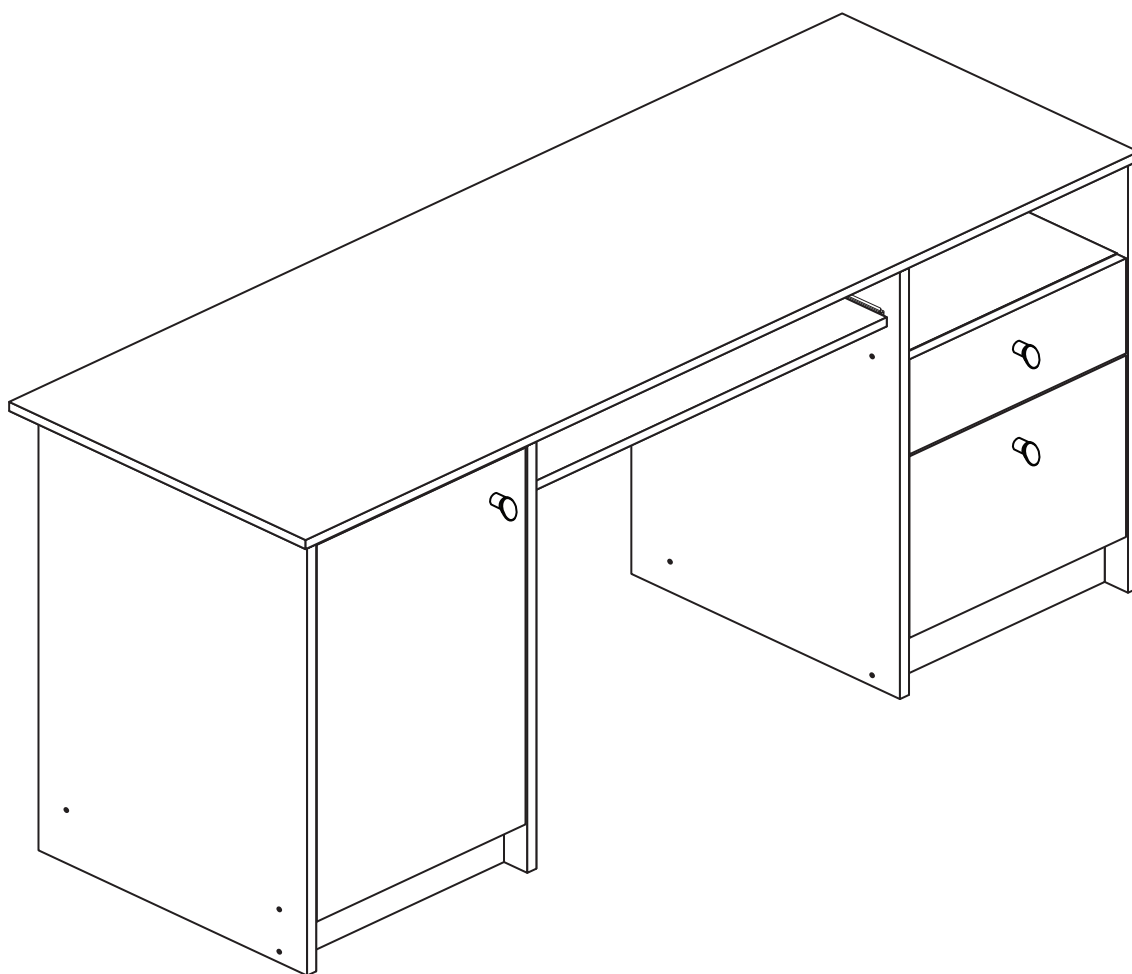


Malibu - Pedestal Desk and Filer

Assembly Instructions - Please keep for future reference

279/5935

246/9405



Dimensions

Width - 138cm

Depth - 49cm

Height - 72cm



**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**



Safety and Care Advice

Important - Please read these instructions fully before starting assembly

- **Warning:** This unit weighs approximately 37kgs. 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.

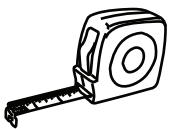
• **Safety note:** If there is any chance of this unit being pulled over by children etc. it is recommended that the unit is secured to a wall using suitable fixings (not supplied).

• Dispose of all packaging carefully and responsibly.

Care and maintenance

- Only clean using a damp cloth and mild detergent, do 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

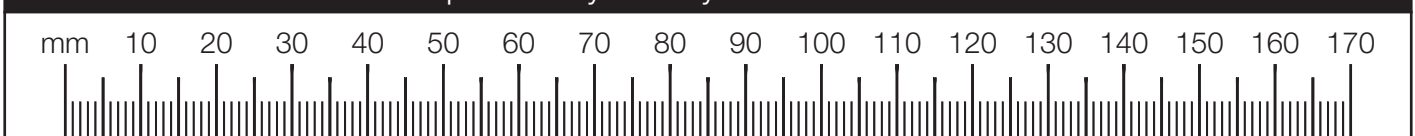


Eye protection (when using a hammer or drill)



Electric drill (do not use for fitting screws)

Ruler - Use this ruler to help correctly identify the screws

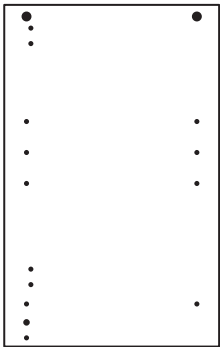


Note: If required the next page can be cut out and used as reference throughout the assembly. Keep this page with these instructions for future reference.

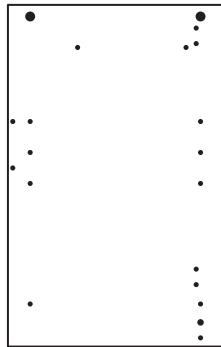
Components - Panels

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

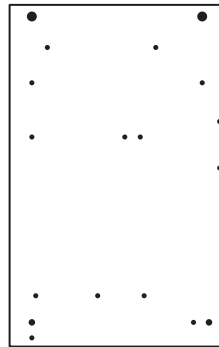
Please check you have all the panels listed below



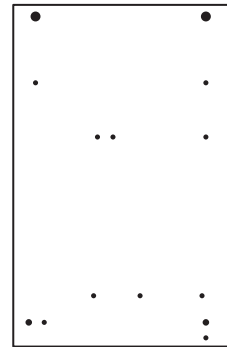
1 Cupboard Left Side (D2832A)
(706 x 444mm)



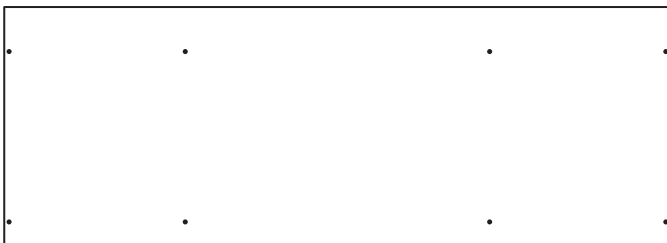
2 Cupboard Right Side (D2803A)
(706 x 444mm)



3 Filer Left Side (D2800A)
(706 x 444mm)



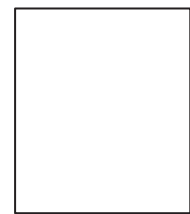
4 Filer Right Side (D2801A)
(706 x 444mm)



5 Top (D2799A)
(1377 x 490mm)



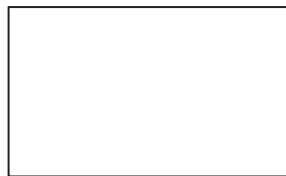
6 Base (D2813A)
(349 x 426mm)



7 Fixed Shelf (D2806A)
(362 x 423mm)



8 Shelf (D2814A)
(349 x 421mm)



9 Keyboard Shelf (D2809A)
(580 x 350mm)



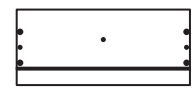
10 Rail (D2796A)
(362 x 80mm) x 2



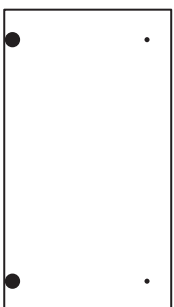
11 Plinth (D2810A)
(349 x 80mm)



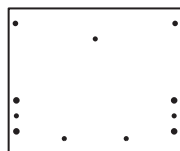
13 Modesty (D2805A)
(601 x 162.5mm)



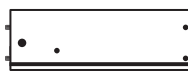
14 Drawer Front (D2797A)
(358 x 156mm)



15 Door (D2808A)
(623 x 345mm)



12 File Front (D2798A)
(358 x 300mm)



17 Left Drawer Side (W370-124LH)
(370 x 124mm)



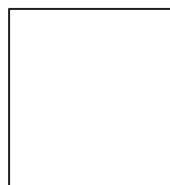
18 Right Drawer Side (W370-124RH)
(370 x 124mm)



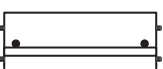
19 Drawer Back (W331-124BCK)
(331 x 124mm)



16 File Back (D2795A)
(338 x 253mm)



22 Drawer Base (T342-367)
(342 x 367mm)



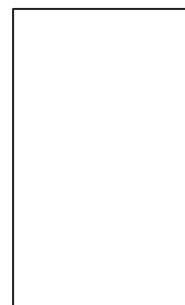
20 File Side (W414)
(314 x 120mm) x 2



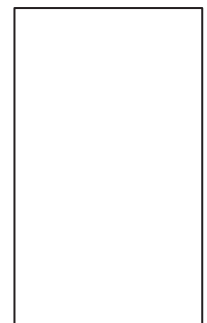
21 File Base (T320-320)
(320 x 320mm)



23 File Bar (FBAR334)
(334mm long) x 2



24 Small Back (X846)
(622 x 375mm)



25 Large Back (X661-388)
(661 x 388mm)


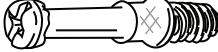



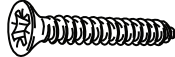




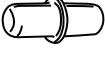
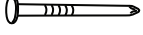

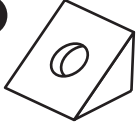

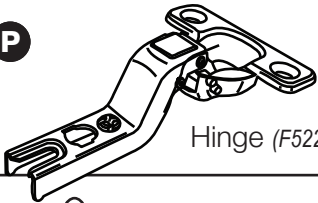






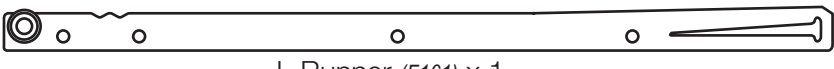
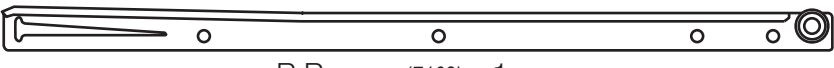
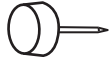


Components - Fittings

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.

<p>A </p> <p>Wooden dowel (F22) x 6</p>	<p>B </p> <p>Metal dowel (F901) x 14</p>	<p>C </p> <p>Large locking nut (F900) x 8</p>
<p>D </p> <p>Small locking nut (F3) x 6</p>	<p>E </p> <p>40mm Screw (F910) x 18</p>	<p>F </p> <p>25mm Screw (F50) x 7</p>
<p>G </p> <p>15mm Screw (F116) x 2</p>	<p>H </p> <p>13mm Screw (F63) x 10</p>	<p>I </p> <p>13mm Screw (F52) x 6</p>
<p>J </p> <p>9mm Screw (F73) x 8</p>	<p>K </p> <p>Shelf stud (F110) x 4</p>	<p>L </p> <p>Nail (F51) x 22</p>
<p>M </p> <p>Handle (F631) x 3</p>	<p>N </p> <p>Wedge panel holder (F248) x 2</p>	<p>O </p> <p>Hinge plate (F523) x 2</p>
<p>P </p> <p>Hinge (F522) x 2</p>	<p>Q </p> <p>Drawer runner (F1004) x 4</p>	
<p>R </p> <p>Knock-in Peg (F171GY) x 4</p>	<p>S </p> <p>9mm Screw (F74) x 2</p>	<p>T </p> <p>Wedgefix (F639) x 2</p>
<p>U a </p> <p>L Runner (F159) x 1</p> <p>U b </p> <p>R Runner (F160) x 1</p> <p>U c </p> <p>L Runner (F161) x 1</p> <p>U d </p> <p>R Runner (F162) x 1</p>	<p>V </p> <p>Plastic Nail (F91) x 8</p>	

Assembly Instructions

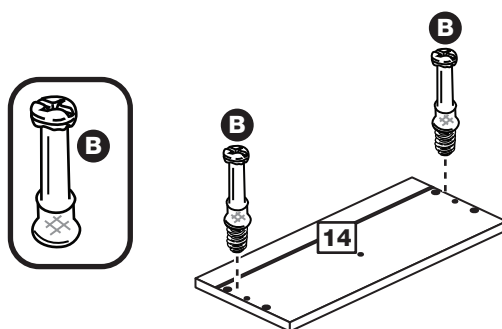
If you have damaged or missing components, call the
Customer Helpline: 08456 400800 quoting the reference
numbers below

Step 1

Prepare the drawer front

Screw 2 metal dowels **B** into the drawer front **14**.

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

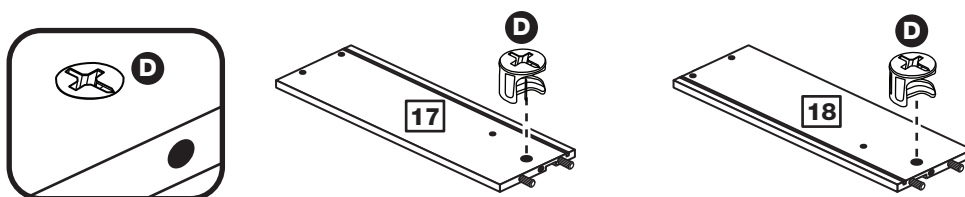


Step 2

Prepare the drawer sides

Insert a small locking nut **D** into the hole shown on the left drawer side **17** and the right drawer side **18**.

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



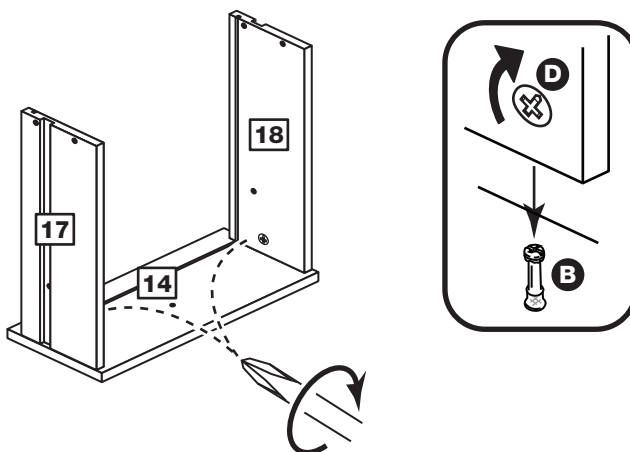
Step 3

Attach the drawer sides to the drawer fronts

Push the left drawer sides **17** and right drawer sides **18** onto the back of the drawer fronts **14**.

Turn the small locking nuts **D** on the left drawer side **17** and right drawer side **18**.

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

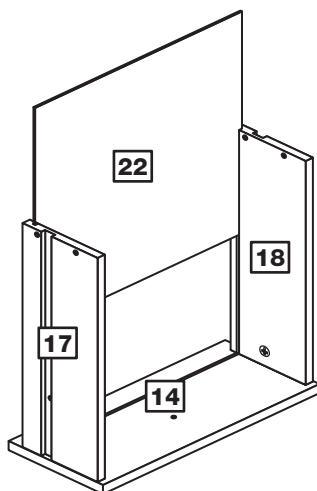


Assembly Instructions

Step 4

Fit the drawer base

Slide the drawer base **22** down the grooves in the drawer sides **17** and **18** and down into the groove in the drawer front **14**.

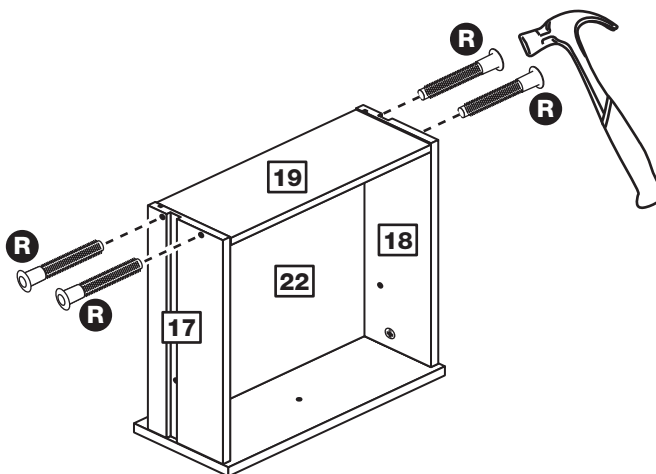


Step 5

Fit the drawer back

Fit the drawer back **19** between the drawer sides **17** and **18**. Make sure that the drawer base **22** fits into the groove in the drawer back **19**.

Hold the drawer back **19** in position and tap the knock-in pegs **R** through the holes in the drawer sides **17** and **18**.

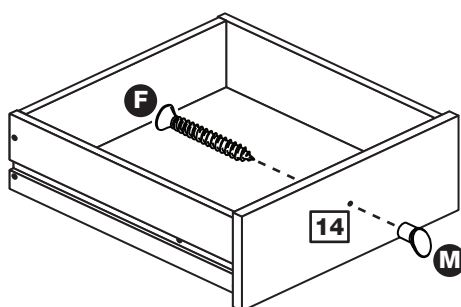


Step 6

Attach the handle

Attach a handle **M** to the drawer front **14** using screw **F**.

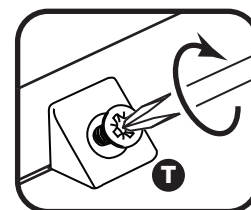
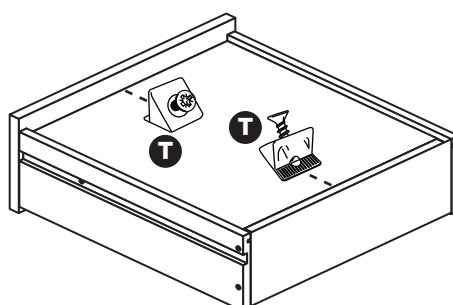
Note: Do not overtighten the screw.



Step 7

Fit the wedgifixes

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



Assembly Instructions

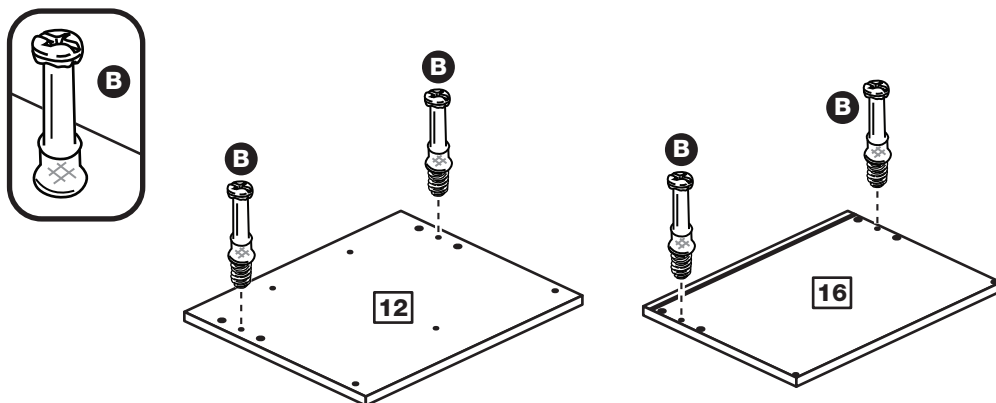
Step 8

Prepare the file front and the file back

Screw 2 metal dowels **B** into the holes shown on the back of the file front **12**.

Screw 2 metal dowels **B** into the holes shown on the file back **16**.

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

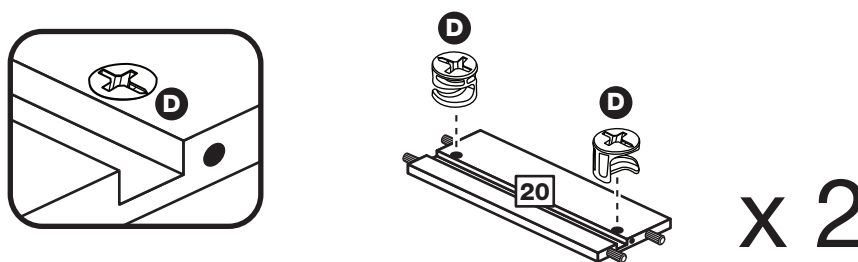


Step 9

Prepare the file sides

Insert 2 small locking nuts **D** into the holes shown on each of the file sides **20**.

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

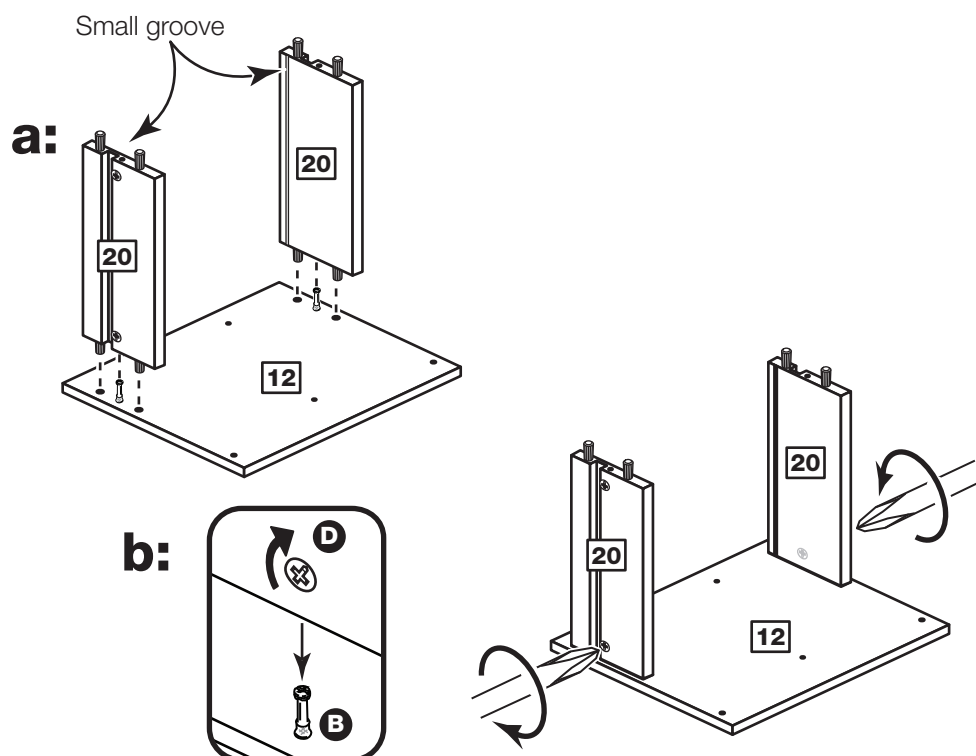


Step 10

Assemble the file front and file sides

a: Push 2 file sides **20** onto the back of the file front **12** as shown.

b: Turn the 2 small locking nuts **D** on the file sides **20** clockwise to secure them - more than 1/2 a turn.

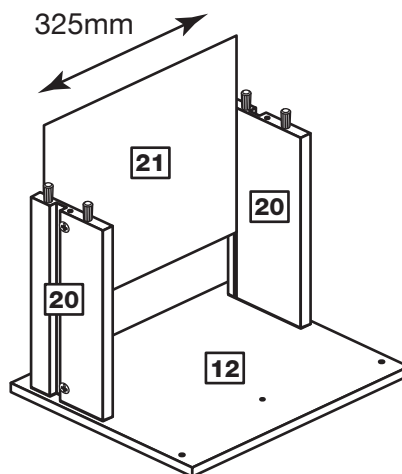


Assembly Instructions

Step 11

Fit the file base

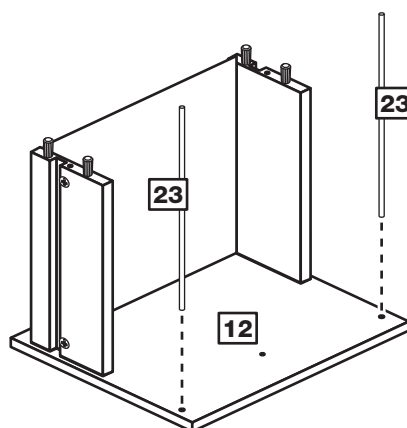
Slide the file base **21** between the slots in the 2 file sides **20** and push it down onto the file front **12**.



Step 12

Fit the file bars

Push the 2 file bars **23** down into the holes on the file front **12**.



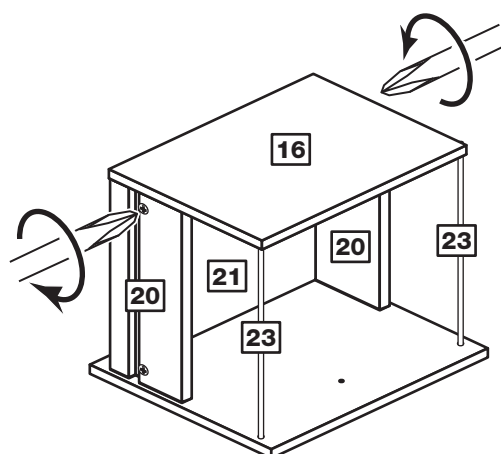
Step 13

Fit the drawer back

Push the file back **16** down onto the 2 file sides **20** and 2 file bars **23**.

Turn the 2 small locking nuts **D** on the file sides **20** clockwise to secure them - more than 1/2 a turn.

Note: Make sure that the file base **21** is pushed into the groove in the file back **16**.

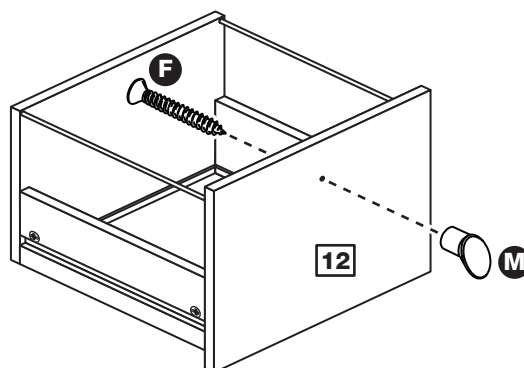


Assembly Instructions

Step 14

Attach the handle

Attach a handle **M** to the file front **12** using screw **F**.

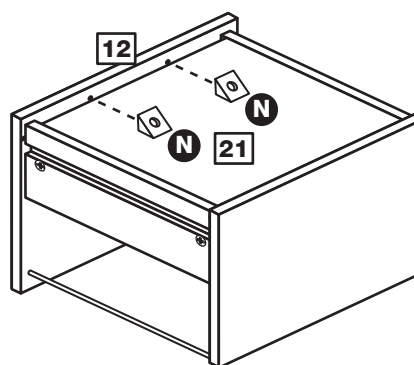
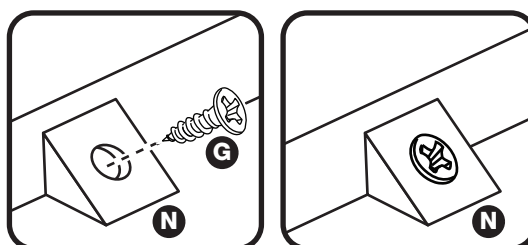


Step 15

Secure the backs

Place the wedge panel holders **N** onto the file base **21**, pushing them up against the back of the file front **12**.

Screw the wedge panel holders **N** into the 2 mark holes using screws **G**.



Assembly Instructions

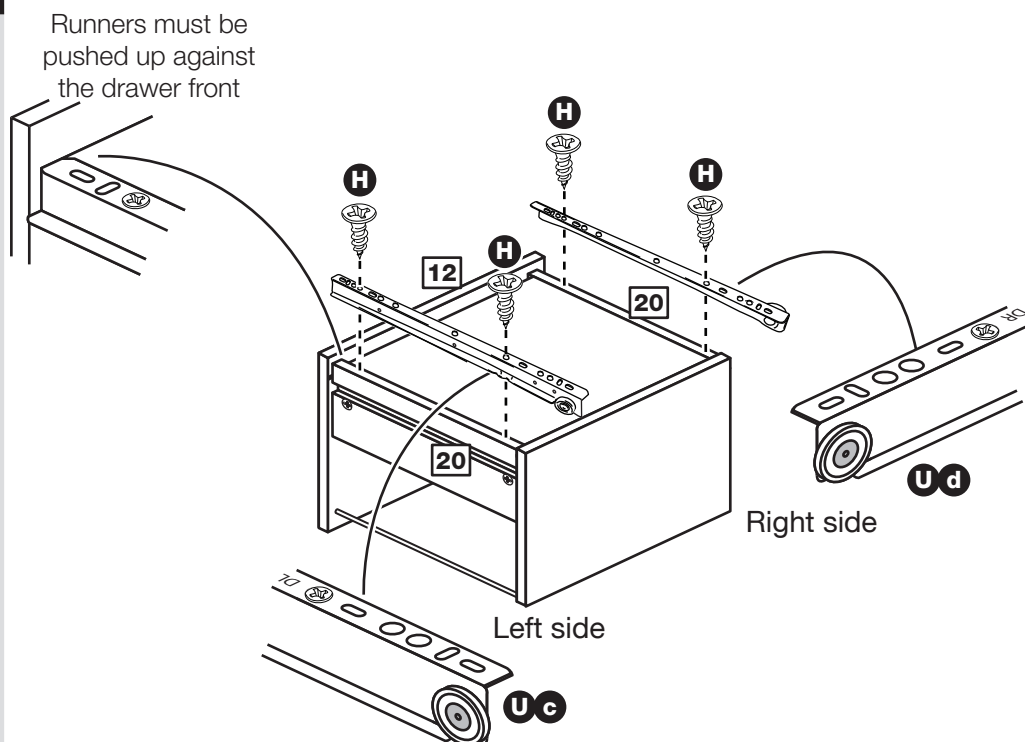
Step 16

Fit runners to the file drawer

Turn the file drawer assembly over.

Fit runner **Ud**, marked with 'DR', to the bottom edge of the right file side **20**, as shown, making sure that it is pushed up against the back of the file front **12**. Use a bradawl to mark the fixing positions, then secure with 2 screws **H**.

Fit runner **Uc**, marked 'DL', to the bottom edge of the left file side **20** using the same method.



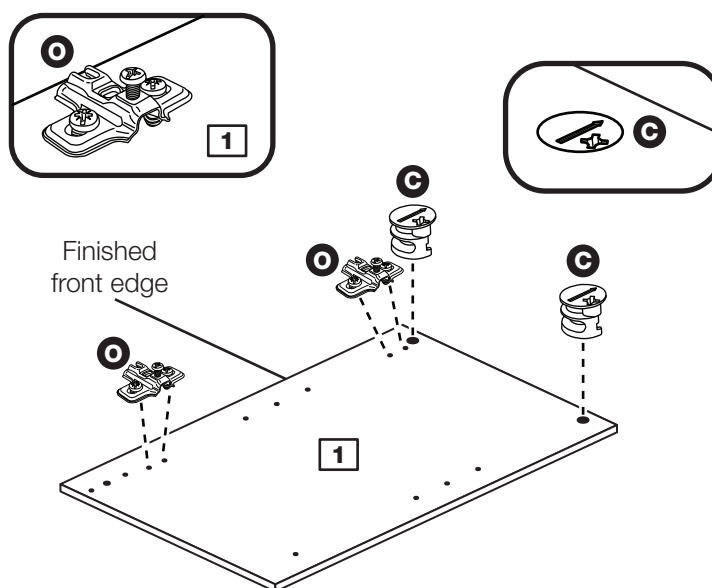
Step 17

Prepare the cupboard left side

Fit 2 hinge plates **O** onto the cupboard left side **1** making sure that the slot is facing towards the finished front edge.

Insert 2 large locking nuts **C** into the cupboard left side **1** as shown.

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



Assembly Instructions

Step 18

Prepare the cupboard right side

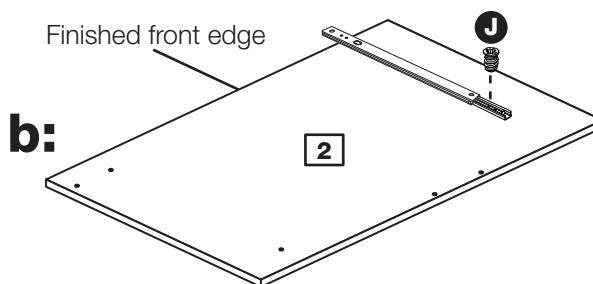
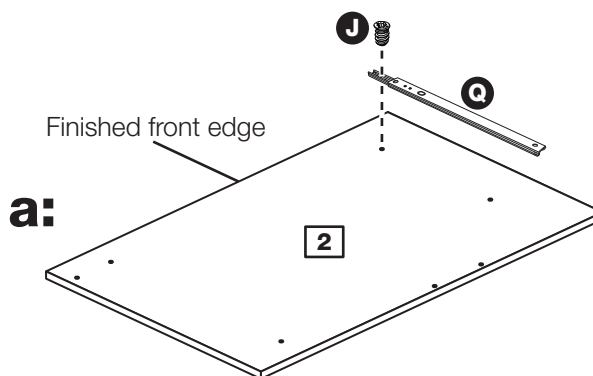
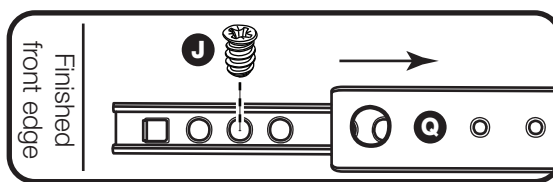
a: Place a runner **C** on the cupboard right side **2**. Slide back the top of the runner and use the 2nd hole from the front to fit the 1st screw **J**.

b: Slide the runner back the other way and use the corresponding hole to fit the 2nd screw **J**.

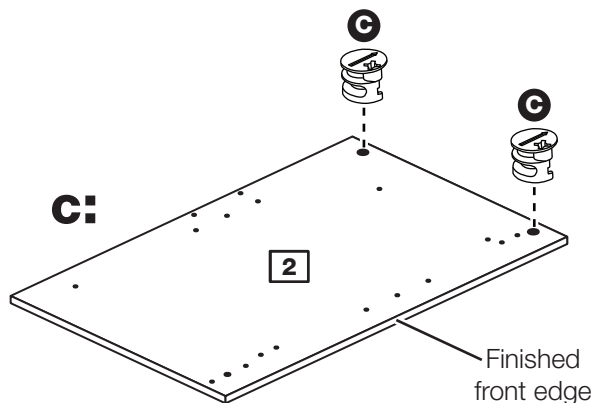
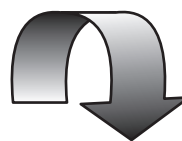
Turn the cupboard right side over

c: Insert 2 large locking nuts **C** into the cupboard right side **2** as shown.

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



Turn the cupboard right side over

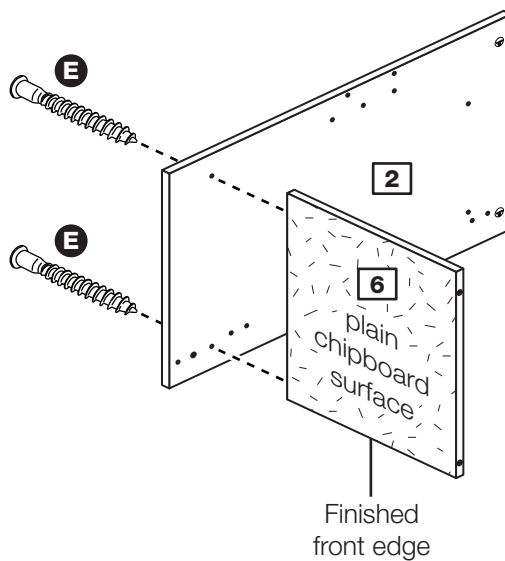


Assembly Instructions

Step 19

Join the cupboard right side and base

Attach the base **6** to the cupboard right side **2** using 2 screws **E**.

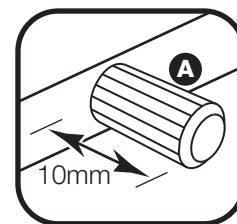
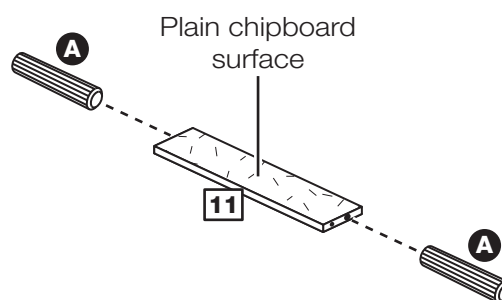


Step 20

Prepare the plinth

Tap 2 wooden dowels **A** into the plinth **11**.

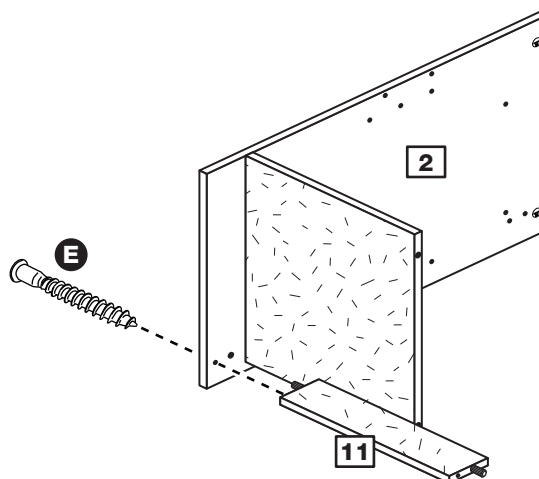
Note: Wooden dowels **must not** stick out from the edge by more than 10mm or they may damage other panels.



Step 21

Fit the plinth

Push the plinth **11** onto the cupboard right side **2** and secure it using screw **E**.

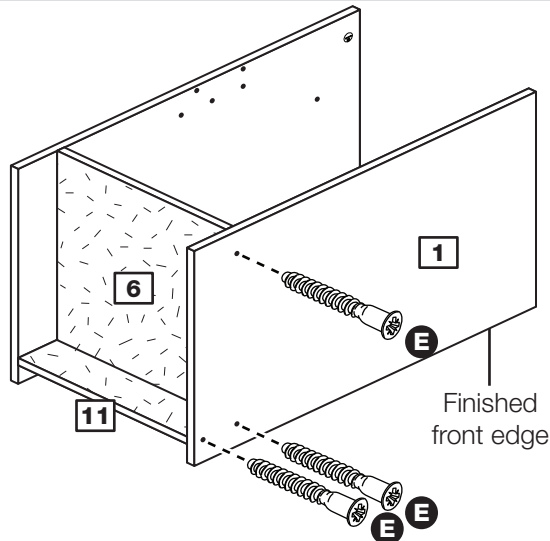


Assembly Instructions

Step 22

Fit the cupboard left side

Attach the cupboard left side **1** to the base **6** and the plinth **11** using 3 screws **E**.



Step 23

Prepare the filer left side

a: Place a runner **Q** on the filer left side **3** as shown. Slide back the top of runner and use the 2nd hole from the front to fit the 1st screw **J**.

b: Slide the runner **Q** back the other way and fit the 2nd screw **J** into the corresponding hole in the filer left side **3**.

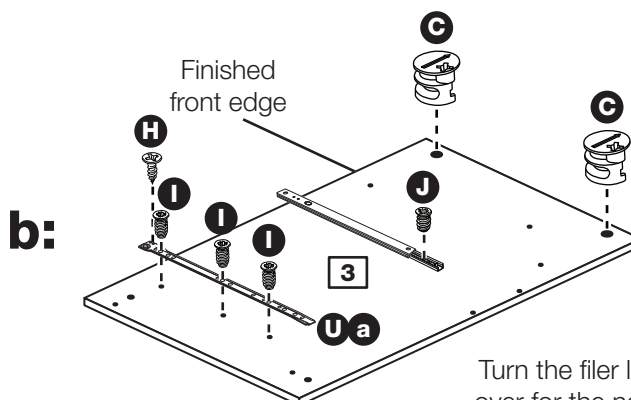
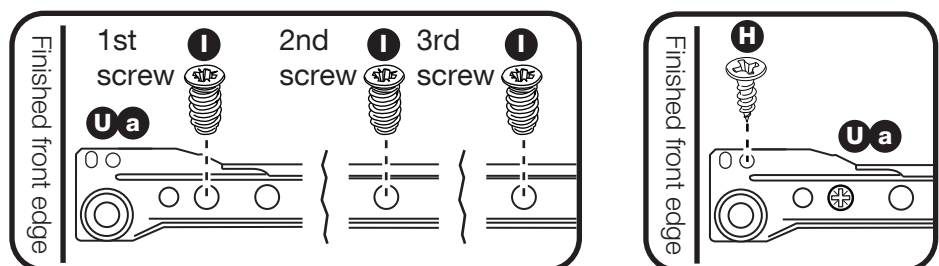
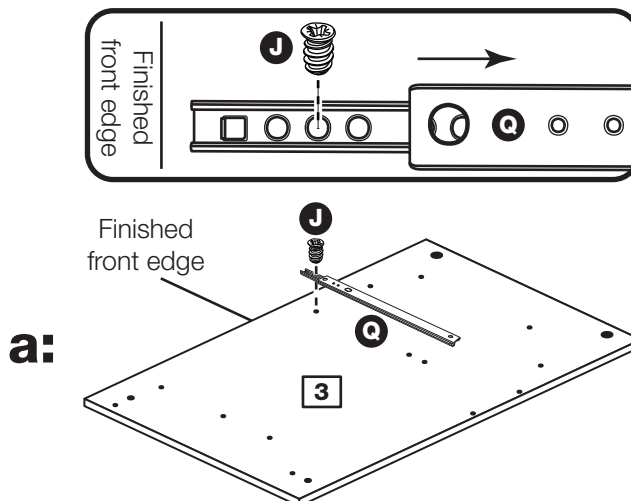
Fit the runner **Ua** to the filer left side **3**.

The 1st screw **I** uses the 2nd hole in from the front of the runner **Ua**. The 2nd and 3rd screws use the holes that line up with the other panel holes.

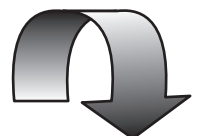
Fit a screw **H** into the 2nd hole in at the top of the runner **Ua**.

Insert 2 large locking nuts **C** into the filer left side **3**.

Turn the filer left side over for the next step



Turn the filer left side over for the next step



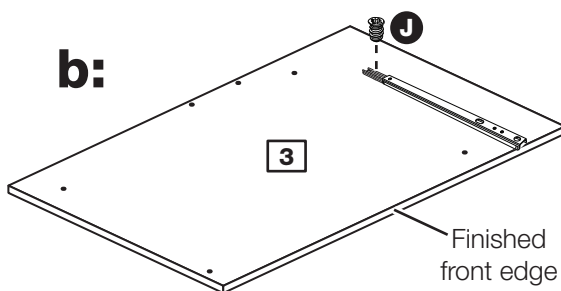
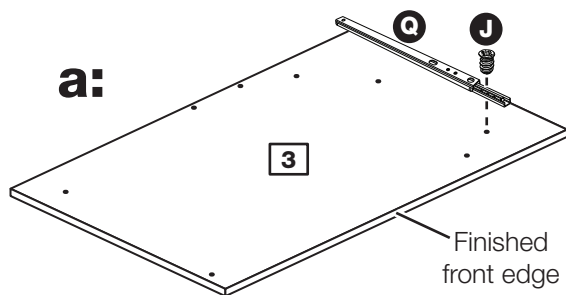
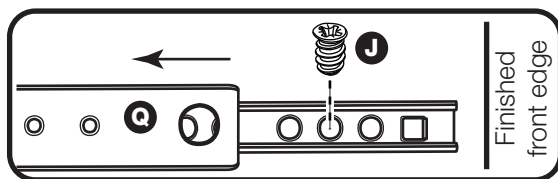
Assembly Instructions

Step 24

Prepare the other surface of the filer left side

a: Place a runner **Q** on the filer left side **3**. Slide back the top of the runner and use the 2nd hole from the front to fit the 1st screw **J**.

b: Slide the runner back the other way and use the corresponding hole to fit the 2nd screw **J**.



Assembly Instructions

Step 25

Prepare the filer right side

a: Place a runner **Q** on the filer right side **4** as shown. Slide back the top of runner and use the 2nd hole from the front to fit the 1st screw **J**.

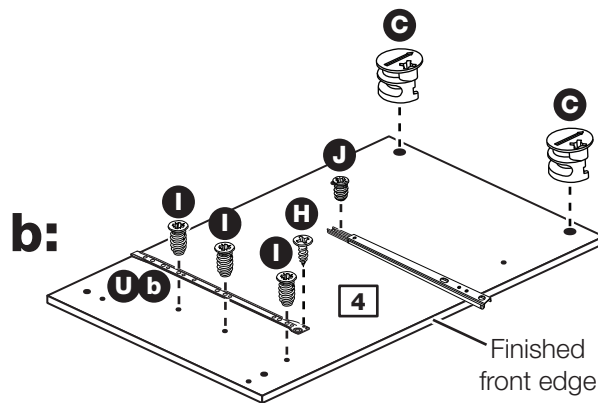
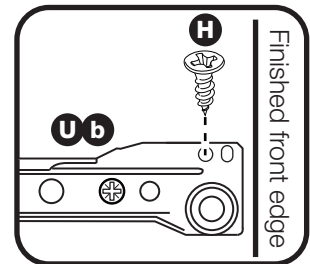
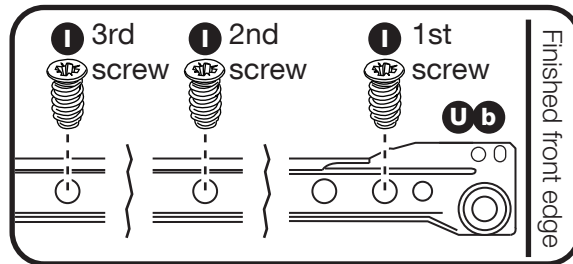
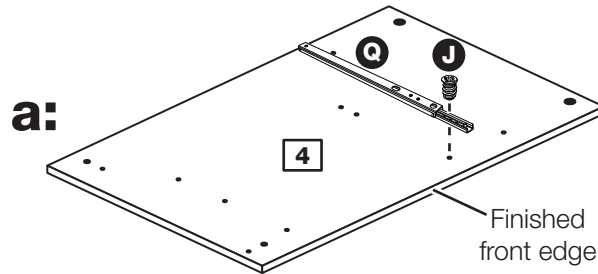
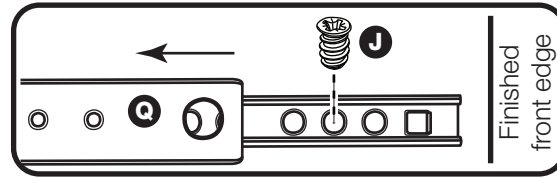
b: Slide the runner **Q** back the other way and fit the 2nd screw **J** into the corresponding hole in the filer right side **4**.

Fit the runner **U b** to the filer right side **4**.

The 1st screw **I** uses the 2nd hole in from the front of the runner **U b**. The 2nd and 3rd screws use the holes that lines up with the other panel holes.

Fit a screw **H** into the 2nd hole in at the top of the runner **U b**.

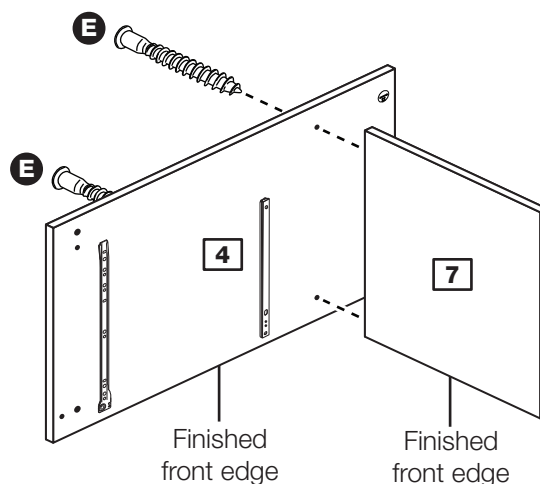
Insert 2 large locking nuts **C** into the filer right side **4**.



Step 26

Join the filer right side and fixed shelf

Push the fixed shelf **7** onto the filer right side **4** and secure it using 2 screws **E**.

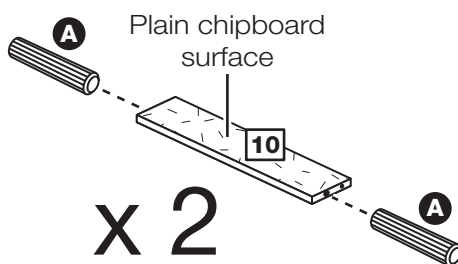


Assembly Instructions

Step 27

Prepare the 2 rails

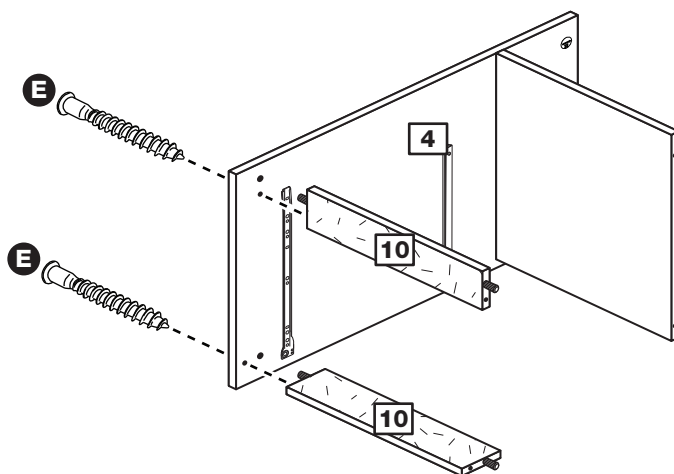
Tap 2 wooden dowels **A** into each of the rails **10**.



Step 28

Fit the rails

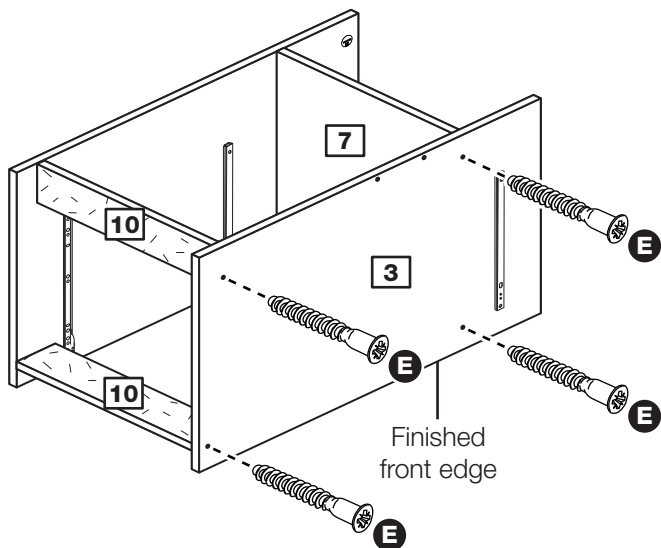
Push the 2 rails **10** onto the filer right side **4** and secure them using 2 screws **E**.



Step 29

Fit the filer left side

Attach the filer left side **3** to the fixed shelf **7** and the 2 rails **10** using 4 screws **E**.

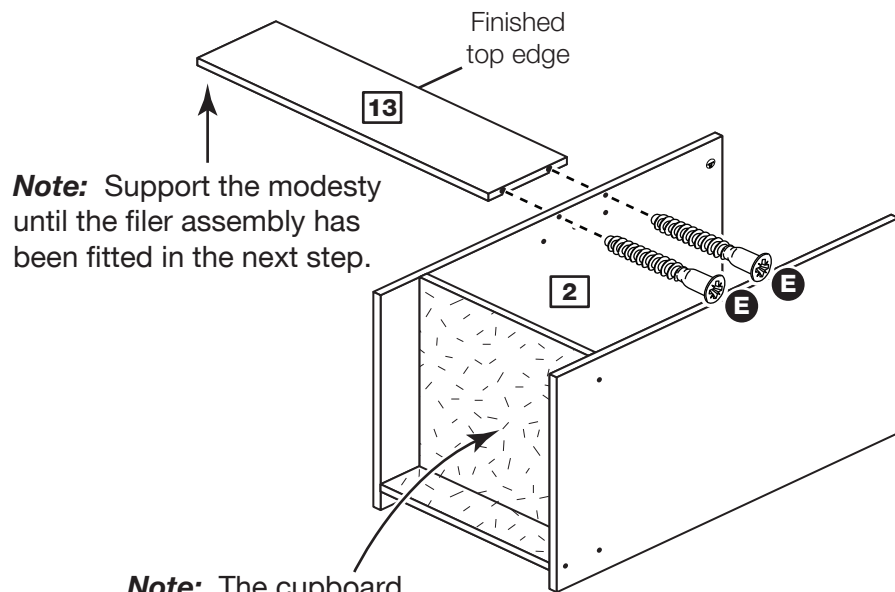


Assembly Instructions

Step 30

Fit the modesty to the cupboard assembly

Attach the modesty **13** to the cupboard right side **2** using 2 screws **E**.



Note: Support the modesty until the filer assembly has been fitted in the next step.

Note: The cupboard assembly is the one with the base panel

Step 31

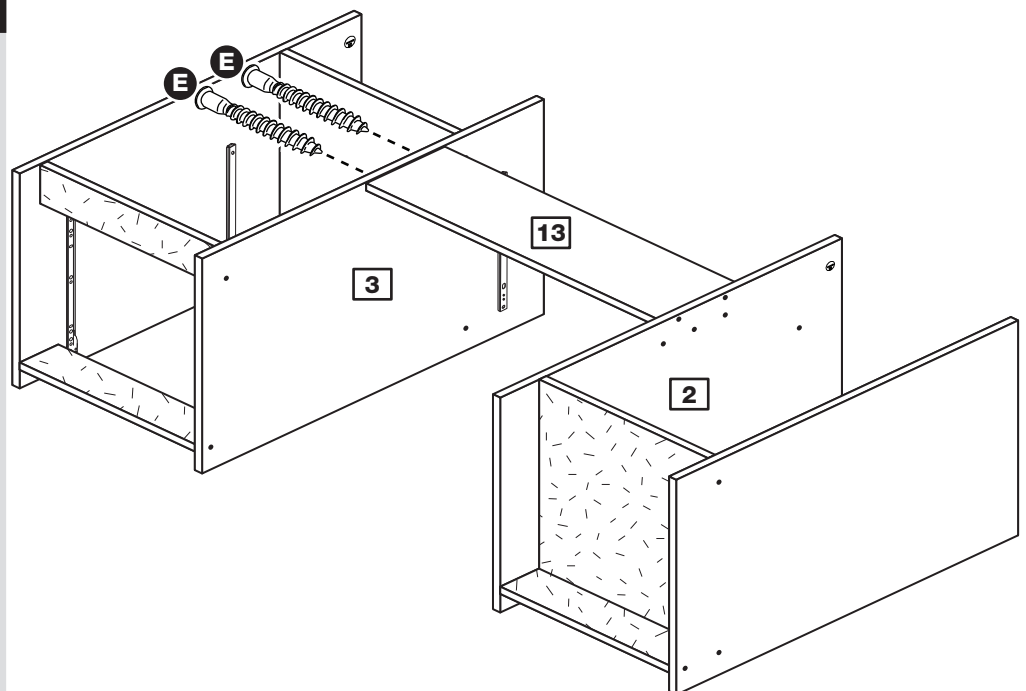
Fit the filer assembly

Attach the filer left side **3** to the modesty **13** using 2 screws **E**.

Carefully stand the unit up for the next step.



Warning: The unit is heavy. Lift with care.

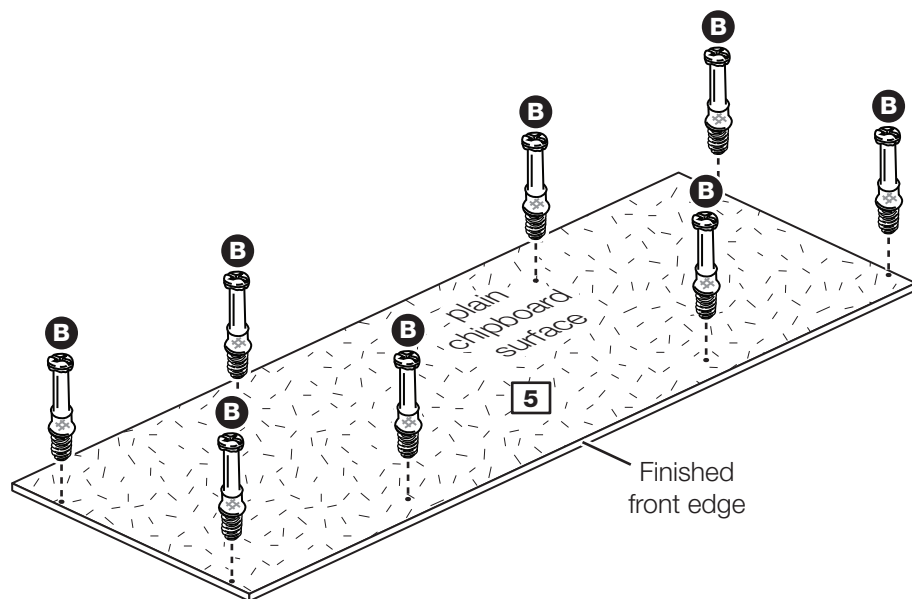


Assembly Instructions

Step 32

Prepare the top

Screw 8 metal dowels **B** into the top **5**.



Step 33

Fit the top

Lower the top **5** down onto the assembly.

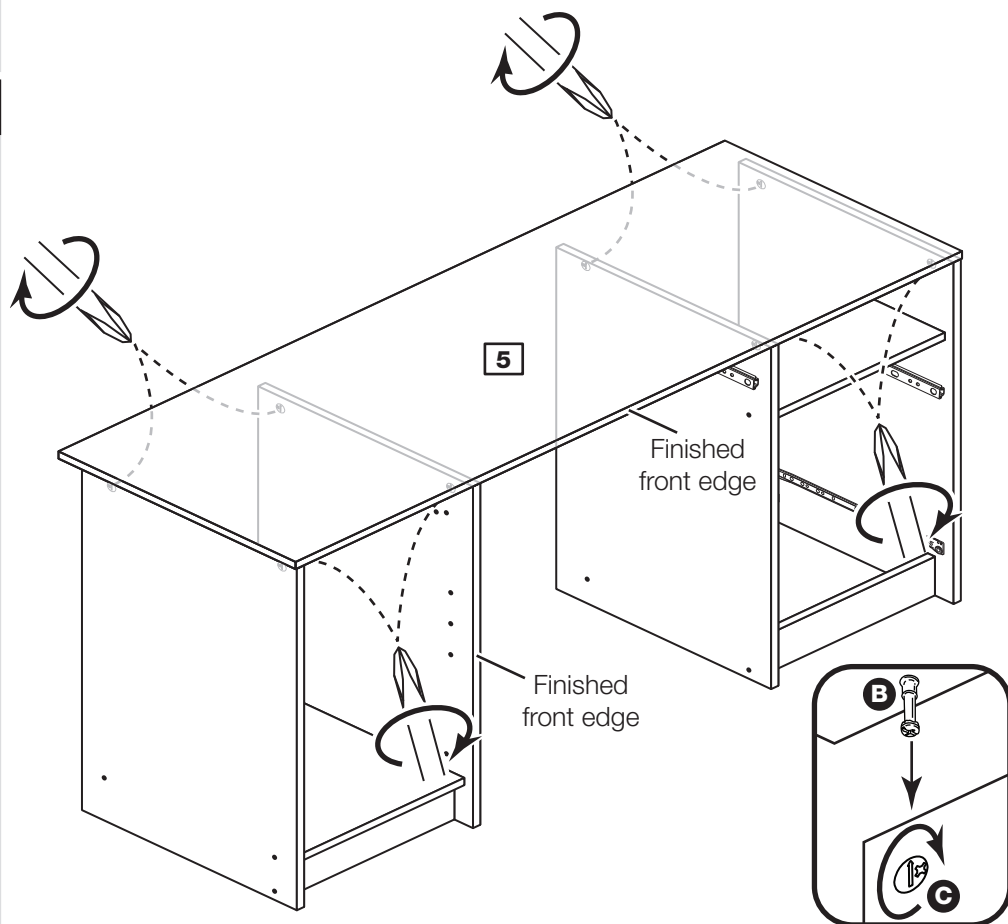
Use a screwdriver to tighten the 8 large locking nuts **C**.

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

Carefully lay the unit back down onto its front.



Warning: The unit is heavy. Lift with care.



Assembly Instructions

Step 34

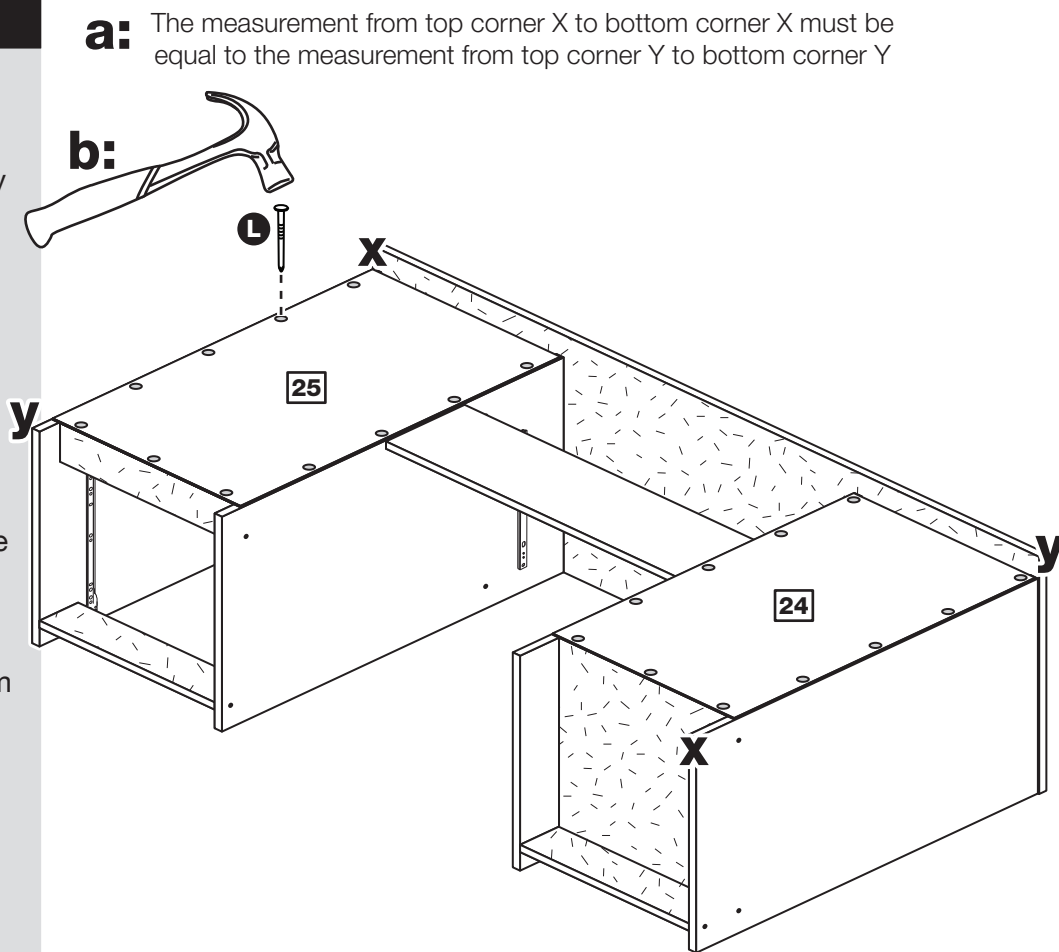
Fit the backs

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

b: Place the small back **24** and large back **25** onto the unit.

Nail **L** around the side and bottom edges of the backs **24** and **25**.

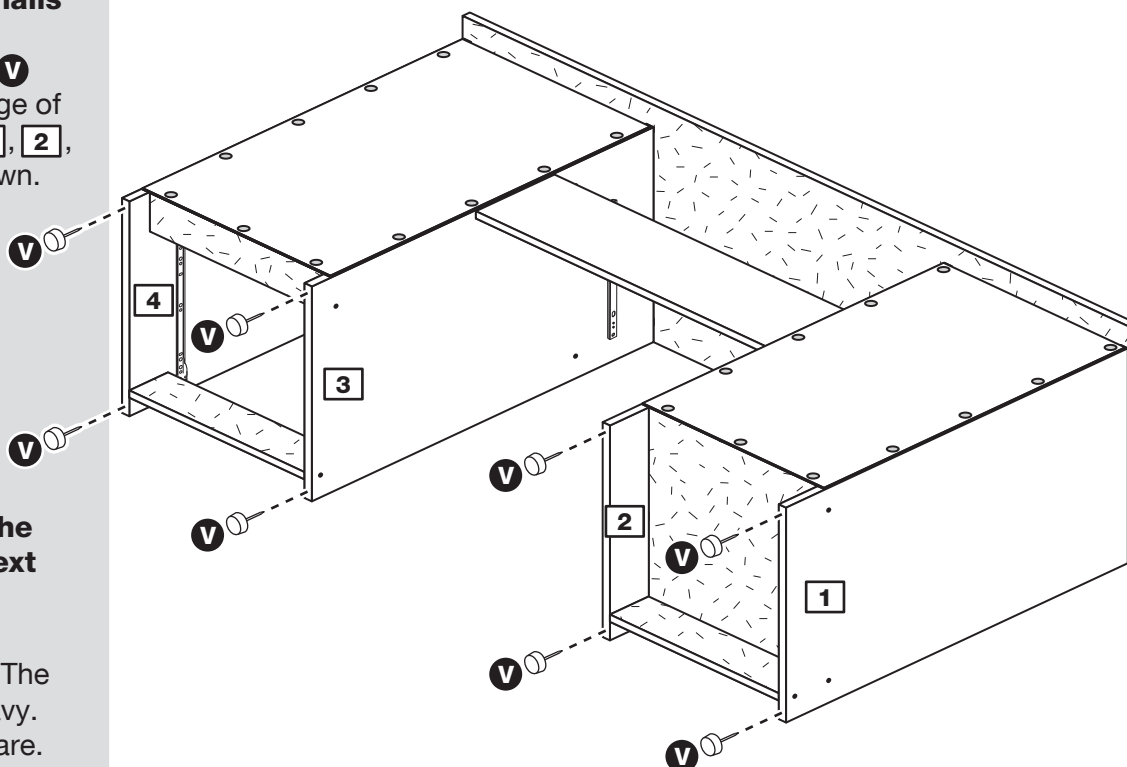
Note: Nails should be spaced about 150mm apart.



Step 35

Fit the 8 plastic nails

Tap 2 plastic nails **V** into the bottom edge of each side panel **1**, **2**, **3** and **4** as shown.



Carefully stand the unit up for the next step.



Warning: The unit is heavy. Lift with care.

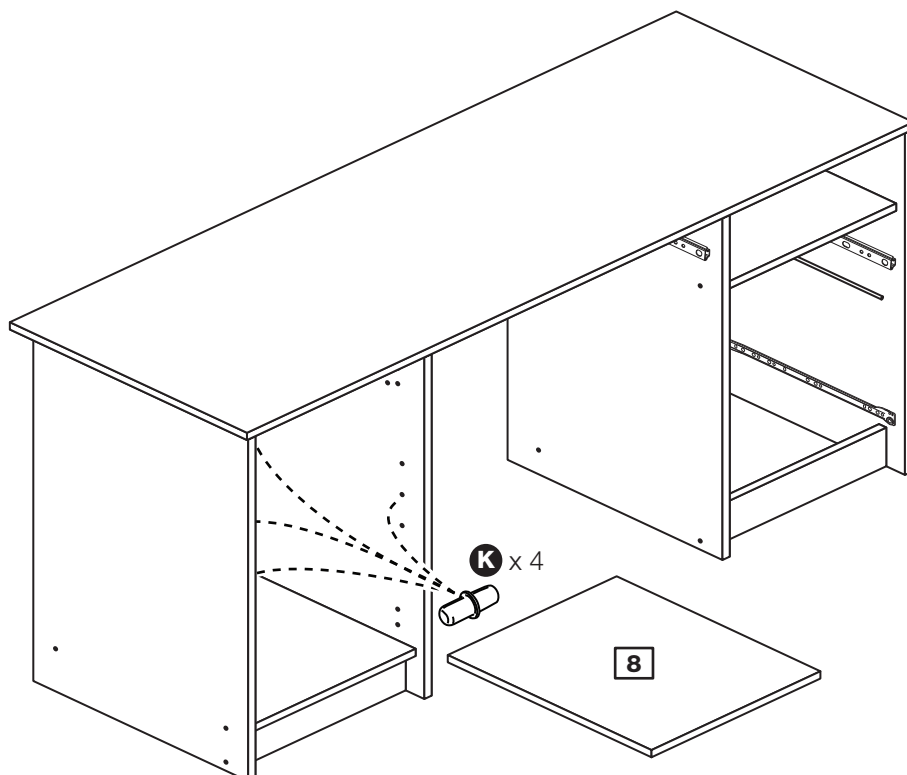
Assembly Instructions

Step 36

Fit the shelf

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

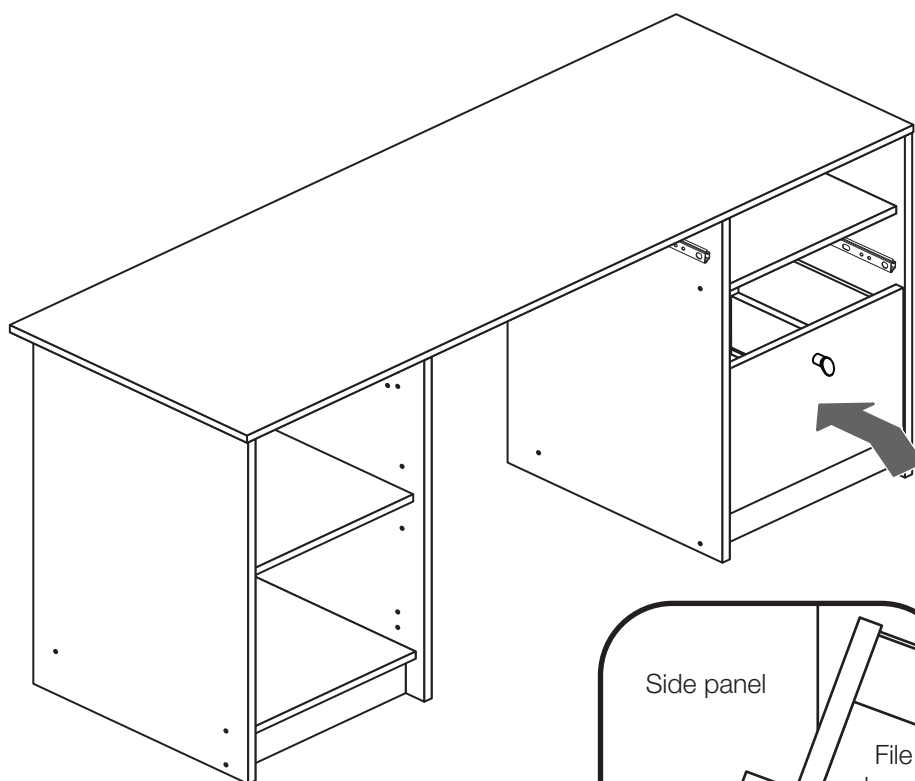
Lower the shelf **8** down onto the shelf studs **K**.



Step 37

Fit the file drawer

Slide the wheels of the runners fitted to the file drawer, over the wheels of the runners fitted to the side panels and push the file drawer into position.



Assembly Instructions

Step 38

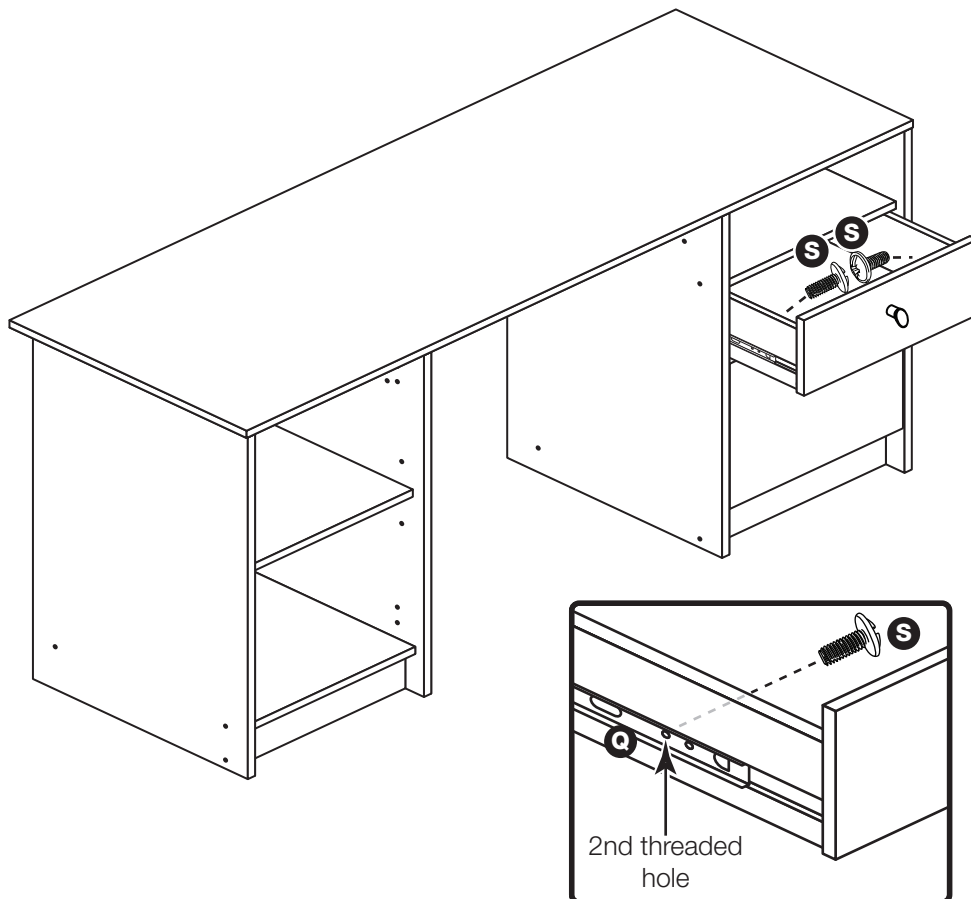
Fit the drawer

Slide both the runners **Q** forward and locate the drawer sides **17** and **18** between them, lining up the holes in the drawer wrap with the 2nd 'threaded' holes in the runners **Q**.

Working from the inside of the drawer, insert 2 screws **S** through the drawer sides and out into the 2nd threaded hole in the runner.

Note: Do not overtighten the screws **S**.

If they catch on the runner you may need to loosen them slightly.



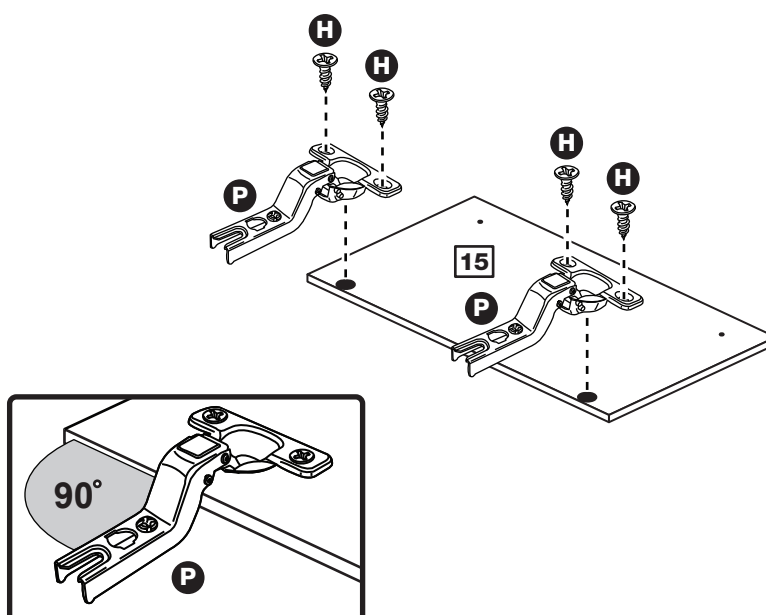
Step 39

Prepare the door

Push fit the 2 hinges **P** into the door **15**.

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

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 40

Drill the handle hole in the door

Important: Please follow these instructions carefully.

Lay the door **15** down onto a smooth surface.

Important: Carefully choose which hole you need to drill.

Check that the holes and hinges are in the same place as the diagrams.

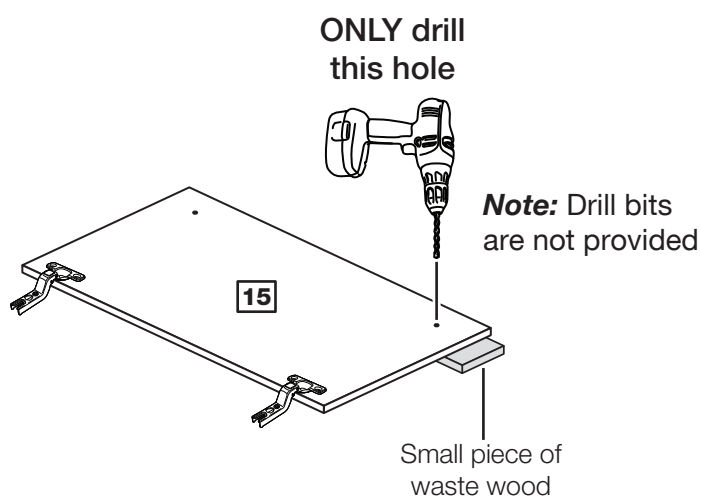
Note: We recommend the use of a small piece of waste wood, placed behind the hole while drilling, to reduce the possibility of any breakout.

Using the pilot hole in the rear face of the door, **15** drill through the hole indicated opposite, using a 2.5mm diameter drill.

Turn the door **15** over and open out the 2.5mm hole that you have just drilled by drilling back through it with a 5mm drill.

IMPORTANT

Carefully choose which hole you will need to drill



Assembly Instructions

Step 41

Fit door and handle

Note: The easiest way to attach the door **15** is to fit the top hinge first, then align and fit the other hinge.

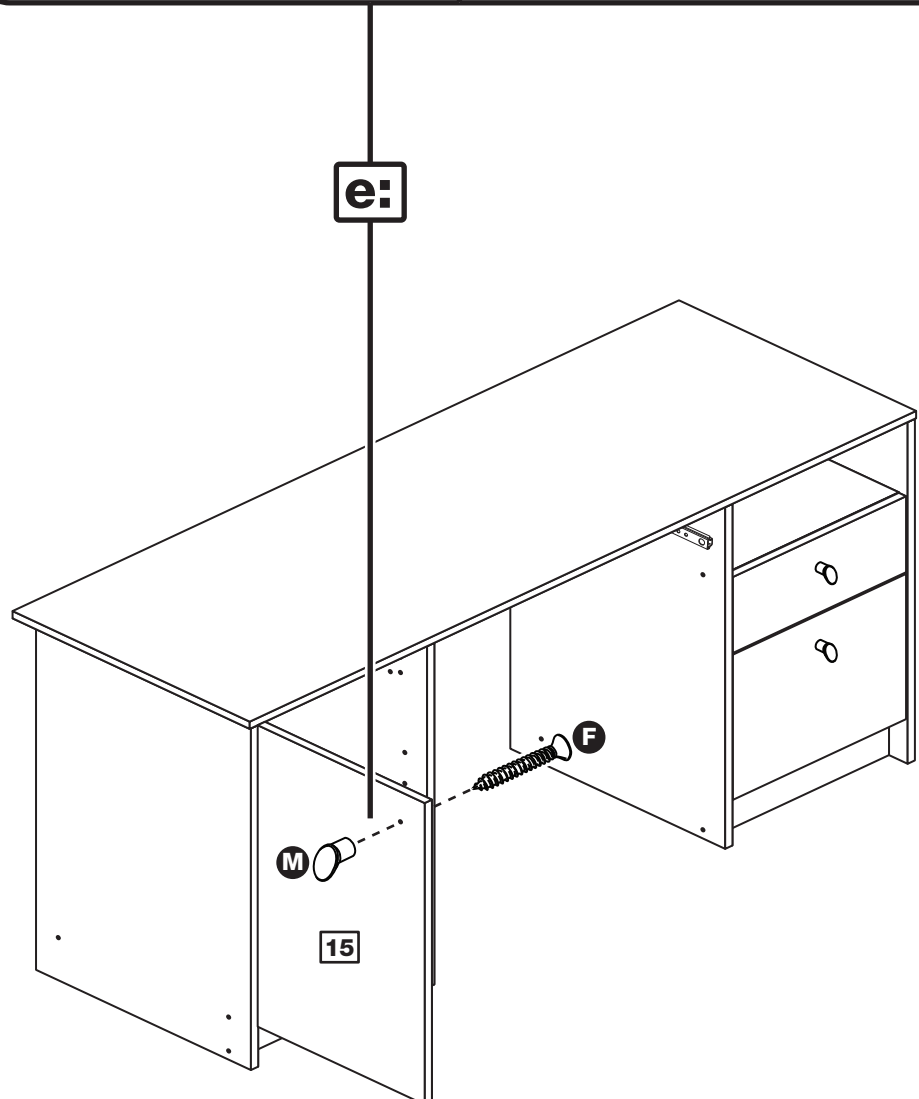
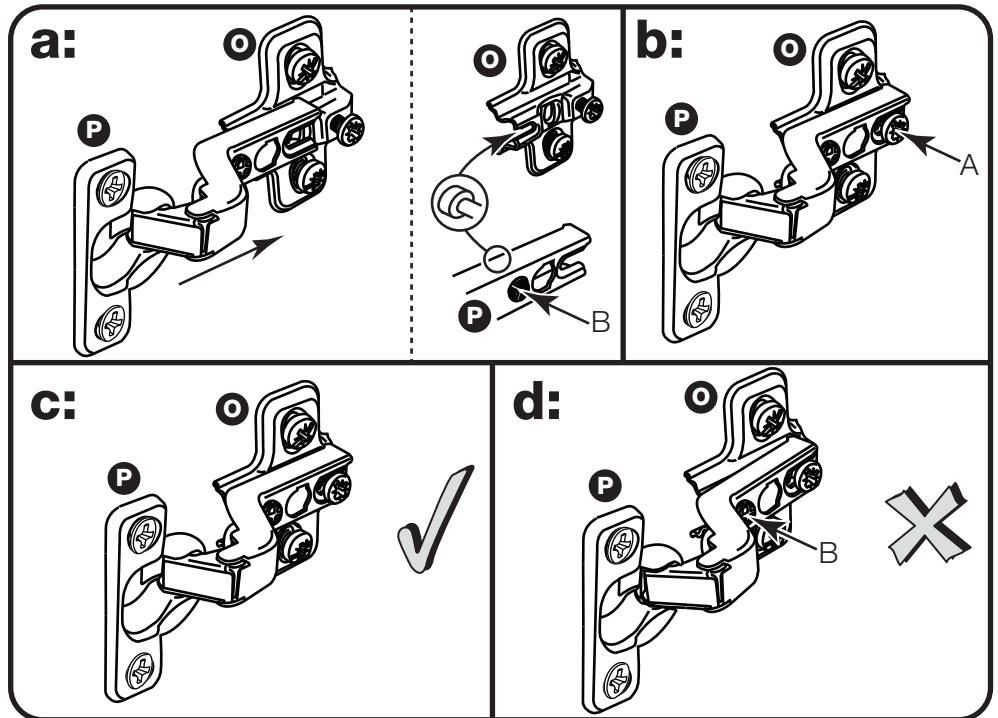
a: Push the hinge **P** onto the front part of the hinge plate **O**. The recess at the bottom of screw B goes into the slot in the hinge plate.

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

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

d: The hinge **P** must NOT be AT AN ANGLE to the hinge plate **O** 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 a handle **M** to the door **15** using screw **F**.



Assembly Instructions

Step 42

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.

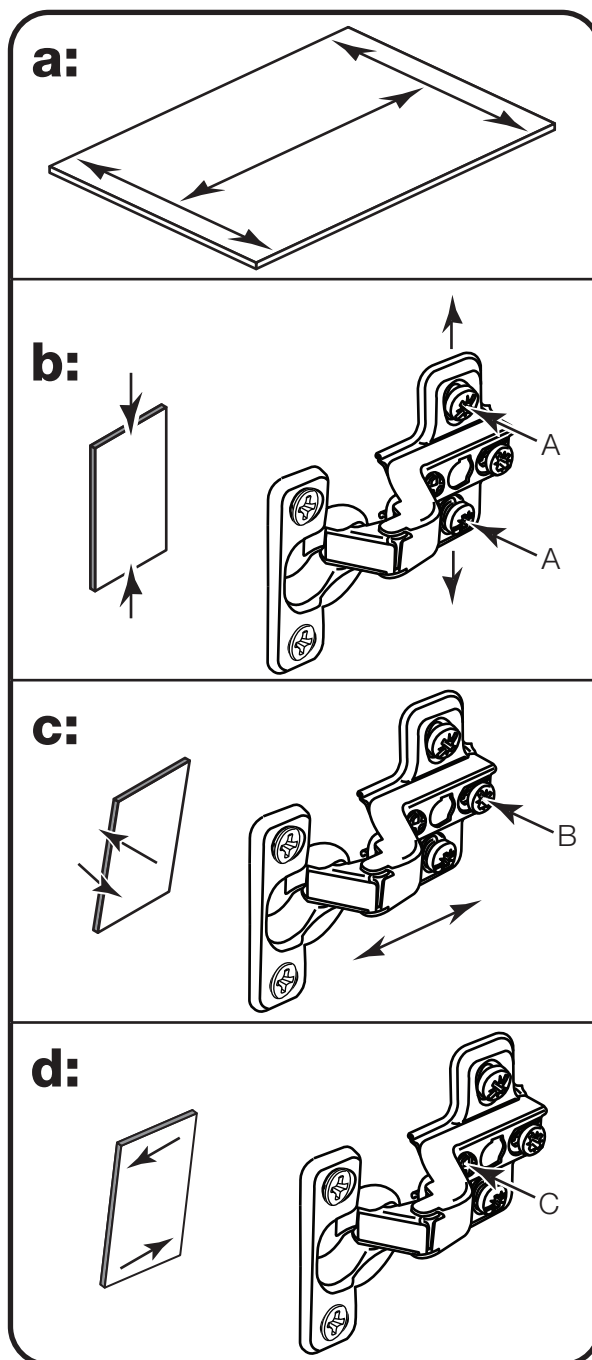
Loosen screws A on hinge plates and move door up or down as required. Retighten screw A.

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 43

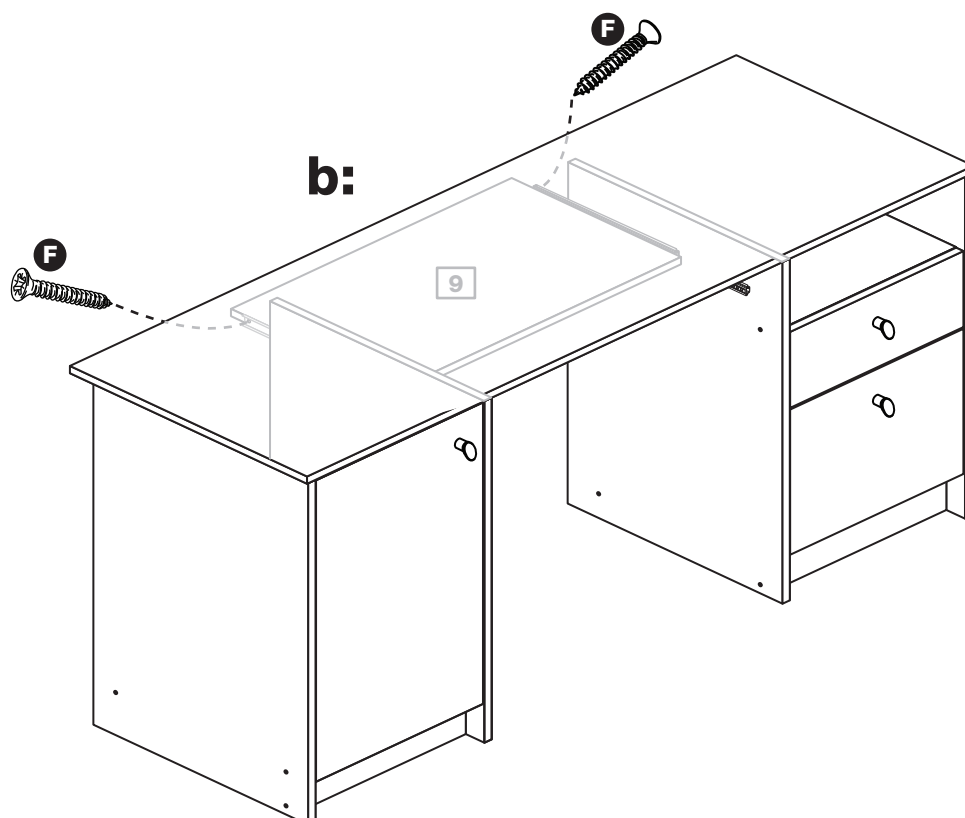
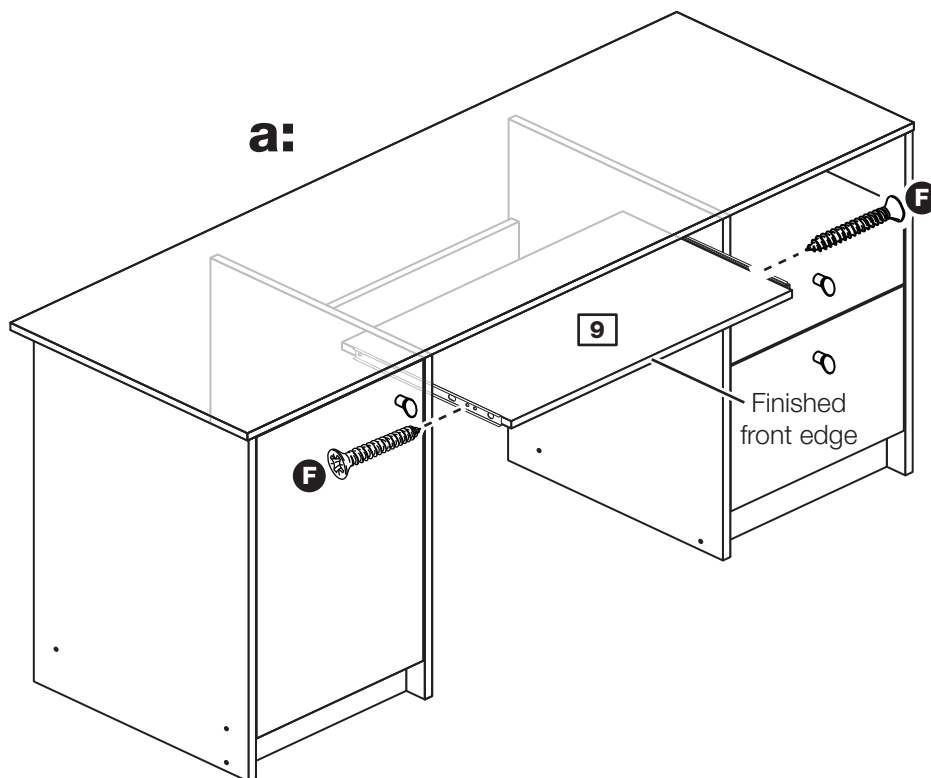
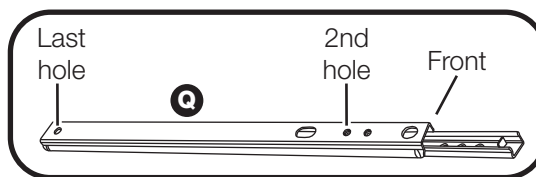
Fit the keyboard shelf

2 people are needed here

a: Slide the runners **Q** forward and place the keyboard shelf **9** between them.

Secure the keyboard shelf **9** to the runners using 2 screws **F** through the 2nd hole from the front of the runners.

b: Slide the keyboard shelf **9** to the back of the unit and secure it using 2 screws **F** in the last holes at the back of the runners **Q**.



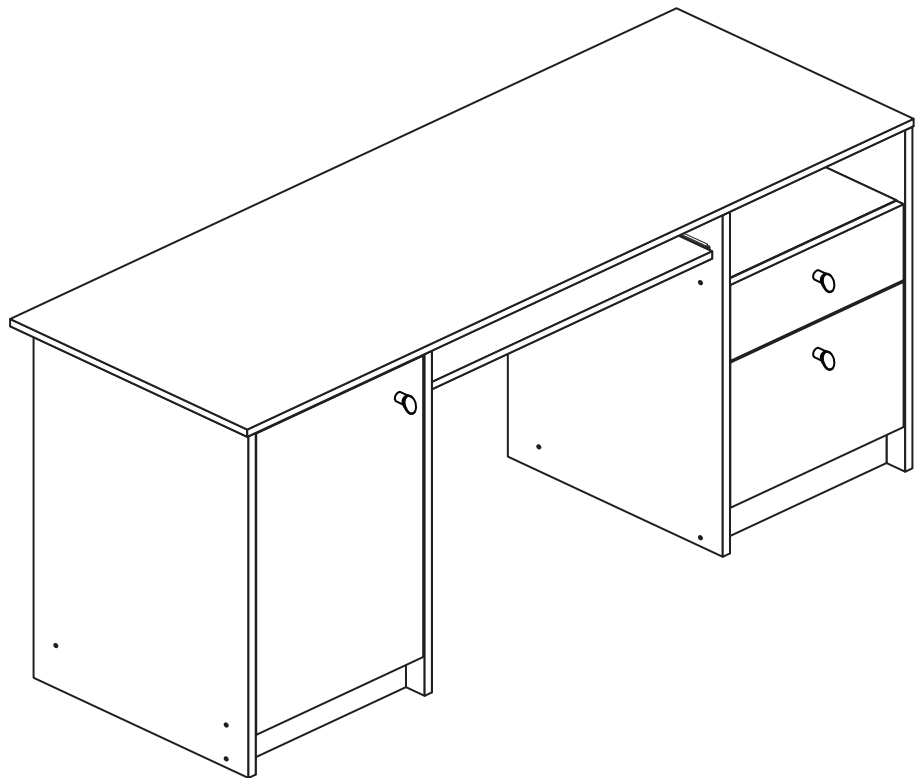
Assembly Instructions

Step 44

Assembly is complete



Warning: The unit is heavy. Lift with care.



If you need help or have damaged or missing parts, call the **Customer Helpline: 08456 400800** and quote the reference numbers on the component pages.

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