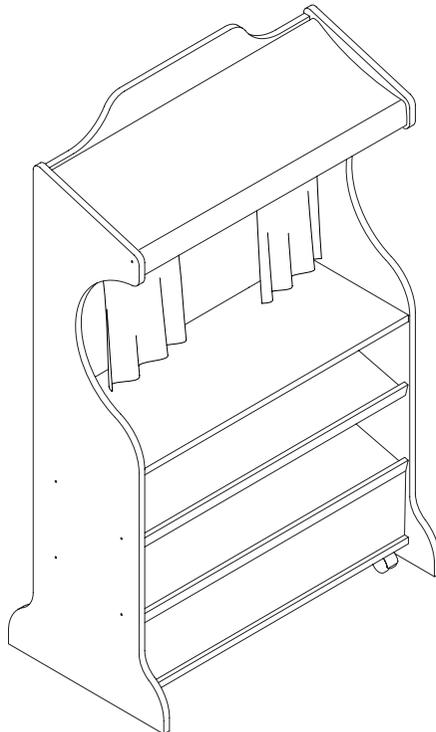




gltc.co.uk

Sixpence Play Shop & Theatre L4446



Assembly Difficulty



easy - medium - hard



two-person job



20/08/2018

Thank you for shopping with GLTC, we hope you enjoy having this product in your home.

We know assembling furniture, toys or accessories is not everyone's favourite way to spend their time, so we've tried to make assembling this item as quick and painless as possible.

Hopefully our efforts will have been worthwhile and you'll sail through the whole process. But if it all feels a bit too much like hard work, then we do have an assembly company we can recommend: the Flatpack Construction Company offers a nationwide service and can be contacted on **0843 289 4951** or **www.flatpackconstruction.co.uk**.

A few important pointers before you start:

- Please read the instructions right through before you start, and check that all the components have been included in the pack; we find separating all the hardware into piles makes it easier to be sure that everything is present and correct.
- Make sure you have the right tools. Allen keys are provided if required, but screw drivers and other tools are not. You'll find details of the tools you need at the beginning of the instructions.
- Do not throw away any packing materials until assembly is complete, just in case you accidentally discard smaller parts or hardware.

Safety Warnings:

- Warning: Not suitable for children under 3 years due to small parts which may become detached and present a choking hazard.
- Adult assembly required.
- Unassembled product contains small parts which may present a choking hazard.
- Caution, some children may require assistance from an adult when manoeuvring the product.
- To avoid possible injury from tipping, do not allow children to climb on the product.
- Children should be kept away from the product during assembly to avoid any possible risk of injury.
- Assemble and use on a flat and level surface.
- DO NOT use power tools in the assembly of this product as there is a risk of over-tightening and consequently splitting of the wood.
- This product is heavy, so we recommend that you build it where you are planning to use it.
- Check all fixtures and fittings regularly and tighten as necessary.
- Please retain these instructions for future reference.



Customer Service:

- If you find that any components are missing or damaged, please do not begin assembly and do not use the item. Please contact GLTC Customer Services on **0344 848 6000** immediately.
- We do stock spare hardware packs at our warehouse, so we should be able to send you a replacement pack immediately if required.

Product Care:

- Wipe clean using a soft damp cloth followed by a dry cloth.
- Do NOT use cleaning products which contain ammonia, solvents or abrasive material.
- Do NOT expose the item to extremes of heat and humidity.

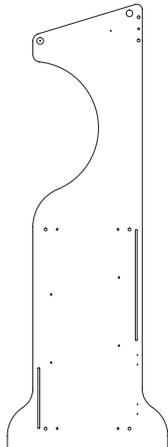
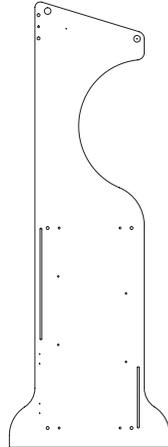
Could we do better?

If there is anything you think could be improved in these instructions or in the assembly of this product we'd be grateful if you could let us know; we'll pass any helpful hints and tips on to other customers via our website and update the instructions.

All you need to do is drop us a line at instructions@gltc.co.uk

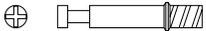
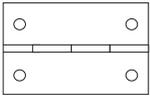
Thank you

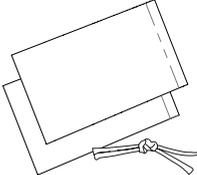
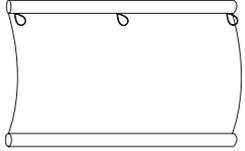
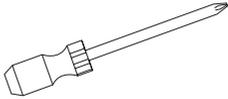
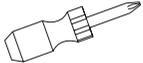
Component Check List

<p>A</p>  <p>1x Left Side Panel</p>	<p>B</p>  <p>1x Right Side Panel</p>
<p>C</p>  <p>1x Base Panel</p>	<p>D</p>  <p>1x Middle Shelf</p>
<p>E</p>  <p>1x Bottom Shelf</p>	<p>F</p>  <p>1x Counter</p>
<p>G</p>  <p>1x Left Side Door</p>	<p>H</p>  <p>1x Right Side Door</p>

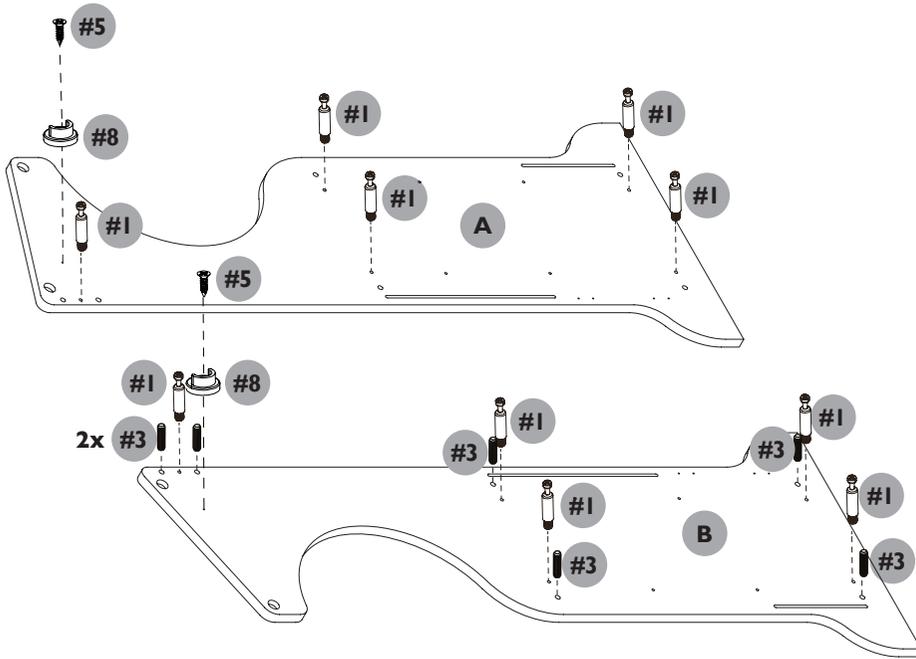
<p>I</p>  <p>1x Headboard</p>	<p>J</p>  <p>3x Rods Please note that x1 rod is shorter than the other 2. The shorter rod is for the curtain rail, you can identify this rod as its the only rod with no pre drilled holes at each end.</p>
<p>K</p>  <p>1x Short Blackboard Panel</p>	<p>L</p>  <p>1x Large Blackboard Panel</p>

Component Check List

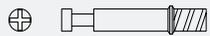
<p>#1</p>  <p>10x Cam Dowels 35mmL</p>	<p>#2</p>  <p>10x Cam Locks 14mm Diameter</p>
<p>#3</p>  <p>12x Wooden Dowels 20mmL</p>	<p>#4</p>  <p>8x Screws 12mmL</p>
<p>#5</p>  <p>34x Screws 16mmL</p>	<p>#6</p>  <p>10x Screws 35mmL</p>
<p>#7</p>  <p>2x Pole Cradle Covers These come as one piece and will need separating</p>	<p>#8</p>  <p>2x Pole Cradles</p>
<p>#9</p>  <p>4x Castors</p>	<p>#10</p>  <p>2x Magnet Door Catches Parts #10 and #11 will need separating</p>
<p>#11</p>  <p>2x Metal Plates Parts #10 and #11 will need separating</p>	<p>#12</p>  <p>4x Hinges</p>

<p>#13</p>  <p>2x Curtains & Tie Backs</p>	<p>#14</p>  <p>1x Canopy</p>
 <p>Allen Key</p>	
<p>You will need (not supplied)</p>  <p>Phillips Head Screwdriver</p>	<p>You will need (not supplied)</p>  <p>Small Phillips Head Screwdriver</p>

STEP 1:



Hardware for Step 1:



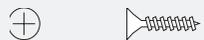
10x #1 Cam Dowels



6x #3 Wooden Dowels



2x #8 Pole Cradles



2x #5 16mmL screws

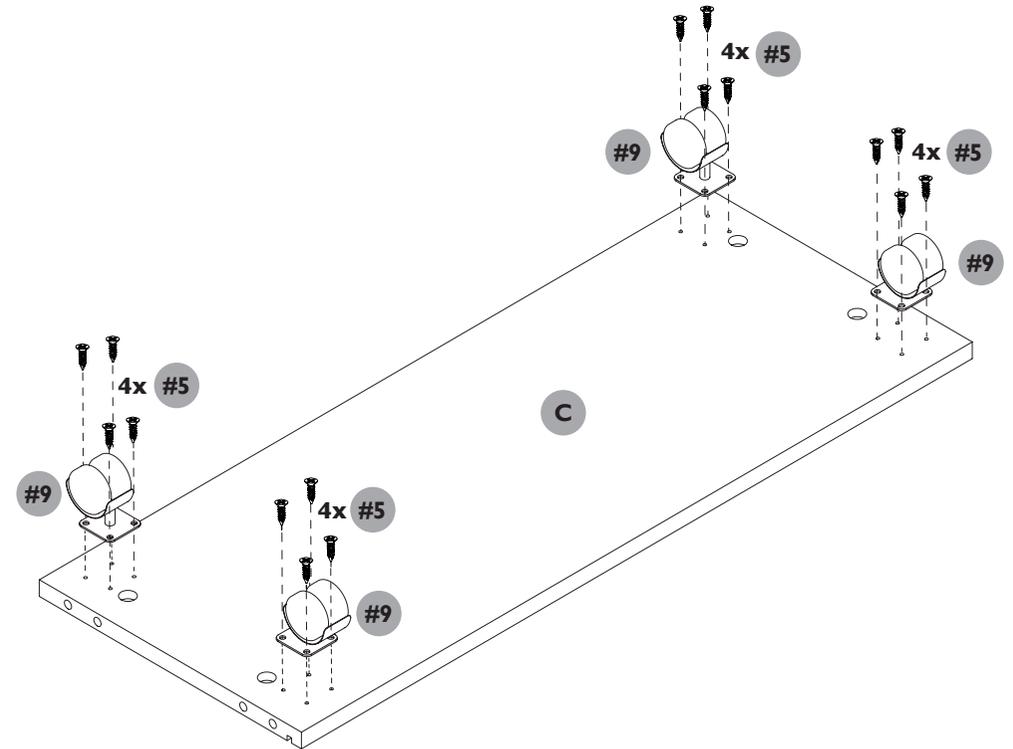
STEP 1:

Lie panels A and B down with drill holes facing up. Starting with the right hand panel (A), insert 5x cam dowels (#1) and secure 1x pole cradle (#8) using 1x medium screw (#5) as shown above.

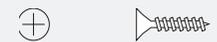
Repeat the above steps with panel B however in addition you will need to add 6x wooden dowels (#3) as shown above.

STEP 2:

Attach the 4x castors (#9) to the base panel (C) using the 4x medium screws (#5) per castor.



Hardware for Step 2:



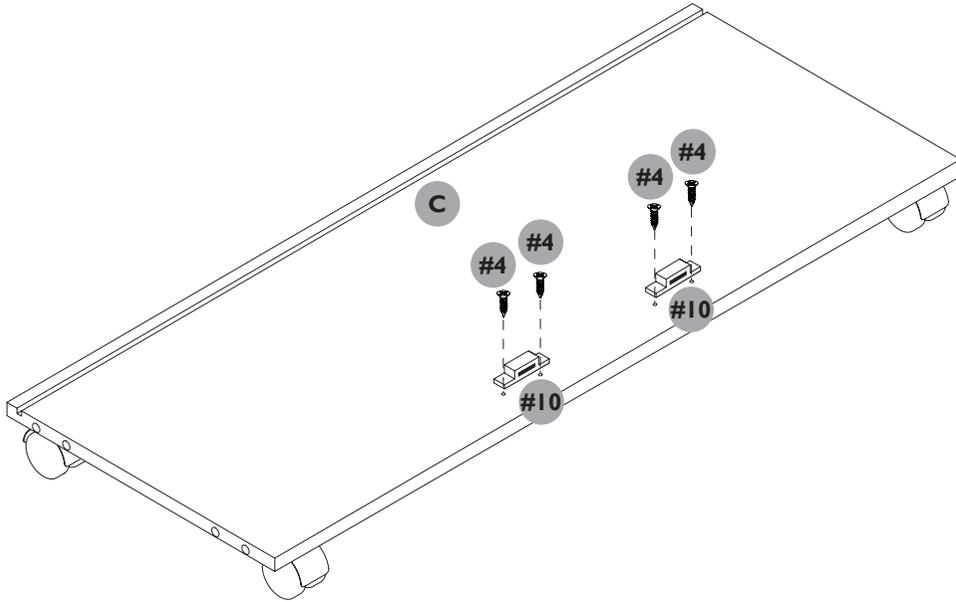
16x #5 16mmL Screws



4x #9 Castors

STEP 3:

Attach the 2x magnetic door catches to panel C using 4x short screws (#4).



Hardware for Step 3:



4x #4 12mmL Screws



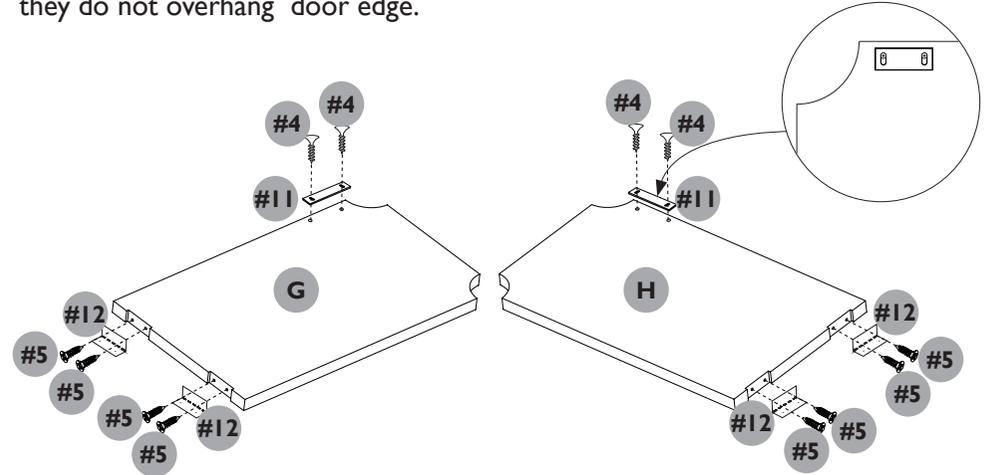
2x #10 Magnet Door Catch

STEP 4:

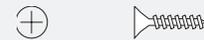
Attach the hinges to cupboard door panels G and H using 4x medium screws (#5) on each door. It is important the hinges are attached to the panels as shown below.

Now attach the 2x metal plates (#11) to panels G and H using 2x screws (#4) on each door.

When attaching the metal plates, please ensure the plates are positioned so they do not overhang door edge.



Hardware for Step 4:



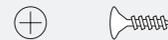
8x #5 16mmL screws



2x #11 Metal Plates



4x #12 Hinges



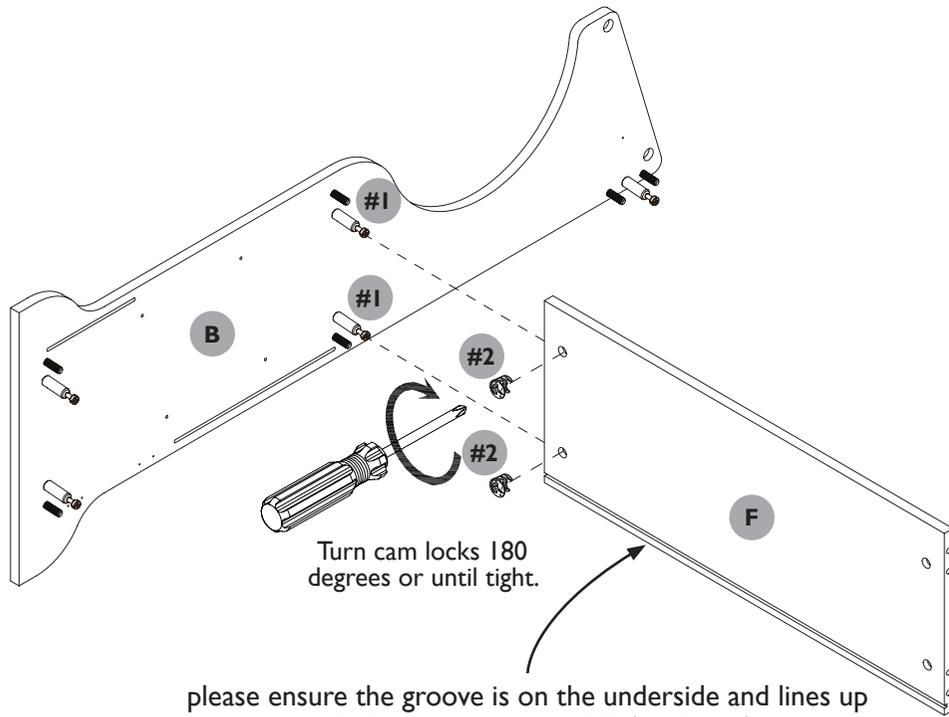
4x #4 12mmL Screws



The help of a second person may make this step easier.

STEP 5:

Attach the counter (F) to side panel (B) using 2x cam locks (#2). Turn cam locks clockwise to lock.



please ensure the groove is on the underside and lines up with the groove on panel B (as shown).

Hardware for Step 5:

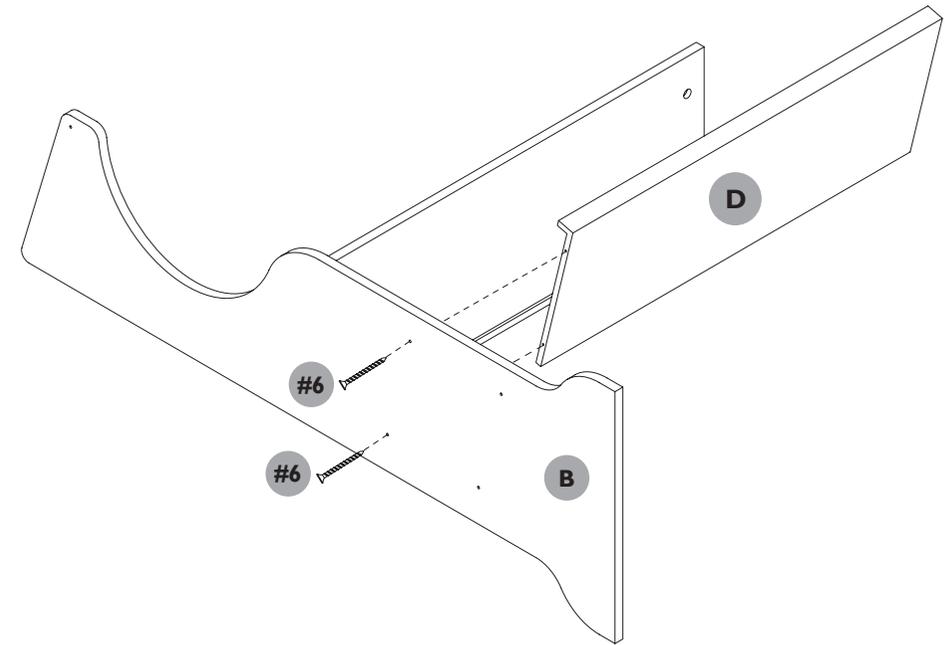


2x #2 Cam Locks

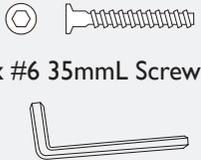
STEP 6:

With the help of a second person attach the middle shelf (D) to side panel (B) using 2x long screws (#6). Please note, there are two shelves. Shelf D is the shallower of the two shelves.

Please use the Allen key provided to tighten the screws.



Hardware for Step 6:

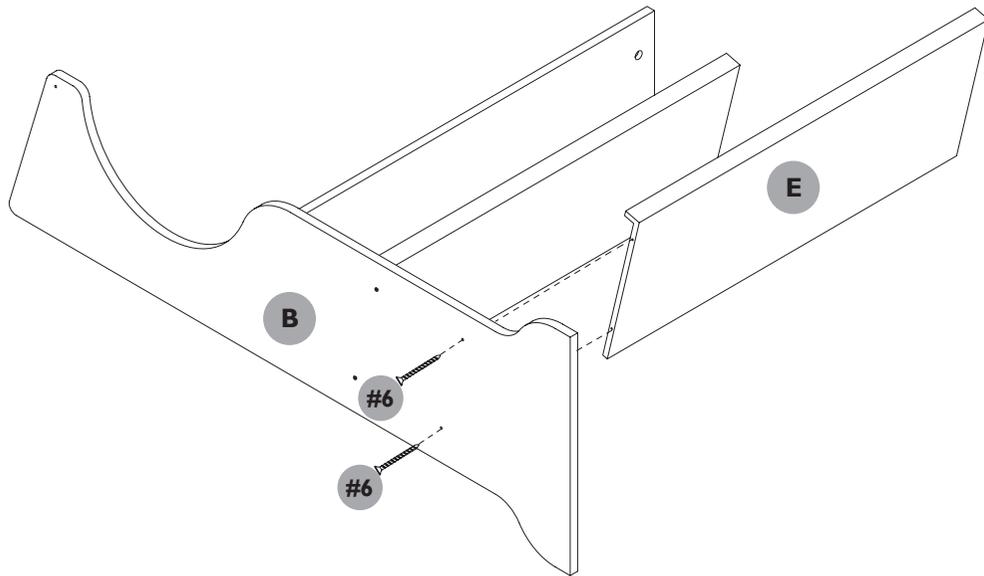


2x #6 35mmL Screws

Allen Key

STEP 7:

Attach the bottom shelf (E) to side panel (B) using 2x long screws (#6). Please use the allen key provided to tighten the screws.



Hardware for Step 7:



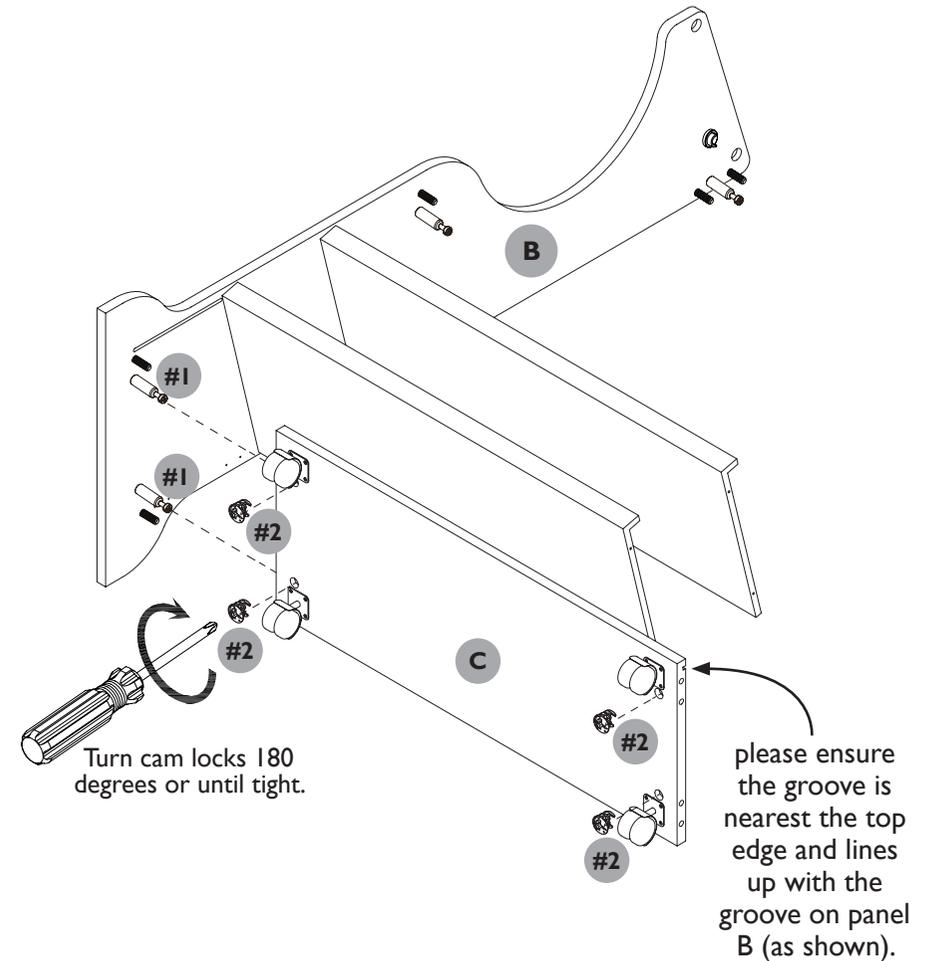
2x #6 35mmL Screws



Allen Key

STEP 8:

Insert 4x cam locks (#2) into the holes on panel C as shown below, the arrows on the cam locks should point towards the holes on the edge. Attach the base panel (C) to side panel (B). Turn cam locks on panel C clockwise to lock.



Turn cam locks 180 degrees or until tight.

please ensure the groove is nearest the top edge and lines up with the groove on panel B (as shown).

Hardware for Step 8:



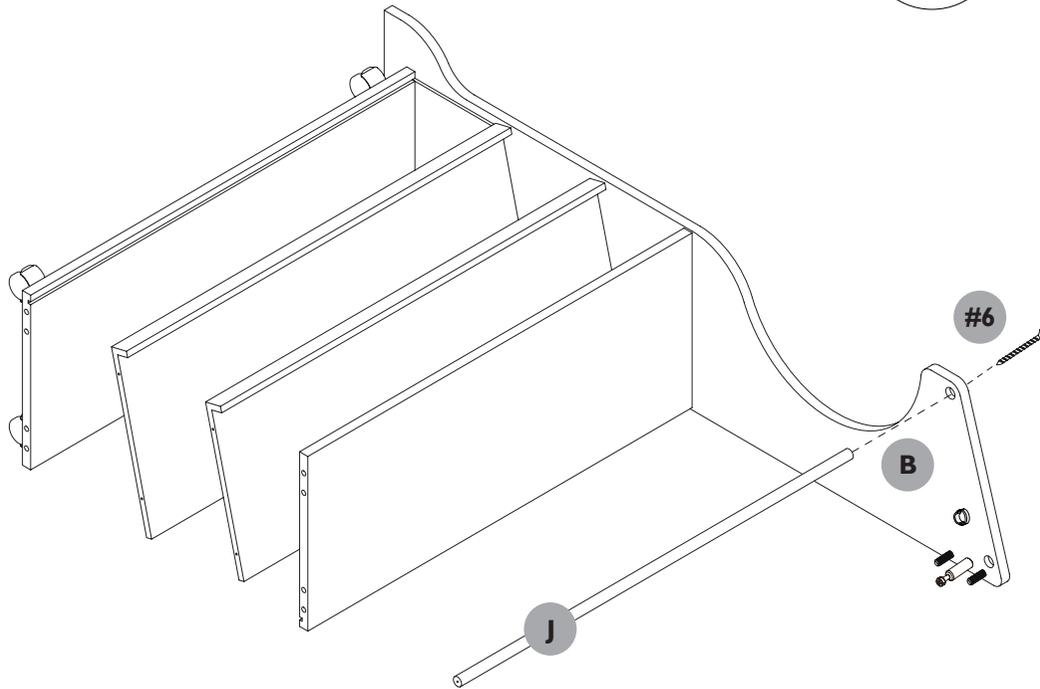
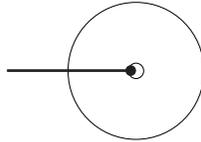
4x #2 Cam Locks

STEP 9:

Attach rod (J) to side panel B using using 1x long screw (#6). Please use the allen key provided to tighten the screws.

When selecting rod J, please ensure you use one of the rods with pre drilled holes at both ends.

When selecting the rod. Please ensure the rod has a pre drilled hole at each end, this is important when securing this part with a screw



Hardware for Step 9:



1x #6 35mmL Screws



Allen Key

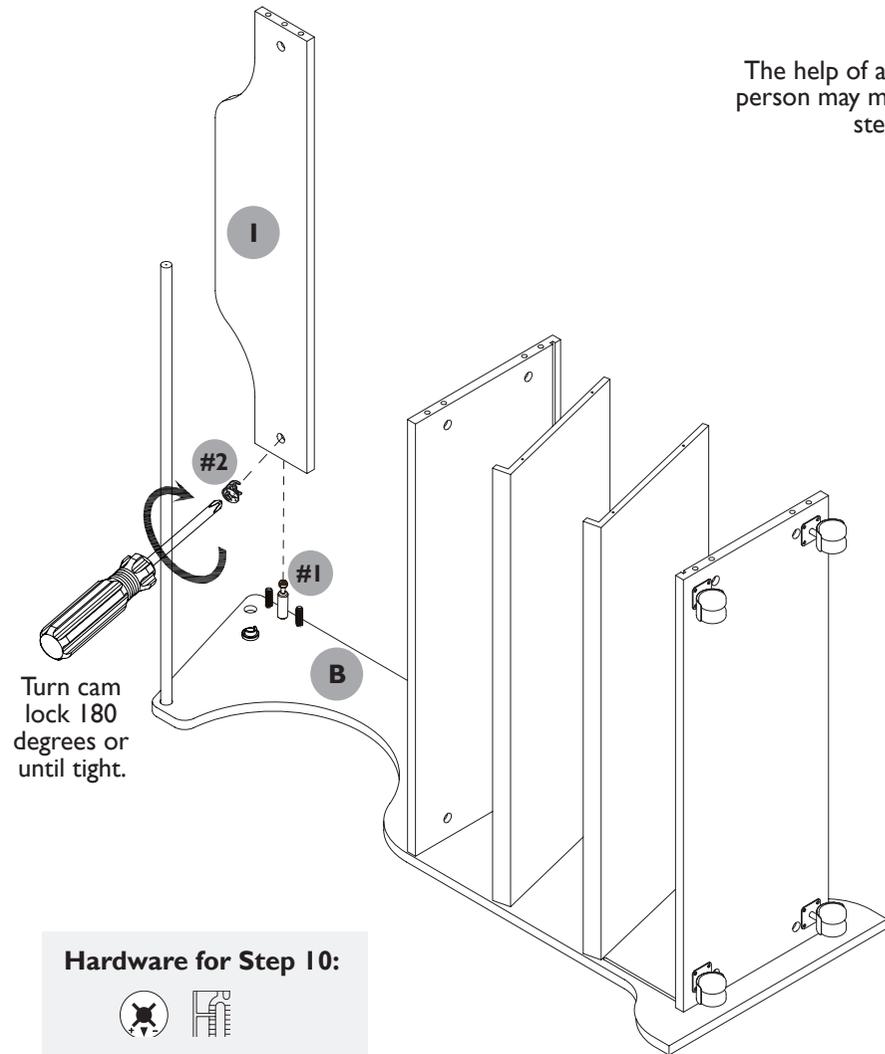
STEP 10:

With the help of a second person. Carefully turn the structure on its side, as shown below. This makes attaching the head board (I) easier.

Attach head board (I) to side panel B using using 1x cam lock (#2). Turn cam lock clockwise to lock.



The help of a second person may make this step easier.



Turn cam lock 180 degrees or until tight.

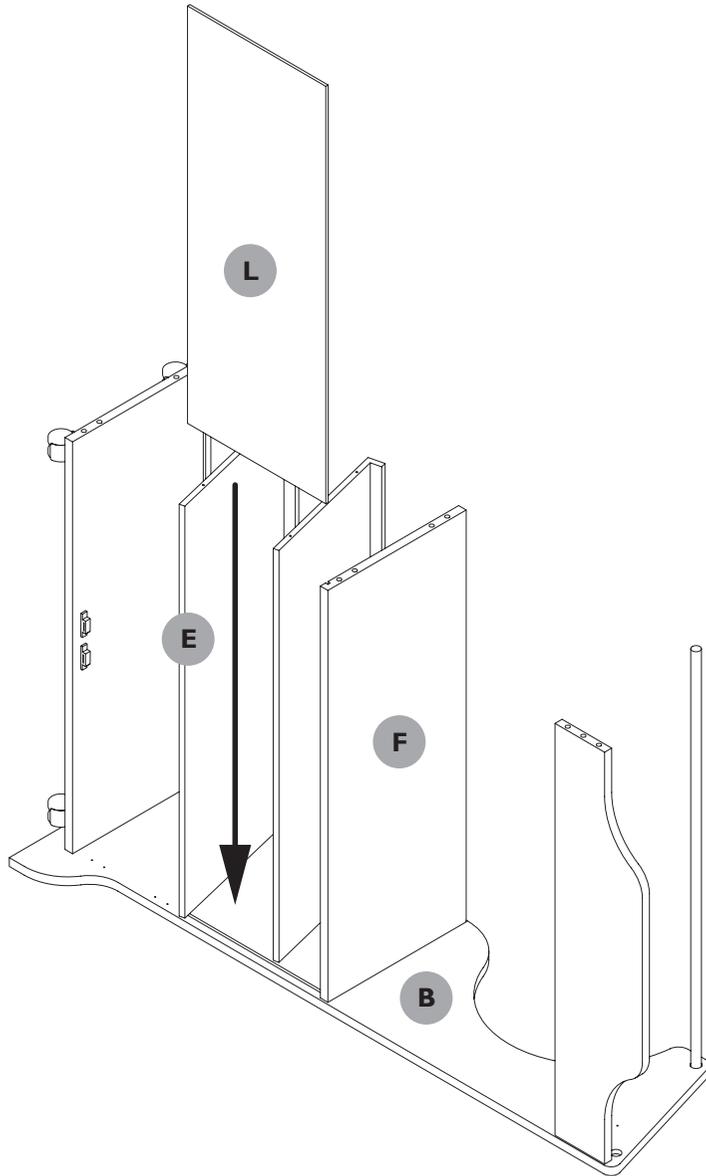
Hardware for Step 10:



1x #2 Cam Lock

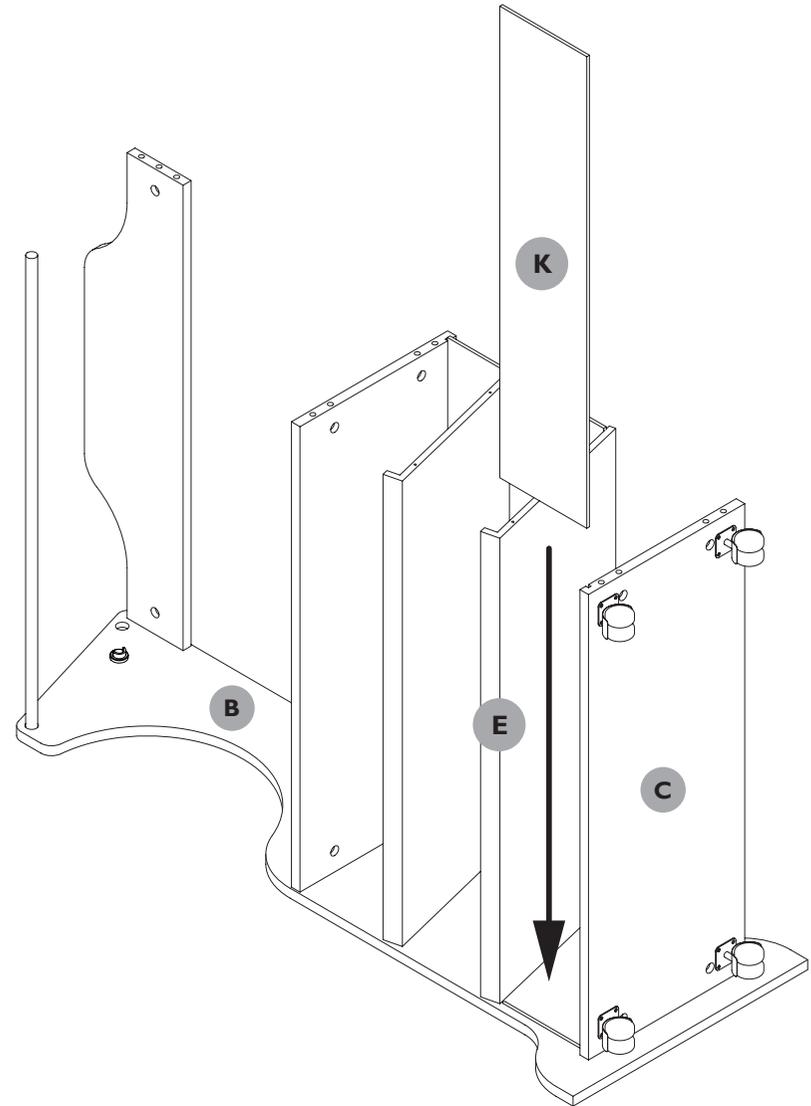
STEP 11:

Slide chalkboard panel (L) into the groove on the underside of panel F and the inside of panel B. The panel should rest on shelf E when inserted.



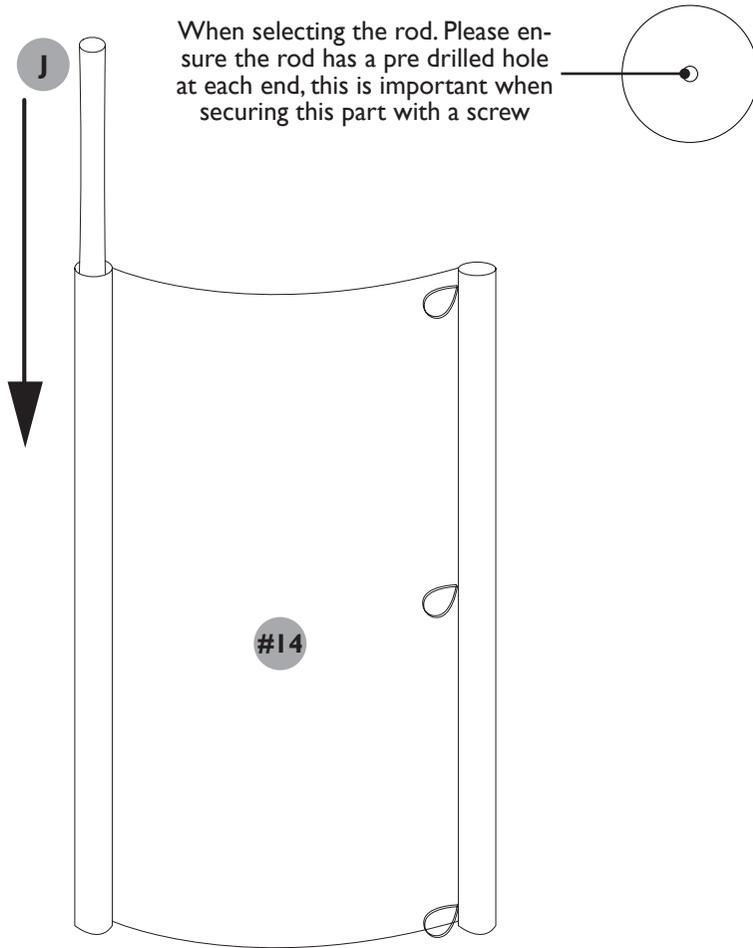
STEP 12:

Slide chalkboard panel (K) into the groove on the top side of panel C and the inside of panel B. The panel should rest against shelf E when inserted.



STEP 13:

Slide rod (J) into the canopy as shown below.



Hardware for Step 13:

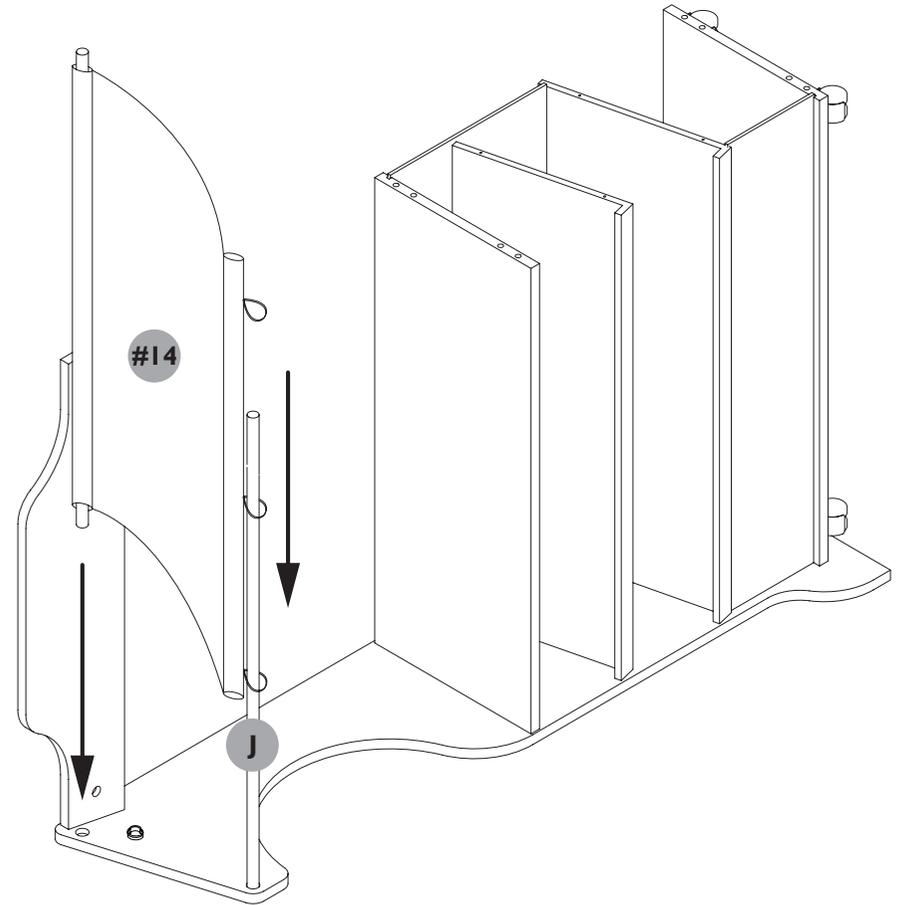


1x #14 Canopy

STEP 14:

Slide the partially assembled canopy into place whilst ensuring that the 3 loops are slid through the fixed rod from step 10.

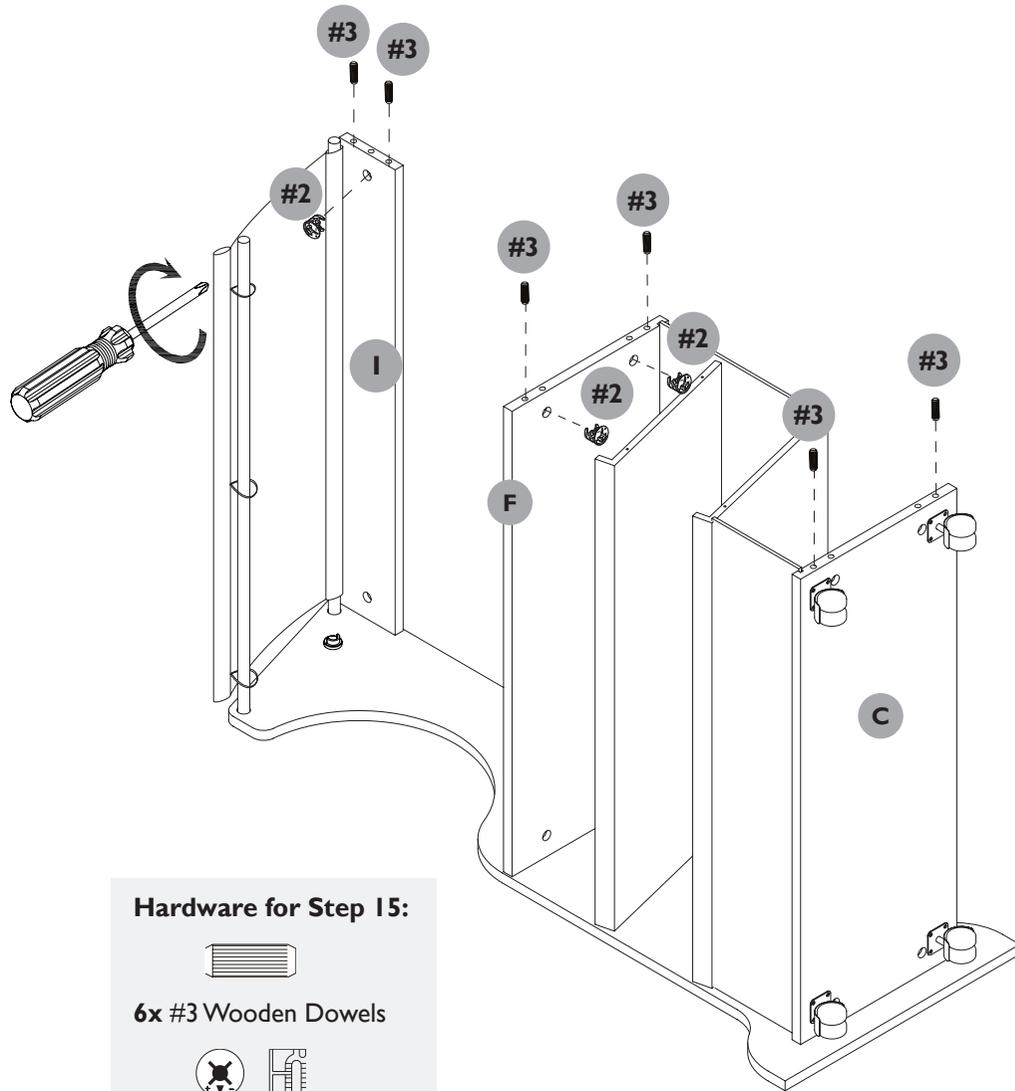
Please ensure the x3 loops all slide over the rod.



STEP 15:

Insert 2x cam locks (#2) into panel F, the arrows on the cam locks should point towards the hole on the top edge. Now insert 1x cam lock (#2) into panel I, ensuring the arrow on the cam lock is pointing towards the holes on the top edge.

Now insert 2x wooden dowels in panels C, F and I (6x in total).



Hardware for Step 15:



6x #3 Wooden Dowels



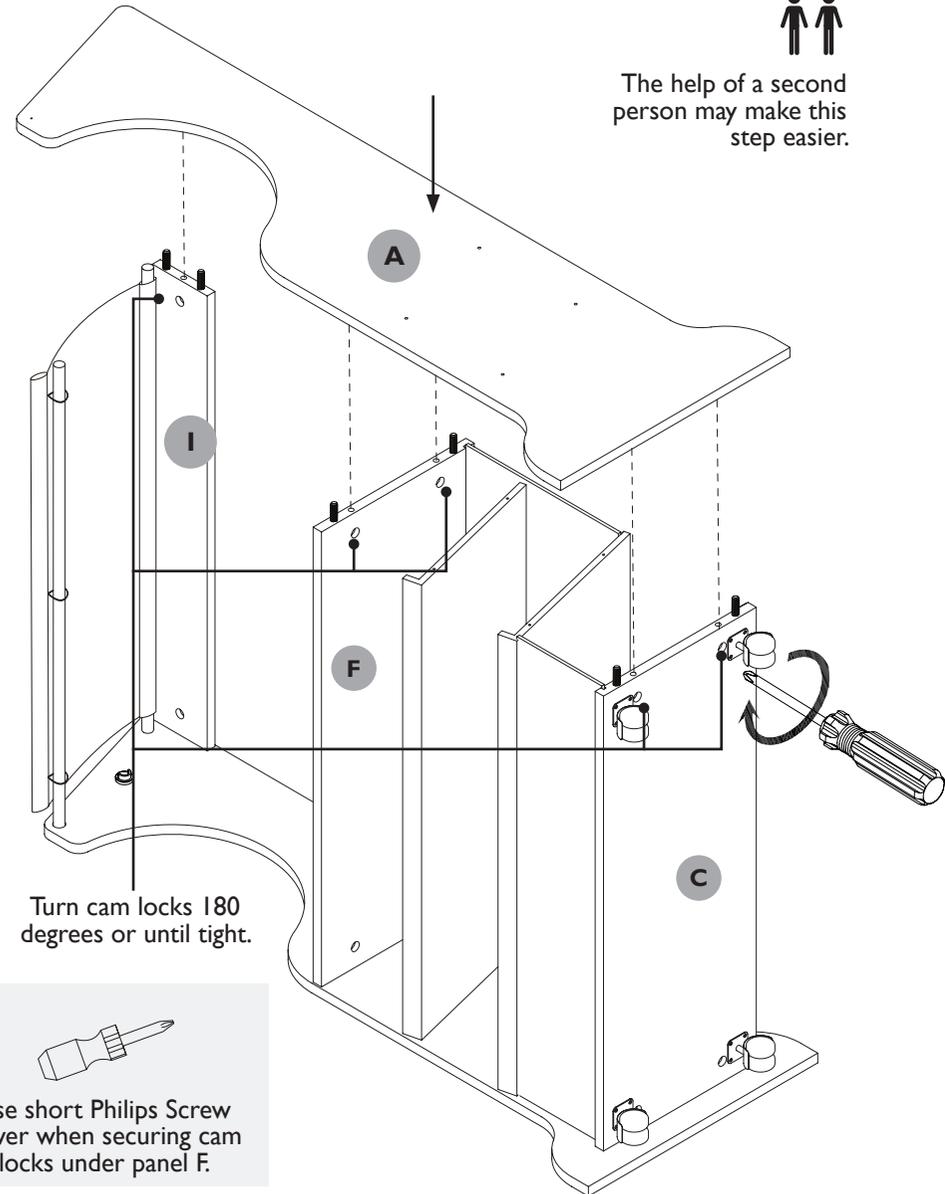
3x #2 Cam Locks

STEP 16:

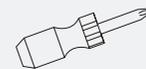
Carefully position panel A over the partial assembled unit. Carefully ensure all of the cam dowels, wooden dowels and rods fit into the right holes. Turn the cam locks clockwise to lock on panels C, F and I. To secure the cam locks underneath panel F, you will need to use a short philips screw driver.



The help of a second person may make this step easier.



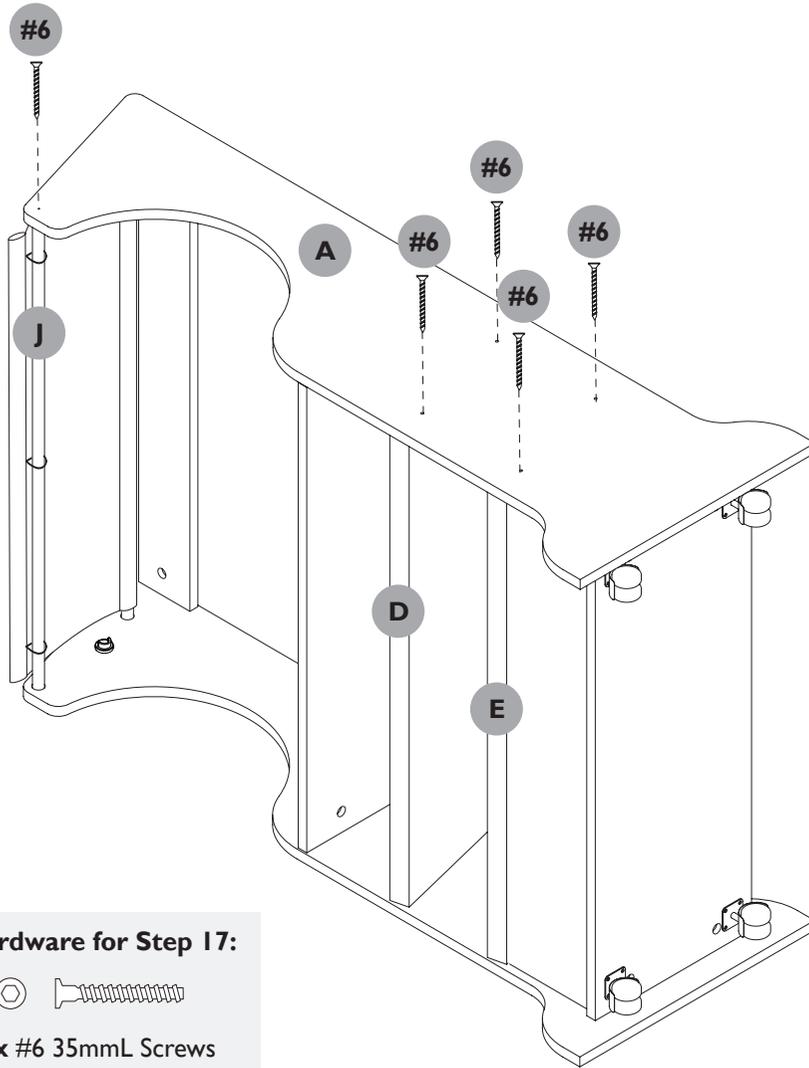
Turn cam locks 180 degrees or until tight.



Use short Philips Screw driver when securing cam locks under panel F.

STEP 17:

Secure shelves (D and E) and rod (J) to panel A using 5x long screws (#6). Please use the allen key provided to tighten the screws.



Hardware for Step 17:



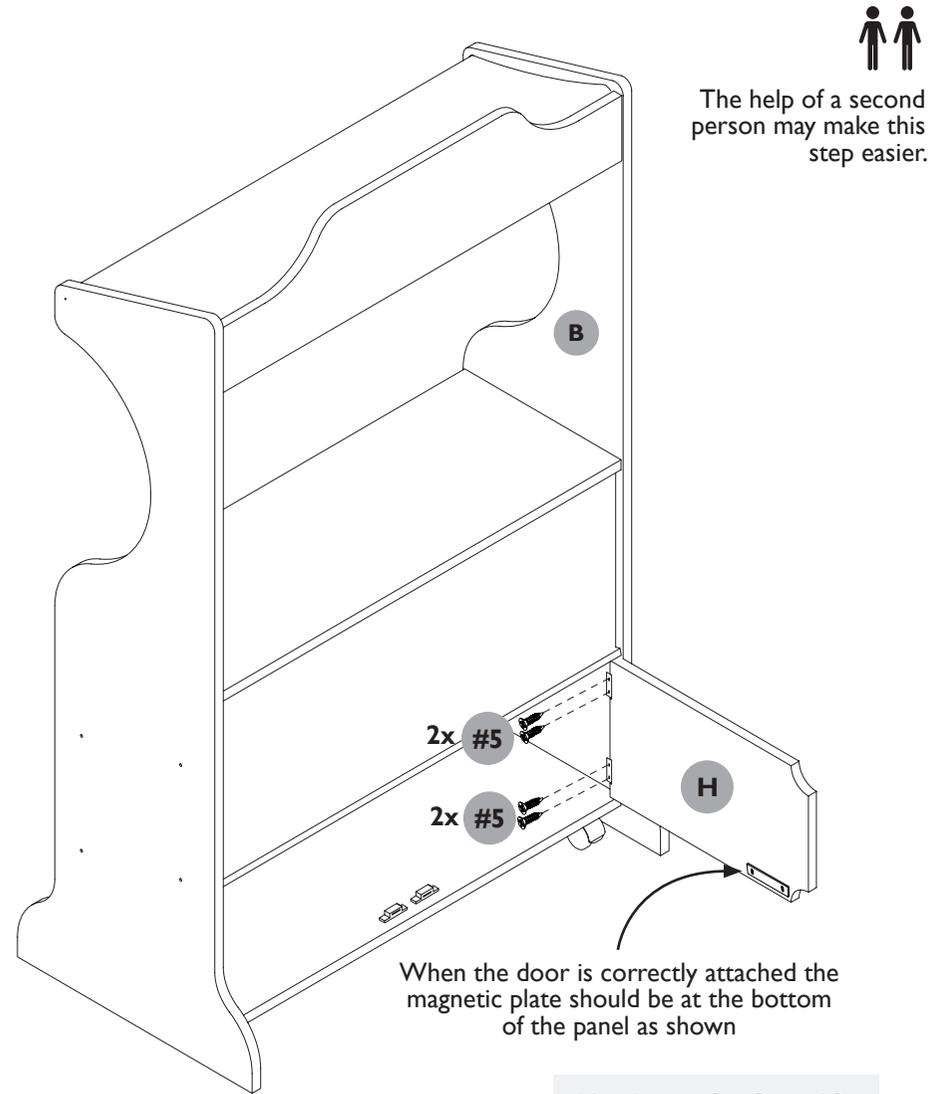
5x #6 35mmL Screws



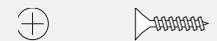
Allen Key

STEP 18:

Attach the right hand door (H) to side panel (B) using 4x medium screws (#5).



Hardware for Step 18:



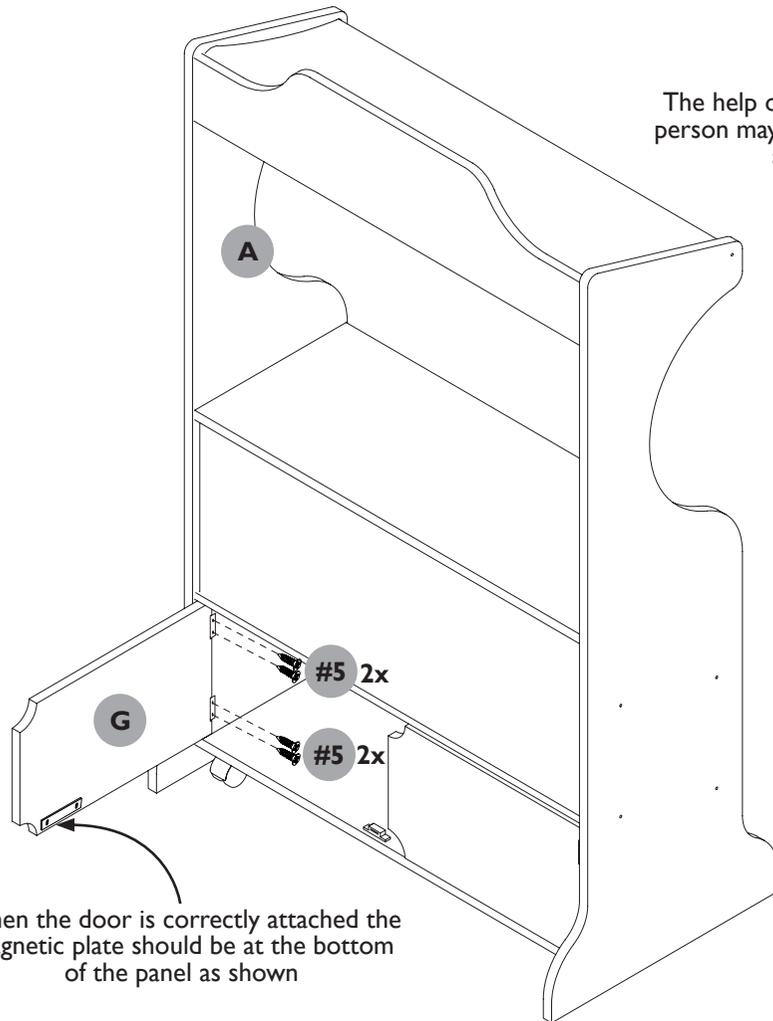
4x #5 16mmL Screws

STEP 19:

Attach the left hand door (G) to side panel (B) using 4x medium screws (#5).



The help of a second person may make this step easier.



When the door is correctly attached the magnetic plate should be at the bottom of the panel as shown

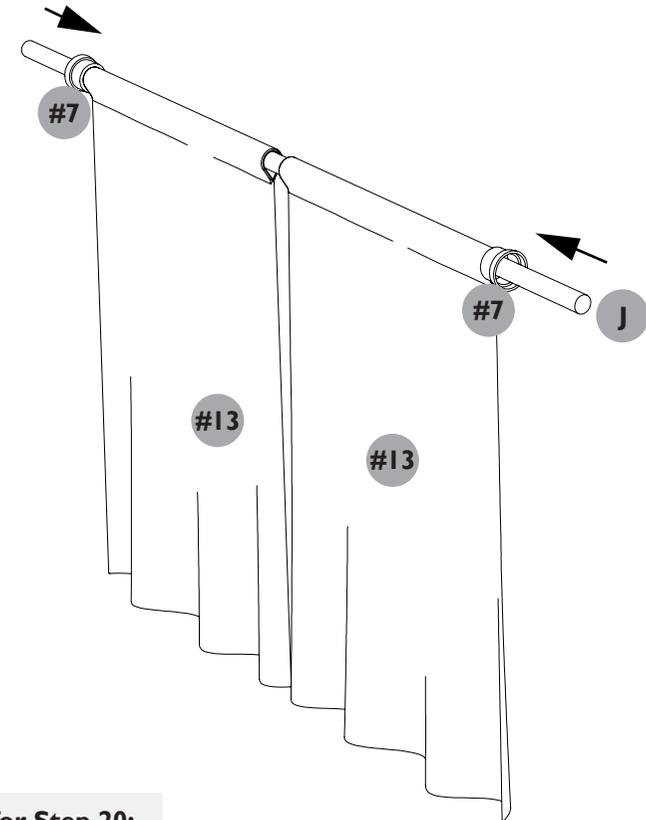
Hardware for Step 19:



4x #5 16mmL Screws

STEP 20:

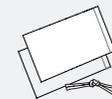
Slide the curtains and pole cradle covers (#7) over the curtain rod (J).



Hardware for Step 20:



2x #7 Pole Cradle Covers

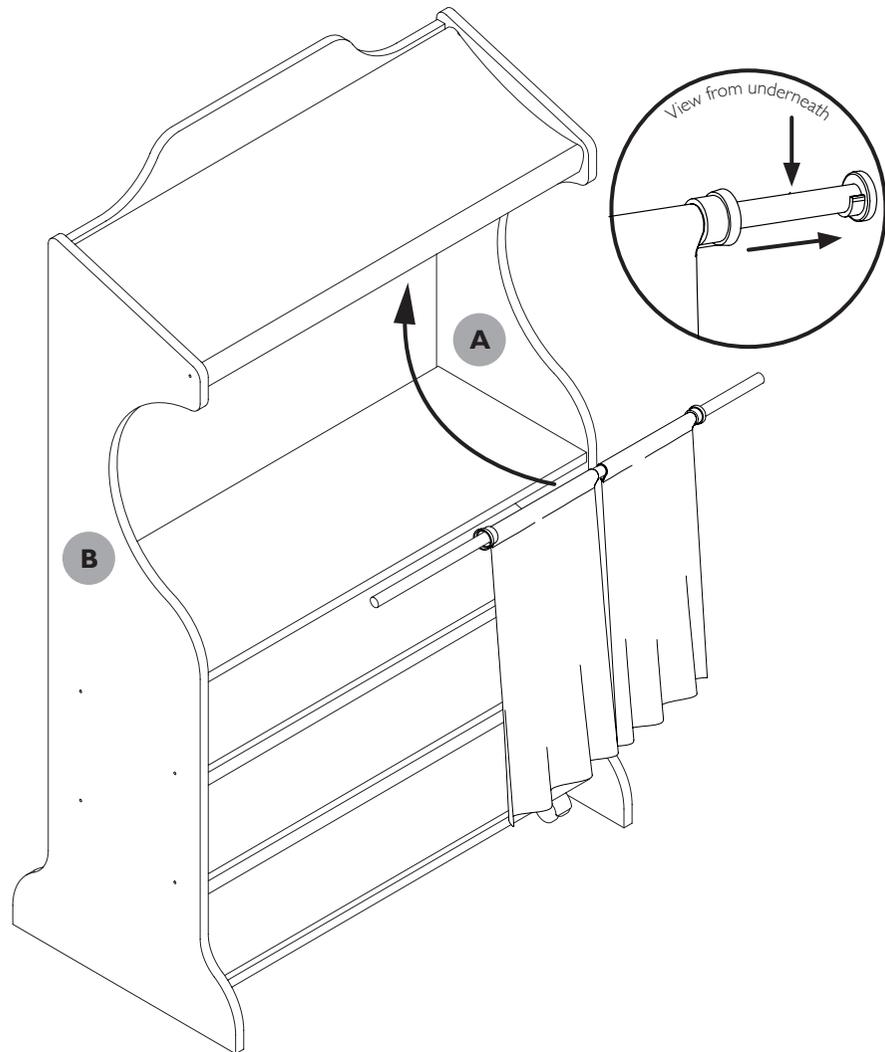


2x #13 curtains

STEP 21:

Take the assembled pole, curtains and cradle covers from step 20 and slot the pole into the two pole supports on the internal faces of panels A and B.

Once the pole is in position. Slide the pole cradle covers outwards so they cover the pole cradles.



The assembly is now complete.

