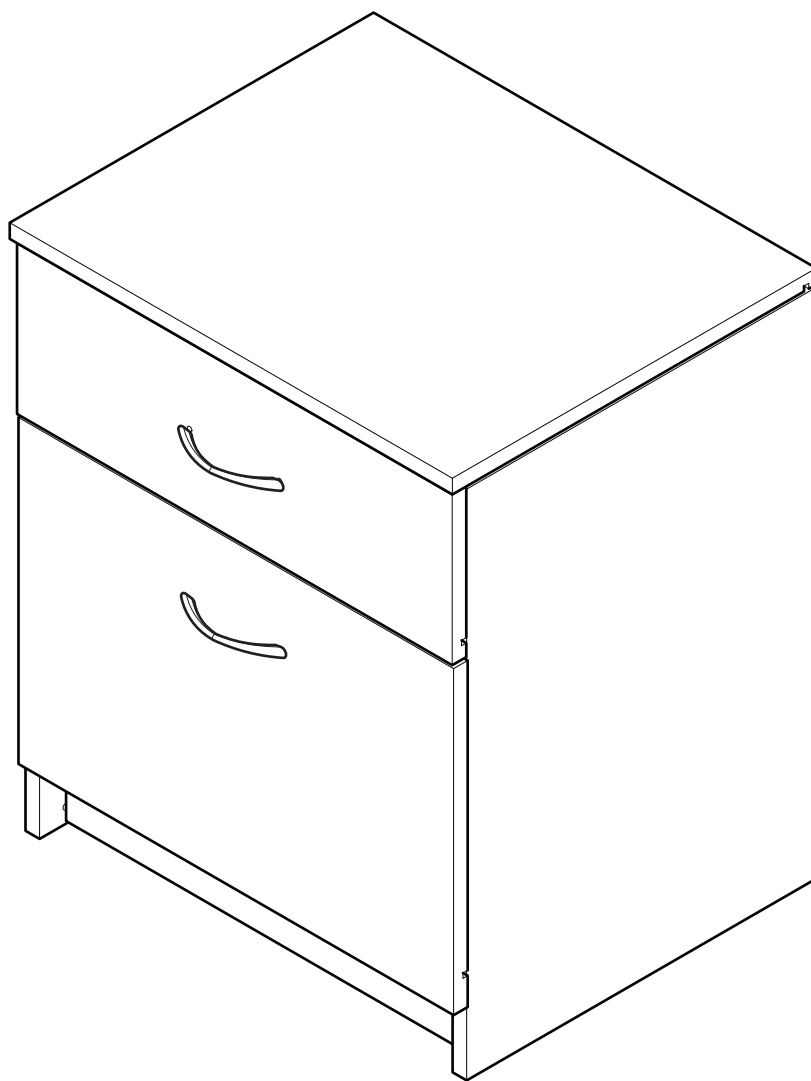


2 Drawer Filing Cabinet

Assembly Instructions - Please keep for future reference

023 xx 9433



Dimensions

Width - 47.2cm

Depth - 38.8cm

Height - 56.1cm



MADE IN
GREAT BRITAIN

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.

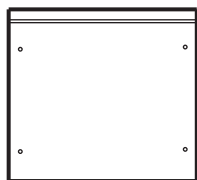
- Do not use detergents, abrasive cleaning products or cleaning products that contain ammonia, solvents or silicone as these may damage the surface finish.

Components - Panels

Please check you have all the panels listed below



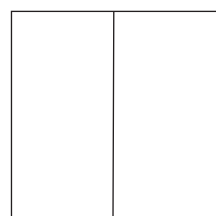
Important - Thick lines ————— indicate finished edges



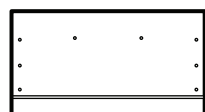
1390 Top (47.2x38.8cm)



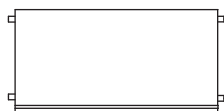
1394 Plinth (43.8x6.0cm)



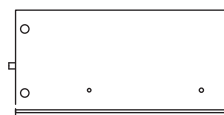
1397 Backpanel (48.7x44.8cm)



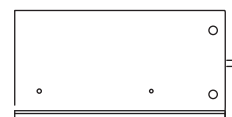
1395
Drawer Front
(46.4x32.0cm)



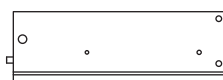
624xx7009
Drawer back (39.0x25.0cm)



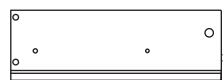
622xx7004
Left drawer side (33.0x25.0cm)



623xx7004
Right drawer side (33.0x25.0cm)



622xx7002
Left drawer side (30.0x10.0cm)



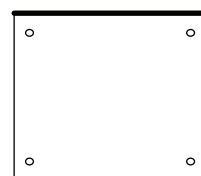
623xx7002
Right drawer side (30.0x10.0cm)



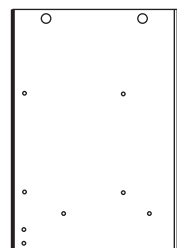
624xx7008
Drawer back (39.0x10.0cm)



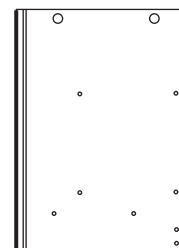
1396
Drawer Front
(46.4x15.7cm)



1393 Bottom (43.8x35.5cm)



1391
Left End Panel
(54.6x35.5m)



1392
Right End Panel
(54.6x35.5 cm)



8079
Drawer Bottom
(40.1x29.8cm)



7622
Drawer Bottom
(40.1x32.6cm)






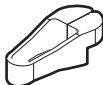



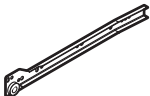
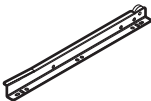
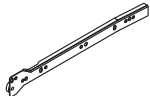
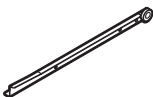


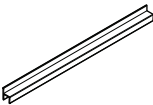


Components - Fittings

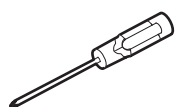
If you have damaged or missing components, call the **Customer Helpline: 01709 534123** Please turn to back page for important information when contacting Customer Helpline.

Please check you have all the fittings listed below

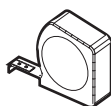
Note: The quantities below are the correct amount to complete the assembly, In some case more fittings may be supplied than are required.

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 700003510	F  Panel pin guide x 1 Code 684004501
G  18mm bolt x 4 Code 700002021	H  Panel Holder x 3 Code 680003505	I  Handle x 2 Code 643003506
L1  Left Bracket x 2 Code 760xx7000	L2  Left Runner x 2 Code 760xx7000	R1  Right Bracket x 2 Code 760xx7000
R2  Right Runner x 2 Code 760xx7002	N  12mm screw x 16 Code 690001008	O  Wooden dowel x 4 Code 770001006
P  Filing Trim x 2 Code 680071872		

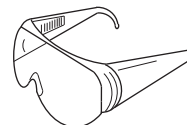
Tools required



Cross headed screwdriver
(medium & large)



Tape Measure

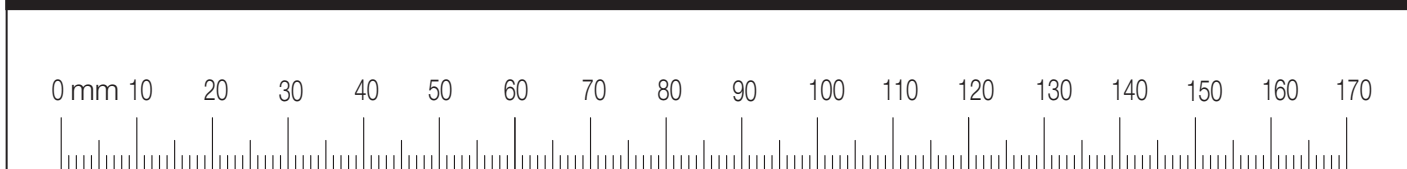


Eye protection
(when using a
hammer)

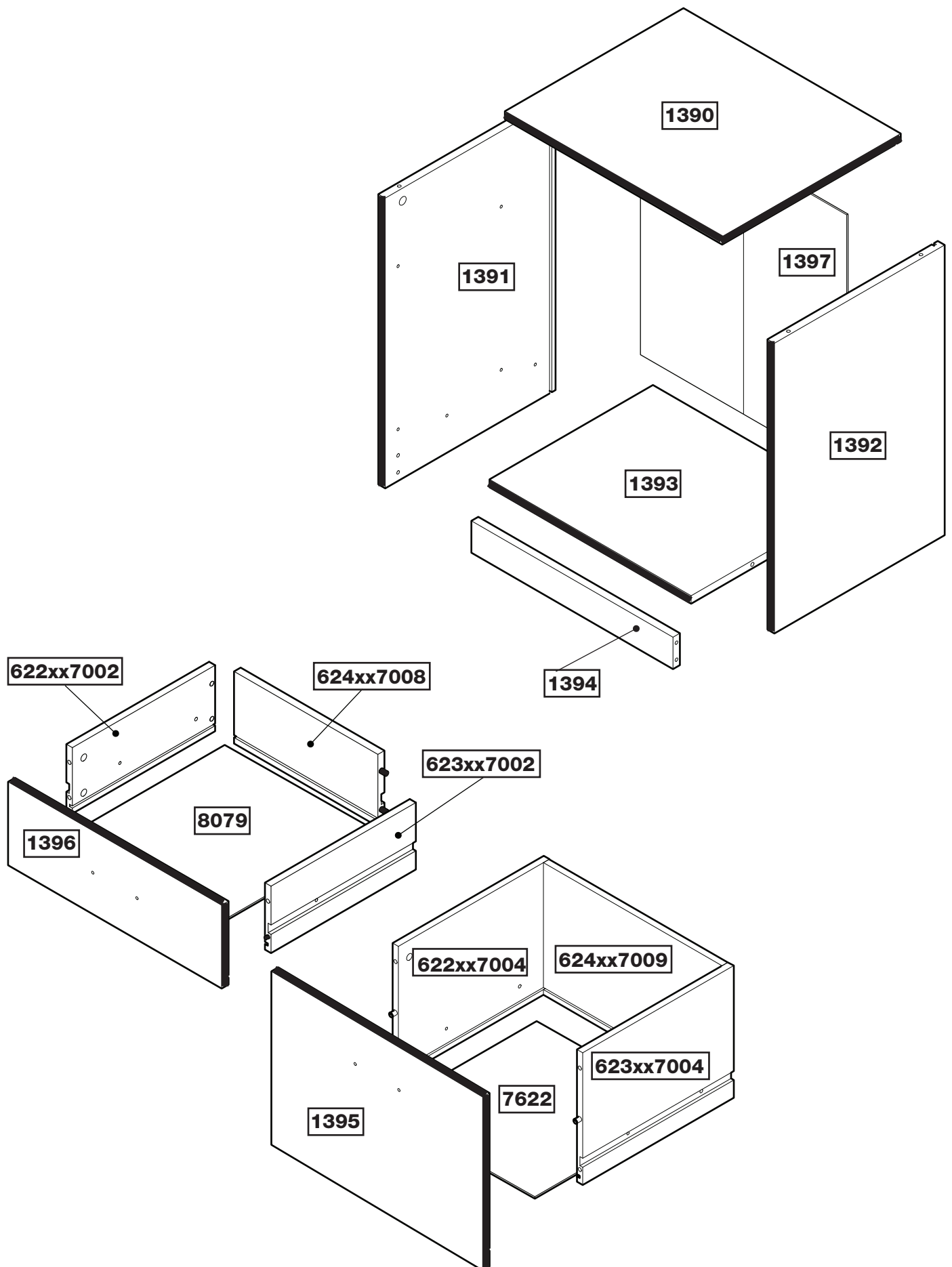


Small Hammer

Ruler - Use this ruler to help correctly identify the screws



Exploded View



Assembly Instructions

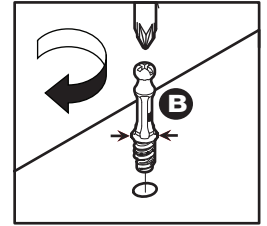
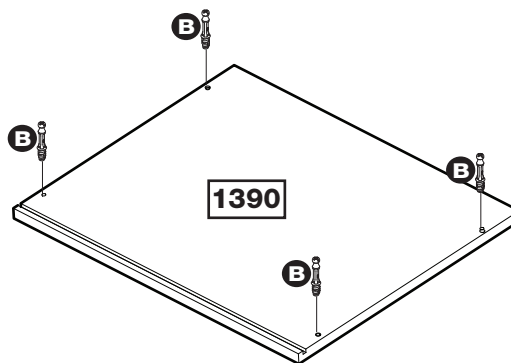
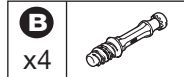
Step 1

Fitting dowels to top panel.

Insert 4 metal dowels **B** into the top panel **1390**

Note: Tighten metal dowels up fully against the panel.

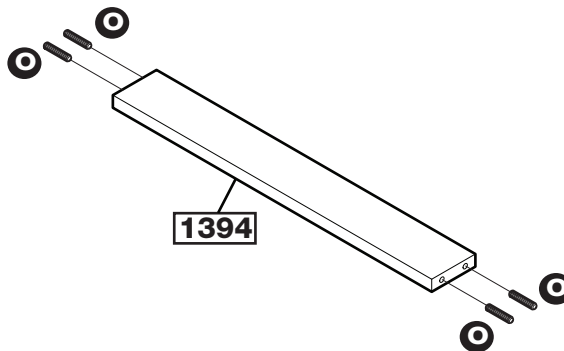
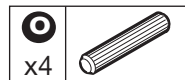
Do not over-tighten.



Step 2

Fitting wooden dowels to the plinth panels.

Insert 4 wooden dowels **O** into the plinth panel **1394**



Step 3

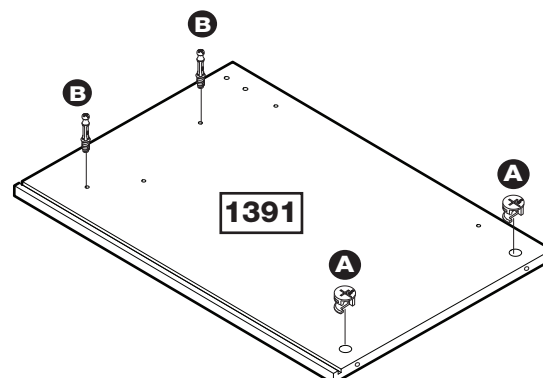
Fitting cams and dowels to the end panels.

a: Insert 2 metal cams **A** and 2 metal dowels **B** into left end panel **1391**.

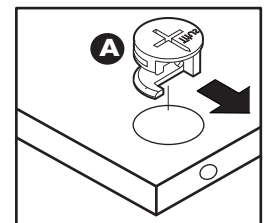
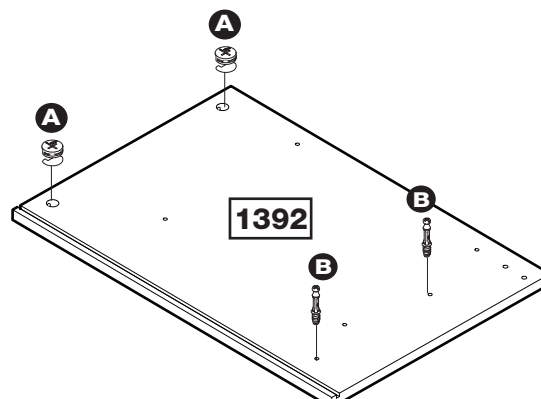
b: Insert 2 metal cams **A** and 2 metal dowels **B** into right end panel **1392**.



A



B



Assembly Instructions

Step 4

Attaching the left bracket to the left end.

Using 2 screws **E**, secure the bracket **L1** to the left end panel **1391** as shown in diagram 1.

Use 1 screw **N** to secure the front of the bracket.

Repeat on all brackets.

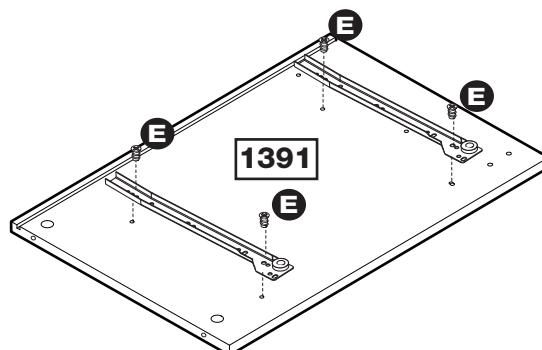


Diagram 1

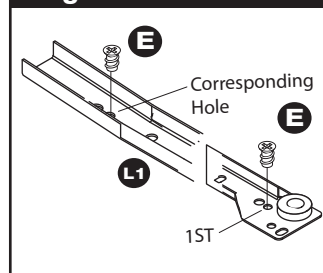
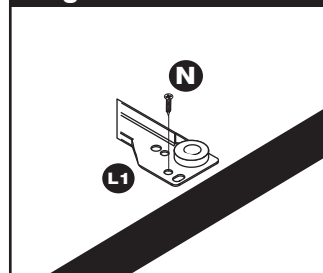


Diagram 2



Step 5

Attaching the right bracket to the right end.

Using 2 screws **E**, secure the bracket **R1** to the right end panel **1392** as shown in diagram 1.

Use 1 screw **N** to secure the front of the bracket.

Repeat on all brackets.

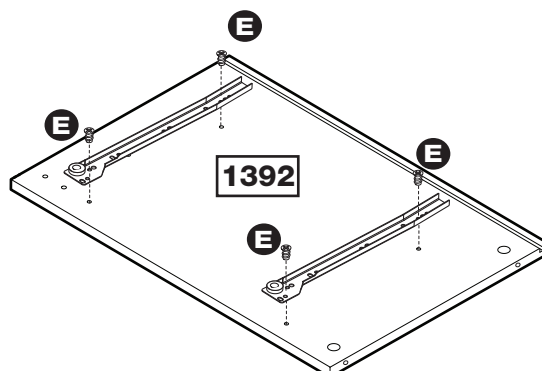


Diagram 1

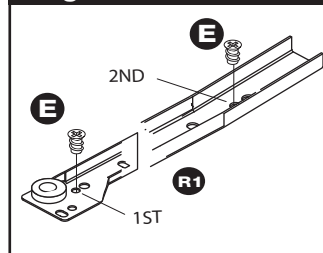
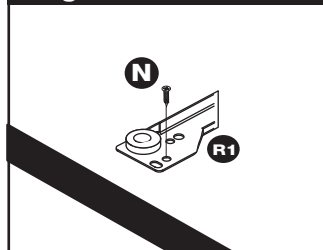


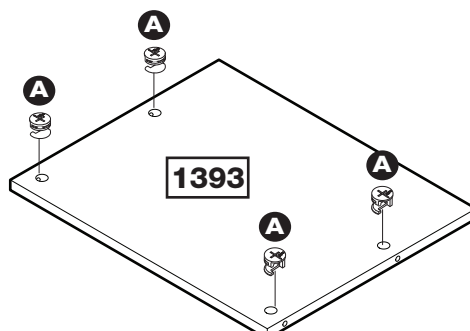
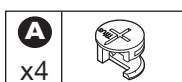
Diagram 2



Step 6

Inserting cams into the bottom panel.

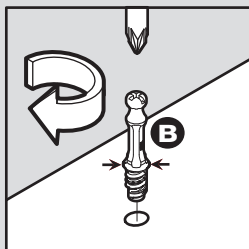
Insert 4 cams **A** into the bottom panel **1393**.



Assembly Instructions

Step 7

Drawer assembly

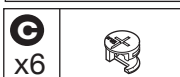
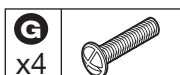
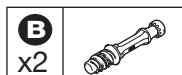


a: Insert dowels into drawer front. **1396**

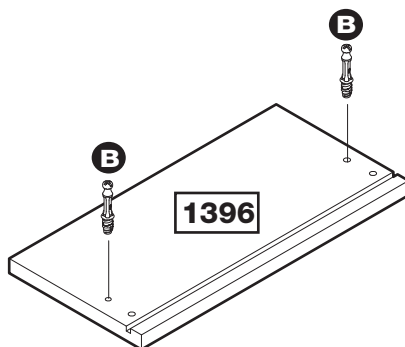
Note: Insert metal dowels **B** as far as shown by arrows.

Repeat on **1395**

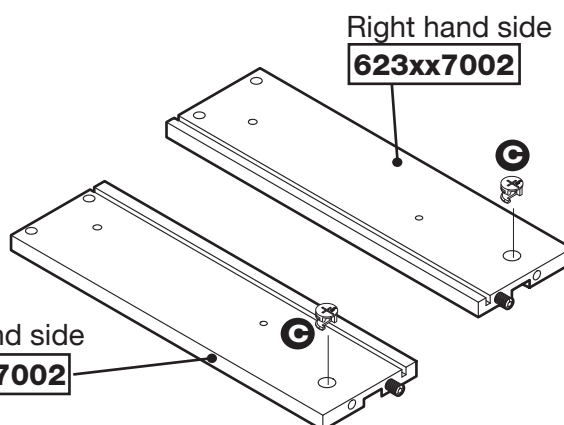
Do not over tighten.



a:



b:



b: Insert small cam **C** into left **622xx7002** and right **623xx7002** drawer sides.

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

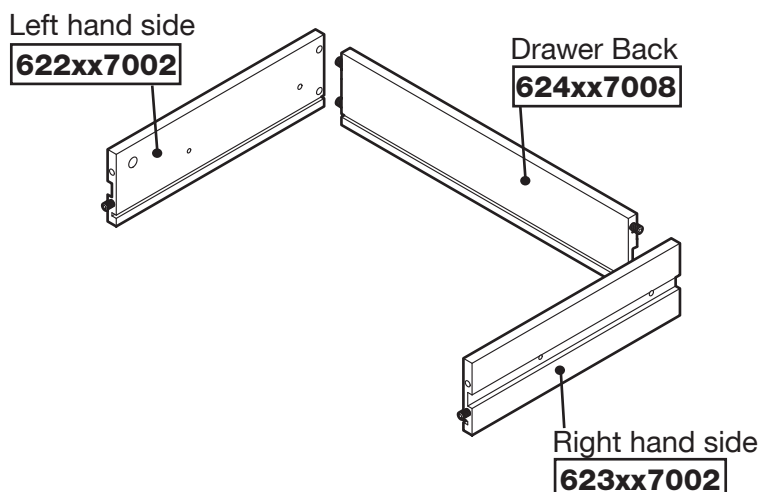
c: Insert wooden dowels in drawer back **624xx7008** into holes in left **622xx7002** right **623xx7002** hand drawer sides.

Repeat the following steps on drawer sections,

622xx7004 **623xx7004** and **624xx7009**

Continued on next page.

c:



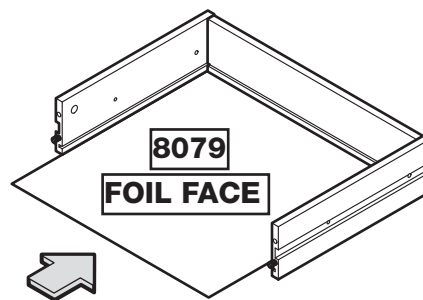
Assembly Instructions

Step 7 - Continued

Drawer assembly Continued...

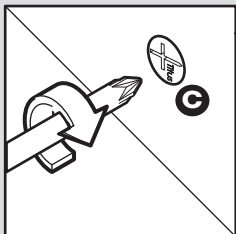
d: Slide drawer bottom **8079** into grooves in left, right drawer sides and drawer back. Ensure foil on the drawer bottom is facing upwards.

d:

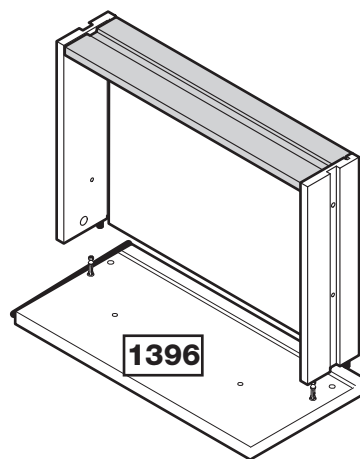


e: Insert cams **C** already inserted in left and right drawer sides onto dowels **B** in drawer front **1396**

e:

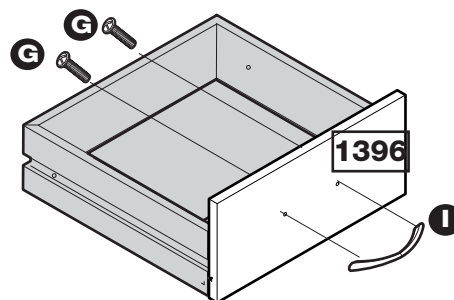


Turn cam 180 degrees to lock



f: Secure handle **I** to drawer front **1396** using bolts **G**

f:



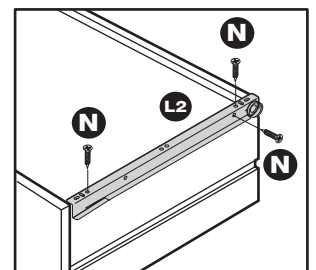
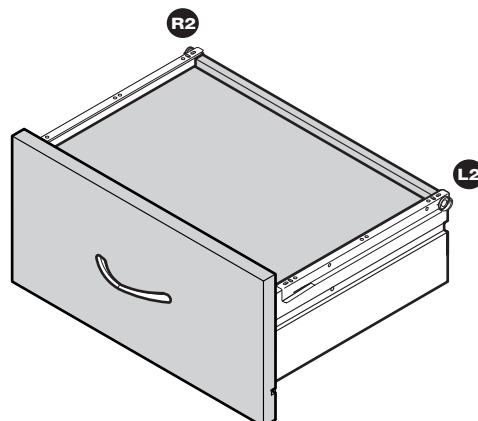
Turn Drawer upside down.

g: Using 12 screws **N** secure the left runner **L2** and the right runner **R2** to the drawer box.

g:

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

Repeat steps with other drawer.



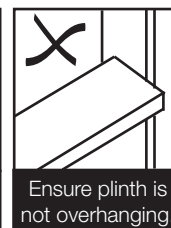
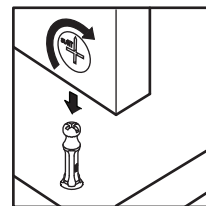
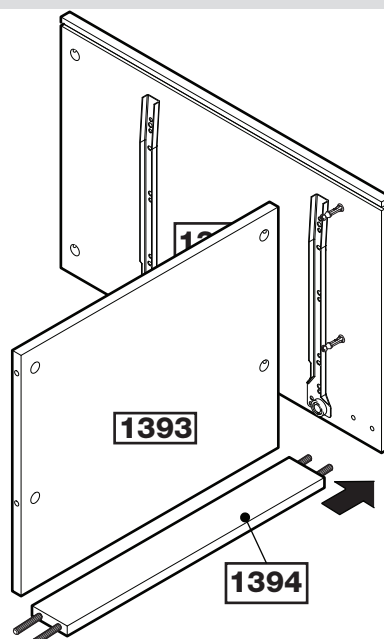
Assembly Instructions

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 cams 180 degrees to lock.



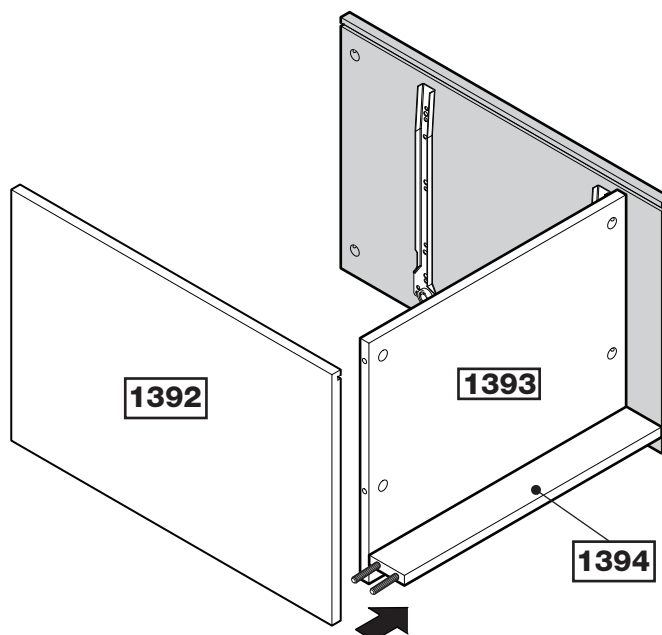
Ensure plinth sits flush.

Ensure plinth is not overhanging.

Step 9

Connect right end to the bottom and plinth panel

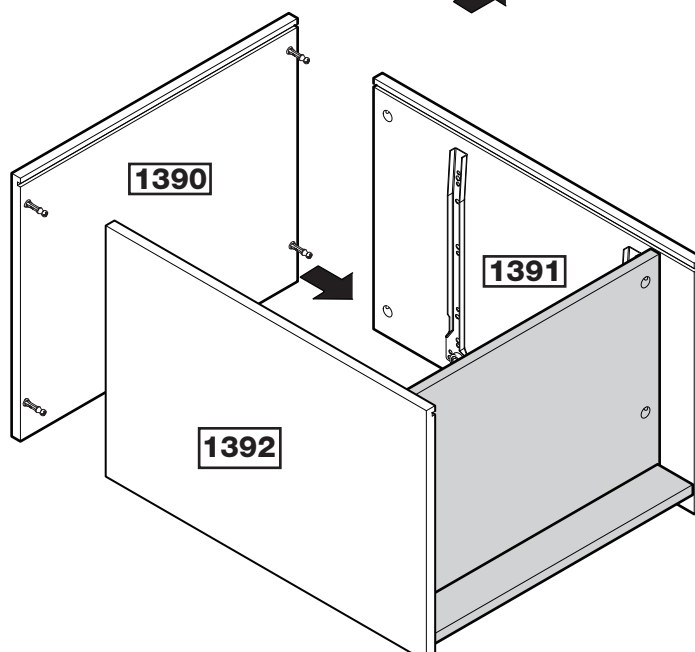
Connect the dowels in the right end **1392** to the cams in the bottom panel **1393** and the wooden dowels in the plinth **1394**.



Step 10

Connect the top panel.

Connect the dowels in the top panel **1390** 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.

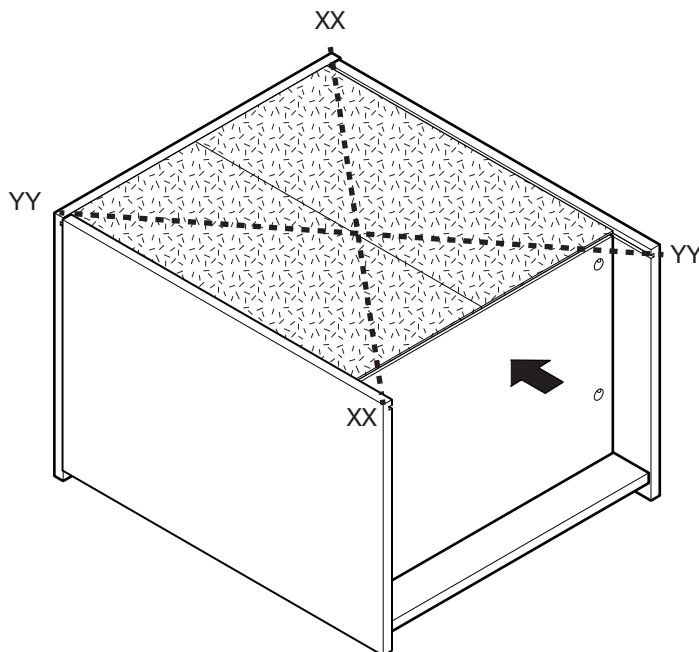
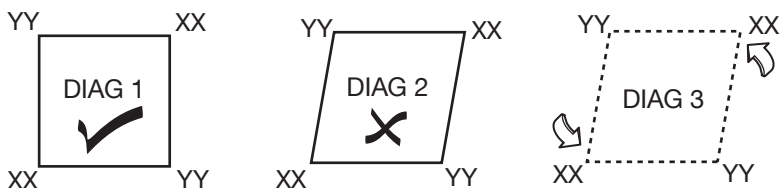
Before securing the back it is necessary to square up the unit.

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.



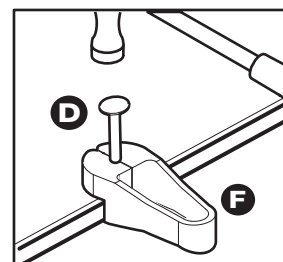
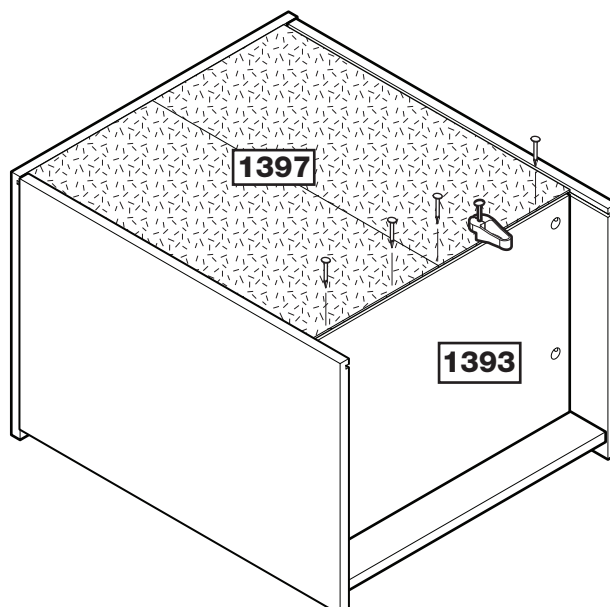
Measure to external corners



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.



Assembly Instructions

Step 13

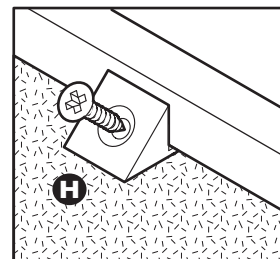
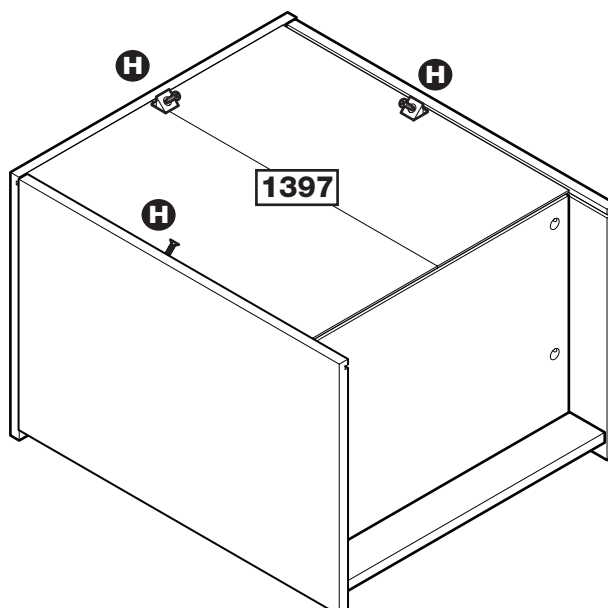
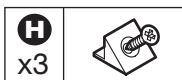
Add stability blocks.

Slide the thin point of the stability blocks **H** between the back panel **1397** and the grooves.

Once inserted fully, tighten the screws in the stability blocks.

IMPORTANT!

Please ensure that the stability blocks are used correctly to secure the back panel in place.



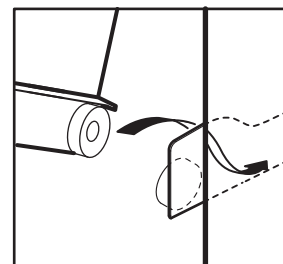
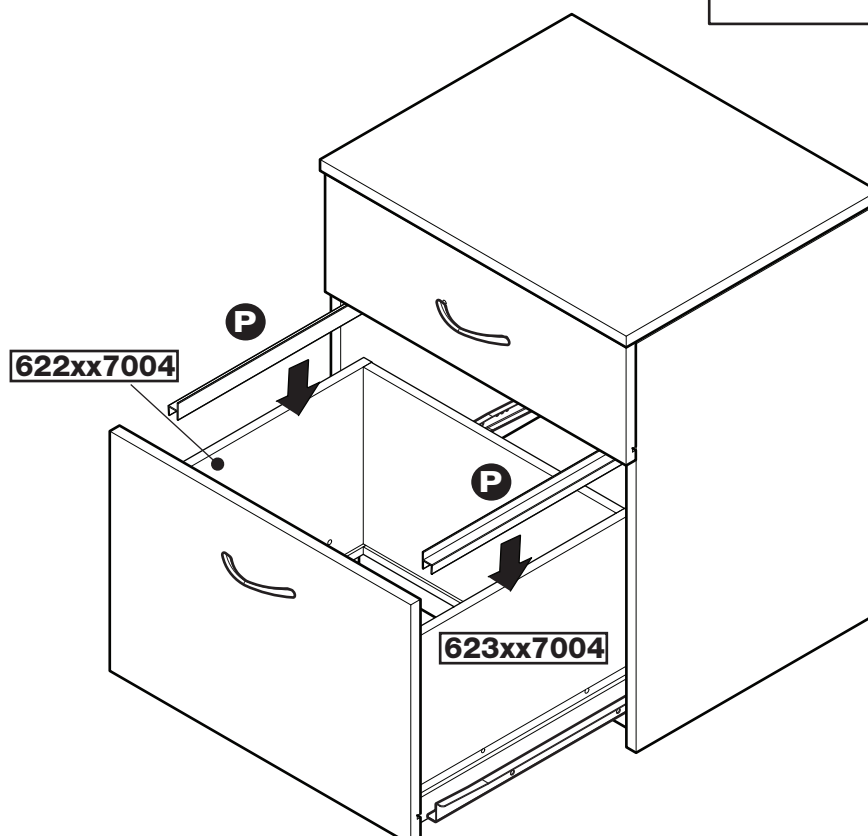
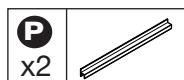
Step 14

Fit the drawers and filing trims.

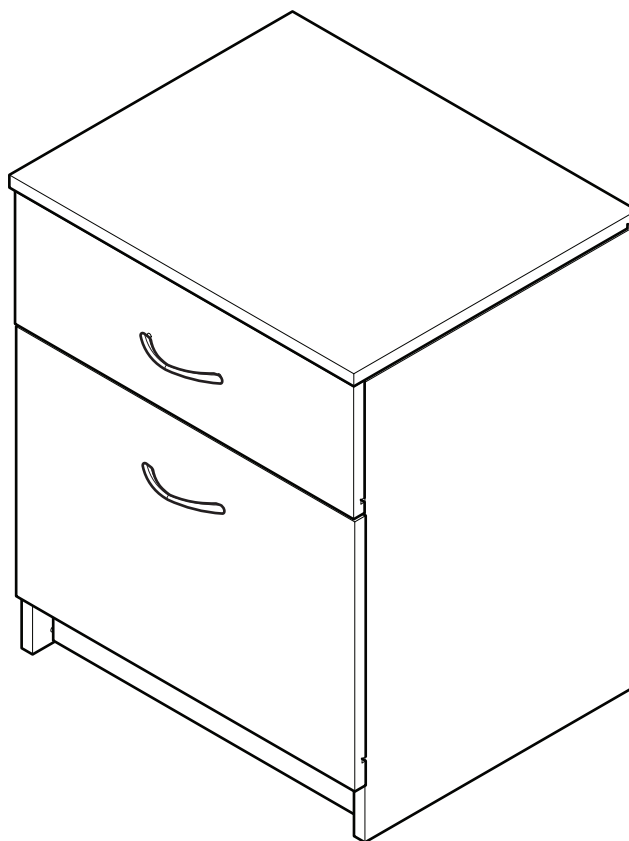
Stand the unit up.

Tilt the drawers as shown and slide onto the runner brackets.

Place the filing trims **P** onto drawer sections **622xx7004** and **623xx7004**.



Congratulations! Your 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)

(by contacting the customer service line your statutory rights are not affected)

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.**