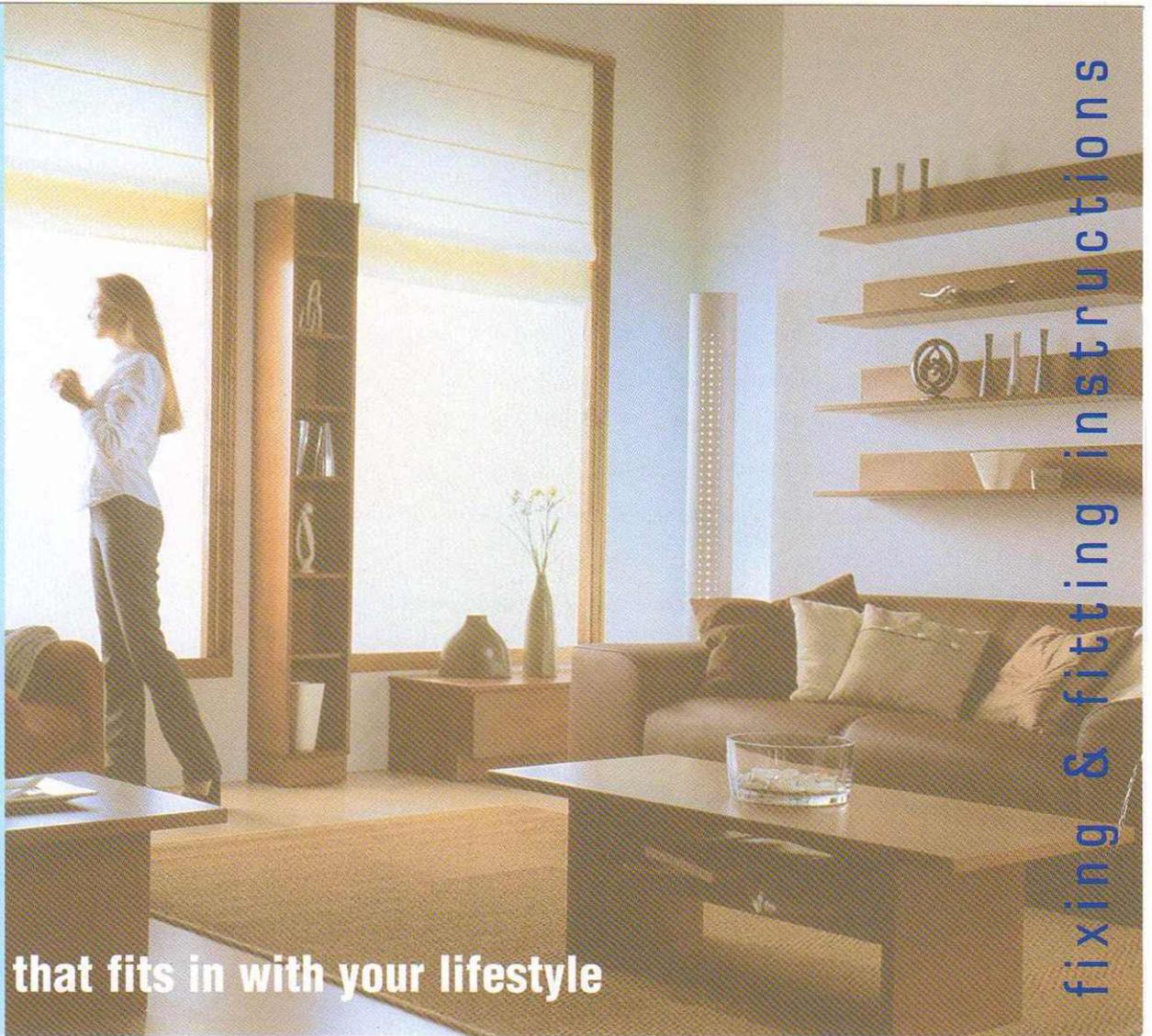


Tapley³³
elements



furniture that fits in with your lifestyle

fixing & fitting instructions

Please note that every piece of Tapley is carton packed to ensure that it reaches you as it leaves us.

This booklet contains full instructions for the wall fixing of cabinets and shelves and for putting floor standing pieces together. It also mentions and illustrates various points about Tapley Elements which may not be immediately self evident.

Further information, explanation and assistance is always available from Beaver & Tapley.

Quote the page number and sketch letter if referring to this booklet.

Please read these instructions right through before starting.

Some early steps may be affected by later ones.

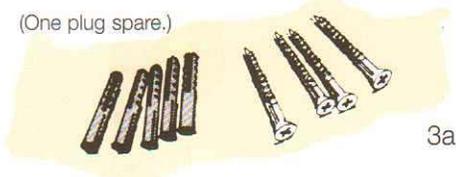
Tapley Elements Wall Furniture is manufactured in the United Kingdom by **Beaver & Tapley Limited**

WALL FIXED CABINETS AND SHELVES

FIXING TO CONVENTIONAL WALLS (For plasterboard walls see overleaf)

The wall fixing screws supplied with each piece of Tapley wall furniture are 2" (50mm) No 12's. In no circumstances should screws shorter than this be used, and with some walls it may be preferable to use longer ones or fixings other than ordinary plastic Rawlplugs.

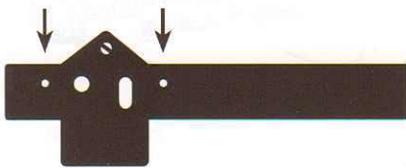
(One plug spare.)



3a

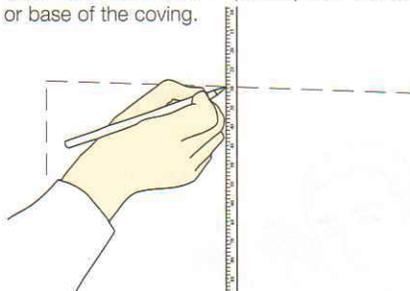
If you doubt your ability to achieve a successful result or are unsure about the construction of your walls, do consult your Tapley dealer or a builder.

The marks on the bar either side of the fixing plates are where holes for extra fixings can be drilled, should these be necessary.



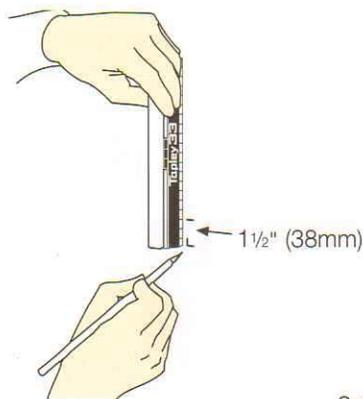
3b

Decide where you want the centre of the top. (Top edge of a shelf apron or the shelf itself, depending on which is uppermost - see 6e.) N.B. - not nearer than 1" (25mm) from the ceiling or base of the coving.



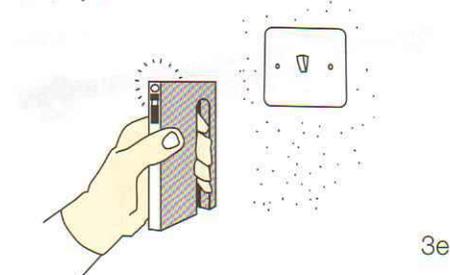
3c

Mark down 1 1/2" (38mm). This is the height from the top of the unit to the top edge of the wall bar strip. (There's a ruler on the spirit level and a centre mark on the wall-bar.)



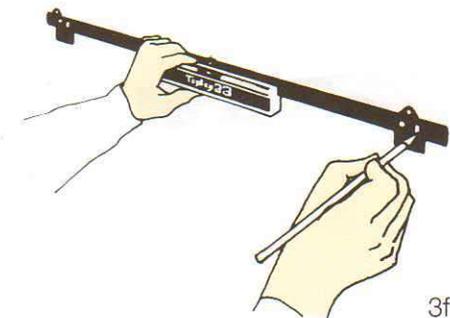
3d

Check the slot and hole positions for cables if either end of the wall bar is going to be near a light or a switch. Check also that the bar is going to be far enough away from a return wall, doorway, etc.



3e

Use the step behind the spirit level to hold the wall bar up and level.

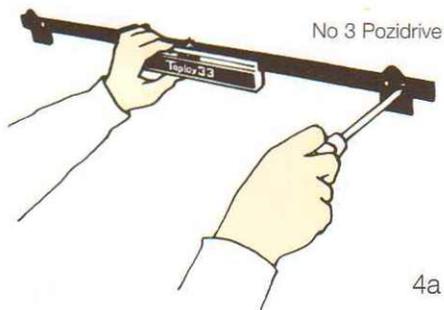


3f

Mark through the slot at each end. Put the wall bar down. Drill the first two holes about half way up the slots. Use a No 14 masonry drill, 9/32" (7mm) and go a little over 2" (50mm) deep.

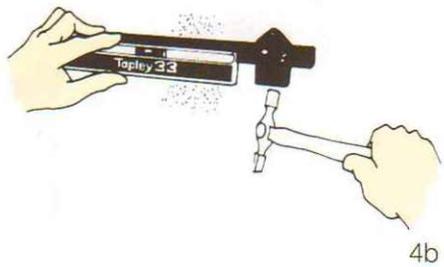
Push the Rawlplugs in making sure that their full length is in the hole.

Drive the screws **nearly** home.



4a

Adjust level or height as required.



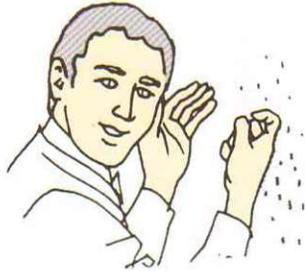
4b

Fully tighten both screws. Then drill **through the holes** at each end of the wall bar for the third and fourth plugs and screws

FIXING TO PLASTERBOARD INTERNAL WALLS

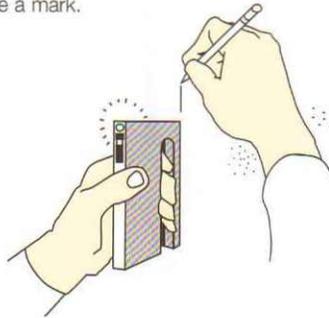
(Plasterboard fixed to a wooden frame)

Locate the vertical wooden "studdings" either by tapping and listening to where the hollow sound isn't or by using a detector. The studs are usually at 16" (400mm) or 24" (600mm) centres.



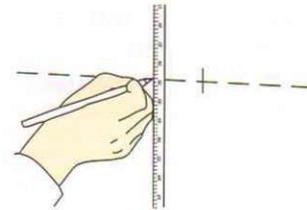
4c

Make a mark.

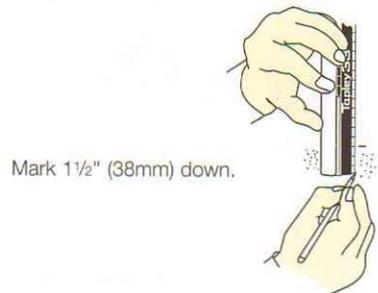


4d

Decide where each cabinet and shelf is to go. (Not nearer than 1" (25mm) from the base of the ceiling coving.)



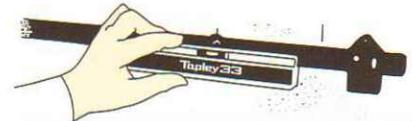
4e



4f

Mark 1 1/2" (38mm) down.

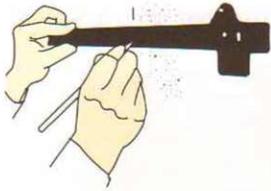
Put the wall bar in position and level it . . .



4g

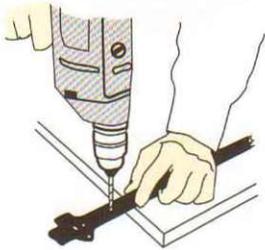
Do the slot or the hole at one end of the wall bar coincide with a stud? Would one do so if you could move the item or re-arrange the layout? Make as many wall bar ends coincide with a stud as you can.

Mark the wall bar where it crosses a stud . . .



5a

With the wall bar off the wall, drill a $\frac{5}{16}$ " (8mm) hole in it at this, or with luck, these two points.



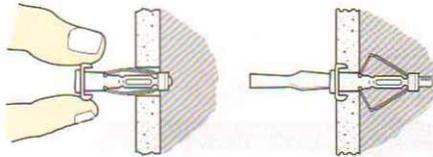
5b

If one end **does** coincide with a stud, drill a pilot hole through the slot and into the wall $1\frac{1}{2}$ " (38mm) deep using a $\frac{5}{32}$ " (4mm) drill.

Screw that end of the wall bar to the wall using one of the 2" (50mm) No12 screws supplied (no Rawlplug).

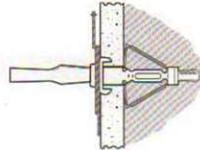
For the other end of the wall bar, or at both ends if neither coincides with a stud, level it up in position and mark through the slot or slots. Rotate the bar or take it away. Drill through the marks with a $\frac{5}{16}$ " (8mm) drill.

Insert M5 x 40mm Rawlplug Intersets (their catalogue No. 41-645) in each hole, put the bolts in and screw them up a little.



5c

Remove the bolts from the Intersets, put the wall bar up again and screw it tight checking for height and level. (One Interset at each end is enough. Do not use the holes as well as the slots: two $\frac{3}{8}$ " (10mm) holes would be too near each other.)



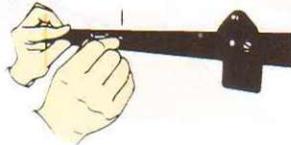
5d

As well as Rawlplug Intersets, there are other very good devices such as Redheads or Drivas.



5e

Lastly, through the hole/s at the stud position/s, drill a $\frac{5}{32}$ " (4mm) pilot hole $1\frac{1}{2}$ " (38mm) deep, then use 2" (50mm) No12 screw/s as supplied.

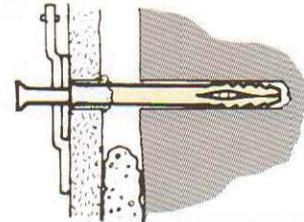


5f

FIXING TO PLASTERBOARD EXTERNAL WALLS

(Plasterboard fixed to brick or blocks by plaster 'dabs'.)

Use $\frac{5}{16}$ " (8mm) diameter 'frame fixing' plugs with 3" (80mm) screws. (Rawlplug's set of four of each is catalogue No. 21-373.) Use one of these fixings at each end and one through an extra hole in the centre.



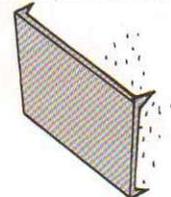
5g

Make sure the holes are clear (vacuum cleaner). Put a bit of grease on the screws. Smear stiff Polyfilla on to the outside of the plugs to take up any oversize in the holes in the plasterboard.



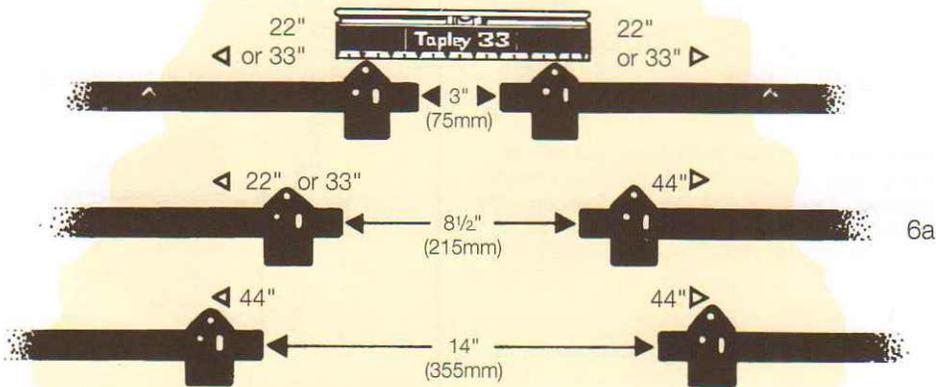
5h

These spiked plates, 2" x 1" (50mm x25mm), available free on request from Beaver & Tapley, can be fixed behind the levelling screws (see 6d) if they are pressing into the plasterboard.



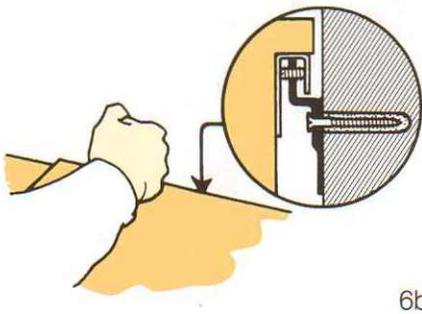
5i

Leave a gap as shown between the wall bars of units to be fixed next to each other. Use the spirit level to measure the gap and to bring both bars to the same height. (See sketch 7a for Corner Glass Cabinet.)

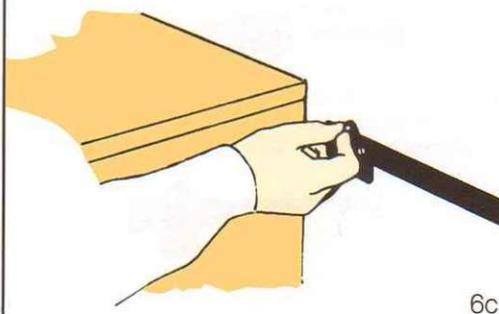


Put the units up and tap them **fully** down with your fist. Move each unit sideways if necessary.

If a unit does not line up squarely viewed from the top, lift it off and adjust the grub screws in or out.

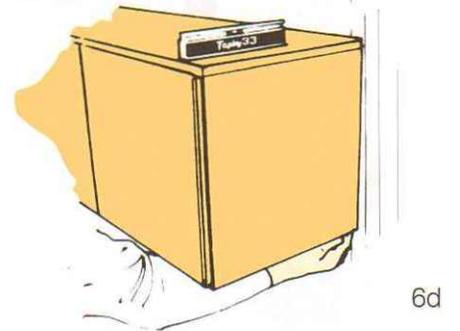


6b



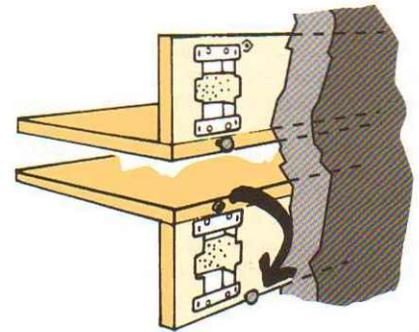
6c

For levelling when looking from the side, adjust the levellers behind the lower edge of each unit. Make sure that both of them are in contact with the wall.



6d

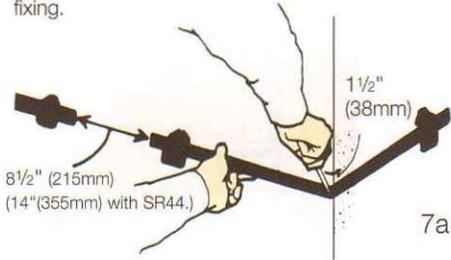
The 22" Glass Cabinets (TG22, UG22), the Corner Glass Cabinet (CUTG) and all shelves can go either way up to reverse the door hingeing or shelf apron direction. Remember to transfer the leveller bolts.



6e

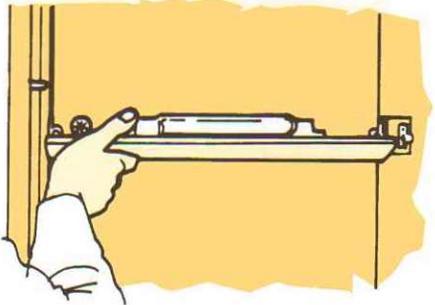
CORNER GLASS CABINET (CUTG)

For this model, drill for the corner plug and screw first. Then proceed as described for wall fixing.



7a

When the cabinet is on the wall, you can put the shelves in. First take the lower light fitting next to the door off its clips and let it hang down. Take out the lower back shelf peg.



7b

Put the bottom shelf in, sliding it under the loose light. Manoeuvre it into position and hold it level on its front pegs. Replace the back peg. Re-fix the light.



7c

Remove the upper next to the door light. Put the second shelf in, and then the third but rest it on No.2.



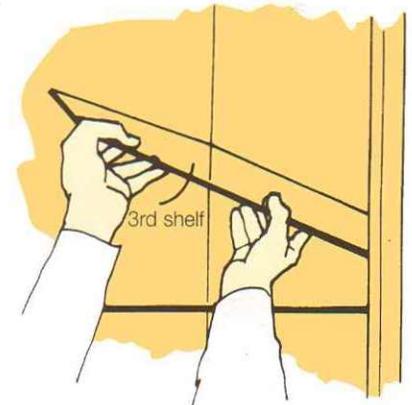
7d

Put the top shelf in above the hanging light. Replace the light.



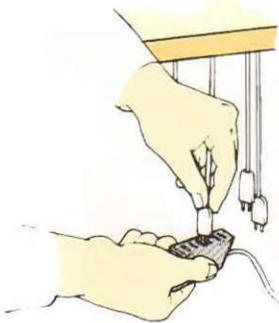
7e

Lift shelf No.3 into position, non door edge first.



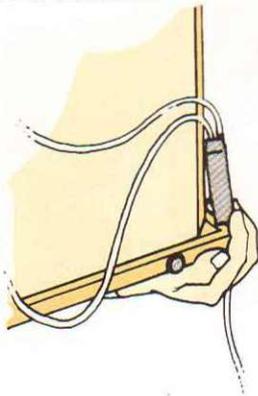
7f

Gather the four wires and plug them in.



8a

Tuck the block and loops of flex up behind the corner of the cabinet.



8b

GLASS CABINETS (TG22, TG33, UG22, UDGL) STRIP LIGHTS (SL22, SL33)

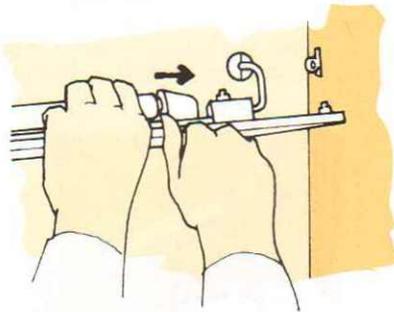
Cabinet lights have moulded on three pin plugs wired to an intermediate socket (which can take up to six lights).

Cut the elastic bands to release the plug, flex and socket.

Before fixing the cabinet to the wall, cut the tie/s on the bundle/s of flex behind the cabinet. Let the plug/s hang down.

When the cabinet is up plug the light flex into the six way socket. Tuck it up behind the back of the cabinet.

To change a lamp (30 watt (maximum) clear, 8³/₄"", 221mm long), slide both lamp holders away.

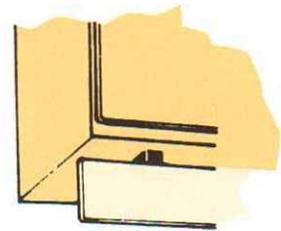


8c

To adjust the length of the wire **inside** the cabinet, pull the circular grommet out by pulling the wire, make the adjustment relative to the grommet, hold it on to the wire and push it back into its hole.

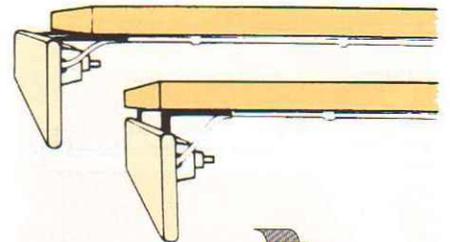
STRIP LIGHTS (SL22, SL33)

Always leave a gap for ventilation between the light panel and the shelf or cabinet that it's going underneath.



8d

You can turn the bracket, long arm for short arm, if you intend to have a gap **above** the panel instead of **behind** it

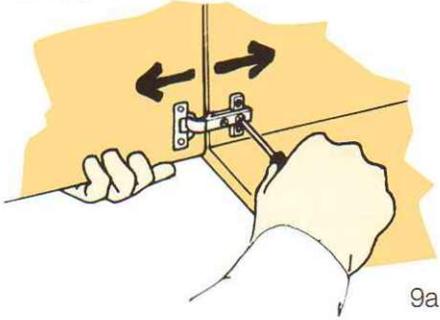


For wall fixing, use extra brackets (ask Beaver & Tapley for them). Use tape or the cable ties supplied to bind them together.

8e

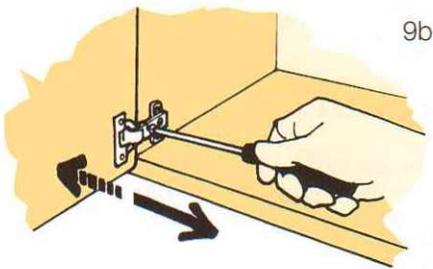
ADJUSTING DOORS

To move the top or bottom of a door towards or away from the front of the cabinet, loosen the inner screw. Adjust both screws as required, then re-tighten.



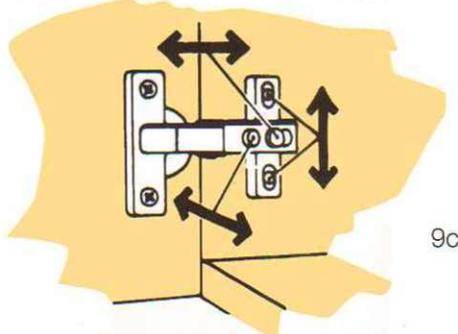
9a

To move the top and/or bottom of a door sideways, first loosen the inner screw, then screw the smaller front one in or out as necessary, then re-tighten the inner one. Repeat until happy



9b

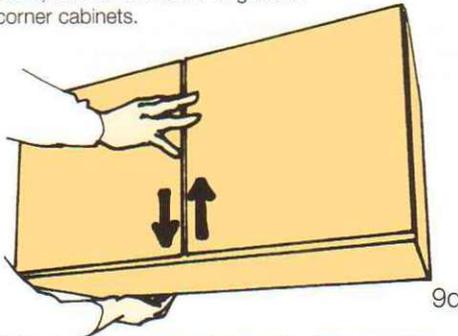
You can also adjust the door hinges vertically.



9c

To remove a door from a cabinet, loosen the inner screws by four complete turns and slide the hinges forwards off their mounting plates.

Another way to change the alignment of the doors is by adjusting the levelling bolts behind the bottom of the cabinet. You can do the same with a fall flap model if the flap does not close evenly at both sides, and for the doors of glass or corner cabinets.

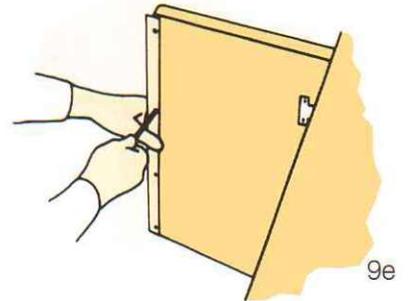


9d

(With floor standing cabinets, adjusting one of the front floor levellers has the same effect.)

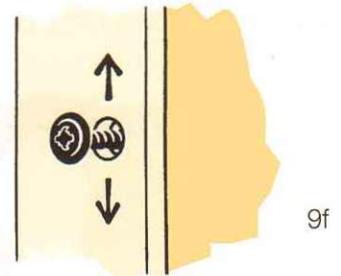
After making vertical adjustments to the hinges it may be necessary to alter the position of the fillet on the left hand door of a pair.

Loosen the four screws, move the fillet as required.



9e

(the screws are in oversize holes.)

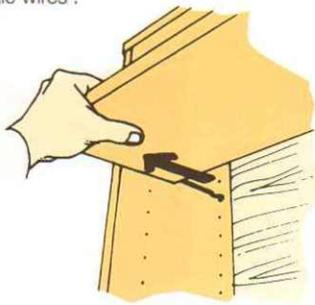


9f

Tighten the screws.

ADJUSTABLE SHELVES

To alter the height of a wooden adjustable shelf slide it out of the cabinet and off its hidden 'magic wires'.

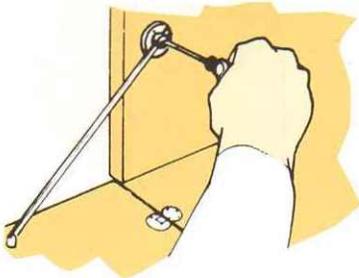


10a

Extra wooden loose shelves and supports can be ordered for all bookshelf, column, cupboard and "E" models and extra glass shelves and pegs for any of the five glass cabinets. List from Beaver & Tapley.

ADJUSTING STAYS (FF33, LM33)

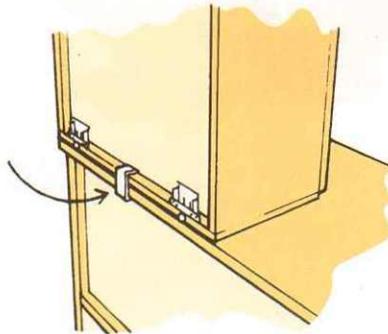
For tighter or looser action.



10b

ANOTHER OPTION

Instead of wall fixing, Tall Glass Cabinets (TG22, TG33, CUTG) can be stood on top of floor standing pieces. Use the clip to stop them falling forward when the doors are opened. (Two clips are supplied with the CUTG.)



10c

(Ask Beaver & Tapley for one of these clips if you are standing a column unit on top of a floor standing cabinet.)

FLOOR STANDING CABINETS

(For Column Units and Plinths see 21d to 22a)

As well as your Tapley spirit level and this instruction booklet, with each cabinet you will have . . .



10d

four screws for fixing the cabinet to a top panel, a clip for holding the sides of two adjacent units together,



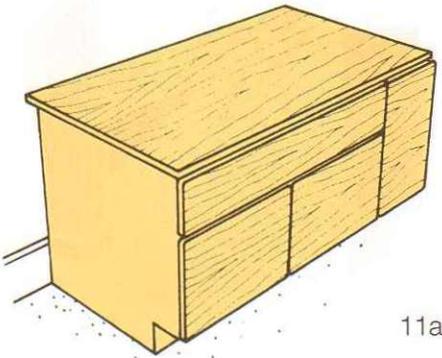
10e

and two short screws for fixing the anti-tilt bracket to the skirting or the floor to stop the cabinet tipping forwards. The long screw and the rawplug are for concrete floors. (See page 20.)

and there's a spare shelf peg.

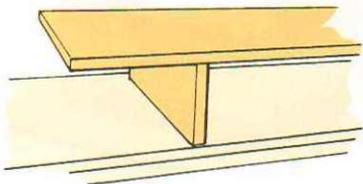
The anti-tilt bracket must be fixed with all floor standing cabinets with drawers and most especially with the XH22 and XH33 Video Cabinets, the PD11 Pedestal Unit, and any cabinet with a filing fitting.

Place the cabinets where they are to go and lay their Top Panels in position on them (polished surface up!). If the grain on the top has a vee or arrow effect in its pattern this should point to the right in the same way as on doors and drawer fronts. Alternatively choose the better looking long edge (both are moulded) for the front.



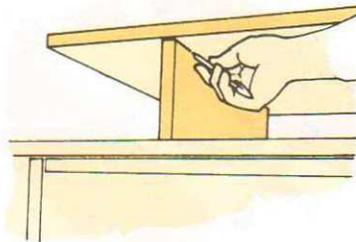
11a

If your arrangement does not include a Step Panel go to 12a. If it does, put the Step Panel in place and move it to discover the most practical and best looking position.



11b

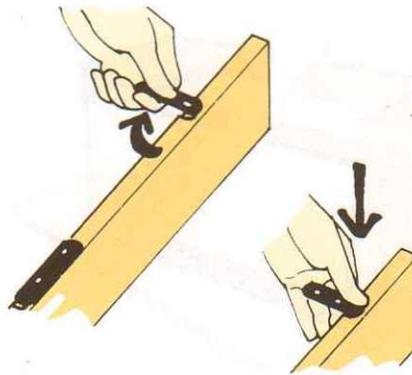
Mark it.



11c

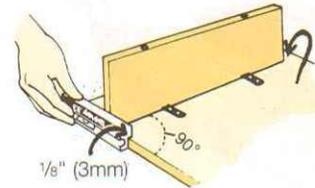
Put the Top Panel upside down on a **vacuumed** carpet.

Rotate the brackets and push them down.



11d

Use the 1/8" (3mm) step in the back of the spirit level as a jig to position the Step Panel 1/8" (3mm) behind the front edge of the top. Or use it to pencil a line and then fit to that.



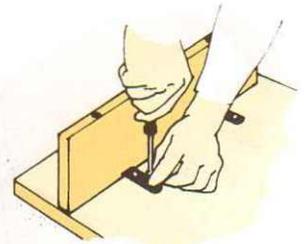
1" (25mm) gap matches cabinets and allows for wiring.

1/8" (3mm)

90°

11e

Four screws

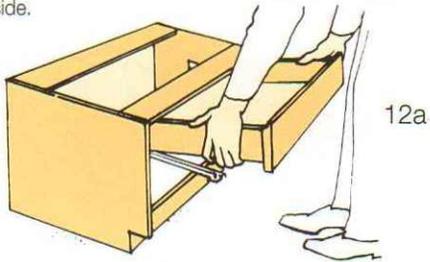


11f

**NOW FOR THE CABINETS
and Desk Spacers**

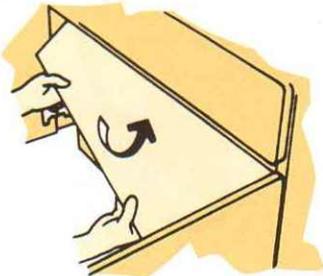
See page 14 for DK Keyboard Trays

Remove all drawers, shelves and bottom panels. If a reasonable upward pull does not lift a drawer off its runners, ease it up and off by gently twisting a screwdriver inserted between the front of the drawer runner and the bottom edge of the drawer side.



12a

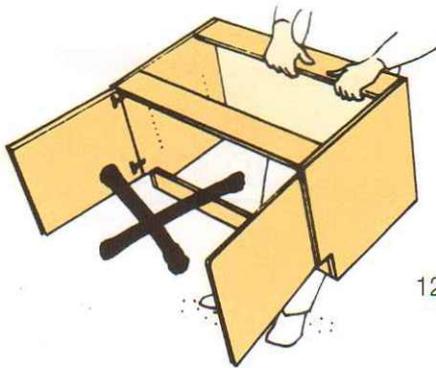
With a cupboard, first remove the shelf and its pegs and then the bottom panel. To do this push down on its front edge to raise the back, then lift and tilt it sideways to clear the lower hinges and the doors.



12b

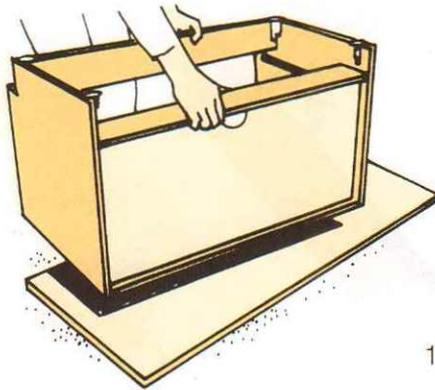
The shelves and bottom panels in the 'E' Cabinets and the panel above the drawer in the Video Cabinets (XH22, XH33) lift off their peg supports.

Careful! Don't let the doors bang open . . .



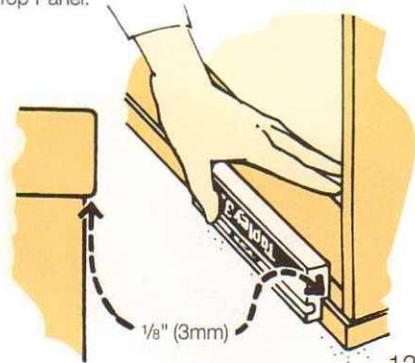
12c

Put the Top Panel upside down on a **vacuumed** carpet. Then turn each cabinet over and place it on its top. (But see 17e to 18h if your arrangement includes a Corner Top Panel (CUBT).)



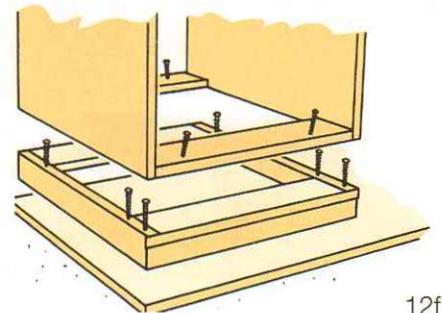
12d

Use the 1/8" (3mm) step in the back of the spirit level as a jig to position the front of the **cabinet itself**, not the front of the doors or drawers, the correct distance behind the front edge of the Top Panel.



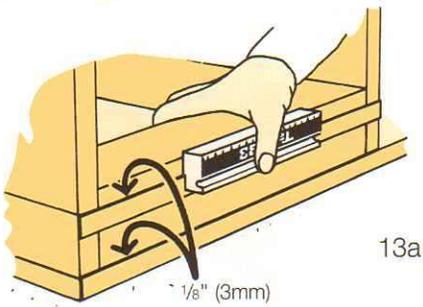
12e

Fix Desk Spacers to the top/s first and then cabinets to the Desk Spacers.



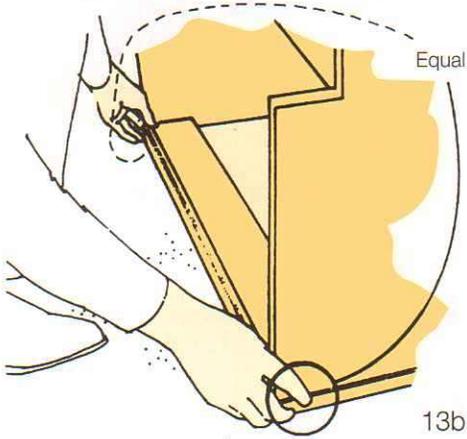
12f

The amounts by which both the Top Panel and the spacer's front trim moulding project relative to the cabinet should be $\frac{1}{8}$ " (3mm) but they **must be equal**.



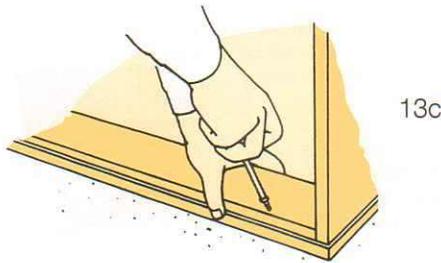
13a

Make the overlap equal at each side of the cabinet or assembly (feeling is easier and more accurate than measuring).



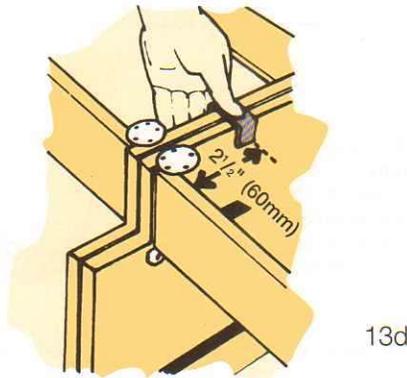
13b

Front rail, two screws (at an angle) and back rail two more. **Don't let the cabinet move while driving these angled screws.**
(A light tap with a hammer to get the screw started will help keep the cabinet in the right place.)



13c

Clip adjoining units together.



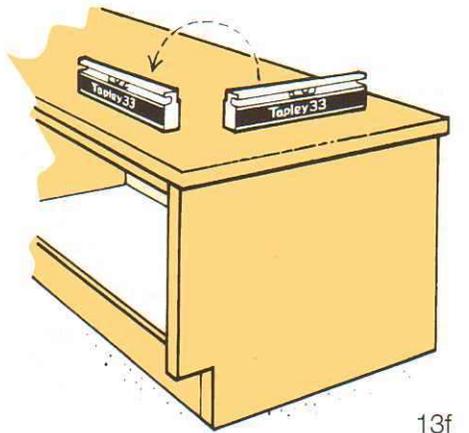
13d

Turn the assembly over. (Two people.) Move it to where it's to go. Now you can level it up.



13e

Level front to back and side to side.



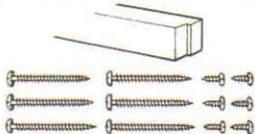
13f

KEYBOARD TRAYS (DK22, DK33)

Please read these particular instructions right through before starting. If they seem complicated at first sight it is because there are three ways in which DKs can be fitted. They are in fact logical and straightforward provided each step, for your configuration, is followed in sequence.

Carefully unpack the unit and check that as well as the tray in its frame, you have;

- 6 2³/₄" (70mm) screws
- 6 1/2" (12mm) flange head screws
- 1 step-ended rod (interior spacing jig)
- 1 mouse block and mat (DK33 only)



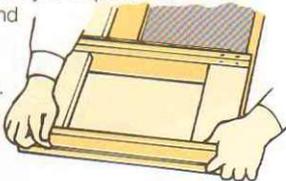
There are three fitting possibilities and the fitting procedure depends on which configuration you have chosen:

- A Wholly over a knee-hole i.e. no part of the DK will be over a cabinet or part of one.
- B Exactly over one or two cabinets i.e. a DK22 on a 22" or two 11" units, or a DK33 on a 33" cabinet or, over a 22" and an 11" cabinet, or, possibly, over three 11" units
- C One end of the DK over a cabinet, the other over a knee-hole i.e. a DK33 over a 11" unit at one end, then a 22" knee-hole and then a second cabinet with a DS spacer at the other end.

CONFIGURATION A - over a knee-hole

A1 Position the DK, and the spacers (or the cabinets if spacers are not being used) which are to be on either side of it, upside down on the top panel.

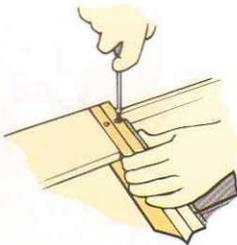
A2 With the three units butted up against each other, check that the top panel overlaps the cabinets or spacers by an equal small amount at each end and that the overhang is even from front to back. (Feeling is easier and more accurate than measuring).



Use the spirit level to ensure that the front edge of the Top Panel protrudes by 1/8" (3mm) beyond the front edge of the cabinets or spacers and the DK sides, (see sketch 12e)

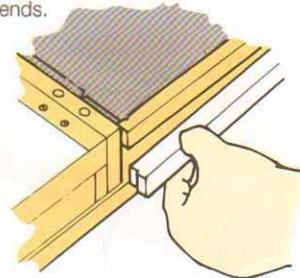
A3 Fix both DS spacers (using their screws), or the cabinets, on to the Top Panel (sketches 12f to 13c).

A4 Screw the **back only** of the side rails of the DK down to the underside of the Top Panel using two long screws.

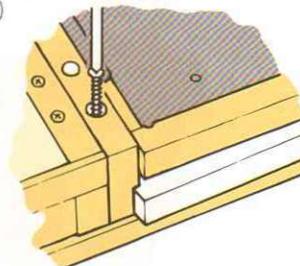


A5 Check whether there is a gap between the **fronts** of the DK side rails and the cabinets on either side.

A6 If there is a gap, use the spacing jig placed between the fronts of the side rails to push them out to touch the cabinets or spacers. The jig provides three lengths: using the step at both ends, or the step at one end/all of the other end, or all at both ends.



A7 With the jig in position, screw the front of the DK down using the remaining four long screws. (The 1/2" screws are not used in this configuration.)

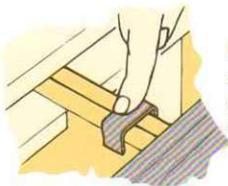


A8 Fix the cabinets to the underside of the spacers (see sketches 12f to 13c).

A9 Tip the assembly on to its back and then lift it upright (two people).

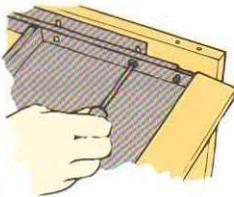
CONFIGURATION B - wholly over one or two cabinets

B1 Place the DK on top of the cabinet/s.

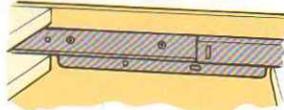


B2 If there are two cabinets, use a clip to grip the tops of their sides together.

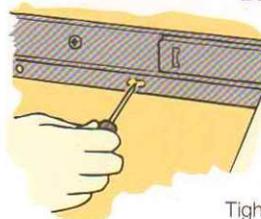
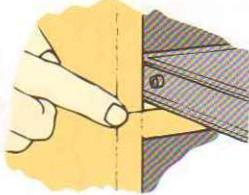
B3 Pull the tray forward by about 1" (25mm) so that the head of a screw comes into sight through the hole in the side of the tray. Loosen these screws (one each side) by not more than one whole turn.



B4 Pull the tray forward again to reveal two more screws each side. Loosen these by not more than one whole turn. This will allow the metal plates held between the sides of the frame and the runners to slip down by about 3/4" (18mm). Make sure that the plates are pulled fully down – you will see a hole or holes and a slot in each one (These plates vary. As well as the slot, some have one hole, some have two.) – then re-tighten all three runner screws on each side.



B5 Move the DK backwards or forwards so that the front edges of its frame are **exactly** in line with the front edges of the sides of the cabinet/s.

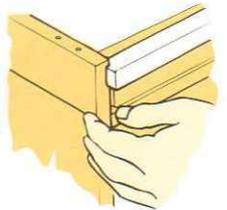


B6 Mark and bradawl in the centre of the slot in the metal plate on each side and drive a 1/2" flange head screw through each one almost fully home. Adjust again as in B5 above.

Tighten these two screws.

B7 Mark, bradawl and drive the remaining one or two screws through the hole or holes in each plate.

B8 Are the outsides of the DK side rails flush with the sides of the cabinet/s? If not, use the spacing jig resting on the front of the wrist rail to push the side rails apart until the sides are flush at the front of the cabinets/s.



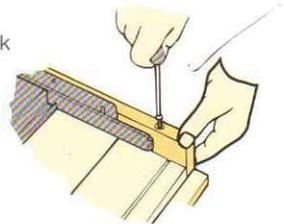
The steps at each end of the jig provide a choice of three lengths. (Step/step, step/all of the other end, end/end.) Remove the jig having noted which of its steps you are using.

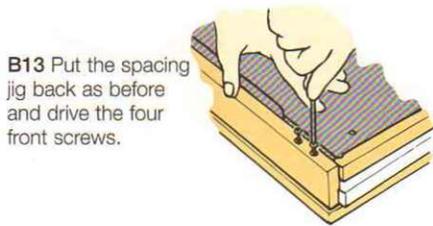
B9 Unscrew the screws fixing the plates and take them off the cabinet/s. (It is much easier to have prepared the screw holes at this stage because access is awkward once the Top Panel is fixed.)

B10 Position the DK upside down on the Top Panel.

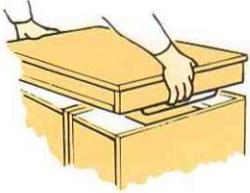
B11 Check that the Top Panel overlaps the DK by an equal amount at each end and that the overhang is even from back to front. (Feeling is more accurate than measuring - see sketch 13b). Use the spirit level to ensure that the front edge of the panel protrudes by 1/8" (3mm) beyond the front edges of the DK sides (see sketch 12e).

B12 Screw the back only of the DK's side down to the underside of the Top Panel using two of the long screws.





B13 Put the spacing jig back as before and drive the four front screws.



B14 Turn the DK and the top panel over on to the cabinet/s.

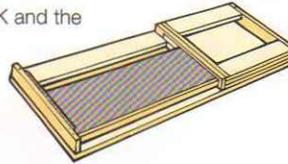
Screw the side panels on using the previously prepared holes.

B15 If there are two cabinets, they need careful levelling to avoid a hump or hollow below the DK and, of course, they should be clipped together at the bottom as well as the top (see sketch 13d).

CONFIGURATION C - over a cabinet on one side and a knee-hole on the other

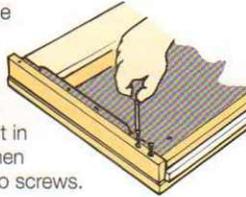
C1 Carry out B1 to B7 and B9 **on the cabinet side only** but using the other cabinet to support the kneehole end of the DK.

C2 Position the DK and the DS upside down on the Top Panel and move them into the correct position (see A2, page 14).



C3 Screw the DS to the Top Panel and then the DK except for its front outside holes.

C4 Is the overlap of the outside rail of the DK even from front to back of the Top Panel? If not, use the spacer jig to hold it out in the correct position, then drive the remaining two screws.



C5 Turn the cabinet which is **not** going to be under the DK on to its spacer, position it and fix it with four screws. (See sketches 12f to 13c).

C6 When the cabinet which will be under the DK is in its final position use its floor levellers to ensure that it is truly vertical.

C4 Turn the assembly upright (two people) on to this cabinet and then re-fix the screws in the drop-down plate.

C5 Using the levellers of the non-DK cabinet, ensure that it is vertical and that the desk top is level.

DK33 ONLY

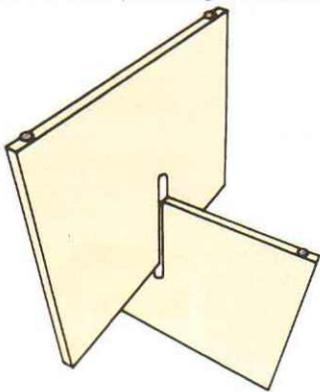
The mouse block can be at either end of the tray. Screw the bolt in its rear edge outwards to jam it in position. There is room at the side of the block to store a standard mouse when the tray is in.

PLEASE NOTE

- 1 The reason for having to jig the sides of the DK apart is that for technical reasons its side rails are often thinner than the side panels of a free standing cabinet. The combined width of two cabinets will always be slightly larger than that of the DK. For that reason it is possible to obtain a good line up at the front but not always at the back.
- 2 If there is too little clearance below the wrist rail and the tray, adjust the tray upwards by loosening the screws in its sides.
- 3 The tray sometimes needs to be pulled fully forward quite sharply to "set" the brakes in the runners.

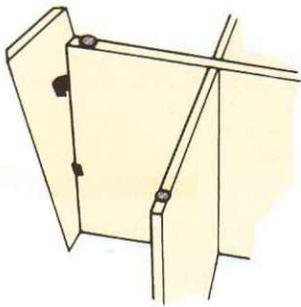
CORNER FILL-IN PIECES (CULO, CUHI, CUDH)

Slot the two cross pieces together, **levellers up**



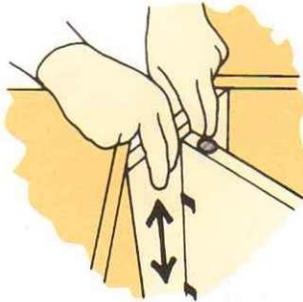
17a

Screw the two clips on to the back of the fascia using the pilot holes. Clip the fascia on to the cross piece edge away from the corner.



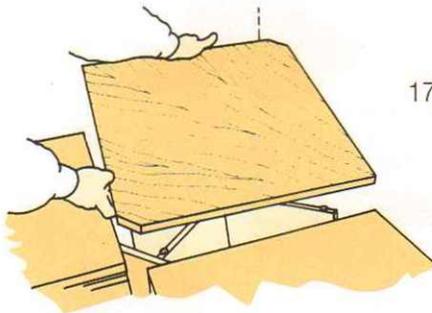
17b

Move the assembly into position. Slide the fascia up or down to bring its top edge level with the **cabinets** on either side.



17c

Put the top panel on. Choose which way round and which way up gives the best grain and colour match, preferably with the grain "pointing" to the right.

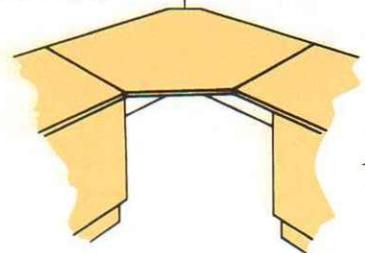


17d

Is the top level with the Top Panels on either side? If not, lift the top off and adjust the levellers.

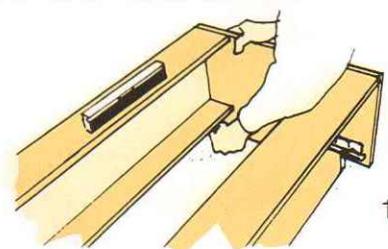
CORNER TOP PANEL (CUBT)

This is supplied with two special thin support plates for fixing to cabinets or Desk Spacers on both sides (Option A), and with two thicker connector plates for fixing to an overlapping Top Panel on one side and a cabinet or Desk Spacer on the other for more knee-room (Option B). (To fix to a Top Panel on both sides, ask Beaver & Tapley for two more thick connector plates.) Option B **must** be used if there is a Desk Spacer on one or both sides. (Keyboard Trays (DK22, DK33) cannot be fitted next to a CUBT.)



17e

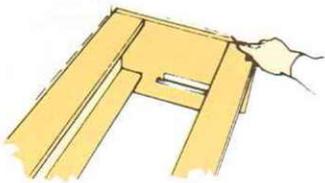
Move the cabinets which are going to go on either side of the corner into position without their tops but with Desk Spacers if used placed on top of them. Take out drawers, shelves, etc.



17f

Adjust the levellers (see sketches 13d and 13e).

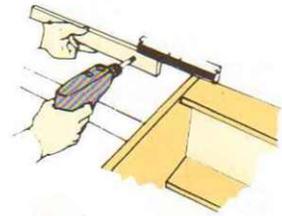
Move one cabinet into the corner and draw a line on the wall level with its, or the Desk Spacer's top edges.



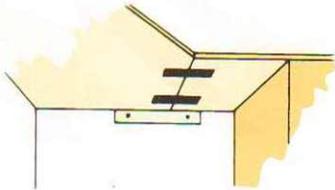
18a

Repeat with the other cabinet as a check. (If in doubt about levels, err on the low side; the Corner Panel can always be packed up but not down.)

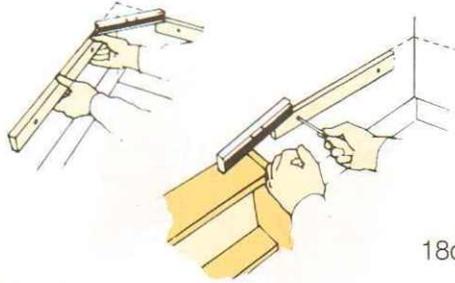
Screw the two battens to the wall a few inches away from the corner and up to the marked lines (Option A) or across the Top Panel/CUBT junction (Option B).



18b



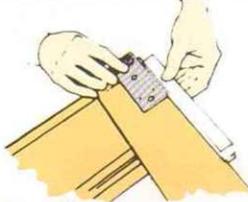
Screw the cabinet end first and check the levels as you go round.



18c

OPTION A

Fix the special support plates to the cabinets' front rails $\frac{1}{8}$ " (3mm) **back** from the front. Use the rebate on the spirit level (upside down) as a jig.



18d

The ridge must be as close to the side of the cabinet or spacer as possible.



Fix the brackets in place by hammering the spikes in.

18e

Then move the cabinets out, turn them over and fix their tops (see sketches 12e to 13b). Make sure that the fixing screw that goes through the plate is as tightly home as possible.

With Desk Spacers, first flatten the spikes in the support plates. Then sandwich them between the spacer and the top panel. Position them so that one or two of the long spacer fixing screws will pass through the holes in the plates.

OPTION B

Fix the connector plates to the undersides of the Top Panels. Turn the cabinet assemblies the right way up and put them back in position.

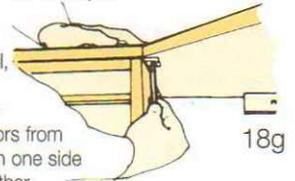
BOTH OPTIONS

Place the Corner Top Panel on the support plates or connectors and the wall battens.



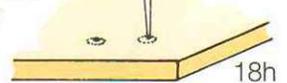
18f

With the panel held as closely as possible to the cabinet or the adjacent top panel, mark round the screw holes in the plates or connectors from underneath first on one side and then on the other.



18g

Take the top panel off, bradawl or drill pilot holes inside the circular marks but off centre **away** from the panel's edge.



18h

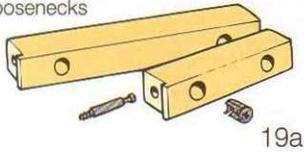
Drive the screws almost home into the holes to cut threads. Take them out. Put the panel back in position, insert the screws and drive them home.

CORNER TV / VIDEO UNITS (CUVL, CUVH)

Please read these instructions right through before starting.

Carefully unpack both cartons (CUVL) or all three (CUVH).

With the base platform you will have 6 long uprights, 12 goosenecks and 12 cam fittings. No fittings are packed with the top panel.



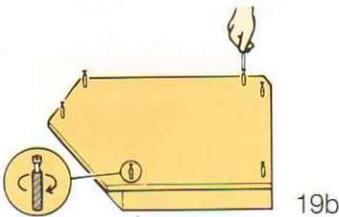
19a

(CUVH only) The middle panel has 6 short uprights and 12 goosenecks and cams.

Put the platform where the unit is to go and level it using the three metal levellers and the black plastic one.

Move the platform away from the walls for all round access.

Screw 6 goosenecks into the holes in the platform and 6 more into the underside of the top (CUVL) or of the middle panel (CUVH).



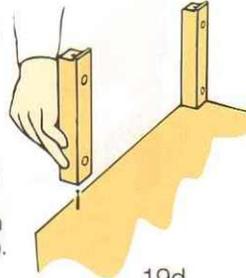
19b

Push the 12 (or 24) cam fittings into the holes in the uprights with the arrow on the cams pointing to the nearest end. Make sure they are fully in, about 1/4" (6mm) below flush.



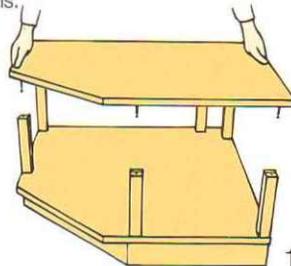
19c

Locate 6 long uprights, tongue end up, on to the goosenecks. The uprights should be square to the nearest edge of the platform and with the cams and tongues facing away from the edge. Tighten the cams (not too hard).



19d

Lower the top (CUVL) or the middle panel (CUVH) on to the assembly so that the goosenecks rest on the tops of the uprights. Then go round, moving the panel slightly as required, so that all 6 goosenecks go into their holes. Check that all 6 tongues have located in their slots. Tighten the upper cams.



19e

(CUVH only) Screw 6 goosenecks into the holes on the top of the middle panel.

(CUVH only) Repeat step 7 with the short uprights and then step 8.

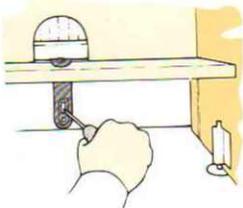
Move the unit back into its position and check that it is still level.

THE ANTI-TILT BRACKET

All floor standing cabinets can be, and the drawer models and the Pedestal Unit (PD11) **must be** prevented from tilting by the weight of a heavily loaded drawer or files coming forward. This is done by fixing the bracket on the lower back rail to the skirting board. (If the wall has no skirting ask Beaver & Tapley for a strip light bracket, see sketches 8d and 8e.)

The bracket must be fixed even if a TV or other heavy object is to go on top of the cabinet.

Position and level the cabinet. With drawers and bottom panels removed, bradawl through the lower part of the slot in the bracket on to the skirting board.

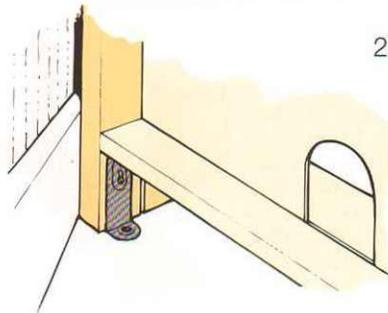


20a

Drive one of the short screws through the slot. If height or level adjustment is necessary, slacken the screw, adjust the levellers as required, and then re-tighten the screw.

(Optional.) Lock the bracket using the second short screw through the hole below the slot.

If a cabinet with drawers is going to stand **away** from the wall, e.g. across a corner, unscrew the bracket and use it to fix the back of one side to the floor using two short screws for the cabinet and the longer one for the floor. (Use the Rawlplug if the floor is concrete.)

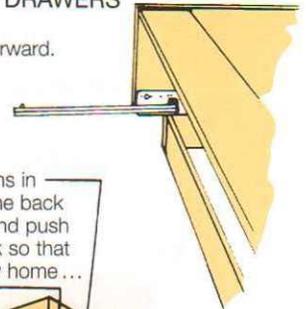


20b

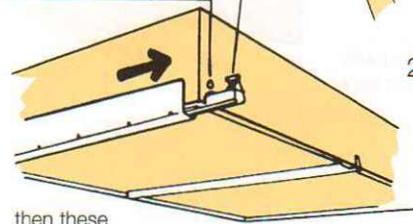
For good screwholding the bracket must be fixed to the **side** of the cabinet, not to the back edge itself. If the back of the cabinet is inaccessible, fix the bracket inside the cabinet, as far back as possible.

REPLACING DRAWERS

Runners fully forward.

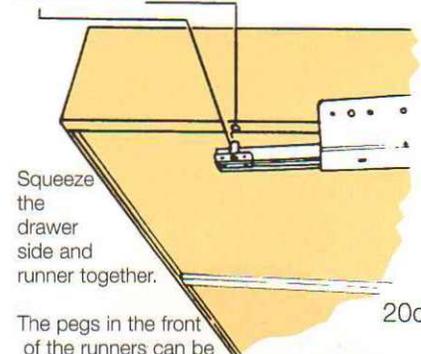


Locate these pins in these holes in the back of the drawer, and push the drawer back so that the pins are fully home...



20c

then these pegs in these holes.



20d

The pegs in the front of the runners can be screwed up or down to adjust the level or height of the drawer front.

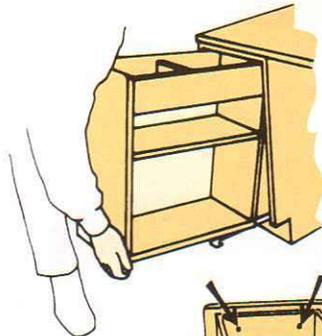
PD11 PEDESTAL UNIT

With this cabinet the anti-tip forward bracket must be fixed (see sketches 20a and b).

Either or both of the top tray bottoms can be removed to accommodate bottles, etc. The height of the middle shelf is adjustable.

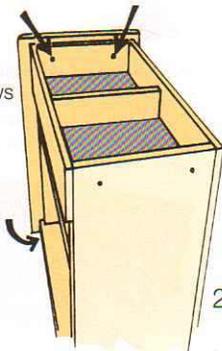
To change the pull-out fitting from left to right facing and vice-versa:

Lift the pull-out off its runners.



21a

Remove three screws to release the front.



21b

Screw the front to the other end.

If loading of the interior causes the top of the front not to close properly or evenly on to the cabinet, screw the peg at the front of the drawer runner up or down on one or both sides as required.

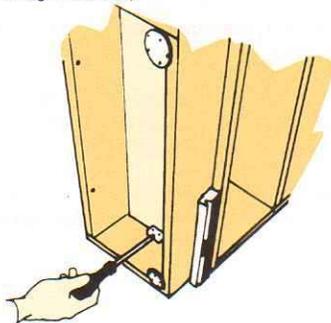


21c

PLINTHS (HP11, HP22)

(Can be used with HX11, HX22, HM11, HM22, TG22, UG22, TO22, UO22)

Fix it to the **bottom** of the cabinet with the two screws supplied, through the plastic blocks. (The bottom of HX11, HX22, HM11, HM22 is the panel with **unused** holes in its back edge.) The front of the plinth (with the levellers) should be the thickness of the spirit level, $1\frac{3}{16}$ " (20mm) back from the front of the cabinet. (The holes, if any, in the back rail have no significance.)



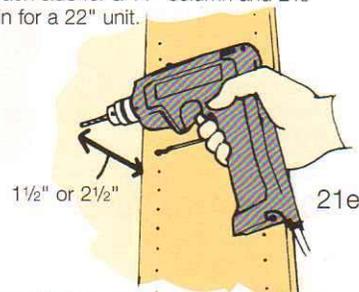
21d

A TO22 on a plinth should be, and a **TG22 or TG33 must be**, fixed to the wall using its wall bar (3a to 5h). But **adjust the plinth levellers first.**

DISPLAY COLUMNS (HX11, HX22, HM11, HM22)

Which part of the back of the cabinet will always be obscured by books, ornaments etc. or the back edge of a shelf?

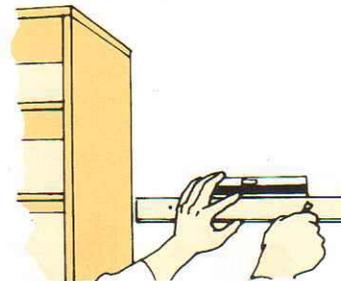
Drill $\frac{3}{16}$ " (5mm) holes at this height $1\frac{1}{2}$ " (40mm) in from each side for a 11" column and $2\frac{1}{2}$ " (65mm) in for a 22" unit.



21e

Move the cabinet away.

At a height to coincide with the holes just drilled in the back, fix the wooden batten to the wall using the two long screws and plugs provided.



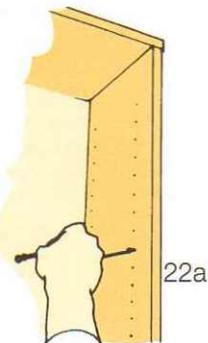
21f

(On a plasterboard wall, if you cross a vertical stud, drill a hole in the batten where it crosses the stud. One screw into the stud is sufficient.)

Move the cabinet into position and level it up.

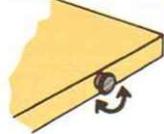
Use the adjusters behind the top to move it backwards or forwards to line up with any adjacent wall fixed units.

Screw the cabinet to the batten through the holes in the back, using the two short screws and the cup washers. Don't overtighten.



OPEN AND VIDEO UNITS

22b



The loose shelves and bottom panels in the Open Units (EL11, EL22, EH11, EH22, ED11, ED22) and the panel above the drawer in the Video Cabinets (XH22, XH33) have adjusters in their back edges.

These provide a gap for wiring and allow the front edges of the loose shelves and bottom panels to be set slightly behind or slightly forward of the front of the side of the cabinet. The front of the drawer covering panel in the XH22 and XH33 should be set **exactly flush** to allow the drawer to close but without a gap behind its top edge



FILING FITTINGS (VFSM, VFLA)

Fix the filing fitting runners and clip the frame in as detailed below before turning the cabinet over to fix it to its top panel. (Except wardrobe units!)

Remove the shelf and its pegs.

Check that you have the left runners on the left and the right on the right. (The grey rubber stop goes at the back and the lugs point down.)

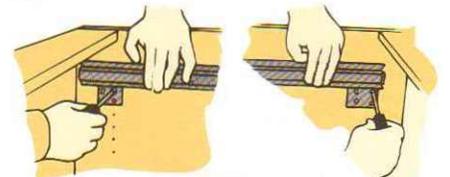
In the CH22, CH33 Cupboards use the 2nd and 3rd holes **from the top**.

CD22, CD33 Cupboards use any pair of holes from the 3rd and 4th to the 9th and 10th **from the top**. (The shelf can go above the files.)

SD33 Drawer Cupboard use the 6th and 7th holes **from the bottom** (not counting the holes just above the bottom.)

WM22, WM33 Wardrobe Units use the 2nd and 3rd holes or higher **from the bottom**.

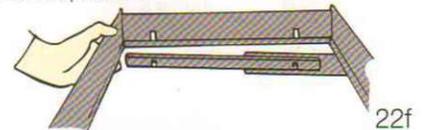
Starting with the top rear hole in the **front** lug (top front hole in the Wardrobe Units), then the top rear hole in the back lug and finally the lower two holes, insert screws and drive them almost home. Check that the runner is level, then tighten all four screws. Repeat on the other side.



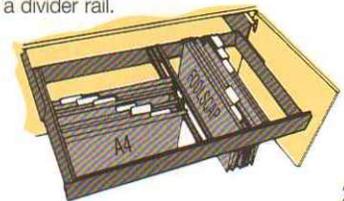
22d

22e

Bring both runners fully forward. Drop the frame on to them so that it engages on the clips. Squeeze the runner and frame together so that it clicks into position.



When you have fixed the Cabinet/s and Top Panel/s together and the assembly is in position and levelled, you can put files into the frame. Foolscap files go across, A4s go front to back using a divider rail.



22g

WARDROBE UNITS (WM22, WM33)

Remove the drawer/s from the base unit on which the Wardrobe Unit will stand. (See sketch 12a) but do not turn it over.

Move the base unit into position. Level it (see sketch 13e).

Move it away from the wall to have access to its back.

Place the Wardrobe Unit on top of the base unit.

Check that it is correctly positioned in the sideways direction.

Adjust the front to back positioning using the step in the back of the spirit level as if the bottom of the Wardrobe Unit was a Top Panel (see sketches 12e and 13a).



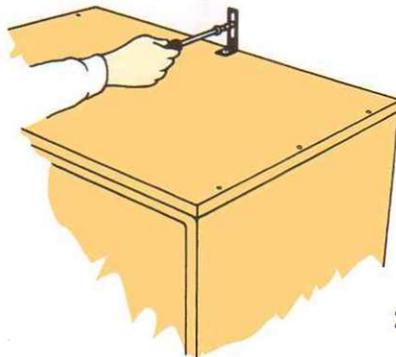
23a

Screw upwards through the front and back rails of the base unit into the underside of the Wardrobe Unit (two screws in each rail).

Fix the anti-tilt bracket from the base unit to the wardrobe's top, at the centre of the back edge, using the bracket screw.

Push the combined unit into position against the wall. Check the level and adjust if necessary (tilting the unit forwards or sideways for access to the levellers).

Fix the anti-tilt bracket to the wall using the plug and the longer screw.



23b

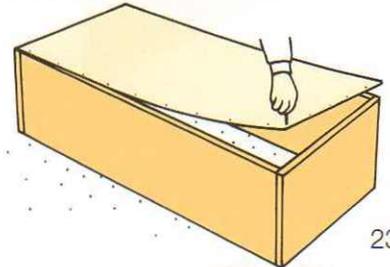
Replace the drawer/s (see sketches 20c and 20d).

For door adjustment see page 9.

If the Wardrobe Unit is too large to get it into the room where it is to go, dis-assemble it as follows:

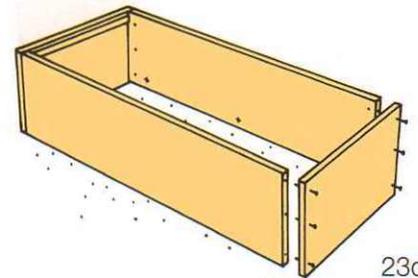
Remove the doors by loosening the inner screws on the hinge arms and sliding the hinges towards you and off their mounting plates.

Lay the wardrobe carcass face down on the carpet. Remove the back panel screws and lift the back out. (Leave one corner screw just in to provide a handle).



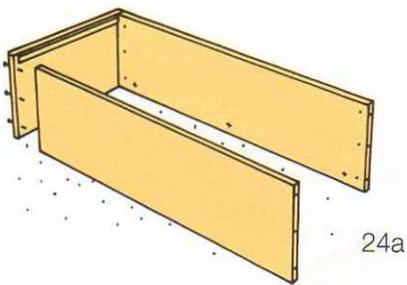
23c

Keeping the wardrobe on its face, unscrew the top panel bolts which retain the side panels, using the allen key provided. Carefully push the top away from the side panels.



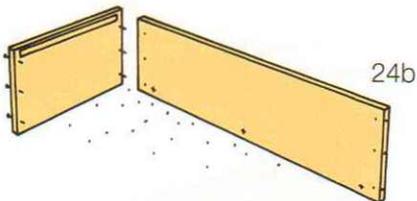
23d

Unscrew the bottom panel bolts on one side only and gently remove that side panel.



24a

Unscrew the other side and separate the bottom and the side panel.

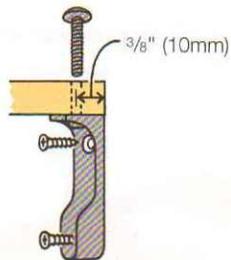


24b

To re-assemble the Wardrobe Unit carry out the above in reverse order.

HANGING RODS (HR22, HR33)

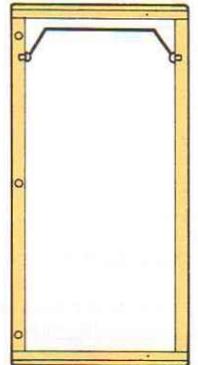
There are three sets of holes for these: under the top of the Wardrobe Unit and below the two shelf positions. As well as screws for fixing the rod support brackets sideways into the holes, bolts are provided to allow these brackets to be fixed to the underside of the shelf. To do this, drill a 1/4" (6mm) diameter hole half way (usually) along each side of the shelf and 3/8" (10mm) in from its edge.



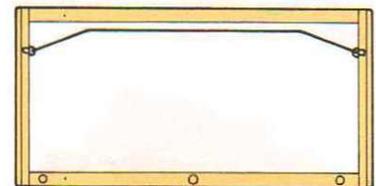
24c

WALL MIRRORS (MR22, MR44)

Use the picture wire to make a span between the two rings. To hang the long mirror (MR44) horizontally, move the rings to the two unused pilot holes (before attaching the picture wire). (NB. The big holes in the back of one side of the frame have no significance. They are for hinges when the same frame is used for a door).



24d



24e

Use the two screws and plugs, screwed not quite fully into the wall, to hold the wire.



24f

CLEANING

Tapley Elements in Teak, Oak or Cherry veneers should be kept clean by normal dusting and wiping with a damp cloth though occasional light application of a good quality furniture polish will do no harm.

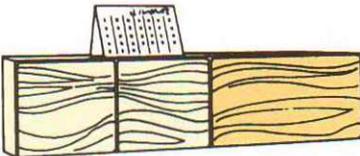
Teak oil should never be used.

MATCHING

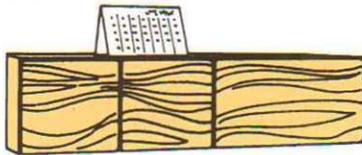


You may find, particularly with Teak veneers, that there are variations in the depth and shades of colours, and in the grain pattern between one piece and another or between one part of a cabinet and another.

May we repeat the words that are used in the catalogue? "Tapley is veneered with real wood from real trees. Consequently there is all the variation in colour and graining which only a natural product can provide".



With Teak, over a period of time, exposure to daylight will cause the veneers to mellow to a pleasant blend.



MOVING HOUSE

Keep each wall fixed cabinet level as you lift it up off its wall bar.

Tilting up at the front can strain or even break a cabinet



Wall fixed cabinets and shelves are not fixtures and fittings in the legal sense though screw holes may have to be made good.

If you need new sets of screws and Rawlplugs please ask us for them. They will be sent to you "with compliments" and our best wishes for the move. (You will probably need more Tapley!) New wall bars are also available.

GLASS AND SAFETY

The Tapley Glass Cabinets comply with the latest safety requirements. The doors are 4mm glass toughened to Class A of BS 6206. Shelves are 5mm annealed glass.

The maximum shelf loads for the shelves are as follows:

CUTG	11.9kg (26lb 4ozs)
TG22 and UG22	9.6kg (21lb 3ozs)
TG33 and UDGL	6.2kg (13lb 10ozs)

(Model nos. are in the catalogue and on the backs of glass cabinets.)

If a glass door or shelf is chipped or broken order a replacement from Beaver & Tapley or replace it with glass of the type described above. If in doubt about size, type of glass, etc, consult Beaver & Tapley quoting the model no. from the label on the back of the cabinet.

For your safety

The Glass Cabinets must be fixed to the wall with the screws and plugs supplied or other appropriate fixings (see pages 4 and 5).

Don't let very hot or cold items come too near or touch the doors and shelves.

Don't hit the glass with hard or sharp objects!

Clean the glass with a damp cloth or leather and washing up liquid or soap. Don't use washing powders, bath cleaners, etc; they can scratch the glass. So can diamond engagement rings! Don't try to sit or stand on glass shelves!

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- Wardrobe units (WM22, WM33) 23a to 24b

Finally, please note

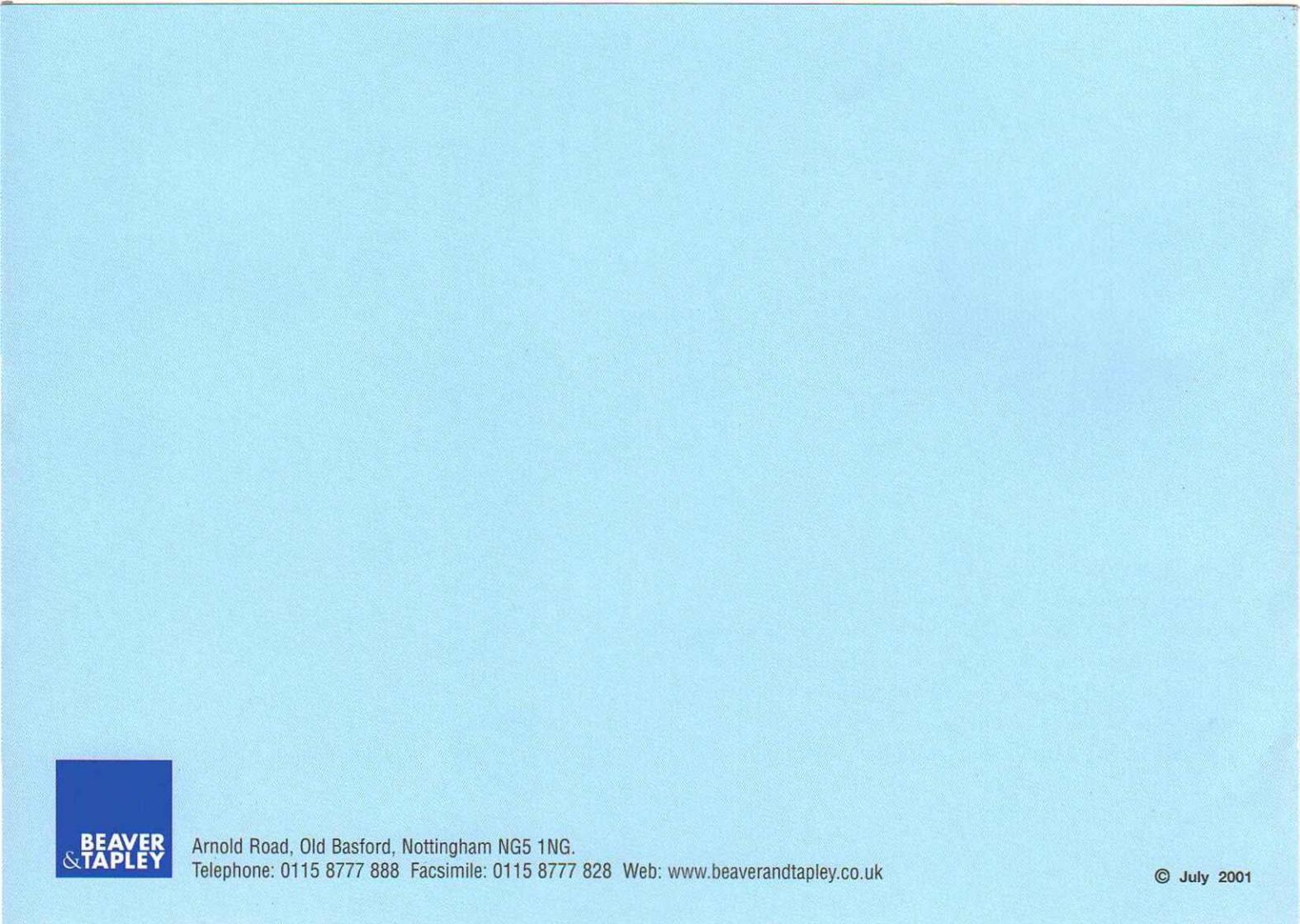
Instructions for CD storage (VCDS, TAMS), occasional tables (SCT,LCT,NTT, NTM, NTS) and dining tables (DTP, DTM, DTX) are packed with the item.

If any aspect of the instructions needs further explanation, please telephone.

If any fittings or screws, etc. are missing, telephone Beaver & Tapley straightaway.

Do please send in the registration card packed with this booklet.

Do not throw this booklet away: you may need it again.



**BEAVER
& TAPLEY**

Arnold Road, Old Basford, Nottingham NG5 1NG.
Telephone: 0115 8777 888 Facsimile: 0115 8777 828 Web: www.beaverandtapley.co.uk

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