

ASSEMBLY INSTRUCTIONS

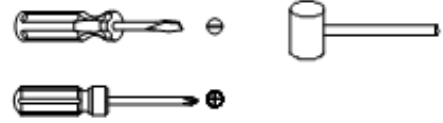
ASHFIELD BOOKCASE ITEM# 38410WAL

ASSEMBLY
REQUIREMENTS

2 HOURS
Assembly Time
(Approximate)

2-Person
Assembly

Tools Required
Not Provided)



Thank you for purchasing our product!

Please refer and use this assembly instruction to assemble the product.
Contact our customer service department in case there are any missing or damage parts or hardware.
Replacement parts are normally shipped within 2 or 3 days.

Email: replacementparts@buylateral.com
Within 30 days from delivery date

We appreciate your business!

ASSEMBLY PREPARATION

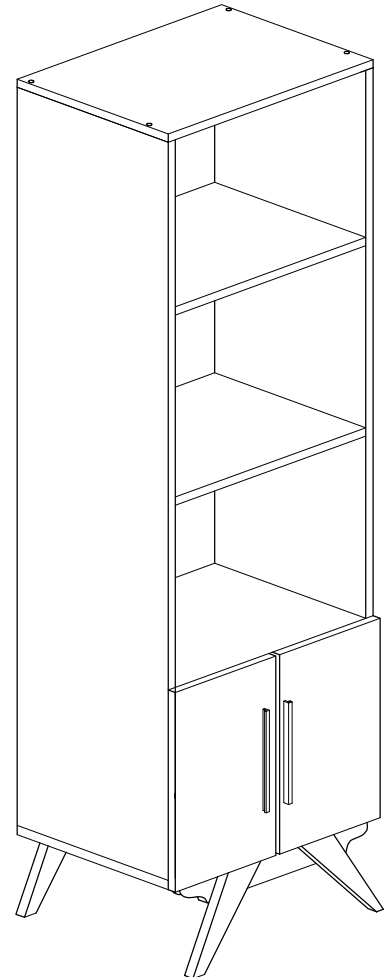
1. Remove all packaging materials, staples and packing straps from the carton.
2. Refer to Parts List and Hardware List and ensure they are complete before you start assembling.
3. Place all wooden parts on a clean, flat and soft surface (e.g. carpet or rug) to prevent parts from getting scratched.

SAFETY PRECAUTION

1. KEEP ALL HARDWARE PARTS OUT OF REACH OF CHILDREN.
2. DISPOSE PLASTIC PACKAGING MATERIAL IMMEDIATELY TO AVOID ANY RISK OF SUFFOCATION TO CHILDREN AND ANIMALS.

TIPS FOR ASSEMBLY

1. Allow ample room for assembly and in close proximity to where product will be placed.
2. Assemble the product on a surface that does not scratch or damage the exterior gloss and finish of the furniture.
3. Please check all of the parts and quantities are included before assembly. Contact customer service for missing parts.
4. Identify all of the parts, hardware and quantities required for each step.
5. During assembly, do not over-tighten any fittings as this may cause damage.
6. DO NOT USE POWER TOOLS TO ASSEMBLE THIS PRODUCT.
7. Always place the product on a flat stable surface.
8. Do not sit or stand on the partially assembled product; only use the product for which it is intended.
9. This product is made of reinforced hollow board. Excessive pressure can cause irreparable damage. Avoid standing or kneeling on any parts of the product during assembly.



**THE MAXIMUM WEIGHT
THIS PRODUCT CAN
HOLD 25 KG (55 LBS)**

This product is for indoor and household use only - not for commercial use.

CARE AND MAINTENANCE

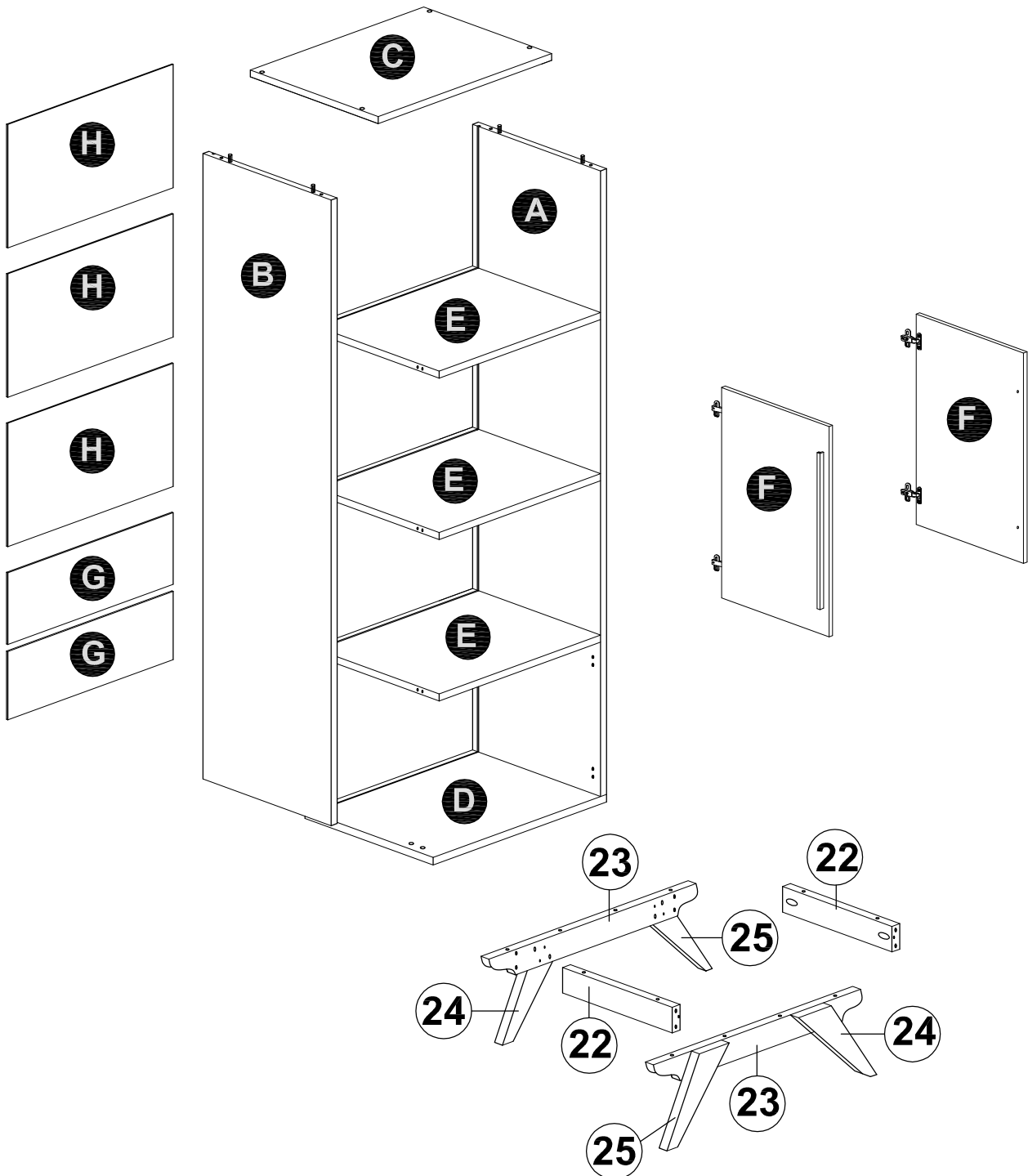
- Use a slightly damp cloth to clean the product. Do not use bleach or abrasive cleaning material.
- Check all the fittings periodically and re-tighten as necessary. Do not use the product if any of the parts is damaged or broken.
- Never allow any kind of liquid to remain on your furniture. Absorption can cause wood to warp or delaminate.
- Do not place hot items (e.g. hot drinks) directly onto the wood surface.
- Do not drag and/or pull the furniture.

ASSEMBLY INSTRUCTIONS

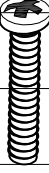



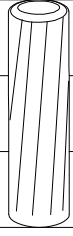
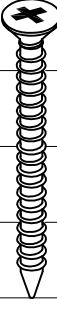
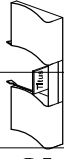
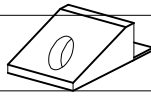
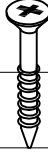

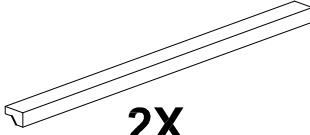
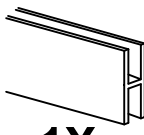
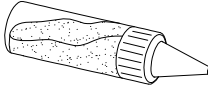
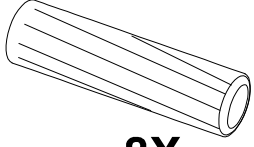
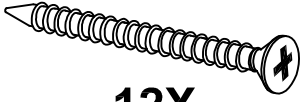
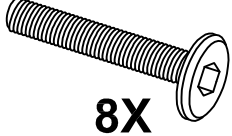


ASHFIELD BOOKCASE ITEM# 38410WAL

NO.	PART NAME	QTY	NO.	PART NAME	QTY
(A)	RIGHT PANEL	1	(E)	FIXED SHELF	3
(B)	LEFT PANEL	1	(F)	DOOR PANEL	2
(C)	TOP PANEL	1	(G)	BACK PANEL-B	2
(D)	BOTTOM PANEL	1	(H)	BACK PANEL-A	3

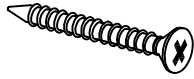
PARTS ASSEMBLY OVERVIEW



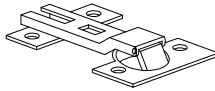
HARDWARE LIST (1/2)

					3cm 2cm 1cm 0cm
4X M4 x 19mm 1 PAN HEAD BOLT	16X M8 x 5/8mm 2 FLAT HEAD SCREW	12X Dia.15mm 3 CAM-LOCK	12X M6.5 4 CAM-BOLT	20X Dia.6 x 30mm 5 WOOD DOWEL	
					4cm 3cm 2cm 1cm 0cm
8X M8 x 38mm 6 FLAT HEAD SCREW	2X 7 DOOR SOFT-CLOSE	18X 8 BACKPLY STOPPER	18X M3 x 20mm 9 FLAT HEAD SCREW	1X M4 10 ALLEN KEY	
					
2X 11 HANDLE	1X 12 PVC H	2X 13 GLUE 10CC	8X Dia.8 x 30mm 14 WOOD DOWEL		
					
12X M8 x 50mm 15 FLAT HEAD SCREW	8X M5 x 40mm 16 ALLEN HEAD BOLT	8X Ø12 x 1mm 17 SPRING WASHER	8X Ø12 x 0.5mm 18 FLAT WASHER		

HARDWARE LIST (2/2)



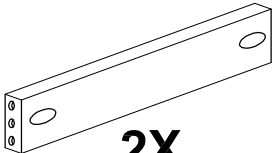
12X
M8 x 32mm
19
FLAT HEAD
SCREW



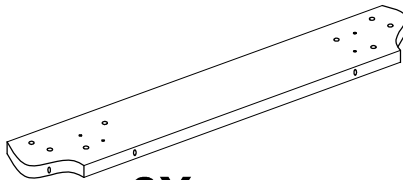
4X
20
ADJUSTABLE
HINGE



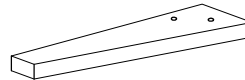
1X
21
ANTI TIP STRAP



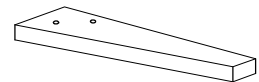
2X
22
SIDE PROFILE
283 x 45 x 20 mm



2X
23
FRONT PROFILE
540 x 70 x 20 mm



2X
24
RIGHT LEG PROFILE
300 x 70 x 28 mm



2X
25
LEFT LEG PROFILE
300 x 70 x 28 mm

Instructions For Fastening CAM-BOLT and CAM-LOCK



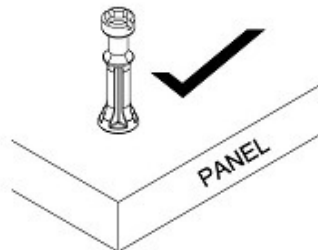
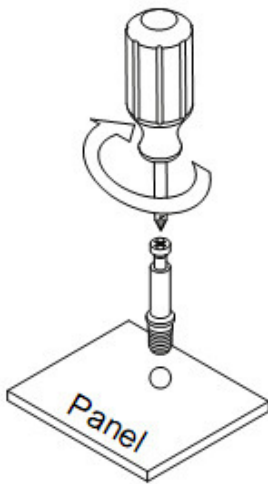
CAM-BOLT



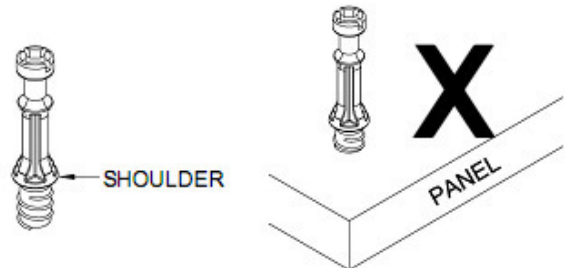
CAM-LOCK

CAM-BOLT

Place Cam-bolt on the designated pre-drilled hole on the panel. Use a Phillips Screwdriver to turn Cam-bolt vertically until shoulder is snug and flushed with panel. Do not over-tighten or under-tighten Cam-bolt. See illustrations below.



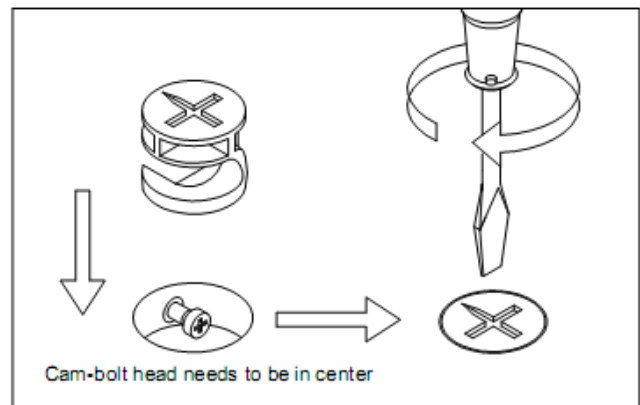
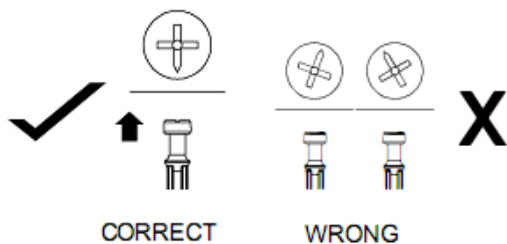
Shoulder is flushed
(on the same level)
with the panel.



Shoulder is
above the panel.

CAM-LOCK

Align the arrow on the Cam-lock to the Cam-bolt head and insert the Cam-lock.



Use a Flat-head Screwdriver to turn Cam-lock clockwise to lock onto the head of the Cam-bolt. Turn until it is snug (about one half a turn) -- over-tightening could damage Cam-lock or/and Cam-bolt

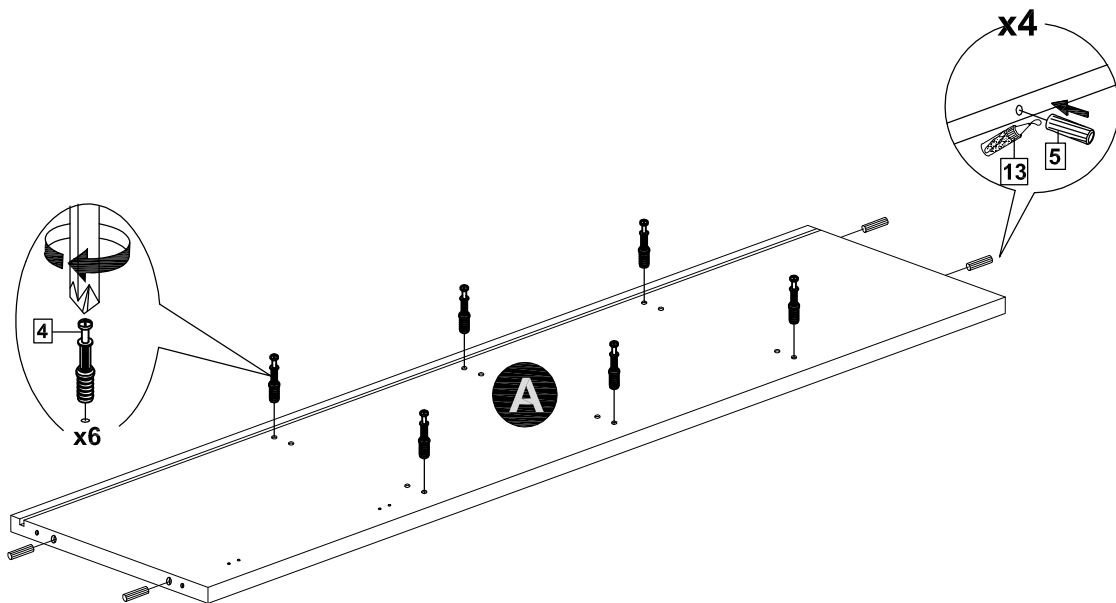
ASSEMBLY INSTRUCTIONS

ASHFIELD BOOKCASE ITEM# 38410WAL

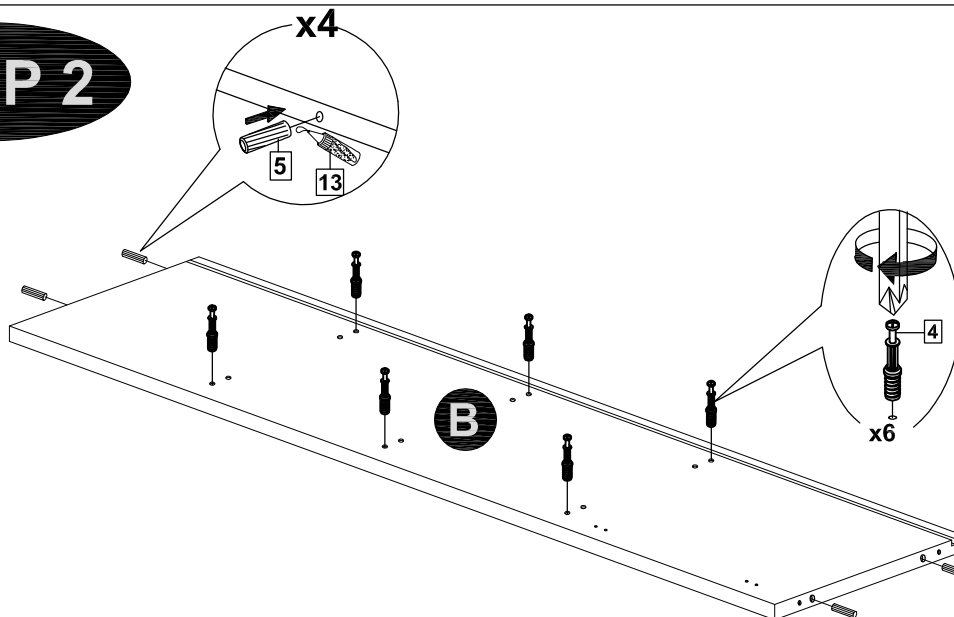
STEP 1

Place Right Panel (A) on a material that does not does scratch or damage its surface as shown. Identify designated holes for Cam-bolt (4). Use a Phillips Screwdriver (not provided) to screw in Cam-bolts. Refer to Page 5 for instructions to screw in Cam-bolts.

Next, identify designated holes for Wood Dowel (5) on top and bottom edge of (A). Apply a small amount of Glue (13) into each hole and insert Wood Dowel. Use a mallet to lightly tap Wood Dowel into the hole if necessary.



STEP 2

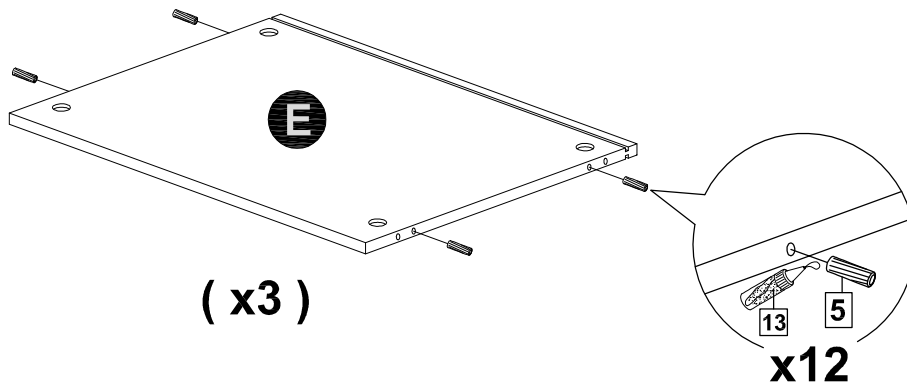


Place Left Panel (B) on a material that does not does scratch or damage its surface as shown. Identify designated holes for Cam-bolt (4). Use a Phillips Screwdriver to screw in Cam-bolts.

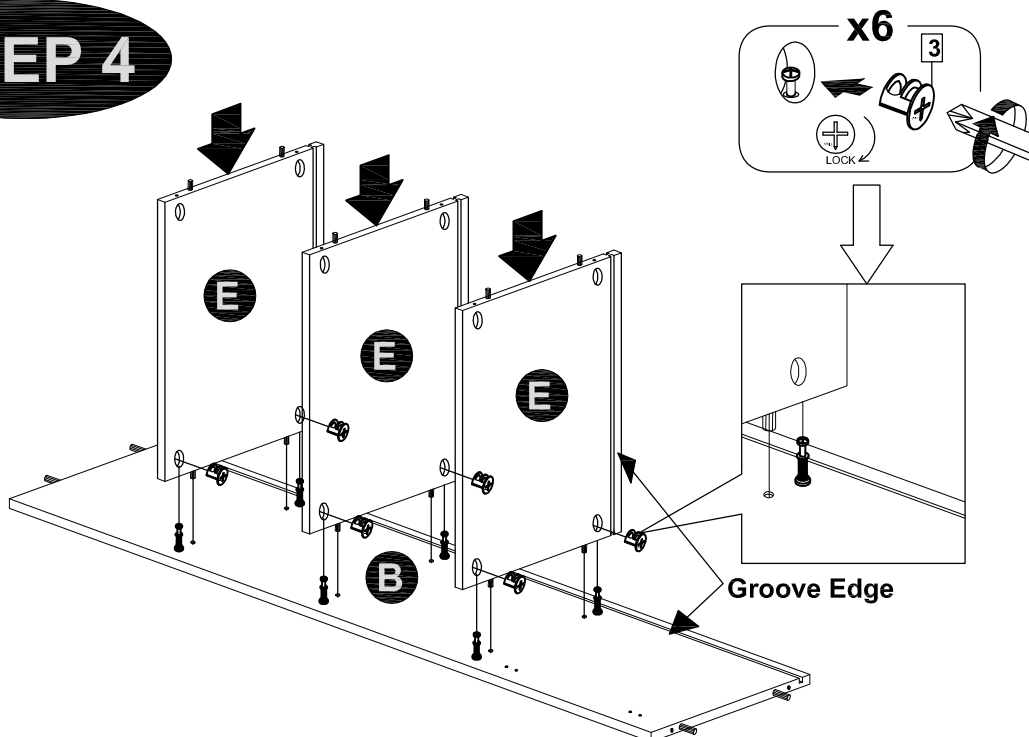
Next, identify designated holes for Wood Dowel (5) on top and bottom edge of (B). Apply a small amount of Glue (13) into each hole and insert Wood Dowel. Use a mallet to lightly tap Wood Dowel into the hole if necessary.

STEP 3

Place Fixed Shelf (E) on a material that does not does scratch or damage its surface. Identify designated holes on (E) for Wood Dowel (5). Apply a small amount of Glue (13) to each hole and insert Wood Dowel. Use a mallet to lightly tap Wood Dowel into the hole if necessary.



STEP 4



Place Left Panel (B) with Cam-bolts (completed in Step 2) on a material that does not does scratch or damage its surface as shown.

Next, attach Fixed Shelf (E) from Step 3 to Left Side Panel (B) via Wood Dowels and Cam-bolts, respectively. Be sure to attach (E) vertically. Note the groove edge on (E) is perpendicular to groove edge of B.

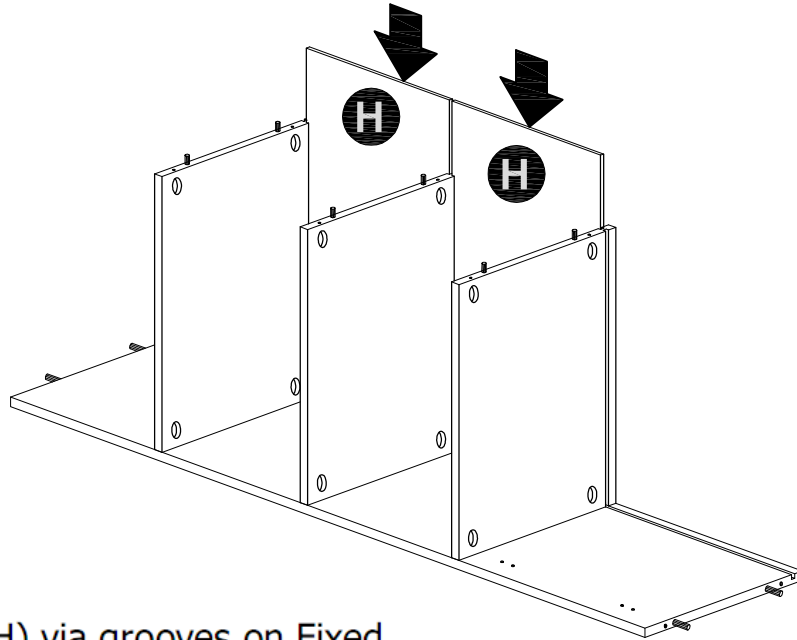
Use Cam-lock (3) to lock onto Cam-bolts on (B). Refer to Page 5 for instructions on fastening Cam-locks.

Tips: Attach Fixed Shelves (E) from Left to Right. This sequence allow unhindered space to fasten Cam-lock.

ASSEMBLY INSTRUCTIONS

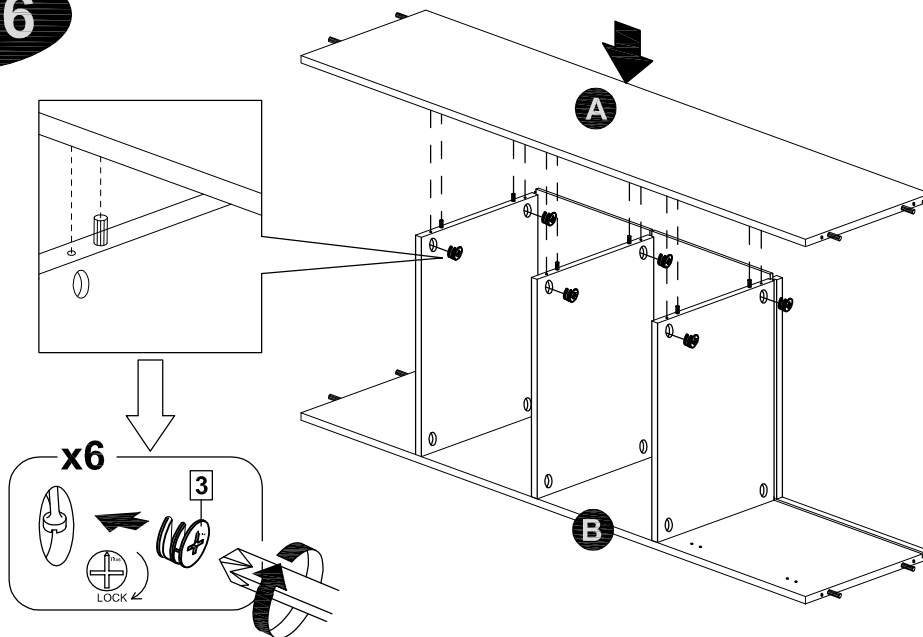
ASHFIELD BOOKCASE ITEM# 38410WAL

STEP 5



Insert Back Panel-A (H) via grooves on Fixed Shelves (E). Check to ensure (H) also fit in the groove on Left Side Panel (B).

STEP 6



Attach Right Panel (A) to Fixed Shelves (E) by inserting Cam-bolts on (A) into designated holes on (E) and Wood Dowels on (E) to designated holes on (A). Check to ensure Back Panel-A (H) fit in the groove on the bottom-side of Right Panel (A).

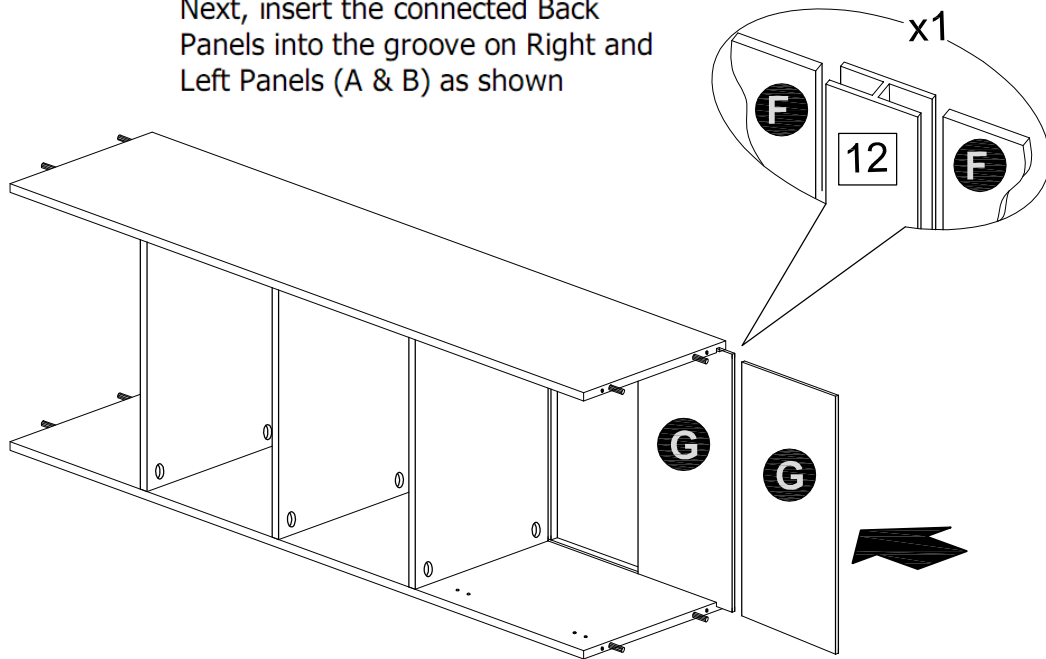
Next, use Cam-lock (3) to lock onto Cam-bolts on (A) to fasten (A) to (E).

ASSEMBLY INSTRUCTIONS

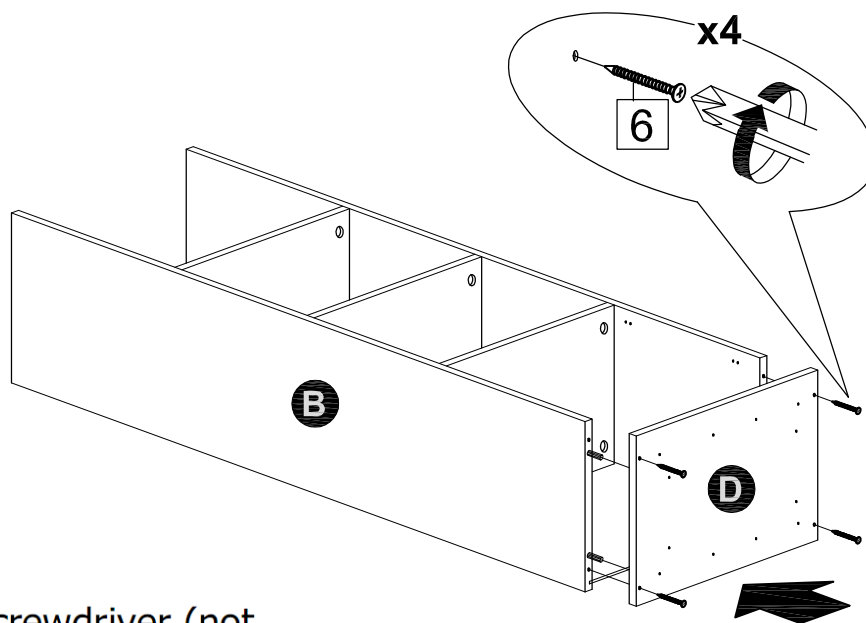
ASHFIELD BOOKCASE ITEM# 38410WAL

STEP 7

Use PVC-H (12) to connect the two Back Panel-B (G) together by inserting a long edge of (G) into the groove on PVC-H.
Next, insert the connected Back Panels into the groove on Right and Left Panels (A & B) as shown



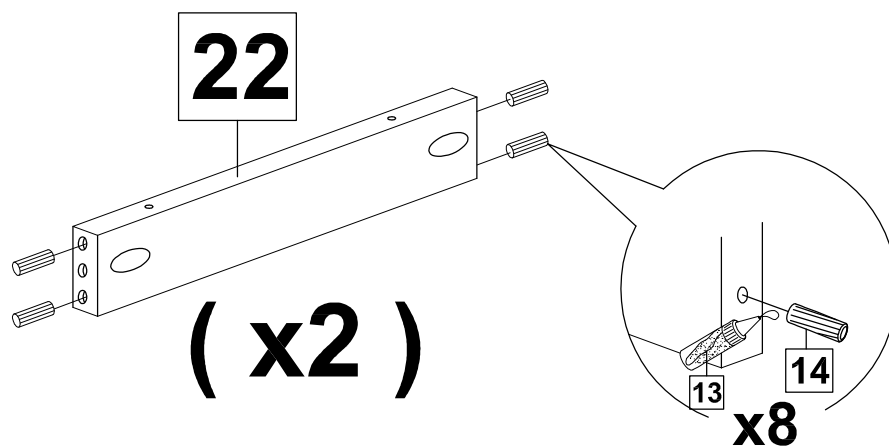
STEP 8



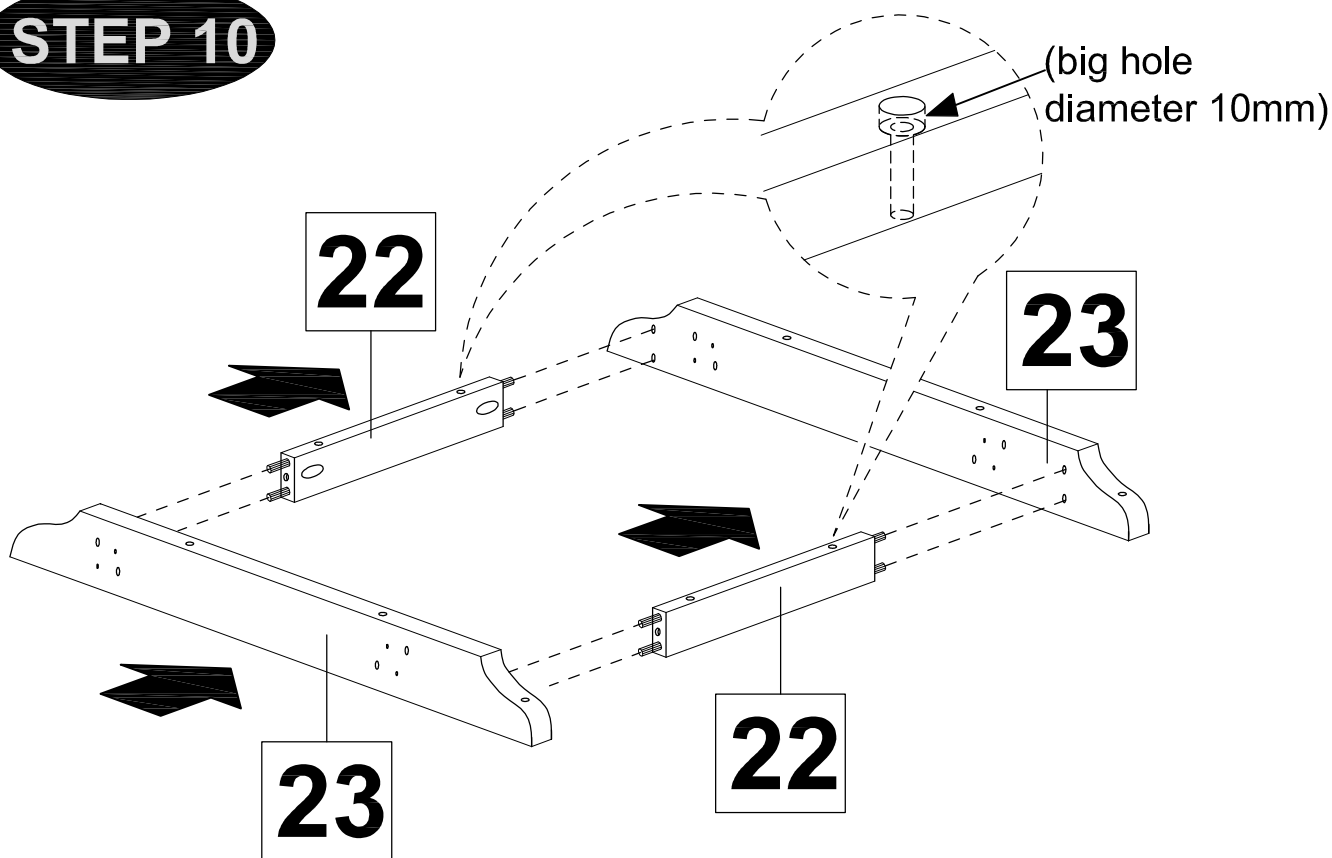
Use a Phillips Screwdriver (not provided) to drive Flat Head Screw (6) to fasten Bottom Panel (D) to Right and Left Panels (A & B).

STEP 9

Identify designated holes for wood dowel on Side Profile (22). Next, apply a small amount of Glue (13) into each hole and then insert Wood Dowel (14).



STEP 10



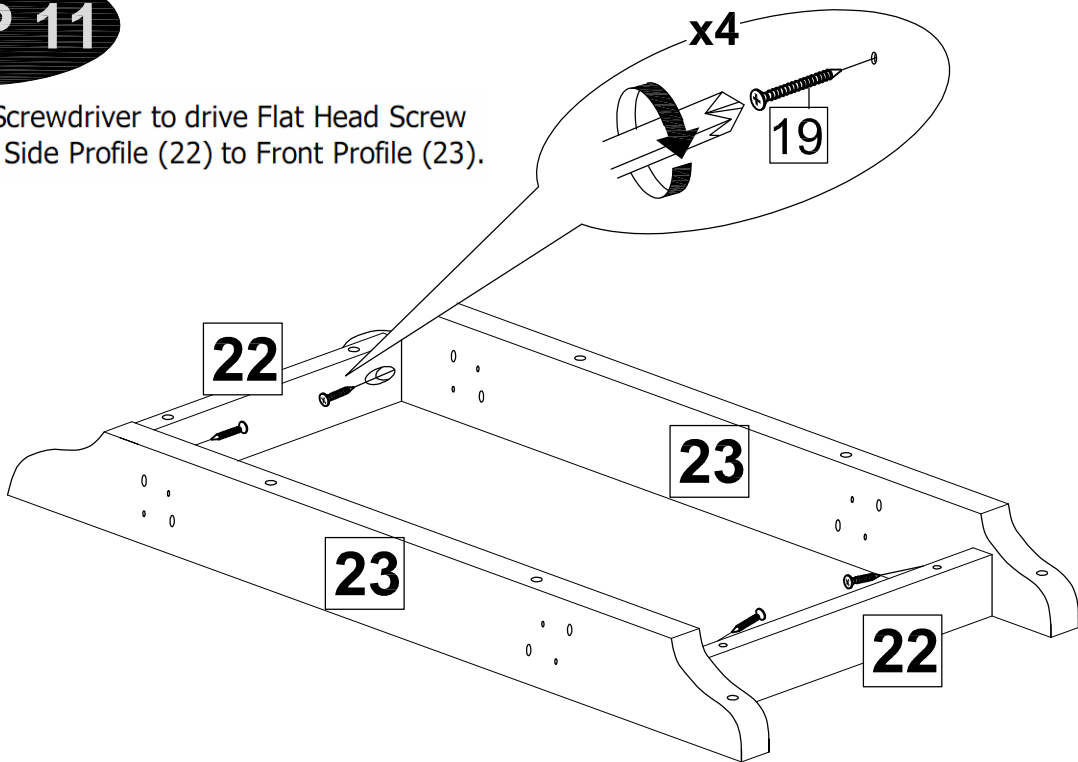
Identify the holes on Front Profile (23) that are to be inserted with wood dowels on Side Profile (22). Next, apply a small amount into each hole and attach Front Profile (23) to Side Profile (22) via wood dowels on (21).

ASSEMBLY INSTRUCTIONS

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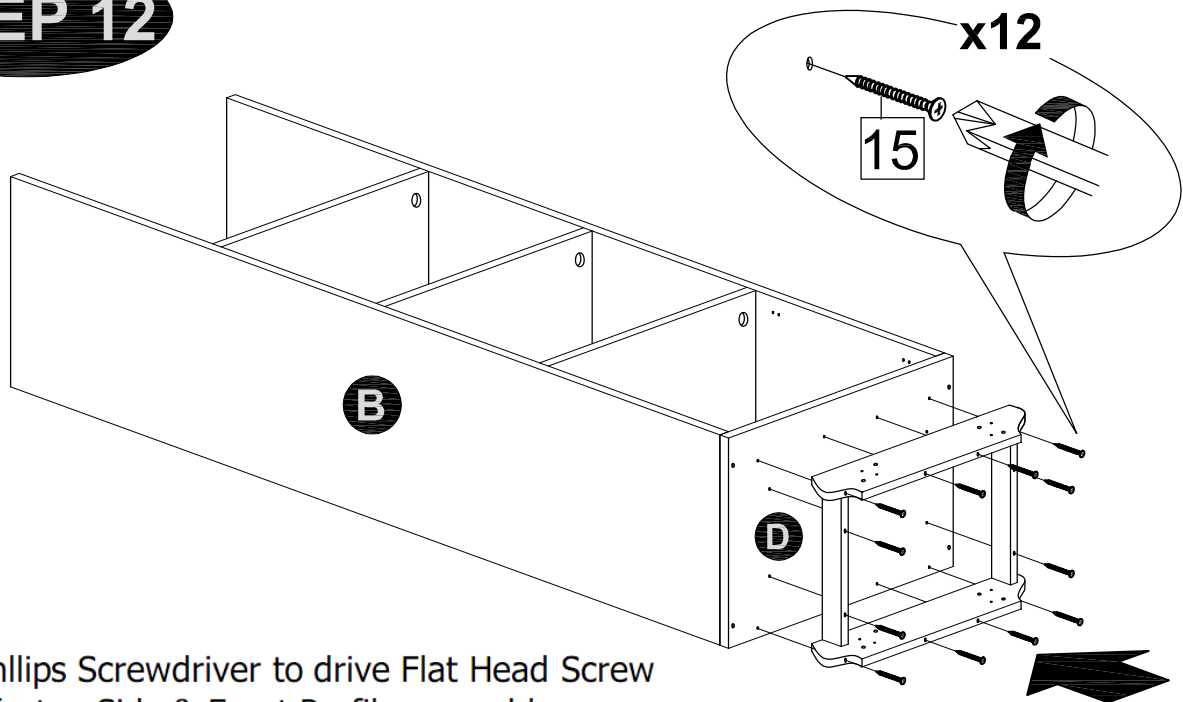
STEP 11

Use a Phillips Screwdriver to drive Flat Head Screw (19) to fasten Side Profile (22) to Front Profile (23).



STEP 12

Use a Phillips Screwdriver to drive Flat Head Screw (15) to fasten Side & Front Profile assembly completed in STEP 11 to Bottom Panel (D).



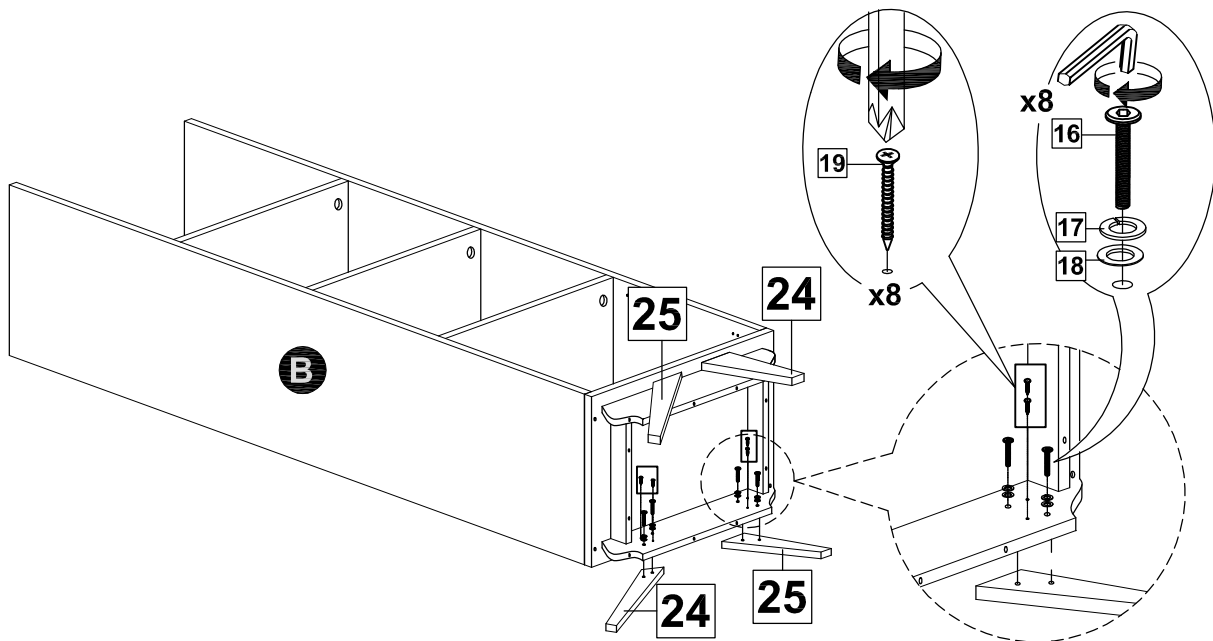
ASSEMBLY INSTRUCTIONS

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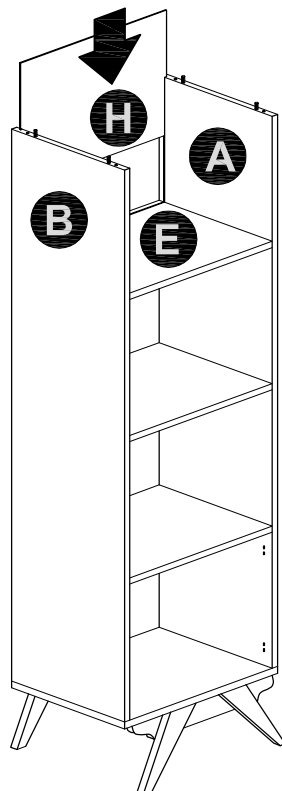
STEP 13

Identify and position Right Leg Profile (24) and Left Leg Profile (25) as shown. Use Allen Head Bolt (16) fitted with Spring Washer (17) and Flat Washer (18) to fasten each leg to the Front Profile. Use Allen Key (10) to drive Allen Head Bolt. Do not tighten bolt completely until both bolts are in place on each leg.

Next, use a Phillips Screwdriver to drive Flat Head Screw (19) to fasten each Leg Profile to the Front. Turn the assembly unit



STEP 14



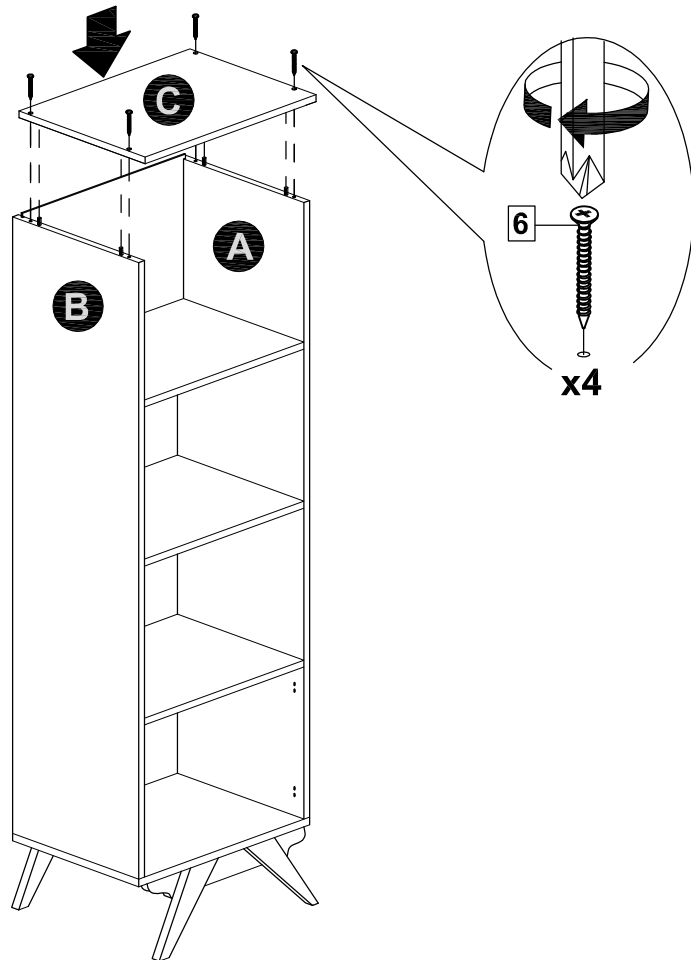
Place the assembly upright standing on Profile Legs. Insert remaining Back Panel-A (H) via grooves on Side Panels (A & B) as shown. Check to ensure (H) also fit in the groove on Fixed Shelf (E).

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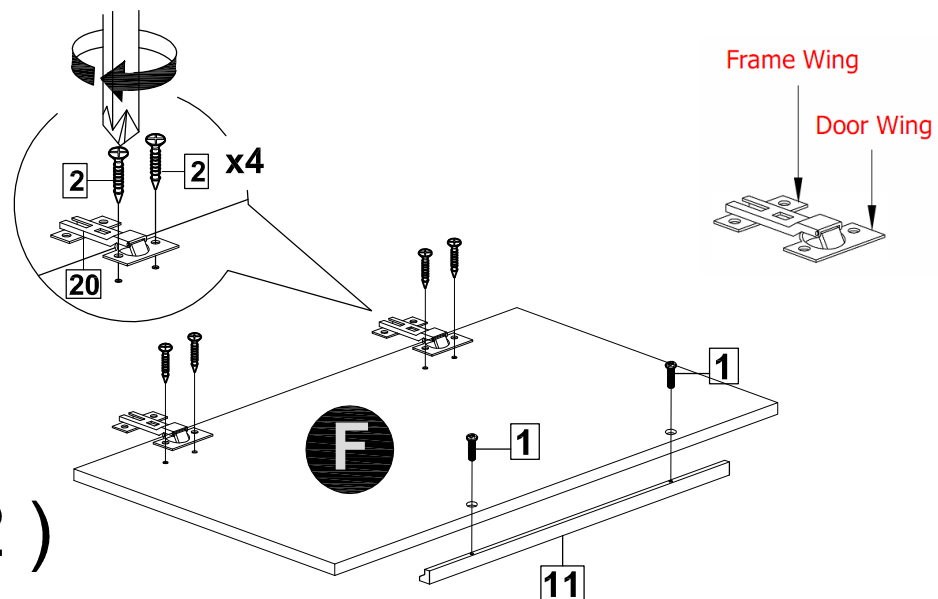
STEP 15

Attach Top Panel (C) to Right & Left Panels (A & B) via wood dowels on top edge of (A & B).
Next, use a Phillips Screwdriver to drive Flat Head Screw (6) to fasten (C) to (A & B).



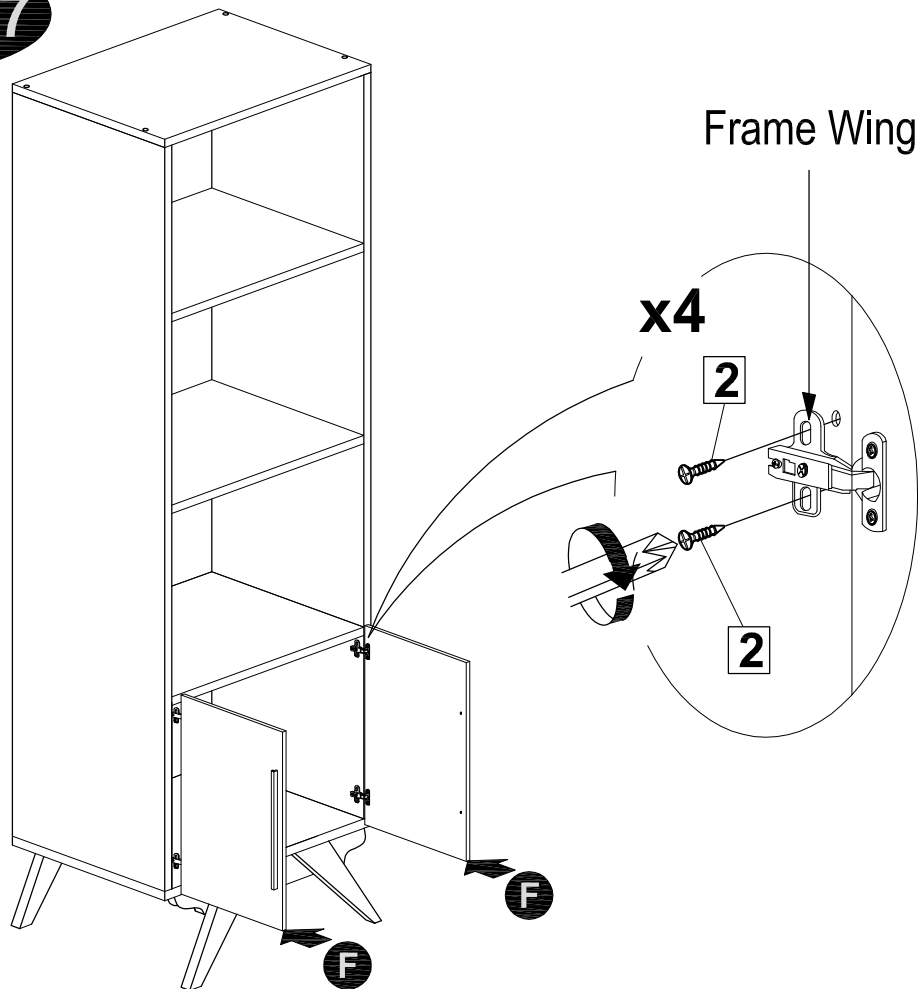
STEP 16

(x2)



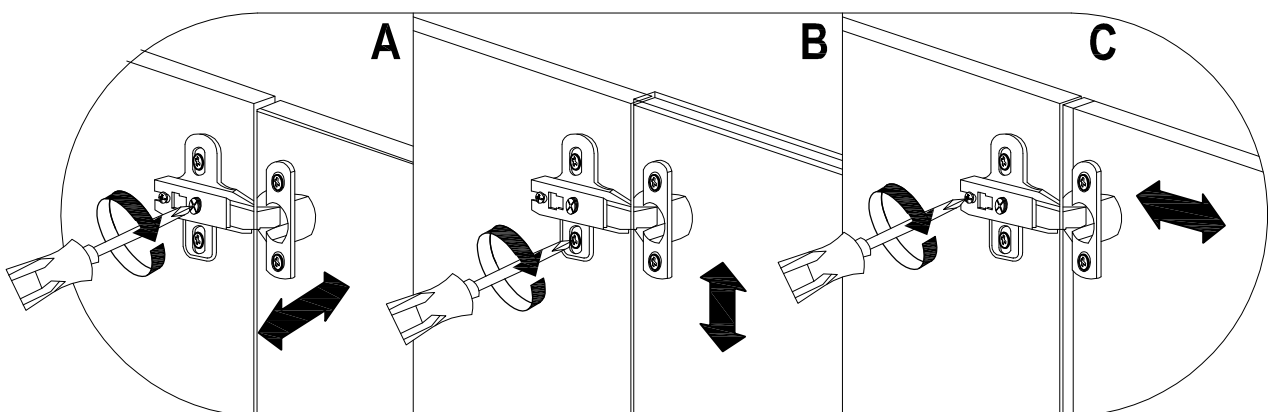
Place Door Panel (F) as shown on a material that does not scratch or damage the front surface.
Place Adjustable Hinge (20) as shown with the screw holes on the Door Wing of the Hinge align to the pilot holes on (F) and fasten with Flat Head Screws (2). Use Phillips Screwdriver to drive the screws.
Insert Pan Head bolt (1) to affix door Handle (11) on the front surface. Use Phillips Screwdriver to drive the screw.

STEP 17



- a) Position Door (F) as shown.
- b) Align the screw holes on the Frame Wing of the hinge to the pilot holes on Right and Left Panel (A&B) and fasten with Flat Head Screws (2). Use Phillips Screw driver to drive the screws.

Hinges Adjustment

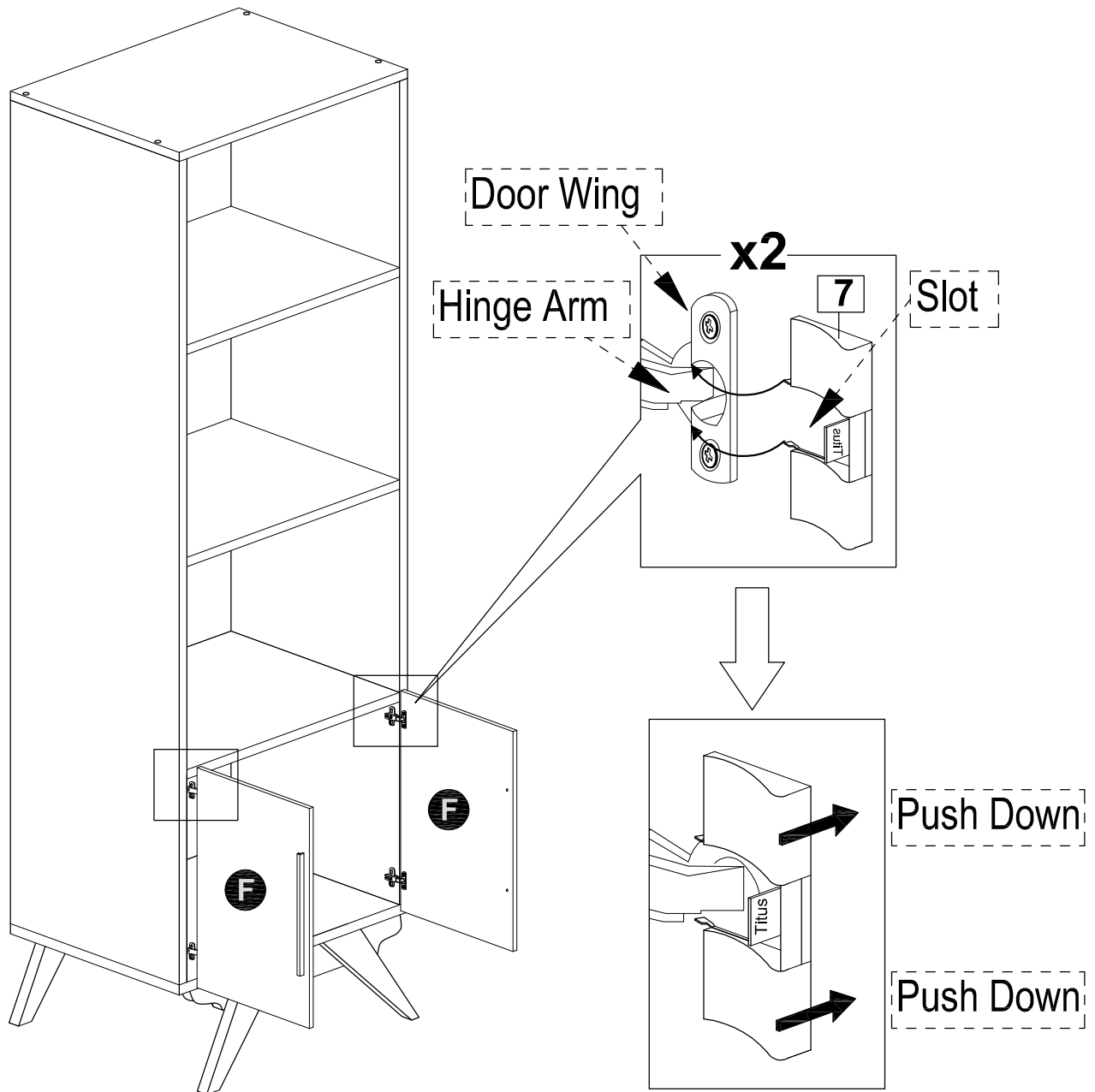


A. Turn front screw to adjust door overlay (sideway).

B. Rotate cam screw on mounting plate to adjust door height.

C. Turn rear screw for door depth adjustment.

STEP 18



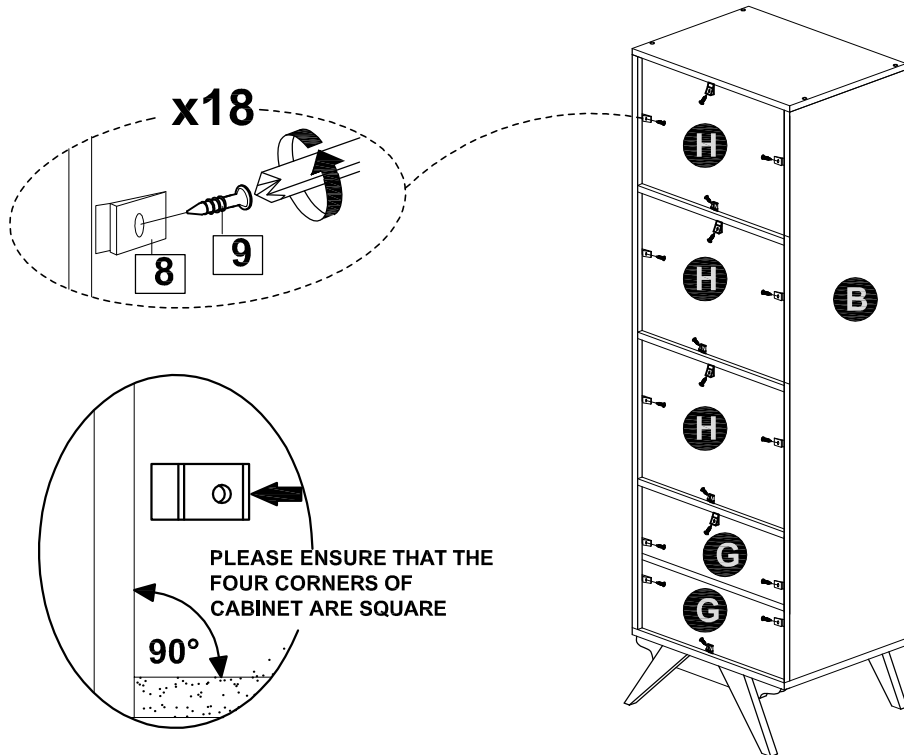
To install Door Soft-Close (7), first, slide slot on (7) to fit onto Hinge Arm and then push down to cover the Door Wing completely.

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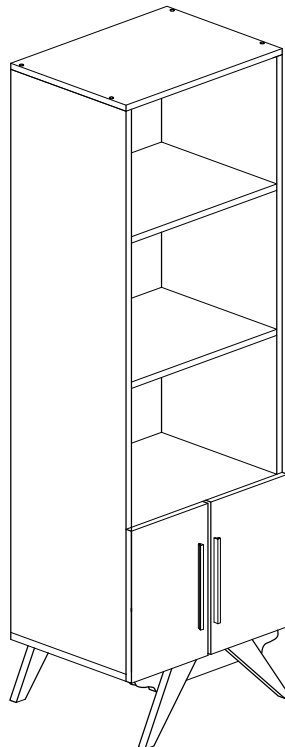
STEP 19

Use a Phillips Screwdriver to drive Flat Head Screw (9) to affix Backply Stopper (8) at the locations on Back Panels (H) & (G) as shown.



STEP 20

The assembly of the
Ashfield Tower is complete.



ASSEMBLY INSTRUCTIONS

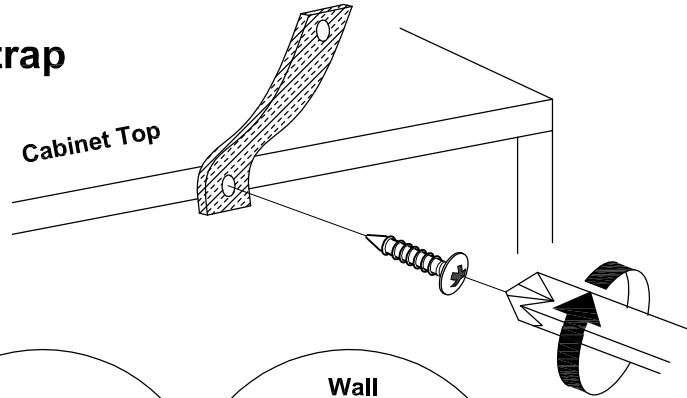
SAFETY WARNING :

It is highly recommended to install and fasten the anti-tip strap to this item to prevent tipping over and causing injury.

FASTENING ANTI-TIP STRAP

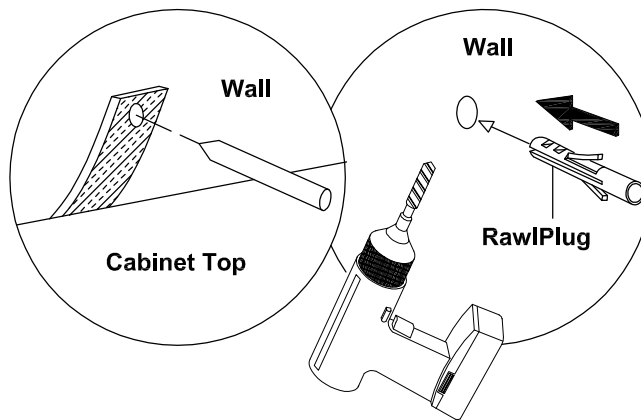
STEP 1 :

Insert screw through Strap into pre-drilled holes on cabinet.



STEP 2 :

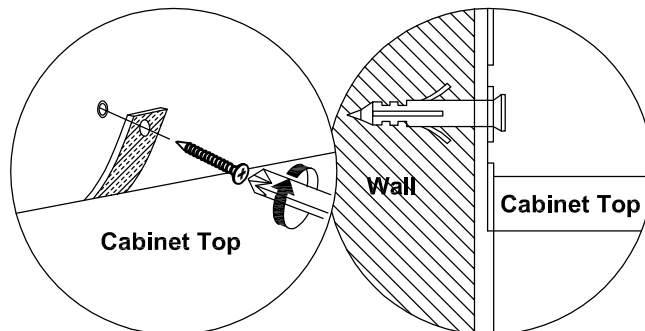
Make a mark on the wall through the strap.



Drill a hole in the wall and insert the wall anchor / Rawl plug.

STEP 3 :

Insert screw through strap and drive the screw onto wall anchor / RawlPlug



NOTE : Wall fixings are not supplied with this product as different wall materials require different types of wall anchors and fasteners. You must use suitable fixing devices for the wall to mount this product to. Ensure that the head of any screw used has a diameter greater than the diameter of the mounting hole on the strap and that the fixing is safe and secure before use. The screw supplied is for fastening the anti-tip strap to the cabinet.

HARDWARE LIST



Anti-Tip Strap - 1pc



M4 x 16MM - 1pc