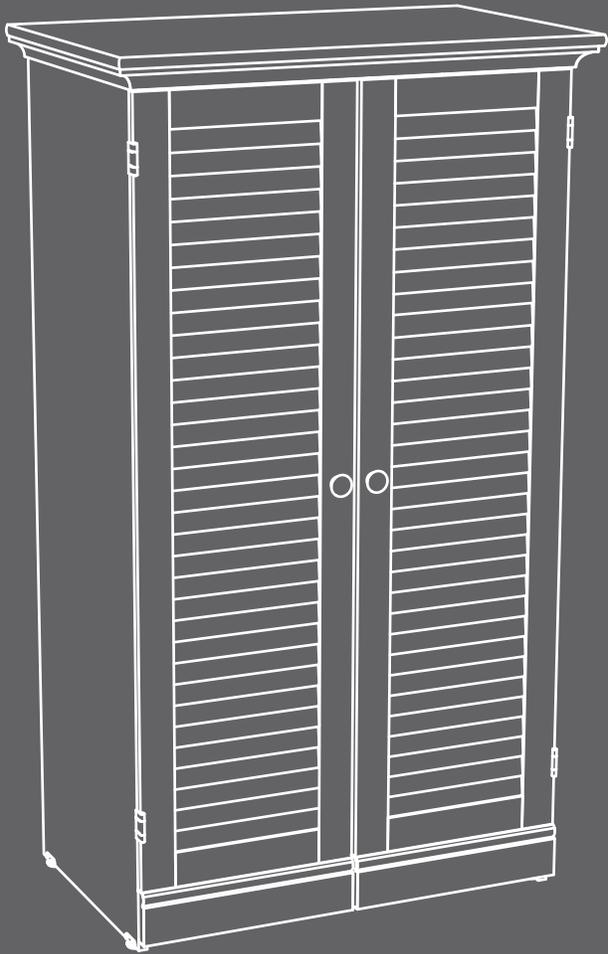


www.teknikoffice.co.uk

Teknik



Get crafty.

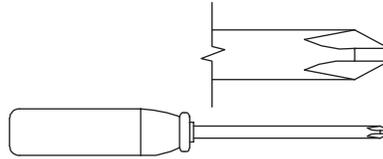
Hideaway Office/Craft Station

Model 5158097

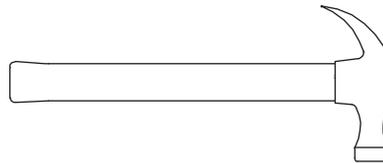
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Assembly Tools Required

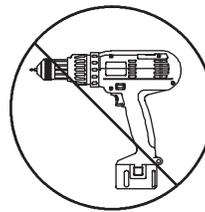
Part Identification	2-3
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No. 2 Phillips Screwdriver
Tip Shown Actual Size



Hammer
Not actual size 😊



Skip the power trip.
This time.

Part Identification

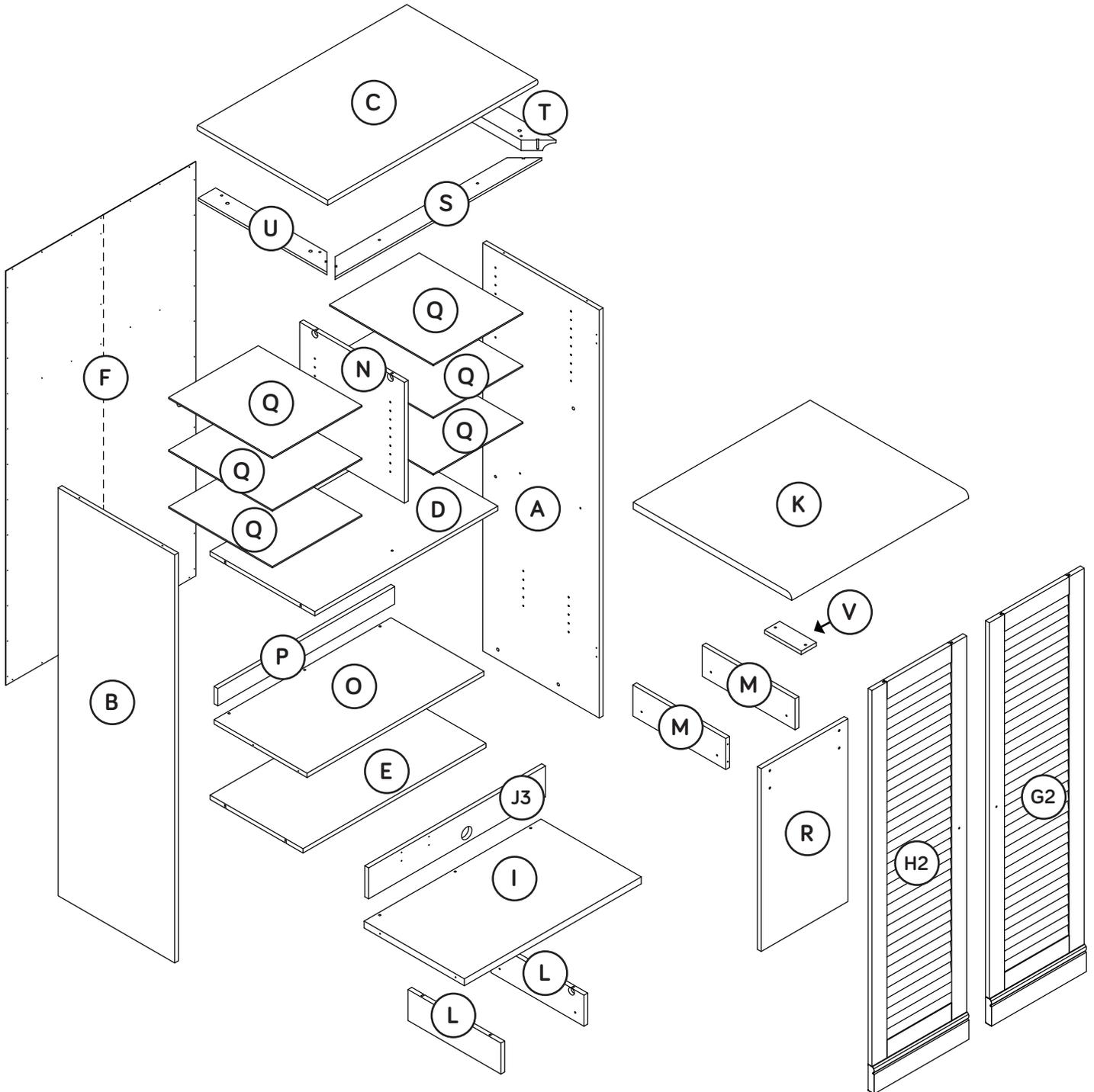
Now you know
our ABCs.



A	RIGHT END (1)	I	PULL-OUT TOP (1)	Q	ADJUSTABLE SHELF (6)
B	LEFT END (1)	J3	PULL-OUT BACK (1)	R	LEG (1)
C	TOP (1)	K	FLIP-UP TOP (1)	S	FRONT MOLDING (1)
D	FIXED SHELF (1)	L	OUTER UPRIGHT (2)	T	RIGHT MOLDING (1)
E	BOTTOM (1)	M	INNER UPRIGHT (2)	U	LEFT MOLDING (1)
F	BACK (1)	N	SHELF UPRIGHT (1)	V	LEG STOP (1)
G2	RIGHT DOOR (1)	O	SLIDING SHELF (1)		
H2	LEFT DOOR (1)	P	SLIDING SHELF BACK (1)		

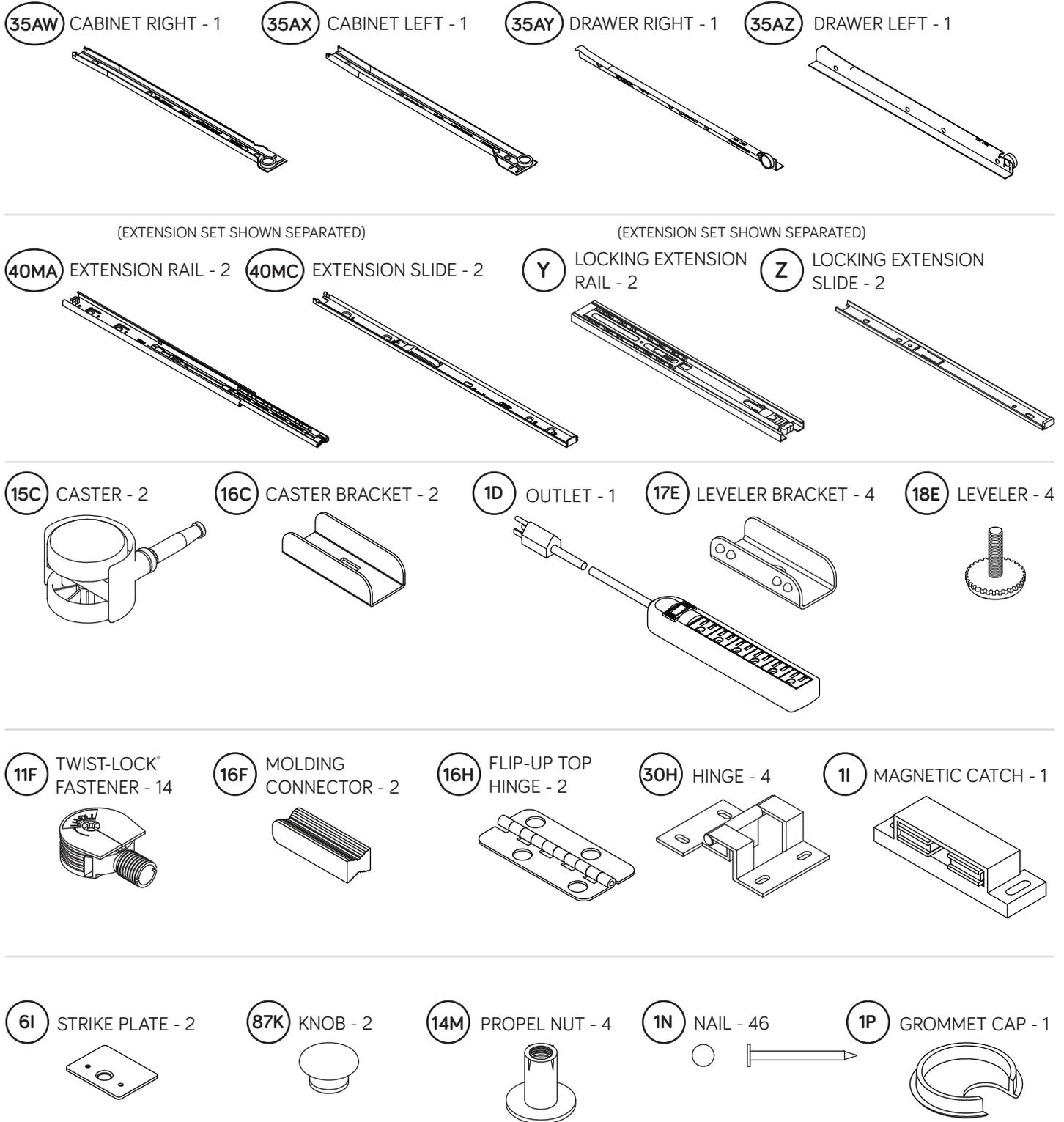
Part Identification

⚠ While not all parts are labeled, some of the parts will have a label or an inked letter on the edge to help distinguish similar parts from each other. Use this part identification to help identify similar parts.



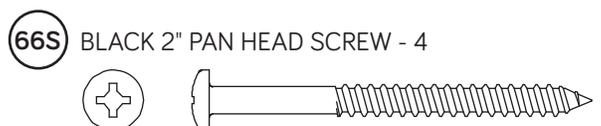
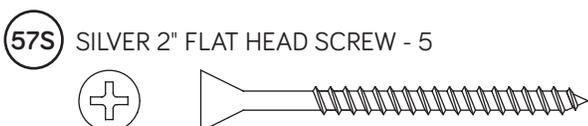
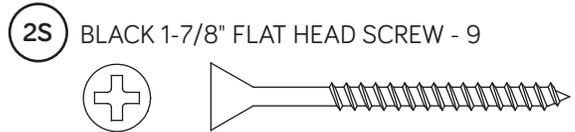
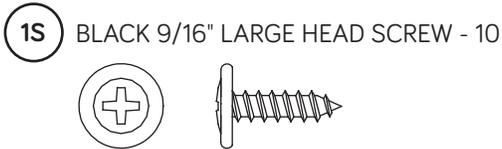
Hardware Identification

† Screws are shown actual size. You may receive extra hardware with your unit.



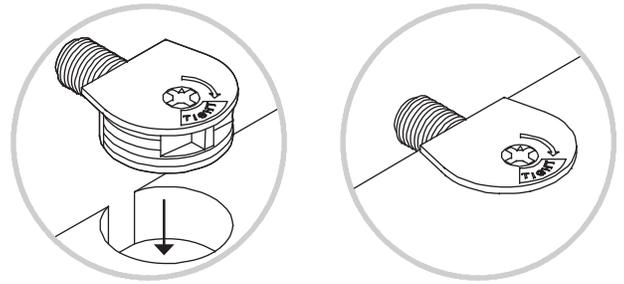
Hardware Identification

† Screws are shown actual size. You may receive extra hardware with your unit.

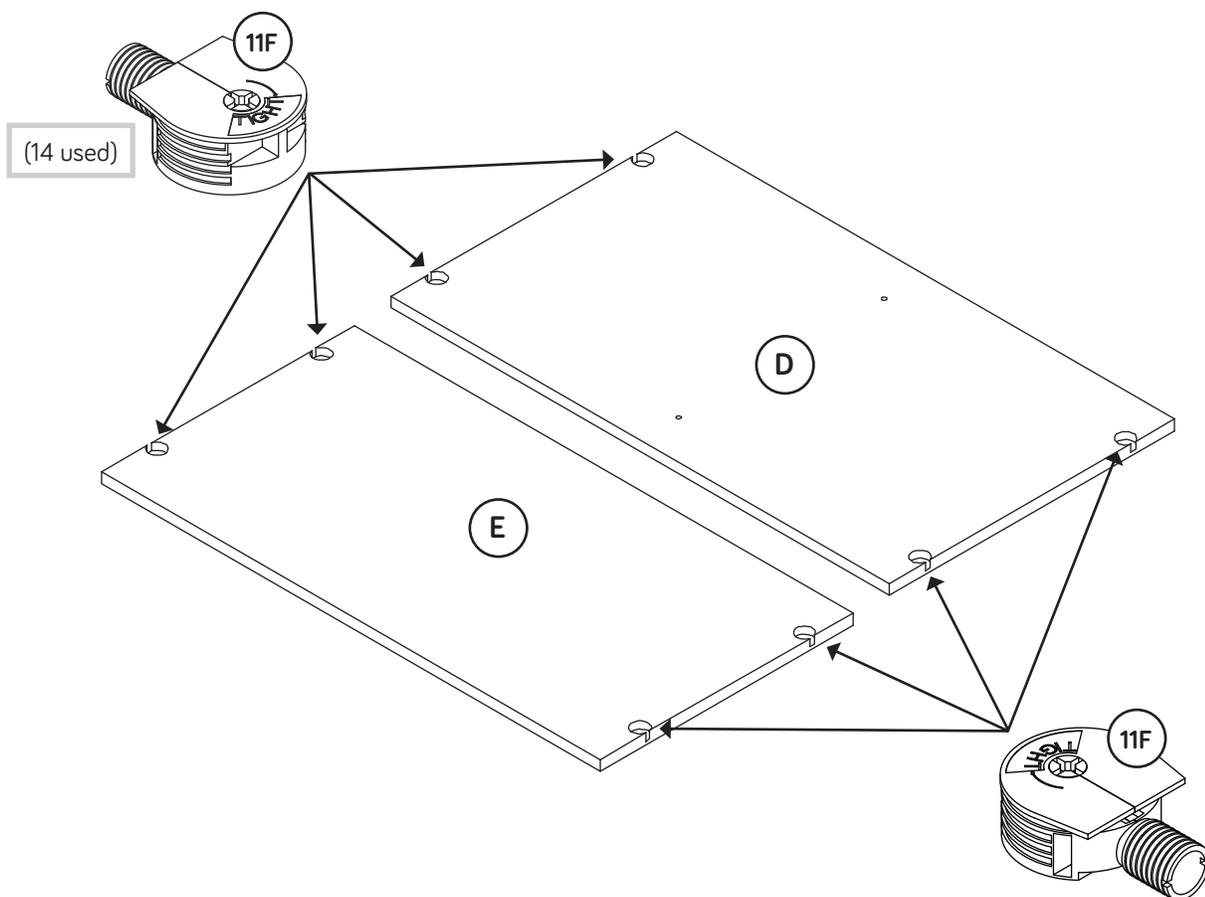


Step 1

- ✦ Assemble your unit on a carpeted floor or on the empty carton to avoid scratching your unit or the floor.
- ✦ To begin assembly, push a SAUDER TWIST-LOCK® FASTENER (11F) into the large holes in the FIXED SHELF (D) and BOTTOM (E).
- ✦ Repeat this step for the OUTER UPRIGHTS (L) and SHELF UPRIGHT (N).



Do not tighten the TWIST-LOCK® FASTENERS in this step.



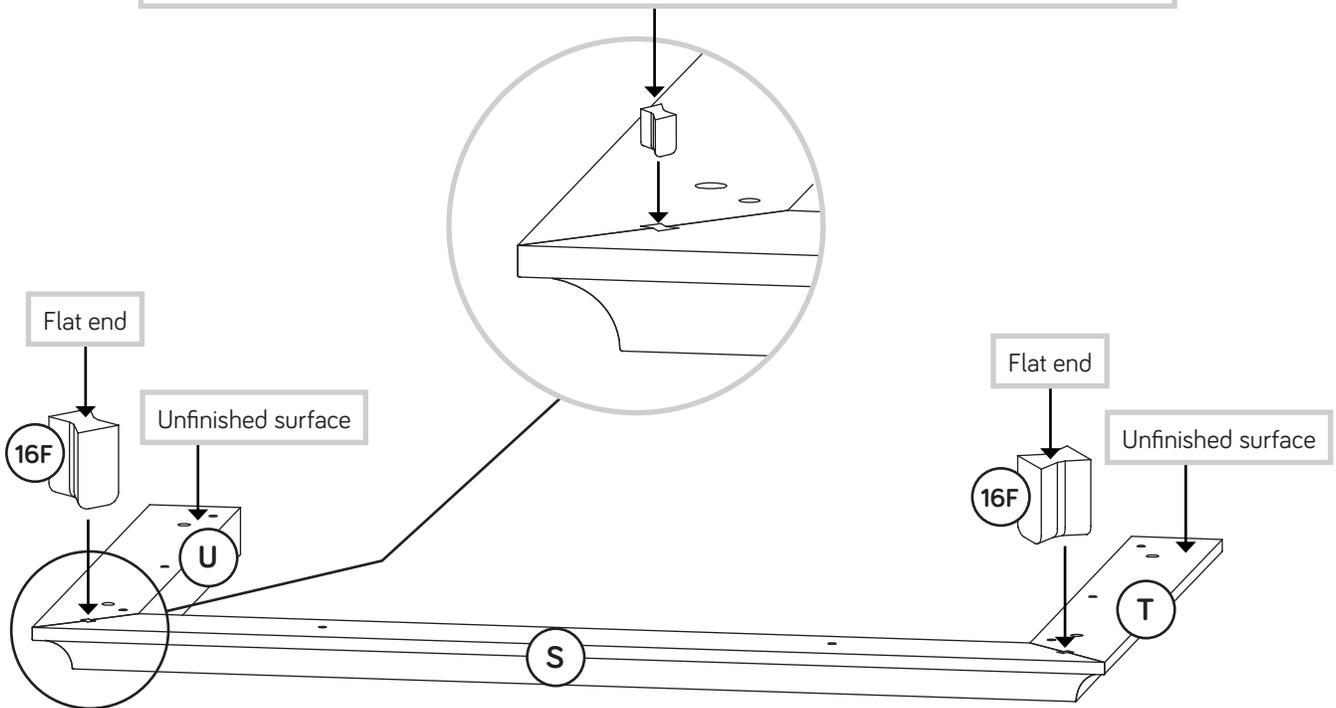
Step 2

- Tap two MOLDING CONNECTORS (16F) into the notches in the MOLDINGS (S, T and U).



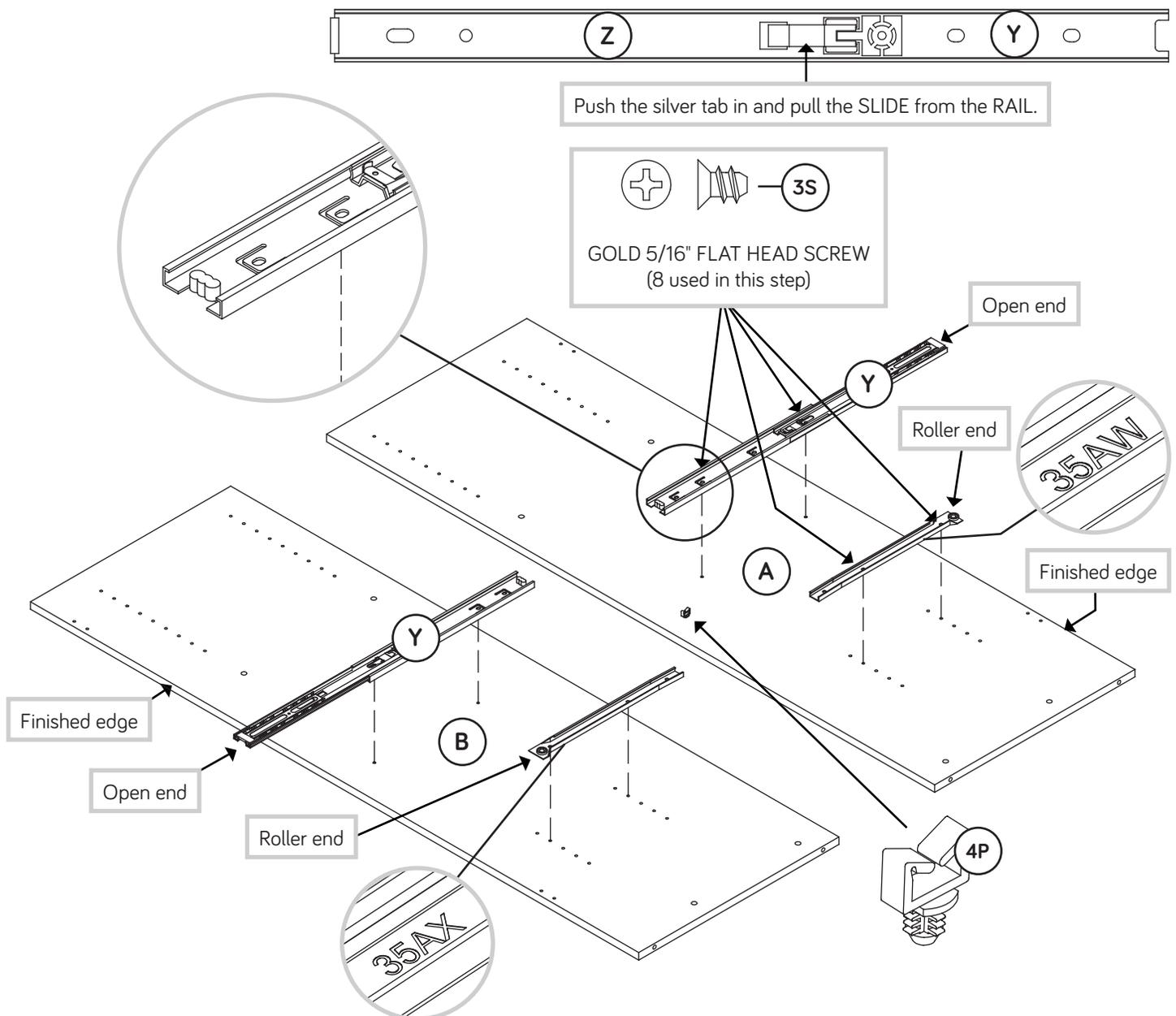
Just think. The sooner you do this, the sooner you do something else.

Use your hammer to tap the MOLDING CONNECTORS (16F) into the notches in the MOLDINGS.



Step 3

- ✚ Separate the LOCKING EXTENSION SLIDES (Z) from the LOCKING EXTENSION RAILS (Y) as shown in the upper diagram below. Be prepared, the parts are greasy.
- ✚ Fasten the LOCKING EXTENSION RAILS (Y) to the ENDS (A and B). Use four GOLD 5/16" FLAT HEAD SCREWS (3S).
- ✚ **NOTE:** For each EXTENSION RAIL, turn a SCREW into the hole shown in the enlarged diagram. Then, slide the inner cartridge of the EXTENSION RAIL in to find the other hole that lines up with the hole in the END. Turn a SCREW into this hole.
- ✚ Fasten the CABINET RIGHT (35AW) to the RIGHT END (A) and the CABINET LEFT (35AX) to the LEFT END (B). Use four GOLD 5/16" FLAT HEAD SCREWS (3S) through the first and second holes from the roller end in the RAIL and into the holes of your choice in the ENDS.
- ✚ Now, insert the CORD CLIP (4P) into the hole in the RIGHT END (A). The CORD CLIP is used to hold your ELECTRICAL OUTLET cord in place.



Step 4

- Fasten the LEFT MOLDING (U) to the LEFT END (B). Use two BLACK 2" PAN HEAD SCREWS (66S).
- Fasten the FIXED SHELF (D) and BOTTOM (E) to the LEFT END (B). Tighten four TWIST-LOCK® FASTENERS.



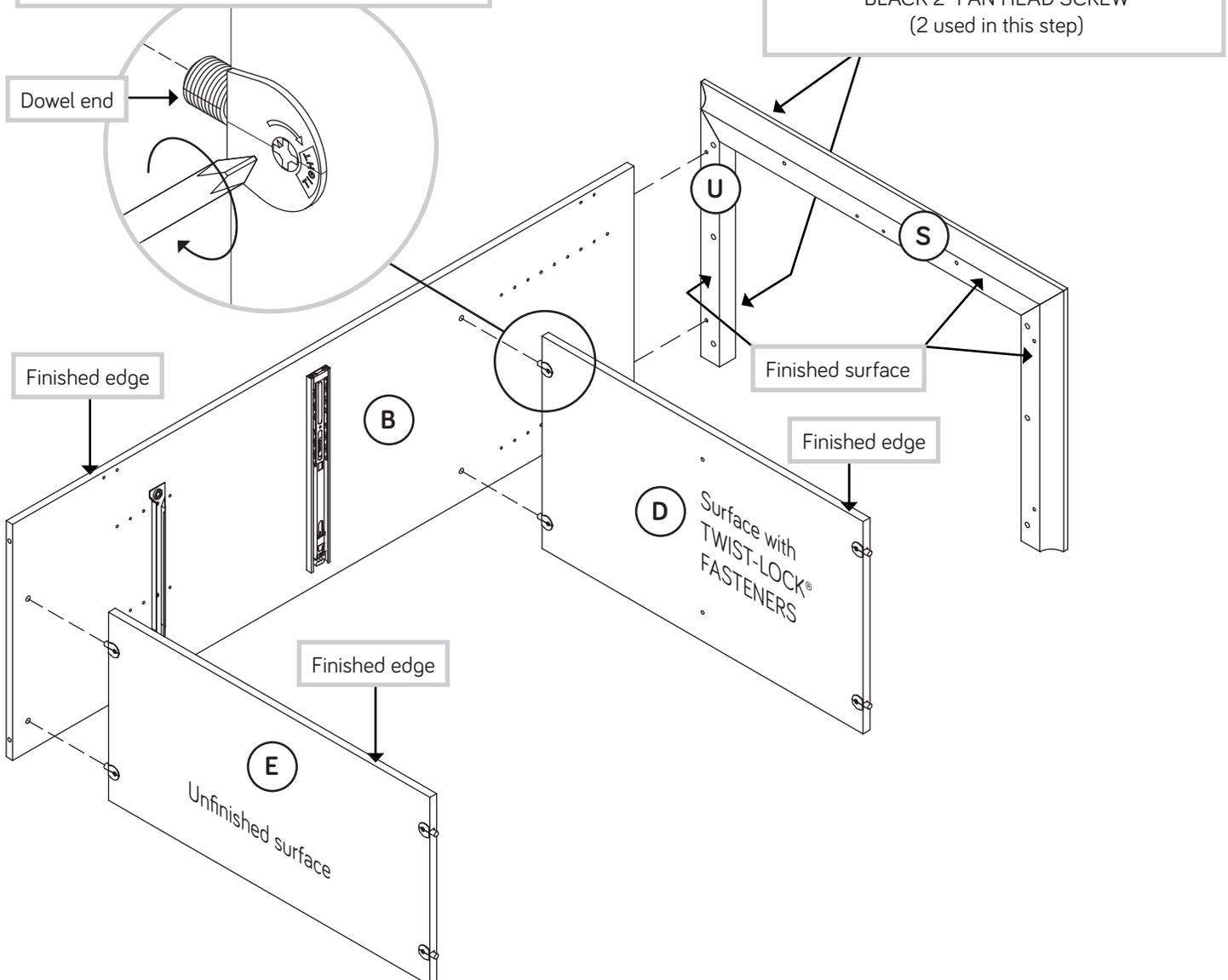
Do not stand the unit upright without the BACK fastened. The unit may collapse.

How to use the SAUDER TWIST-LOCK® FASTENER

1. Insert the dowel end of the FASTENER into the hole of the adjoining part.

NOTE: The dowel end of the FASTENER must remain fully inserted in the hole of the adjoining part while locking the FASTENER.

2. Tighten the FASTENER with a Phillips screwdriver as tight as possible.

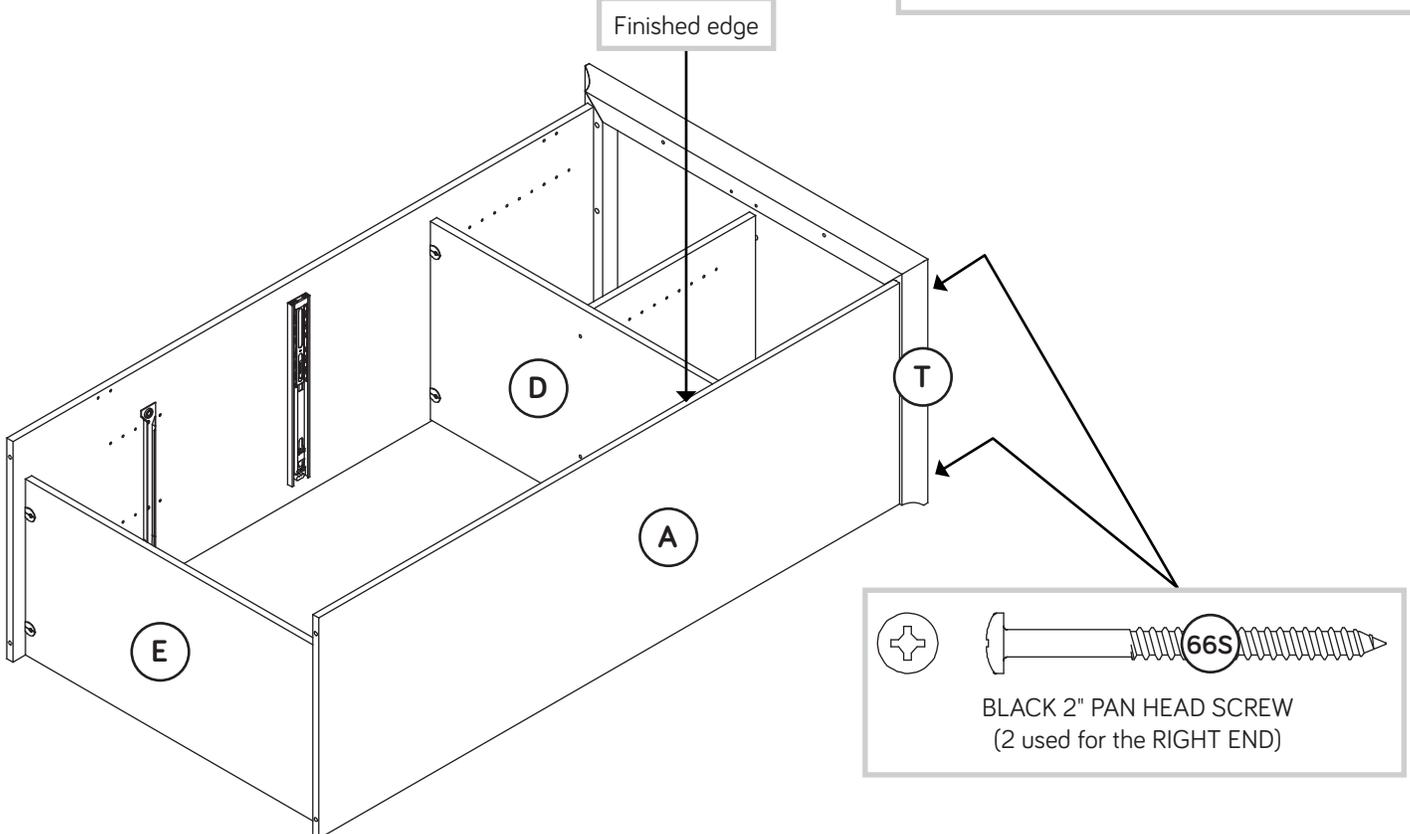
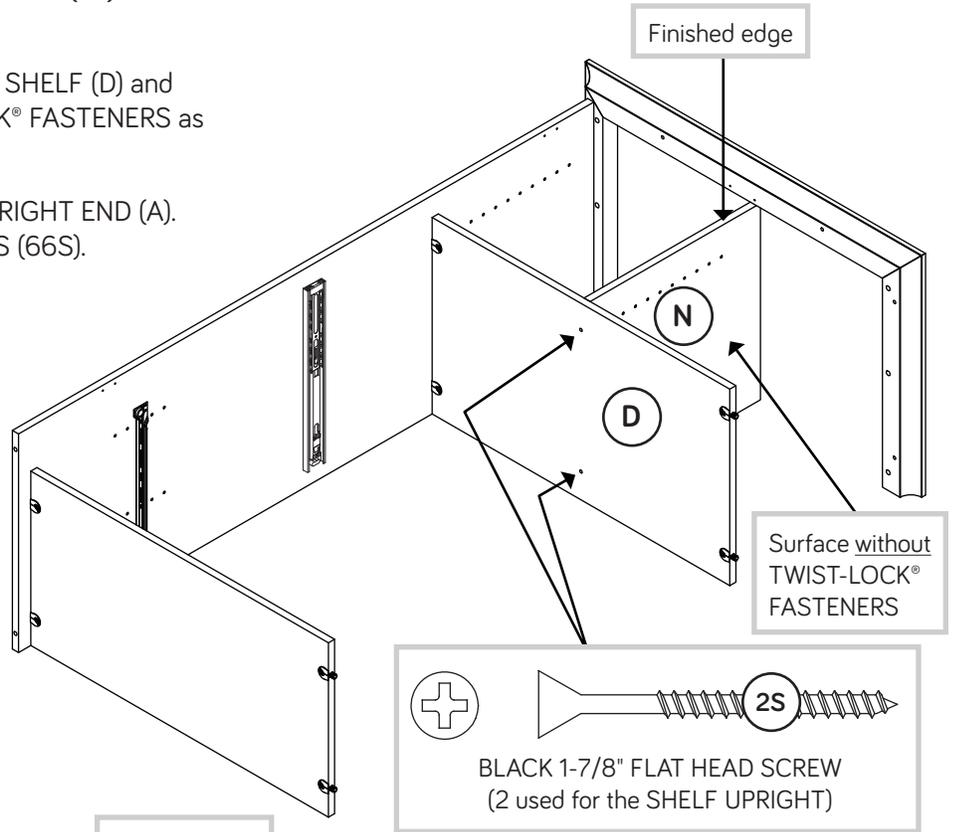


Step 5

Fasten the SHELF UPRIGHT (N) to the FIXED SHELF (D).
Use two BLACK 1-7/8" FLAT HEAD SCREWS (2S) as shown in the upper diagram.

Fasten the RIGHT END (A) to the FIXED SHELF (D) and BOTTOM (E). Tighten four TWIST-LOCK® FASTENERS as shown in the lower diagram.

Fasten the RIGHT MOLDING (T) to the RIGHT END (A).
Use two BLACK 2" PAN HEAD SCREWS (66S).



Step 6

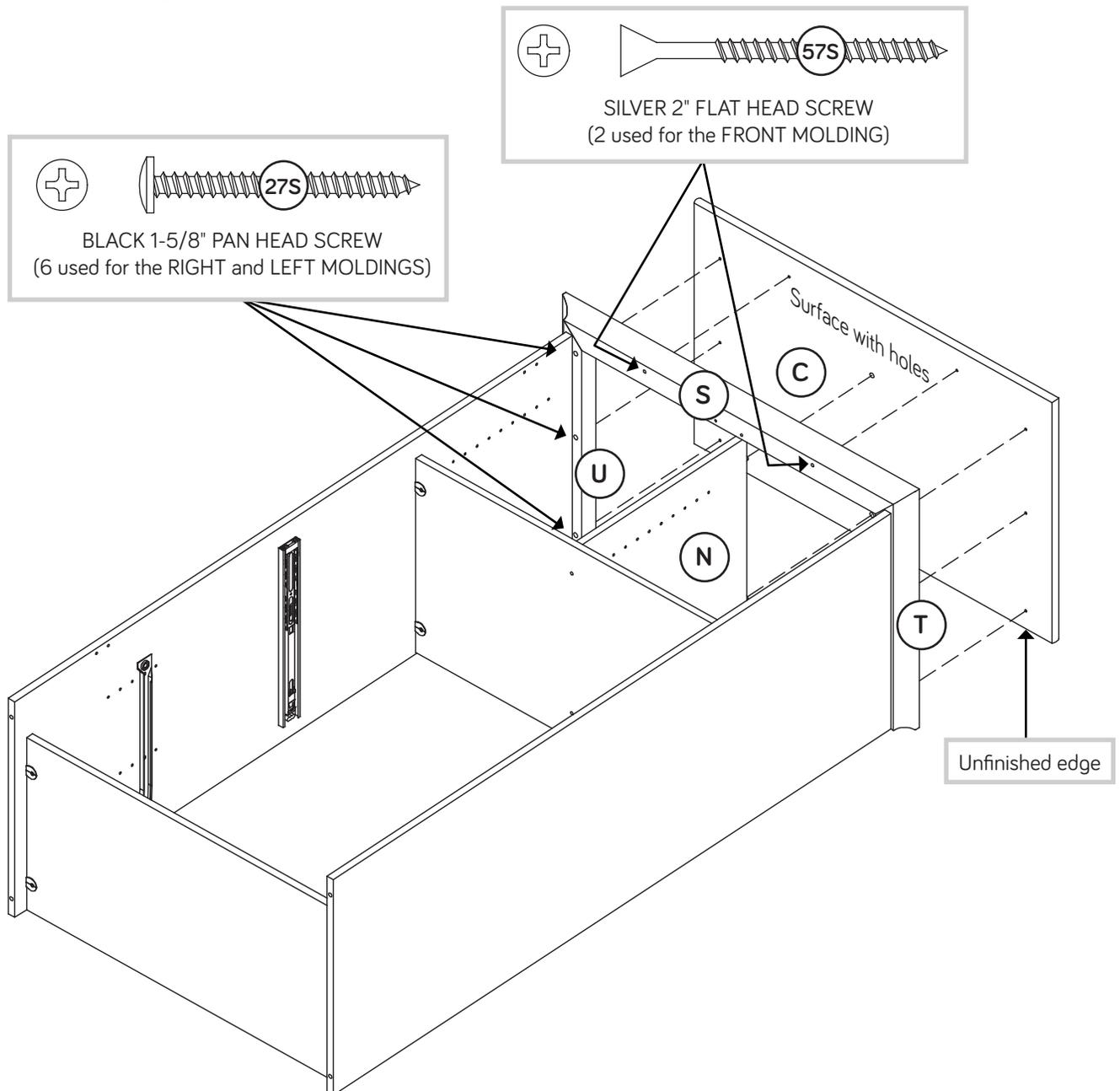
✚ Fasten the TOP (C) to the SHELF UPRIGHT (N). Tighten the two TWIST-LOCK® FASTENERS in the SHELF UPRIGHT.

✚ Fasten the FRONT MOLDING (S) to the TOP (C). Use two SILVER 2" FLAT HEAD SCREWS (57S).

✚ NOTE: Do not overtighten the SCREWS into the TOP.

✚ Fasten the RIGHT and LEFT MOLDINGS (U and T) to the TOP (C). Use six BLACK 1-5/8" PAN HEAD SCREWS (27S).

✚ NOTE: Do not overtighten the SCREWS into the TOP.

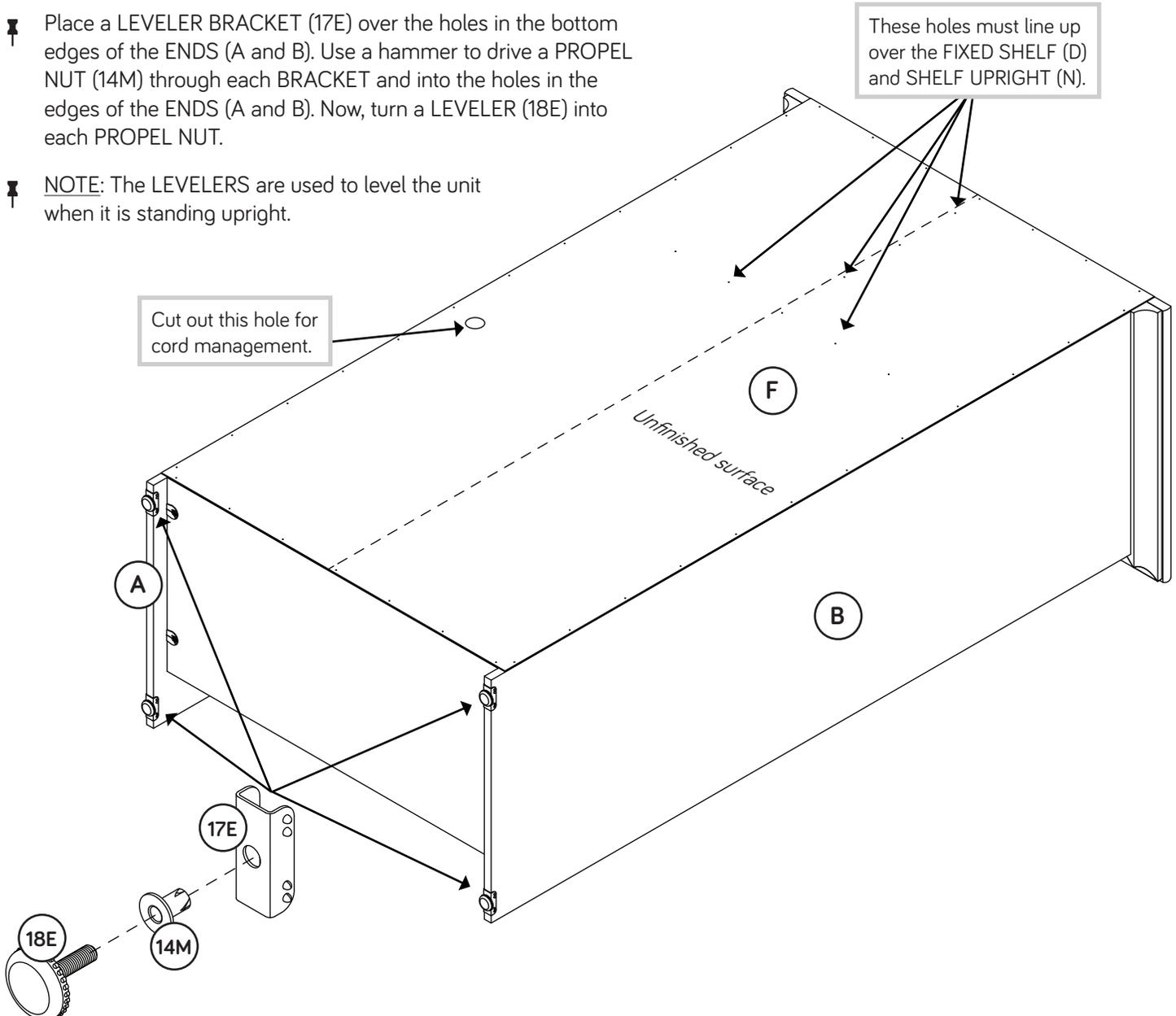


Step 7

- ✚ Carefully turn your unit over onto its front edges. Unfold the BACK (F) and lay it over your unit.
- ✚ Make equal margins along all four edges of the BACK (F). Push on opposite corners of your unit if needed to make it "square".
- ✚ Fasten the BACK (F) to your unit using the NAILS (1N).
- ✚ **NOTE:** Be sure to tap NAILS into the holes that line up over the FIXED SHELF (D) and SHELF UPRIGHT (N).
- ✚ **NOTE:** A perforation has been provided for access through the BACK. Carefully cut out the hole in the BACK for cord management.
- ✚ Place a LEVELER BRACKET (17E) over the holes in the bottom edges of the ENDS (A and B). Use a hammer to drive a PROPEL NUT (14M) through each BRACKET and into the holes in the edges of the ENDS (A and B). Now, turn a LEVELER (18E) into each PROPEL NUT.
- ✚ **NOTE:** The LEVELERS are used to level the unit when it is standing upright.

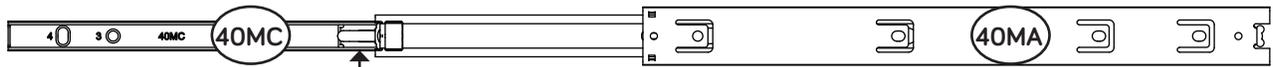


Do not stand the unit upright without the BACK fastened. The unit may collapse.

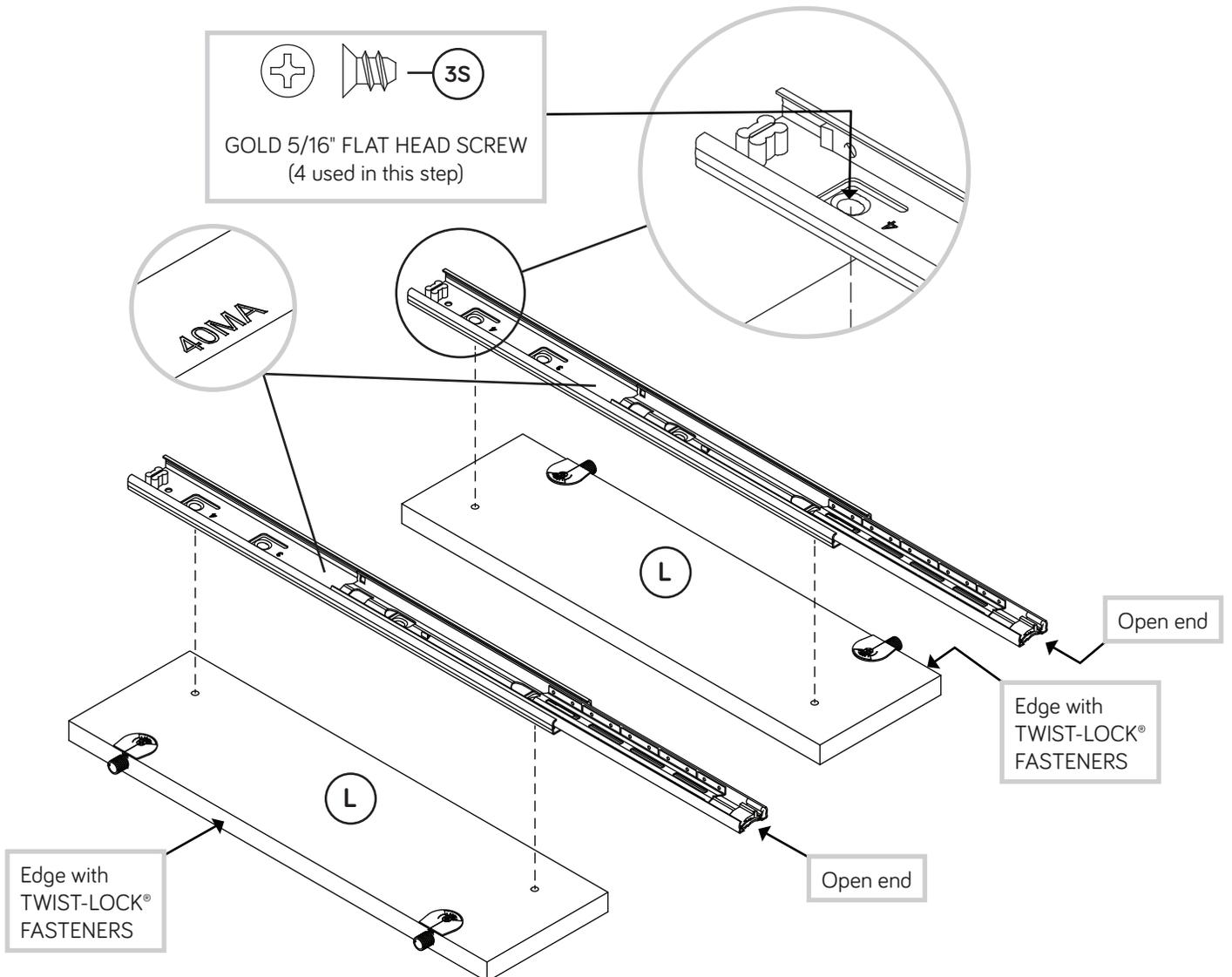


Step 8

- ✚ Separate the EXTENSION SLIDES (40MC) from the EXTENSION RAILS (40MA) as shown in the upper diagram below. Be prepared, the parts are greasy.
- ✚ Fasten two EXTENSION RAILS (40MA) to the OUTER UPRIGHTS (L). Use four GOLD 5/16" FLAT HEAD SCREWS (3S).
- ✚ **NOTE:** For each EXTENSION RAIL, turn a SCREW into the hole shown in the enlarged diagram. Then, slide the inner cartridge of the EXTENSION RAIL in to find the other hole that lines up with the hole in the UPRIGHTS. Turn a SCREW into this hole.

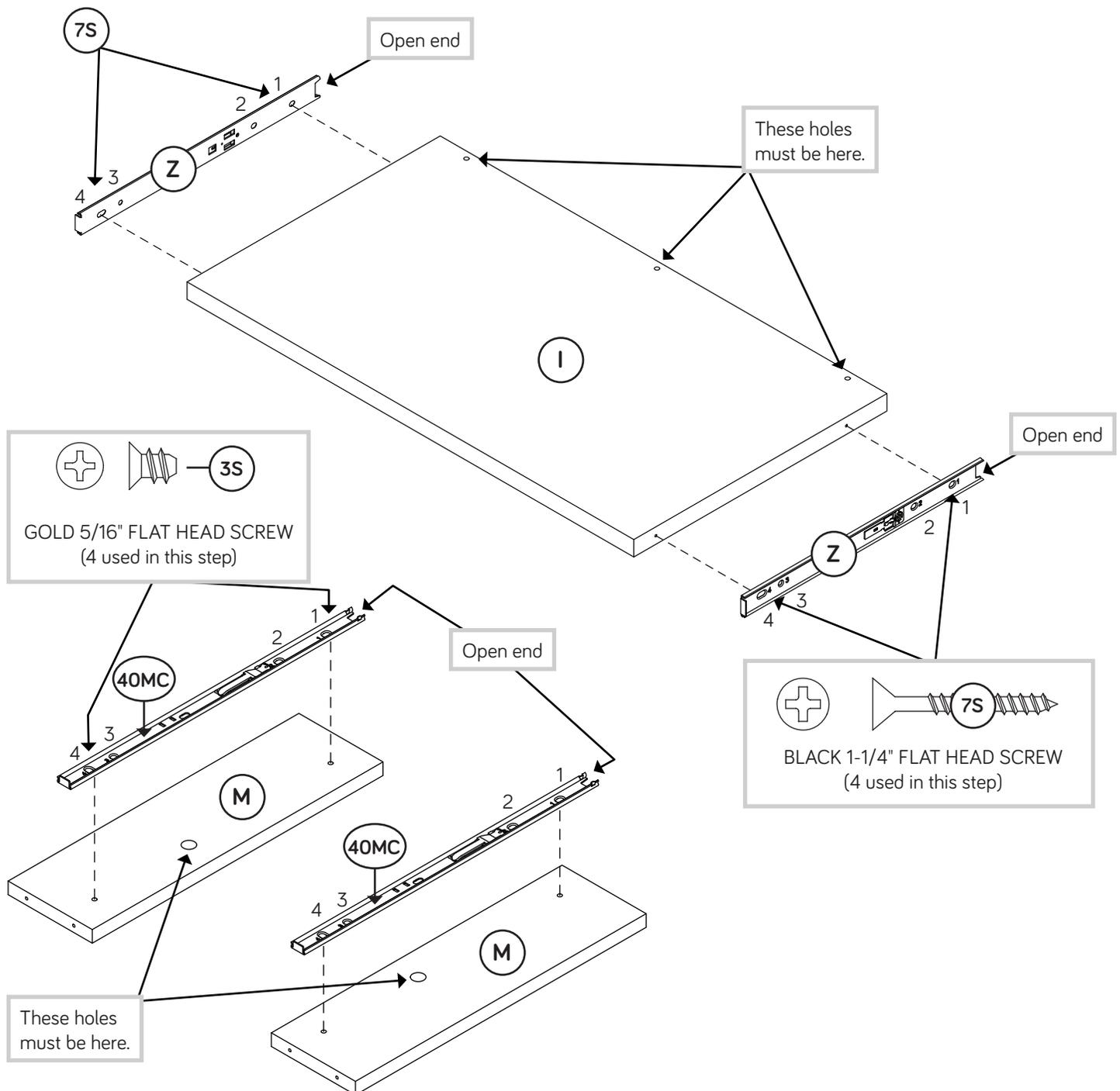


Push the black lever in and pull the SLIDE from the RAIL.



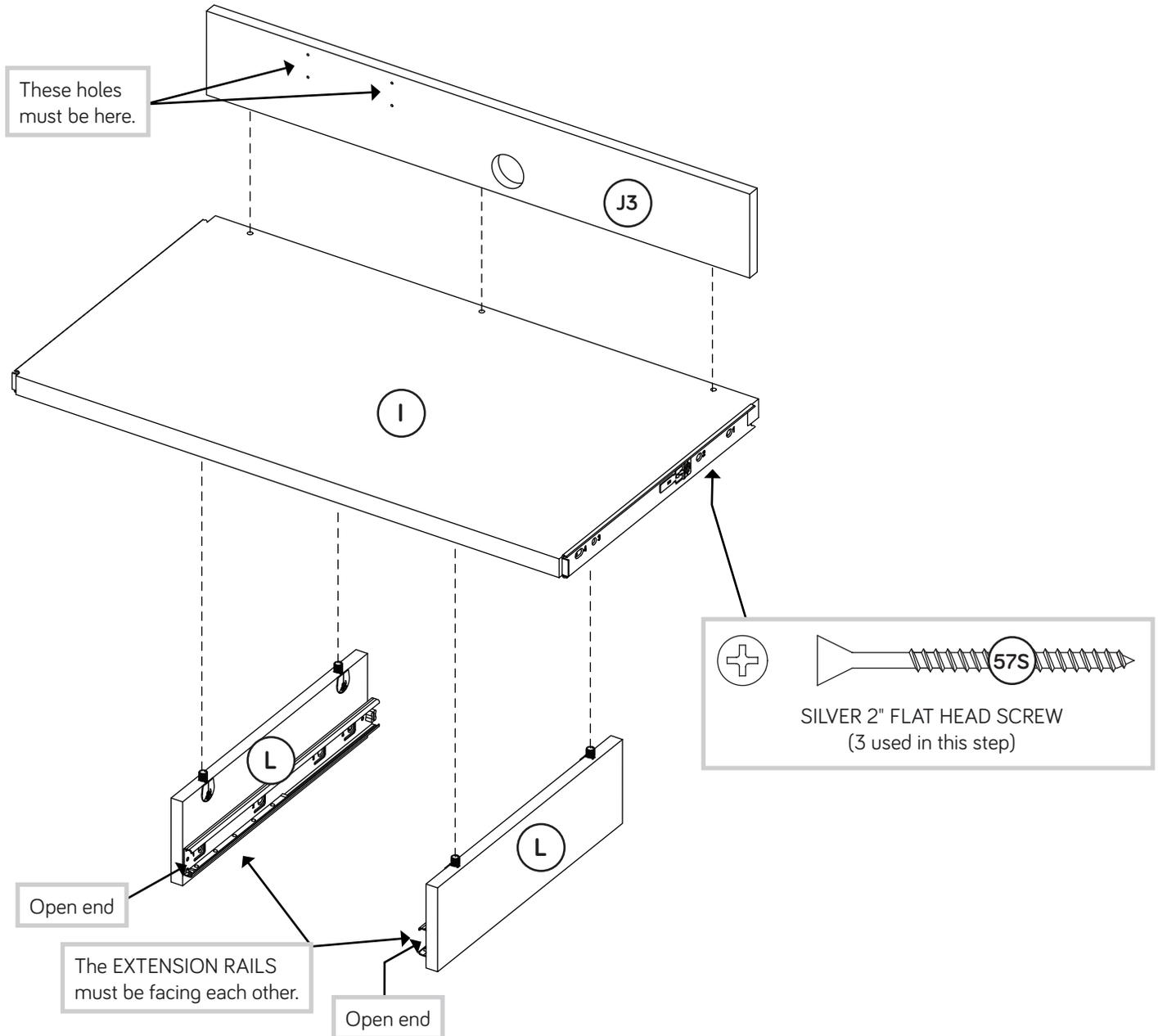
Step 9

- Fasten the LOCKING EXTENSION SLIDES (Z) to the PULL-OUT TOP (I). Use four BLACK 1-1/4" FLAT HEAD SCREWS (7S) through holes #1 and #4.
- Fasten the EXTENSION SLIDES (40MC) to the INNER UPRIGHTS (M). Use four GOLD 5/16" FLAT HEAD SCREWS (3S) through holes #1 and #4.



Step 10

- ✚ Fasten the OUTER UPRIGHTS (L) to the PULL-OUT TOP (I). Tighten four TWIST-LOCK® FASTENERS.
- ✚ Fasten the PULL-OUT BACK (J3) to the PULL-OUT TOP (I). Use three SILVER 2" FLAT HEAD SCREWS (57S).

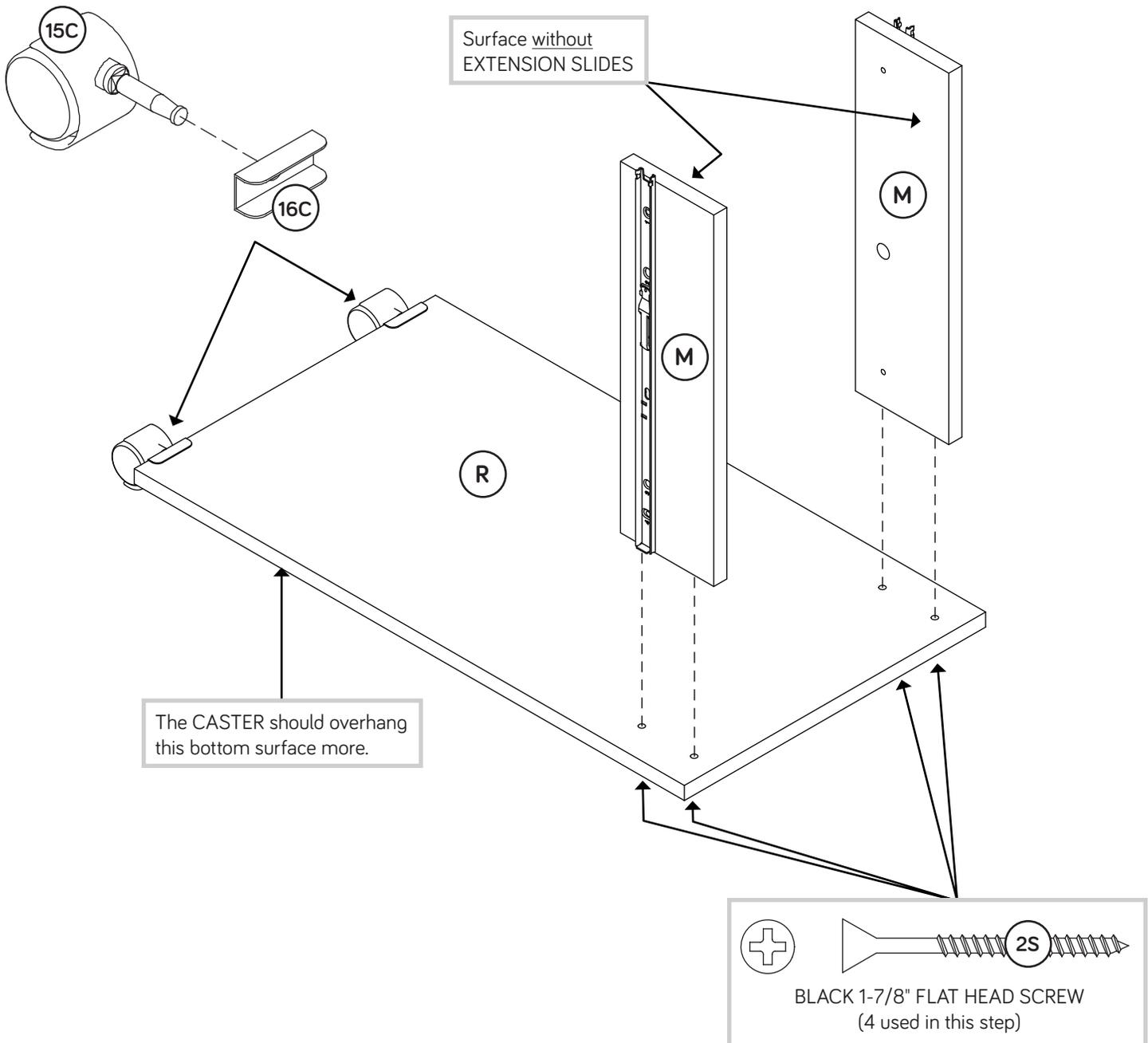


Step 11

- Fasten both INNER UPRIGHTS (M) to the LEG (R). Use four BLACK 1-7/8" FLAT HEAD SCREWS (2S).
- Place a CASTER BRACKET (16C) over each hole in the end of the LEG (R). Carefully insert a CASTER (15C) through each BRACKET on the LEG and into the holes in the edge of the LEG.

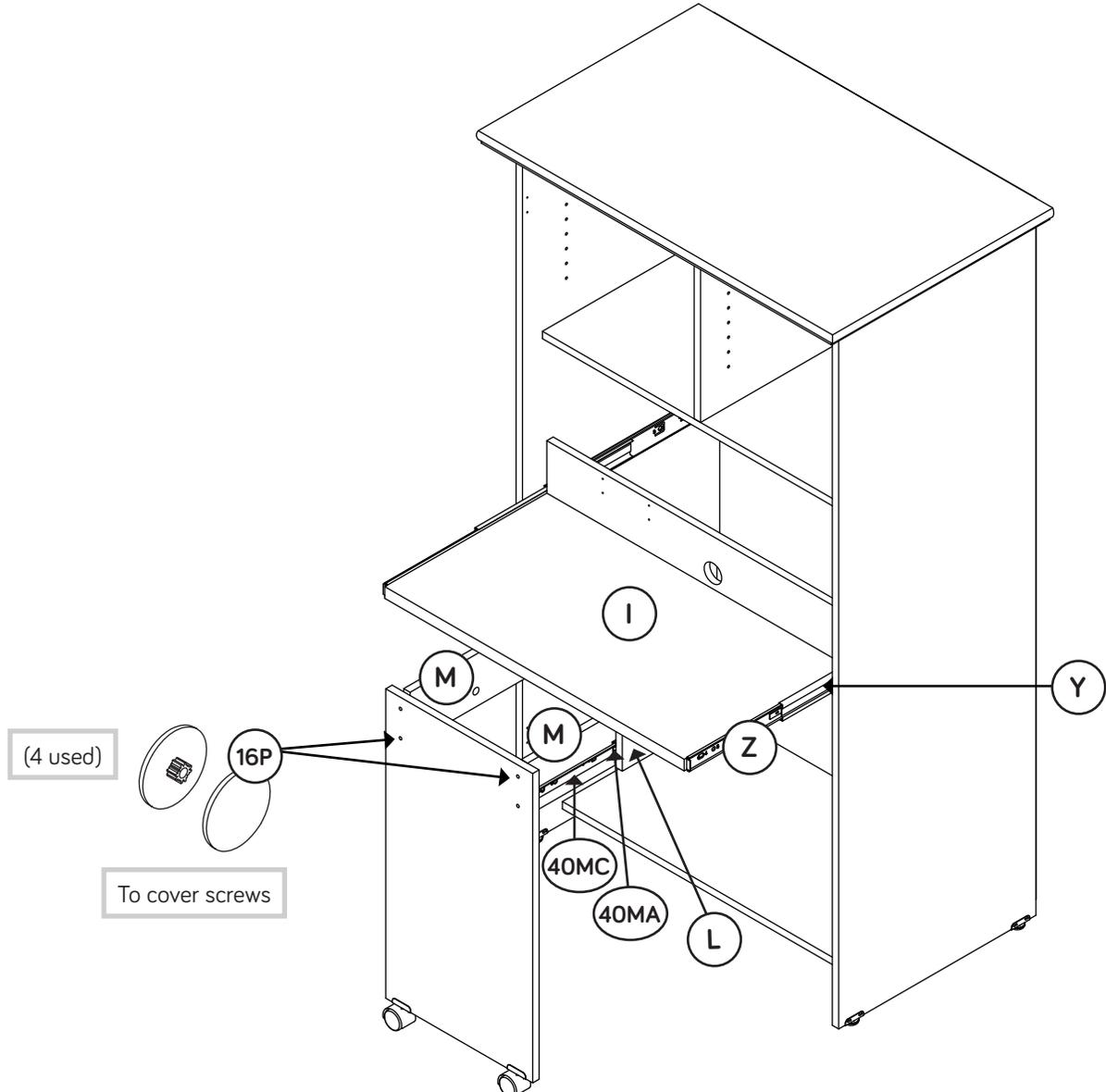


Don't worry. It isn't Rome. This can be built in a day.



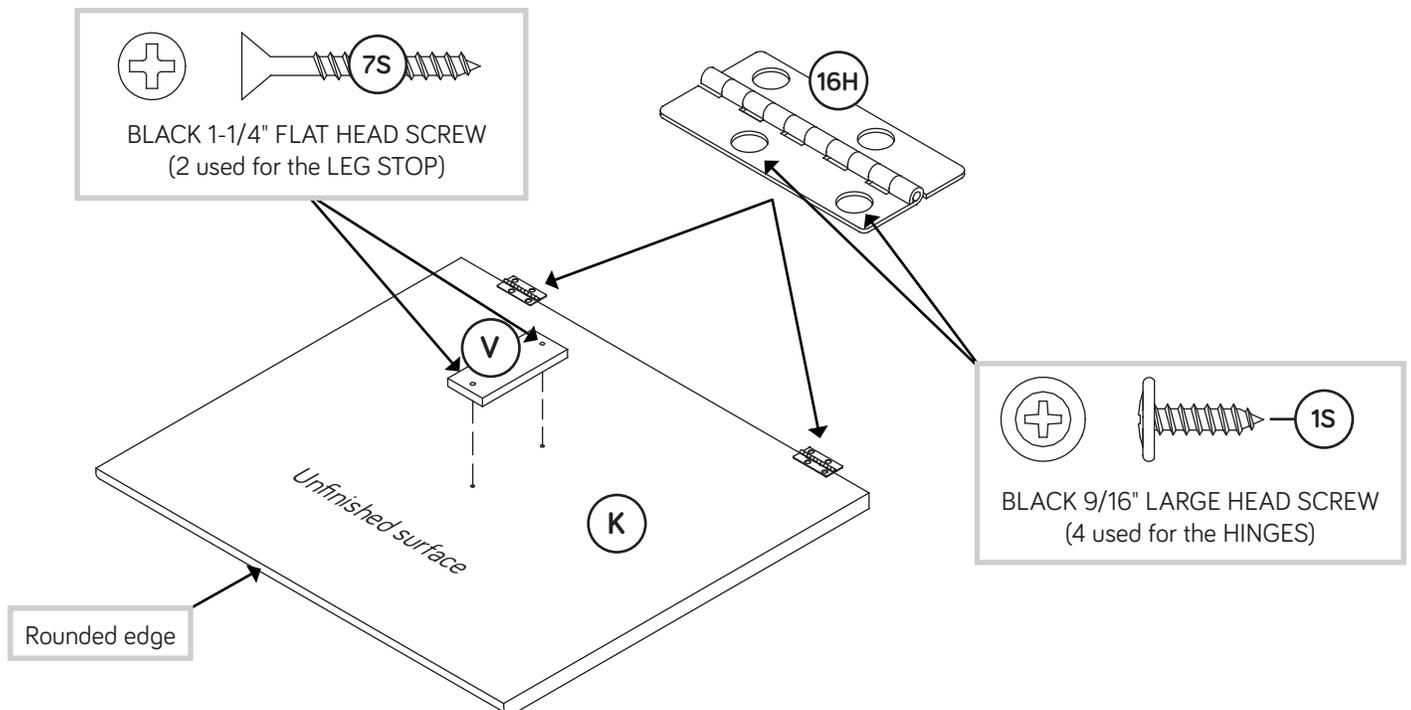
Step 12

- ✚ Carefully stand your unit upright.
- ✚ To insert the PULL-OUT TOP (I) into your unit, line up the LOCKING EXTENSION SLIDES (Z) on the TOP with the LOCKING EXTENSION RAILS (Y) on the unit and push the TOP into the unit until the drawer is fully inserted. The drawer will push in hard until it is all the way in, then it will slide in and out easier.
- ✚ To insert the INNER UPRIGHTS (M) into your unit, line up the EXTENSION SLIDES (40MC) on the INNER UPRIGHTS with the EXTENSION RAILS (40MA) on the OUTER UPRIGHTS (L) and push the INNER UPRIGHTS into the unit until the INNER UPRIGHTS are fully inserted. The UPRIGHTS will push in hard until they are all the way in, then they will slide in and out easier.
- ✚ Center a SCREW COVER (16P) over the head of each SCREW and press firmly.



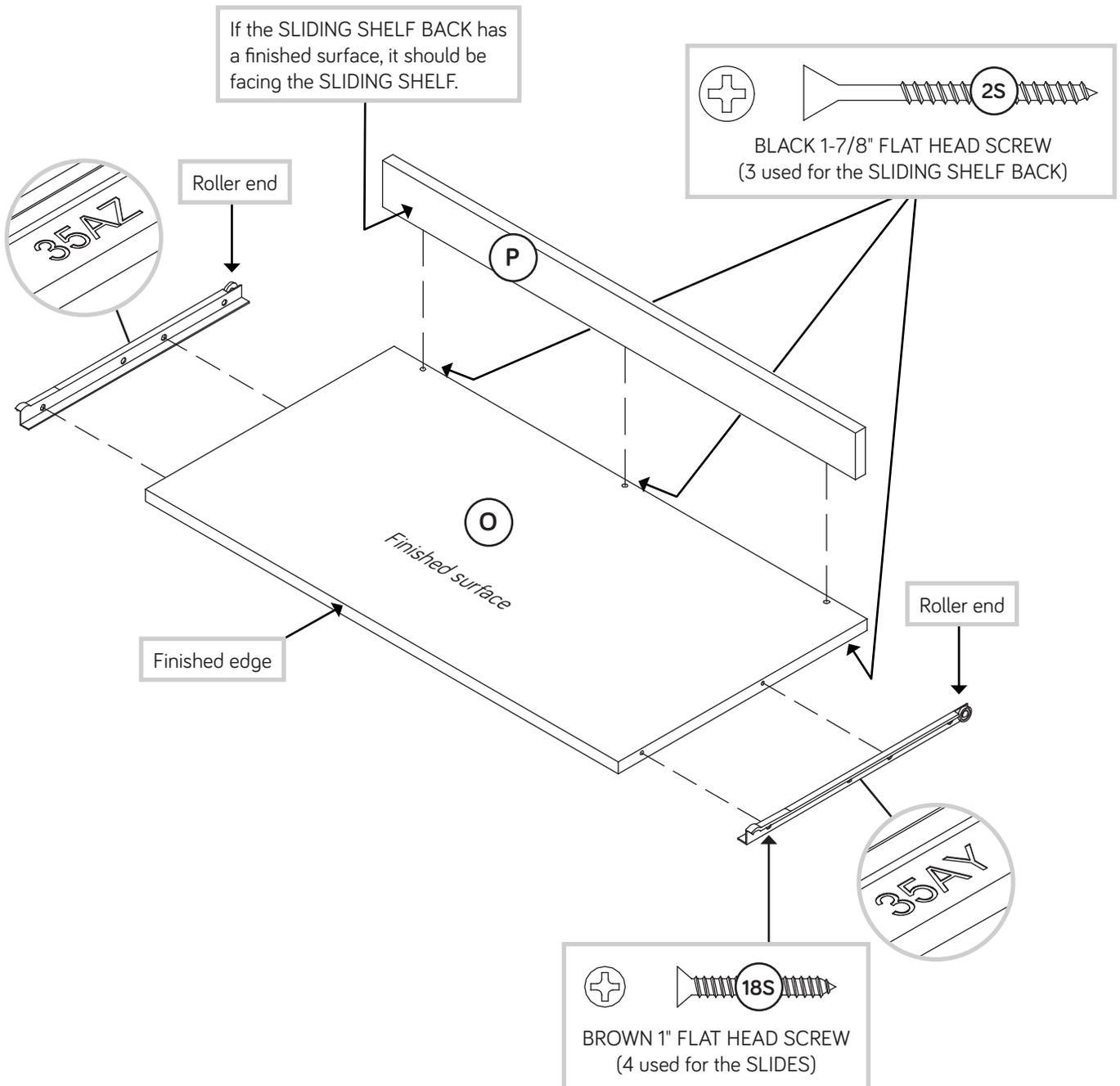
Step 13

- Fasten two FLIP-UP TOP HINGES (16H) to the FLIP-UP TOP (K).
Use four BLACK 9/16" LARGE HEAD SCREWS (1S).
- Fasten the LEG STOP (V) to the FLIP-UP TOP (K). Use two
BLACK 1-1/4" FLAT HEAD SCREWS (7S).



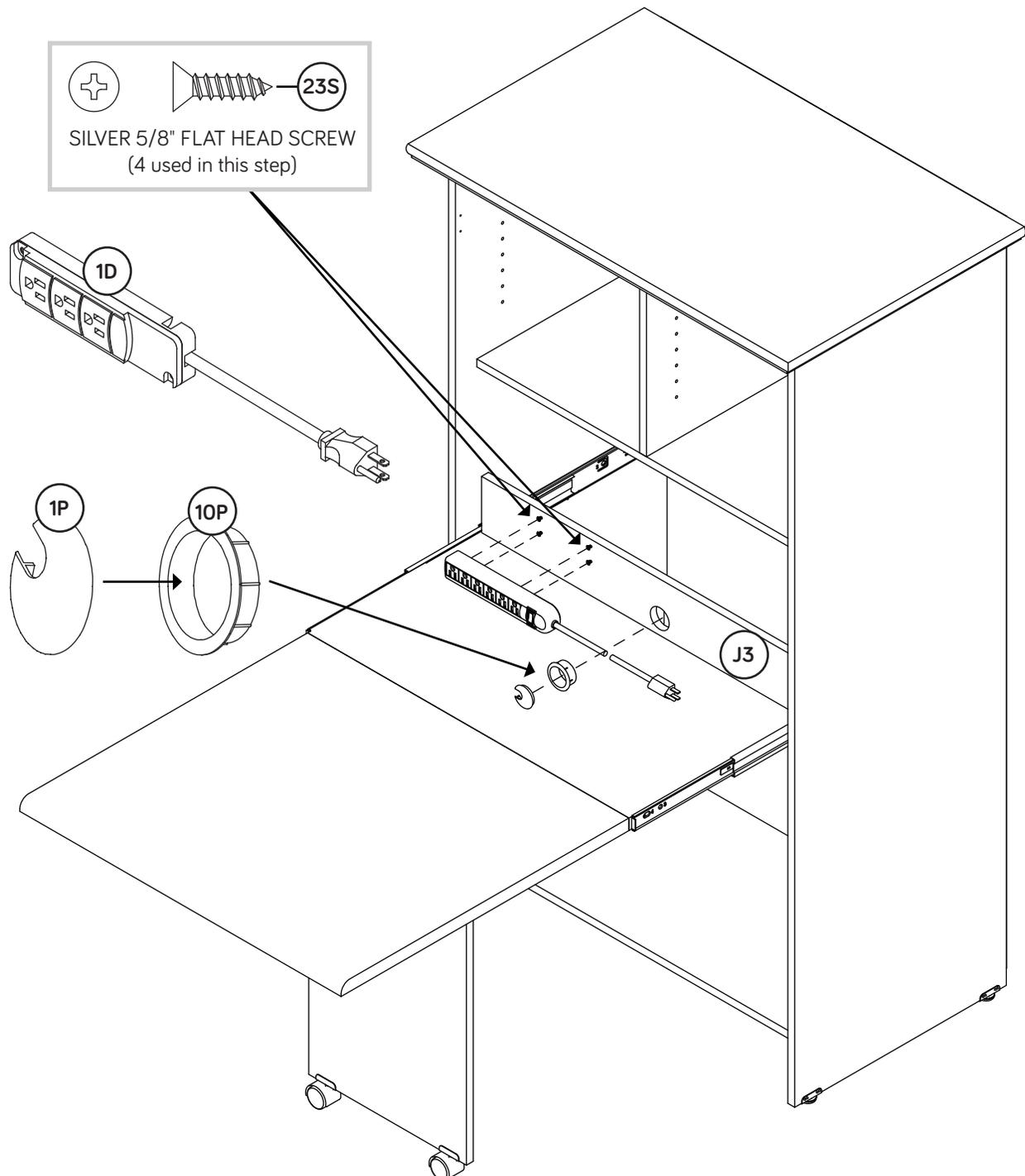
Step 15

- Fasten the DRAWER RIGHT (35AY) and the DRAWER LEFT (35AZ) to the SLIDING SHELF (O). Use four BROWN 1" FLAT HEAD SCREWS (18S).
- Fasten the SLIDING SHELF BACK (P) to the SLIDING SHELF (O). Use three BLACK 1-7/8" FLAT HEAD SCREWS (2S).



Step 16

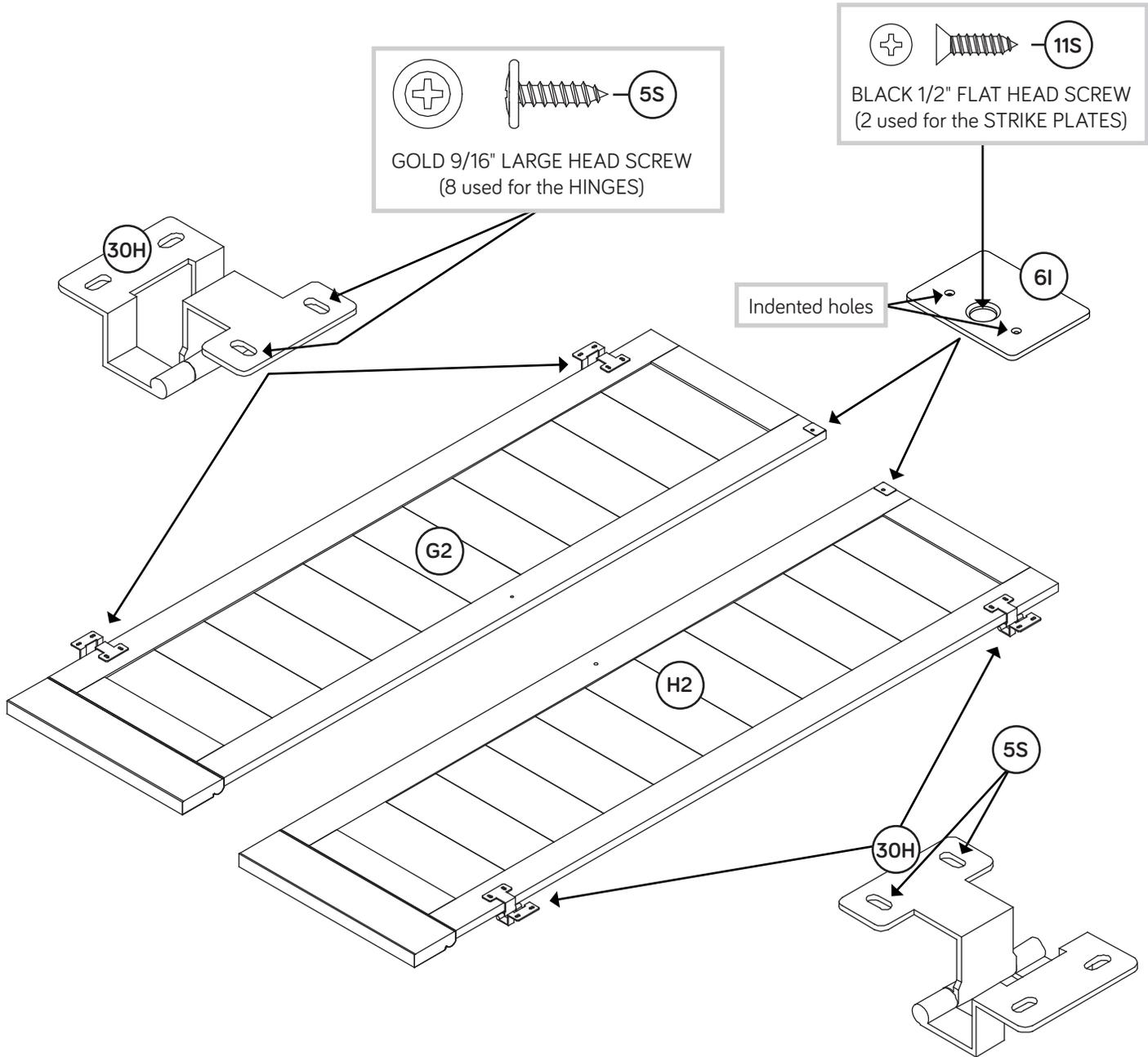
- ✦ Turn four SILVER 5/8" FLAT HEAD SCREWS (23S) halfway into the holes in the PULL-OUT BACK (J3). Do not completely tighten the SCREWS.
- ✦ Then, slide the OUTLET (1D) onto the heads of the SCREWS in the PULL-OUT BACK (J3).
- ✦ Insert the GROMMET (10P) into the large hole in the PULL-OUT BACK (J3). Then, insert the GROMMET CAP (1P) into the GROMMET.



Step 17

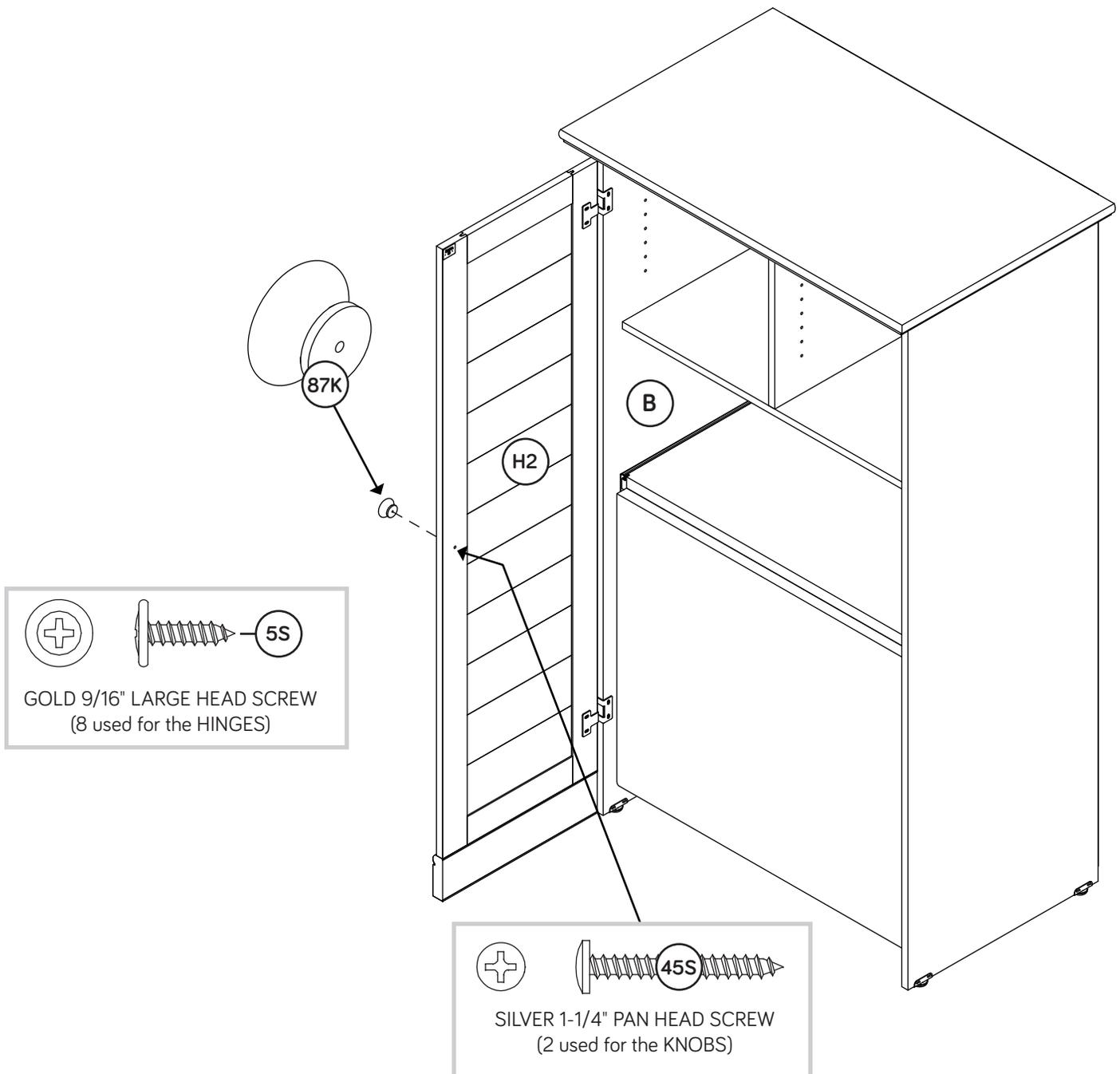
- Fasten four HINGES (30H) to the DOORS (G2 and H2). Use eight GOLD 9/16" LARGE HEAD SCREWS (5S).
- Fasten the STRIKE PLATES (6I) to the DOORS (G2 and H2). Use two BLACK 1/2" FLAT HEAD SCREWS (11S).

Zzz Almost time to celebrate! With a nap.



Step 18

- Fasten the LEFT DOOR (H2) to the LEFT END (B). Use four GOLD 9/16" LARGE HEAD SCREWS (5S).
- NOTE:** To make adjustments to the DOORS, loosen the SCREWS in the HINGES, make needed adjustments, and tighten the SCREWS.
- Fasten a KNOB (87K) to the outside surface of the LEFT DOOR (H2). Use a SILVER 1-1/4" PAN HEAD SCREW (45S).
- Repeat this step for the remaining DOOR.

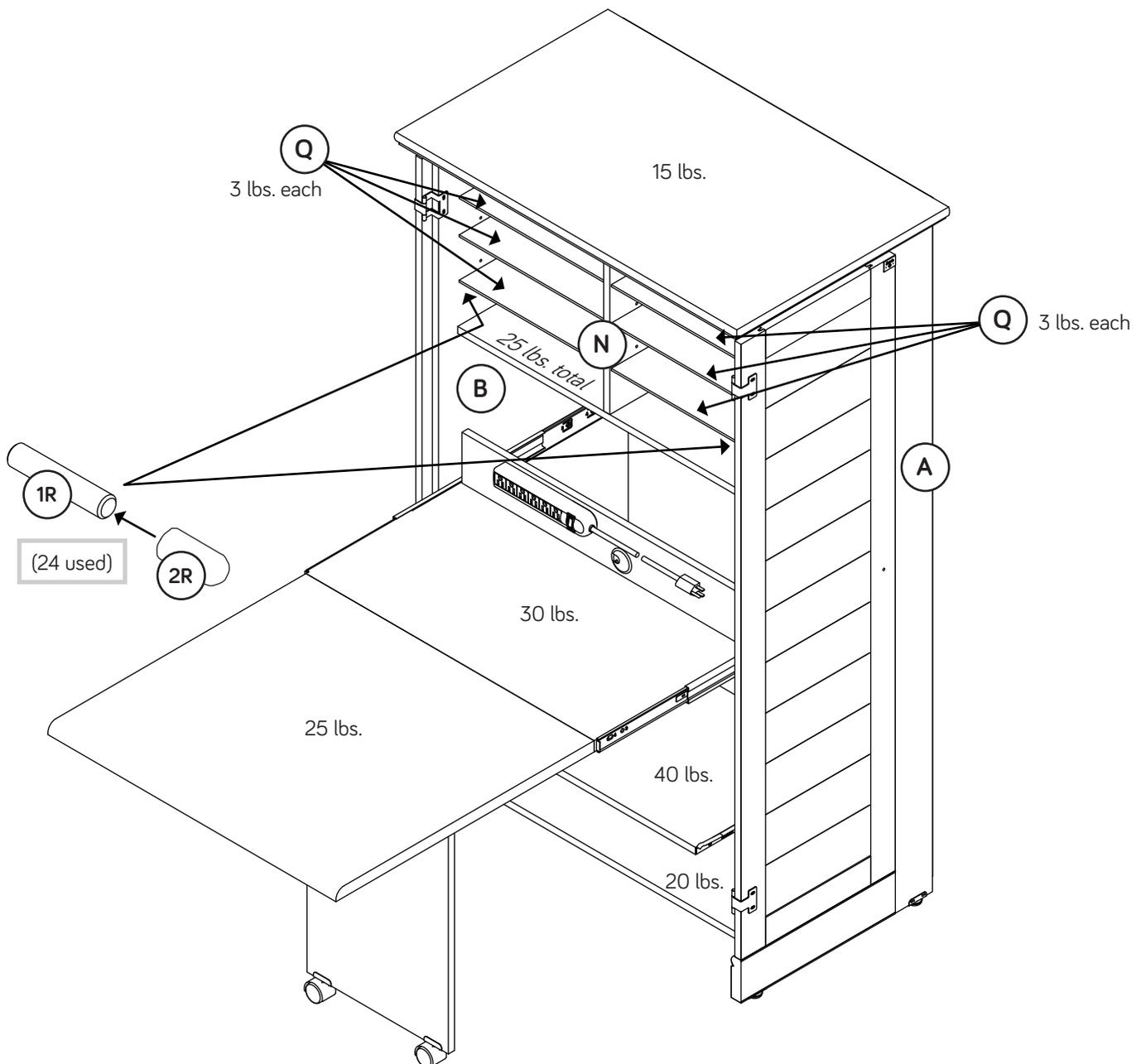


Step 19

✚ Push the RUBBER SLEEVES (2R) over the METAL PINS (1R). Insert the METAL PINS into the hole locations of your choice in the ENDS (A and B) and UPRIGHT (N). Set the ADJUSTABLE SHELVES (Q) onto the METAL PINS.

✚ NOTE: Please read the back pages of the instruction booklet for important safety information.

✚ This completes assembly. Clean with a damp cloth. Wipe dry.



 **WARNING**

Please use your furniture correctly and safely. Improper use can cause safety hazards, or damage to your furniture or household items. Carefully read the following safety information.

Death or serious injury may occur when children climb on furniture. A remote control, toys or other items placed on the furniture may encourage a child to climb on the furniture which could cause it to tip-over and result in serious injury or death.

NEVER allow children to climb on furniture.

NEVER place toys, food, remote, etc. on top of furniture.

ALWAYS use either the safety hardware as instructed or other wall anchoring device.

Placing audio and/or video equipment onto furniture not specifically designed to support audio and/or video equipment may result in death or serious injury due to furniture collapse or tip over.

NEVER place a TV on furniture that is not intended to support a TV.

This product is not designed to support a television unless a TV warning label is included and the instructions specifically state the size and weight of the television.

Overloading drawers and shelves may result in furniture that can break or sag, or tip-over which may result in injury.

NEVER exceed the weight limits shown in the instructions.

Place the heavier items on lower shelves as far back from the front as possible.

Load the bottom surfaces first to avoid top-heavy furniture.

Moving furniture that is not designed to be moved or equipped with casters may result in injury or damage to furnishings or personal property.

ALWAYS unload shelves and drawers, starting with the top surfaces, before moving.

NEVER push or pull furniture on carpet. Have a friend help lift properly to move and/or reposition it.