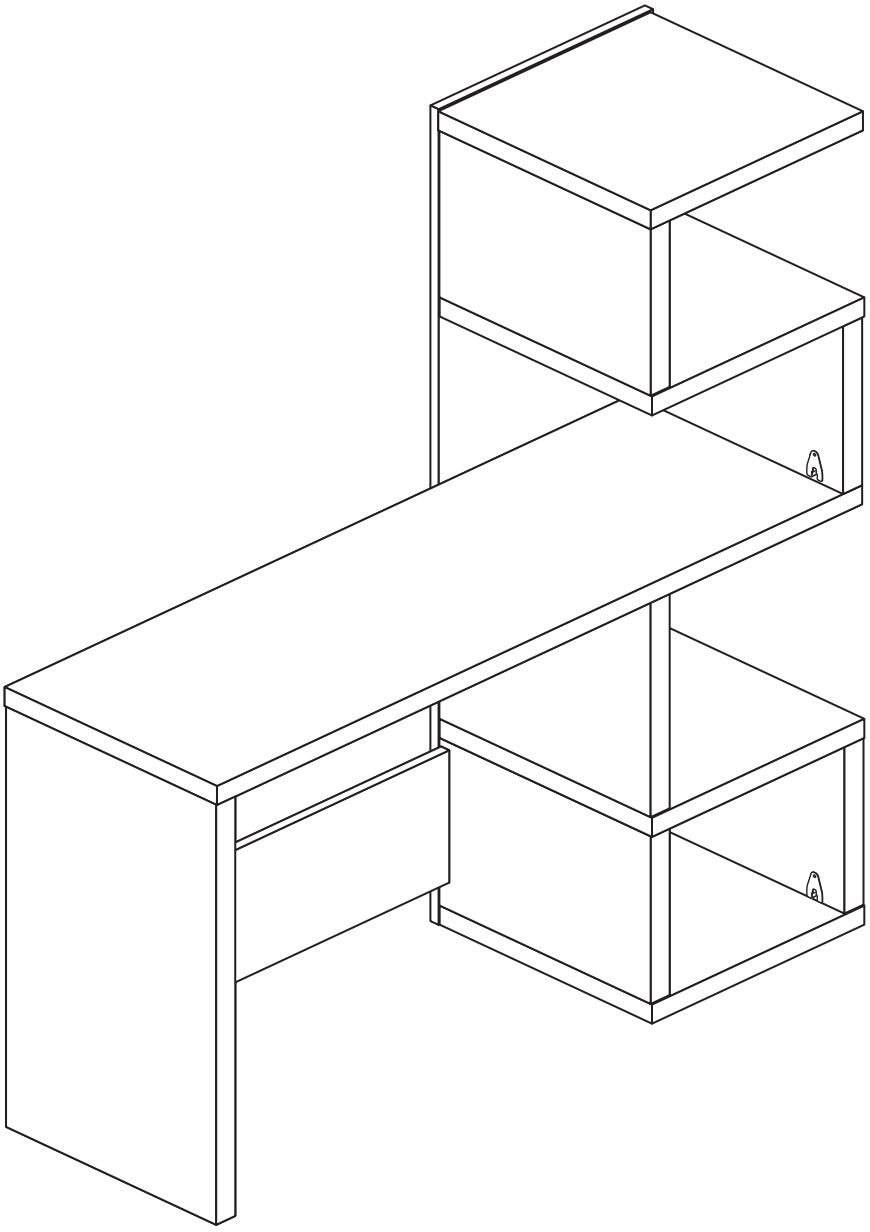
Zig Zag - Desk

Assembly Instructions - Please keep for future reference

357/0551



Dimensions
Width - 118.5cm
Depth - 40.5cm
Height - 150cm

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**

Issue 2 - 06/01/15

Safety and Care Advice

Important - Please read these instructions fully before starting assembly

• ***Warning:*** This unit weighs approximately 31.5kgs. 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 no use bleach or abrasive cleaners.

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

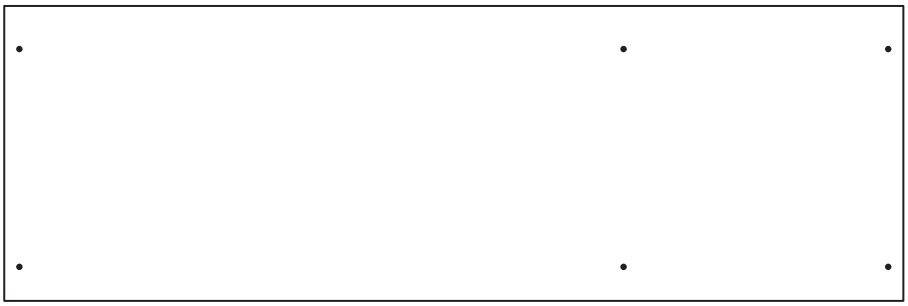
• This product should not be discarded with household waste. Take to your local authority waste disposal centre.

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.

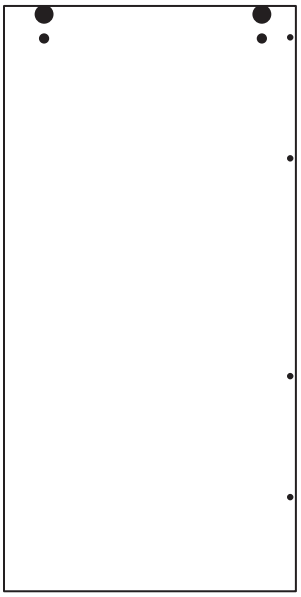
Components - Panels

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

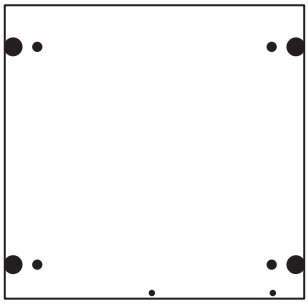
Please check you have all the panels listed below



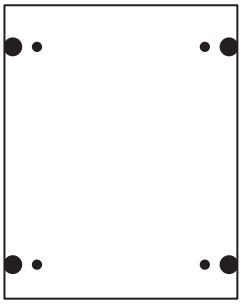
1 Desktop *(DF1483)*
(1189 x 390mm)



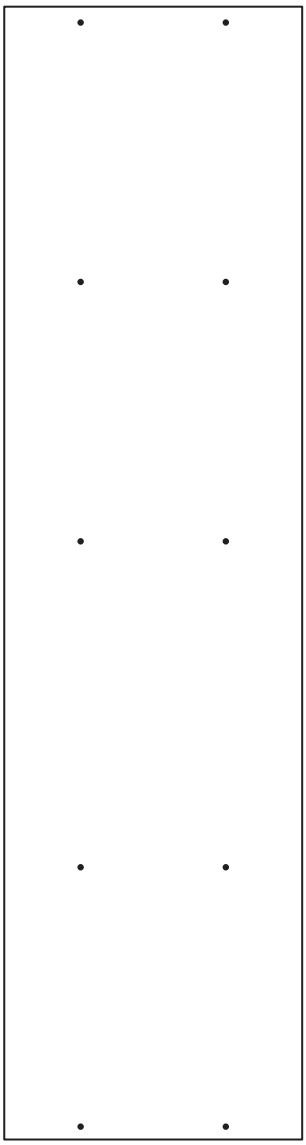
2 Fly End *(DF1484)*
(774 x 386mm)



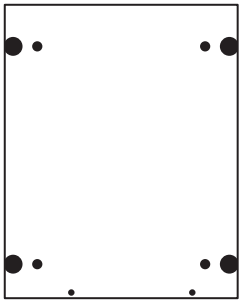
3 Tall Upright *(DF1485)*
(396 x 388mm)



4 Small Upright *(DF1486)*
(308 x 388mm) x 3

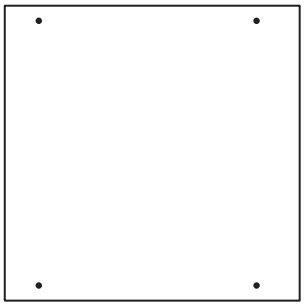


10 Back *(DF1489)*
(1498 x 394mm)

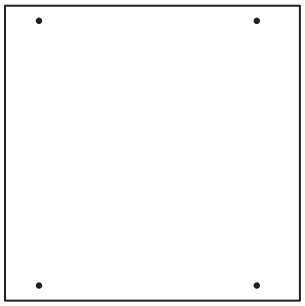


5 Bottom Upright *(DF2794)*
(308 x 388mm)

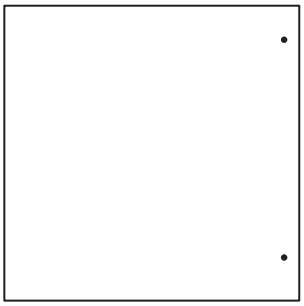
6 Modesty *(DF1492)*
(764 x 243mm) x 2



7 Base *(DF2051)*
(390 x 390mm)



8 Mid Shelf *(DF2741)*
(390 x 390mm) x 2



9 Top Shelf *(DF1487)*
(390 x 390mm)

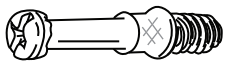
Components - Fittings

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.

A



Metal dowel *(F901)* x 8

B

Large locking nut *(F900)* x 8

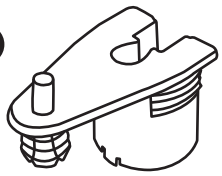
C

40mm Screw *(F910)* x 10

D

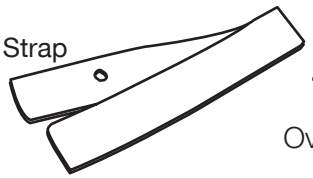
Small metal dowel (*F893)* x 22

E



Hollow core locking nut (*F892)* x 22

F



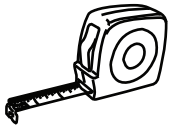
Strap

Screw

Washer x 2

Overbalance protector kit *(F269)* x 1

Tools required

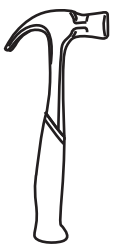


Rule

Short cross-head screwdriver

Cross-head screwdriver

Scissors

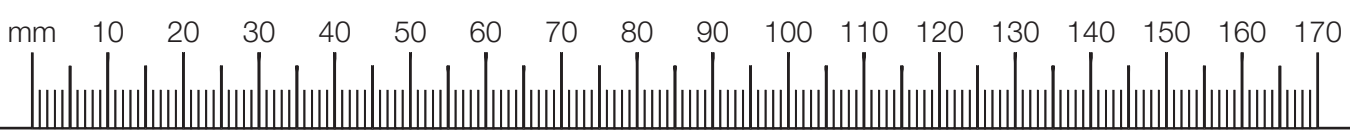


Hammer

Eye protection (when using a hammer or drill)

Electric drill (do not use for fitting screws)

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

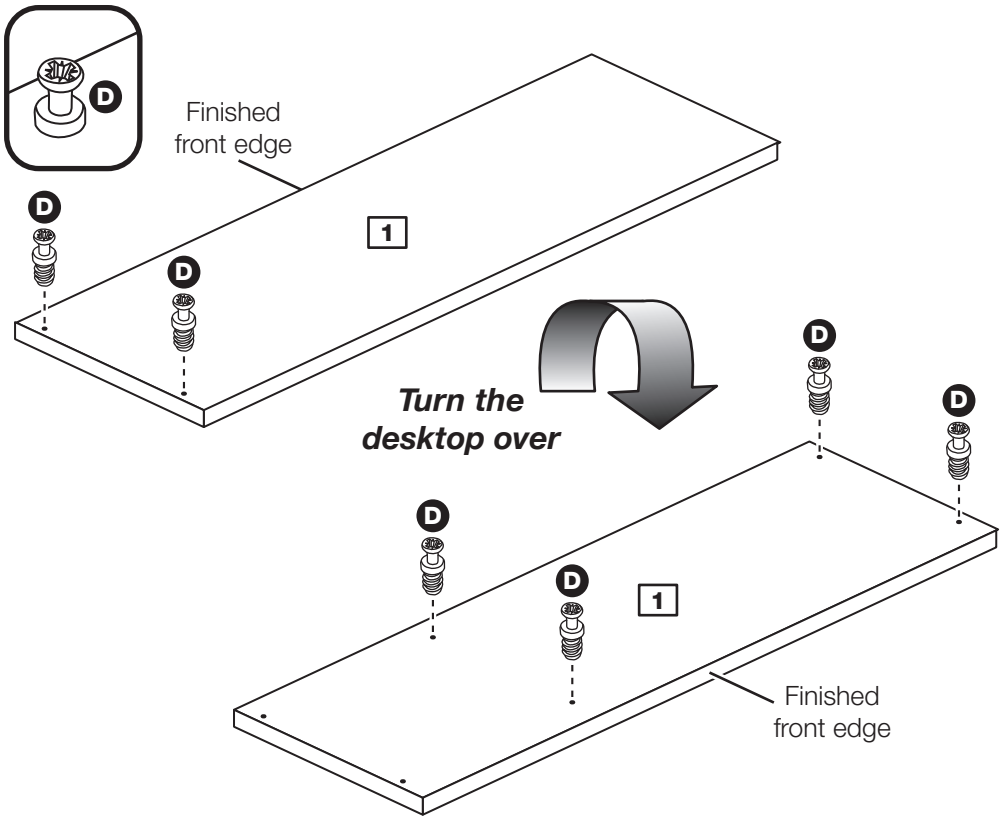
Prepare the desktop

Screw 2 small metal dowels **D** into the holes shown on the desktop **1**.

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

Turn the desktop over

Screw 4 small metal dowels **D** into the desktop **1**.



Step 2

Prepare the tall upright

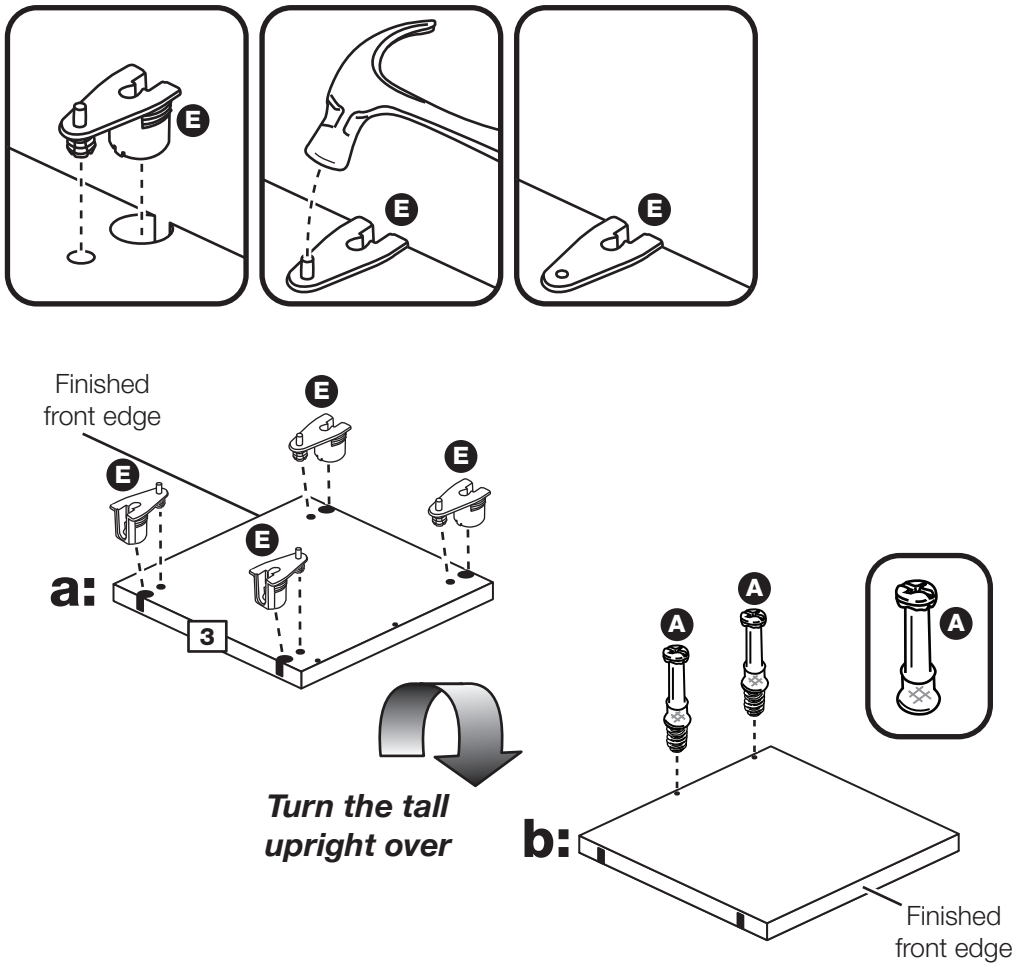
a: Push 4 hollow core locking nuts **E** into the tall upright **3**, making sure that they are flush against the panel's surface.
Using a hammer, tap in the pin on the hollow core locking nut **E**.

Note: The pin should be tapped in flush with the top surface of the hollow core locking nut **E**.

Turn the tall upright over

b: Screw 2 metal dowels **A** into the tall upright **3**.

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



Assembly Instructions

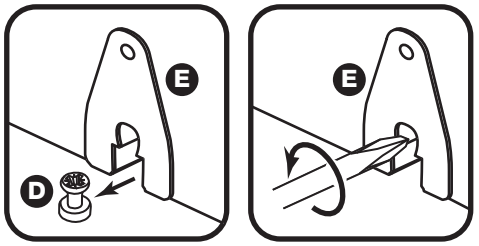
Step 3

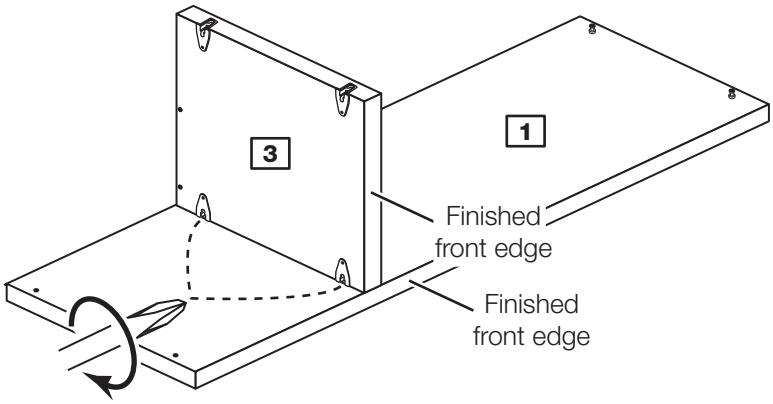
Fit the tall upright to the desktop

Push the tall upright [3] onto the desktop [1].

The 2 hollow core locking nuts (E) fitted to the tall upright [3] must slide over the 2 small metal dowels (D) fitted to the desktop [1].

Insert a screwdriver into the 2 hollow core locking nuts (E) and turn the nuts inside as far as they will go.



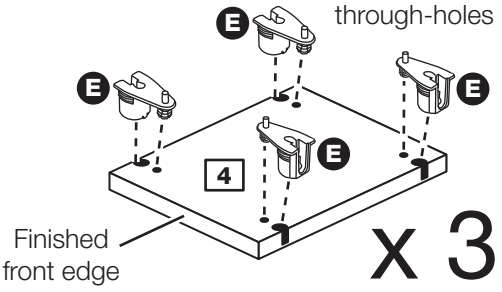


Step 4

Prepare the 3 small uprights

Push 4 hollow core locking nuts (E) into the each of the 3 small uprights [4], making sure that they are flush against the panel's surface.
Using a hammer, tap in the pin on the hollow core locking nut (E).

Important:
The small uprights and the bottom shelf are very similar. For identification, the 3 small uprights DO NOT have 2 through-holes drilled near the back edge.



Step 5

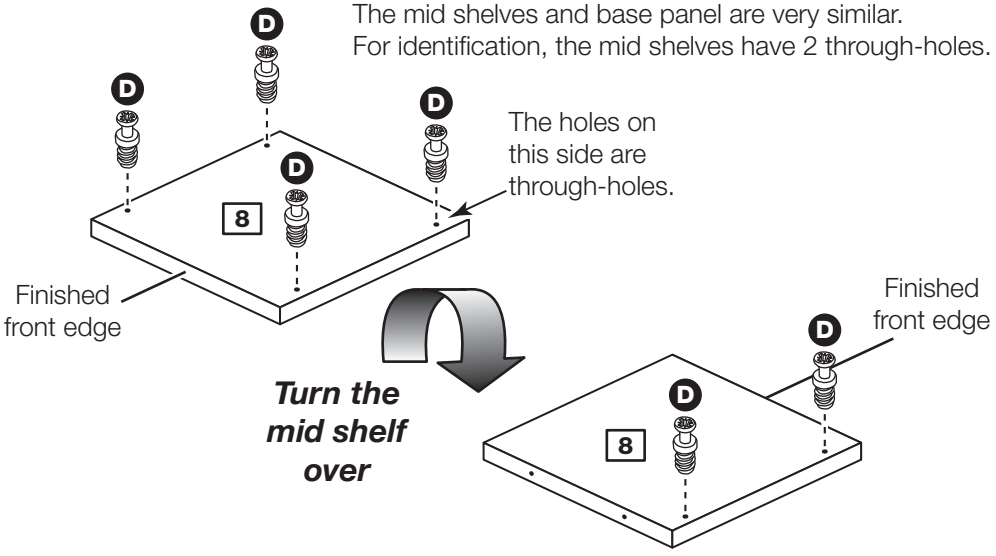
Prepare 1 mid shelf

Screw 4 small metal dowels (D) into a mid shelf [8].

Turn the mid shelf over

Screw 2 small metal dowels (D) into the mid shelf [8].

Important:
The mid shelves and base panel are very similar. For identification, the mid shelves have 2 through-holes.



Assembly Instructions

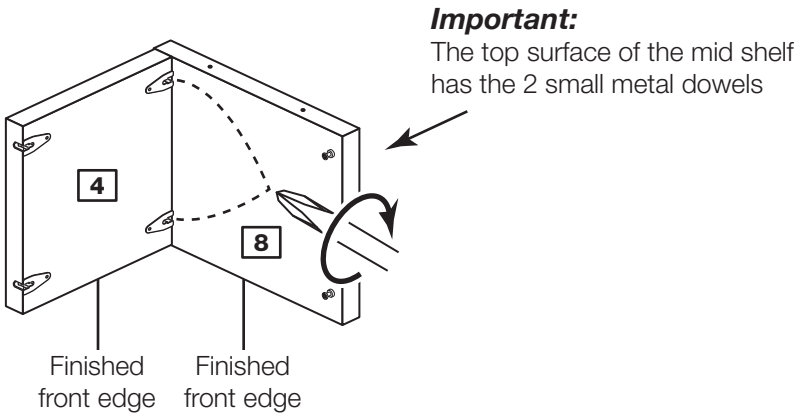
Step 6

Fit a small upright to the mid shelf

Push a small upright [4] onto the mid shelf [8].

The 2 hollow core locking nuts (E) fitted to the small upright [4] must slide over the 2 small metal dowels (D) fitted to the mid shelf [8].

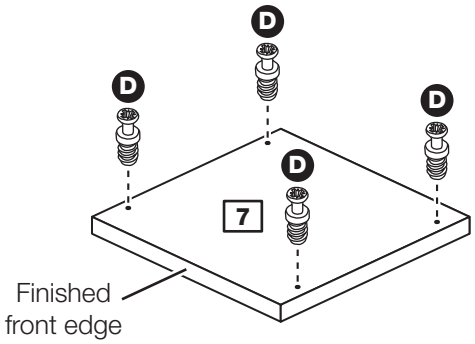
Insert a screwdriver into the 2 hollow core locking nuts (E) and turn the nuts inside as far as they will go.



Step 7

Prepare the base

Screw 4 small metal dowels (D) into the base [7].



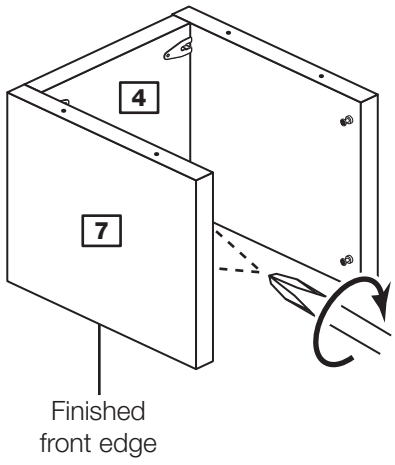
Step 8

Fit the base onto the small upright

Push the base [7] onto the small upright [4].

The 2 hollow core locking nuts (E) fitted to the small upright [4] must slide over the 2 small metal dowels (D) fitted to the base [7].

Insert a screwdriver into the 2 hollow core locking nuts (E) and turn the nuts inside as far as they will go.



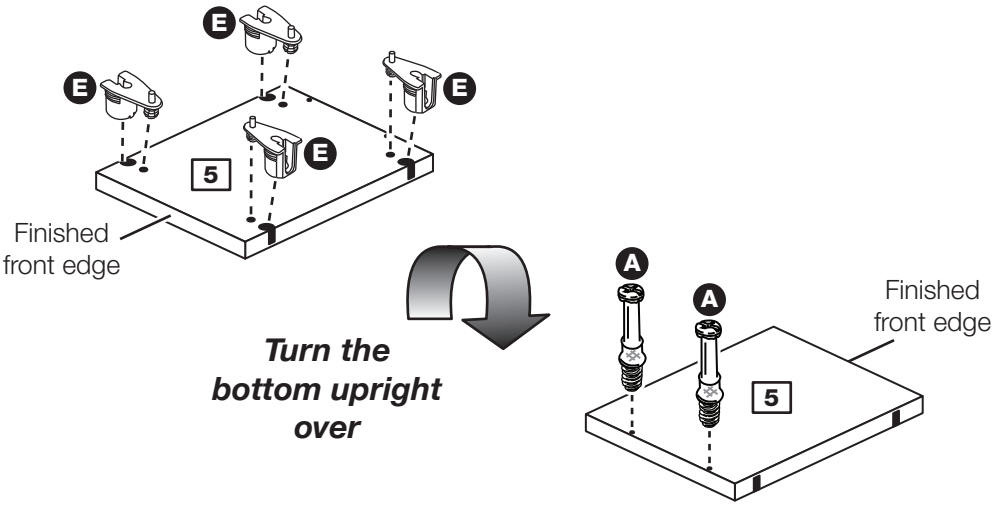
Step 9

Prepare the bottom upright

Push 4 hollow core locking nuts (E) into the bottom upright [5], making sure that they are flush against the panel's surface.
Using a hammer, tap in the pin on the hollow core locking nut (E).

Turn the bottom upright over

Screw 2 metal dowels (A) into the bottom upright [5].



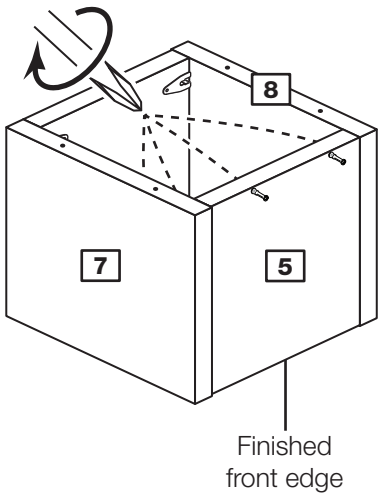
Step 10

Fit the bottom upright

Push the bottom upright [5] onto the base [7] and mid shelf [8].

The 4 hollow core locking nuts (E) fitted to the small upright [5] must slide over the 4 small metal dowels (D) fitted to the base [7] and mid shelf [8].

Insert a screwdriver into the 4 hollow core locking nuts (E) and turn the nuts inside as far as they will go.



Assembly Instructions

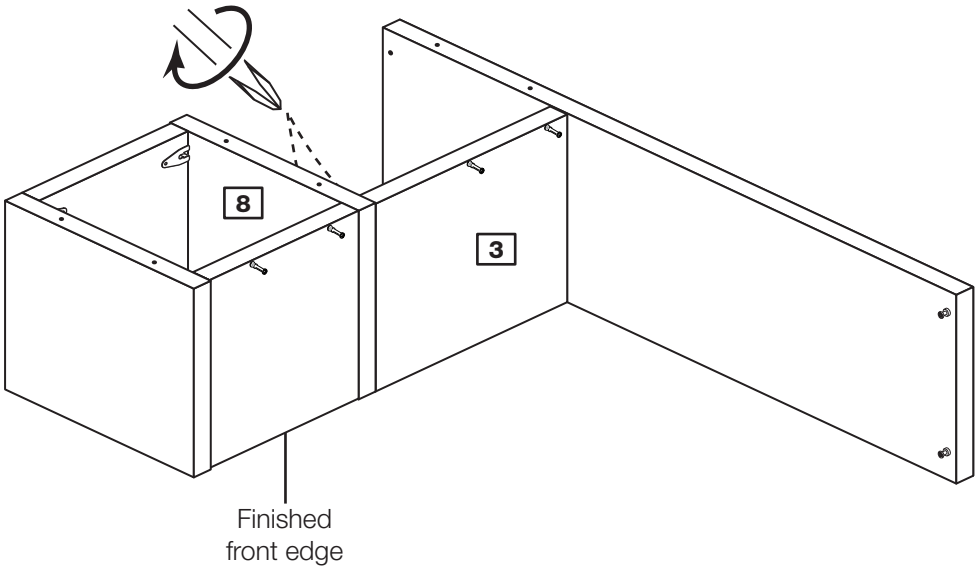
Step 11

Join the mid shelf to the tall upright

Push the mid shelf [8] onto the tall upright [3].

The 2 hollow core locking nuts (E) fitted to the tall upright [3] must slide over the 2 small metal dowels (D) fitted to the mid shelf [8].

Insert a screwdriver into the 2 hollow core locking nuts (E) and turn the nuts inside as far as they will go.

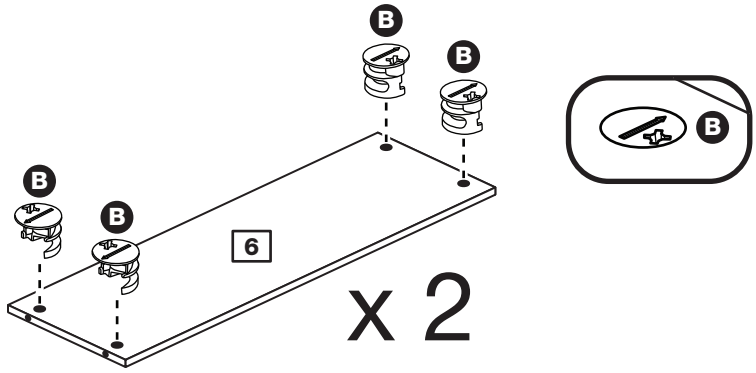


Step 12

Prepare the 2 modesty panels

Insert 4 large locking nuts (B) into each of the modesty panels [6].

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

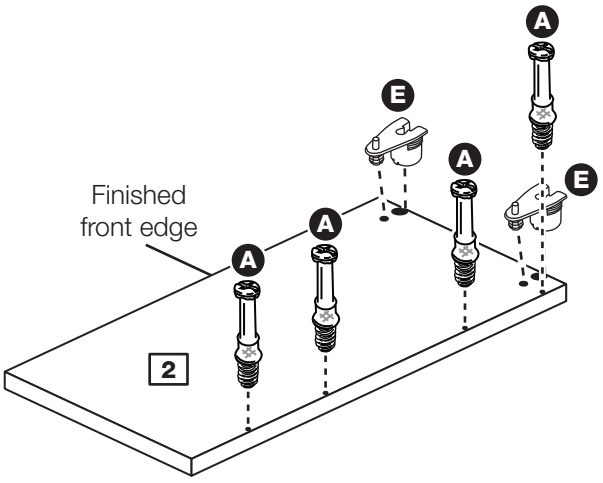


Step 13

Prepare the fly end

Screw 4 metal dowels (A) into the fly end [2].

Push 2 hollow core locking nuts (E) into the fly end [2], making sure that they are flush against the panel's surface.
Using a hammer, tap in the pin on the hollow core locking nut (E).



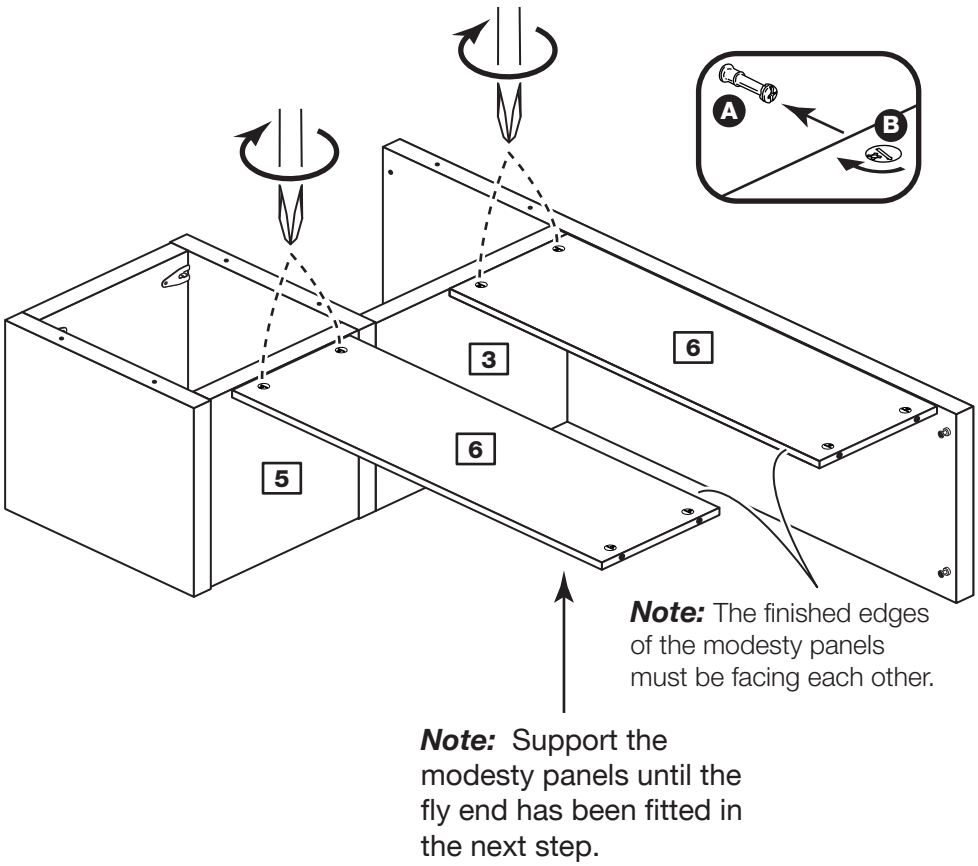
Step 14

Fit the 2 modesty panels

One at a time, push the modesty panels [6], onto the tall upright [3] and the bottom upright [5].

Use a screwdriver to tighten the 4 large locking nuts (B) fitted to the 2 modesty panels.

Note: Turn the large locking nuts [6] as far as they will go - more than 1/2 a turn.



Note: The finished edges of the modesty panels must be facing each other.

Note: Support the modesty panels until the fly end has been fitted in the next step.

Step 15

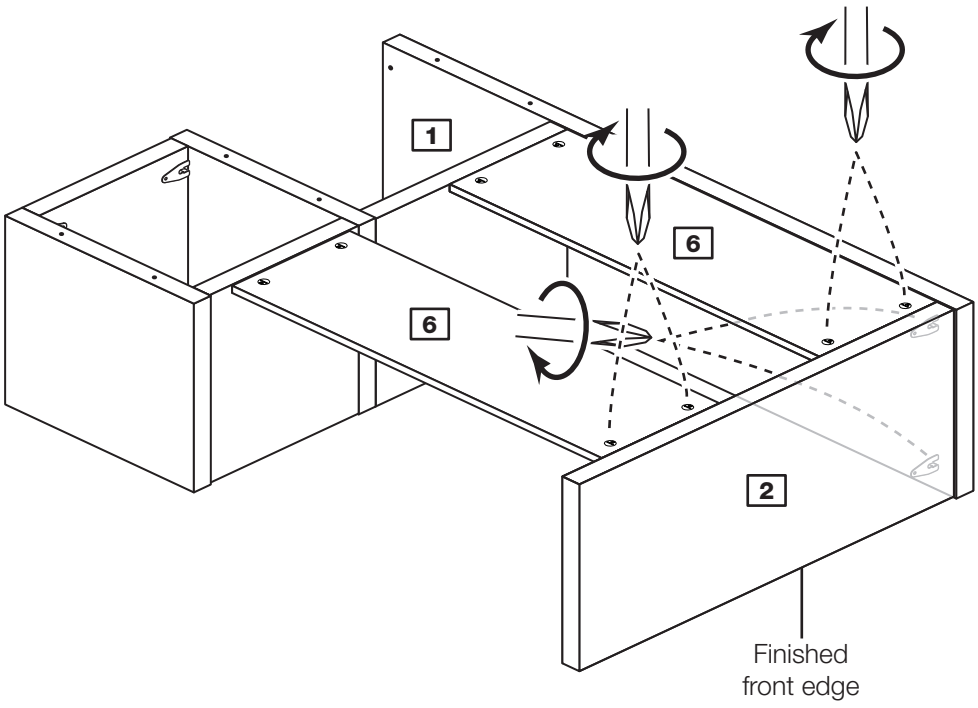
Fit the fly end

Push the fly end [2] onto the assembly.

The 2 hollow core locking nuts (E) fitted to the fly end [2] must slide over the 2 small metal dowels (D) fitted to the desktop [1].

Insert a screwdriver into the 2 hollow core locking nuts (E) and turn the nuts inside as far as they will go.

Use a screwdriver to tighten the 4 large locking nuts (E) fitted to the 2 modesty panels [6].



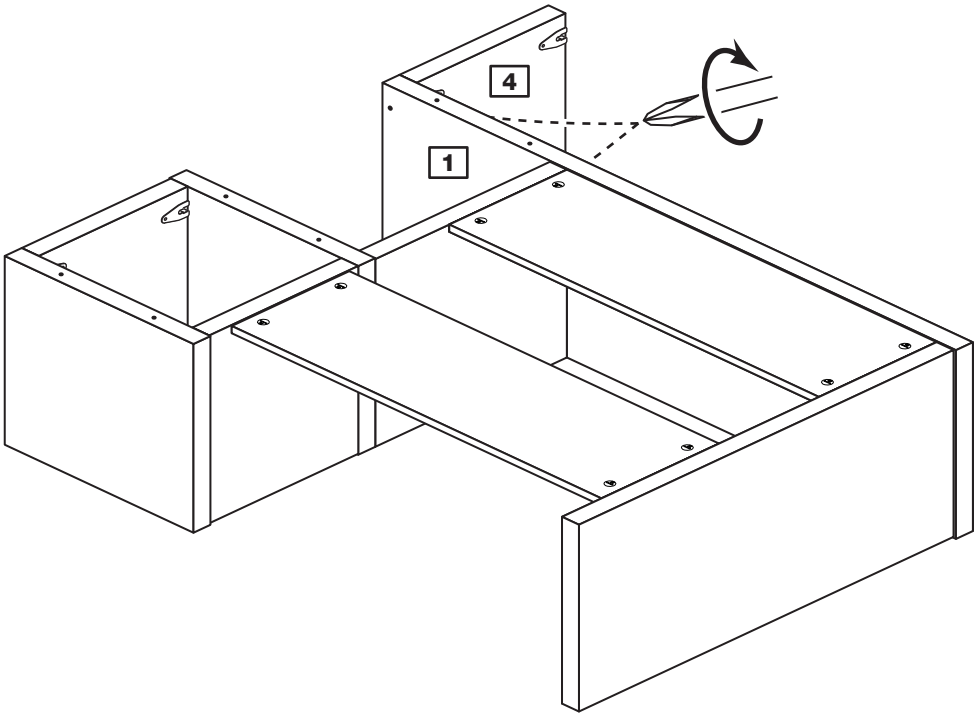
Step 16

Fit a small upright

Push a small upright [4] onto the desktop [1].

The 2 hollow core locking nuts (E) fitted to the small upright [4] must slide over the 2 small metal dowels (D) fitted to the desktop [1].

Insert a screwdriver into the 2 hollow core locking nuts (E) and turn the nuts inside as far as they will go.



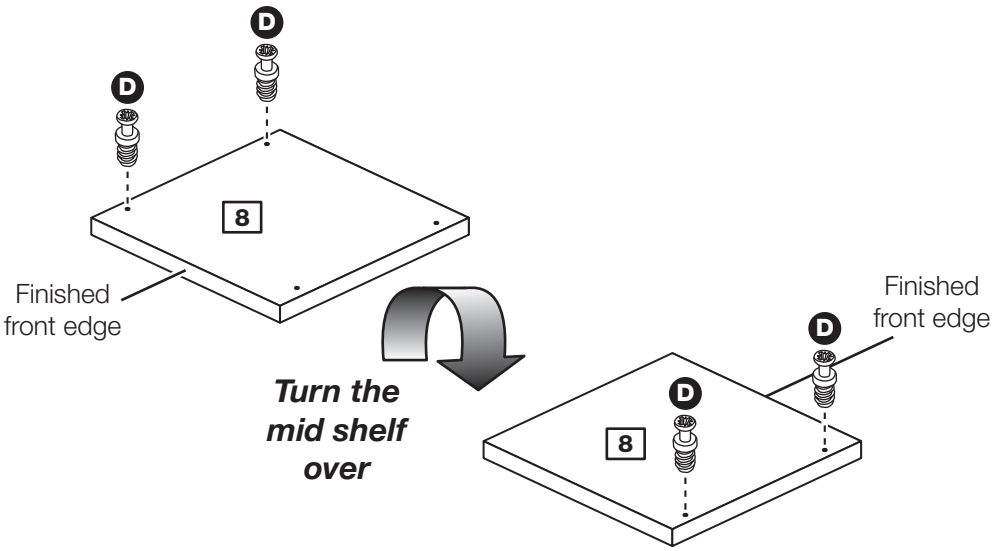
Step 17

Prepare a mid shelf

Screw 2 small metal dowels (D) into a mid shelf [8].

Turn the mid shelf over

Screw 2 small metal dowels (D) into the mid shelf [8].



Step 18

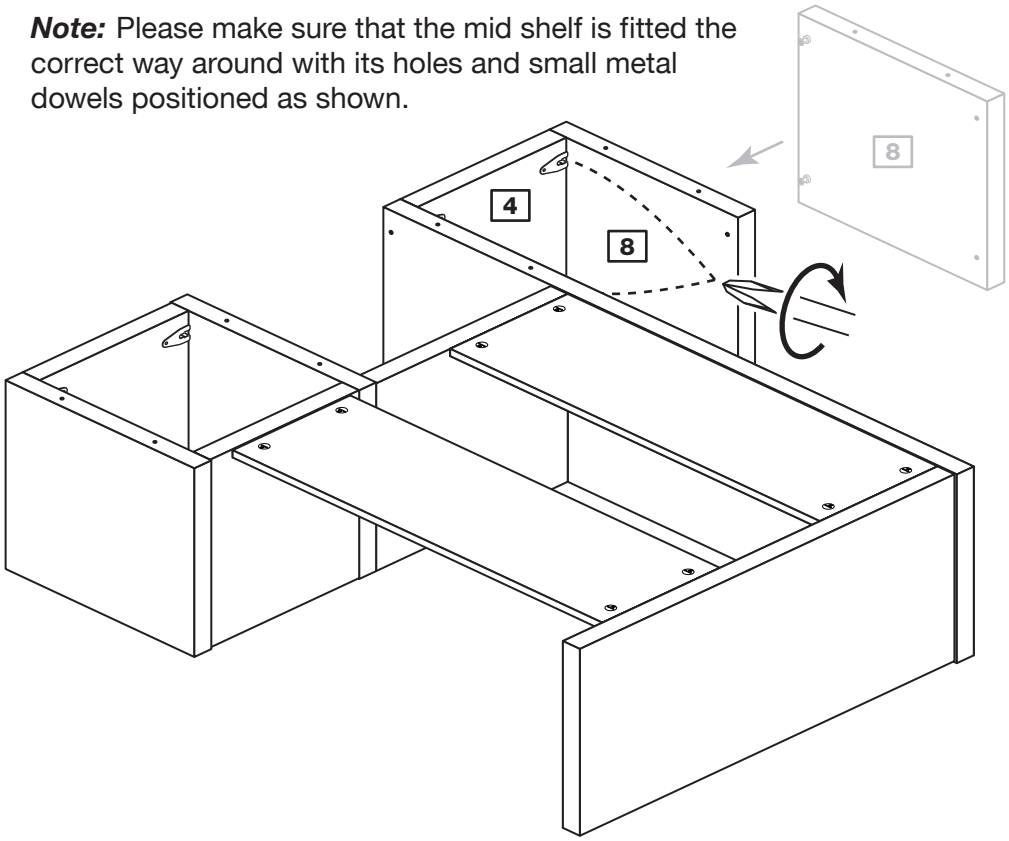
Fit the mid shelf onto the small upright

Push the mid shelf [8] onto the small upright [4].

The 2 hollow core locking nuts (E) fitted to the small upright [4] must slide over the 2 small metal dowels (D) fitted to the mid shelf [8].

Insert a screwdriver into the 2 hollow core locking nuts (E) and turn the nuts inside as far as they will go.

Note: Please make sure that the mid shelf is fitted the correct way around with its holes and small metal dowels positioned as shown.



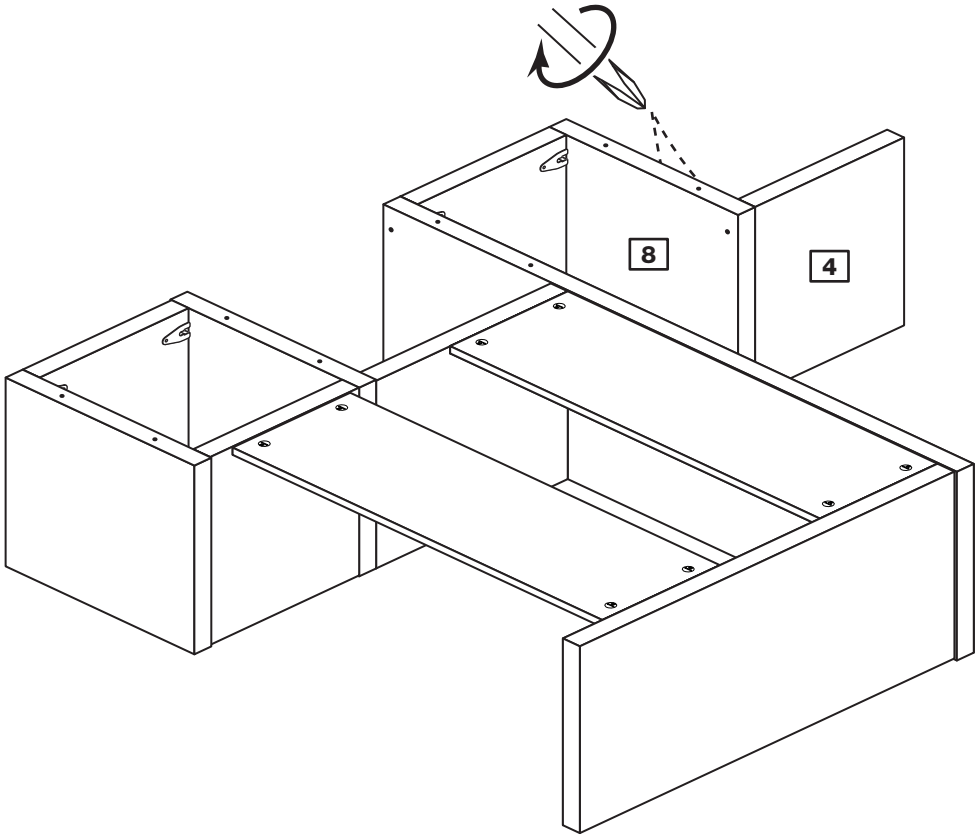
Step 19

Fit a small upright

Push a small upright [4] onto the mid shelf [8].

The 2 hollow core locking nuts (E) fitted to the small upright [4] must slide over the 2 small metal dowels (D) fitted to the mid shelf [8].

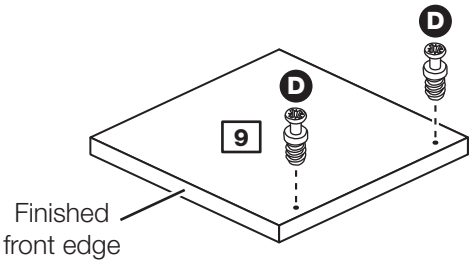
Insert a screwdriver into the 2 hollow core locking nuts (E) and turn the nuts inside as far as they will go.



Step 20

Prepare the top shelf

Screw 2 small metal dowels D into the top shelf 9.



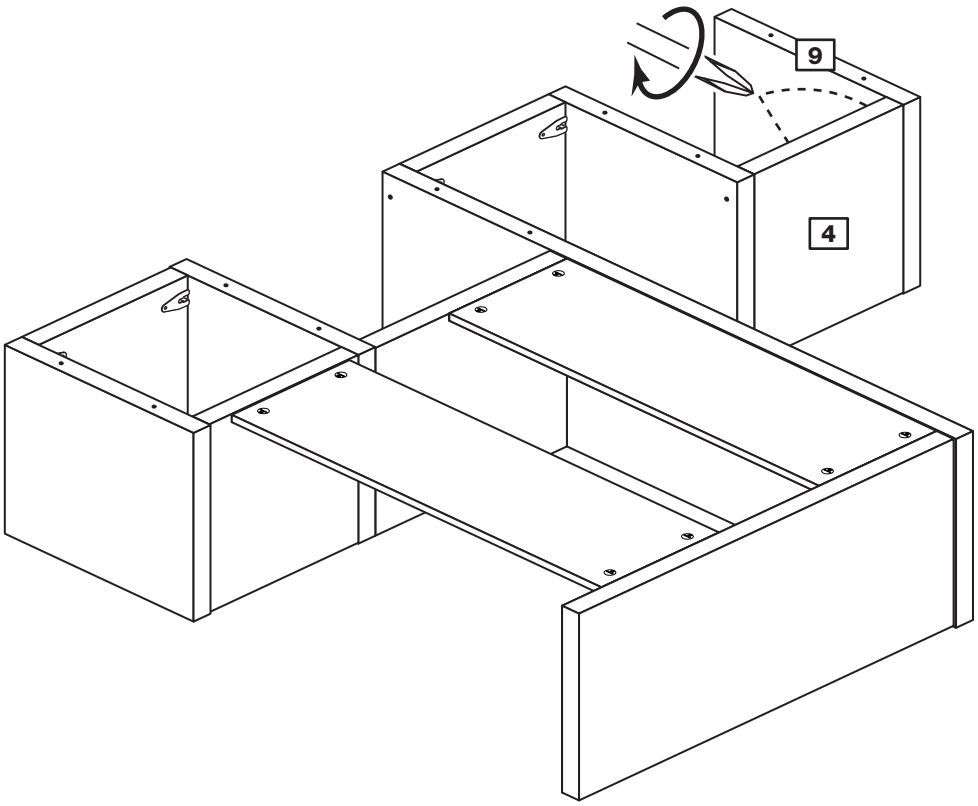
Step 21

Fit the top shelf

Push the top shelf 9 onto the small upright 4.

The 2 hollow core locking nuts E fitted to the small upright 4 must slide over the 2 small metal dowels D fitted to the top shelf 9.

Insert a screwdriver into the 2 hollow core locking nuts E and turn the nuts inside as far as they will go.



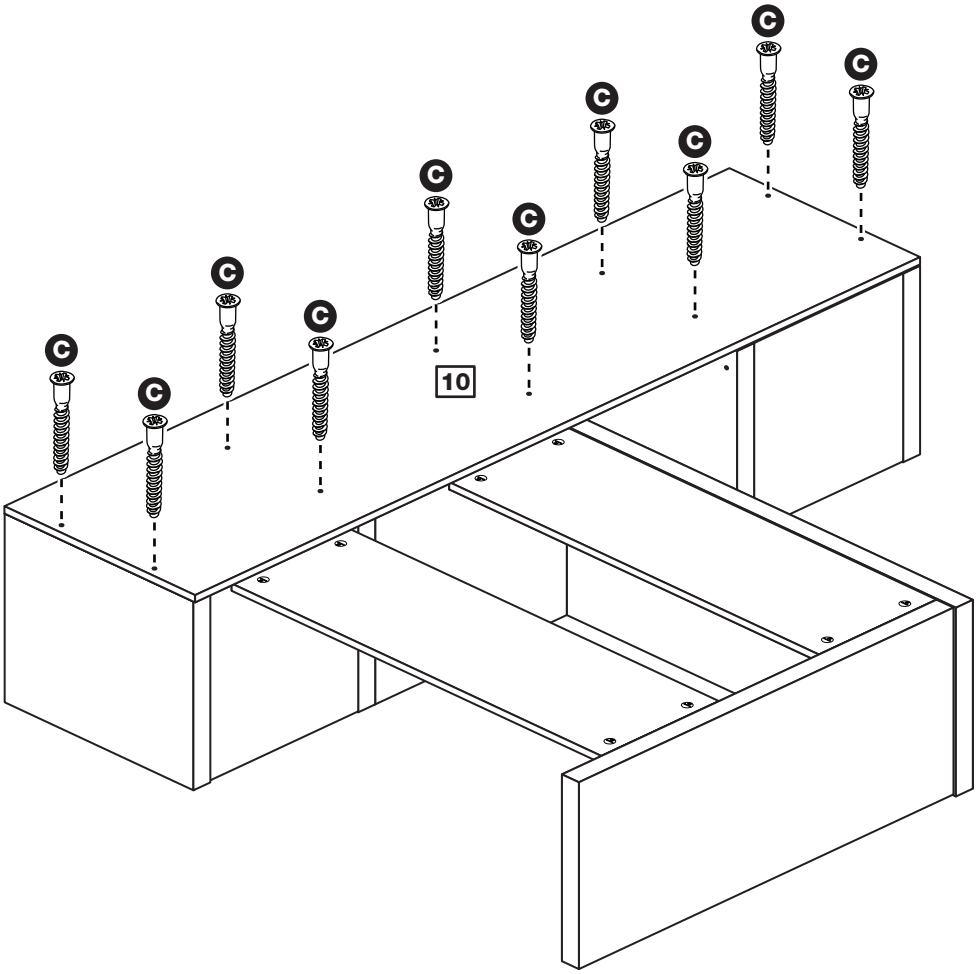
Step 22

Fit the back

Attach the back 10 to the assembly using screws C.

Carefully stand the unit up for the next step.

Warning: The unit is heavy. Lift with care.



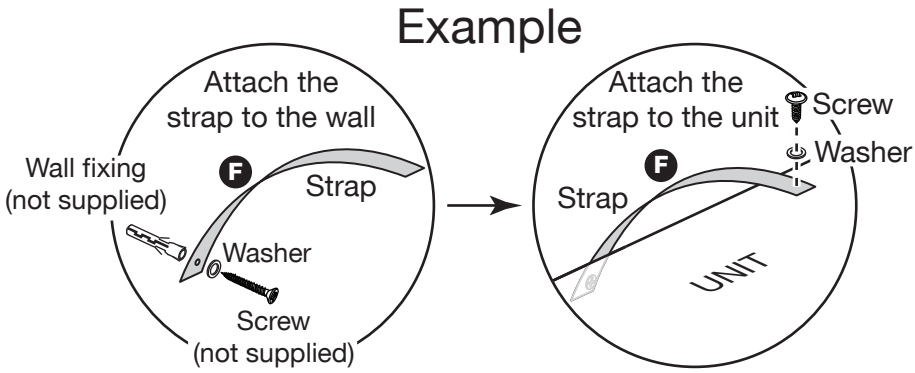
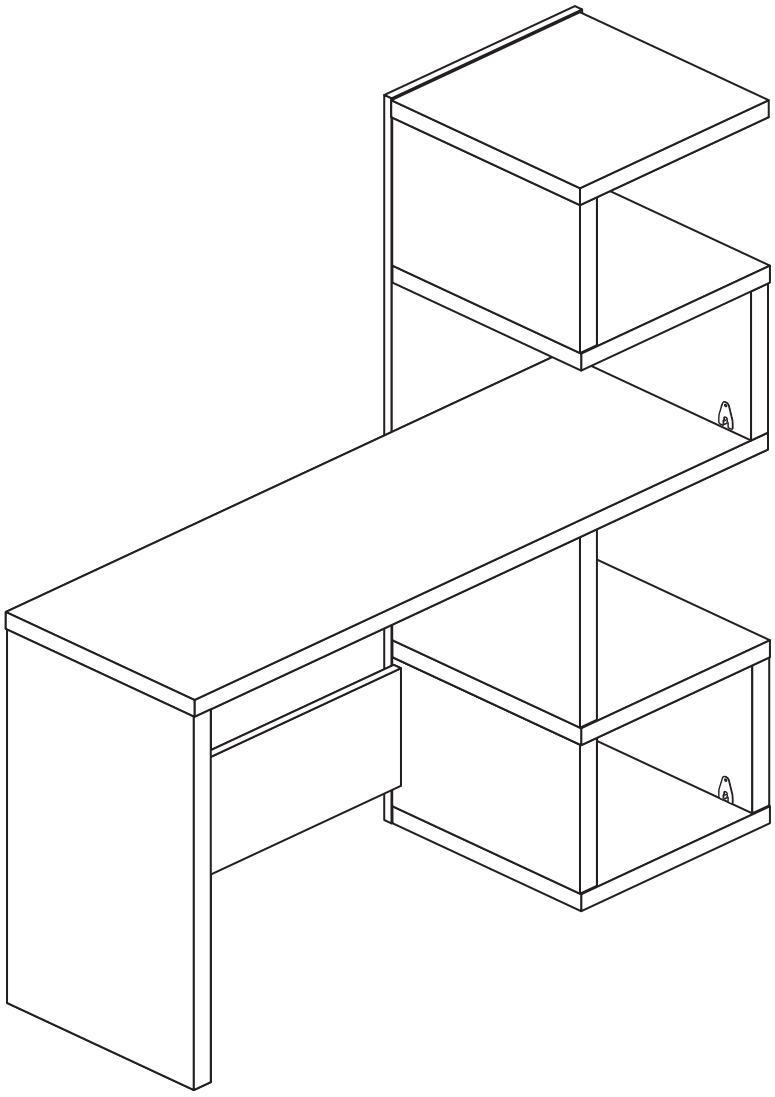
Step 23

Fit the overbalance protector

To prevent possible overbalancing we recommend that this unit is secured to a suitable wall by use of the overbalance protector kit (F) fitted 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

Warning: The unit is heavy. Lift with care.