



EXTENDA LINE
The Premier Flat Pack Experts

Office Unit ASSEMBLY INSTRUCTIONS





General assembly instructions

- Read instructions thoroughly before commencing assembly
- For best results assemble on level, solid ground or it may affect alignment of the wall and ceiling panels
- On initial assembly, hand tighten all nuts and bolts then once full assembly has been completed, tighten again with socket/spanner
- Keep all components and packaging if you plan to demount, move and reassemble in new location

The tools you will need

- 13mm spanner
- 19mm spanner
- Socket set including 13mm and 19mm sockets
- Screw driver

Safety notes

Please review all safety implications before commencing installation including suitability of desired location, local hazards, access and personnel involved in assembly. If in any doubt refer to your company's Health & Safety officer or seek professional advice. Due care should be taken when lifting, assembling and demounting the unit.

General notes after assembly

- Once assembled, the unit can be lifted and re-positioned using a fork lift or crane *
- For demounting and relocating in flat-pack condition, using the original packaging is recommended

Terms explained

- Capture nuts – This refers to nuts that are pre-attached to the component.
- Chassis – The main floor component
- Hand tighten – Tightened by hand so secure to hold in place but loose enough to allow for small movement
- Demounted – When the unit is disassembled and returned to its original flat-packed state

* Additional fixings required

STEP
1

Remove the 4 travelling brackets. Each has x2 bolts that should be unscrewed using a 19mm spanner and once free, lift the roof slightly to ease removal.



STEP
2

Disassemble the roof structure and free from unit by removing the travelling bolts. There are x4 on roof joining cover (on top) and x12 along the ring beam on each long edge. The roof will now be in 2 sections.



STEP
3

Remove the 4 corner sections by unscrewing the x4 19mm bolts on each.

KEEP THESE SAFE for re-use later



STEP
4

Remove the timber packing and discard. Now remove all components and stack leaving enough space around the Expandacom to work.

PLEASE NOTE – The last panels to be removed (which are packed directly on top of the floor chassis) are slightly shorter and should be kept apart – These are the roof panels.



IMPORTANT INFORMATION

If your Expanda Line has been delivered and sited in the place where it will be used, ignore steps 5 and 6 and do not disassemble the floor chassis. If you need to carry the Expandacom components to a new location and would prefer to break them down into more manageable sizes, follow steps 5 and 6.

STEP
5

Disassemble the floor chassis. Remove the 4 bolts that hold the lower ring beam in place – 4 per long edge and once free, the 5 sections of the base section pull apart.



STEP
6

Relocate your unit to the desired location (ensure flat solid ground) and reverse the process by slotting the 5 sections back together and re-using the bolts and washers.



STEP
7

Assemble the first corner post and slot the steel cruciform shaped support in plate then affix using x2 19mm bolts. The outer rounded corner support section is then bolted in place using x4 19mm bolts. This forms a channel on each side for the side panels to fit into.



STEP
8

Remove the protective plastic membrane from all the side panels prior to installation.



STEP
9

Slide the first wall panel in place starting with the long edge.



Remember - at this point you should decide where the x2 window and 1x door panels should be positioned.

STEP
10

Install the remaining x5 wall panels in place to complete the back wall. These will slot in place and require no fixing.



STEP
11

Install the corner section at the end of the back wall and secure in place, repeating the process from step 7.



STEP
12

Install the long edge top ring beam which supports and holds the wall panels in place. Align the protruding pin with the hole and push in place to secure (Refer to image for which holes to use.)



STEP
13

Now install one of the end walls using x1 quarter sized panel and x2 standard sized panels.



STEP
14

Install the corner section at the end of the back wall and secure in place, repeating the process from step 7.



STEP
15

Install the short edge top ring beam which supports and holds the end wall panels in place. Align the protruding pin with the hole and push in place to secure. (Refer to image for which holes to use).



STEP
16

Install the remaining end wall using x1 quarter sized panel and x2 standard sized panels.



STEP
17

Install the second side wall using x5 remaining standard sized panels.



STEP
18

Slide the steel cruciform shaped corner support in place (from the top) to join the side wall to the end wall and affix using x2 19mm bolts. Then install the rounded outer corner section using x4 19mm bolts.



STEP
19

Install the other short edge top ring beam which supports and holds the end wall panels in place. Align the protruding pin with the hole and push in place to secure.



STEP
20

Install the remaining long edge roof beam which supports and holds the side wall panels in place. Align the protruding pin with the hole and push in place to secure.



STEP
21

Install the roof panels x5 by lifting and slotting them into position. No fixing required.



STEP
22

Seal the roof panels using the self adhesive tape supplied (tape should be applied to external joints)



STEP
23

Unlock the door and install the door handle. Use the long screws with locking sleeve to affix in place. Affix vanity cover to door assembly by snapping in place, one per side.



STEP
24

Install window fixings. The windows (x2) are supplied in locked position for safe transit. To install handles open the plastic cover to expose screw holes. Insert screws and tighten then close the plastic cover. Repeat for each window.



STEP
25

Install the outer roof section by sliding the first half in place. Now slide the second half in place and lift slightly to allow overlap to slot together.



STEP
26

Install the roof fixing brackets x8 to secure the top roof section to the wall sections. Use 13mm bolts, washers and captive nuts. There are 2 brackets per corner.



STEP
27

Install the top ring beams (one per long edge). Secure with x2 19mm bolts and x4 13mm bolts, each with washer and captive nut.



STEP
28

Install the top roof joining panel using x14 13mm bolts, washers and captive nuts.



STEP
29

Now's the time to check all the bolts are secured tightly.



Your unit is now ready for use.
We also have a wide range of handy accessories check our website <https://extendaline.com/products/> for full details.

Electric Pack



Short Ending Linking Kit



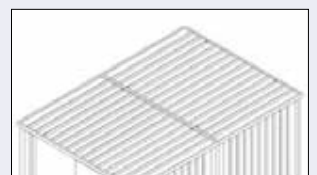
Stacking / Lifting Kit



Window Grill



Long Side Linking Kit





Visit www.extendaline.com
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