

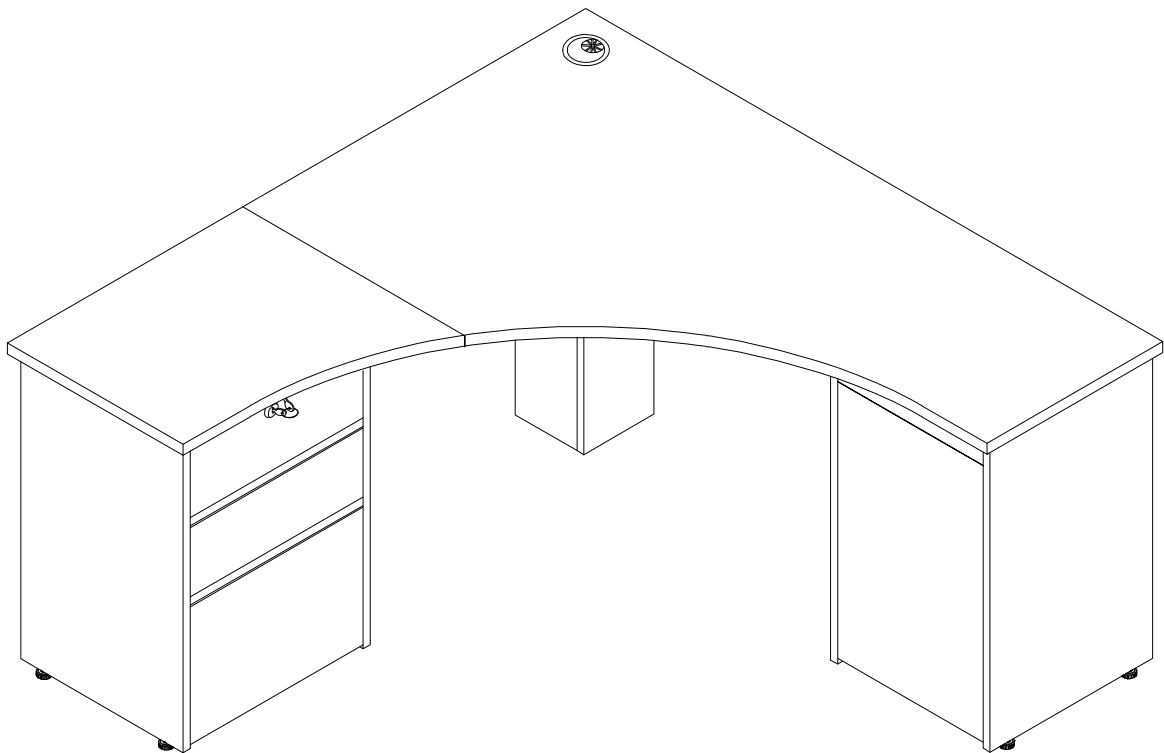
J.BURROWS

.....

ASSEMBLY INSTRUCTIONS

WASHINGTON 1500 x 1500MM CORNER
WORKSTATION OPTION1

JBWASHWSWK / JBWASHWSBK



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www.officeworks.com.au

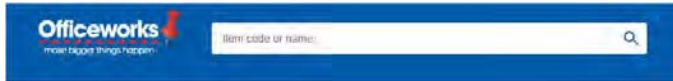
3 Cartons

For spare parts or hardware call (03) 9310 3011 or email hardware@kyvas.com.au

Important

Estimated Assemble Time: 110min

- 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.



Customer Service Contact Details



Spare Parts & Hardware
(03) 9310 3011

People Required



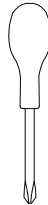
More Than One Person Is Required
To Safely Assemble The Item

General Advice



Assemble On A Clean Flat
Surface

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.
- If you are missing any hardware, please contact Kyvas on (03) 9310 3011 or email hardware@kyvas.com.au
- Please ensure you have the item, required hardware 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.

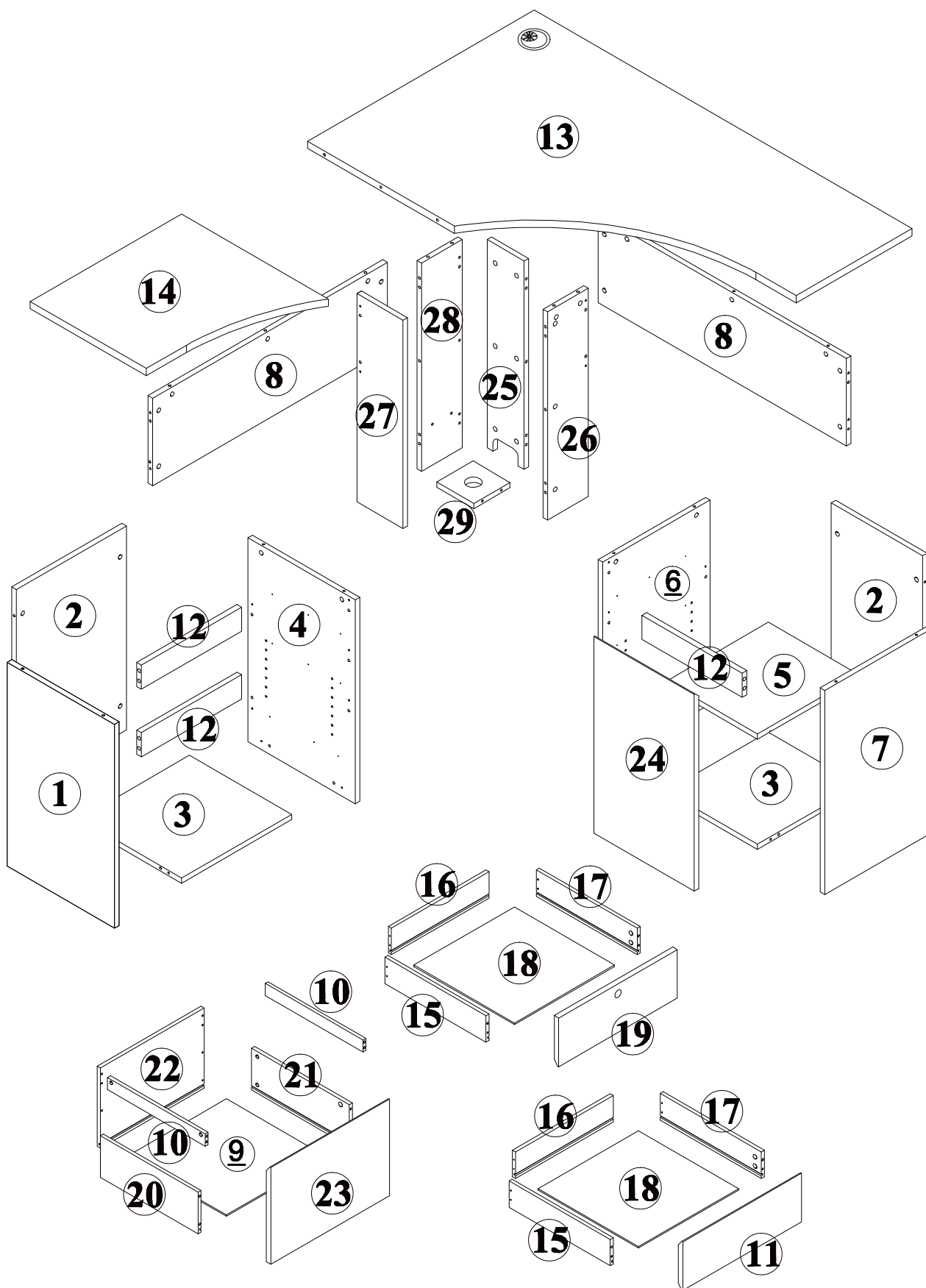
WARNING

- 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

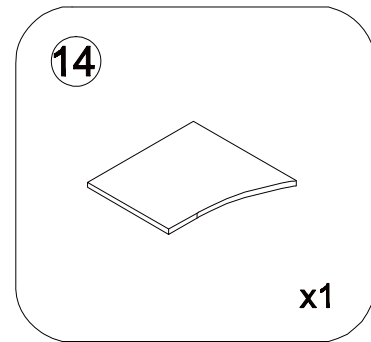
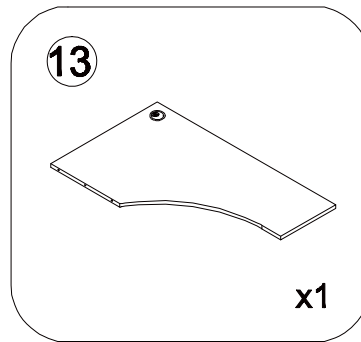
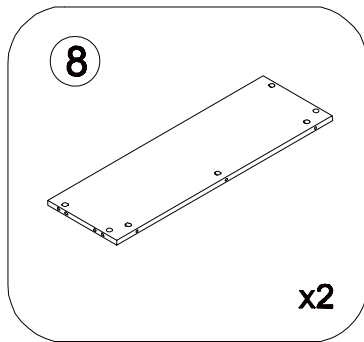
- CHILDREN MUST BE SUPERVISED.

Part Overview

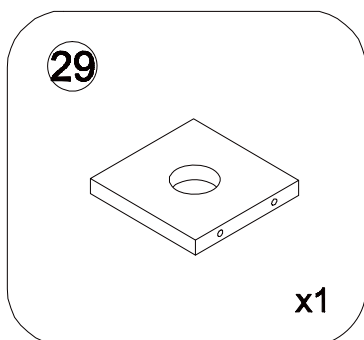
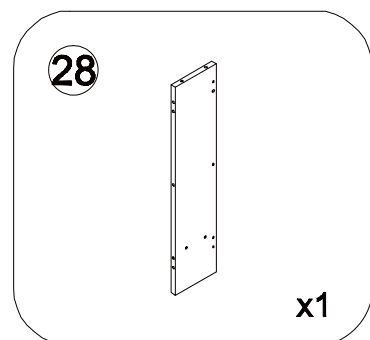
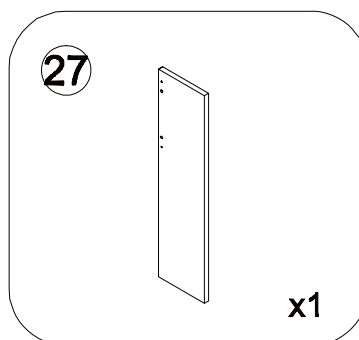
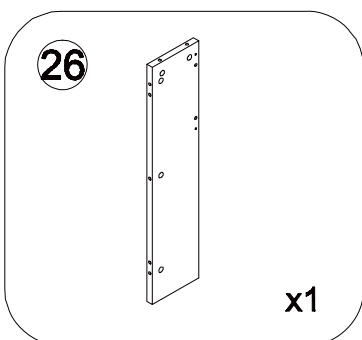
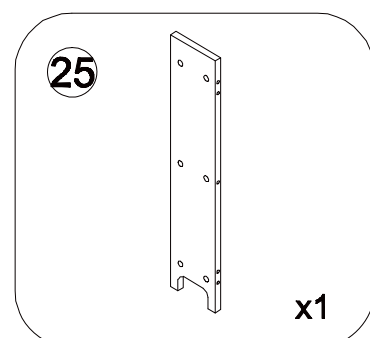
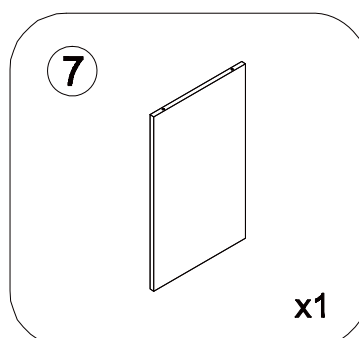
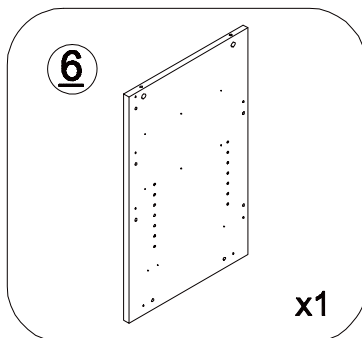
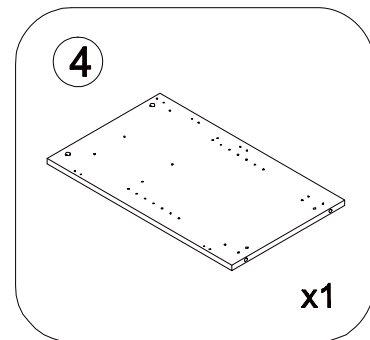
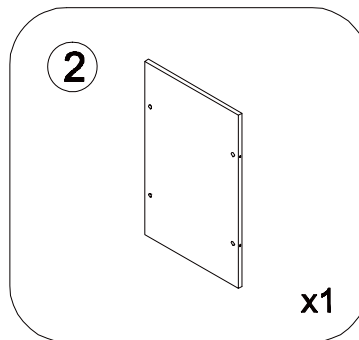
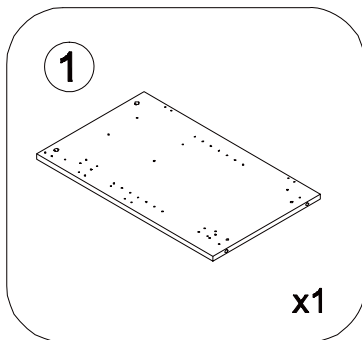


Part List

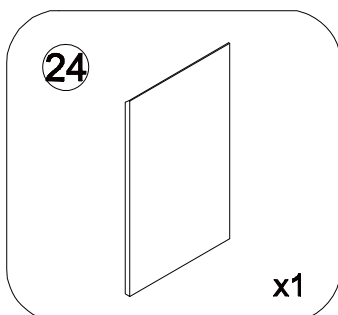
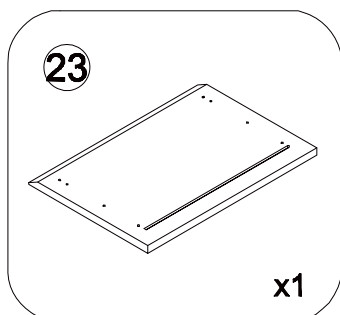
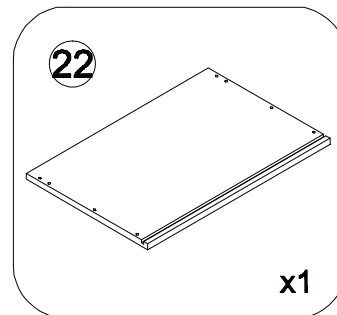
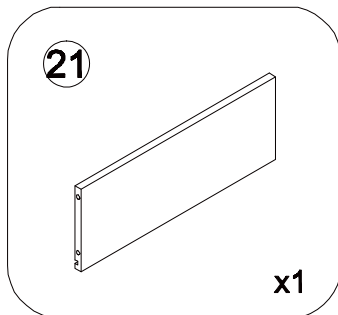
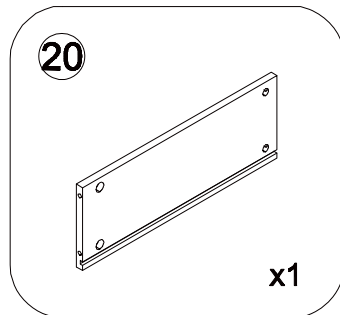
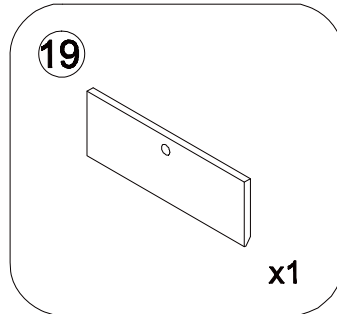
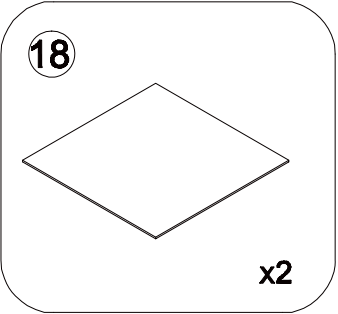
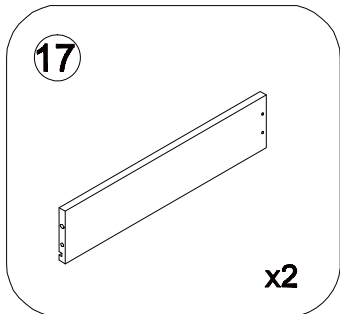
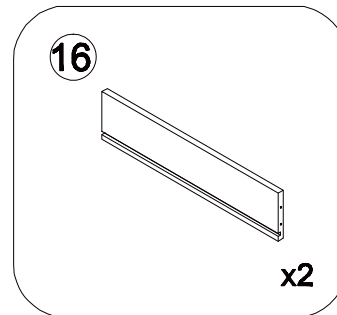
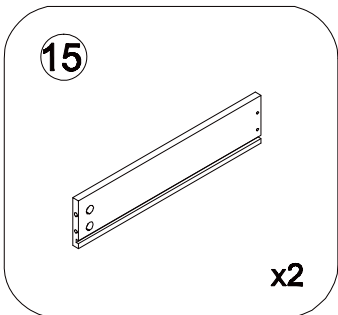
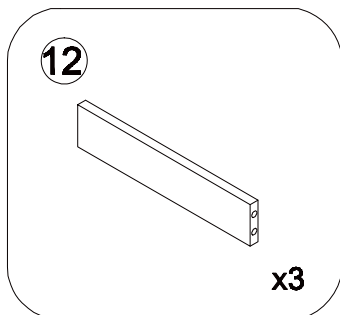
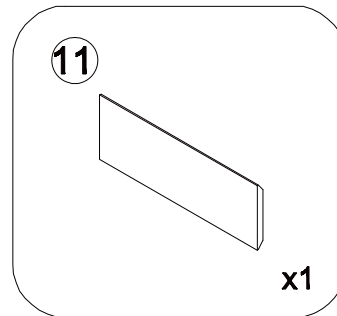
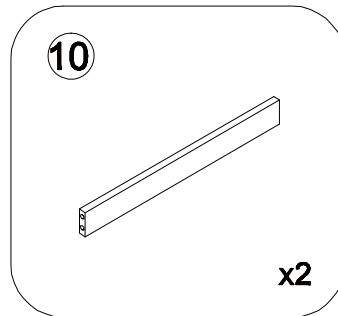
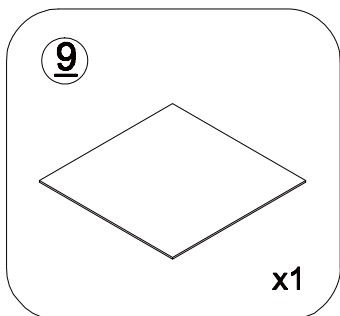
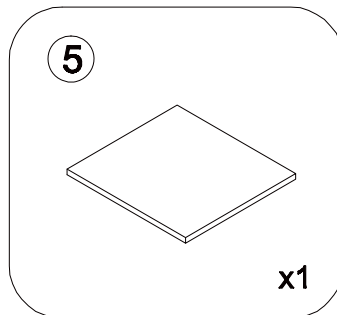
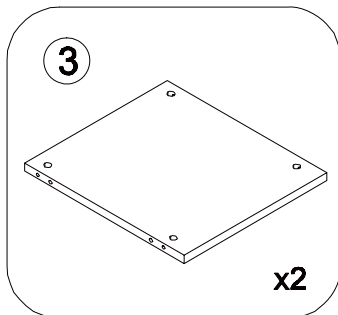
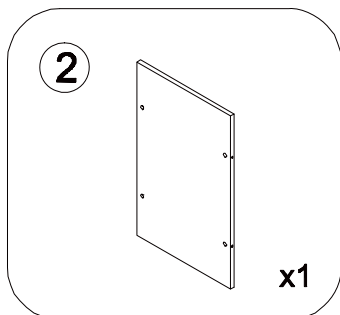
Parts located in Carton - JBWASHWSB1 / JBWASHWSO1



Parts located in Carton - JBWASHWSB2 / JBWASHWSO2

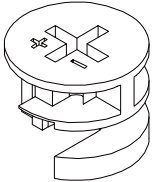
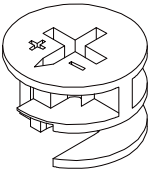
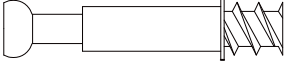


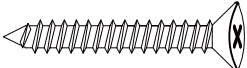
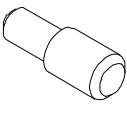


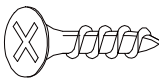
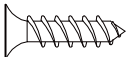


Parts located in Carton - JBWASHWSB3 / JBWASHWSO3

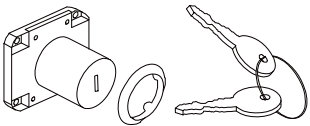
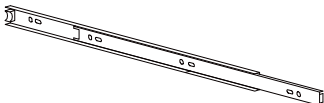
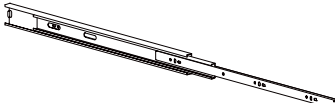

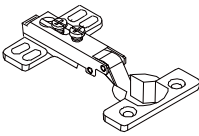
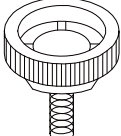
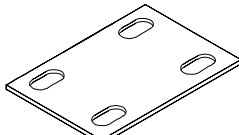
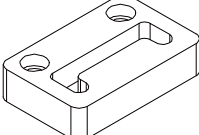


Hardware List

Hardware Pack located in Carton - JBWASHWSB3 / JBWASHWSO3

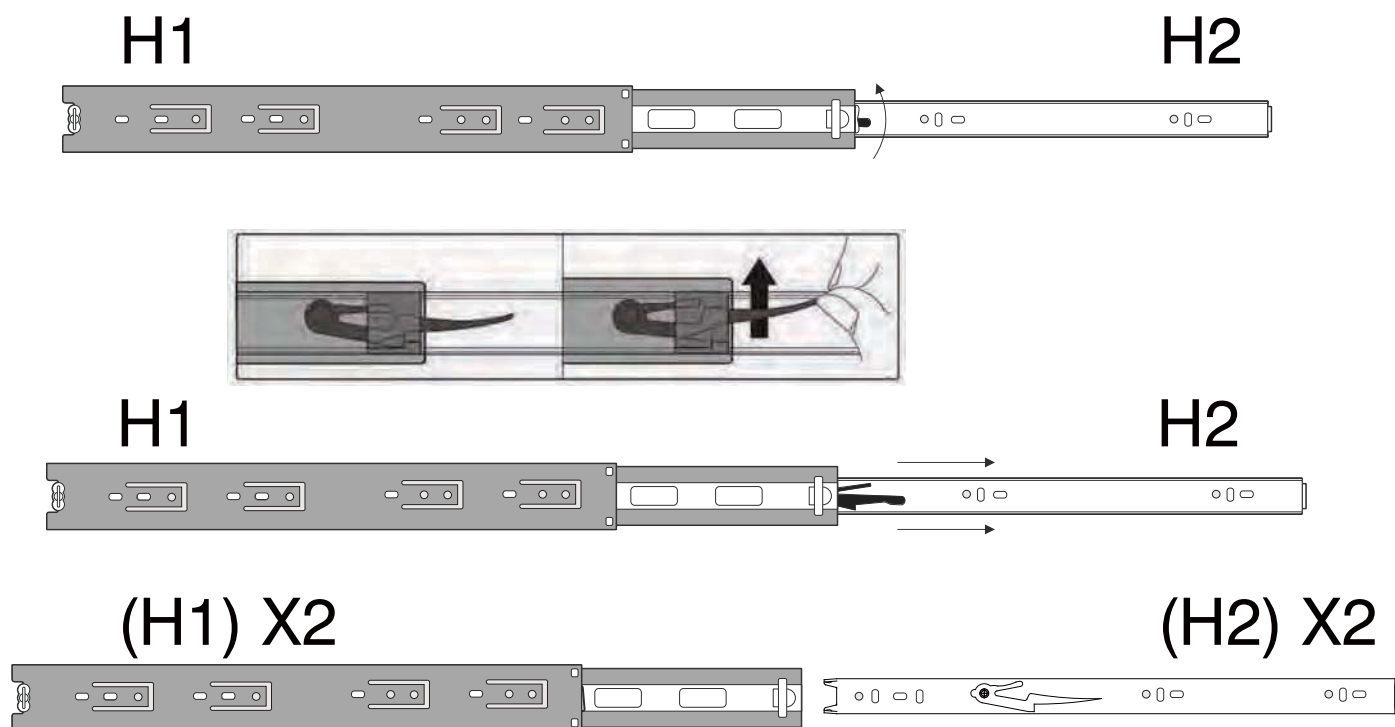
A  (Ø15 x 12mm) X 61pcs (Extra 1pc)	B  (Ø12 x 10mm) X 21pcs (Extra 1pc)	C  (Ø6 x 35mm) X 81pcs (Extra 1pc)	E  (Ø7.8 x 30mm) X 46pcs (Extra 1pc)
F  (Ø5.8 x 30mm) X 4pcs	I  (Ø4 x 30mm) X 8pcs	K  Shelf Support X 4pcs	M  (Ø4 x 16mm) X 16pcs
P  Sticker X 24pcs	R  (Ø3.5 x 18mm) X 12pcs	S  (Ø3.5 x 12mm) X 37pcs (Extra 1pc)	

Other Hardware located in Carton - JBWASHWSB3 / JBWASHWSO3

D  Locker Set X 1set	G  2 Setion Runner X 4sets	H  3 Setion Runner X 2sets
J  Filing Rail X 2pcs	L  Hinge X 2pcs	N  Adjust Feet X 8pcs
O  Metal Connector X 1pc	Q  PP Filing Part X 4pcs	

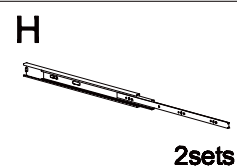
For missing hardware, please contact Kyvas on (03) 9310 3011 or email hardware@kyvas.com.au

Step 1

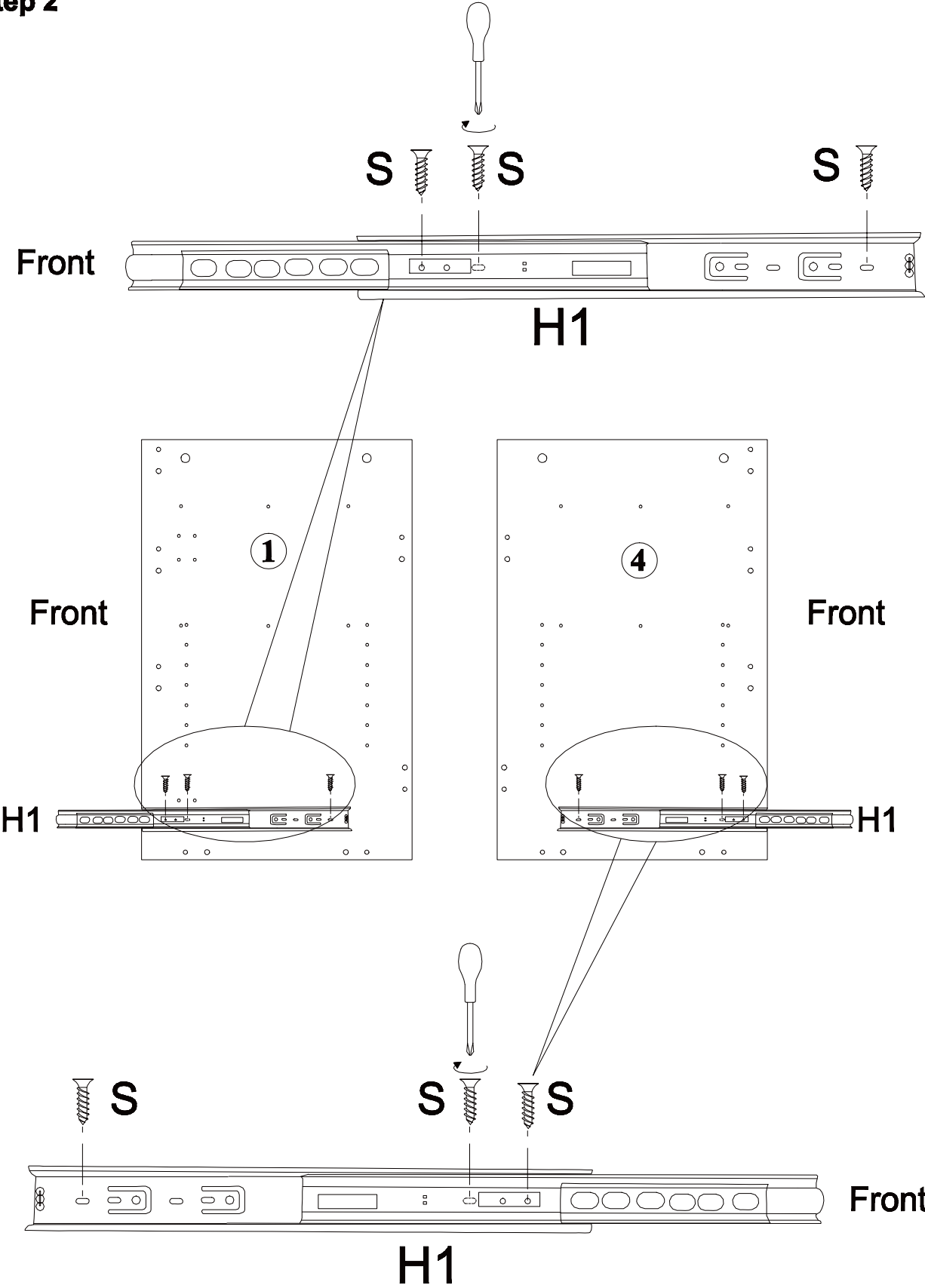



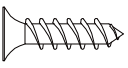
Remark:

Press the plastic slider in the indicated direction to separate drawer runner H1 and H2 before assembling

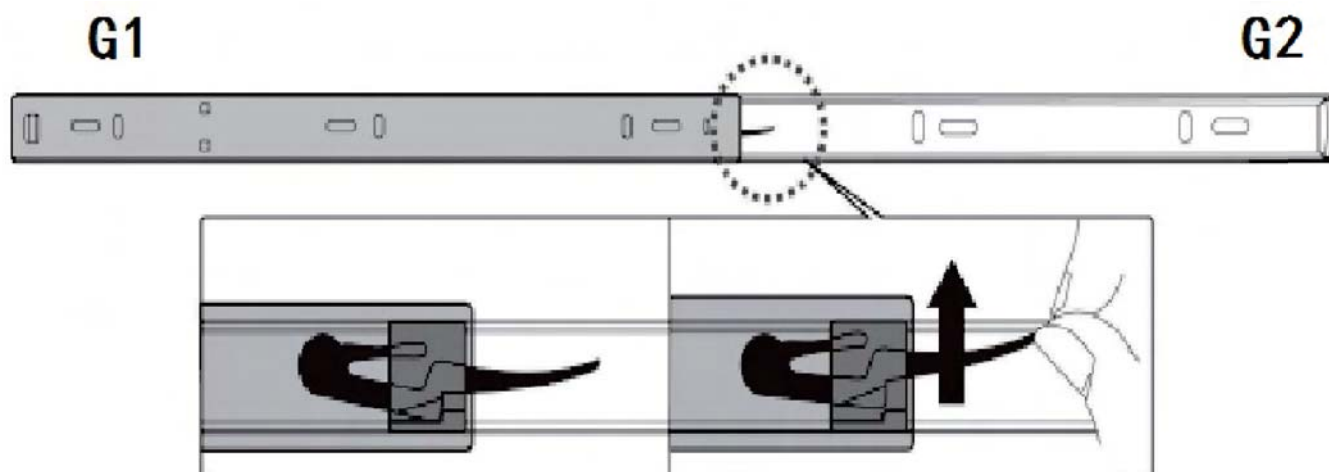


Step 2



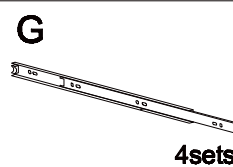
H1  2pcs	S  6pcs
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Step 3

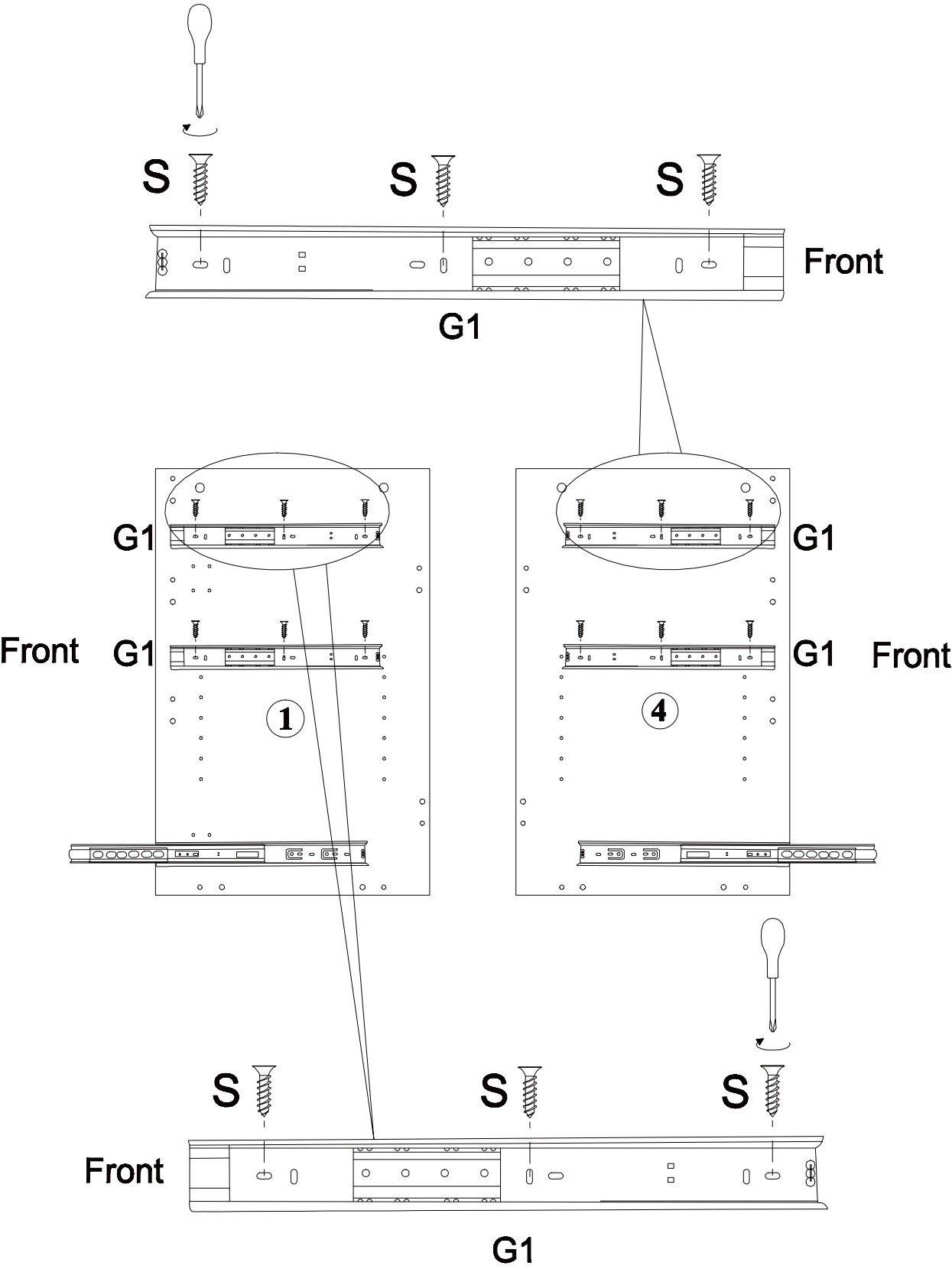



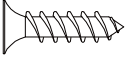
Remark:

Press the plastic slider in the indicated direction to separate drawer runner G1 and G2 before assembling



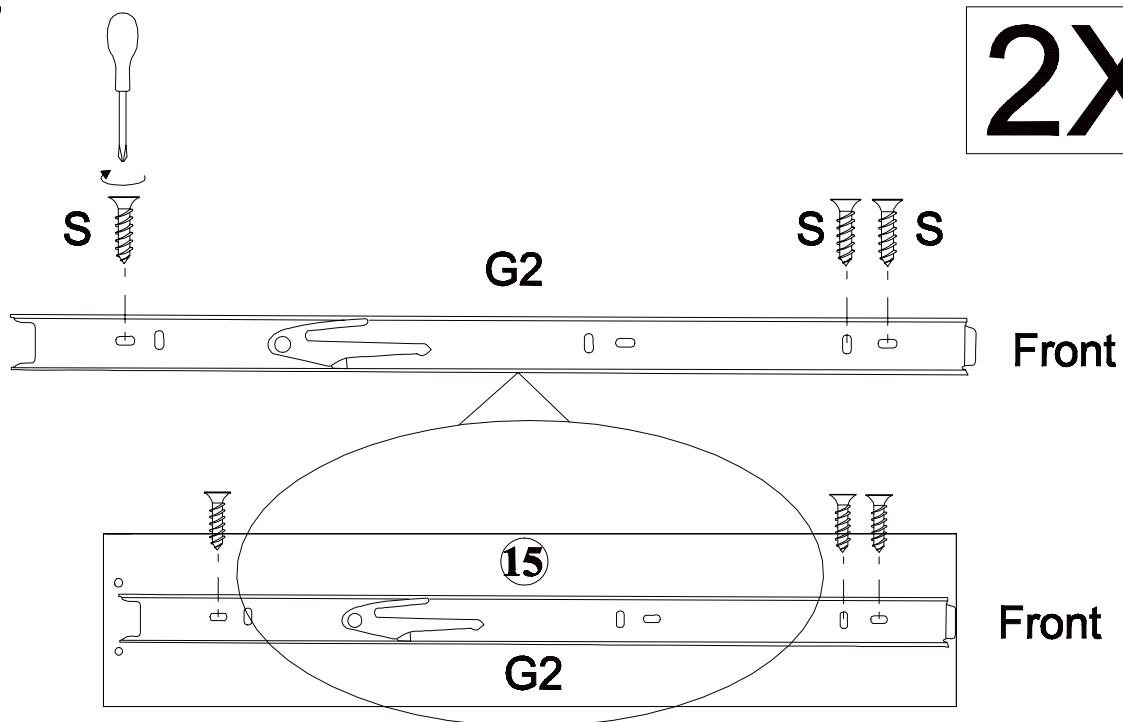
Step 4



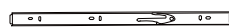
G1  4pcs	S  12pcs
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Step 5

2X

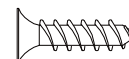


G2



2pcs

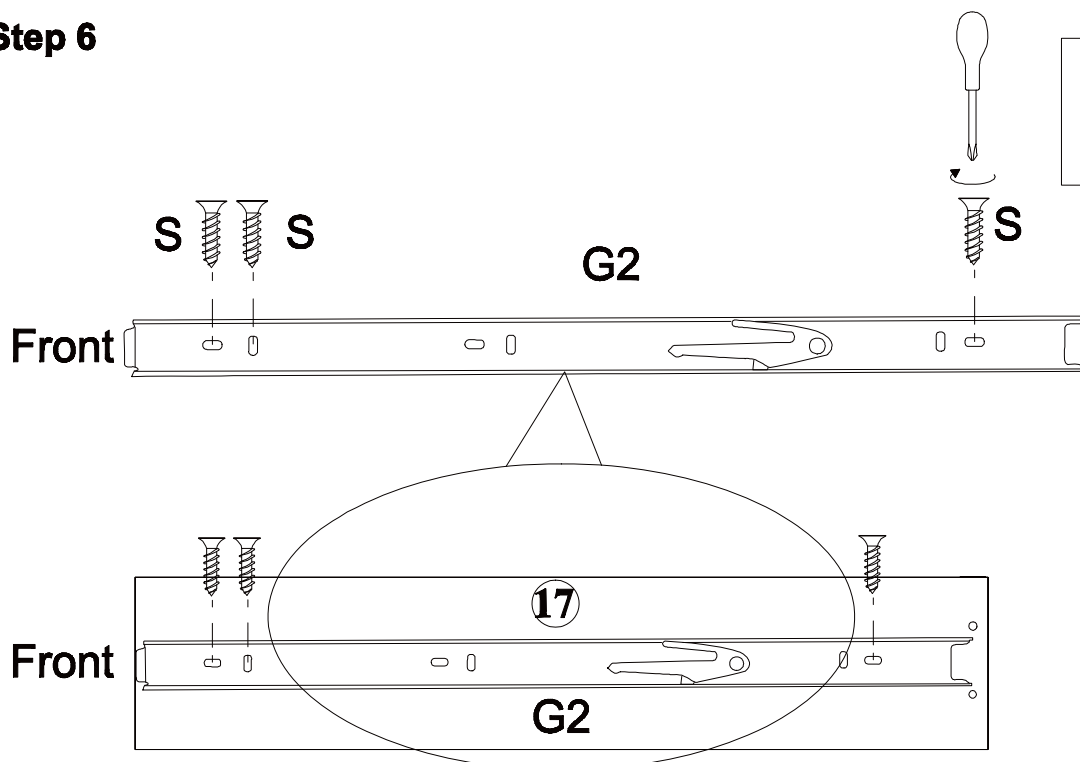
S



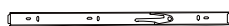
6pcs

Step 6

2X

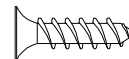


G2



2pcs

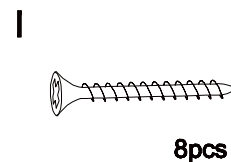
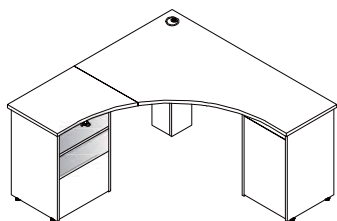
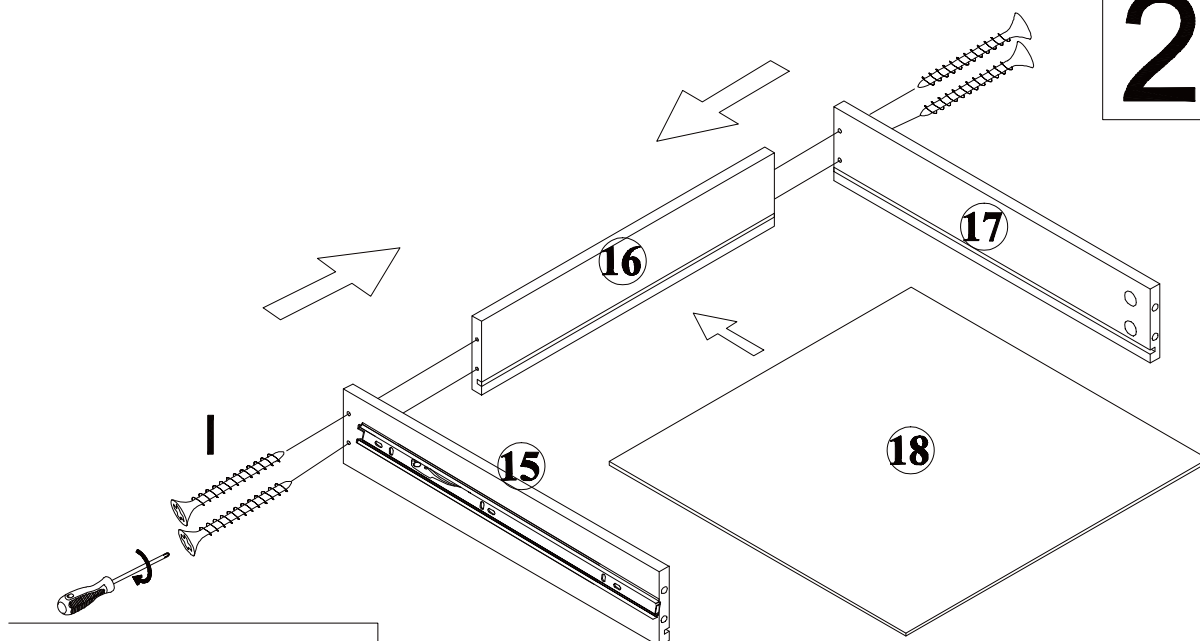
S



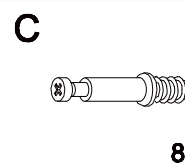
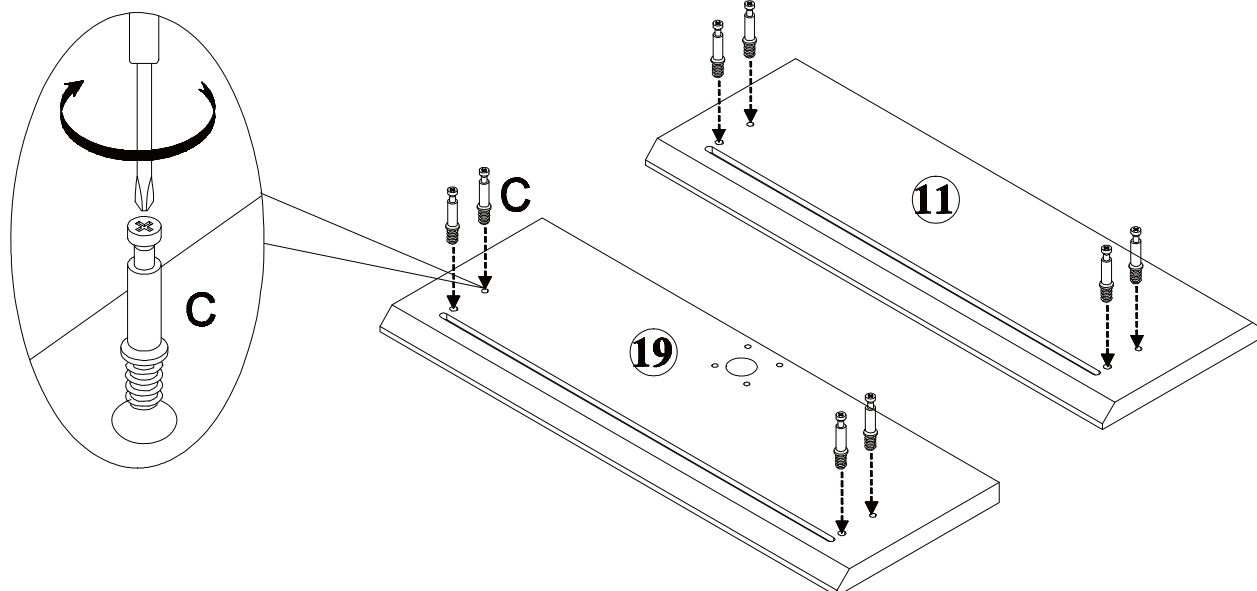
6pcs

Step 7

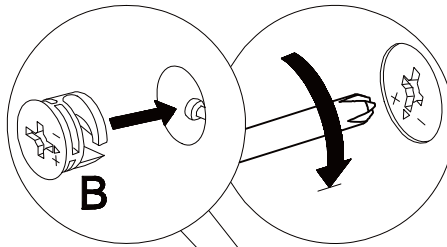
2X



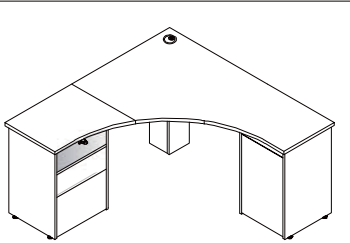
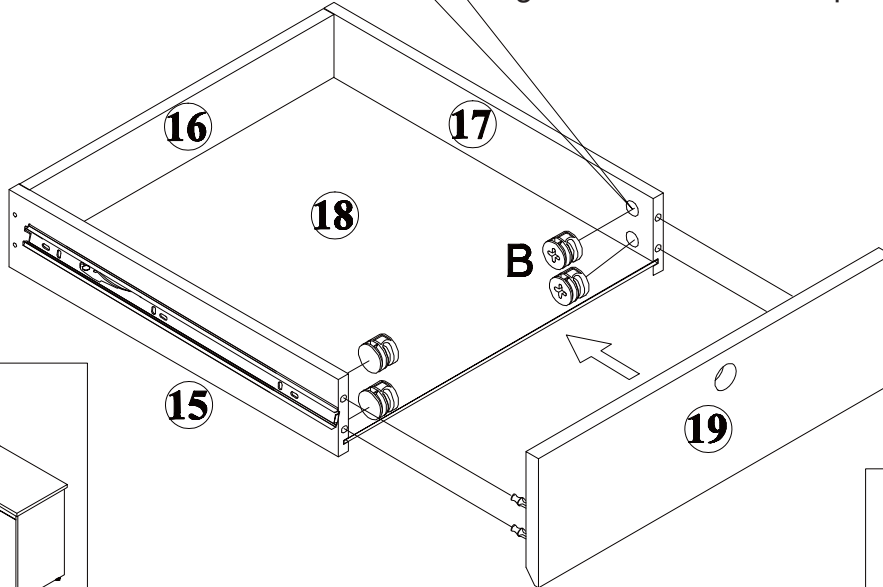
Step 8



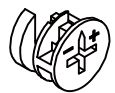
Step 9



Tighten cam locks once panel ①⑨ is in place.

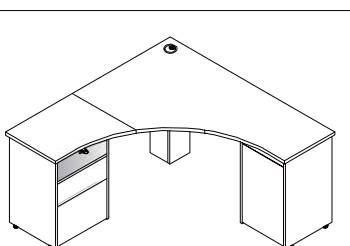
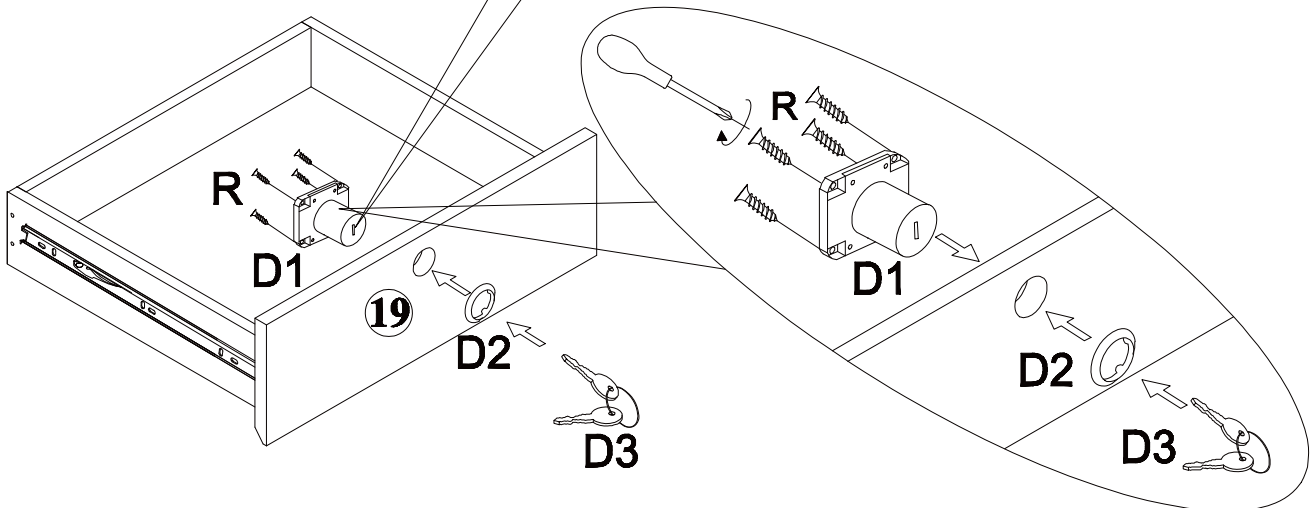
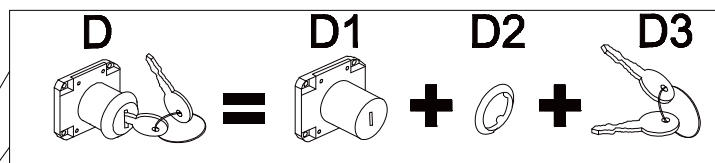


B

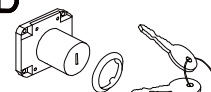


4pcs

Step 10



D



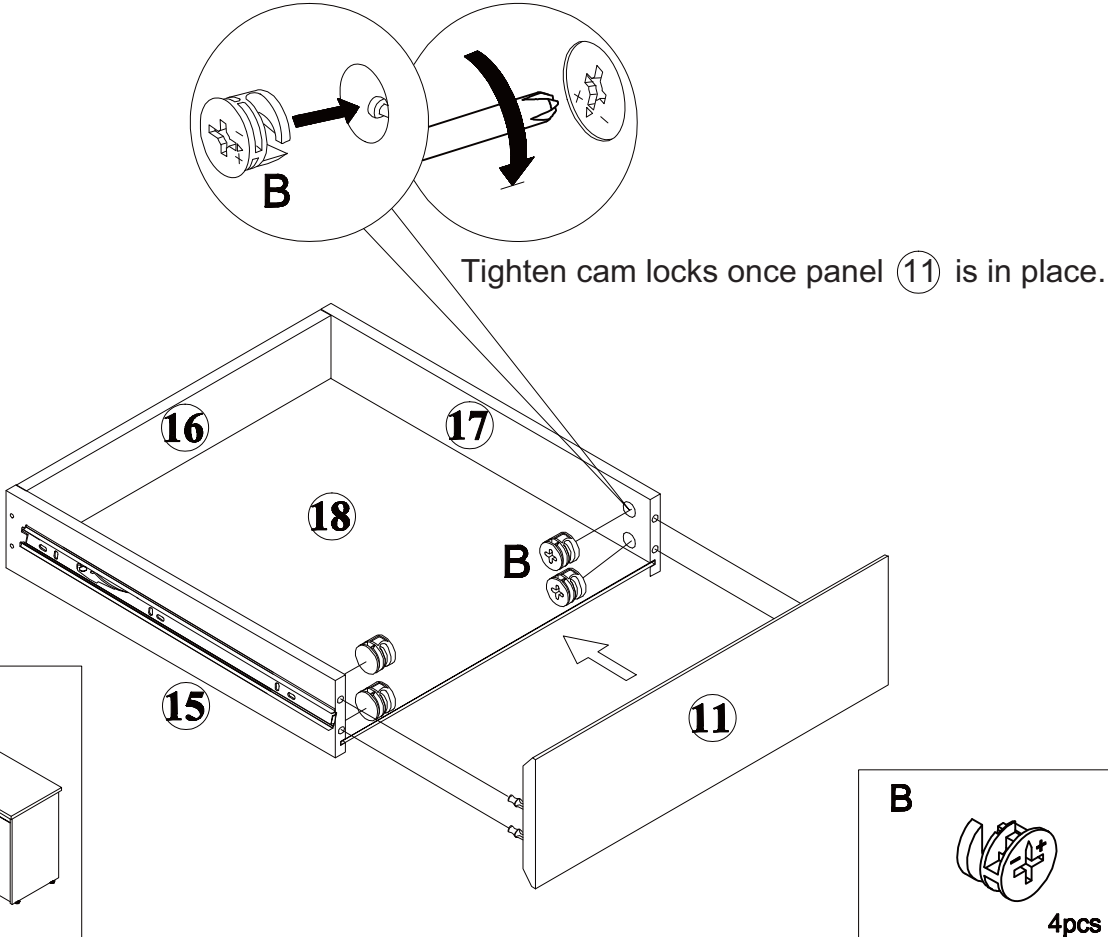
1set

R

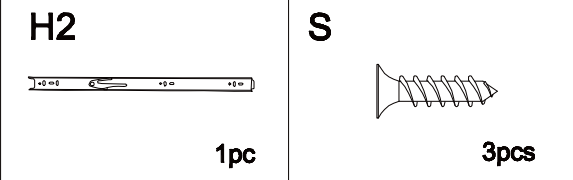
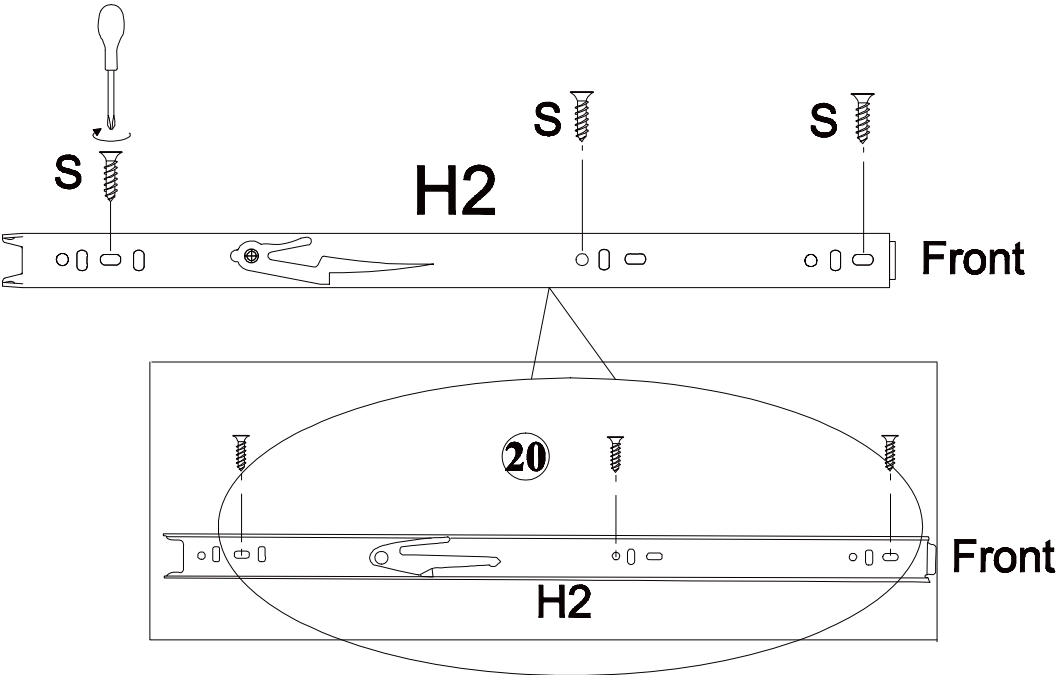


4pcs

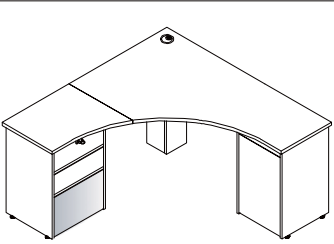
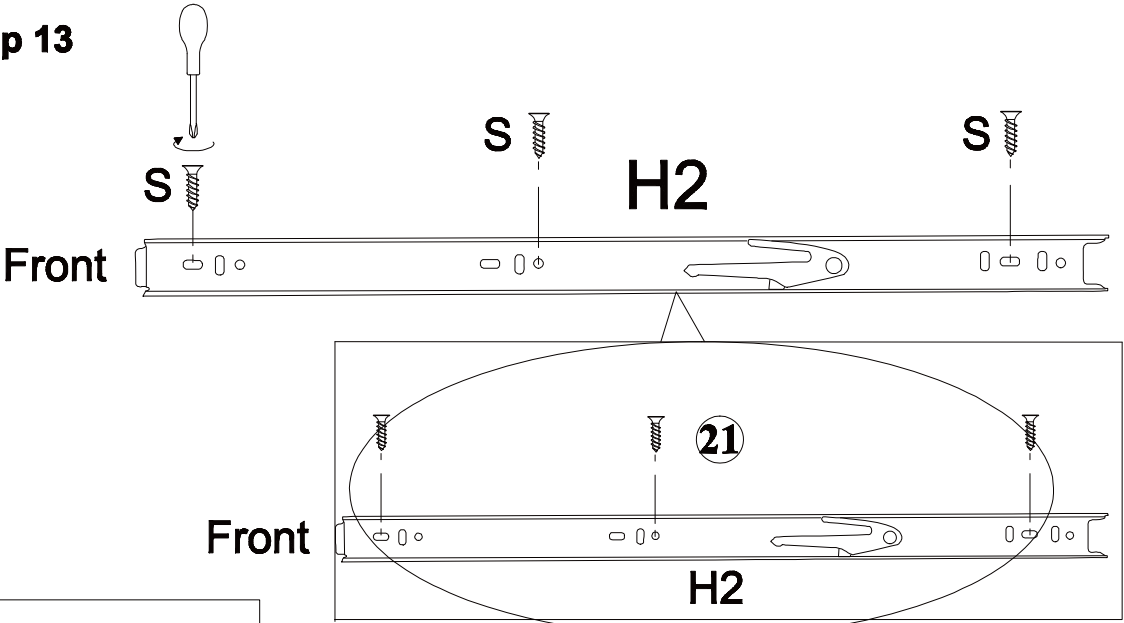
Step 11



Step 12



Step 13

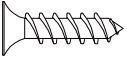


H2



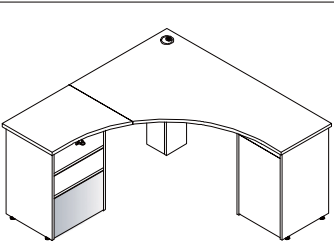
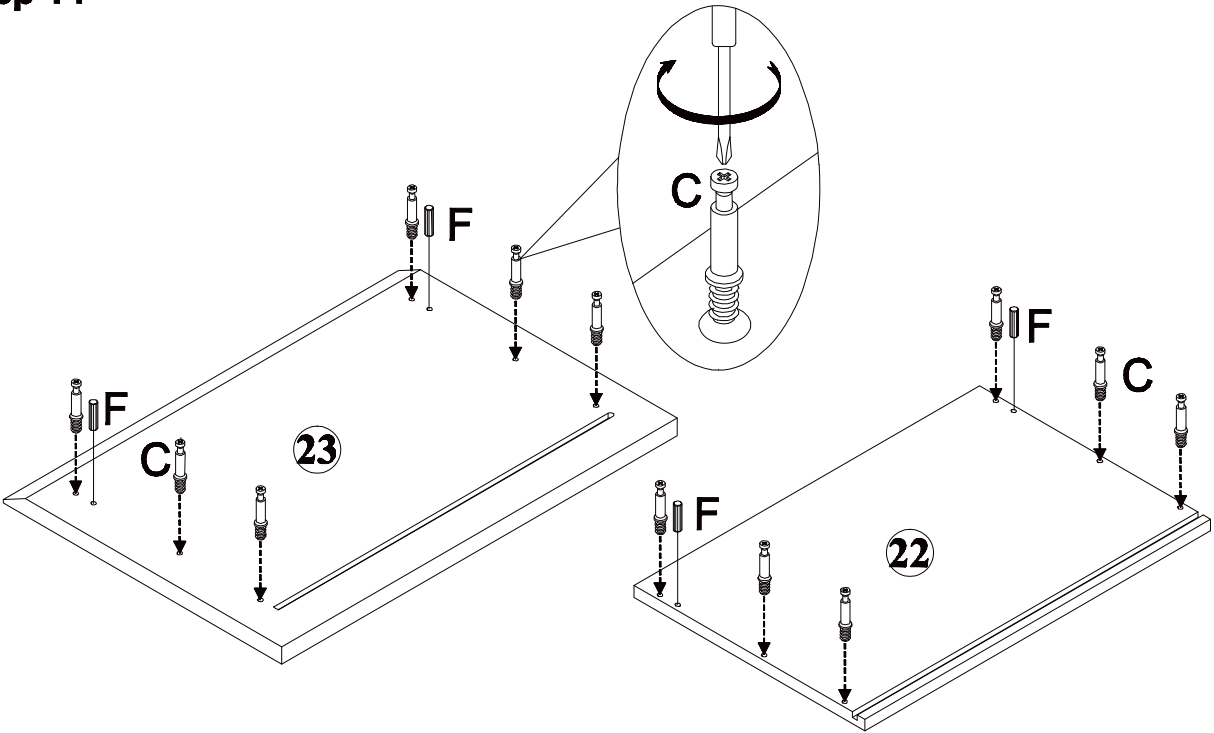
1pc

S



3pcs

Step 14



C



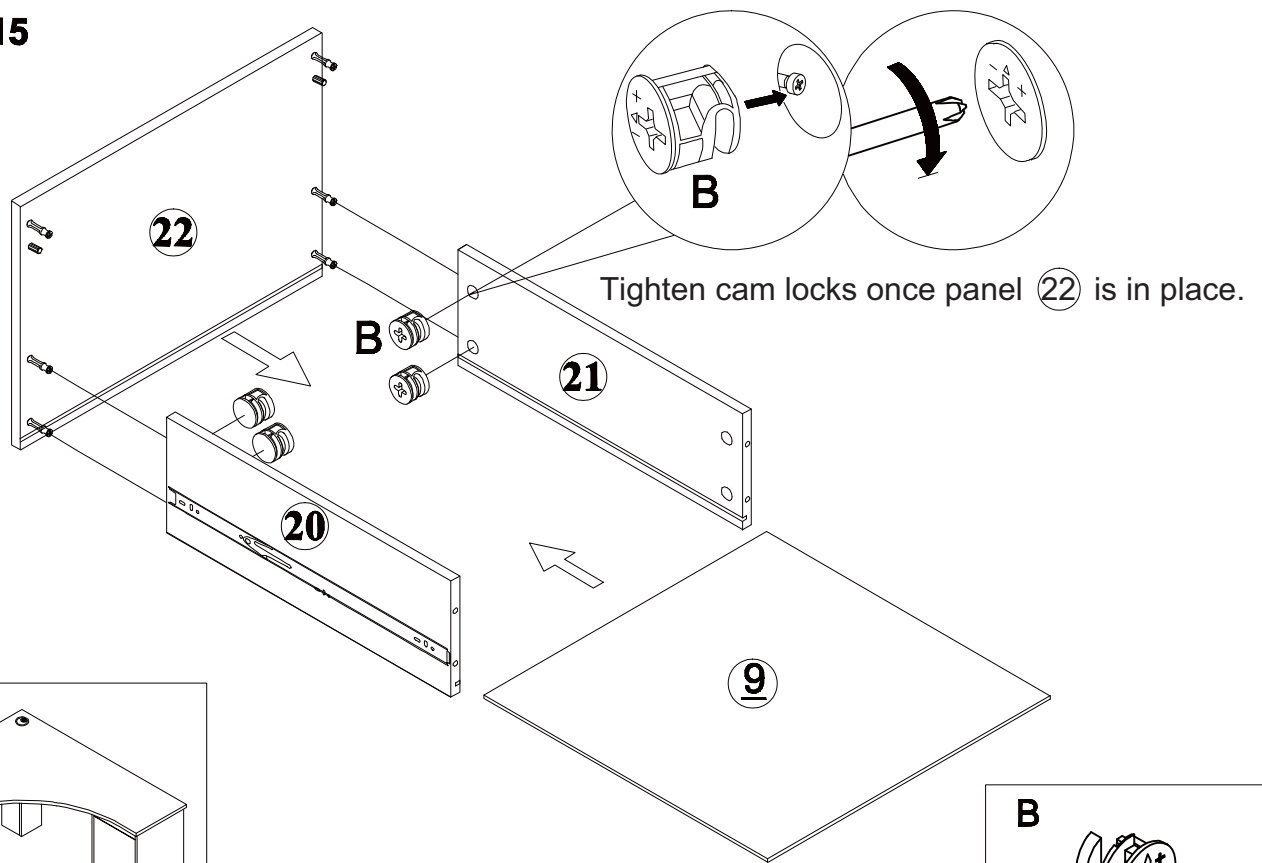
12pcs

F



4pcs

Step 15

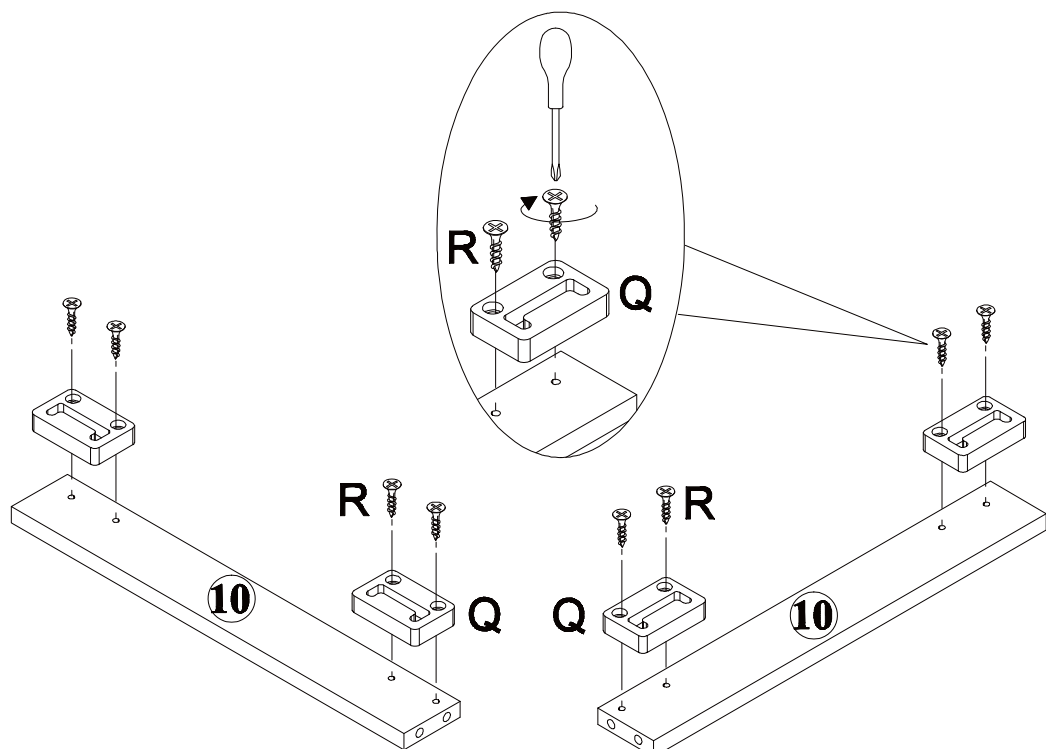


B

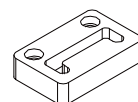


4pcs

Step 16

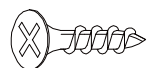


Q



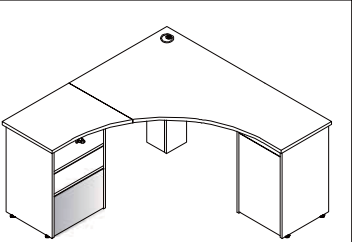
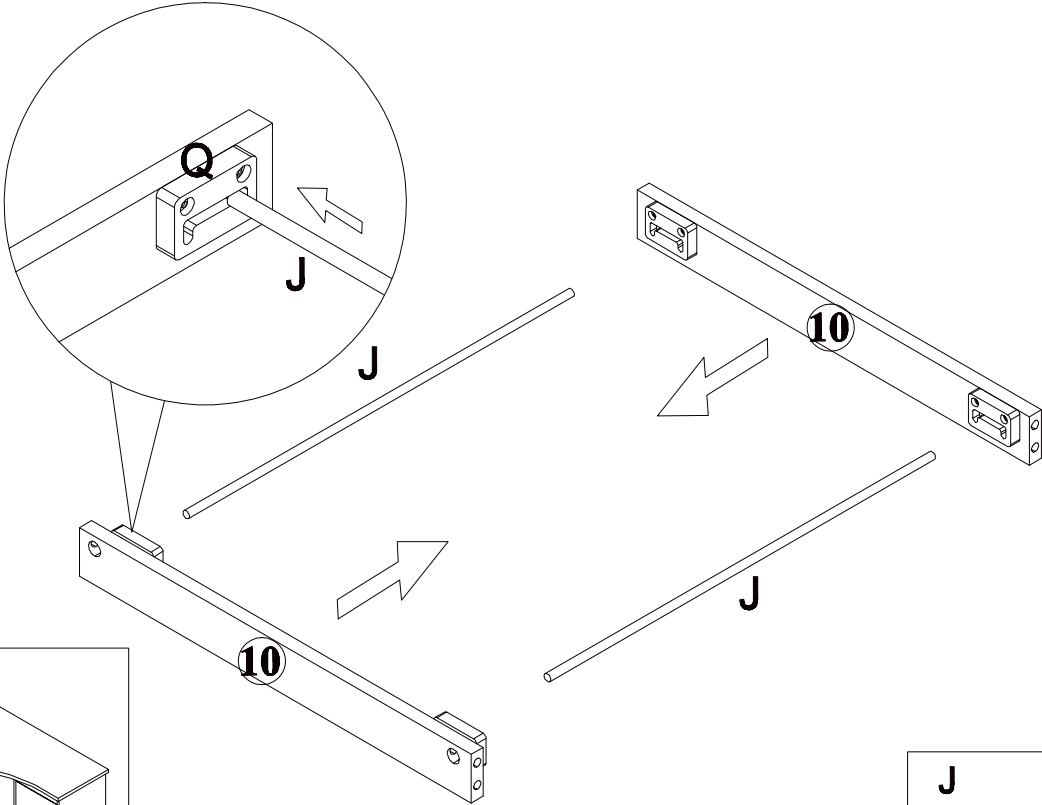
4pcs

R



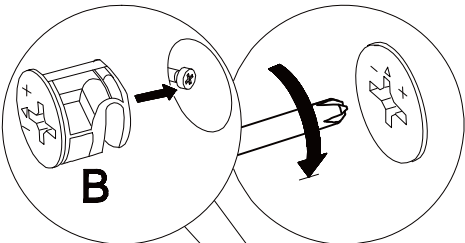
8pcs

Step 17

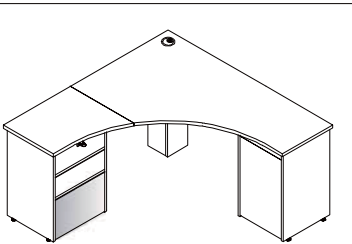
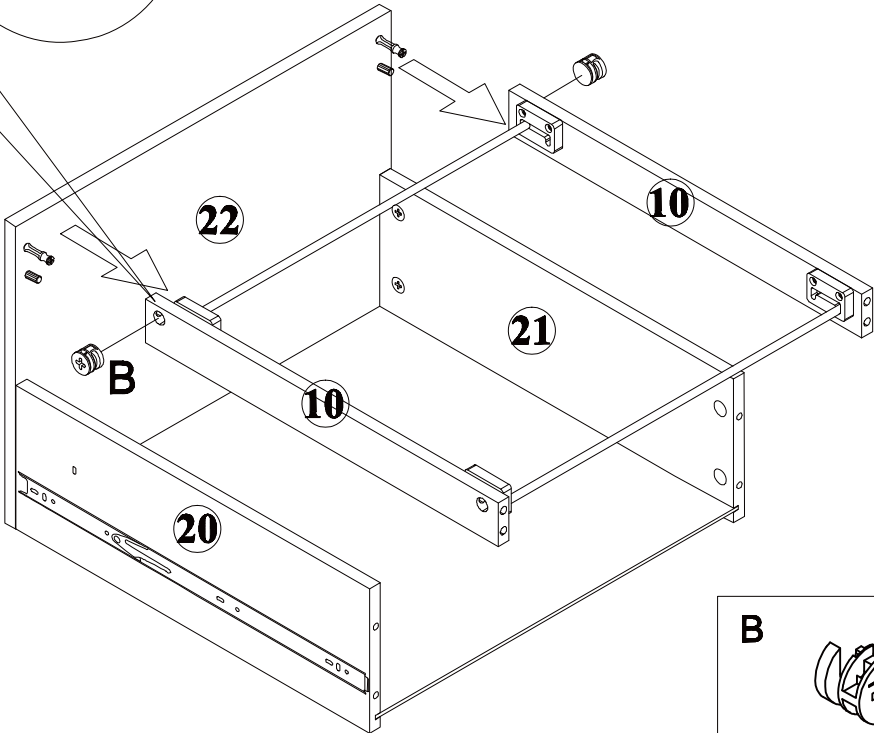


J
2pcs

Step 18

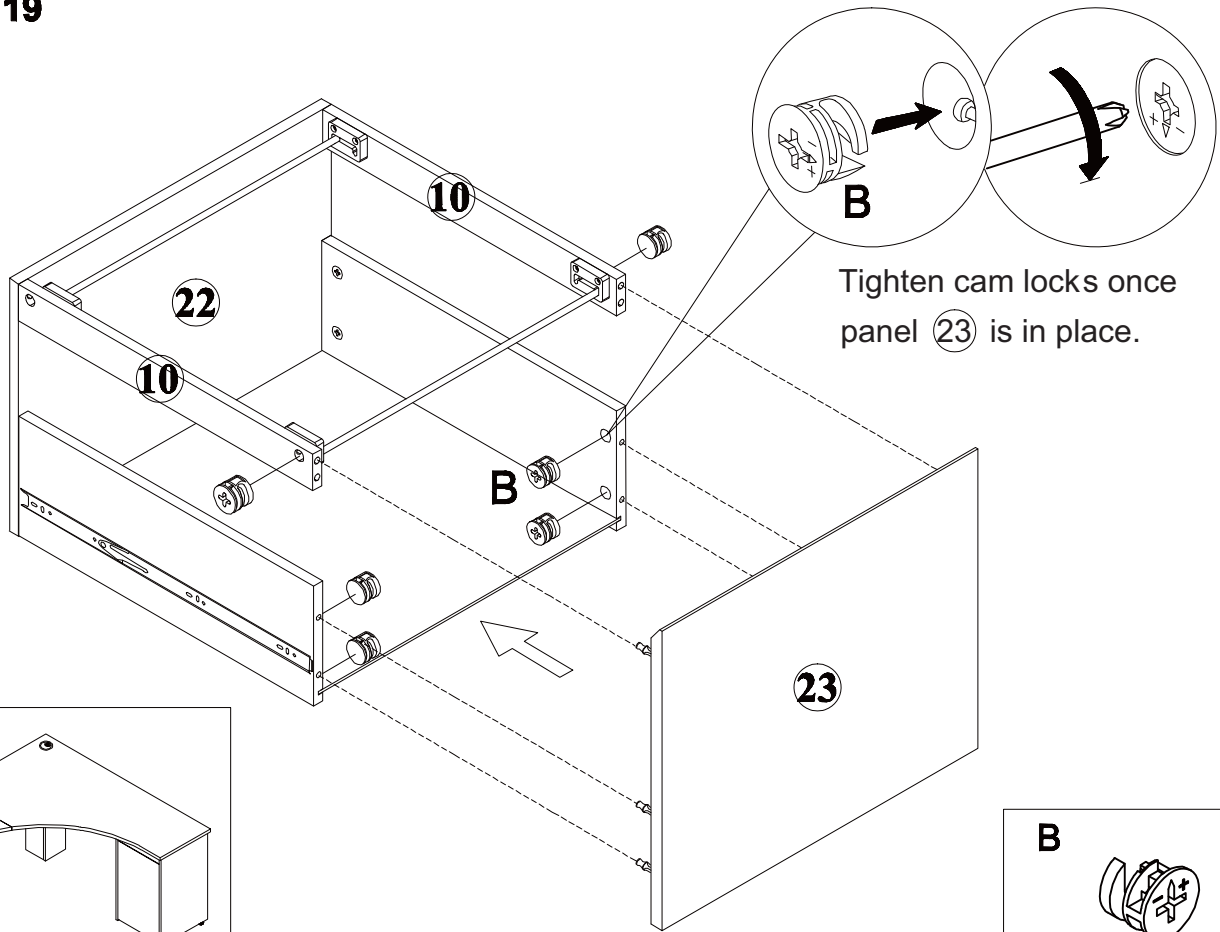


Tighten cam locks once panel 22 is in place.



B
2pcs

Step 19

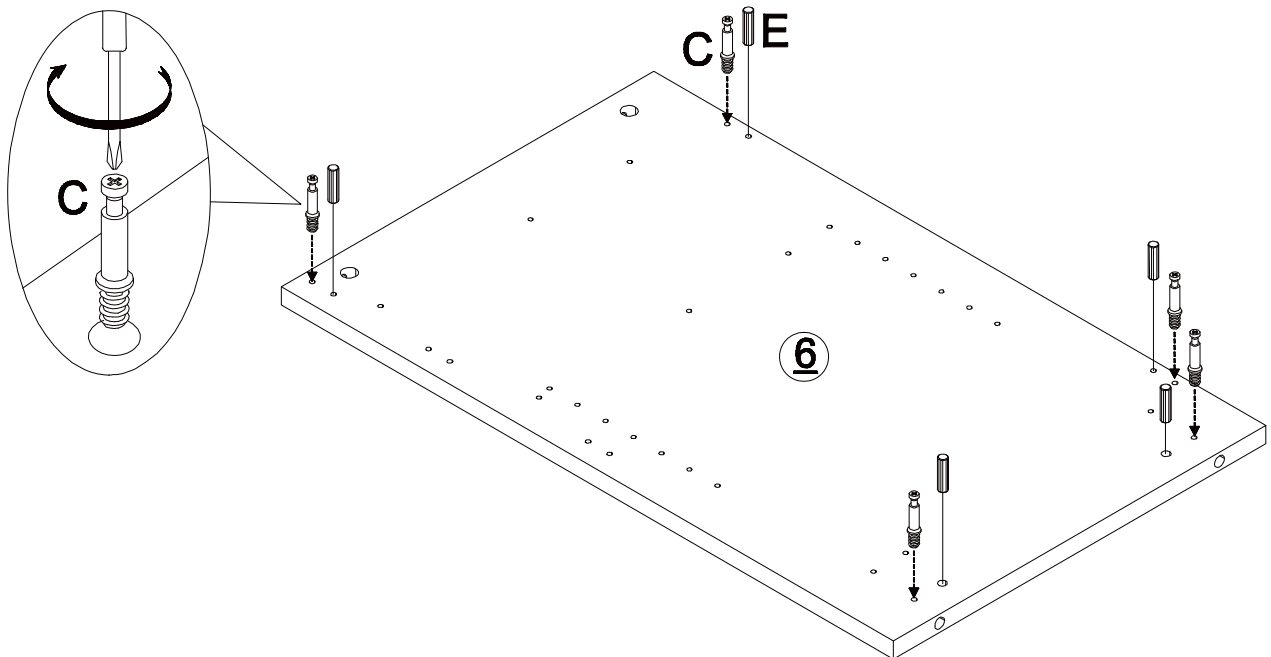


B

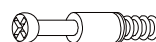


6pcs

Step 20



C



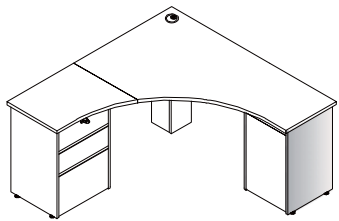
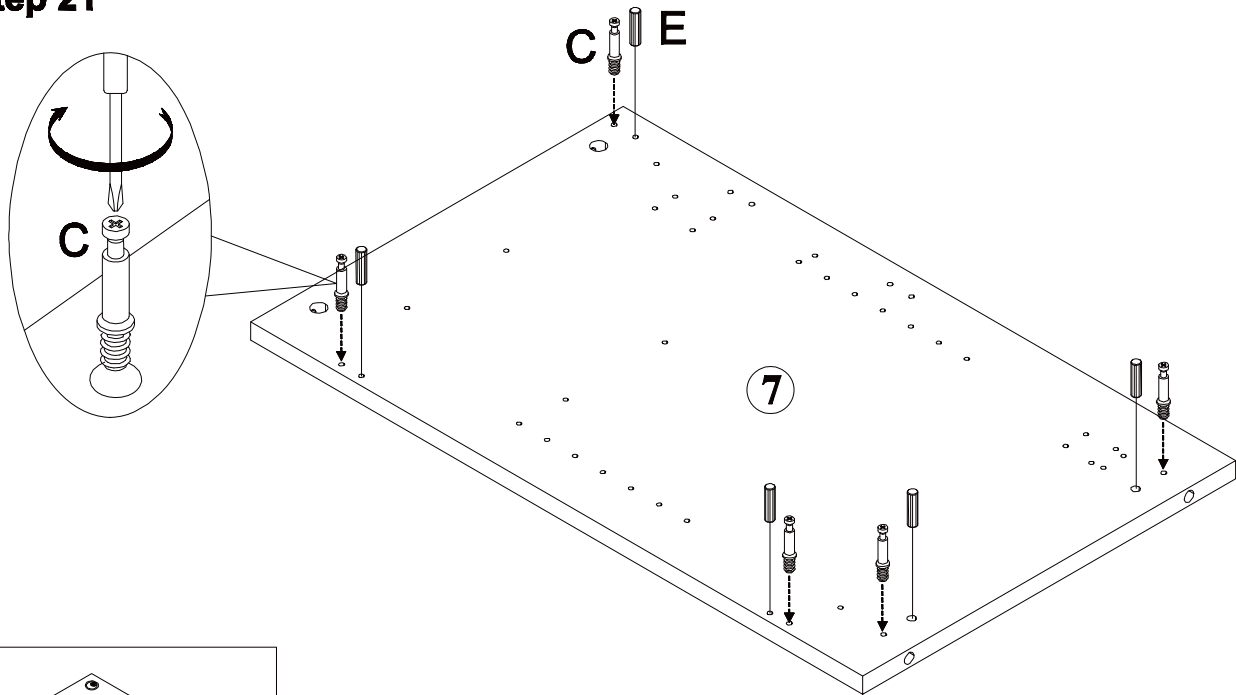
5pcs

E



5pcs

Step 21



C



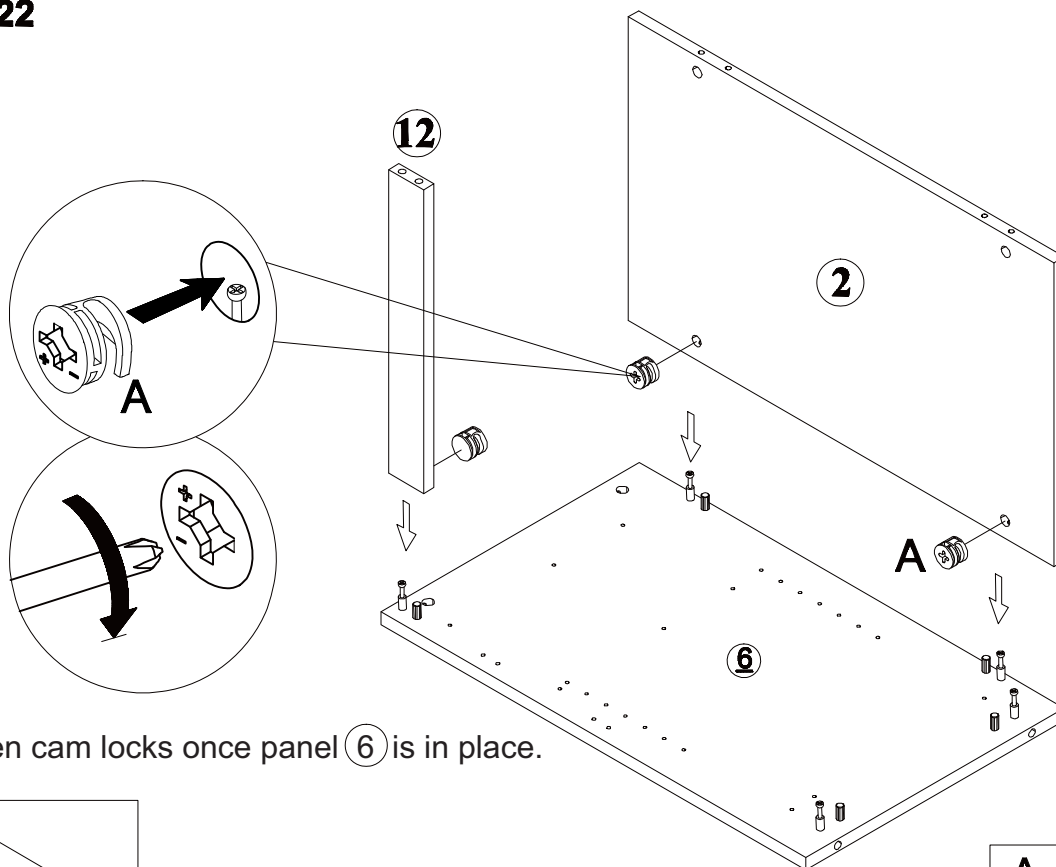
5pcs

E

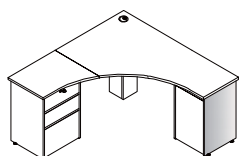


5pcs

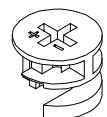
Step 22



Tighten cam locks once panel ⑥ is in place.

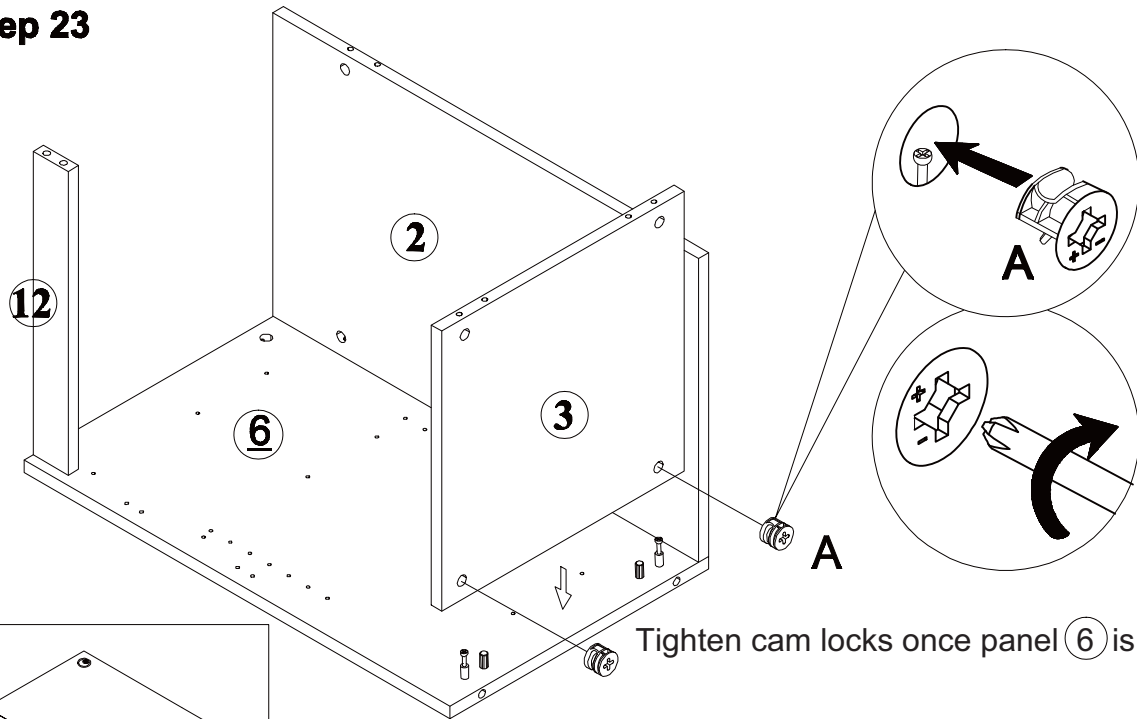


A

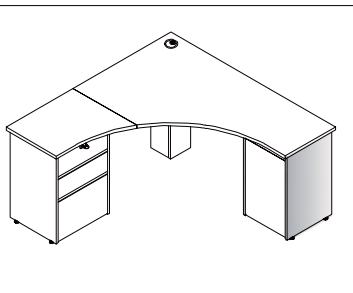


3pcs

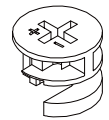
Step 23



Tighten cam locks once panel ⑥ is in place.

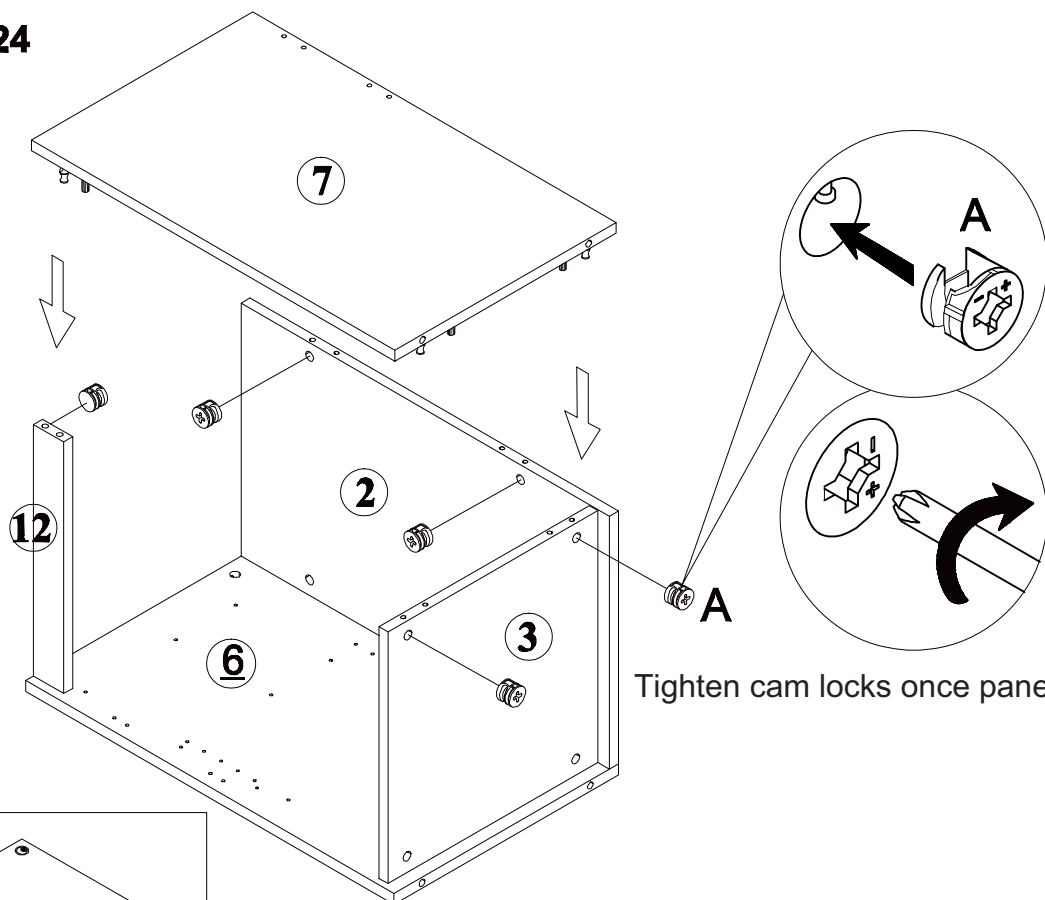


A

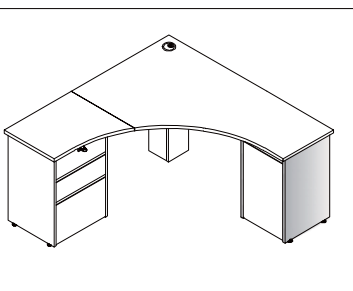


2pcs

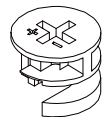
Step 24



Tighten cam locks once panel ⑦ is in place.

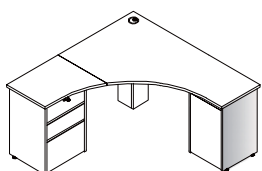
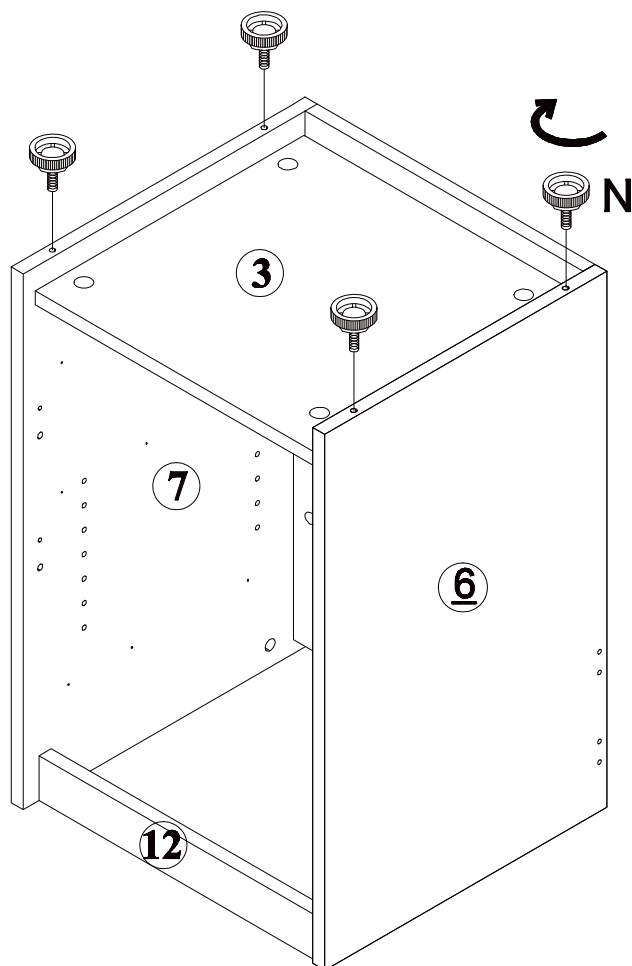


A

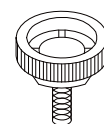


5pcs

Step 25

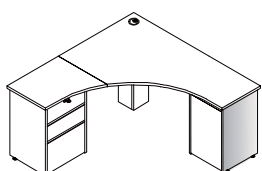
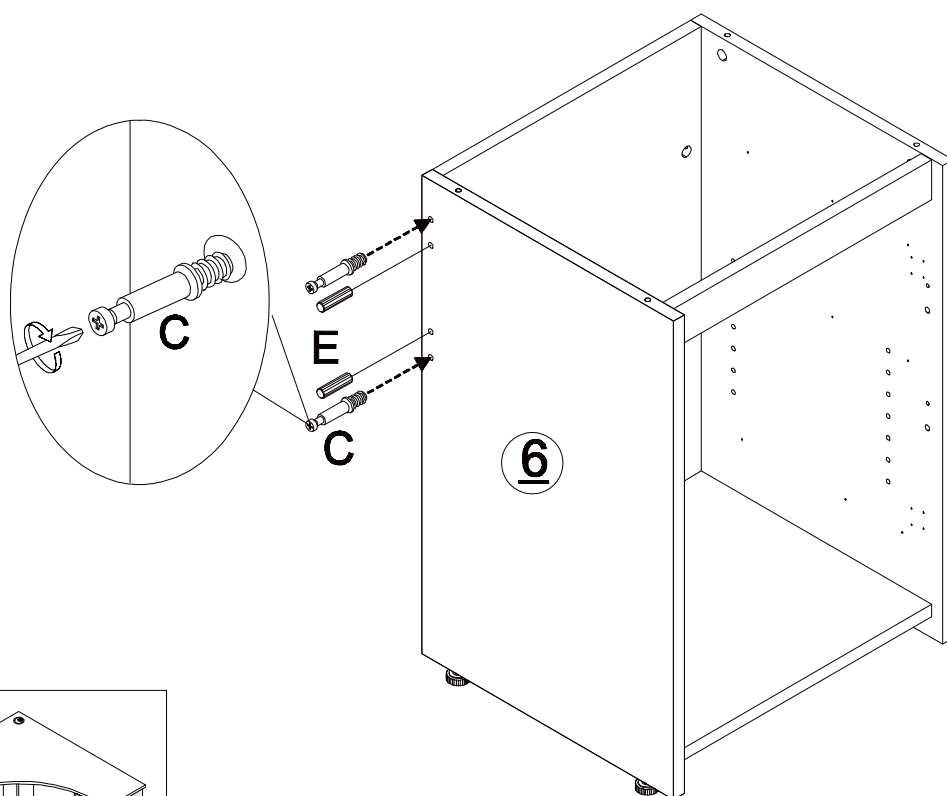


N



4pcs

Step 26



C



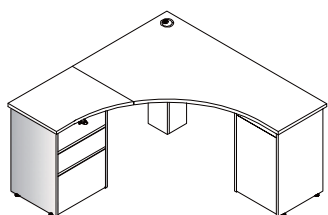
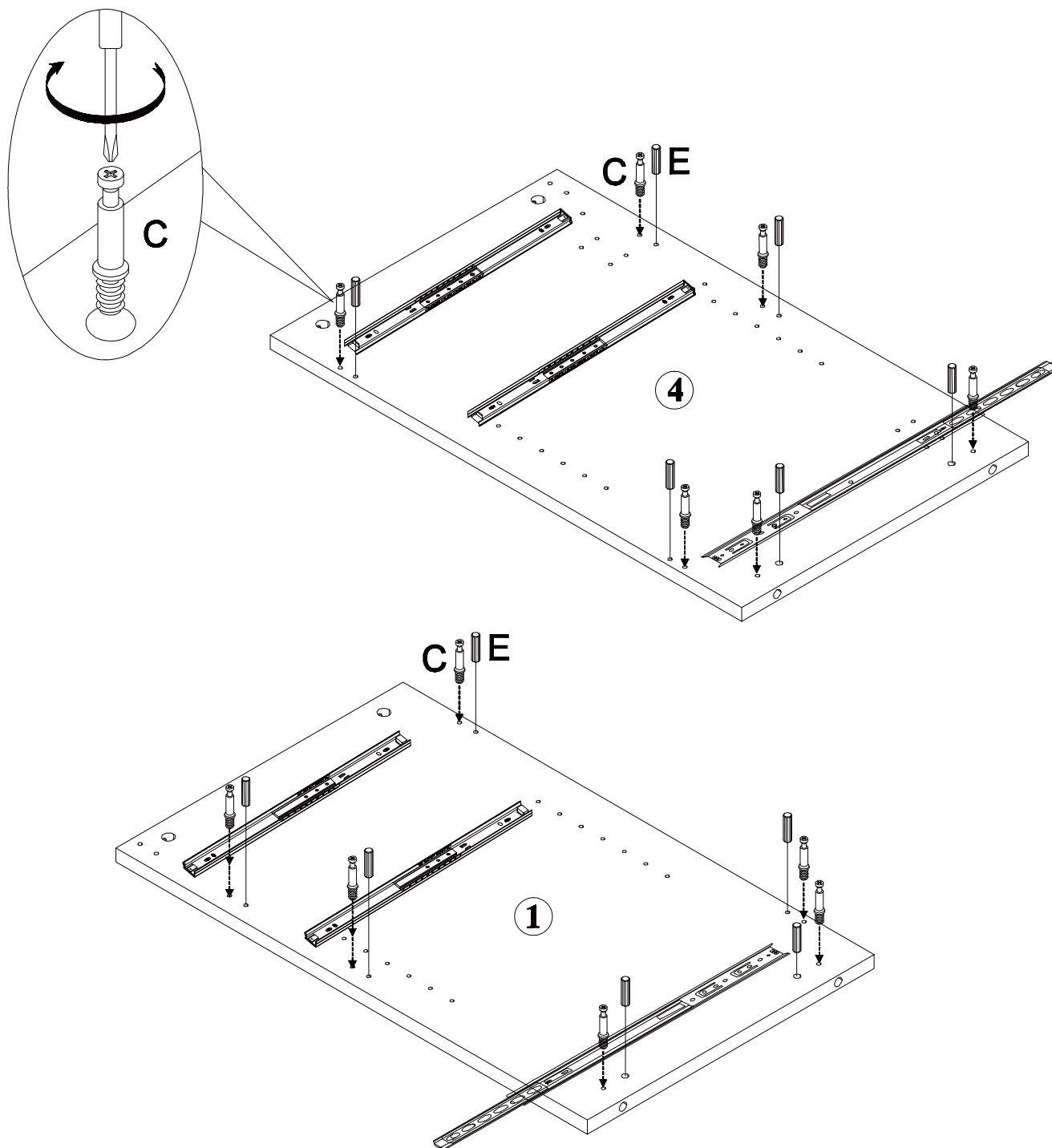
2pcs

E

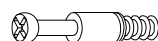


2pcs

Step 27



C



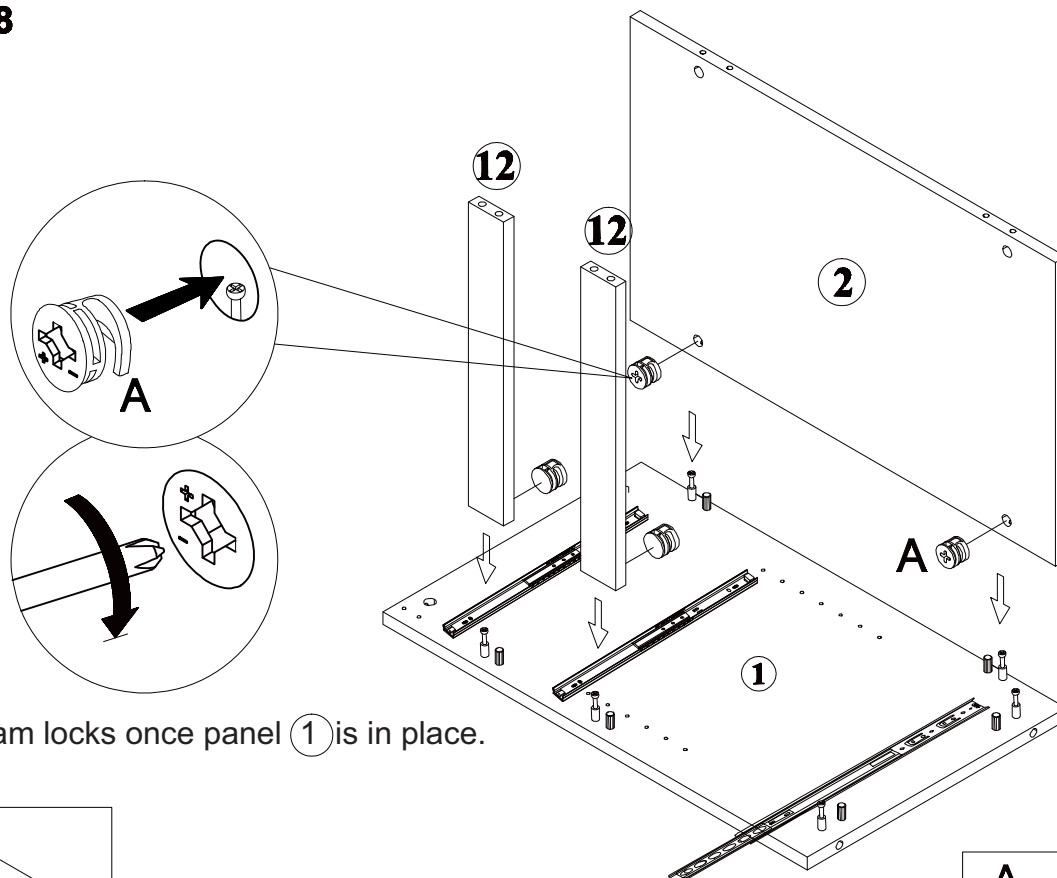
12pcs

E

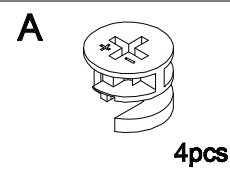
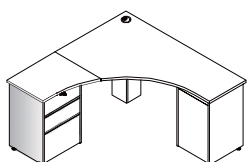


12pcs

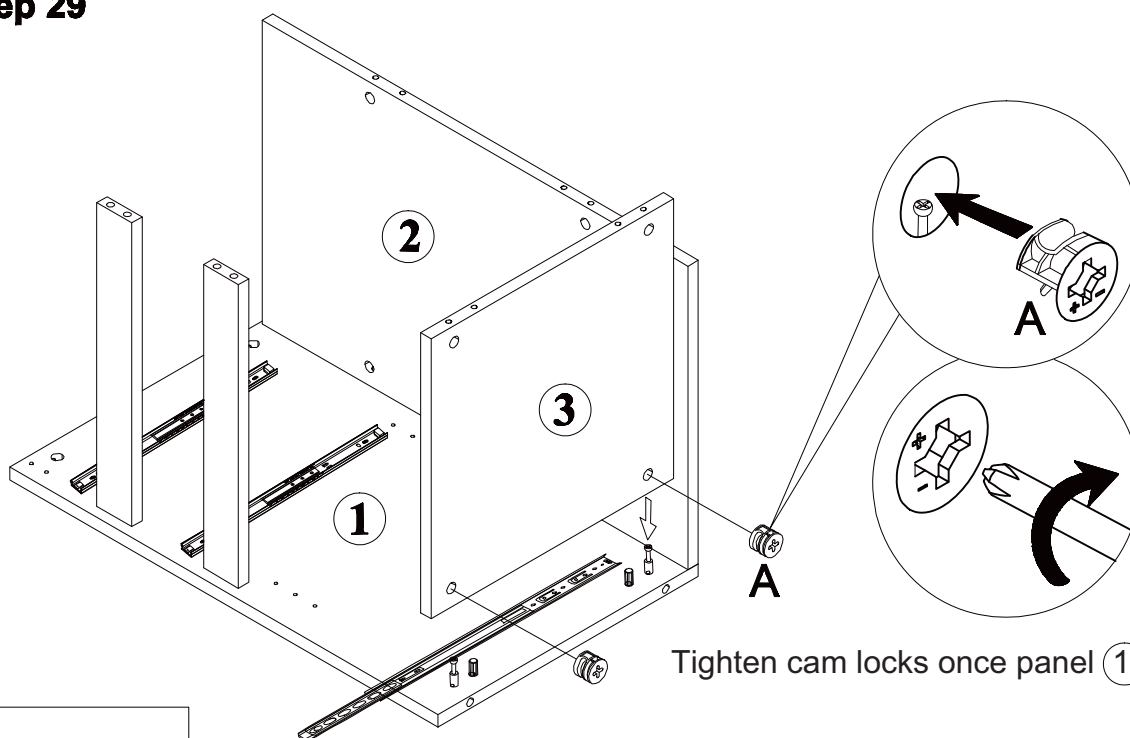
Step 28



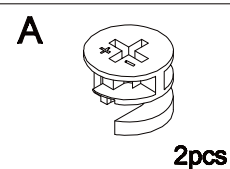
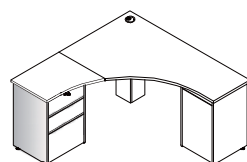
Tighten cam locks once panel ① is in place.



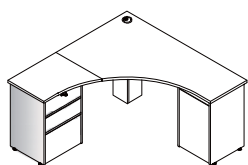
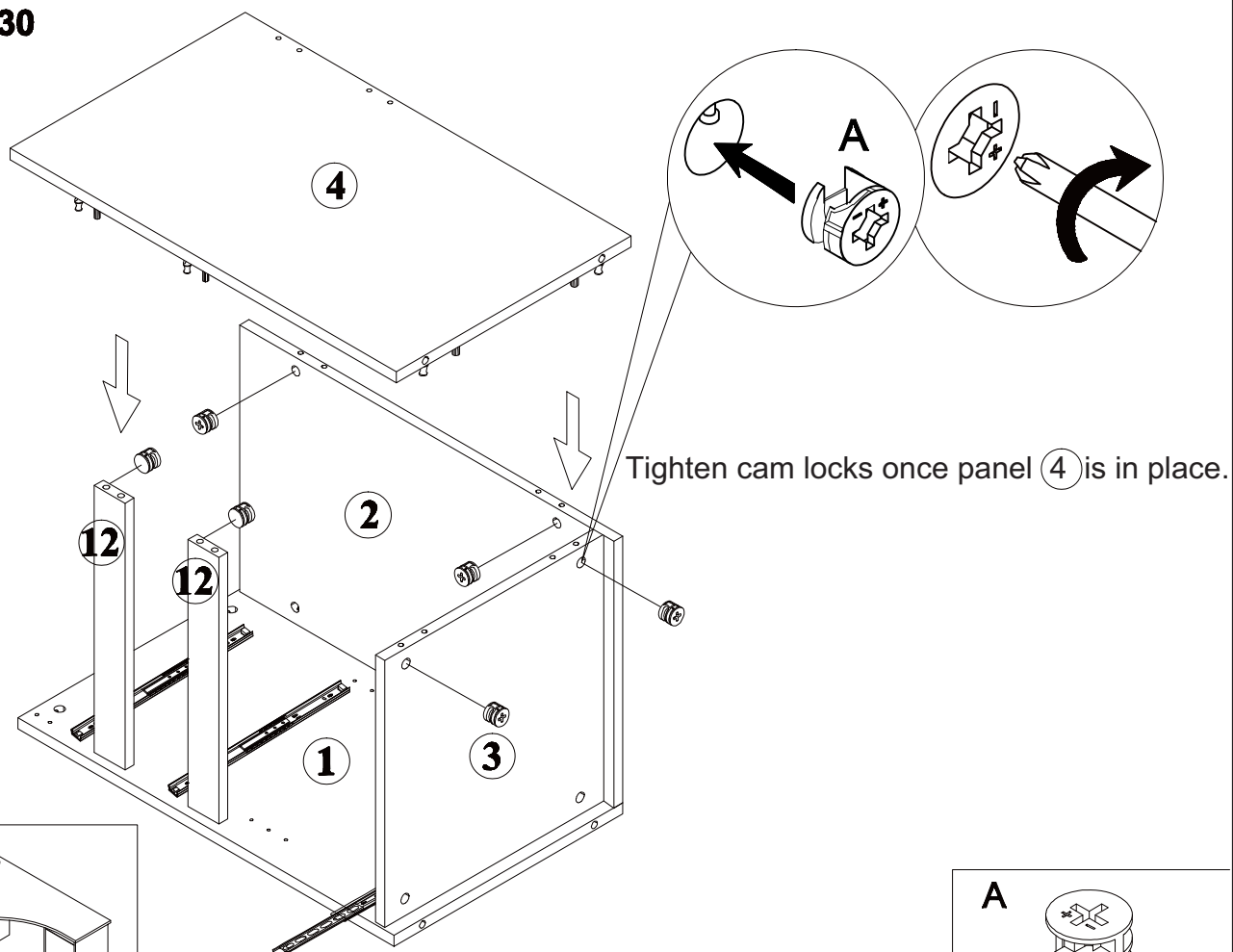
Step 29



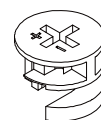
Tighten cam locks once panel ① is in place.



Step 30

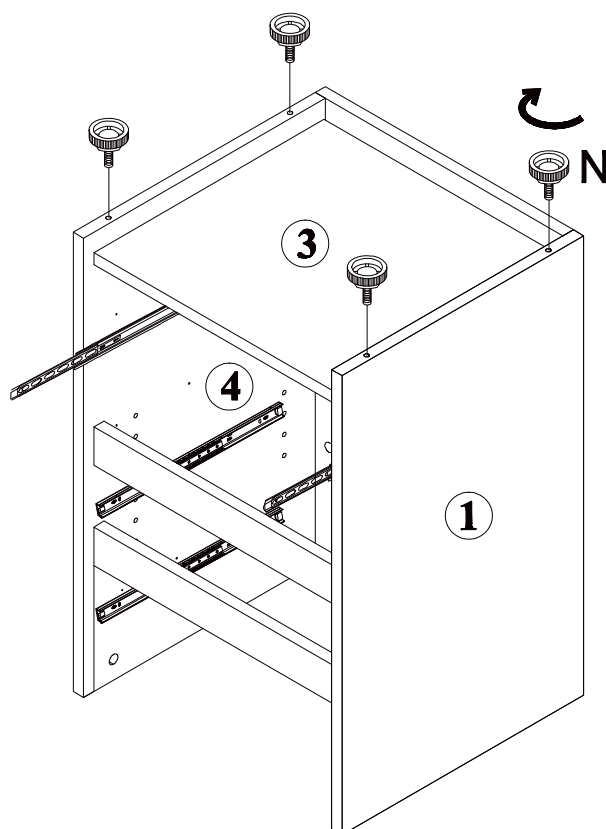


A

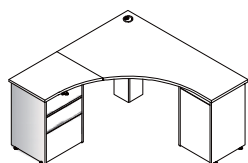


6pcs

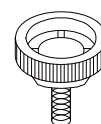
Step 31



N

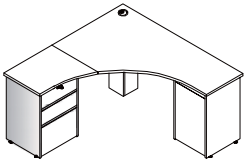
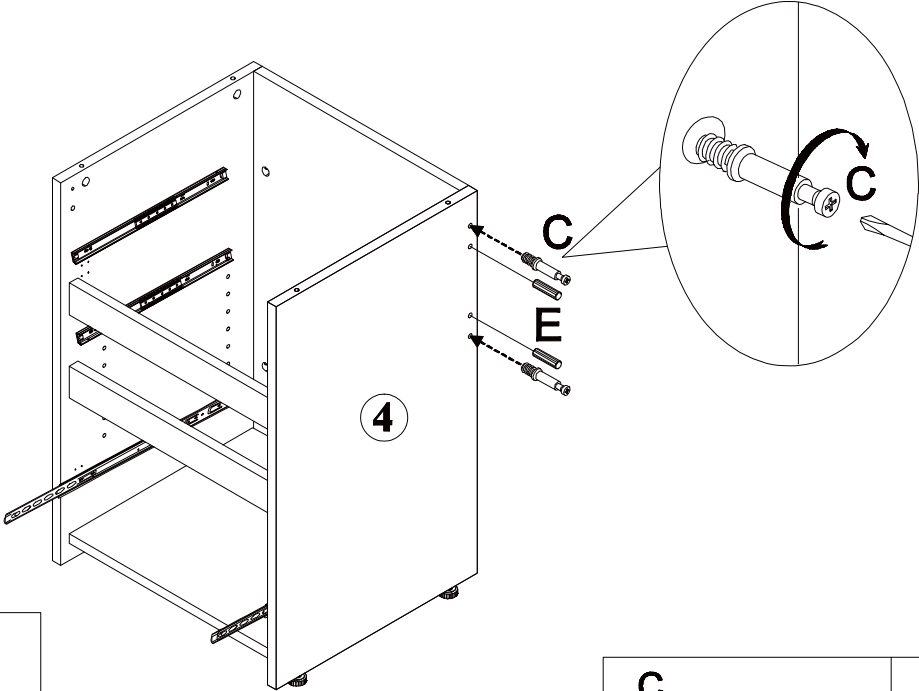


N



4pcs

Step 32



C



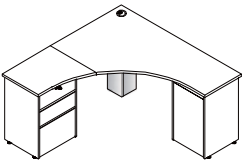
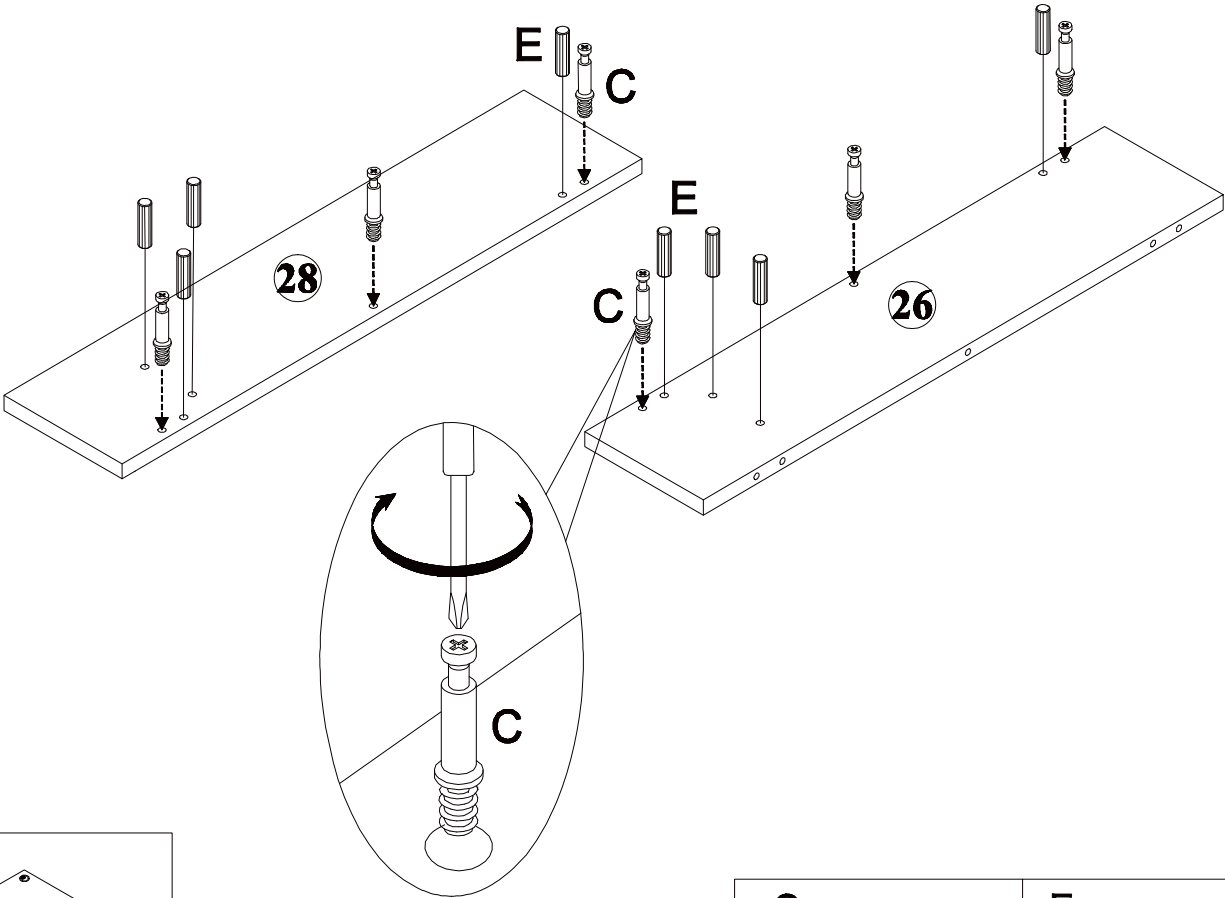
2pcs

E



2pcs

Step 33



C



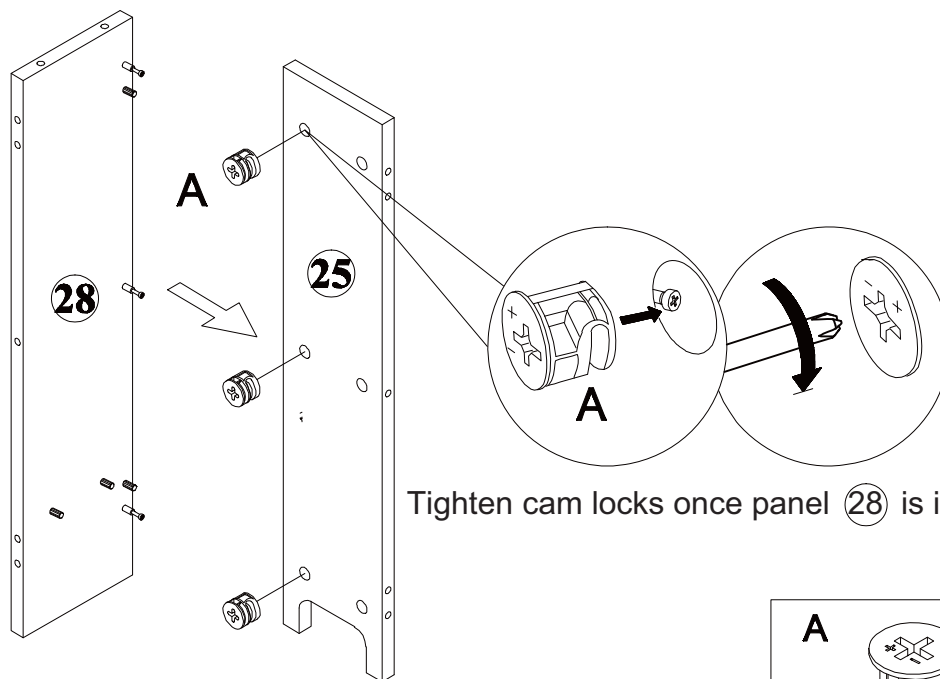
6pcs

E

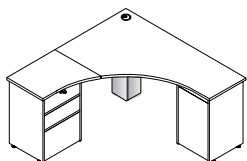


8pcs

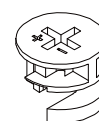
Step 34



Tighten cam locks once panel 28 is in place.

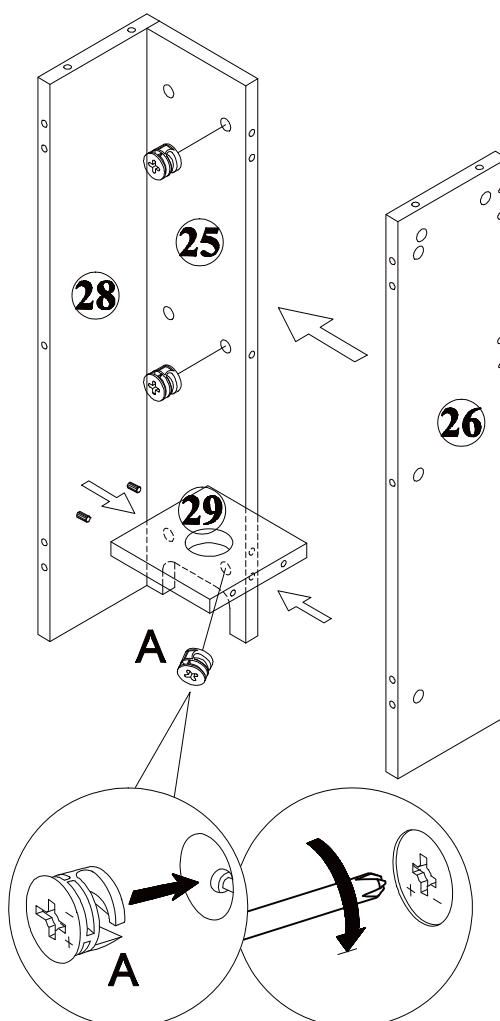


A

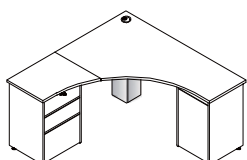


3pcs

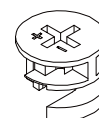
Step 35



Tighten cam locks once panel 26 is in place.

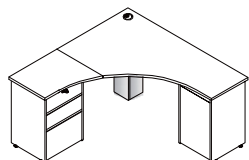
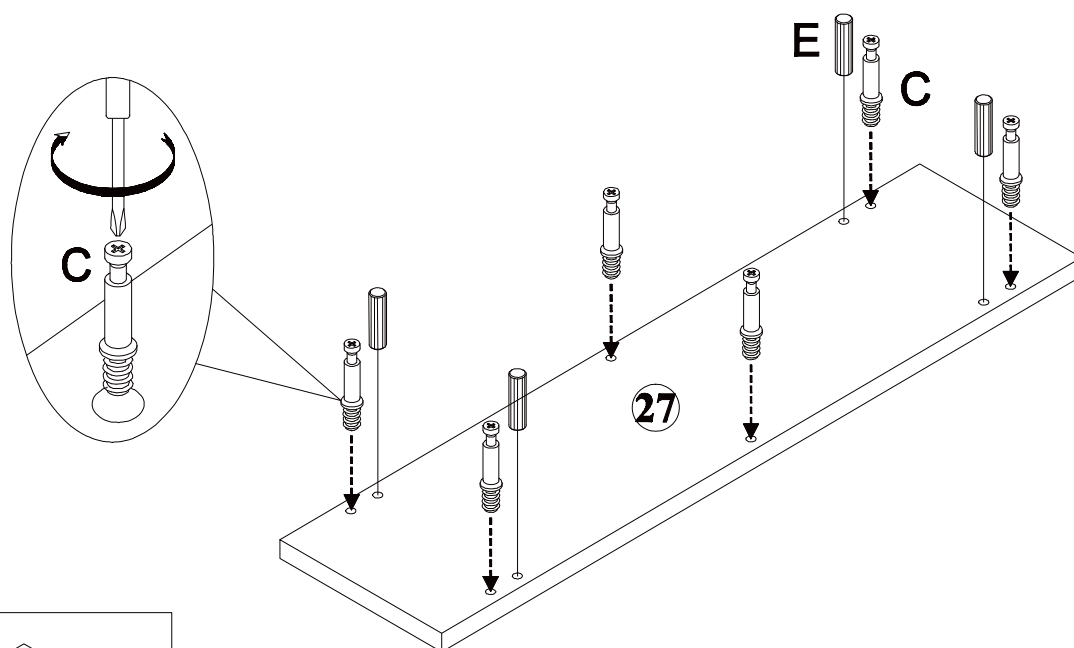


A



3pcs

Step 36



C



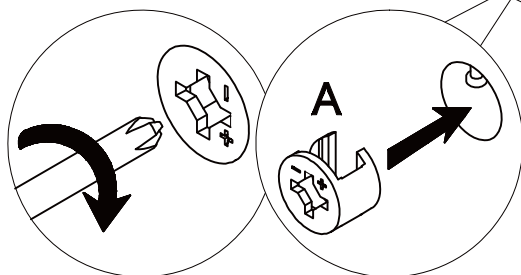
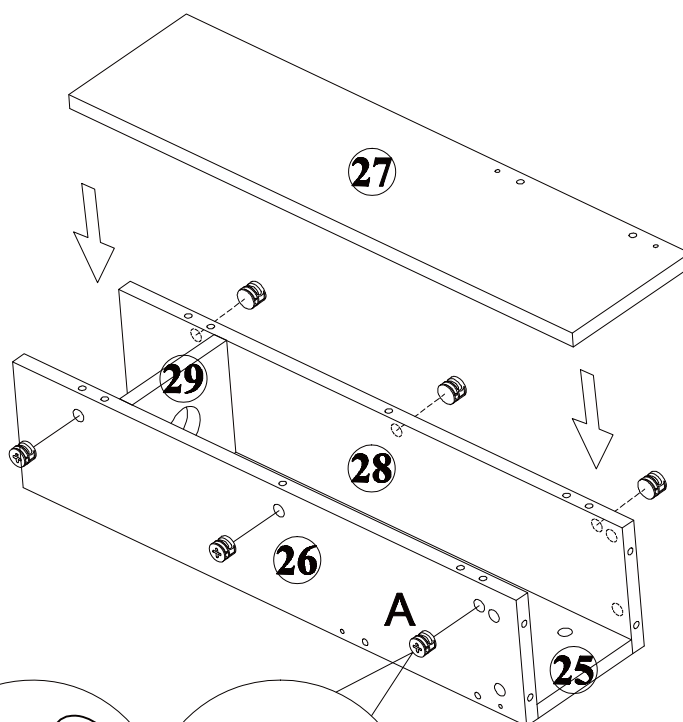
6pcs

E

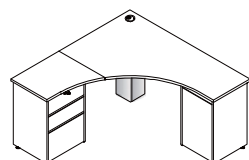


4pcs

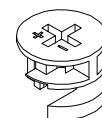
Step 37



Tighten cam locks once panel 27 is in place.

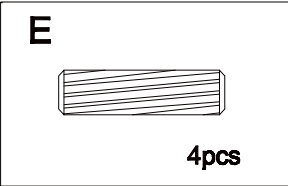
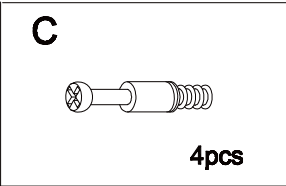
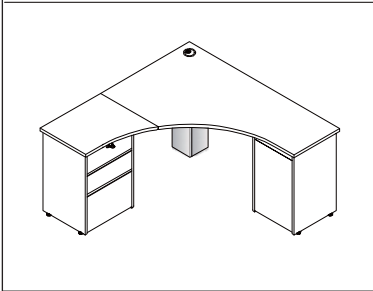
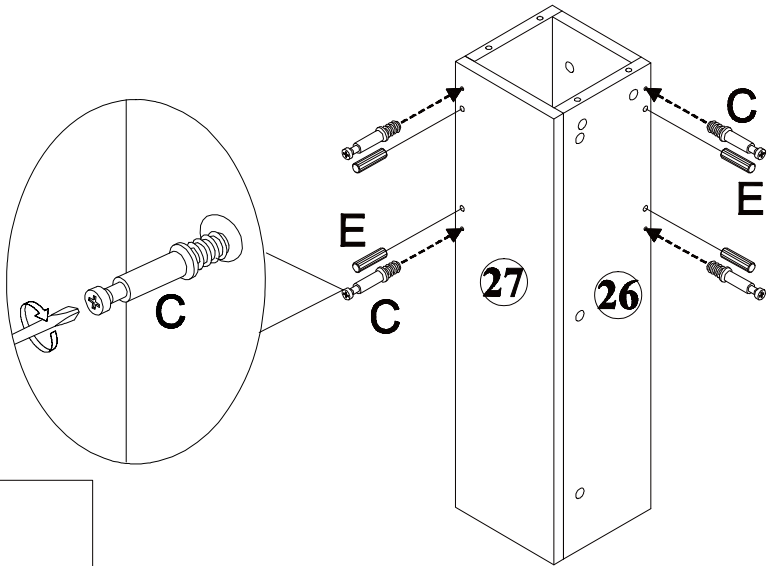


A

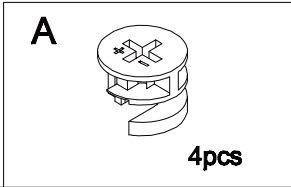
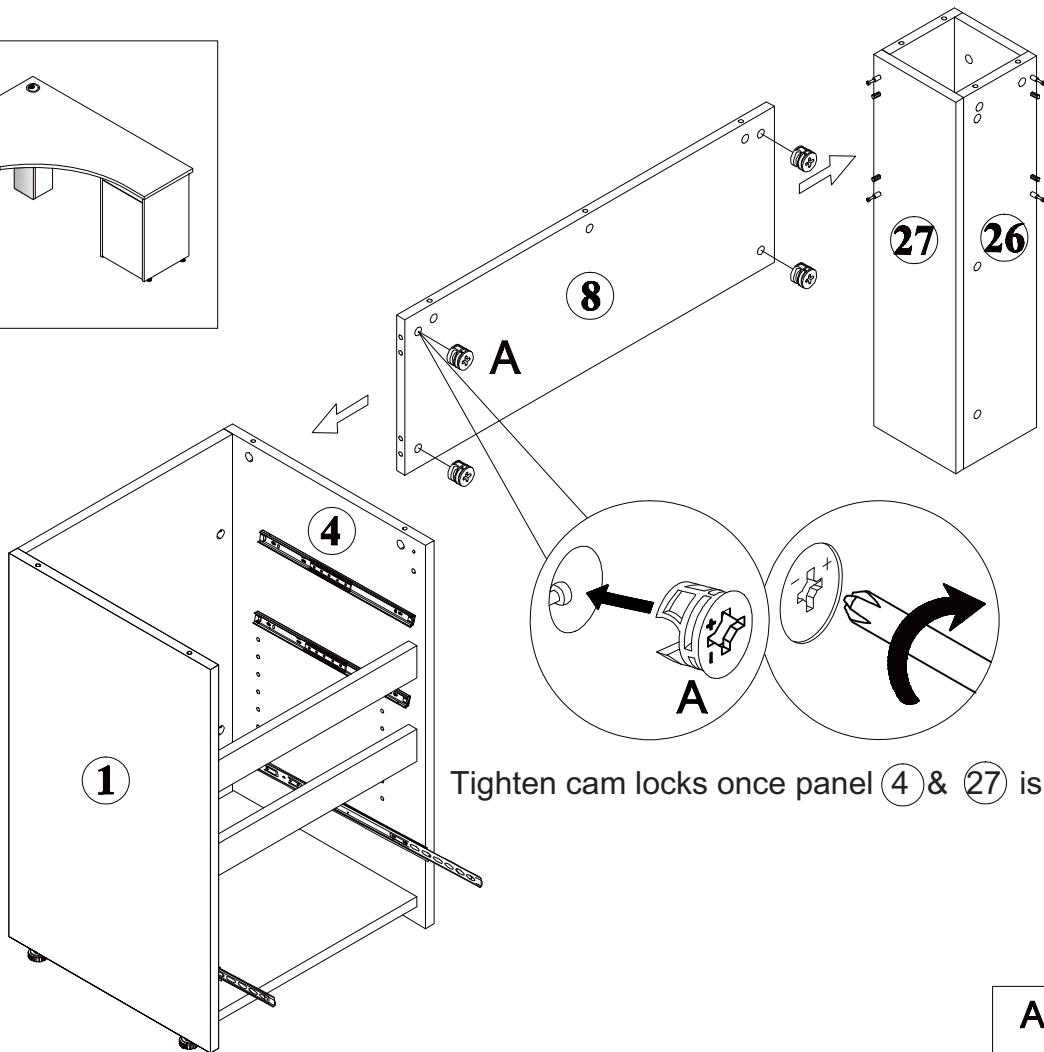
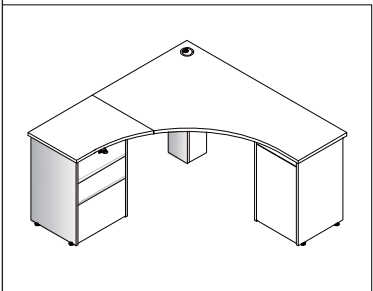


6pcs

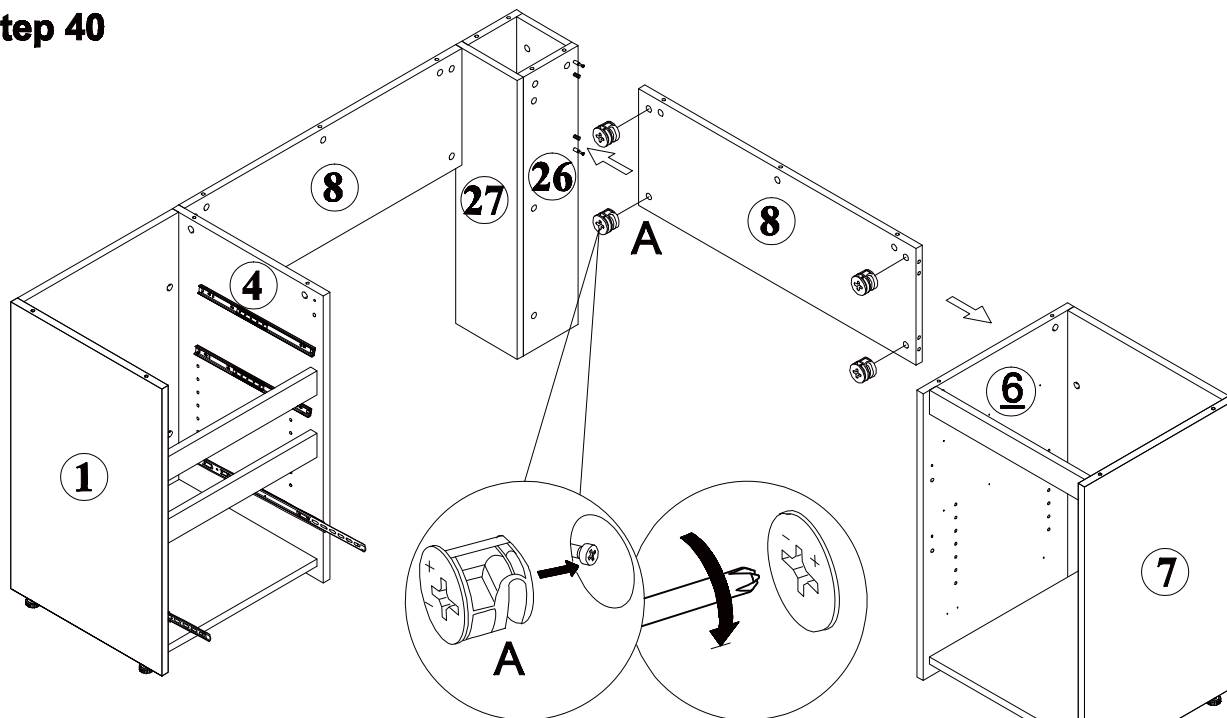
Step 38



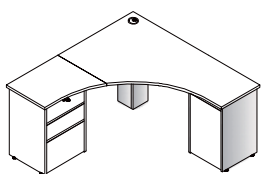
Step 39



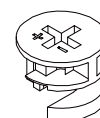
Step 40



Tighten cam locks once panel ⑥ & ②⑥ is in place.

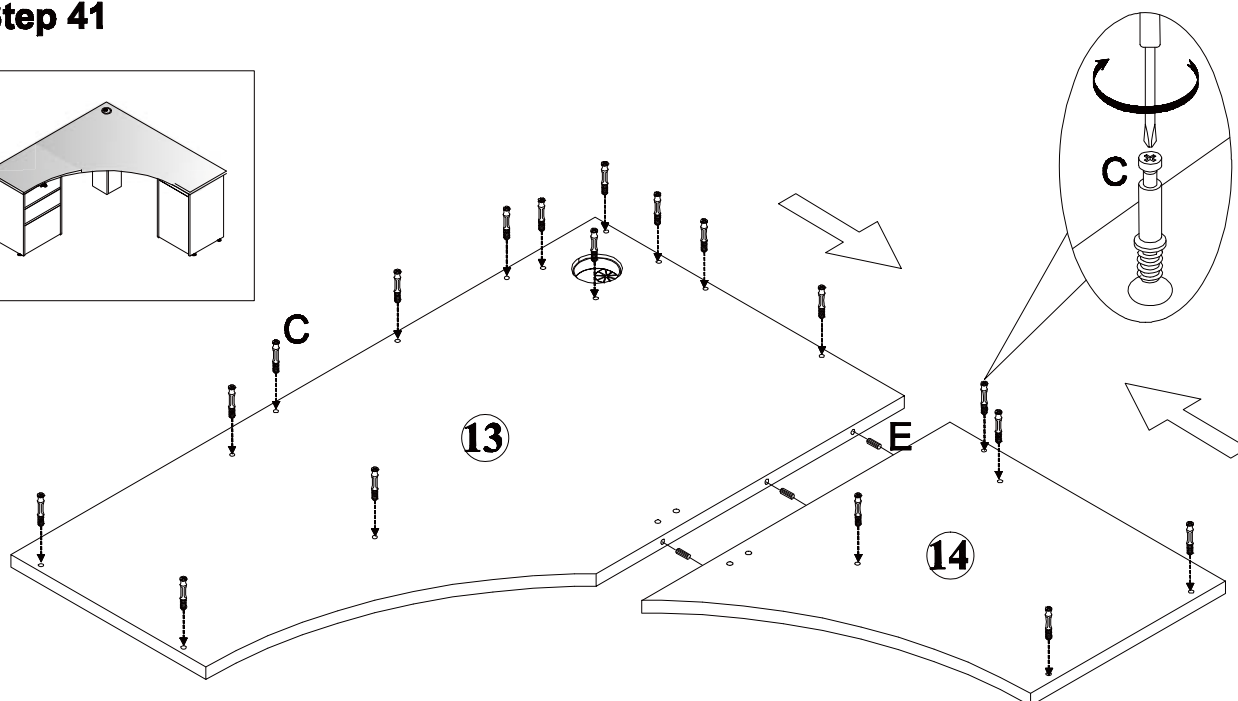
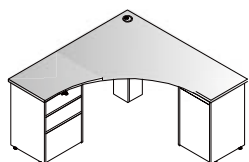


A

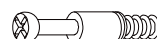


4pcs

Step 41



C



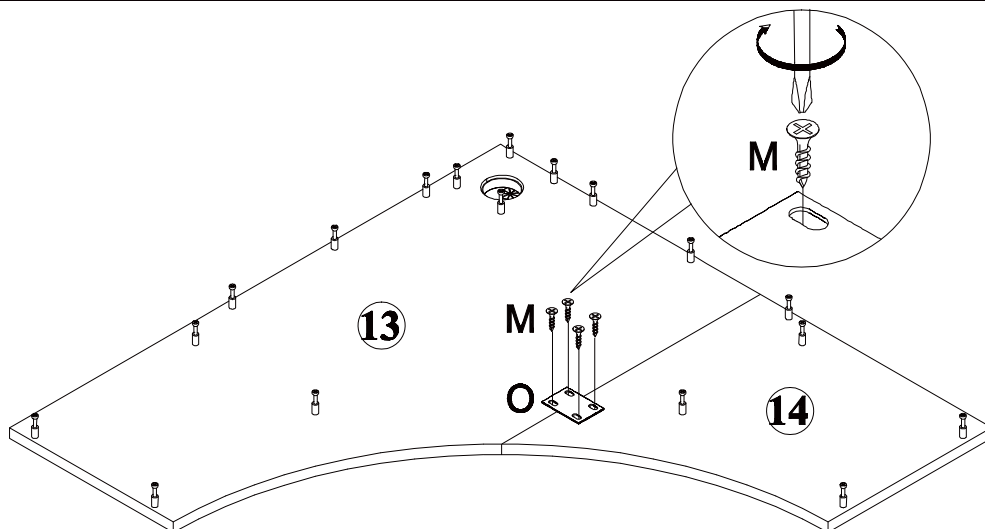
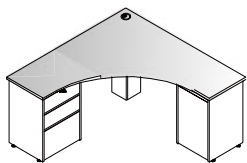
18pcs

E

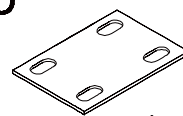


3pcs

Step 42



O



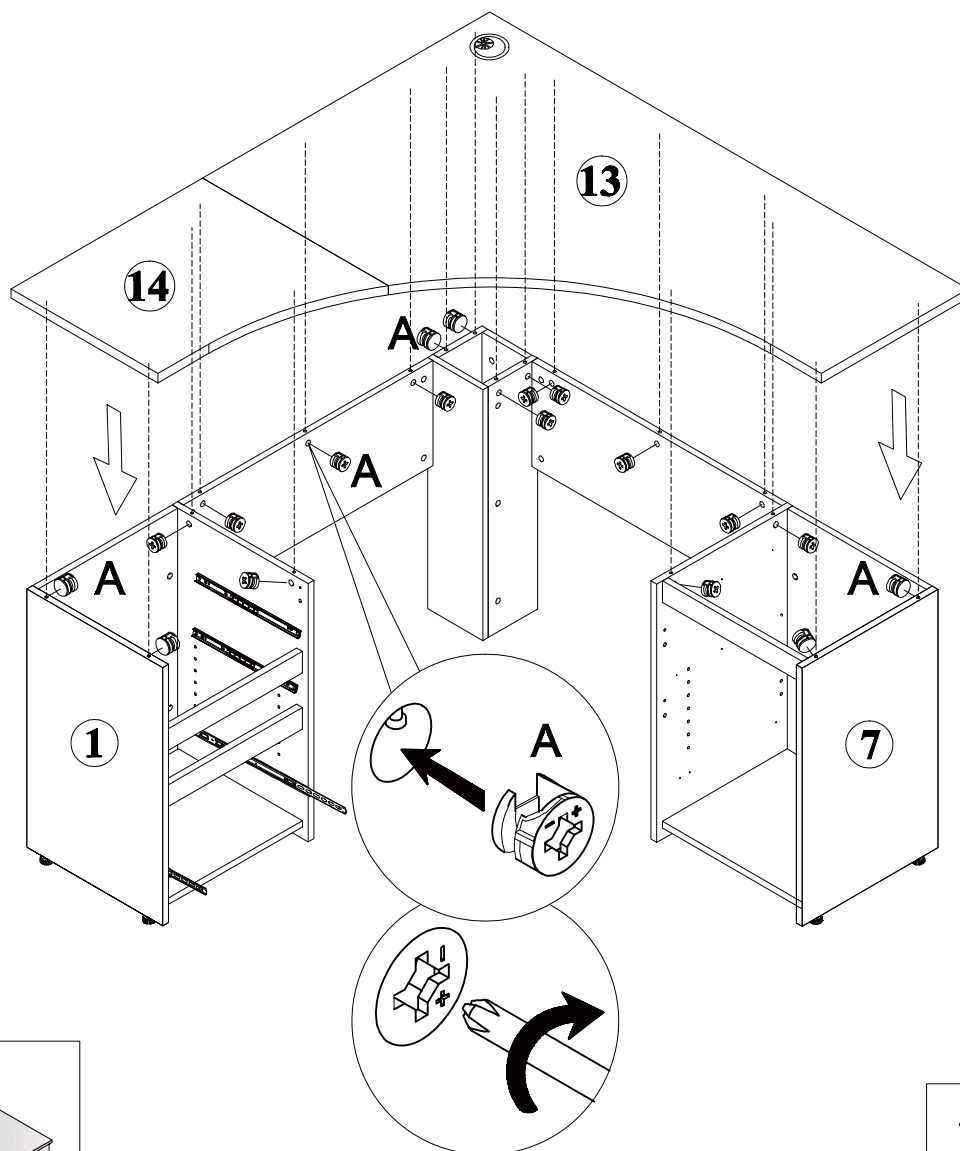
1pc

M

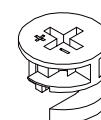


4pcs

Step 43

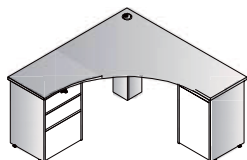


A

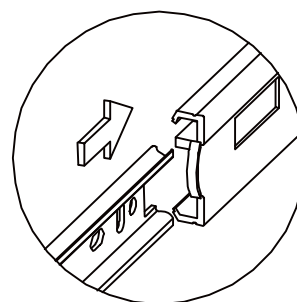
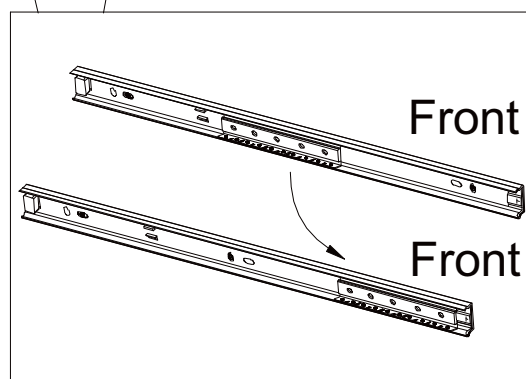
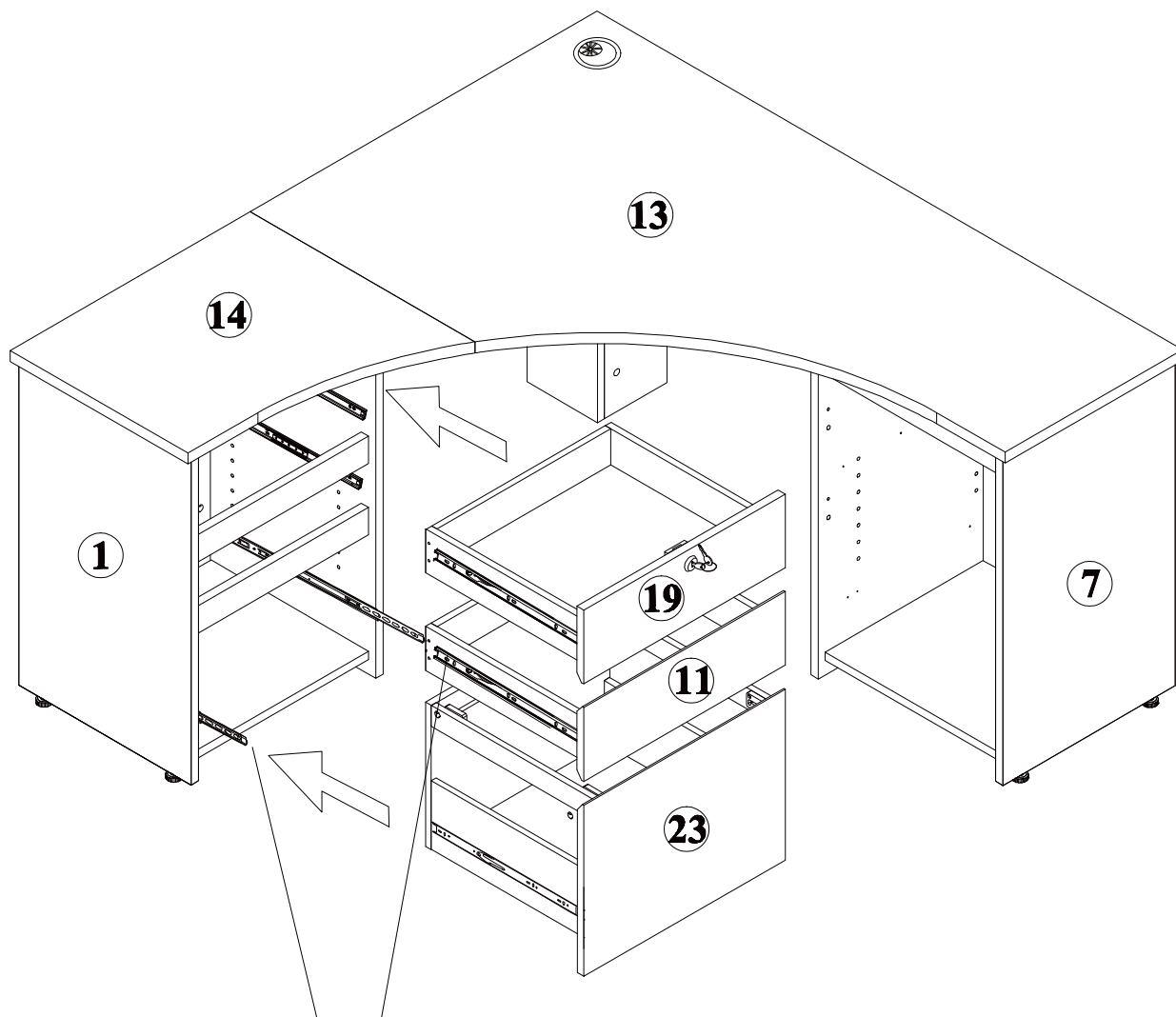


18pcs

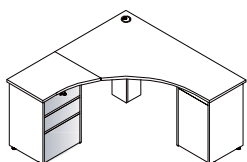
Tighten cam locks once panel 13 & 14 is in place.



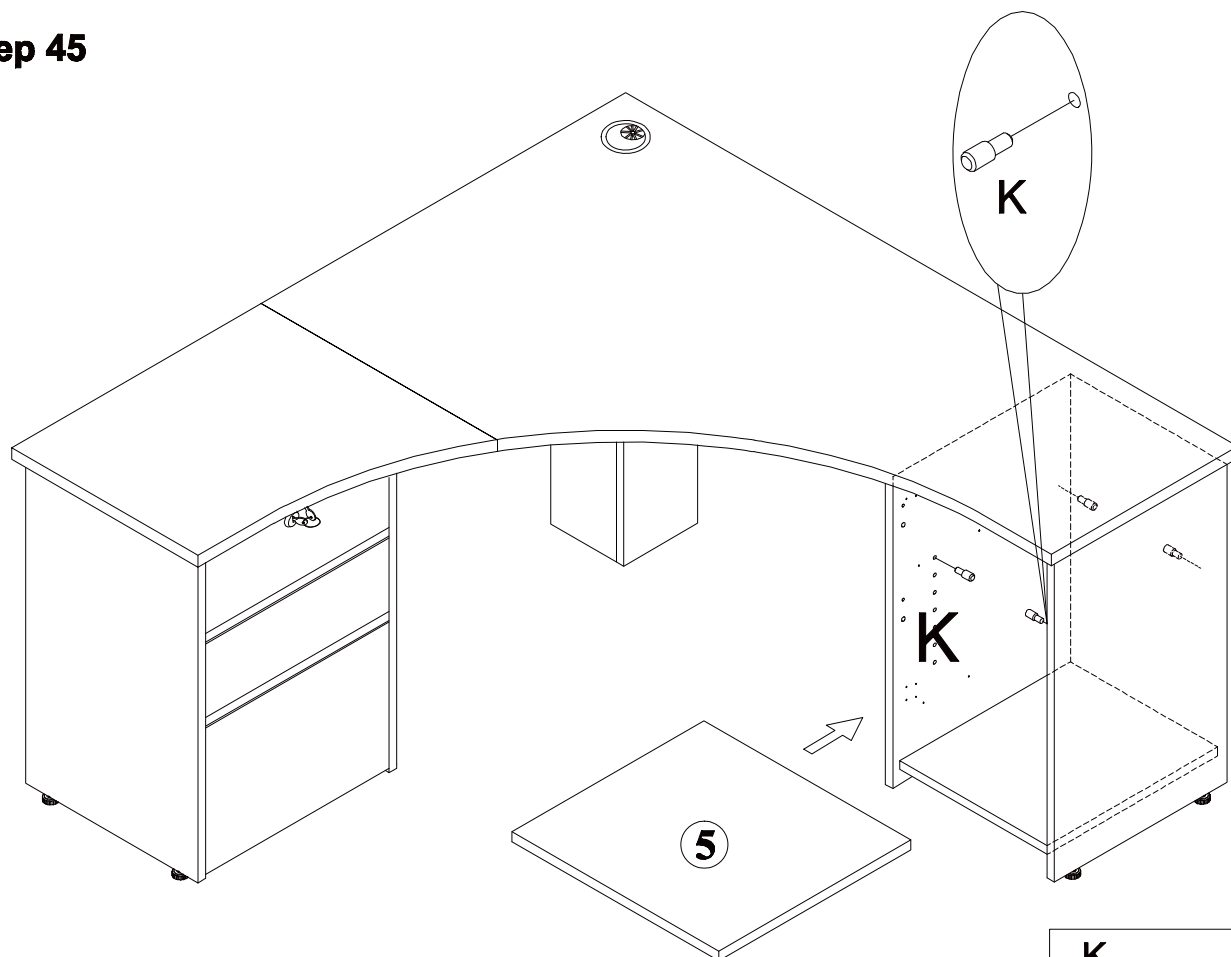
Step 44



Note: Move the sliding part as shown above to the front end on both sides before inserting the drawer. This will assist for easier assembly.



Step 45

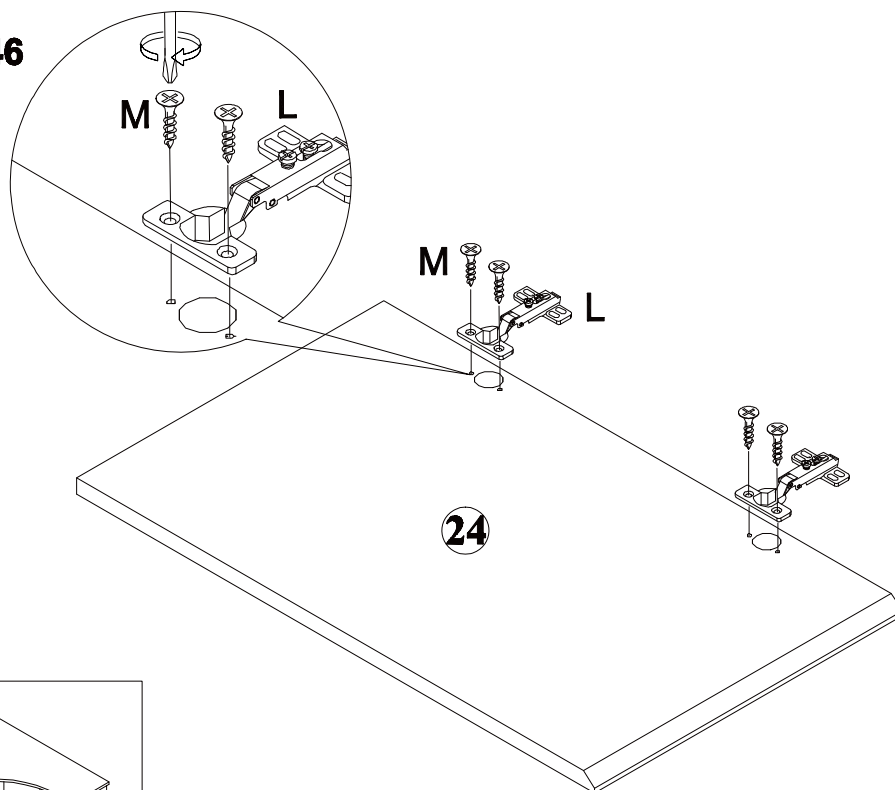


K

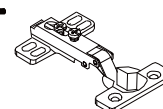


4pcs

Step 46



L

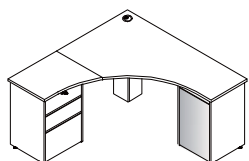


2pcs

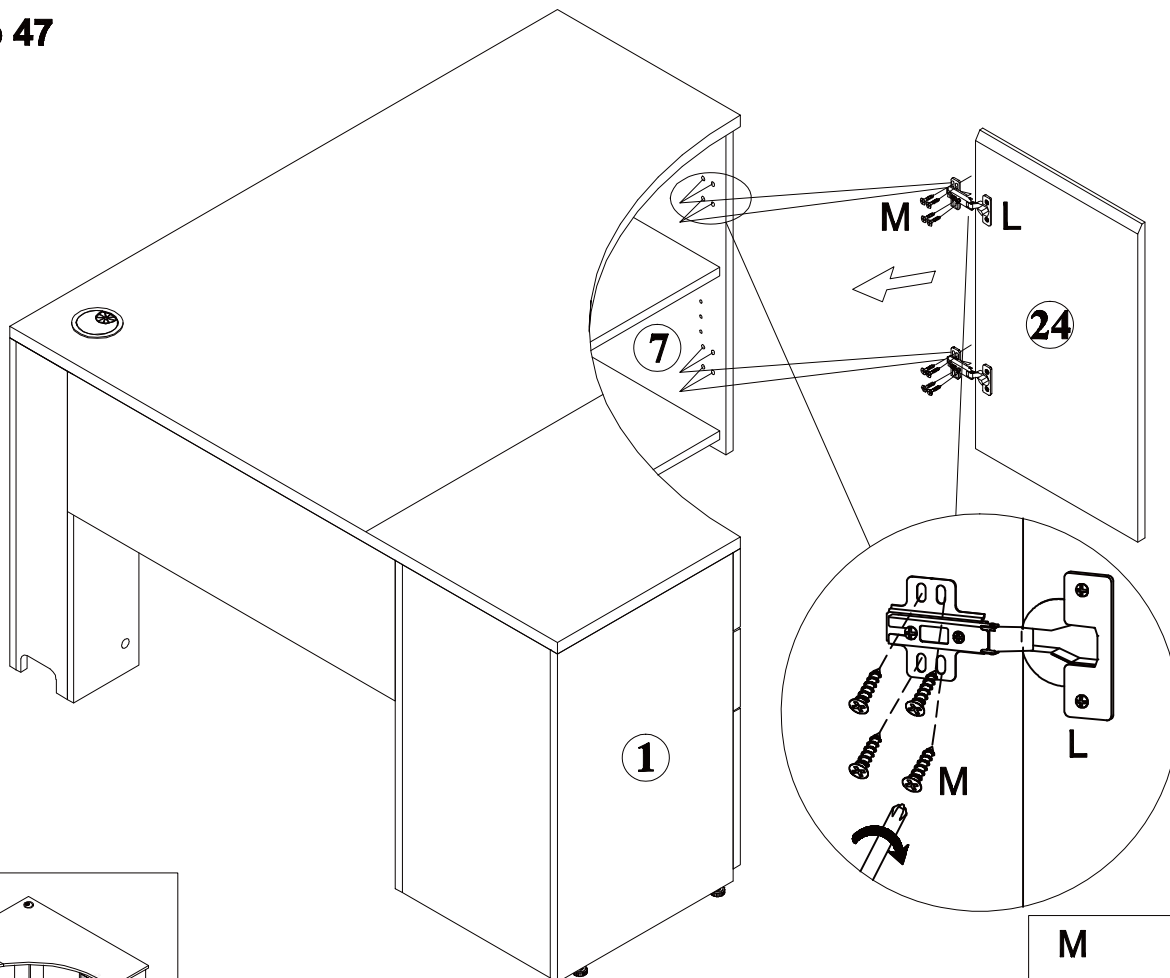
M



4pcs



Step 47



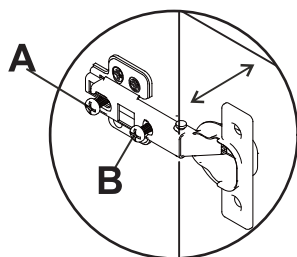
M



8pcs

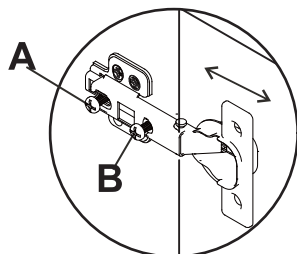
Hinge adjustment

If the doors do not appear square or aligned, loosen or tighten the appropriate screws on each case hinge as illustrated.



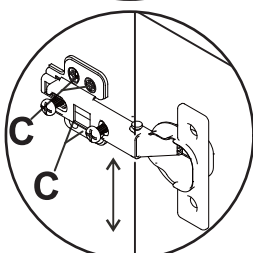
1) Side to side adjustment:

Loosen screw **A**, adjust gap with screw **B** and re-tighten screw **A**.



2) Depth adjustment:

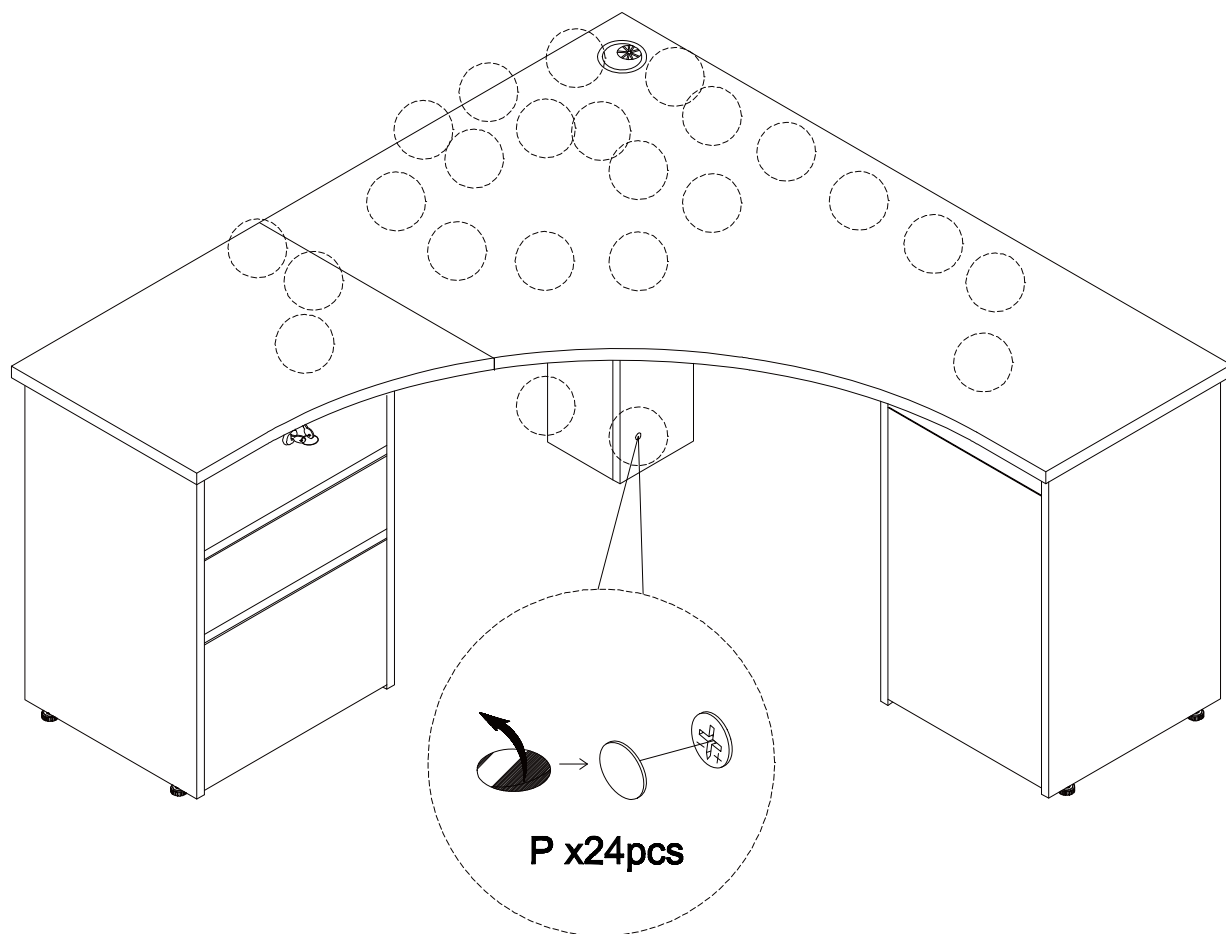
Loosen screw **A**, push hinge arm forwards or backwards, re-tighten screw **A** and secure screw **B** with a 1/4 turn clockwise.



3) Height adjustment:

Loosen screw **C**, adjust door height and re-tighten screw **C**.

Step 48



P



24pcs

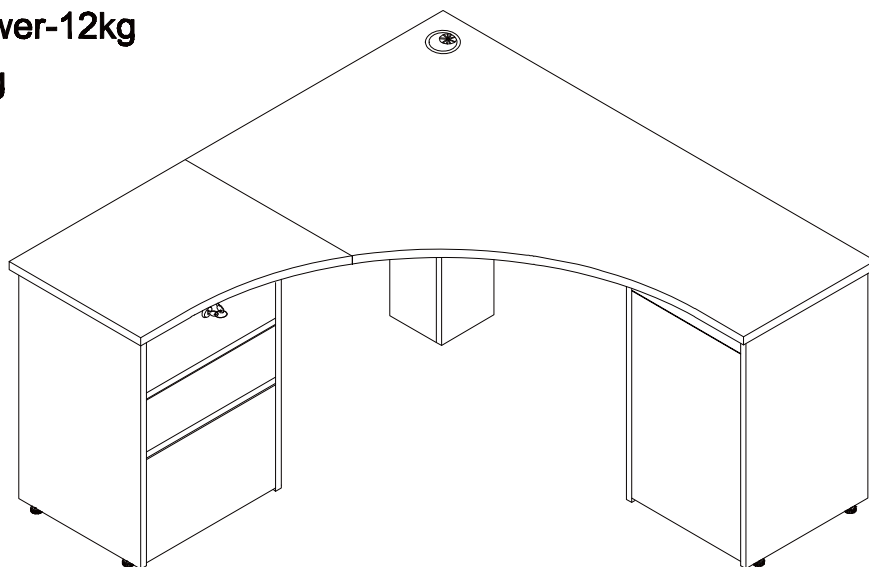
Maximum Load Capacity:

Desk Top-55kg

Stationery Drawer-5kg

Filing Drawer-12kg

Shelf-10kg



**Your WASHINGTON 1500 x 1500MM CORNER WORKSTATION OPTION1
is now complete and ready for use!**

Care Advice

Care Instructions - PVC/ Melamine Finish Desk

- Keep away and protect from direct sunlight and heat.
- Do not place sharp materials(knife, fork, etc) directly onto your furniture as sharp material may scrape and damage the finish.
- Clean up spills quickly. Water left over a prolonged period of time may cause damage. Alcohol, perfume, nail polishes, aftershave and some medication may cause severe finish damage if not cleaned immediately.
- Use a clean, soft, dry, lint free absorbant cloth to clean your furniture. Do not use any detergent as they may contain ingredients that may react and damage the finish.
- 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 8 years

Product Warranty – valid for Australian customers only

Officeworks Ltd warrants that this product will be free from defects and work as intended for 8 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:

- 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