

# Read, Write & Store Centre



Code: EBBTC

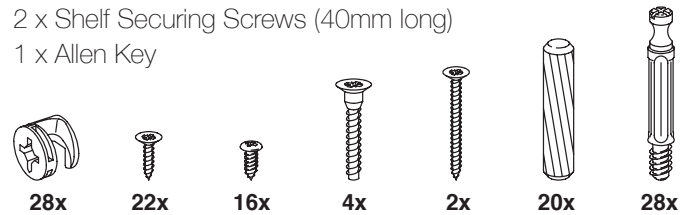
## Contents

Carton 1 of 2:  
2 x Side Uprights (A and G)  
1 x Base Panel (E) @ 700mm x 455mm  
1 x Bottom Shelf Panel (C) @ 700mm x 450mm

Carton 2 of 2:  
1 x Lockable Drawer Front Panel  
1 x Drawer Front Panel  
4 x Drawer Side Panel  
2 x Drawer Back Panel  
2 x Drawer Base  
1 x Whiteboard Shelf (H)  
1 x Back Upright Panel (D) @ 700mm x 502mm  
1 x Top Shelf Panel (B) @ 700mm x 435mm  
1 x Bottom Upright Panel (F) @ 700mm x 360mm

## Hardware

28 x CamLock & Fasteners  
4 x Casters  
16 x Caster Screws (15mm long)  
1 x Hanger Rail  
20 x Wooden Dowels  
4 x Large Base Screws (47mm long)  
1 x Lock Latch & Lock incl. Keys  
22 x Drawer Rail & Lock and Latch Screws (15mm long)  
2 x Screw Caps  
4 x Drawer Rail Sets  
2 x Shelf Securing Screws (40mm long)  
1 x Allen Key



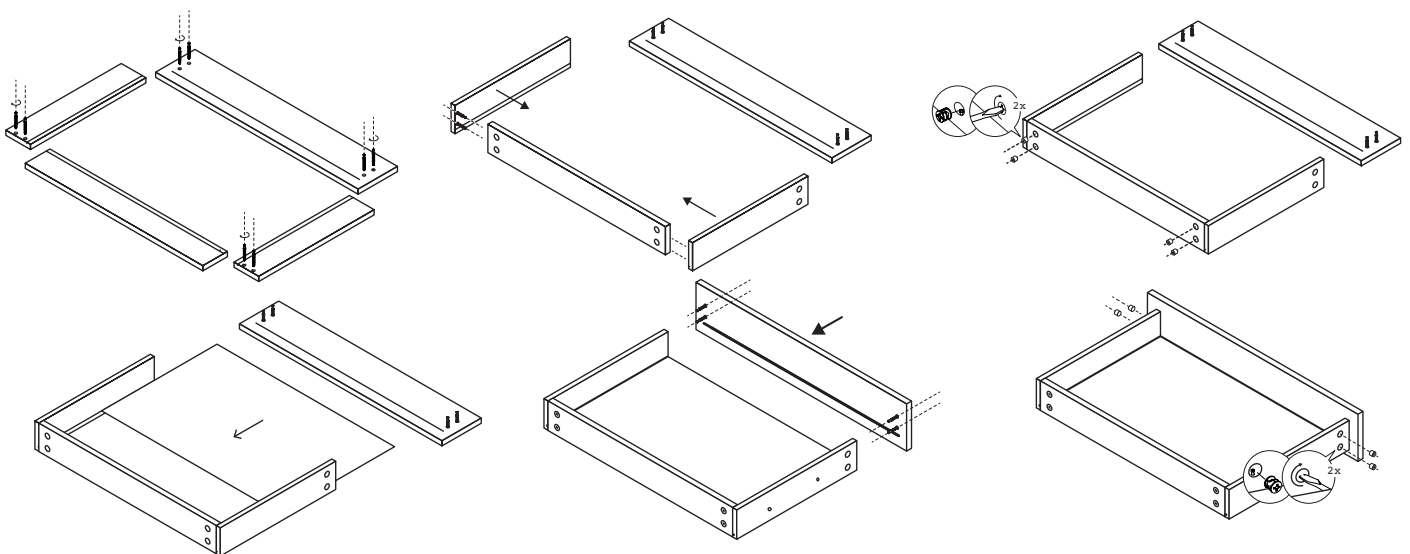
## To Start:

Unpack contents and lay out on floor.

Identify all panels and read through instructions to familiarize yourself with the construction process.

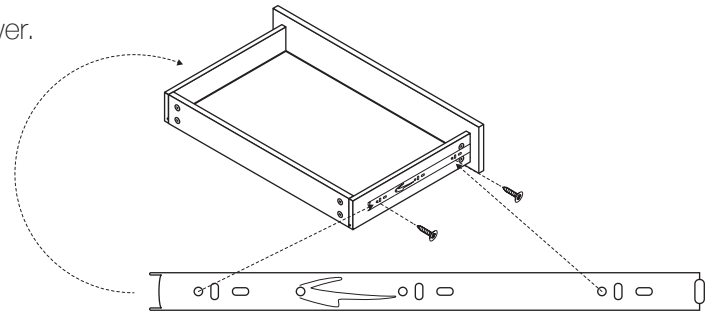
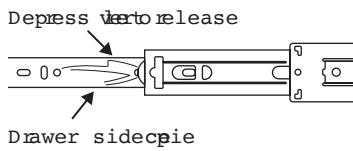
## 1. Drawer Assembly

Take 1 x drawer front panel, 1 x drawer back panel and 2 x drawer side panels.  
Insert 4 x camlock screws into front panel and 2 x camlock screws into each side panel.  
Insert 4 x camlock fasteners into the back panel.  
Tighten camlock fasteners by rotating 180° clockwise using screwdriver.  
Insert drawer base into grooves.  
Insert 2 x camlock fasteners into each side panel.  
Attach drawer front panel by tightening camlock fasteners.



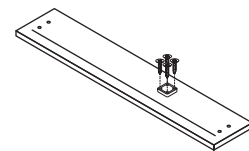
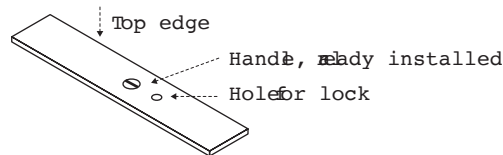
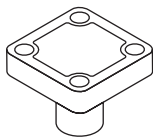
## 2. Drawer Runner Attachment

Take one drawer runner. Remove the drawer side section by depressing lever on rail and pulling the section off. Position on drawer side panel with lever pointing to the rear of the drawer. Use the marker holes on the drawer side panel to position correctly. Attach using 2 x drawer rail screws. Repeat process for installing runner on other side of drawer.



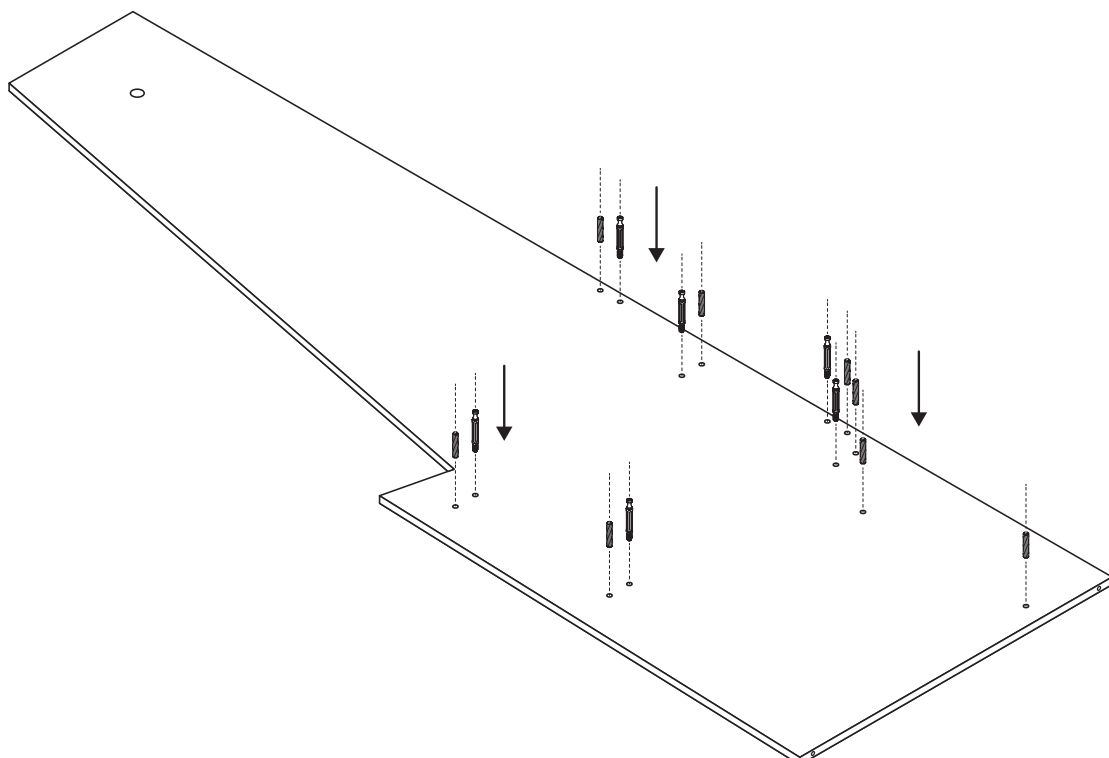
## 3. Drawer Lock Installation

Install lock unit on top drawer from inside using 4 x Lock & Lock Latch screws. Screws are self-tapping. Ensure lock is installed with latch pointing upwards. Insert lock bezel from outside pressing firmly into place.

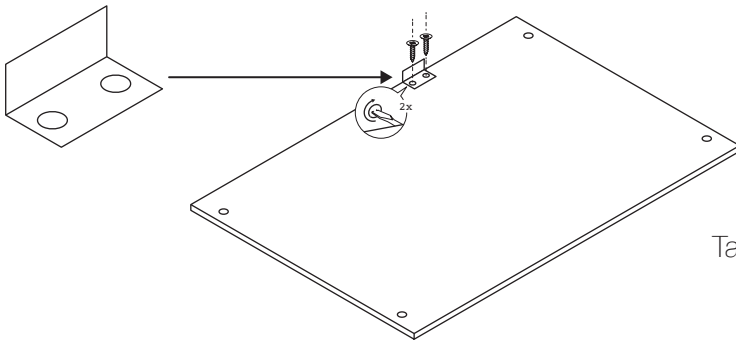
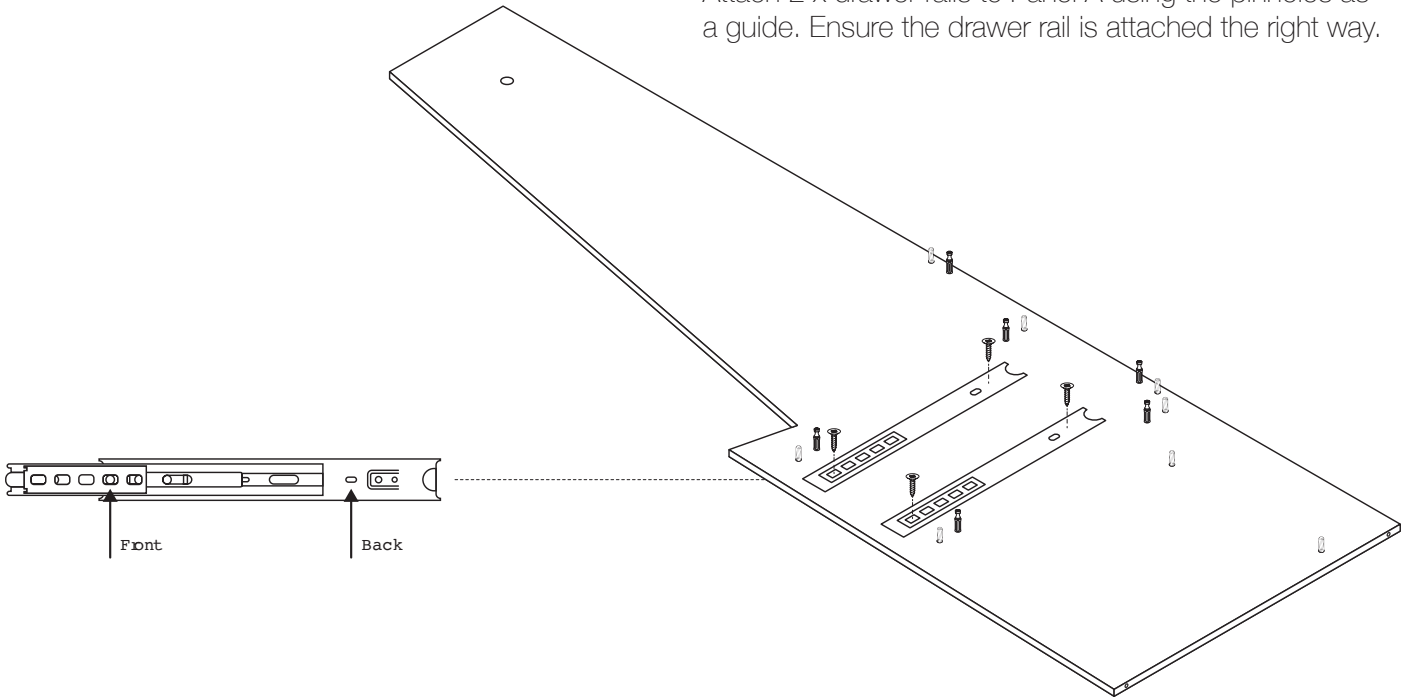


## 4. Main Unit Assembly

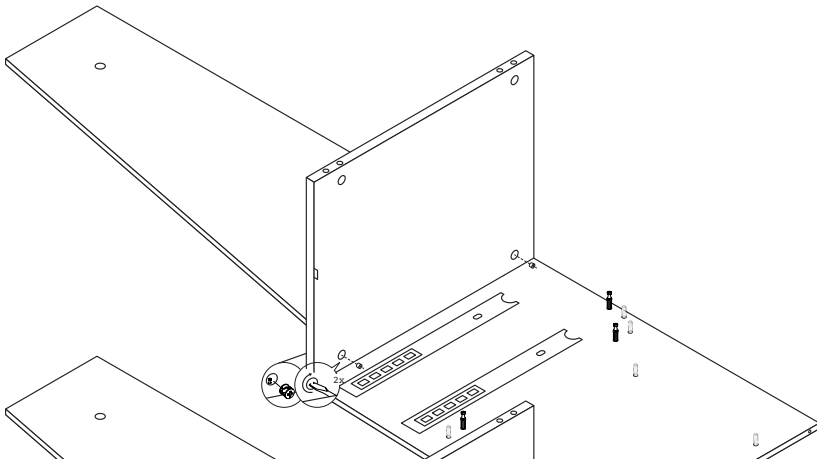
Place the main side upright Panel A flat on the floor. Insert 6 x camlock screws. Insert 8 x dowels.



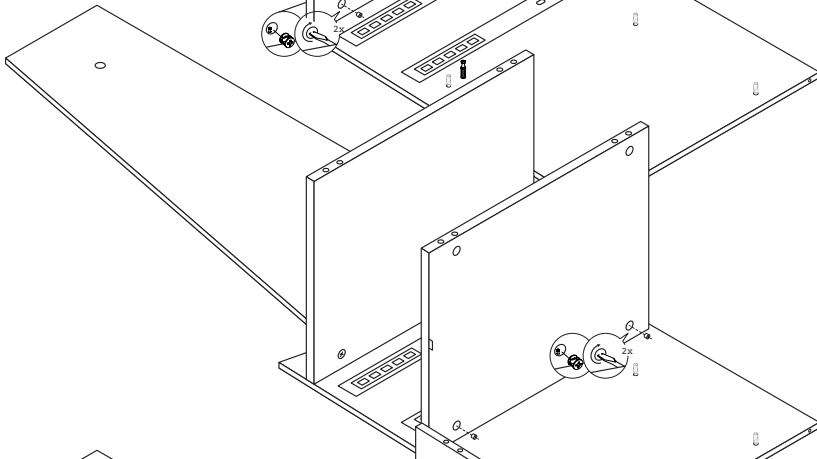
Attach 2 x drawer rails to Panel A using the pinholes as a guide. Ensure the drawer rail is attached the right way.



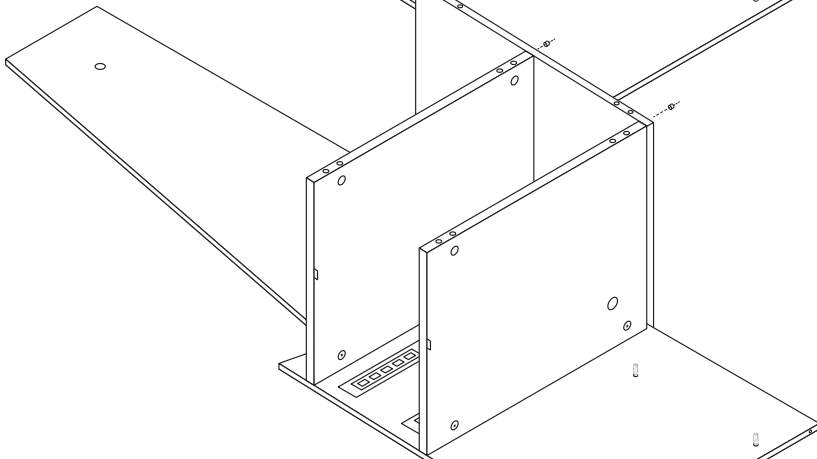
Take top shelf Panel B and install lock latch striking plate.



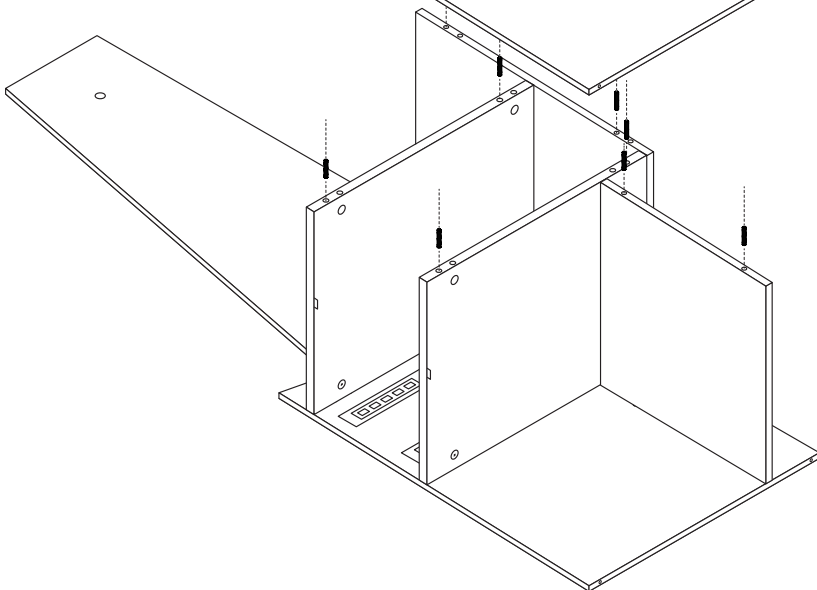
Attach top shelf Panel B to side upright A using 2 x camlocks.



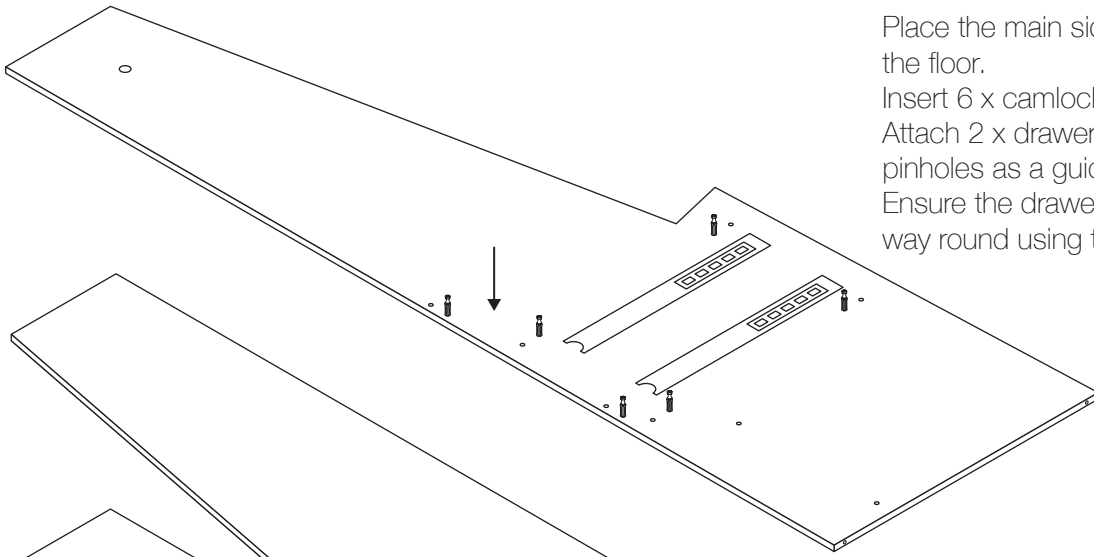
Attach bottom shelf Panel C to side upright A using 2 x camlocks.



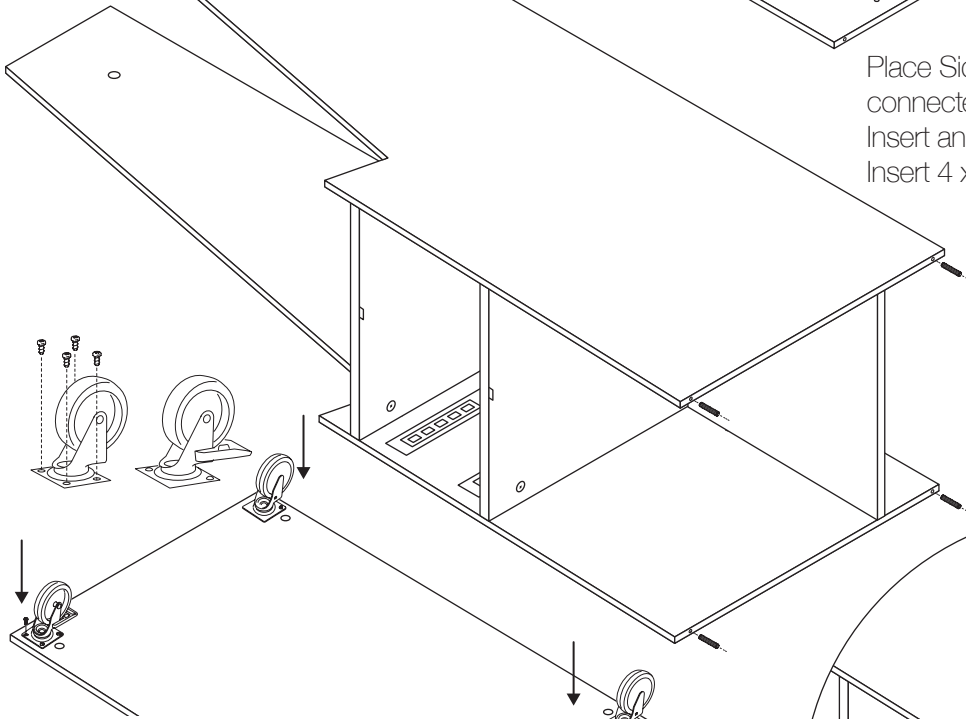
Attach back upright Panel D using 2 x camlocks.



Position bottom upright Panel F in place by locating on the two dowels in Side A. Note: This panel is locked in place by the second side panel and will just be held by the dowels until the second side panel is installed. Position upright and hold in place with a small piece of tape if necessary. Place 8 x dowels in the upright panels.

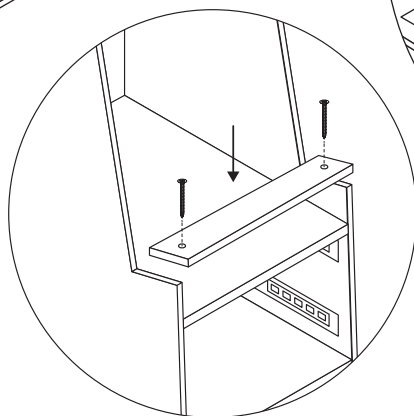
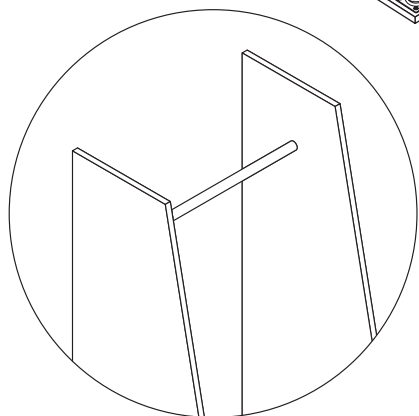


Place the main side upright Panel G flat on the floor.  
 Insert 6 x camlock screws.  
 Attach 2 x drawer rails to Panel G using the pinholes as a guide.  
 Ensure the drawer rail is attached the right way round using the correct holes.

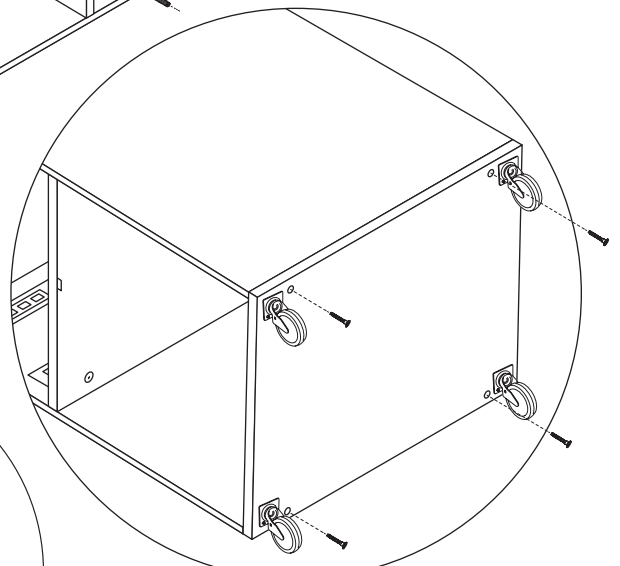


Place Side G in place on top of the panels connected to Side A.  
 Insert and tighten the 6 x camlocks.  
 Insert 4 x dowels into bottom of the side panels.

Attach 4 x casters to base Panel E.  
 Ensure the two lockable casters are on the same long side.



Insert hanger rail into holes in side panels.



Attach base panel E to main unit using large 47mm base screws and turn unit upright.