



**Teknik**

[www.teknikoffice.co.uk](http://www.teknikoffice.co.uk)

Get crafty.

## Hideaway Cotswold Office/Craft Station

**Model 5430446**

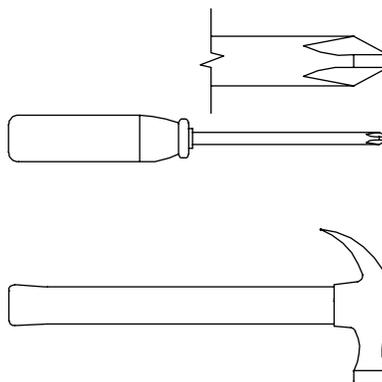
**NOTE:** THIS INSTRUCTION BOOKLET CONTAINS **IMPORTANT** SAFETY INFORMATION.

PLEASE READ AND KEEP FOR FUTURE REFERENCE.

# Table of Contents

# Assembly Tools Required

Part Identification	2-3
Hardware Identification	4-6
Hardware Usage Guide	7
Assembly Steps	7-32
Français	33-36
Español	37-40
Safety	41-42
Warranty	43

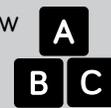


No. 2 Phillips Screwdriver  
Tip Shown Actual Size

Hammer  
Not actual size 😊

## Part Identification

Now you know  
our ABCs.

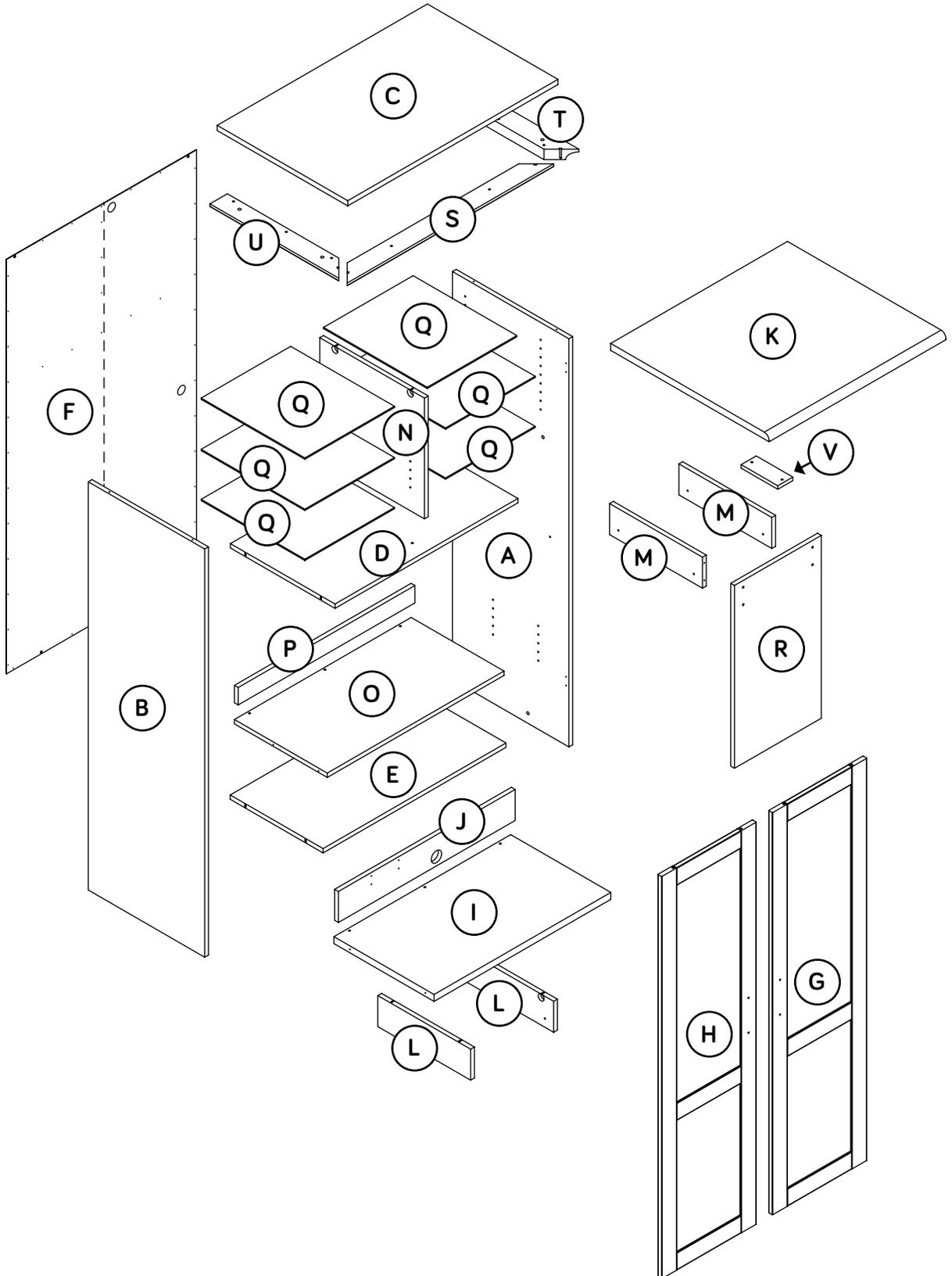


⚠ While not all parts are labeled, some of the parts will have a label or an inked letter on the edge to help distinguish similar parts from each other. Use this part identification to help identify similar parts.

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

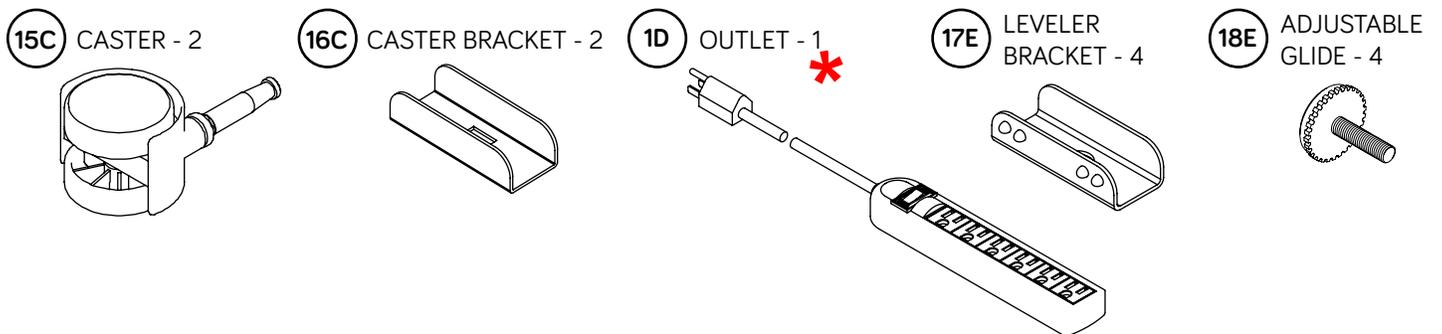
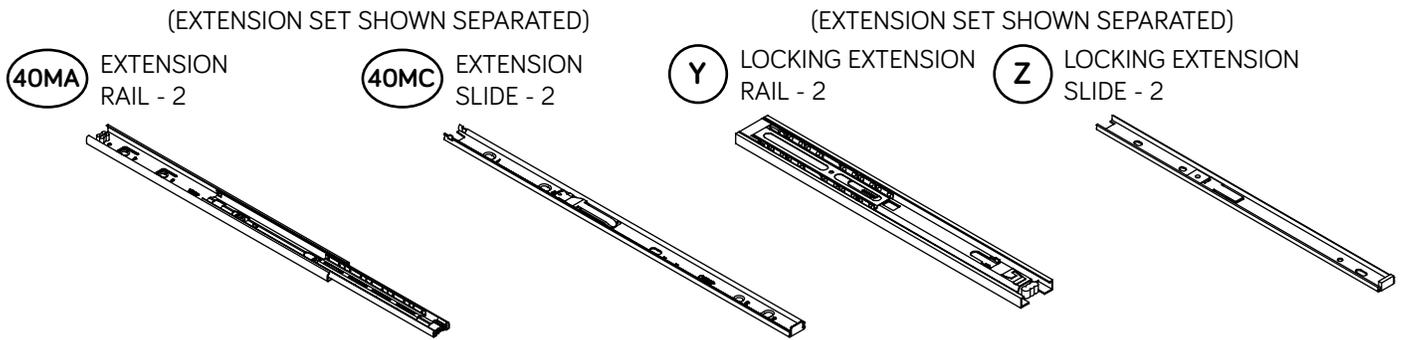
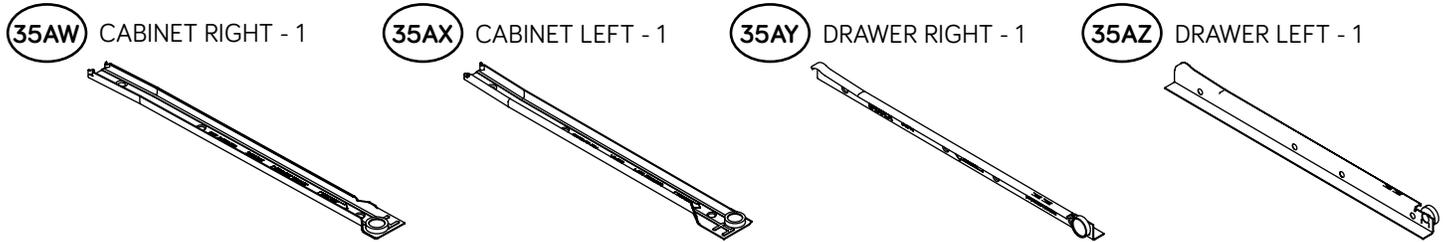
# Part Identification

- † 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.

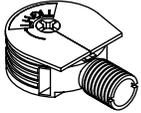


\* This part is not suitable for the UK market

# Hardware Identification

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

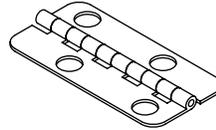
**12F** TWIST-LOCK®  
FASTENER - 14



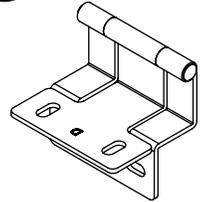
**16F** MOLDING  
CONNECTOR - 2



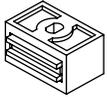
**16H** HINGE - 2



**67H** HINGE - 4



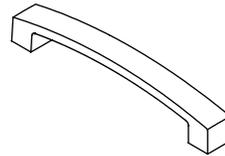
**5I** MAGNETIC  
CATCH - 2



**6I** STRIKE  
PLATE - 2



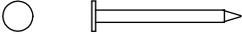
**96K** PULL - 2



**14M** PROPEL NUT - 4



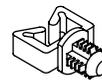
**1N** NAIL - 42



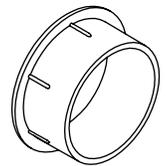
**1P** GROMMET  
CAP - 1



**4P** CORD CLIP - 1



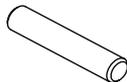
**10P** GROMMET - 1



**17P** SCREW  
COVER - 4



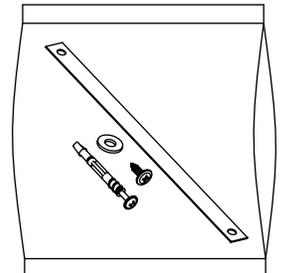
**1R** METAL PIN - 24



**2R** RUBBER  
SLEEVE - 24



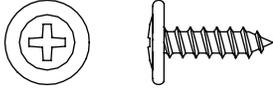
**97** FURNITURE TIPPING  
RESTRAINT KIT - 1



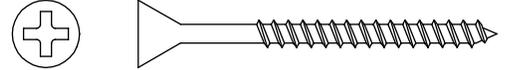
# Hardware Identification

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

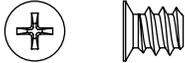
**1S** BLACK 9/16" LARGE HEAD SCREW - 8



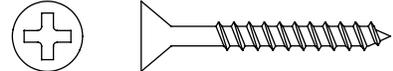
**2S** BLACK 1-7/8" FLAT HEAD SCREW - 9



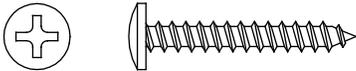
**3S** GOLD 5/16" FLAT HEAD SCREW - 16



**7S** BLACK 1-1/4" FLAT HEAD SCREW - 2



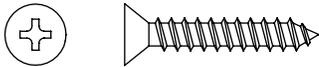
**9S** BLACK 1-1/8" PAN HEAD SCREW - 2



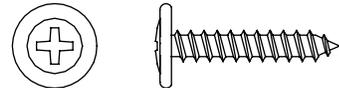
**11S** BLACK 1/2" FLAT HEAD SCREW - 2



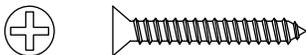
**12S** BROWN 1" FLAT HEAD SCREW - 4



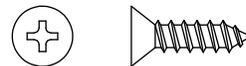
**17S** BLACK 7/8" LARGE HEAD SCREW - 4



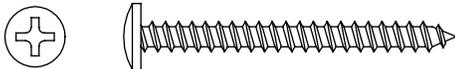
**18S** BROWN 1" FLAT HEAD SCREW - 4



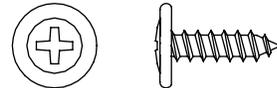
**23S** SILVER 5/8" FLAT HEAD SCREW - 4



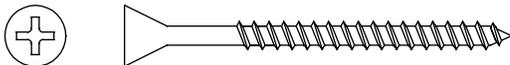
**27S** BLACK 1-5/8" PAN HEAD SCREW - 6



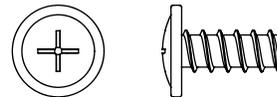
**54S** SILVER 9/16" LARGE HEAD SCREW - 16



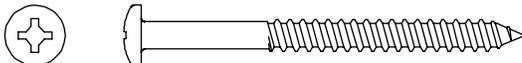
**57S** SILVER 2" FLAT HEAD SCREW - 5



**62S** BLACK 9/16" EURO SCREW - 4



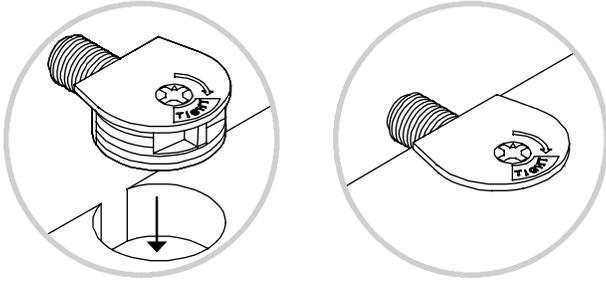
**66S** BLACK 2" PAN HEAD SCREW - 4



# Hardware Usage Guide

## HOW TO USE A TWIST-LOCK® FASTENER

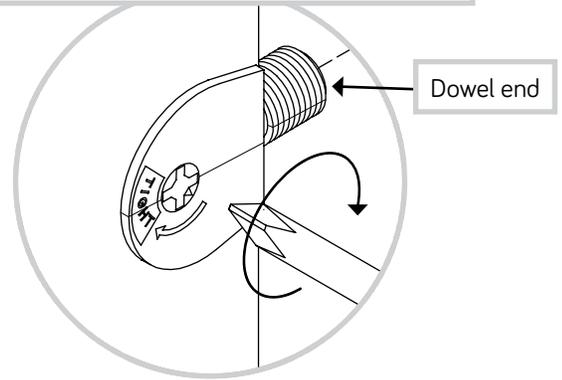
1. Push a TWIST-LOCK® FASTENER into the large hole in the part.



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

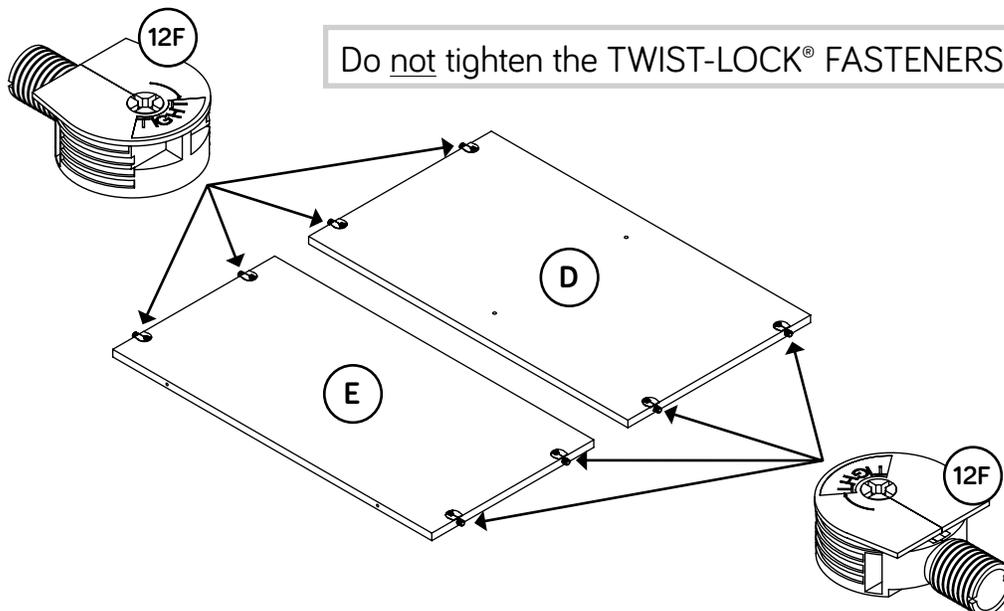
**NOTE:** The dowel end of the FASTENER must remain fully inserted in the hole of the adjoining part while locking the FASTENER.

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



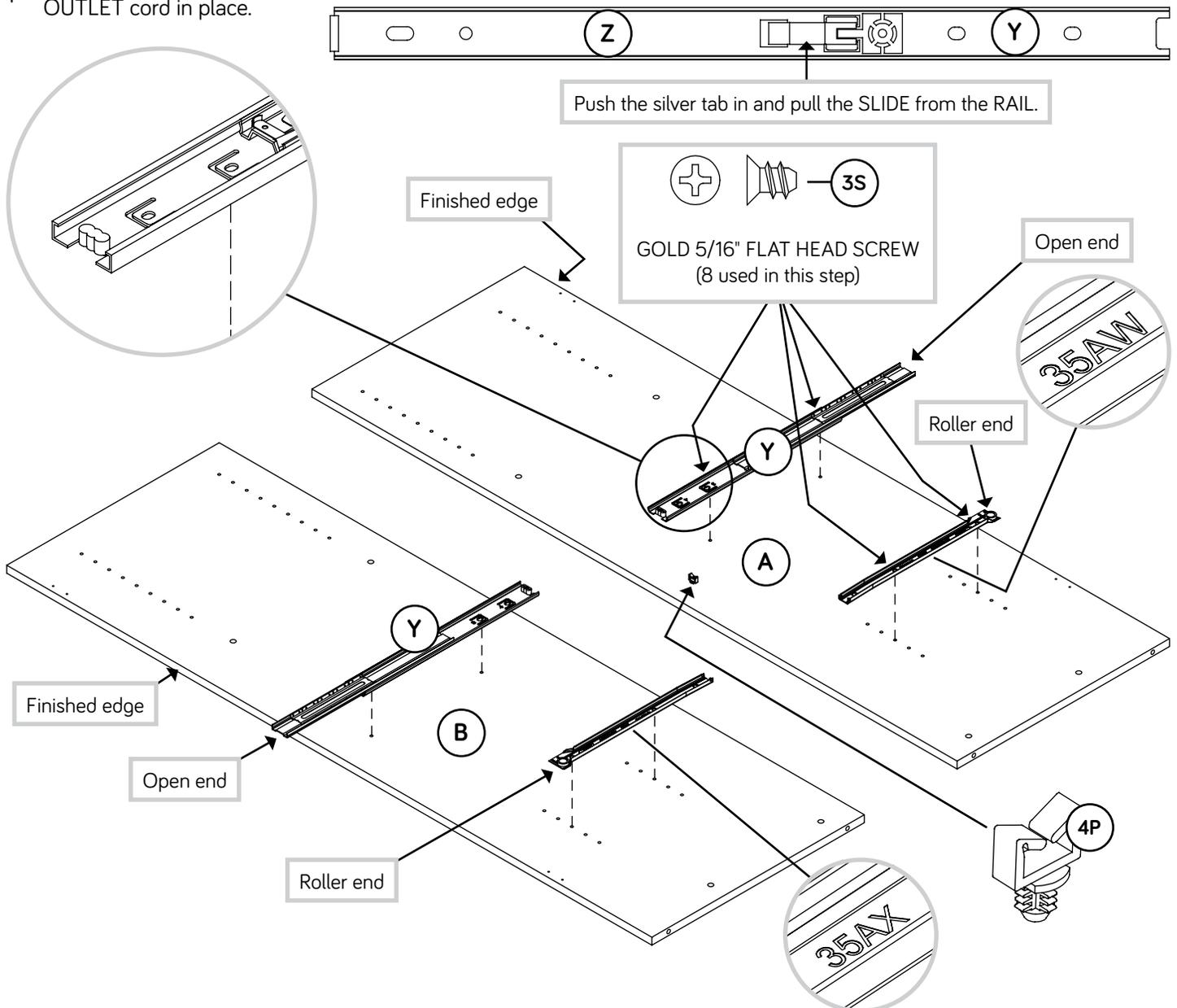
## Step 1

- ⚠ Assemble your unit on a carpeted floor or on the empty carton to avoid scratching your unit or the floor.
- ⚠ Push eight SAUDER TWIST-LOCK® FASTENERS (12F) into the large holes in the FIXED SHELF (D) and BOTTOM (E).



# Step 2

- ✚ 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.
- ✚ **NOTE:** The EXTENSION SLIDES will be used later.
- ✚ 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.

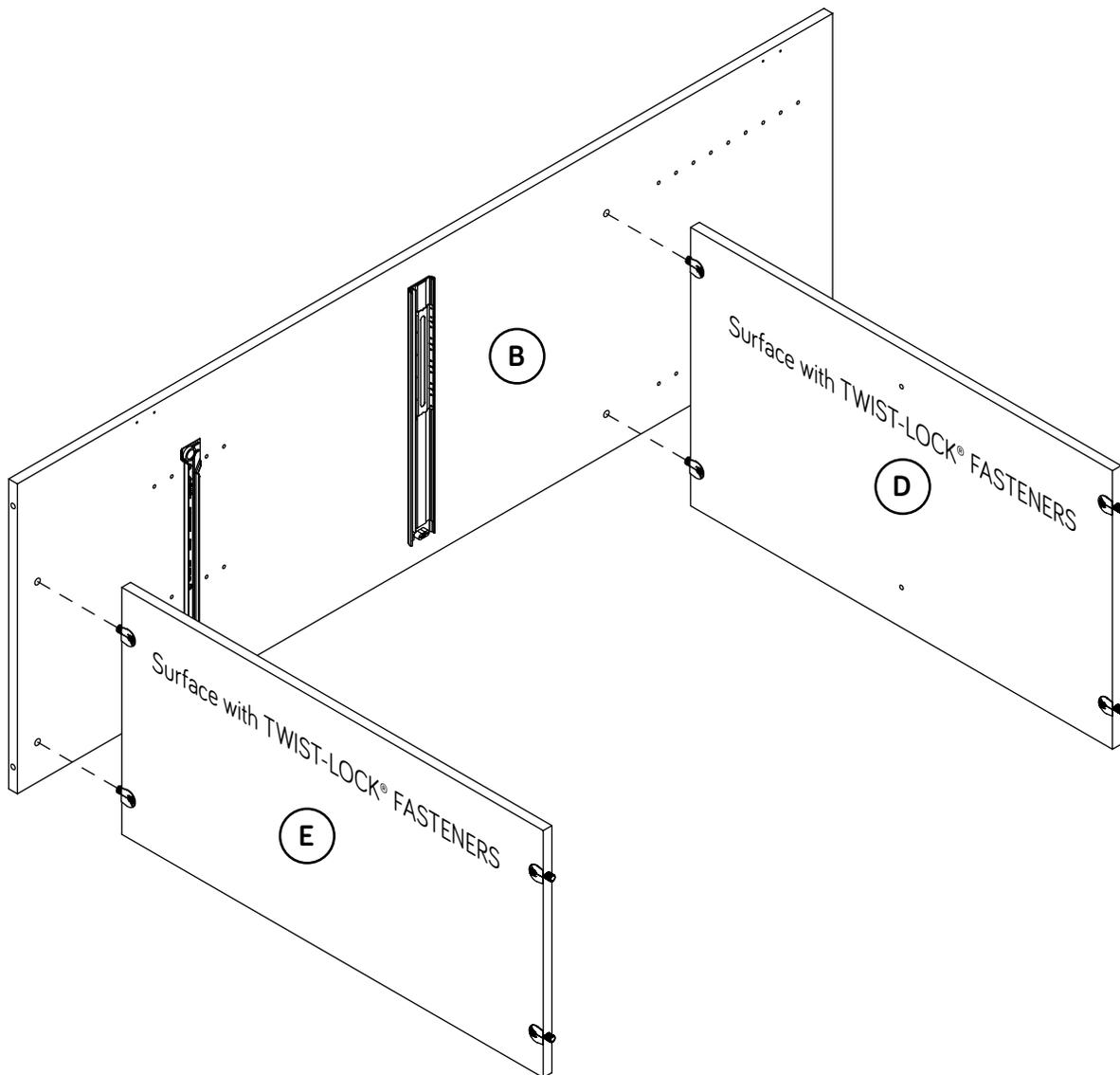


# Step 3

- Fasten the FIXED SHELF (D) and BOTTOM (E) to the LEFT END (B). Tighten four TWIST-LOCK® FASTENERS.

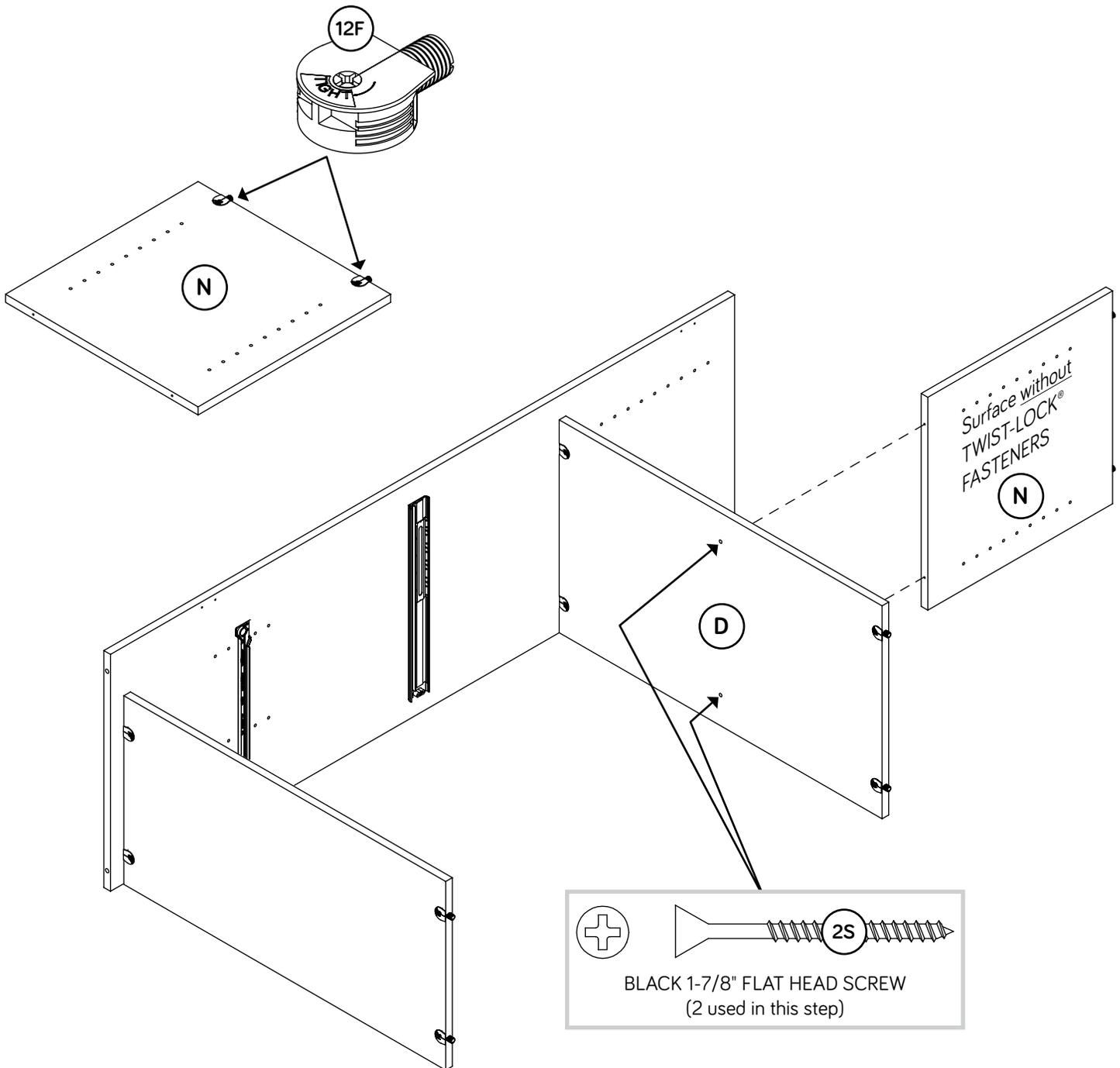


Do not stand the unit upright without the BACK fastened. The unit may collapse.



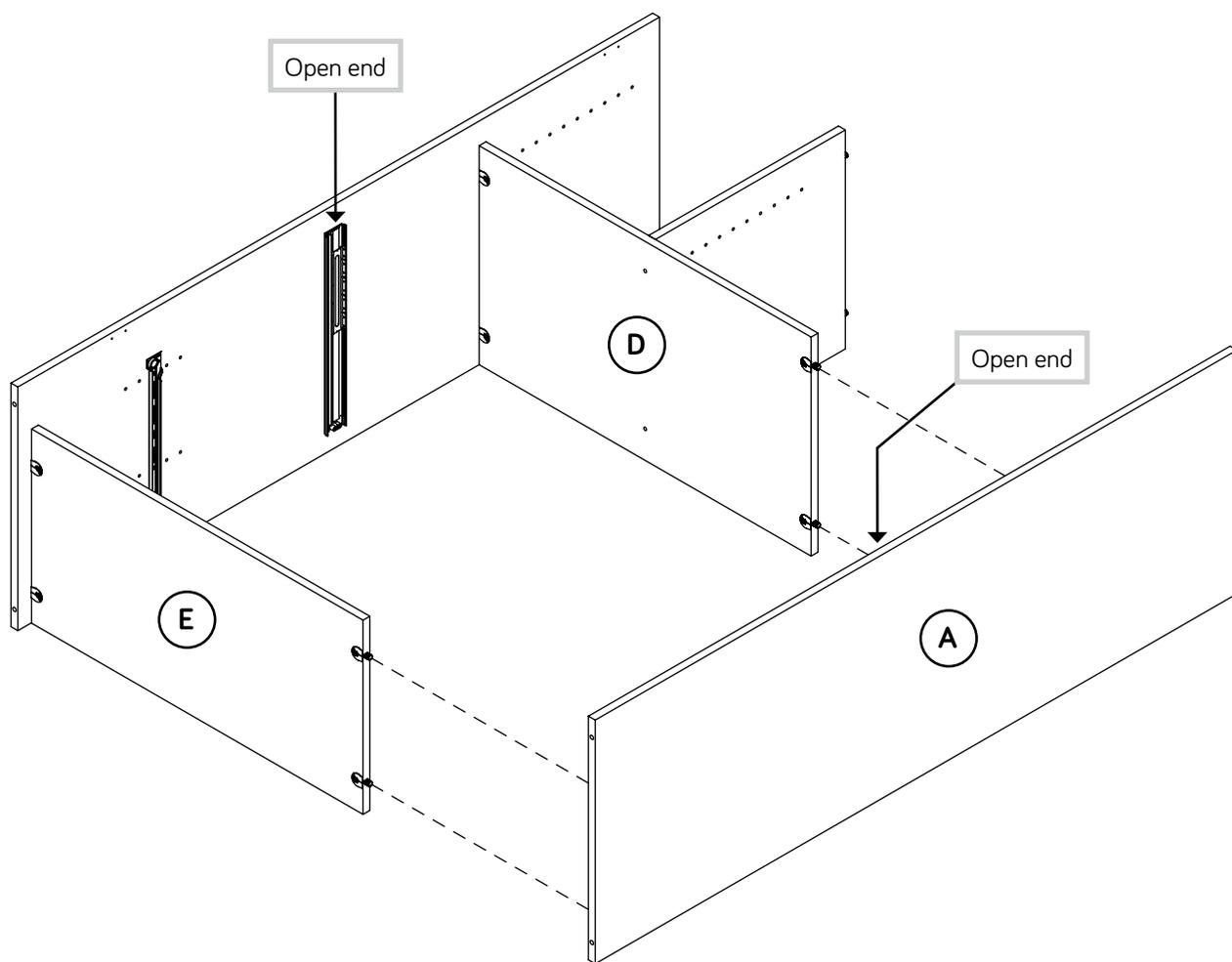
# Step 4

- ✚ Push two SAUDER TWIST-LOCK® FASTENERS (12F) into the large holes in the SHELF UPRIGHT (N).
- ✚ Fasten the SHELF UPRIGHT (N) to the FIXED SHELF (D). Use two BLACK 1-7/8" FLAT HEAD SCREWS (2S).



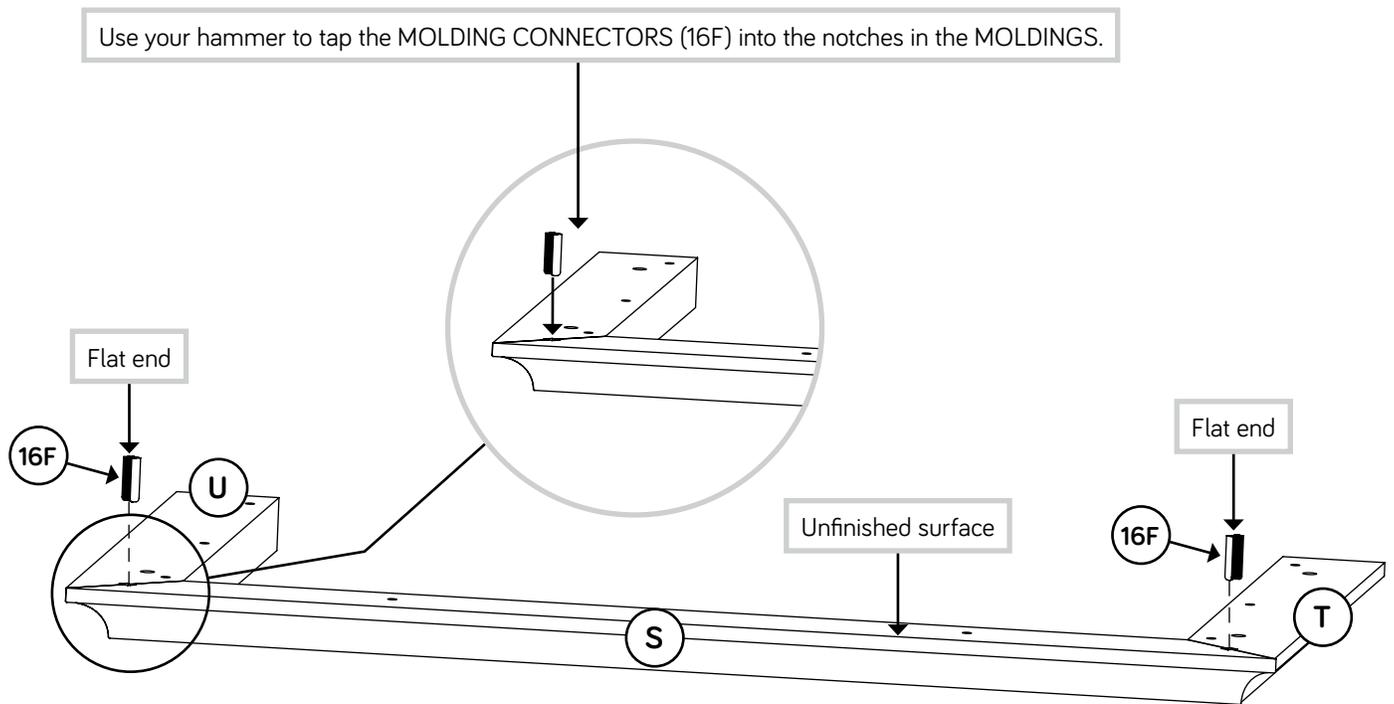
# Step 5

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



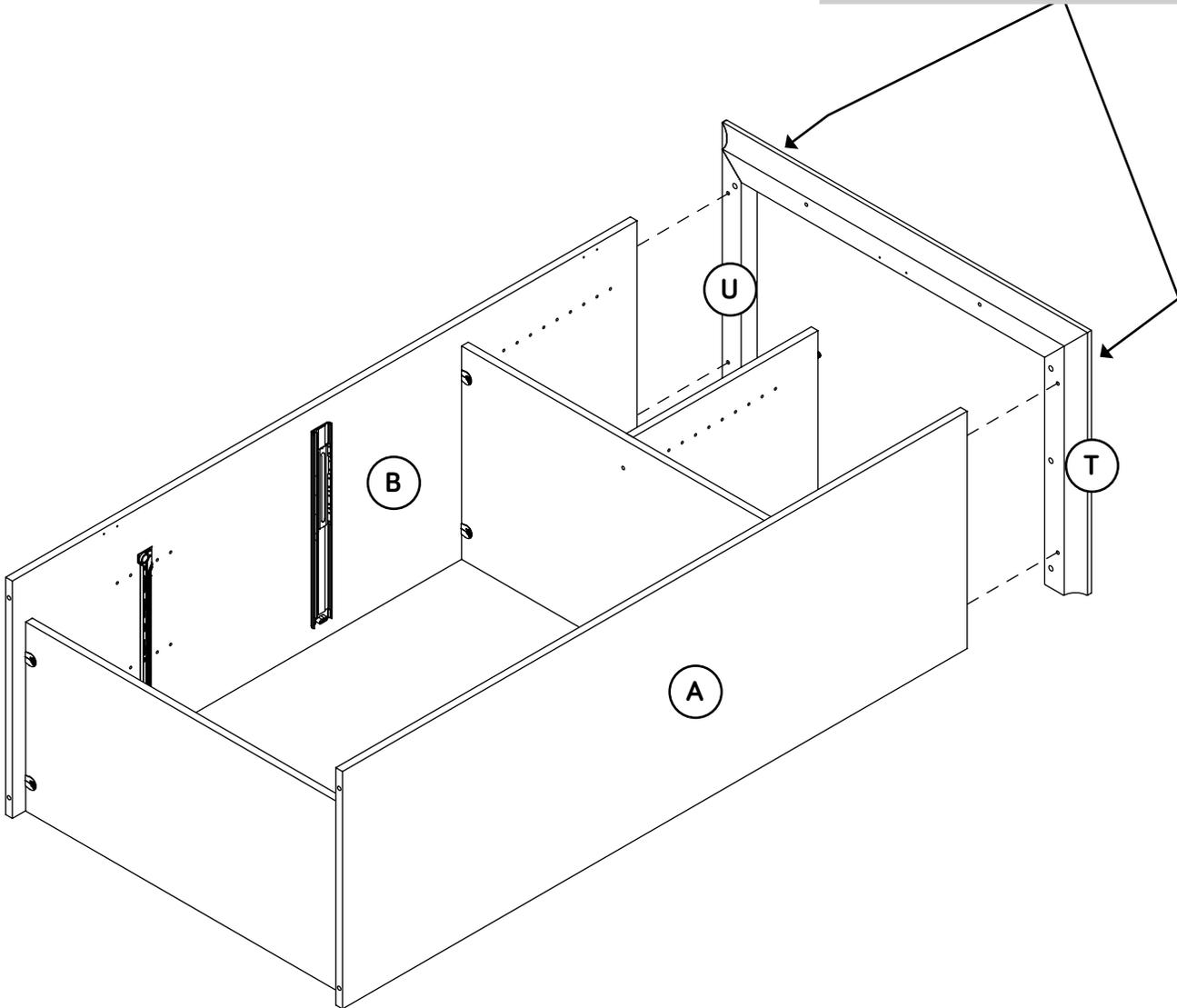
# Step 6

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



# Step 7

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



# Step 8

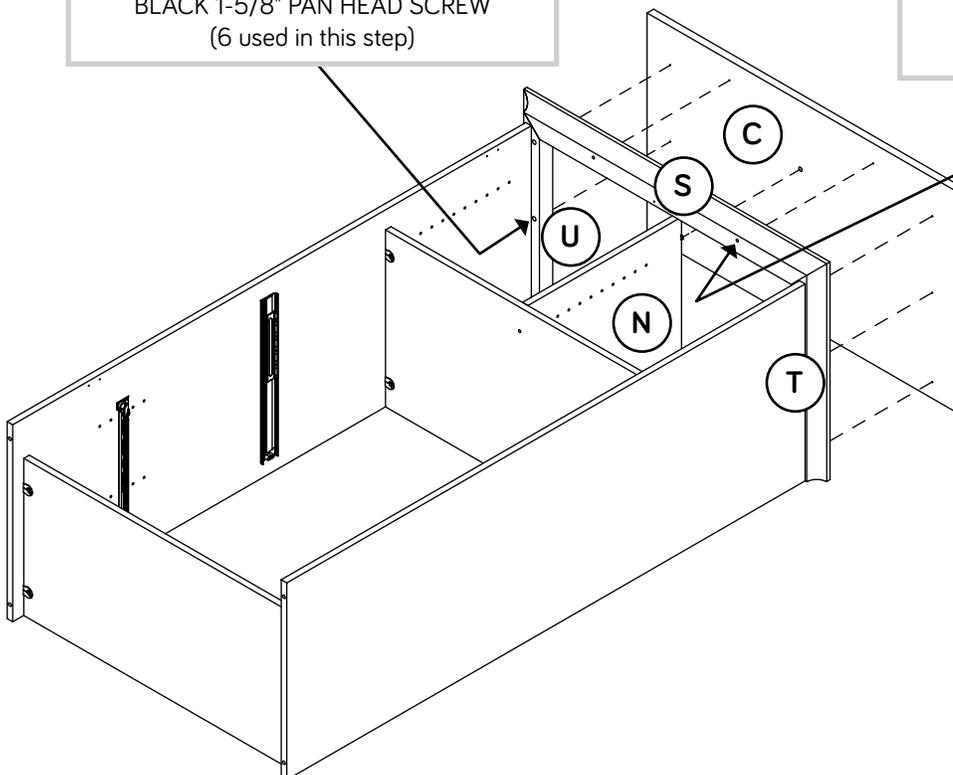
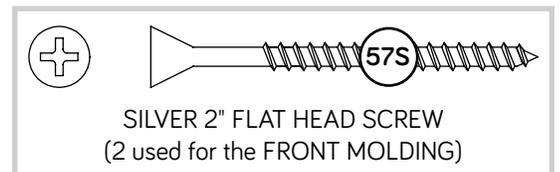
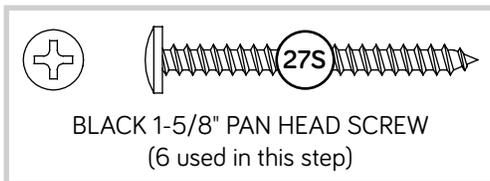
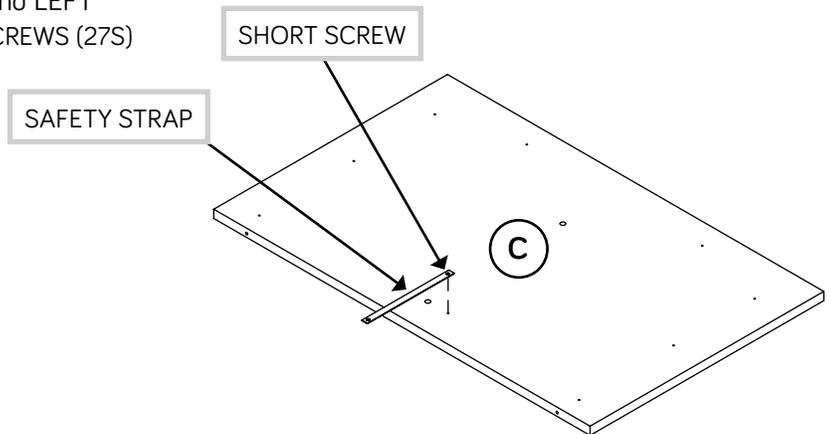
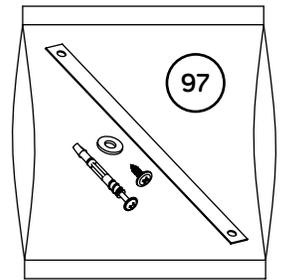
✚ Open the FURNITURE TIPPING RESTRAINT KIT (97), and fasten the SAFETY STRAP to the TOP (C). Use the provided SHORT SCREW.

✚ **NOTE:** Position the SAFETY STRAP exactly as shown.

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

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

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



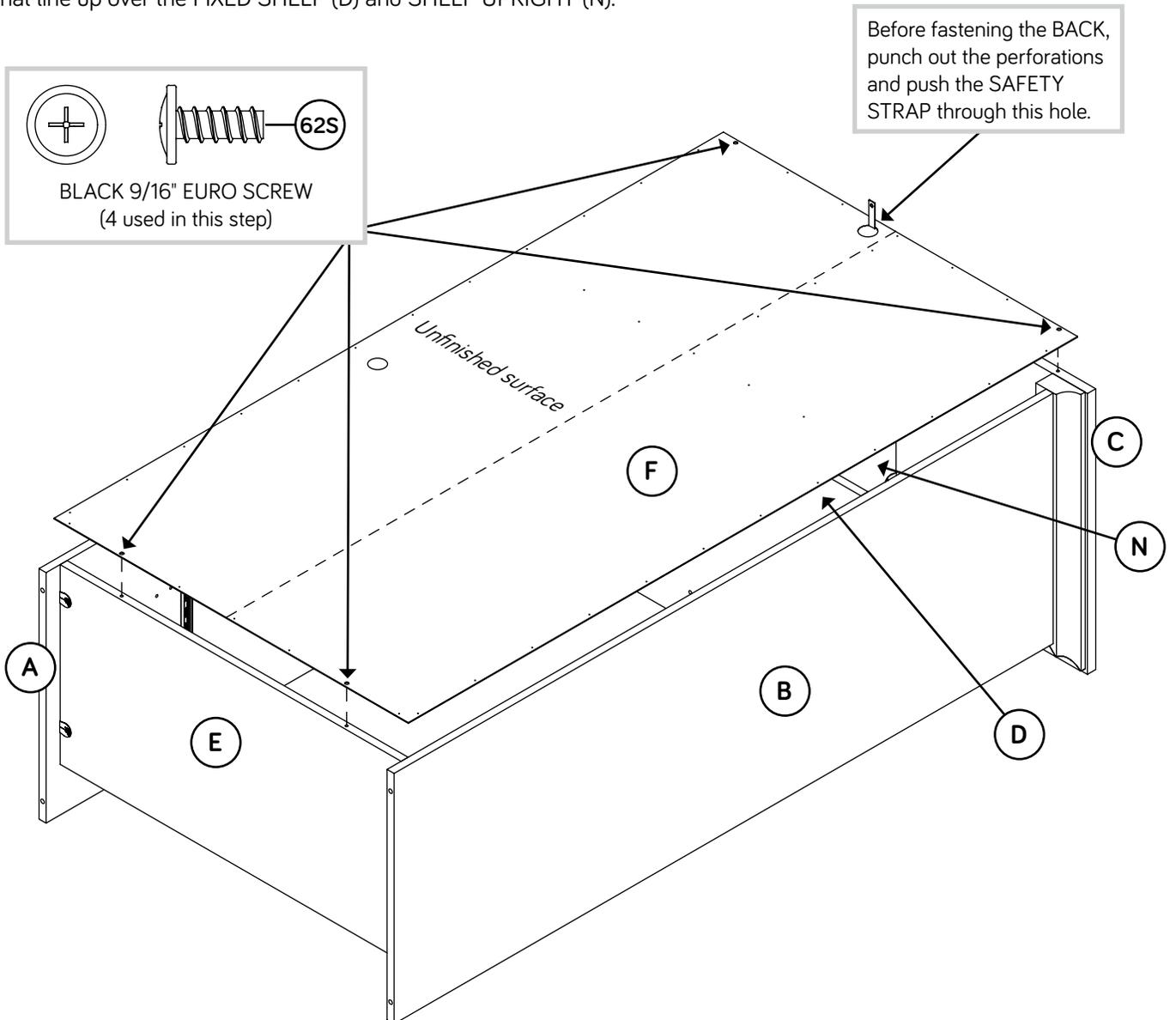
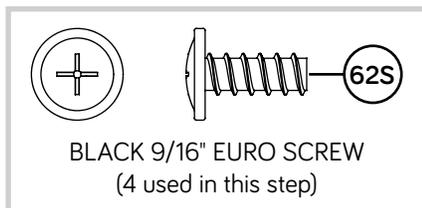
# Step 9

- ✚ Carefully turn your unit over onto its front edges.
- ✚ Unfold the BACK (F) and lay it over your unit.
- ✚ A perforation in the BACK (F) has been provided for access to the SAFETY STRAP. Punch out the perforation and push the SAFETY STRAP through the hole.
- ✚ Fasten the BACK (F) to the TOP (C) and BOTTOM (E). Use four BLACK 9/16" EURO SCREWS (62S).
- ✚ Finish fastening 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).



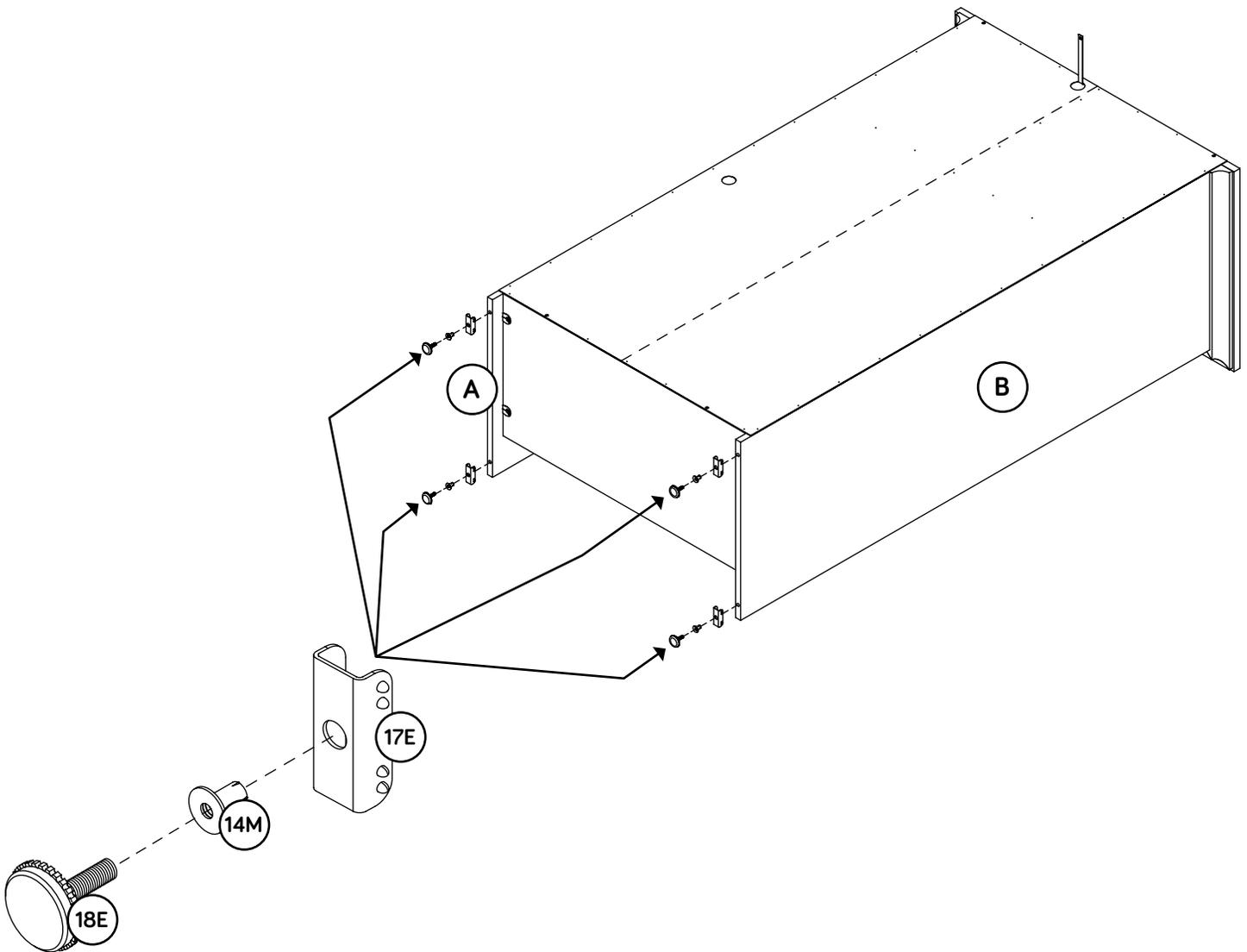
**Caution**

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



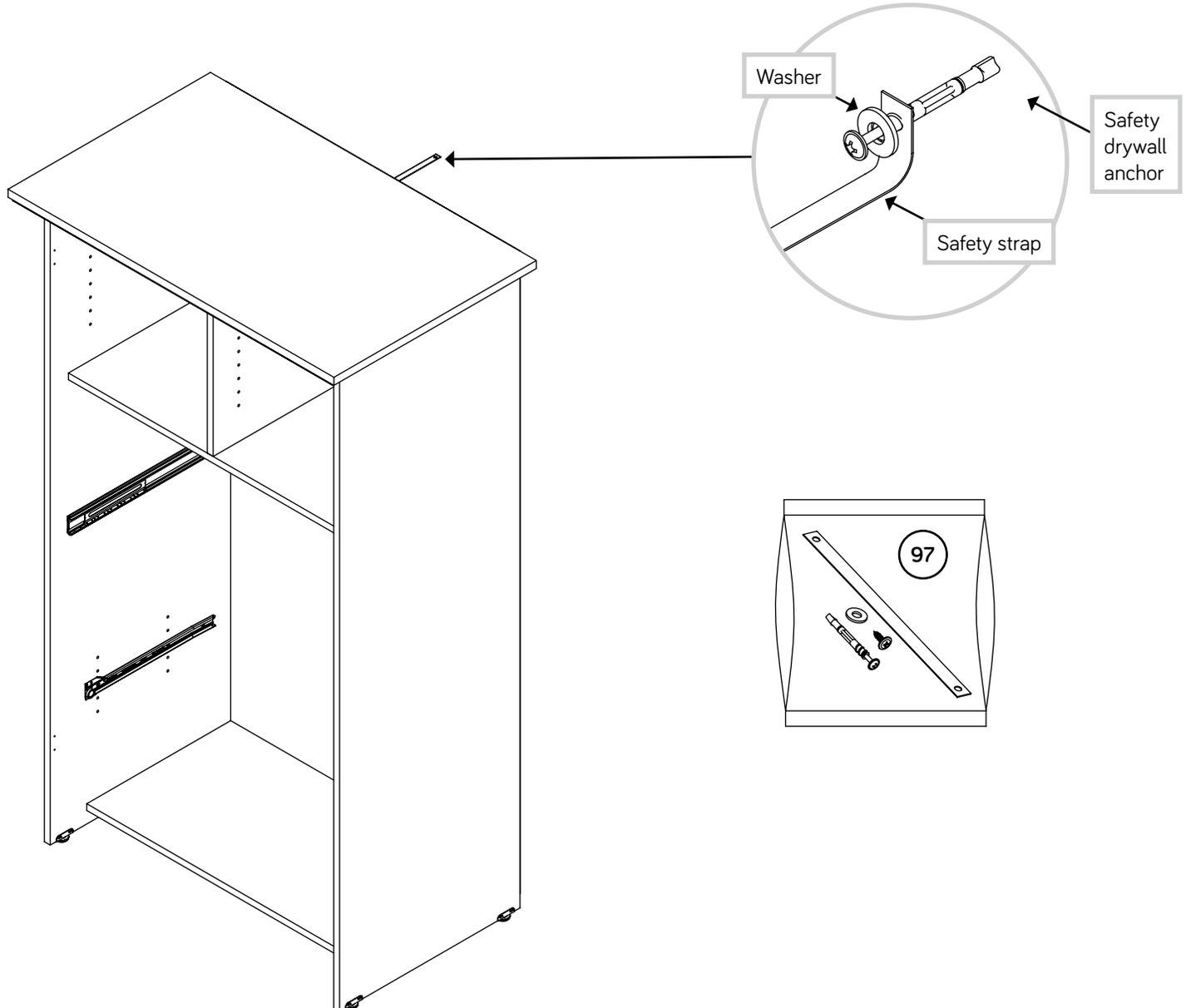
# Step 10

- ✦ 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 ENDS. Now, turn a LEVELER (18E) into each PROPEL NUT.
- ✦ **NOTE:** To raise a corner of the unit, turn the LEVELER counter-clockwise. To lower a corner, turn the LEVELER clockwise.



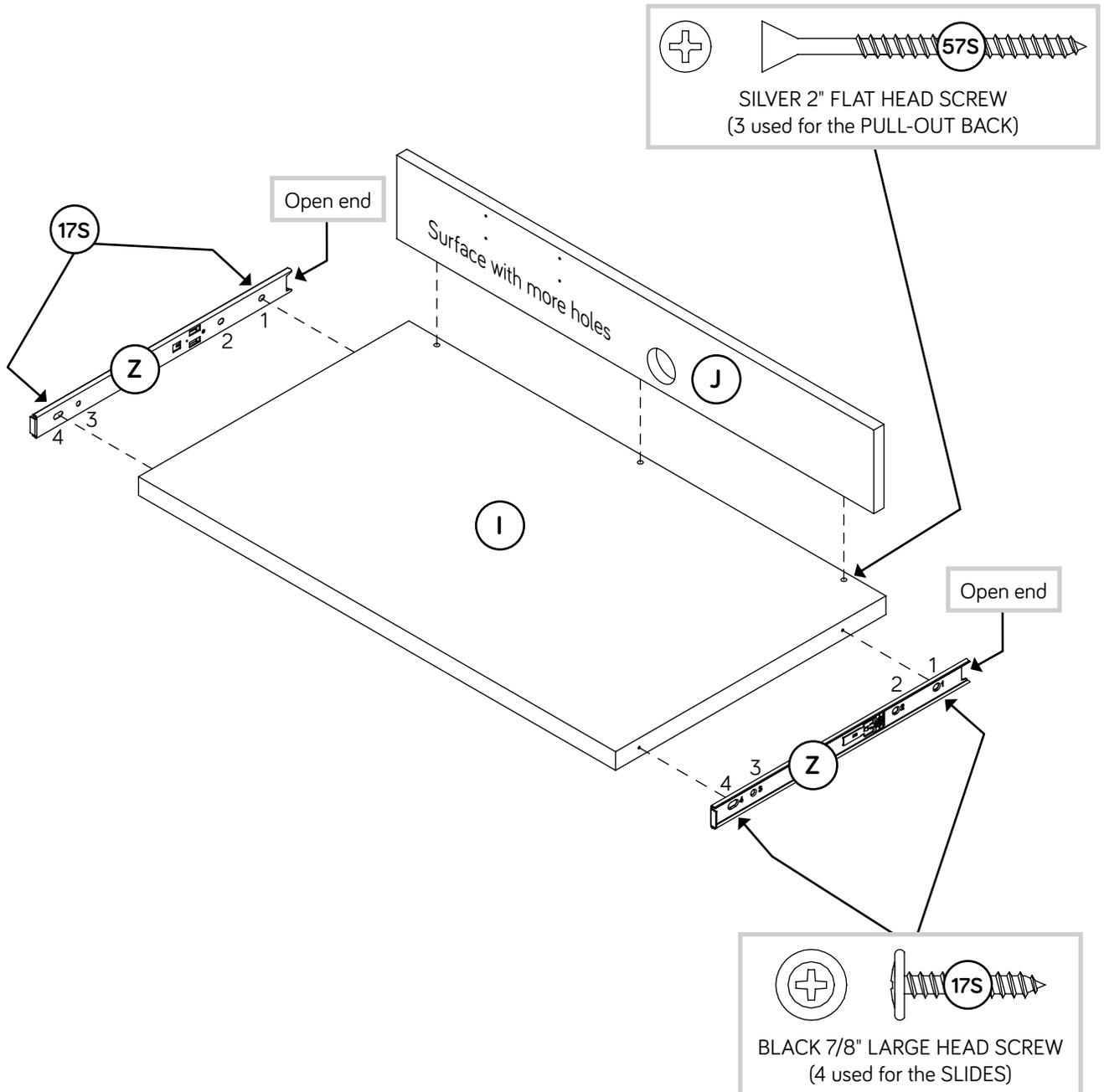
# Step 11

- 🔩 Carefully stand your unit upright in its final location against a wall. We recommend using the SAFETY STRAP for added stability.
- 🔩 **NOTE:** Do not turn the SAFETY DRYWALL ANCHOR into a wall stud. If you prefer to fasten the SAFETY STRAP to a wall stud, go to your local hardware store for proper hardware.
- 🔩 **INSTALLATION INSTRUCTIONS:**
  1. Insert the SAFETY DRYWALL ANCHOR through the WASHER and the end of the SAFETY STRAP.
  2. Using a Phillips screwdriver or a hand drill, press the screw slightly onto the drywall just below the top surface of your unit so the SAFETY STRAP will not be visible.
  3. Apply pressure; turn the screw until a pilot hole is made and the nylon sheath slips through.
  4. Turn the screw until it is flush against the wall and you feel a firm resistance.
  5. Continue to turn until the screw starts spinning freely.
- 🔩 **NOTE:** Before moving your unit to a different location, unscrew the SAFETY DRYWALL ANCHOR from your wall. The nylon sheath will remain behind your wall.



# Step 12

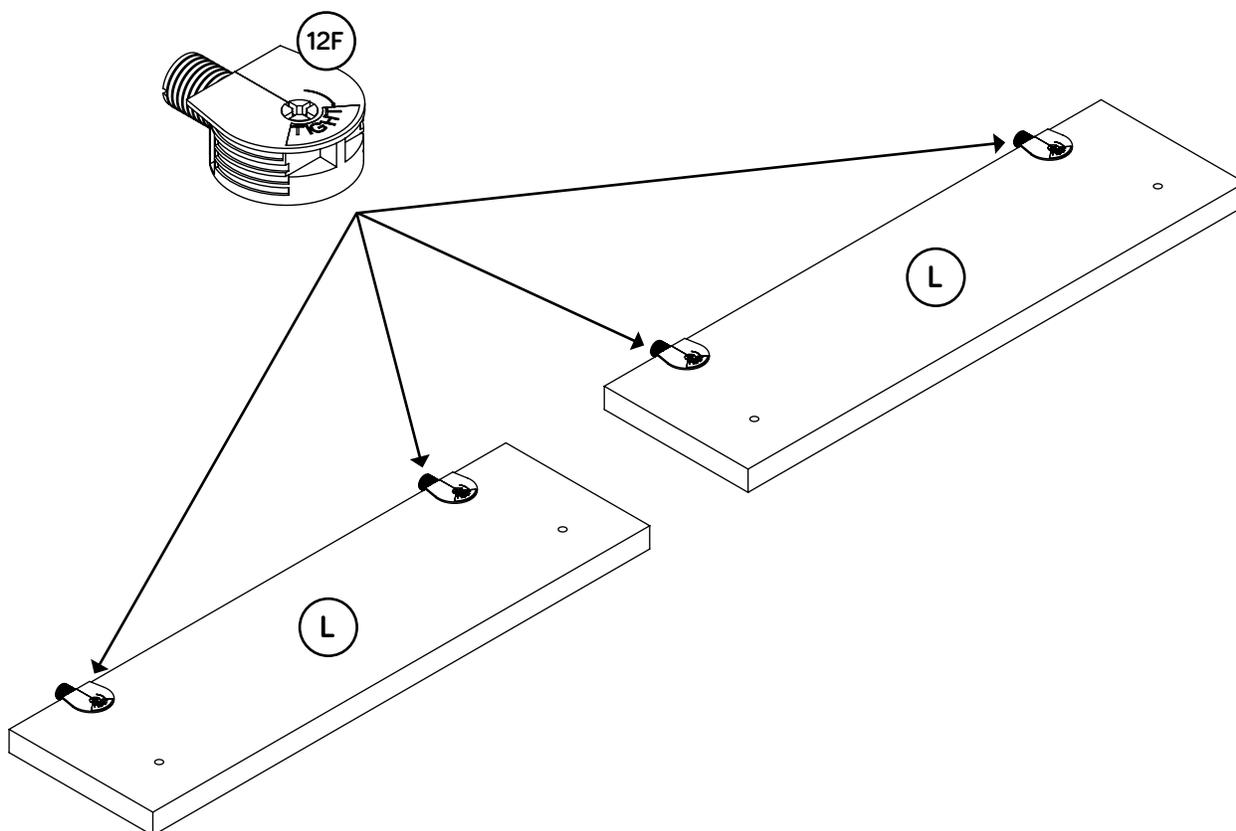
- Fasten the LOCKING EXTENSION SLIDES (Z) to the PULL-OUT TOP (I). Use four BLACK 7/8" LARGE HEAD SCREWS (17S) through holes #1 and #4.
- Fasten the PULL-OUT BACK (J) to the PULL-OUT TOP (I). Use three SILVER 2" FLAT HEAD SCREWS (57S).



# Step 13

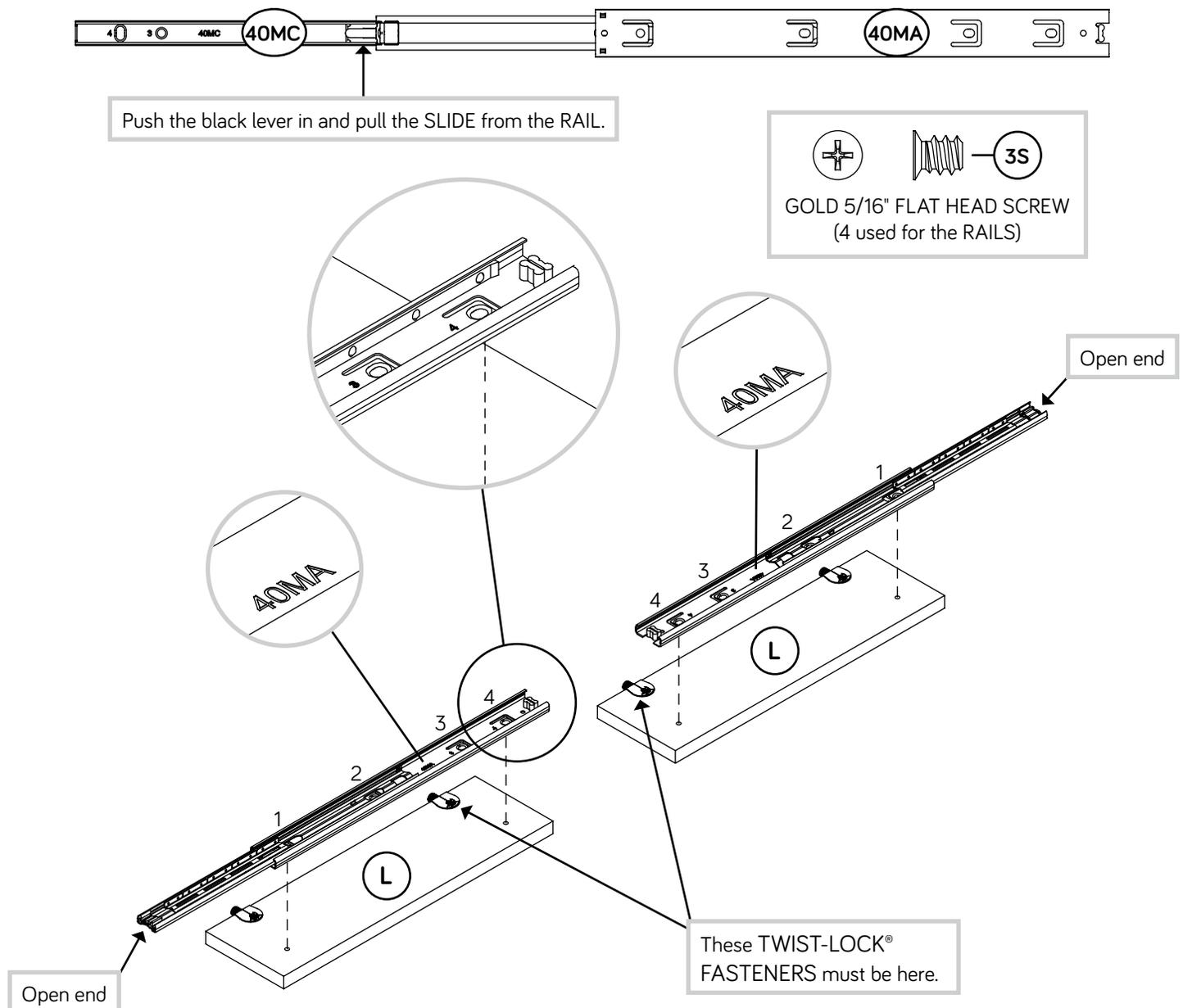
- Push four SAUDER TWIST-LOCK® FASTENERS (12F) into the large holes in the OUTER UPRIGHTS (L).

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



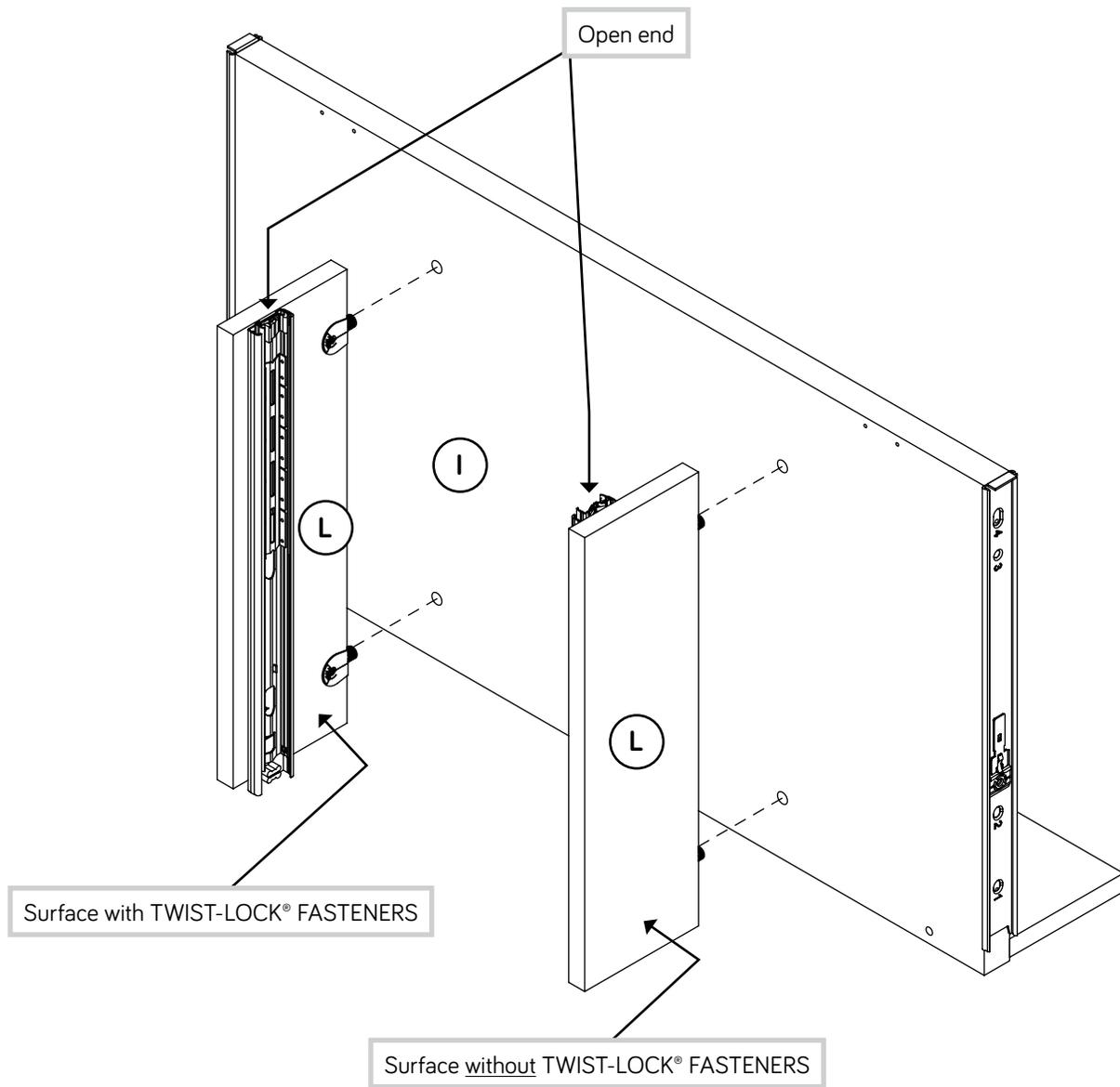
# Step 14

- ✚ Separate the EXTENSION SLIDES (40MC) from the EXTENSION RAILS (40MA) as shown in the upper diagram below. Be prepared, the parts are greasy.
- ✚ Fasten the EXTENSION RAILS (40MA) to the OUTER UPRIGHTS (L). Use four GOLD 5/16" FLAT HEAD SCREWS (3S) through holes #1 and #4.
- ✚ **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 OUTER UPRIGHT. Turn a SCREW into this hole.
- ✚ **NOTE:** The EXTENSION SLIDES will be used later for the INNER UPRIGHTS.



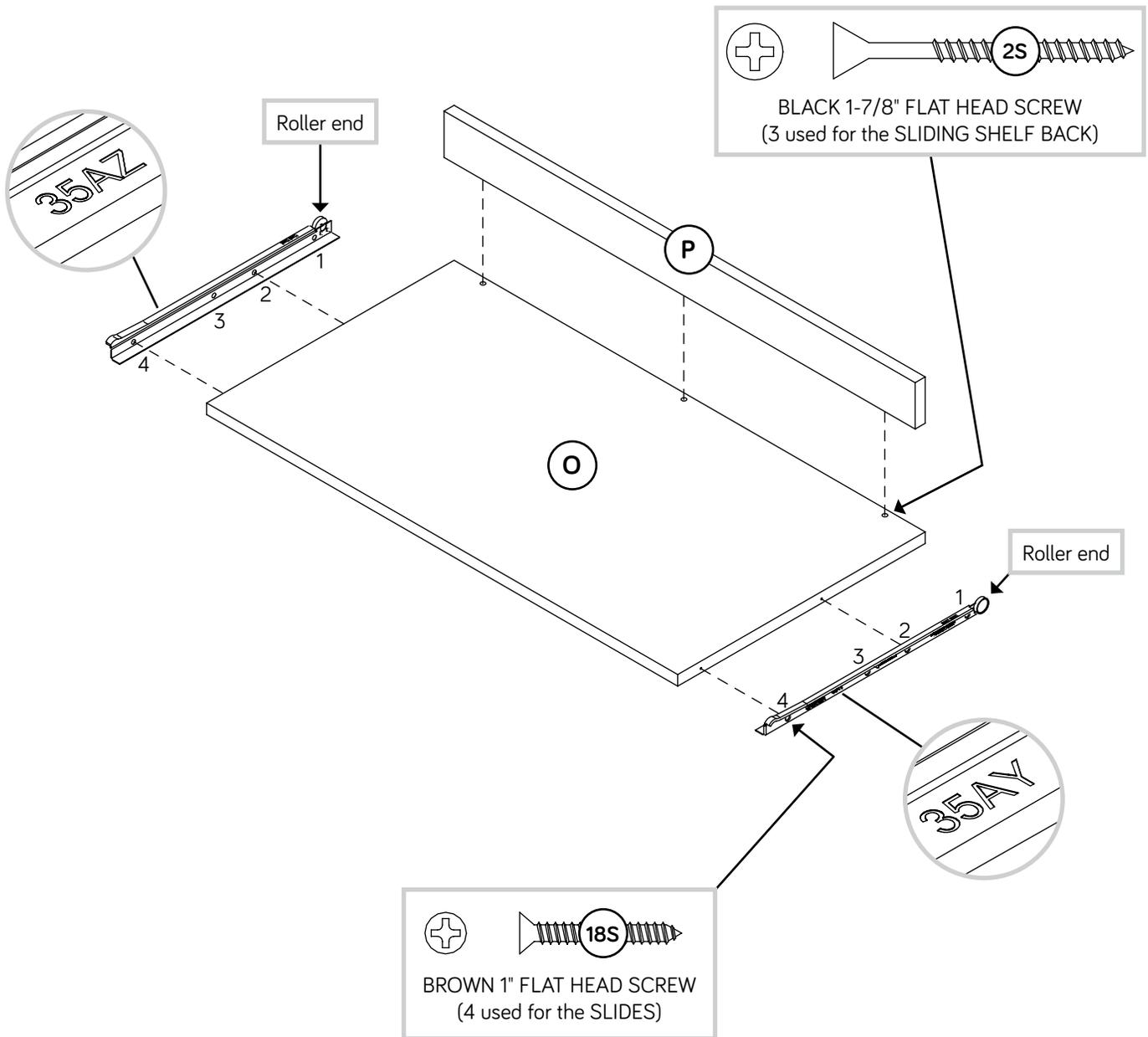
# Step 15

- Fasten the OUTER UPRIGHTS (L) to the PULL-OUT TOP (I). Tighten four TWIST-LOCK® FASTENERS.



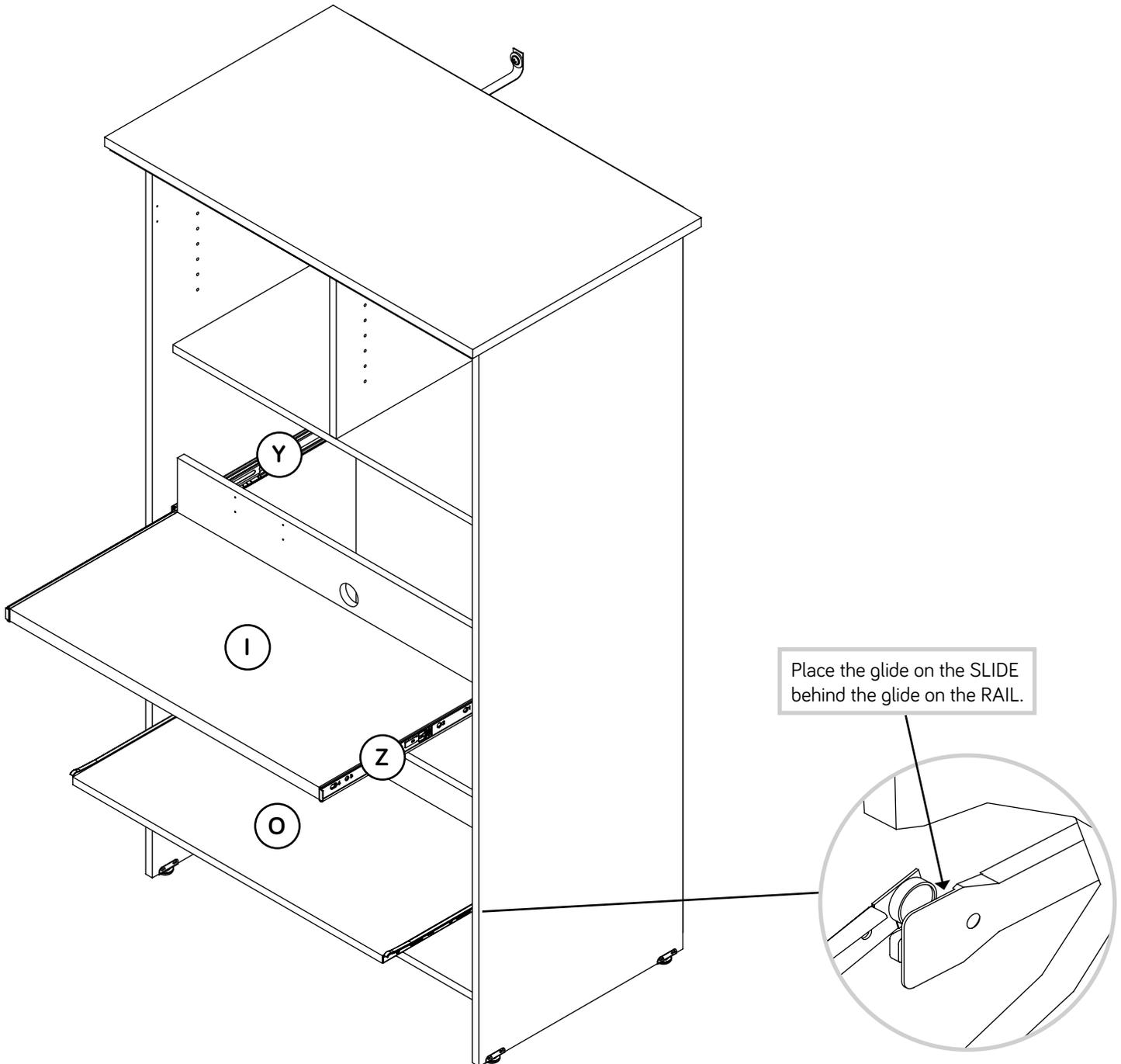
# Step 16

- Fasten the DRAWER RIGHT (35AY) and DRAWER LEFT (35AZ) to the SLIDE-OUT SHELF (O). Use four BROWN 1" FLAT HEAD SCREWS (18S) through holes #2 and #4.
- Fasten the SLIDING SHELF BACK (P) to the SLIDE-OUT SHELF (O). Use three BLACK 1-7/8" FLAT HEAD SCREWS (2S).



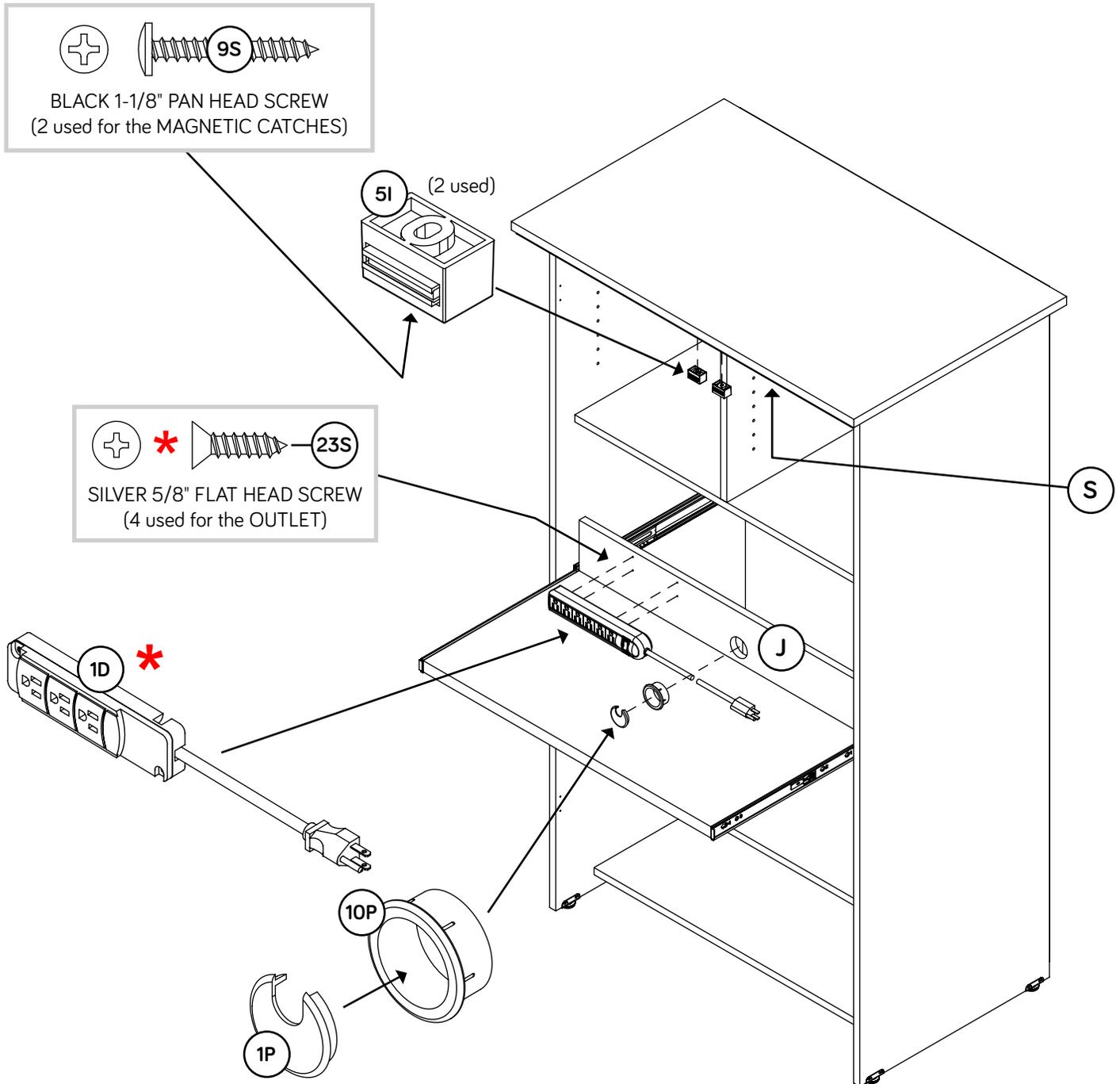
# Step 17

- ✚ 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 SLIDE-OUT SHELF (O) into your unit, tip the front of the drawer down and drop the glides on the drawer behind the glides on the unit. Lift the front of the drawer up and slide it into the unit.



# Step 18

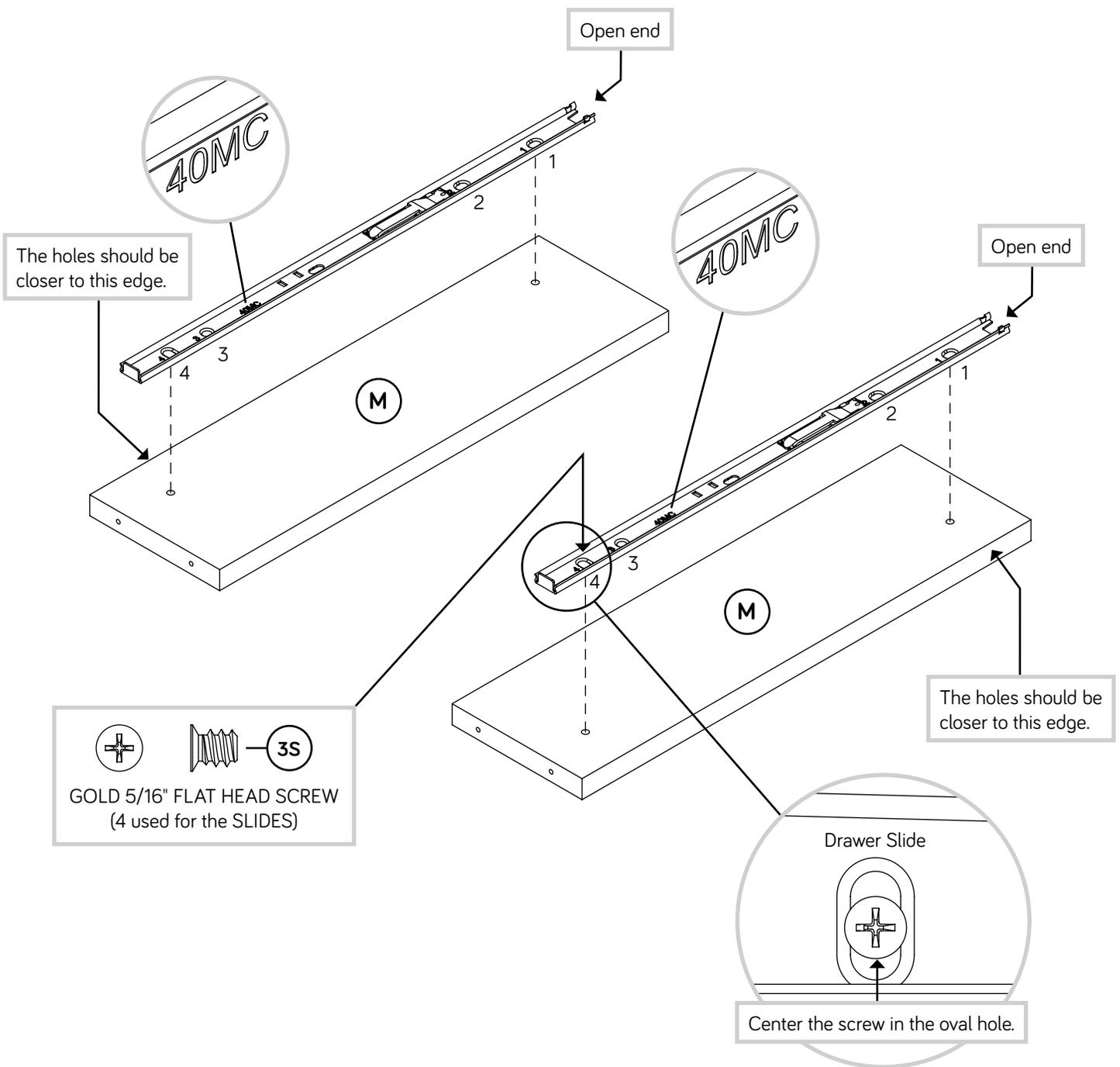
- ✚ Turn four SILVER 5/8" FLAT HEAD SCREWS (23S) halfway into the holes in the PULL-OUT BACK (J). Do not completely tighten the SCREWS.
- ✚ Then, slide the OUTLET (1D) onto the heads of the SCREWS in the PULL-OUT BACK (J).
- ✚ Insert the GROMMET (10P) and GROMMET CAP (1P) into the large hole in the PULL-OUT BACK (J).
- ✚ Fasten the MAGNETIC CATCHES (5I) to the FRONT MOLDING (S). Use two BLACK 1-1/8" PAN HEAD SCREWS (9S).



These parts are not suitable for the UK market

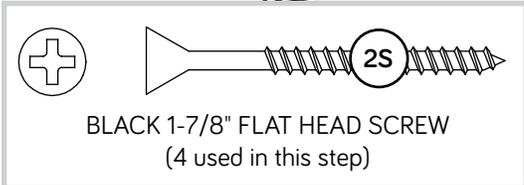
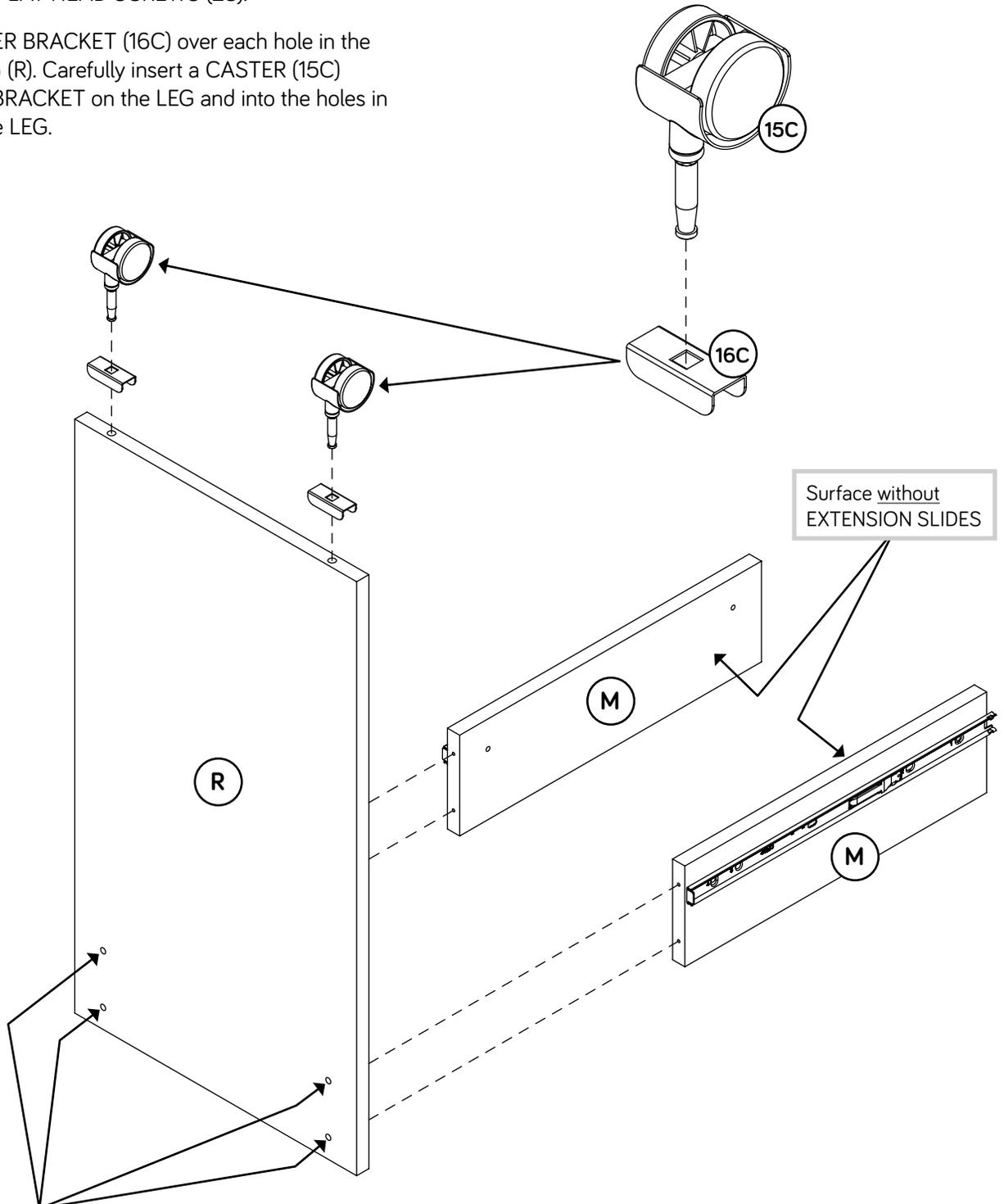
# Step 19

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



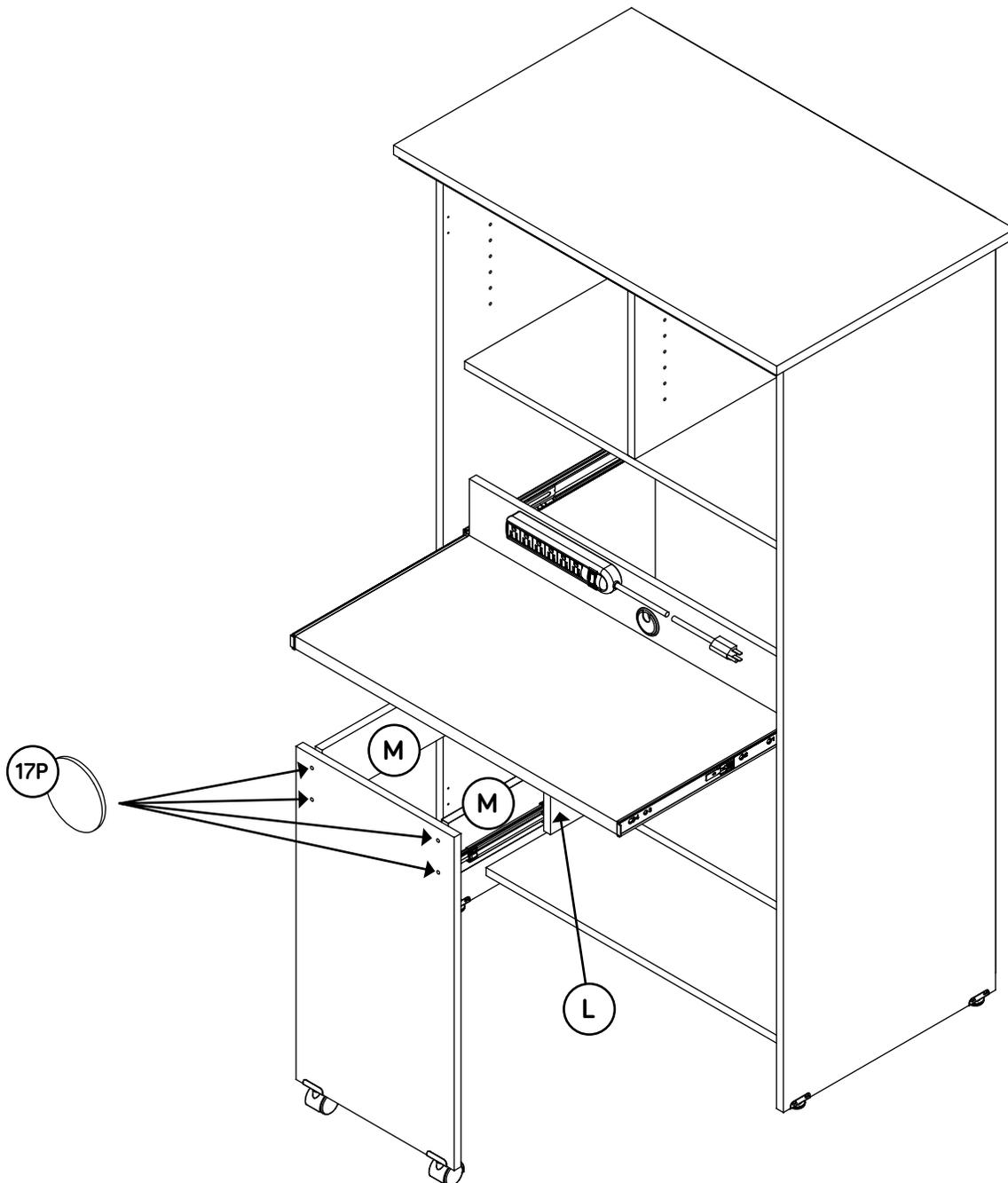
# Step 20

- Fasten the 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.



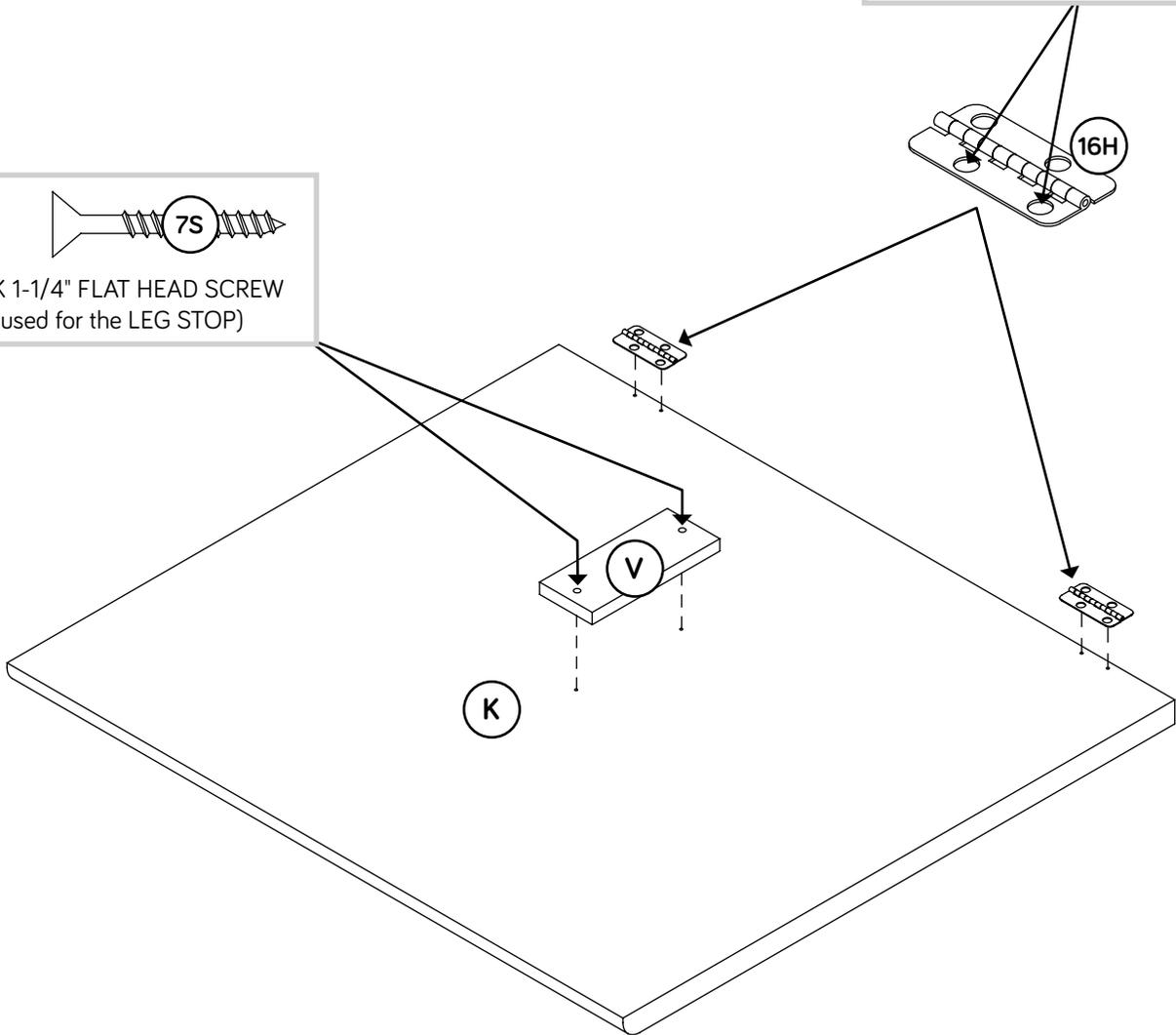
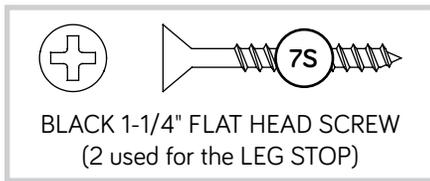
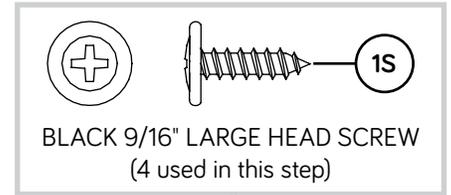
# Step 21

- ✚ 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 (17P) over the head of each SCREW and gently tap in with your hammer.



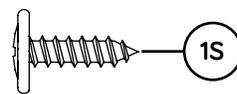
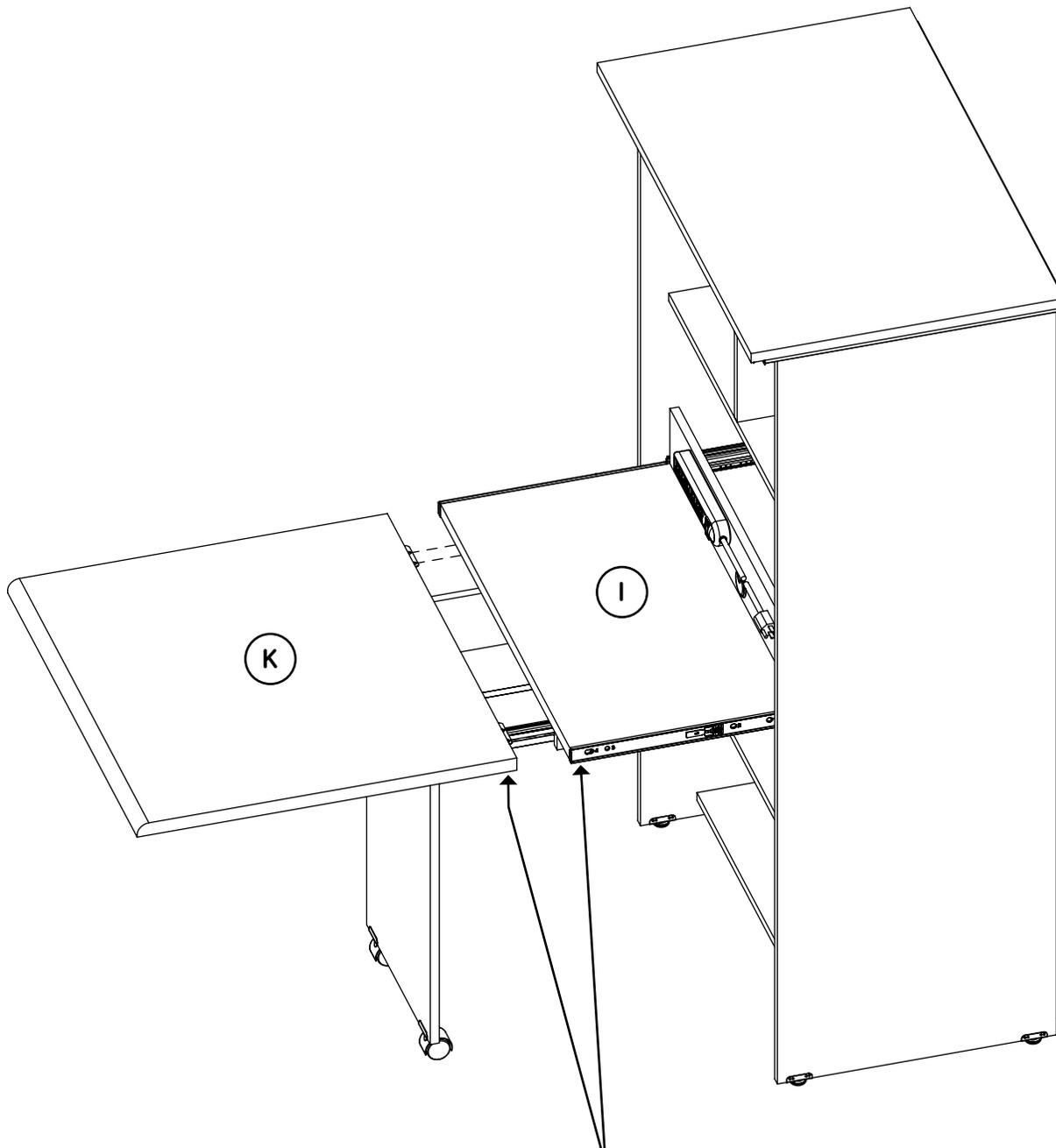
# Step 22

- Fasten the 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 23

- Fasten the FLIP-UP TOP (K) to the PULL-OUT TOP (I).  
Use four BLACK 9/16" LARGE HEAD SCREWS (1S) through the HINGES and into the PULL-OUT TOP.

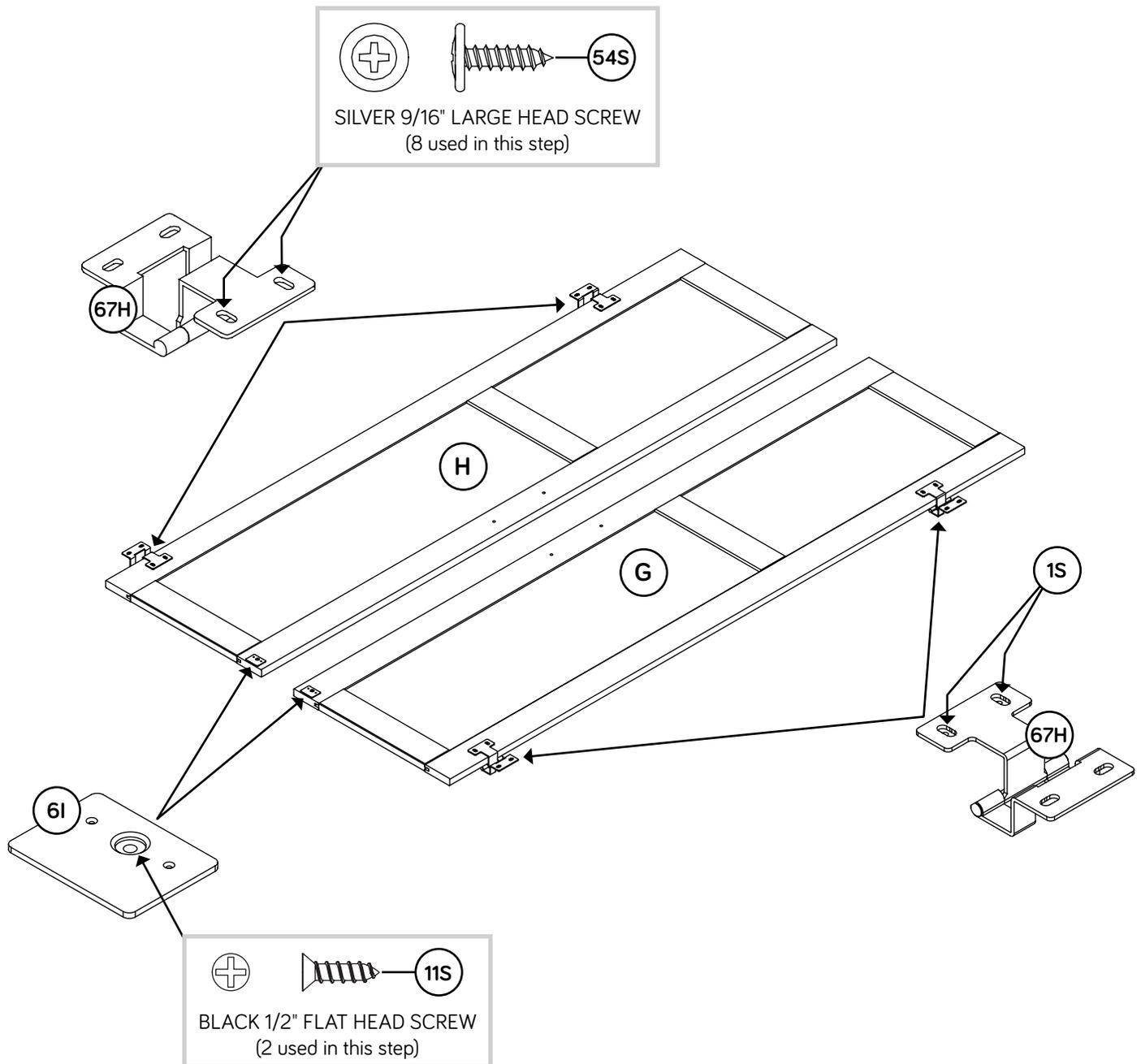


1S

BLACK 9/16" LARGE HEAD SCREW  
(4 used in this step)

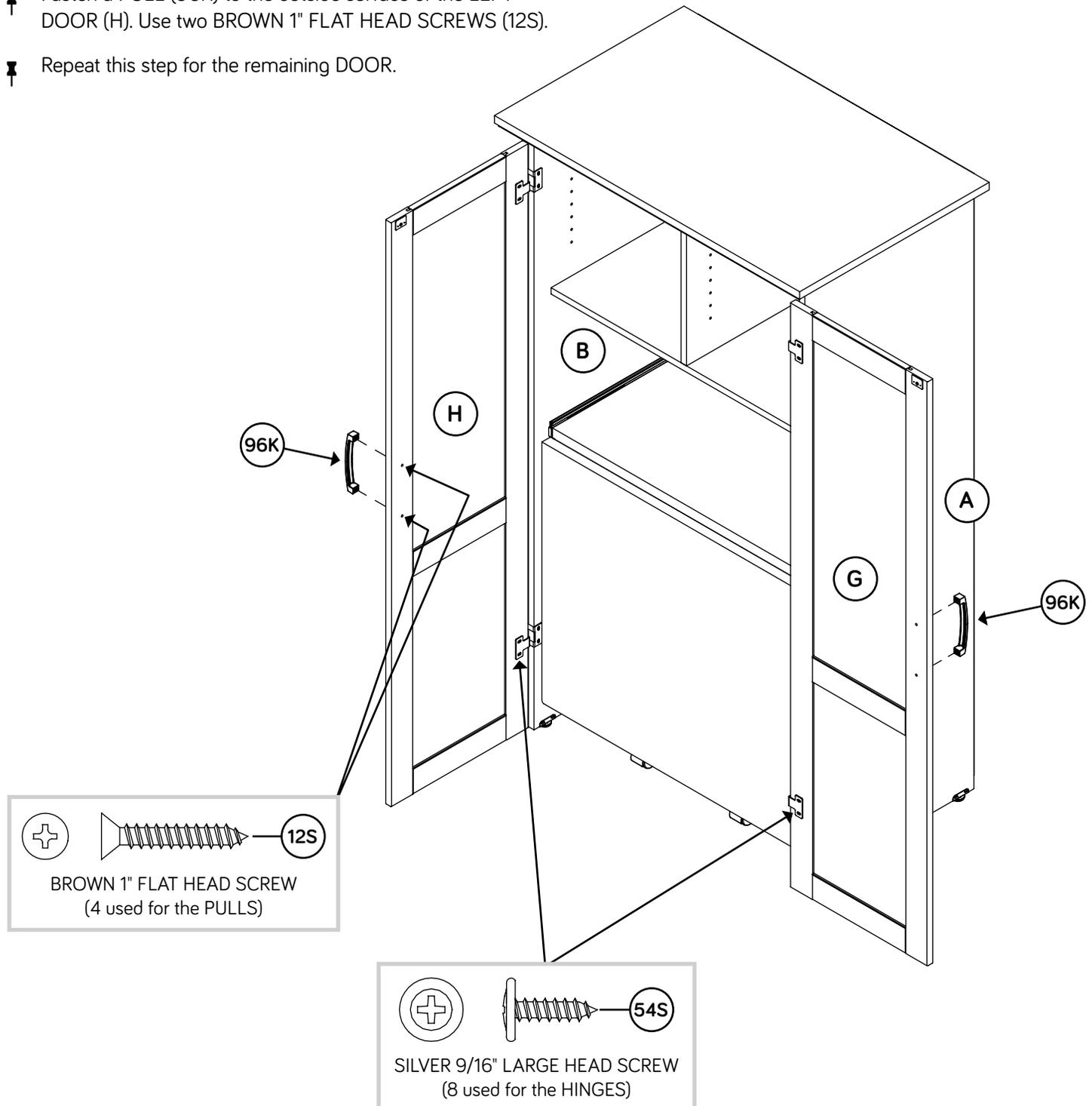
# Step 24

- Fasten four HINGES (67H) to the DOORS (G and H). Use eight SILVER 9/16" LARGE HEAD SCREWS (54S).
- Fasten the STRIKE PLATES (6I) to the DOORS (G and H). Use two BLACK 1/2" FLAT HEAD SCREWS (11S).



# Step 25

- ✚ Fasten the LEFT DOOR (H) to the LEFT END (B). Use four SILVER 9/16" LARGE HEAD SCREWS (54S).
- ✚ **NOTE:** To make adjustments to the DOORS, loosen the SCREWS in the HINGES, make needed adjustments, and tighten the SCREWS.
- ✚ Fasten a PULL (96K) to the outside surface of the LEFT DOOR (H). Use two BROWN 1" FLAT HEAD SCREWS (12S).
- ✚ Repeat this step for the remaining DOOR.

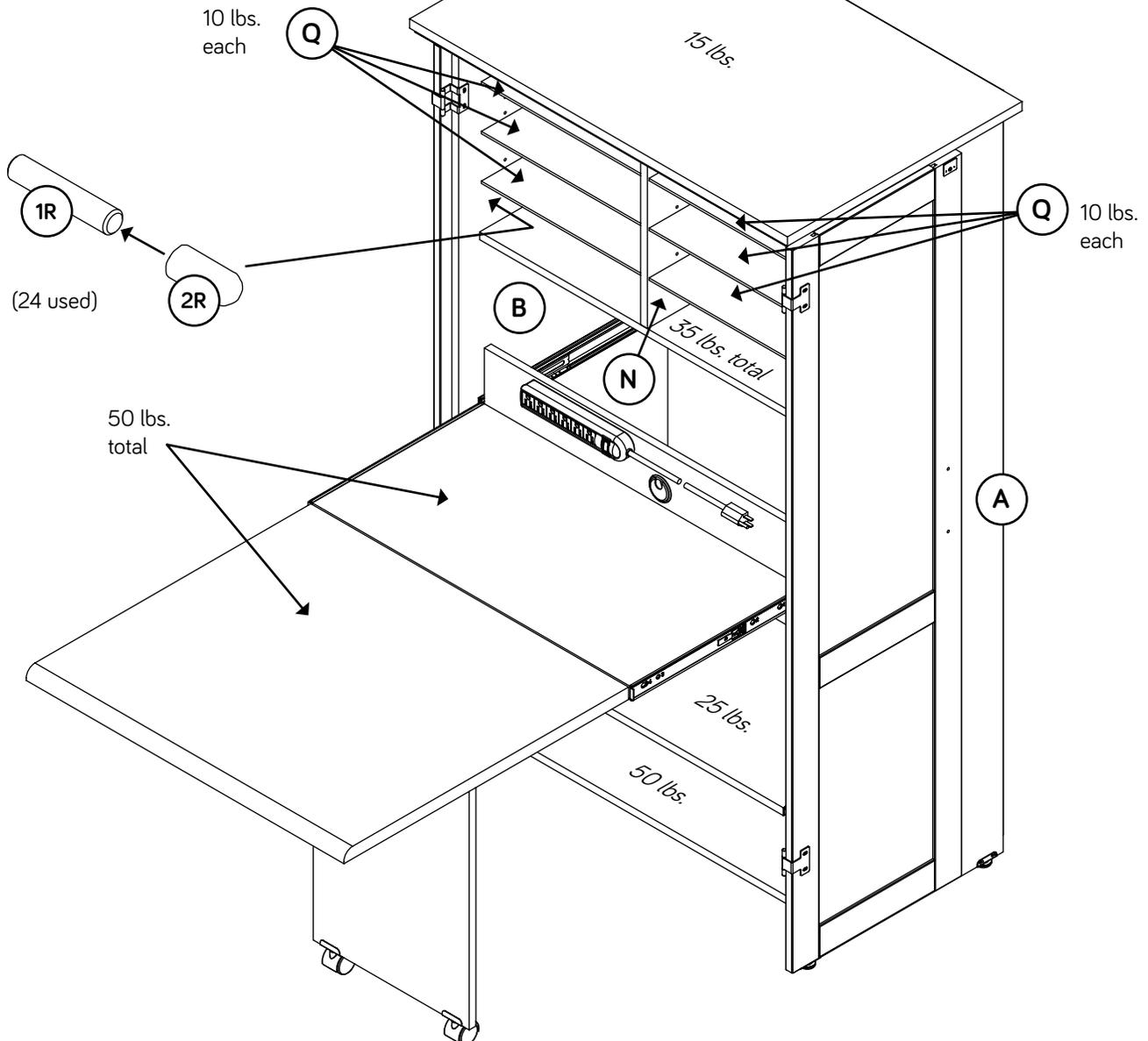


# Step 26

- ✚ Push a RUBBER SLEEVE (2R) over one end of each METAL PIN (1R). Insert the METAL PINS into the hole locations of your choice in the ENDS (A and B) and SHELF 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.



**Caution**  
To avoid damage, both doors must be completely opened before extending the sliding shelf.



 **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.