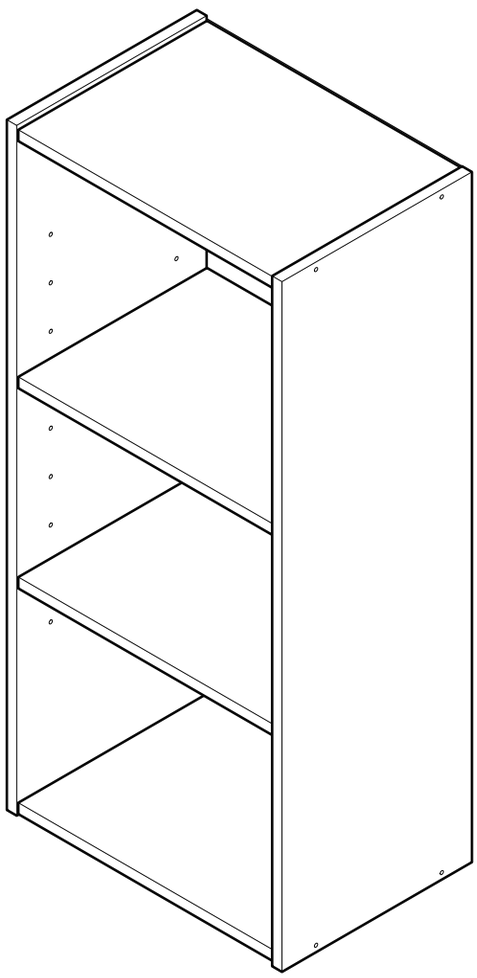
Narrow 3 Shelf Bookcase

Assembly Instructions - Please keep for future reference | 011 xx 5508



Dimensions

Width - 35.0cm

Depth -35.0cm

Height - 91.2cm

MADE IN GREAT BRITAIN

Important - Please read these instructions fully before starting assembly

If you need help or have damaged or missing parts, call the **Customer Helpline: 01709 534123**
Please turn to back page for important information when contacting Customer Helpline.

Rev A - 21/05/2015

Safety and Care Advice

Important - Please read these instructions fully before starting assembly

• Check you have all the components and tools listed on pages 2 and 3.

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

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

• 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.

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



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

• **Do Not dispose of packaging until assembly complete.**

• Dispose of all packaging carefully and responsibly when assembly complete.

Care and maintenance

• To protect the furniture, position the furniture out of direct sunlight and away from direct heat sources such as radiators and fires.

• Do not place the furniture in excessively dry and humid conditions.

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

• Always lift furniture when moving it (do not drag) otherwise the joints may be damaged.

• Do not place hot or cold objects on the surface, always use protective mats to avoid marking the furniture.

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

• Clean spills up immediately

• Dust surfaces with a soft, dry, lint free cloth.

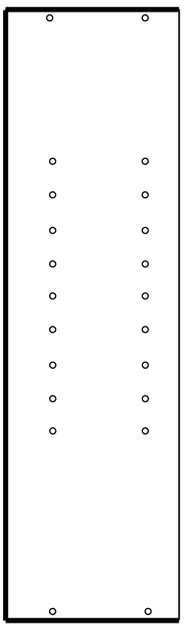
• More stubborn marks can be removed using a damp (not wet) cloth. Wipe the surface dry immediately using a soft lint free cloth.

• Do not use detergents, abrasive cleaning products or cleaning products that contain ammonia, solvents or silicone as these may damage the surface finish.

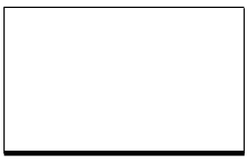
Components - Panels

Please check you have all the panels listed below

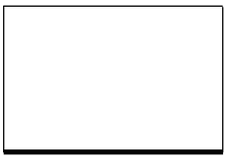
Important - Thick lines ——— indicate finished edges



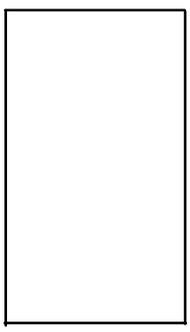
End (91.2 x 35cm)
x 2 Code - **9899**



Top/Bottom (32x34.8cm)
x 2 Code - **9905**



Shelf (32 x 34.8cm)
x 2 Code - **9906**



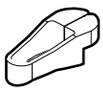
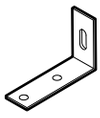
Back panel (90.5 x 34.6cm)
Code - **9908**

Components - Fittings

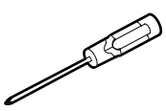
If you have damaged or missing components, call the **Customer Helpline: 01709 534123** Please turn to back page for important information when contacting Customer Helpline.

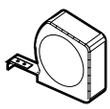
Please check you have all the fittings listed below

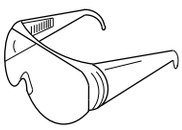
Note: The quantities below are the correct amount to complete the assembly, In some case more fittings may be supplied than are required.

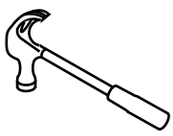
A  Cover Cap x 8	**B**  Screw x 2 Code 690001099	**D**  Panel pin x 30 Code 760001012
E  Screw x 8 Code 690001075	**F**  Panel pin guide x 1 Code 684004501	**G**  Shelf Support x 8 Code 681003001
H  Support Bracket x 1 Code 760001901		

Tools required


Cross headed screwdriver (medium & large)


Tape Measure

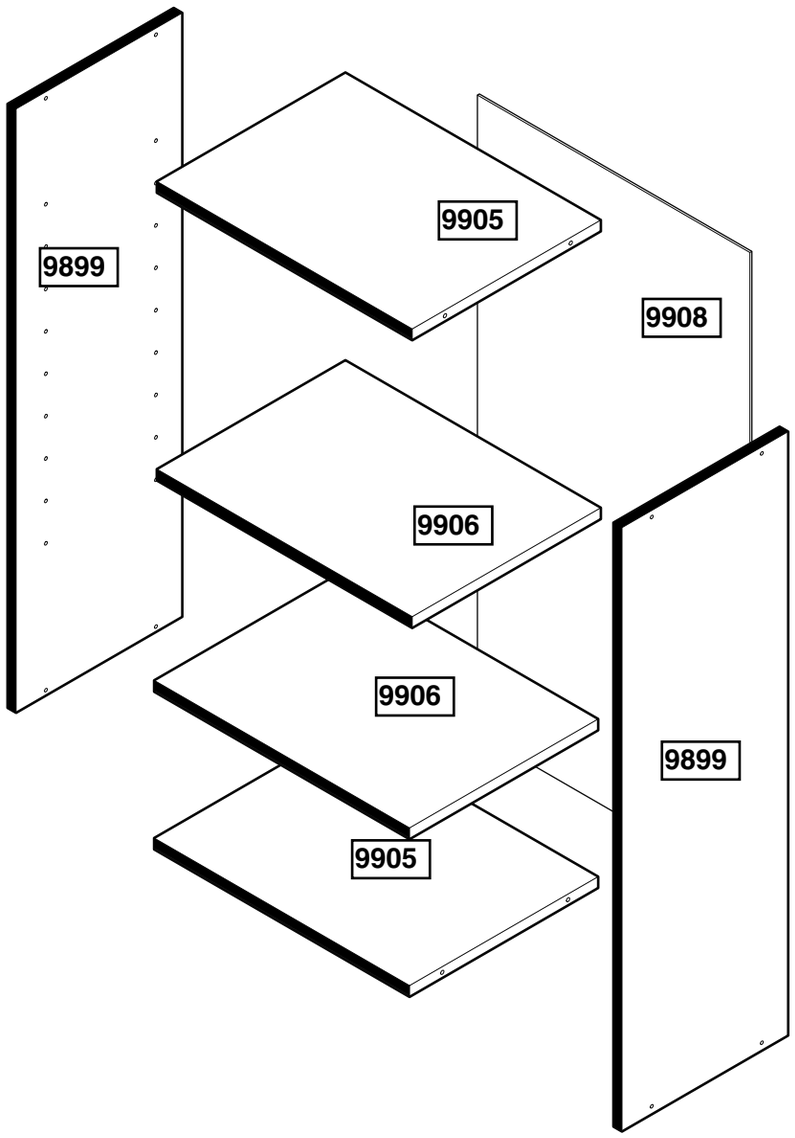

Eye protection (when using a hammer)


Small Hammer

Ruler - Use this ruler to help correctly identify the screws

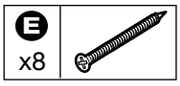


Exploded View



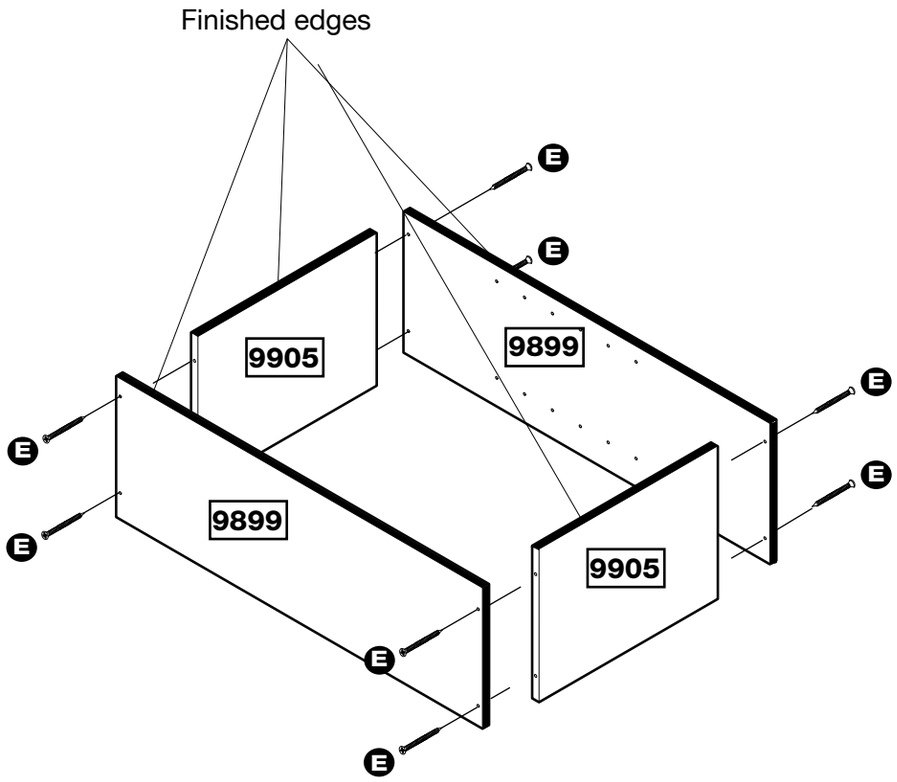
Assembly Instructions

Step 1



Connect top / bottom panels to end panels.

Using screws E secure the top panel **9905** and the bottom panel **9905** to end panels **9899**.



IMPORTANT :
Now turn unit onto its front so finished edges are to the floor

Assembly Instructions

Step 2

Squaring up the unit.

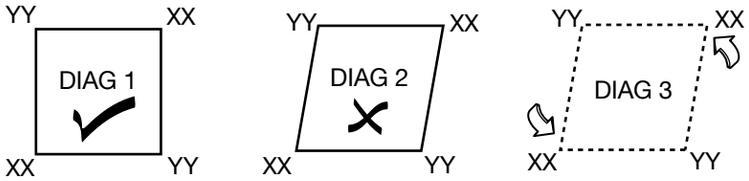
IMPORTANT!

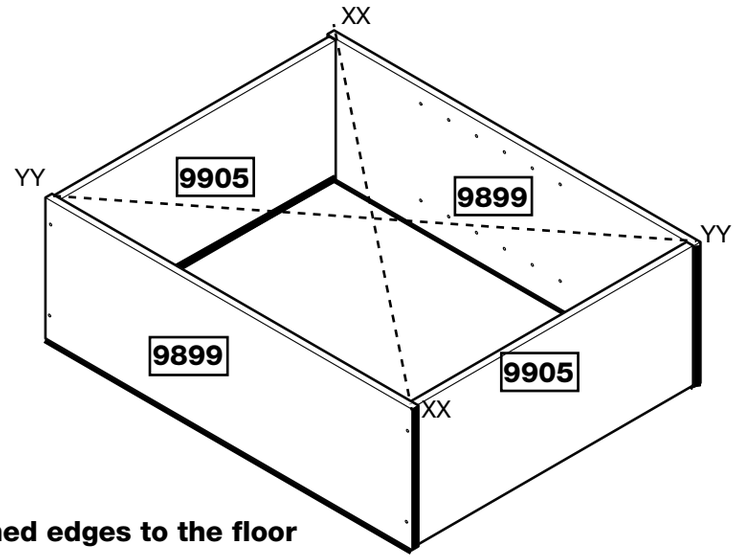


Ensure a tape measure is used to square unit up.

Before securing the back it is necessary to square up the unit.

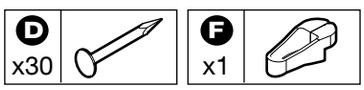
You can do this by measuring between XX - XX and YY - YY ensuring these are the same (DIAG 1).
If they are not (DIAG 2) Apply slight pressure as indicated (DIAG 3) until they are the same.





Finished edges to the floor

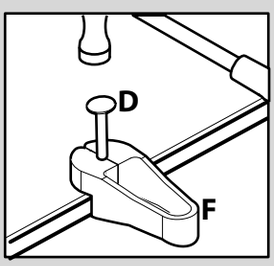
Step 3

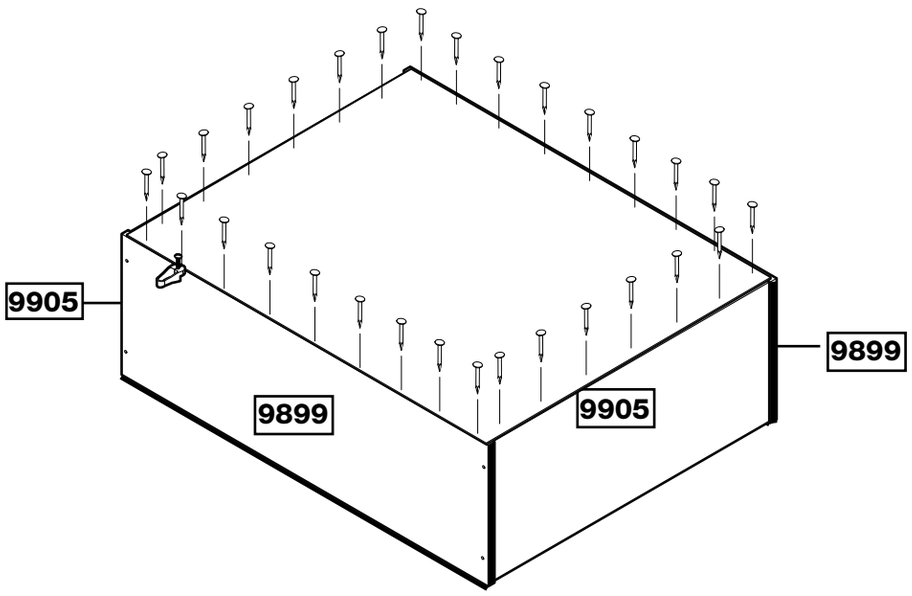


Attach backpanel to bottom

Secure backpanel to bottom, end panels and the top using the panel pins provided.

Use the panel pin guide when locating the panel pins. This will hold the panel pins vertically and ensure the correct distance from the edge.





Finished edges to the floor

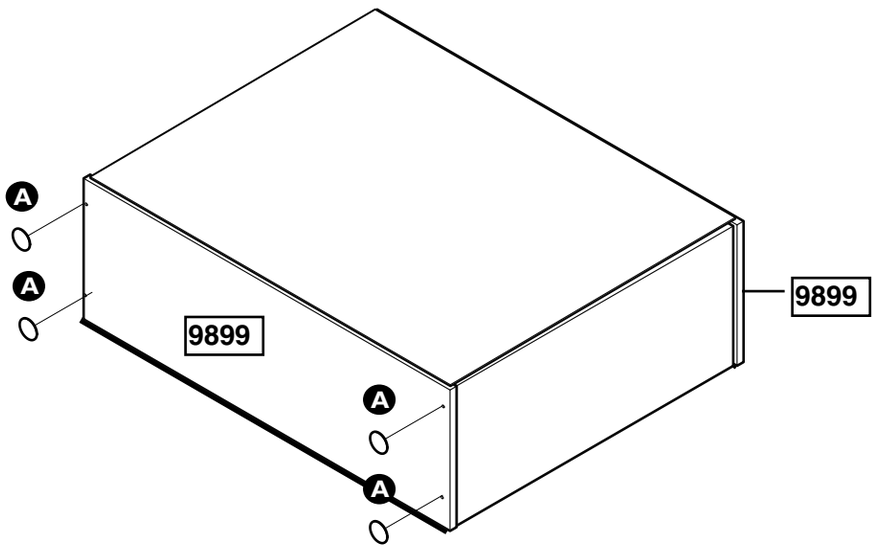
Assembly Instructions

Step 4

Attach cover caps to exposed fittings.

Cover any exposed fittings using the covers **A**.



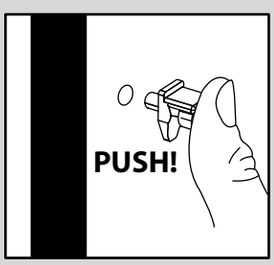


Step 5

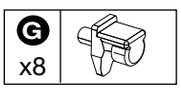
Turn unit upright to attach shelf studs.

A number of holes are drilled in each end panel so that the shelves are adjustable.

Once you have decided upon the location of the shelves, insert the shelf studs as shown.

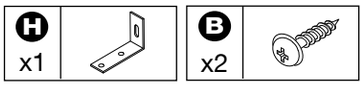


Once inserted, seat the shelves on top of the shelf studs.



Assembly Instructions

Step 6



Fixing to wall

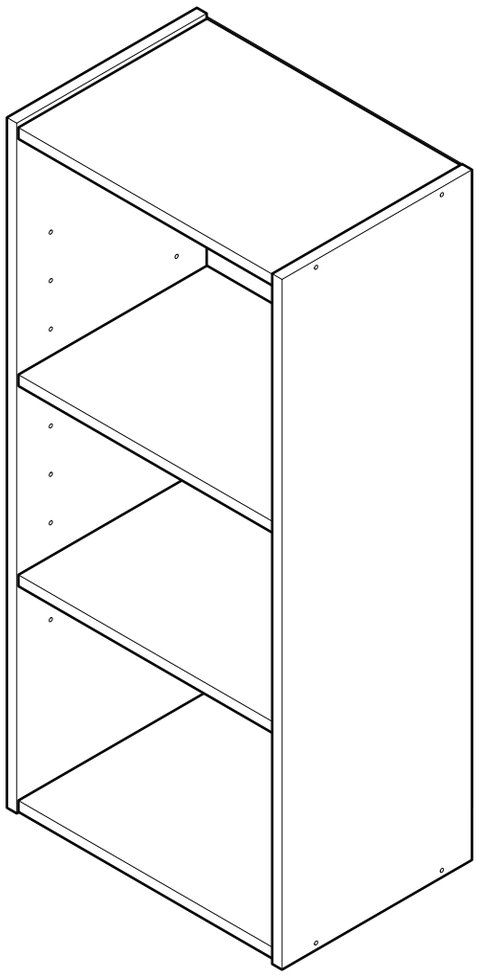
We recommend that this unit is fixed to a suitable wall to prevent possible overbalancing. We have included a fixing bracket for this. No fixing screws are provided as they will need to suit the wall type, and the length of screw will depend on the distance from the back of the unit to the wall. Please ensure fixings used are appropriate to your wall type. Locate the bracket to the top panel or to the end panel as close to top as possible. We do not specify exact location for the bracket, this is left to the customer's discretion.

With help move the unit into position.

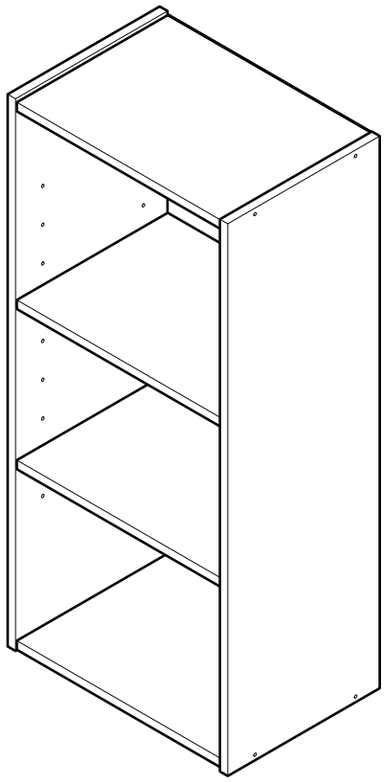
Warning:
2 people to lift.
Lift with care.

Warning:

Please take care when drilling into the wall, avoiding any pipes and wires. Wear safety goggles when drilling. The use of residual current device (RCD) is recommended when working with tools.If in doubt consult a qualified person.



Congratulations! Your unit is complete.



Important Information

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

01709 534123 **8am - 4.30pm (Monday to Thursday)**
8am - 2.30pm (Fridays)

(by contacting the customer service line your statutory rights are not affected)

Please have the following information to hand:

>> Unit Description
>> Product Code
>> Product Colour
>> Place of Purchase
>> Catalogue Ref. No.
>> Item Code
>> Assembly Instructions

We do have an answer machine should you contact us out of office hours, so in addition to the above information could you leave your name, address, daytime telephone number and the nature of your call on the answerphone. All calls will be actioned asap.

You can also e-mail your requests to us at:

customer.helpdesk@addspacefl.co.uk

Alternatively, you can write to us at: **Customer Service Department, Addspace Furniture Limited, Braithwell Way, Hellaby Industrial Estate, Hellaby, Rotherham, South Yorkshire, S66 8QY.**

Notes