

**Important Information**

**Safety Guide**

- Apply manual handling guidelines when building this item.
- Only use component fixings supplied with this item.

**Recommendations**

**Screens**

If using screens please remember that side / partition screens are to be added at the point the tops are secured to the frame. These cannot be added at a later stage. Centre screens can be added once the Bench desk is complete. See step 8.

**Levelling the Bench desk**

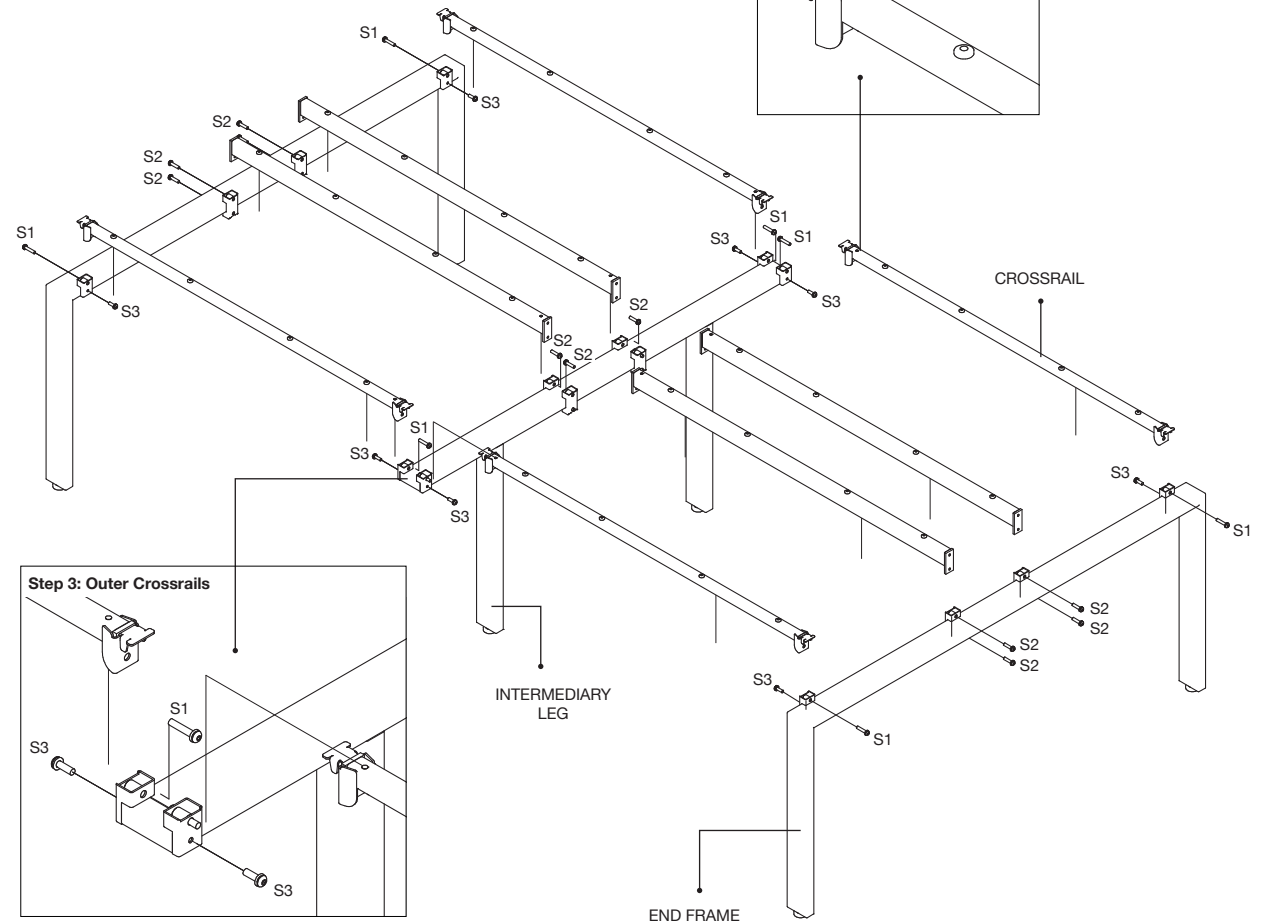
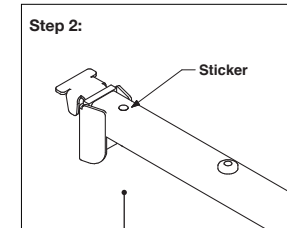
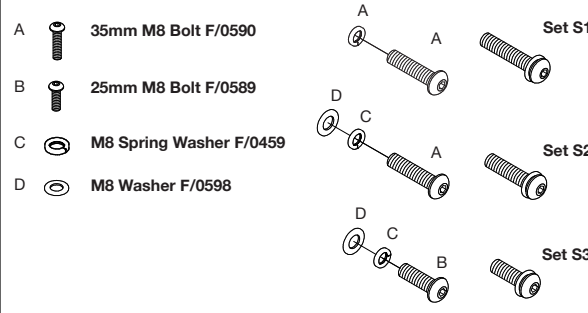
It is important to adjust the feet at the start and finalise at the end to ensure the product is level. To do this simply use a 12mm Spanner to adjust the feet to the appropriate height. See step 9.

**Contract Bench Assembly Instructions**

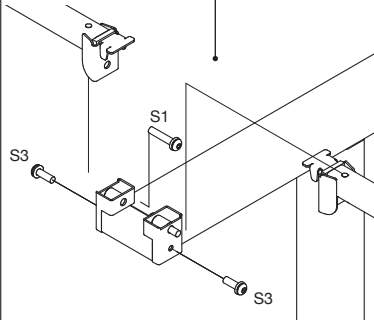
1. Compile Set 1 (S1), Set 2 (S2) and Set 3 (S3) screws, using parts A, B, C, and D. These sets are required to fit the frame together.
2. Holding one end frame upright, slot the centre crossrails in place being careful to place the crossrail end with a coloured sticker into the intermediary leg and other into the end frame. Use S2 to loosely secure these in place. **DO NOT fully tighten at this stage.**
3. Place the outer crossrails into position connecting the end frame and intermediary leg using S3 screws. Finally add S1 screws and fully tighten all S1, S2 and S3 screws.
4. Repeat this process with the opposite outer end frame.

*Continue overleaf*

**Step 1: Prepare screw sets**



**Step 3: Outer Crossrails**



**Parts Required**

- A** M8 x 35mm Skt Button BZP  
Code: F/0590 Quantity = 24
- B** M8 x 25mm Skt Button BZP  
Code: F/0589 Quantity = 8
- C** M8 x Contact Spring Washer  
Code: F/0459 Quantity = 32
- D** M8 Plain Washer BZP 8mm x 17 x 1.6  
Code: F/0598 Quantity = 24

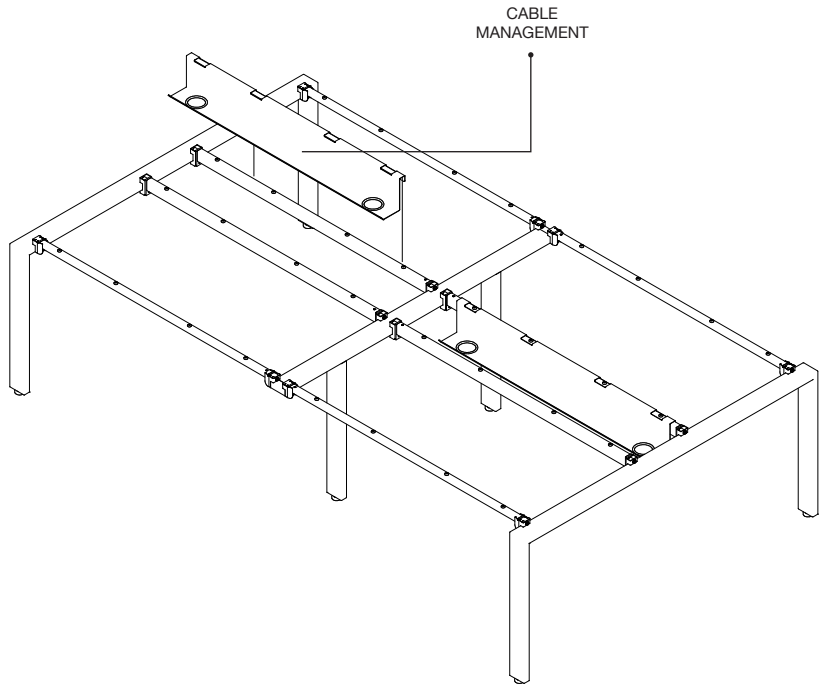
- E** Glider Buffer  
Code: F/0606 Quantity = 32
- F** 5.0 x 45mm Counter Sunk  
Code: F/0587 Quantity = 16
- G** 5.0 x 70mm Pan Head BZP  
Code: F/0591 Quantity = 16
- H** 5mm Allen Key  
Quantity = 1

**Tools needed**

- Spanner 12mm**  
Quantity = 1
- Pozi Head Screwdriver**  
Quantity = 1

- 5mm Allen Key**  
Quantity = 1





5. Place Glide Buffers, part **E**, into the holes on the top of the crossrails.
6. **OPTIONAL** Take the cable management and slot onto the centre crossrails.
7. Place one top on to the frame at a time and screw into place first using part **F** at the front of the desk and then part **G** at the rear of the desk.
8. If adding a side/partition screen place only two tops onto the frame and slide the screens into place.
9. **WARNING At this point it is important to adjust the feet to ensure the product is level. To do this simply use a 12mm Spanner to adjust the feet to the appropriate height.**
10. The Contract Bench desk is now complete.

