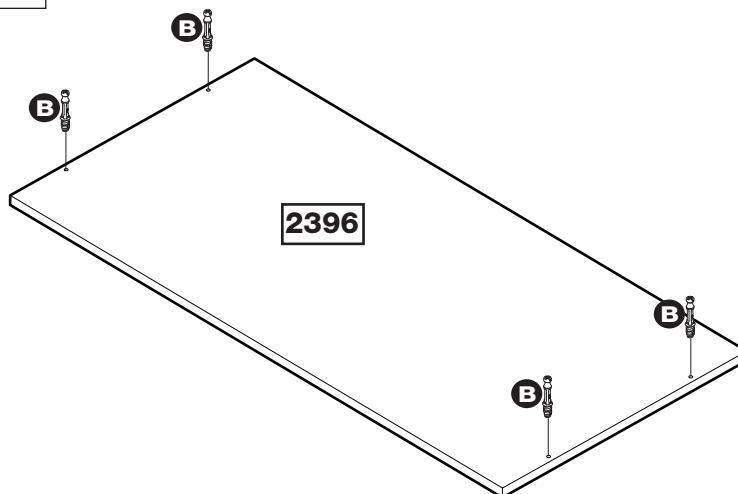
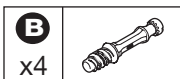
Assembly Instructions

Step 1

Fitting dowels to top panel.

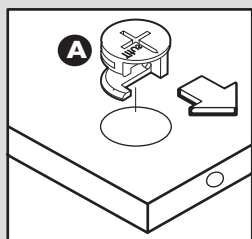


Note: Insert metal dowels **B** as far as shown by arrows. Do not over tighten.

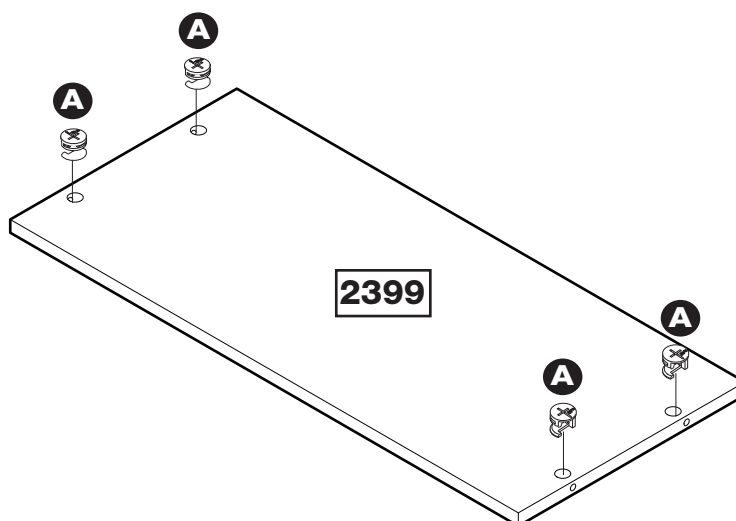
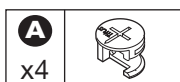


Step 2

Fitting cams to the back rail panel.



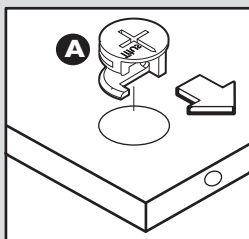
Note: Ensure cam arrow points towards the edge with hole.



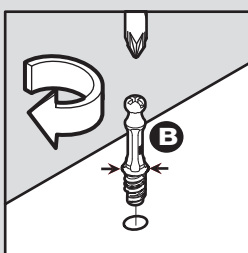
Assembly Instructions

Step 3

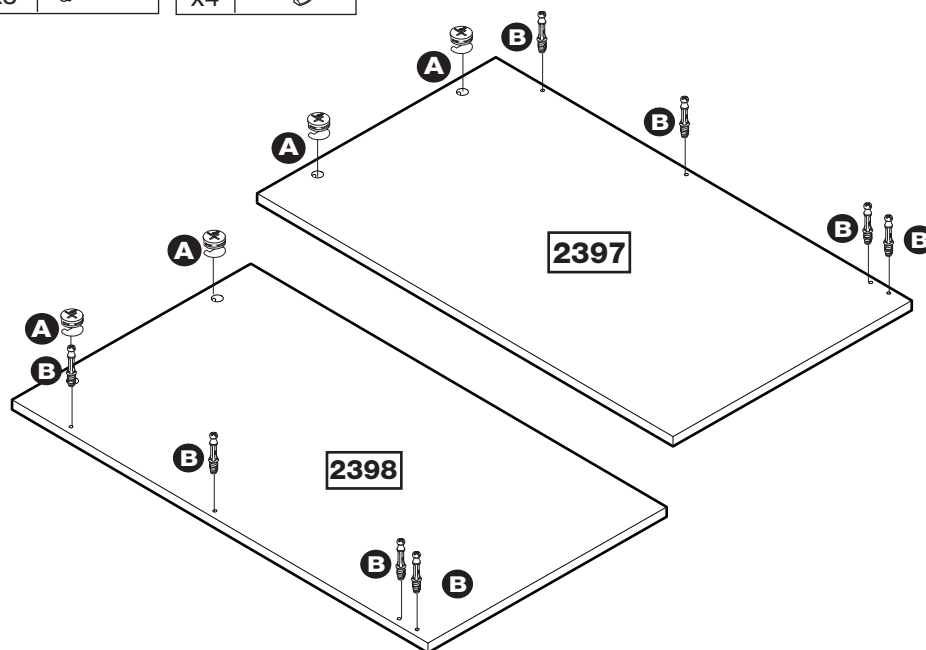
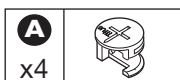
Fitting cams & dowels to the end panels.



Note: Ensure cam arrow points towards the edge with hole.

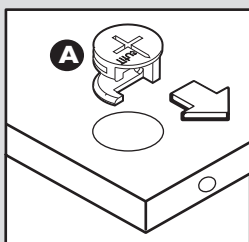


Note: Insert metal dowels **B** as far as shown by arrows. Do not over tighten.

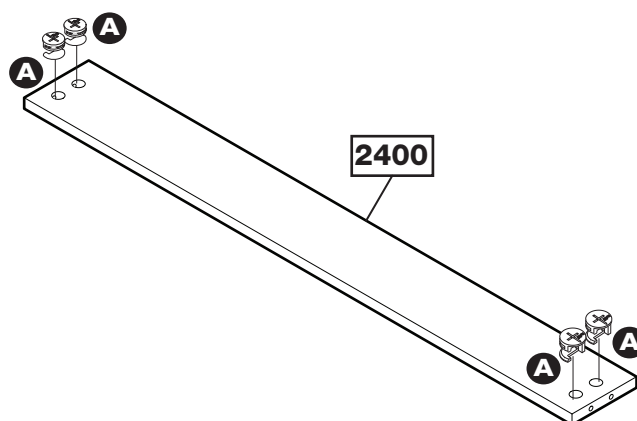
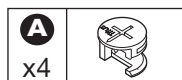


Step 4

Fitting cams to the plinth panel.



Note: Ensure cam arrow points towards the edge with hole.

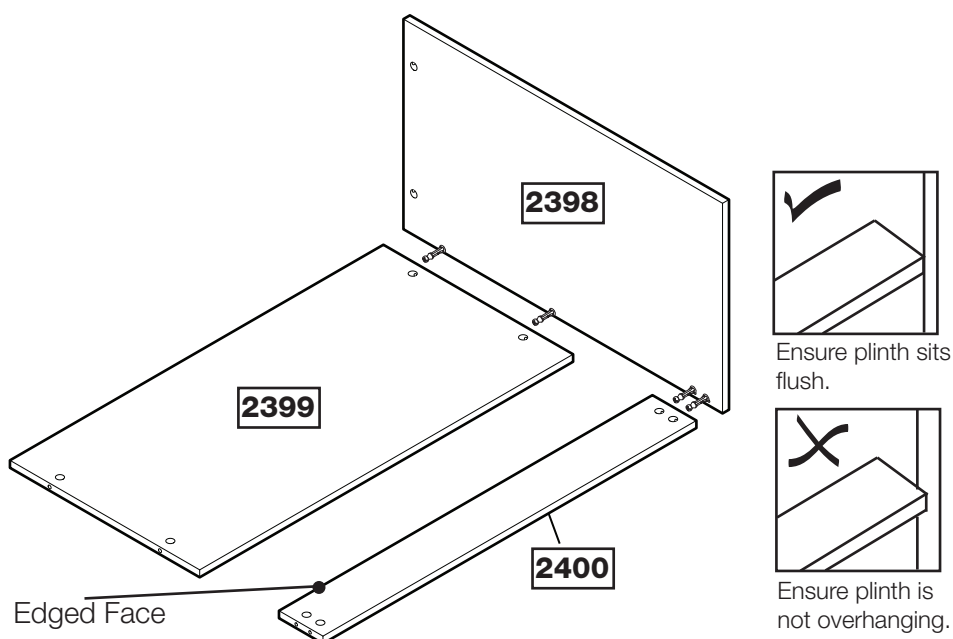


Assembly Instructions

Step 5

Connect back rail and plinth to the end panel.

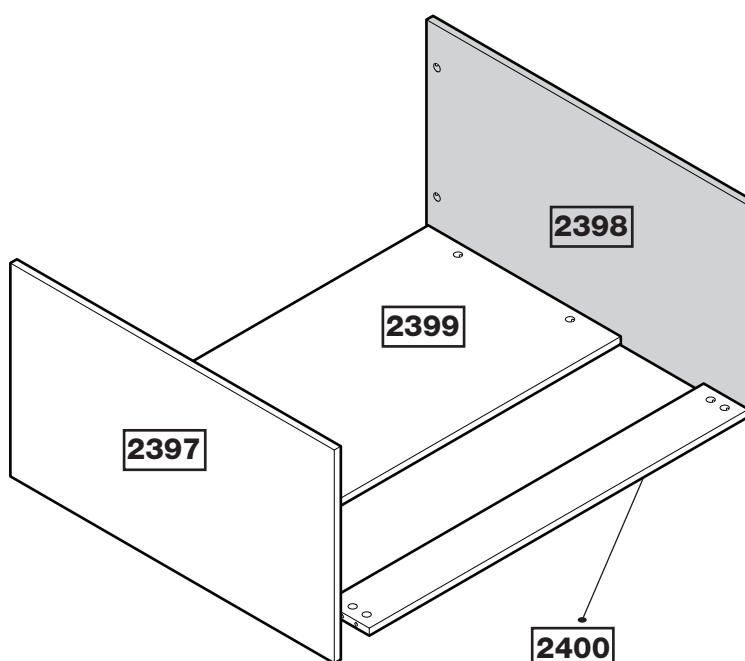
Insert the dowels in the right end panel **2398** into the cams in the back rail **2399** and plinth **2400**



Step 6

Attach left end panel

Insert the dowels in the left end panel **2397** into the cams in the back rail **2399** and plinth **2400**

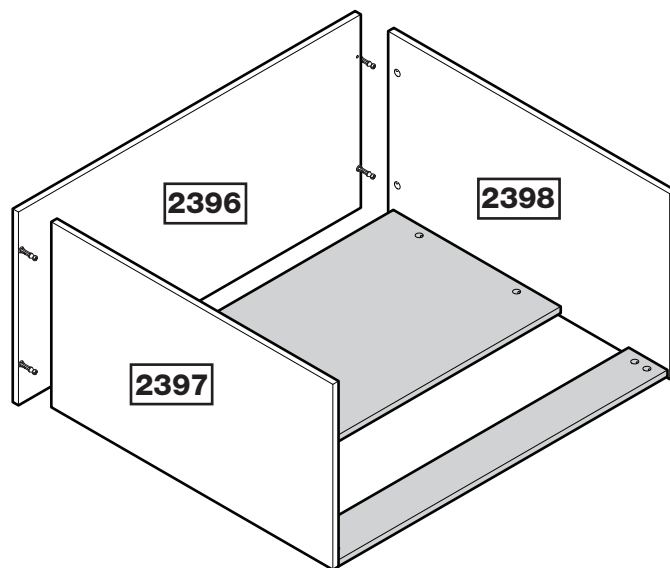


Assembly Instructions

Step 7

Attach the top panel.

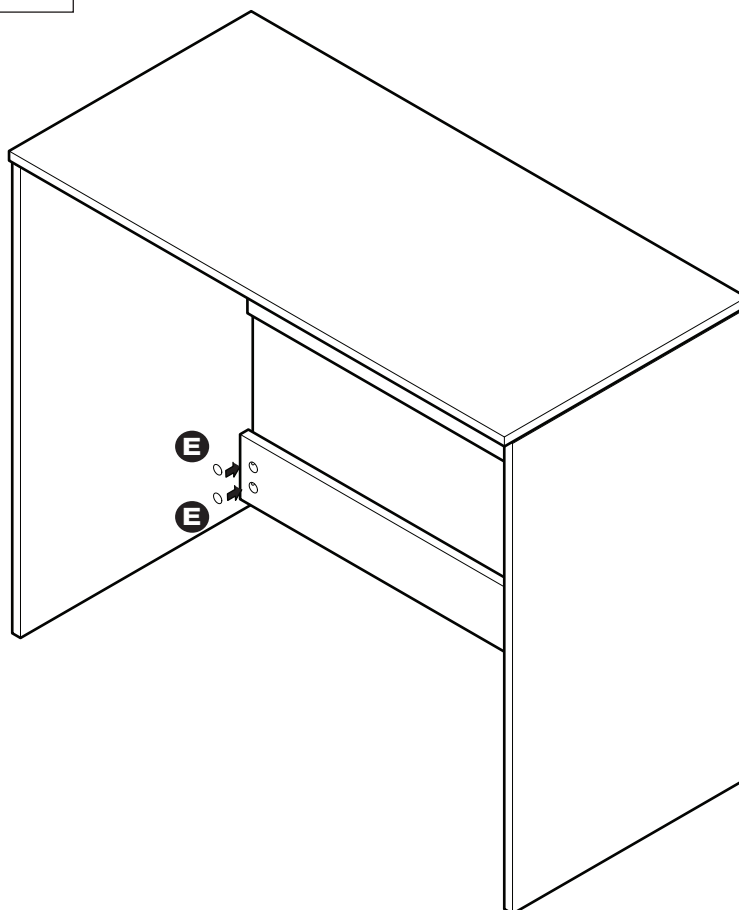
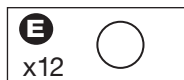
Connect the dowels in the top panel **2396** with the cams in the right end panel **2398** and the left end panel **2397**.



Step 8

Use the cam covers to conceal exposed fittings.

Using the 12 cam covers **E** provided, conceal the exposed cams by placing these covers over them.



Assembly Instructions

Step 9

Fixing to wall

We recommend that this unit is fixed to a suitable wall to prevent possible overbalancing. We have included a fixing bracket for this. No fixing screws are provided as they will need to suit the wall type, and the length of screw will depend on the distance from the back of the unit to the wall. Please ensure fixings used are appropriate to your wall type. Locate the bracket to the top panel or to the end panel as close to top as possible. We do not specify exact location for the bracket, this is left to the customer's discretion.

With help move the unit into position.



Warning:
2 people to lift.
Lift with care.



Warning:

Please take care when drilling into the wall, avoiding any pipes and wires. Wear safety goggles when drilling. The use of residual current device (RCD) is recommended when working with tools. If in doubt consult a qualified person.

Congratulations!
Your unit is complete



WARNING

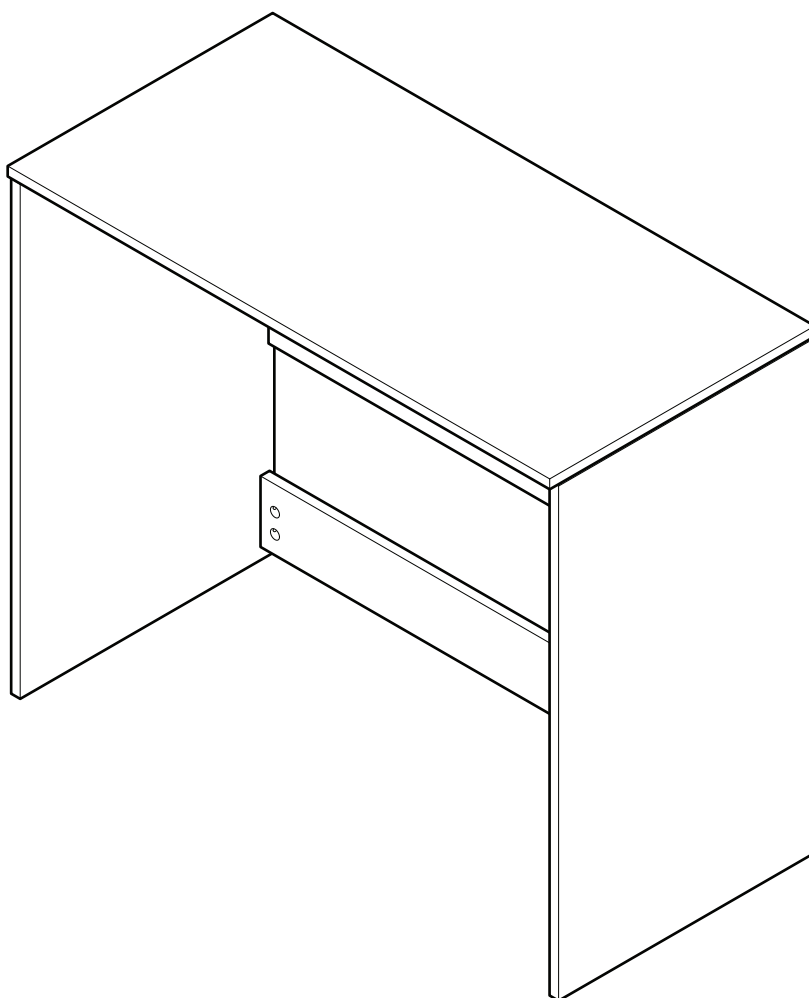
IN ORDER TO PREVENT OVERTURNING
THIS PRODUCT MUST BE USED WITH
THE WALL ATTACHMENT DEVICE
PROVIDED

Serious or fatal crushing injuries can occur from furniture tipping over. To help prevent topple over:

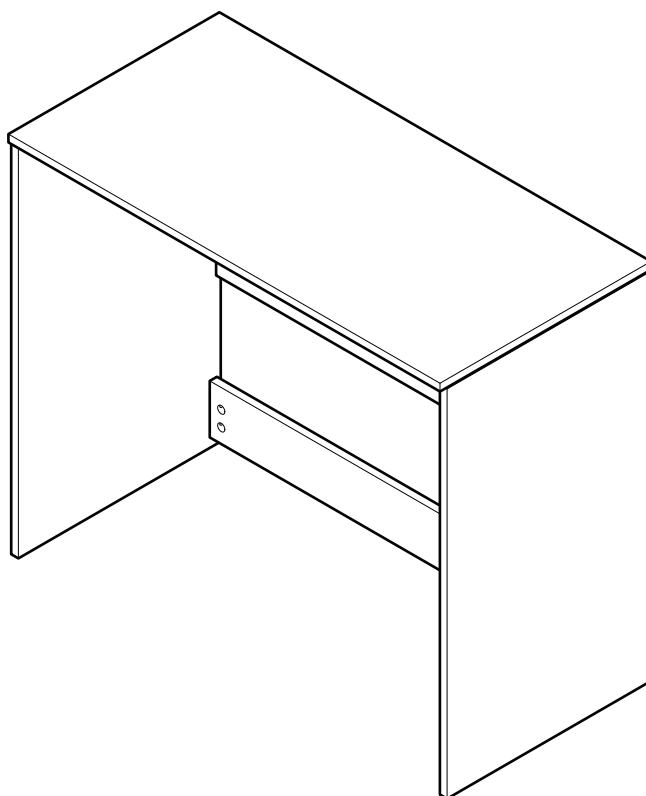
- Use the wall attachment device provided.
- Never allow children to climb or hang on drawers, doors or shelves.
- Place heaviest items in the lower drawers or shelves.
- Unless specifically designed to accommodate, do not set TV's or other heavy objects on top of this product.
- Never open more than one drawer at a time.

An attachment device is provided with your product. However you will need to source suitable fixings for your wall type. If in doubt, please consult a qualified trades person.

Always ensure the wall to be drilled is free from hidden electrical wires, water and gas pipes.



Congratulations! Your unit is complete.



Important Information

If you need help or have damaged or missing parts, call the **Customer Helpline:**

01709 534123

8am - 4.30pm (Monday to Thursday)

8am - 2.30pm (Fridays)

(by contacting the customer service line your statutory rights are not affected)

Please have the following information to hand:

- >> Unit Description
- >> Product Code
- >> Product Colour
- >> Place of Purchase
- >> Catalogue Ref. No.
- >> Item Code
- >> Assembly Instructions

We do have an answer machine should you contact us out of office hours, so in addition to the above information could you leave your name, address, daytime telephone number and the nature of your call on the answerphone. All calls will be actioned asap.

You can also e-mail your requests to us at:

customer.helpdesk@addspacefl.co.uk

Alternatively, you can write to us at: **Customer Service Department, Addspace Furniture Limited, Braithwell Way, Hellaby Industrial Estate, Hellaby, Rotherham, South Yorkshire, S66 8QY.**

Notes;