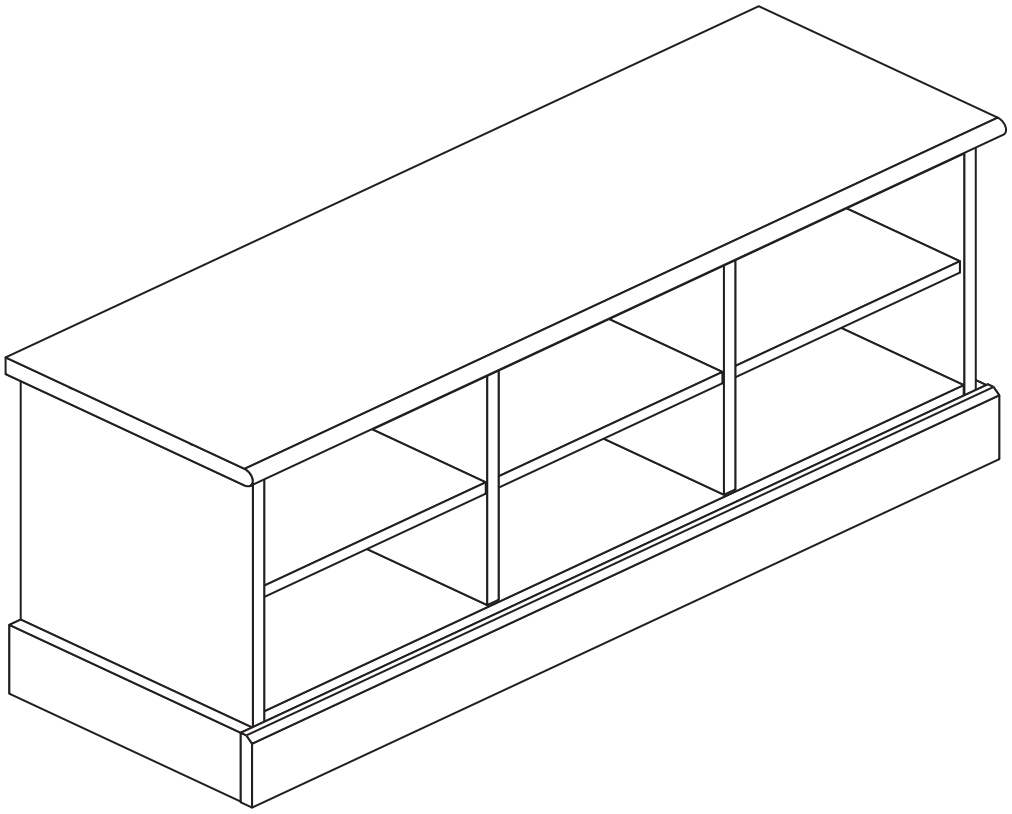
Winchester - Low Hall Cubby Unit

Assembly Instructions - Please keep for future reference | 414/9431



Dimensions
Width - 100cm
Depth - 33cm
Height - 45cm

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: 03456 400800**

Issue 1 - 15/05/15

Safety and Care Advice

Important - Please read these instructions fully before starting assembly

• ***Warning:*** This unit weighs approximately 19kgs.
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:** If there is any chance of this unit being pulled over by children etc. it is recommended that the unit is secured to a wall using suitable fixings (not 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.

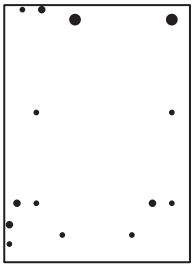
• This product should not be discarded with household waste. Take to your local authority waste disposal centre.

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.

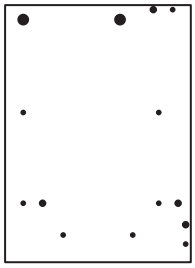
Components - Panels

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

Please check you have all the panels listed below



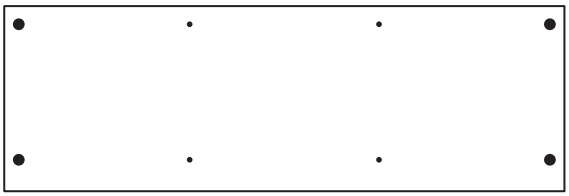
1 Left End *(DF2971)*
(425 x 307mm)



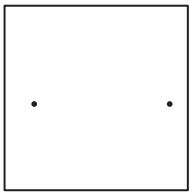
2 Right End *(DF2972)*
(425 x 307mm)



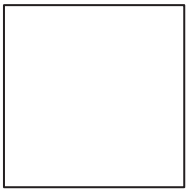
3 Top *(DF3377)*
(996 x 327mm)



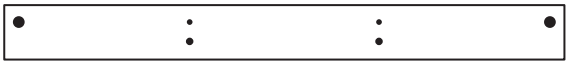
4 Base *(DF2966)*
(926 x 306mm)



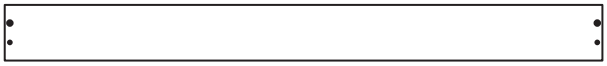
5 Divider *(DF2973)*
(305 x 303mm) x 2



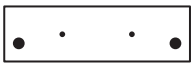
6 Shelf *(DF2968)*
(298 x 301mm) x 3



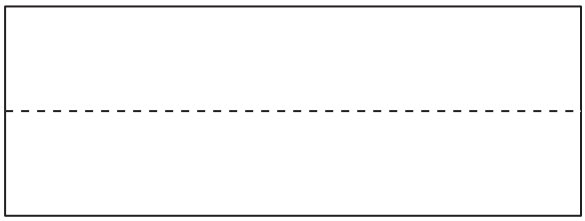
7 Rail *(DF2791)*
(926 x 90mm) x 2



8 Front Plinth *(DF2792)*
(988 x 92mm)



9 Side Plinth *(DF2941)*
(307 x 91mm) x 2



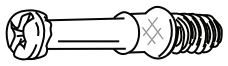
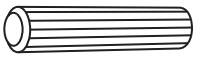
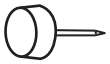
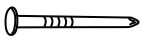
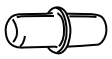
10 Back *(X952-346)*
(952 x 346mm)

Components - Fittings

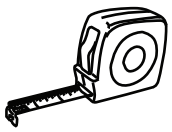
If you have damaged or missing components, call the **Customer Helpline: 03456 400800** *quoting the reference numbers below*

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.

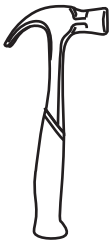
A  Metal dowel *(F901)* x 14	**B**  Large locking nut *(F900)* x 14	**C**  Wooden dowel *(F22)* x 16
D  40mm Screw *(F910)* x 6	**E**  25mm Screw *(F50)* x 6	**F**  Plastic Nail *(F91)* x 5
G  Nail *(F51)* x 20	**H**  Shelf stud *(F110)* x 12	

Tools required


Rule

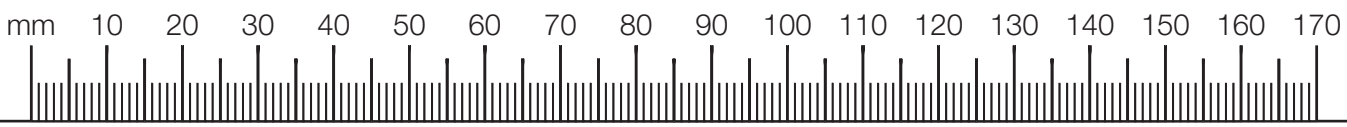

Cross-head screwdriver


Scissors


Hammer


Eye protection (when using a hammer or drill)

Ruler - Use this ruler to help correctly identify the screws



Assembly Instructions

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

Step 1

Prepare the left end

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

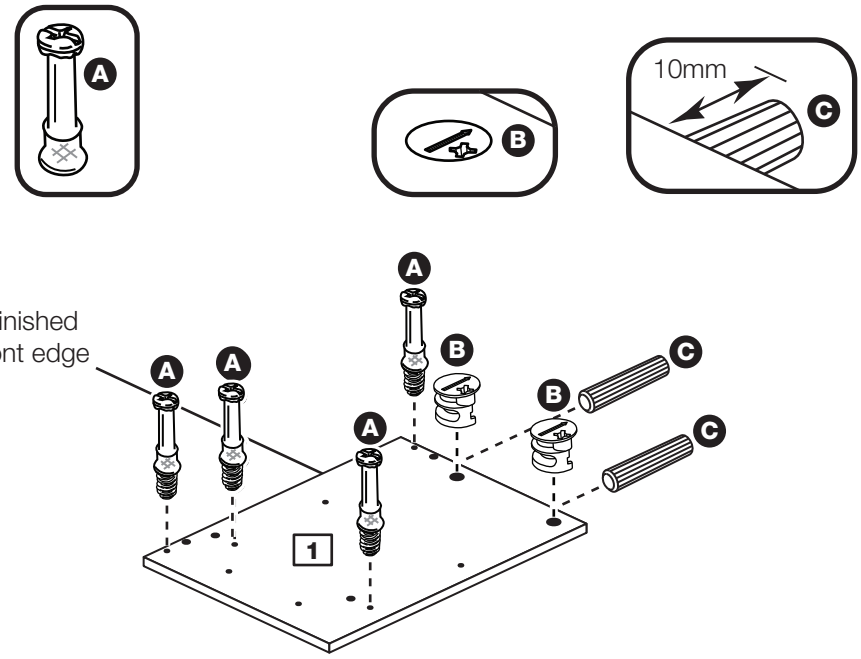
Note: Tighten the metal dowels up fully against the panels.

Insert 2 large locking nuts **B** into the left end **1**.

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

Tap 2 wooden dowels **C** into the left end **1**.

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



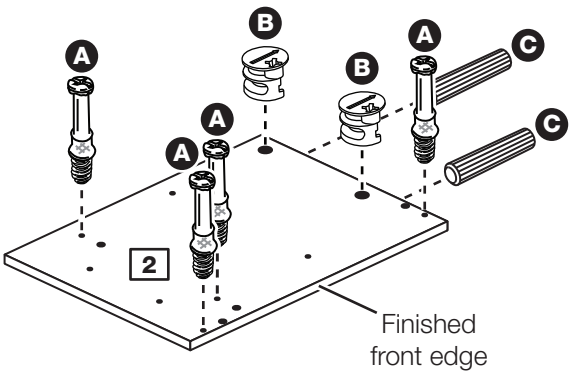
Step 2

Prepare the right end

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

Insert 2 large locking nuts **B** into the right end **2**.

Tap 2 wooden dowels **C** into the right end **2**.



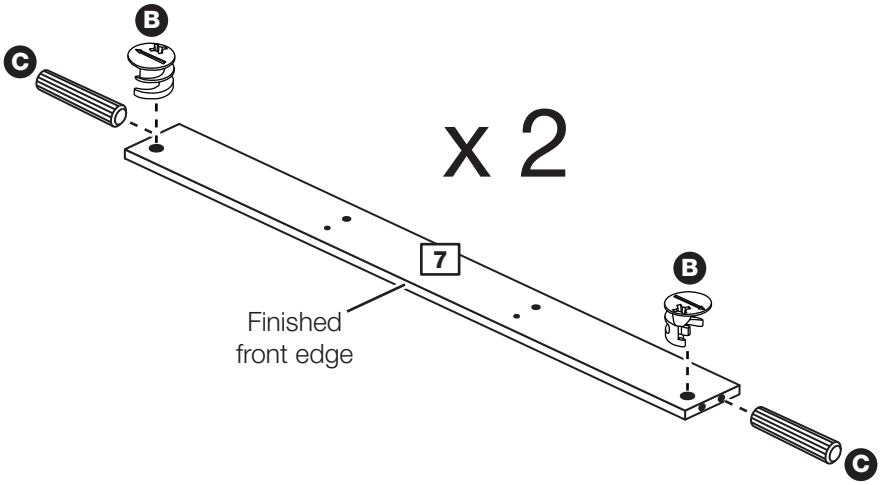
Assembly Instructions

Step 3

Prepare the 2 rails

Insert 2 large locking nuts (B) into each of the rails [7].

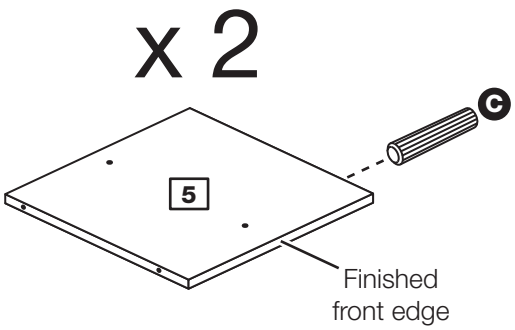
Tap 2 wooden dowels (C) into each of the rails [7].



Step 4

Prepare the 2 dividers

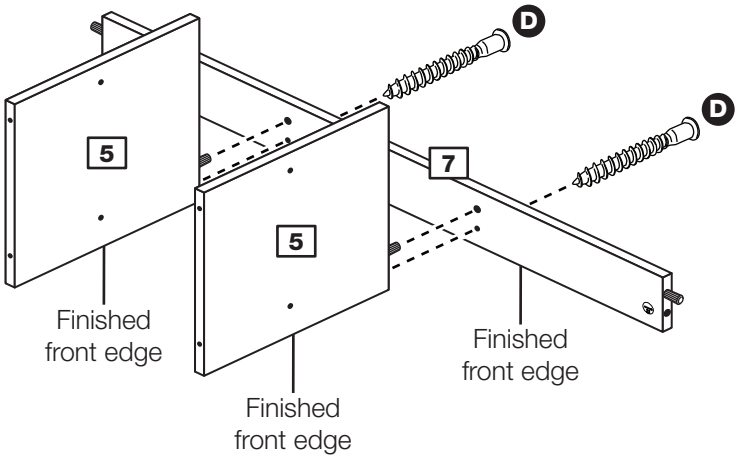
Tap a wooden dowel (C) into each of the 2 dividers [5].



Step 5

Fit the 2 dividers to 1 of the rails

Attach the 2 dividers [5] to a rail [4] using screws (D).



Assembly Instructions

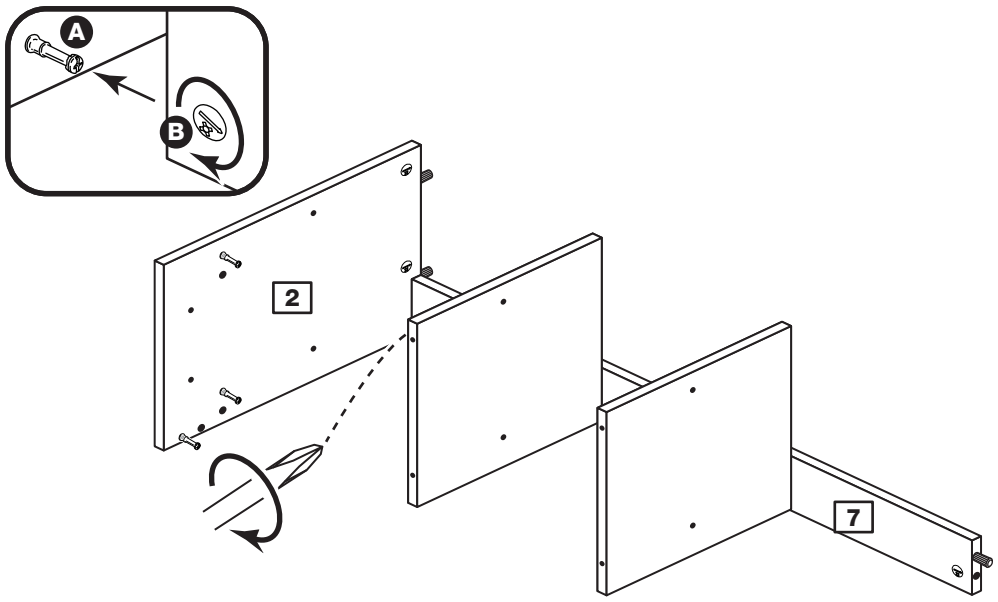
Step 6

Fit the right end

Push the right end [2] onto the rail [7].

Use a screwdriver to tighten the large locking nut (B) fitted to the rail [7].

Note: Turn the large locking nut (B) as far as it will go - more than 1/2 a turn.

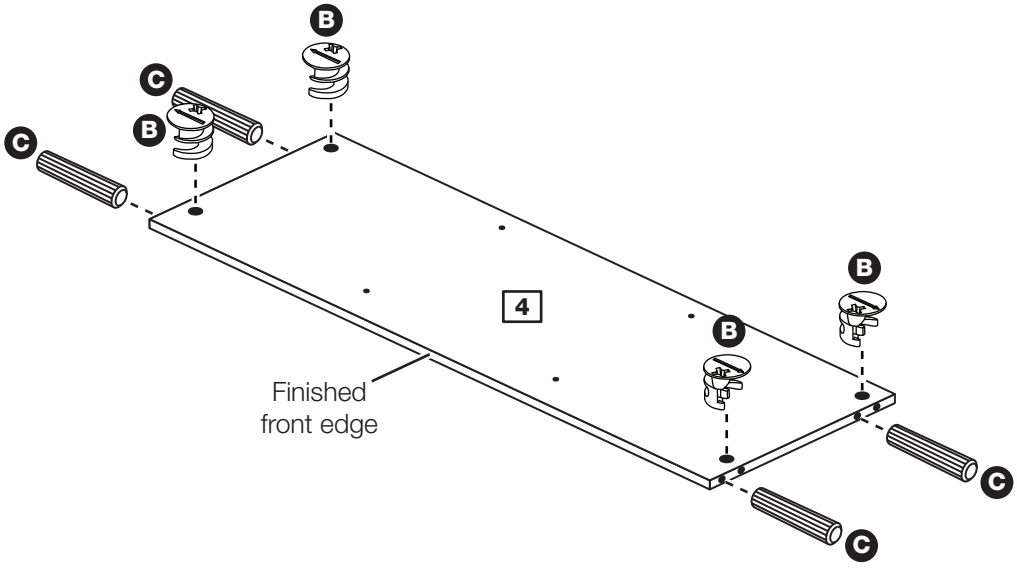


Step 7

Prepare the base

Insert 4 large locking nuts (B) into the base [4].

Tap 4 wooden dowels (C) into the base [4].

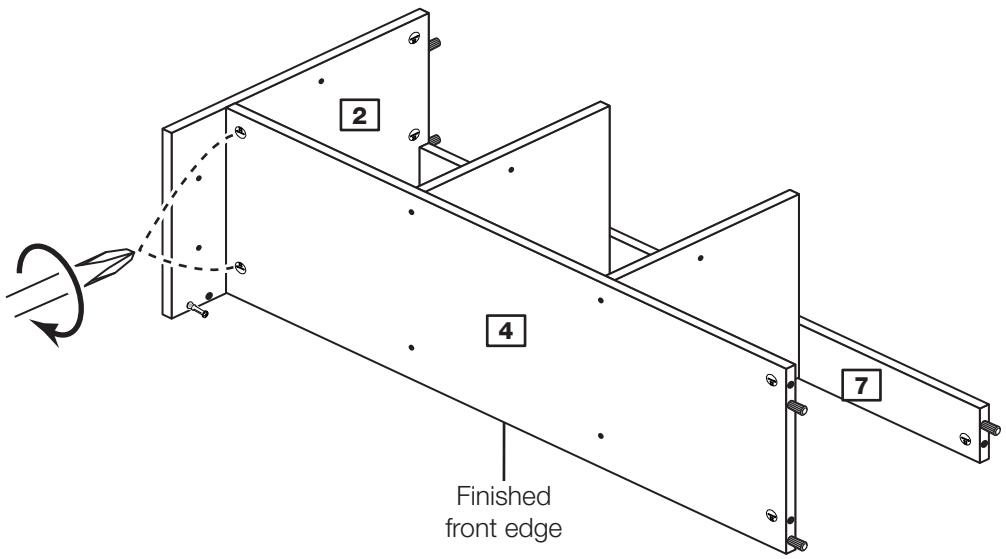


Step 8

Fit the base to the right end

Push the base [4] onto the right end [2].

Use a screwdriver to tighten the 2 large locking nuts (B) fitted to each of the base [4].

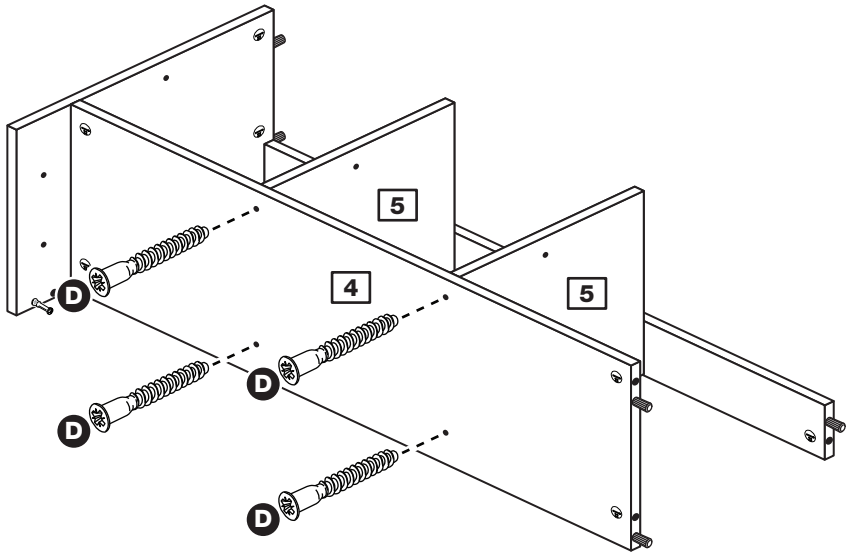


Assembly Instructions

Step 9

Fit the 2 dividers

Attach the 2 dividers [5] to the base [4] using screws (D).

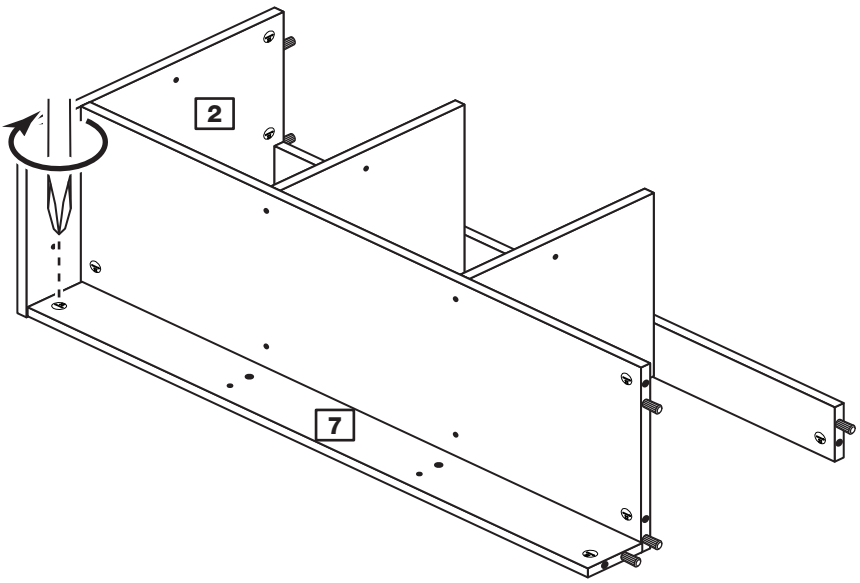


Step 10

Fit the other rail

Push the rail [7] onto the right end [2].

Use a screwdriver to tighten the large locking nut (B) fitted to the rail [7].

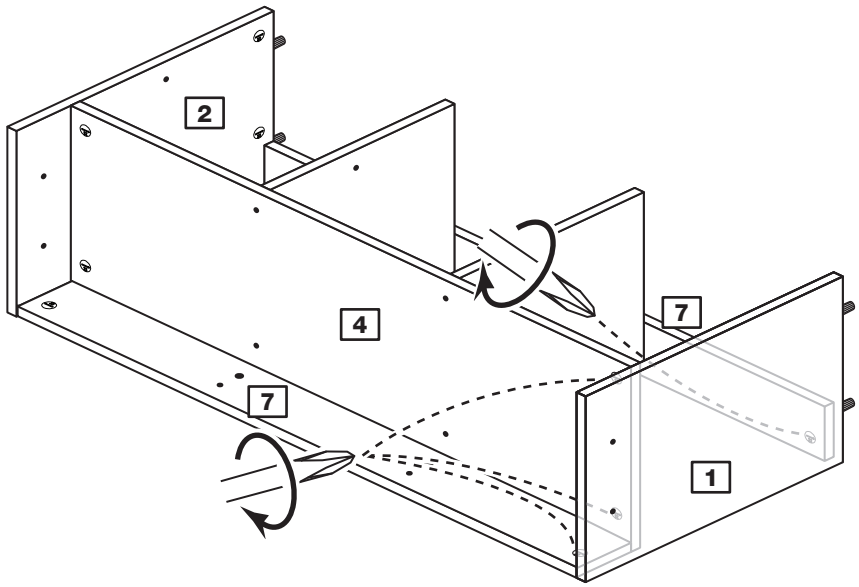


Step 11

Fit the left end

Push the left end [1] onto the assembly.

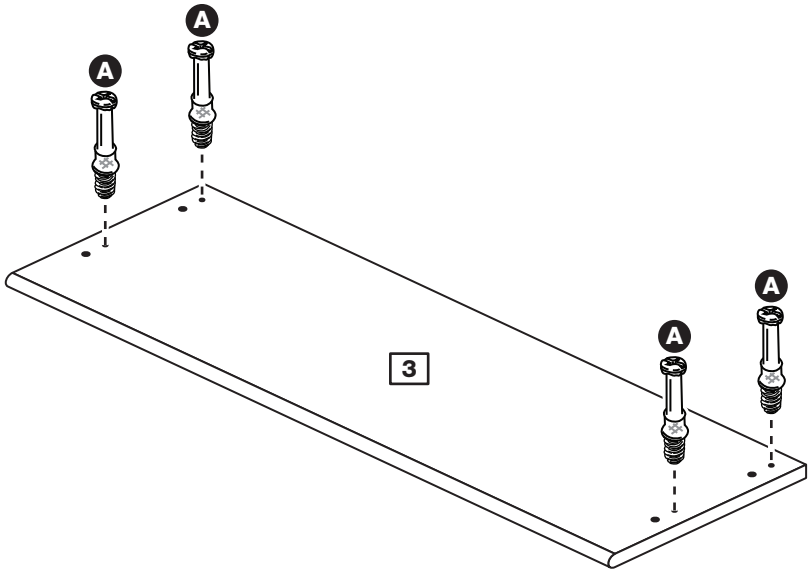
Use a screwdriver to tighten the 4 large locking nuts (B) fitted to the base [4] and the 2 rails [7].



Step 12

Prepare the top

Screw 4 metal dowels (A) into the top [3].

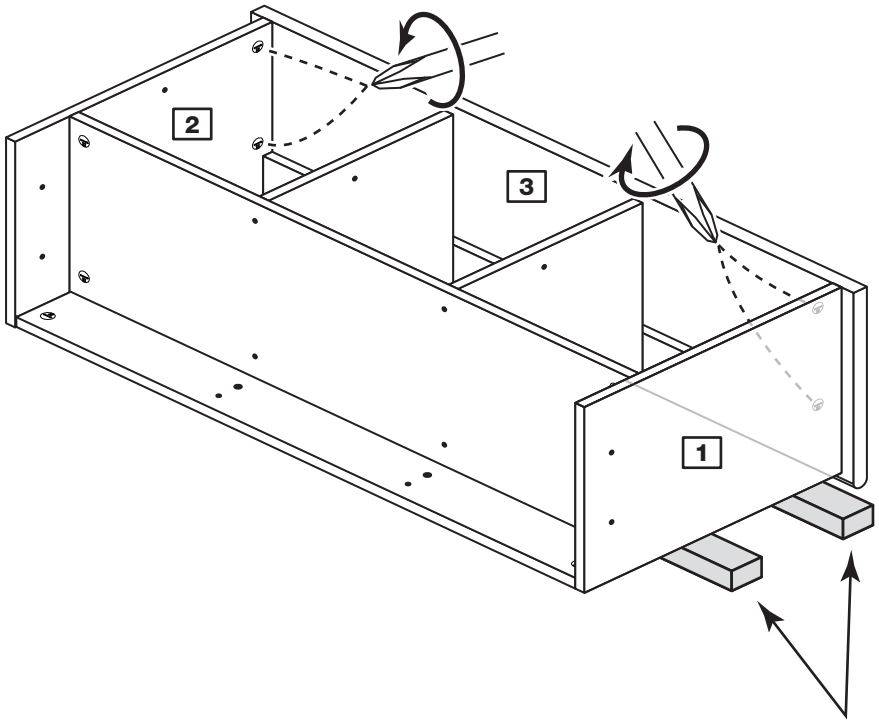


Step 13

Fit the top

Push the top [3] onto the assembly.

Use a screwdriver to tighten the 4 large locking nuts (B) fitted to the left end [1] and right end [2].



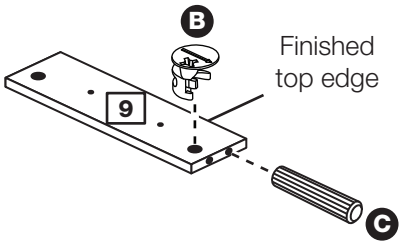
Note: To make it easier to fit the top and the plinths, place 4 polystyrene blocks from the packaging underneath the side panels to raise the assembly.

Step 14

Prepare a side plinth

Insert a large locking nut B into 1 of the side plinths 9.

Tap a wooden dowel C into the side plinth 9.

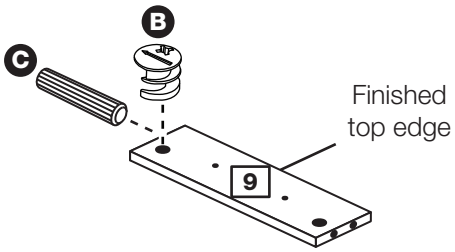


Step 15

Prepare the other side plinth

Insert a large locking nut B into the side plinth 9.

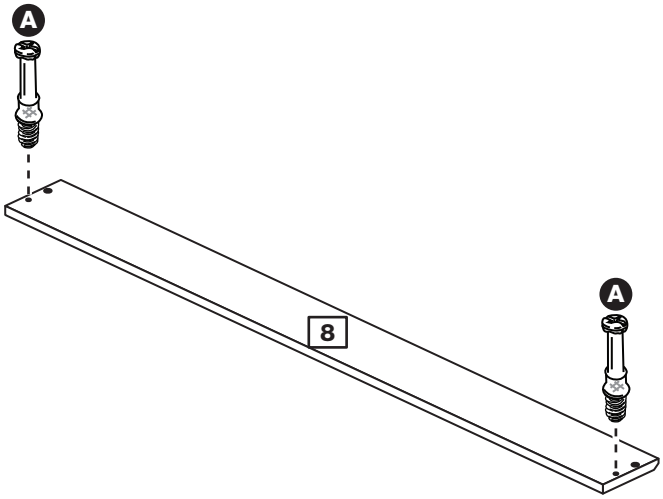
Tap a wooden dowel C into the side plinth 9.



Step 16

Prepare the front plinth

Screw 2 metal dowels A into the front plinth 8.

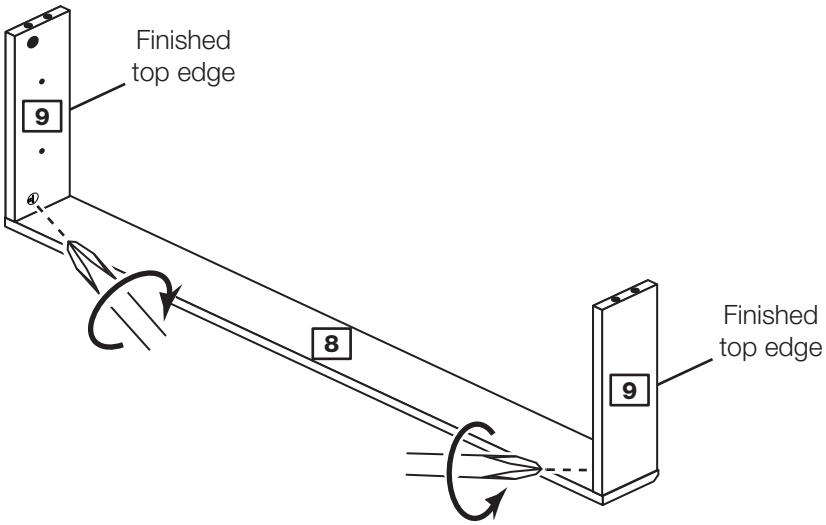


Step 17

Fit the plinths together

Push the 2 side plinths 9 onto the front plinth 8.

Use a screwdriver to tighten the large locking nuts B fitted to the side plinths 9.

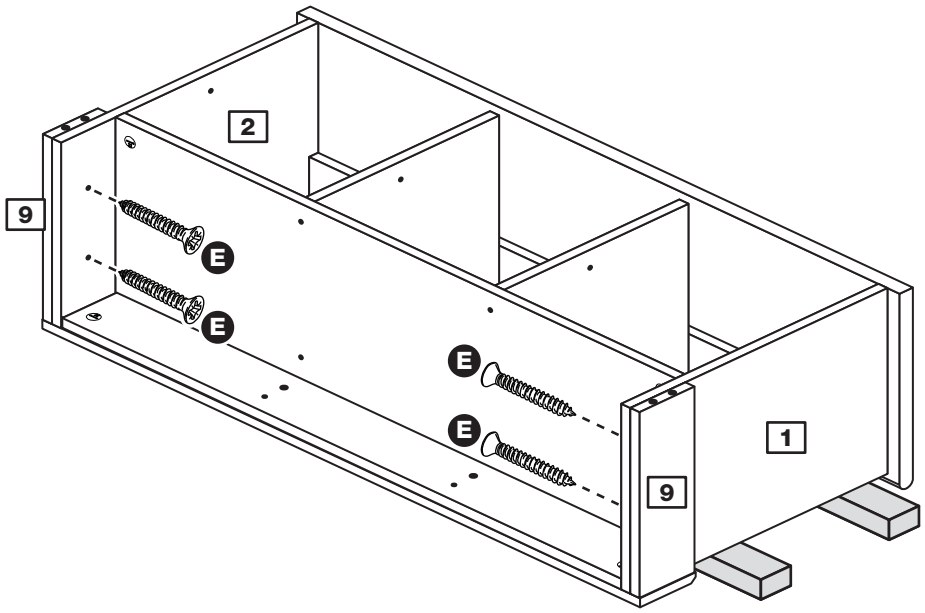


Step 18

Fit the plinths

Position the 3 plinths onto the assembly, as shown.

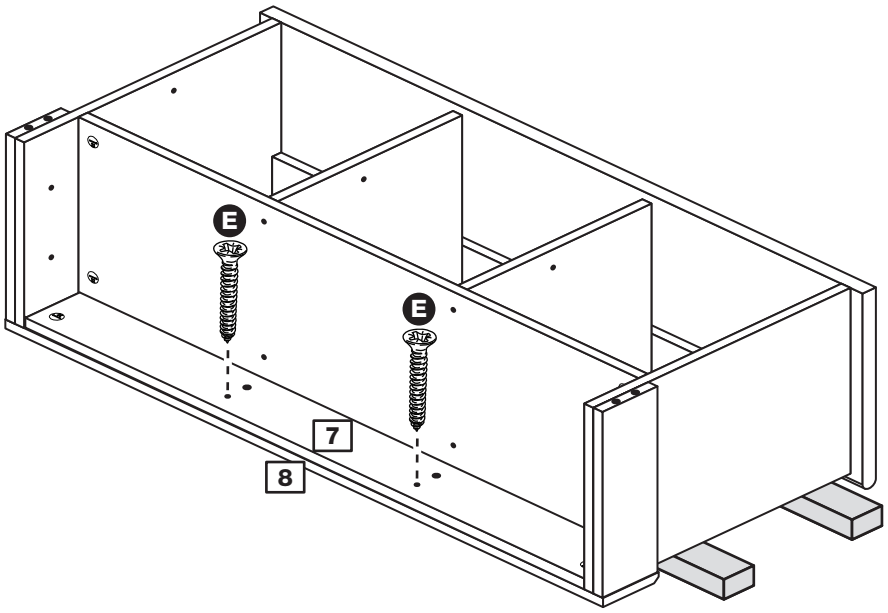
Secure the 2 side plinths 9 through the left end 1 and right end 2 using screws E.
Use the 2 mark holes on the side plinths to line them up with the holes in the ends.



Step 19

Secure the front plinth

Secure the front plinth 8 to the bottom rail 7 using 2 screws E.



Step 20

Fit the back

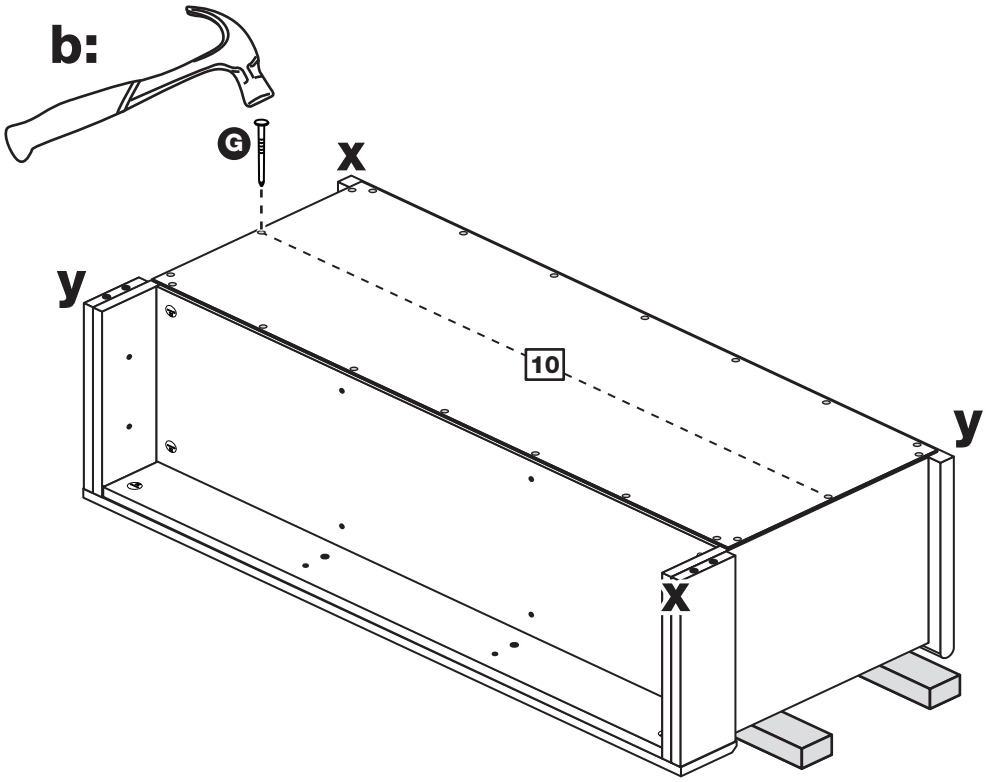
a: Square up the unit by making sure that measurement **x to x equals y to y.**

b: Place the back 10 onto the unit.

Nail G around the outside edges of the back 10, as shown.

Note: Nails should be spaced about 150mm apart.

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 21

Fit the 4 plastic nails

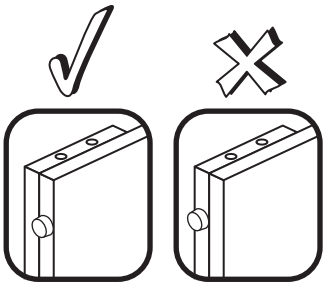
Tap 2 plastic nails F into the bottom edge of each of the sides 1 and 2.

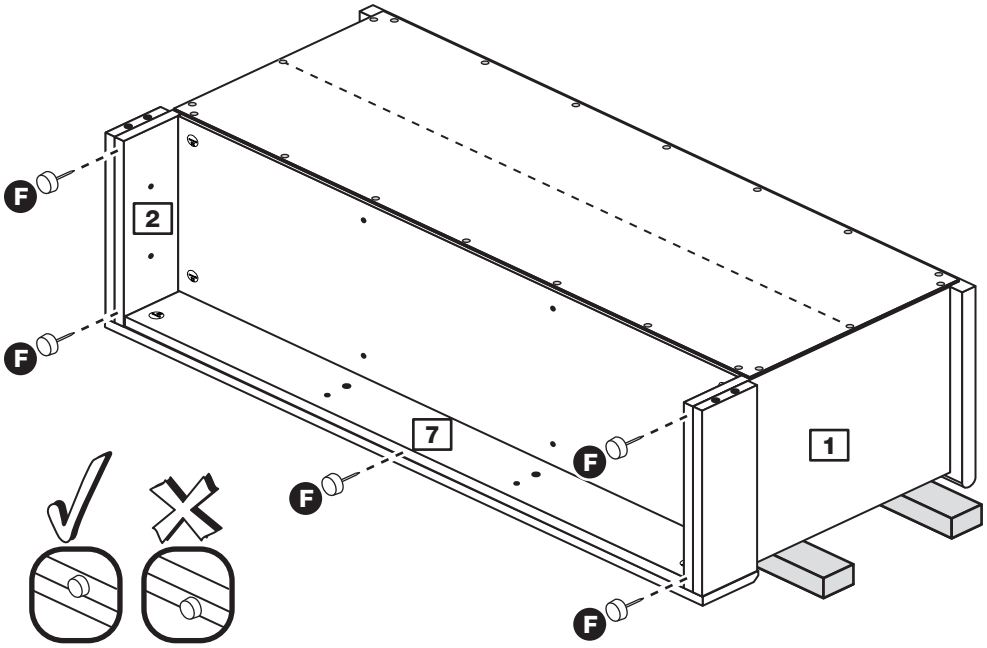
Tap a plastic nail F into the middle of the bottom rail 7.

DO NOT fit the plastinails to the front plinth or side plinths.

Carefully stand the unit up for the next step.

Warning: The unit is heavy. Lift with care.

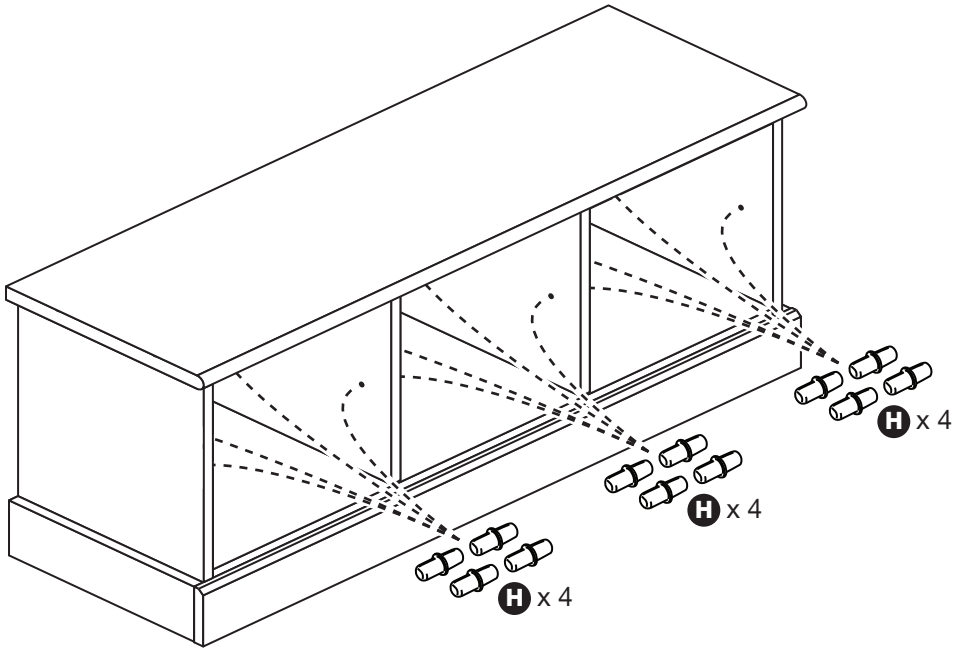




Step 22

Fit the shelf studs

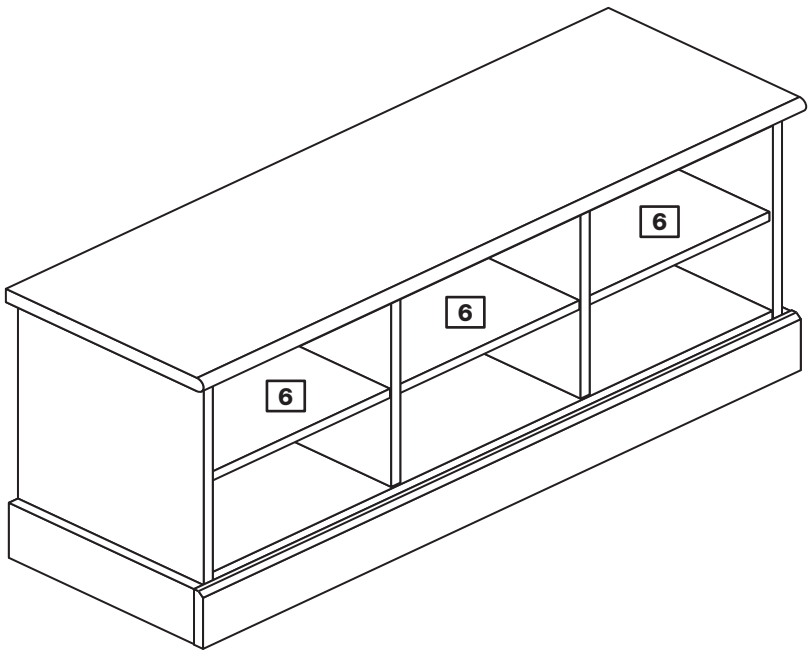
For each of the 3 shelves [6], insert 4 shelf studs (H).



Step 23

Fit the shelves

Lower the 3 shelves [6] down onto the shelf studs (H).



Step 24

Assembly is complete

