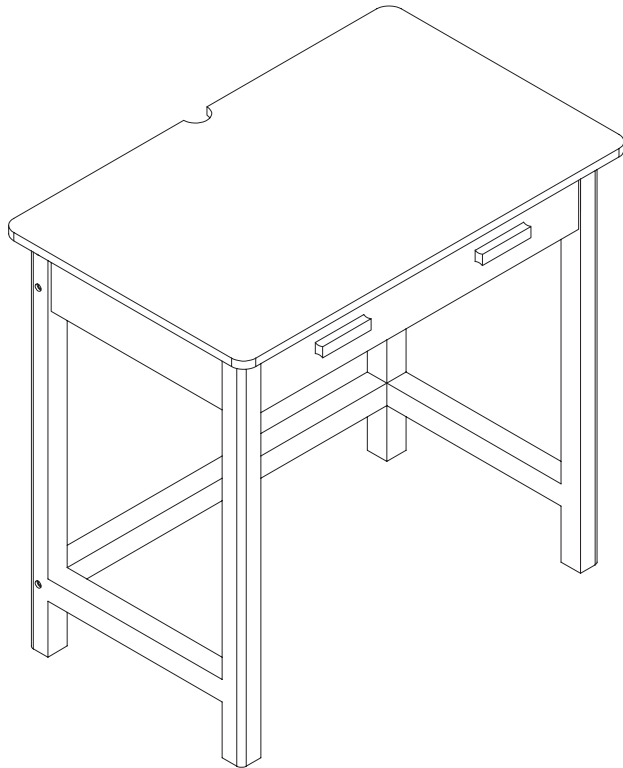


**Great
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Trading Co.

gltc.co.uk

Apollo Desk L4954



Assembly Difficulty



easy - medium - hard



one person job

VI

03/12/2019

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**.

Good luck!

A few important pointers before you start:

- It might be worth checking on our website that there are no updates or revisions to these instructions (if we have had helpful feedback from other customers we pass it on via the product web page). Simply check the date and version number on the front of this leaflet against that of any site updates.
- 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:

- Adult assembly required.
- In an unassembled state product contains small parts which may pose a choking hazard, not suitable for children under 3 years.
- Assembly to be carried out by a competent adult only. During assembly children should be kept away from the product due to possible risk of injury. 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.
- Regularly check all fixtures and fittings to ensure that they properly tightened 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.

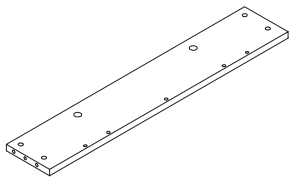
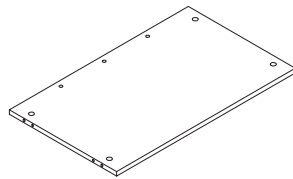
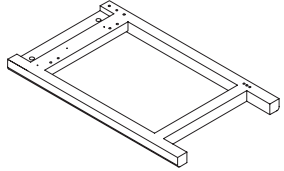
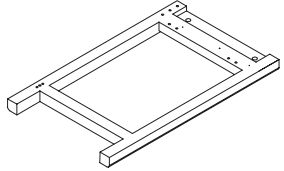
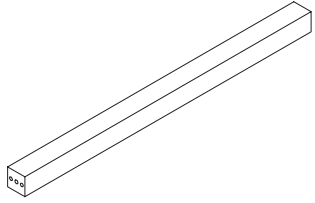
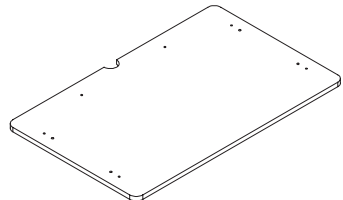
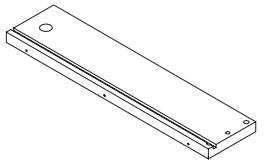
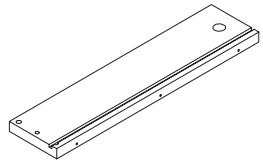
Could we do better?

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.

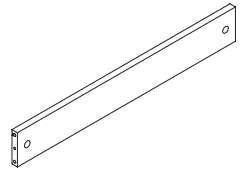
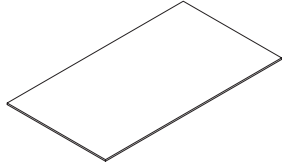
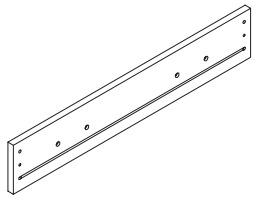
All you need to do is drop us a line at [**instructions@gltc.co.uk**](mailto:instructions@gltc.co.uk)

Thank you.

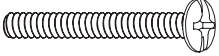



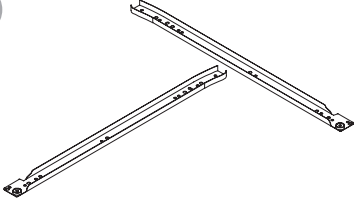
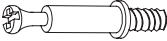

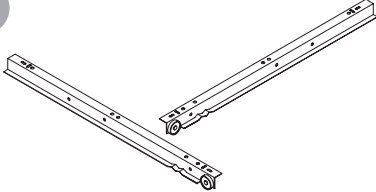
Component Check List

<p>A</p>  <p>x1 Desk back panel</p>	<p>B</p>  <p>x1 Desk base panel</p>
<p>C</p>  <p>x1 Leg panel</p>	<p>D</p>  <p>x1 Leg panel</p>
<p>E</p>  <p>x1 Lower cross bar</p>	<p>F</p>  <p>x1 Desk top</p>
<p>G</p>  <p>x1 Drawer side</p>	<p>H</p>  <p>x1 Drawer side</p>

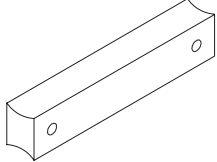

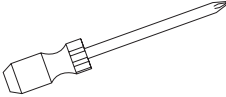
Component Check List

<p>I</p>  <p>x1 Drawer back</p>	<p>J</p>  <p>x1 Drawer base</p>
<p>K</p>  <p>x1 Drawer front</p>	

Component Check List

<p>#1</p>  <p>9x Bolt 67mmL</p>	<p>#2</p>  <p>9x Barrel Nuts</p>
<p>#3</p>  <p>24x Wooden Dowels 25mmL</p>	<p>#4</p>  <p>12x Screws 14mmL</p>
<p>#5</p>  <p>Flat Runners One Pair</p>	<p>#6</p>  <p>14x Cam Dowels</p>
<p>#7</p>  <p>14x Cam Locks</p>	<p>#8</p>  <p>L-Shaped Runners One Pair</p>

Component Check List

<p>#9</p>  <p>2x Drawer Handles</p>	<p>#10</p>  <p>4x Screws 24mmL</p>
<p>You will need (not supplied)</p>  <p>Phillips Head Screwdriver</p>	

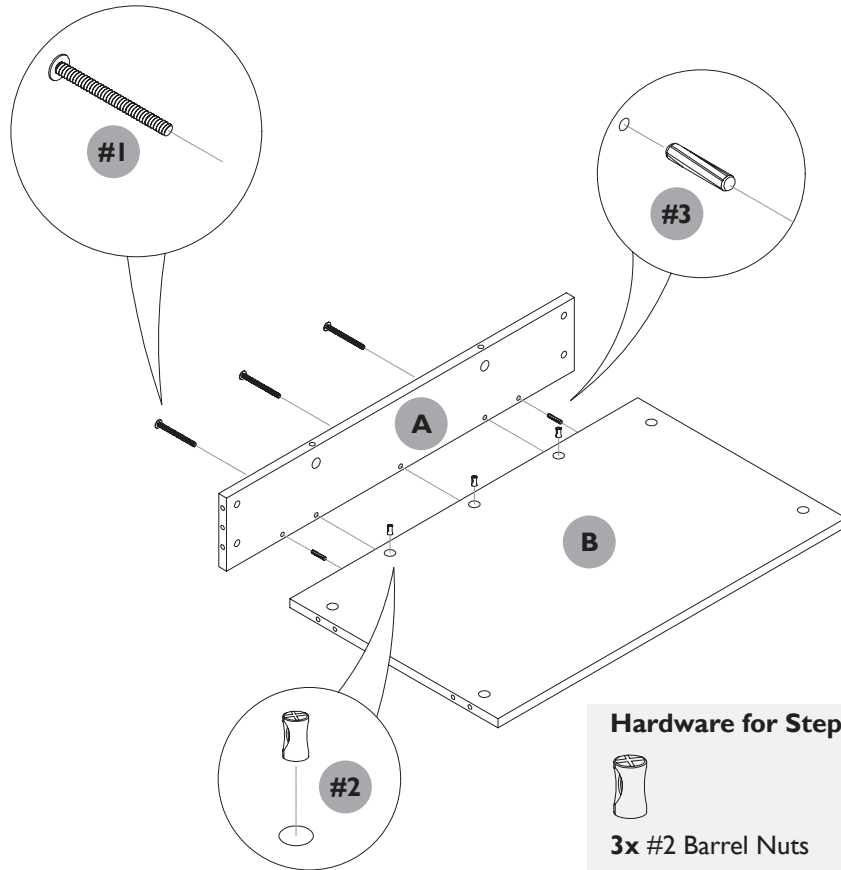
STEP 1:

Create the Desk Frame

Prepare base panel B by inserting 3x barrel nuts (#2) into the holes as shown.

Attach panel A to panel B using 2x wooden dowels (#3) in the outermost holes on the edge of panel B.

Secure panels using 3x bolts (#1). Ensure this hardware is fully tightened.



Hardware for Step 1:



3x #2 Barrel Nuts



2x #3 Wooden Dowels

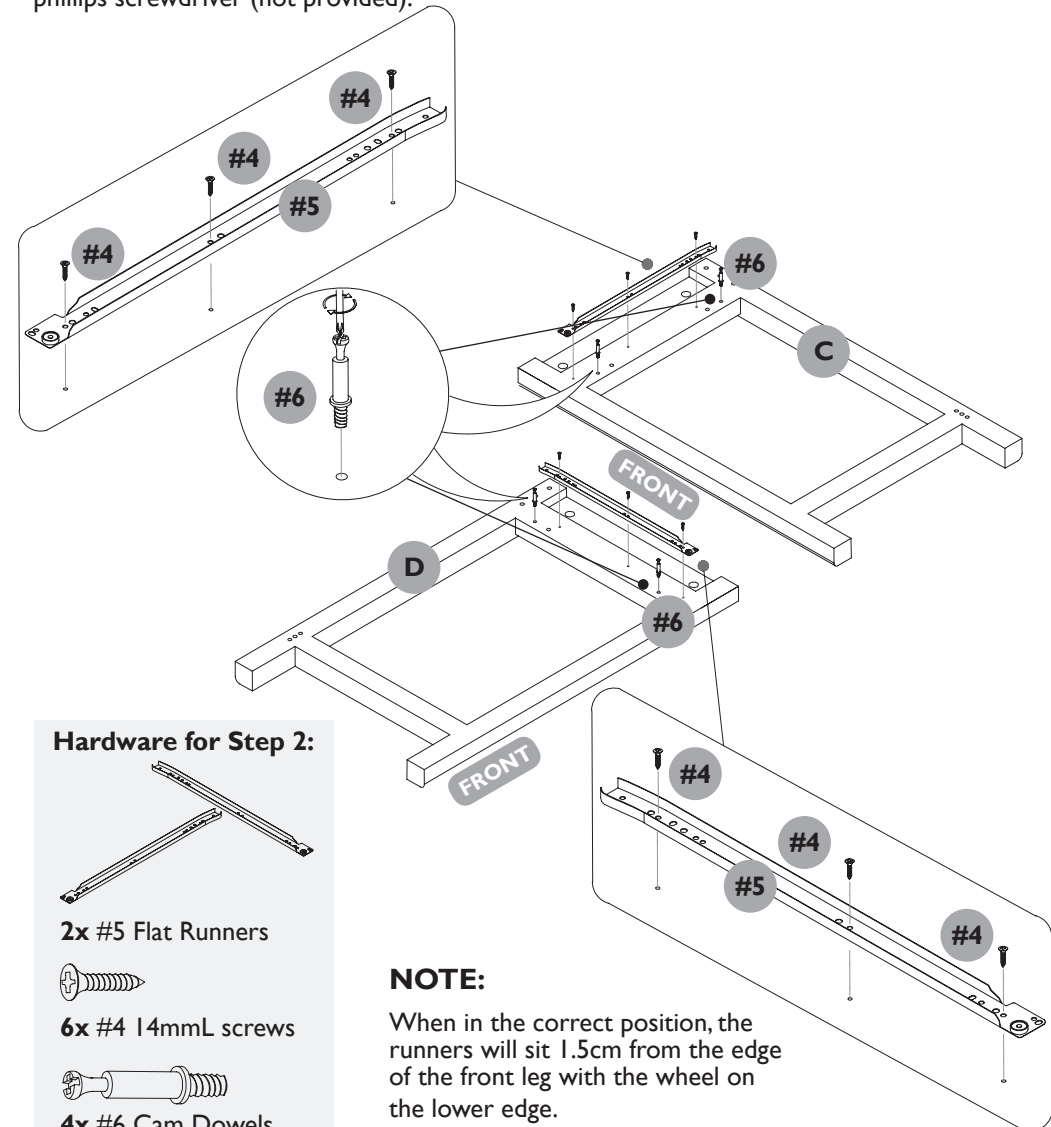


3x #1 Bolts

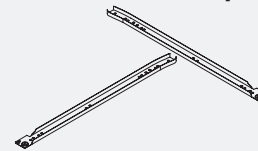
STEP 2:

Attach the flat runners (#5) to leg panels C and D using 3x short screws (#4) for each runner. See close up for correct holes to use.

Then insert 2x cam dowels (#6) into EACH leg panel underneath the runner using a phillips screwdriver (not provided).



Hardware for Step 2:



2x #5 Flat Runners



6x #4 14mmL screws



4x #6 Cam Dowels

NOTE:

When in the correct position, the runners will sit 1.5cm from the edge of the front leg with the wheel on the lower edge.

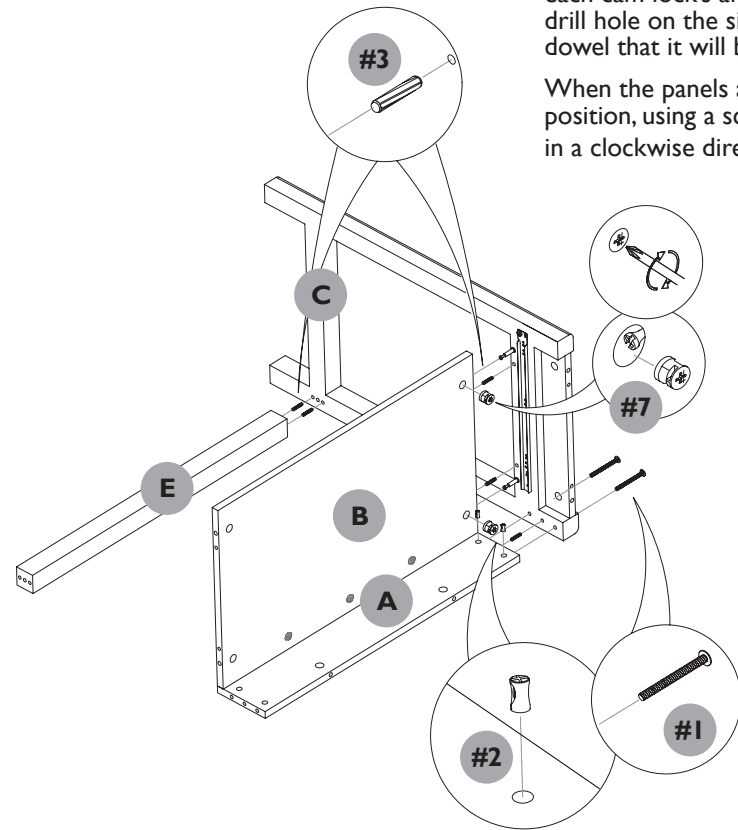
STEP 3:

- i) Attach the joined panels A & B to leg panel C using 3x wooden dowels (#3). Once connected, insert 2x barrel nuts (#2) into the holes of panel A as shown. Secure panels using 2x bolts (#1).
 - ii) Insert 2x cam locks (#7) into the large holes on panel B and turn clockwise to secure.
 - iii) Attach lower cross bar panel E to panel C using 2x wooden dowels (#3).
- When positioning panel E, make sure the larger holes on the surface are facing the floor - this will ensure they are not seen once desk is in use.





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.

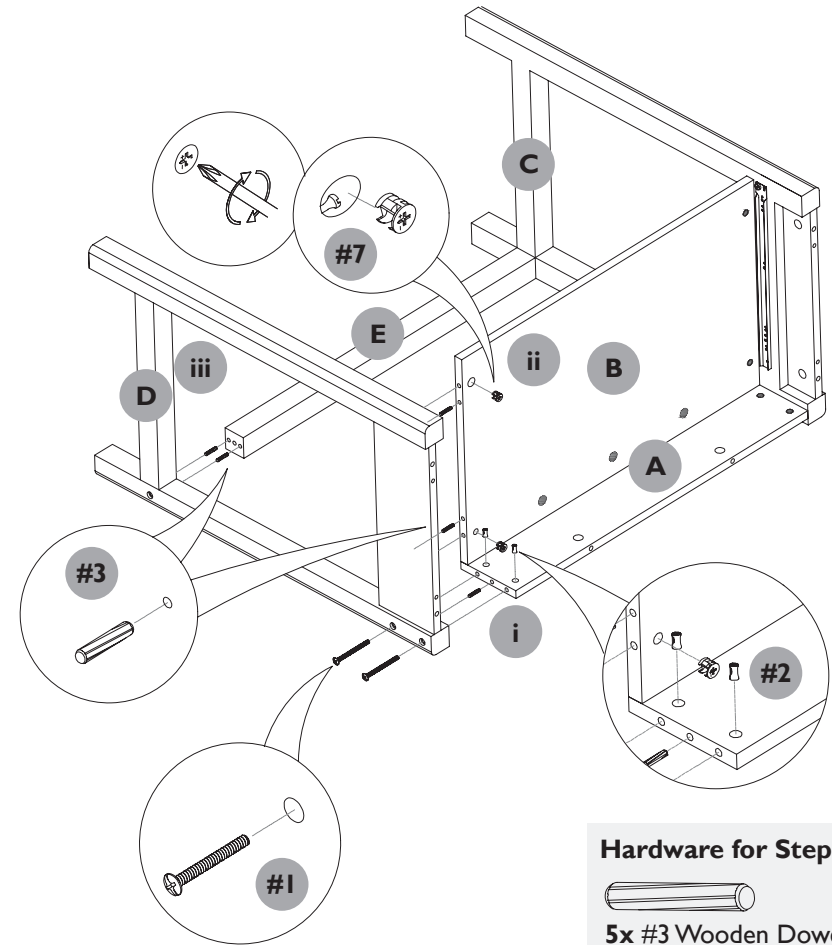


Hardware for Step 3:





-  5x #3 Wooden Dowels
-  2x #2 Barrel Nuts
-  2x #1 Bolts
-  2x #7 Cam Locks

STEP 4:

Repeat step 3 with panel D.

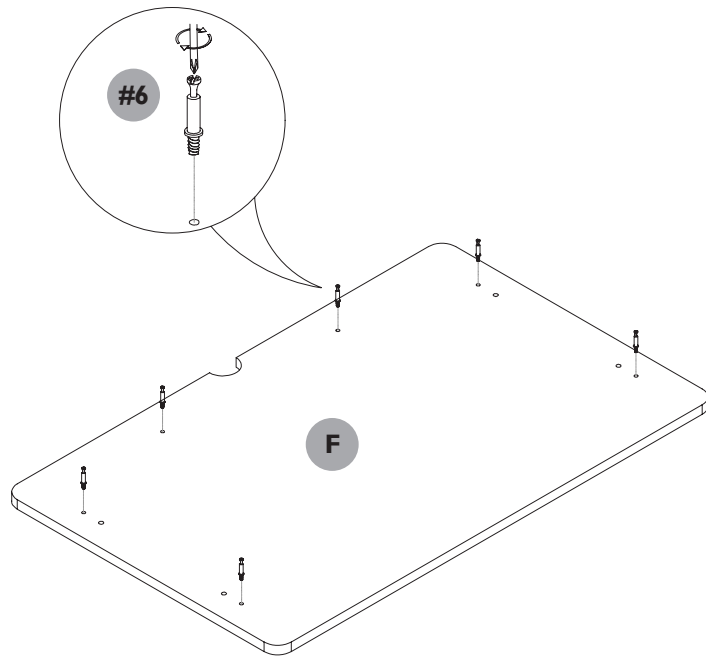


Hardware for Step 4:

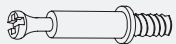
-  5x #3 Wooden Dowels
-  2x #2 Barrel Nuts
-  2x #1 Bolts
-  2x #7 Cam Locks

STEP 5:

Prepare desk top panel F by inserting 6x cam dowels (#6) into the holes as shown with a phillips screwdriver.



Hardware for Step 5:

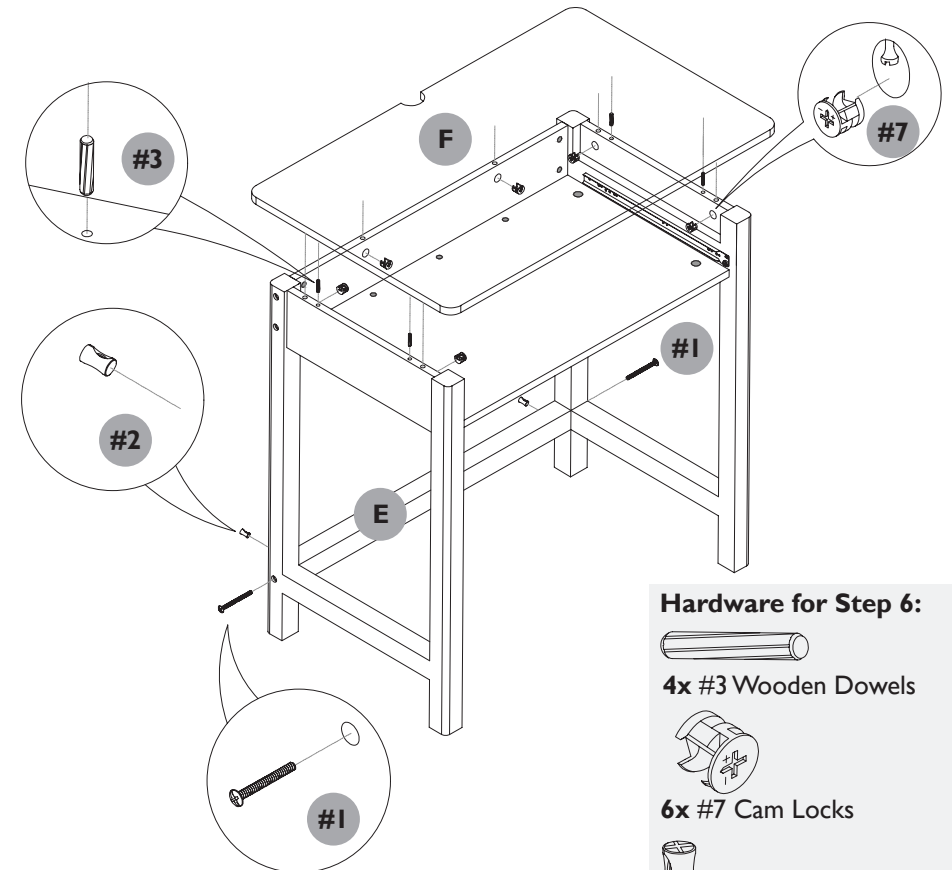


6x #6 Cam Dowels

STEP 6:

Carefully stand the unit on its feet.

- i) Insert 6x cam locks (#7) into the desk frame as shown, ensuring the arrows on the hardware are positioned upwards.
- ii) Position desk top panel F onto desk frame using 4x wooden dowels (#3), then turn all 6x cam locks clockwise to secure.
- iii) To secure lower cross bar panel E, insert 2x barrel nuts (#2) into the holes on the back of the panel. Then insert 2x bolts (#1) and tighten fully.



Hardware for Step 6:



4x #3 Wooden Dowels



6x #7 Cam Locks



2x #2 Barrel Nuts

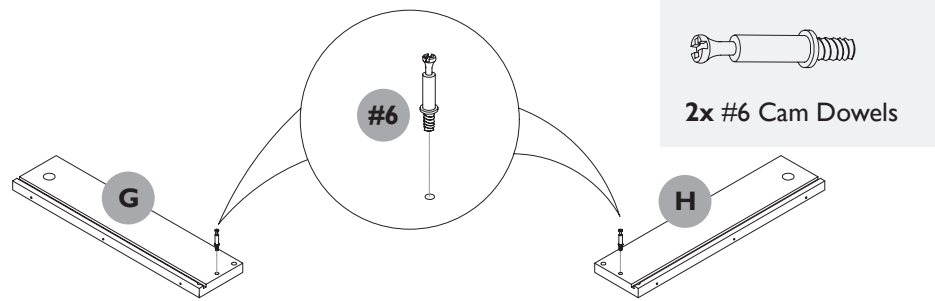


2x #1 Bolts

STEP 7:

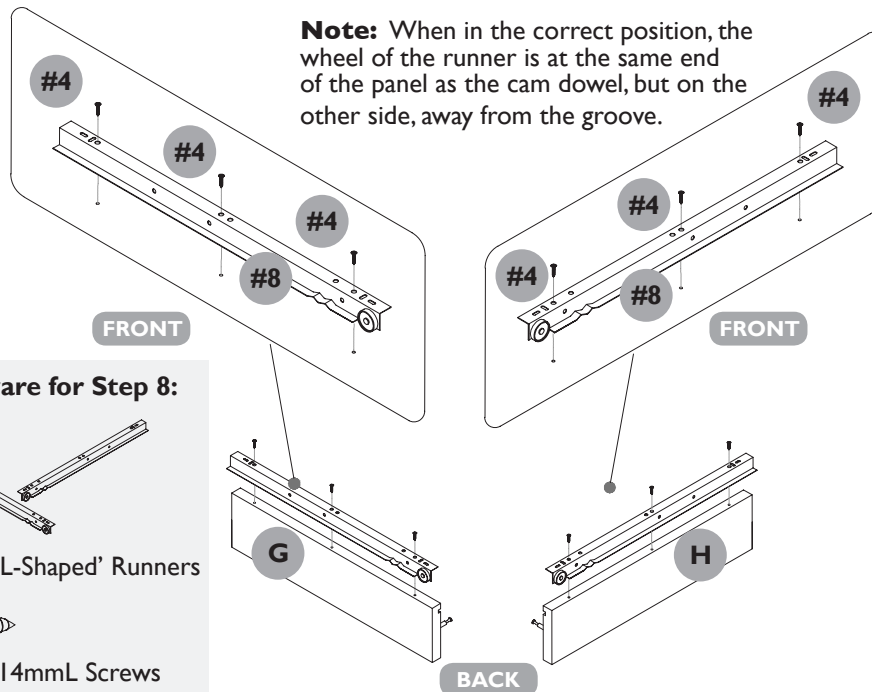
Create the Drawer

To make the drawer prepare panels G and H by inserting 1x cam dowels (#6) into each panel in the hole as shown.



STEP 8:

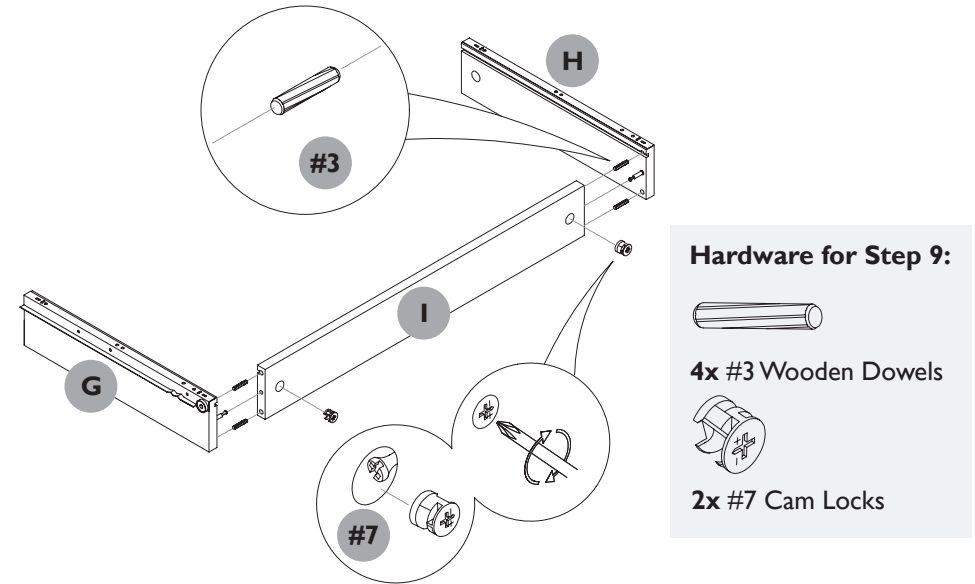
Attach the 'L-shaped' drawer runners (#8) to both panel G and H as shown using 3x screws (#4) for each runner.



STEP 9:

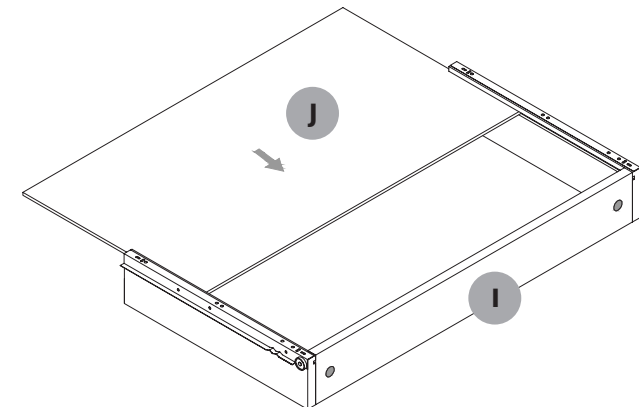
Attach back panel I to panels G and H using 4x wooden dowels (#3). Make sure the large drill holes of panel I are facing outwards and align the grooves on all 3 panels before securing.

Insert 2x cam locks (#7) into panel I, as shown, and turn clockwise to tighten.



STEP 10:

Slide drawer base panel J into the grooves on the inside of the drawer surround. Ensure it is pushed firmly into the drawer back panel I.



STEP 11:

Prepare drawer front panel K by inserting 2x cam dowels (#6) into the holes on the sides of the panel using a phillips screwdriver.

Attach the drawer handles (#9) to the panel using 4x screws (#10).

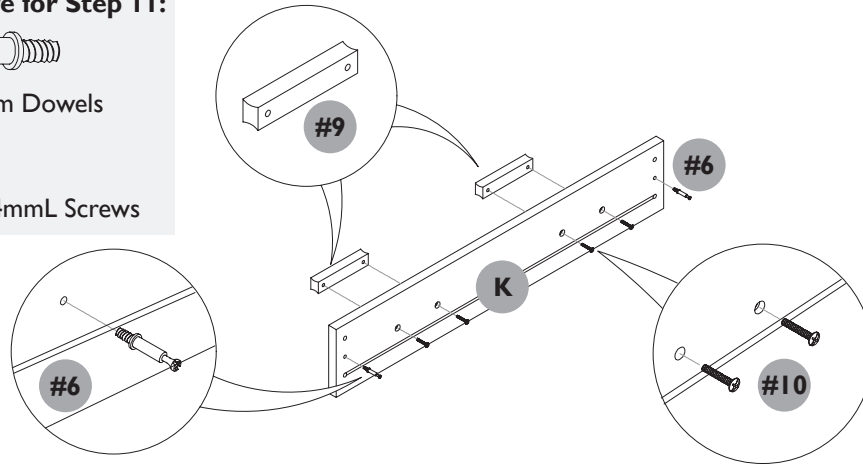
Hardware for Step 11:



2x #6 Cam Dowels



4x #10 24mmL Screws



STEP 12:

Attach the front panel K to the drawer unit using 4x wooden dowels (#3).

Insert 2x cam locks (#7) into panels G and H, as shown, and turn clockwise to tighten.

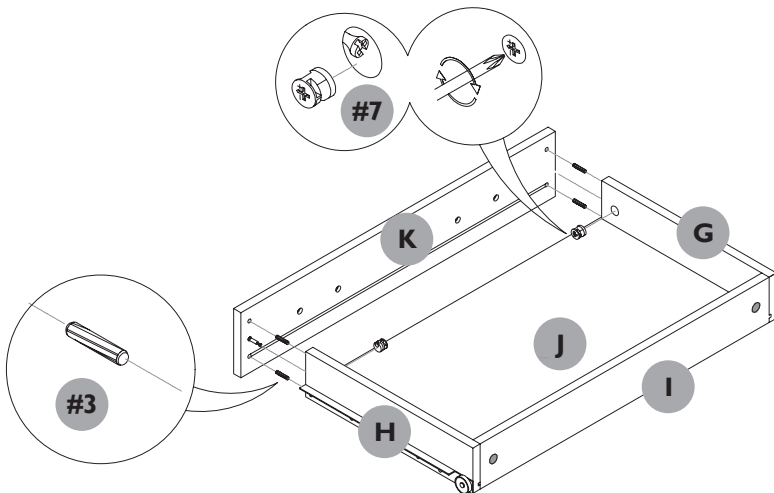
Hardware for Step 12:



4x #3 Wooden Dowels



2x #7 Cam Locks



STEP 13:

Insert the drawer into the desk unit.

