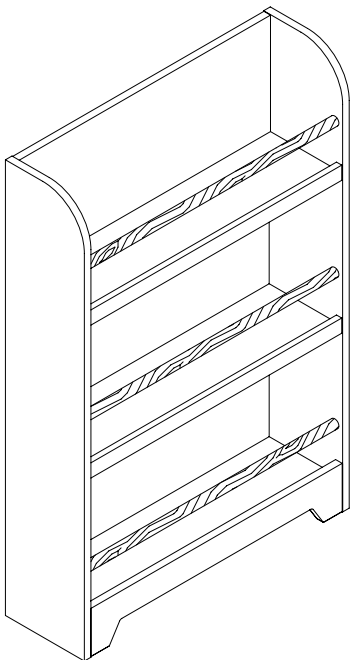




gltc.co.uk

Greenaway Freestanding Bookcase L5009



Assembly Difficulty



easy - medium - hard



one-person job



20/07/2020

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**.

A few important pointers before you start:

- 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.
- 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.
- DO NOT over load. Max weight 50Kg in total.
- 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.
- Assemble and use on a flat and level surface.
- This product is heavy. We recommend that you build it where you are planning to use it.
- Serious or fatal crushing injuries can occur from furniture tipping over. In order to prevent overturning, ensure you secure this furniture product to the wall before you use it, using the anti-tip kit device provided. If you have not yet received an anti-tip kit with your product please contact customer services. You will need to source suitable fixings for your wall. If in doubt, please consult a qualified trades person.
- DO NOT let children climb or swing on the shelves as this may lead to injury and overturning of the furniture.
- Place the heaviest items in the lower shelves.
- 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.
- Regularly check all fastenings, fixtures and fittings to ensure that they properly tightened.


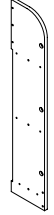
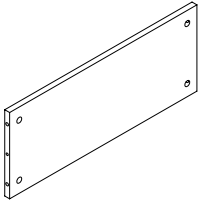
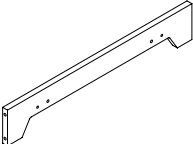
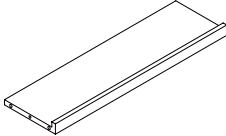
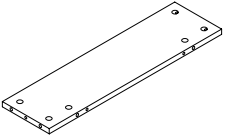
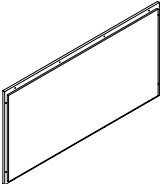
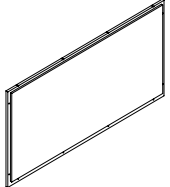
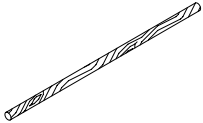
Could we do better?

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.


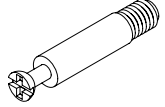

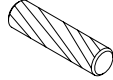


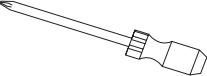
All you need to do is drop us a line at [**instructions@gltc.co.uk**](mailto:instructions@gltc.co.uk)

Thank you

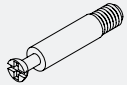
Component Check List

<p>A</p>  <p>1x Side Panel</p>	<p>B</p>  <p>1x Side Panel</p>
<p>C</p>  <p>1x Upper Back Panel</p>	<p>D</p>  <p>1x Front Panel</p>
<p>E</p>  <p>2x Shelf Panels</p>	<p>F</p>  <p>1x Lower Shelf/Base Panel</p>
<p>G</p>  <p>1x Mid Back Panel</p>	<p>H</p>  <p>1x Lower Back Panel</p>
<p>I</p>  <p>3x Wooden Poles</p>	

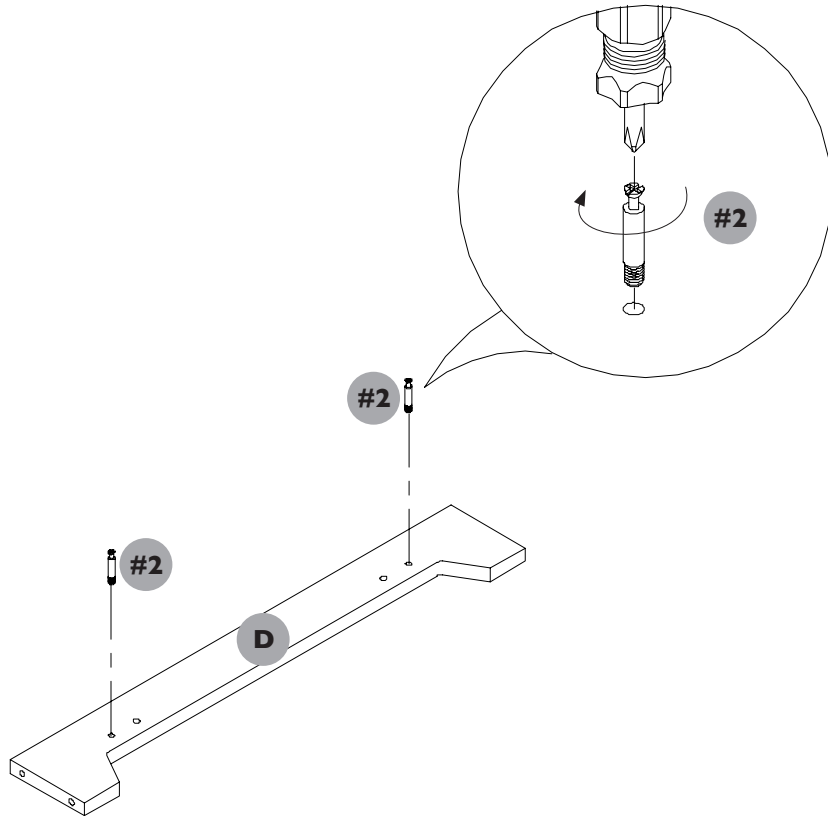
Component Check List

<p>#1</p>  <p>14x Cam Locks (12mm H)</p>	<p>#2</p>  <p>18x Cam Dowels</p>
<p>#3</p>  <p>4x Cam Locks (9mm H)</p>	<p>#4</p>  <p>14x Wooden Dowels</p>
<p>#5</p>  <p>18x Back Panel Screws (20mm)</p> <p>You will need (not supplied)</p>	 <p>1x Anti Tip Kit</p>
 <p>Philips Head Screwdriver</p>	

Hardware for Step 1:



2x #2 Cam Dowels



STEP 1:

Working on a protective surface, prepare the base panels.

Lay front panel D on the floor with the drill holes facing up and insert 2x cam dowels (#2) into the outer holes using a Phillips screwdriver.

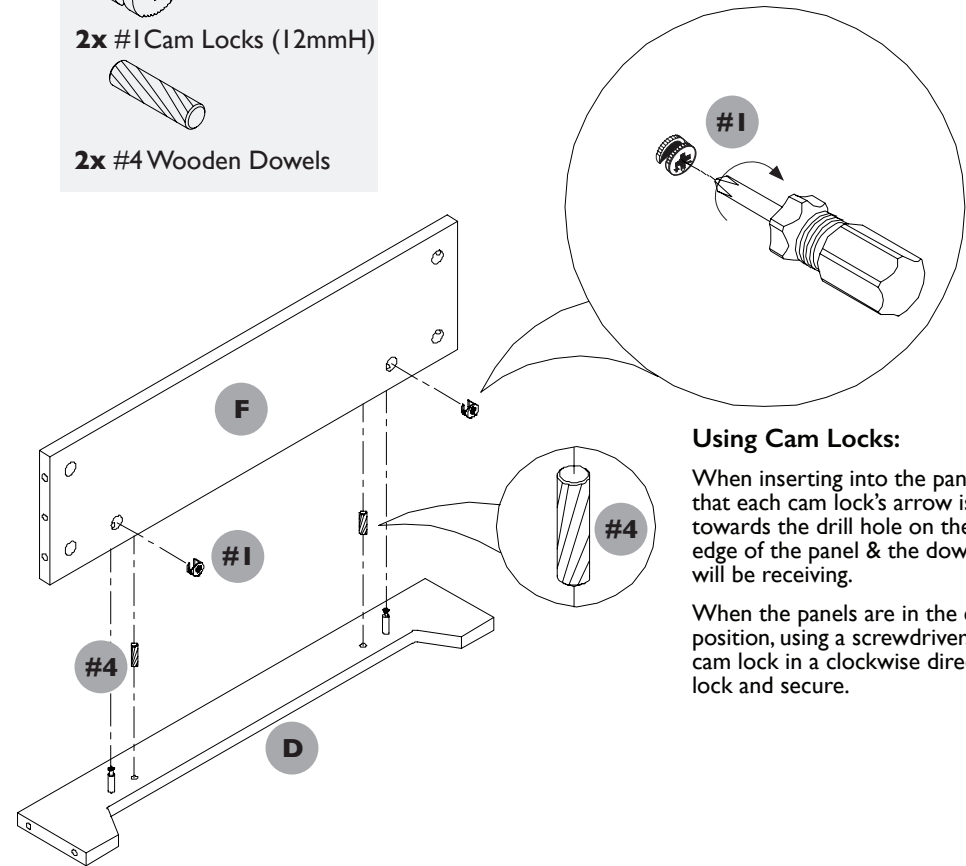
Hardware for Step 2:



2x #1 Cam Locks (12mmH)



2x #4 Wooden Dowels



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.

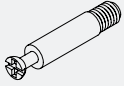
When the panels are in the connected position, using a screwdriver, turn the cam lock in a clockwise direction to lock and secure.

STEP 2:

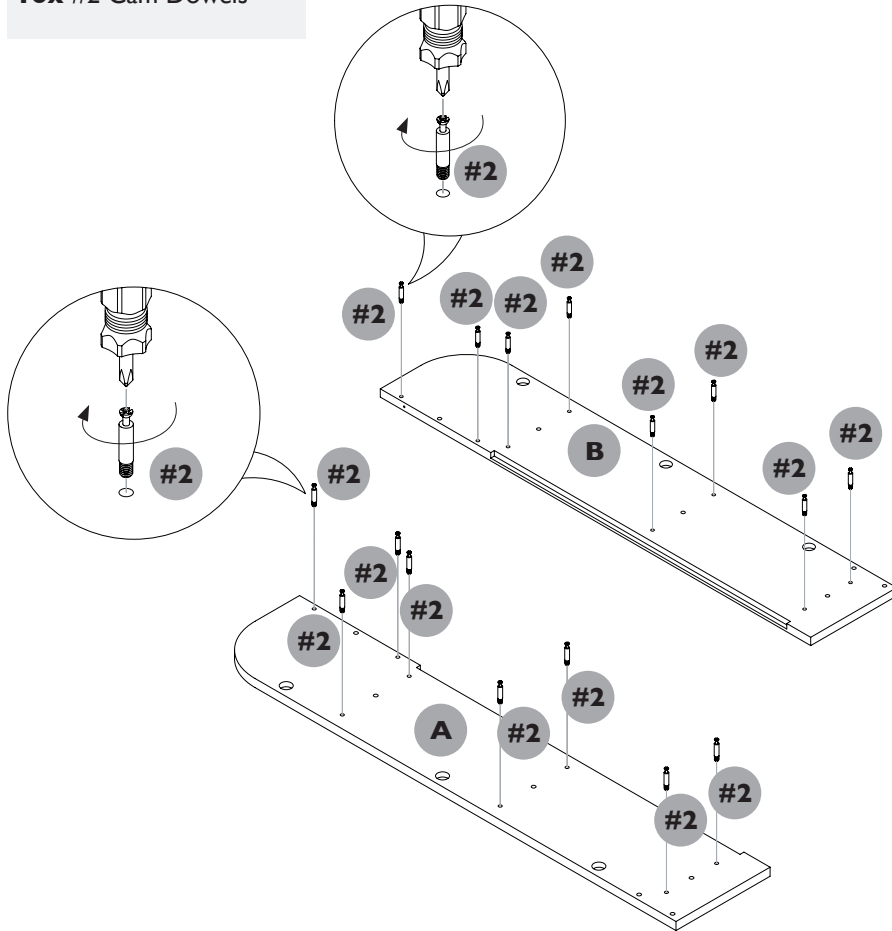
Insert 2x wooden dowels (#4) into the inner holes on panel D, then connect base panel F with panel D as shown.

Once in position, insert 2x cam locks (#1) into the large drill holes as shown and turn clockwise to secure.

Hardware for Step 3:



16x #2 Cam Dowels



STEP 3:

Take side panels A & B and insert 8x Cam dowels (#2) into EACH panel, using the holes as shown.

STEP 4:

Insert 6x wooden dowels (#4) into the remaining small holes on panel A.

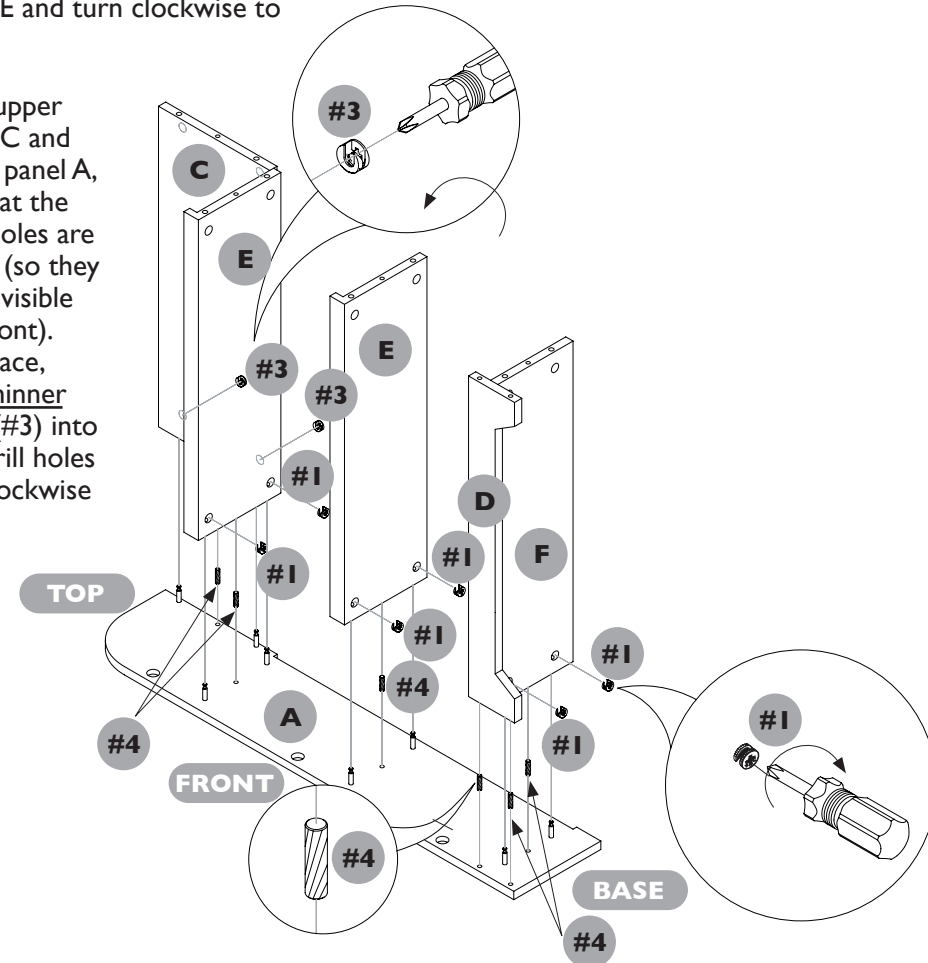
Firstly take the joined panels D/F and connect to panel A at the square base end. Note the orientation - the legs of panel D should be on the smooth front edge of panel A, next to the large drill holes.

Insert 2x cam locks (#1) into the large drill holes on panel F and turn clockwise to secure.

Next take 2x shelf panel E's and connect to panel A as shown. Ensure the upstand of the panel E's is at the front of panel A and pointing towards the curved top.

Insert 2x cam locks (#1) into EACH shelf panel E and turn clockwise to secure.

Now take upper back panel C and connect to panel A, ensuring that the large drill holes are facing back (so they will not be visible from the front). When in place, insert 2x thinner cam locks (#3) into the large drill holes and turn clockwise to lock.



Hardware for Step 4:



6x #1 Cam Locks (12mmH)



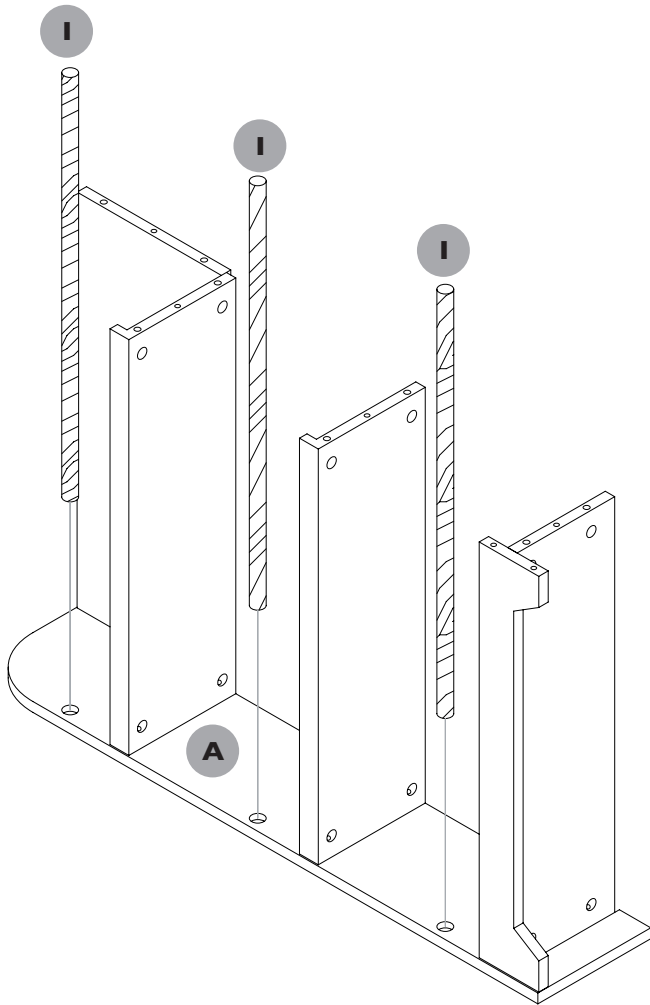
2x #3 Cam Locks (9mm H)



6x #4 Wooden Dowels

STEP 5:

Insert 3x wooden poles (I) into the large drill holes of panel A.



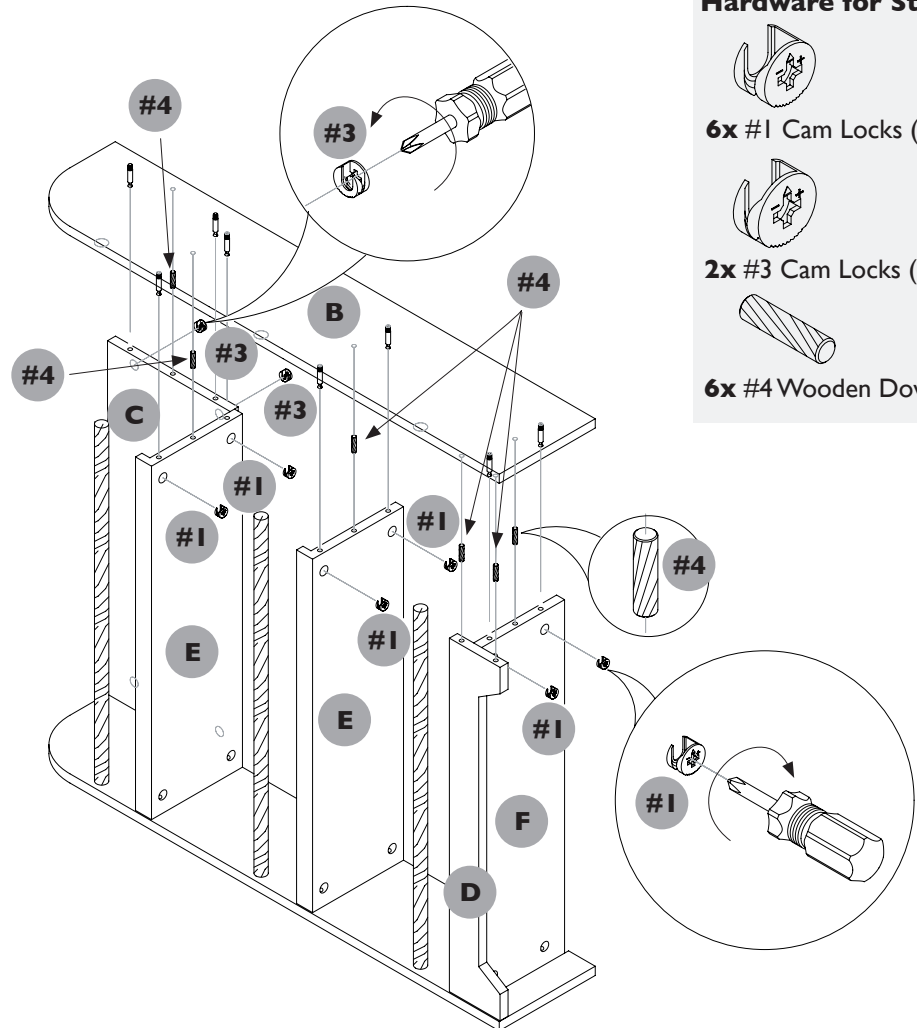
STEP 6:

Insert 6x wooden dowels (#4) into the central holes in the edges of panels C, E, E & F plus the 2 holes in panel D.

Now take panel B (with hardware already inserted) and align over the bookcase panels constructed and the wooden poles. Push into place.

Insert 6x cam dowels (#1) into the large drill holes on the undersides of panels E, E and F. Turn clockwise to lock.

Insert 2x thinner cam dowels (#3) into the large drill holes on the back of back panel C and turn clockwise to lock.



Hardware for Step 6:



6x #1 Cam Locks (12mmH)



2x #3 Cam Locks (9mm H)



6x #4 Wooden Dowels

STEP 7:

Carefully lay the unit onto its front.

Lay mid back panel G and lower back panel H onto the unit - ensure the holes on the back panels and the pilot holes in the unit are clearly aligned.

Hardware for Step 7:

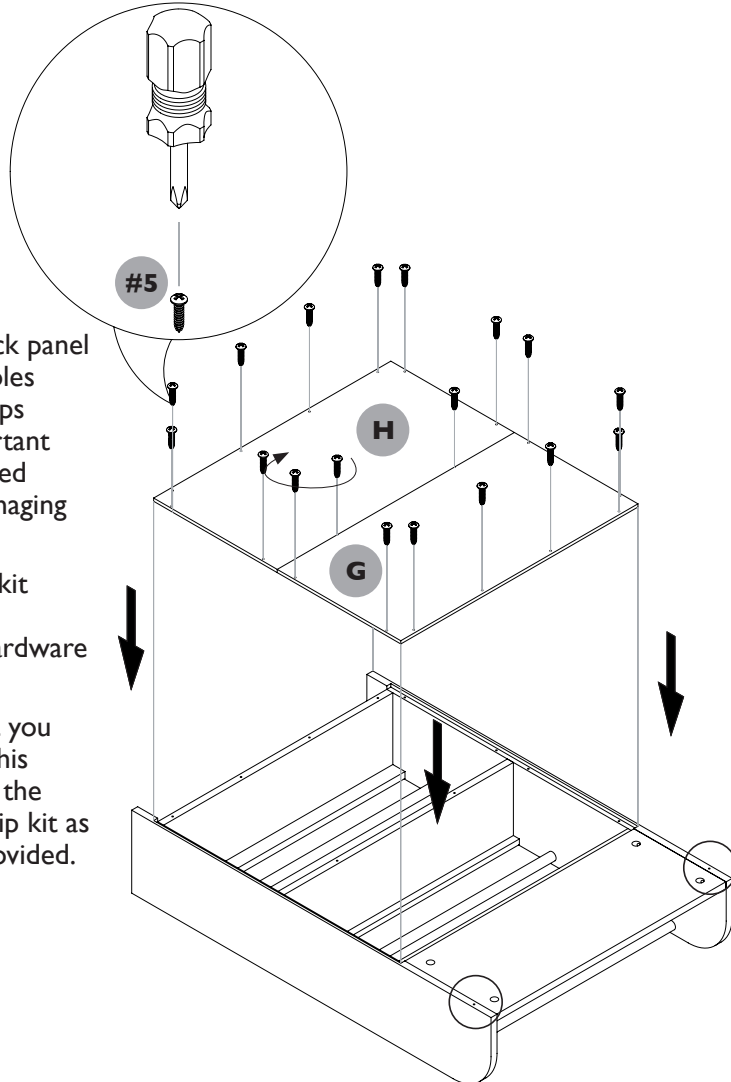


18x #5 Back Panel Screws (20mm)

Carefully insert 18x back panel screws (#5) into the holes and tighten with a Phillips screwdriver. It is important these screws are inserted straight or you risk damaging the unit.

Now apply the anti-tip kit brackets into the holes highlighted, using the hardware provided in the kit.

It is recommended that you use the anti-tip kit on this furniture. So complete the application of the anti-tip kit as per the instructions provided.



Your unit is now ready to use.

