

# Assembly Instructions

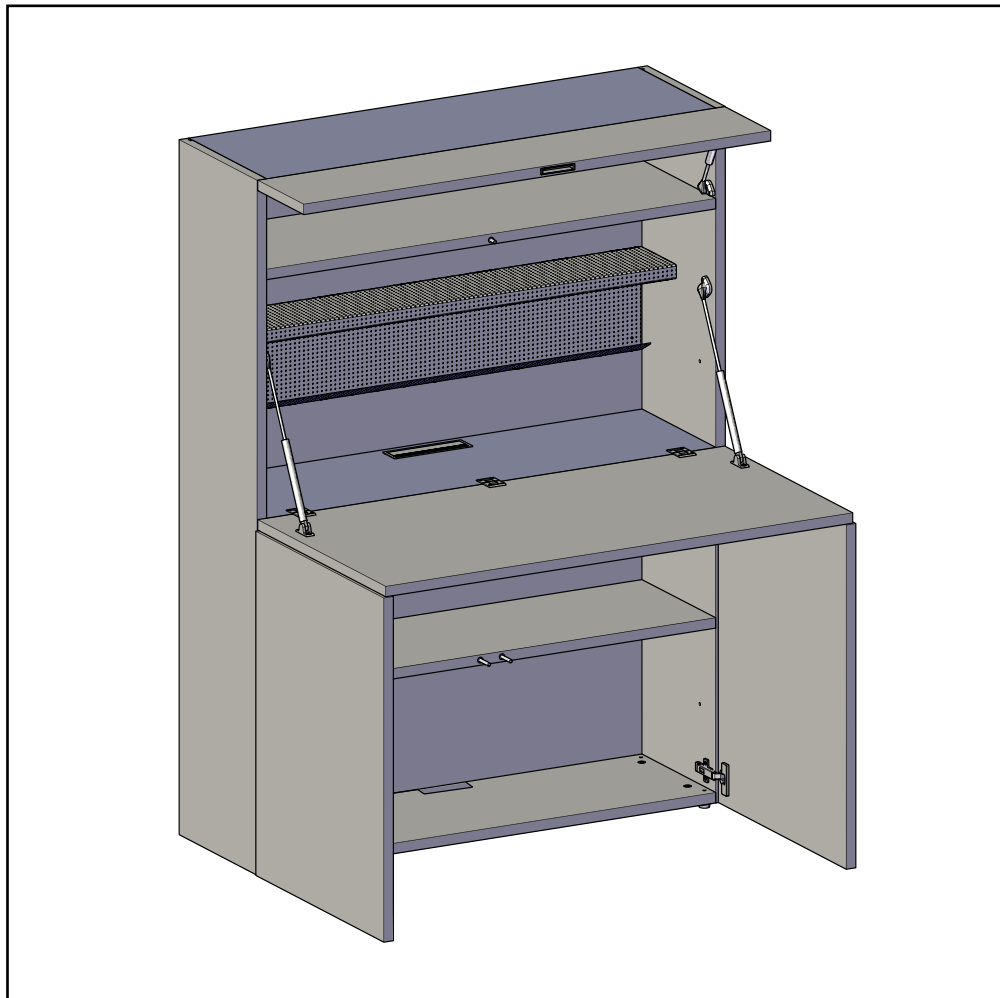
## Home Office



resource

**MOD. HOME OFFICE**  
**MOD. HOME OFFICE 220**  
MOUNTING INSTRUCTIONS

EN



**clei**

Clei S.r.l.  
via G.Marconi 22060 Carugo (CO) Italy  
tel. +39. 031. 761666 - fax +39. 031. 762346  
[www.clei.it](http://www.clei.it) - [info@clei.it](mailto:info@clei.it)

## WARNINGS

Read carefully before proceeding

**THE INSTALLER SHALL BE SOLELY RESPONSIBLE FOR CORRECT ASSEMBLY OF THE WALL FIXING AND PANELS INCLUDING TESTING THE PRODUCT:**

**INSTALLATION MUST BE PERFORMED BY QUALIFIED PERSONNEL:**

**WRONG INSTALLATION OF THE MODEL CAN CAUSE ACCIDENTS THAT CAN LEAD TO SERIOUS INJURY TO THE USER.**

The product must be fixed to walls and intact and resistant panels (concrete, brick, stone, tile blocks in vertical holes, etc.) and placed on perfectly level floors (for minimum drops use the feet adjustment).

Considering the possible and multiple features of the walls and panels to which the product must be fixed, which are unknown to the manufacturer, a specific preventive inspection by the installer prior to running the assembly is mandatory in order to verify the integrity and the level of effective resistance of the walls and panels.

For this model a minimum of 4 fixing points have to be provided. It should be noted that in the hardware supplied there are also a series of plugs used only and exclusively for fixing to the solid-webbed concrete R250 walls structure; please note that, even in this case, prior verification by the installer is required on the integrity and the level of the wall structures' effective resistance

For disclosure purposes, other types of wall structures are indicated as follows:

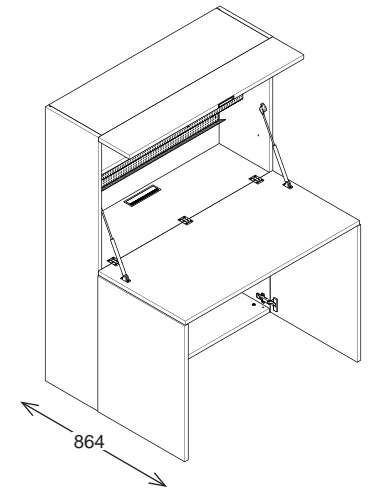
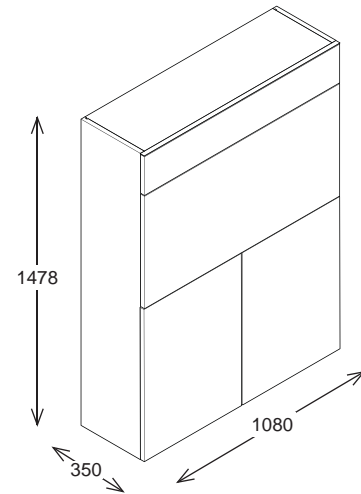
- *for walls in compact material, the use of metallic plugs;*
- *for walls in hollow bricks, the use of nylon / metallic plugs;*
- *for walls in plasterboard the use of metallic plugs for plasterboard with tongues fixed to the jamb of the wall structure;*
- *For walls of a material different from the previous ones we recommend an analysis of the flow resistance and the wall itself, in reference to the product being installed.*

**Furthermore, please note that in case of reassembly of the furniture the same holes in the wall cannot be used for its fixing, therefore a different placing of the small squares and plugs as established by the installer is obligatory.**

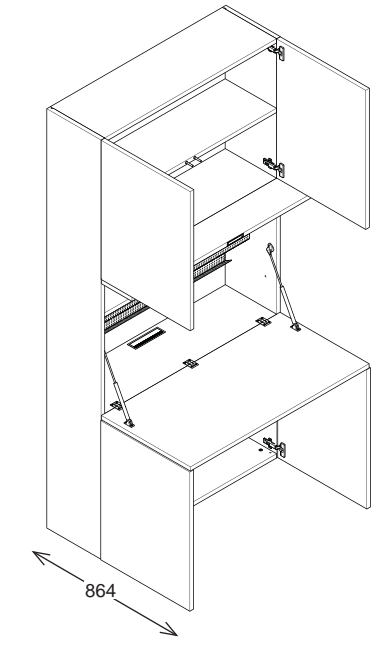
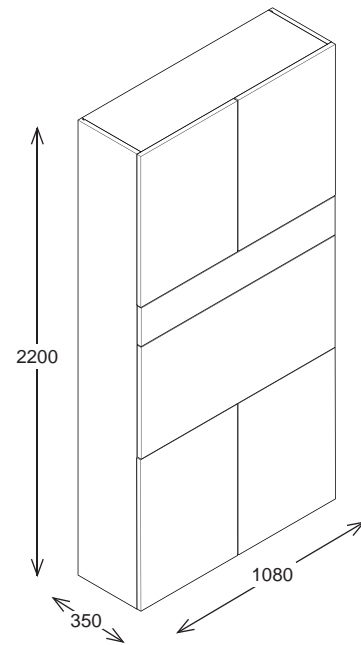
Every screw has to be tightened correctly, no part of the model has to be unstable or loose. **Do not use for any reason models with structural parts broken or lacking.**

**CLEI DECLINES ANY RESPONSIBILITY DERIVING FROM THE NON-OBSERVANCE OF THIS PROVISION**

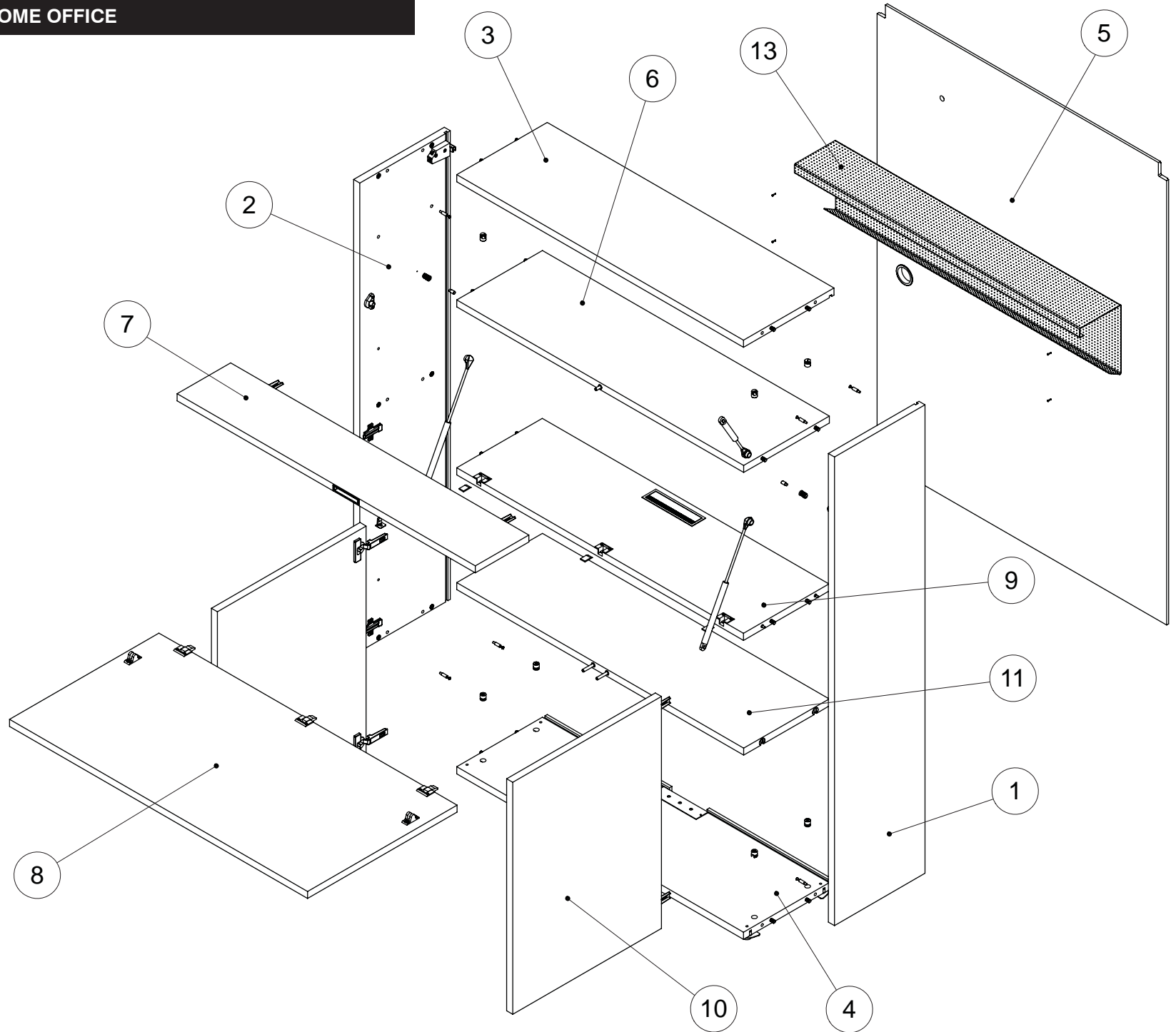
**HOME OFFICE**

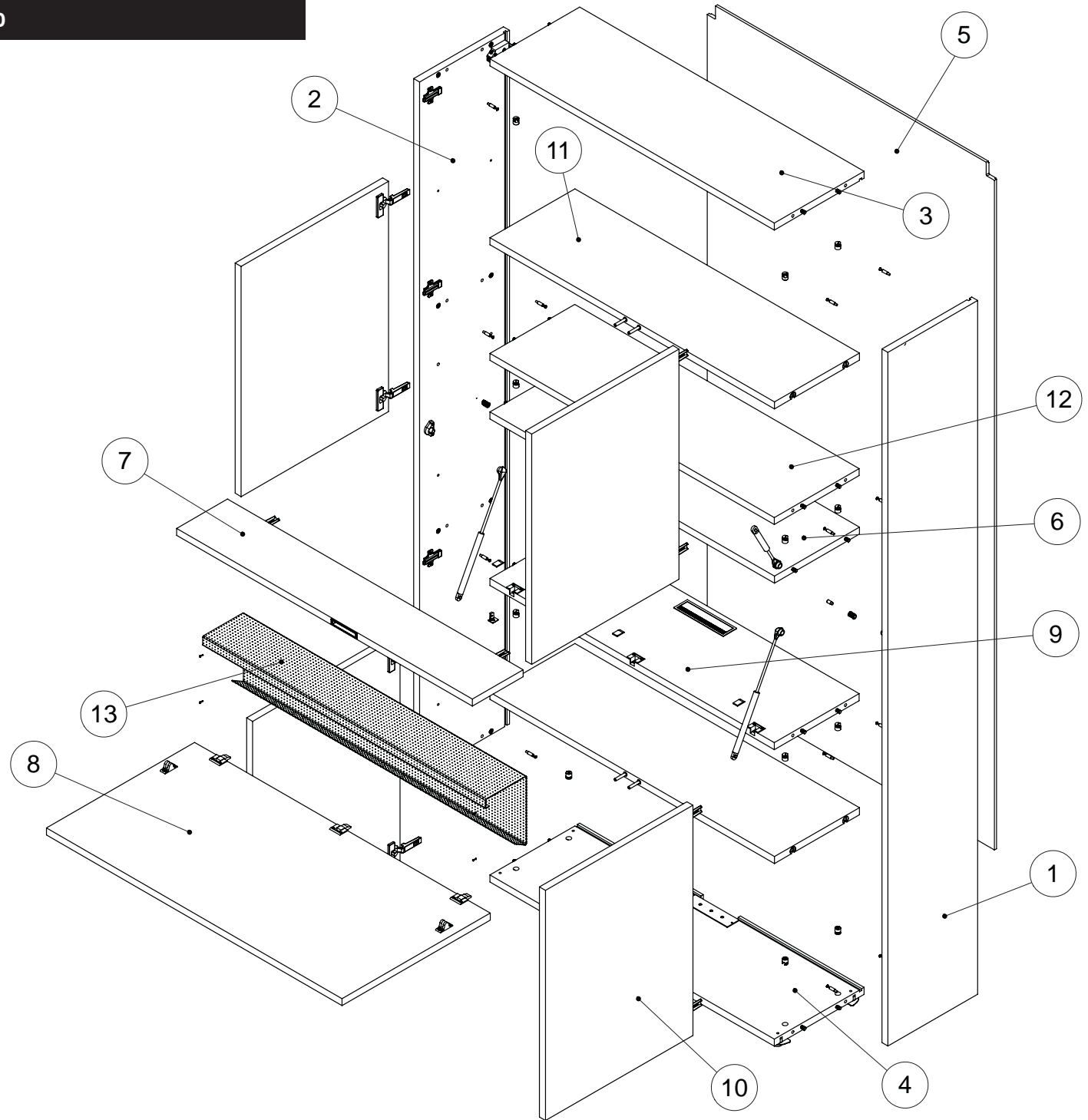


**HOME OFFICE 220**



## OVERALL DESIGNS



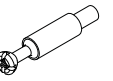






## **COMPONENTS AND HARDWARE LIST**



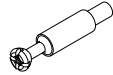



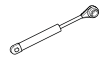
## HOME OFFICE

CODE	QNT.	COMPONENT
<b>1</b>	1	<b>RIGHT SIDE</b>
<b>2</b>	1	<b>LEFT SIDE</b>
<b>3</b>	1	<b>INSPECTION CEILING</b>
<b>4</b>	1	<b>BASE</b>
<b>5</b>	1	<b>BACK</b>
<b>6</b>	1	<b>LAMPHOLDER FACING</b>
<b>7</b>	1	<b>UPPER FOLDING PANEL</b>
<b>8</b>	1	<b>FOLDING PANEL</b>
<b>9</b>	1	<b>FOLDING PANEL FACING</b>
<b>10</b>	2	<b>HINGED PANEL</b>
<b>11</b>	1	<b>FACING</b>

HARDWARE PART	QTY	DESCRIPTION	
<b>PIN 7x36 6MA</b>	12	PINS TO JOIN STRUCTURE	
<b>CAM D15 L17</b>	12	CAMS TO JOIN STRUCTURE	
<b>FLAP COVER</b>	3	FLAP COVER CLOSURE	
<b>BIG GAS SPRING</b>	2	BIG GAS SPRING	
<b>SMALL GAS SPRING</b>	1	SMALL GAS SPRING	

## HOME OFFICE 220

CODE	QNT.	COMPONENT
1	1	RIGHT SIDE
2	1	LEFT SIDE
3	1	INSPECTION CEILING
4	1	BASE
5	1	BACK
6	1	LAMPHOLDER FACING
7	1	UPPER FOLDING PANEL
8	1	FOLDING PANEL
9	1	FOLDING PANEL FACING
10	4	HINGED PANEL
11	2	FACING
12	1	UPPER SHAFT FACING

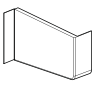
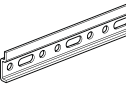
HARDWARE PART	QTY	DESCRIPTION	
PIN 7x36 6MA	16	PINS TO JOIN STRUCTURE	
CAM D15 L17	16	CAMS TO JOIN STRUCTURE	
FLAP COVER	3	FLAP COVER CLOSURE	
BIG GAS SPRING	2	BIG GAS SPRING	
SMALL GAS SPRING	1	SMALL GAS SPRING	

## METAL SHEET SHELF FITTING

CODE	QNT.	COMPONENT
13	1	METAL SHEET SHELF

HARDWARE PART	QTY	DESCRIPTION	
AUT.SCREW TC CROSS 3,5x12	4	SCREWS FOR SMALL SHELF FIXING	
BEARINGS D8 L15	2	BEARING FOR SMALL SHELF FIXING	
PIVOT	2	PIVOT FOR SMALL SHELF FIXING	

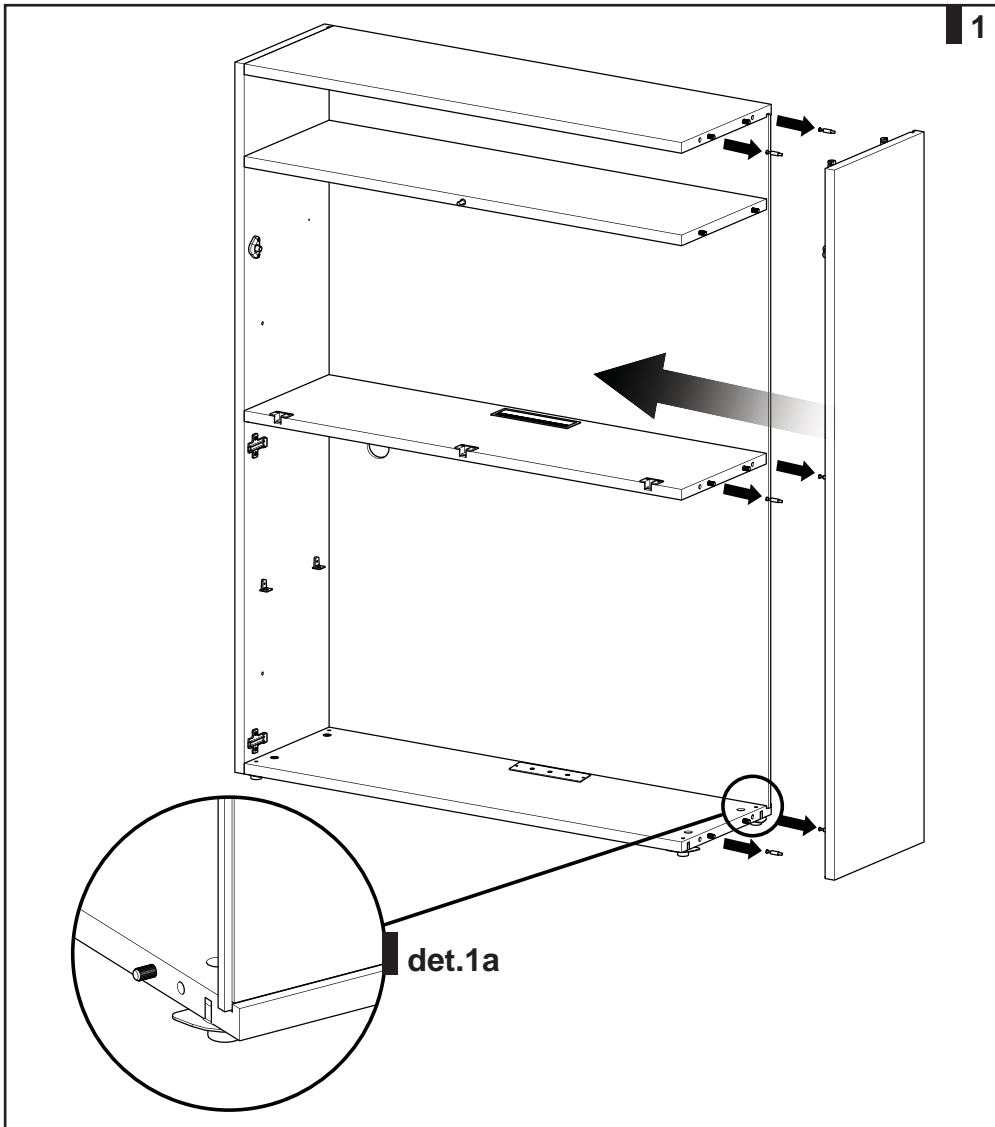
## IRON FITTINGS FOR WALL FIXING

HARDWARE PART	QTY	DESCRIPTION	
WALL HANGING BRACKET COVER	2	FOR WALL FIXING	
BAR	1	FOR WALL FIXING	

## **ASSEMBLY SEQUENCE**

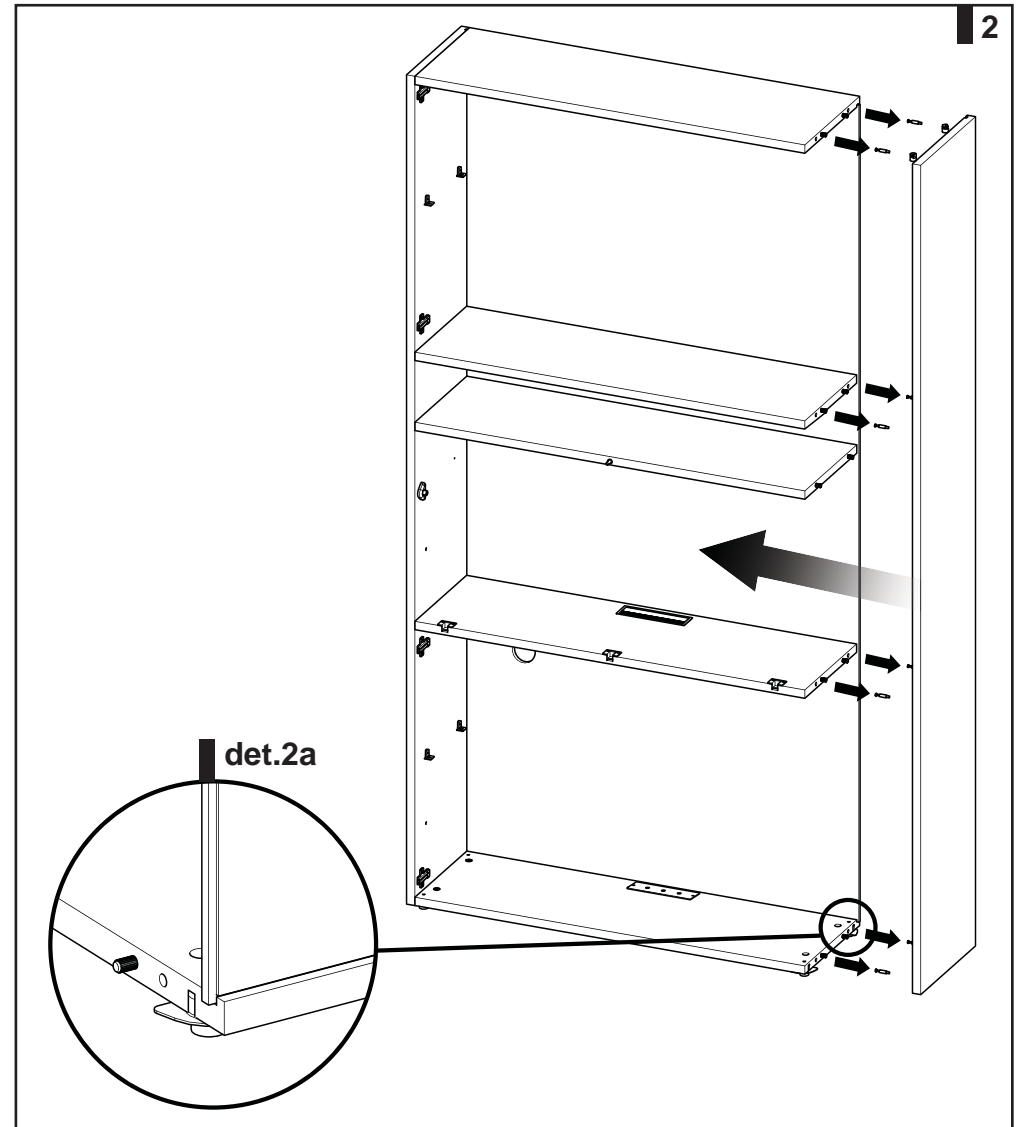
**STRUCTURE ASSEMBLY**

**IMG.1:** Screw the **right side (1)** and **left side (2)** 12 PIVOTS 7x36 6MA; assemble the structure combining their backs to the **ceiling (3)**, to the **base (4)**, to the **folding panel facing (9)** and **lamp holder facing (6)** by inserting and tightening 12 D15 L17 ECCENTRICS (pay attention to the correct passage of the lamp power cord into the hole located on the back - see also page 22) the **back (5)** is inserted into the appropriate mills present on the other elements of the structure (det.1a).



**STRUCTURE ASSEMBLY**

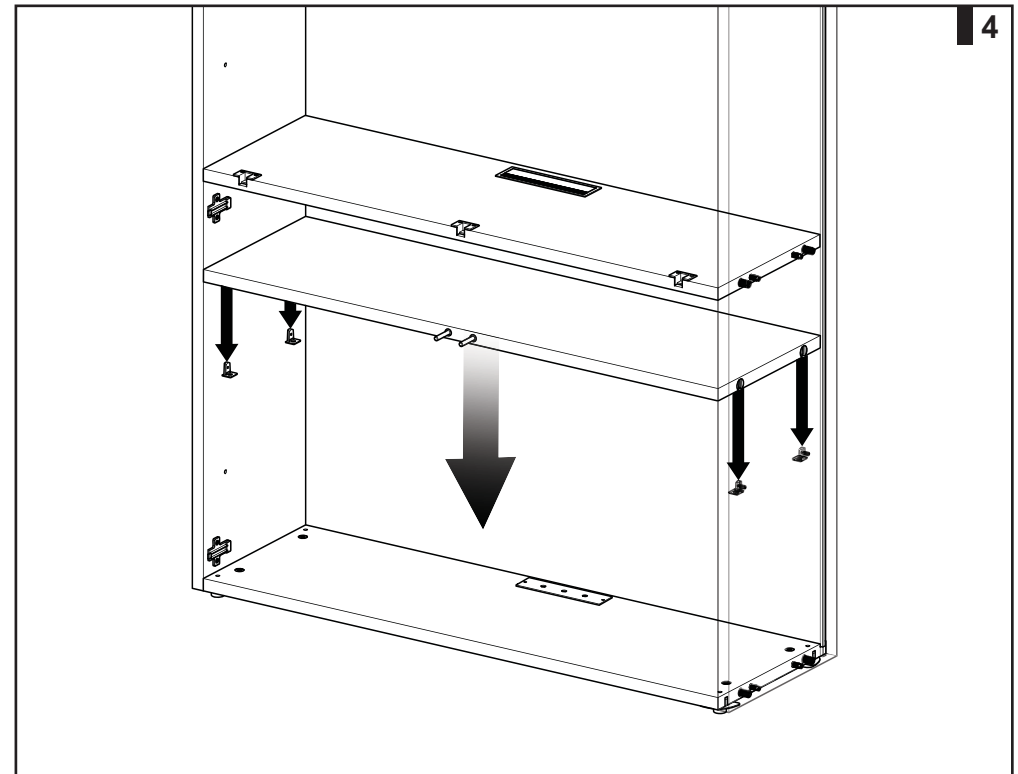
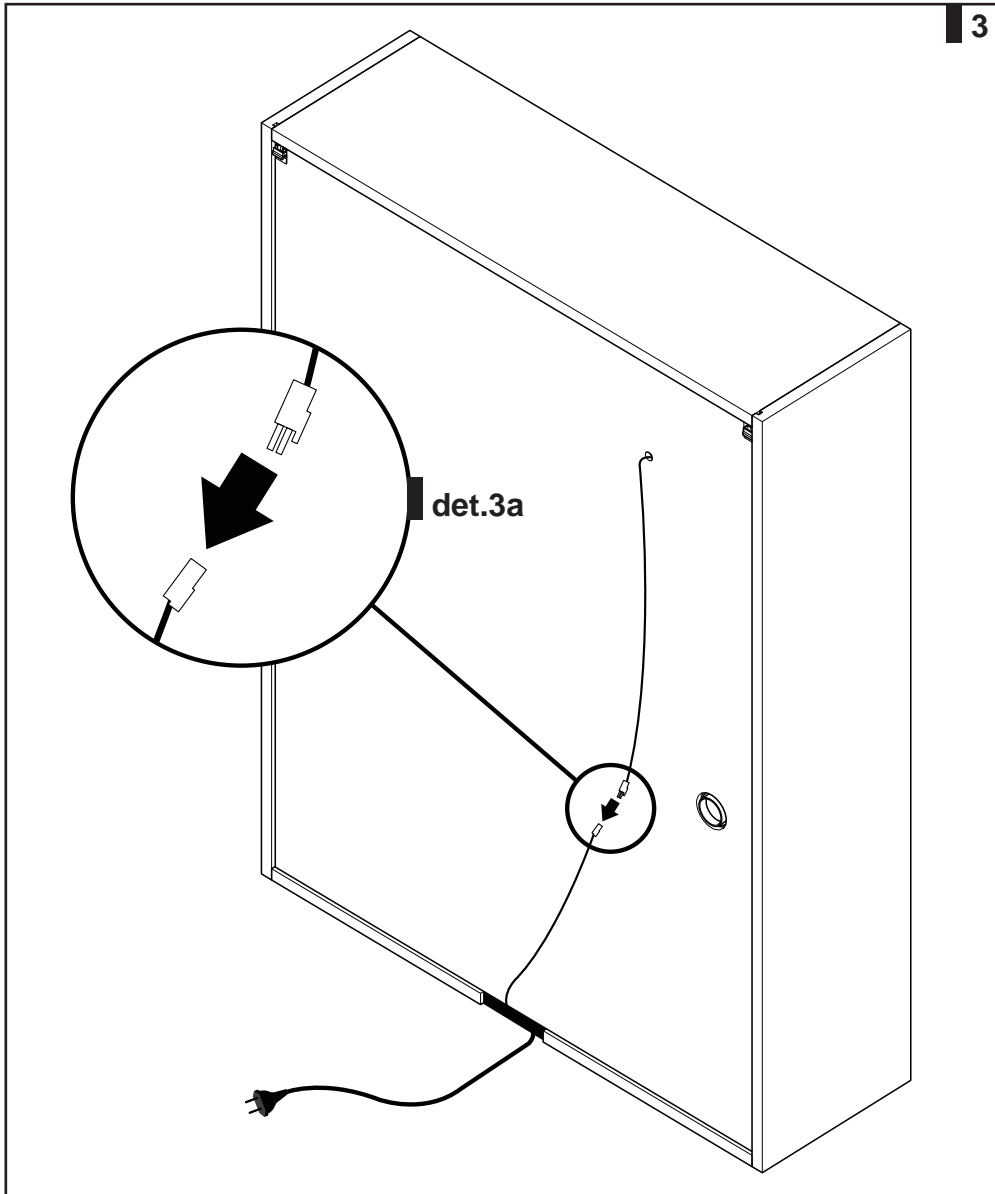
**IMG.2:** Screw the **right side (1)** and **left side (2)** 16 PIVOTS 7x36 6MA; assemble the structure combining their backs to the **ceiling (3)**, to the **base (4)**, to the **folding panel facing (9)** and **lamp holder facing (6)** by inserting and tightening 16 D15 L17 ECCENTRICS (pay attention to the correct passage of the lamp power cord into the hole located on the back - see also page 22) the **back (5)** is inserted into the appropriate mills present on the other elements of the structure (det.2a).



## STRUCTURE ASSEMBLY

**IMG.3:** Pass the cable of the **lampholder facing (6)** through the hole on the **back (5)**, connect the cable of the LED light with that of the transformer (det.3a). Leave the cable of connection to the electrical current free while the furniture is placed against the wall. If necessary, pass cables of electrical objects placed inside the cabinet through the circular fairleads.

**IMG.4:** Insert **facing (11)** on the appropriate shelf holder.

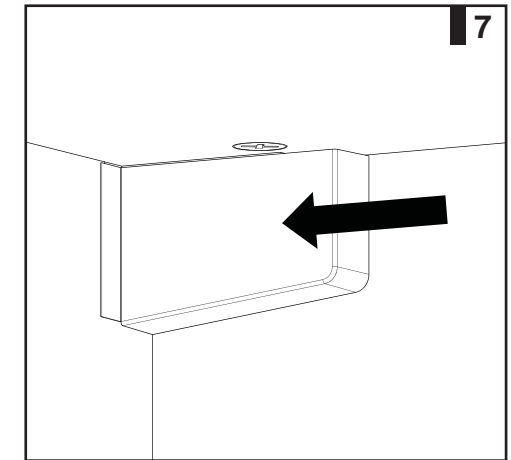
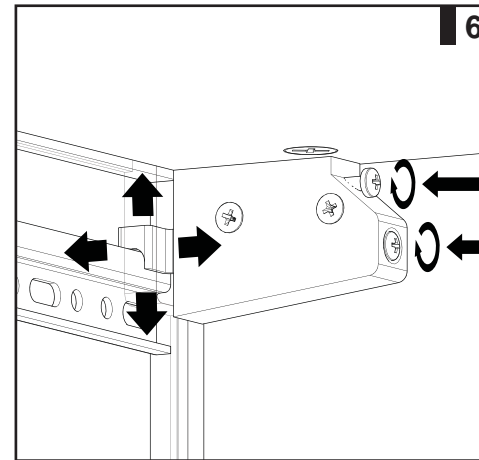
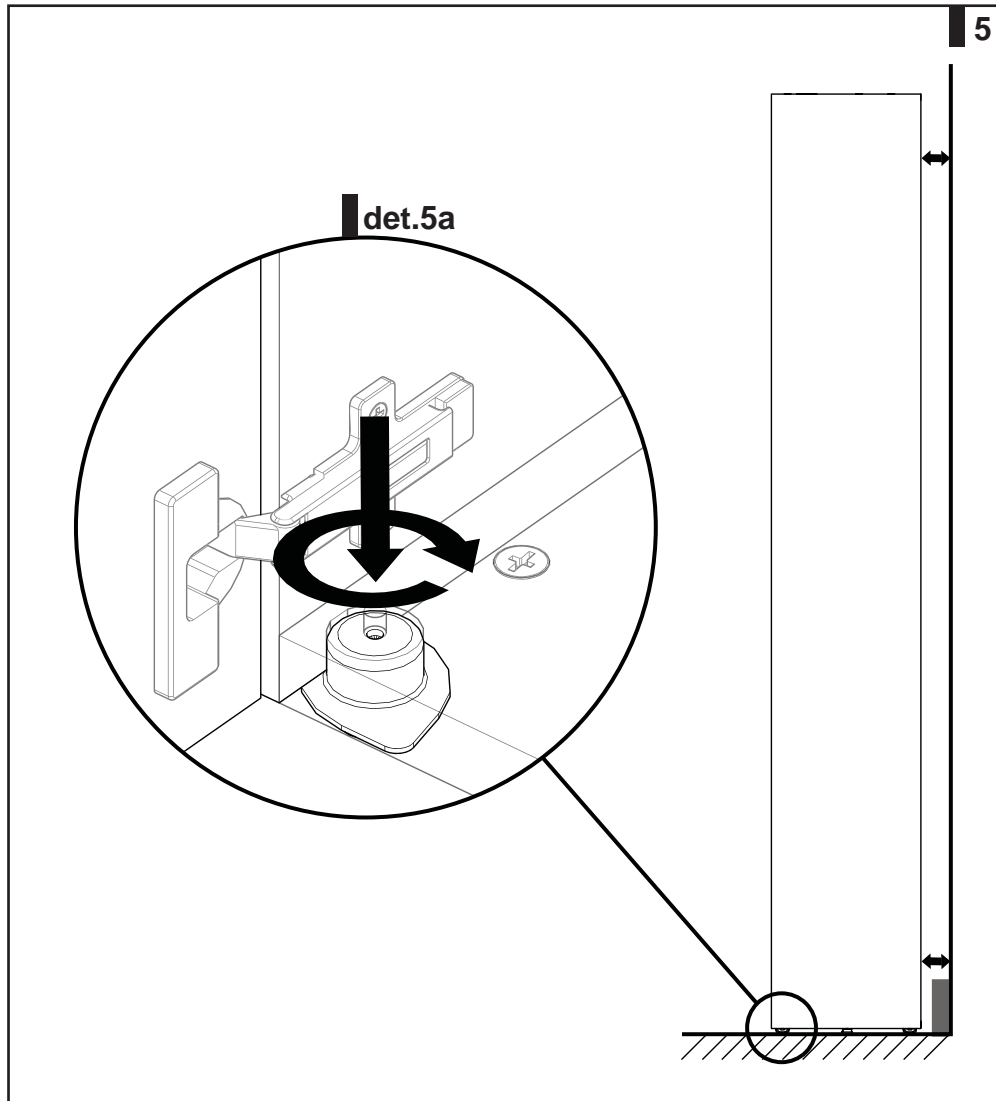


## FIXING THE FURNITURE TO THE WALL

**IMG.5:** While preparing the furniture for the wall fixing, pay attention at keeping a constant distance between the top and lower part of the back of the furniture and the wall itself; align the furniture to the floor, verifying that the furniture is perfectly horizontal; to compensate possible irregularities of the floor, adjust the adjustable feet of the furniture (det.5a).

**IMG.6:** Turn the two screws to adjust the clamping arm of the hanging bracket, attach the hanging bracket on the drawbar previously fixed to the wall.

**IMG.7:** Cover the hanging bracket with aluminum cover provided.



### **SAFETY RULES FOR THE FIXING OF THE FURNITURE TO THE WALL** **READ CAREFULLY BEFORE PROCEEDING**



**THE INSTALLER SHALL BE SOLELY RESPONSIBLE FOR CORRECT ASSEMBLY OF THE WALL FIXING AND PANELS INCLUDING TESTING THE PRODUCT; INSTALLATION MUST BE PERFORMED BY QUALIFIED PERSONNEL; WRONG INSTALLATION OF THE MODEL CAN CAUSE ACCIDENTS THAT CAN LEAD TO SERIOUS INJURY TO THE USER.**

The product must be fixed to walls and intact and resistant panels (concrete, brick, stone, tile blocks in vertical holes, etc.) and placed on perfectly level floors (for minimum drops use the feet adjustment).

Considering the possible and multiple features of the walls and panels to which the product must be fixed, which are unknown to the manufacturer, a specific preventive inspection by the installer prior to running the assembly is mandatory in order to verify the integrity and the level of effective resistance of the walls and panels.

For this model a minimum of 4 fixing points have to be provided.

It should be noted that in the hardware supplied there are also a series of plugs used only and exclusively for fixing to the solid-webbed concrete R250 walls structure; please note that even in this case, prior verification by the installer is required on the integrity and the level of the wall structures' effective resistance

For disclosure purposes, other types of wall structures are indicated as follows:

- for walls in compact material, the use of metallic plugs;
- for walls in hollow bricks, the use of nylon / metallic plugs;
- for walls in plasterboard the use of metallic plugs for plasterboard with tongues fixed to the jamb of the wall structure;
- For walls of a material different from the previous ones we recommend an analysis of the flow resistance and the wall itself, in reference to the product being installed.

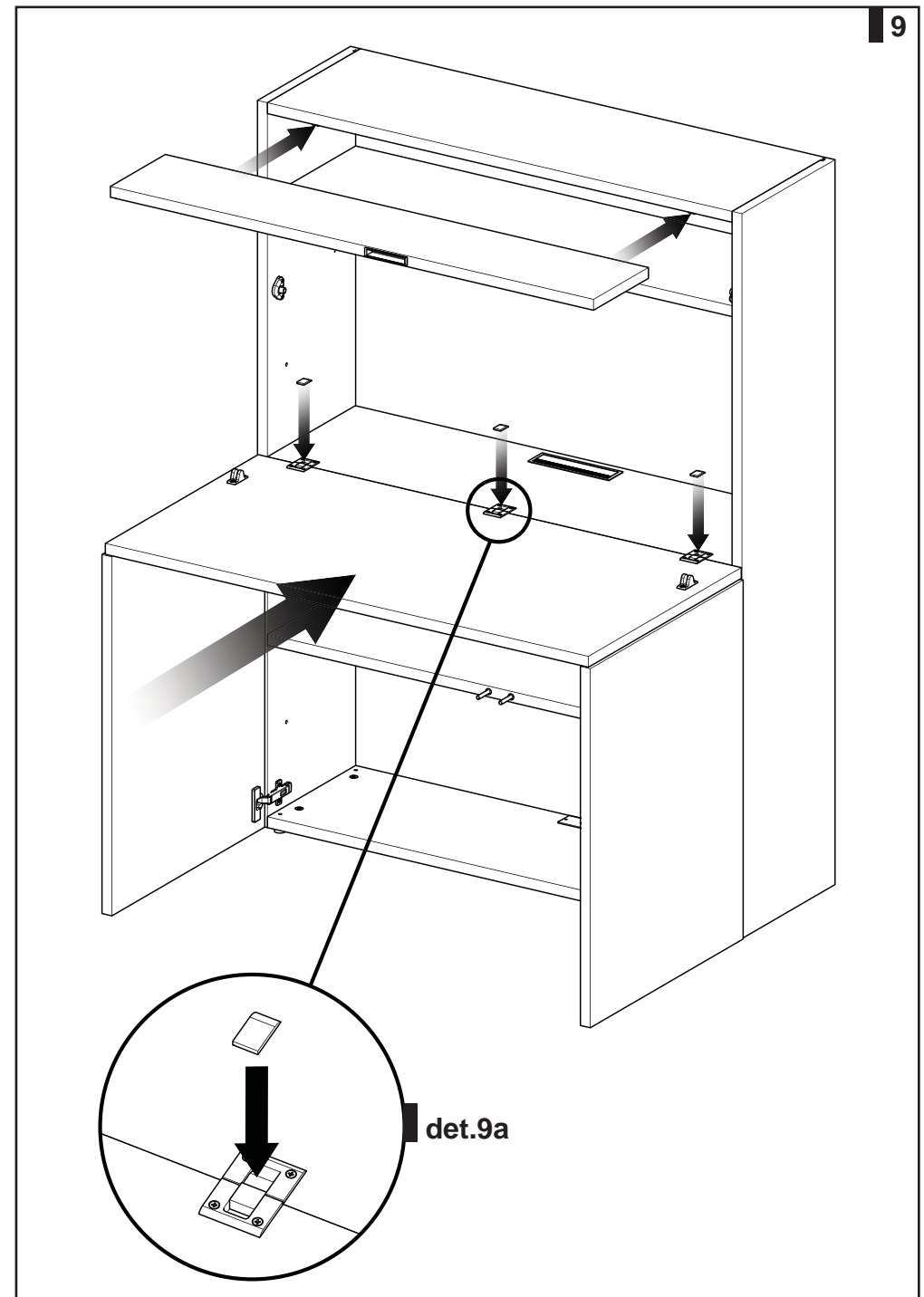
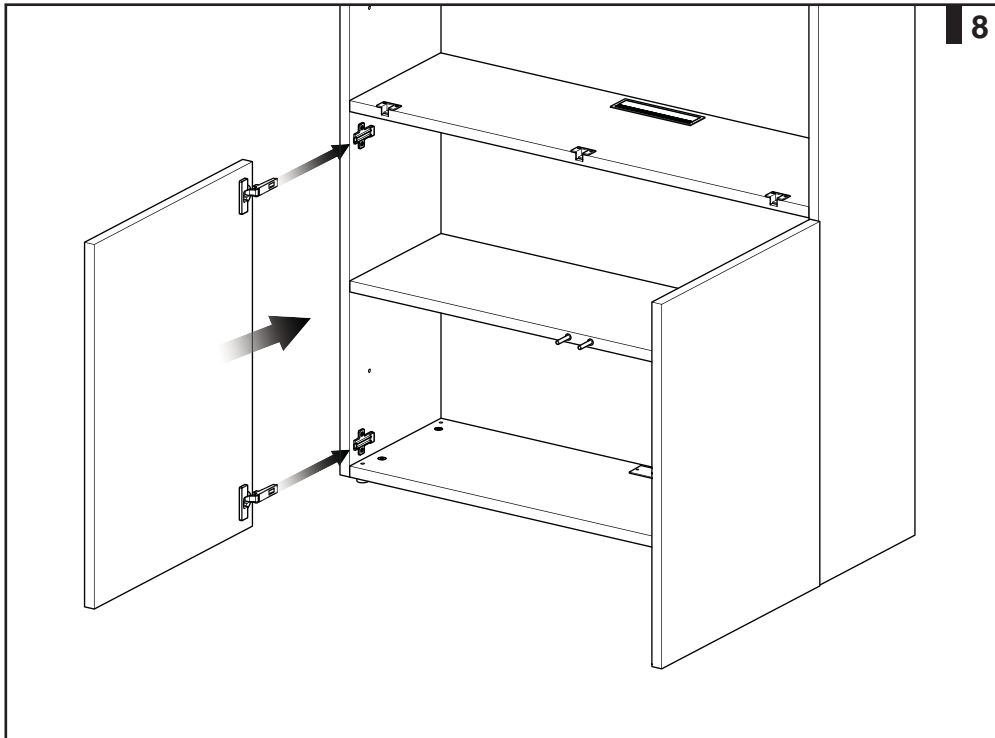
Furthermore, please note that in case of reassembly of the furniture the same holes in the wall cannot be used for fixing, therefore a different placing of the small squares and plugs as established by the installer is obligatory.

**CLEI DECLINES ANY RESPONSIBILITY DERIVING FROM THE NON-OBSERVANCE OF THIS PROVISION**

## PANEL ASSEMBLY

**IMG.8:** Attach the **hinged panel (10)** to the brackets placed on **the sides (1.2)**.

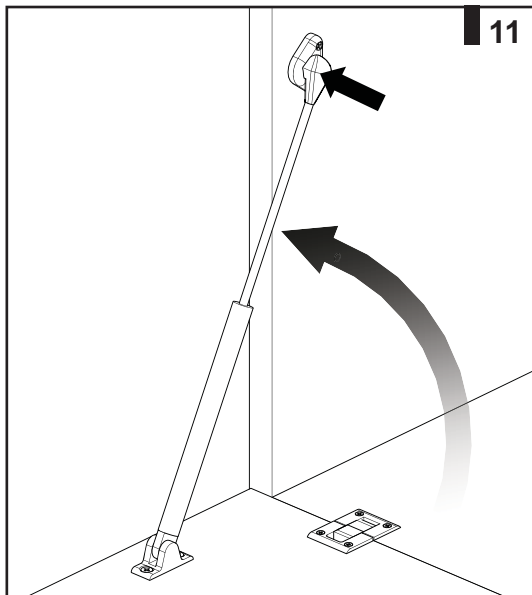
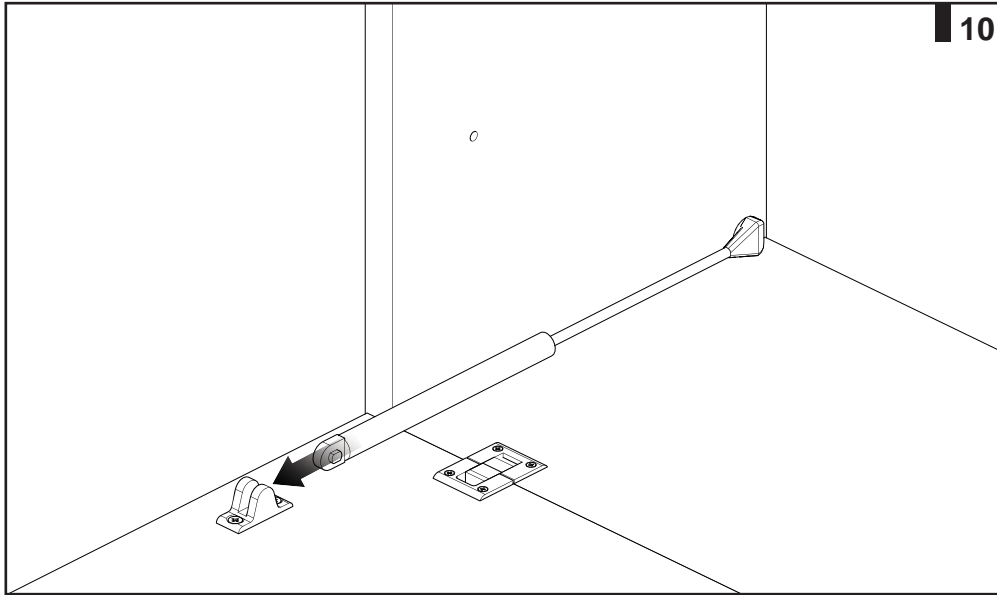
**IMG.9:** Pull the **folding panel (8)** to the structure and hook the two hinge parts with 3 COVER (det.9a). Hook the two hinges of the **upper folding panel (7)** to the structure bearing.



## **GAS SPRING ASSEMBLY**

**IMG.10:** Insert the GAS SPRINGS horizontally in the **folding panel bearing (8)** and the **upper folding panel (7)**.

**IMG.11:** Attach the pin of the GAS SPRINGS to the **side bearings (1.2)**.



**GAS SPRINGS CLEANING**

**To keep the gas spring perfectly efficient:**  
**a soft cloth must be used WITHOUT**  
**the help of any solvent for the cleaning**  
**operations.**

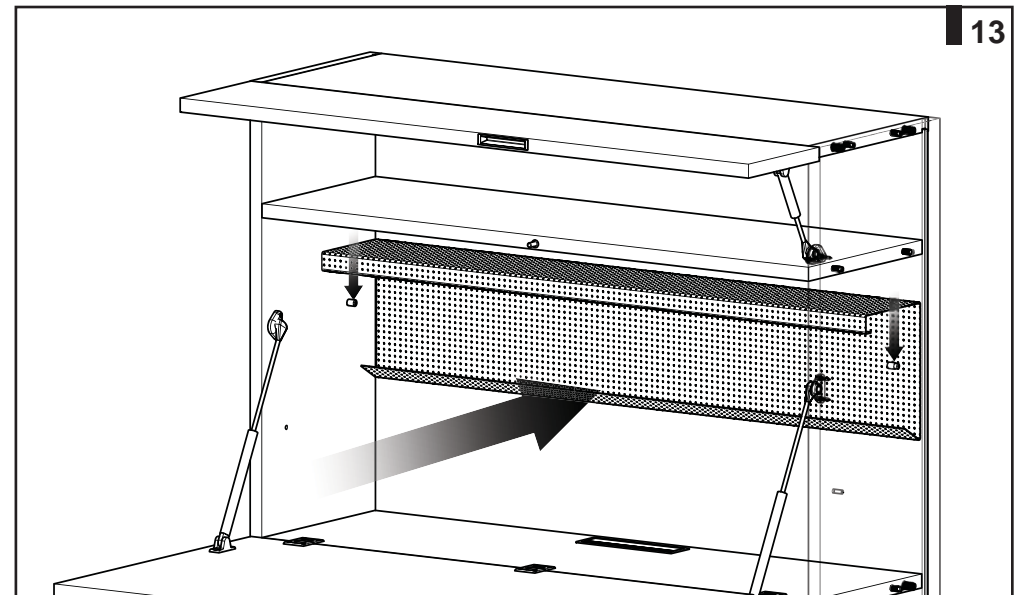
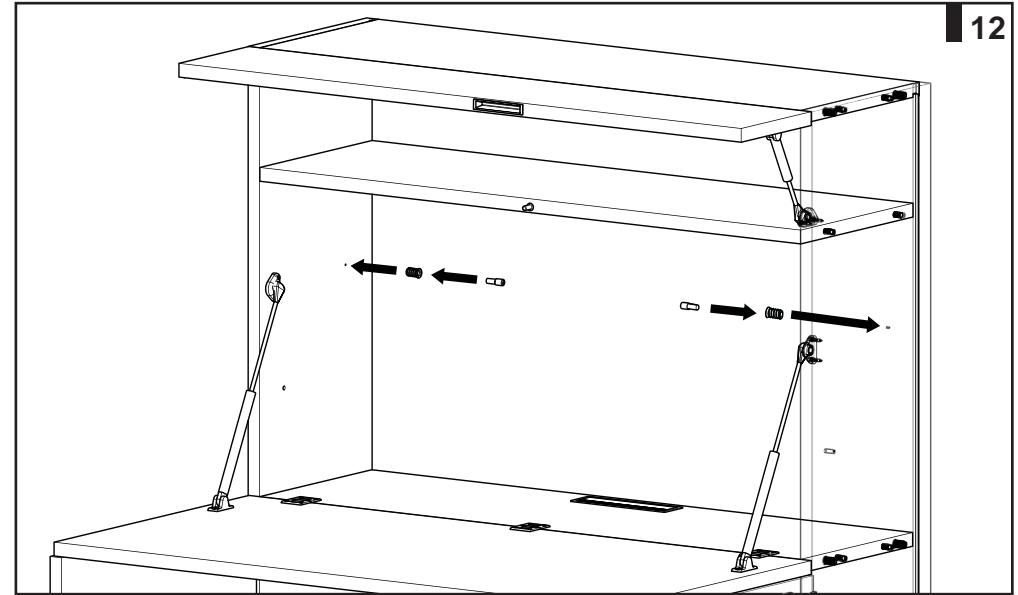
**CLEI DECLINES ANY**  
**RESPONSIBILITY DERIVING**  
**FROM THE NON-OBSERVANCE**  
**OF THIS PROVISION**



## **ONLY MODEL WITH METAL SHEET SHELF FITTING**

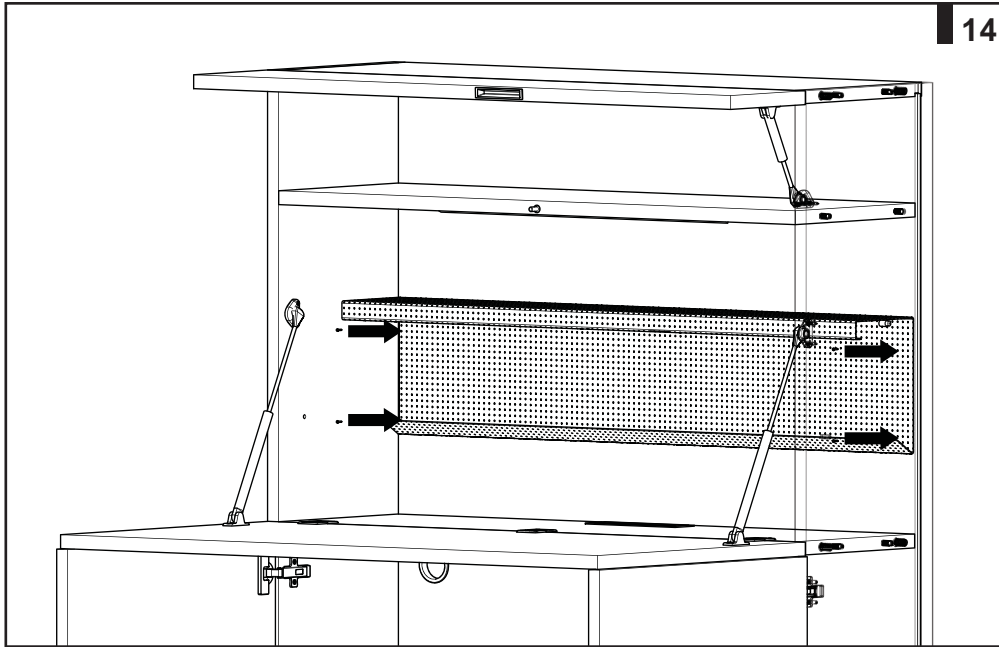
**IMG.12:** Open the two pre-drilled holes on the **back (1.2)** and insert 2 BEARINGS D8 L15 N° 2 PINS.

**IMG.13:** Pull the **metal sheet shelf (12)** to the **backrest (5)**, resting it on the pins.





**IMG.14:** Fix the shelf to the **back (5)** with n° 4 AUT. SCREWS TC CROSS 3,5x12.



## **PRODUCT FILE**

## GENERAL INFORMATION

Home Office is a container equipped with a workstation and integrated with the system woodwork.

The central folding panel, turns into a desk top with pass cables and integrated LED illumination.

The single version 148 cm high and version with additional storey 220 cm high are both integrated with the Living and Young System.

## USE AND DISPOSAL INSTRUCTIONS

### Assembly and safety

Home Office needs to be fixed to the wall. The models are supplied disassembled and are provided with instructions of assembly. For installation, specifically follow the instructions on page 3.

A yearly check of the integrity of the furniture and of its opening system by the user is suggested, in order to verify possible wears due to use.

### Use

Avoid intervening for maintenances on the components of the product and for all eventualities contact the retailer.

The edges do not have to be placed near heat sources higher than 45°C. The possible presence of particular smells emitted by the product immediately after it is removed from the pack is not a source of danger and disappears with the exposure in an aired environment.

### Disposal

Once disposed of, the product and its components do not have to be dispersed in the environment, but brought to the public disposal system in compliance with the regulations in force.

## MAINTENANCE INSTRUCTIONS

### Maintenance wood and lacquered parts

It is advisable to execute the cleaning of the wood and lacquered parts using water only with a soft cloth. The exposure to direct sunlight may alter the colour of the wood and the lacquering. Avoid products containing acetone, ammonia, chlorine and solvents, abrasive products and waxes for the furniture.

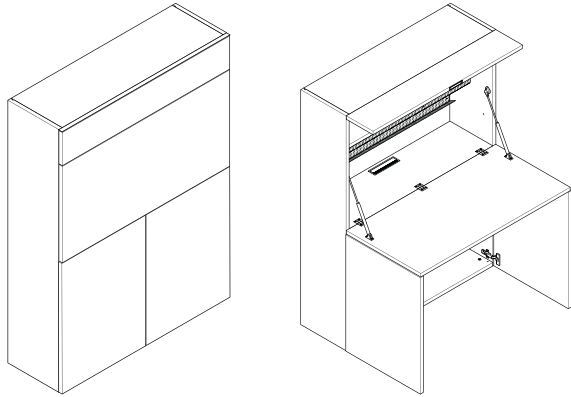
### Maintenance painted metal parts

The cleaning of the painted metal parts can be executed with neutral detergents immediately drying them, using a soft cloth.

### Springs maintenance

In order to maintain the gas spring perfectly efficient, to clean the stands, a cloth which does not leave textile residual, WITHOUT the help of any solvent, must be used.

## FAMILY OF HOME OFFICE PRODUCTS



## ELEMENT

### Structure

### Back

### Lighting

### Shelf fitting

## MATERIAL

- Wood particles panel thickness 22 mm, dignified on two sides with printed melamine or essence.
- The base of the furniture is equipped of nylon adjustable feet.

- Wood particles panel thickness 10 mm, dignified on two sides with white melamine.

- 5,76 W LED lamp with warm light (3500K), with 24 V feeder integrated in the structure.

- Perforated metal sheet shelf 1.2 mm thick bent and painted.

## MATERIAL DETAILS

### Panels Finishes

All the panels used are in wood particles, consistent with the regulation UNI EN 717-2: 1996 E1 class with emission with minimum formaldehyde content.

In the panels production ABS edges and wood are used and applied with polyurethane glue.  
(only for the shaped boards the thermo –melting glue is used).

All the panels with melamine covering have surfaces dignified on two sides with printed melamine.

All the panels covered in wood have a layer glued with non-toxic products on wood particles supports.

All the lacquered panels are in colour embossed finish with water based painting.

The products used for painting do not contain formaldehyde and their composition makes them classified as non-toxic; moreover these products are free from the heavy metals in compliance with the regulation EN 71-3: 2002.

**Clei reserves the right to make changes to the products**



***clei***

Clei S.r.l.  
via G.Marconi  
22060 Carugo (CO) Italy  
tel. +39. 031. 761666  
fax +39. 031. 762346  
[www.clei.it](http://www.clei.it) - [info@clei.it](mailto:info@clei.it)

06/02/2013