

before you start

Take particular care when handling the delivery and the parts of your unit. Individual parts may be heavy and/or cumbersome to handle and lift, and some things may be heavier and/or more cumbersome than they appear. Take the usual precautions appropriate for handling and lifting. Read through the instructions first before you start, and if you have any questions then call us on 01227 833333 or email sales@jali.co.uk

what's in the delivery?

Your unit will arrive in more than one parcel unless it's very small - but if you've ordered more than one thing from us, you'll probably have many more parcels as well. To avoid getting confused you should only unpack the parcels for one unit at a time: check the 4-inch square label with your address on it to see what's inside each parcel.

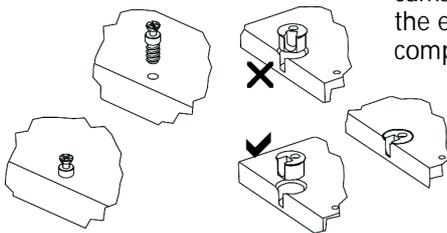
Once you've unpacked the relevant boxes you should find a bag of fixings and two A3 sheets. One sheet shows a picture of your finished design; the other shows a flat diagram of all the components arranged roughly as they go together. If you've got space it'll help to lay out all the components in the same way as in the diagram. The list in the corner of the page will tell you the size of the components: use this to help distinguish between components of similar shapes and sizes.

fixings

We use a few different fixings to help assemble our furniture. They're listed in the corner of the main A3 drawing. Here's how they work:

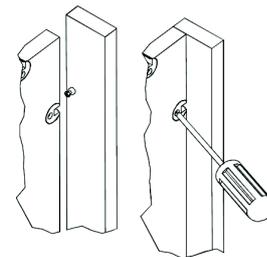
Cams and bolts for fixing two components at right-angles to each other.

1. Screw the metal bolts into the 5mm holes in one component...



2. ...and push the white cams into the holes along the edge of the other component.

3. Then push the two components together so that the metal cam bolts disappear into the middle of the white cams...



(Depending on your shelf heights, you might also have some smaller cam bolts and some metal cylinders. More about these on page 3!)

4. ...and tighten them with a screwdriver. Tilt the screwdriver back at a slight angle as shown - about 20 degrees should do it.

getting going

As you'll see in the following guidelines, we normally recommend starting with the left-hand side of the unit and working left-to-right. However, these are only guidelines: because every design is different and there are many different fitting situations (along walls, in corners, into alcoves etc) then you may find that a different assembly method suits you better. The following method works well in most situations though.

i. attach the back rail to the top

Find the back rail and the top. The A3 component layout sheet will help: check the sizes in the corner of the sheet as well.

Note that the top is very similar to the base board - here's how to tell them apart:

If your design has a kickboard, there are a few 5mm holes near to one of the long edges of both the top and base pieces. The ones in the top are closer to the edge (about 9mm away) than the ones in the base (about 19mm away).

For units without a kickboard, there are still some 5mm holes along one long edge of the top, but there aren't any along the long edge of the base.

Useful tip: Take a moment to make sure you sort out which is which. It's possible to get the top and the base mixed up and still get halfway through assembly before you discover the mistake: you'll then need to take the whole thing apart and start again, and you'll probably need a sit down and a cup of tea.

Once you've found the top board, attach the fittings. Push the white cams into the round holes along the edge of the back rail, and screw the metal cam bolts into the holes that are about 9mm from the edge of the top board.

Now fit the two parts together. Orient the back rail so that the white cams are facing away from the top piece (so you don't see them from the front), push the two pieces together so that the metal cam bolts disappear into the white cams, and tighten the cams with a screwdriver to lock the pieces together.

ii. add the left-hand side and the base

Put the two assembled pieces down with the back rail on the floor and the top board sticking up in the air, making sure that you've left enough room to finish assembling the whole thing.

Attach the left-hand side with two metal cam bolts to fix it to the top, and one more to fix it to the back rail.

Attach the base to the bottom of the left-hand side in the same way. If your design has a kickboard, make sure that the holes for the kickboard (19mm away from the edge) are in the underside of the base (i.e. pointing away from the top) and are along the front edge (i.e. the one pointing to the ceiling at the moment). For designs without a kickboard, make sure that any holes for mid divider(s) line up with the same holes in the top board.

iii. add the shelves

Bolt the shelves to the left-hand side. If you've got more than one section, you might have shelves of different lengths across the different sections, so refer to the component layout to make sure you've got the right ones. If you've ordered a moulding pattern on the shelf fronts, these should be facing upwards. The holes at the ends of the shelves - two at each end - should face downwards (away from the top).

Note that you can design a flexi shelf without any shelves at all, in which case skip this step.

At this stage you can put the white cams in the right-hand ends of the shelves as well. (Read the next step before you go any further though: if any shelves are at the same height in the next section, you'll use a different sort of cam bolt.)

iv. mid divider (with 2+ sections)

If your design has two or more sections, add the first mid divider. With three or more sections, you'll have more than one divider, so make sure you pick the correct one. (They'll be different if your shelf heights vary across the unit. The construction layout shows the mid dividers as seen from the left-hand side - check the position of the notch at the top.)

The divider goes in place so that its notch fits around the back rail. Bolt it in place to the top, base and shelves on the left.

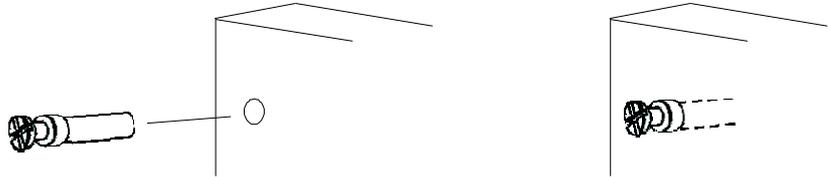
Important: if any shelves in the next section (to the right) are at the same height as the shelves on the left, the holes in the mid divider will be drilled all the way through. You'll need to use a slightly different sort of cam bolt as follows:

We'll have given you some smaller cam bolts and some 18mm ($\frac{3}{4}$ ") long metal cylinders. Find two small bolts and one cylinder.

1. Screw one of the smaller bolts into one end of the cylinder until it's tight.



2. Push the other end of the cylinder into the appropriate hole in the mid divider until the "shoulder" of the bolt is flush with the surface of the mid divider. It'll be a snug fit, so you might need a couple of taps from a mallet or hammer.



3. Once it's in, screw another small bolt into the other end of the cylinder (on the opposite side of the mid divider).

You'll now have a double-ended cam bolt sticking out of both sides of the divider. Do the same for any other holes where you've got shelves at the same height.

v. continue with the next section(s)

Bolt the next set of shelves to the right of the mid divider.

If you've got three or more sections, fit the next divider in place in exactly the same way as before, then the shelves, and keep going until you've fitted the remaining shelves in the last section.

vi. add the right-hand side

Fit the right-hand side to the top, the back rail, the shelves and the base.

If your unit has a kickboard, carry on; if not, skip the next stage.

vii. the kickboard

Bolt the kickboard to the side panels and to the underneath of the base board, and tighten all the cams.

If your unit is quite shallow there won't be much room between the base board and the floor, so getting to the cams can be a bit tricky. If you've got one, a stubby screwdriver can help - but don't worry if you can't reach at this stage: you can actually fit the kickboard later once the unit is upright. See "fitting" for how to do this.

viii. fitting

You're now ready to lift the unit into its final position.

We designed the flexi shelves deliberately without backs to contrast with other bookcase and cupboard designs we do. But because of this they can be less stable, particularly when moving them, so be careful. Make sure it won't fall over if you let go of it - particularly if it's big or heavy, but also if it's very shallow front-to-back.

If you've still got to fit the kickboard, lift the unit upright but don't push it against the wall just yet. Instead, push the kickboard into place from the front, with its white cams facing towards the back of the unit. Keep pushing until they fit over the cam bolts: at this point the kickboard should be recessed 1cm behind the side panels. Then, from the back of the unit, tighten the cams to lock the kickboard in place.

Use whatever means you favour when fitting the unit against the wall. We've pre-drilled holes in the back rail if you want to use screws and rawlplugs (for example), and in many situations this might be all that you need to do. If the unit is big, though, you might want to use some other means of securing it as well: we've successfully used metal L-brackets and/or mirror plates in the past.

ix. a note on shelves

As you probably know you can design flexi shelves at almost any width and depth. If the shelves are very wide, or if you'll be putting particularly heavy things on them, you may need to brace some of them to take the weight. Again, we've sometimes used mirror plates to help with this.

x. finished

That's it. Give yourself a pat on the back, put the kettle on and make yourself a nice cup of tea. It would be remiss of us if we didn't remind you to take appropriate care when handling hot beverages.