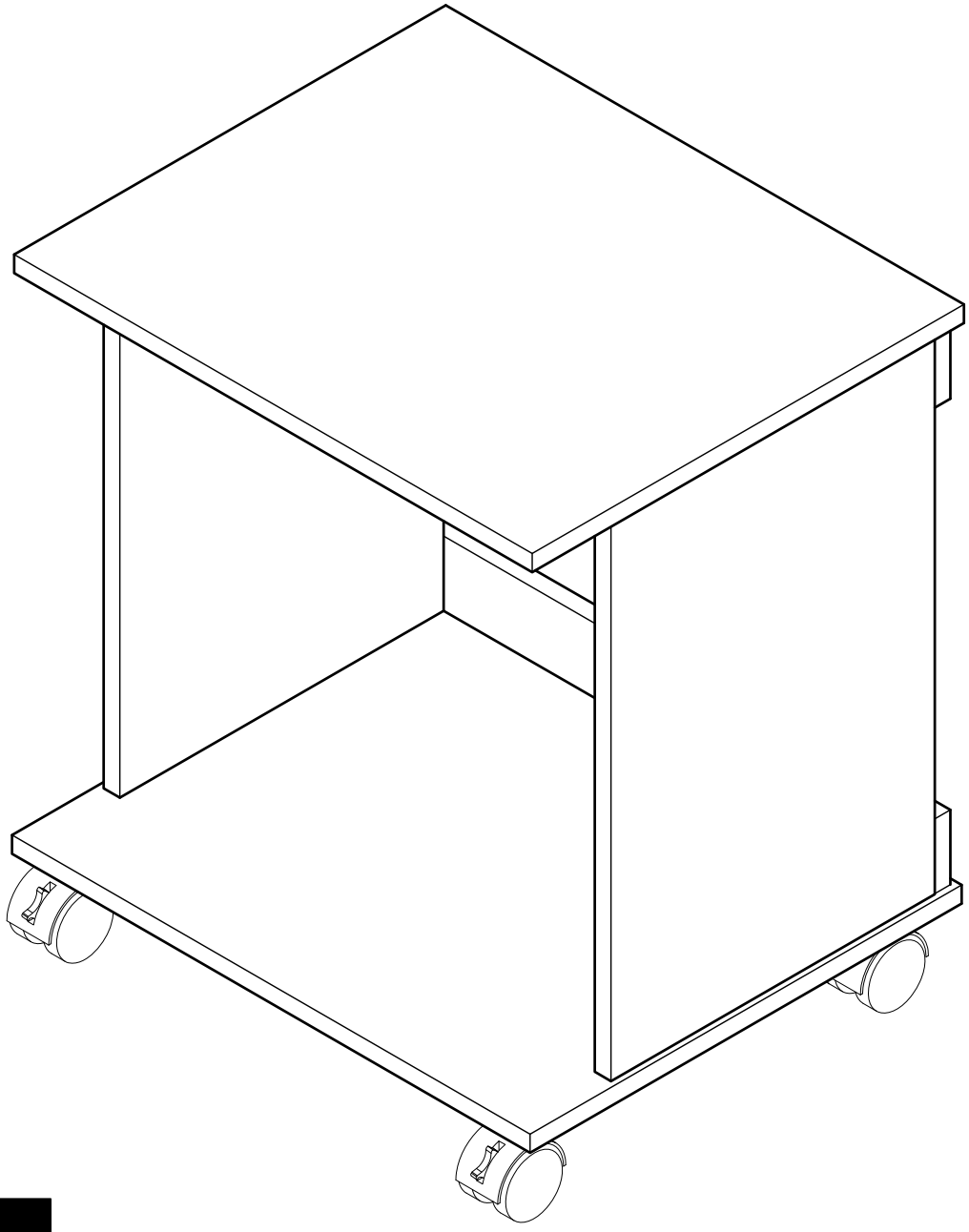
AVR - Office Storage Trolley

Assembly Instructions - Please keep for future reference

617/2011



Dimensions

Width - 48cm
Depth - 40cm
Height - 53.5cm

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 -05/01/10

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.

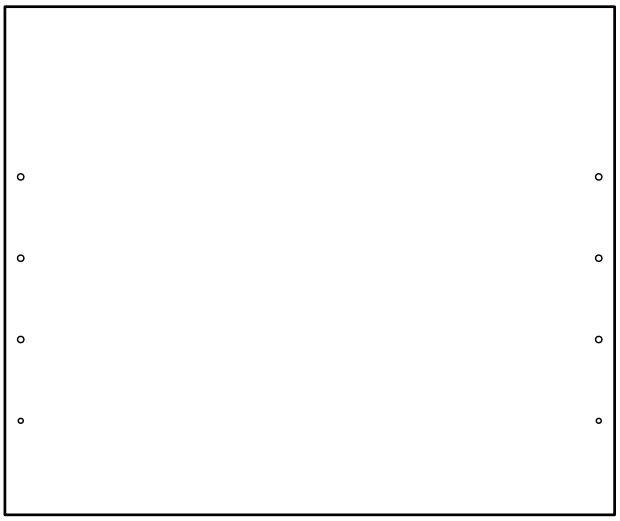
Care and maintenance

- 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.

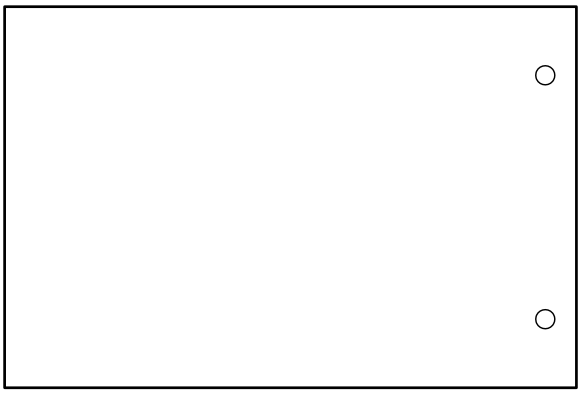
Note: If required the next page can be cut out and used as reference throughout the assembly. Keep this page with these instructions for future reference.

Components - Panels

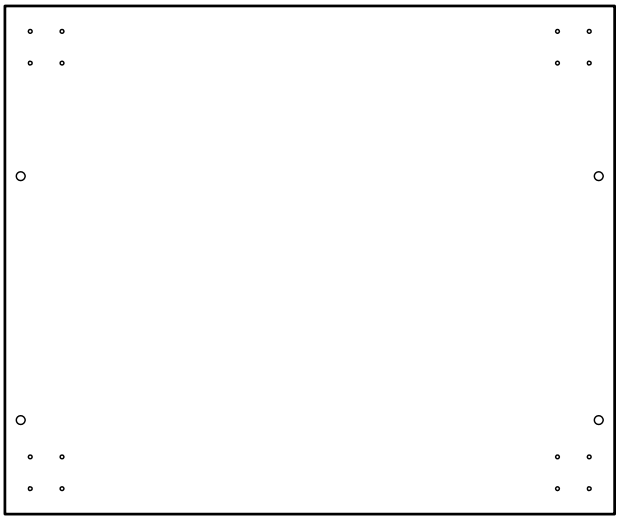
Please check you have all the panels listed below



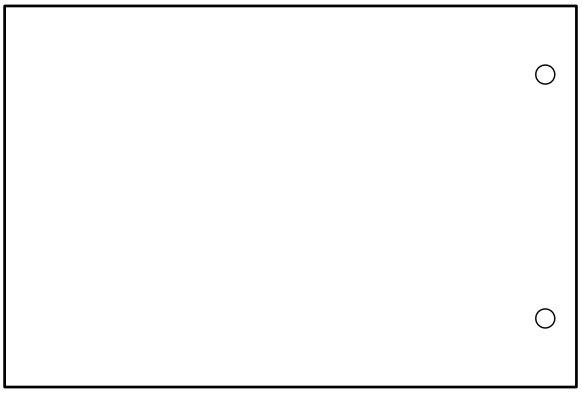
1 Table top (48 x 40cm)



3 Left side (45 x 30cm)



2 Bottom (48 x 40cm)



4 Right side (45 x 30cm)



5 Back support x 2 (47 x 6cm)

Components - Fittings

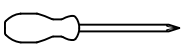
If you have damagde or missing components, call the **Customer Helpline: 08456 400800**

Please check you have all the fittings listed below

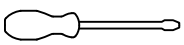
Note: The quantities below are the correct amount to complete the assembly. In some cases more fittings may be supplied than are required.

A  Locking pin x 4	B  Locking nut x 4	C  56mm Screw x 8
D  Dowel x 12	E  17mm Screw x 16	F  Plastic plug x 4
G  Front locking castor x 2	H  Castor x 2	

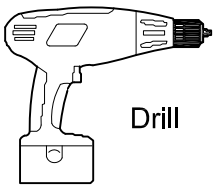
Tools required



Phillips screwdriver (medium & large)

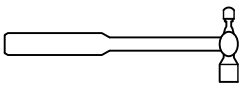


Flatblade screwdriver (medium)



Drill

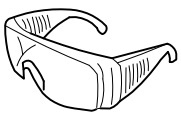
7mm Masonry drill bit (for use with wall plug)



Small hammer

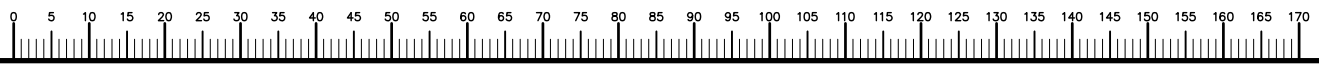


Ruler/tape measure



Eye protection (when using a hammer or glue)

Ruler - Use this ruler to help correctly identify the screws



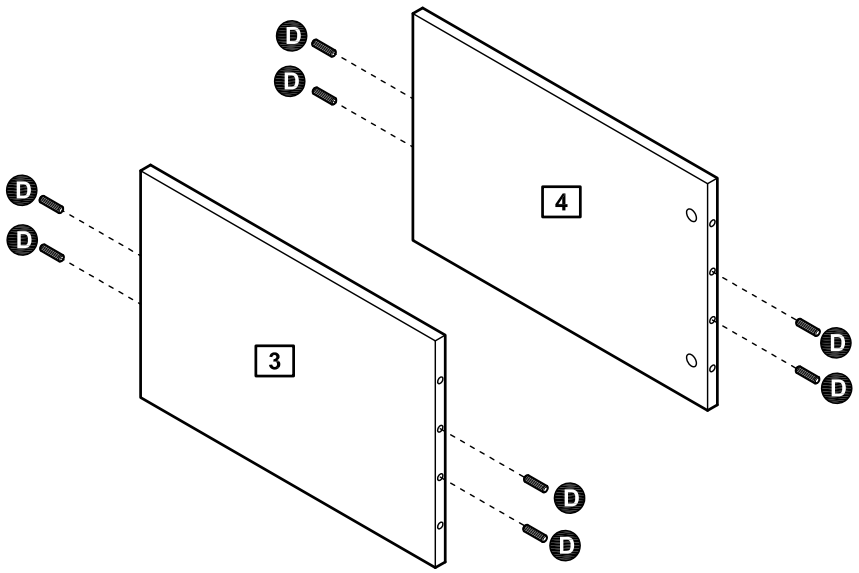
Assembly Instructions

Step 1

Fitting the side panels

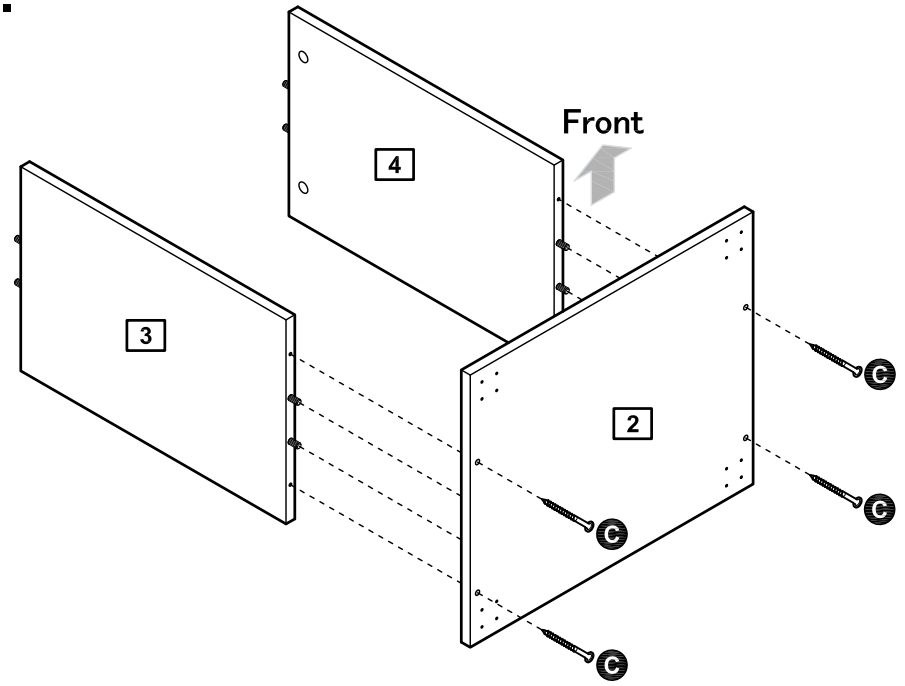
a: Insert dowels (D) into left side panel [3] and right side panel [4].

a:

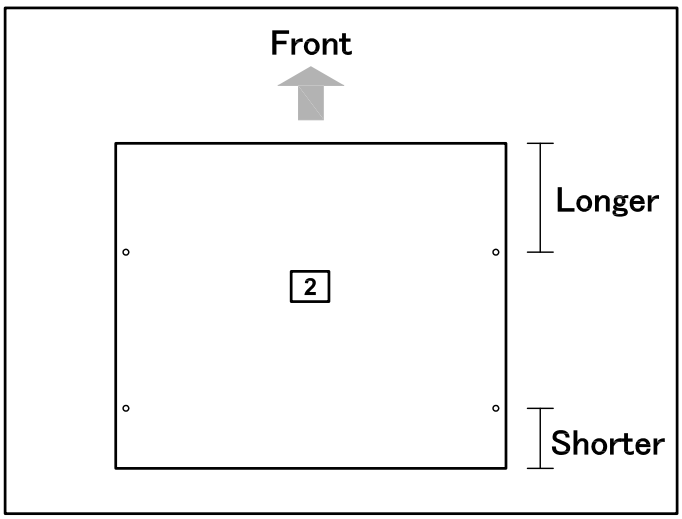


b: Use screws (C) to fix left side panel [3] and right side panel [4] onto bottom panel [2].

b:



NOTE: Ensure bottom panel [2] is the correct orientation to the front. The front screw holes are further back from the front edge than the back screw holes are from the back edge.

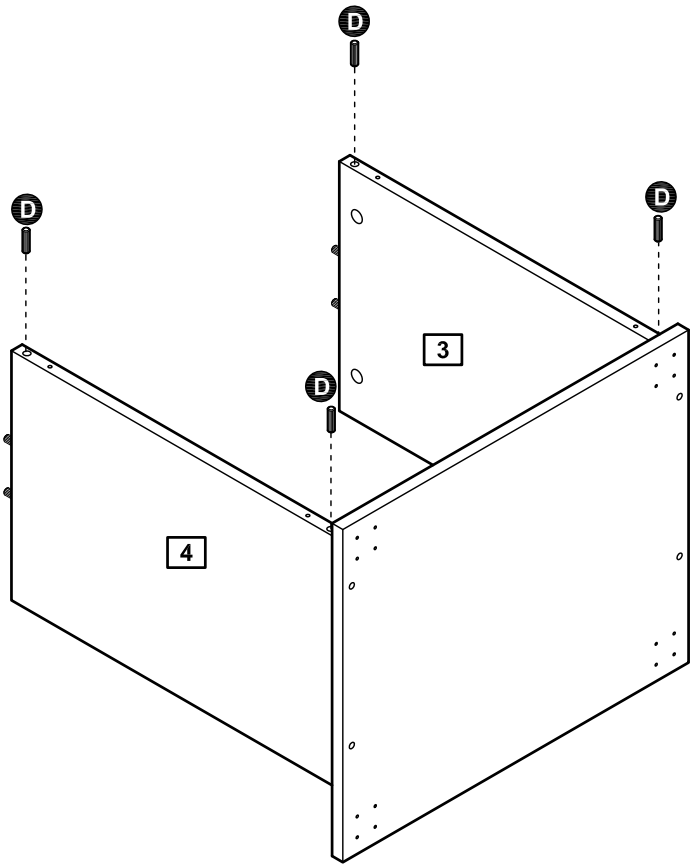


Step 2

Fitting the back supports

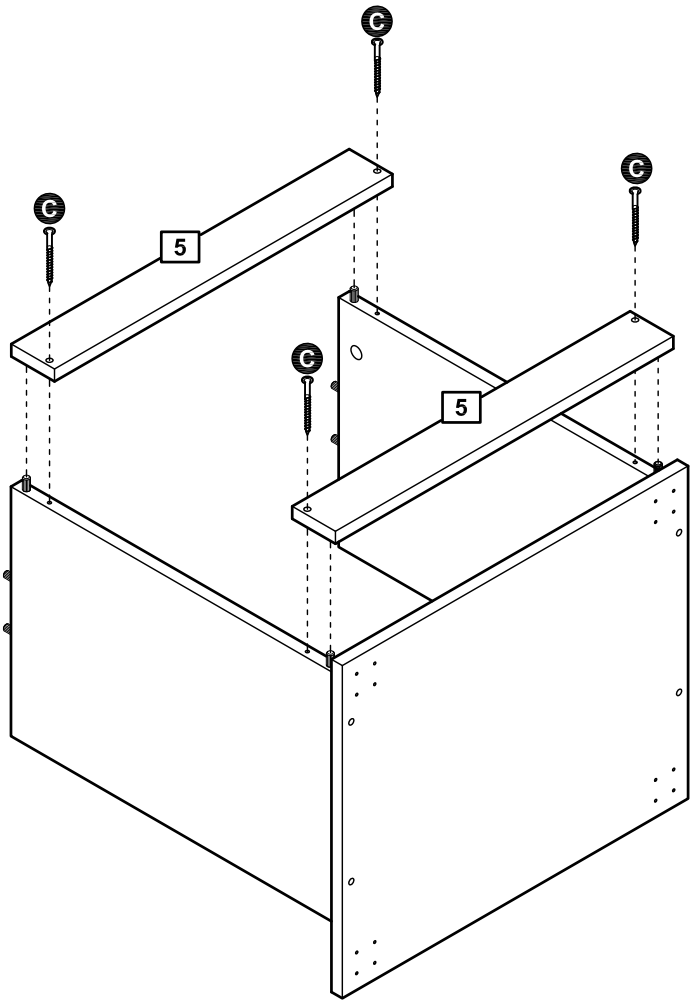
a: Insert dowels (D) into left side panel [3] and right side panel [4].

a:



b: Use screws (C) to fix back supports [5] onto the unit.

b:

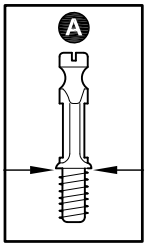


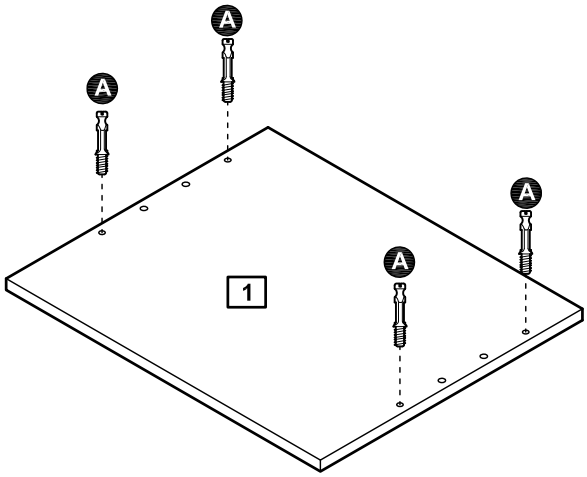
Step 3

Fitting the table top

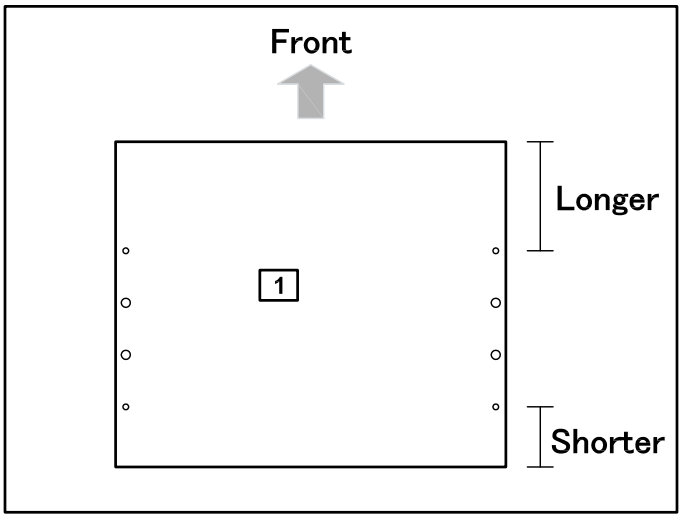
a: Screw locking pins Ⓐ into table top 1. Insert locking pins as far as shown.

a:



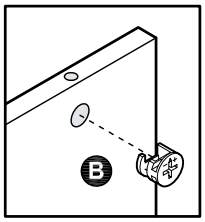


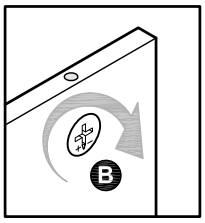
NOTE: Ensure table top 1 is the correct orientation to the front. The front screw holes are further back from the front edge than the back screw holes are from the back edge.

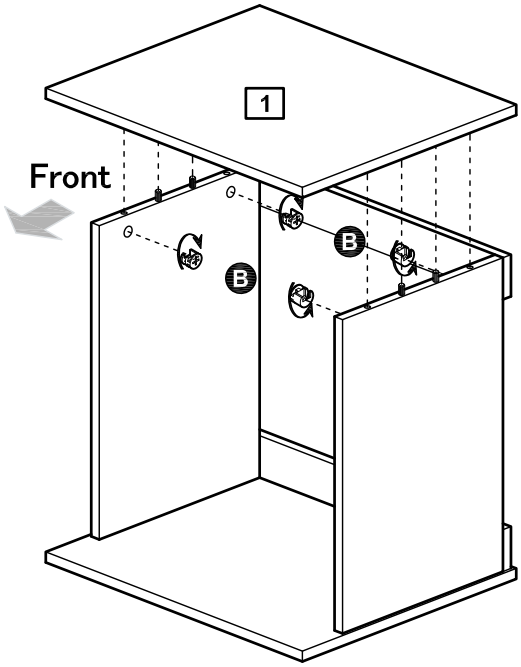


b: Attach table top 1 onto the unit, then use a screwdriver to turn locking nuts Ⓑ clockwise to lock.

b:







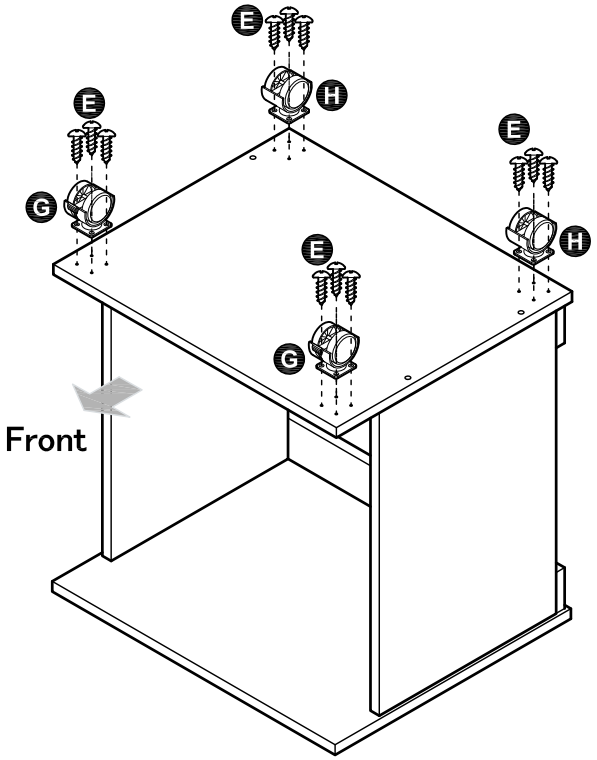
Assembly Instructions

Step 4

Fitting the castors

Use screws E to fix front locking castors G and castors H onto the bottom of the unit.

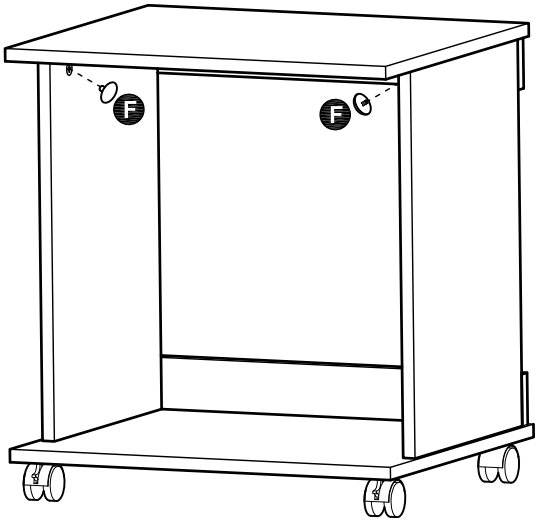
NOTE: The front locking castors G feature a locking arm.
We recommend you lock the castors when you have finally positioned the unit.



Step 5

Finishing the unit

Use plastic plug F to cover the screw heads.



Assembly is complete.

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