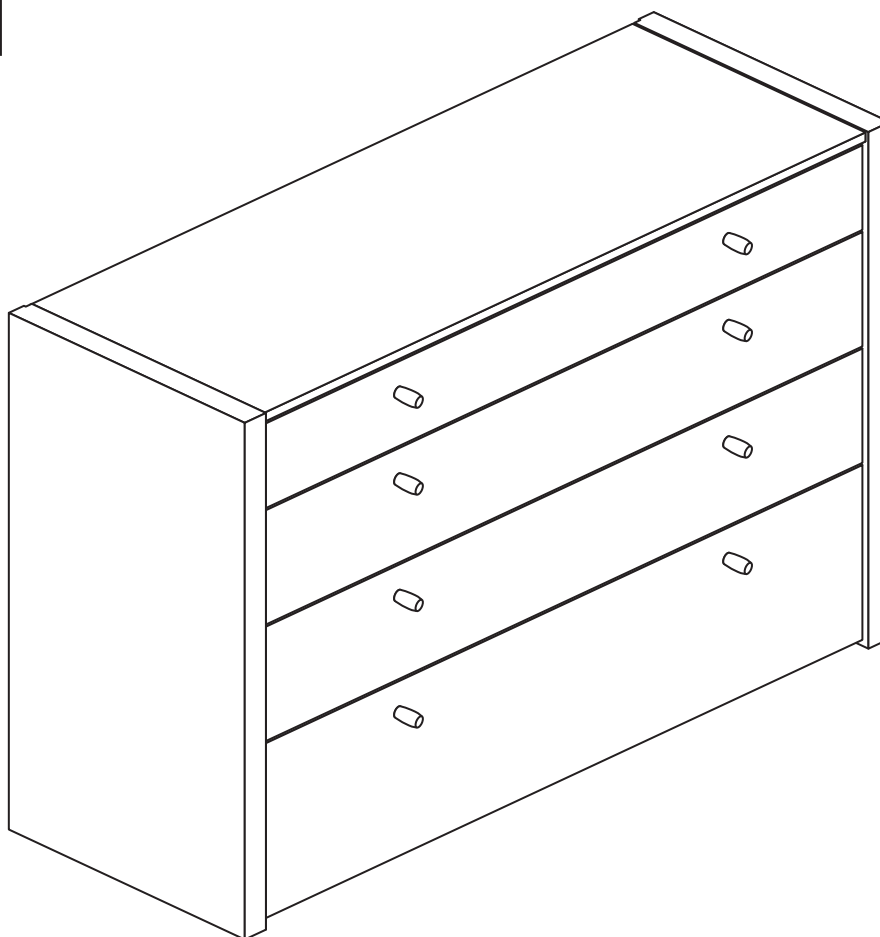


# Hertford - 4 Drawer Chest

Assembly Instructions - Please keep for future reference

338/9003

357/1402



## Dimensions

Width - 107cm

Depth - 39cm

Height - 85.5cm



**MADE IN  
BRITAIN**

**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**

- **Warning:** This unit weighs approximately 32kgs. Please lift with care.
- 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.
- Parts of the assembly will be easier with 2 people.

- 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 (use opened out unit carton).



• We do not recommend the use of power drill/drivers **for inserting screws**, as this could damage the unit. Only use hand screwdrivers.

• **Safety note:** It is recommended that this unit is secured to a wall using the overbalance kit supplied.

• Dispose of all packaging carefully and responsibly.

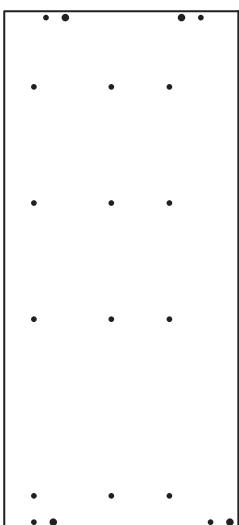
## Care and maintenance

- 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.

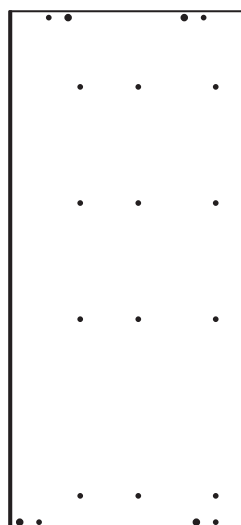
## Components - Panels

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

Please check you have all the panels listed on pages 1 and 2



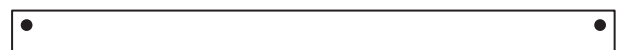
**1** Left Side (DF657)  
(854 x 390mm)



**2** Right Side (DF658)  
(854 x 390mm)



**3** Top (DF659)  
(996 x 385mm)

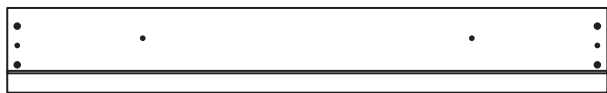


**4** Rail (DF2033)  
(996 x 70mm) x 2

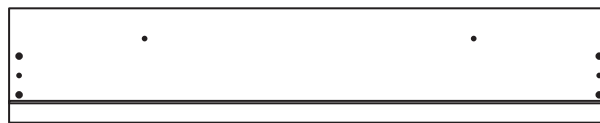
# Components - Panels

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

Please check you have all the panels listed on pages 1 and 2



**5** Top Drawer Front (DF672)  
(992 x 140mm)



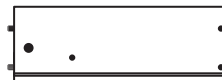
**9** Middle Drawer Front (DF673)  
(992 x 189mm) x 2



**6** Top Left Drawer Side (W350-115LH)  
(350 x 115mm)



**7** Top Right Drawer Side (W350-115RH)  
(350 x 115mm)



**10** Middle Left Drawer Side (W350-124LH)  
(350 x 124mm) x 2



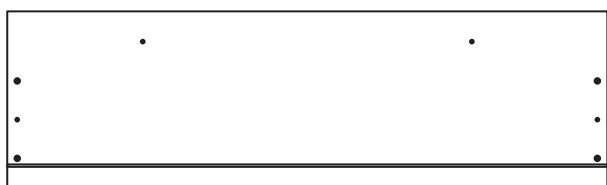
**11** Middle Right Drawer Side (W350-124RH)  
(350 x 124mm) x 2



**8** Top Drawer Back (W946-115)  
(946 x 115mm)



**12** Middle Drawer Back (W946-124)  
(946 x 124mm) x 2



**13** Bottom Drawer Front (DF674)  
(992 x 289mm)



**17** Drawer Base (T957-347)  
(957 x 347mm) x 4



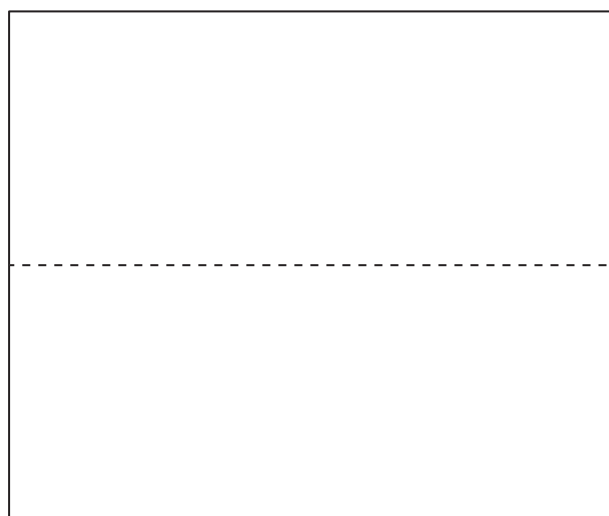
**14** Bottom Left Drawer Side (W350-165LH)  
(350 x 165mm)



**15** Bottom Right Drawer Side (W350-165RH)  
(350 x 165mm)



**16** Bottom Drawer Back (W946-165)  
(946 x 165mm)



**18** Back (X1014-839)  
(1014 x 839mm)

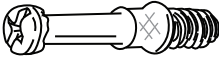



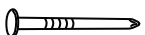






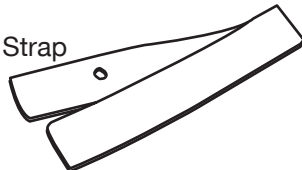

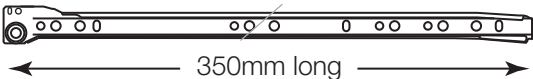

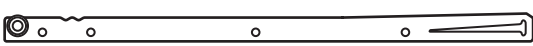
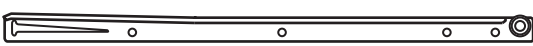


# Components - Fittings

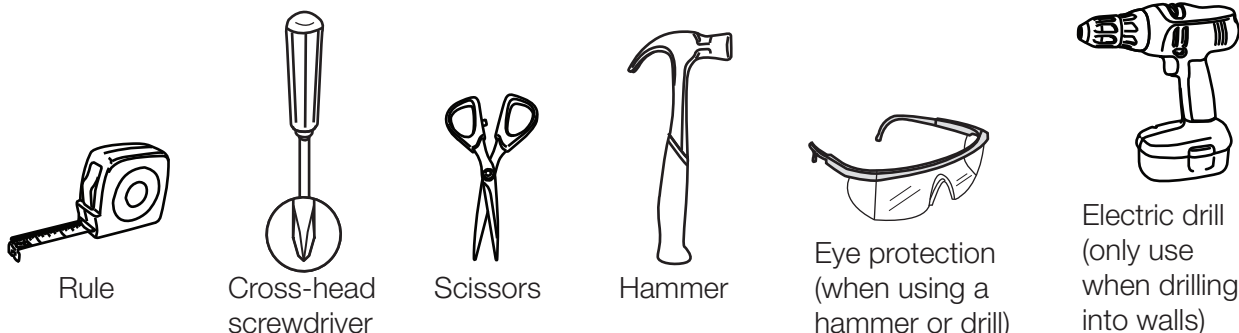
If you have damaged or missing components, call the **Customer Helpline: 08456 400800** quoting the reference numbers below

Please check you have all the fittings listed below

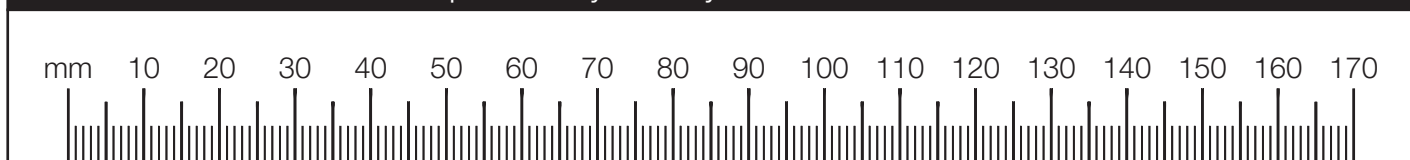
**Note:** The quantities below are the correct amount to complete the assembly. In some cases more fittings may be supplied than are required.

<p><b>A</b>  Metal dowel (F901) x 16</p>	<p><b>B</b>  Large locking nut (F900) x 8</p>	<p><b>C</b>  Small locking nut (F3) x 8</p>
<p><b>D</b>  Wooden dowel (F22) x 8</p>	<p><b>E</b>  Nail (F51) x 24</p>	<p><b>F</b>  Knock-in Peg (F171GY) x 16</p>
<p><b>G</b>  19mm Screw (F461) x 8</p>	<p><b>H</b>  13mm Screw (F63) x 24</p>	<p><b>I</b>  9mm Screw (F73) x 24</p>
<p><b>J</b>  Wedgefix (F639) x 16</p>	<p><b>K</b>  Handle (F341) x 8</p>	<p><b>L</b>  Strap   Screw Washer x 2                  Overbalance protector kit (F269) x 1</p>
<p><b>M a</b>  L Runner (F159) x 4                  ← 350mm long →</p> <p><b>M b</b>  R Runner (F160) x 4</p> <p><b>M c</b>  L Runner (F161) x 4</p> <p><b>M d</b>  R Runner (F162) x 4</p>		

## Tools required



Ruler - Use this ruler to help correctly identify the screws



# Assembly Instructions

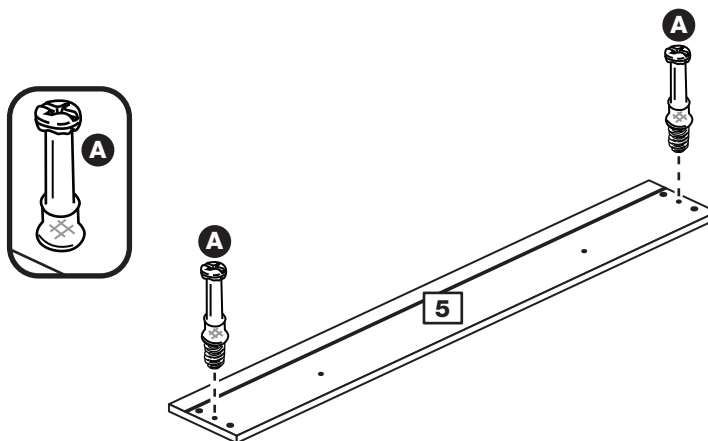
If you have damaged or missing components, call the  
**Customer Helpline: 08456 400800** quoting the reference  
numbers below

## Step 1

### Prepare the top drawer front

Screw 2 metal dowels **A** into the top drawer front **5**.

**Note:** Tighten the metal dowels up fully against the panels.

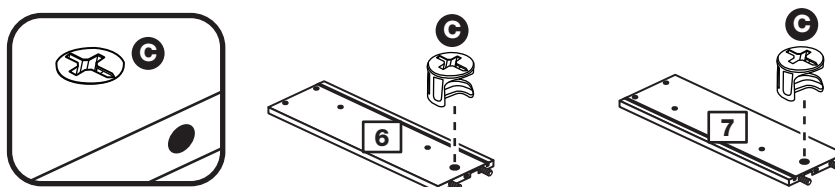


## Step 2

### Prepare the top drawer sides

Insert a small locking nut **C** into the hole shown on the top left drawer side **6** and top right drawer side **7**.

**Note:** The arrow on the locking nut **must** point towards the hole in the edge of the panel.



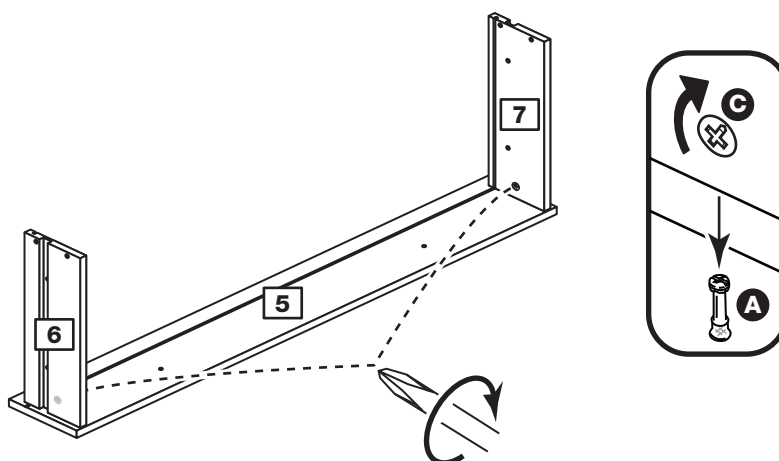
## Step 3

### Attach the top drawer sides to the top drawer front

Push the top left drawer side **6** and top right drawer side **7** onto the back of the top drawer front **5**.

Turn the small locking nuts **C** on the top left drawer side **6** and top right drawer side **7**.

**Note:** Turn the locking nuts **C** clockwise to secure panels - more than 1/2 a turn.

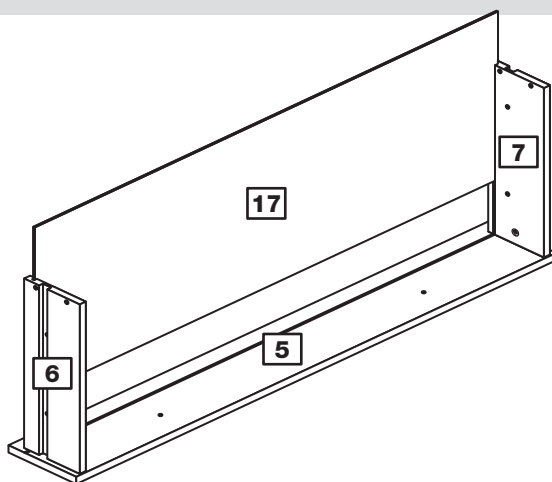


# Assembly Instructions

## Step 4

### Fit the drawer base

Slide the drawer base **17** down the grooves in the top drawer sides **6** and **7** and down into the groove in the top drawer front **5**.



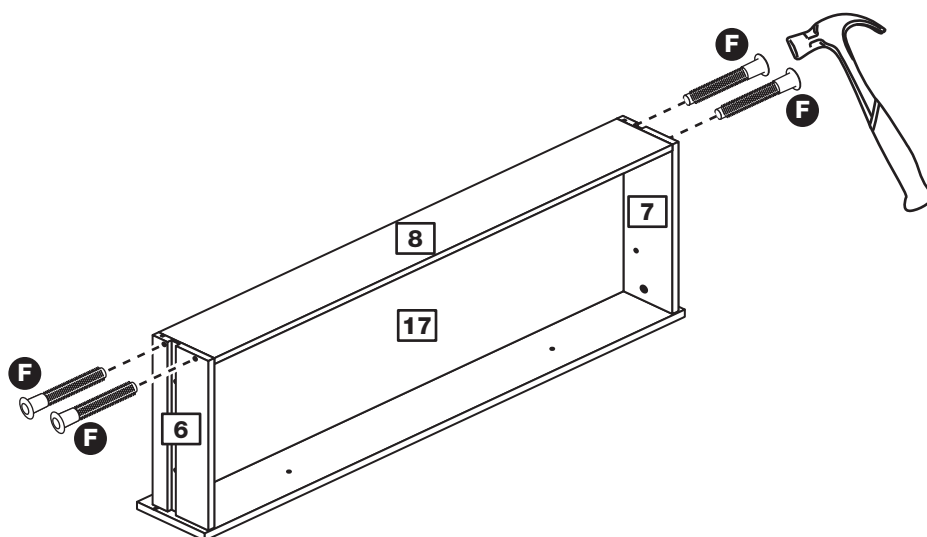
## Step 5

### Fit the top drawer back

Fit the top drawer back **8** between the top drawer sides **6** and **7**.

Make sure that the drawer base **17** fits into the groove in the top drawer back **8**.

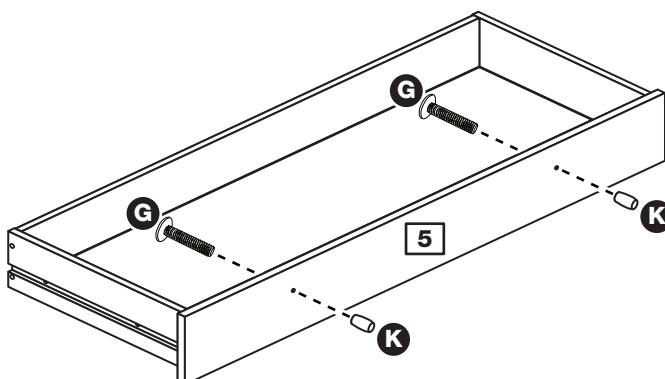
Hold the top drawer back **8** in position and tap the knock-in pegs **F** through the holes in the top drawer sides **6** and **7**.



## Step 6

### Attach the handles

Attach 2 handles **K** to the top drawer front **5** using 2 screws **G**.



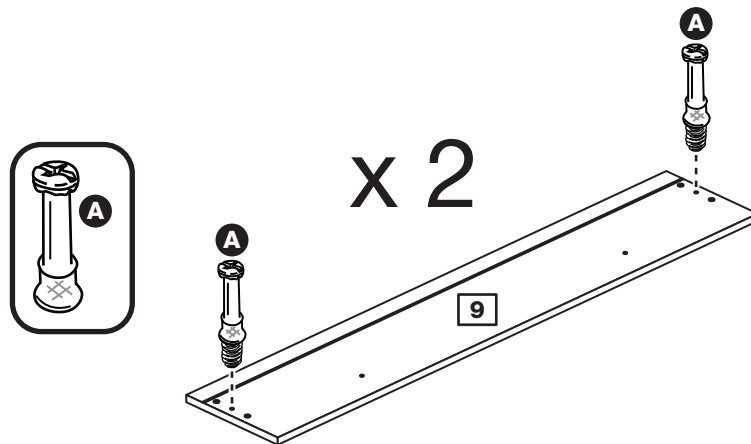
# Assembly Instructions

## Step 7

### Prepare the 2 middle drawer fronts

Screw 2 metal dowels **A** into each of the 2 middle drawer fronts **9**.

**Note:** Tighten the metal dowels up fully against the panels.

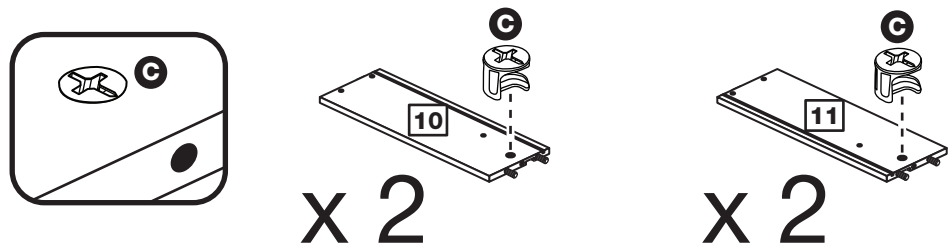


## Step 8

### Prepare the middle drawer sides

Insert a small locking nut **C** into the hole shown on the middle left drawer sides **10** and the middle right drawer sides **11**.

**Note:** The arrow on the locking nut **must** point towards the hole in the edge of the panel.



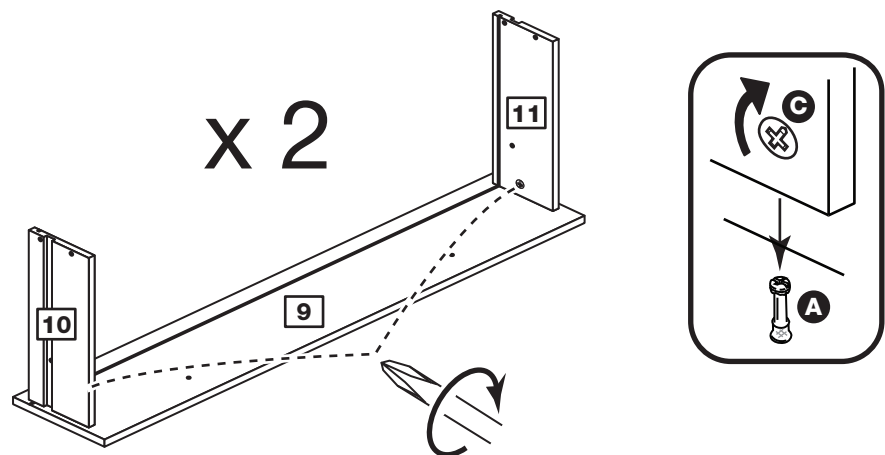
## Step 9

### Attach the middle drawer sides to the middle drawer fronts

Push the middle left drawer sides **10** and middle right drawer sides **11** onto the back of the middle drawer fronts **9**.

Turn the small locking nuts **C** on the middle left drawer sides **10** and middle right drawer sides **11**.

**Note:** Turn the locking nuts **C** clockwise to secure panels - more than 1/2 a turn.

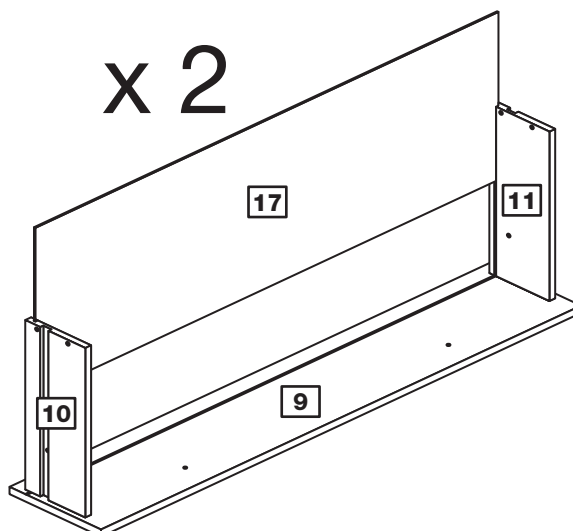


# Assembly Instructions

## Step 10

### Fit the drawer base

Slide the drawer base **17** down the grooves in the middle drawer sides **10** and **11** and down into the groove in the middle drawer front **9**.



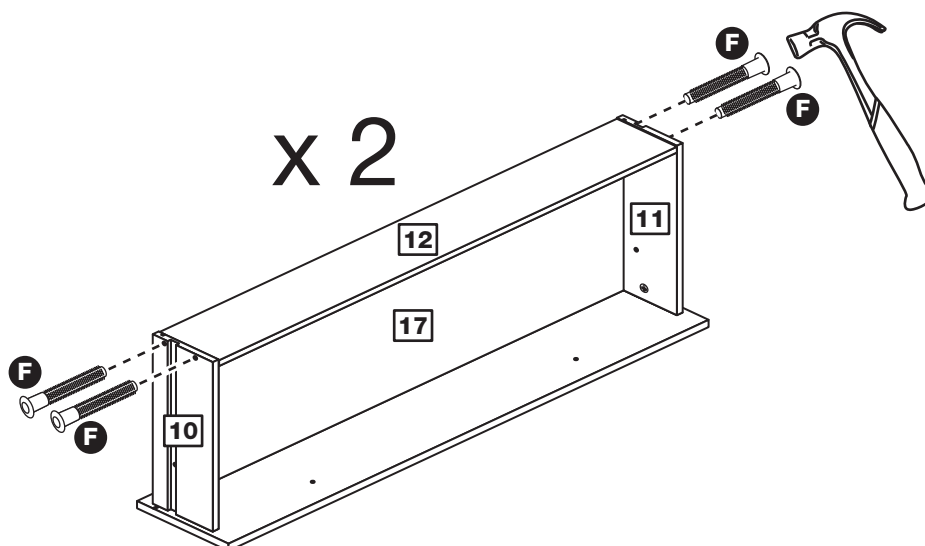
## Step 11

### Fit the middle drawer back

Fit the middle drawer back **12** between the middle drawer sides **10** and **11**.

Make sure that the drawer base **17** fits into the groove in the middle drawer back **12**.

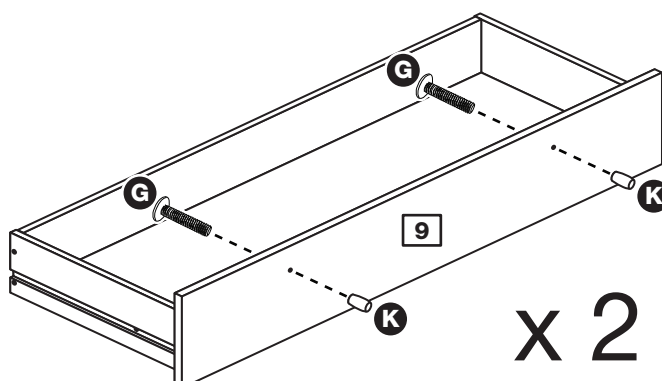
Hold the middle drawer back **12** in position and tap the knock-in pegs **F** through the holes in the middle drawer sides **10** and **11**.



## Step 12

### Attach the handles

Attach 2 handles **K** to each of the middle drawer fronts **9** using screws **G**.





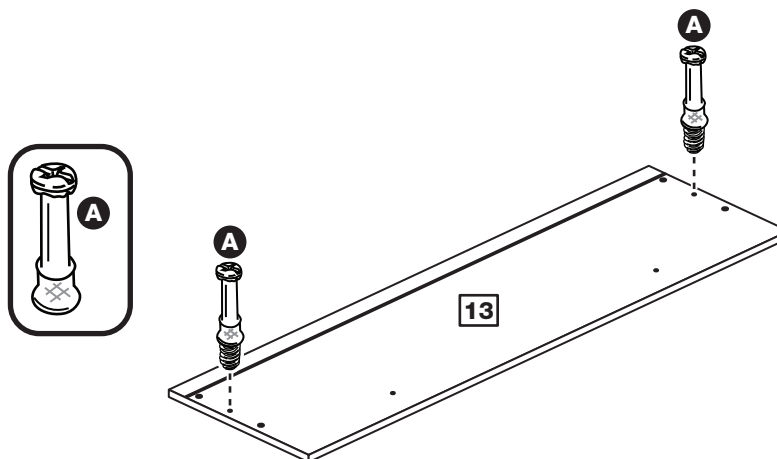
# Assembly Instructions

## Step 13

### Prepare the bottom drawer front

Screw 2 metal dowels **A** into the bottom drawer front **13**.

**Note:** Tighten the metal dowels up fully against the panels.

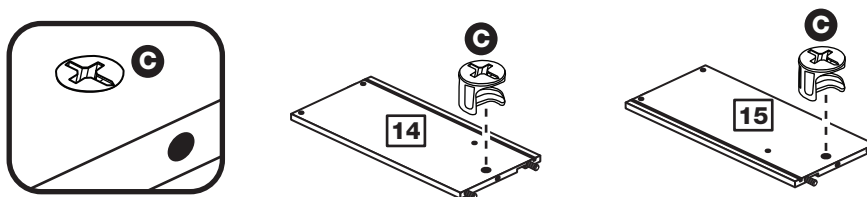


## Step 14

### Prepare the bottom drawer sides

Insert a small locking nut **C** into the hole shown on the bottom left drawer side **14** and the bottom right drawer side **15**.

**Note:** The arrow on the locking nut **must** point towards the hole in the edge of the panel.



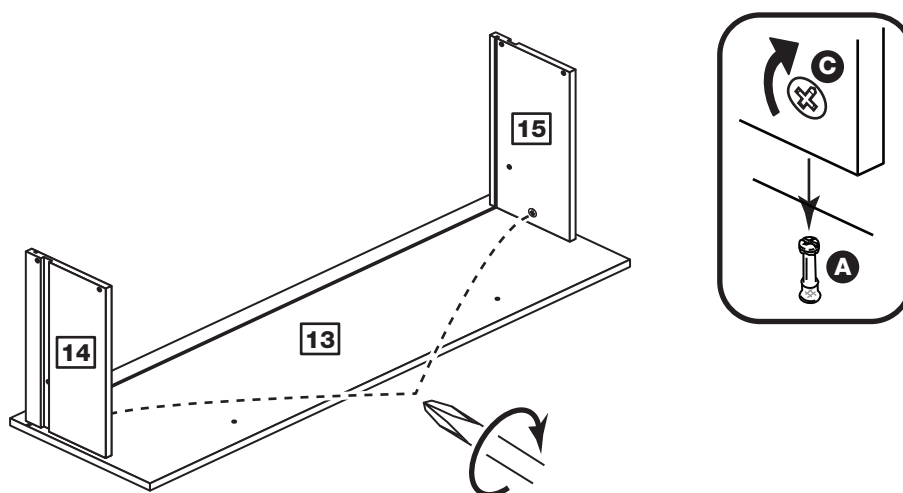
## Step 15

### Attach the bottom drawer sides to the bottom drawer front

Push the bottom left drawer side **14** and bottom right drawer side **15** onto the back of the bottom drawer front **13**.

Turn the small locking nuts **C** on the bottom left drawer side **14** and bottom right drawer side **15**.

**Note:** Turn the locking nuts **C** clockwise to secure panels - more than 1/2 a turn.

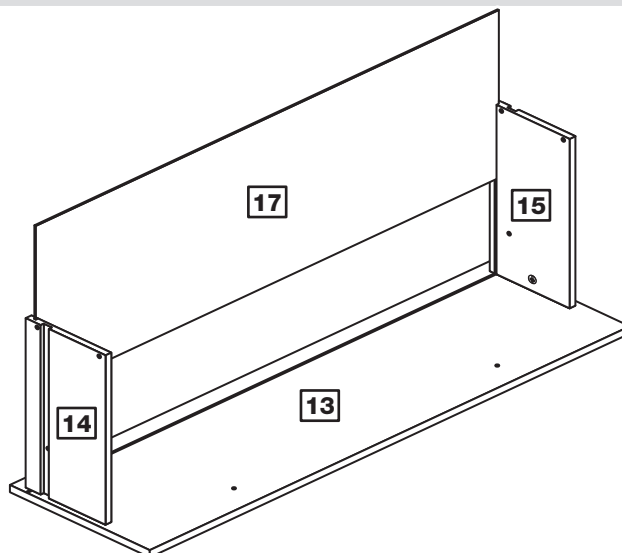


# Assembly Instructions

## Step 16

### Fit the drawer base

Slide the drawer base **17** down the grooves in the bottom drawer sides **14** and **15** and down into the groove in the bottom drawer front **13**.



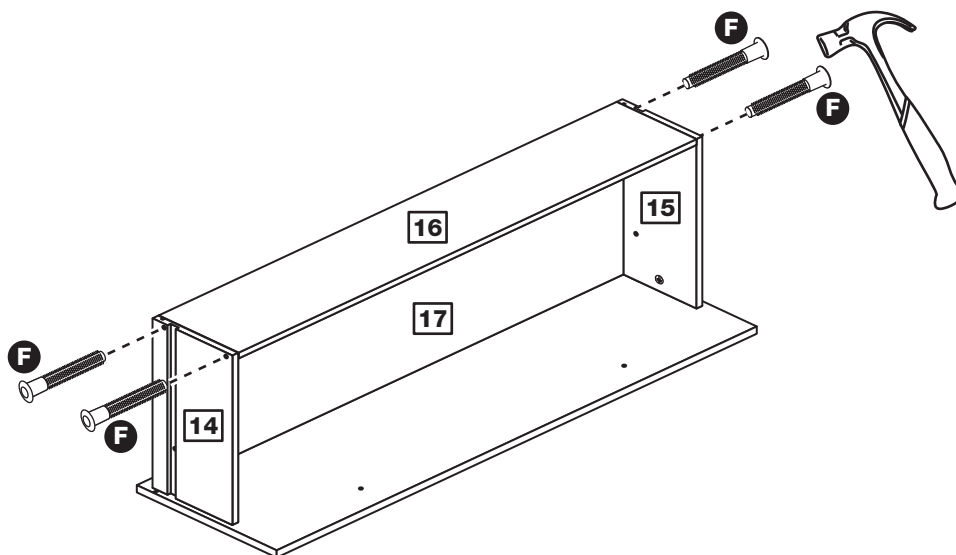
## Step 17

### Fit the bottom drawer back

Fit the bottom drawer back **16** between the bottom drawer sides **14** and **15**.

Make sure that the drawer base **17** fits into the groove in the bottom drawer back **16**.

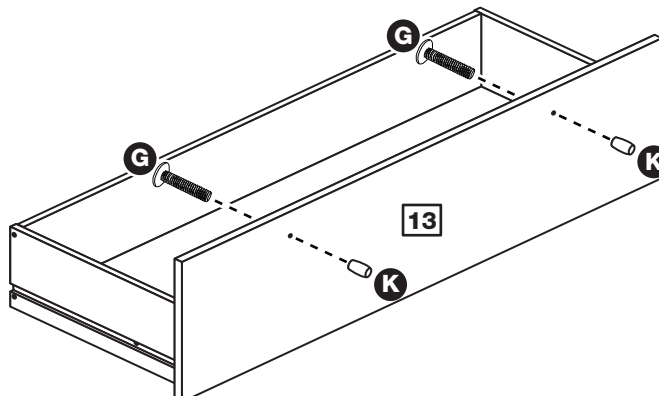
Hold the bottom drawer back **16** in position and tap the knock-in pegs **F** through the holes in the bottom drawer sides **14** and **15**.



## Step 18

### Attach the handles

Attach 2 handles **K** to the bottom drawer front **13** using 2 screws **G**.

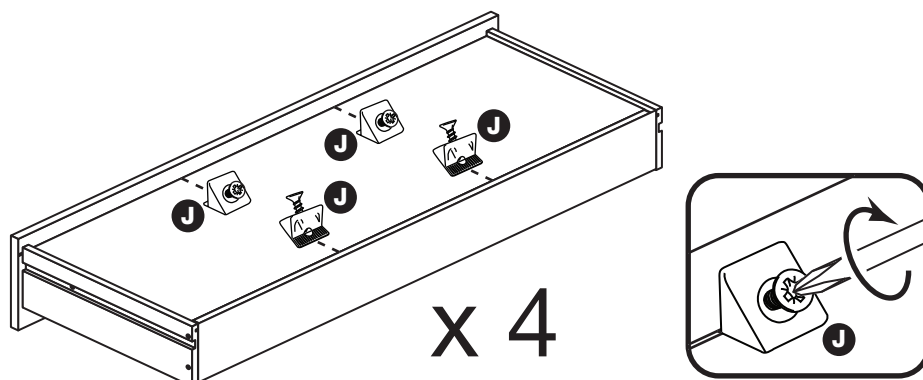


# Assembly Instructions

## Step 19

### Fit 4 wedgexes to each of the drawers

Turn all 4 of the drawer assemblies over and slide 4 wedgexes **J** into the front and back grooves, as shown and tighten up the screws.

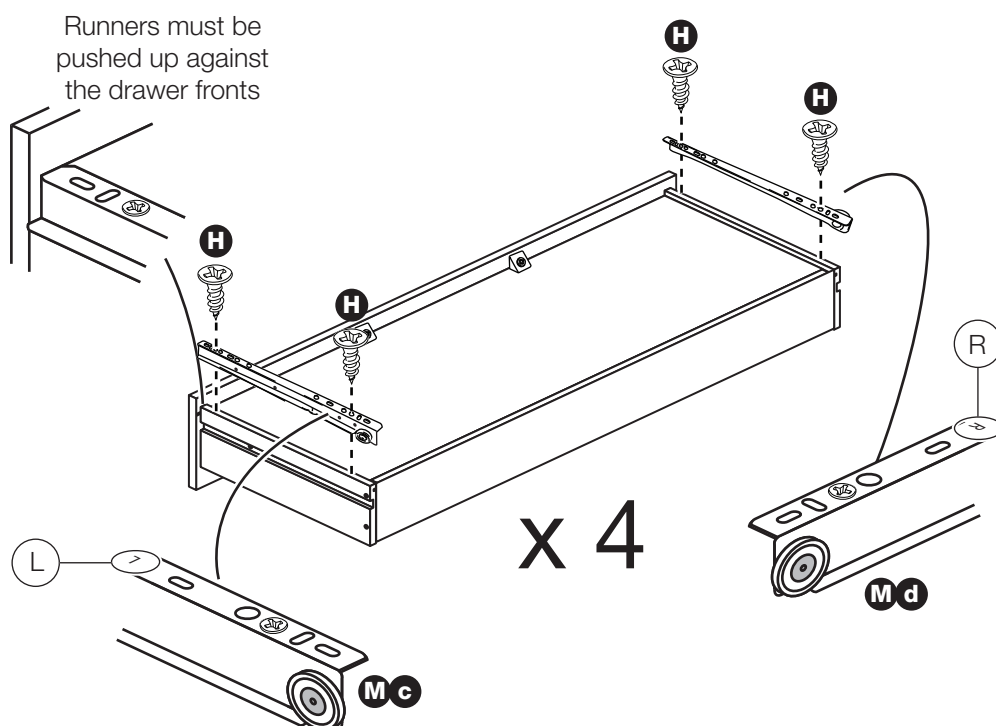


## Step 20

### Fit runners to each of the drawers

Fit runner **Md**, marked with 'R', to the bottom edge of the right drawer sides as shown, making sure that it is pushed up against the back of the drawer front. Use a bradawl to mark the fixing positions, then secure with 2 screws **H**.

Fit runner **Mc**, marked 'L', to the bottom edge of the left drawer sides using the same method.



# Assembly Instructions

## Step 21

### Prepare the left side

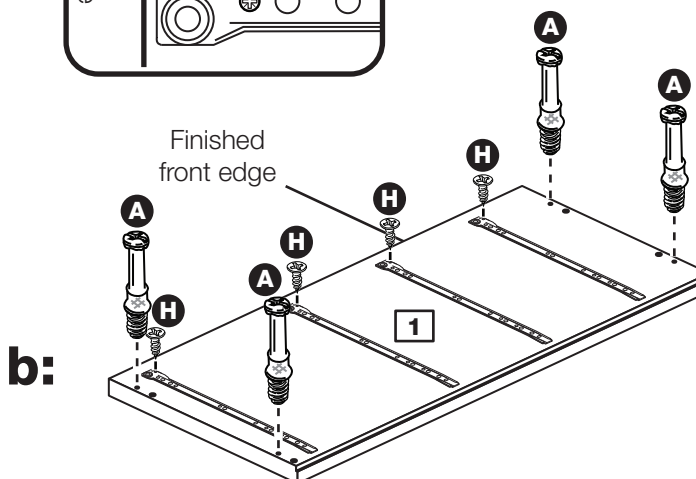
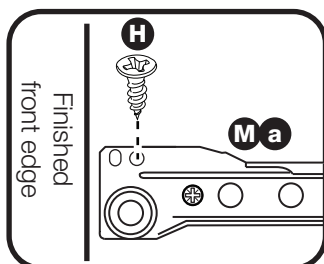
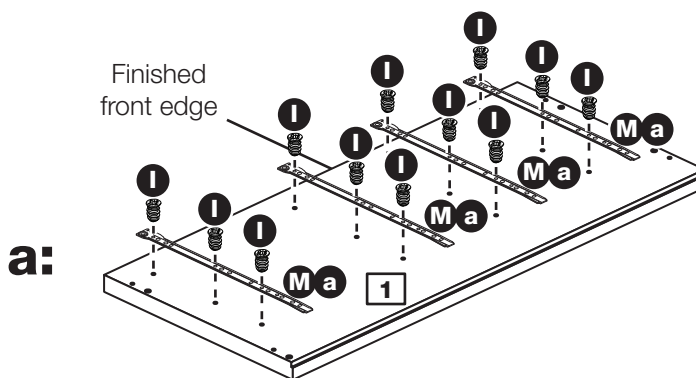
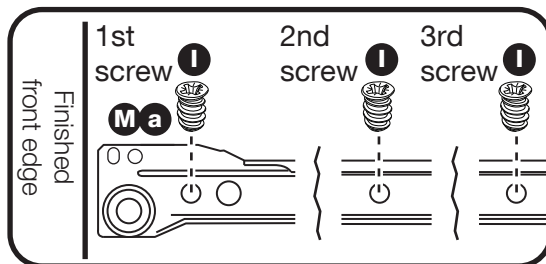
**a:** Fit 4 runners **Ma** to the left side **1**.

The 1st screw **I** uses the 1st hole in from the front of the runners.

The 2nd and 3rd screws **I** use the holes that line up with the other panel holes.

**b:** Fit a screw **H** into the 2nd hole in at the top of the runners **Ma**.

Screw 4 metal dowels **A** into the left side **1**.



# Assembly Instructions

## Step 22

### Prepare the right side

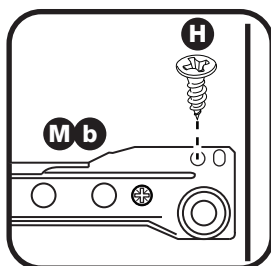
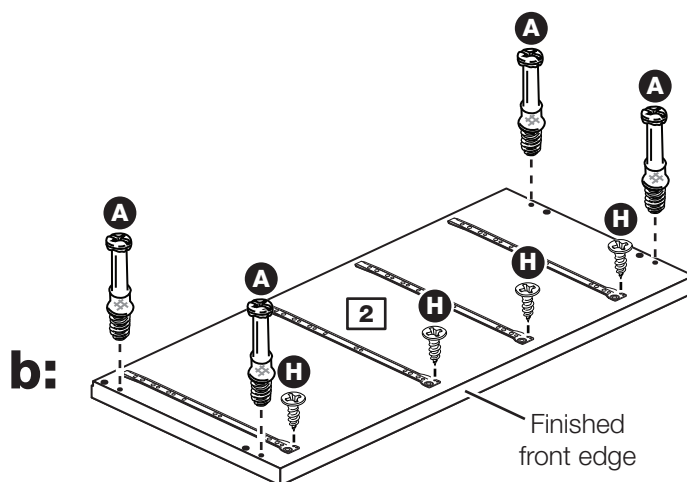
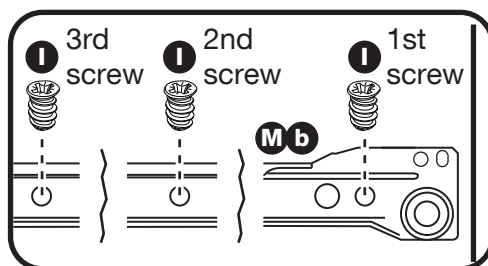
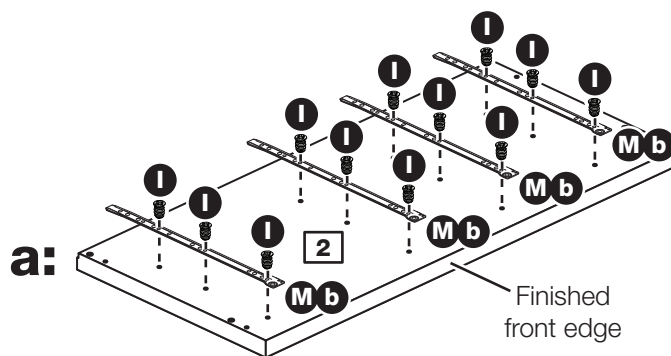
**a:** Fit 4 runners **M b** to the right side **2**.

The 1st screw **I** uses the 1st hole in from the front of the runners.

The 2nd and 3rd screws **I** use the holes that line up with the other panel holes.

**b:** Fit a screw **H** into the 2nd hole in at the top of the runners **M b**.

Screw 4 metal dowels **A** into the right side **2**.



# Assembly Instructions

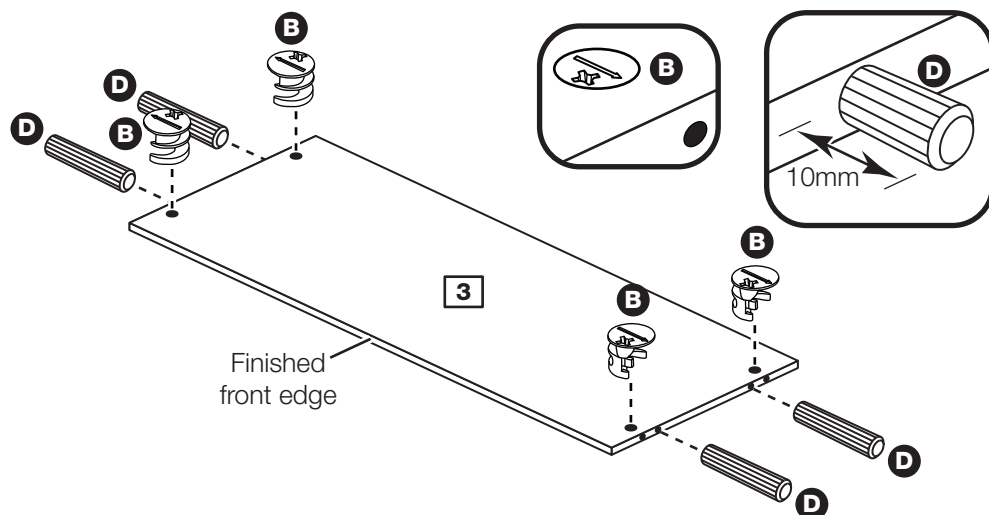
## Step 23

### Prepare the top

Insert 4 large locking nuts **B** into the top **3**.

Tap 4 wooden dowels **D** into the top **3**.

**Note:** Wooden dowels **must not** stick out from the edge by more than 10mm or they may damage other panels.



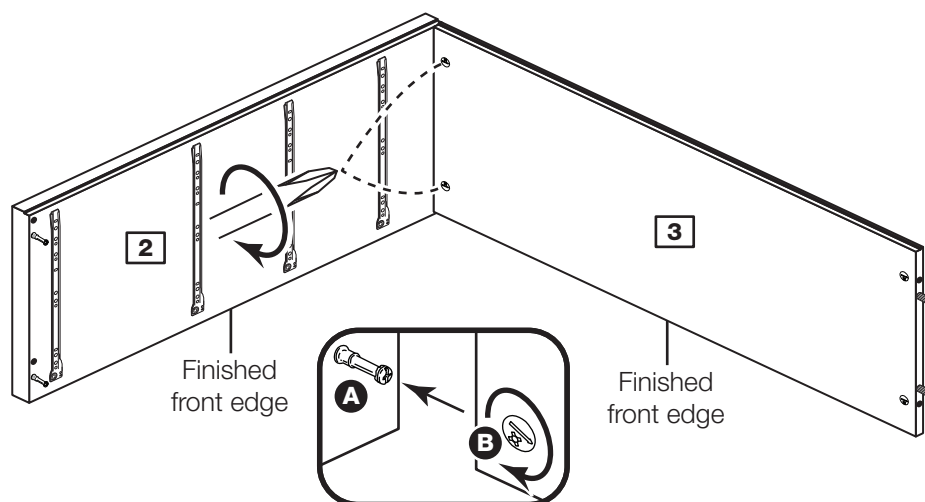
## Step 24

### Fit the top to the right side

Push the top **3** onto the right side **2**.

Use a screwdriver to tighten the 2 large locking nuts **B** fitted to the top **3**.

**Note:** Turn the large locking nuts **B** as far as they will go - more than 1/2 a turn.

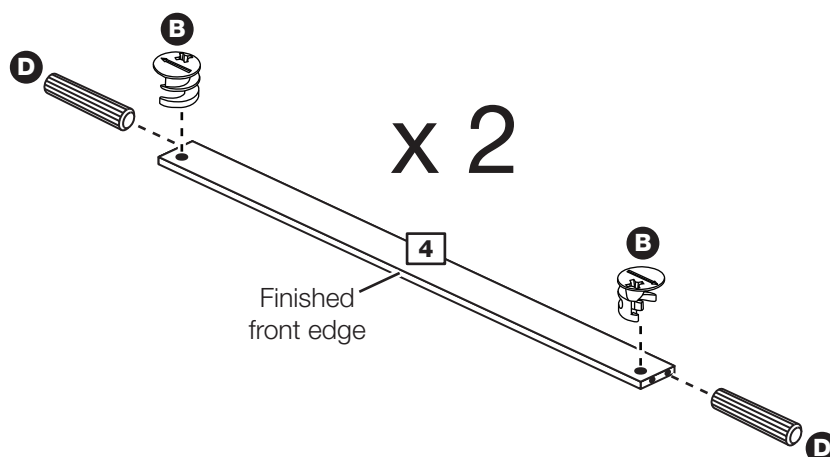


## Step 25

### Prepare the 2 rails

Insert 2 large locking nuts **B** into each of the 2 rails **4**.

Tap 2 wooden dowels **D** into each of the 2 rails **4**.



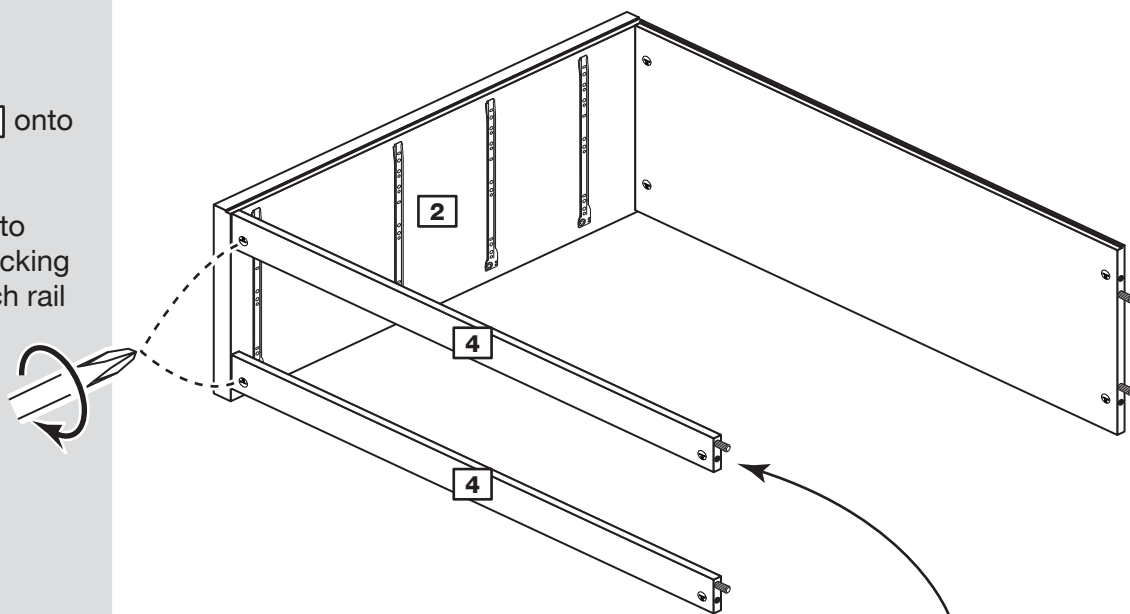
# Assembly Instructions

## Step 26

### Fit the 2 rails

Push the 2 rails **4** onto the right side **2**.

Use a screwdriver to tighten the large locking nut **B** fitted to each rail **4**.



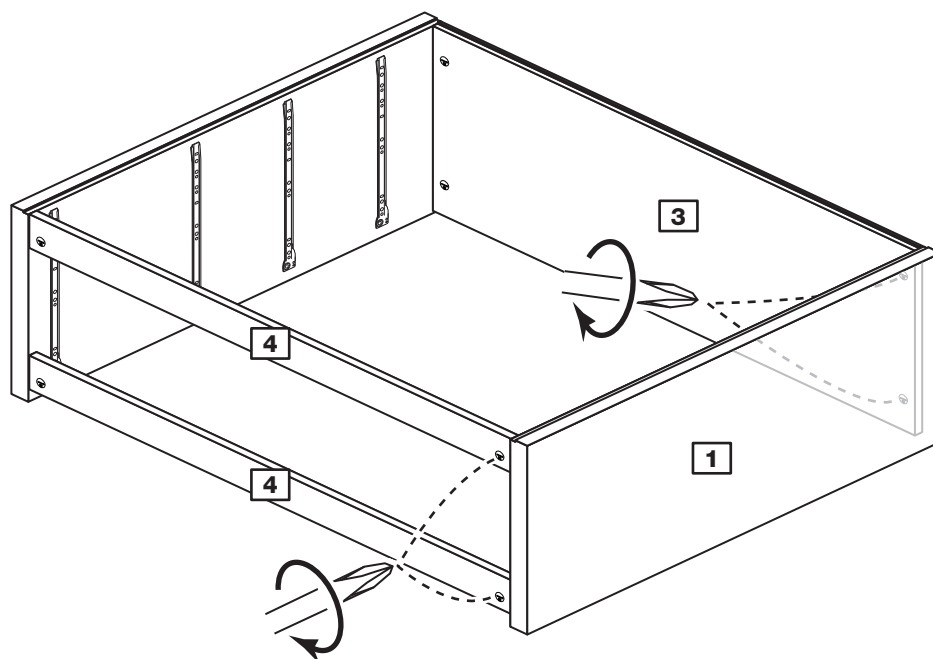
**Note:** Support this rail until the left side has been fitted in the next step.

## Step 27

### Fit the left side

Push the left side **1** onto the assembly.

Use a screwdriver to tighten the 4 large locking nuts **B** fitted to the top **3** and the 2 rails **4**.



# Assembly Instructions

## Step 28

### Fit the back

**a:** Square up the unit by making sure that measurement **x** to **x** equals **y** to **y**.

**b:** Place the back **18** onto the unit.

Nail **E** around the outside edges of the back **18**.

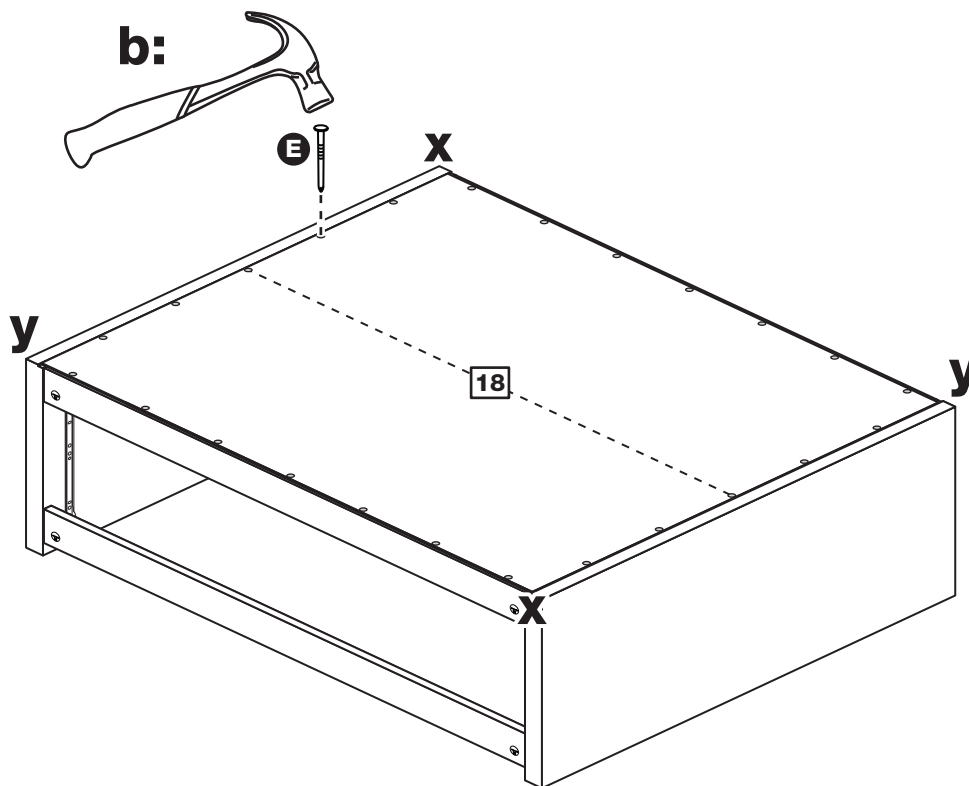
**Note:** Nails should be spaced about 150mm apart.

**Stand the unit up for the next step.**



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

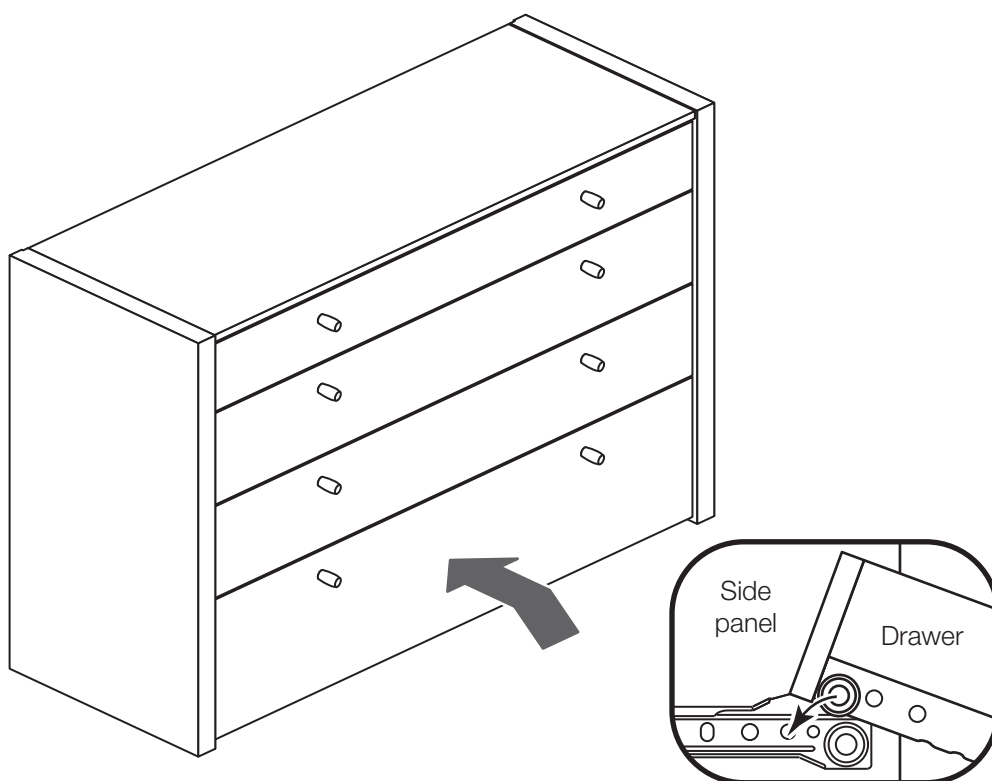
**a:** The measurement from top corner X to bottom corner X must be equal to the measurement from top corner Y to bottom corner Y



## Step 29

### Fit the drawers

Slide the wheels of the runners fitted to the drawers, over the wheels of the runners fitted to the side panels and push the drawers into position.





# Assembly Instructions

## Step 30

### Fit the overbalance protector kit

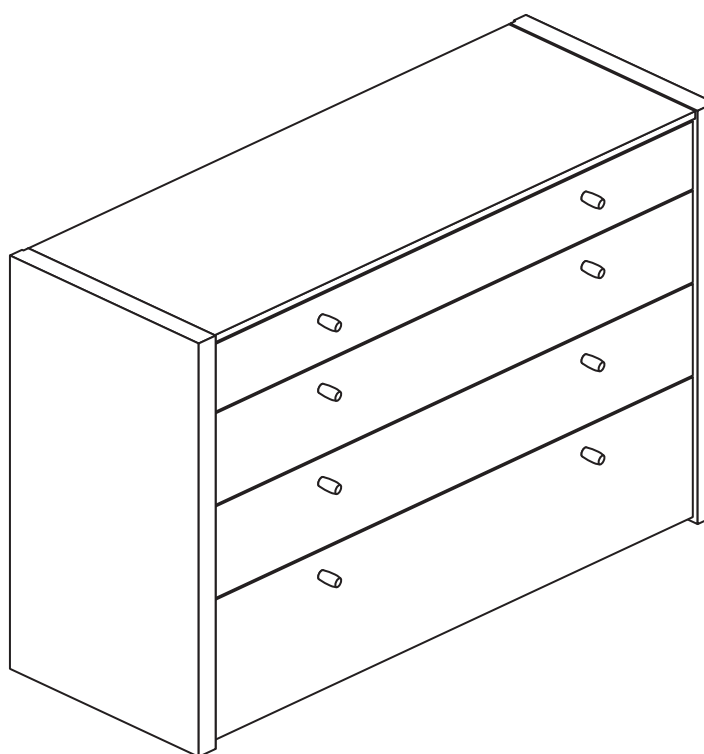
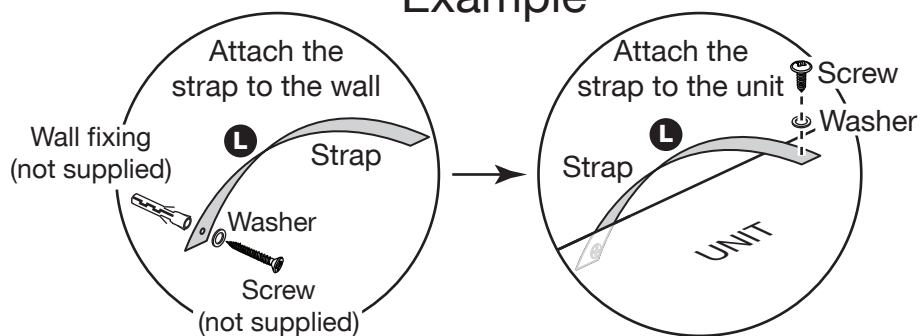
To prevent possible overbalancing we recommend that this unit is secured to a suitable wall by fitting of the overbalance protector kit **L** to the unit, or an alternative fixing method of your choice.

Wall fixings are not supplied as they will need to suit the wall type.

**Note:** Take care when drilling the wall that you do not drill into any pipes, wires etc. If in doubt, consult an expert.

**Assembly is complete**

### Example



If you need help or have damaged or missing parts, call the Customer Helpline: 08456 400800 and quote the reference numbers on the component pages.

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