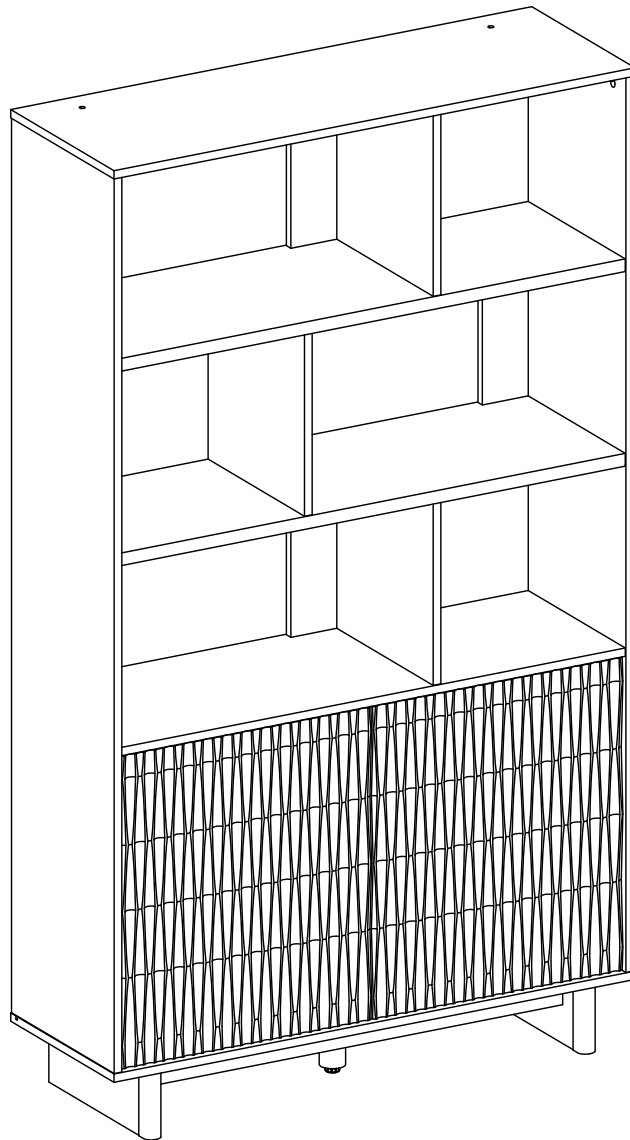


# Inga Bookcase

## INSTRUCTIONS



---

# Thank You

---

## Dear Customer

Check the pack and make sure you have all the parts listed below. If not, contact the helpline on 03451 656565 who will be able to help you.

## Safety advice

**IMPORTANT** - The first step you need to take is to ensure your safety! Please take the time to read and understand these instructions before assembling your furniture.

Please keep these instructions for furniture reference.

Keep children and animals away from the assembly area. This furniture contains small parts that could cause choking if swallowed.

Keep all plastic wrapping materials away from babies and children to avoid danger of suffocation.

Ensure that all packaging is disposed of carefully and responsibly.

From time to time check that there no loose fittings on the unit, re-tighten when necessary.

Two people maybe required for the assembly of this product.

Once items are part or fully assembled, they are not returnable unless faulty.

This item is not for outdoor use - unless stated otherwise.

Some items will be supplied with a wall fixing strap, which we recommend is used to secure the item to the wall, to prevent a child from accidentally pulling furniture over. Furniture can be dangerous if incorrectly installed. Assembly should be carried out by a competent person. No liability will be accepted for damage or injury caused by incorrectly installed or assembled furniture.

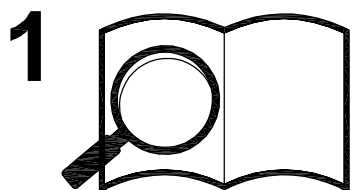
---

## Top Tips Before You Start !

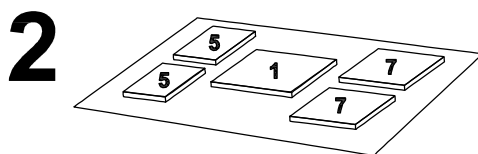
---

### WARNING

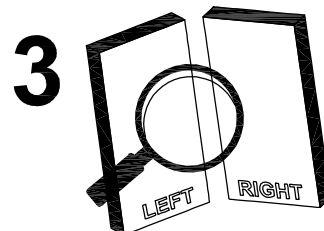
The Furniture is Exempt From Our Home Approval Policy Once Assembled.



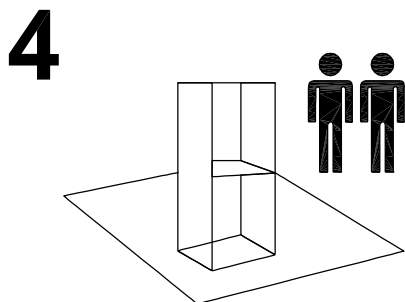
Read the Assembly Instruction carefully, check that all Parts and Hardwares are present !



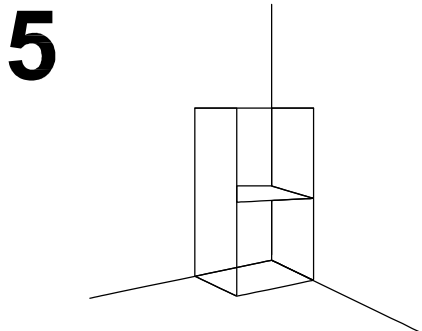
Layout all of the parts on a soft surface, and separate in groups for the same numbers to prevent any damage and easy identification. (Note: protected surface required for High Gloss Finished Items).



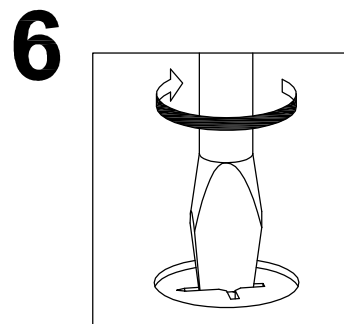
Carefully identify each parts required on that step, especially those that are similar. (e.g., Left-Right).



Please ensure you have sufficient space and people (as indicated in Page 1) to assemble the product safely.



Where possible, all items are assembled near to the area in which they will be place in use, to avoid moving the product unnecessary once assembled.



During assembly please take care not to over-tighten any fittings, as this may damage the product.

**Note :** For faster assembly strongly recommended to assemble sub-assembly part before the main body (e.g. drawer, hutch).

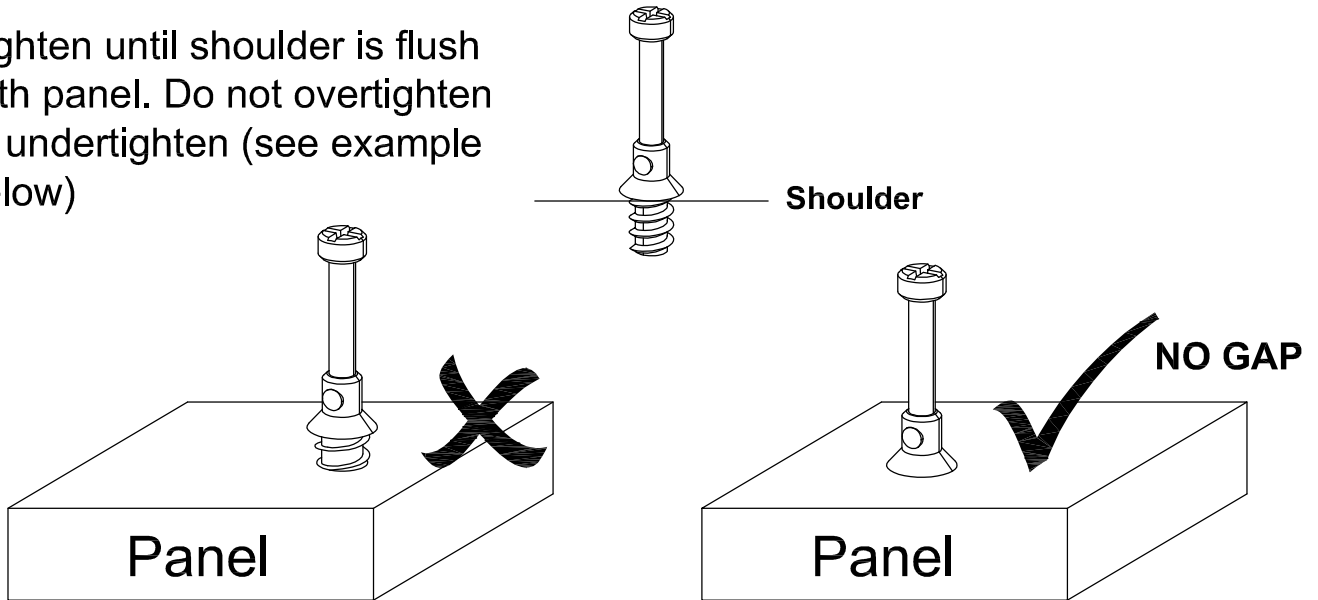
---

# Special Tips for Fitting Minifix Cam (Cam-Lock), and Minifix Bolt (Cam-Bolts)

---

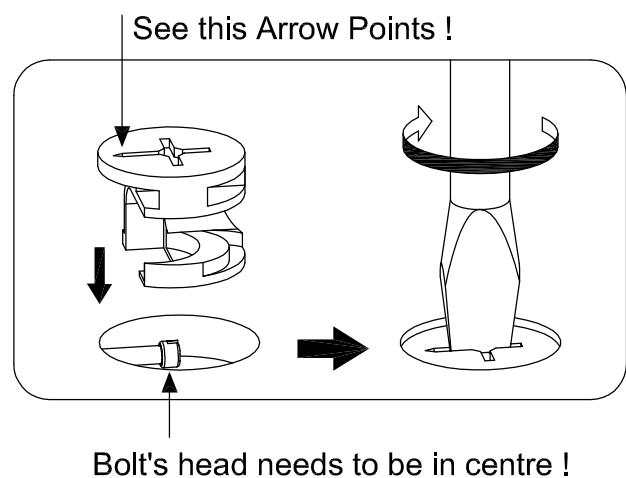
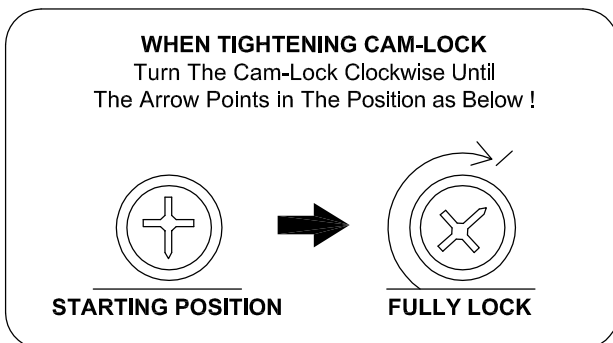
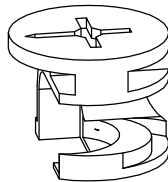
## CAM-BOLT

Tighten until shoulder is flush with panel. Do not overtighten or undertighten (see example below)

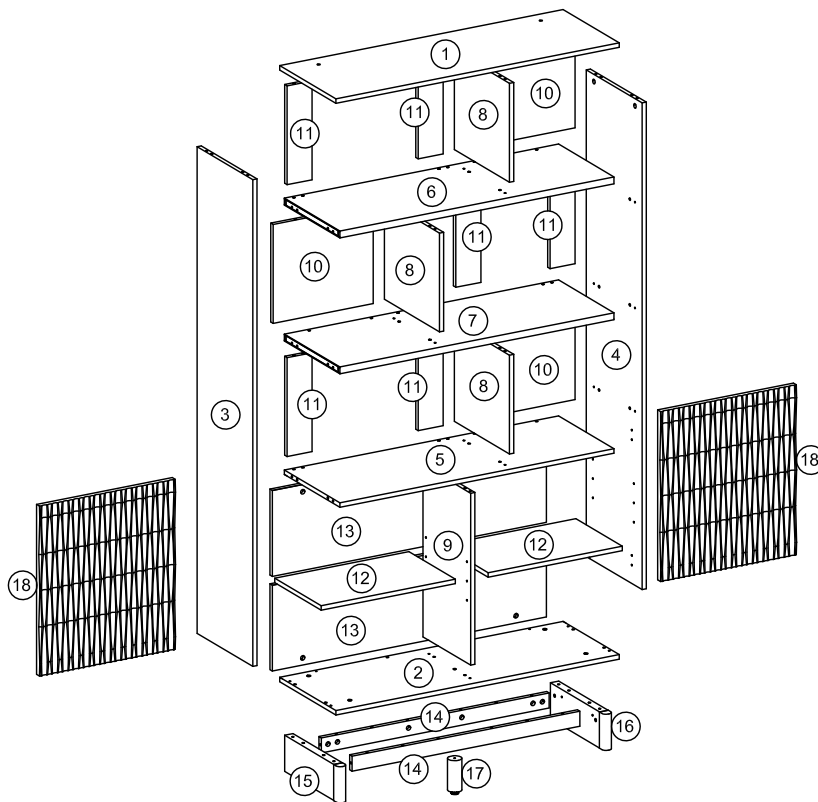


---

## CAM-LOCK



# Component Parts Supplied

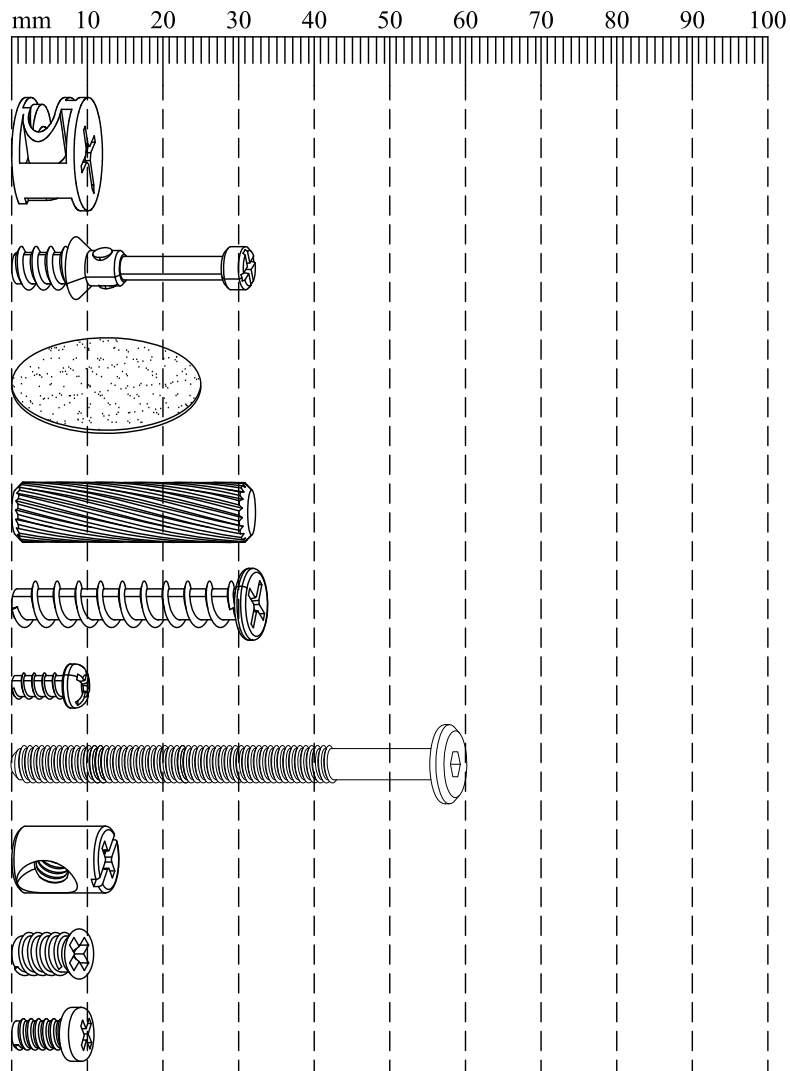


Ref	Description	Dimensions	Qty
①	Top panel	1020mm x 350mm x 15mm	1
②	Base panel	1020mm x 350mm x 15mm	1
③	Left panel	1615mm x 348mm x 15mm	1
④	Right panel	1615mm x 348mm x 15mm	1
⑤	Middle bottom panel	987mm x 346mm x 15mm	1
⑥	Middle top panel	987mm x 346mm x 23mm	1
⑦	Middle panel	987mm x 346mm x 23mm	1
⑧	Divider top panel	328mm x 344mm x 15mm	3
⑨	Divider bottom panel	570mm x 303mm x 15mm	1
⑩	Small rear panel	328mm x 360mm x 15mm	3
⑪	Rear support	328mm x 90mm x 15mm	6
⑫	Adjustable shelf	484mm x 290mm x 15mm	2
⑬	Large rear panel	987mm x 285mm x 15mm	2
⑭	Bottom support	820mm x 50mm x 15mm	2
⑮	Left leg	322mm x 120mm x 32mm	1
⑯	Right leg	322mm x 120mm x 32mm	1
⑰	Leg	113mm x 45mm x 44mm	1
⑱	Door	564mm x 489mm x 20mm	2

# Parts and fittings

Fixtures and fittings supplied (actual size)

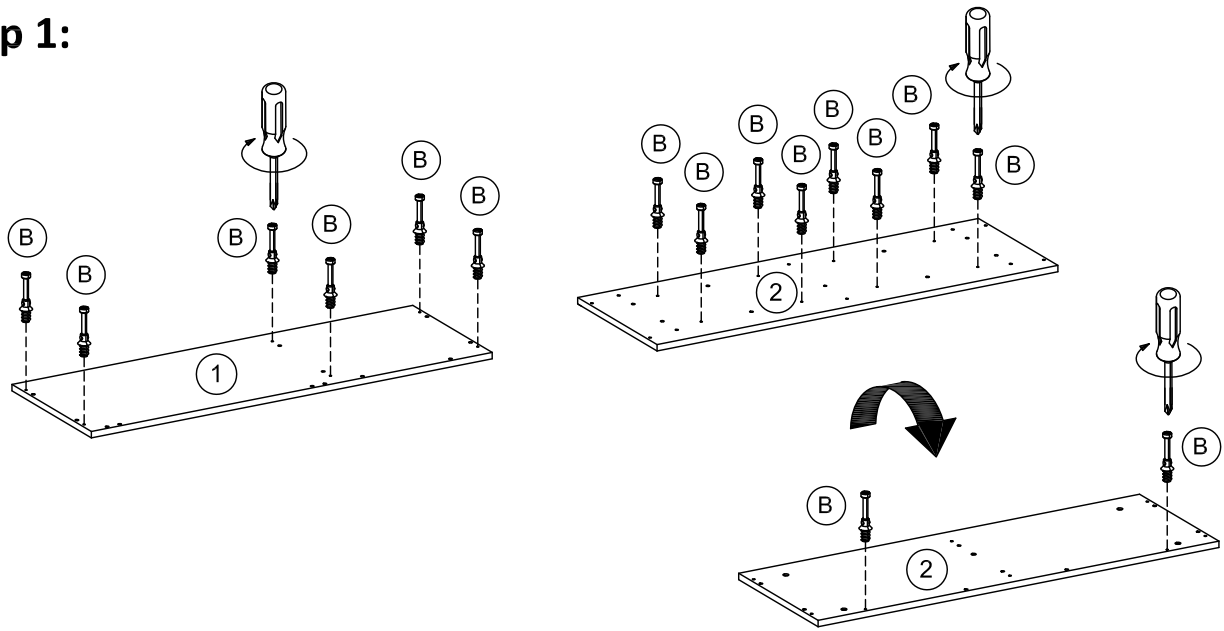
Ref	Dimensions	Qty
Ⓐ	Dia.15 x 12mm	40
Ⓑ	7.5mm x 32mm	40
Ⓒ	Dia.25mm	52
Ⓓ	8mm x 32mm	88
Ⓔ	10mm x 33.5mm	13
Ⓕ	4mm x 10mm	8
Ⓖ	6mm x 60mm	4
Ⓗ	Dia.10 x 13mm	4
Ⓘ	5mm x 10mm	4
Ⓙ	6mm x 10mm	2



Fixtures and fittings supplied (not to scale)

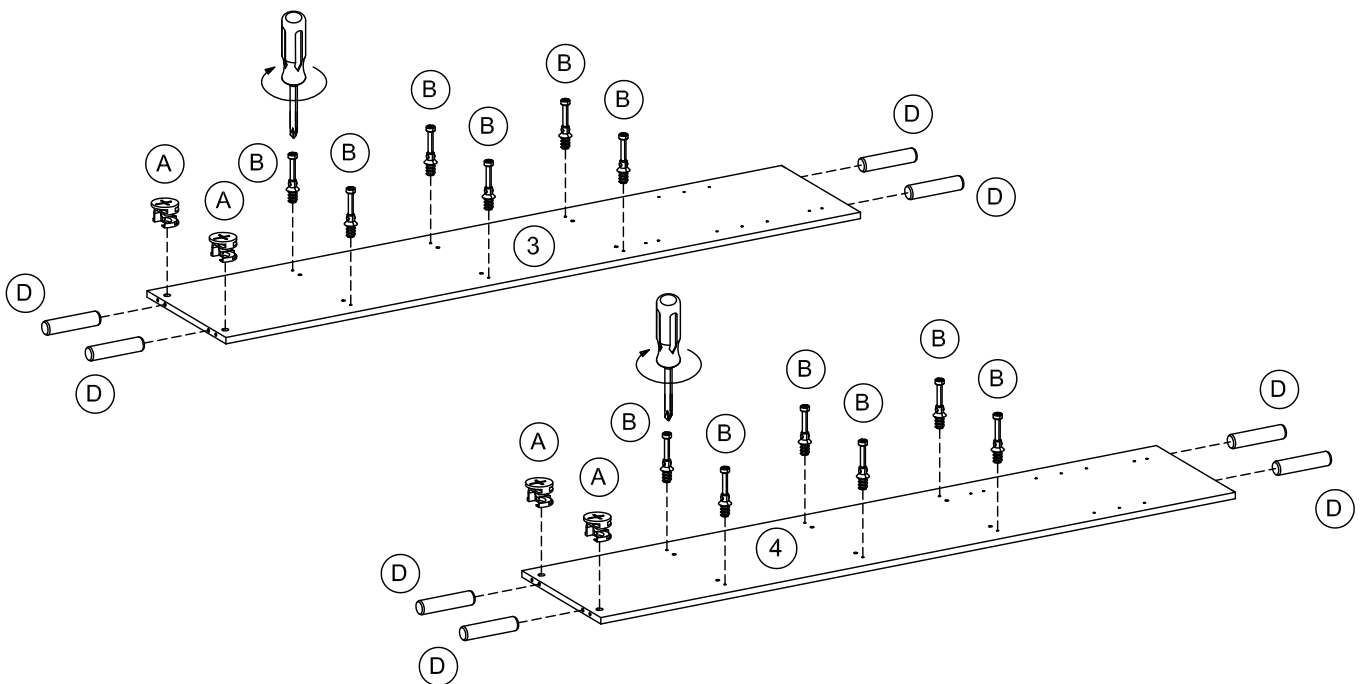
Ref	Item	Visual	Qty
Ⓚ	Shelf support		8
Ⓛ	Push Latch		2
Ⓜ	Allen key		1
Ⓝ	Door Hinge		4
Ⓞ	Wall Bracket		2

## Step 1:



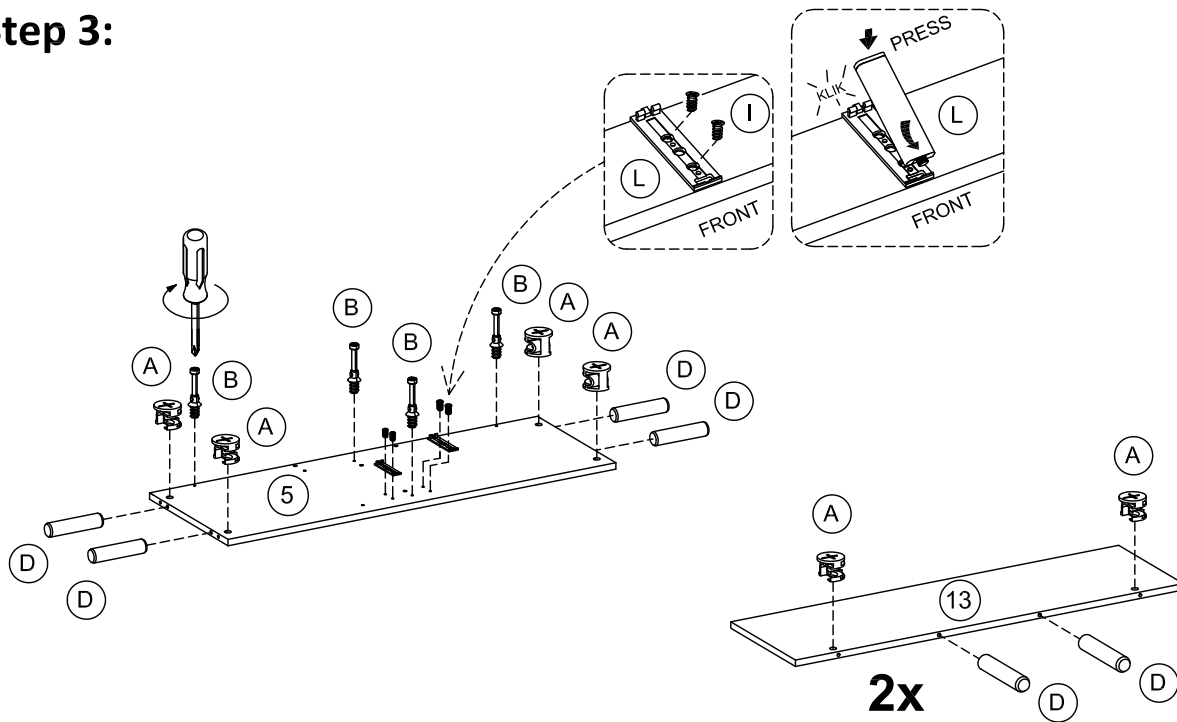
Attach cam-bolt (B) to top panel (1) and base panel (2) using screwdriver.  
Flip base panel (2) 180°, then attach cam-bolt (B) using screwdriver as shown.

## Step 2:



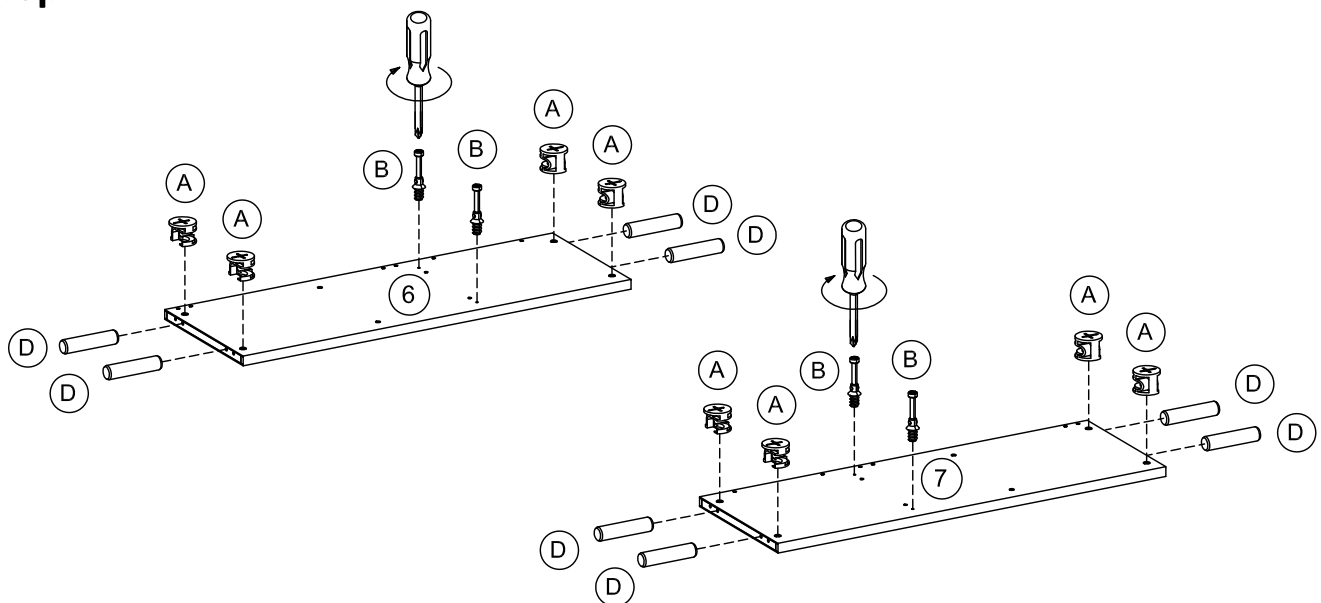
Attach cam-bolt (B) to left panel (3) and right panel (4) using screwdriver.  
Insert cam-lock (A) and dowel (D) into left panel (3) and right panel (4).

### Step 3:



Attach cam-bolt (B) to middle bottom panel (5) using screwdriver.  
Insert cam-lock (A) and dowel (D) into middle bottom panel (5) and large rear panel (13).  
Attach push latch (L) to middle bottom panel (5) using screws (I).

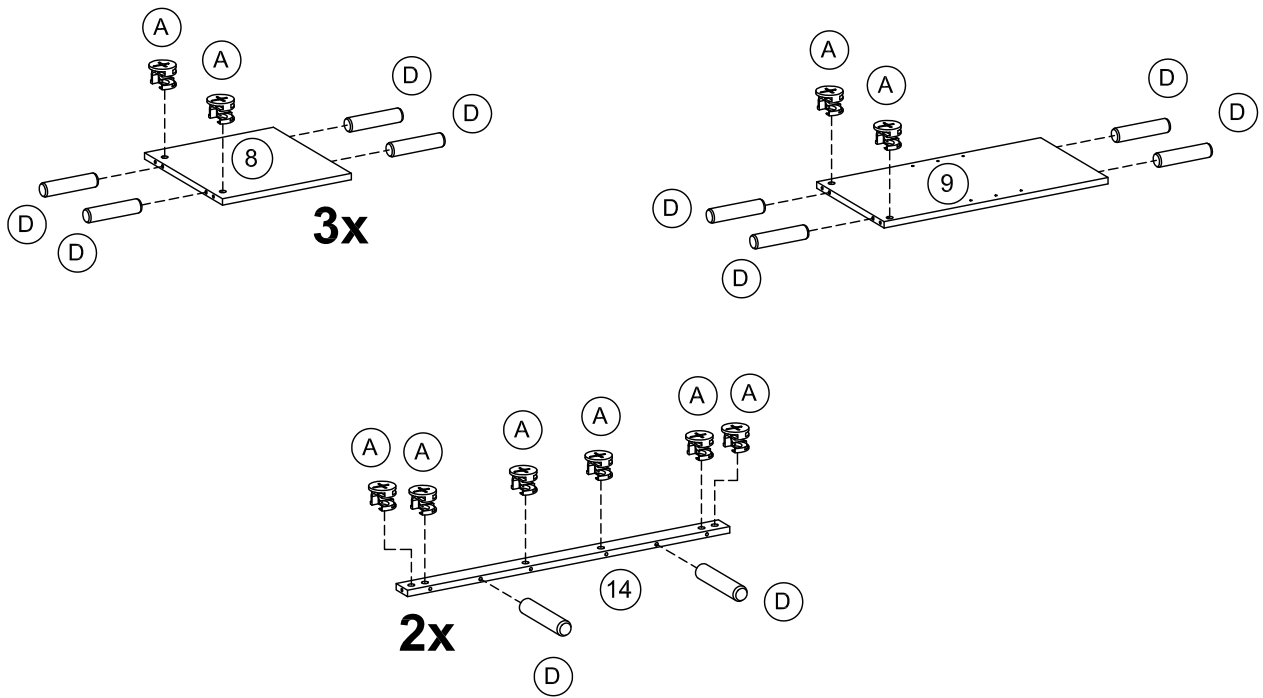
### Step 4:



Attach cam-bolt (B) to middle top panel (6) and middle panel (7) using screwdriver.  
Insert cam-lock (A) and dowel (D) into middle top panel (6) and middle panel (7).

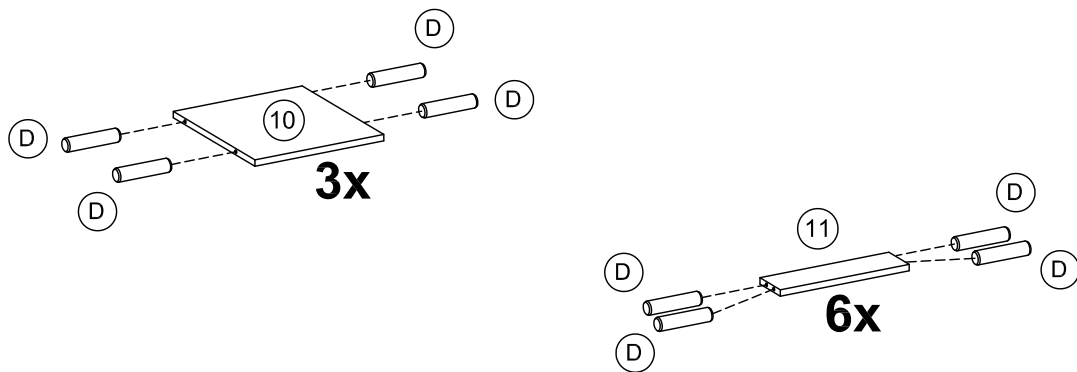


## Step 5:



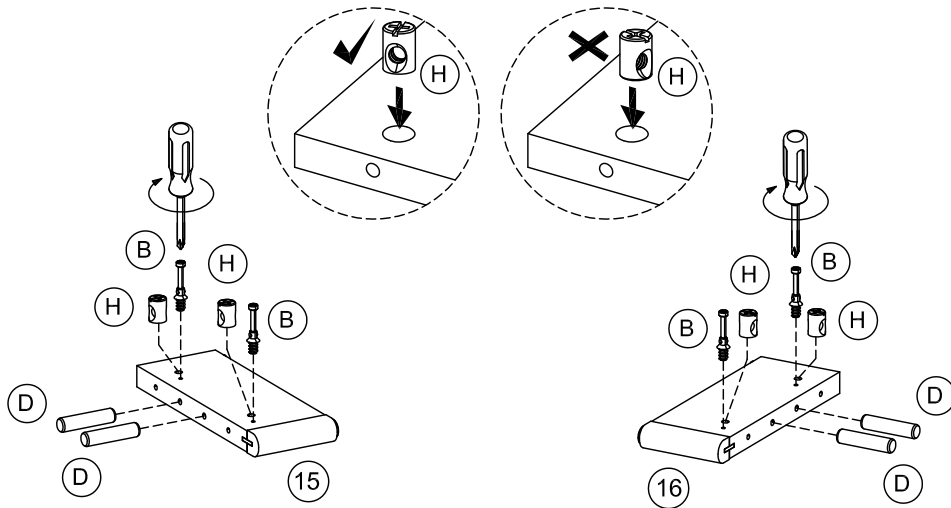
Insert cam-lock (A) and dowel (D) into divider top panel (8), divider bottom panel (9) and bottom support (14).

## Step 6:



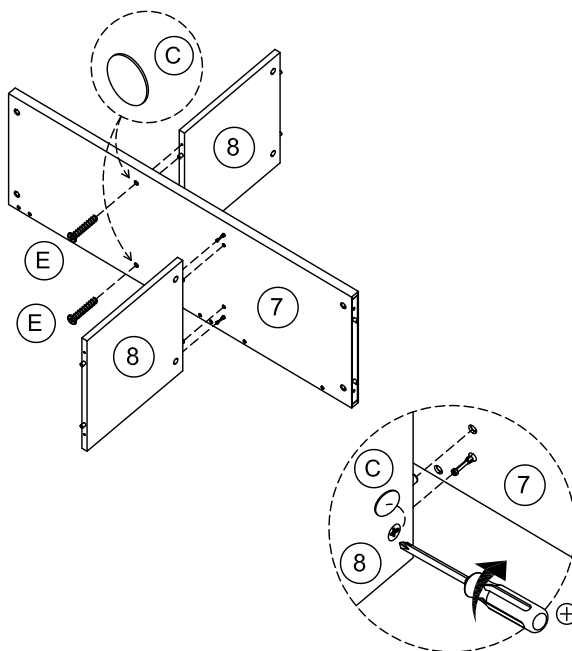
Insert dowel (D) into small rear panel (10) and rear support (11).

## Step 7:



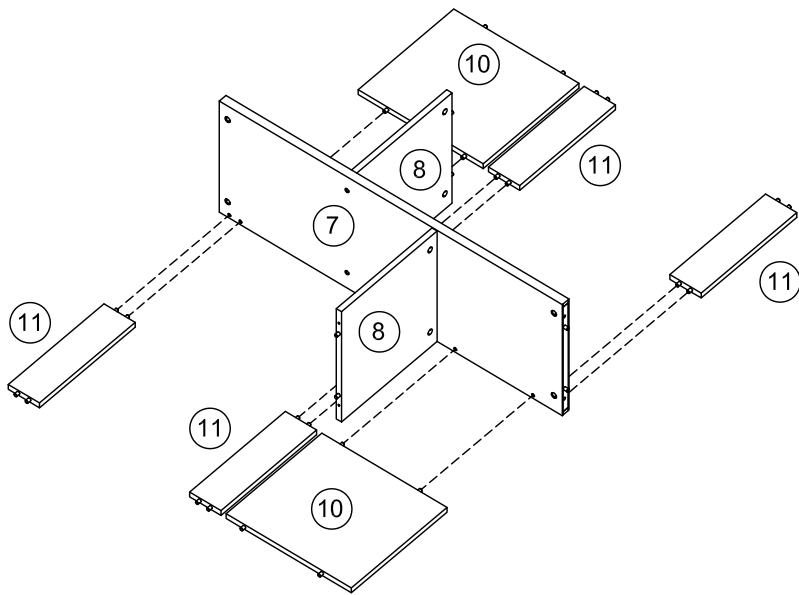
Attach cam-bolt (B) to left leg (15) and right leg (16) using screwdriver.  
Insert dowel (D) and barrel nuts (H) into left leg (15) and right leg (16).

## Step 8:



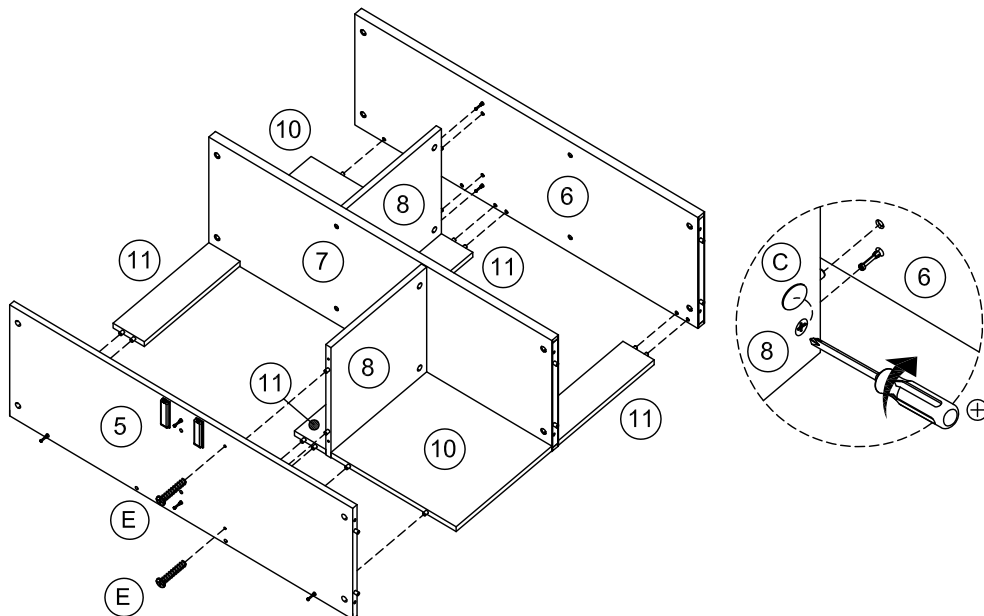
Attach divider top panel (8) to middle panel (7) using screws (E), then cover the screw with cam-sticker (C).  
Attach another divider top panel (8) to middle panel (7), then turn the cam-lock (A) clockwise to lock using screwdriver.  
Paste cam-sticker (C).

## Step 9:



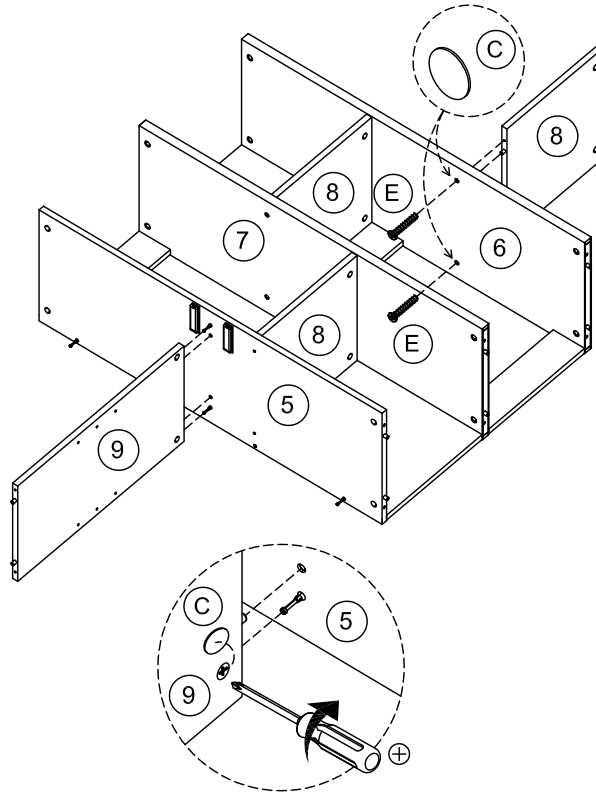
Attach small rear panel (10) and rear support (11) to middle panel (7) as shown.

## Step 10:



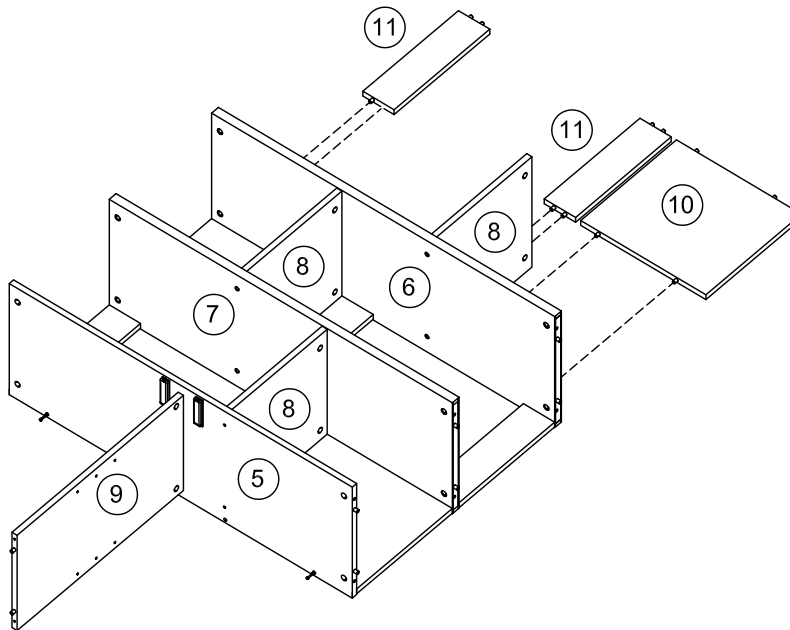
Attach middle top panel (6) to case assembly as shown.  
Turn the cam-lock (A) clockwise to lock using screwdriver, then paste cam-sticker (C).  
Attach middle bottom panel (5) to case assembly using screws (E).

## Step 11:



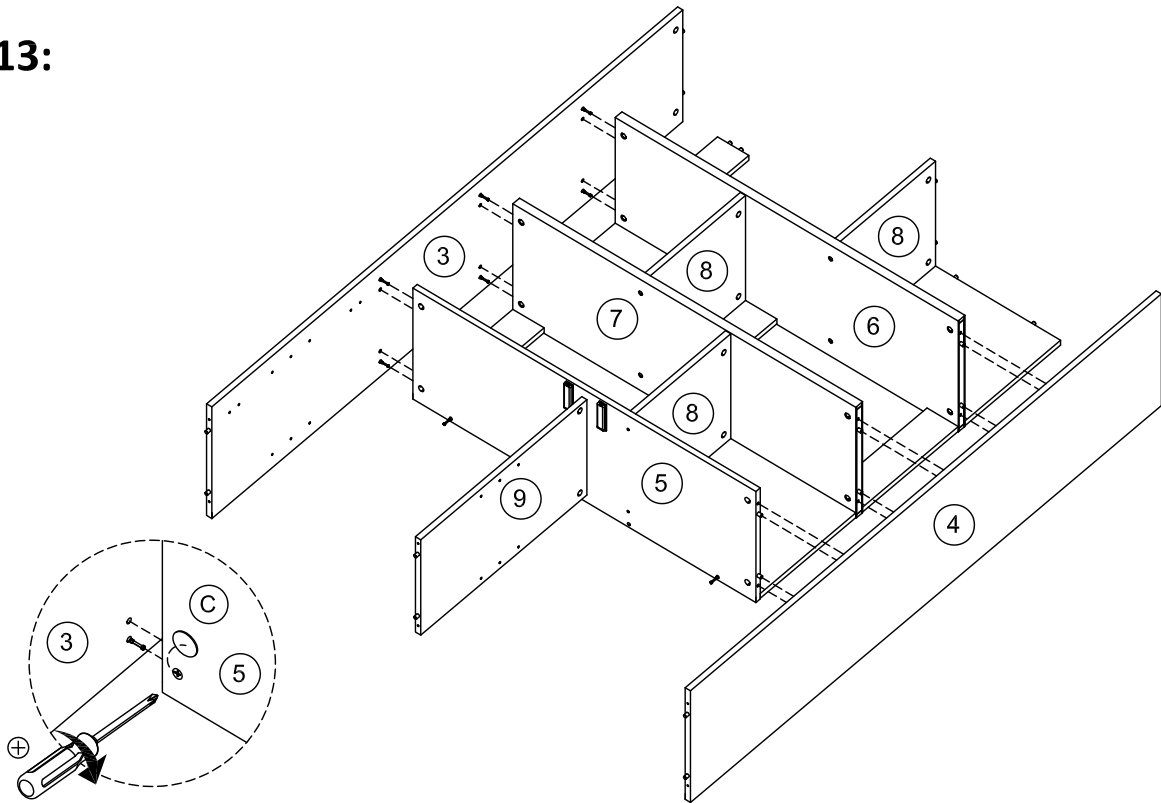
Attach divider top panel (8) to case assembly using screws (E), then cover the screw with cam-sticker (C).  
Attach divider bottom panel (9) to case assembly as shown.  
Turn the cam-lock (A) clockwise to lock using screwdriver.  
Paste cam-sticker (C).

## Step 12:



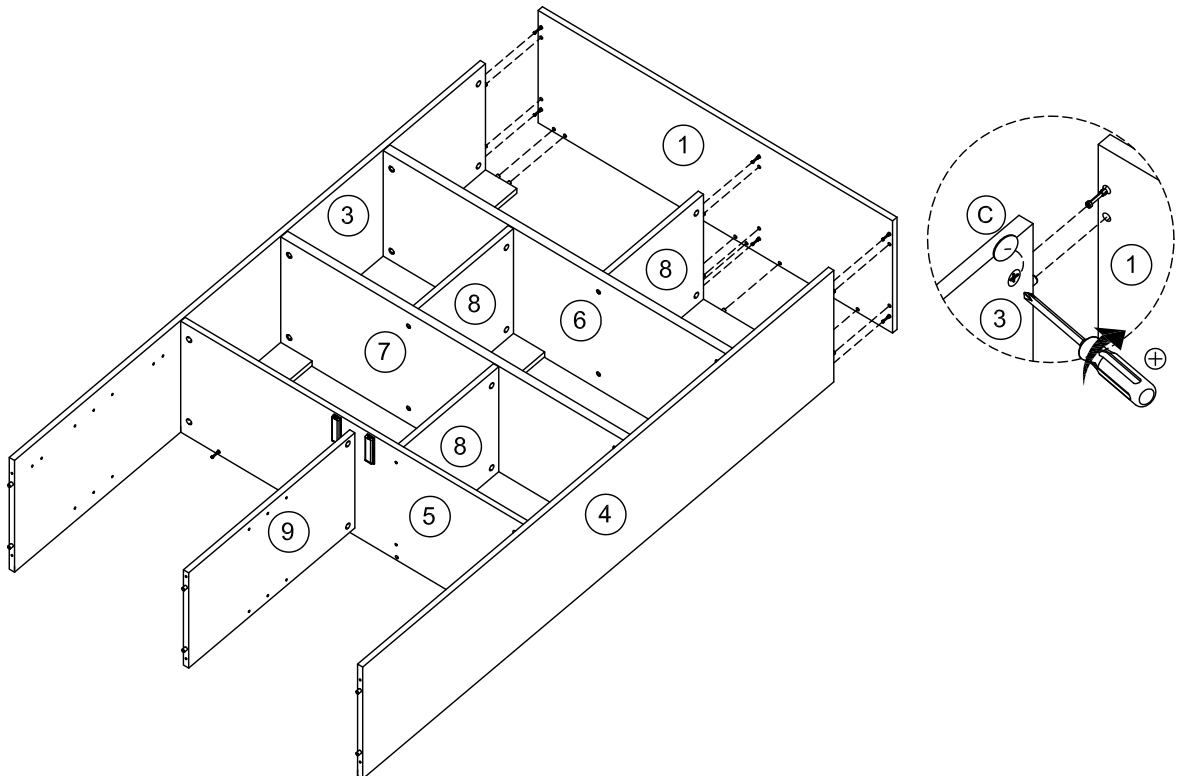
Attach small rear panel (10) and rear support (11) to case assembly as shown.

## Step 13:



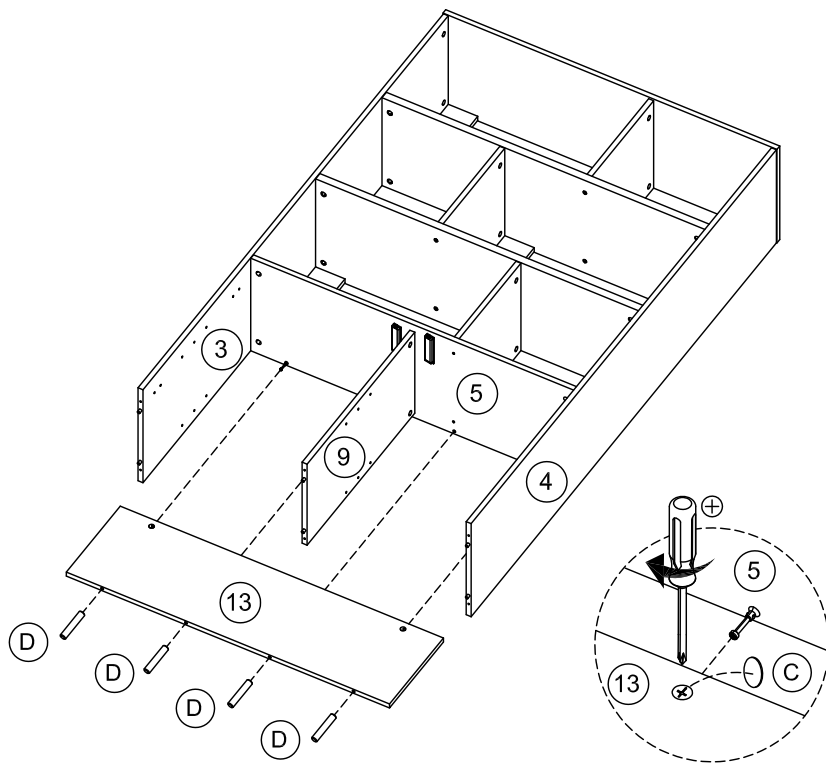
Attach left panel (3) and right panel (4) to case assembly as shown.  
Turn the cam-lock (A) clockwise to lock using screwdriver, then paste cam-sticker (C).

## Step 14:



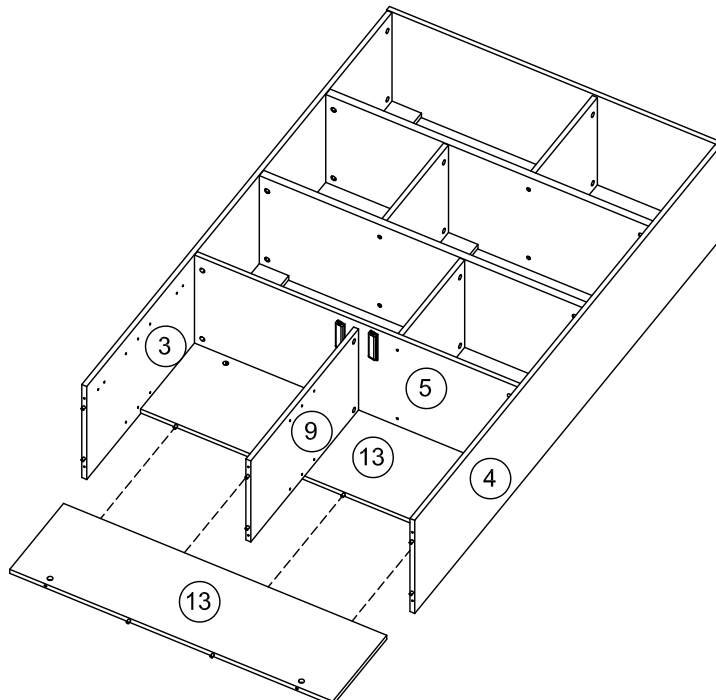
Attach top panel (1) to case assembly as shown.  
Turn the cam-lock (A) clockwise to lock using screwdriver, then paste cam-sticker (C).

## Step 15:



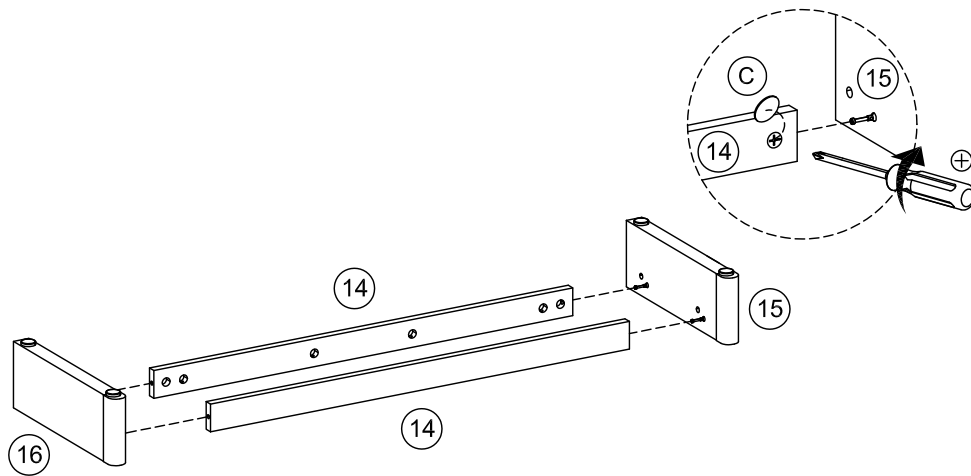
Attach large rear panel (13) to the case assembly as shown.  
Turn the cam-lock (A) clockwise to lock using screwdriver, then paste cam-sticker (C).  
insert dowel (D) to large rear panel (13) as shown.

## Step 16:



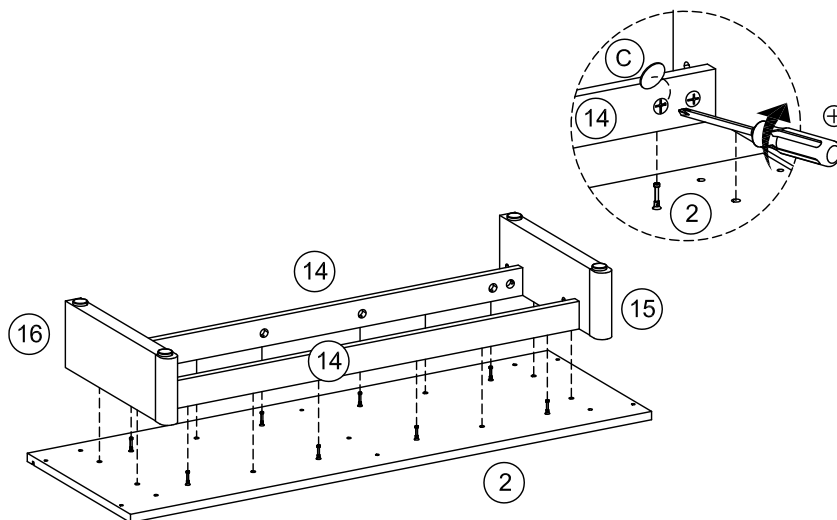
Attach another large rear panel (13) to case assembly as shown.

## Step 17:



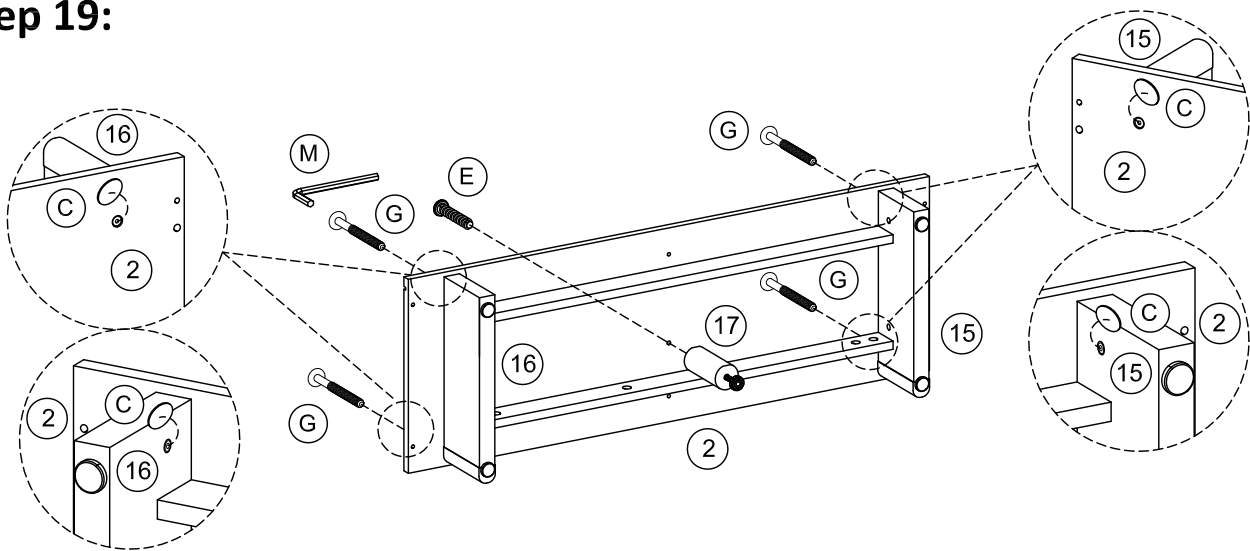
Attach left leg (15) and right leg (16) to bottom support (14) as shown.  
Turn the cam-lock (A) clockwise to lock using screwdriver, then paste cam-sticker (C).

## Step 18:



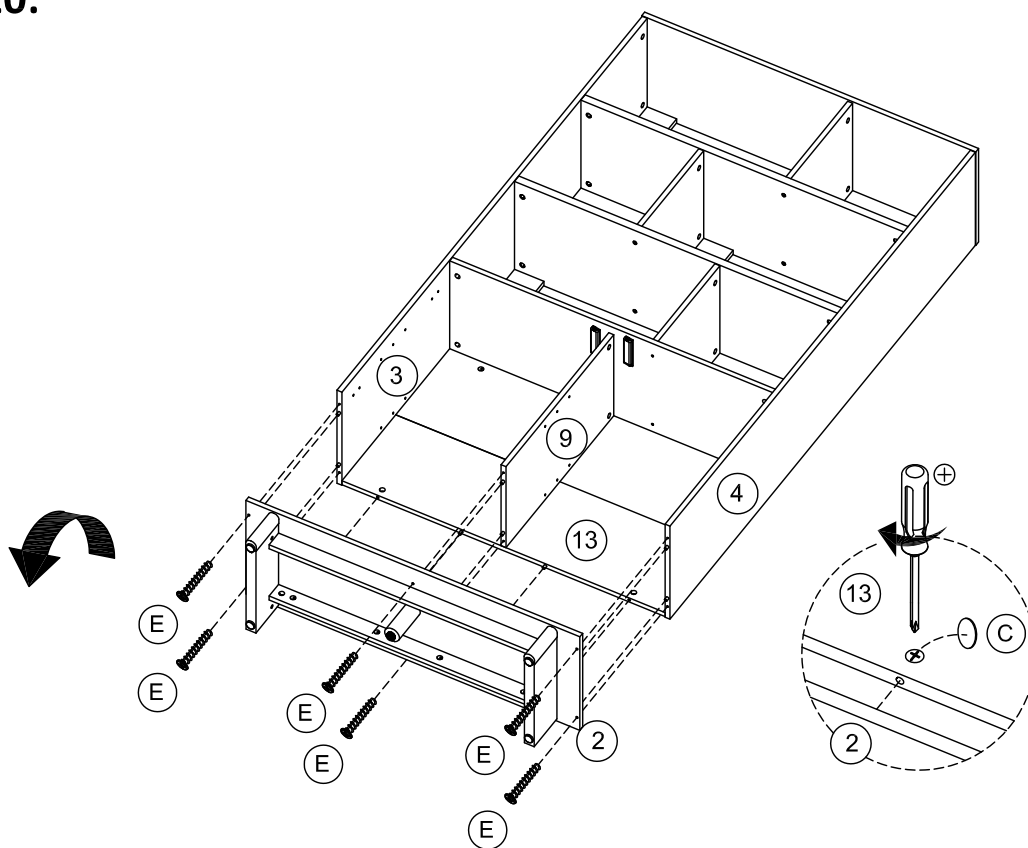
Attach assembly bottom support to base panel (2) as shown.  
Turn the cam-lock (A) clockwise to lock using screwdriver, then paste cam-sticker (C).

## Step 19:



Tighten assembly base panel using screws (G) and allen key (M), then paste cam-sticker (C).  
Attach Leg (17) to base panel (2) using screw (E).

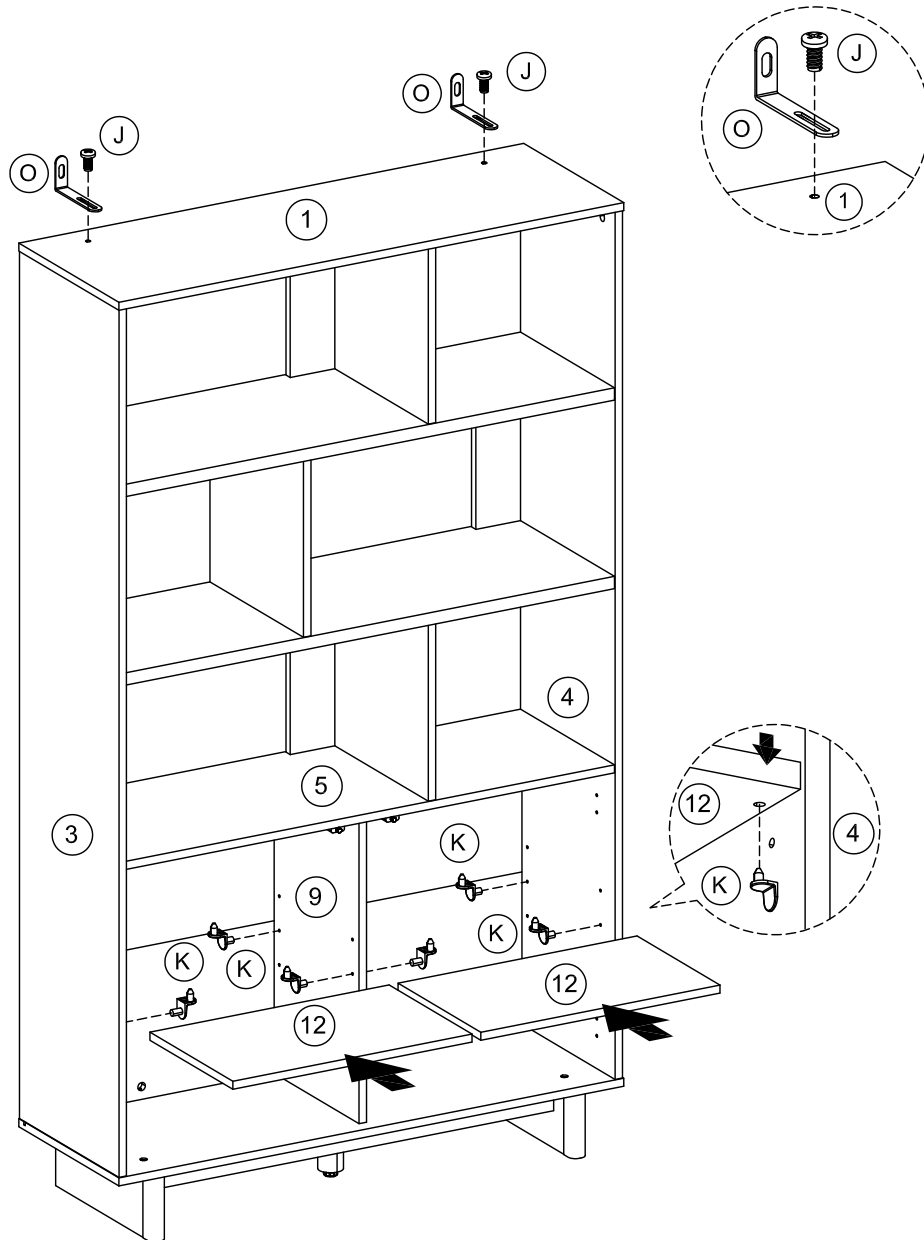
## Step 20:



Attach assembly base panel to case assembly using screws (E).  
Turn the cam-lock (A) clockwise to lock using screwdriver, then paste cam-sticker (C).  
Stand up the bookcase to continue next step.

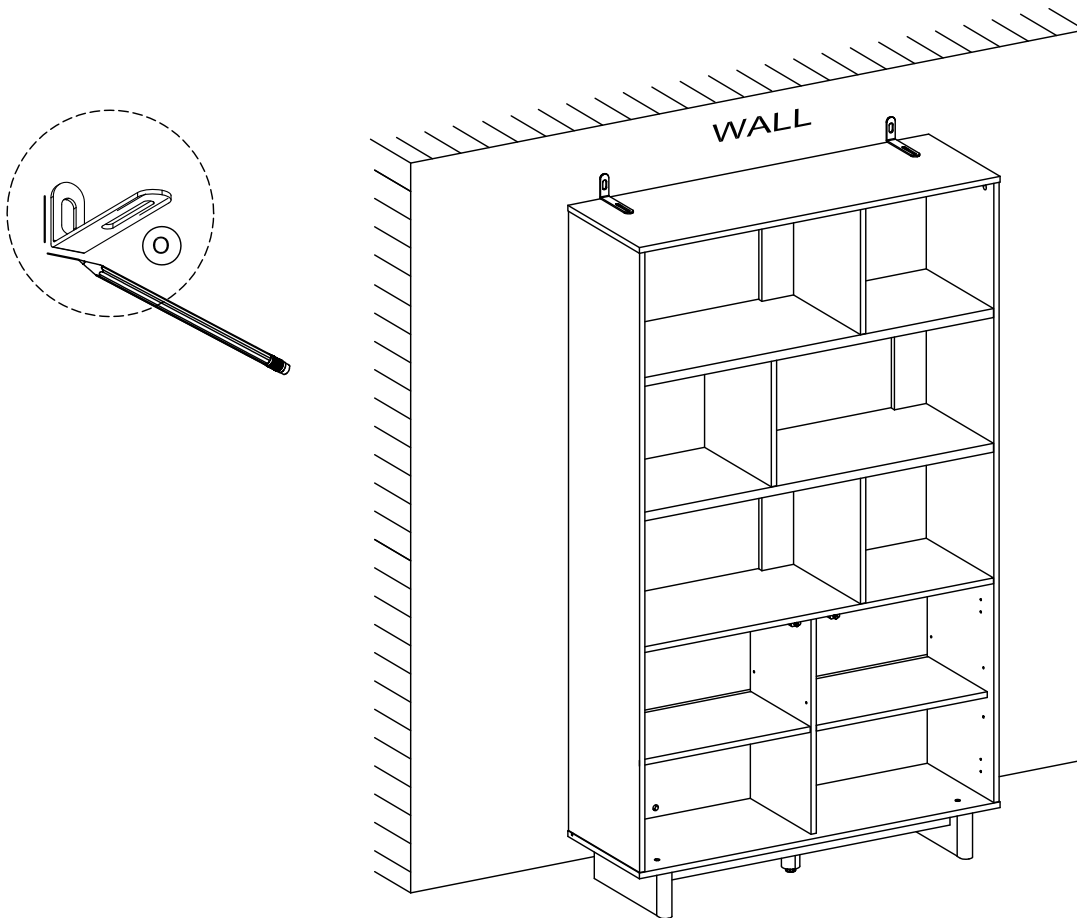


## Step 21:



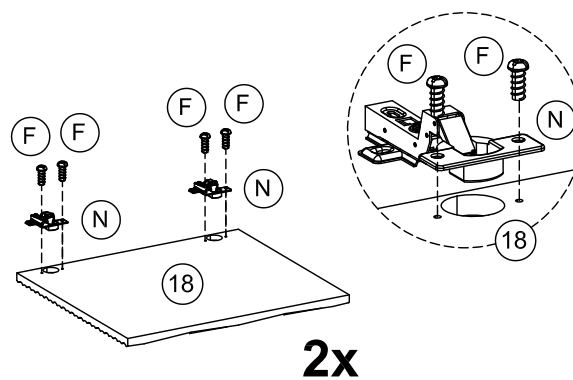
Insert shelf support (K) into bookcase as shown.  
Insert adjustable shelf (12) to the bookcase as shown.  
Attach wall bracket (O) to the bookcase using screws (J).

## Step 22:



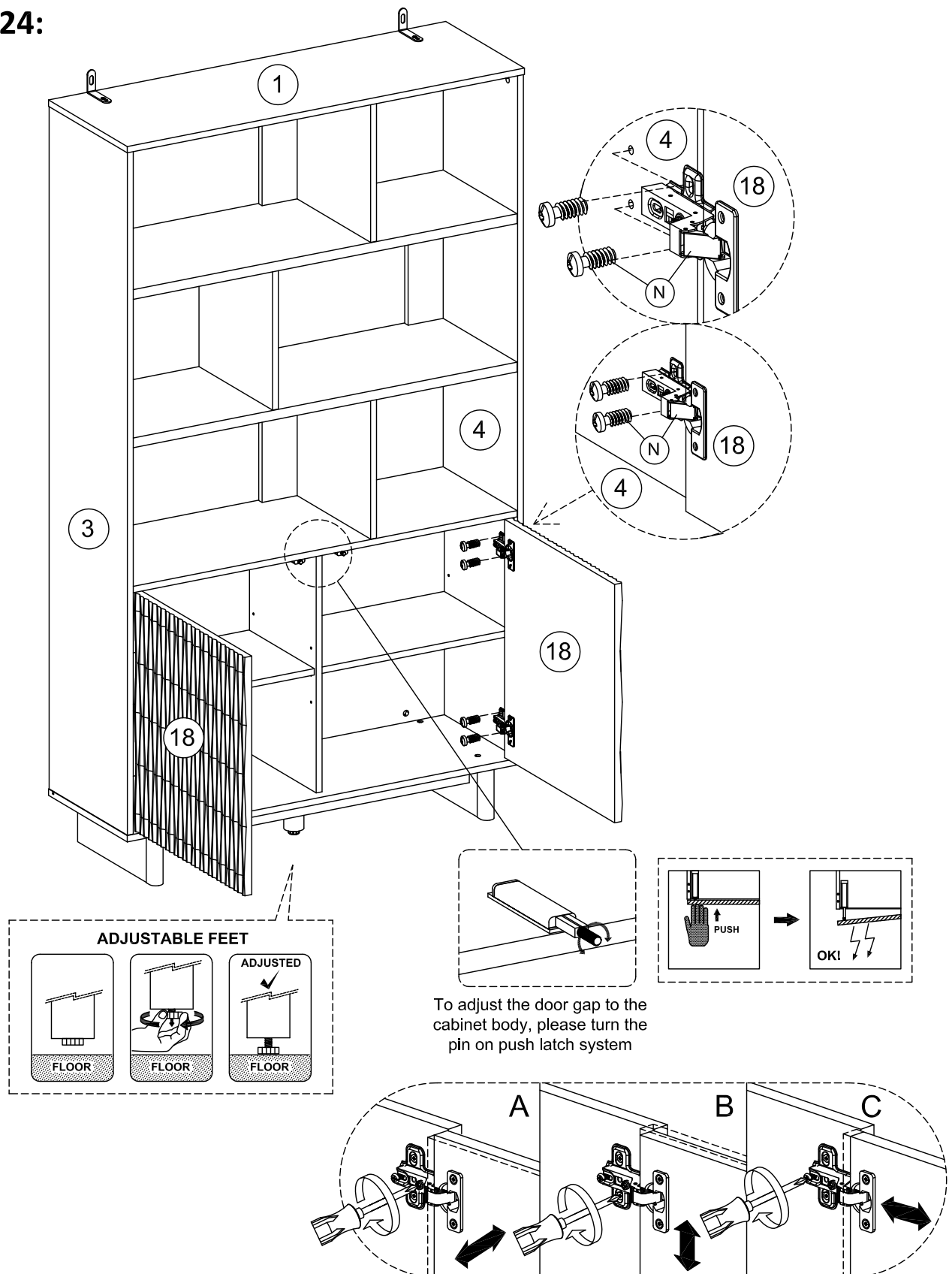
Move the case assembly into its location of intended use next to a wall. The wall Bracket (O) may require some adjustment to fit correctly depending on any obstructions behind the sideboard such as skirting board, picture rails, etc. With a pencil lightly and precisely mark the position of the brackets on the wall. Now carefully move the cabinet away from the wall to allow space for drilling.

## Step 23:



Install door hinge (N) to door (18) using screws (F).

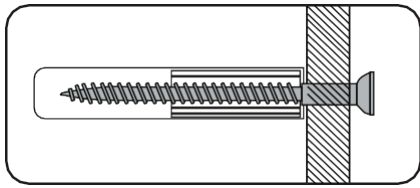
## Step 24:



Attach the door (18) to bookcase as shown.  
 Levelled the leg until flat with floor.  
 Adjust the door until fix.

# Wall Fixings

## Step by step



### Important

When drilling into walls always check there are no hidden wires or pipes etc. Make sure that the screws and wall plugs being used are suitable for supporting your unit. Consult a qualified tradesperson if you are unsure.

### Hints

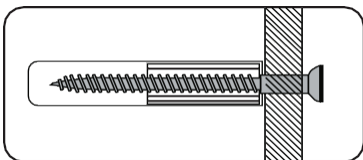
1. General Rule; Always use a larger screw and wall plug if you are not sure.
2. Ensure you use the recommended drill bit to match the wall plug and hole size.
3. Ensure you drill the hole horizontally, do not force the drill or enlarge the hole.
4. Take extra care when drilling high walls, ceilings and ceramic tiles. Ensure the plug is fitting below the ceramic tile to avoid splitting or cracking.
5. Ensure wall plugs are well fitted and are a tight fit in the drilled hole.

### Types of Walls

You can use one of the following types of wall plug if your walls are made of brick, breeze block, concrete, stone, wood or plastic board.

#### 1. STANDARD Wall Plug

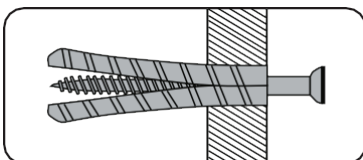
General wall materials



These come in various sizes and are made from plastic or sometimes wood fibre.

#### 2. GENERAL PURPOSE Wall Plug

Aerated/Breeze block

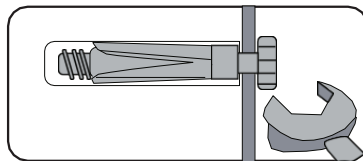


Generally aerated blocks should not be used to support heavy loads, use a specialist fitting in this case. For light loads, a General Purpose Plug can be used.

#### 3. SHIELD ANCHOR

Wall Plug

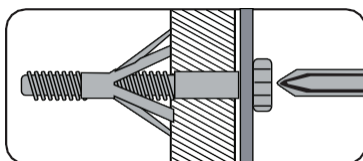
Heavy loads



For use with heavier loads such as TV & Hi-fi Speakers and Satellite Dishes etc.

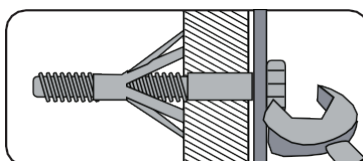
#### 4. CAVITY FIXING

Wall Plug



For use with plaster board partitions or hollow wooden doors.

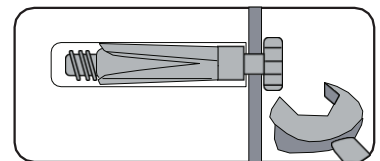
#### 5. CAVITY FIXING HEAVY DUTY Wall Plug



For use with plaster board partitions or hollow wooden doors.

#### 6. HAMMER FIXING

Wall Plug



For use with walls stuck with plaster board. The hammer fixing allows it to be fixed to the wall rather than the plaster board. Always check the fixing is secure to the retaining wall.

### Care and Maintenance

#### ! Safety

Always check the fitting and location to ensure your safety in and around the home.

#### ! Fitting

From time to time check the fitting to ensure the wall plugs or screws do not become loose.

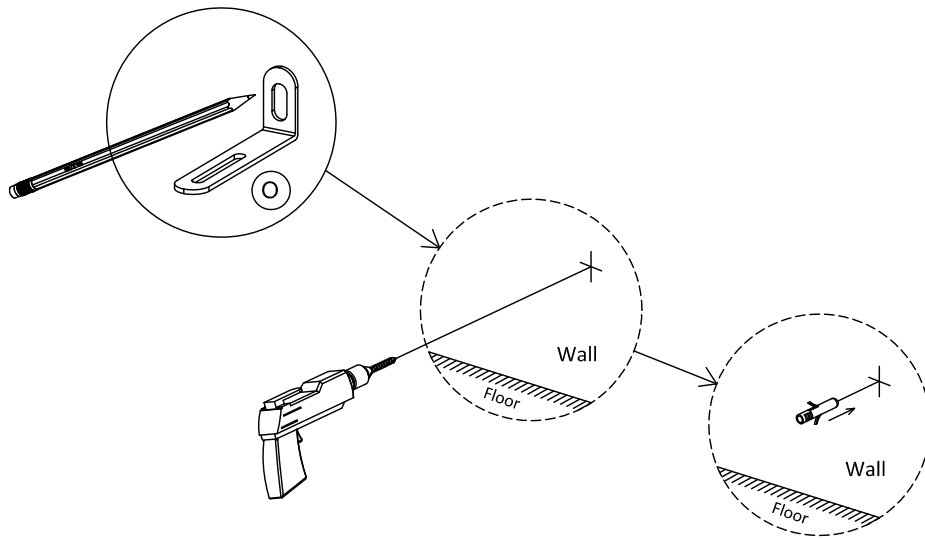
---

# Wall Fixings

---

- This wall fixing is provided for your safety and we recommend that once in position the unit is secured to the wall for extra stability.
- Wall fixings may vary depending on item of furniture purchased.
- Wall fittings are not provided as different wall types require different wall plugs and screws.
- Please ensure that you use fittings that are suitable for your wall type (see previous page for a general guide).
- Please ensure that the head of the screws used has a diameter greater than the diameter of the hole on the wall fixing and that the fixing is safe and secure before using.
- When drilling into the walls, always ensure there are no hidden wires or pipes.
- If you are unsure, we recommend you consult a qualified Trades person.

## Step 25:



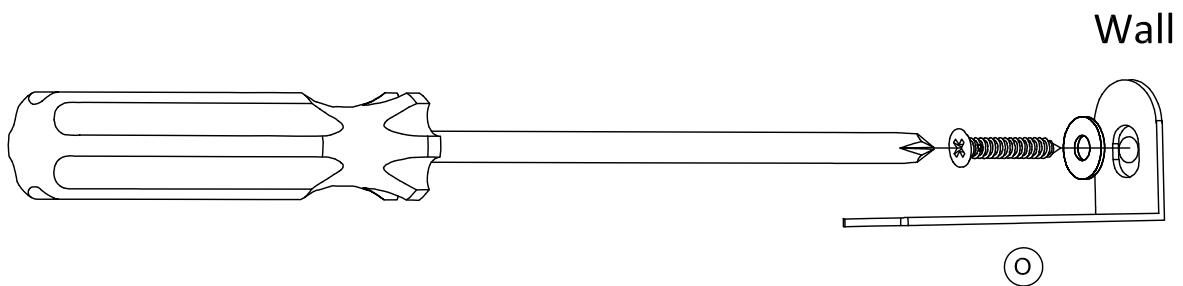
Reposition the wall bracket with a pencil where the screw holes are going to be located. Before drilling, ensure the size of holes will be correct to fit the rawl plugs (not included).

Warning: Ensure the area to be drilled is free from hidden electrical wires, water and gas pipes.

Caution: The wall fixings supplied are for solid brick walls only.

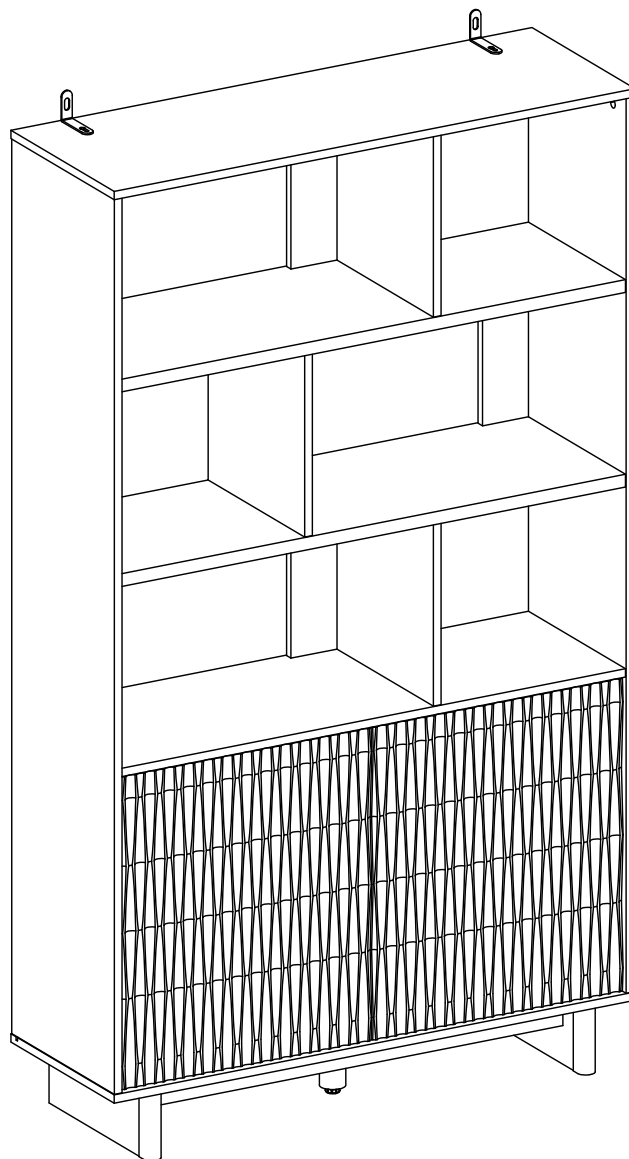
Drill the holes according to the marked position. Push the rawl plugs (not included) into position as shown above.

## Step 26:



Secure the wall brackets (O) to the wall using the washers (not included) and screws  $\varnothing 8$  mm (not included). Tighten with the screwdriver.

## Step 27:



Assembly is complete.

---

# Care and Maintenance of your furniture

---

- Please periodically check all fittings and re-tighten as necessary.
- To clean your item, please use a damp cloth and wipe clean.
- Please do not drag or pull your furniture.
- Please do not place hot items (e.g. hot drinks) directly on to the wood surfaces.
- Never allow any kind of liquid to remain on your furniture. Absorption can cause wood to warp or finishes to de-laminate.