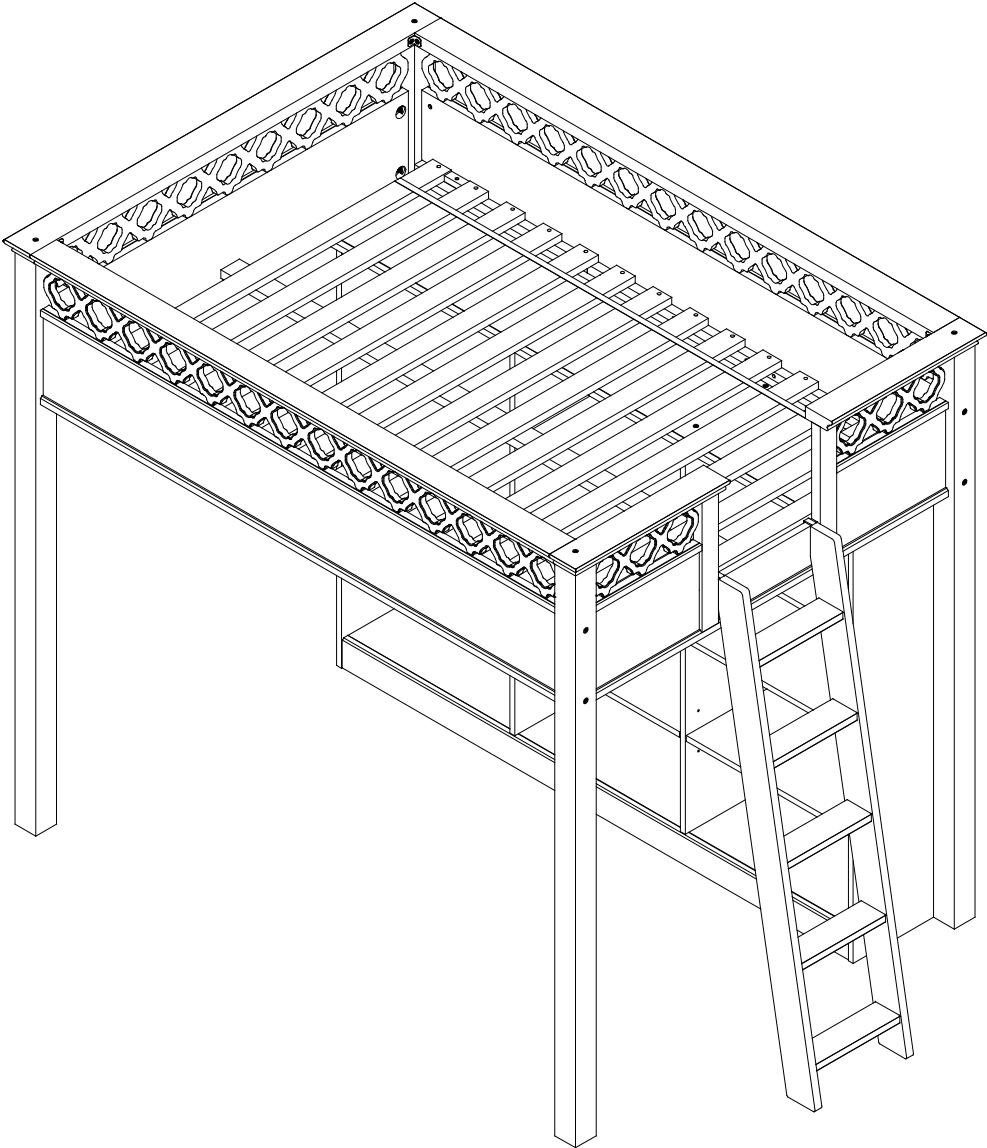




ELSIE LOFT BED

ASSEMBLY INSTRUCTION





WARNING: Failure to follow these warnings and assembly instructions could result in serious injury or death. To help prevent serious or fatal injuries from entrapment or falls:

- Read all instructions before assembling bunk bed.
 - Before each usage or assembly, inspect bunk bed for damaged hardware, loose joints, missing parts or sharp edges. DO NOT use bunk bed if any parts are missing or broken.
 - DO NOT use substitute parts. Contact PB Teen for replacement parts and instructional literature if needed.
 - Follow the information on the warnings appearing on the upper bunk end structure and on the carton. DO NOT REMOVE WARNING LABEL FROM BED.
 - Always use the recommended size mattress or mattress support, or both, to help prevent the likelihood of entrapment or falls.
 - Ensure thickness of mattress on upper bunk does not exceed 9 inches and the surface of mattress must be at least 5 inches (127 mm) below the upper edge of guardrails.
 - Only use the 9" thickness mattress on the lower bunk.
 - Ensure both upper and lower bunk are assembled to the highest position when using the product as a bunk bed.
 - Use only mattress which is 74"-75" long and 52.5"-53.5" wide on upper and bottom bunk.
 - Do not allow children under 6 years of age to use the upper bunk.
 - Periodically check and ensure that the guardrail, ladder, and other components are in their proper position, free from damage, and that all connectors are tight.
 - Do not allow horseplay on or under the bed and prohibit jumping on the bed.
 - Prohibit more than one person on the upper bunk.
 - Always use the ladder for entering and leaving the upper bunk.
 - Use of a night light may provide added safety precaution for a child using the upper bunk.
 - Always use guardrails on both long sides of the upper bunk. If the bunk bed will be placed next to the wall, the guardrail that runs the full length of the bed should be placed against the wall to prevent entrapment between the bed and wall.
 - The use of water or sleep flotation mattresses is prohibited.
 - If refinishing, use a non-toxic finish specified for children's products.
- STRANGULATION HAZARD** - Never attach or hang items to any part of the bunk bed that are not designed for use with the bed; for example, but not limited to, hooks, belts and jump ropes.
- This bunk bed meets the requirements of ASTM F1427-13
KEEP THESE INSTRUCTIONS FOR FUTURE REFERENCE.

04-000066-6

Important Safety Instructions:

- Please read all instructions carefully before assembling this bookcase.
- For your safety, assembly by two or more adults is strongly recommended.
- Keep these instructions for future use.
- Use only vendor-supplied hardware to assemble this item. Using unauthorized hardware could jeopardize the structural integrity of the item.

Pre-assembly:

- Remove all parts and hardware from the box. Place them on a carpeted or scratch-free work surface, as this will avoid damaging parts. The shipping box provides an ideal work surface.
- To avoid accidentally discarding small parts or hardware, please do not dispose of any contents until assembly is complete.
- Two people are recommended for your safety and ease of assembly.
- Prior to starting this assembly, use the parts and hardware lists to identify and separate each of the pieces included.
- The illustrations provided allow for easier assembly when used in conjunction with the assembly instructions.
- Note: Do not fully tighten any of the bolts until all parts are in place. Failure to follow these instructions may cause the bolts to misalign during assembly.
- Please use caution if using power tools to aid in assembly. Power tools can damage the hardware or split the wood.

Part included:

A – Headboard (x1)

B – Footboard (x1)

C – Left Left Outer Post & Right Right Inner Post

D – Left Outer Post and Right Left Inner Post (x1)

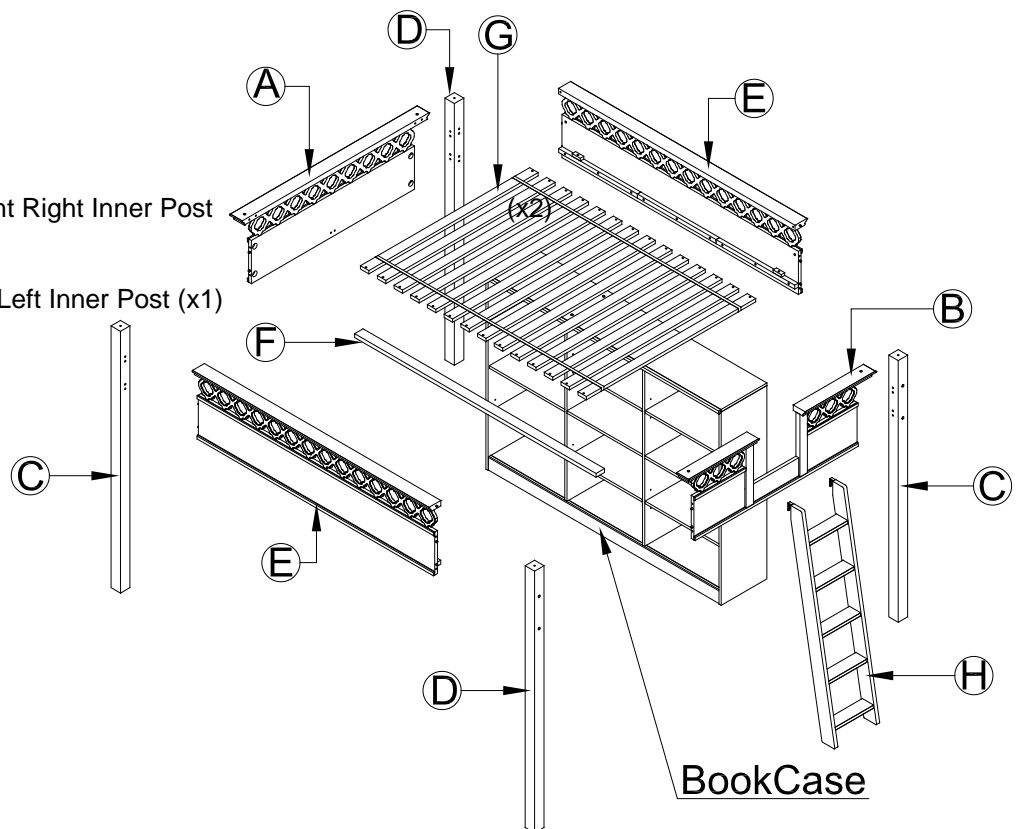
E – Guardrail (x2)

F – Center Support Rail (x1)



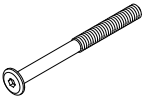
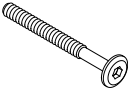

G – Slats Roll (x1)

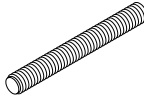




H – Ladder (x1)






- Bookcase (x1)





Hardware included:

I – Ball Tip Allen Key	J – Wrench	K – Allen Bolt	L – Allen Bolt	M – Allen Bolt
				
4 x 95 x 30(mm)	88x 10 x2(mm)	5/16"x120xΦ15(mm)	1/4"x50xΦ13(mm)	1/4 "x15xΦ13(mm)
1pc	1pc	8pcs	4pcs	14pcs

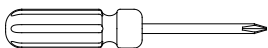
N – Bolt	O – Hex Nut	P – Spring Washer	Q – Flat Washer	R – Spring Washer
				
1/4" x 50(mm)	1/4"x 9.8 x 4.2(mm)	5/16"x13x1.5(mm)	5/16"x15 x1.5(mm)	1/4 "x 10 x 1.5(mm)
8pcs	8pcs	8pcs	8pcs	12pcs

S – Flat Washer	T – Half Moon Washer	U – Barrel Nut	V – Mending Plate	W – Mending Plate
				
1/4"x12x1.5(mm)	1/4"x24x8(mm)	5/16"x15xΦ12(mm)	28x28x50x4(mm)	25x25x26x2(mm)
12pcs	8pcs	8pcs	2pcs	4pcs

X – Phillips Head Screw	Y – Phillips Head Screw
	
8 x 30(mm)	8 x 19(mm)
28pcs	2pcs

TOOLS REQUIRED (but not included):

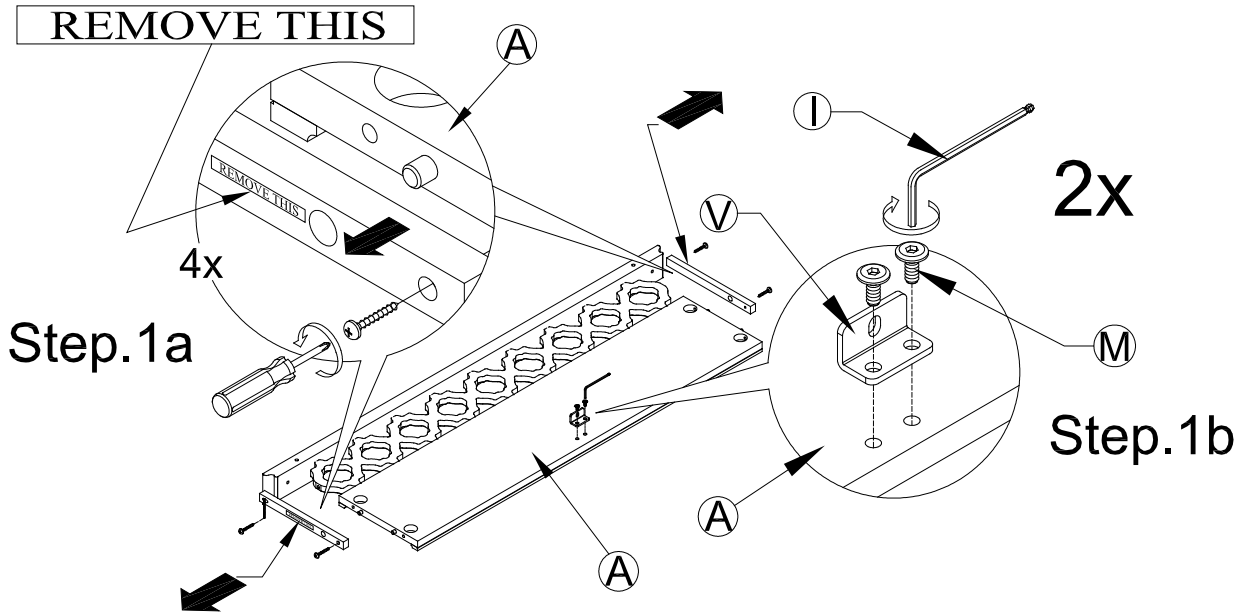
Phillips Head Screwdriver



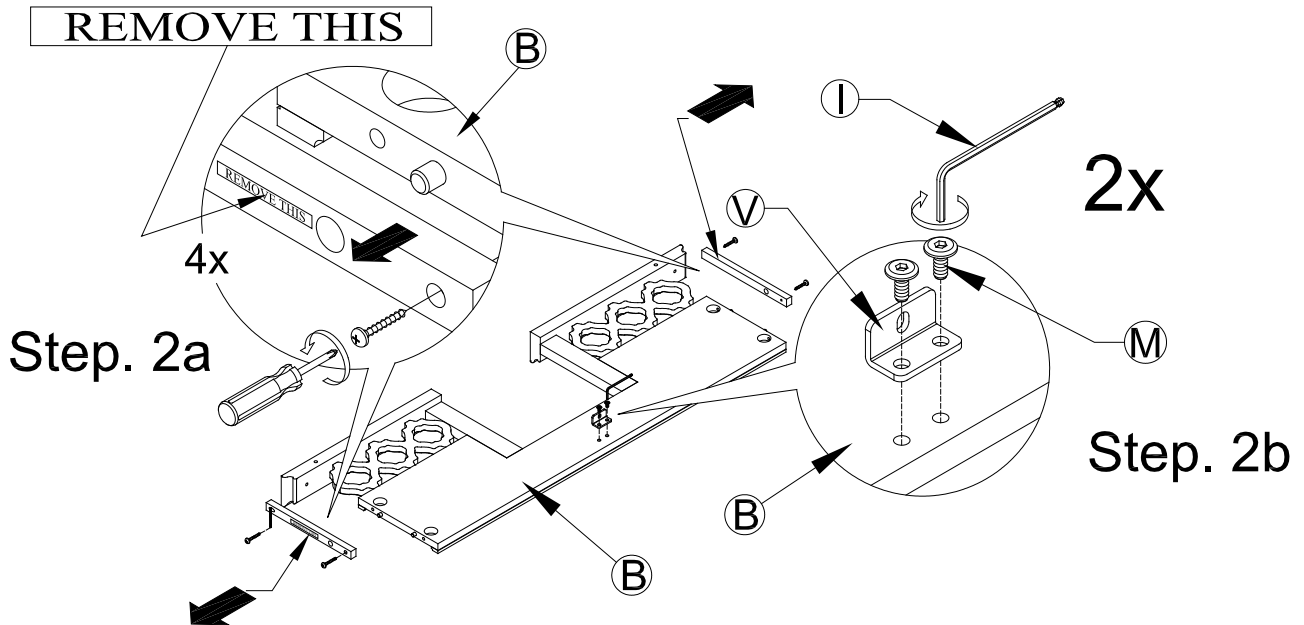
Assembly Instruction Steps:

1a. Remove the wooden cleats that are attached to the side of the Headboard (A) using a Philip Head Screwdriver in an anti-clockwise direction as shown below.

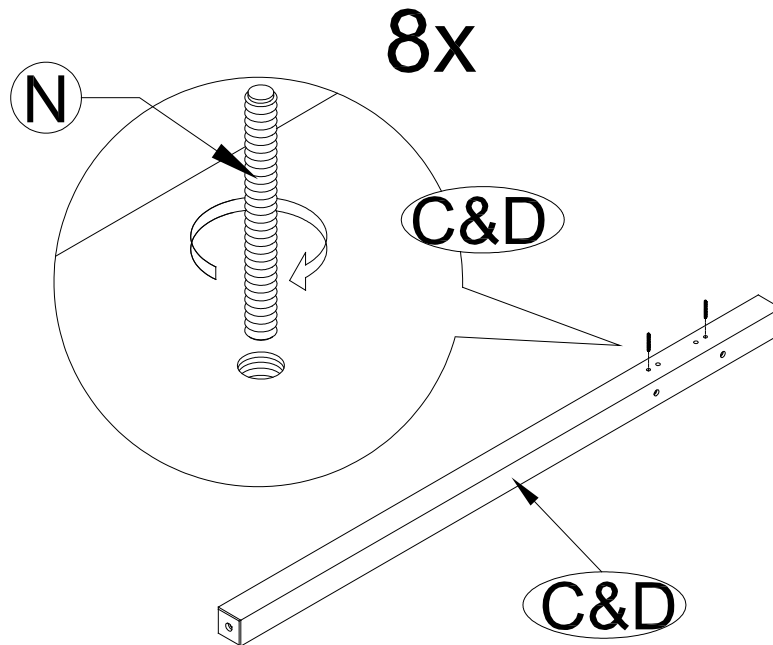
1b. Lay the Headboard (A) down on a soft, scratch-free surface such as a rug or carpet as seen in the illustration below. Attach the Mending Plate (V) to the Headboard as shown below. Secure the Mending Plate (V) to the Headboard (A) by using 2sets of Allen Bolt (M) and insert into the holes of the Mending Plate (V) and through into the pre-drilled holes of the Headboard (A) as shown below. Tighten using the Ball Tip Allen Key (I) in a clockwise direction. Do not over-tighten.



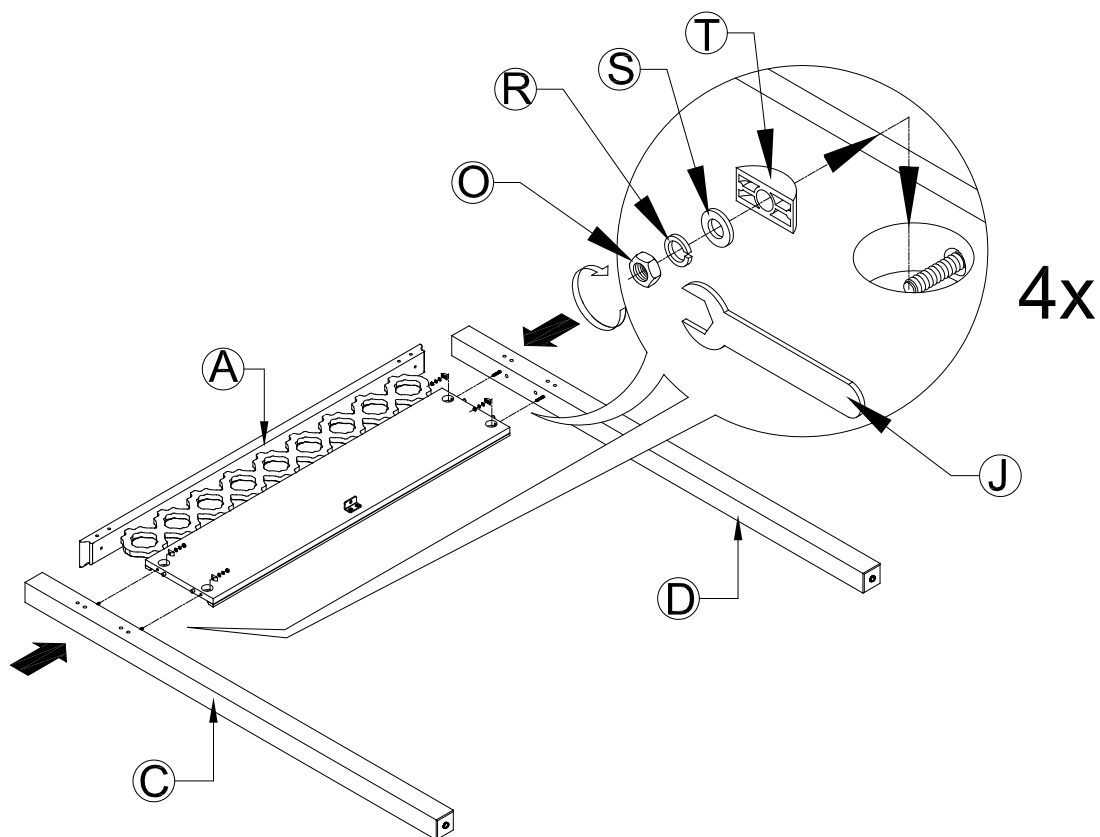
2. Repeat Step 1a and 1b on the Footboard (B) as shown below.



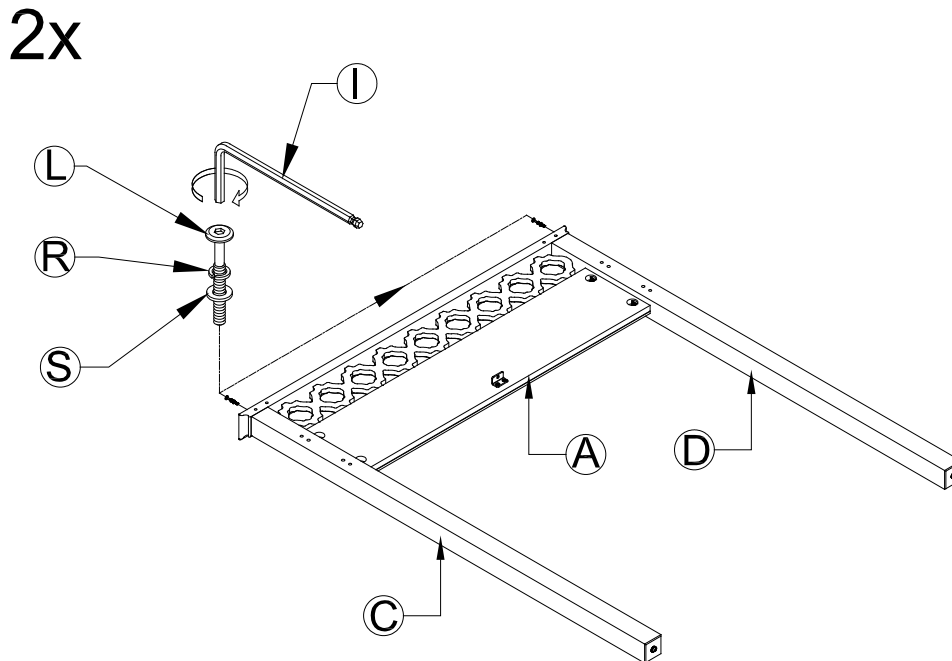
3. Insert the Bolt (N) – (8sets) into the pre-drilled holes on the Left Left Outer Post & Right Right Inner Post (C) & Left Outer Post and Right Left Inner Post (D) and tighten in by turning in a clockwise direction as shown below.



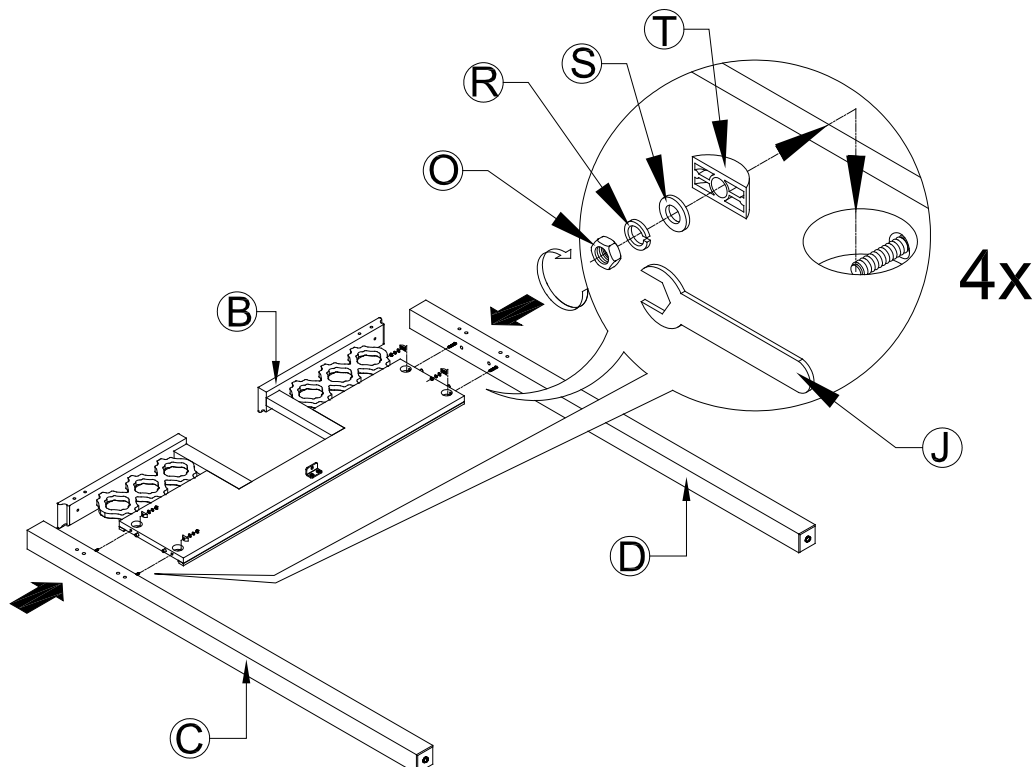
4. Attach 1x Left Left Outer Post & Right Right Inner Post (C) to the left side of the Headboard (A) and 1x Left Outer Post and Right Left Inner Post (D) to the right side of the Headboard (A) as shown below. Using 4x hardware, secure by inserting the Half Moon Washer (T) followed by Flat Washer (S), Spring Washer (R) and Hex Nut (O) into the Bolt (N) that were inserted. Tighten the Hex Nut (O) by using the Wrench (J) in a clockwise direction as shown below. Do not over-tighten.



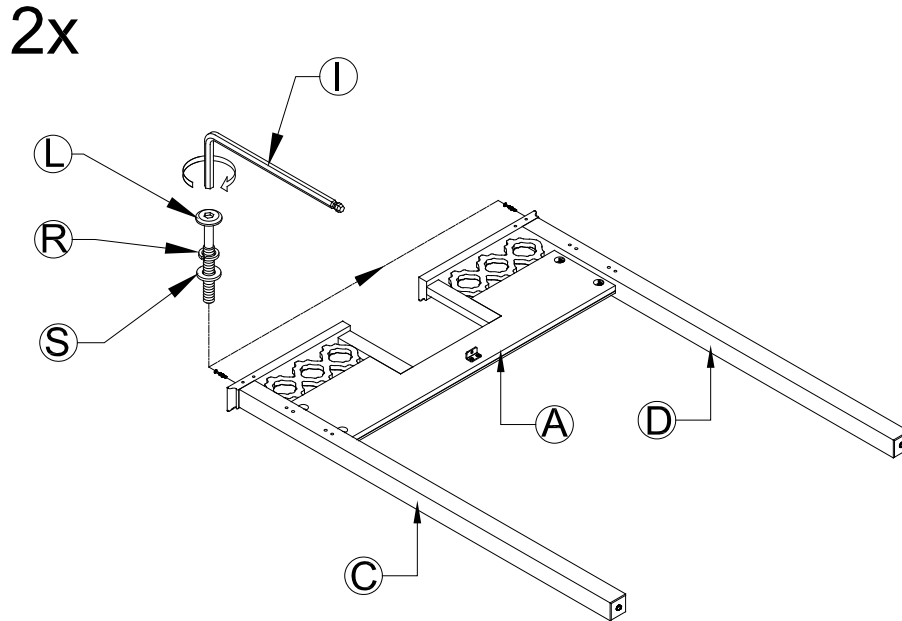
- Using 2x hardware, insert the Flat Washer (S) followed by Spring Washer (R) and Allen Bolt (L) into the pre-drilled holes on the top of the Headboard (A) and through into the pre-drilled holes of the Left Left Outer Post & Right Right Inner Post (C) and Left Outer Post and Right Left Inner Post (D) as shown below. Tighten using the Ball Tip Allen Key (I) in a clockwise direction as shown below. Do not over-tighten.



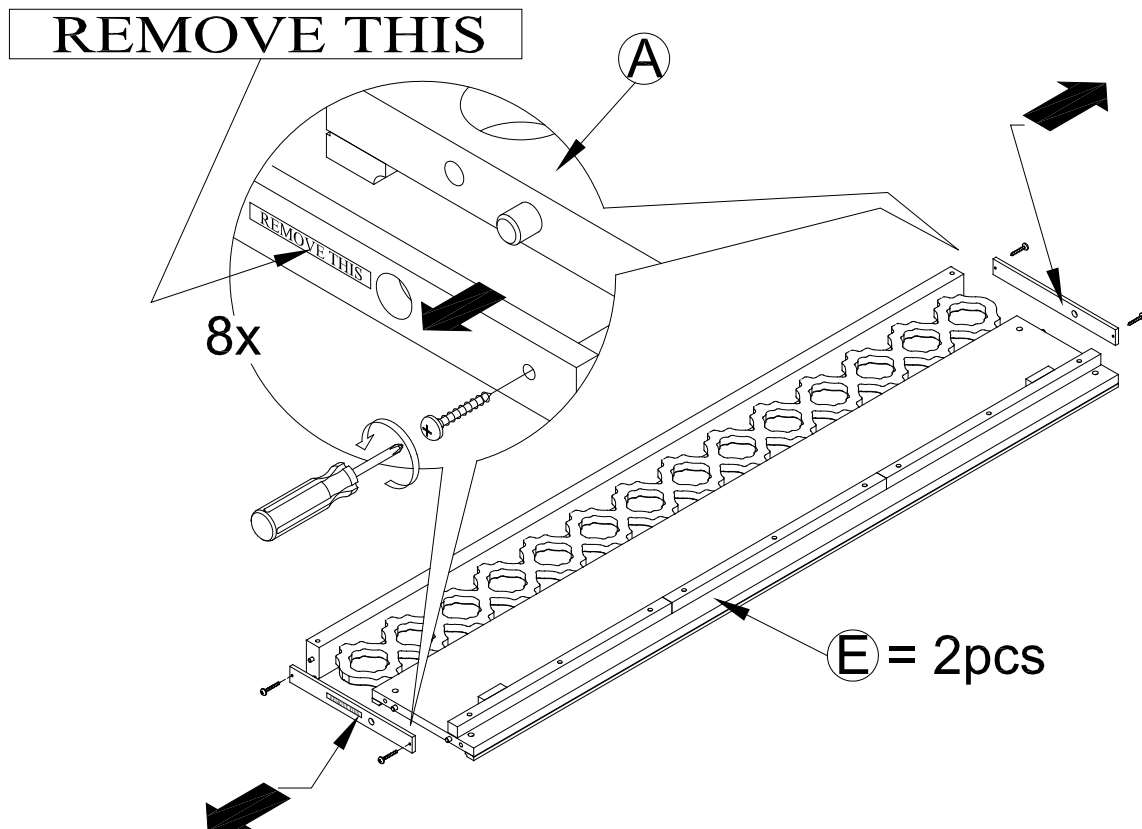
- Attach 1x Left Left Outer Post & Right Right Inner Post (C) to the left side of the Footboard (B) and 1x Left Outer Post and Right Left Inner Post (D) to the right side of the Footboard (B) as shown below. Using 4x hardware, secure by inserting the Half Moon Washer (T) followed by Flat Washer (S), Spring Washer (R) and Hex Nut (O) into the Bolt (N) that were inserted. Tighten the Hex Nut (O) by using the Wrench (J) in a clockwise direction as shown below. Do not over-tighten



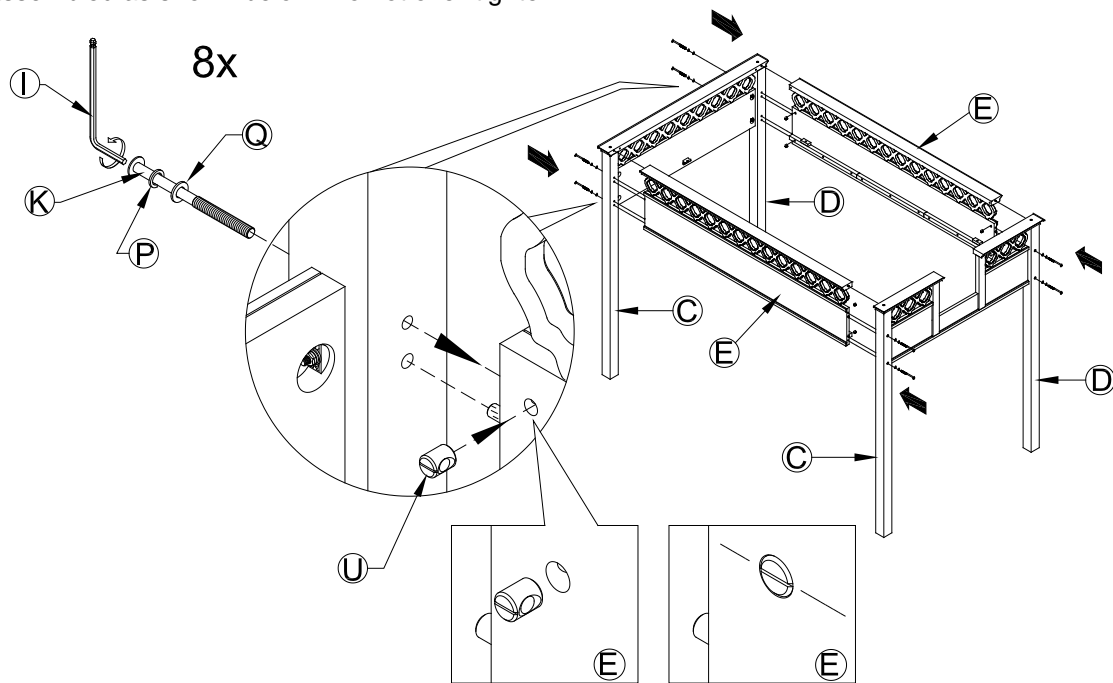
- Using 2x hardware, insert the Flat Washer (S) followed by Spring Washer (R) and Allen Bolt (L) into the pre-drilled holes on the top of the Footboard (B) and through into the pre-drilled holes of the Left Left Outer Post & Right Right Inner Post (C) and Left Outer Post and Right Left Inner Post (D) as shown below. Tighten using the Ball Tip Allen Key in a clockwise direction as shown below. Do not over-tighten



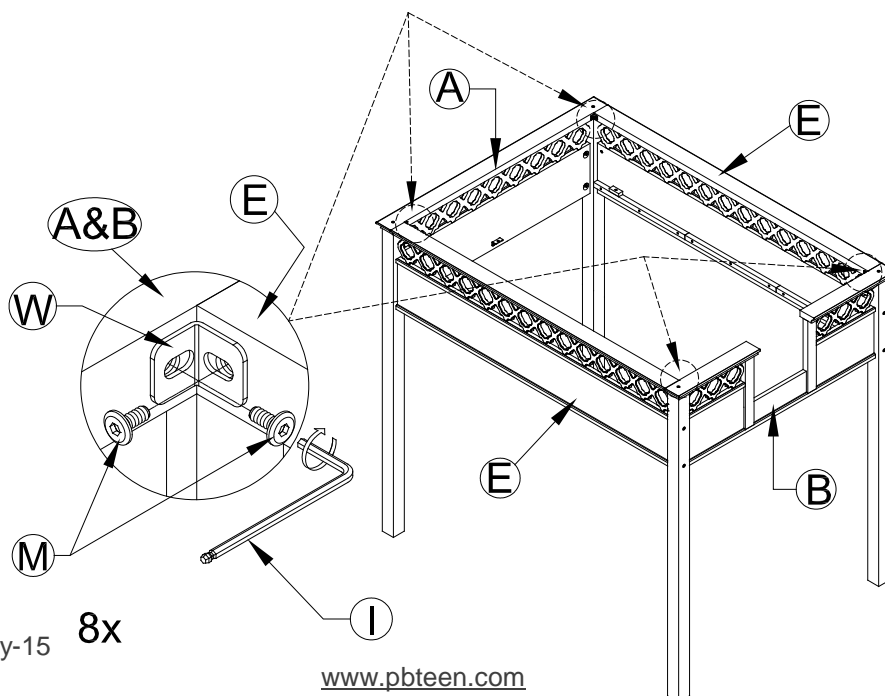
- Remove the MDF cleats that are attached to the side of the Guardrail (E) using a Philip Head Screwdriver in an anti-clockwise direction as shown below.



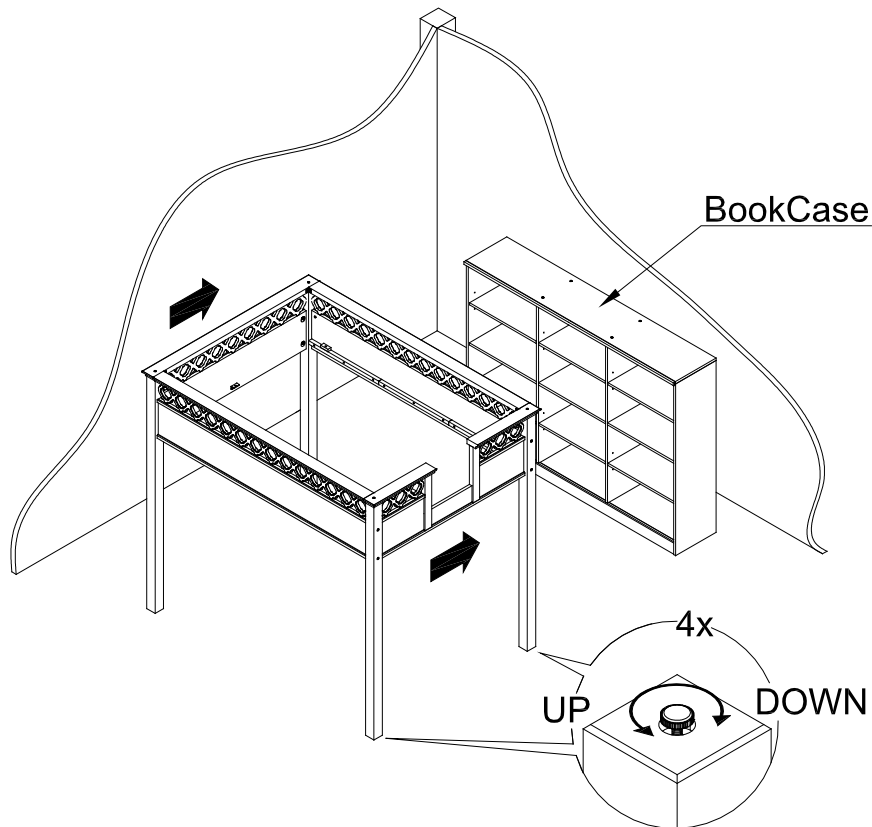
9. With the help of 2 adults or more, with the help of locating wood dowels, align 1x Guardrail (E) to the pre-drilled holes of the Headboard and Footboard that was assembled with the Posts as shown below.
10. Insert the Barrel Nut (U) – (8x) into the pre-drilled holes on the inner edges of the Guardrail (E) as shown below. Make sure the line of the Barrel Nut (U) is horizontal aligned when fully inserted as shown below.
11. Insert the Flat Washer (Q) followed by Spring Washer (P) and Allen Bolt (K) – (8x) into the outer pre-drilled holes of the Headboard and Footboard that were assembled and through into the pre-drilled holes of the Guardrail (E) as shown below. Tighten the Bolt (K) half way by using the Ball Tip Allen Key (I) as shown below.
12. Repeat Step 9, 10 and 11 on another piece of the Guardrail (E).
13. Fully tighten all the Allen Bolt (K) – (8x) on each side of the Headboard & Footboard that were assembled as shown below. Do not over-tighten.



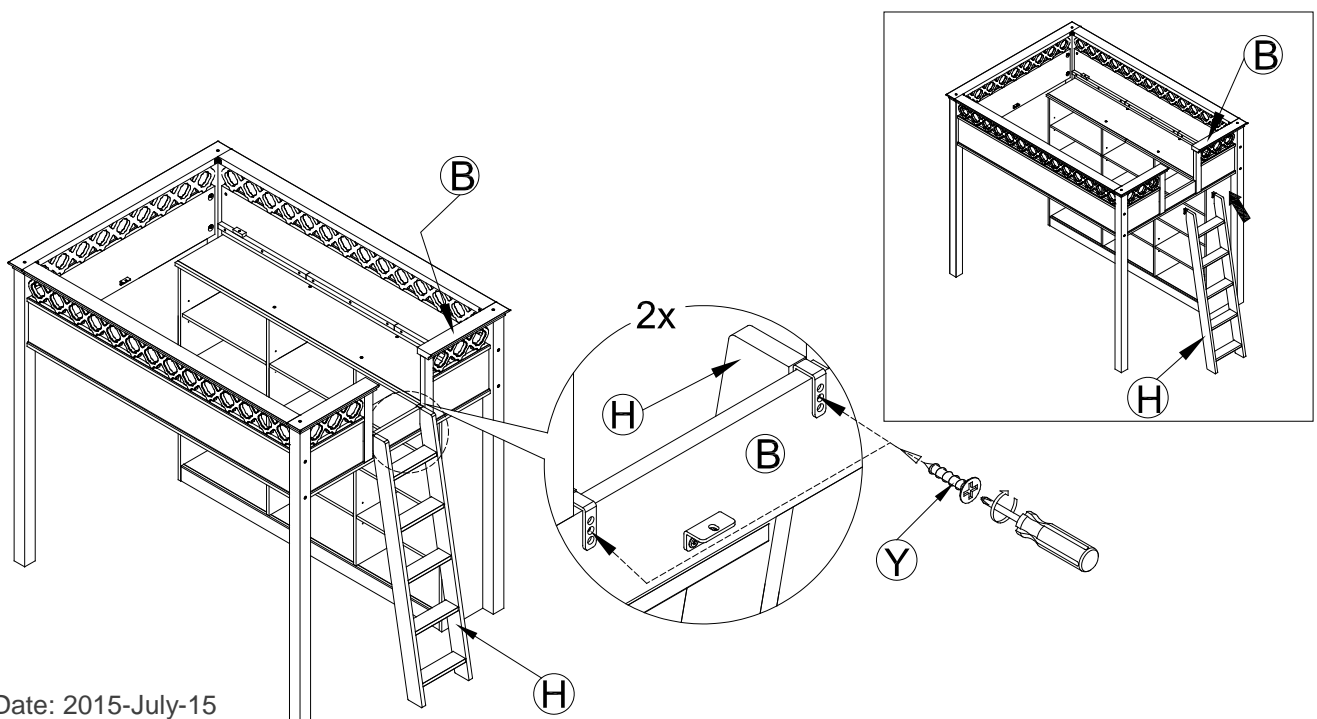
14. Install the Corner Bracket (W) – (4pcs) into each upper corner of the four sides as shown below. Place the holes of the Corner Bracket (W) onto the pre-drilled holes as shown below. Insert the Allen Bolt (M) into the holes of the Corner Bracket (W) and tighten it with the Ball Tip Allen Key in a clockwise direction. Do not over-tighten.



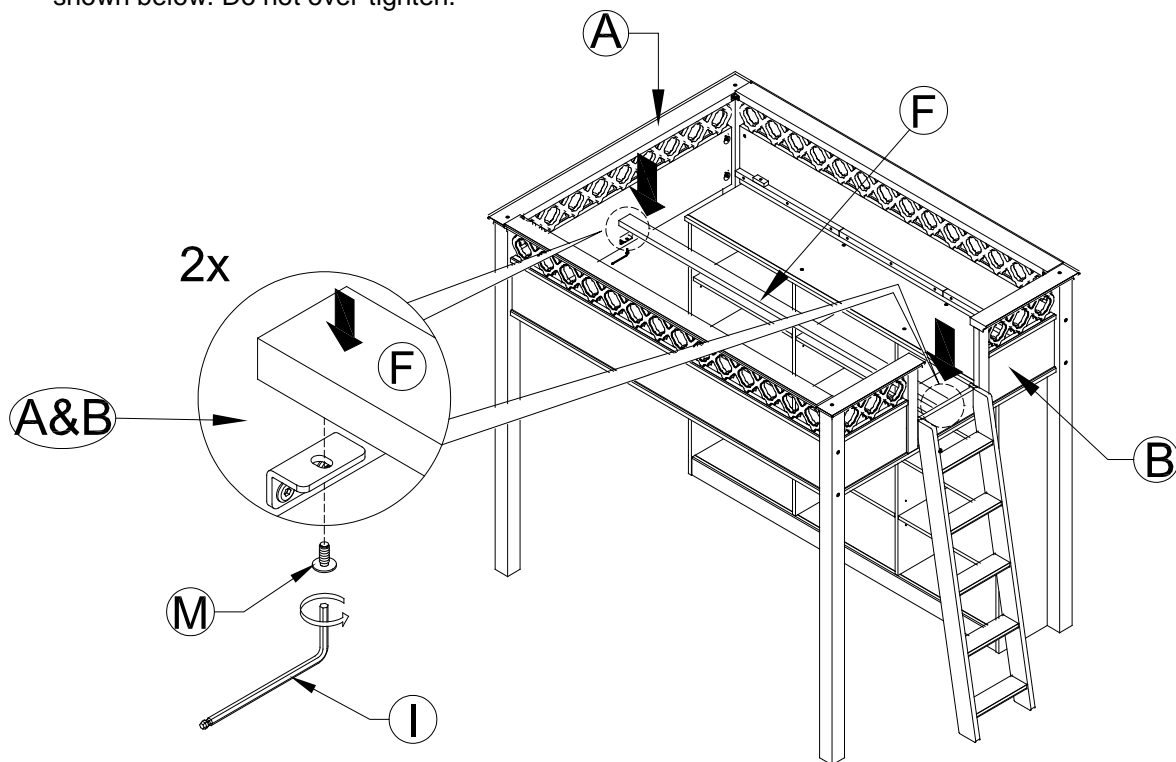
15. Place the Bookcase (A1 found separately in its own carton packed) on your desired location as shown below.
16. Adjust the levelers found underneath the Posts to keep the Loft Bed balance as shown below.
17. With the help of 2 adults or more, lift it up and move it to the position where the Bookcase is underneath the Loft bed as shown below.



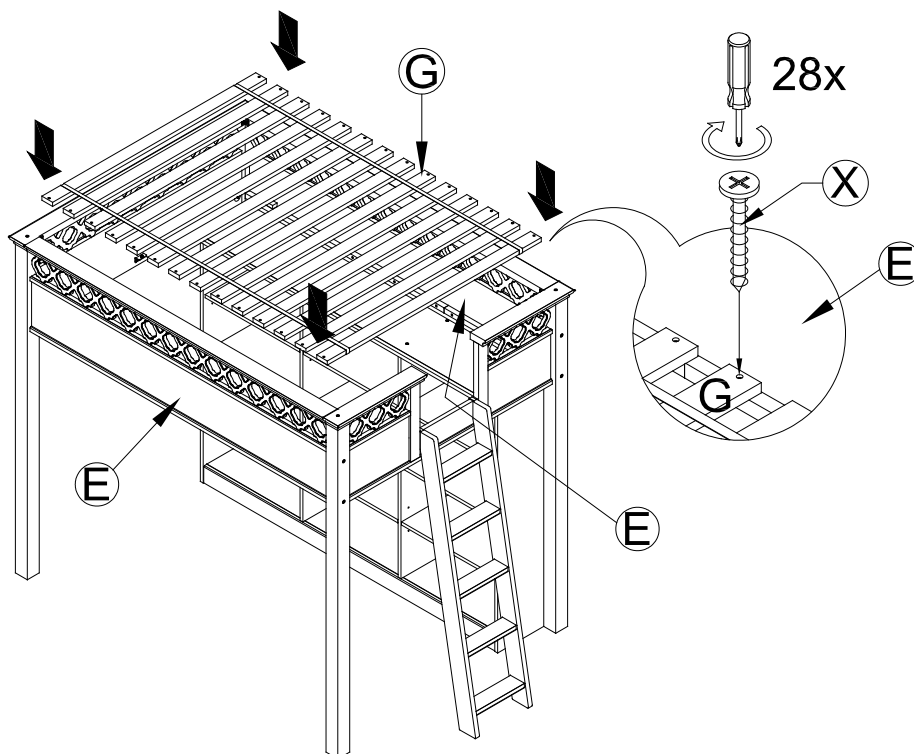
18. Attach the Ladder (H) by slotting the ladder brackets on the Ladder (H) onto the space on the Footboard (B) as shown below.
19. Secure the Ladder (H) to the Footboard (B) by inserting the Phillips Head Screw (Y) – (2x) into the hole of each ladder bracket and tighten the Phillips Head Screw (Y) using the Philip Head Screwdriver (Not Included) to the Footboard in a clockwise direction as shown below. Do not over-tighten.



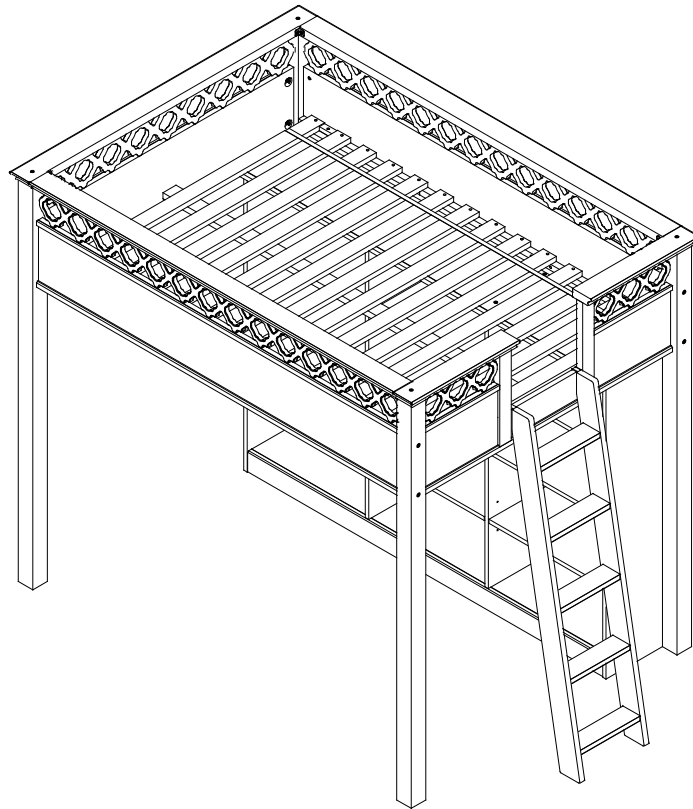
20. Place the Center Support Rail onto the Mending Plate (V) that was installed to the Headboard and Footboard (A&B) as shown below.
21. Secure the Mending Plate (V) to the Center Support Rail (F) by inserting the Allen Bolt (M) into the hole underneath the Mending Plate (V) and through into the pre-drilled hole underneath the Center Support Rail (F). Tighten the Allen Bolt (M) by using the Ball Tip Allen Key (I) in an anti-clockwise direction as shown below. Do not over-tighten.



22. Place the Slats Roll (G) onto the cleat found on the inner side of the Guardrail (E) as shown below.
23. Secure the Slats Roll (G) to the cleat by inserting Phillips Head Screw (X) – (28x) into the pre-drilled holes of the Slats Roll and tighten it with using the Philip Head Screwdriver (Not Included) in a clockwise direction as shown below.



24. Assembly is completed.



Care Instructions:

- Dust often using a clean, soft, dry and lint-free cloth.
- Blot spills immediately and wipe with a clean, damp, cloth.
- We do not recommend the use of chemical cleansers, abrasives or furniture polish on our lacquered finish.
- Hardware may loosen over time. Periodically check to make sure all connections are tight. Re-tighten if necessary.