Office In a Box Black

Assembly Instructions - Please keep for future reference | 397/7752



Dimensions	
Table	Chair
Width - 60cm	48cm
Depth - 51cm	47cm
Height - 76/97cm	79cm

Important - Please read these instructions carefully before starting assembly

If you need help or have damaged or missing parts, call the **Customer Helpline: 03456 400800**

Issue 1 - 23/3/2015

Safety and Care Advice

Important - Please read these instructions carefully before starting assembly

• Check you have all the components and tools listed on the following pages.

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

• Keep children and animals away from the work area, small part could choke if swallowed.

• Make sure you have enough space to layout the parts before starting.

• During assembly 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.

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

• Unit weight: 7.0 kgs. (table) 3.1 kgs. (chair)



• To reduce the likelihood of damaging your product please ensure that your power drill is set on a low torque setting.

• Maximum safe weight of user: 110 kgs.

• Do not stand on the chair.

• Do not use the chair as a step ladder.

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.

Handy Hints

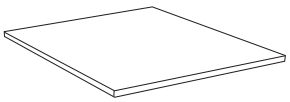
• Assemble all parts and bolts loosely during assembly, only once the product is complete should you fully tighten the bolts.

• Regularly check and ensure that all bolts and fittings are tightend properly.

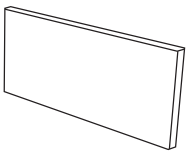
Components - Parts

If you have damaged or missing components, call the **Customer Helpline: 03456 400800**

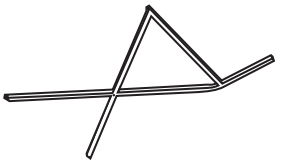
Please check if you have all the parts listed below



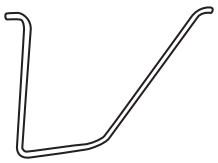
1 Table top (60 x 49 x 1.5cm)



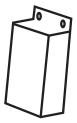
2 Table back (60 x 20 x 1.5cm)



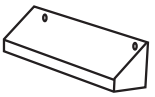
3 Side frame x2 (96.5 x 53 x 2cm)



4 Metal bar (54 x 38 x 1.3cm)



5 Pencil holder (6 x 3 x 10.5cm)



6 ipad holder (25 x 5 x 5.5cm)

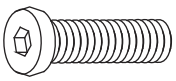
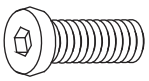


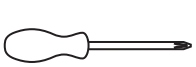
7 Chair (48 x 47 x 79cm)

Components - Fittings

Please check you have all the fittings listed below

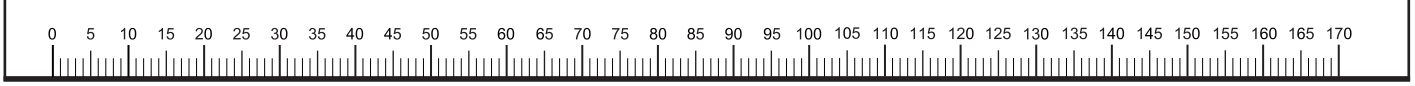
Note: The quantities below are the correct amount to complete the assembly. In some cases more fittings may be supplied than are required.

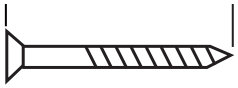
A  M6x30mm Bolts x 10	B  M6x12mm Bolts x 4	C  M4x14mm Screw x 4
D  Metal bracket x 2	E  M6 Allen key x 1	



Crosshead screwdriver (not included)

Ruler- Use this ruler to help correctly identify the screws





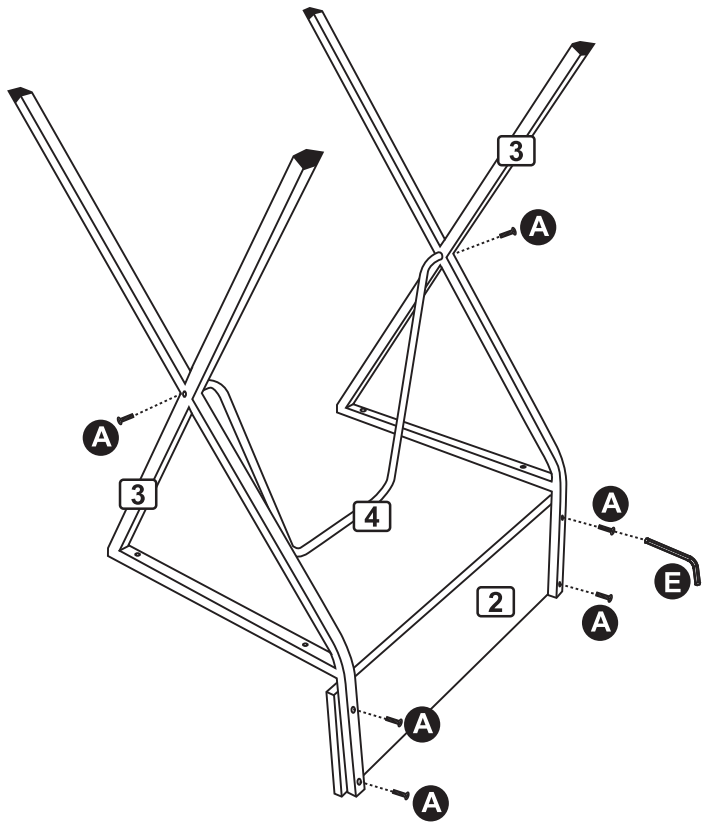
The screws length is measured from the head to the point (30mm screw shown).

Assembly Instructions

Step 1

Attach the legs

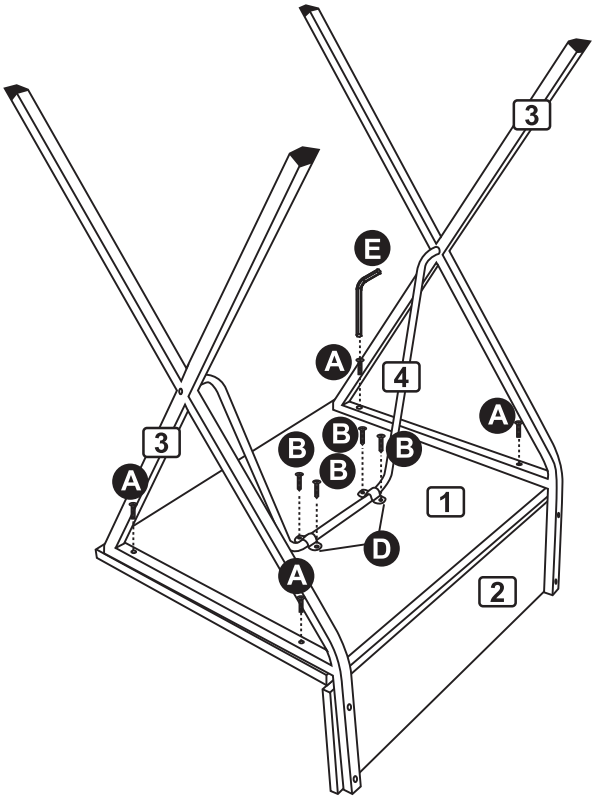
Attach side frame [3] to table back [2] and metal bar [4] by using 6pcs bolts (A) with allen key (E), Do not fully tighten at this stage.



Step 2

Attach table top

Attach side frame [3] to table top [1] by using 4pcs bolts (A) and metal bar [4], Metal brack (D) to table top [1] using 4pcs bolts (B) with allenkey (E) Fully tighten all bolts at this stage.

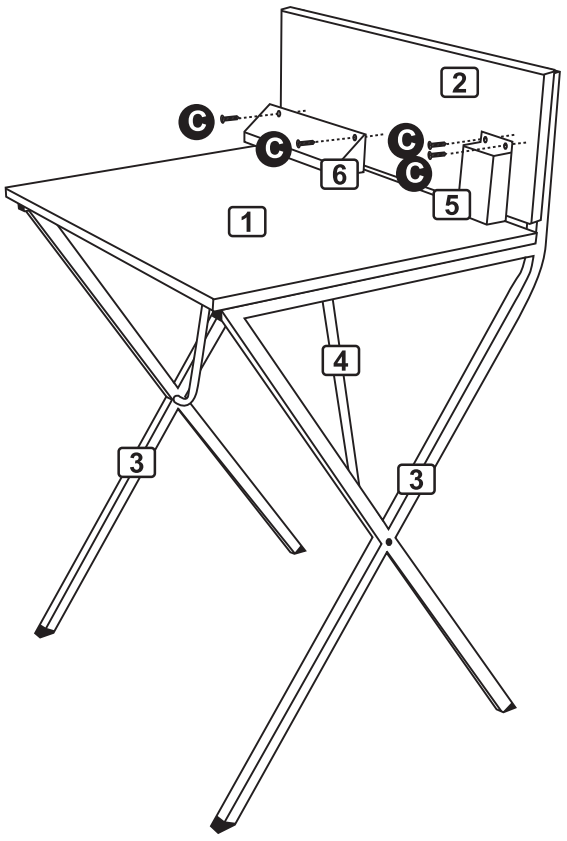


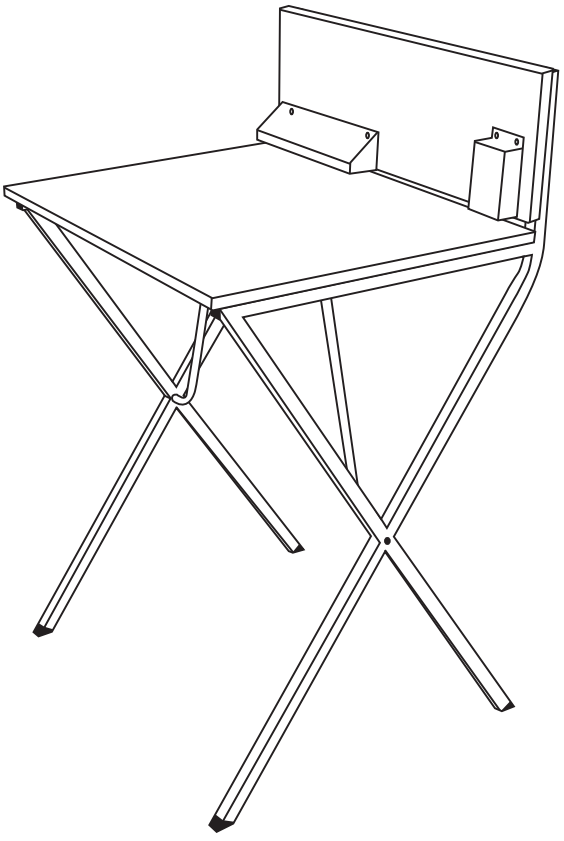
Assembly Instructions

Step 3

Attach the holder

Attach pencil holder [5] , ipad holder [6] to table back [2] by using 4pcs Screw C .





Assembly is complete

If you need help or have damaged or missing parts, call the **Customer Helpline: 03456 400800**
Assembly is complete