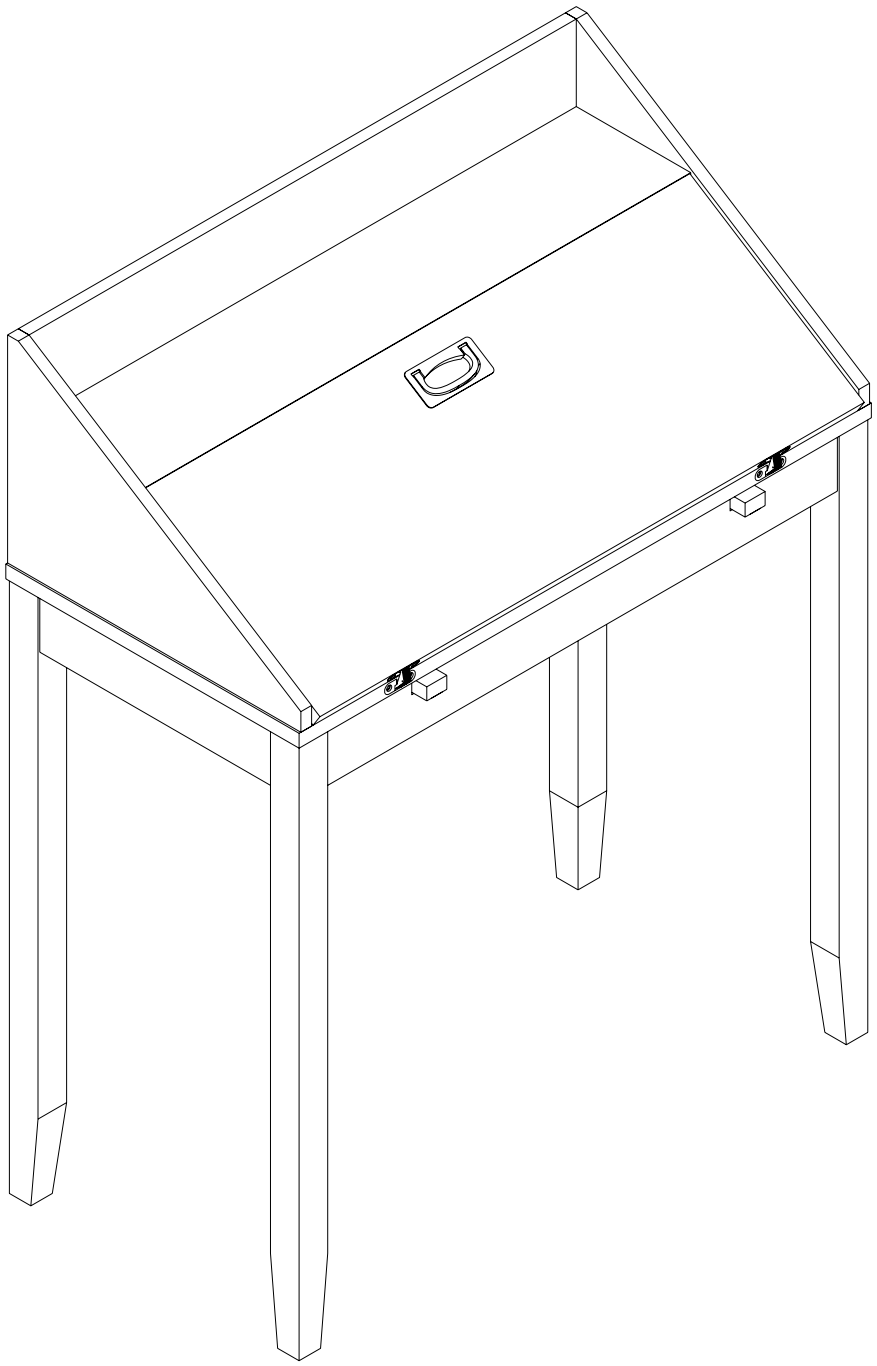
Bureau writing desk

Assembly Instructions - Please keep for future reference

244/8811



Dimensions

Width - 80cm
Depth - 42cm
Height - 104cm

Important - Please read these instructions fully before starting assembly

If you need help or have damaged or missing parts, call the **Customer Helpline: 0345 6400 800**

Issue 1 -23/05/14

Safety and Care Advice

Important - Please read these instructions fully before starting assembly

• Keep these instructions for future use.

• Check you have all the components and tools listed on page 2 and 3.

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

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

• Do not use this item if any components are missing of damaged.

• During assembly children should be kept away from the product due to possible risk of injury.

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

• Dispose of all packaging carefully and responsibly.

• To ensure an easier assembly, we strongly advise that all fittings are only finger tightened during initial assembly. Only upon completion of the assembly should all fixing points be fully tightened.

Solid wood / Real wood veneers

• This product has been finished using natrual materials. As a living material, you may notice some variation in the grain and colour shade between the different components.

• Unlike a synthetic or man-made material which has a uniform finish, a feature of natural wood is its variation in grain and colour. We wish to reassure you that this is quite normal and is not the result of any manufacturing fault.

• Where sheets of wood are joined together, a line may be detected. Again, this is normal and is not an imperfection.

• The natural finish should be cared for by the periodic application of a good quality ‘was’ based domestic furniture polish (Not silicone!!). Occasional / small spills should be removed immediately using a damp cloth.

• Do not allow hot articles to come into contact with the surface, as damage will occur!

Care and maintenance

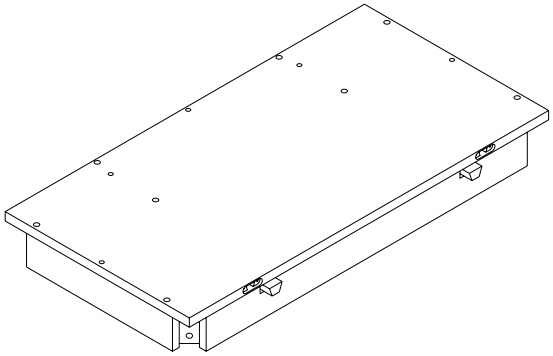
• Clean using a damp cloth or a proprietary domestic furniture polish. Do not use abrasive cleaners.

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

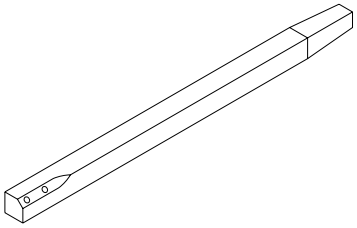
• From time to time check that there are no loose screws on this unit.

Components - Parts

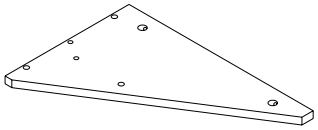
Please check you have all the parts listed below



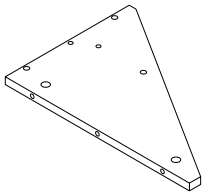
1 Top frame (80 x 41 x 9cm)



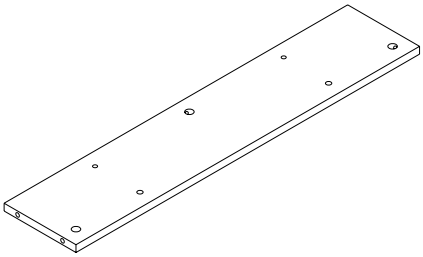
2 Leg x 4 (4 x 4 x 74.5cm)



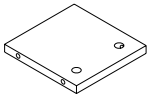
3 Side panel (right) (27.6 x 41 x 1.5cm)



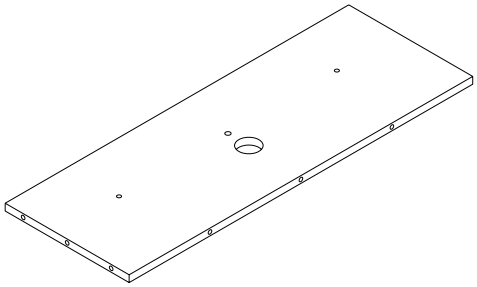
4 Side panel (left) (27.6 x 41 x 1.5cm)



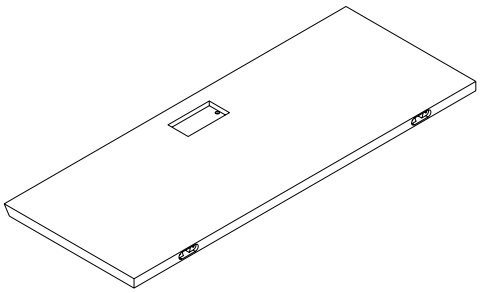
5 Shelf (76.7 x 16x 1.5cm)



6 Divider x 2 (15.5 x 16 x 1.5cm)



7 Back panel (76.7 x 27.6 x 1.5cm)



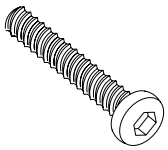
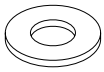
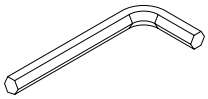
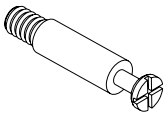
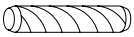
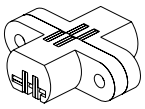
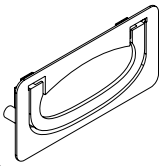
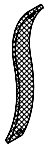
8 Folding desk top (76.2 x 29 x 1.8cm)

Components - Fittings

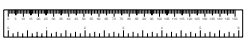
If you have damaged or missing components, call the **Customer Helpline: 0345 6400 800**

Please check you have all the fittings listed below

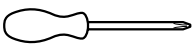
Note: The quantities below are the correct amount to complete the assembly. In some cases more fittings may be supplied than are required.

A  1/4'' x 1 1/2'' Allen screw x 8	**B**  Lock washer x 8	**C**  Plain washer x 8
D  Allen key x 1	**E**  Metal dowel x 17	**F**  Locking nut x 17
G  Wooden dowel x 13	**H**  Hinge x 2	**J**  15mm Wood screw x 10
K  Handle x 1	**L**  5/32'' x 5/8'' screw x 2	**M**  Wall strap x 2

Tools required

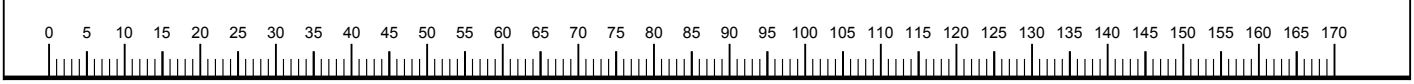


Ruler/tape measure



Phillips screwdriver (medium & large)

Ruler - Use this ruler to help correctly identify the screws



Assembly Instructions

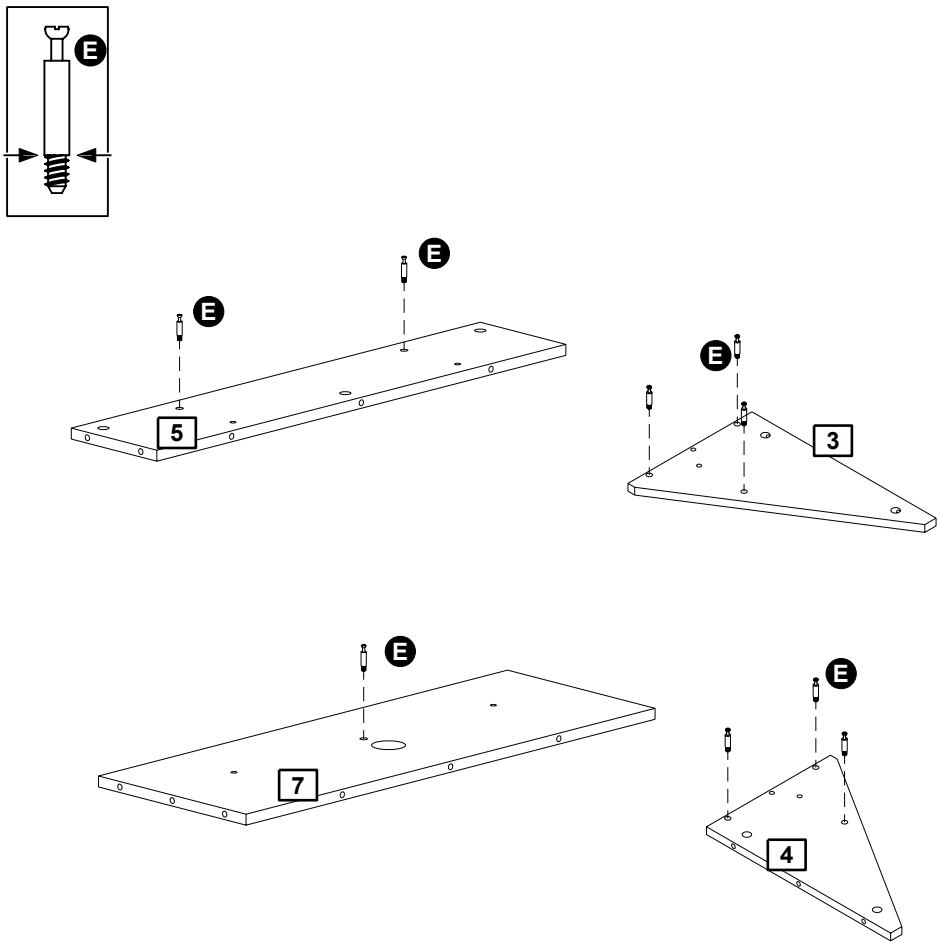
Step 1

Preparing panels

Place back panel 7 shelf 5 and side panels 3 and 4 flat on the floor with the fixing holes facing up.

Screw metal dowels E into each panel as shown.

Note: Screw metal dowels as far as shown. Do not overtighten.



Step 2

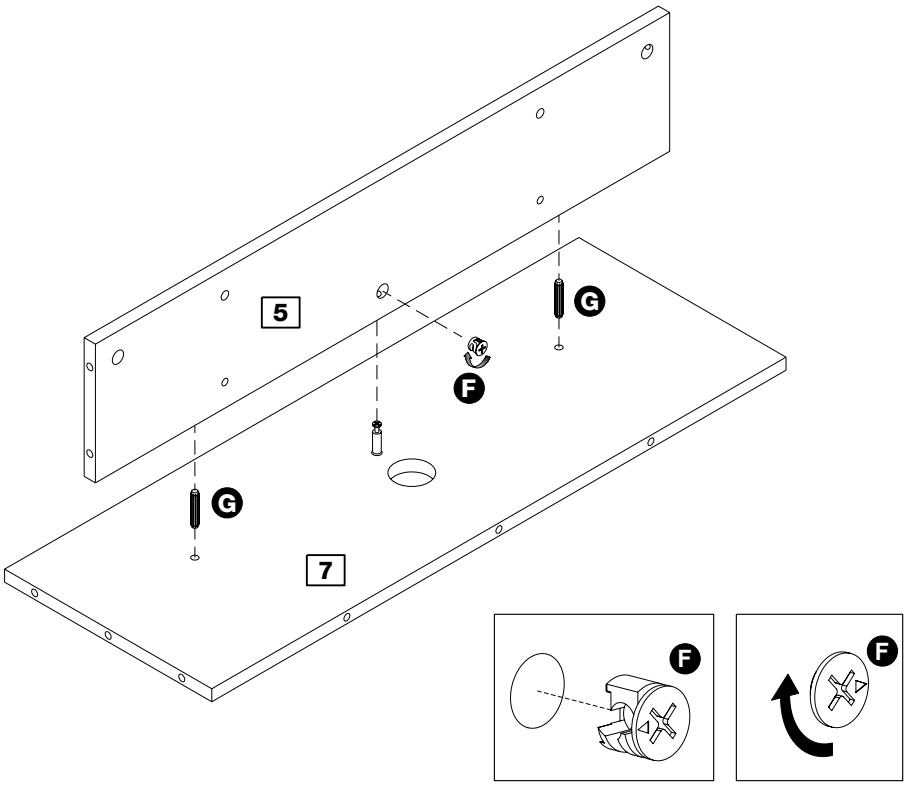
Assembling shelf

Fit wooden dowels G into the holes in back panel 7 as shown.

Locate shelf 5 onto back panel 7 with the holes facing down as shown.

Insert locking nut F into the underside of shelf 5 .

Turn locking nut F clockwise to secure.



Assembly Instructions

Step 3

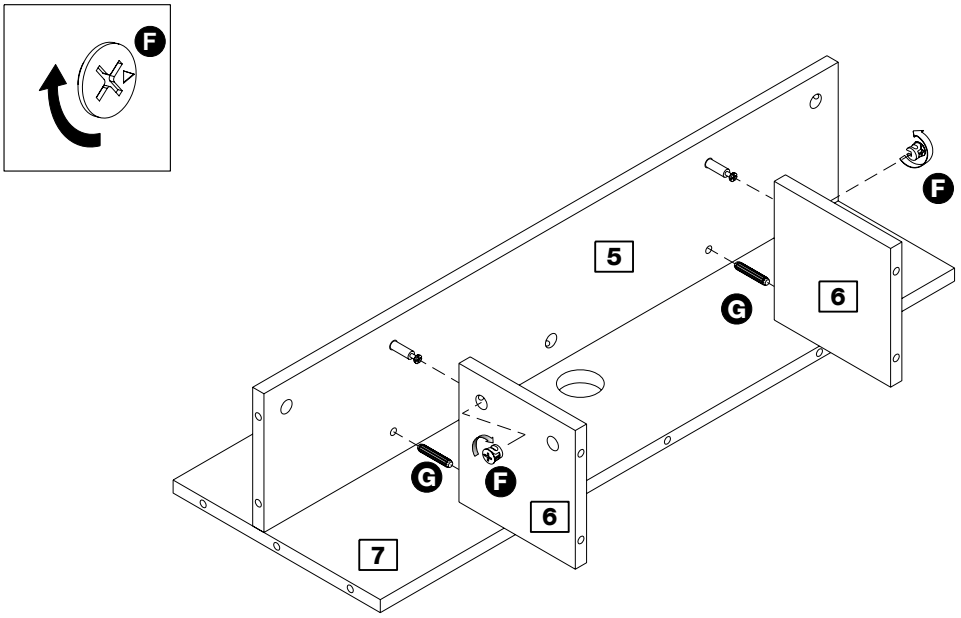
Attaching dividers

Fit wooden dowels G into the holes in the underside of shelf 5 as shown.

Locate dividers 6 into position,with the holes facing outwards.

Insert locking nuts F into the holes in dividers 6.

Turn locking nuts F clockwise to secure.



Step 4

Attaching side panels

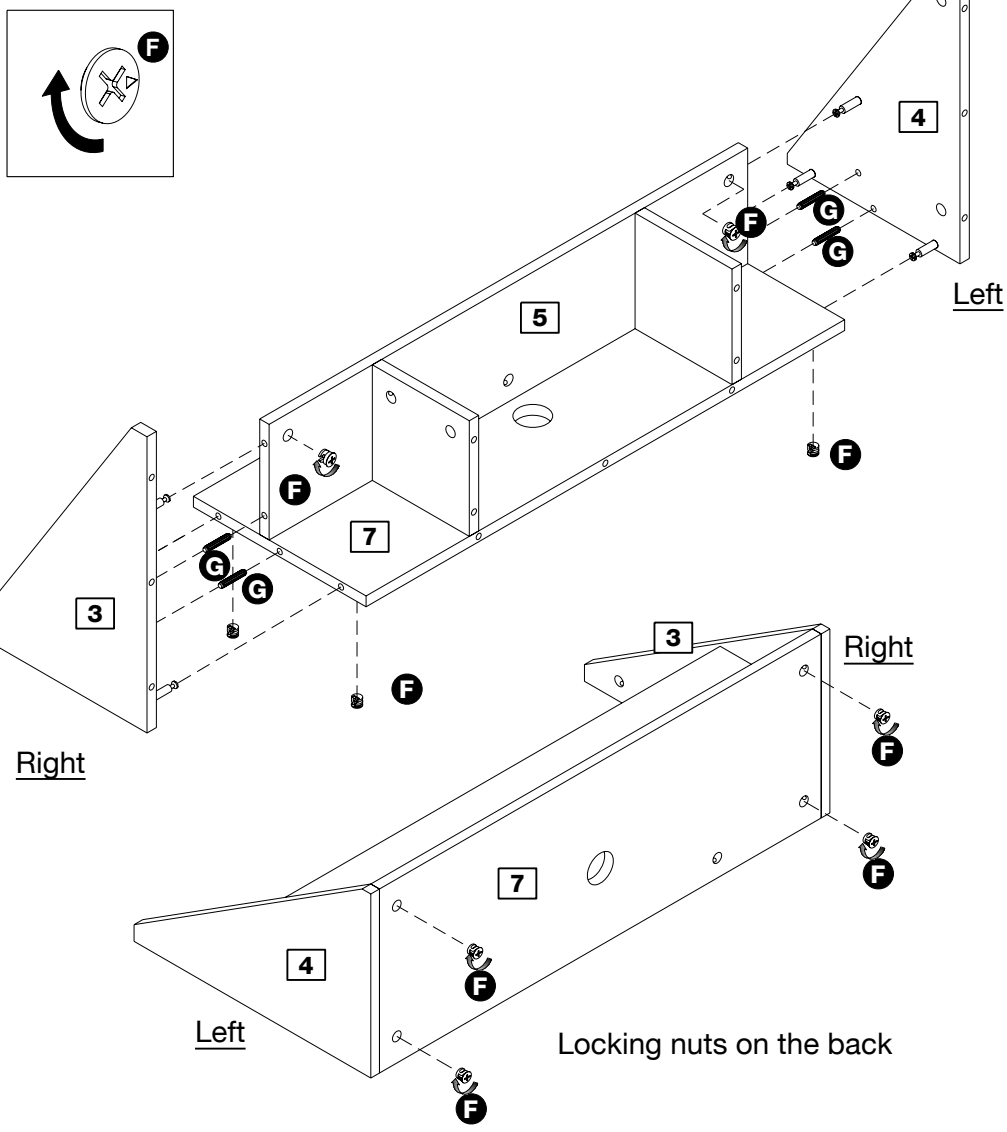
a: Fit wooden dowels G into the holes in side panels 3 and 4 as shown.

Locate side panels 3 and 4 into position as shown.

Insert locking nuts F into the holes in shelf 5 and back panel 7 as shown.

Turn locking nuts F clockwise to secure.

b: 4 Locking nuts F are located at the back of the shelf as shown.



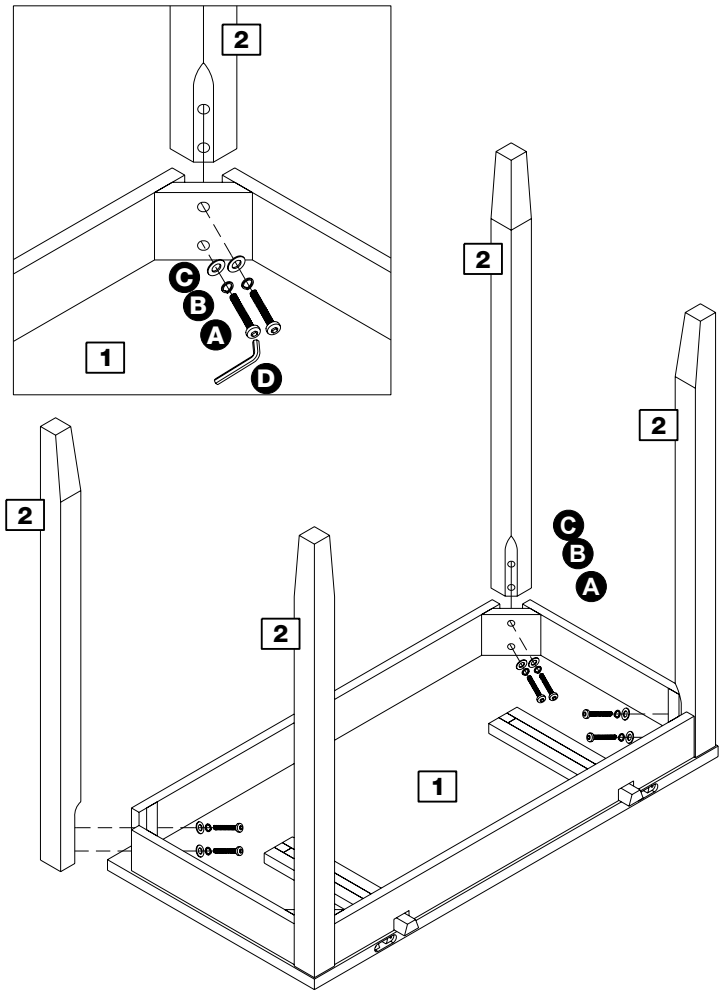
Assembly Instructions

Step 5

Attaching legs

With help, place top frame 1 upside down onto a clean flat surface.

Assemble legs 2 to top 1 using fixings A, B and C.



Step 6

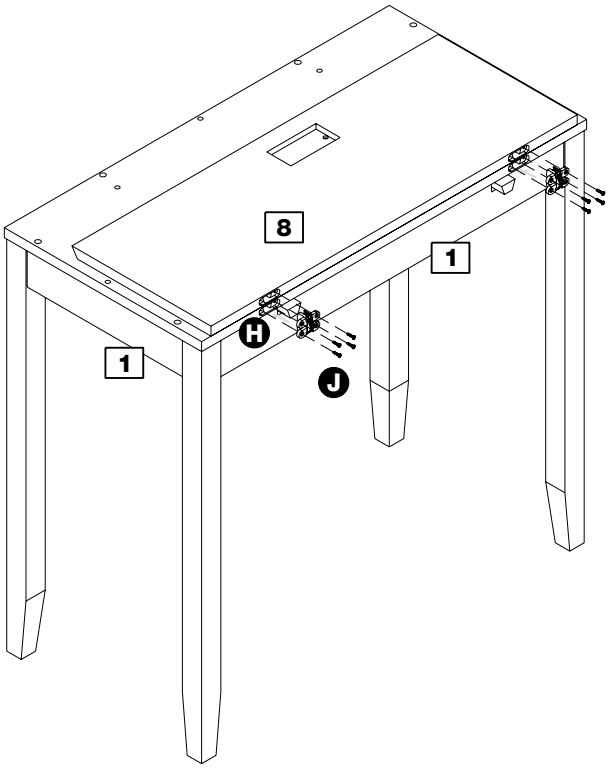
Attaching desk top

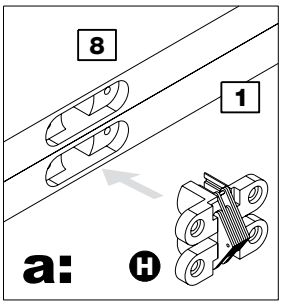
a: With help, carefully turn the desk frame upright.

Align folding desk top 8 onto the frame as shown.

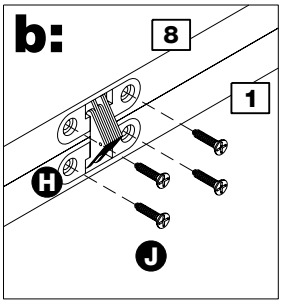
Note: Ensure the handle cut out is facing upwards.

Insert metal hinges H into the cut outs in the edges of the top frame and desk top as shown.





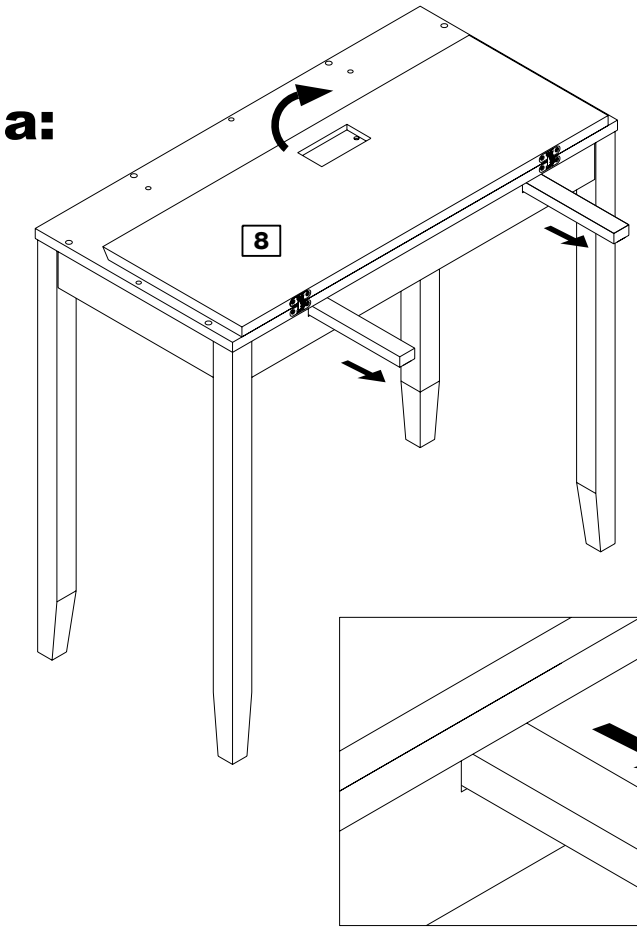
b: Secure hinges H in position using screws J.



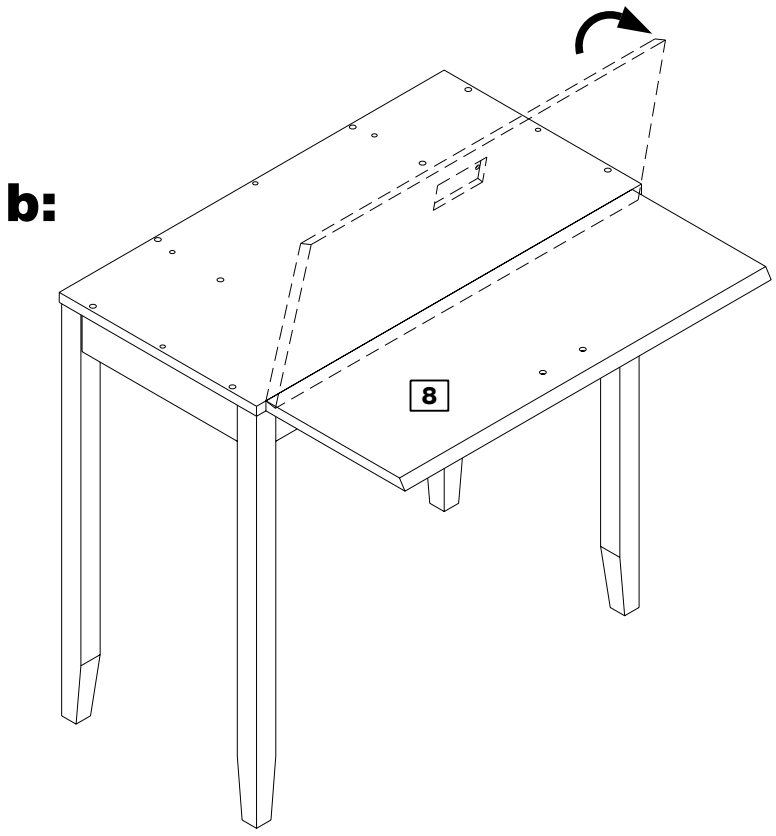
Assembly Instructions

Step 7

a: Pull out the wooden runners from the top frame [1].



b: Open out desk top [8] and lay it down onto the wooden runners .



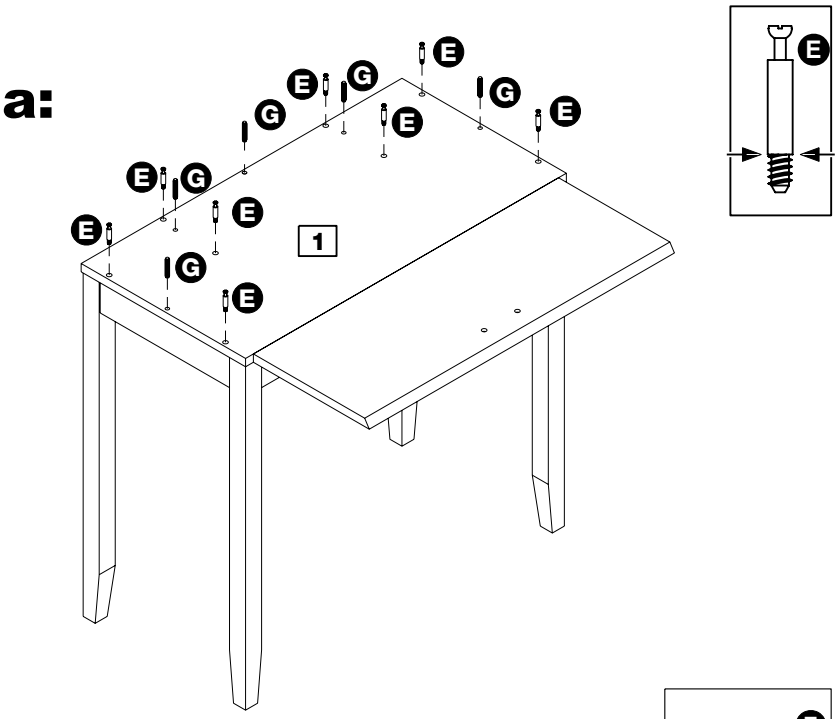
Assembly Instructions

Step 8

Assembling shelf assembly

a: Screw metal dowels E into the holes in top panel 1 as shown.

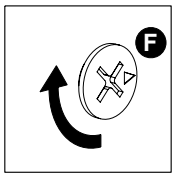
Fit wooden dowels G into the remaining holes.

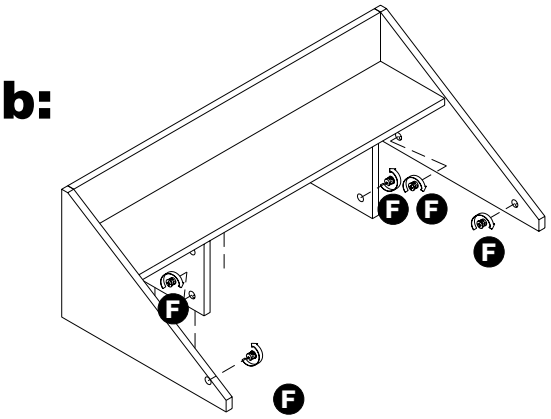


b: With help, carefully locathe the shelf assembly into position.

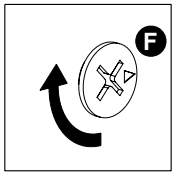
Insert locking nuts F into the corresponding holes as shown.

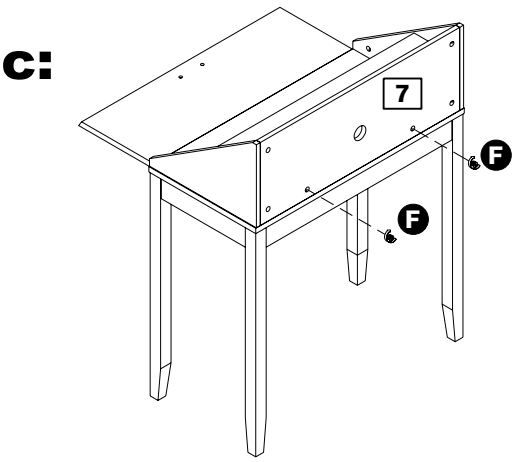
Turn locking nuts F clockwise to secure.





C: 2 Locking nuts F are located at the back of the desk as shown.



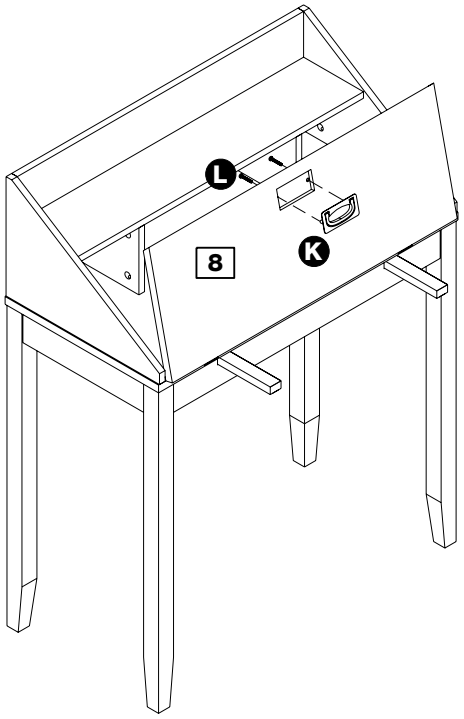


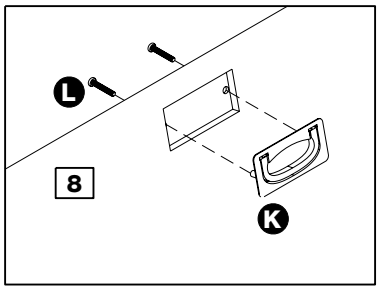
Assembly Instructions

Step 9

Assembling handle

Assemble handle K to desk top 8 using screws L.





Step 10

It is recommended that the unit is fixed to the wall to ensure stability.

Assemble wall straps M to the back of the unit using screws J.

With help, move the unit to the desired location.

Mark the fixing hole locations on the wall and remove the unit.

Drill the wall and it suitable plugs for your wall type.

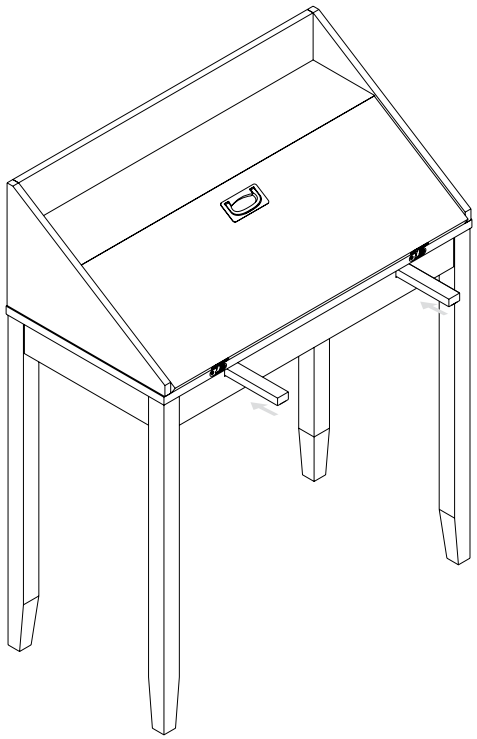
Note: Wall plugs are not supplied.

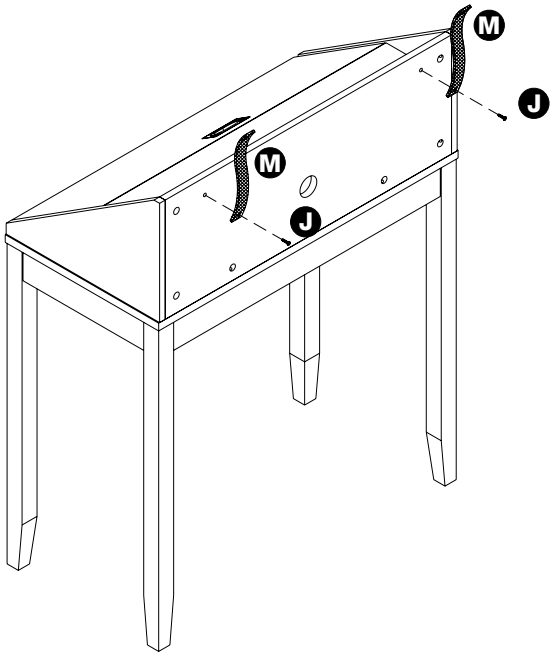
Warning: Before drilling. Check the wall for hidden pipes or cables.

Re-position the unit and secure the wall straps to the wall.

Note: Screws are not supplied.

Assembly is complete.





If you need help or have damaged or missing parts, call the **Customer Helpline: 0345 6400 800**
Home Retail Group. 489-499 Avebury Boulevard. Saxon Gate West. Central Milton Keynes. MK9 2NW