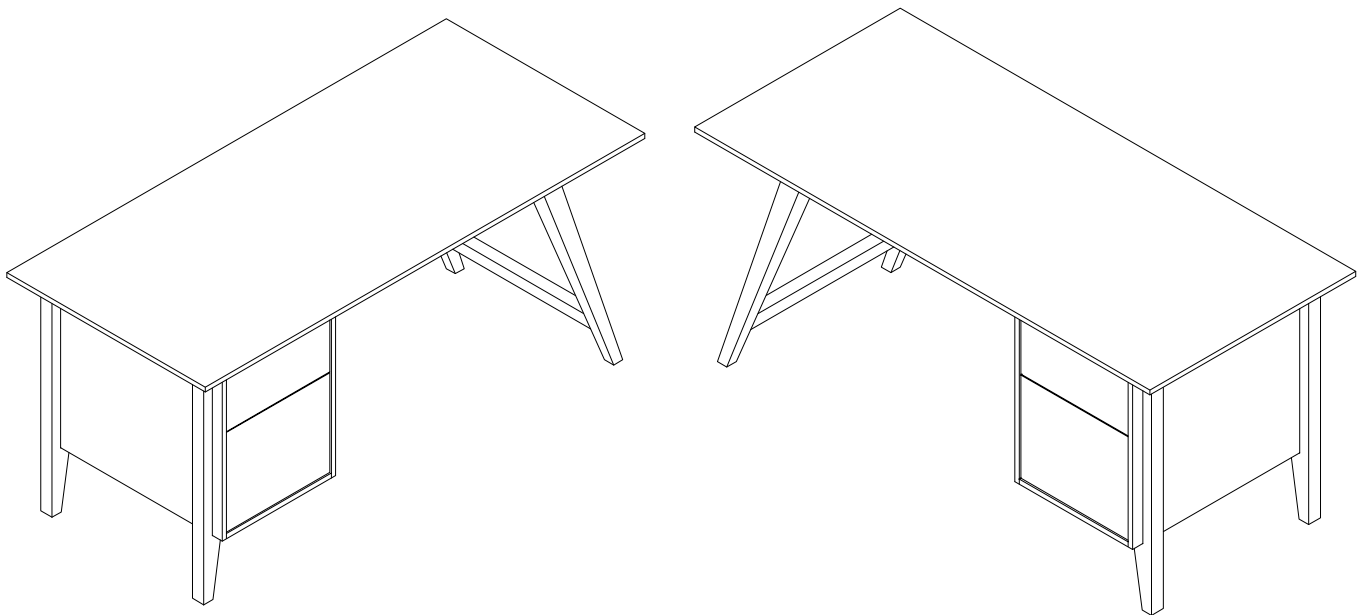




ASSEMBLY INSTRUCTIONS

BELFORT CABINET DESK 1600MM

ITEM CODE: OTBEL160DK



This design and instruction booklet is subject to copyright
www.officeworks.com.au

2 Cartons

For spare parts or hardware email hardware@kyvas.com.au

Important
Estimated Assemble Time: 60min

Assembly Video

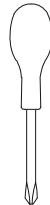
- To view an assembly video, go to <https://www.officeworks.com.au/>
- Search the product by item code or name:



- Click on the icon to watch the video.



Tools Required



CAUTION: Do not use tools other than those required, as this can damage your new item.

NOTE

- Please check you have all hardware before assembling.
- Missing hardware, please contact Kyvas on 0456 456 547 or hardware@kyvas.com.au
- Please ensure you have the item name, batch number, required part and quantity.
- Please retain your receipt as proof of purchase to validate your warranty.

CAUTION

- Do not tighten screws before all screws are in the right place.
- Do not use this product unless all bolts, screws and knobs are firmly secured.
- Check that all bolts, screws and knobs are securely tightened at least every 4 months.

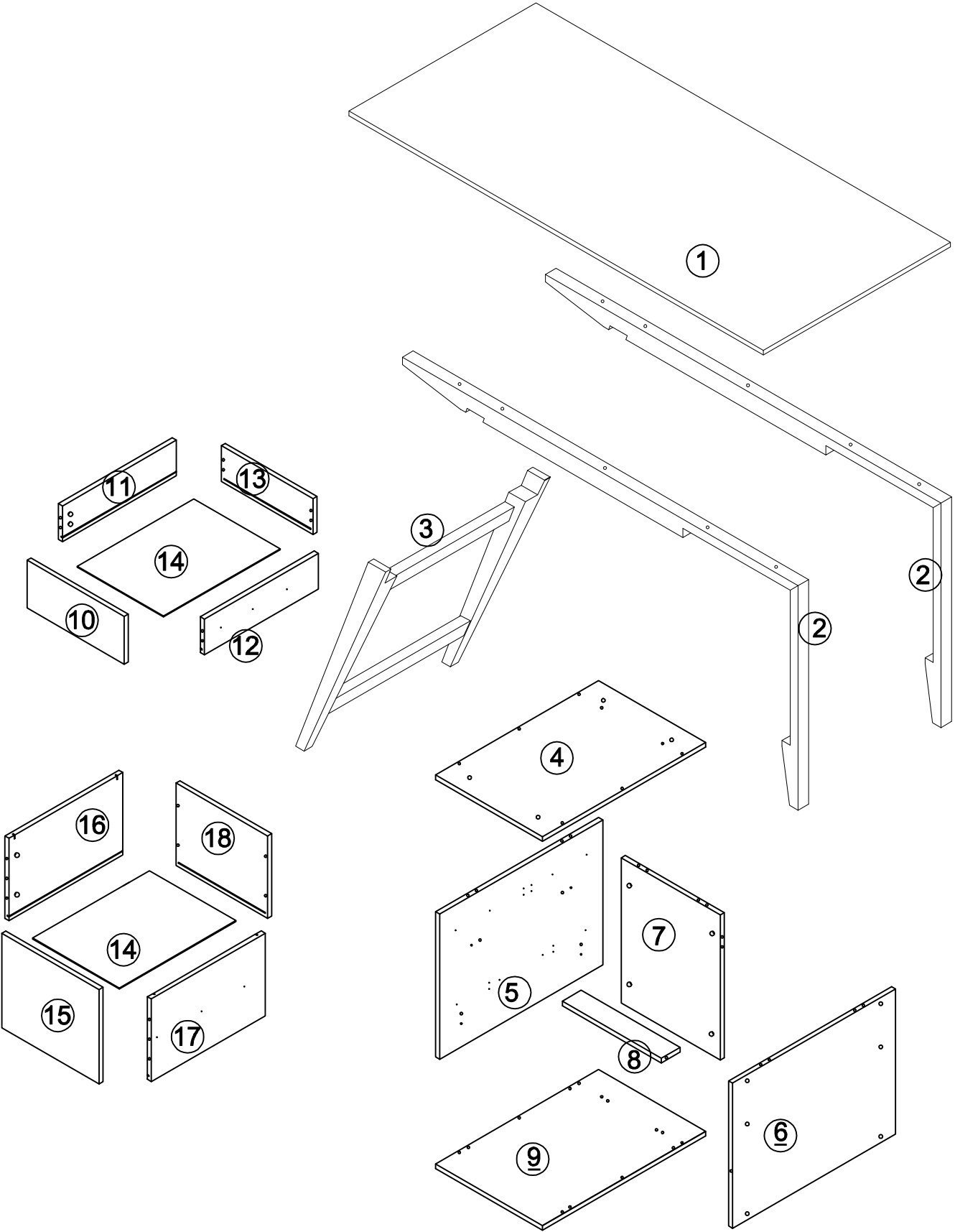
WARNING

- If parts are missing, broken, damaged or worn stop using the product until all repairs are made using manufacturer authorised parts.
- Keep children and animals away from the assembly area. This furniture contains small parts that could cause choking if swallowed.
- Keep all plastic wrapping materials away from babies and children to avoid danger of suffocation.
- This item is not for outdoor use – unless stated otherwise.
- Failure to follow these warnings could result in serious injury.

DANGER

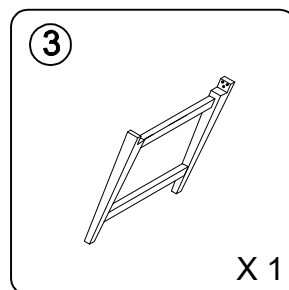
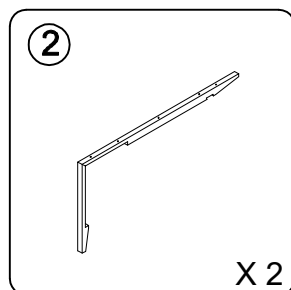
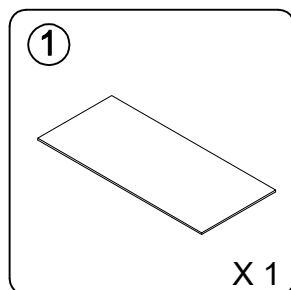
- CHILDREN MUST BE SUPERVISED.

Part Overview

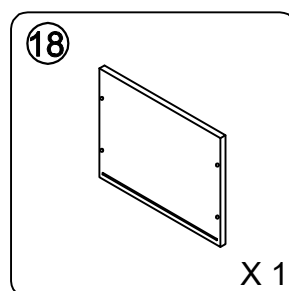
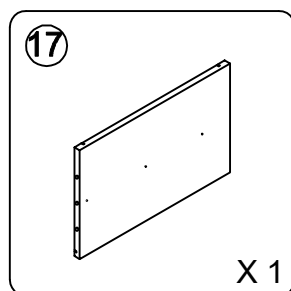
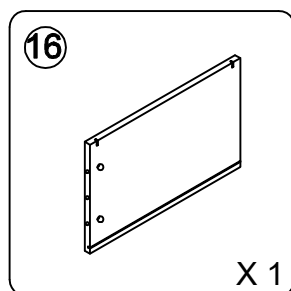
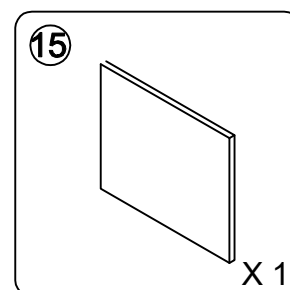
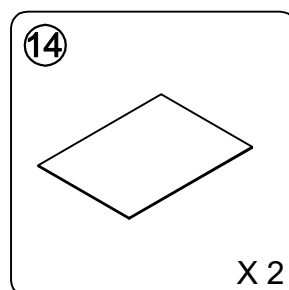
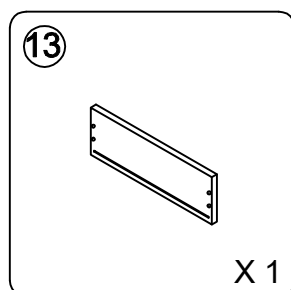
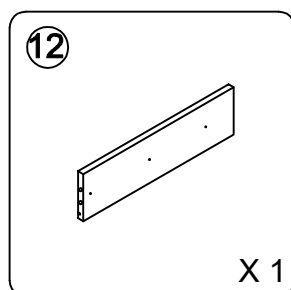
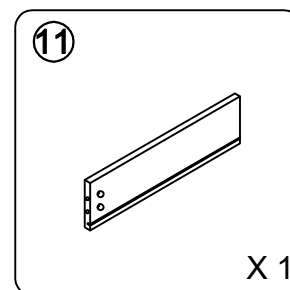
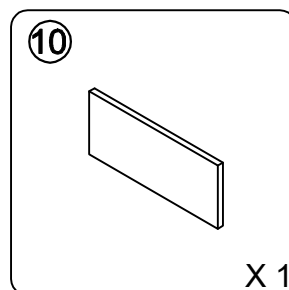
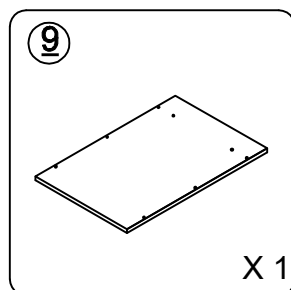
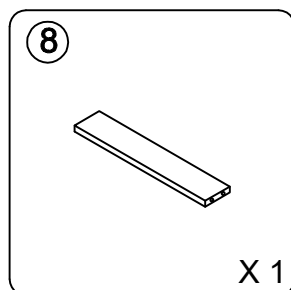
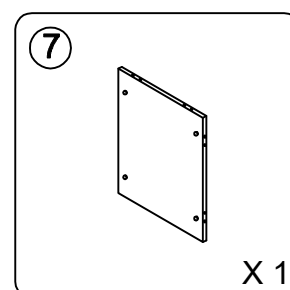
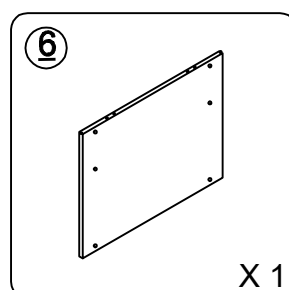
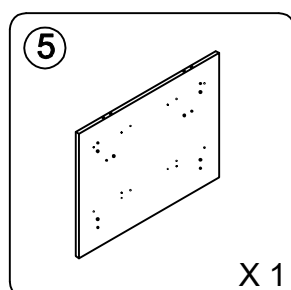
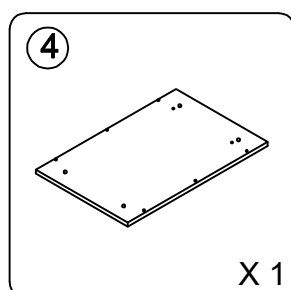


Part List

Parts located in Carton - OTBELFORC1

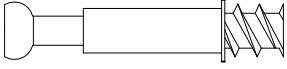
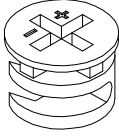

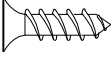
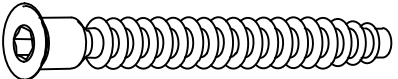
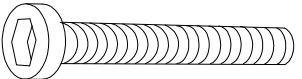
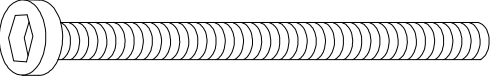

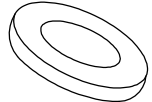



Parts located in Carton - OTBELFORC2

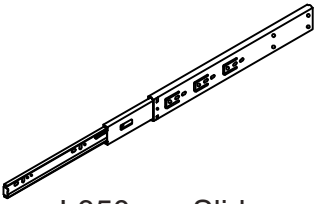
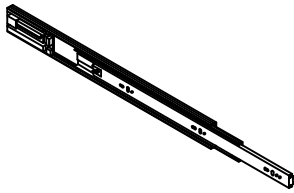
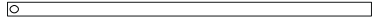


Hardware List

Hardware Pack located in Carton - OTBELFORC1

<p>A</p>  <p>(Ø6 x 35mm) X 15pcs (Extra 1pc)</p>	<p>B</p>  <p>(Ø15 x 12mm) X 15pcs (Extra 1pc)</p>	<p>C</p>  <p>(Ø7.8 x 30mm) X 22pcs (Extra 2pcs)</p>
<p>D</p>  <p>(Ø3.5 x 12mm) X 30pcs (Extra 2pcs)</p>	<p>G</p>  <p>(M6 x 48mm) X 26pcs (Extra 2pcs)</p>	<p>H</p>  <p>(M6 x 32mm) X 6pcs</p>
<p>I</p>  <p>(M6x 57mm) X 17pcs (Extra 1pc)</p>	<p>J</p>  <p>Washer X 24pcs (Extra 2pcs)</p>	<p>K</p>  <p>Washer X 24pcs (Extra 2pcs)</p>
<p>L</p>  <p>Allen Key M6-size X 1pc</p>		

Other hardware located in Carton -OTBELFORC1

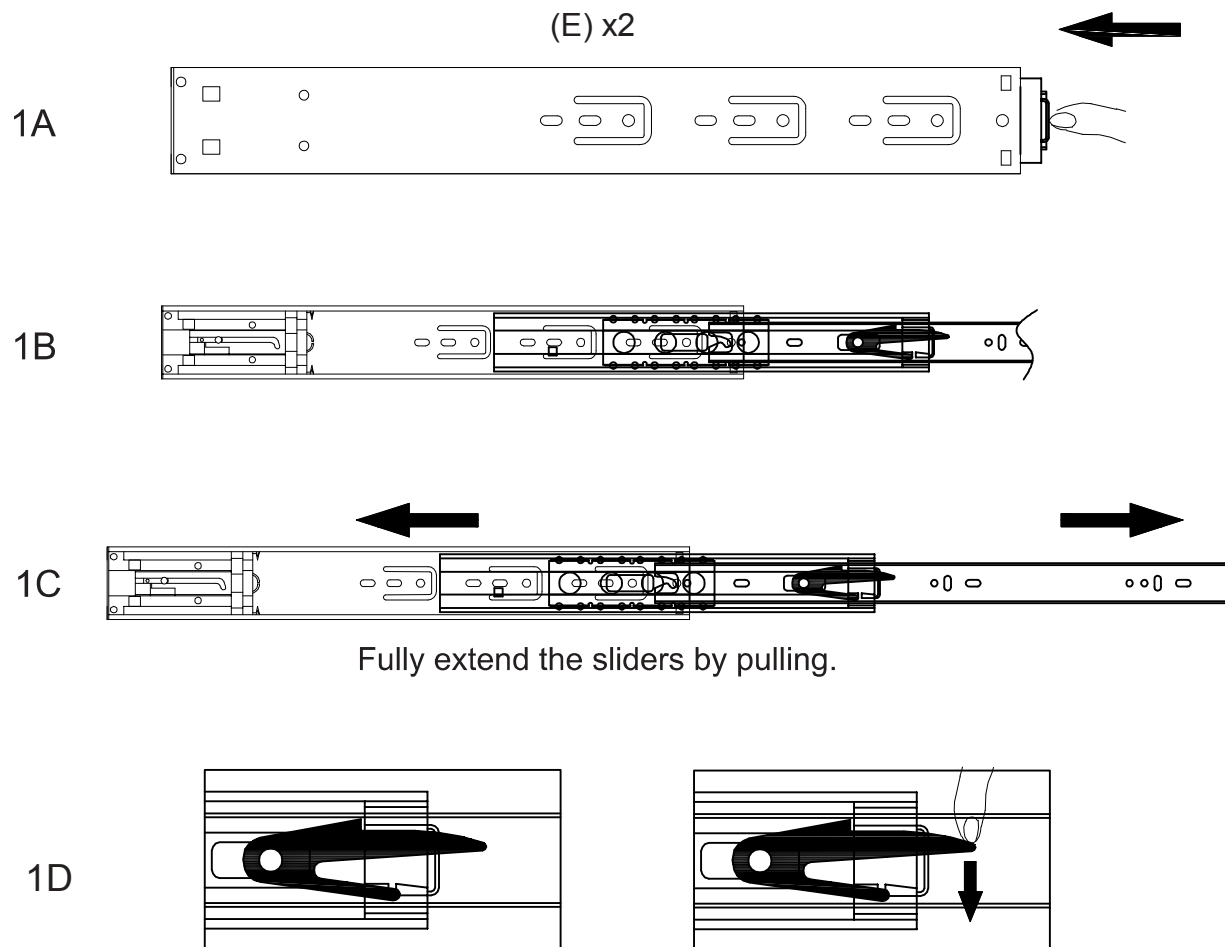
<p>E</p>  <p>L350mm Slider X 2sets</p>	<p>F</p>  <p>L450mm Slider X 2sets</p>	<p>M</p>  <p>Filing Rail X 2pcs</p>
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If you are missing hardware, please contact Kyvas at hardware@kyvas.com.au

Assembly

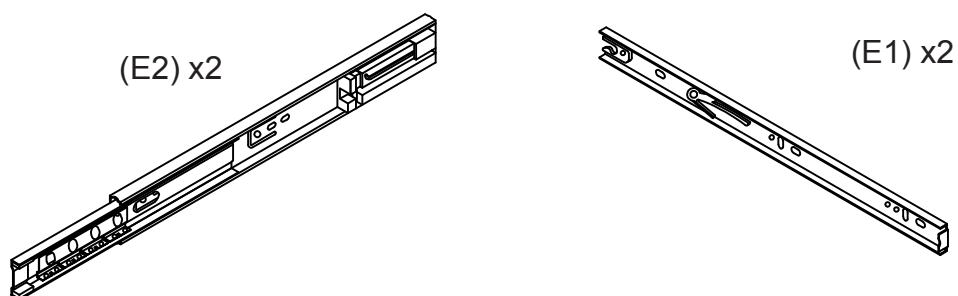
Step 1

Separate slider components



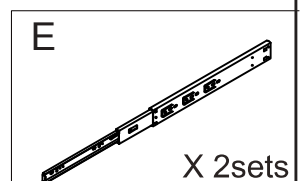
Fully extend the sliders by pulling.

Locate tab and press as indicated whilst pulling sliders apart to release sections.



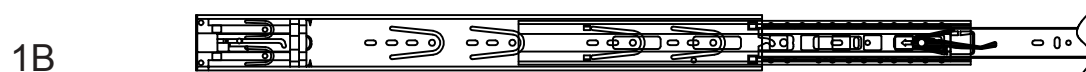
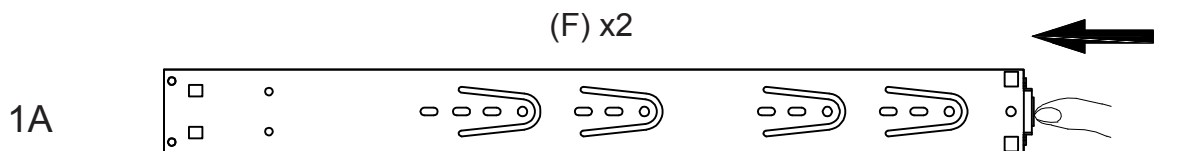
Separated components now become E1 and E2.

This procedure can be viewed in the assembly video. Video details on page 2 of this booklet.

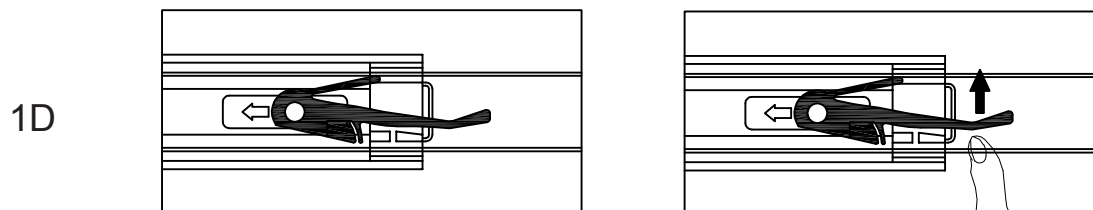


Step 2

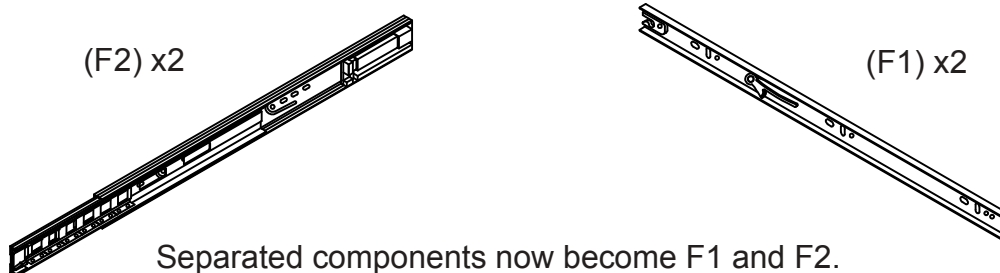
Separate slider components



Fully extend the sliders by pulling.

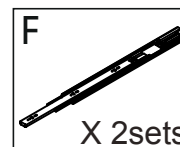


Locate tab and press as indicated whilst pulling sliders apart to release sections.

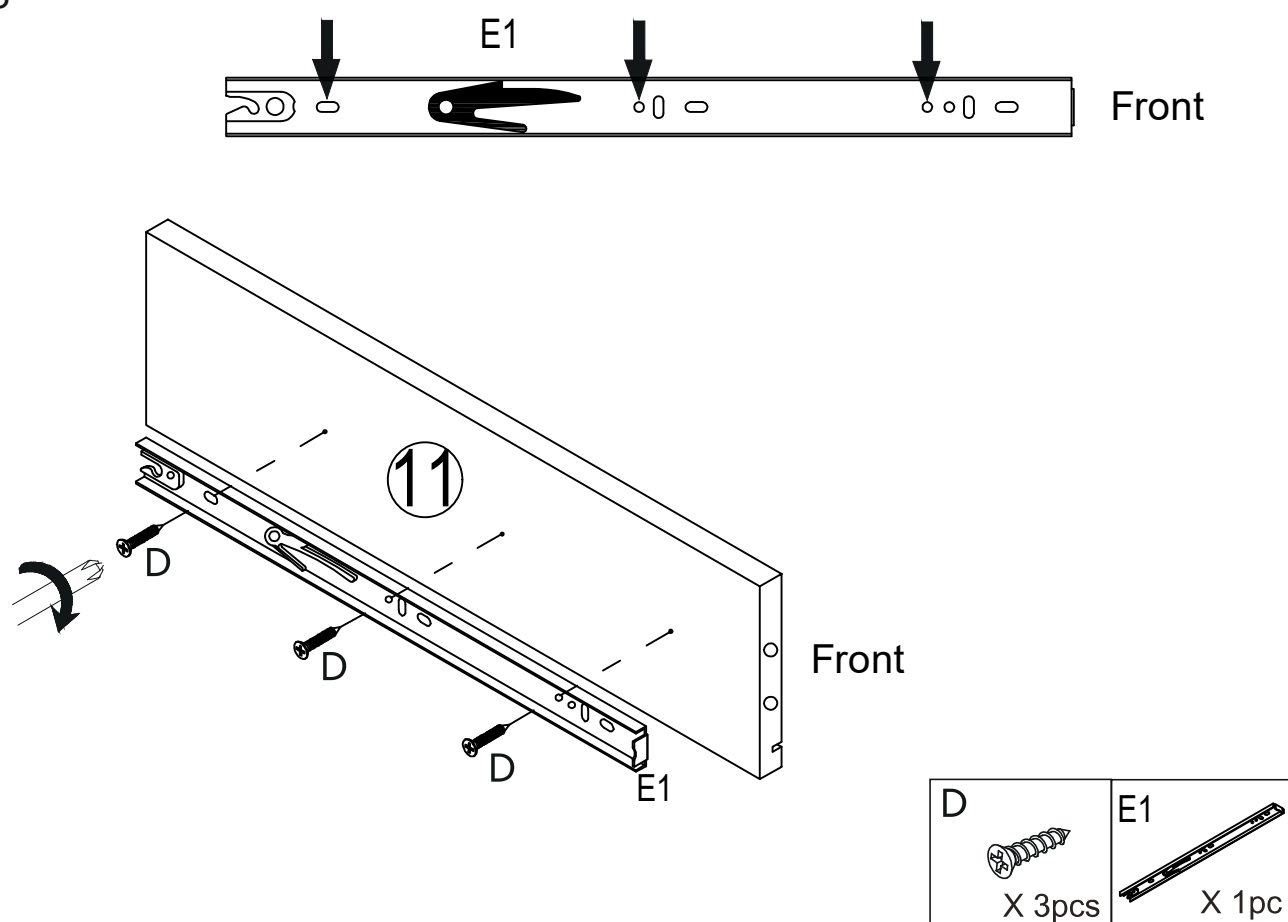


Separated components now become F1 and F2.

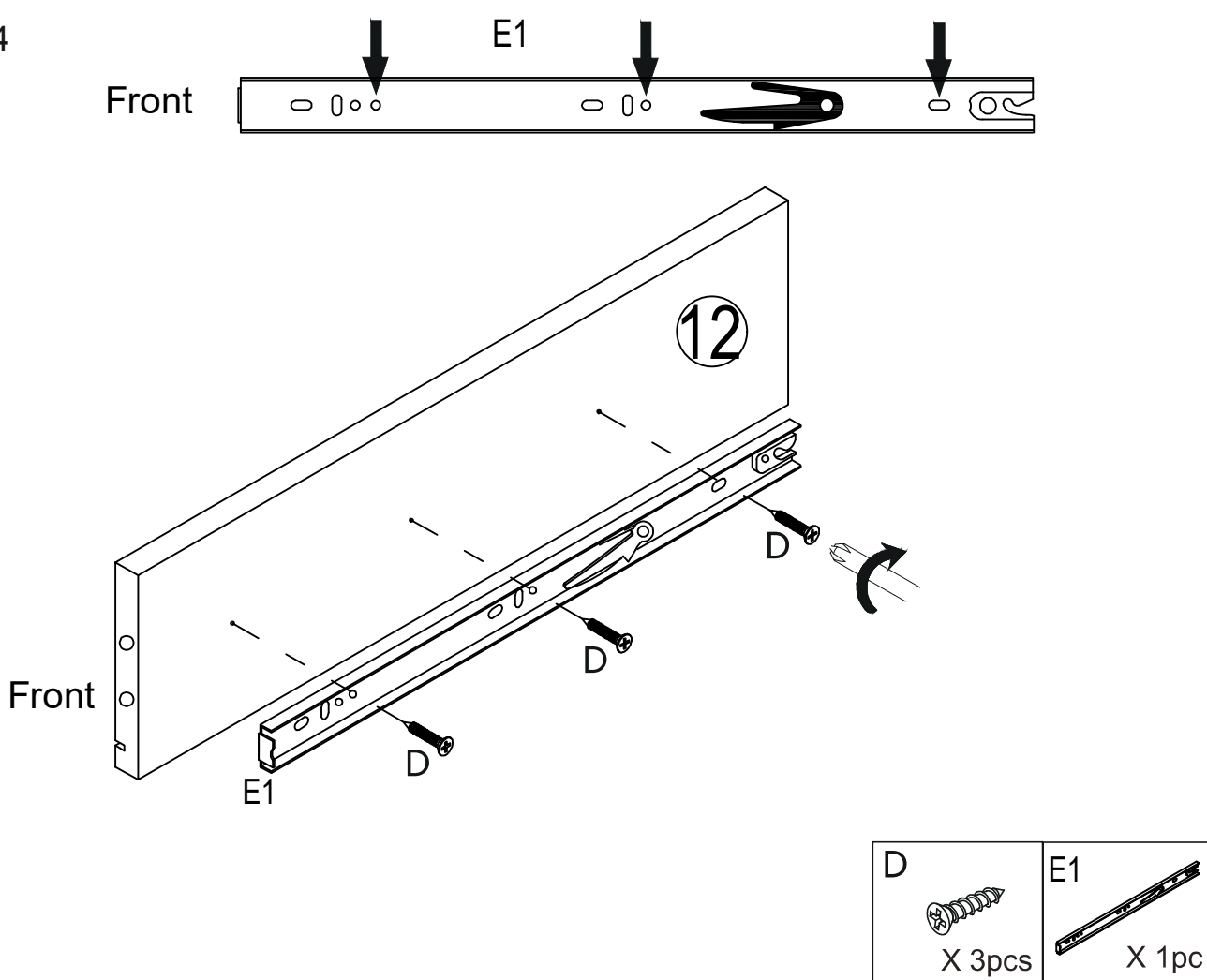
This procedure can be viewed in the assembly video. Video details on page 2 of this booklet.



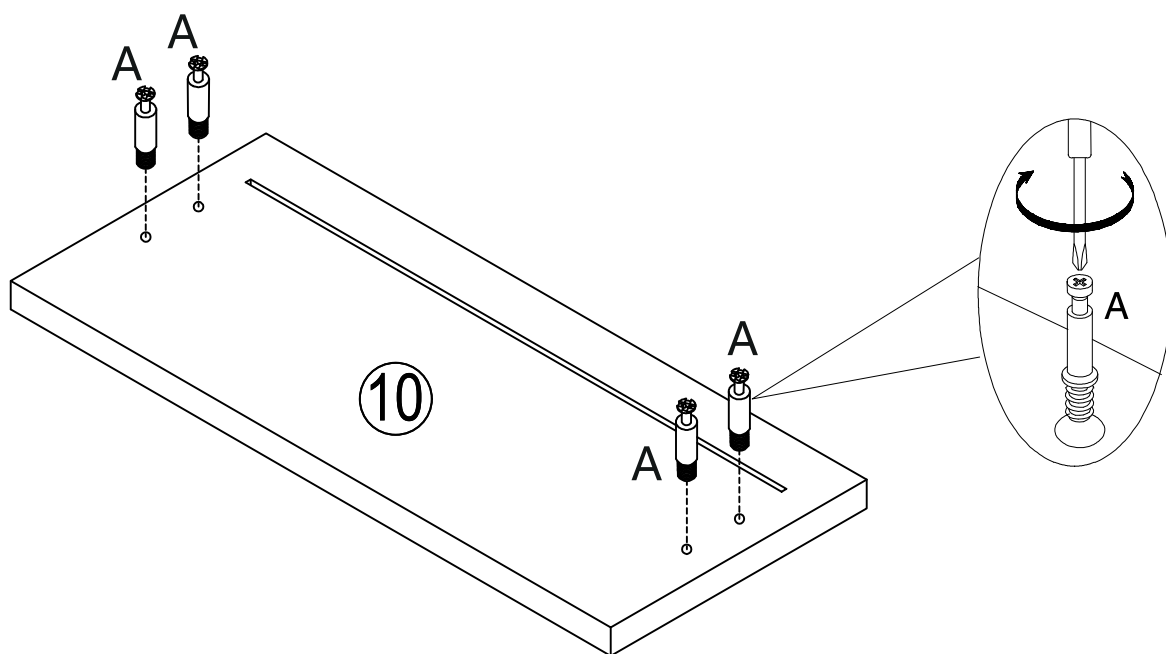
Step 3



Step 4



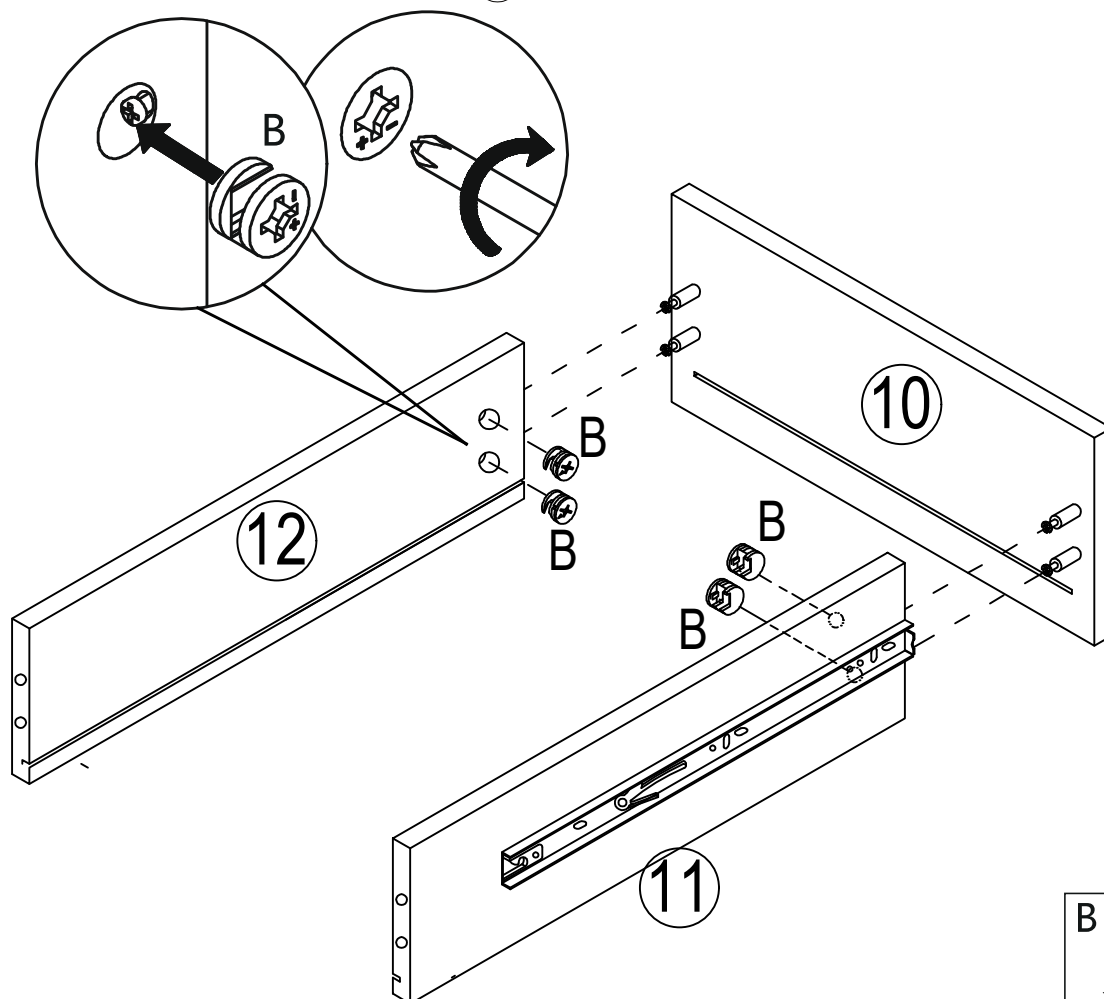
Step 5



A
X 4pcs

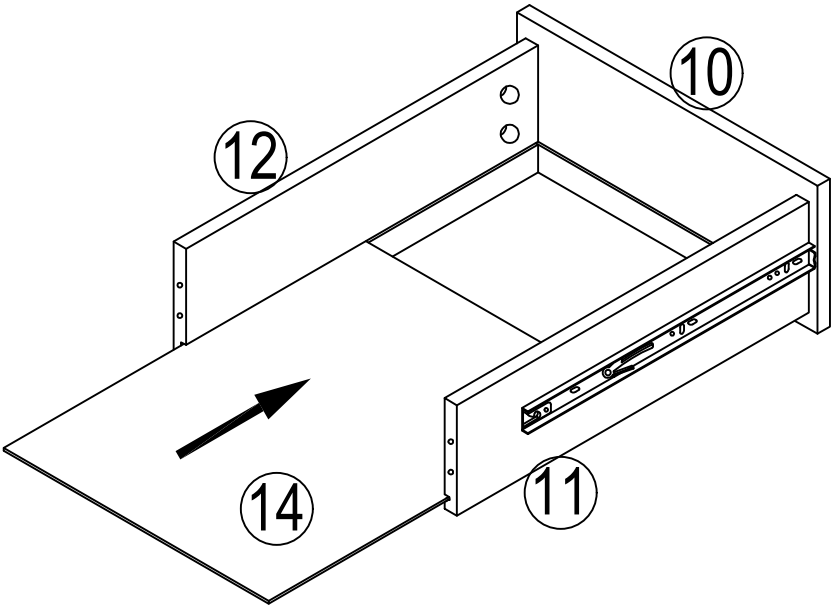
Step 6

Tighten cam locks once panel 10 is in place.

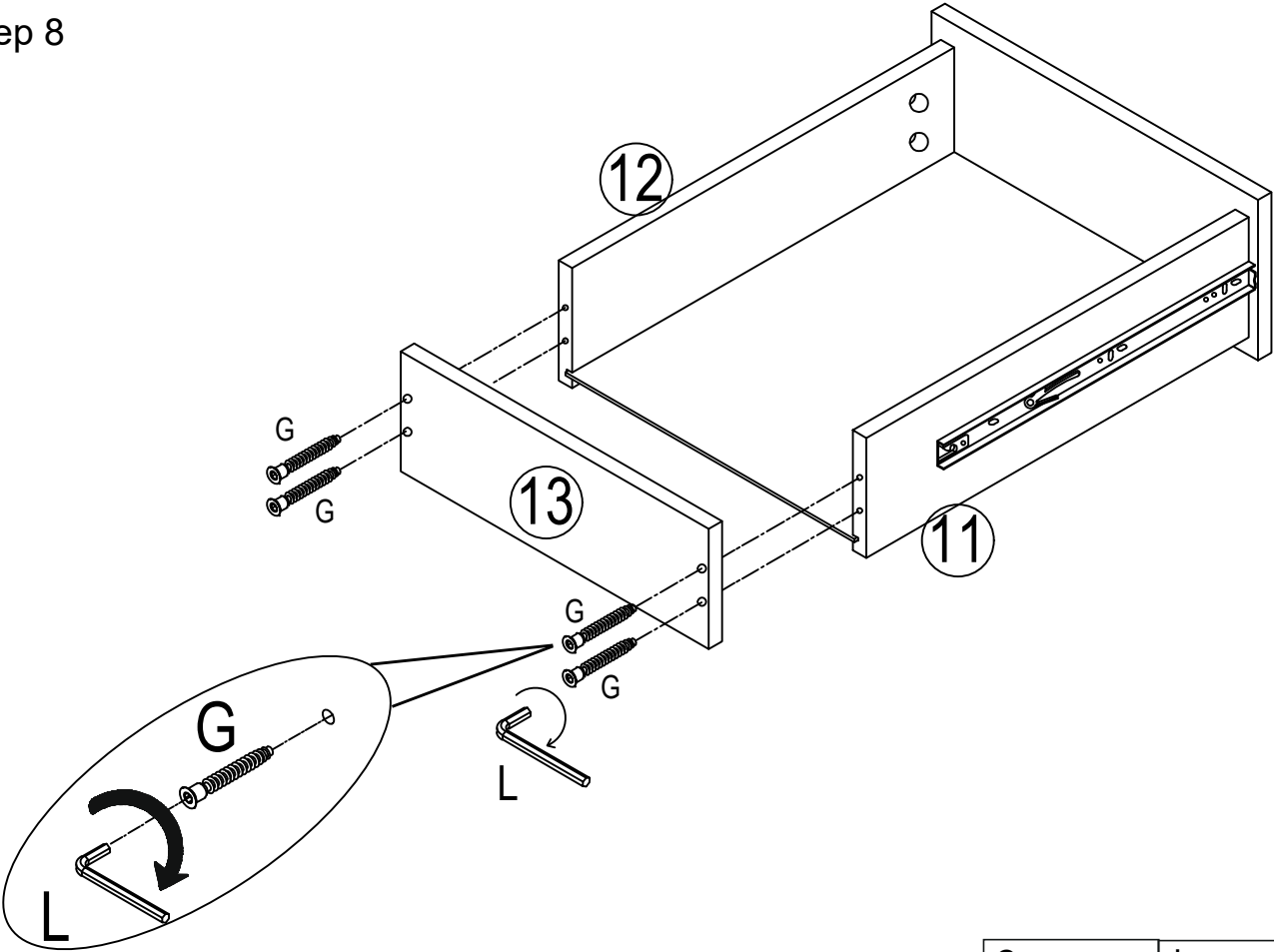




B
X 4pcs

Step 7

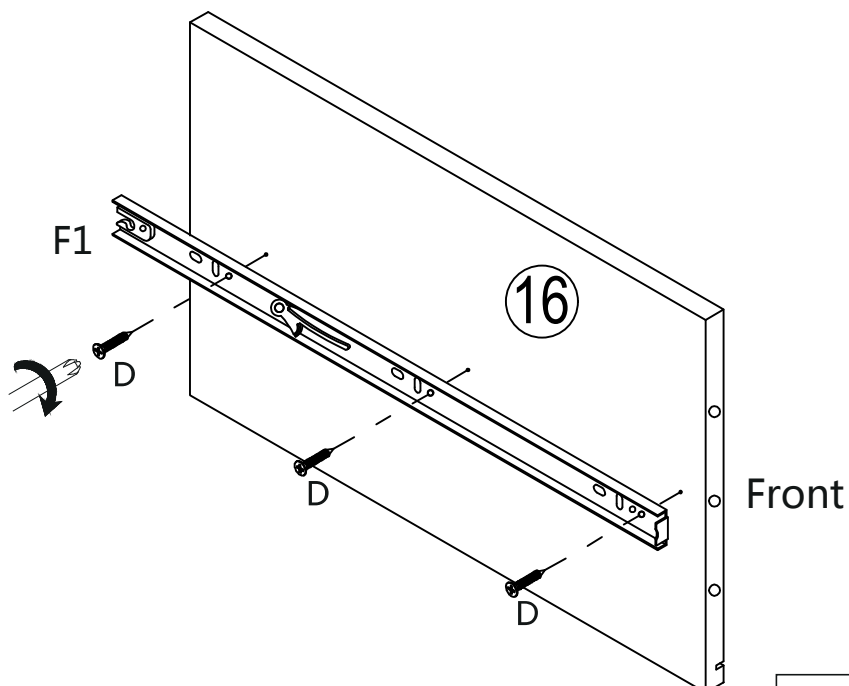
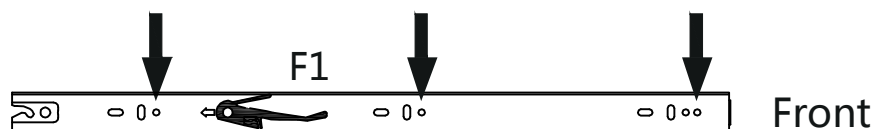




Step 8



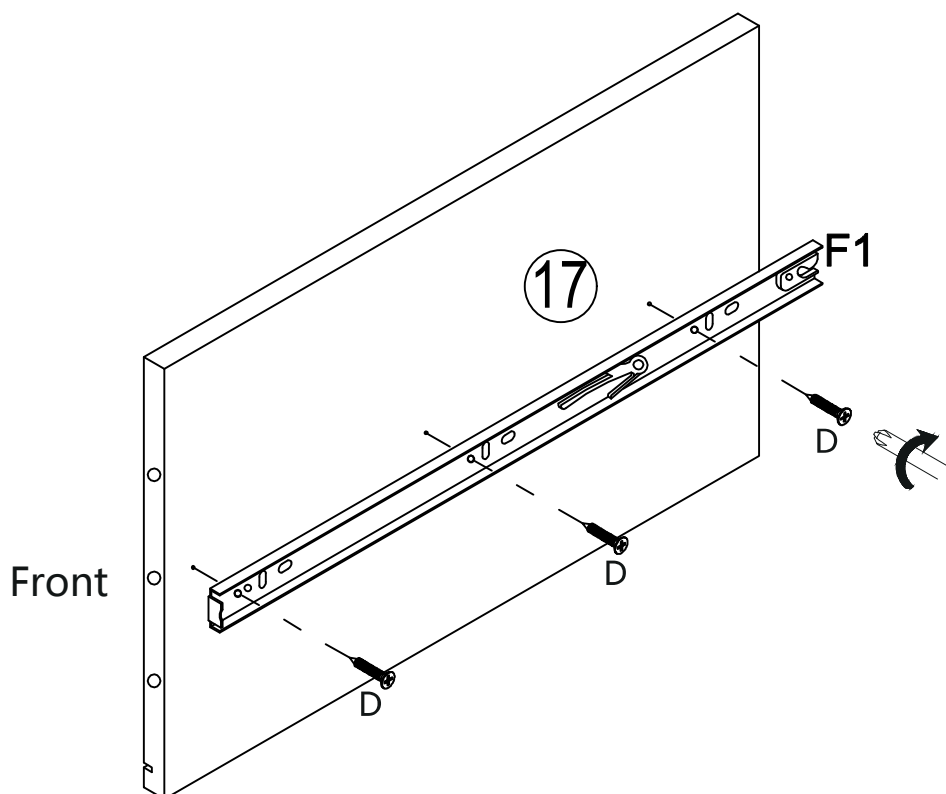
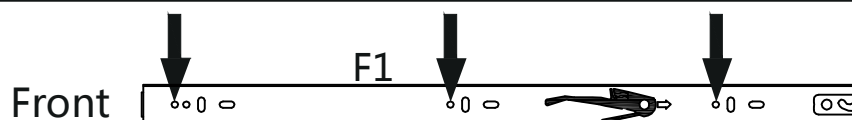
G	L
	
X 4pcs	X 1pc



Step 9



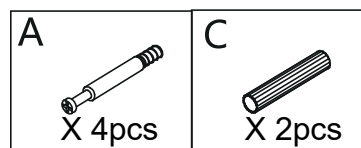
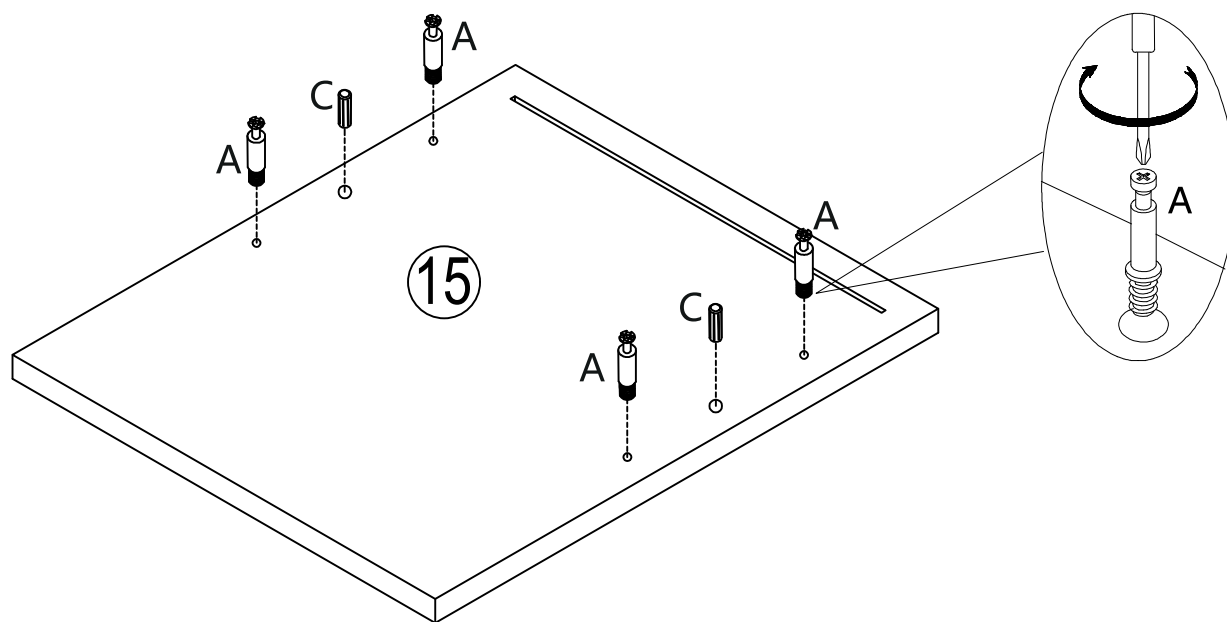
D	F1
	
X 3pcs	X 1pc

Step 10



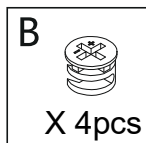
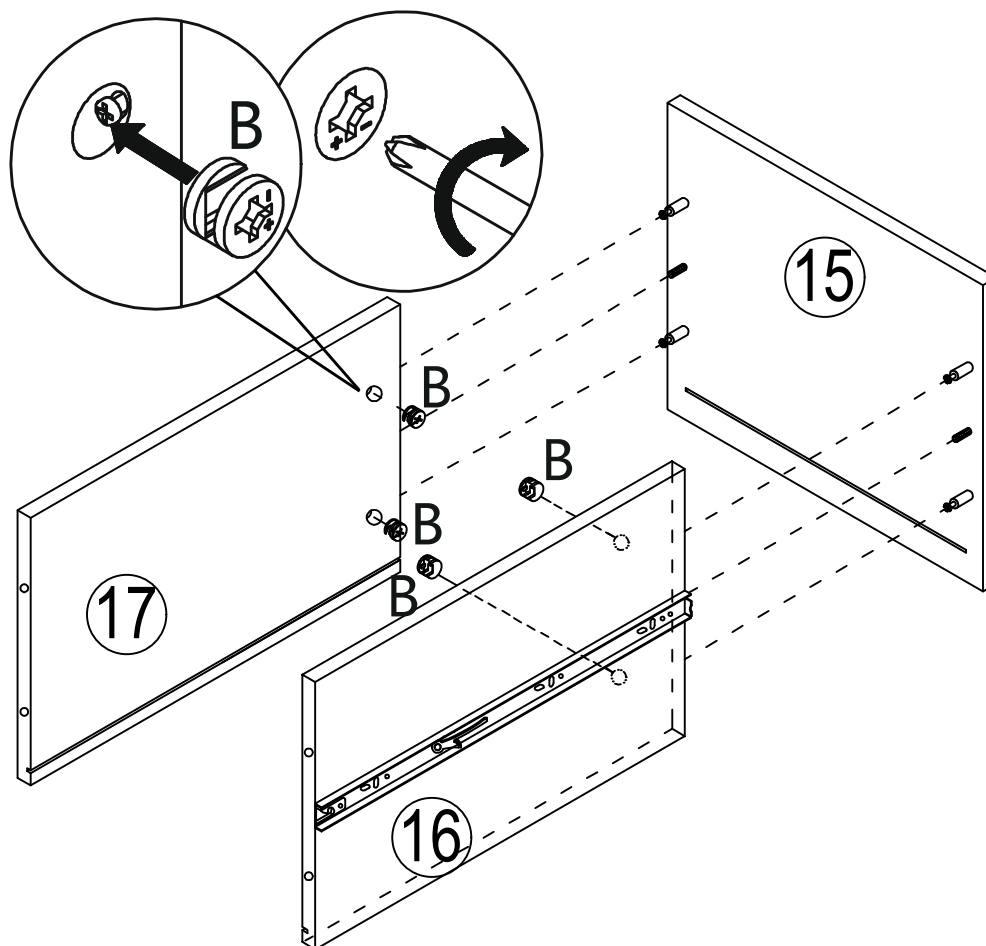
D	F1
	
X 3pcs	X 1pc

Step 11

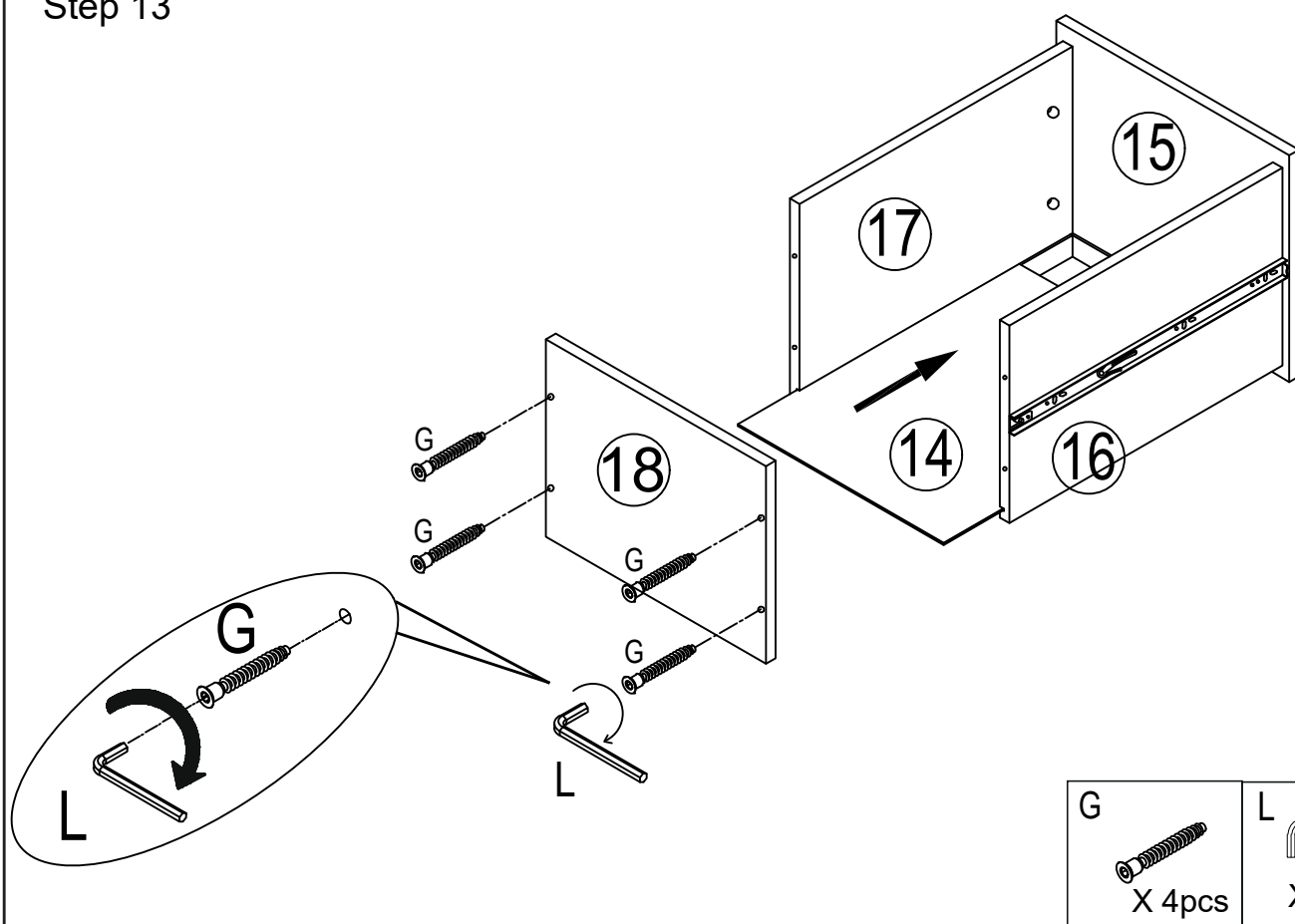


Step 12

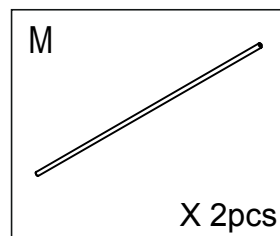
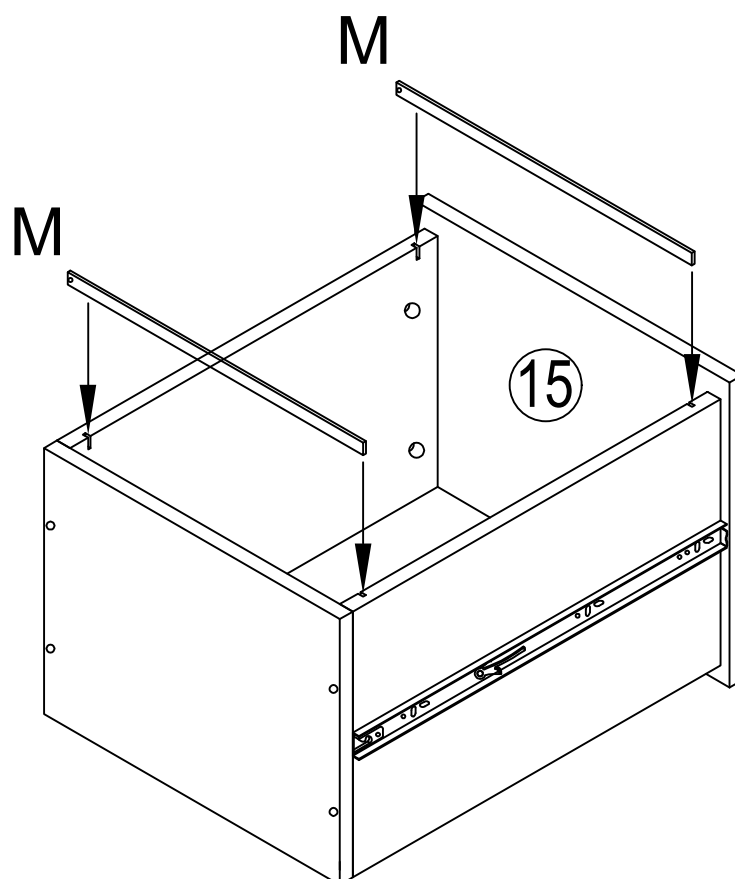
Tighten cam locks once panel 15 is in place.



Step 13

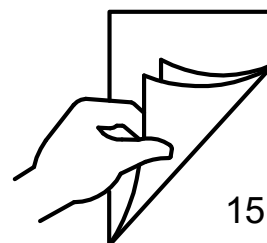
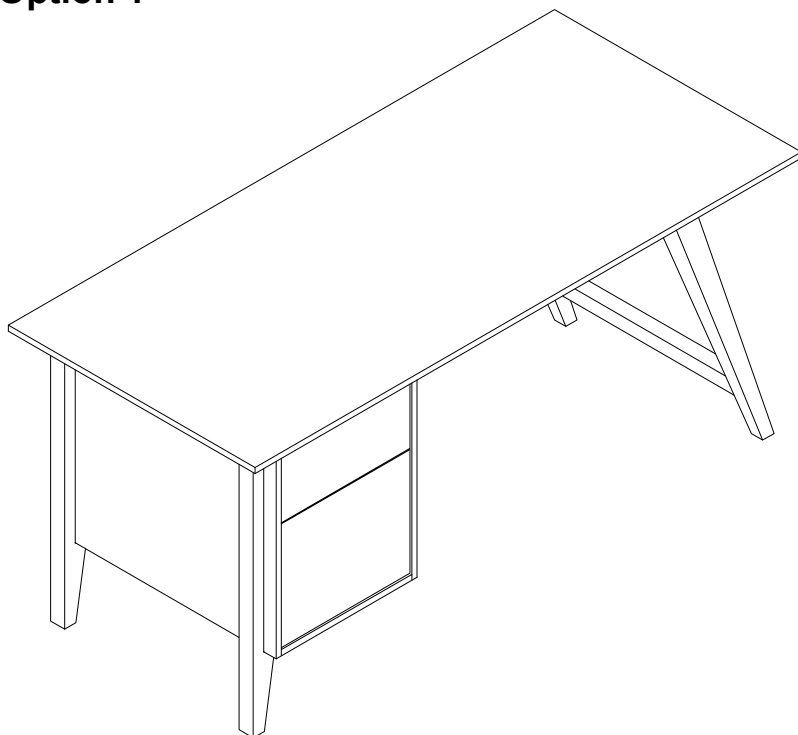


Step 14

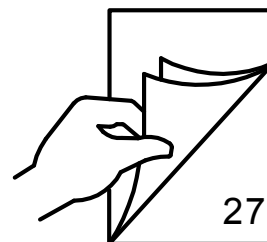
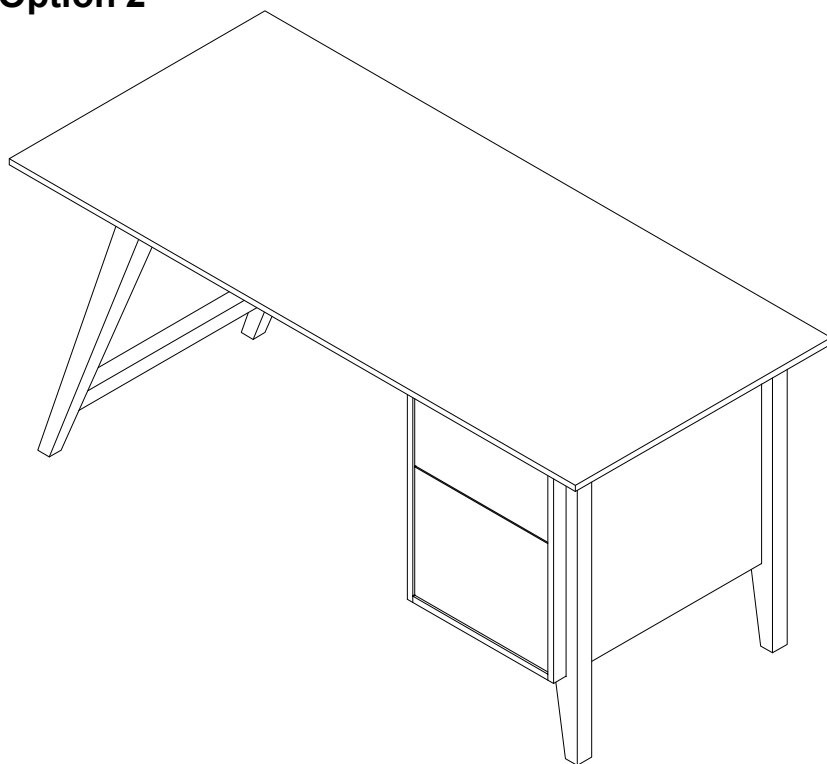


***Note: You can assemble the Desk by 2 different options.**

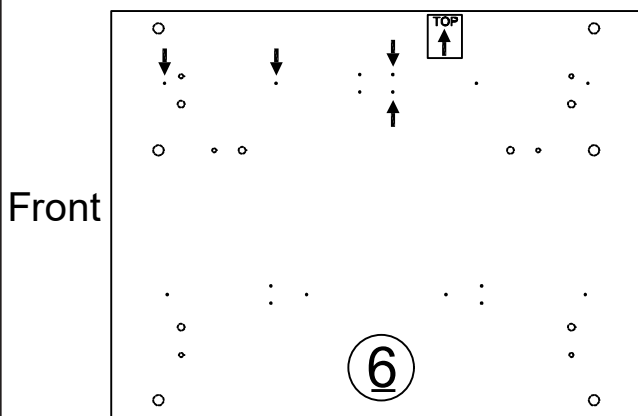
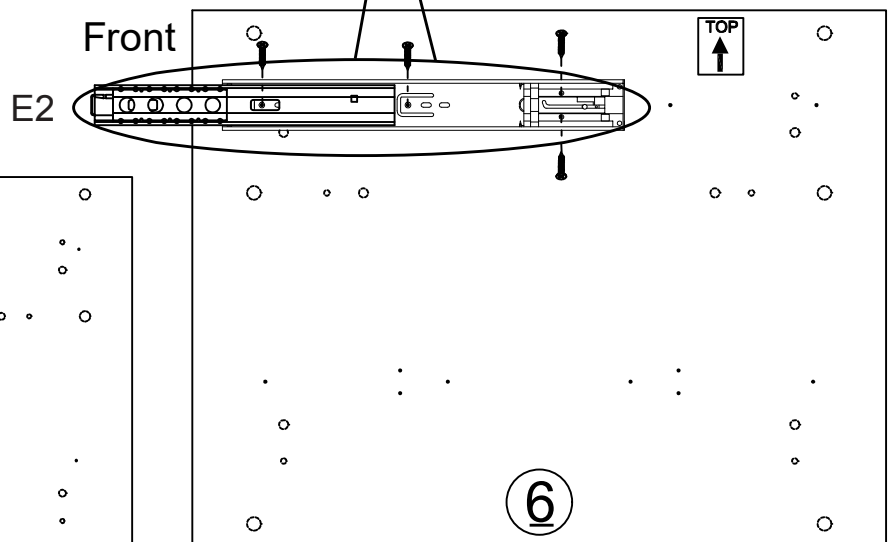
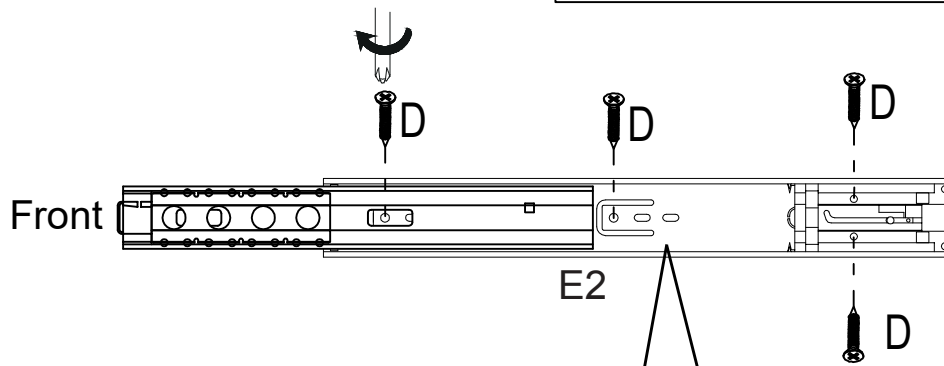
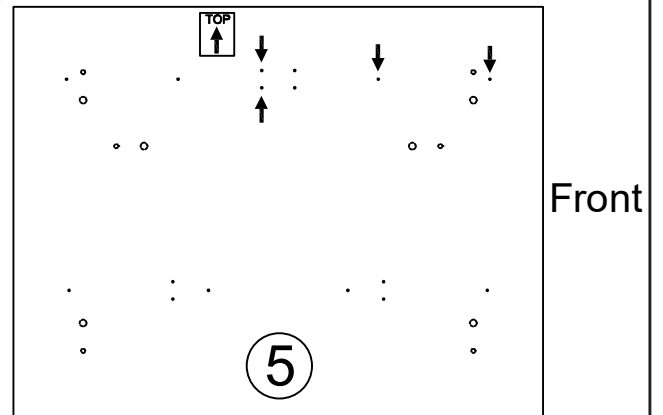
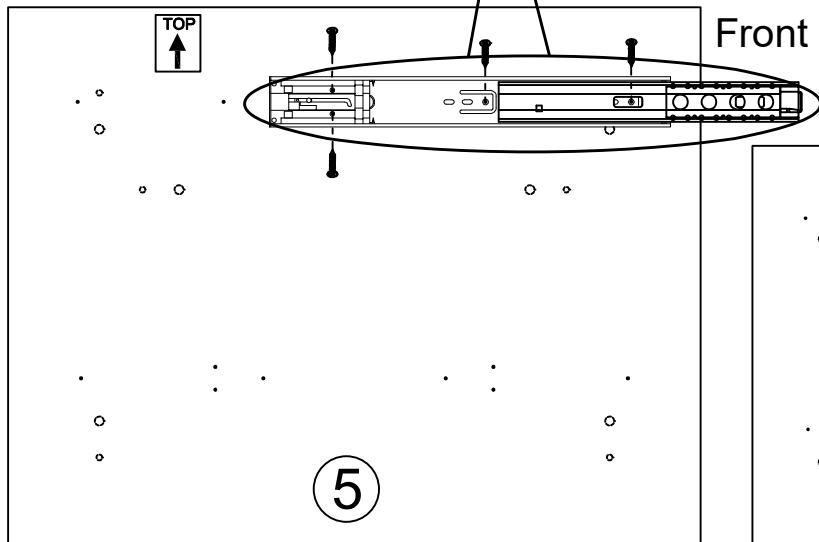
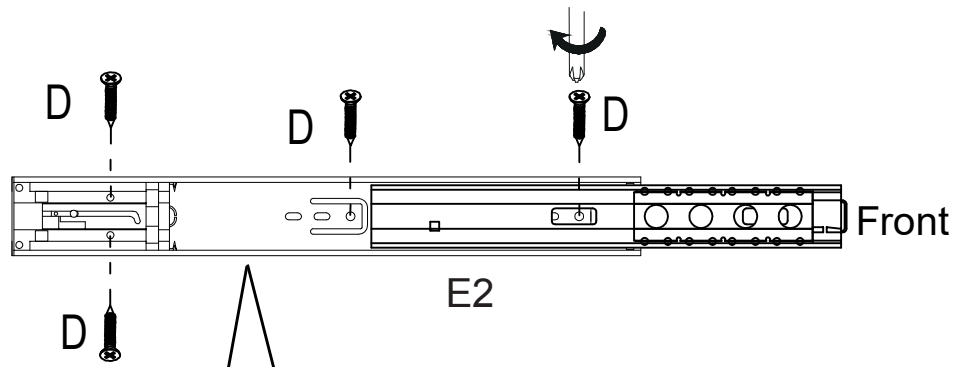
Option 1



Option 2



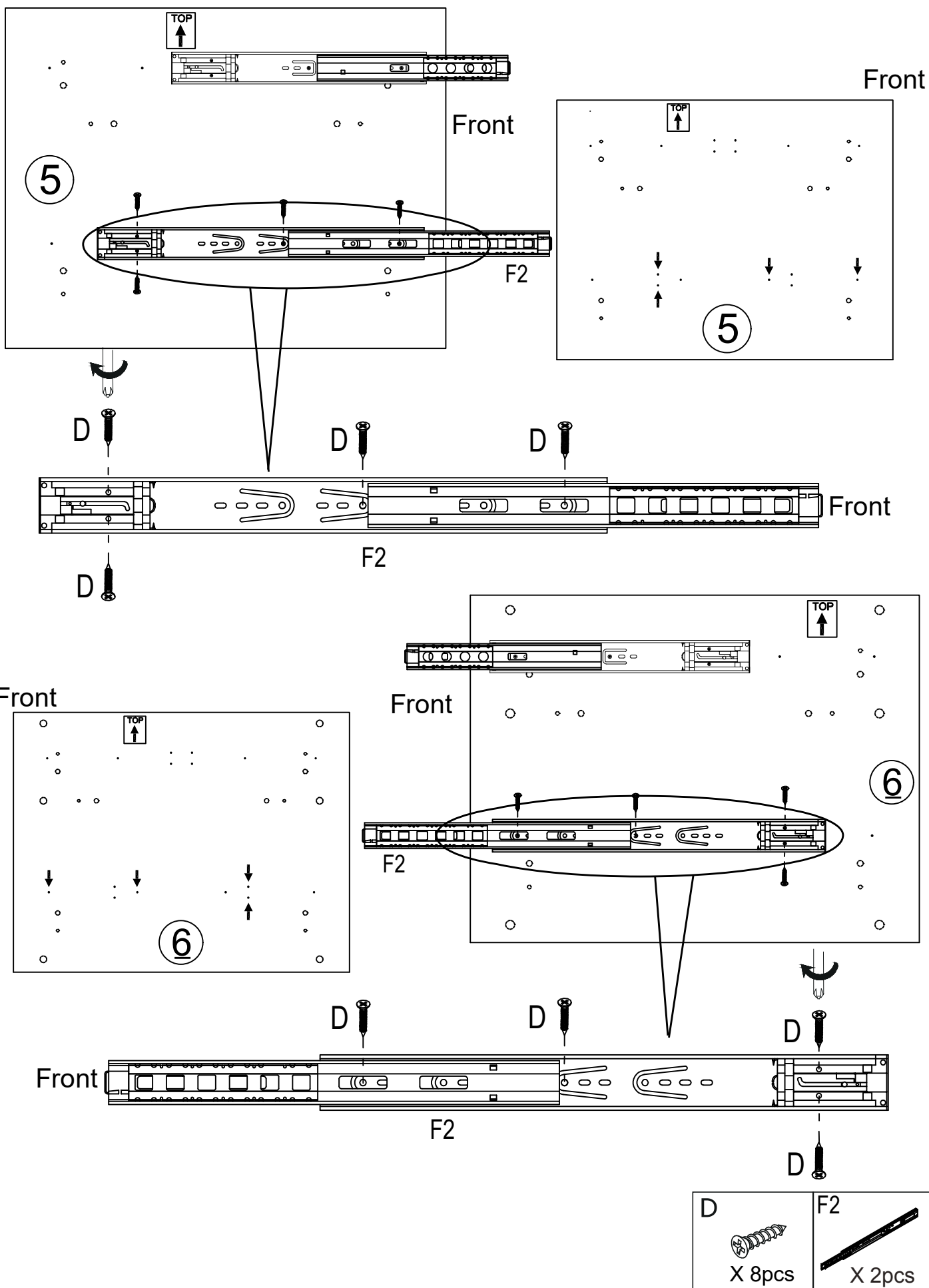
Step 15
Option 1



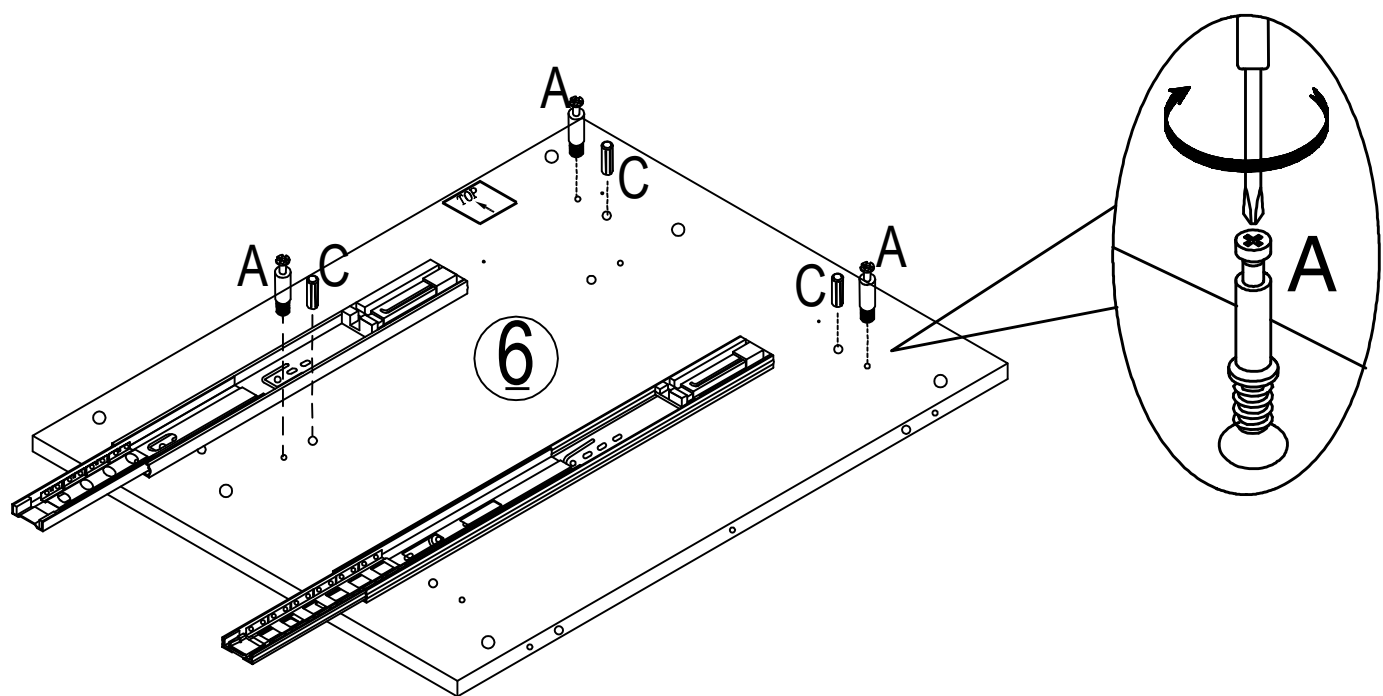
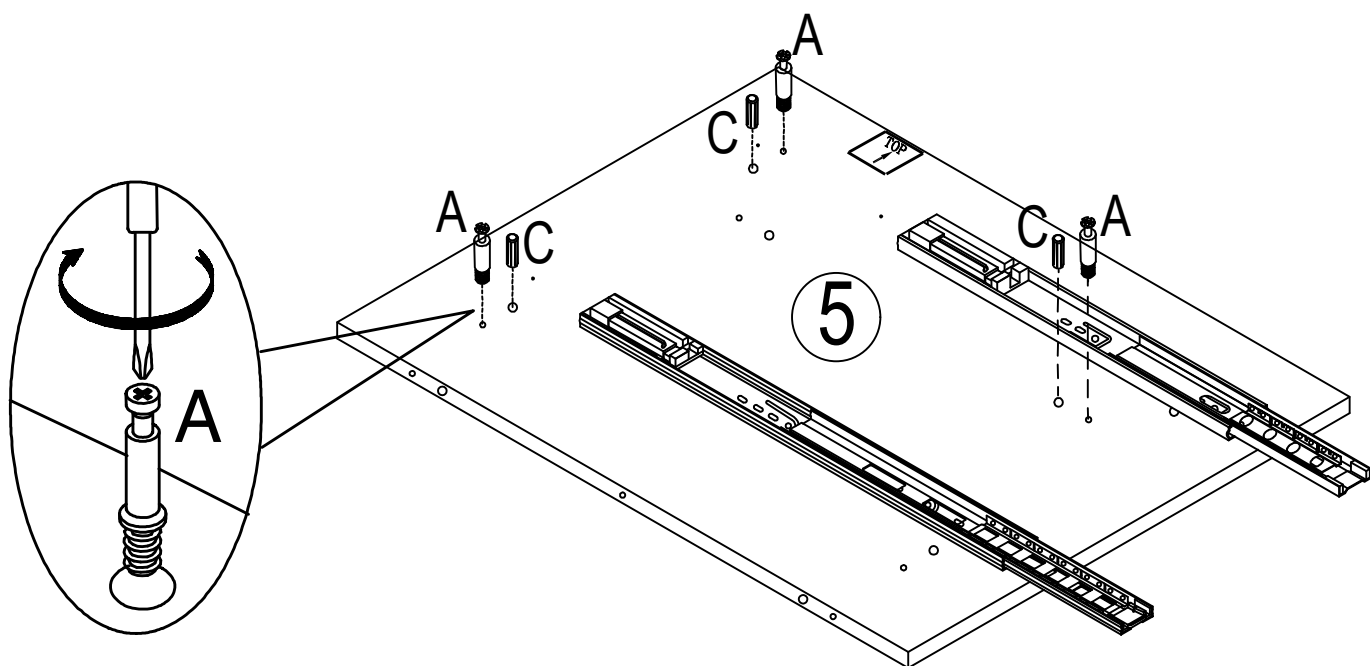
D
X 8pcs



E2
X 2pcs

Step 16
Option 1

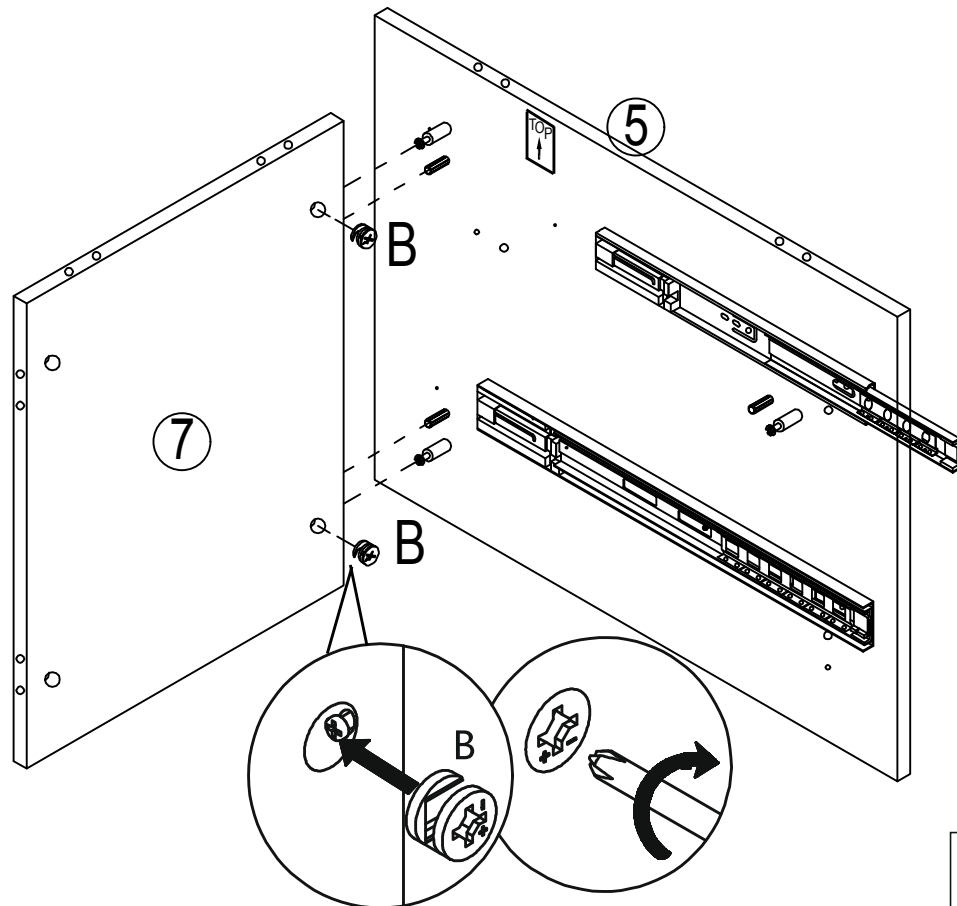


Step 17
Option 1



<p>A</p>  <p>X 6pcs</p>	<p>C</p>  <p>X 6pcs</p>
--	--

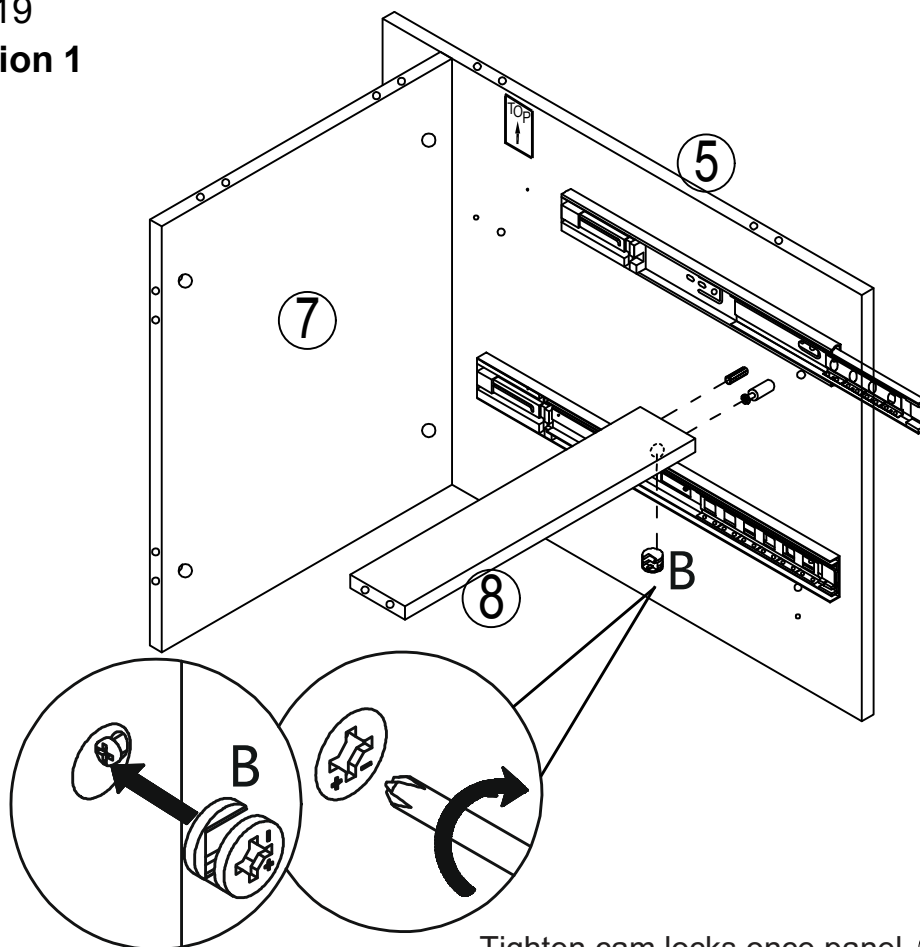
Step 18
Option 1



Tighten cam locks once panel ⑤ is in place.

B
X 2pcs

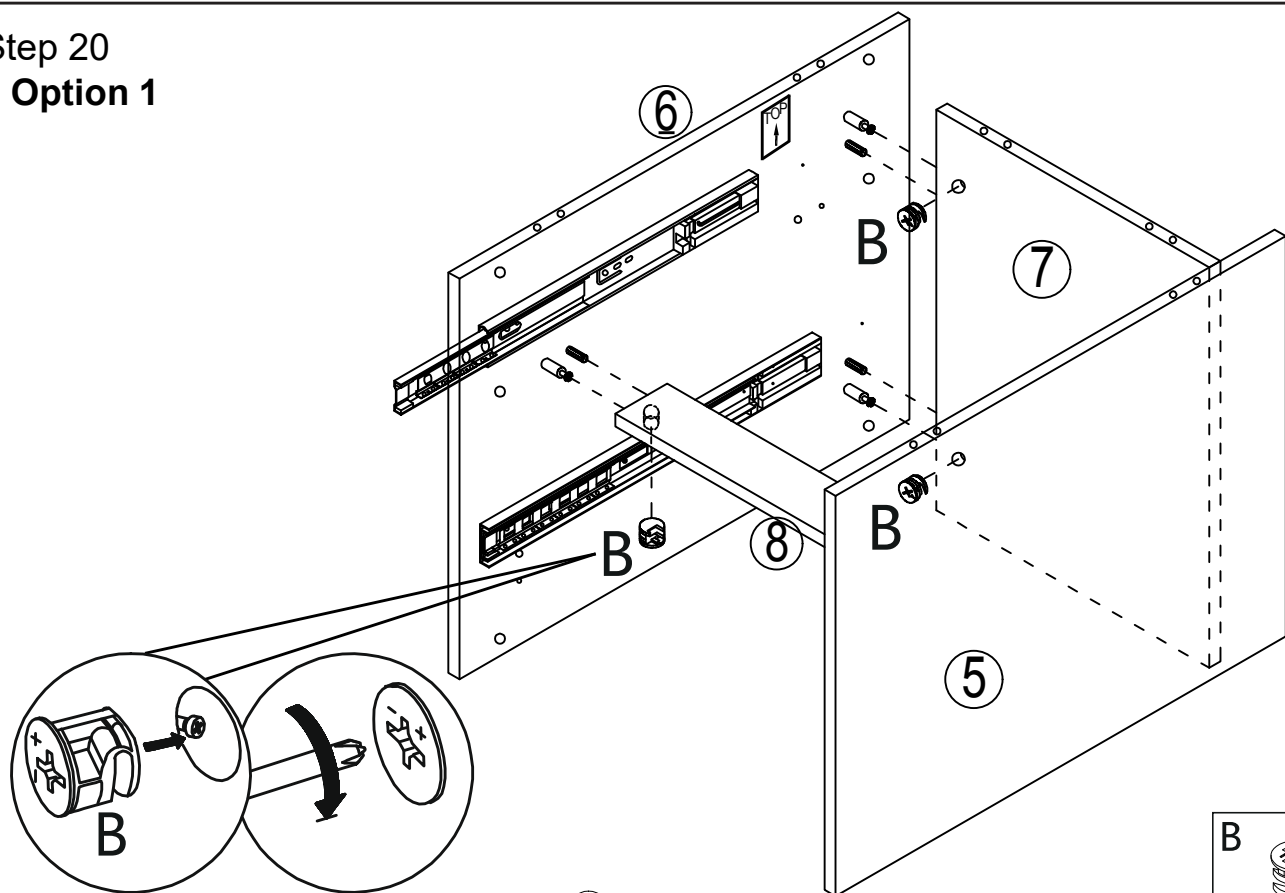
Step 19
Option 1



Tighten cam locks once panel ⑤ is in place.

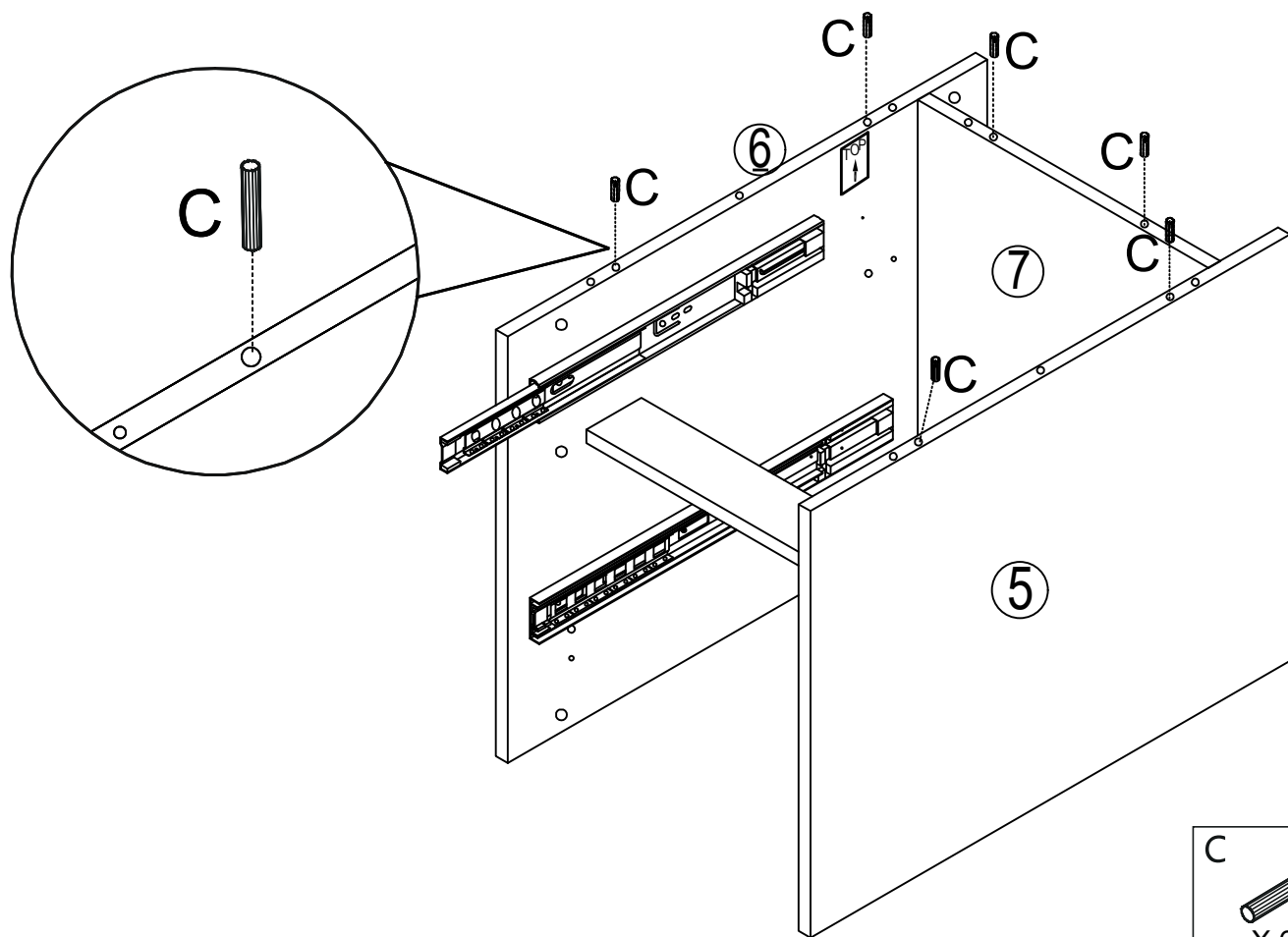
B
X 1pc

Step 20
Option 1



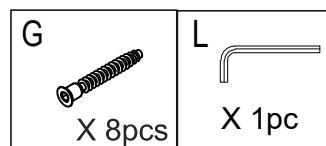
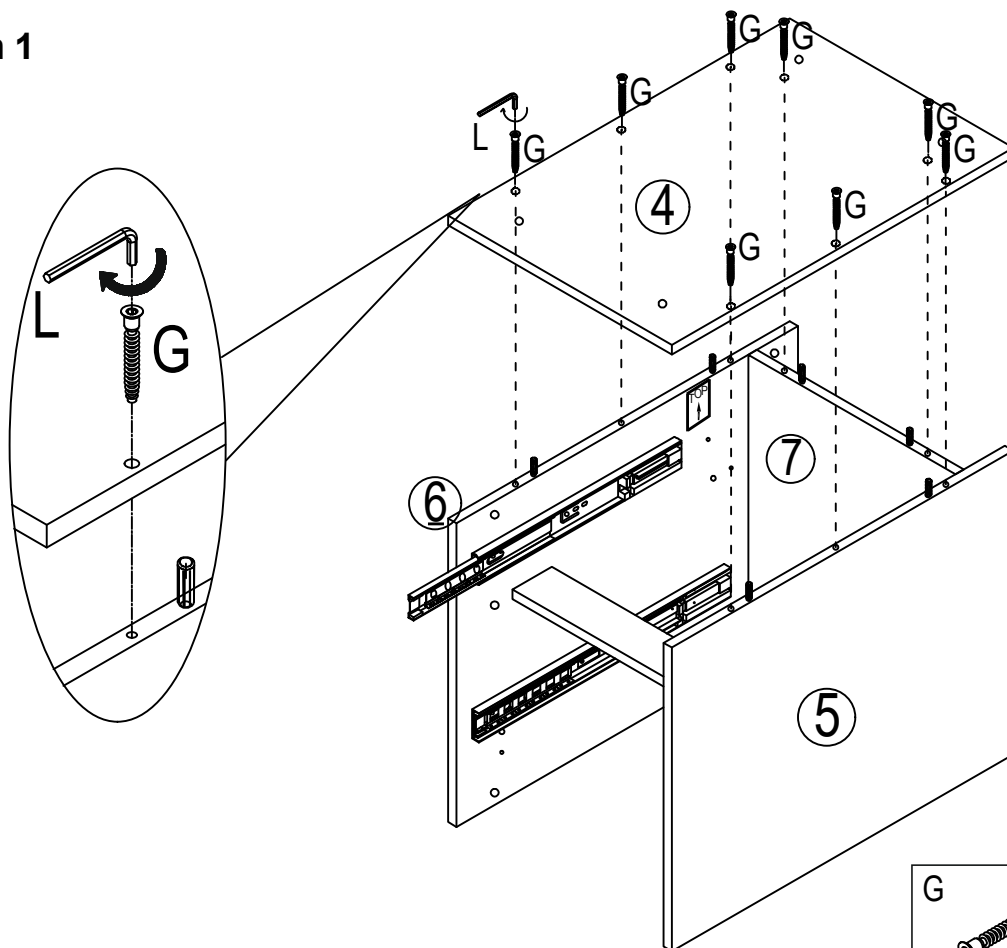
B
X 3pcs

Step 21
Option 1

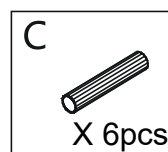
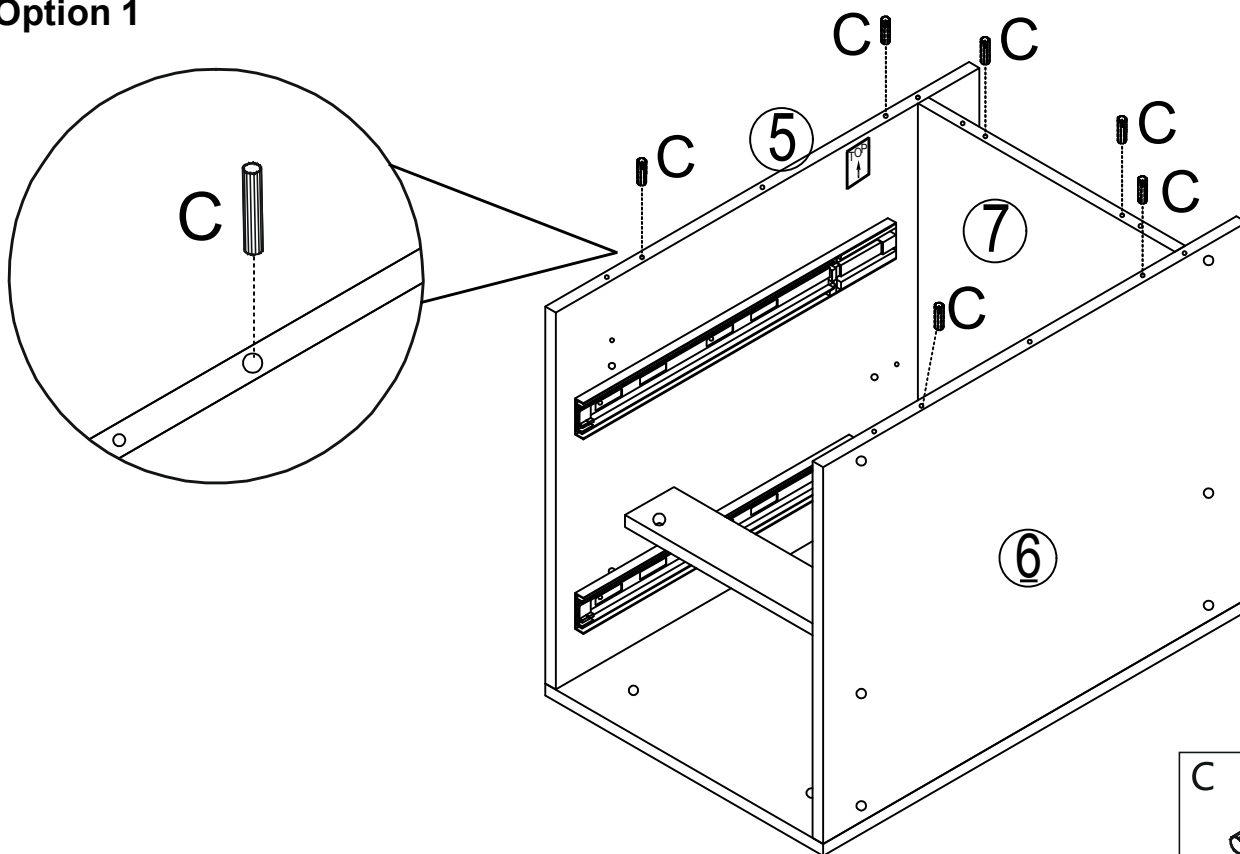


C
X 6pcs

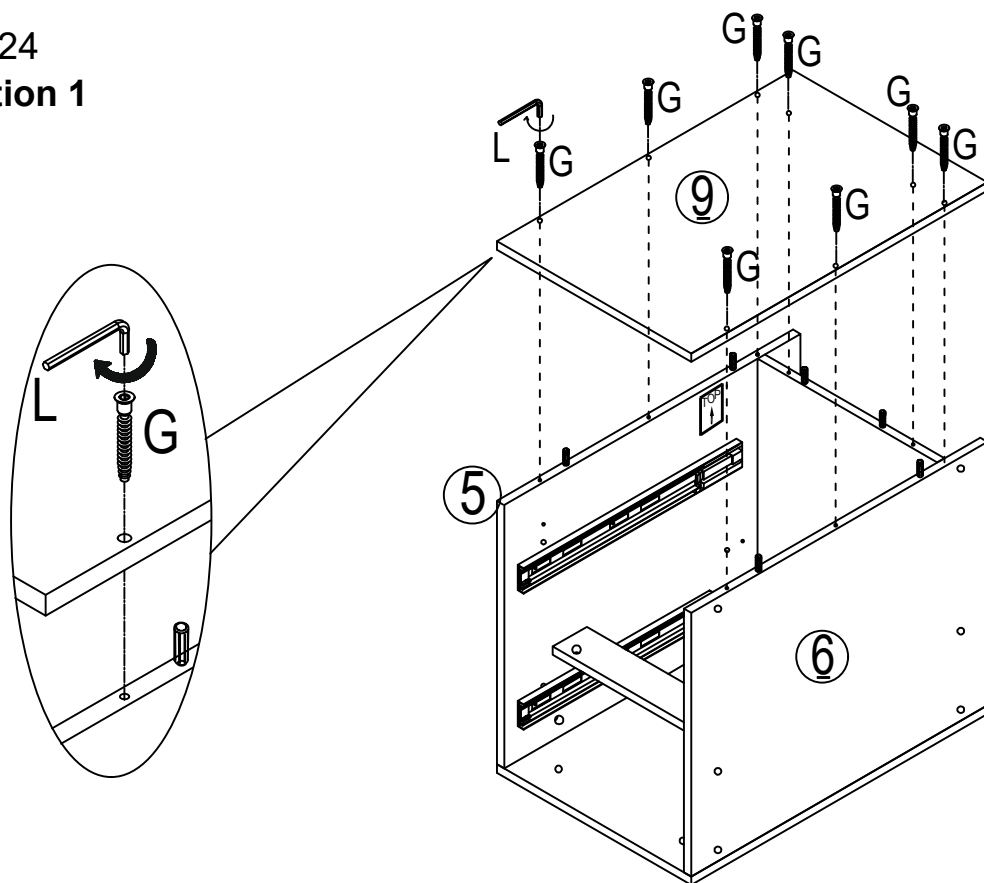
Step 22
Option 1


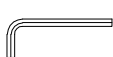


Step 23
Option 1



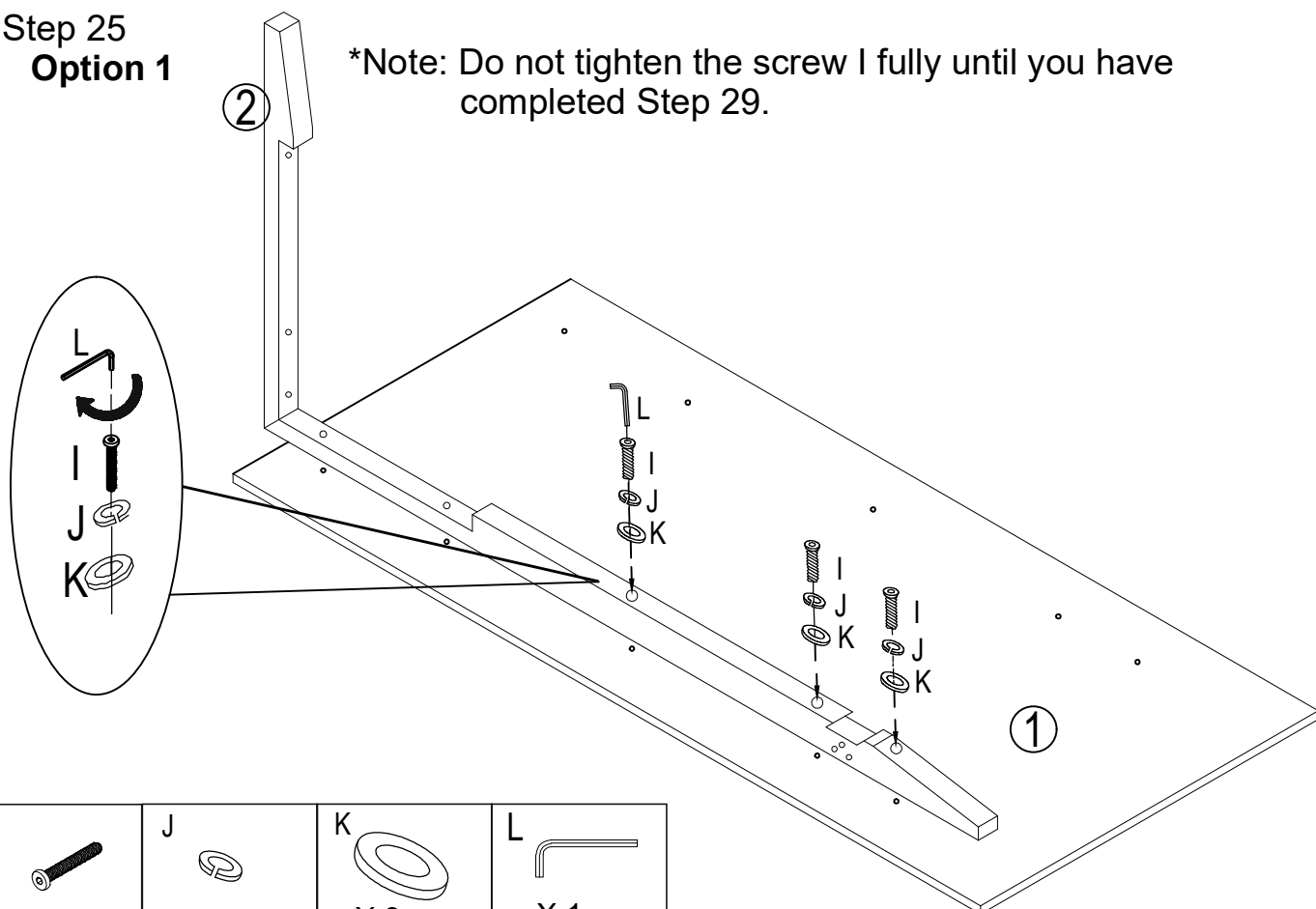
Step 24
Option 1







G	L
	
X 8pcs	X 1pc

Step 25
Option 1

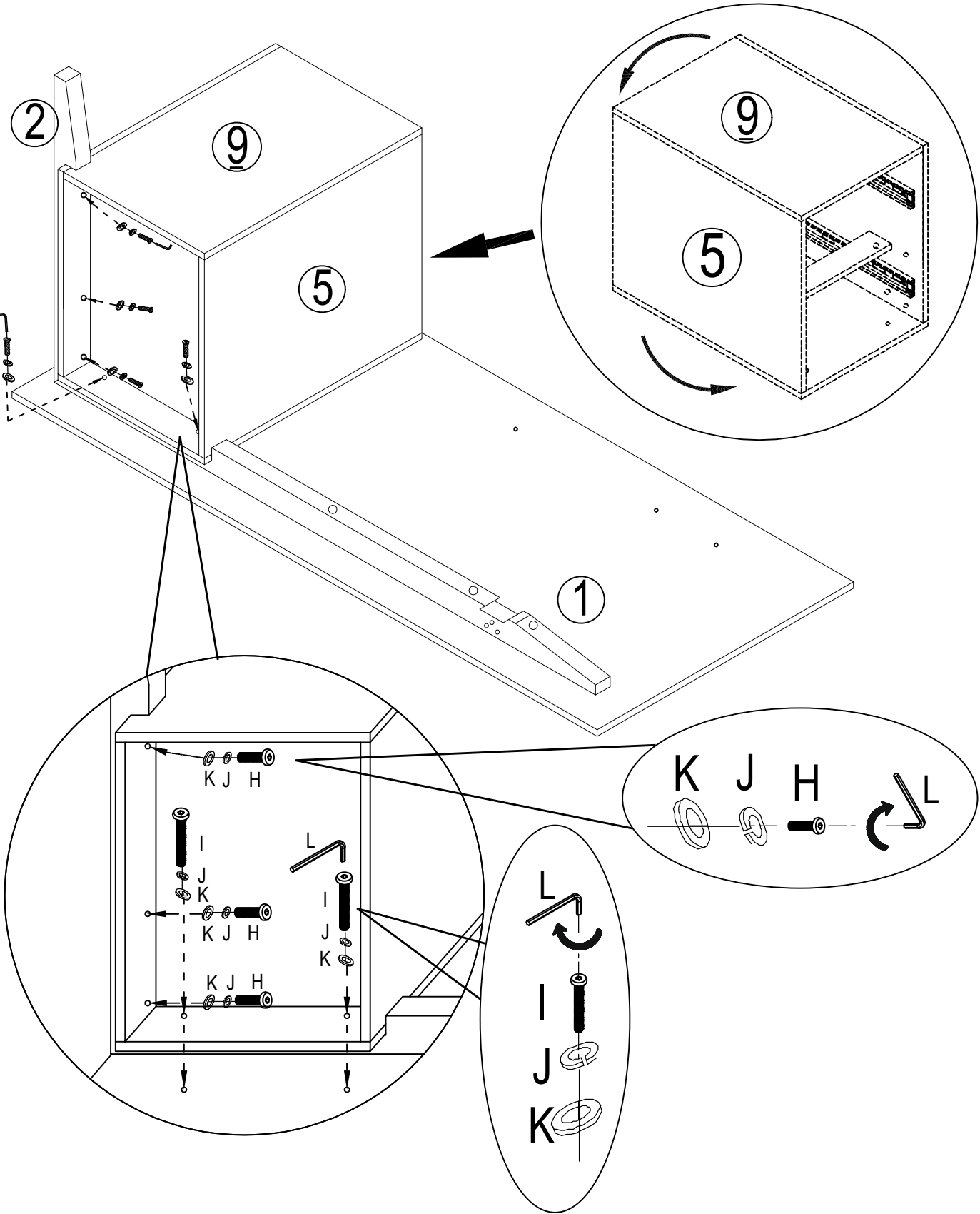
*Note: Do not tighten the screw I fully until you have completed Step 29.








I	J	K	L
			
X 3pcs	X 3pcs	X 3pcs	X 1pc

Step 26
Option 1

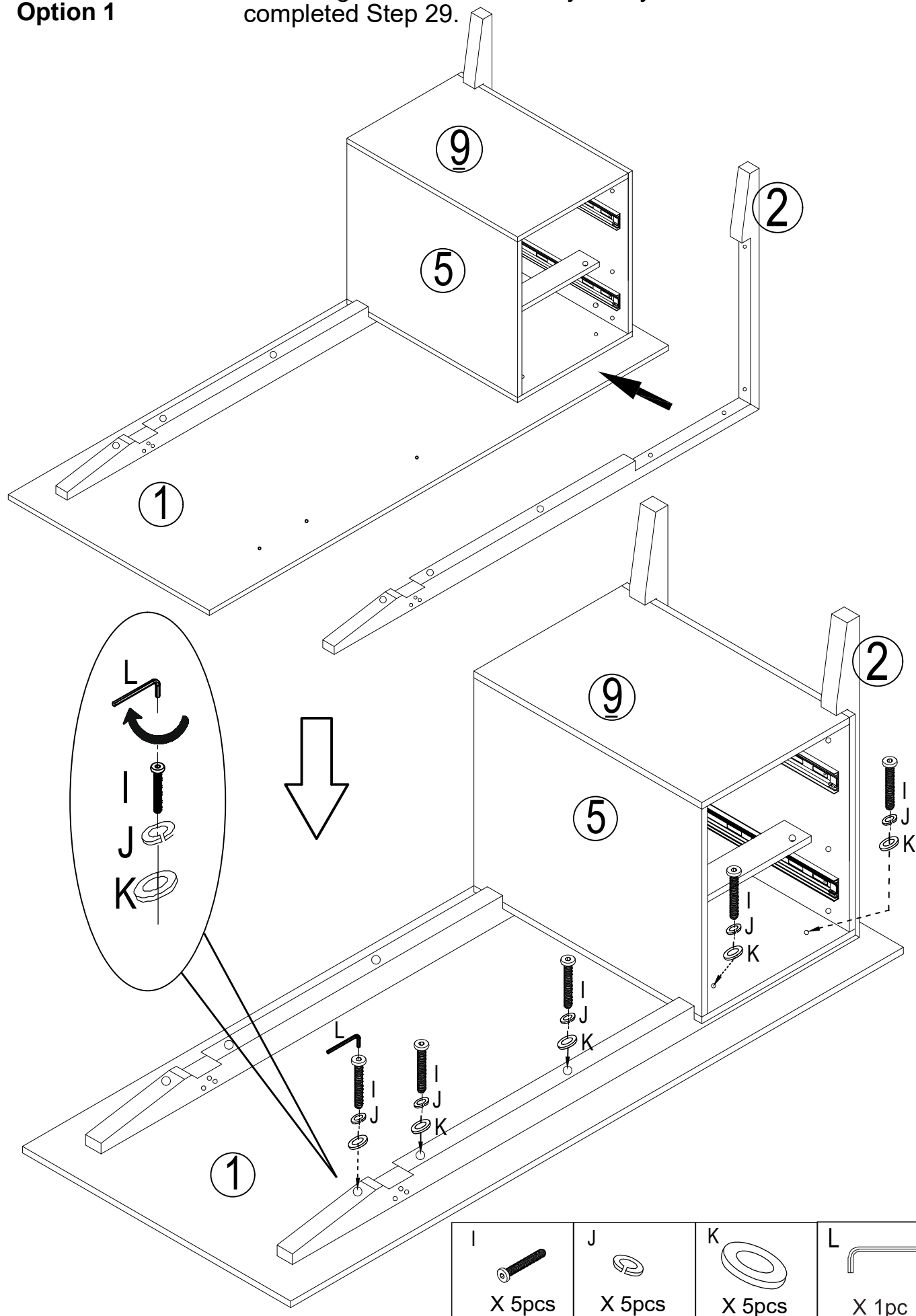
*Note: Do not tighten the screws H and I fully until you have completed Step 29.



H	I	J	K	L
				
X 3pcs	X 2pcs	X 5pcs	X 5pcs	X 1pc

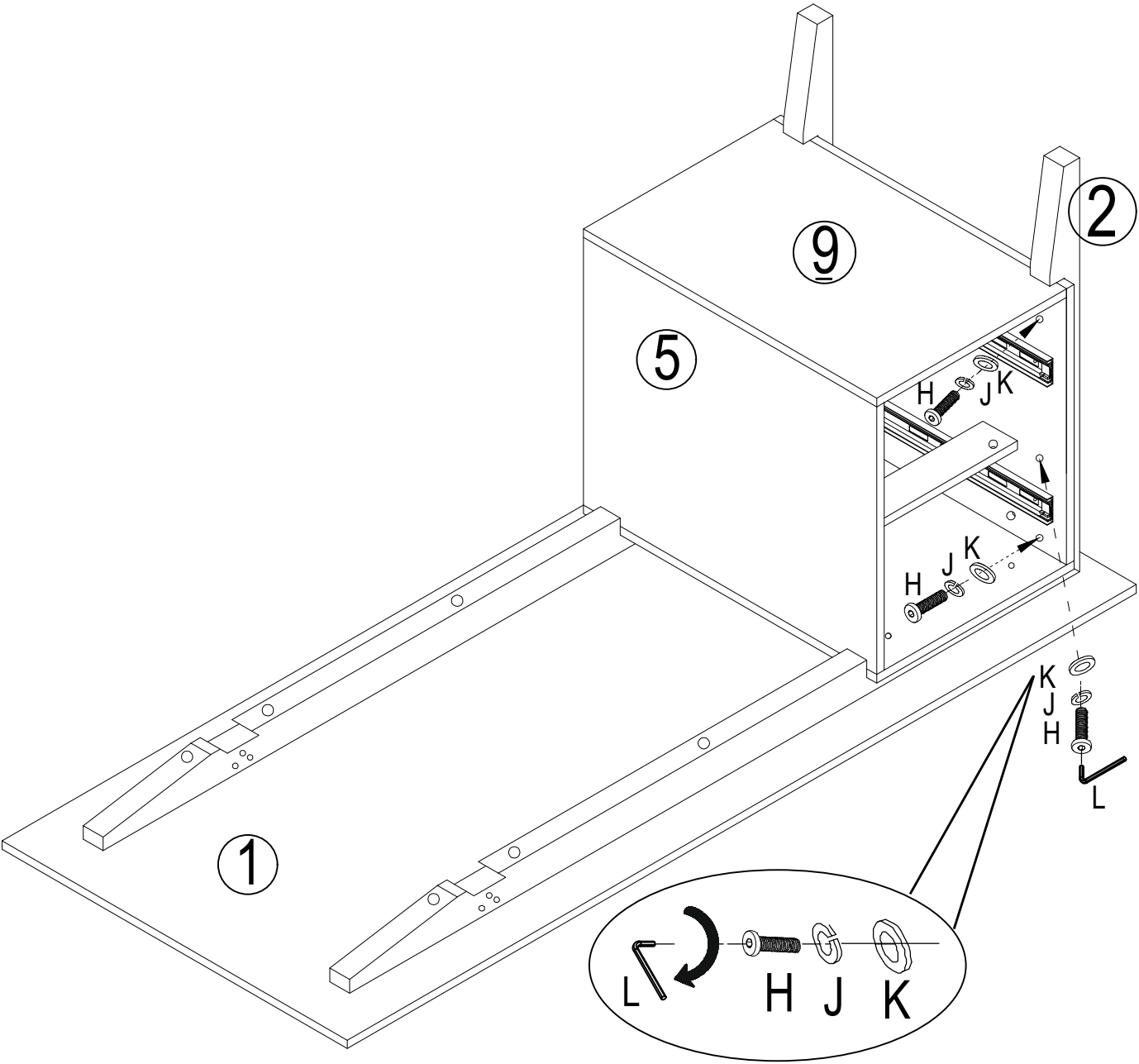
Step 27
Option 1





*Note: Do not tighten the screw I fully until you have completed Step 29.



Step 28
Option 1

*Note: Do not tighten the screw H fully until you have completed Step 29.



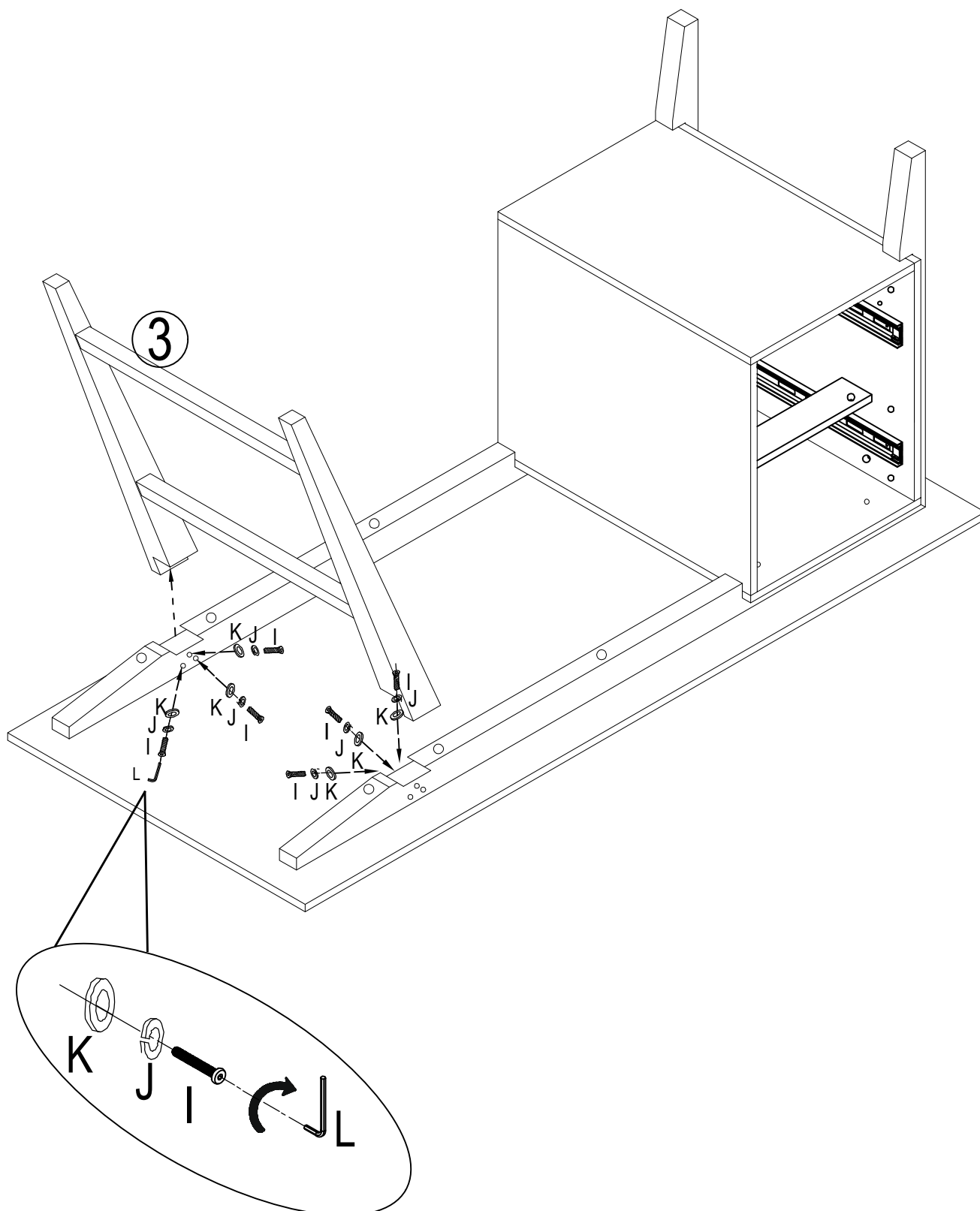
H	J	K	L
			
X 3pcs	X 3pcs	X 3pcs	X 1pc





Step 29

Option 1

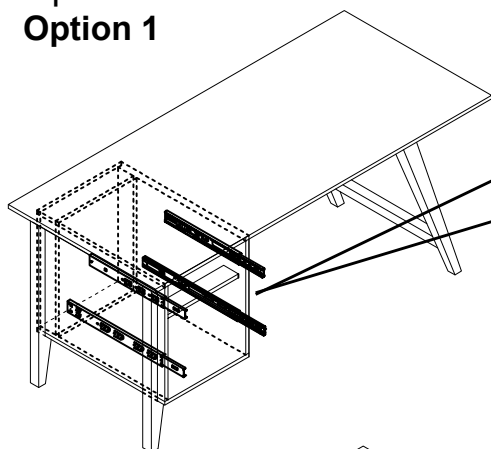
*Note: Tighten all screws fully.

*Note: Now fully tighten all screws H and I from Step 25 to 28.

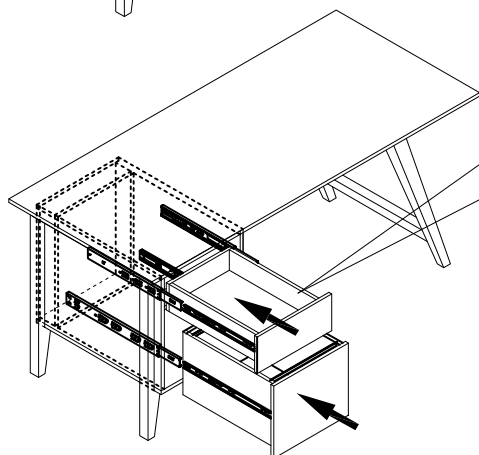
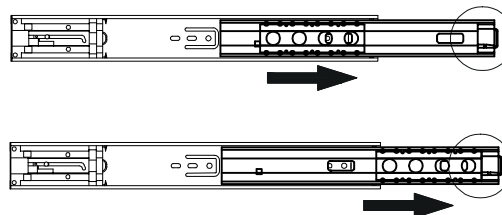


I	J	K	L
			
X 6pcs	X 6pcs	X 6pcs	X 1pc

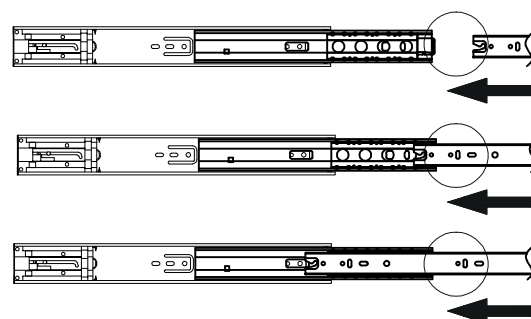
Step 30 Option 1



Note: Move the inner ball bearing sliding part as shown below to the front end on both sides before inserting the drawer.

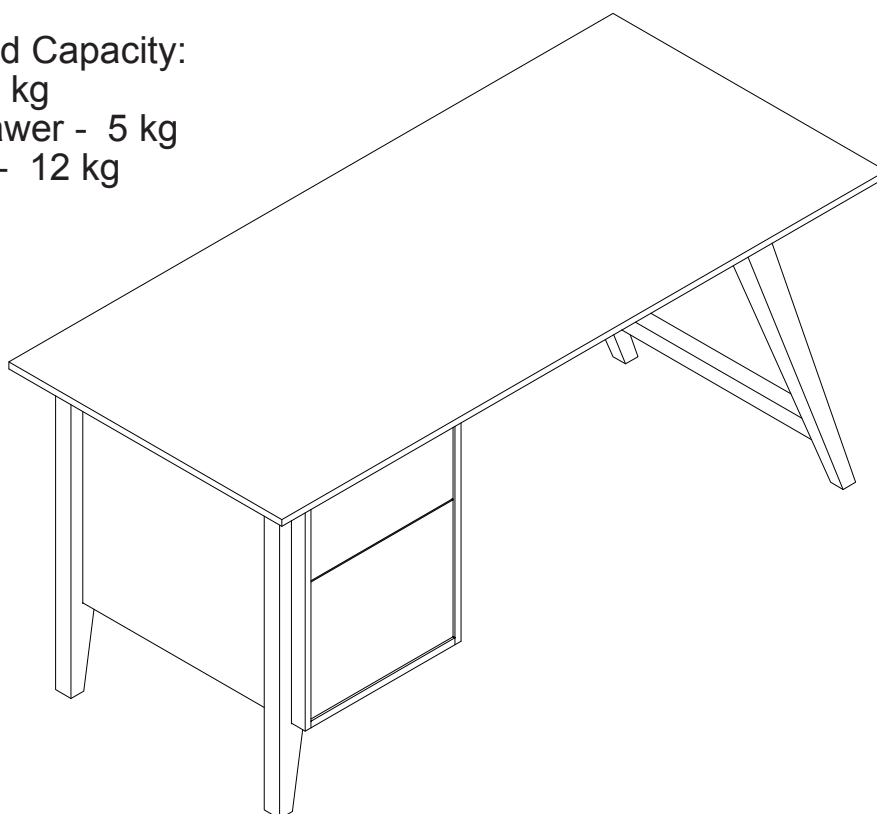


Note: Insert the sliding part (at drawer section) into ball bearing part gently as shown below.



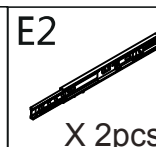
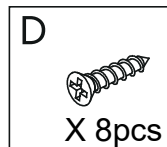
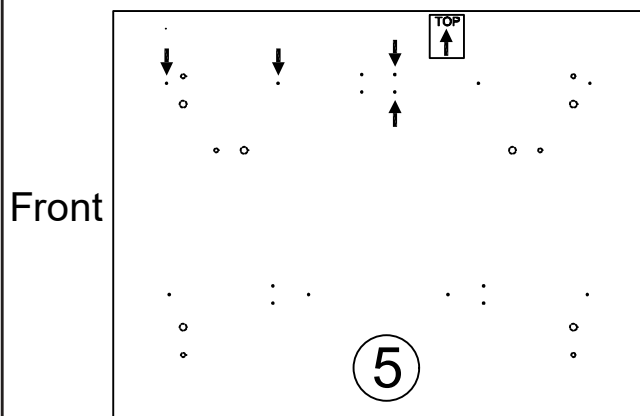
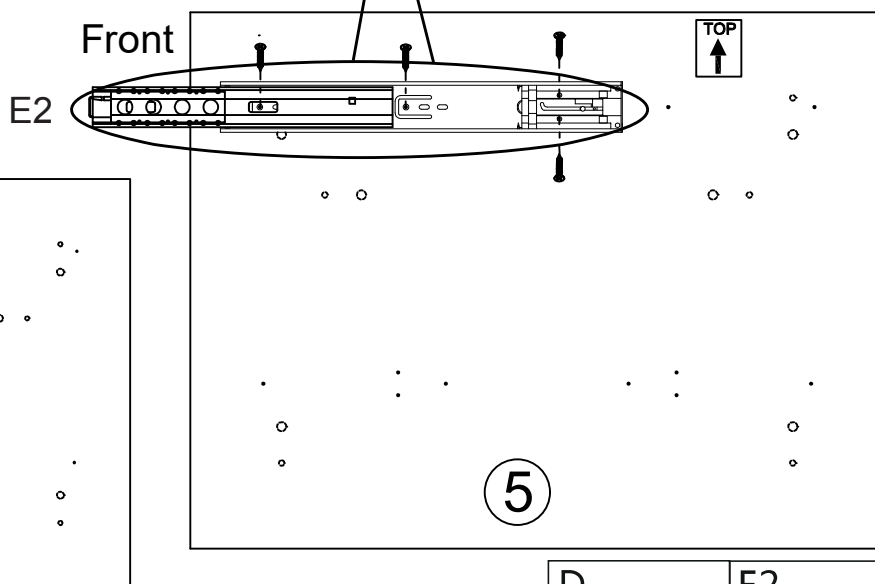
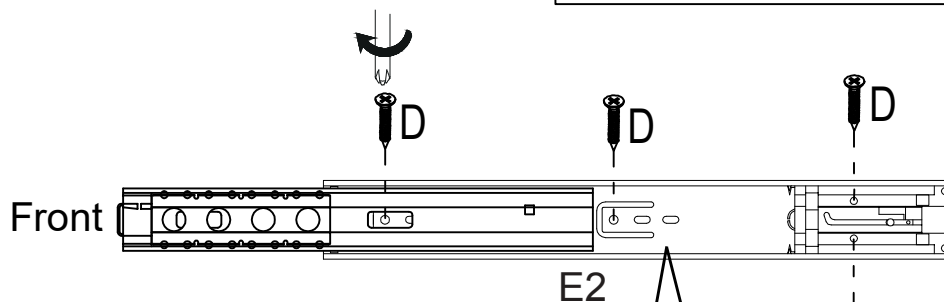
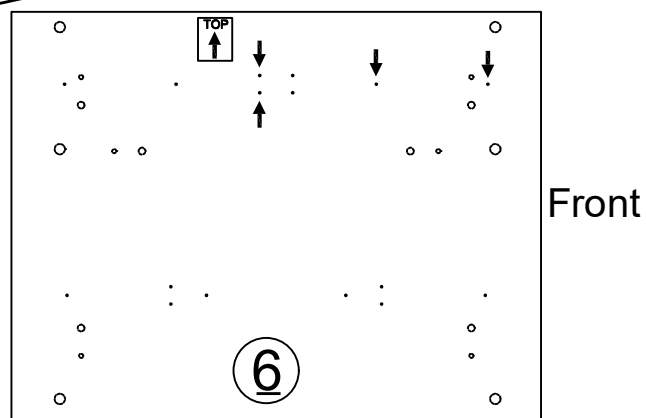
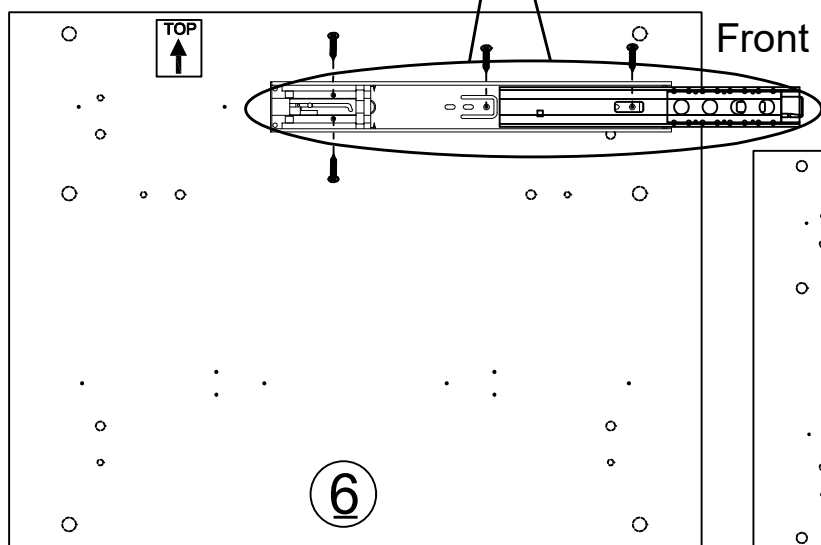
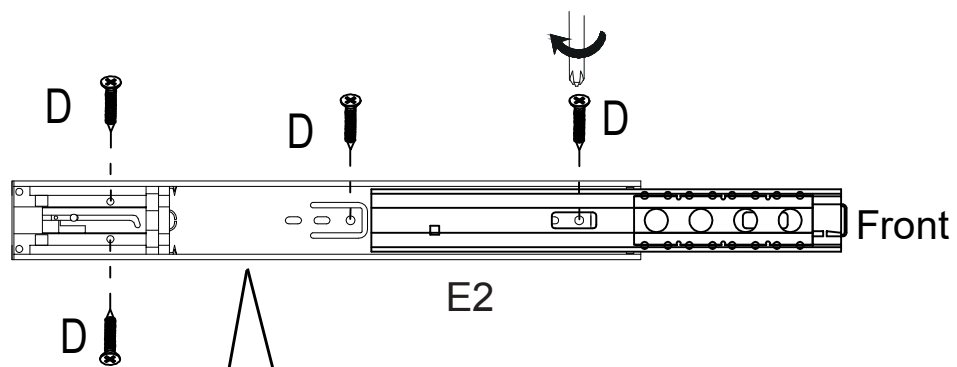
Step 31 Option 1

Maximum Load Capacity:
Desk Top - 50 kg
Stationery Drawer - 5 kg
Filing Drawer - 12 kg

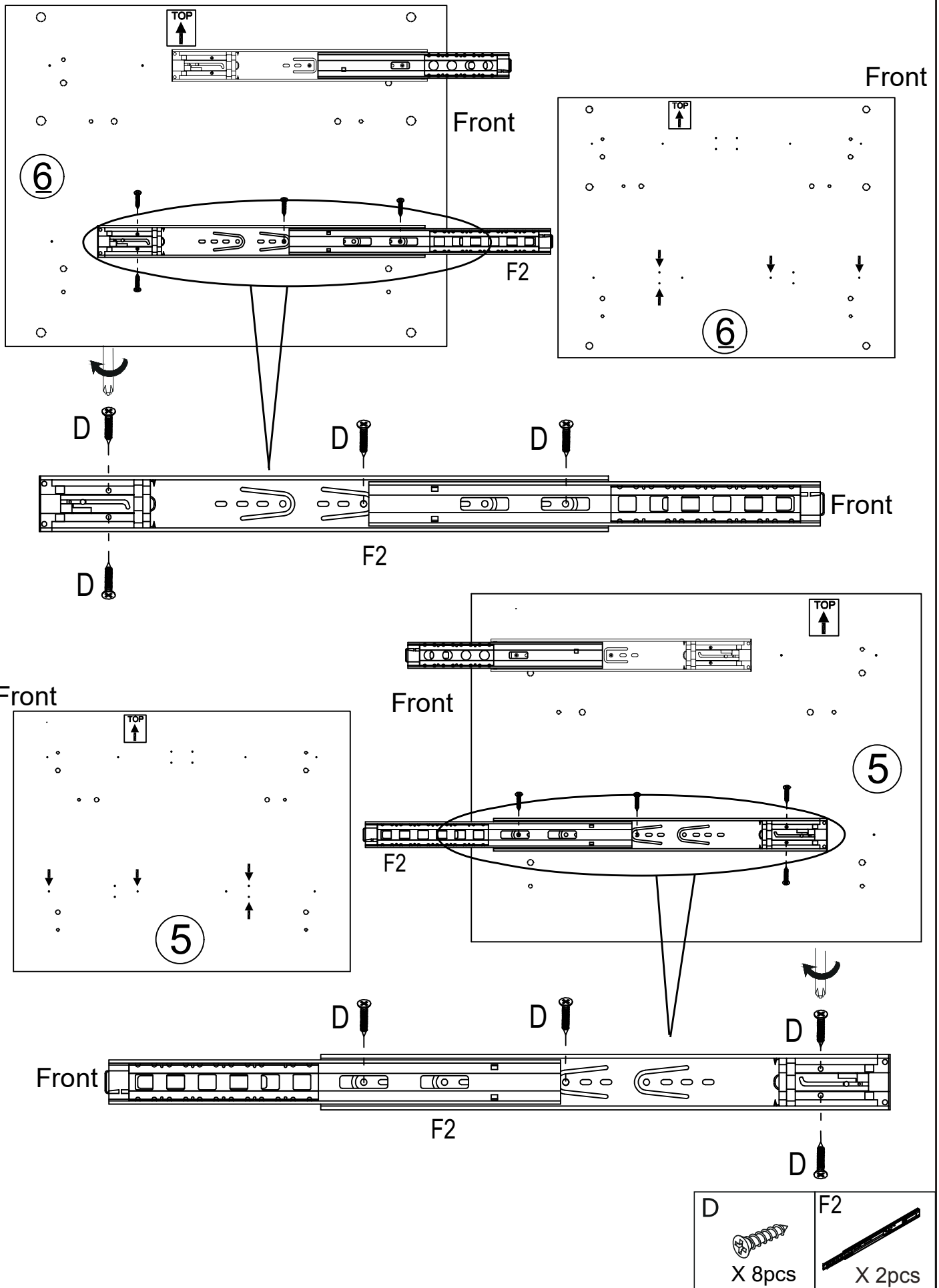


Your **BELFORT CABINET DESK 1600MM OPTION 1** is now complete and ready for use!

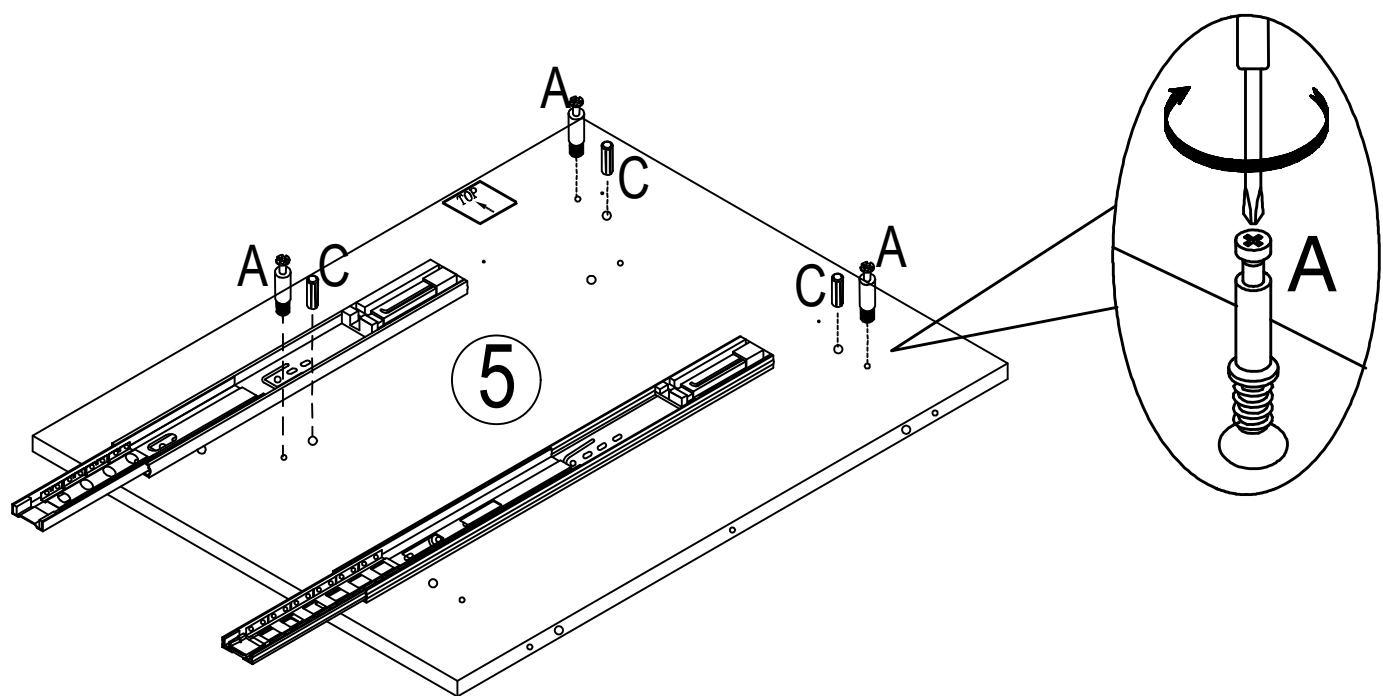
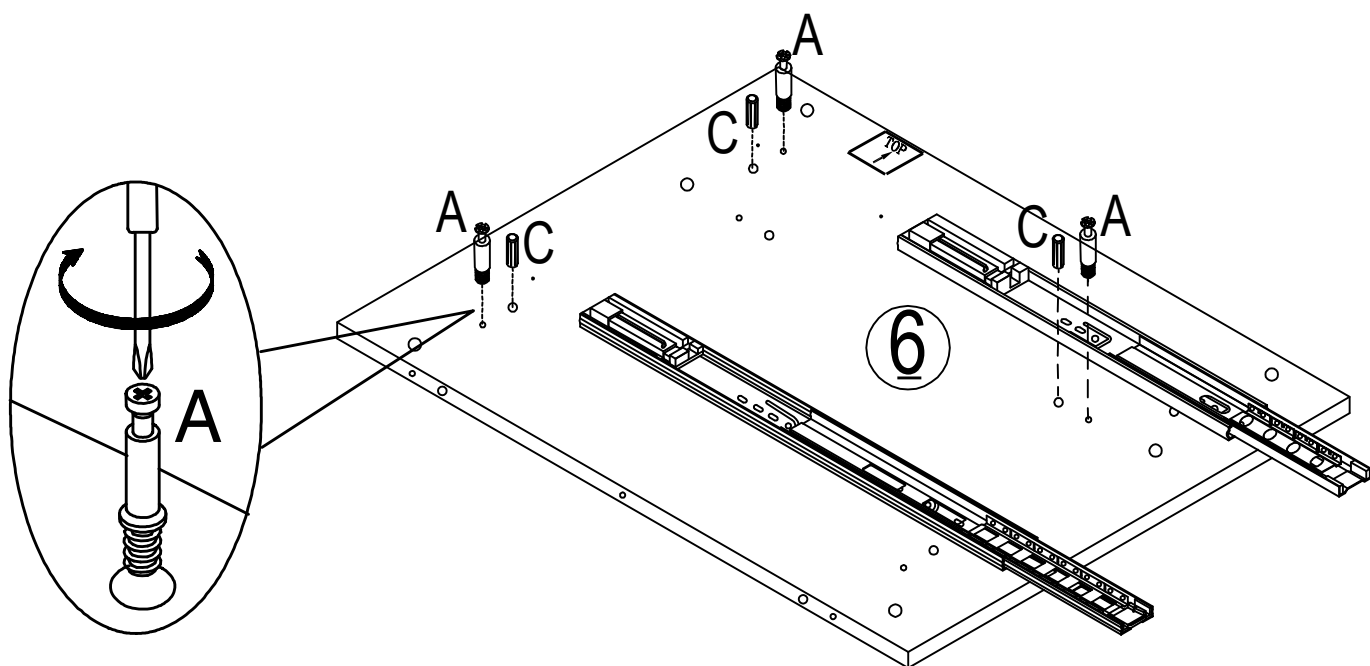
Step 32
Option 2





Step 33
Option 2

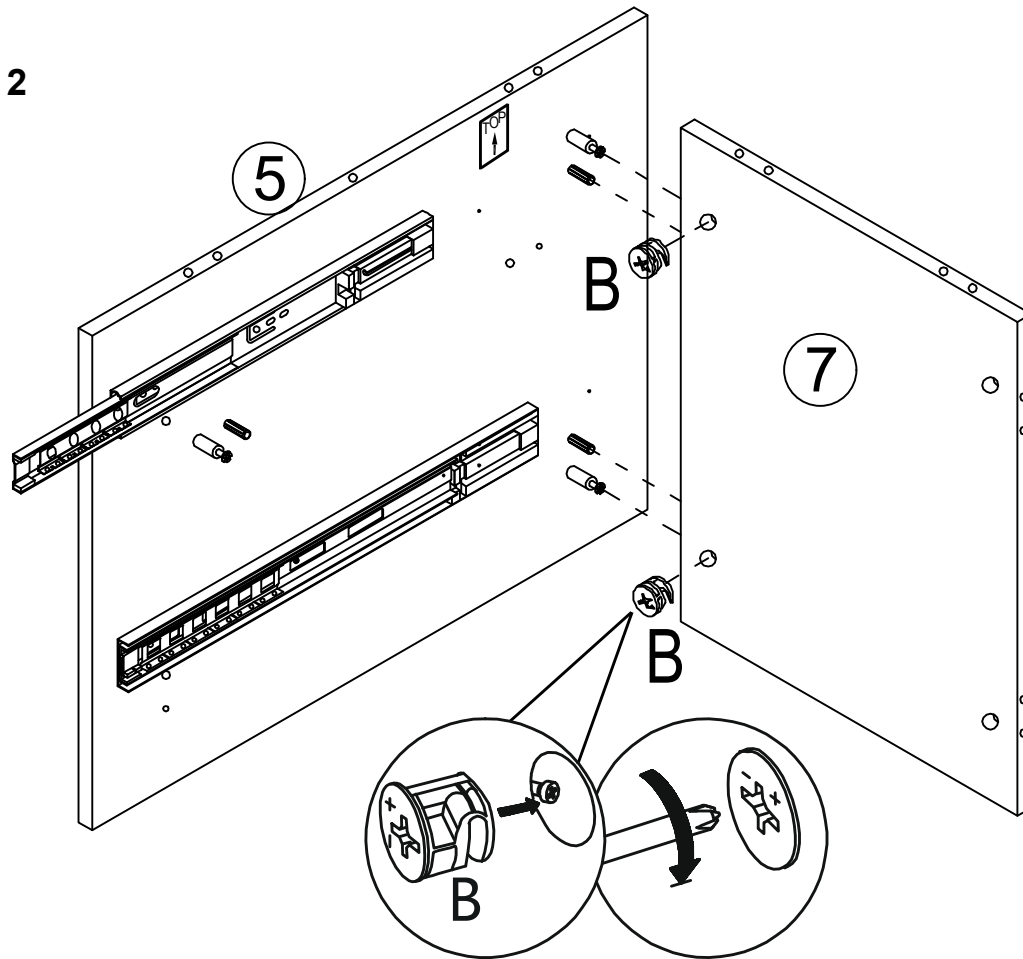


Step 34
Option 2



A	C
	
X 6pcs	X 6pcs

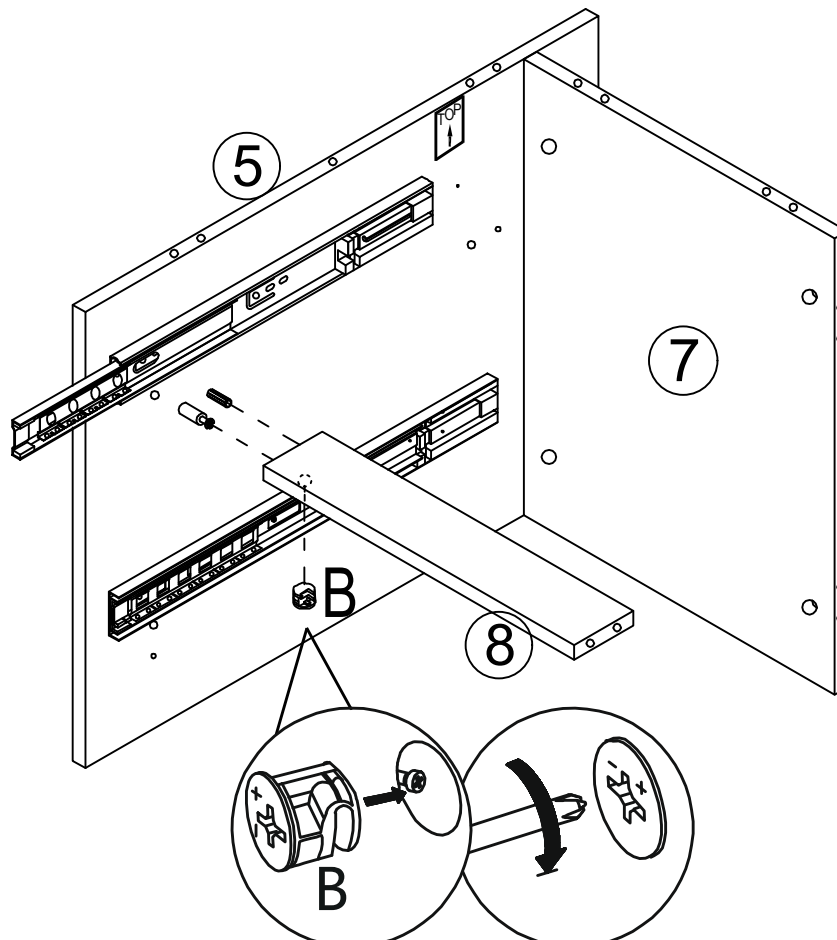
Step 35
Option 2



Tighten cam locks once panel ⑤ is in place.

B
X 2pcs

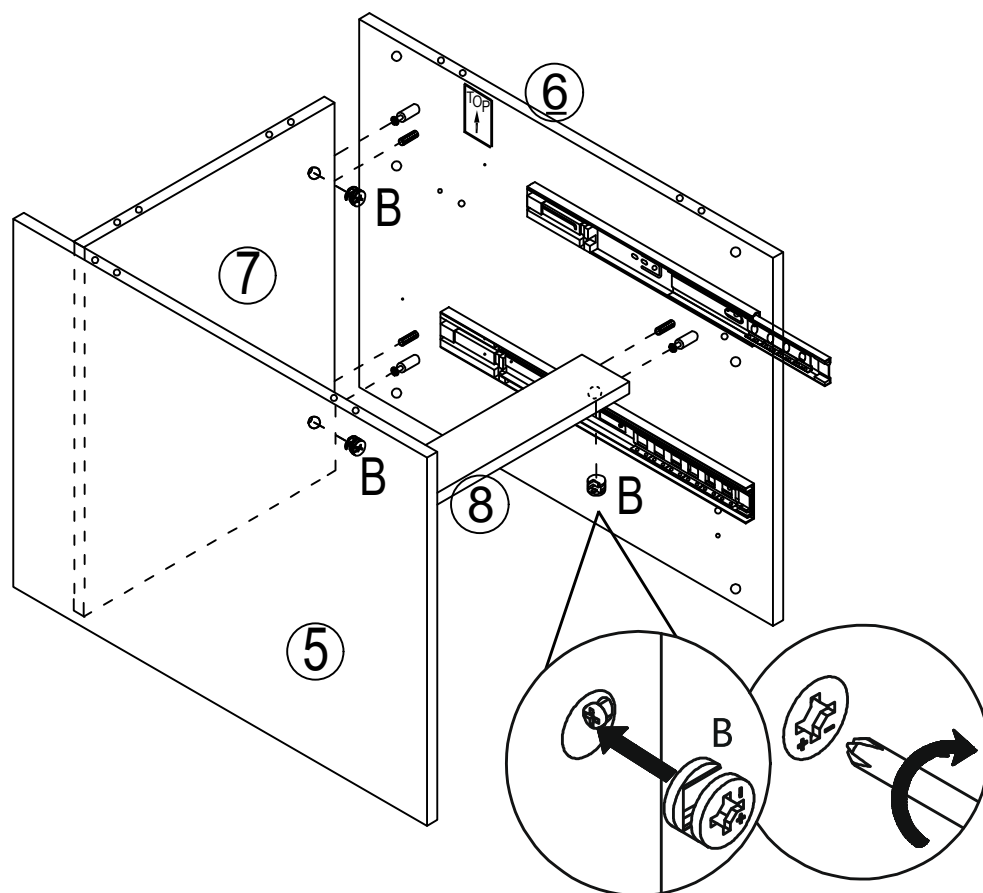
Step 36
Option 2



Tighten cam locks once panel ⑤ is in place.

B
X 1pc

Step 37
Option 2

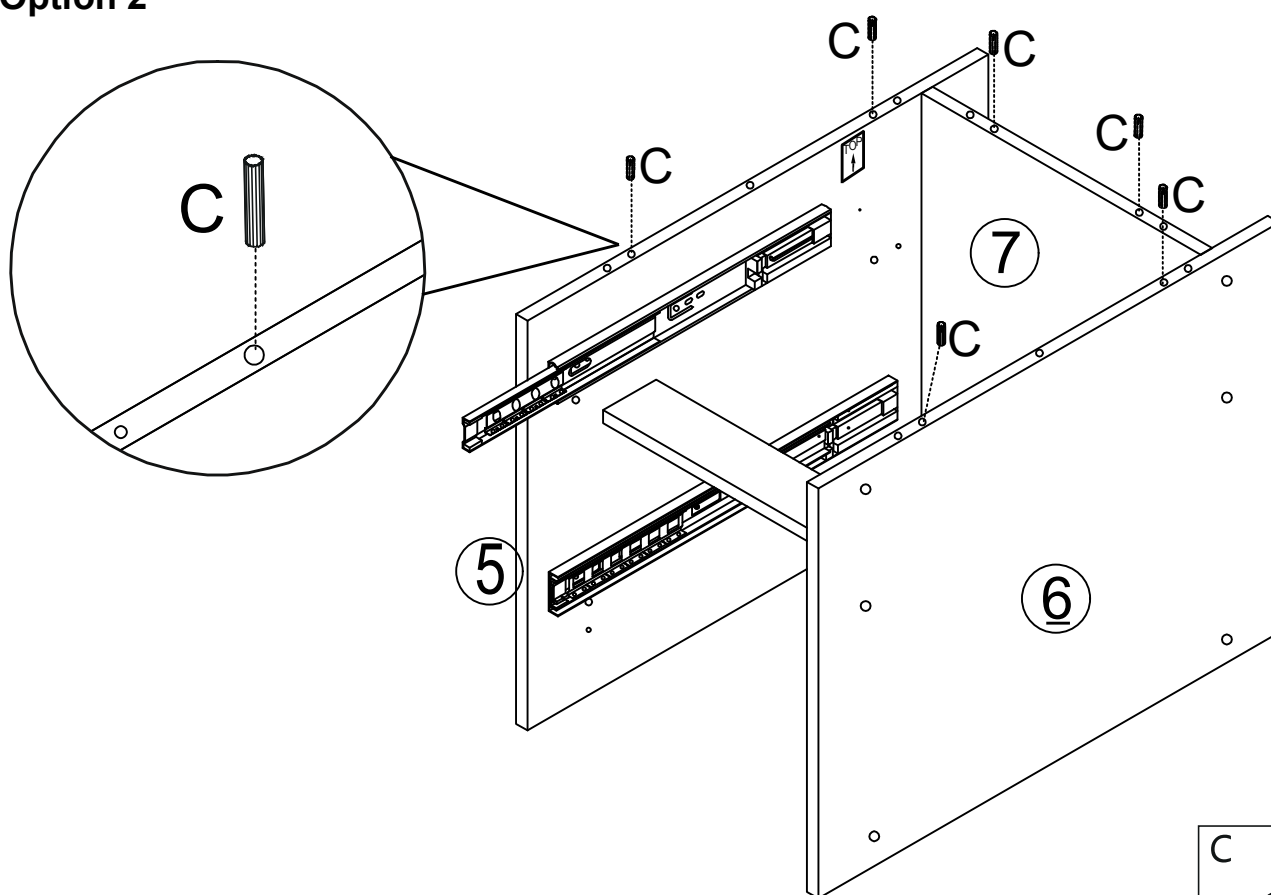


Tighten cam locks once panel ⑥ is in place.

B

X 3pcs

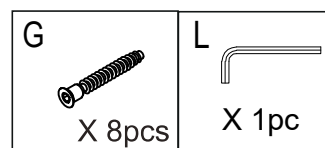
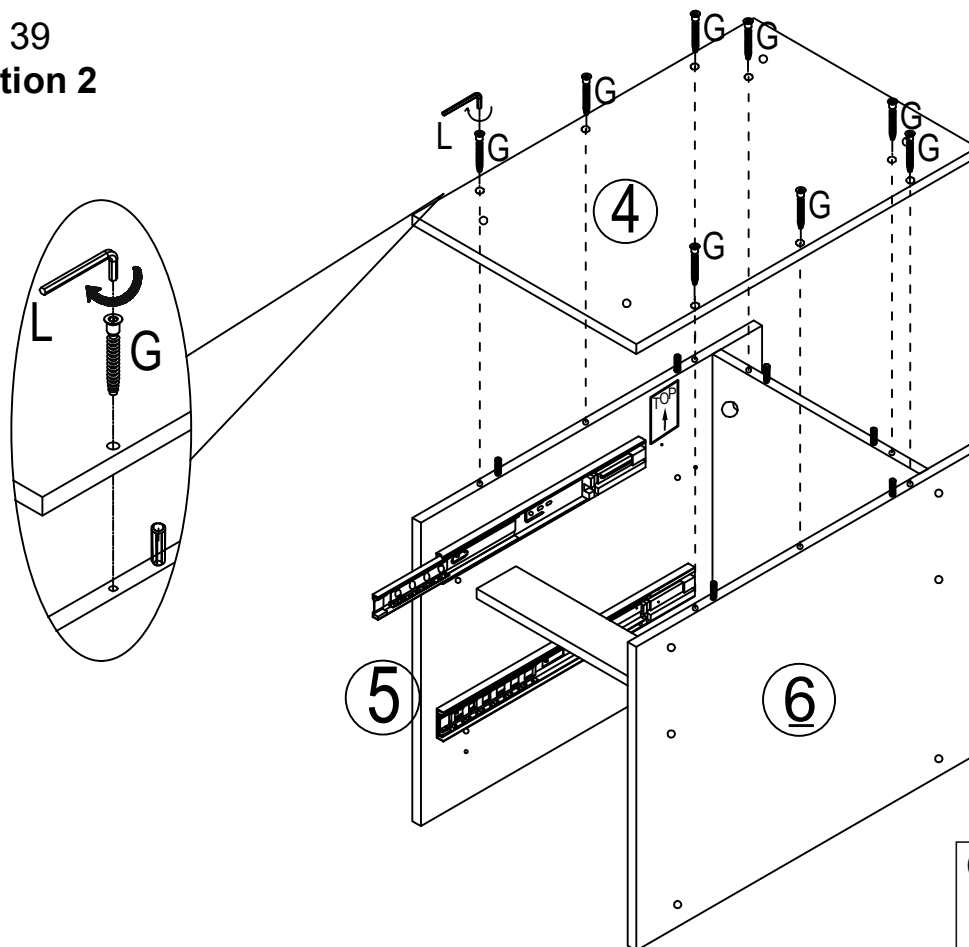
Step 38
Option 2



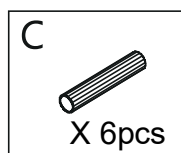
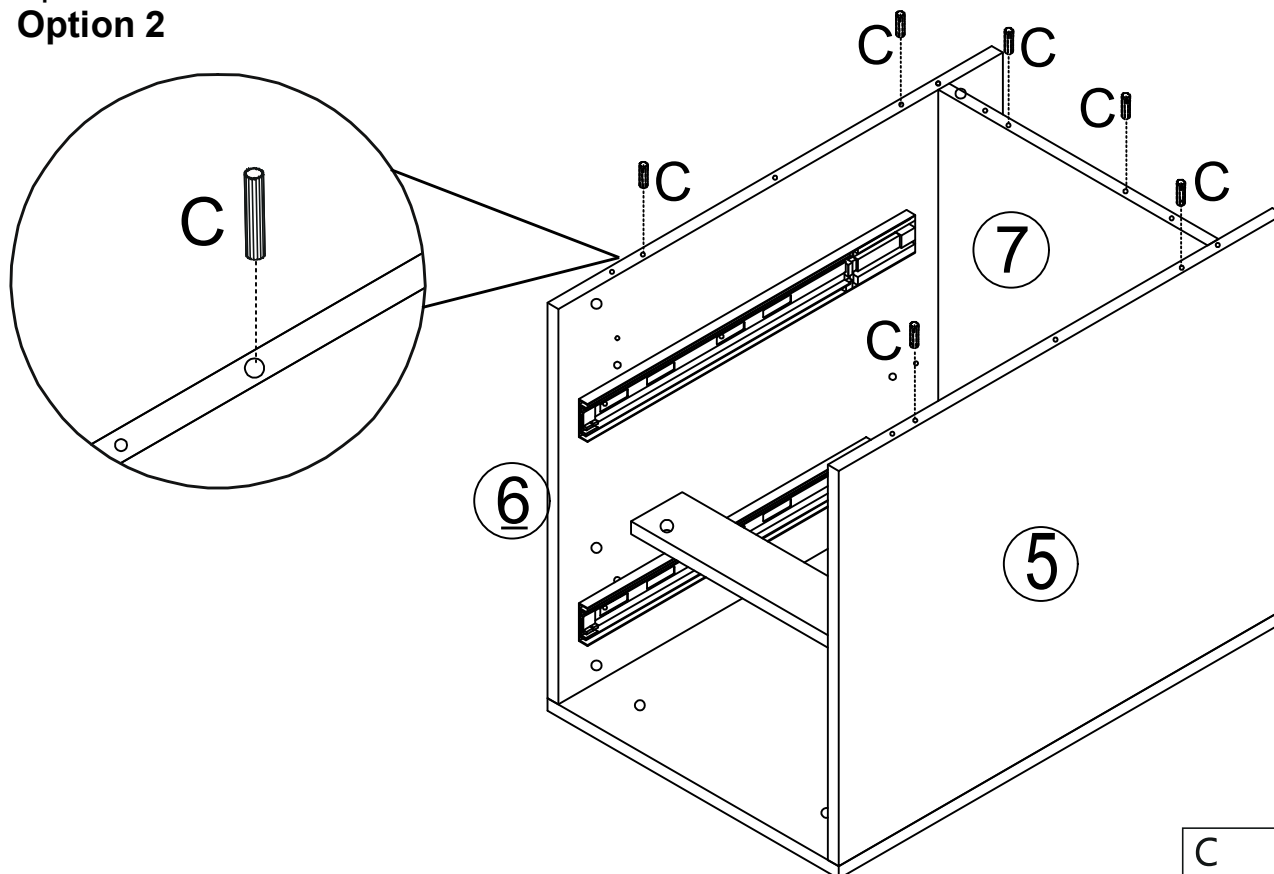
C

X 6pcs

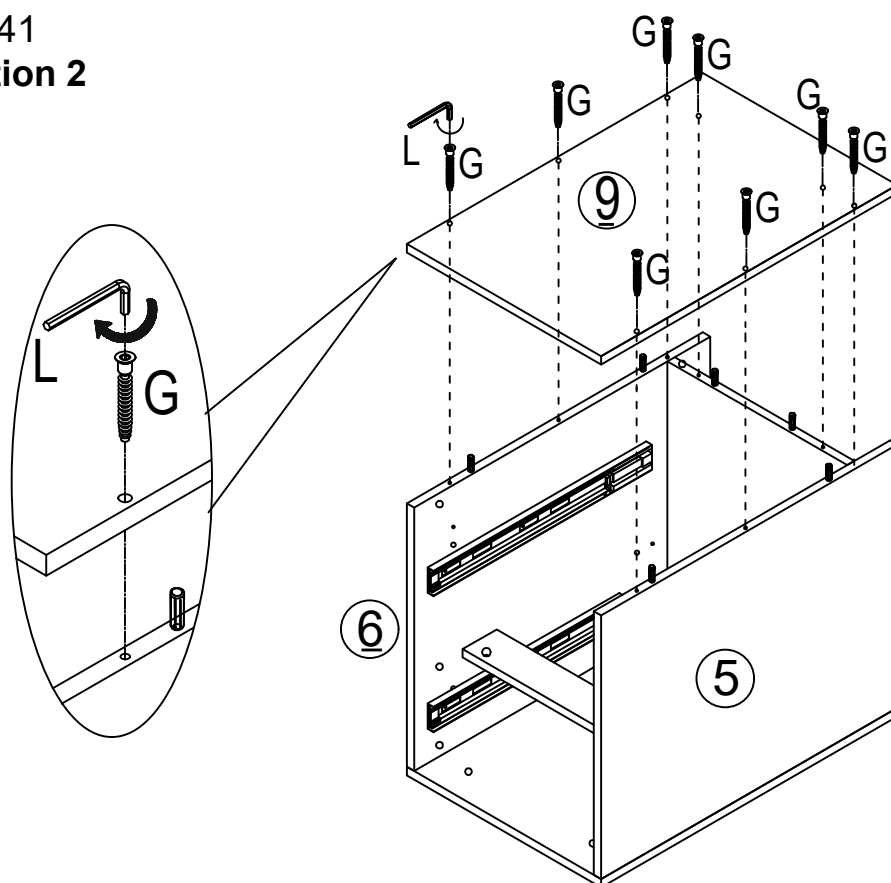
Step 39
Option 2





Step 40
Option 2



Step 41
Option 2

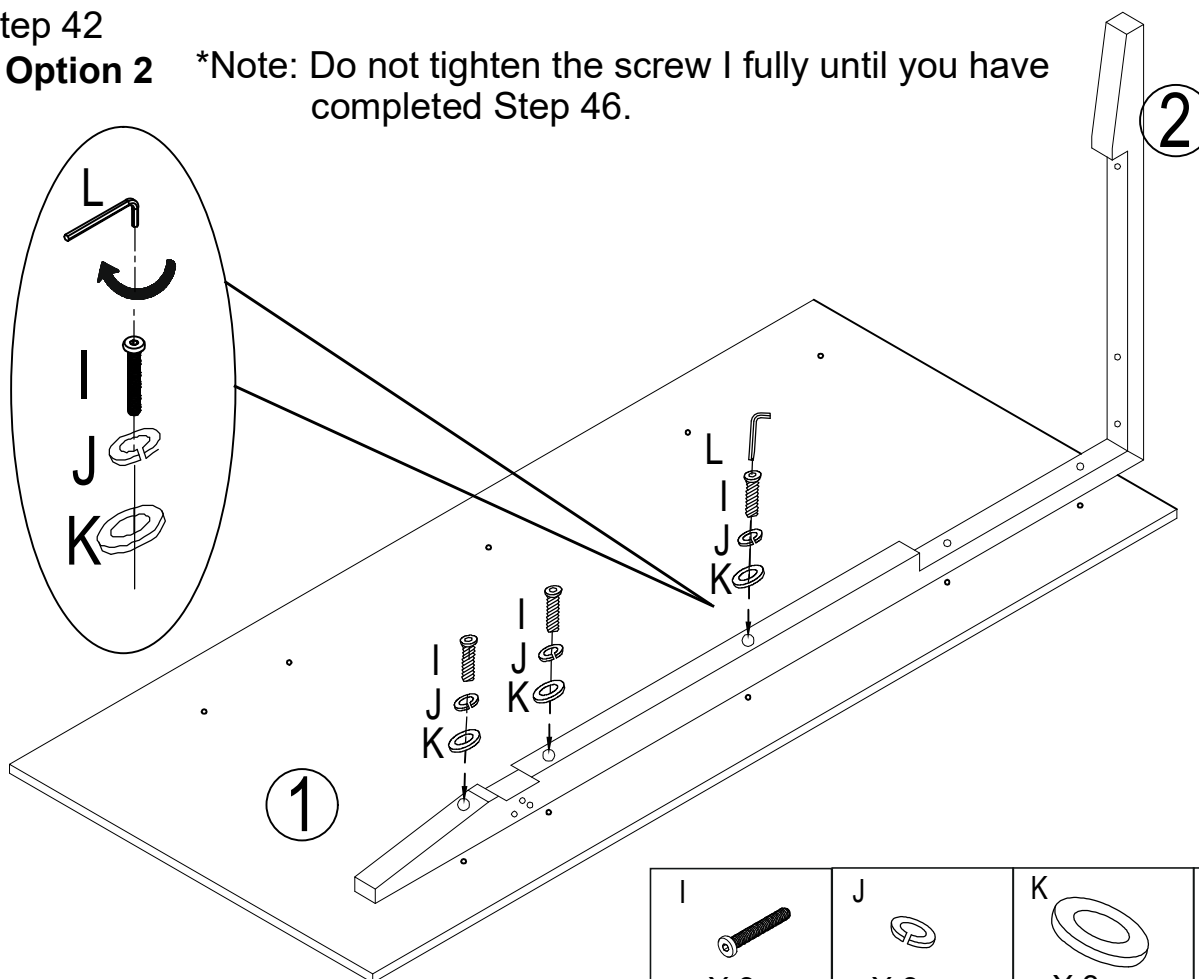






G	L
	
X 8pcs	X 1pc

Step 42

Option 2

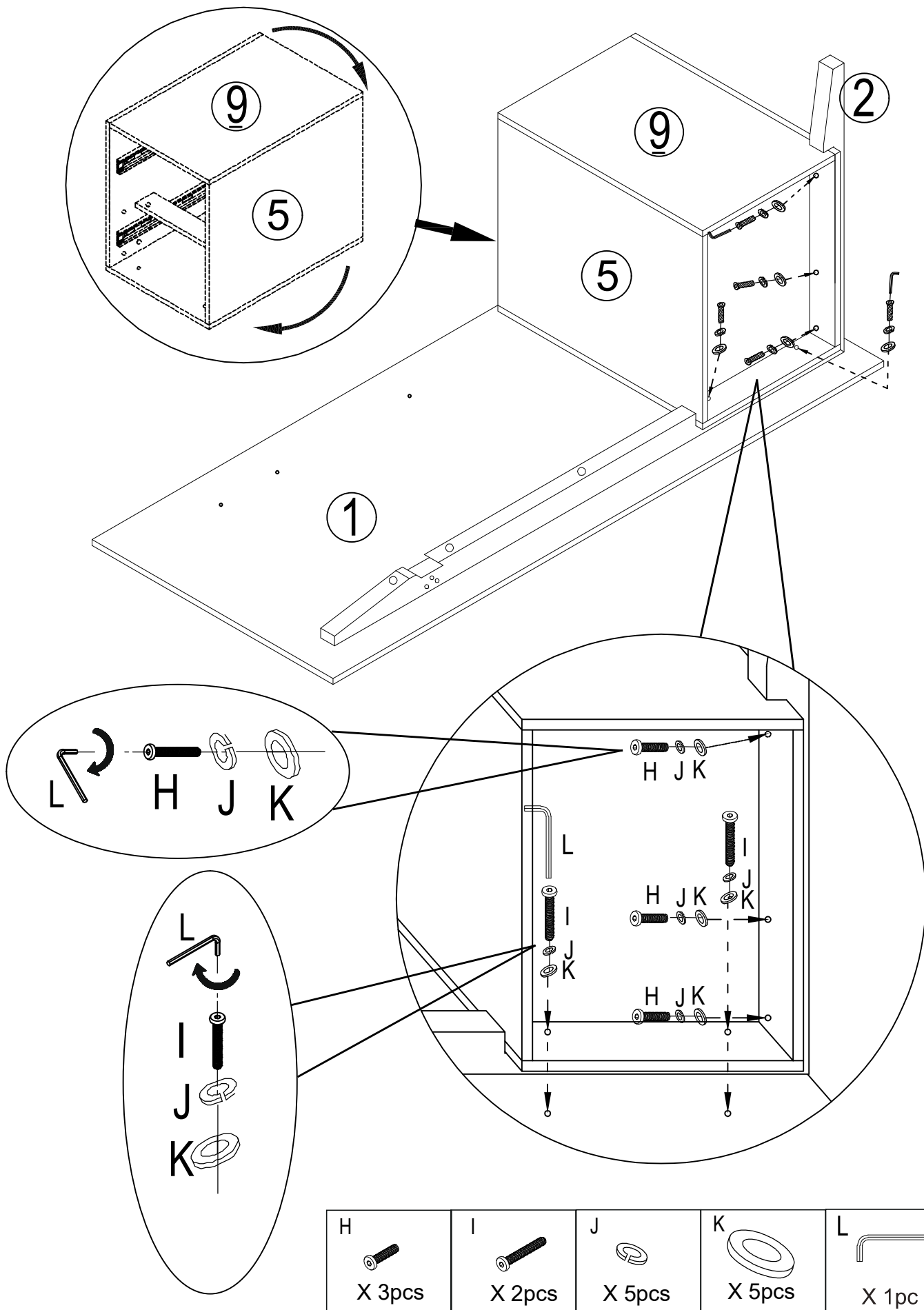
*Note: Do not tighten the screw I fully until you have completed Step 46.



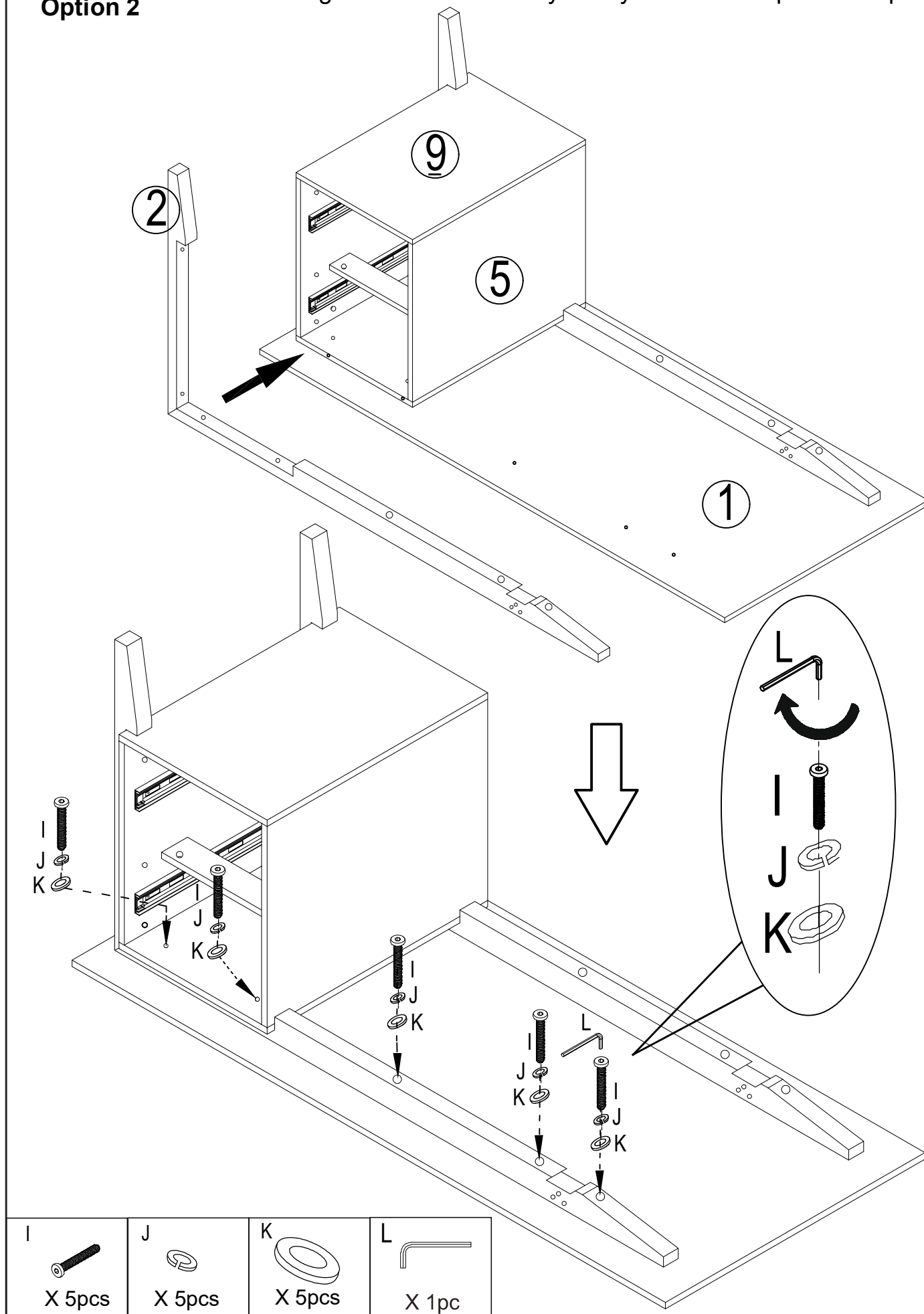
I	J	K	L
			
X 3pcs	X 3pcs	X 3pcs	X 1pc

Option 2

***Note:** Do not tighten the screws H and I fully until you have completed Step 46.

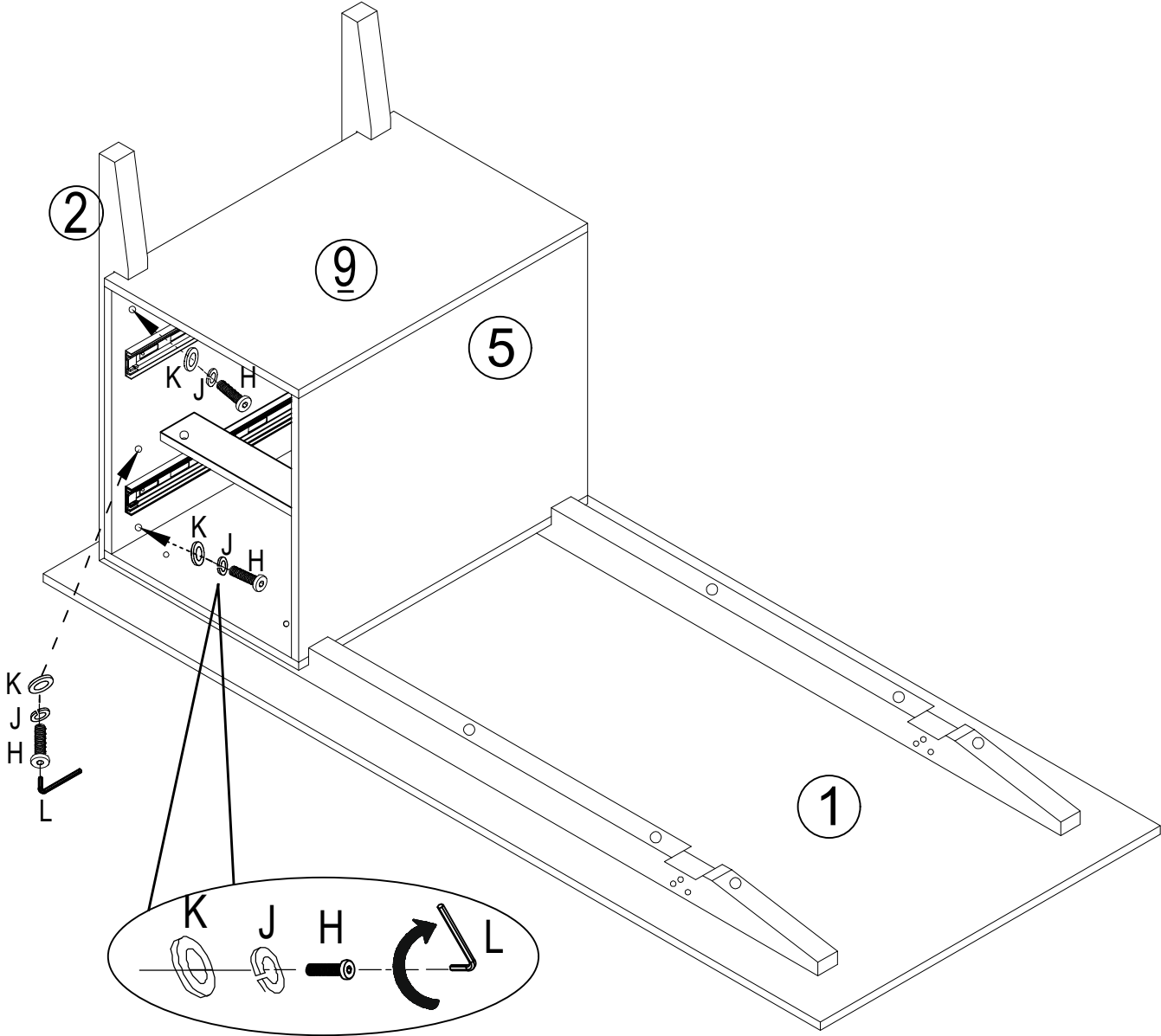






Step 44
Option 2 *Note: Do not tighten the screw I fully until you have completed Step 46.



Step 45
Option 2

*Note: Do not tighten the screw H fully until you have completed Step 46.



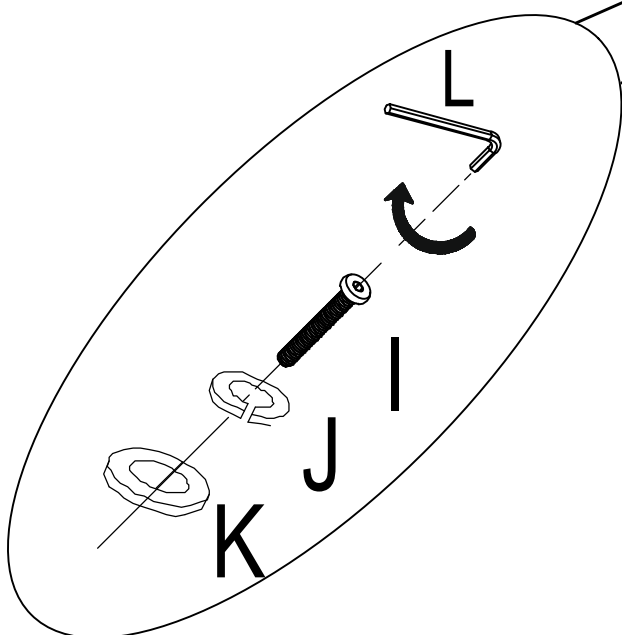
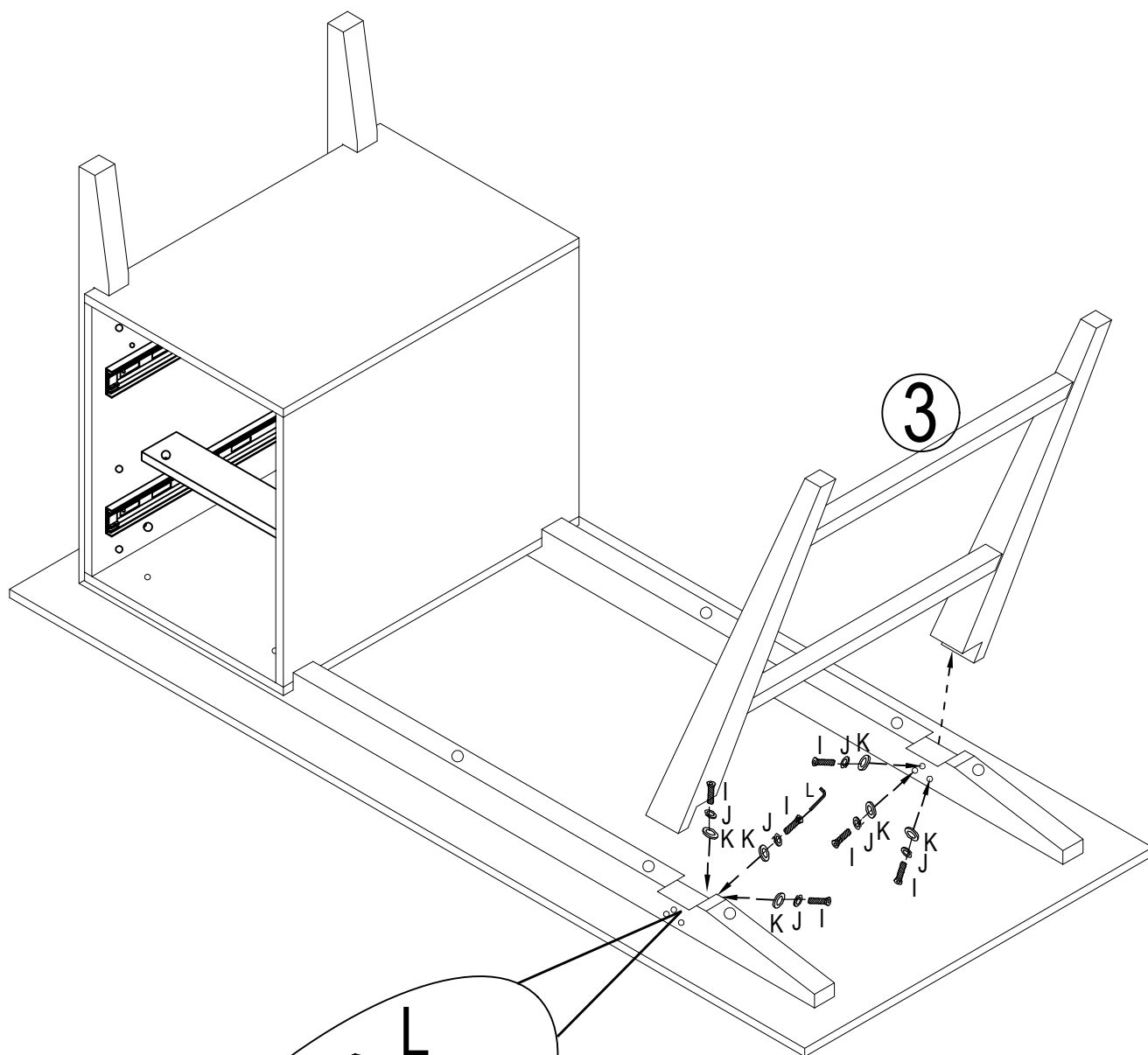
H	J	K	L
			
X 3pcs	X 3pcs	X 3pcs	X 1pc



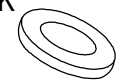

Step 46

Option 2

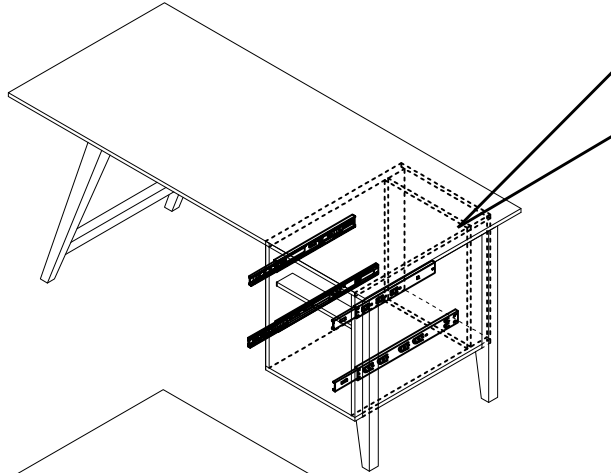
*Note: Tighten all screws fully.

*Note: Now fully tighten all screws H and I from Step 42 to 45.

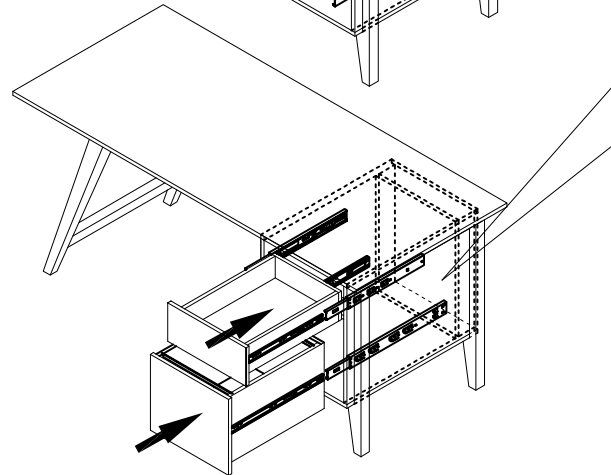
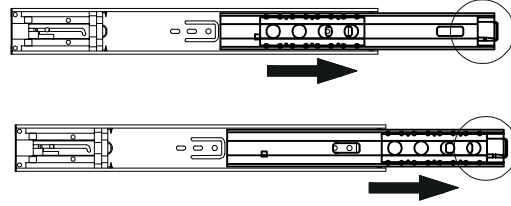


I	J	K	L
			
X 6pcs	X 6pcs	X 6pcs	X 1pc

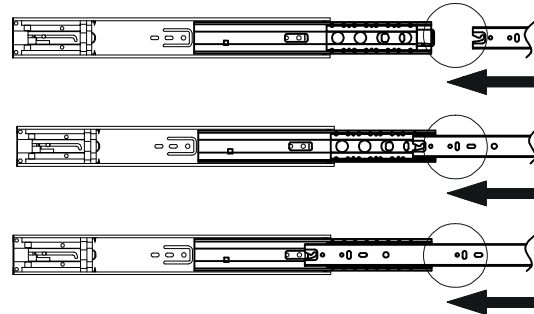
Step 47 Option 2



Note: Move the inner ball bearing sliding part as shown below to the front end on both sides before inserting the drawer.

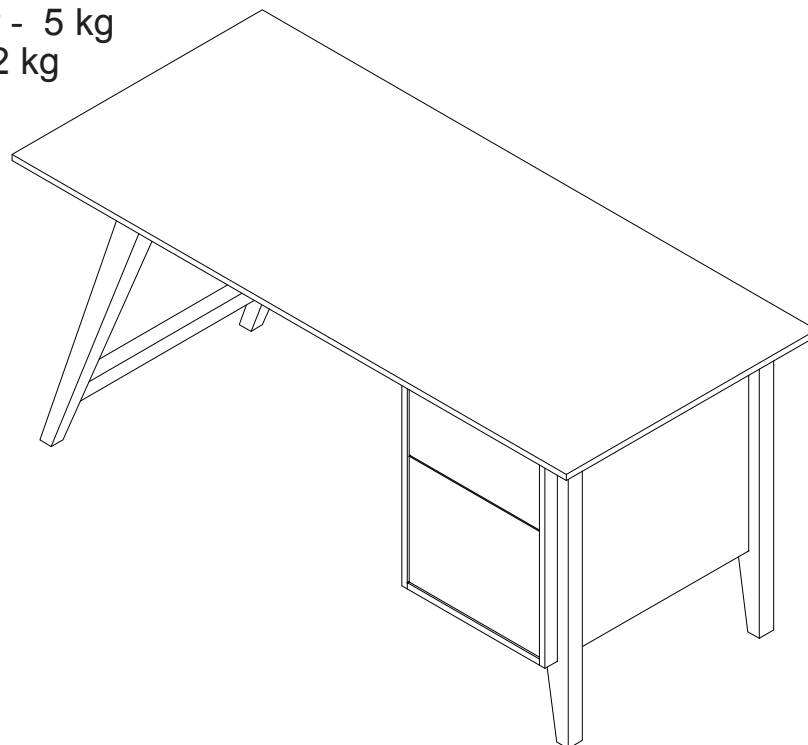


Note: Insert the sliding part (at drawer section) into ball bearing part gently as shown below.



Step 48 Option 2

Maximum Load Capacity:
Desk Top - 50 kg
Stationery Drawer - 5 kg
Filing Drawer - 12 kg



Your **BELFORT CABINET DESK 1600MM OPTION 2** is now complete and ready for use!

Care Advice

Care Instructions - Timber Furniture

As timber and timber veneer are natural products, it should be expected that there will be colour and grain variations, as well as natural imperfections, this is not considered a fault with the product, but what makes each piece unique.

- Avoid placing wooden furniture in direct sunlight.
- Keep away from heat sources such as radiators, vents, fireplaces etc.
- Do not place sharp materials (knife, fork, etc) directly onto your furniture as sharp material may scrape and damage the finish.
- Lift and place items to reduce any sliding friction across furniture surfaces.
- Use coasters, placemats and tablecloths to protect furniture during use.
- Rotate accessories on the furniture to avoid any permanent marks forming on the wood.
- Dust your furniture regularly to prevent scratches.
- Clean furniture regularly with a soft damp lint free cloth.
- Do not use any detergent as they may contain ingredients that may react and damage the finish.
- If using cleaning products use cleaners specifically for wooden surfaces. Use only as directed by the manufacturer to avoid damaging the surface.
- Avoid using corrosive or abrasive cleaners that may damage the surface. This includes disinfectant wipes.
- Treat spills immediately with an absorbent dry cloth. Not treating spills immediately may cause damage.
- Clean, check and tighten all parts regularly.

Safety Warning

- **WARNING** – Put locking devices on all drawers to prevent children opening them and using them as steps.
- **CAUTION** – This product is intended to hold the maximum weight indicated. Exceeding the maximum weight will result in instability and may cause injury.

Warranty 3 years

Product Warranty – valid for Australian customers only

Officeworks Ltd warrants that this product will be free from defects and work as intended for 3 years from the date of purchase by the original customer.

If the product has any defects or does not work as intended during the Warranty Period, Officeworks will, at its election and at its expense, repair or replace the product.

This warranty does not apply:

- As timber and timber veneer are natural products, it should be expected that there will be colour and grain variations, as well as natural imperfections, this is not considered a fault with the product, but what makes each piece unique.
- to cosmetic damage;
- to damage caused by consumables used in connection with the product (such as cleaning products);
- where the product has not been used in accordance with all provided instructions;
- to damage arising from fair wear and tear;
- where the product has not been subject to reasonable use;
- where the product has been intentionally or negligently damaged; and/or
- if the customer has attempted to repair the product.

To make a claim under this warranty, please return your product with your receipt or proof of purchase to your nearest Officeworks store or contact 1300 633 423.

This warranty is provided in addition to any rights you may be entitled to under the Competitions & Consumer Act 2010.

Our goods come with guarantees that cannot be excluded under the Australian Consumer Law. You are entitled to a replacement or refund for a major failure and compensation for any other reasonably foreseeable loss or damage. You are also entitled to have the goods repaired or replaced if the goods fail to be of acceptable quality and the failure does not amount to a major failure.



Thank you for your purchase. Please retain your receipt to validate warranty.
If you would like to know more about our furniture products, please visit www.officeworks.com.au