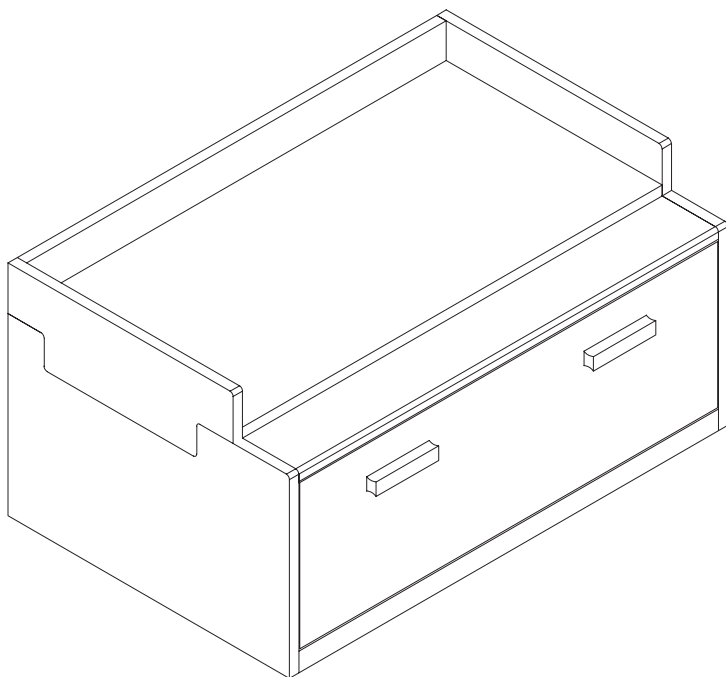




gltc.co.uk

## Alba Regular - Toy Box Base Unit & Top Shelf L4469



Assembly Difficulty



easy - medium - hard



one-person job



05/06/2019

**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:

- Please read these instructions carefully before assembly.
- Warning! Not suitable for children under 3 years due to small parts which may become detached and present a choking hazard.
- Assembly by a competent adult is required.
- Unassembled product contain small parts which may pose a choking hazard to young children.
- During assembly children should be kept away from the product due to possible risk of injury.
- 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.
- This unit can only be used in conjunction with other Alba Regular units. All stacked Alba furniture must start with a GLTC Alba base unit.
- It is recommended that the Alba range is only stacked 3 units high i.e. 1 x toy box base + top shelf & 2 x middle units.
- Ensure the drawer is opened & closed using the handle provided and not by the top or side panel of the drawer to prevent hands being squeezed as the drawer slides on its tracks.
- Do not over tighten hardware. Cam dowels should be inserted to the collar. Back panel screws should be screwed until they naturally tighten/stop. This is difficult to feel if power tools are being used.
- 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
- Do not use if any parts are missing or damaged as this may lead to products being unstable.
- **WARNING! FURNITURE TIPPING RISK.** Serious or fatal crushing injuries can occur from furniture tipping over. Ensure you secure this furniture product to the wall before you use it, using the kit provided. If you have not received an anti-tip kit with your product please contact Customer Services.

- To avoid possible injury from tipping - DO NOT allow children to step or climb on the product.
- Check all fixtures and fittings regularly and tighten as necessary.
- Remove all packaging before allowing your child to use the product.
- Please retain 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.

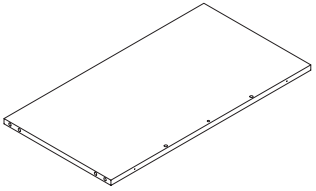
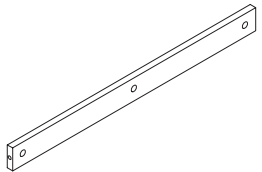
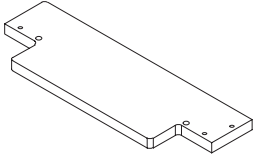
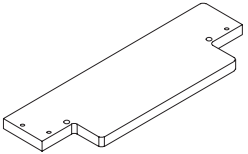
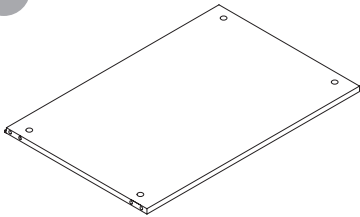
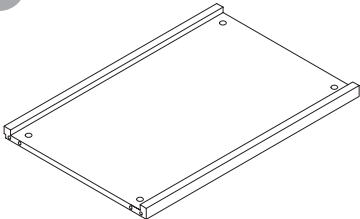
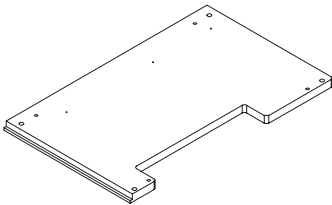
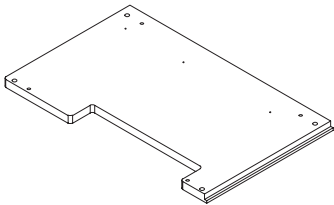
## Could we do better?

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.

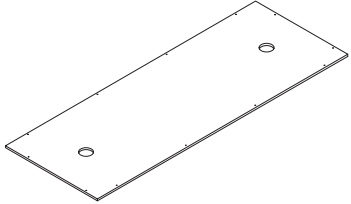
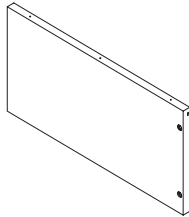
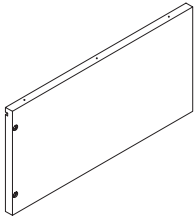
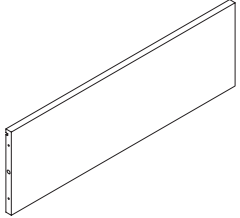
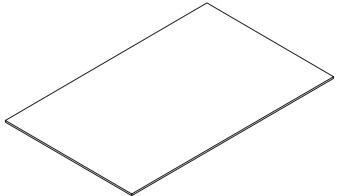
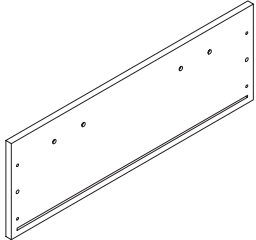
All you need to do is drop us a line at [instructions@gltc.co.uk](mailto:instructions@gltc.co.uk)

Thank you





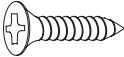
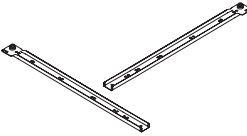
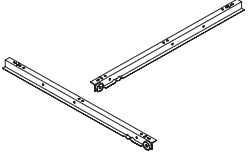
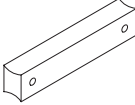
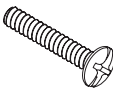
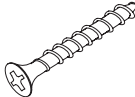

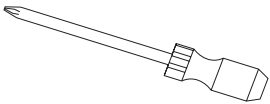
## Component Check List

<p><b>A</b></p>  <p>1x Top Shelf - Base</p>	<p><b>B</b></p>  <p>1x Top Shelf - Back Upstand</p>
<p><b>C</b></p>  <p>1x Top Shelf - LH Side Panel</p>	<p><b>D</b></p>  <p>1x Top Shelf - RH Side Panel</p>
<p><b>E</b></p>  <p>1x Toy Box - Top Panel</p>	<p><b>F</b></p>  <p>1x Toy Box - Base Panel</p>
<p><b>G</b></p>  <p>1x Toy Box - LH Side Panel</p>	<p><b>H</b></p>  <p>1x Toy Box - RH Side Panel</p>

## Component Check List

<p><b>I</b></p>  <p>1x Toy Box - Back Panel</p>	<p><b>J</b></p>  <p>1x Toy box Drawer - LH Side Panel</p>
<p><b>K</b></p>  <p>1x Toy Box Drawer - RH Side Panel</p>	<p><b>L</b></p>  <p>1x Toy Box Drawer - Back Panel</p>
<p><b>M</b></p>  <p>1x Toy Box Drawer - Base Panel</p>	<p><b>N</b></p>  <p>1x Toy Box Drawer - Front Panel</p>

# Component Check List

<p><b>#1</b></p>  <p>19x Cam Dowels 35mmL</p>	<p><b>#2</b></p>  <p>18x Wooden Dowels 25mmL</p>
<p><b>#3</b></p>  <p>19x Cam Locks 15mmL dia</p>	<p><b>#4</b></p>  <p>12x Domed Head Screws 14mmL</p>
<p><b>#5</b></p>  <p>12x Flat Head Screws 14mmL</p>	<p><b>#6</b></p>  <p>2x Flat Drawer Runners (for Toy Box Surround)</p>
<p><b>#7</b></p>  <p>2x L-Shaped Drawer Runners (for drawer)</p>	<p><b>#8</b></p>  <p>2x Handles</p>
<p><b>#9</b></p>  <p>4x Flat Ended Screws 24mmL</p>	<p><b>#10</b></p>  <p>4x Screws 30mmL</p>
<p><b>#11</b></p>  <p>1x Anti-Tip Kit</p>	<p>You will need (not supplied)</p>  <p>Philips Head Screwdriver</p>

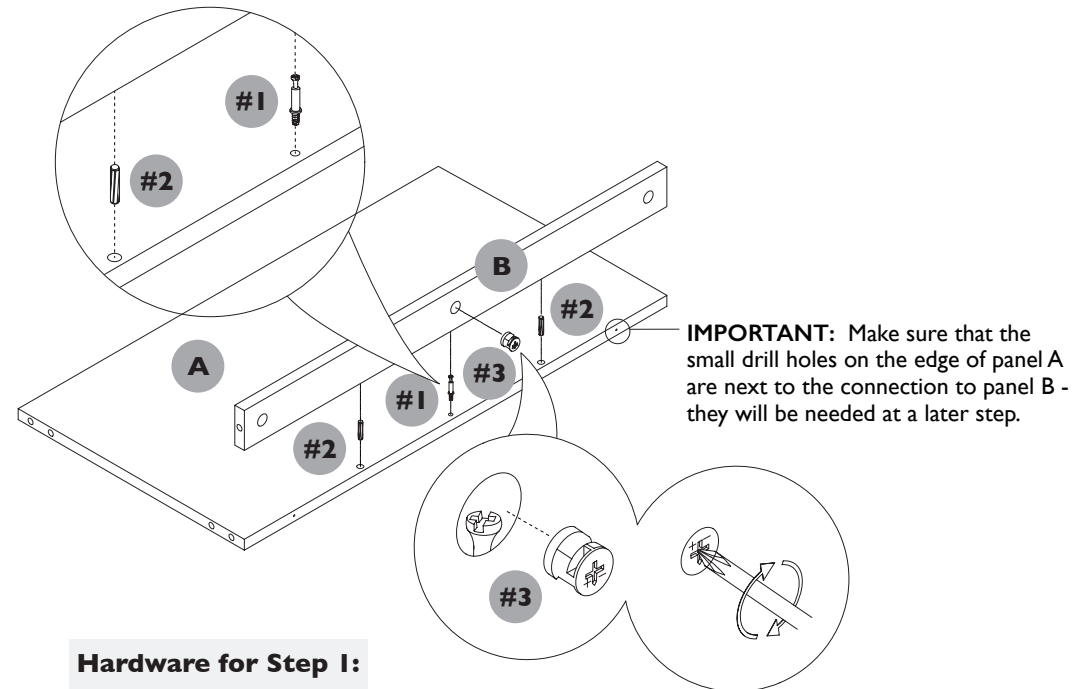
## STEP 1:

Build the Top Shelf first.




Using a Phillips screwdriver, insert 1x cam dowel (#1) in the central hole of panel A. Add 2x wooden dowels (#2) in the remaining holes and join panels A & B together.

Insert 1x cam lock (#3) in the central hole of panel B and turn clockwise to lock.

**NOTE:** The large drill holes on the panel A to be facing the floor and they should be facing outwards on panel B. This will ensure they are not seen once the unit is finished.



### Hardware for Step 1:

-  2x #2 Wooden Dowels
-  1x #1 Cam Dowels
-  1x #3 Cam Locks

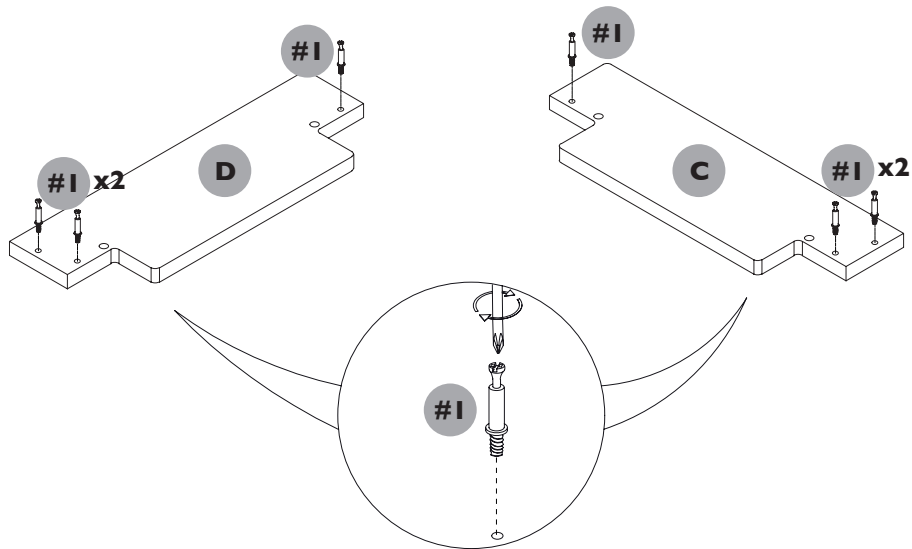
### Using Cam Locks:

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:

Using a Phillips screwdriver, prepare the top shelf side panels by inserting 3x cam dowels (#1) into the smaller holes of BOTH panels D & C.



### Hardware for Step 2:



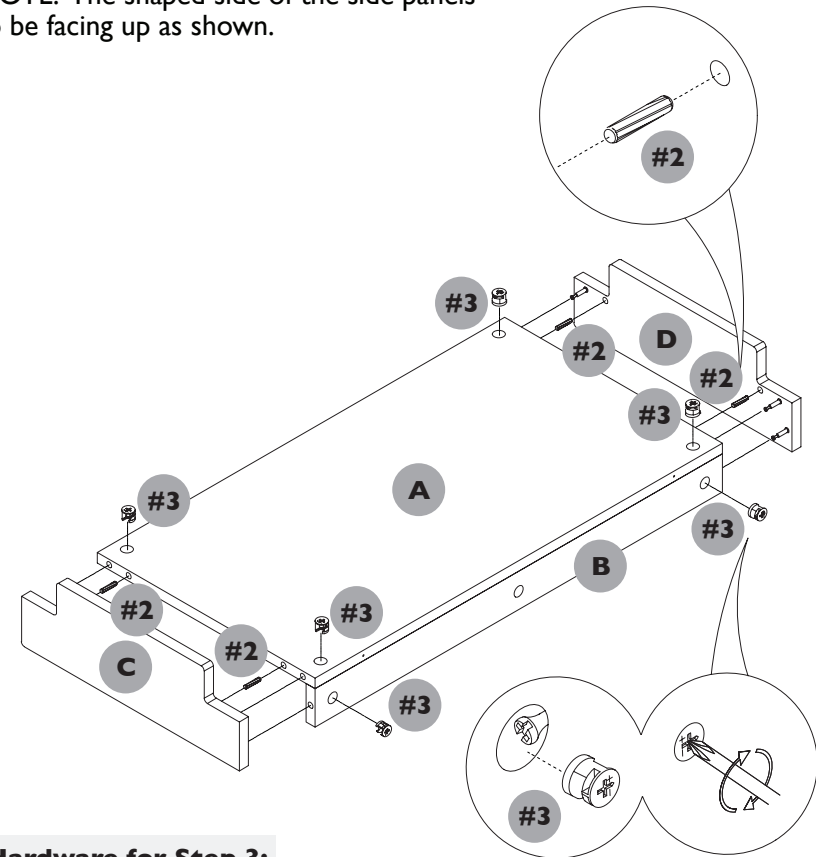
6x #1 Cam Dowels

## STEP 3:

Insert 2x wooden dowels (#2) into the innermost holes on BOTH edges of panel A. These will insert into the larger holes on panels C & D.

Attach the side panels and secure using 3x cam locks (#3) on BOTH sides.

NOTE: The shaped side of the side panels to be facing up as shown.



### Hardware for Step 3:



4x #2 Wooden Dowels

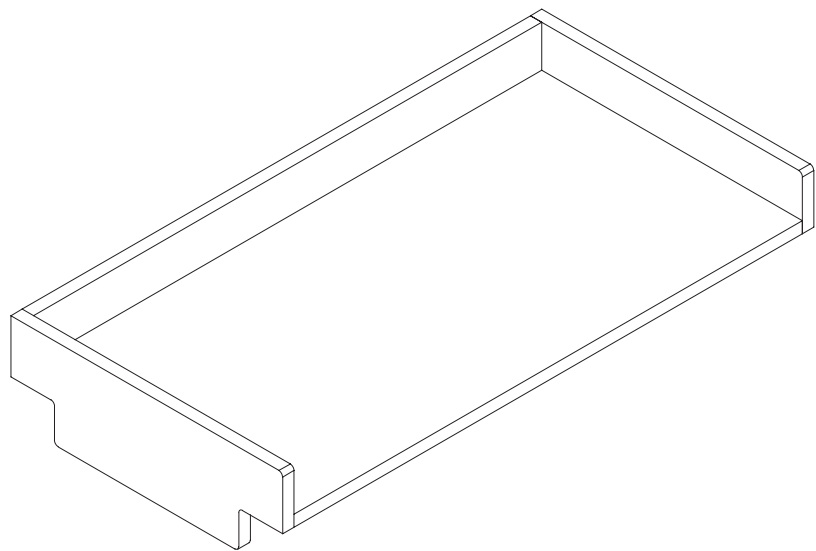


6x #3 Cam Locks

### 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 4:**

Top Shelf is now ready for use.

**STEP 5:** Now build the Toy Box Surround.

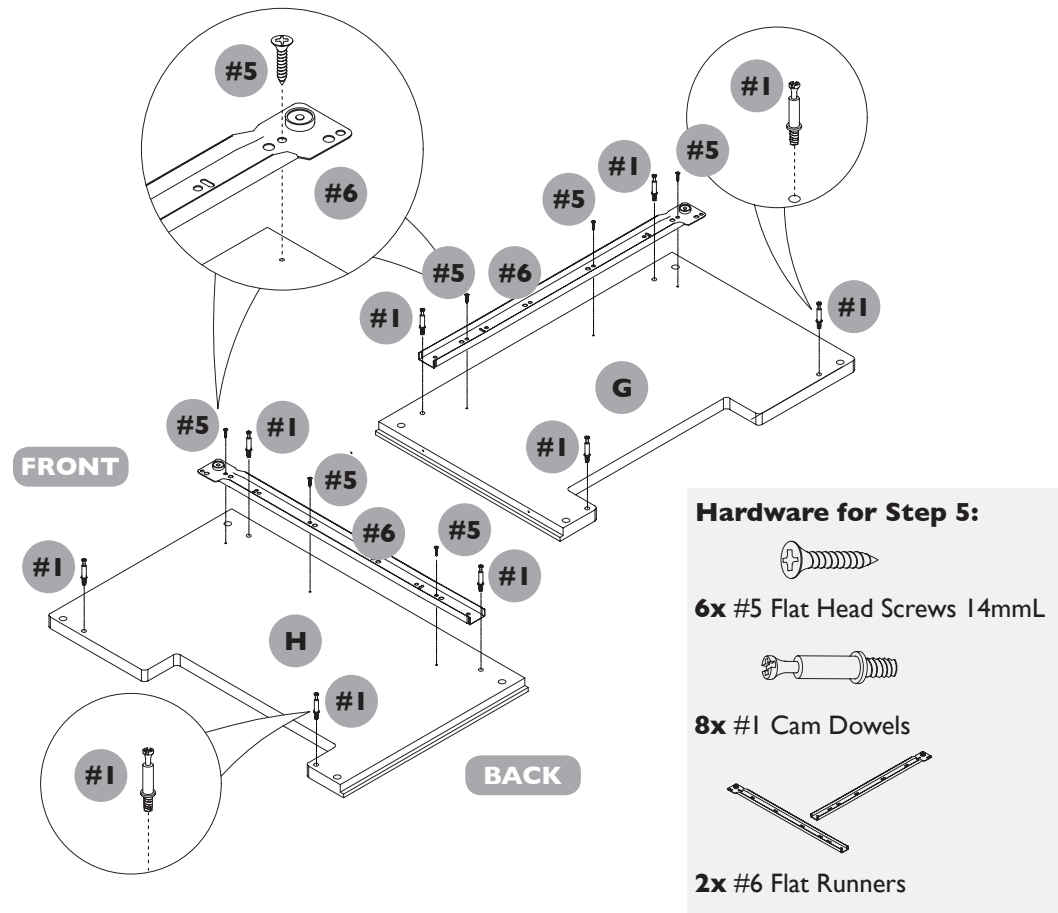
Attach the flat runners (#6) to the toy box side panels G & H using the flat head screws (#5).

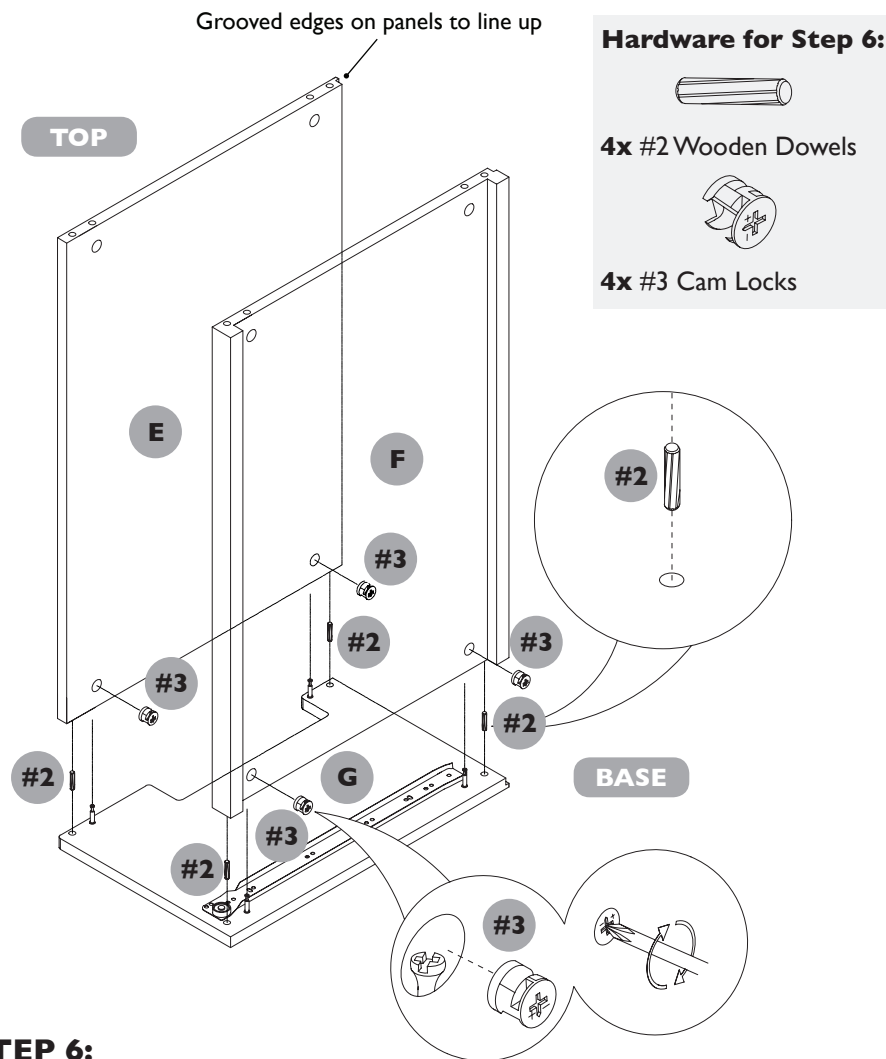
The position of the runners is important.

- The wheel of the runner needs to be at the front of the panels (with the flat edge) and close to the straight edge of the panel (this is the base edge).
- Use the smaller holes when attaching the runner. Start with the first small hole next to the wheel.
- The screws must be fully inserted and lie flat on the runner to ensure the runner works smoothly.

When fixed in the correct position, there will be a gap between the front edge of the panel and the start of the runner. If the front of the runner is level with the edge of the panel, it is in the wrong position.

Then insert 4x cam dowels (#1) into the smaller holes in the four corners of BOTH panels G & H.





**Hardware for Step 6:**

4x #2 Wooden Dowels

4x #3 Cam Locks

**STEP 6:**

Lay side panel G down and insert 4x wooden dowels (#2) into the holes in the four corners of the panel.

Take base panel F (with the 2 ledges) and position under the runner. The ledges/holes are to face outwards and the grooved edge is to line up with groove on the side panel G.

Insert 2x cam locks (#3) and turn lock to secure the panels.

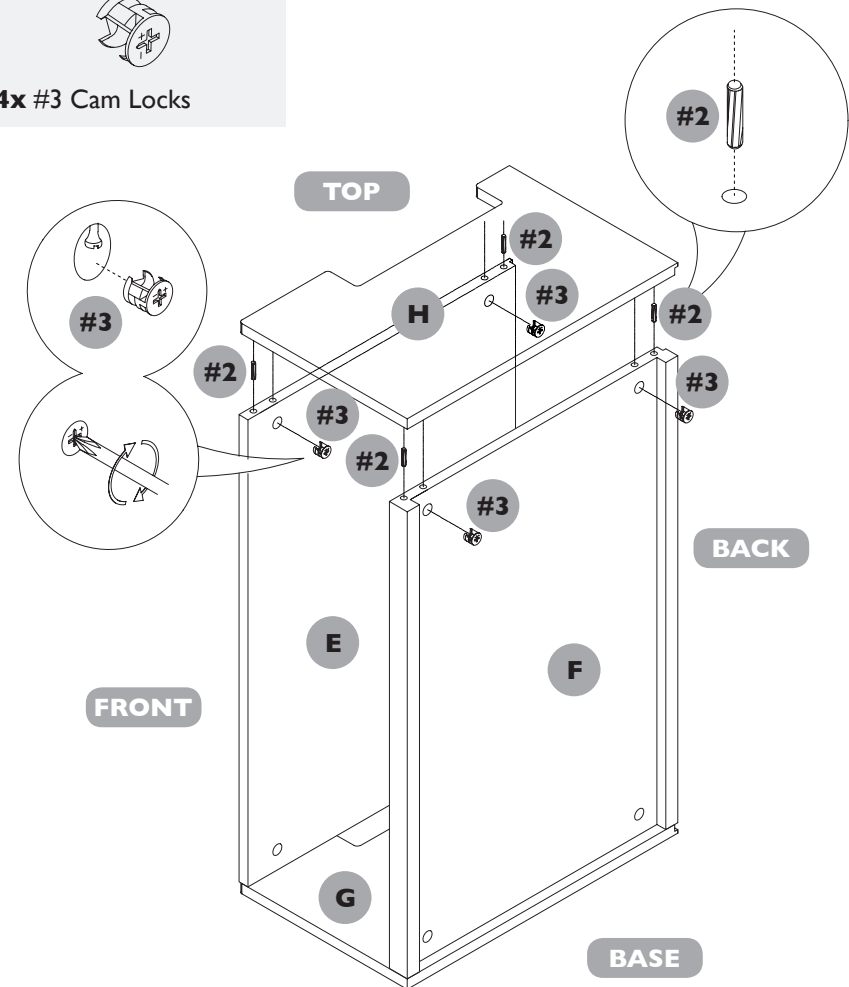
Then take top panel E and position on the long shaped edge of side panel G. Ensure the large drill holes are facing inside the unit and the grooved edge is lining up with the groove on panel G.

Insert 2x cam locks (#3) and lock to secure the panels.

**Hardware for Step 7:**

4x #2 Wooden Dowels

4x #3 Cam Locks



**STEP 7:**

Insert 4x wooden dowels (#2) into the outer drill holes on the edges of panels E & F.

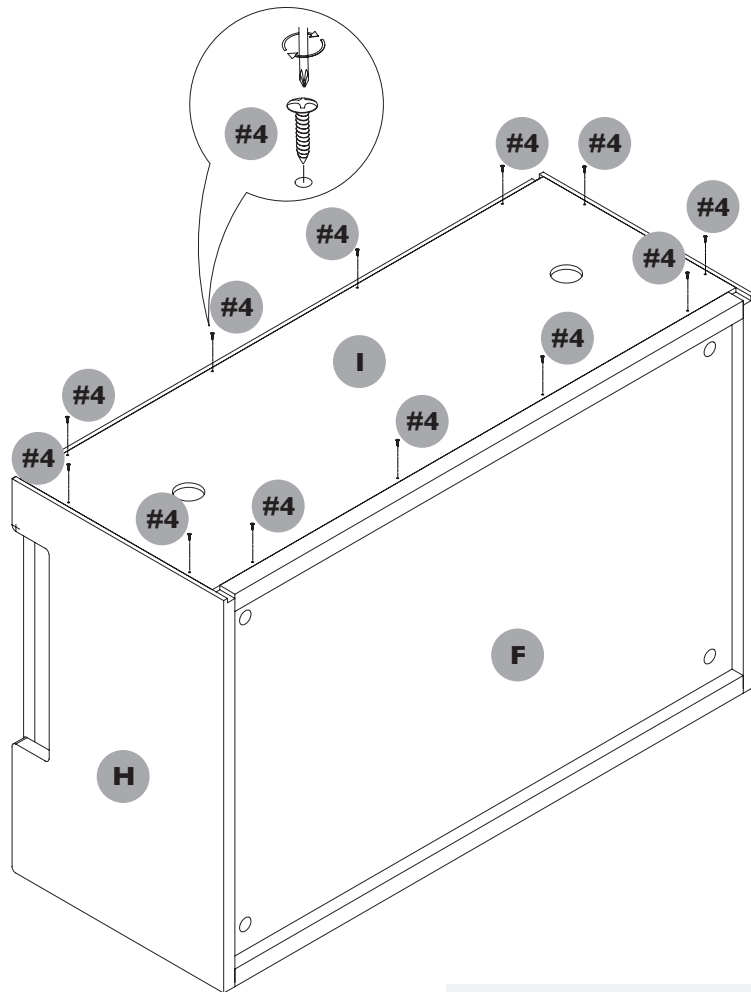
Then take side panel H and position it as shown on top of the part assembled unit, ensuring the grooved edge is lining up with the grooves on the other panels.

Insert 4x cam locks (#3) into the remaining holes and lock to secure in place.

## STEP 8:

Line up the back panel I with the pilot holes in the grooved edges and fix in place with 12x domed head screws (#4).

The toy box surround is now ready to use.



### Hardware for Step 8:

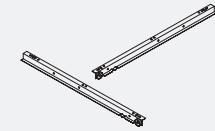


12x #4 Domed Head Screws 14mmL

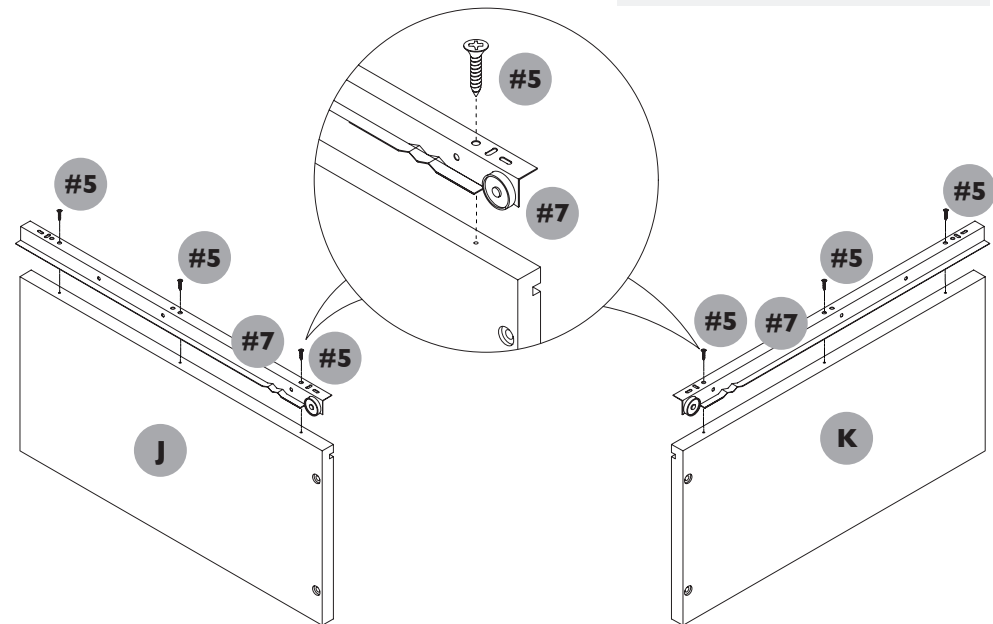
### Hardware for Step 9:



6x #5 Flat Head Screws 14mmL



2x #7 L-Shaped runners



## STEP 9:

Make the toy box drawer.

Attach the L-shaped runners (#7) to the drawer side panels J & K with the flat head screws (#5).

The wheel of the runner should be on the opposite side of the panel to the groove and should be next to two small recessed drill holes.

The runners should be the same length as the panels and the screws should be flat against the runner to ensure the drawer pulls out smoothly.



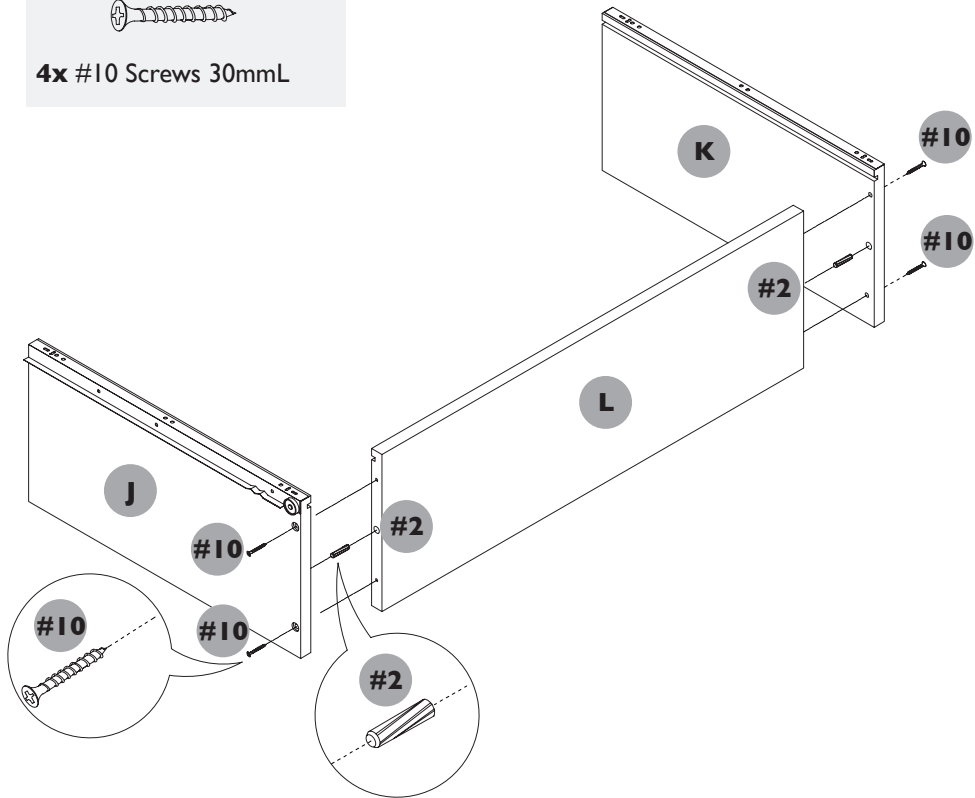
### Hardware for Step 10:



2x #2 Wooden Dowels



4x #10 Screws 30mmL

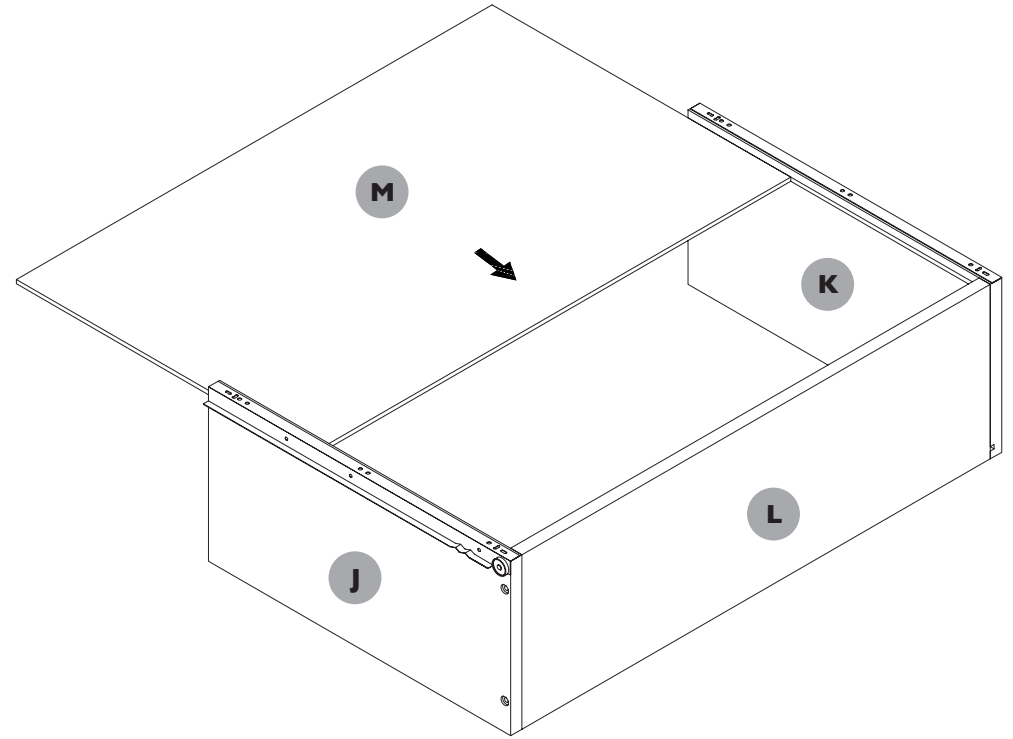


### STEP 10:

Add the back panel L to the drawer sides.

Line up the grooves on the inside of the drawer and use a wooden dowel (#2) to position the back panel L against the side panel J. Secure in place with 2x screws (#10). The screws should sit inside the recessed holes and should not protrude.

Repeat on the other side with panel K, again lining up the grooves on the inside and securing with 2x screws #10.



### STEP 11:

Slide base panel M into the grooves on the inside of the drawer box.

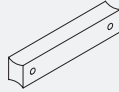
### Hardware for Step 12:



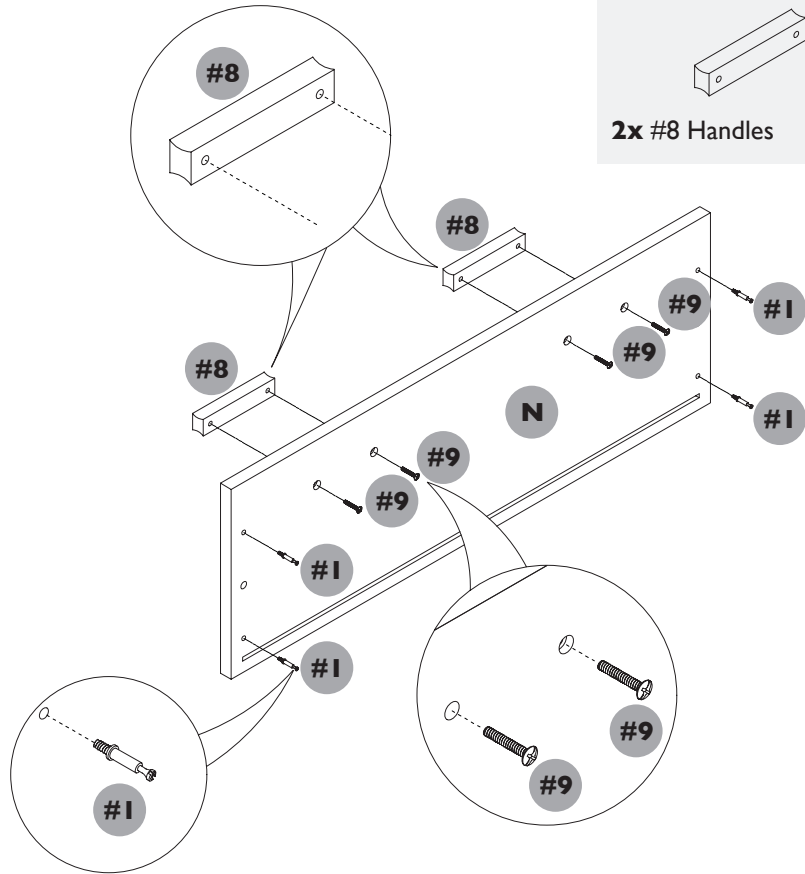
4x #1 Cam Dowels



4x #9 Flat End Screw 24mmL



2x #8 Handles



### STEP 12:

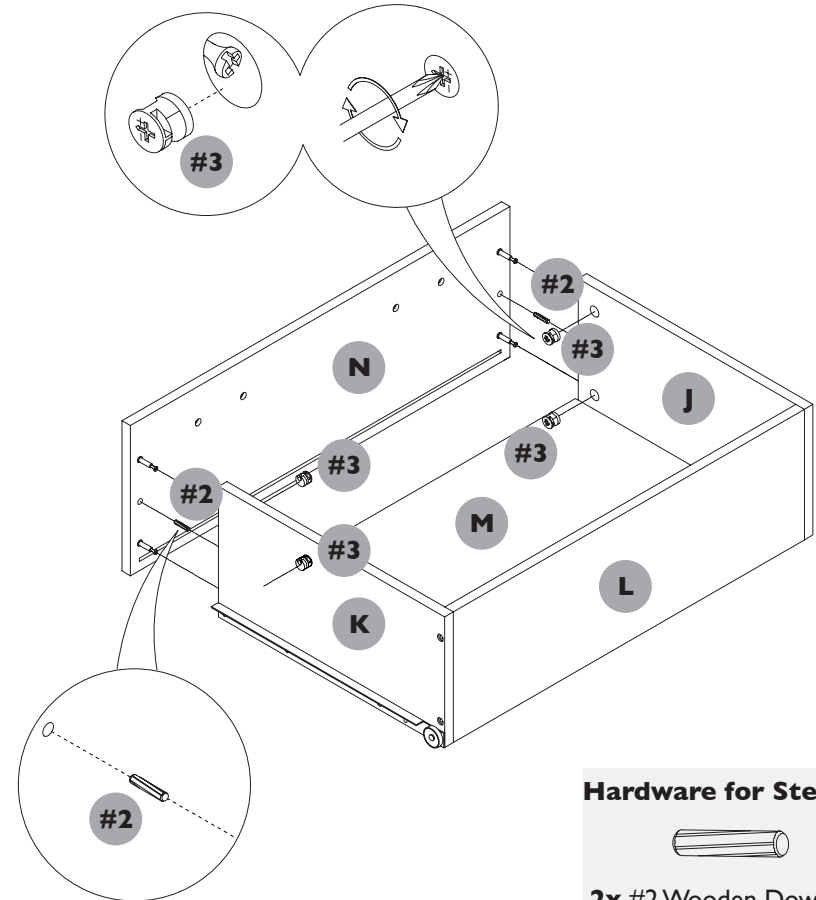
Take drawer front panel N and attach 2x handles (#8) using 4x flat ended screws (#9).

Insert 4x cam dowels (#1) into the outer holes on the panel.

### STEP 13:

Insert 2x wooden dowels into the remaining middle holes on the front panel N.

Line up the groove on the drawer front with the base panel of the drawer box and push into position on the drawer box. Insert 4x cam locks into the holes on panels J & K and lock to secure.



### Hardware for Step 13:



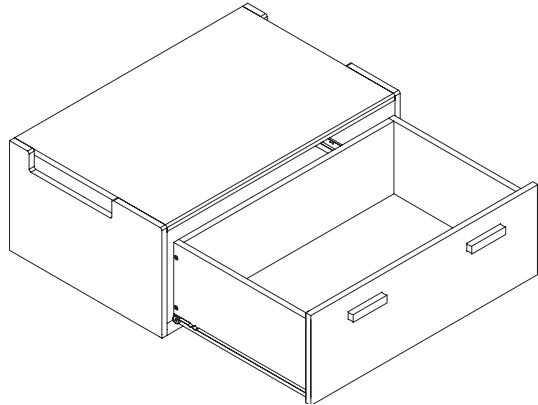
2x #2 Wooden Dowels



4x #3 Cam Locks

## STEP 14:

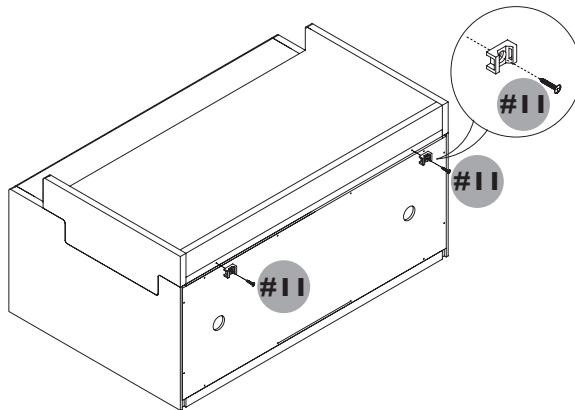
Insert drawer into the toy box surround.



## Hardware for Step 15:



2x #11 Anti Tip Kit



## STEP 15:

Your Alba Base Unit and Top Shelf are now fully built and ready to use with the Alba Narrow Shelf units of your choice.

Before you use your units, we strongly advise that you attach the anti-tip kit (included) to the top shelf to secure this product to the wall.

Please use the pilot holes on the back edge of the top shelf (highlighted) to attach the anti-tip brackets using the hardware included with the kit.

Please refer to the instructions in the kit provided for further guidance.

