

OD245 1800 Desk



Please follow these Assembly Instructions.

This will save you time, make assembly easier and prevent possible damage to your new Desk. Assistance may be required for some assembly procedures. Correct assembly is your responsibility.

We recommend that the unit is assembled on a soft surface such as carpet.

Please record your serial number in the space provided below and retain this manual for future reference.

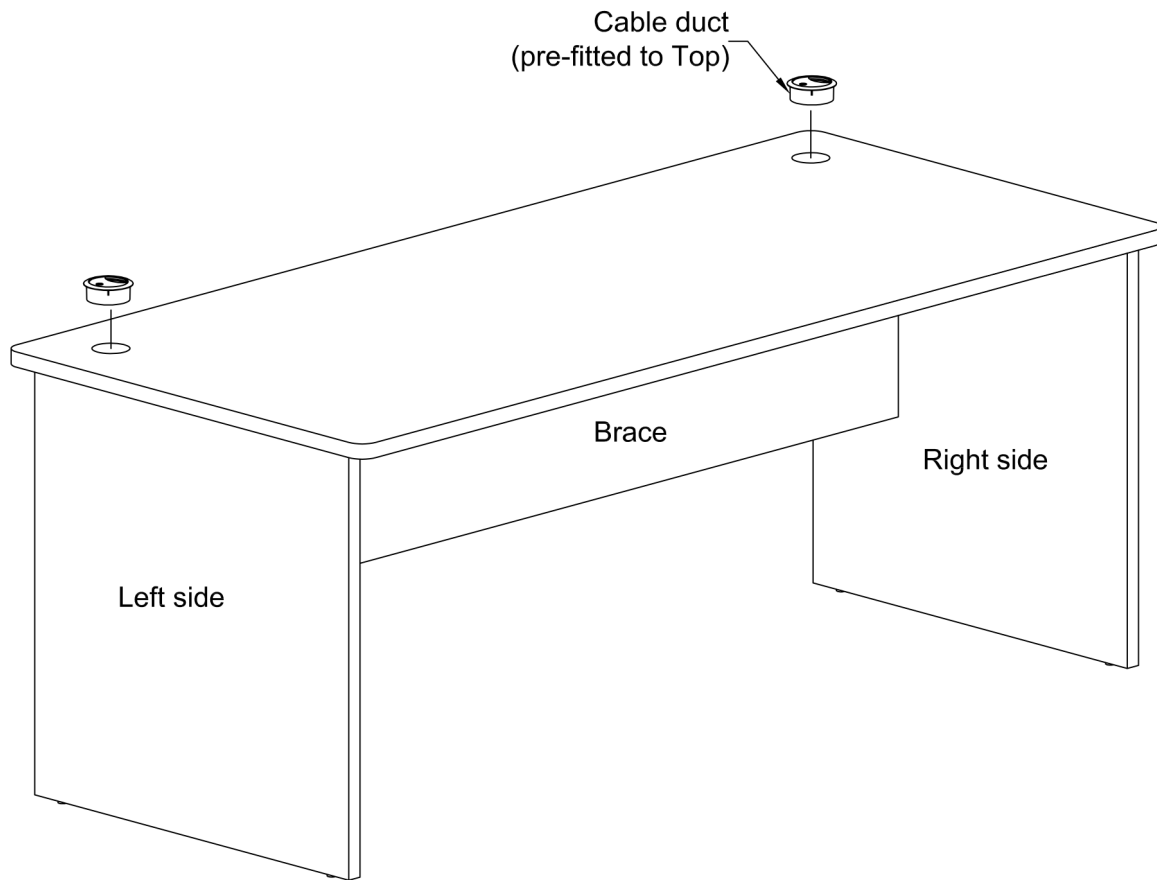
Serial No



For warranty registration and information please go to
www.jasperj.co.nz



Unpack & Identify Parts



OD245 carton contents

<u>Part Description</u>	<u>Quantity</u>	<u>Part Number</u> <u>Beech</u>
Top	1	IOD2450B7F01
Right side	1	IOD2450B7F02
Left side	1	IOD2450B7F03
Brace	1	IOD2450B7F04
Cable ducts	2	IDG0035
Hardware Pack	1	IOD2450HPA0

Customer Service

0800 450 314

To request spare parts, please provide the details in step one - six.

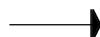
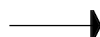
1. Model number of unit purchased
2. Proof of purchase
3. Description of missing part
4. Part number of missing part
5. Quantity of missing part
6. Serial number of the unit



Post request to.

OR

Scan and take photos
of any damaged parts



JasperJ helpdesk
P.O. Box 47130,
Ponsonby
Auckland 1144

customerservice@jasperj.co.nz

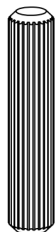


Before requesting spare parts, please ensure that you have checked your packaging and used the correct hardware at each step.

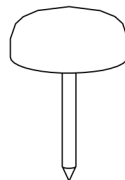


JASPER J

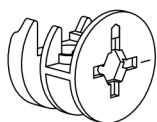
Hardware contents: IOD2450HPA0



Dowel
IDG0018 x4



Pin Glide
IDG0019 x 4



Cam
IDG0016 x 8

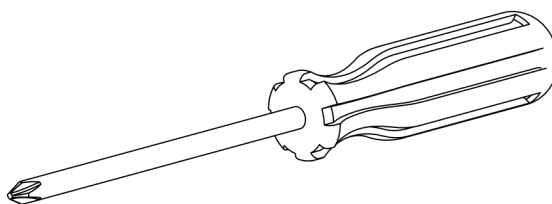


Connector Rods
IDG0017 x 8



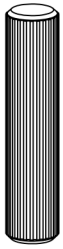
Cam cover Sticker
IDG0034 x 8

Tool required

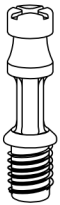


Phillips No.2 Screwdriver or a
Phillips No.2 pozi drive

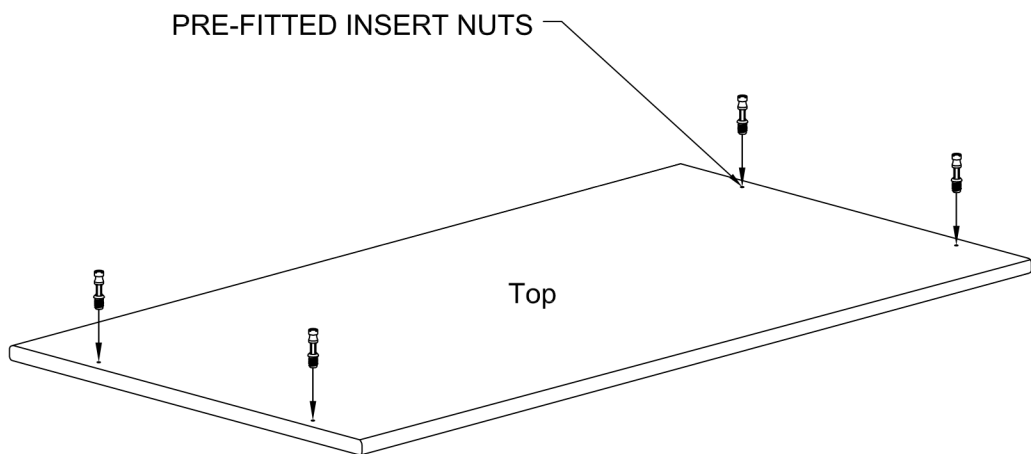
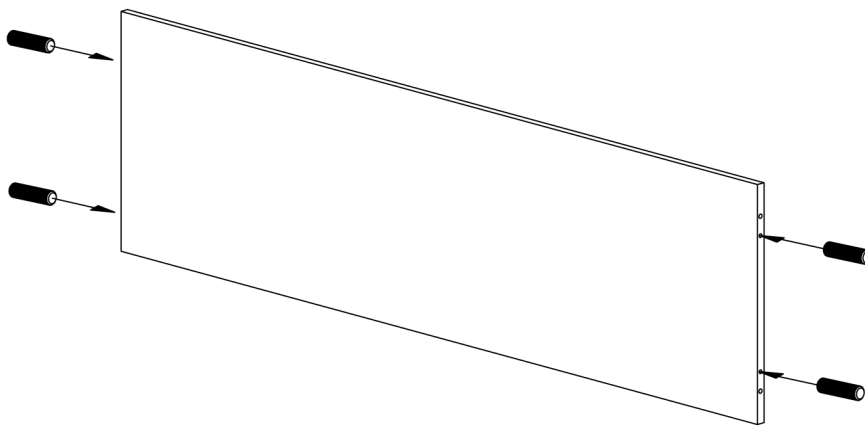
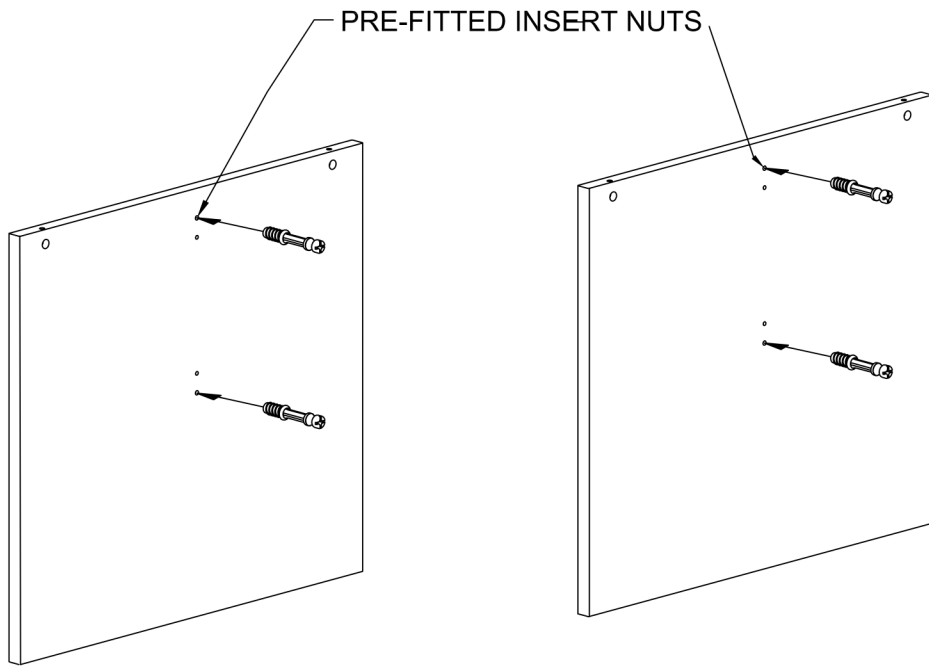
Step 1



x 4

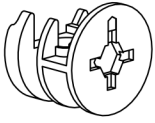


x 8



1. Screw 8 connector rods into prefitted insert nuts in Top and Sides as shown.
2. Press fit 4 dowels into Brace as shown.

Step 2



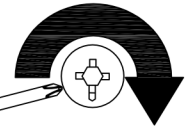
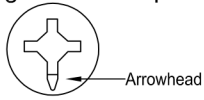
x 4



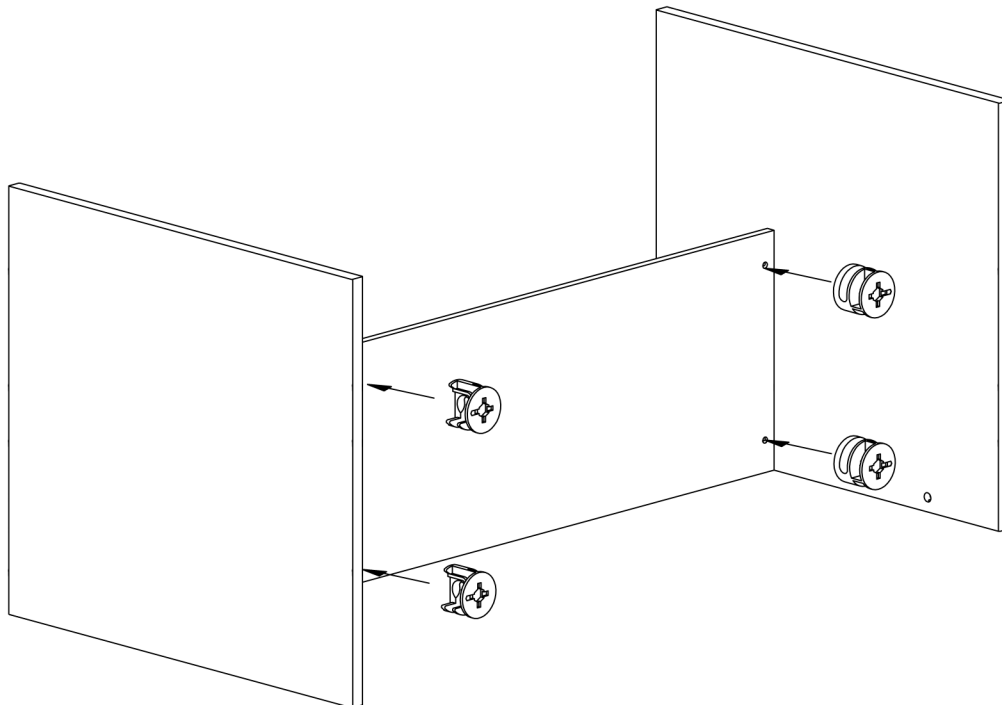
HINT

Cam fitting detail

When inserting Cam, ensure arrowhead on Cam points to the edge of hole on panel

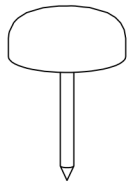


Turn Cams clockwise to tighten.

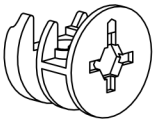


1. Press fit sides to brace as shown.
2. Insert 4 cams into large holes in brace then tighten by turning the cams clockwise.

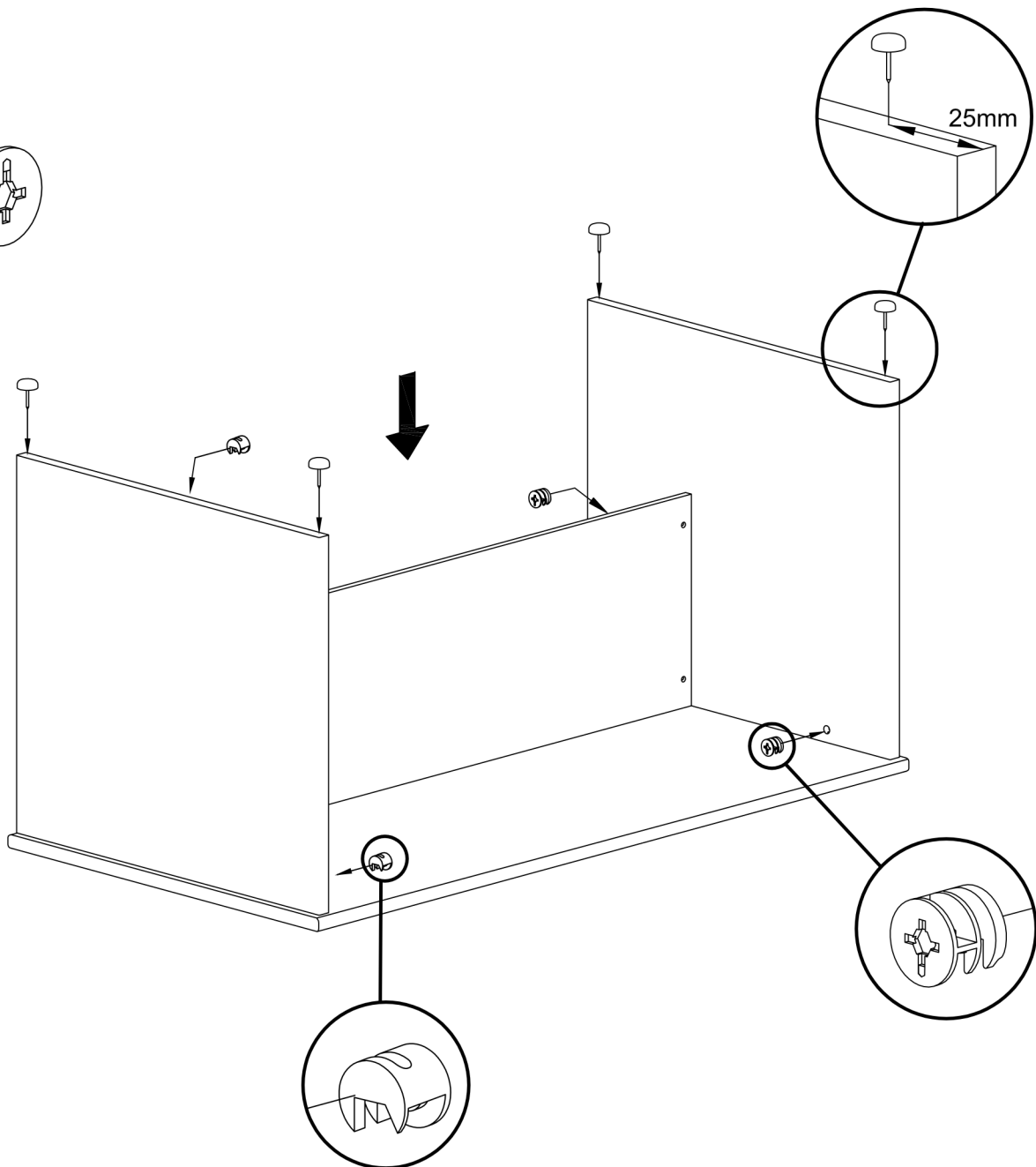
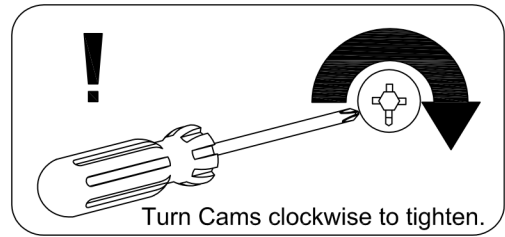
Step 3



x 4

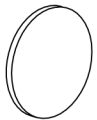
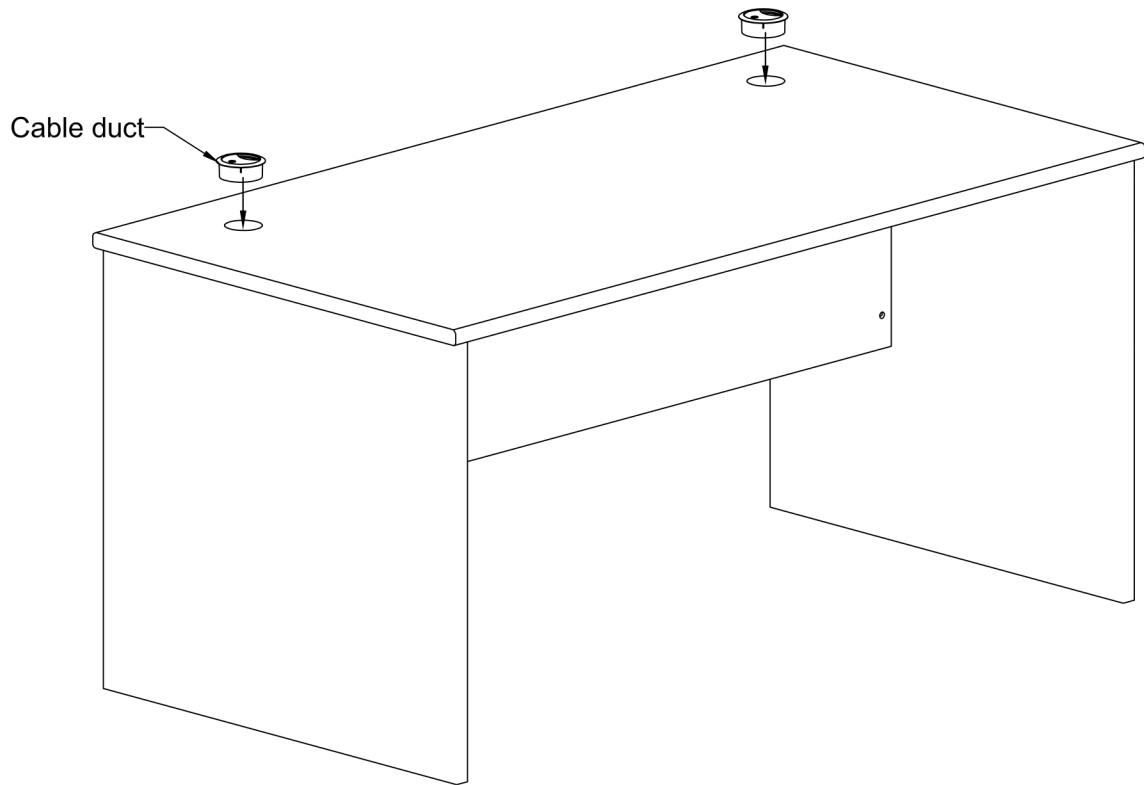


x 4



1. Carefully fit base assembly to underside of Top.
2. Insert 2 Cams into large holes in each side, then tighten cams by turning them clockwise.
3. Press fit 4 Pin Glides into bottom edges of sides in positions shown.

Step 4



x 8

1. Turn your desk onto it's feet.
2. Press fit a cable duct into large holes in the top as shown above.
3. Cover the cams with 8 cam cover stickers.

CAUTION: We recommend that all contents stored in or on this item of furniture be removed before shifting it. The Manufacturer will not be held liable for damage caused when furniture is shifted without first removing the contents. Do not drag the furniture while shifting.

Surface Care Instructions

A little care and attention will extend the life and good looks of your furniture. Take care when using materials which might spill or sharp or abrasive objects which could damage the surface of your furniture.

Normal Cleaning

For normal dusting use a soft, dry, clean cloth.

Glass Cleaning For Frosted Glass

Do not use glass cleaner or solvent based cleaners on the surface of the glass that has the frosting effect.

Spills and Soiling

Most spills and soiling maybe removed with a non-abrasive multi surface household cleaner. Apply a small amount onto the surface then remove with a soft, clean cloth.

NB: It is recommended that your multi-surface cleaner is first tested on an unseen patch prior to cleaning.

Marks, Scratches and Surface damages

As with all furniture, these can never be properly repaired.

CAUTION

Under no circumstances must any form of abrasive be used as this will damage the surface.

Do not use solvents, solvent based cleaners, scouring pads, steel wool, furniture wax or scrubbing brushes.

As with all indoor furniture, this unit should not be exposed to direct sunlight, extreme temperatures or moisture, as this can result in serious irreparable damage.

NB: The sooner a stain or spill is cleaned, the easier it will be to remove.

PLEASE KEEP THIS INFORMATION FOR FUTURE REFERENCE.