



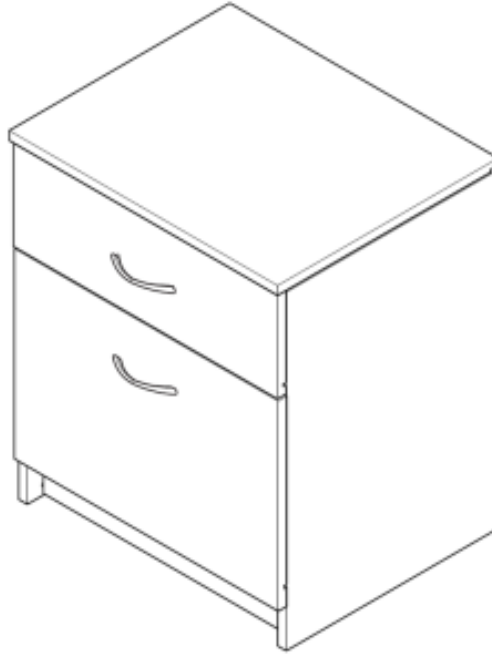
helpdesk 2 Drawer Filing Cabinet Instructions

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helpdesk 2 Drawer Filing Cabinet Instructions



Important – Please read these instructions fully before starting assembly.

If you need help or have damaged or missing parts, call the Customer Helpline: 01709 534123 Please turn to back page for important information when contacting Customer Helpline.



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 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.
- 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.
- Do Not dispose of packaging until assembly complete.
- Dispose of all packaging carefully and responsibly when assembly complete.

Care and maintenance

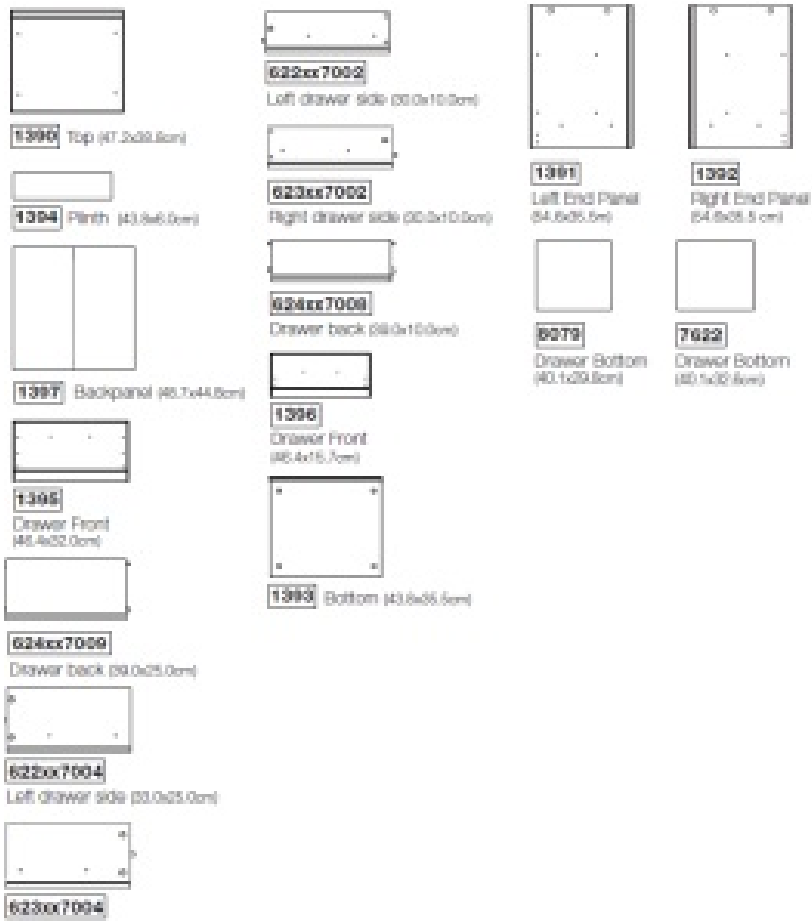
- To protect the furniture, position the furniture out of direct sunlight and away from direct heat sources such as radiators and fires.
- Do not place the furniture in excessively dry and humid conditions.
- From time to time check that there are no loose screws on this unit.

- Always lift furniture when moving it (do not drag) otherwise the joints may be damaged.
- Do not place hot or cold objects on the surface, always use protective mats to avoid marking the furniture.
- This product should not be discarded with household waste. Take to your local authority waste disposal centre.
- Clean spills up immediately
- Dust surfaces with a soft, dry, lint free cloth.
- More stubborn marks can be removed using a damp (not wet) cloth. Wipe the surface dry immediately using a soft lint free cloth.
- Do not use detergents, abrasive cleaning products or cleaning products that contain ammonia, solvents or silicone as these may damage the surface finish.

Please check you have all the panels listed below



















Important – Thick lines indicate finished edges



Please check you have all the fittings listed below

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

A  Large cam x 8 Code: 760001103	B  Metal dowel x 14 Code: 760003004	C  Small cam x 6 Code: 760003005
D  Panel pin x 5 Code: 760001012	E  8mm screw x 8 Code: 760003510	F  Panel pin guide x 1 Code: 684004501
G  18mm bolt x 4 Code: 760002021	H  Panel Holder x 3 Code: 680003505	I  Handle x 2 Code: 643003508
L  Left Bracket x 2 Code: 760ex7000	M  Left Runner x 2 Code: 760ex7000	N  Right Bracket x 2 Code: 760ex7000
RO  Right Runner x 2 Code: 760ex7002	N  12mm screw x 16 Code: 690001008	O  Wooden dowel x 4 Code: 770001006
P  Filing Trim x 2 Code: 680071872		

Tools required



Cross headed screwdriver
(medium & large)



Tape Measure



Eye protection
(when using a
hammer)

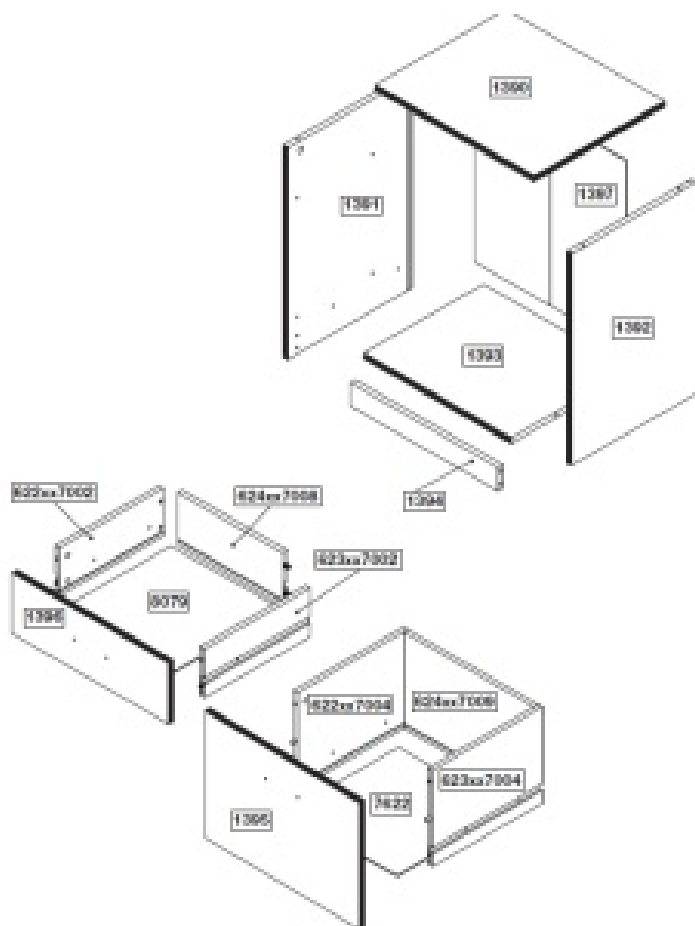


Small Hammer

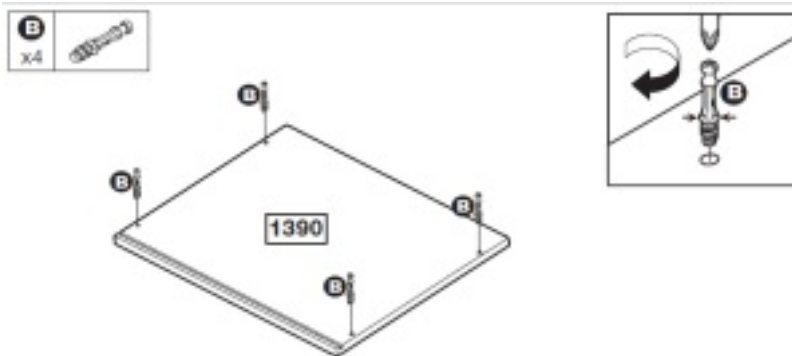
Ruler - Use this ruler to help correctly identify the screws



Exploded View



Assembly Instructions



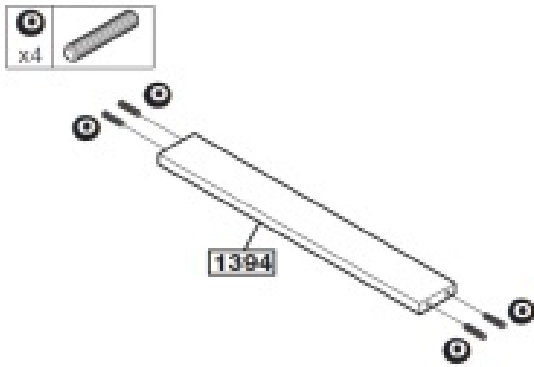
Step 1

Fitting dowels to top panel.

Insert 4 metal dowels into the top panel 1390 B

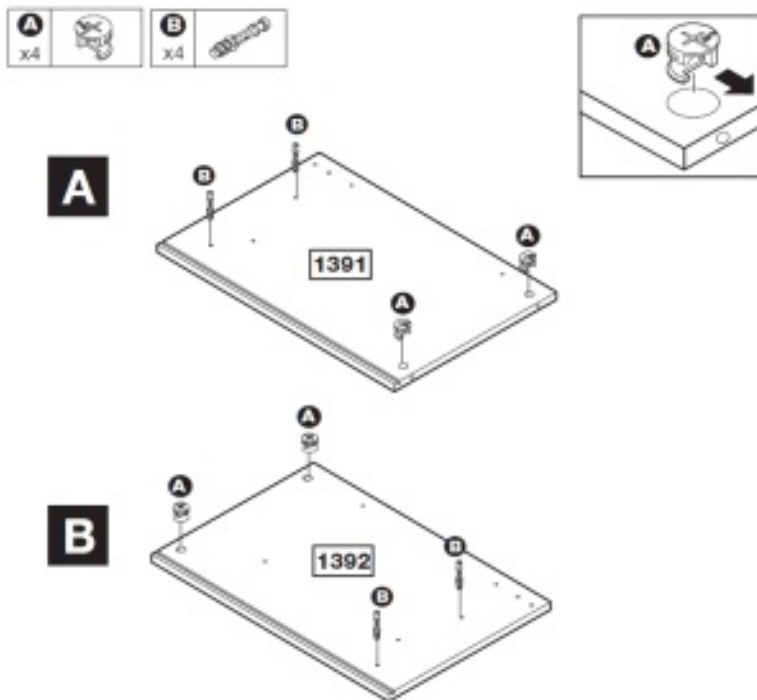
Note: Tighten metal dowels up fully against the panel. Do not over-tighten.

Step 2



Fitting wooden dowels to the plinth panels.
Insert 4 wooden dowels O into the plinth panel 1394 .

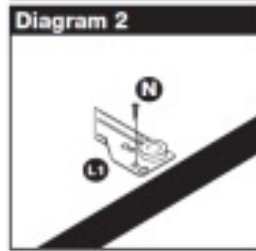
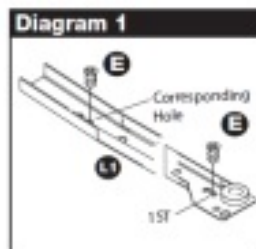
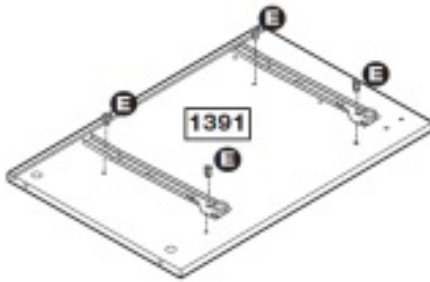
Step 3



Fitting cams and dowels to the end panels.
a: Insert 2 metal cams A and 2 metal dowels B into left end panel 1 3 9 1 .
b: Insert 2 metal cams A and 2 metal dowels B into right end panel 1 3 9 2.

Assembly Instructions

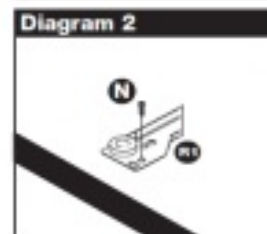
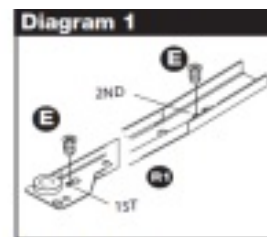
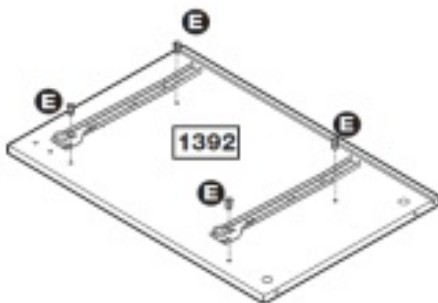
Step 4



Attaching the left bracket to the left end.

Using 2 screws ,E secure the bracket LI to the left end panel 1391 as shown in diagram 1.
Use 1 screw to secure the front of the bracket. Repeat on all brackets.

Step 5



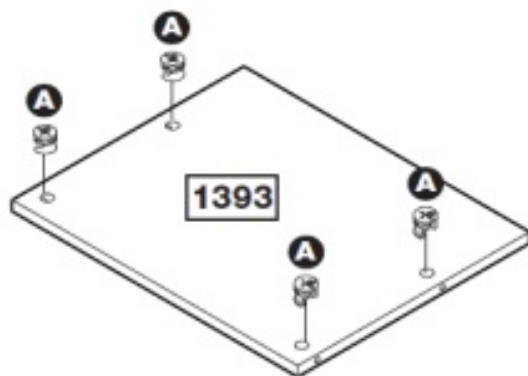
Attaching the right bracket to the right end. Using 2 screws ,E secure the bracket RI to the right end panel 1392 as shown in diagram 1.

Use 1 screw to N secure the front of the bracket. Repeat on all brackets.

Step 6

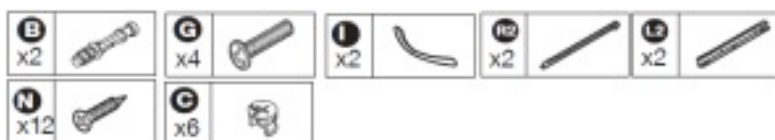
Inserting cams into the bottom panel.

Insert 4 cams A into the bottom panel 1393.

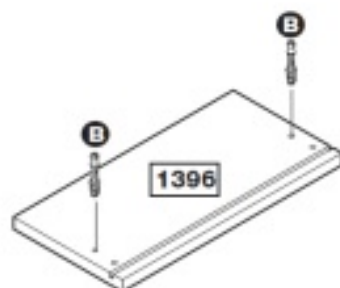


Assembly Instructions

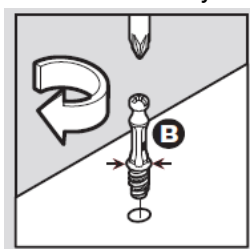
Step 7



a:



Drawer assembly



a: Insert dowels into drawer front 1396

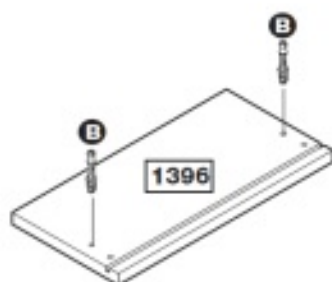
Note: Insert metal dowels as far as shown by arrows. Repeat on 1395 Do not over tighten.

b: Insert small cams into left 622xx7002 and right 623xx7002 drawer sides.

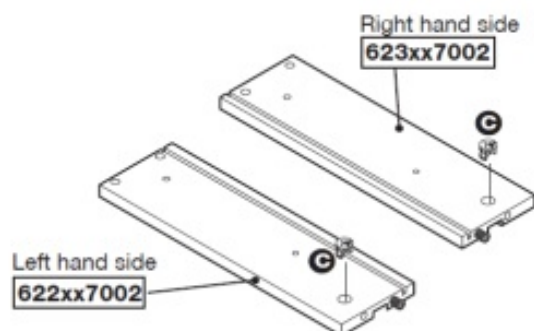
Note: Ensure cam arrow points towards the edge with hole.



a:

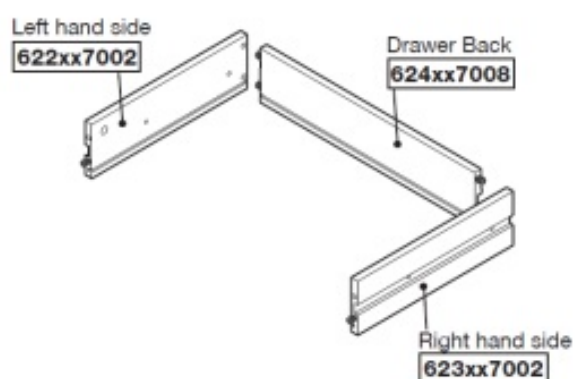


b:



c: Insert wooden dowels in drawer back 624xx7008 into holes in left 622xx7002 right 623xx7002 drawer sides

c:



Assembly Instructions

Step 7 - Continued

Drawer assembly

Continued...

d: Slide drawer bottom **8079** into grooves in left/right drawer sides and drawer back. Ensure foil on the drawer bottom is facing upwards.

e: Insert cam **1398** already inserted in left and right drawer sides onto drawer **8079** in drawer front **1396**.



Turn cam 180 degrees to lock.

f: Secure handle **1397** to drawer front **1396** using bolts **1395**.

Turn Drawer upside down.

g: Using 12 screws **1394** secure the left runner **1392** and the right runner **1393** to the drawer box.

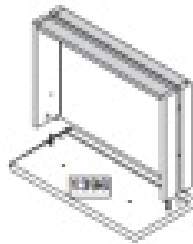
Ensure that the wheel on the runners is to the back of the drawer box.

Repeat steps with other drawer.

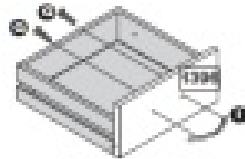
d:



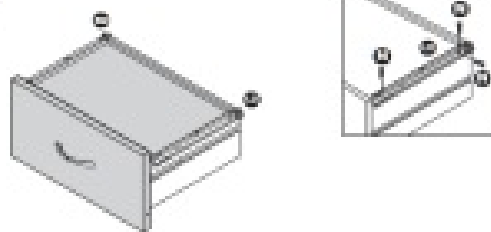
e:



f:



g:



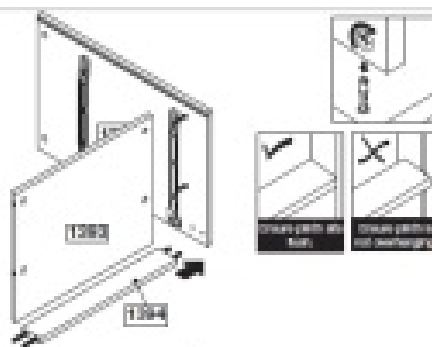
Assembly Instructions

Step 8

Connect left end to the bottom and plinth panel

Connect the dowels in the left end (1391) to the cams in the bottom panel (1393) and the wooden dowels in the plinth panel (1394).

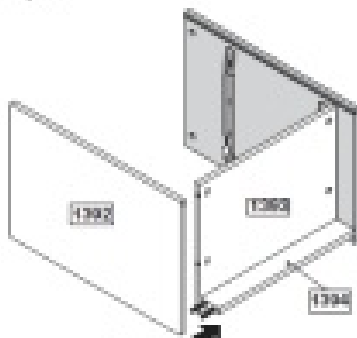
Turn cam 180 degrees to lock.



Step 9

Connect right end to the bottom and plinth panel

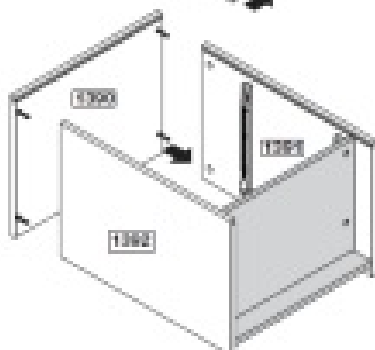
Connect the dowels in the right end (1392) to the cams in the bottom panel (1393) and the wooden dowels in the plinth (1394).



Step 10

Connect the top panel.

Connect the dowels in the top panel (1395) to the left end (1391) and right end (1392).



Assembly Instructions

Step 11

Slide back panel into grooves and squaring up the unit. Slide the back panel into the grooves in the end panels and top panel.

IMPORTANT!

Ensure a tape measure is used to square unit up.

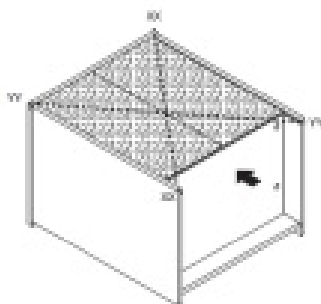
Before securing the back it is necessary to square up the unit.

You can do this by measuring between XX - XX and YY - YY ensuring these are the same (DIAG 1).

If they are not (DIAG 2) Apply slight pressure as indicated (DIAG 3) until they are the same.



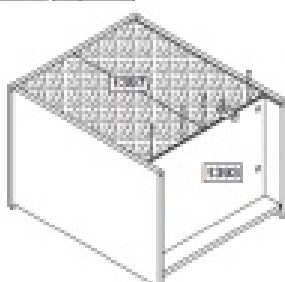
Measure to external corners



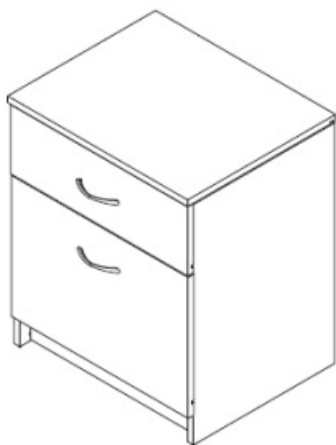
Step 12

Secure back panel

Use the panel pin guide when locating the panel pins. This will hold the panel pins vertical and ensure the correct distance from the edge.



Congratulation! you unit is complete



Important Information

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

01709 534123 8am – 4.30pm (Monday to Thursday)

8am – 2.30pm (Fridays)

Please have the following information to hand:

- >> Unit Description
- >> Product Code
- >> Product Colour
- >> Place of Purchase
- >> Catalogue Ref. No.
- >> Item Code
- >> Assembly Instructions

We do have an answer machine should you contact us out of office hours, so in addition to the above information could you leave your name, address, daytime telephone number and the nature of your call on the answerphone. All calls will be actioned asap.


You can also e-mail your requests to us at:

customer.helpdesk@addspacefl.co.uk

Alternatively, you can write to us at: Customer Service Department, Addspace Furniture Limited, Braithwell Way, Hellaby Industrial Estate, Hellaby, Rotherham, South Yorkshire, S66 8QY.

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