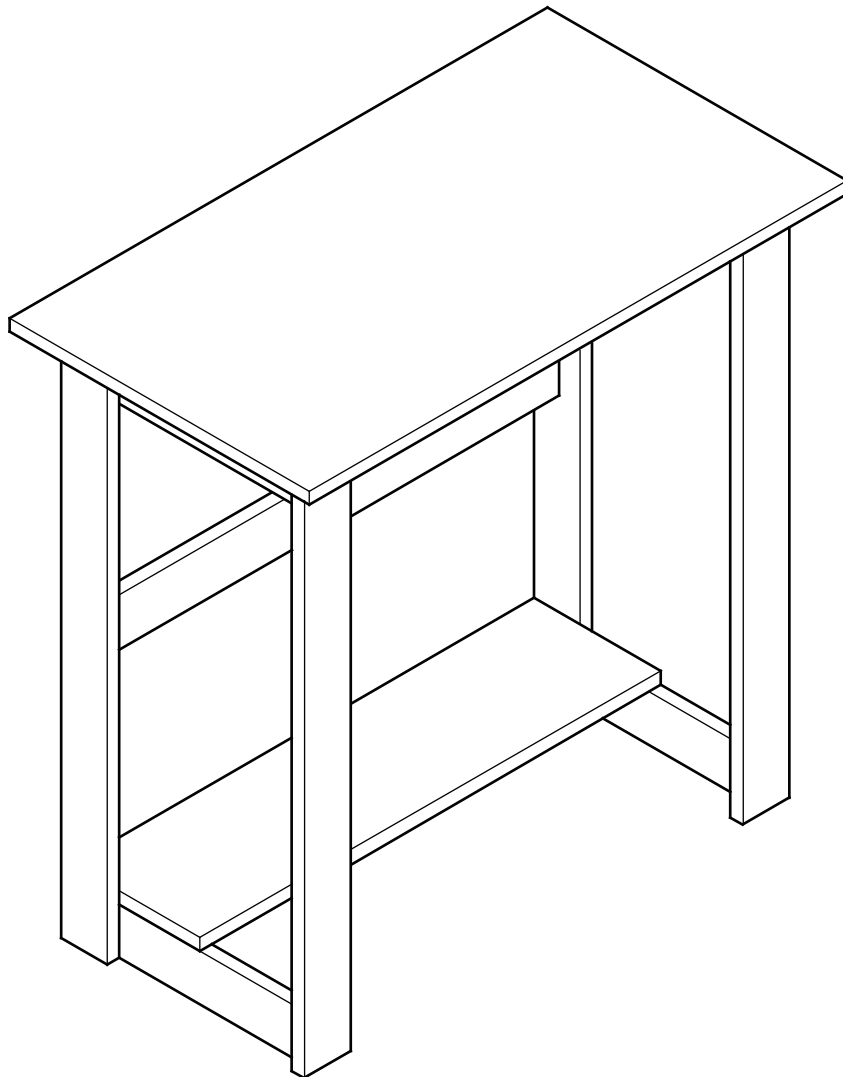


Basic Desk

Assembly Instructions - Please keep for future reference

617/2516



Dimensions

Width - 70.5cm

Depth - 50cm

Height - 72cm

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

- Check you have all the components and tools listed on pages 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 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.
- Dispose of all packaging carefully and responsibly.
- **Note:** Only apply the glue once you are sure of the assembly.

Glue safety - Take care when using glue, please follow the advice below

Skin contact: Remove contamination by washing with soap and water. This procedure should also be followed prior to eating and drinking.

Eye contact: Rinse immediately with clean water for 15 minutes and seek medical advice.

If swallowed: Seek medical advice immediately.

Care and maintenance

• Only clean using a damp cloth and mild detergent, do not use bleach or abrasive cleaners.

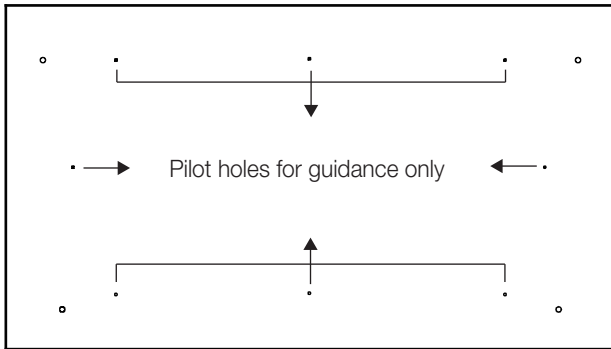
• From time to time check that there are no loose screws on this unit.

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

Components - Panels

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

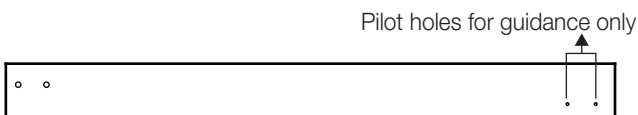
Please check you have all the panels listed below



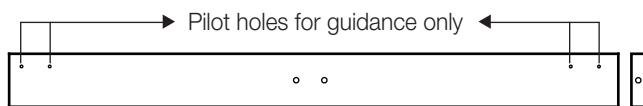
1 Table top (70.4 x 50cm)



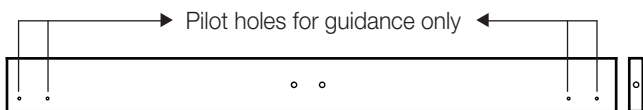
2 Front left leg (70.4 x 6cm)



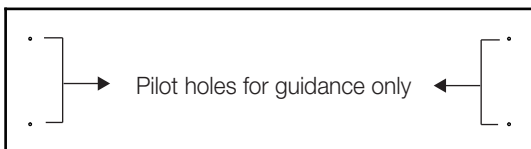
3 Front right leg (70.4 x 6cm)



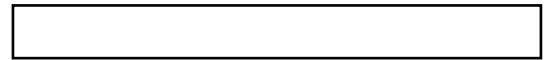
4 Left leg (70.4 x 6cm)



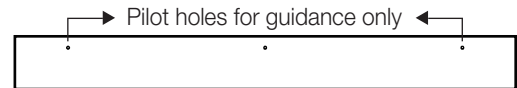
5 Right leg (70.4 x 6cm)



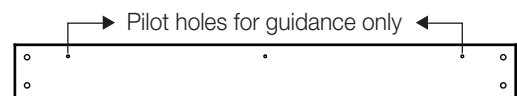
6 Bottom panel (60 x 16.5cm)



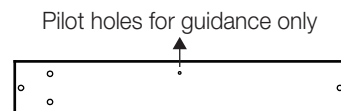
7 Back panel (60 x 6cm)



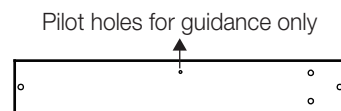
8 Back support (57 x 6cm)



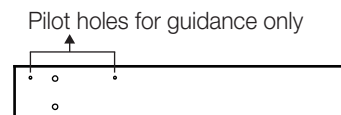
9 Front support (57 x 6cm)



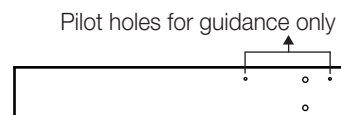
10 Right support (40 x 6cm)



11 Left support (40 x 6cm)



12 Bottom right side panel (40 x 6cm)






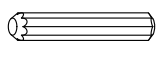
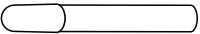


13 Bottom left side panel (40 x 6cm)

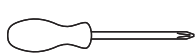
Components - Fittings

Please check you have all the fittings listed below

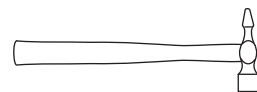
Note: The quantities below are the correct amount to complete the assembly. in some cases more fittings may be supplied than are required.

A  14mm Screw x 24	B  Plastic support x 12	C  50mm Screw x 12
D  Screw cover x 10	E  25mm Screw x 12	F  Wooden dowel x 4
G  Glue x 1		

Tools required



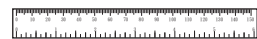
Phillips screwdriver
(medium & large)



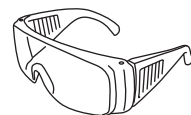
Small
hammer



Bradawl
(or sharp point)

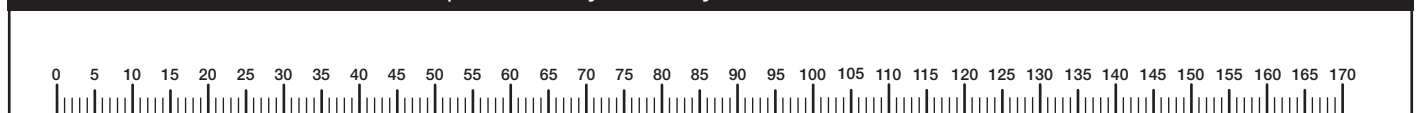


Ruler/tape
measure



Eye protection
(when using a
hammer or glue)

Ruler - Use this ruler to help correctly identify the screws

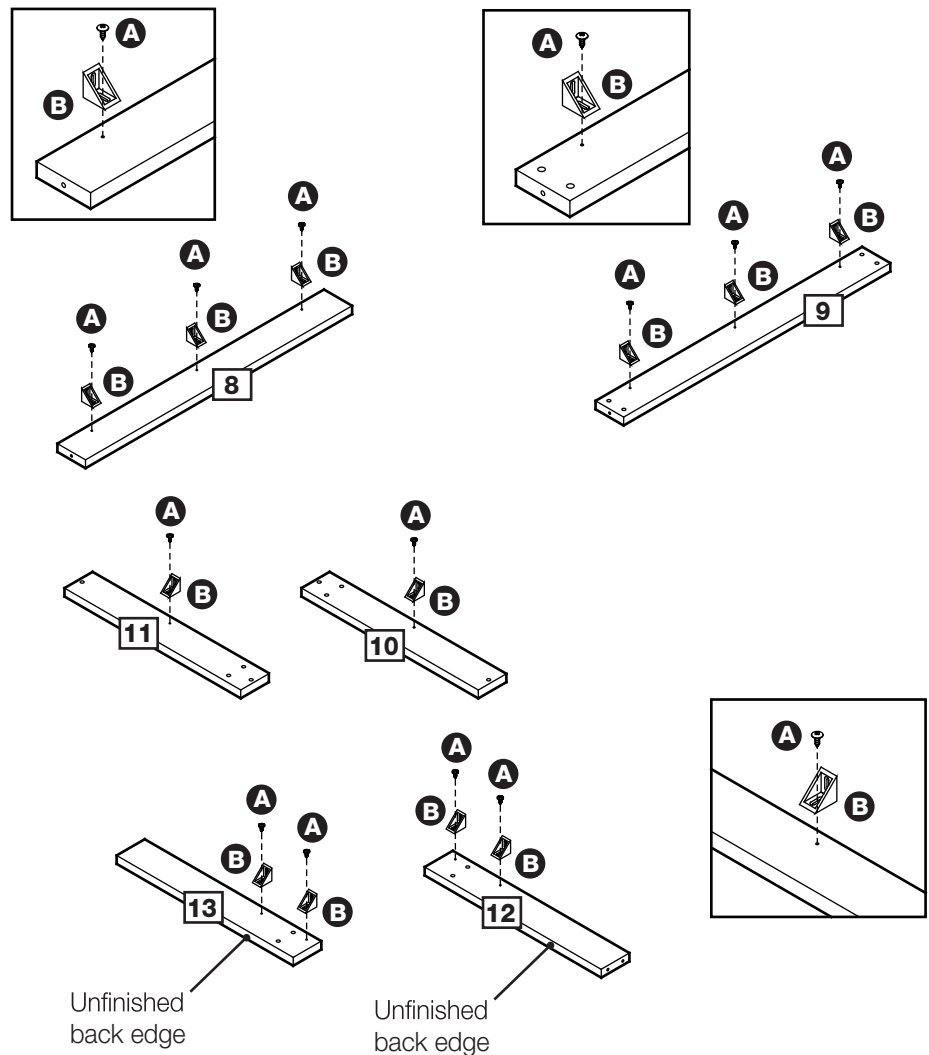


Assembly Instructions

Step 1

Fixing plastic supports

Use Screws **A** to fix the Plastic supports **B** onto the Back and Front supports **8** and **9**, Right and Left supports **10** and **11**, Bottom right side and left side panels **12** and **13**.

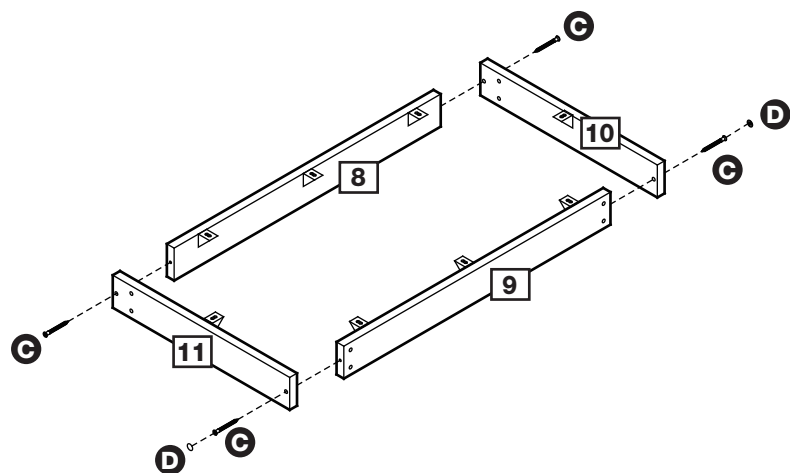


Step 2

Attaching support panels

Use Screws **C** to fix the Right and Left supports **10** and **11** onto the Back and Front supports **8** and **9**.

Use Screw covers **D** to cover the Screw Heads.



Assembly Instructions

Step 3

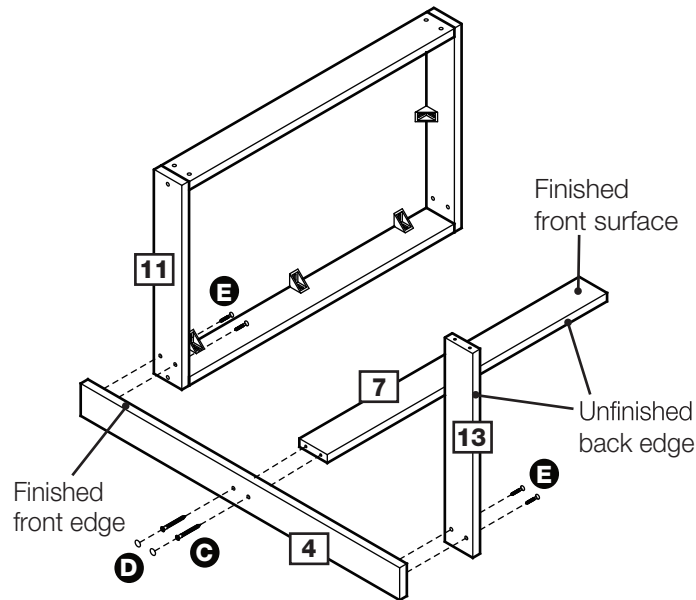
Attaching left and right legs

a: Use Screws **E** to fix the Left leg **4** onto the Left support **11** and Bottom left side panel **13**.

Use Screws **C** to fix the Back panel **7** onto the Left leg **4**.

Use Screw covers **D** to cover the Screw heads.

a:

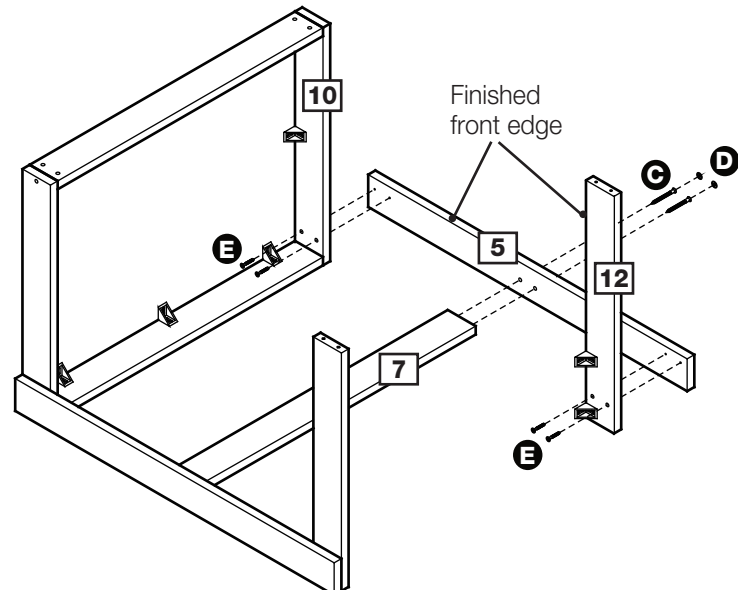


b: Use Screws **E** to fix the Right leg **5** onto the Right support **10** and Bottom Right side panel **12**.

Use Screws **C** to fix the Right leg **5** onto the Back panel **7**.

Use Screw covers **D** to cover the Screw heads.

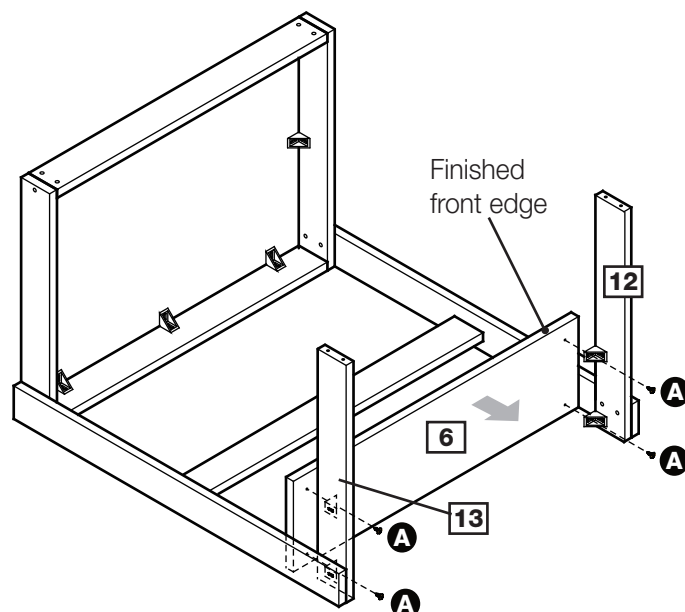
b:



Step 4

Attaching bottom panel

Use Screws **A** to fix the Bottom panel **6** onto the Bottom right side and left side panels **12** and **13**.



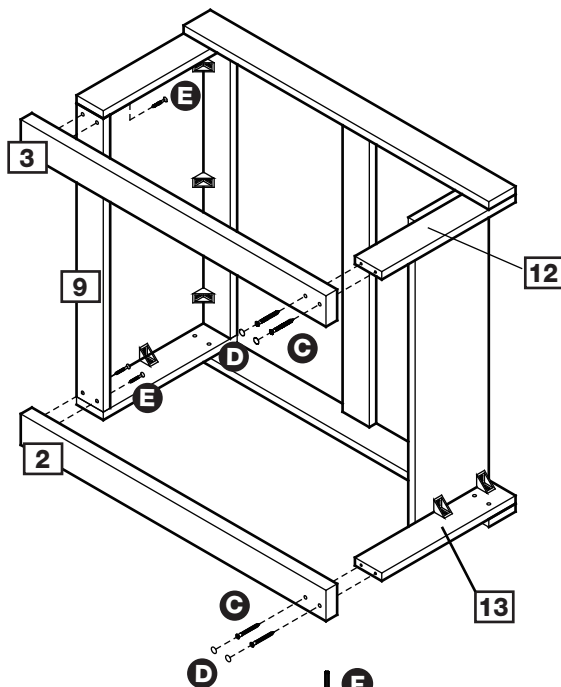
Assembly Instructions

Step 5

Attaching front legs

Use Screws **E** and **C** to fix Front left leg and right leg **2** and **3** onto the Front support **9**, Bottom right side and left side panels **12** and **13**.

Use Screw covers **D** to cover the Screw Heads.



Step 6

Attaching table top

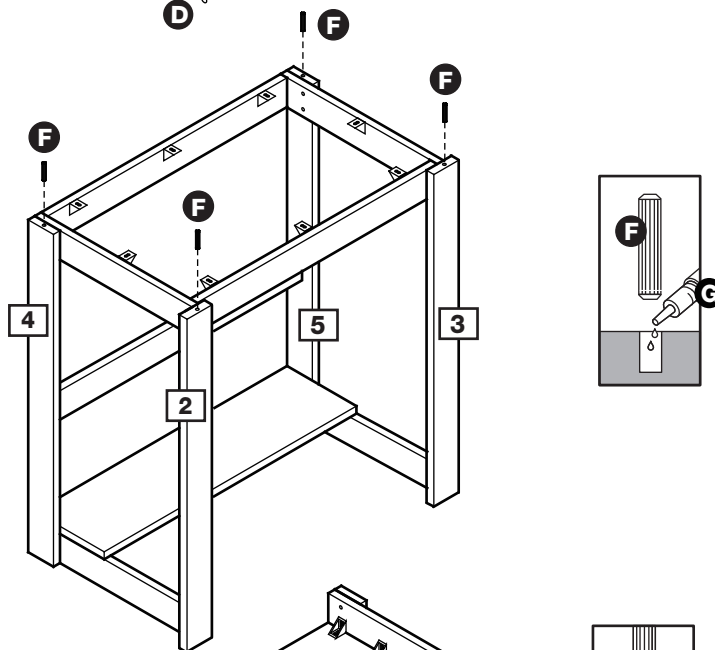
a: Place a small amount of Glue **G** into the dowel holes.

Insert Wooden dowels **F** into the Front right and left legs **3** & **2**, Left and Right legs **4** & **5**.

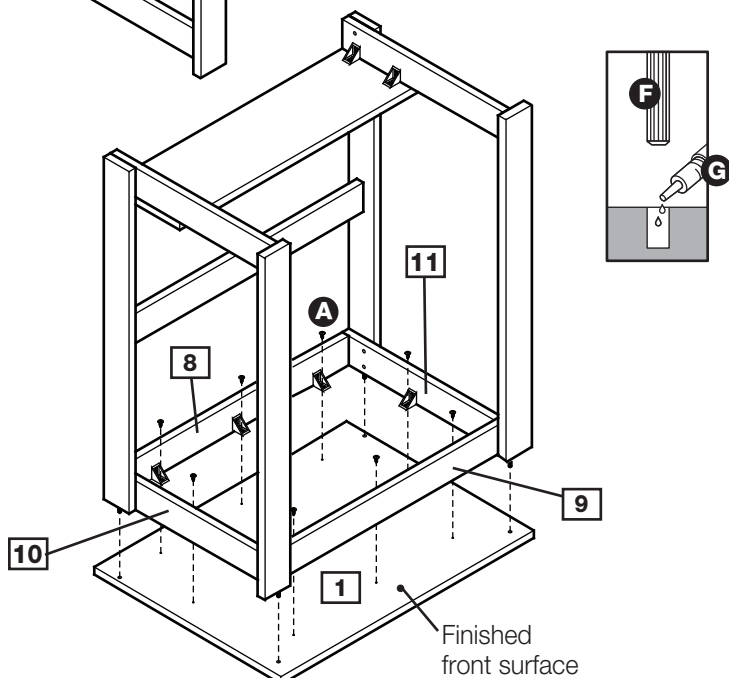
b: Place a small amount of Glue **G** into the dowel holes. Carefully locate the Table top **1** onto the unit.

Use Screws **A** to fix the Front and Back supports **9** **8** & Right and left supports **10** **11** onto the Table top **1**.

a:



b:



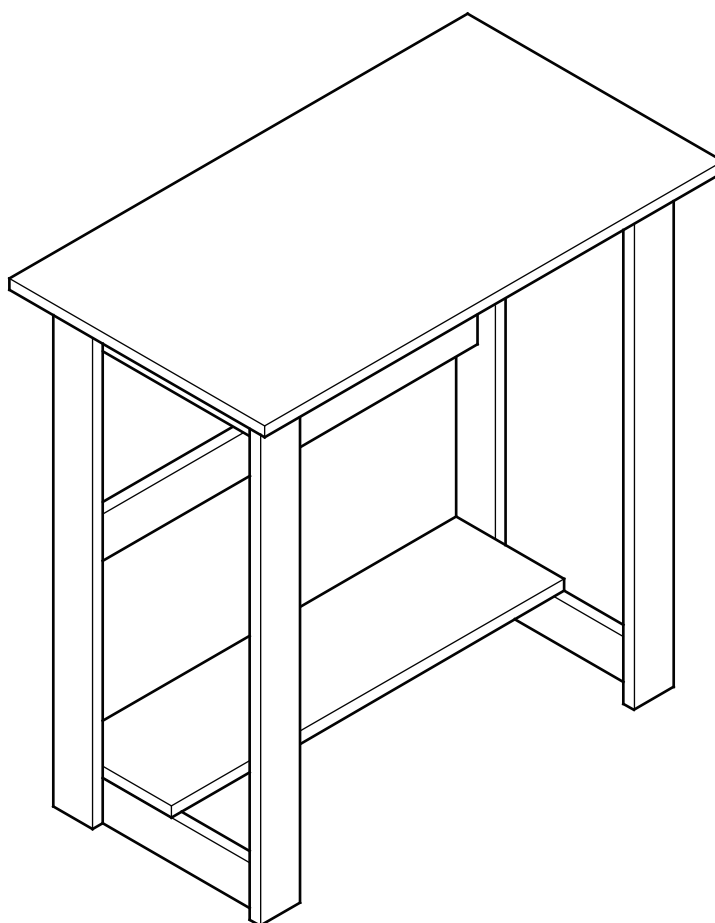
Assembly Instructions

Step 7

Finishing the unit

Note: It would be useful to ask someone to help you at the stage.

With help, place the unit in the intended position.



Note: Before use allow the Glue to dry for 24 hours and make sure the unit is secure.

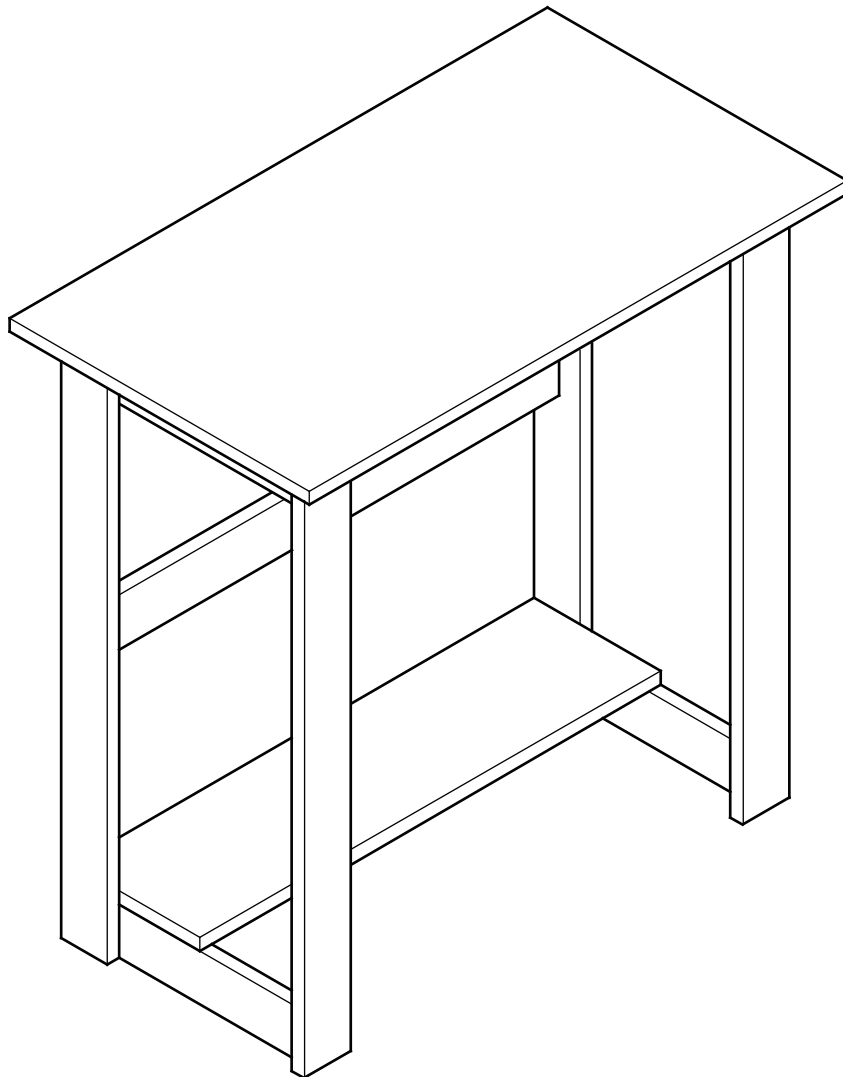
Assembly is complete.

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

Basic Desk

Assembly Instructions - Please keep for future reference

617/2516



Dimensions

Width - 70.5cm

Depth - 50cm

Height - 72cm

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

- Check you have all the components and tools listed on pages 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 use this item if any components are missing or damaged.

- Do not stand 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.
- Dispose of all packaging carefully and responsibly.

Care and maintenance

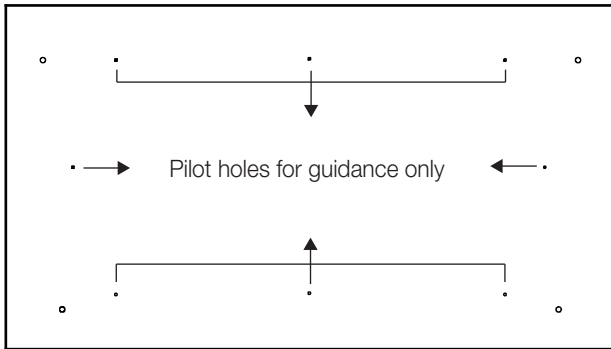
- Only clean using a damp cloth and mild detergent, do not use bleach or abrasive cleaners.
- From time to time check that there are no loose screws on this unit.
- This product should not be discarded with household waste. Take to your local authority waste disposal centre.

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

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

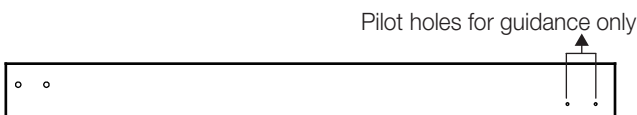
Please check you have all the panels listed below



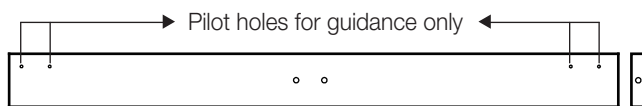
1 Table top (70.4 x 50cm)



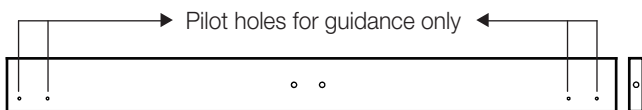
2 Front left leg (70.4 x 6cm)



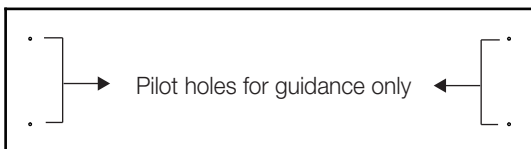
3 Front right leg (70.4 x 6cm)



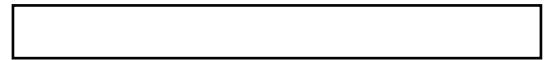
4 Left leg (70.4 x 6cm)



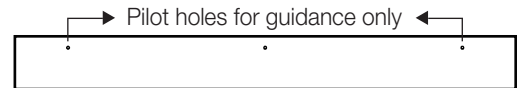
5 Right leg (70.4 x 6cm)



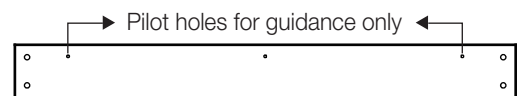
6 Bottom panel (60 x 16.5cm)



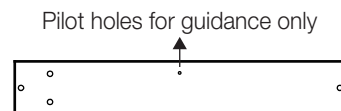
7 Back panel (60 x 6cm)



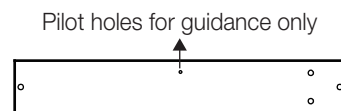
8 Back support (57 x 6cm)



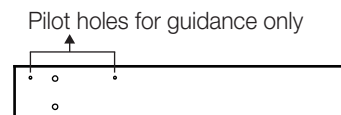
9 Front support (57 x 6cm)



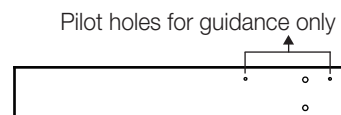
10 Right support (40 x 6cm)



11 Left support (40 x 6cm)



12 Bottom right side panel (40 x 6cm)





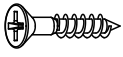
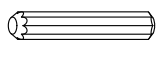


13 Bottom left side panel (40 x 6cm)

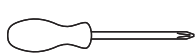
Components - Fittings

Please check you have all the fittings listed below

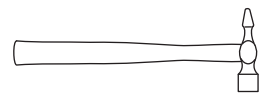
Note: The quantities below are the correct amount to complete the assembly. in some cases more fittings may be supplied than are required.

<p>A </p> <p>14mm Screw x 24</p>	<p>B </p> <p>Plastic support x 12</p>	<p>C </p> <p>50mm Screw x 12</p>
<p>D </p> <p>Screw cover x 10</p>	<p>E </p> <p>25mm Screw x 12</p>	<p>F </p> <p>30mm Dowel x 4</p>

Tools required



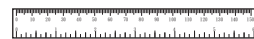
Phillips screwdriver
(medium & large)



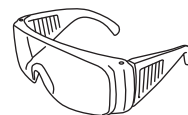
Small
hammer



Bradawl
(or sharp point)

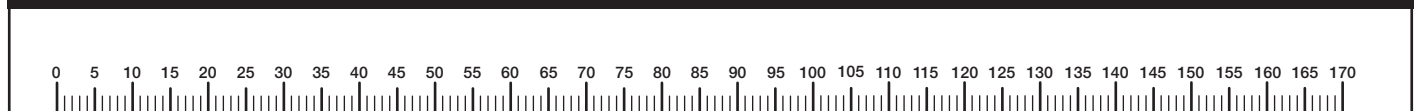


Ruler/tape
measure



Eye protection
(when using a
hammer or glue)

Ruler - Use this ruler to help correctly identify the screws

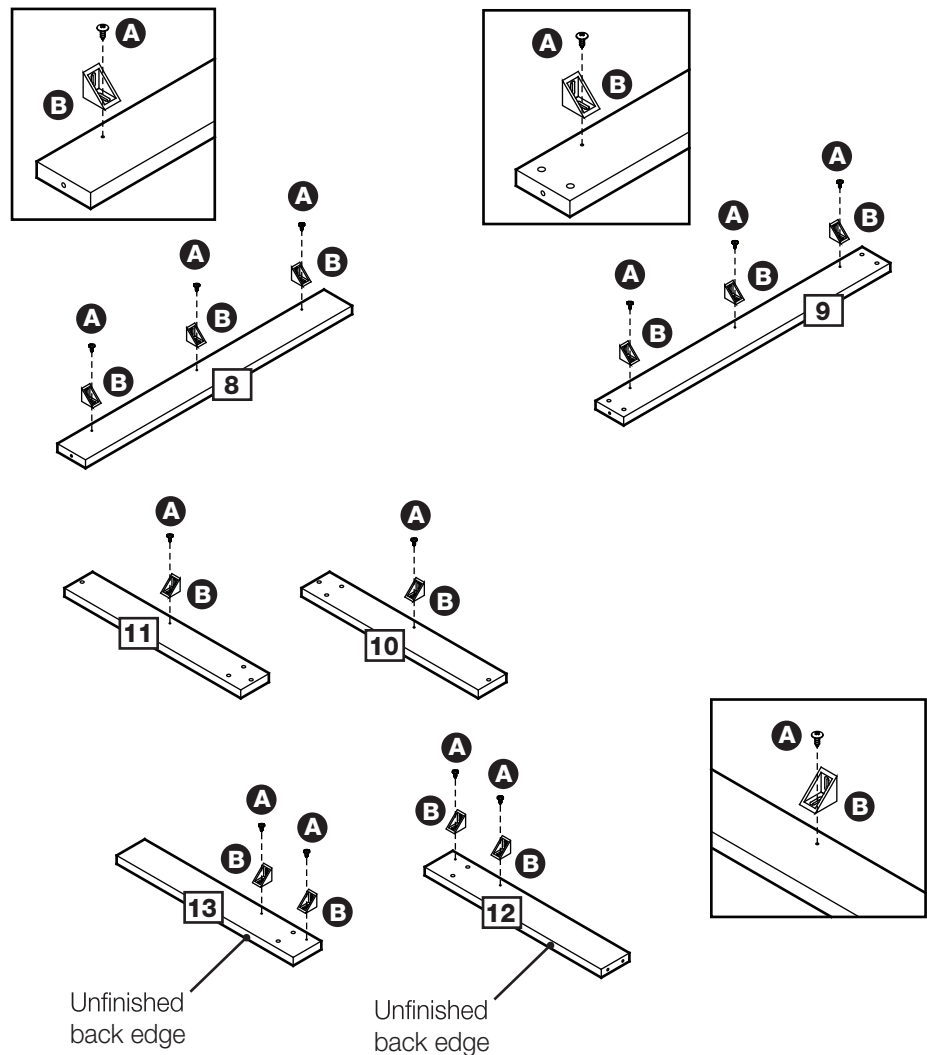


Assembly Instructions

Step 1

Fixing plastic supports

Use Screws **A** to fix the Plastic supports **B** onto the Back and Front supports **8** and **9**, Right and Left supports **10** and **11**, Bottom right side and left side panels **12** and **13**.

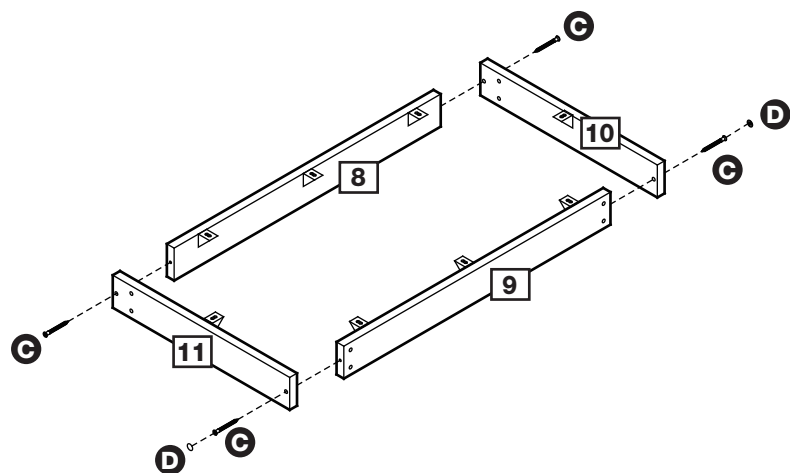


Step 2

Attaching support panels

Use Screws **C** to fix the Right and Left supports **10** and **11** onto the Back and Front supports **8** and **9**.

Use Screw covers **D** to cover the Screw Heads.



Assembly Instructions

Step 3

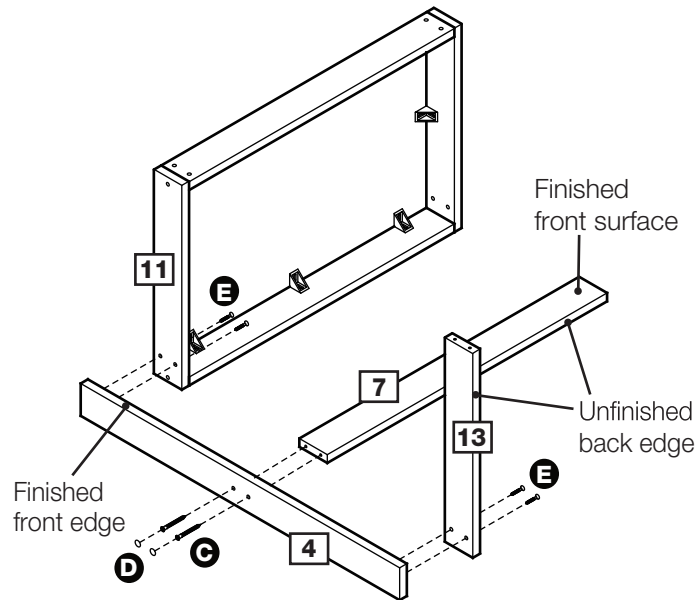
Attaching left and right legs

a: Use Screws **E** to fix the Left leg **4** onto the Left support **11** and Bottom left side panel **13**.

Use Screws **C** to fix the Back panel **7** onto the Left leg **4**.

Use Screw covers **D** to cover the Screw heads.

a:

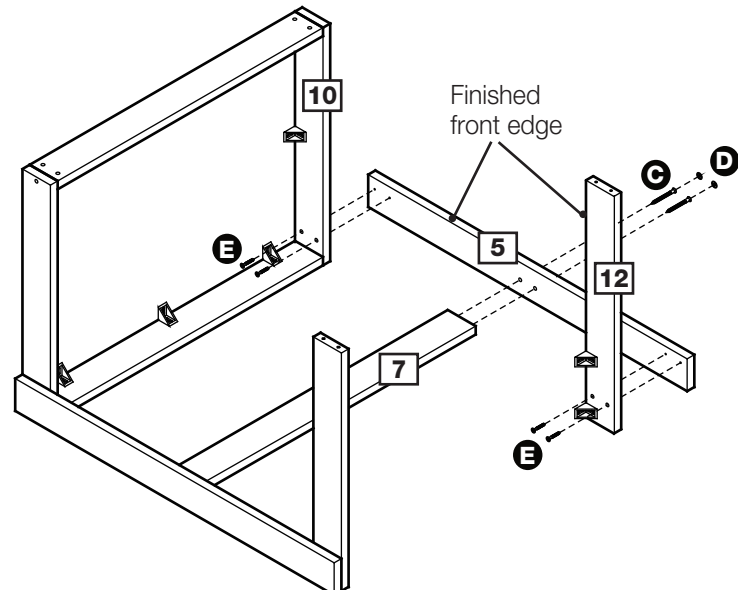


b: Use Screws **E** to fix the Right leg **5** onto the Right support **10** and Bottom Right side panel **12**.

Use Screws **C** to fix the Right leg **5** onto the Back panel **7**.

Use Screw covers **D** to cover the Screw heads.

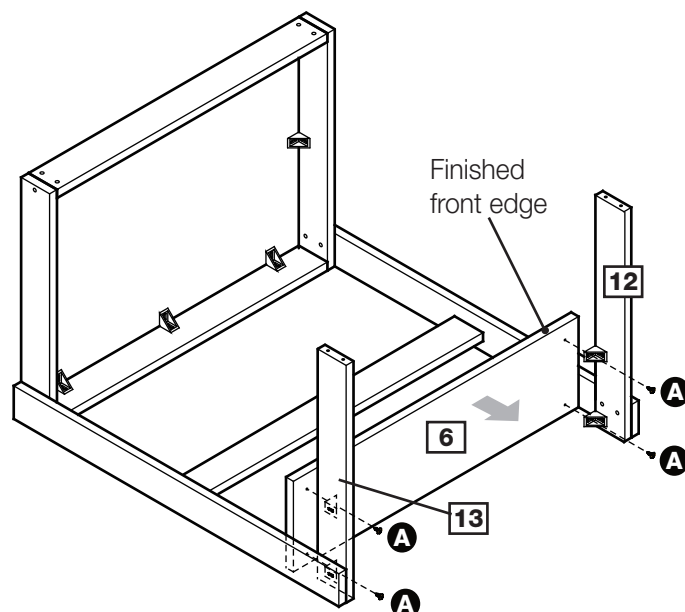
b:



Step 4

Attaching bottom panel

Use Screws **A** to fix the Bottom panel **6** onto the Bottom right side and left side panels **12** and **13**.



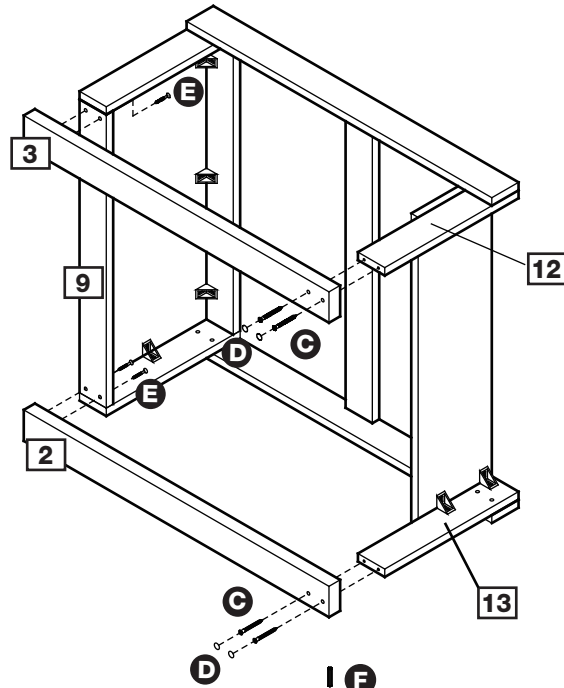
Assembly Instructions

Step 5

Attaching front legs

Use Screws **E** and **C** to fix Front left leg and right leg **2** and **3** onto the Front support **9**, Bottom right side and left side panels **12** and **13**.

Use Screw covers **D** to cover the Screw Heads.



Step 6

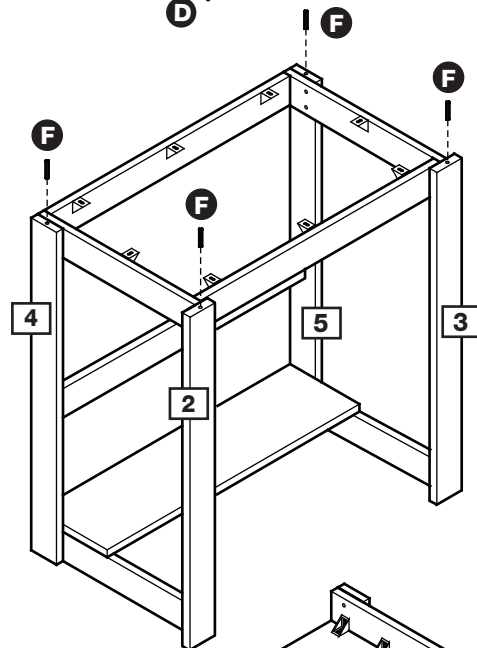
Attaching table top

a: Insert Dowels **F** into the Front right and left legs **3** & **2**, Left and Right legs **4** & **5**.

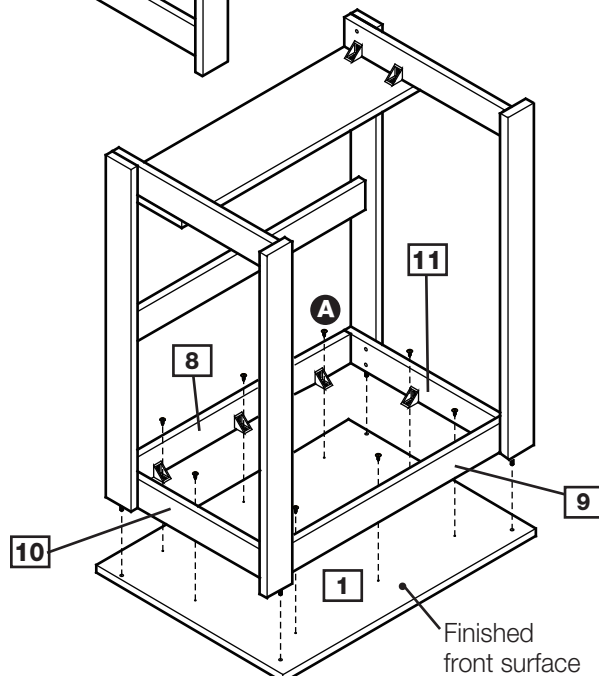
b: Carefully locate the Table top **1** onto the unit.

Use Screws **A** to fix the Front and Back supports **9** **8** & Right and left supports **10** **11** onto the Table top **1**.

a:



b:



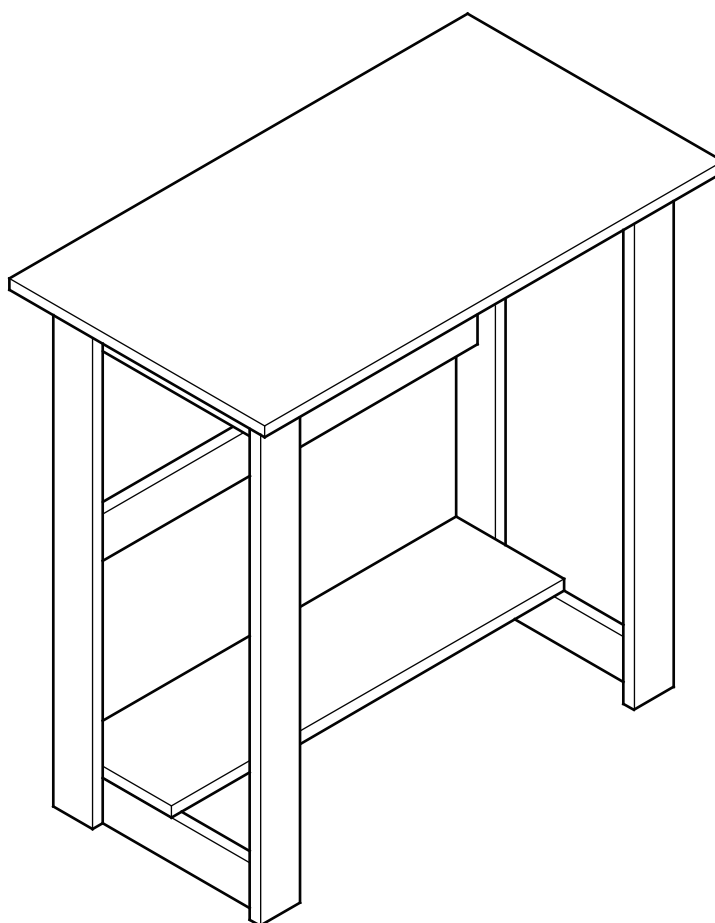
Assembly Instructions

Step 7

Finishing the unit

Note: It would be useful to ask someone to help you at the stage.

With help, place the unit in the intended position.



Assembly is complete.

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