

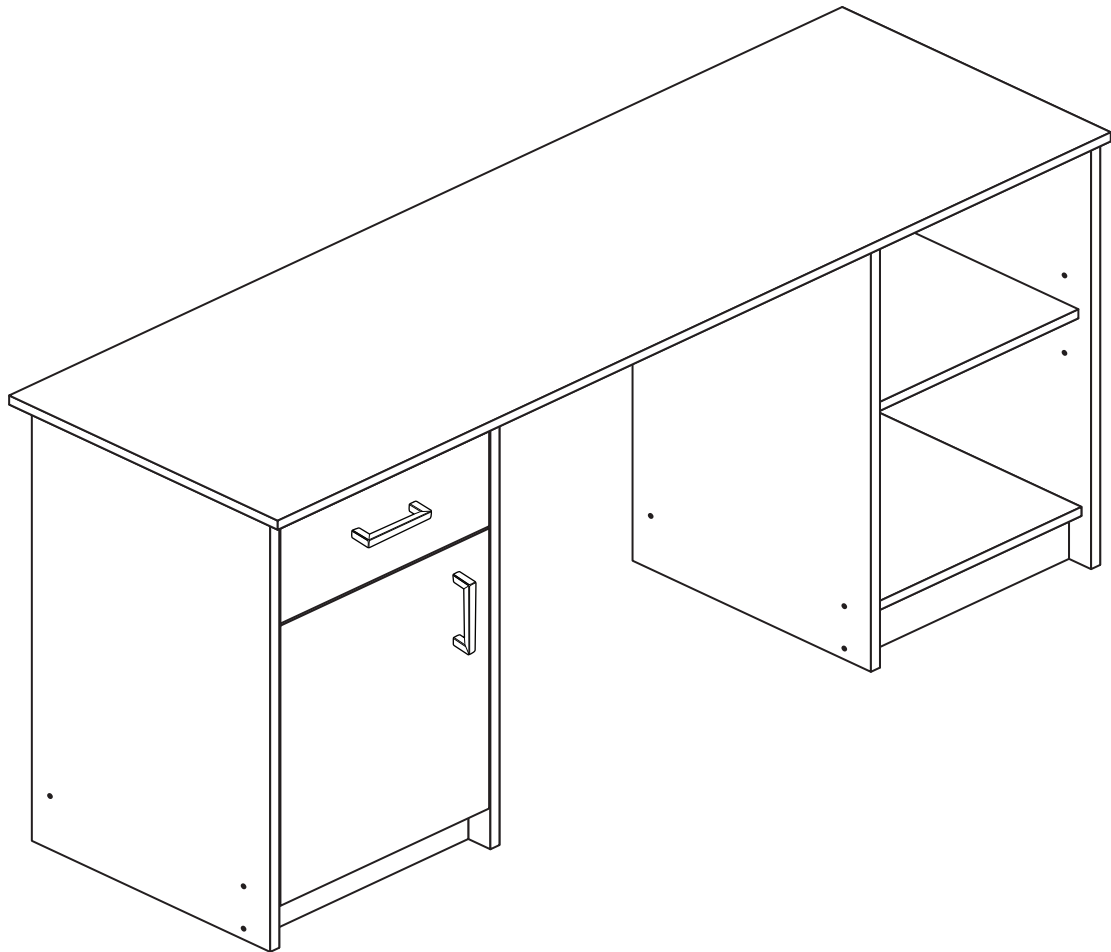
Caspian - Double Pedestal Desk Mk2

Assembly Instructions - Please keep for future reference

621/3561

621/3554

621/3891



Dimensions

Width - 138cm

Depth - 44.5cm

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 31kgs. Please lift with care.

- 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.

- 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.

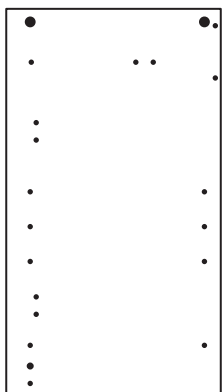
- This product should not be discarded with household waste. Take to your local authority waste disposal centre.

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.

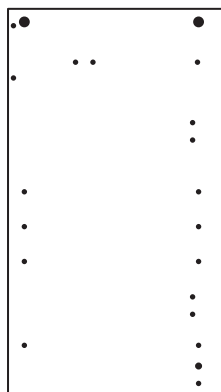
Components - Panels

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

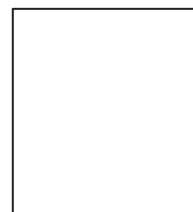
Please check you have all the panels listed below



1 Drawer Left Side (D1203A)
(706 x 394mm)



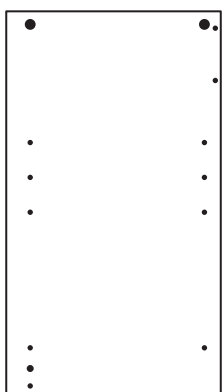
2 Drawer Right Side (D1204A)
(706 x 394mm)



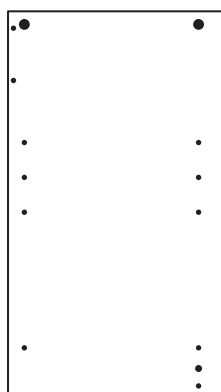
3 Base (D1201A)
(349 x 378mm) x 2



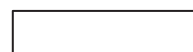
6 Shelf (D1202A)
(349 x 373mm) x 2



4 Cupboard Left Side (D1199A)
(706 x 394mm)



5 Cupboard Right Side (D1200A)
(706 x 394mm)



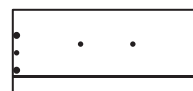
7 Plinth (D0868A)
(349 x 80mm) x 2



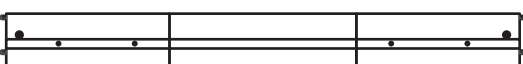
8 Modesty (D0882A)
(614 x 157mm)



9 Top (D1198A)
(1377 x 444mm)



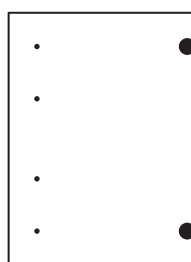
10 Drawer Front (D0284A)
(345 x 157mm)



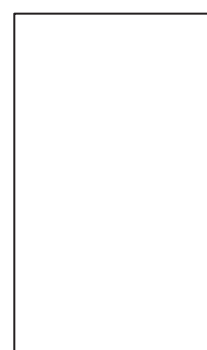
11 Drawer Wrap (W161)
(943 x 95mm)



12 Drawer Base (T161)
(299 x 330mm)



13 Door (D1258A)
(463 x 345mm)



14 Back (X846)
(622 x 375mm) x 2


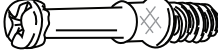

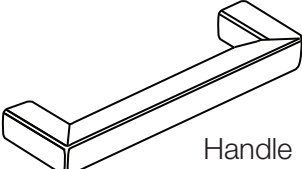




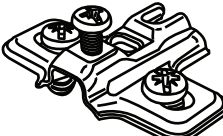

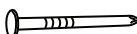
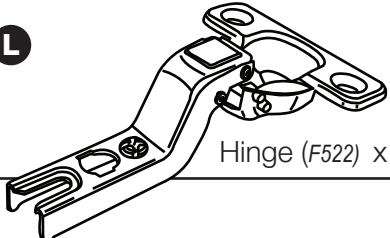





Components - Fittings

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 4</p>	<p>B </p> <p>Metal dowel (F901) x 10</p>	<p>C </p> <p>Shelf support (F121) x 8</p>
<p>D </p> <p>Handle (F923) x 2</p>	<p>E </p> <p>Large locking nut (F900) x 8</p>	<p>F </p> <p>Small locking nut (F3) x 2</p>
<p>G </p> <p>40mm Screw (F910) x 16</p>	<p>H </p> <p>19mm Screw (F461) x 4</p>	<p>I </p> <p>Hinge plate (F523) x 2</p>
<p>J </p> <p>13mm Screw (F63) x 4</p>	<p>K </p> <p>Nail (F51) x 22</p>	<p>L </p> <p>Hinge (F522) x 2</p>
<p>M </p> <p>9mm Screw (F74) x 2</p>	<p>N </p> <p>9mm Screw (F73) x 4</p>	
<p>O </p> <p>Drawer runner (F1004) x 2</p>		

Tools required



Rule



Cross-head screwdriver



Scissors



Hammer

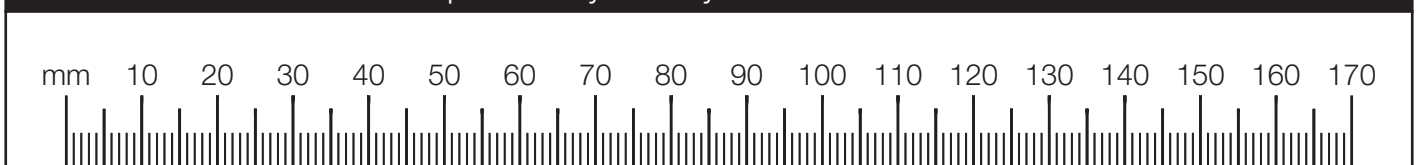


Eye protection
(when using a hammer or drill)



Electric drill
(only use when drilling door)

Ruler - Use this ruler to help correctly identify the screws



Assembly Instructions

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

Step 1

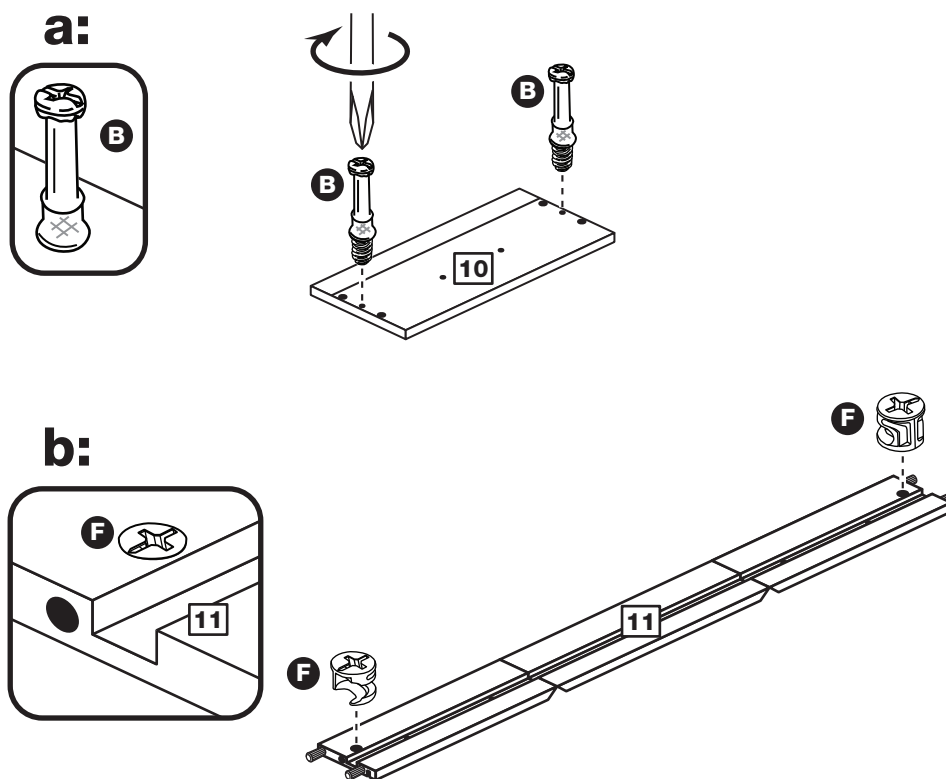
Prepare the drawer front and wrap

a: Screw 2 metal dowels **B** into the holes shown on the back of the drawer front **10**.

Note: Tighten metal dowels up fully against the panel.

b: Insert 2 small locking nuts **F** into the holes shown on the drawer wrap **11**.

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



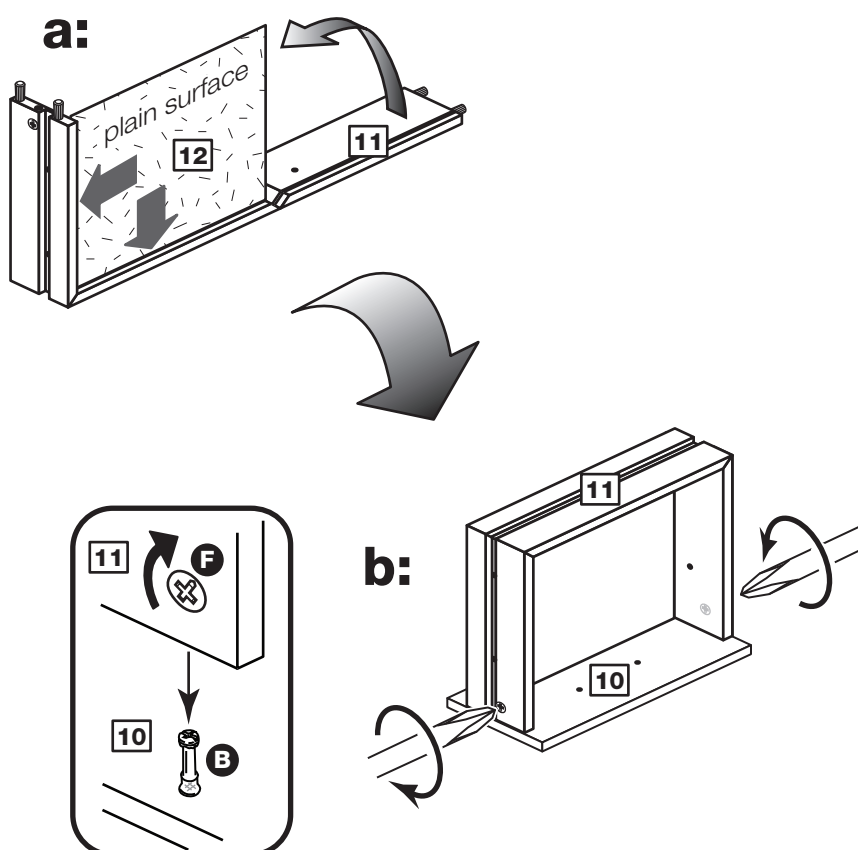
Step 2

Assemble the drawer

a: Place drawer base **12** into the narrow slot on the drawer wrap **11**. Fold wrap around the base.

b: Turn drawer wrap assembly over and push onto the back of the drawer front **10**.

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

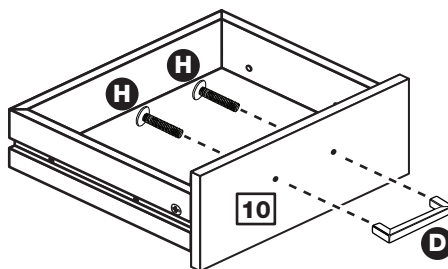


Assembly Instructions

Step 3

Attach handle

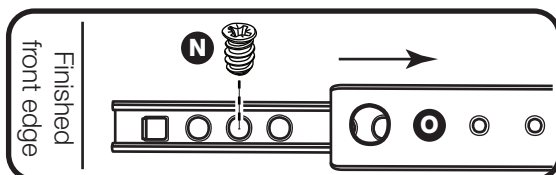
Attach the handle **D** to the drawer front **10** using 2 screws **H**.



Step 4

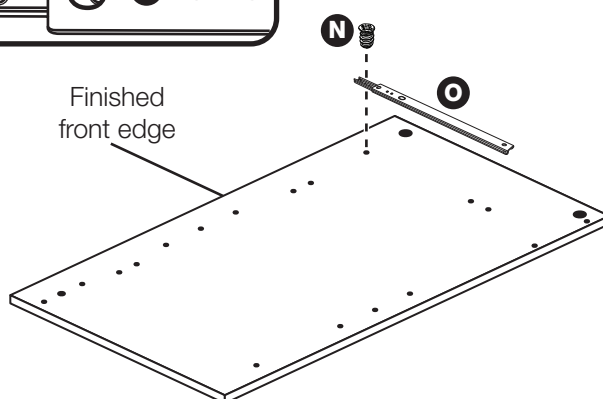
Prepare the drawer left side

a: Place a runner **O** on the drawer left side **1**. Slide back the top of runner and use the 2nd hole from the front to fit the 1st screw **N**.



a:

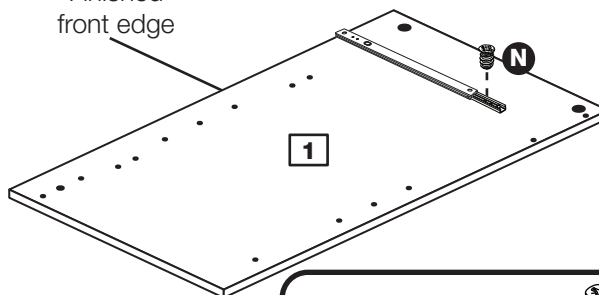
Finished front edge



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

b:

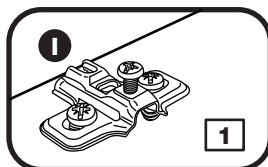
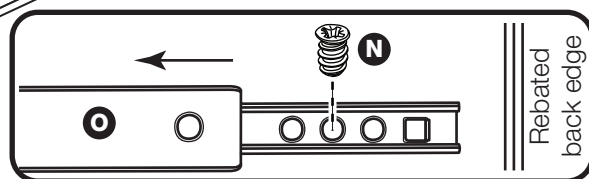
Finished front edge



c: Insert 2 large locking nuts **E** into the drawer left side **1**.

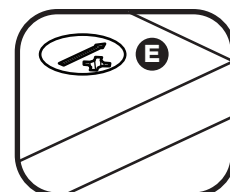
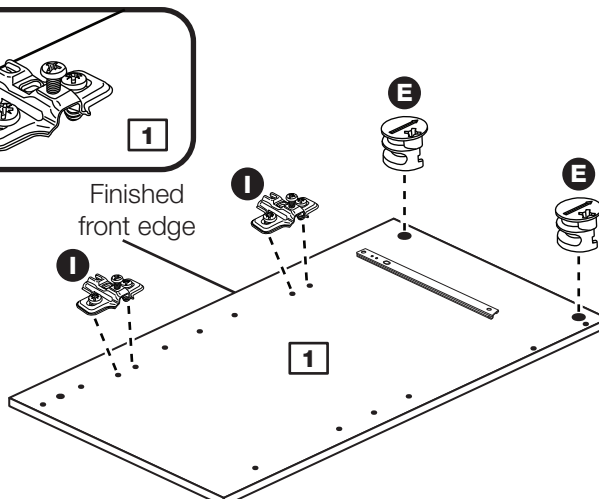
Note: The arrow on the locking nut **must** point towards the hole in the edge of the panel.

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



c:

Finished front edge



Assembly Instructions

Step 5

Drill 2 holes in the drawer right side

Lay the drawer right side **2** down onto a smooth surface.

Important: Carefully choose which 2 holes you need to drill.

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

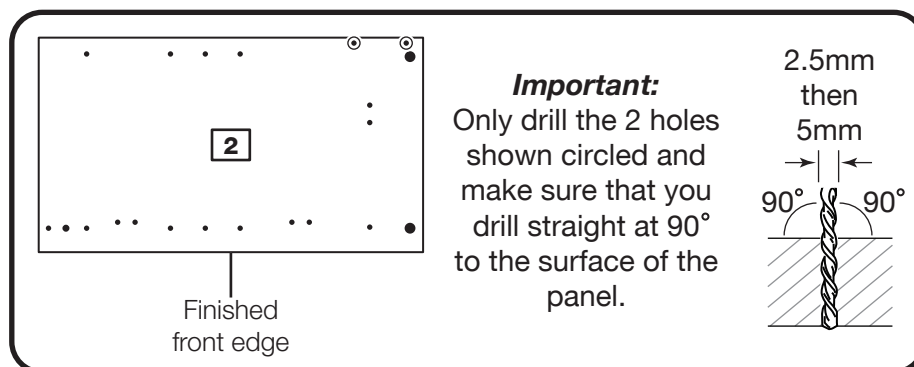
Note: We recommend the use of a small piece of waste wood, placed behind the hole while drilling, to reduce the possibility of any break-out.

Using the pilot holes drill through the 2 holes indicated opposite, using a 2.5mm drill bit.

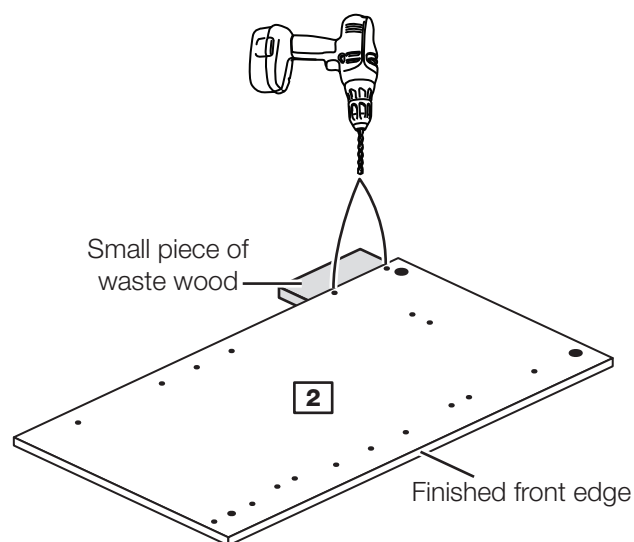
Turn the panel over and open out the 2.5mm holes that you have just drilled by drilling back through them with a 5mm drill bit.

IMPORTANT

Carefully choose which 2 holes you need to drill



ONLY drill these 2 holes

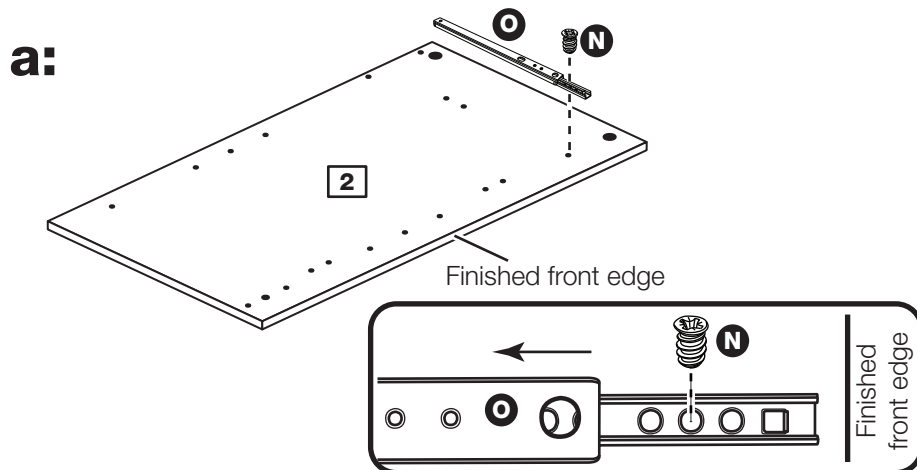


Assembly Instructions

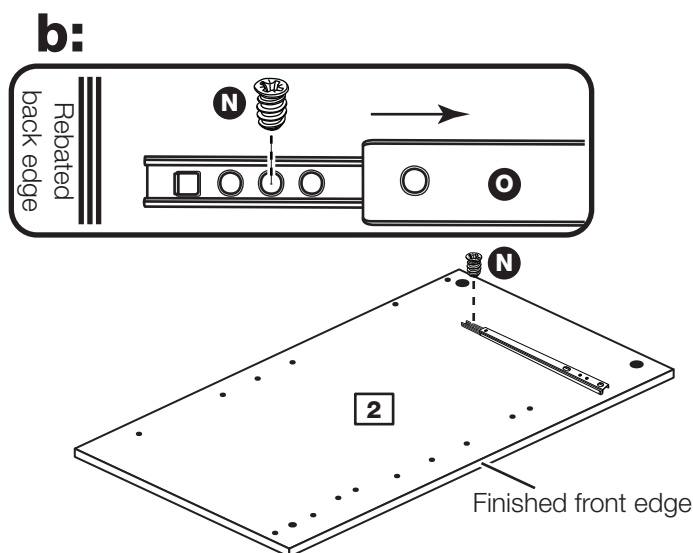
Step 6

Prepare the drawer right side

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

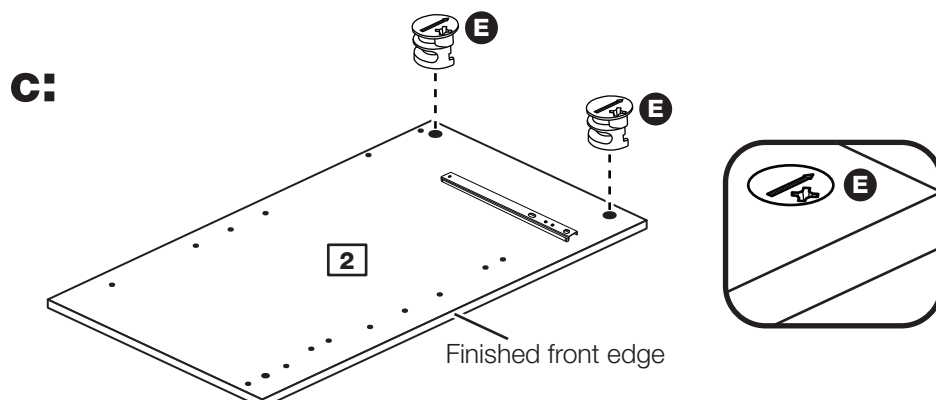


b: Slide the runner back the other way and use the 2nd hole from the back to fit the 2nd screw **N**.



c: Insert 2 large locking nuts **E** into the drawer right side **2** as shown.

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

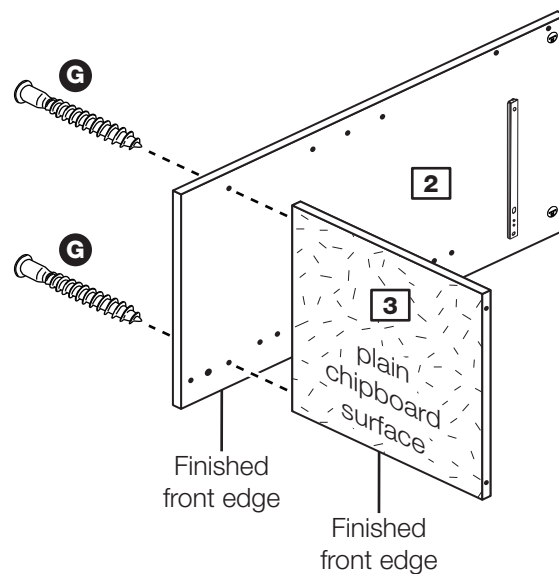


Assembly Instructions

Step 7

Join the drawer right side to a base

Position a base **3** against the drawer right side **2** as shown and secure with 2 screws **G**.

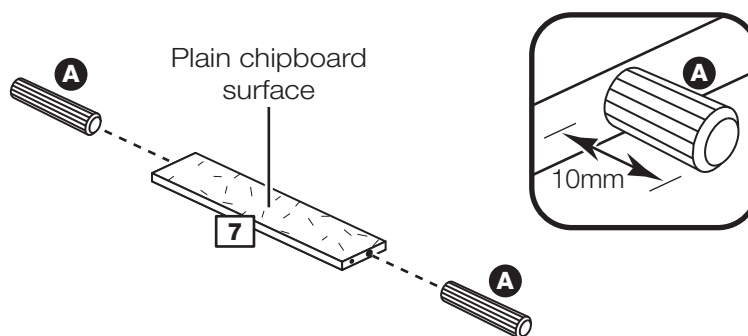


Step 8

Prepare a plinth

Tap 2 wooden dowels **A** into a plinth **7** as shown.

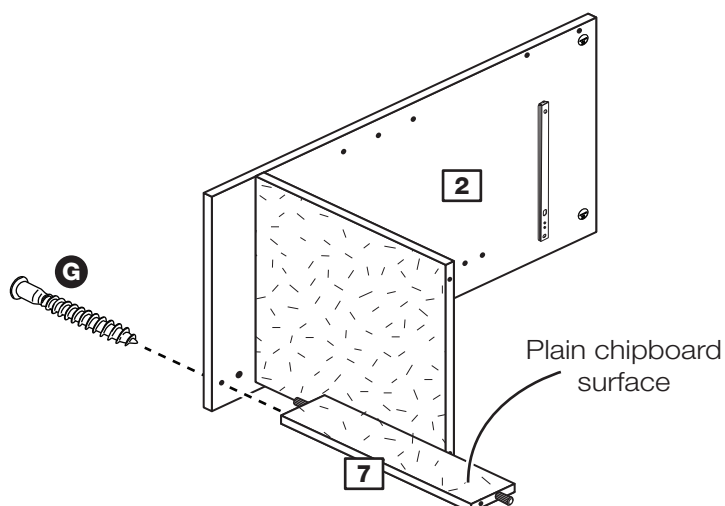
Note: Wooden dowels **must not** stick out from the edge by more than 10mm or they may damage other panels.



Step 9

Fit the plinth

Push the plinth **7** onto the drawer right side **2** as shown and secure with screw **G**.

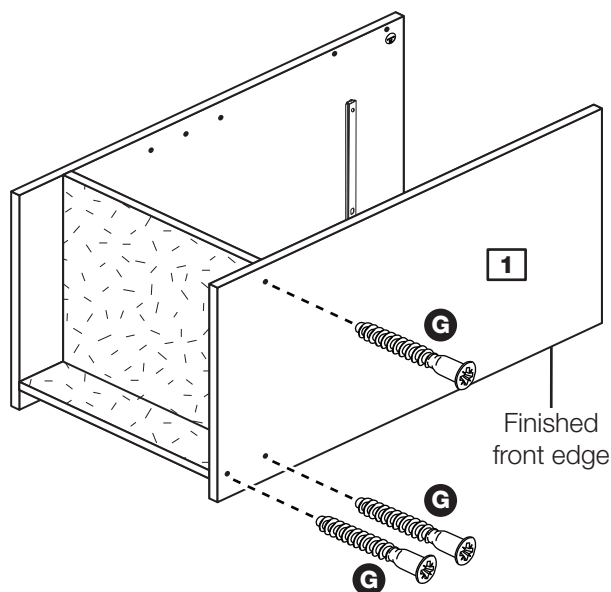


Assembly Instructions

Step 10

Fit the drawer left side

Push the drawer left side **1** onto the assembly and secure with 3 screws **G**.



Step 11

Drill 2 holes in the cupboard left side

Lay the cupboard left side **4** down onto a smooth surface.

Important: Carefully choose which 2 holes you need to drill.

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

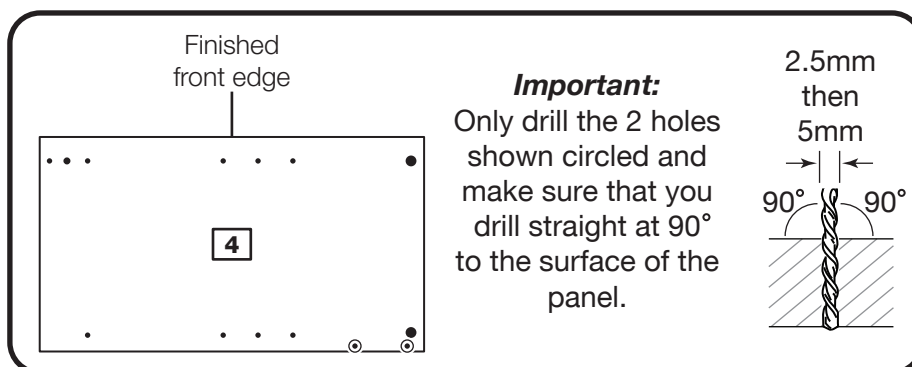
Note: We recommend the use of a small piece of waste wood, placed behind the hole while drilling, to reduce the possibility of any break-out.

Using the pilot holes drill through the 2 holes indicated opposite, using a 2.5mm drill bit.

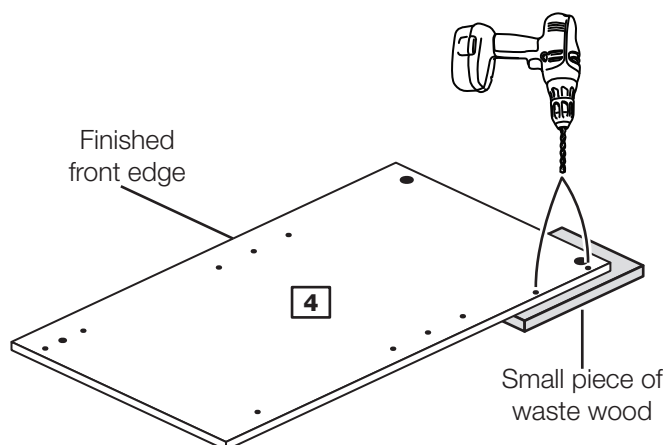
Turn the panel over and open out the 2.5mm holes that you have just drilled by drilling back through them with a 5mm drill bit.

IMPORTANT

Carefully choose which 2 holes you need to drill



ONLY drill these 2 holes



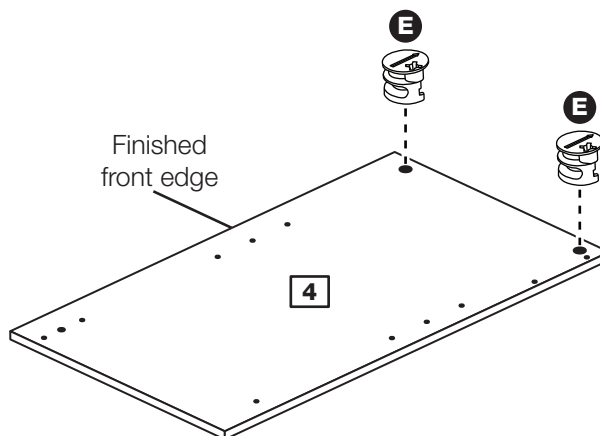
Assembly Instructions

Step 12

Prepare the cupboard left side

Insert 2 large locking nuts **E** into the cupboard left side **4**.

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

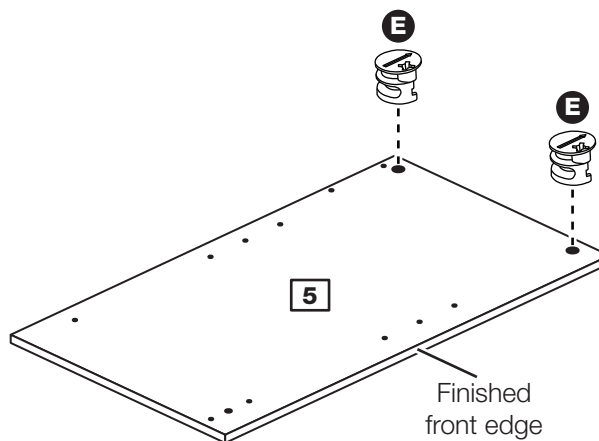


Step 13

Prepare the cupboard right side

Insert 2 large locking nuts **E** into the cupboard right side **5**.

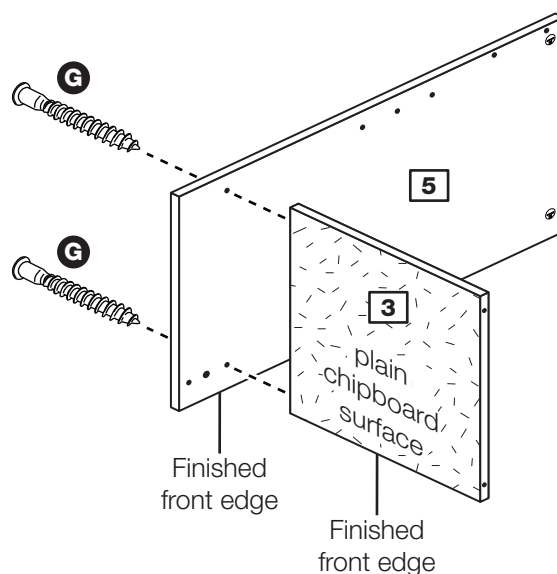
Note: The arrow on the locking nut **must** point towards the hole in the edge of the panel.



Step 14

Join the cupboard right side to a base

Position a base **3** against the cupboard right side **5** as shown and secure with 2 screws **G**.



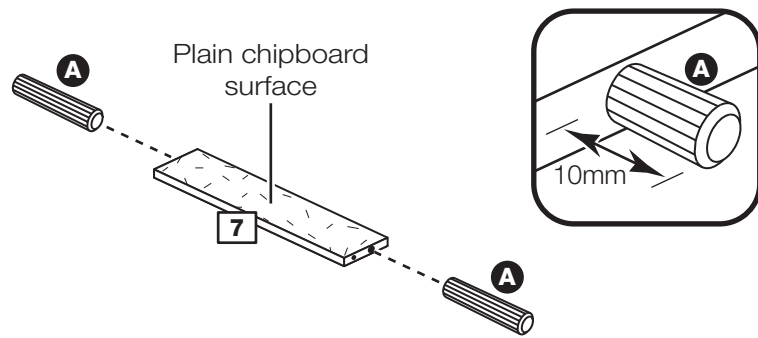
Assembly Instructions

Step 15

Prepare a plinth

Tap 2 wooden dowels **A** into a plinth **7** as shown.

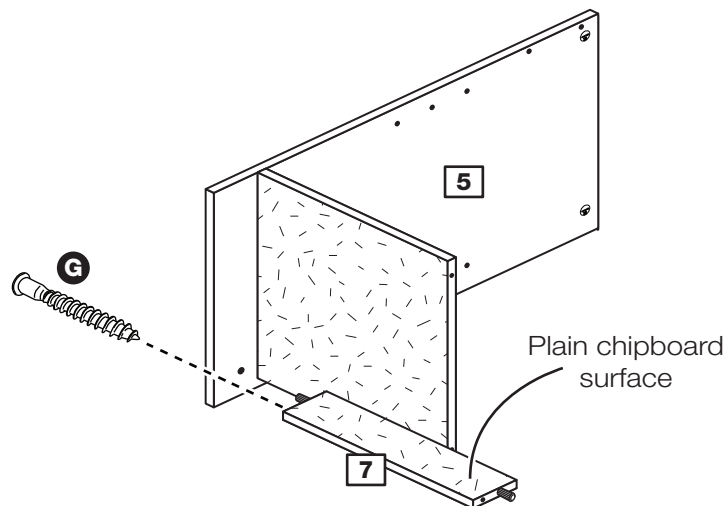
Note: Wooden dowels **must not** stick out from the edge by more than 10mm or they may damage other panels.



Step 16

Fit the plinth

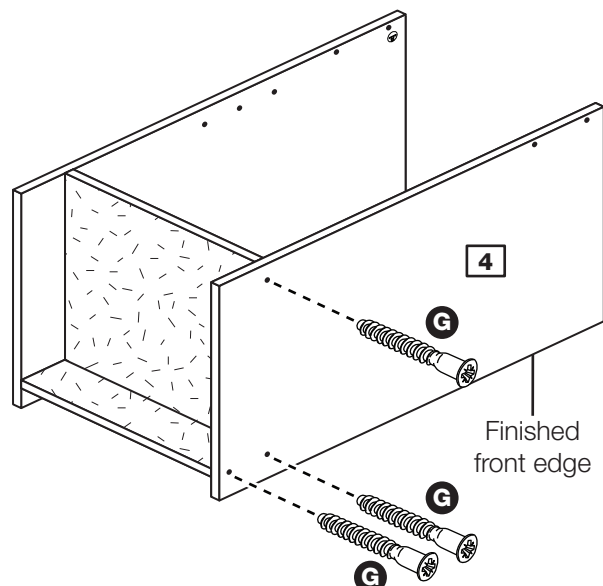
Push the plinth **7** onto the cupboard right side **5** as shown and secure with screw **G**.



Step 17

Fit the cupboard left side

Push the cupboard left side **4** onto the assembly and secure with 3 screws **G**.

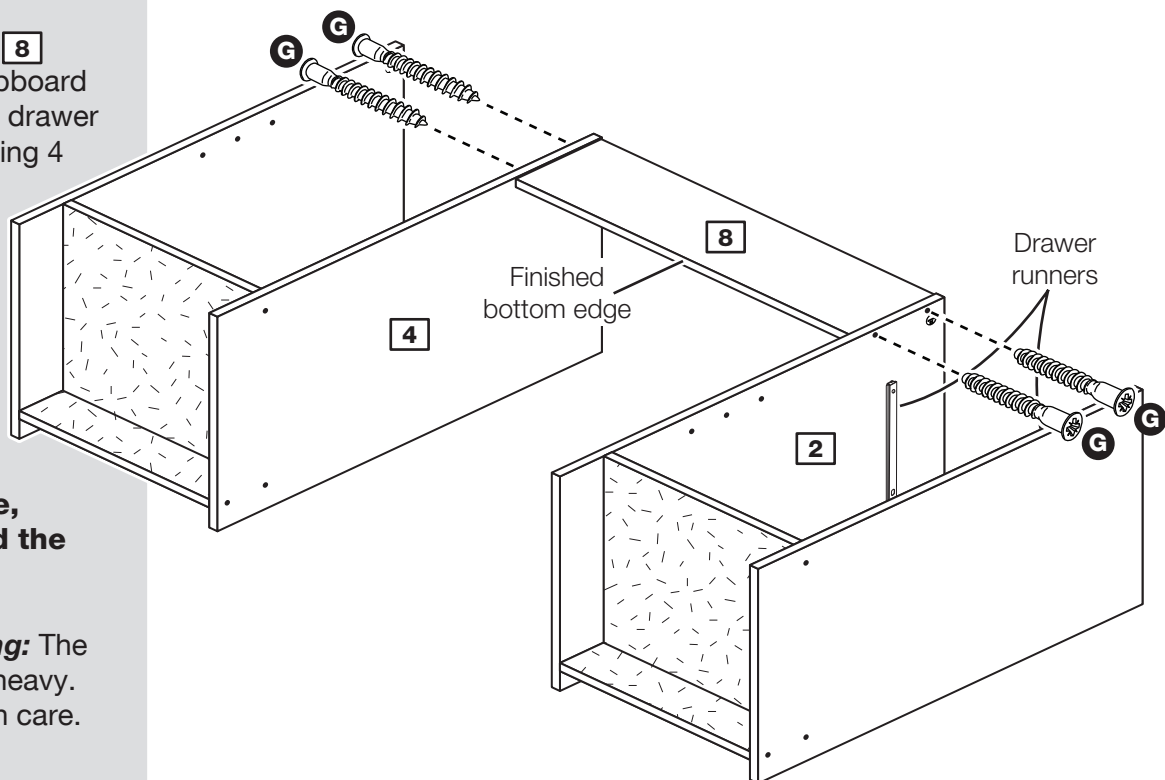


Assembly Instructions

Step 18

Fit the modesty

Fit the modesty **8** between the cupboard left side **4** and drawer right side **2** using 4 screws **G**.



Using 2 people, carefully stand the unit up.

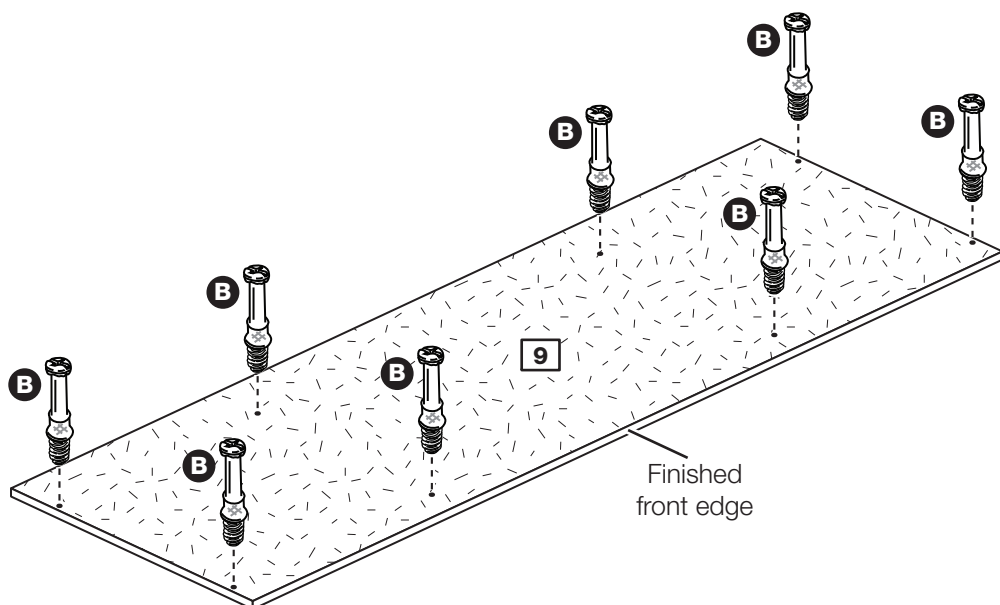


Warning: The unit is heavy. Lift with care.

Step 19

Prepare the top

Screw 8 metal dowels **B** into the top **9**.



Assembly Instructions

Step 20

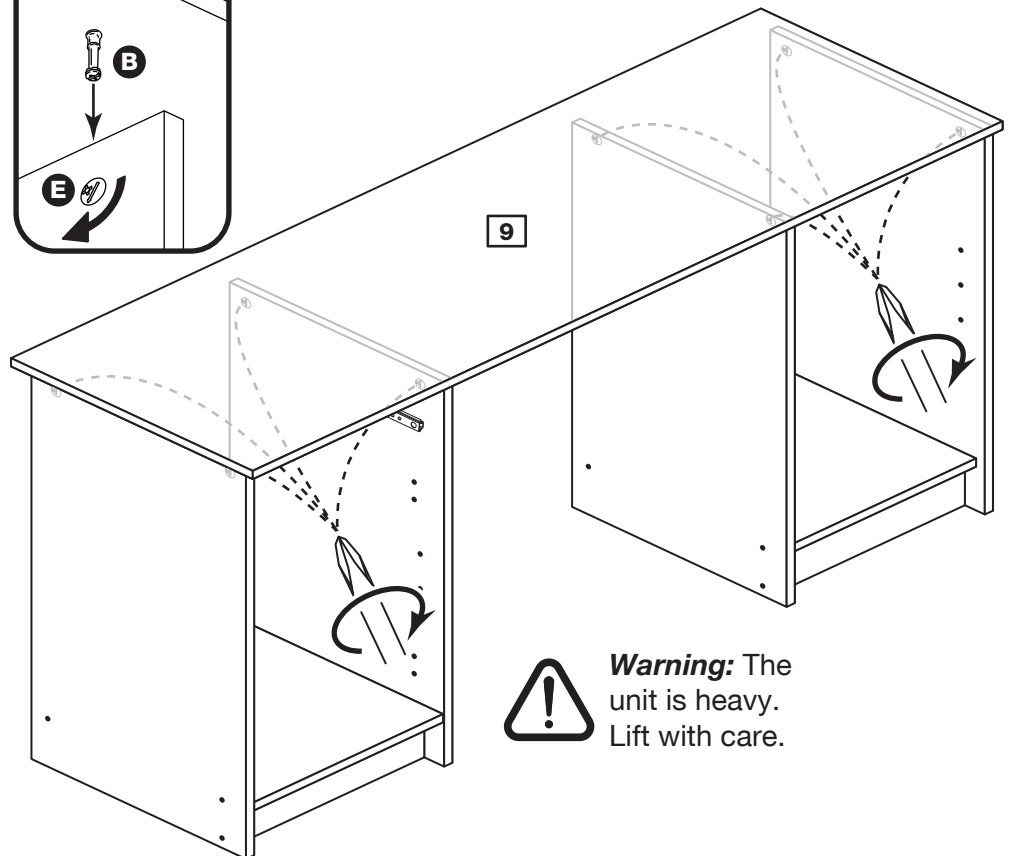
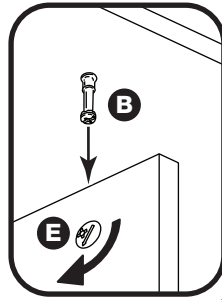
Fit the top

Lower the top **9** onto the assembly, making sure that it is pushed down flush with the top edge of the 4 side panels.

Use a screwdriver to tighten the 8 large locking nuts **E** fitted to the side panels.

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

Using 2 people, carefully lower the assembly onto its front edges again.



Warning: The unit is heavy. Lift with care.

Step 21

Fit the backs

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

b: Place the 2 backs **14** onto the unit, as shown.

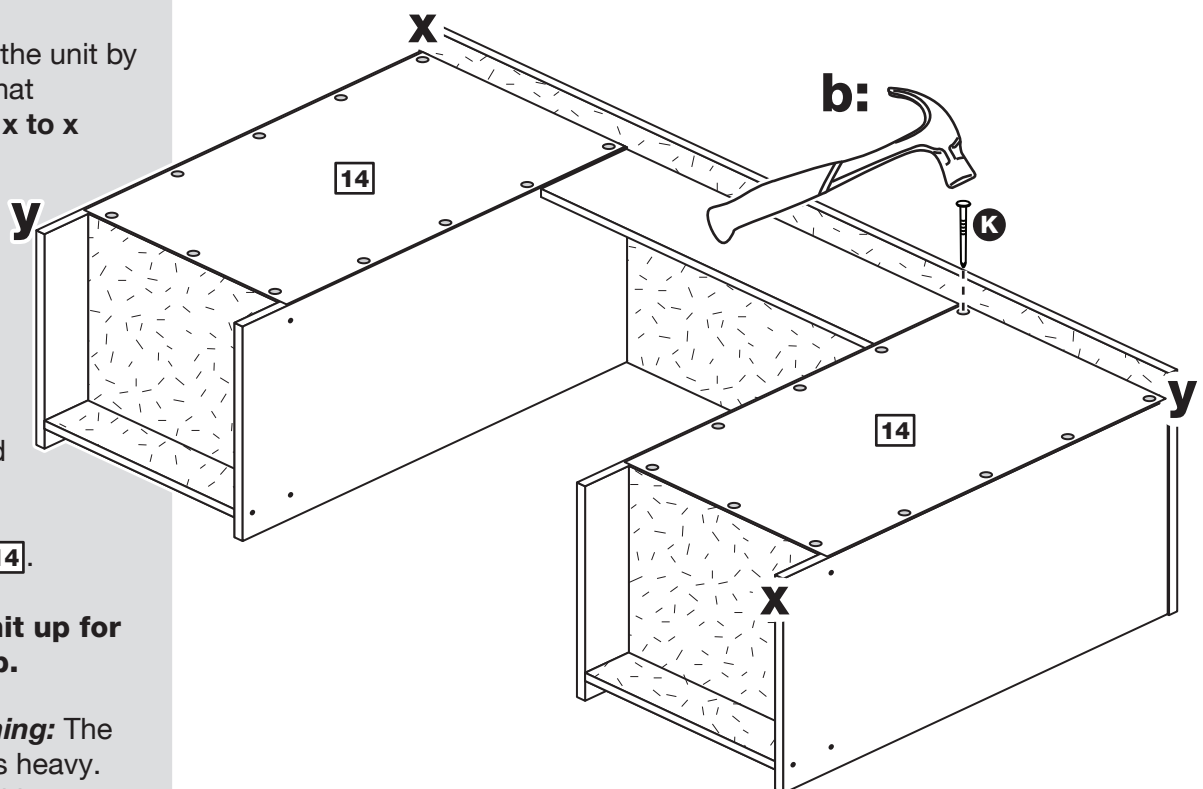
Nail **K** around the sides and bottom edges of the backs **14**.

Stand the unit up for the next step.



Warning: The unit is heavy. Lift with care.

a: The measurement from top corner X to bottom corner X must be equal to the measurement from top corner Y to bottom corner Y

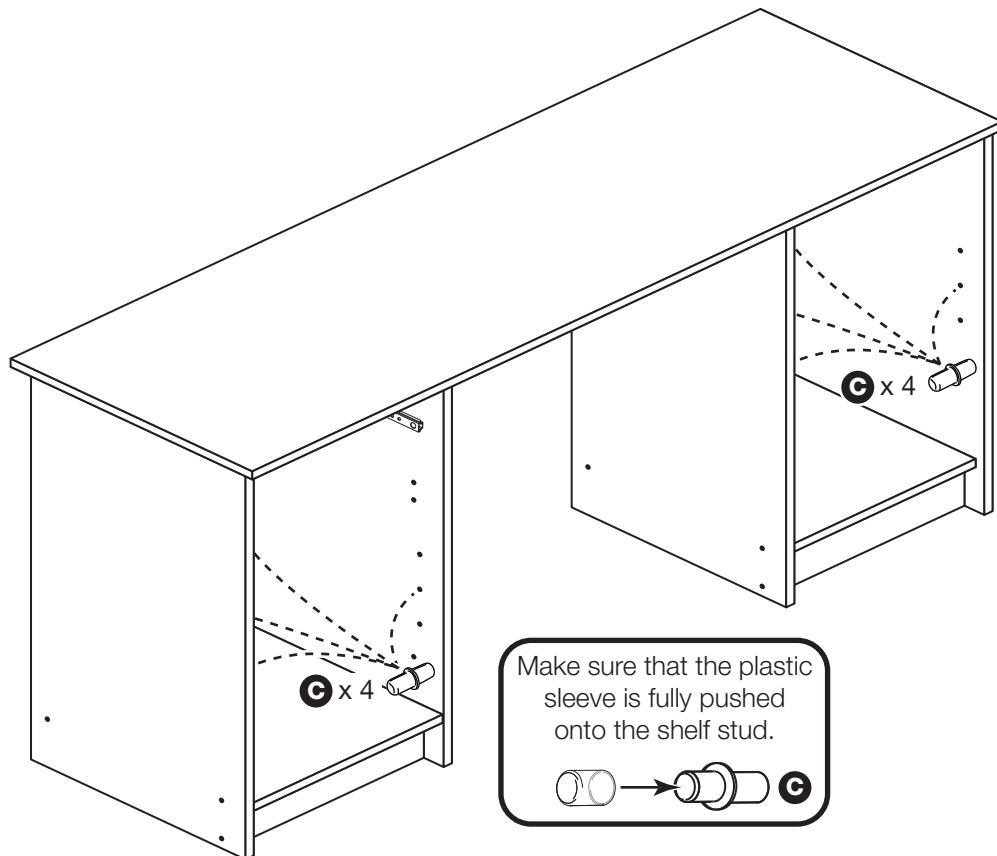


Assembly Instructions

Step 22

Fit the shelf studs

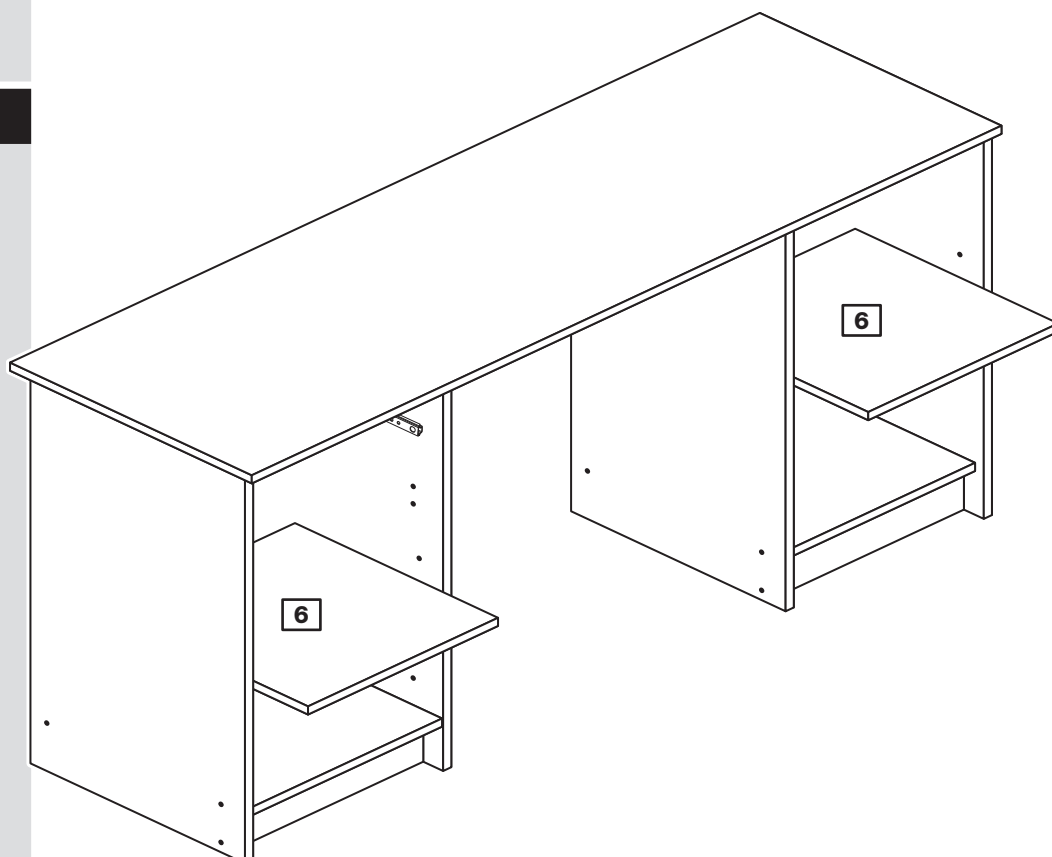
For each of the 2 shelves **6**, insert 4 shelf studs **C** at the required height.



Step 23

Fit the shelves

Lower the 2 shelves **6** down onto the shelf studs **C**.



Assembly Instructions

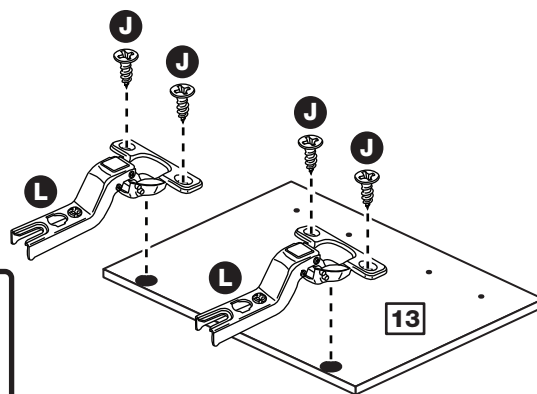
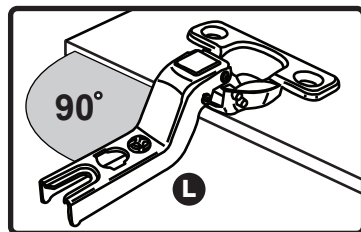
Step 24

Prepare the door

Push fit the 2 hinges **L** into the door **13**.

Secure each hinge **L** with 2 screws **J**.

Note: Before securing with the screws, make sure that the hinges are positioned at 90 degrees with the edge of the door.



Step 25

Drill 2 handle holes in the door

Important: Please follow these instructions carefully.

Lay the door **13** down onto a smooth surface.

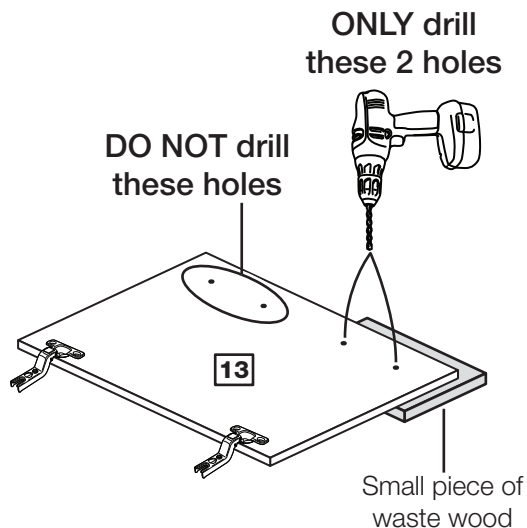
Check that the hinges and holes are in the same place as the diagram.

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, drill through the hole indicated opposite, using a 2.5mm diameter drill.

Turn the door 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 2 holes you will need to drill



Assembly Instructions

Step 26

Fit the door

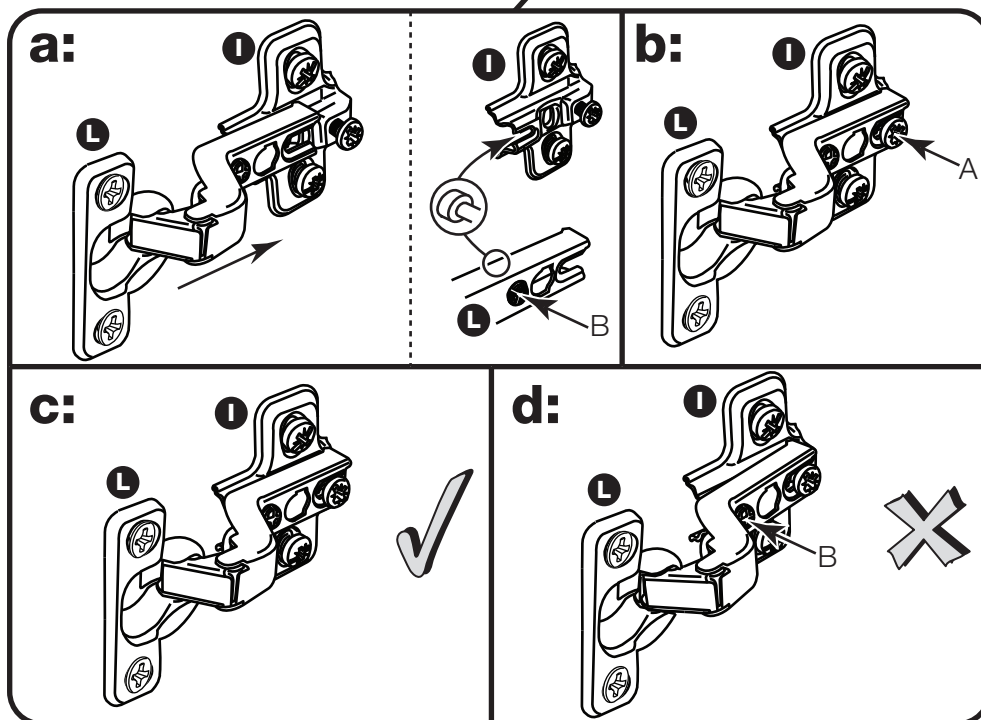
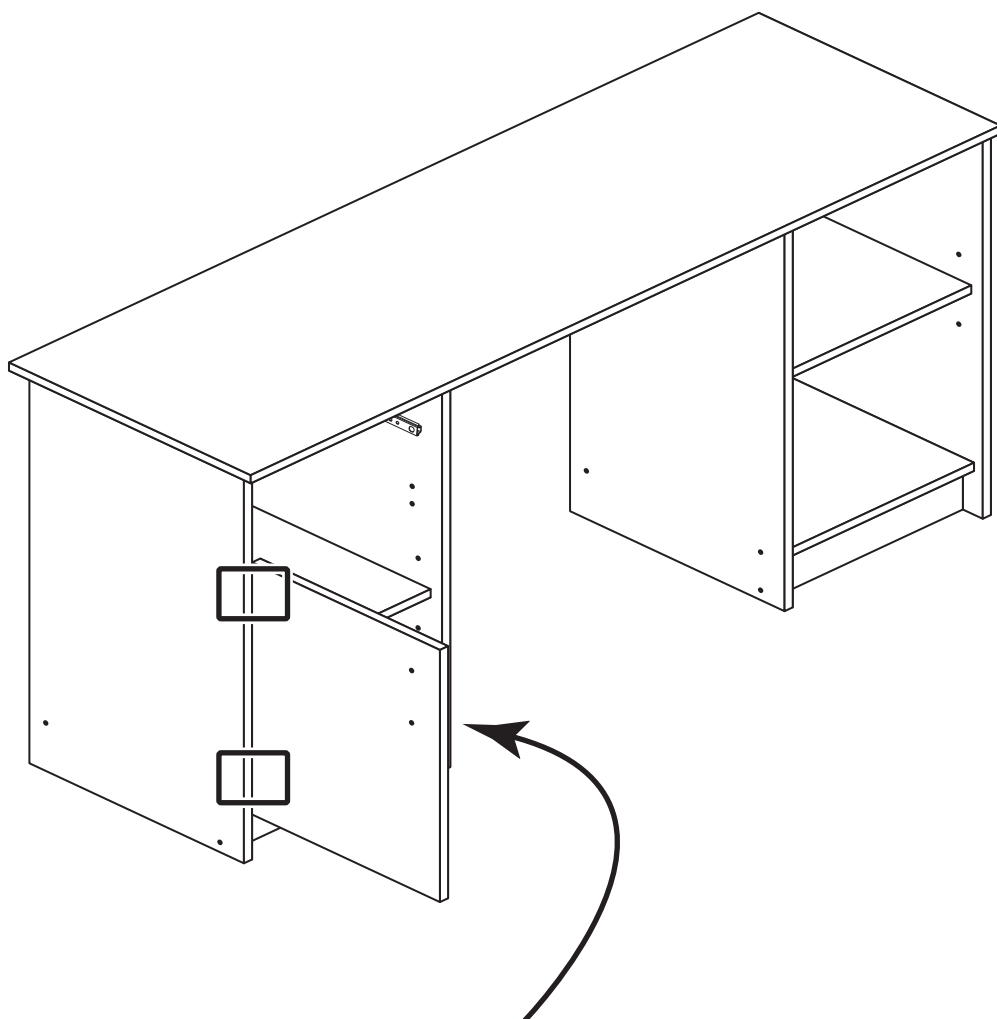
Note: The easiest way to attach the door 13 is to fit the top hinge first, then align and fit the other hinge.

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

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

c: The hinge L must be flat against the hinge plate I prior to any adjustment.

d: The hinge L must NOT be AT AN ANGLE to the hinge plate I 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.



Assembly Instructions

Step 27

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.

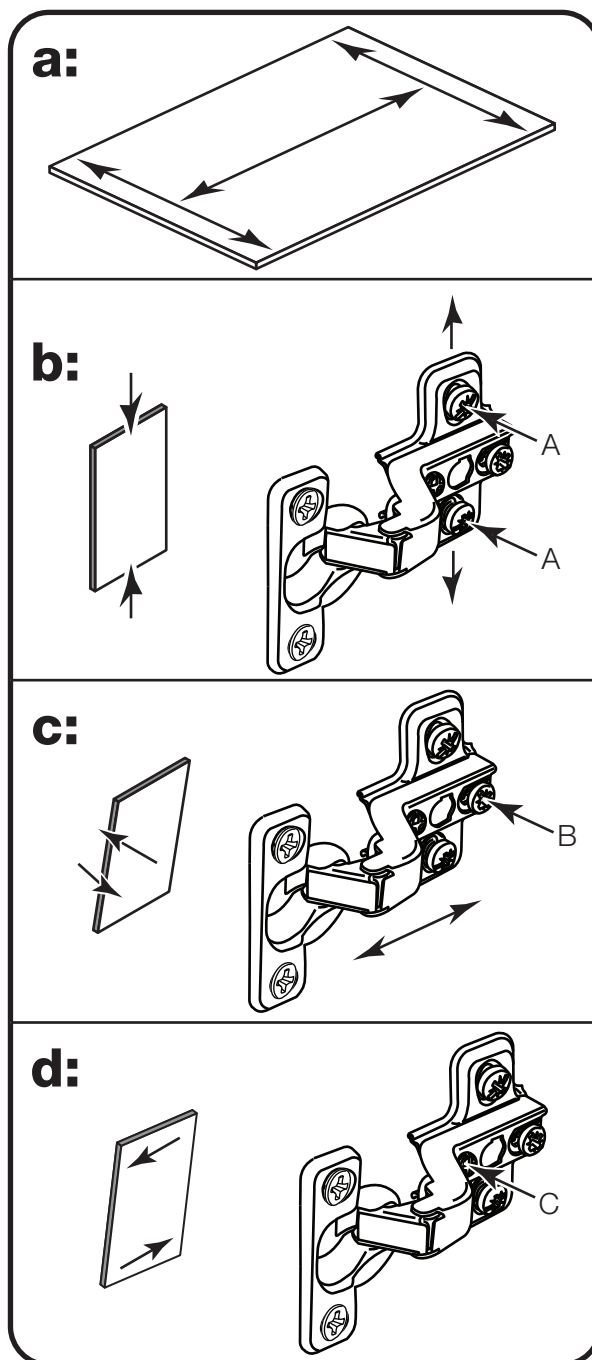
Loosen screws A on hinge plates and move door up or down as required. Retighten screw A.

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.

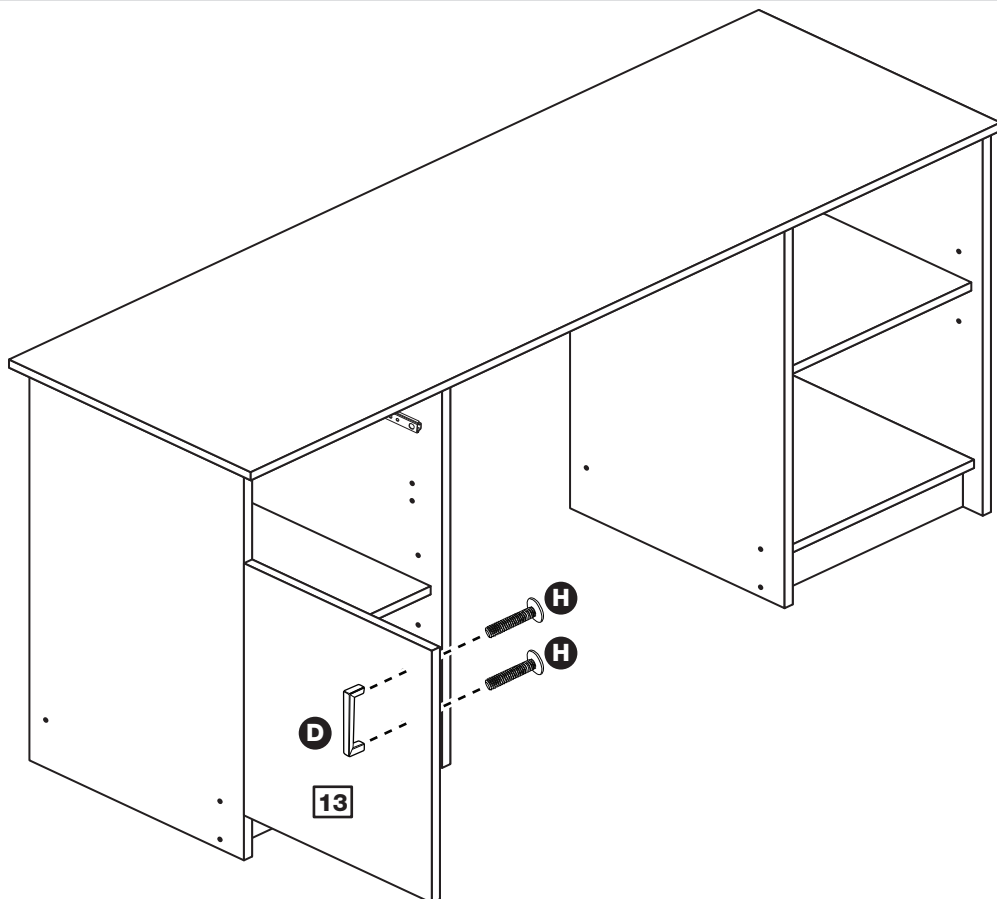


Assembly Instructions

Step 28

Fit the door handle

Attach a handle **D** to the door **13** using 2 screws **H**.



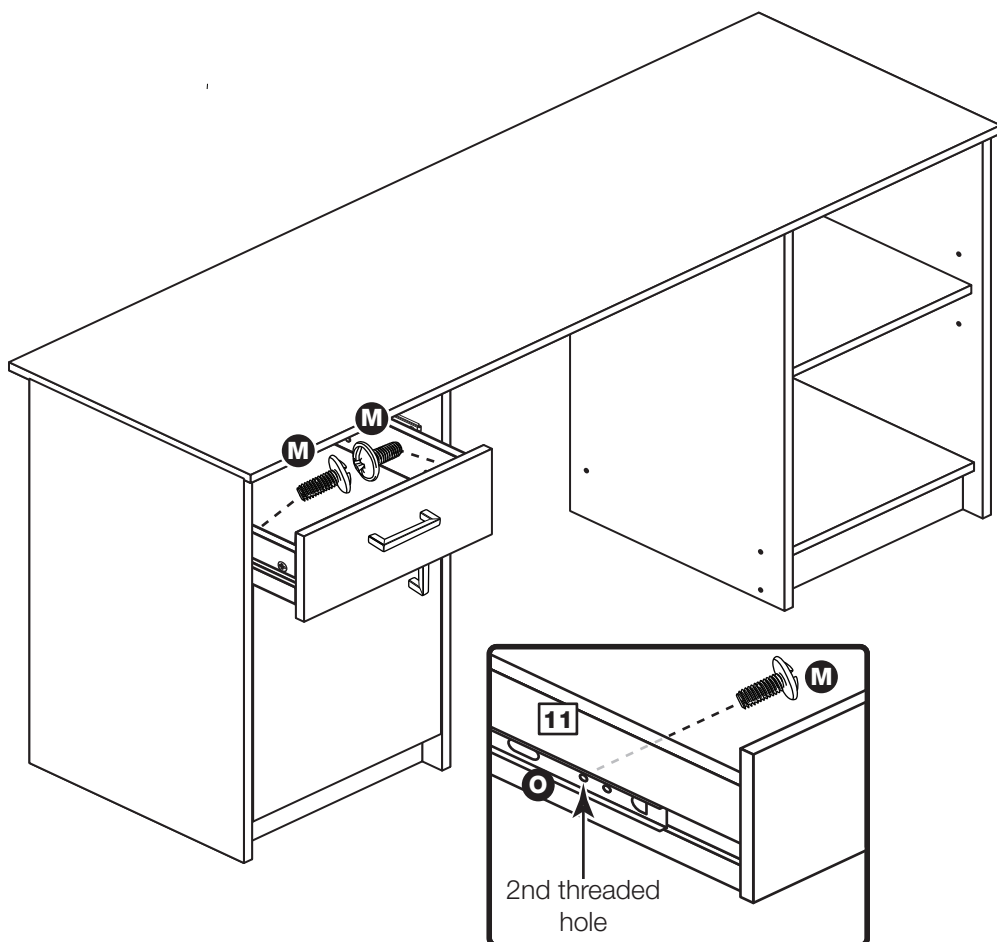
Step 29

Fit the drawer

Slide both the runners **O** forward and locate the drawer wrap **11** between them, lining up the holes in the drawer wrap with the 2nd 'threaded' holes in the runners **O**.

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

Note: Do not overtighten the screws **M**. If they catch on the runner you may need to loosen them slightly.



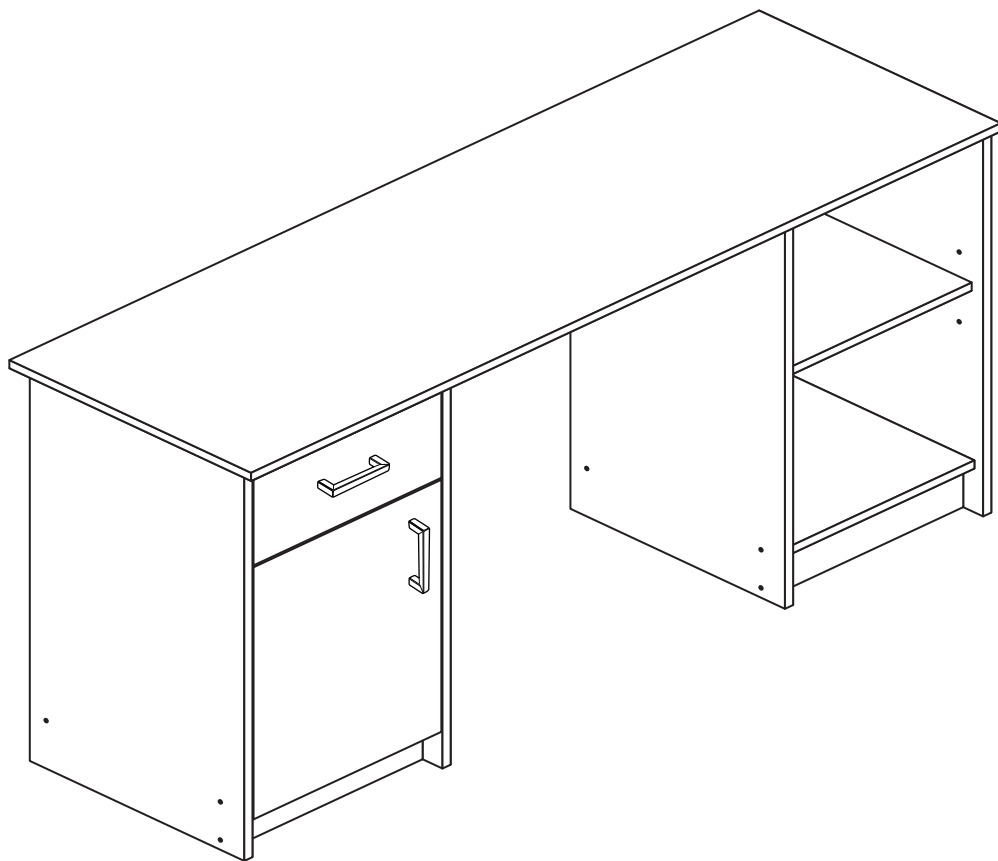
Assembly Instructions

Step 30

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.

Argos Ltd, 489-499 Avebury Boulevard, Central Milton Keynes, MK9 2NW