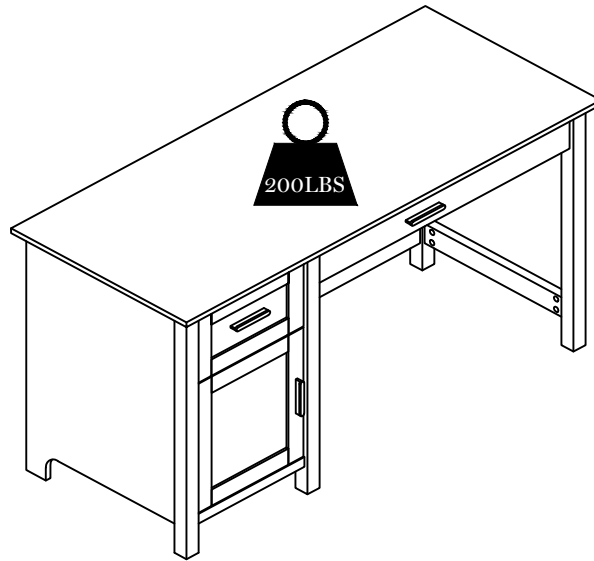
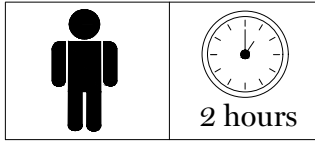


Home Office Desk

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.

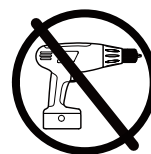


Safety and Care Advice

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.



power drill is set on a low torque setting.

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

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 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.

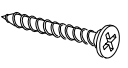
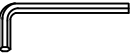
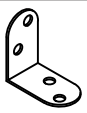
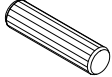
Do not place heavy items in the top drawers.

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

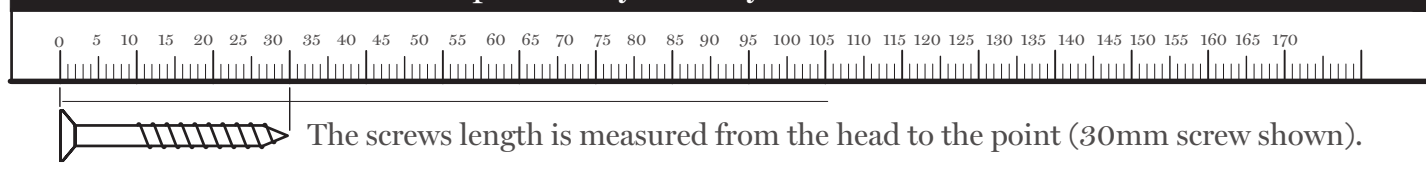
Note: The quantities below are the correct amount to complete the assembly. In some cases more hardware may be supplied than is required.

A  Male Camlock x 58	B  Female Camlock x 58	C  Wood Dowel 8*30 x 28
D  Door Pin x 1	E  3.5*14mm Screw x 20	F  4*30mm Screw x 9
G  Handle x 3	H  6*20mm Screw x 2	I  4*20mm Screw x 6
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 42
P  6*50mm Screw x 3	Q  Allen Wrench x 1	R  Bracket x 1
S  Bracket x 1	T  Dowel 10*30 x 4	

Tools required

 Phillips screwdriver
(Not Included)

Ruler - Use this ruler to help correctly identify the screws



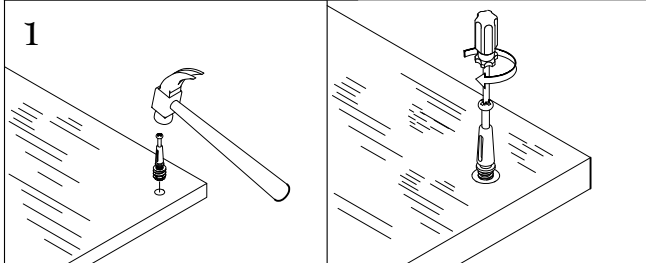
Using Camlocks

Step 1

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

DO NOT OVER TIGHTEN.

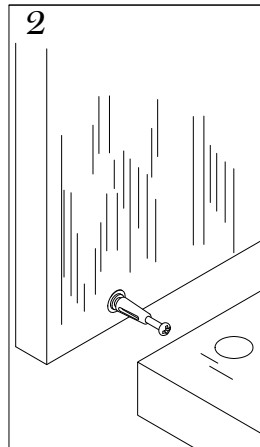
1



Step 2

Push the male camlock into the entry hole.

2

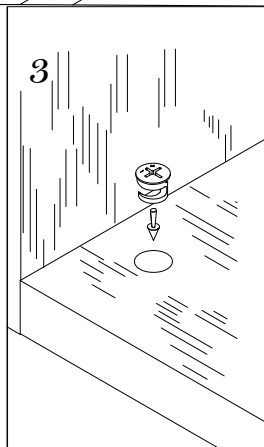


Step 3

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



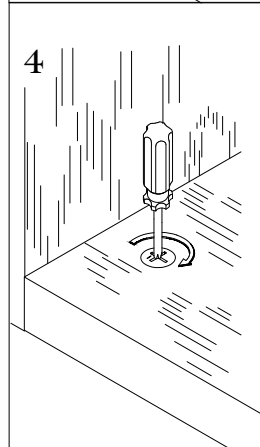
Step 4

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.

4



Adjusting Hinges

Hinge adjustment:

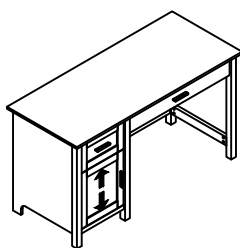
a: To move the top panel up or down, loosen screws shown and move top panel to suit.

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

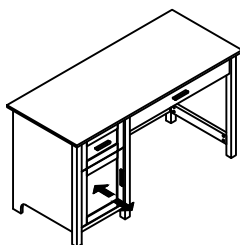
Retighten screws.

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

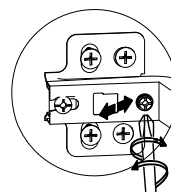
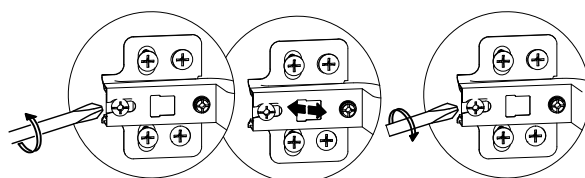
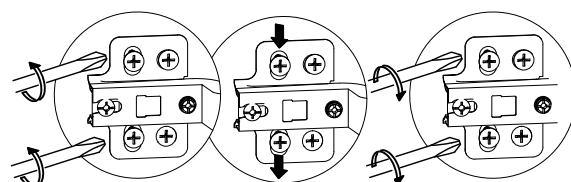
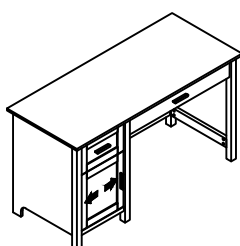
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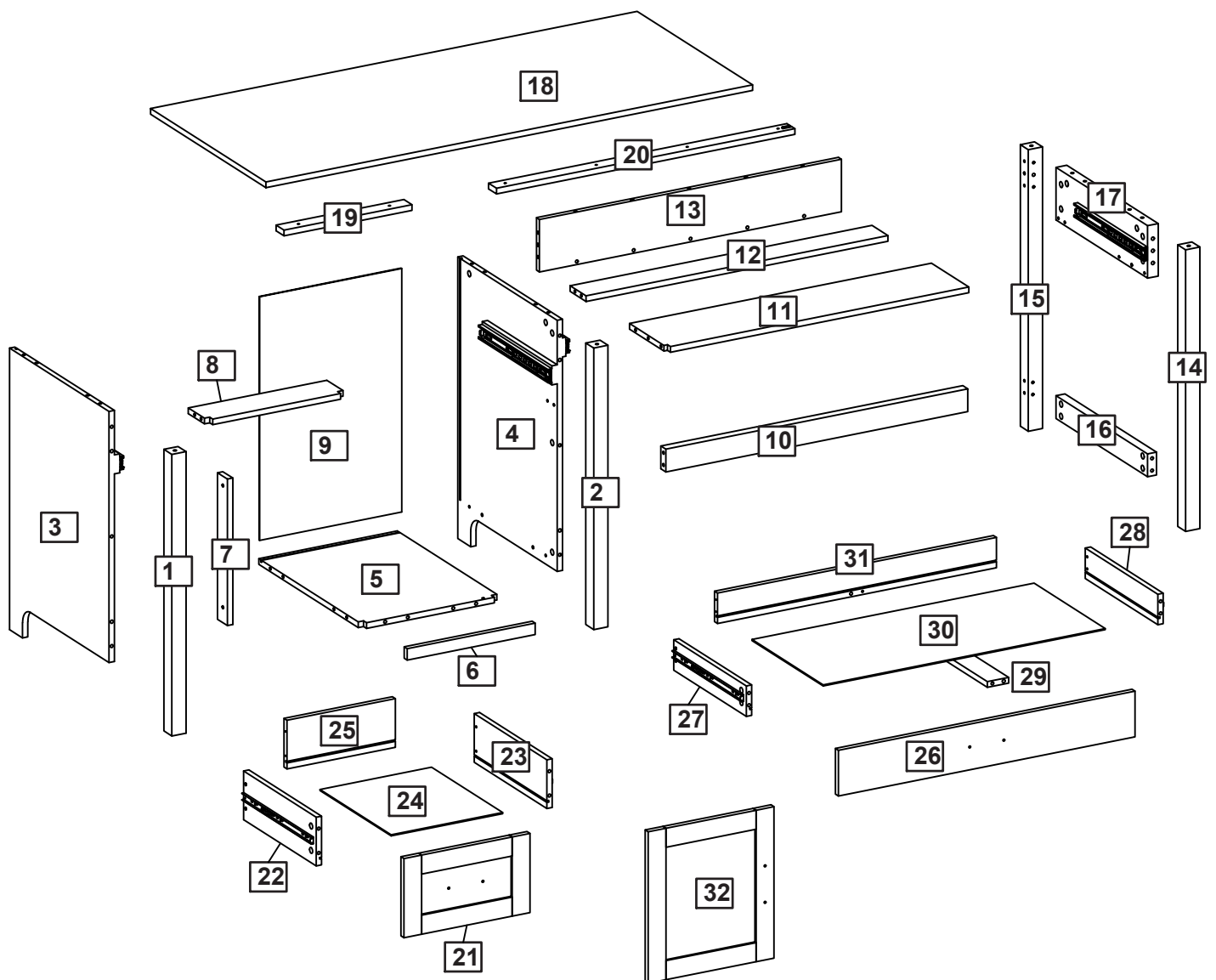
b:



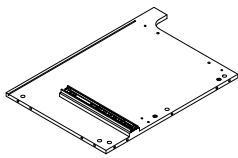
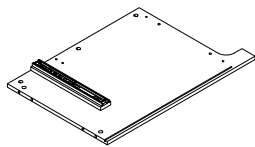
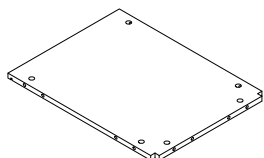
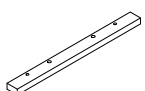
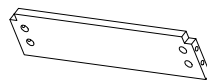
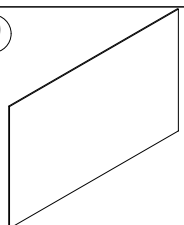
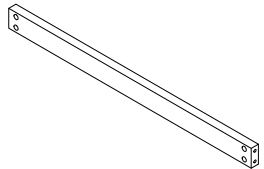
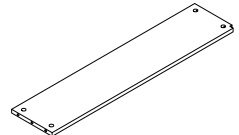
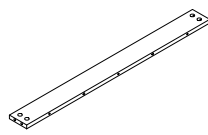
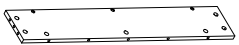
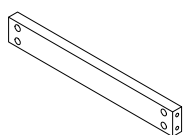
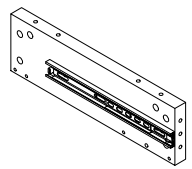
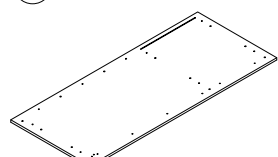
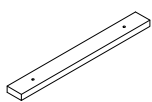
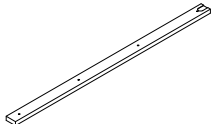
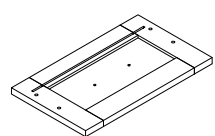
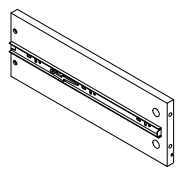
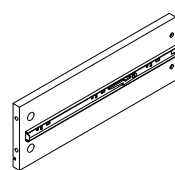
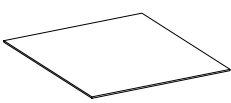
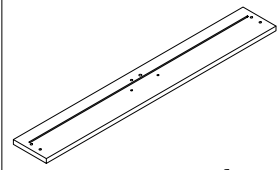
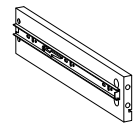
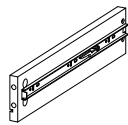
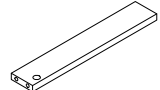
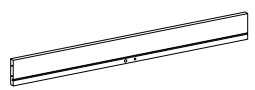
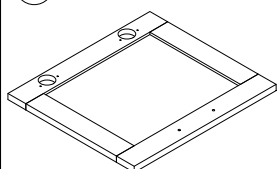
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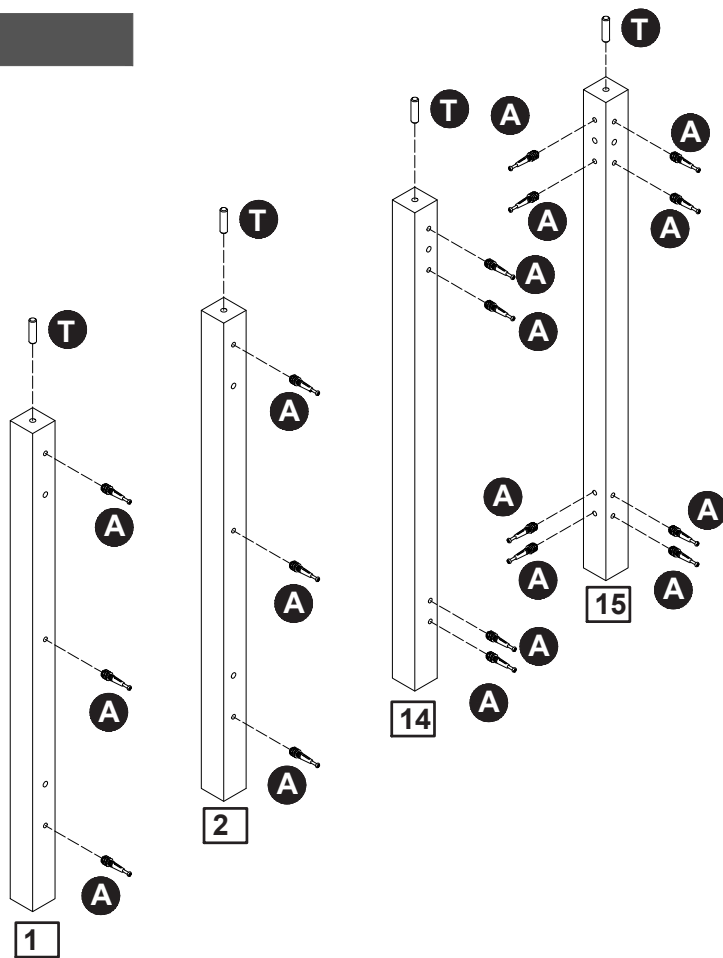
Parts



Parts

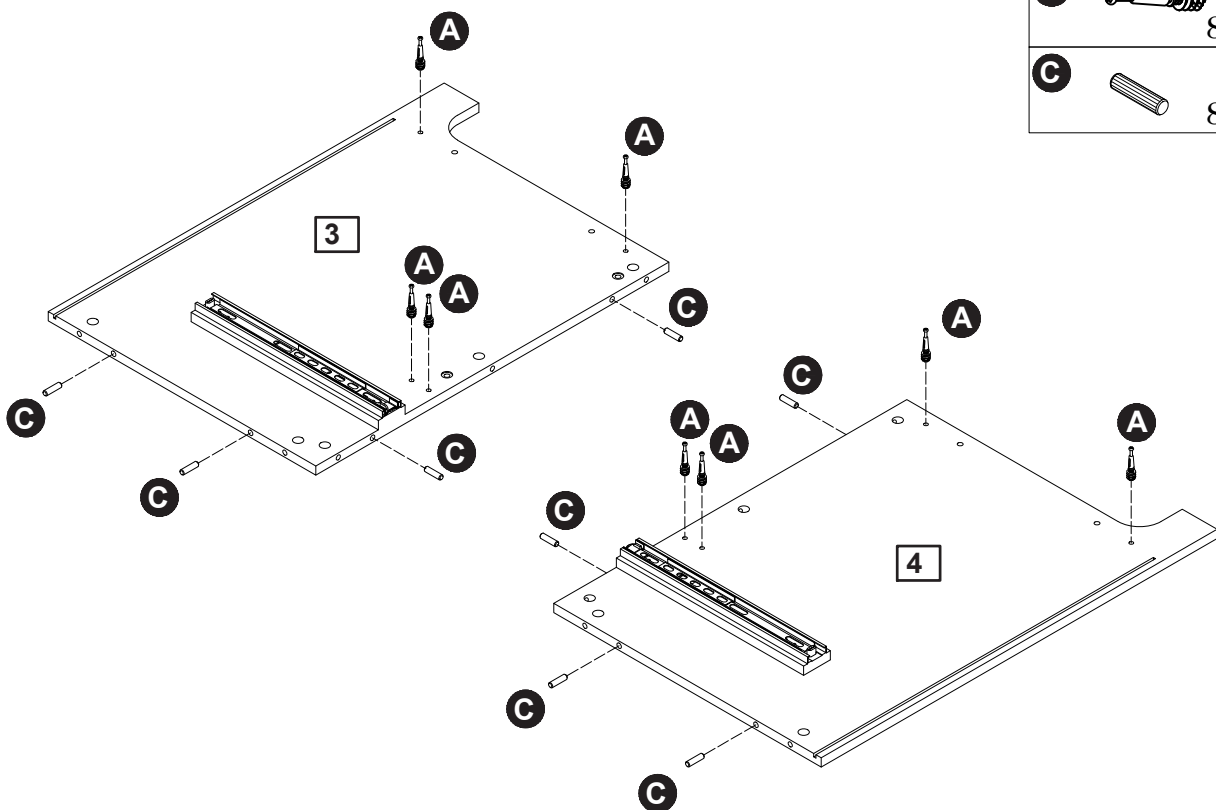
①  Left Front Leg 1 PC	②  Middle Front Leg 1 PC	③  Left Panel 1 PC	④  Right Panel 1 PC	⑤  Bottom Panel 1 PC
⑥  Lower Trim Panel 1 PC	⑦  Door Hinge Strip 1 PC	⑧  Center Shelf 1 PC	⑨  Left Back Panel 1 PC	⑩  Bottom Brace 1 PC
⑪  Front Brace 1 PC	⑫  Center Brace 1 PC	⑬  Right Back Panel 1 PC	⑭  Right Front Leg 1 PC	⑮  Right Rear Leg 1 PC
⑯  Right Bottom Brace 1 PC	⑰  Right-side Plate 1 PC	⑱  Table Top 1 PC	⑲  Left Support Bar 1 PC	⑳  Right Support Bar 1 PC
㉑  Drawer Front Panel 1 PC	㉒  Left Drawer Panel 1 PC	㉓  Right Drawer Panel 1 PC	㉔  Bottom Drawer Panel 1 PC	㉕  Drawer Rear Panel 1 PC
㉖  Drawer Front Panel 1 PC	㉗  Left Drawer Panel 1 PC	㉘  Right Drawer Panel 1 PC	㉙  Drawer Support Bar 1 PC	㉚  Bottom Drawer Panel 1 PC
㉛  Drawer Rear Panel 1 PC	㉜  Door Panel 1 PC			

Step 1



A		18 PCS
T		4 PCS

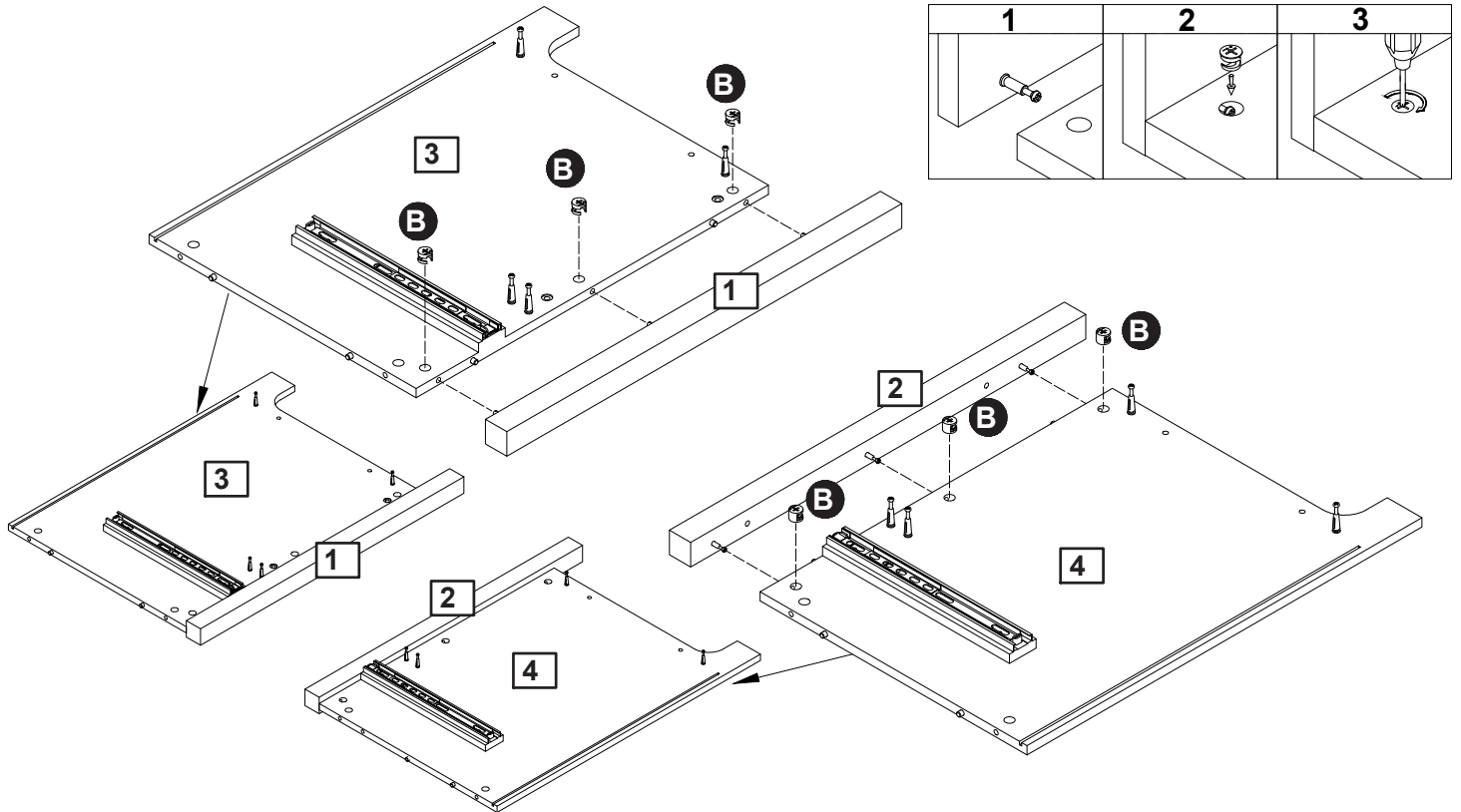
Step 2



A		8 PCS
C		8 PCS

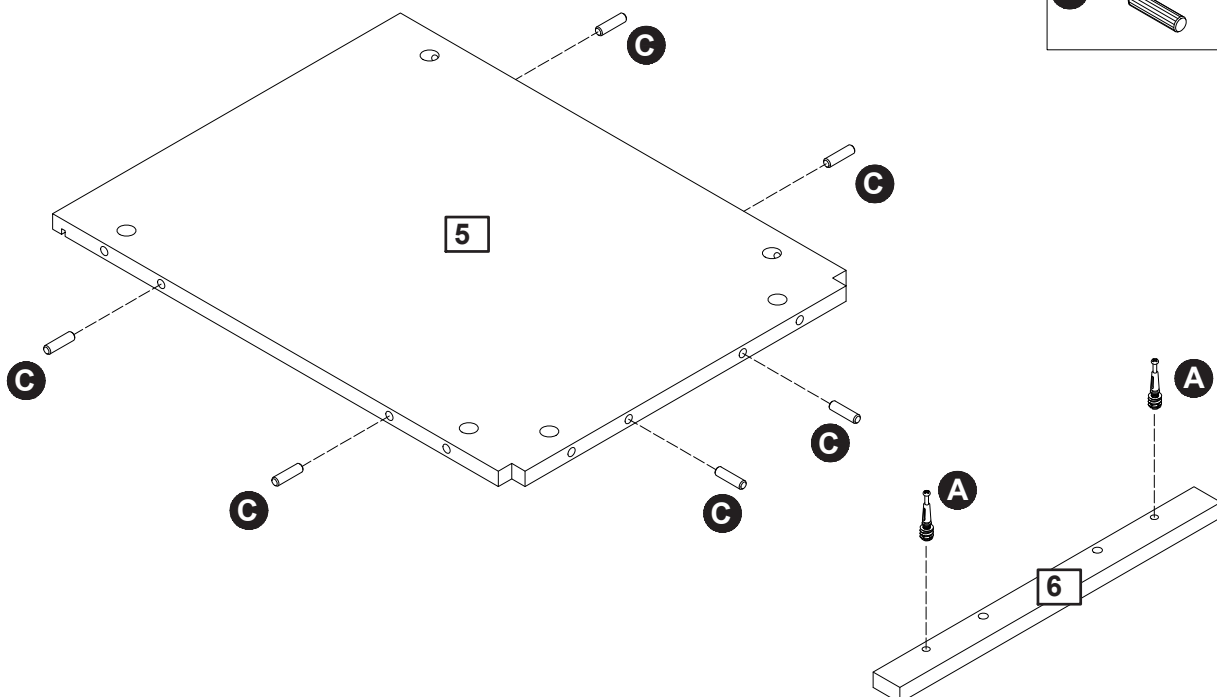
Step 3

B  6 PCS



Step 4

A  2 PCS
C  6 PCS

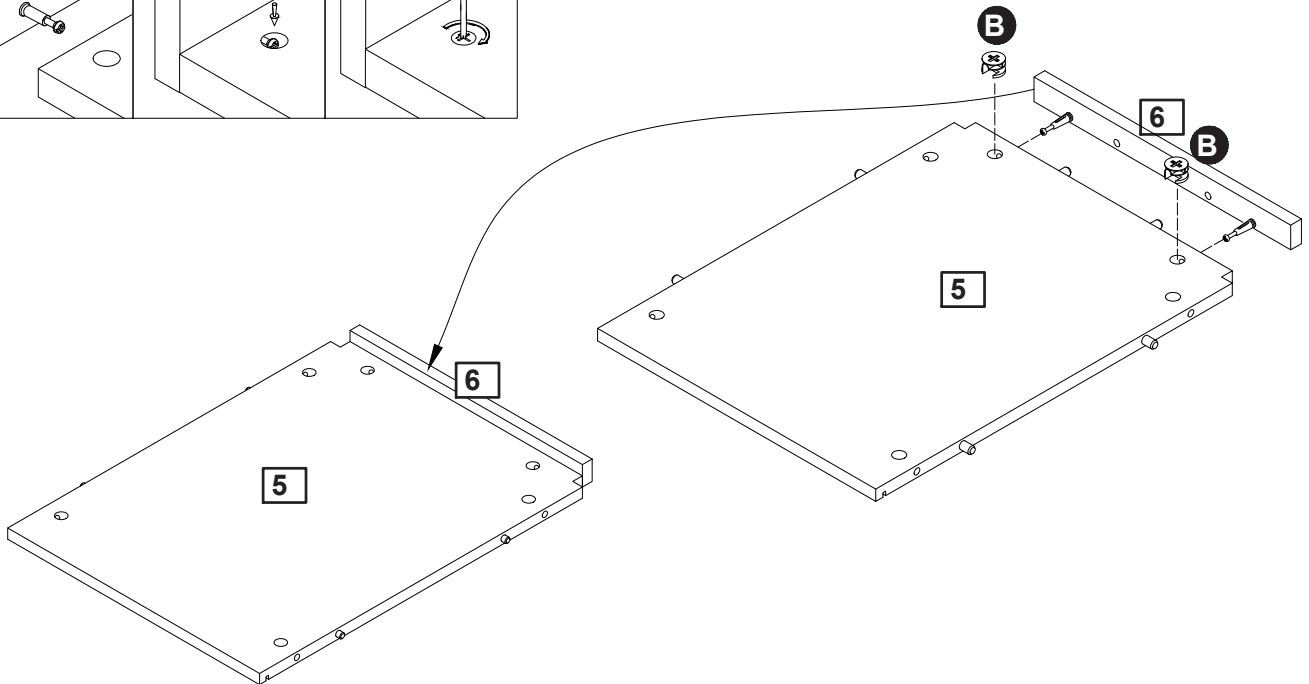
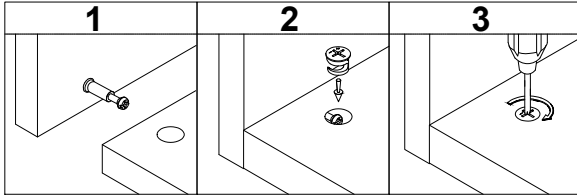


Step 5

B



2 PCS

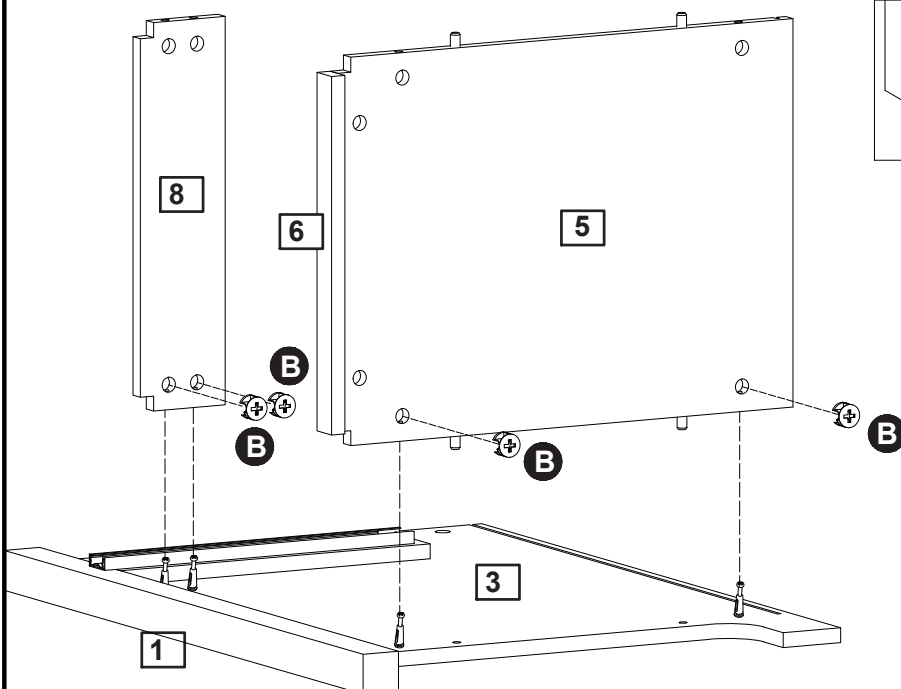
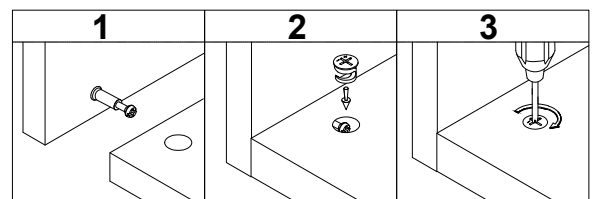


Step 6

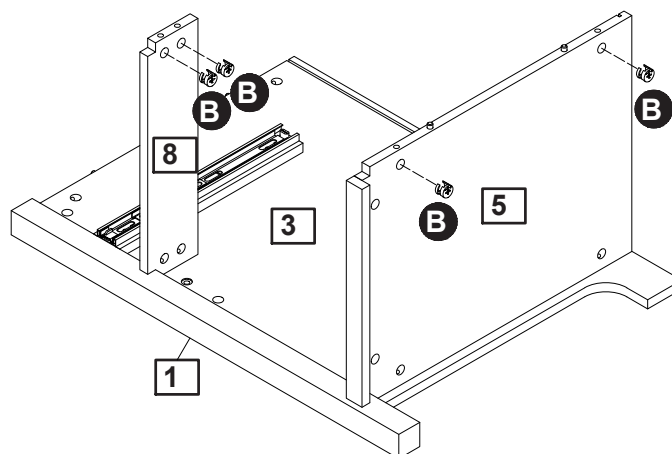
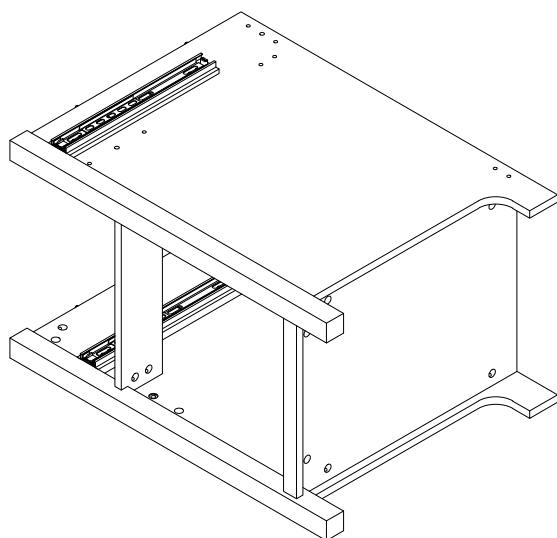
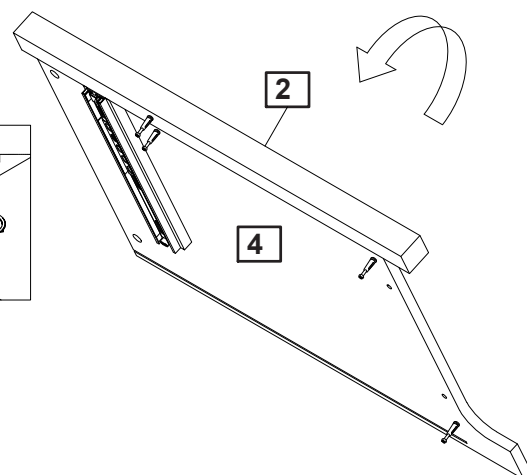
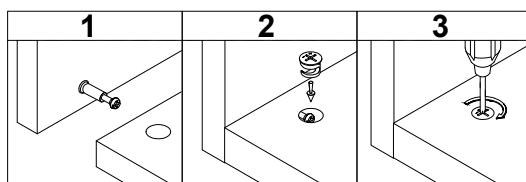
B



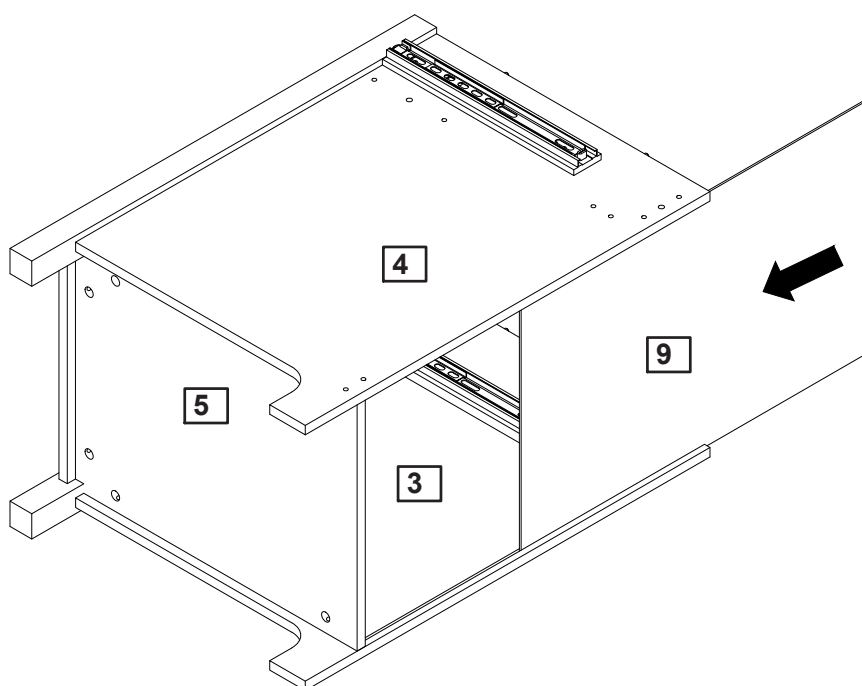
4 PCS



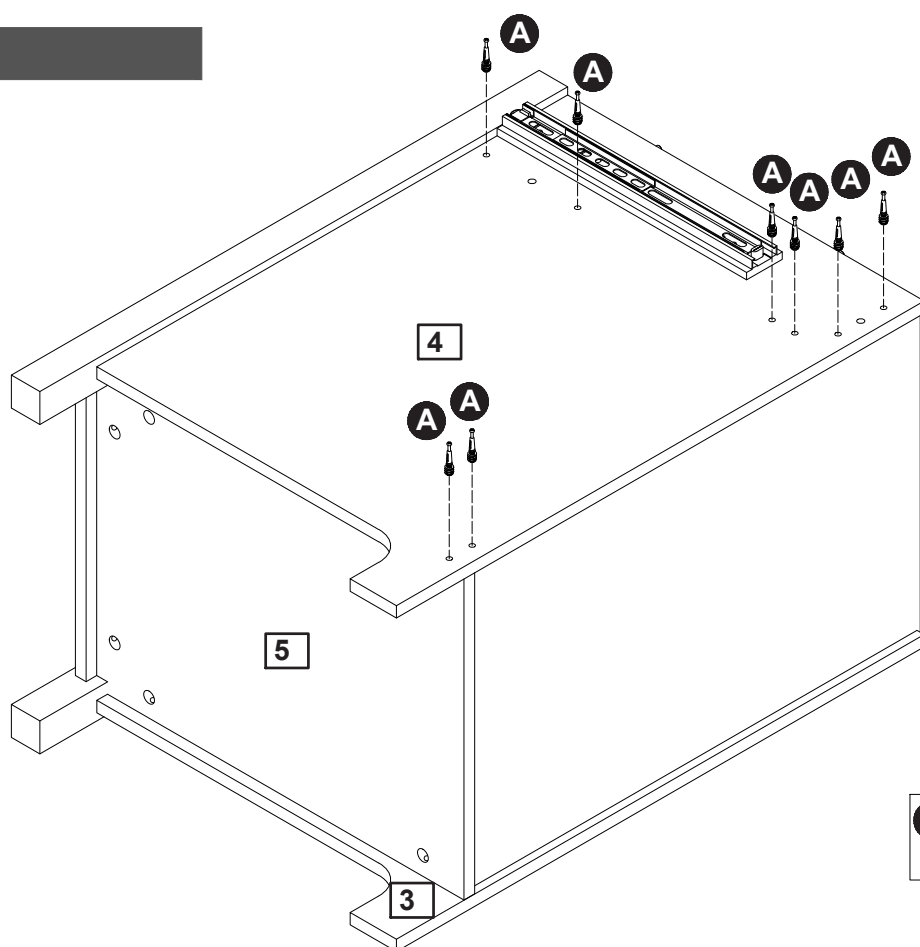
Step 7



Step 8

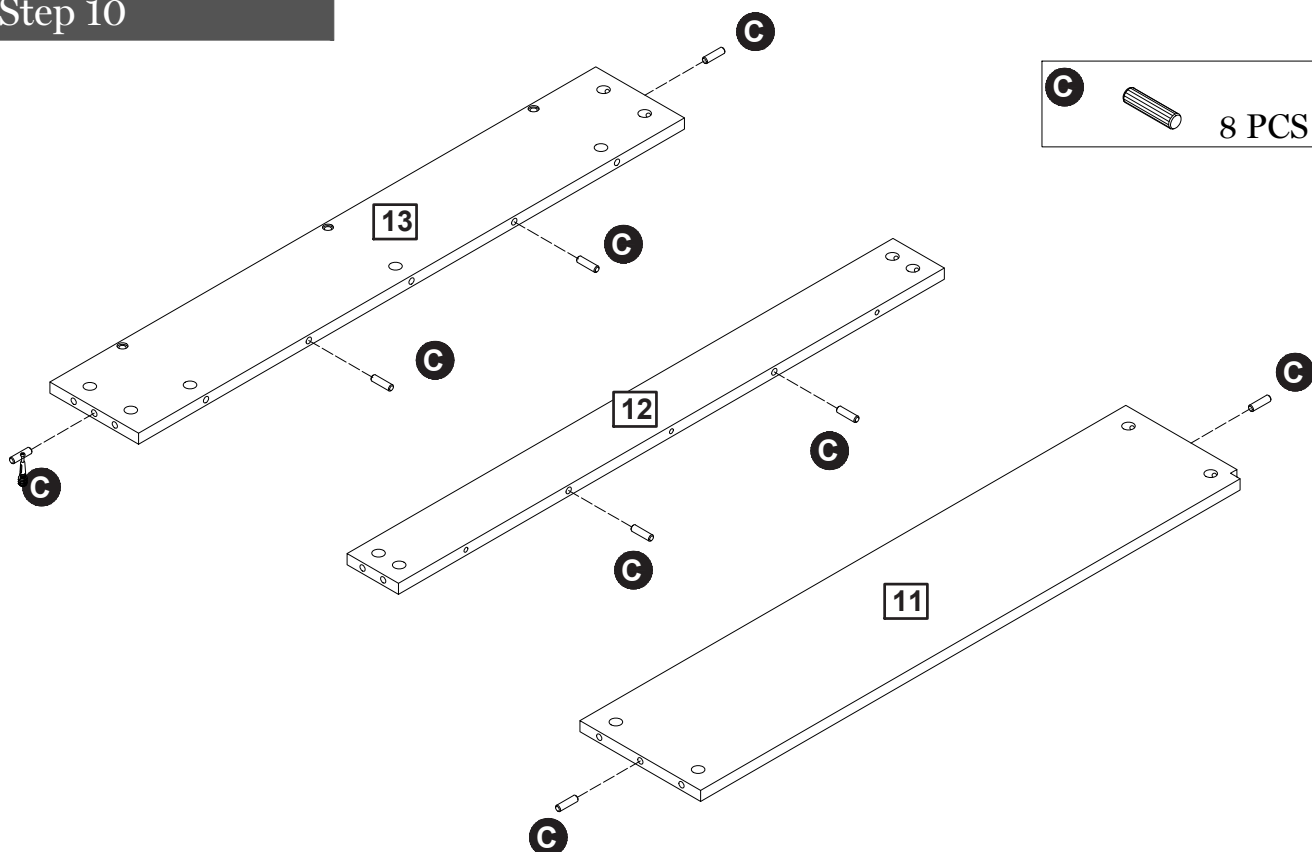


Step 9



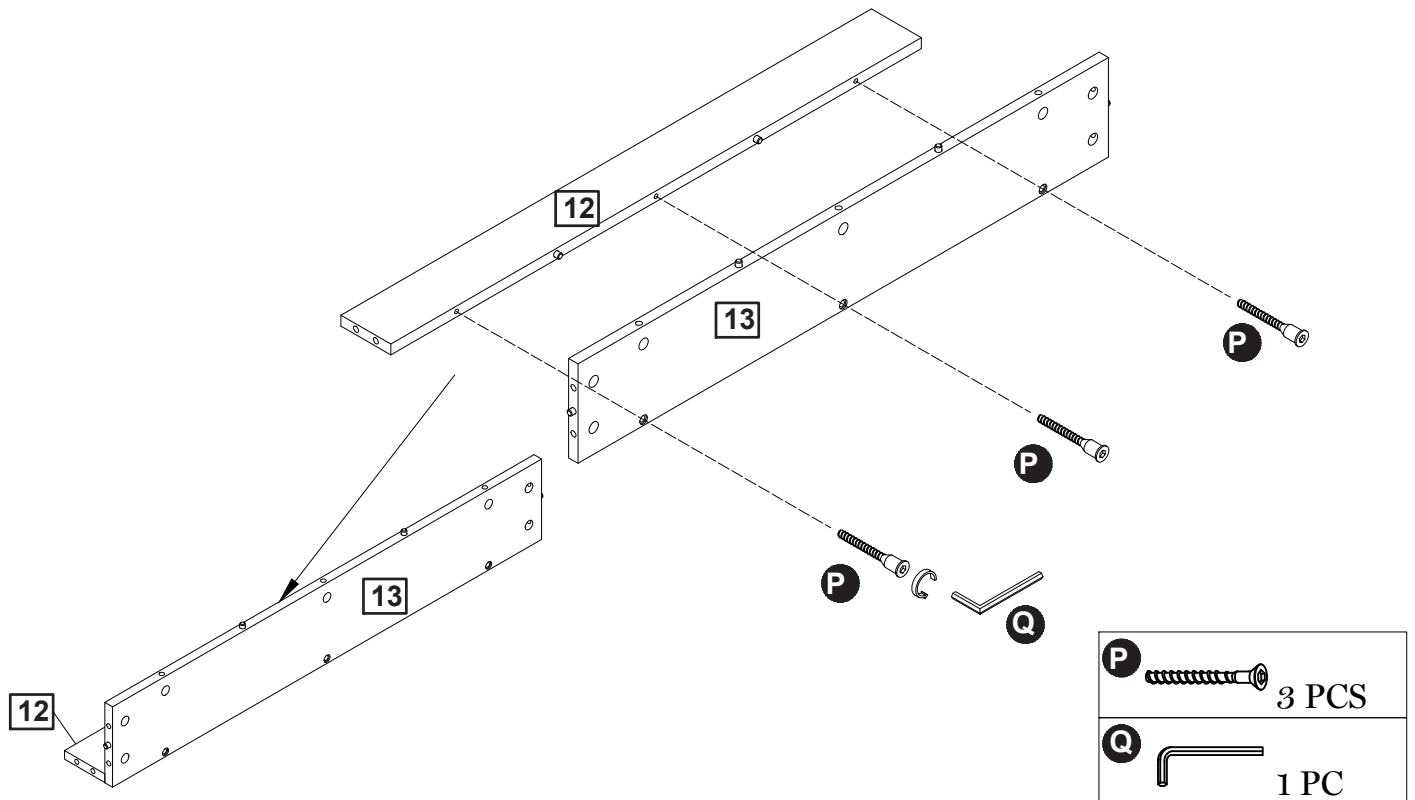
A  8 PCS

Step 10

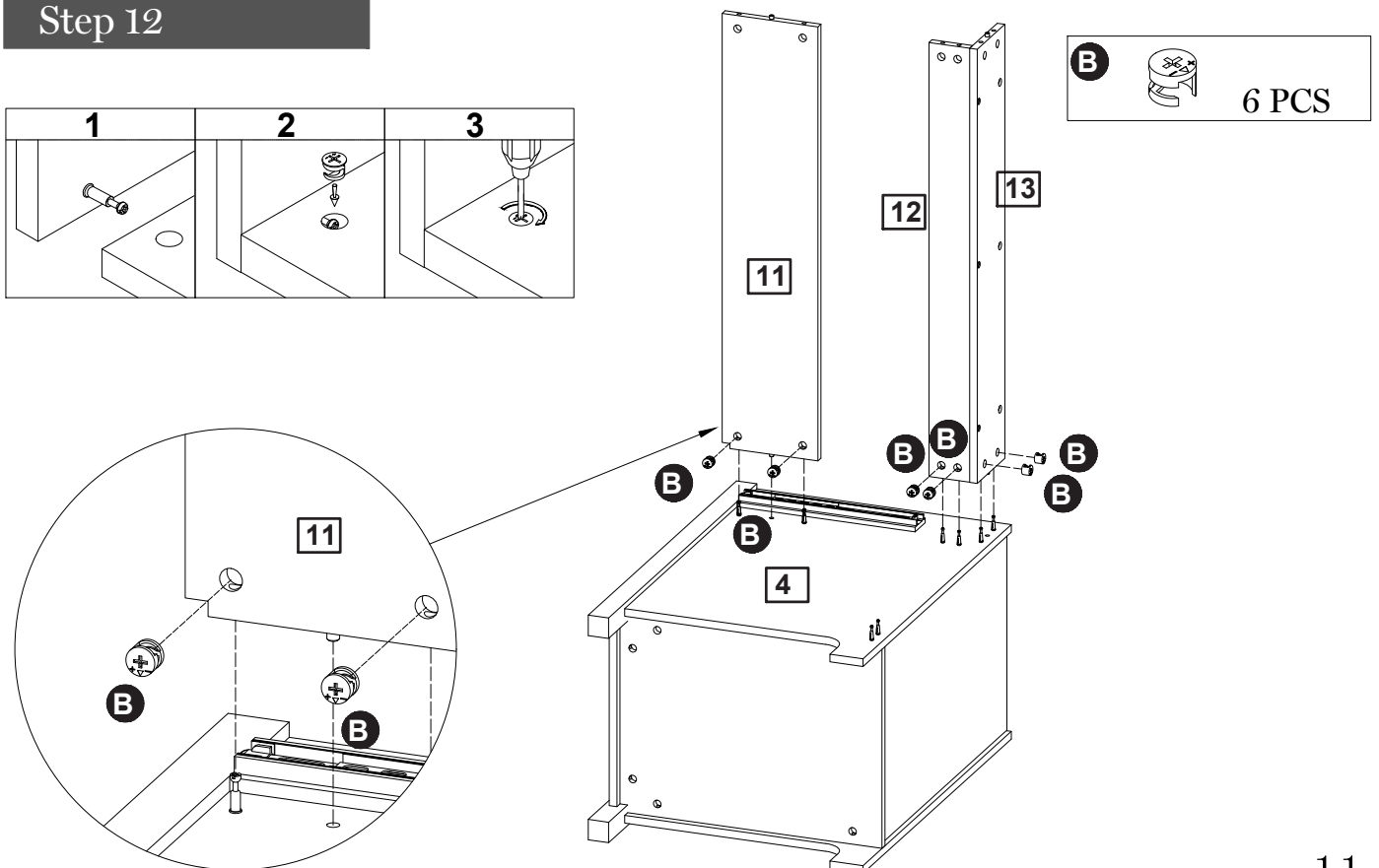


C  8 PCS

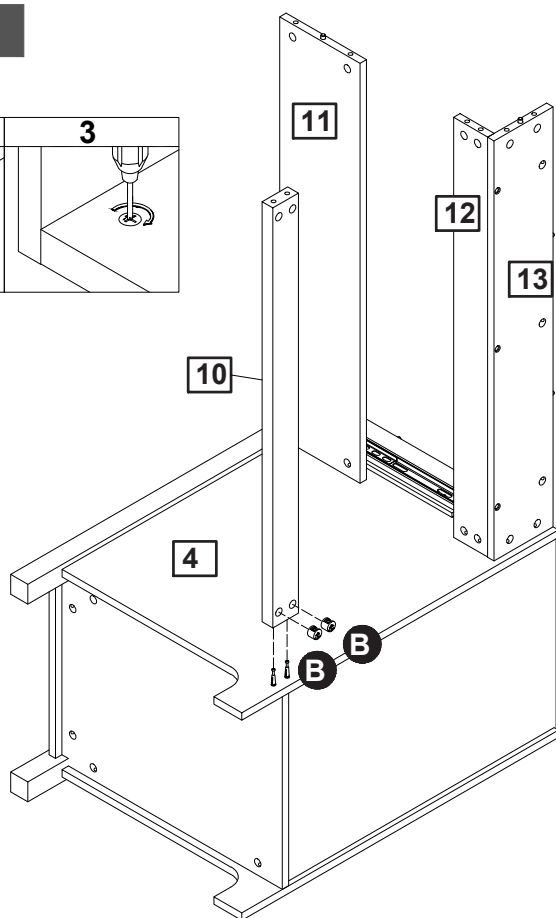
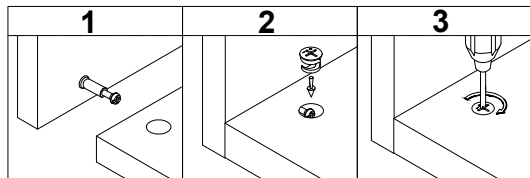
Step 11



Step 12



Step 13

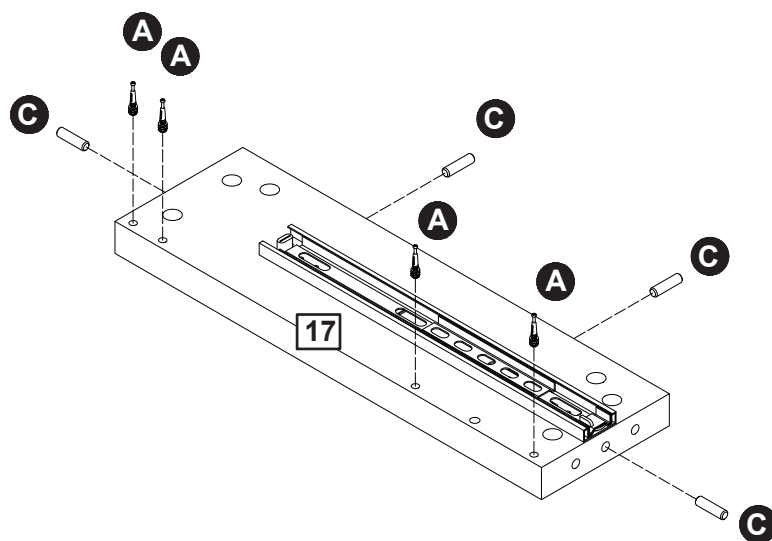


B



2 PCS

Step 14



A



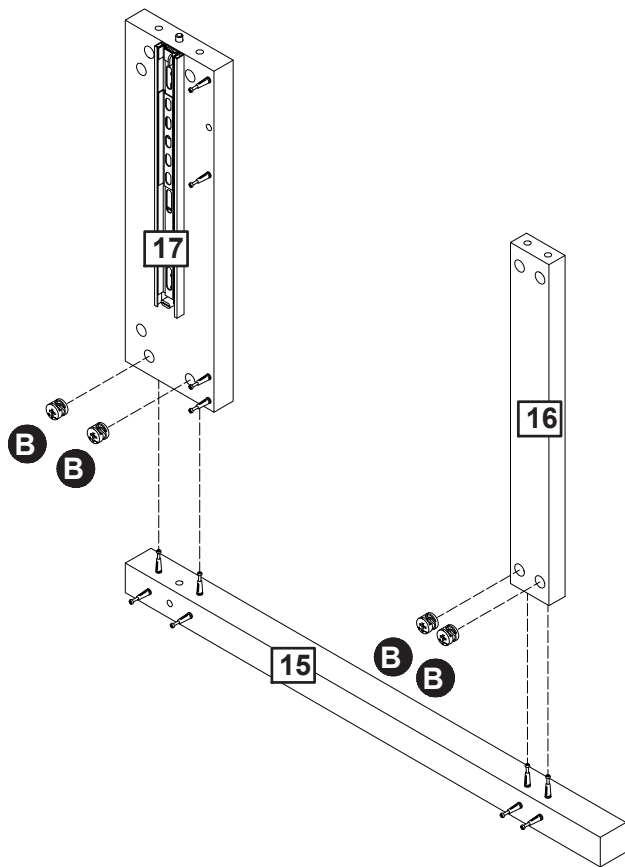
4 PCS

C

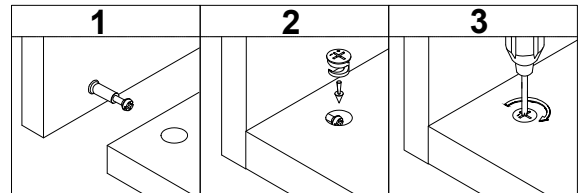


4 PCS

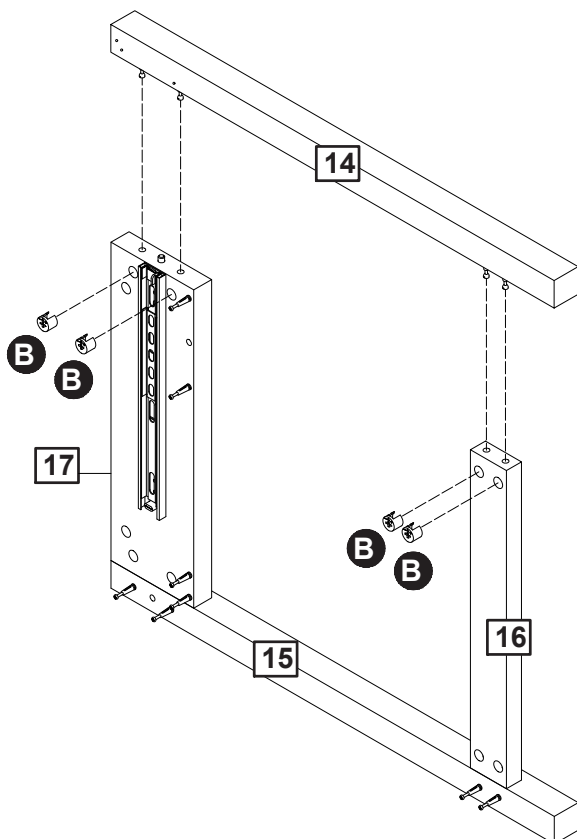
Step 15



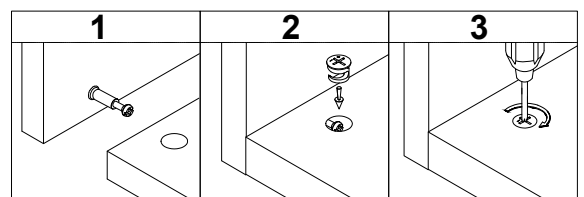
B  4 PCS



Step 16

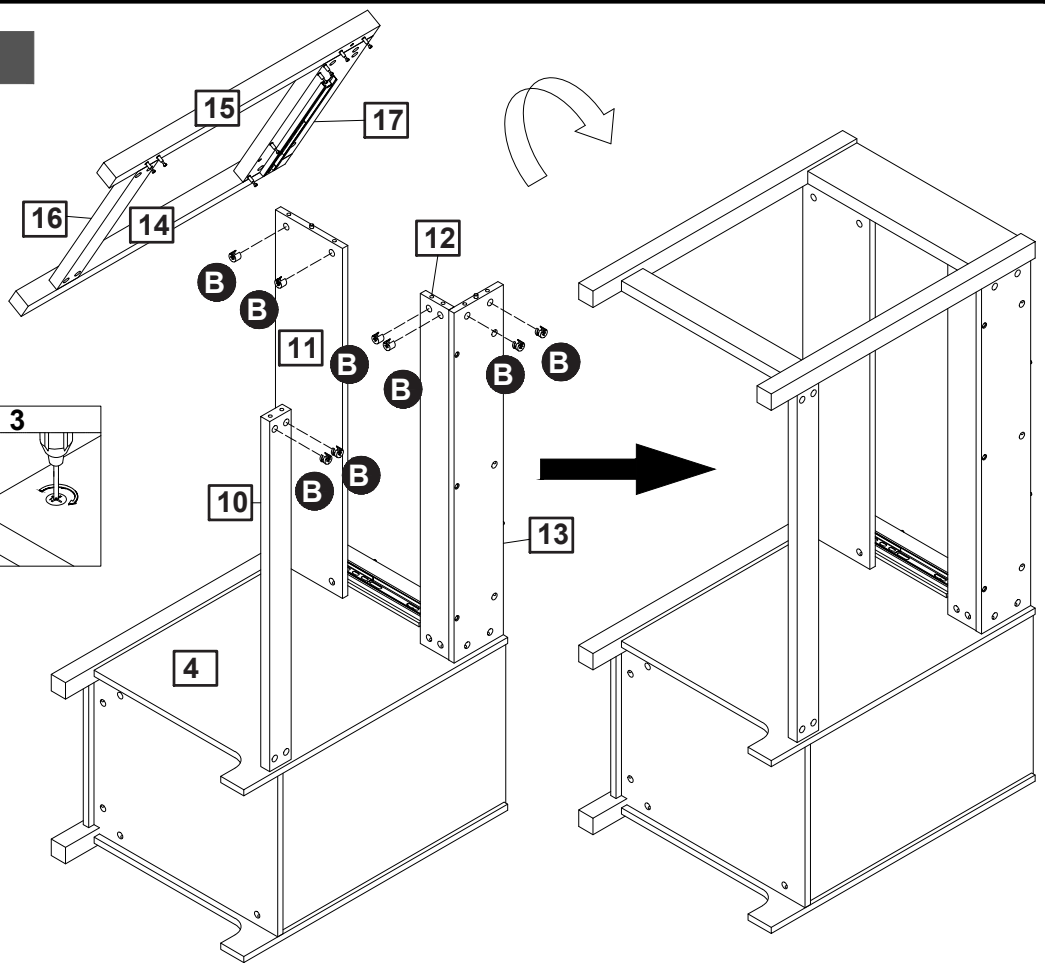
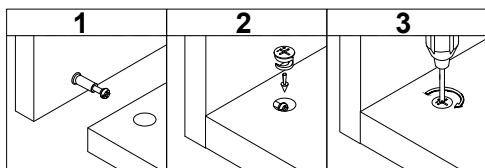


B  4 PCS



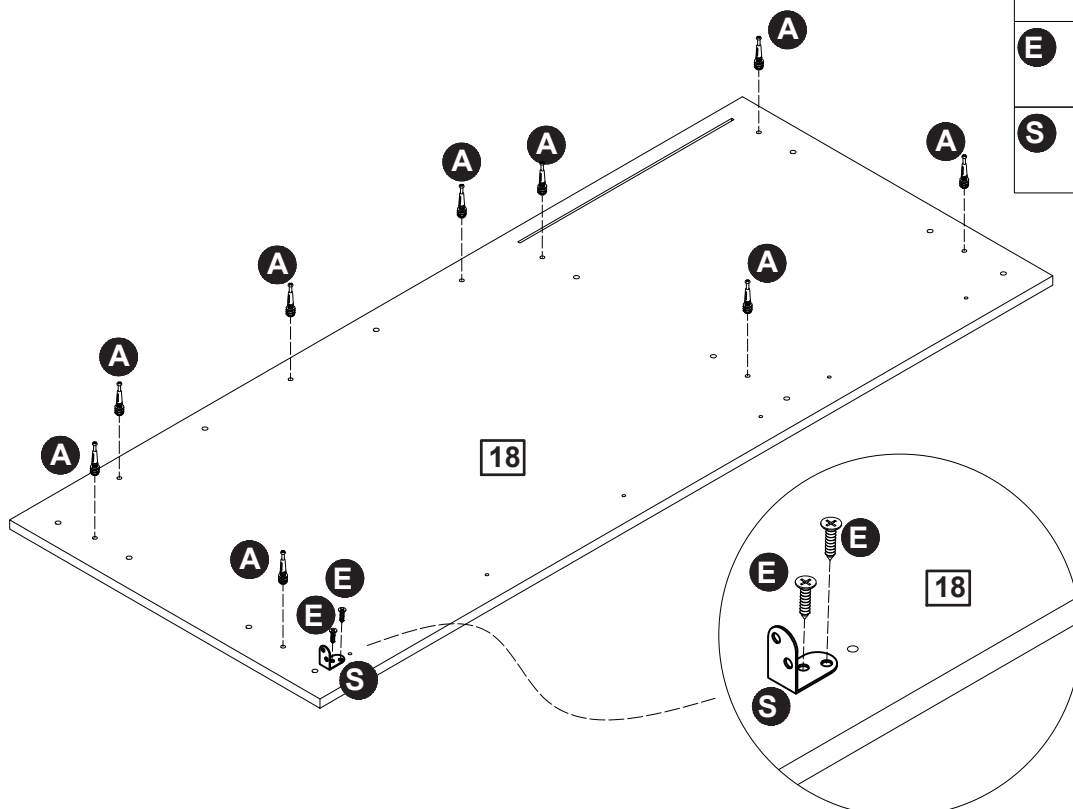
Step 17

B  8 PCS

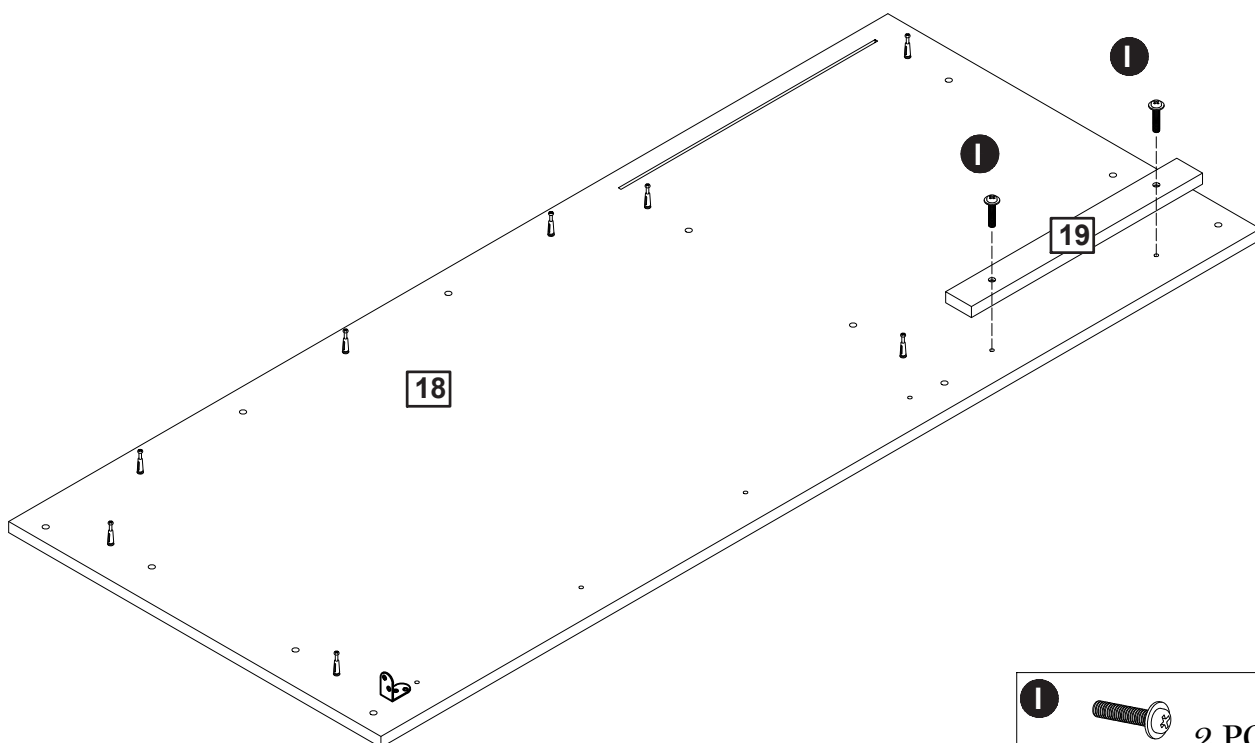


Step 18

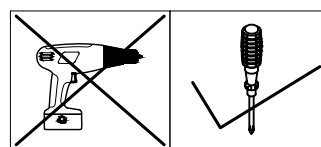
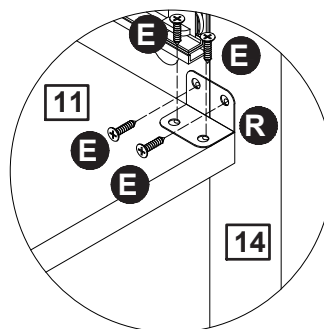
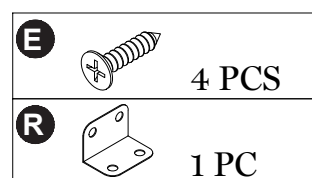
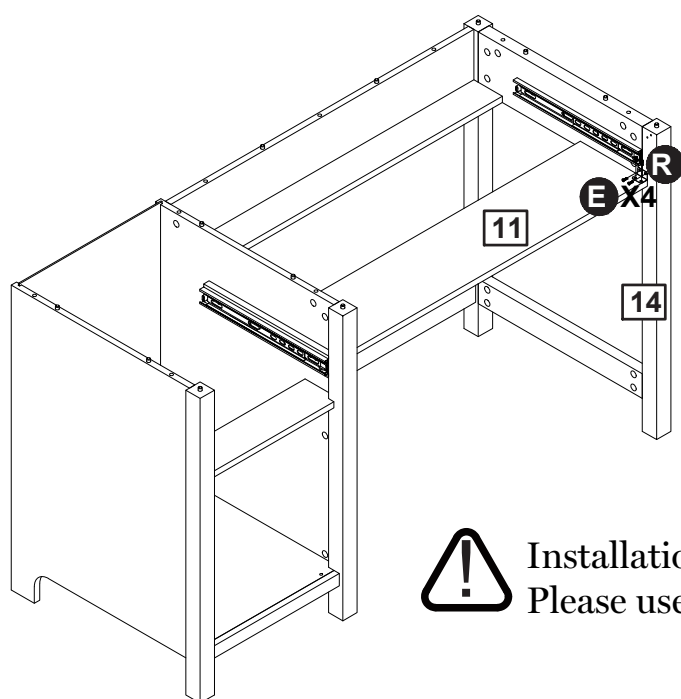
A  9 PCS
E  2 PCS
S  1 PC



Step 19

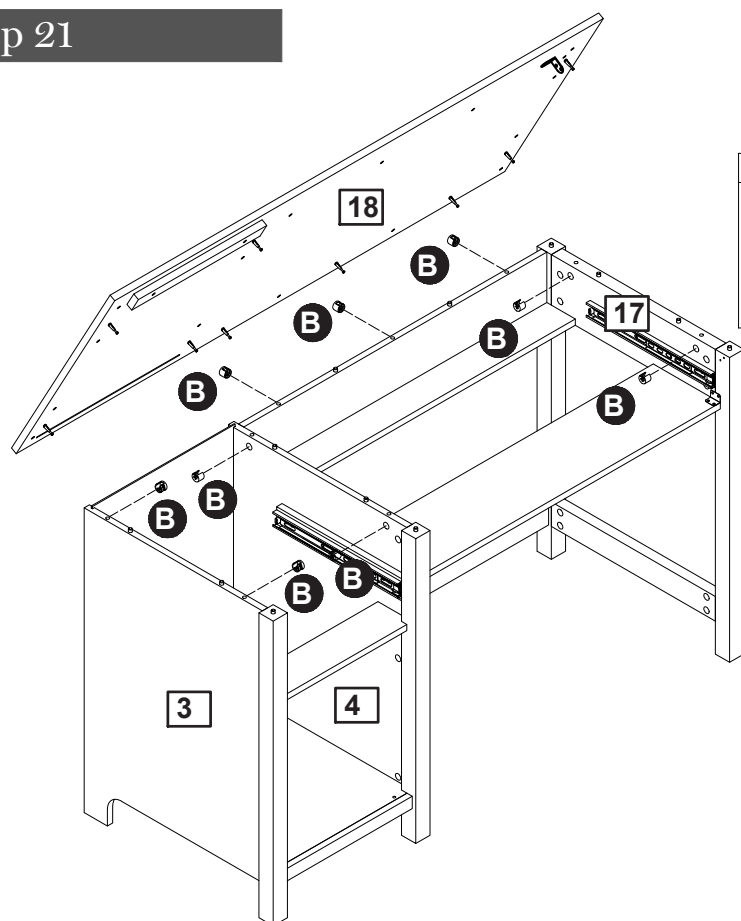


Step 20

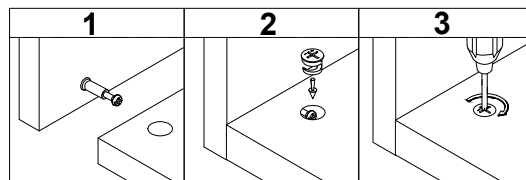


Installation with electric drills is prohibited here.
Please use a screwdriver.

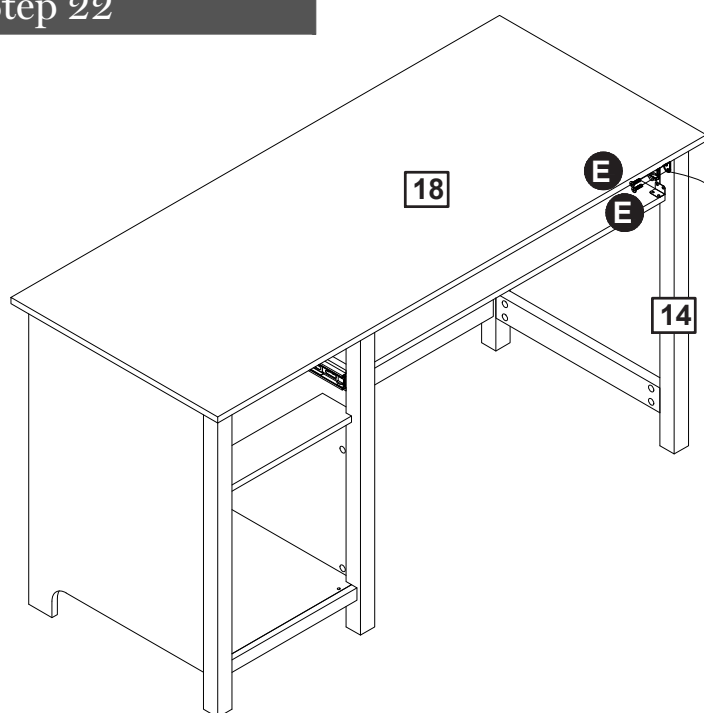
Step 21



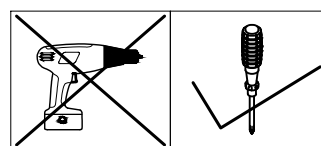
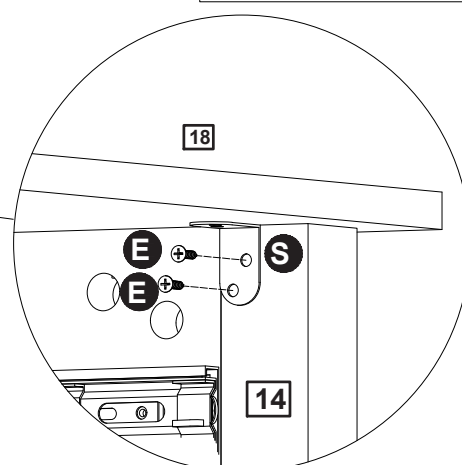
B  9 PCS



Step 22

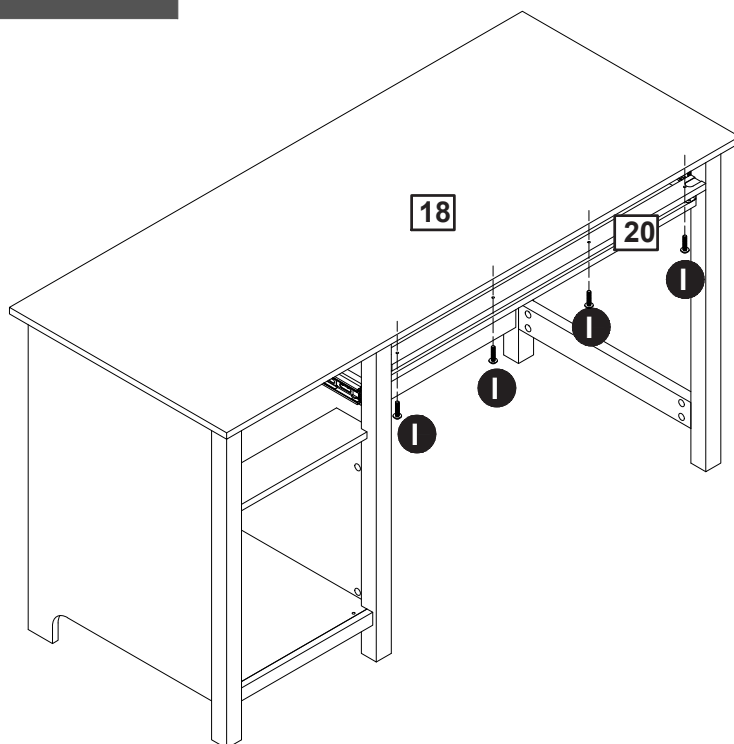


E  2 PCS



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

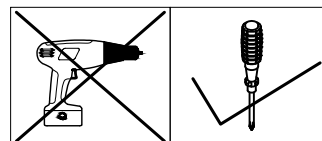
Step 23



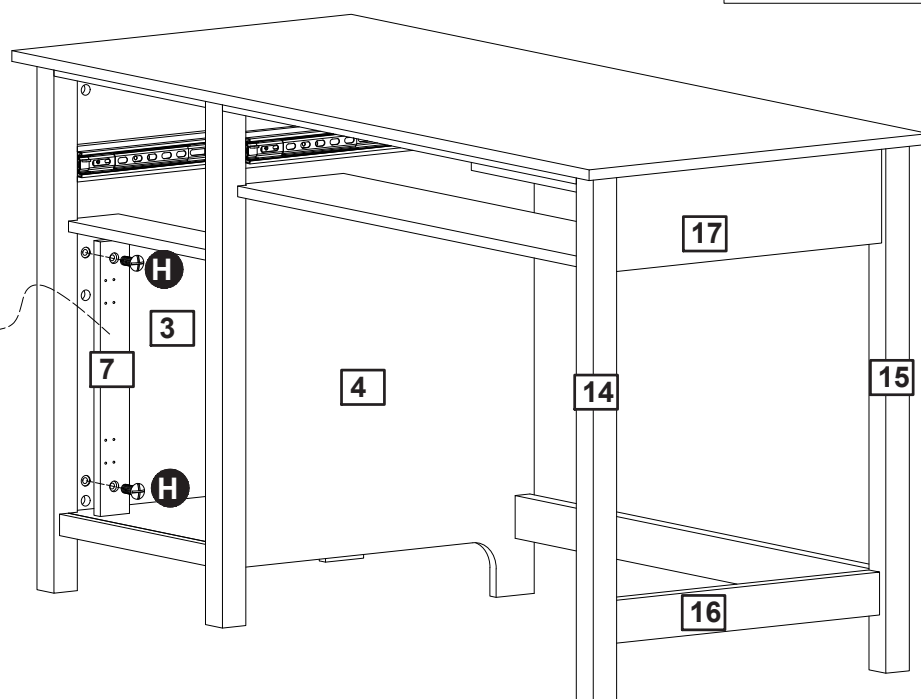
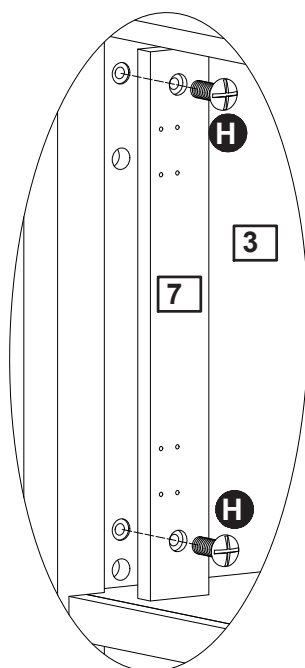
I  4 PCS



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

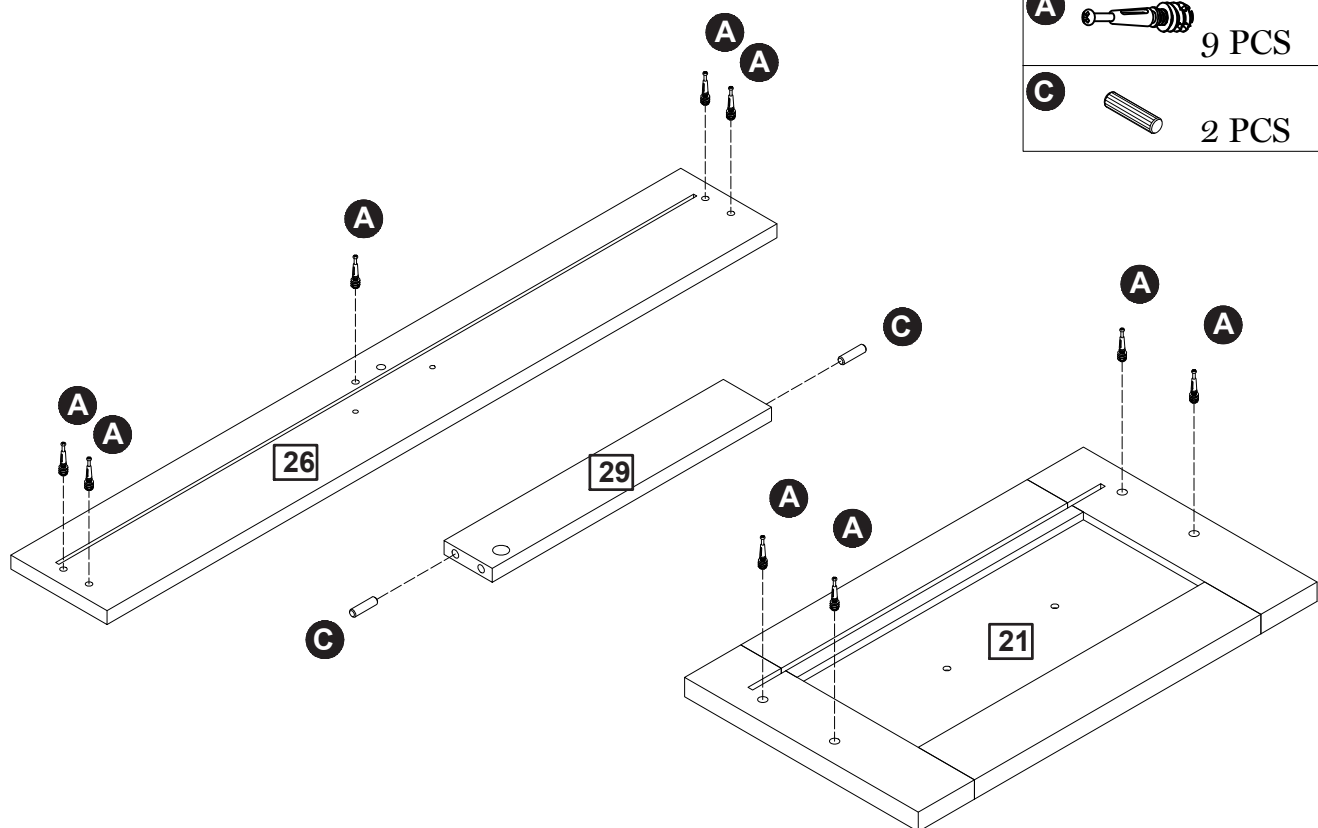


Step 24

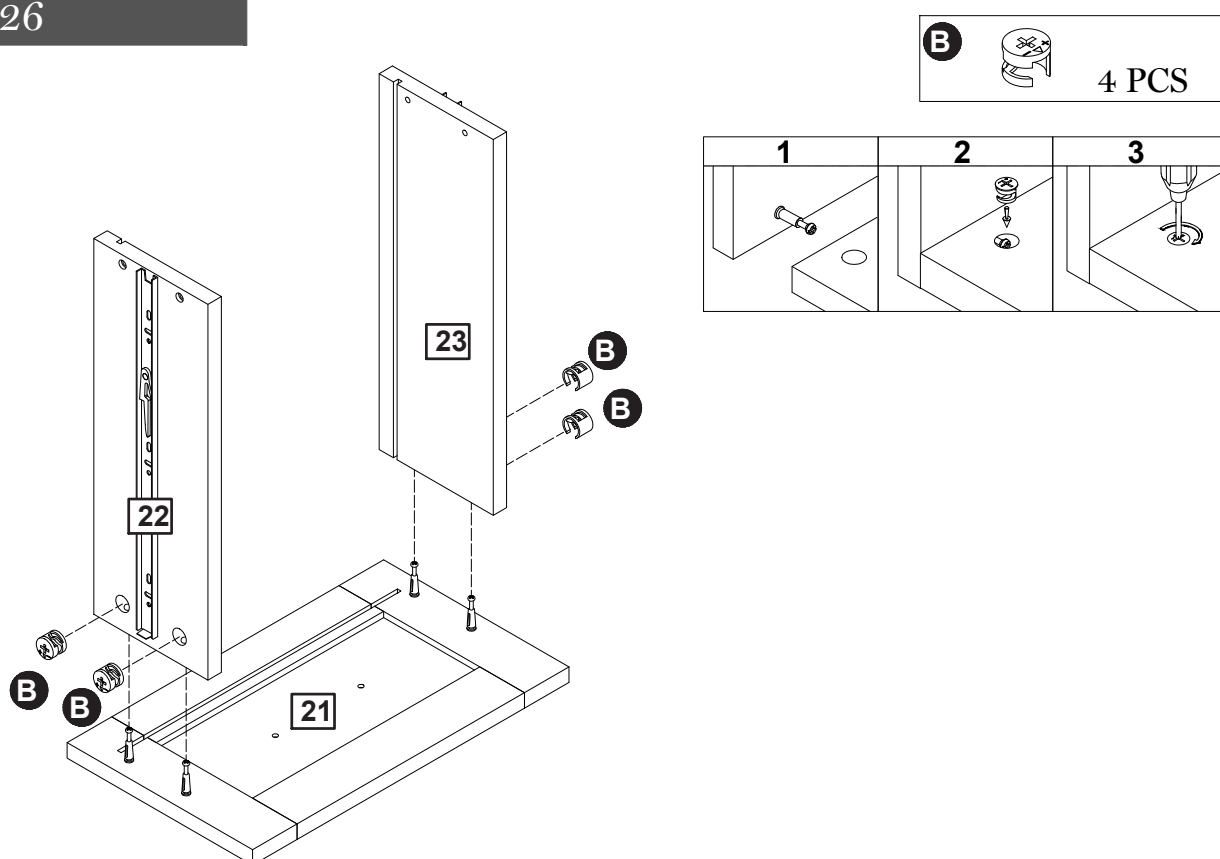


H  2 PCS

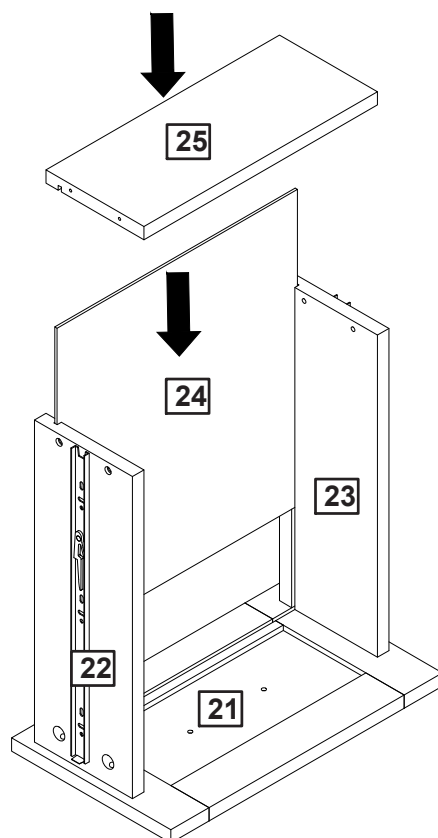
Step 25



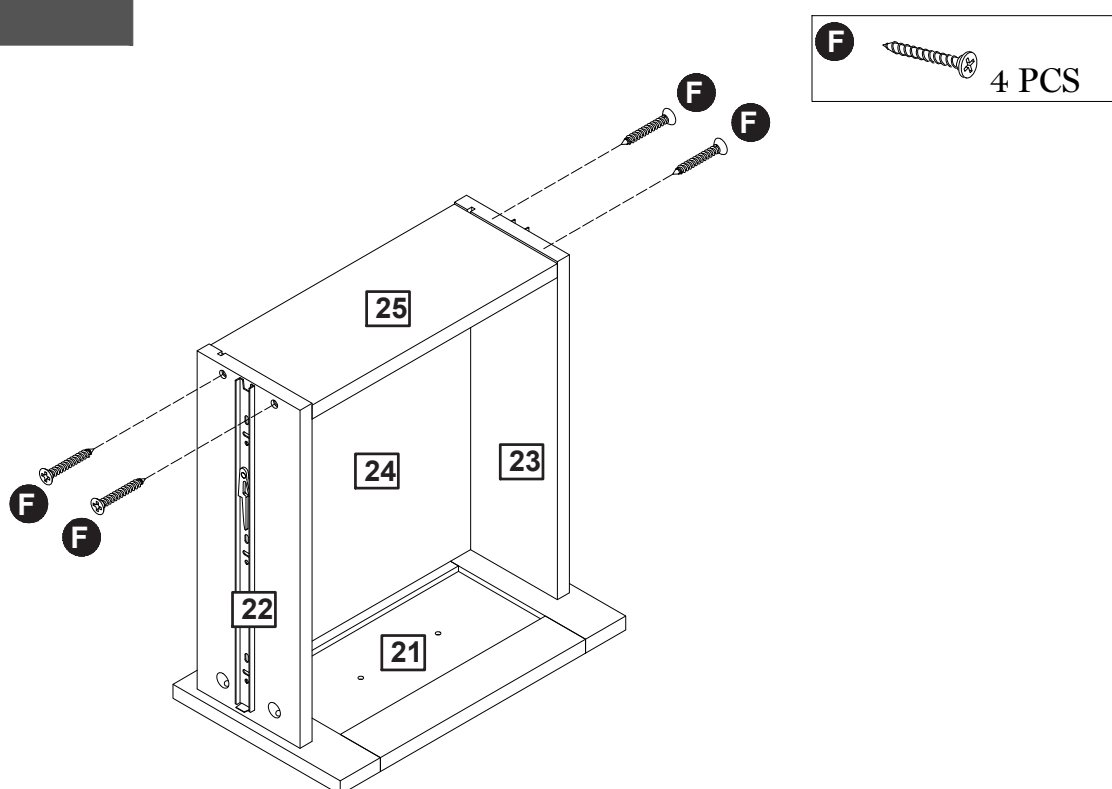
Step 26



Step 27

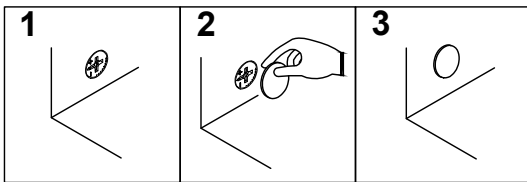
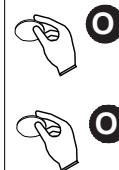
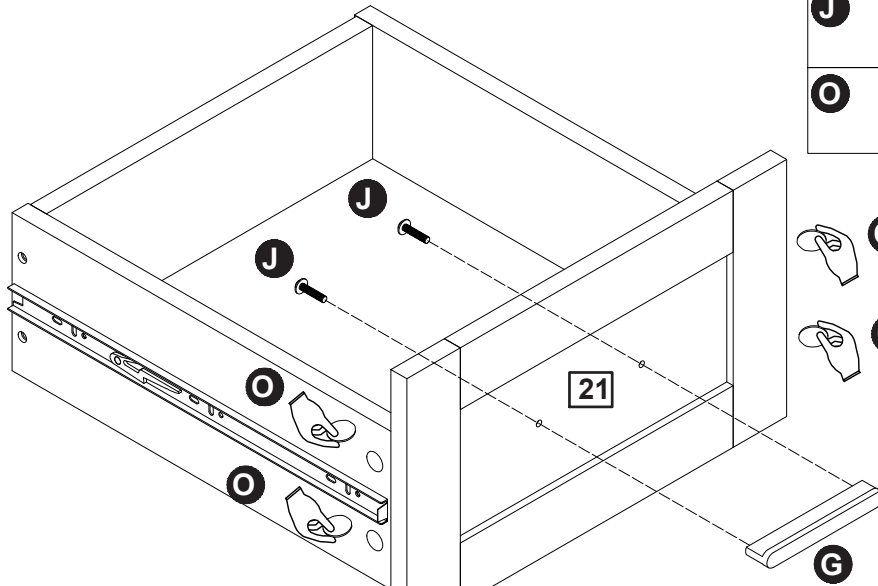


Step 28



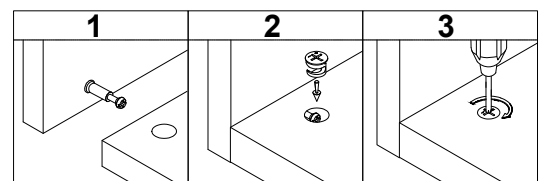
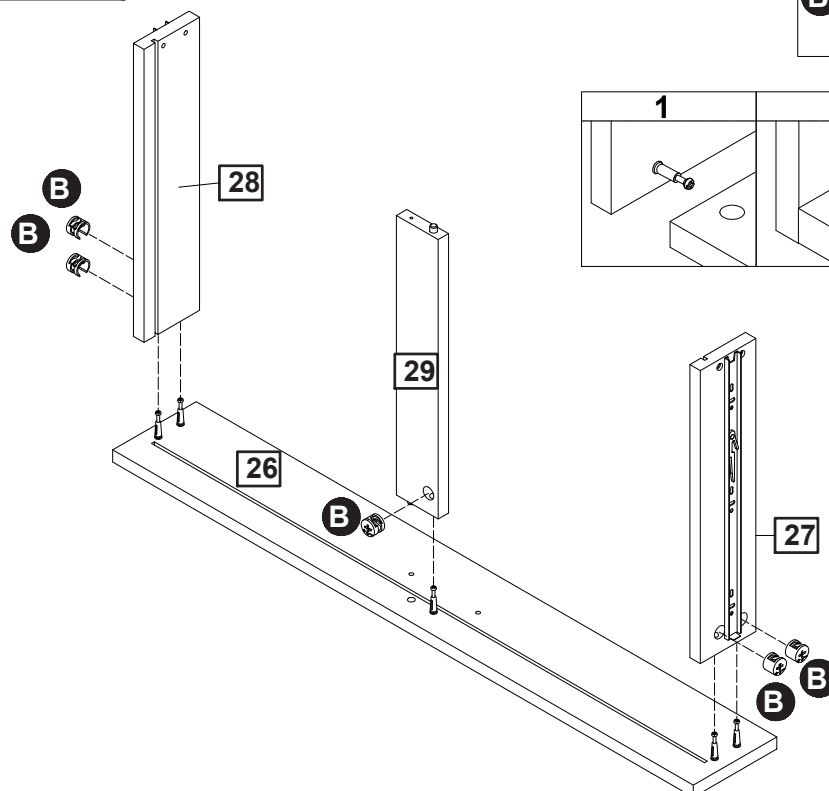
Step 29

G		1 PC
J		2 PCS
O		4 PCS

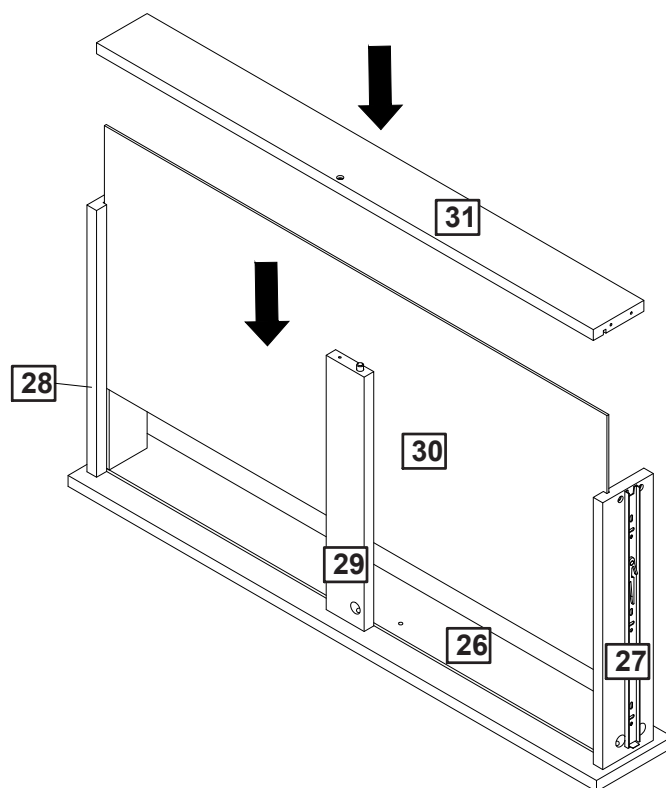


Step 30

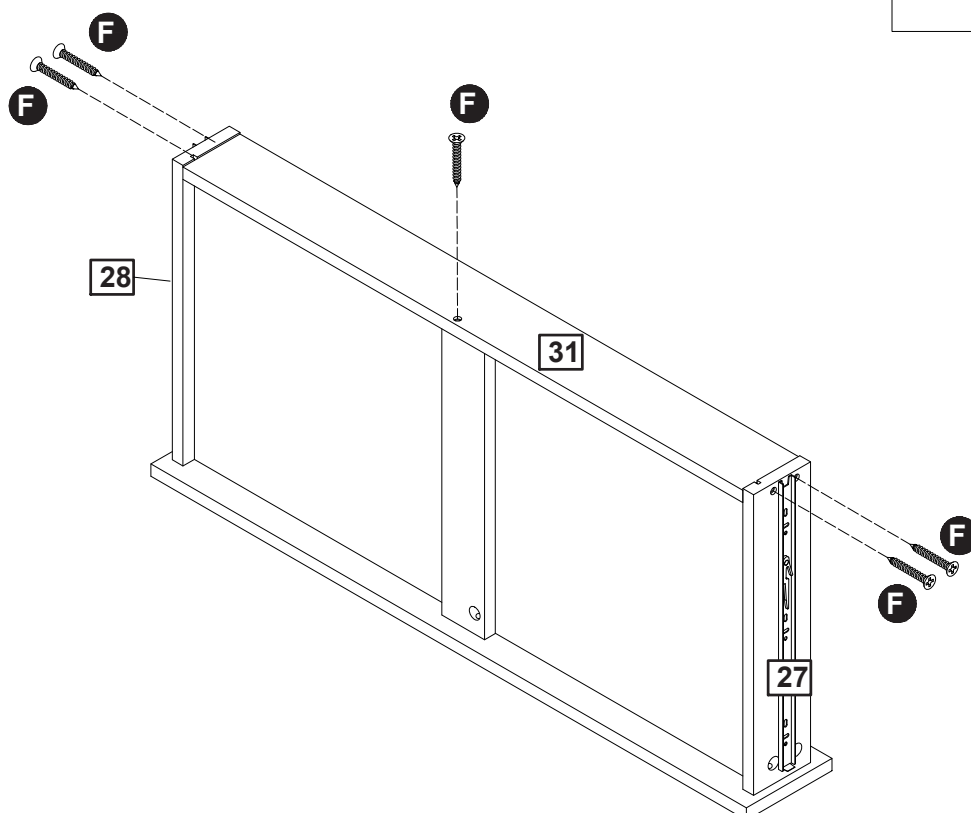
B		5 PCS
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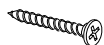


Step 31



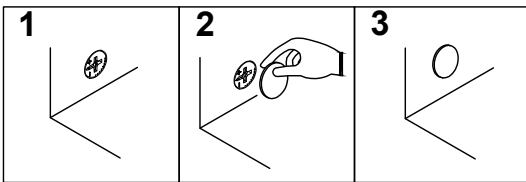
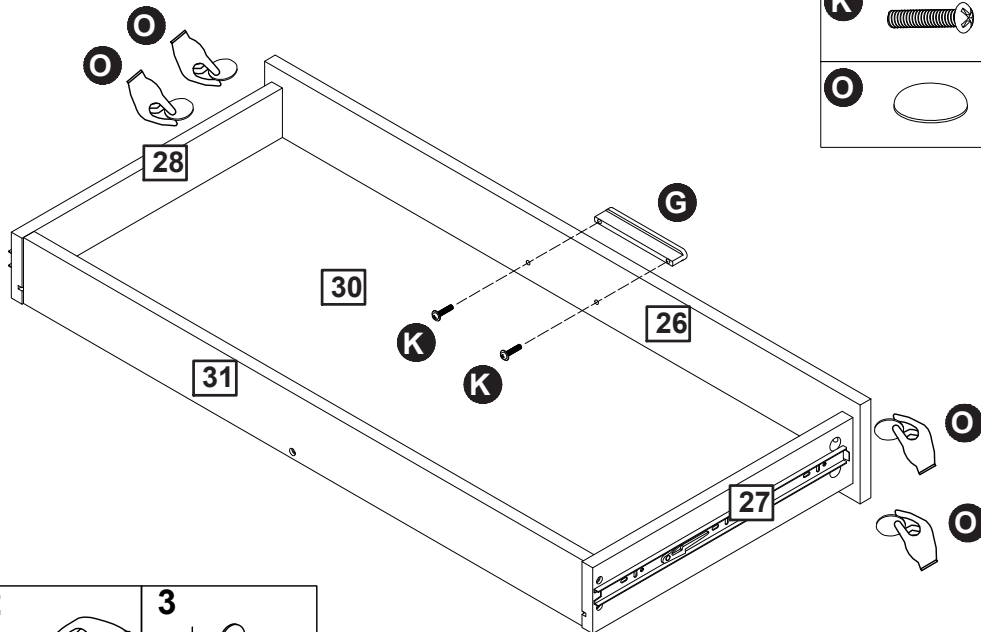
Step 32



F  5 PCS

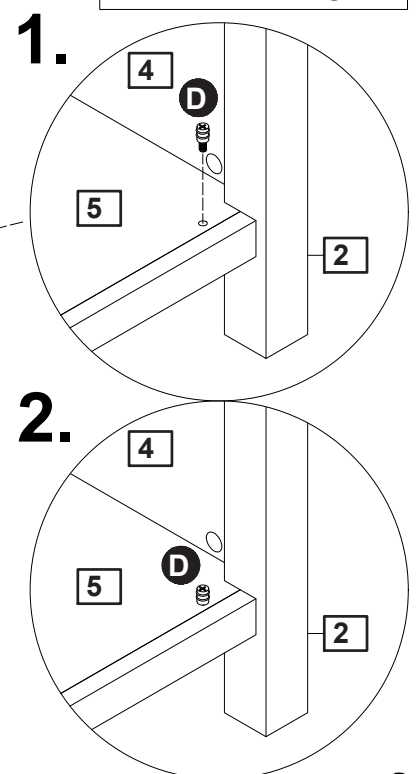
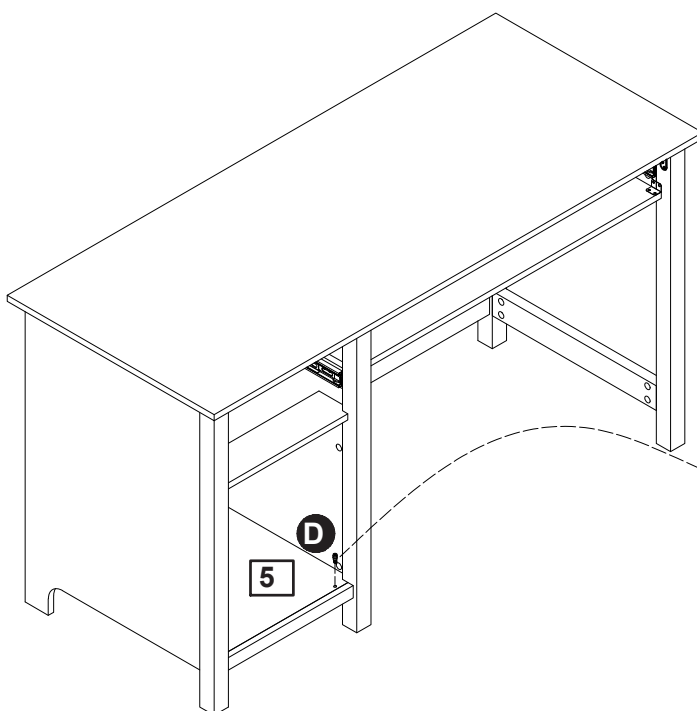
Step 33

G		1 PC
K		2 PCS
O		4 PCS



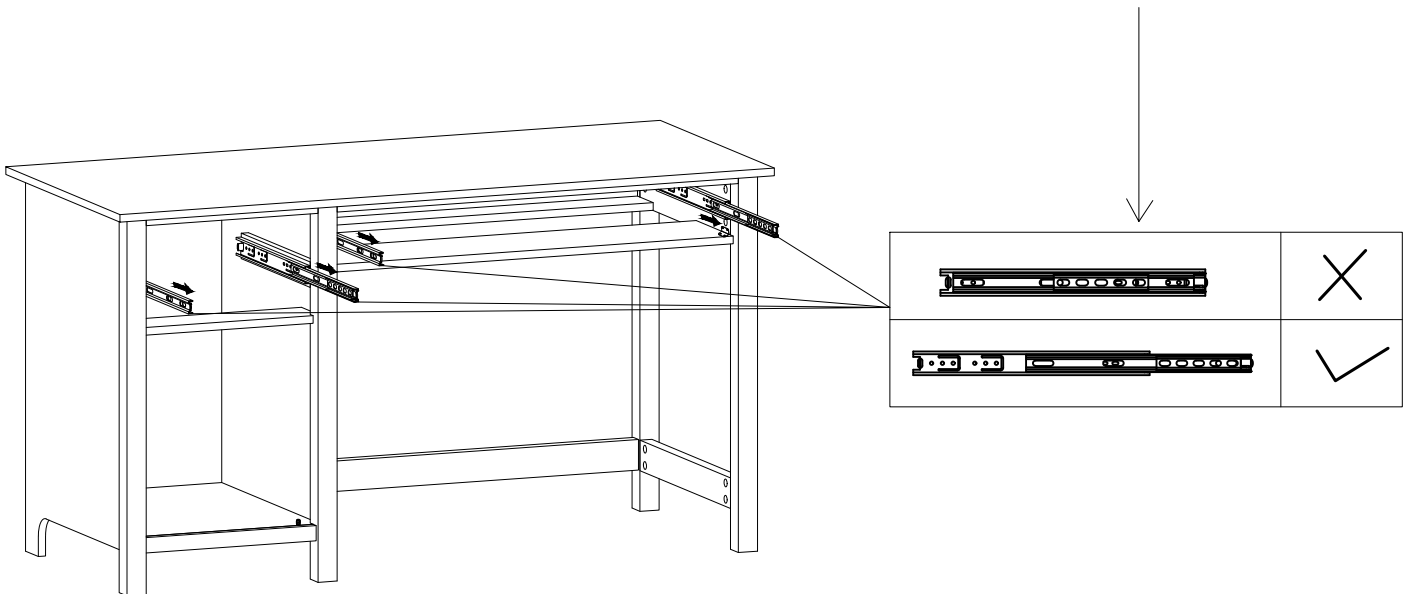
Step 34

D		1 PC
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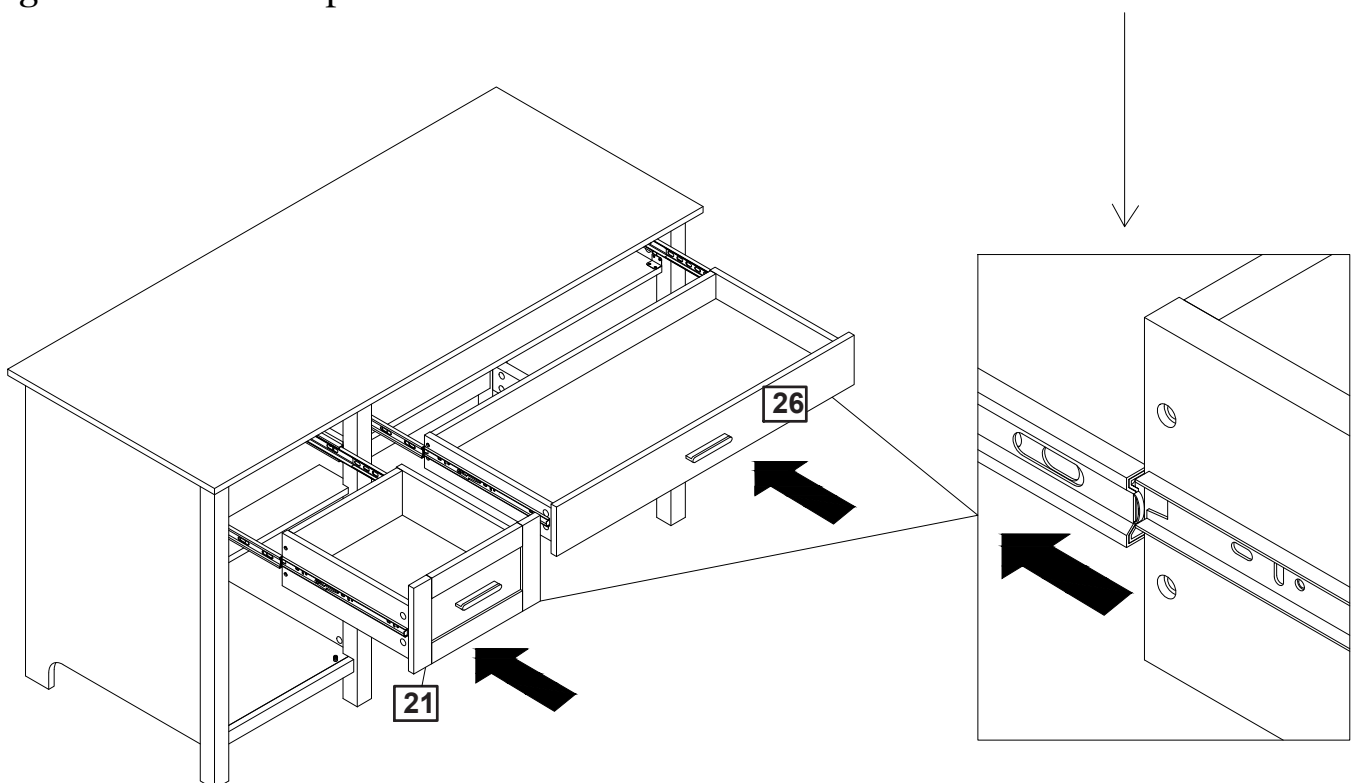


Step 35

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.

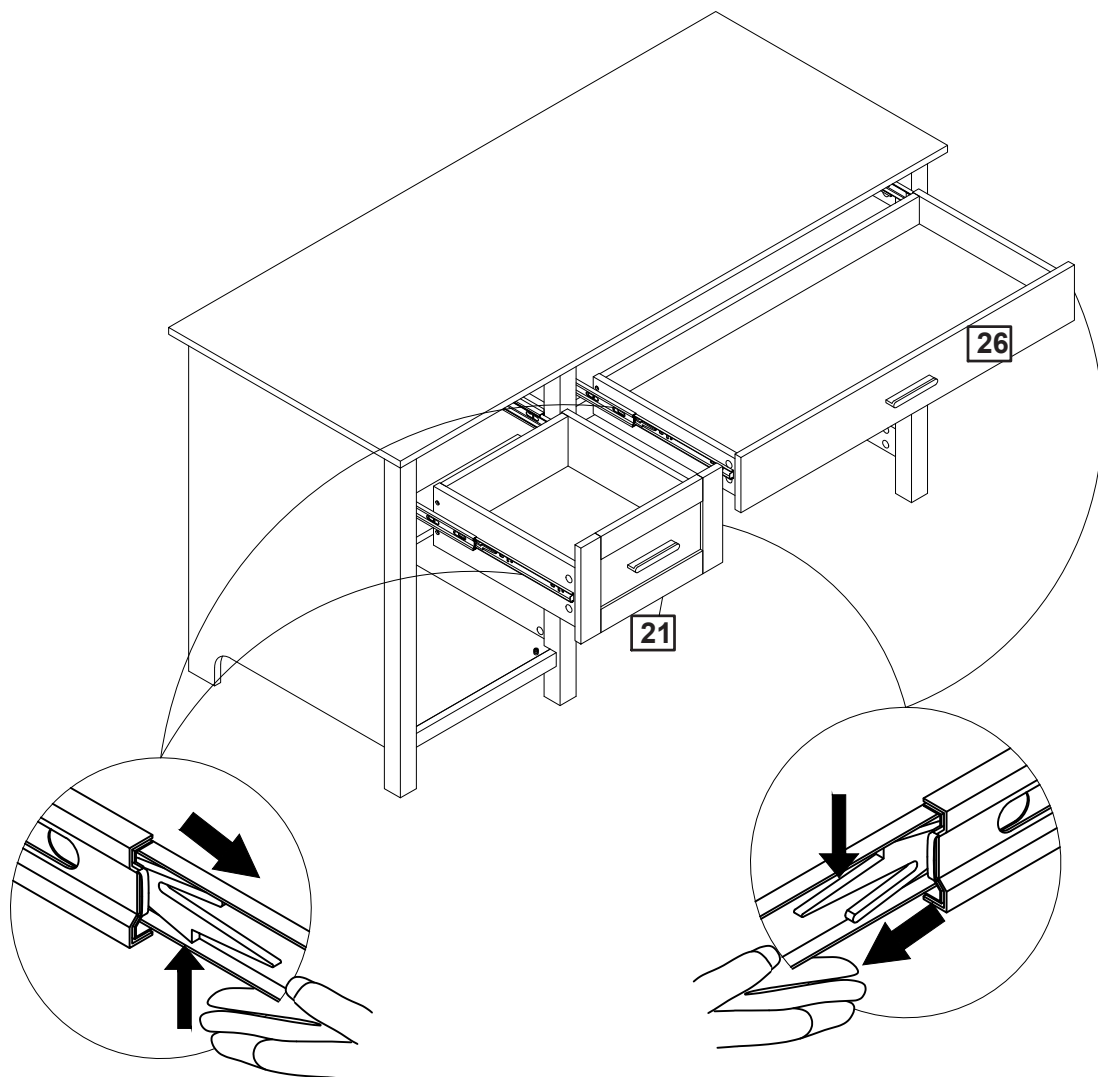


If the drawers do not go in smoothly please remove and repeat Steps 1-3.

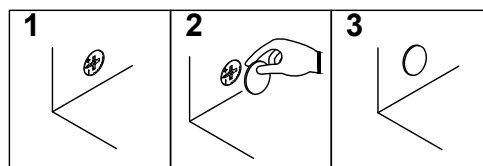
Step 36

To Remove the Drawer:

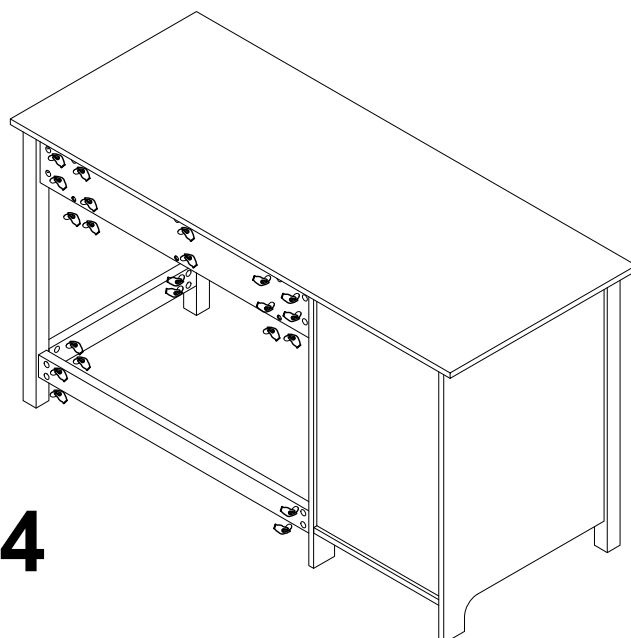
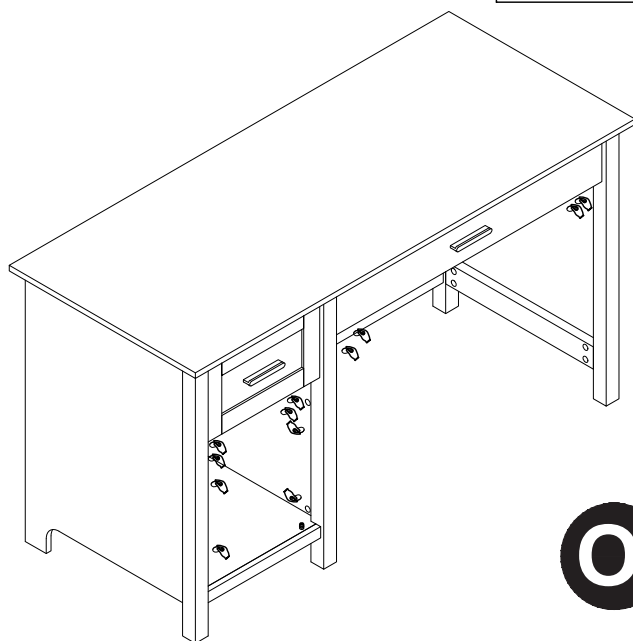
1. Fully extend the drawer.
2. Push the left release latch up and the right one down.
3. Pull the drawer out while supporting it.



Step 37

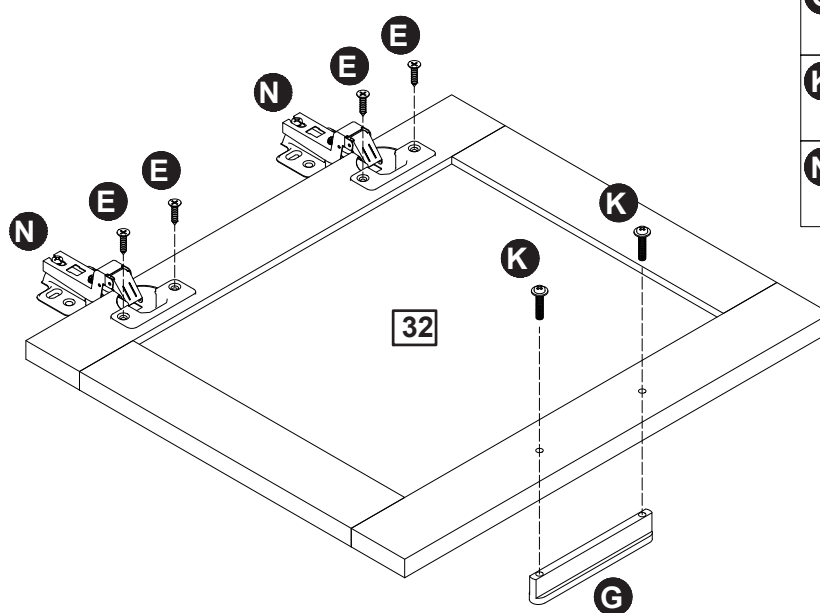


O  34 PCS



O X34

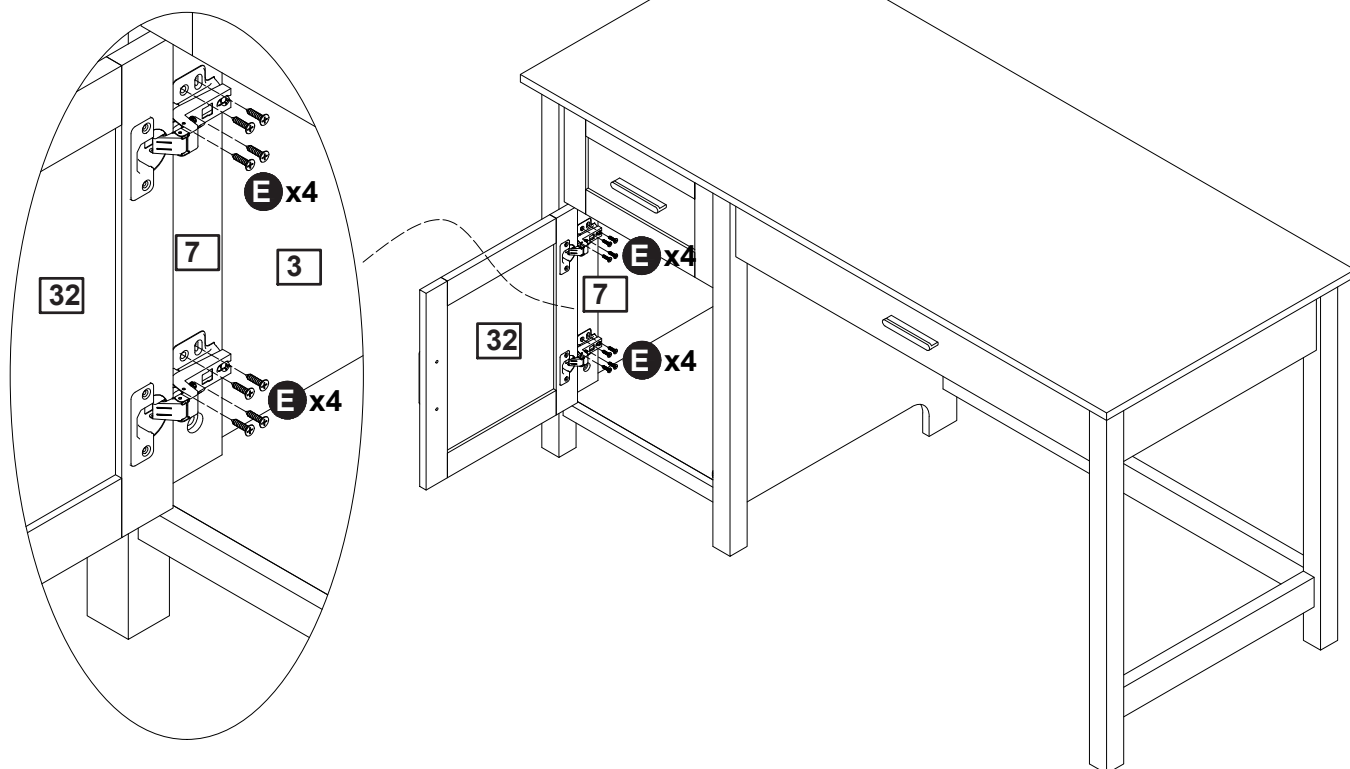
Step 38



E		4 PCS
G		1 PC
K		2 PCS
N		2 PCS

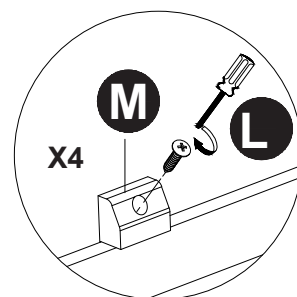
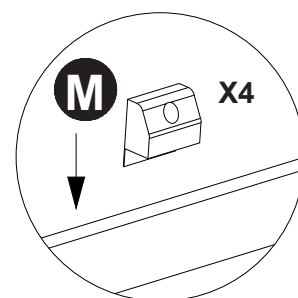
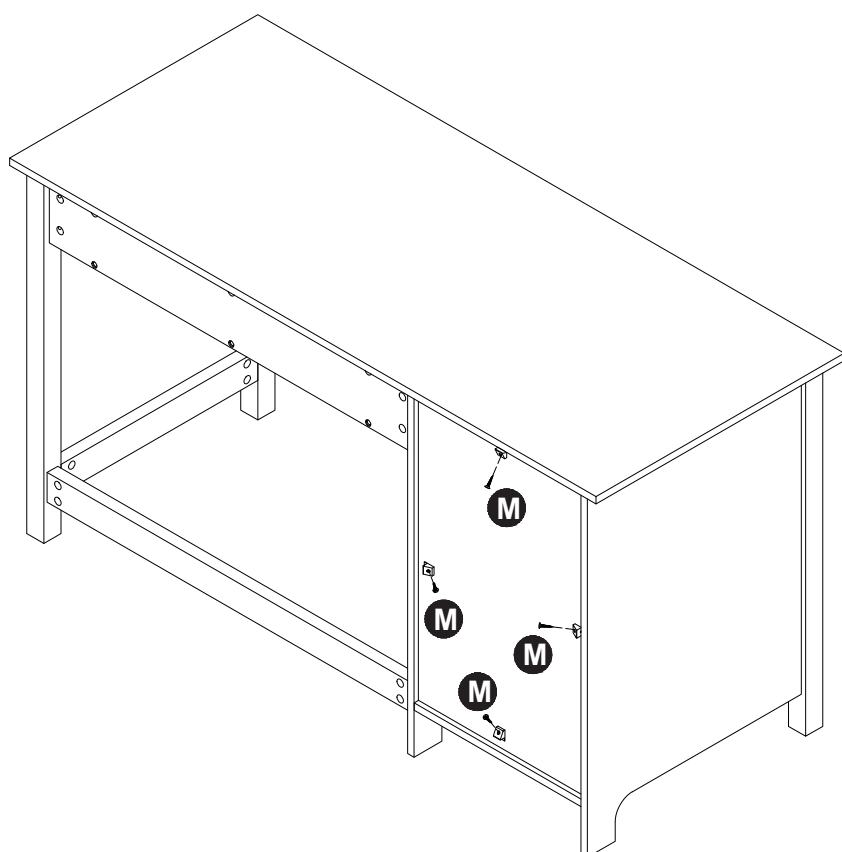
Step 39

E  8 PCS

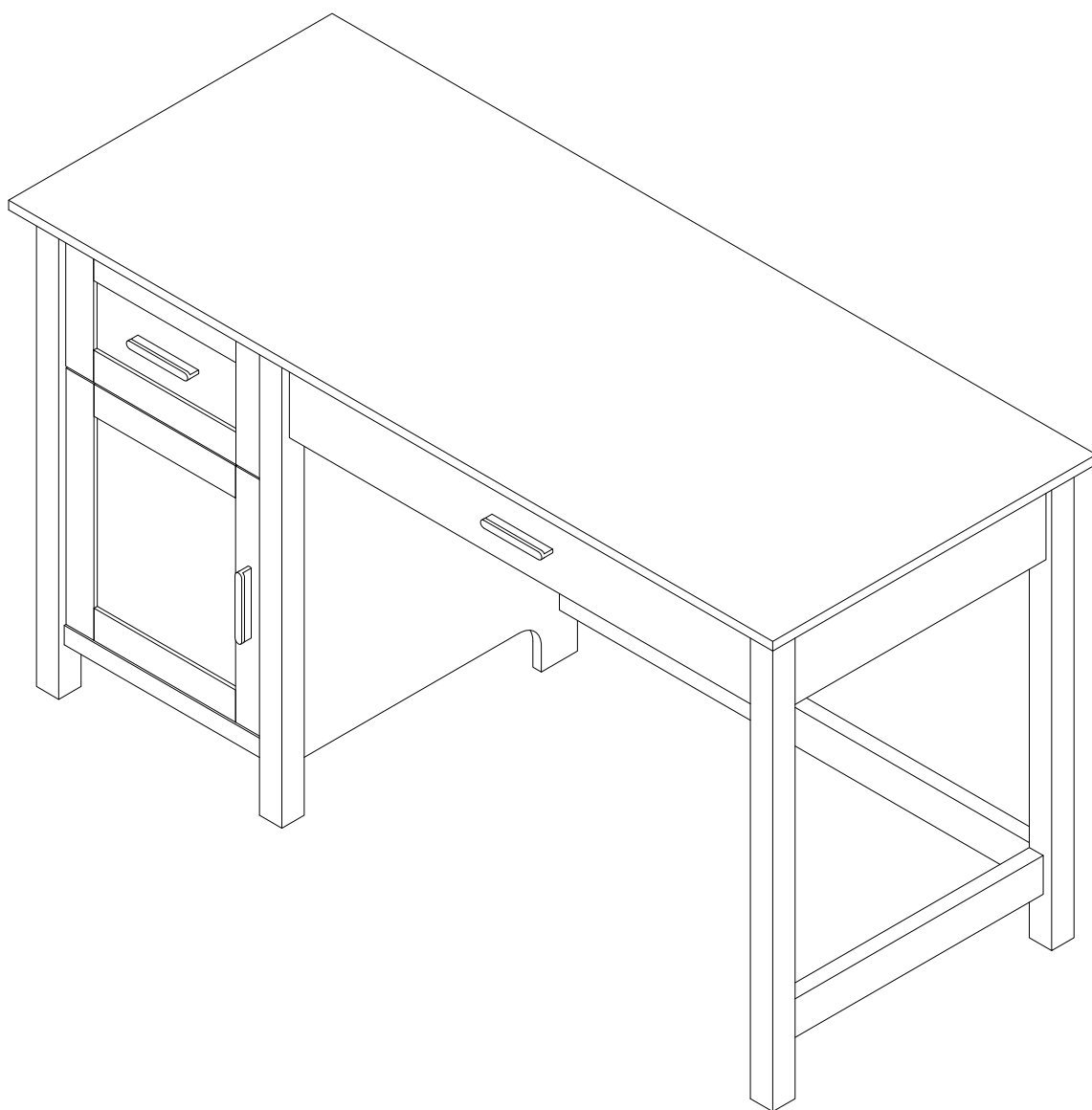


Step 40

L  4 PCS
M  4 PCS



Step 41

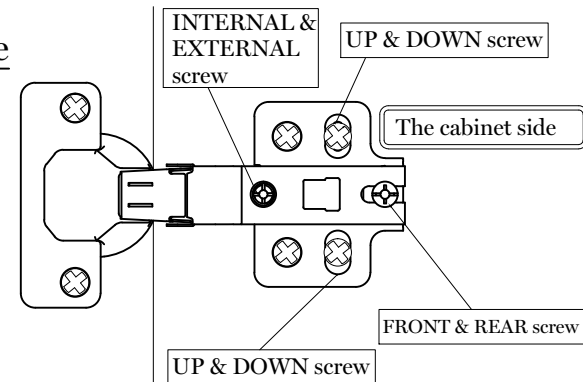


Door Adjustments

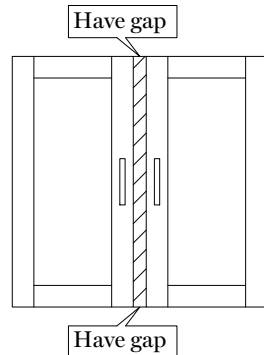
- Before adjusting the hinge, please check whether the cabinet is level.
- Please adjust the hinge with the door open.
- 2 people may be required to adjust the doors, one person holds the door and the other adjusts the screw.

Components Name

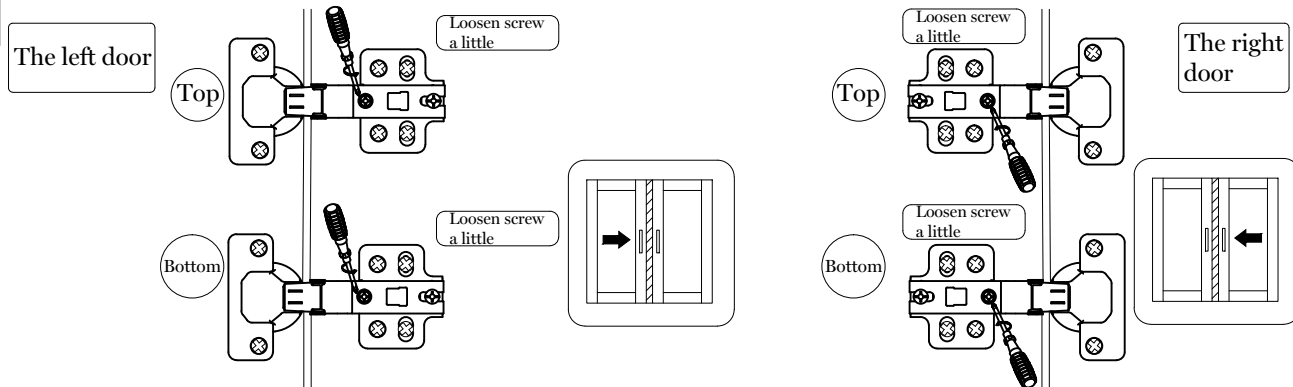
The door side



Obvious gaps between doors
or Doors don't look closed

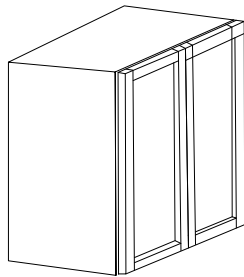


1 Loosen the "internal & external screw" of the top and bottom hinge. Please adjust the doors little by little.



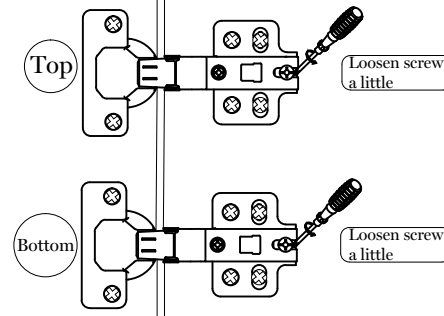
※ If the doors overlap, please tighten the "internal & external screw" little by little to adjust them.

Crooked Doors

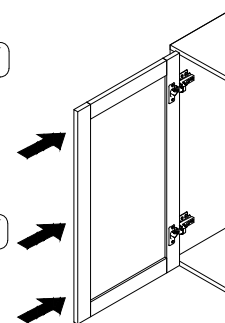


Please take the following steps to
adjust the door.

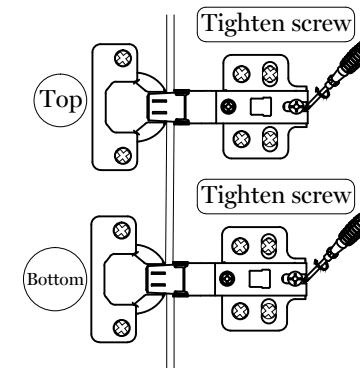
1 Loosen the "front and rear screws" of the top and bottom hinge a little.



2 Push the door to the cabinet

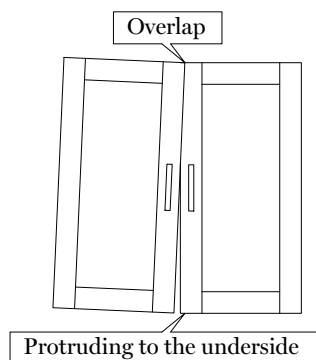


3 Tighten the "front and rear screws" of the top and bottom hinge.

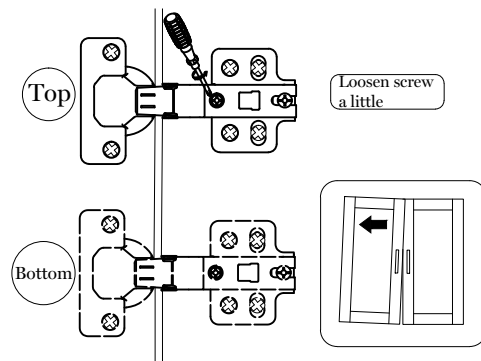


※ After adjusting the "front and rear screw", if the door is still crooked, please repeat the steps and adjust the door slightly.

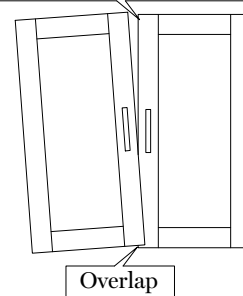
Leaning Doors



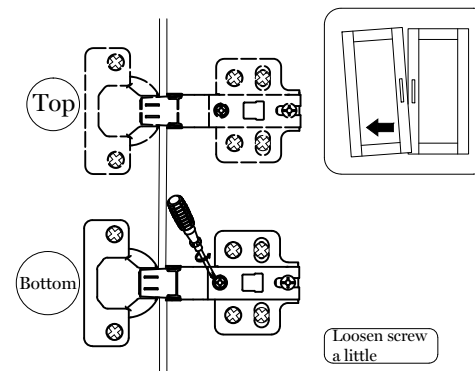
- 1 Loosen "internal & external screw" slowly to make the top of the door tilt outward.



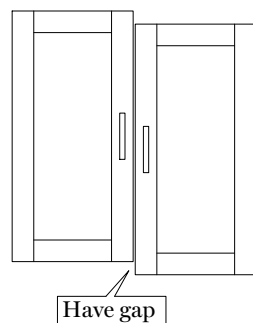
Protruding to the underside



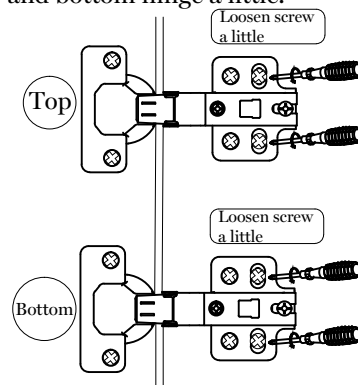
- 1 Loosen "internal & external screw" slowly to make the bottom of the door tilt outward.



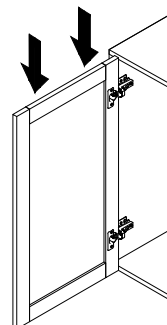
Uneven Doors



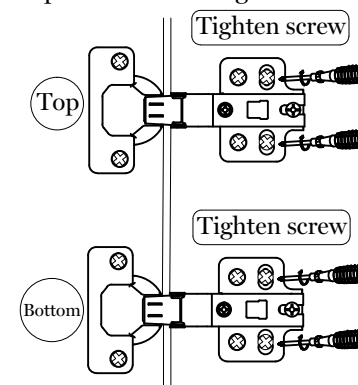
- 1 Loosen "up & down screw" of the top and bottom hinge a little.



- 2 Lower the height of the door so that the two doors are of the same height.



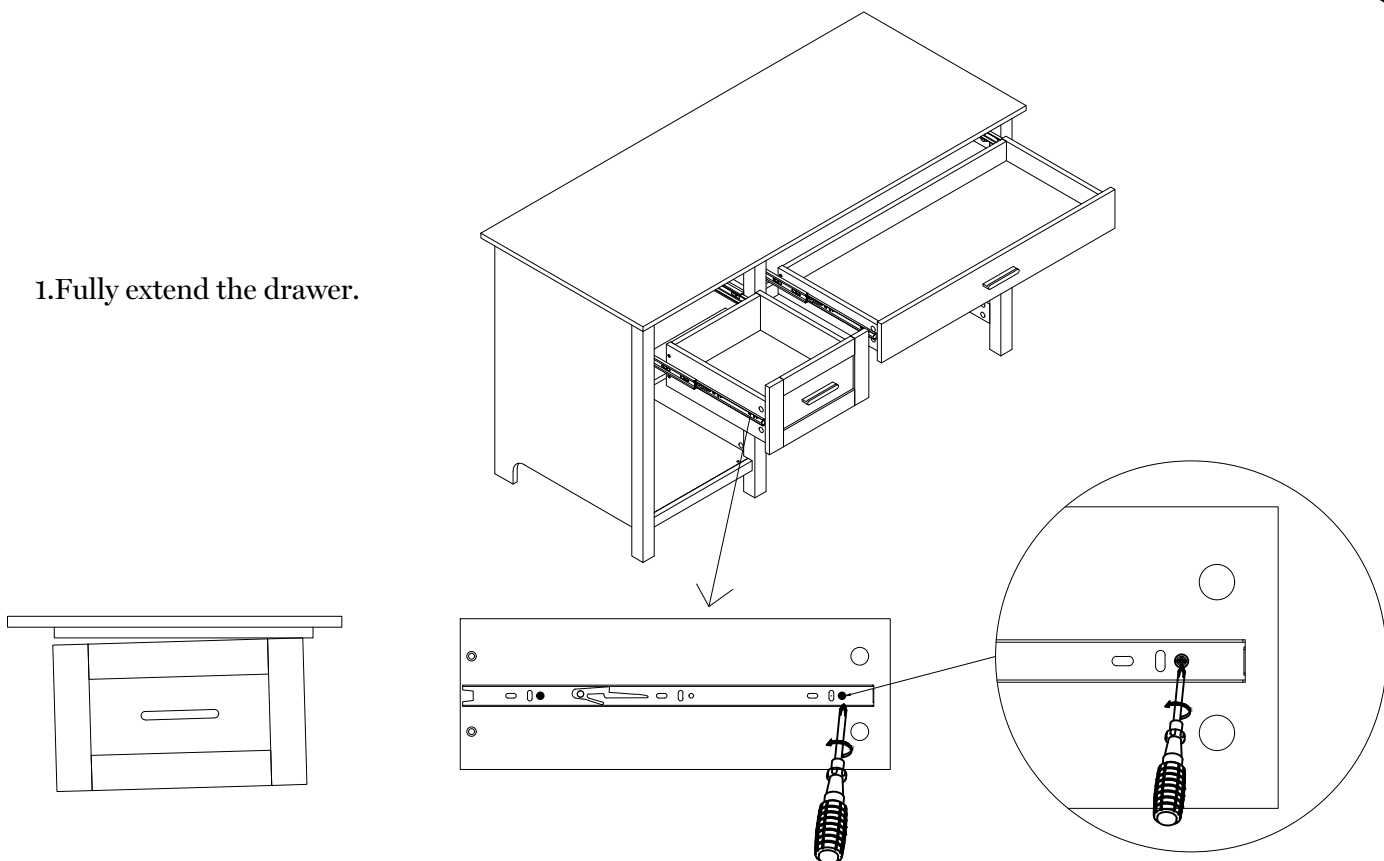
- 3 Tighten "up & down screw" of the top and bottom hinge.



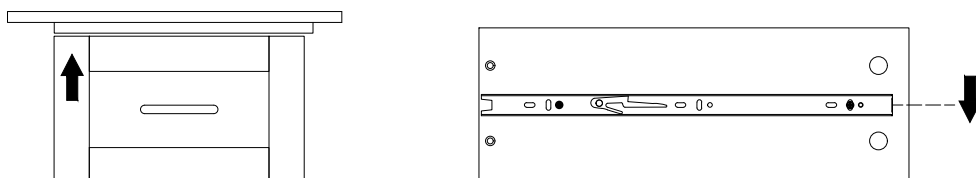
※ If the door is lower on bottom, please lift up the door slightly on step 2.

Drawer Adjustment Instructions

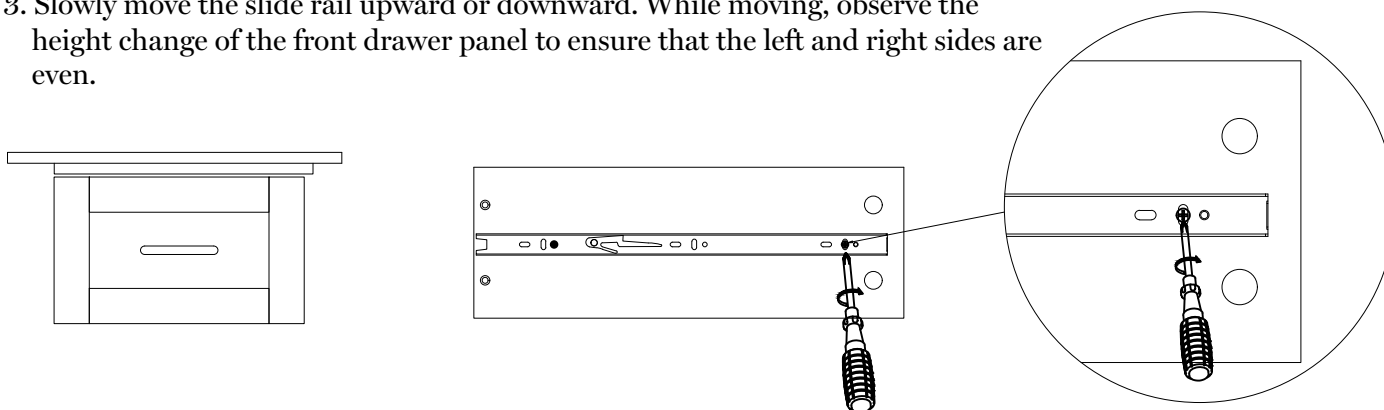
1. Fully extend the drawer.



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 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.