

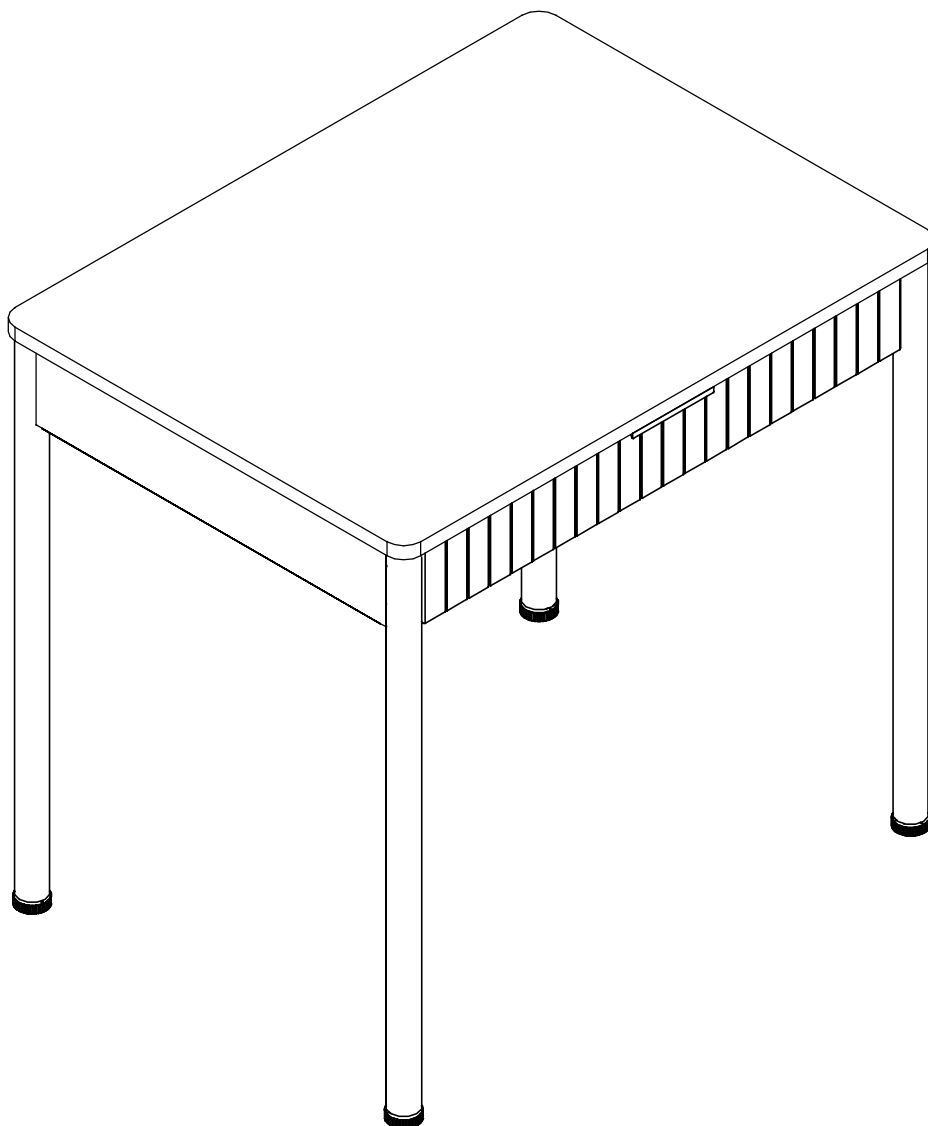


## ASSEMBLY INSTRUCTIONS

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### KOLDING 1 DRAWER DESK

OTKOL1DGY



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[www.officeworks.com.au](http://www.officeworks.com.au)

1 Carton

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For spare parts or hardware call 1300 OFFICE(1300 633 423)

Estimated Assembly Time: 50minutes

## 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.



## Customer Service Contact Details



Spare Parts & Hardware

1300 OFFICE(1300 633 423)

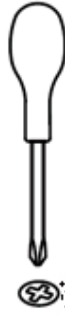
## People Required



## General Advice



### 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 1300 OFFICE(1300 633 423).
- Please ensure you have the name of 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 screws are firmly secured.
- Check that all screws are securely tightened at least every 4 months.

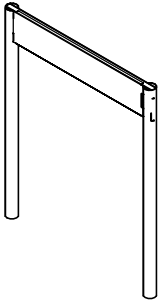
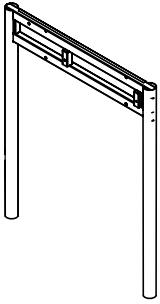
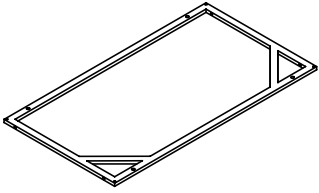
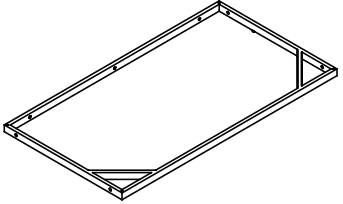


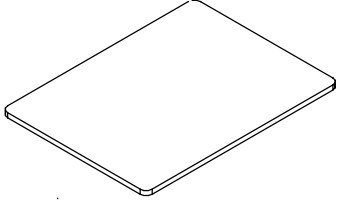
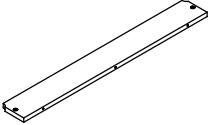
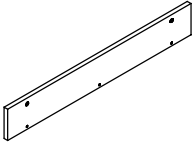
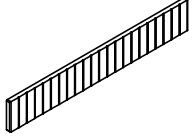

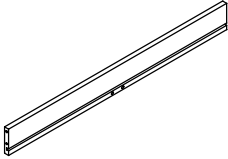
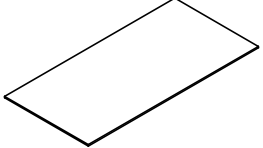
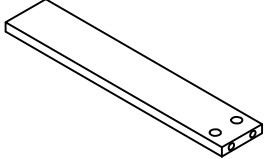
### WARNING

- If parts are missing, broken, damaged or worn, stop using the product until all repairs are made using manufacturer authorised parts.
- Failure to follow these warnings could result in serious injury.













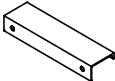

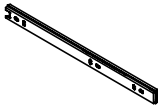
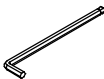
### DANGER

- CHILDREN MUST BE SUPERVISED.















Parts List

<div>1</div> <div></div> <div>1pc</div>	<div>2</div> <div></div> <div>1pc</div>	<div>3</div> <div></div> <div>1pc</div>
<div>4</div> <div></div> <div>1pc</div>	<div>5</div> <div></div> <div>1pc</div>	<div>6</div> <div></div> <div>1pc</div>
<div>7</div> <div></div> <div>1pc</div>	<div>8</div> <div></div> <div>1pc</div>	<div>9</div> <div></div> <div>1pc</div>
<div>10</div> <div></div> <div>1pc</div>	<div>11</div> <div></div> <div>2pcs</div>	<div>12</div> <div></div> <div>1pc</div>
<div>13</div> <div></div> <div>1pc</div>	<div>14</div> <div></div> <div>1pc</div>	

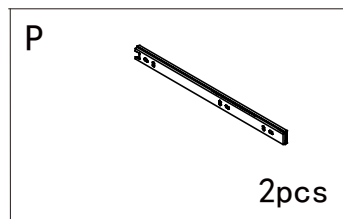
Hardware List

<div>A</div> <div></div> <div>M8x15mm4pcs</div>	<div>B</div> <div></div> <div>M4x12mm4pcs</div>	<div>C</div> <div></div> <div>ST6x24mm2pcs</div>	<div>D</div> <div></div> <div>ø122pcs</div>
<div>E</div> <div></div> <div>ST4x12mm6pcs</div>	<div>F</div> <div></div> <div>M6x12mm12pcs</div>	<div>G</div> <div></div> <div>M6x20mm8pcs</div>	<div>H</div> <div></div> <div>M6x30mm4pcs</div>
<div>J</div> <div></div> <div>M5x50mm3pcs</div>	<div>K</div> <div></div> <div>2pcs</div>	<div>L</div> <div></div> <div>ST4x12mm4pcs</div>	<div>M</div> <div></div> <div>M5x38mm6pcs</div>
<div>N</div> <div></div> <div>1pc</div>	<div>O</div> <div></div> <div>2pcs</div>	<div>P</div> <div></div> <div>2pcs</div>	<div>Q</div> <div></div> <div>1pc</div>

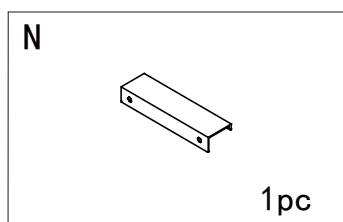
## Hardware Spare Parts Number- HWKOL1DHW

<p>A</p>  <p>M8x15mm      4pcs</p>	<p>B</p>  <p>M4x12mm      4pcs</p>	<p>C</p>  <p>ST6x24mm      2pcs</p>	<p>D</p>  <p>Ø12      2pcs</p>
<p>E</p>  <p>ST4x12mm      6pcs</p>	<p>F</p>  <p>M6x12mm      12pcs</p>	<p>G</p>  <p>M6x20mm      8pcs</p>	<p>H</p>  <p>M6x30mm      4pcs</p>
<p>J</p>  <p>M5x50mm      3pcs</p>	<p>K</p>  <p>2pcs</p>	<p>L</p>  <p>ST4x12mm      4pcs</p>	<p>M</p>  <p>M5x38mm      6pcs</p>
<p>O</p>  <p>2pcs</p>	<p>Q</p>  <p>1pc</p>		

## Hardware Spare Parts Number- HWKOLSLIDE

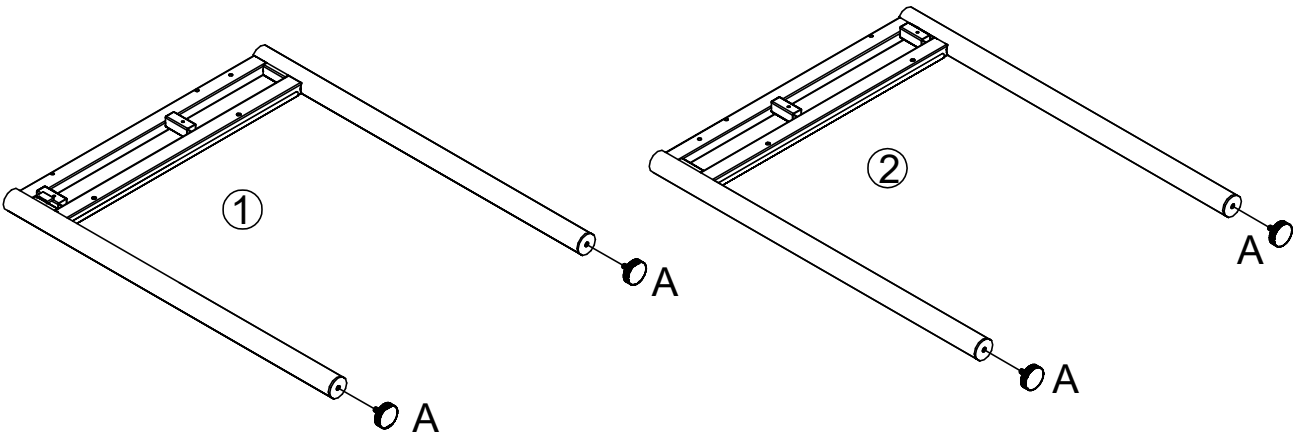
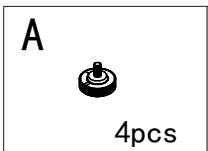


## Hardware Spare Parts Number- HWKOLHANDL

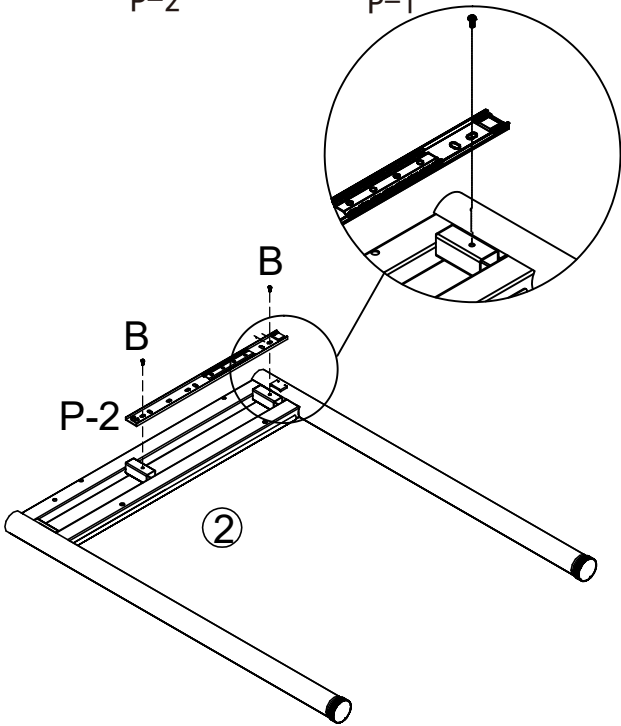
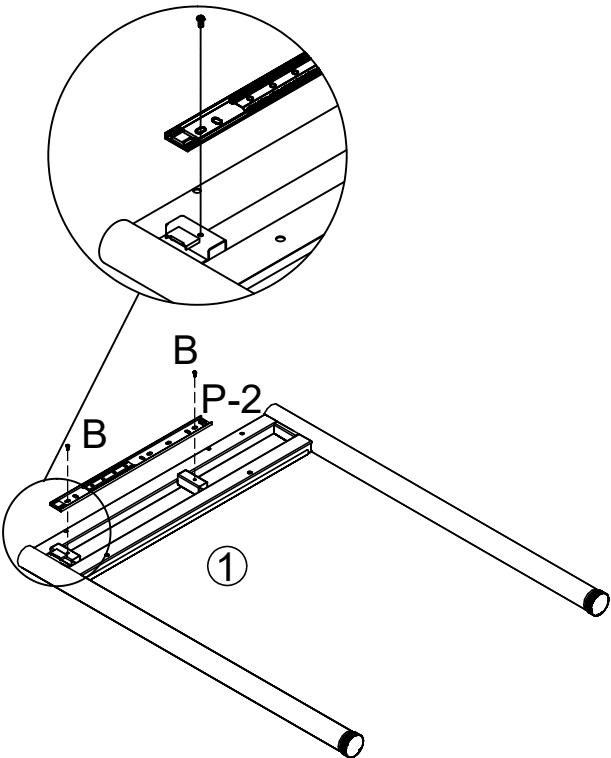
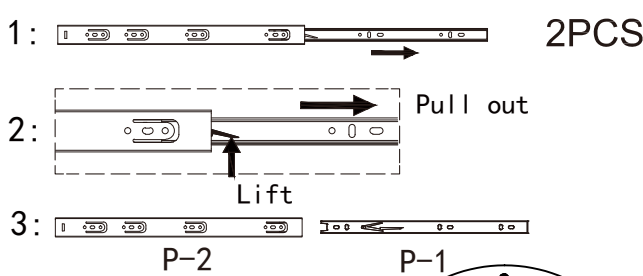
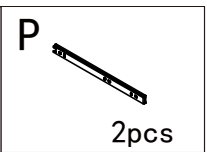
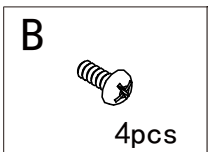


# Assembly

Step 1



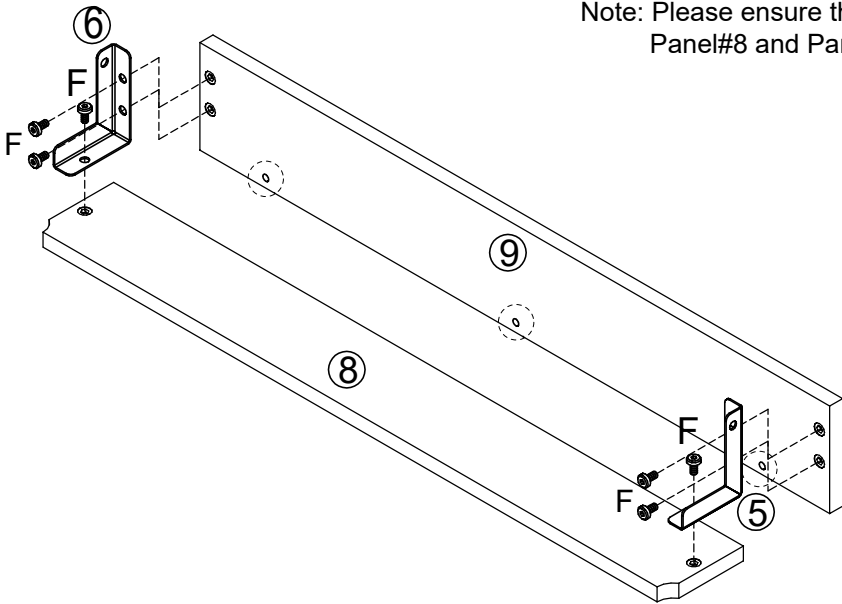
Step 2



### Step 3



6pcs

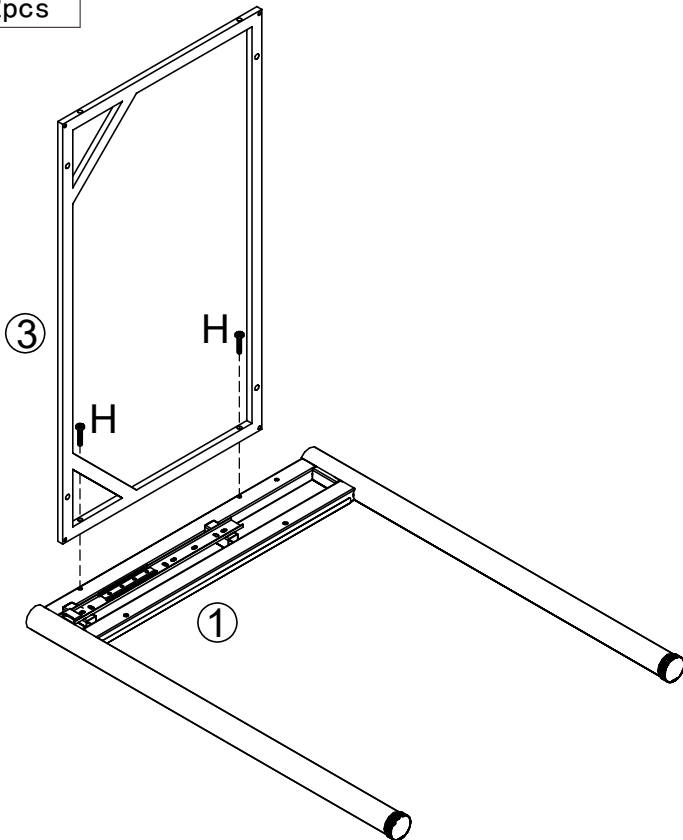


Note: Please ensure that both ends of  
Panel#8 and Panel#9 are aligned.

### Step 4



2pcs



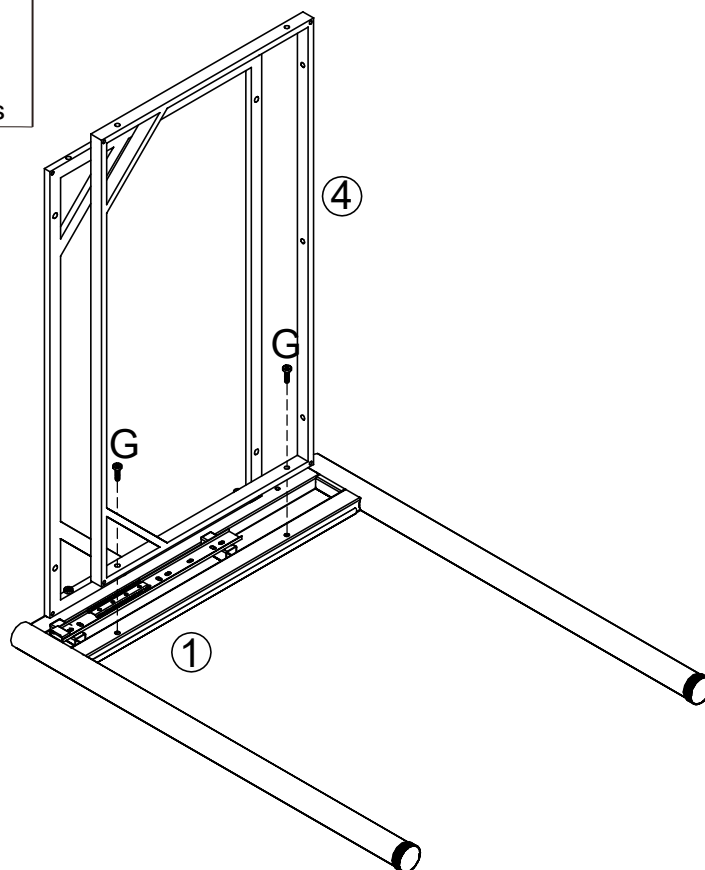


## Step 5

G



2pcs

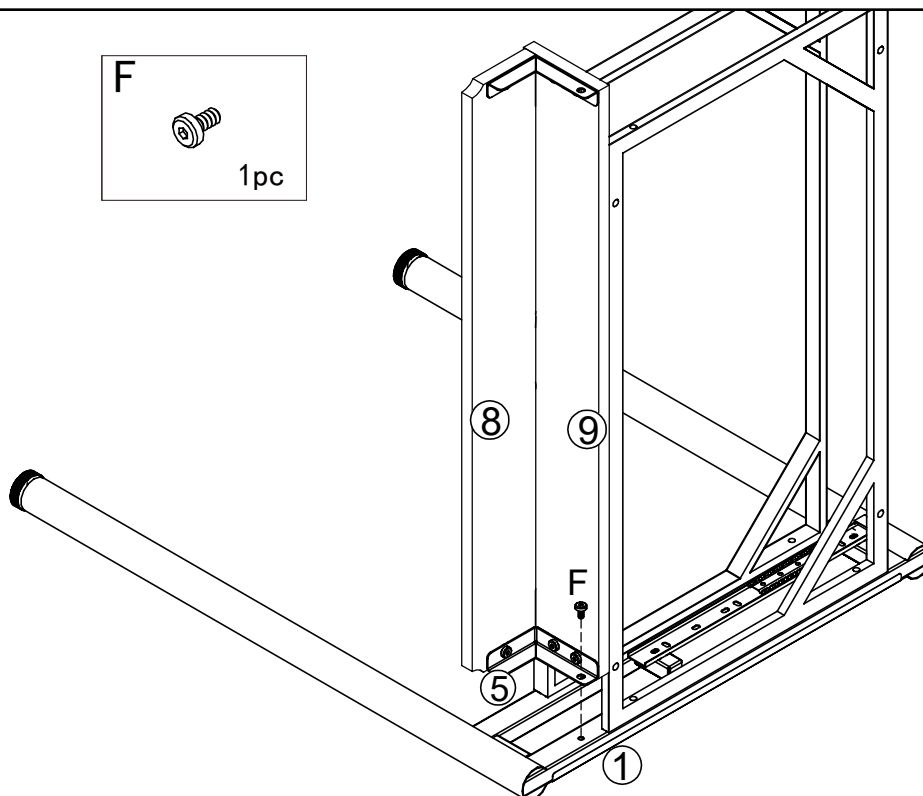


## Step 6

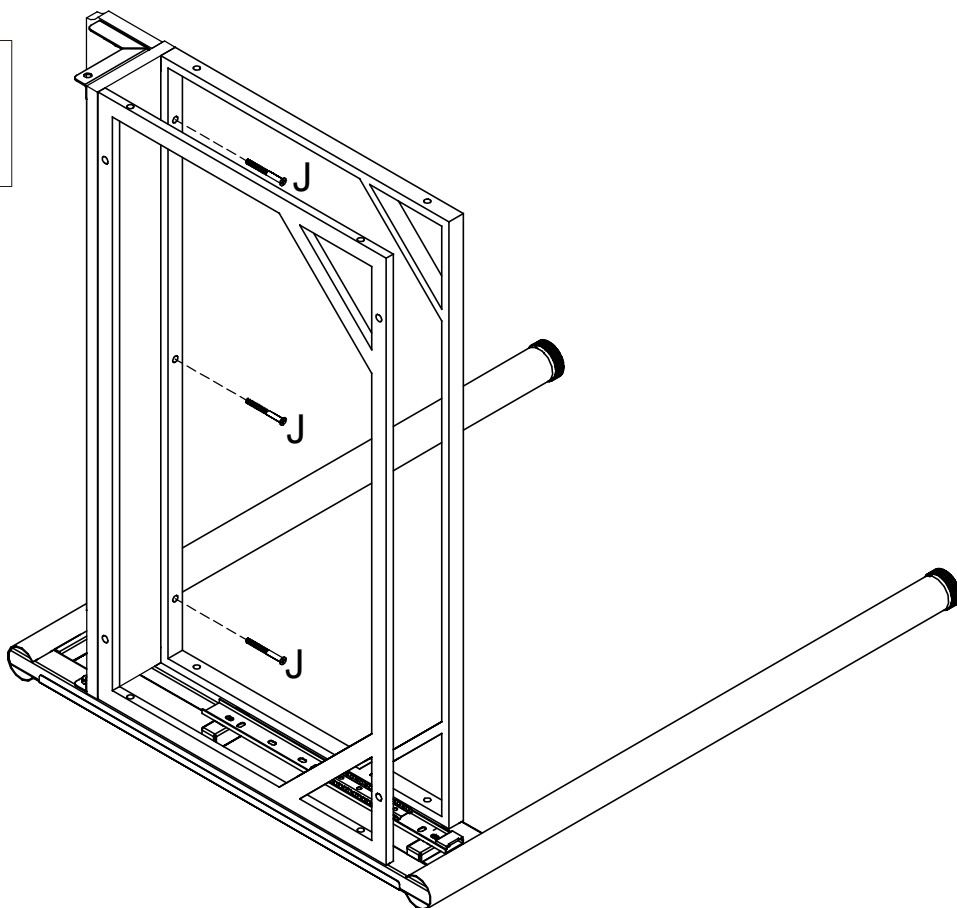
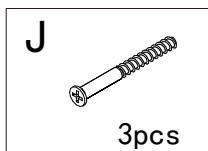
F



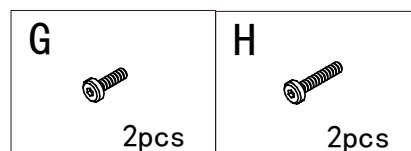
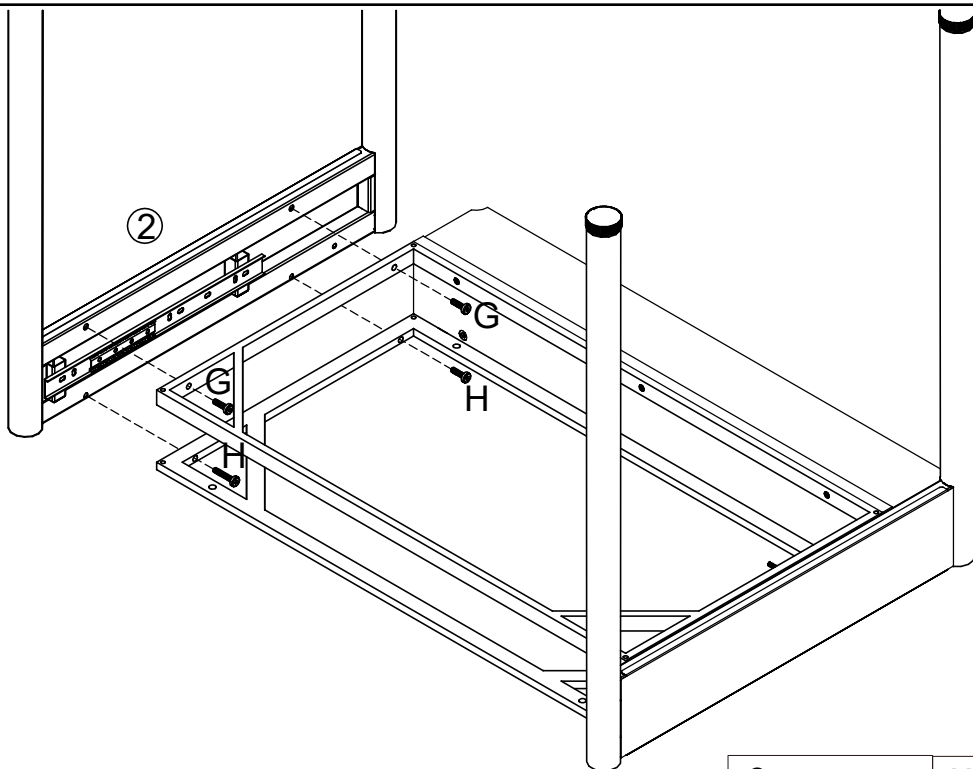
1pc



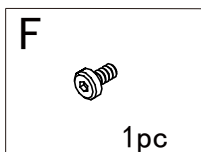
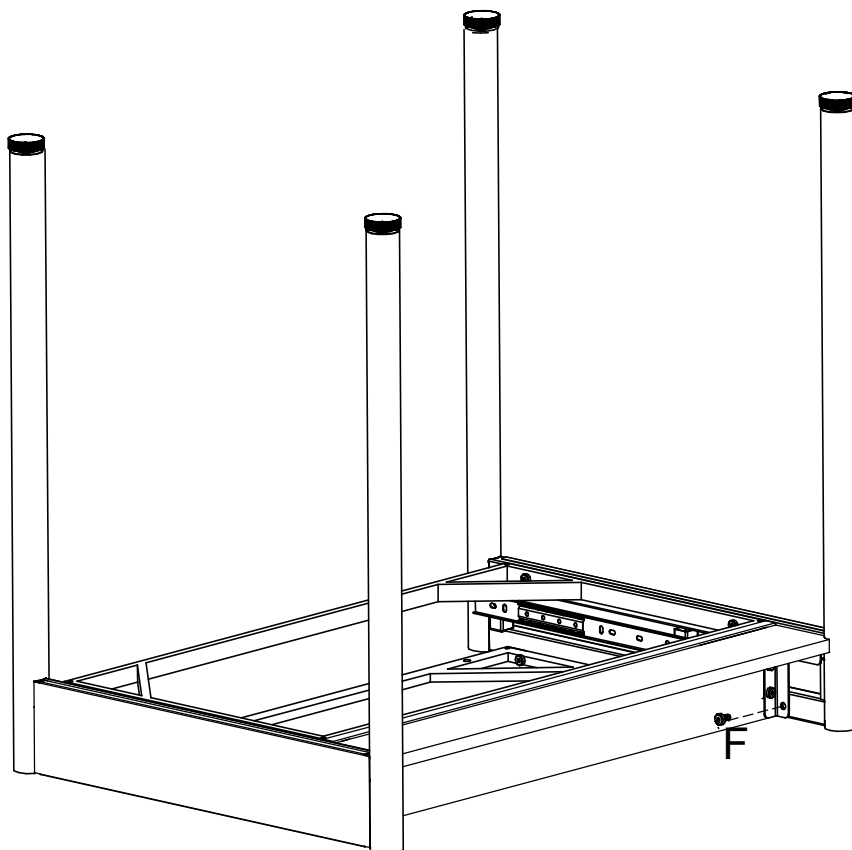
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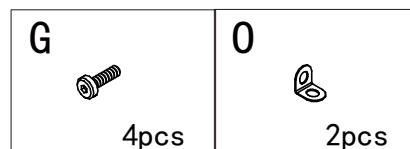
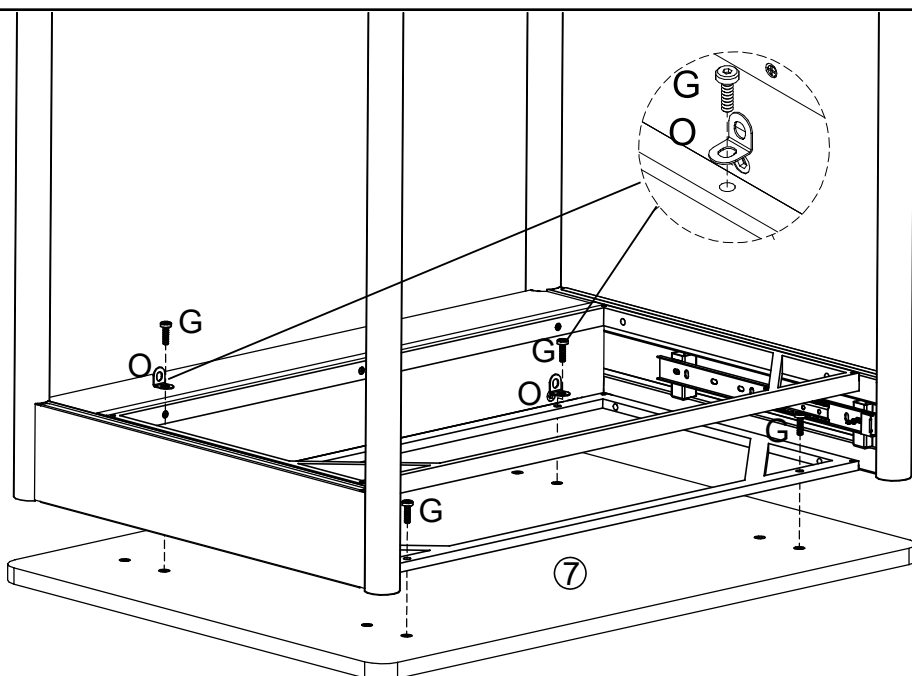
## Step 8



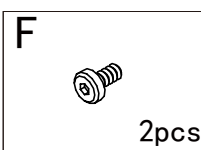
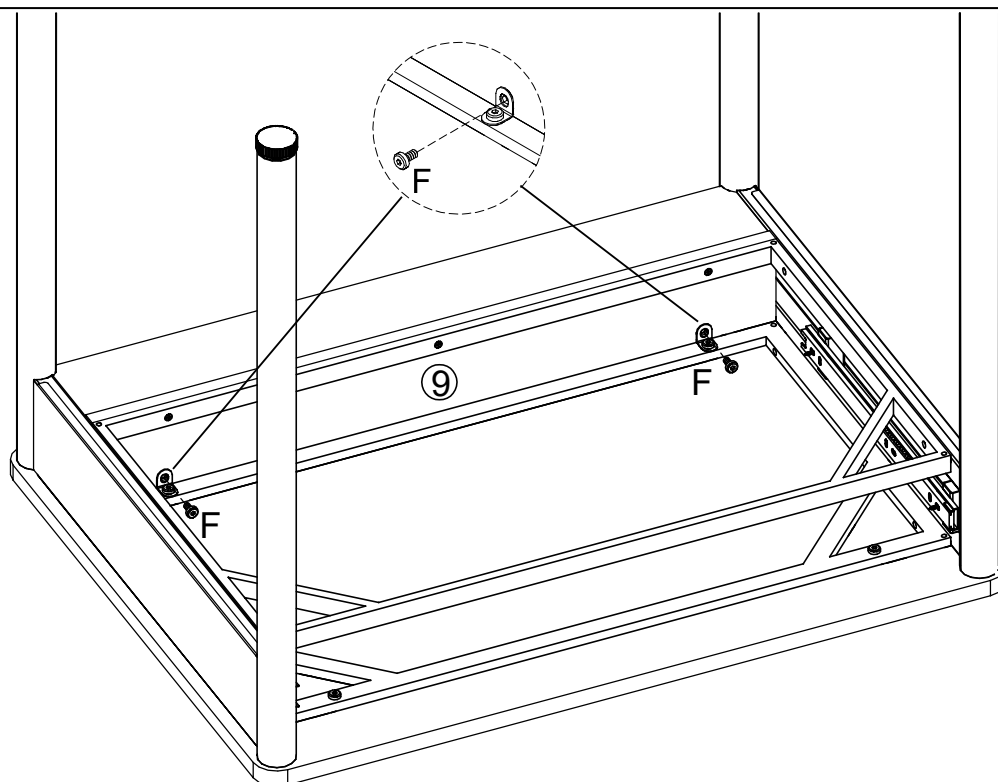
## Step 9



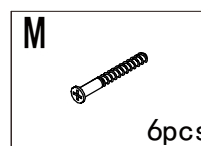
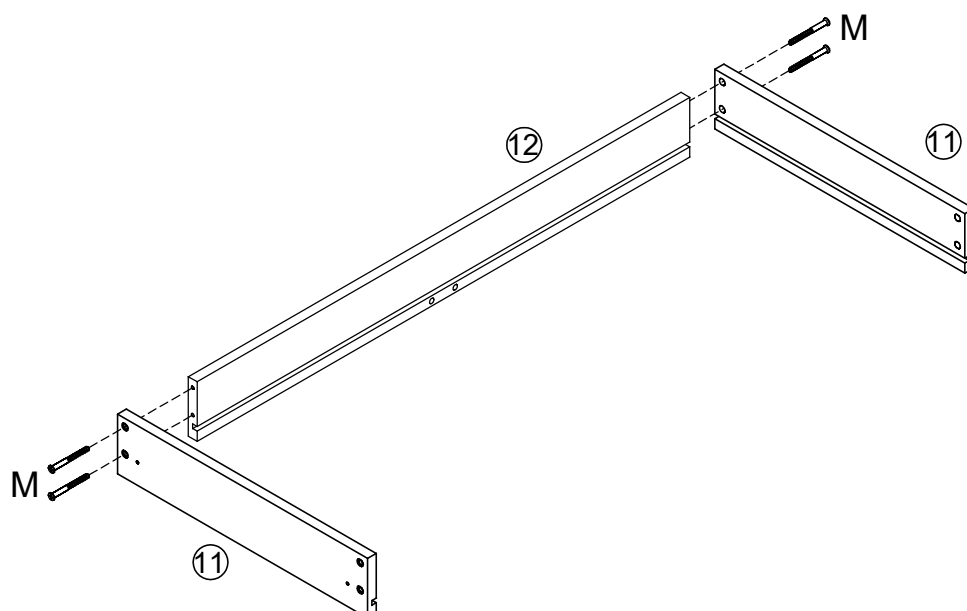
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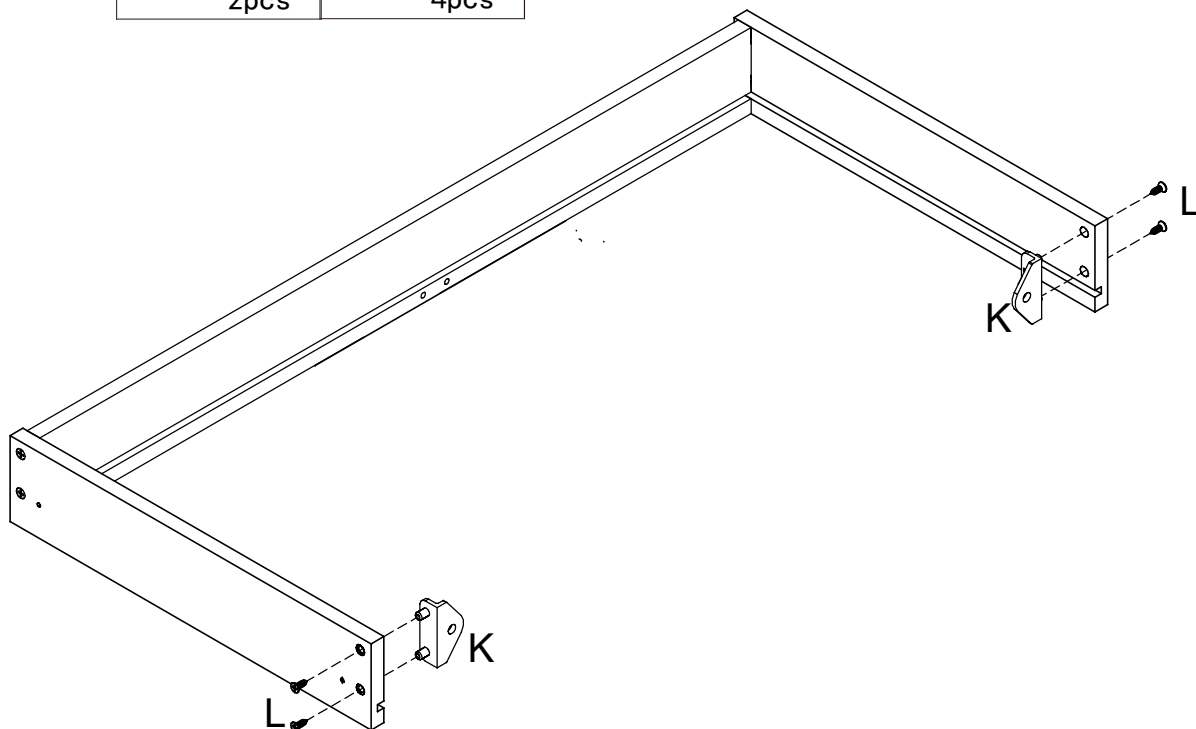
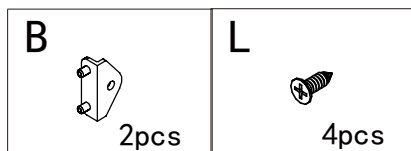
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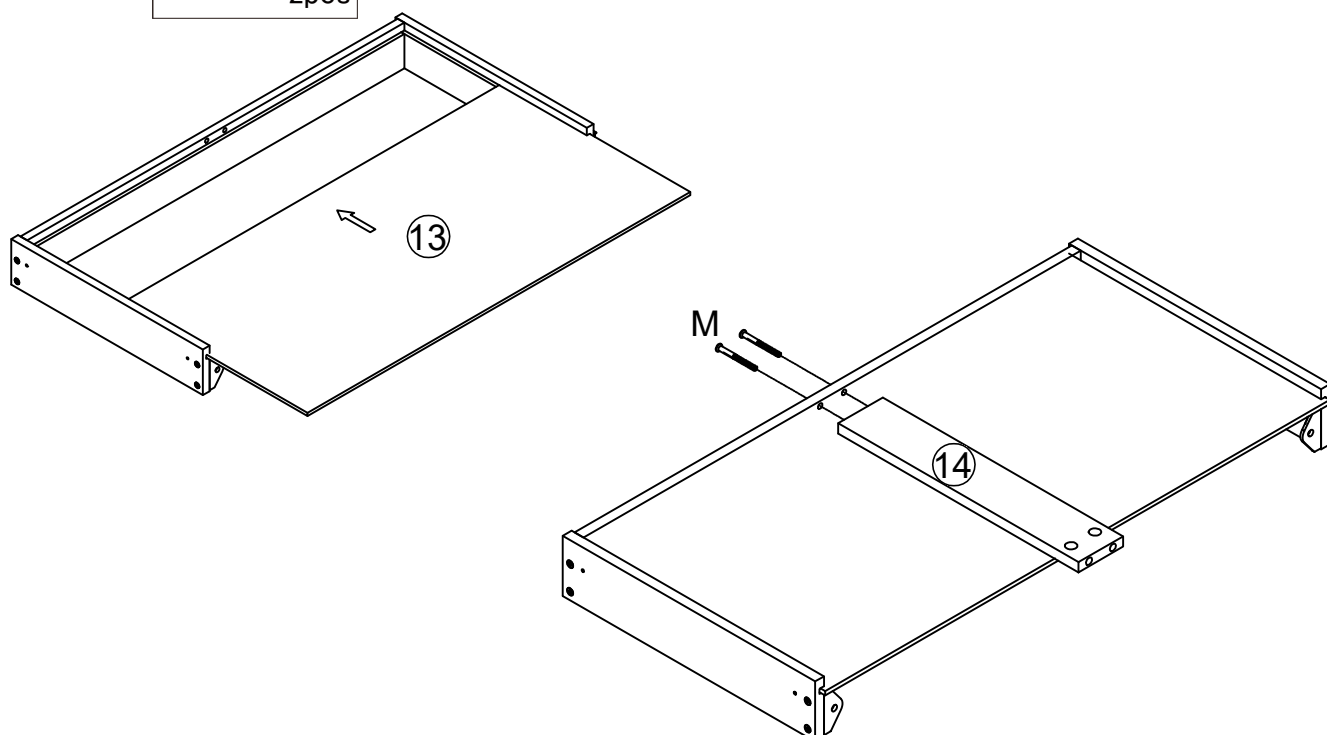
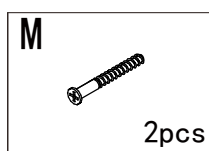
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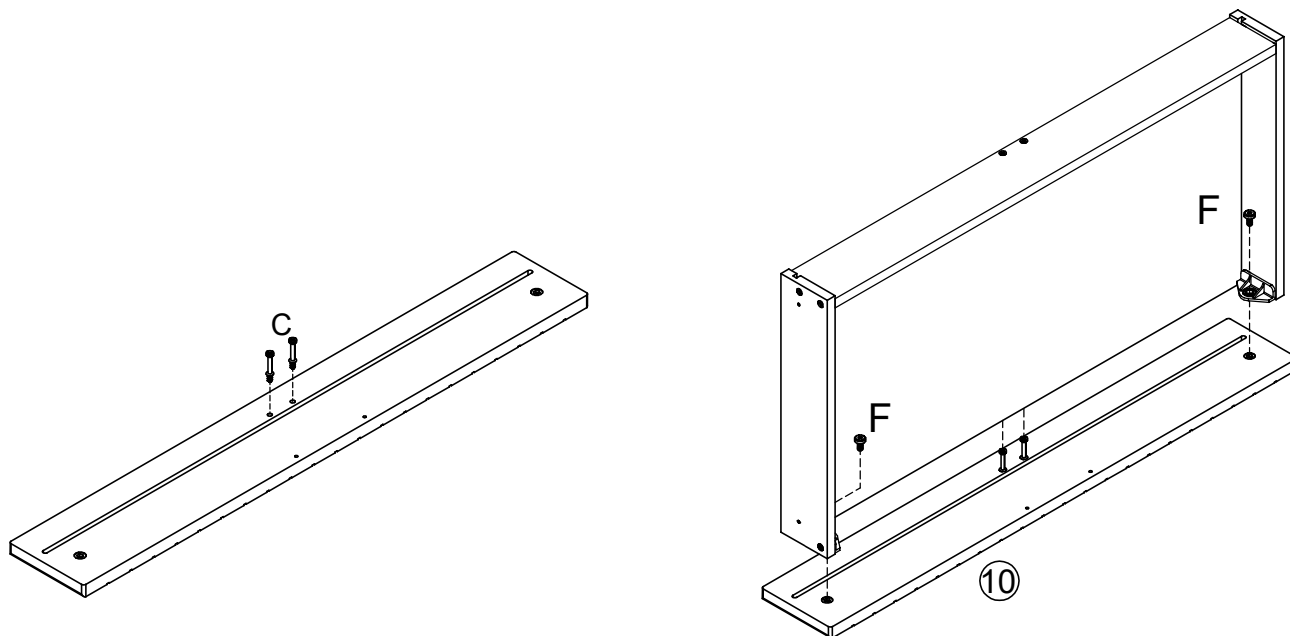
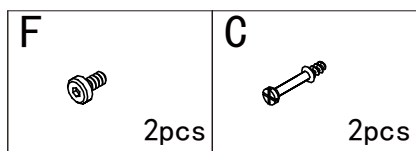
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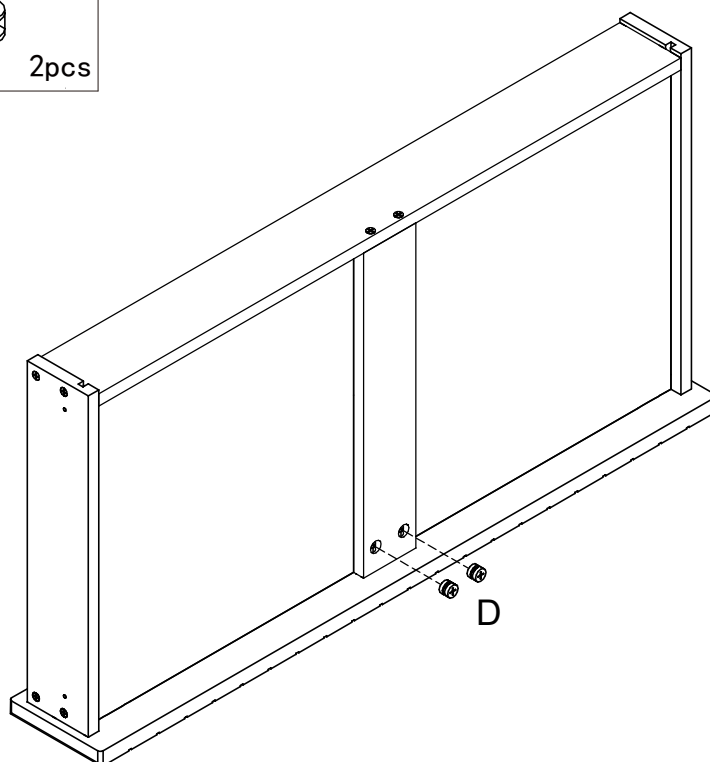
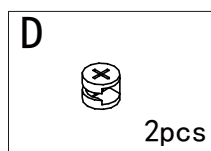
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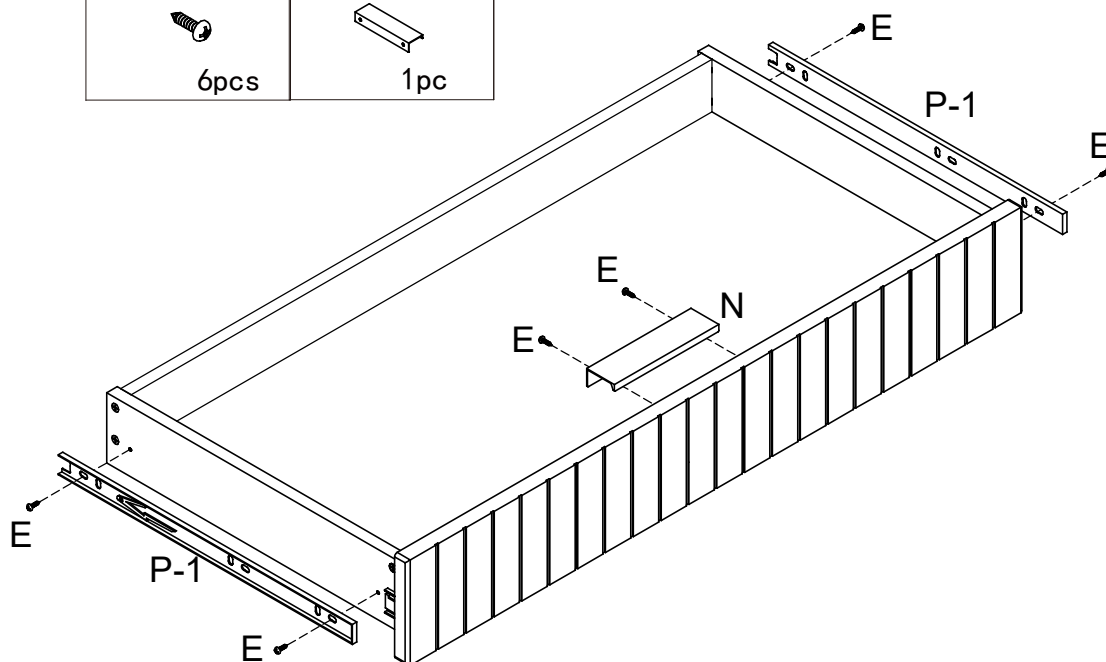
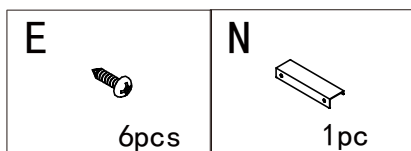
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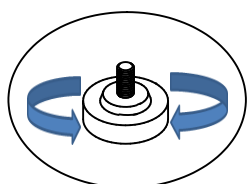
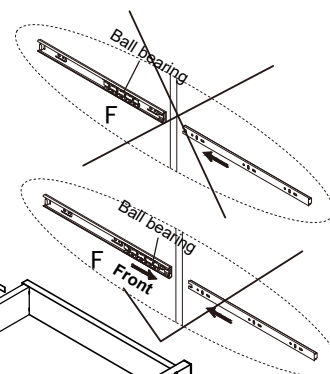
## Step 16



## Step 17



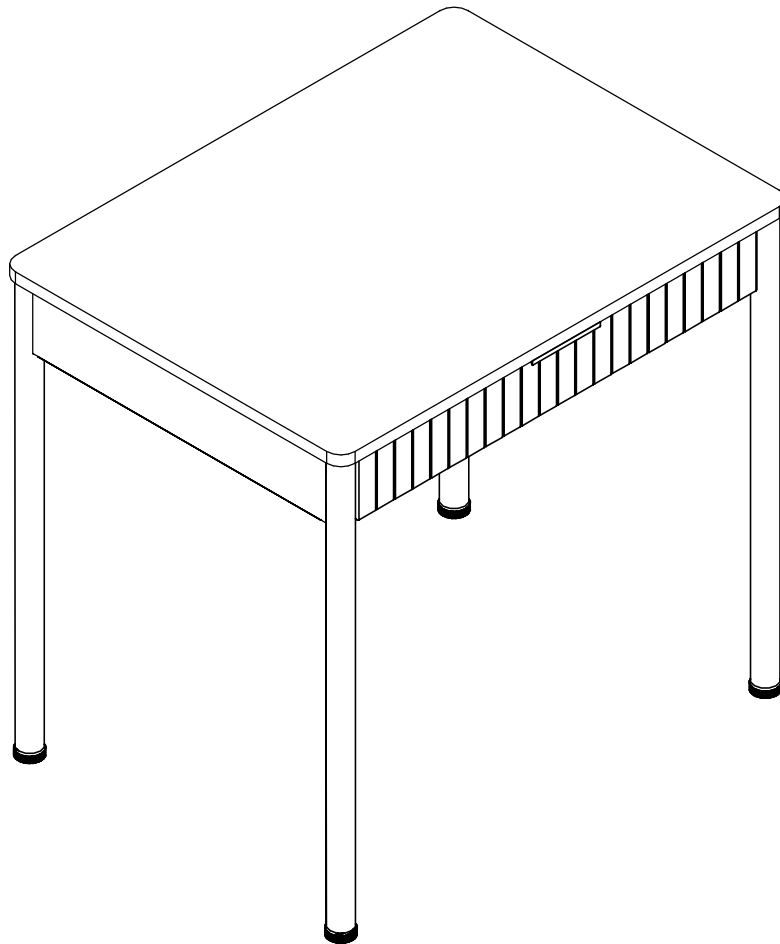
## Step 18



NOTE: Adjust foot leveller if table is uneven after assembled.

To insert drawer, fully extend both ball bearing tracks on each side and align the slide runners on the drawer with the tracks on the unit. Push the drawer into place until closed. If the drawer does not smoothly push into place, please remove and repeat insertion procedure.

# MAXIMUM WEIGHT CAPACITY



NOTE: Desktop 50kg  
Stationery drawer 3kg



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.



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](http://www.officeworks.com.au)