



# Specification / Assembly

## Guidance



### Maximum Height

Do not build a configuration more than 4 single height (or 2 double height) carcasses.

Illustration shows maximum achievable height from floor for clarity.



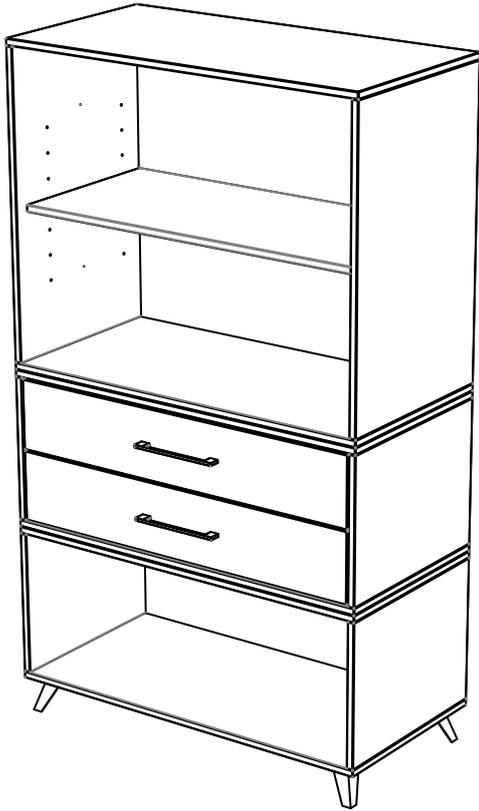
### Maximum Height on Castors

Do not fit castors to a configuration more than 2 single height (or 1 double height) carcass.

Illustration shows maximum achievable height from floor for clarity.

# Specification / Assembly

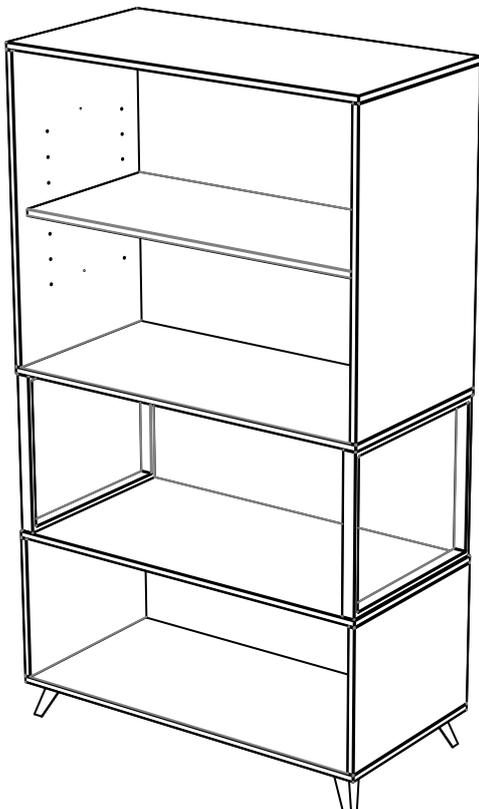
## Guidance



### Maximum Height of Drawers Units

Do not position drawer units higher than the 2nd level of storage.

Illustration shows maximum height from floor of drawer units for clarity.



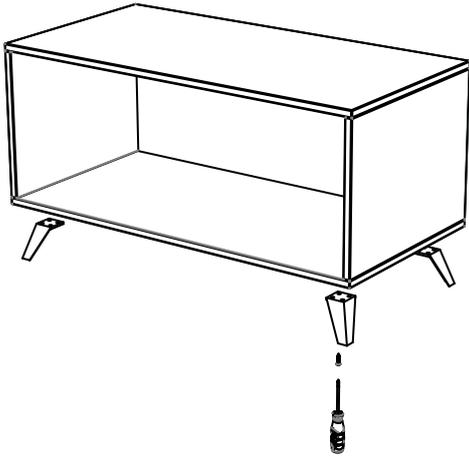
### Frame Limits

Do not fit more than 2 single height (or 1 double height) carcass above the square or wire frames.

Illustration shows maximum carcass size achievable above a square frame set for clarity.

# Assembly Feet

General Information



## Step 1

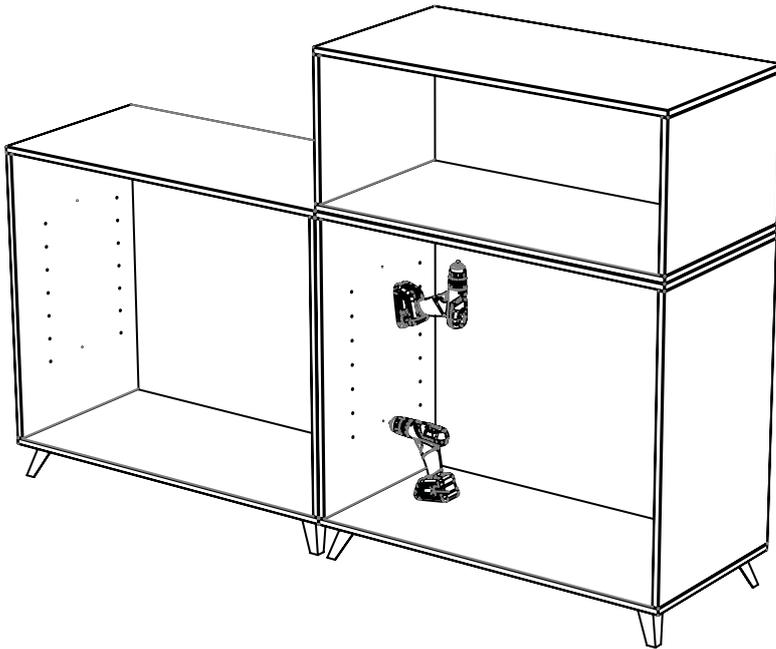
Position feet to align the holes with the 2mm pilot holes in the underside of the base.

Use the 4 no. 14 gauge screws provided per foot to fix the feet to the base.

Insert the adjustable levelling foot into the M8 threaded hole in the base of the foot.

# Assembly Joining Carcasses

General Information



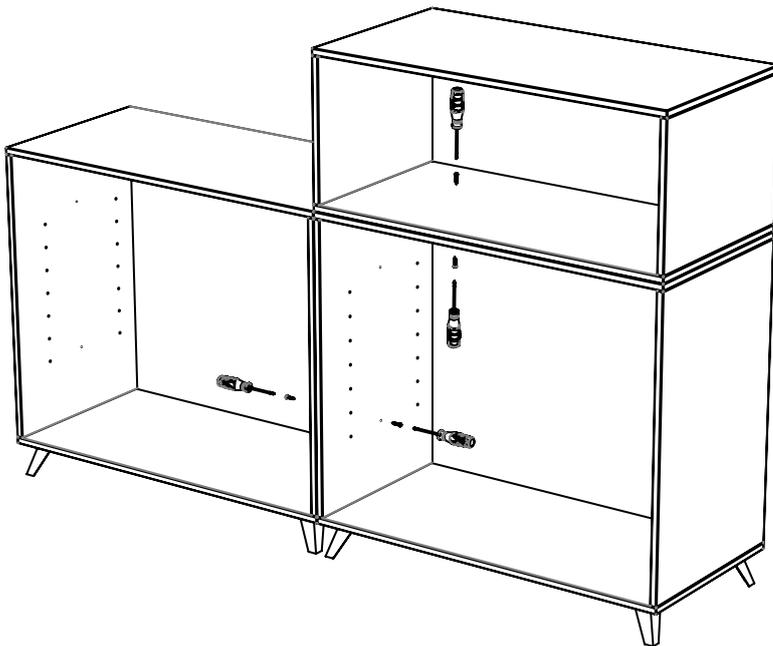
## Step 1

Position carcasses in the required configuration.

Ensure the carcasses are in the correct position and levelled using the adjustable feet.

Drill through the 2mm pilot holes in the relevant positions with a 8mm drill bit.

The 2mm pilot holes can be found 250mm from the front edge of the carcass on the inside face of the side panels and the underside of the top and base panels.



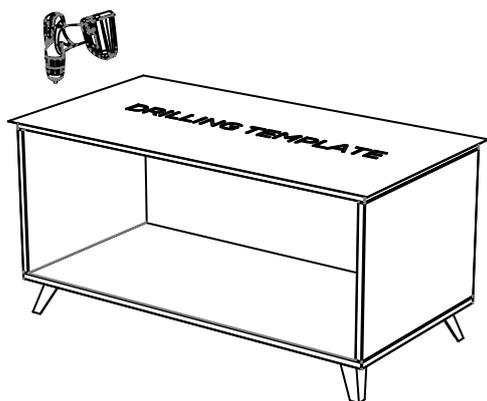
## Step 2

Use the 2 part M6 connecting bolts to join the carcasses.



# Assembly Wire frames

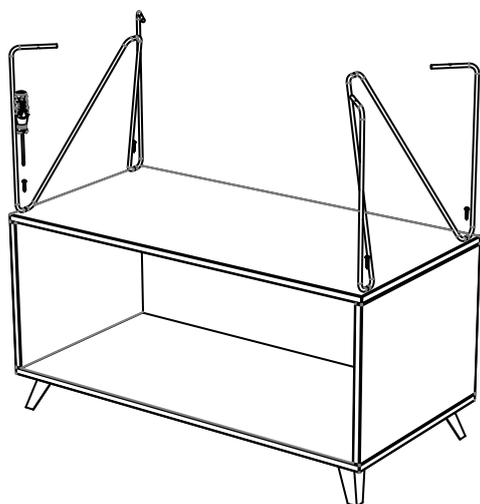
General Information



## Step 1

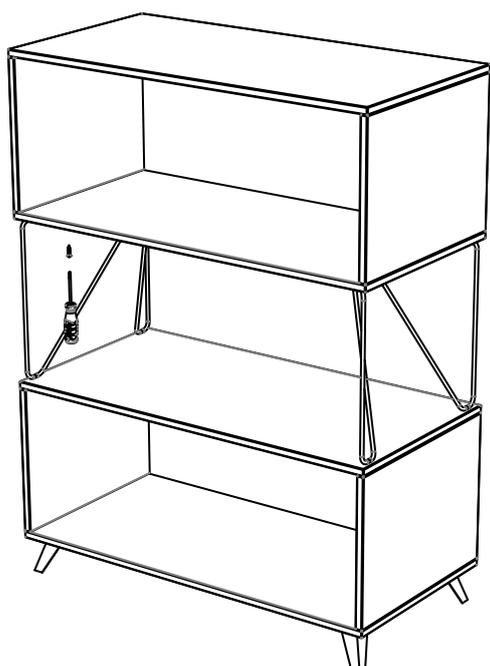
Position drilling template supplied onto the unit chosen to fit the frame onto.

Drill 4 no. 2mm dia x 5mm deep holes through in positions marked with "A"



## Step 2

Position the frames as shown and fix through the holes in the wire frame into the 2mm pilot holes drilled in step 1 with 4 of the screws provided.

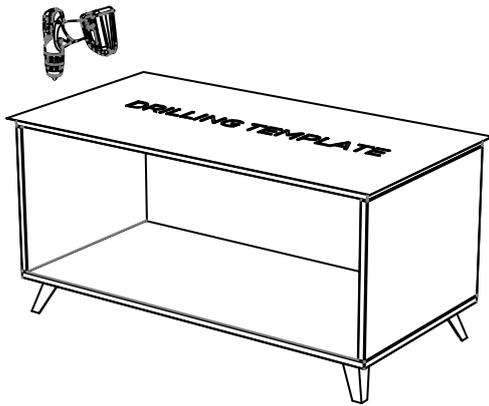


## Step 3

Position the unit chosen to fit to the frame onto the frame and fix using 6 of the screws provided into the 2mm dia pilot holes in the carcass base.

# Assembly Square Frames

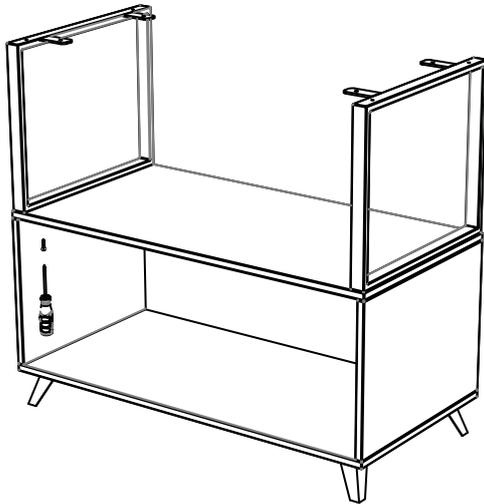
General Information



## Step 1

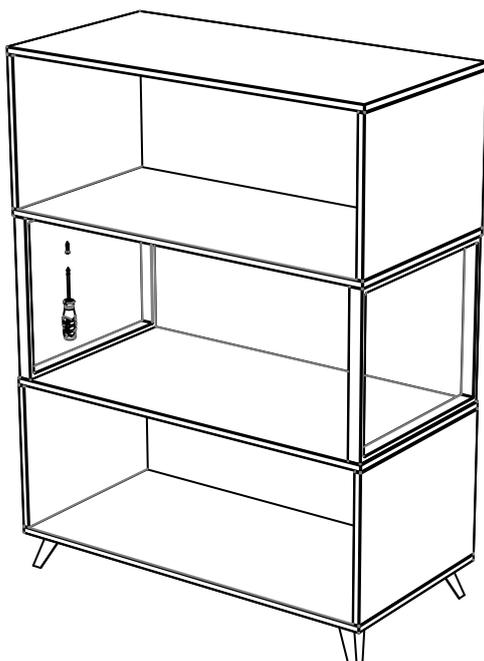
Position drilling template supplied onto the unit chosen to fit the frame onto.

Drill 4 number 5mm dia holes through the carcass in positions marked with "B"



## Step 2

Position the frames as shown and fix through the carcass top using the 4 no. M4 x 22mm screws provided.

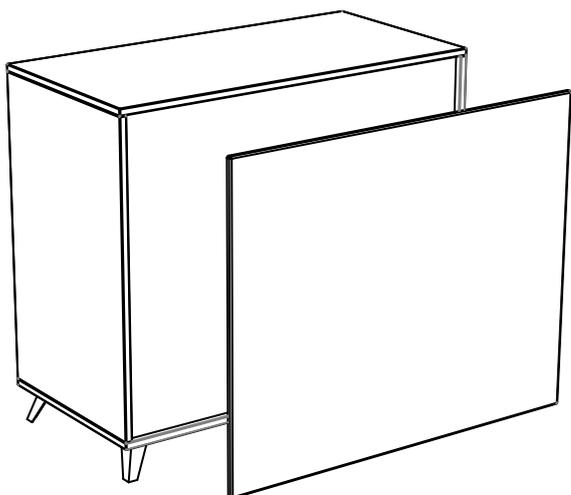


## Step 3

Position the unit chosen to fit to the frame onto the frame and fix using the screws provided into the 2mm dia pilot holes in the carcass base.

# Assembly Upholstered Back Panels

General Information



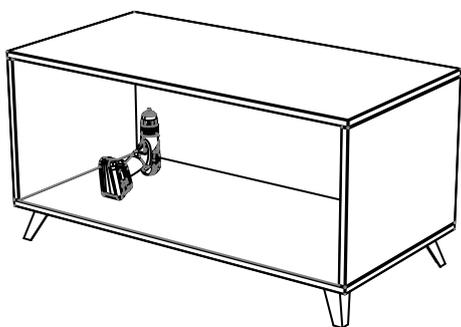
## Step 1

Fix the upholstered back panels into the inset back of the relevant carcasses using the self adhesive velcro provided.

Upholstered back panels can only be fitted to carcasses with inset back panel.

# Assembly Seat Pads

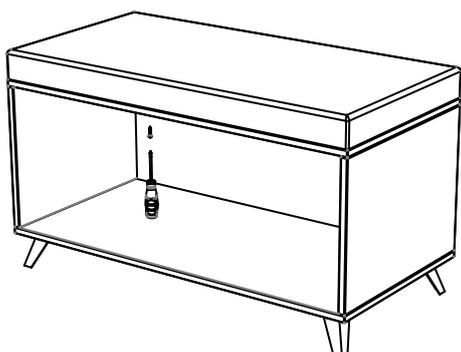
General Information



## Step 1

Drill through the 2mm pilot holes in the underside of the relevant carcass top panel with a 7mm drill bit.

The 2mm pilot holes can be found 250mm from the front edge of the carcass on the underside of the top panel.

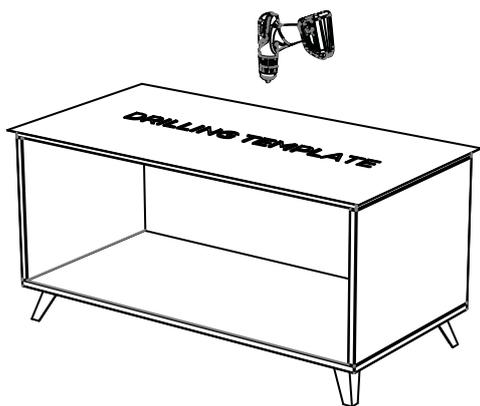


## Step 2

Use the 2 no. M6 X 30mm bolts to fix the seat pad into position.

# Assembly All Desk / Tables

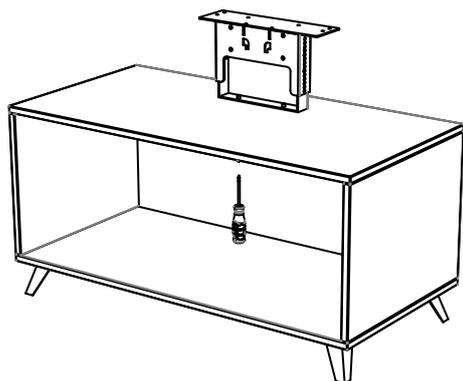
General Information



## Step 1

Position drilling template supplied onto the unit chosen to fit the frame onto.

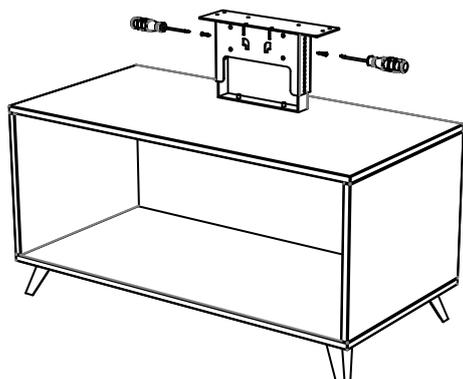
Drill 2 number 8mm dia holes through the carcass in positions marked with "C"



## Step 2

Position the bracket as shown and fix through the carcass top using the 2 no. M6 x 30mm bolts provided.

If fixing through 2 panels use the 2 no. M6 x 60mm bolts provided.

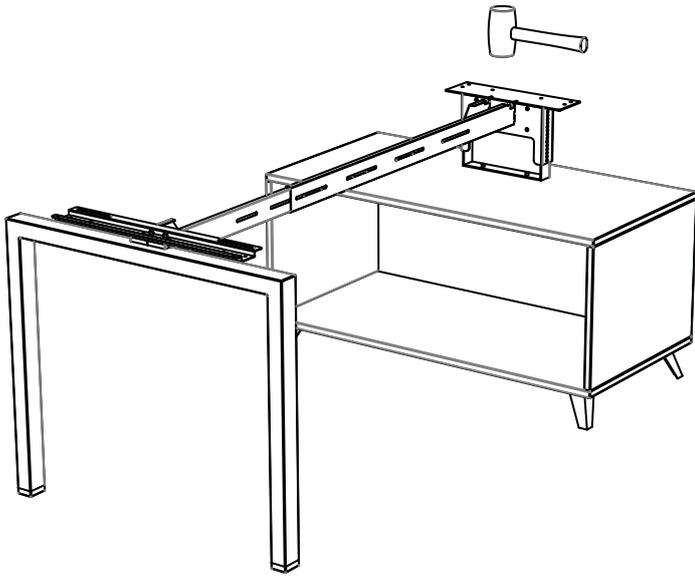


## Step 3

Set the height of the desk bracket to suit the leg frame, and fix into position using the 4 no. M6 x 25mm bolts provided.

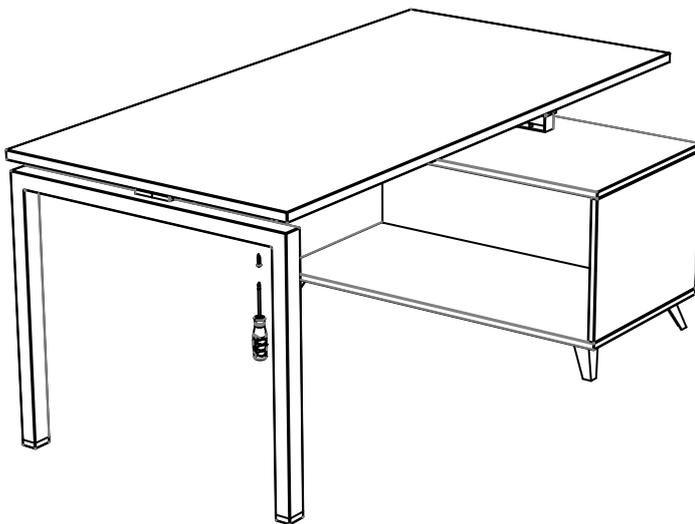
# Assembly Soho Desk / Tables

General Information



## Step 4

Assemble the leg and beam as per the instructions packed with the leg frame, then fit the beam into the bracket using a rubber mallet.

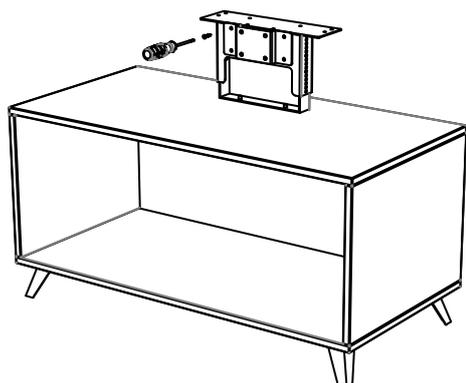


## Step 5

Fit the top to the leg frame and the bracket using the M6 x 12mm bolts and 14 gauge screws where applicable,

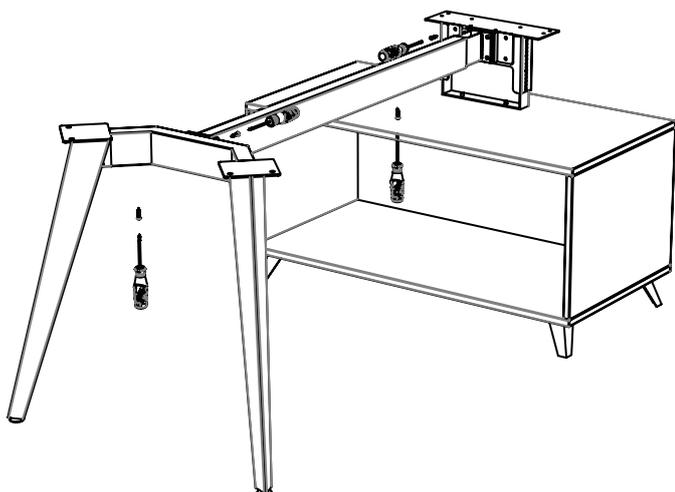
# Assembly Pyramid Desk / Tables

General Information



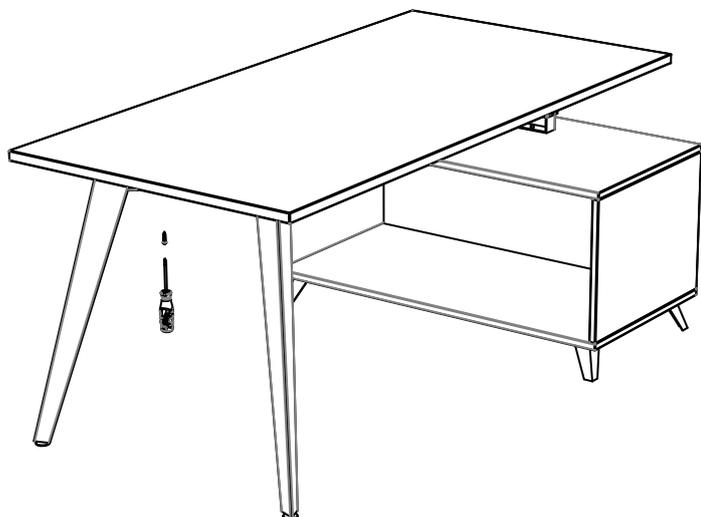
## Step 4

Fit the adaptor bracket using the 4 no. M6 x 25mm bolts provided.



## Step 5

Assemble the leg and beam as per the instructions packed with the leg frame, then fit the beam into the bracket using the 4 no. M8 bolts supplied with the beam.



## Step 6

Fit the top to the leg frame and the bracket using the M6 x 12mm bolts and 14 gauge screws where applicable,

# General Warnings

Safety Instructions

Never drag furniture when moving it, always lift it.

Periodically check all fixings to ensure none have come loose, and re-tighten where necessary.

Please take care when handling or moving the furniture as careless handling may cause damage or injury.

Furniture can be dangerous if incorrectly installed. Assembly should be carried out by a competent person. No liability will be accepted for damage or injury caused by incorrectly installed or assembled furniture.

Electrical items contain no user servicable parts. DO NOT disassemble components as this could result in personal injury and will invalidate any warranties.

## HEAVY ITEMS

It is recommended that before moving any heavy objects to a new location they are completely dis-assembled to avoid personal injury or damage to the furniture. Please be careful to retain all fittings when doing this.

# Inspection and Repair

Inspections should be carried out by a competent person. Repairs must only be carried out by competent personnel.

Where provided, assembly instructions should be retained for future reference.

Check that all fixings are secure. Any missing or damaged bolts should be replaced.

For sliding tops thumb screws should be periodically checked and should be able to be loosened by hand without the need for tools. Ensure thumbs screws are correctly installed and do not cross-thread.

Inspect adjustable feet. Missing or damaged feet should be replaced. Ensure adjustable feet are correctly adjusted to level the product and ensure even distribution of load.

MFC - Scratches to the surface of MFC may be improved using a colour matched filler/wax, but it will be impossible to match the grain pattern. Tops are edged in a high impact plastic which is very resistant to damage. Severe damage/missing edging will require the top to be replaced.

For general cleaning, and for the removal of light dirt or deposits, wash the laminate using a soft damp cloth and a mild non-abrasive soap. Then rinse clean with a damp cloth and then dry using a soft cloth. Most stubborn stains including grease, varnish or paint may be removed when rubbed gently with a white spirit. Then rinse clean with a damp cloth and then dry using a soft cloth. Highly concentrated fruit and vegetable juices must be wiped off immediately as some could cause permanent staining.

How to avoid streaks?

Streaks often form when the surface is cleaned with organic solvents, together with cold water and old cloths. To ensure no streaks occur when cleaning, we recommend wiping the surface down with warm water and then drying it using normal paper towels or microfibre cloths.

The following cleaning agents should not be used under any circumstances:

- Scouring and abrasive agents (abrasive powders, scouring pads, steel wool)
- Polish, washing powder, furniture cleaner, bleach
- Detergents with strong acids and acidic salts
- Steam cleaning equipment

## Painted Metalwork

For general cleaning, wash painted metal finishes with a soft, lint free cloth, soaked in warm water and a mild non-abrasive soap. Rinse thoroughly and dry. Scuff marks can be removed using a pre-softened paste wax carefully following the manufacturers instructions

Polished Aluminium

For general cleaning, apply a pre-softened paste wax to polished aluminium components carefully following the manufacturers instructions. Wax every three months to enhance the appearance of the aluminium.



# Fabric

## Cleaning & Maintenance Guide

The golden rule for removing stains is speed, as most spots will vanish if treated immediately, but quickly first mop up any excess liquid with absorbent tissue taking care not to dry the stain completely or it may set. Then remove as much soil or staining material as possible by carefully brushing, vacuuming, or scraping with a dull instrument.

### What to use?

For the removal of water-borne, non-greasy soil or stains such as tea, coffee, milk, soft drinks, blood, washable ink, and water based paints, gently apply a water base PH neutral cleaning fluid that is specially made for cleaning fabric, to the soiled area using a clean cloth or sponge following manufacturers instructions. For the removal of oil-borne stains such as grease, lipstick, nail polish, ball point pen, use a dry-cleaning solution at room temperature (never hot) and allow solution to work into stain, again following manufacturers instructions.

### How?

Using quick, light strokes, brush stain with a soft bristle brush. Work from outside toward the centre to prevent rings. Avoid vigorous rubbing, which may damage the nap or force the stain more deeply into the material. Soak up remaining dry-cleaning solution and sponge the fabric with cool water. Allow fabric to dry completely and then vacuum thoroughly. If the stain is still evident, then repeat the procedure. Several light applications of cleaning solution are more effective/less damaging than one heavy application.

### Large Areas

When large fabric areas must be cleaned, such as complete screen panels, it is recommended that you employ a specialist-cleaning firm.

# Leather & Vinyl

For normal cleaning vacuum or dust frequently with a clean, dry cloth.

### Stain Removal

Most stains can be removed by applying a mild nonabrasive soap to a lukewarm wet soft cloth, working up into a thin lather and then rubbing it over the stain. Take care first to remove as much soil or staining material as possible by gently brushing, vacuuming, or scraping with a dull instrument. Then clean with a damp cloth and dry with a soft cloth. After removing butter, oil or grease soil from leather, allow the remainder of the oil to dissipate into the leather. Mineral spirits may be used with caution to remove chewing gum, grease, or other greasy soils and stains that cannot easily be removed with soap and water. Ink spots can sometimes be removed by washing with a mild nonabrasive soap and water followed by isopropyl alcohol.

# Lubrication

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No lubrication will be required.