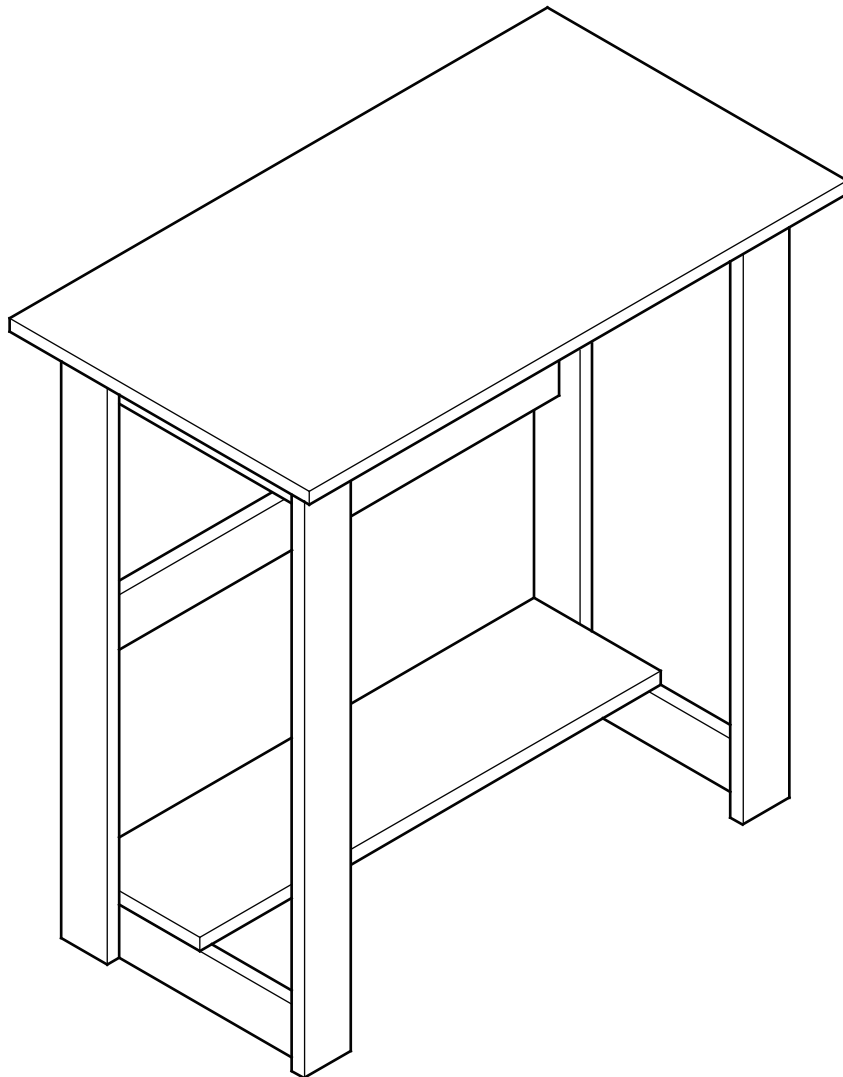


# Basic Desk

Assembly Instructions - Please keep for future reference

617/2516



## Dimensions

Width - 70.5cm

Depth - 50cm

Height - 72cm

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

If you need help or have damaged or missing parts, call the Customer Helpline: 08456 400800



# 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 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.
- Dispose of all packaging carefully and responsibly.
- **Note:** Only apply the glue once you are sure of the assembly.

## Glue safety - Take care when using glue, please follow the advice below

**Skin contact:** Remove contamination by washing with soap and water. This procedure should also be followed prior to eating and drinking.

**Eye contact:** Rinse immediately with clean water for 15 minutes and seek medical advice.

**If swallowed:** Seek medical advice immediately.

## Care and maintenance

• Only clean using a damp cloth and mild detergent, do not use bleach or abrasive cleaners.

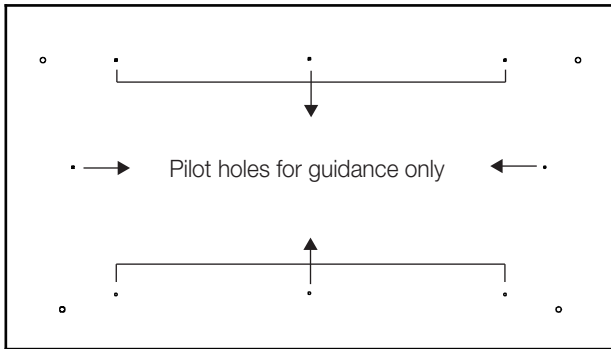
• From time to time check that there are no loose screws on this unit.

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

# Components - Panels

If you have damaged or missing components, call the **Customer Helpline: 08456 400800**

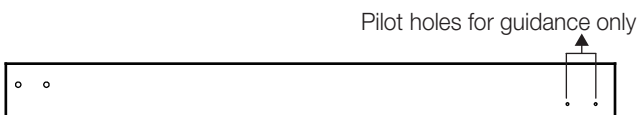
Please check you have all the panels listed below



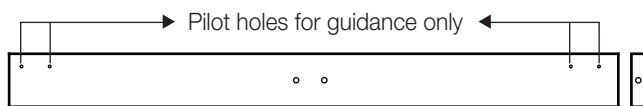
**1** Table top (70.4 x 50cm)



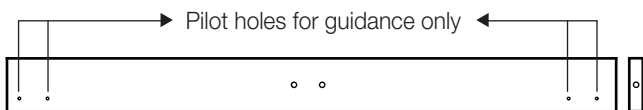
**2** Front left leg (70.4 x 6cm)



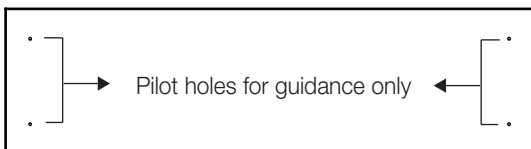
**3** Front right leg (70.4 x 6cm)



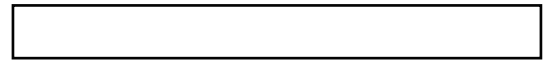
**4** Left leg (70.4 x 6cm)



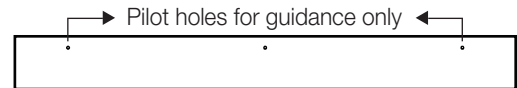
**5** Right leg (70.4 x 6cm)



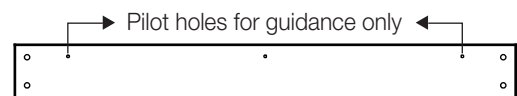
**6** Bottom panel (60 x 16.5cm)



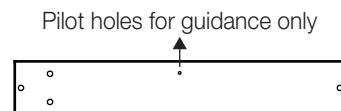
**7** Back panel (60 x 6cm)



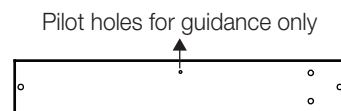
**8** Back support (57 x 6cm)



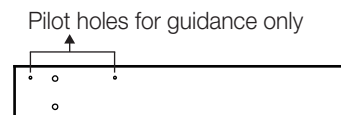
**9** Front support (57 x 6cm)



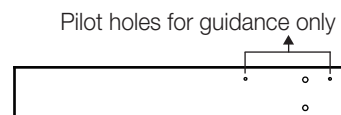
**10** Right support (40 x 6cm)



**11** Left support (40 x 6cm)



**12** Bottom right side panel (40 x 6cm)






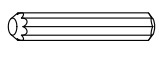
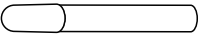


**13** Bottom left side panel (40 x 6cm)

# Components - Fittings


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>  14mm Screw x 24	<b>B</b>  Plastic support x 12	<b>C</b>  50mm Screw x 12
<b>D</b>  Screw cover x 10	<b>E</b>  25mm Screw x 12	<b>F</b>  Wooden dowel x 4
<b>G</b>  Glue x 1		

## Tools required

 Phillips screwdriver  
(medium & large)

 Bradawl  
(or sharp point)

 Small  
hammer

 Ruler/tape  
measure

 Eye protection  
(when using a  
hammer or glue)

Ruler - Use this ruler to help correctly identify the screws

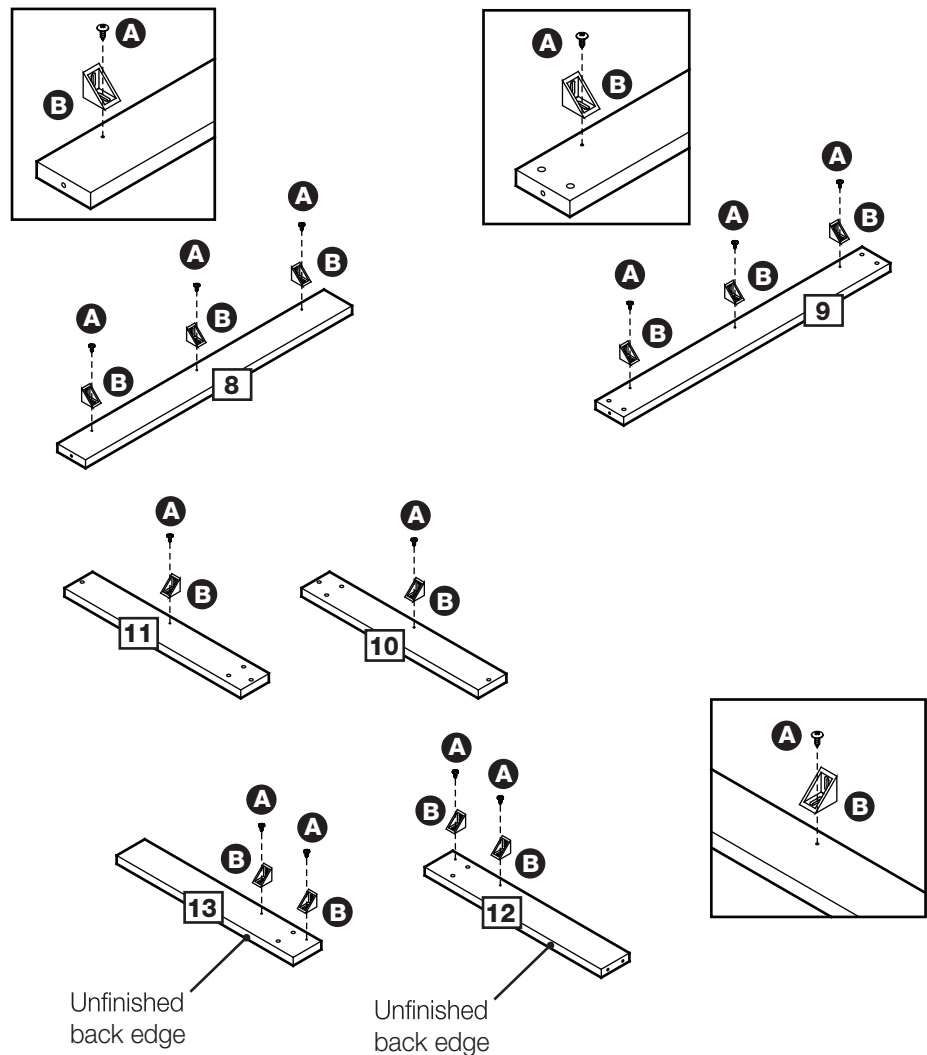
0 5 10 15 20 25 30 35 40 45 50 55 60 65 70 75 80 85 90 95 100 105 110 115 120 125 130 135 140 145 150 155 160 165 170

# Assembly Instructions

## Step 1

### Fixing plastic supports

Use Screws **A** to fix the Plastic supports **B** onto the Back and Front supports **8** and **9**, Right and Left supports **10** and **11**, Bottom right side and left side panels **12** and **13**.

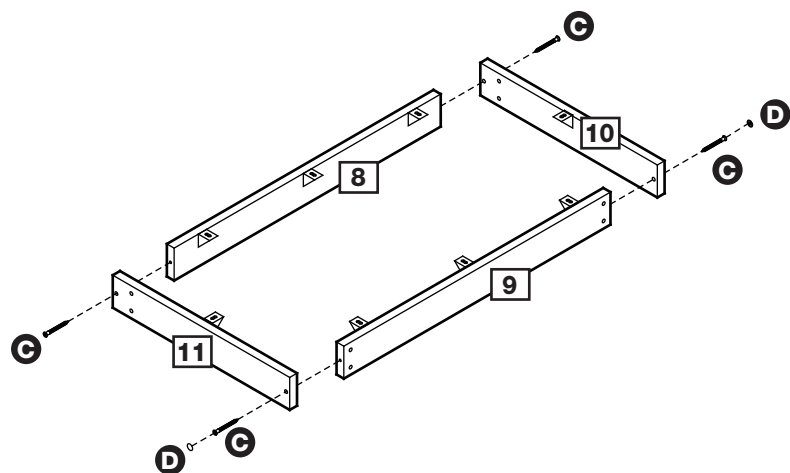


## Step 2

### Attaching support panels

Use Screws **C** to fix the Right and Left supports **10** and **11** onto the Back and Front supports **8** and **9**.

Use Screw covers **D** to cover the Screw Heads.



# Assembly Instructions

## Step 3

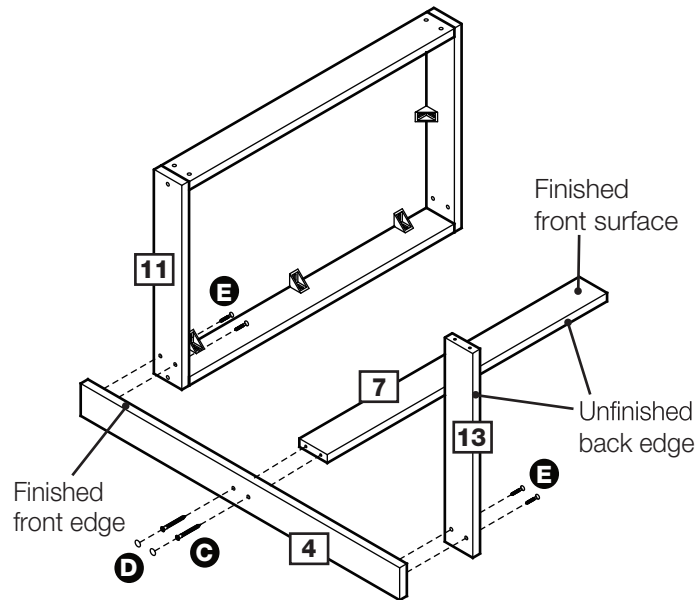
### Attaching left and right legs

**a:** Use Screws **E** to fix the Left leg **4** onto the Left support **11** and Bottom left side panel **13**.

Use Screws **C** to fix the Back panel **7** onto the Left leg **4**.

Use Screw covers **D** to cover the Screw heads.

**a:**

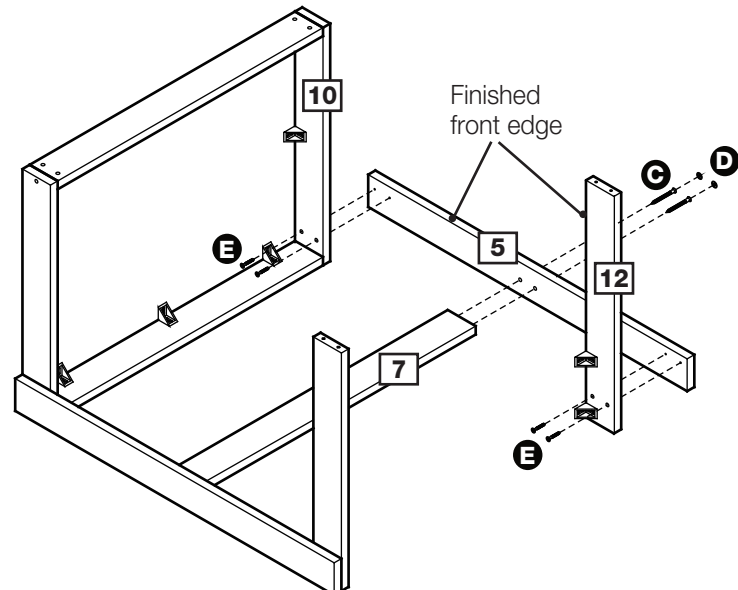


**b:** Use Screws **E** to fix the Right leg **5** onto the Right support **10** and Bottom Right side panel **12**.

Use Screws **C** to fix the Right leg **5** onto the Back panel **7**.

Use Screw covers **D** to cover the Screw heads.

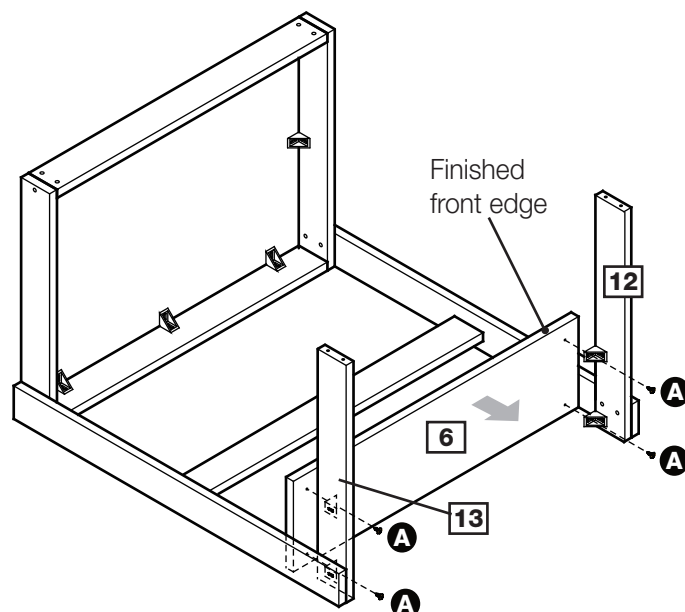
**b:**



## Step 4

### Attaching bottom panel

Use Screws **A** to fix the Bottom panel **6** onto the Bottom right side and left side panels **12** and **13**.



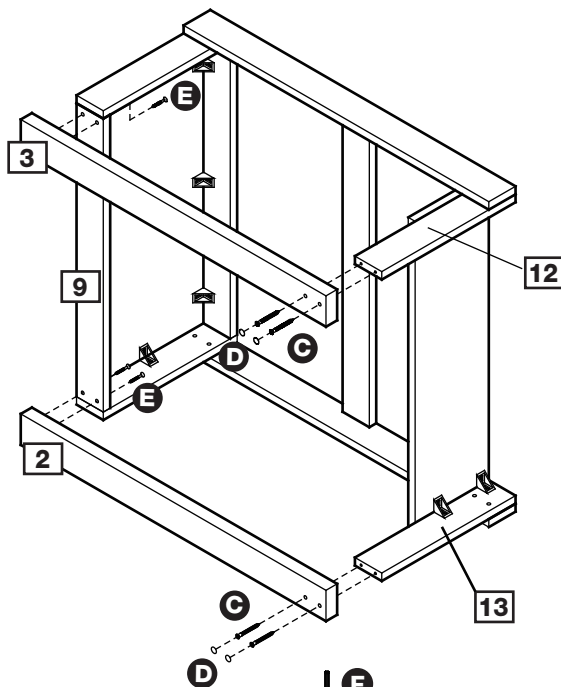
# Assembly Instructions

## Step 5

### Attaching front legs

Use Screws **E** and **C** to fix Front left leg and right leg **2** and **3** onto the Front support **9**, Bottom right side and left side panels **12** and **13**.

Use Screw covers **D** to cover the Screw Heads.



## Step 6

### Attaching table top

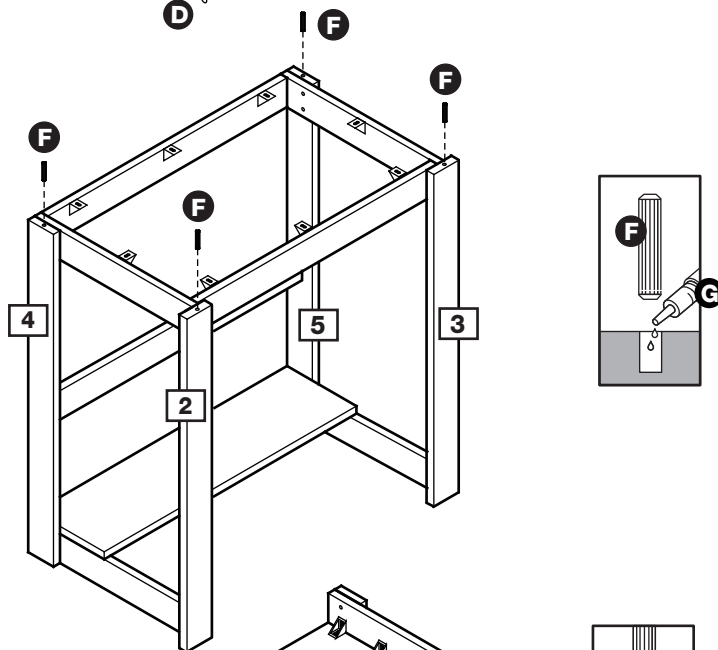
**a:** Place a small amount of Glue **G** into the dowel holes.

Insert Wooden dowels **F** into the Front right and left legs **3** & **2**, Left and Right legs **4** & **5**.

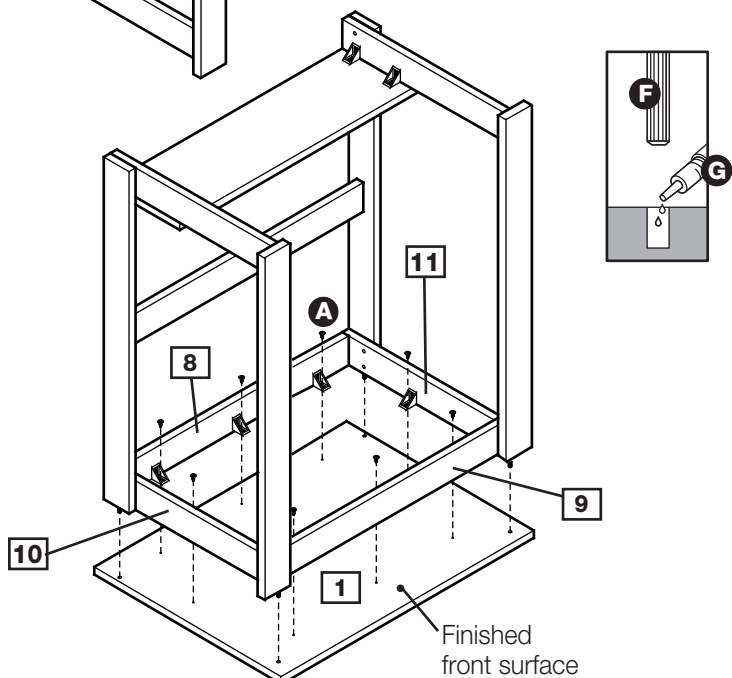
**b:** Place a small amount of Glue **G** into the dowel holes. Carefully locate the Table top **1** onto the unit.

Use Screws **A** to fix the Front and Back supports **9** **8** & Right and left supports **10** **11** onto the Table top **1**.

**a:**



**b:**



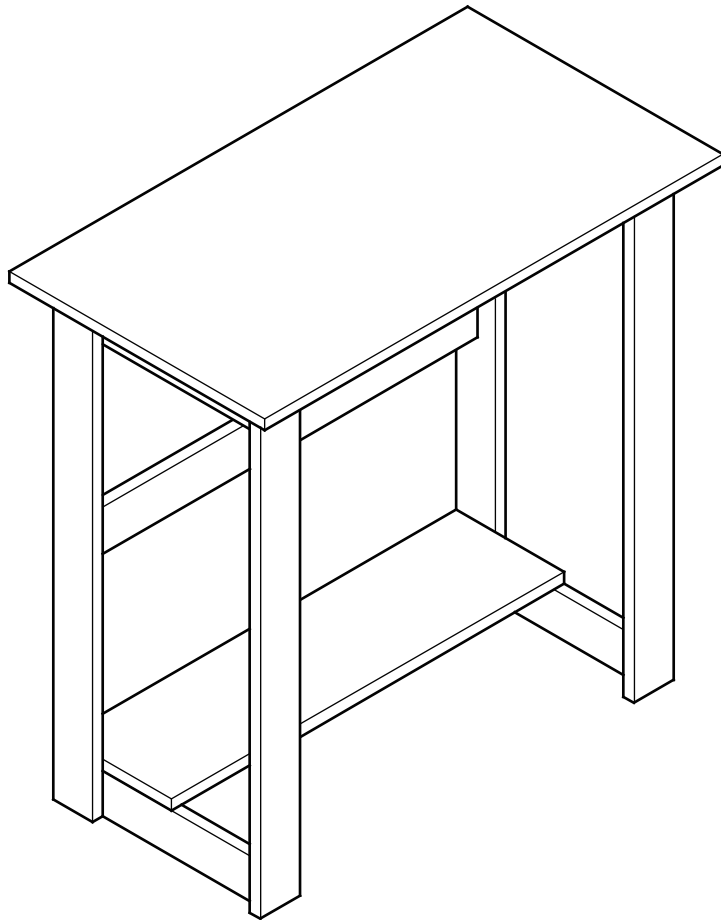
# Assembly Instructions

## Step 7

### Finishing the unit

**Note:** It would be useful to ask someone to help you at the stage.

With help, place the unit in the intended position.



**Note:** Before use allow the Glue to dry for 24 hours and make sure the unit is secure.

**Assembly is complete.**

If you need help or have damaged or missing parts, call the **Customer Helpline: 08456 400800**