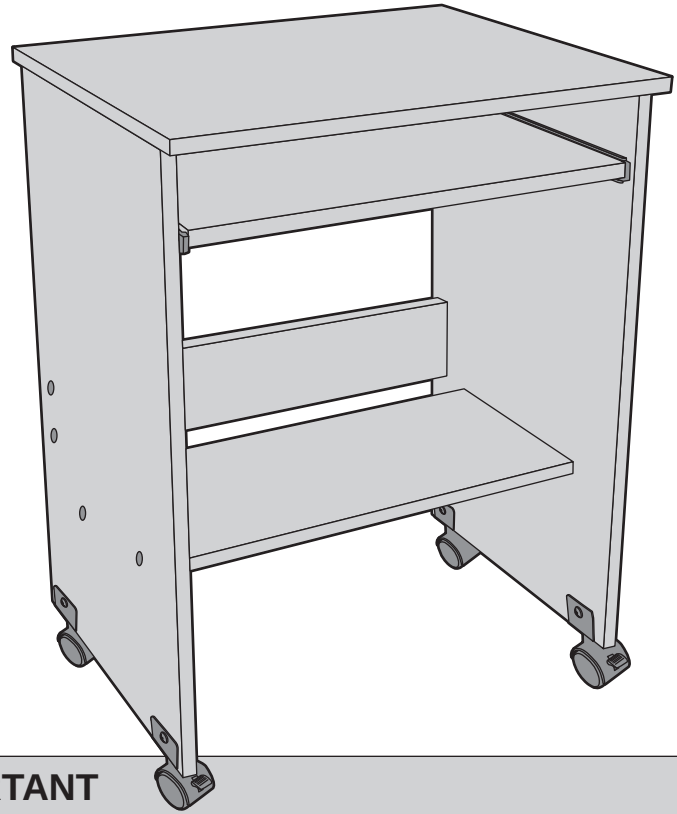
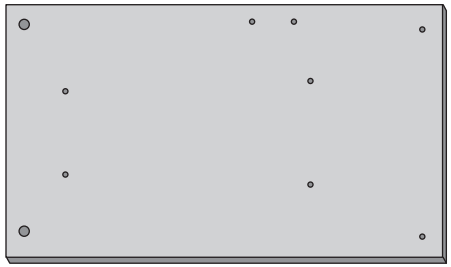
Functional Simple Workstation

Simple Assembly Instructions - **Please keep for future reference**

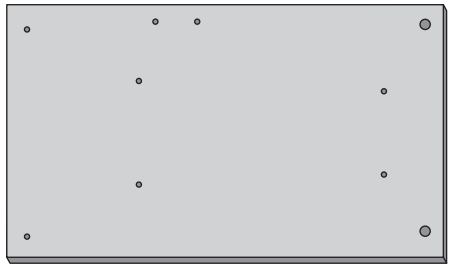


Components

Ⓐ 1 x Left Side Panel



Ⓑ 1 x Right Side Panel



Ⓒ 1 x Table Top



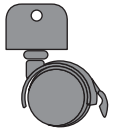
Ⓓ 1 x Keyboard Drawer



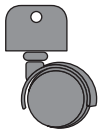
Ⓔ 1 x Support



Ⓖ 2 x Front Castor



Ⓗ 2 x Castor



Ⓕ 1 x Shelf



Ⓙ 8 x Plastic Plug



Ⓚ 1 x Right Track

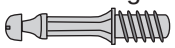


Ⓛ 1 x Left Track



Fittings

Ⓐ 4 x Locking Pin



Ⓑ 8 x Screw



Ⓒ 8 x Screw



Ⓓ 4 x Locking Nut



Ⓔ 4 x Screw



Ⓕ 4 x Nut



8-06

IMPORTANT

1. *Read these instructions carefully and familiarise yourself with the procedure before assembling the unit.*
2. *Check that you have all the component parts following the list on the back cover and familiarise yourself with each part before proceeding.*
3. *Take all the fittings out of the plastic bag and separate them into their groups.*
4. *Ensure you have enough space to lay out all the parts before assembly.*
5. *To avoid scratching it is recommended that you assemble the unit on a soft level surface.*

Assembly Instructions

Stage 1 – Fitting the Side Panels

NOTE: It would be useful to ask someone to help you at this stage.

1. Use Screws Ⓒ to fix the Right Track Ⓚ on the Right Side Panel Ⓑ.
   See fig. 1.

NOTE: The front part of the Track should be close to the edge of the panel.

2. Follow the same method as in fig. 1 using Screws Ⓒ to fix the Left Track Ⓛ onto the Left Side Panel Ⓐ.

3. Use Screws Ⓑ to fix the Left Side Panel Ⓐ and Right Side Panel Ⓑ onto the Support Ⓔ and Shelf Ⓕ.
   See fig. 2.

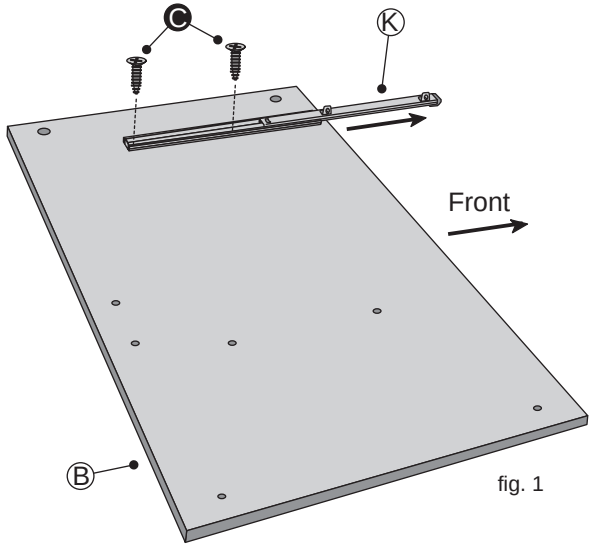


fig. 1

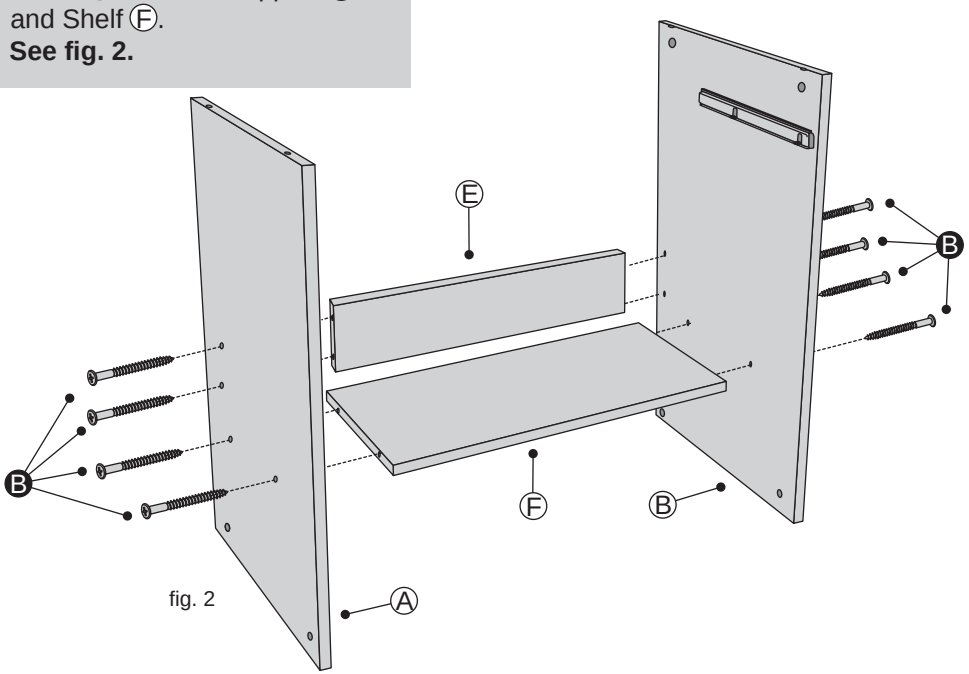


fig. 2

Assembly Instructions

Stage 2 – Fitting the Table Top

NOTE: It would be useful to ask someone to help you at this stage.

1. Screw Locking Pin Ⓐ into the Table Top Ⓒ.
   See fig. 3.

2. Carefully locate the Table Top Ⓒ on top of the unit.
   See fig. 4.

3. Use Locking Nuts Ⓓ to fix the Table Top Ⓒ onto the unit.
   See fig. 4.

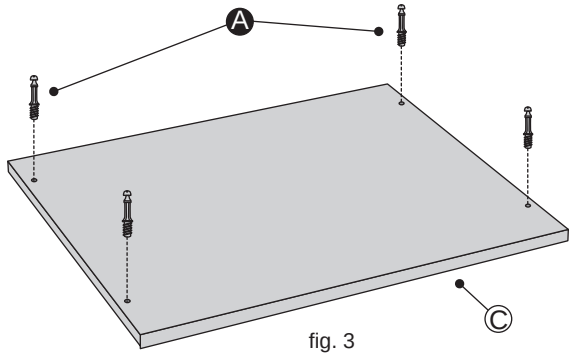


fig. 3

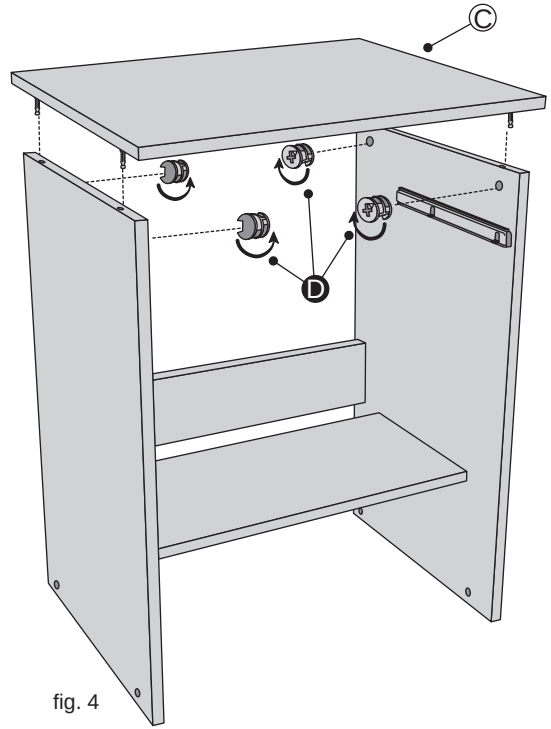


fig. 4

Assembly Instructions

Stage 3 – Fitting the Castors

NOTE: It would be useful to ask someone to help you at this stage.

1. Use Screws Ⓔ and Nuts Ⓕ to fix the Front Castors Ⓖ and Castors Ⓗ onto the unit.
   See fig. 5.

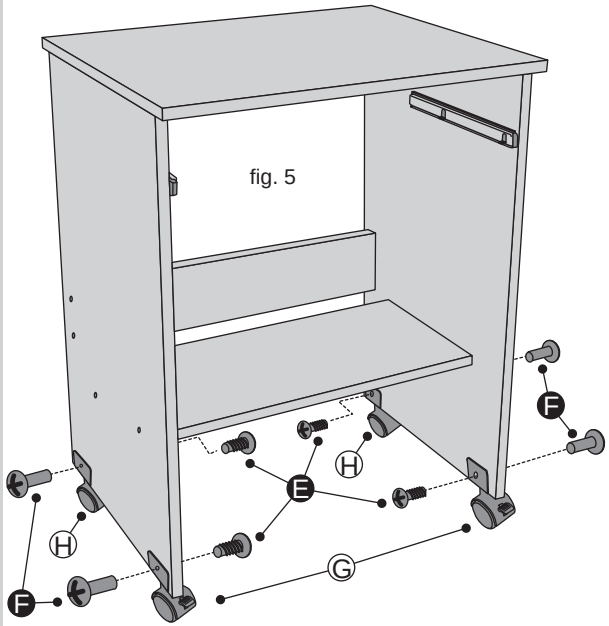


fig. 5

2. Use Screws Ⓒ to fix the Keyboard Drawer Ⓓ onto the Tracks.
   See fig. 6.

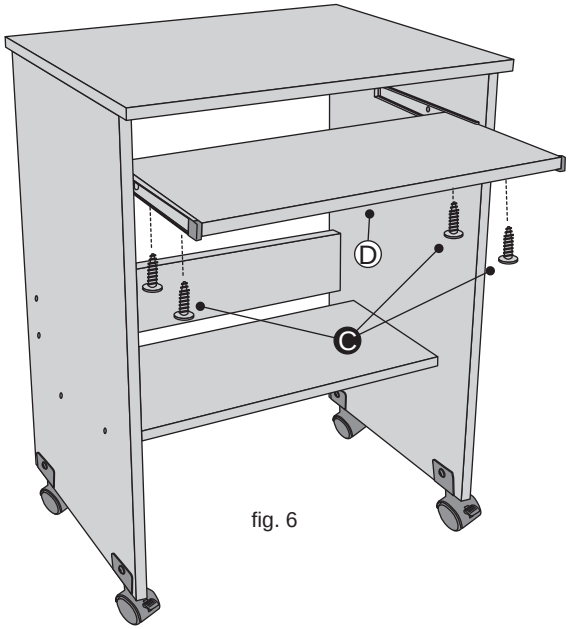


fig. 6

Assembly Instructions

Stage 4 – Finishing the Unit

NOTE: It would be useful to ask someone to help you at this stage.

1. Use Plastic Plugs Ⓙ to cover the Screw Heads.
   See fig. 7.

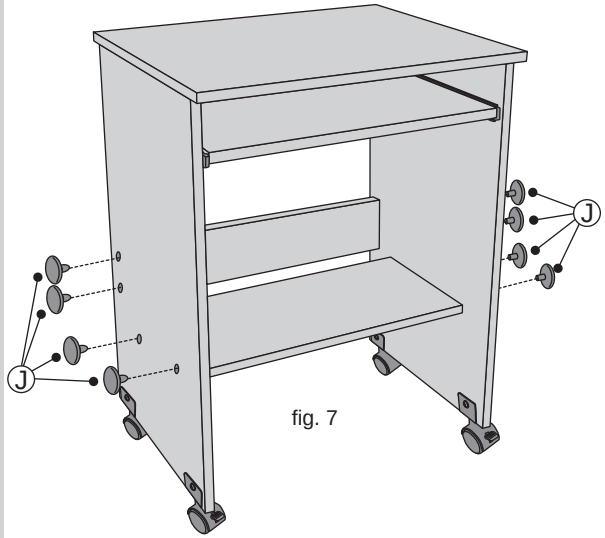
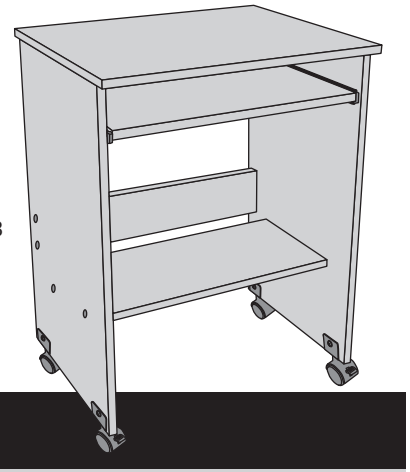


fig. 7

2. Carefully place the unit in the desired location.
   See fig. 8.


fig. 8

NOTE: The Front Castors Ⓖ feature a locking arm. We recommend you lock the castors when you have finally positioned the unit in place.

Care and Maintenance

Safety
To avoid any risk of suffocation to animals or children dispose of the plastic bags immediately.

Cleaning
As with all surfaces clean with a damp cloth and mild detergent, do not use bleach or abrasive products.

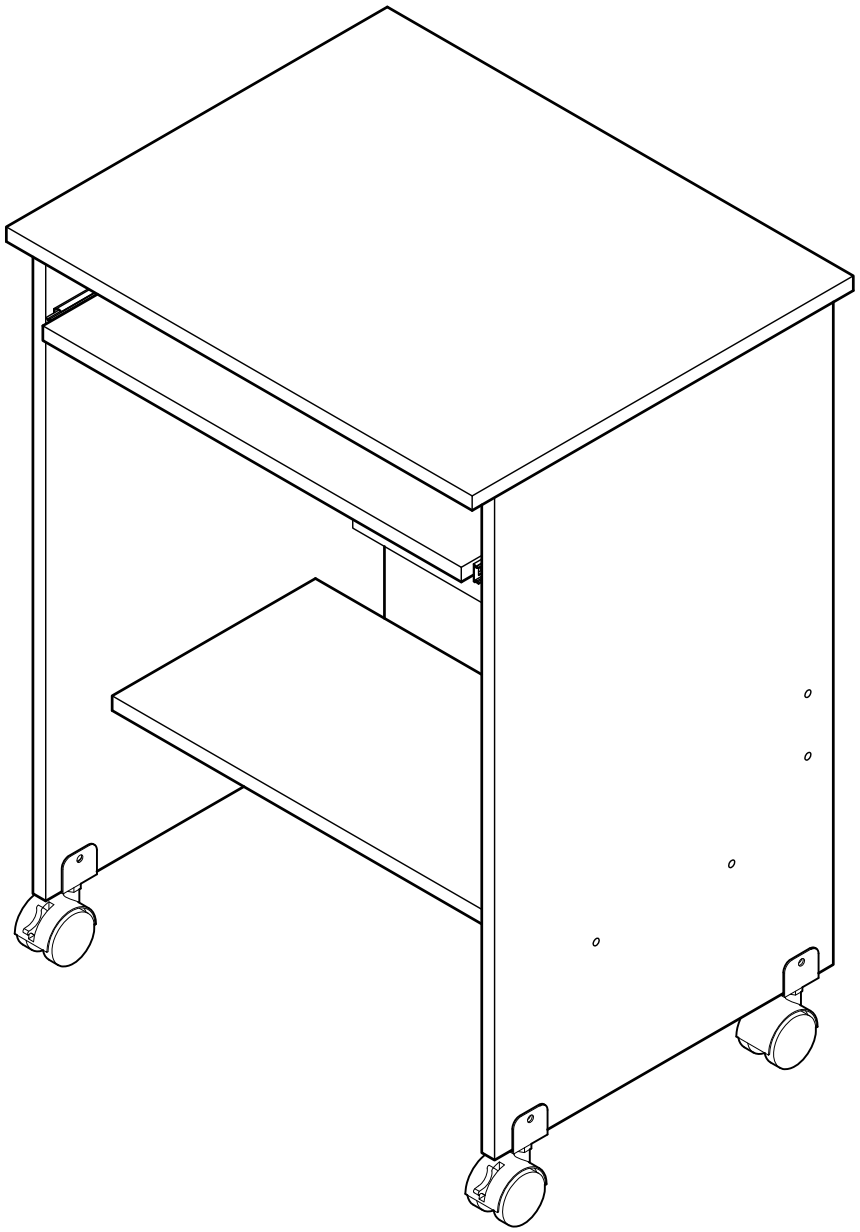
Fitting
From time to time please ensure there are no loose screws on the product.

Functional Simple Workstation

Assembly Instructions - Please keep for future reference

617/1304

617/2413



Dimensions

Width - 55cm
Depth - 45cm
Height - 73.5cm

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**

Issue 1 -14/11/09

Safety and Care Advice

Important - Please read these instructions fully before starting assembly

- Check you have all the components and tools listed on page 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.
- Make sure you have enough space to layout the parts before starting.
- Do not stand or put weight on the panels during assembly, 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/driver ***for inserting screws,*** as this could damage the unit. Only use hand screwdrivers.
- Dispose of all packaging carefully and responsibly.

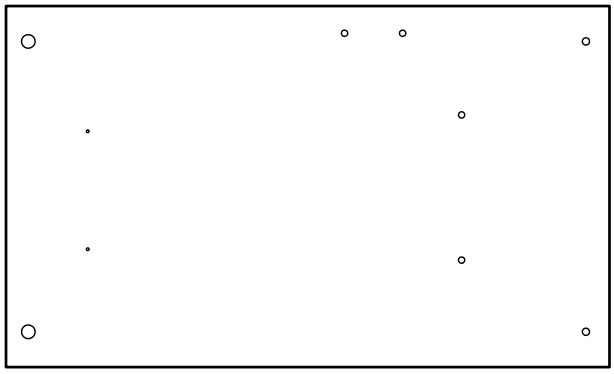
Care and maintenance

- 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.

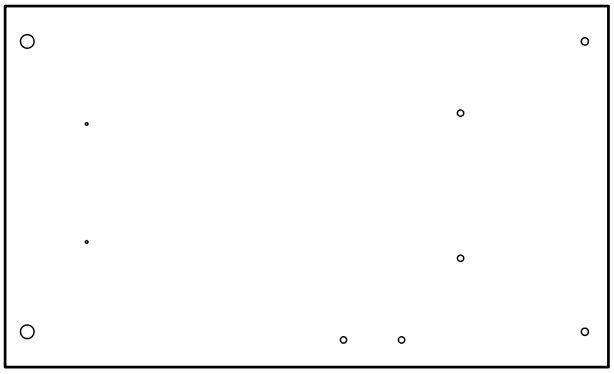
Note: If required the next page can be cut out and used as reference throughout the assembly. Keep this page with these instructions for future reference.

Components - Panels

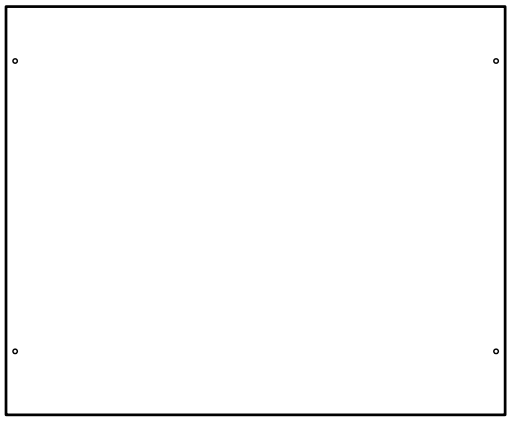
Please check you have all the panels listed below



1 Left side (66.5 x 39.8cm)



2 Right side (66.5 x 39.8cm)



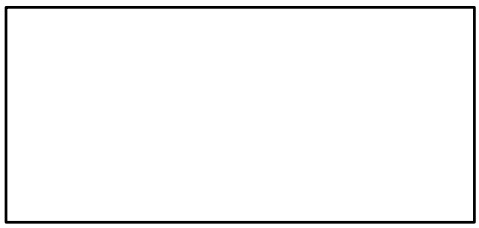
3 Table top (55 x 45cm)



4 Keyboard drawer (49.5 x 23.7cm)



5 Support (51.6 x 12cm)



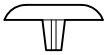
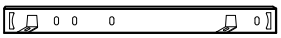
6 Shelf (51.6 x 23.7cm)

Components - Fittings

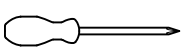
If you have damagde or missing components, call the **Customer Helpline: 08456 400800**

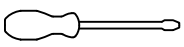
Please check you have all the fittings listed below

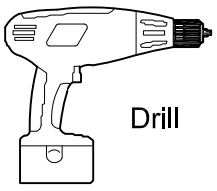
Note:The quantities below are the correct amount to complete the assembly.In some cases more fittings may be supplied than are required.

A  57mm Screw x 8	B  Locking nuts x 4	C  Locking pin x 4
D  Plastic plug x 8	E  12mm Screw x 8	F  12mm Screw x 4
G  Nut x 4	H  Left track x 1	J  Right track x 1
K  Front castor x 2	L  Castor x 2	

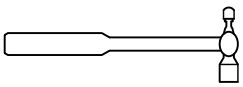
Tools required

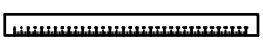

Phillips screwdriver (medium & large)

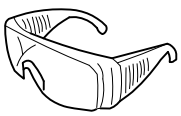

Flatblade screwdriver (medium)


Drill

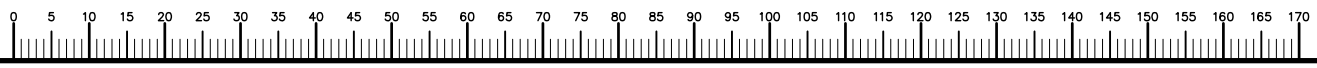
7mm Masonry drill bit (for use with wall plug)


Small hammer


Ruler/tape measure


Eye protection (when using a hammer or glue)

Ruler - Use this ruler to help correctly identify the screws



Assembly Instructions

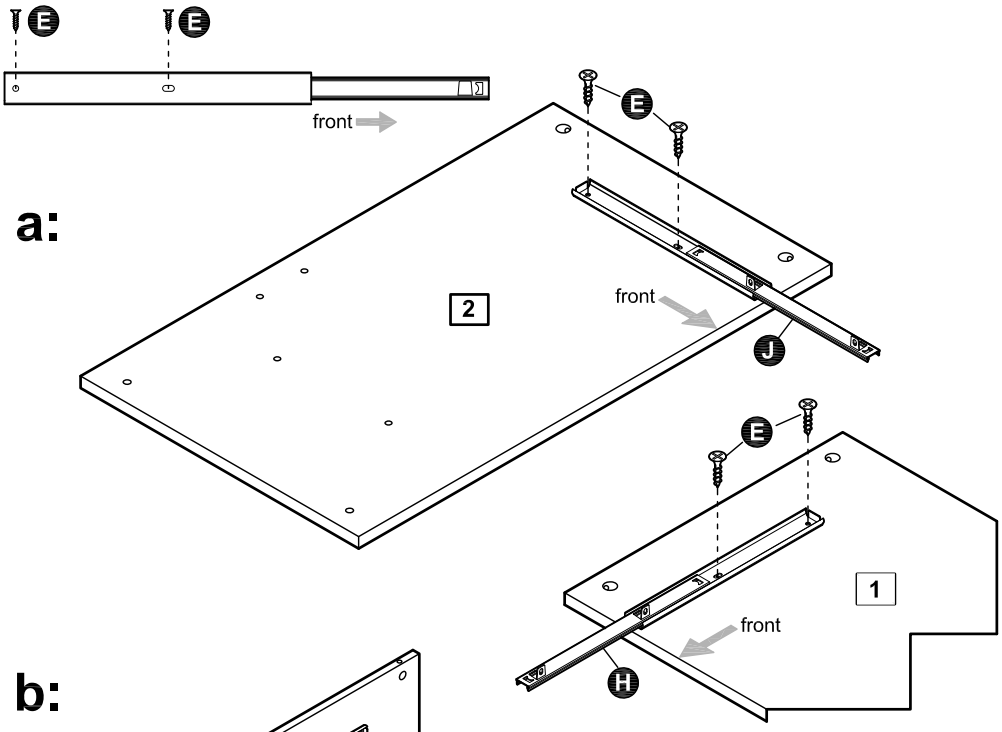
Step 1

Fitting the side panel

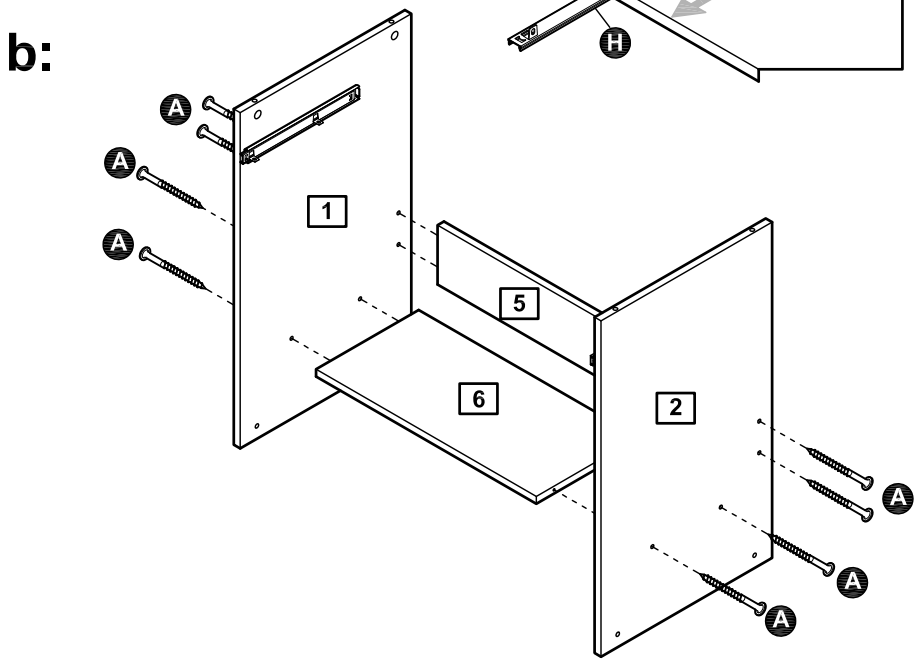
a: Use screws E to fix the right track J on the right side panel 2.

NOTE: **The front part of the track should be close to the edge of the panel.**

Follow the same method as in **a:** using screws E to fix the left track H onto the left side panel 1.



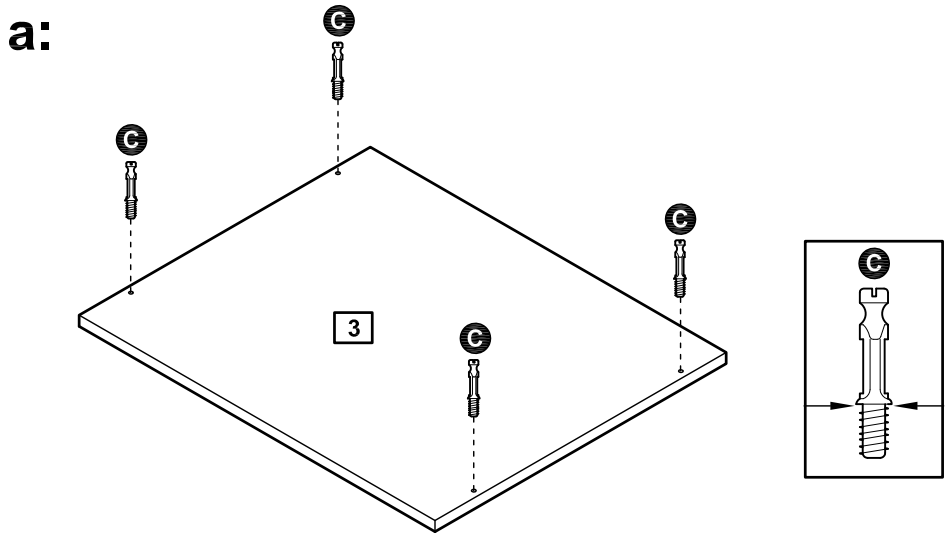
b: Use screws A to fix the left side panel 1 and right side panel 2 onto the support 5 and shelf 6.



Step 2

Fitting the table top

a: Screw locking pins C into the table top 3. Insert locking pins as far as shown.



Continued on next page.

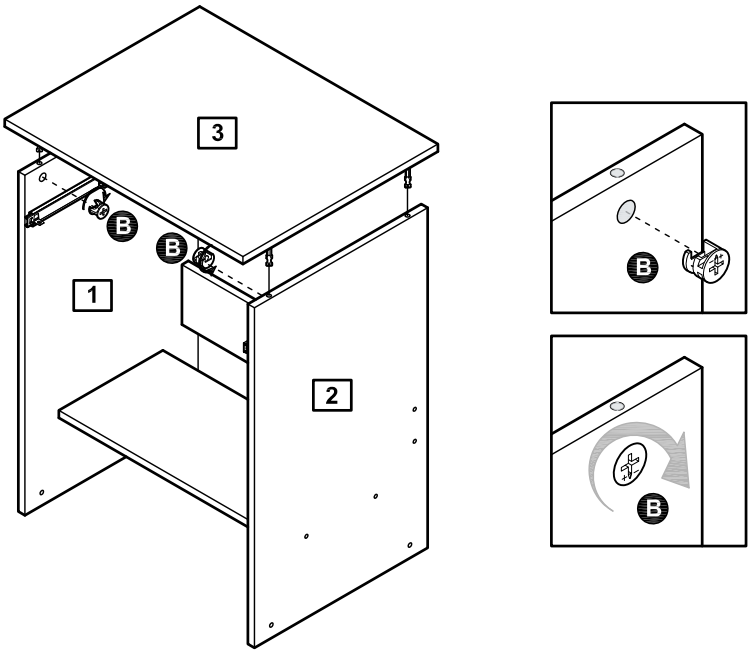
Assembly Instructions

Step 2 -continued

b: Carefully locate the table top 3 on top of the unit.

Insert locking nuts B into left side panel 1 and right side panel 2.
then use a screwdriver to turn locking nuts B clockwise to lock.

b:

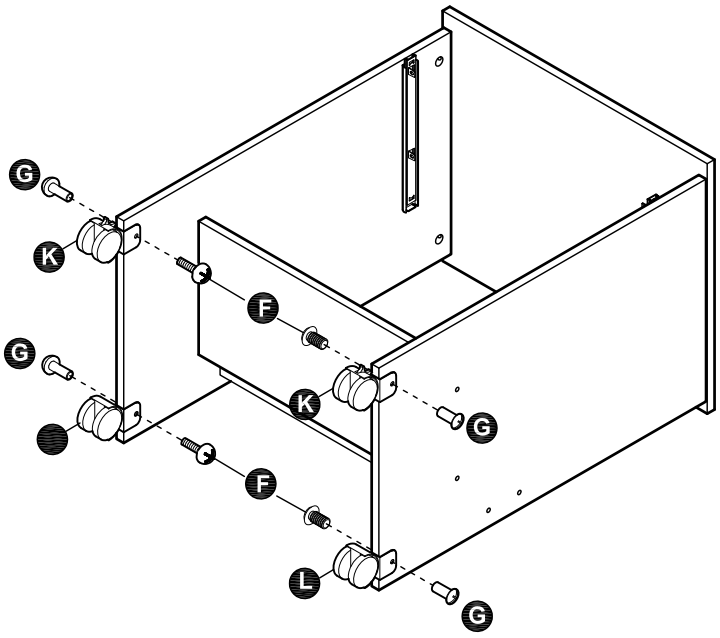


Step 3

Fitting the castors

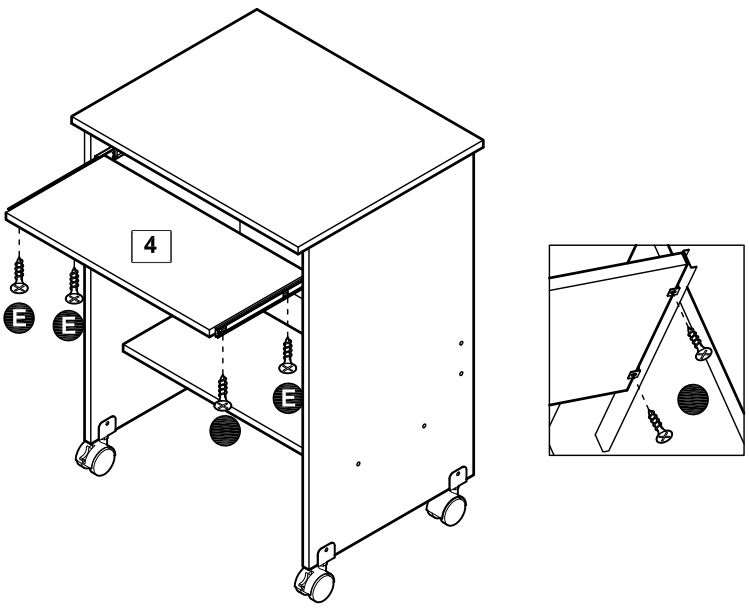
a: Use screws F and nuts G to fix the front castors K and castors L onto the unit.

a:



b: Use screws E to fix the keyboard drawer 4 onto the tracks.

b:



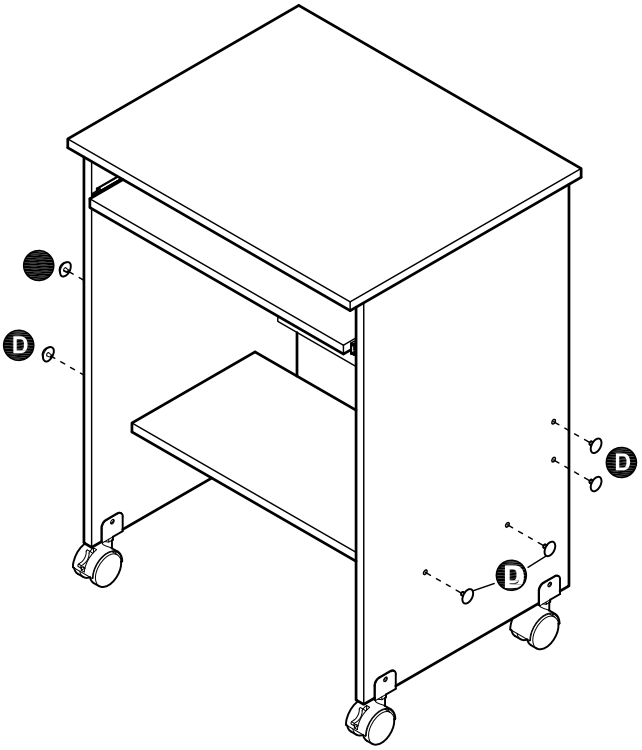
Assembly Instructions

Step 4

Finishing the unit

a: Use plastic plugs Ⓓ to cover the screw heads.

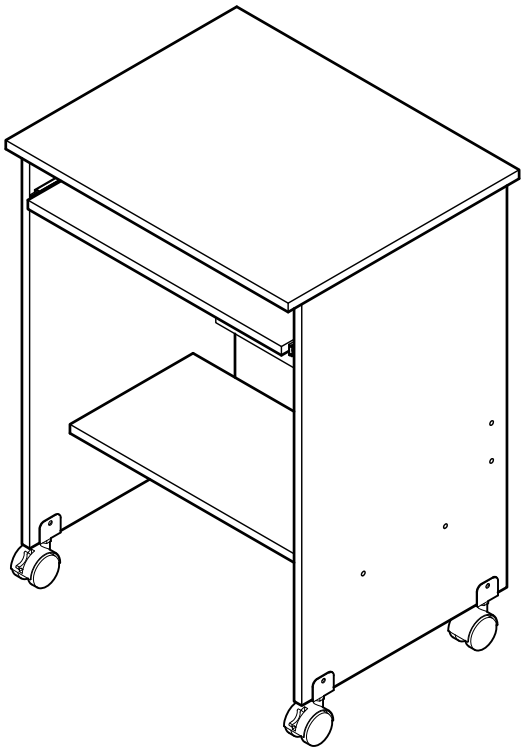
a:



b: Carefully place the unit in the desired location.

NOTE: **The Front Castors Ⓚ feature a locking arm.We Recommend you lock the castors when you have finally positioned the unit in place.**

b:



Assembly is complete.

If you need help or have damaged or missing parts, call the **Customer Helpline: 08456 400800**