



# Portfolio Range

## Base Unit Cabinet Assembly Instructions

### Introduction

The following instructions will enable you to complete the assembly of your new furniture.

#### Recommendation:

In fitting your furniture to avoid risk of damage we strongly recommend that you fit all cabinets and worktops first before fitting any door fronts

This way the doors can stay protected from any fitting tools and dust that might scratch them.

#### Hardware Box

Each of the cabinets contains a Hardware box that contains all of the fitments you need to complete the assembly of each unit.

So parts do not get mixed up, please keep it safe with the unit it came with.

Basin Fascia OR  
Drawer Front

Hinge Plate

Door Front

Hinges

Cabinet Legs

Handles

#### Note:

Fit the leg so that this protruding part sits underneath the cabinet side panel. This will give improved support to heavy worktops

### Cabinet Legs

#### Leg Base Socket Assembly

Push the Socket of the leg boss into the pre-drilled holes on the underside of the cabinet. Then, with a firm tap of a hammer, tap the dowel to expand the socket, fixing the leg base. For additional security, if required, you can screw the legs to the base using the screws provided.

Socket

Dowel

Leg Boss

#### Leg Fitting & adjustment

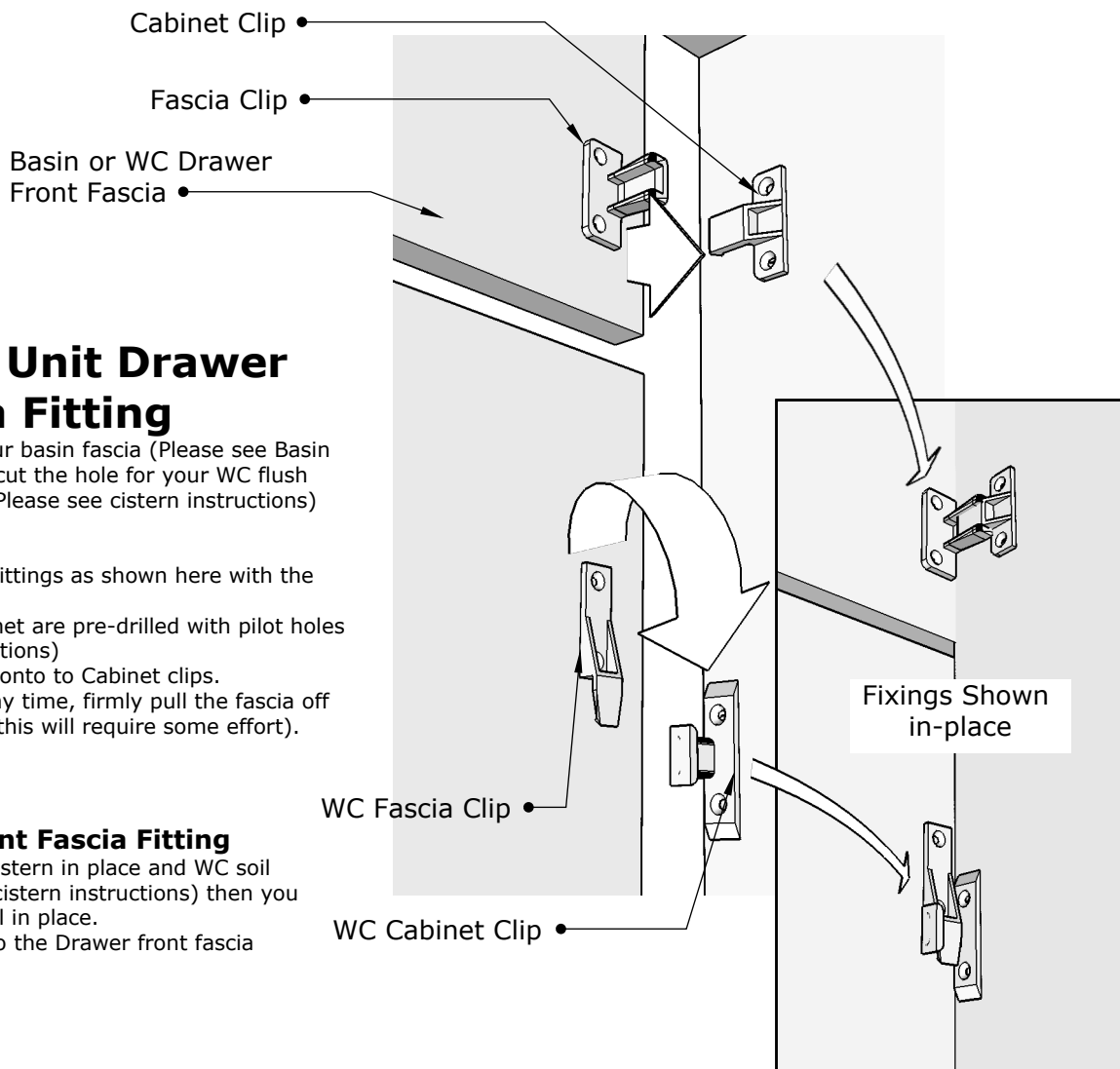
Push the leg firmly into the base of the socket. On the threads of the adjustment foot you will find a small tab. Turning the foot so this tab is level with the end of the leg will give you a starting leg height measurement of 150mm. Simply turn the foot to raise or lower the unit to level it as required.

**TIP:** All units should be level to ensure tops are level and doors and drawer fronts open and close smoothly.

Adjustment Foot

Leg

Tab



## Basin & WC Unit Drawer Front Fascia Fitting

Once you have cut out your basin fascia (Please see Basin pack for details) OR have cut the hole for your WC flush button and have fitted it (Please see cistern instructions) then:

Fit the fascia and cabinet fittings as shown here with the screws provided.  
(Both the Fascia and Cabinet are pre-drilled with pilot holes to help you locate the positions)  
Then push the fascia clips onto to Cabinet clips.  
To remove the fascia at any time, firmly pull the fascia off (They are strong clips, so this will require some effort).

### WC Unit Lower Front Fascia Fitting

Once you have your WC cistern in place and WC soil pipe hole cut (Please see cistern instructions) then you can fix the WC lower panel in place.  
The fittings are different to the Drawer front fascia

## Shelf Stud Fitting & Shelf Positioning

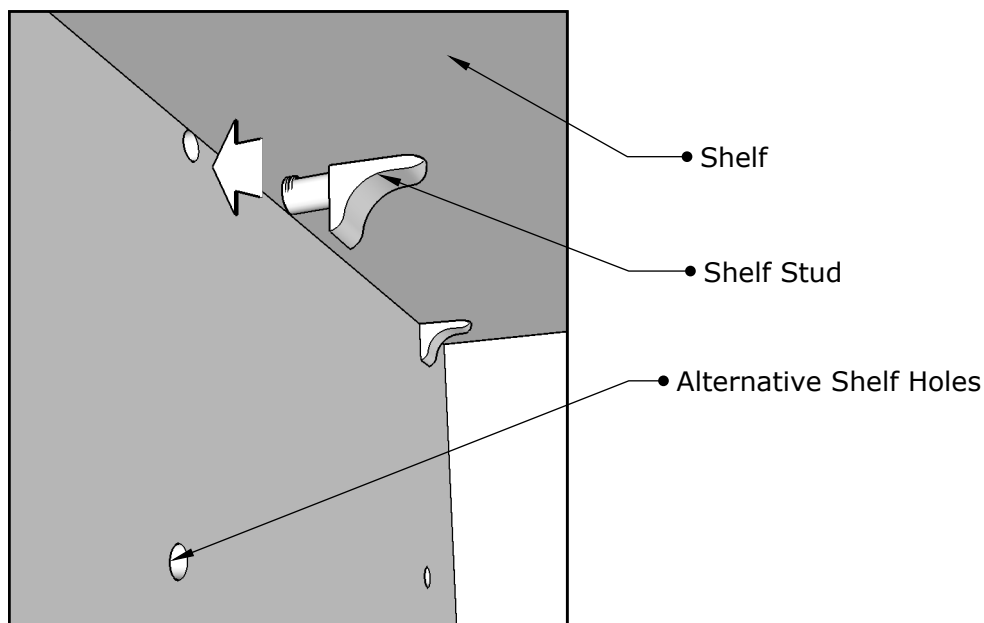
Shelves are secured at the bottom of the unit

Pull away the transit plug to release them

Decide where you want the shelves positioning and push the shelf studs in place as shown below

The studs have small grips to the rear of the round peg so they grip tightly in place as the shelf is loaded with Bathroom products

To remove the shelf studs, remove the shelf first, then slightly lift the stud, to release the grip of the prongs and then pull forwards.

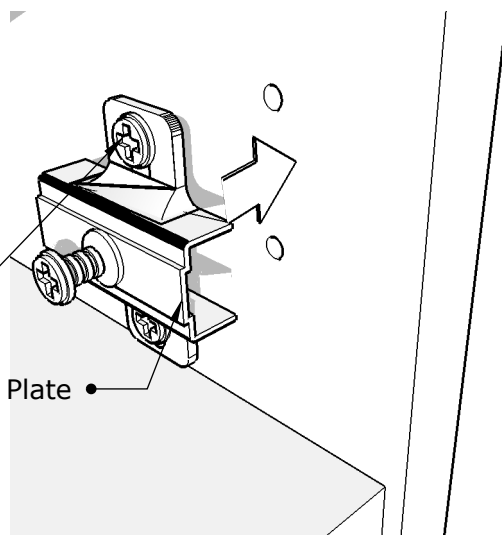




### Door Fixing Screws

With these loosened you can adjust the height of the door

Hinge Plate



## Hinge Plate Fitting

Hinge plates come with their screws already in position. Once you have decided which side the hinges should be on, simply screw them into the appropriate holes on the side panel of the unit. Both side panels for double units.

**Note:** It does not matter which way around you fit them.

## Hinge Fitting

**NOTE:** There are two types of hinges

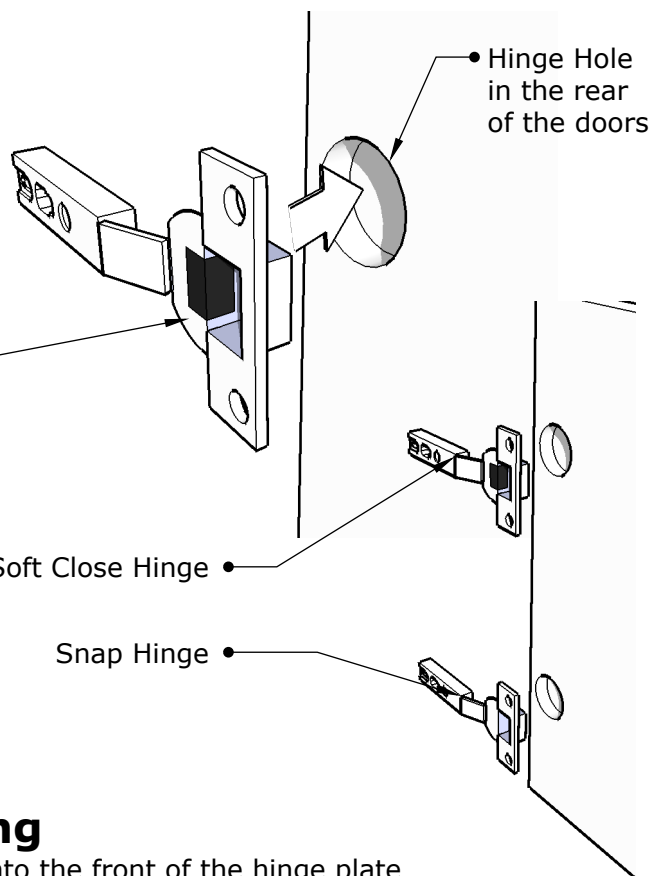
One provides the door with a soft close action the other snaps shut.

Each door should have one of each.

(The soft close hinge has a black centre and a white, round, underbody)

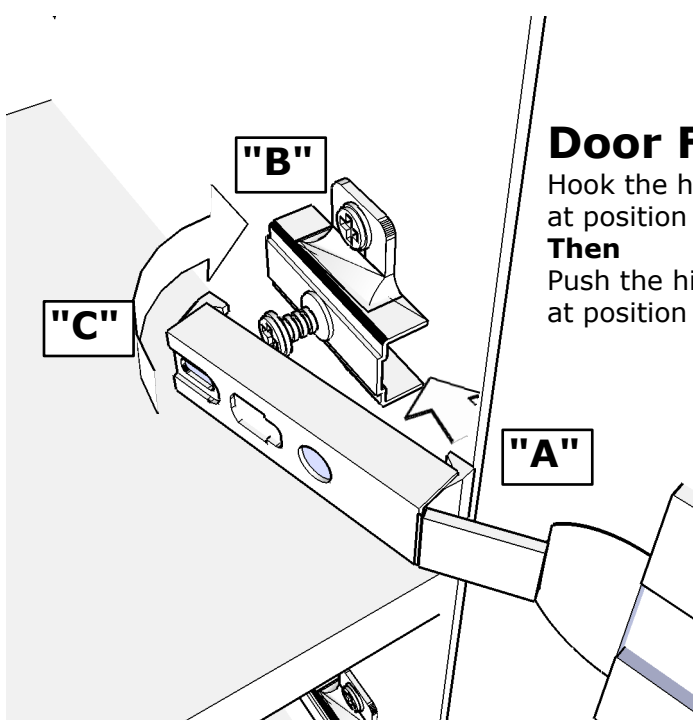
Soft Close hinge with the Black centre component.

(This is metal on the Snap Shut hinge)



Push the Hinge into the large holes on the rear of the doors.

Ensure the hinge arm protrudes perpendicular to the edge of the door, and secure in place with the screws provided.



## Door Fitting

Hook the hinge onto the front of the hinge plate at position "A"

**Then**

Push the hinge arm at "C" onto the hinge plate, at position "B"

## Door Removal

Hook the hinge onto the front of the hinge plate at position "A"

**Then**

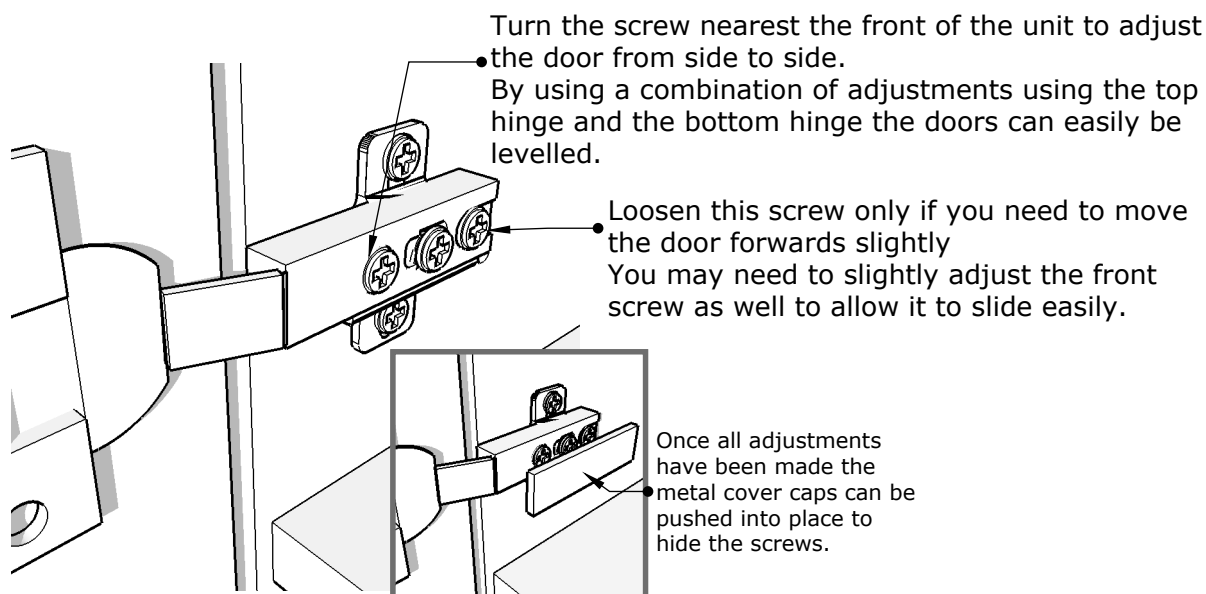
Push the spring catch on the end of the hinge arm at "C" to release the hinge.



## Hinge & Door Adjustment

Once your units are levelled and the doors are fitted, take a few minutes to level up all the doors to get that professionally fitted look.

Doors can be levelled by using the adjustment screws on the hinges as shown below.

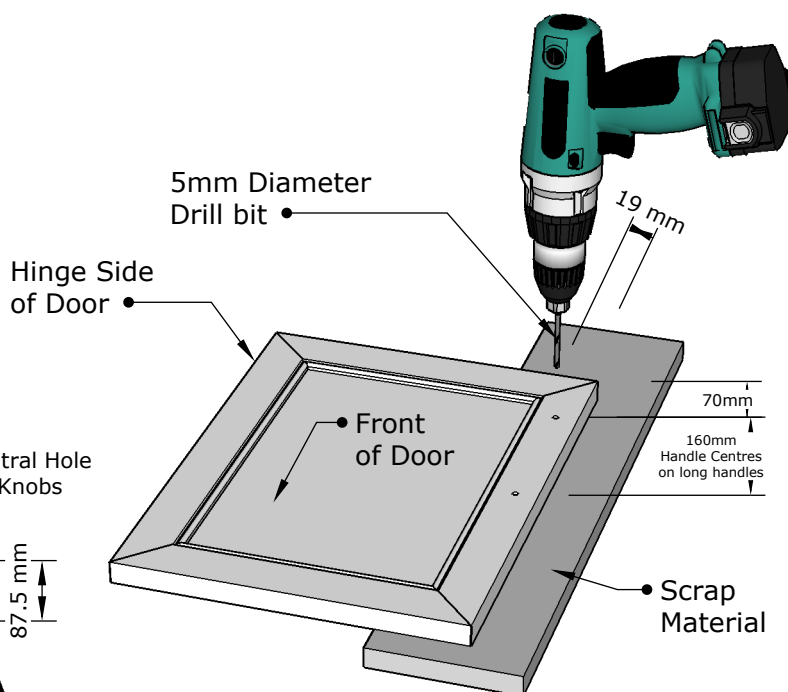
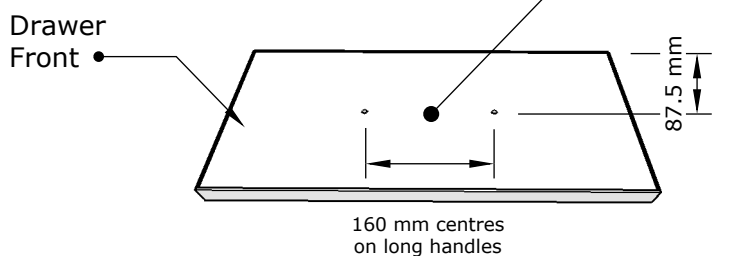


## Door Drilling for Handles

There are a selection of different Knobs and Handles in the portfolio range.

Simply decide where you want the handle positioning and drill the handle holes on the opposite side to the hinges.

**TIP:** Drill from the front of the door, to get a nice clean finish and put a clean piece of scrap timber behind the door to drill into. This will prevent the drill from bursting through and leaving an untidy hole.



**Guide:** There are no rules for where the handles need to be - it is up to your personal choice. However, as a guide, a hole 70mm from the top of the door (for base units) works well. And fitting handles in the middle of drawer fronts works best.

### Recommendations:

For Portfolio Classic Doors, drill on the centre of the frame (19mm in from the door edge)  
For all other Portfolio Gloss and Matt 40mm might be more suitable



# Portfolio Range

## Base & Wall Unit Instructions

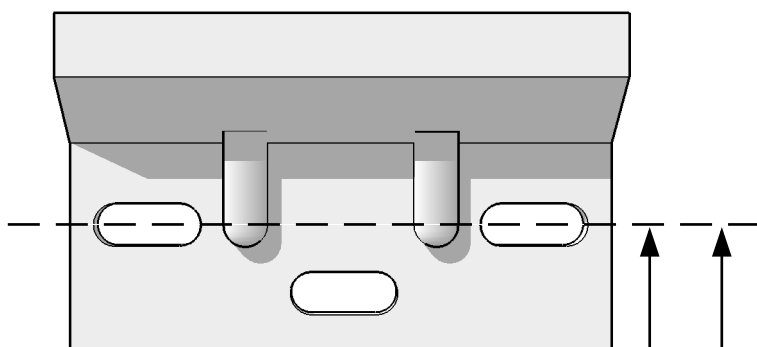
### Base & Wall Units - Fixing & Levelling

Note: All Base and Wall units must be fixed to the wall  
It is recommended that this is done by a suitably qualified installation professional.

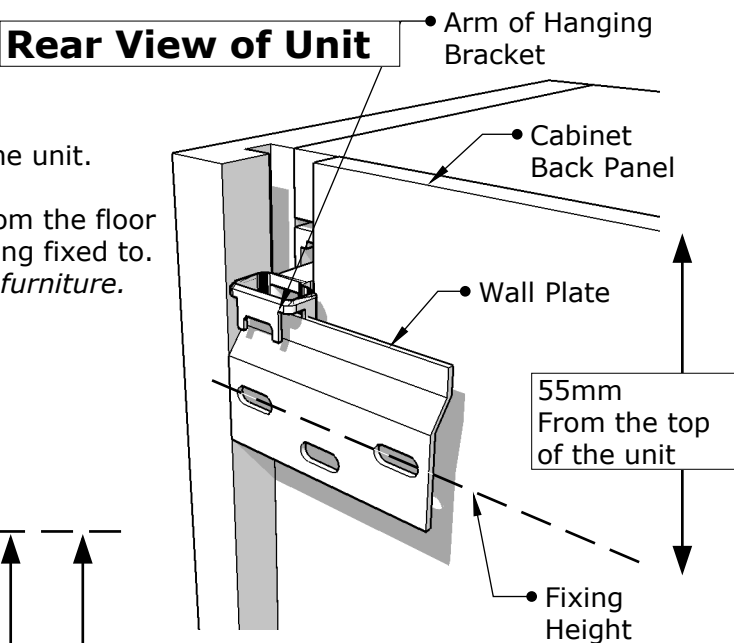
#### Wall Plates

Wall plates are provided with all units.  
A pair of wall plates will be attached to the rear of the unit.

Wall plates should be fitted at the heights shown, from the floor using screws and fixings appropriate to the walls being fixed to.  
*Note: Wall screws & plugs are not supplied with the furniture.*



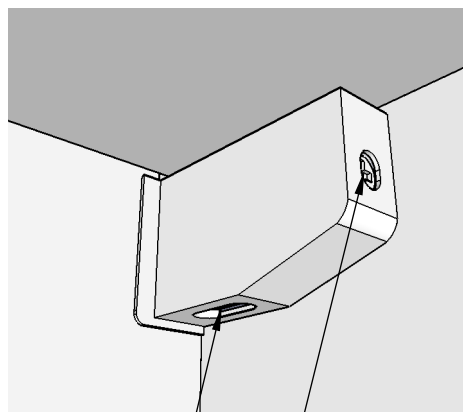
#### Rear View of Unit



#### Unit Levelling

With the plates fitted to the wall, hook the units on them.

Then from the inside of the unit adjust the brackets using the height adjustment screws shown below



Height Adjustment Screw

Screw to tighten the unit to the wall

Adjustable Brackets

Base Units = 765mm  
From the Floor (175mm plinth)

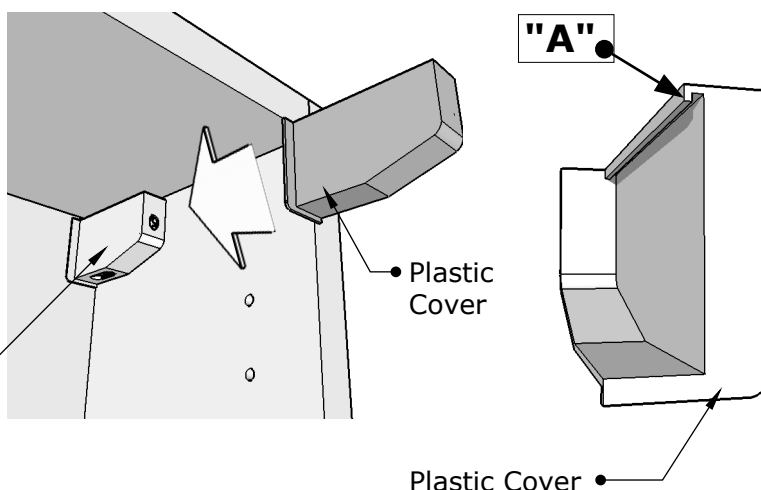
Wall & 1690mm Tall Units = 1810mm  
From the floor (175mm plinth)

#### Cover Cap Fitting

Once the units have been levelled the silver caps can be slid over the brackets to hide the fixings.

#### TIP:

Note the "hook shape" at "A", this slides into a groove on the top of the brackets.





# Portfolio Range

## Drawer Unit Assembly Instructions

### Drawers

Drawers are pre-assembled into the cabinets.  
Here we show you how to fit and adjust the fronts

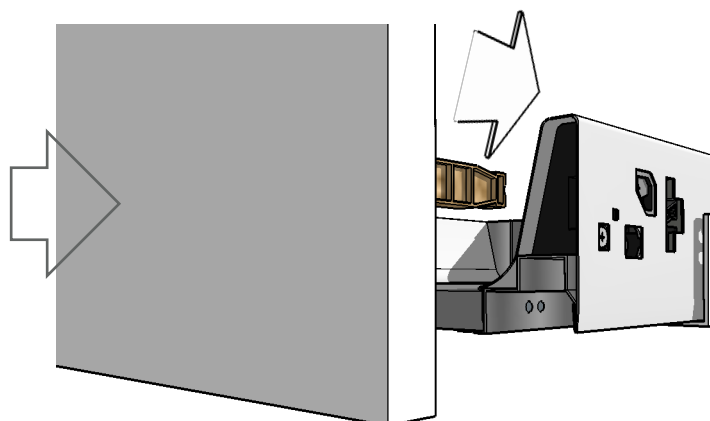
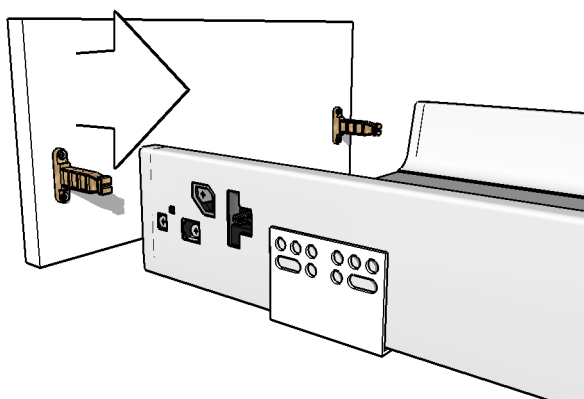
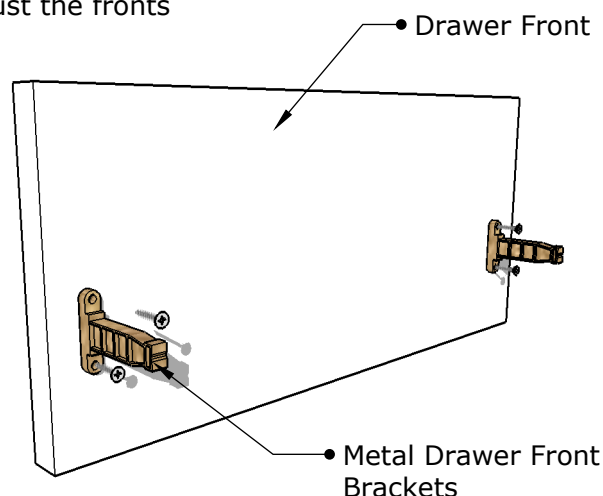
#### Drawer Bracket Fixing

Screw the metal brackets into the pilot holes in the rear of the drawer front with the screws provided.

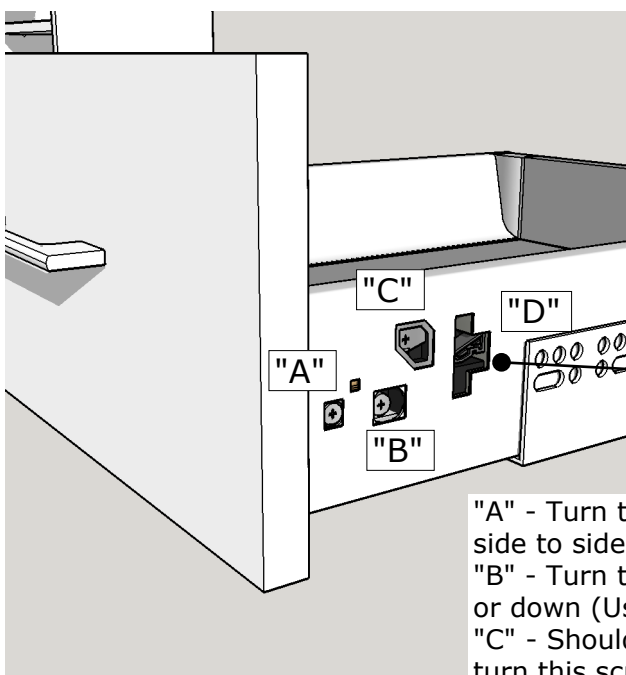


#### Drawer Front Fixing

Push the Drawer Front firmly into the ends of the Drawer Box sides



#### Drawer Front Adjustment



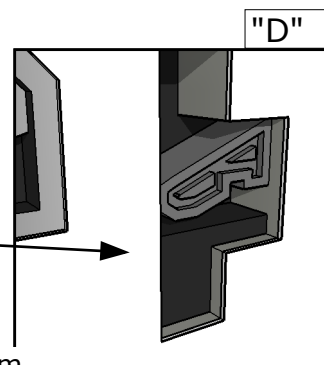
"A" - Turn this screw to adjust the fronts from side to side (This should be rarely needed)  
"B" - Turn this screw to adjust the fronts up or down (Useful for levelling)  
"C" - Should you need to remove the fronts, turn this screw firmly to release the drawer front brackets

#### Drawer Box Removal

"D" - Lift the catches here with your fingers on both sides of the drawer, to enable you to remove the drawer from the runners.

##### TIP:

Pull the drawer out  
Lift the catches  
Pull the Drawer outwards and upwards - see the next page for more details





# Portfolio Range

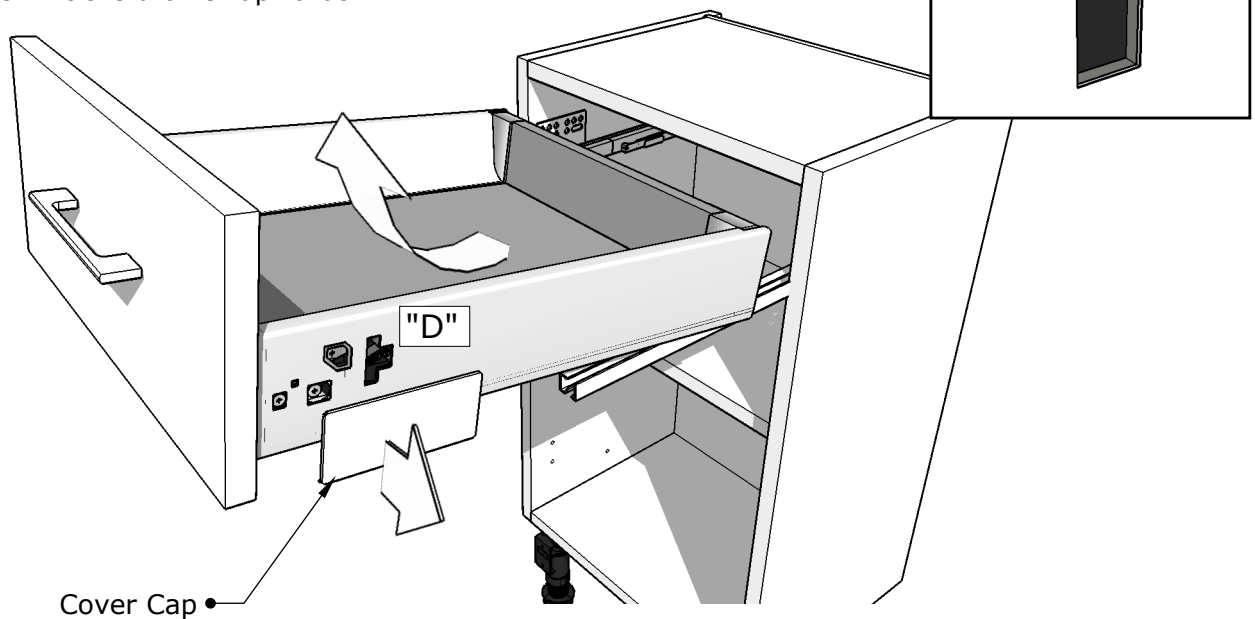
## Drawer Unit Assembly Instructions

### Drawers

Drawers are pre-assembled into the cabinets.  
Here we show you how to remove and to re-fit the drawer box

#### Drawer Box Removal

Remove the Plastic Cover Caps to reveal the fixings  
Lift the catches at "D" on both sides of the drawer  
Pull the drawer towards you (still holding the catches)  
And then lift the drawer upwards.

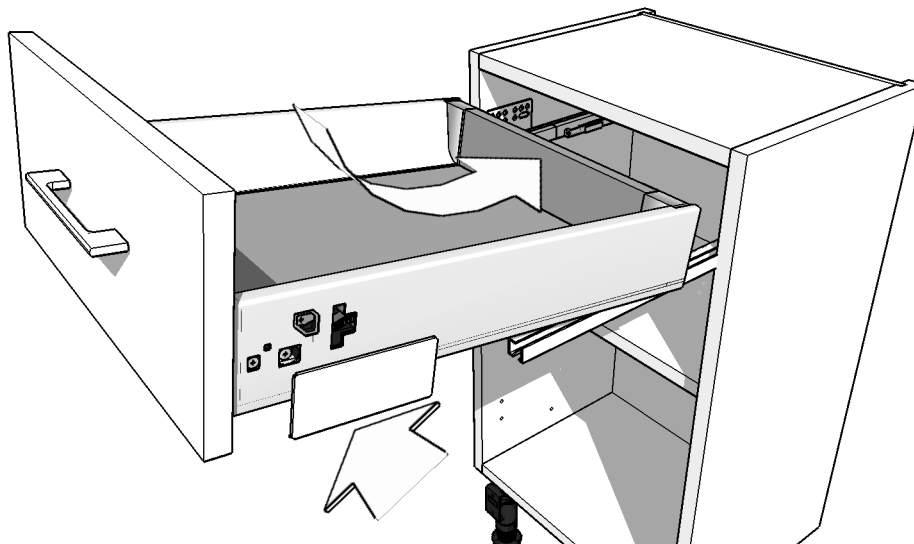


#### Drawer Box Re-Fitting

Pull the runners out  
Sit the drawer on top of them  
and push the drawer into the unit  
It will lock into place automatically

Re-fit the Plastic Cover Caps over the fixings

**TIP:** The Caps are handed - so check for L & R markings on the back of them







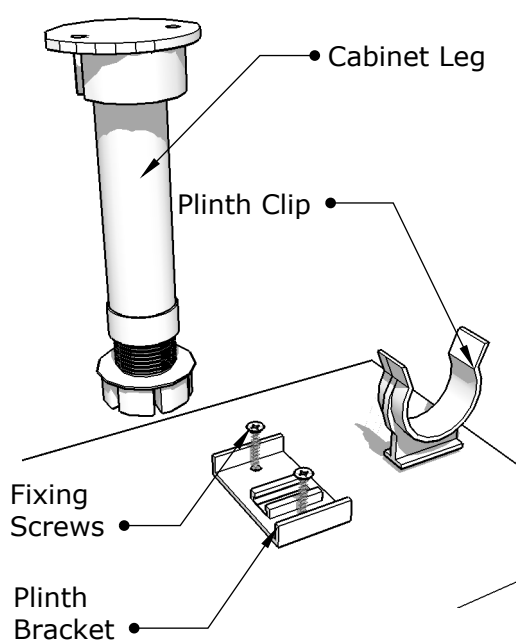
# Portfolio Range

## Plinth Fitting Instructions

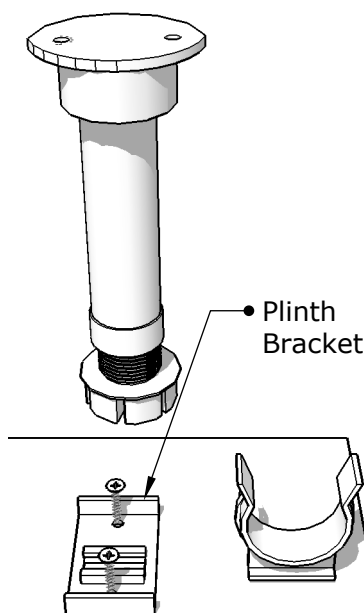
### Plinth fitting

Cut the plinths to the required length and lay them out on the floor next to the cabinet legs. Now, line up the Plinth brackets, about half way up the height of the plinth and screw them into position. Fit the clips and lift up the Plinth with its clips and push it into place.

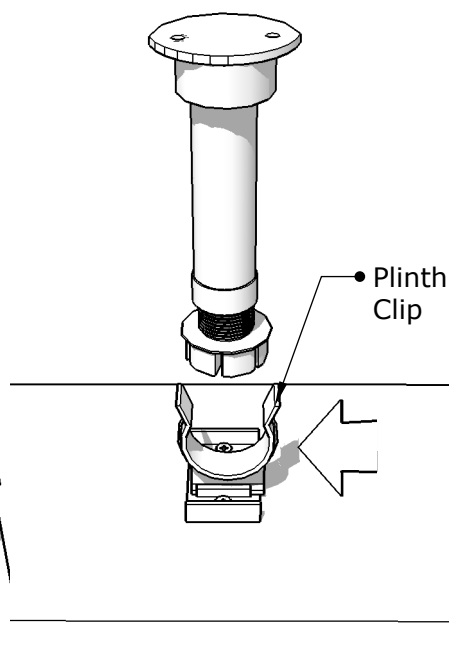
#### Layout the parts on the Plinth



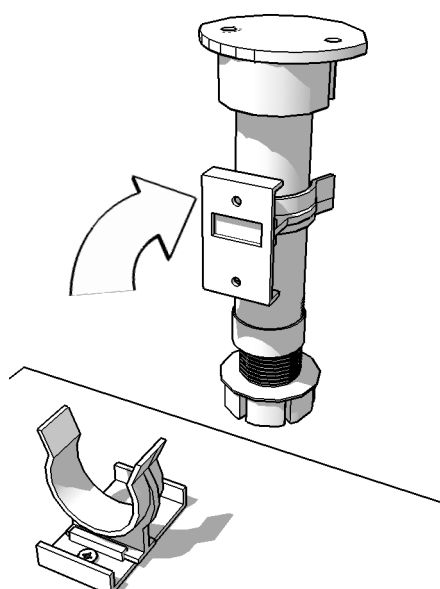
#### Fix the Plinth Bracket to the plinth



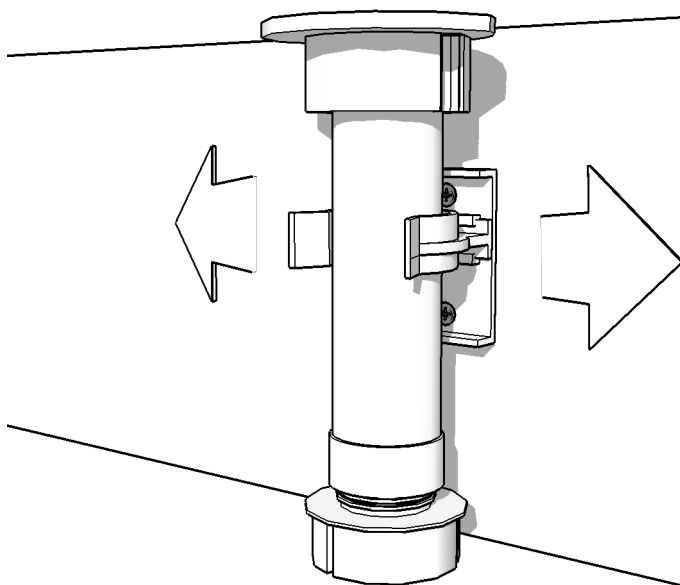
#### Slide on the Plinth Clip



#### Lift up the Plinth and clip the Plinth Clip onto the cabinet legs



#### Side to side adjustment Can be made by moving the plinth

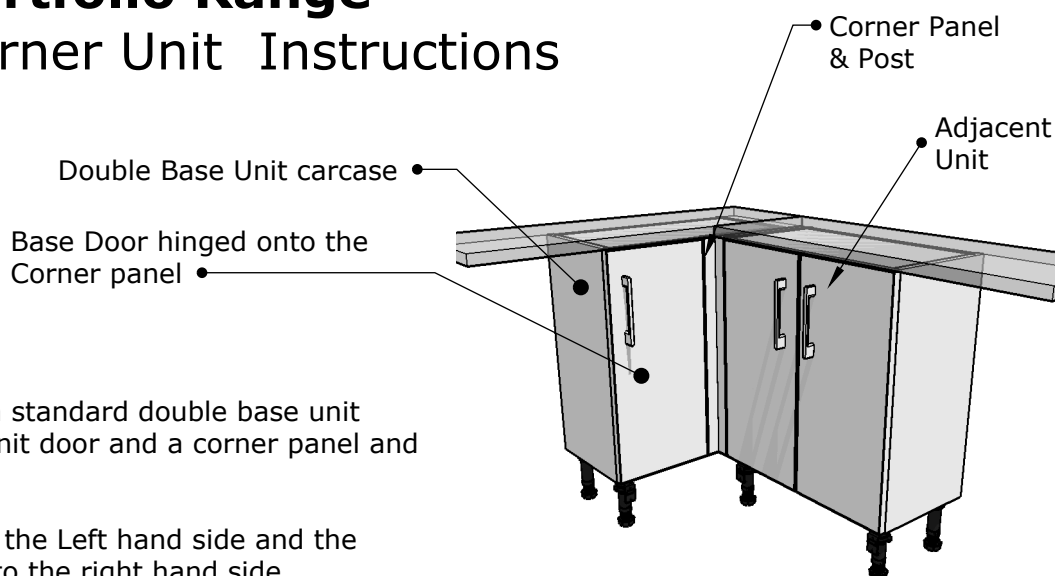






# Portfolio Range

## Corner Unit Instructions



### Corner Units

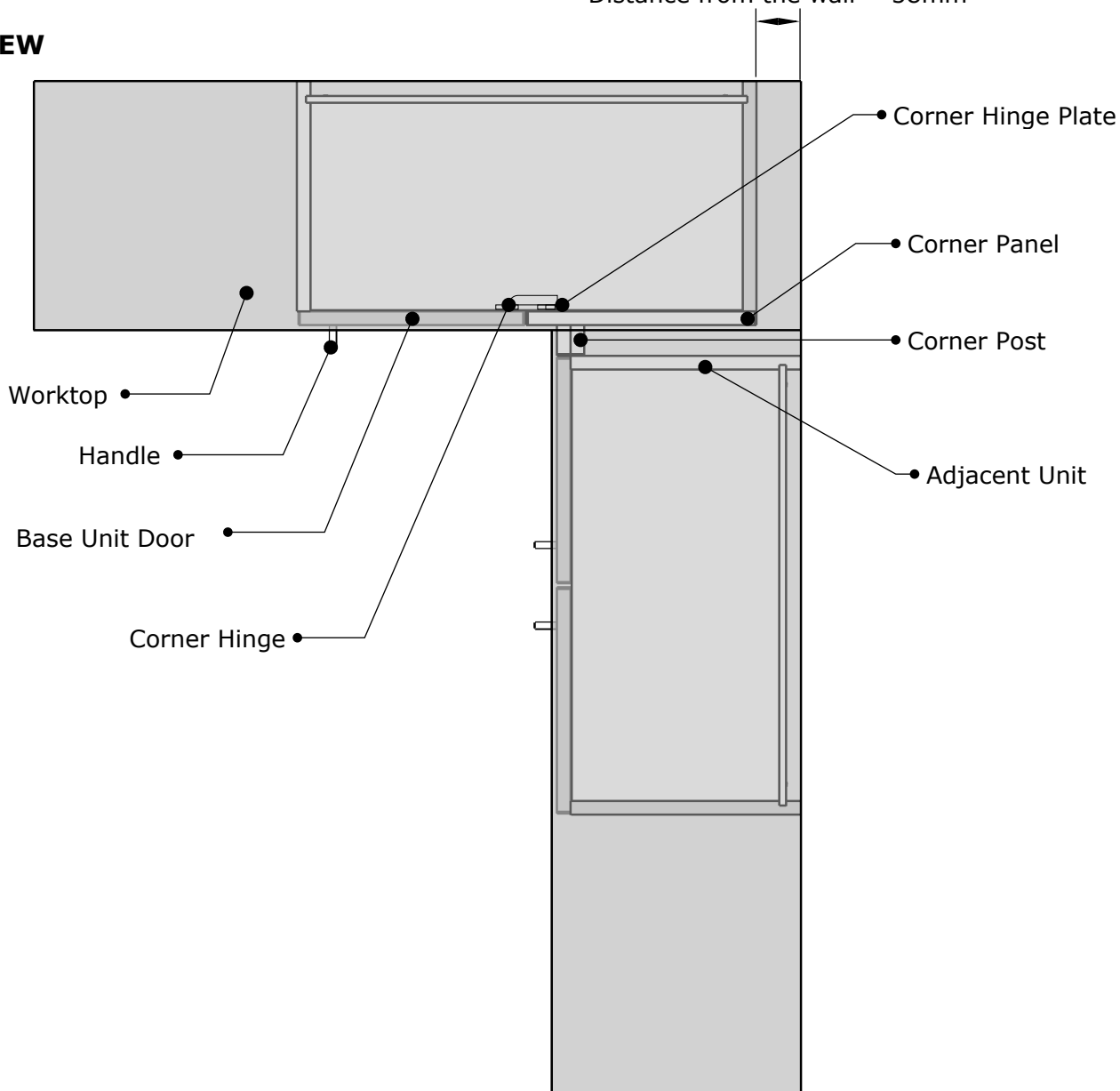
The corner unit utilises a standard double base unit Carcase, a single base unit door and a corner panel and post pack.

Here we show a door on the Left hand side and the corner post panel fitted to the right hand side.

The door is hinged to the corner panel using corner hinges, that are supplied in the corner panel and post pack.

**NOTE:**  
Distance from the wall = 58mm

### PLAN VIEW





# Portfolio Range

## Corner Unit Instructions

Right Hand Door  
on the Left Hand  
side of the Unit

### How to Assemble:

The Corner Panel & Post can be fitted on either the left hand OR right hand side of the unit to suit your requirement.

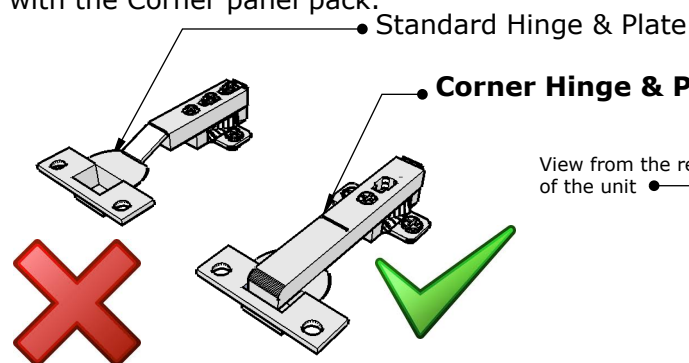
1. Make sure the edges of the corner panel are square and level with the unit edges and screw the assembled Corner Panel & Post to the unit using the 4 black carcase screws provided.

2. Fix the corner hinge plates supplied in the corner panel into the holes on the corner panel (**Position A**)

3. Fix the special corner hinges supplied in the pack, to the door

### NOTE:

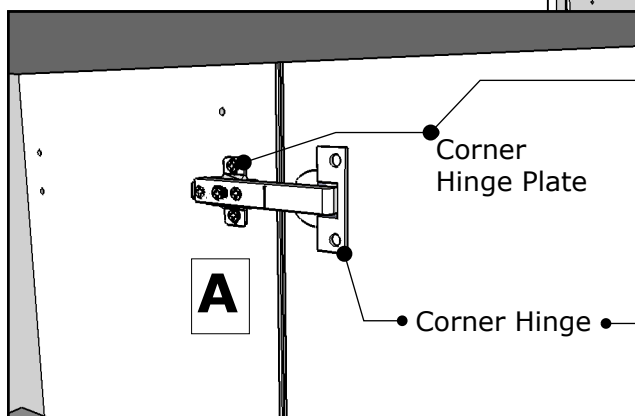
Do not use the hinges or hinge plates supplied with the cabinet - only use those supplied with the Corner panel pack.



Standard Hinge & Plate

Corner Hinge & Plate

View from the rear / inside  
of the unit



Corner  
Hinge Plate

Corner Hinge

Corner Post  
& Panel

Corner  
Panel  
Fixing  
Screws

Line up the corner panel  
flush with the top of  
the unit

Line up  
with the  
edge of  
the unit

### FITTER NOTE:

If you want to reposition the corner post, you can remove the two assembled posts, turn the panel around and refit the posts in a position more suitable to your needs - for example to show more of the corner panel which can be useful in closing up any gap in a run of units.



# Portfolio Range

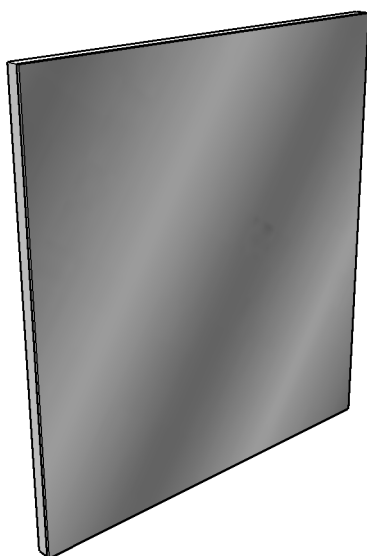
## Mirror Fitting Instructions

### Mirror fitting

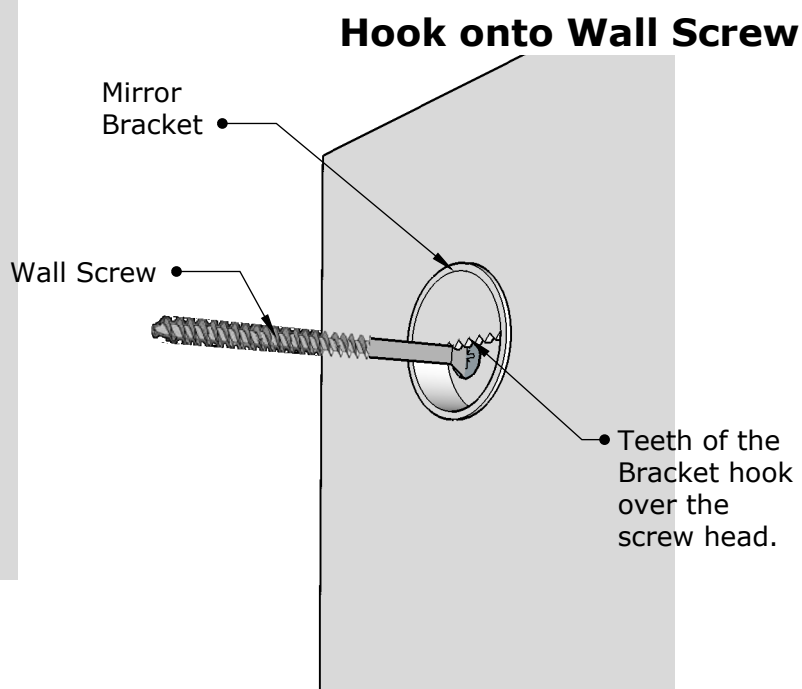
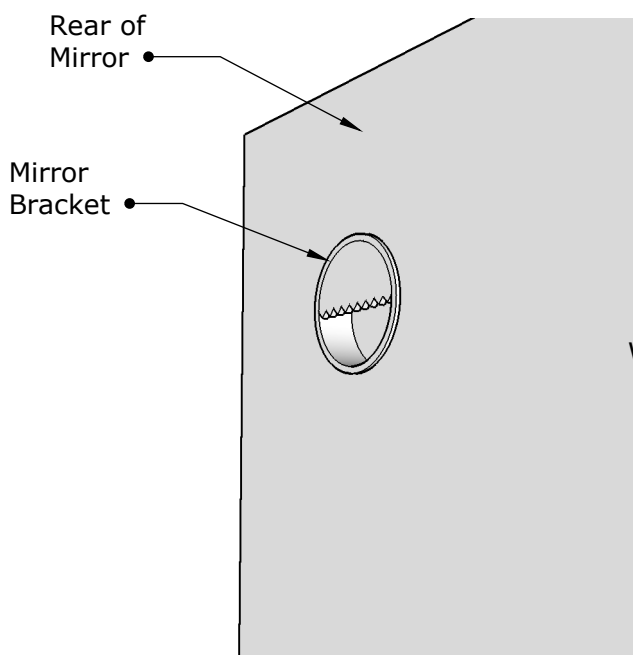
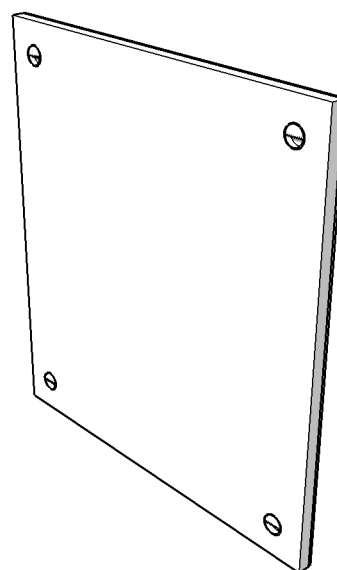
To fix the mirror, mark, drill and fix two screws into the wall, in positions relating to the Mirror brackets that are fixed in the rear of the mirror panel.  
(If required these can be turned in their holes).

With the screws in place simply hook the mirror into place, adjusting it side to side on the teeth of the brackets

### Front of Mirror



### Rear of Mirror





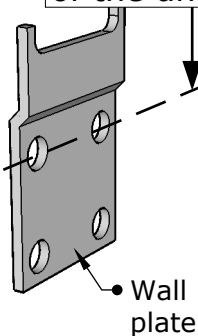
## Drawer Unit Wall Brackets

Drawers cabinets have a different style of wall hanging bracket. These are pre-fitted to the unit, behind the back panel and are accessible for adjustment by removing the drawer box.

### Wall Plate Fixing Height

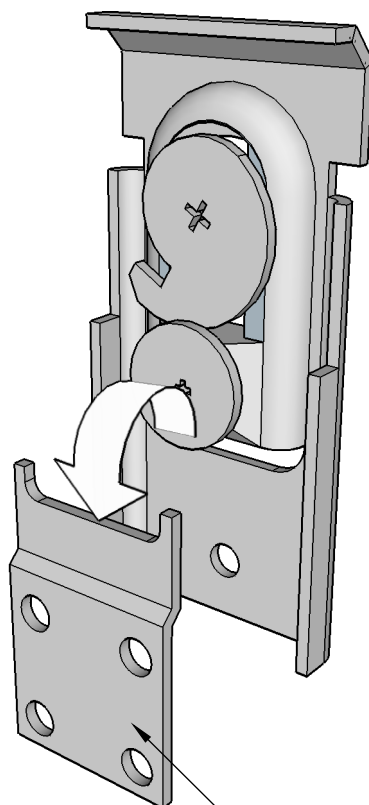
80mm  
From the top  
of the unit

740mm  
From the Floor



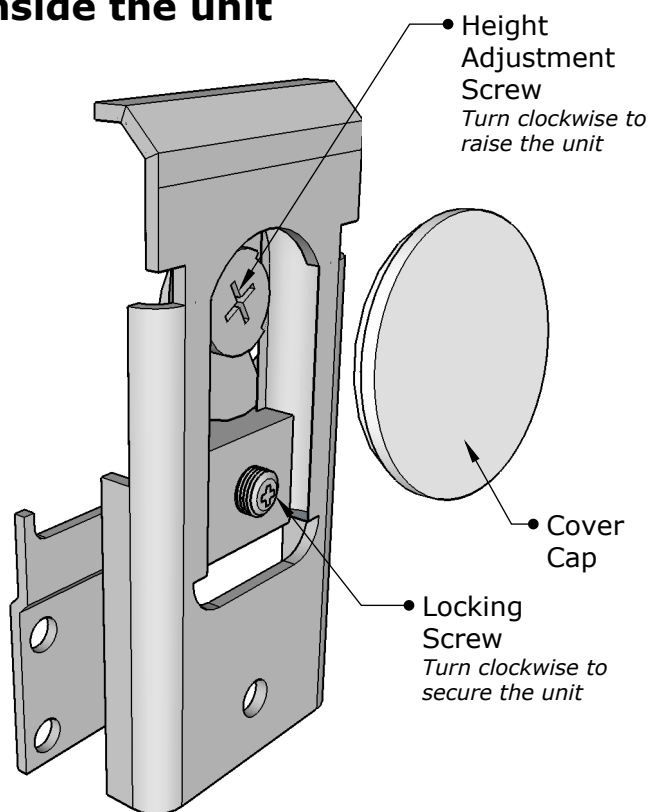
Wall plate

### View from Rear of unit



Wall Plate

### View from Inside the unit



Height Adjustment Screw  
Turn clockwise to raise the unit

Cover Cap

Locking Screw  
Turn clockwise to secure the unit

## Care & Cleaning

### Care & Cleaning

Portfolio furniture is made to the highest standards and by following the simple guidelines below will provide you with many years of enjoyable service.

#### General:

NEVER use products containing bleach, caustic soda or cleaners of a gritty or abrasive nature.

This furniture is made of wood and has a water resistant finish. However, it should not be left wet as this will damage the furniture.

#### Furniture:

Apart from regular wiping of the furniture units can be cleaned with a moist soft or micro fibre cloth. Any stubborn marks can be removed with diluted mild detergent e.g. washing up liquid.

#### Mirrors & cabinets.

Clean only with a micro fibre cloth, NEVER use "glass and mirror" cleaning products as these can mark the surface





# Portfolio Range

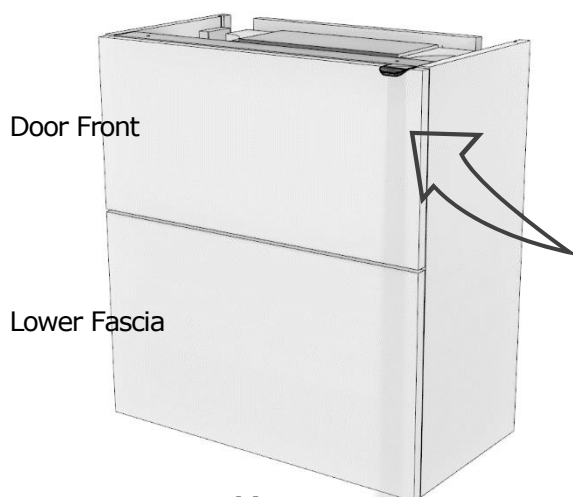
## WC Unit Overview

### Introduction

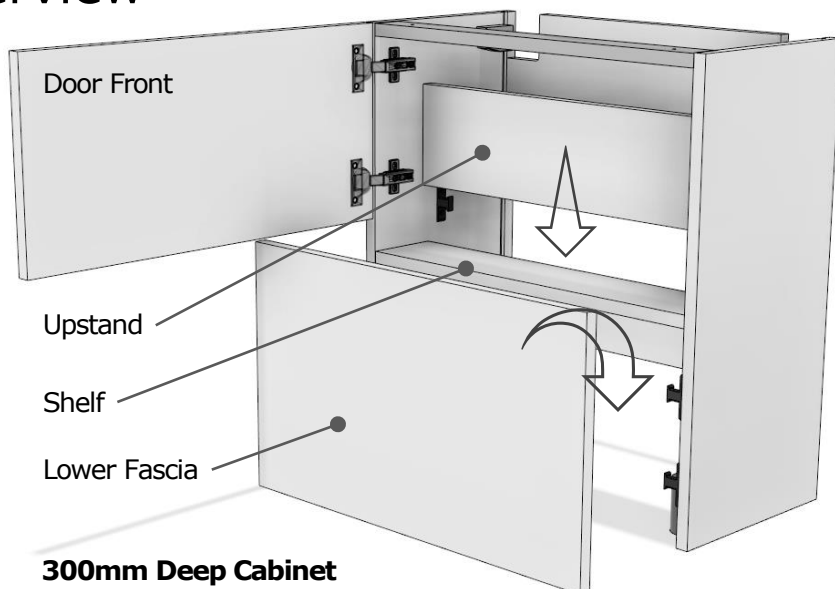
300mm deep WC units have handy storage space in front of the cistern. The top panel is hinged to allow access to this storage.

#### Recommendation:

When fitting your furniture, to avoid risk of damage, we strongly recommend that you fit all cabinets and worktops first before fitting any door fronts. This way the doors can stay protected from any fitting tools and dust that might scratch them. The lower fascia should be fitted first, then the upper door or fascia.



**300mm Deep Cabinet**



**300mm Deep Cabinet**

### 300mm Deep Units

Your upstand will be supplied in position and the shelf attached to it. Remove these whilst fitting the cistern and toilet. Once these are in position the shelf and upstand can be fitted, followed by the lower fascia and lastly the door front. Please see main assembly instructions for more details.

#### Tab Handle

Your unit is supplied with a discreet tab handle as standard. It is up to you if you decide to use this or a handle to match other units. An ideal position for this tab handle is in the top corner on the opposite side to the hinges.

#### Hardware Box

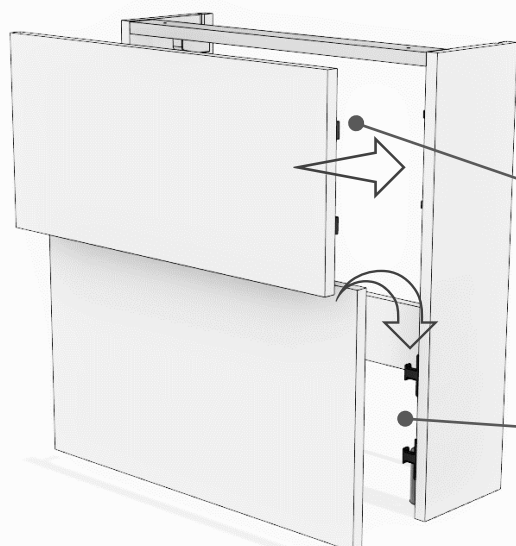
Each of the cabinets contains a Hardware box that contains all the fitments you need to complete the assembly of each unit. To ensure parts do not get mixed up, please keep it safe with the unit it came with.

#### Note:

It is recommended for 300mm deep units with storage that the flush button is fitted in the worktop

### 180mm Deep Slimline Units

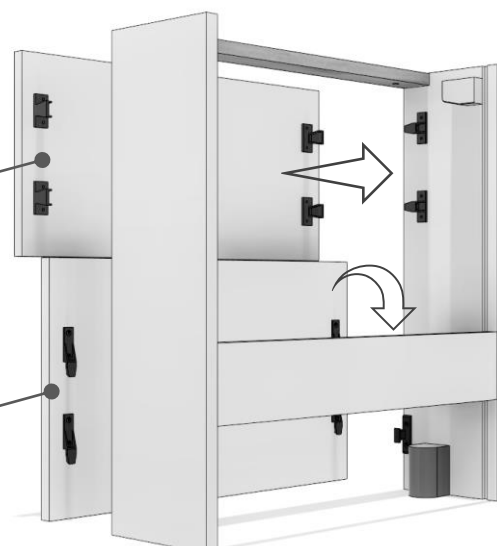
180mm deep slimline WC units do not have space for storage, they come with a drop on lower fascia and a push fit upper fascia. Fit the lower fascia first once the toilet and cistern are in place, then the upper fascia. Please refer to the main assembly instructions for more details.



Upper Fascia  
On push fit fixings

Lower Fascia  
On drop on fixings

**180mm Deep Slimline WC Cabinet**  
Front View



**180mm Deep Slimline WC Cabinet**  
Rear View



## Portfolio Range

### WC Unit Cabinet Assembly Instructions

#### LEG FITTING - For WC Units ONLY

### Introduction

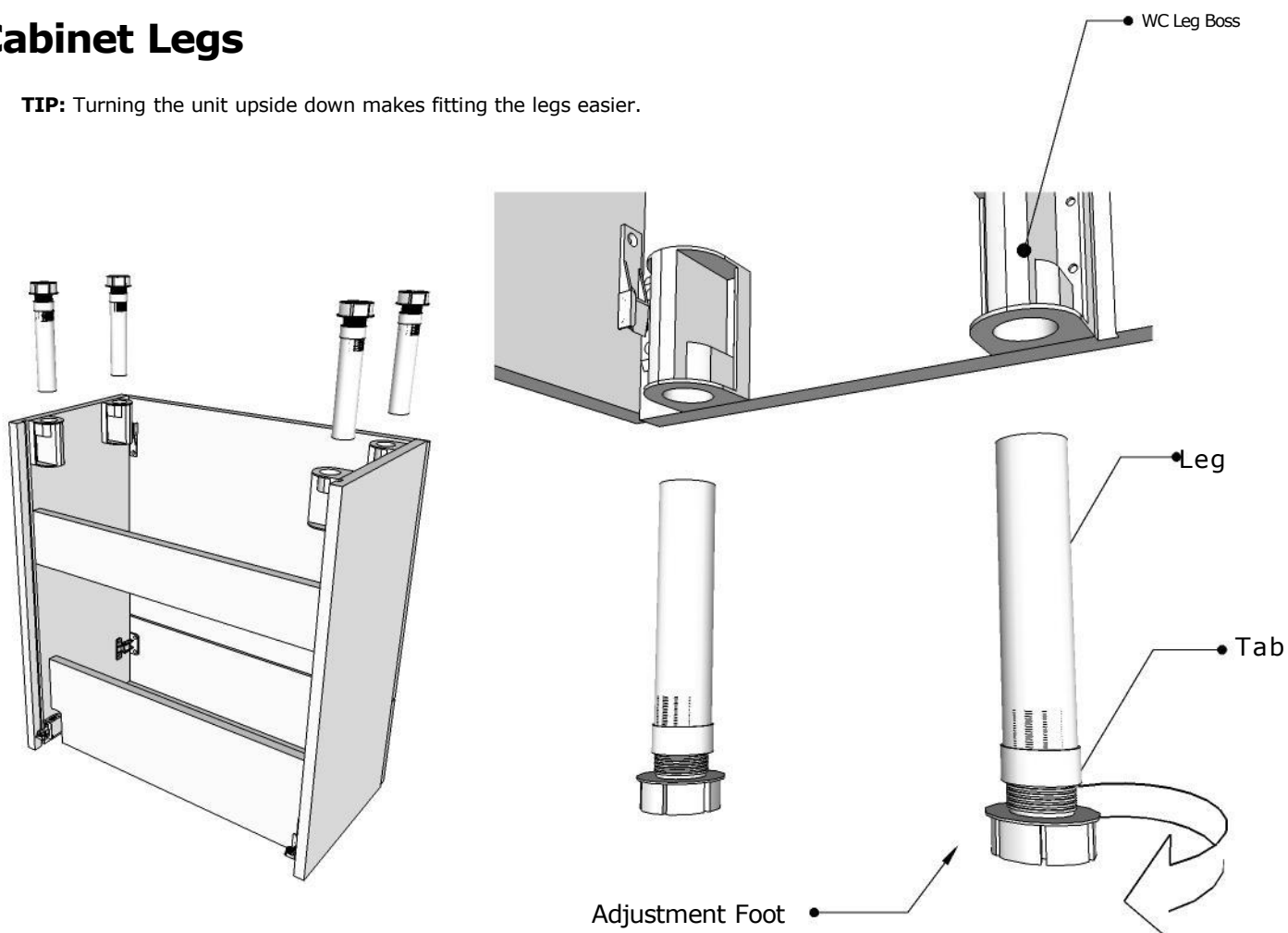
Please read in conjunction with the main assembly instructions  
For the WC Unit there is no bottom panel like other units so that there is good clearance for pipework from the WC outlet

#### Recommendation:

In fitting your furniture to avoid risk of damage we strongly recommend that you fit all cabinets and worktops first before fitting any door fronts. This way the doors can stay protected from any fitting tools and dust that might scratch them.

### Cabinet Legs

**TIP:** Turning the unit upside down makes fitting the legs easier.



#### Leg Fitting & adjustment

Push the leg firmly into the base of the socket.  
Simply turn the foot to raise or lower the unit to level it as required.

**TIP:** All units should be level to ensure tops are level and doors and drawer fronts open and close smoothly.