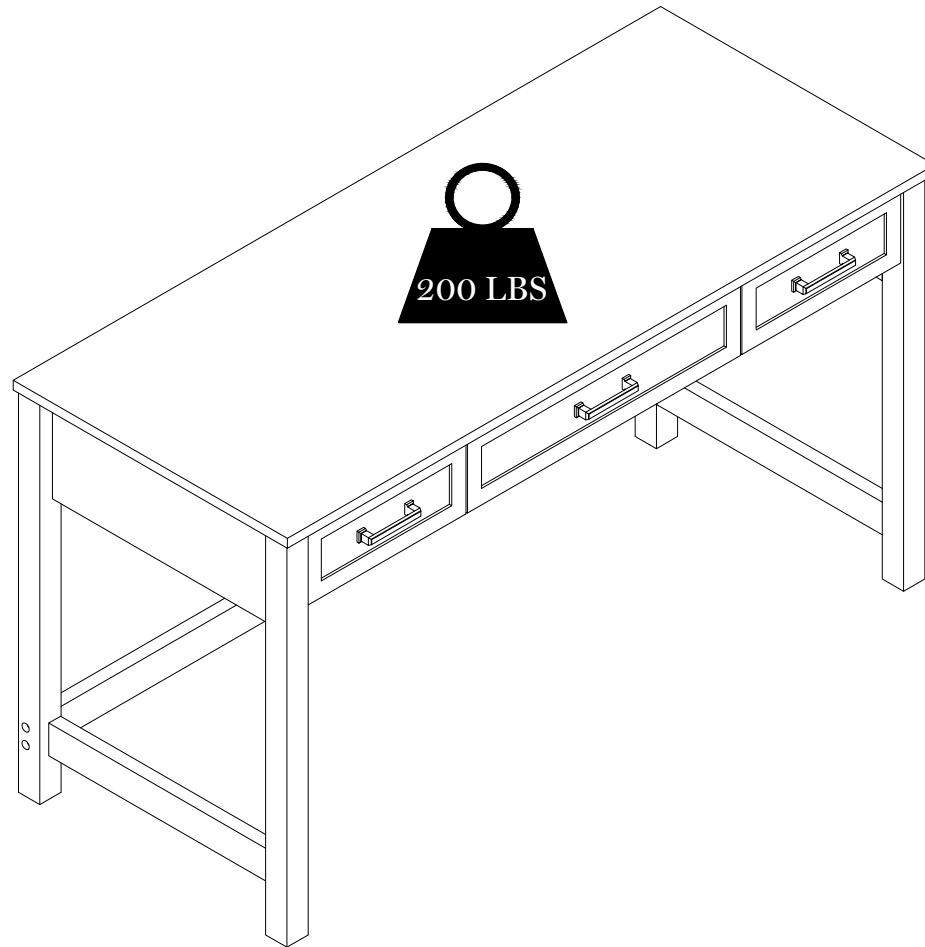
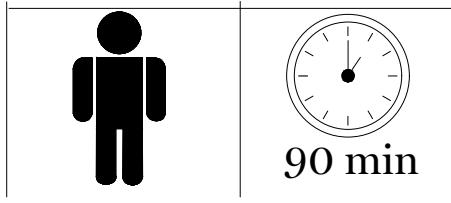


# Home Office Desk

196861189296  
196861189302



## ASSEMBLY INSTRUCTIONS

**Before You Begin: Phillips screwdriver and hammer or rubber mallet required (Not Included).**

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.



# Safety and Care Advice

## 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

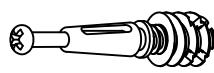
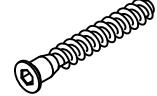
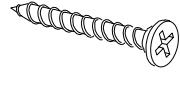
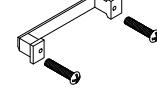
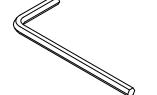
To help prevent product toppling over please follow the below steps:

- Use the anti tip strap 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 check you have all the parts listed below

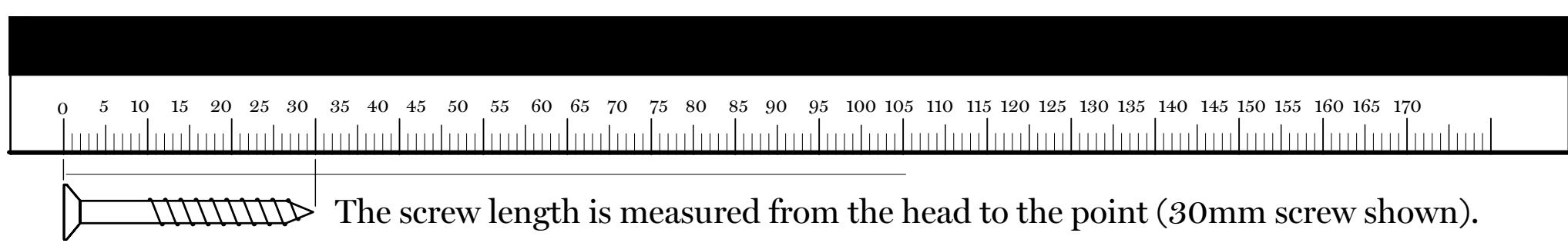
**Note:** The quantities below are the correct amount to complete the assembly. In some cases more hardware may be supplied than is required.

<b>A</b>  Male Camlock x 39	<b>B</b>  Female Camlock x 39	<b>C</b>  Wood Dowel x 18
<b>D</b>  6.8*48mm Screw x 16	<b>E</b>  5*16mm Screw x 4	<b>F</b>  4*30mm Screw x 13
<b>G</b>  Handle & Fixings x 3	<b>H</b>  6*60mm Screw x 4	<b>I</b>  Barrel Nut x 4
<b>J</b>  Floor Glides x 4	<b>K</b>  Ø20 Sticker x 36	<b>L</b>  Allen Wrench x 1
<b>M</b>  4*35mm Screw x 3		

## Tools required



Phillips screwdriver and hammer or rubber mallet  
(Not Included)



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

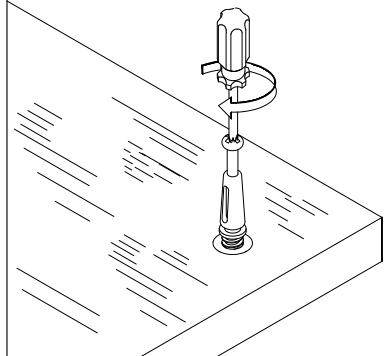
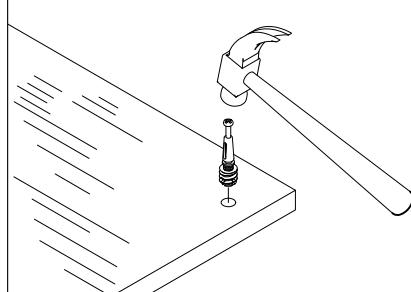
# Using Camlocks

## Step 1

Connect the male camlock as directed in the assembly instructions using a screwdriver.

DO NOT OVER TIGHTEN.

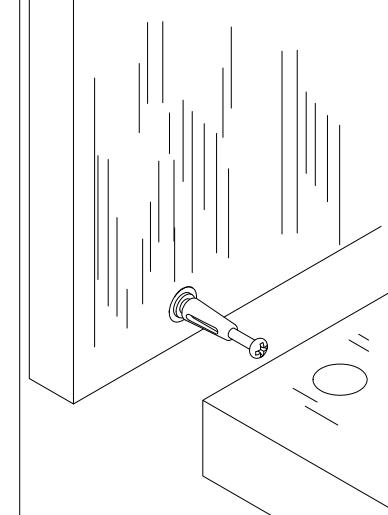
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## Step 2

Push the male camlock into the entry hole.

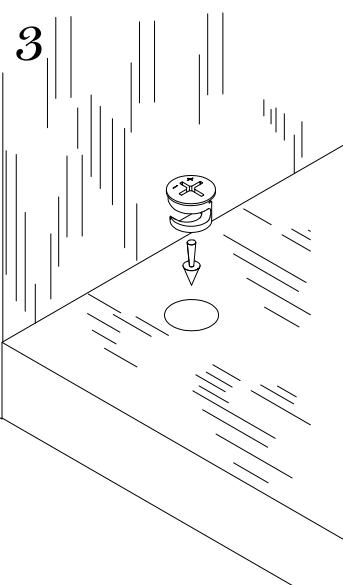
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## Step 3

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.



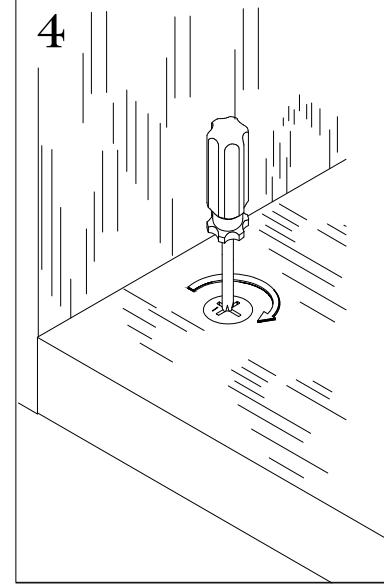
## Step 4

Turn the female camlock clockwise with a screwdriver.

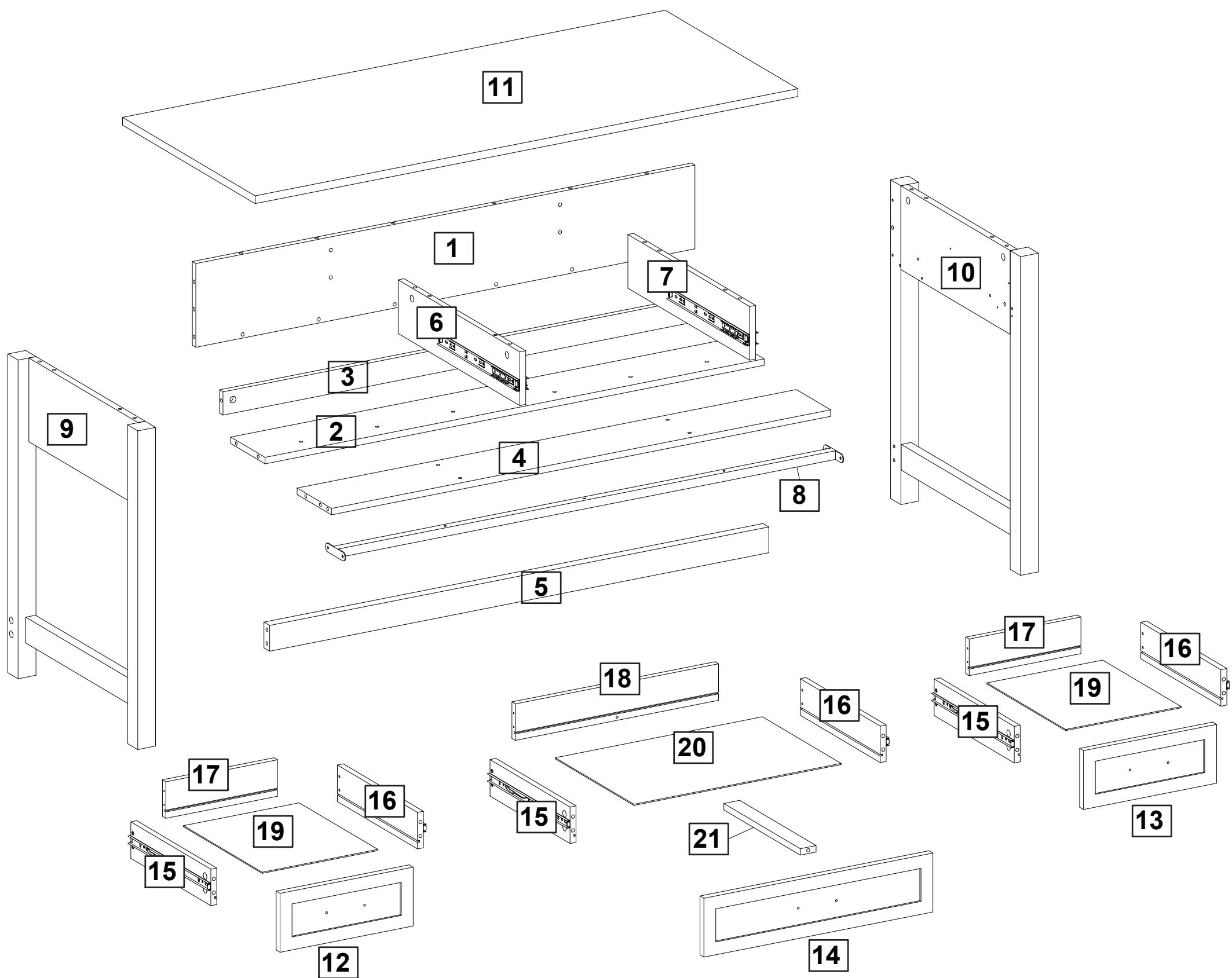
You should feel a click when the camlock is locked in place.

The joint is now secure.

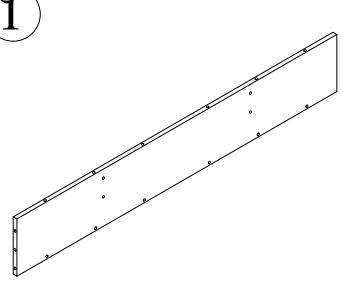
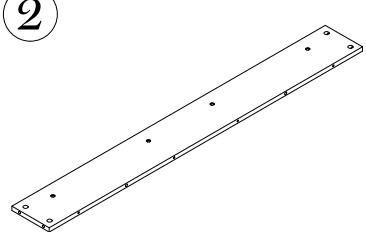
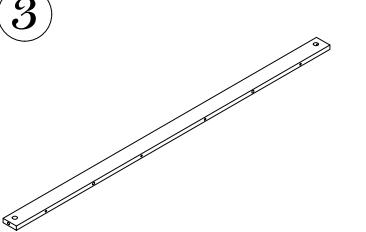
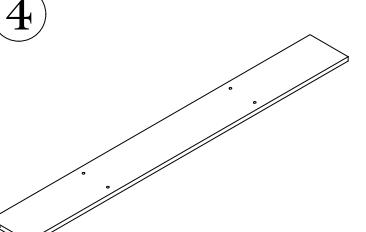
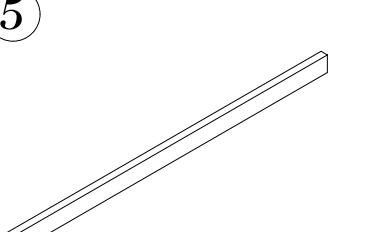
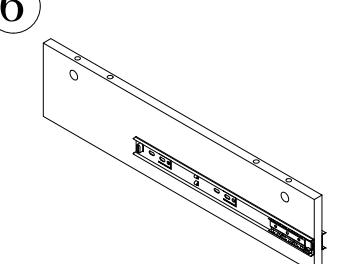
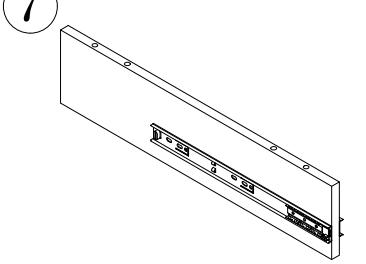
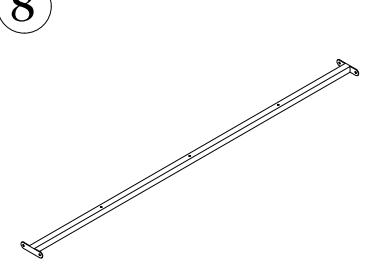
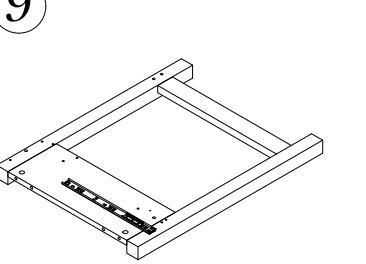
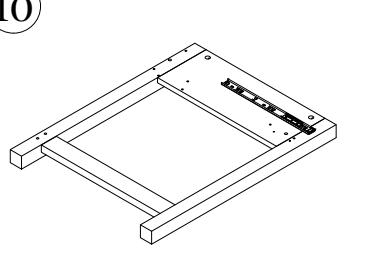
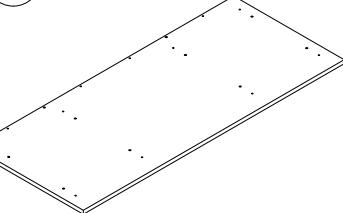
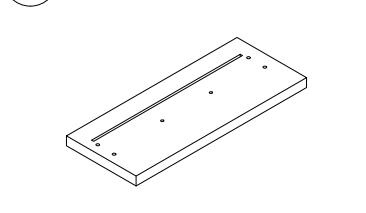
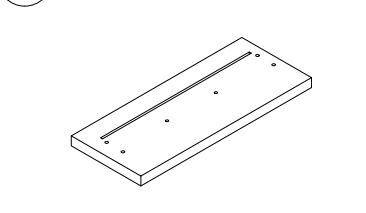
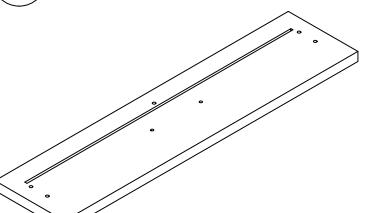
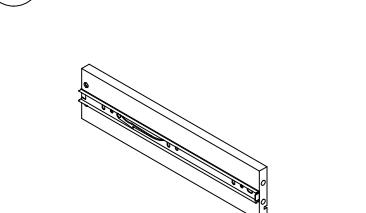
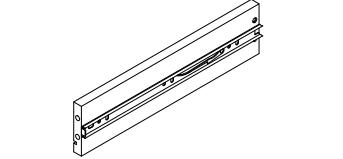
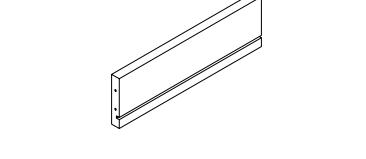
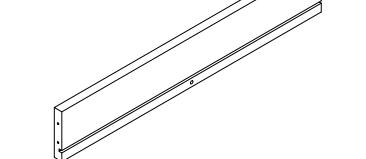
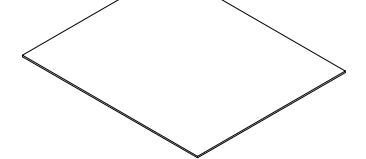
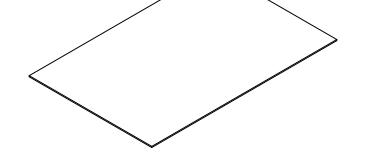
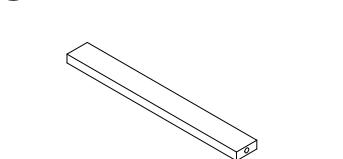
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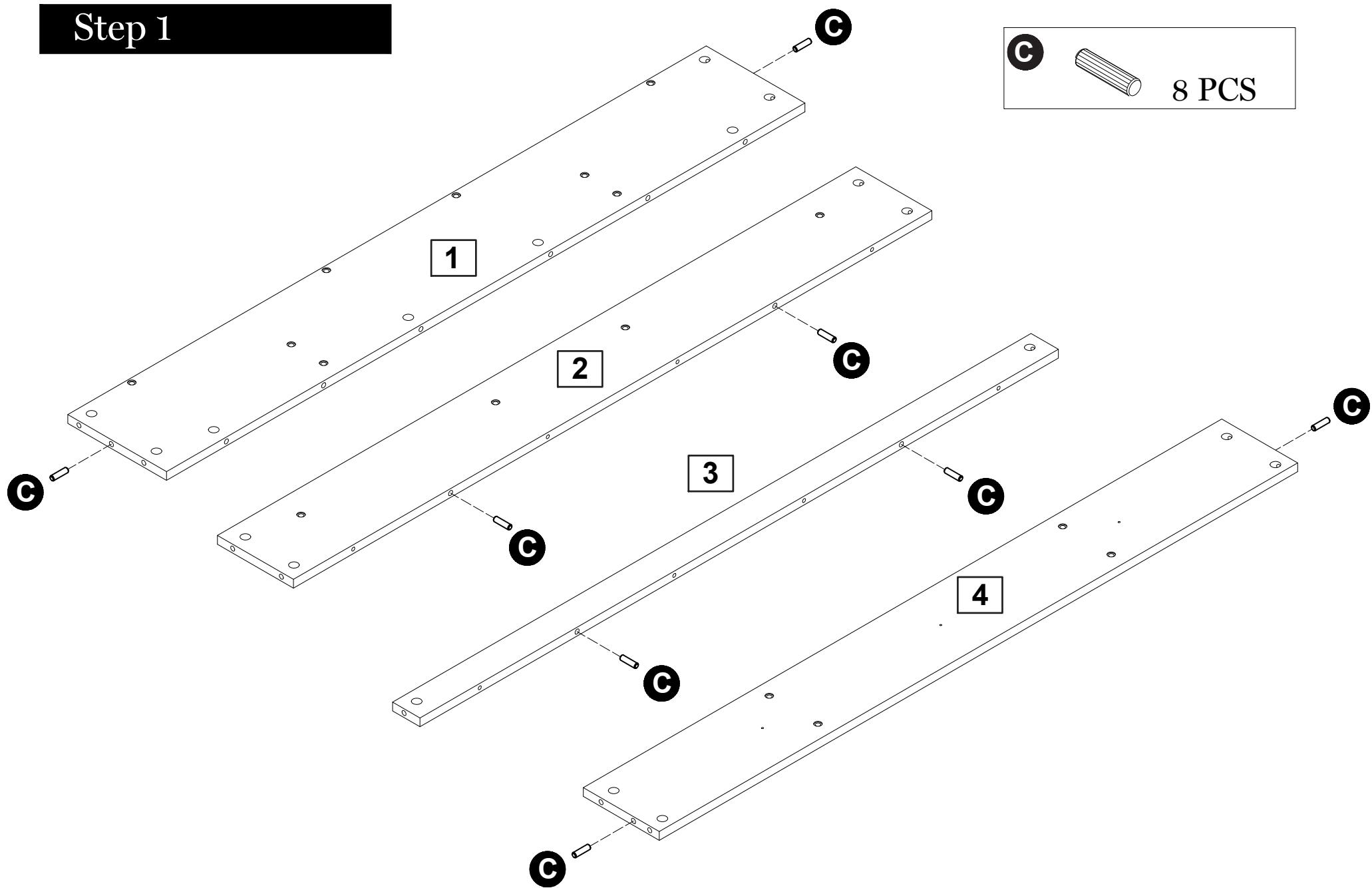
# Parts



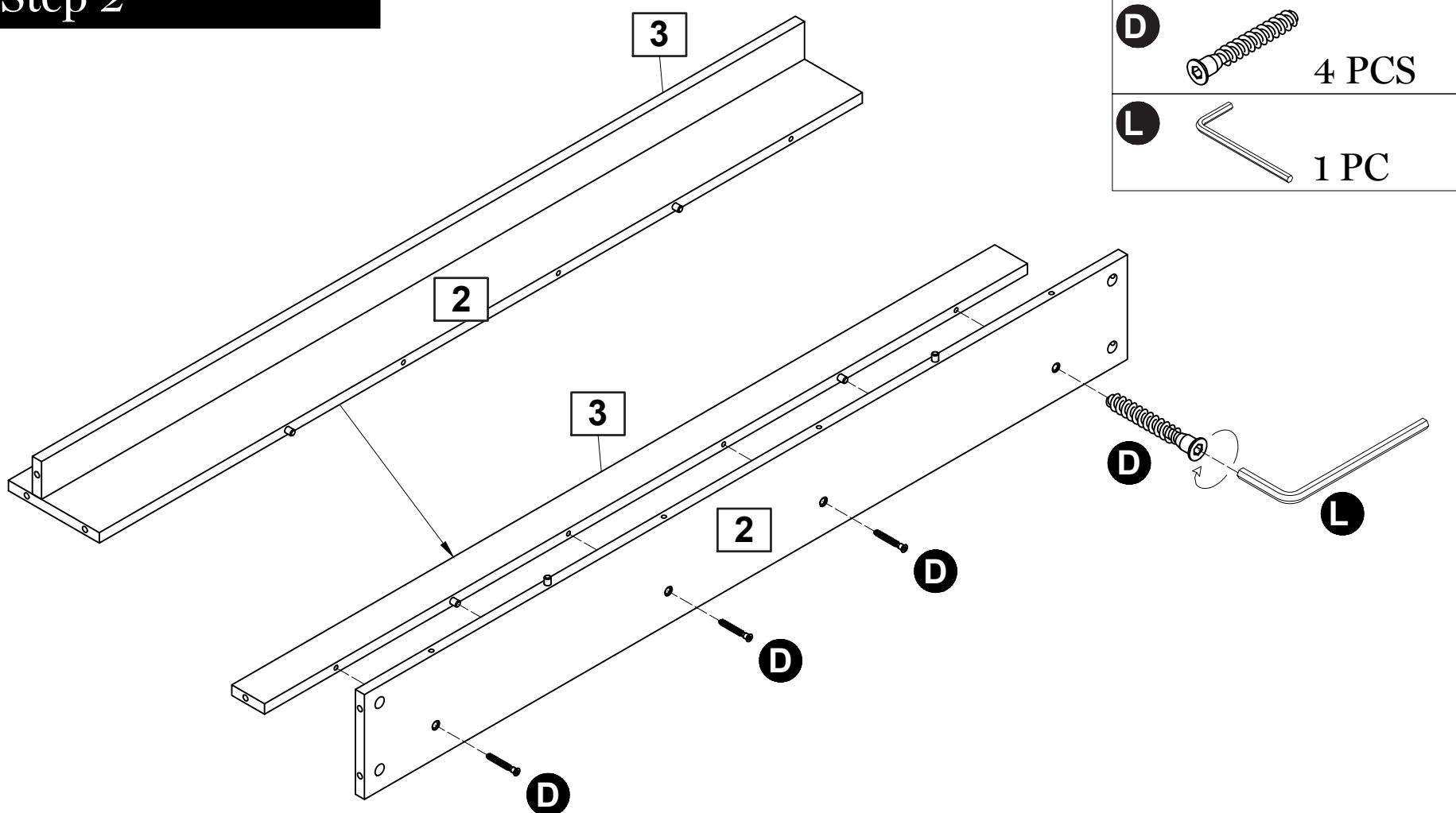
# Parts

				
Back Panel 1 PC	Center Brace 1 PC	Center Brace 1 PC	Front Brace 1 PC	Bottom Brace 1 PC
				
Left Middle Panel 1 PC	Right Middle Panel 1 PC	Iron Bar 1 PC	Left Panel 1 PC	Right Panel 1 PC
				
Table Top 1 PC	Drawer Front Panel 1 PC	Drawer Front Panel 1 PC	Drawer Front Panel 1 PC	Left Drawer Panel 3 PCS
				
Right Drawer Panel 3 PCS	Drawer Rear Panel 2 PCS	Drawer Rear Panel 1 PC	Bottom Drawer Panel 2 PCS	Bottom Drawer Panel 1 PC
				
Drawer Support Bar 1 PC				

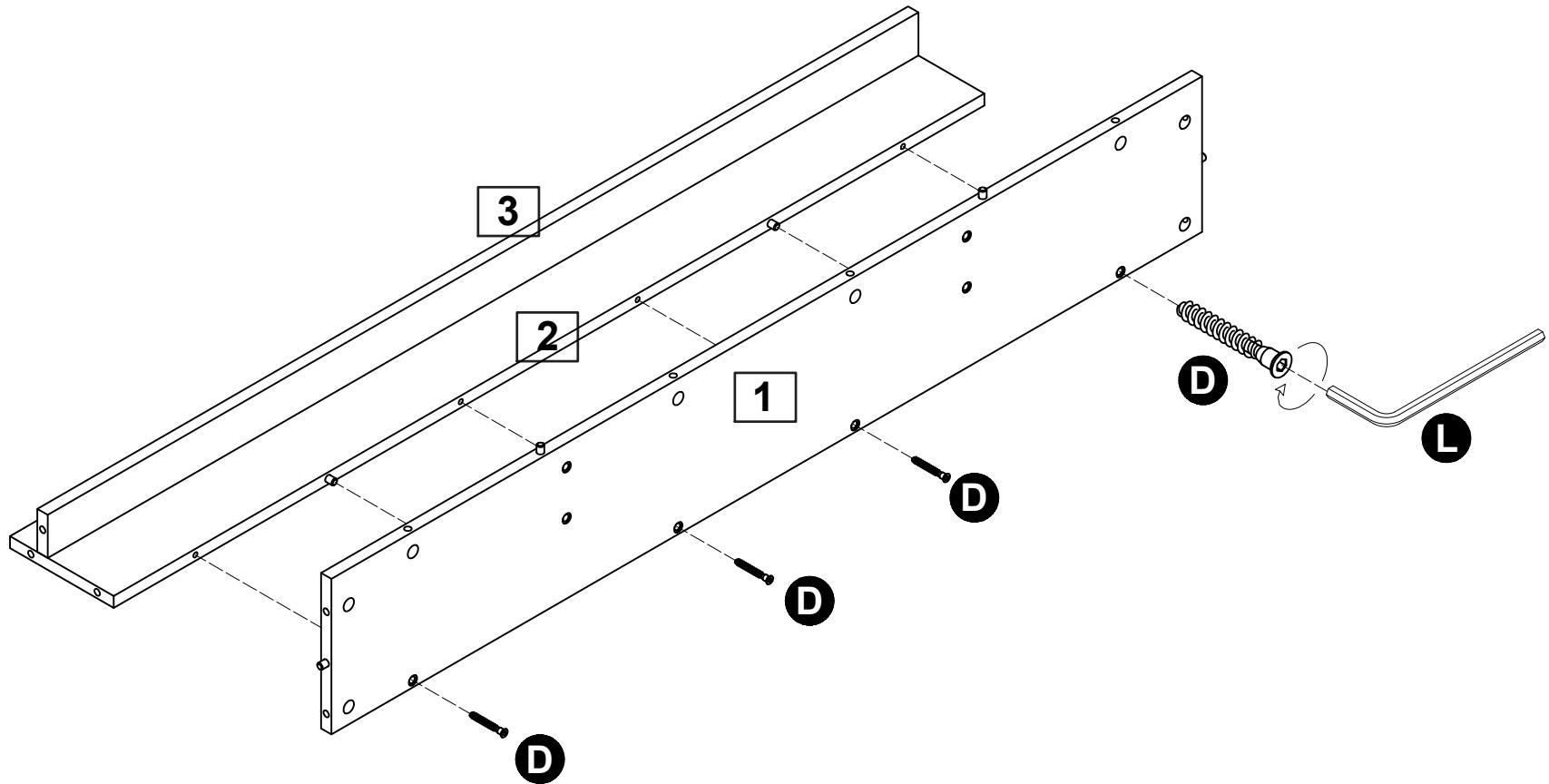
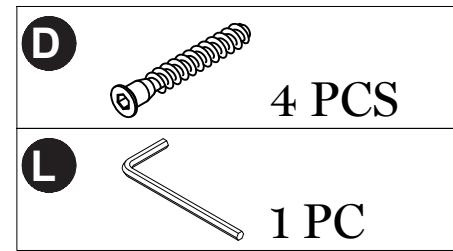
## Step 1



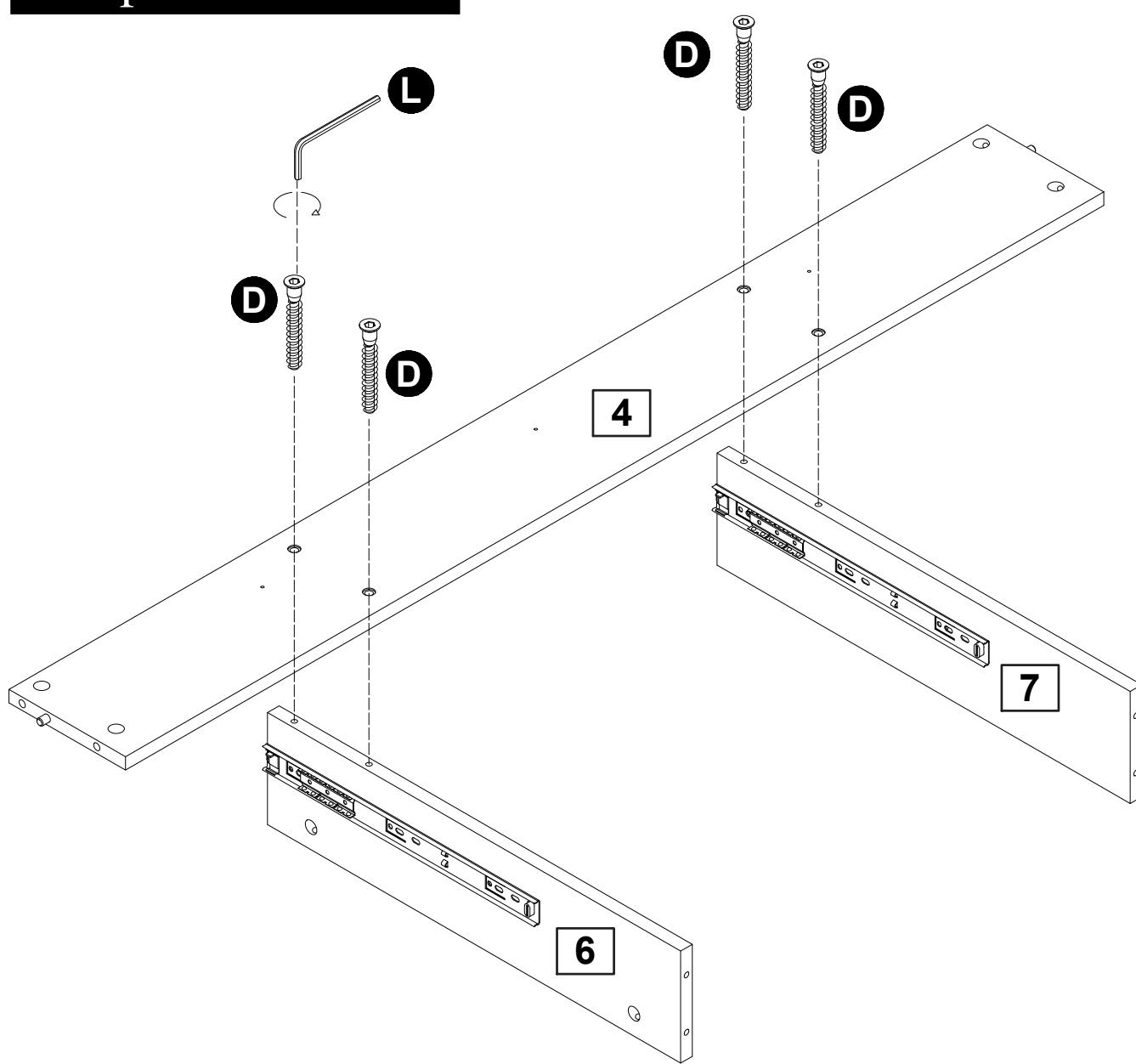
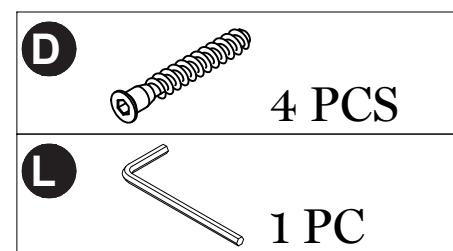
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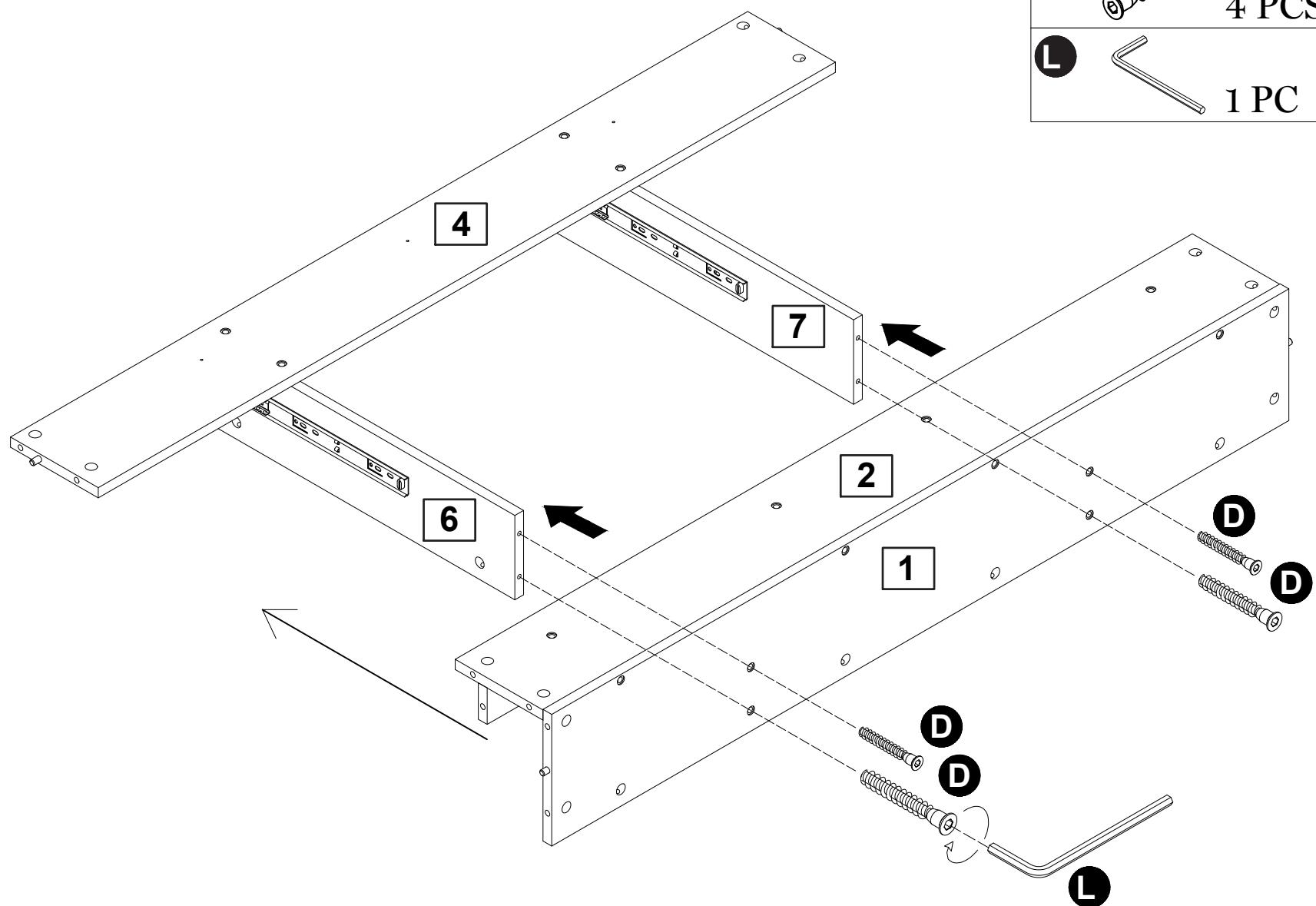
## Step 3



## Step 4

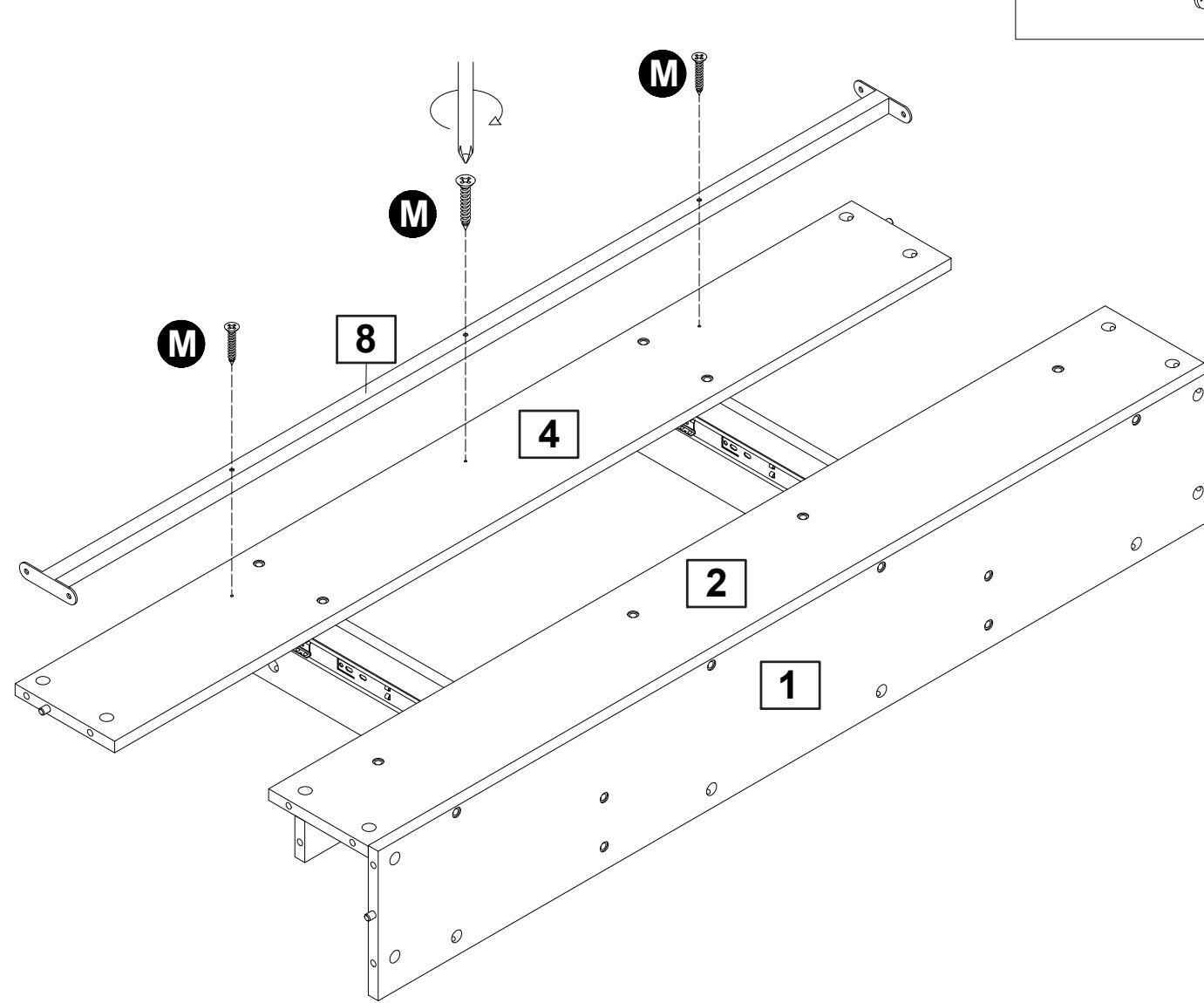


## Step 5



D	4 PCS
L	1 PC

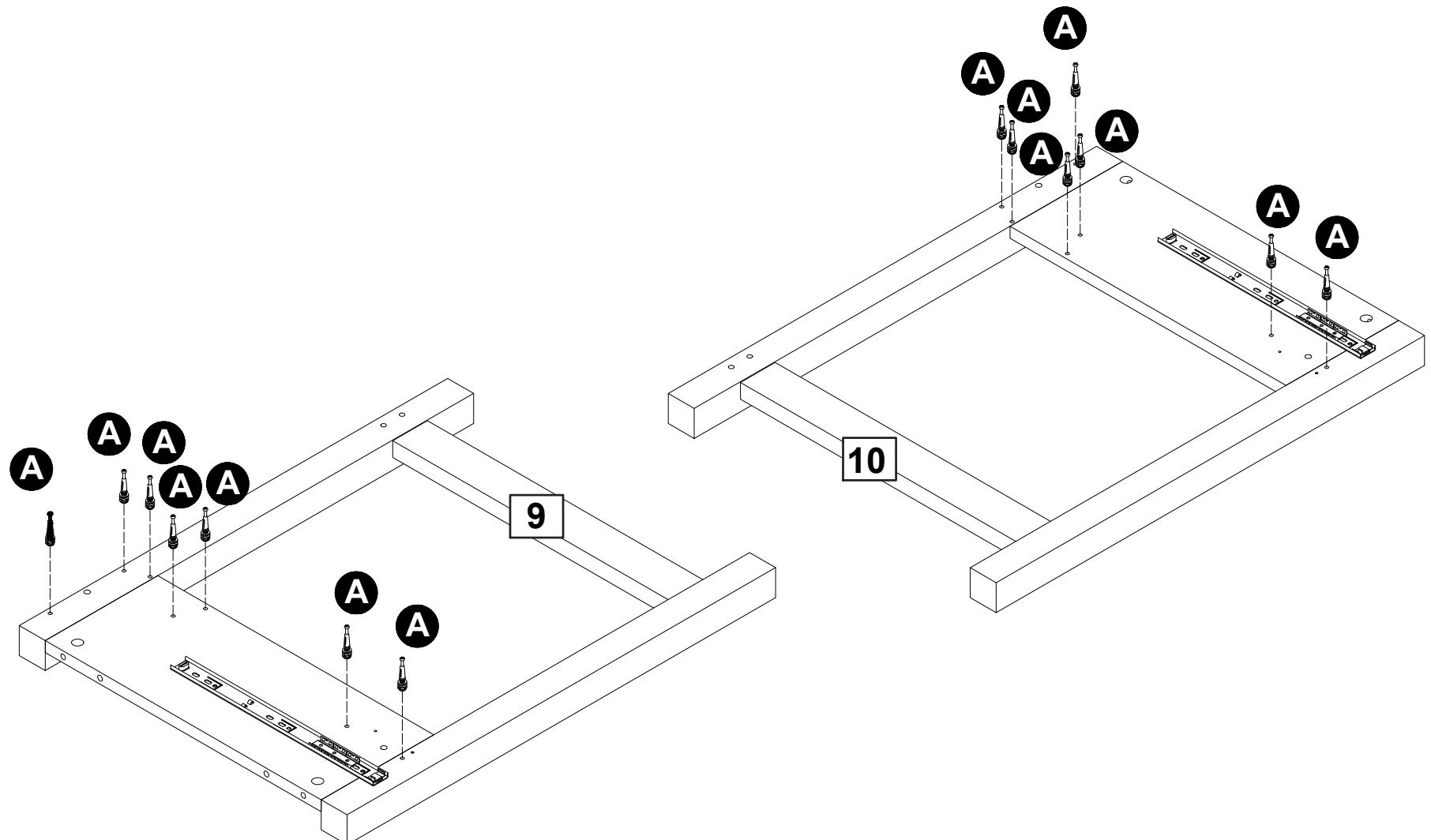
## Step 6



M	3 PCS
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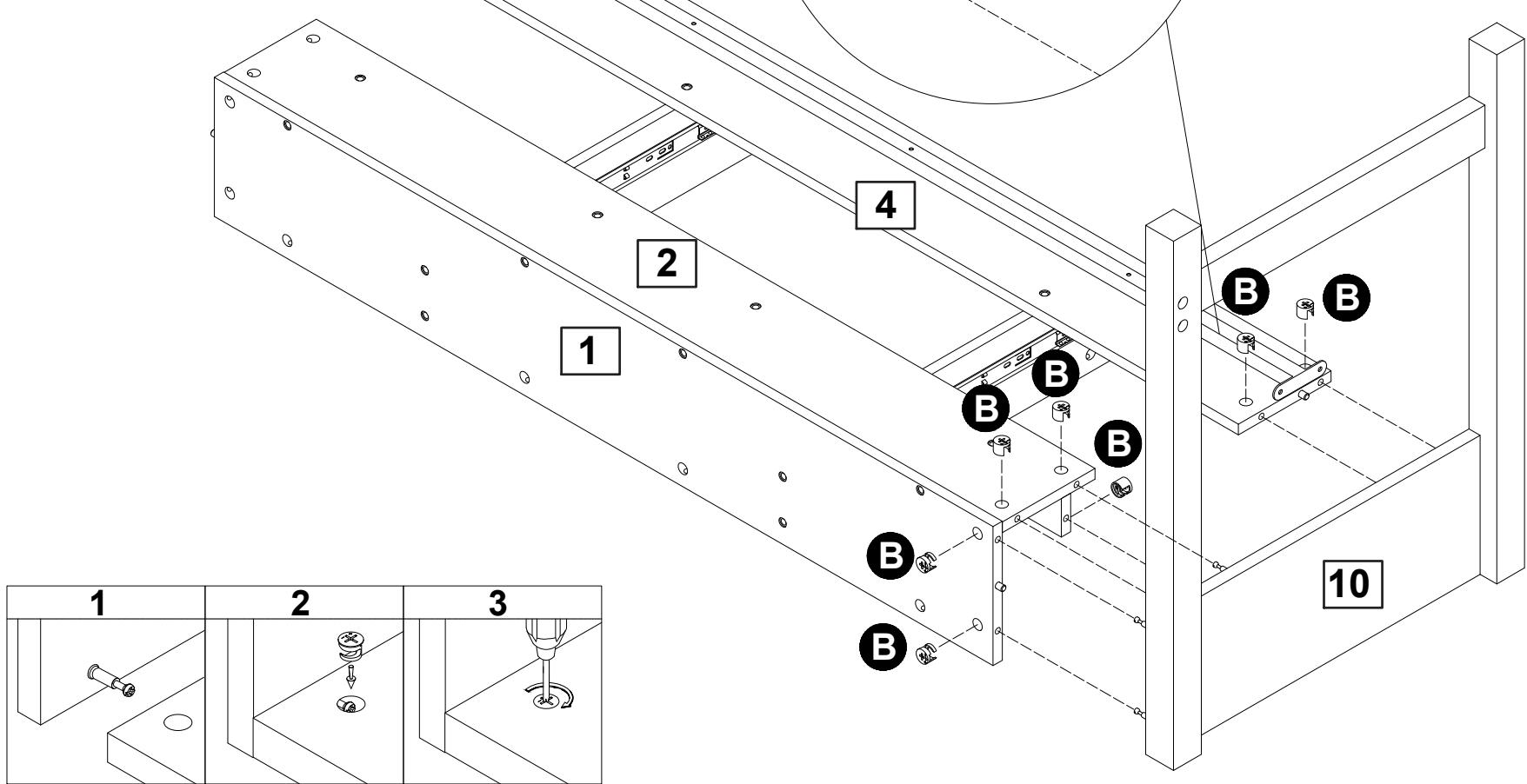
## Step 7

**A** 14 PCS

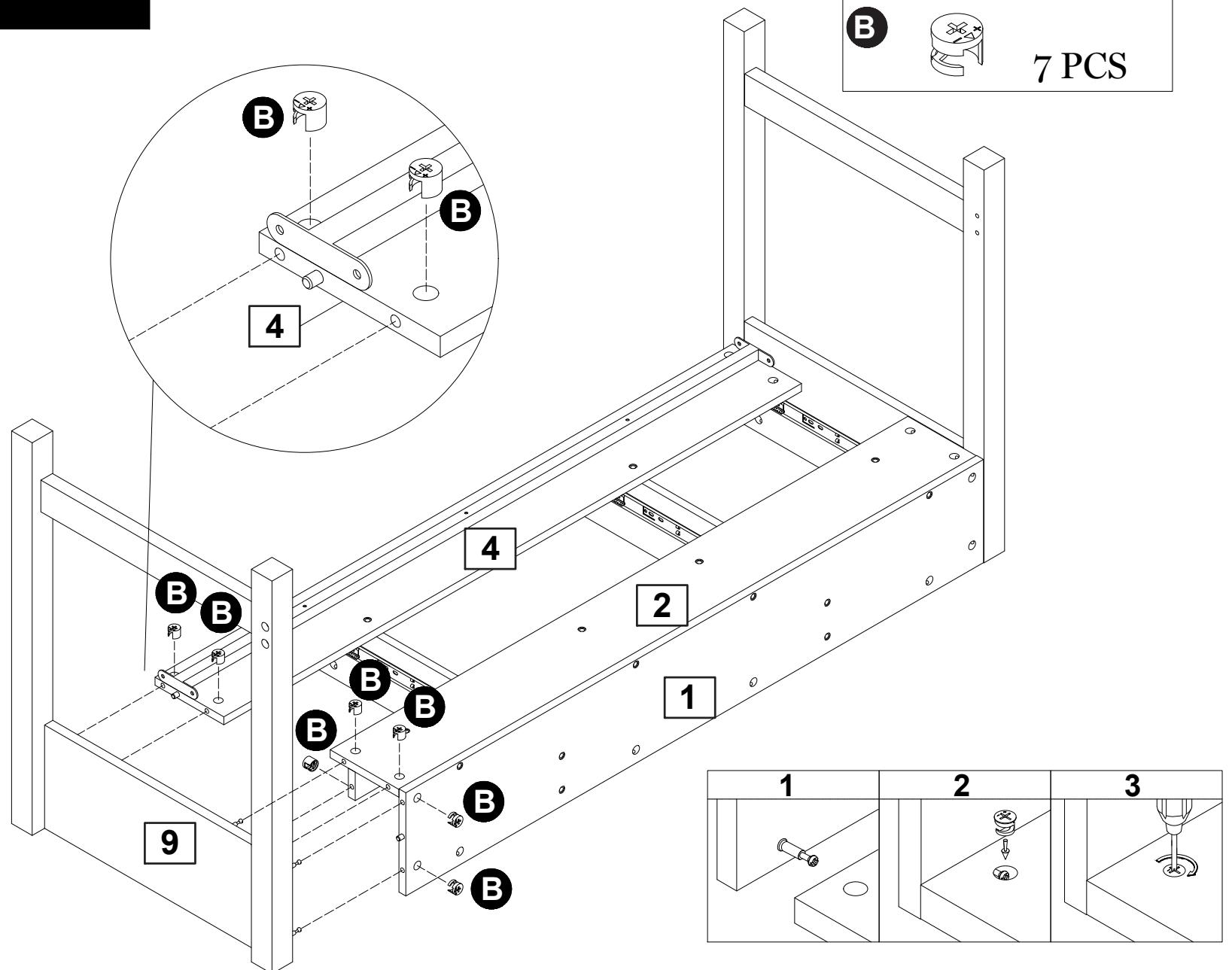


## Step 8

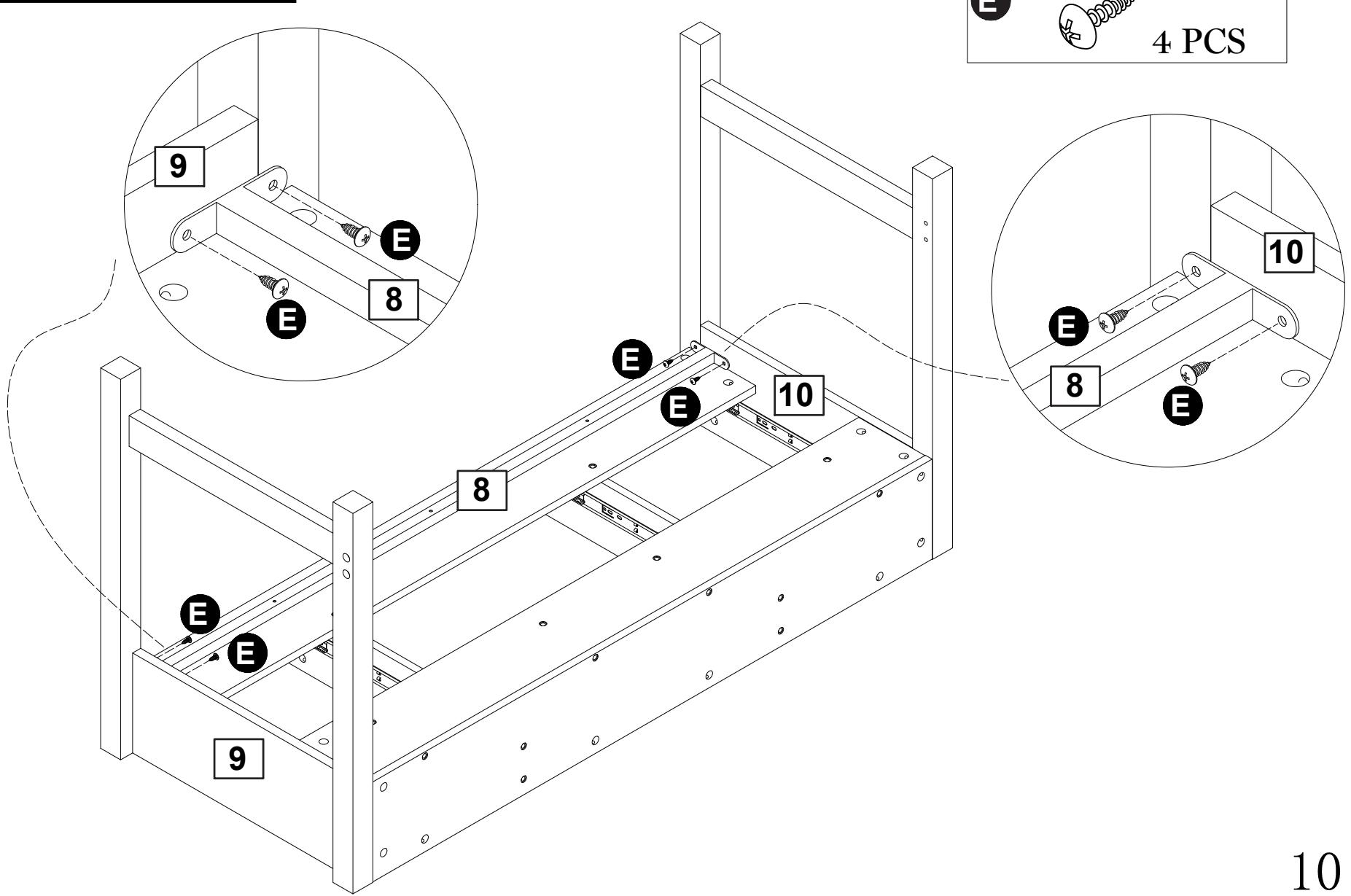
**B** 7 PCS



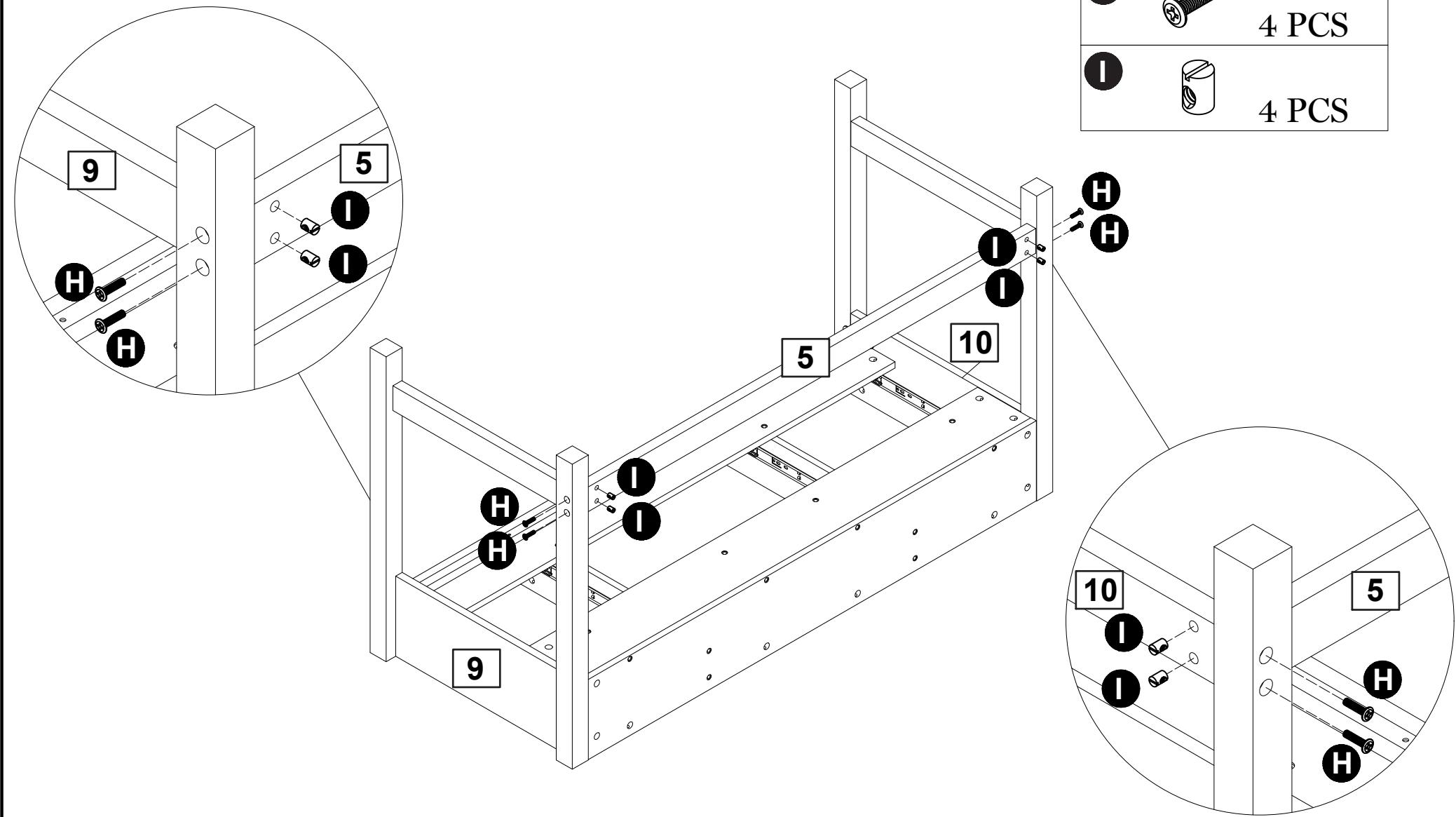
## Step 9



## Step 10

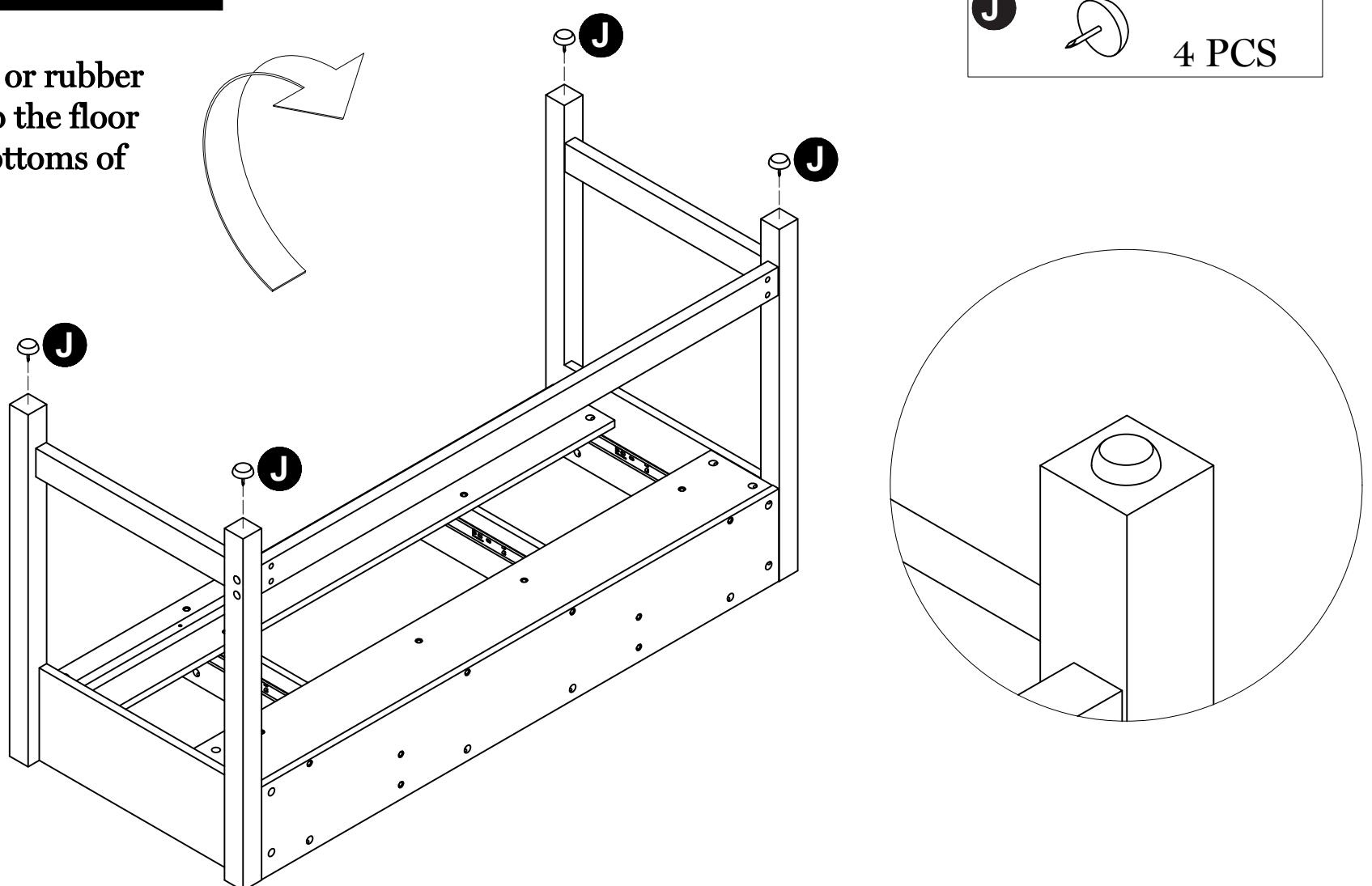


## Step 11

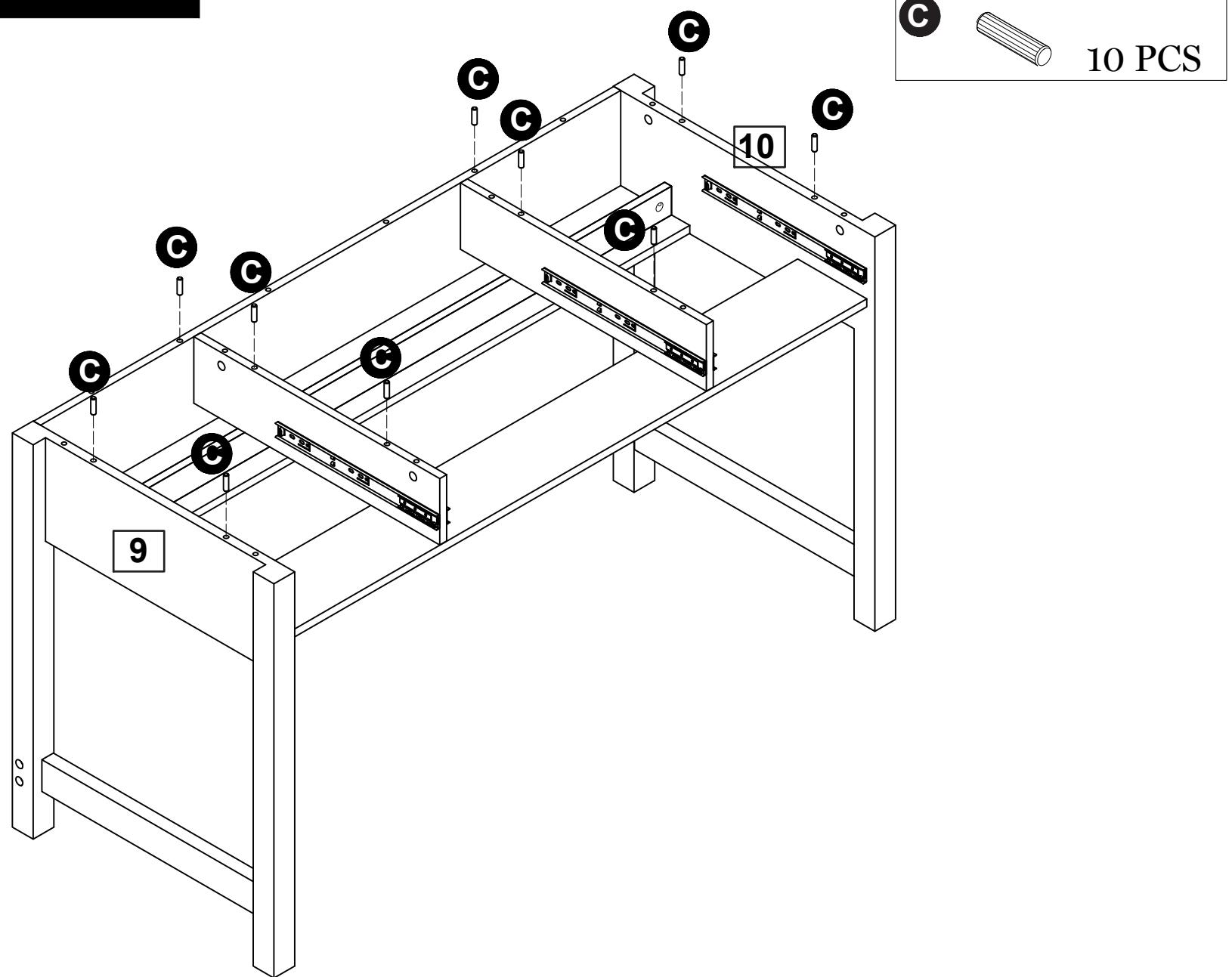


## Step 12

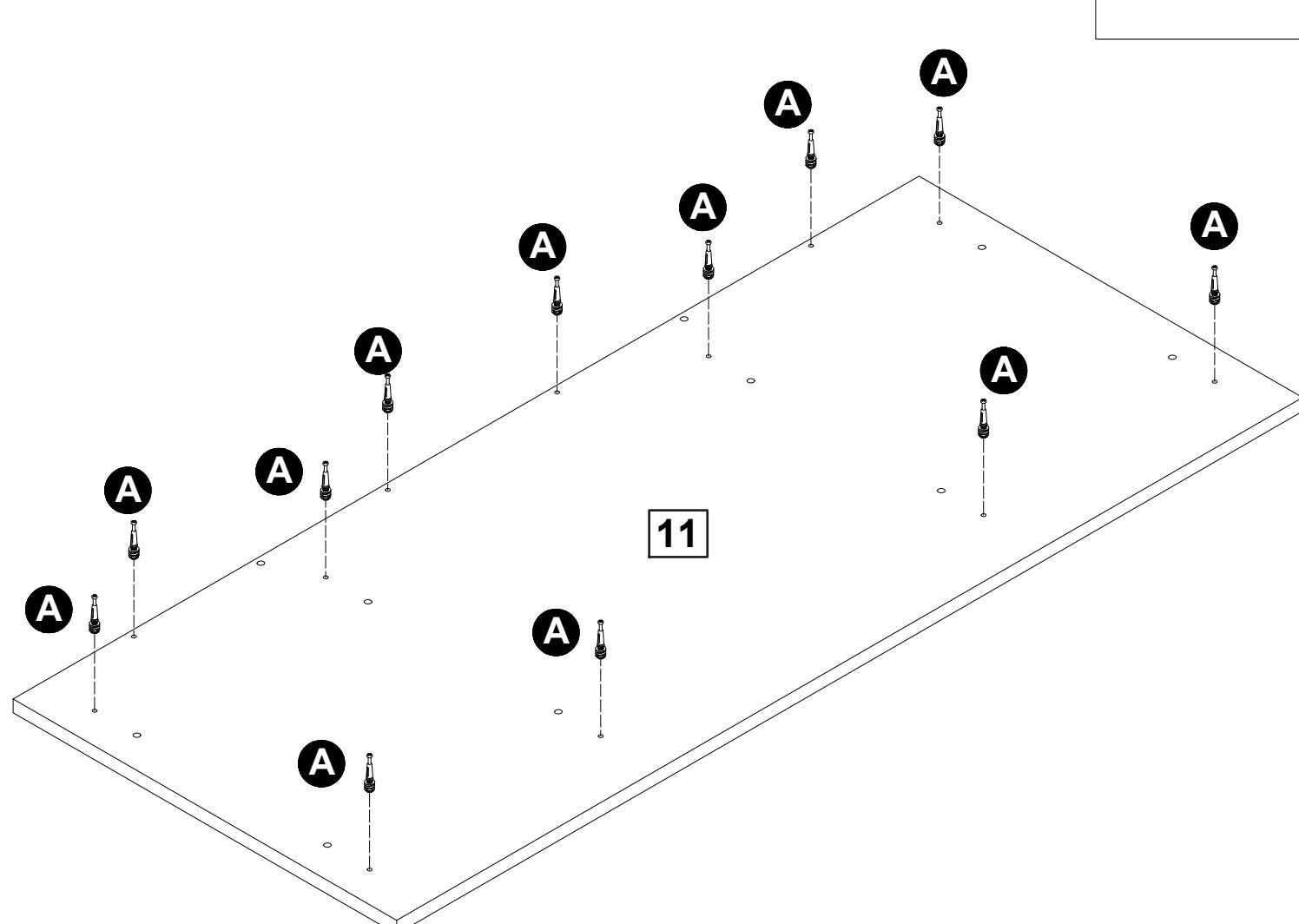
Using a hammer or rubber mallet, gently tap the floor glides into the bottoms of the legs.



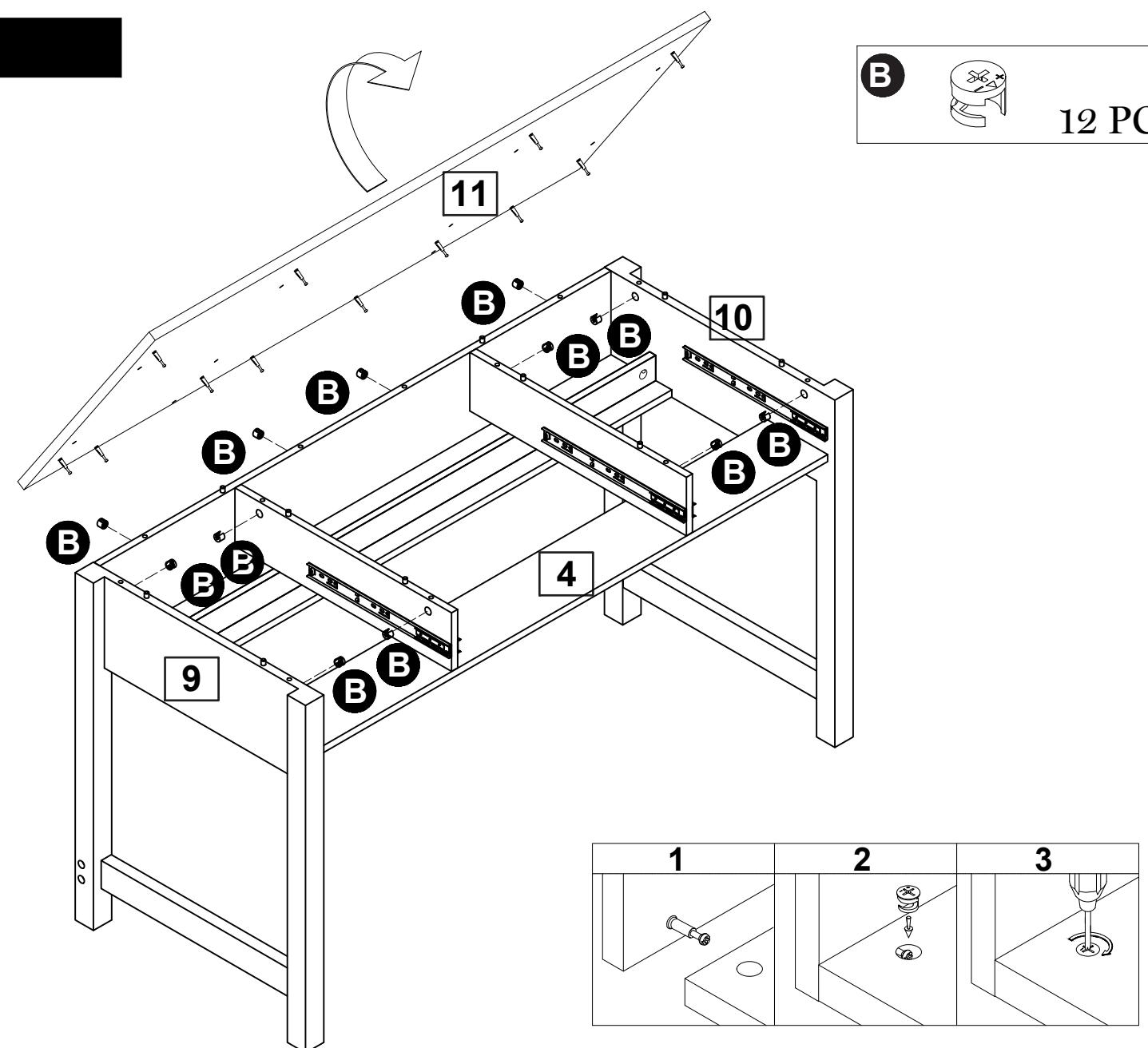
### Step 13



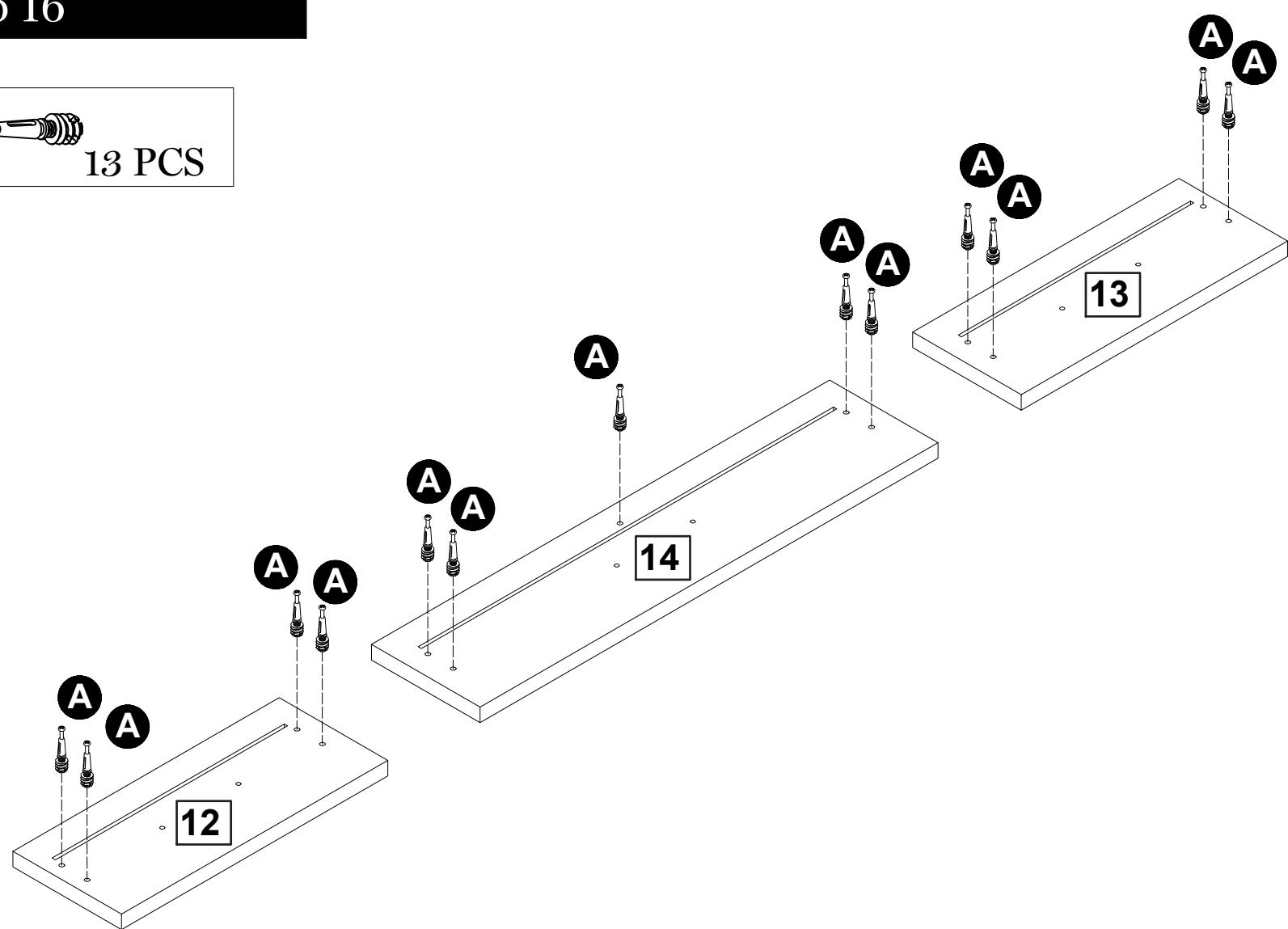
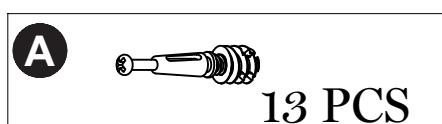
### Step 14



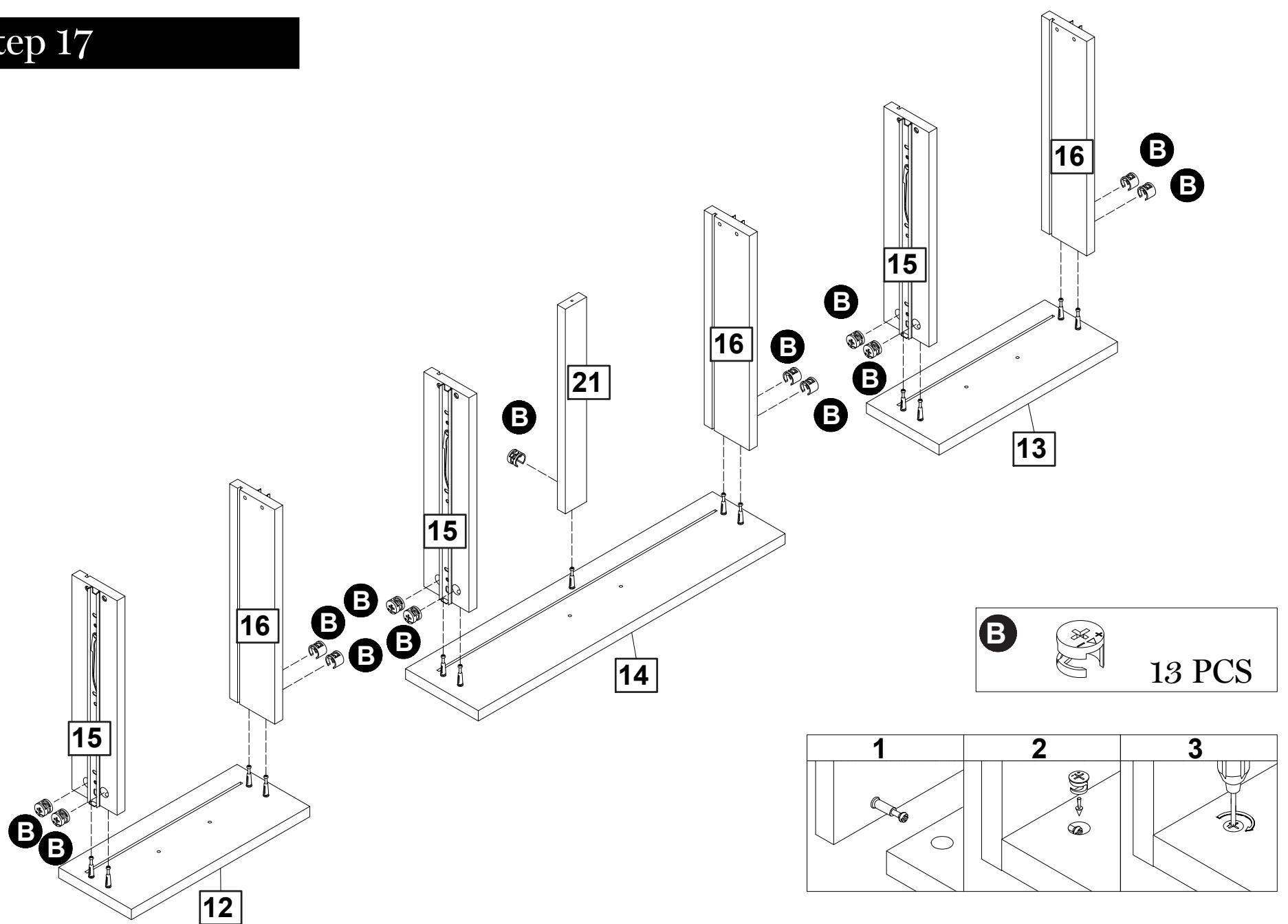
## Step 15



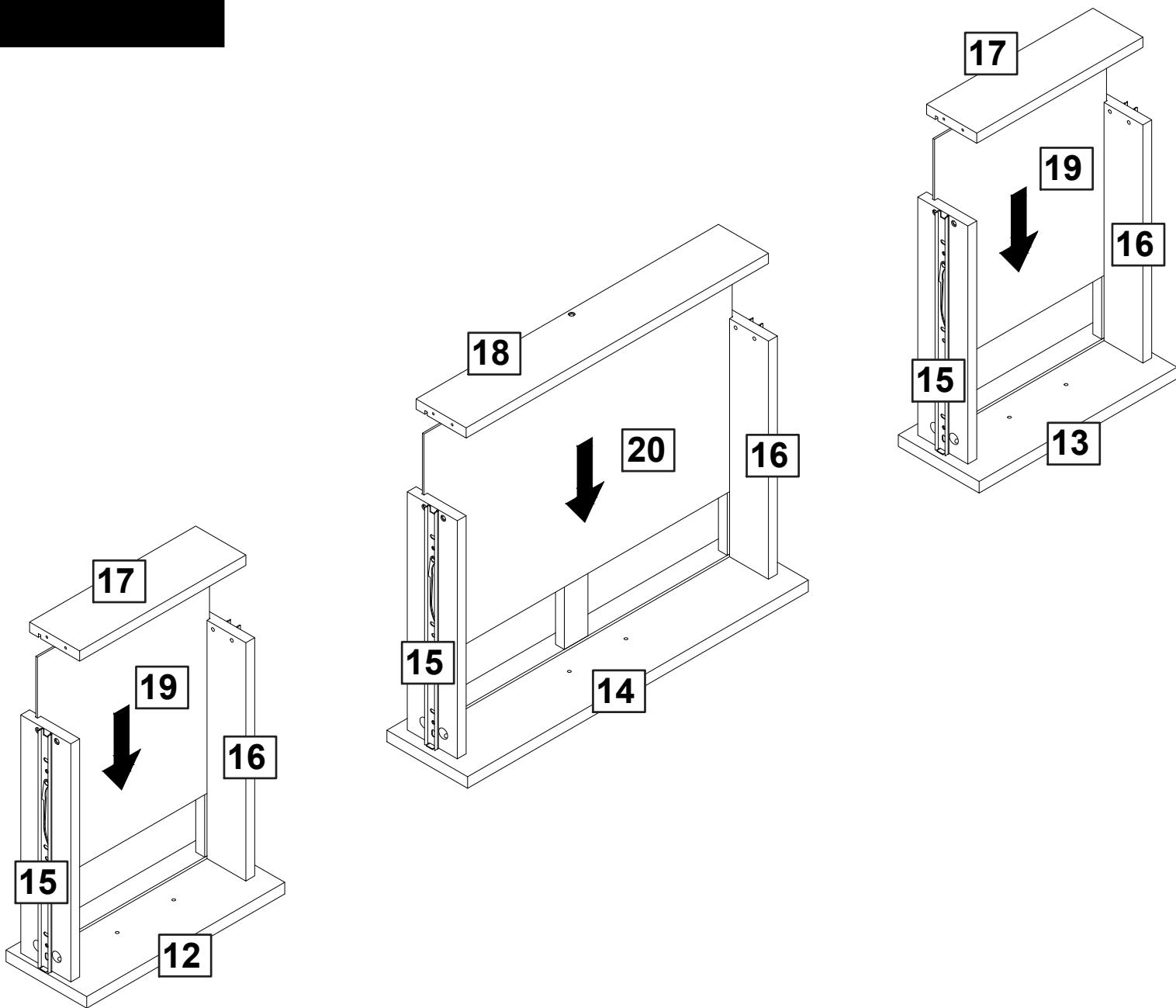
## Step 16



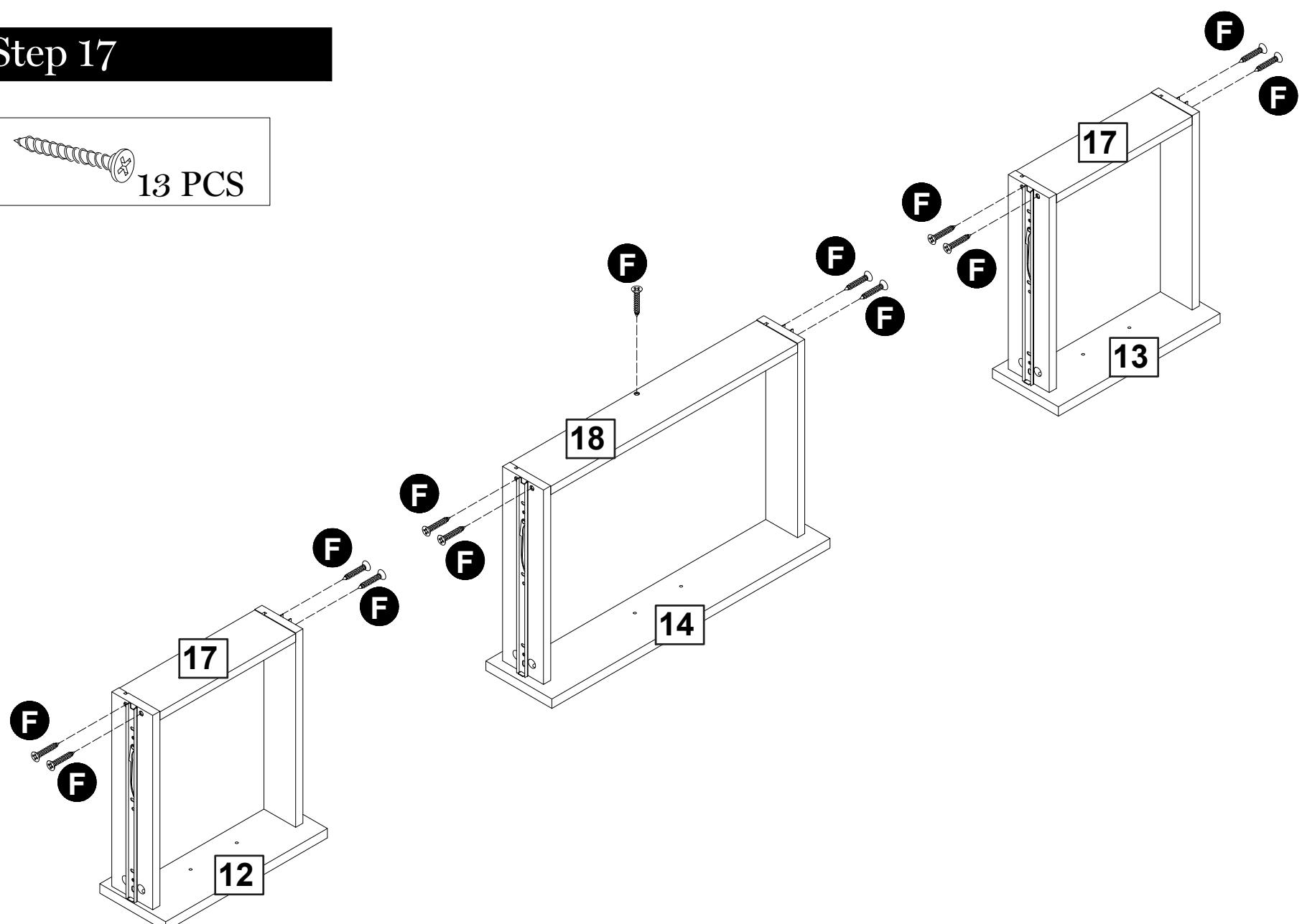
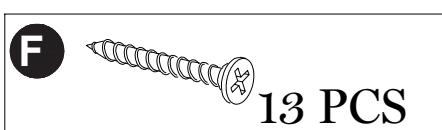
## Step 17



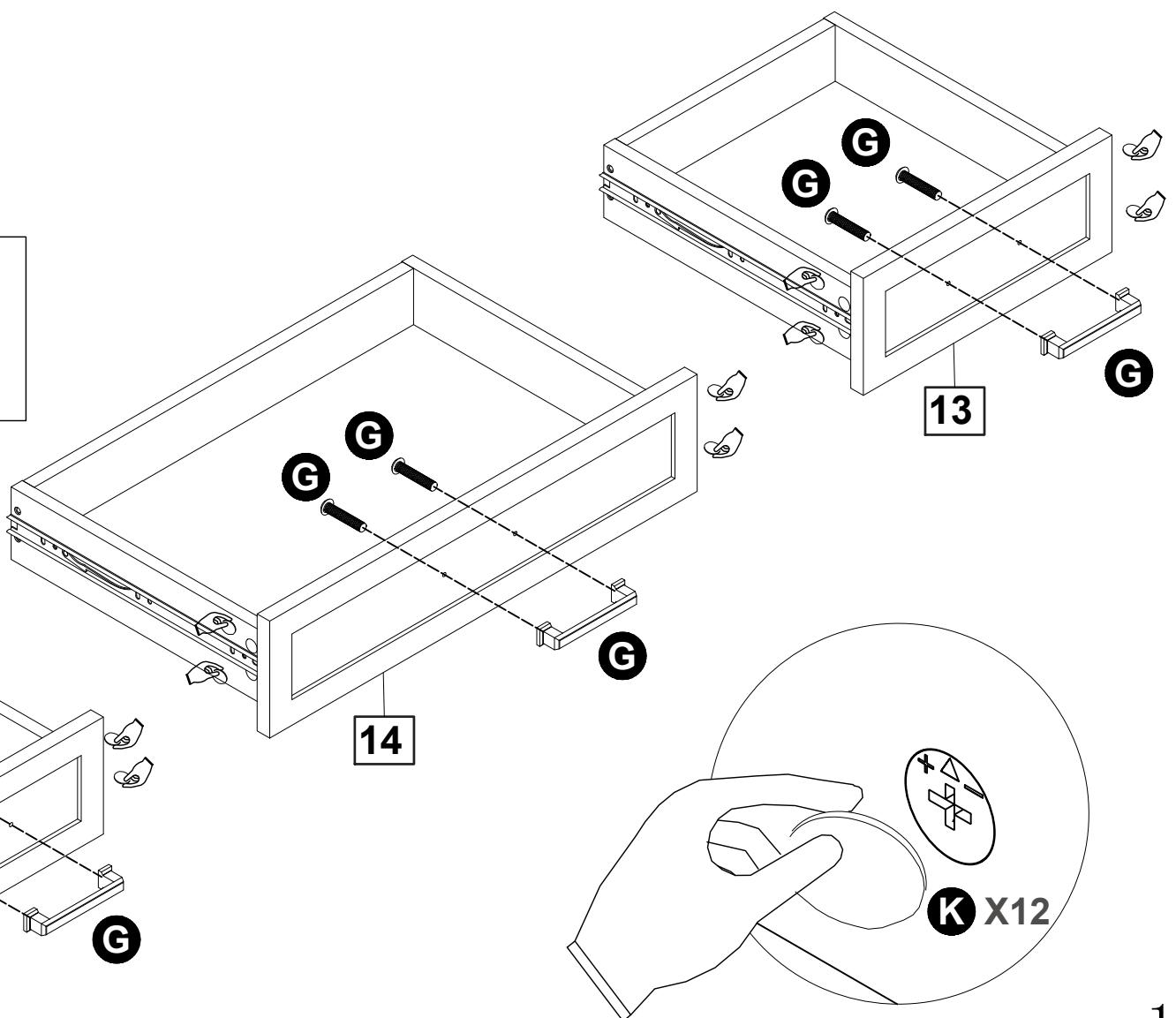
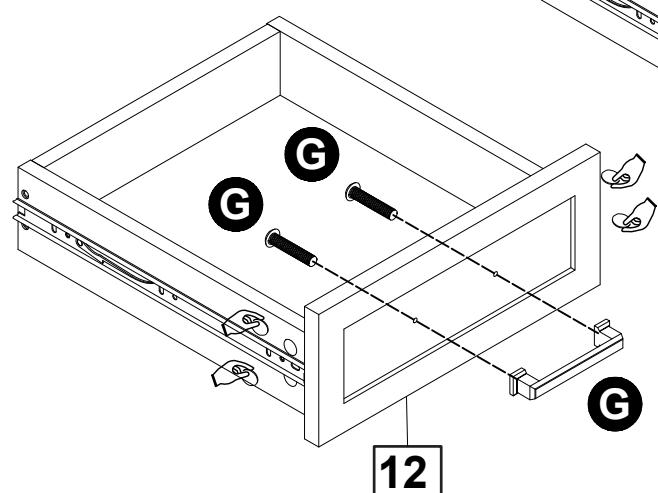
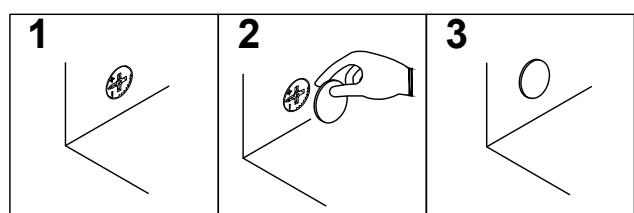
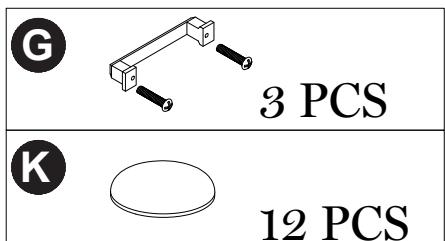
## Step 18



## Step 17

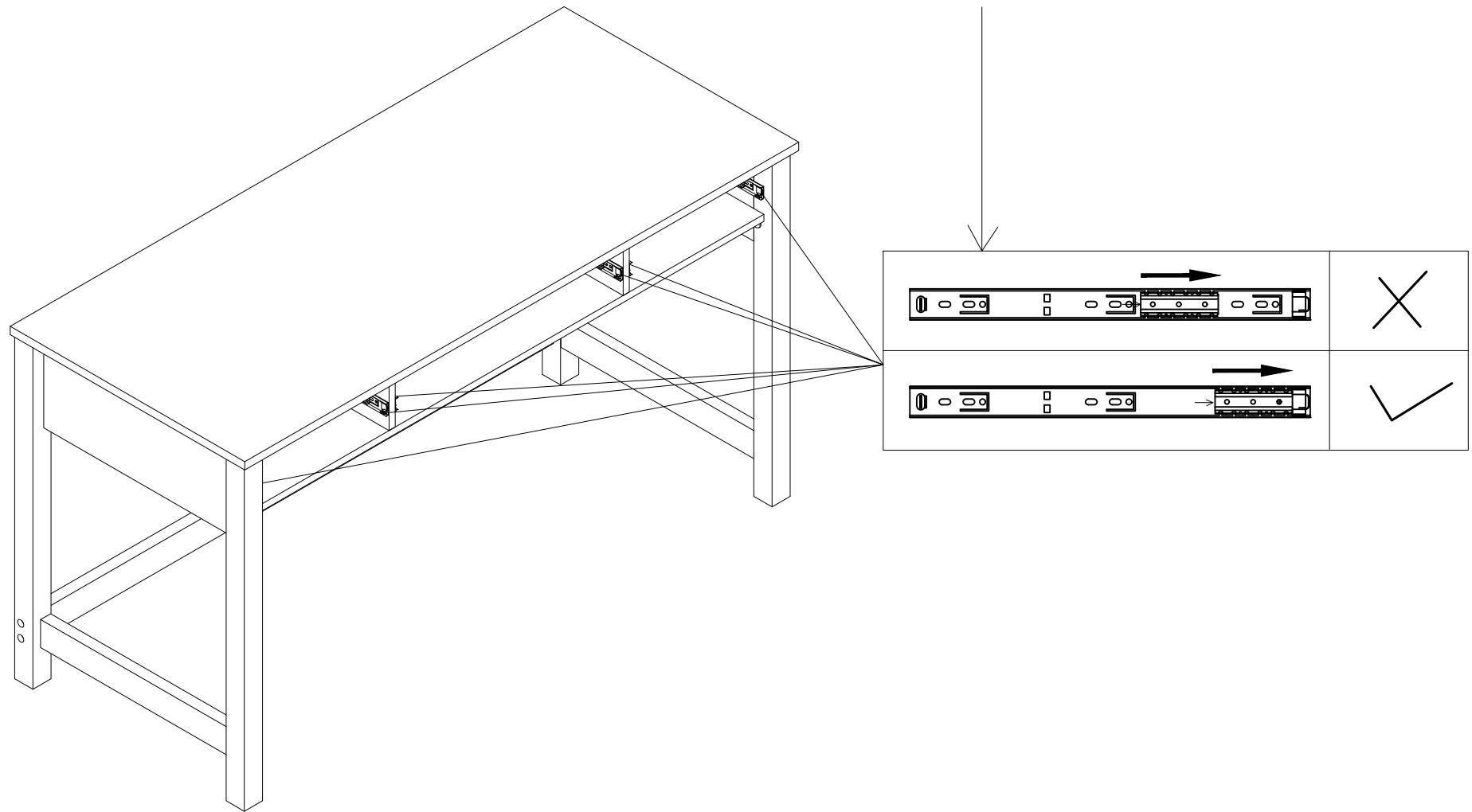


## Step 18

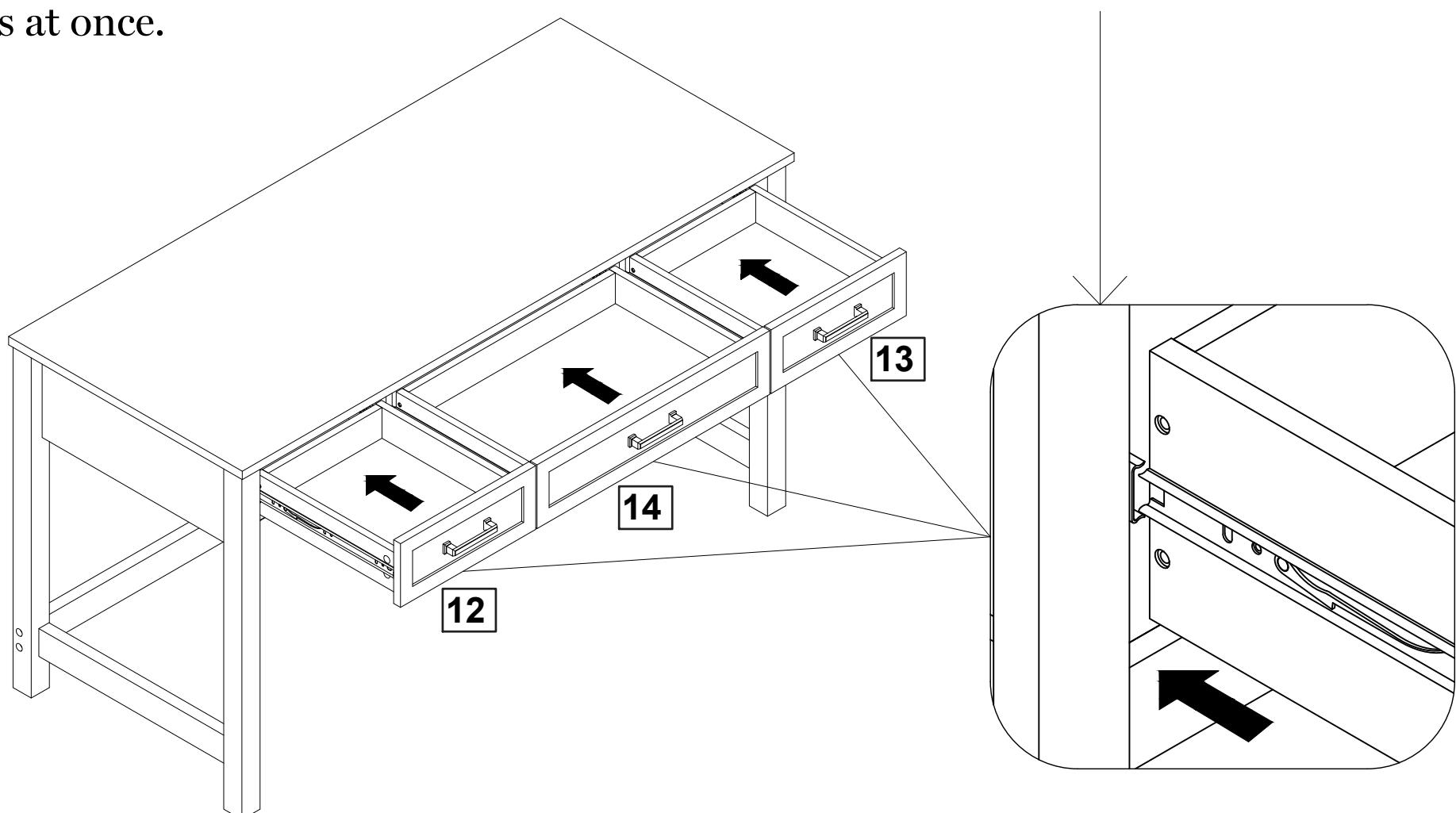


## Step 19

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.



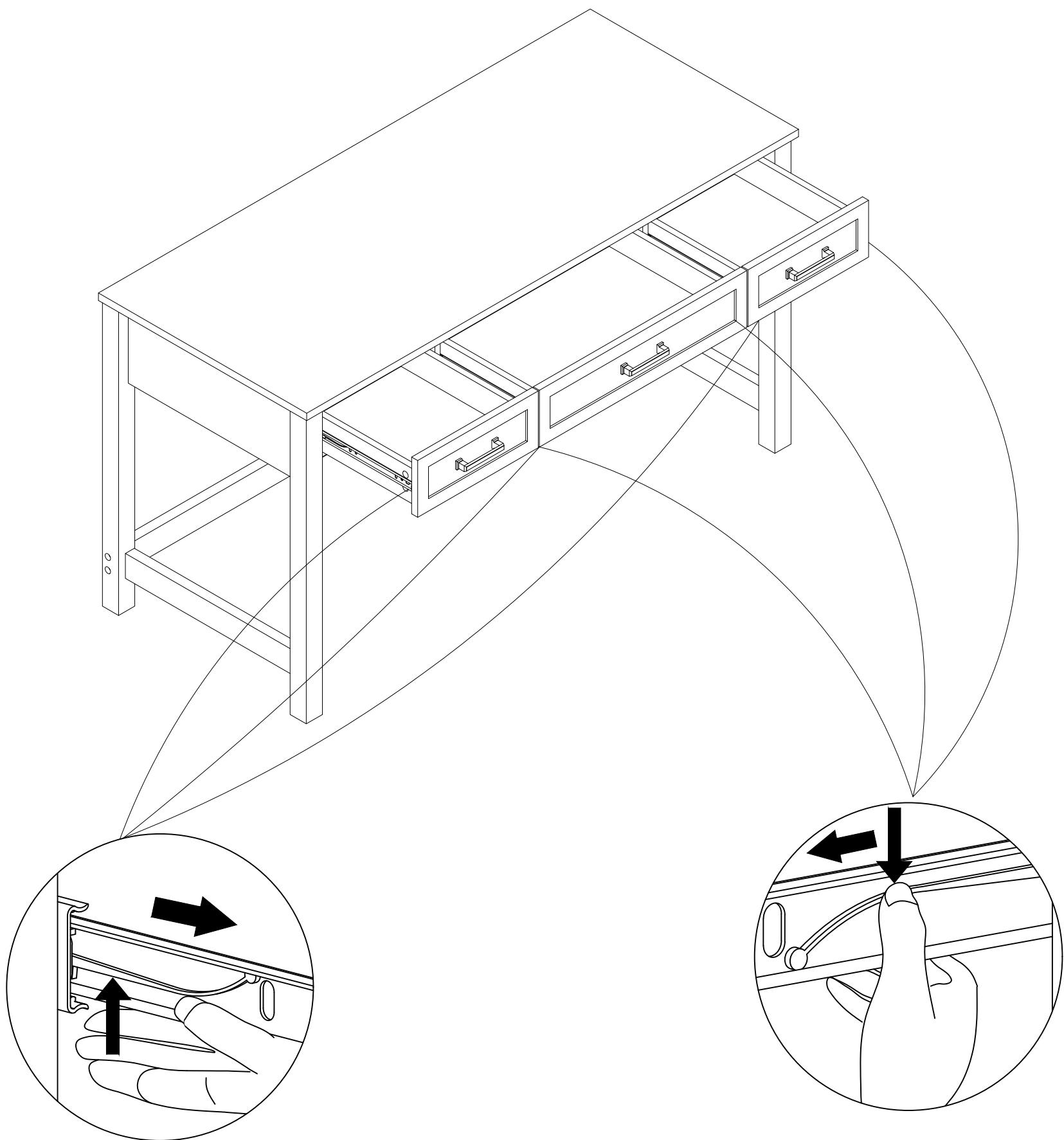
4. Fit: Open and close the drawer slowly three times to align and set the ball bearings.

If the drawers do not go in smoothly, please remove and repeat steps 1-4.

## Step 20

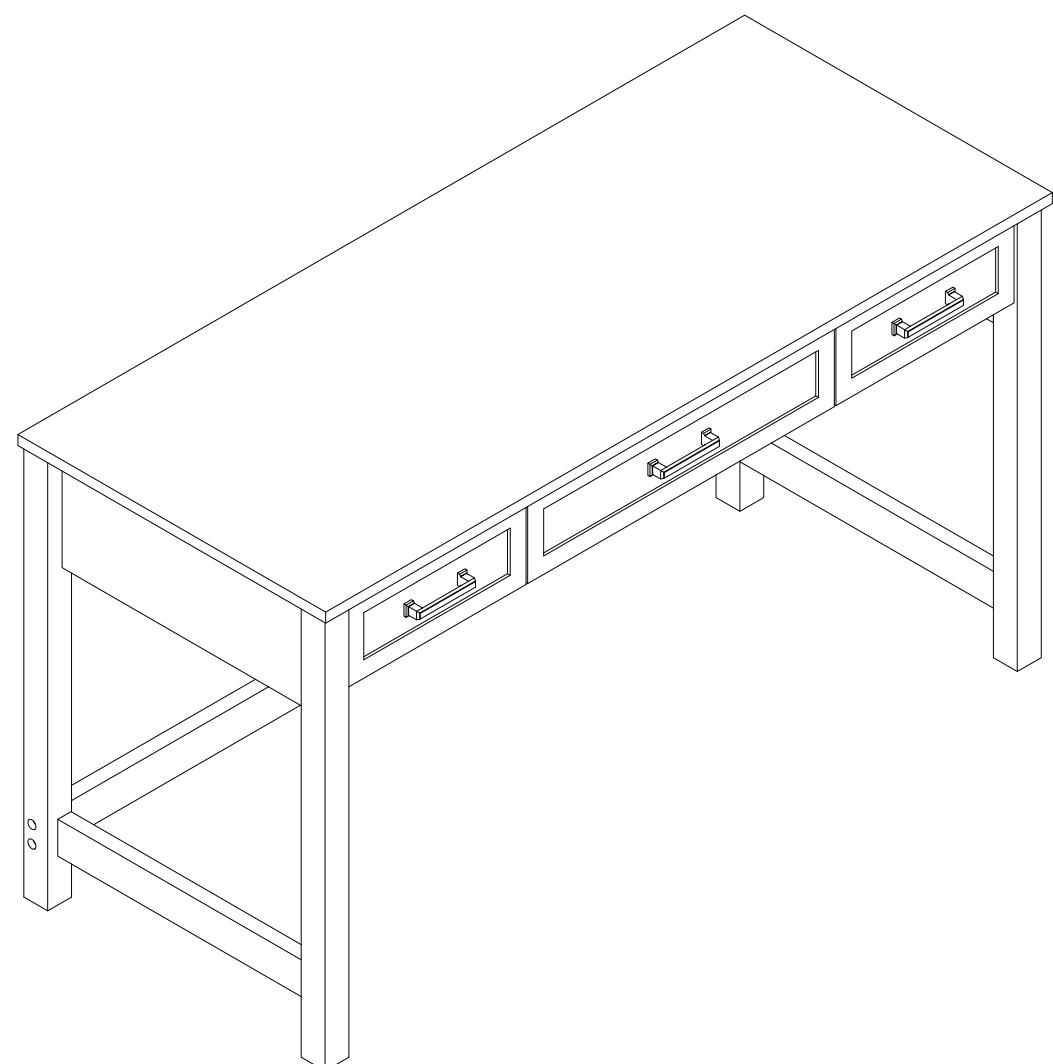
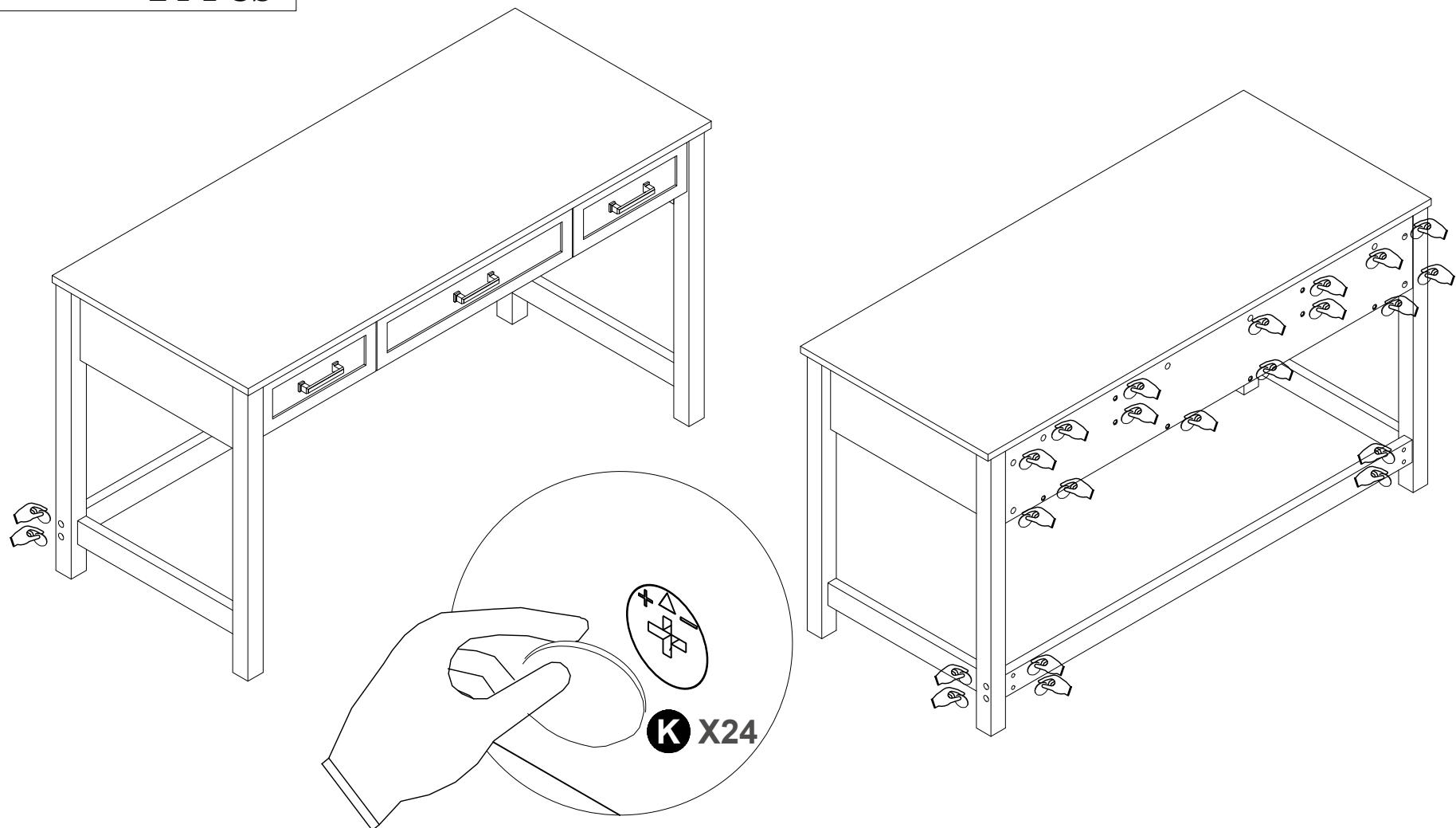
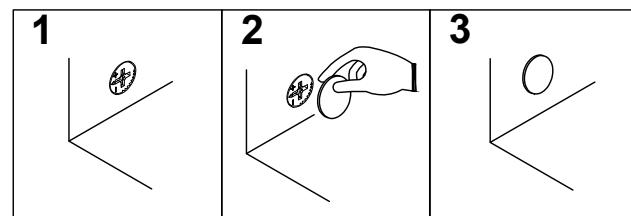
To Remove the Drawer:

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.



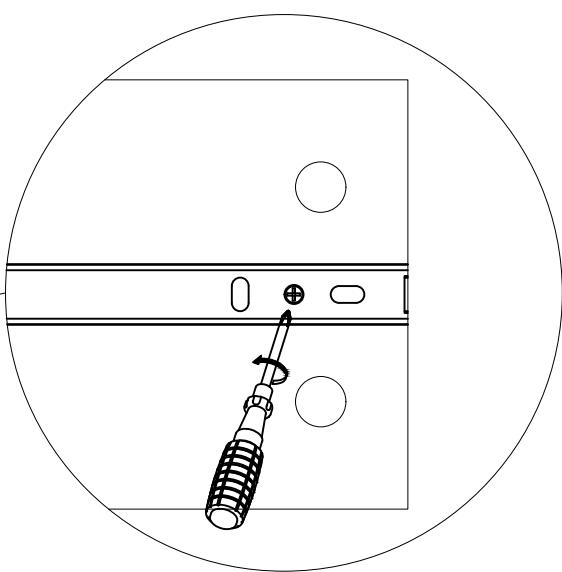
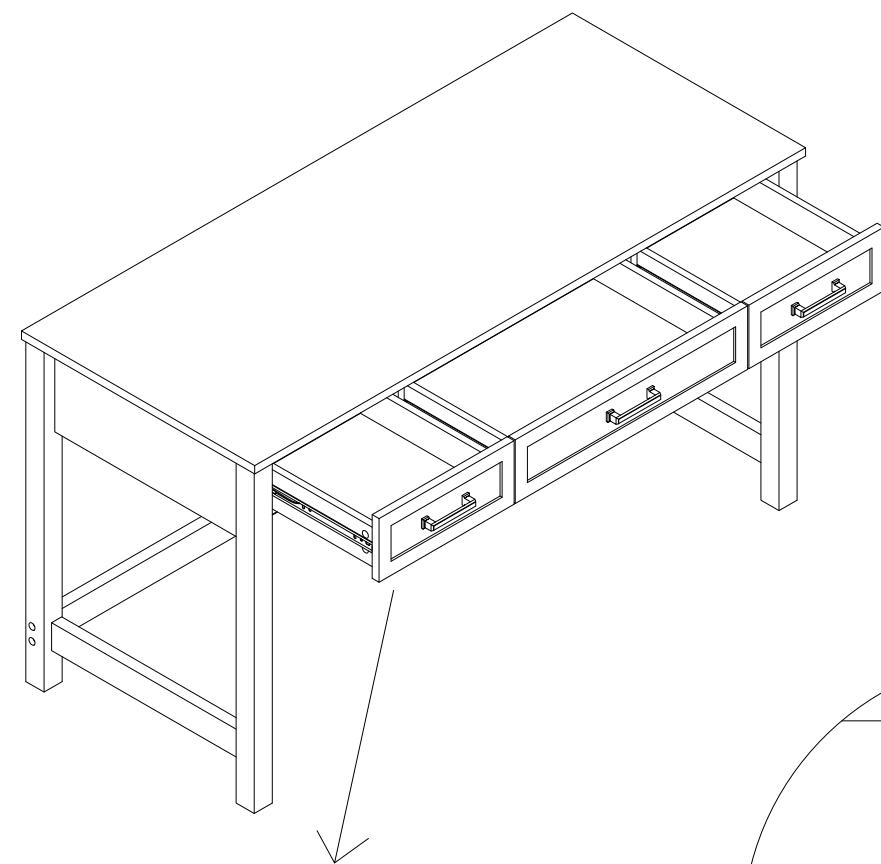
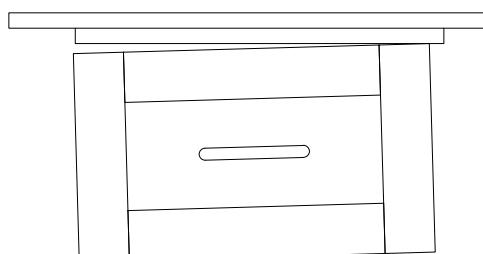
## Step 21

**K** 24 PCS

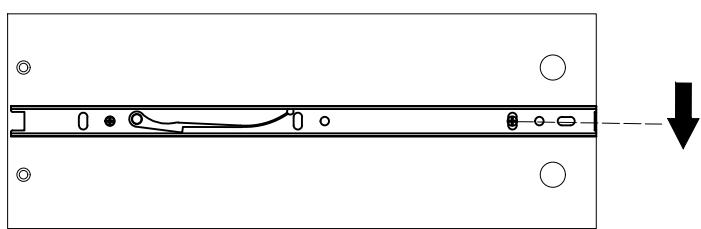
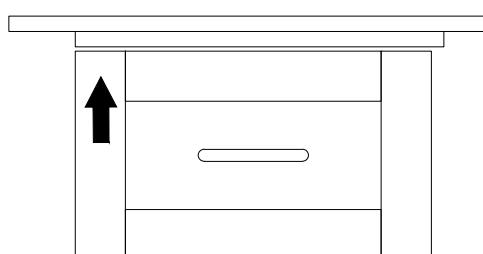


# Drawer Adjustment Instructions

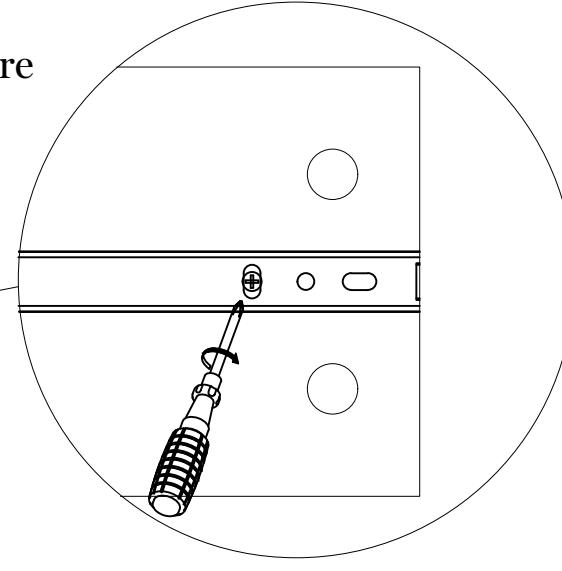
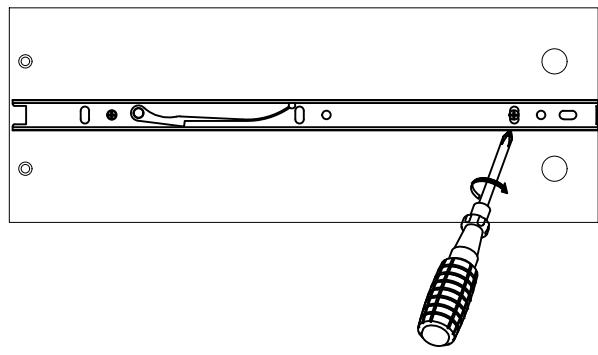
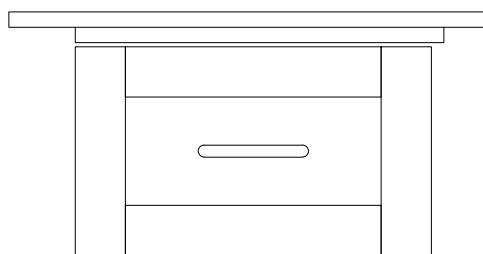
1. Fully extend the drawer.



2. Loosen the screw from the second hole position and remove it.



3. Slowly move the slide rail upward or downward. While moving, observe the height change of the front drawer panel to ensure that the left and right sides are even.



4. When the left and right sides are level, insert the screw into the third hole section and tighten the screw. Check the stability and height consistency of the front drawer panel again to ensure that the adjustment achieves the expected effect.

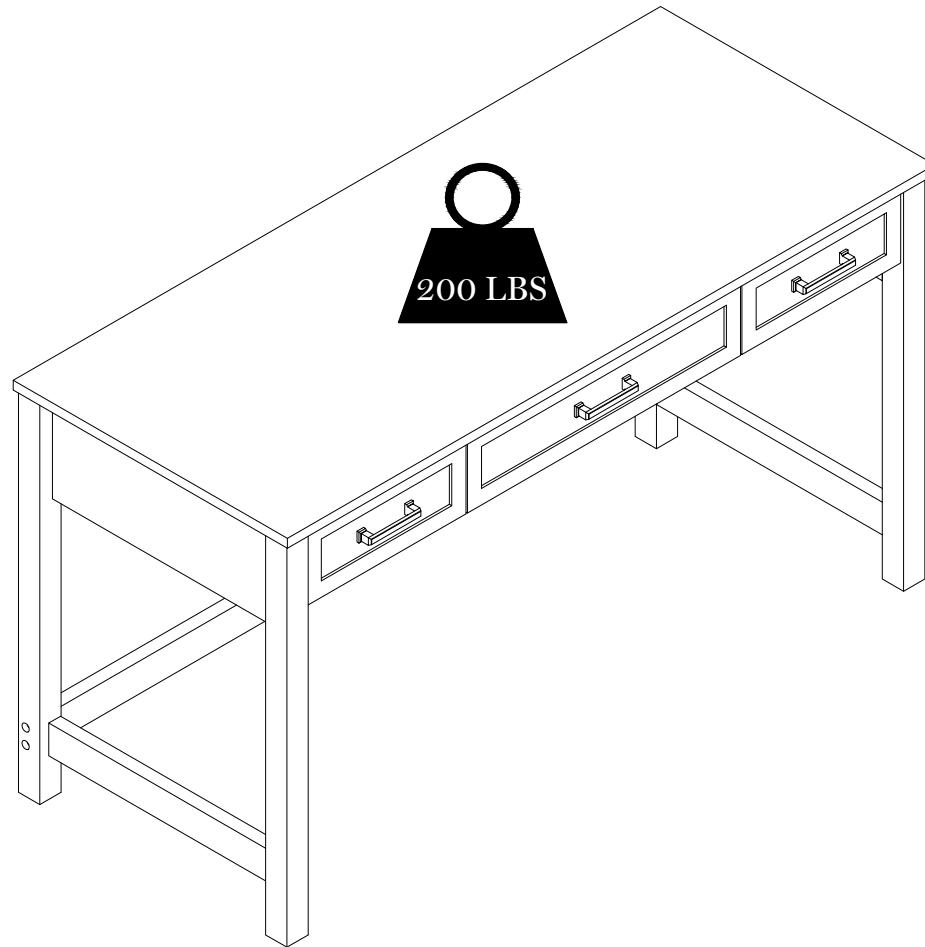
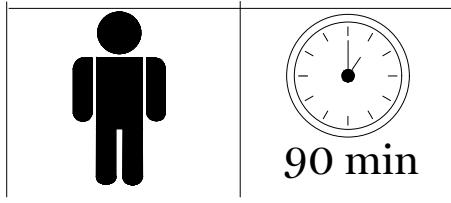
※ If the front drawer panel is still not level, repeat the above steps on the other side of the drawer.

## 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](mailto: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 drawer slides and interior spaces when shutting the drawers.
- Do not open more than one drawer at a time when in use. Keep drawers closed when not in use.
- 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](mailto: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.
- Do not push or pull this item to move it, team lift to reposition.
- The item is intended to be used indoors.
- Please review and retain all assembly instructions, safety and quality guidelines and product warnings for future reference.
- For maintenance instructions and replacement parts, please email us at [customerexperience@theubiquegroup.com](mailto:customerexperience@theubiquegroup.com) or call 866-552-2810.
- 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](mailto:customerexperience@theubiquegroup.com) or call 866-552-2810.
- Please visit [www.theubiquegroup.com](http://www.theubiquegroup.com) for our product warranty details or email us at [customerexperience@theubiquegroup.com](mailto:customerexperience@theubiquegroup.com) or call 866-552-2810.

# Home Office Desk

196861189296  
196861189302



## ASSEMBLY INSTRUCTIONS

**Before You Begin: Phillips screwdriver and hammer or rubber mallet required (Not Included).**

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.



# Safety and Care Advice

## 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 strap 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.

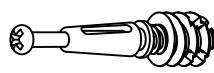
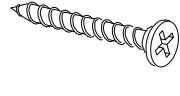
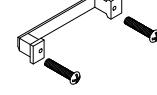
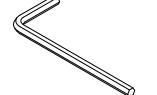
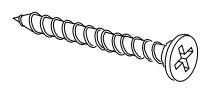
Do not place heavy items in the top drawers.

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

# Hardware

Please check you have all the parts listed below

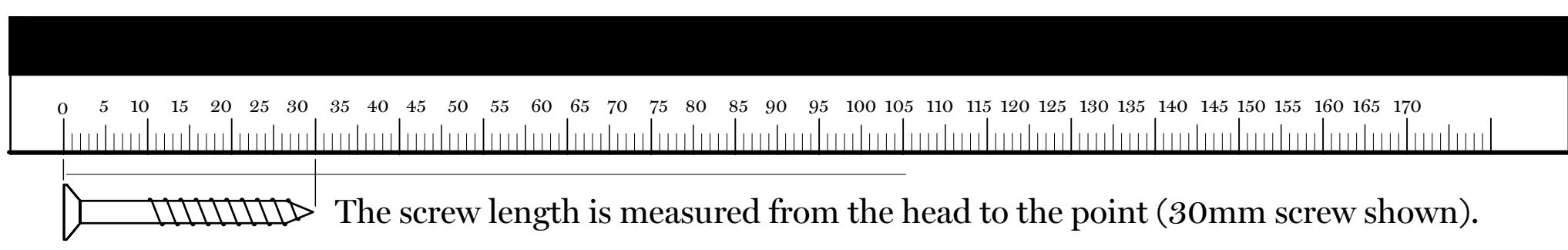
**Note:** The quantities below are the correct amount to complete the assembly. In some cases more hardware may be supplied than is required.

<b>A</b>  Male Camlock x 39	<b>B</b>  Female Camlock x 39	<b>C</b>  Wood Dowel x 18
<b>D</b>  6.8*48mm Screw x 16	<b>E</b>  5*16mm Screw x 4	<b>F</b>  4*30mm Screw x 13
<b>G</b>  Handle & Fixings x 3	<b>H</b>  6*60mm Screw x 4	<b>I</b>  Barrel Nut x 4
<b>J</b>  Floor Glides x 4	<b>K</b>  Ø20 Sticker x 36	<b>L</b>  Allen Wrench x 1
<b>M</b>  4*35mm Screw x 3		

## Tools required



Phillips screwdriver and hammer or rubber mallet  
(Not Included)



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

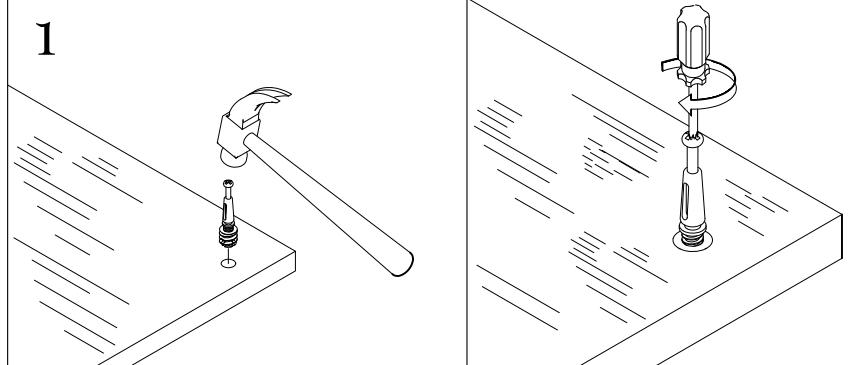
# Using Camlocks

## Step 1

Connect the male camlock as directed in the assembly instructions using a screwdriver.

DO NOT OVER TIGHTEN.

1

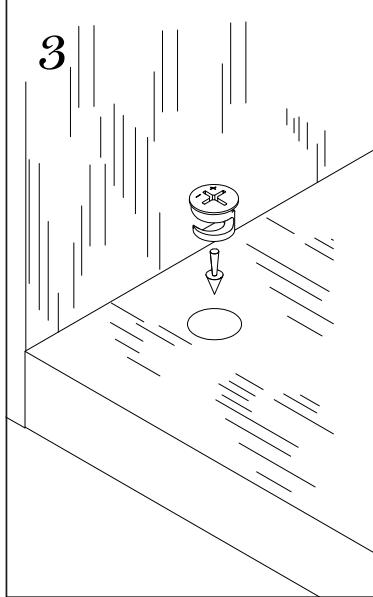


## Step 3

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.

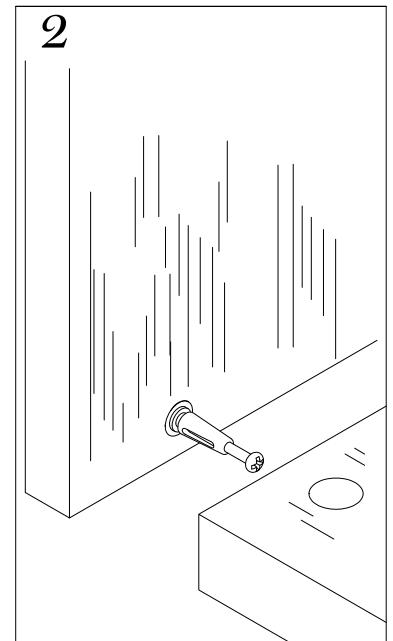
3



## Step 2

Push the male camlock into the entry hole.

2



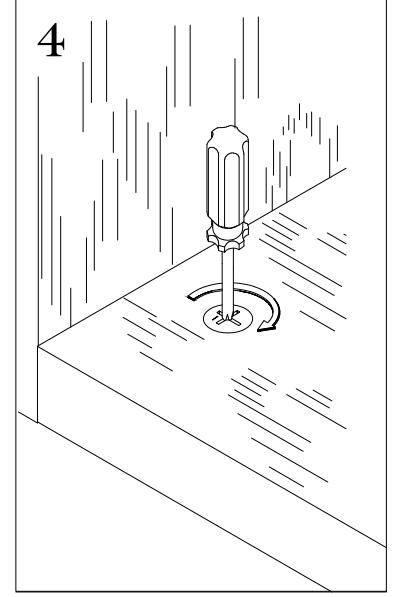
## Step 4

Turn the female camlock clockwise with a screwdriver.

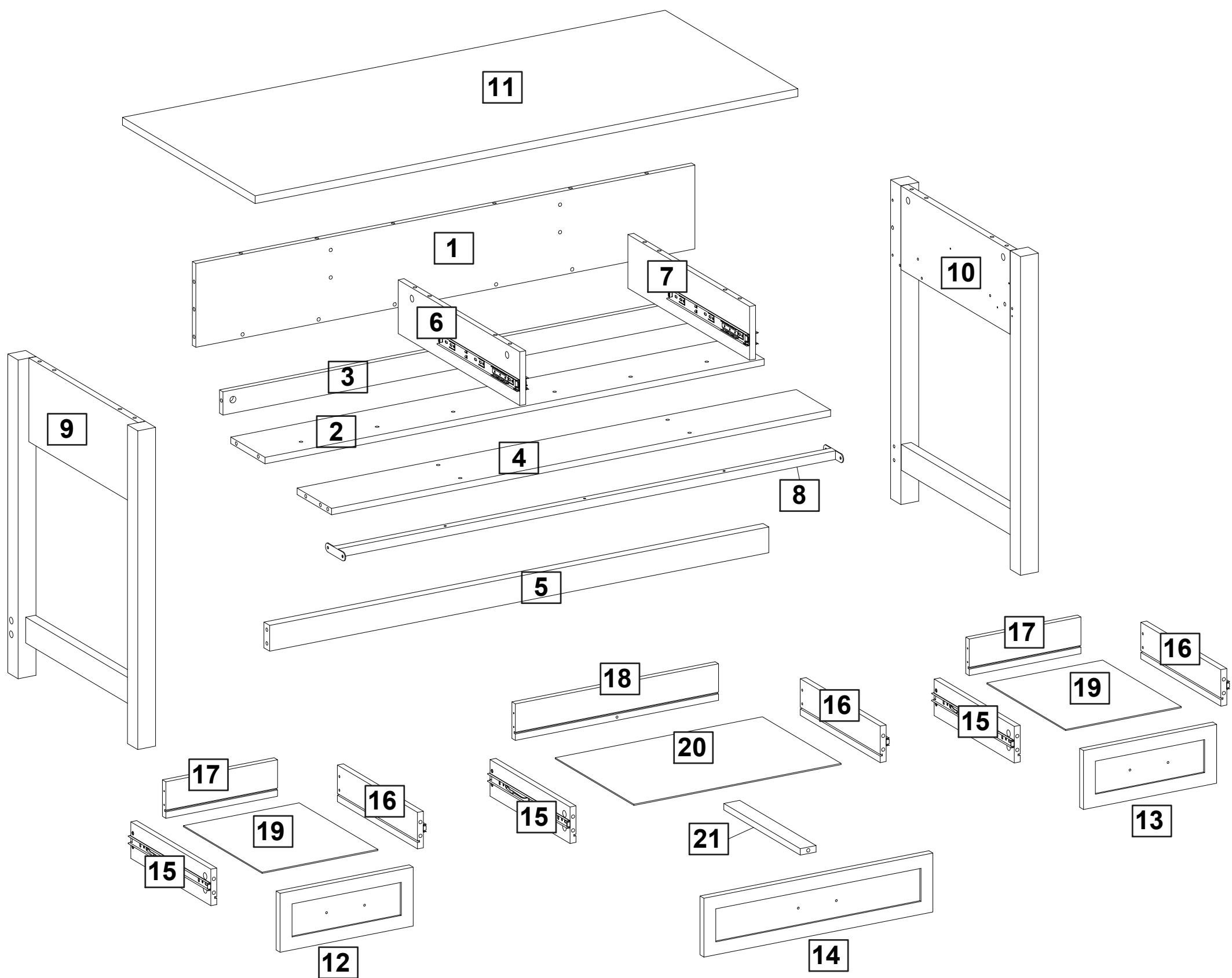
You should feel a click when the camlock is locked in place.

The joint is now secure.

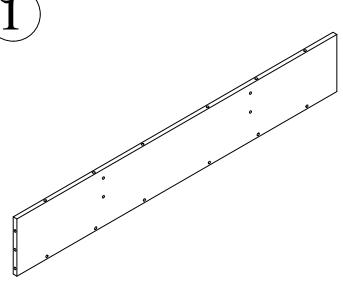
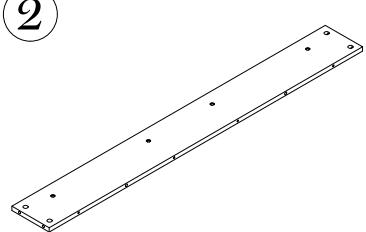
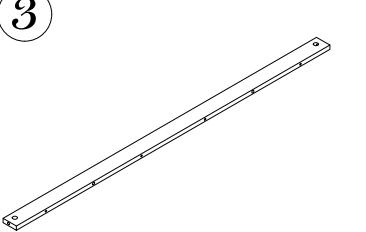
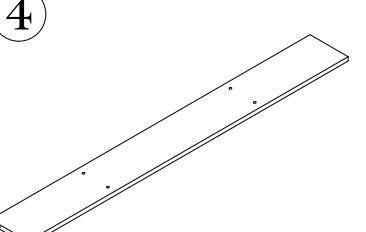
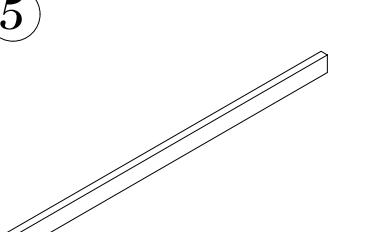
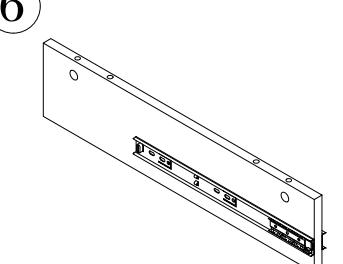
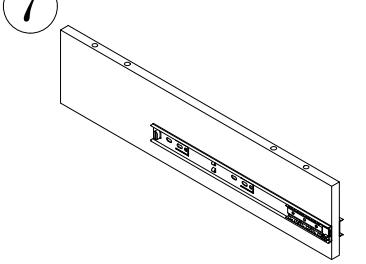
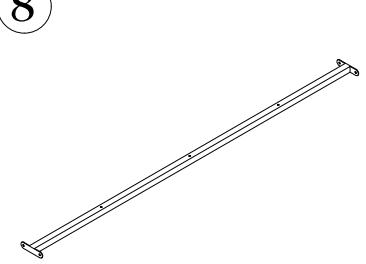
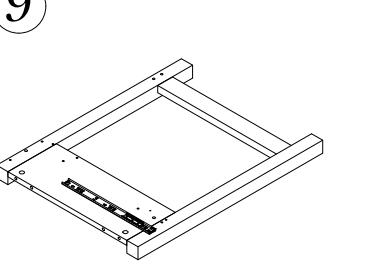
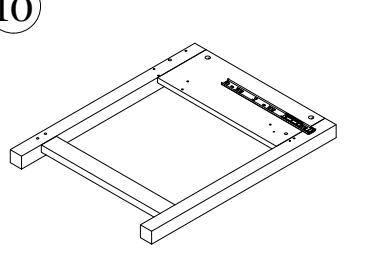
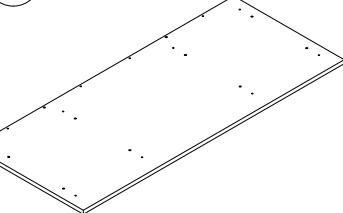
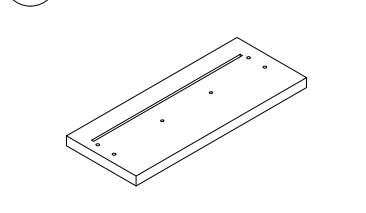
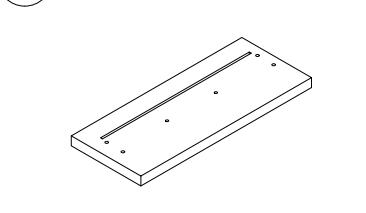
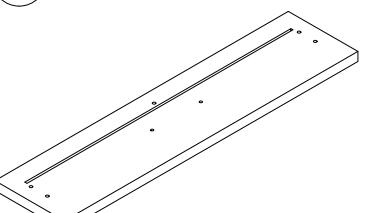
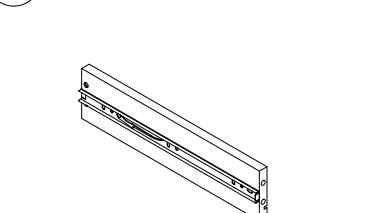
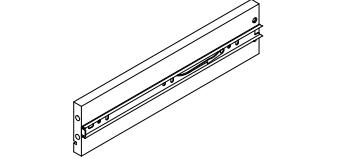
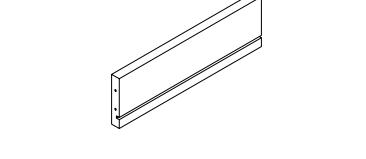
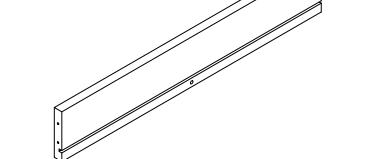
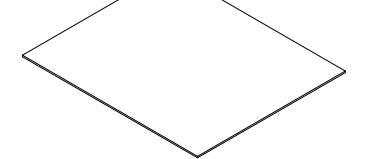
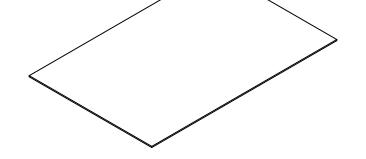
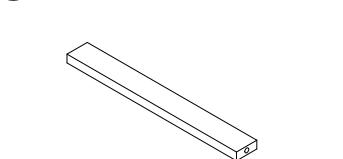
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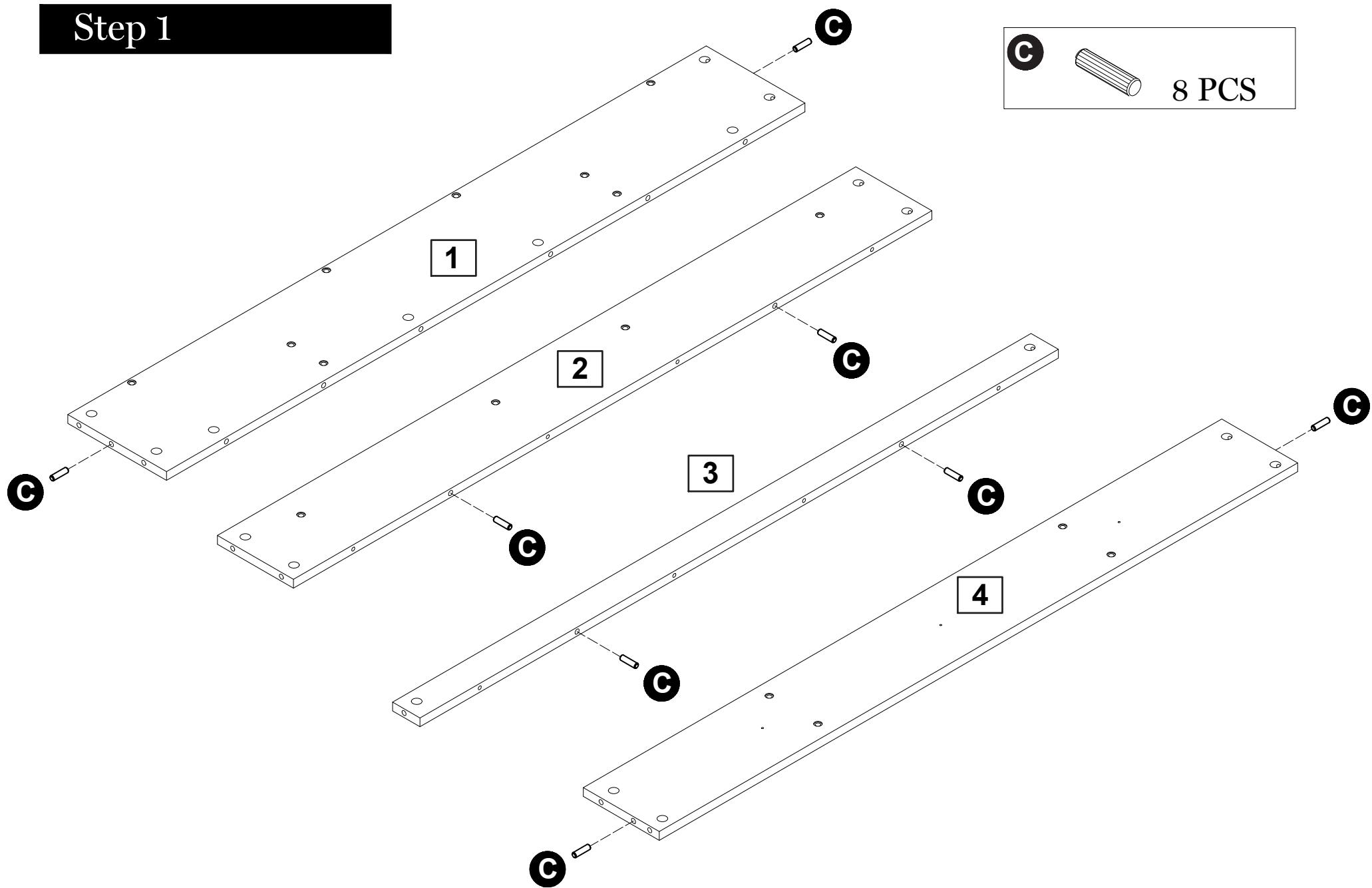
# Parts



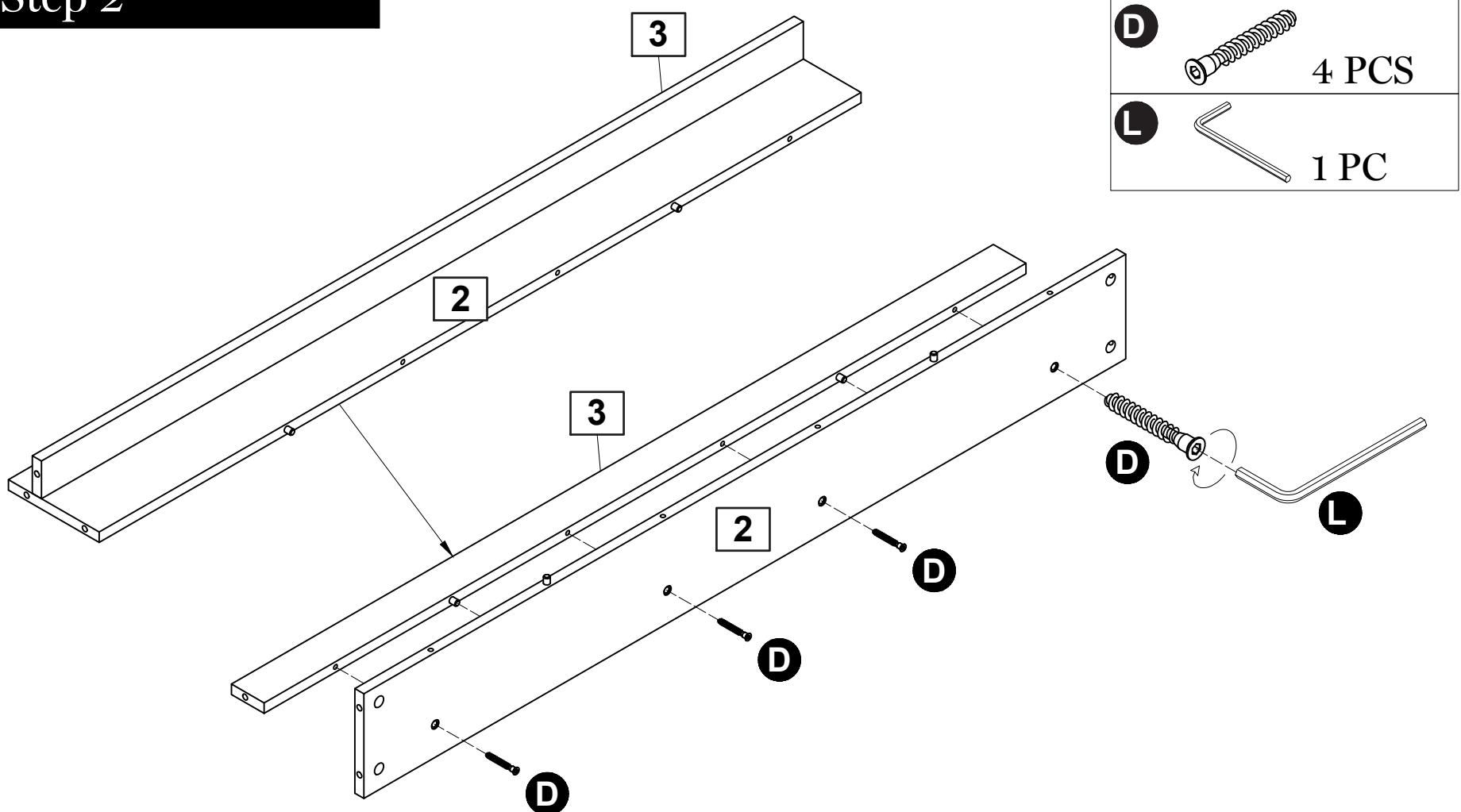
# Parts

				
Back Panel 1 PC	Center Brace 1 PC	Center Brace 1 PC	Front Brace 1 PC	Bottom Brace 1 PC
				
Left Middle Panel 1 PC	Right Middle Panel 1 PC	Iron Bar 1 PC	Left Panel 1 PC	Right Panel 1 PC
				
Table Top 1 PC	Drawer Front Panel 1 PC	Drawer Front Panel 1 PC	Drawer Front Panel 1 PC	Left Drawer Panel 3 PCS
				
Right Drawer Panel 3 PCS	Drawer Rear Panel 2 PCS	Drawer Rear Panel 1 PC	Bottom Drawer Panel 2 PCS	Bottom Drawer Panel 1 PC
				
Drawer Support Bar 1 PC				

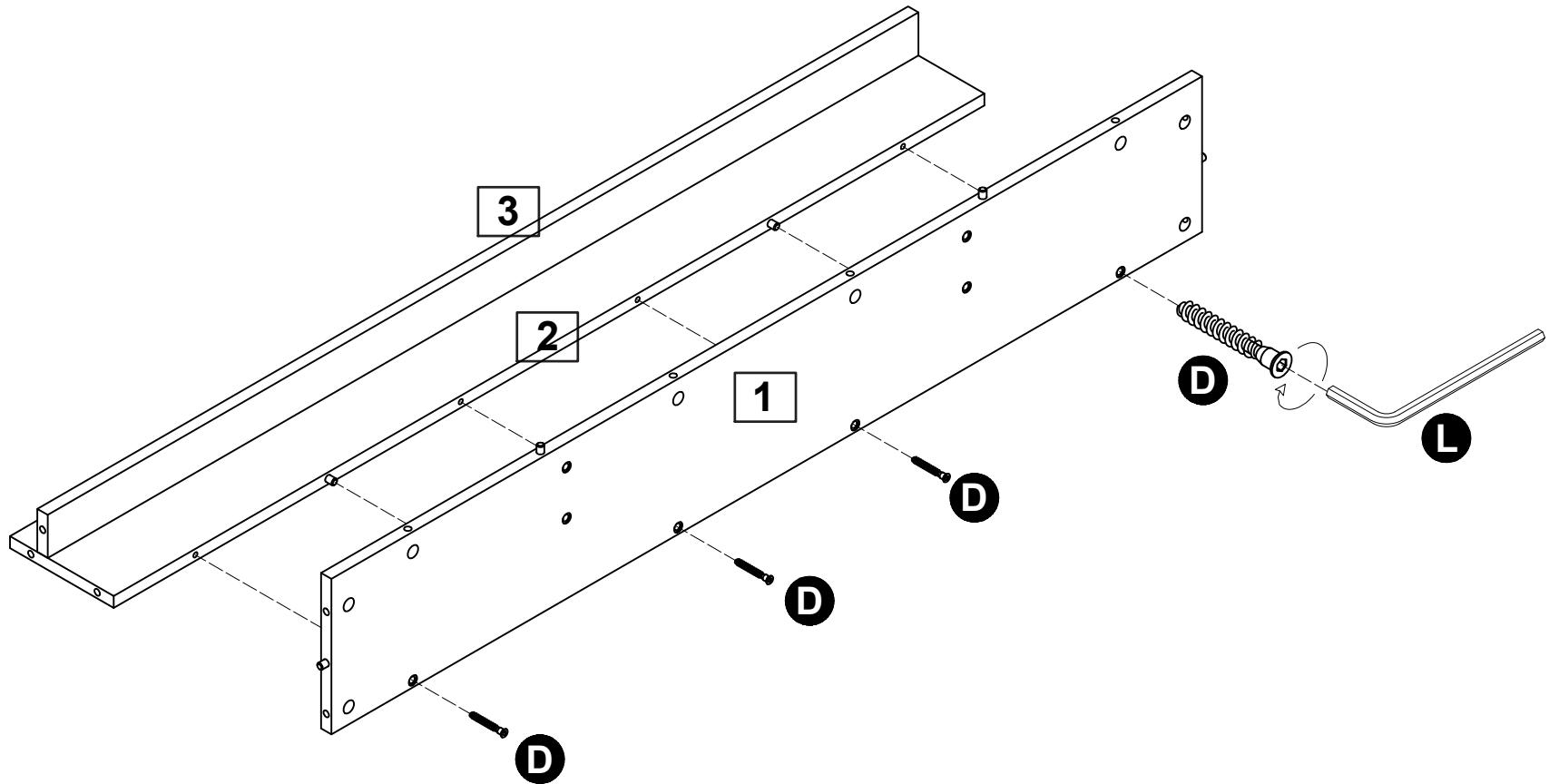
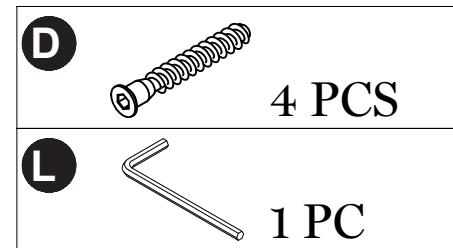
## Step 1



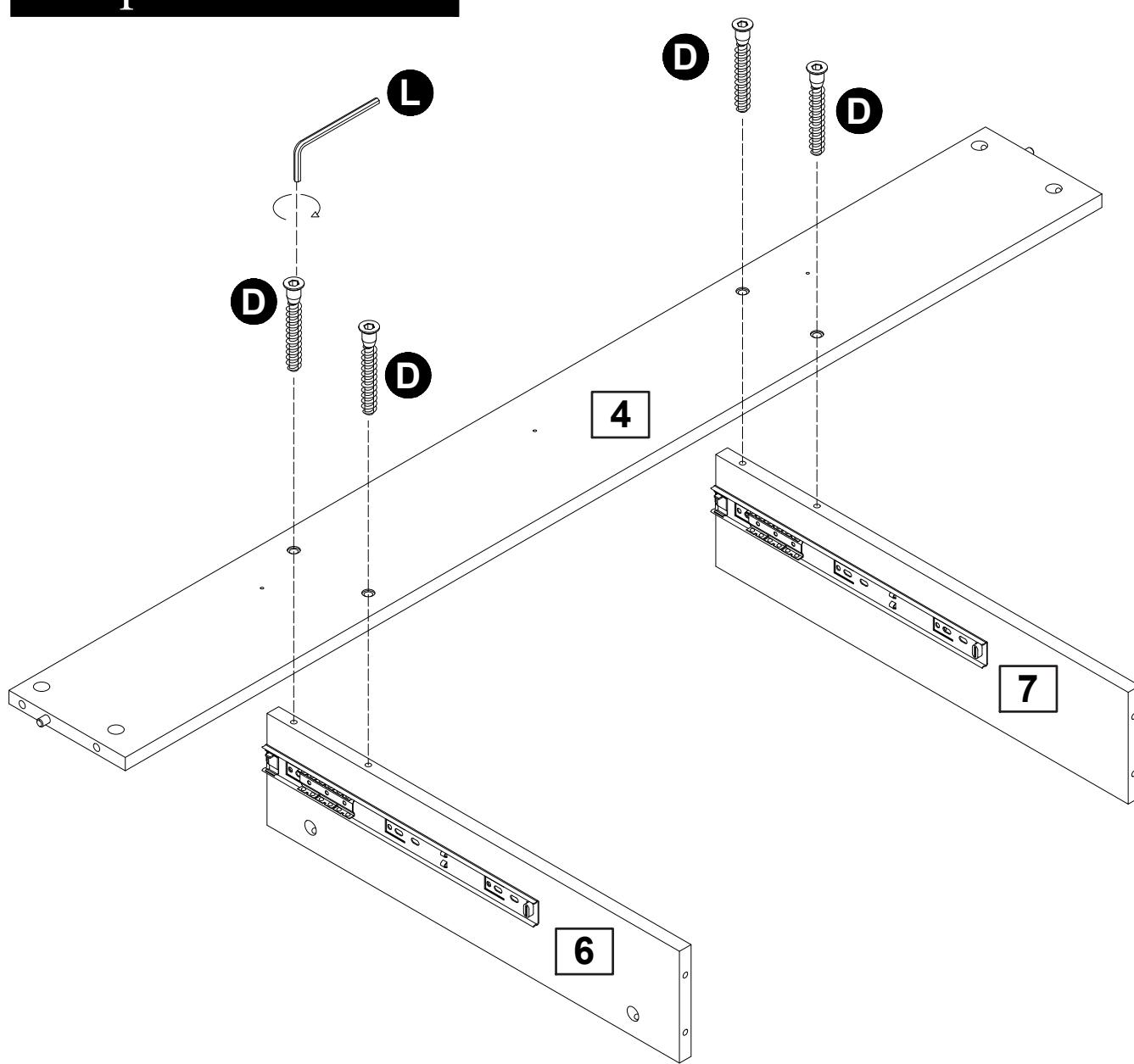
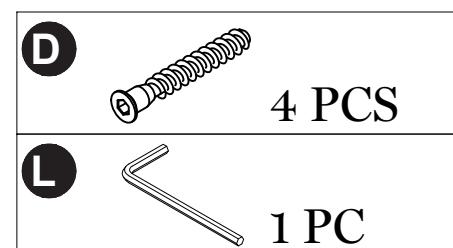
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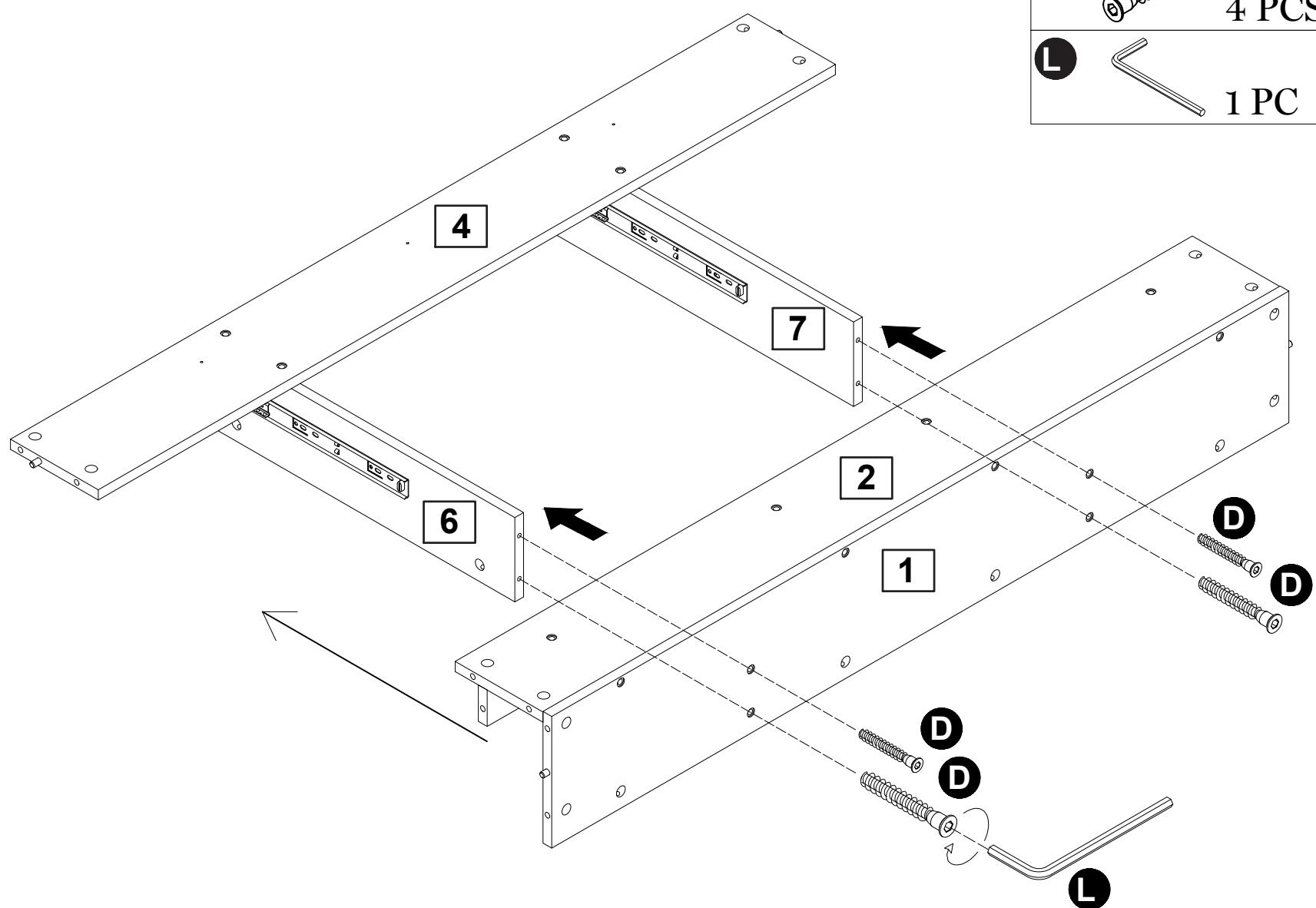
### Step 3



### Step 4

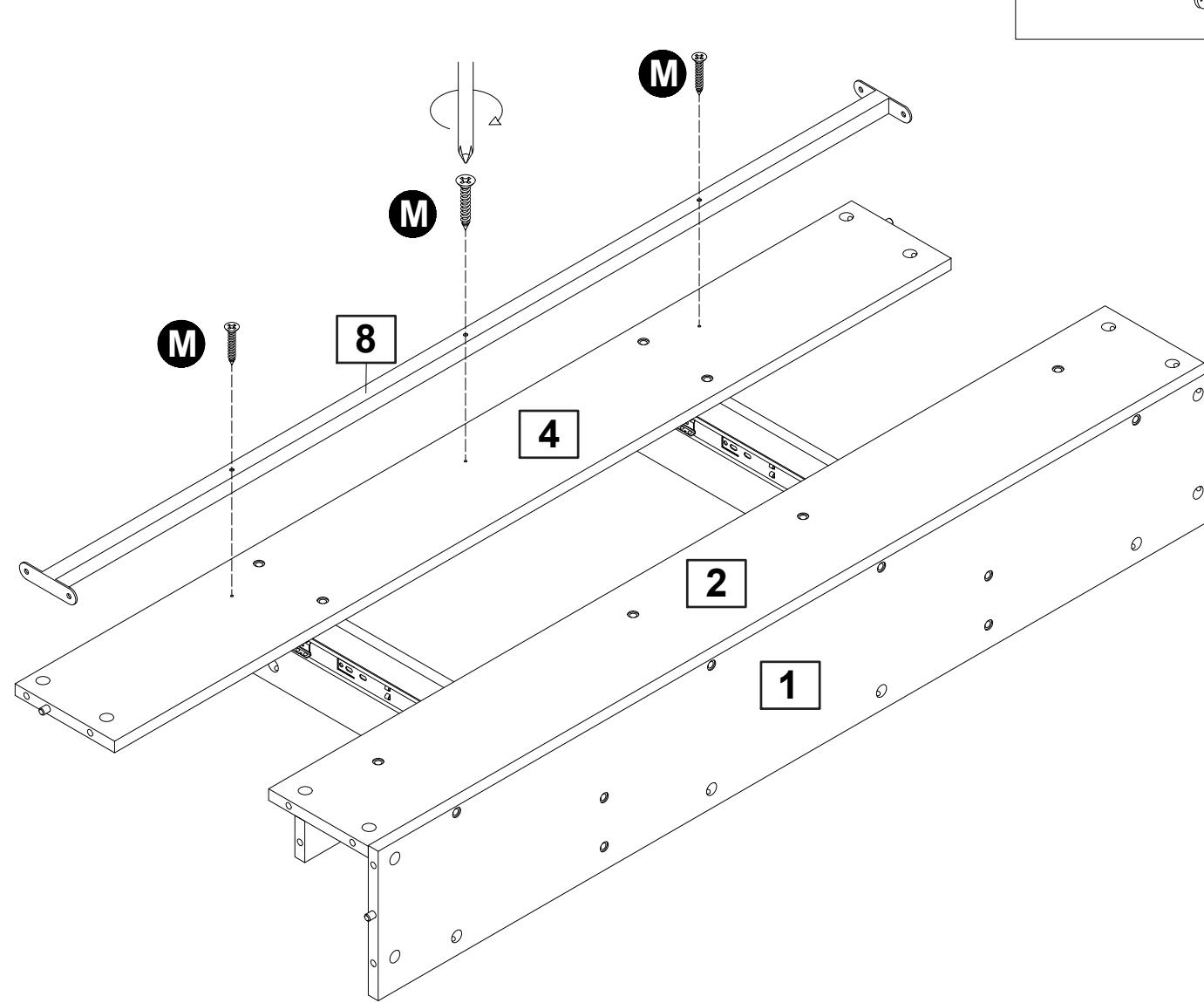


## Step 5



D 4 PCS  
L 1 PC

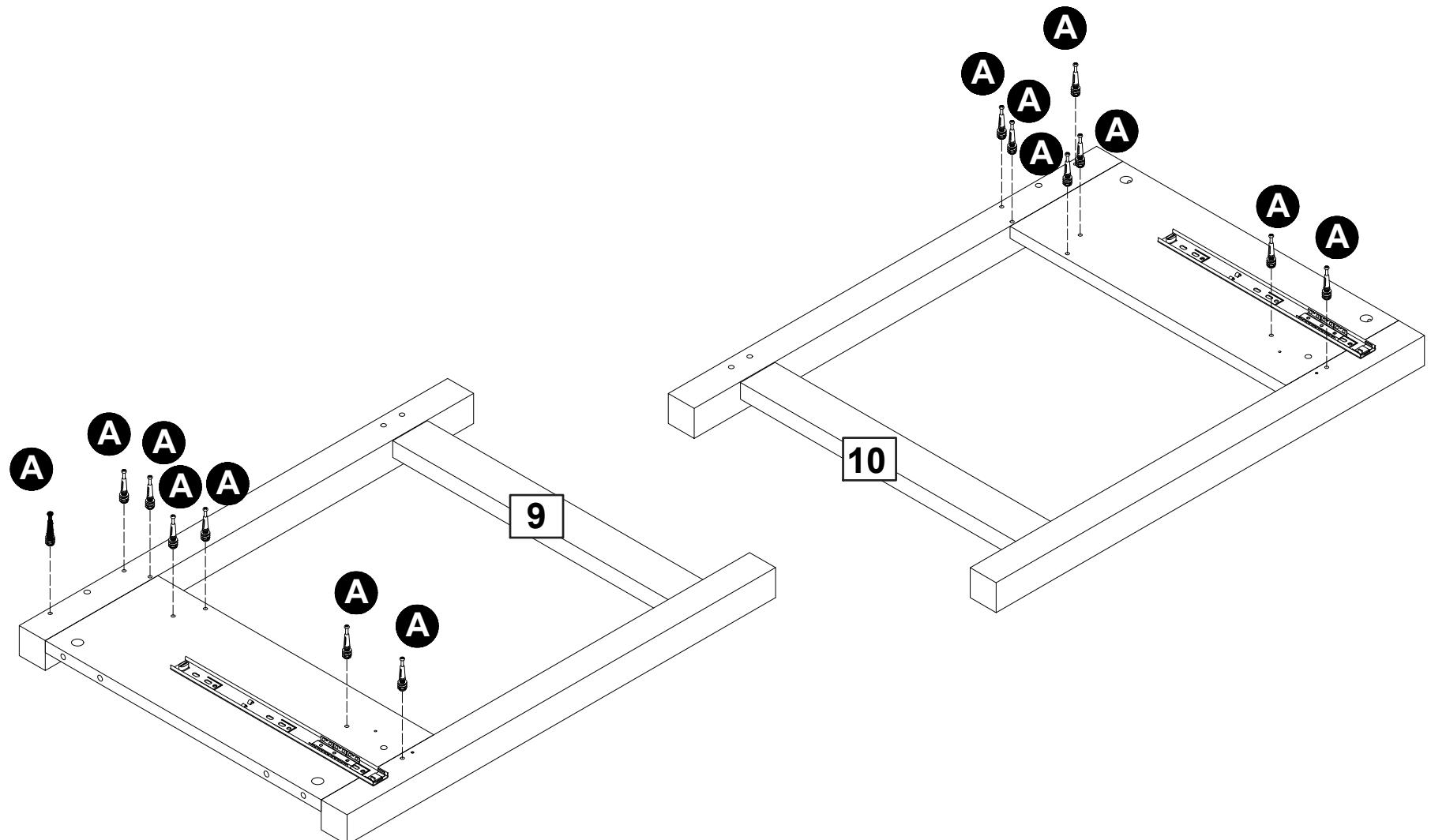
## Step 6



M 3 PCS

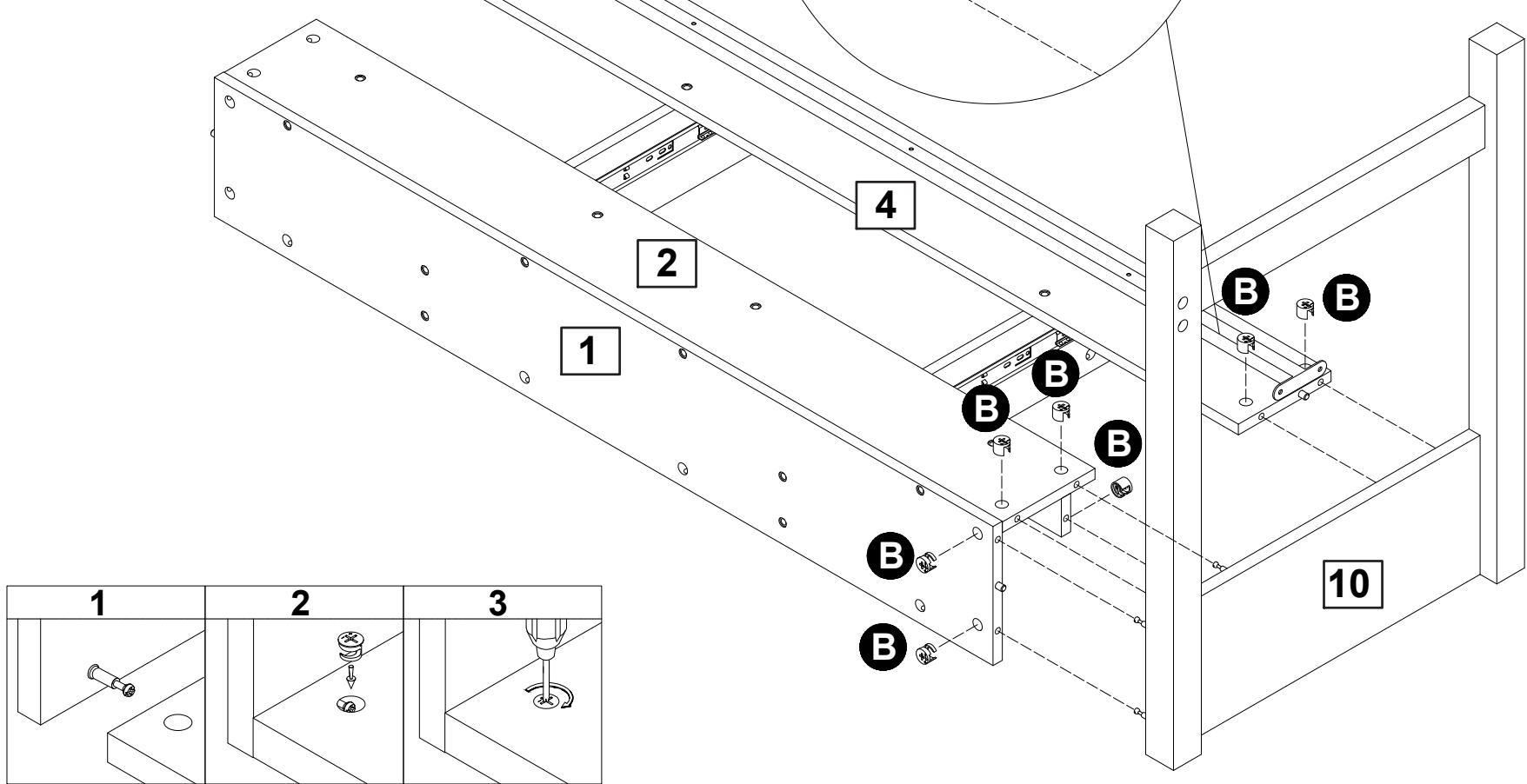
## Step 7

**A** 14 PCS

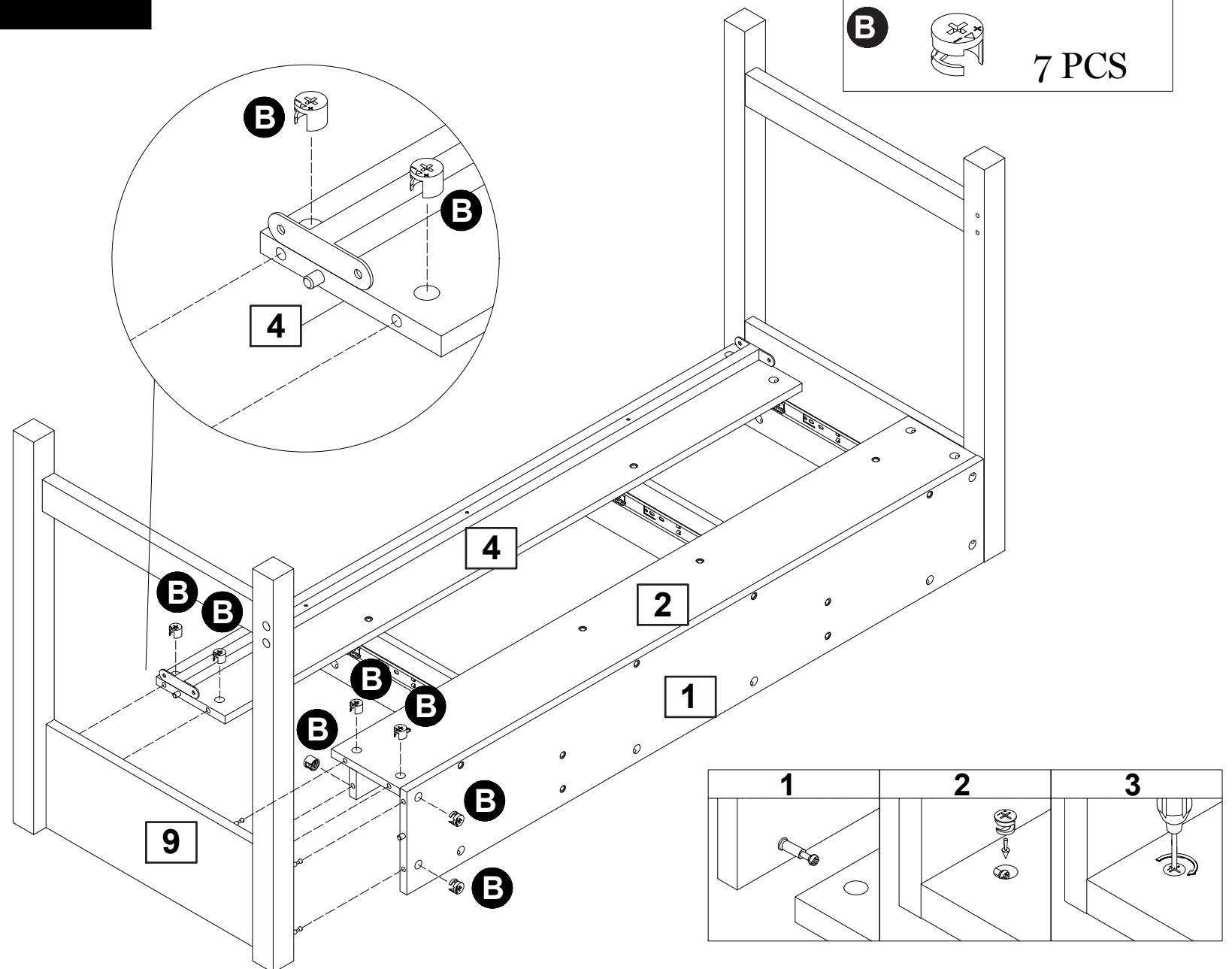


## Step 8

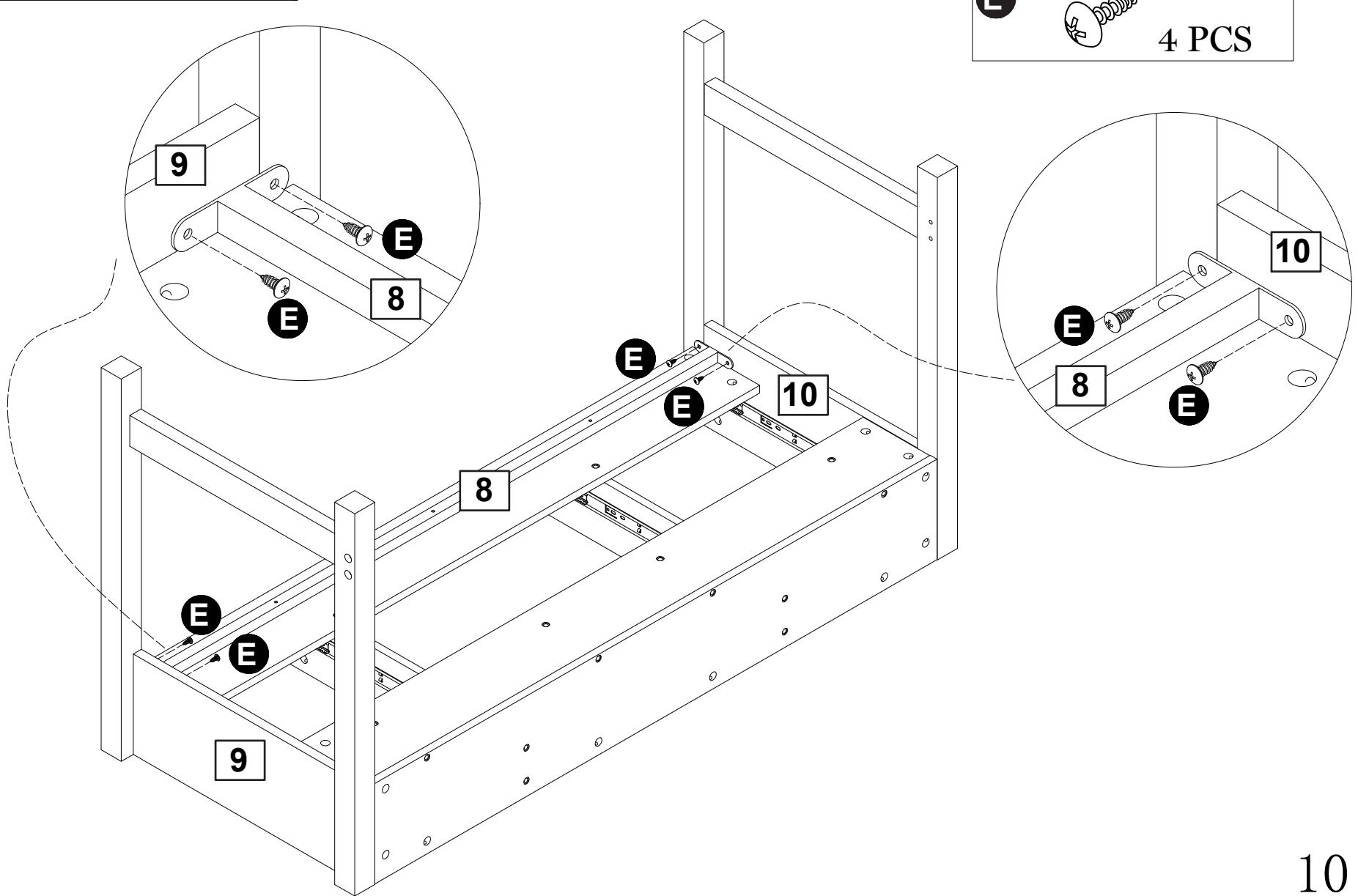
**B** 7 PCS



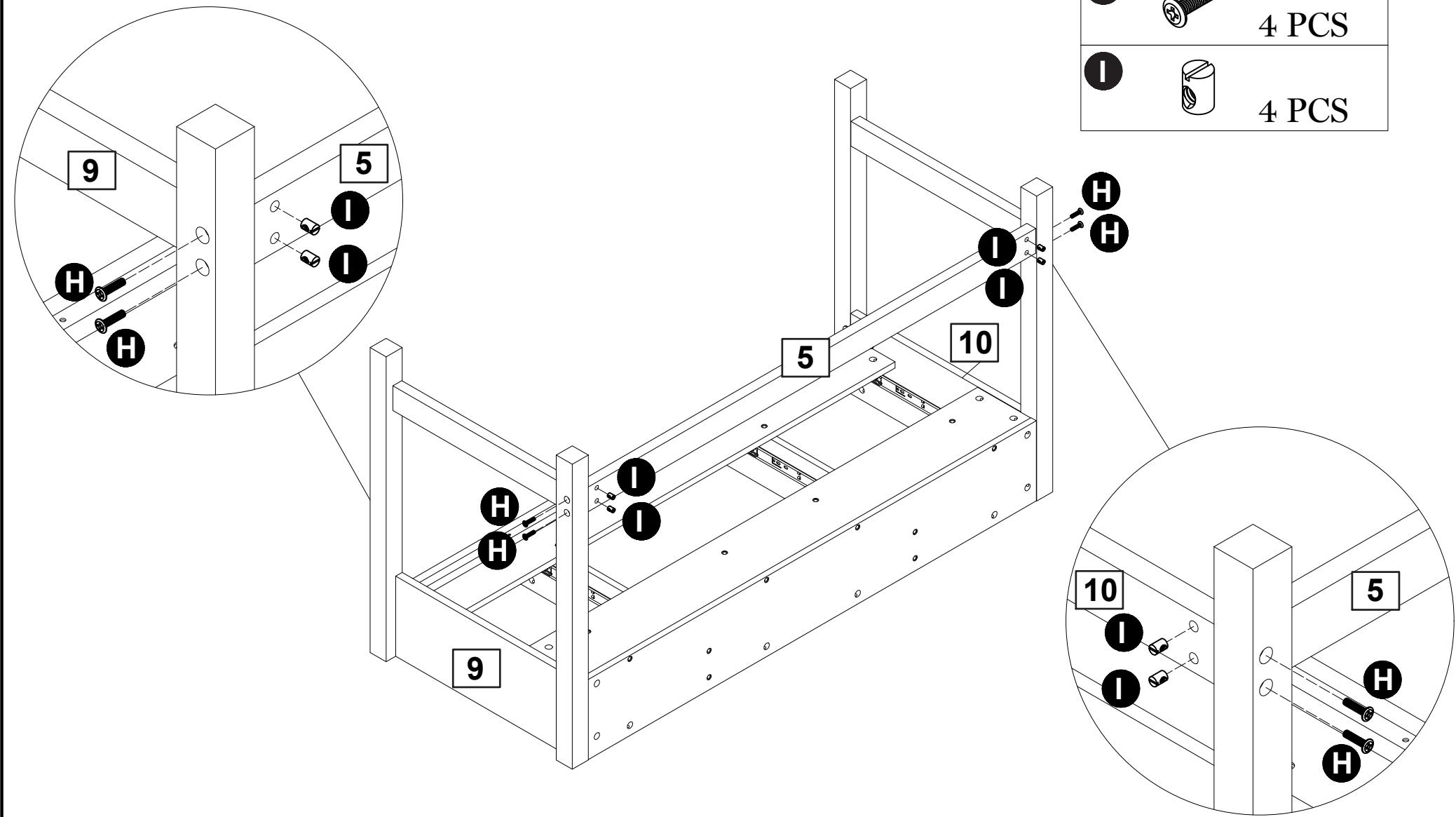
## Step 9



## Step 10

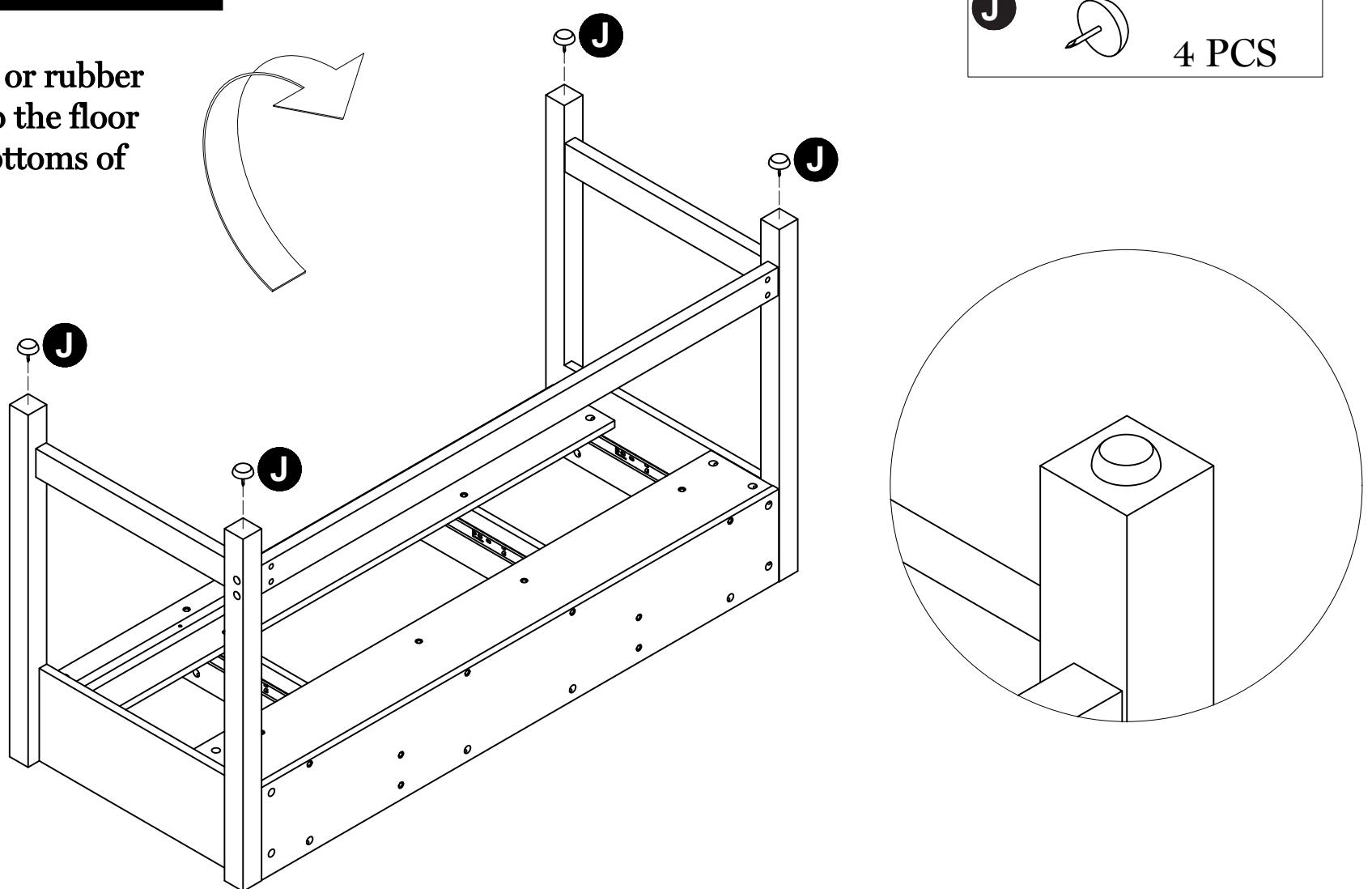


## Step 11

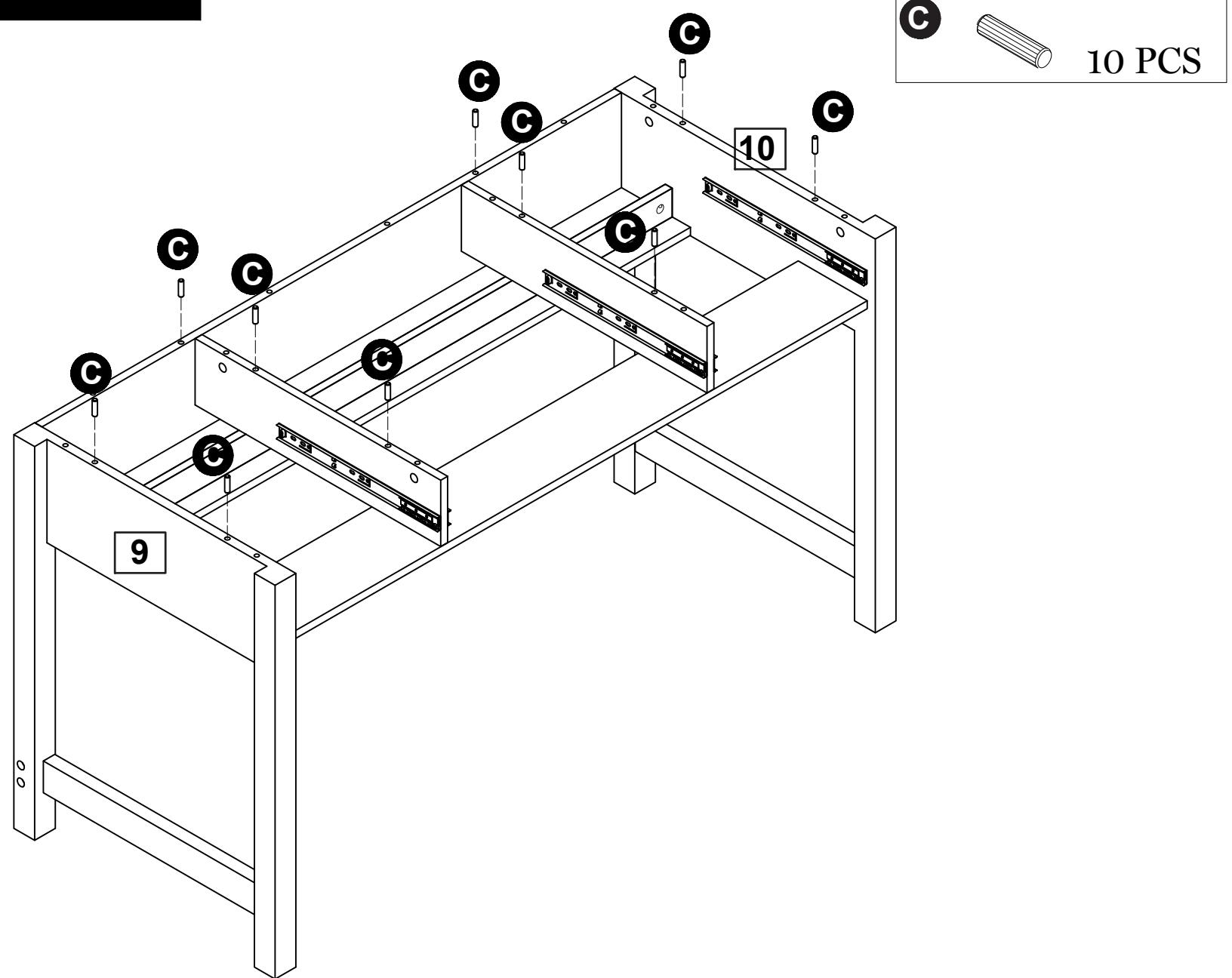


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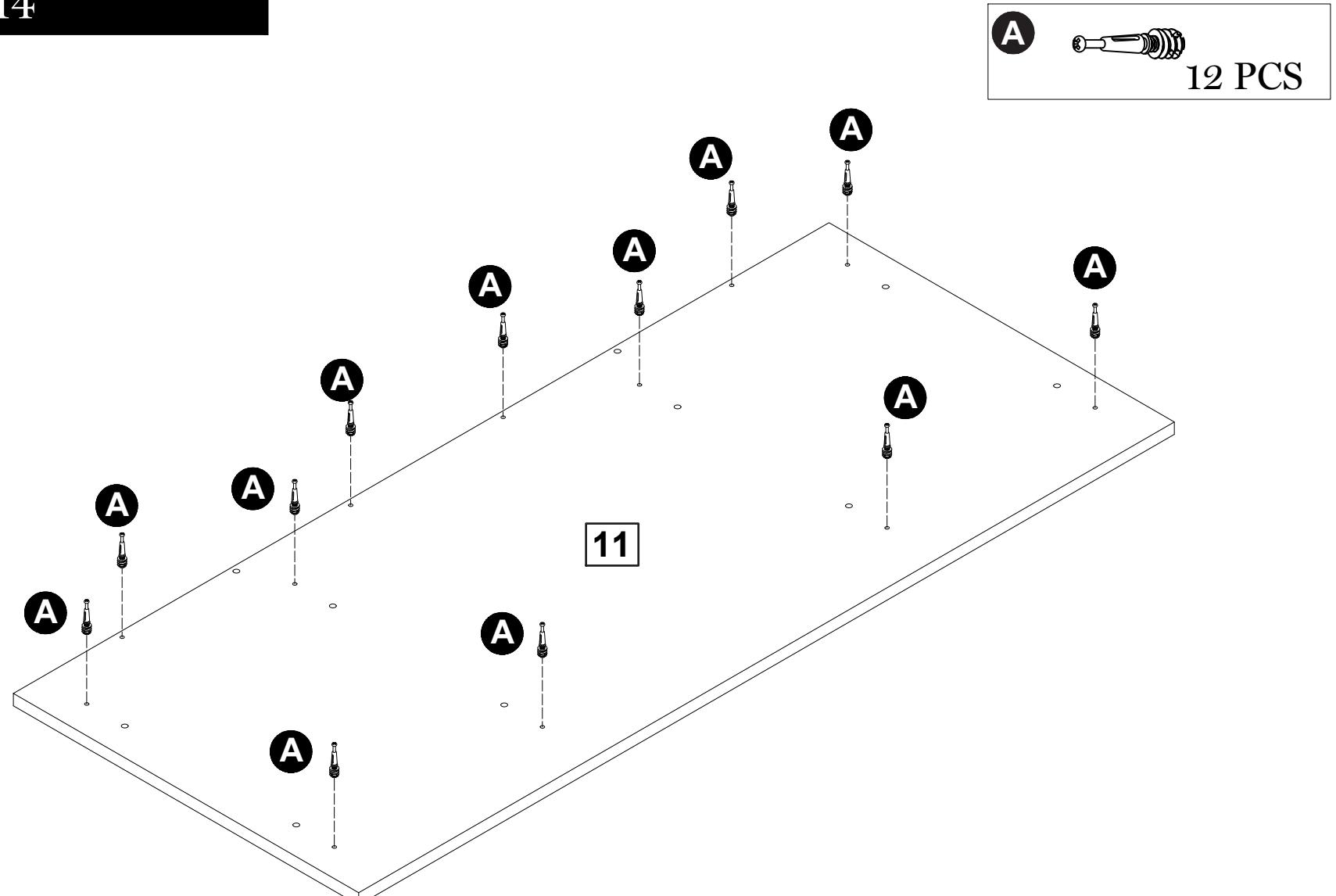
Using a hammer or rubber mallet, gently tap the floor glides into the bottoms of the legs.



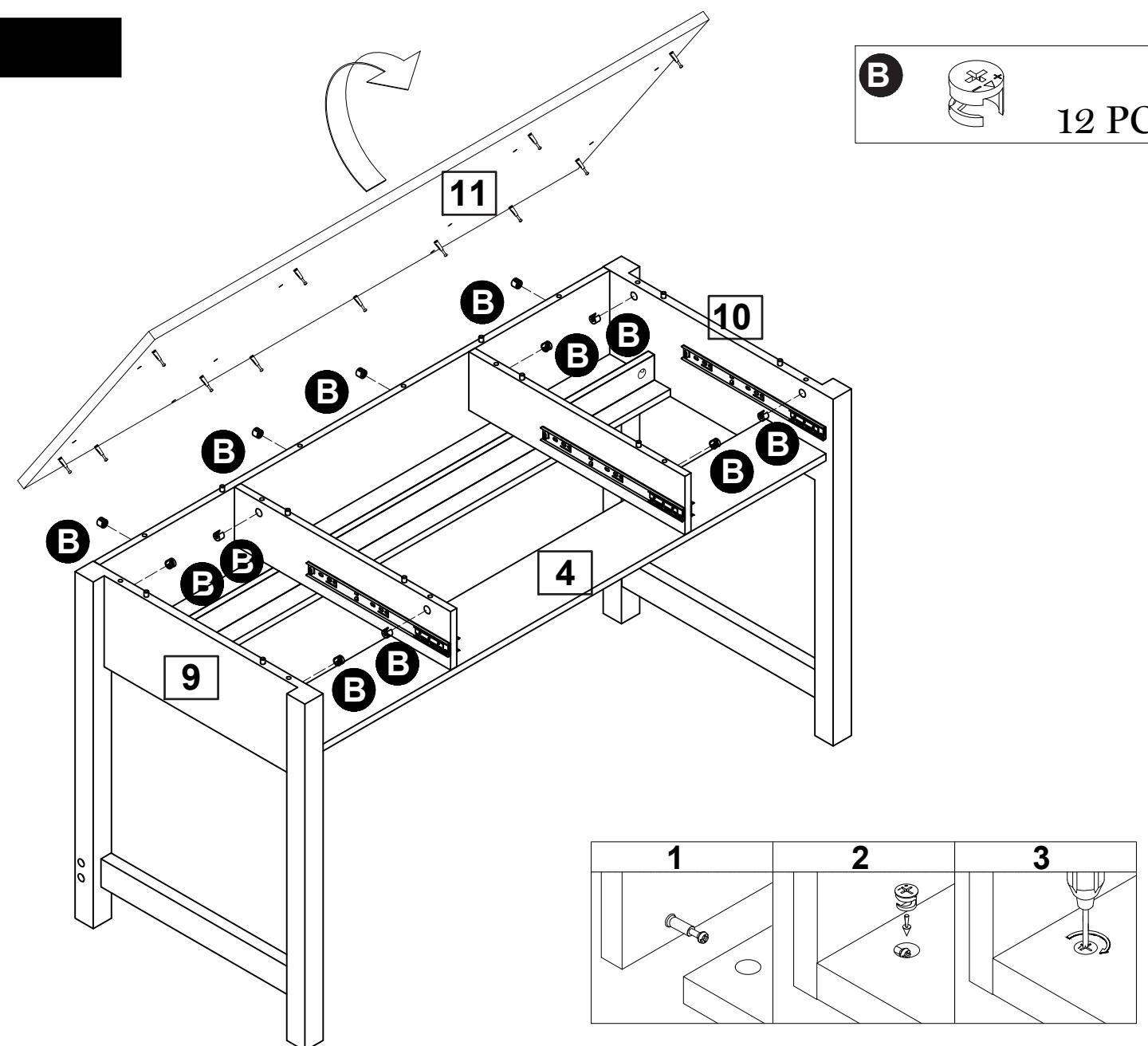
### Step 13



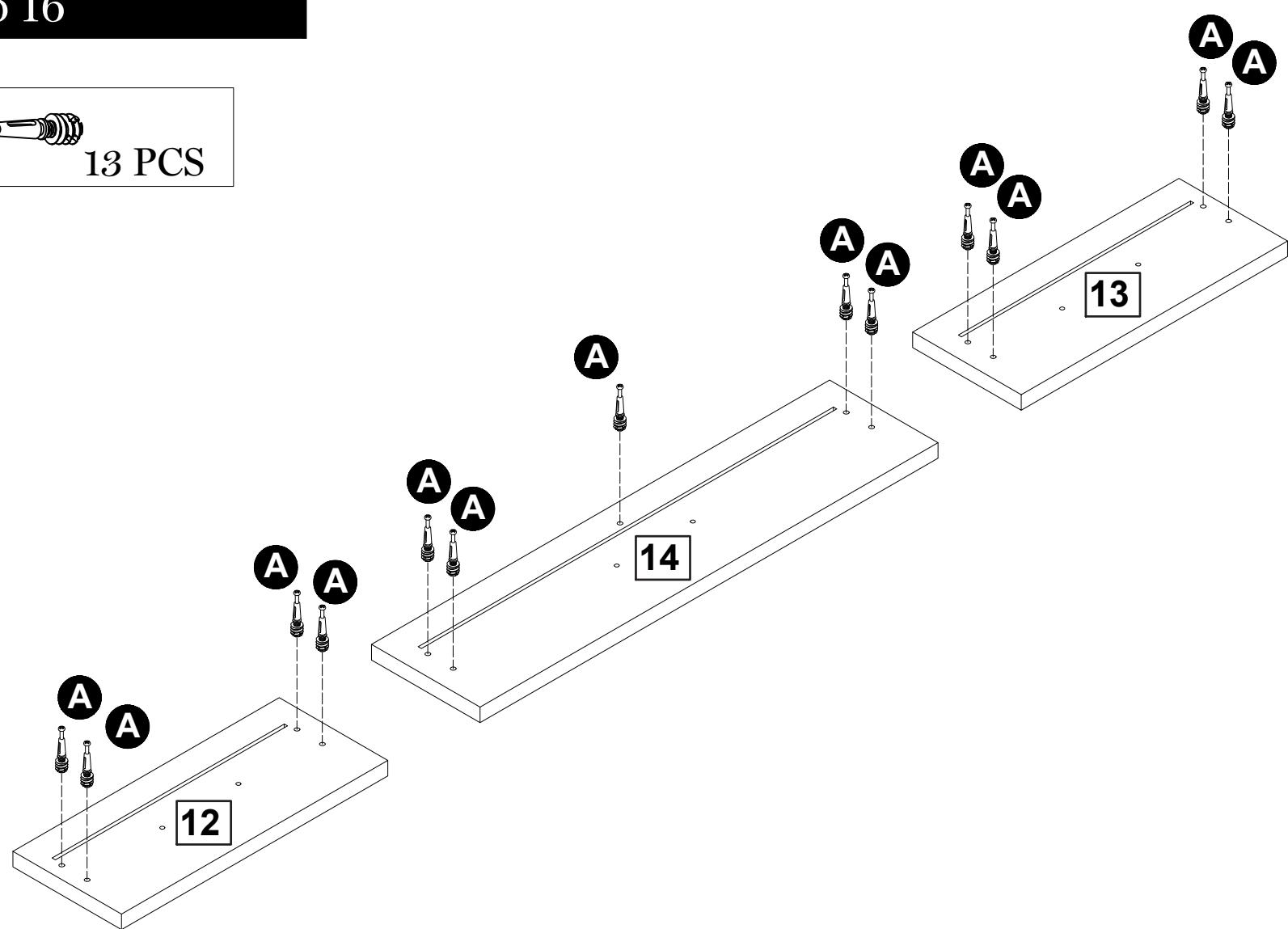
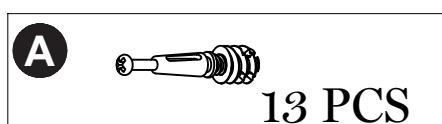
### Step 14



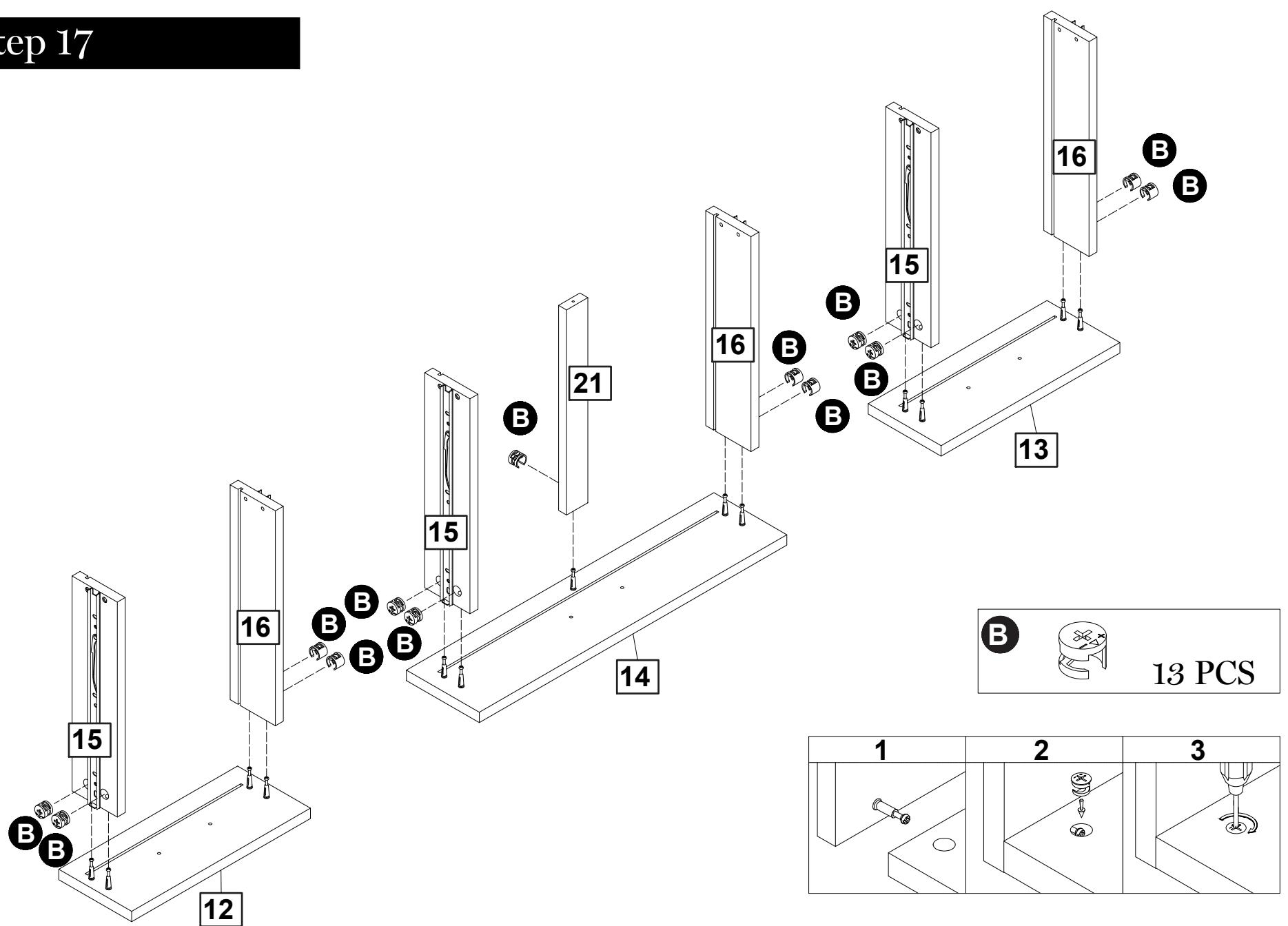
## Step 15



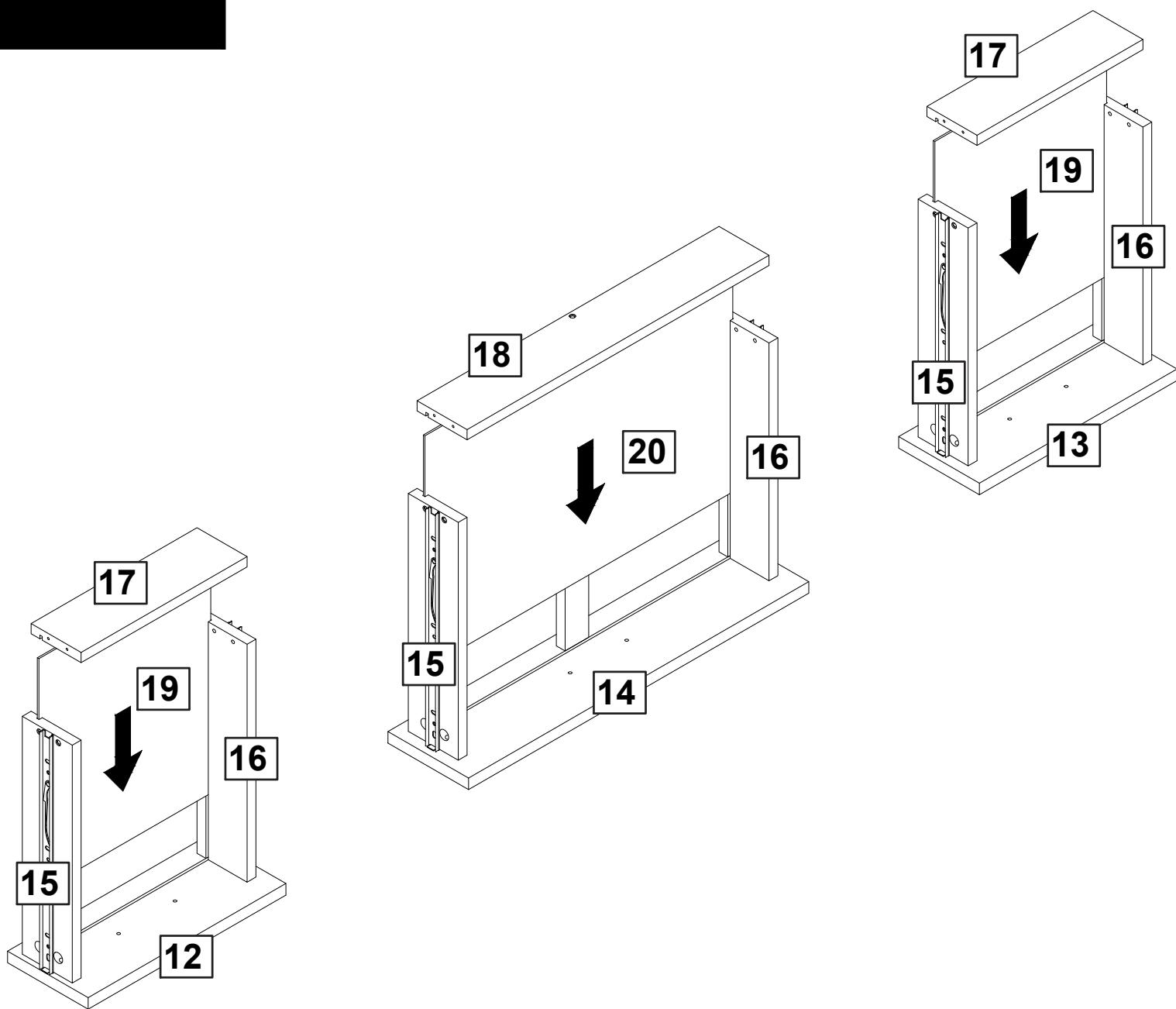
## Step 16



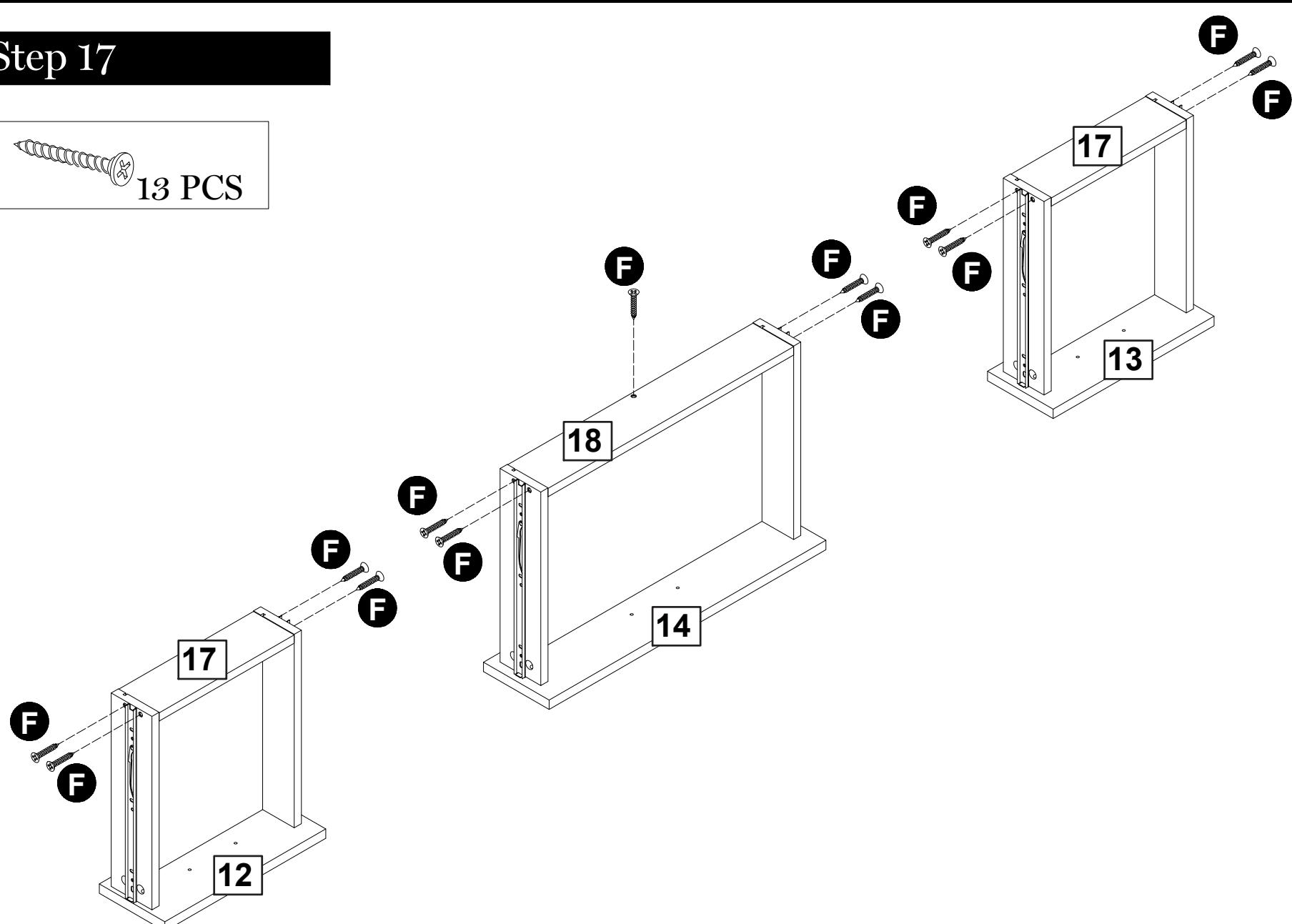
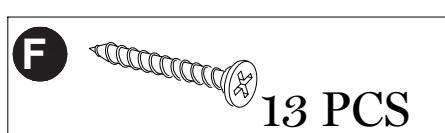
## Step 17



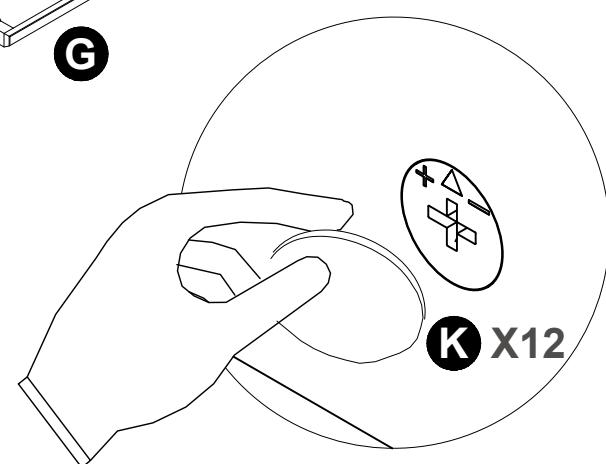
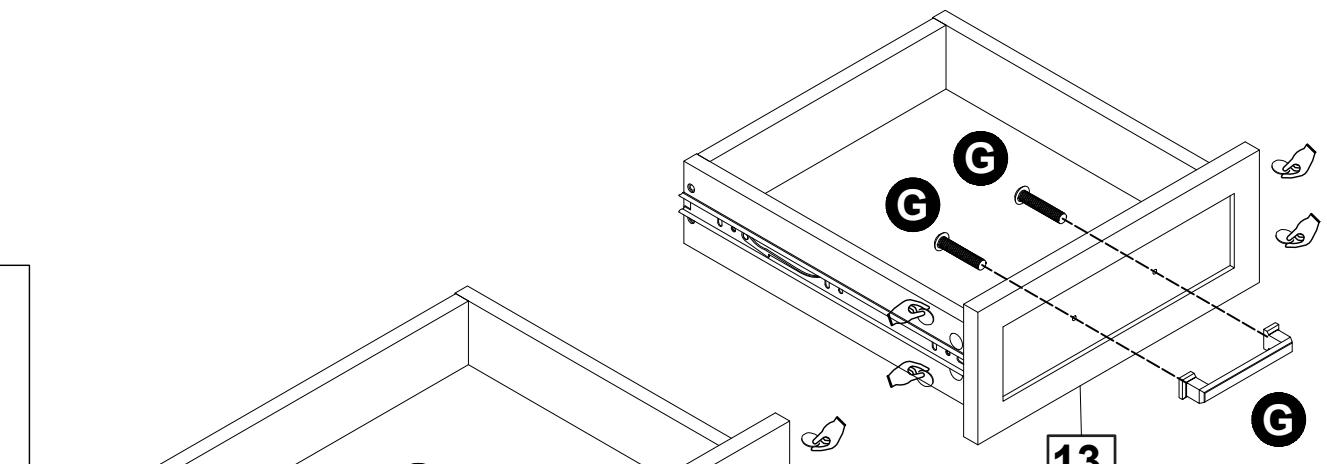
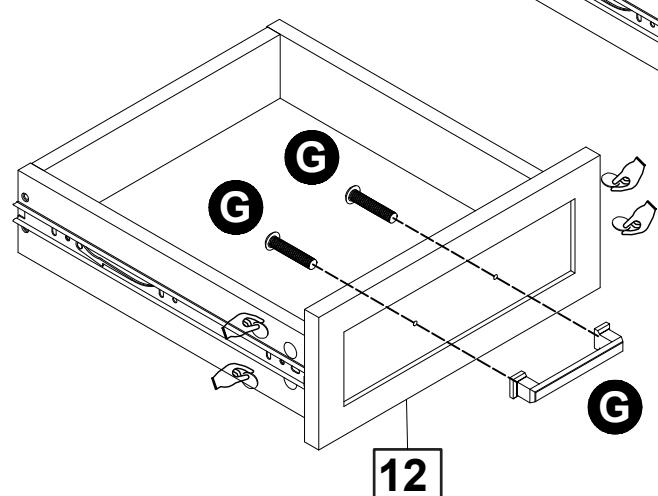
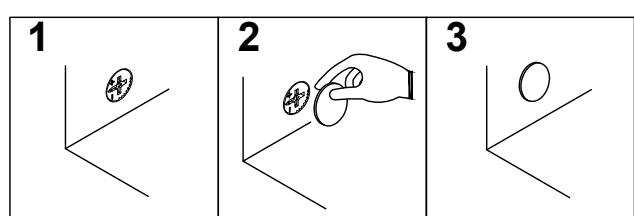
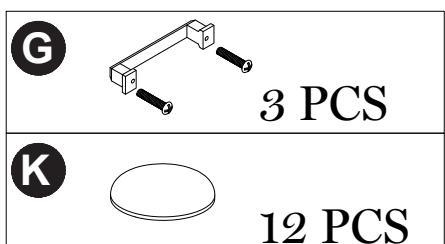
## Step 18



## Step 17

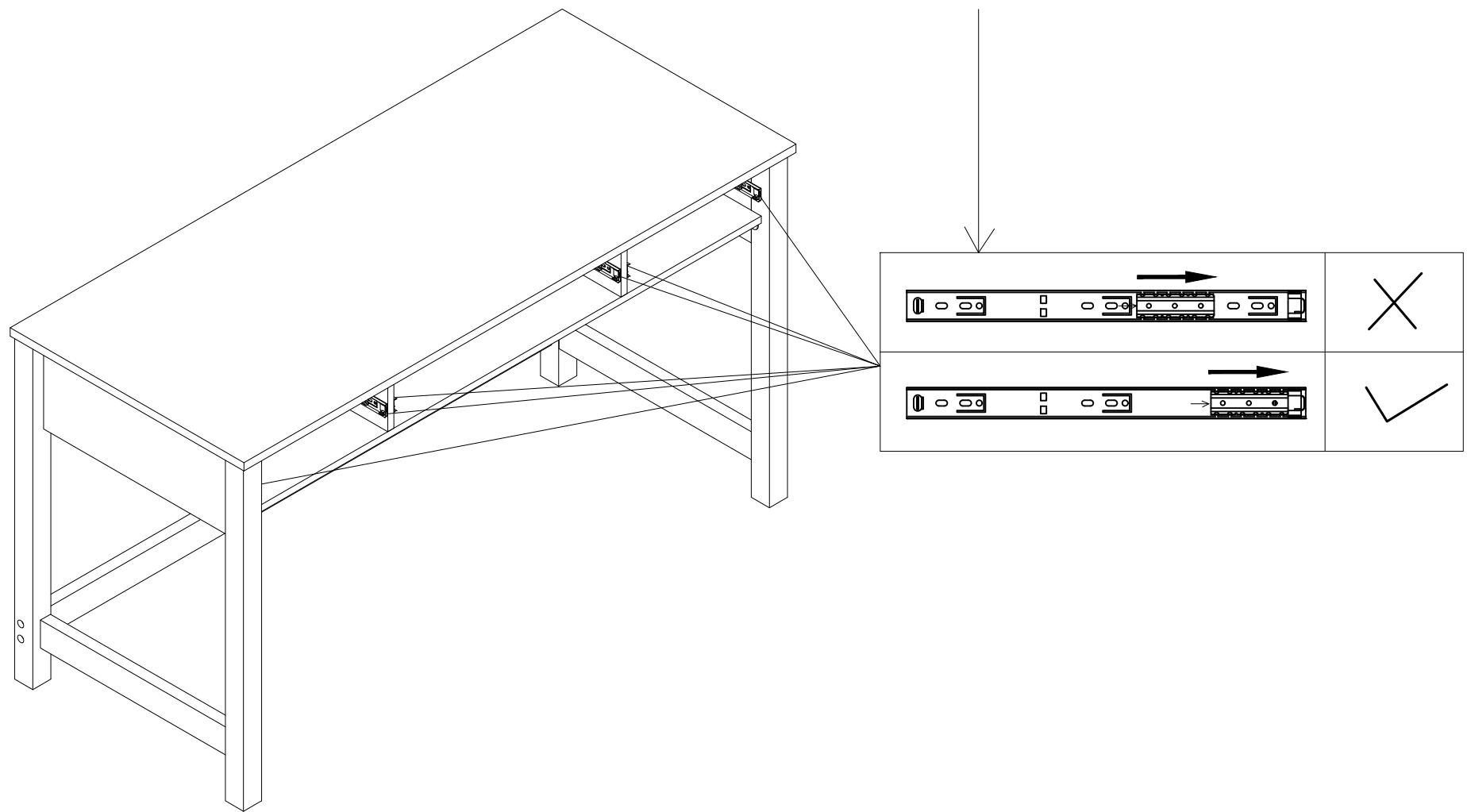


## Step 18

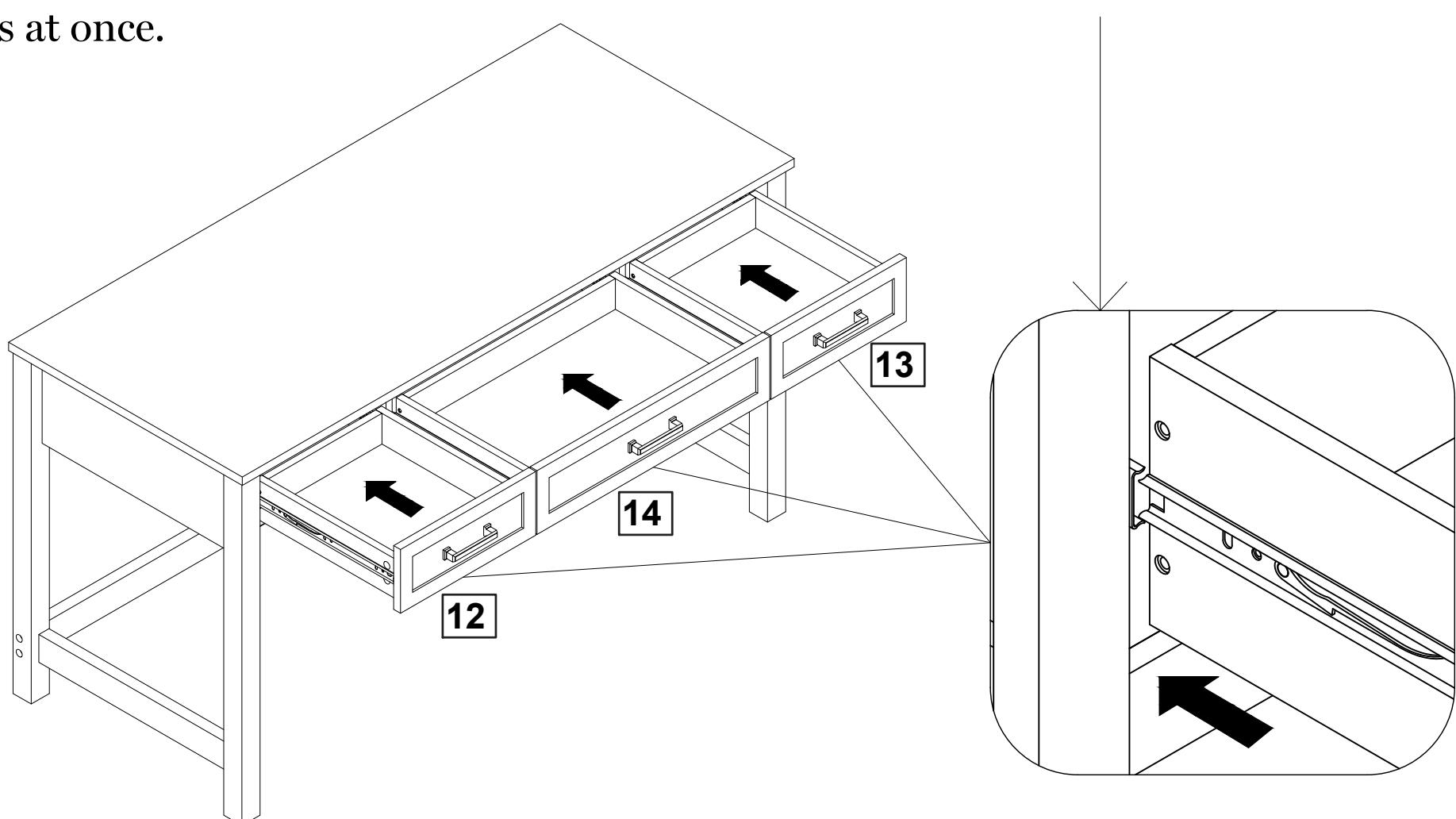


## Step 19

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.



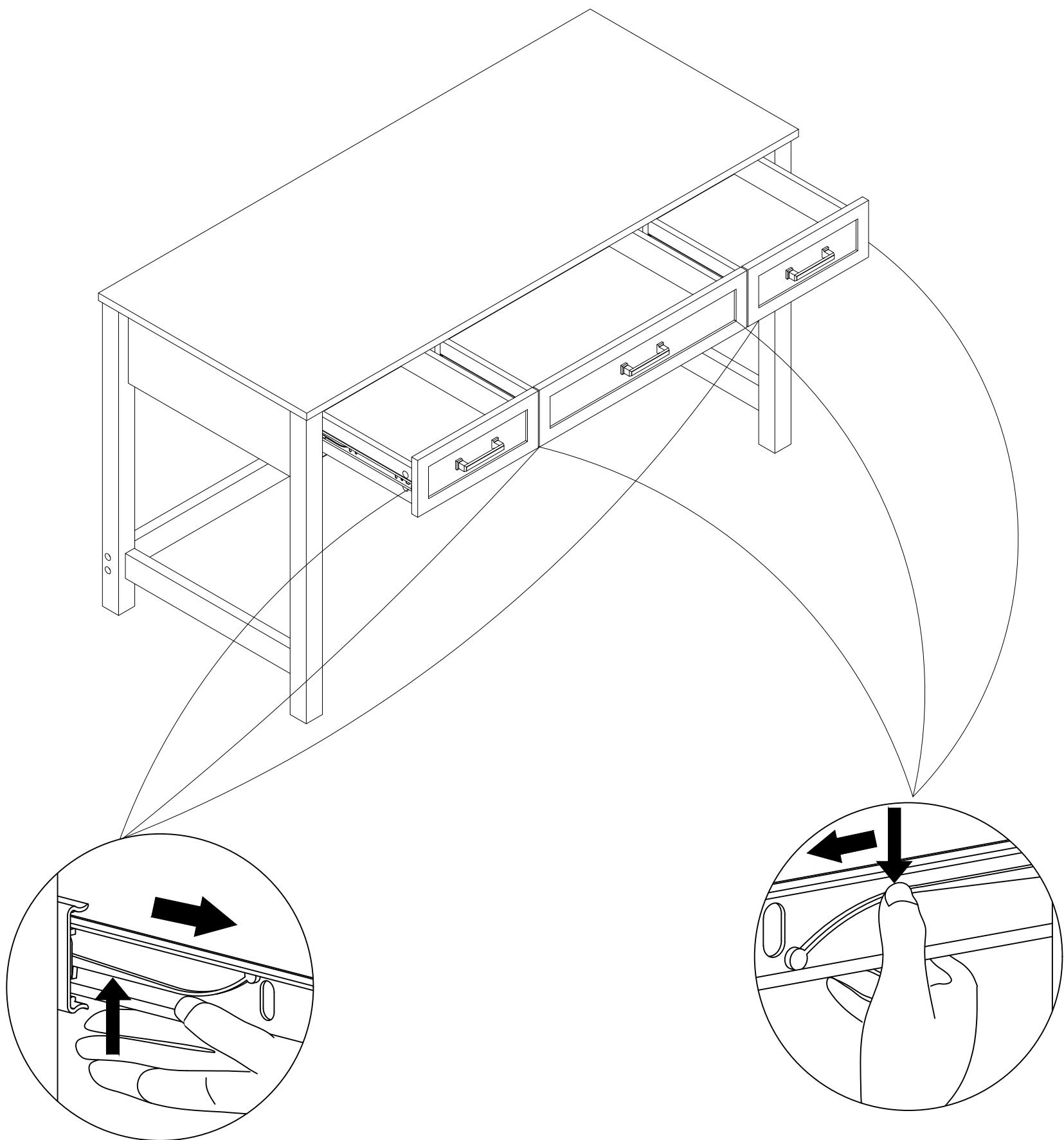
4. Fit: Open and close the drawer slowly three times to align and set the ball bearings.

If the drawers do not go in smoothly, please remove and repeat steps 1-4.

## Step 20

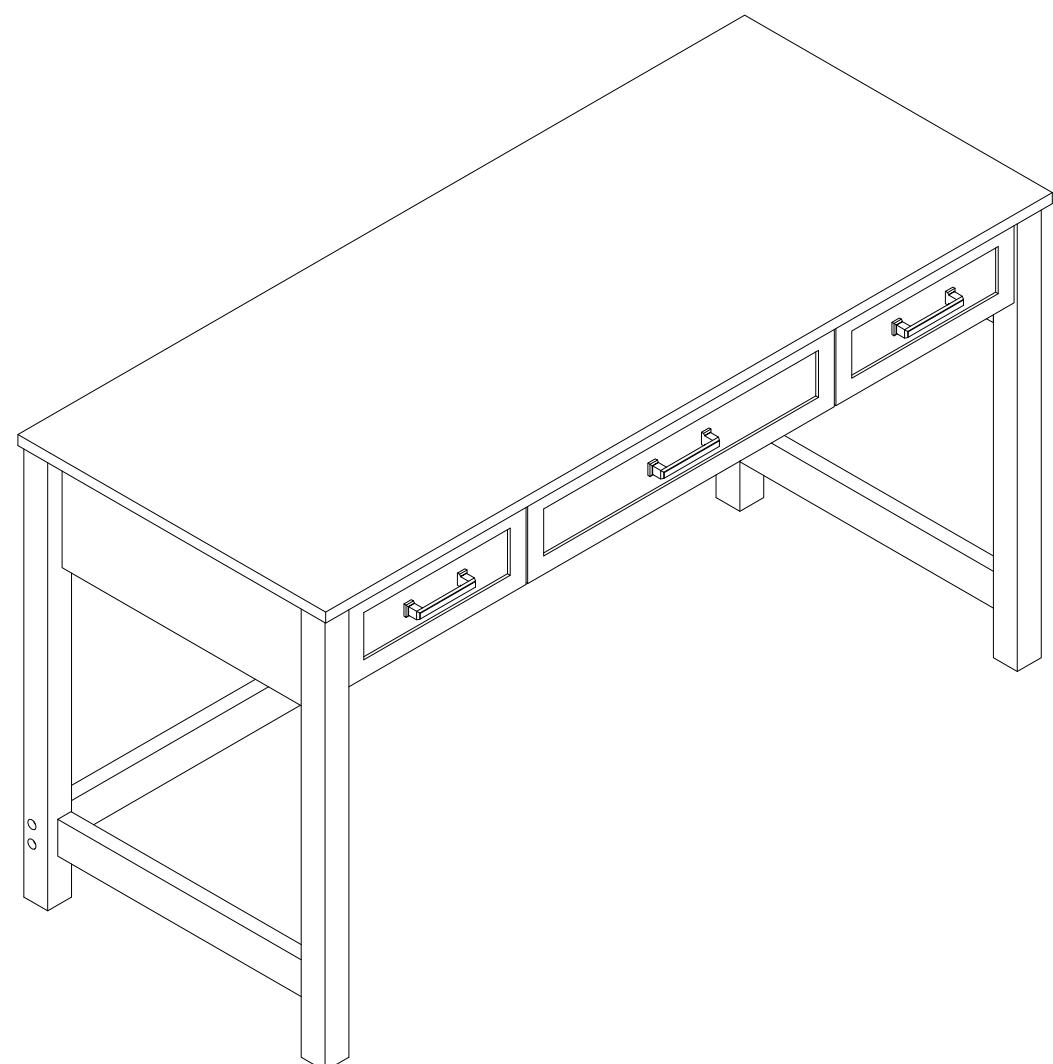
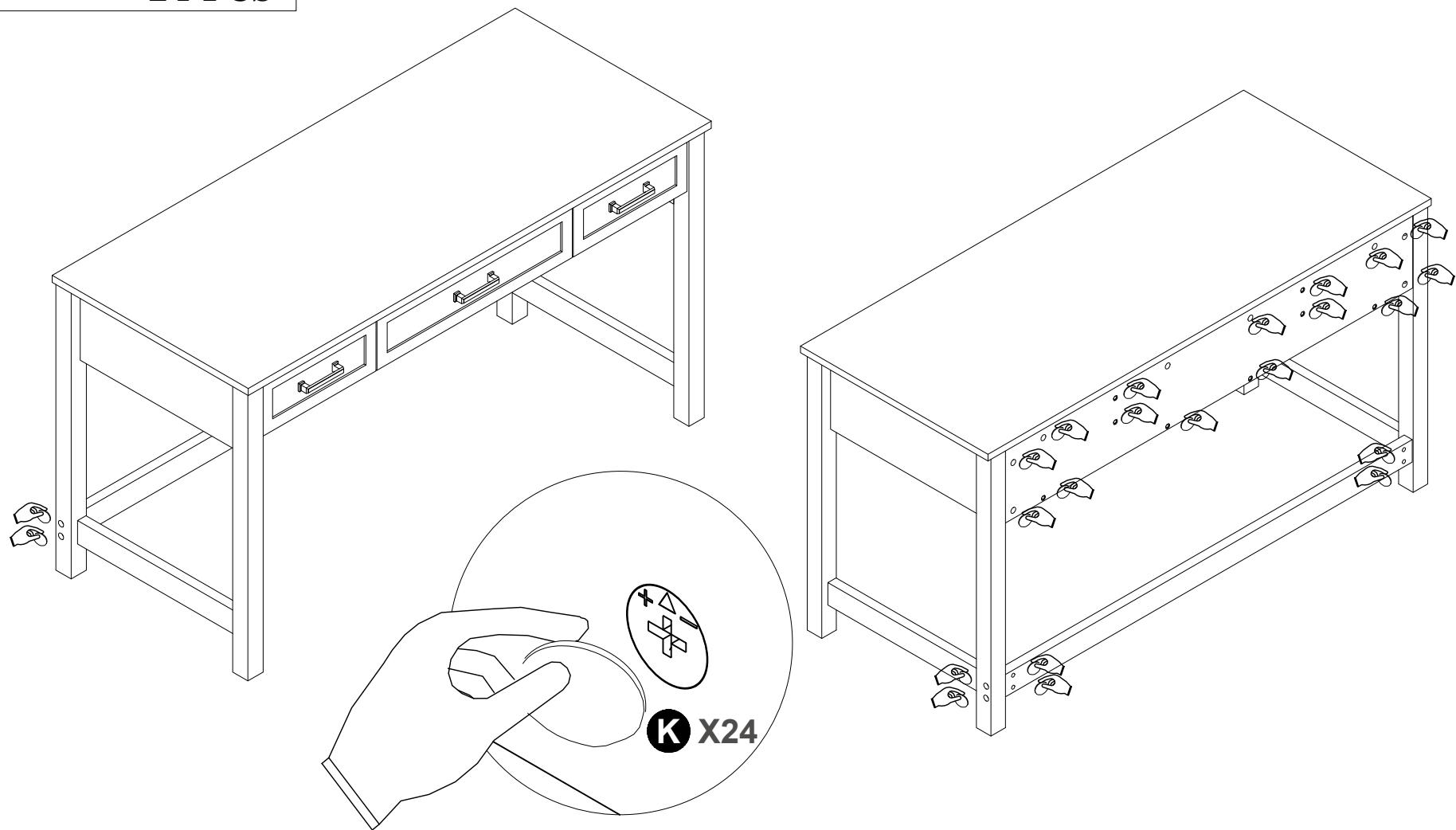
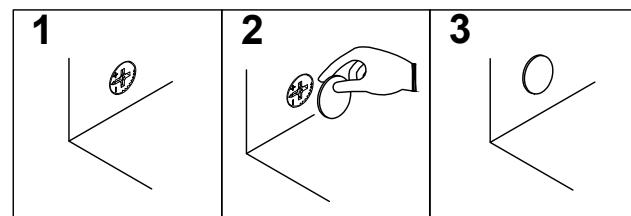
To Remove the Drawer:

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.



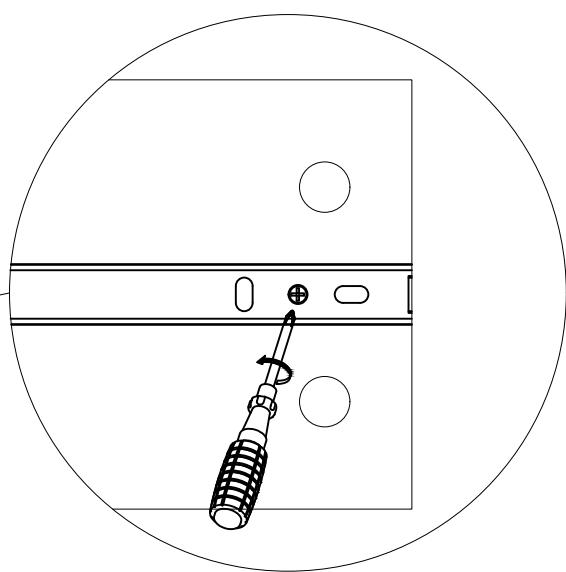
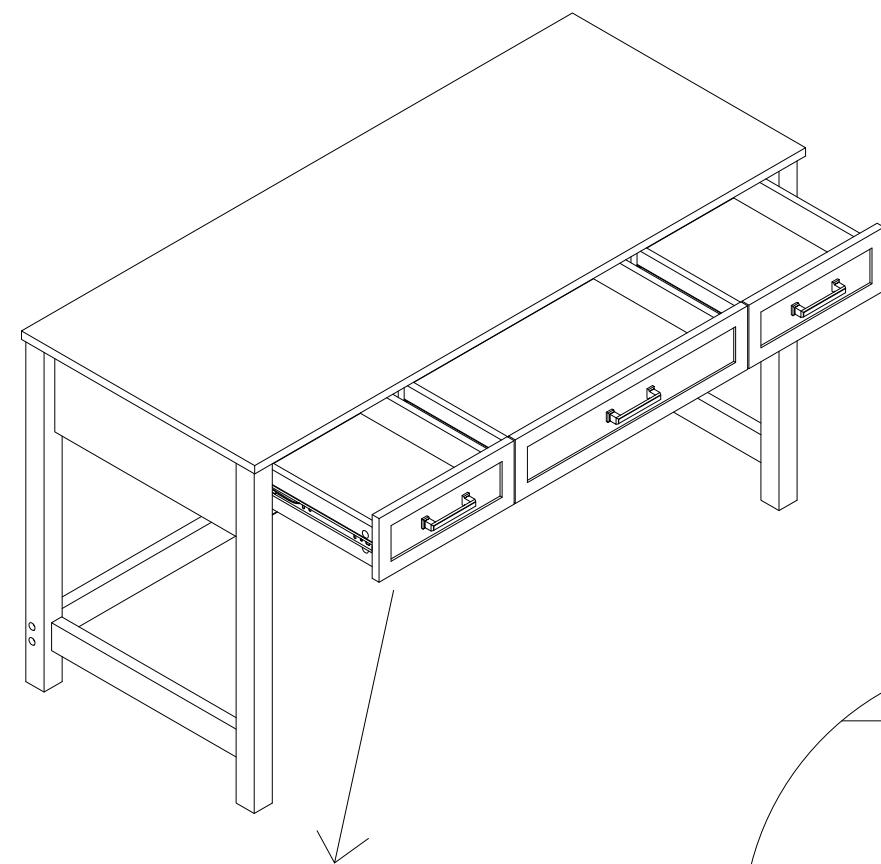
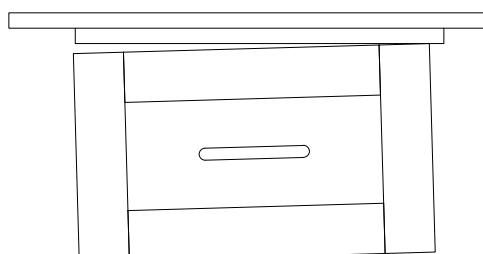
## Step 21

**K** 24 PCS

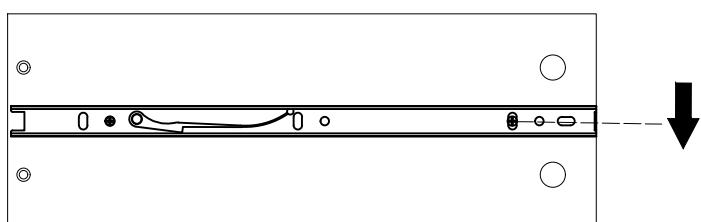
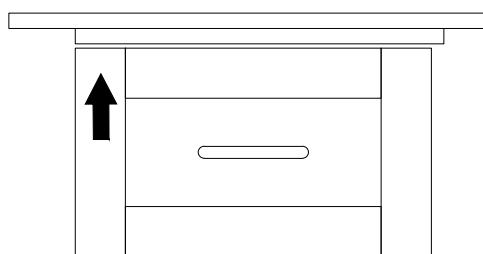


# Drawer Adjustment Instructions

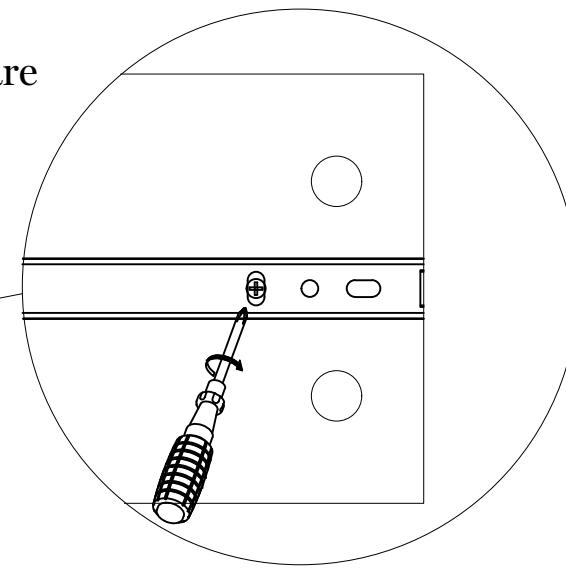
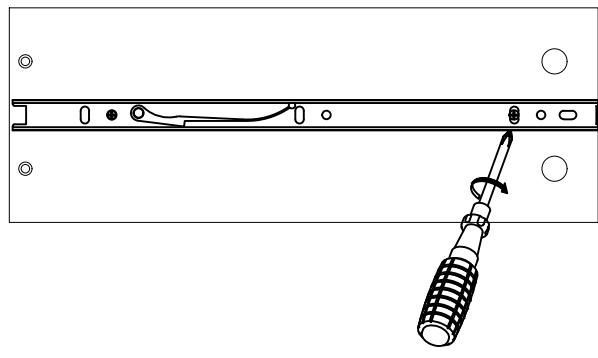
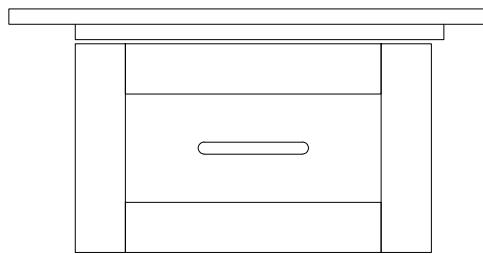
1. Fully extend the drawer.



2. Loosen the screw from the second hole position and remove it.



3. Slowly move the slide rail upward or downward. While moving, observe the height change of the front drawer panel to ensure that the left and right sides are even.



4. When the left and right sides are level, insert the screw into the third hole section and tighten the screw. Check the stability and height consistency of the front drawer panel again to ensure that the adjustment achieves the expected effect.

※ 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](mailto: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 drawer slides and interior spaces when shutting the drawers.
- Do not open more than one drawer at a time when in use. Keep drawers closed when not in use.
- 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](mailto: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.
- Do not push or pull this item to move it, team lift to reposition.
- The item is intended to be used indoors.
- Please review and retain all assembly instructions, safety and quality guidelines and product warnings for future reference.
- For maintenance instructions and replacement parts, please email us at [customerexperience@theubiquegroup.com](mailto:customerexperience@theubiquegroup.com) or call 866-552-2810.
- 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](mailto:customerexperience@theubiquegroup.com) or call 866-552-2810.
- Please visit [www.theubiquegroup.com](http://www.theubiquegroup.com) for our product warranty details or email us at [customerexperience@theubiquegroup.com](mailto:customerexperience@theubiquegroup.com) or call 866-552-2810.