

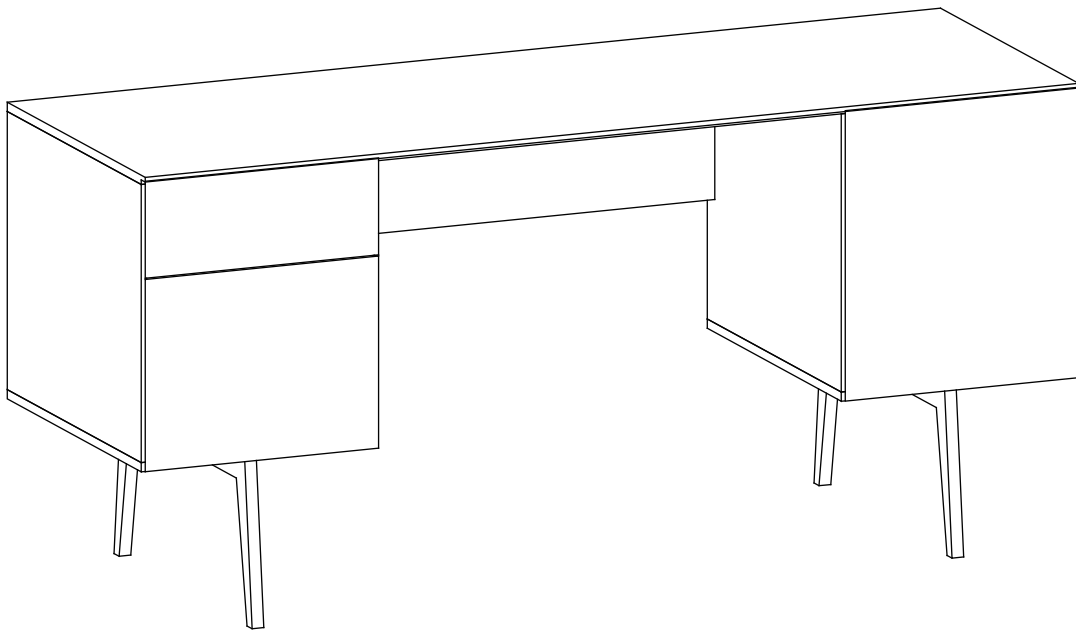
J.BURROWS

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ASSEMBLY INSTRUCTIONS

SCARBOROUGH 1600MM TWIN CAB
EXECUTIVE DESK

JBSCARBDKT



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www.officeworks.com.au

2 Cartons

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

Important
Estimated Assemble Time: 90min

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

Officeworks
make bigger things happen

item code or name

- Click on the icon to watch the video.



People Required



More Than One Person Is Required
To Safely Assemble The Item

**Customer Service
Contact Details**



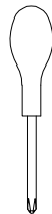
Spare Parts & Hardware
(03) 9310 3011

General Advice



Assemble On A Clear 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.

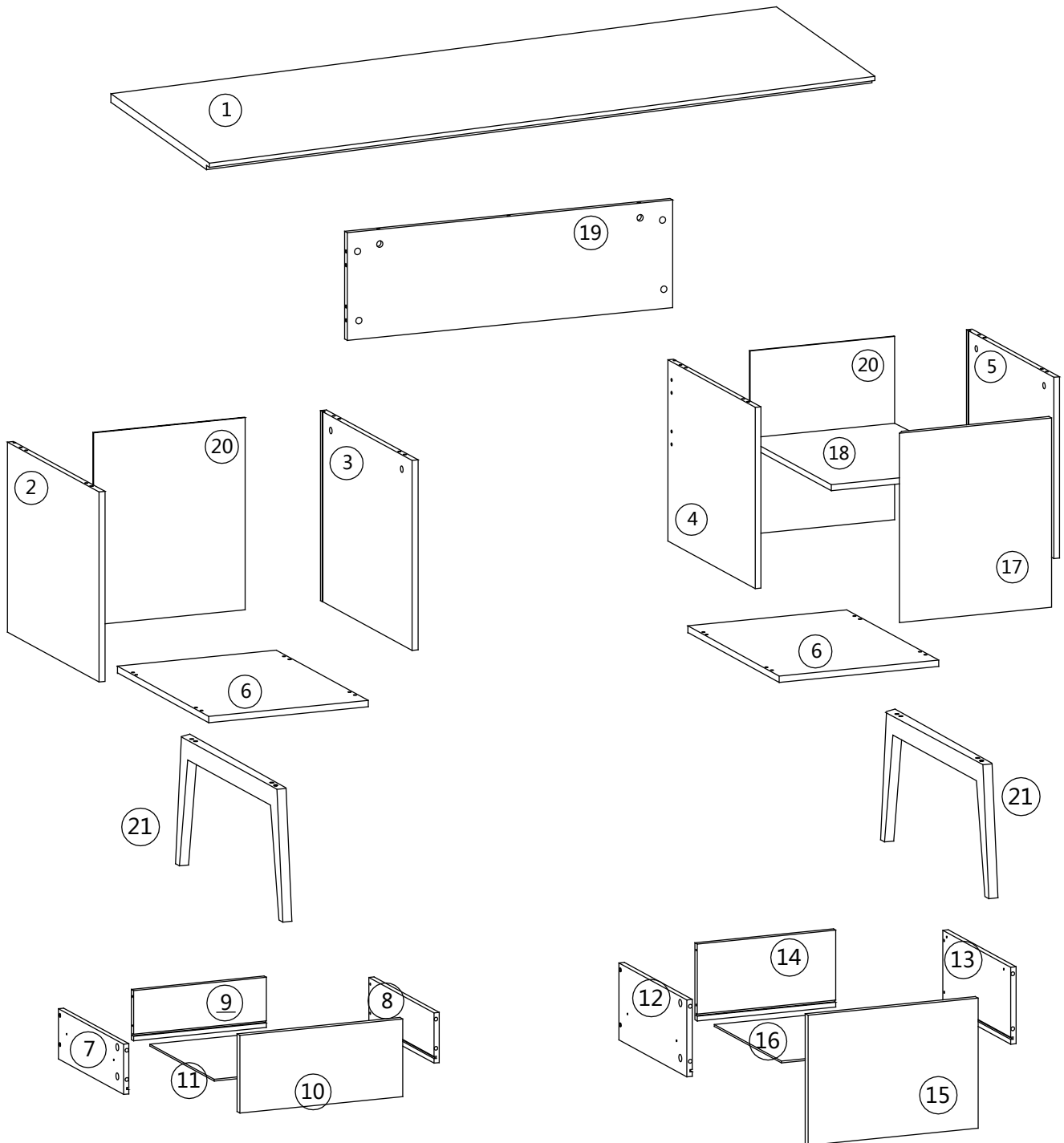
WARNING

- 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.

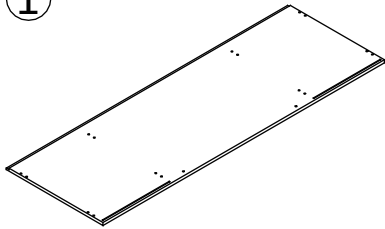
Part Overview



Part List

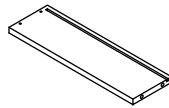
Parts located in Carton - JBSCARBDC1

①



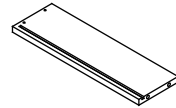
X 1 pc

⑦



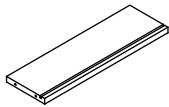
X 1 pc

⑧



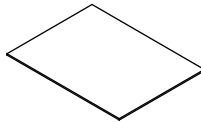
X 1 pc

⑨



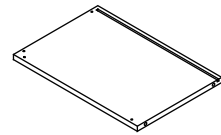
X 1 pc

⑪



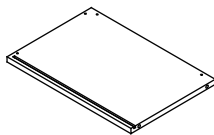
X 1 pc

⑫



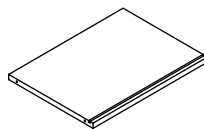
X 1 pc

⑬



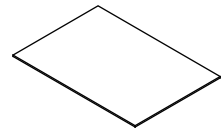
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⑭



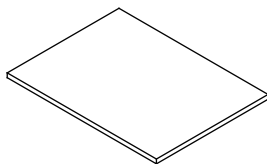
X 1 pc

⑯



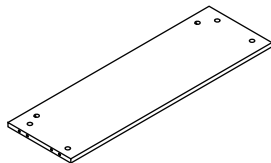
X 1 pc

⑱



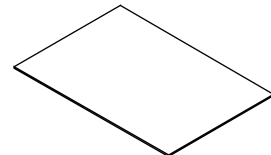
X 1 pc

⑲



X 1 pc

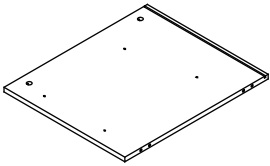
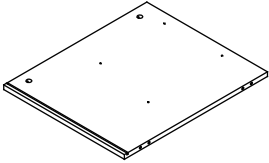
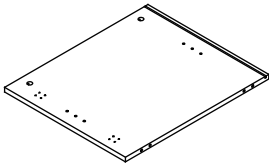
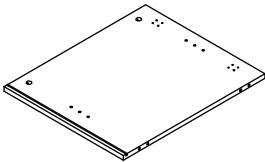
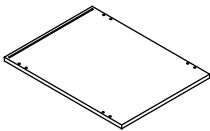
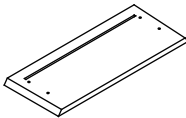
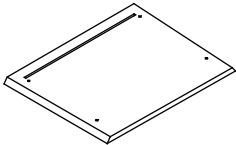
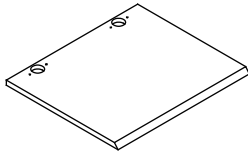
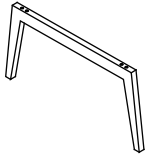
⑳



X 2 pcs

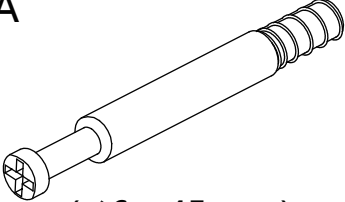
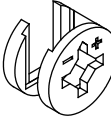
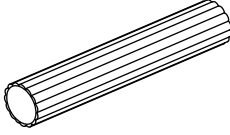
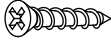
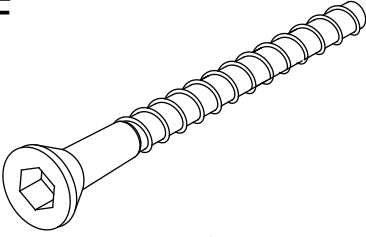



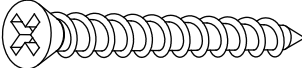

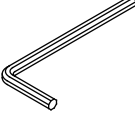
Part List

Parts located in Carton - JBSCARBDC2

<div><div>②</div><div></div><div>X 1 pc</div></div>	<div><div>③</div><div></div><div>X 1 pc</div></div>	<div><div>④</div><div></div><div>X 1 pc</div></div>
<div><div>⑤</div><div></div><div>X 1 pc</div></div>	<div><div>⑥</div><div></div><div>X 2 pcs</div></div>	<div><div>⑩</div><div></div><div>X 1 pc</div></div>
<div><div>⑮</div><div></div><div>X 1 pc</div></div>	<div><div>⑰</div><div></div><div>X 1 pc</div></div>	<div><div>⑳</div><div></div><div>X 2 pcs</div></div>

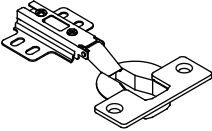
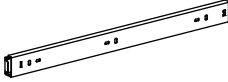
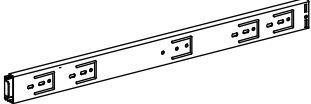
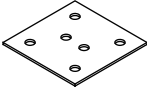

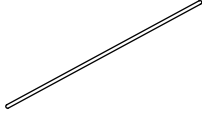
Hardware List

Hardware Pack located in Carton - JBSCARBDC2

<p>A</p>  <p>(Ø6 x 45 mm) X 22pcs</p>	<p>B</p>  <p>(Ø15 x 12 mm) X 22pcs</p>	<p>C</p>  <p>(Ø8 x 30 mm) X 20pcs</p>
<p>E</p>  <p>(Ø3.5 x 14 mm) X 28pcs</p>	<p>F</p>  <p>(Ø7 x 48 mm) X 8pcs</p>	<p>G</p>  <p>(Ø6 x 12 mm) X 16pcs</p>
<p>H</p>  <p>(Ø6 x 10 mm) X 8pcs</p>	<p>I</p>  <p>Shelf Support X 4pcs</p>	<p>L</p>  <p>(Ø4 x 35 mm) X 8pcs</p>
<p>P</p>  <p>Sticker X 6pcs</p>	<p>Q</p>  <p>Allen Key M6-size X 1pc</p>	

Hardware List

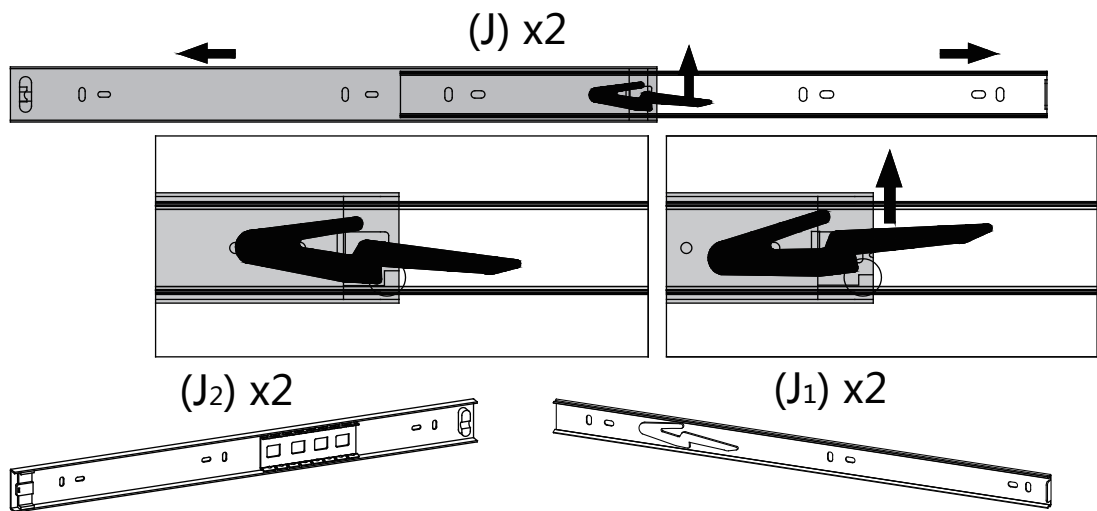
Other hardware located in Carton - JBSCARBDC2

<p>D</p>  <p>Hinge X 2pcs</p>	<p>J</p>  <p>2 Section Runner X 2sets</p>	<p>K</p>  <p>3 Section Runner X 2sets</p>
<p>M</p>  <p>Metal Connector X 4pcs</p>	<p>N</p>  <p>Adjust Feet X 4pcs</p>	<p>O</p>  <p>Filing Rail X 2pcs</p>

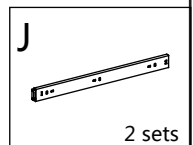
For missing hardware, please contact Kyvas on (03) 9310 3011 or email hardware@kyvas.com.au

Assembly

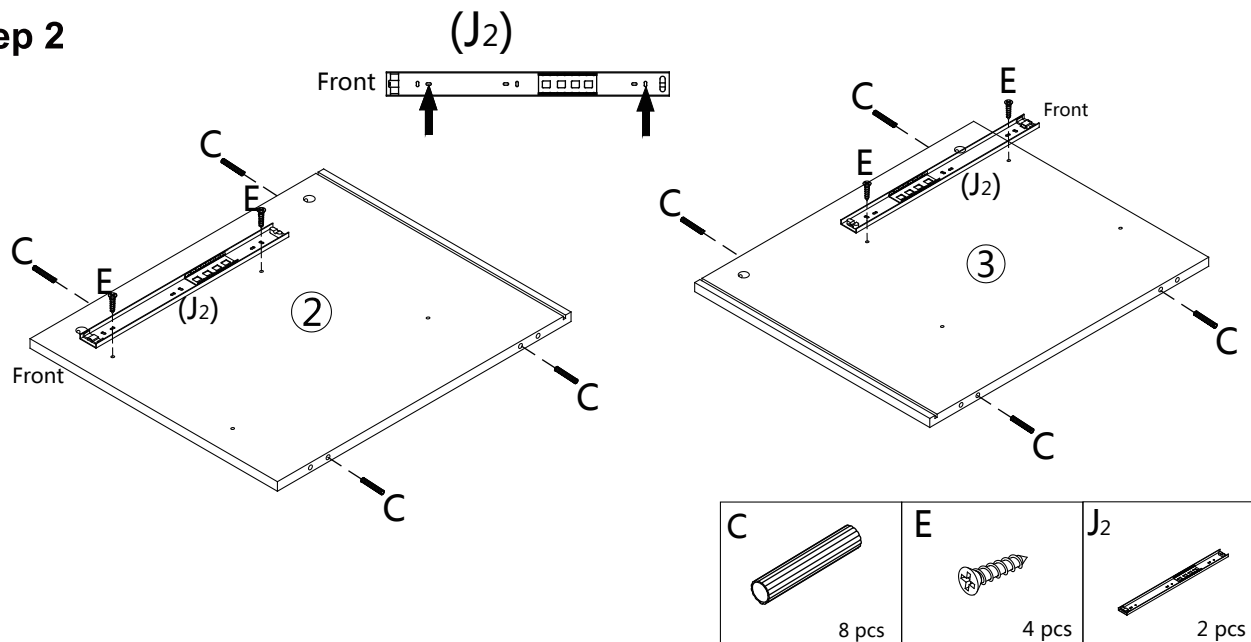
Step 1



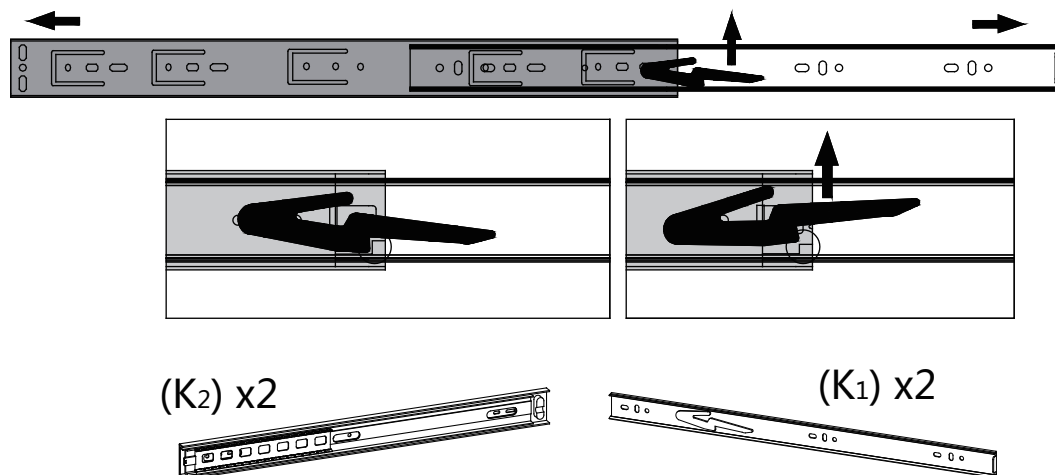
Remark:
Press the plastic slider in the
indicated direction to separate
drawer runner J1 and J2 before assembling



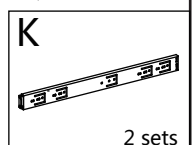
Step 2



Step 3

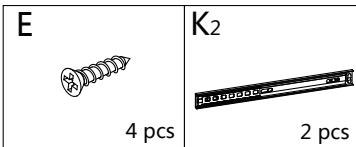
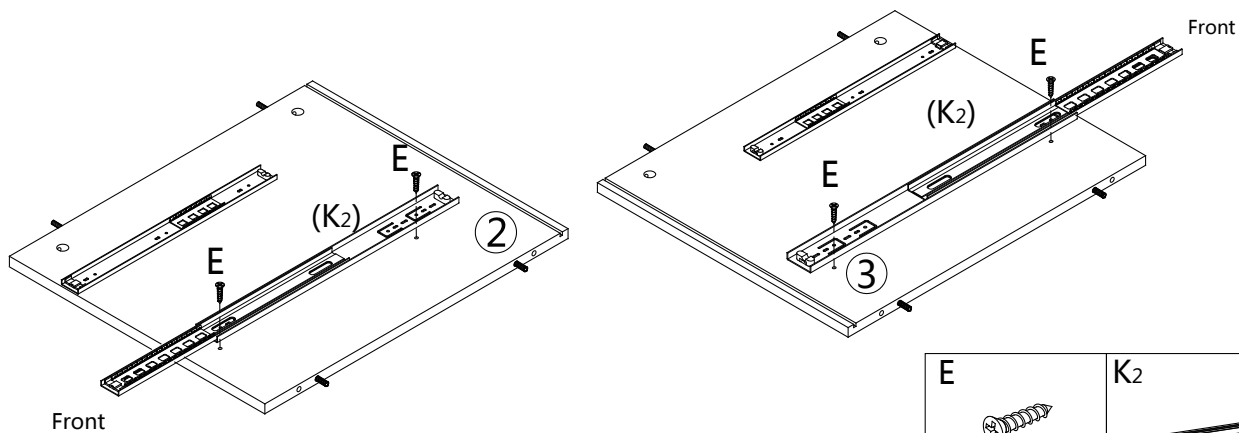
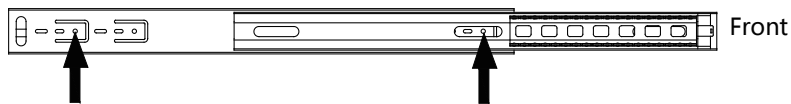


Remark:
Press the plastic slider in the
indicated direction to separate
drawer runner K1 and K2 before assembling

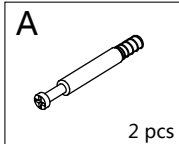
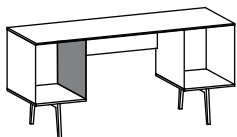
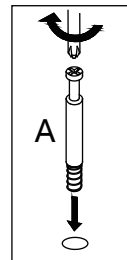
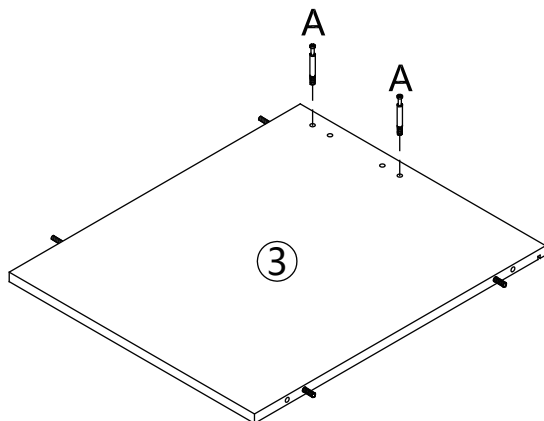


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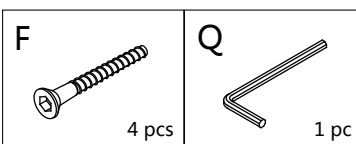
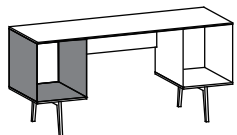
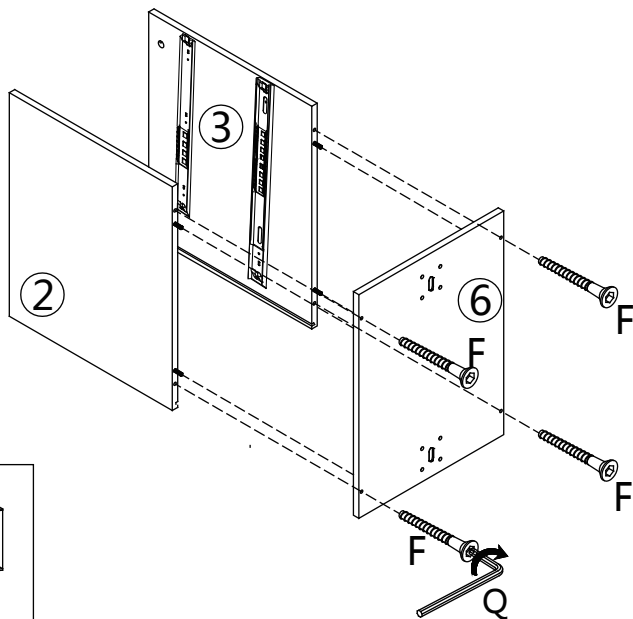
(K₂)



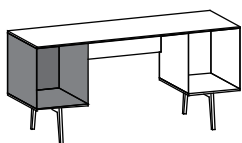
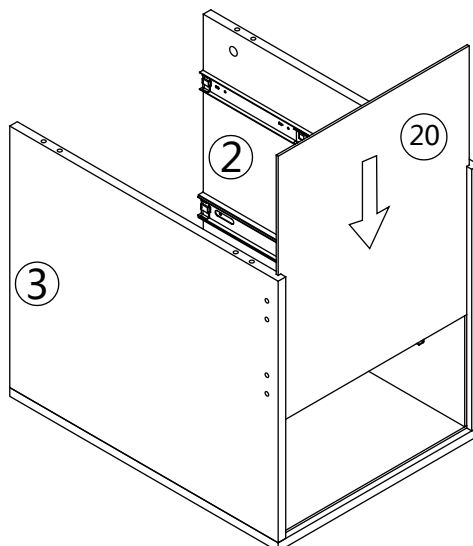
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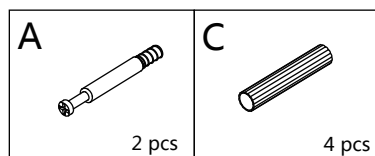
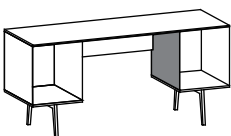
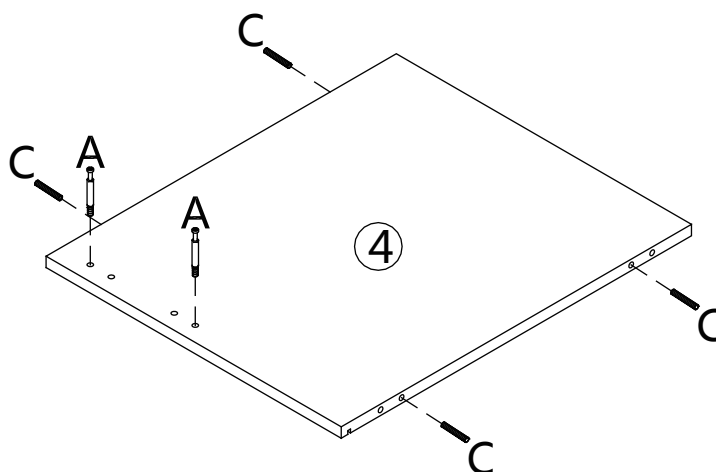
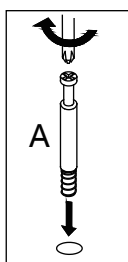
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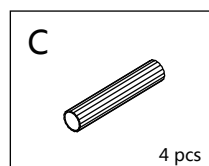
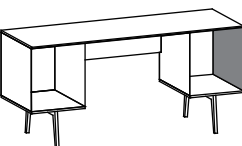
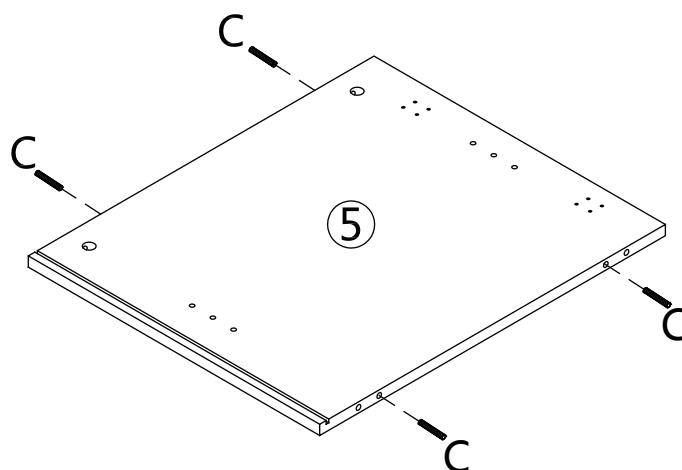
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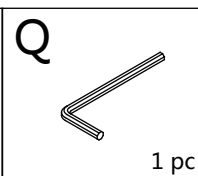
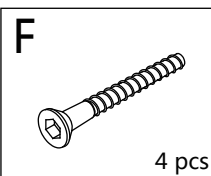
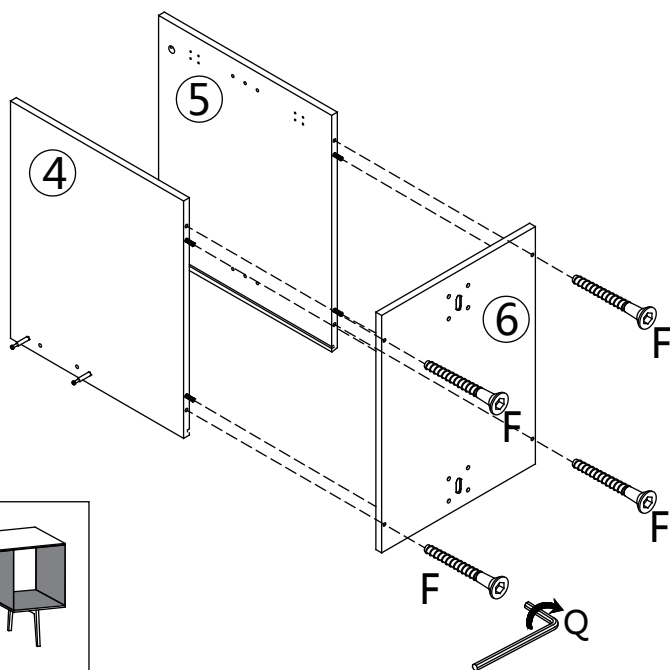
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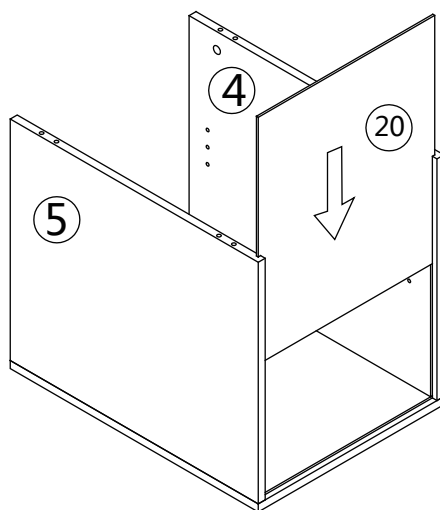
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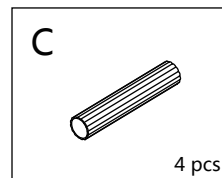
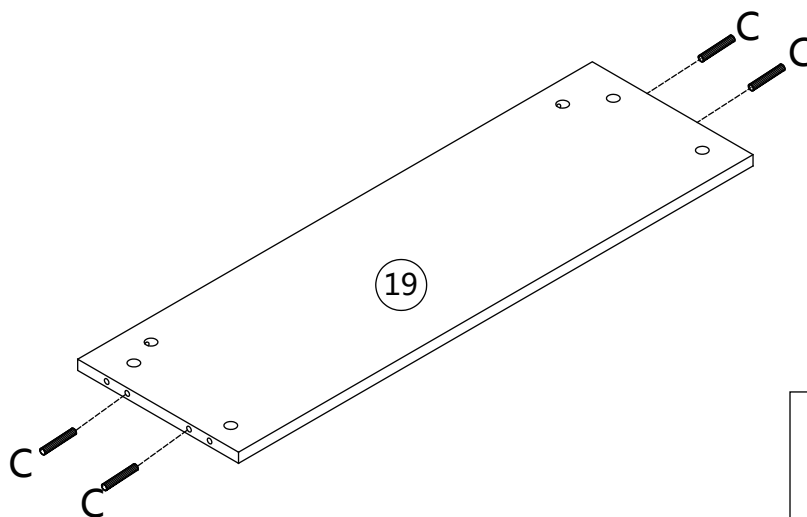
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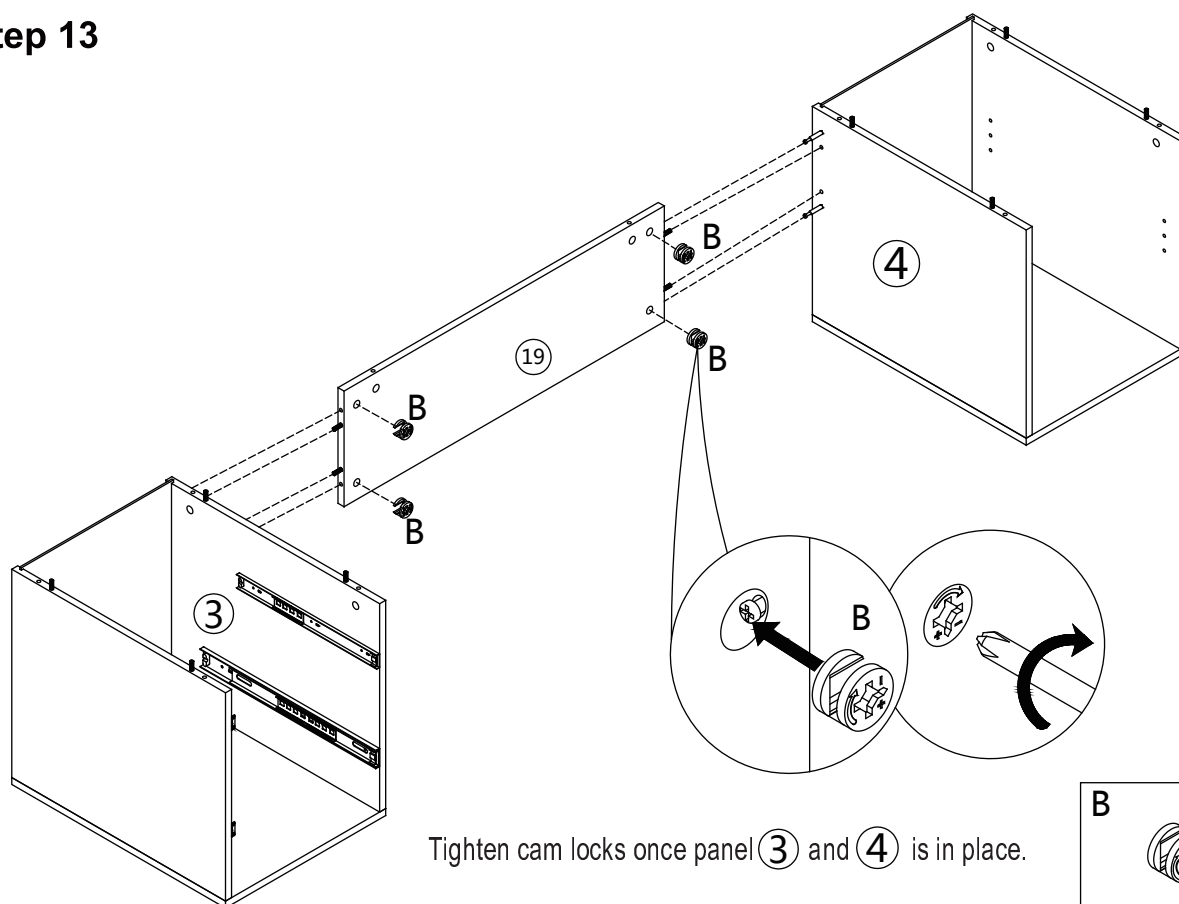
Step 11



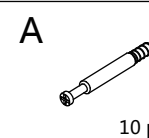
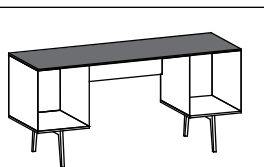
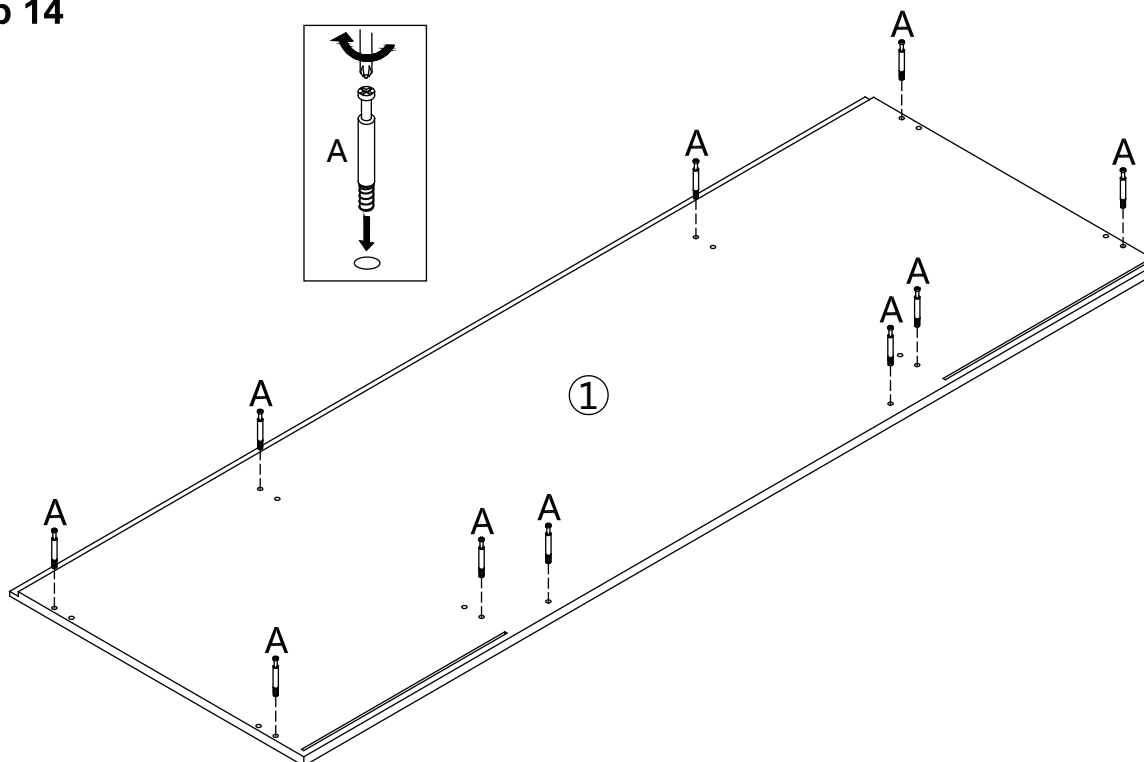
Step 12



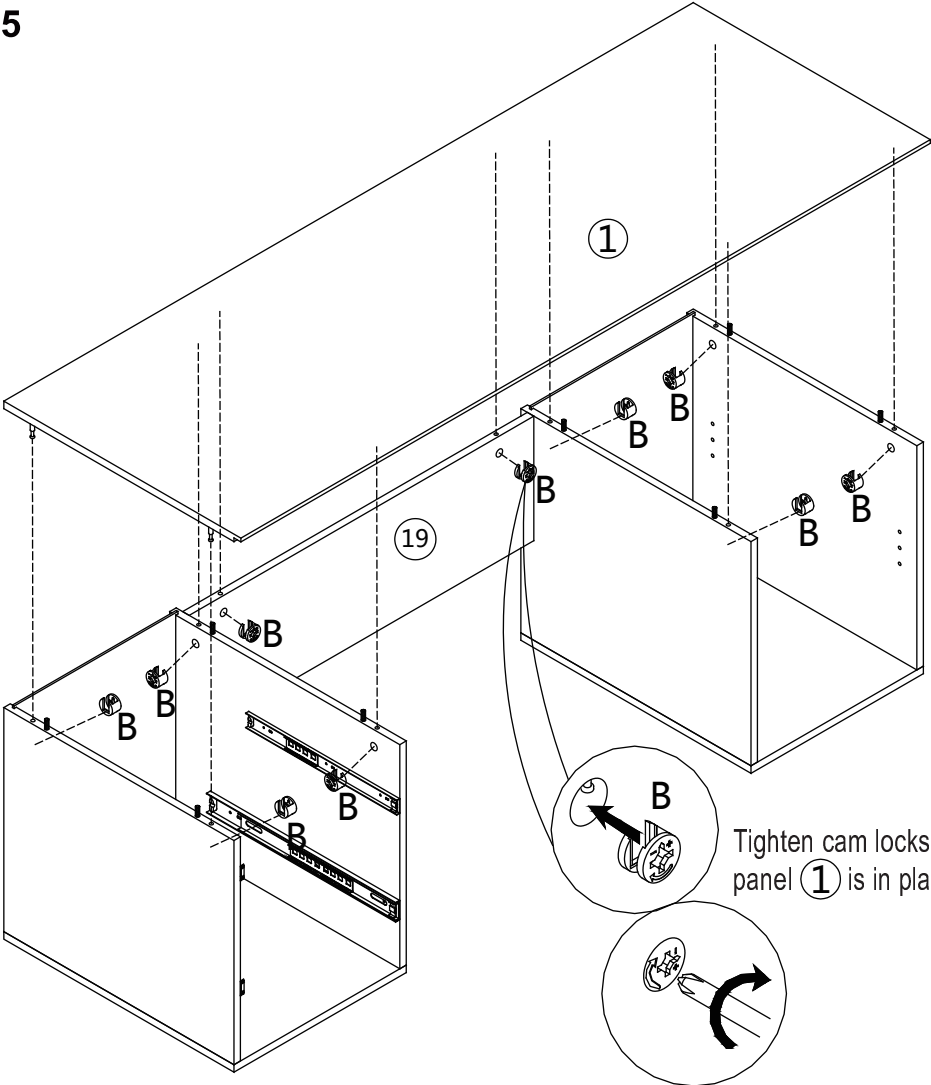
Step 13



Step 14



Step 15

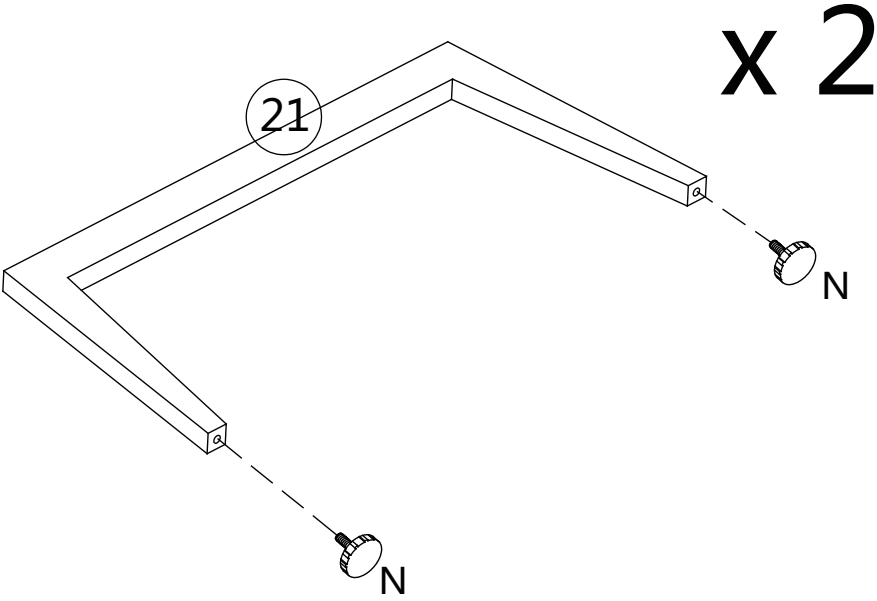


B



10 pcs

Step 16

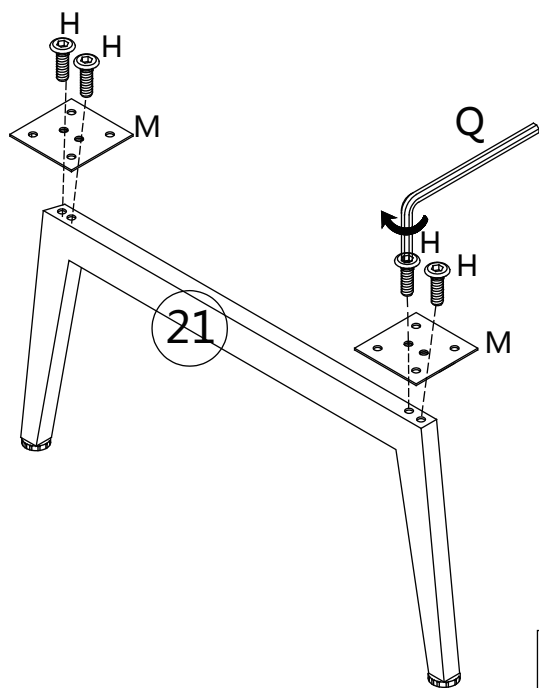


N


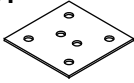
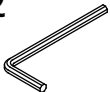


4 pcs

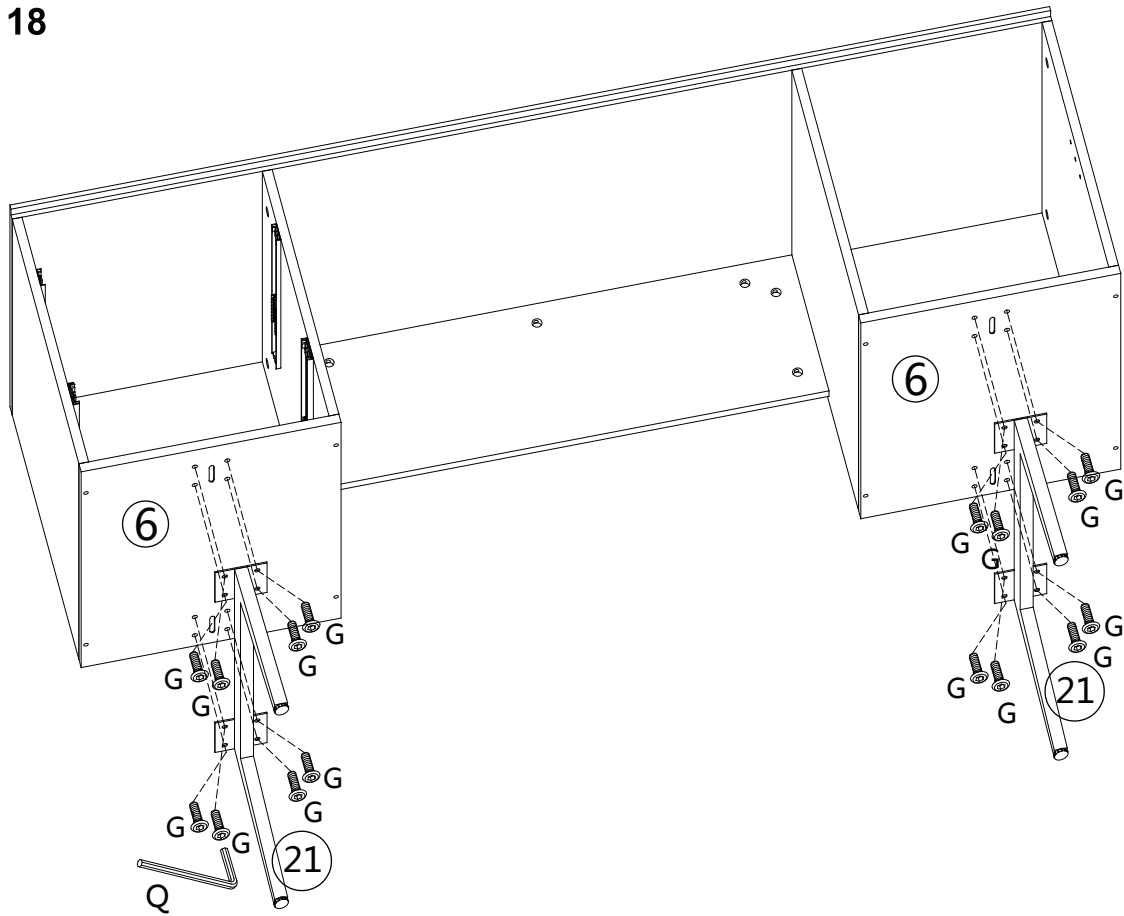
Step 17


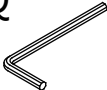


x 2

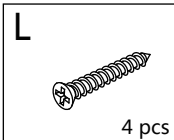
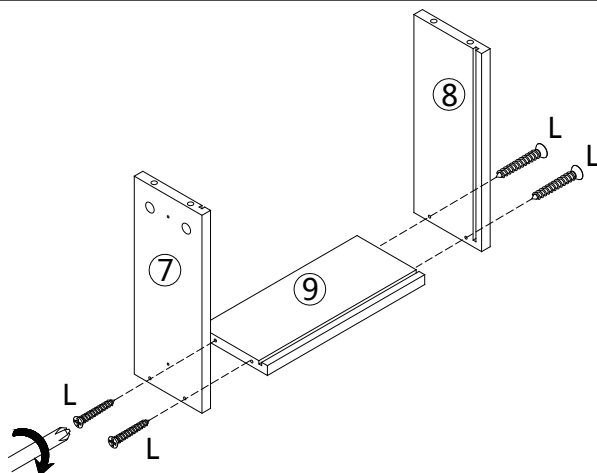
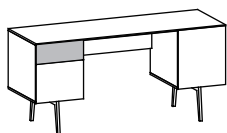
H	M	Q
		
8 pcs	4 pcs	1 pc

Step 18

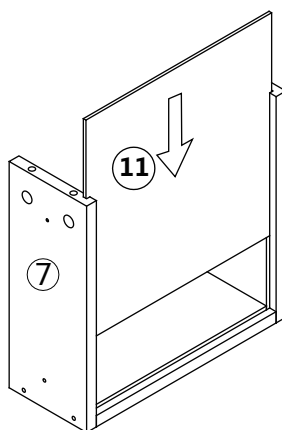
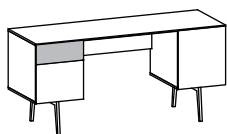


G	Q
	
16 pcs	1 pc

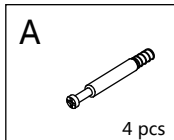
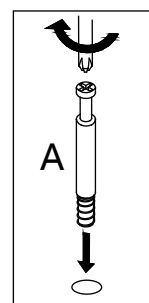
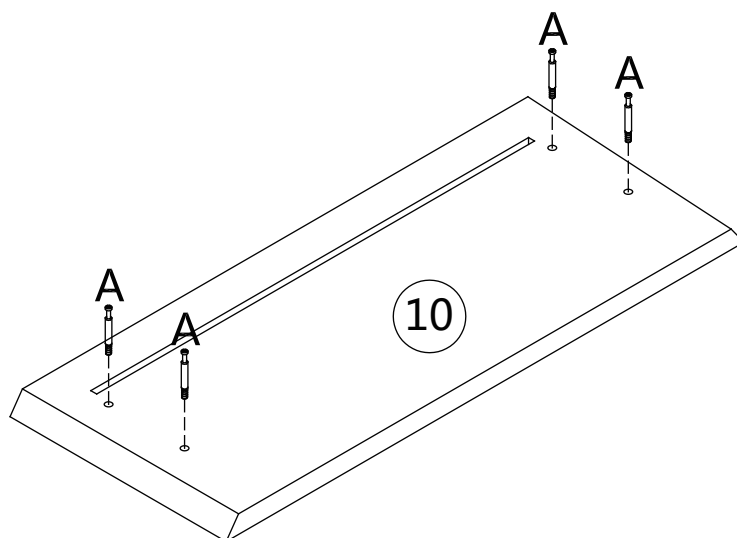
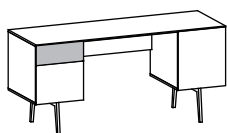
Step 19



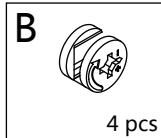
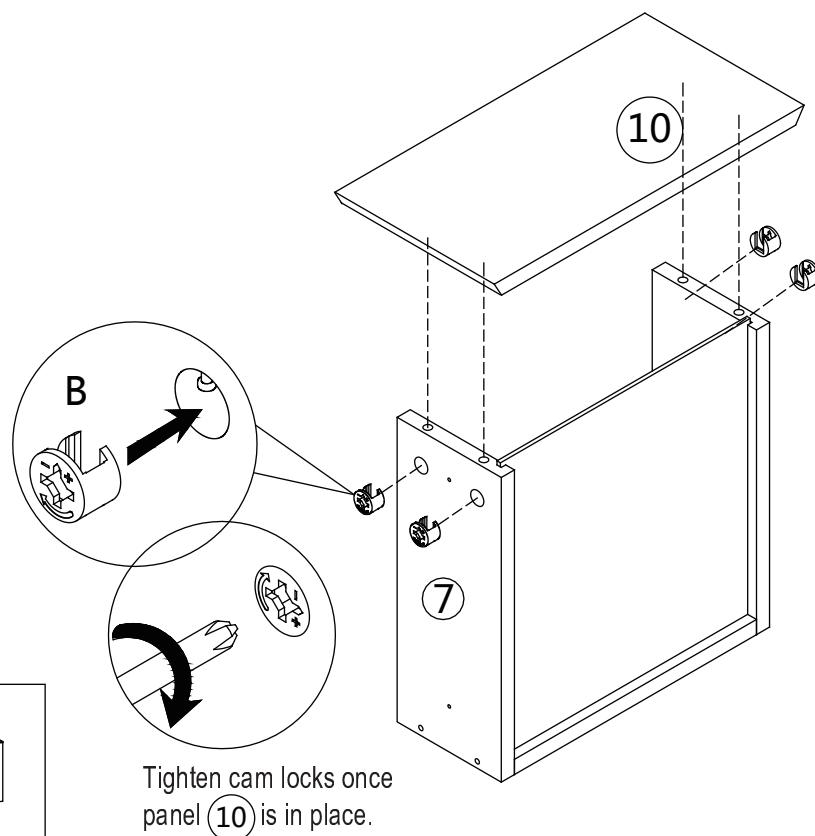
Step 20



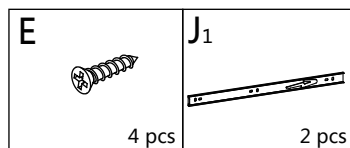
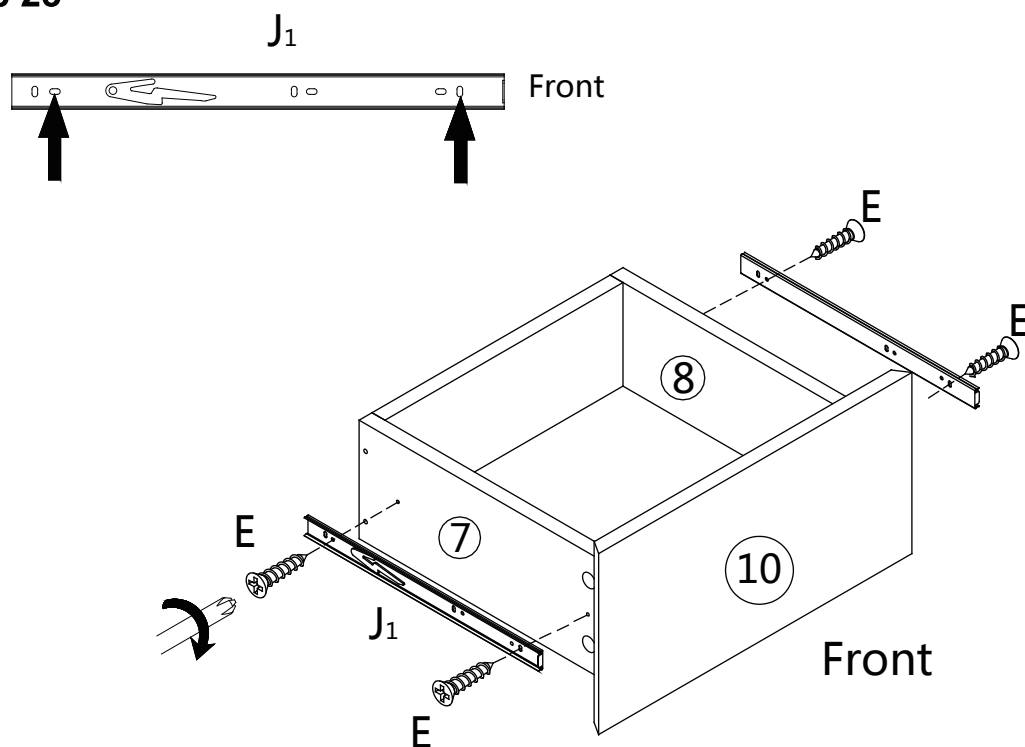
Step 21



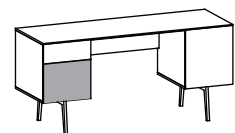
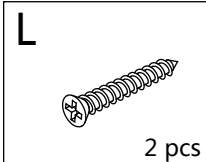
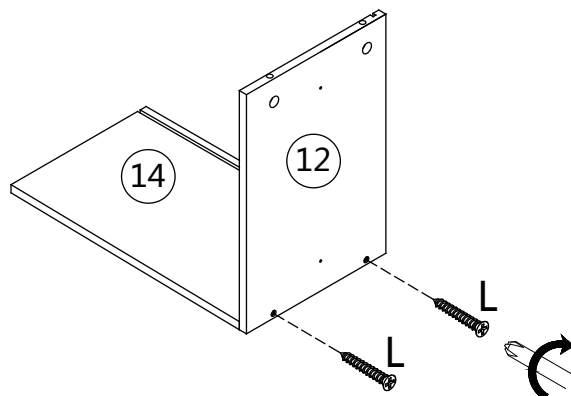
Step 22



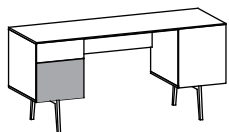
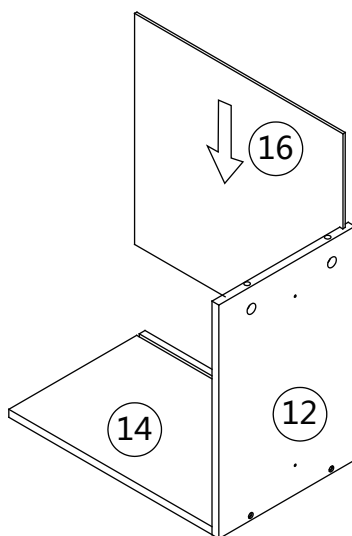
Step 23



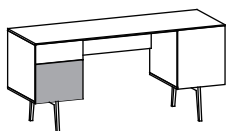
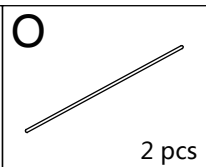
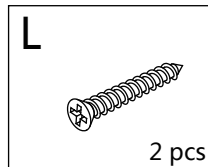
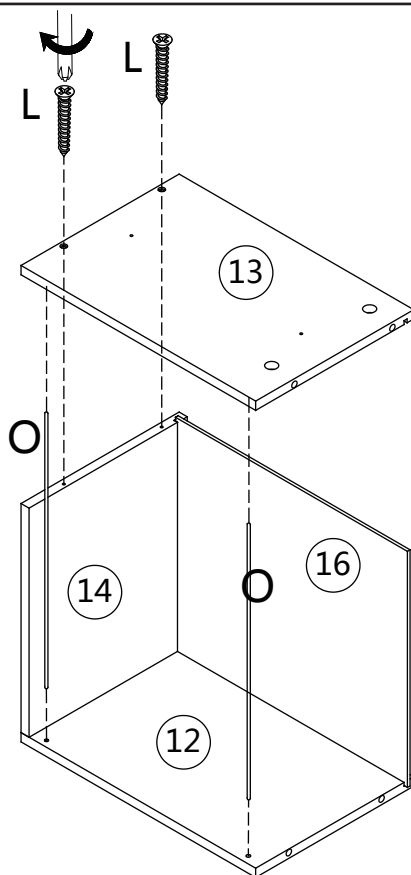
Step 24



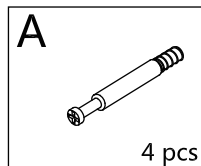
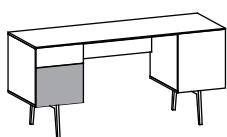
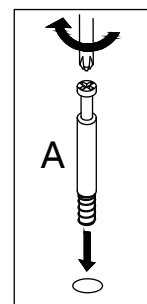
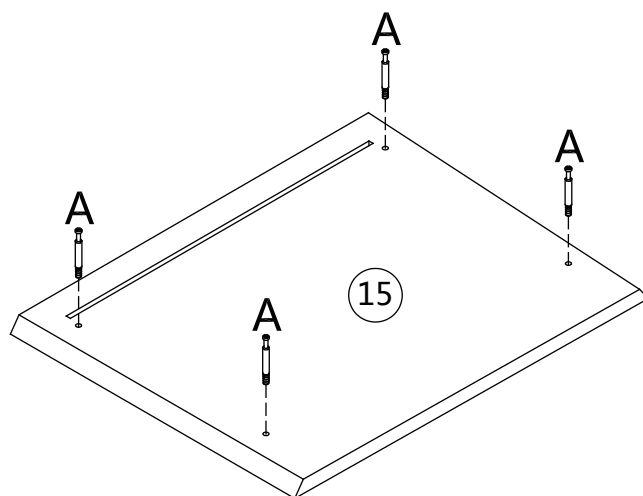
Step 25



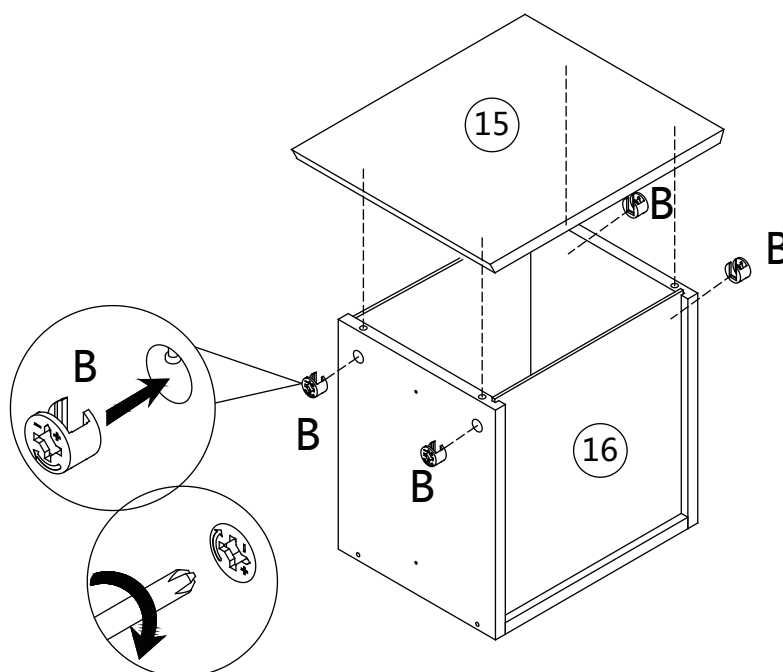
Step 26



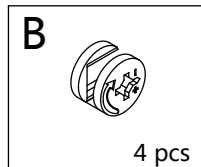
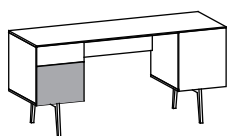
Step 27



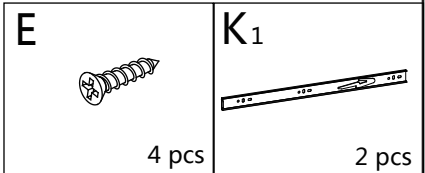
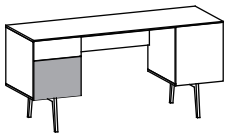
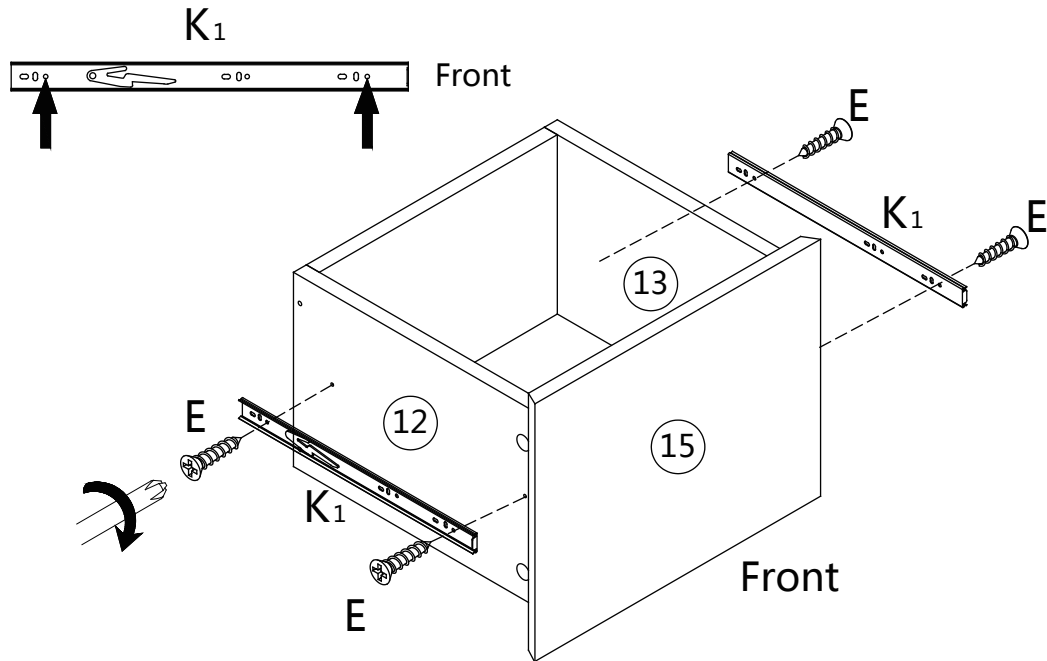
Step 28



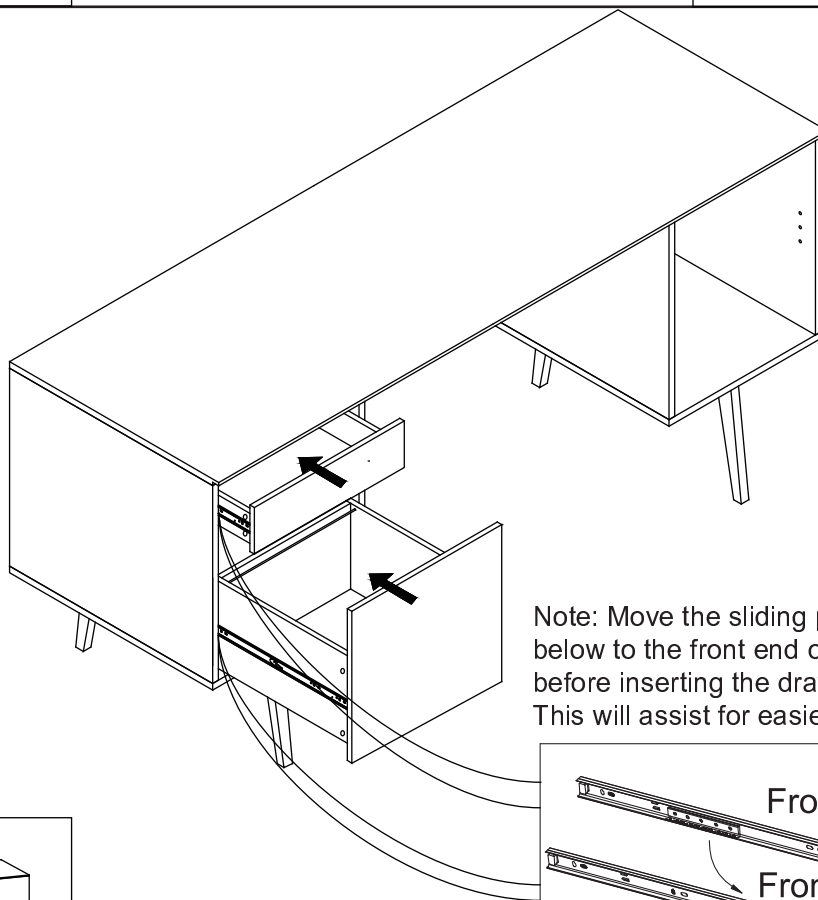
Tighten cam locks once panel 15 is in place.



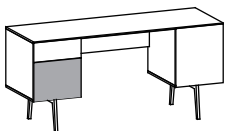
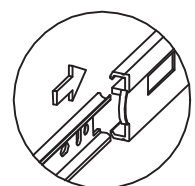
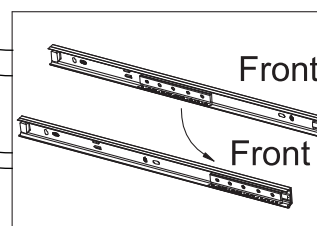
Step 29



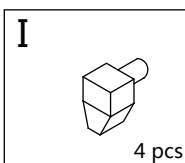
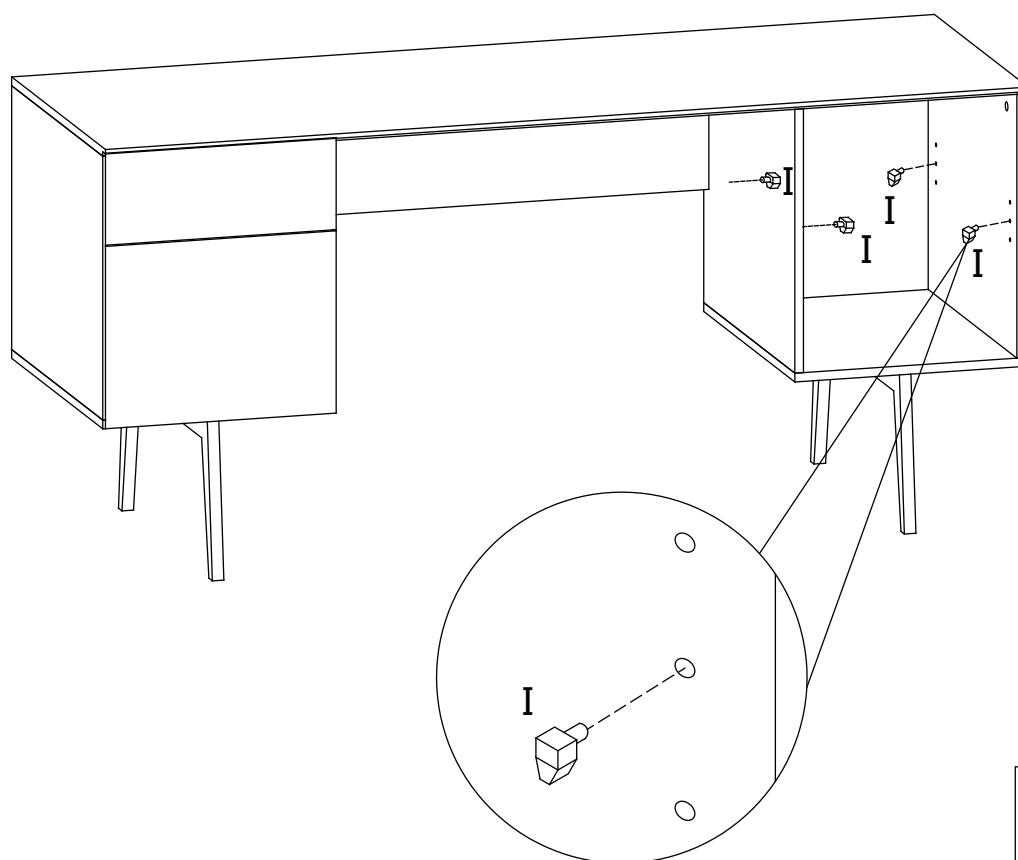
Step 30



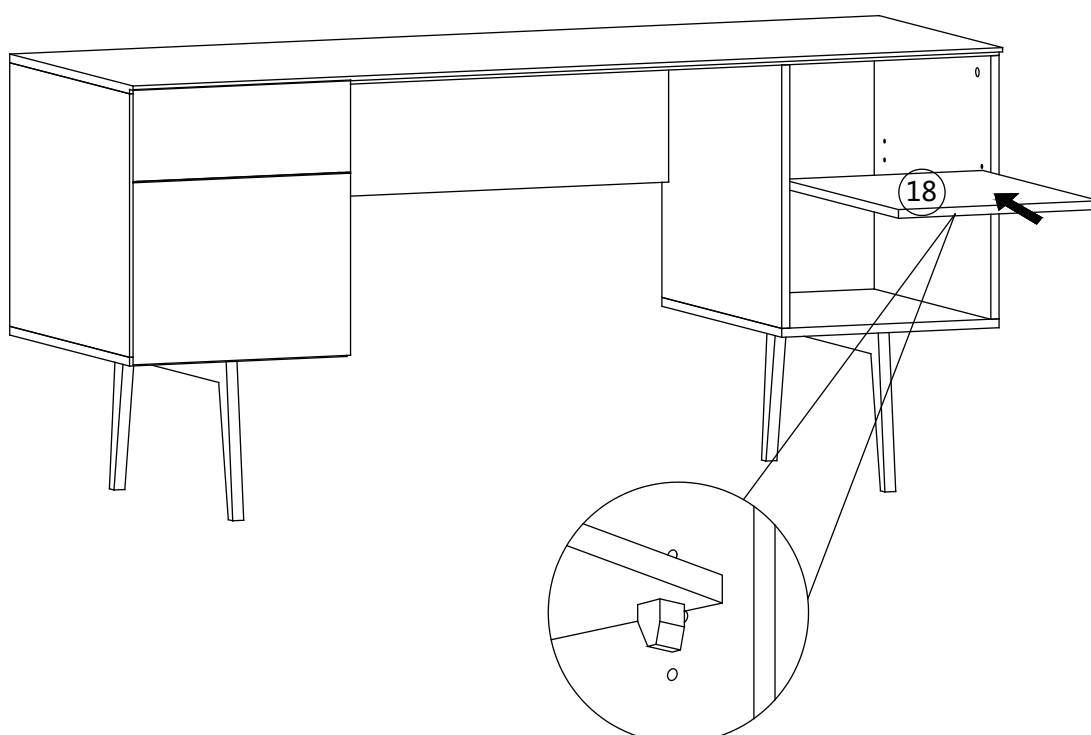
Note: Move the sliding part as shown below to the front end on both sides before inserting the drawer. This will assist for easier assembly.



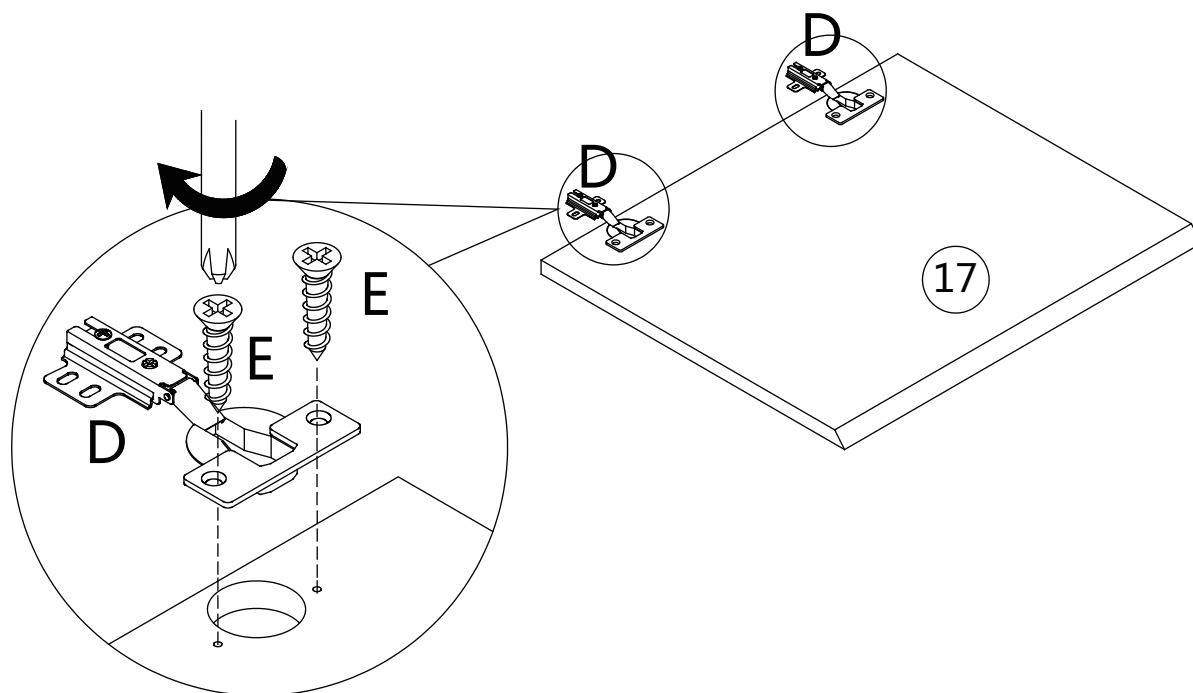
Step 31

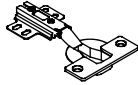



Step 32

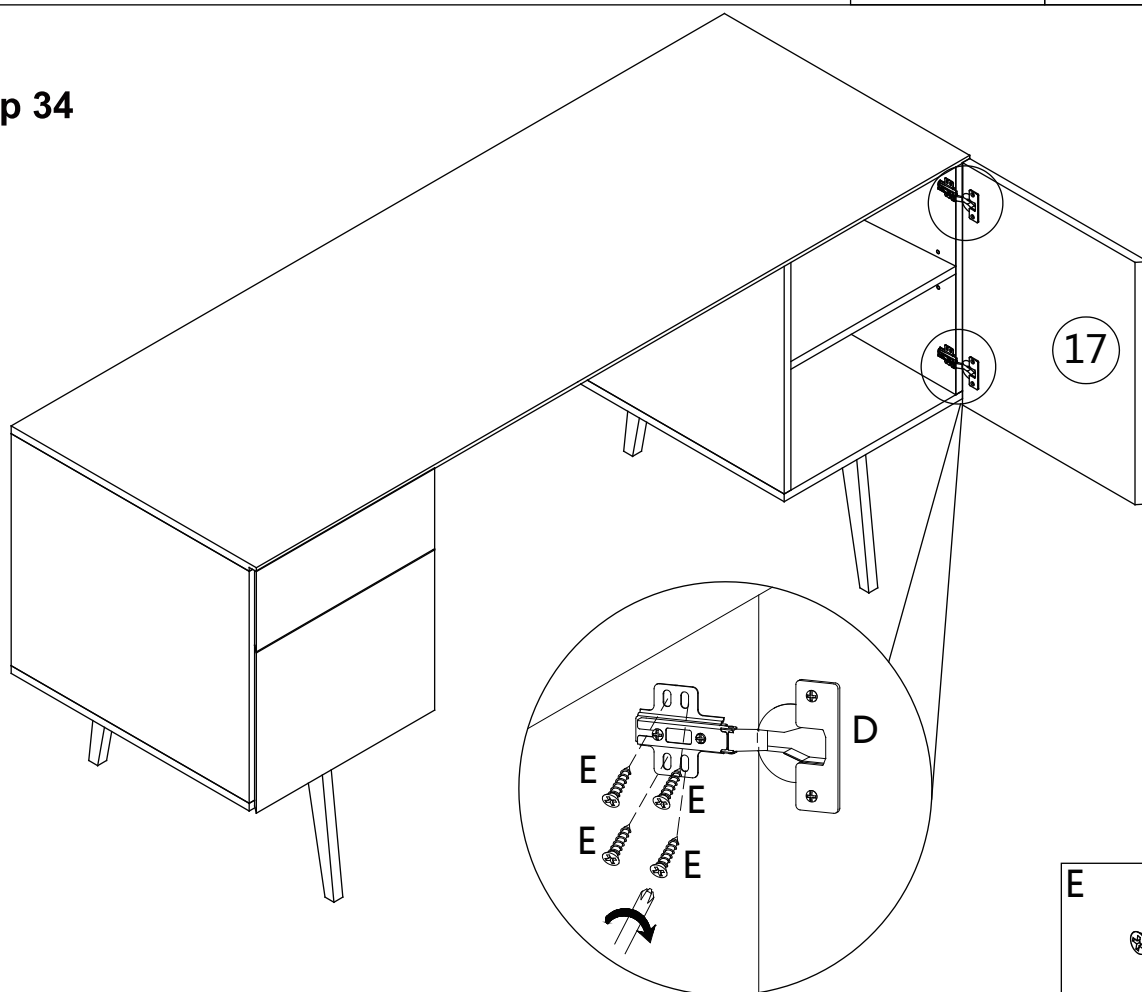



Step 33



D  2 pcs	E  4 pcs
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Step 34

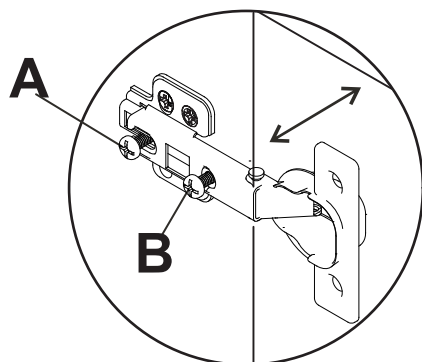


E  8 pcs
--

Step 35

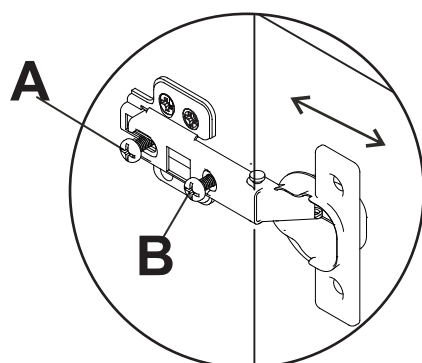
Hing adjustment

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



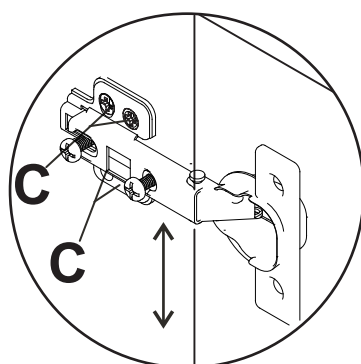
1) Side to side adjustment:

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



2) Depth adjustment:

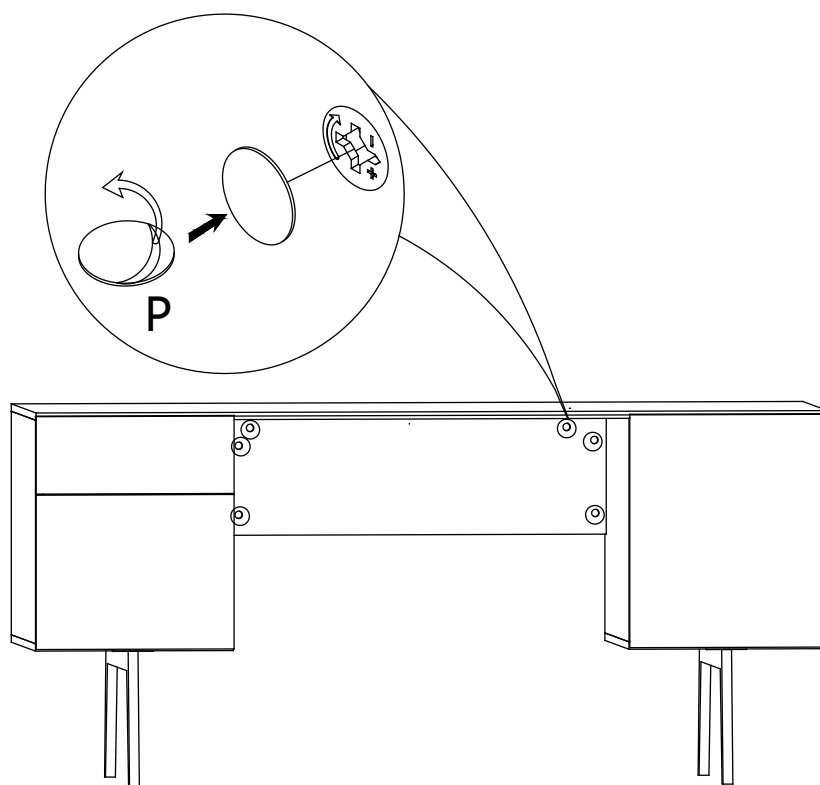
Loosen screw **A**, push hinge arm forwards or backwards, re-tighten screw **A** and secure screw **B** with a 1/4 turn clockwise.



3) Height adjustment:

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

Step 36



P



6 pcs

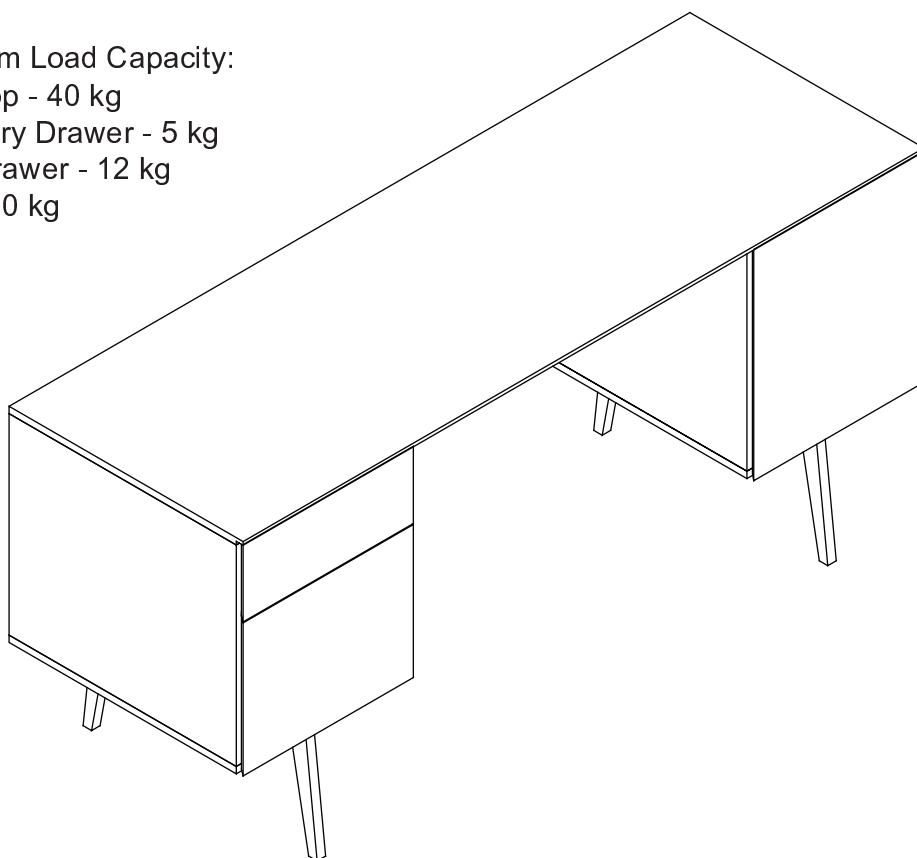
Maximum Load Capacity:

Desk Top - 40 kg

Stationery Drawer - 5 kg

Filing Drawer - 12 kg

Shelf - 10 kg



Your SCARBOROUGH 1600MM TWIN CAB EXECUTIVE DESK is now complete and ready for use!

Care Advice

Care Instructions - PU Painting 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.
- WARNING – 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