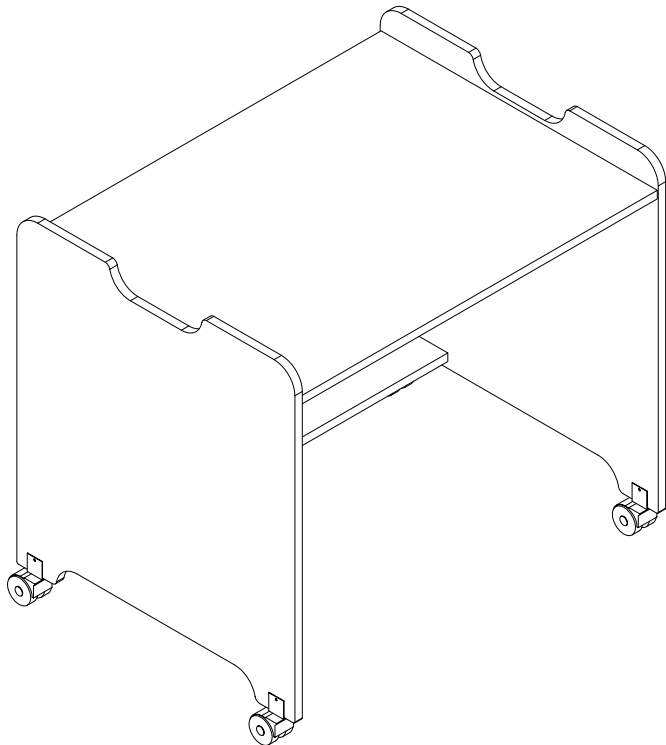




gltc.co.uk

## Paddington Desk L5485



Assembly Difficulty



easy - medium - hard



one-person job



07/12/2022

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.

### 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.
- It's a good idea to build the unit in the room where you are going to be using it, to avoid the need to move it after it's been assembled.
- Do not throw away any packing materials until assembly is complete, just in case you accidentally discard smaller parts or hardware.

### Safety Warnings:

- Assembly to be carried out by a competent adult only.
- Children should be kept away from the product during assembly to avoid any possible risk of injury.
- In an unassembled state product contains small parts which may pose a choking hazard, not suitable for children under 3 years.
- **DO NOT** use this item if any components are missing or damaged.
- 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. We recommend that you build it where you are planning to use it.
- **DO NOT** place TV's or other heavy objects on top of this product, unless it has been specifically designed to support them.
- Maximum weight 50kgs. **DO NOT** overload.
- **DO NOT** let children climb or hang on drawers, doors or shelves.
- Check all fixtures and fittings regularly and tighten as necessary.
- **PLEASE RETAIN THESE INSTRUCTIONS FOR FUTURE REFERENCE.**

### Customer Service:

- Should you have any queries regarding your product, missing parts or information and need help please follow the guidance below.
- For gltc.co.uk orders contact GLTC Customer Services on **0344 848 6000**.
- For all other orders please contact your retailer.
- 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.

### Product Care:

- **DO NOT** expose the item to extremes of heat and humidity.
- Wipe clean using a soft damp cloth followed by a dry cloth.
- **DO NOT** use cleaning products which contain ammonia, solvents or abrasive material.
- The painted/lacquered surface is resistant to staining if cleaned immediately, however please protect the surface from contact with ball point pen and indelible style felt markers as the ink is by nature permanent.

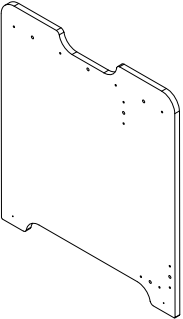
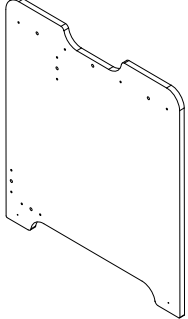
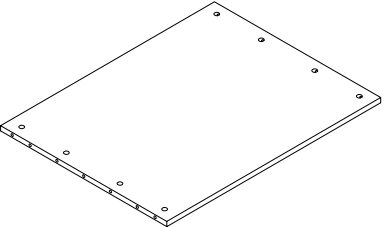
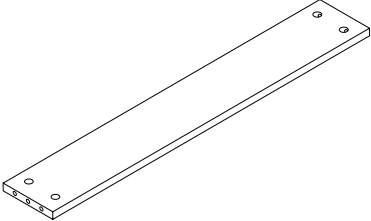
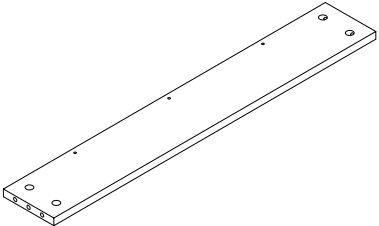
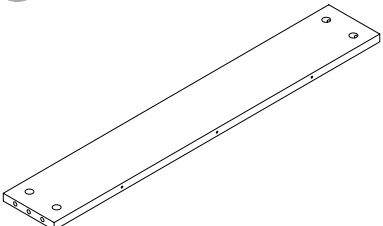
### Could we do better?

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.

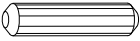

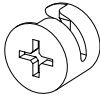
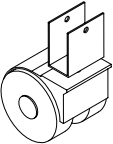
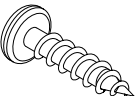
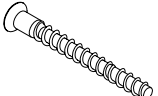


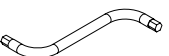
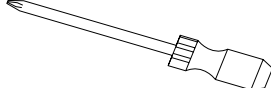
All you need to do is drop us a line at [instructions@gltc.co.uk](mailto:instructions@gltc.co.uk)

Thank you

## Component Check List

<p><b>A</b></p>  <p>1x Side Panel</p>	<p><b>B</b></p>  <p>1x Side Panel</p>
<p><b>C</b></p>  <p>1x Desk Top</p>	<p><b>D</b></p>  <p>1x Desk Top Support Bar</p>
<p><b>E</b></p>  <p>1x Upright Lower Support</p>	<p><b>F</b></p>  <p>1x Flat Lower Support</p>

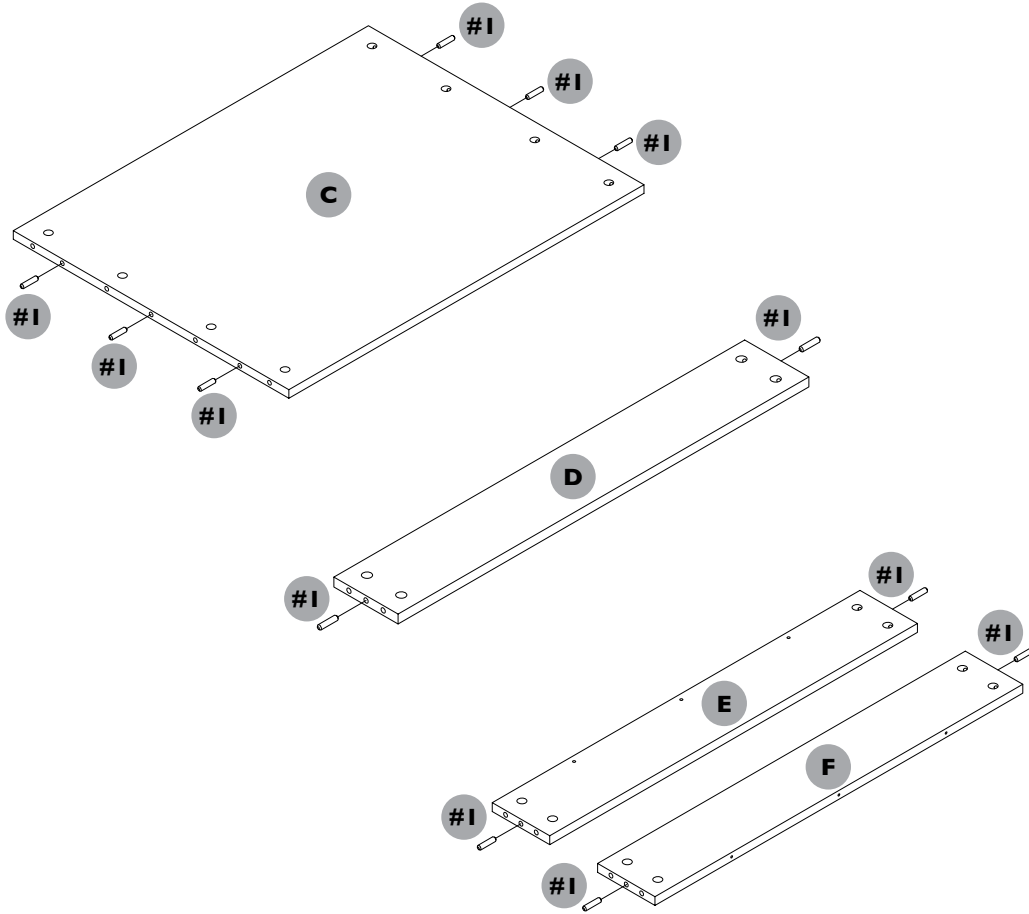
## Component Check List

<p><b>#1</b></p>  <p>12x Wooden Dowels</p>	<p><b>#2</b></p>  <p>20x Cam Dowels</p>
<p><b>#3</b></p>  <p>20x Cam Locks</p>	<p><b>#4</b></p>  <p>4x Wheels</p>
<p><b>#5</b></p>  <p>4x Wheel Screws</p>	<p><b>#6</b></p>  <p>3x Bolts</p>
<p><b>#7</b></p>  <p>8x Large Cover Caps (do not use if children under 3 are present in the house)</p>	<p><b>#8</b></p>  <p>3x Plastic Cover Caps (do not use if children under 3 are present in the house)</p>
<p><b>#9</b></p>  <p>1x Allen Key Provided</p>	<p>You will need (not supplied)</p>  <p>Philips Head Screwdriver</p>

### Hardware for Step 1:



12x #1 Wooden Dowels

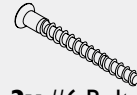


### STEP 1:

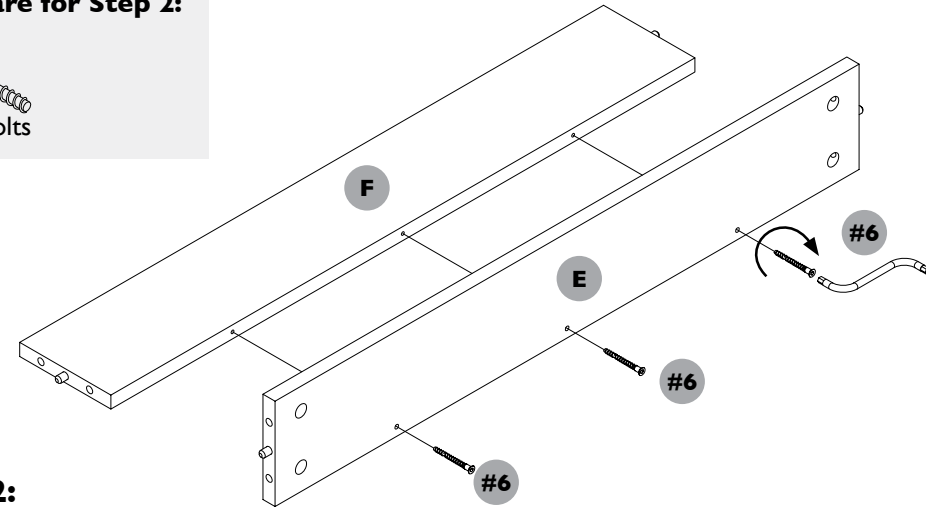
Working on a protective surface such as carpet or rug, take panels C, D, E & F and insert 12x wooden dowels (#1) in the holes shown.

The dowels should just push in, but if there are any that are too tight to push in by hand, gently tap with a hammer.

### Hardware for Step 2:



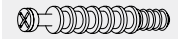
3x #6 Bolts



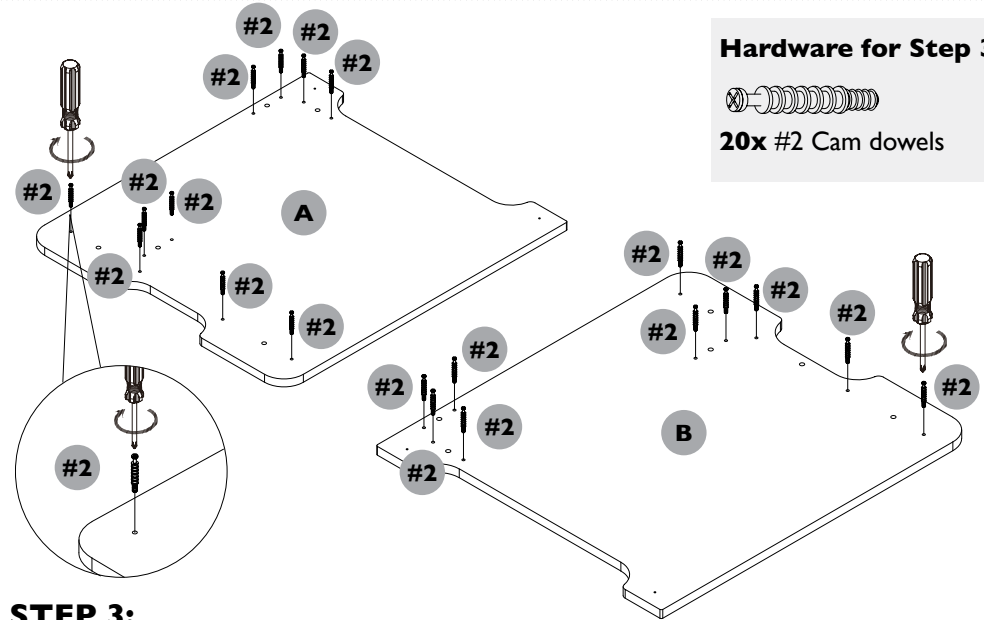
### STEP 2:

Take panels E & F and position with the larger drill holes on both panels facing outwards. Join the panels together with 3x bolts (#6). Use the Allen key provided to tighten the bolts fully.

### Hardware for Step 3:



20x #2 Cam dowels



### STEP 3:

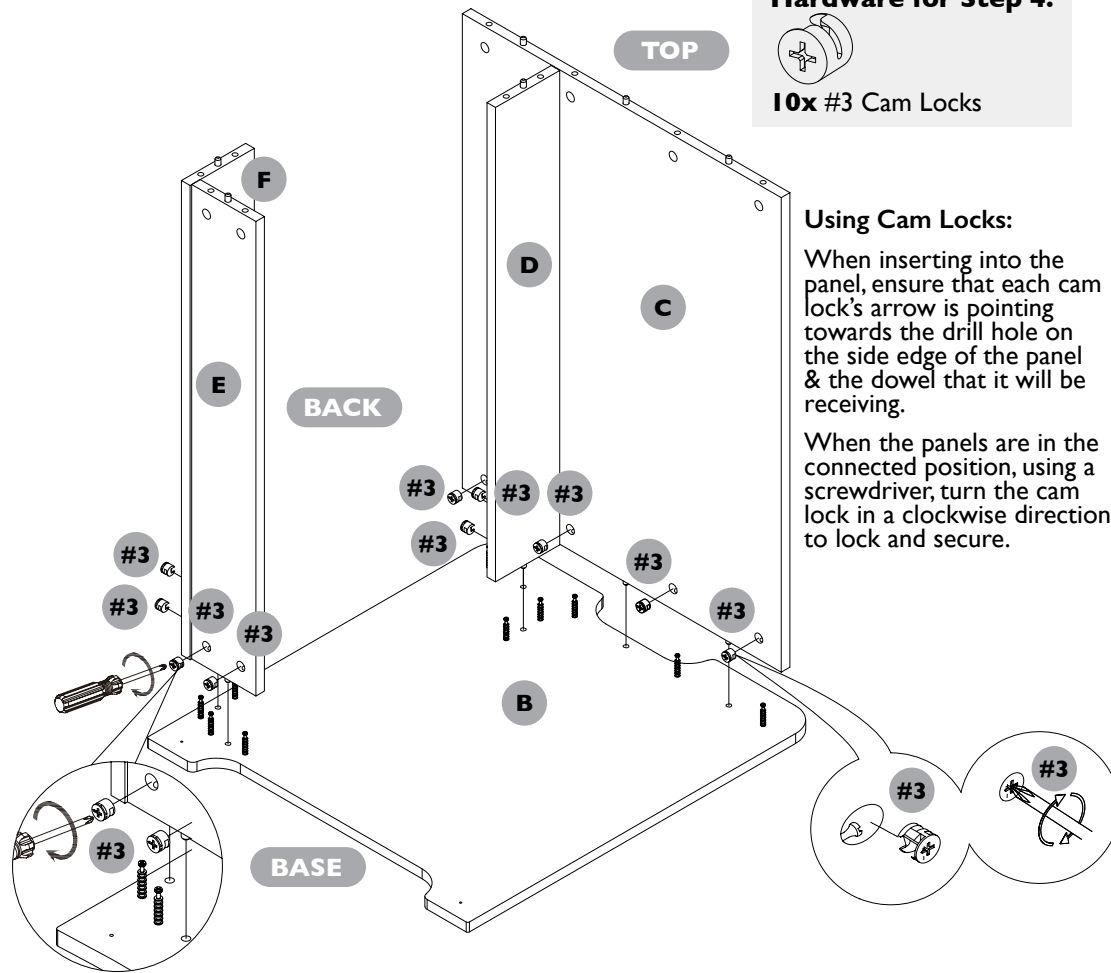
Take both side panels (A & B) and insert 10x cam dowels (#2) into the smaller holes of BOTH panels as shown using a Phillips screwdriver.

Ensure all cam dowels are inserted to the collar of the hardware in order to connect properly with the cam lock.

#### Hardware for Step 4:



10x #3 Cam Locks



#### Using Cam Locks:

When inserting into the panel, ensure that each cam lock's arrow is pointing towards the drill hole on the side edge of the panel & the dowel that it will be receiving.

When the panels are in the connected position, using a screwdriver, turn the cam lock in a clockwise direction to lock and secure.

#### STEP 4:

Carefully place desk top panel C onto side panel B as shown. Ensure the large drill holes on panel C are facing inwards.

When all hardware is aligned with the corresponding holes, push into place. Now insert 4x cam locks (#3) into the large holes by the join and turn clockwise to secure.

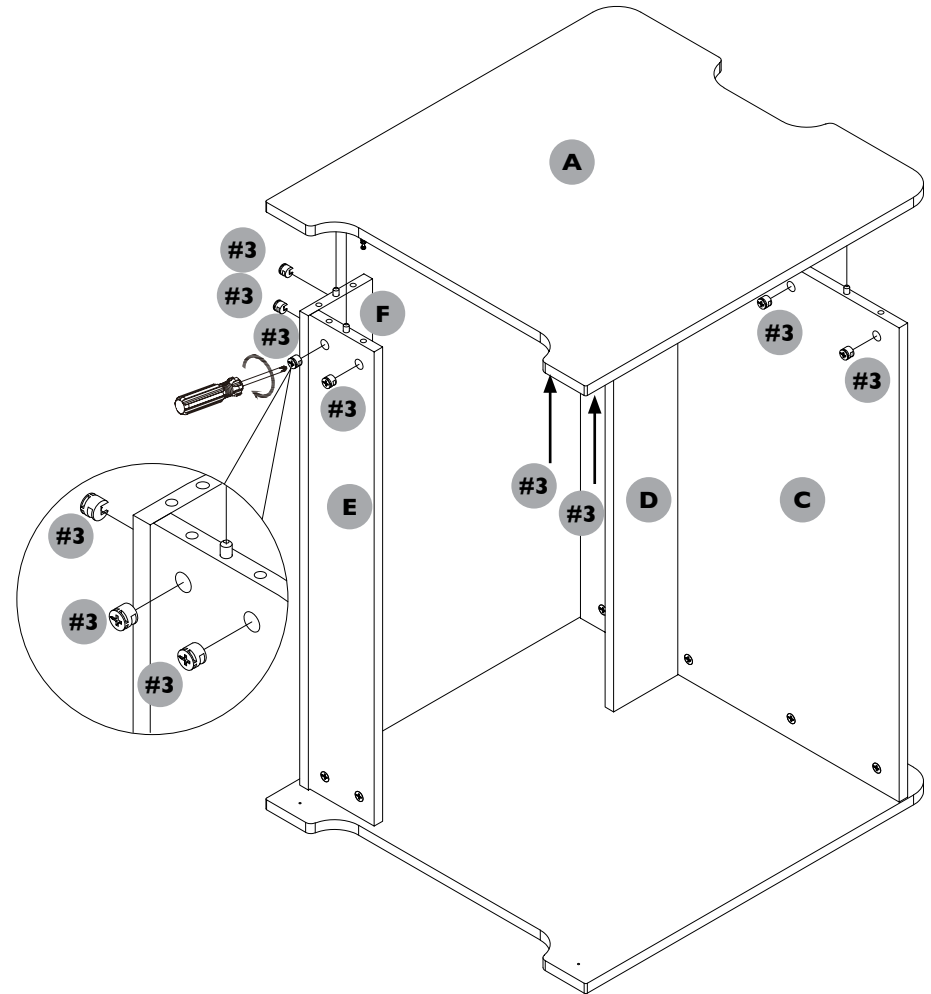
Next take desk top support bar (D) and with the large drill holes facing to the back, align and connect with panel B as shown. Insert 2x cam locks into the large holes on the back of the panel and turn clockwise to secure.

Finally take the joined E/F panels and align/connect with the remaining hardware on panel B at the base end. Then insert 4x cam locks on the back of these panels and turn clockwise to secure.

#### STEP 5:

Now take remaining side panel A and position over the desk aligning all the hardware with the corresponding holes on the receiving panels. Push into place ensuring all points are connected.

Now insert 10x cam locks (#3) into the holes on the upper ends of panels C, D, E & F and turn clockwise to secure. Please ensure all 10 cam locks are inserted and tightened.

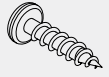


#### Hardware for Step 5:

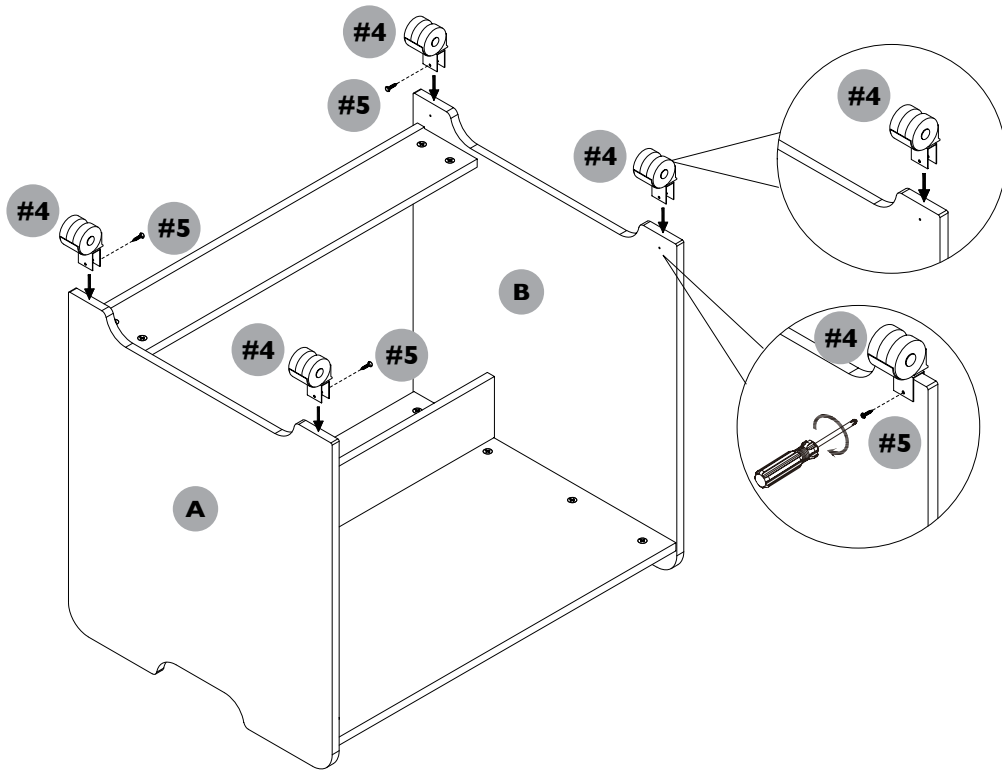


10x #3 Cam Locks

### Hardware for Step 6:



4x #4 Screws



### STEP 6:

With the help of a second person, turn the desk onto its top.

Position the wheel brackets over the ends of panels A & B.

Ensure the larger hole on the bracket is on the inside of the desk and aligned with the pilot hole.

Fix the wheels in place using 4x screws (#5). Ensure they are fully tightened and the wheels do not move.

### STEP 7:

Cover caps can be used to cover some of the more visible hardware if required. If you have younger children (0-3yrs) in the house, it is not recommended to use the cover caps until they are older as they could pose a choking hazard if swallowed.

The 8x larger covers (#7) are to cover the larger cam locks on panels D & E. The smaller plastic cover caps (#8) are to insert into the 3x bolts on panel E.

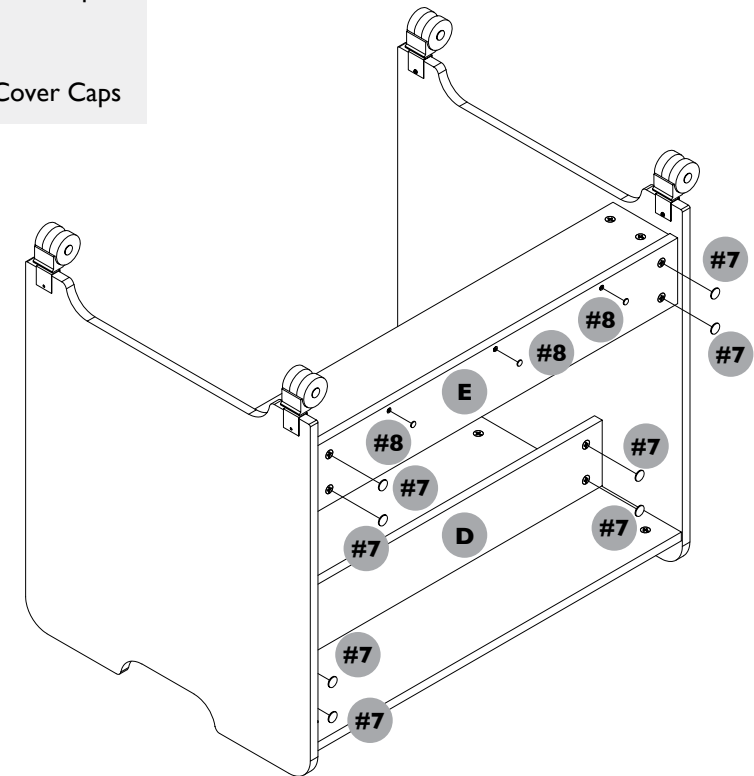
### Hardware for Step 7:



8x #7 Large Cover Caps



3x #8 Plastic Cover Caps



Your desk can now be turned over and is ready for use.