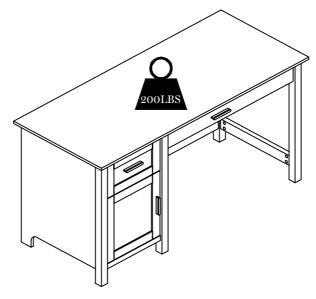
Instruction Manual

Home Office Desk

196861041297 196861041303 196861189265 196861189272









ASSEMBLY INSTRUCTIONS

Before You Begin:

Please identify all component parts and hardware pieces required before you begin. Carefully remove all of the components from the packaging and set aside for assembly. Assemble on a soft surface to prevent scratching during assembly.

Caution:

Tighten all components securely before use. Failure to do so may result in personal injury. DO NOT use any sharp objects to open plastic wrapped components as damage to product or components may result.

Warning:

CHOKING HAZARD - Small Parts. Adult Assembly

Required. DO NOT ALLOW CHILDREN TO CLIMB

ON FURNITURE

Serious or fatal injuries can occur from furniture tipping over. You must install Tipping Restraint Hardware (where included) to help prevent the unit from tipping and causing accidental injury, instability, death or damage. The tipping restraint is intended only as a safety measure, it is not a substitute for proper adult supervision.

To help prevent furniture from tipping over it must be permanently attached to the wall. Anti-Tip Safety Wall Straps suitable for the unit weight and wall materials (if not included) should be purchased and installed.



Important - Please read these instructions fully before starting assembly

- Check you have all the components and tools listed on the following pages.
- 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.

- During assembly 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.



• To reduce the likelihood of damaging your product please ensure that your

power drill is set on a low torque setting.

Care and maintenance

- Only clean using a damp cloth and mild detergent, do no 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.

Handy Hints

- Assemble all parts and bolts loosely during assembly, only once the product is complete should you fully tighten the bolts.
- Regularly check and ensure That all bolts and fittings are tightened properly.

WARNING In order to help prevent overturning – please follow these instructions

To help prevent product toppling over please follow the below steps:-

Use the anti tip stap or wall fixing method provided (if applicable).

Do not allow children to climb or hang on the furniture.

Do not open more than one drawer at a time.

Do not place heavy items in the top drawers.

Do not place heavy items on top of the furniture, unless the furniture has been designed for this purpose.

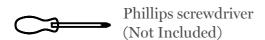
Hardware

Please ensure you have all the parts listed below

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

	B	©
Male Camlock x 58	Female Camlock x 58	Wood Dowel 8*30 x 28
D		
Door Pin x 1	3.5*14mm Screw x 20	4*30mm Screw x 9
G	a	
Handle x 3	6*20mm Screw x 2	4*20mm Screw x 6
4*6mm Screw x 2	4*18mm Screw x 4	3*16mm Screw x 4
M	N	•
Plastic Wedge x 4	Door Hinge x 2	Ø20 Sticker x 42
P	Q	R O
6*50mm Screw x 3	Allen Wrench x 1	Bracket x 1
S	0	
Bracket x 1	Dowel 10*30 x 4	

Tools required



Ruler - Use this ruler to help correctly identify the screws

 $_0$ 5 10 15 20 25 30 35 40 45 50 55 60 65 70 75 80 85 90 95 100 105 110 115 120 125 130 135 140 145 150 155 160 165 170

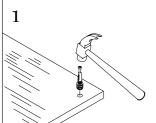
The screws length is measured from the head to the point (30mm screw shown).

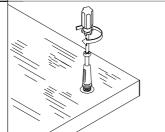
Using Camlocks

Step 1

Connect the male camlock as diected in the assembly instructions using a scewdriver.

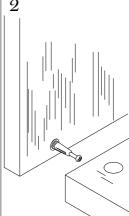
DO NOT OVER TIGHTEN.





Step 2

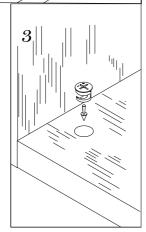
Push the male camlock into the entry hole.



Step 3

Insert the female camlock as shown in the instruction.

Note: ensure that the arrow on the top of the camlock points towards the entry hole for the male camlock.

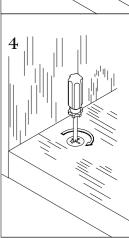


Step 4

Turn the female camlock clockwise with a screwdriver.

You should feel a click when the camlock is locked in place.

The joint is now secure.



Adjusting Hinges

Hinge adjustment:

a: To move the top panel up or down, loosen screws shown and move top panel to suit.

b.To move the top panel in or out, loosen screws shown and move top panel to suit.

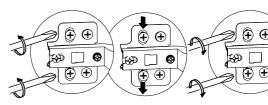
Retighten screws.

C:To move the top panel left or right, adjust screws shown.

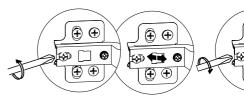










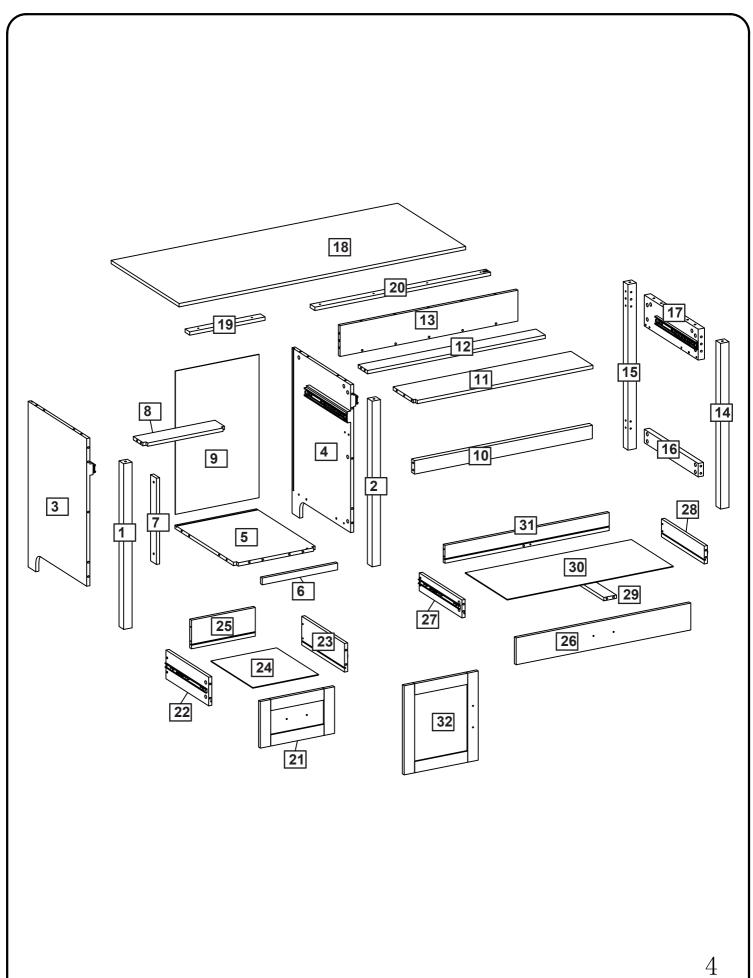








Parts



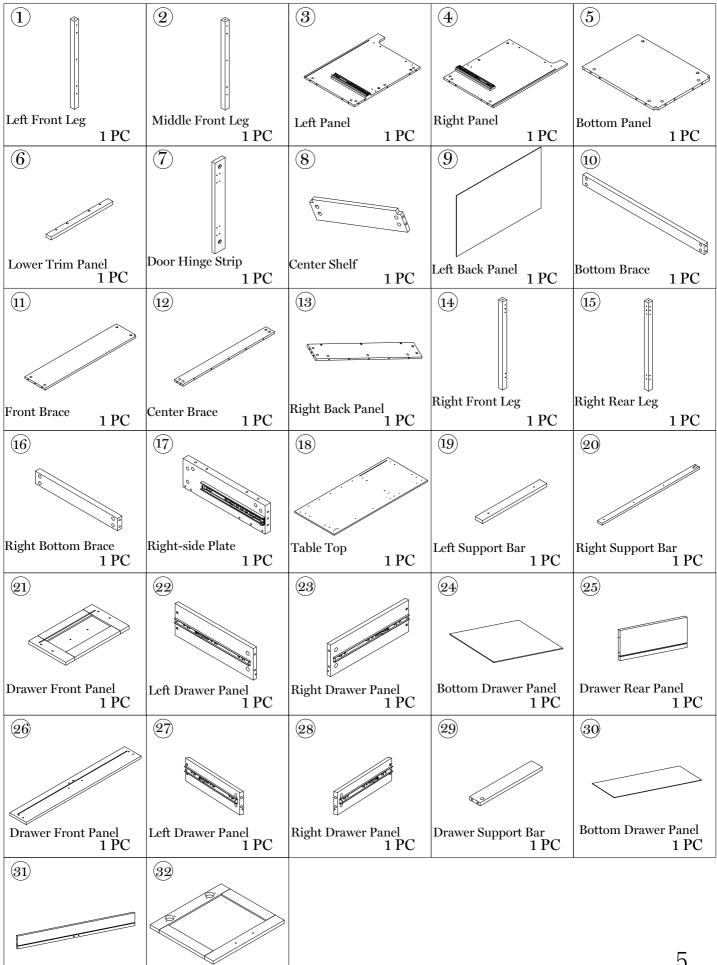
Parts

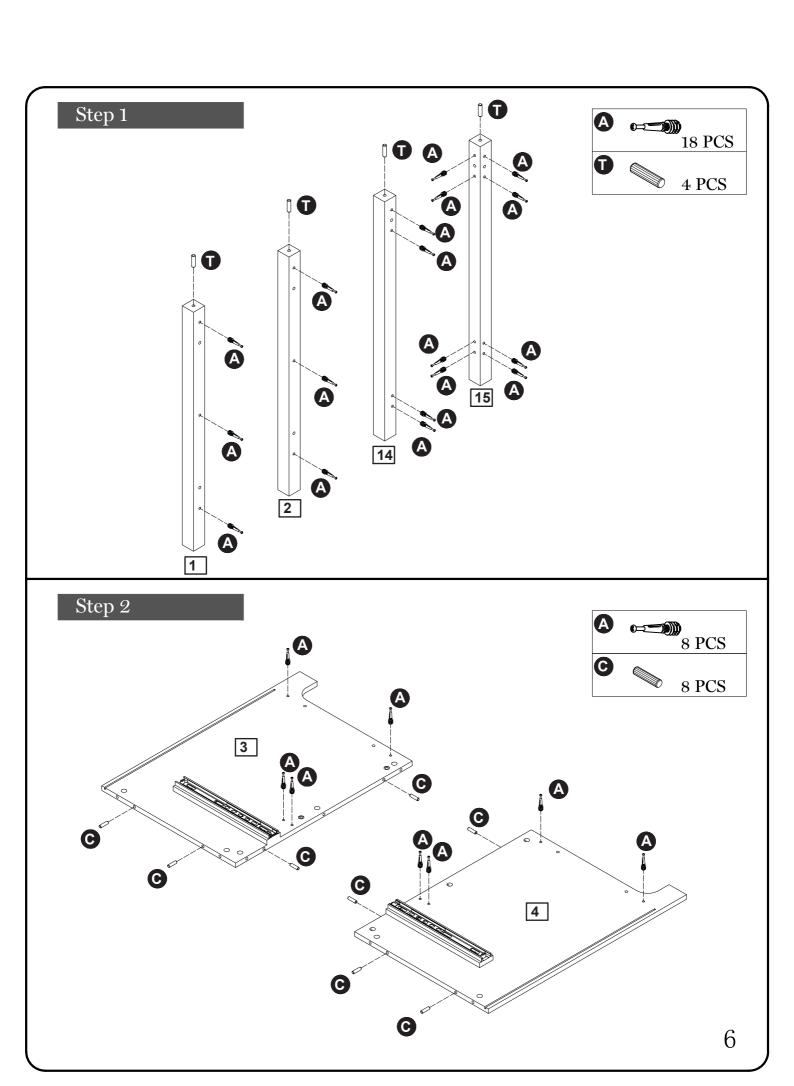
Drawer Rear Panel

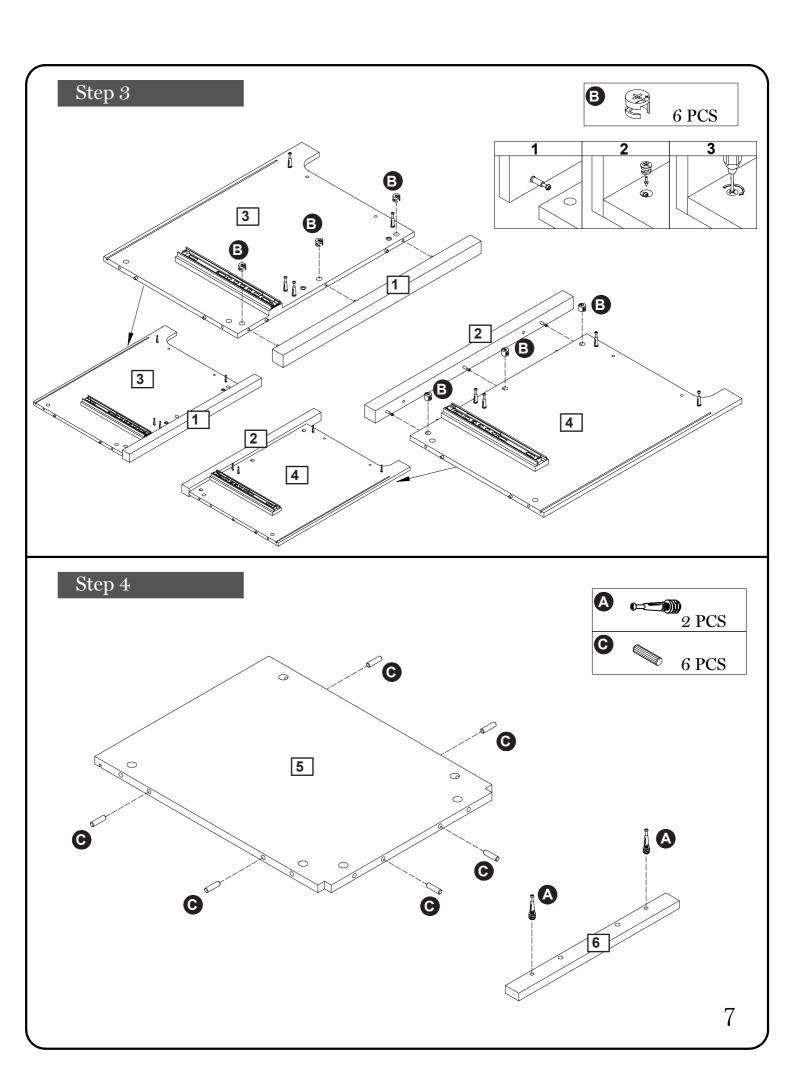
1 PC

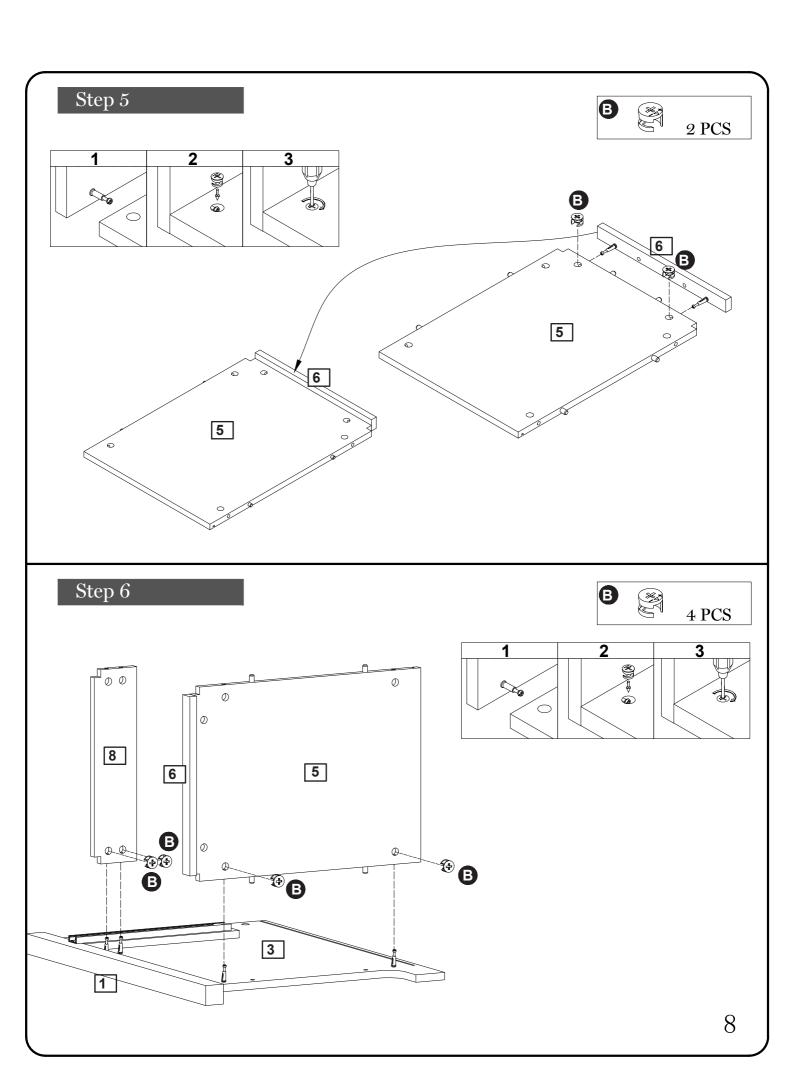
Door Panel

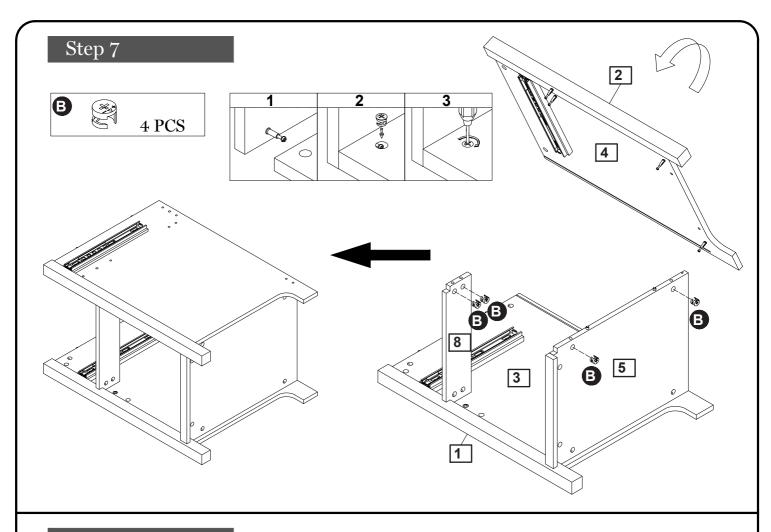
1 PC

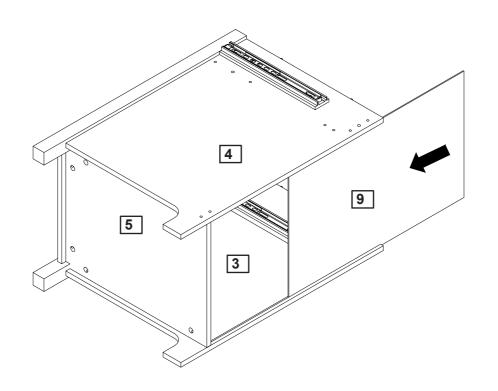


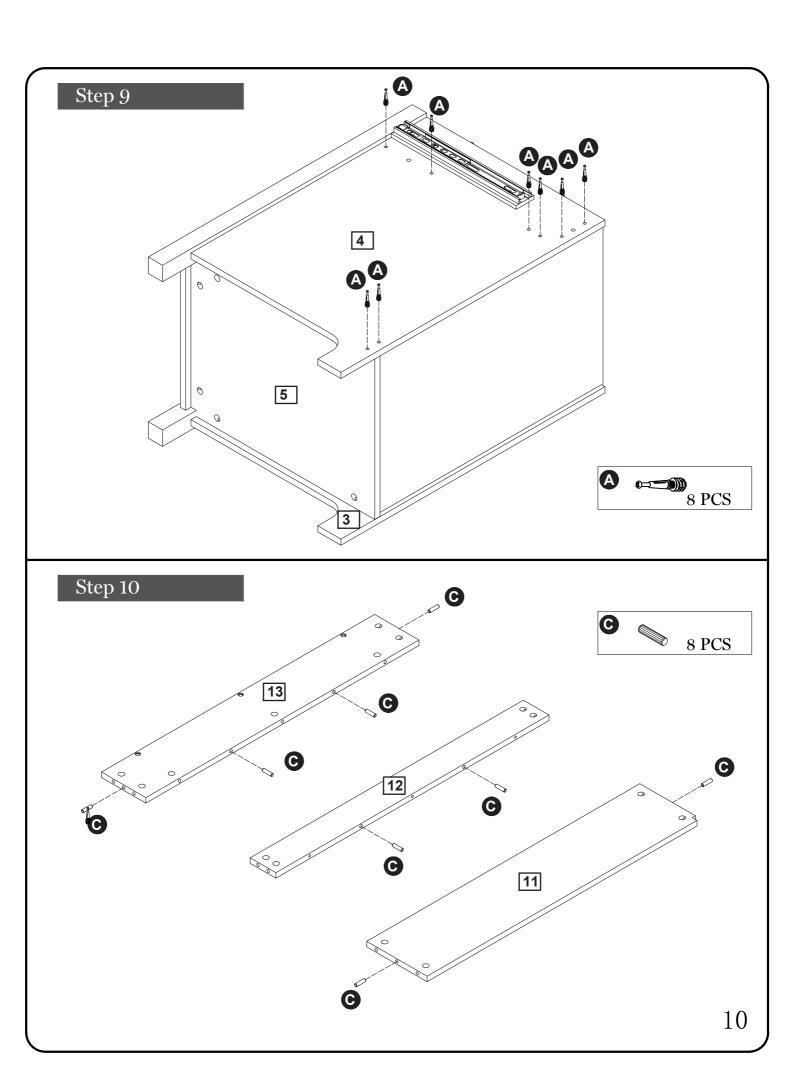


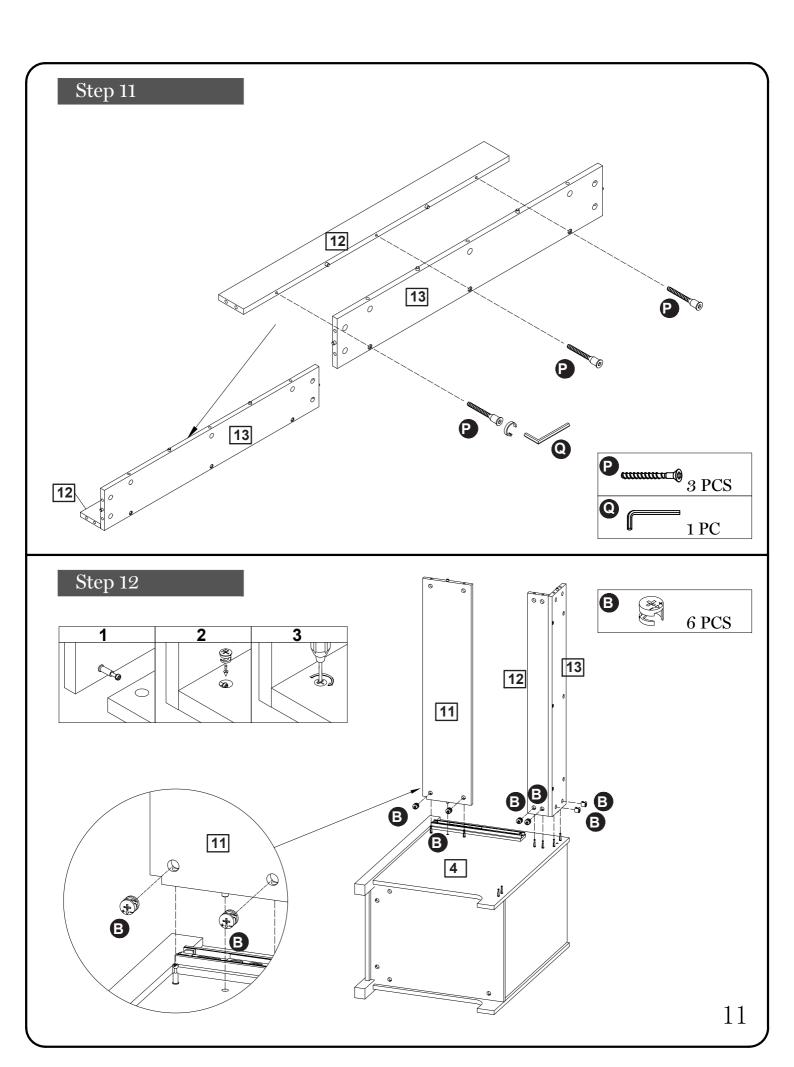


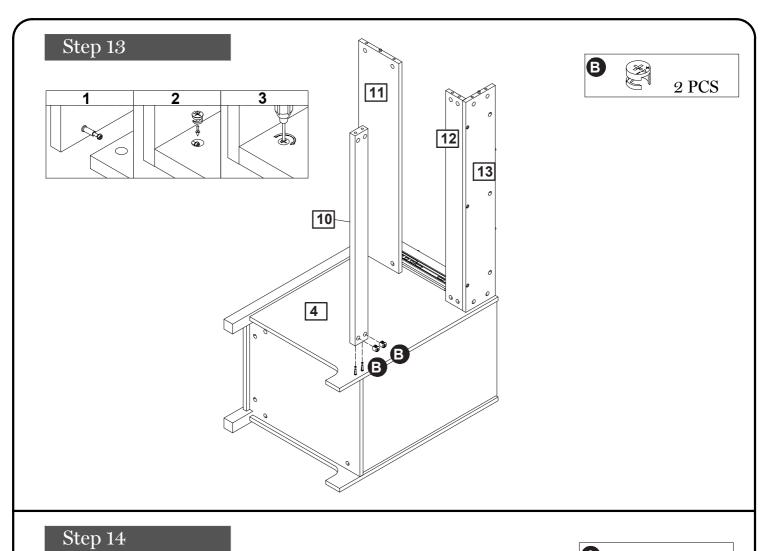


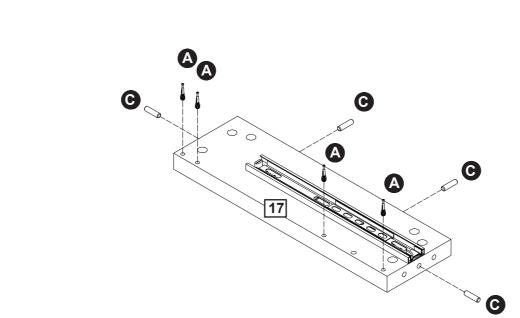


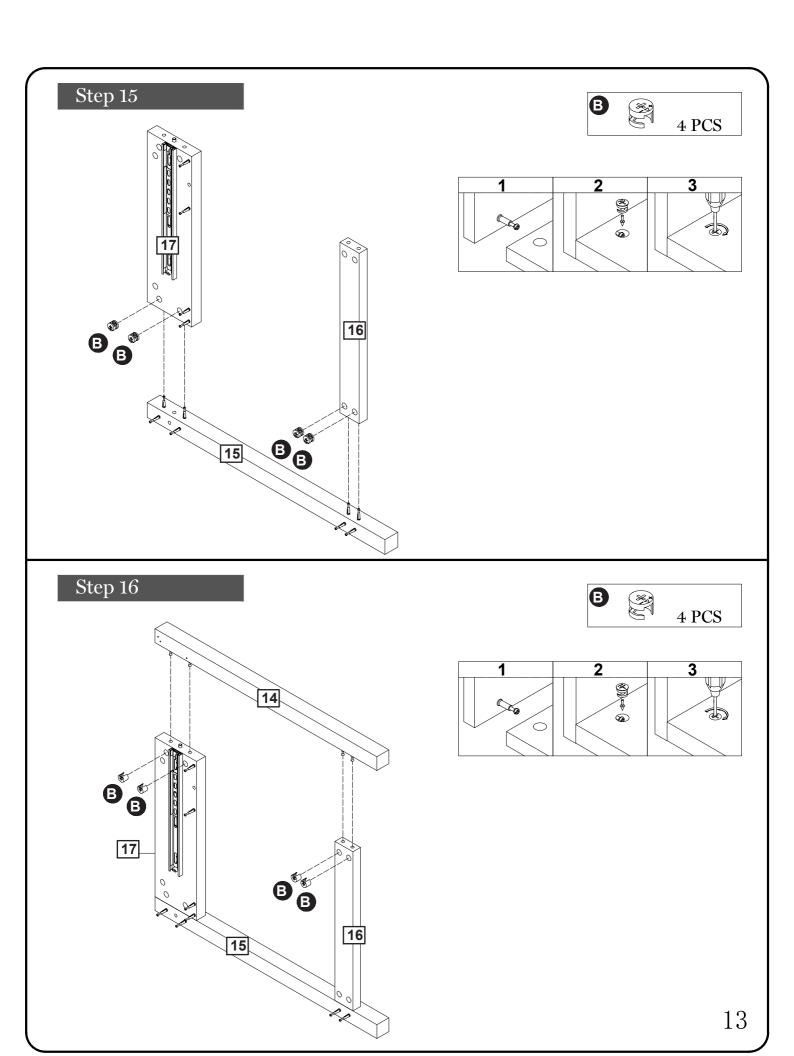


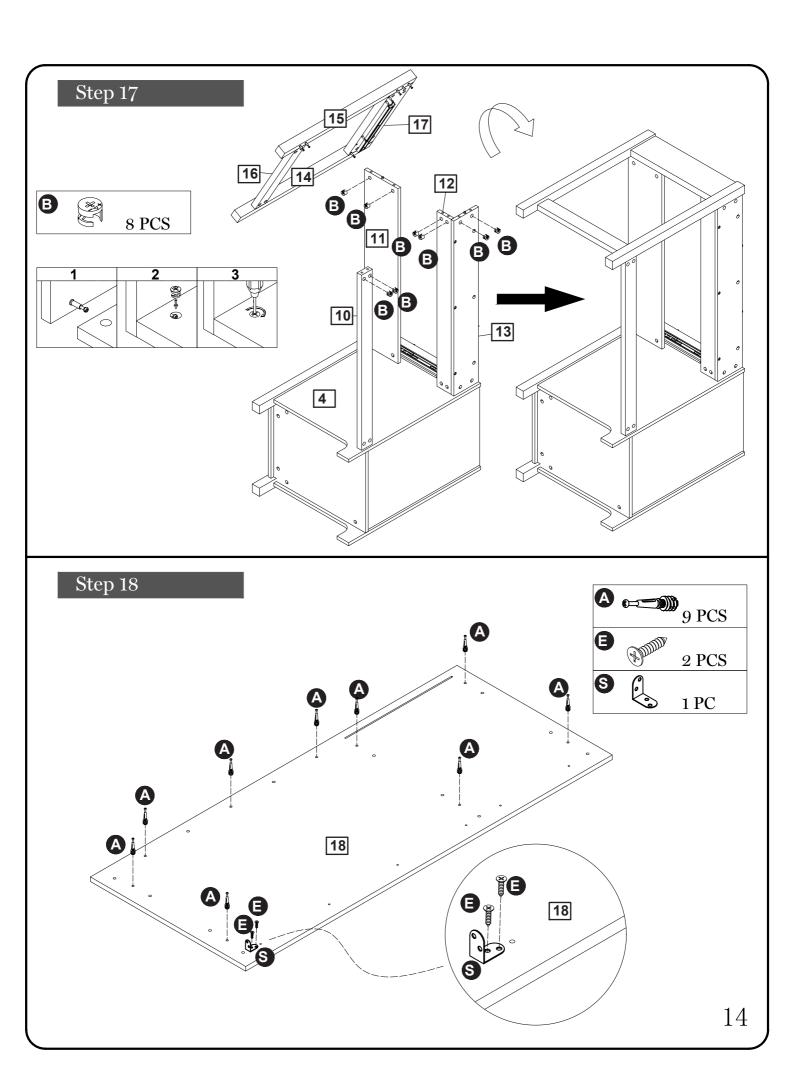


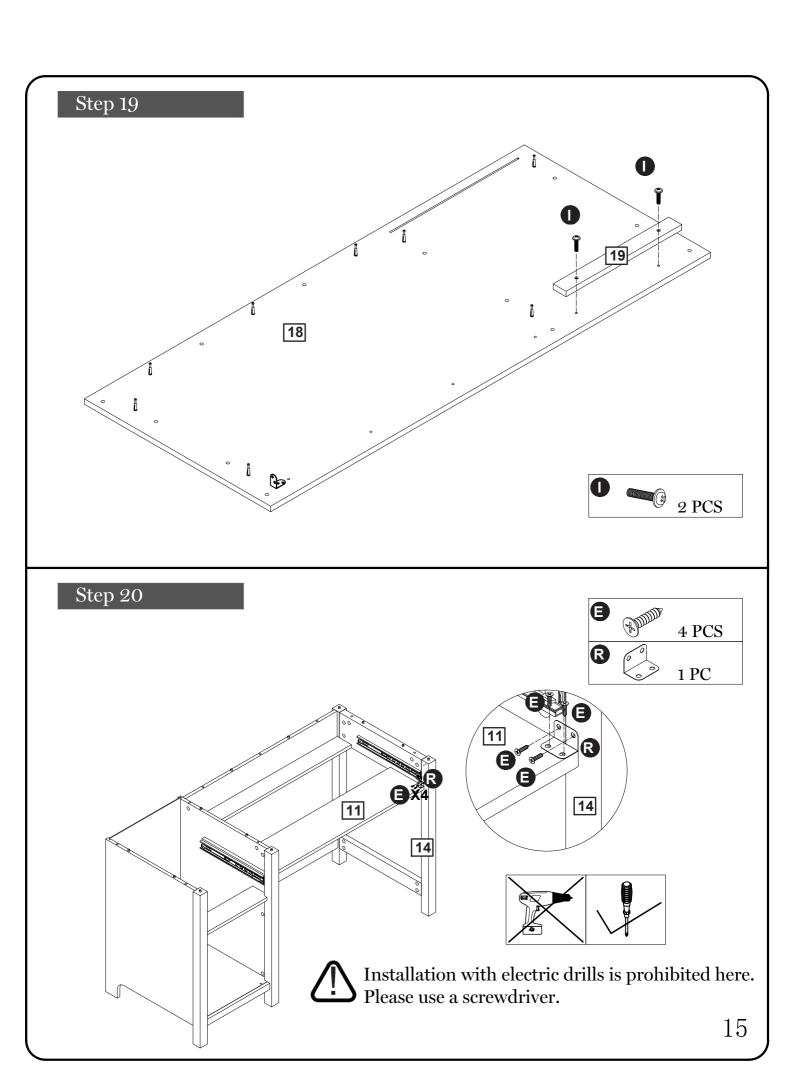


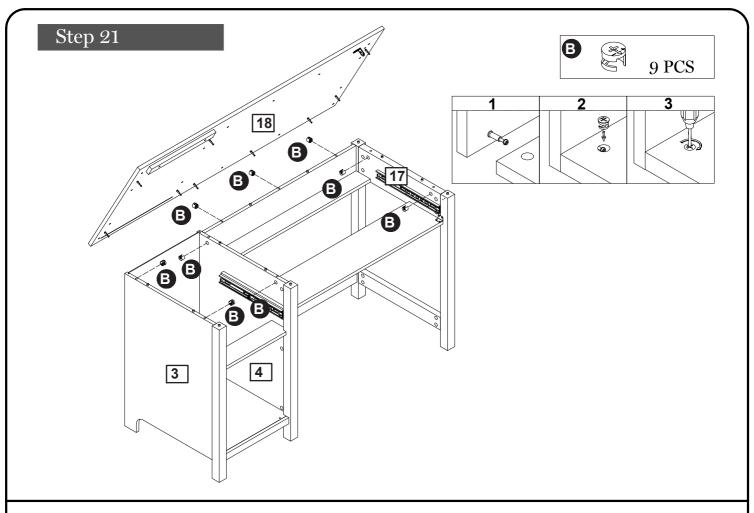


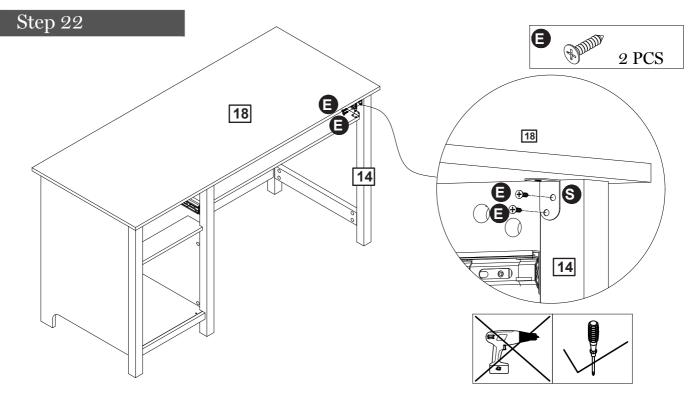






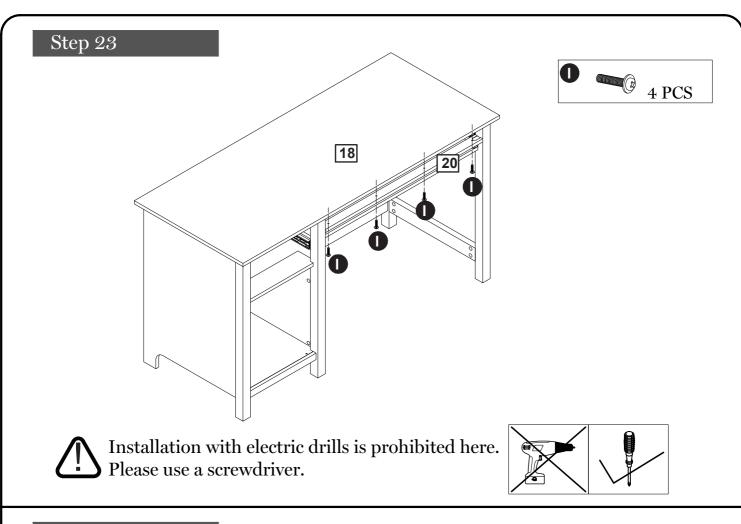


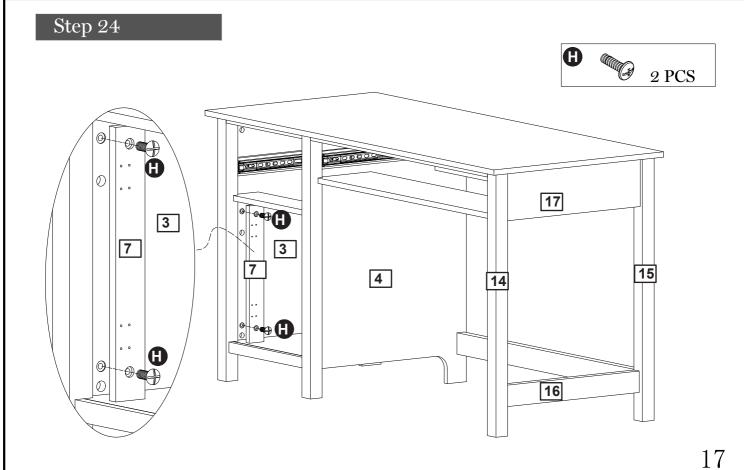


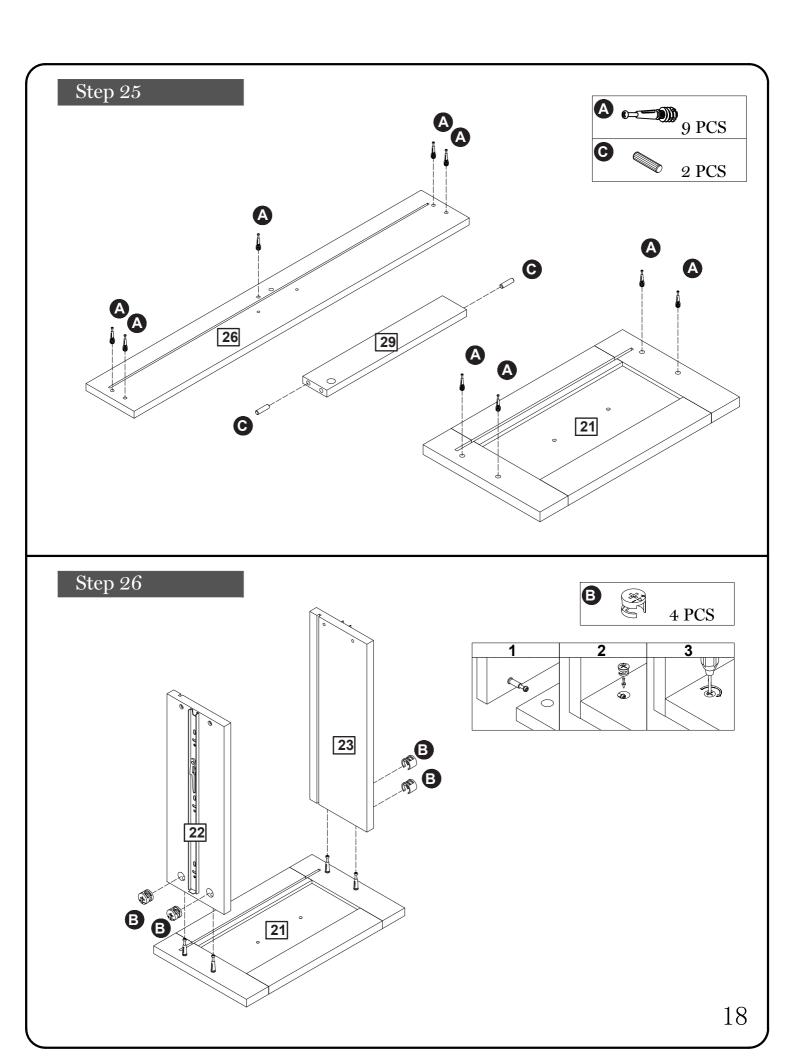


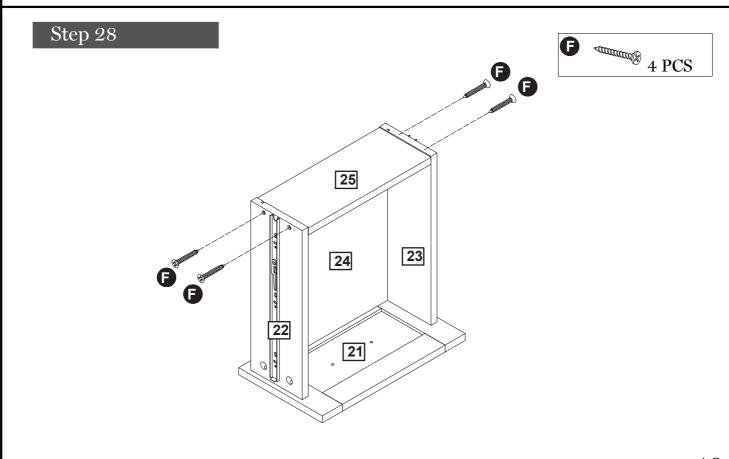
Installation with electric drills is prohibited here. Please use a screwdriver.

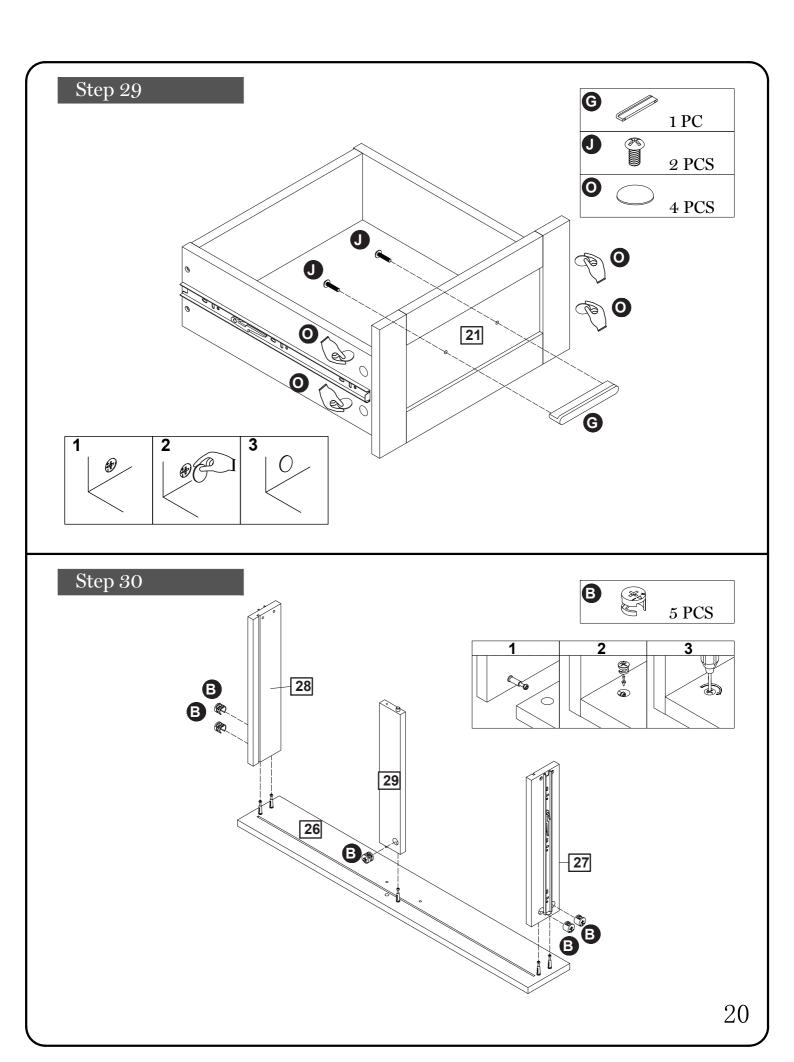
16

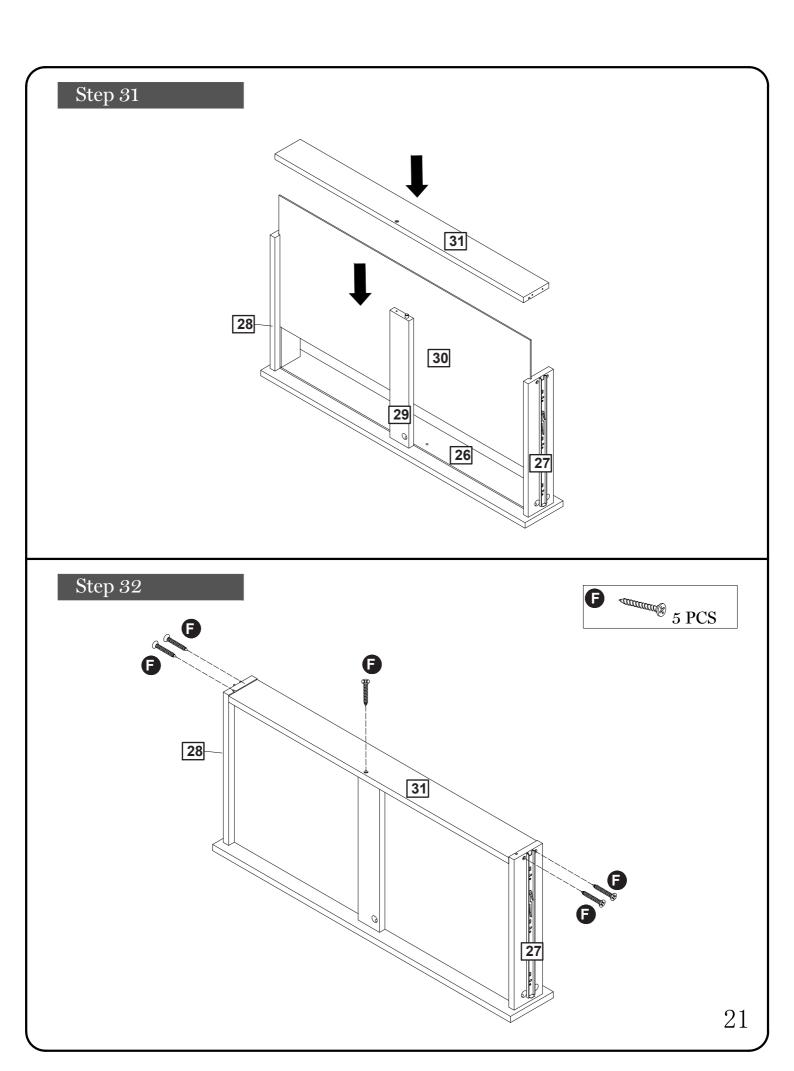


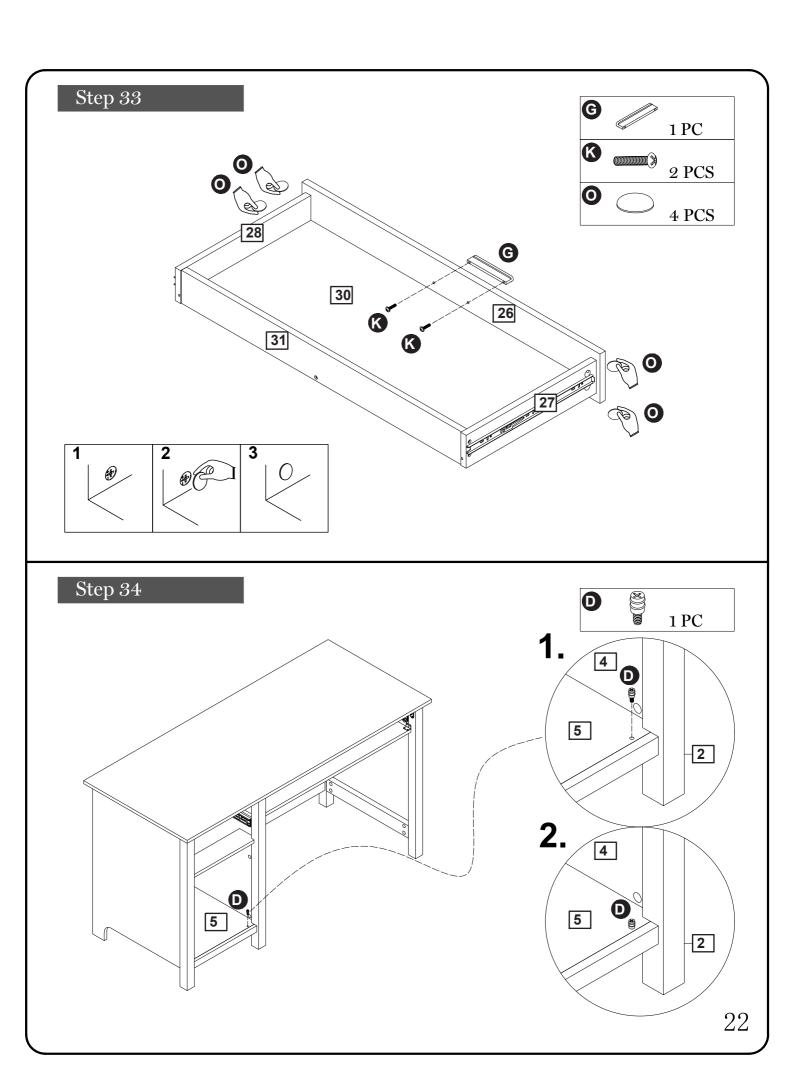




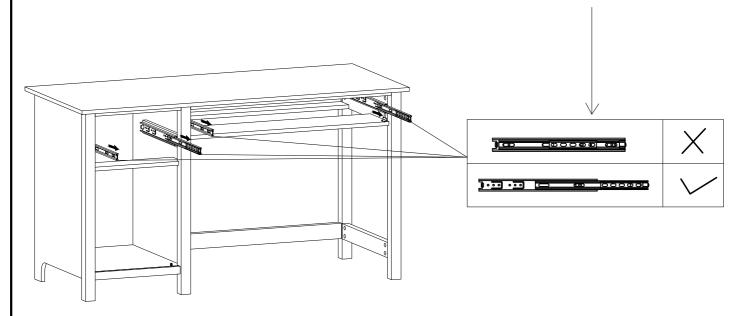




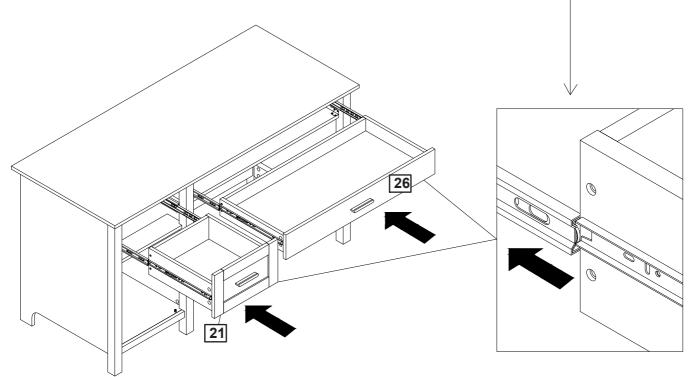




- 1. Check Before Installing: Ensure the rails are secure and ball bearings are in place.
- 2. Prepare: Slide the ball bearings to the front of the rails.



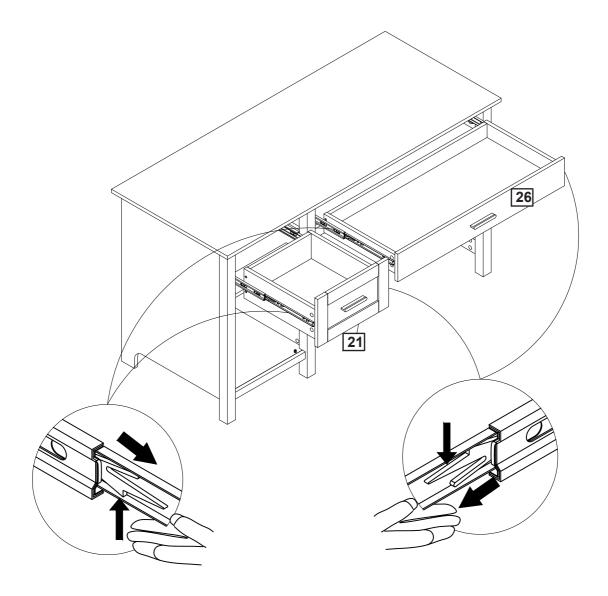
3.Align & Insert: Line up the drawer rails with the main slides and insert both sides at once.

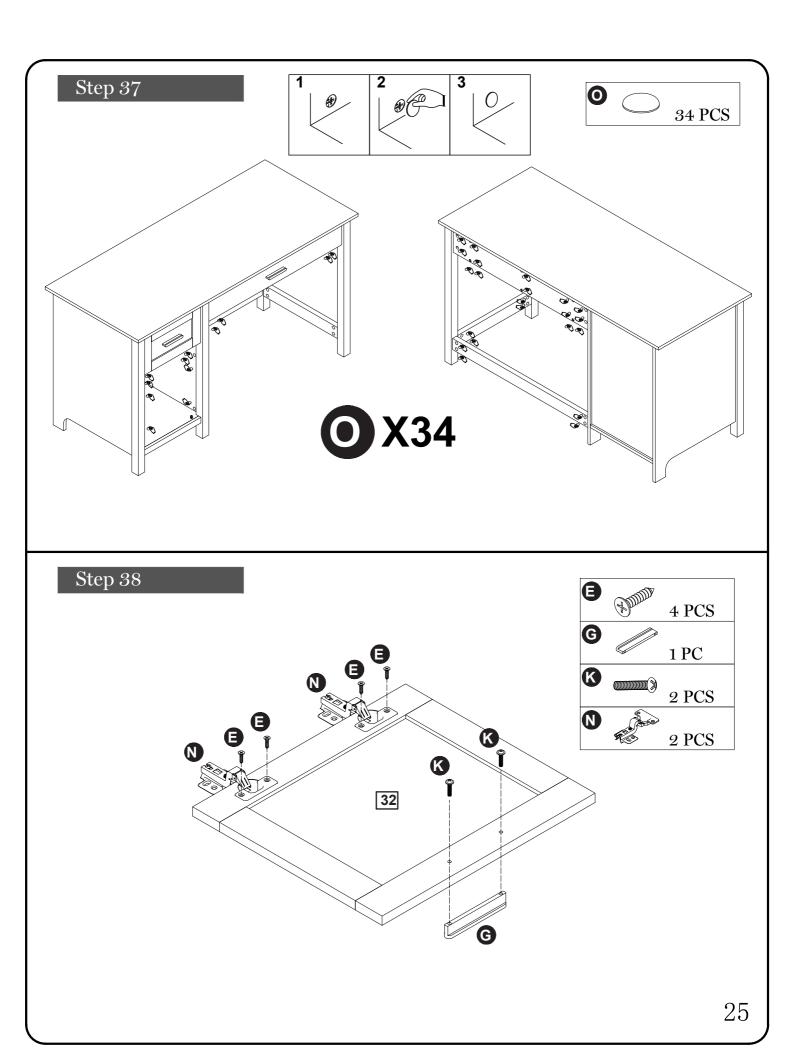


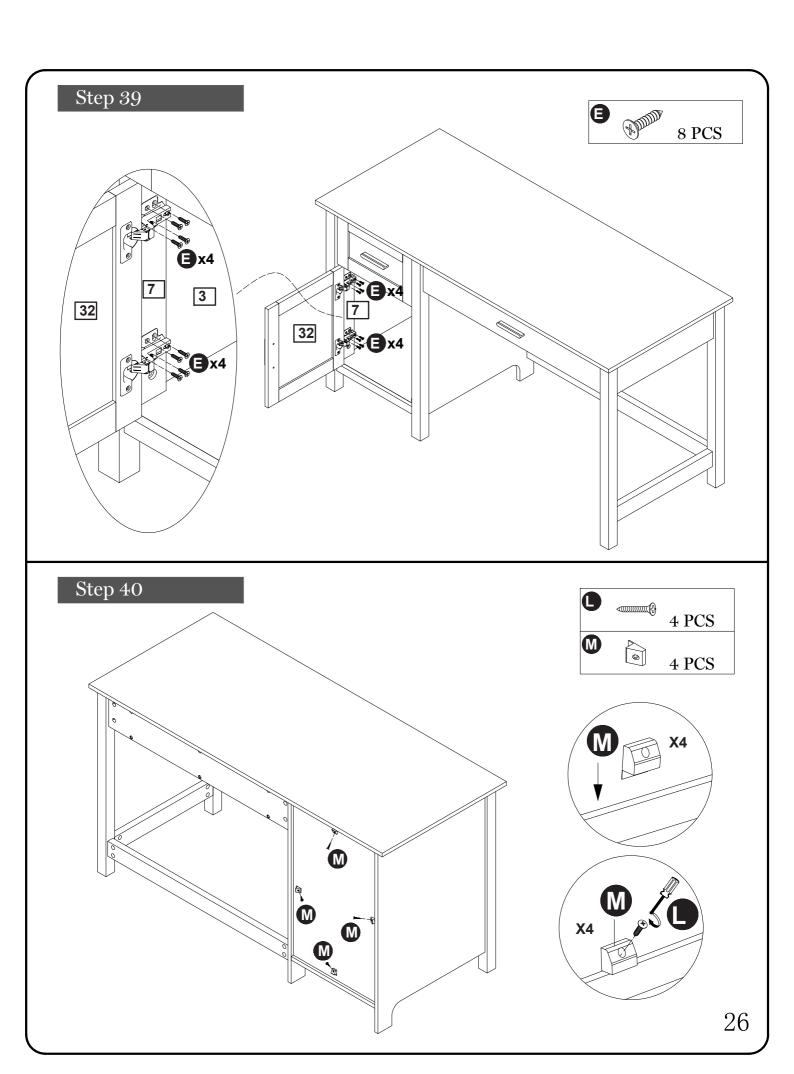
If the drawers do not go in smoothly please remove and repeat Steps 1-3.

To Remove the Drawer:

- 1. Fully extend the drawer.
- 2.Push the left release latch up and the right one down.
- 3.Pull the drawer out while supporting it.



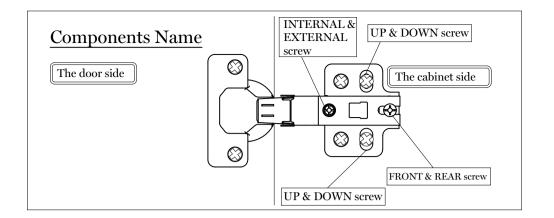


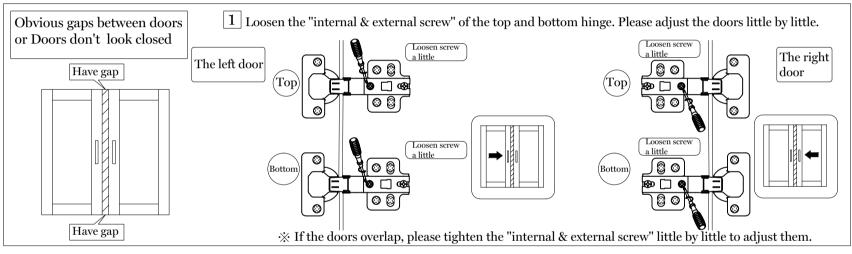


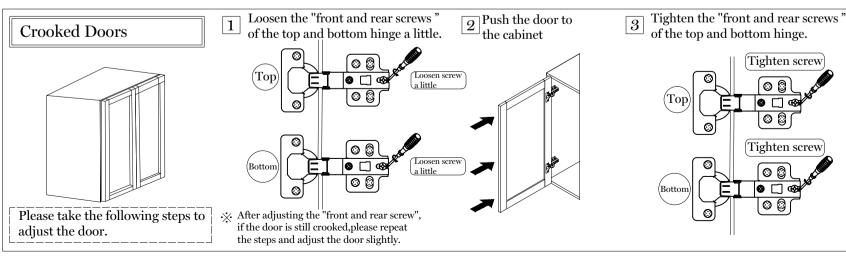


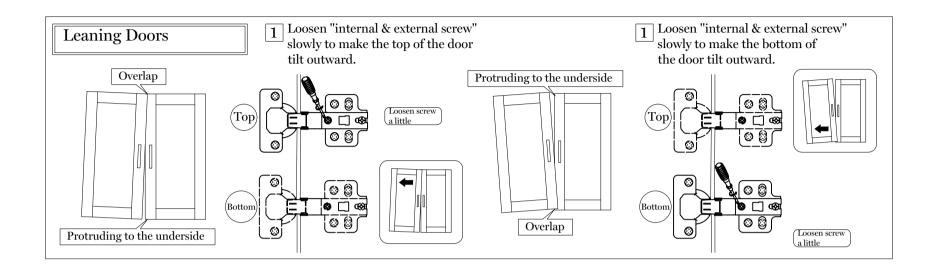
Door Adjustments

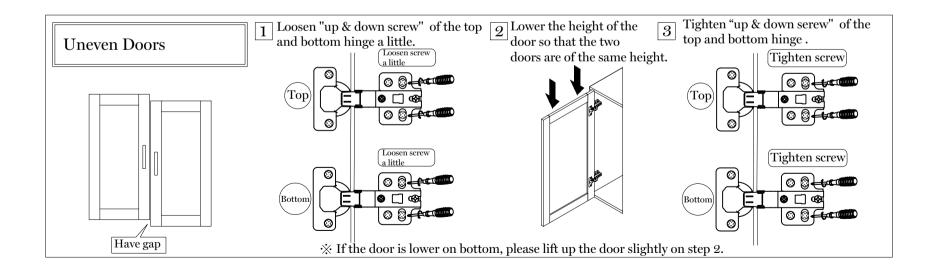
- Before adjusting the hinge, please check whether the cabinet is level.
- Please adjust the hinge with the door open.
- 2 people may be required to adjust the doors, one person holds the door and the other adjusts the screw.



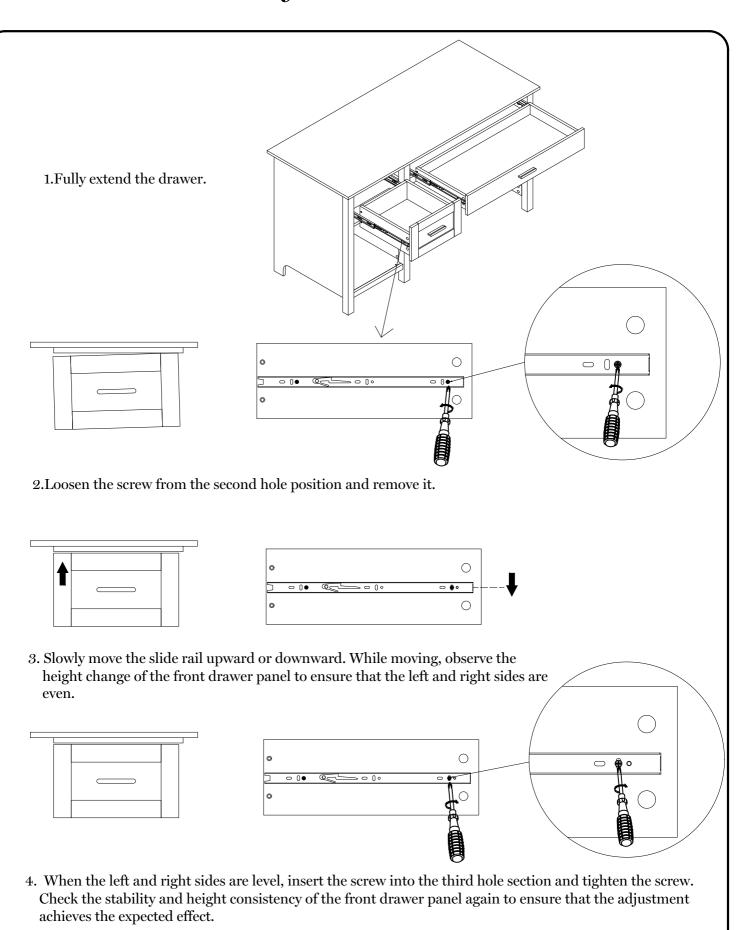








Drawer Adjustment Instructions



* If the front drawer panel is still not level, repeat the above steps on the other side of the drawer.

Quality and Safety Guidelines

- Please follow the static and dynamic weight capacity limits provided on this item. If you are unsure of the weight capacities for this product, email us at customerexperience@theubiquegroup.com or call 866-552-2810.
- Please use this item on a stable, level surface only. All table legs should contact the flooring surface when in use.
- Do not use this item if any instability is detected.
- This item is intended as a table only, do not climb, stand or sit on this item.
- Do not use this item as a TV stand.
- To prevent pinching or crushing injuries, please ensure fingers are away from the hinge lines when closing the doors and drawer slides and interior spaces when shutting the drawers.
- Do not push or pull this item to move it, team lift to reposition.
- The item is intended to be used indoors.
- For maintenance instructions and replacement parts, please email us at customerexperience@theubiquegroup.com or call 866-552-2810.
- Please review and retain all assembly instructions, safety and quality guidelines and product warnings for future reference.
- For product longevity, product safety and product integrity, protect from wet or humid weather and store indoors in a dry location. For additional storage instructions, please email us at customerexperience@theubiquegroup.com or call 866-552-2810.
- Please visit www.theubiquegroup.com for our product warranty details or email us at customerexperience@theubiquegroup.com or call 866-552-2810.
- Please inspect this product regularly to make sure there are no damaged or worn parts. Also inspect to make sure all hardware is tightened correctly and securely. For inspection instructions, please email us at customerexperience@theubiquegroup.com or call 866-552-2810.
- If any parts are damaged or worn, please stop using the product. Repair this product with manufacturer supplied parts only.

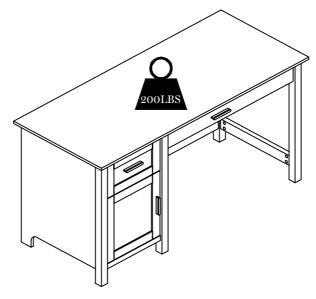
Instruction Manual

Home Office Desk

196861041297 196861041303 196861189265 196861189272









ASSEMBLY INSTRUCTIONS

Before You Begin:

Please identify all component parts and hardware pieces required before you begin. Carefully remove all of the components from the packaging and set aside for assembly. Assemble on a soft surface to prevent scratching during assembly.

Caution:

Tighten all components securely before use. Failure to do so may result in personal injury. DO NOT use any sharp objects to open plastic wrapped components as damage to product or components may result.

Warning:

CHOKING HAZARD - Small Parts. Adult Assembly

Required. DO NOT ALLOW CHILDREN TO CLIMB

ON FURNITURE

Serious or fatal injuries can occur from furniture tipping over. You must install Tipping Restraint Hardware (where included) to help prevent the unit from tipping and causing accidental injury, instability, death or damage. The tipping restraint is intended only as a safety measure, it is not a substitute for proper adult supervision.

To help prevent furniture from tipping over it must be permanently attached to the wall. Anti-Tip Safety Wall Straps suitable for the unit weight and wall materials (if not included) should be purchased and installed.



Important - Please read these instructions fully before starting assembly

- Check you have all the components and tools listed on the following pages.
- 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.

- During assembly 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.



• To reduce the likelihood of damaging your product please ensure that your

power drill is set on a low torque setting.

Care and maintenance

- Only clean using a damp cloth and mild detergent, do no 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.

Handy Hints

- Assemble all parts and bolts loosely during assembly, only once the product is complete should you fully tighten the bolts.
- Regularly check and ensure That all bolts and fittings are tightened properly.

WARNING In order to help prevent overturning – please follow these instructions

To help prevent product toppling over please follow the below steps:-

Use the anti tip stap or wall fixing method provided (if applicable).

Do not allow children to climb or hang on the furniture.

Do not open more than one drawer at a time.

Do not place heavy items in the top drawers.

Do not place heavy items on top of the furniture, unless the furniture has been designed for this purpose.

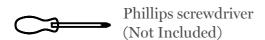
Hardware

Please ensure you have all the parts listed below

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

	B	©
Male Camlock x 58	Female Camlock x 58	Wood Dowel 8*30 x 28
D		
Door Pin x 1	3.5*14mm Screw x 20	4*30mm Screw x 9
G	a	
Handle x 3	6*20mm Screw x 2	4*20mm Screw x 6
4*6mm Screw x 2	4*18mm Screw x 4	3*16mm Screw x 4
M	N	•
Plastic Wedge x 4	Door Hinge x 2	Ø20 Sticker x 42
P	Q	R O
6*50mm Screw x 3	Allen Wrench x 1	Bracket x 1
S	0	
Bracket x 1	Dowel 10*30 x 4	

Tools required



Ruler - Use this ruler to help correctly identify the screws

 $_0$ 5 10 15 20 25 30 35 40 45 50 55 60 65 70 75 80 85 90 95 100 105 110 115 120 125 130 135 140 145 150 155 160 165 170

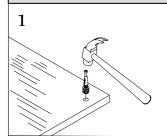
The screws length is measured from the head to the point (30mm screw shown).

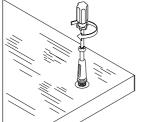
Using Camlocks

Step 1 Connect the

Connect the male camlock as diected in the assembly instructions using a scewdriver.

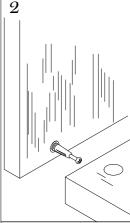
DO NOT OVER TIGHTEN.





Step 2

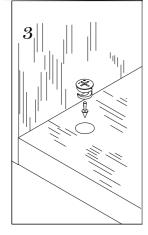
Push the male camlock into the entry hole.



Step 3

Insert the female camlock as shown in the instruction.

Note: ensure that the arrow on the top of the camlock points towards the entry hole for the male camlock.



Step 4

Turn the female camlock clockwise with a screwdriver.

You should feel a click when the camlock is locked in place.

The joint is now secure.



Adjusting Hinges

Hinge adjustment:

a: To move the top panel up or down, loosen screws shown and move top panel to suit.

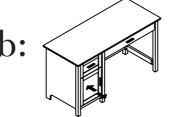
b.To move the top panel in or out, loosen screws shown and move top panel to suit.

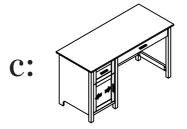
Retighten screws.

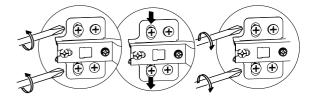
C:To move the top panel left or right, adjust screws shown.

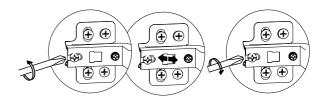






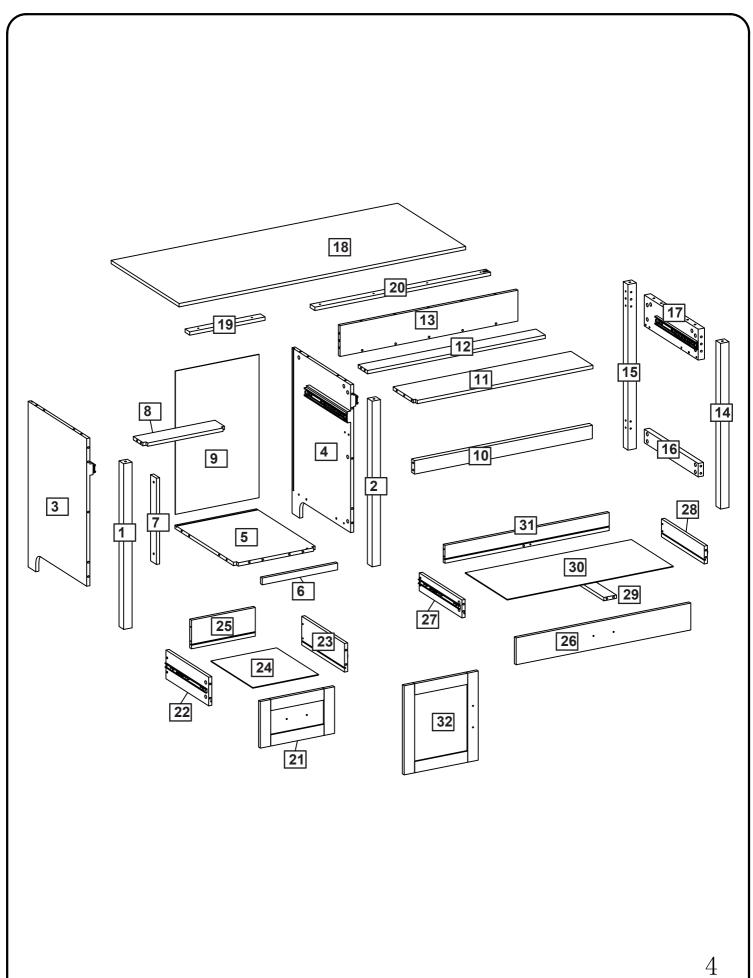








Parts



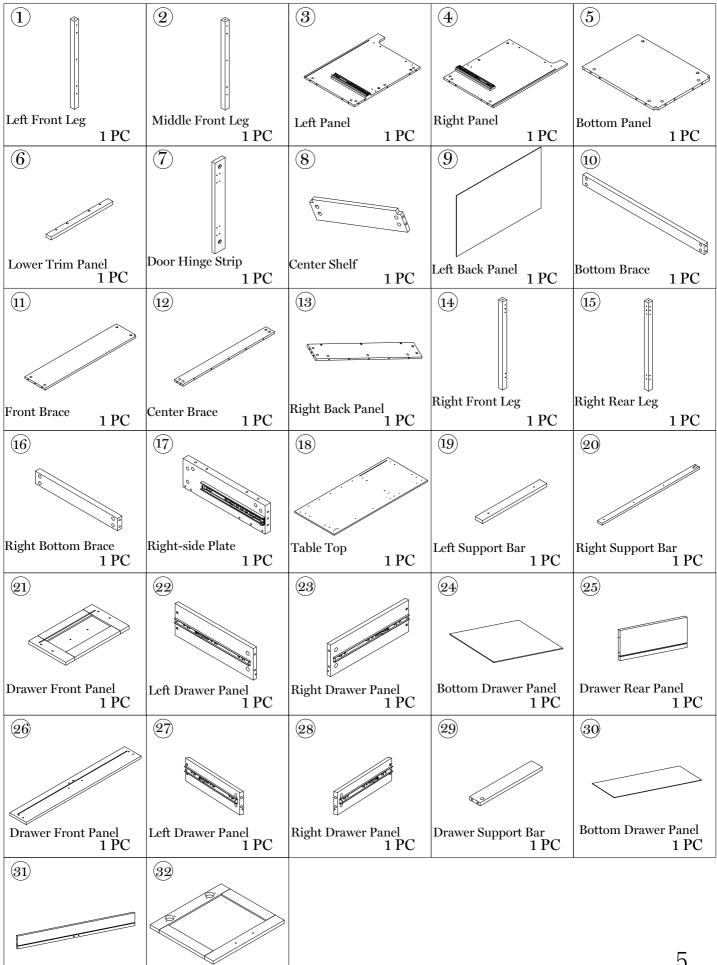
Parts

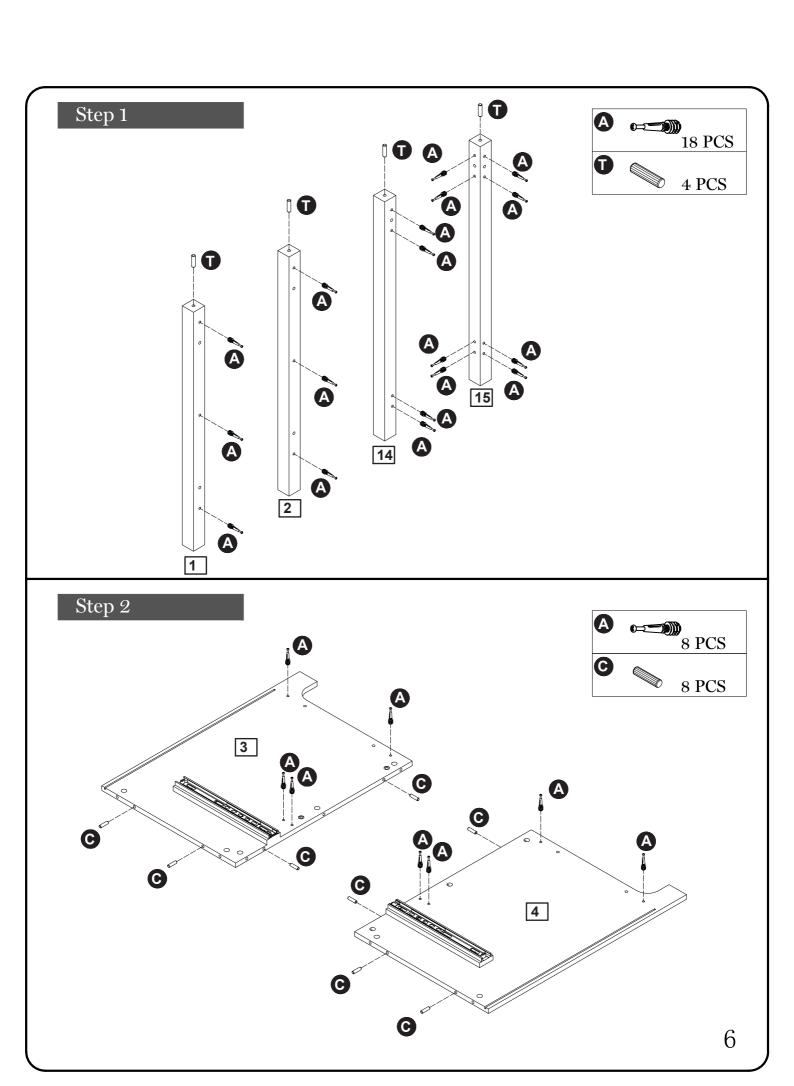
Drawer Rear Panel

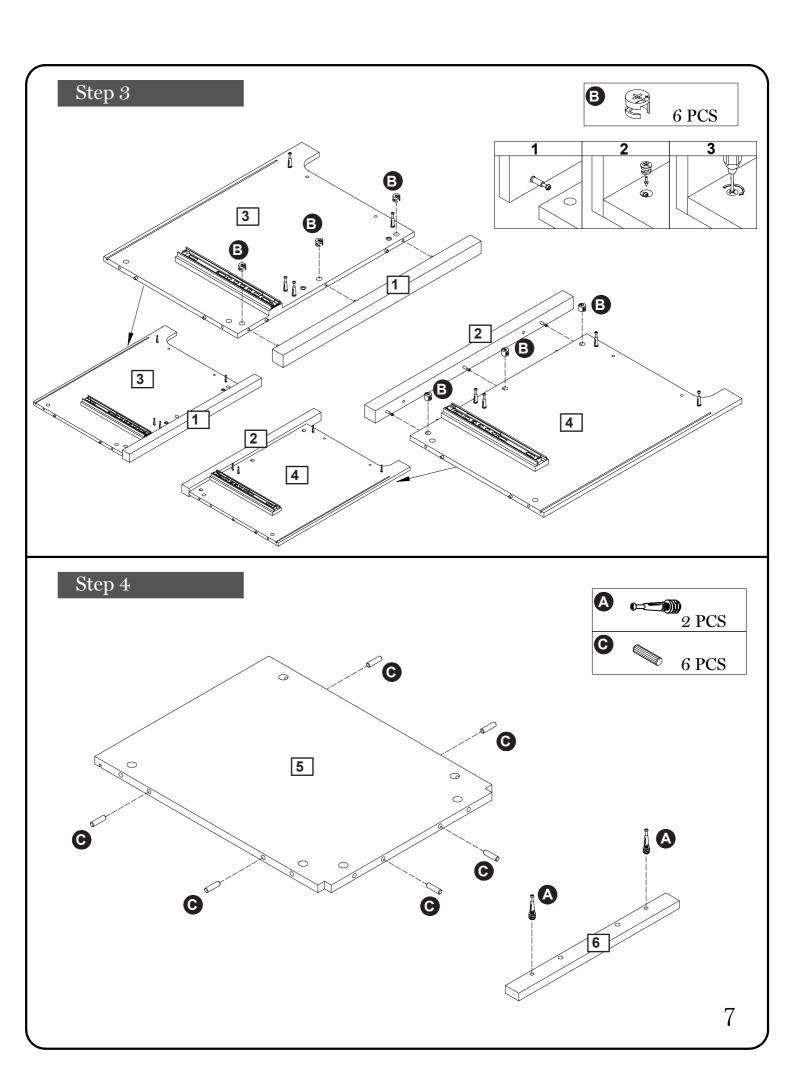
1 PC

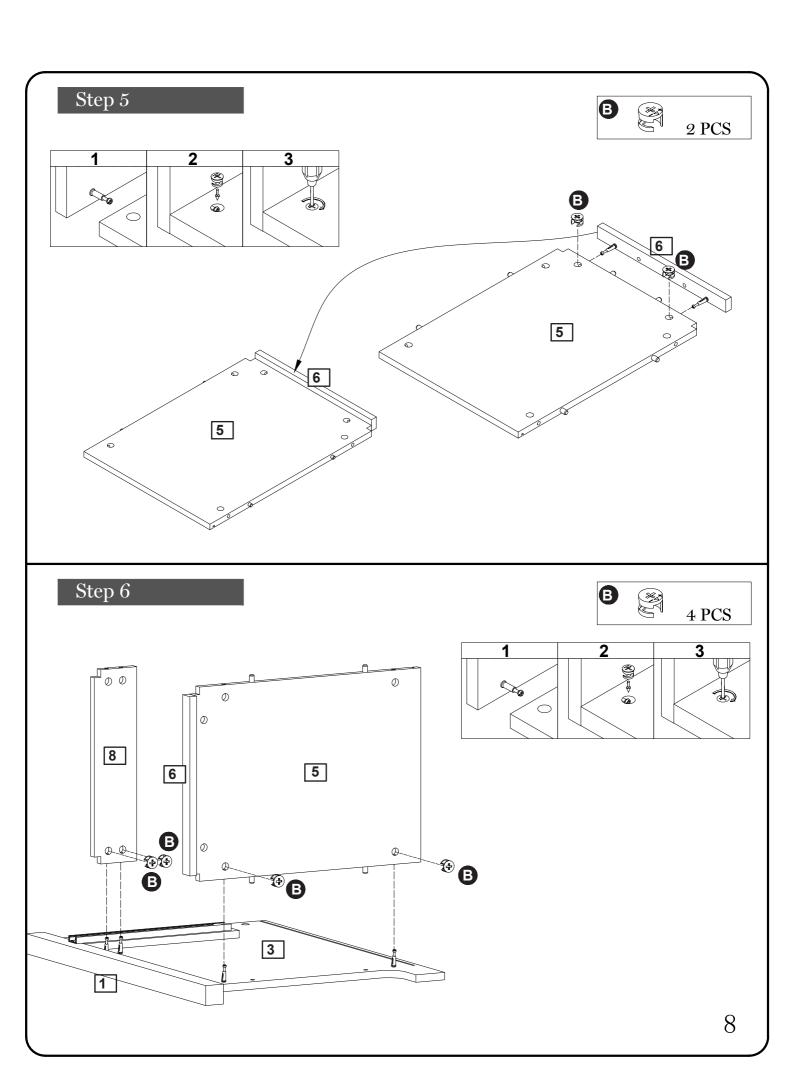
Door Panel

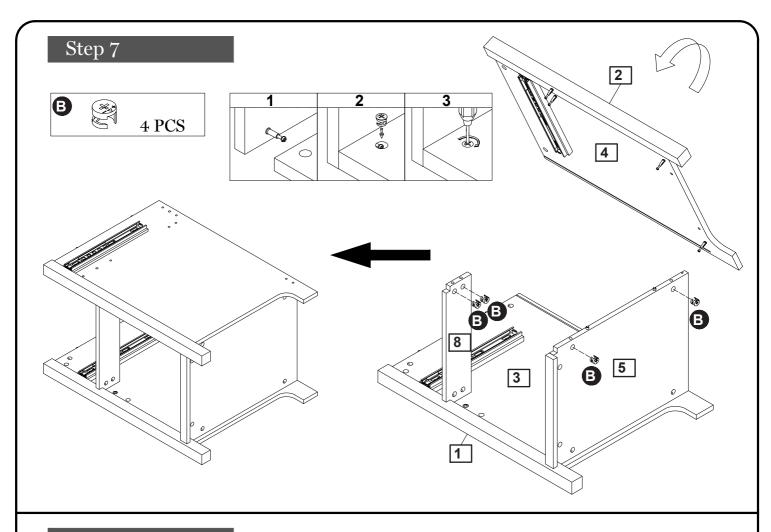
1 PC

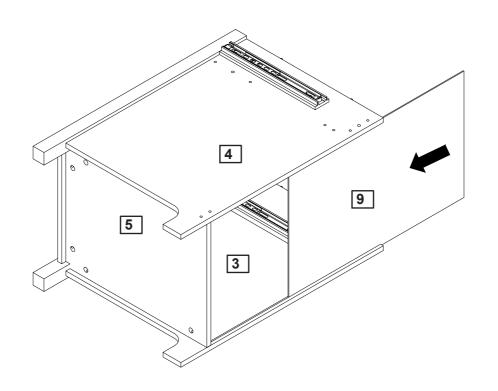


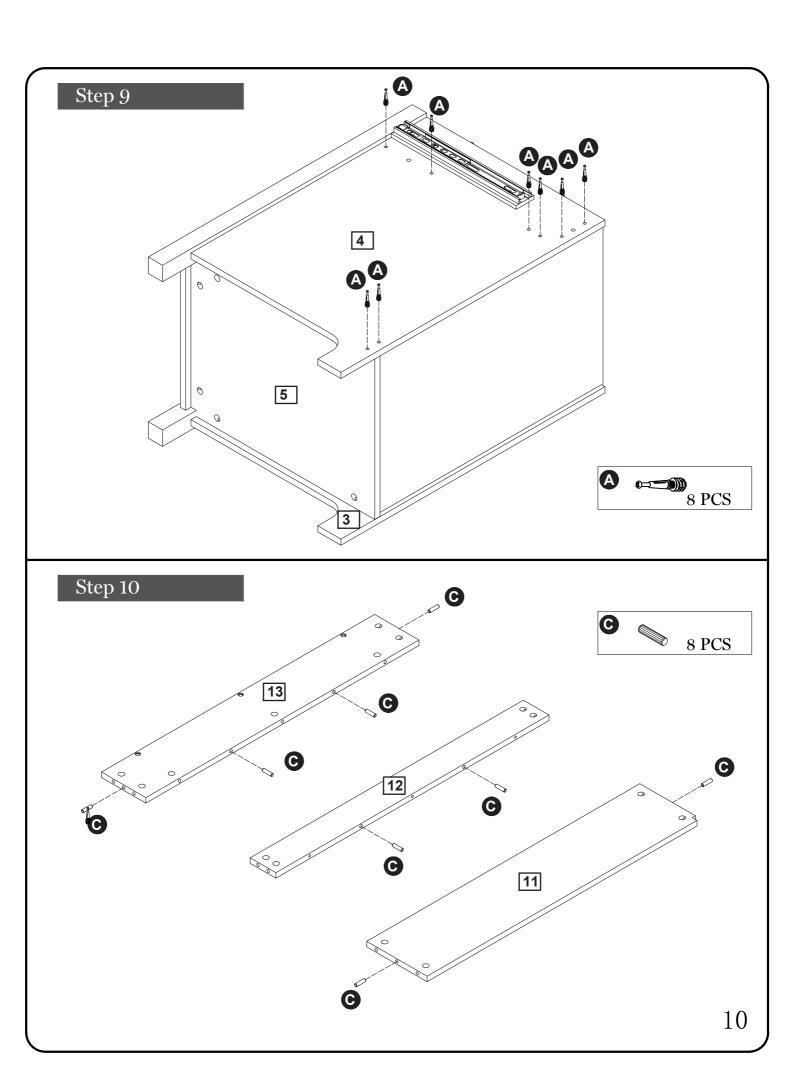


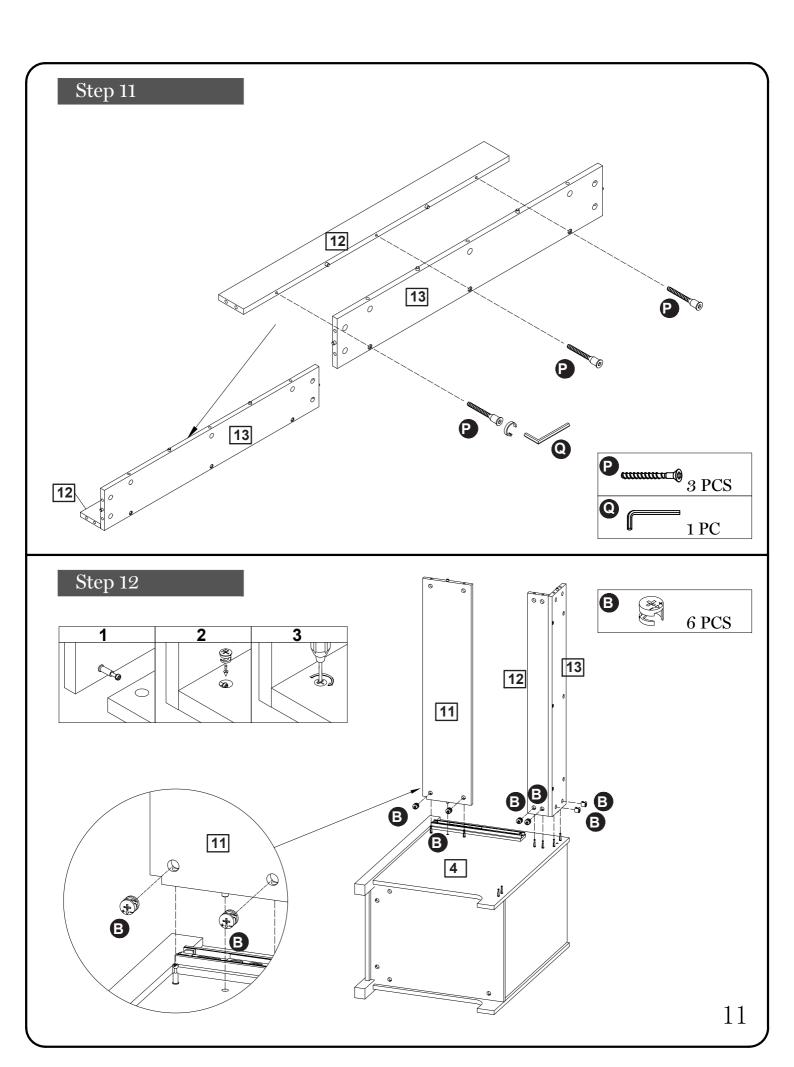


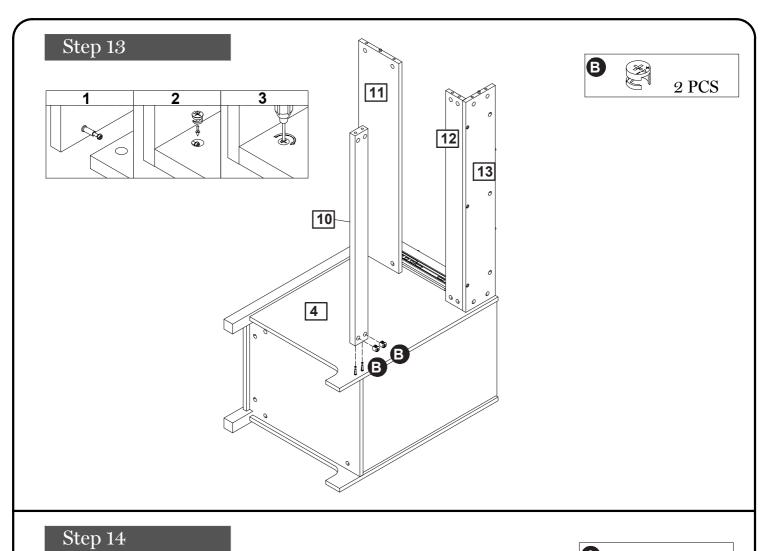


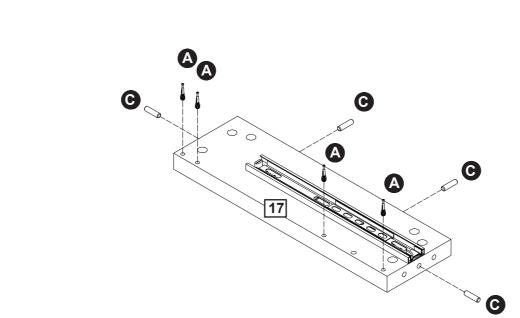


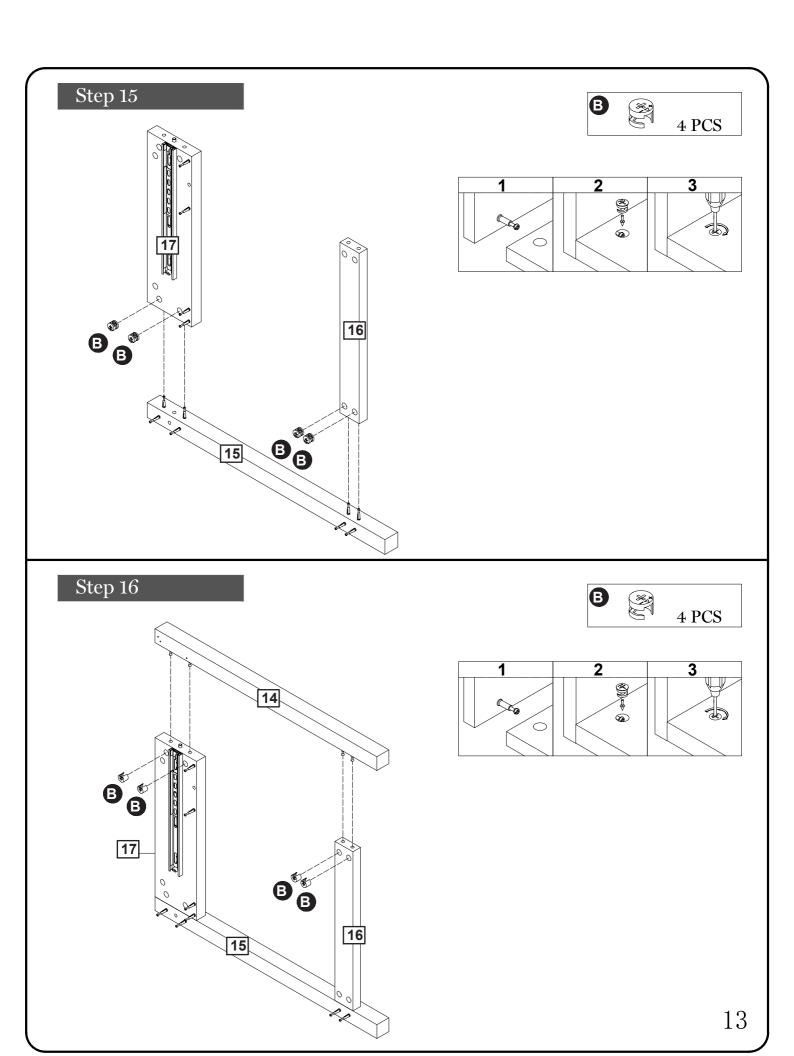


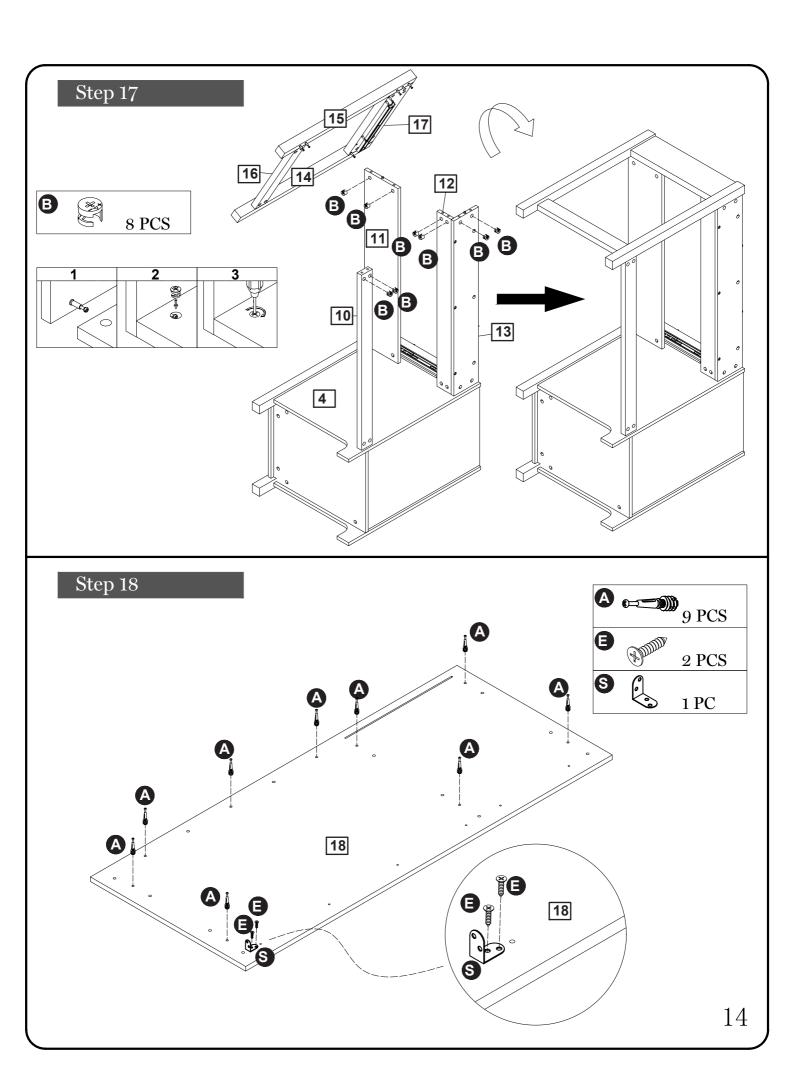


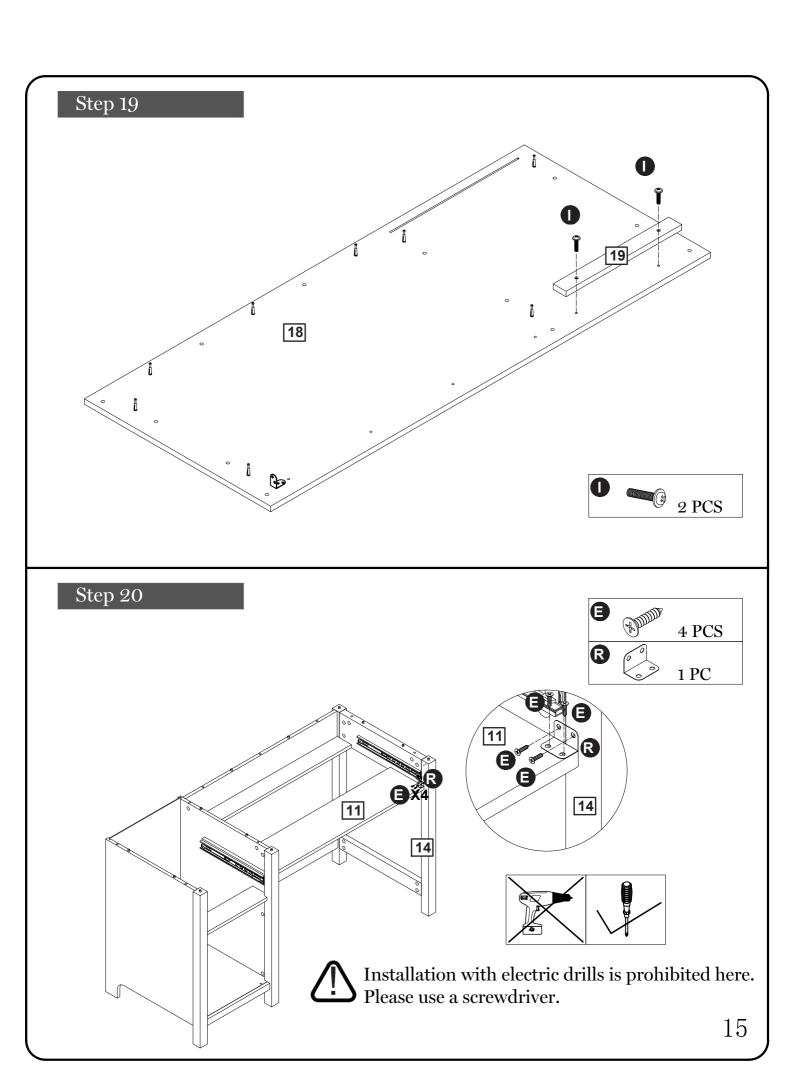


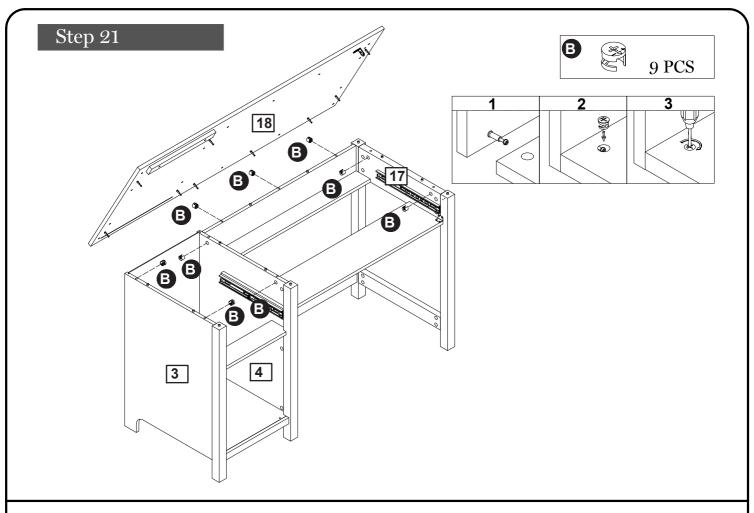


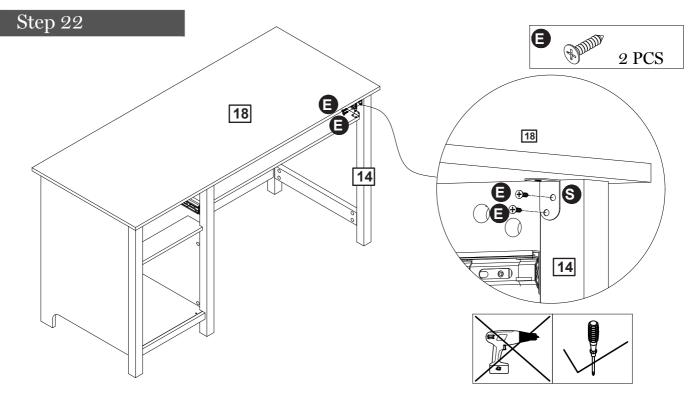






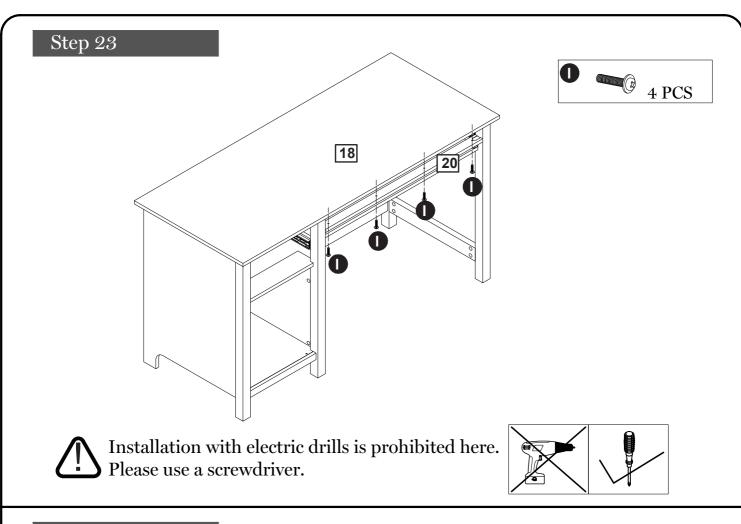


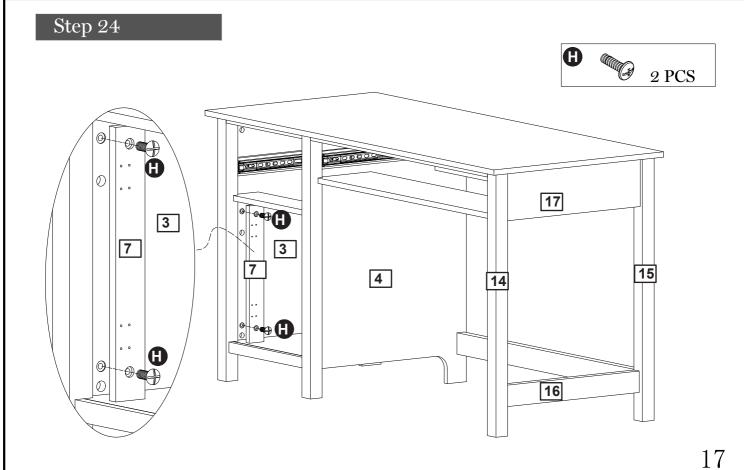


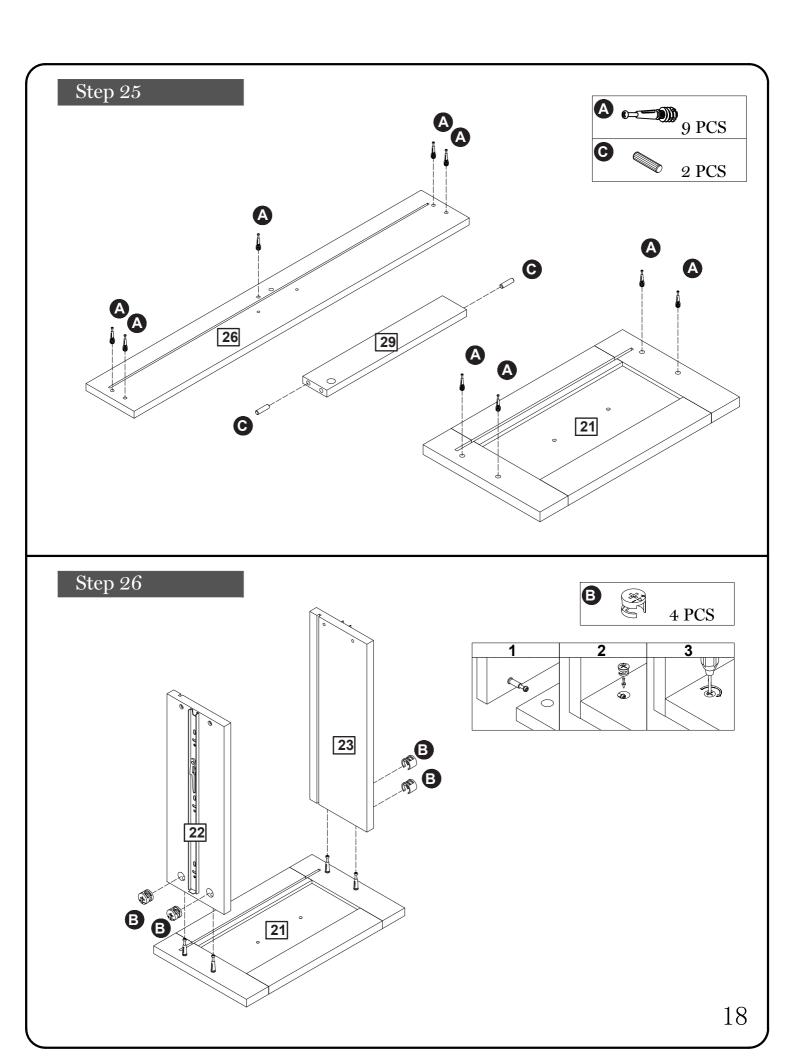


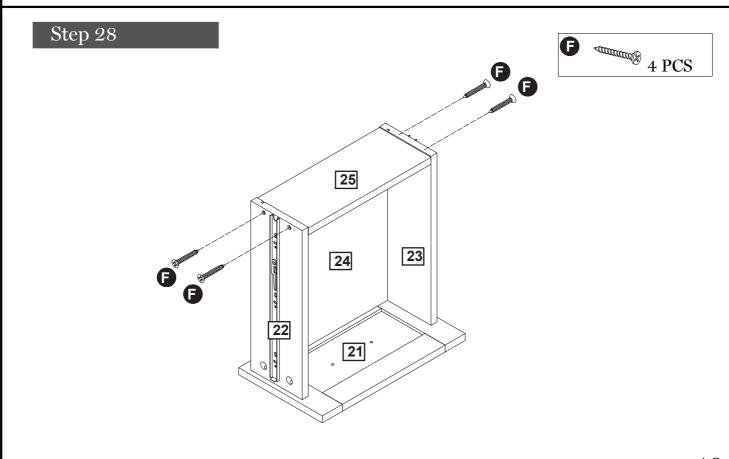
Installation with electric drills is prohibited here. Please use a screwdriver.

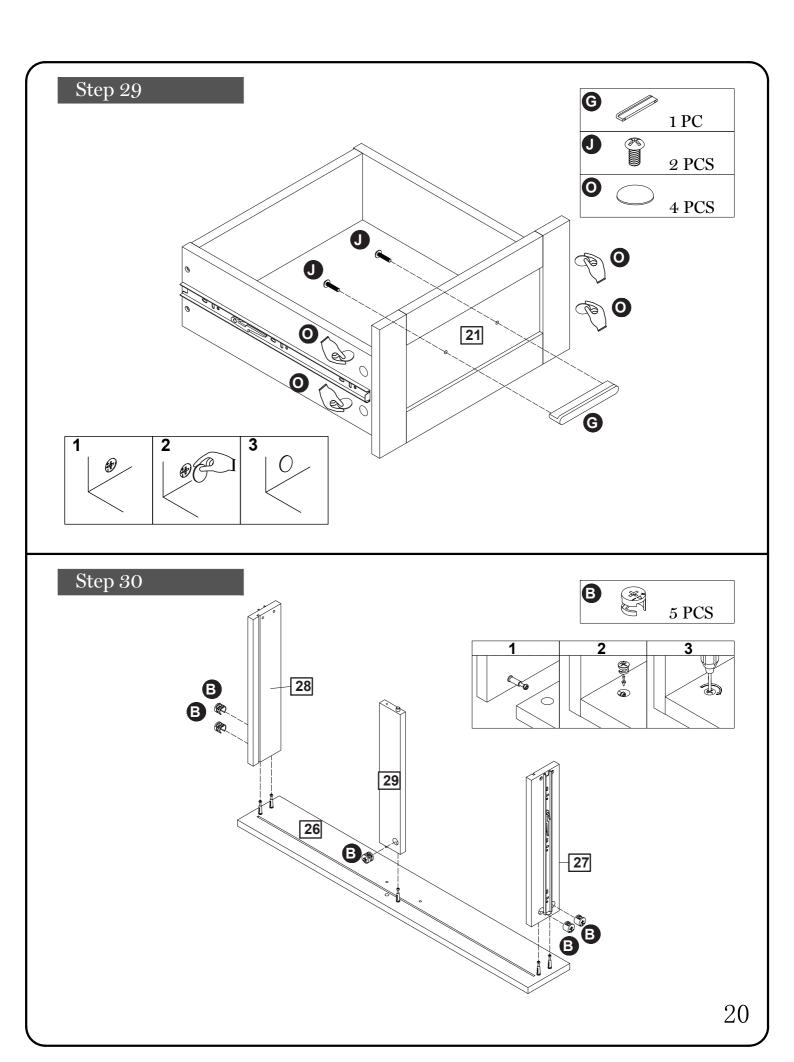
16

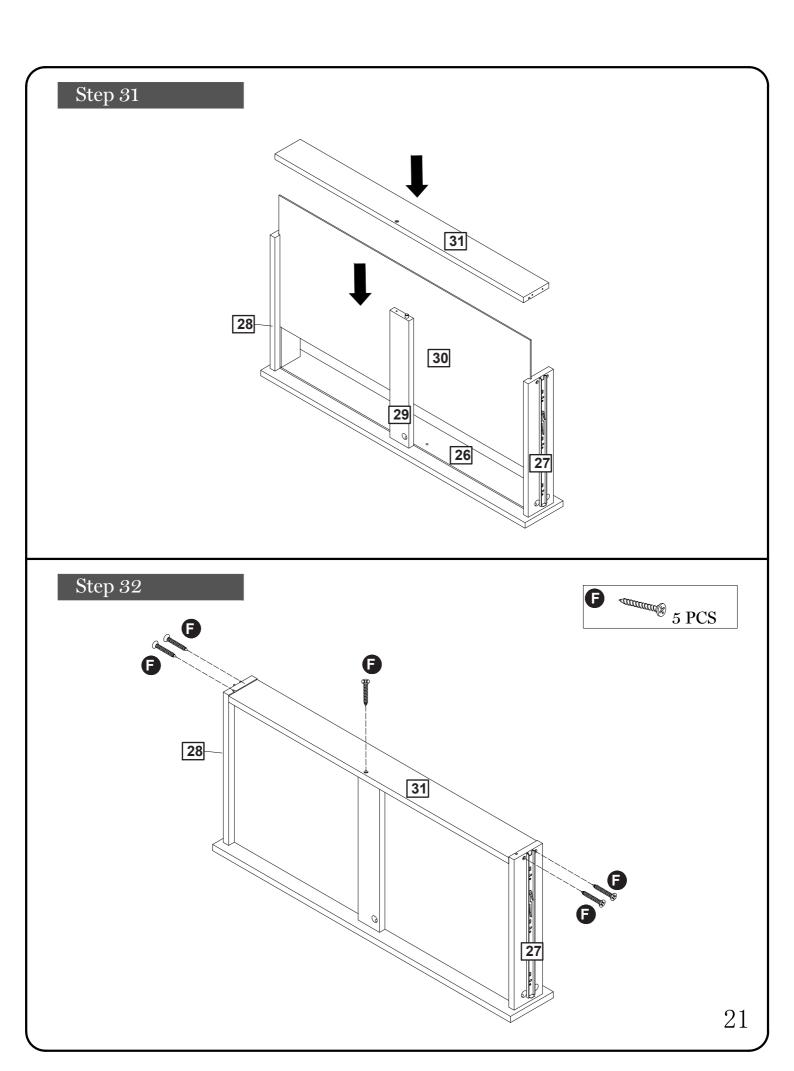


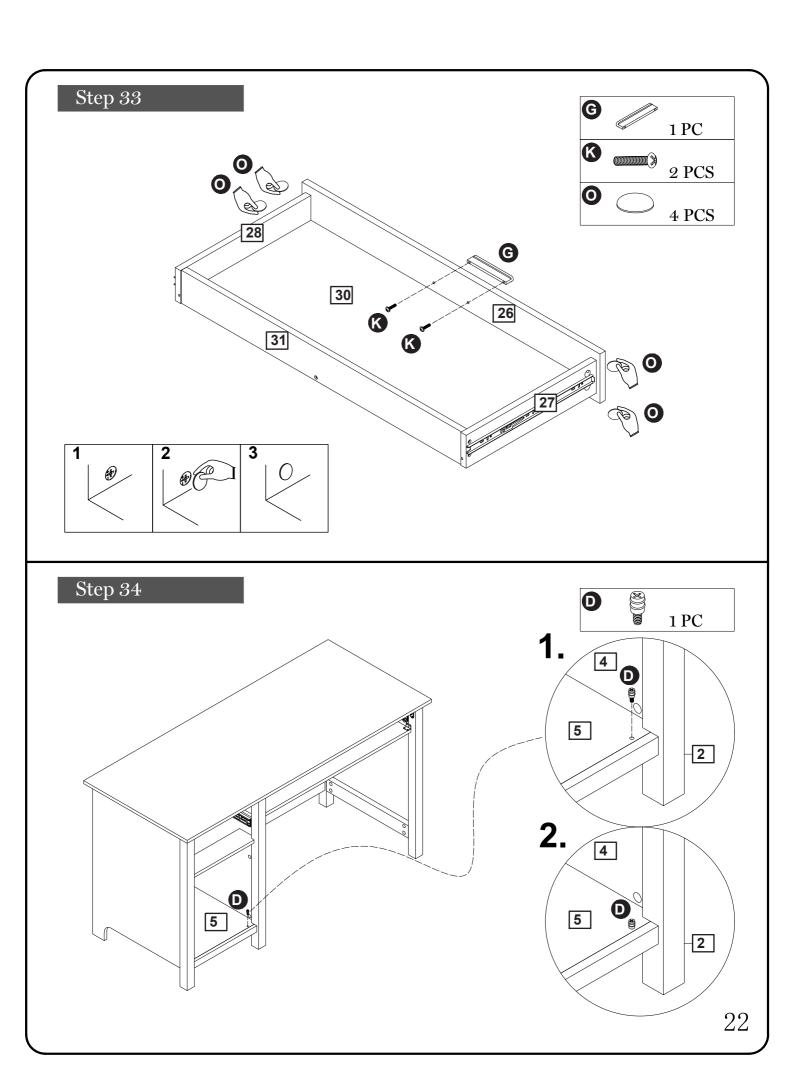




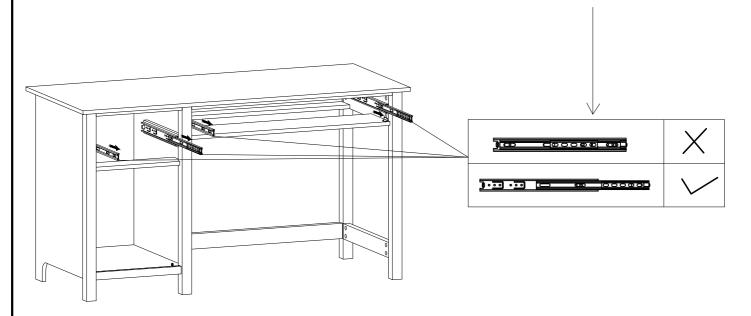




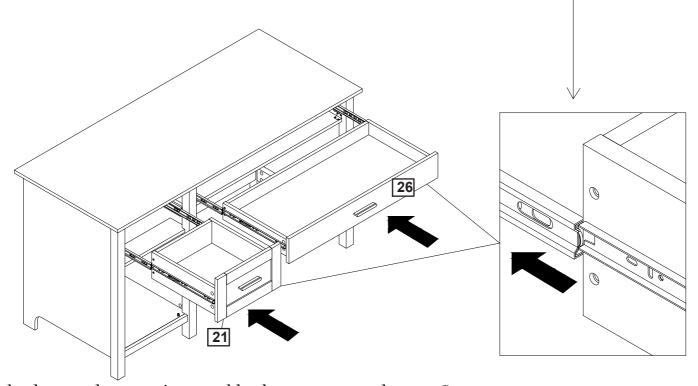




- 1. Check Before Installing: Ensure the rails are secure and ball bearings are in place.
- 2. Prepare: Slide the ball bearings to the front of the rails.



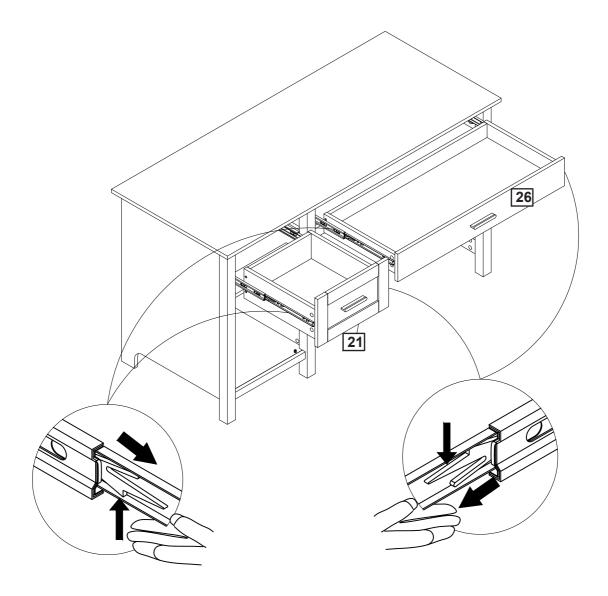
3.Align & Insert: Line up the drawer rails with the main slides and insert both sides at once.

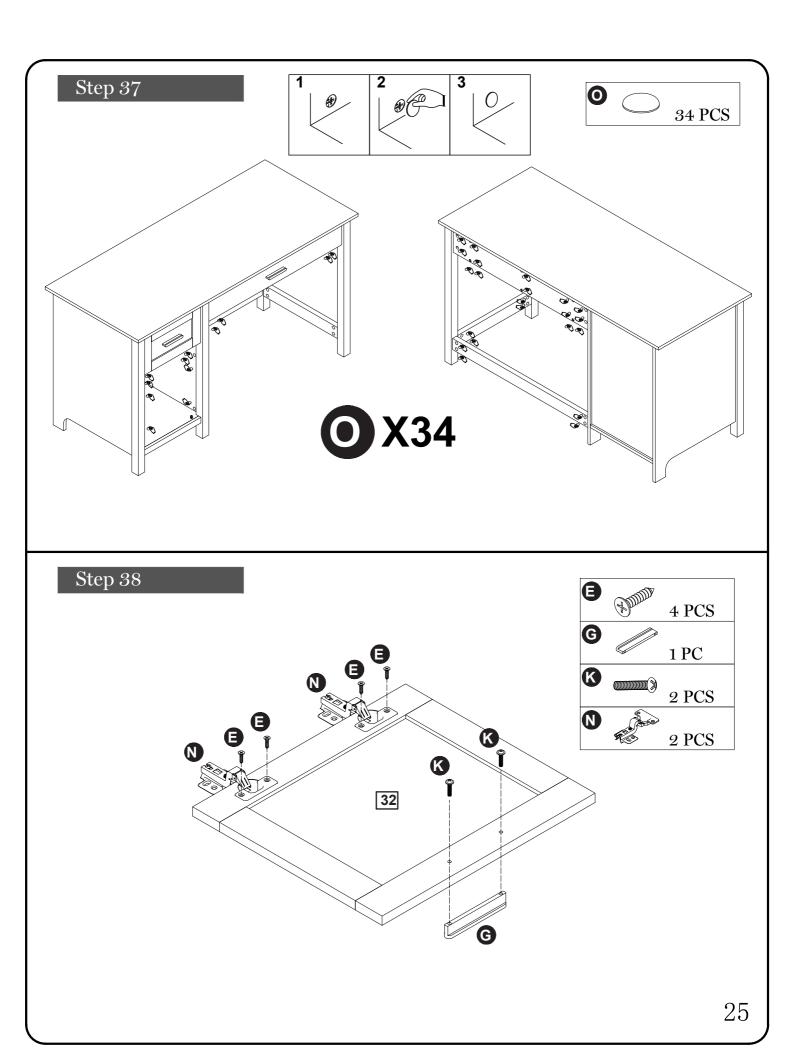


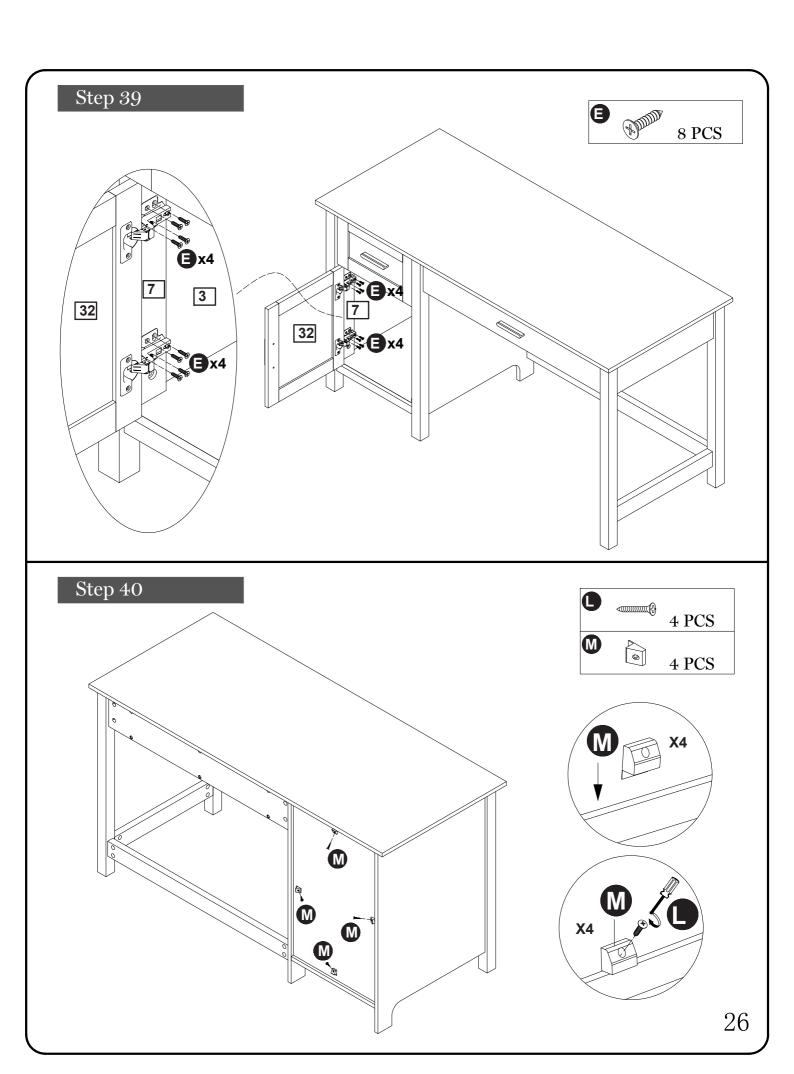
If the drawers do not go in smoothly please remove and repeat Steps 1-3.

To Remove the Drawer:

- 1. Fully extend the drawer.
- 2.Push the left release latch up and the right one down.
- 3.Pull the drawer out while supporting it.



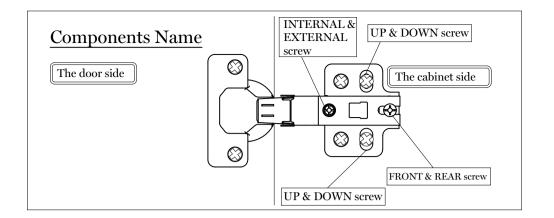


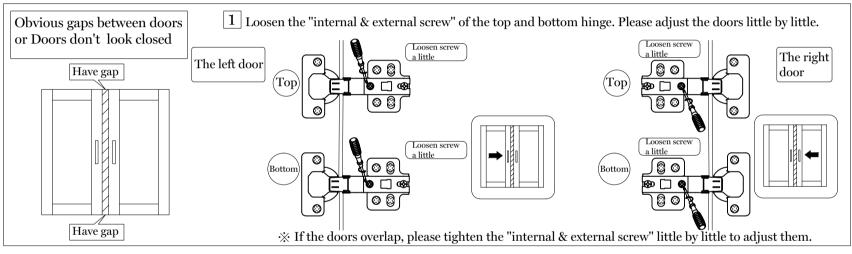


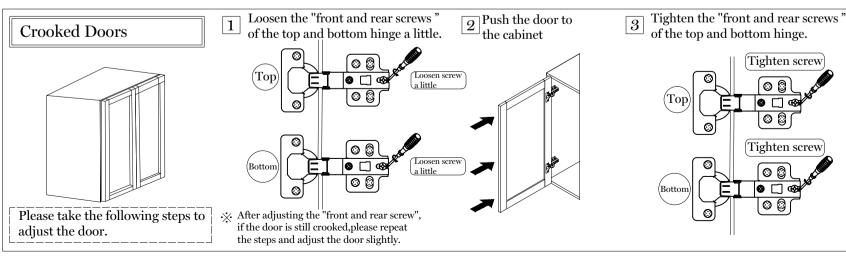


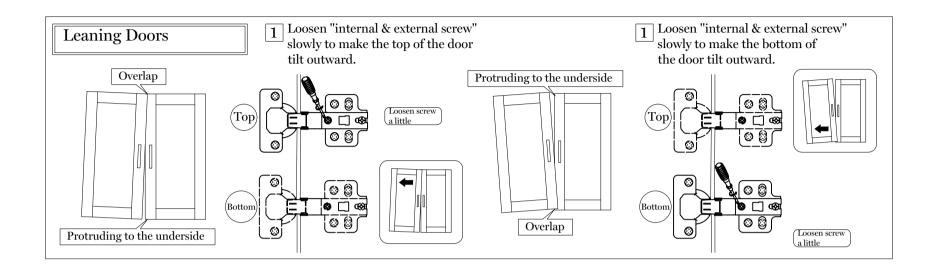
Door Adjustments

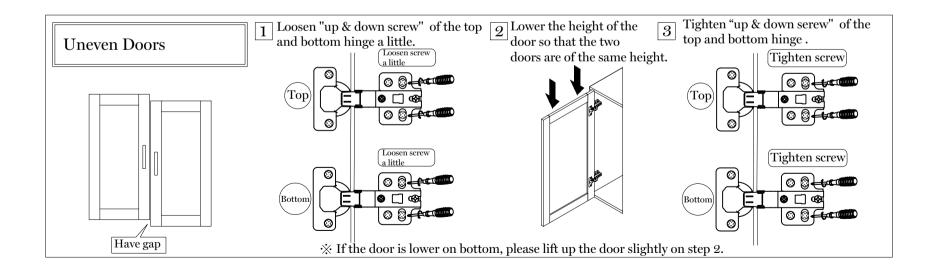
- Before adjusting the hinge, please check whether the cabinet is level.
- Please adjust the hinge with the door open.
- 2 people may be required to adjust the doors, one person holds the door and the other adjusts the screw.



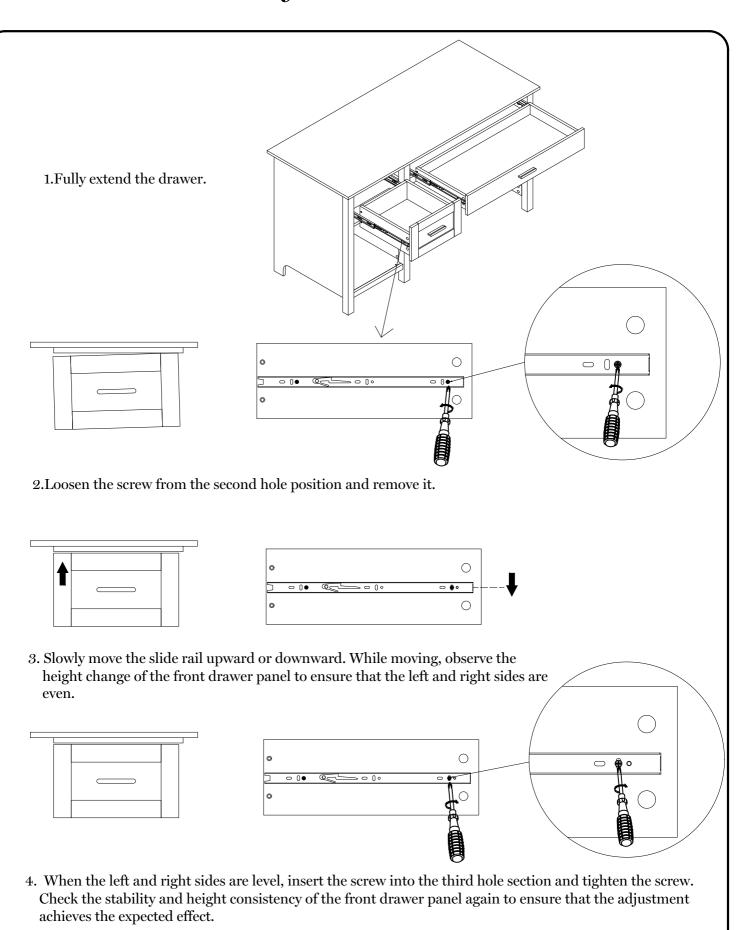








Drawer Adjustment Instructions



* If the front drawer panel is still not level, repeat the above steps on the other side of the drawer.

Quality and Safety Guidelines

- Please follow the static and dynamic weight capacity limits provided on this item. If you are unsure of the weight capacities for this product, email us at customerexperience@theubiquegroup.com or call 866-552-2810.
- Please use this item on a stable, level surface only. All table legs should contact the flooring surface when in use.
- Do not use this item if any instability is detected.
- This item is intended as a table only, do not climb, stand or sit on this item.
- Do not use this item as a TV stand.
- To prevent pinching or crushing injuries, please ensure fingers are away from the hinge lines when closing the doors and drawer slides and interior spaces when shutting the drawers.
- Do not push or pull this item to move it, team lift to reposition.
- The item is intended to be used indoors.
- For maintenance instructions and replacement parts, please email us at customerexperience@theubiquegroup.com or call 866-552-2810.
- Please review and retain all assembly instructions, safety and quality guidelines and product warnings for future reference.
- For product longevity, product safety and product integrity, protect from wet or humid weather and store indoors in a dry location. For additional storage instructions, please email us at customerexperience@theubiquegroup.com or call 866-552-2810.
- Please visit www.theubiquegroup.com for our product warranty details or email us at customerexperience@theubiquegroup.com or call 866-552-2810.
- Please inspect this product regularly to make sure there are no damaged or worn parts. Also inspect to make sure all hardware is tightened correctly and securely. For inspection instructions, please email us at customerexperience@theubiquegroup.com or call 866-552-2810.
- If any parts are damaged or worn, please stop using the product. Repair this product with manufacturer supplied parts only.