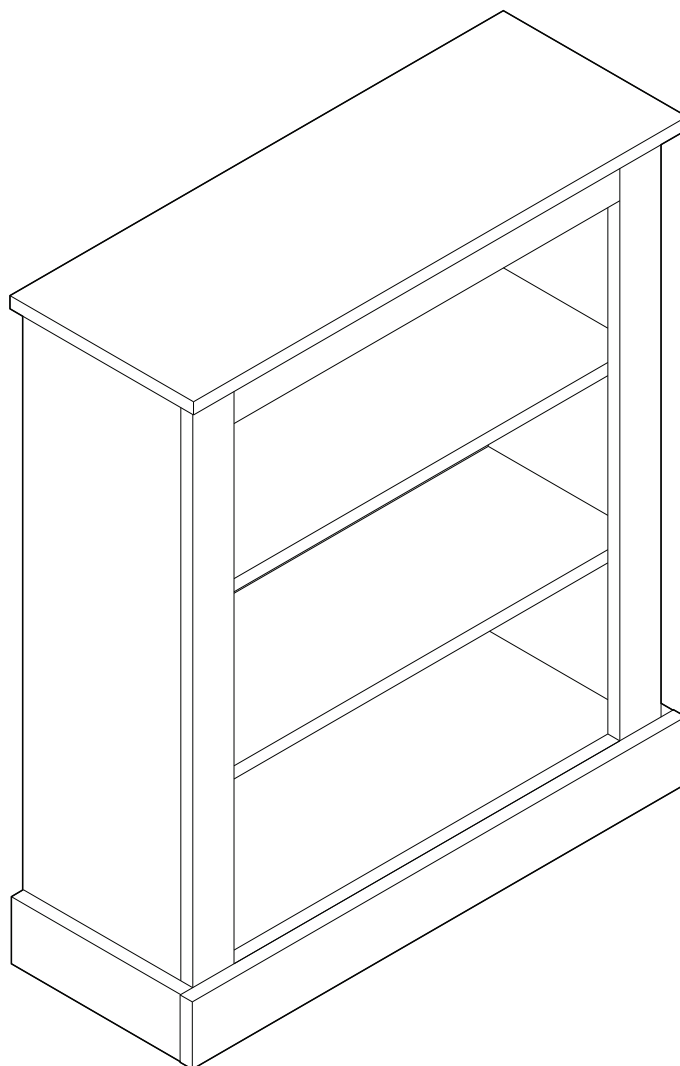


# Small Extra Deep Bookcase

**Assembly Instructions** - Please keep for future reference

237/9203



## Dimensions

**Width - 78cm**

**Depth - 29cm**

**Height - 91.5cm**

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

If you need help or have damaged or missing parts, call the **Customer Helpline: 08456 400 800**

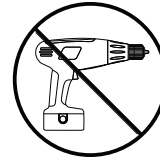


# Safety and Care Advice

**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.

- This product has been produced from natural timber; you may notice some variation in the grain and colour of different component parts which is normal for furniture produced using natural wood and is not the result of any manufacturing fault.
- The product has been treated with a wax and oil finish to prevent dirt ingress and preserve moisture.
- On unpacking the furniture you may notice an odour due to this treatment; this will disappear once the furniture is unpacked and assembled after a period of time.
- This process may leave some staining on the packaging material; please take care to ensure this does not transfer to clothing or carpeted surfaces during assembly.



as this could damage the unit. Only use hand screwdrivers.

- We do not recommend the use of power drill/drivers **for inserting screws**,

- Parts of the assembly will be easier with 2 people.
- Dispose of all packaging carefully and responsibly.

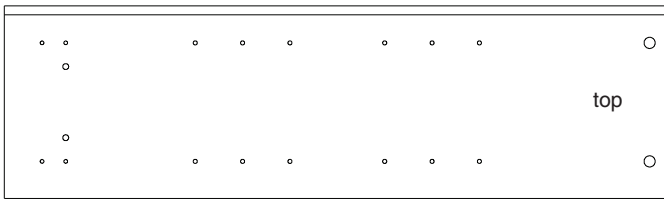
## Care and maintenance

- Use an appropriate furniture polish for natural wood furniture and a dry cloth to clean the product.
- Avoid placing the furniture in direct sunlight as this will cause the timber to prematurely age.
- 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.

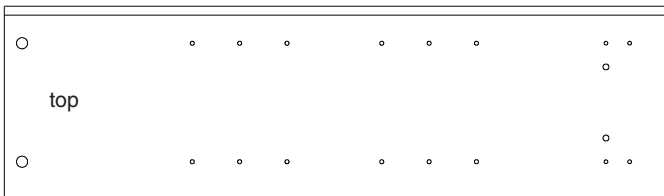
**Note:** If required the next page can be cut out and used as reference throughout the assembly. Keep this page with these instructions for future reference.

# Components - Panels

Please check you have all the panels listed below



**1** Right side panel (89.6 x 26cm)



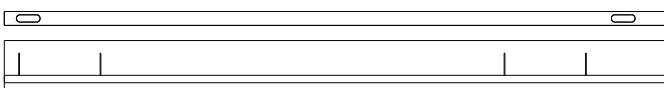
**2** Left side panel (89.6 x 26cm)



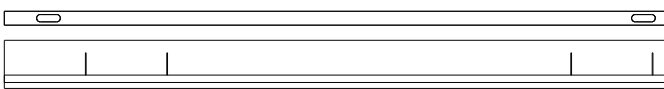
**3** Middle back panel x 3 (83.4 x 17.4cm)



**4** Side back panel x 2 (83.4 x 11.7cm)



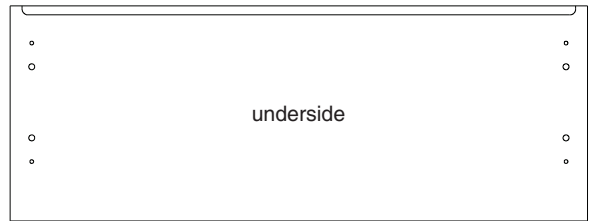
**5** Right front frame (89.6 x 6.5cm)



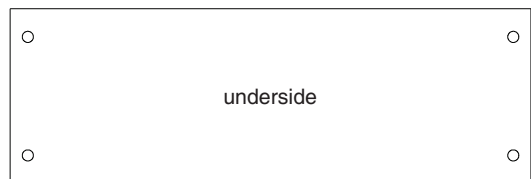
**6** Left front frame (89.6 x 6.5cm)



**7** Front plinth (78 x 9.2cm)



**8** Top panel (78 x 29cm)



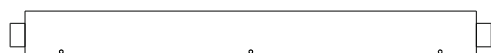
**9** Base panel (70.4 x 23.6cm)



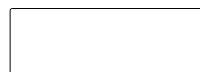
**10** Adjustable shelf x 2 (70.4 x 23.6cm)



**11** Top front frame (65 x 6.5cm)



**12** Bottom front frame (65 x 6.5cm)



**13** Side plinth x 2  
(26.8 x 9.2cm)




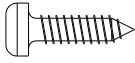




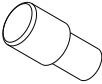
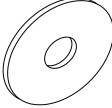

**14** Block x 4  
(10 x 2cm)

# Components - Fittings

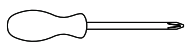
If you have damaged or missing components, call the **Customer Helpline: 08456 400 800**

Please check you have all the fittings listed below

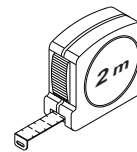
**Note:** The quantities below are the correct amount to complete the assembly. In some cases more fittings may be supplied than are required.

<p><b>A</b> </p> <p>Wooden dowel x 8</p>	<p><b>B</b> </p> <p>14mm Screw x 1</p>	<p><b>C</b> </p> <p>30mm Screw x 27</p>
<p><b>D</b> </p> <p>35mm Screw x 16</p>	<p><b>E</b> </p> <p>Metal dowel x 8</p>	<p><b>F</b> </p> <p>Locking nut x 8</p>
<p><b>G</b> </p> <p>Shelf support x 8</p>	<p><b>H</b> </p> <p>Washer x 2</p>	<p><b>I</b> </p> <p>Wall strap x 1</p>

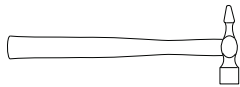
## Tools required



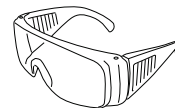
Phillips screwdriver  
(small & medium)



Ruler/tape  
measure

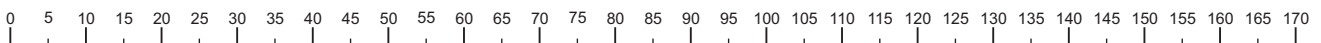


Small  
hammer



Eye protection  
(when using a  
hammer or glue)

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



# Assembly Instructions

## Step 1

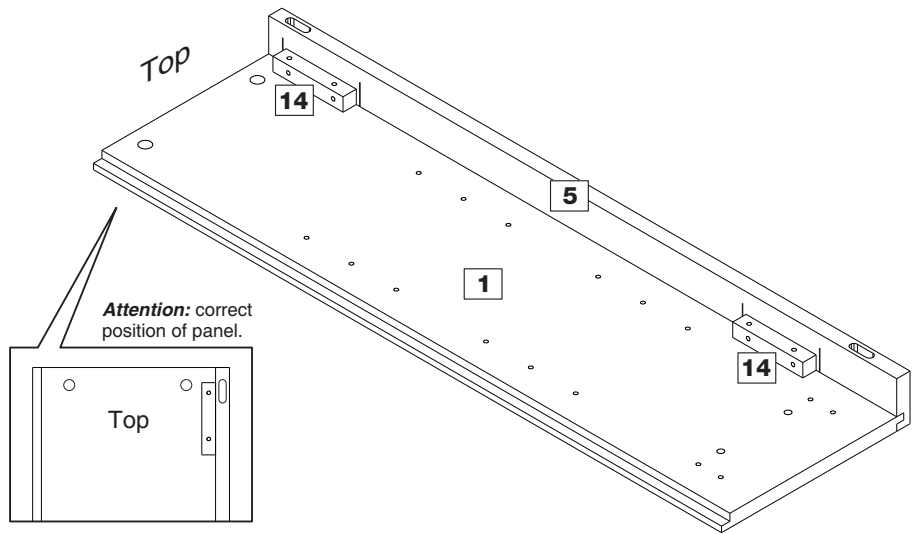
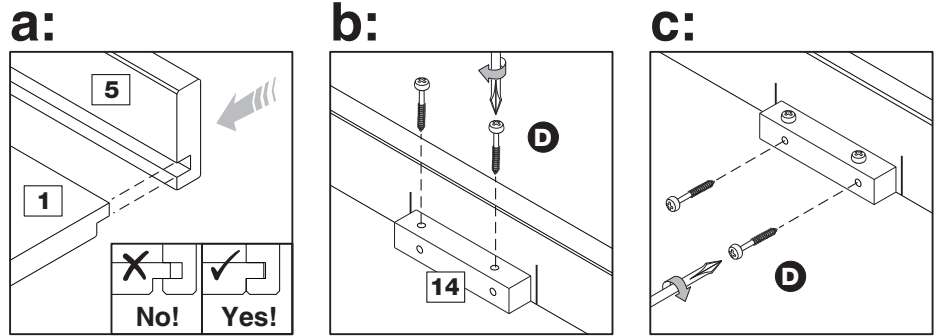
**Fixing right front frame to the right side panel**  
(Two people required for an easier assembly).

**a:** Insert right side panel **1** into right front frame **5** through joints.

**Note:** Before fixing the blocks **14** into place it is important to ensure that the slot and groove of parts **1** and **5** are fully pushed together and lined up correctly at the top and bottom.

**b:** Place blocks **14** between the two marks as shown. First fix to the side panel using screws **D**.

**c:** Fix front frame through blocks **14** using screws **D**.



## Step 2

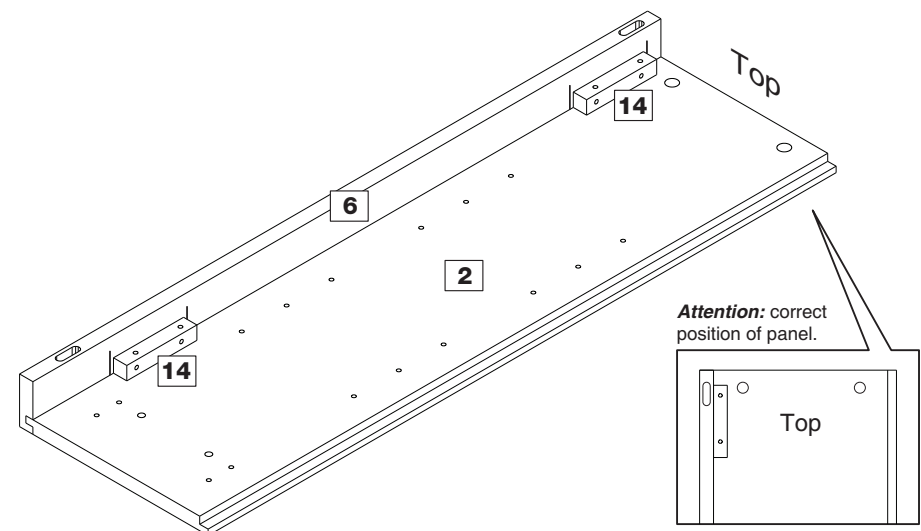
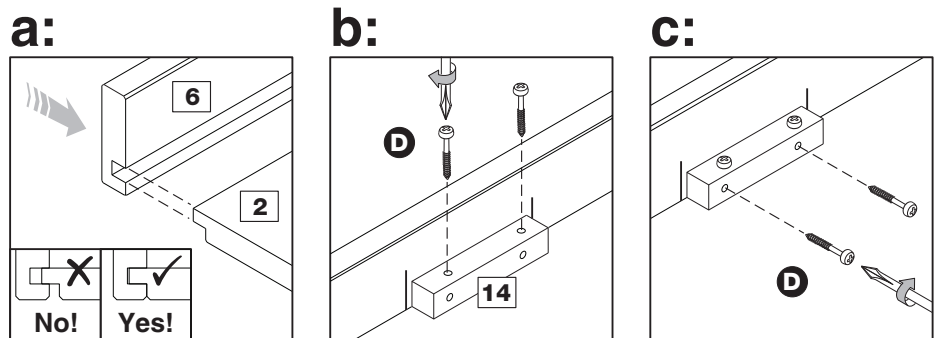
**Fixing left front frame to the left side panel**  
(Two people required for an easier assembly).

**a:** Insert left side panel **2** into left front frame **6** through joints.

**Note:** Before fixing the blocks **14** into place it is important to ensure that the slot and groove of parts **2** and **6** are fully pushed together and lined up correctly at the top and bottom.

**b:** Place blocks **14** between the two marks as shown. First fix to the side panel using screws **D**.

**c:** Fix front frame through blocks **14** using screws **D**.



# Assembly Instructions

## Step 3

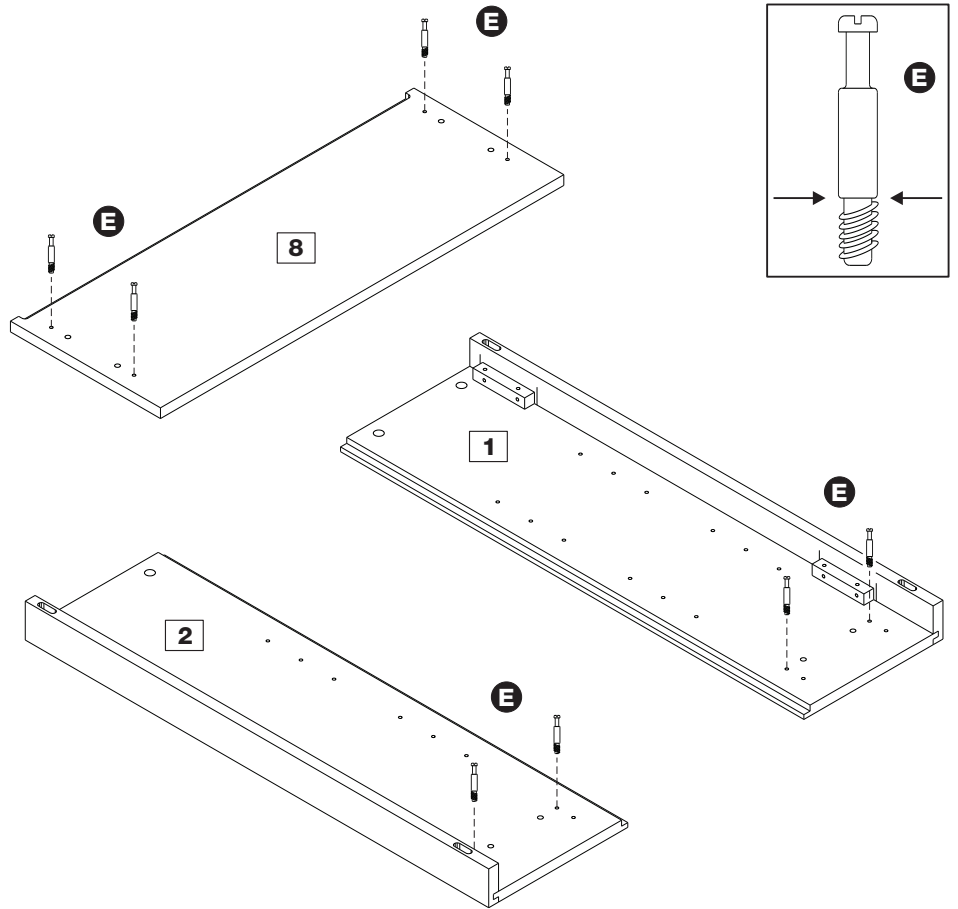
### Fitting Metal dowels.

Screw metal dowels **E** into right side panel **1**, left side panel **2** and top panel **8**.



**Note:** Insert metal dowels as far as shown.

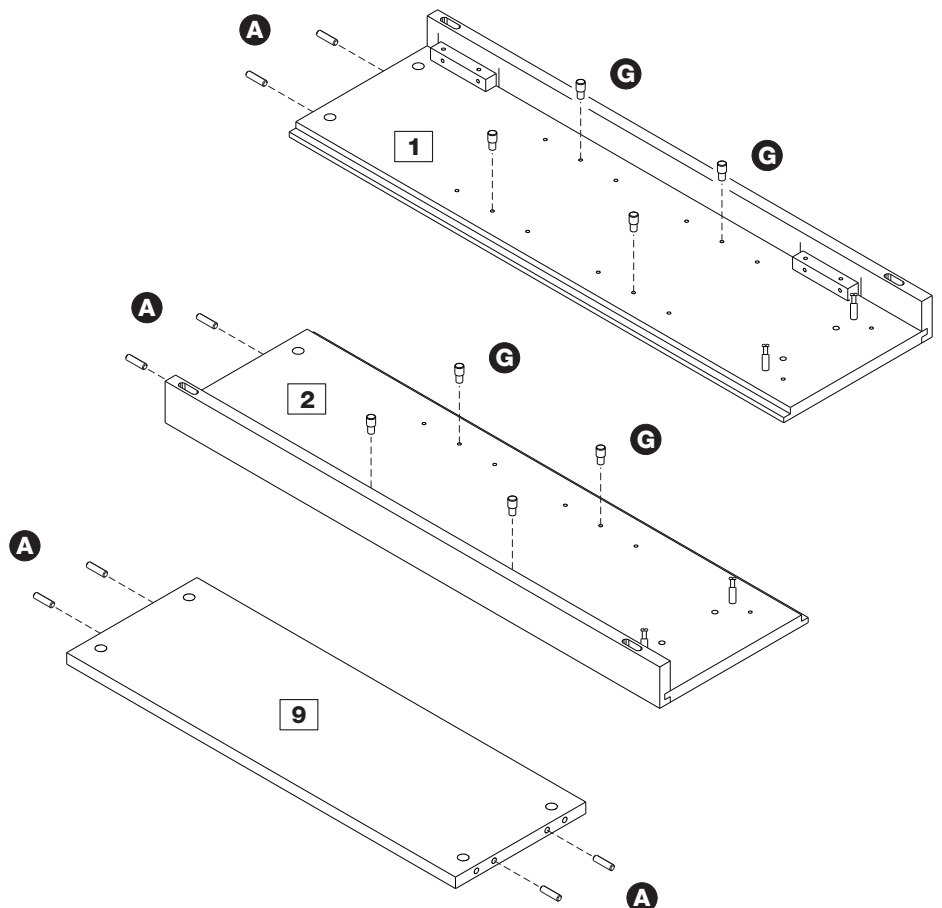
Do not over tighten.



## Step 4

Insert dowels **A** into the right side panel **1**, left side panel **2** and base panel **9**.

Insert shelf supports **G** into the right side panel **1** and left side panel **2**.

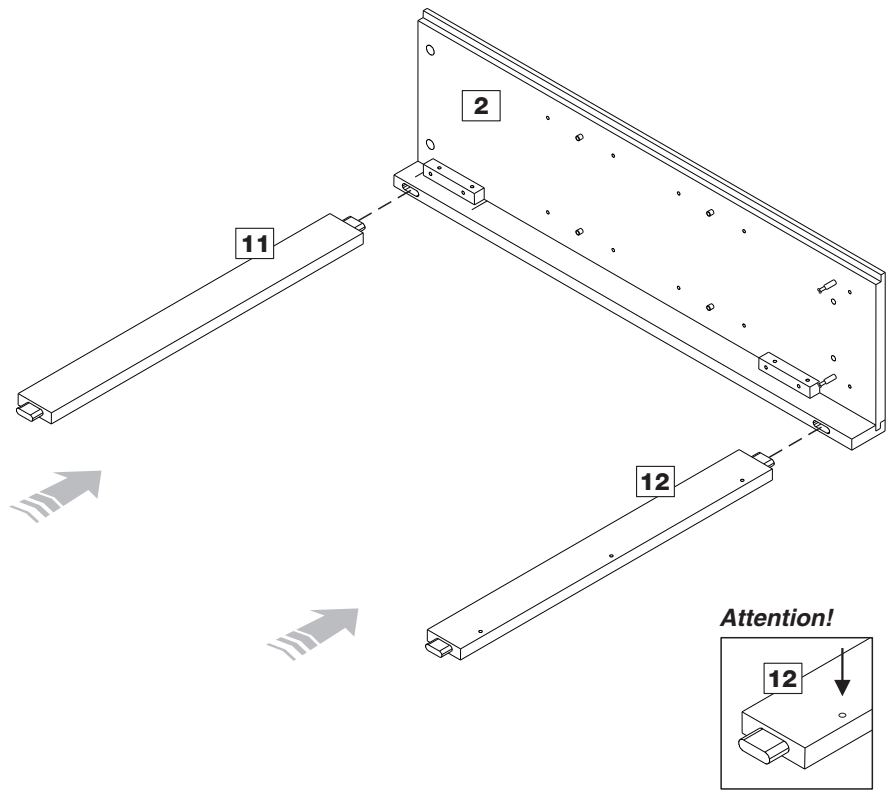


# Assembly Instructions

## Step 5

### Assembling the cabinet.

Insert top front frame **11** and bottom front frame **12** into holes on left side panel **2**, as shown.



## Step 6

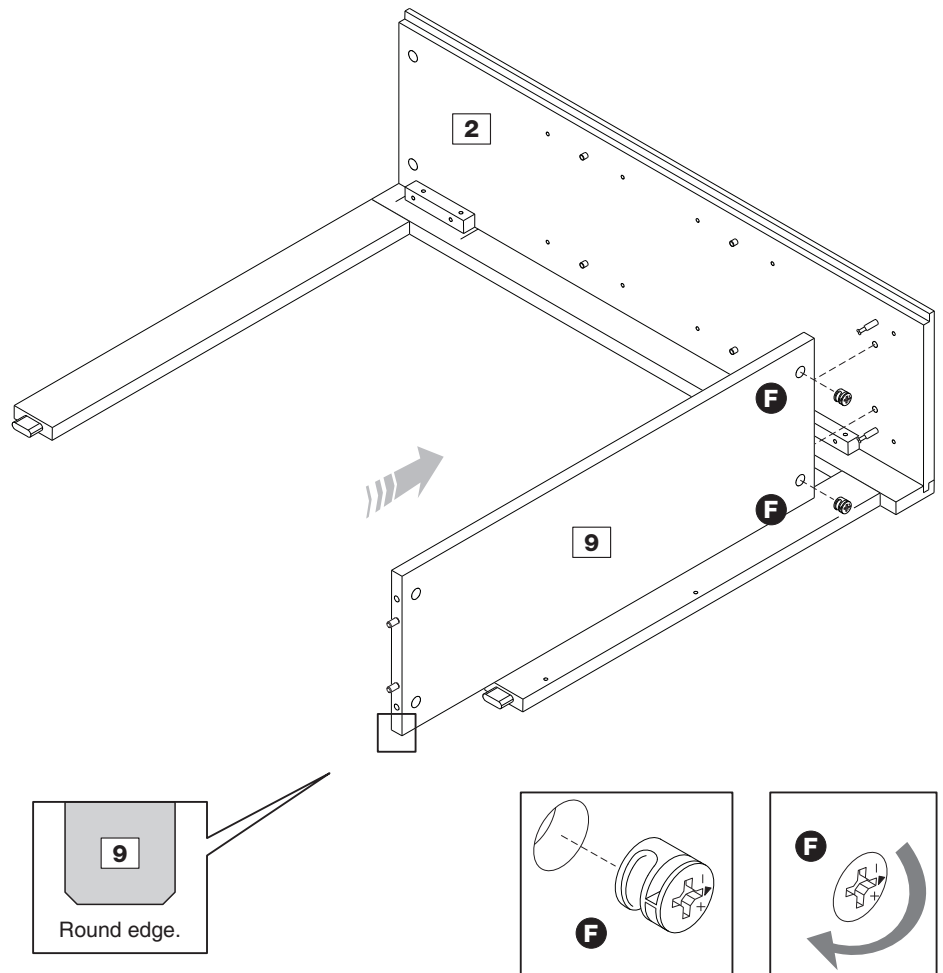
### Fixing base panel.

With help, fit base panel **9** to the left side panel. Make sure round edge is facing front.

Insert 2 locking nuts **F** into base panel where shown.

Use a screwdriver to turn locking nuts **F** clockwise to lock.

**Do not over tighten.**



# Assembly Instructions

## Step 7

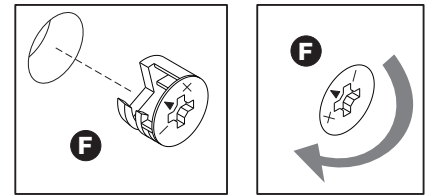
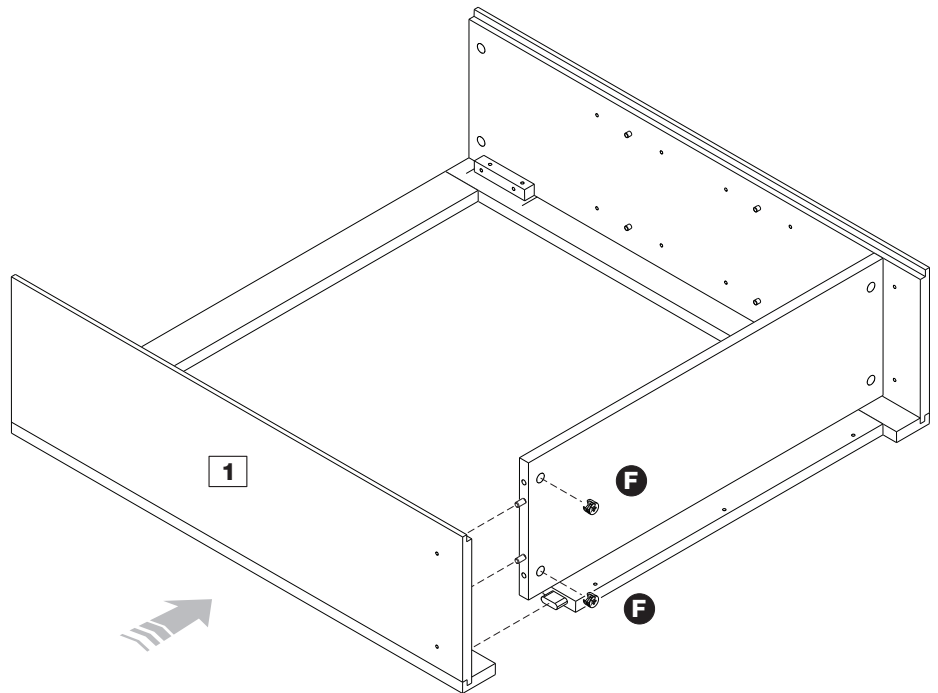
### Fixing right side panel.

With help, place right side panel **1** properly ensuring dowels and front frames **11** and **12** are all fit into their holes at the same time.

Insert 2 locking nuts **F** into base panel where shown.

Use a screwdriver to turn locking nuts **F** clockwise to lock.

**Do not over tighten.**



## Step 8

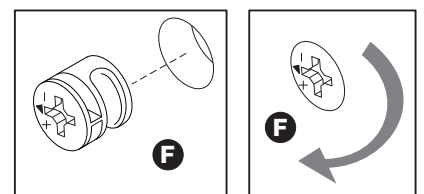
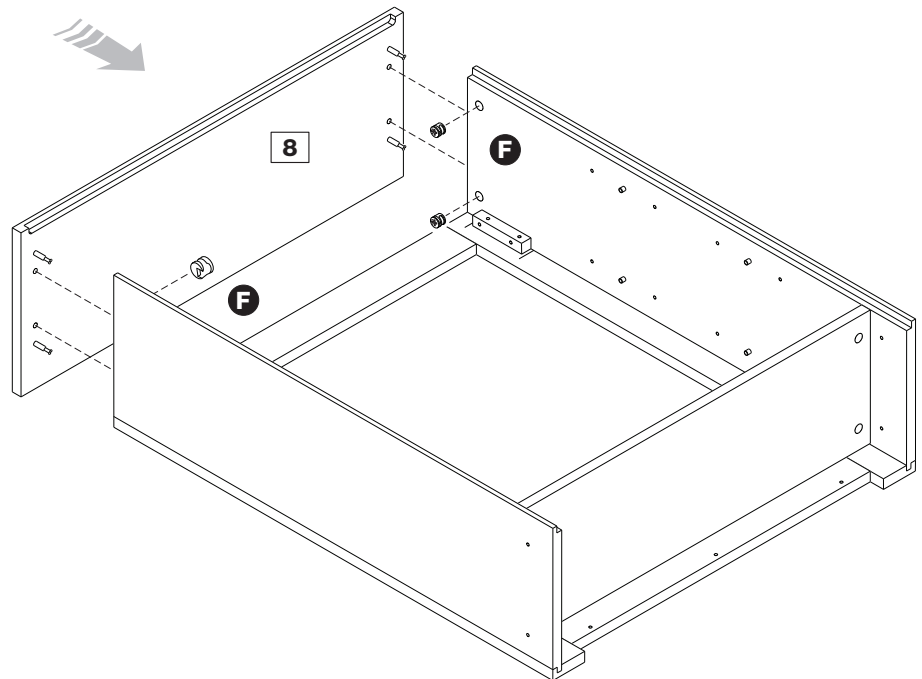
### Fixing top panel.

With help, fit top panel **8** to the cabinet.

Insert 4 locking nuts **F** into side panels where shown.

Use a screwdriver to turn locking nuts **F** clockwise to lock.

**Do not over tighten.**





# Assembly Instructions

## Step 9

### Fixing back panels.



**Important:** Cabinet **MUST** be 'square' when back panels are attached.

**a:** Place back panels starting with a side back panel **4** as shown in the diagram ( you can easily identify part **4** as it has a straight cut on one of the edges).

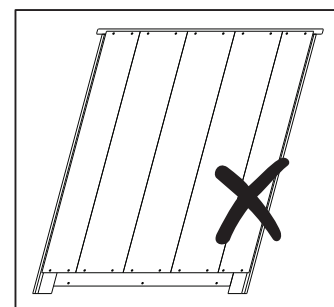
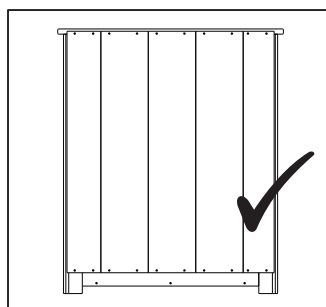
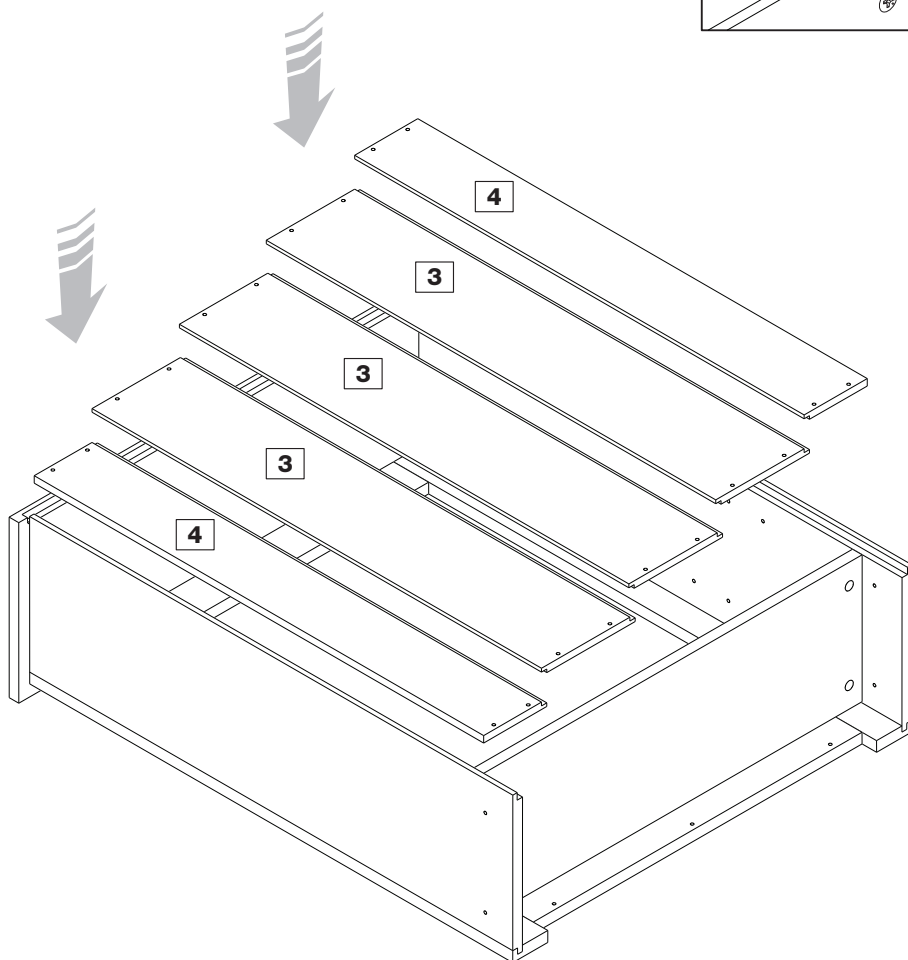
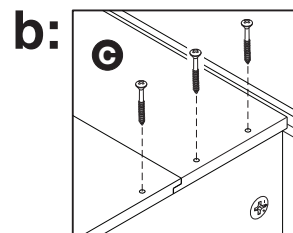
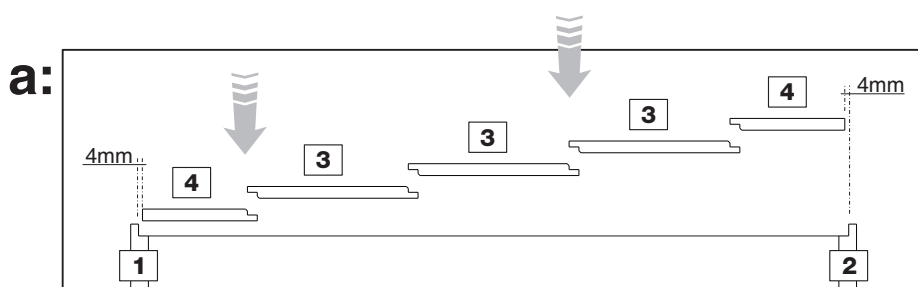


**Attention:** Do not attach side back panels **4** flush to the side panels **1** and **2**, leave a gap of **4mm**, as shown.

**b:** Fix all back panels using screws **C**.



**Important!** After fixing the back panels, with help, carefully turn the product with its front facing up.



# Assembly Instructions

## Step 10

**a:** Fix side plinths **13** to the side panels using screws **C**.



**Note:**

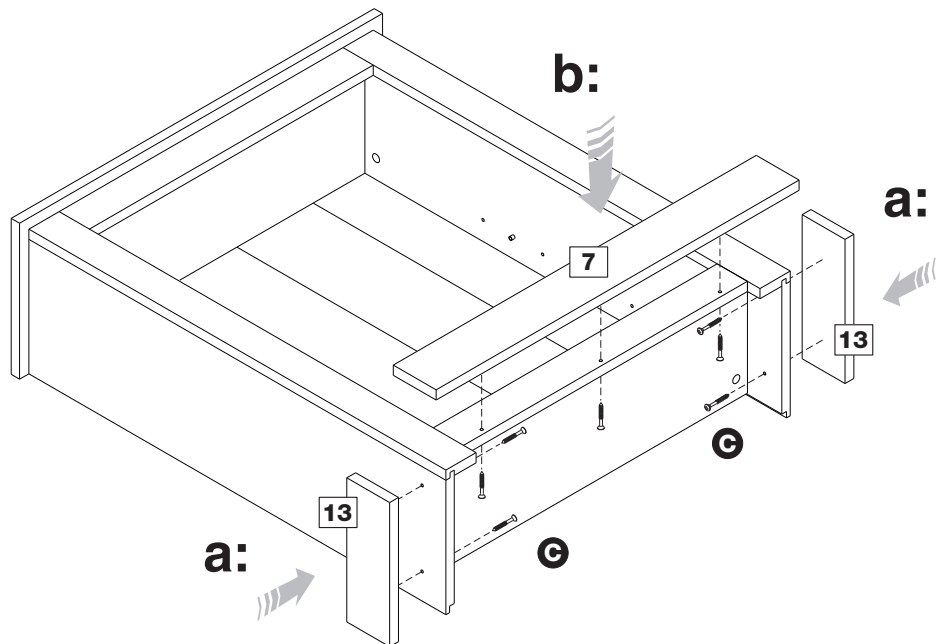
Make sure side plinths **13** are aligned to the bottom and front edges of the side panels.

**b:** Fix front plinth **7** to the bottom front frame using screws **C**.  
Chamfered edges to be facing up!



**Note:**

Make sure front plinth **7** is aligned to the bottom edge of the side panels and in line to the side plinths.



## Step 11



**Important:**

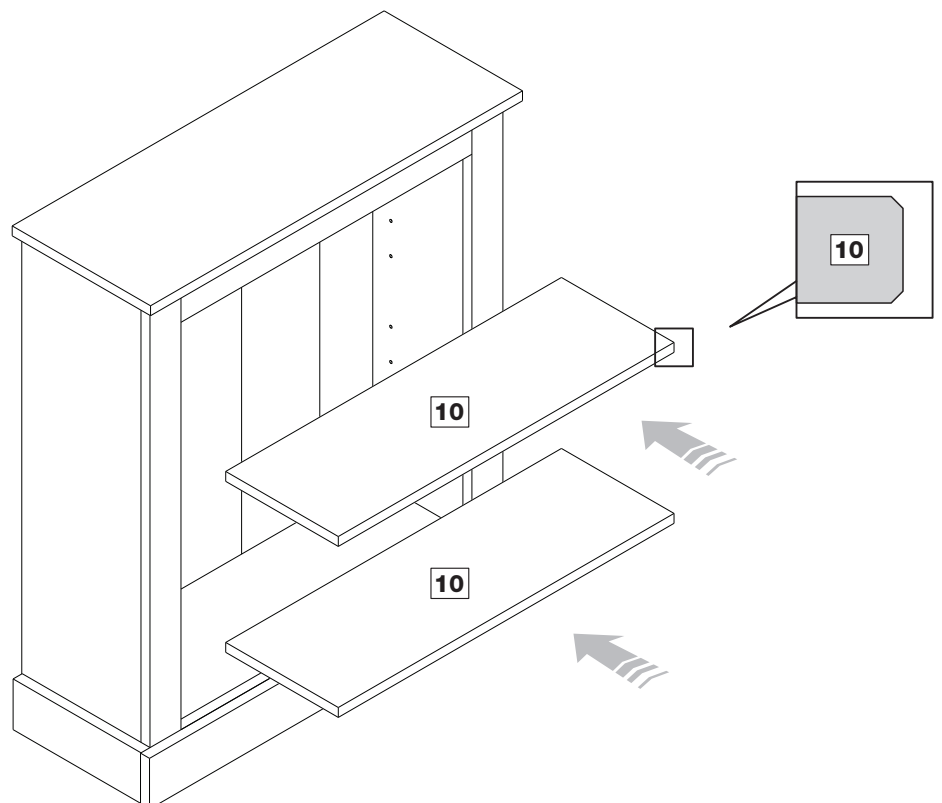
With help, carefully stand the product upright.

Position adjustable shelves **10** into place. Make sure round edge is facing front.



**Note:**

These shelves are adjustable.



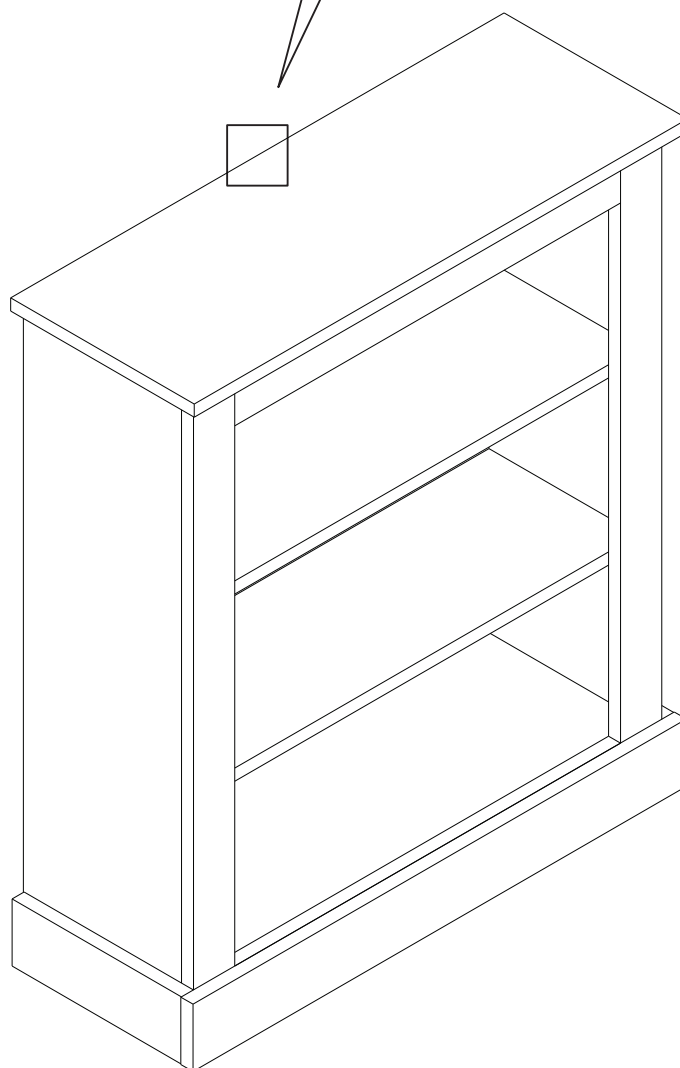
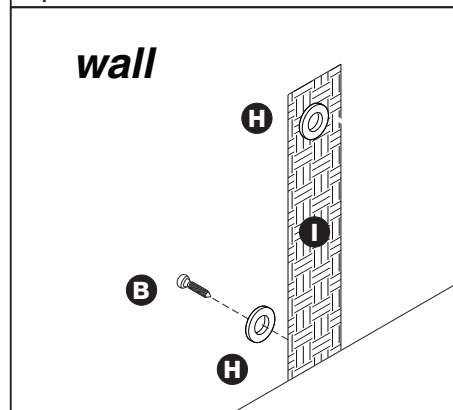
# Assembly Instructions

## Step 12

### Fixing to wall.

Furniture must be fixed to a wall. Fix wall strap **I** to top of furniture using washer **H** and screw **B**. With help, move furniture into position.

**Note:** Wall plugs not supplied. The correct type of fixing must be used for your wall, seek professional advice if in doubt.



**Assembly is complete.**

If you need help or have damaged or missing parts, call the **Customer Helpline: 08456 400 800**

# A Guide to - Wall Mounting & Fixings

## Important note:

If plastic wall plugs are supplied with your product:



- these are only suitable for use in masonry walls.

If you are in any doubt about the correct wall plugs for your wall, seek professional advice.


Failure of the product due to using incorrect fixings is the responsibility of the installer.



**Important:** When drilling into walls always check that there are no hidden wires or pipes etc.

Make sure that the screws and wall plugs being used are suitable for supporting your unit. Consult a qualified tradesperson if you are unsure.

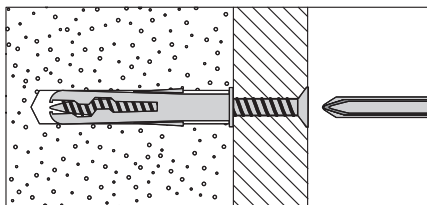
## Hints:

- 1: **General rule:**  Always use a larger screw and wall plug if you are not sure.
- 2: Ensure you use the recommended drill bit to match the wall plug and hole size.
- 3: Ensure you drill the hole horizontally, do not force the drill or enlarge the hole.
- 4: Take extra care when drilling high walls, ceilings and ceramic tiles. Ensure wall plugs are inserted beyond the thickness of the ceramic tiles to avoid the tiles splitting or cracking.
- 5: Ensure wall plugs are well fitted and are a tight fit in the drilled hole.

## Types of walls

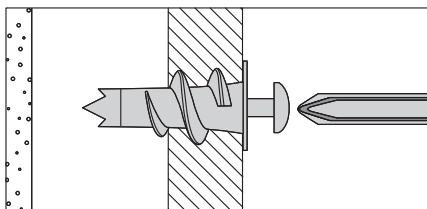
You can use one of the following types of wall plug if your walls are made of brick, breeze block, concrete, stone or wood.

### No.1 "General Purpose" wall plug



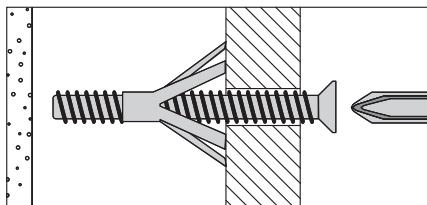
Generally aerated blocks should not be used to support heavy loads, use a specialist fitting in this case. For light loads, general purpose wall plugs can be used.

### No.2 "Plasterboard" wall plug



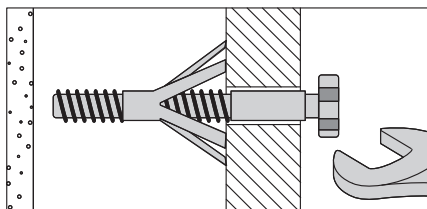
For use when attaching light loads on to plasterboard partitions.

### No.3 "Cavity Fixing" wall plug



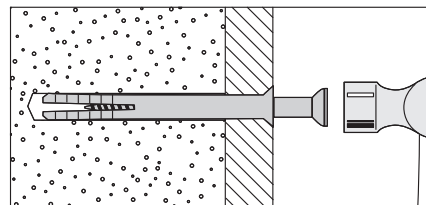
For use with plasterboard partitions or hollow wooden doors.

### No.4 "Cavity Fixing-Heavy Duty" wall plug



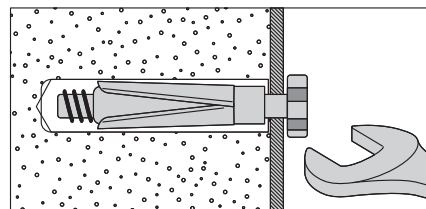
For use when fitting or supporting heavy loads such as shelving, wall cabinets and coat racks.

### No.5 "Hammer Fixing" wall plug



For use with walls stuck with plasterboard. The hammer fixing allows it to be fixed to the wall rather than the plasterboard. Always check the fixing is secure to the retaining wall.

### No.6 "Shield Anchor" wall plug Heavy loads



For use with heavier loads such as TV & HiFi speakers and satellite dishes etc.



## Care & Maintenance

**Safety:** Always check the fitting and location to ensure your safety in and around the home.

**Fitting:** From time to time check the fitting to ensure the wall plugs or screws do not become loose.