

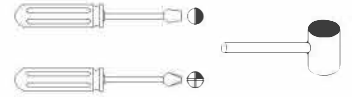
ASSEMBLY INSTRUCTIONS

ASSEMBLY
REQUIREMENTS

2–Person
Assembly

2.5 Hours
Assembly Time
(Approximate)

Tool Required
(Not Provided)



Thank you for purchasing our product!

Please refer and use this assembly instruction to assemble the product. Contact our customer service department in case there are any missing or damage parts or hardware. Replacement parts are normally shipped within 2 or 3 days.

PRODUCTS PURCHASED THROUGH OUR AUTHORIZED VENDORS ONLY ARE ELIGIBLE FOR REPLACEMENT PARTS

We appreciate your business!

THIS PRODUCT IS FOR INDOOR AND HOUSEHOLD USE ONLY – NOT FOR COMMERCIAL USE.



ASSEMBLY PREPARATION:

1. Remove all packaging materials, staples and packing straps from the carton.
2. Refer to Part List and Hardware List and ensure parts and hardware are correct before assembly. Contact customer service for missing parts.
3. Place all wooden parts on clean, flat and soft surface (e.g. carpet or rug) to prevent scratch and damage to parts.

SAFETY PRECAUTION:

1. Keep ALL HARDWARE PART OUT OF REACH OF CHILDREN.
2. DISPOSE PLASTIC PACKAGING MATERIAL IMMEDIATELY TO AVOID ANY RISK OF SUFFOCATION TO CHILDREN AND ANIMALS

TIPS FOR ASSEMBLY:

1. Allow ample room for assembly and assemble the product near where the product will be placed.
2. Assemble the product on a surface that does not scratch or damage the exterior gloss and finish of the furniture.
3. Identify all the parts, hardware and quantities required for each step.
4. During assembly, do not over-tighten any fittings as this may cause damage.
5. DO NOT USE POWER TOOLS TO ASSEMBLE THIS PRODUCT.
6. Always place the product on a flat, level surface.
7. Do not sit or stand on the partially assembled product; only use the product for which it is intended.

CARE AND MAINTENANCE:

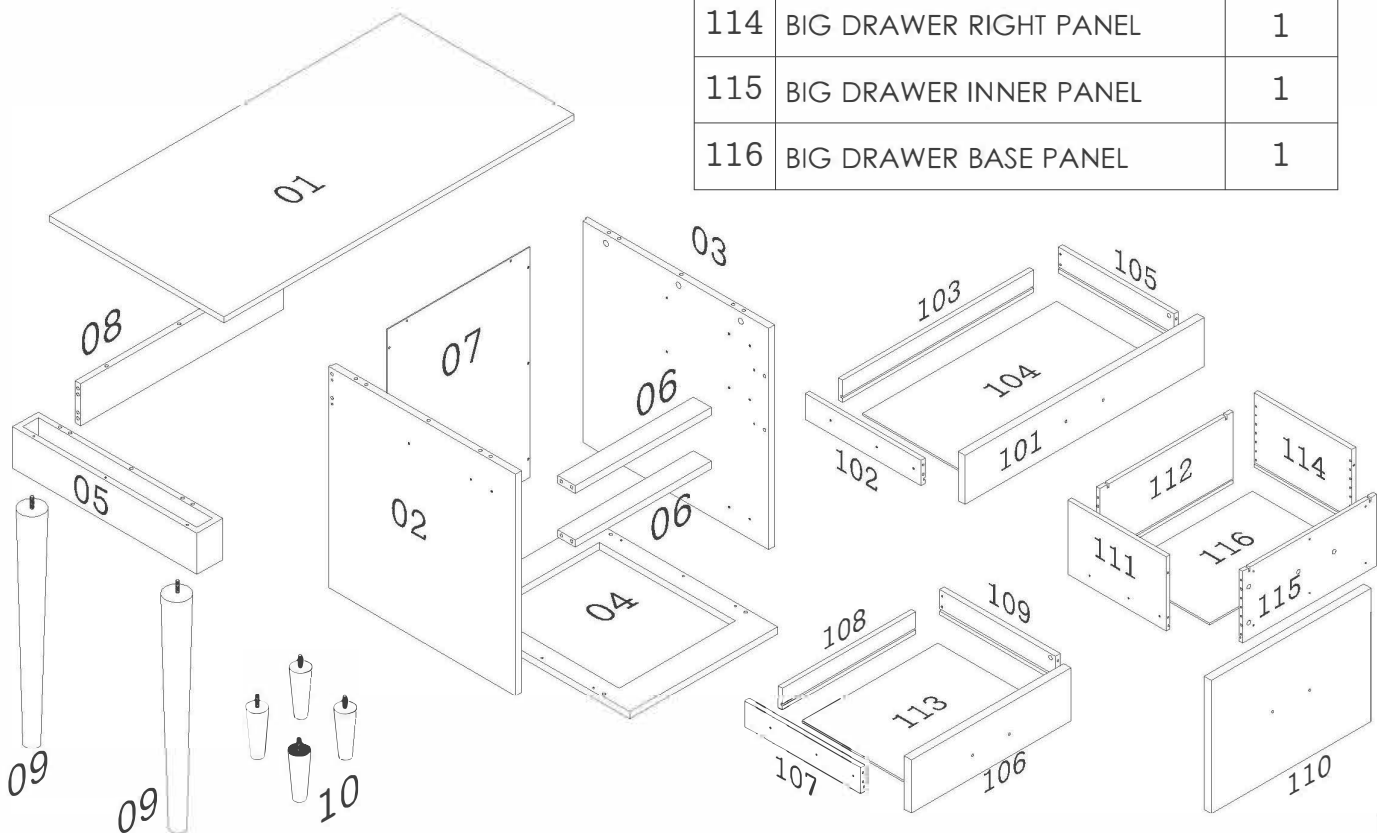
- Wipe clean with a soft, dry cloth; avoid the use of harsh chemicals or household cleaners as they may damage the exterior finish of the furniture.
- **Hardware may loosen over time. Periodically, check that all connections are tight; re-tighten as necessary.**
- Solid wood is impacted by heat and humidity fluctuations which may cause small joint separations or hairline cracks; place the furniture away from direct sunlight and air conditioning vents, heating vents or units to protect the furniture.

ASSEMBLY INSTRUCTIONS

PARTS LIST






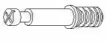







NO	PART NAME	QTY
1	TOP PANEL	1
2	LEFT PANEL	1
3	RIGHT PANEL	1
4	BOTTOM FRAME	1
5	LEFT BOX	1
6	CENTER BAR	2
7	BACK PLY	1
8	BACK PANEL	1
9	LONG LEG	2
10	SHORT LEG	4
101	LONG DRAWER FRONT PANEL	1

NO	PART NAME	QTY
102	LONG DRAWER LEFT PANEL	1
103	LONG DRAWER BACK PANEL	1
104	LONG DRAWER BASE PANEL	1
105	LONG DRAWER RIGHT PANEL	1
106	SHORT DRAWER FRONT PANEL	2
107	SHORT DRAWER LEFT PANEL	2
108	SHORT DRAWER BACK PANEL	2
109	SHORT DRAWER RIGHT PANEL	2
110	BIG DRAWER FRONT PANEL	1
111	BIG DRAWER LEFT PANEL	1
112	BIG DRAWER BACK PANEL	1
113	SHORT DRAWER BASE PANEL	2
114	BIG DRAWER RIGHT PANEL	1
115	BIG DRAWER INNER PANEL	1
116	BIG DRAWER BASE PANEL	1



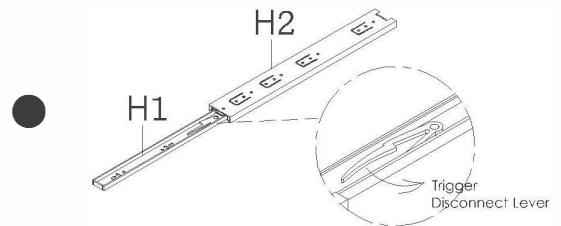
ASSEMBLY INSTRUCTIONS

HARDWARE LIST

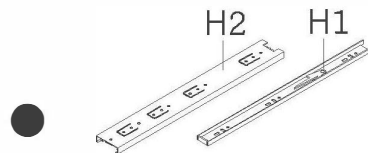
NO	DESCRIPTION	QTY	EXTRA
A	 CHIPBOARD SCREW M4 x 16MM	48	1
B	 CHIPBOARD SCREW M4 x 25MM	6	1
C	 WOOD DOWEL M8 x 35MM	20	1
D	 WOOD DOWEL M6 x 30MM	36	1
E	 CAM-LOCK 15x 12	38	1
F	 CAM-BOLT 5x 25	38	1
G	 CAM-LOCK COVER 17x 5	38	1
H1	 DRAWER SLIDE 350MM	4 SET	
H2			
I	 PANHEAD CHIPBOARD SCREW M4 x 16MM (BLACK)	10	1
J	 ALUMINIUM BAR	2	
K	 HANDLE	4	
L	 PANHEAD SCREW M4 x 22MM	8	
M	 CHIPBOARD SCREW M4 x 38MM	6	

NO	DESCRIPTION	QTY	EXTRA
N	 CHIPBOARD SCREW M4 x 50MM	3	
W	 CHIPBOARD SCREW M4 x 25MM	4	1
X	 WALL ANCHOR	2	
Y	 FLAT WASHER M4	2	
Z	 SAFETY STRAP 150mm	2	

DRAWER SLIDE DISASSEMBLE STEPS:



- Distinguish between Slide Track (H2) and Slide Runner (H1) of Drawer Slide.
- Slide out H1 from H2 until Trigger Disconnect Lever is visible.
- Depress the Trigger Disconnect Lever in the groove of H1 and at the same time slide out H2 completely from H1.



**EXTRA HARDWARE FOR SPARE USE

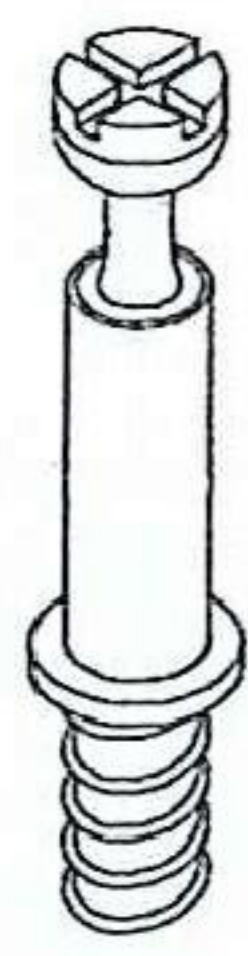
PARTS IN BOX 1

NAME: BOTTOM FRAME	QTY: 1Pc	CODE: 4
NAME: LEFT BOX	QTY: 1Pc	CODE: 5
NAME: CENTER BAR	QTY: 2Pcs	CODE: 6
NAME: BACK PANEL	QTY: 1Pc	CODE: 8
NAME: LONG POST	QTY: 2Pcs	CODE: 9
NAME: SHORT POST	QTY: 4Pcs	CODE: 10
NAME: LONG DRAWER FRONT PANEL	QTY: 1Pc	CODE: 101
NAME: LONG LEFT DRAWER PANEL	QTY: 1Pc	CODE: 102
NAME: LONG BACK DRAWER PANEL	QTY: 1Pc	CODE: 103
NAME: LONG RIGHT DRAWER PANEL	QTY: 1Pc	CODE: 105
NAME: SHORT DRAWER FRONT PANEL	QTY: 2Pcs	CODE: 106
NAME: SHORT DRAWER LEFT PANEL	QTY: 2Pcs	CODE: 107
NAME: SHORT DRAWER BACK PANEL	QTY: 2Pcs	CODE: 108
NAME: SHORT DRAWER RIGHT PANEL	QTY: 2Pcs	CODE: 109
NAME: BIG DRAWER FRONT PANEL	QTY: 1Pc	CODE: 110
NAME: BIG LEFT DRAWER PANEL	QTY: 1Pc	CODE: 111
NAME: BIG DRAWER BACK PANEL	QTY: 1Pc	CODE: 112
NAME: SHORT DRAWER BASE PANEL	QTY: 2Pcs	CODE: 113
NAME: BIG DRAWER RIGHT PANEL	QTY: 1Pc	CODE: 114
NAME: BIG DRAWER INNER PANEL	QTY: 1Pc	CODE: 115
NAME: BIG DRAWER BASE PANEL	QTY: 1Pc	CODE: 116
NAME: ALUMINIUM BAR	QTY: 1Pack	
NAME: HARDWARE + AI	QTY: 1Pack	
NAME: DRAWER SLIDE	QTY: 1Pack	

PARTS IN BOX 2

NAME: TOP PANEL	QTY: 1Pc	CODE: 1
NAME: SIDE PANEL(LEFT)	QTY: 1Pc	CODE: 2
NAME: SIDE PANEL(RIGHT)	QTY: 1Pc	CODE: 3
NAME: BACK PLY	QTY: 1Pc	CODE: 7
NAME: LONG DRAWER BASE	QTY: 1Pc	CODE: 104

INSTRUCTION FOR CAM-BOLT & CAM-LOCK

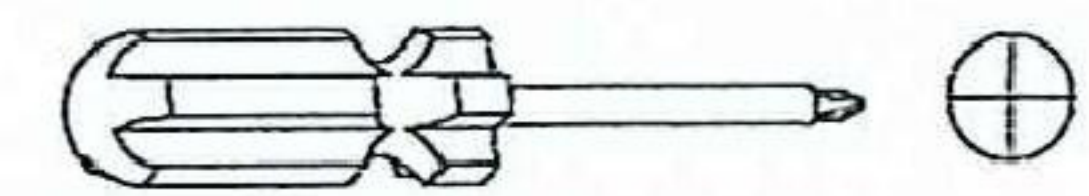
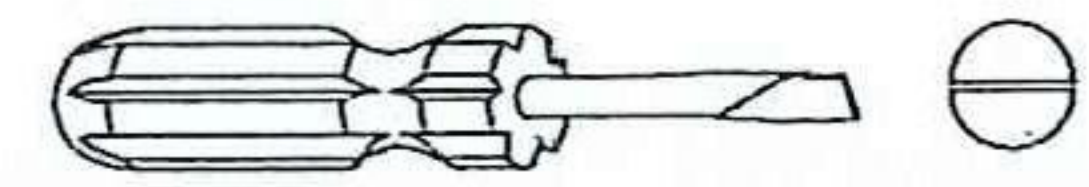


CAM-BOLT

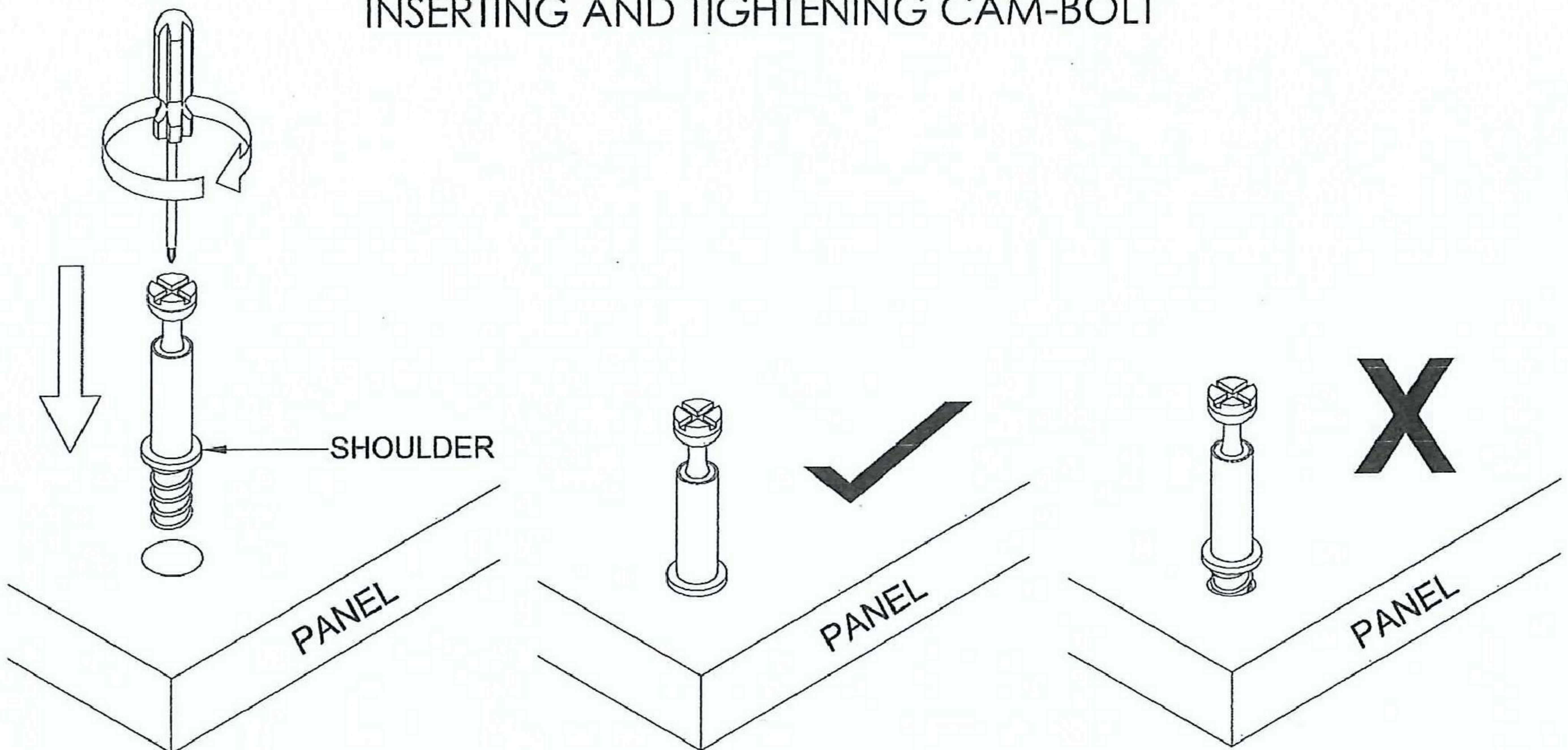


CAM-LOCK

Tools Required



INSERTING AND TIGHTENING CAM-BOLT



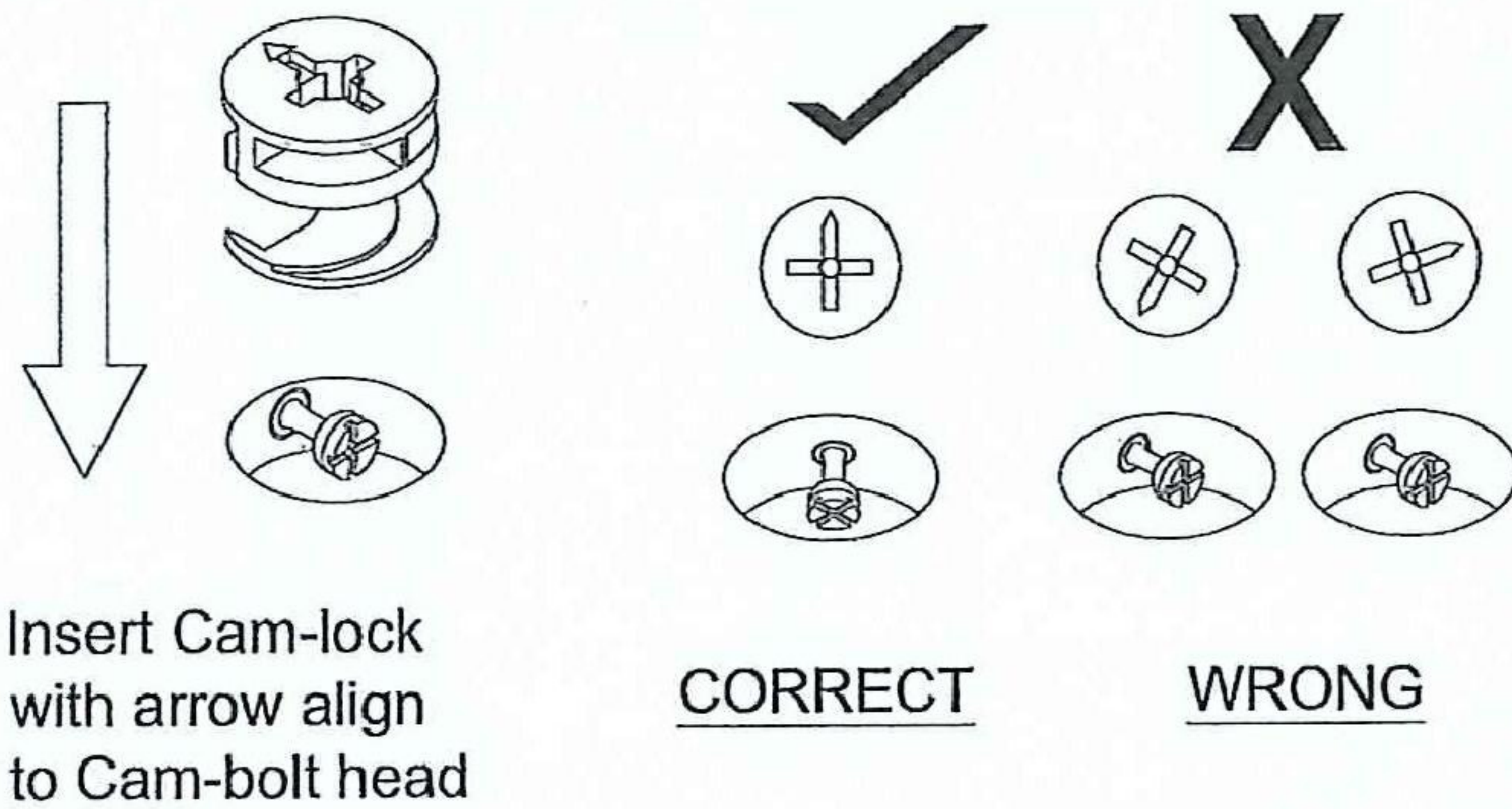
Place Cam-bolt on pre-drilled hole and screw in vertically

Shoulder is flushed (on the same level) with the panel.

Shoulder is above the panel.

Place Cam-bolt on the designated pre-drilled holes on the panel. Use a Phillips Screwdriver to screw-in Cam-bolt vertically until shoulder is flushed (on the same level) with panel.

INSERTING CAM-LOCK



Insert Cam-lock with arrow align to Cam-bolt head

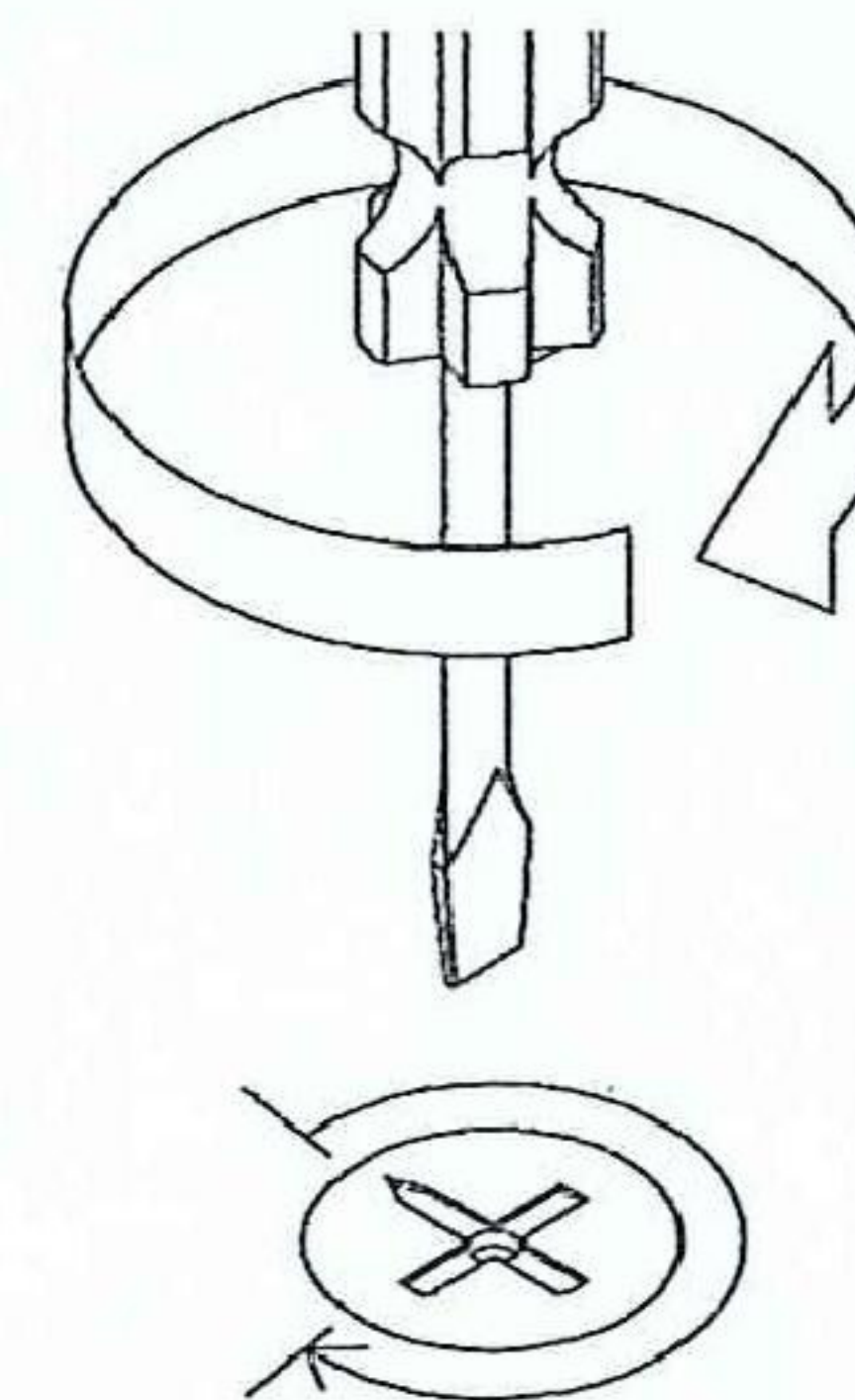
CORRECT

WRONG

CAM-LOCK

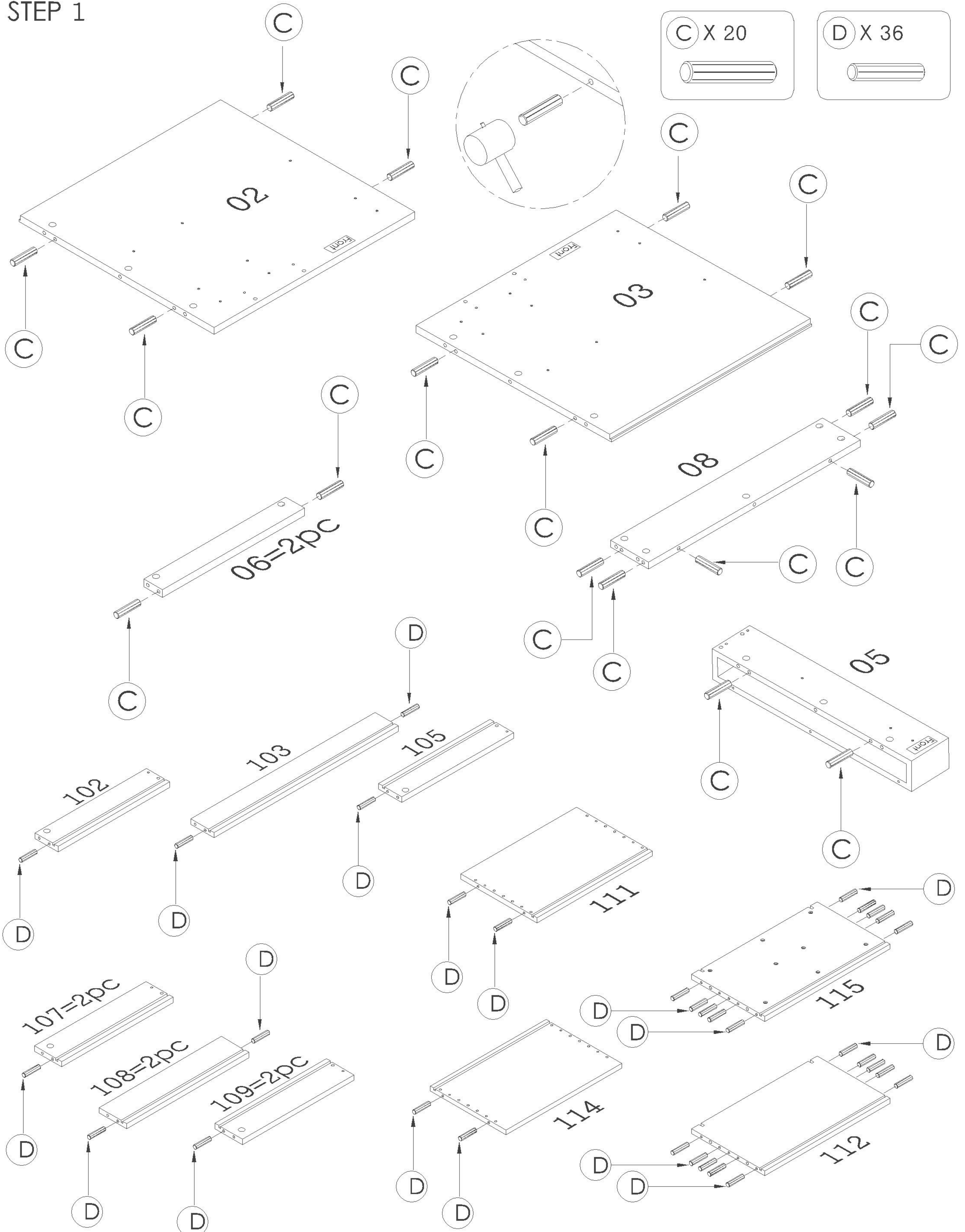
Align the arrow on the Cam-lock to the Cam-bolt head and insert the Cam-lock. Ensure Cam-lock is fully inserted.

TIGHTENING CAM-LOCK



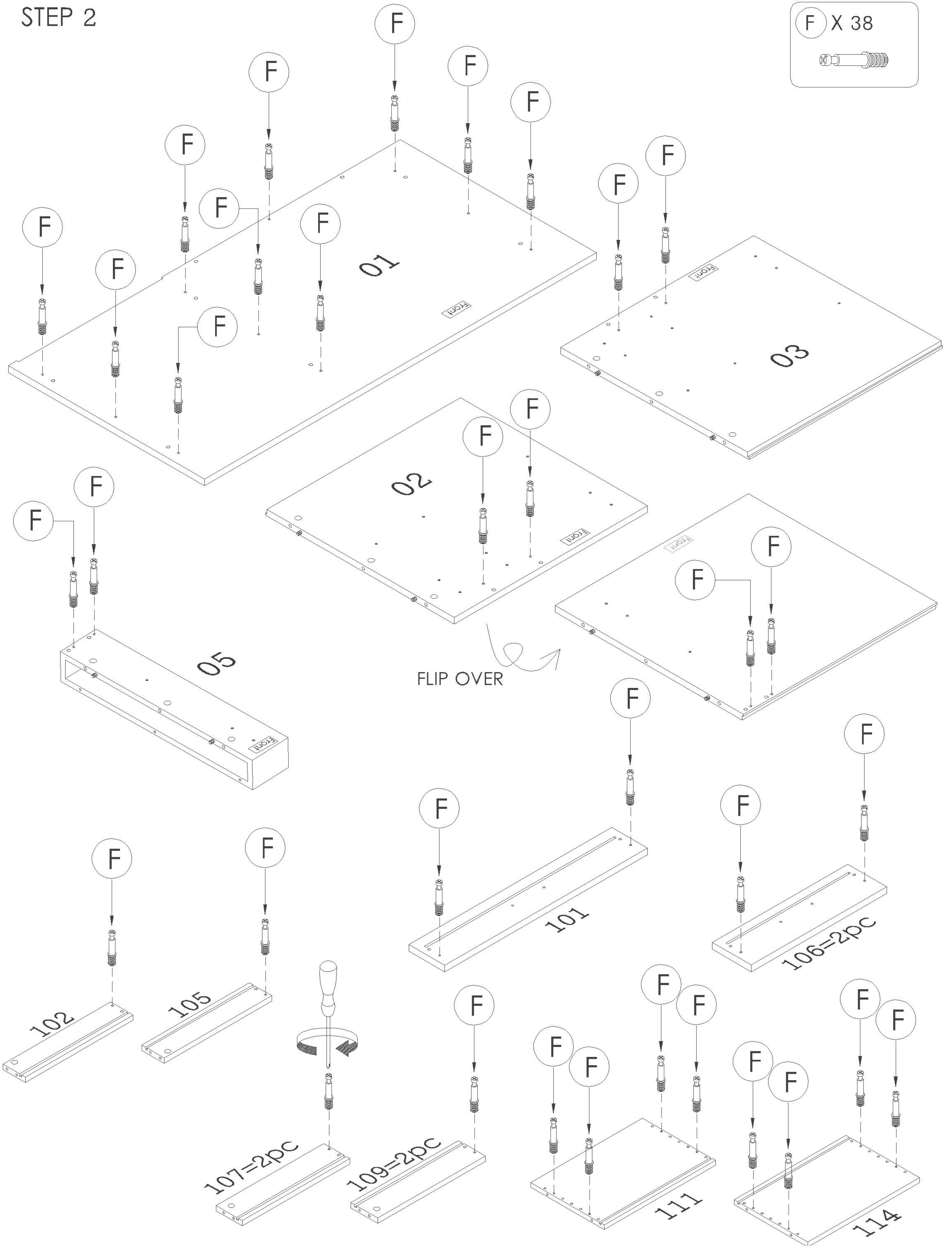
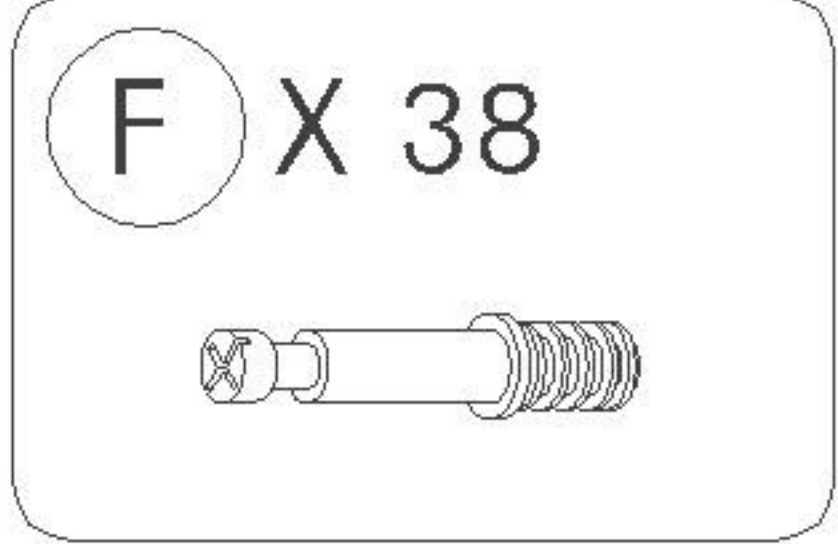
Use a Flat-head Screwdriver to turn Cam-lock clockwise so it locks onto the head of the Cam-bolt. Turn until it is snug (about 3/4ths of a turn) -- over-tightening could damage Cam-lock or/and Cam-bolt.

STEP 1



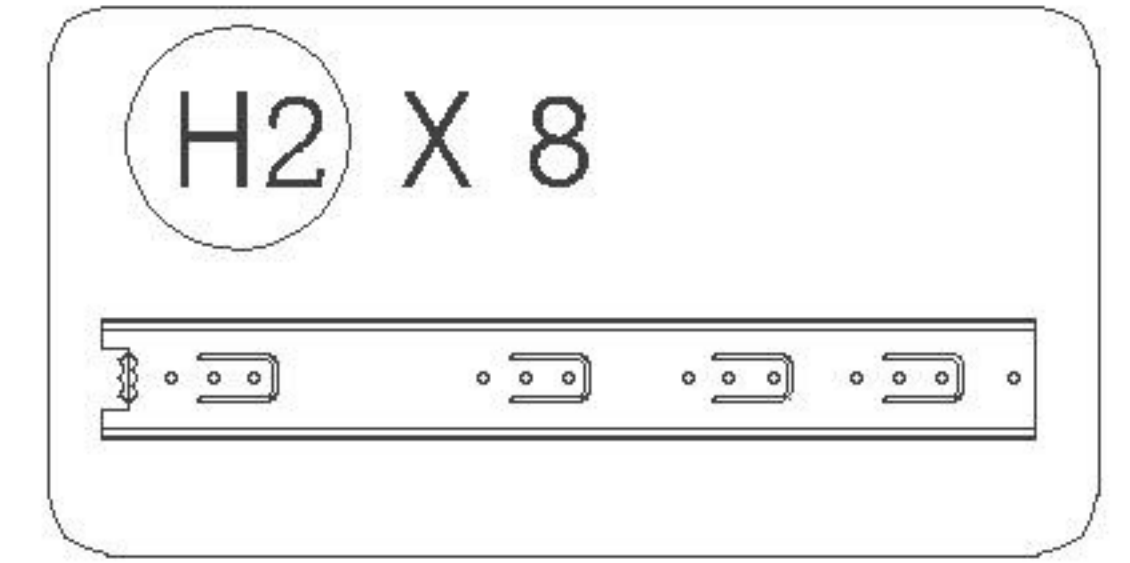
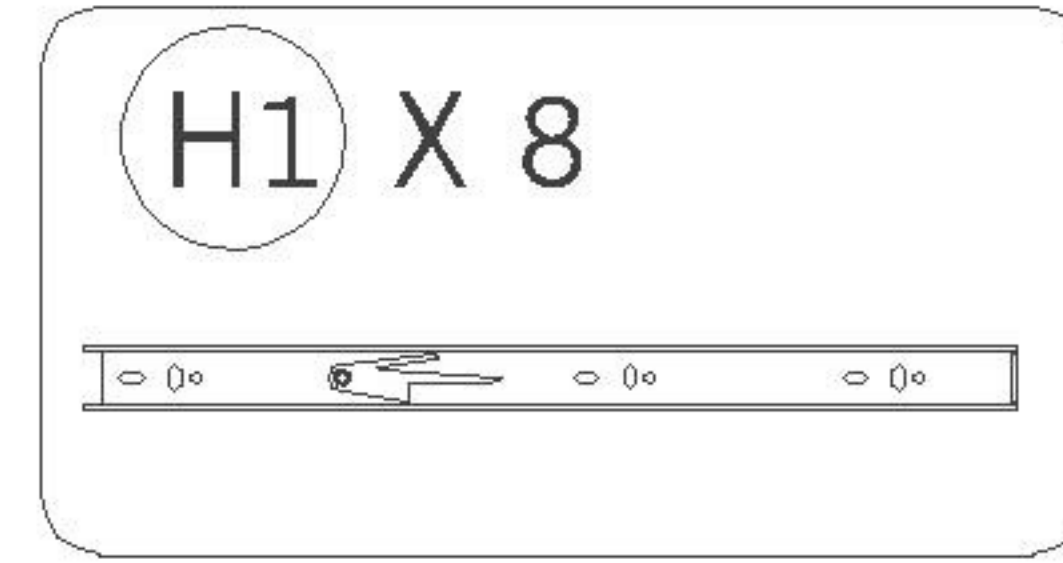
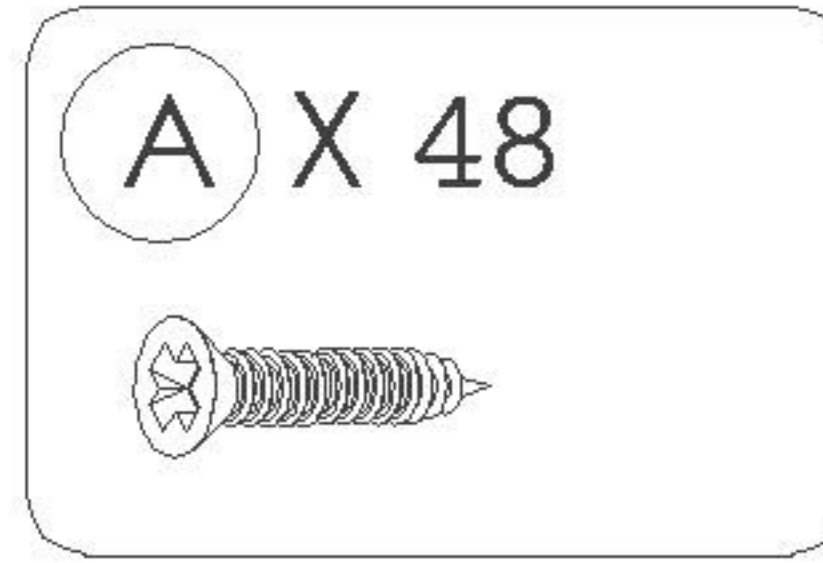
- A. Lay Left & Right Panel (2 & 3), Center Bar (6), Back Panel (8), Left Box (05), Long, Short & Big Drawer Back Panel (103, 108 & 112), Big Drawer Inner Panel (115), Long, Short, Big Drawer Left & Right Panel (102 & 105, 107 & 109, 111 & 114) as shown and identify the designated holes for Wood Dowel (C or D) on each part.
- B. Insert Wood Dowel (C or D) into the designated holes of the respective parts, use a mallet or hammer to lightly tap in Wood Dowel (C or D) if necessary.

STEP 2



A. Screw in Cam-bolt (F) into the Top Panel (1), Left & Right Panel (2 & 3), Left Box (5), Long, Short & Big Drawer Left & Right Panel (102 & 105, 107 & 109, 111 & 114), Long & Short Drawer Front Panel (101 & 106) as shown. Refer to page 5 for instructions on inserting and tightening Cam-bolt (F).

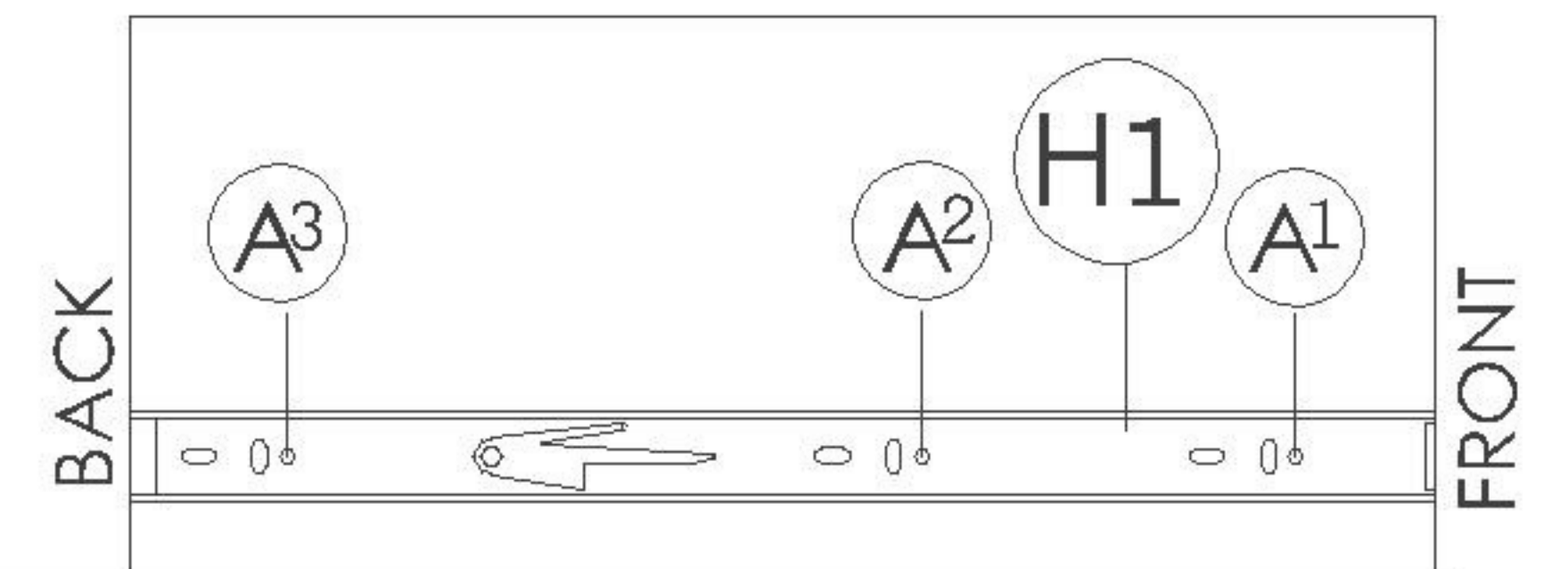
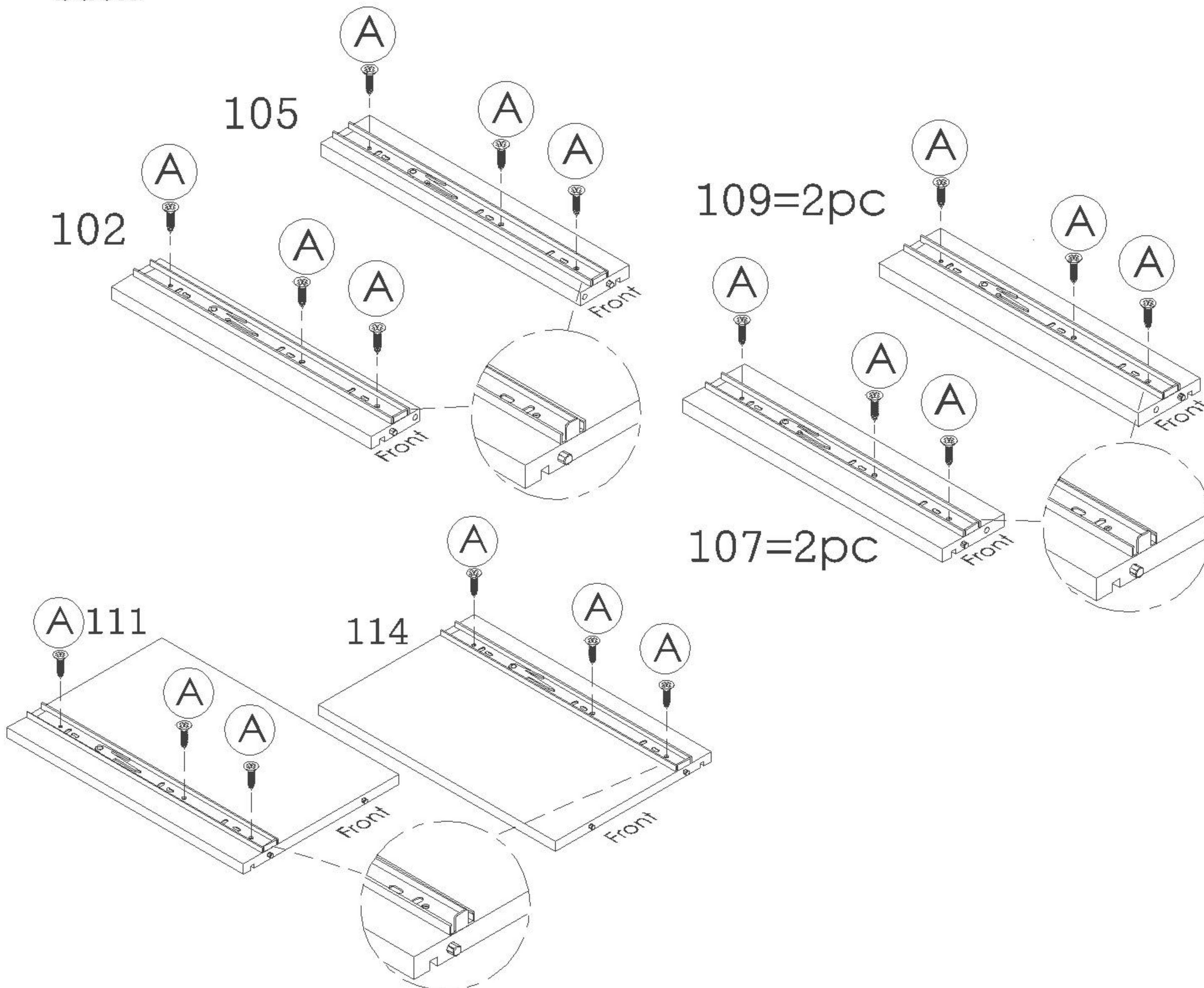
STEP 3



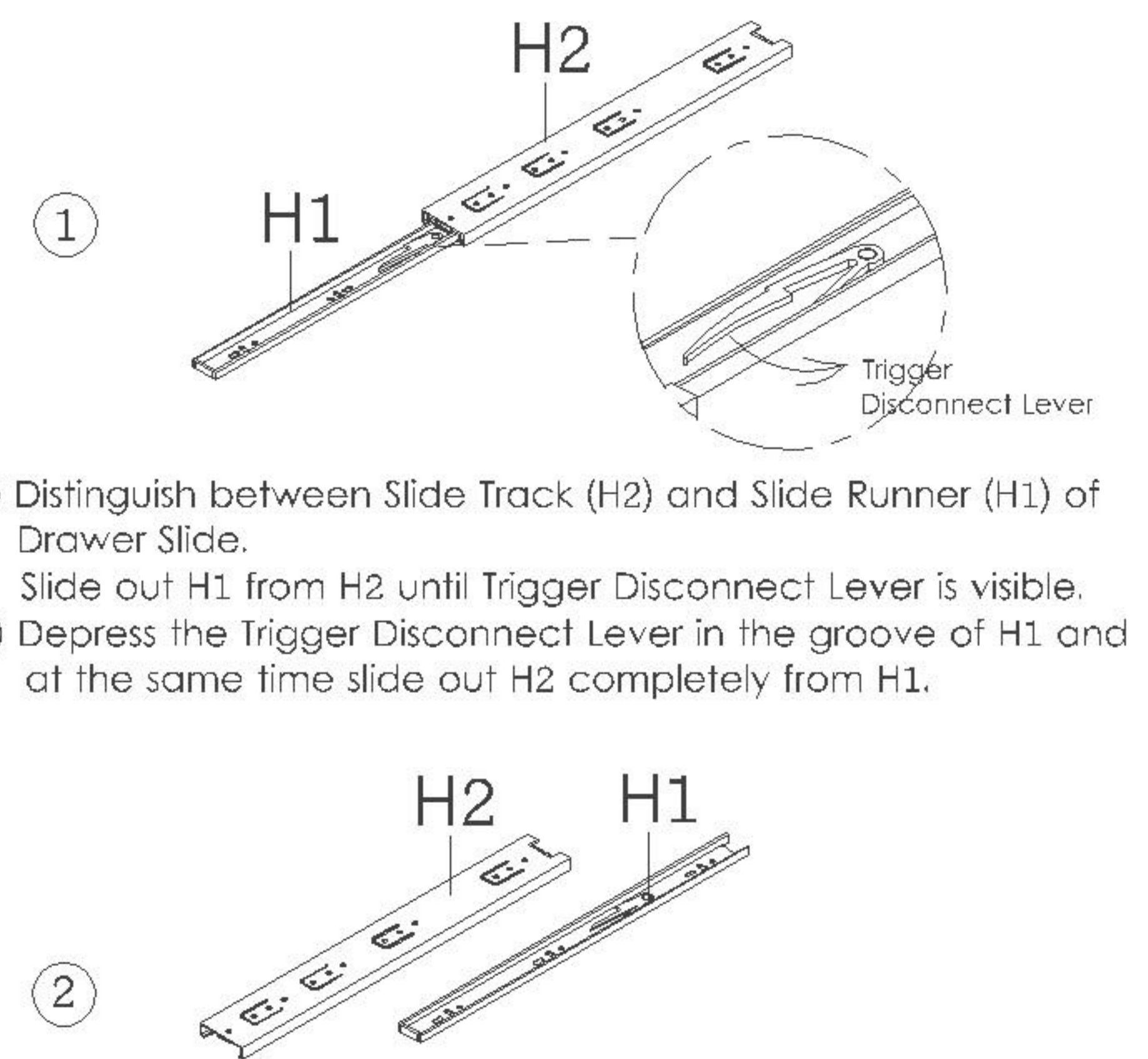
STEP 3A

Identify the pilot holes on Long, Short & Big Left & Right Drawer Panel (102 & 105, 107 & 109, 111 & 114) and install Slide Runner (H1) using Chipboard Screw (A) – ensure that the screws are screwed in vertically. Do not tighten the screw completely until all three screws are in place.

Note: The orientation of each part and (H1), and the sequence of fastening Screw (A) is from the front to the back.



DRAWER SLIDE DISASSEMBLE STEPS:

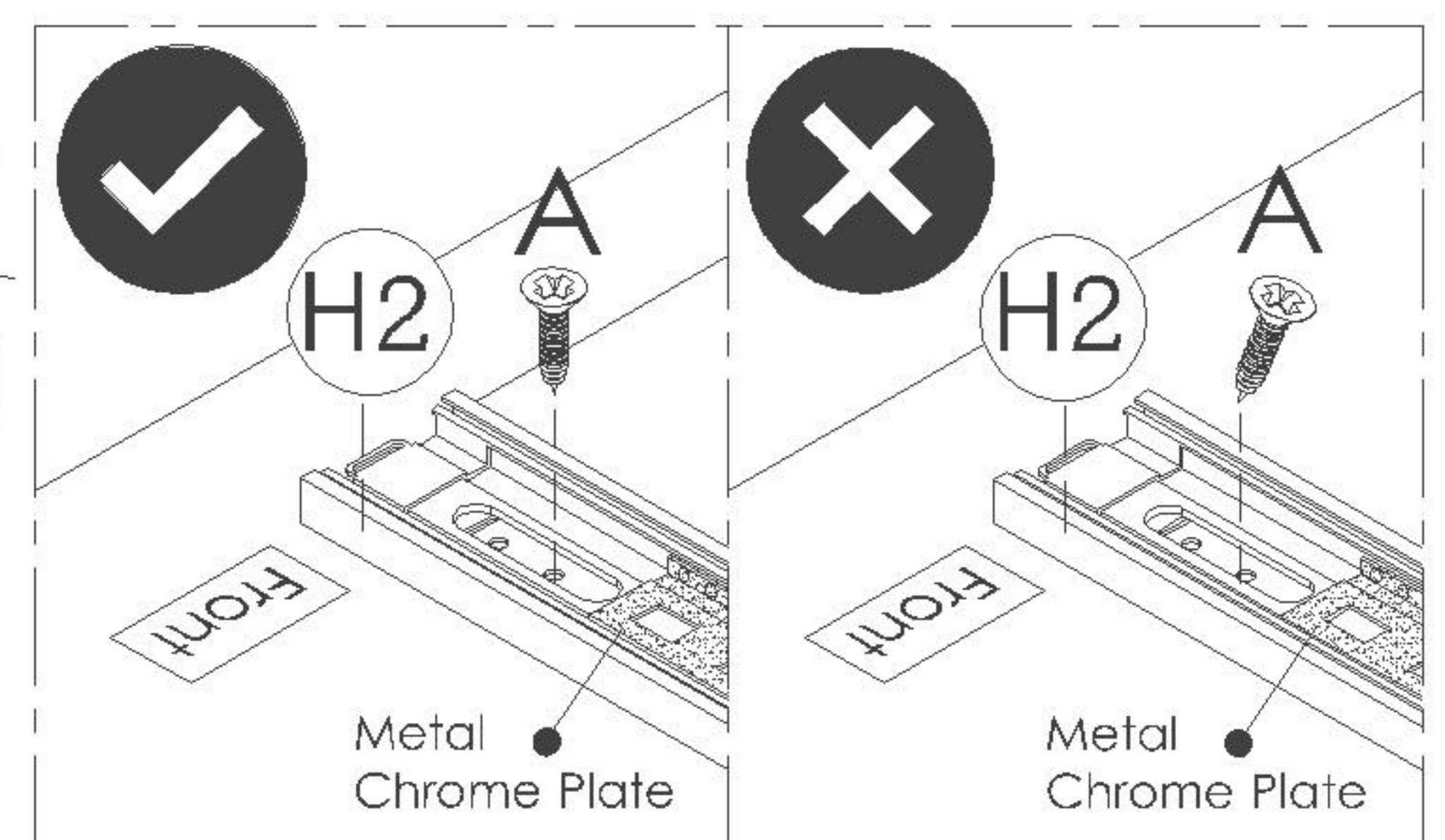
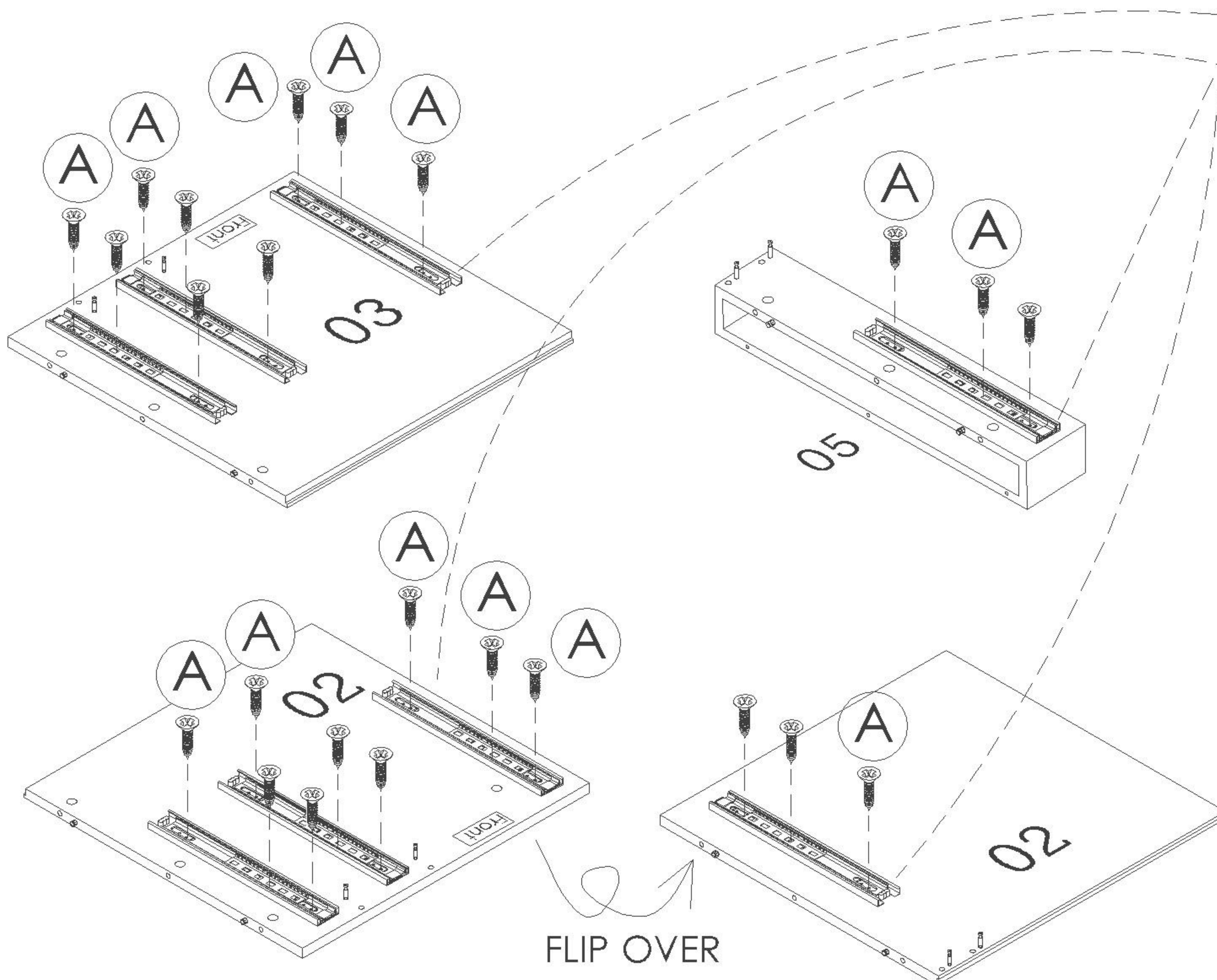


- A) Distinguish between Slide Track (H2) and Slide Runner (H1) of Drawer Slide.
- B) Slide out H1 from H2 until Trigger Disconnect Lever is visible.
- C) Depress the Trigger Disconnect Lever in the groove of H1 and at the same time slide out H2 completely from H1.

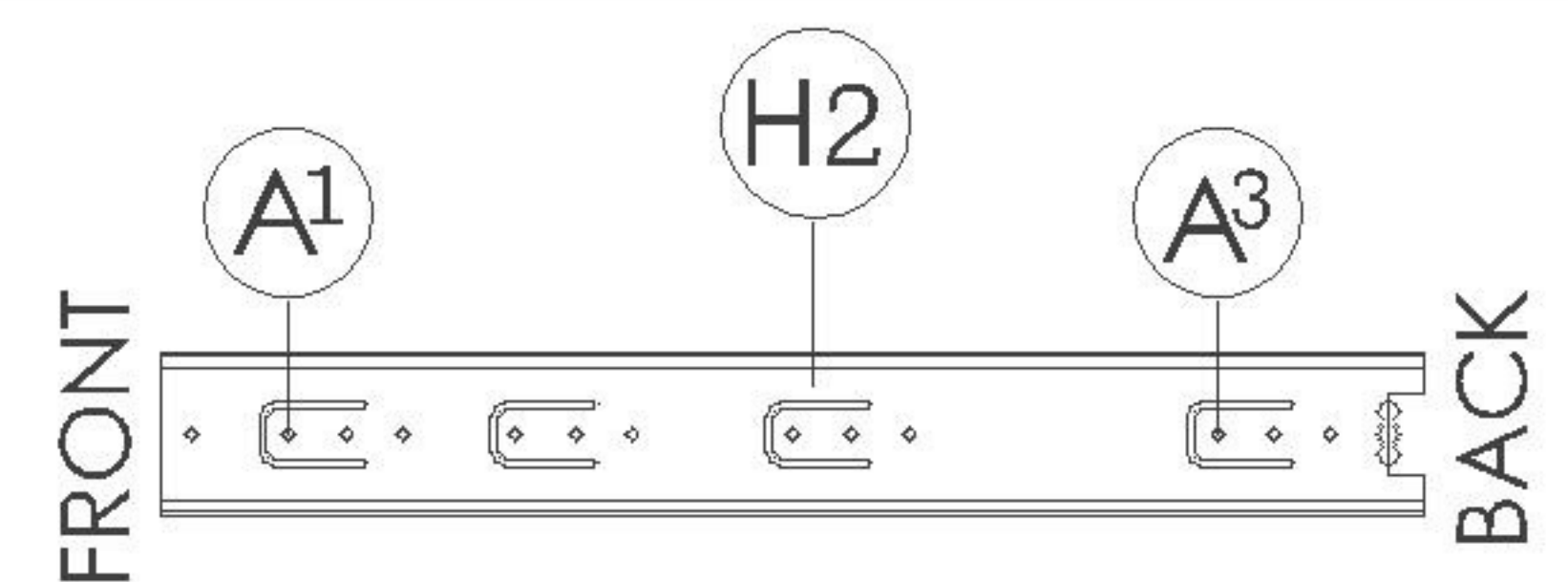
Front End of (H1) to Front End of Panel (with Wood Dowel)

STEP 3B

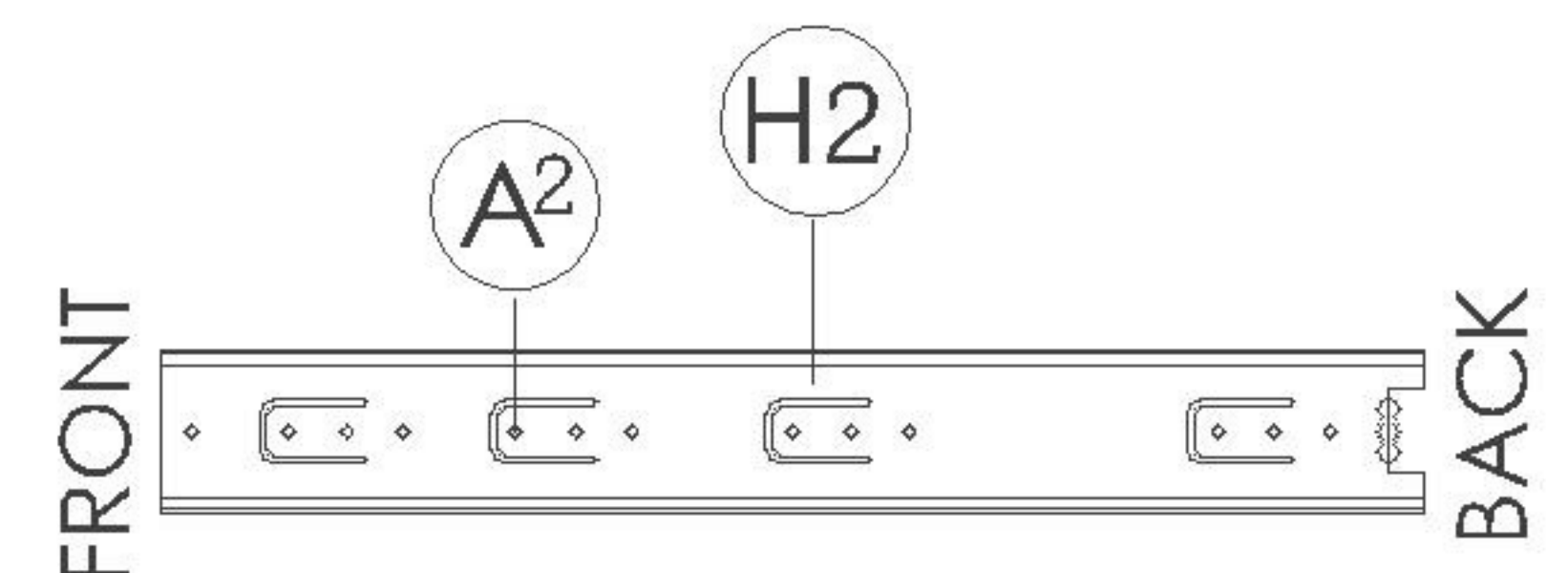
Identify the pilot holes on Left & Right Panel & Left Box (2 & 3, 5) for Slide Track (H2). Use Screw (A) to fasten (H2) – ensure that the screws are screwed in vertically. Do not tighten the screw completely until all three screws are in each track.



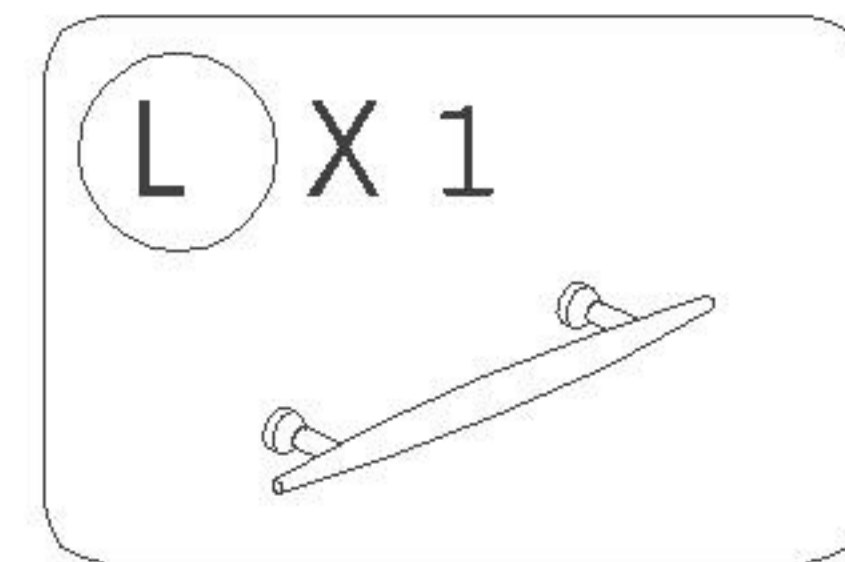
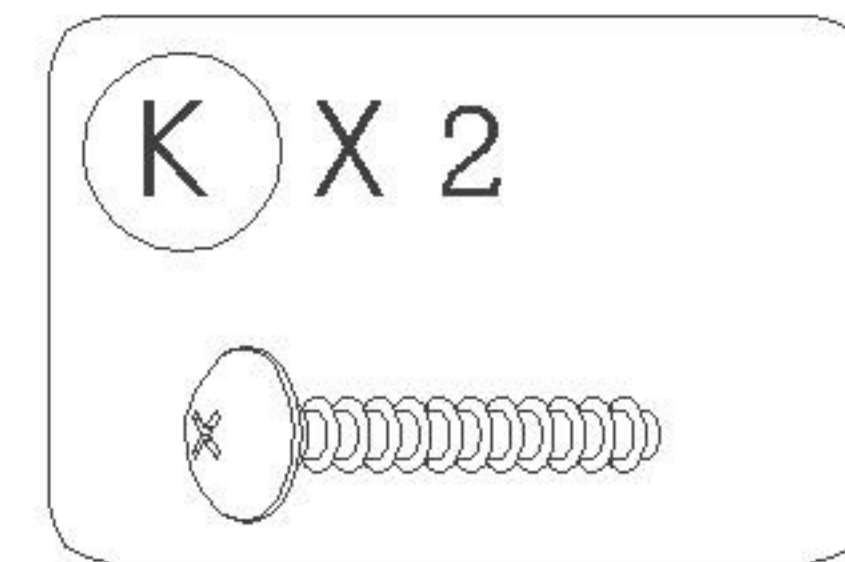
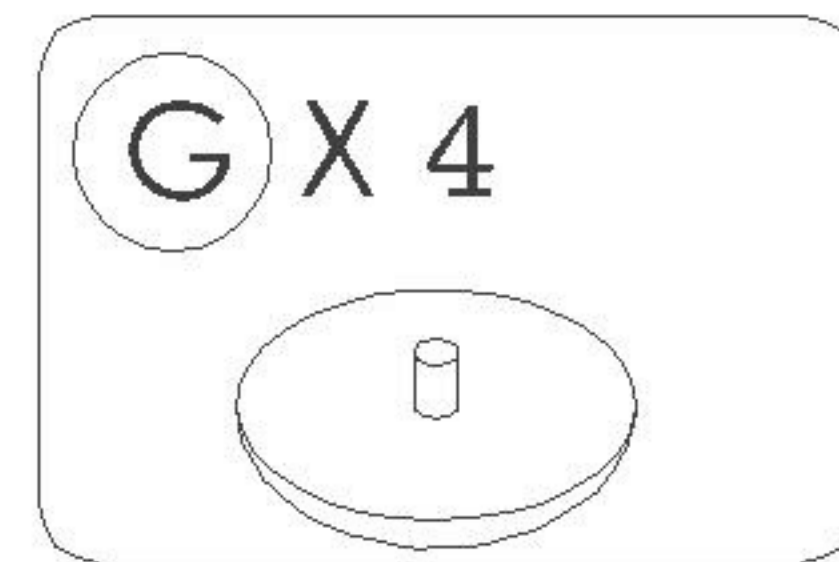
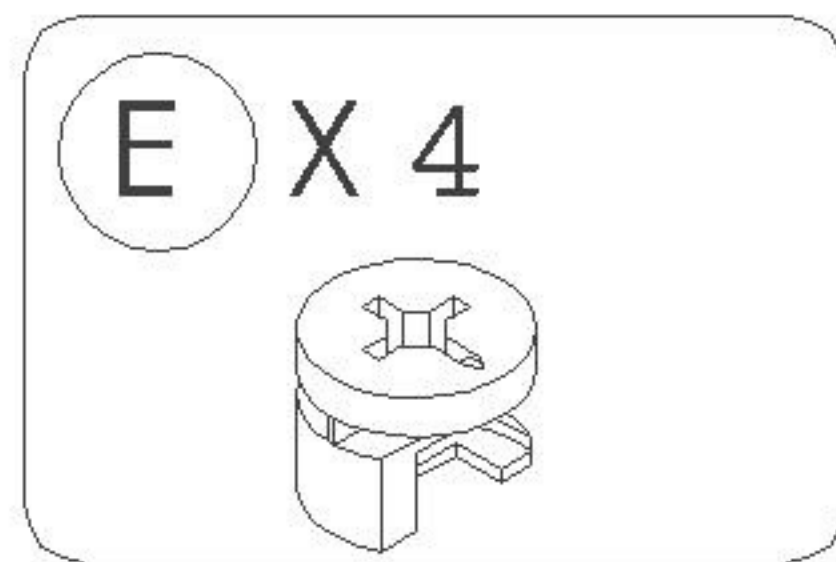
Step 1: Screw in A¹ and A³ on a view hole.



Step 2: Adjust Metal Chrome Plate, screw in A² on a view hole.



STEP 4 – Assemble Long Drawer

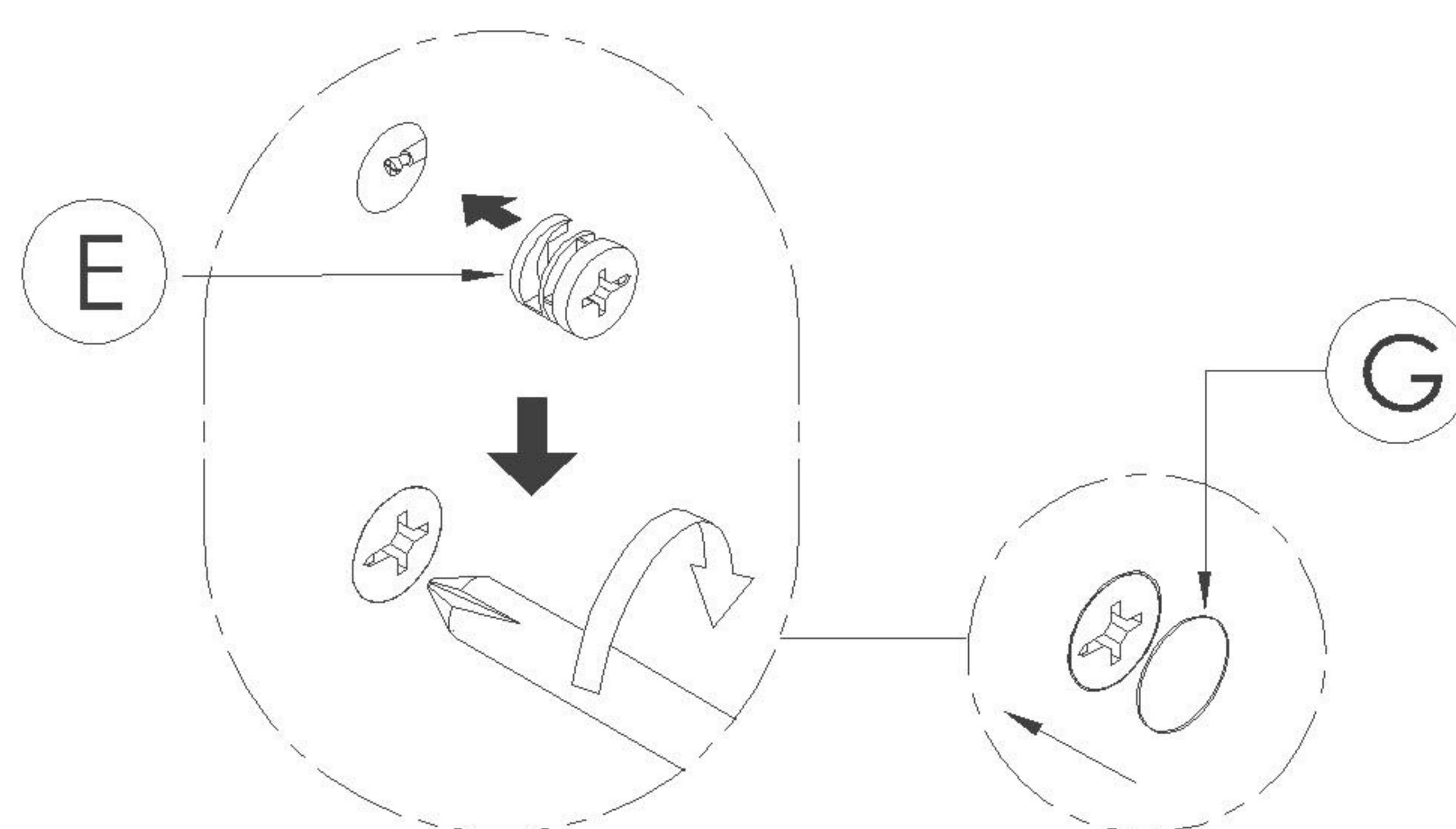
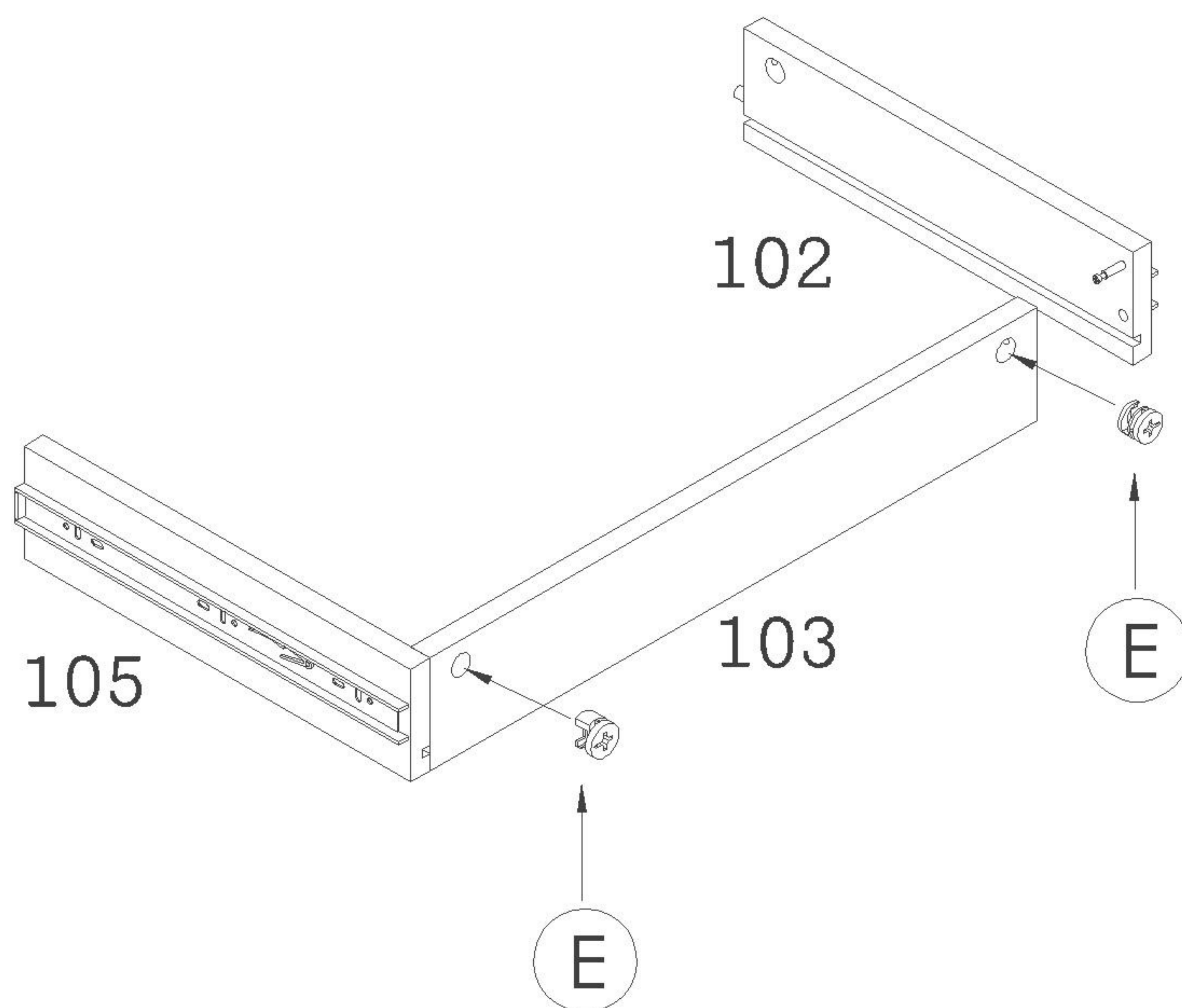


STEP 4A

A. Attach Long Drawer Left and Drawer Right Panel (102 & 105) to Drawer Back Panel (103) via Cam-bolt and Wood Dowel on the respective parts.

B. Insert Cam-lock (E) into the designated hole on Drawer Back Panel (103) then turn clockwise to lock onto Cam-bolt. Refer to page 5 for instructions on inserting and tightening Cam-lock (E).

C. Insert Cam-lock Cover (G) to conceal Cam-lock (E).



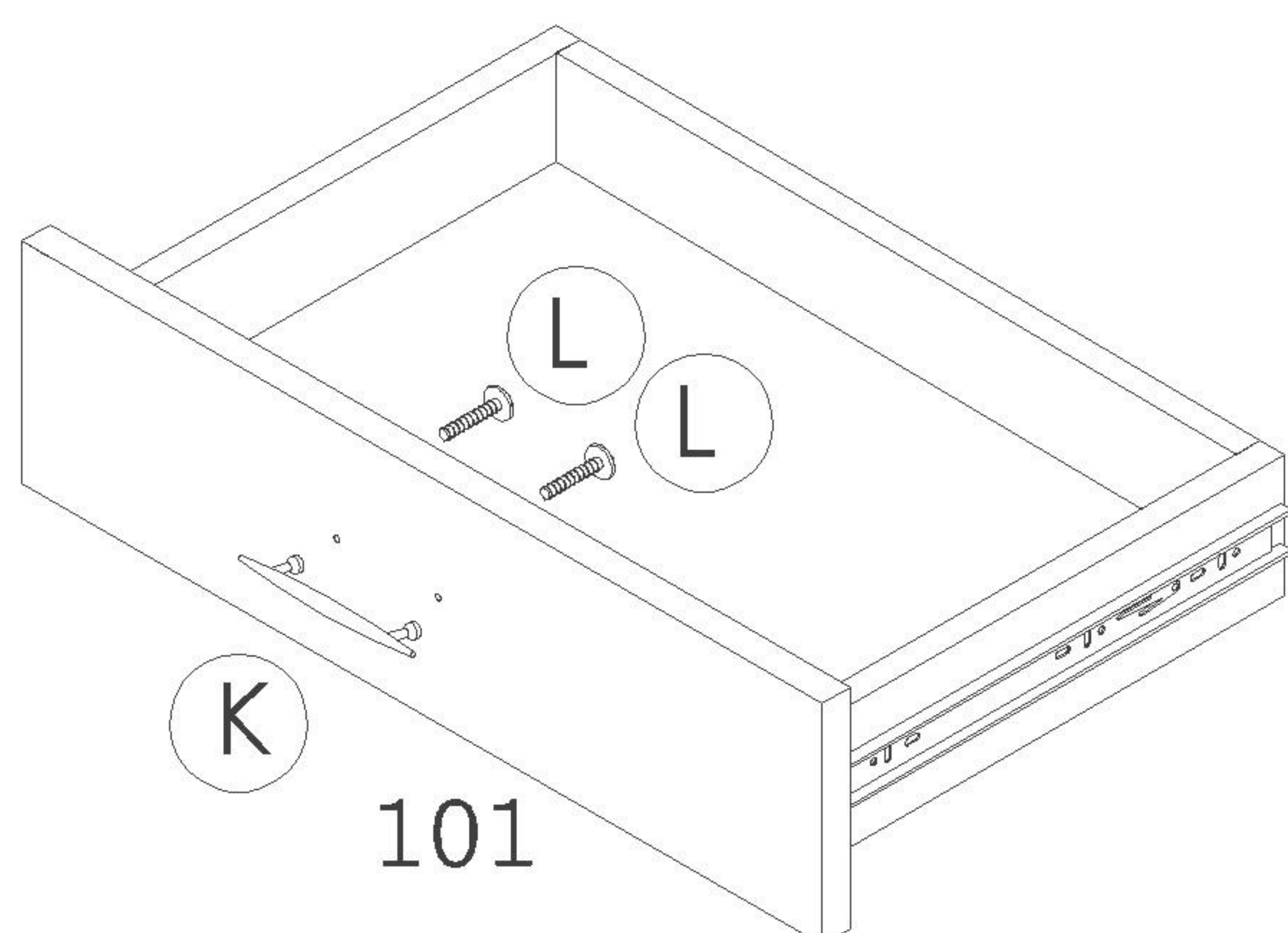
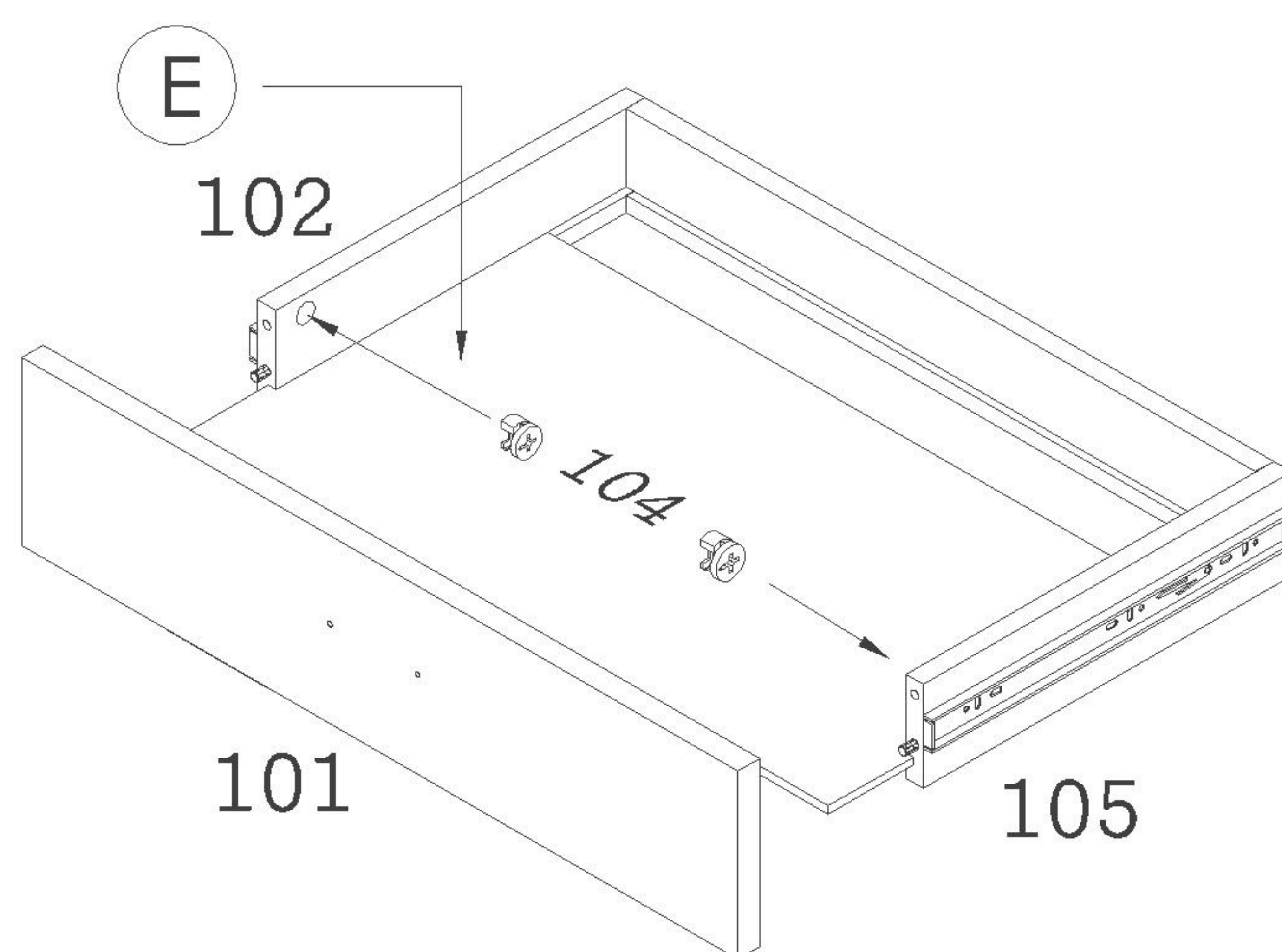
STEP 4B

A. Fit Drawer Base Panel (104) via groove on Drawer Side and Back Panel.

B. Attach Long Drawer Front Panel (101) to Drawer Left & Right Panel (102 & 105) via Cam-bolt and Wood Dowel on the respective parts. Check that Drawer Base Panel (104) fits into the groove on the inside face of Drawer Front Panel (101).

C. Insert Cam-lock (E) into designated holes on Drawer Left & Right Panel and turn clockwise to lock onto Cam-bolt.

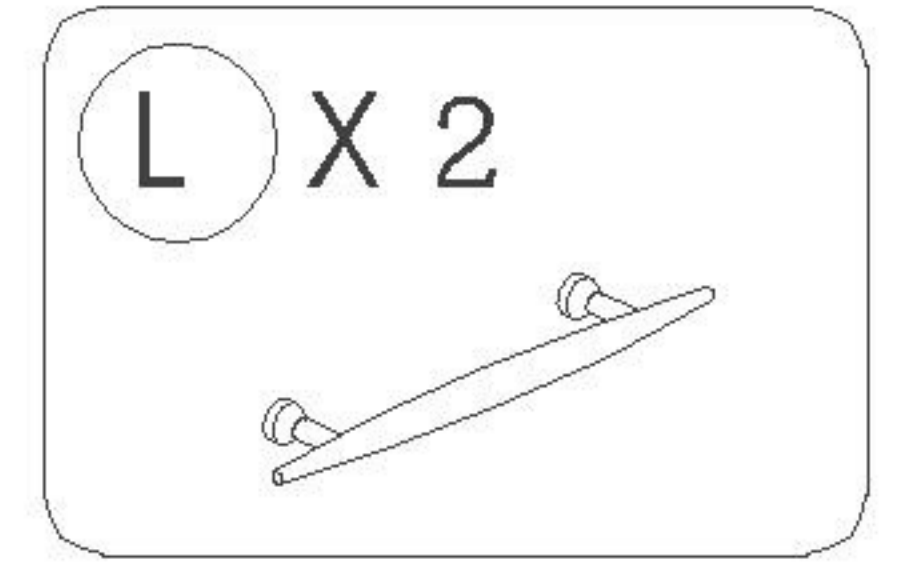
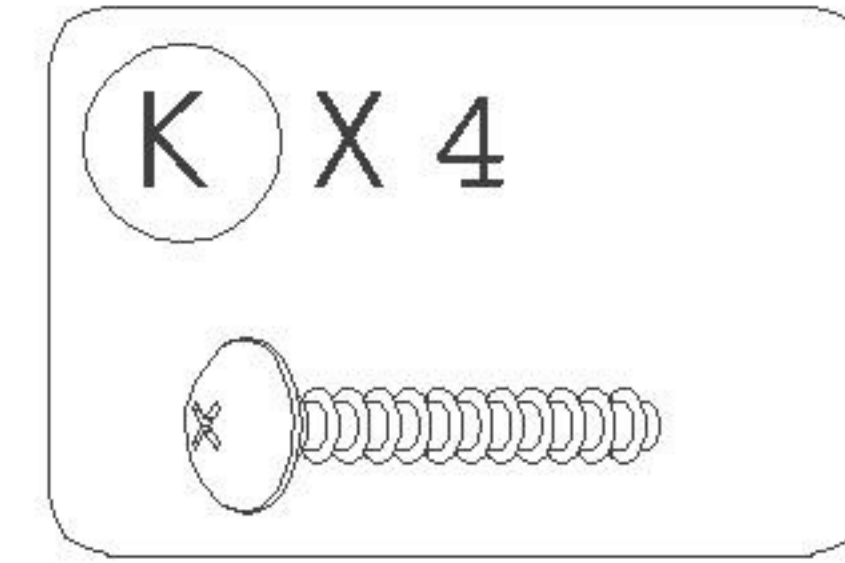
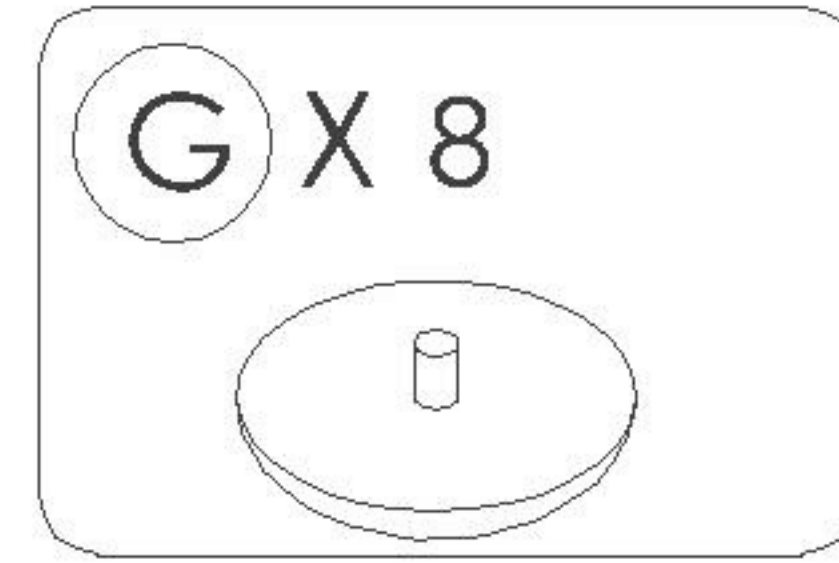
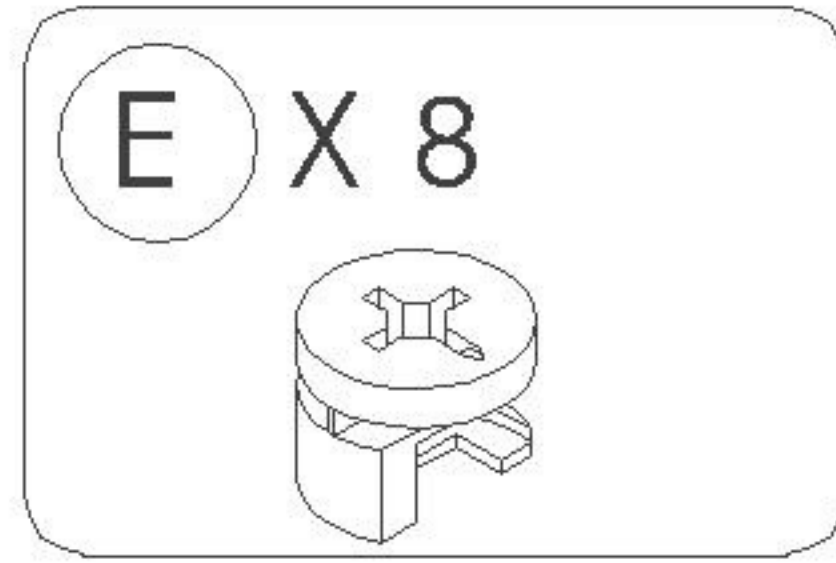
D. Insert Cam-lock Cover (G) to conceal Cam-lock (E).



STEP 4C

Affix Handle (K) to Drawer Front Panel (101) with Panhead Screw (L).

STEP 5 – Assemble Small Drawer (2 units)

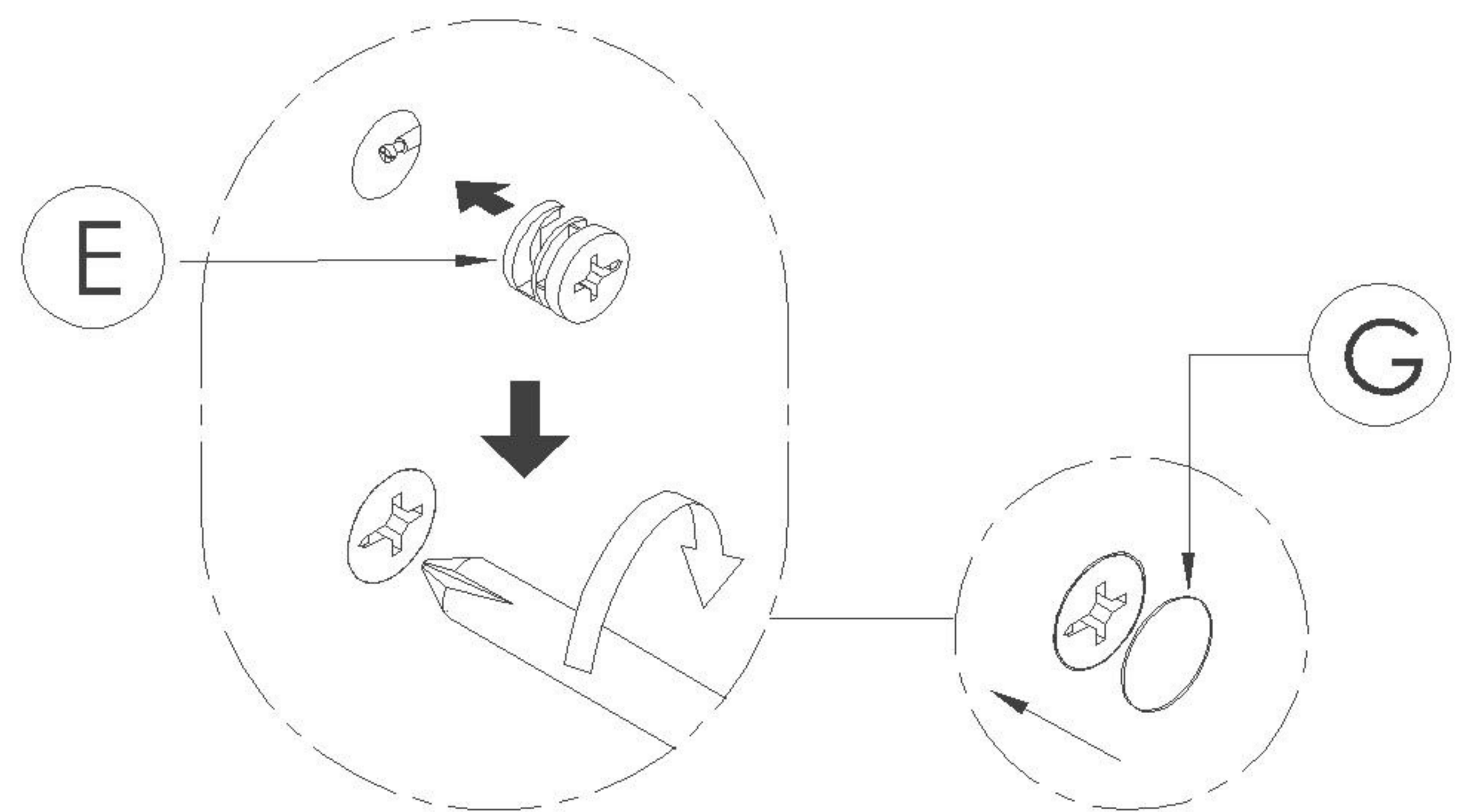
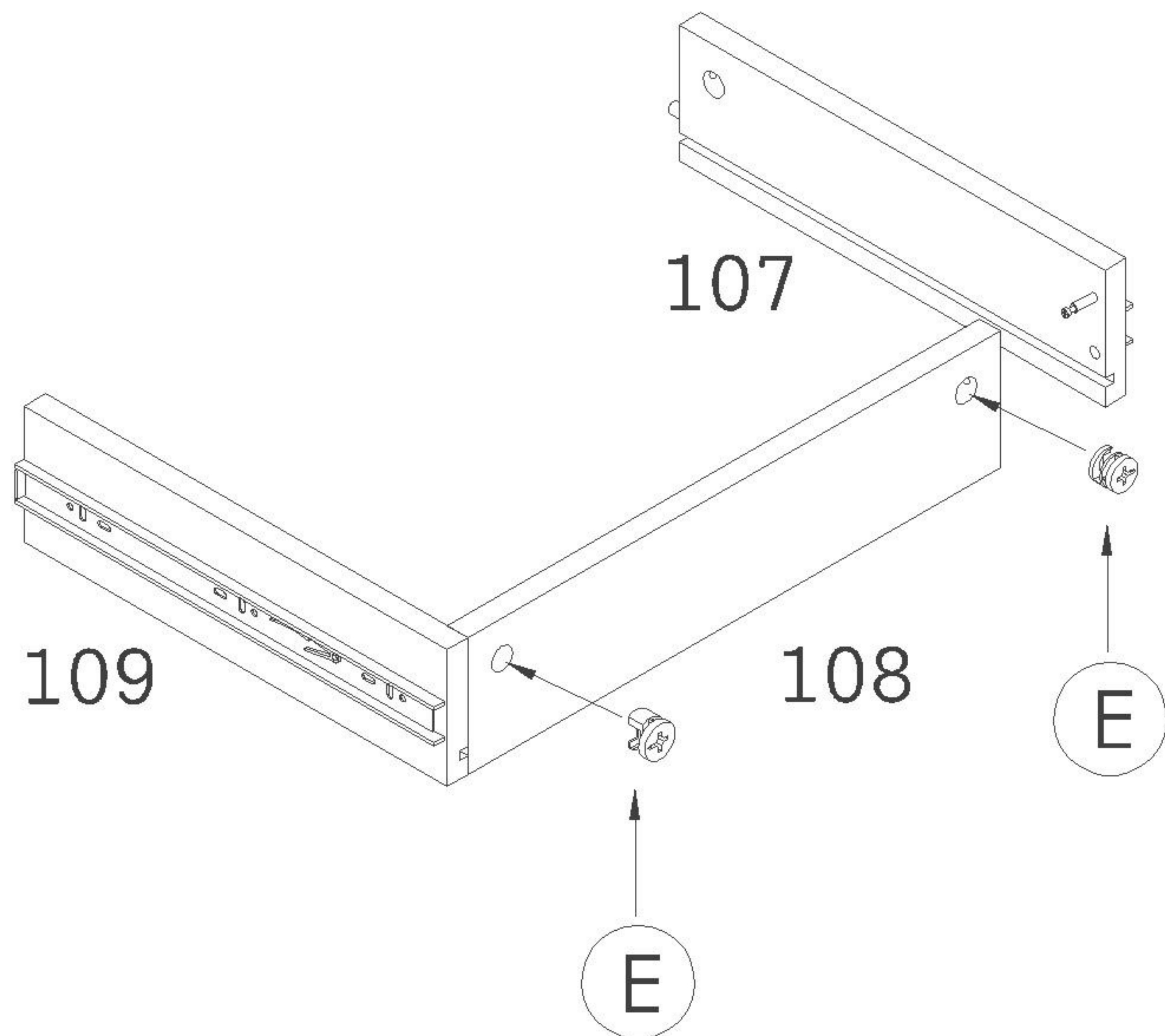


STEP 5A

A. Attach Small Drawer Left and Right Panel (107 & 109) to Small Drawer Back Panel (108) via Cam-bolt and Wood Dowel on the respective parts.

B. Insert Cam-lock (E) into the designated hole on Small Drawer Back Panel (108) then turn clockwise to lock onto Cam-bolt.

C. Insert Cam-lock Cover (G) to conceal Cam-lock (E).



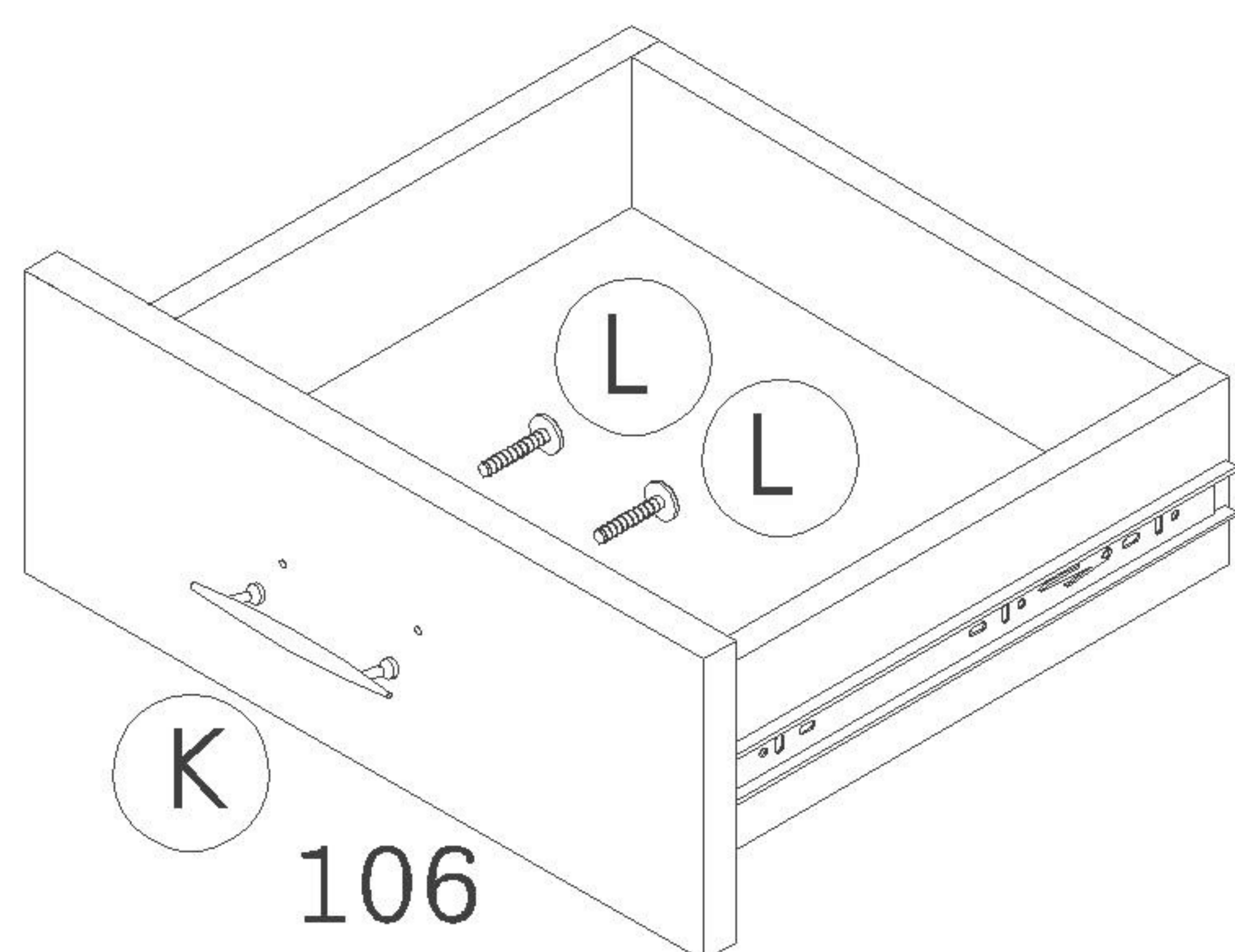
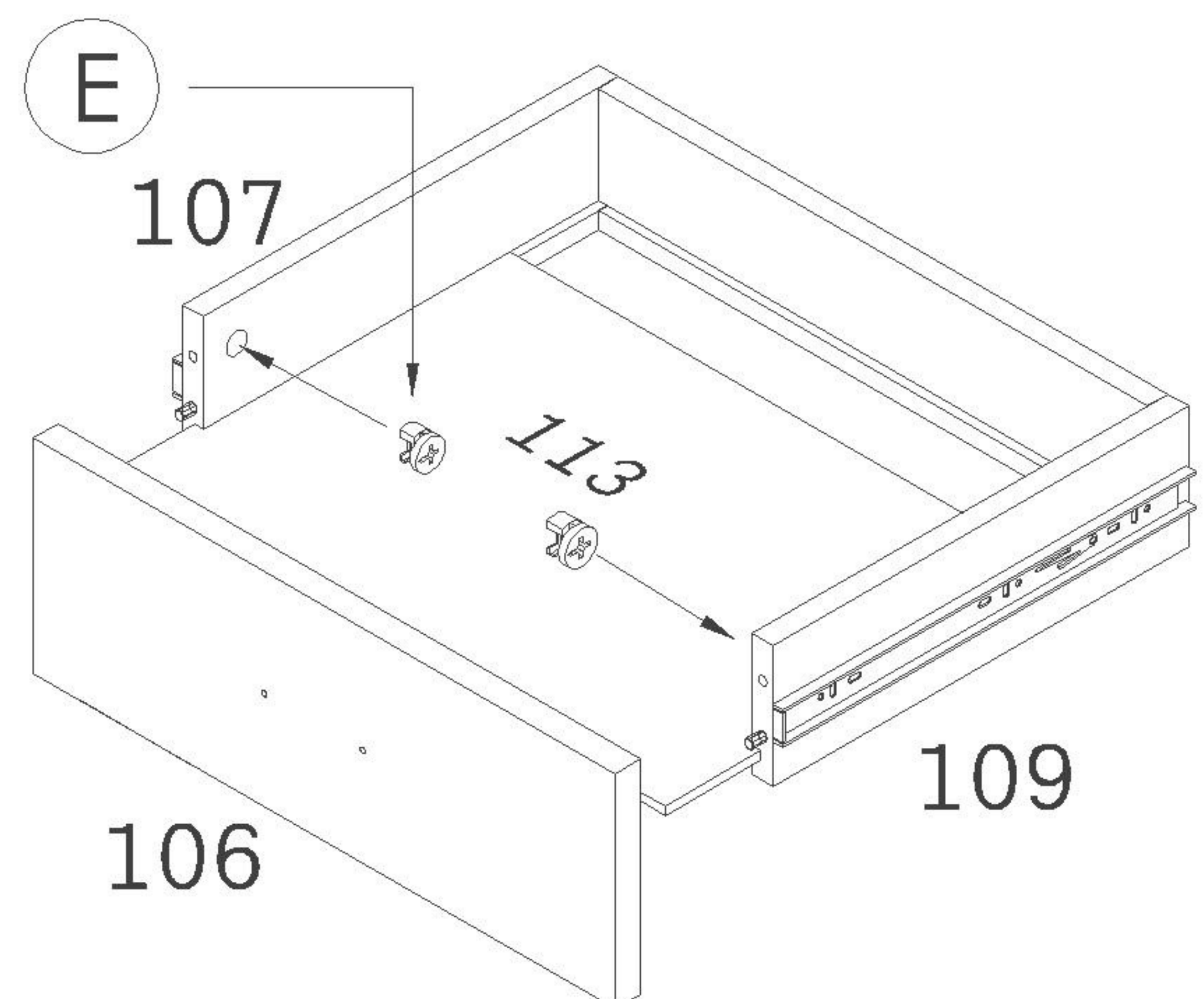
STEP 5B

A. Fit Drawer Base Panel (113) via groove on Drawer Side and Back Panel.

B. Attach Short Drawer Front Panel (106) to Short Left and Right Panel (107 & 109) via Cam-Bolt and Wood Dowel on the respective parts. Check that Drawer Base Panel (113) fits into the groove on the inside face of Drawer Front Panel (106).

C. Insert Cam-lock (E) into designated holes on Drawer Left & Right Panel and turn clockwise to lock onto Cam-bolt.

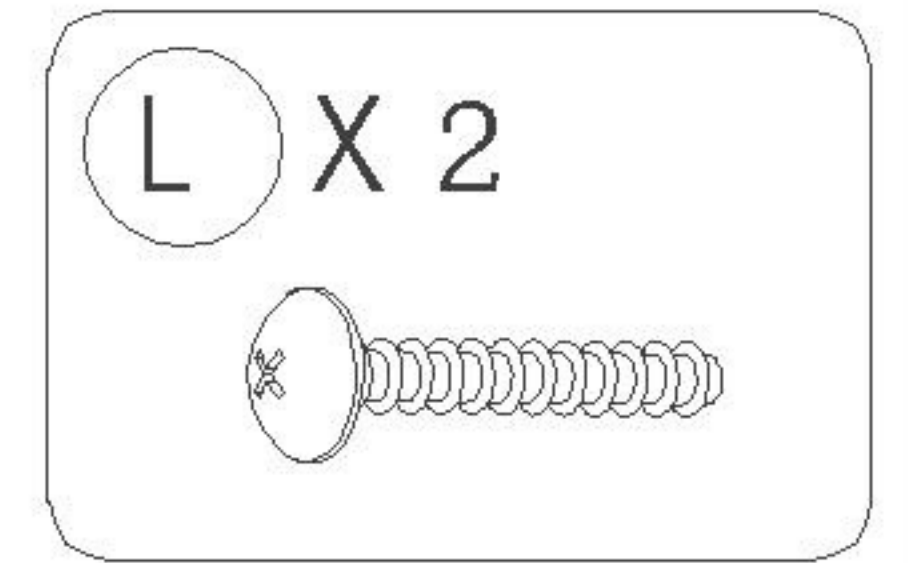
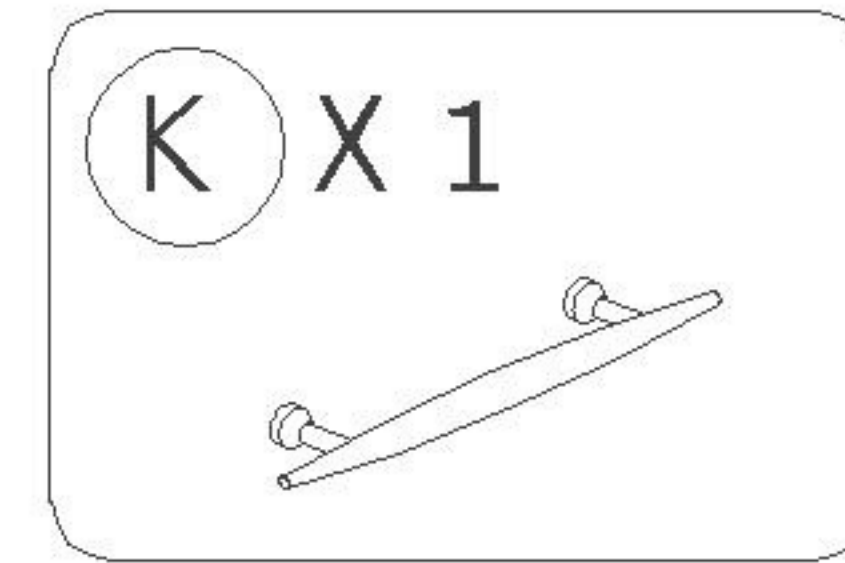
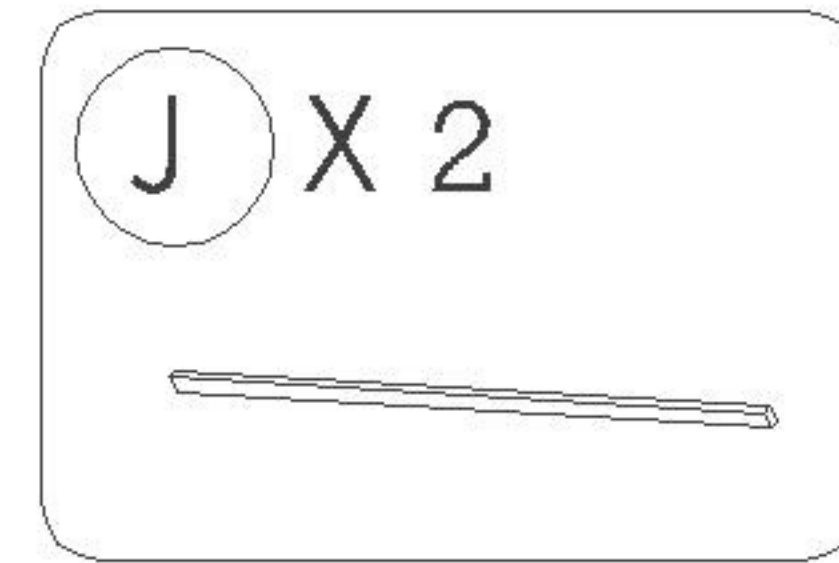
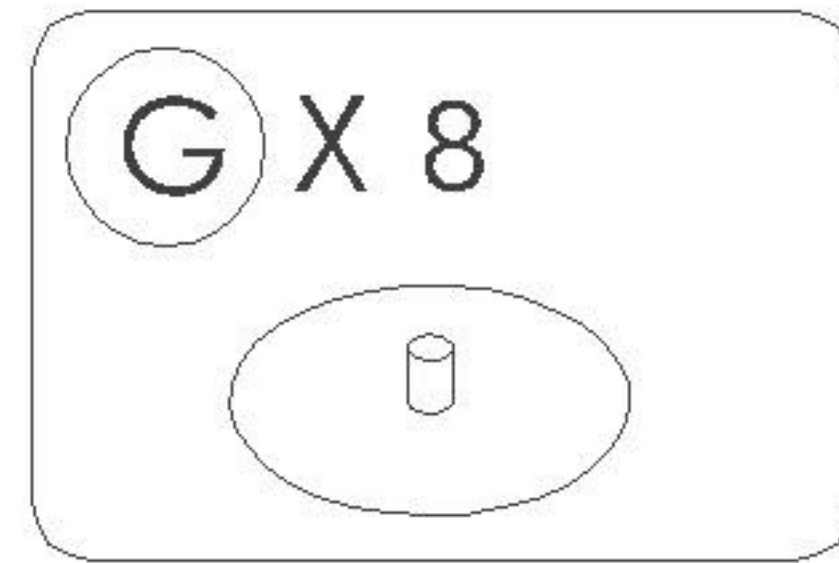
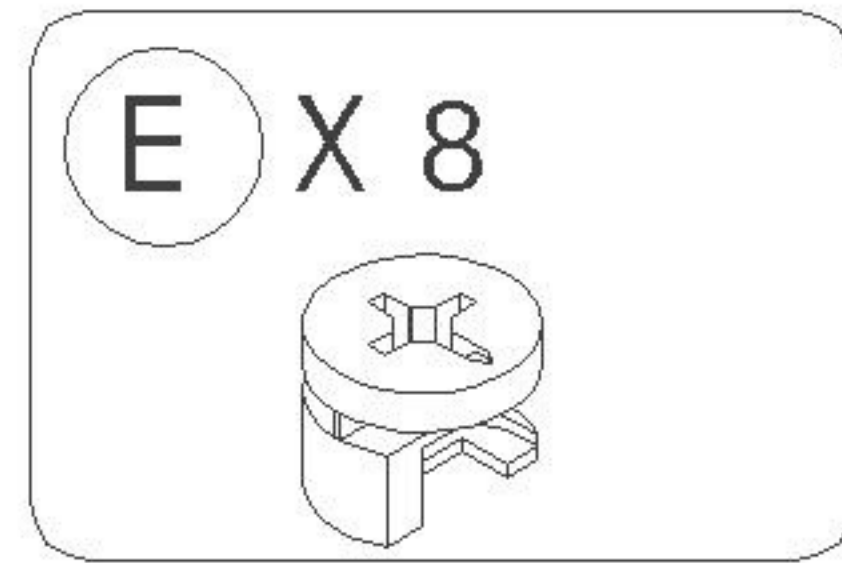
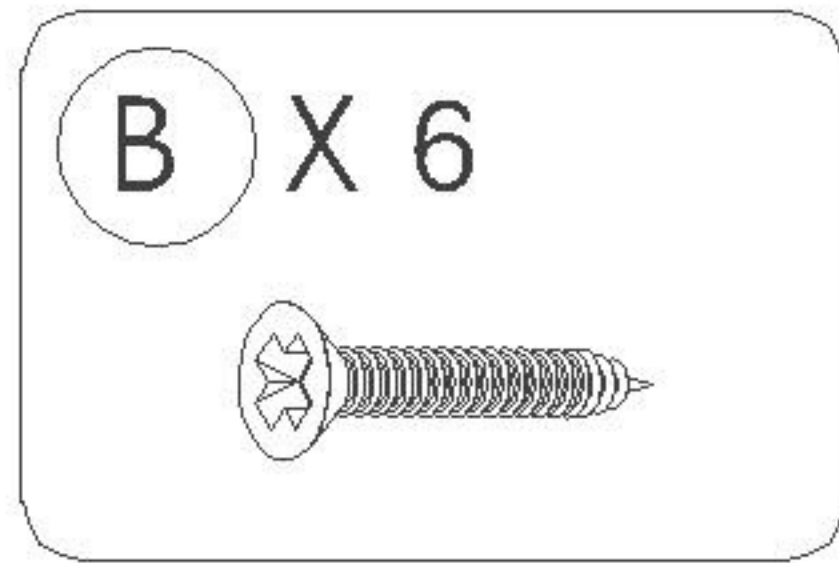
D. Insert Cam-lock Cover (G) to conceal cam-lock (E).



STEP 5C

Affix Handle (K) to each Drawer Front Panel (106) with Panhead Screw (L).

STEP 6 – Assemble Big Drawer



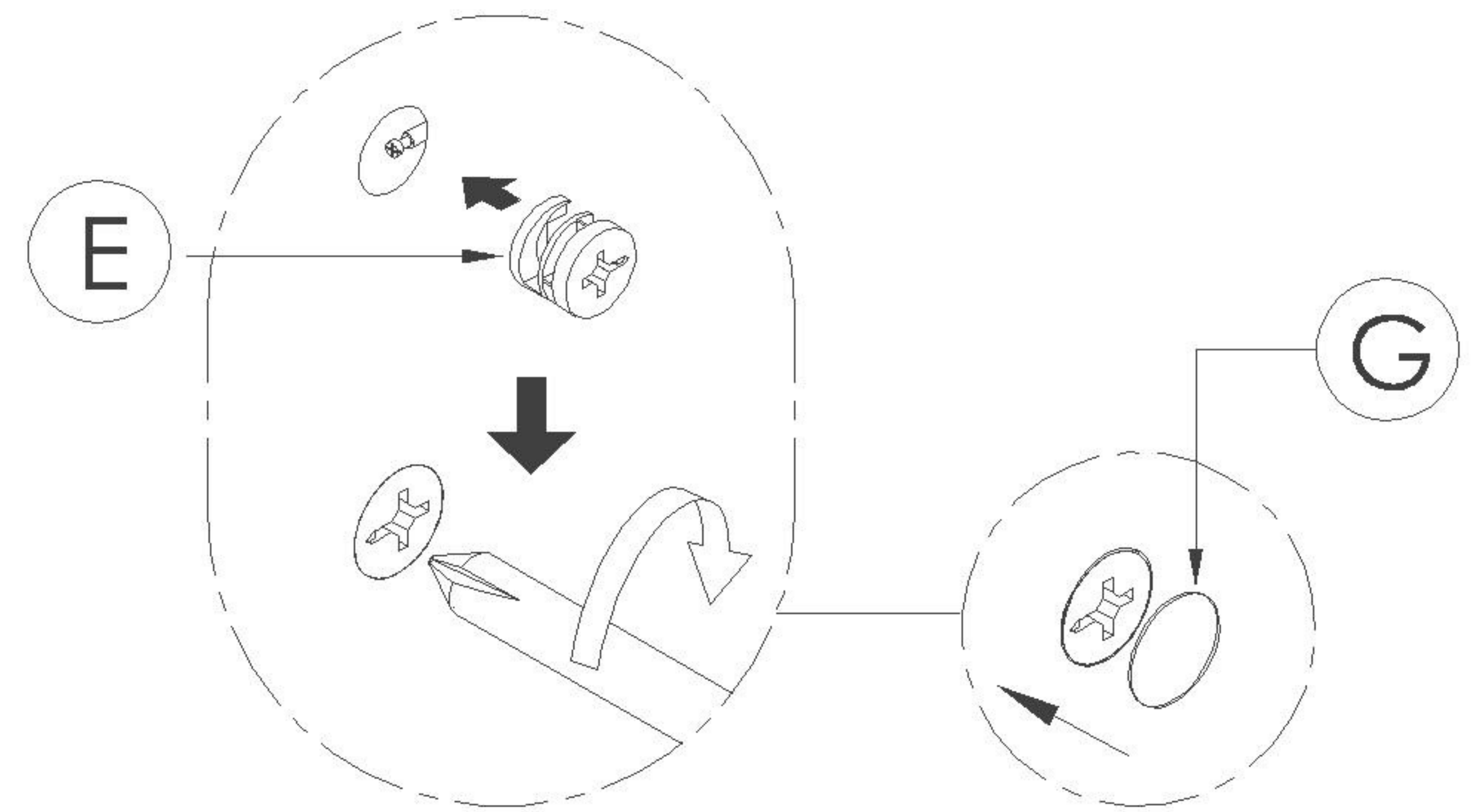
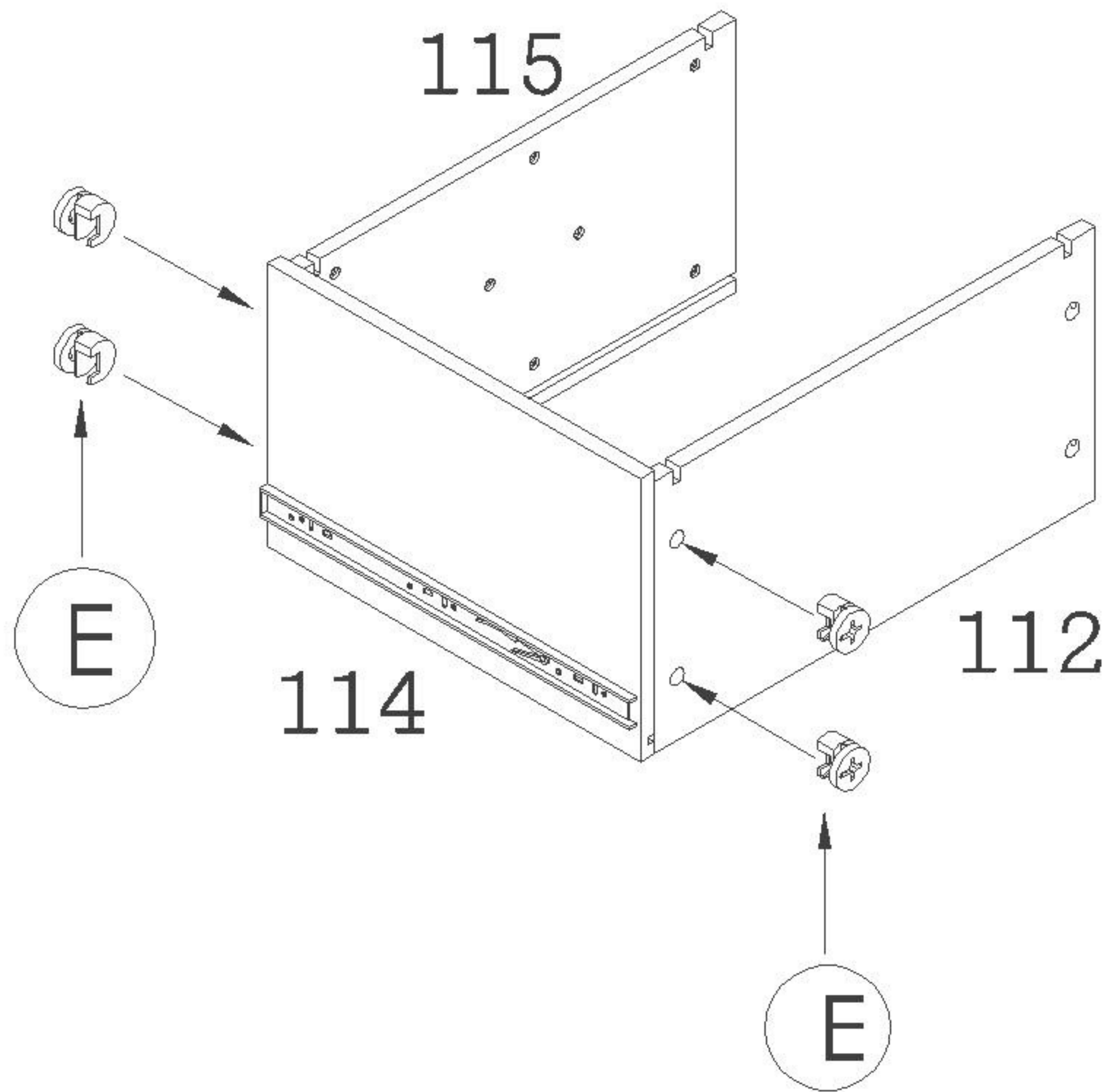
STEP 6A

A. Attach Big Drawer Right Panel (114) to Drawer Back Panel & Drawer Inner Panel (112 & 115) via Cam-bolt and Wood Dowel on the respective parts.

Note: The groove on each panel have to be aligned

B. Insert Cam-lock (E) into the designated hole on Drawer Back Panel & Drawer Inner Panel(112 & 115) then turn clockwise to lock onto Cam-bolt.

C. Insert Cam-lock Cover (G) to conceal Cam-lock (E).



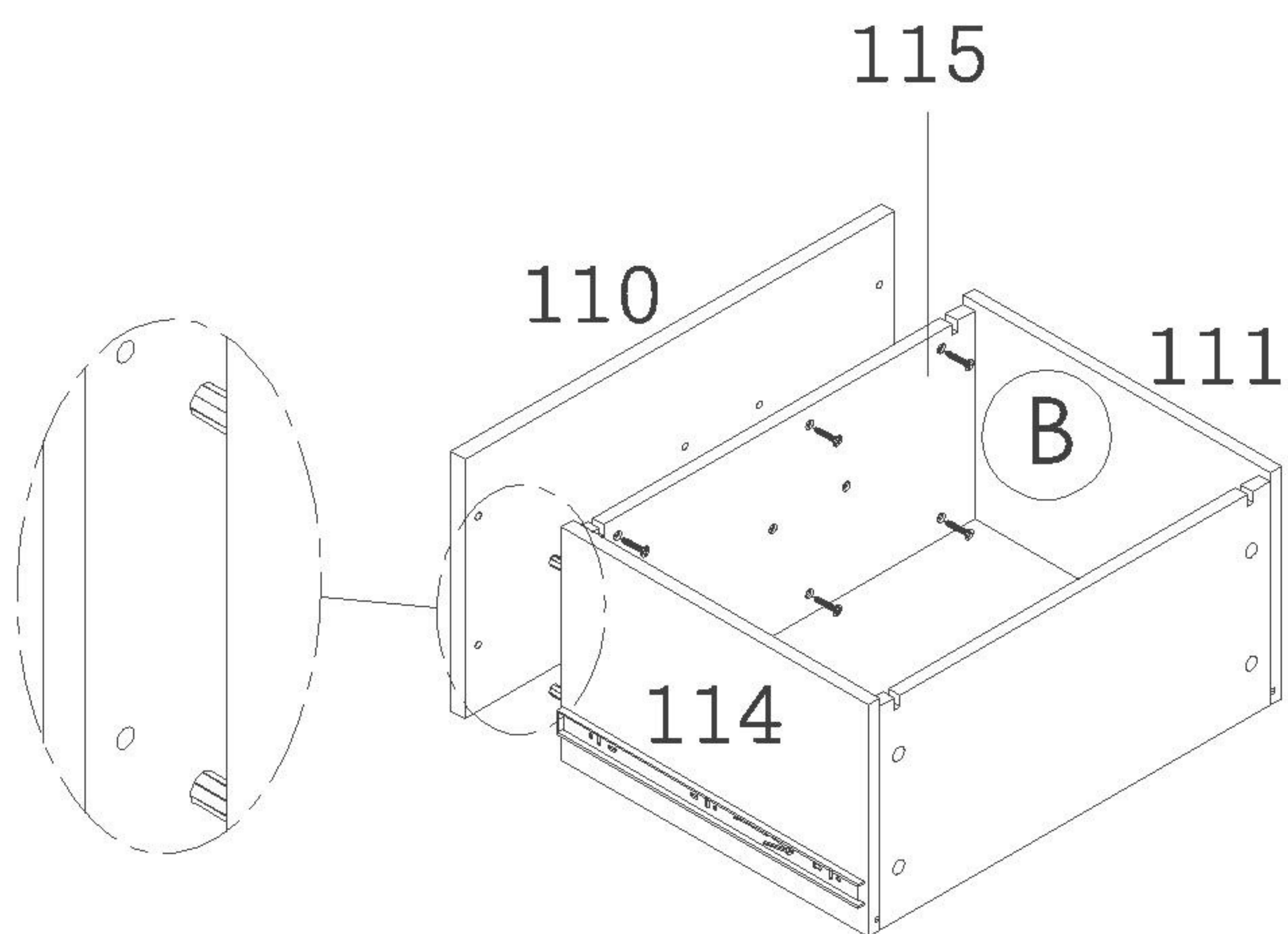
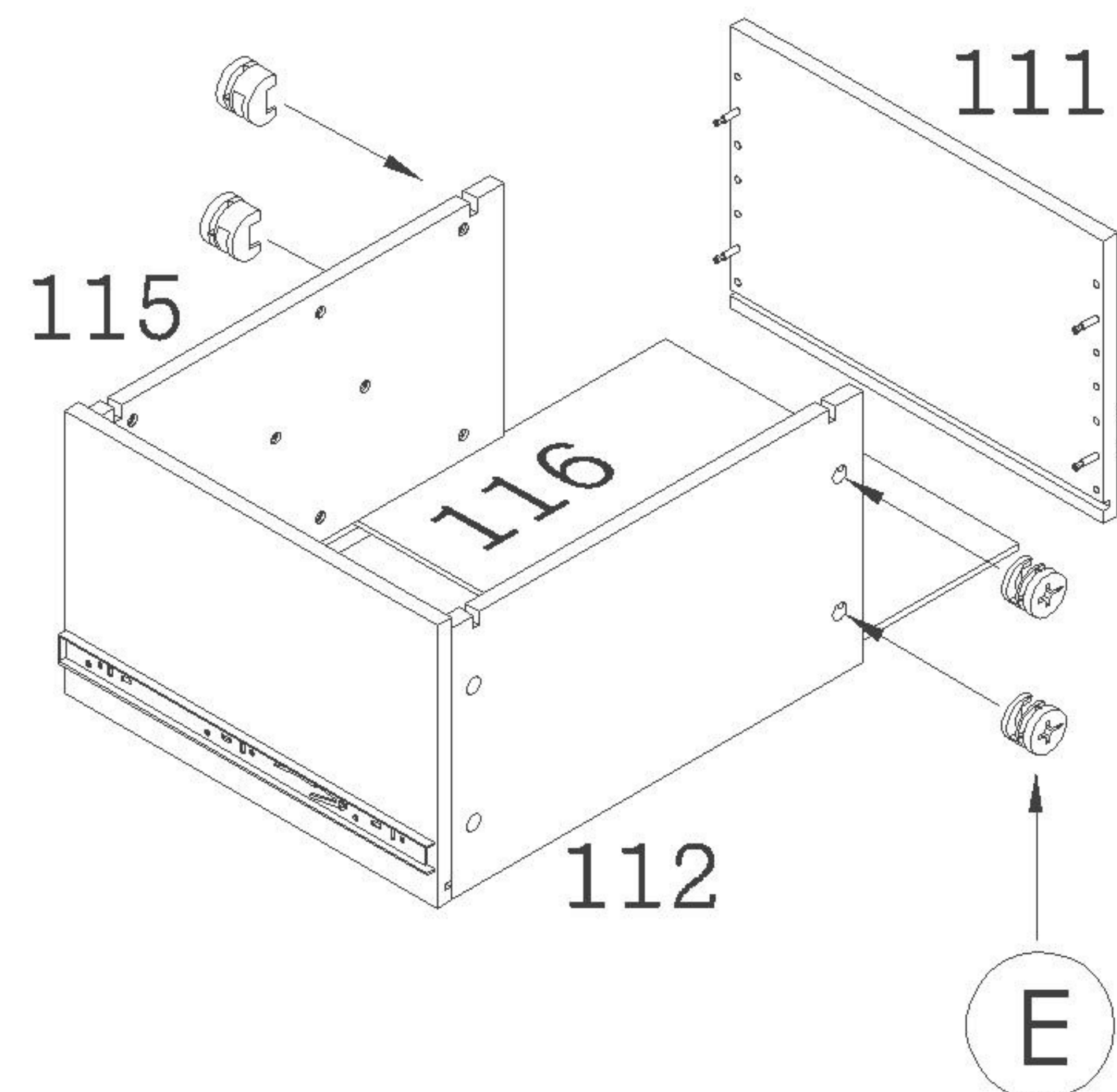
STEP 6B

A. Fit BIG Drawer Base Panel (116) via groove on Drawer Inner Panel and Back Panel.

B. Attach Big Drawer Left Panel (111) to Drawer Back Panel & Drawer Inner Panel (112 & 115) via Cam-Bolt and Wood Dowel on the respective parts.

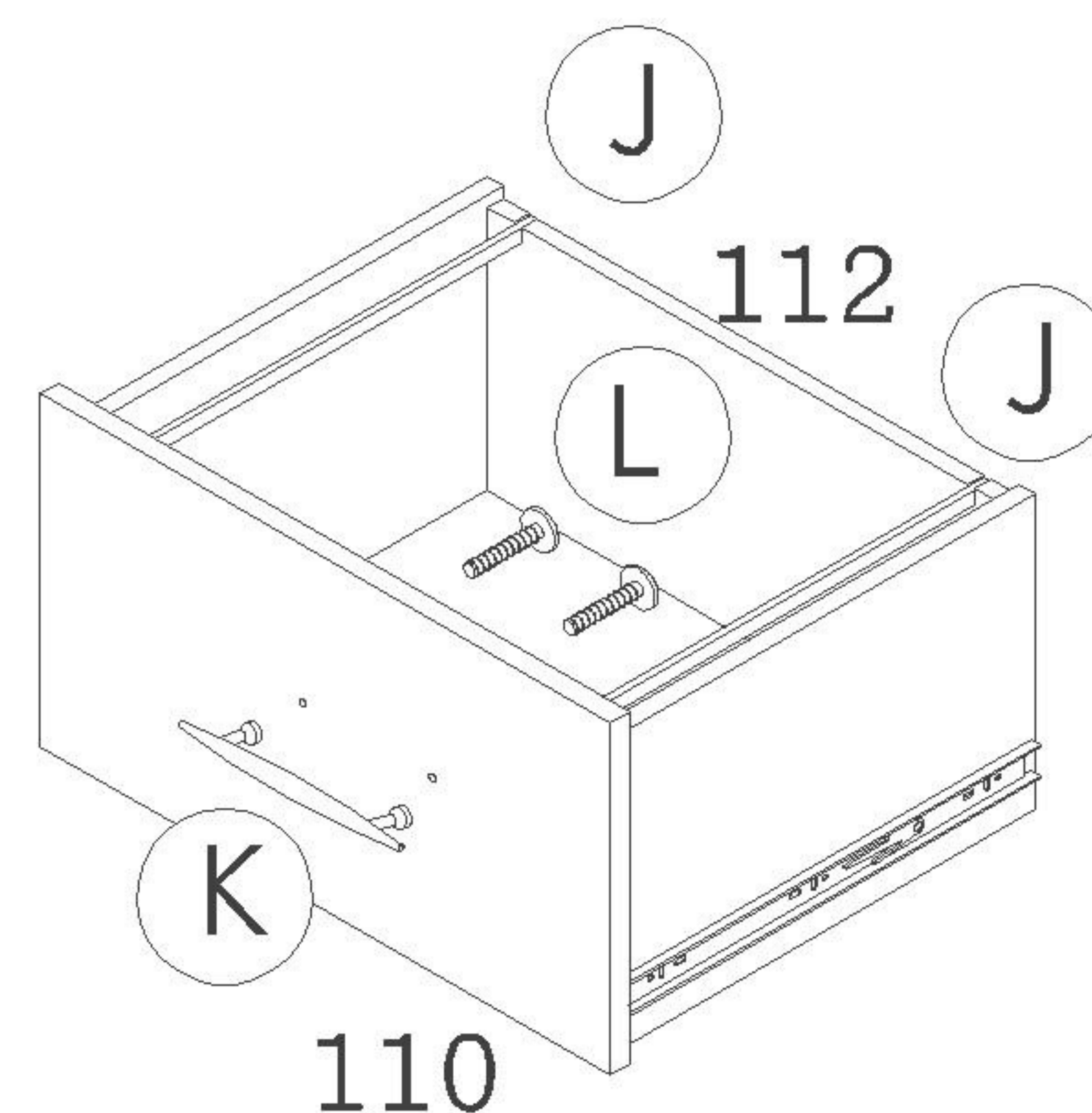
C. Insert Cam-lock (E) into designated holes on Drawer Back Panel & Drawer Inner Panel (112 & 115) and turn clockwise to lock onto Cam-bolt.

D. Insert Cam-lock Cover (G) to conceal cam-lock (E).



STEP 6c

A. Attach Big Drawer Front Panel (110) to Drawer Inner Panel (115) via Wood Dowel and Use Chipboard Screw (B) to fasten Drawer Front (110). Do not tighten Screw (B) completely until all the screws are in place.

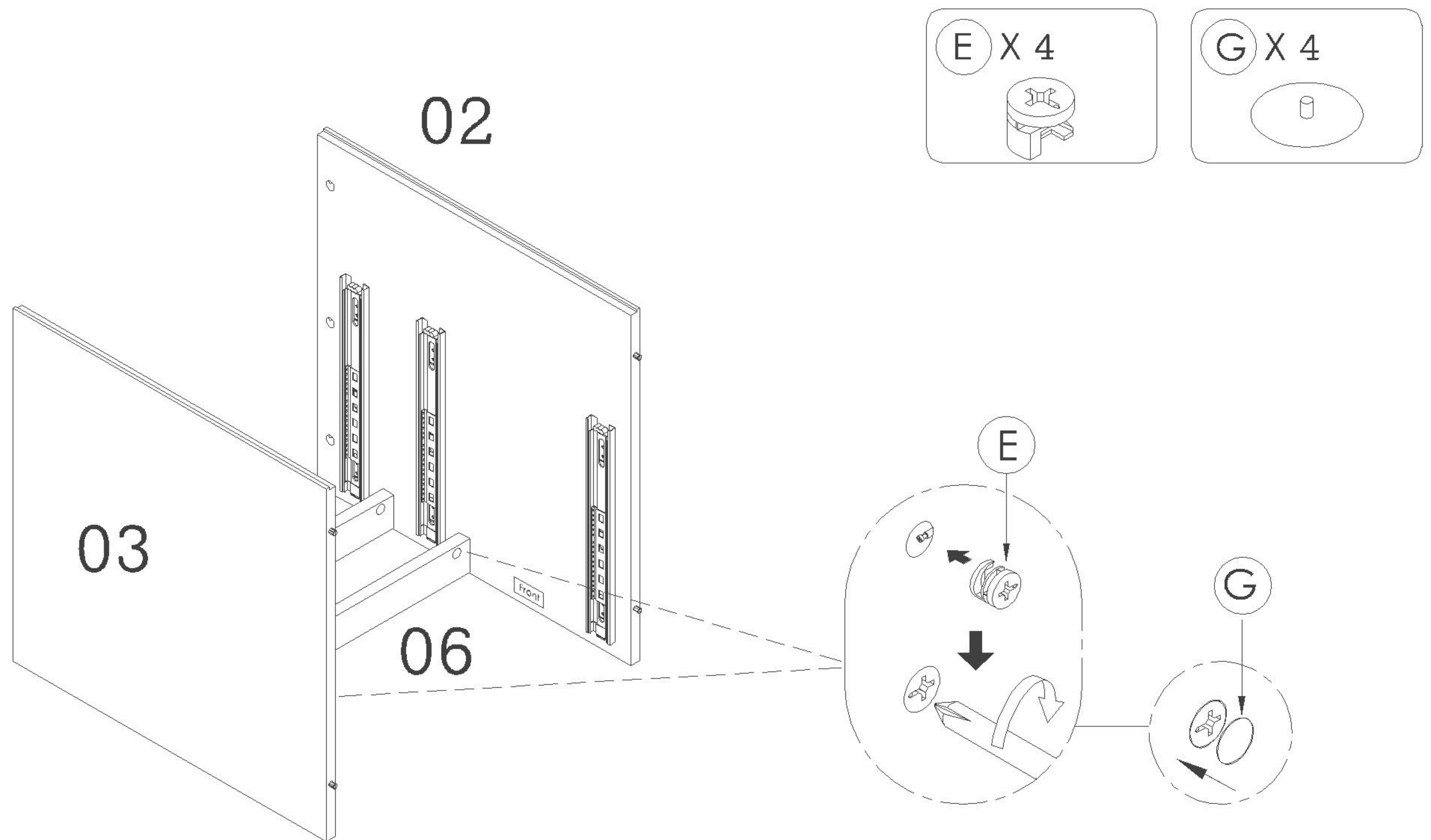


STEP 6D

A. Affix Handle (K) to Drawer Front Panel (110) with Panhead Screw (L).

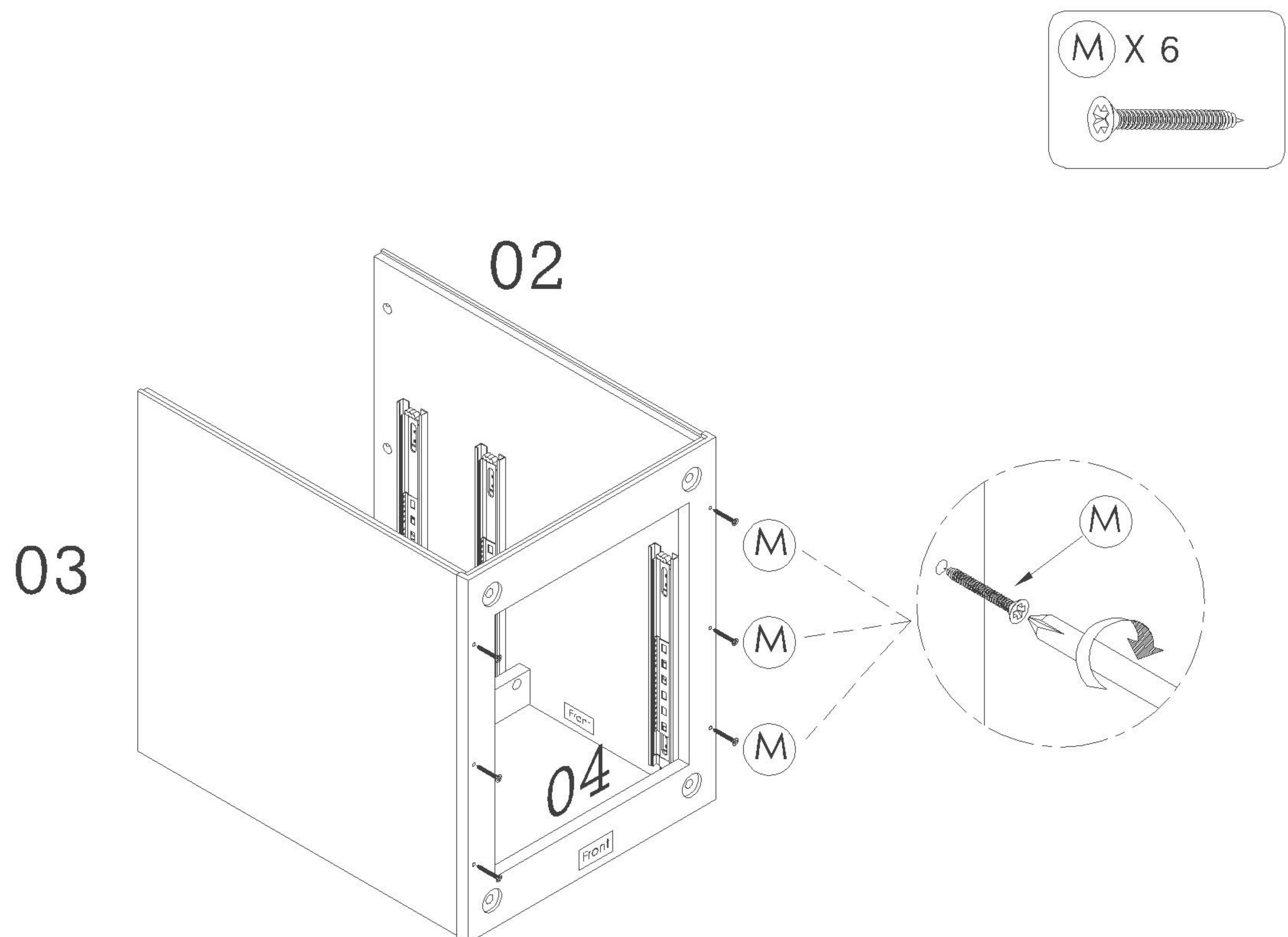
B. Slot Aluminium Bar (J) to Big Drawer Inner Panel & Drawer Back Panel (112 & 115)

STEP 7



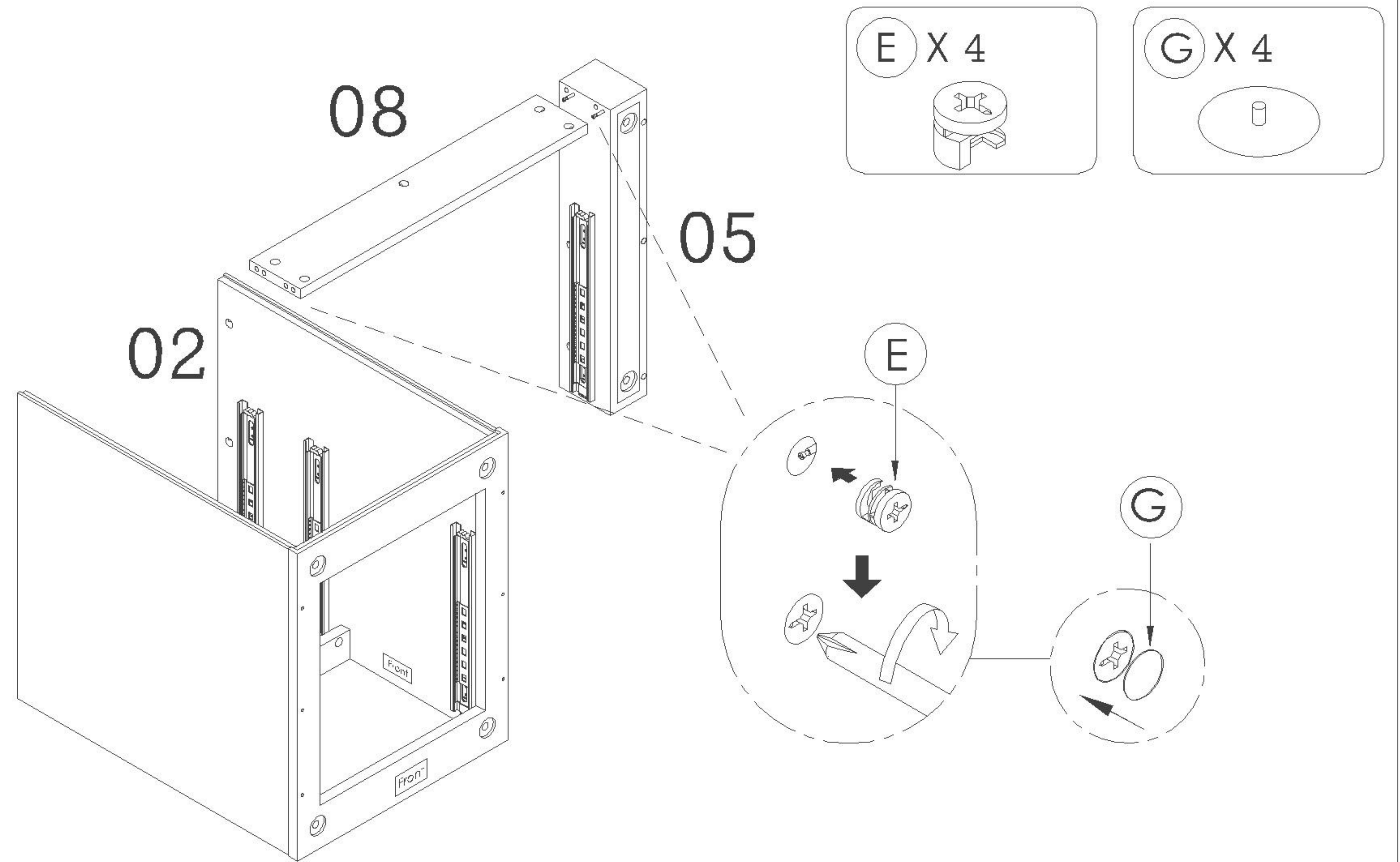
- Position the ports as shown and attach Center Bar (6) to Side Panel (2 & 3) via Com-bolt and Wood Dowel on the respective parts.
- Insert Com-lock (E) into designated hole on Center Bar (6), then turn clockwise to lock onto Com-bolt.
- Insert Cam-lock Cover (G) to cover Com-lock (E)

STEP 8



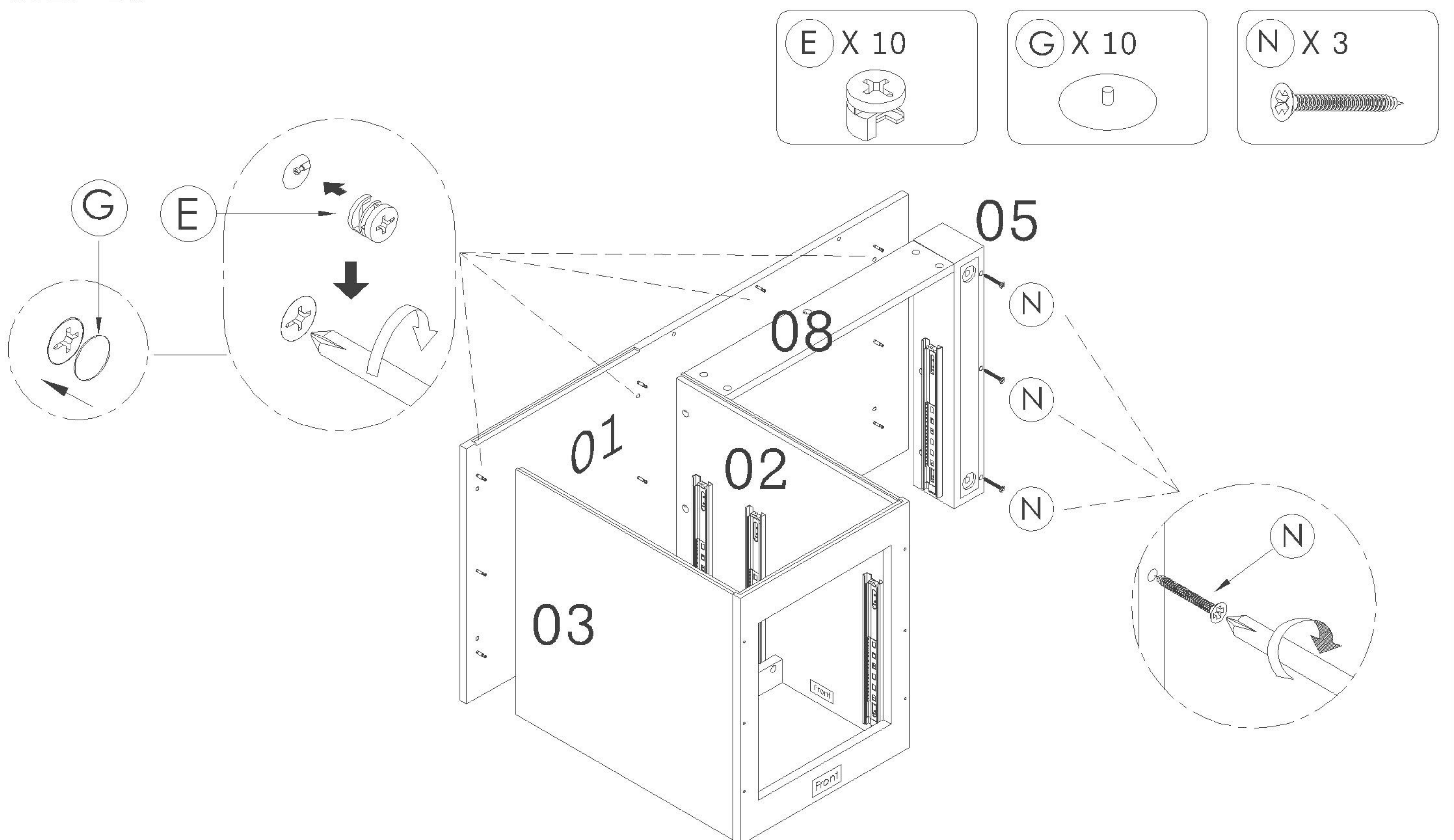
Use Chipboard Screw (M) to fasten Bottom Frame (4) to Left & Right Panel (2 & 3). Do not tighten Screw (M) completely until all the screws are in place.

STEP 9



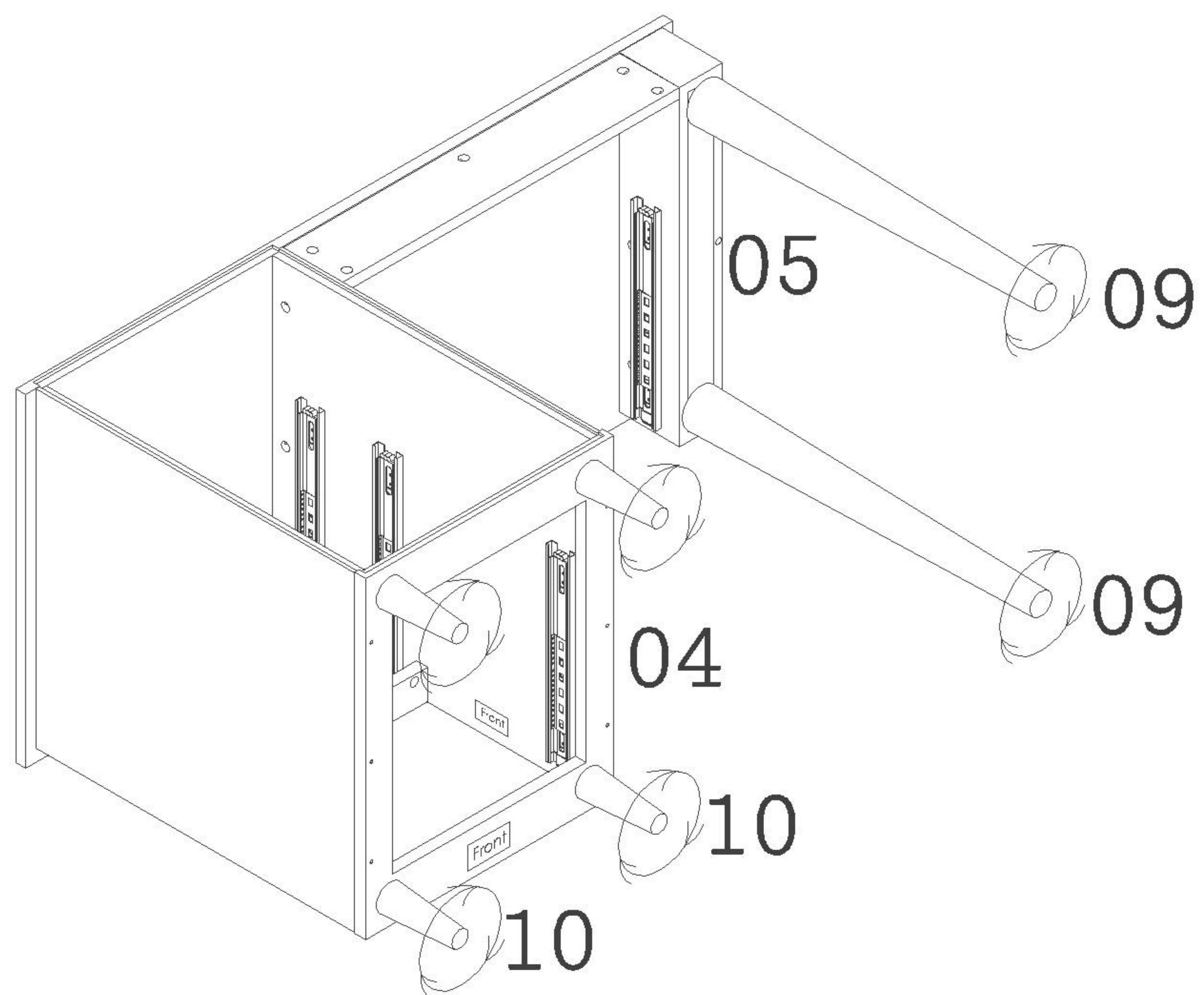
- Attach Back Panel (8) to Left Panel (2) and Left Box (5) via Com-bolt and Wood Dowel on the respective parts.
- Insert Com-lock (E) into designated hole on Back Panel (8), then turn clockwise to lock onto Cam-bolt.
- Insert Com-lock Cover (G) to cover Com-lock (E).

STEP 10



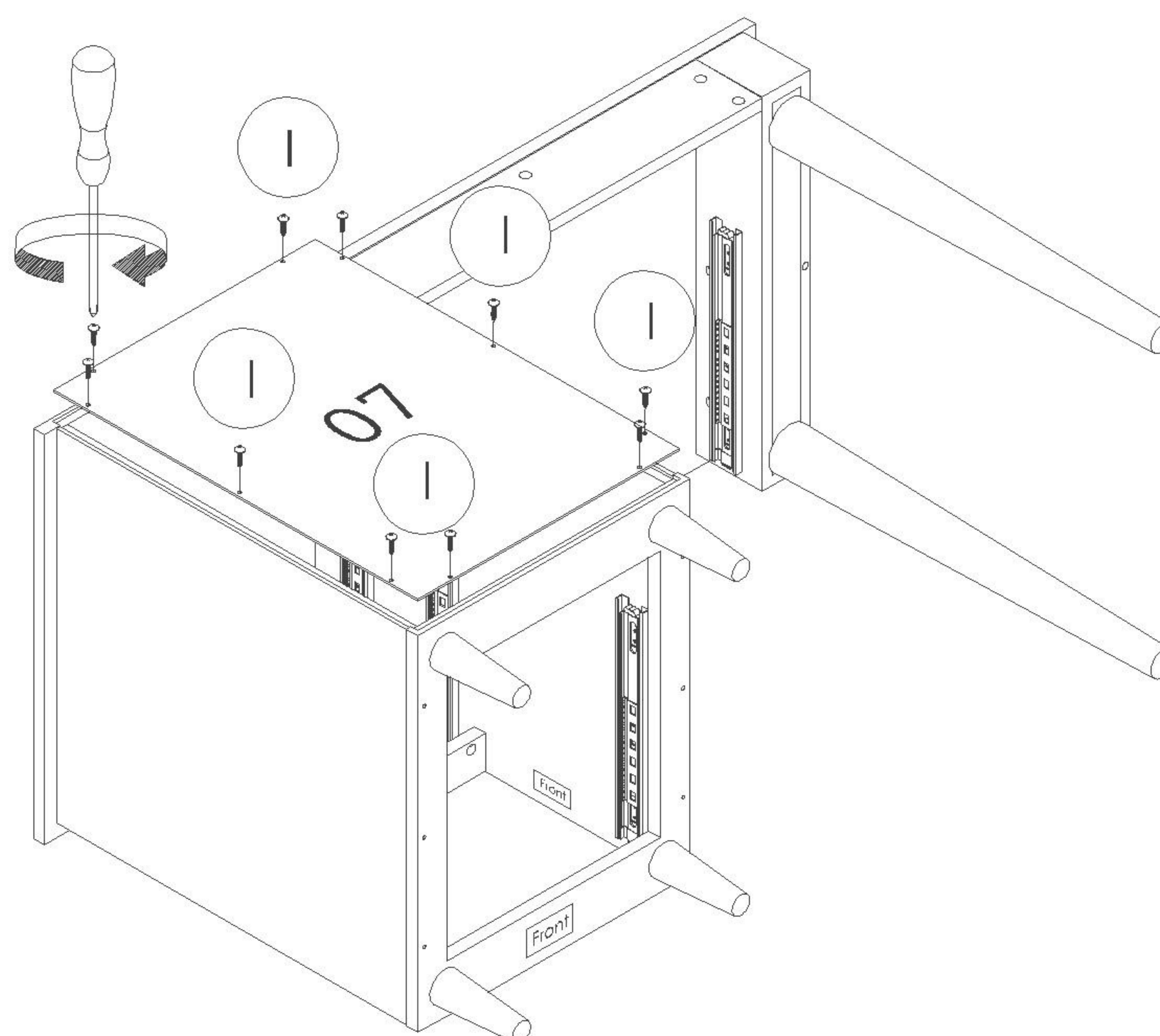
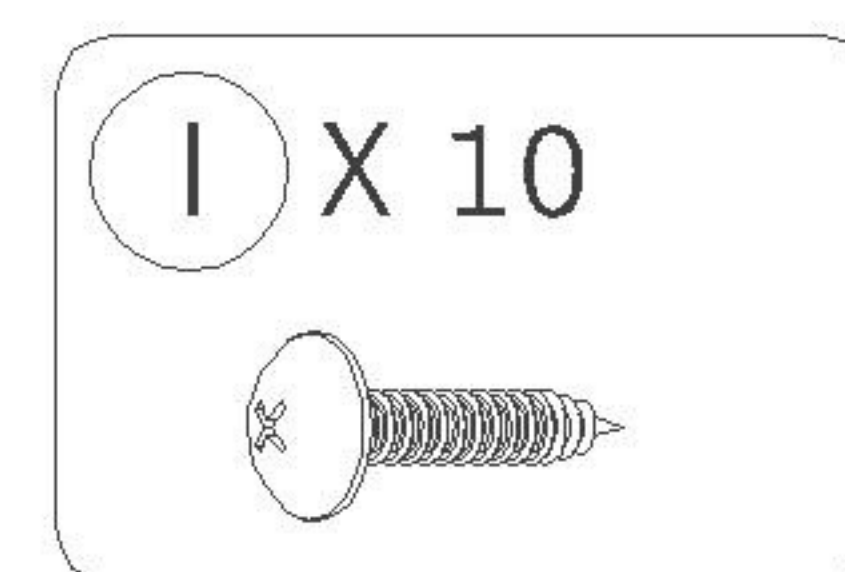
- With assistance, attach Top Panel (1) to Left & Right Panel, Back Panel and Left Box (2, 3, 8 & 5) via Com-Bolt and Wood Dowel on respective parts.
- Insert Cam-lock (E) into designated hole on Left & Right Side Panel, Back Panel and Left Box (2, 3, 8, 5) then turn clockwise to lock onto Cam-bolt.
- Insert Cam-lock Cover (G) to cover Cam-lock (E).
- Use Chipboard Screw (N) to fasten Left Box (5) to Top Panel (1). Do not tighten Screw (N) completely until all the screws are in place.

STEP 11



- A. In a clockwise direction Screw in Short Leg (10) into the designated hole at each corner of Bottom Frame(4).
- B. In a clockwise direction Screw in Long Leg (9) into the designated hole at Left Box (5).

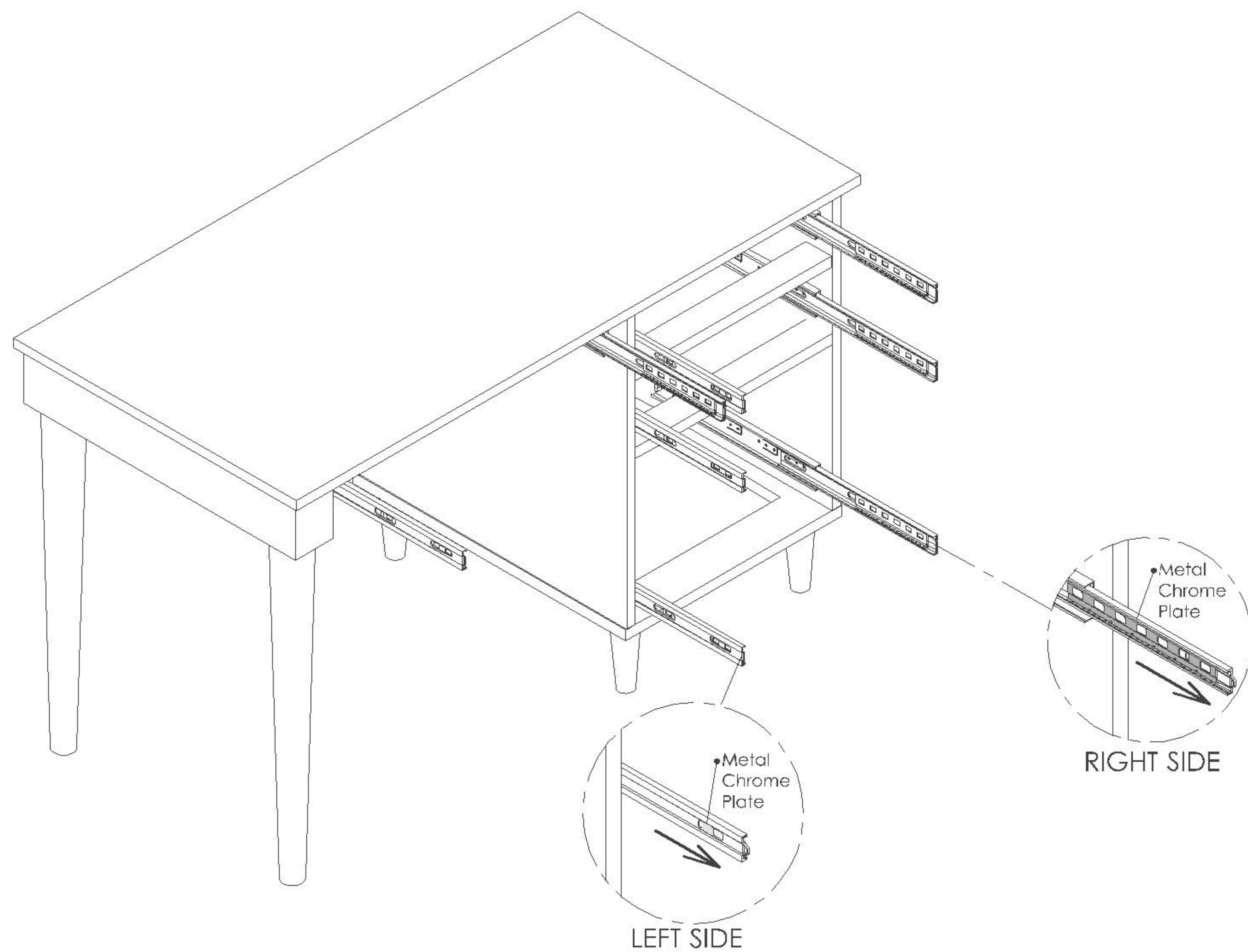
STEP 12



Fit Back Panel (7) squarely to Top Panel (1) Left Panel, Right Panel and Bottom Frame of the assembly unit from STEP 11 as shown and fasten (7) with Panhead Chipboard Screw (I).

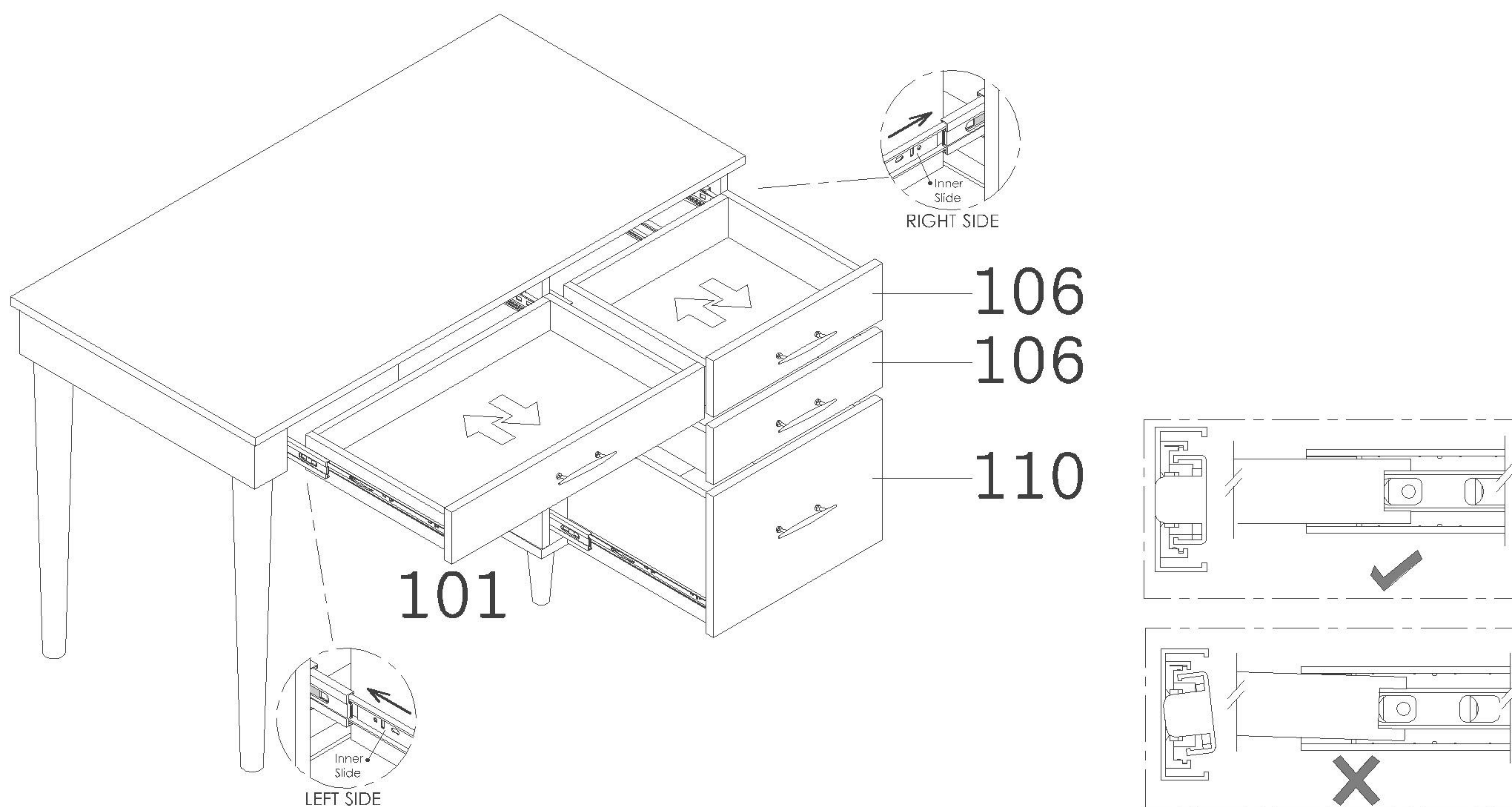
STEP 13

STEP 13A



Slide out Metal Chrome Plate (ball bearing slider) on each of the Slide Track (H2).

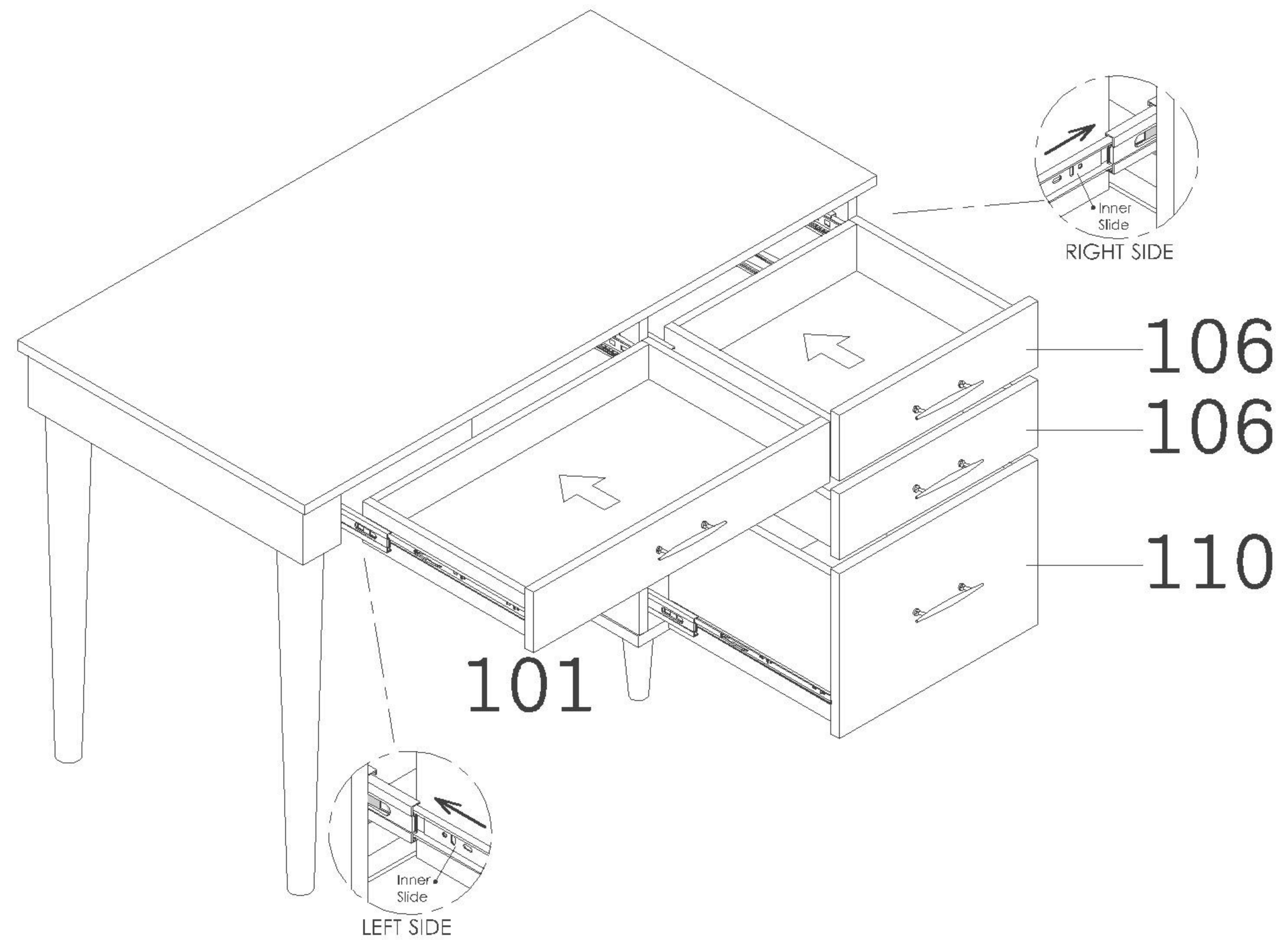
STEP 13B



Align the back open-end of the Slide Runner (H1) on each side of the drawer to fit squarely into the groove on the open front-end of the chrome plate on Slide Track (H2) on the Side Panel of the Drawer.

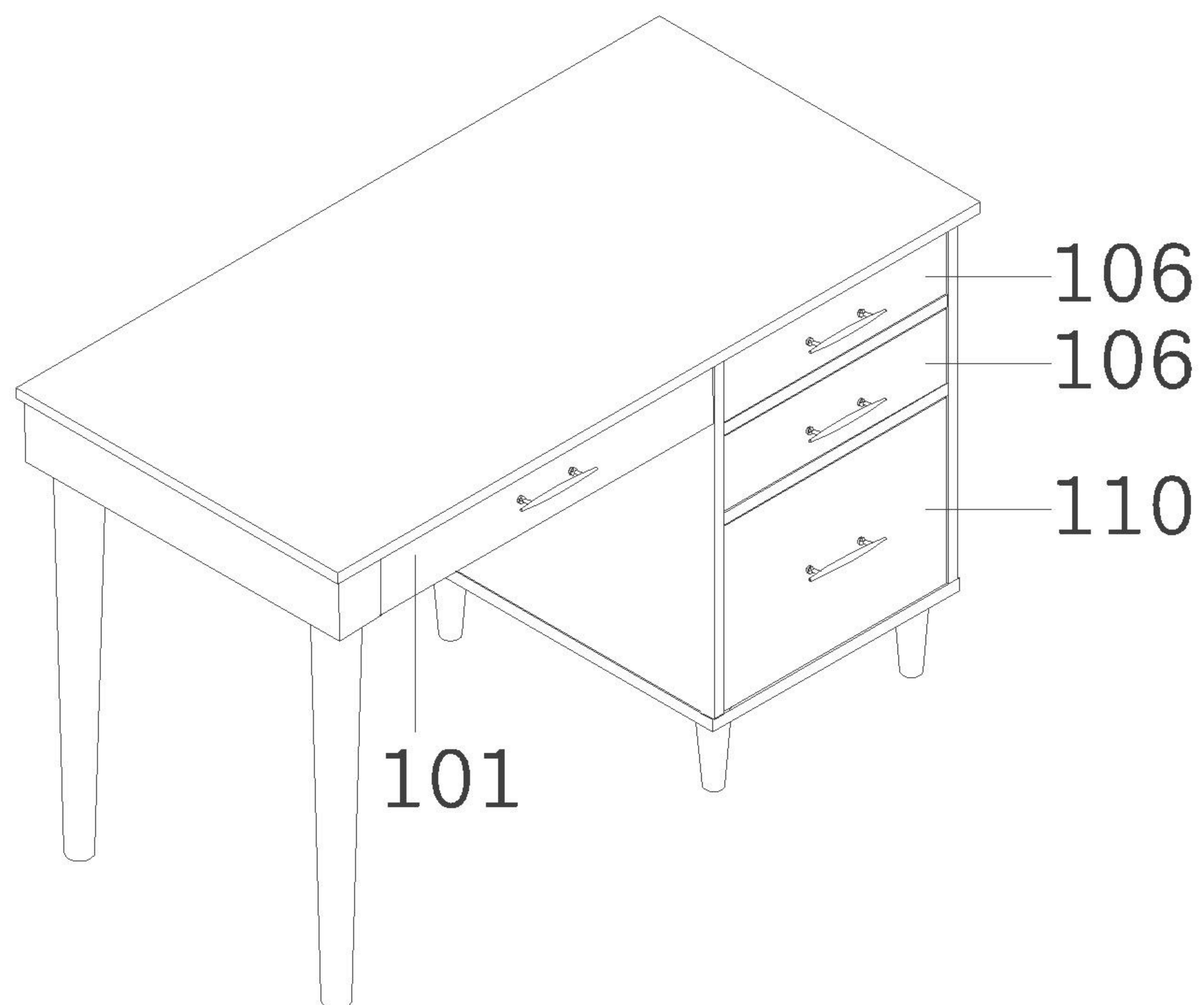
Be sure the drawer (H1) is not tilted or angled and push in the drawer slightly and squarely.

STEP 13C



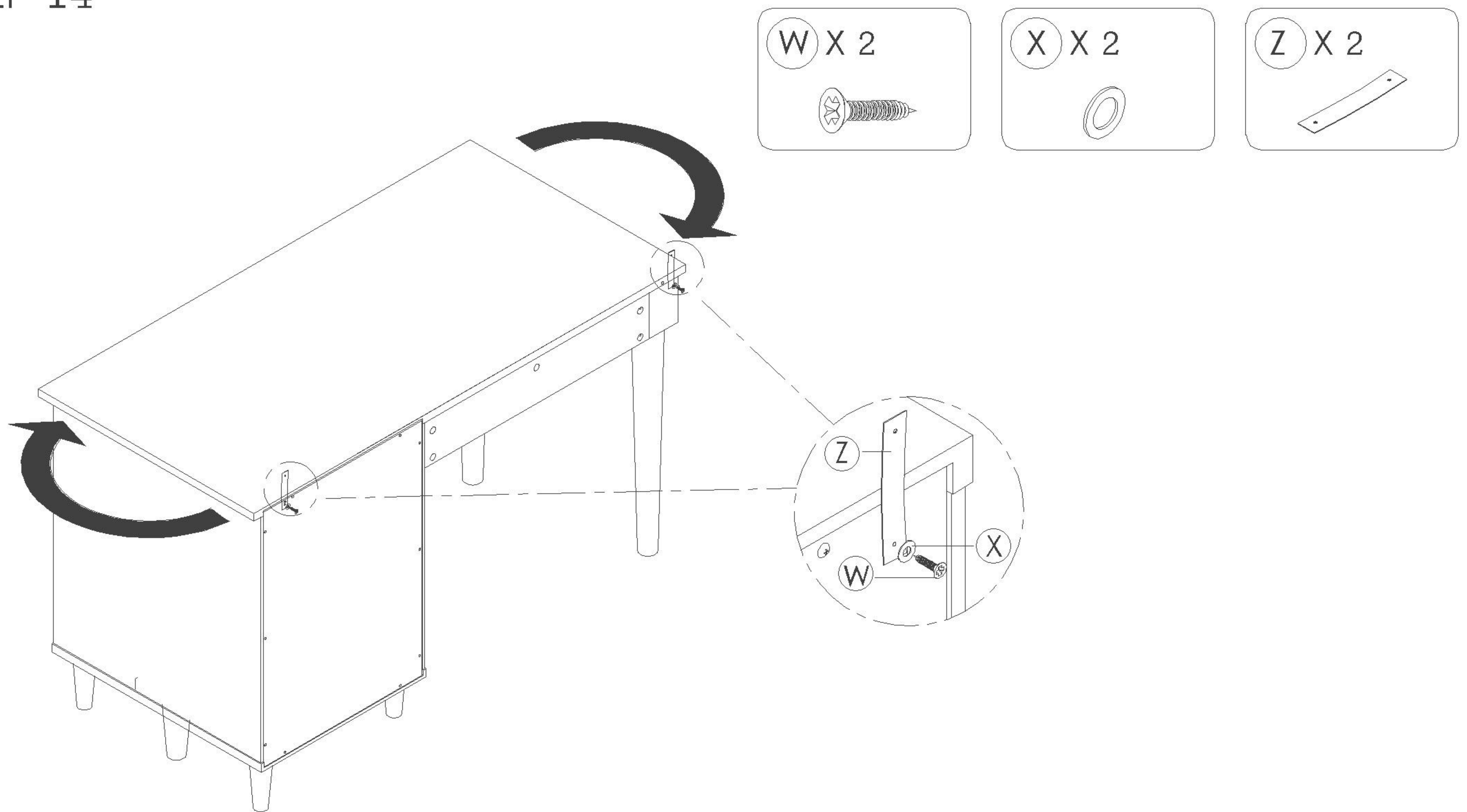
Push in the drawer further in gently – when the Trigger Disconnect Lever on (H1) is engaged onto (H2) there will be a slight resistance – this is normal. Pull out the drawer a little bit and gently push in the drawer again to engage the Trigger Disconnect Lever to the slide mechanism on (H2). The drawer should now slide smoothly. If the drawer cannot be pushed in or stuck, do not force it in. Remove the drawer and repeat the steps above.

STEP 13D

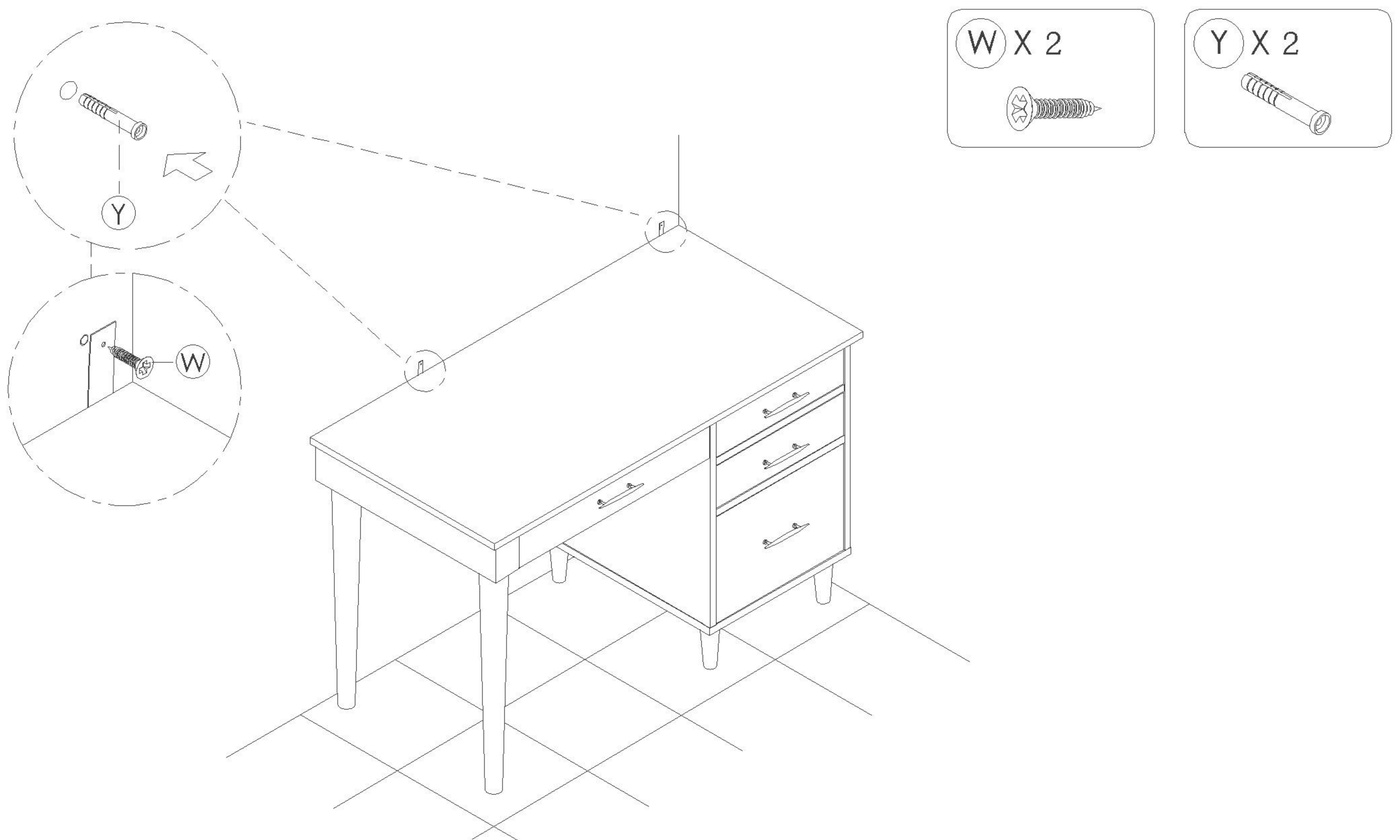


The assembly of the drawers is complete.

STEP 14



a) Use Screw (W) fitted with Flat Washer (X) to fasten one end of Safety Strap (Z) to BackPly and to the back of Left Box as shown.



- b) Select the location to place the unit. Mark the 2 spots to tether the Safety Strap to the wall.
- c) On each marked spot, drill a hole in the dry wall to fit Anchor (Y) snugly and insert (Y). Ensure that the anchor fits securely in the wall.
- d) Affix the loose end of Strap (Z) to the anchor by using Screw (W).

The assembly and installation of the writing desk unit is complete.