

BALANCE DESK ASSEMBLY GUIDE





Tools Required



Battery Drill



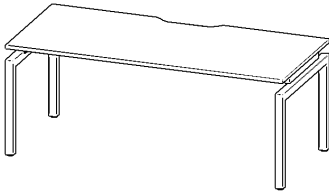
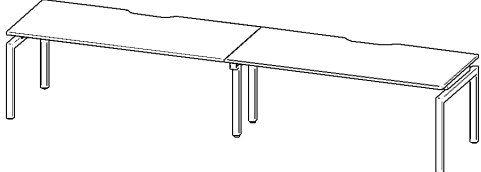
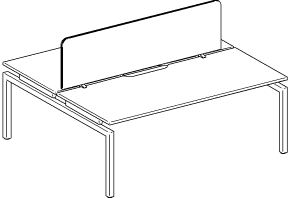
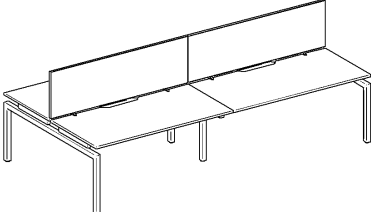
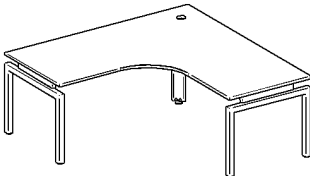
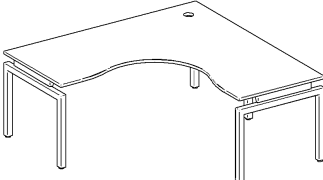
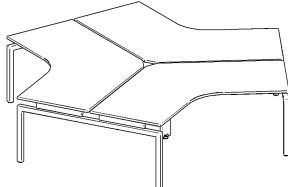
Phillips Driver Tip



Soft Hammer

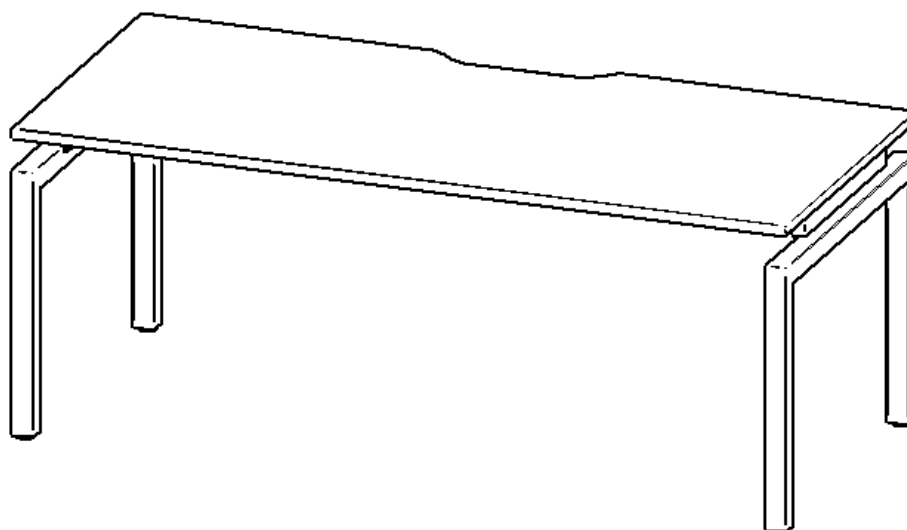
Accent
workspace furniture solutions

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STRAIGHT DESK

PARTS LIST

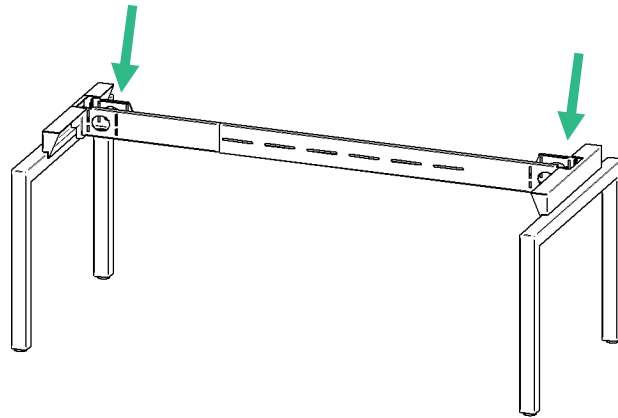


NO.	NAME	QUANTITY	IMAGE
1	Balance End Leg	2pcs	
2	Extendable Beam	1pc	
3	Bolts	4pcs	
4	Wooden Screw	16pc	
5	Desk Top	1pc	

STRAIGHT DESK

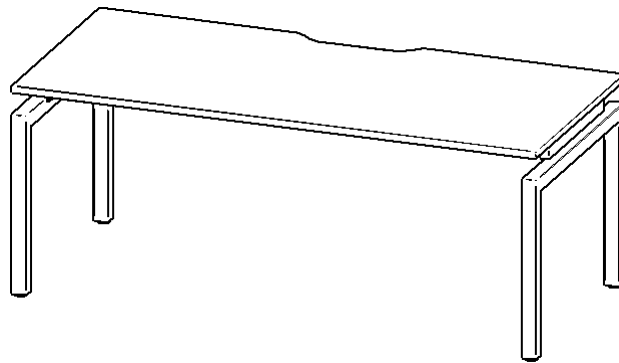
ASSEMBLY INSTRUCTION

STEP 1



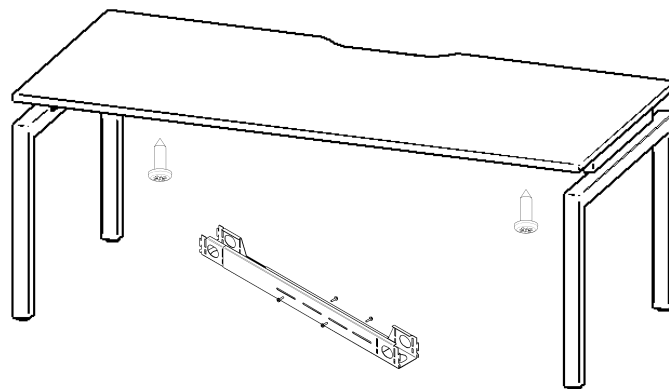
Attach the extendable beam to the end legs. Make sure the beam is mounted closer to the back of the legs. Open side of the beam should face the front on a single desk. Use a nylon hammer to hit the beam down into place.

STEP 2



Place the table top on to the frame, attach the table top to the frame using the wood screws provided.

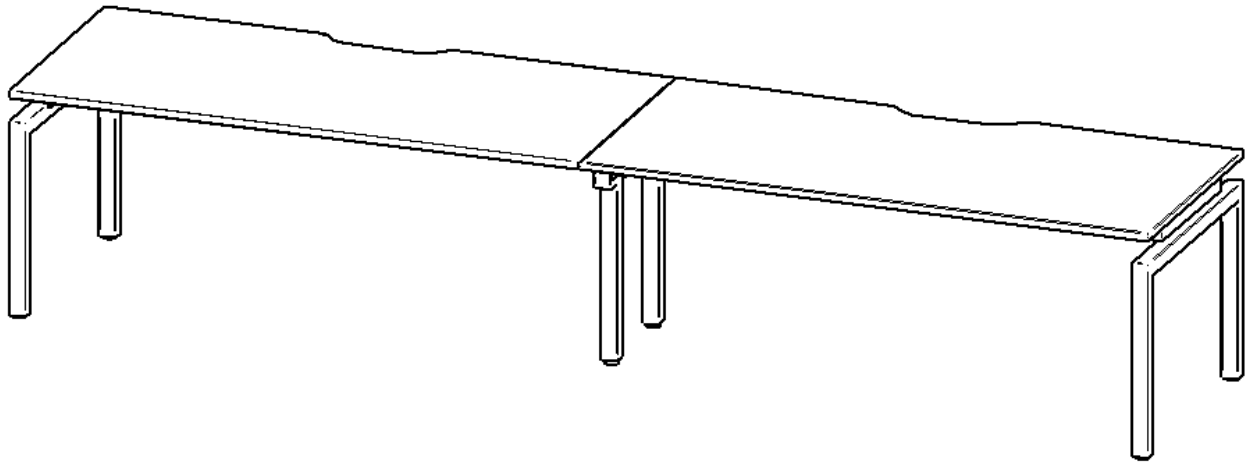
STEP 3



Extend beams out so that the end of the leg is flush with the end of the desk top. Attach end legs frames and extendable beams to the desk top using bolt B. (Desk tops will be pre-drilled for the legs). Using the bolts supplied with the beams, install 2 bolts front and back of the beam.

INLINE DESK 2POD

PARTS LIST

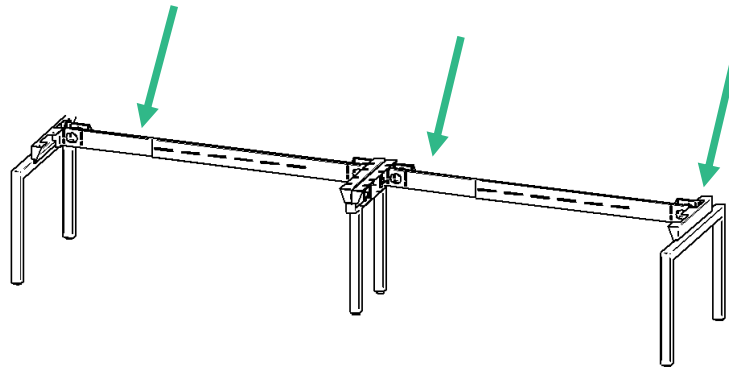


NO.	NAME	QUANTITY	IMAGE
1	Balance End Leg	2pcs	
2	Middle Leg	1pc	
3	Extendable Beam	2pcs	
4	Bolts	8pcs	
5	Wooden Screw	24pcs	
6	Desk Top	2pcs	

INLINE DESK 2POD

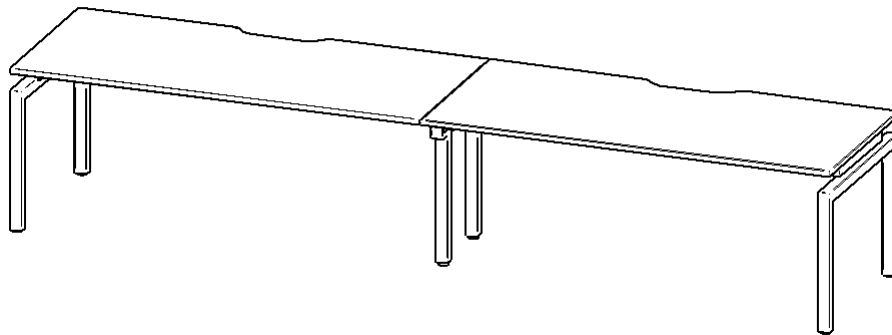
ASSEMBLY INSTRUCTION

STEP 1



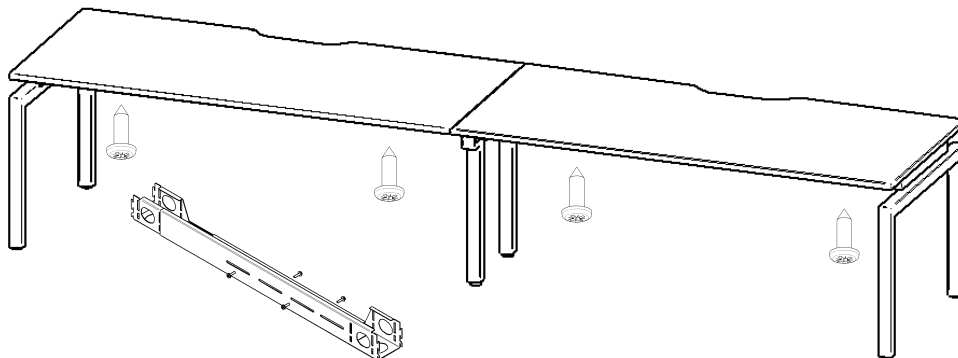
Attach the extendable beam to the end legs and the inline legs as per above. Make sure the beam is mounted closer to the back of the legs. Open side of the beam should face the back of the desk. Use a nylon hammer to hit the beam down into place.

STEP 2



Place the table tops on to the leg frame, attach the table top to the frame using the wood screws provided.

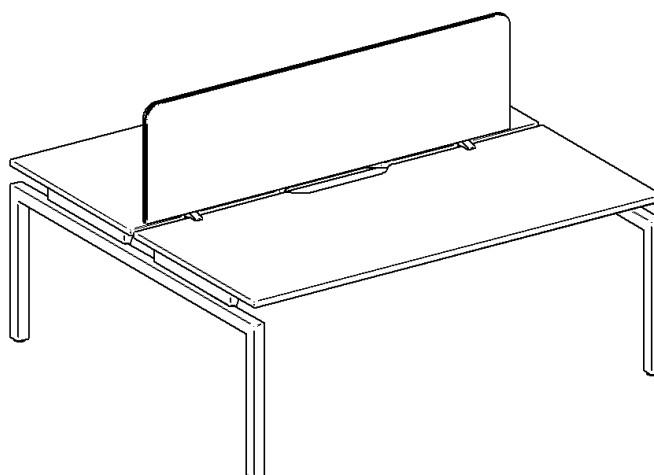
STEP 3

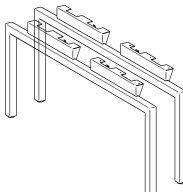
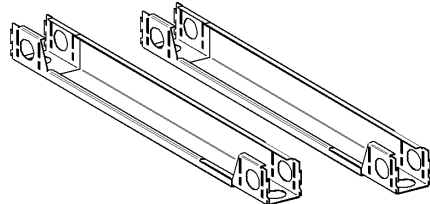
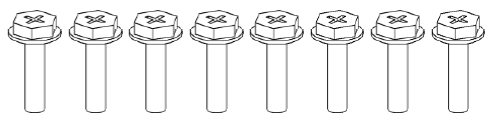
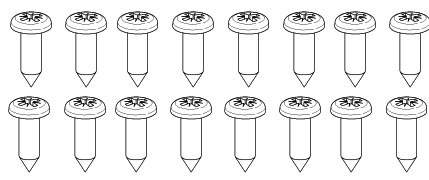
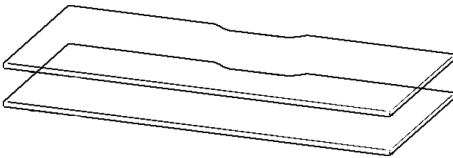


Extend beams out so that the end of the leg is flush with the end of the desk top. Attach end legs frames and extendable beams to the desk top using bolt B. (Desk tops will be pre-drilled for the legs). Using the bolts supplied with the beams, install 2 bolts front and back of the beam.

BACK TO BACK 2POD

PARTS LIST

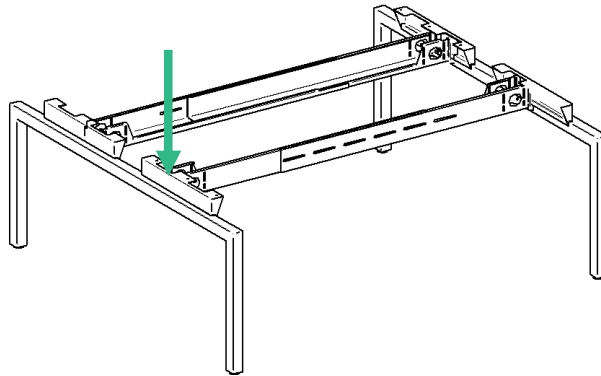


NO.	NAME	QUANTITY	IMAGE
1	Balance End Leg	2pcs	
2	Extendable Beam	2pcs	
3	Bolts	8pcs	
4	Wooden Screw	16pcs	
5	Desk Top	1pc	

BACK TO BACK 2POD

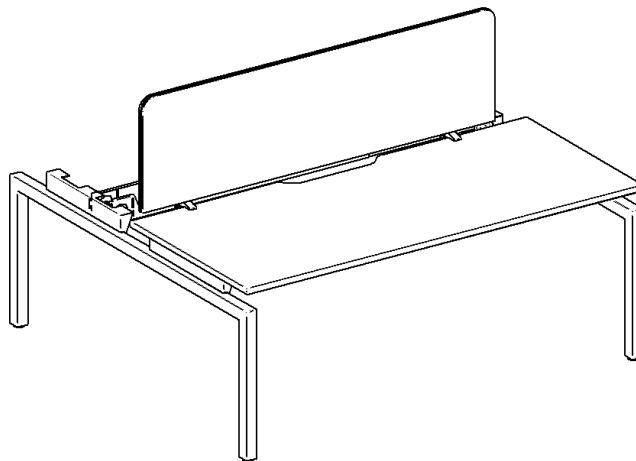
ASSEMBLY INSTRUCTION

STEP 1



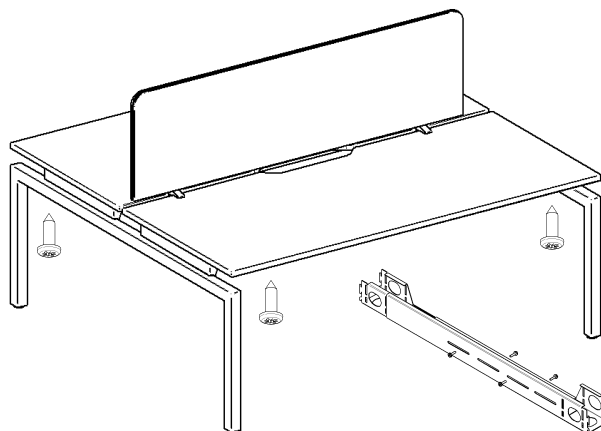
Attach the extendable beam to the end legs and the inline legs as per above. Make sure the beam is mounted closer to the back of the legs. Open Side of the beam should face the back of the desk. Use a nylon hammer to hit the beam down into place.

STEP 2



Place the table top on to the frame, then attach centre screen to it, then place desk top on the frame. As per above.

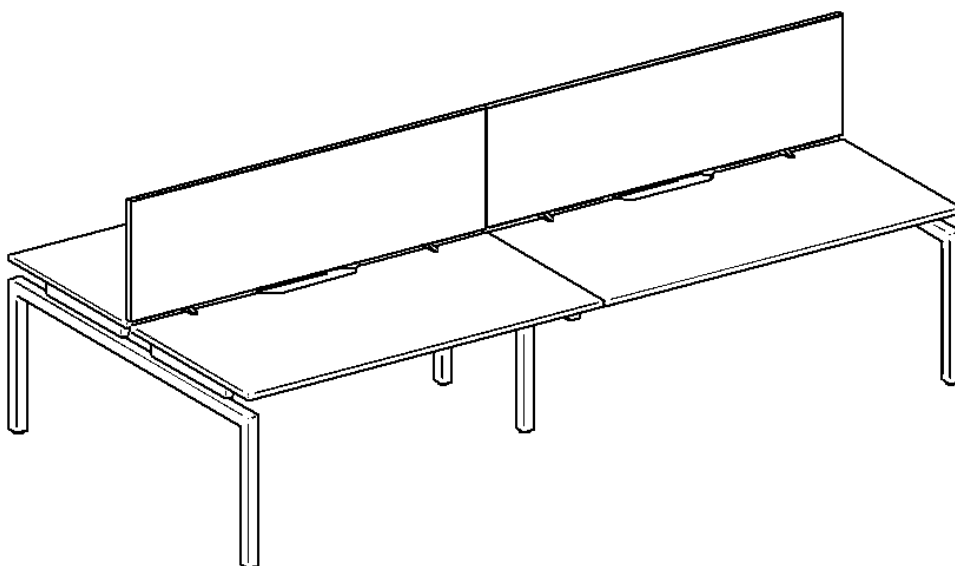
STEP 3



Extend beams out so that the end of the leg is flush with the end of the desk top. Attached end legs frames and extendable beams to the desk top using bolt B. (Desk tops will be pre- drilled for the legs). Using the bolts supplied with the beams, install 2 bolts front and back of the beam.

BACK TO BACK 4POD

PARTS LIST

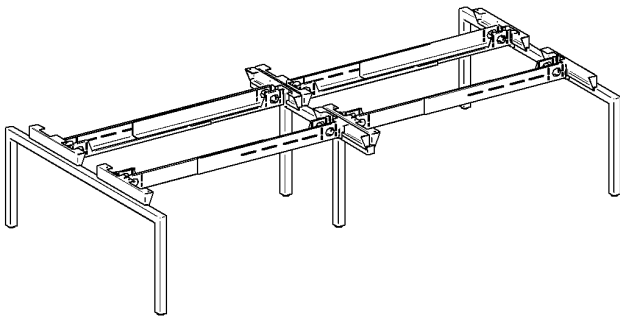


NO.	NAME	QUANTITY	IMAGE
1	Balance End Leg	2pcs	
2	Middle Leg	1pc	
3	Extendable Beam	4pcs	
4	Bolts	16pcs	
5	Wooden Screw	48pcs	
6	Desk Top	4pcs	

BACK TO BACK 4POD

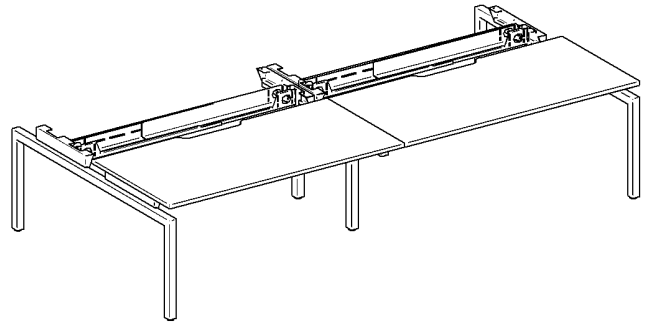
ASSEMBLY INSTRUCTION

STEP 1



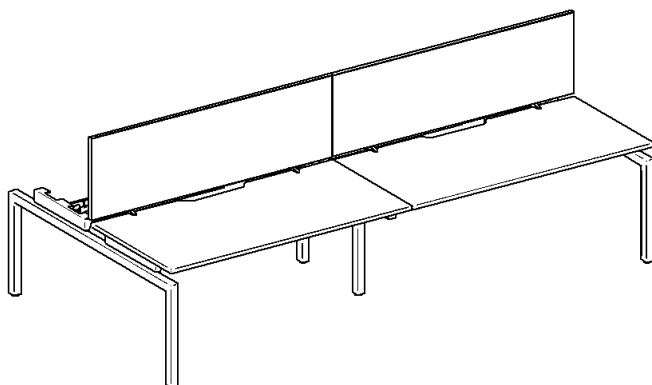
Attach the extendable beam to the end and middle legs. Open side of the beam should face the middle of the leg. Use a nylon hammer to hit the beam down into place.

STEP 2



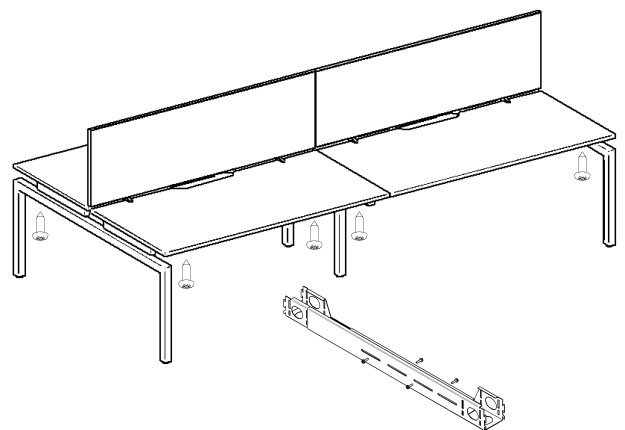
Place 2 table tops on one side of the frame as per above.

STEP 3



Attach centre screens to desk tops.

STEP 4

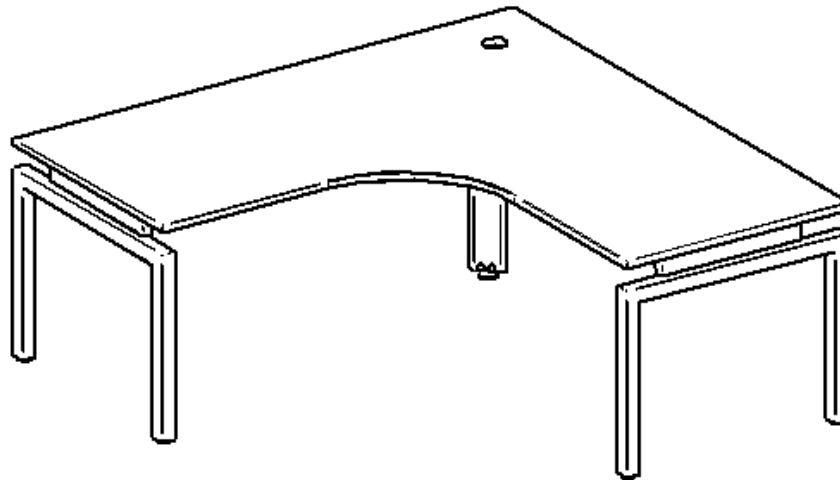


Install desk tops on other side. Extend beams out so end legs a line with the edge of the desk tops. Attach end leg frames and extendable beams to the desk top using bolt B. (Desk tops will be pre-drilled for the legs.) Using the bolts supplied with the beam, Install 2 bolts front and back of each beam as per above.

CORNER WORKSTATION

with 90degree corner leg

PARTS LIST

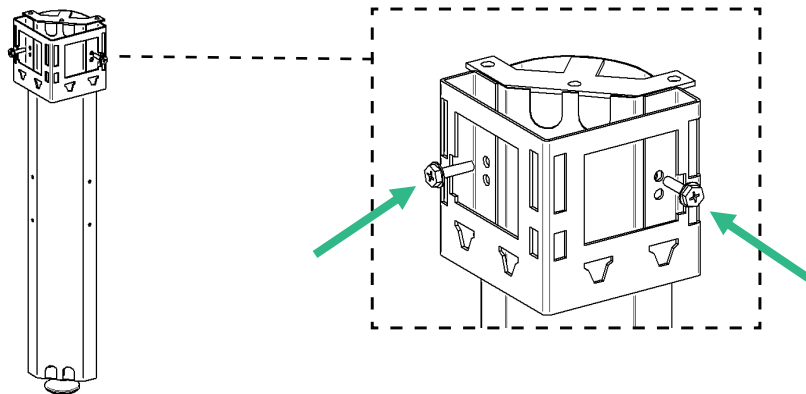


NO.	NAME	QUANTITY	IMAGE
1	Balance End Leg	2pcs	
2	90degree Back Corner Leg	1pc	
3	90degree Leg Bracket	1pc	
4	Extendable Beam	2pcs	
5	Bolts	10pcs	
6	Wooden Screw	26pcs	
7	Desk Top	1pc	

CORNER WORKSTATION

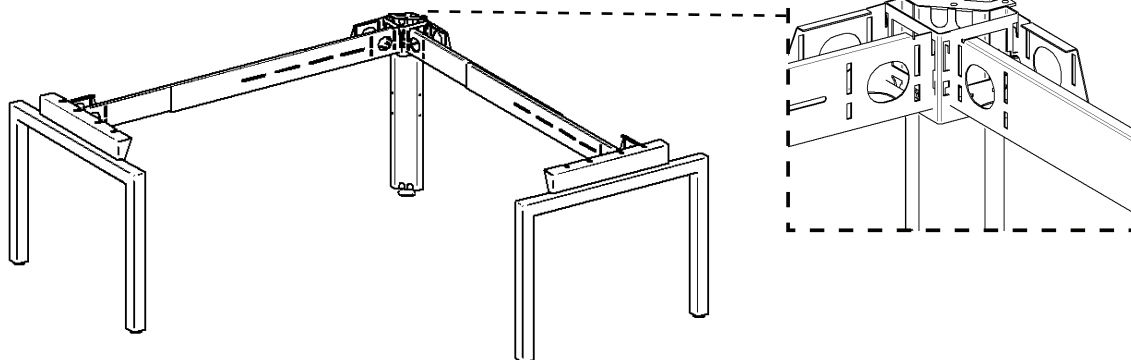
with 90degree corner leg ASSEMBLY INSTRUCTION

STEP 1



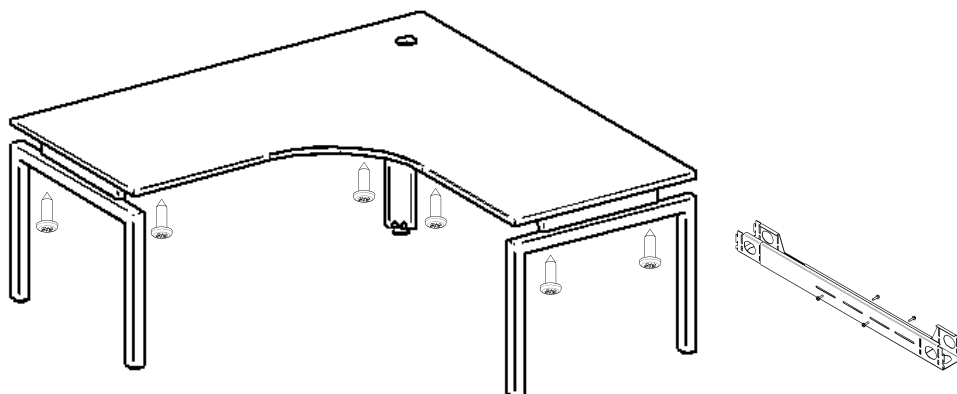
Attach 90degree bracket to the 90degree back corner leg as per above, using bolts supplied with the bracket.

STEP 2



Attach extendable beams to the 90degree back corner leg and Balance end legs as per above, open side of the beam to face the back of the desk. Use nylon hammer to hit beam down into place. Using the bolt supplied with the beam, install 2 bolts front and back of each beam as per above.

STEP 3

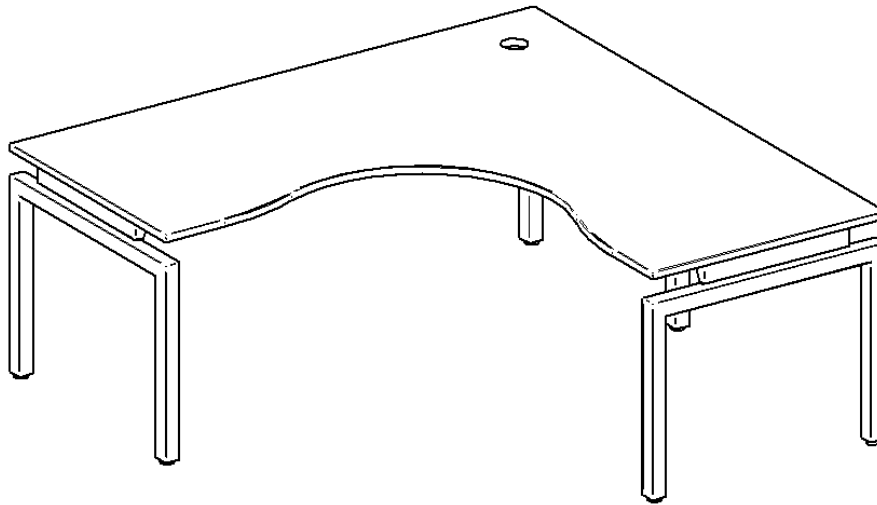


Place desk tops on to the leg frame as per above. Extend beams out so end leg are inline with the edge of the desk top. Desk top will be predrilled for the legs. Attach desk top to the legs and beams using the wood screws supplied.

CORNER WORKSTATION

with 3 End Legs

PARTS LIST



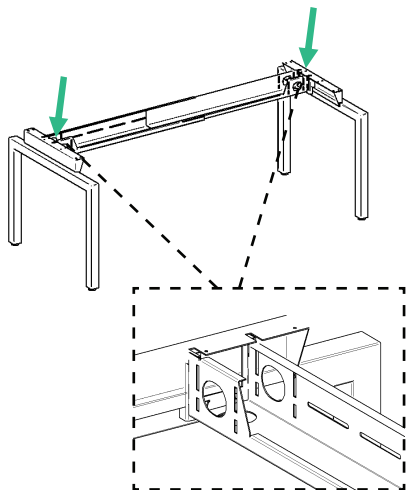
NO.	NAME	QUANTITY	IMAGE
1	Balance End Leg	3pcs	
2	Extendable Beam	2pc	
3	Beam to Beam Connecting Bracket	1pc	
4	Bolts	8pcs	
5	Wooden Screw	20pcs	
6	Desk Top	1pc	

CORNER WORKSTATION

with 3 End Legs

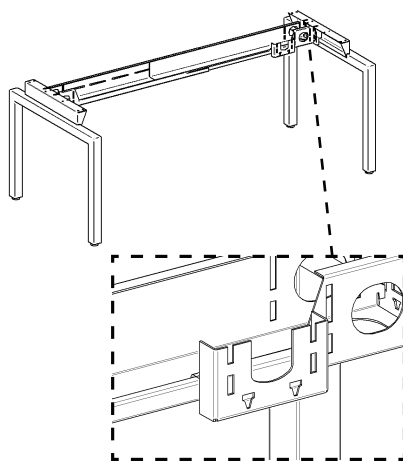
ASSEMBLY INSTRUCTION

STEP 1



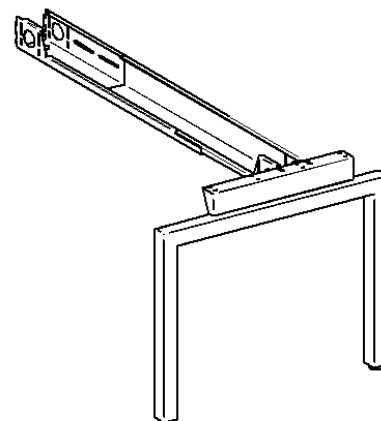
Attach the extendable beam to the end legs. Make sure the beam is mounted closer to the back of the legs. Open side of the beam should face the front. Use a nylon hammer to hit the beam down into place.

STEP 2



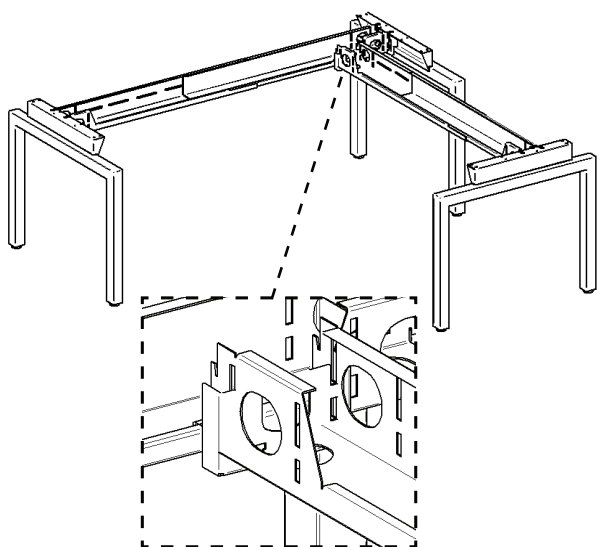
Attach the beam to beam connecting bracket to the front side of the beam as per above.

STEP 3



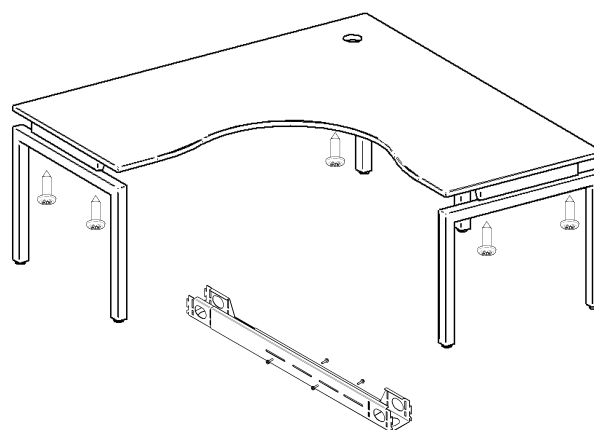
Attach the other beam to the return leg, as per above.

STEP 4



Attach the return leg beam to the beam to beam connector bracket as per above.

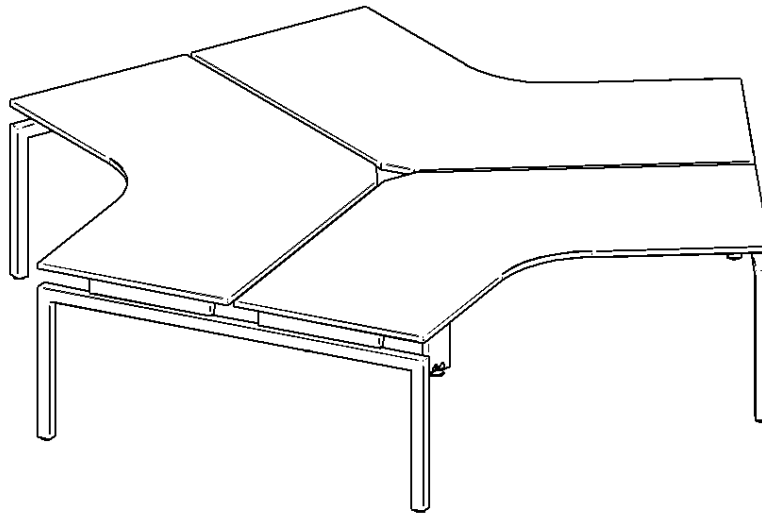
STEP 5



Extend the beams out to match the desk top supplied, align the legs up with the front, back and ends of the desk top, place the table top on to the frame, attach the table top to the frame using the wood screws provided. Install 2 bolts front and back of each beam as per above.

3 POD 120DEGREE

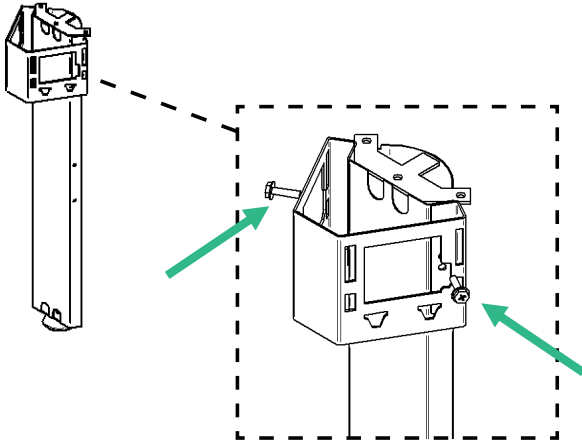
PARTS LIST



NO.	NAME	QUANTITY	IMAGE
1	Balance End Leg	3pcs	
2	120degree Back Corner Leg	3pcs	
3	120degree Leg Bracket	3pcs	
4	Extendable Beam	6pcs	
5	Bolts	30pcs	
6	Wooden Screw	48pc	
7	Desk Top	3pcs	

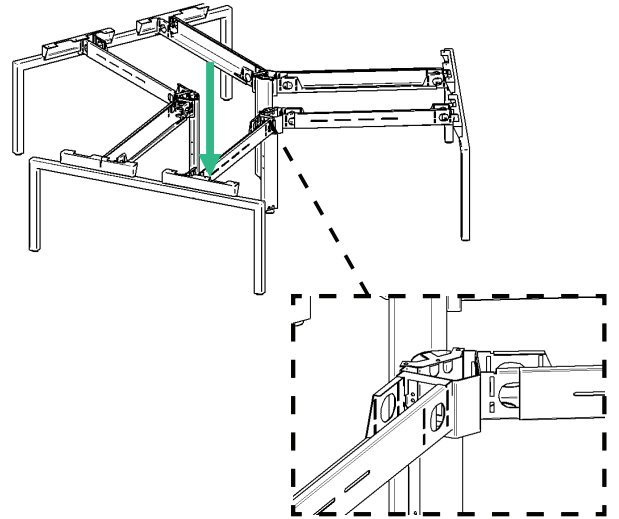
3 POD 120DEGREE ASSEMBLY INSTRUCTION

STEP 1



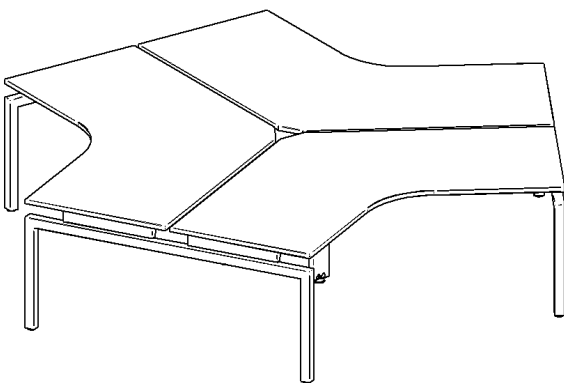
Attach 120degree bracket to the 120degree back corner leg as per above, using Bolts supplied with the bracket.

STEP 2



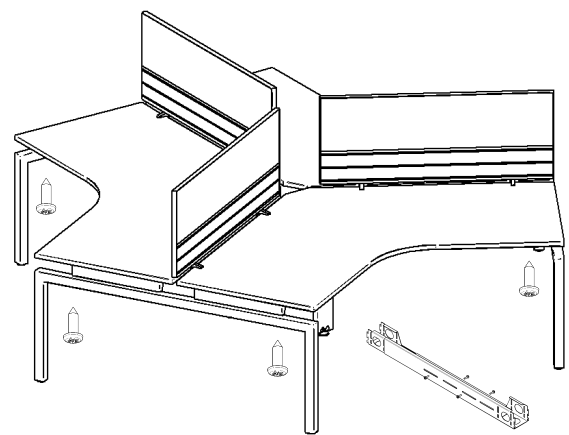
Attached Extendable beams to the 120degree back corner leg and Balance end legs as per above, open side of the beam to face the centre of the pod. Use nylon hammer to hit beam down into place.

STEP 3



Place desk tops on to the leg frame as per above. Extend beams out so end leg align with the edge of the desk top.

STEP 4



Install screens as per above. Attached end legs frames and extendable beams to the desk top using the wood screws. (Desk tops will be pre-drilled for the legs). Using the bolt supplied with the beam, Install 2 bolts front and back of each beam as per above.

FACTSHEET

CARE & MAINTENANCE

GENERAL CARE – INFORMATION

- Avoid scourers and abrasives as they will damage the surface.
- Don't place hot objects, electrical appliances or pots straight from the oven or cooker onto your laminate surface.
- Don't cut on the laminate surface.
- Keep waxes and polishes well away as they dull the natural shine.
- Do not use strongly acidic, alkaline cleaners or bleach for normal cleaning as these might etch the surface.

GENERAL CARE – STREAKS

Streaky marks sometimes show on dark colours after cleaning. An all-purpose cleaner such as Mr. Muscle Surface & Glass or Ajax Spray n Wipe usually removes them.

GENERAL CARE – GREASE

Using a mild dishwashing detergent in water will remove greasy marks. Dab, wait and wipe away. Finish with an all-purpose cleaner such as Mr. Muscle Surface & Glass or Ajax Spray n Wipe.

GENERAL CARE – SPILLS

Laminate surfaces resist staining from most household chemicals. With some accidental spills however, prompt action is essential. Wipe off beetroot, grape and berry juices, first aid preparations, concentrated bleach, oven cleaners, dishwasher detergents, artificial dyes, hair colouring and solvent based pen ink immediately. Specialty glues such as Super Glue must also be removed straight away with acetone (nail polish remover).

GENERAL CARE – STAINS

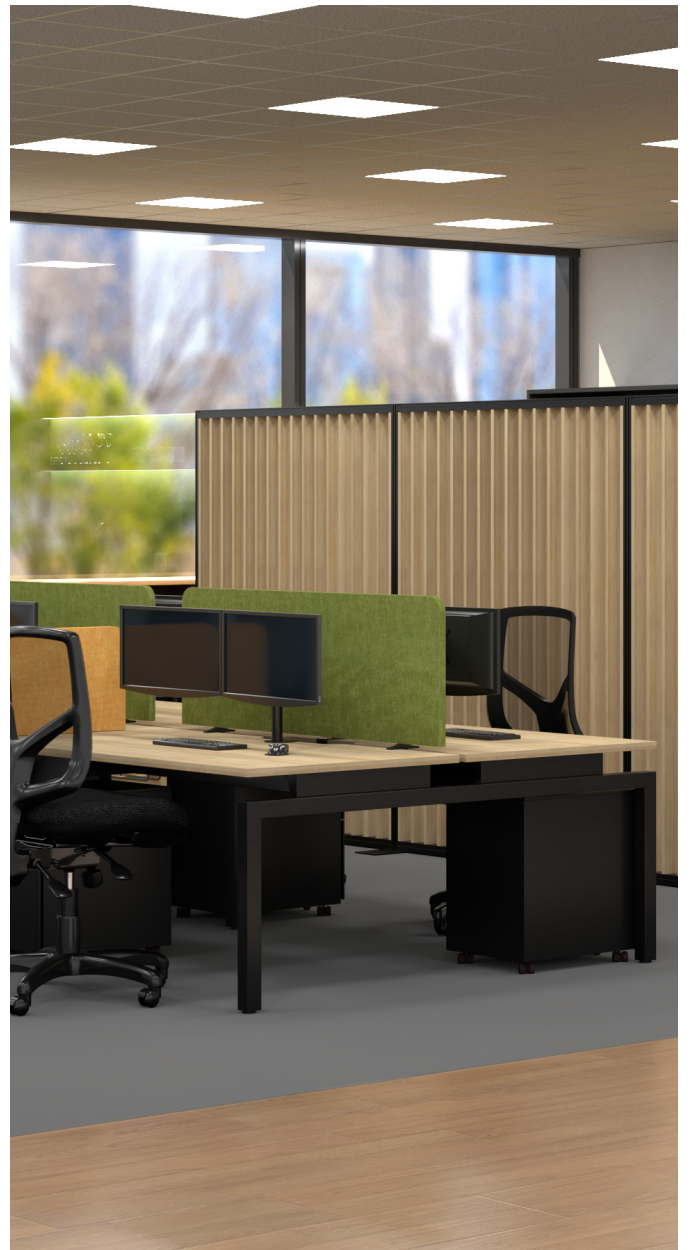
If the stain won't budge with Mr. Muscle Surface & Glass, try methylated spirits or dab the stain with a diluted bleach mixture (1 part bleach to 8 parts water); leave for 3 minutes then wash off with water and dry. Finish off with Mr. Muscle Surface & Glass. Only as a last resort if a stain persists try 2 or 3 rubs with a crème cleanser or white toothpaste, wash and dry. Please note that bleach or these abrasive cleaners may irreversibly damage the laminate surface.

GENERAL CARE – SCRATCHES

Laminate surfaces will withstand normal wear and tear, but can be damaged by scratching or cutting with utensils, knives and unglazed pottery. Darker colours will show scratches more readily than lighter colours. In general, dark colours and high gloss surfaces require more care and maintenance than lighter colours or lower gloss colours. To minimise scratching, always place and lift objects from the surface – never drag or slide them across the surface.



BALANCE





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