

HOLLAND DESK

DESIGNED BY METRICA

ASSEMBLY INSTRUCTION



HOLLAND DESK

PACKAGING

- HARD CARDBOARD BOX WITH POLYSTYRENE ON ALL SIDES: WOODEN TOP WITH CABLE MANAGEMENT HOLE PROTECTED BY BLUE MATERIAL
- EXTRA HARD CARDBOARD BOX WITH ASSEMBLED METAL BASE AND A BAG WITH 8 FELT GLIDERS, 6 SCREWS, 6 WASHERS, 1 ALLEN KEY
- CARDBOARD BOX WITH CABLE MANAGEMENT COVER IN A PROTECTIVE BAG

OPTIONAL

- CARDBOARD BOX WITH 4 FEET IN A PROTECTIVE BAG
 - CARDBOARD BOX WITH DRAWER IN A PROTECTIVE BAG; 1 PIN TO BE ASSEMBLED BY CUSTOMER; HARDWARE BAG WITH 4 SCREWS M6X15MM, 1 ALLEN KEY, 1 ROUND AND 1 SQUARE BUMPER
 - CARDBOARD BOX WITH 1 SCREEN IN A THIN PROTECTIVE BAG
 - CARDBOARD BOX WITH 2 BRACKETS TO BE ASSEMBLED BY CUSTOMER (2 BRACKETS + 4 METAL DISKS + 2 SCREWS + 1 ALLEN KEY), 2 WOOD SCREWS AND 4 SMALL RUBBER POINTS
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IMPORTANT NOTE

- ENSURE THAT ALL STEPS ARE FOLLOWED IN THE CORRECT ORDER AND THAT NO STEP IS LEFT OUT.
 - A MINIMUM OF TWO PEOPLE ARE REQUIRED FOR ASSEMBLY.
 - TO PREVENT ANY DAMAGE OF THE PRODUCT, DO NOT USE A CUTTER KNIFE/ SHARP OBJECT TO OPEN THE BOXES.
 - IF YOU HAVE ANY OPTIONAL, READ THE INSTRUCTION FOR YOUR OPTIONAL FIRST.
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ASSEMBLY INSTRUCTIONS: DESK

IF YOU WISH TO HAVE CONTRASTING FEET, ENSURE TO CHANGE THE FEET BEFORE YOU ASSEMBLE THE DESK

1. REMOVE THE BASE FROM ITS PACKAGING
 2. ENSURE THAT THE ADJUSTABLE FEET ARE NOT TOO TIGHT
 3. POSITION THE FELT GLIDERS AS SHOWN IN THE DESIGN, MAKING SURE THAT THE GLIDERS DO NOT COVER ANY HOLE
 4. REMOVE THE WOODEN TOP FROM ITS PACKAGING AND LAY IT ON A BLANKET/ SOFT AND CLEAN SURFACE WHICH WILL NOT SCRATCH THE SURFACE WITH THE UNDERSIDE FACING UP
 5. PLACE THE METAL BASE ONTO THE TOP MAKING SURE THAT THE FOOTREST TUBE IS FACING OUT / TOWARDS THE CABLE MANAGEMENT HOLE
 6. NOW INSERT THE SCREWS AND WASHERS FIXING THE STRUCTURE ONTO THE TOP USING THE PROVIDED ALLEN KEY
 7. TIGHTEN ALL THE SCREWS AND PLACE THE DESK ON ITS LEGS
 8. INSERT THE CABLE MANAGEMENT COVER INTO THE HOLE IN THE WOODEN TOP
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ASSEMBLY INSTRUCTIONS: DRAWER

IF YOU WISH TO HAVE A DRAWER, ENSURE TO FIX THE DRAWER BEFORE YOU ASSEMBLE THE TOP ONTO THE STRUCTURE

1. TAKE THE DRAWER AND ITS HARDWARE OUT OF THE BOX
 2. REMOVE THE WOODEN TOP FROM ITS PACKAGING AND LAY IT ON A BLANKET/ SOFT AND CLEAN SURFACE WHICH WILL NOT SCRATCH THE SURFACE WITH THE UNDERSIDE FACING UP
 3. ENSURE TO CHOOSE THE CORRECT SIDE OF YOUR LEFT OR RIGHT DRAWER; THEY ARE NOT INTERCHANGEABLE
 4. FIX THE METAL PIN WITH THE FOUR SHORT SCREWS ONTO THE TOP
 5. ADD THE PLASTIC DISK AND THE PLASTIC TUBE WHICH COVER THE METAL PART
 6. PLACE THE DRAWER UPSIDE DOWN ONTO THE PIN
 7. PLACE FIRST THE PLASTIC PLATE AND THEN THE METAL PLATE AND FIX EVERYTHING WITH THE LONG SCREW PROVIDED
 8. ALIGN THE LONG SIDE OF THE DRAWER WITH THE TOP MAKING SURE THAT IT SITS PARALLEL
 9. PLACE THE SELF ADHESIVE ROUND OR SQUARE RUBBER STOPPER ONTO THE CLEAN WOODEN SURFACE
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ASSEMBLY INSTRUCTIONS: SCREEN

1. REMOVE THE SCREEN FROM ITS PACKAGING
2. REMOVE THE TWO METAL BRACKETS FROM THEIR PACKAGING
3. PLACE THE CLOSED WASHER INTO THE REBATE OF ONE SIDE OF THE SCREEN
4. ON THE OTHER SIDE, PLACE THE WASHER WITH HOLE INTO THE REBATE OF THE SCREEN AND PLACE THE METAL L ON TOP
5. INSERT THE SCREW INTO THE METAL L FIXING IT WITH THE PROVIDED ALLEN KEY
6. PLACE THE RUBBER POINTS ONTO THE LONG SIDE AT THE FAR END OF THE BRACKET
7. PLACE THE SCREEN WITH ITS METAL BRACKETS ONTO THE WOODEN TOP, ENSURING THAT THE LONG SIDE OF THE BRACKET IS ON THE BOTTOM SIDE OF THE TABLE TOP
8. IF YOU WISH TO FIX THE SCREEN PERMANENTLY ONTO THE TABLE TOP, PLEASE USE THE SMALL SCREW PROVIDED TO FIX IT ONTO THE WOODEN TOP