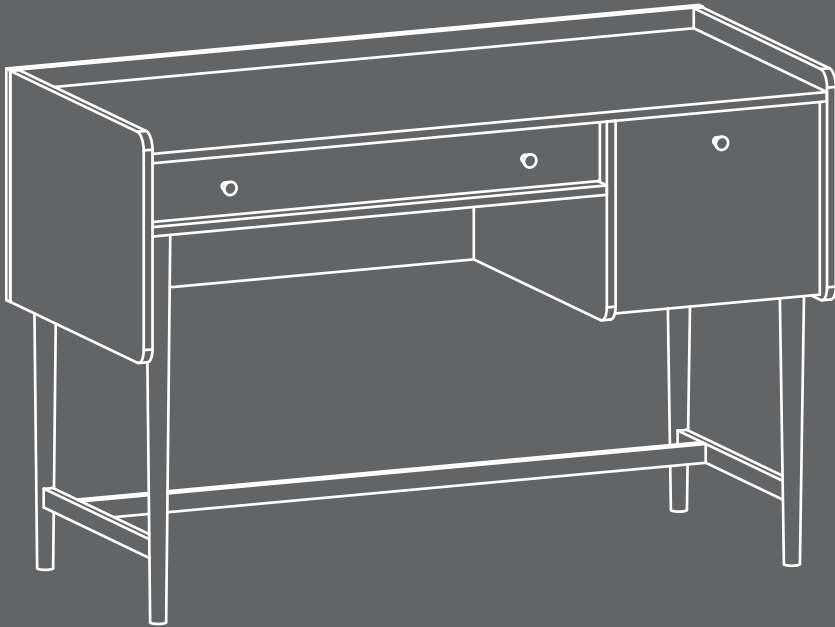


www.teknikoffice.co.uk

Teknik



The original **desktop**.

# Compact Desk

Hampstead Park Collection | **Model 5420284**

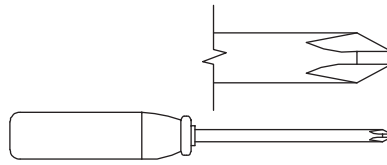
**NOTE:** THIS INSTRUCTION BOOKLET CONTAINS **IMPORTANT** SAFETY INFORMATION.

PLEASE READ AND KEEP FOR FUTURE REFERENCE.

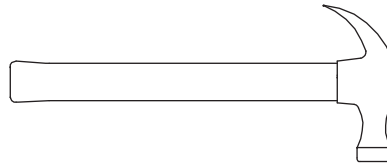
# Table of Contents

# Assembly Tools Required

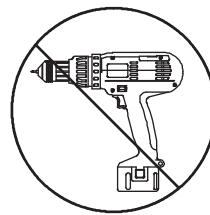
Part Identification	3
Hardware Identification	4
Assembly Steps	5-27



No. 2 Phillips Screwdriver  
Tip Shown Actual Size



Hammer  
Not actual size 😊



Skip the power trip.  
This time.

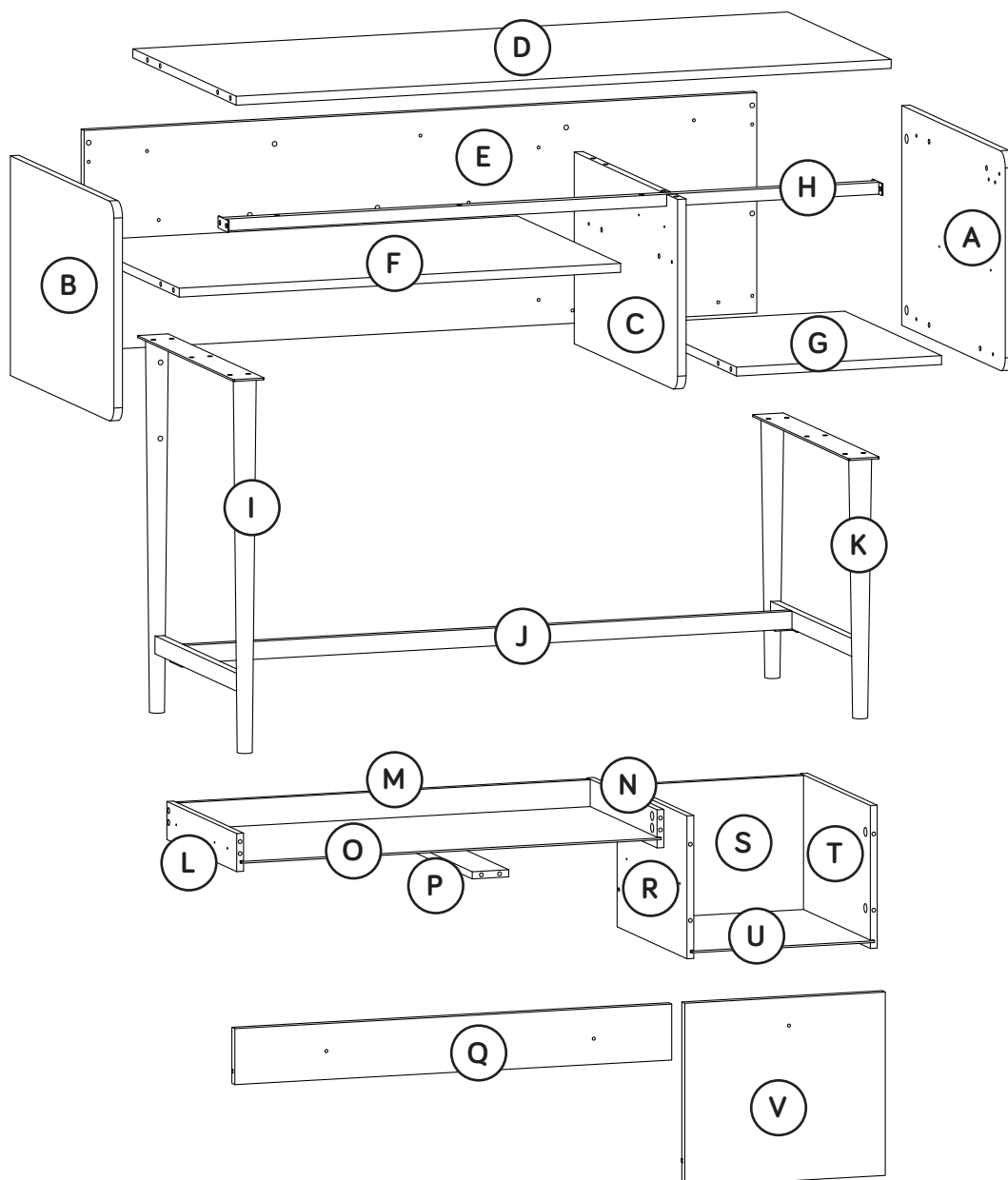
# Part Identification

Now you know  
our ABCs.



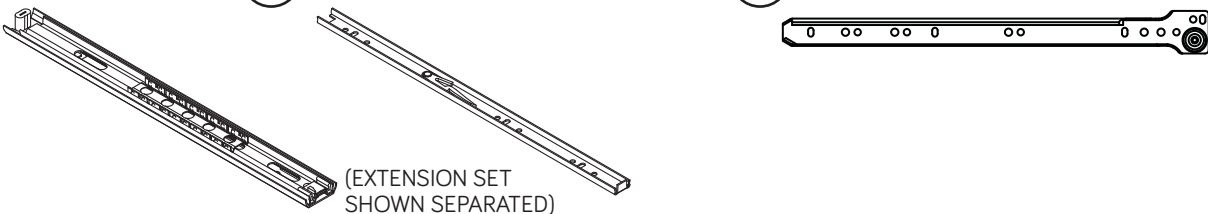
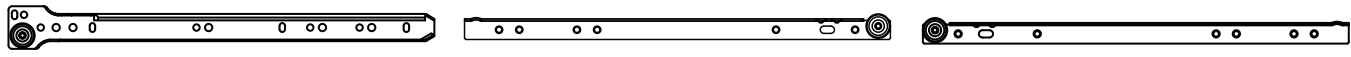
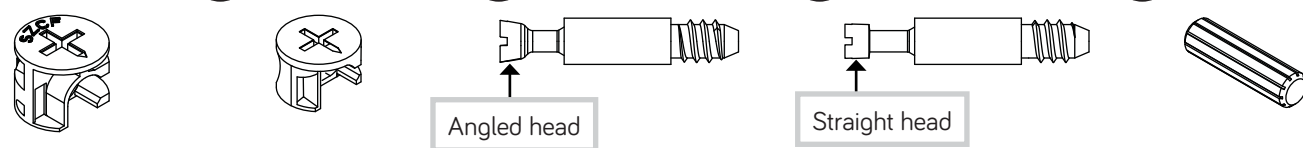
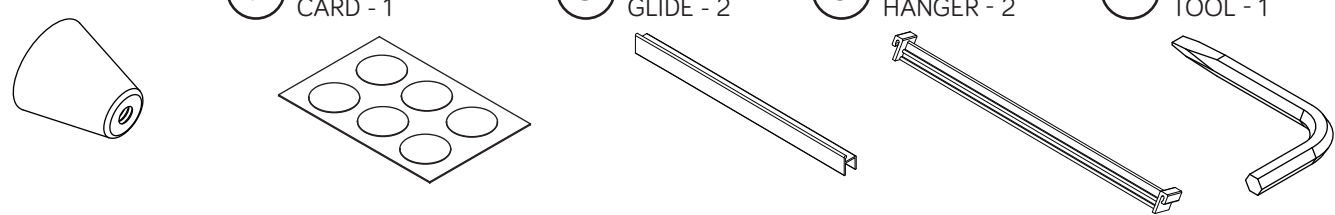




↑ While not all parts are labeled, some of the parts will have a label or an inked letter on the edge to help distinguish similar parts from each other. Use this part identification to help identify similar parts.

A	RIGHT END (1)	I	LEFT LEG (1)	Q	PENCIL DRAWER FRONT (1)
B	LEFT END (1)	J	STRETCHER (1)	R	LEFT FILE DRAWER SIDE (1)
C	UPRIGHT (1)	K	RIGHT LEG (1)	S	FILE DRAWER BACK (1)
D	TOP (1)	L	LEFT PENCIL DRAWER SIDE (1)	T	RIGHT FILE DRAWER SIDE (1)
E	BACK (1)	M	PENCIL DRAWER BACK (1)	U	FILE DRAWER BOTTOM (1)
F	LARGE BOTTOM (1)	N	RIGHT PENCIL DRAWER SIDE (1)	V	FILE DRAWER FRONT (1)
G	SMALL BOTTOM (1)	O	PENCIL DRAWER BOTTOM (1)		
H	TOP BRACE (1)	P	PENCIL DRAWER BRACE (1)		



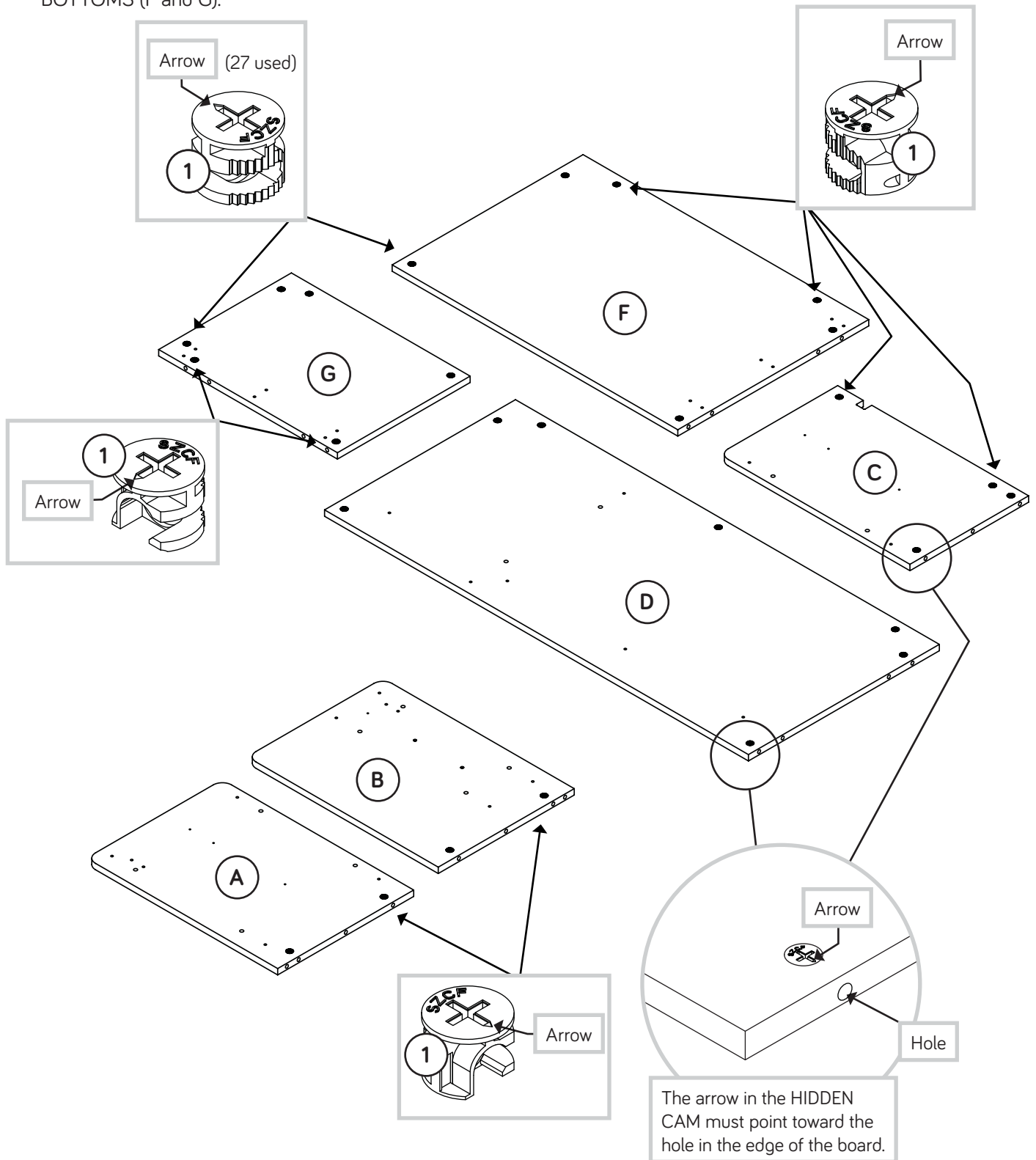
# Hardware Identification

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

- AA** EXTENSION RAIL - 2    **BB** EXTENSION SLIDE - 2    **CC** RIGHT CABINET RAIL - 1
- 
- (EXTENSION SET SHOWN SEPARATED)
- 
- DD** LEFT CABINET RAIL - 1    **EE** RIGHT DRAWER SLIDE - 1    **FF** LEFT DRAWER SLIDE - 1
- 
- 
- 1** LARGE HIDDEN CAM - 27    **2** SMALL HIDDEN CAM - 10    **3** ANGLED HEAD CAM SCREW - 27    **4** STRAIGHT HEAD CAM SCREW - 10    **5** WOOD DOWEL - 24
- 
- Angled head    Straight head
- 
- 6** KNOB - 3    **7** CAM COVER CARD - 1    **8** FILE GLIDE - 2    **9** FILE HANGER - 2    **18** ASSEMBLY TOOL - 1
- 
- 
- 10** BLACK 2" MACHINE SCREW - 2    **19** BLACK 1-1/16" WAFER HEAD SCREW - 4
- 
- 
- 12** BLACK 1-1/2" FLAT HEAD SCREW - 10    **13** BLACK 7/8" MACHINE SCREW - 3
- 
- 
- 14** BLACK 9/16" WAFER HEAD SCREW - 16    **15** BLACK 1/2" MACHINE SCREW - 4
- 
- 
- 16** BLACK 1/2" PAN HEAD SCREW - 12    **17** BLACK 1/2" FLAT HEAD SCREW - 12
- 

# Step 1

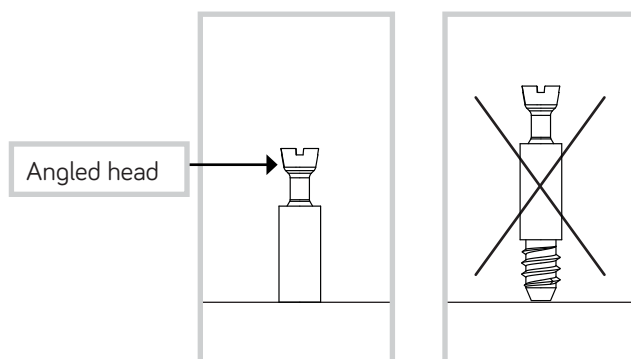
- ✚ Assemble your unit on a carpeted floor or on the empty carton to avoid scratching your unit or the floor.
- ✚ Push twenty-seven LARGE HIDDEN CAMS (1) into the ENDS (A and B), UPRIGHT (C), TOP (D), and BOTTOMS (F and G).



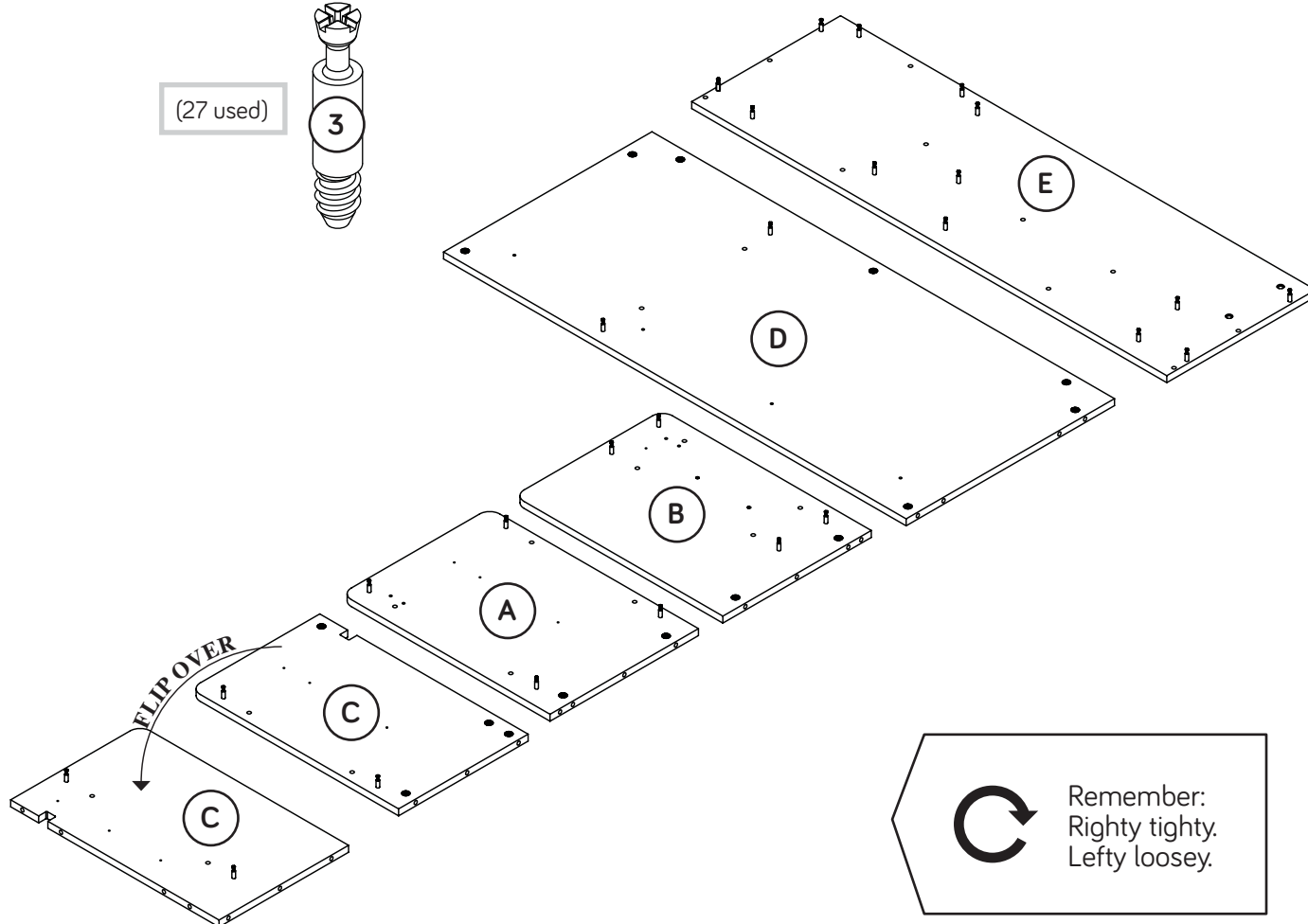
# Step 2

Turn twenty-seven ANGLED HEAD CAM SCREWS (3) into the ENDS (A and B), UPRIGHT (C), TOP (D), and BACK (E).

**NOTE:** Be sure to flip over the UPRIGHT (C) to turn two ANGLE HEAD CAM SCREWS (3) into the opposite surface as shown in the lower left of this page.



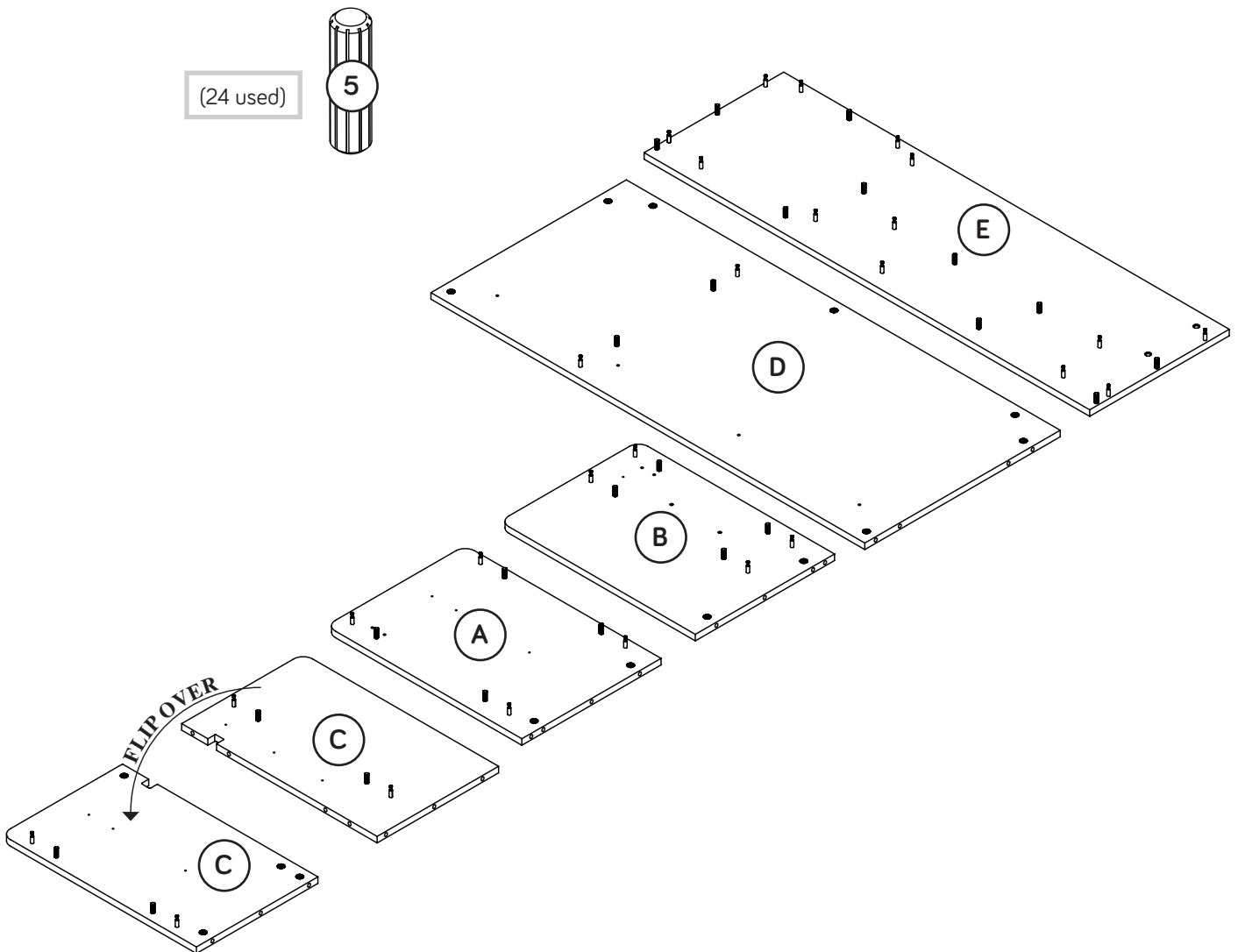
(27 used)



Remember:  
Righty tighty.  
Lefty loosey.

# Step 3

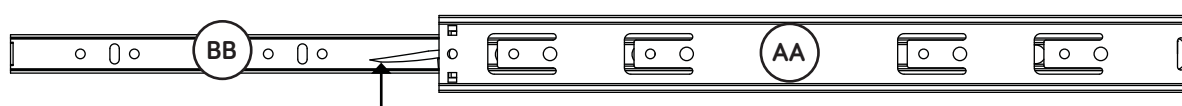
- ✚ Insert twenty-four WOOD DOWELS (5) into the ENDS (A and B), UPRIGHT (C), TOP (D), and BACK (E).
- ✚ **NOTE:** Be sure to flip over the UPRIGHT (C) to insert two more WOOD DOWELS into the opposite surface as shown in the lower left of this page.



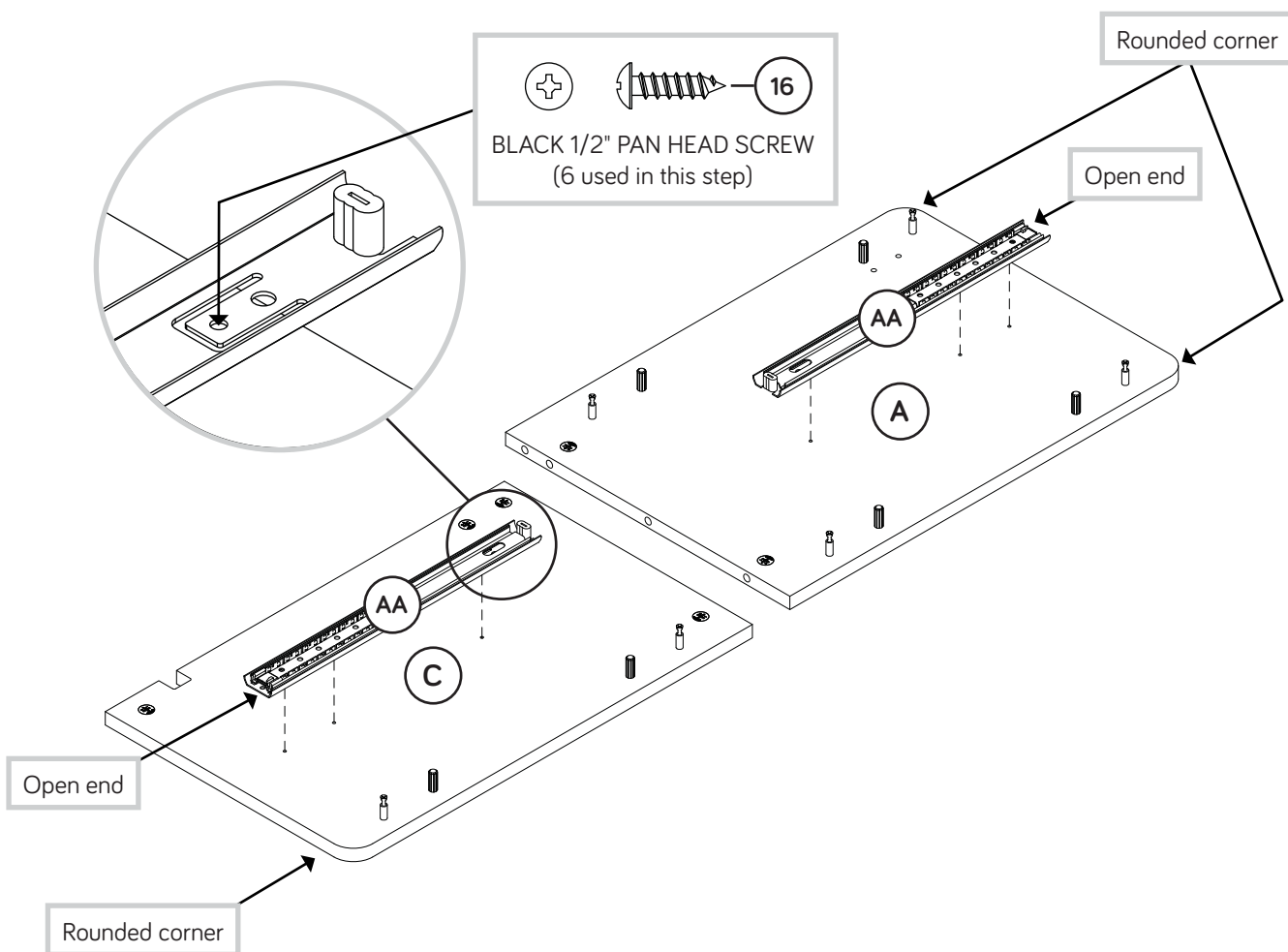
# Step 4



- ✚ Separate the EXTENSION SLIDES (BB) from the EXTENSION RAILS (AA) as shown in the enlarged diagram below. Be prepared, the parts are greasy.
- ✚ Fasten the EXTENSION RAILS (AA) to the RIGHT END (A) and UPRIGHT (C). Use six BLACK 1/2" PAN HEAD SCREWS (16).
- ✚ **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 out to find the other two holes that line up with the holes in the END. Turn a SCREW into those holes.
- ✚ **NOTE:** The EXTENSION SLIDES will be used later for the DRAWERS.



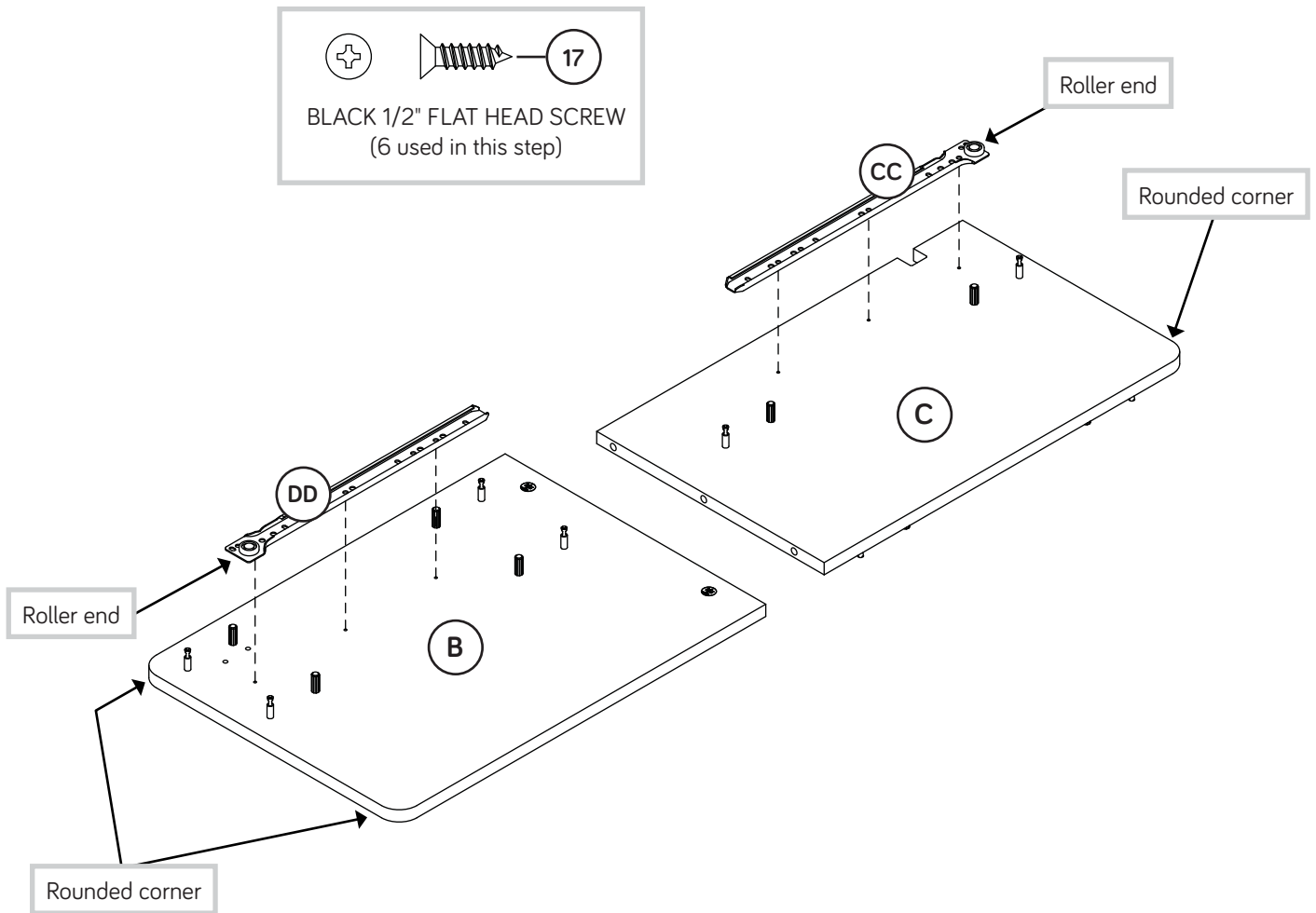
Pull up or down on the black lever and pull the SLIDE from the RAIL.





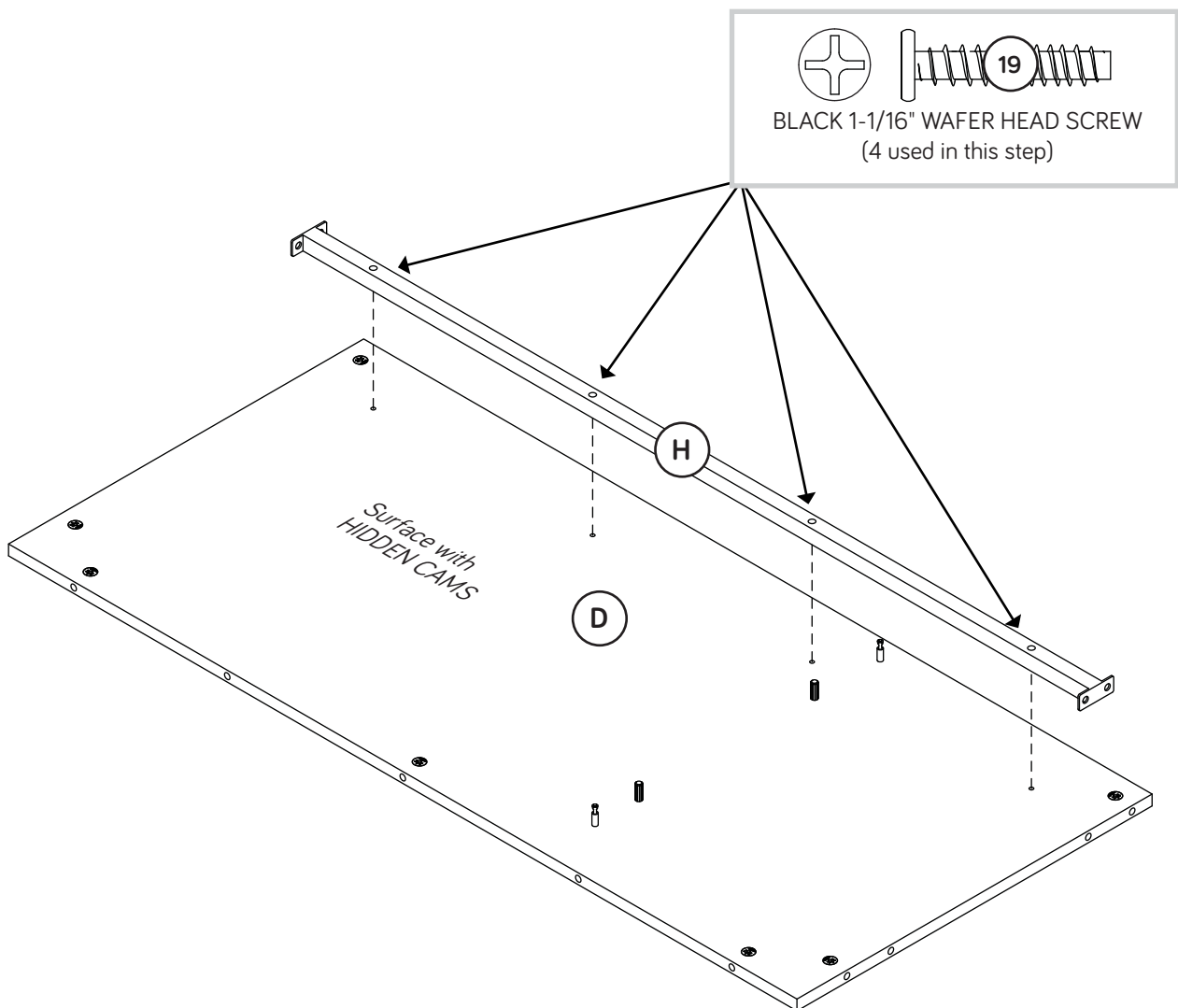
# Step 5

- ✚ Flip the UPRIGHT (C) over.
- ✚ Fasten the CABINET RAILS (CC and DD) to the UPRIGHT (C) and LEFT END (B). Use six BLACK 1/2" FLAT HEAD SCREWS (17).



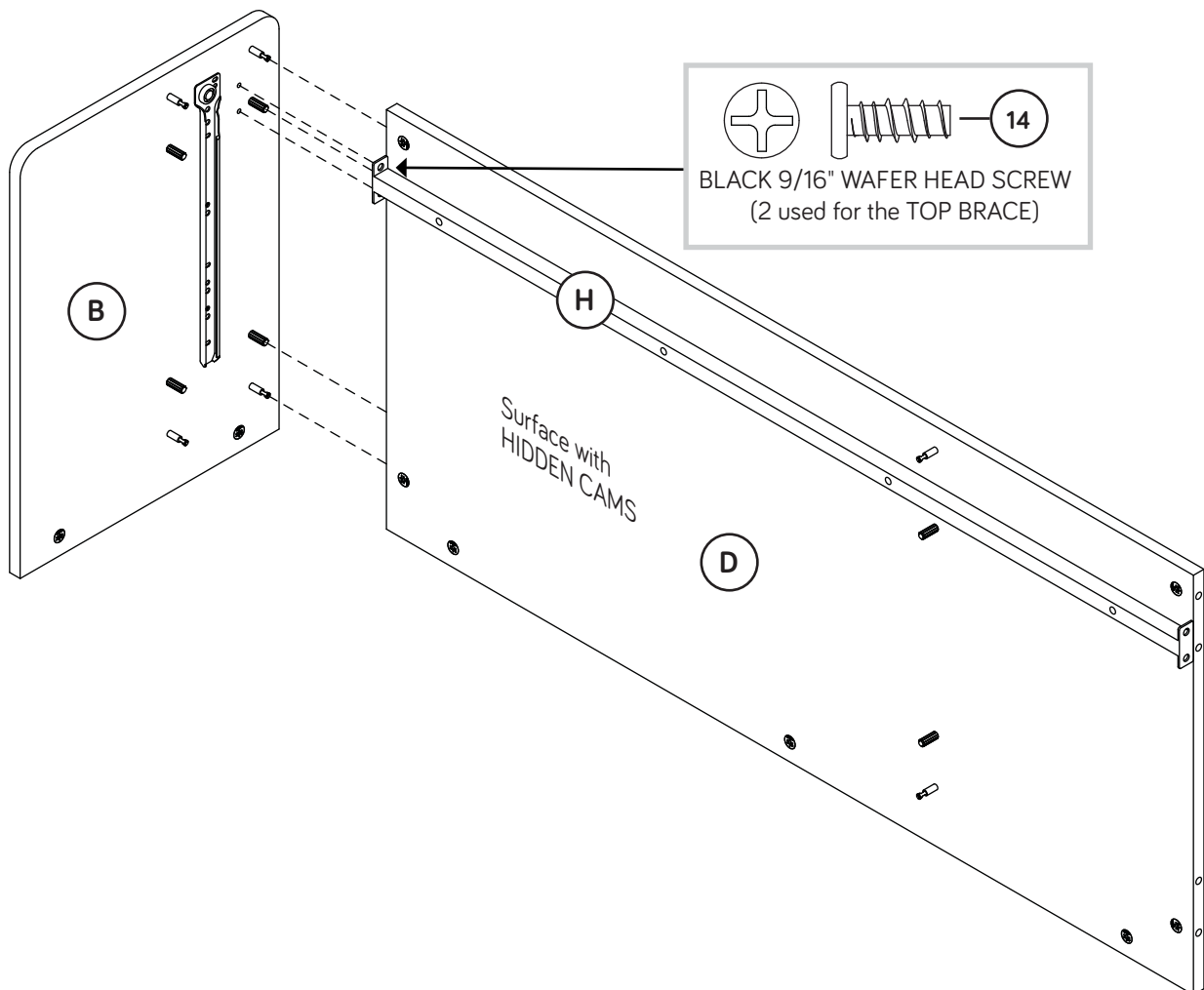
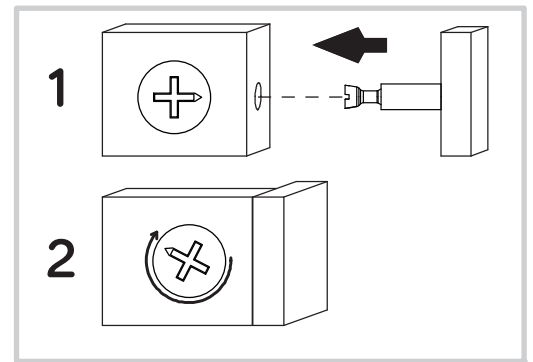
# Step 6

- Fasten the TOP BRACE (H) to the TOP (D). Use four BLACK 1-1/16" WAFER HEAD SCREWS (19).



# Step 7

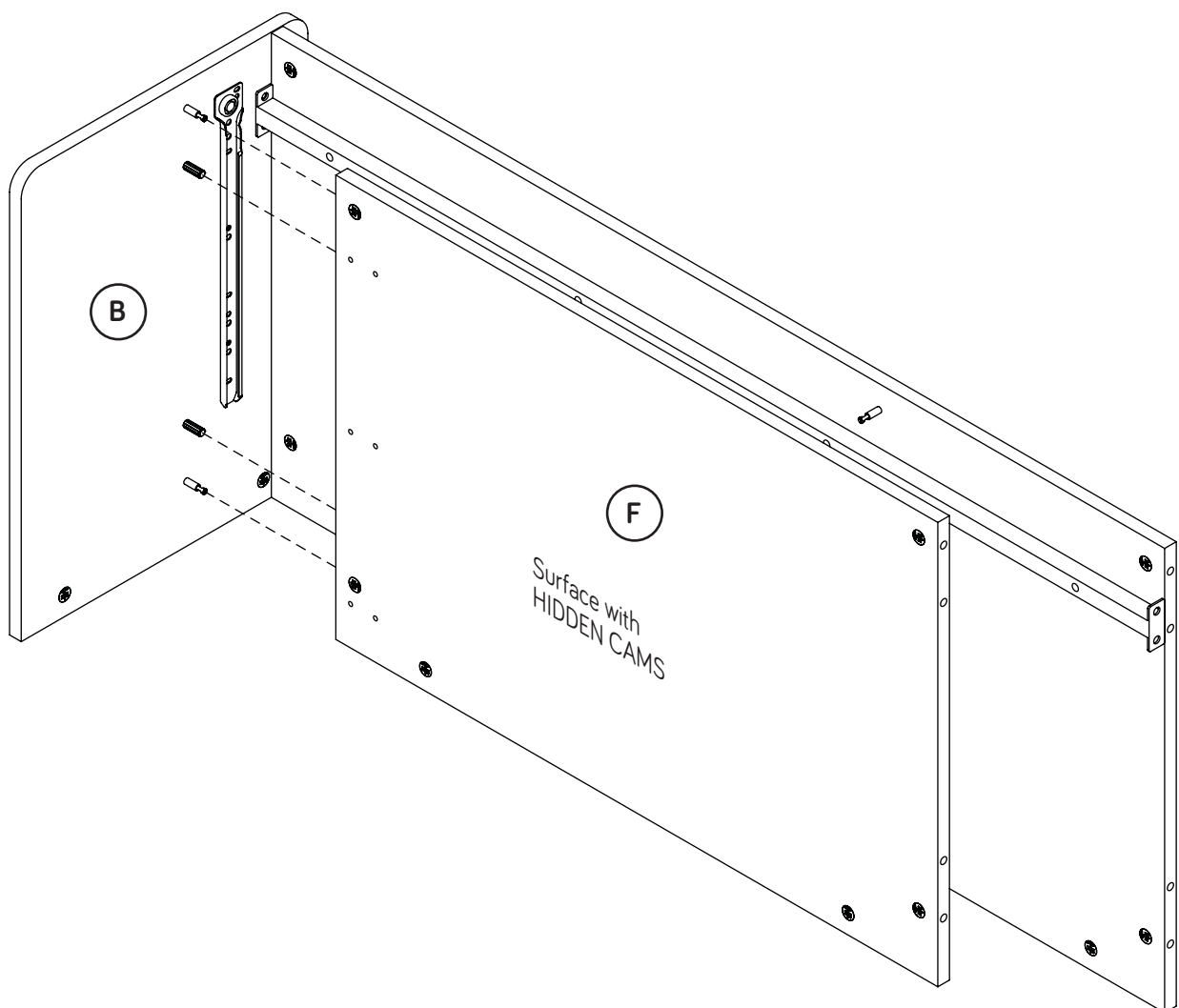
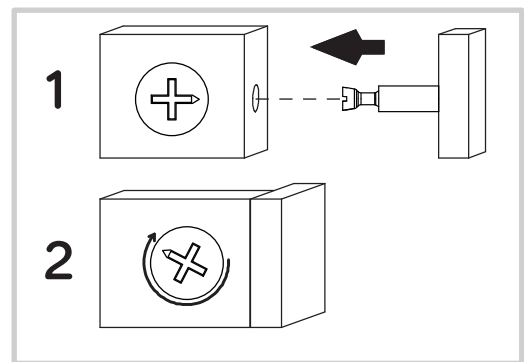
- Fasten the LEFT END (B) to the TOP (D). Tighten two LARGE HIDDEN CAMS.
- NOTE:** Be sure the WOOD DOWELS in the END insert into the holes in the edge of the TOP.
- Turn two BLACK 9/16" WAFER HEAD SCREWS (14) through the TOP BRACE (H) and into the LEFT END (B).



# Step 8

⚡ Fasten the LARGE BOTTOM (F) to the LEFT END (B).  
Tighten two LARGE HIDDEN CAMS.

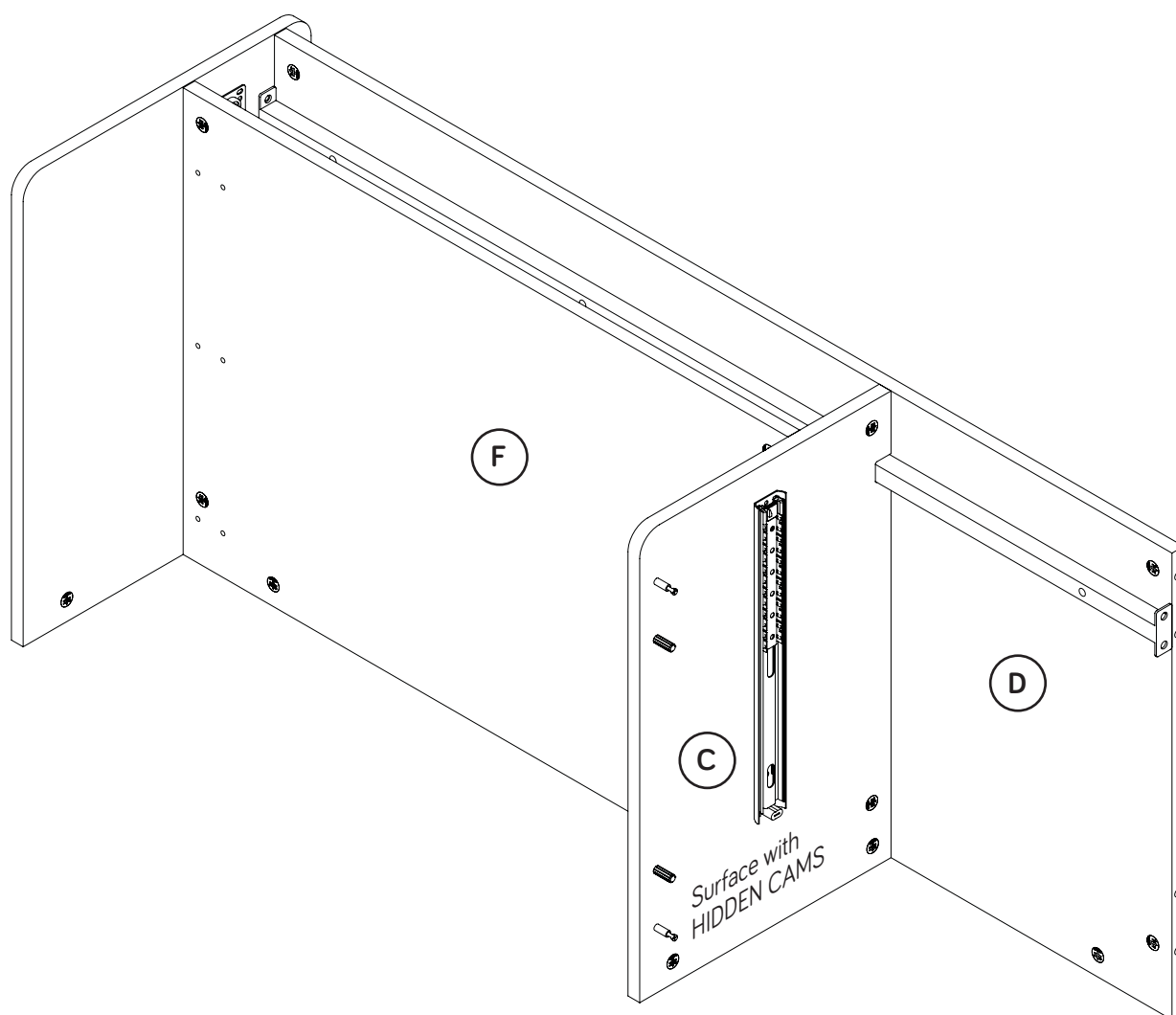
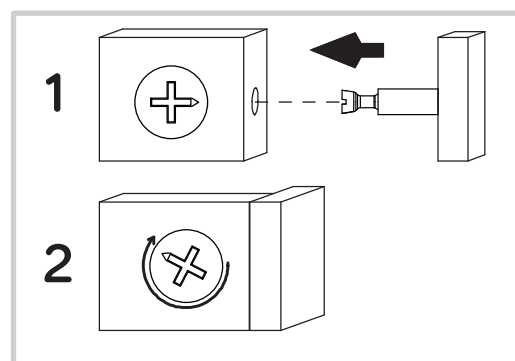
⚡ **NOTE:** Be sure the WOOD DOWELS in the LEFT END insert into the holes in the LARGE BOTTOM.



# Step 9



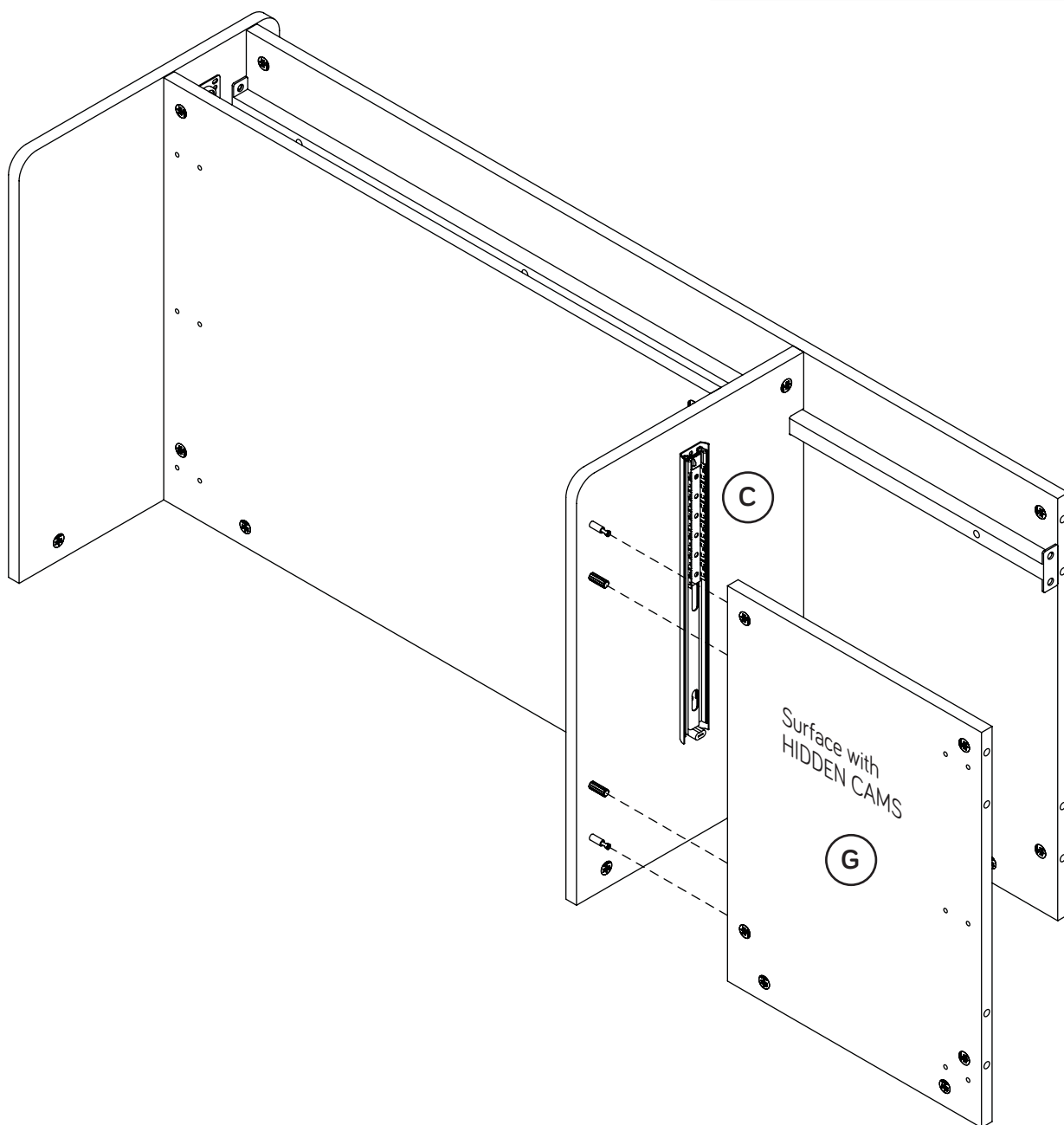
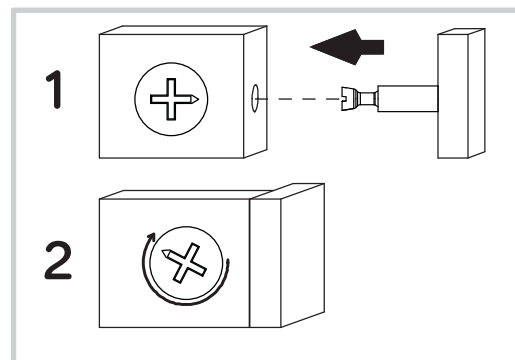
- ✚ Fasten the UPRIGHT (C) to the TOP (D) and LARGE BOTTOM (F). Tighten four LARGE HIDDEN CAMS.
- ✚ **NOTE:** Be sure the WOOD DOWELS in the UPRIGHT insert into the holes in the LARGE BOTTOM.
- ✚ **NOTE:** Be sure the WOOD DOWELS in the TOP insert into the holes in the UPRIGHT.



# Step 10

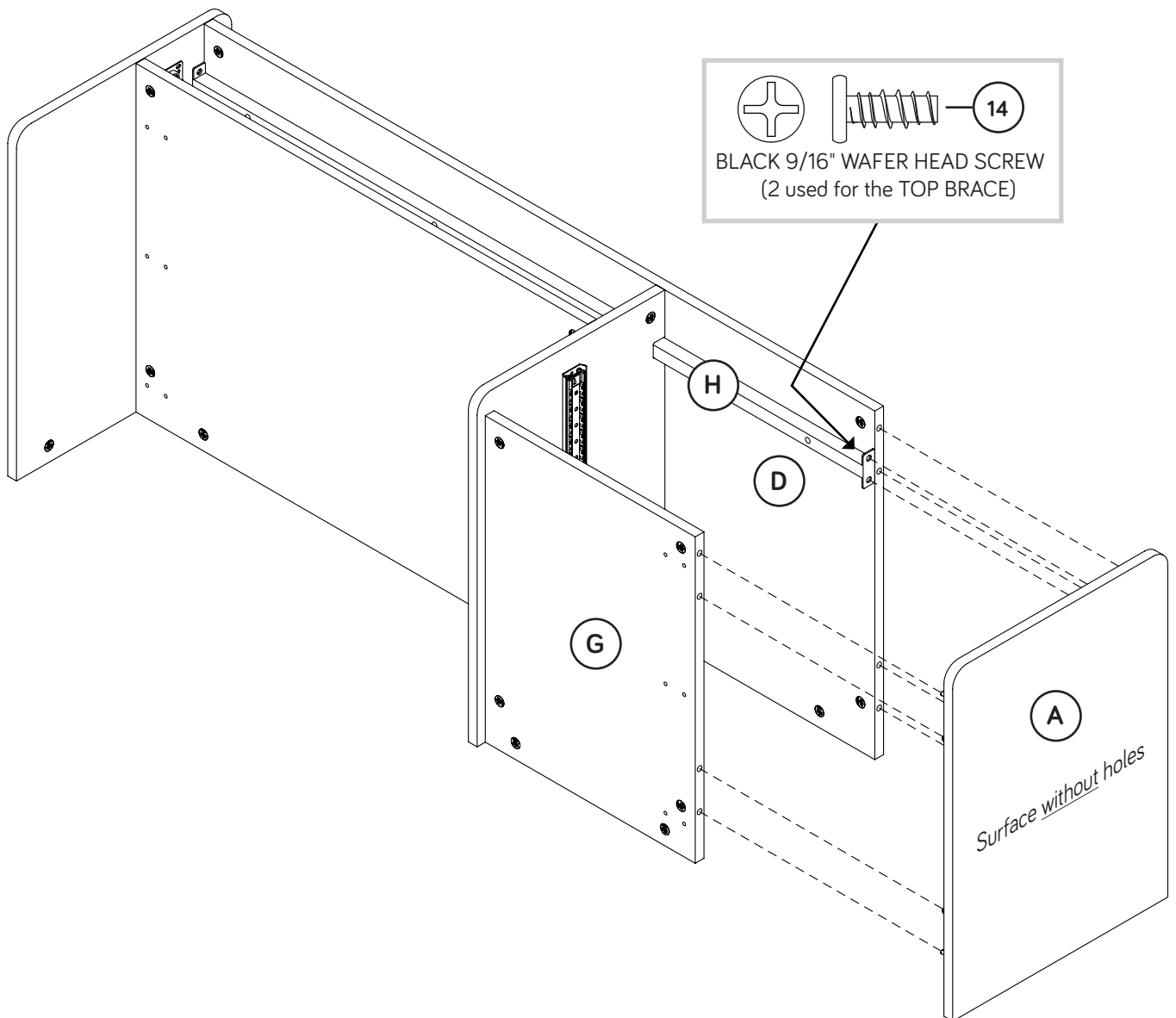
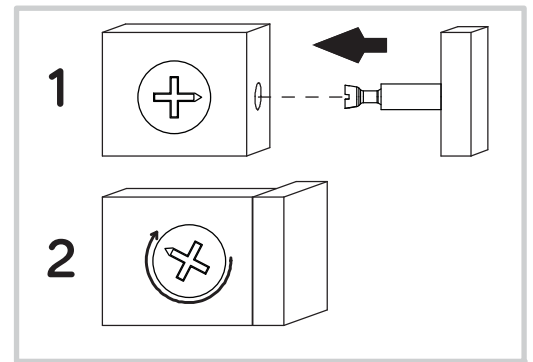
Fasten the SMALL BOTTOM (G) to the UPRIGHT (C).  
Tighten two LARGE HIDDEN CAMS.

**NOTE:** Be sure the WOOD DOWELS in the UPRIGHT insert into the holes in the SMALL BOTTOM.



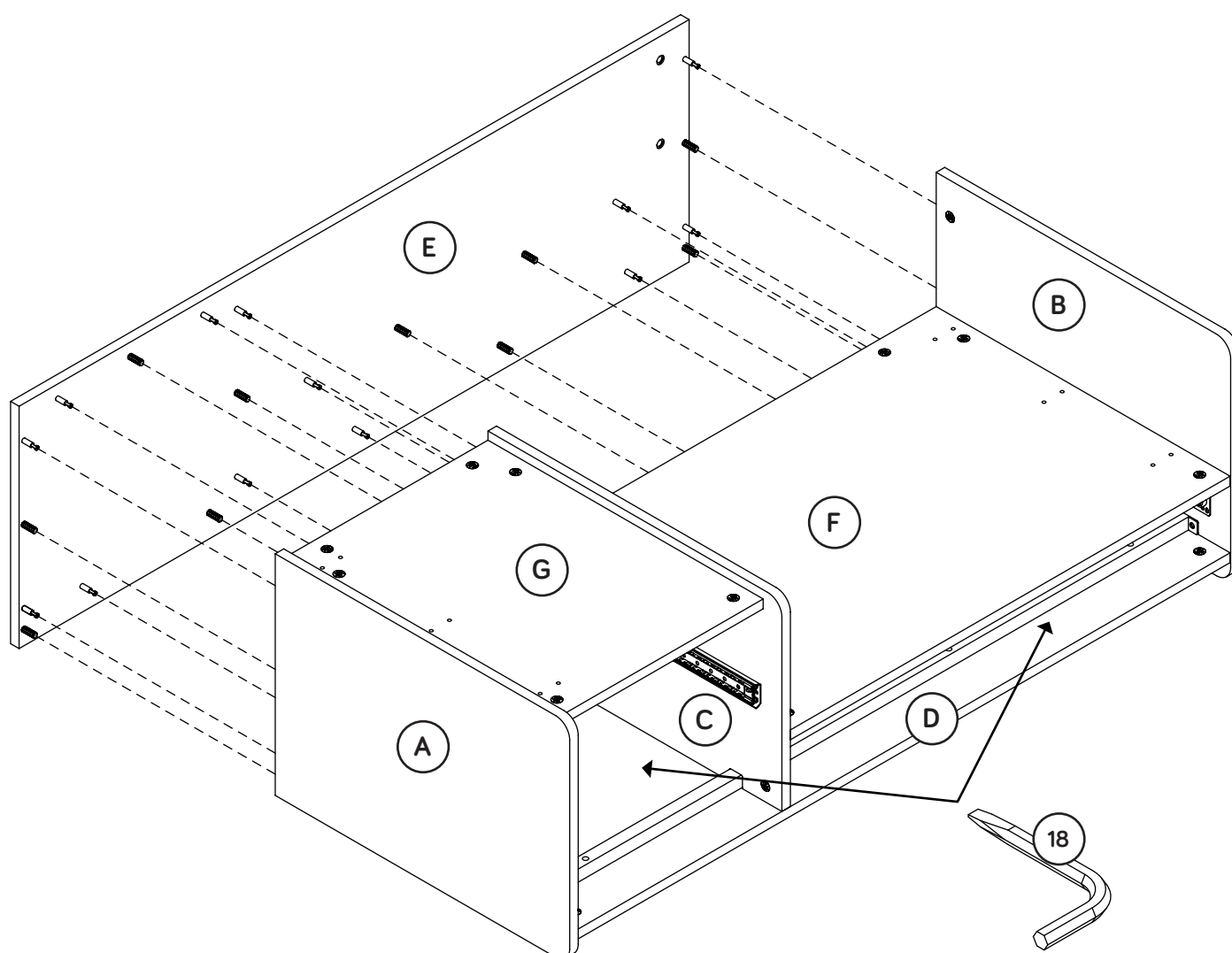
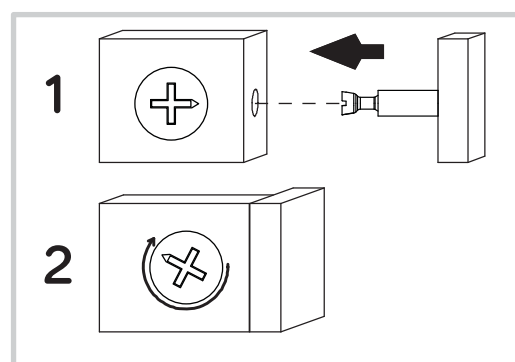
# Step 11

- Fasten the RIGHT END (A) to the TOP (D) and SMALL BOTTOM (G). Tighten four LARGE HIDDEN CAMS.
- NOTE:** Be sure the WOOD DOWELS in the END insert into the holes in the edge of the TOP and SMALL BOTTOM
- Turn two BLACK 9/16" WAFER HEAD SCREWS (14) through the TOP BRACE (H) and into the RIGHT END (A).



# Step 12

- Turn your unit onto the TOP.
- Fasten the BACK (E) to the ENDS (A and B), UPRIGHT (C), and BOTTOMS (F and G). Tighten thirteen LARGE HIDDEN CAMS with the ASSEMBLY TOOL (18).
- NOTE:** Be sure the WOOD DOWELS in the BACK insert into the holes in the ENDS, UPRIGHTS, and BOTTOMS.

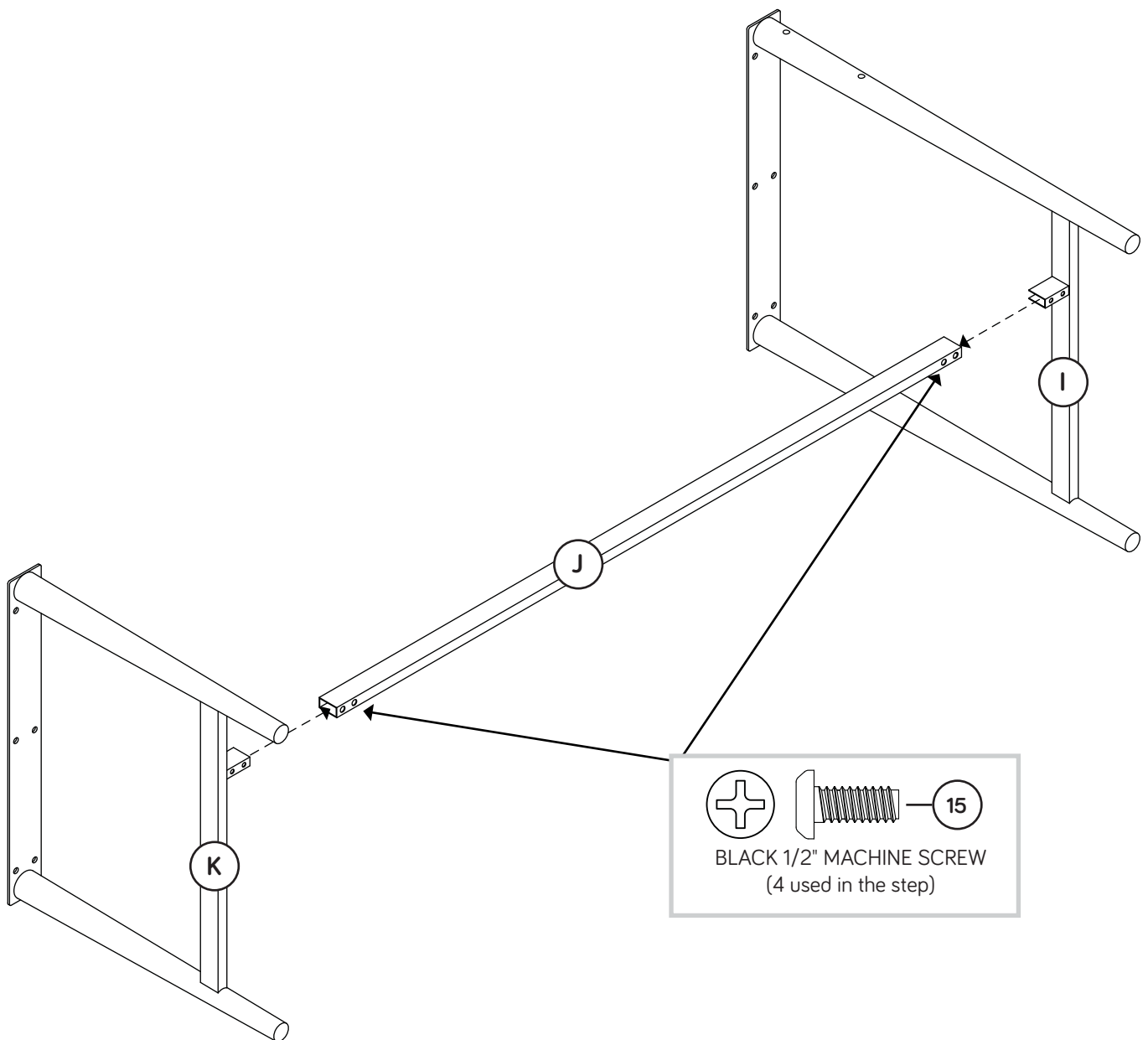




# Step 13

✚ Fasten the STRETCHER (J) to the LEGS (I and K). Use four BLACK 1/2" MACHINE SCREWS (15).

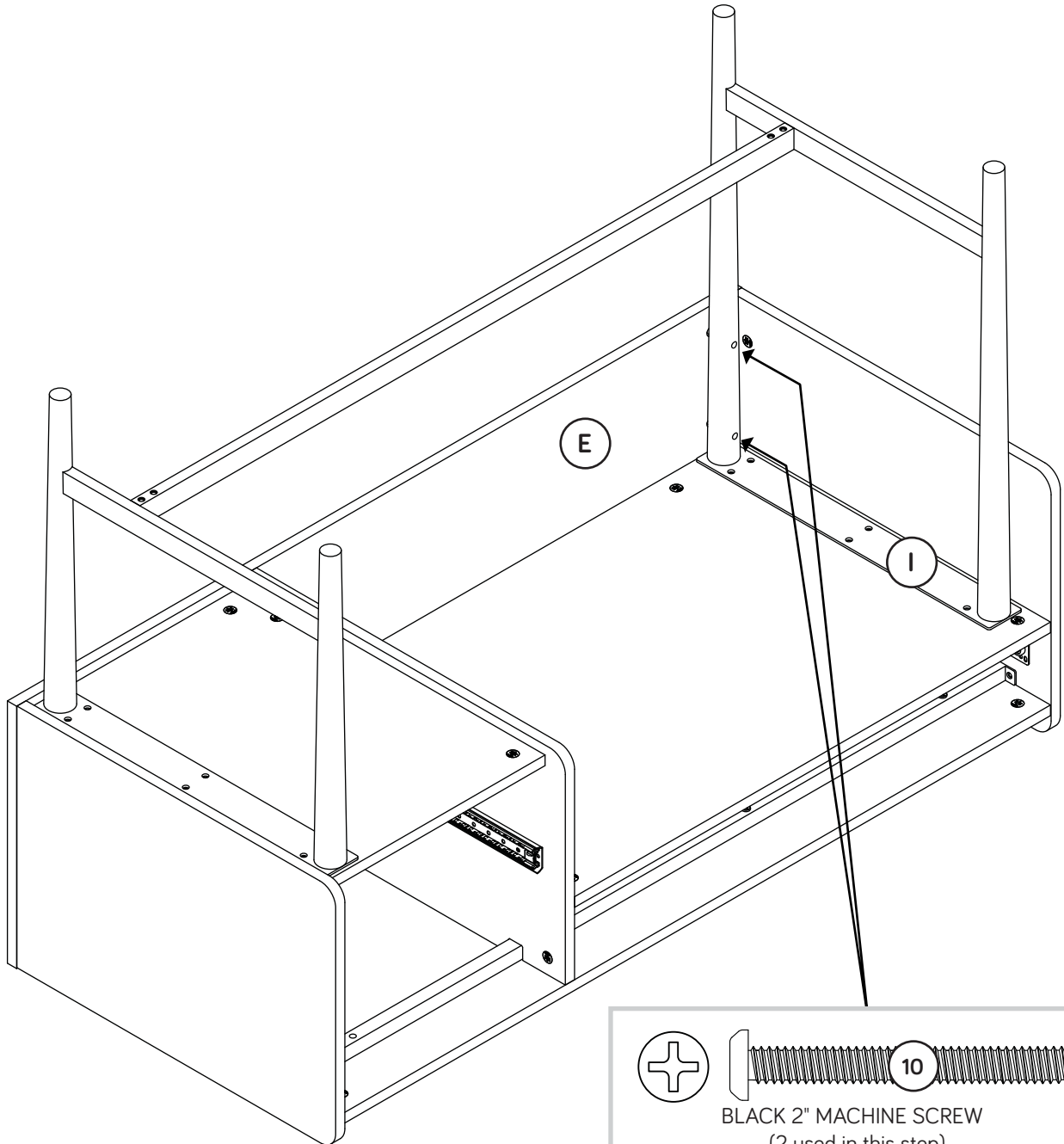
✚ NOTE: The STRETCHER will fit over the brackets on the LEGS.



# Step 14

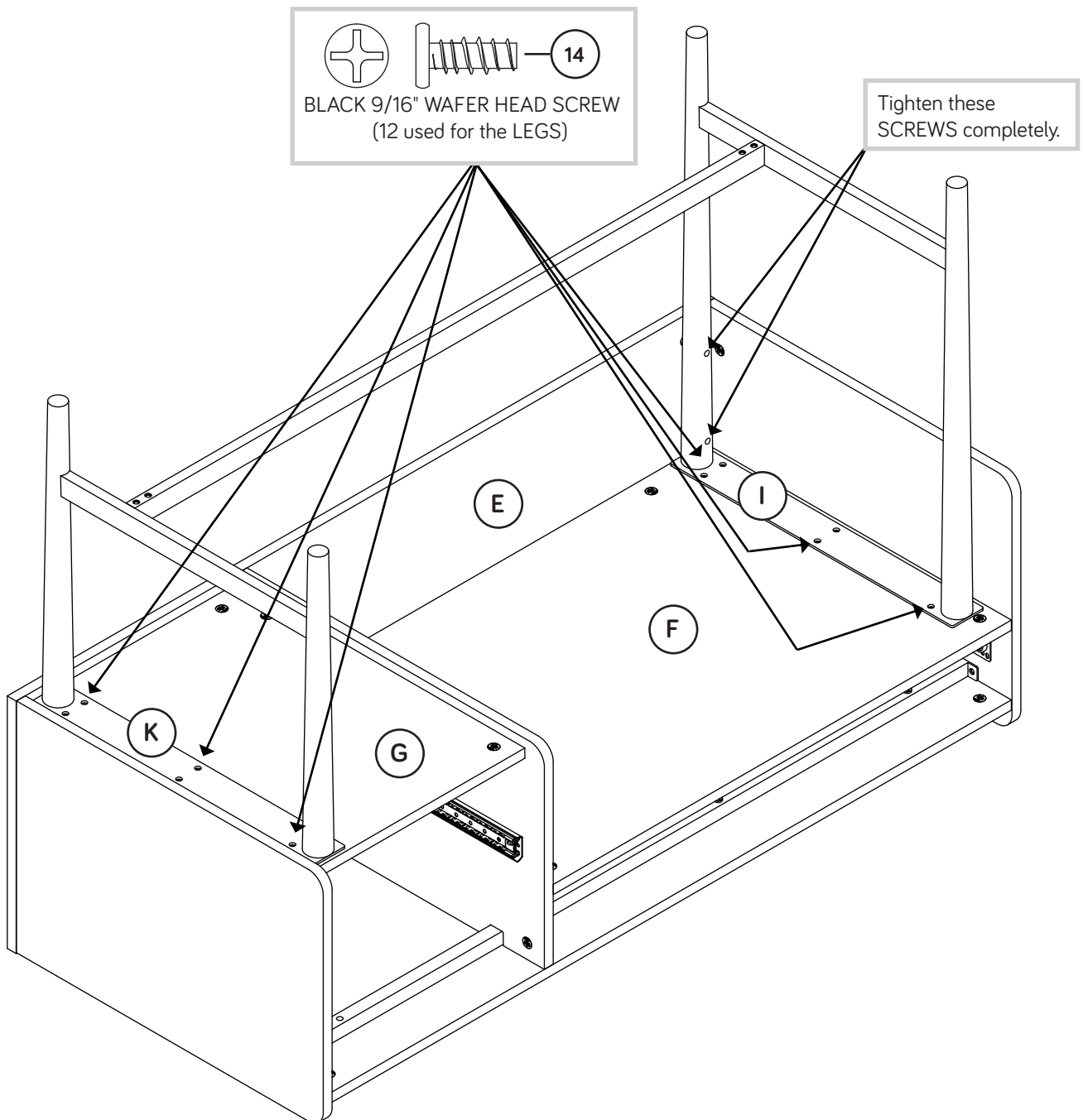
🔩 Fasten the LEFT LEG (I) to the BACK (E). Use two BLACK 2" MACHINE SCREWS (10).

🔩 NOTE: Do not completely tighten the SCREWS at this time.



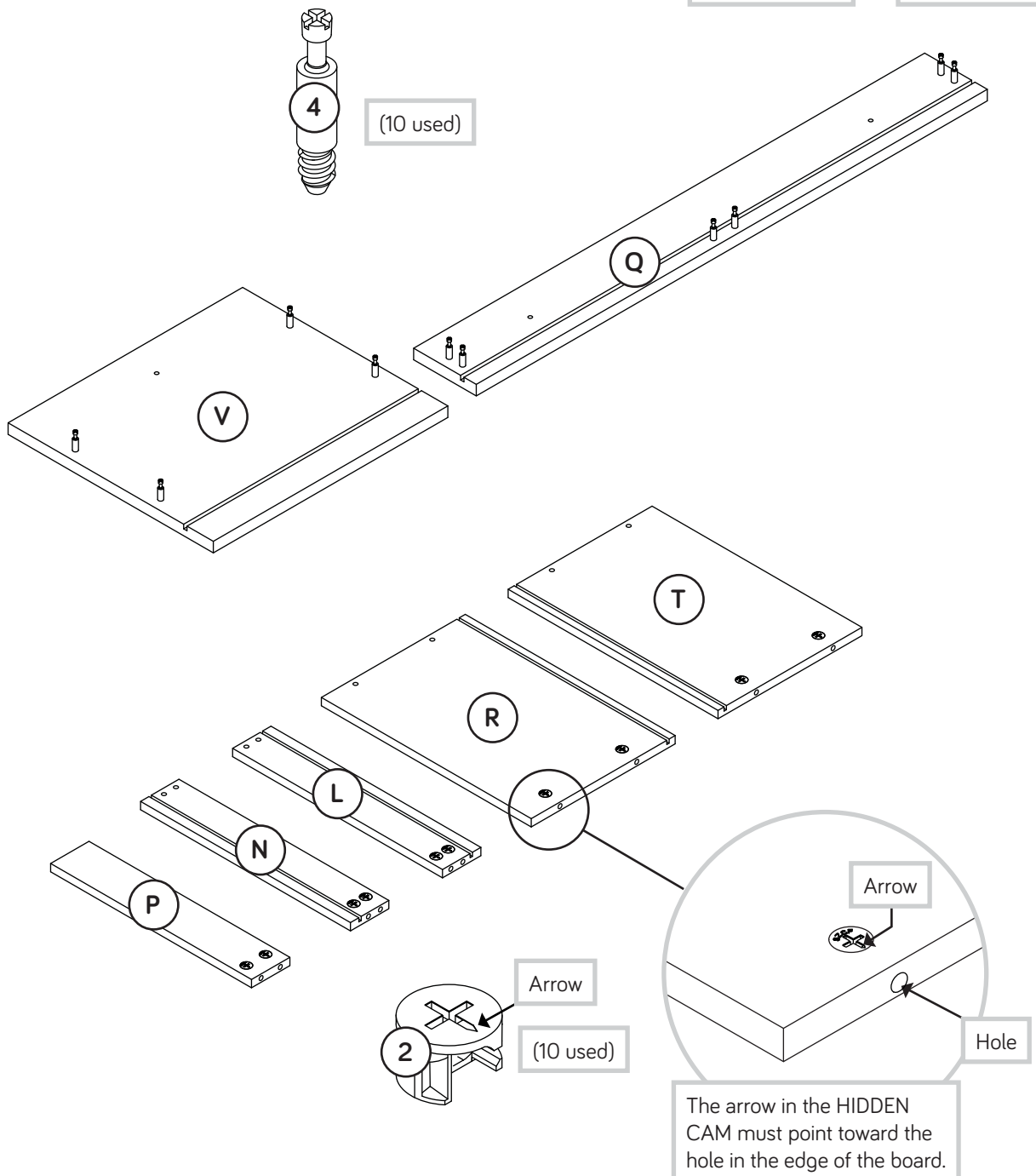
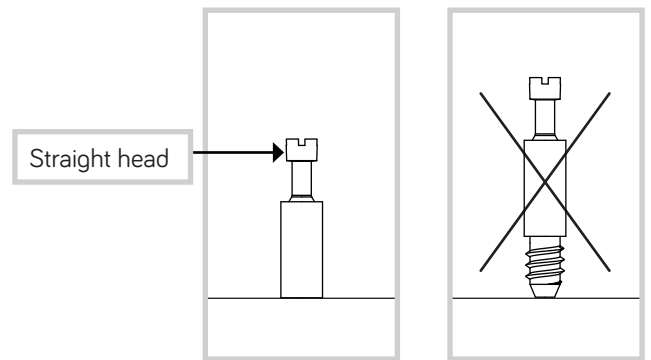
# Step 15

- ✚ Fasten the LEFT and RIGHT LEGS (I and K) to the BOTTOMS (F and G). Use twelve BLACK 9/16" WAFER HEAD SCREWS (14).
- ✚ Now, tighten the SCREWS into the BACK (E) completely at this time.

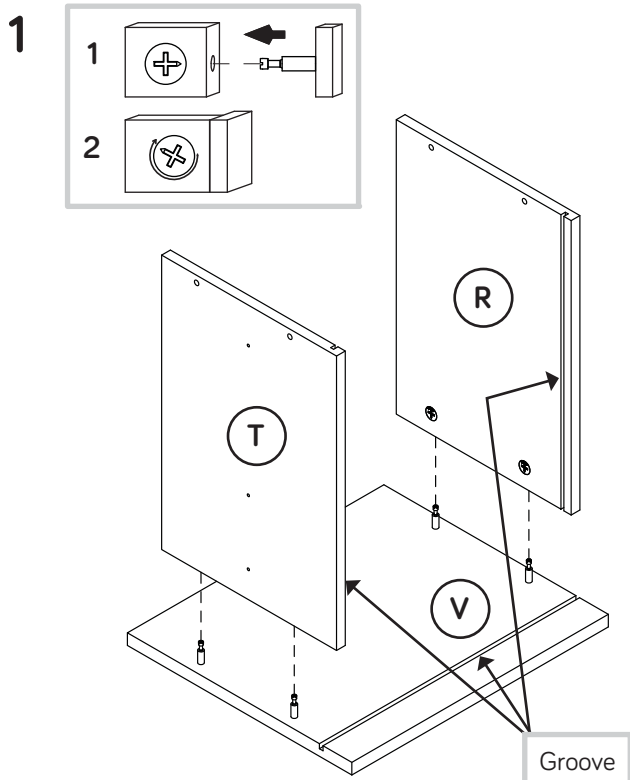


# Step 16

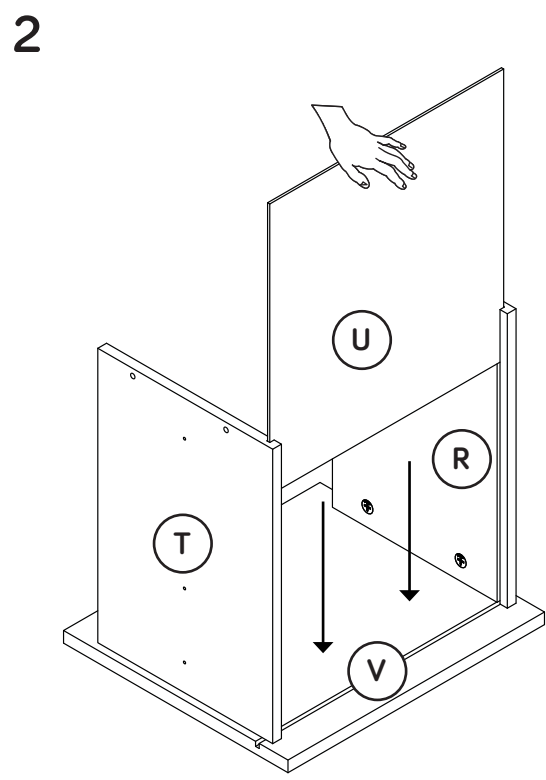
- Turn ten STRAIGHT HEAD CAM SCREWS (4) into the DRAWER FRONTS (Q and V).
- Push twelve SMALL HIDDEN CAMS (2) into the large holes in the DRAWER SIDES (L, N, R, and T) and PENCIL DRAWER BRACE (P).



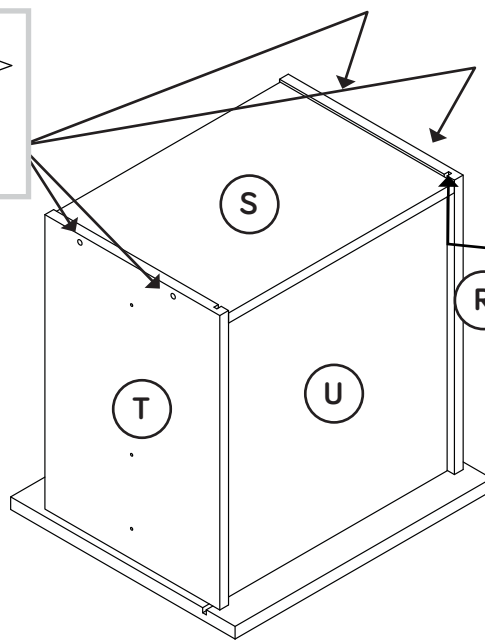
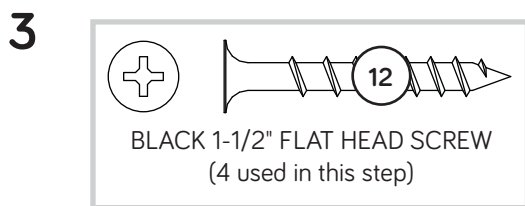
# Step 17



⚡ Fasten the LARGE DRAWER SIDES (R and T) to the FILE DRAWER FRONT (V). Tighten four SMALL HIDDEN CAMS.



⚡ Slide the FILE DRAWER BOTTOM (U) into the grooves in the FILE DRAWER SIDES (R and T) and FILE DRAWER FRONT (V).



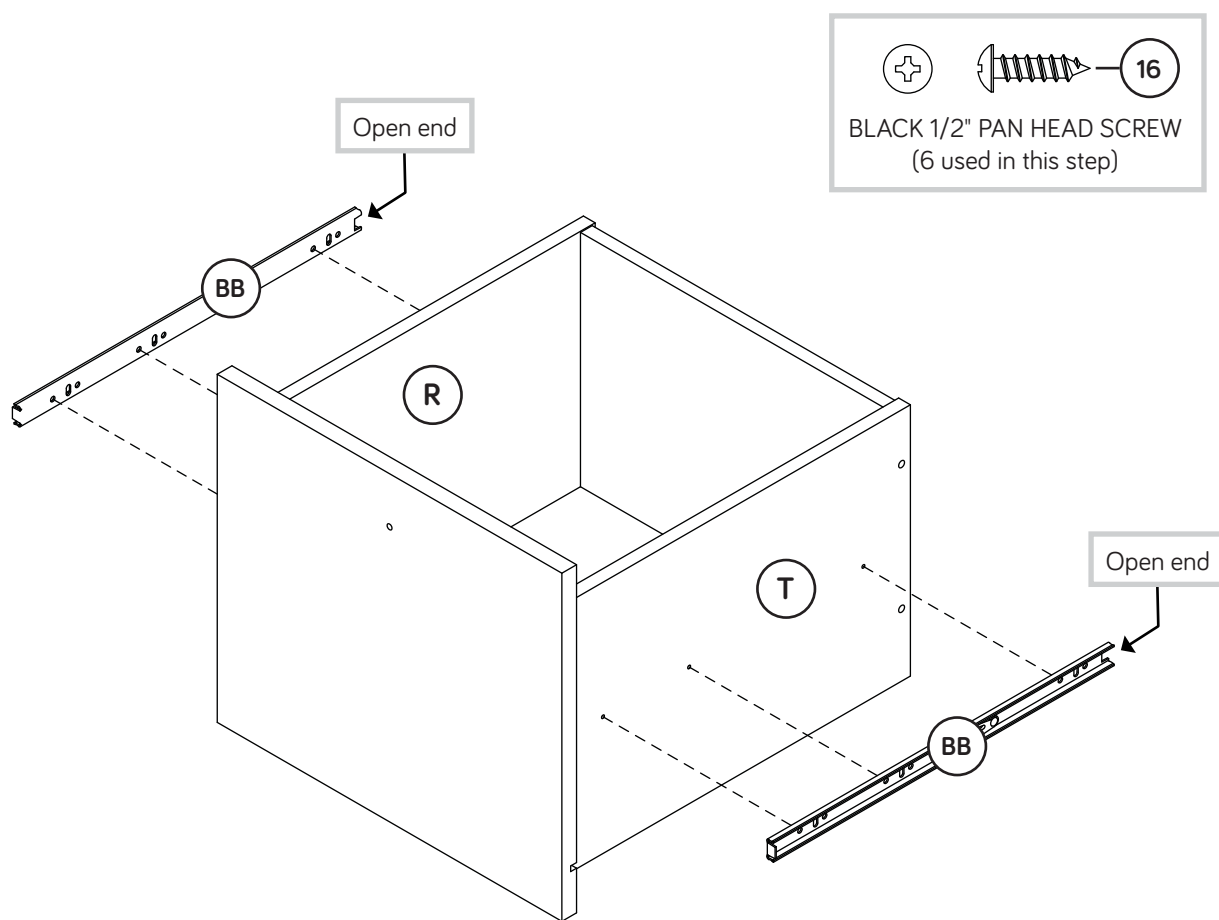
Be sure the DRAWER BOTTOM inserts into the DRAWER BACK groove.

⚡ Fasten the FILE DRAWER BACK (S) to the FILE DRAWER SIDES (R and T). Use four BLACK 1-1/2" FLAT HEAD SCREWS (12).

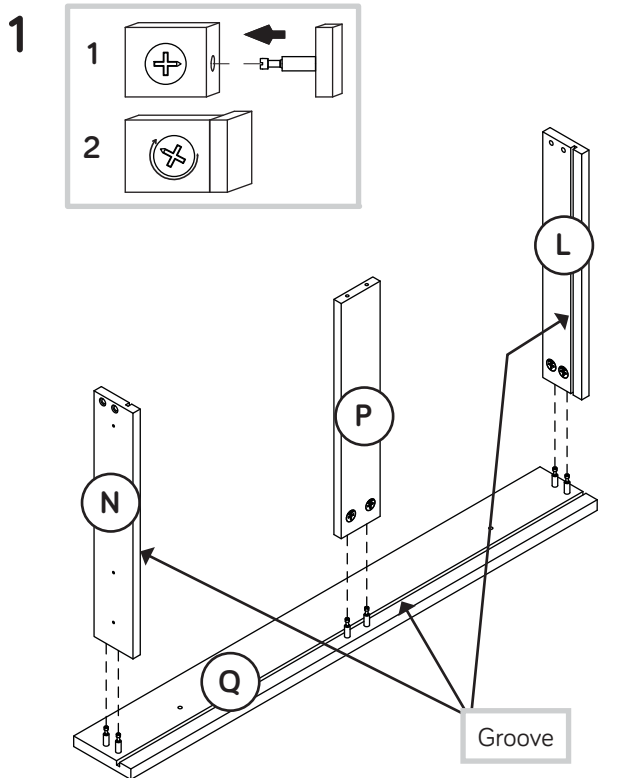
⚡ **NOTE:** Be sure the FILE DRAWER BOTTOM (U) inserts into the groove of the FILE DRAWER BACK (S).

# Step 18

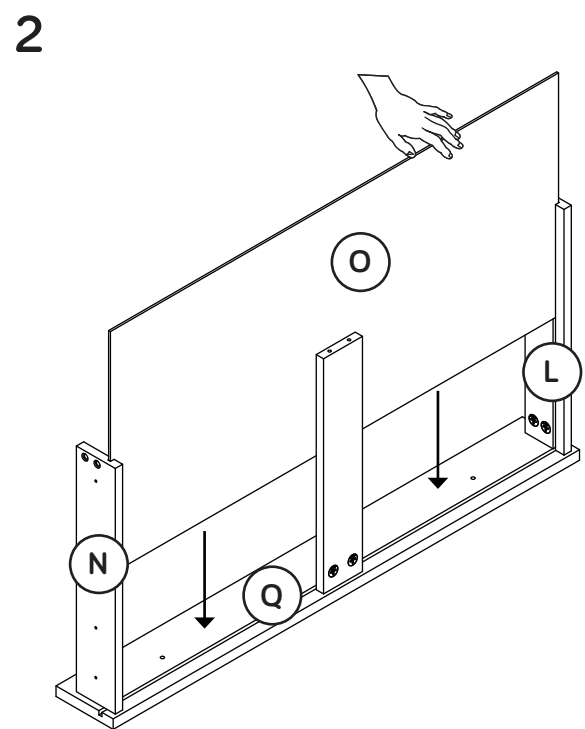
- Fasten the EXTENSION SLIDES (BB) to the FILE DRAWER SIDES (R and T). Use six BLACK 1/2" PAN HEAD SCREWS (16) through the 3rd, 6th, and 9th holes from the open end of the EXTENSION SLIDE.



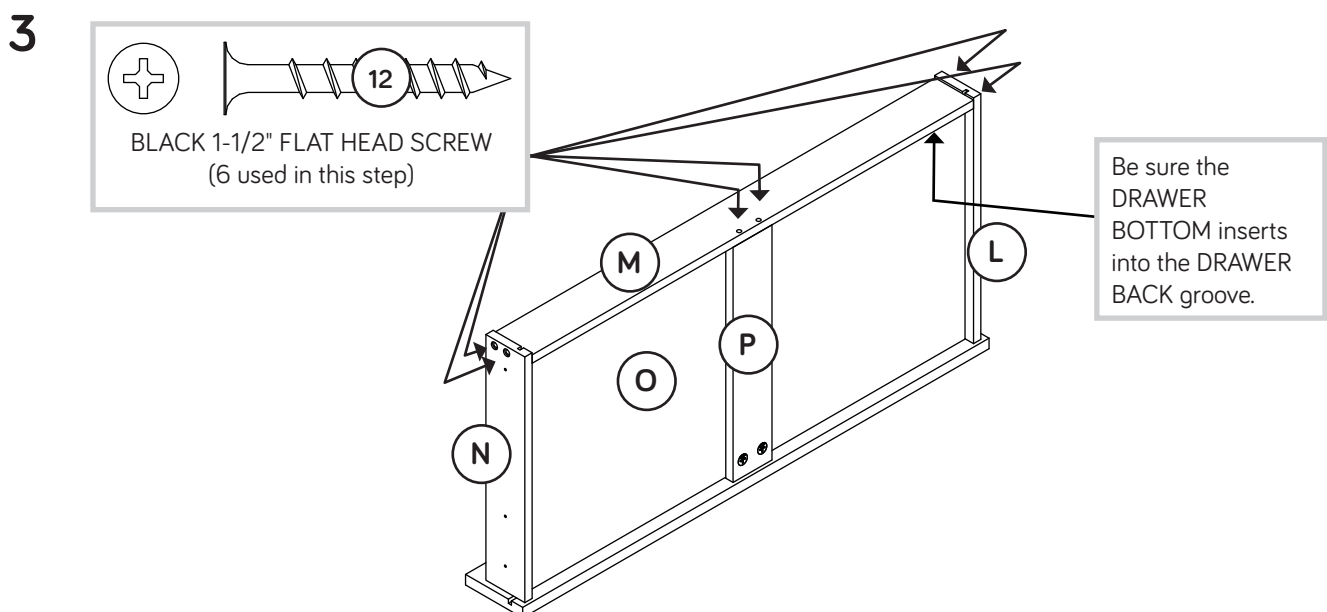
# Step 19



Fasten the PENCIL DRAWER SIDES (L and N) to the PENCIL DRAWER FRONT (Q) and PENCIL DRAWER BRACE (C). Tighten six SMALL HIDDEN CAMS.



Slide a PENCIL DRAWER BOTTOM (O) into the grooves in the PENCIL DRAWER SIDES (L and N) and PENCIL DRAWER FRONT (Q).

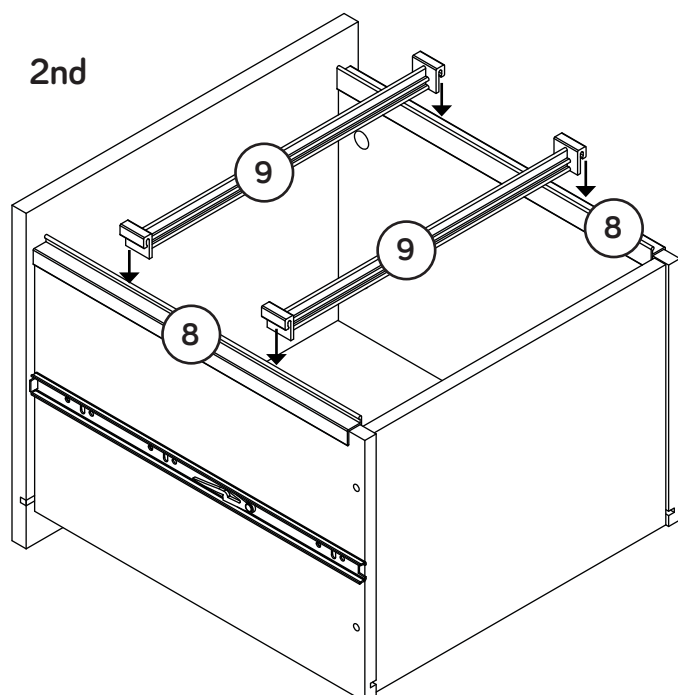
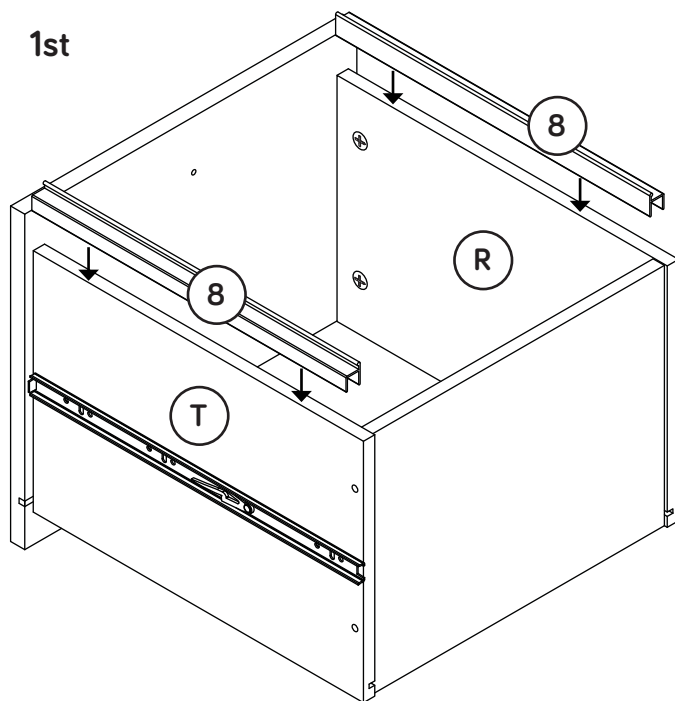


Fasten the PENCIL DRAWER BACK (M) to the PENCIL DRAWER SIDES (L and N) and PENCIL DRAWER BRACE (P). Use six BLACK 1-1/2" FLAT HEAD SCREWS (12).

**NOTE:** Be sure the FILE DRAWER BOTTOM (O) inserts into the groove of the PENCIL DRAWER BACK (M).

# Step 20

1. Push the FILE GLIDES (8) onto the FILE DRAWER SIDES (R and T) as shown in the upper diagram.
2. Push the FILE HANGERS (9) onto the FILE GLIDES (8) as shown in the lower diagram.



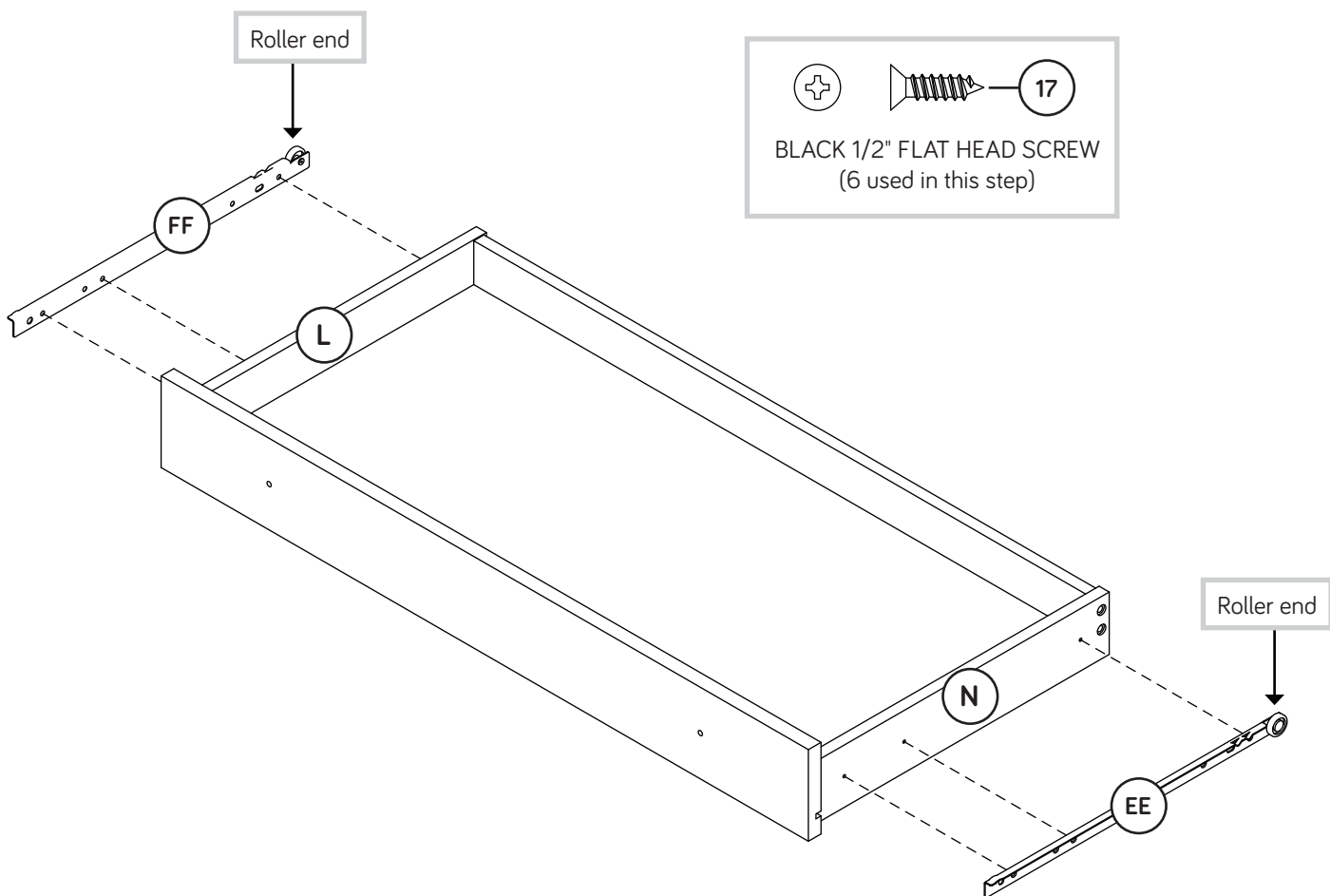


# Step 21

Fasten the DRAWER SLIDES (EE and FF) to the PENCIL DRAWER SIDES (L and N). Use six BLACK 1/2" FLAT HEAD SCREWS (17).

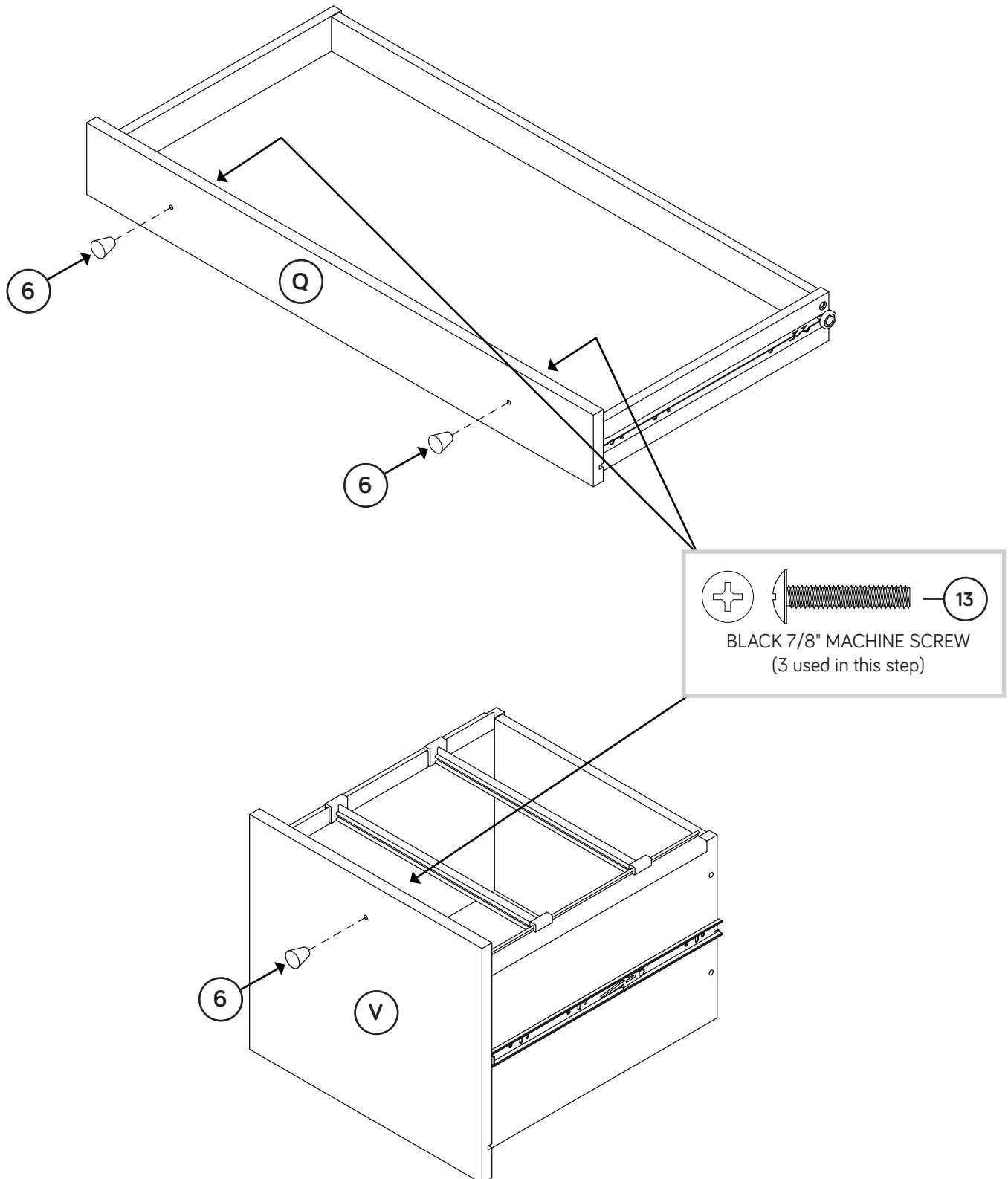


If you're doing this to help a friend, don't leave without a bite.



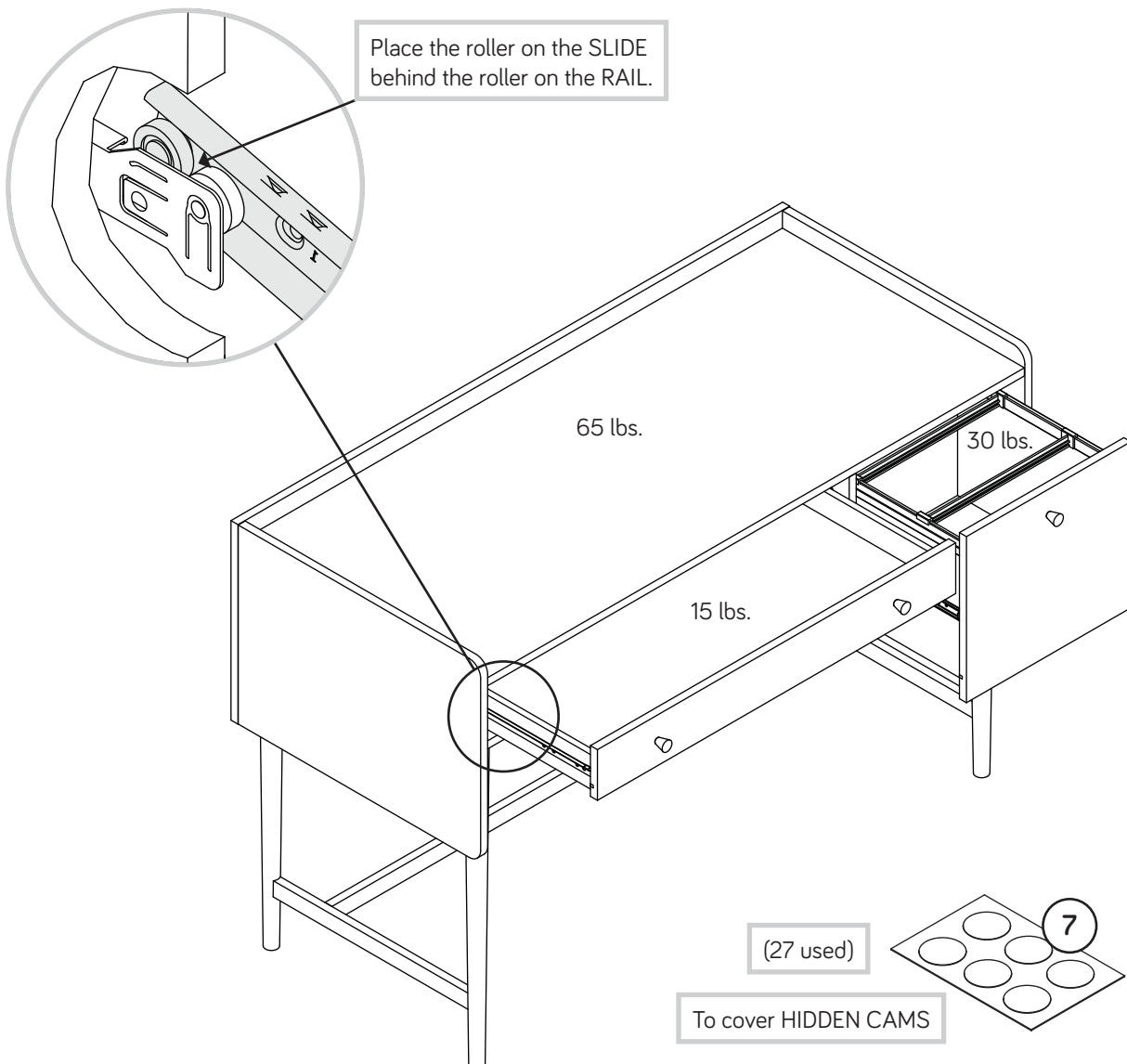
# Step 22

- Fasten the KNOBS (6) to the DRAWER FRONTS (Q and V).  
Use two BLACK 7/8" MACHINE SCREWS (13).



# Step 23

- ✚ Carefully stand your unit upright.
- ✚ To insert the pencil drawer into your unit, tip the front of the drawer down and drop the rollers on the drawer behind the rollers on the unit. Lift the front of the drawer up and slide it into the unit.
- ✚ To insert the file drawer into your unit, line up the EXTENSION SLIDES on the drawer with the EXTENSION RAILS on the unit and push the drawer 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. **NOTE:** Please read the back pages of the instruction booklet for important safety information.
- ✚ Peel a CAM COVER from the CAM COVER CARD (7) and stick one onto each visible HIDDEN CAM.
- ✚ This completes assembly. Clean with your favorite furniture polish or 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 chart.***

Look out for:	What can happen:	How to avoid the problem:
<ul style="list-style-type: none"> <li>Overloaded shelves and drawers.</li> <li>Improper loading can cause the product to be top-heavy.</li> </ul>	<ul style="list-style-type: none"> <li>Risk of injury.</li> <li>Top-heavy furniture can tip over.</li> <li>Overloaded shelves and drawers can break.</li> </ul>	<ul style="list-style-type: none"> <li>Never exceed the weight limits shown in the instructions.</li> <li>Work from bottom to top when loading shelves and drawers. Place the heavier items on the lower shelves or in lower drawers.</li> </ul>
<ul style="list-style-type: none"> <li>Improperly moving furniture that is not designed and equipped with casters.</li> </ul>	<ul style="list-style-type: none"> <li>Furniture can tip over or break if improperly moved.</li> <li>Physical injury. Furniture can be very heavy.</li> <li>Breakage of tops - particularly with double pedestal furniture (drawers at both ends).</li> </ul>	<ul style="list-style-type: none"> <li>Unload shelves and drawers from top to bottom before moving the unit.</li> <li>Do not push furniture, especially on a carpeted floor. Have a friend help you lift the item and set it in place.</li> <li>Provide support to the center section of the top when lifting the furniture.</li> </ul>
<ul style="list-style-type: none"> <li>Placing TVs on furniture items that are not designed to support a television is hazardous.</li> </ul>	<ul style="list-style-type: none"> <li>Risk of injury or death. TVs can be very heavy. Plus the weight and location of the picture tube tends to make TVs unbalanced and prone to tipping forward.</li> </ul>	<ul style="list-style-type: none"> <li>This product is not designed to support a television.</li> </ul>