

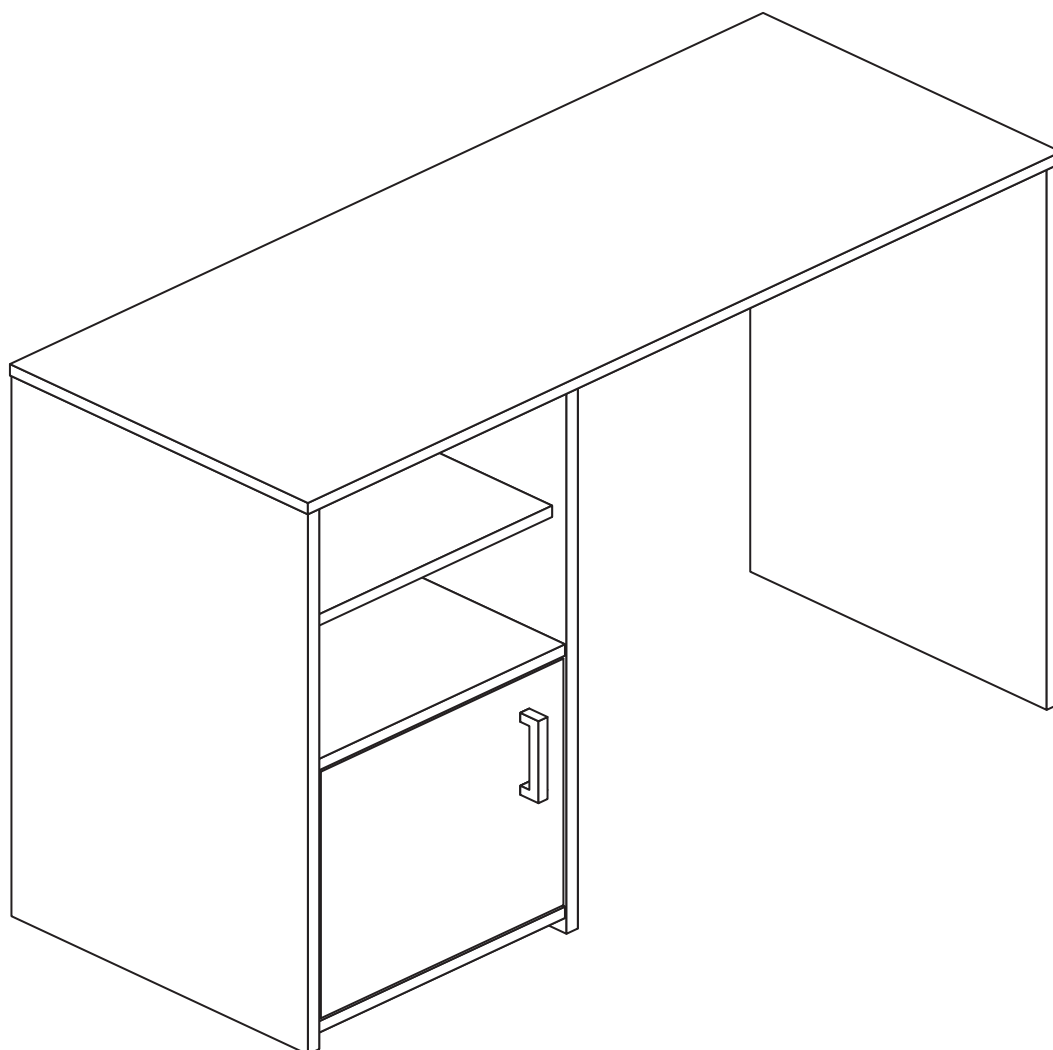
# Lawson - Desk

Assembly Instructions - Please keep for future reference

402/4439

412/6416

412/3392



## Dimensions

Width - 100cm

Depth - 39.5cm

Height - 73.5cm



**MADE IN  
BRITAIN**

**Important** - Please read these instructions fully before starting assembly

If you need help or have damaged or missing parts, call the **Customer Helpline: 03456 400800**



# Safety and Care Advice

**Important** - Please read these instructions fully before starting assembly

- **Warning:** This unit weighs approximately 20kgs. Please lift with care.
  - 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.
  - Parts of the assembly will be easier with 2 people.
  - 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 (use opened out unit carton).
- 
- We do not recommend the use of power drill/drivers **for inserting screws**, as this could damage the unit. Only use hand screwdrivers.
  - **Safety note:** If there is any chance of this unit being pulled over by children etc. it is recommended that the unit is secured to a wall using suitable fixings (not supplied).
  - Dispose of all packaging carefully and responsibly.

## Care and maintenance

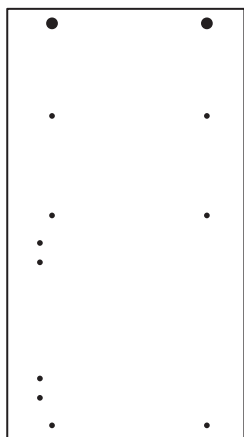
- Only clean using a damp cloth and mild detergent, do not use bleach or abrasive cleaners.
- From time to time check that there are no loose screws on this unit.
- This product should not be discarded with household waste. Take to your local authority waste disposal centre.

**Note:** If required the next page can be cut out and used as reference throughout the assembly. Keep this page with these instructions for future reference.

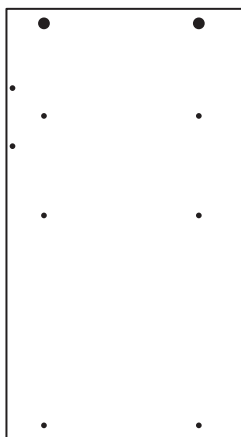
# Components - Panels

If you have damaged or missing components, call the  
**Customer Helpline: 03456 400800** quoting the reference  
numbers below

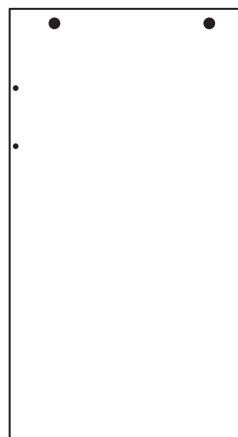
Please check you have all the panels listed below



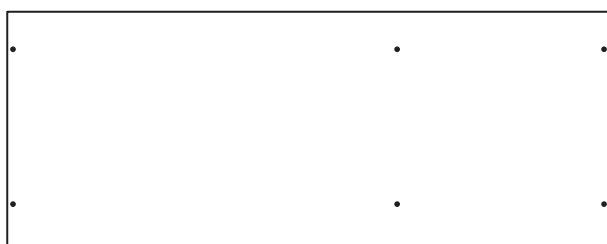
**1** Left End (DF2766)  
(716 x 392mm)



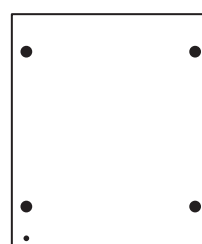
**2** Upright (DF2767)  
(716 x 392mm)



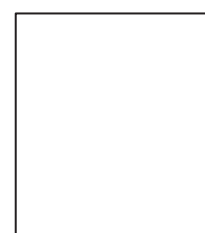
**3** Right End (DF2768)  
(716 x 392mm)



**4** Top (DF2765)  
(996 x 396mm)



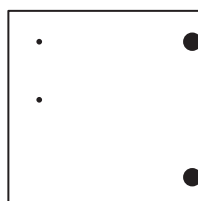
**5** Base (DF2769)  
(327 x 390mm) x 2



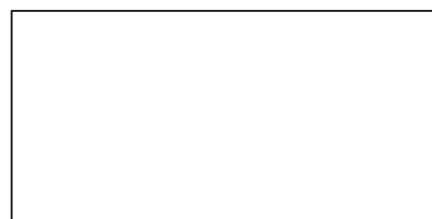
**6** Shelf (DF2770)  
(327 x 373mm)



**7** Modesty (DF2772)  
(620 x 157mm)



**8** Door (DF2771)  
(326 x 321mm)



**9** Back (X707-353)  
(707 x 353mm)

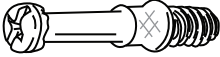

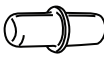


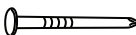
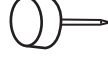

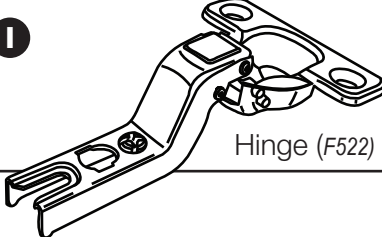
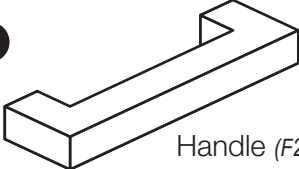


# Components - Fittings

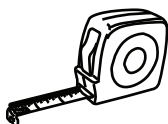
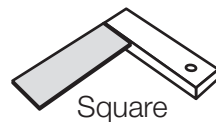
If you have damaged or missing components, call the  
**Customer Helpline: 03456 400800** quoting the reference  
numbers below

Please check you have all the fittings listed below

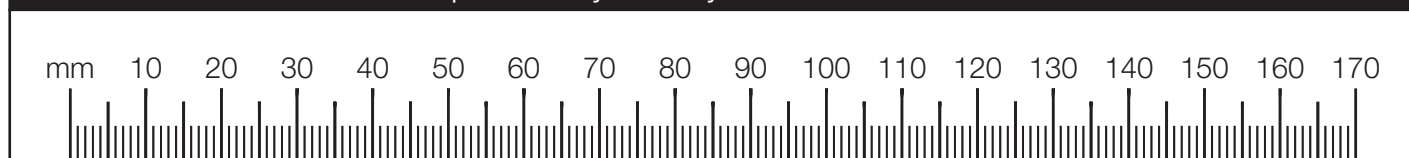
**Note:** The quantities below are the correct amount to complete the assembly. In some cases more fittings may be supplied than are required.

<b>A</b>  Metal dowel (F901) x 18	<b>B</b>  Large locking nut (F900) x 18	<b>C</b>  Shelf stud (F110) x 5
<b>D</b>  25mm Screw (F50) x 2	<b>E</b>  13mm Screw (F63) x 4	<b>F</b>  Nail (F51) x 14
<b>G</b>  Plastic Nail (F91) x 6	<b>H</b>  Hinge plate (F523) x 2	<b>I</b>  Hinge (F522) x 2
<b>J</b>  Handle (F236) x 1		

## Tools required



**Ruler** - Use this ruler to help correctly identify the screws



# Assembly Instructions

If you have damaged or missing components, call the  
**Customer Helpline: 03456 400800** quoting the reference  
numbers below

## Step 1

### Prepare the upright

Screw 4 metal dowels **A** into the upright **2**.

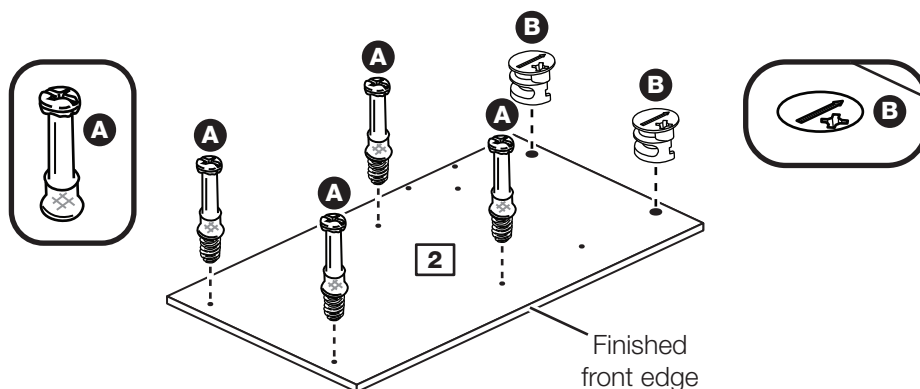
**Note:** Tighten the metal dowels up fully against the panels.

Insert 2 large locking nuts **B** into the upright **2**.

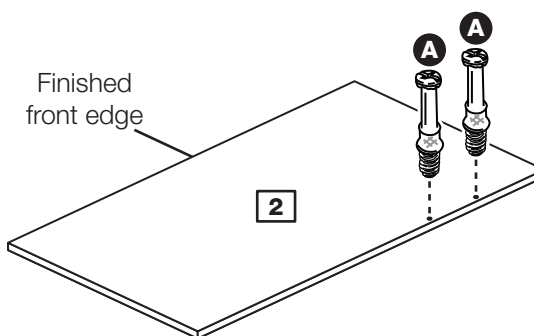
**Note:** The arrow on the locking nut **must** point towards the hole in the edge of the panel.

### Turn the divider over

Screw 2 metal dowels **A** into the upright **2**.



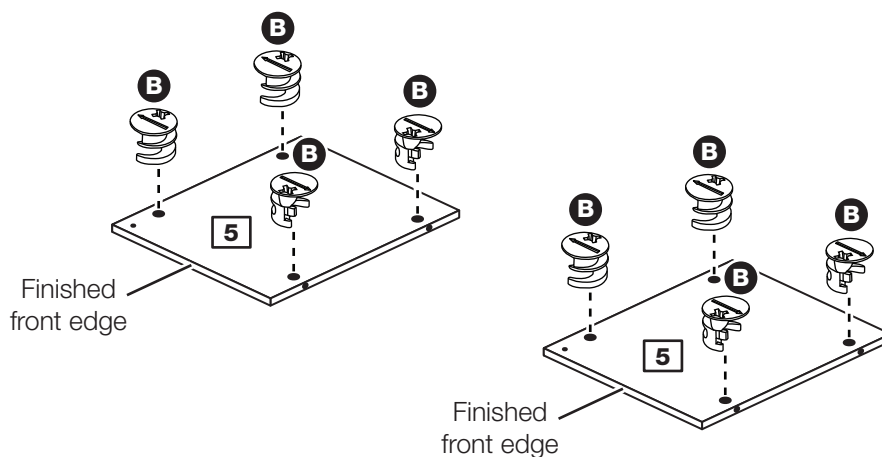
### Turn the divider over



## Step 2

### Prepare the 2 base panels

Insert 4 large locking nuts **B** into each of the 2 base panels **5**.



# Assembly Instructions

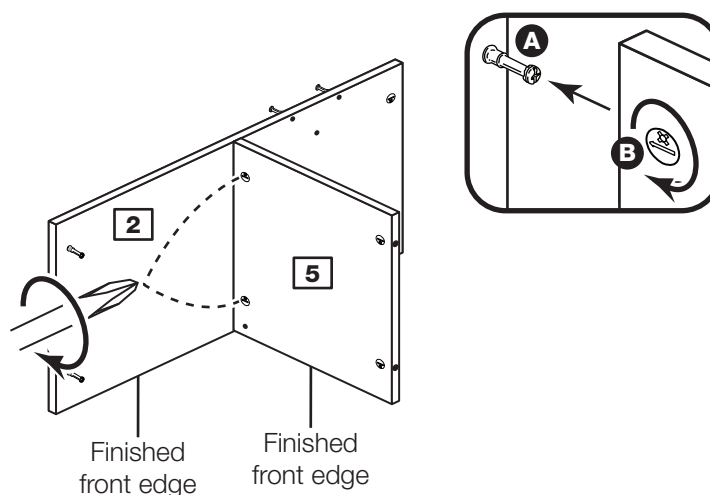
## Step 3

### Fit a base to the upright

Push a base **5** onto the upright **2**.

Use a screwdriver to tighten the 2 large locking nuts **B** fitted to the upright **2**.

**Note:** Turn the large locking nuts **B** as far as they will go - more than 1/2 a turn.

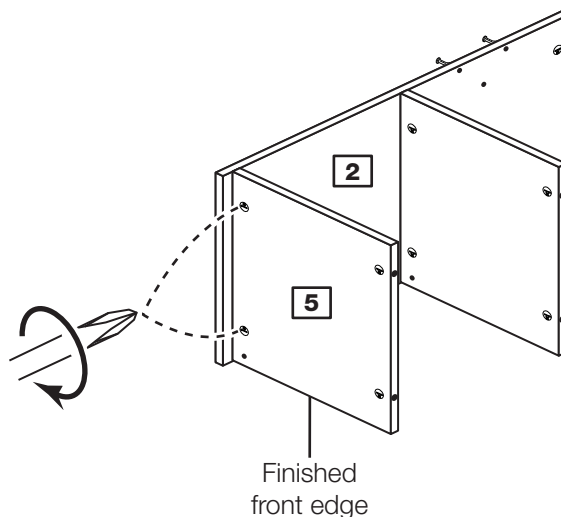


## Step 4

### Fit the other base to the upright

Push the base **5** onto the upright **2**.

Use a screwdriver to tighten the 2 large locking nuts **B** fitted to the upright **2**.



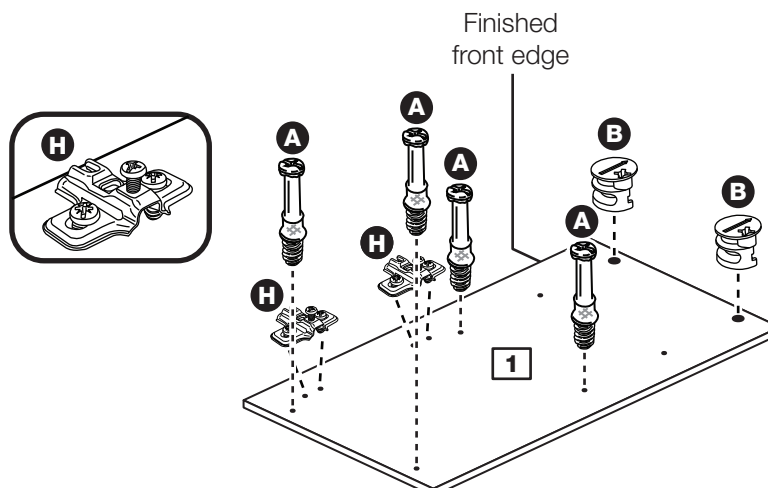
## Step 5

### Prepare the left end

Screw 4 metal dowels **A** into the left end **1**.

Insert 2 large locking nuts **B** into the left end **1**.

Fit 2 hinge plates **H** onto the left end **1**, making sure that the slot is facing towards the finished front edge.



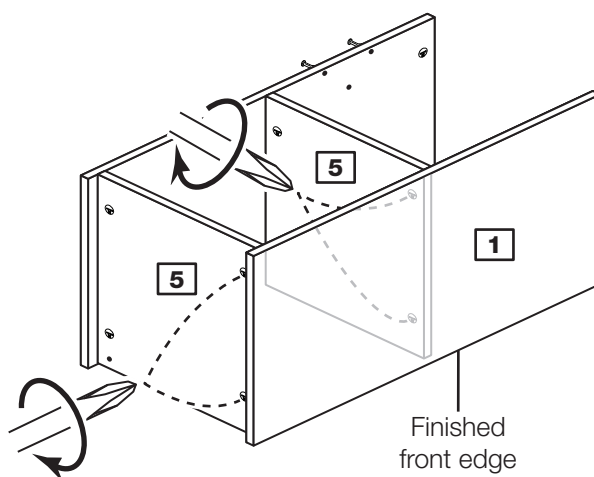
# Assembly Instructions

## Step 6

### Fit the left end

Push the left end **1** onto the 2 base panels **5**.

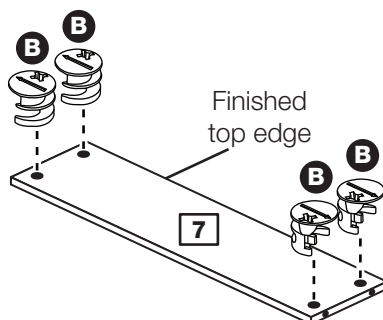
Use a screwdriver to tighten the 2 large locking nuts **B** fitted to each of the 2 base panels **5**.



## Step 7

### Prepare the modesty

Insert 4 large locking nuts **B** into the modesty **7**.

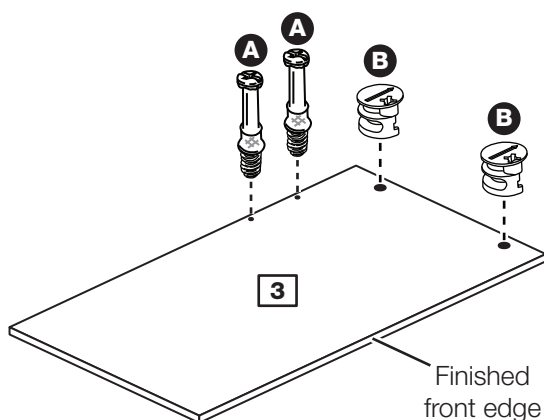


## Step 8

### Prepare the right end

Screw 2 metal dowels **A** into the right end **3**.

Insert 2 large locking nuts **B** into the right end **3**.



# Assembly Instructions

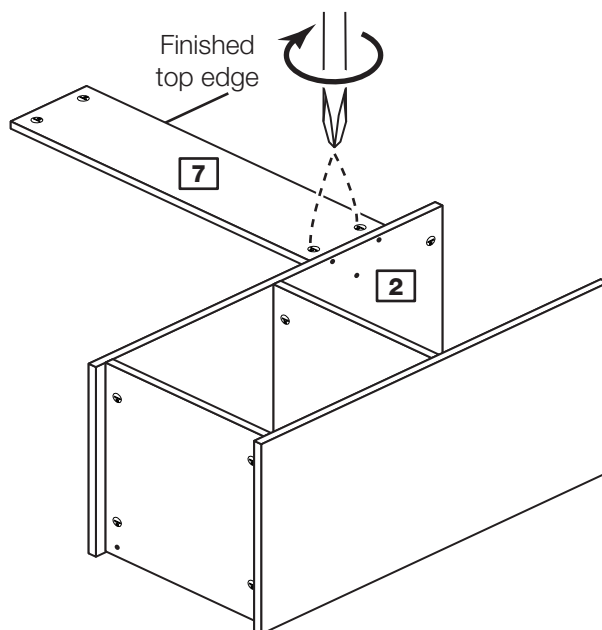
## Step 9

### Fit the modesty

Push the modesty **7** onto the upright **2**.

Use a screwdriver to tighten the 2 large locking nuts **B** fitted to the modesty **7**.

**Note:** Support the modesty until the right end has been fitted in the next step.

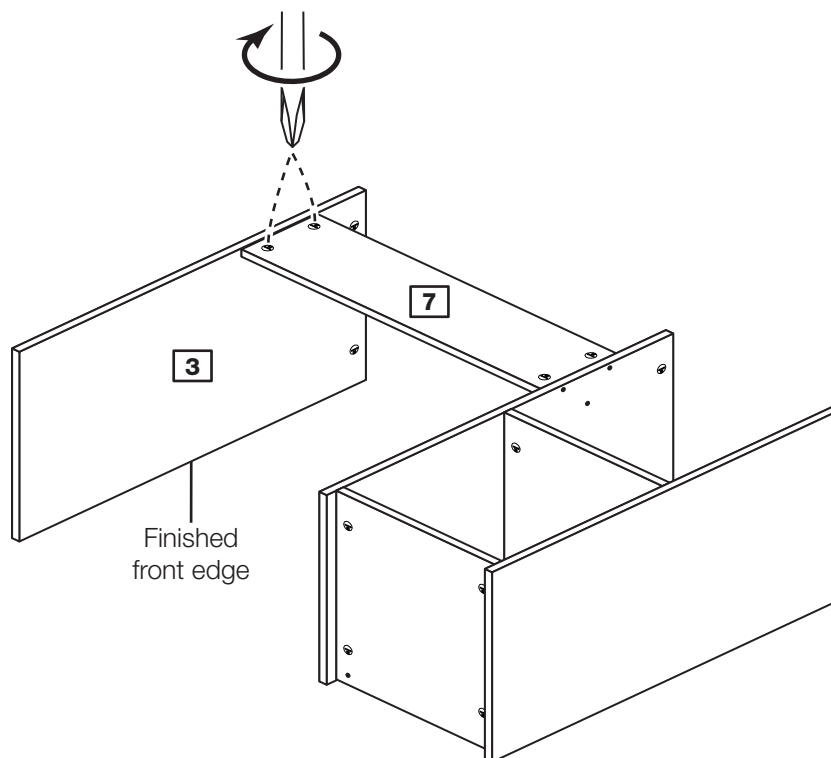


## Step 10

### Fit the right end

Push the right end **3** onto the modesty **7**.

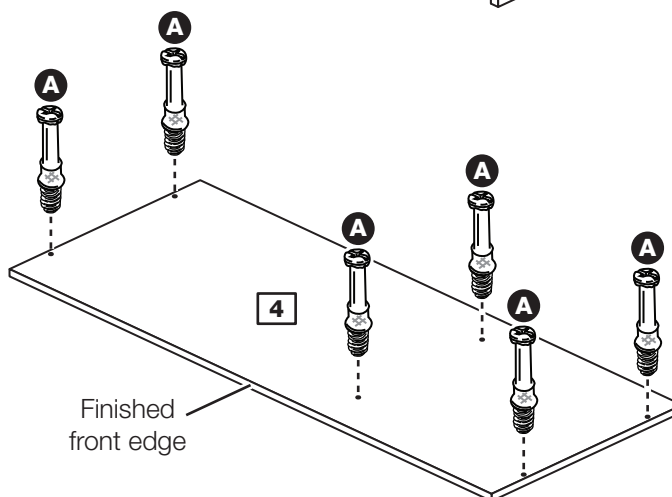
Use a screwdriver to tighten the 2 large locking nuts **B** fitted to the modesty **7**.



## Step 11

### Prepare the top

Screw 6 metal dowels **A** into the top **4**.





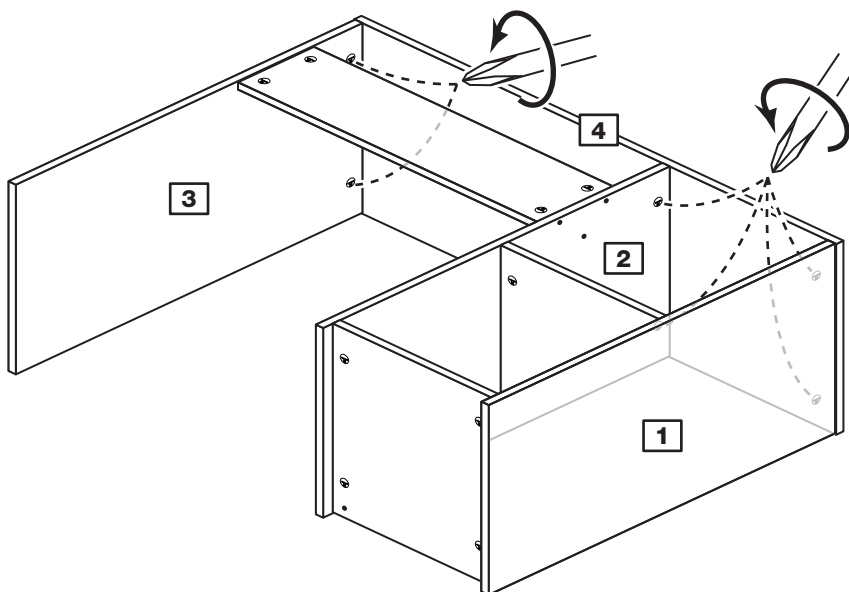
# Assembly Instructions

## Step 12

### Fit the Itop

Push the top **4** onto the assembly.

Use a screwdriver to tighten the 6 large locking nuts **B** fitted to left end **1**, upright **2** and right end **3**.



## Step 13

### Fit the back

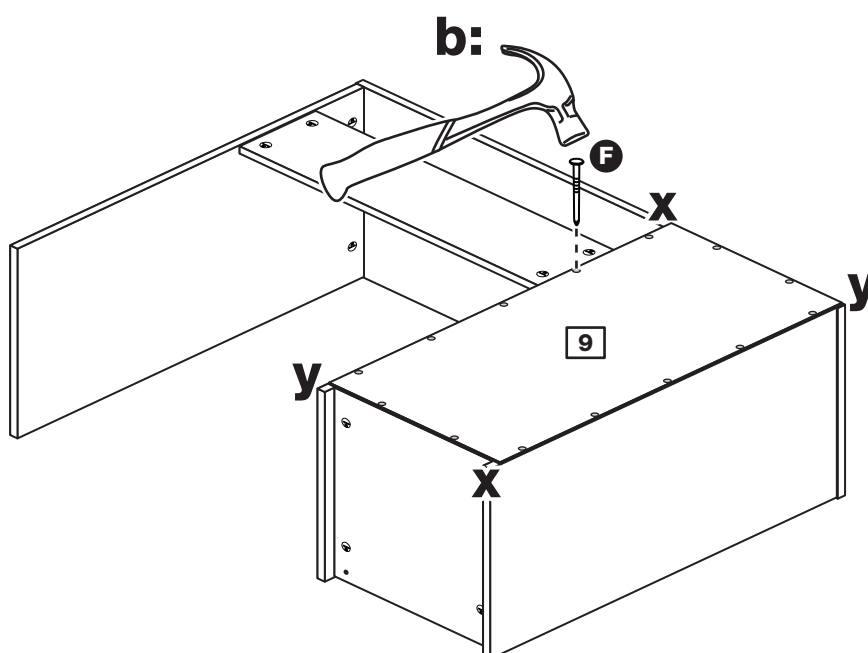
**a:** Square up the unit by making sure that measurement **x to x** equals **y to y**.

**b:** Place the back **9** onto the unit.

Nail **F** around the outside edges of the back **9**.

**Note:** Nails should be spaced about 150mm apart.

**a:** The measurement from top corner X to bottom corner X must be equal to the measurement from top corner Y to bottom corner Y



# Assembly Instructions

## Step 14

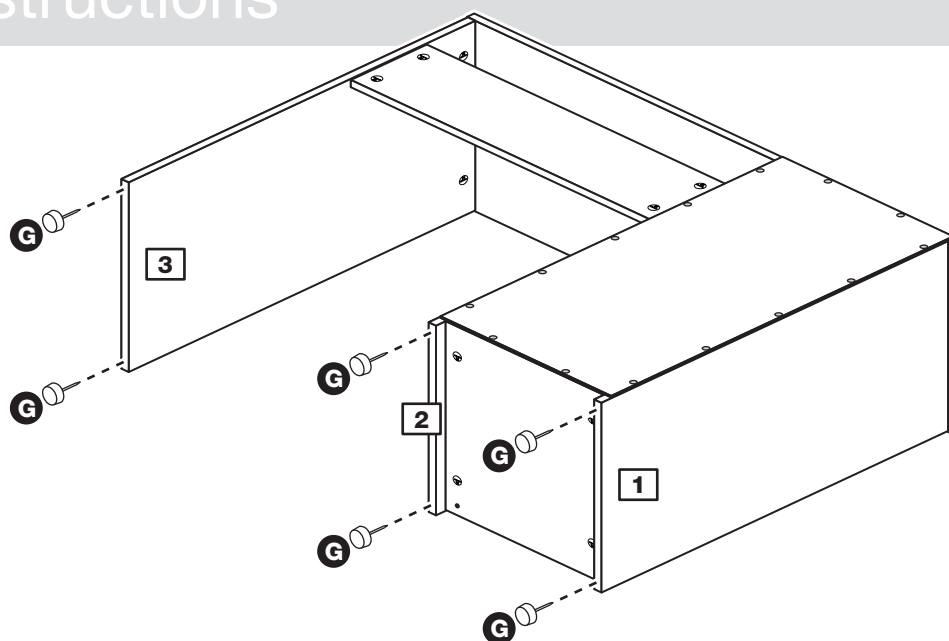
### Fit the 6 plastic nails

Tap 2 plastic nails **G** into the bottom edge of each of the left end **1**, upright **2** and right end **3**.

**Carefully stand the unit up for the next step.**



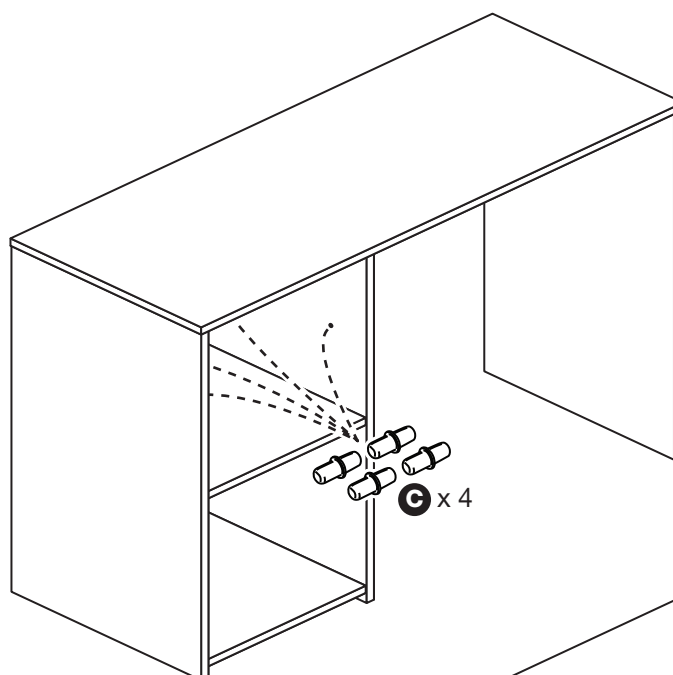
**Warning:** The unit is heavy. Lift with care.



## Step 15

### Fit 4 shelf studs

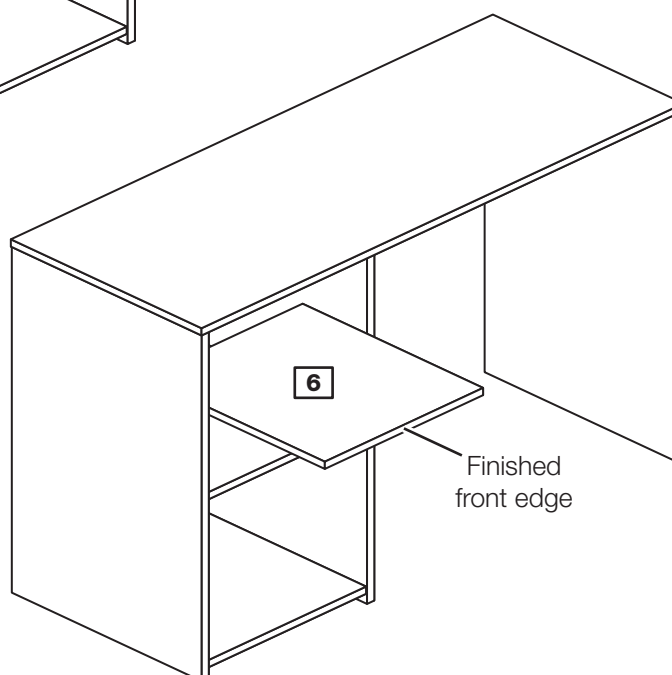
Insert 4 shelf studs **C** into the holes shown.



## Step 16

### Fit the shelf

Lower the shelf **6** down onto the shelf studs **C**.

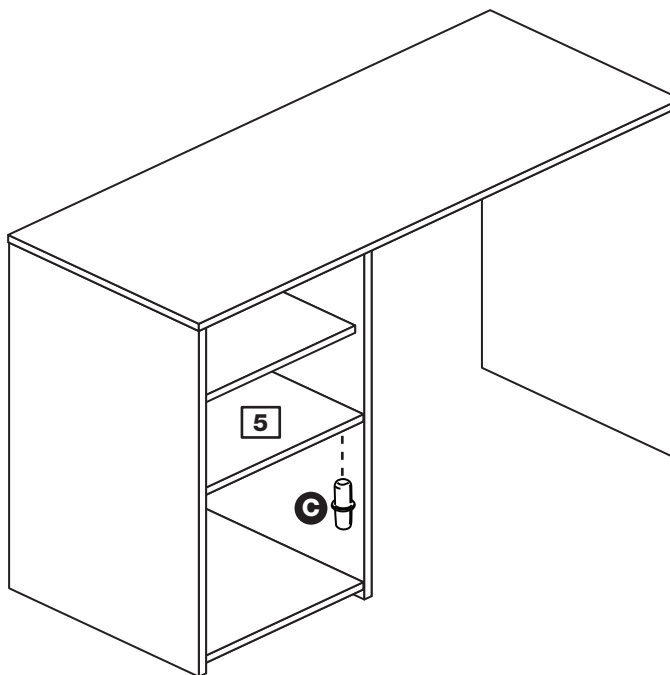


# Assembly Instructions

## Step 17

### Fit the door stop

Push the remaining shelf stud **C** up into the hole in the corner of the upper base **5** to act as a door stop.



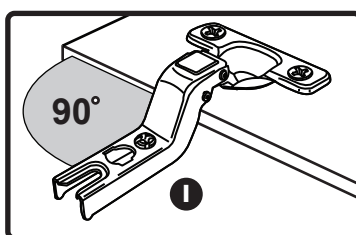
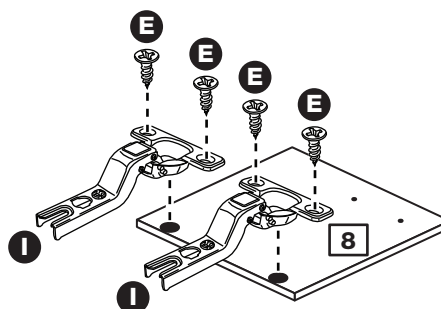
## Step 18

### Prepare the door

Push fit 2 hinges **I** into the door **8**.

Secure each hinge with 2 screws **E**.

**Note:** Before securing with the screws, make sure that the hinges are positioned at 90 degrees with the edge of the door.



# Assembly Instructions

## Step 19

### Fit door and handle

**Note:** The easiest way to attach the door **8** is to fit the top hinge first, then align and fit the other hinge.

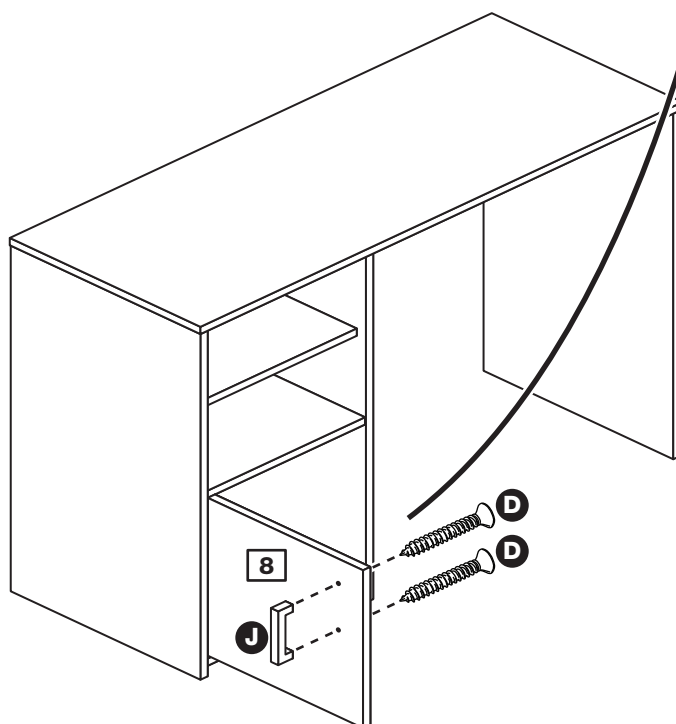
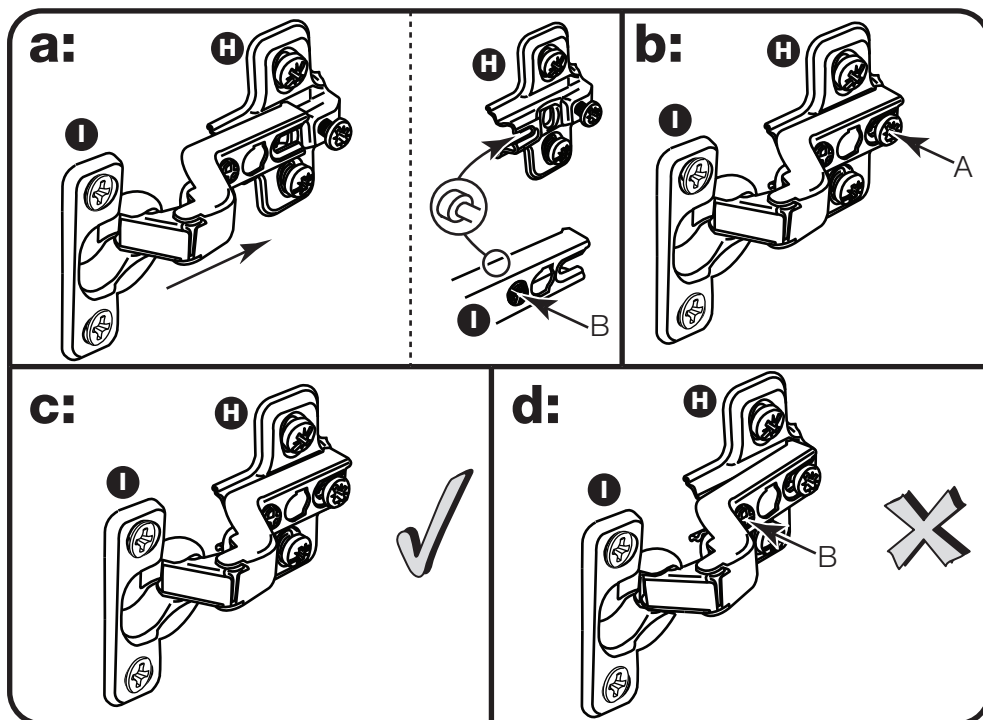
**a:** Push the hinge **I** onto the front part of the hinge plate **H**. The recess at the bottom of screw B goes into the slot in the hinge plate.

**b:** Keep the hinge **I** FLAT against the hinge plate **H** as you slide it across as far as it will go. Tighten screw A.

**c:** The hinge **I** must be flat against the hinge plate **H** prior to any adjustment.

**d:** The hinge **I** must NOT be AT AN ANGLE to the hinge plate **H** when assembled. This would indicate that the recess at the bottom of screw B had not located in the slot in the hinge plate and the hinge would not be secure. Remove the hinge from the hinge plate and then re-assemble being careful to follow instructions a-c.

**e:** Attach a handle **J** to the door **8** using 2 screws **D**.



# Assembly Instructions

## Step 20

### Adjust the door if needed

**a:** Before adjusting the door, use a spirit level to check the top (or base) of the unit is level, front-to-back and side-to-side in the 3 positions shown. Use suitable packing pieces (not supplied) to make the unit level BEFORE making any adjustment to the hinges, as shown.

### **b:** Height adjustment.

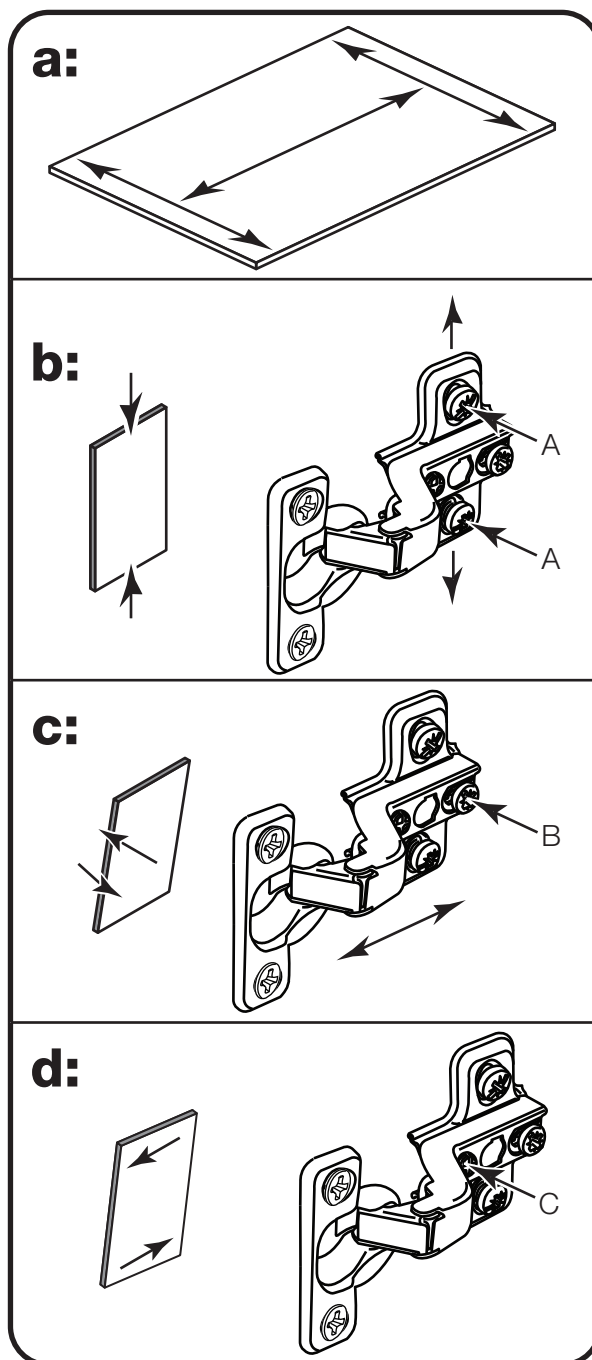
Loosen screws A on hinge plates and move door up or down as required. Retighten screw A.

### **c:** Forward and Back adjustment.

Loosen screw B on hinge plate and move door in or out as required. Retighten screw B.

### **d:** Sideways adjustment.

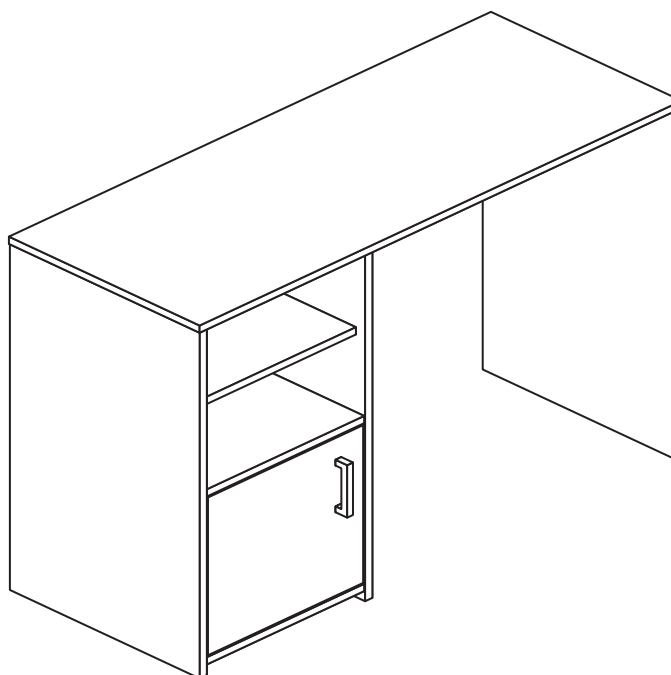
To move door 'out' loosen screw C. To move door 'in' tighten screw C.



# Assembly Instructions

## Step 21

**Assembly is complete**



If you need help or have damaged or missing parts, call the **Customer Helpline: 03456 400800** and quote the reference numbers on the component pages.

Argos Ltd, 489-499 Avebury Boulevard, Central Milton Keynes, MK9 2NW



