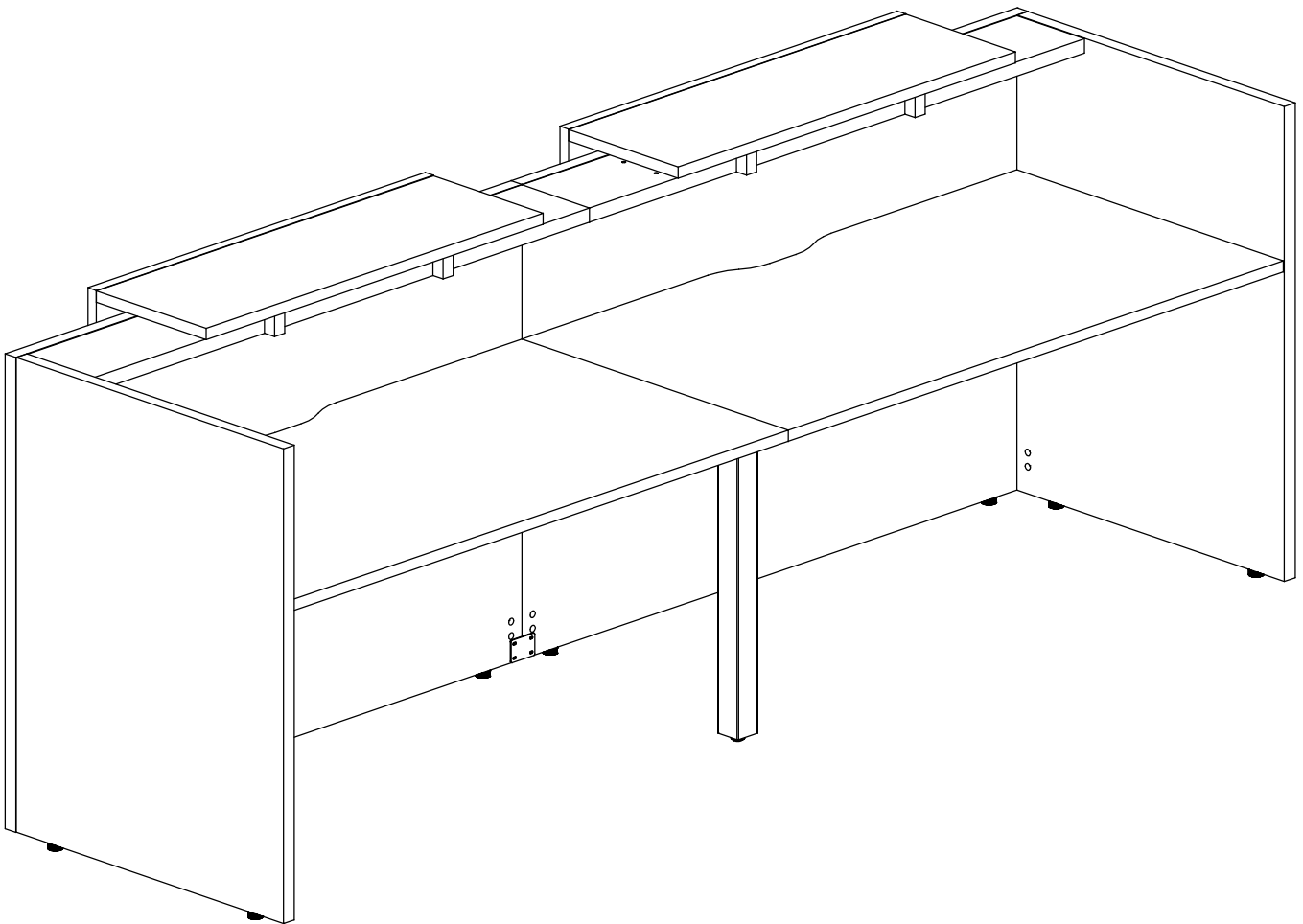


# STILFORD

## ASSEMBLY INSTRUCTIONS

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### STILFORD 3M RECEPTION COUNTER 4CN SRECPC3MKT



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

4CTN

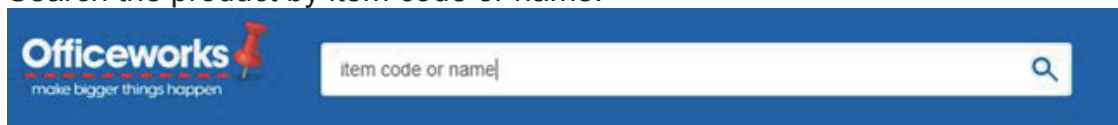
---

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

Estimated Assembly Time: 120 minutes

## 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



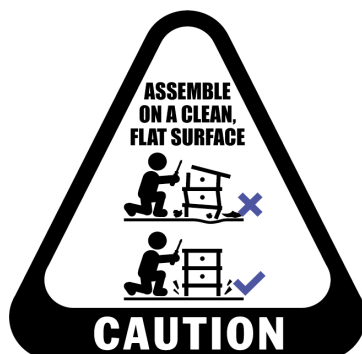
Spare Parts & Hardware

1300 OFFICE (1300 633 423)

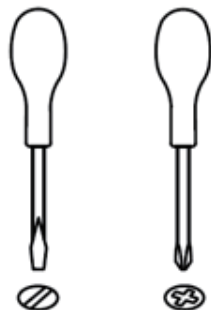
## People Required



## 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 bolts and screws are firmly secured.
- Check that all bolts and screws are securely tightened at least every 4 months.

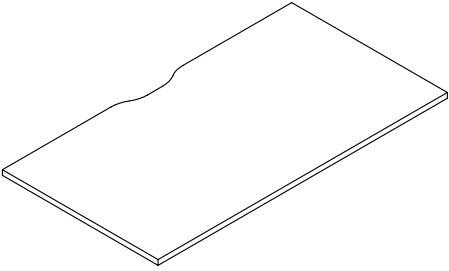
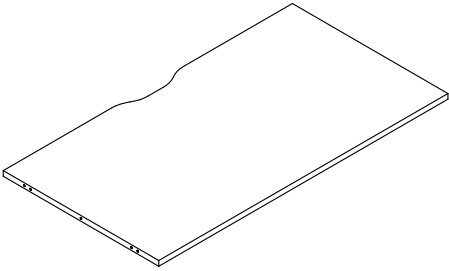
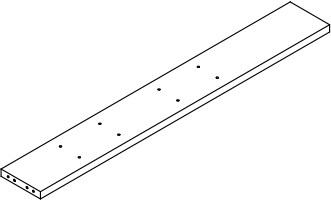
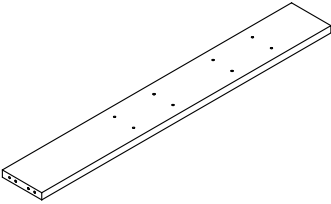
### WARNING

- 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.

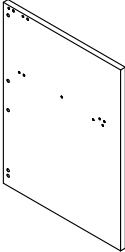
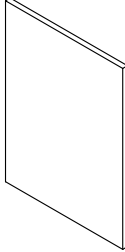
### DANGER

- CHILDREN MUST BE SUPERVISED.

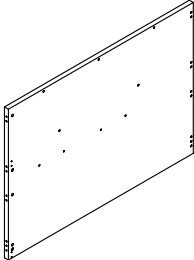
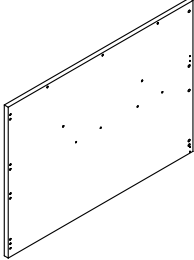
Parts located in Carton -SRECPC3MC1

<div>③</div> <div></div> <div>x1pc</div>	<div>④</div> <div></div> <div>x1pc</div>
<div>⑤</div> <div></div> <div>x1pc</div>	<div>⑥</div> <div></div> <div>x1pc</div>

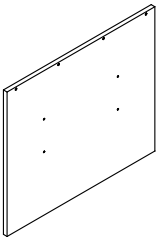
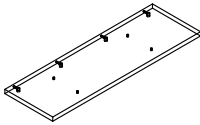
Parts located in Carton -SRECPC3MC2

<div>①</div> <div></div> <div>x1pc</div>	<div>②</div> <div></div> <div>x1pc</div>
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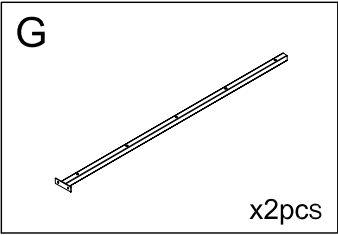
Parts located in Carton -SRECPC3MC3

<div>⑦</div> <div></div> <div>x1pc</div>	<div>⑧</div> <div></div> <div>x1pc</div>
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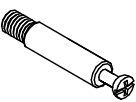


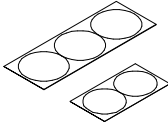

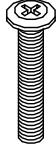
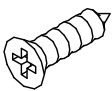
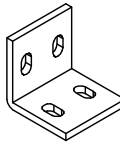

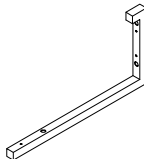
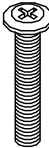
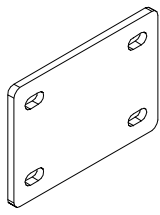
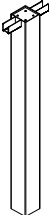
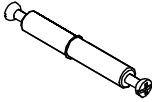
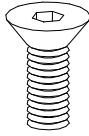
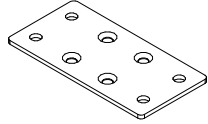
Parts located in Carton -SRECPC3MC4

<div>⑨</div> <div></div> <div>x2pcs</div>	<div>⑩</div> <div></div> <div>x2pcs</div>
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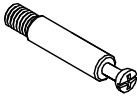


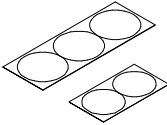
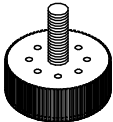
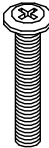
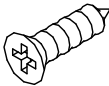
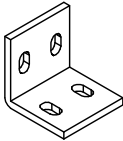

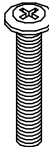
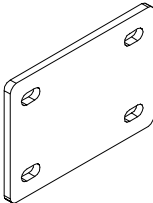
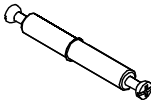
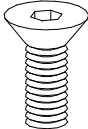
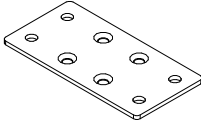
Hardware located in Carton - SRECPC3MC1






Hardware located in Carton - SRECPC3MC4  
Hardware Spare Parts number -HWSRECPT3H

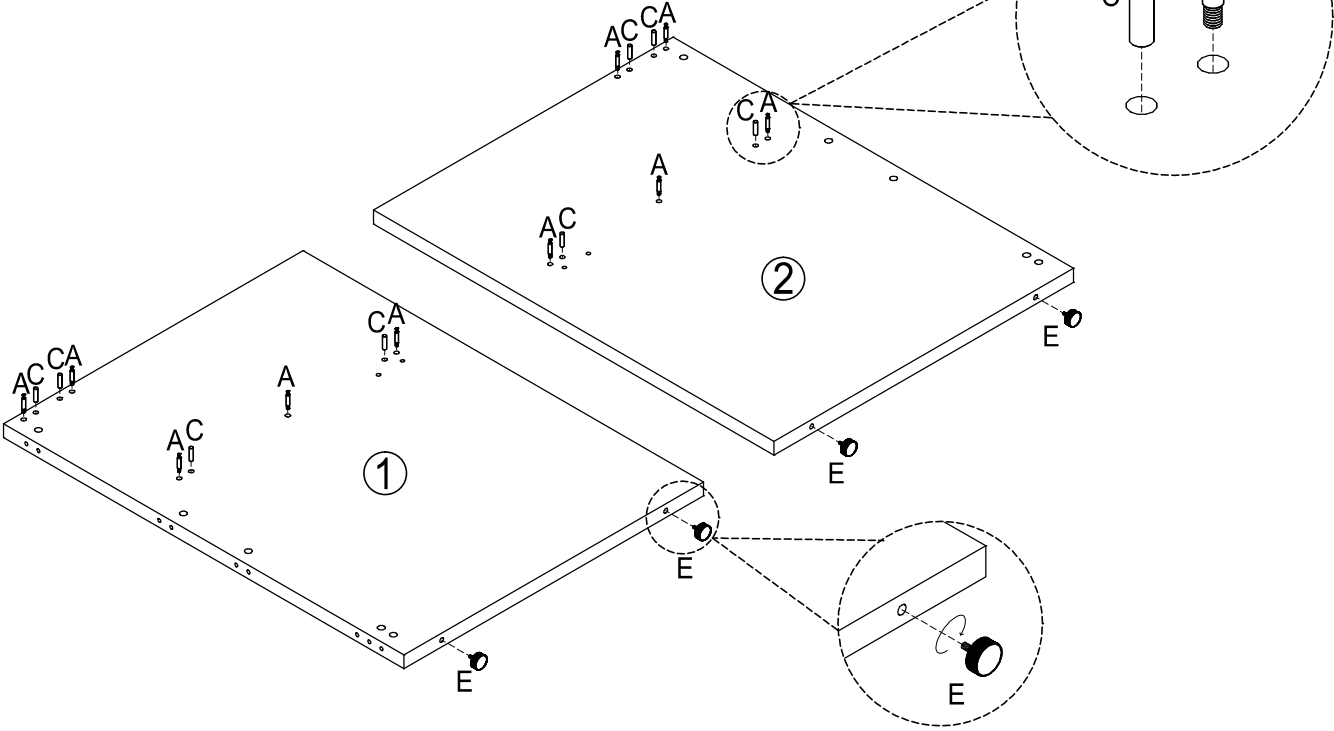
<p>A</p>  <p>32mm x38pcs</p>	<p>B</p>  <p>∅ 15mm x52pcs</p>	<p>C</p>  <p>∅ 8x30mm x22pcs</p>	<p>D</p>  <p>x52pcs</p>
<p>E</p>  <p>M8*15mm x8pcs</p>	<p>F</p>  <p>M6*45mm x10pcs</p>	<p>H</p>  <p>#4*20mm x44pcs</p>	<p>I</p>  <p>x8pcs</p>
<p>J</p>  <p>M6*15mm x24pcs</p>	<p>K</p>  <p>x4pcs</p>	<p>L</p>  <p>M6*35mm x12pcs</p>	<p>M</p>  <p>x3pcs</p>
<p>N</p>  <p>x1pc</p>	<p>O</p>  <p>64mm x7pcs</p>	<p>P</p>  <p>M6*16mm x8pcs</p>	<p>Q</p>  <p>x1pc</p>

Hardware Spare Parts number -HWSRECPT3H




<div>A</div> <div></div> <div>32mm      x38pcs</div>	<div>B</div> <div></div> <div>∅ 15mm      x52pcs</div>	<div>C</div> <div></div> <div>∅ 8x30mm      x22pcs</div>	<div>D</div> <div></div> <div>x52pcs</div>
<div>E</div> <div></div> <div>M8*15mm      x8pcs</div>	<div>F</div> <div></div> <div>M6*45mm      x10pcs</div>	<div>H</div> <div></div> <div>#4*20mm      x44pcs</div>	<div>I</div> <div></div> <div>x8pcs</div>
<div>J</div> <div></div> <div>M6*15mm      x24pcs</div>	<div>L</div> <div></div> <div>M6*35mm      x12pcs</div>	<div>M</div> <div></div> <div>x3pcs</div>	<div>O</div> <div></div> <div>64mm      x7pcs</div>
<div>P</div> <div></div> <div>M6*16mm      x8pcs</div>	<div>Q</div> <div></div> <div>x1pc</div>		

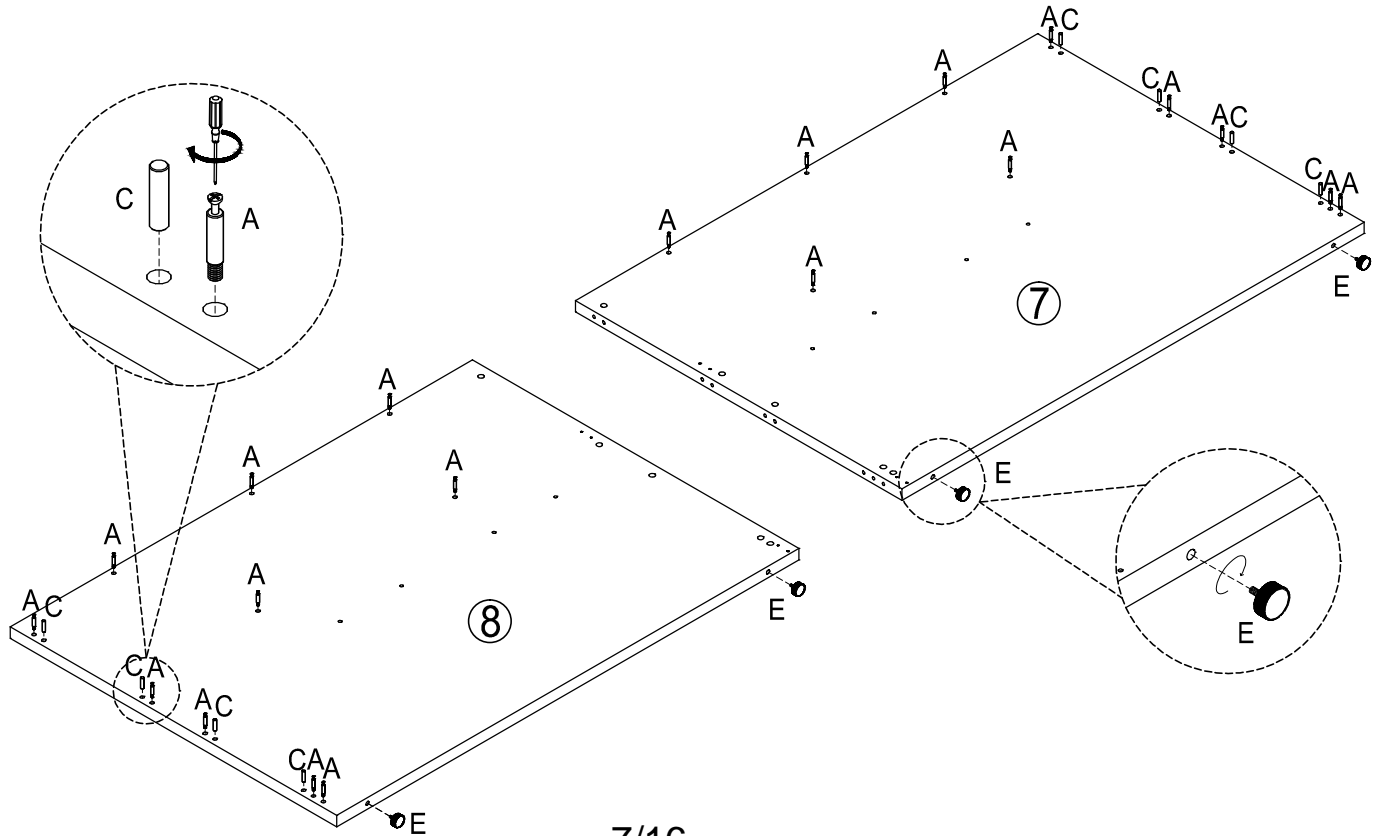
Step 1

A  32mm x10pcs	C  ∅ 8x30mm x8pcs	E  x4pcs
---	--	---




Step 2

A  32mm x20pcs	C  ∅ 8x30mm x8pcs	E  x4pcs
---	--	---



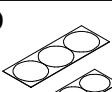
# Step 3

B

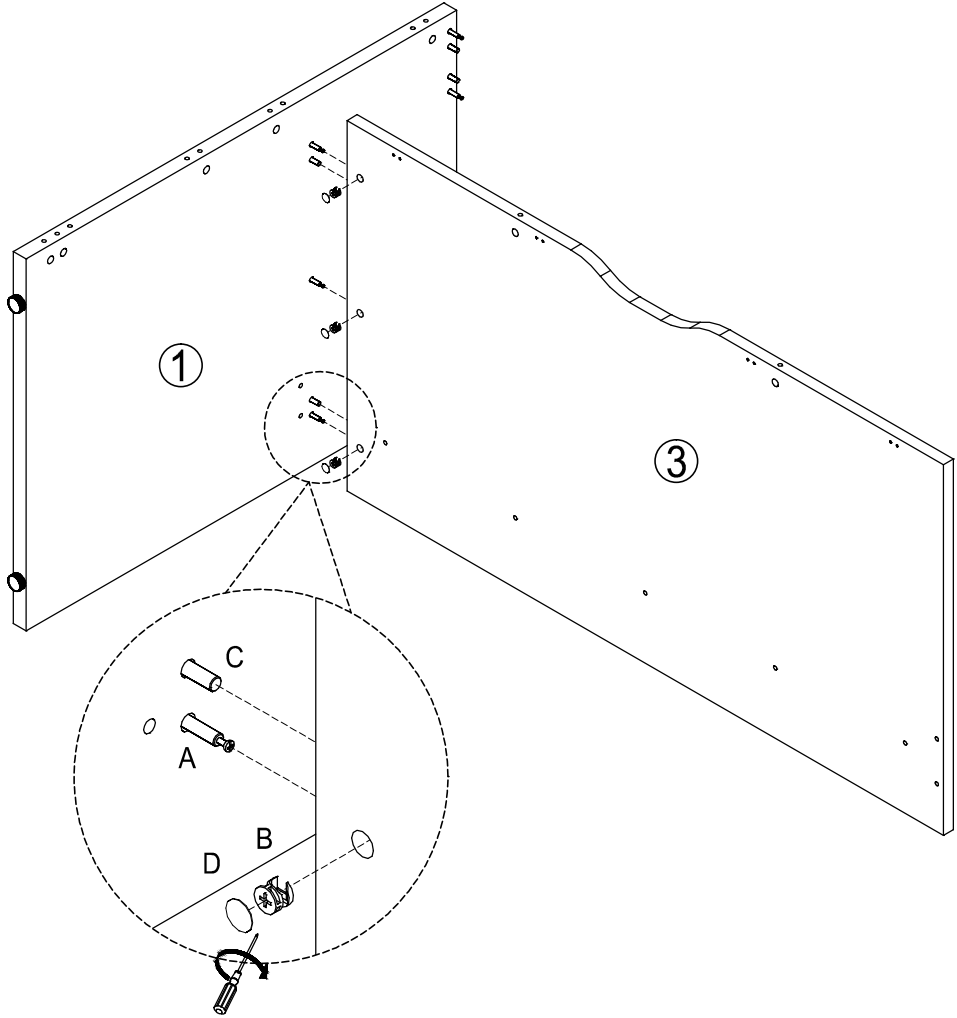


Ø 15mm x3pcs

D




x3pcs



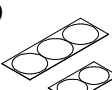
# Step 4

B

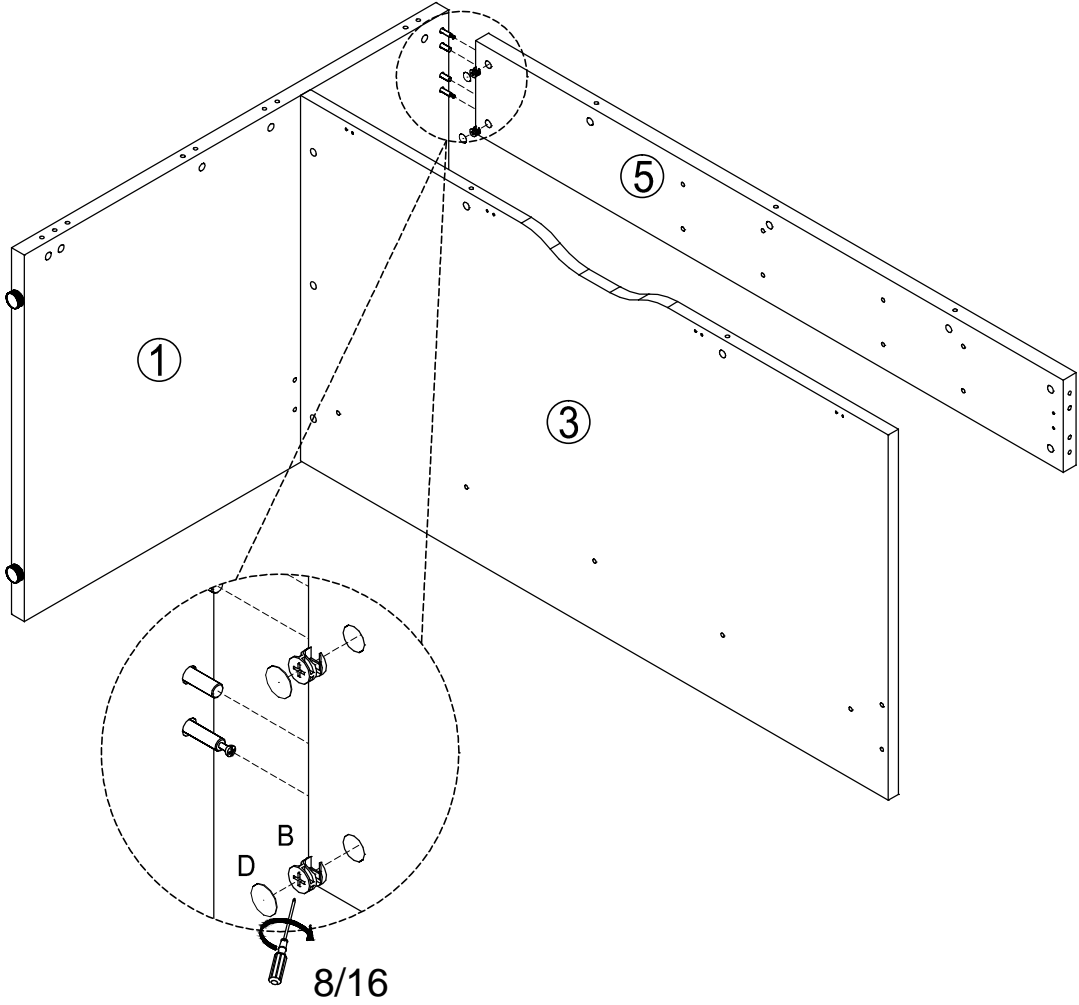


Ø 15mm x2pcs

D

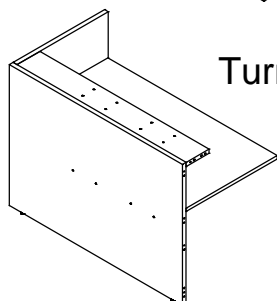
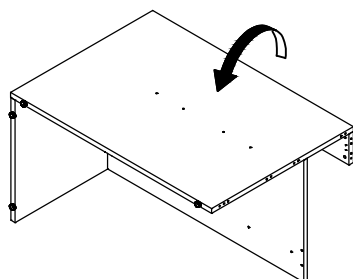
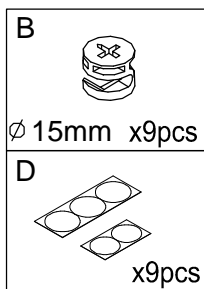


x2pcs

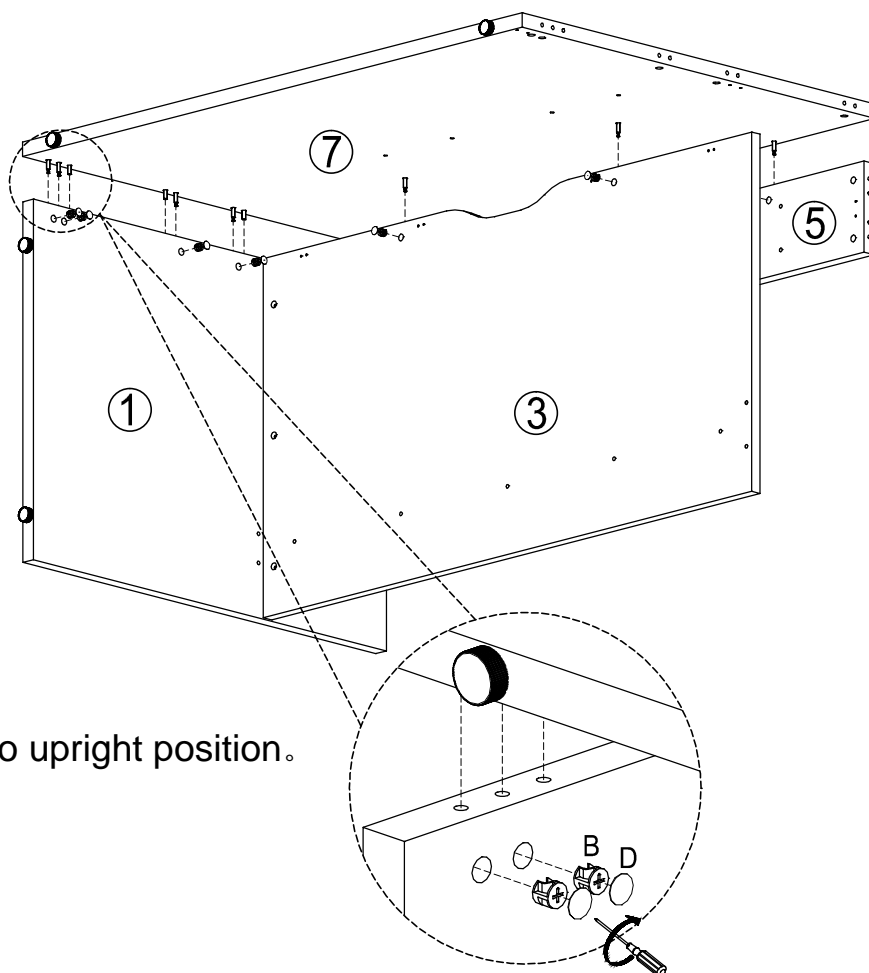




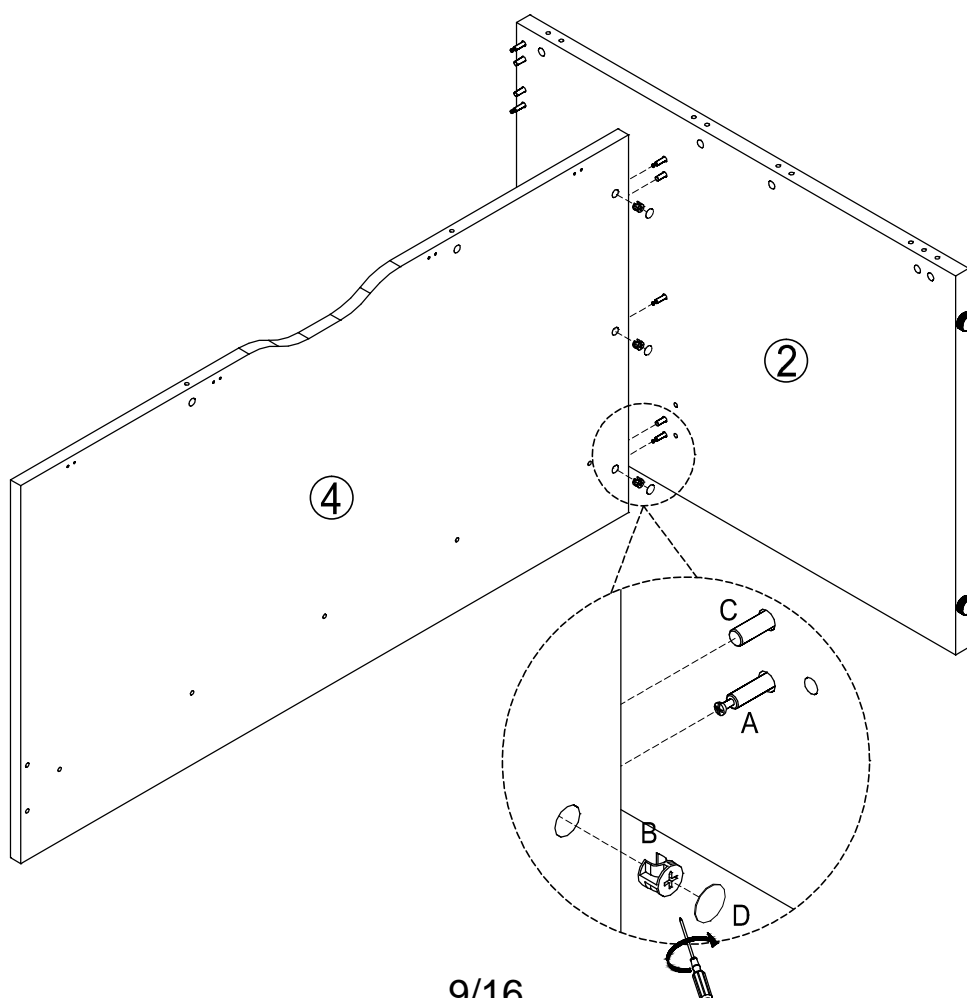
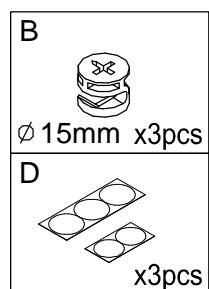
## Step 5



Turnover to upright position.




## Step 6




# Step 7

**B**

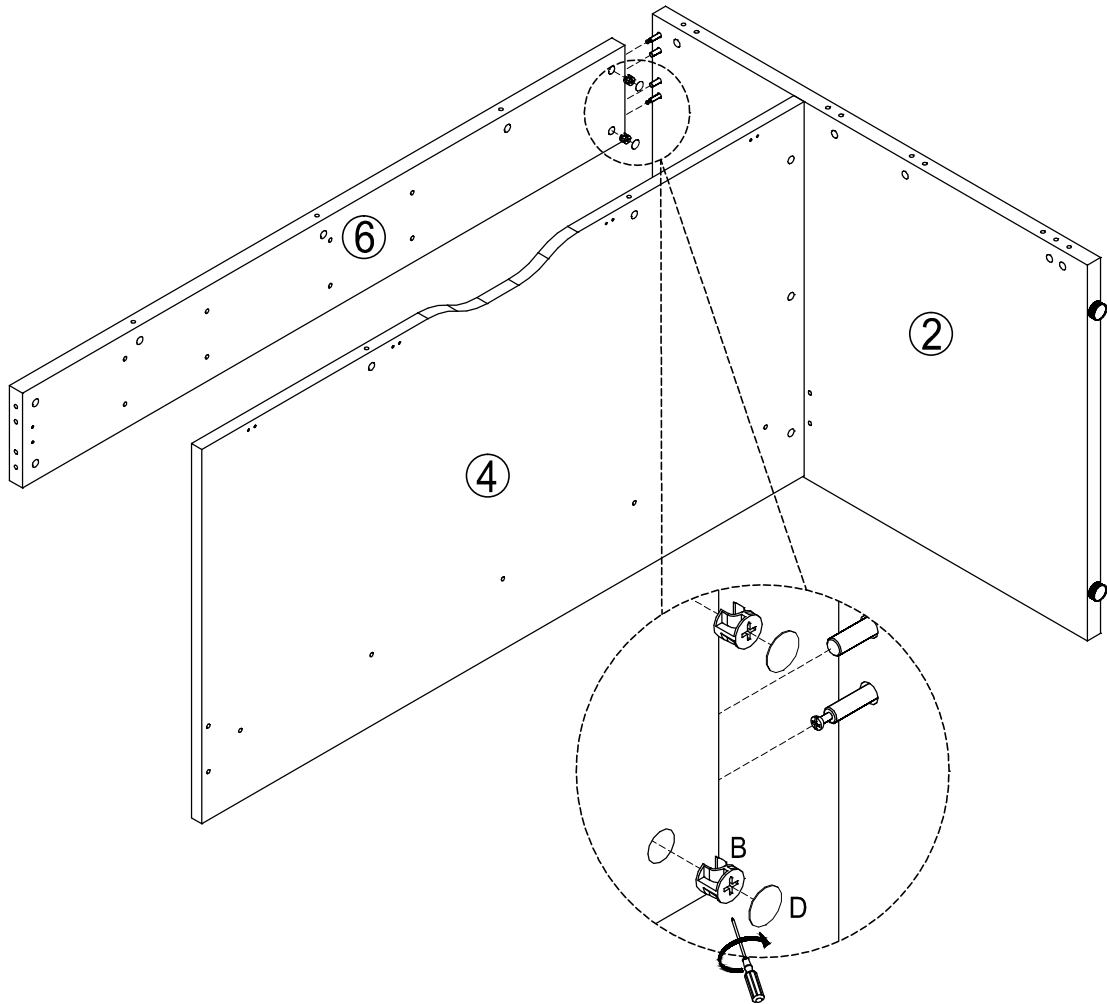


Ø 15mm x2pcs

**D**




x2pcs




# Step 8

**B**

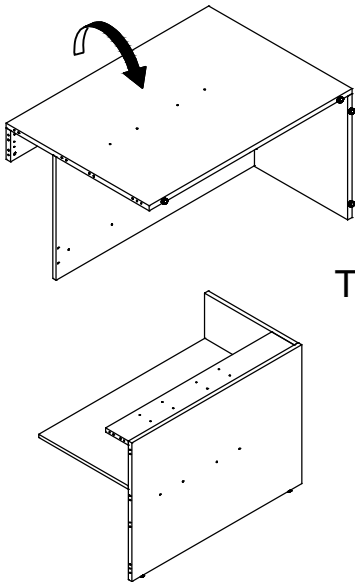


Ø 15mm x9pcs

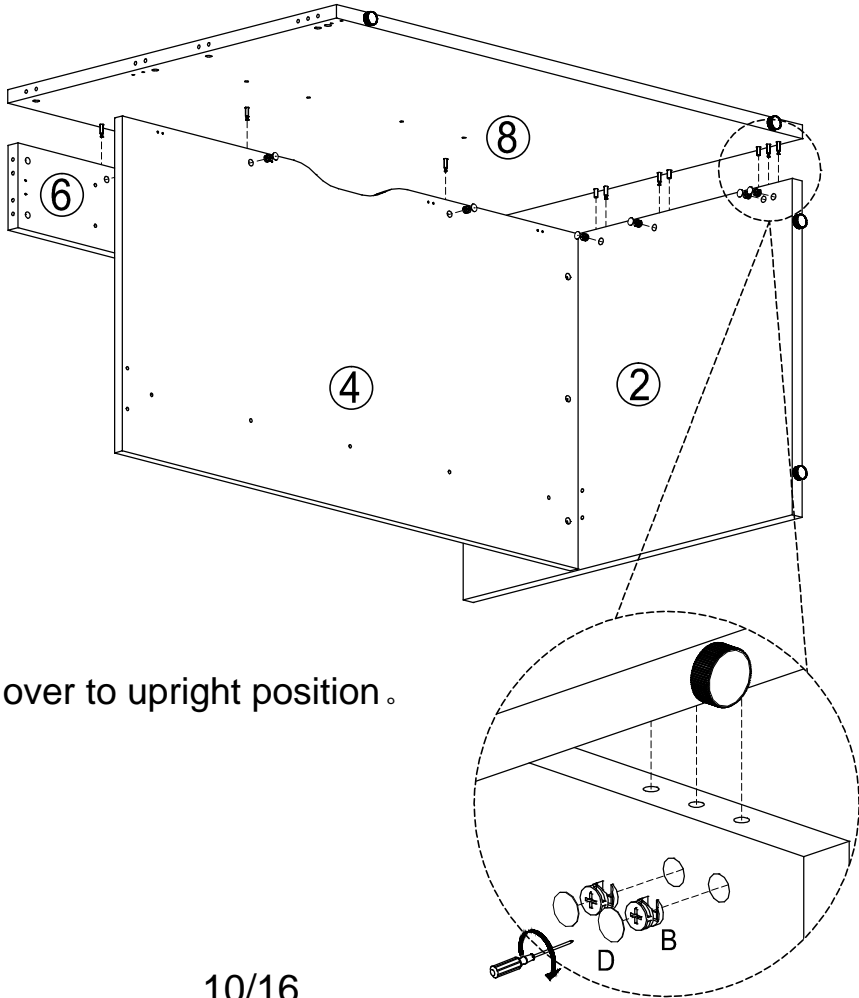
**D**



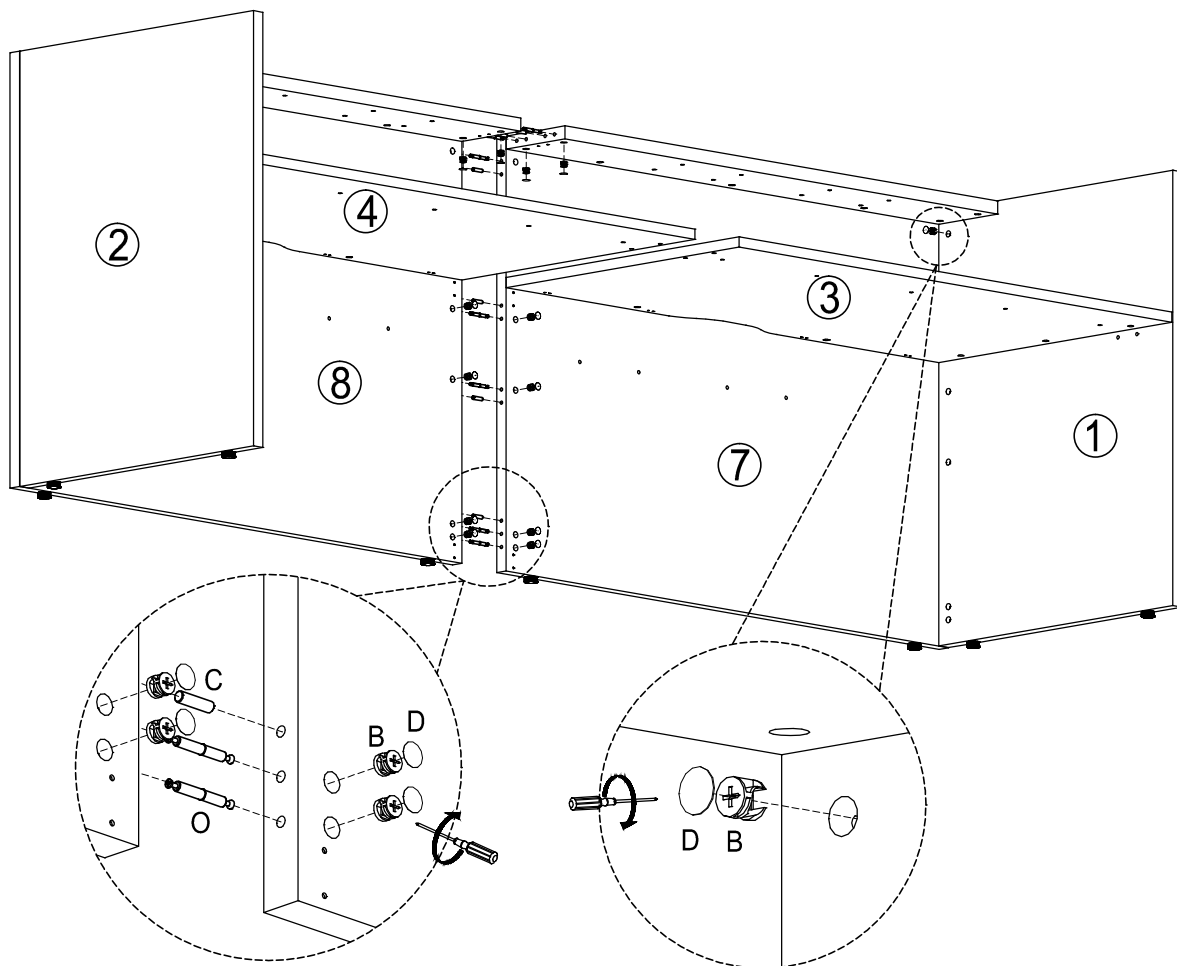
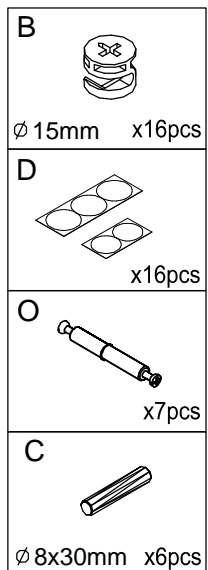
x9pcs



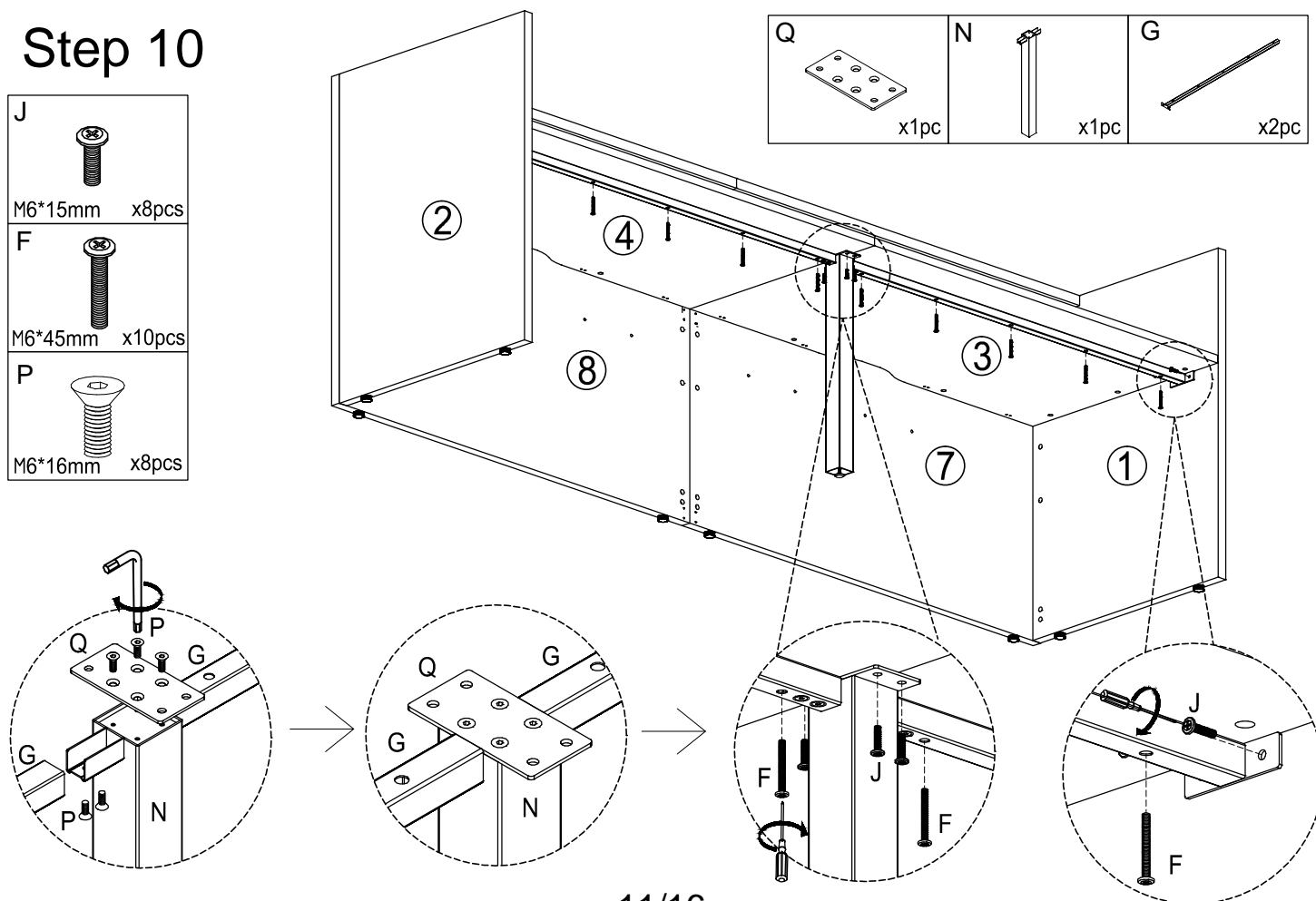
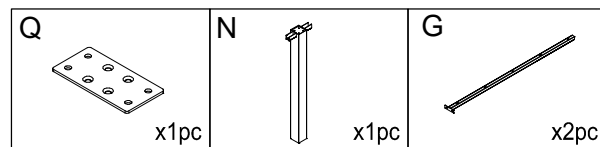
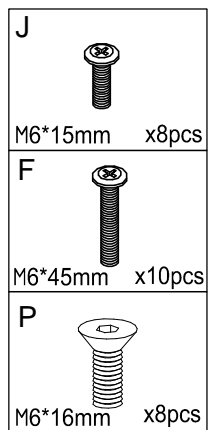
Turnover to upright position .



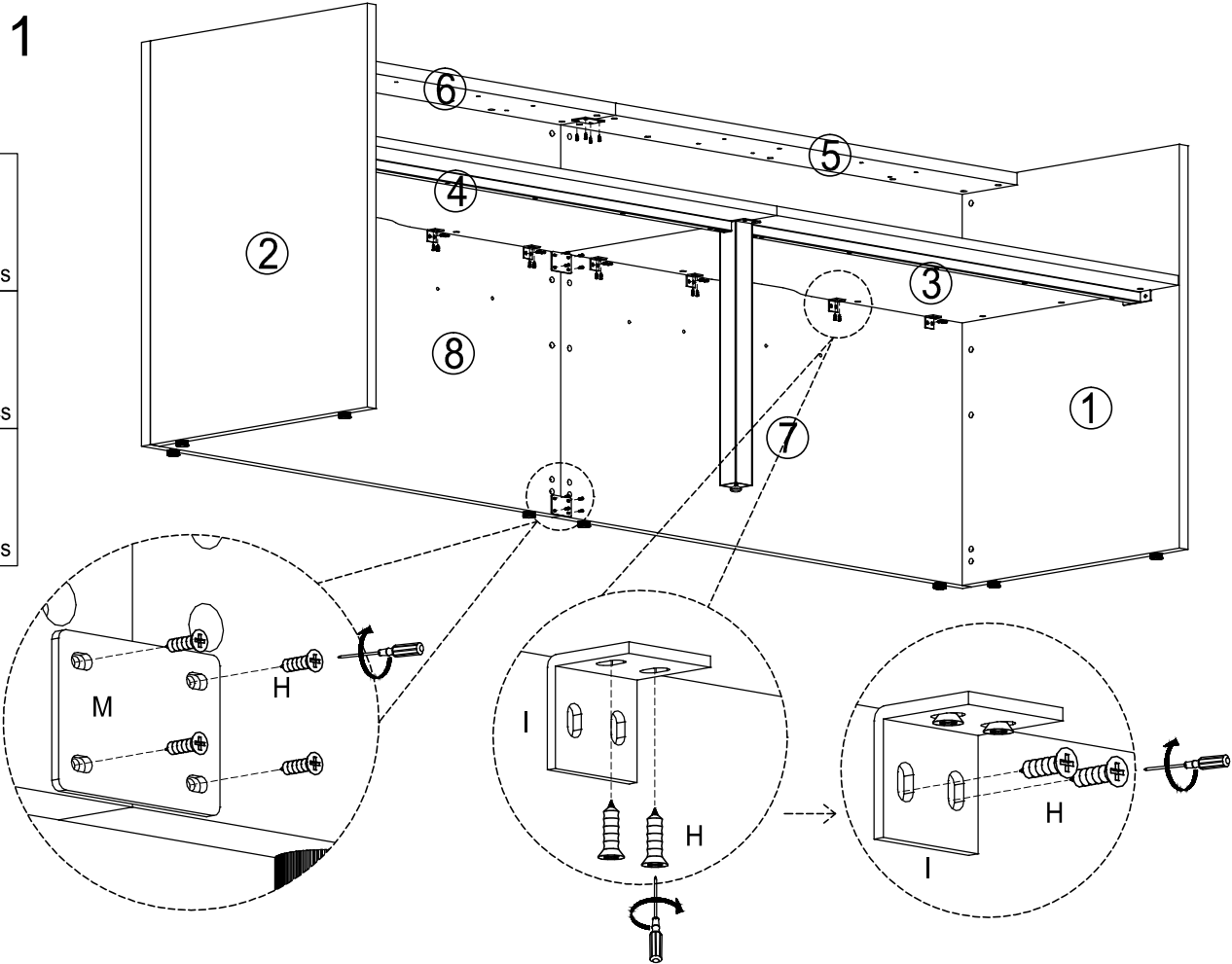
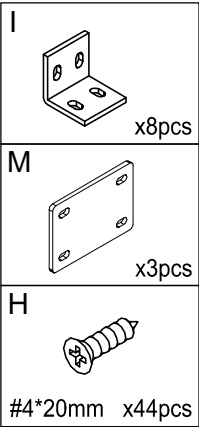
## Step 9



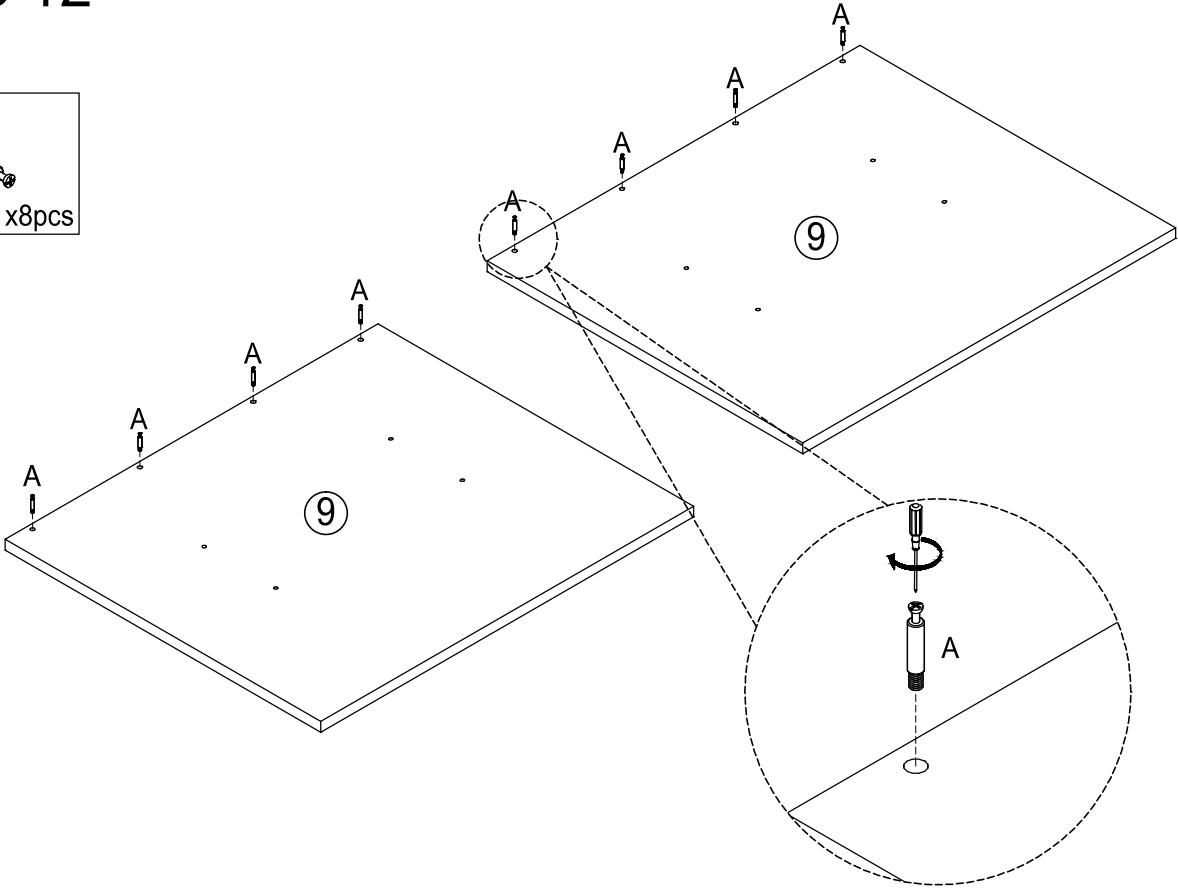
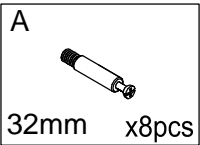
## Step 10



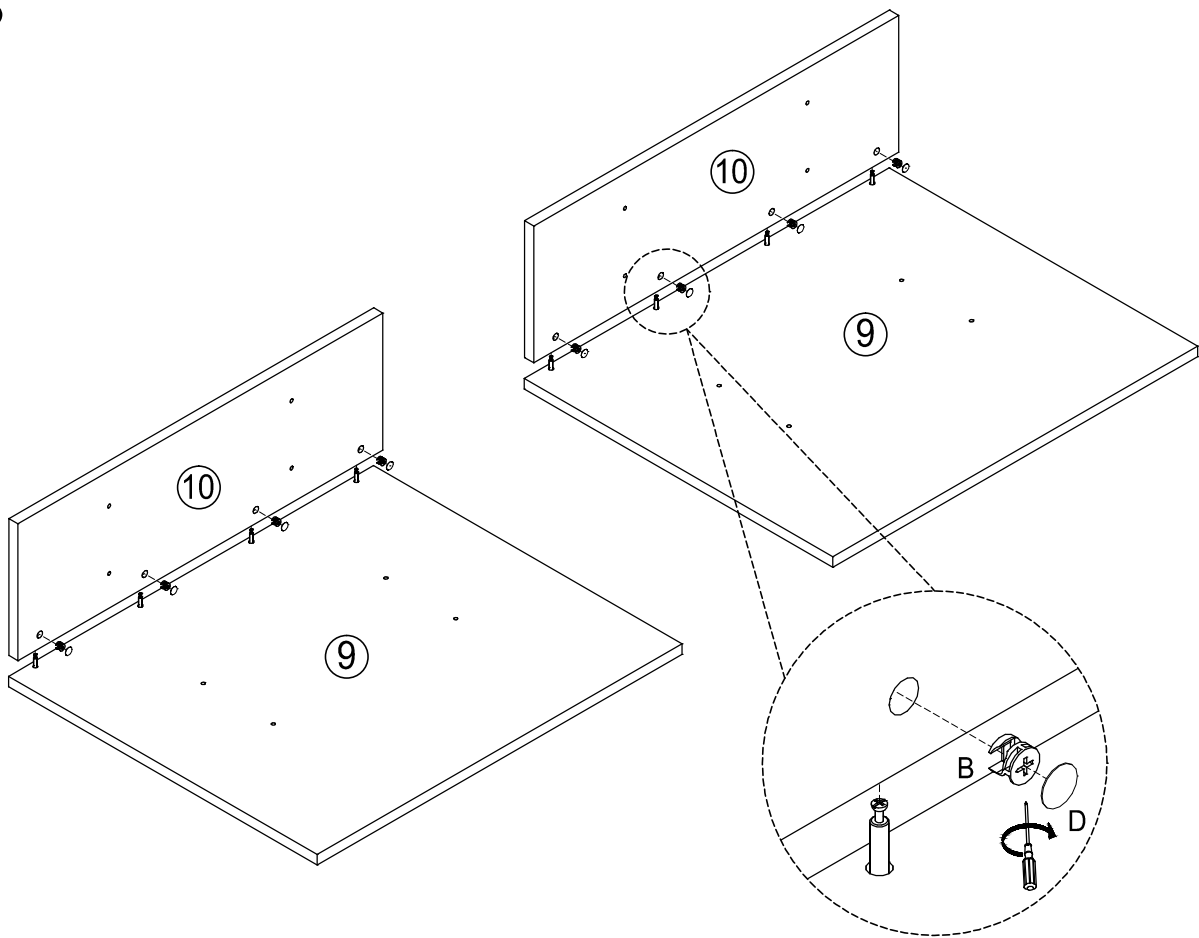
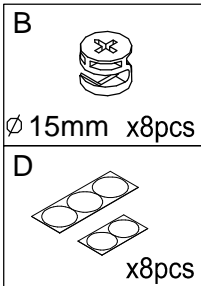
Step 11



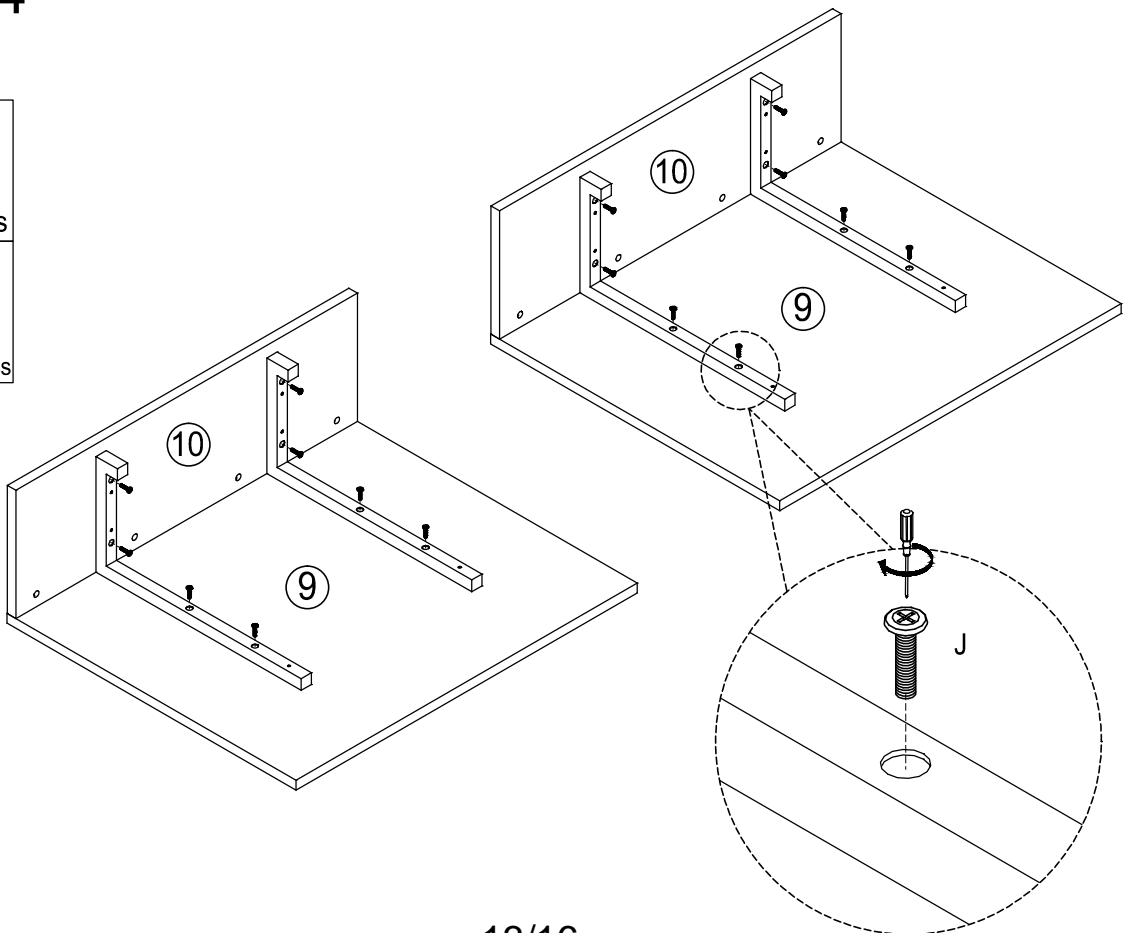
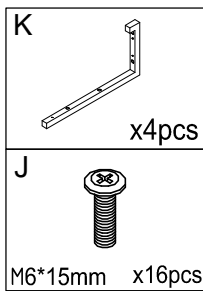
Step 12



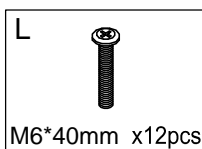
# Step 13



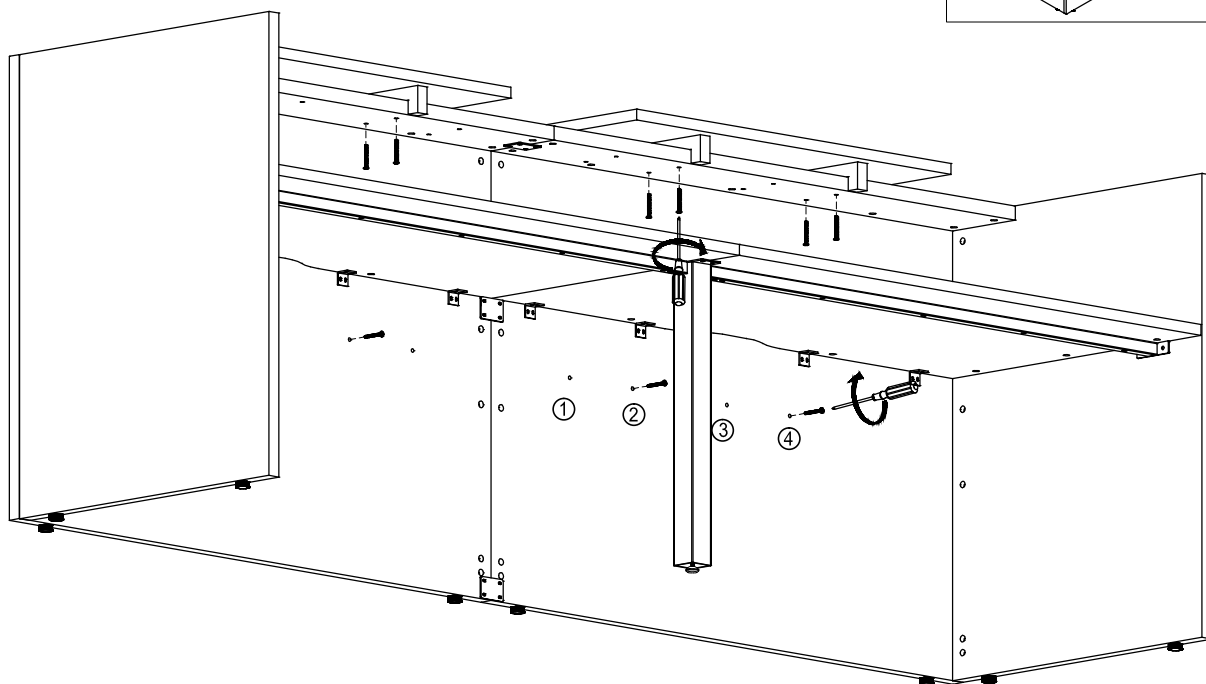
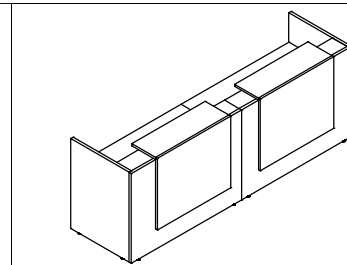
# Step 14



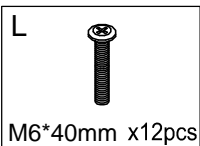
# Step 15



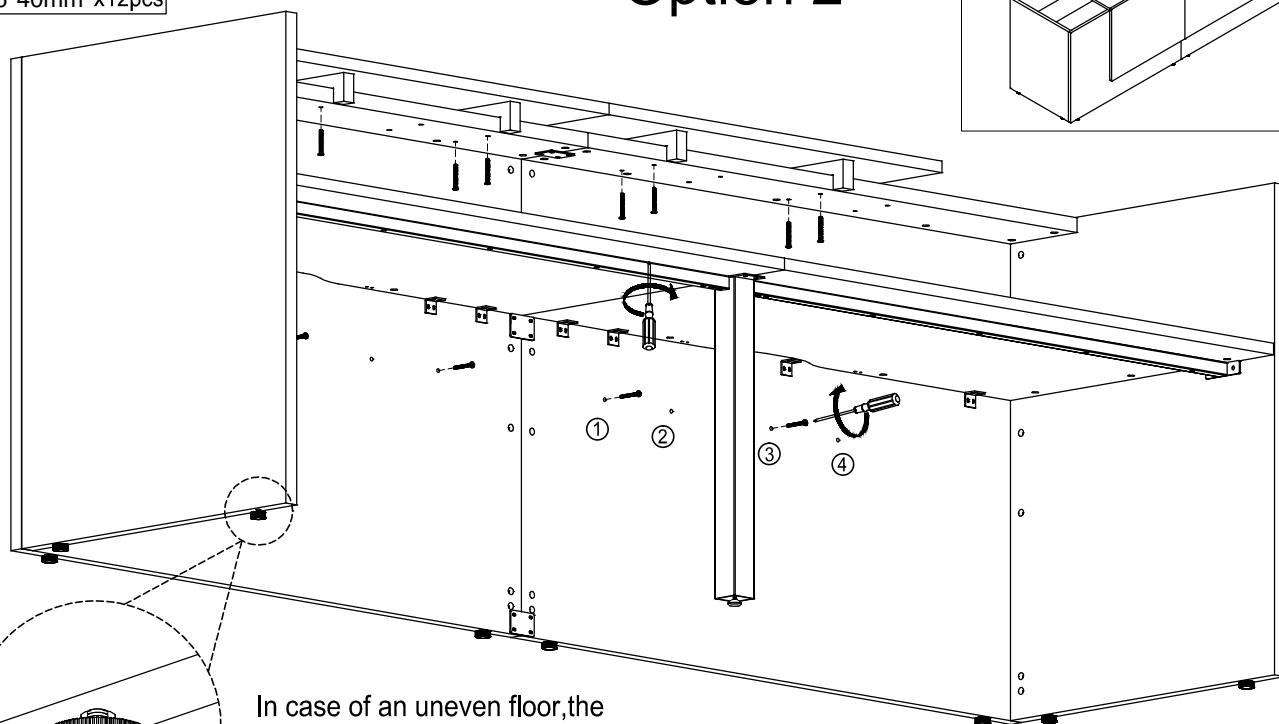
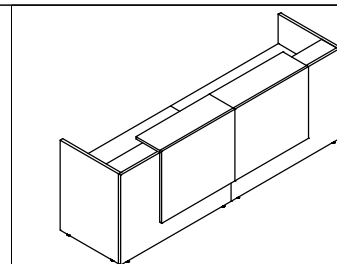
## Option 1



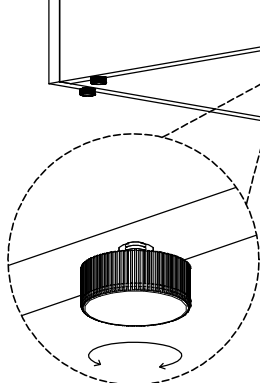
Install ② ④



## Option 2



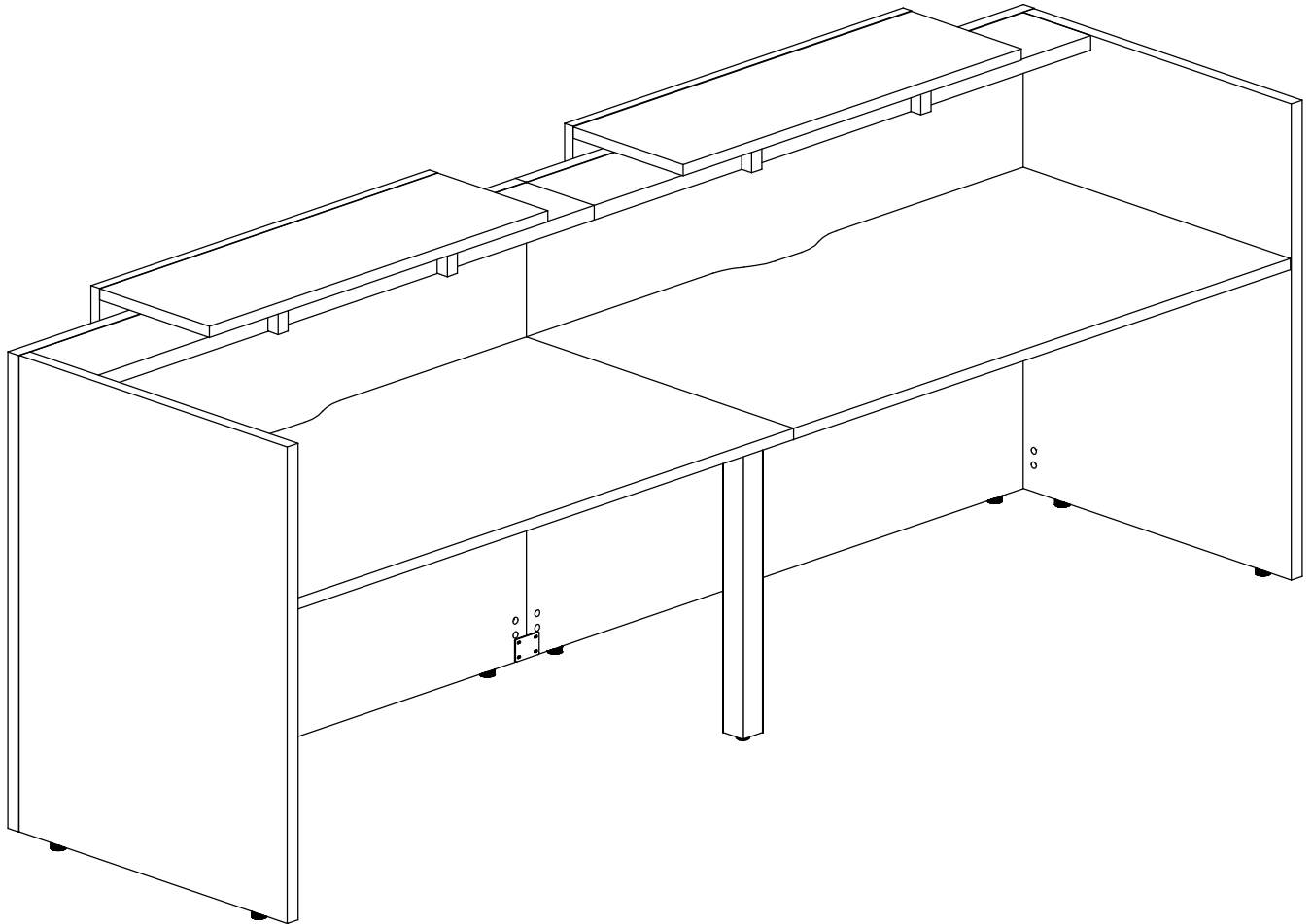
Install ① ③



In case of an uneven floor, the leveling screws on the bottom of the unit can be adjusted by hand to level the unit.

## Step 16

# MAXIMUM WEIGHT CAPACITY



NOTE: Desktop 80kg



**CAUTION:** This product is intended to hold the maximum weight indicated. Exceeding the maximum weight will result in instability and may cause injury.

## **Warranty 15 years**

### **Product Warranty – valid for Australian customers only**

Officeworks Ltd warrants that this product will be free from defects and work as intended for 15 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)