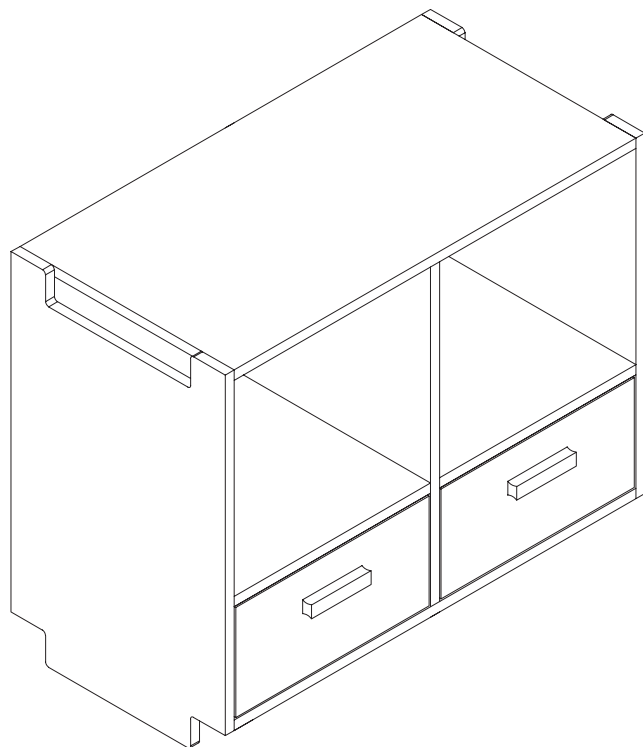




gltc.co.uk

Alba Regular - Double Drawer unit L4468



Assembly Difficulty



easy - medium - hard



one-person job

V2

30/08/2019

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:

Please read these instructions carefully before assembly.

- Warning! Not suitable for children under 3 years due to small parts which may become detached and present a choking hazard.
- Assembly by a competent adult is required.
- Unassembled product contain small parts which may pose a choking hazard to young children.
- During assembly children should be kept away from the product due to possible risk of injury.
- Assemble and use on a flat and level surface.
- This product is heavy, we recommend that you build it where you are planning to use it.
- This unit must be used in conjunction with Alba Regular Base + Top Shelf unit. All stacked furniture combinations must start with a GLTC Alba base unit.
- It is recommended that the Alba range is only stacked 3 units high i.e. 1 x toy box base + top shelf & 2 x middle units OR 1x tall base unit & 1x middle unit.
- Ensure the drawers are opened & closed using the handle provided and not by the top or side panel of the drawer to prevent hands being squeezed as the drawer slides on its tracks.
- Do not use if any parts are missing or damaged as this may lead to products being unstable.
- 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.
- Do not over tighten hardware. Cam dowels should be inserted to the collar. Back panel screws should be screwed until they naturally tighten/stop. This is difficult to feel if power tools are being used.
- WARNING! FURNITURE TIPPING RISK. Serious or fatal crushing injuries can occur from furniture tipping over. Ensure you secure this furniture product to the wall before you use it, using the kit provided in the BASE unit.

- To avoid possible injury from tipping - DO NOT allow children to step or climb on the product.
- Check all fixtures and fittings regularly and tighten as necessary.
- Remove all packaging before allowing your child to use the product.
- Please retain 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.
- Regularly check all fastenings, fixtures and fittings to ensure that they properly tightened.

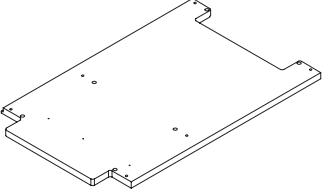
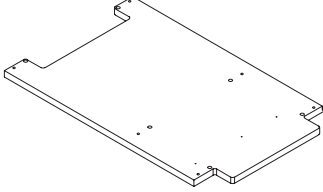
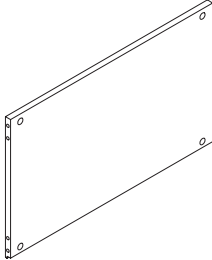
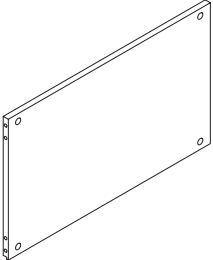
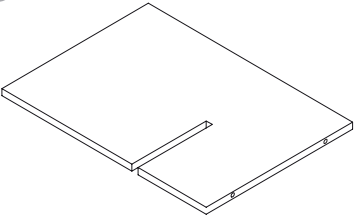
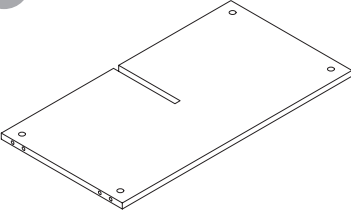
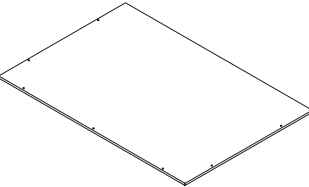
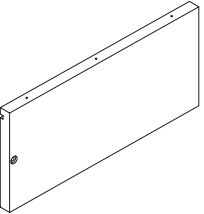
Could we do better?

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.

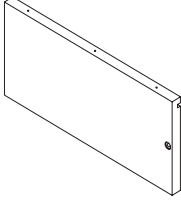
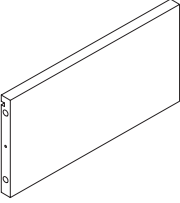
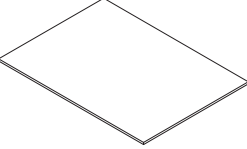
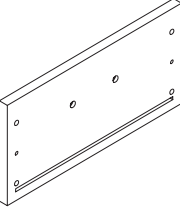
All you need to do is drop us a line at instructions@gltc.co.uk

Thank you





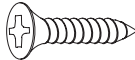
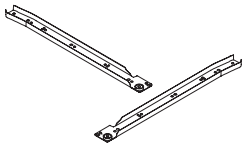
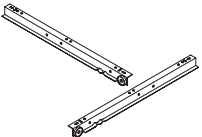
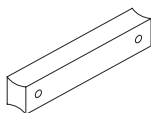
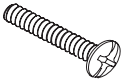
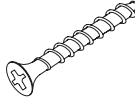
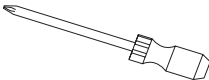
Component Check List

<p>A</p>  <p>1x Side Panel</p>	<p>B</p>  <p>1x Side Panel</p>
<p>C</p>  <p>1x Top Panel</p>	<p>D</p>  <p>1x Base Panel</p>
<p>E</p>  <p>1x Central Divider</p>	<p>F</p>  <p>1x Shelf Panel</p>
<p>G</p>  <p>2x Back Panels</p>	<p>H</p>  <p>2x Side Panels (Drawer)</p>

Component Check List

<p>I</p>  <p>2x Side Panels (Drawer)</p>	<p>J</p>  <p>2x Back Panels (Drawer)</p>
<p>K</p>  <p>2x Base Panels (Drawer)</p>	<p>L</p>  <p>2x Front Panels (Drawer)</p>

Component Check List

<p>#1</p>  <p>16x Cam Dowels 35mmL</p>	<p>#2</p>  <p>32x Wooden Dowels 25mmL</p>
<p>#3</p>  <p>16x Cam Locks 15mm dia</p>	<p>#4</p>  <p>14x Domed Head Screws 14mmL</p>
<p>#5</p>  <p>24x Flat Head Screws 14mmL</p>	<p>#6</p>  <p>4x Flat Drawer Runners</p>
<p>#7</p>  <p>4x L-Shaped Drawer Runners (for drawers)</p>	<p>#8</p>  <p>2x Handles</p>
<p>#9</p>  <p>4x Flat Ended Screw 24mmL</p>	<p>#10</p>  <p>4x Screws 30mmL</p>
<p>You will need (not supplied)</p>  <p>Phillips Head Screwdriver</p>	

STEP I:

Prepare the side panels.

Attach the flat runners (#6) to side panels A & B using the flat head screws (#5).

The position of the runners is important.

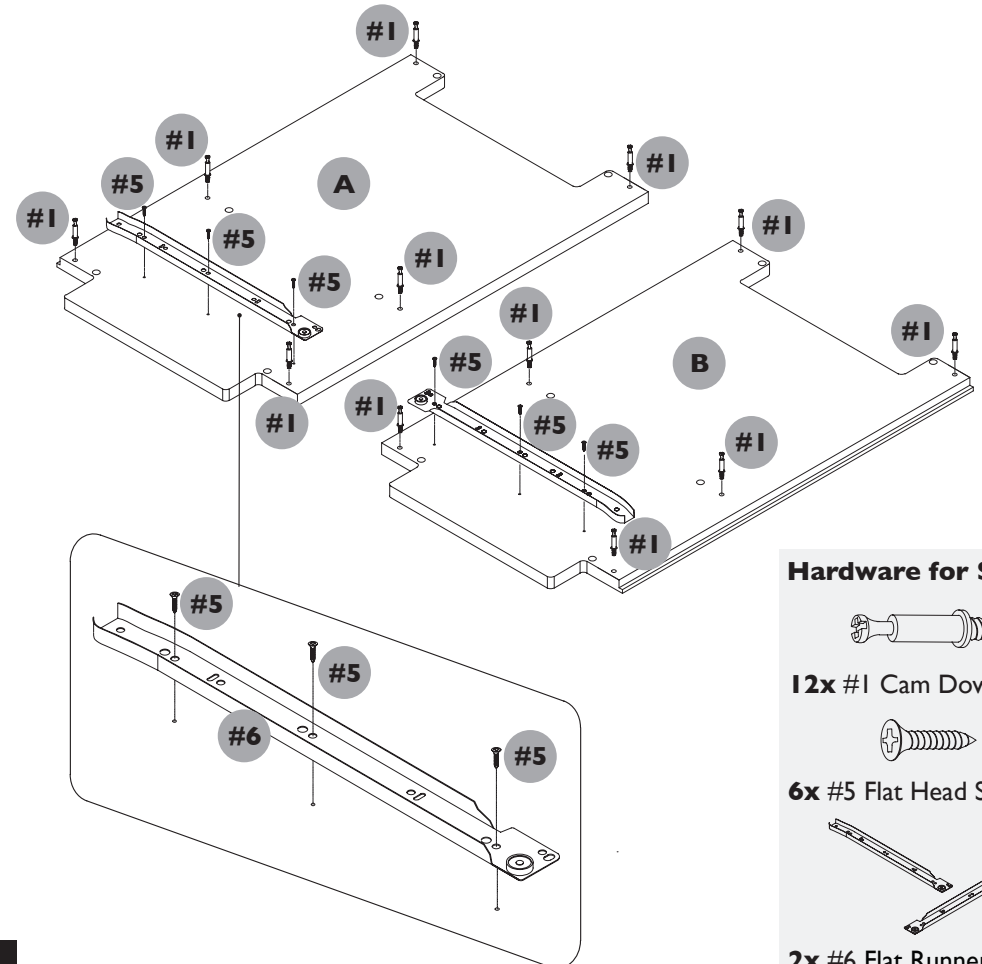
- The wheel of the runner needs to be at the front of the panels (with the flat edge) and close to the shaped base edge of the panel.

- Use the smaller holes when attaching the runner. Start with the first small hole next to the wheel.

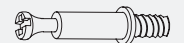
- The screws must be fully inserted and lie flat on the runner to ensure the runner works smoothly.

When fixed in the correct position, there will be a gap between the front edge of the panel and the start of the runner. If the front of the runner is level with the edge of the panel, it is in the wrong position.

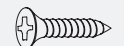
Then, using a Phillips screwdriver, insert 6x cam dowels (#1) into the smaller holes of BOTH panels A & B.



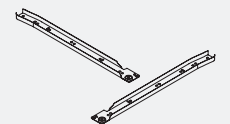
Hardware for Step I:



12x #1 Cam Dowels



6x #5 Flat Head Screw



2x #6 Flat Runner

STEP 2:

Prepare the central divider. Runners need to be added to BOTH SIDES of panel E (there are not 2 panels).

Lay panel E in Position 1.

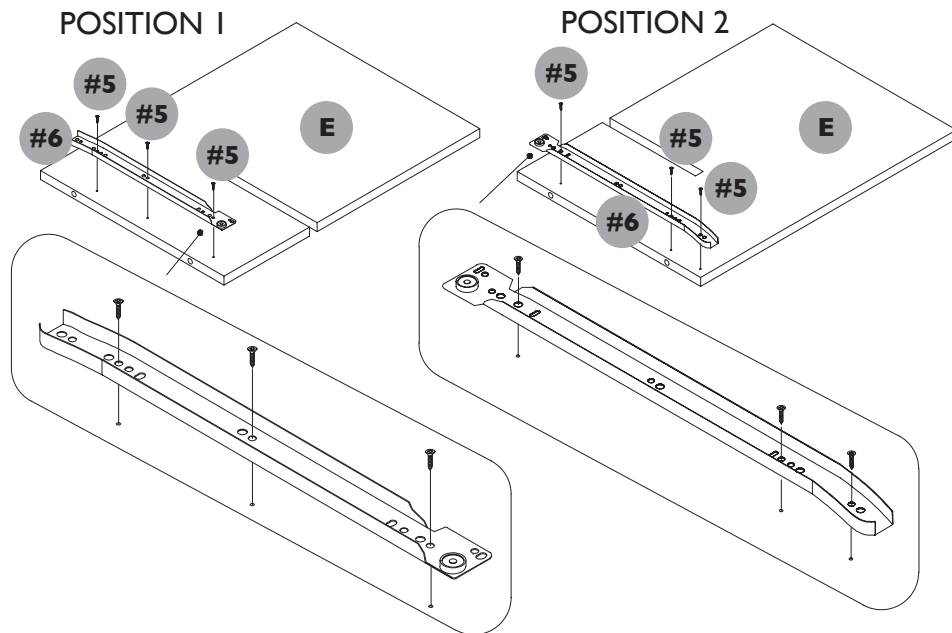
Attach 1x flat runner (#6) to panel E using 3x flat head screws (#5).

Then turn the panel over into Position 2 and attach the remaining flat runner (#6) using 3x flat head screws (#5).

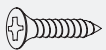
The position of the runners is important.

- The wheel of the runner needs to be at the front of the panels (with the slot) and close to the base edge of the panel.
- Use the smaller holes when attaching the runner. Use drill hole guidance for each position as shown.
- The screws must be fully inserted and lie flat on the runner to ensure the runner works smoothly.

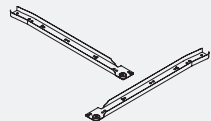
When fixed in the correct position, there will be a gap between the front edge of the panel and the start of the runner. If the front of the runner is level with the edge of the panel, it is in the wrong position.



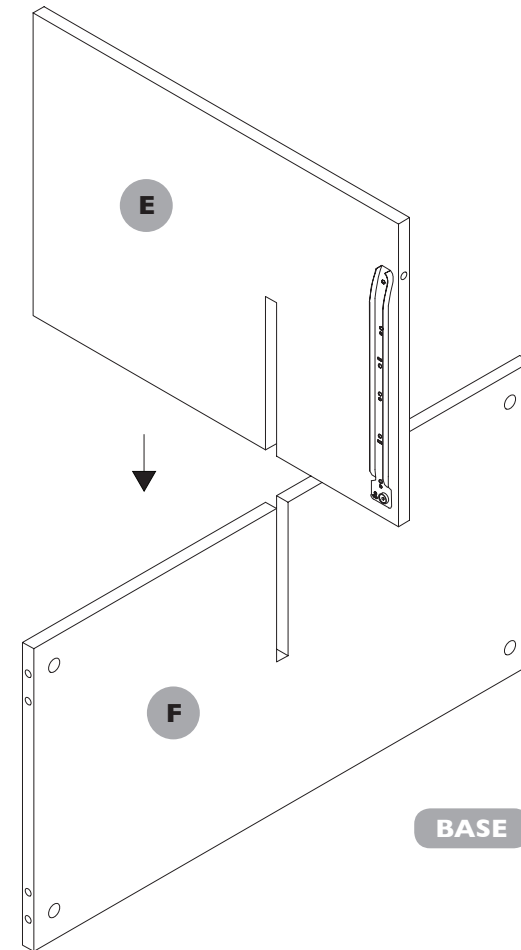
Hardware for Step 2:



6x #5 Flat Head Screw



2x #6 Flat Runner



STEP 3:

Slot panels E & F together as shown.

Note the positioning of panel F - the large drill holes should be facing the runners.

STEP 4:

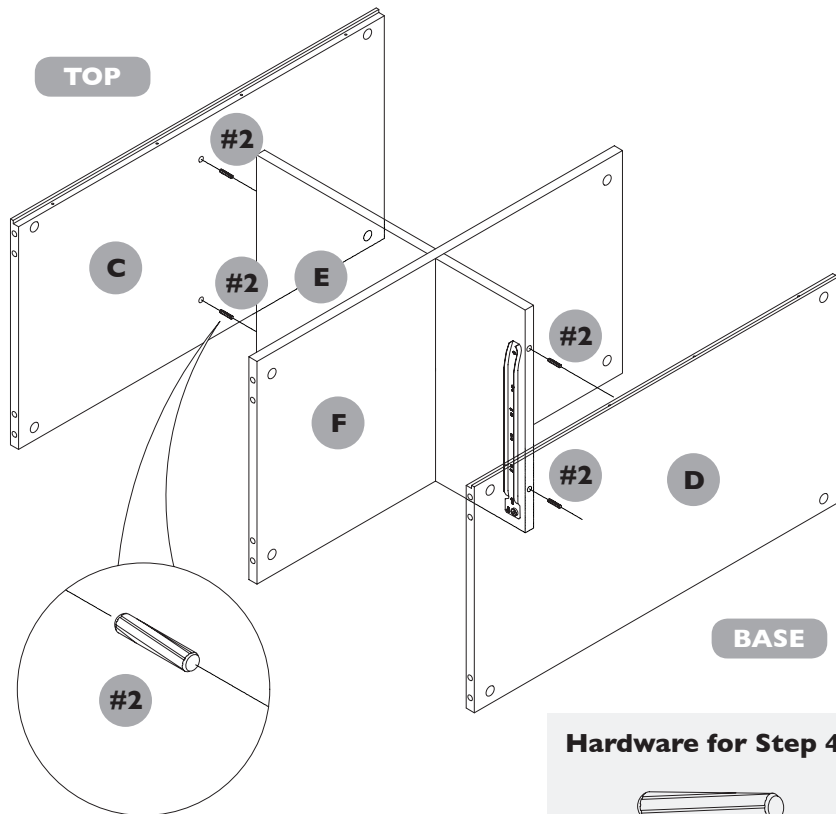
You are building this unit **BACK** up.

Take top panel C and insert 2x wooden dowels (#2) into the central holes and connect to the top edge of panel E.

The grooved edge of this panel should be facing up and the large drill holes should be facing inside the unit.

Then take panel D and insert 2x wooden dowels (#2) into the central holes and connect the lower edge of panel E.

Again, the grooved edge of this panel should be facing up, but this time the large drill holes should be facing outwards.



Hardware for Step 4:

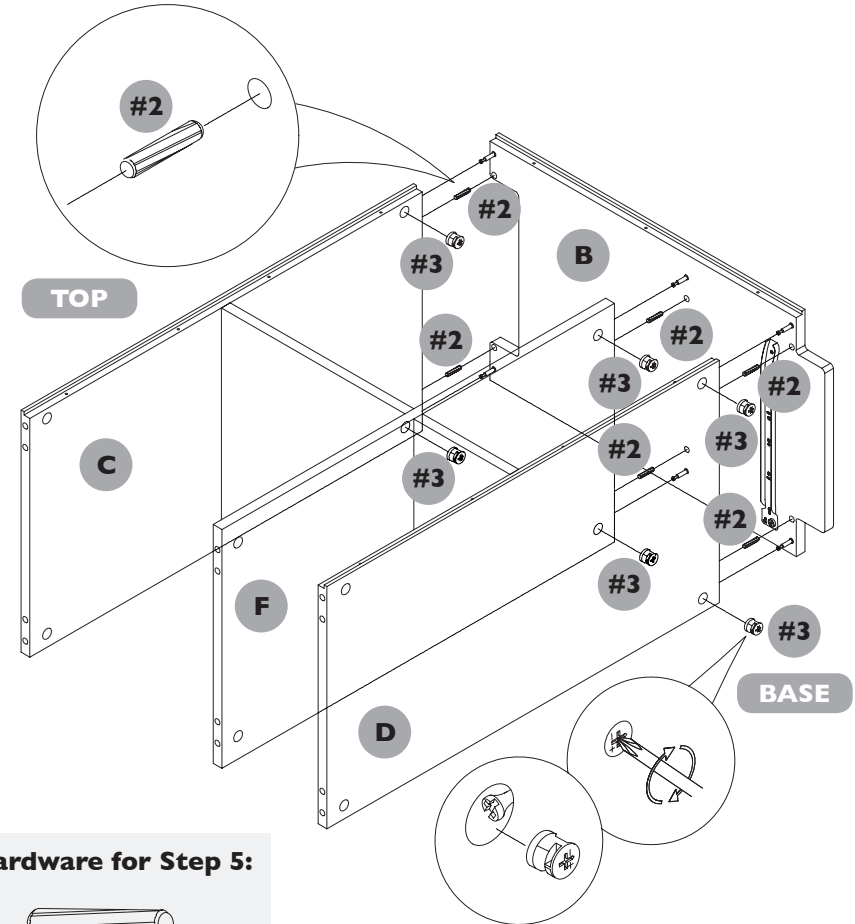


STEP 5:

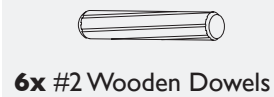
Take side panel B and insert 6x wooden dowels into the remaining holes.

Position the panel with the grooved edge facing up and push onto the C/D/E/F panels.

Insert 6x cam locks into the large drill holes on panels C, F & D and turn clockwise to lock.



Hardware for Step 5:



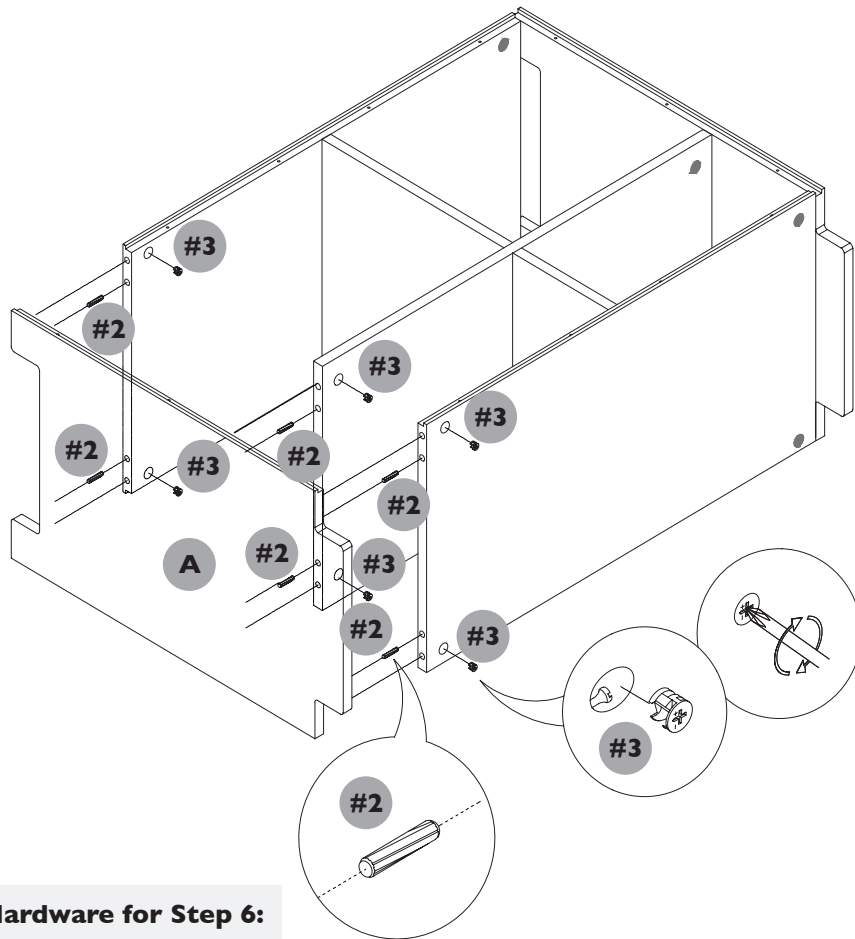
Using Cam Locks:

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 6:

Repeat step 5 with side panel A.



Hardware for Step 6:



6x #2 Wooden Dowels

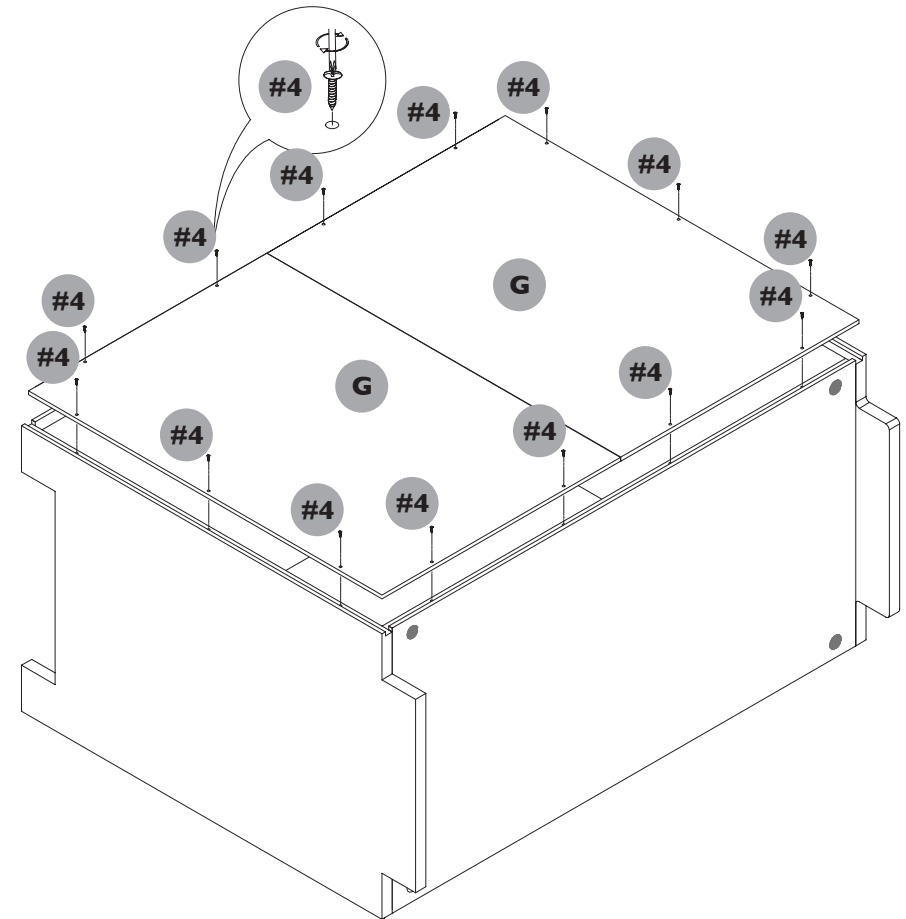


6x #3 Cam Locks

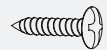
STEP 7:

Line up both back panels G with the pilot holes in the grooved edges and fix in place with 14x domed head screws (#4).

When complete, please stand the unit on its feet.



Hardware for Step 7:



14x #4 Domed Head Screws

STEP 8:

Create the drawers.

Attach the L-shaped runners (#7) to the drawer side panels H (x2) & I (x2) with the flat head screws (#5).

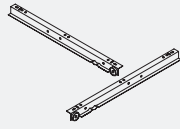
The wheel of the runner should be on the opposite side of the panel to the groove and should be next to a small recessed drill hole.

The runners should be the same length as the panels and the screws should be flat against the runner to ensure the drawer pulls out smoothly.

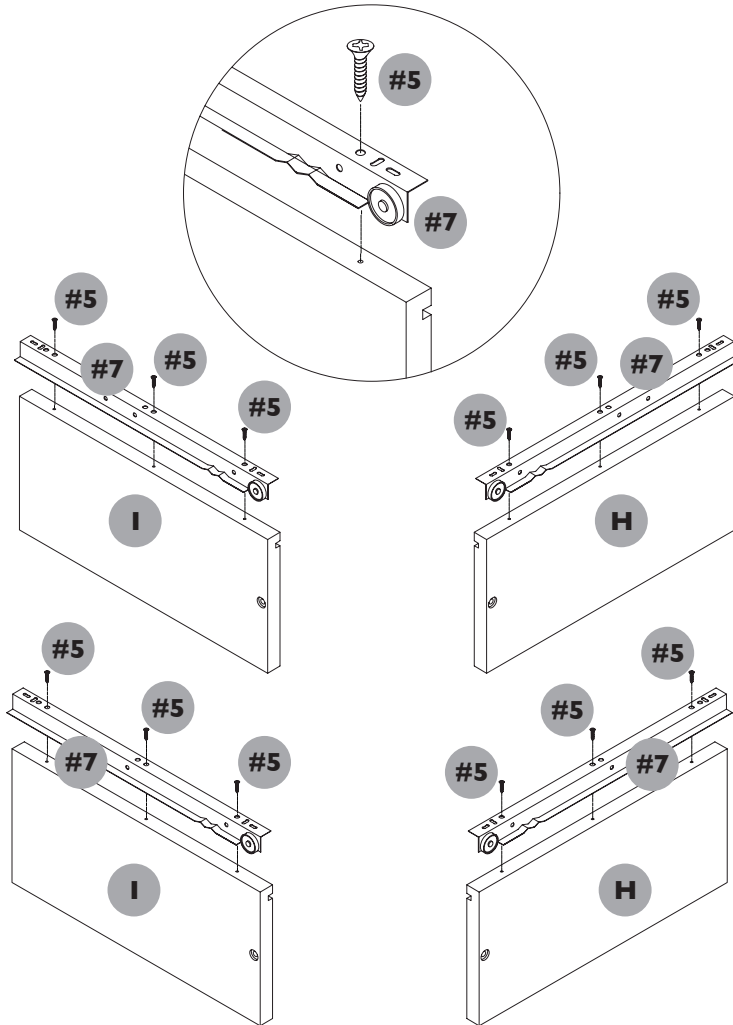
Hardware for Step 8:



12x #5 Flat Head Screws



4x #7 L-Shaped Runners



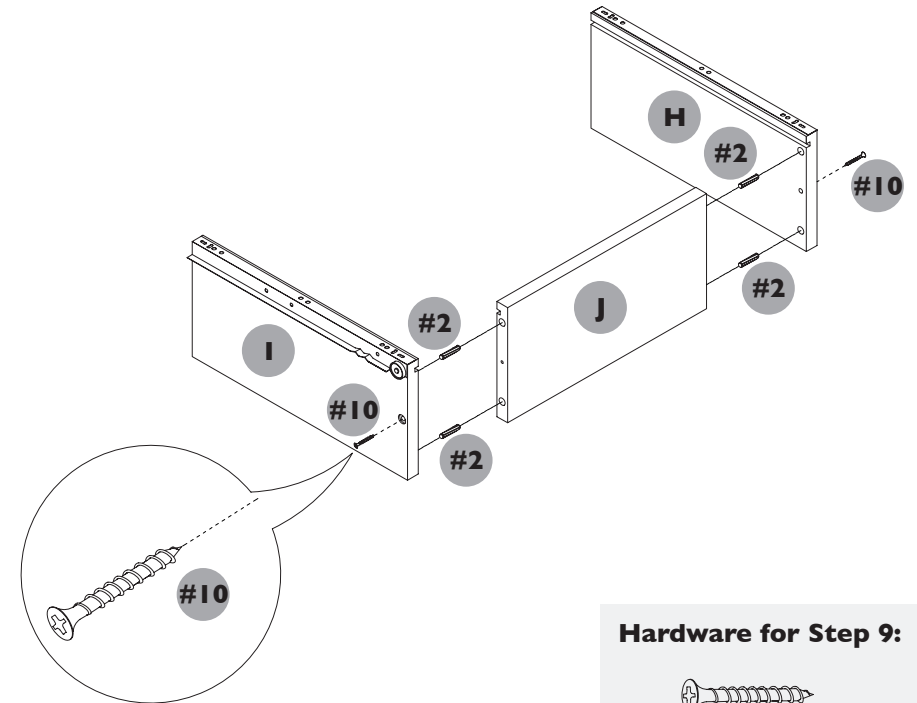
STEP 9:

Add the back panel J to the drawer sides.

Line up the grooves on the inside of the drawer and use 2x wooden dowel (#2) to position the back panel J against the side panel H. Secure in place with 1x screws (#10). The screw should sit inside the recessed holes and should not protrude.

Repeat on the other side with panel I, again lining up the grooves on the inside and securing with 1x screw (#10).

Repeat for the second drawer.



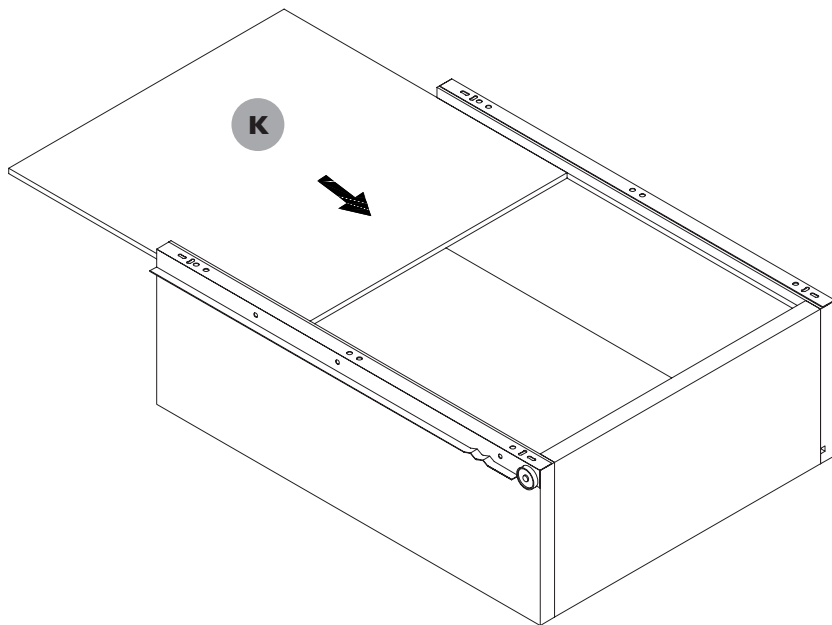
Hardware for Step 9:



4x #10 30mmL Screws

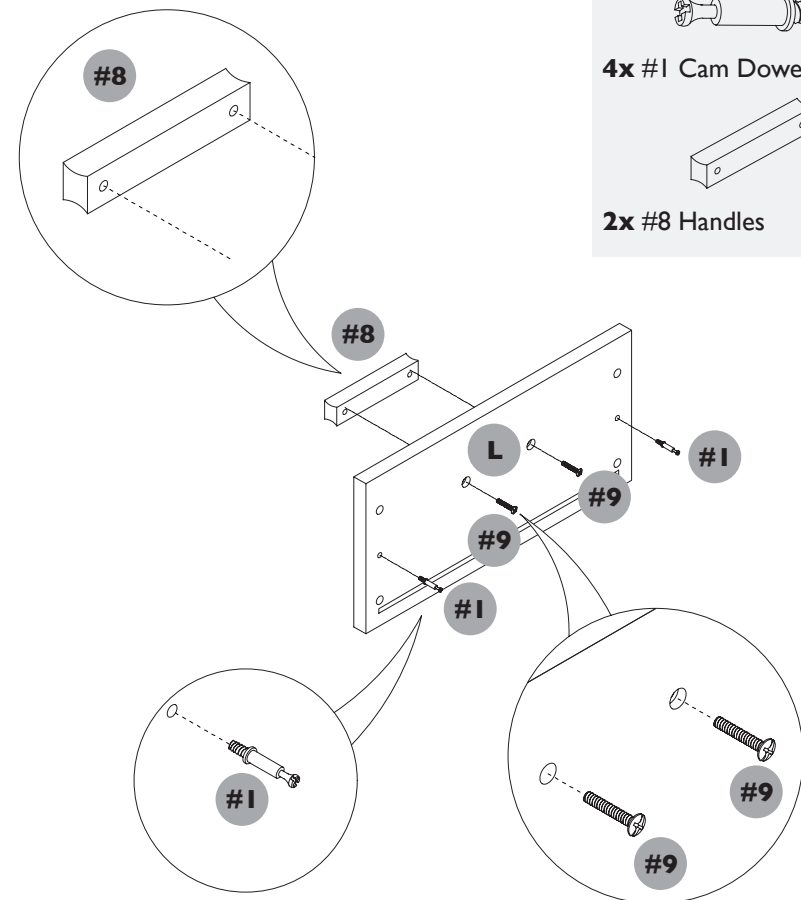


8x #2 Wooden Dowels



STEP 10:

Slide drawer base panel K into the grooves on the inside of the drawer box.
Repeat for second drawer.

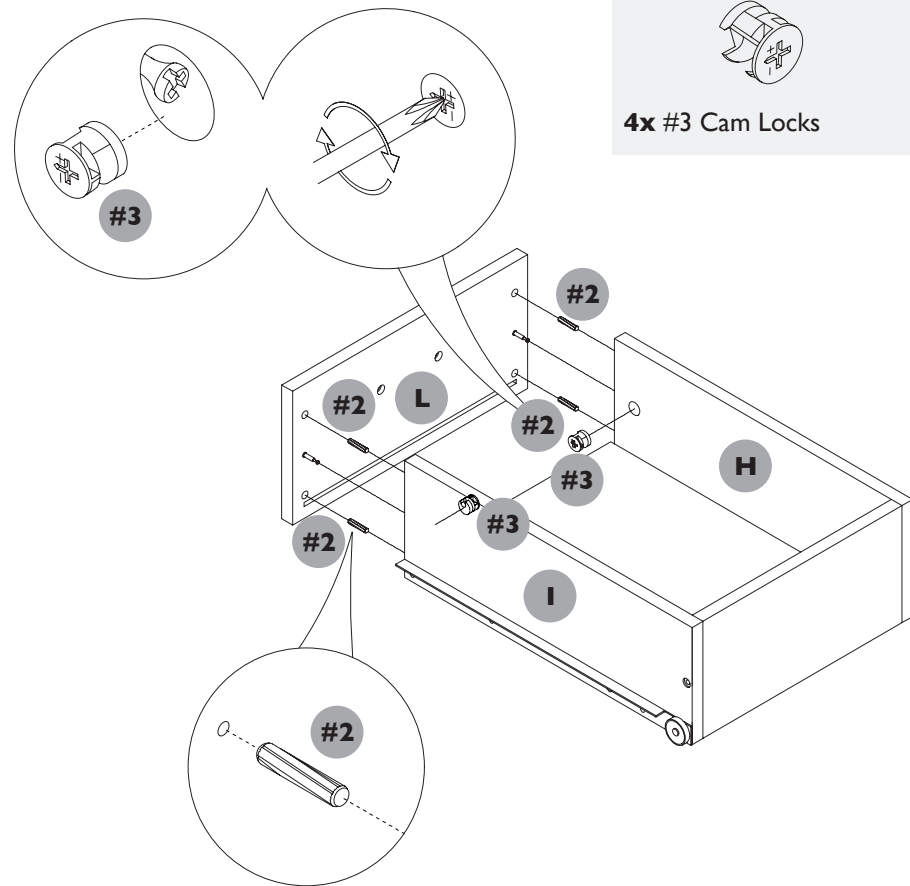


STEP 11:

Take drawer front panel L and attach the handle (#8) using 2x flat ended screws (#9).

Insert 2x cam dowels (#1) into the outer holes on the panel.


Repeat for second panel L




STEP 12:

Insert 2x wooden dowels into the remaining middle holes on the front panel L.
 Line up the groove on the drawer front with the base panel of the drawer box and push into position on the drawer box. Insert 2x cam locks into the holes on panels H & I and lock to secure.
 Repeat for second drawer

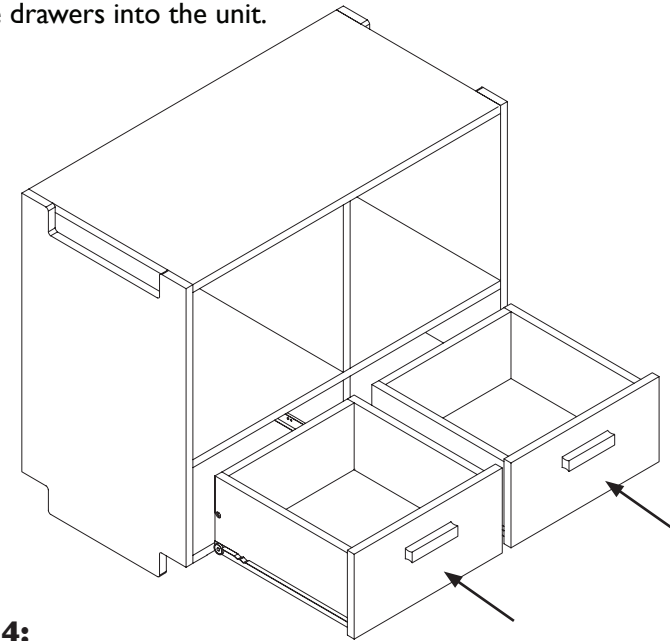
Hardware for Step 12:


8x #2 Wooden Dowels


4x #3 Cam Locks

STEP 13:

Insert the drawers into the unit.



STEP 14:

Your unit is now ready to use.

This unit should NOT be used on it's own, it must be used with an appropriate Alba REGULAR base unit.

