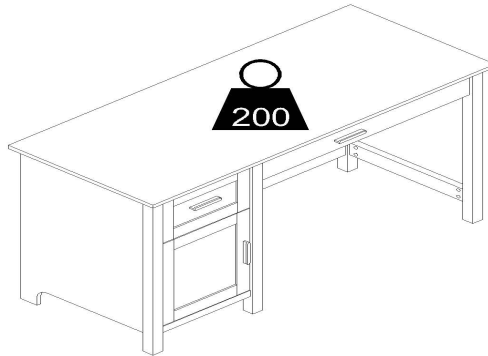




Home Office Desk

SKU: ZG-ZP-09-WH-GLD-MS

SKU: ZG-ZP-09-GY-MS



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.



Customer Service Email: CustomerExperience@theubiquegroup.com | Phone: 866-552-2810



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 not 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 center.

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 tightend properly.

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

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

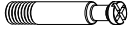


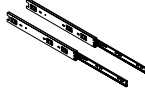












- Use the anti tip strap or wall fixing method provided (if applicable)
- Do not allow children to climb or hang on the furniture
- Do not open more than one drawer at a time
- Do not place heavy items in the top drawers
- Do not place heavy items on top of the furniture, unless the furniture has been designed for this purpose

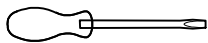
Please note that only the anti tip strap is provided.
You will need to provide wall plugs and screws applicable for your wall type

Hardware

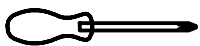
Please check you have all the parts listed below

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

A  Male Camlock x 54	B  Female Camlock x 54	C  Dowel x 26
D  Drawer slider 14" X 2	E  3.5*14mm Screw x 28	F  4*30mm Screw x 9
G  Handle x 3	H  6*20mm Screw x 6	I  4*20mm Screw x 8
J  4*6mm Screw x 2	K  4*18mm Screw x 4	L  3*16mm Screw x 4
M  Plastic wedge x 4	N  Door Hinge x 2	O  Ø20 Sticker x 20
P  Door Pin x 1		



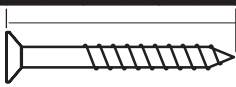
Tools required



Phillips screwdriver
(medium & large)

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

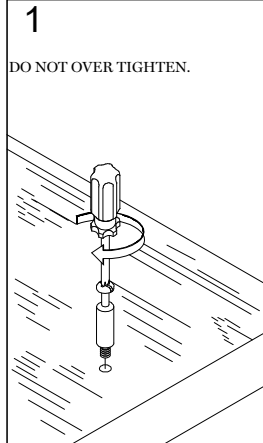


The screw length is measured from the head to the point (30mm screw shown).

Using Camlocks

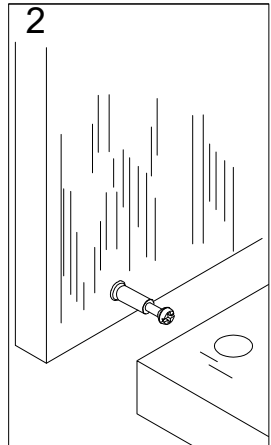
Step 1

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



Step 2

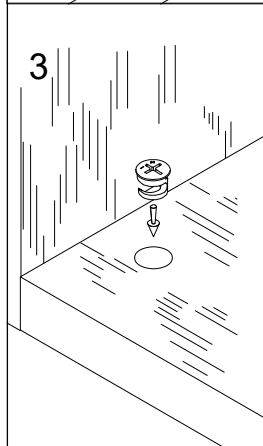
Push the male camlock into the entry hole.



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.

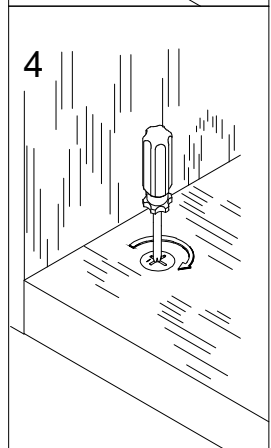


Step 4

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:

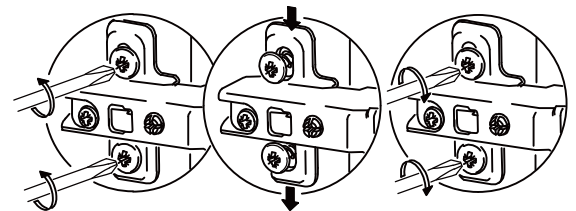
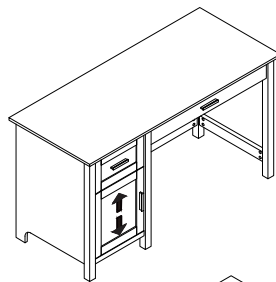
a: To move the top panel up or down, loosen screws shown and move top panel to suit

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

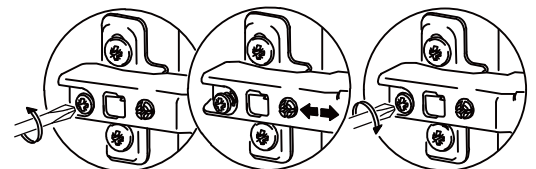
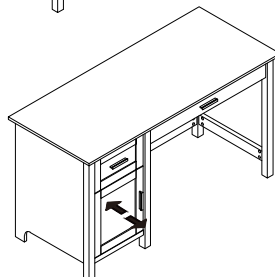
Retighten screws

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

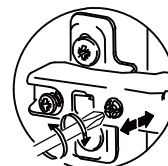
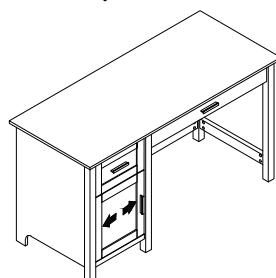
a:



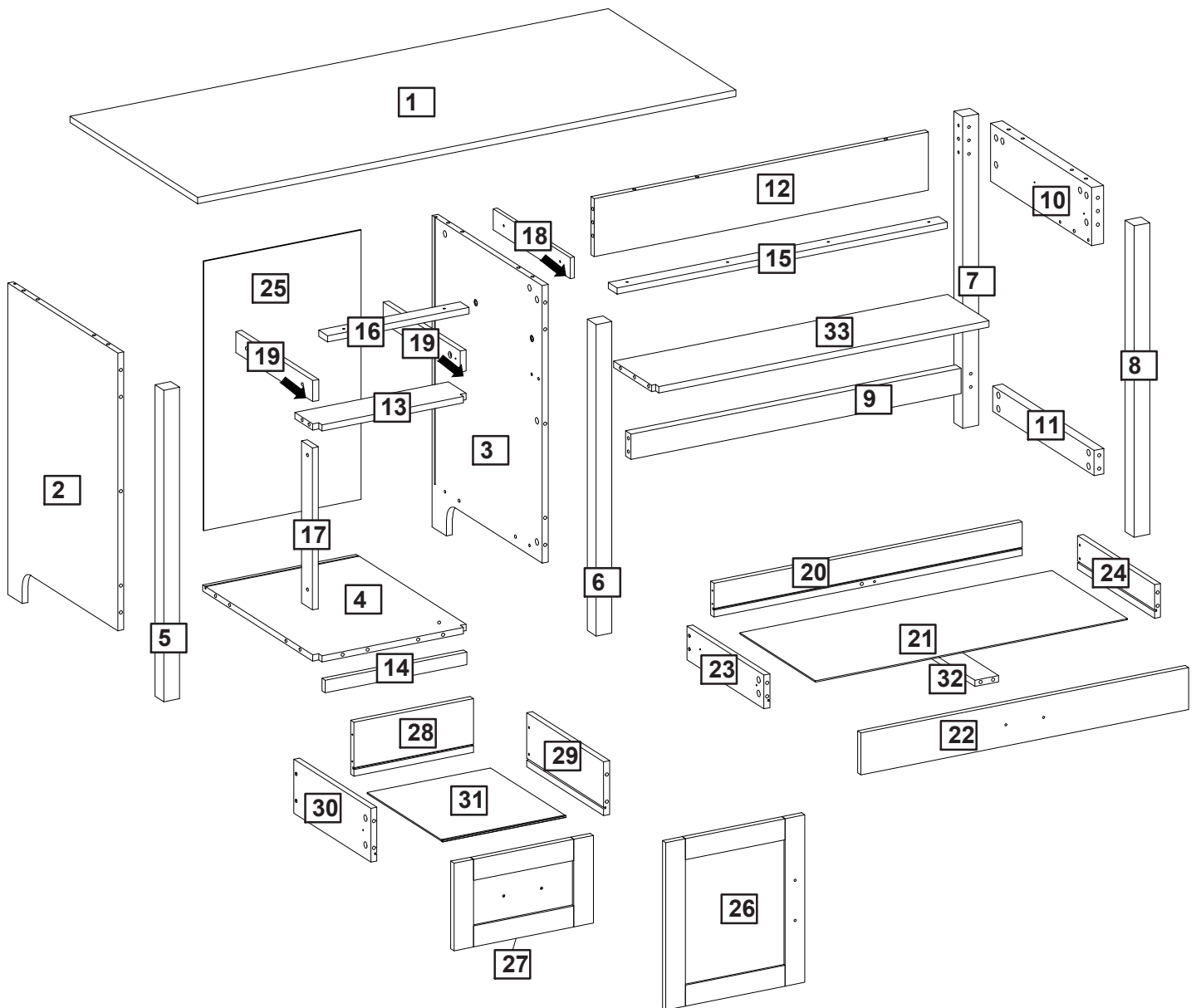
b:



c:

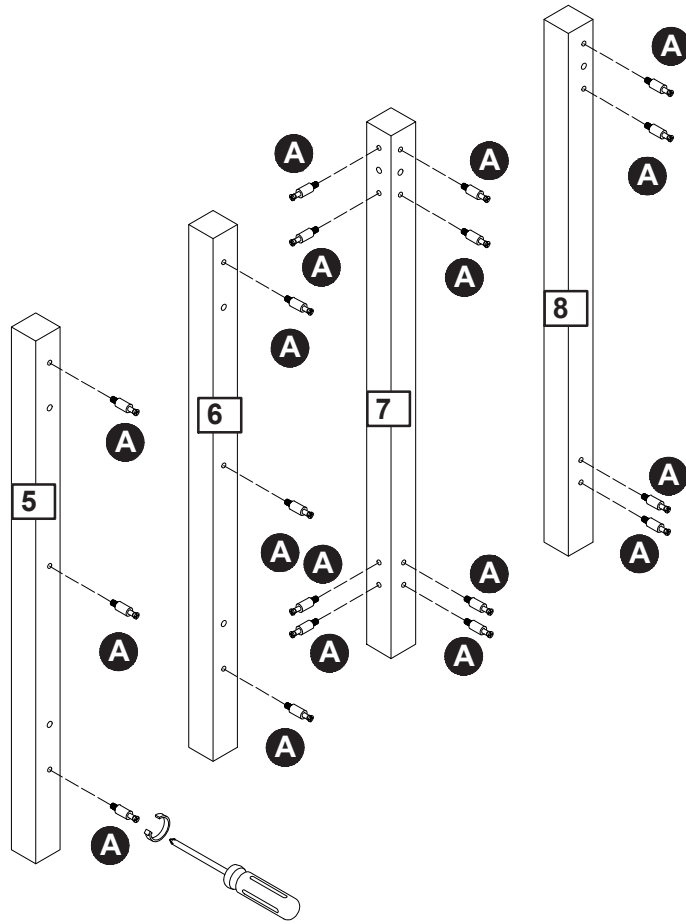


Parts

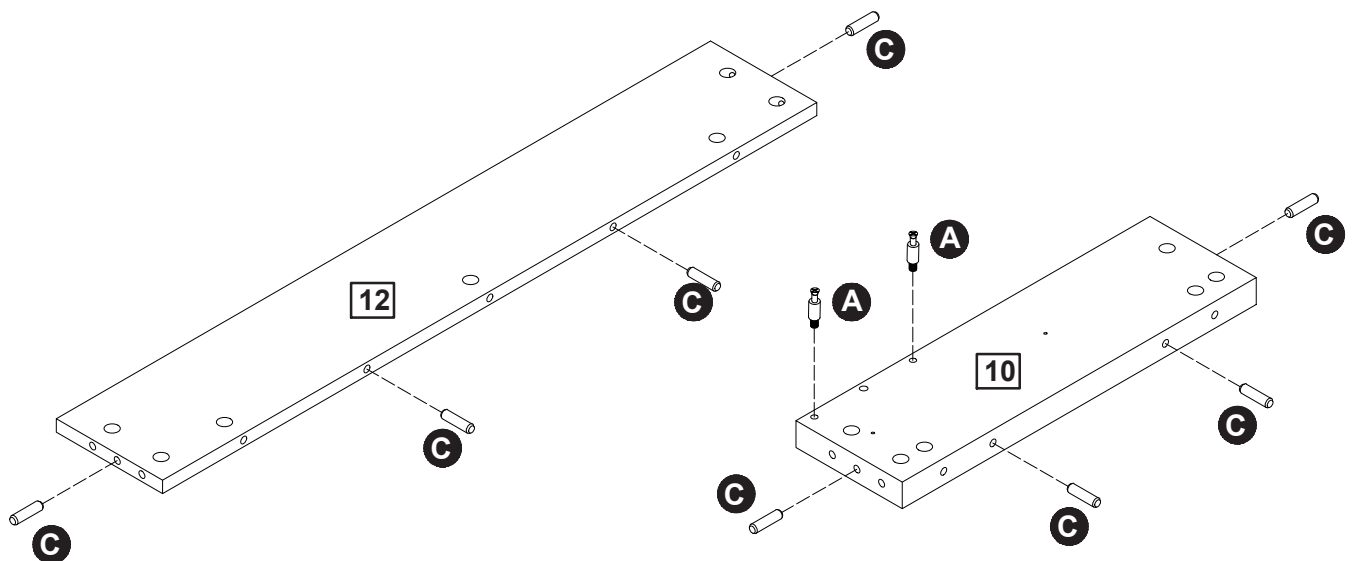


Assembly Instructions

Step 1

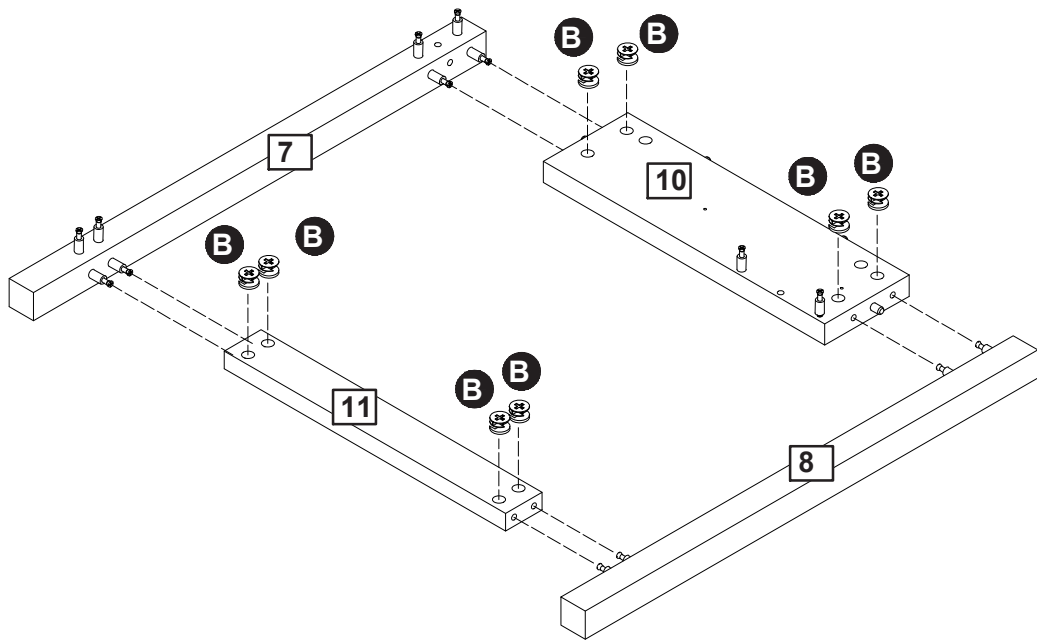
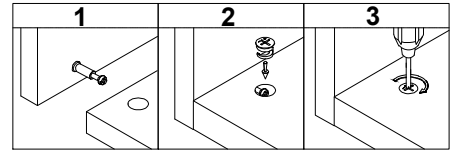


Step 2

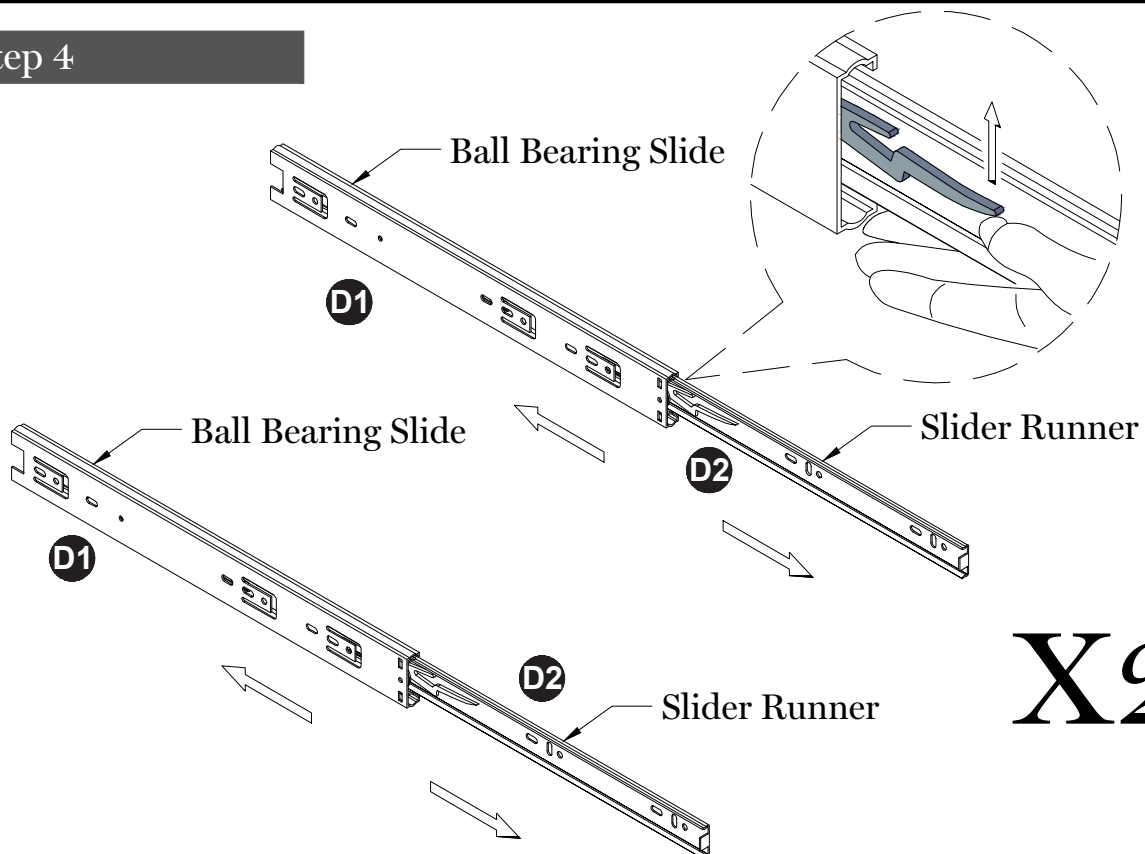


Assembly Instructions

Step 3

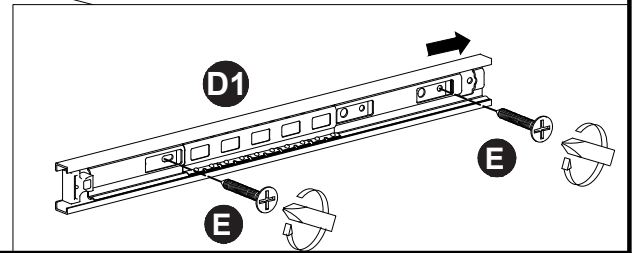
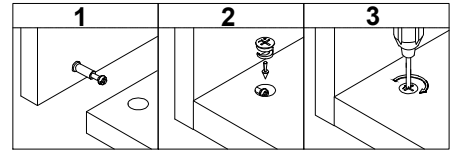
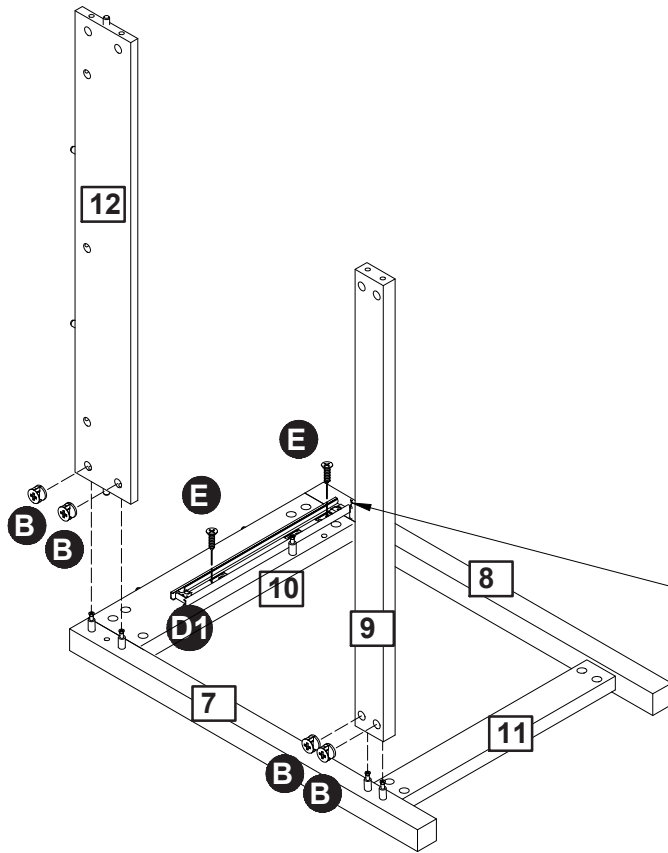


Step 4

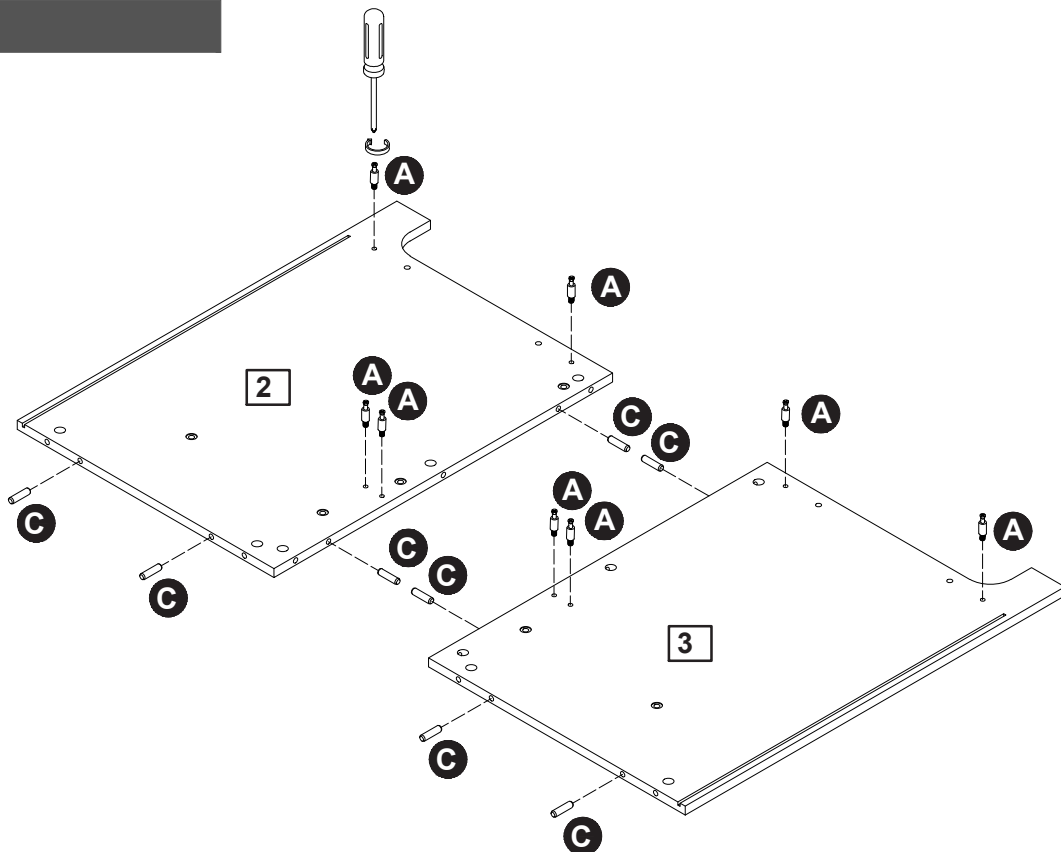


Assembly Instructions

Step 5

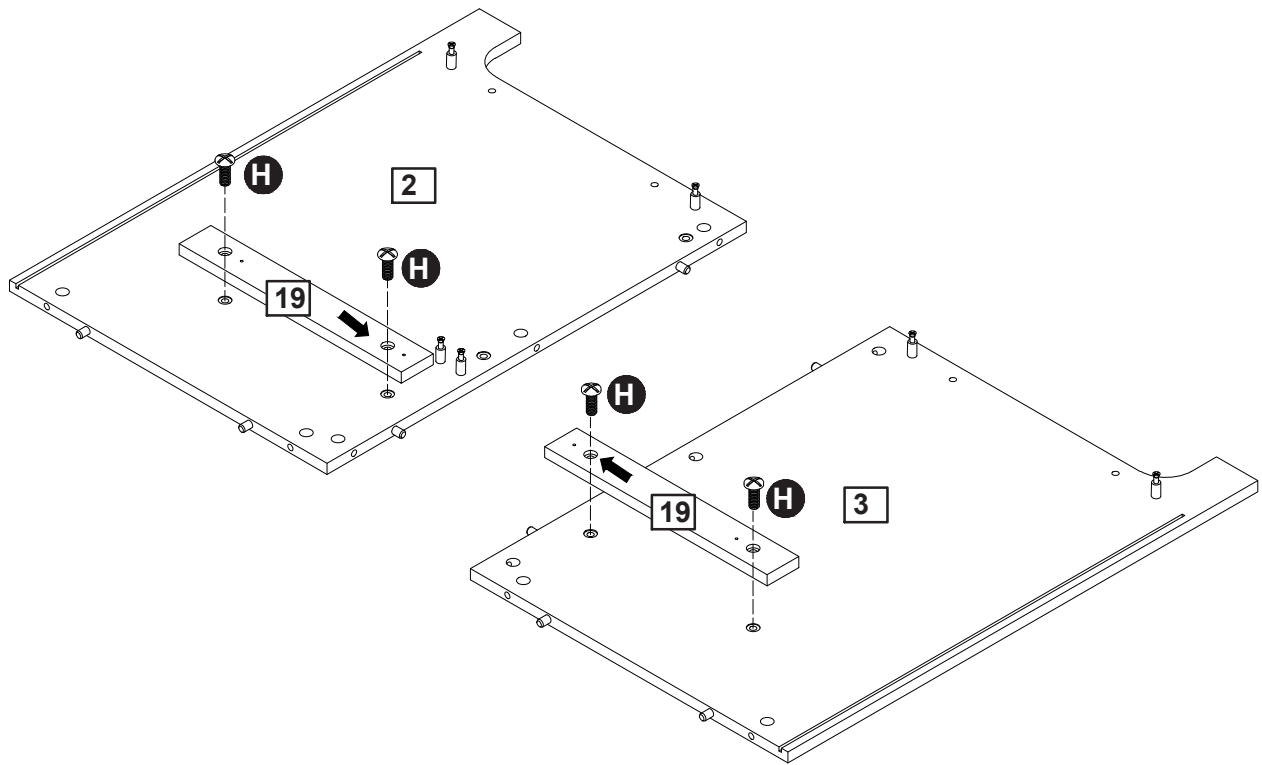


Step 6

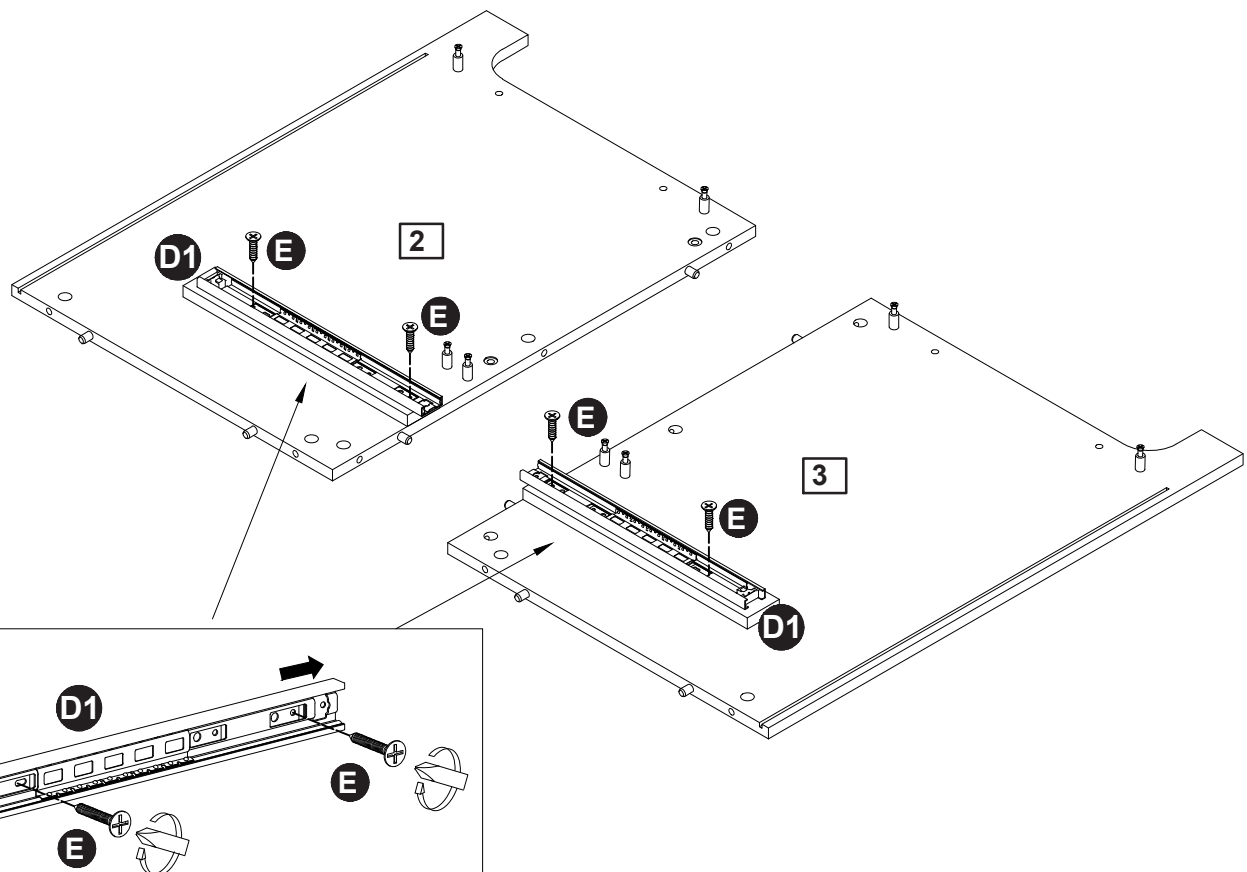


Assembly Instructions

Step 7

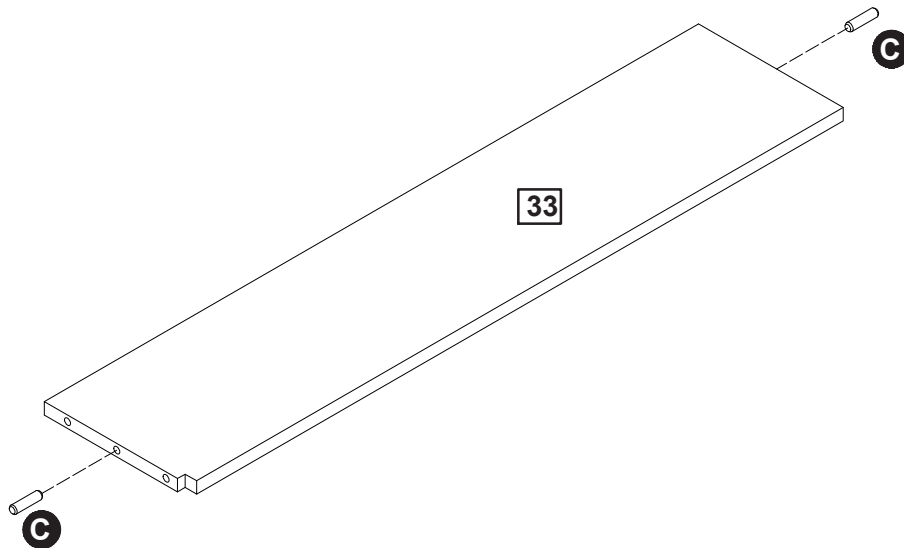


Step 8

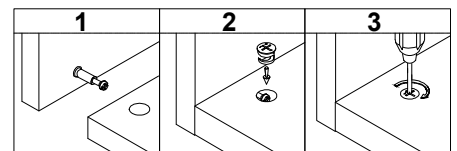
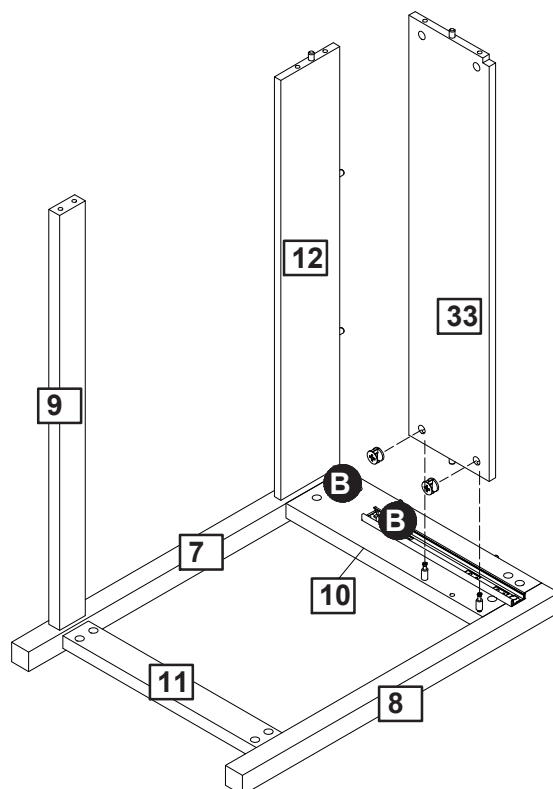


Assembly Instructions

Step 9

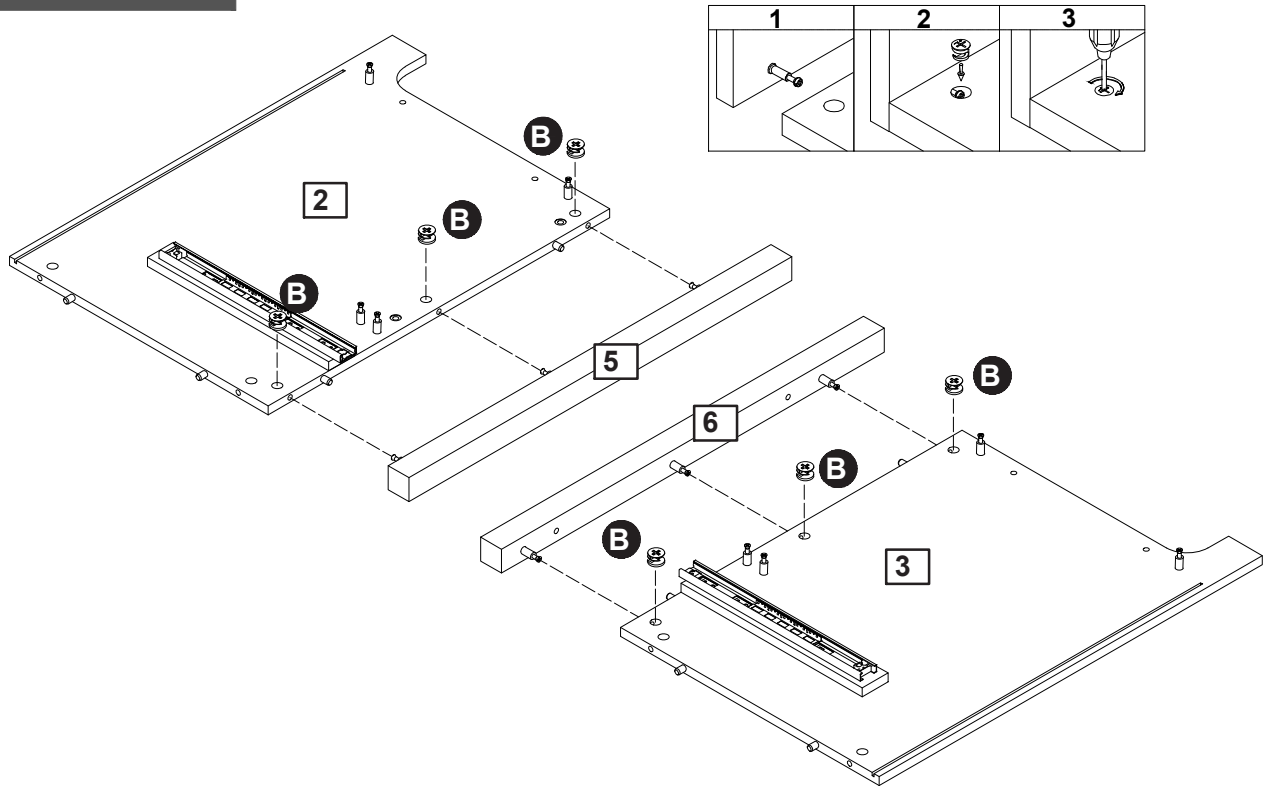


Step 10

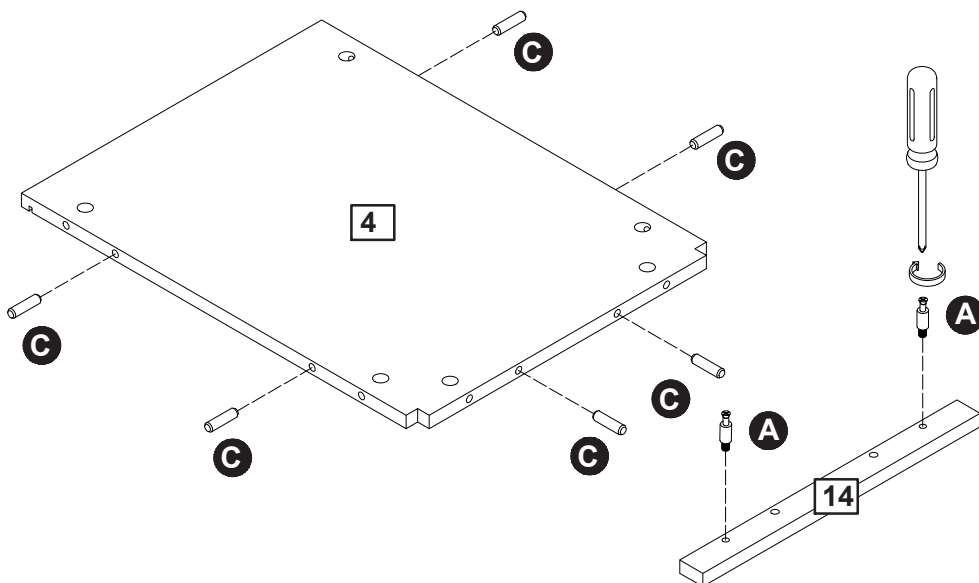


Assembly Instructions

Step 11

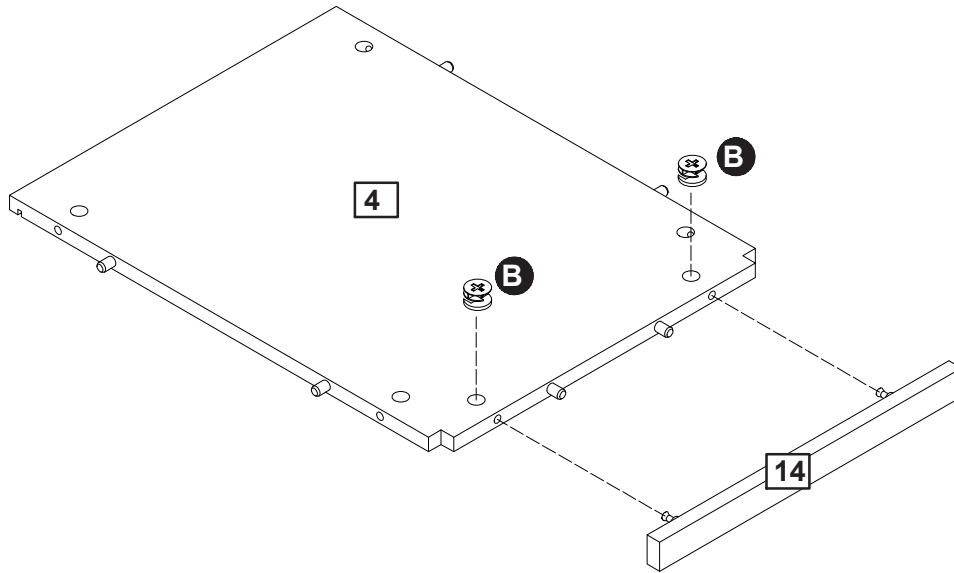
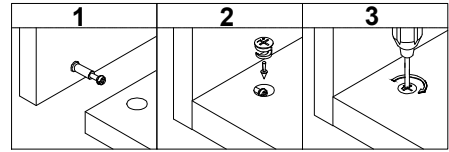


Step 12

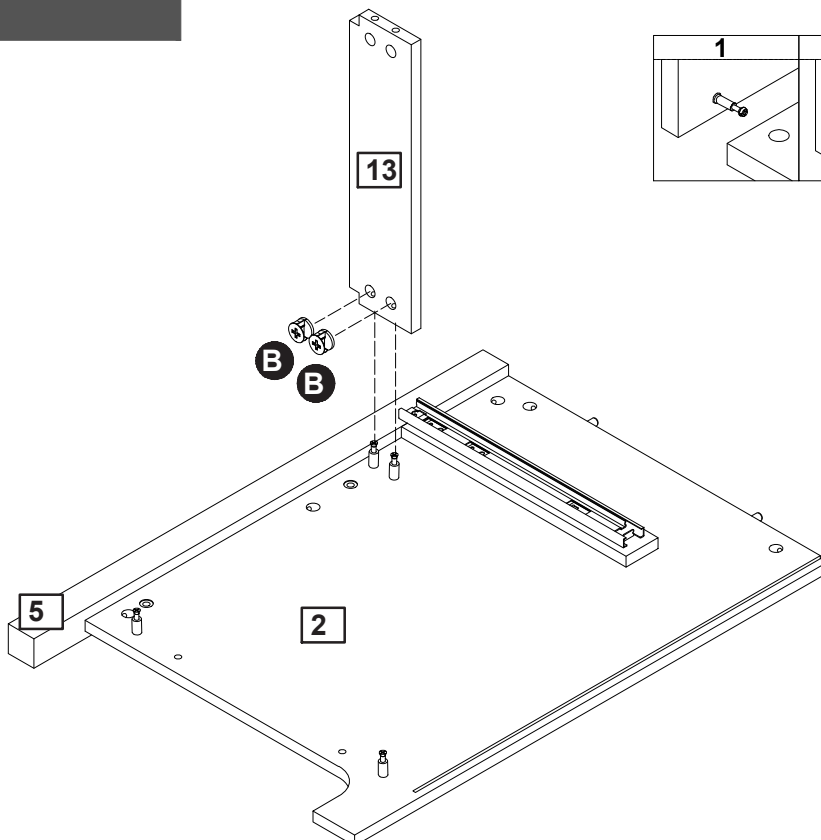
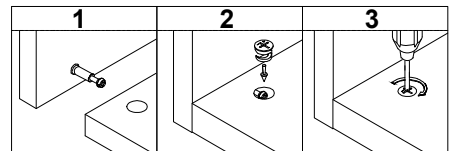


Assembly Instructions

Step 13

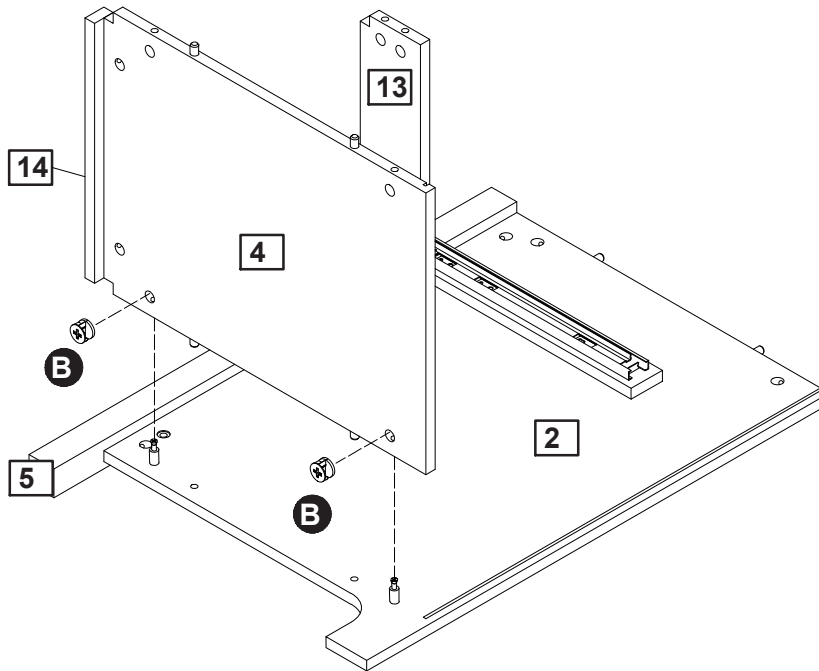


Step 14

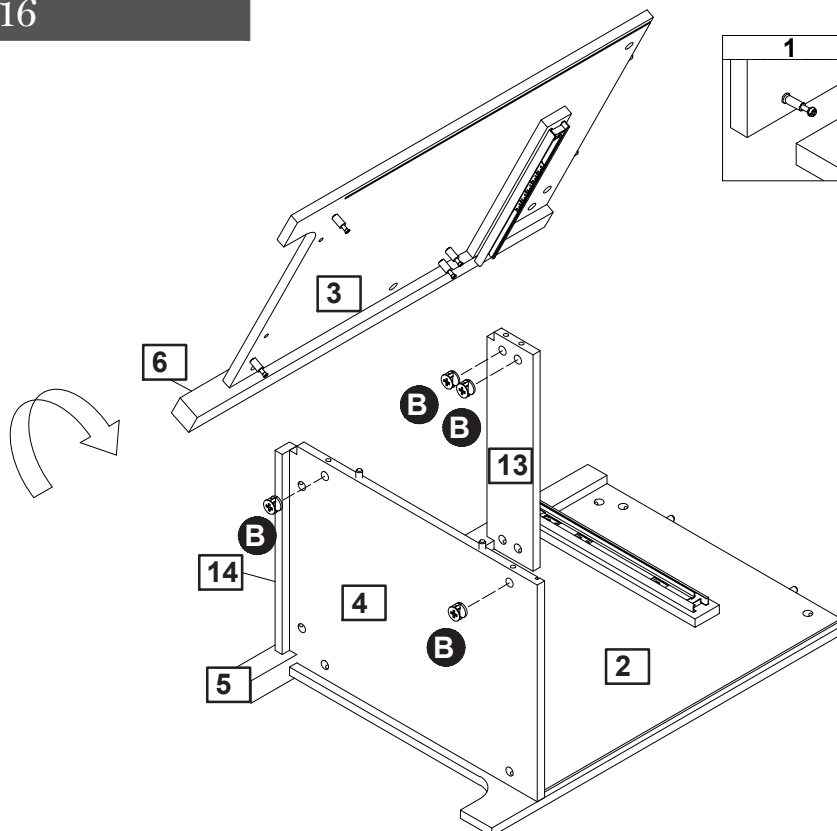


Assembly Instructions

Step 15

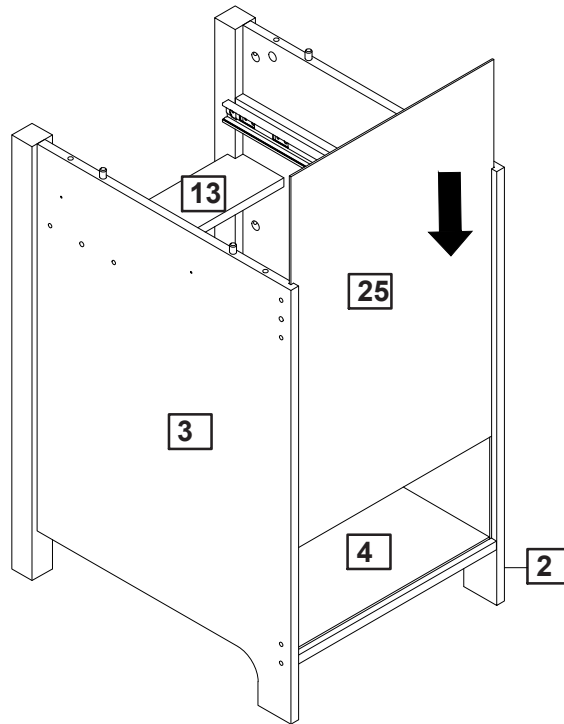


Step 16

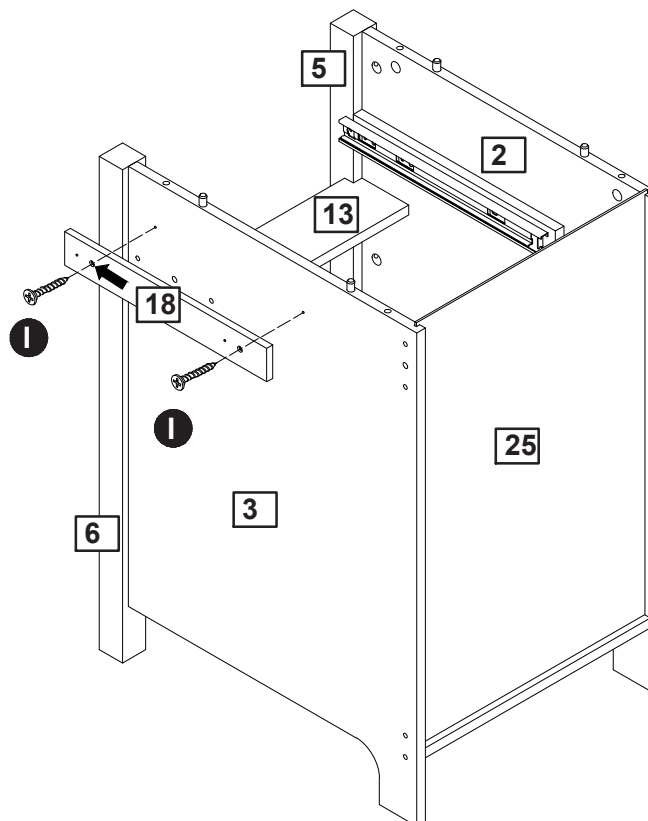


Assembly Instructions

Step 17

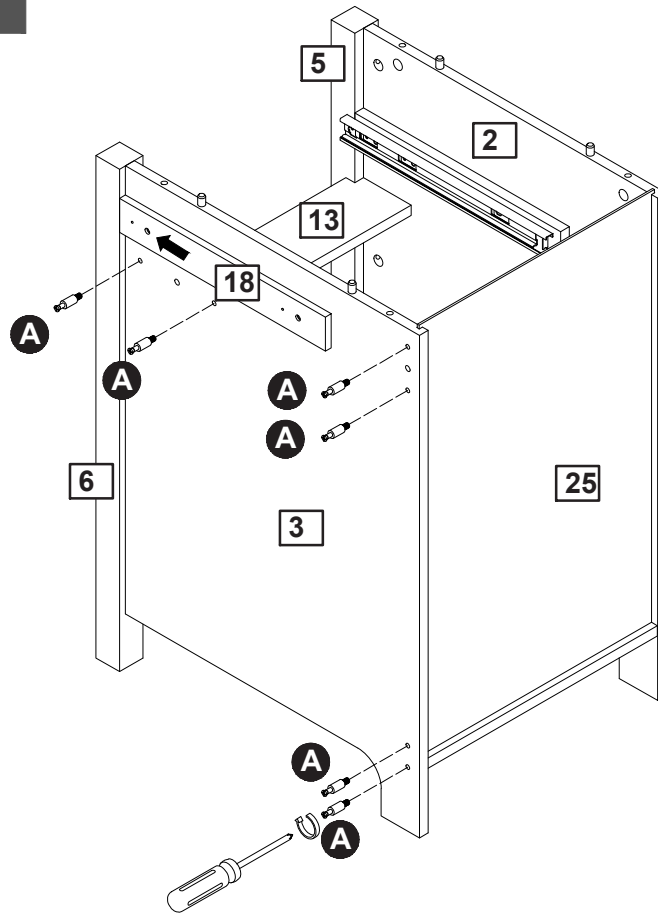


Step 18

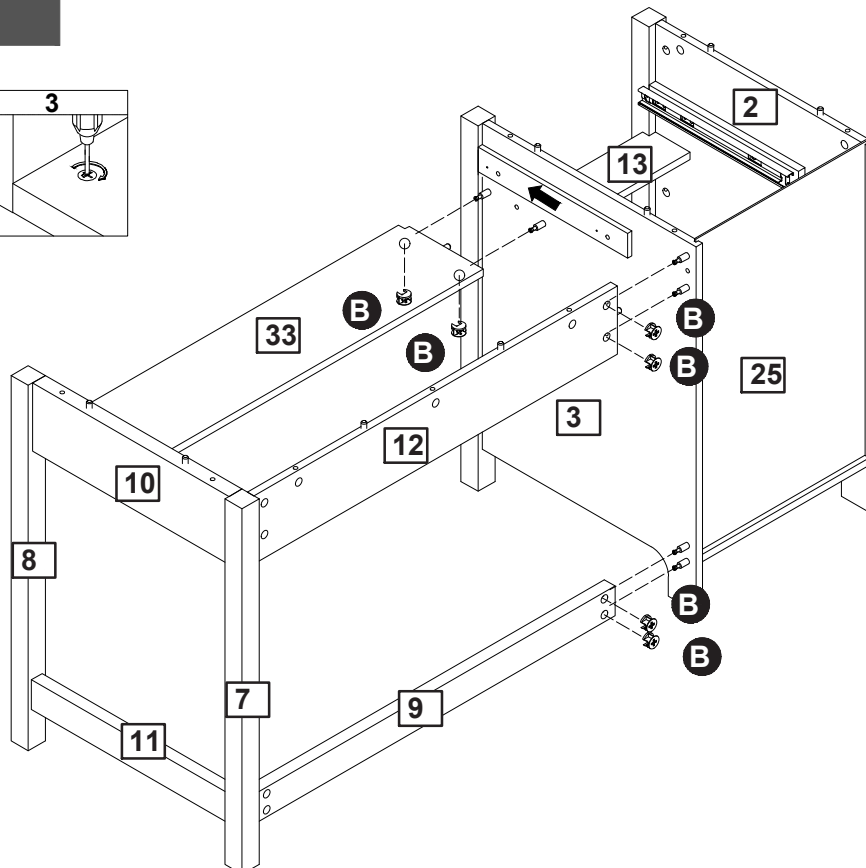
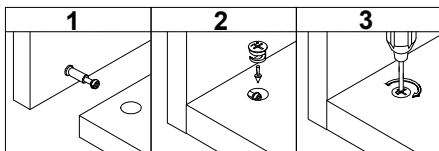


Assembly Instructions

Step 19

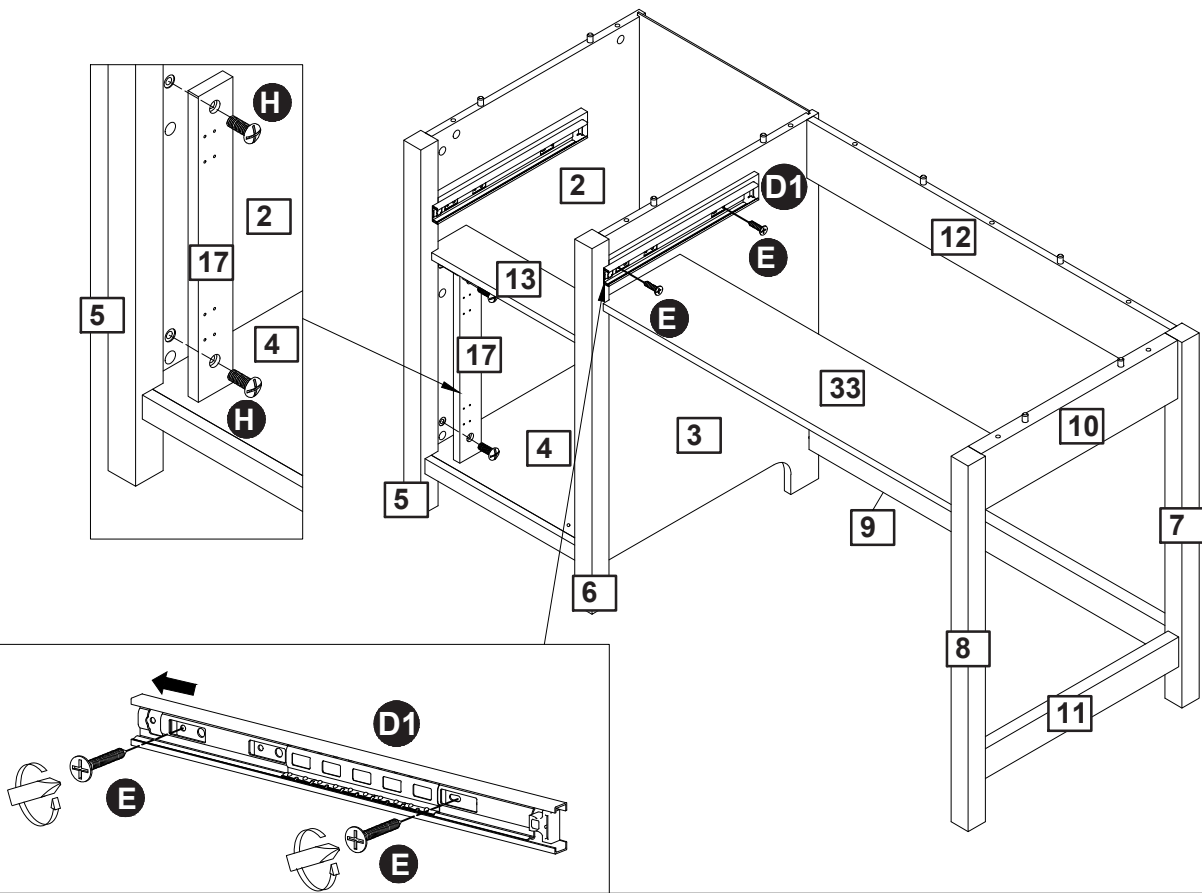


Step 20

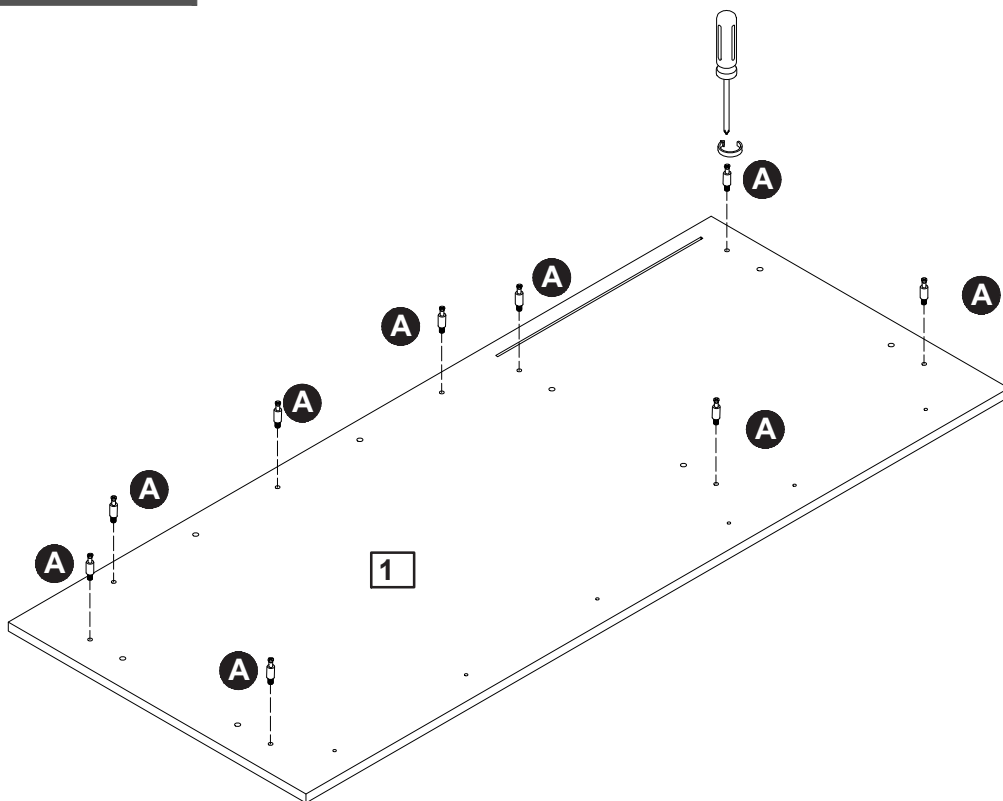


Assembly Instructions

Step 21

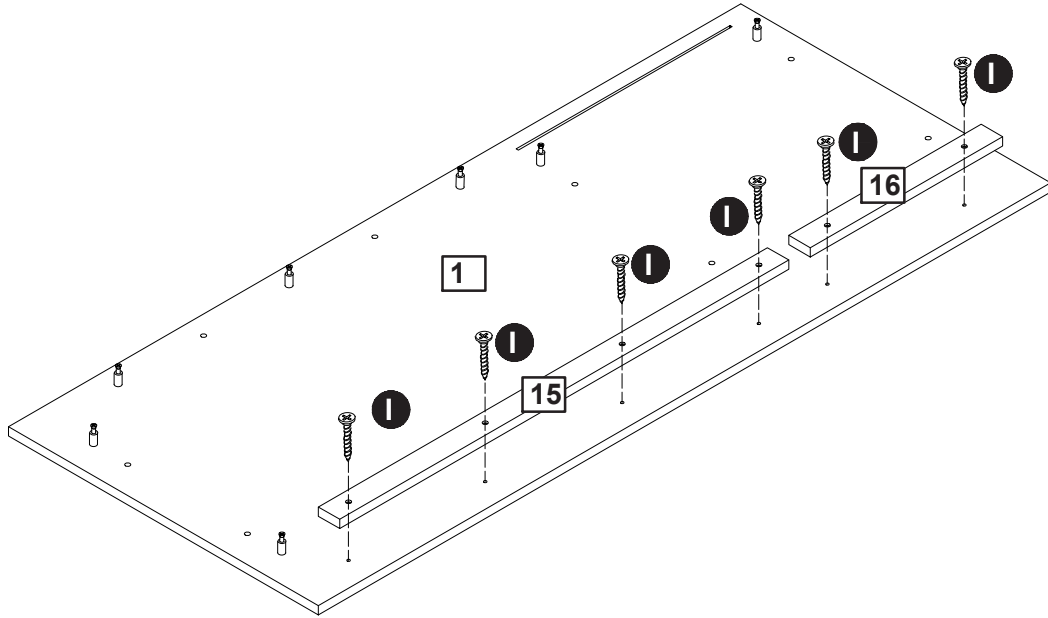


Step 22

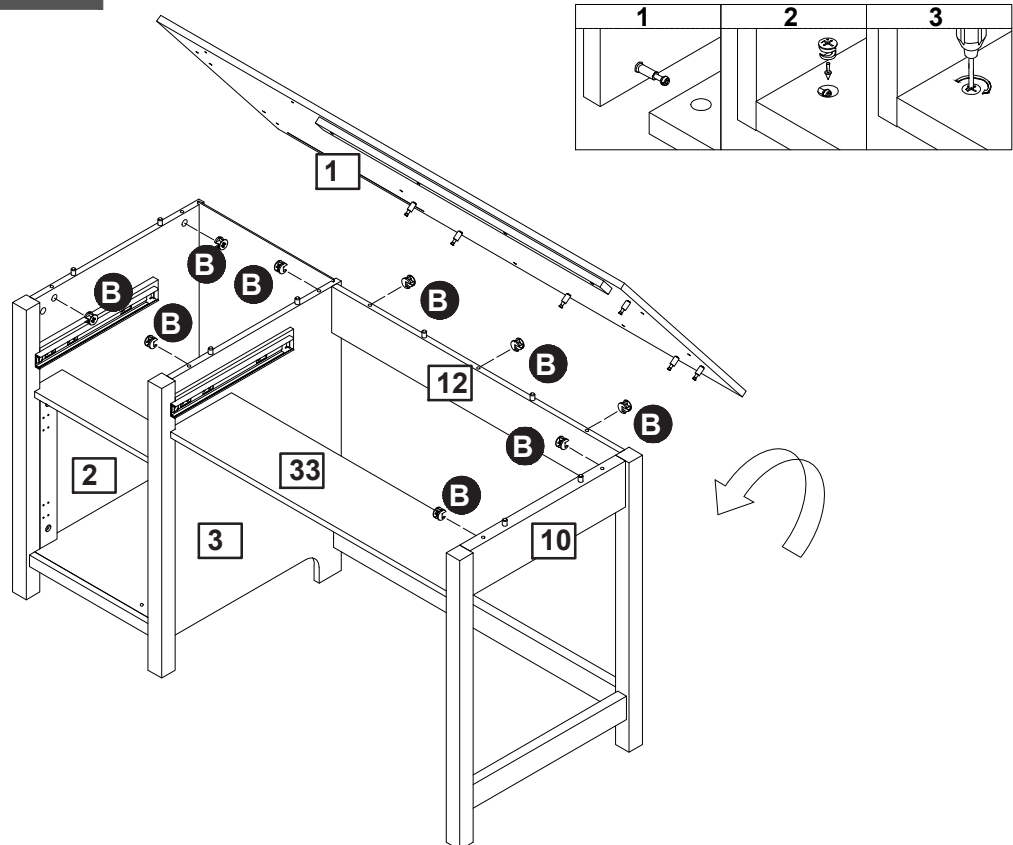


Assembly Instructions

Step 23

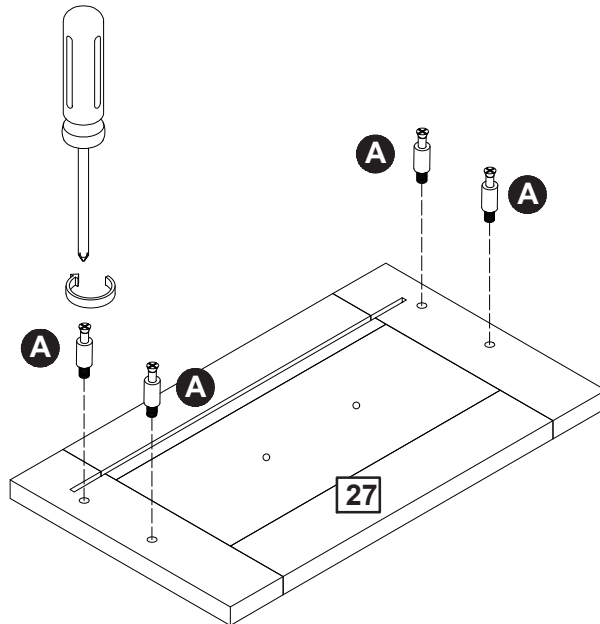


Step 24

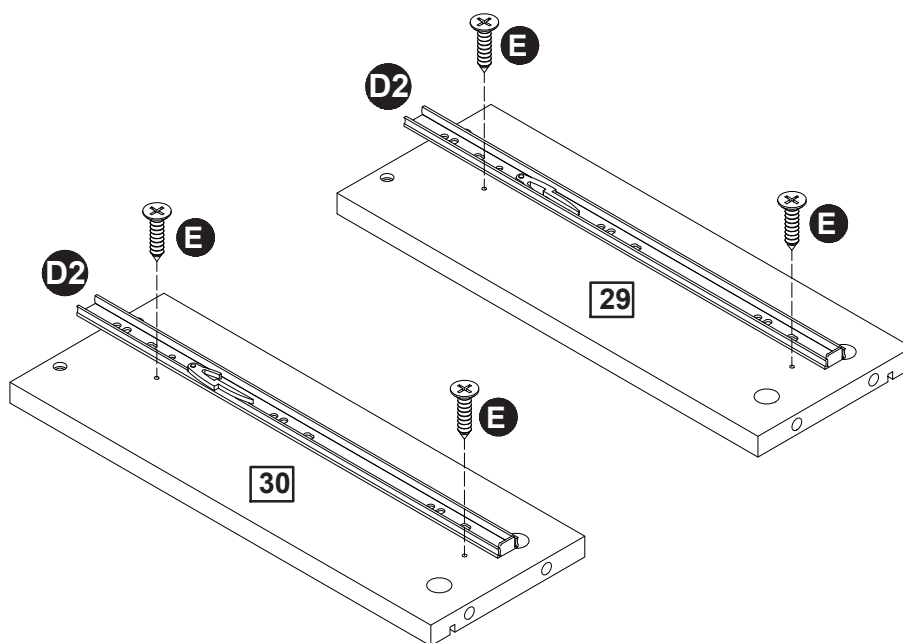


Assembly Instructions

Step 25

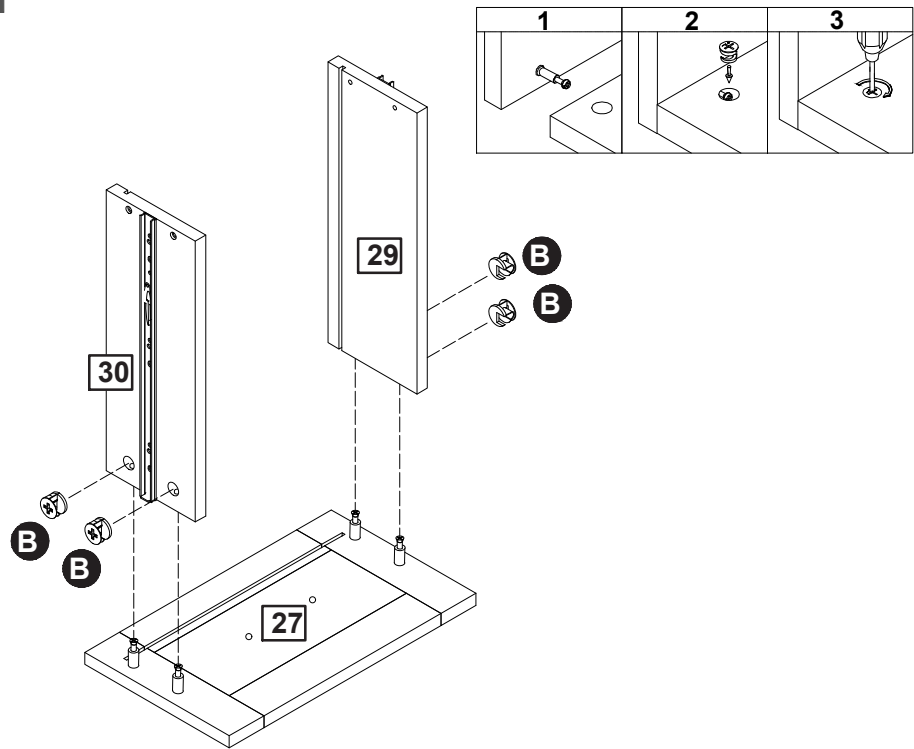


Step 26

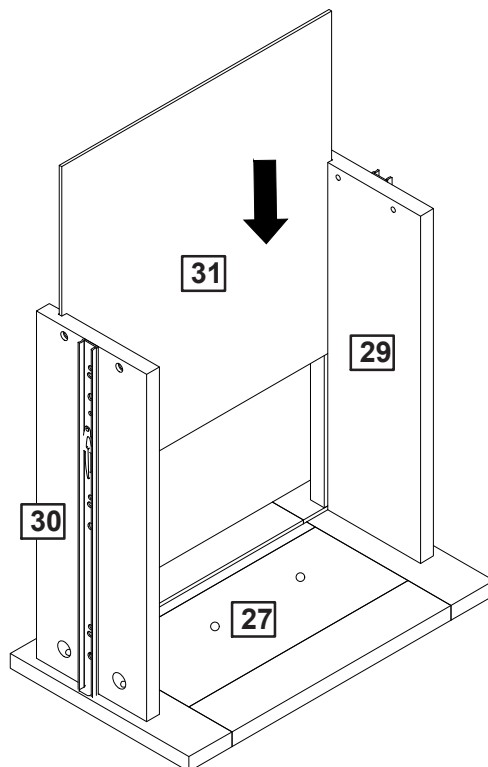


Assembly Instructions

Step 27

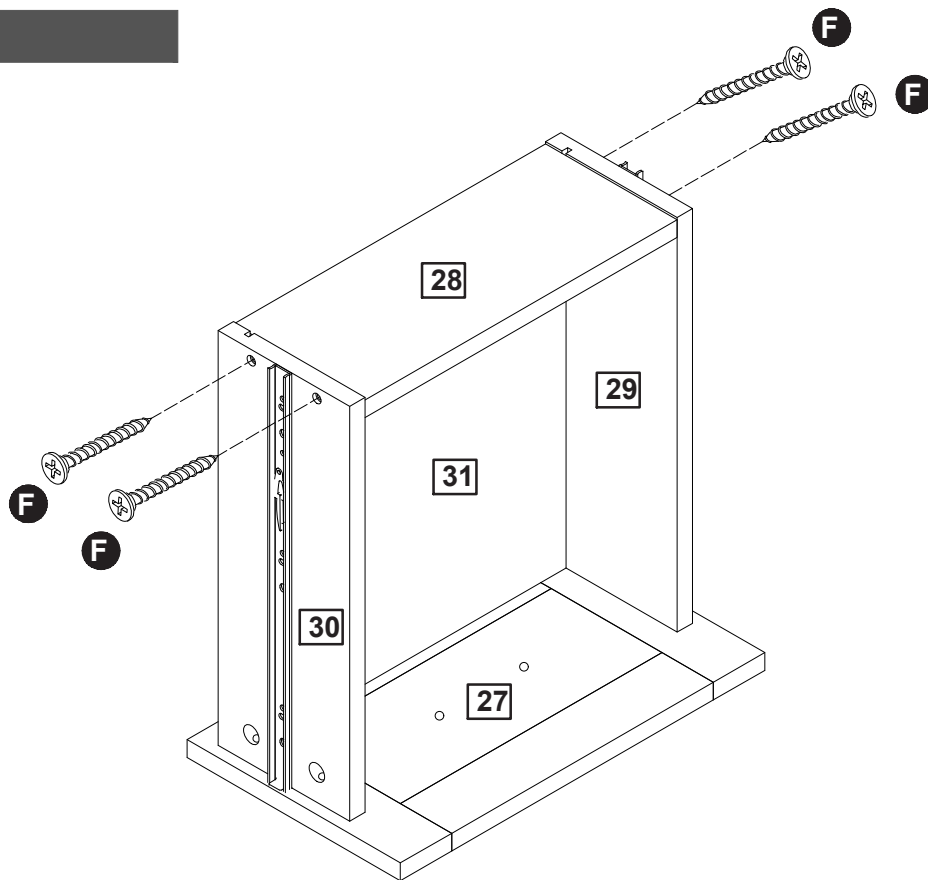


Step 28

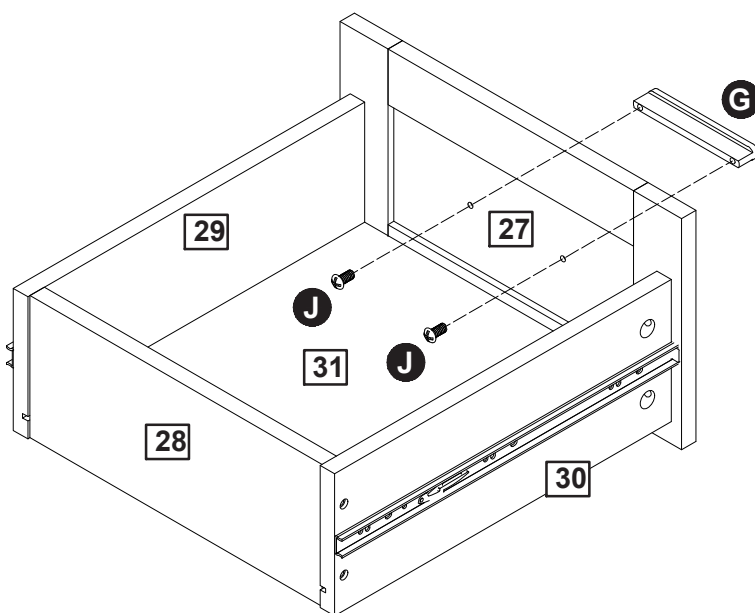


Assembly Instructions

Step 29

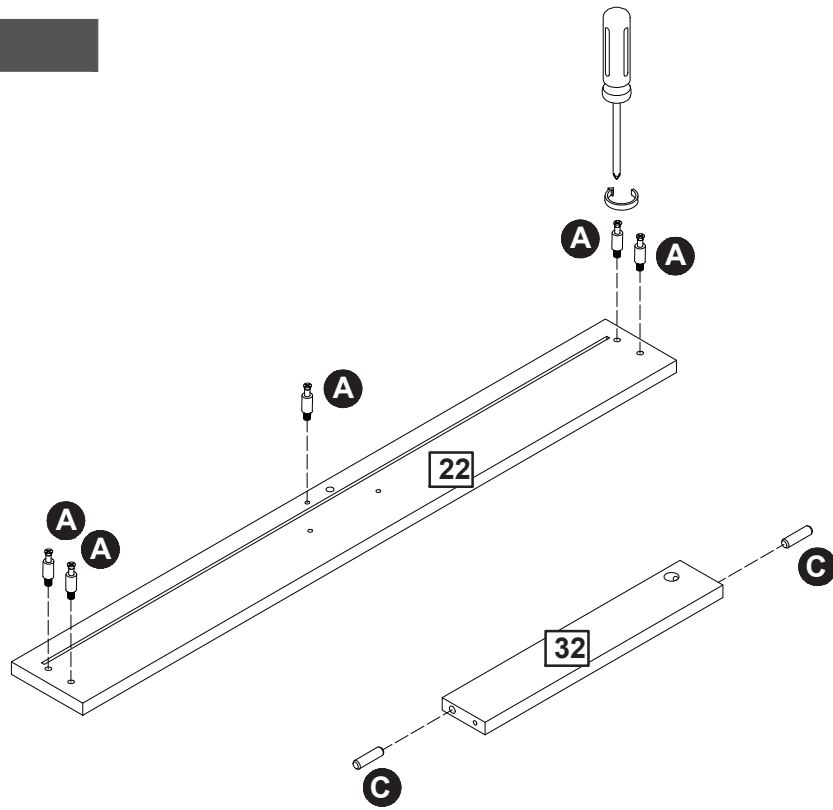


Step 30

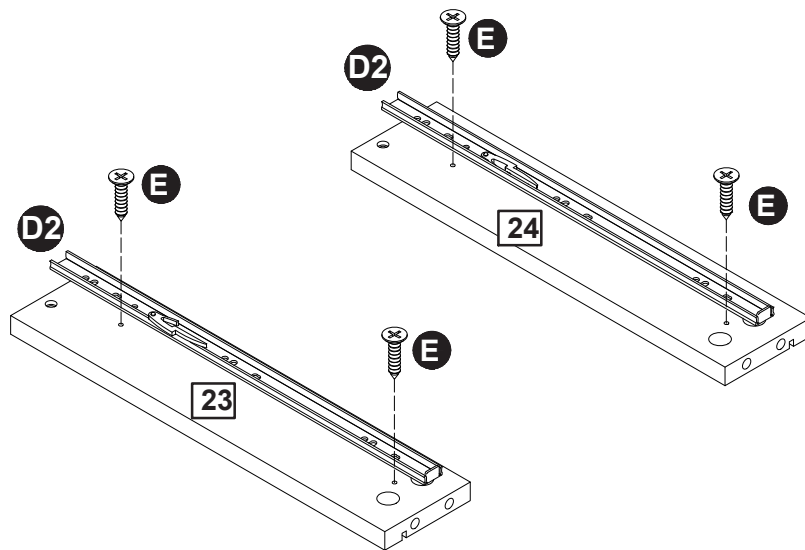


Assembly Instructions

Step 31

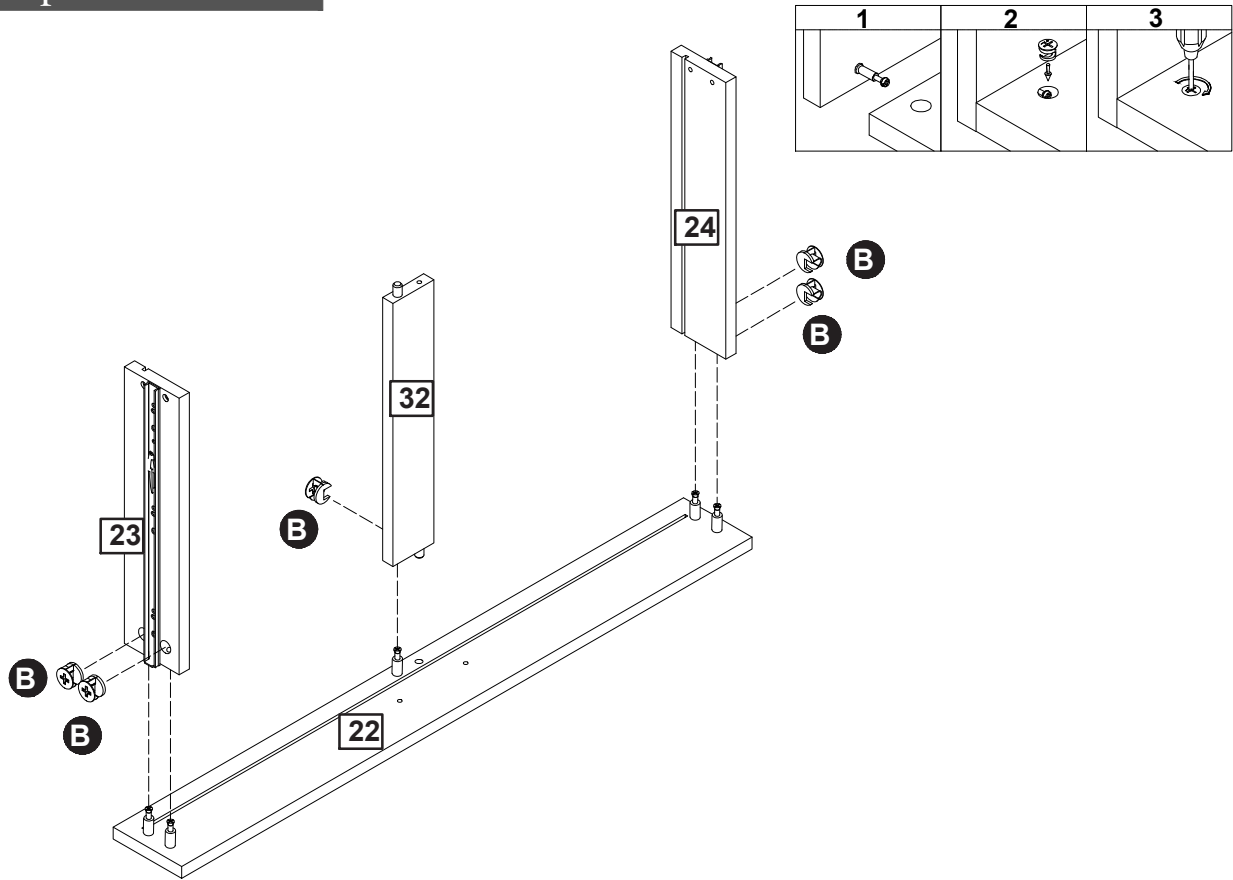


Step 32

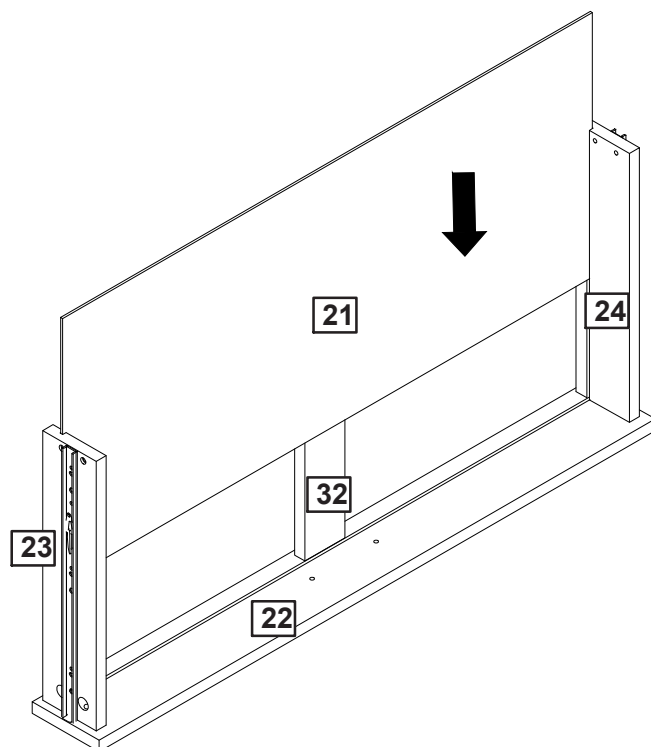


Assembly Instructions

Step 33

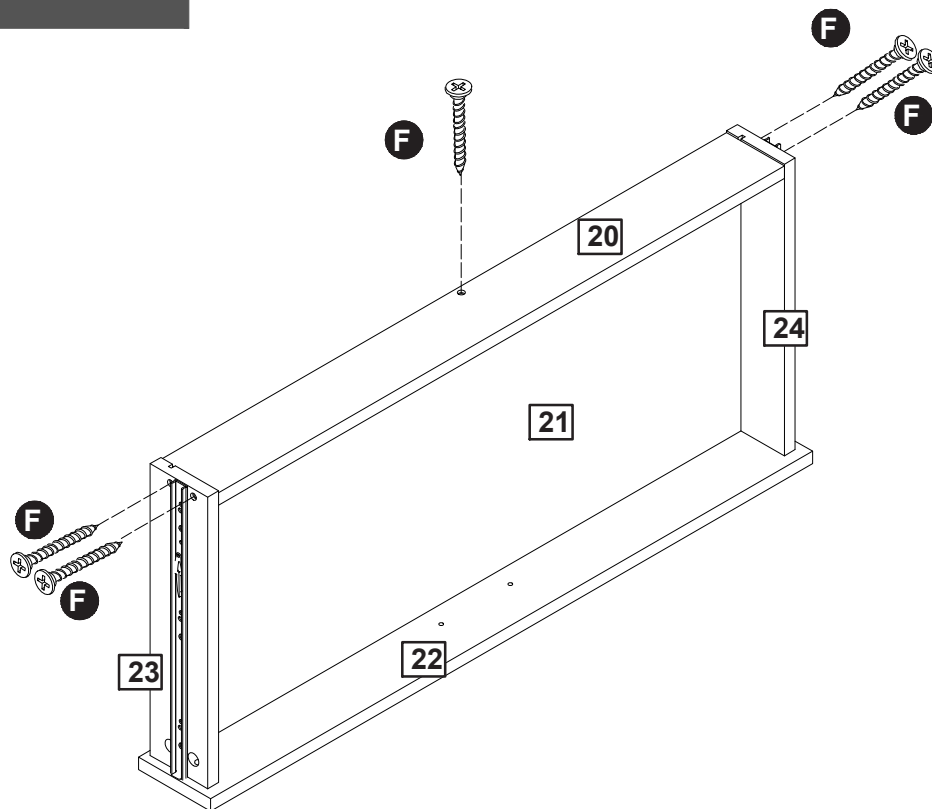


Step 34

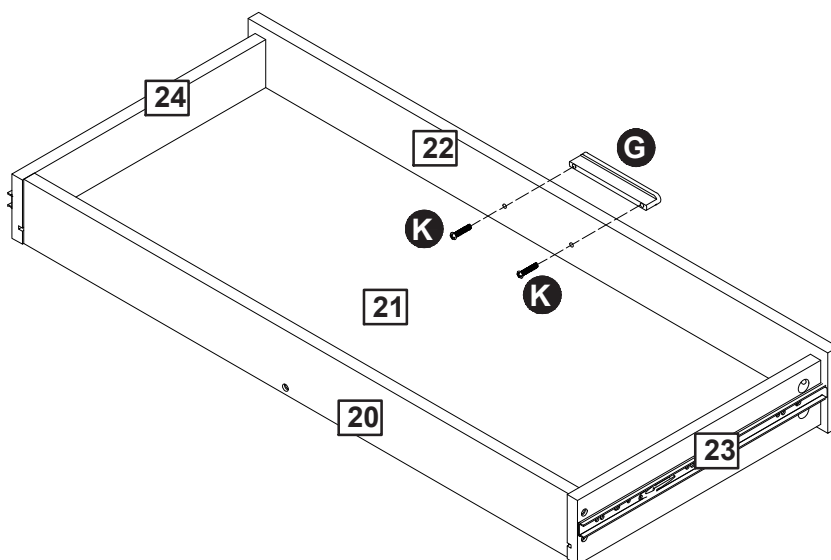


Assembly Instructions

Step 35

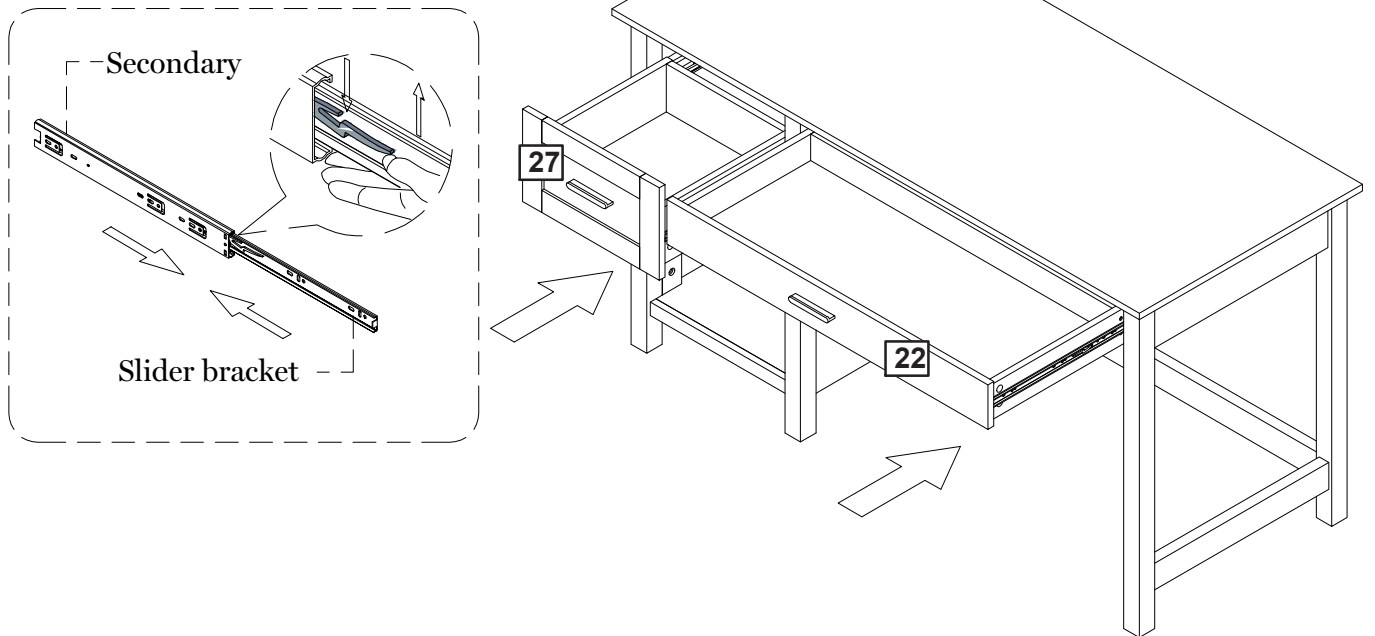


Step 36

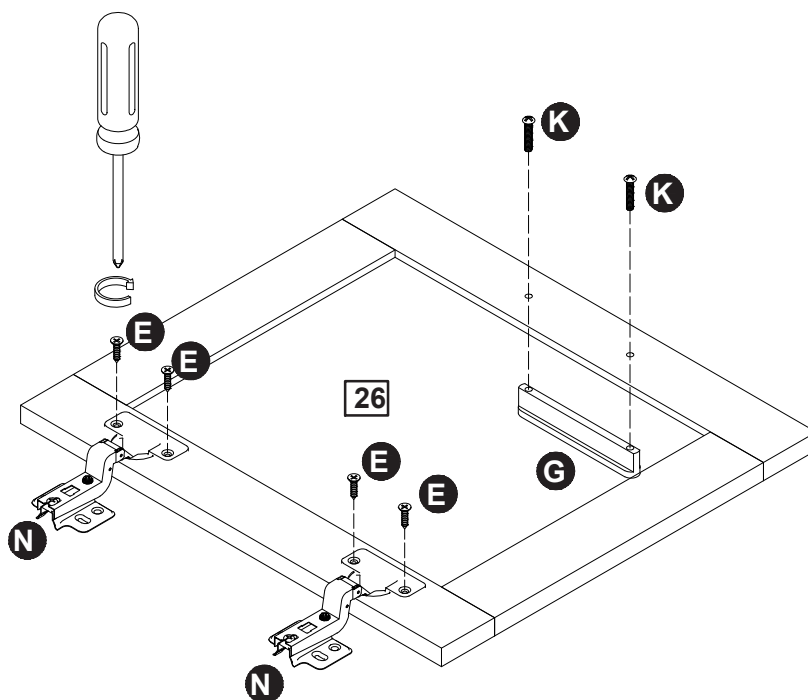


Assembly Instructions

Step 37

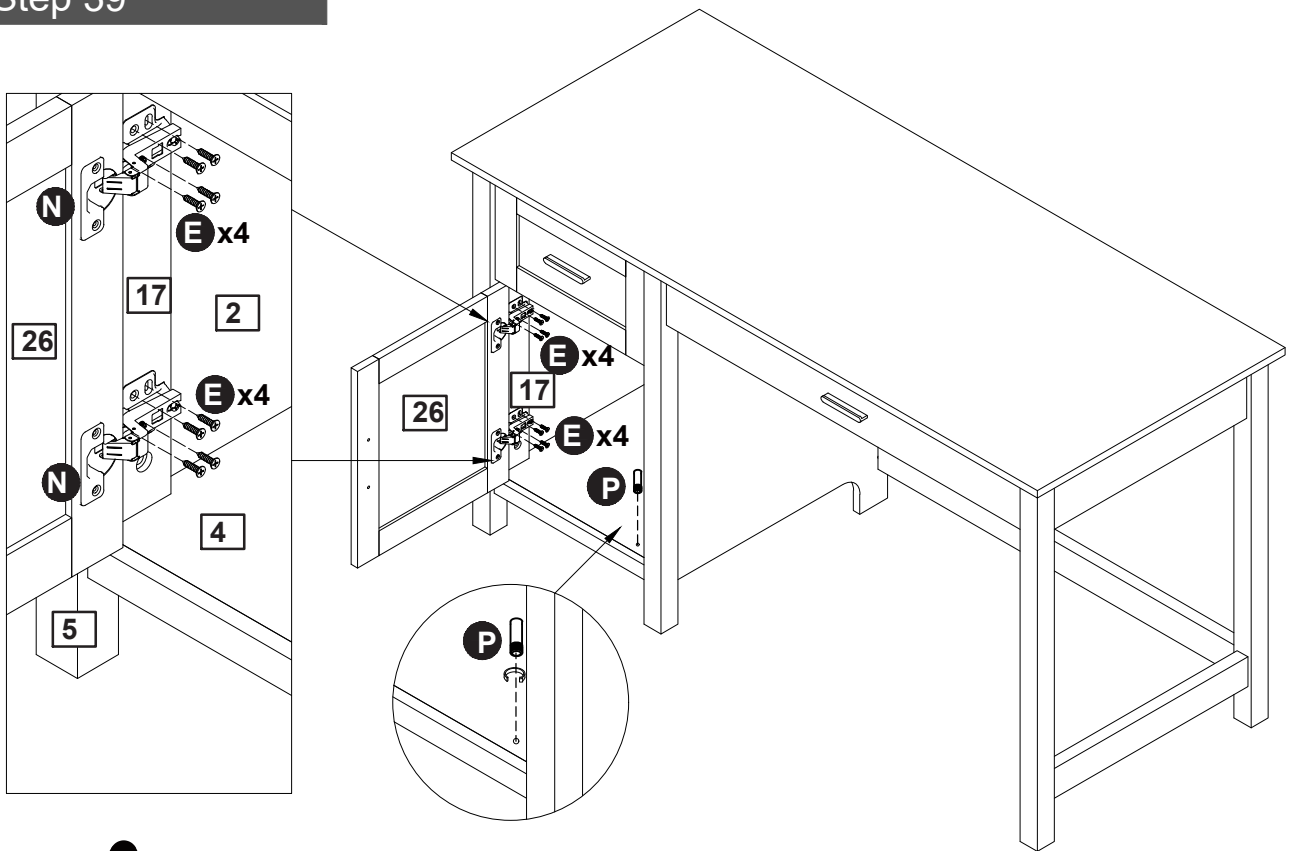



Step 38



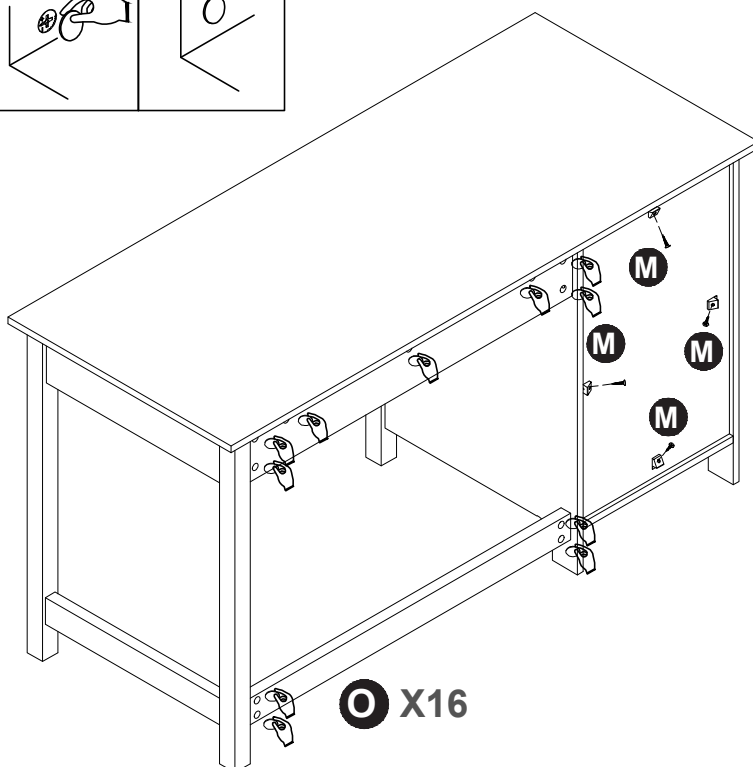
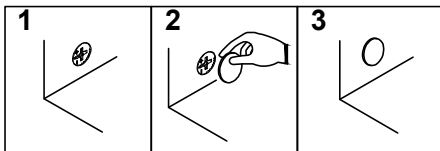
Assembly Instructions

Step 39



 Hinge adjustment instructions are on page 3

Step 40



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.
- For maintenance instructions and replacement parts, please email us at customerexperience@theubiquegroup.com or call 866-552-2810.
- This item is intended as a table only, do not climb, stand or sit on this item.
- The item is intended to be used indoors.
- 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.