

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 seperate 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.



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 furnture.

• 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 -0 o 0 0 9096 Top / Bottom x2 (58.0x29.3cm) 9121 End Panel x2 (120.8 x 29.5cm) 0 9098 Divider x4 (28.2x29.1cm)

9101 Back Panel x4 (30.8x29.5cm)

9097 Shelf x3 (58.0x29.3cm)

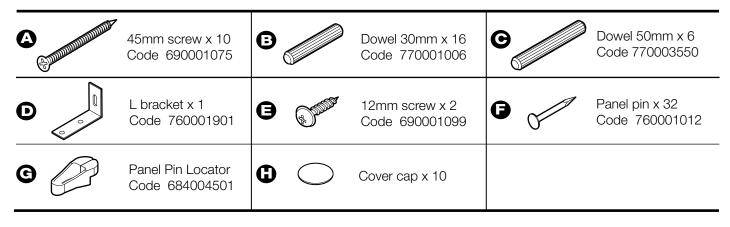
2

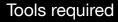
Components - Fittings

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.







Large Cross

Screwdriver

Headed

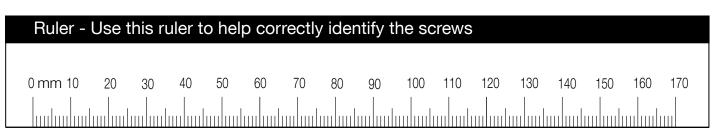




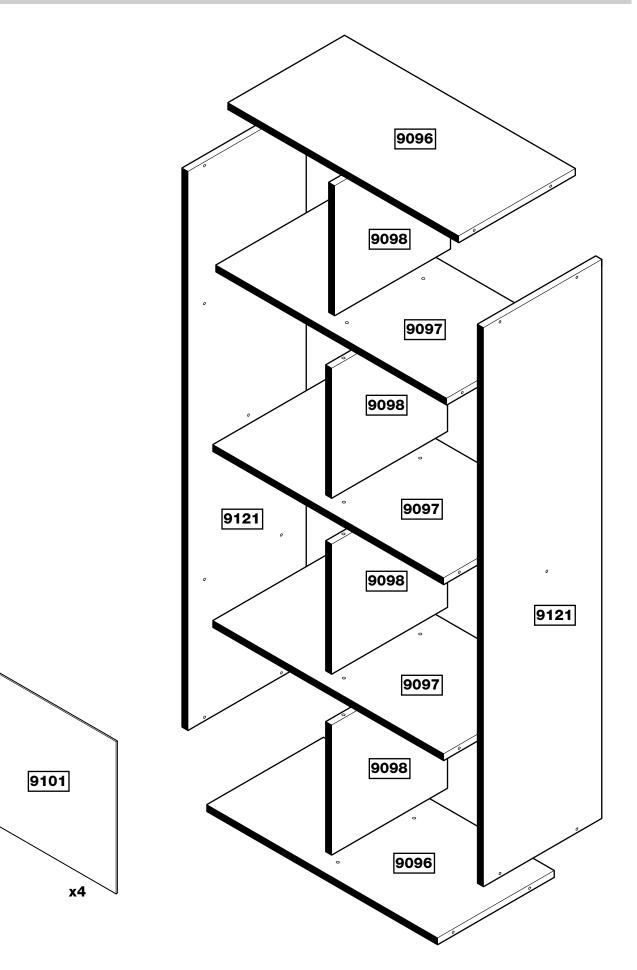
Eye protection (when using a hammer)



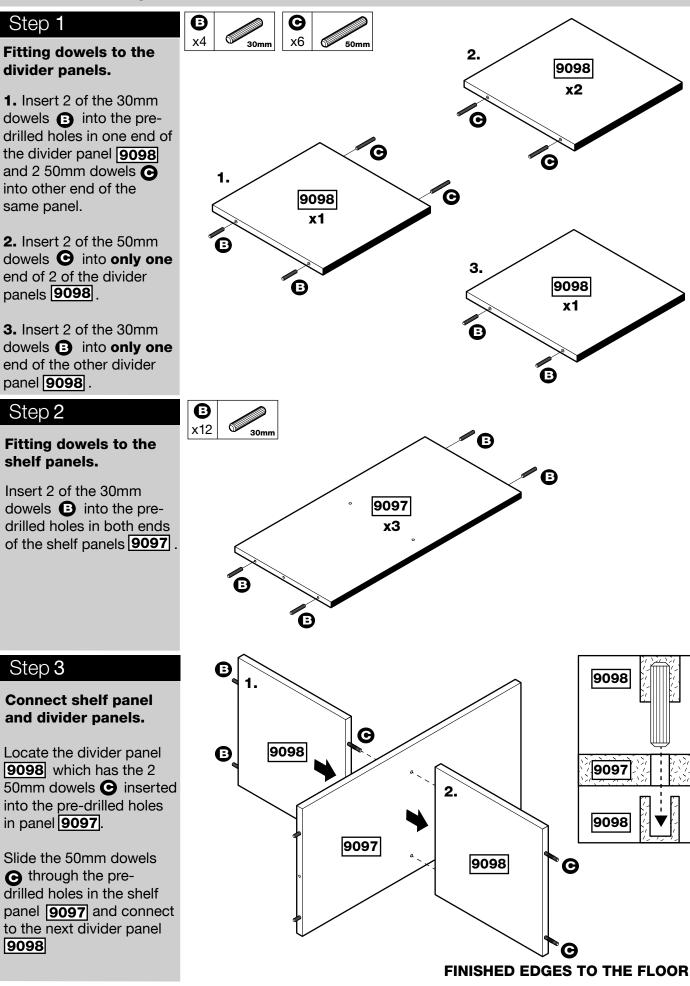
Tape Measure



Exploded View



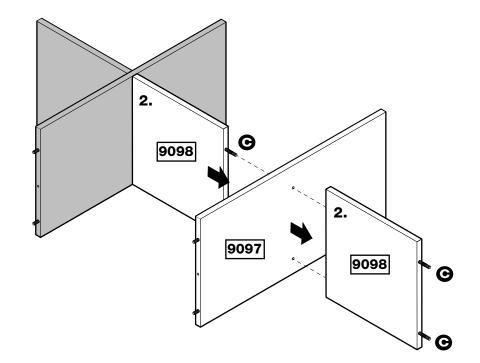
4



Step 4

Connect the divider to the shelf and the next divider.

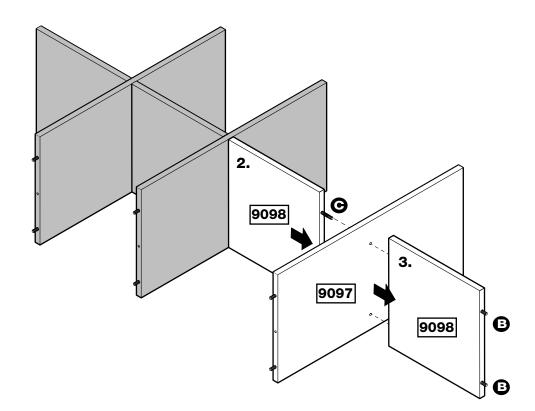
Slide the dowels (already inserted) in the divider panel **9098** through the shelf panel **9097** and into the next divider panel **9098**.



Step 5

Connect the bottom divider to the shelf and the remaining divider.

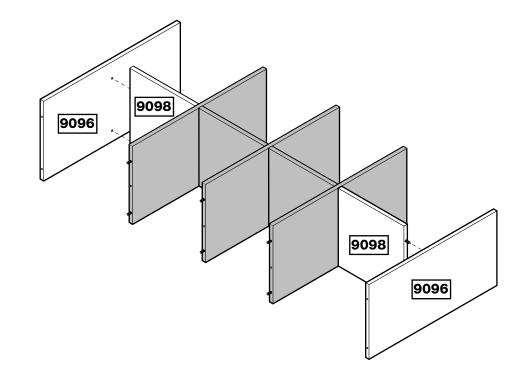
Slide the dowels (already inserted) in the divider panel **9098** through the shelf panel **9097** and into the next divier panel **9098**.



Step 6

Connect top/bottom panels to the dividers panels.

Insert the dowels (already inserted into the divider panels) **9098** into the predrilled holes in the top & bottom panels **9096**.

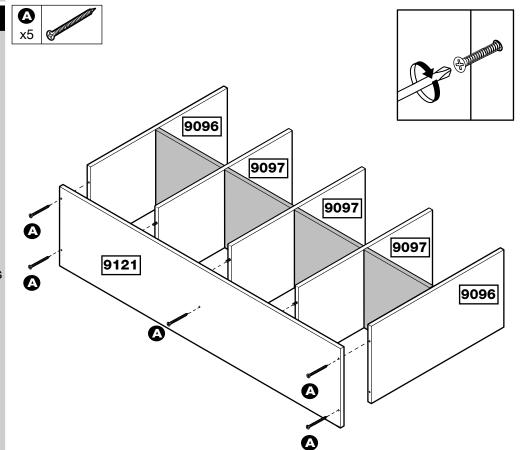


Step 7

Fasten one of the end panels to the shelves and top/bottom panels.

Connect the end panel **9121** to the dowels in the shelf panels **9097**.

Secure the end panel **9121** in place by using screws **(a)** and screwing into the pre-drilled holes in the top & bottom panels **9096** and the central shelf **9097**.

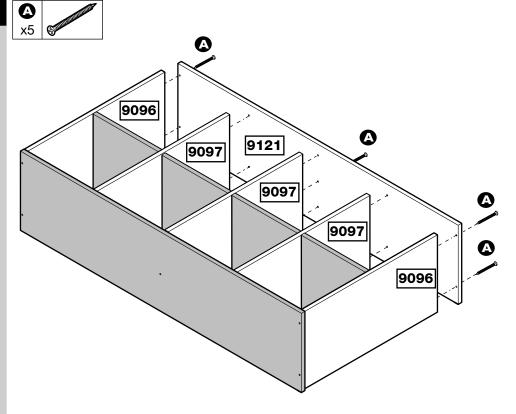


Step 8

Fasten the other end panel to the shelf and top & bottom panels.

Connect the end panel **9121** to the dowels in the shelf panels **9097**

Secure the end panel **9121** in place by using screws **A** and screwing into the pre-drilled holes in the top/bottom panels **9096** and the central shelf **9097**.



Step 9

Squaring the unit up.

Important.

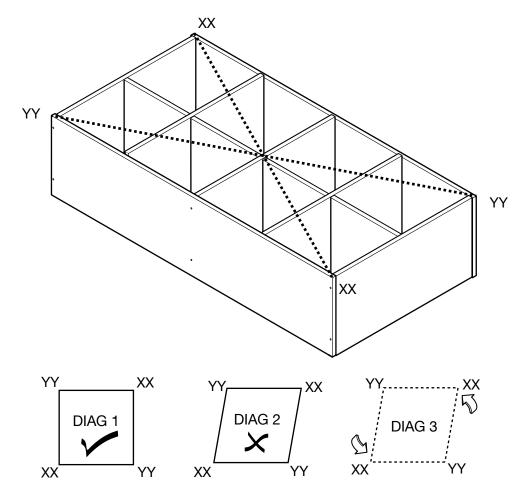


Ensure a tape measure is used to square unit up!

Before securing the back it is necessary to square up the unit.

You can do this by measuring between XX - XX and YY - YY ensuring these are the same (DIAG 1).

If they are not (DIAG 2) Apply slight pressure as indicated (DIAG 3) until they are the same.



Step 10

Attach the 4 back panels.

Ensure that you measure the backpanel and attach the longest side as shown.

Use the panel pin guide when locating the panel pins. This will hold the panel pins vertically.

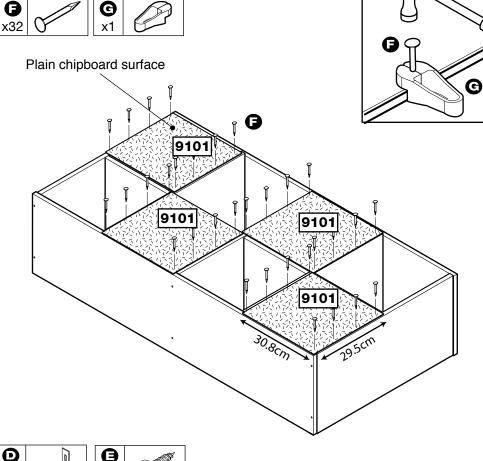
Ensure that the distance from the edge of the back panels to the edge of the top / bottom / shelf and end panels is equal on every back panel.

Stand the unit upright once this is complete.

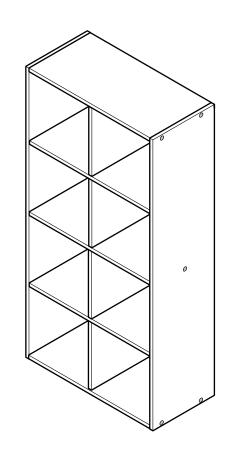
Step 11

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. 2 screws are provided to attach the bracket to the unit. 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.



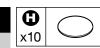
D x1 **C** x2 **C**



Warning:

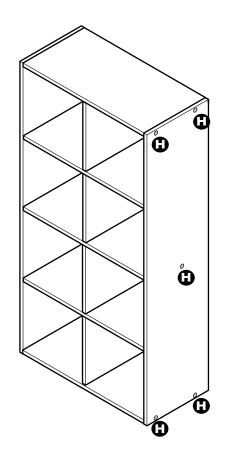
Please take care when drilling into the wall, avoiding any pipes and wires. Wear safety goggles when drilling. The use of residual current device (RCD) is recommended when working with tools. If in doubt consult a qualified person.

Step 12

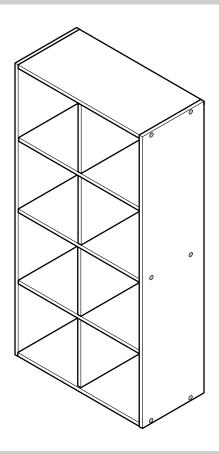


Use the cover caps to conseal exposed fittings.

Using the 10 cover caps provided, conceal the exposed screws by placing these caps over them.



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.