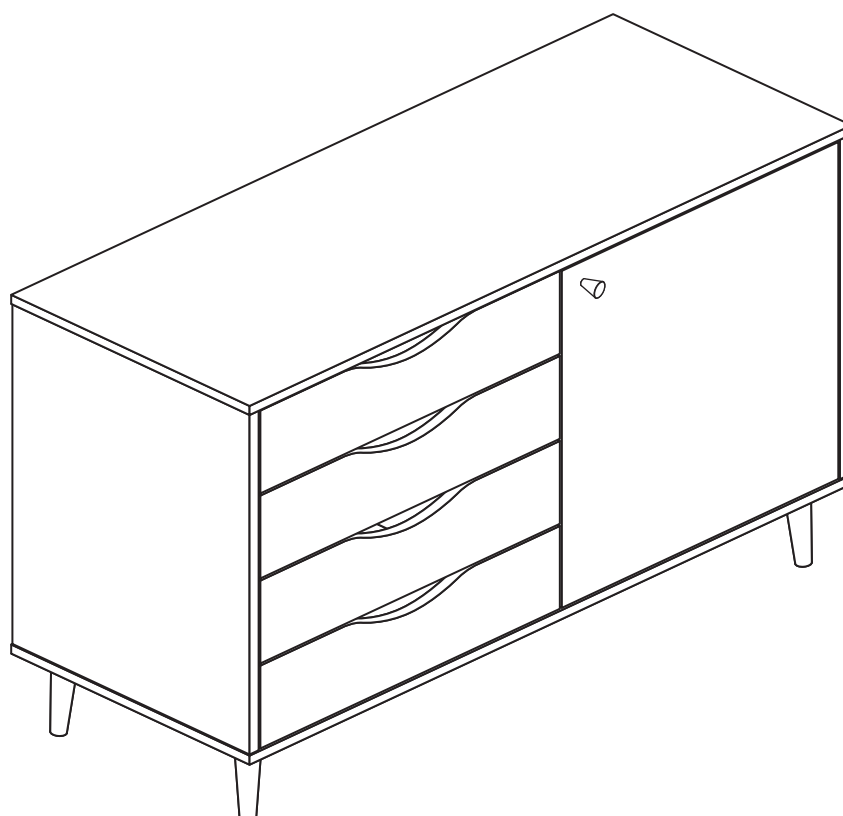


Berkeley - 4+1 Sideboard

Assembly Instructions - Please keep for future reference

417/8976

hygena



Dimensions

Width - 99.5cm

Depth - 39.5cm

Height - 71.5cm



**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: 03456 400800**



Safety and Care Advice

Important - Please read these instructions fully before starting assembly

- **Warning:** This unit weighs approximately 31kgs. Please lift with care.
- Check you have all the components and tools listed on pages 1, 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 protector kit supplied or, an alternative fixing method of your choice.
- 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.

Tools required



Rule



Cross-head screwdriver



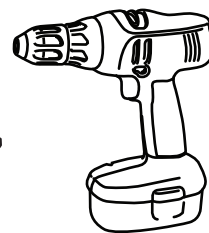
Scissors



Hammer



Eye protection (when using a hammer or drill)



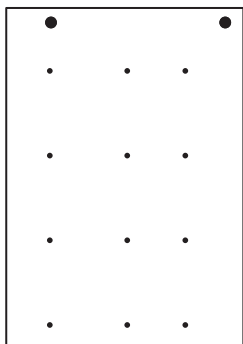
Electric drill (do not use for fitting screws)

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.

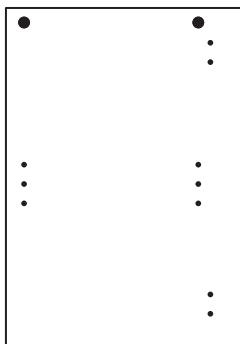
Components - Panels

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

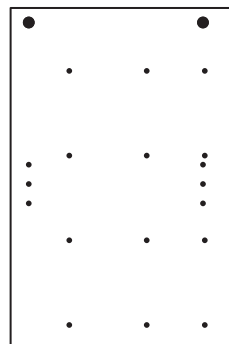
Please check you have all the panels listed below



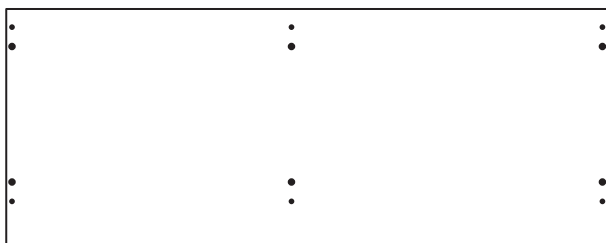
1 Left End (DF2882)
(563 x 392mm)



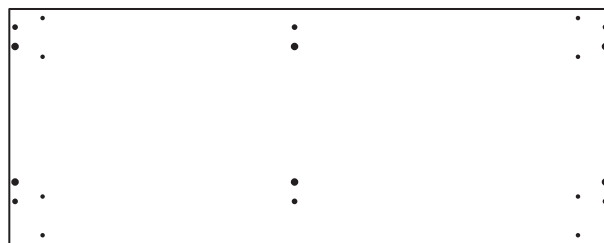
2 Right End (DF2883)
(563 x 392mm)



3 Divider (DF2884)
(563 x 392mm)



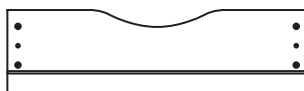
4 Top (DF2880)
(995 x 394mm)



5 Base (DF2881)
(995 x 394mm)



6 Shelf (DF2886)
(447 x 373mm)



7 Drawer Front (DF2885)
(495 x 137mm) x 4



9 Left Drawer Side (W350-95LH)
(350 x 95mm) x 4



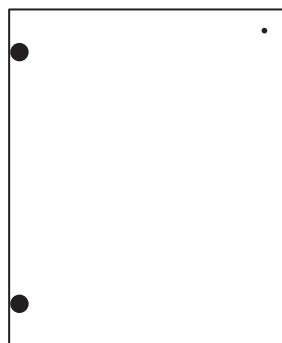
8 Drawer Back (W447-95)
(447 x 95mm) x 4



10 Right Drawer Side (W350-95RH)
(350 x 95mm) x 4



11 Drawer Base (T458-347)
(458 x 347mm) x 4



12 Door (DF2887)
(557 x 457mm)



13 Back (X987 x 589)
(987 x 589mm)

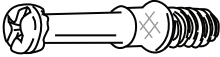










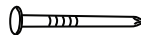

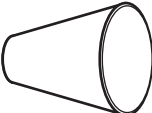
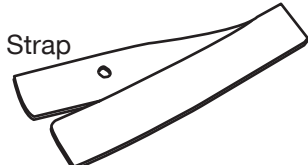


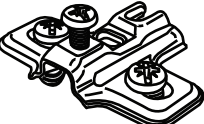
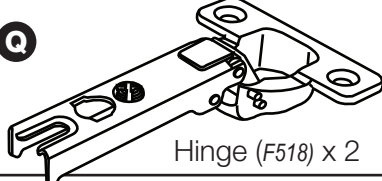

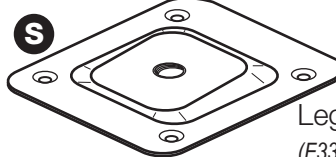

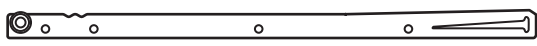

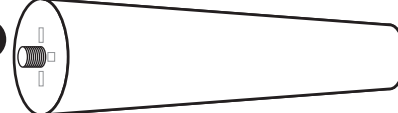


Components - Fittings

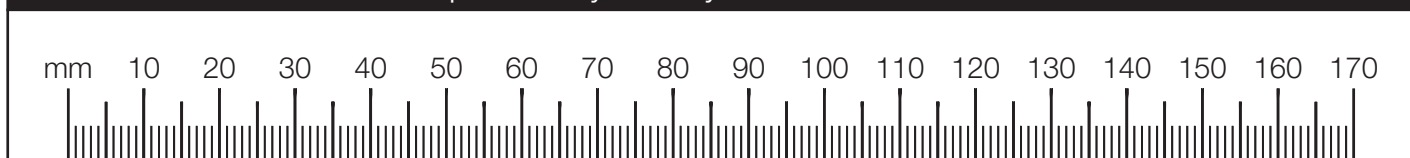
If you have damaged or missing components, call the **Customer Helpline: 03456 400800** quoting the reference numbers below

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.

<p>A </p> <p>Metal dowel (F901) x 14</p>	<p>B </p> <p>Small locking nut (F3) x 8</p>	<p>C </p> <p>Large locking nut (F900) x 6</p>
<p>D </p> <p>Wooden dowel (F22) x 12</p>	<p>E </p> <p>40mm Screw (F910) x 6</p>	<p>F </p> <p>25mm Screw (F50) x 1</p>
<p>G </p> <p>13mm Screw (F63) x 28</p>	<p>H </p> <p>13mm Screw (F79) x 16</p>	<p>I </p> <p>13mm Screw (F52) x 24</p>
<p>J </p> <p>Knock-in Peg (F171GY) x 16</p>	<p>K </p> <p>Wedgex (F639) x 8</p>	<p>L </p> <p>Nail (F51) x 22</p>
<p>M </p> <p>Shelf stud (F110) x 4</p>	<p>N </p> <p>Handle (F415WAL) x 1</p>	<p>O </p> <p>Strap</p> <p> Screw  Washer x 2</p> <p>Overbalance protector kit (F269) x 1</p>
<p>P </p> <p>Hinge plate (F523) x 2</p>	<p>Q </p> <p>Hinge (F518) x 2</p>	
<p>R a  L Runner (F159) x 4</p> <p>← 350mm long →</p>	<p>S </p> <p>Leg Bracket (F333) x 4</p>	
<p>R b  R Runner (F160) x 4</p>		
<p>R c  L Runner (F161) x 4</p>		
<p>R d  R Runner (F162) x 4</p>	<p>T </p> <p>Leg (F343) x 4</p>	

Ruler - Use this ruler to help correctly identify the screws



Assembly Instructions

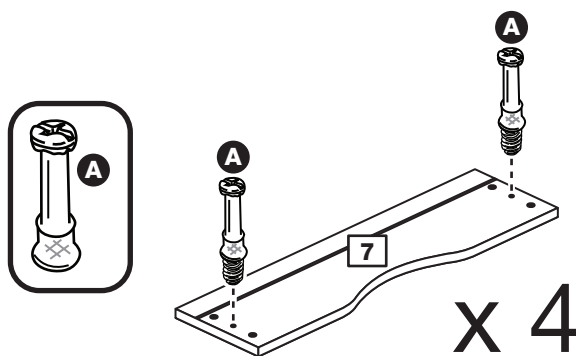
If you have damaged or missing components, call the
Customer Helpline: 03456 400800 quoting the reference
numbers below

Step 1

Prepare the 4 drawer fronts

Screw 2 metal dowels **A** into each of the 4 drawer fronts **7**.

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

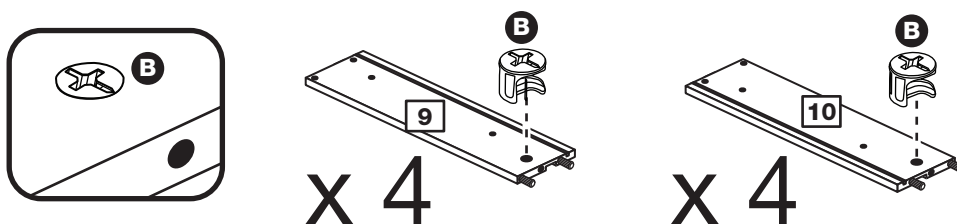


Step 2

Prepare the drawer sides

Insert a small locking nut **B** into the hole shown on the left drawer side **9** and the right drawer side **10**.

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



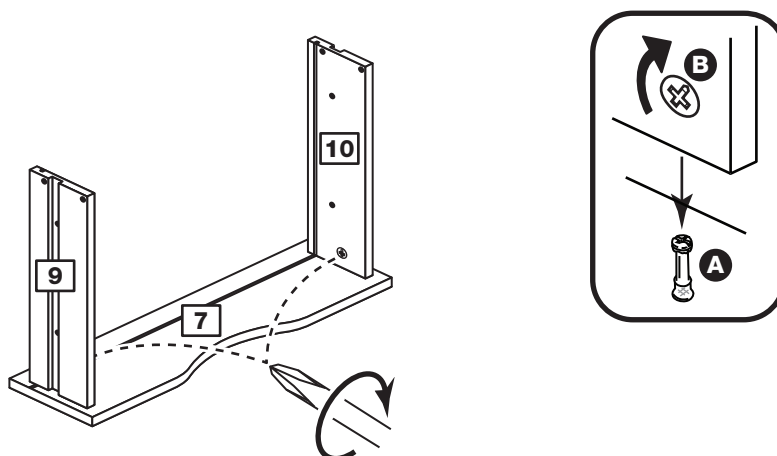
Step 3

Attach the drawer sides to the drawer fronts

Push the left drawer sides **9** and right drawer sides **10** onto the back of the drawer fronts **7**.

Turn the small locking nuts **B** on the left drawer side **9** and right drawer side **10**.

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

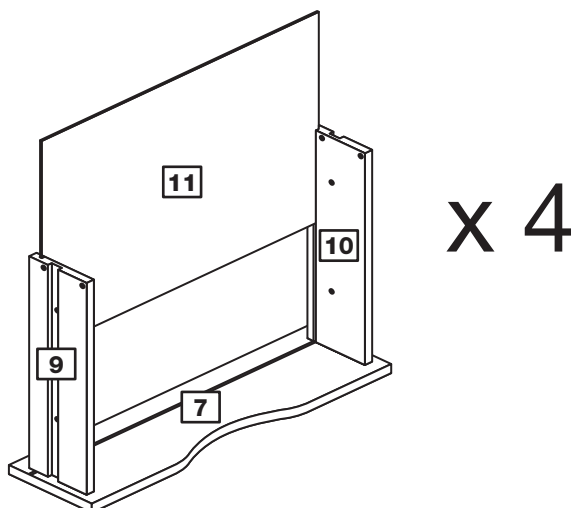


Assembly Instructions

Step 4

Fit the drawer base

Slide the drawer base **11** down the grooves in the drawer sides **9** and **10** and down into the groove in the drawer front **7**.

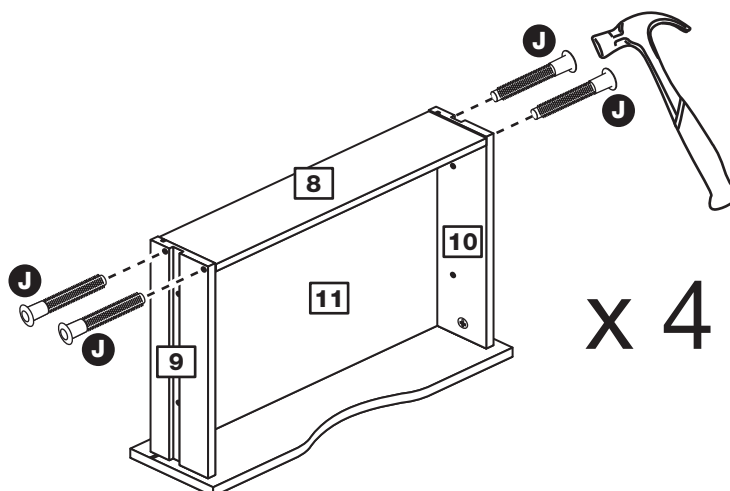


Step 5

Fit the drawer back

Fit the drawer back **8** between the drawer sides **9** and **10**. Make sure that the drawer base **11** fits into the groove in the drawer back **8**.

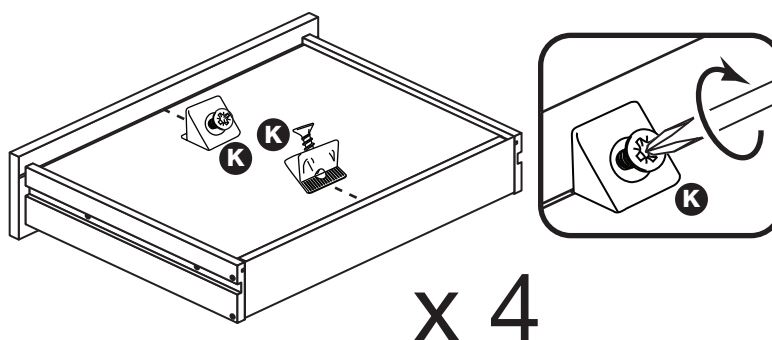
Hold the drawer back **8** in position and tap the knock-in pegs **J** through the holes in the drawer sides **9** and **10**.



Step 6

Fit the wedgifixes

Turn the drawer assemblies over and slide 2 wedgifixes **K** into the front and back grooves, as shown, and tighten up the screws.



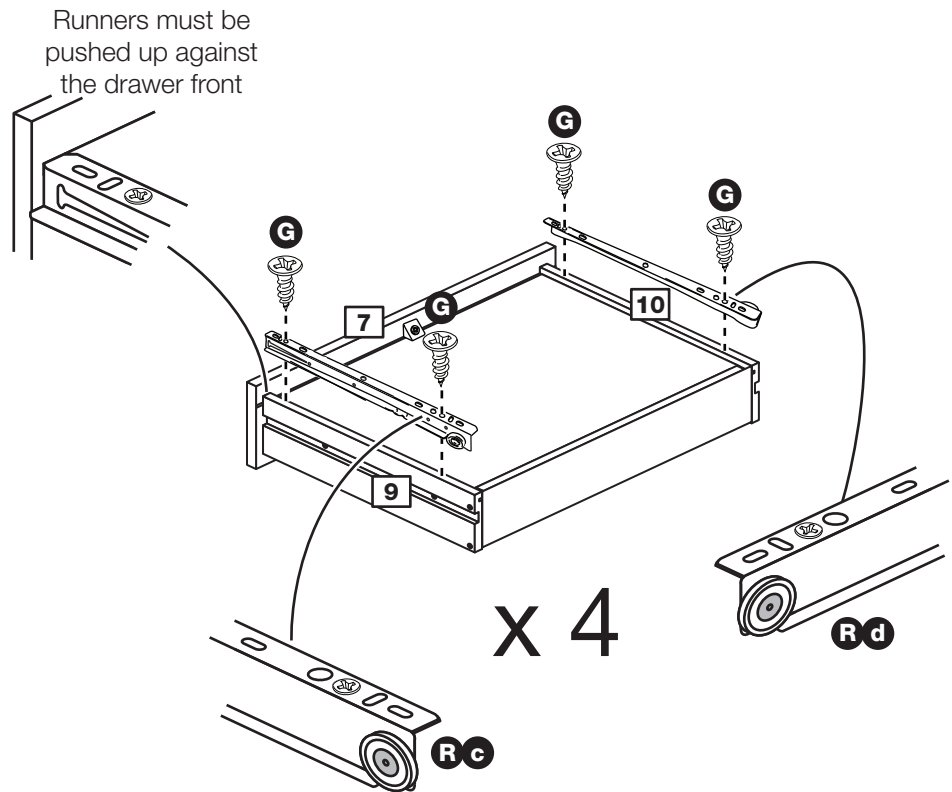
Assembly Instructions

Step 7

Fit runners to the drawers

Fit the runner **Rc** to the bottom edge of the left drawer side **9**, as shown, making sure that it is pushed up against the back of the drawer front **7**. Use a bradawl to mark the fixing positions, then secure with 2 screws **G**.

Fit the runner **Rd** to the bottom edge of the right drawer side **10** using the same method.



Step 8

Prepare the right end

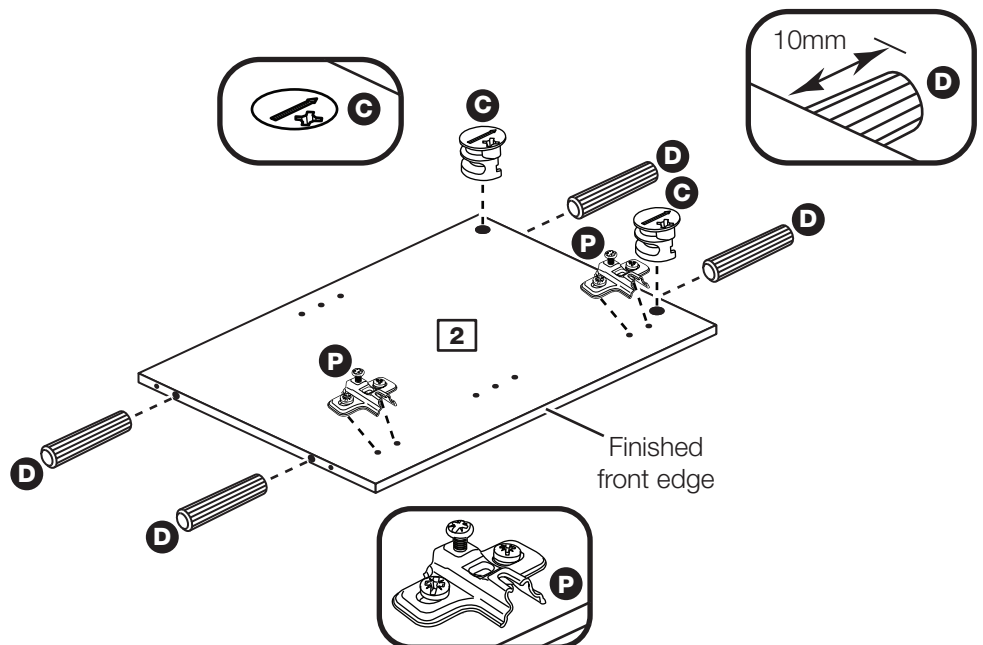
Tap 4 wooden dowels **D** into the right end **2**.

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

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

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

Fit 2 hinge plates **P** onto the right end **2**, making sure that the slot is facing towards the finished front edge.

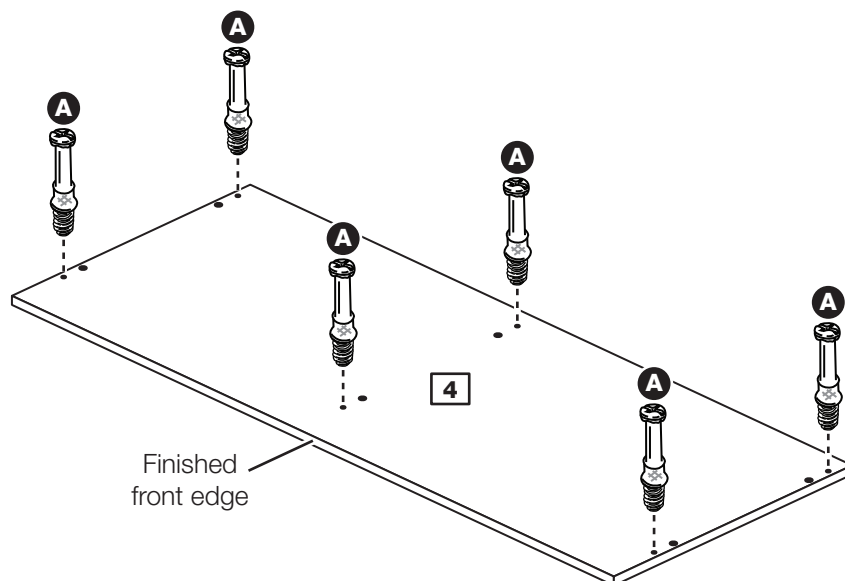


Assembly Instructions

Step 9

Prepare the top

Screw 6 metal dowels **A** into the top **4**.



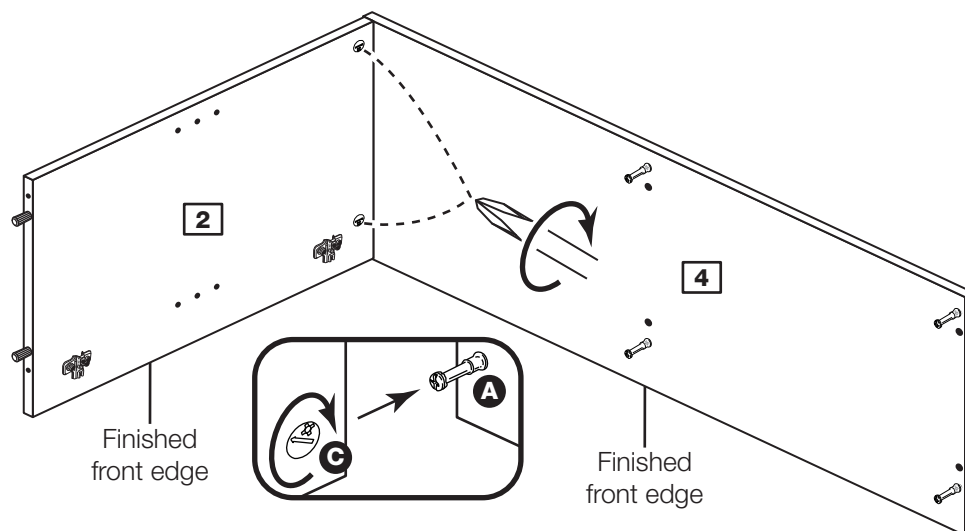
Step 10

Fit the right end to the top

Push the right end **2** onto the top **4**.

Use a screwdriver to tighten the 2 large locking nuts **C** fitted to the right end **2**.

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



Assembly Instructions

Step 11

Prepare the left end

a: Fit 4 runners **R a** to the left end **1**.

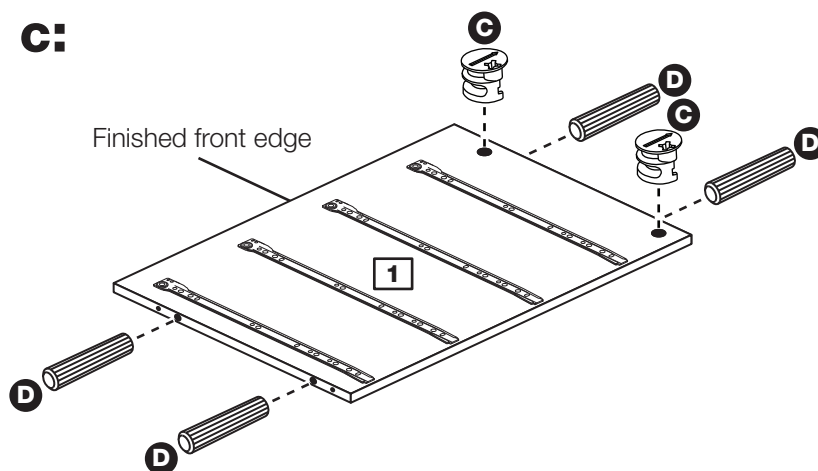
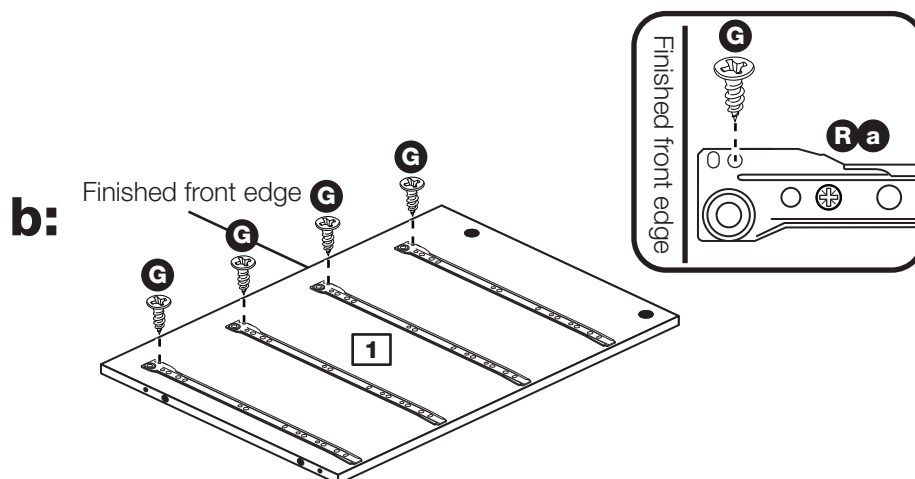
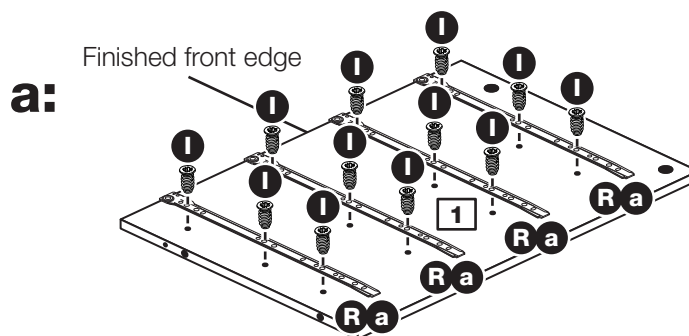
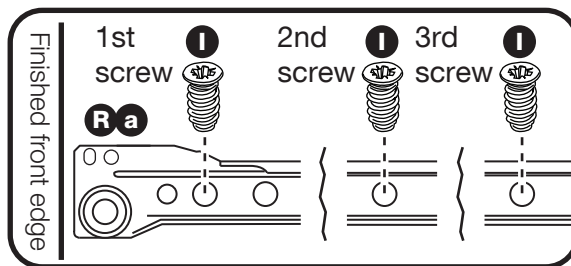
The 1st screw **I** uses the 2nd hole in from the front of the runner.

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

b: Fit a screw **G** into the 2nd hole in at the top of the runner **R a**.

c: Tap 4 wooden dowels **D** into the left end **1**.

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



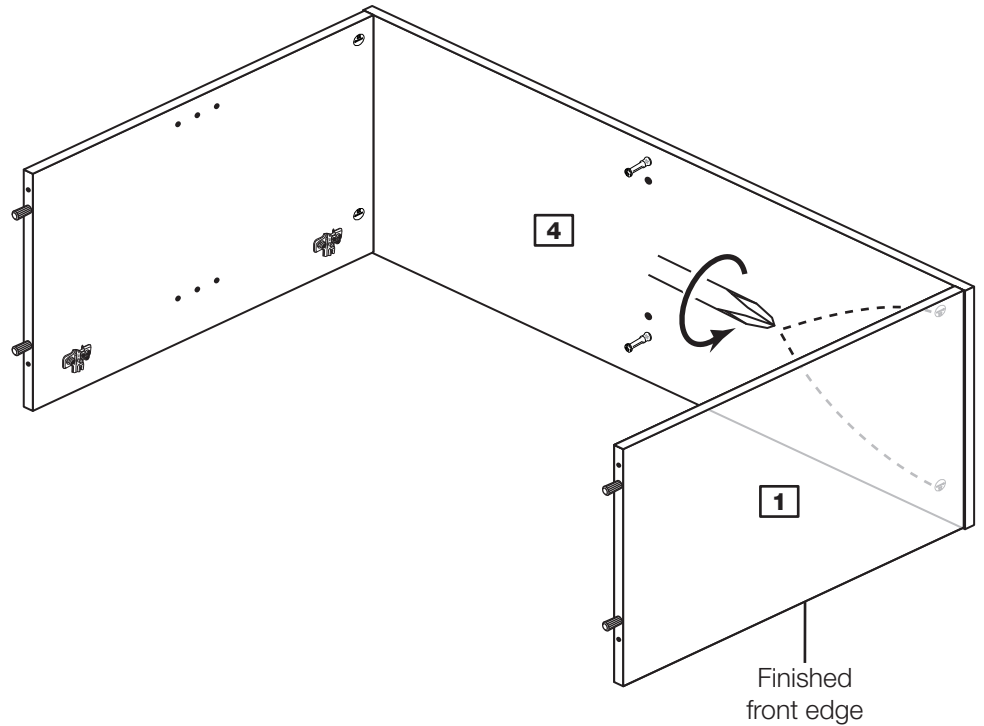
Assembly Instructions

Step 12

Fit the left end to the top

Push the left end **1** onto the top **4**.

Use a screwdriver to tighten the 2 large locking nuts **C** fitted to the left end **1**.



Step 13

Prepare the divider

a: Fit 4 runners **Rb** to the divider **3**.

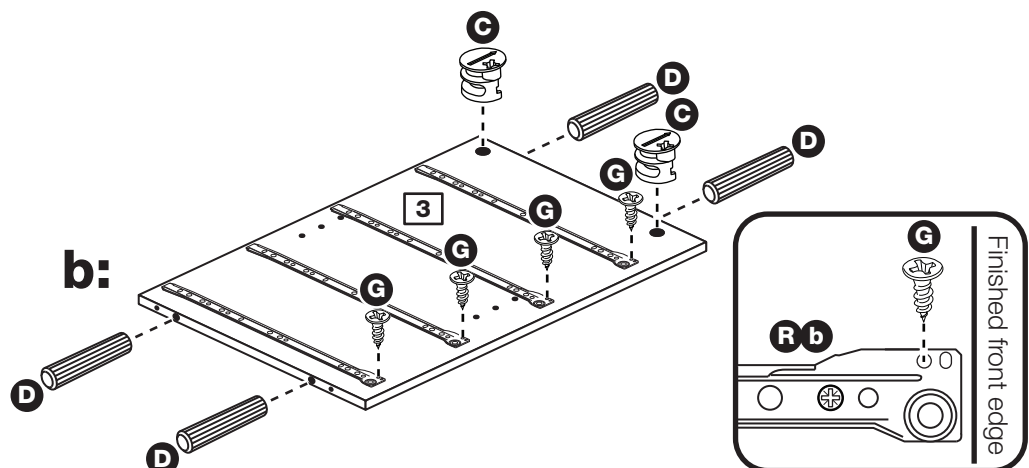
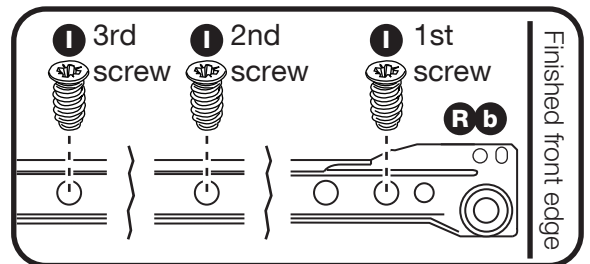
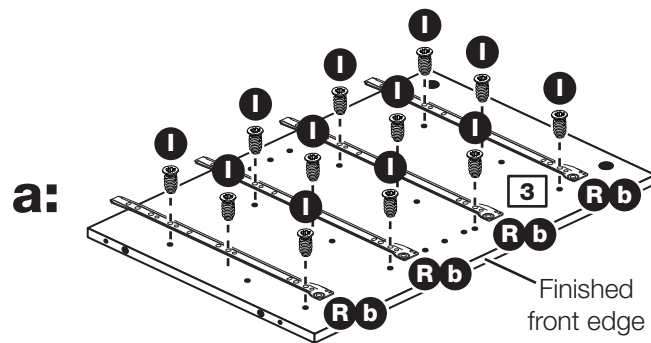
The 1st screw **I** uses the 2nd hole in from the front of the runner.

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

b: Fit a screw **G** into the 2nd hole in at the top of the runner **Rb**.

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

Insert 2 large locking nuts **C** into the divider **3**.



Assembly Instructions

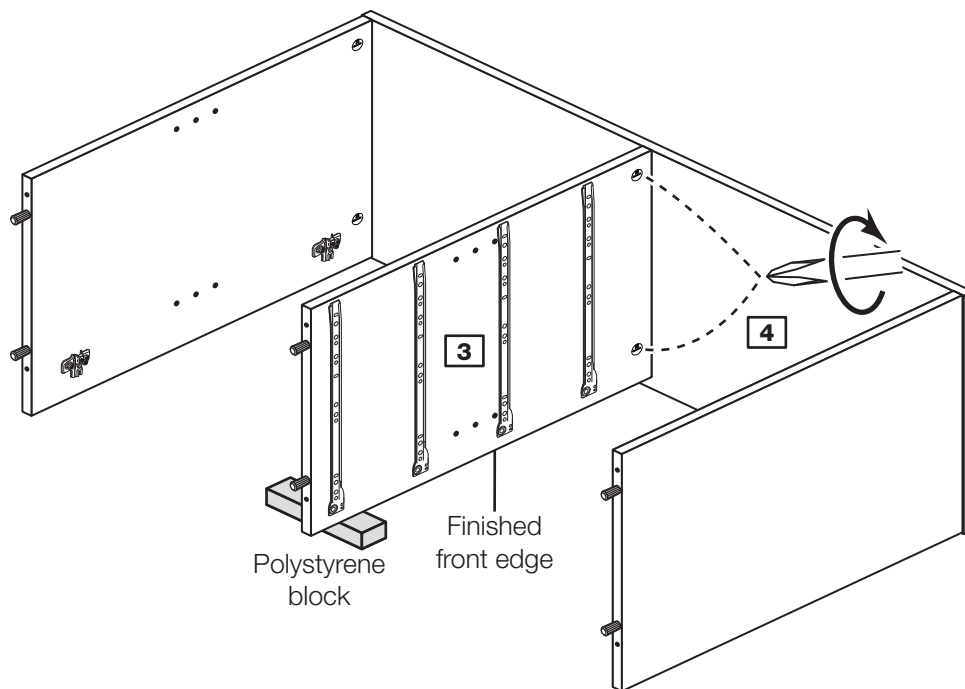
Step 14

Fit the divider

Push the divider **3** onto the top **4**.

Use a screwdriver to tighten the 2 large locking nuts **C** fitted to the divider **3**.

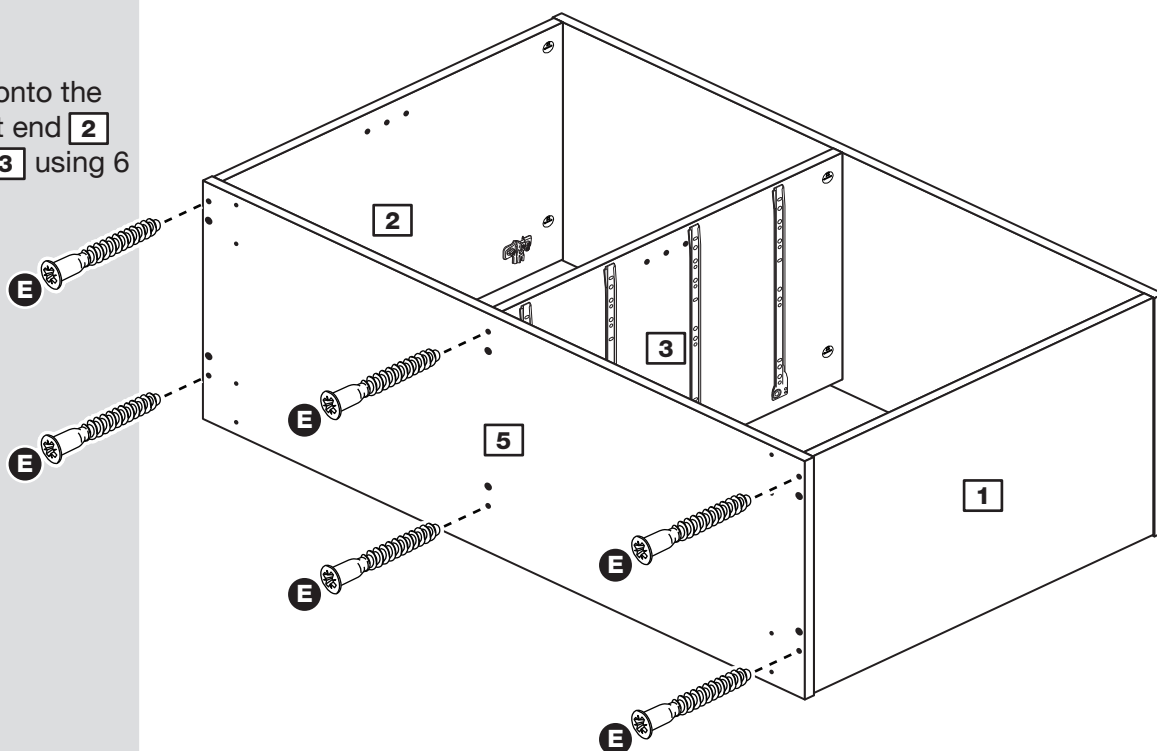
Note: Place a polystyrene block from the packaging underneath the divider to raise it up level with the ends.



Step 15

Fit the base

Fit the base **5** onto the left end **1**, right end **2** and the divider **3** using 6 screws **E**.



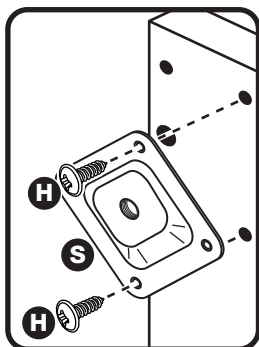
Assembly Instructions

Step 16

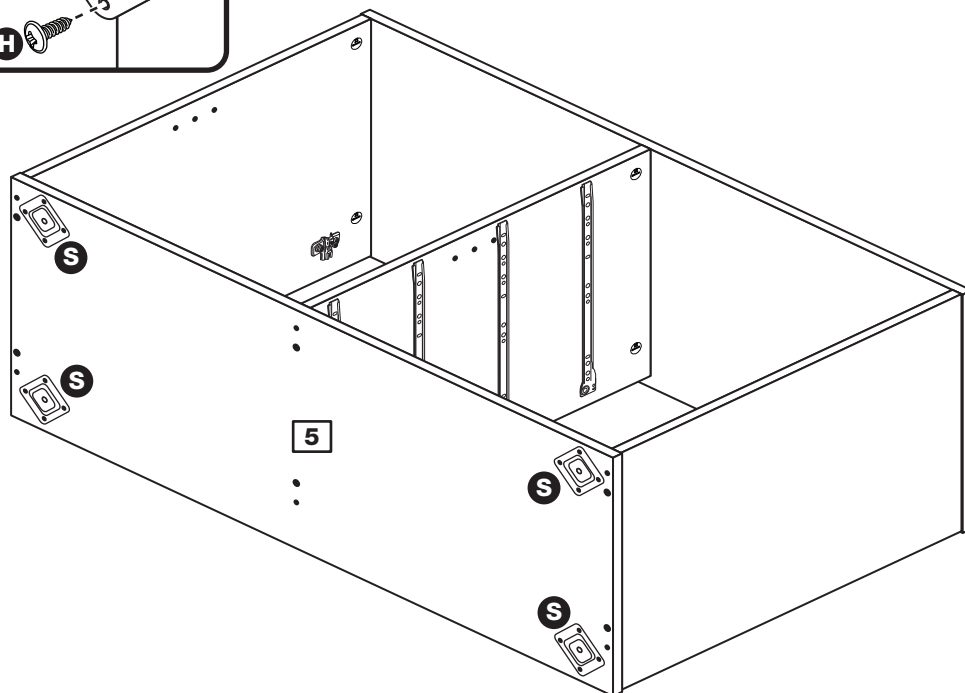
Fit the leg brackets to the base

a: Screw each leg bracket **S** to the base **5** using 2 screws **H** into the mark holes.

b: Then use another 2 screws **H** into the other 2 holes.



Note: The raised part of the leg bracket must point towards the centre of the panel.



Step 17

Fit the back

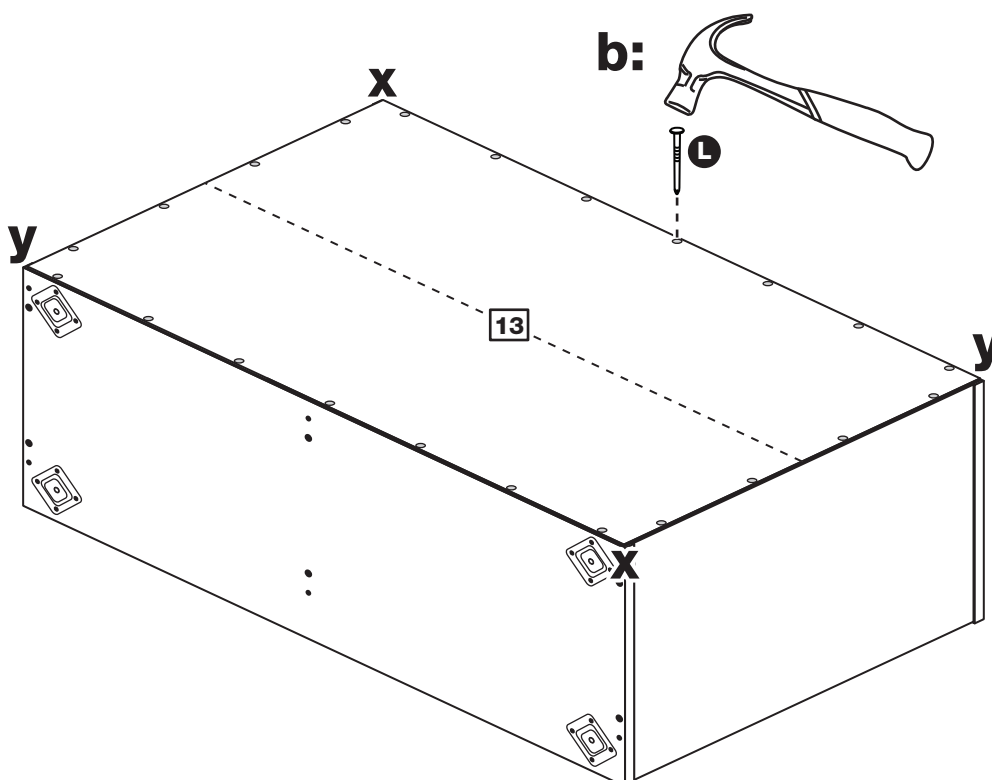
a: Square up the unit by making sure that measurement **x to x** equals **y to y**.

b: Place the back **13** onto the unit.

Nail **L** around the outside edges of the back **13**.

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

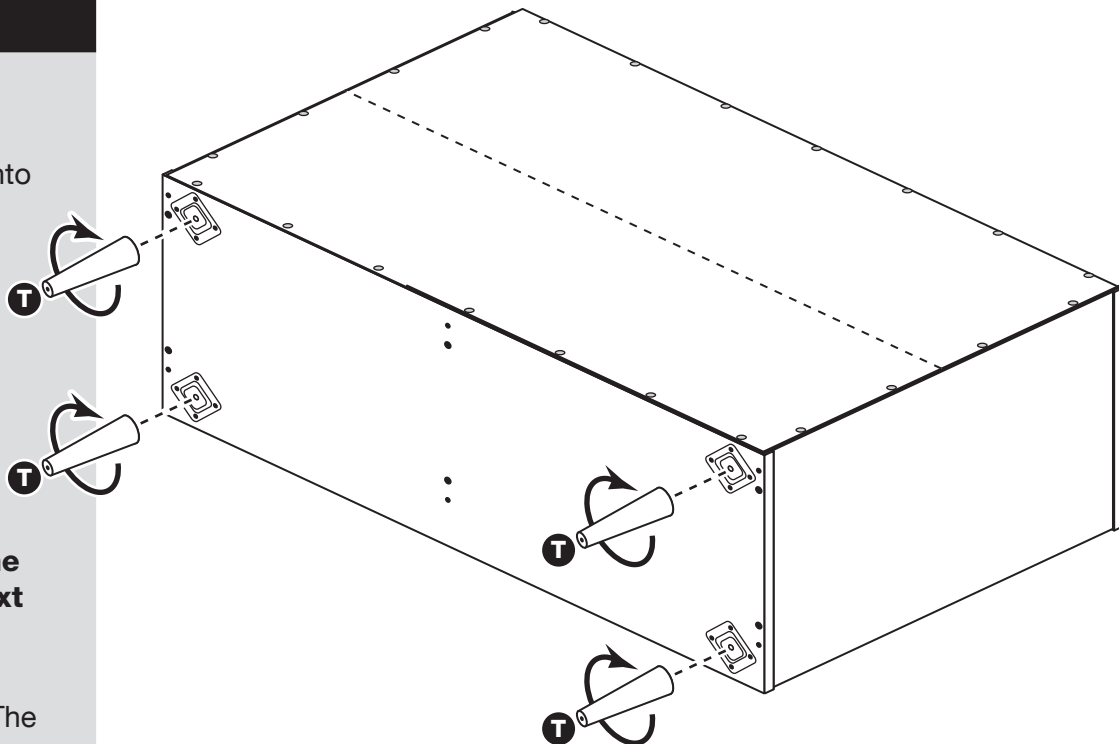


Assembly Instructions

Step 18

Fit the legs

Screw the legs **T** into the leg brackets **S**.



Carefully stand the unit up for the next step.

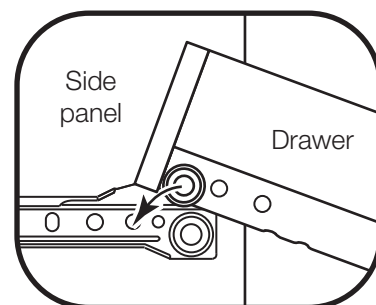
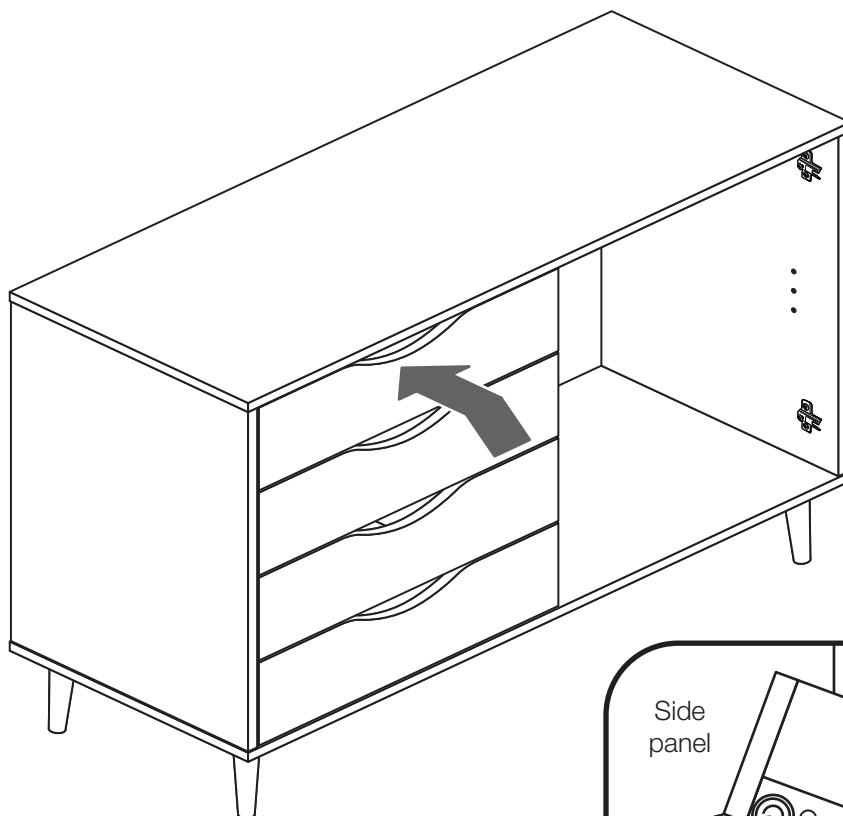


Warning: The unit is heavy. Lift with care.

Step 19

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.



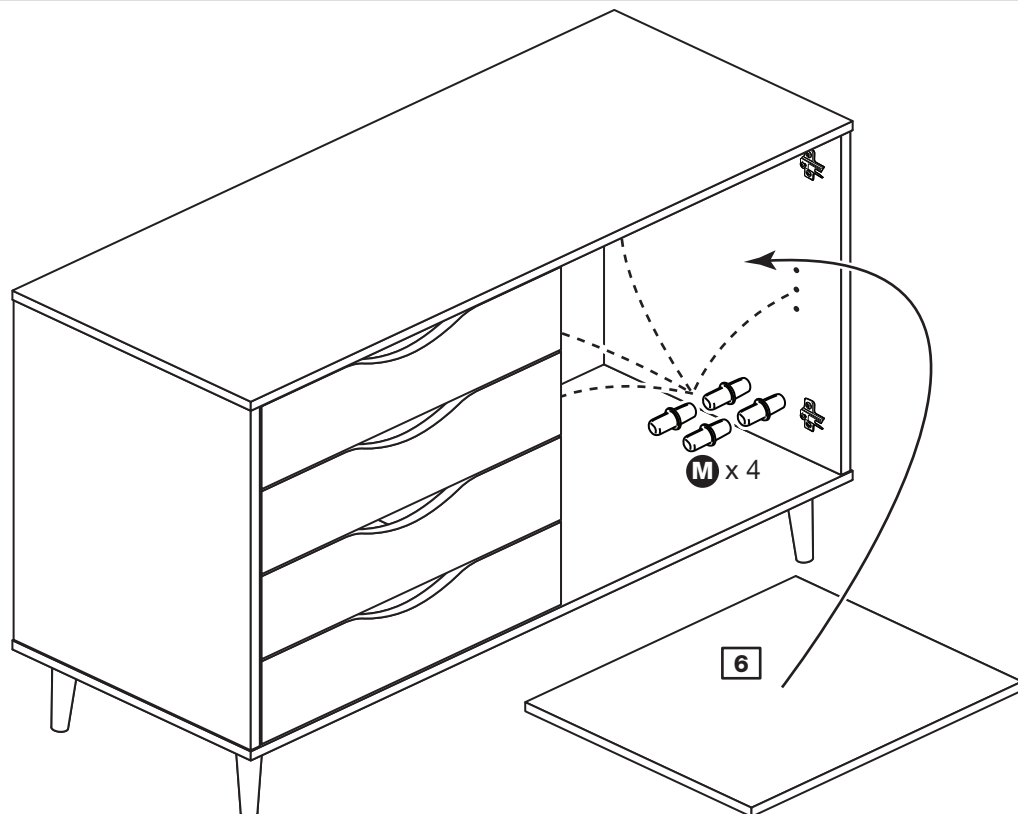
Assembly Instructions

Step 20

Fit the shelves

Insert 4 shelf studs **M** at the required height.

Lower the shelf **6** down onto the shelf studs **M**.



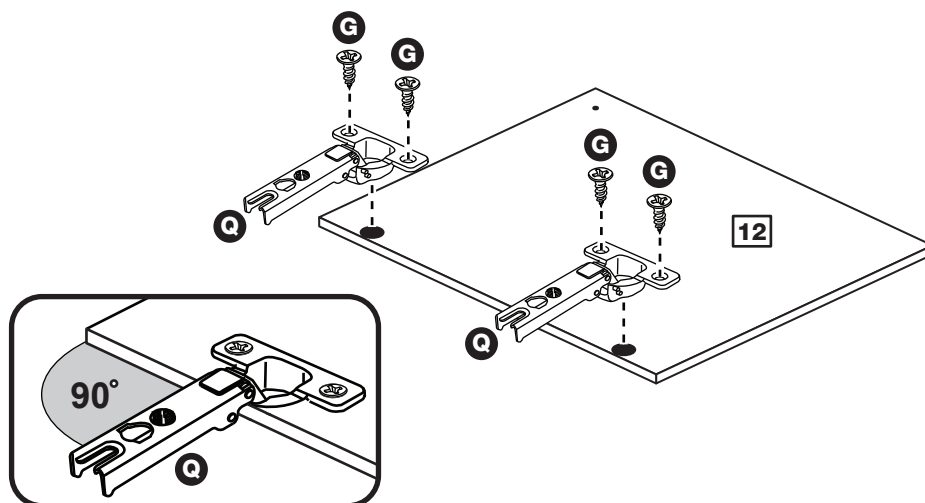
Step 21

Prepare the door

Push fit 2 hinges **Q** into the door **12**.

Secure each hinge with 2 screws **G**.

Note: Before securing with the screws, make sure that the hinges are positioned at 90 degrees with the edge of the door.



Assembly Instructions

Step 22

Fit the door and handle

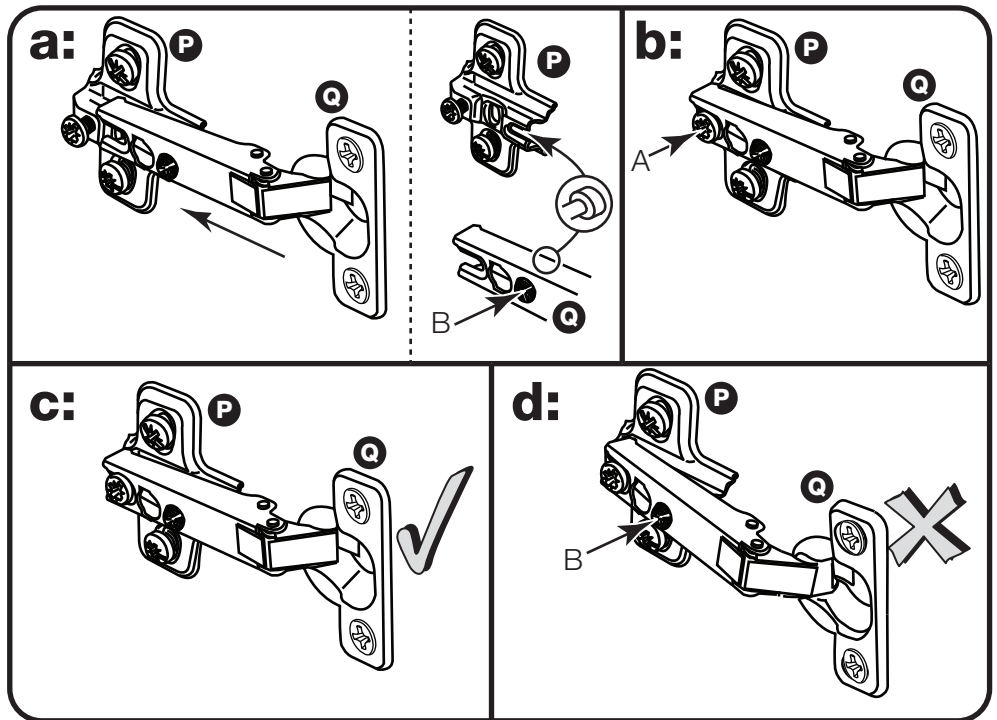
a: Push the hinge **Q** onto the front part of the hinge plate **P**.
The recess at the bottom of screw B goes into the slot in the hinge plate.

b: Keep the hinge **Q** FLAT against the hinge plate **P** as you slide it across as far as it will go. Tighten screw A.

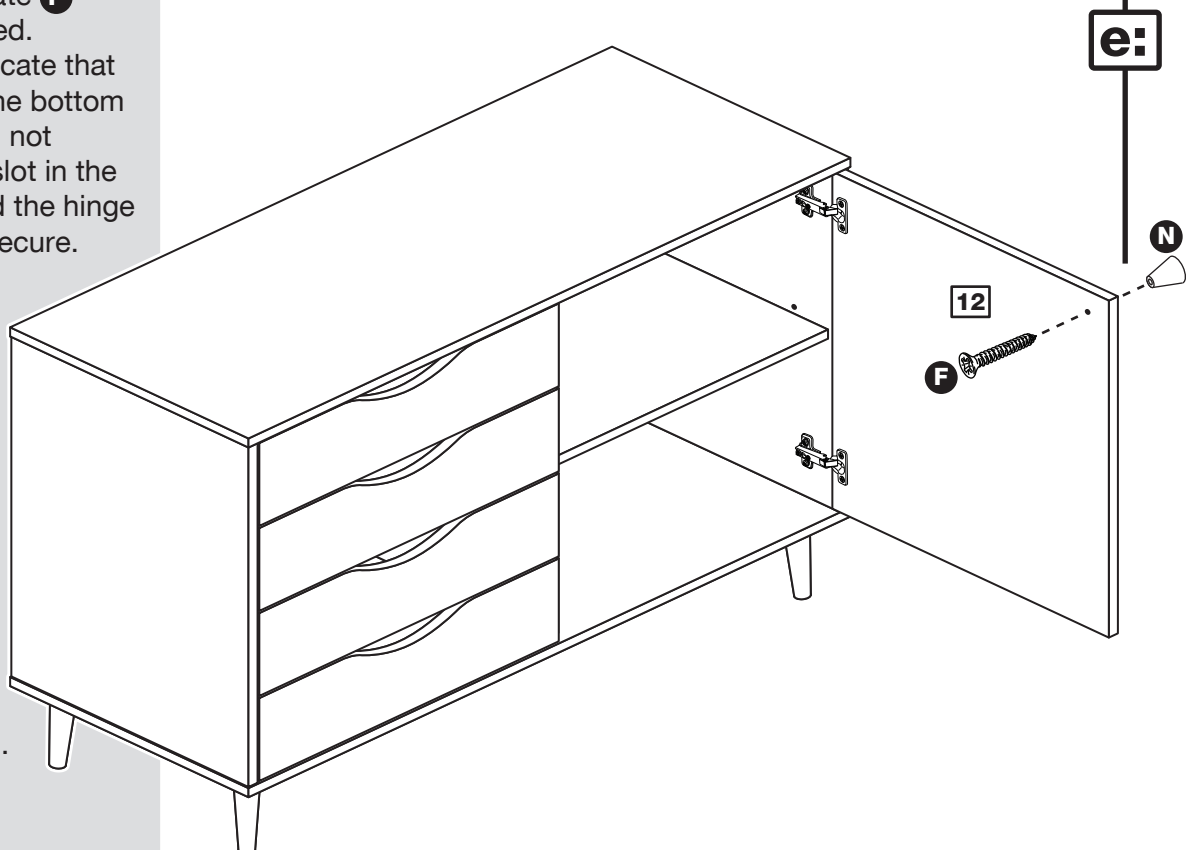
c: The hinge **Q** must be flat against the hinge plate **P** prior to any adjustment.

d: The hinge **Q** must NOT be AT AN ANGLE to the hinge plate **P** when assembled. This would indicate that the recess at the bottom of screw B had not located in the slot in the hinge plate and the hinge would not be secure. Remove the hinge from the hinge plate and then re-assemble being careful to follow instructions a-c.

e: Attach the handle **N** to the door **12** using screw **F**.



Note: The easiest way to attach the door is to fit the top hinge first, then align and fit the other hinge.



Assembly Instructions

Step 23

Adjust the door if needed

a: Before adjusting the door, use a spirit level to check the top (or base) of the unit is level, front-to-back and side-to-side in the 3 positions shown. Use suitable packing pieces (not supplied) to make the unit level BEFORE making any adjustment to the hinges, as shown.

b: Height adjustment.

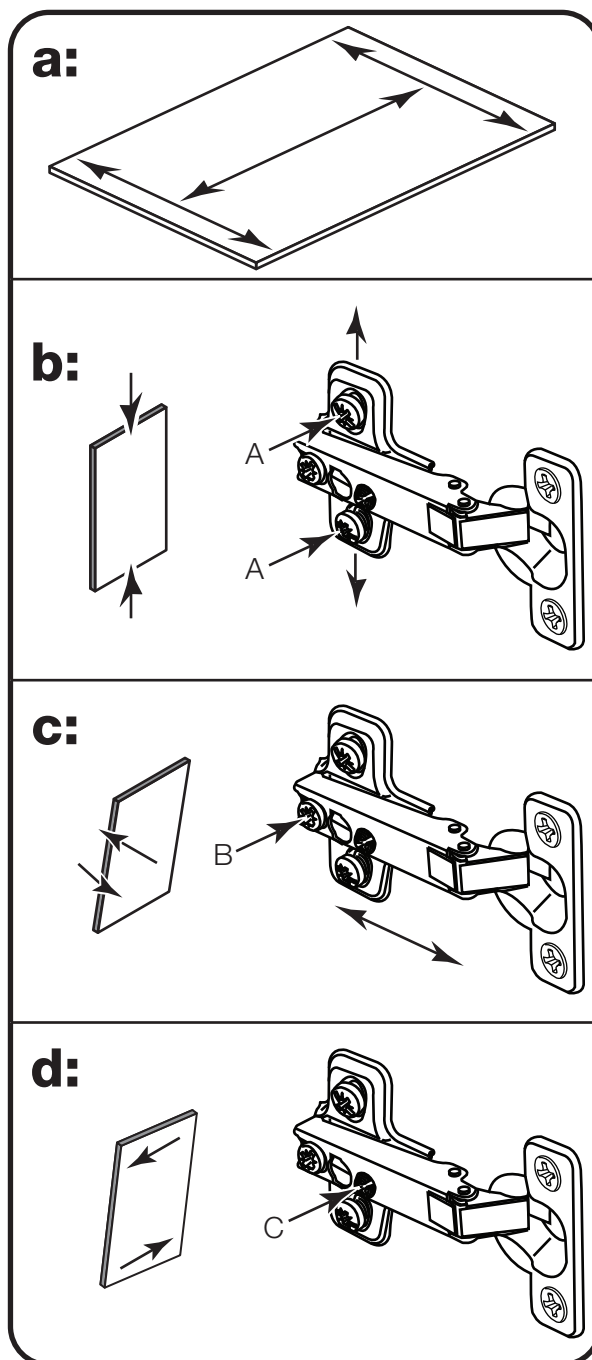
Loosen screws A on hinge plates and move door up or down as required. Retighten screw A.

c: Forward and Back adjustment.

Loosen screw B on hinge plate and move door in or out as required. Retighten screw B.

d: Sideways adjustment.


To move door 'out' loosen screw C. To move door 'in' tighten screw C.



Assembly Instructions

Step 24

Fit the overbalance protector kit

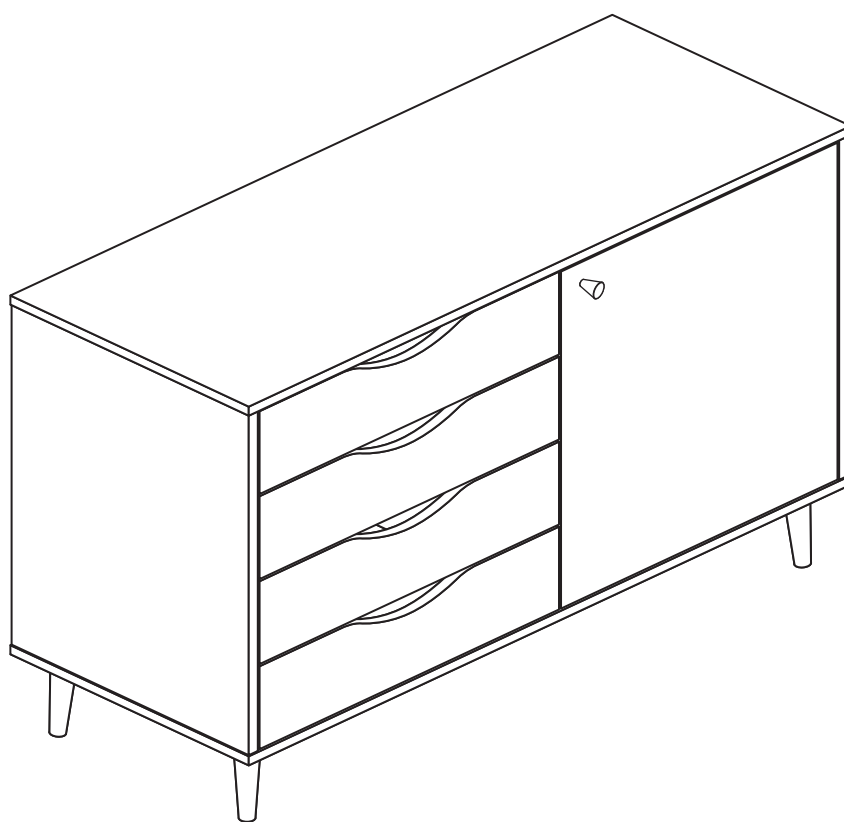
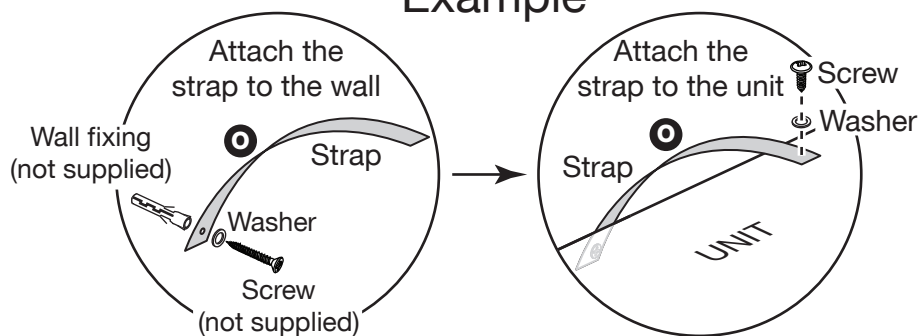
To prevent possible overbalancing we recommend that this unit is secured to a suitable wall by fitting of the overbalance protector kit  to the unit, or an alternative fixing method of your choice.

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: 03456 400800 and quote the reference numbers on the component pages.

Argos Ltd, 489-499 Avebury Boulevard, Central Milton Keynes, MK9 2NW

