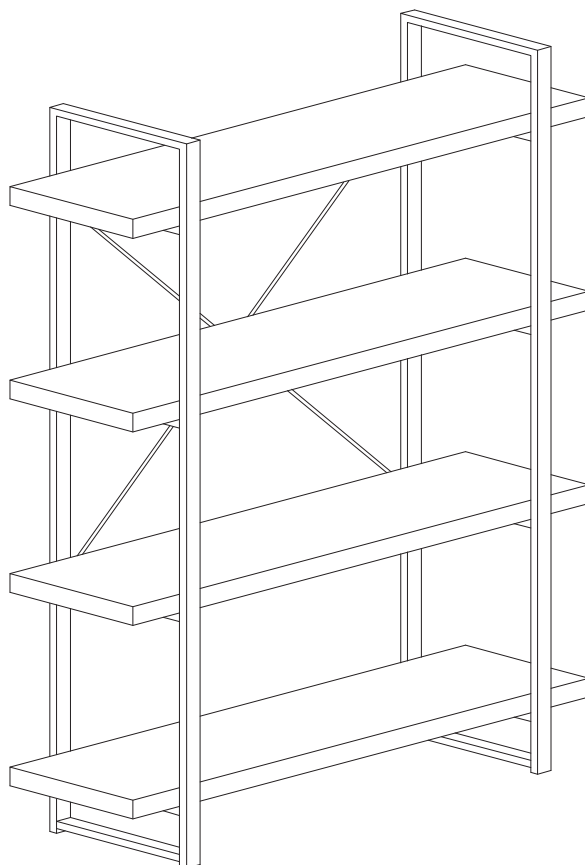




ASSEMBLY INSTRUCTIONS

KIRBY 4 SHELF BOOKCASE JBKIRBYBKS



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www.officeworks.com.au

1 Carton

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

Important

Estimated Assemble Time: 30min

- 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



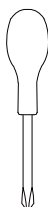
More Than One Person Is Required
To Safely Assemble The Item

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.

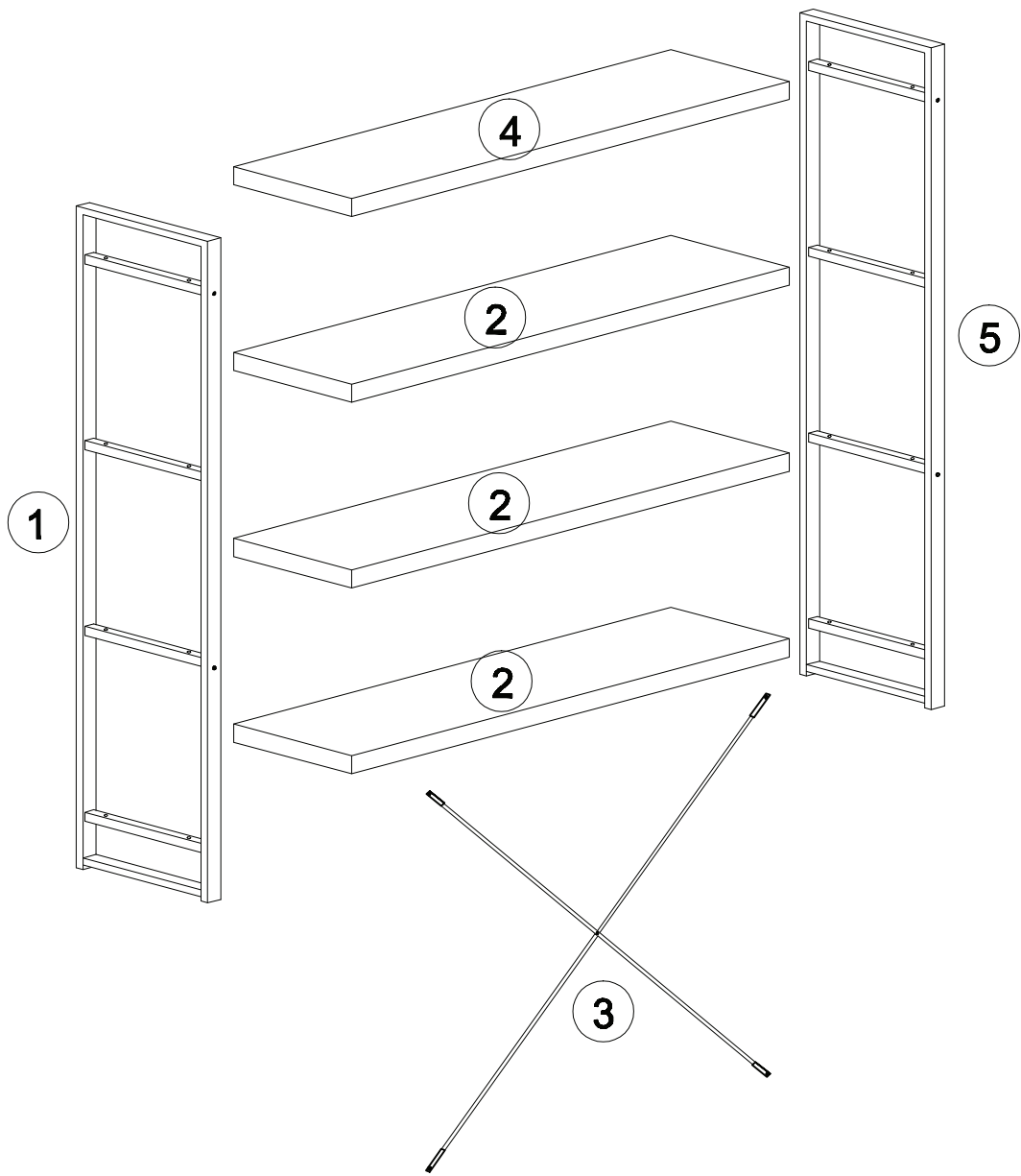
WARNING

- 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

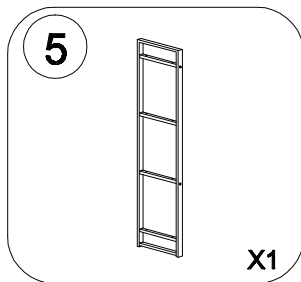
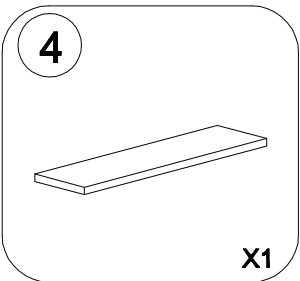
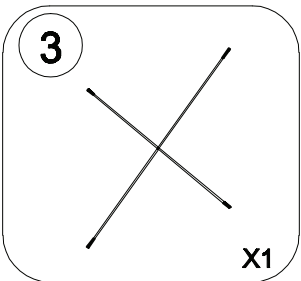
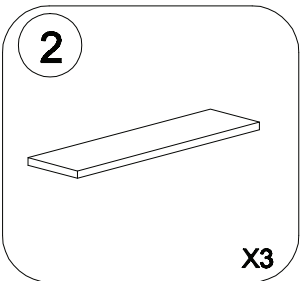
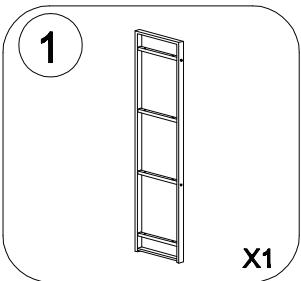
- **CHILDREN MUST BE SUPERVISED.**

Part Overview



Part List

Parts located in Carton - JBKIRBYBKS



Hardware List

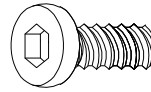
Hardware Pack located in Carton - JBKIRBYBKS

A



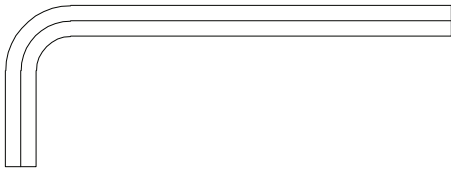
(M6 x 30mm)
X 16pcs

B



(M6 x 12mm)
X 4pcs

C



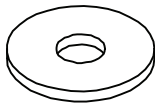
Allen Key
M6-size
X 1pc

E



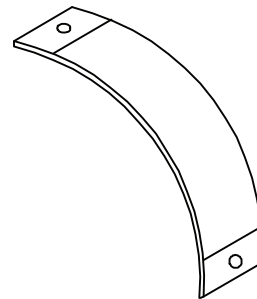
(Ø4 x 14mm)
X 1pc

F



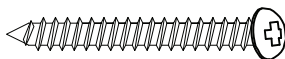
Washer
X 2pcs

G



Wall Strap
X 1pc

H

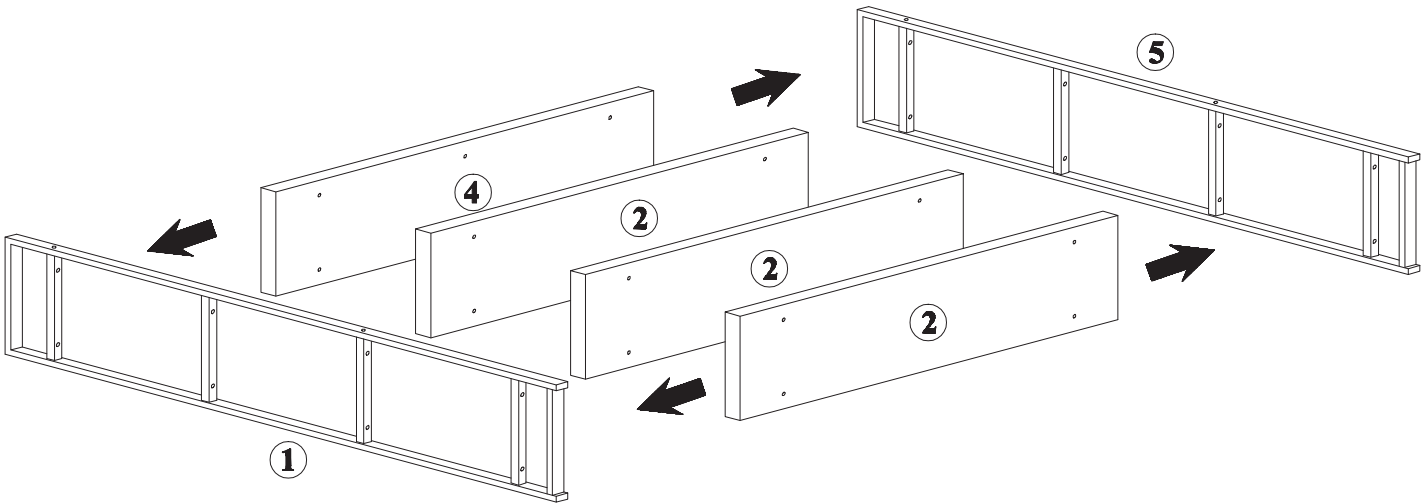


(Ø4 x 35mm)
X 1pc

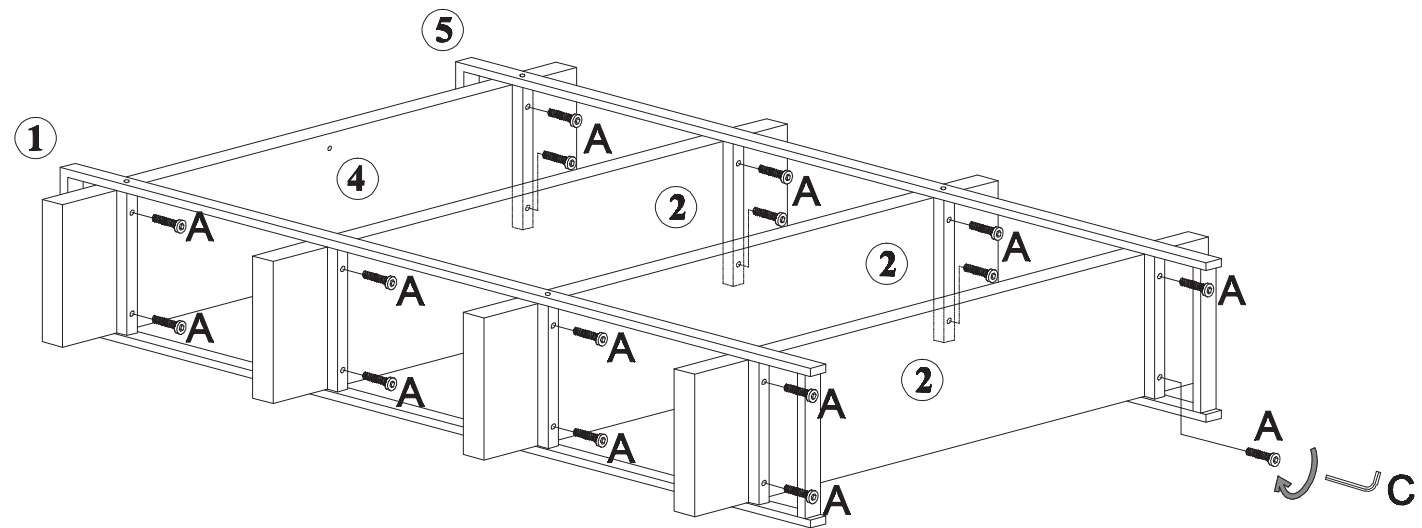
For missing hardware, please contact Kyvas on (03) 9310 3011 or email hardware@kyvas.com.au

Assembly


Step 1



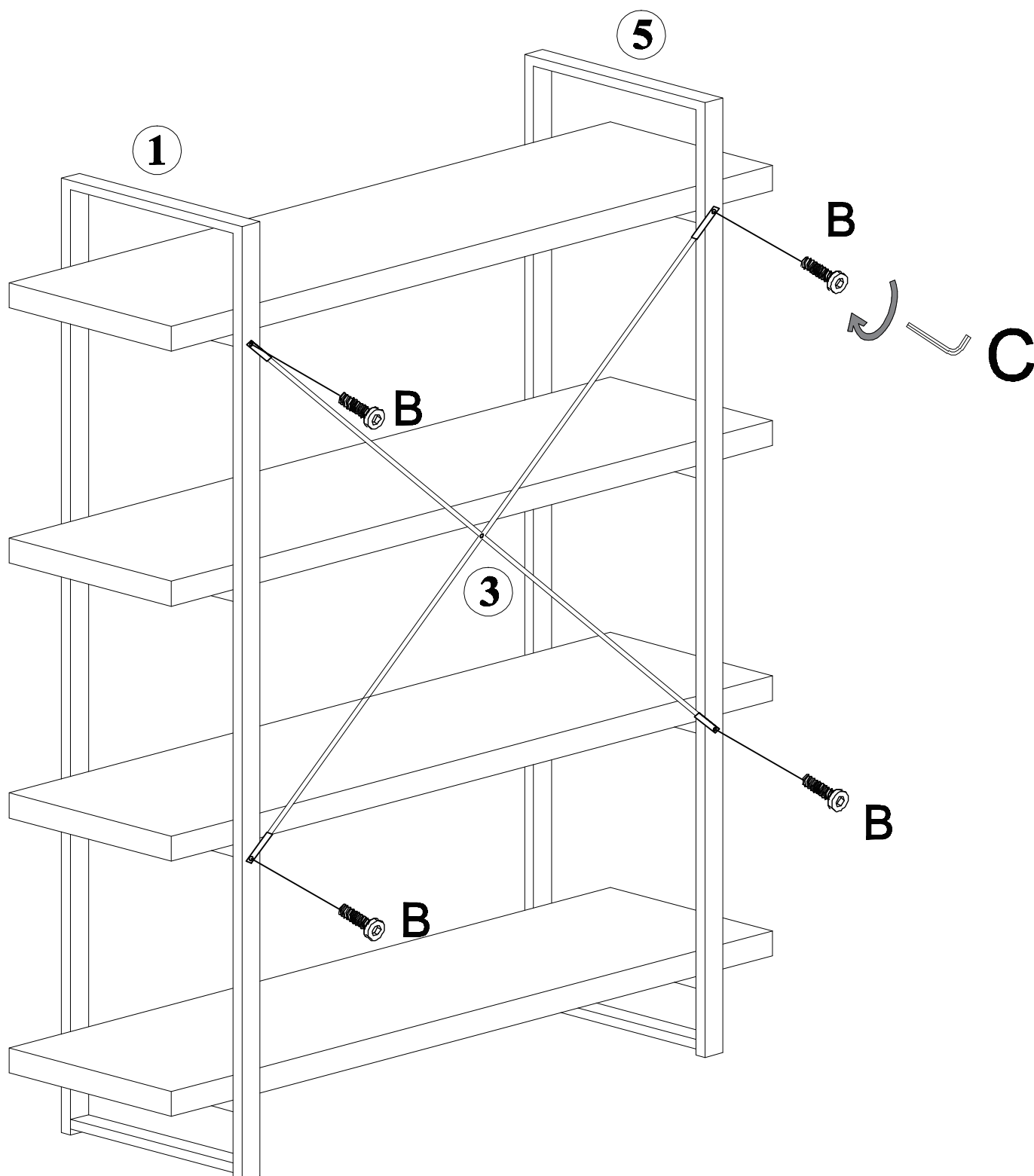
Step 2



*Note: Do not tighten the screws A fully until you have completed assembly !

A	C
	
16pcs	1pc

Step 3



B



4pcs

C



1pc



IMPORTANT: To prevent furniture from tilting forward it is recommended that you:

1. Prevent small children from climbing onto bookcase.
2. Securely attach the anti tilt straps provided to your wall.




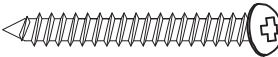


IMPORTANT: For your safety when attaching the anti tilt straps:

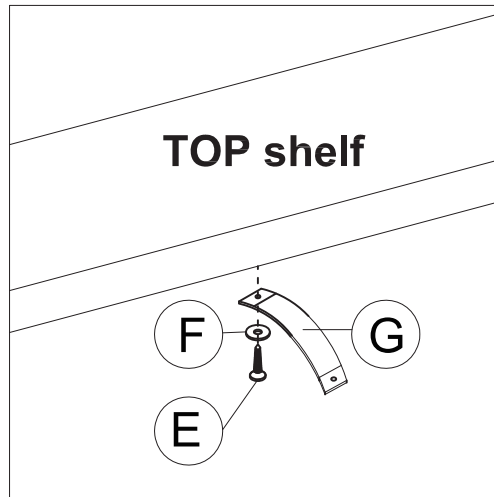
1. Check for any electrical wires or plumbing inside the wall before drilling any holes. If you are unsure please seek professional advice.
2. Walls are constructed from different materials such as masonry (solid brick) or plaster board lined cavity walls (hollow). It is important that you use the appropriate wall fixings for your wall type. Your local hardware store will have the necessary drills and fixings and can offer advice if needed.

Anti-tilt furniture strap installation

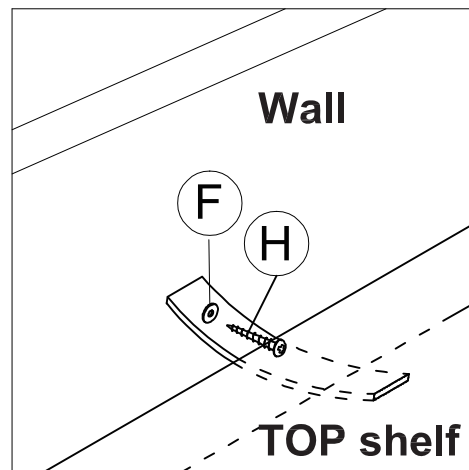
IMPORTANT: The wall fixing hardware supplied is for attaching to wall stud behind plaster board. For fixing directly to plaster board only or masonry please source the appropriate fixings from your local hardware store.

No	Name of Hardware	Q.ty
E	Screw (Ø4 x 14mm) 	1pc
F	Washer 	2pcs
G	Strap (200 x 20mm) 	1pc
H	Screw (Ø4 x 35mm) 	1pc

1. Fix strap **G** to top shelf by using hardware **E** and **F**.



2. Position wall stud is in same level as top shelf. Screw strap **G** into stud using hardware **F** and **H**.



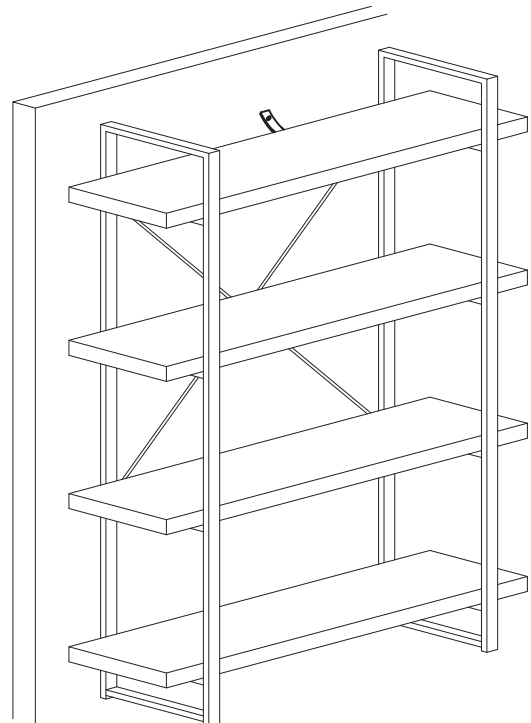
Important Note

Do not push or pull the bookcase to re-position. This may result in broken legs.

Always lift with a minimum of 2x people. Damage caused by dragging will void warranty.

Tighten screws and bolts after two weeks of use. Ensure screws and bolts remain tight by checking them several times a year.

Maximum Load Capacity:
10kg for each shelf



Your KIRBY 4 SHELF BOOKCASE is now complete and ready for use!

Care Advice

Care Instructions - PVC/ Melamine Finish Bookcase

- 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

- **DANGER** – To prevent furniture from toppling attach, mount, bolt or otherwise secure to walls and floors. Do not put heavy items on top shelves of bookcases. Do not place unstable furniture near where children play.



- **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:

- 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.

