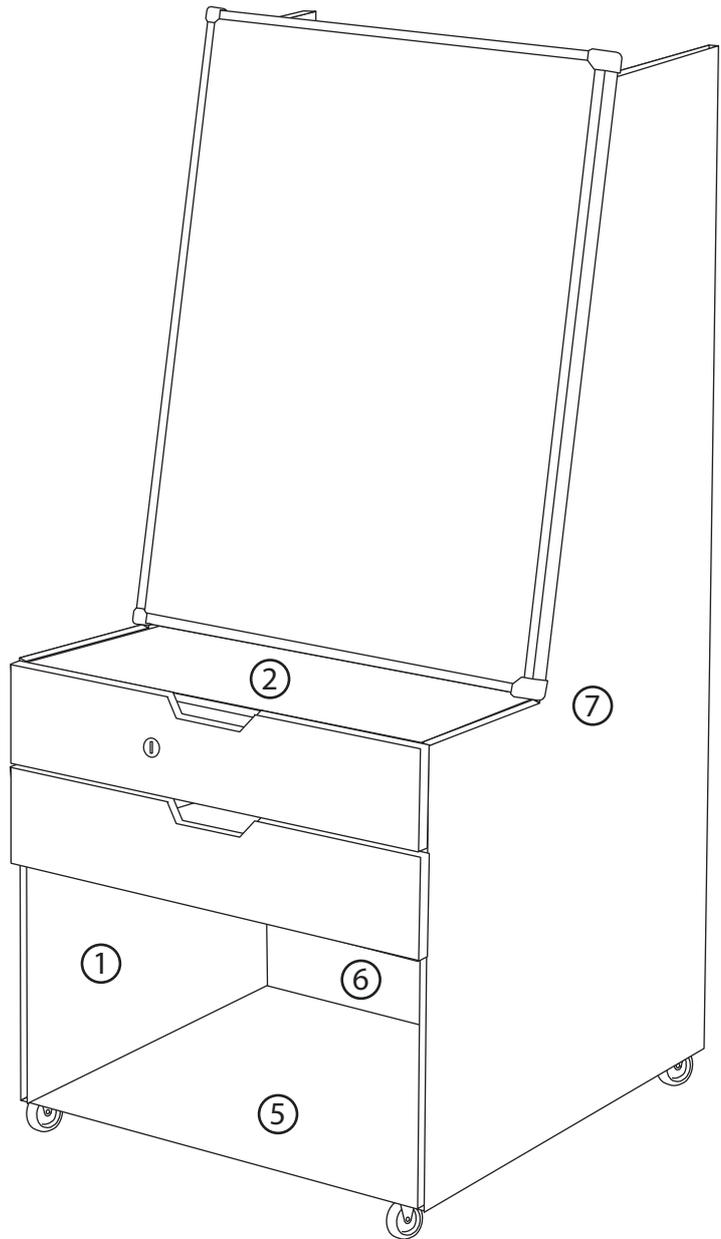# Big Book Teaching Centre

Code: ERBBTC

Contents:

2 x Side Uprights ① and ⑦

      1500mm x 455mm

1 x Base Panel ⑤ 800mm x 460mm

1 x Bottom Shelf Panel ③ 770mm x 455mm

1 x Desk Top Panel ② 770mm x 455mm

1 x Upper Back Upright Panel ④

      770mm x 570mm
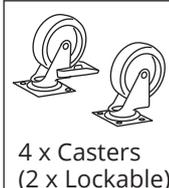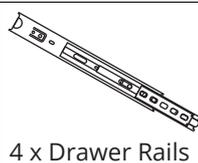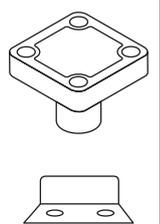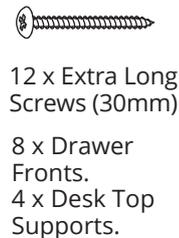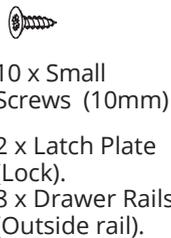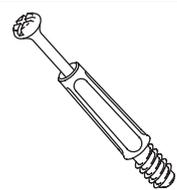
1 x Lower Back Upright Panel ⑥

      770mm x 335mm

2 x Desk Top supports

Drawers:

1 x Lockable Drawer Front Panel ⑧

1 x Drawer Front Panel ⑨

4 x Drawer Side Panels

4 x Drawer Back Panels

2 x Drawer Bases

1 x Whiteboard

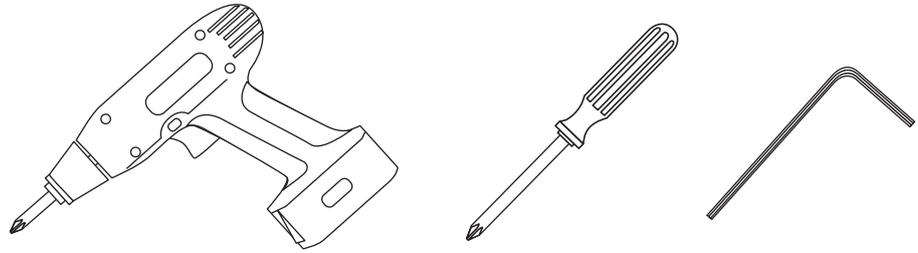## Hardware:

44 x CamLock Fasteners	10 x Small Screws (10mm) 2 x Latch Plate (Lock). 8 x Drawer Rails (Outside rail).	12 x Medium Screws (15mm) 4 x Hanger Rail. 8 x Drawer Rails (Drawer Side Rail).	4 x Large Screws (20mm) 4 x Lock.	12 x Extra Long Screws (30mm) 8 x Drawer Fronts. 4 x Desk Top Supports.	24 x Wide Head Screws (15mm) 16 x Casters. 8 x Whiteboard Mount.	
44 x CamLocks	1 x Hanger Rail	2 x Hanger Rail Brackets	4 x Drawer Rails	4 x Whiteboard Brackets	4 x Casters (2 x Lockable)	1 x Lock, Latch Plate & surround (incl. Keys)

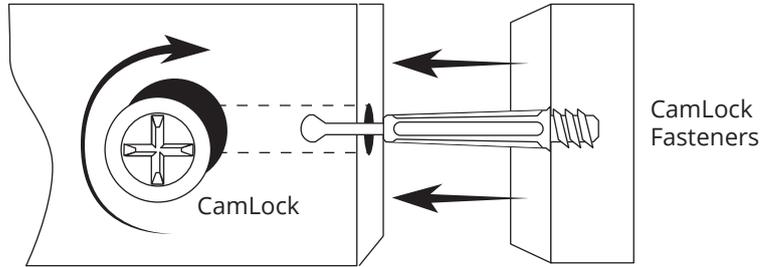Extra Camlocks, CamLock Fasteners and Screws have been provided.

The Basics

You will need:
A power drill with a Philips head bit.
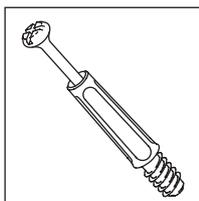A Philips Head Screwdriver
A Small Allen Key (provided)

CamLocks

CamLocks create a very simple but strong joint. The CamLock Fastener drills into a Pre-made Plastic Sleeve in the Panel. The joining panel will have two holes: one for the Fastener to slide into and another for the CamLock to spin into and lock the tip of the fastener. The more the Camlock is turned the tighter its grip on the fastener.
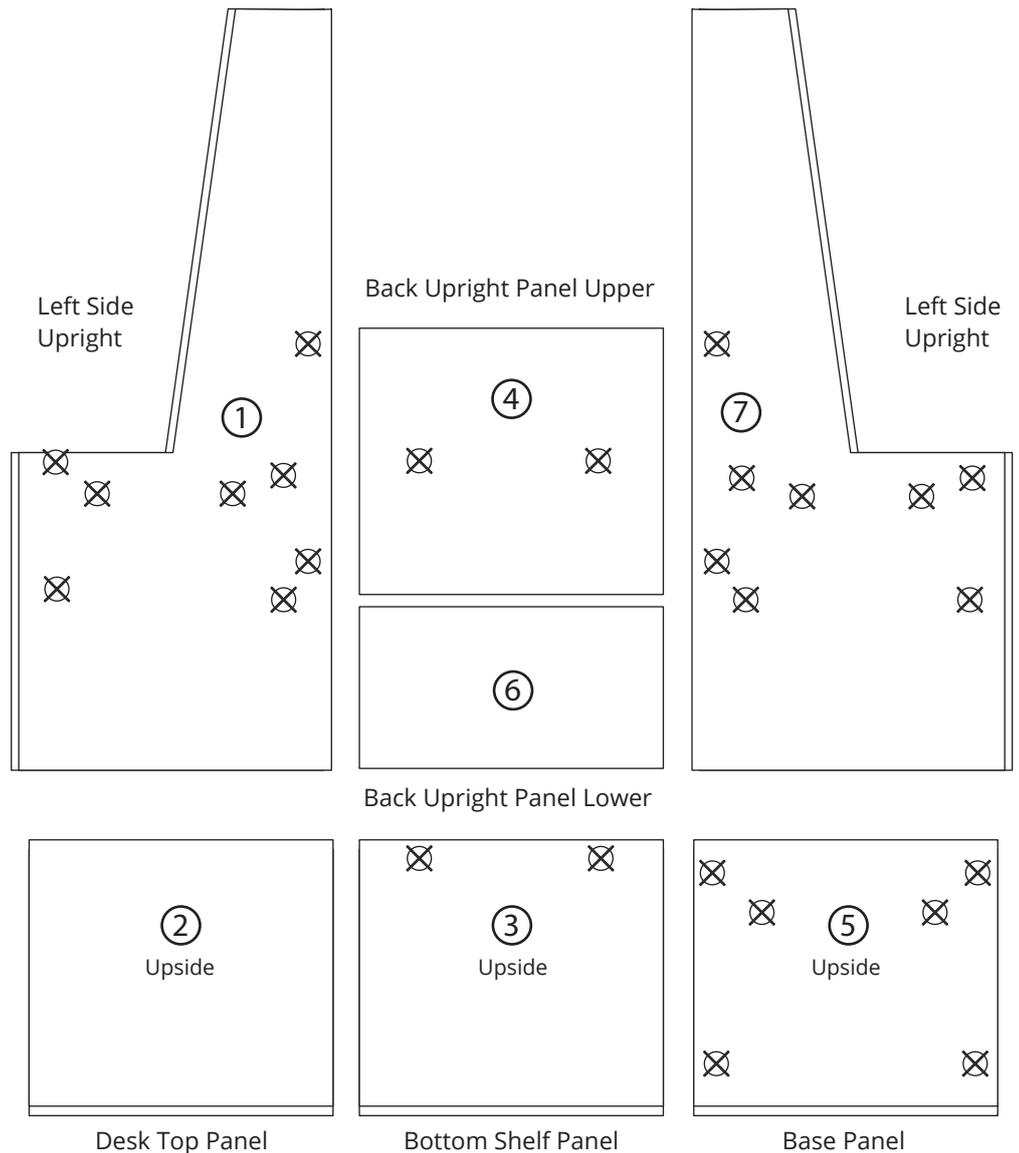
CamLock

CamLock Fasteners

TIP:
Always place the CamLock with the cross on the outside.
If the Fastener doesnt seem to be going in all the way, then the Cam Lock may need to be turned until it hooks the Fastener Tip.

Step

1

Screw in all the Cam Lock Fasteners into the main panels.

26 x CamLock Fasteners

Left Side Upright

Back Upright Panel Upper

Left Side Upright

①

④

⑦

⑥

Back Upright Panel Lower

②
Upside

Desk Top Panel

③
Upside

Bottom Shelf Panel

⑤
Upside

Base Panel

Step
2

Slide the Desk Top Panel ② into the Upper Back Upright Panel ④ Then Slide the Bottom Shelf Panel ③ onto the base of the Upper Back Upright Panel ④ . Lock in place with CamLocks.

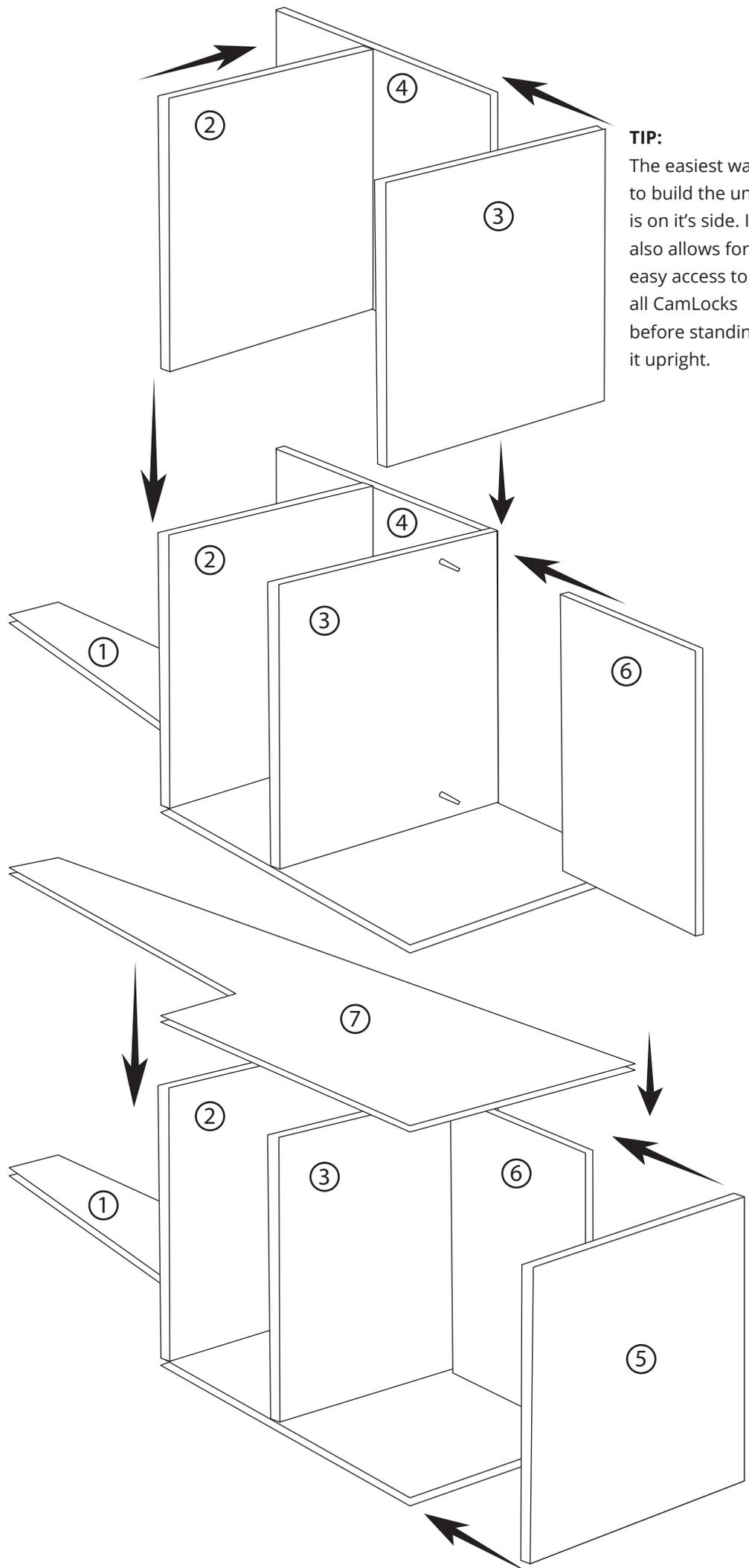4 x CamLocks

Step
3

Carefully lower the ② ③ ④ assembled panels onto side upright ① and slide the lower back upright onto panel ③ . Lock in place with CamLocks.

10 x CamLocks

Step
4

Carefully lower Side Upright ⑦ onto the assembled parts. Slide Base Panel ⑤ onto panels ① ⑥ ⑦.

14 x CamLocks

TIP:
The easiest way to build the unit is on it's side. It also allows for easy access to all CamLocks before standing it upright.
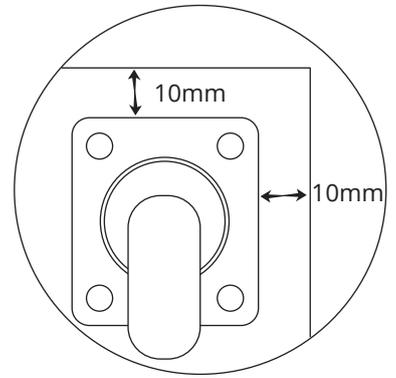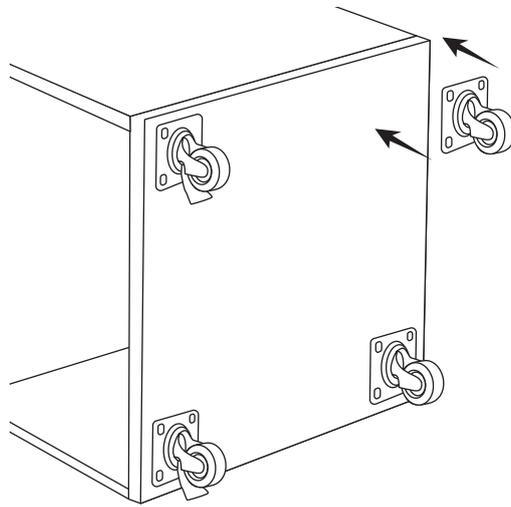
Step

5

Fit the Casters to each corner of the base. The Lockable Casters should be positioned on the front side.

16 x Wide Head Screws (15mm)	4 x Casters (2 x Lockable)

10mm

10mm

TIP:
For optimal stability, position the casters 10mm from each corner.
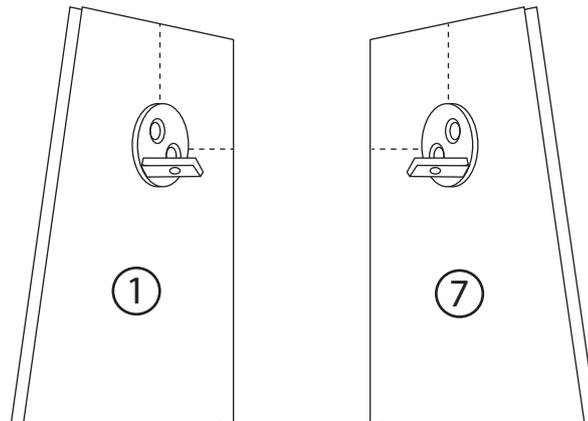
Step

6

Separate the Hanger Rail Brackets and fit the holder to the inner sides of ① and ⑦ . Slide the bracket over the rail and once positioned on place, push the brackets over the holder. Screw in place with the Allen Key.
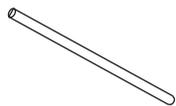
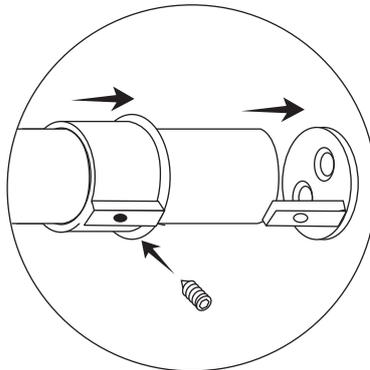| 2 x Hanger Rail Brackets	4 x Medium Screws (15mm)

1 x Hanger Rail

①

⑦

TIP:
Position the Holder at even measurements to prevent the rail being uneven.

TIP:
The Small screw can be partly screwed into place before assembly.

Step

7

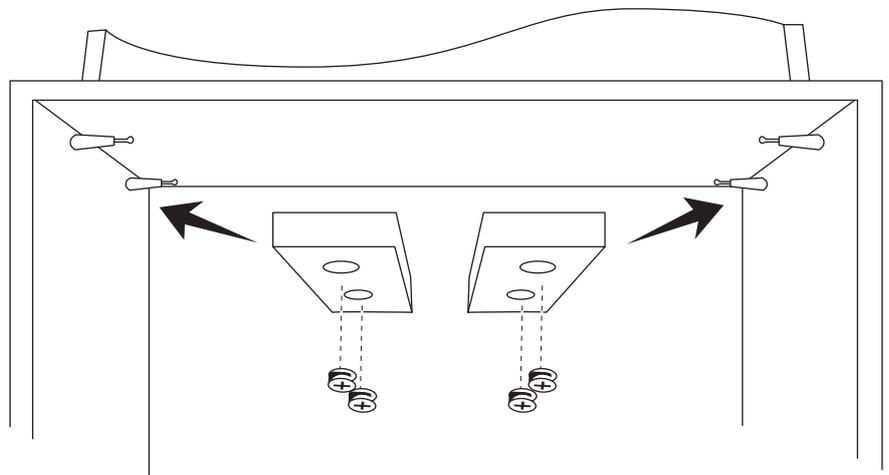Slide the two Desk Top Support panels onto the Cam Fasteners. Lock in place with CamLocks and screws.

4 x CamLocks

4 x Extra Long Screws (30mm)

Step 8

Screw in all the Cam Lock Fasteners into the Drawer panels.

26 x CamLock Fasteners

Step 9

Insert one Side Panel into a Front Panel and a Back Panel. Before the second Side Panel is inserted on the other side, slide the Drawer Base into the lower groove of each of the Panels. Lock everything in place with CamLocks.
Do this for both Drawers.

16 x CamLocks

Step 10
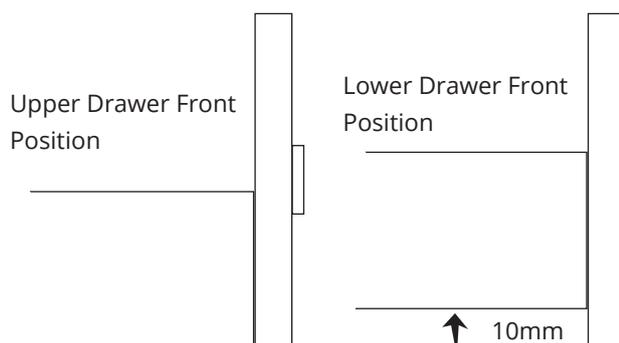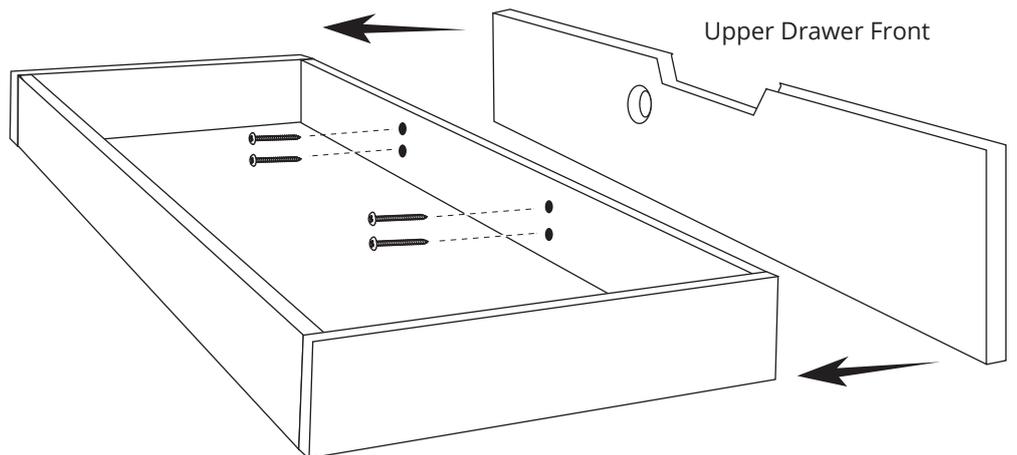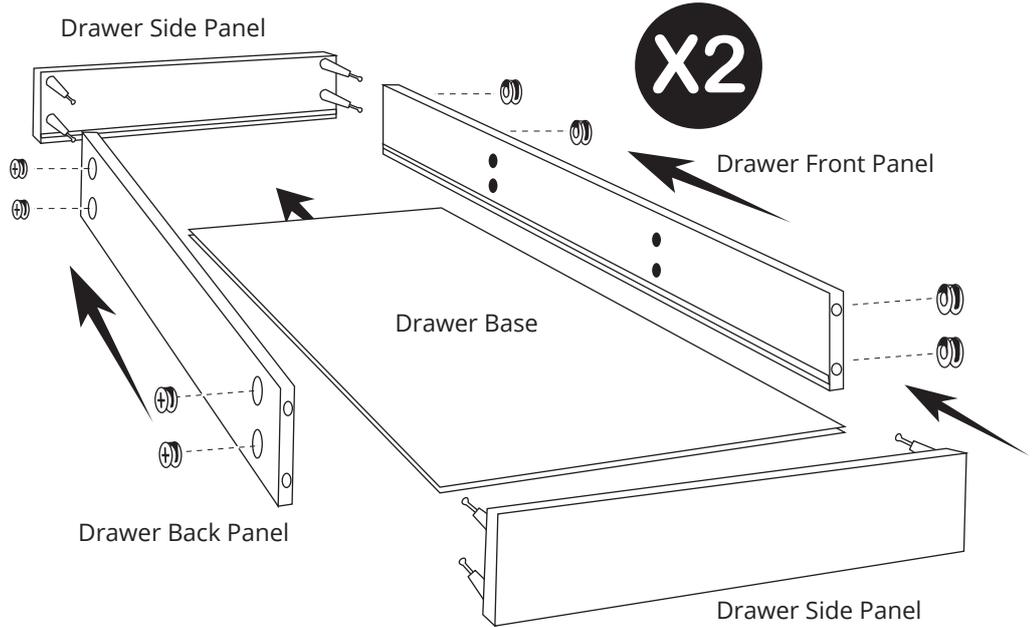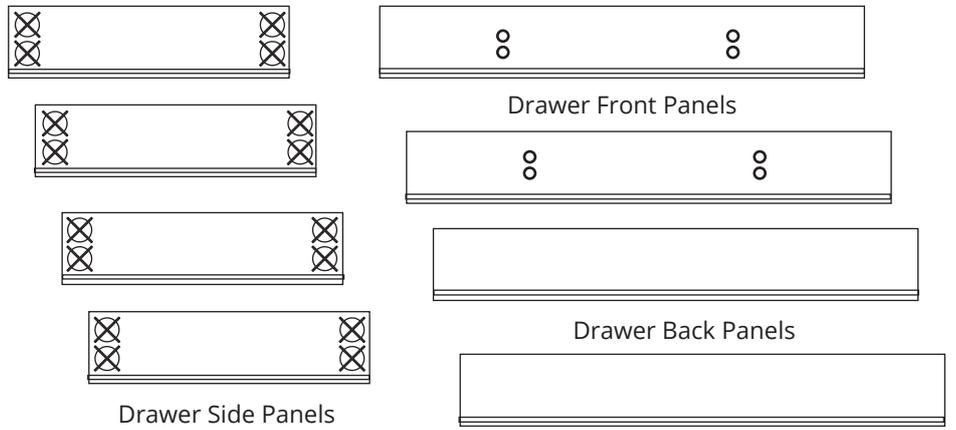
Secure the Drawer fronts to each Drawers.
Note: the upper drawer has a Pre-drilled hole for the lock.
The upper drawer's front aligns from the base of the drawer.
The Lower drawer's Front aligns 10mm lower than the base of the drawer.

8 x Extra Long Screws (30mm)

Drawer Front Panels

Drawer Back Panels

Drawer Side Panels

Drawer Side Panel

X2

Drawer Front Panel

Drawer Base

Drawer Back Panel

Drawer Side Panel

Upper Drawer Front

Upper Drawer Front Position

Lower Drawer Front Position

10mm

TIP:
Another part of the unit can be used as a measuring guide.
For example one of the Desk Top Support pieces can be placed along the lower edge of the drawer to push the drawer up the exact 10cm
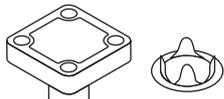
Step
11

Slide the lock into place from the inside of the drawer and secure with Screws. Make sure the locking mechanism is poited to the top of the drawer. The sound fits on the front about the edge of the lock face
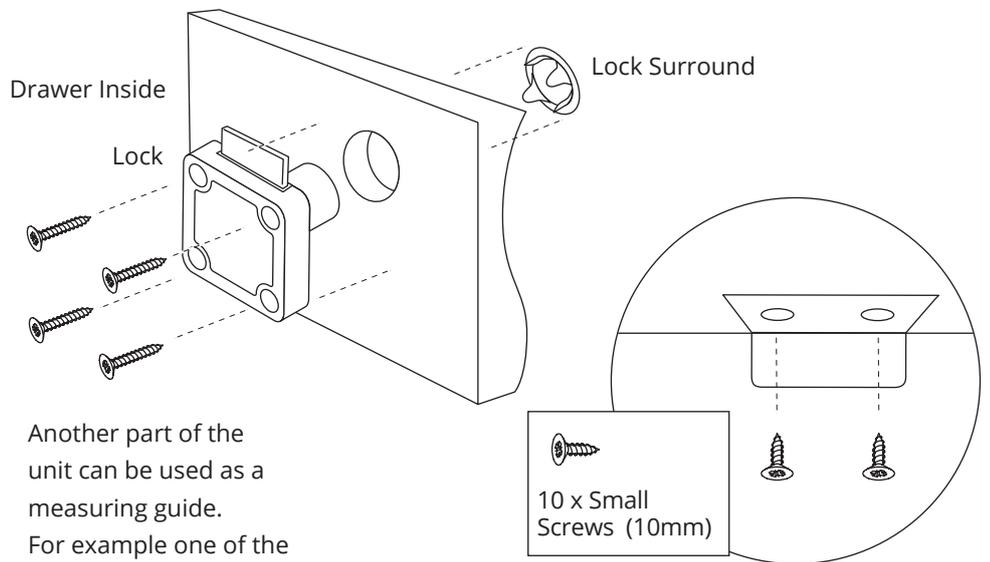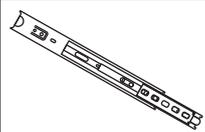
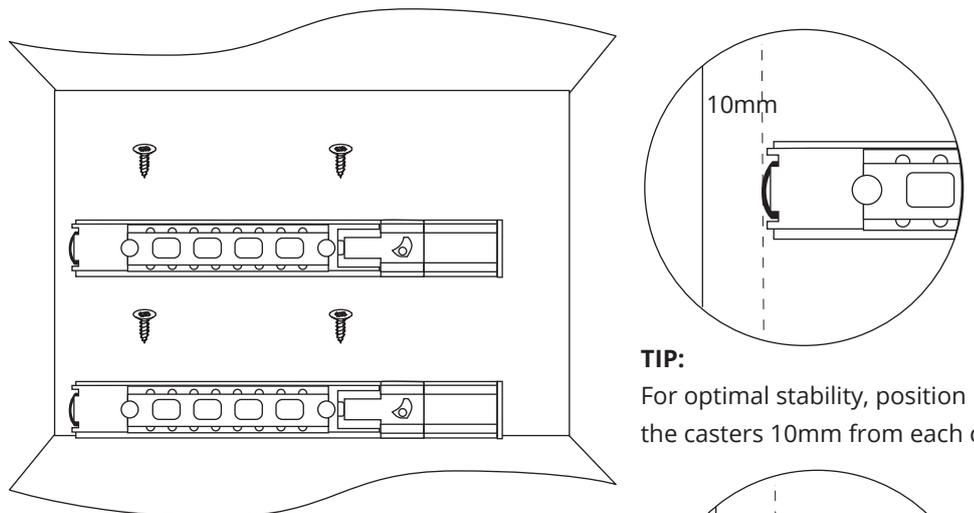|	
4 x Large Screws (20mm)	1 x Lock & surround

Step
12

Screw the Upper Drawer Runners in place using the pre-drilled holes. The Lower Drawer Runners sit against the Bottom Shelf Panel.

4 x Drawer Rails	10 x Small Screws (10mm)

Step
13

Place the Lower Drawer into its position and pull out slightly. Pull the Drawer Runner out until it touches the back of the Drawer front.
Screw in place on both sides. Then extend the drawer further to expose the second screw holes and screw in place on both sides.
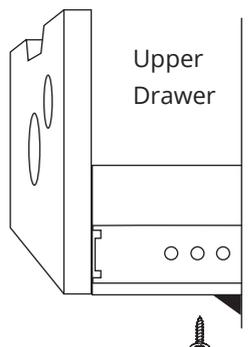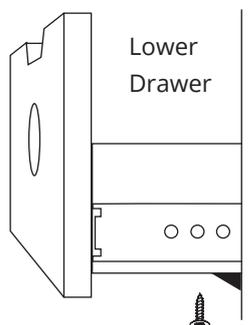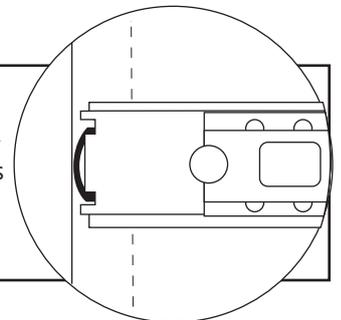
Repeat for the Upper Drawer which will need to balance on the front of the Lower Drawer to secure.

24 x Medium Screws (15mm)

Drawer Inside

Lock

Lock Surround

Another part of the unit can be used as a measuring guide.
For example one of the

10 x Small Screws (10mm)

10mm

TIP:
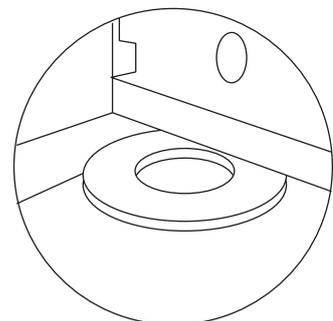For optimal stability, position the casters 10mm from each corner.

Option:
The Drawer Runners come with an optional 'Soft Safe & Closed' Feature to prevent trapped fingers and Drawers opening too easily. To use this feature the Drawer runners have to be mounted to the ende of the unit
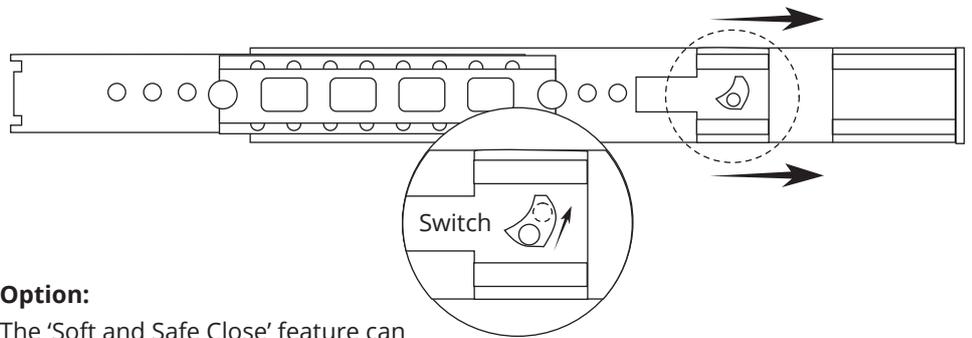
Lower Drawer

Upper Drawer

TIP:
To Prevent the drawers scratching along the Bottom Shelf Panel something like a washer can be used to lift the drawer up temporarily before it is screwed into place. This will leave a small gap one the washers are removed and the drawer will slide freely withough touching anything else.
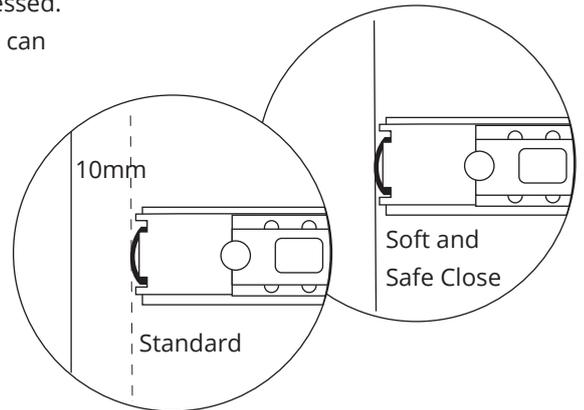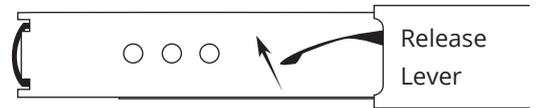
Step 14

If the drawers Runners are mounted in standard mode the 'Soft and Safe Close' feature will need to be disabled on all 4 runners. Flick the switch located at the back of each runner. This will close the spring at the back and the Drawer will not be able to reach the mechanism.

Step 15

Screw the whiteboard Brackets into place using the pre-drilled screw holes. Note: The short side of the Bracket fixes to the Whiteboard.

Place the Whiteboard into position allowing each bracket to fit neatly in between the Upper Vertical sides of the unit. Then screw in place.

4 x Whiteboard Brackets

8 x Wide Head Screws (15mm)

Switch

Option:
The 'Soft and Safe Close' feature can be adapted or disabled at any time by simply adjusting the main Drawer Runner bracket. The drawer will slide out if both Release Levers are pressed. The main Drawer Runner bracket can be positioned either spot using the same screw holes.
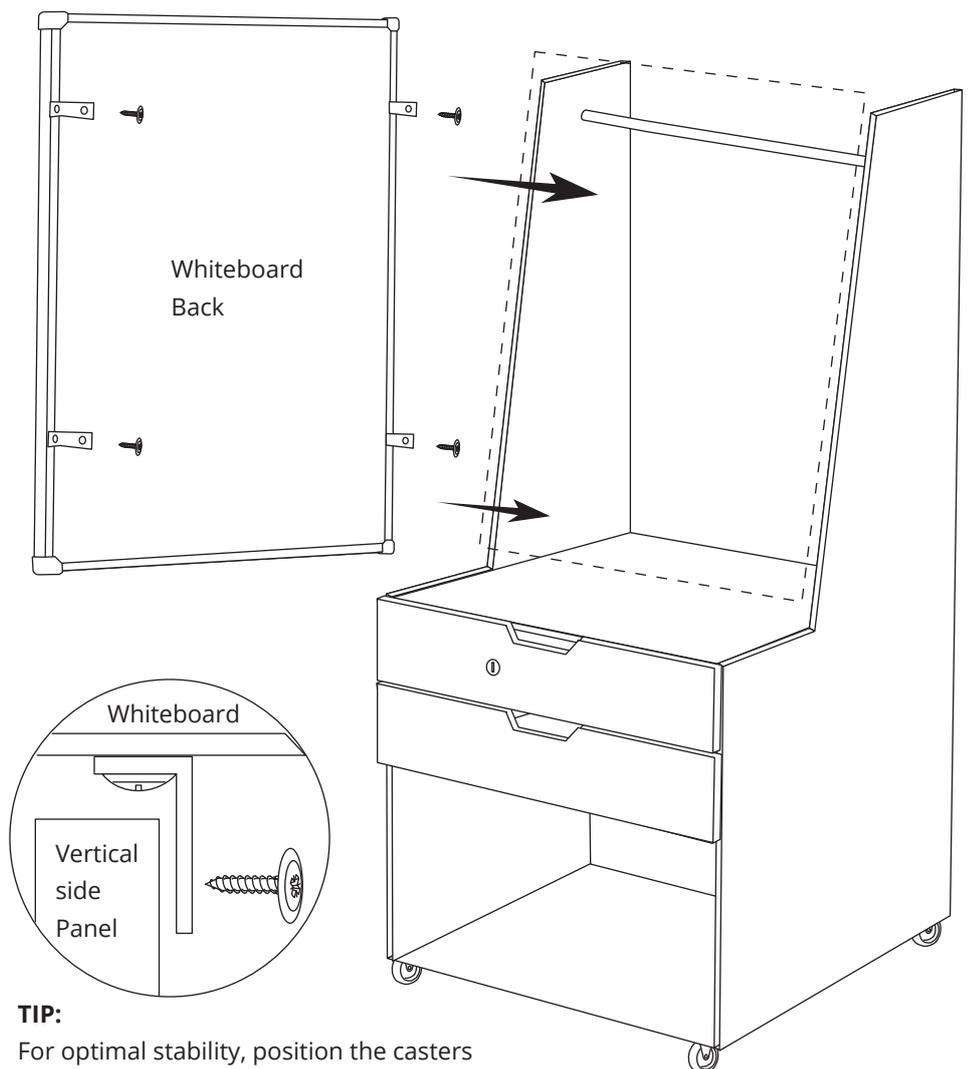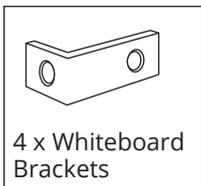
Note: The 'Soft and Safe Close' Feature will work automatically but in standard mode the 'Soft and Safe Close'switch will need to be disabled before replacing the Drawer

Release Lever

10mm

Standard

Soft and Safe Close

Whiteboard Back

Whiteboard

Vertical side Panel

TIP:
For optimal stability, position the casters 10mm from each corner.