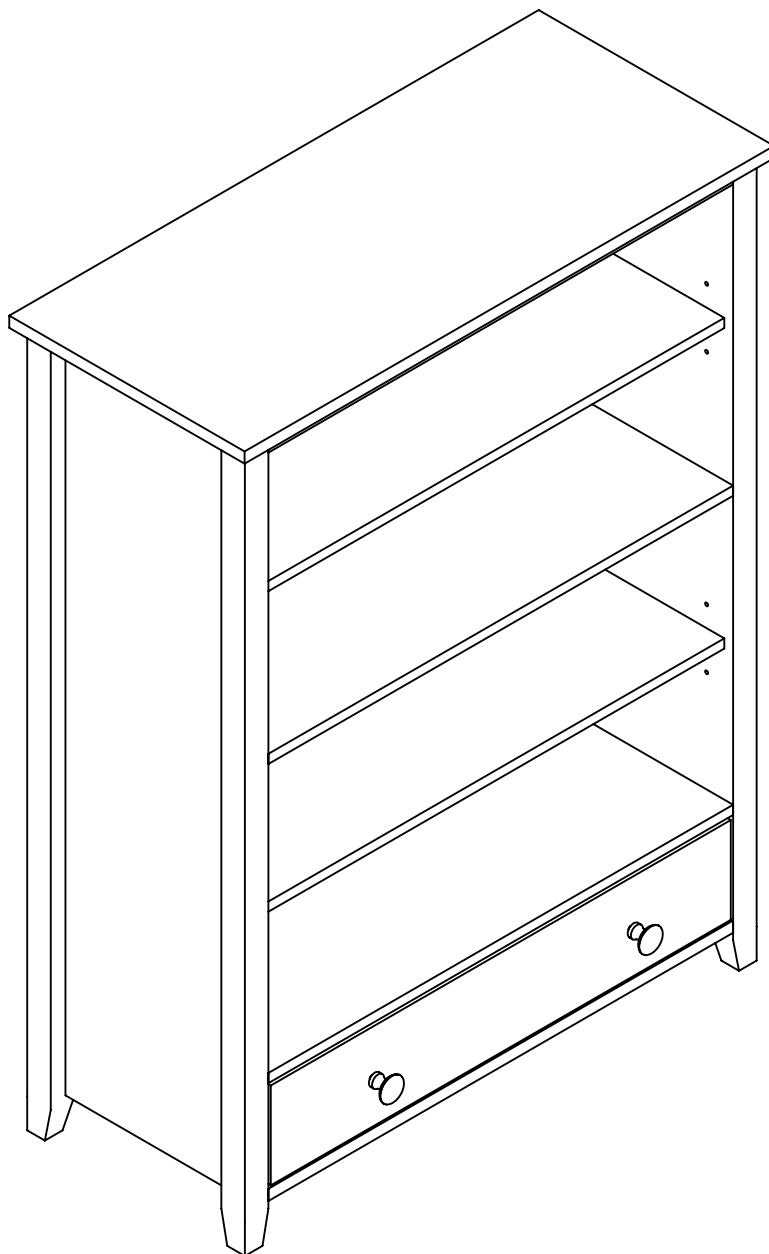


# Henley Bookshelf

Assembly Instructions - Please keep for future reference

614 / 3222

614 / 3239



## Dimensions

Width - 90cm

Depth - 40cm

Height - 120cm

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

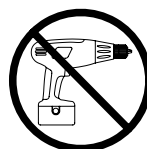
If you need help or have damaged or missing parts, call the **Customer Helpline: 08456 400800**



# Safety and Care Advice

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

- Keep these instructions for future use.
- Check you have all the components and tools listed on pages 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.
- Dispose of all packaging carefully and responsibly.
- Do not use this item if any components are missing or 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.
- 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.



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

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

## Wall fixing

- It is essential that this unit is securely fixed to a wall!
- Please be reminded of the dangers that may arise, if it is not correctly installed.
- Installation should only be carried out by a competent person, using suitable tools in a safe manner.
- Before securing this item to the wall, please ensure the fixings you intend to use are suitable for your wall type, and will safety secure the weight of the unit, plus any future contents.

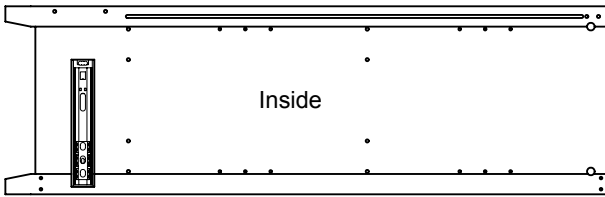
## Care and maintenance

- 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.

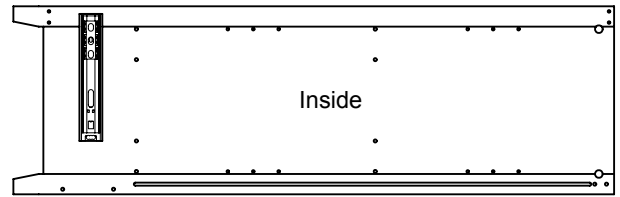
# Components - Parts

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

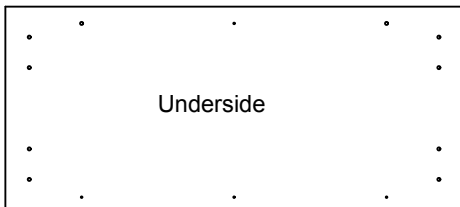
Please check you have all the parts listed below



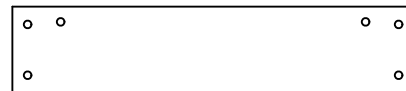
**1** Side panel (right)  
(37 x 118.2cm)



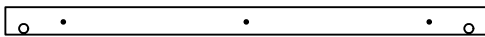
**2** Side panel (left)  
(37 x 118.2cm)



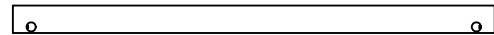
**3** Top  
(90 x 40cm)



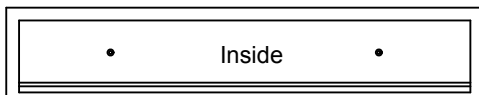
**4** Lower back panel  
(79 x 16.8cm)



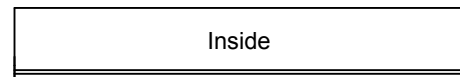
**5** Upper front stretcher  
(79 x 4.5cm)



**6** Lower front stretcher  
(79 x 4.5cm)



**7** Drawer front  
(78.4 x 14.8cm)



**8** Drawer back  
(74 x 11.8 cm)

# Components - Parts

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

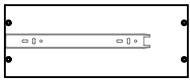
Please check you have all the parts listed below



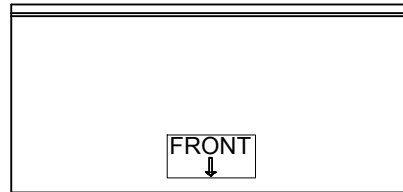
**9** Drawer base  
(75 x 28.6cm)



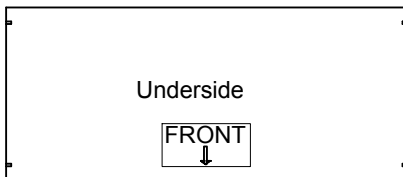
**10** Drawer side panel (left)  
(30 x 11.8cm)



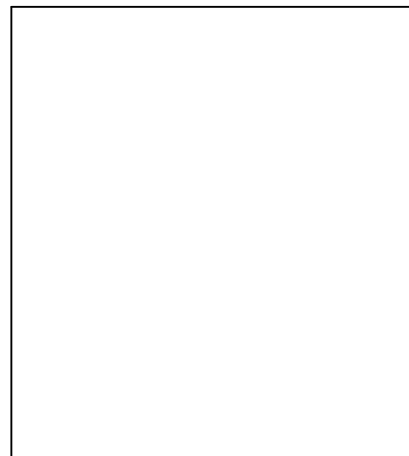
**11** Drawer side panel (right)  
(30 x 11.8cm)



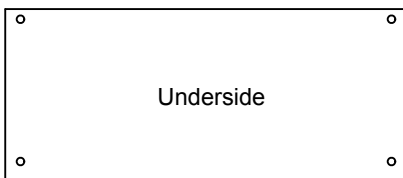
**12** Lower shelf  
(79x 36.9cm)



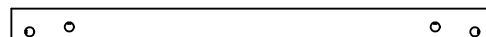
**13** Adjustable shelf x 2  
(78.7 x 34.2cm)



**14** Upper back panel  
(88.8 x 80cm)



**15** Main shelf  
(79 x 34.6cm)








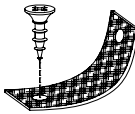




**16** Rear stretcher  
(79 x 5.5cm)

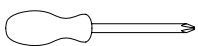
# Components - Fittings

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.

<p><b>A</b></p>  <p>Metal dowel x 26</p>	<p><b>B</b></p>  <p>Wood dowel x 18</p>	<p><b>C</b></p>  <p>Locking nut x 26</p>
<p><b>D</b></p>  <p>25mm Screw x 11</p>	<p><b>E</b></p>  <p>19mm Screw x 2</p>	<p><b>F</b></p>  <p>Drawer handle x 2</p>
<p><b>G</b></p>  <p>Shelf support pin x 8</p>	<p><b>H</b></p>  <p>Wall fixings (screw &amp; strap) x 1 set</p>	<p><b>J</b></p>  <p>Corner blocks x 4</p>
<p><b>K</b></p>  <p>15mm Screw x 4</p>		

## Tools required

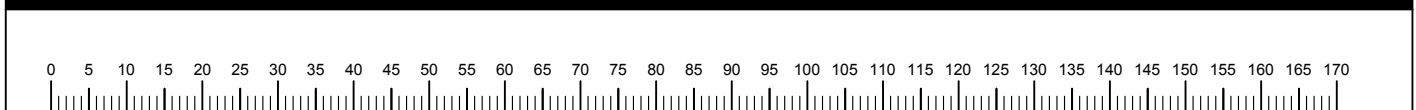


Phillips screwdriver  
(medium & large)



Ruler/tape  
measure

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



# Assembly Instructions

## Step 1

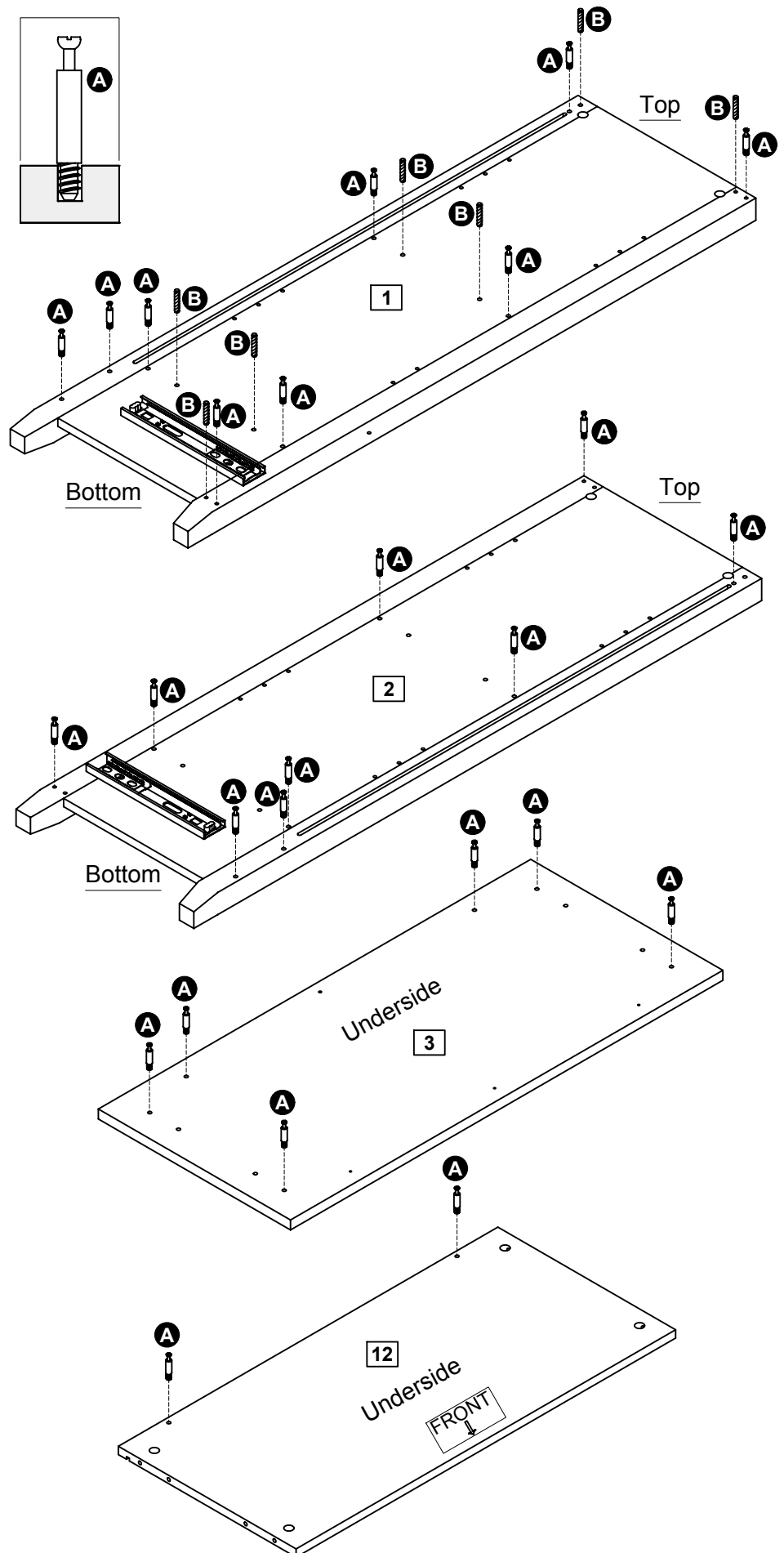
### Preparing panels

Place left and right side panels **1** and **2** and top panel **3** and lower shelf **12** flat on the floor with the fixing holes facing up.

Screw metal dowels **A** into panels **1**, **2**, **3** and **12** as shown.

**Note:** Insert metal dowels as far as shown. Do not overtighten.

Insert wood dowels **B** into right side panel **1** as shown.



# Assembly Instructions

## Step 2

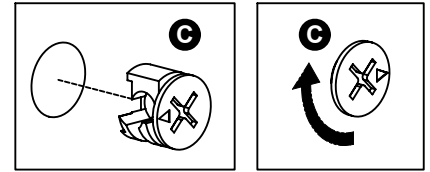
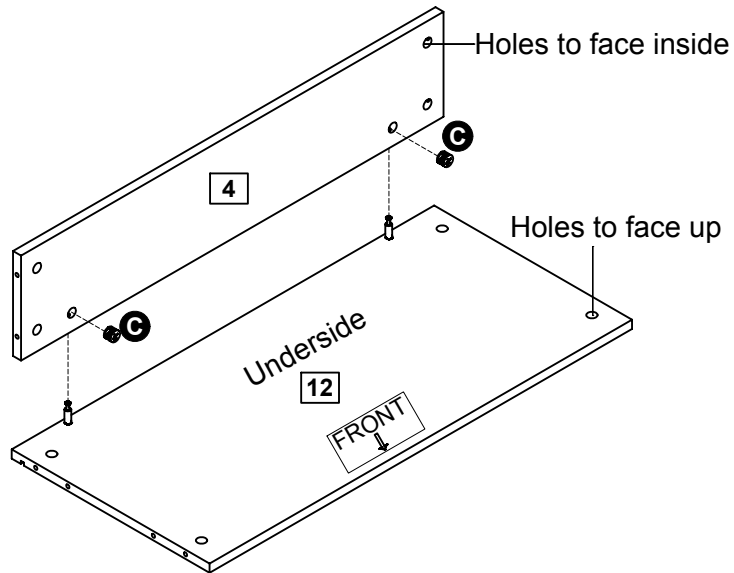
### Attaching back panel

Locate lower back panel **4** onto bottom panel **12**.

**Note:** Ensure the fixing holes are all facing in as shown.

Insert locking nuts **C** into the holes in lower back panel **4** as shown.

Using a screwdriver, turn locking nuts **C** clockwise to secure.



## Step 3

### Attaching right side panel

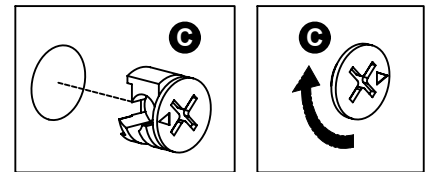
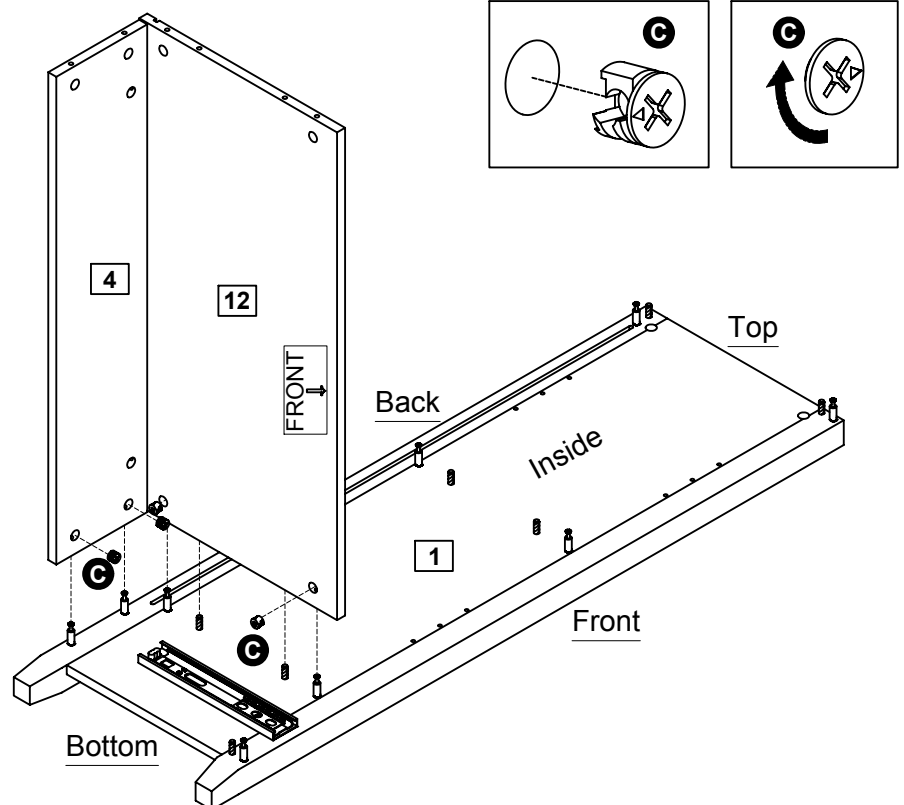
Lay right side panel **1** flat on the floor.

With help, carefully locate the lower shelf assembly onto the side panel.

**Note:** Ensure lower back panel **4** is located at the back of right side panel **1**.

Insert locking nuts **C** into the holes in back panel **4** and shelf **12** as shown.

Using a screwdriver, turn locking nuts **C** clockwise to secure.



# Assembly Instructions

## Step 4

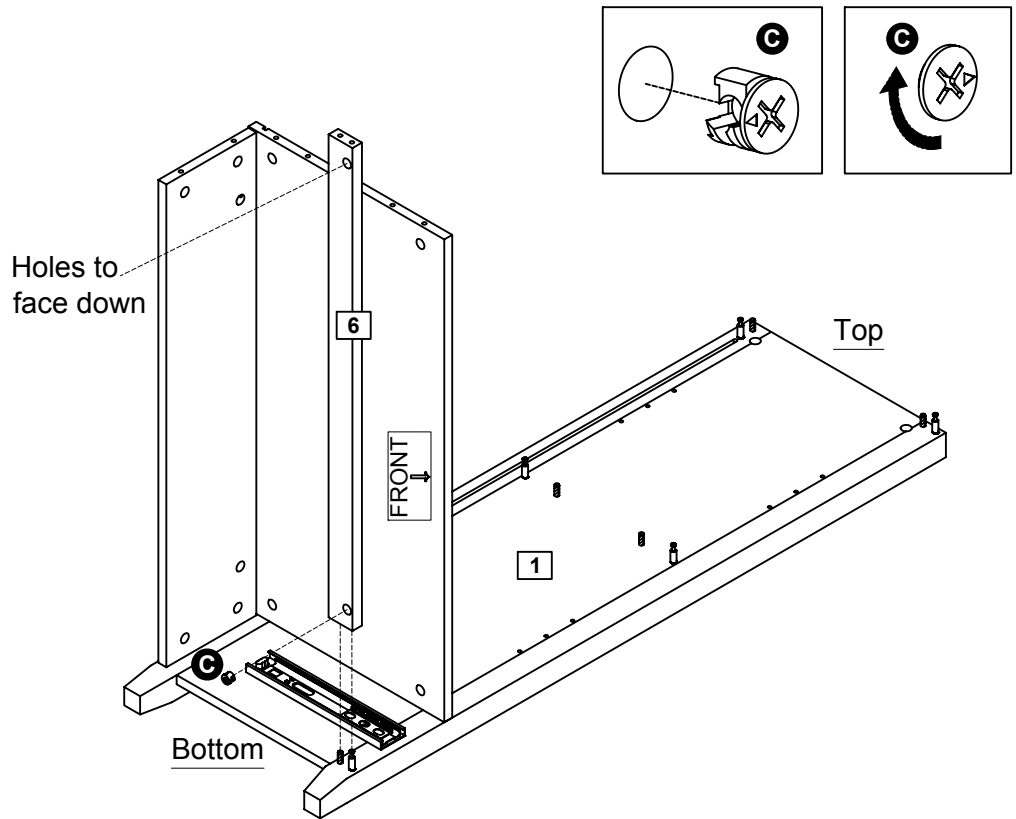
### Attaching stretcher

Locate lower front stretcher **6** onto right side panel **1**.

**Note:** Ensure the fixing holes are facing down.

Insert locking nuts **C** into the holes in lower stretcher **6** as shown.

Using a screwdriver, turn locking nuts **C** clockwise to secure.



## Step 5

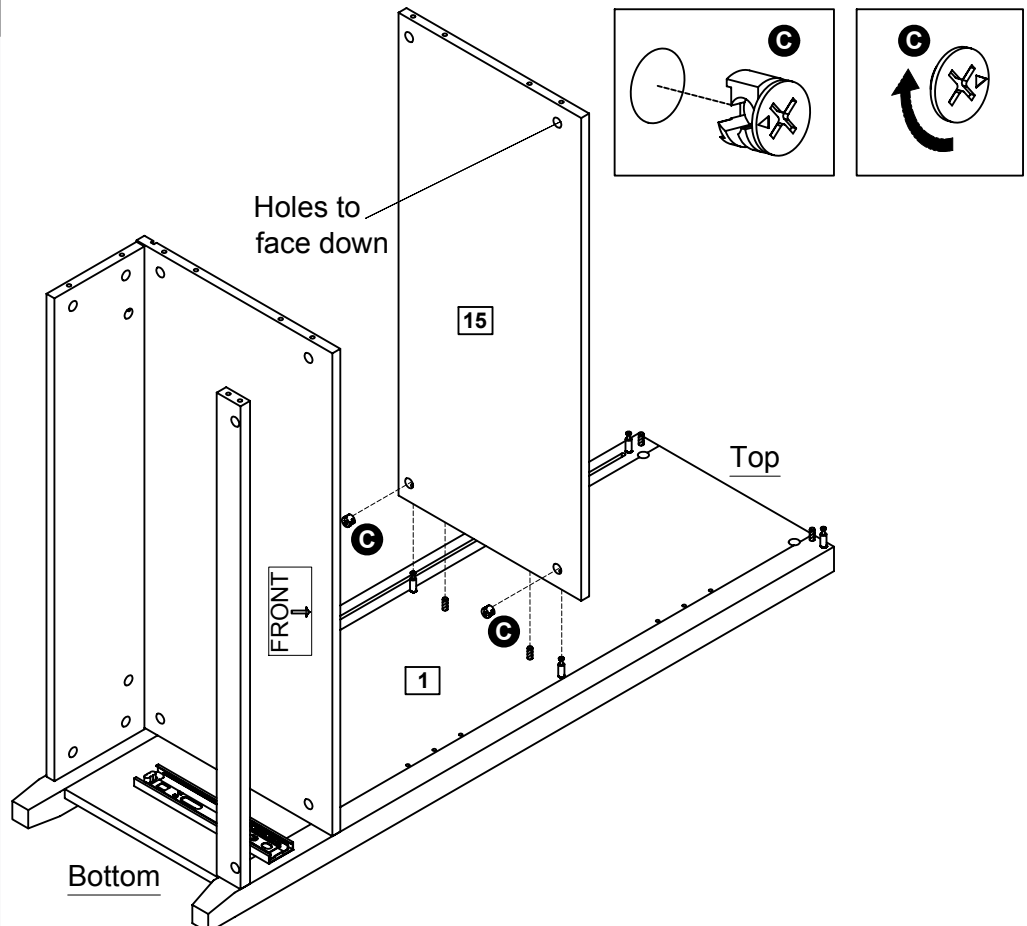
### Attaching main shelf

Locate main shelf **15** onto right side panel **1**.

**Note:** Ensure the fixing holes are facing down.

Insert locking nuts **C** into the holes in main shelf **15** as shown.

Using a screwdriver, turn locking nuts **C** clockwise to secure.





# Assembly Instructions

## Step 6

### Attaching top stretcher

Locate rear stretcher **16** onto right side panel **1**.

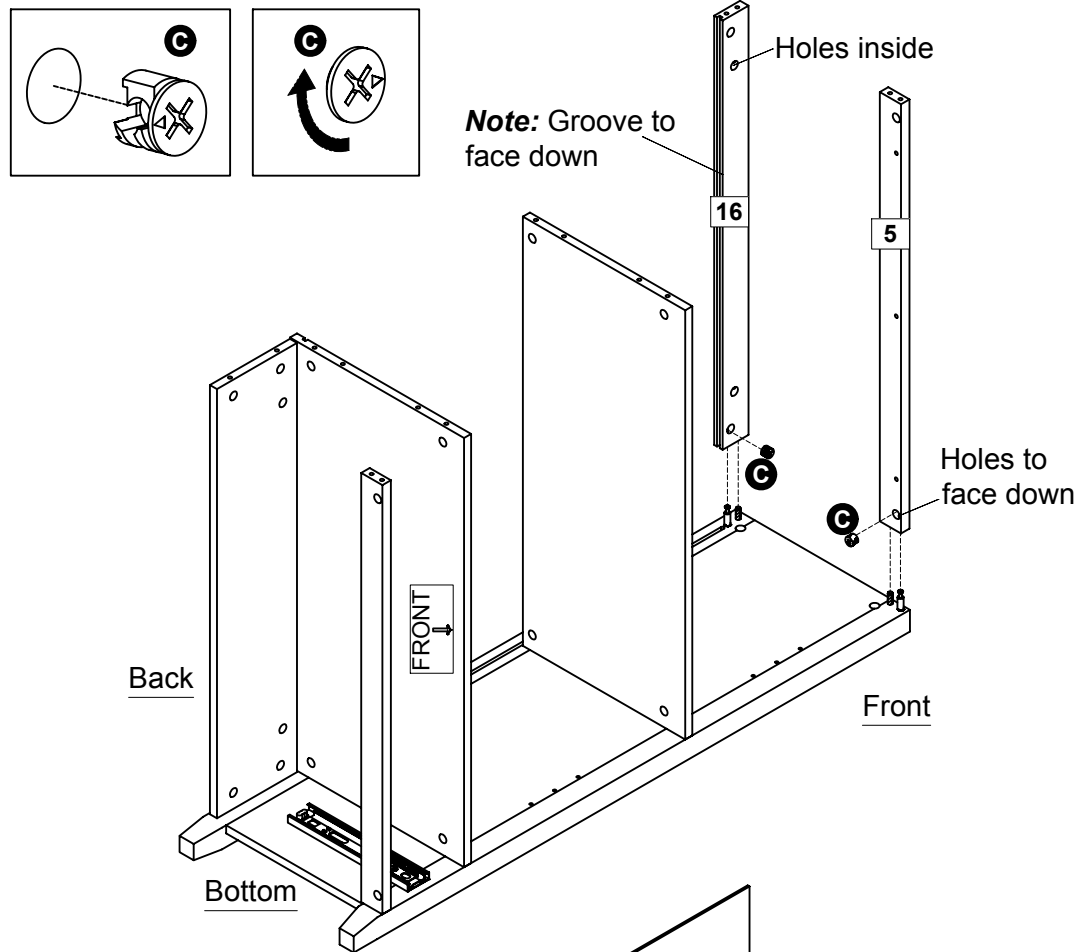
**Note:** Ensure the groove is facing down.

Locate upper front stretcher **5** onto right side panel **1**.

**Note:** Ensure the fixing holes are facing down.

Insert locking nuts **C** into the holes in stretchers **16** and **5** as shown.

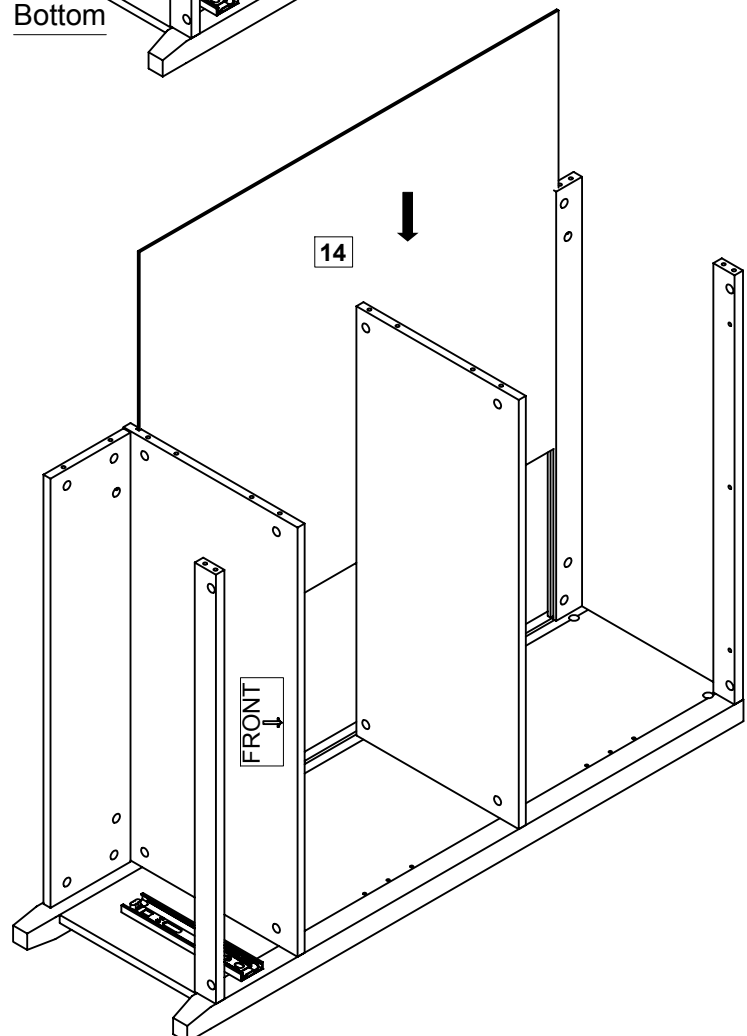
Using a screwdriver, turn locking nuts **C** clockwise to secure.



## Step 7

### Attaching back panel

Carefully slide back panel **14** into the grooves in each side of the unit.



# Assembly Instructions

## Step 8

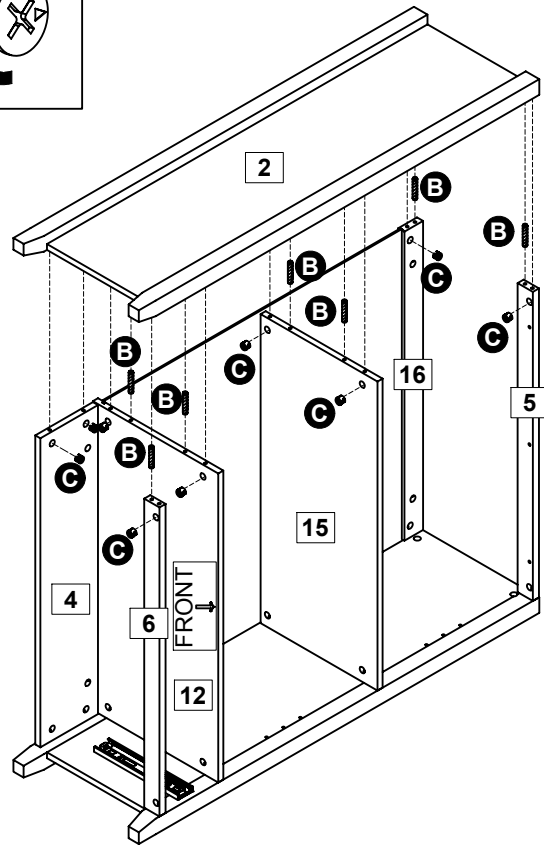
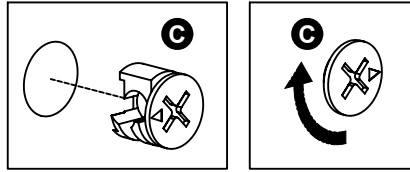
### Attaching left side panel

Insert wood dowels **B** into the ends of the stretchers and shelves as shown.

With help, carefully align left side panel **2** and locate into position.

Insert locking nuts **C** into the shelves and stretchers as shown.

Turn locking nuts clockwise to secure.



## Step 9

### Attaching Top panel

With help, stand the bookshelf upright.



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

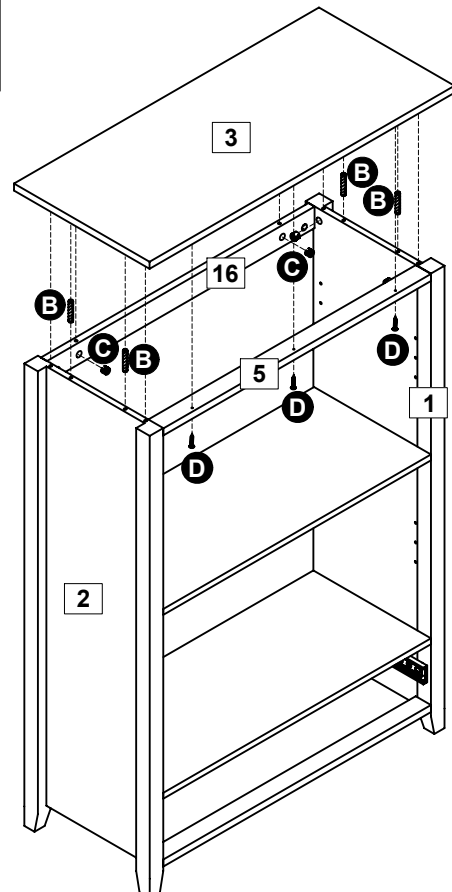
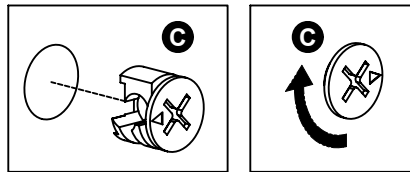
Insert wood dowels **B** into the top of side panels **1** and **2** as shown.

Carefully locate top panel **3** into position.

Insert locking nuts **C** into the holes in the top of side panels **1** and **2** and in rear stretcher **16**.

Turn locking nuts clockwise to secure.

Finally secure top panel **3** to front stretcher **5** using screws **D**.



# Assembly Instructions

## Step 10

### Fixing to wall

**a:** Insert corner blocks **J** into the 4 corners at the back of the bookshelf.

Secure using screws **K**.

**b:** It is recommended that the unit is fixed to a wall to ensure stability.

Fix wall strap **H** to back of unit using the screw provided.

With help, move the unit into position.



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

Mark fixing hole locations on the wall and remove unit.

Drill hole and insert suitable wall plugs for your wall type.

**Note:** Wall plugs are not supplied.

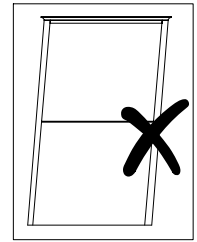
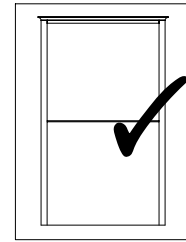
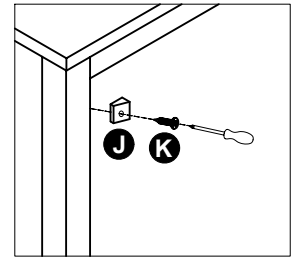
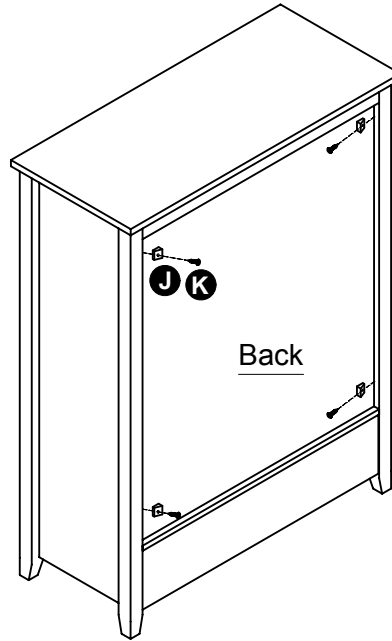


**Warning:** Before drilling, check wall for hidden pipes and cables.

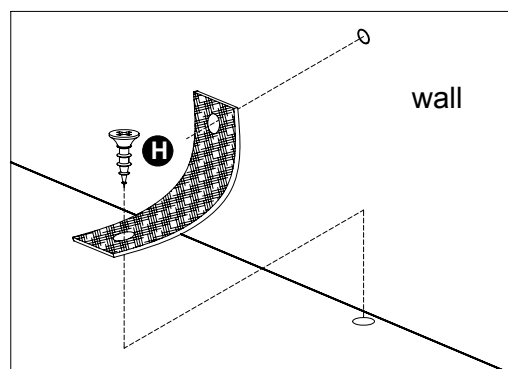
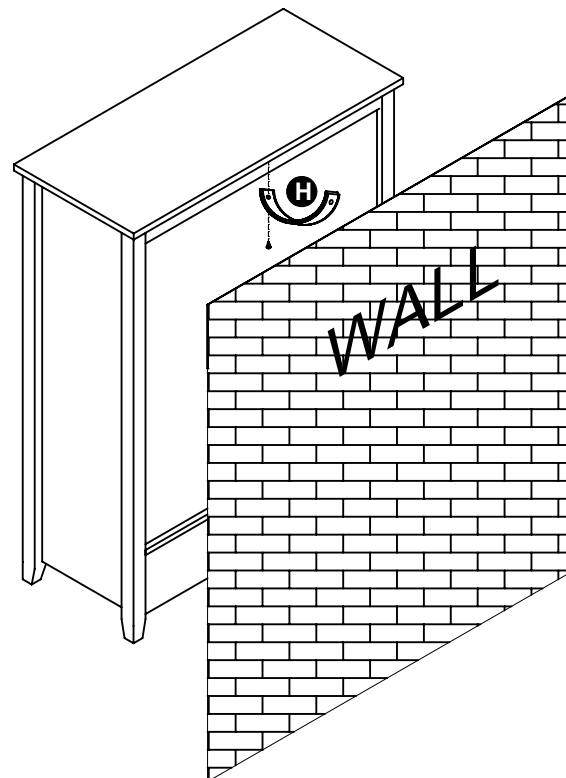
Reposition unit and fix wall strap.

**Note:** Screws are not supplied.

**a:**



**b:**



The correct type of fixing must be used for your wall, seek professional advice if doubt.

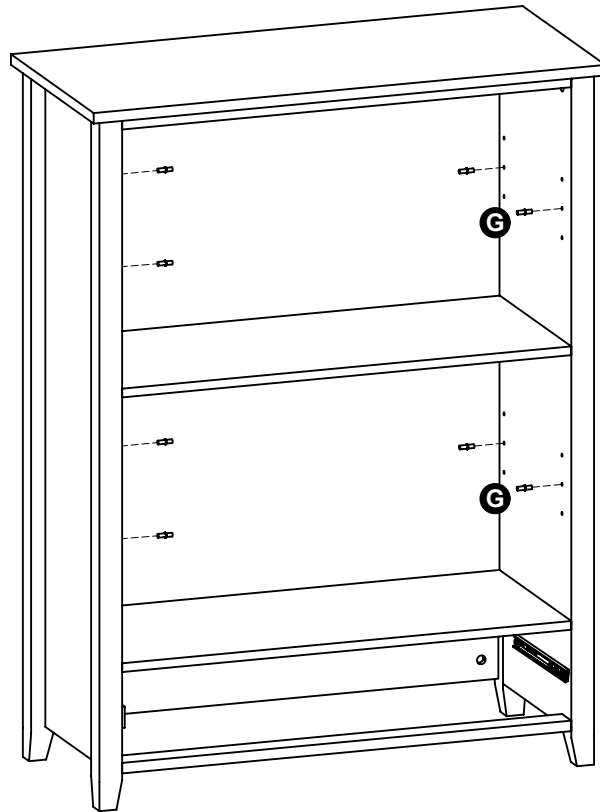
# Assembly Instructions

## Step 11

### Fitting adjustable shelves

a: Fit shelf support pins **G** at the desired height.

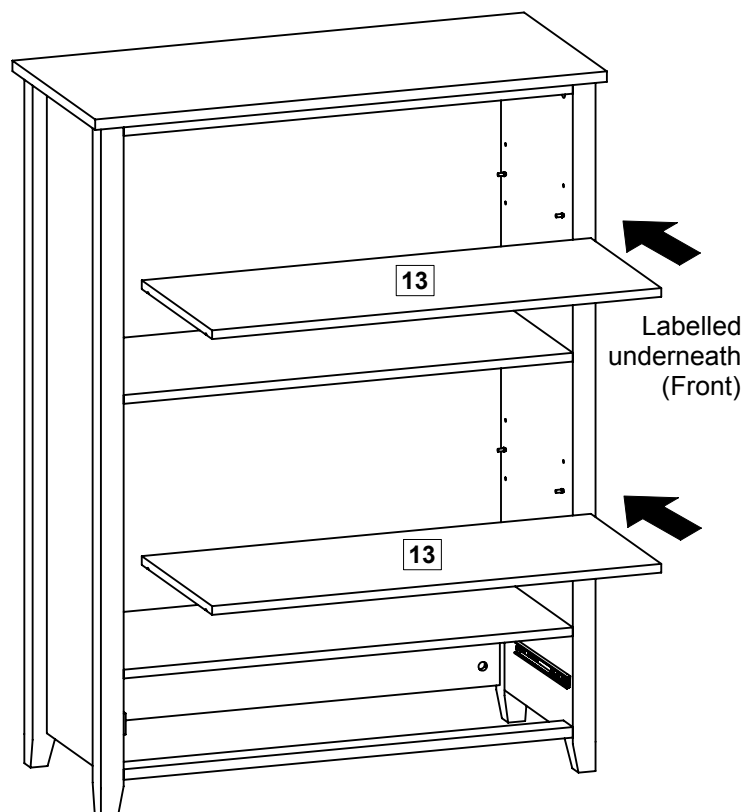
a:



b: Carefully locate adjustable shelves **13** onto the support pins.

**Note:** The front edges of shelves **13** have been labelled for easier identification.

b:



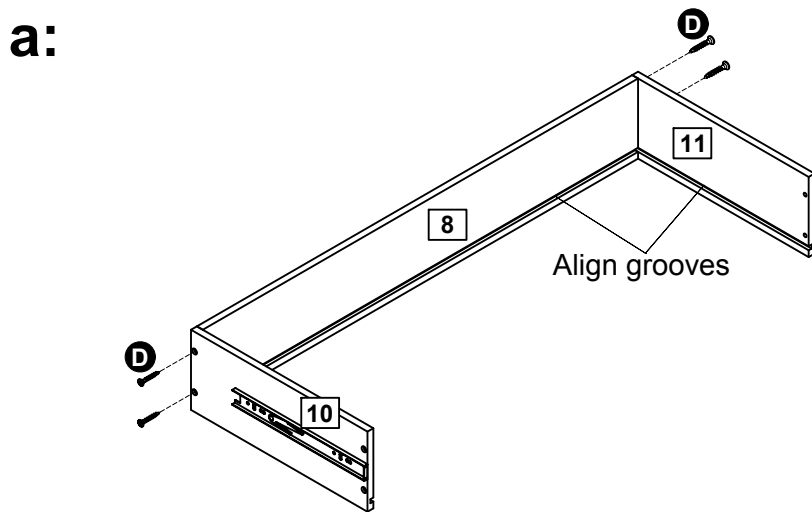
# Assembly Instructions

## Step 12

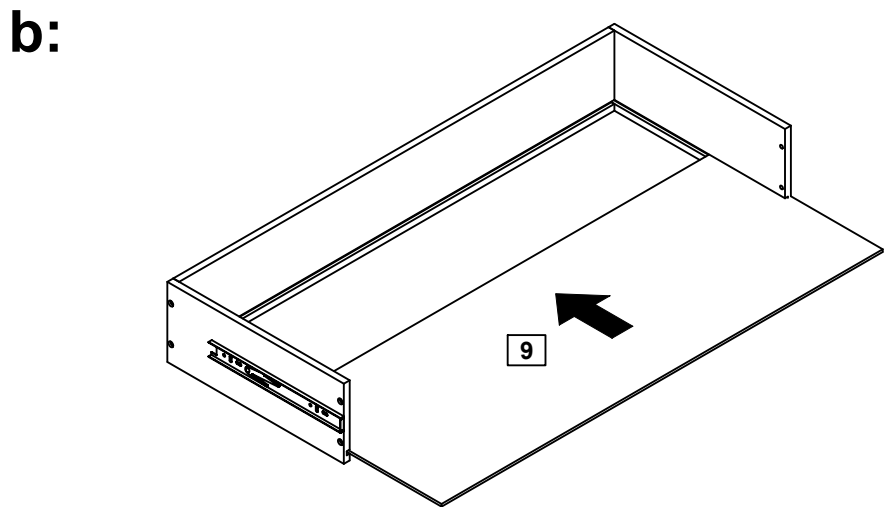
### Assembling drawer

**a:** Assemble drawer side panels **10** and **11** and drawer back **8** together using screws **D**.

**Note:** Ensure the grooves in all 3 panels are aligned at the bottom.

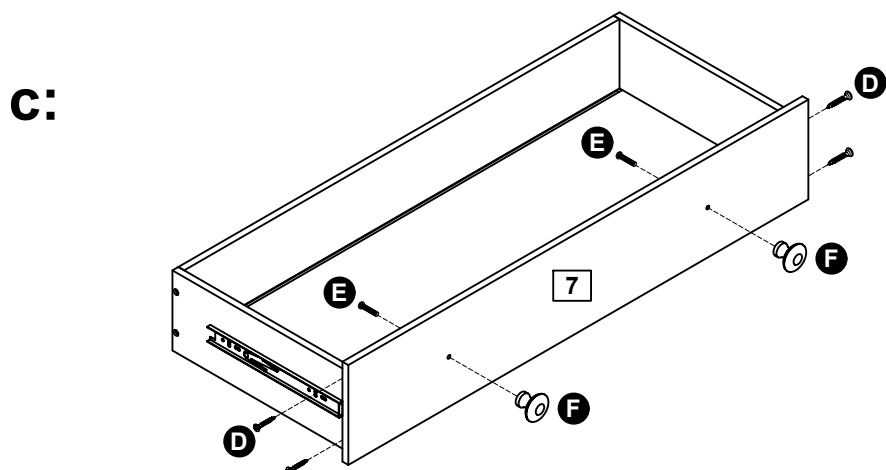


**b:** Slide drawer base **9** into the grooves as shown.



**c:** Assemble drawer front **7** using screws **D**.

Attach drawer handles **F** using screws **E**.



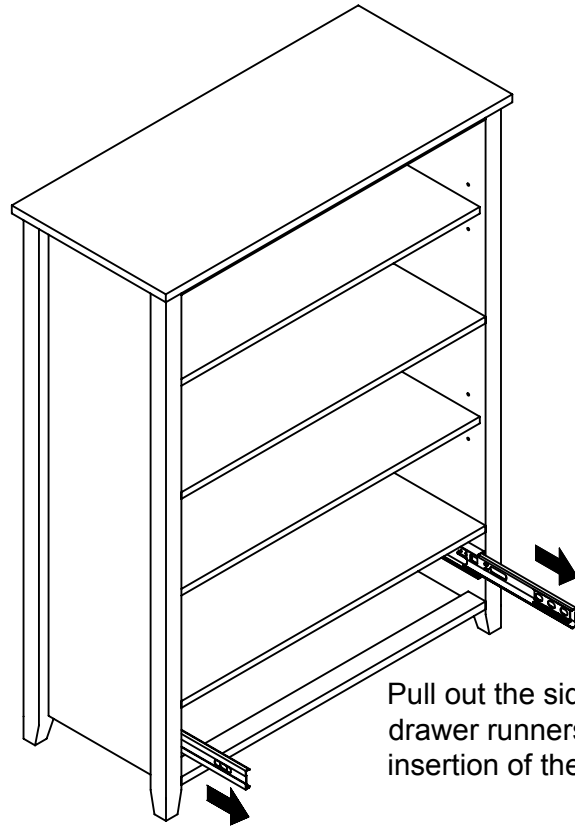
# Assembly Instructions

## Step 13

### Locating drawer

**a:** Fully extend all drawer runners out as shown.

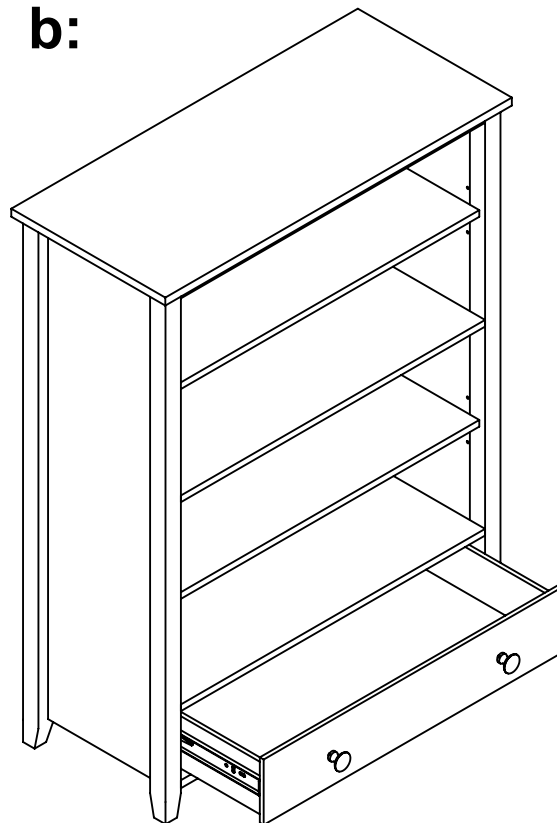
**a:**



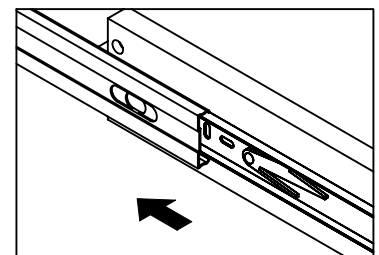
Pull out the side panel drawer runners for proper insertion of the drawers.

**b:** Carefully locate the runners on the drawers, into the runners on the main unit.

**b:**



Line up the drawer runners on the drawers on both sides so that they enter evenly into the extended receiving runners as shown. Gently push in the drawer until the drawer is secure and slides in and out smoothly.



**Assembly is complete.**

If you need help or have damaged or missing parts, call the **Customer Helpline: 08456 400800**  
Justwise Group LTD., 6 The Shires, Shire Hill Industrial Estate, Saffron Walden Essex. CB11 3AP