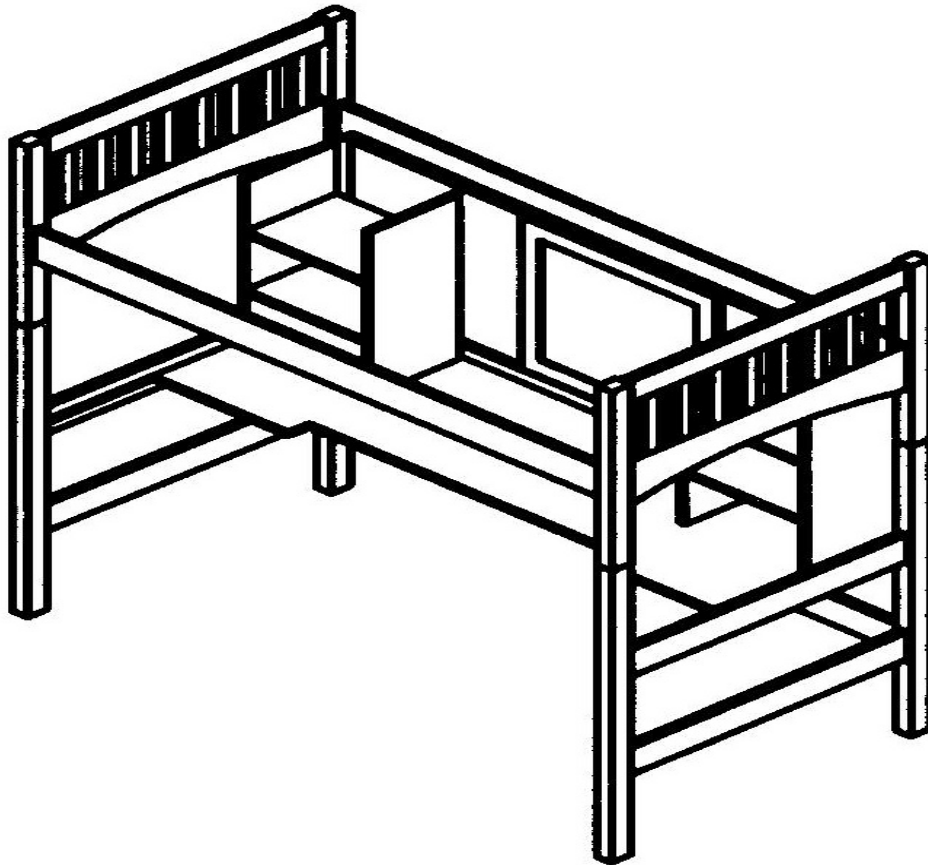




Study Loft Bed



Thank you for purchasing our Study Loft Bed. Assembly of this product requires a flat head and Phillips screwdriver. We have found it helpful to have a second person present in at least one step of the assembly.

The Study Loft Bed is packaged in 3 boxes as follows:


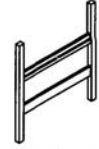
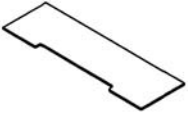







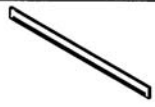
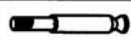



Box 1 – Two footboards, two lower bed ends, slat roll (hardware includes (8) 3-1/4" Allen head bolts, (8) barrel nuts, (1) Allen wrench and (28) #8 wood screws for the bed slats.

Box 2 – Desk top, 4 bookcase shelves, 4 bookcase sides, 2 bookcase backs, 1 cork board, 4 special side rails (hardware includes (16) metal posts and (16) 2 part metal connectors, 9 lag bolts, (12) #6 wood screws)

Box 3 – Long Ladder/Safety rail package (hardware includes (4) steel bunk pins and (4) #8 wood screws, (2) ladder hooks and (6) #6 wood screws)

We suggest that you lay out parts on a non-abrasive surface to avoid scratching furniture.

Parts drawings

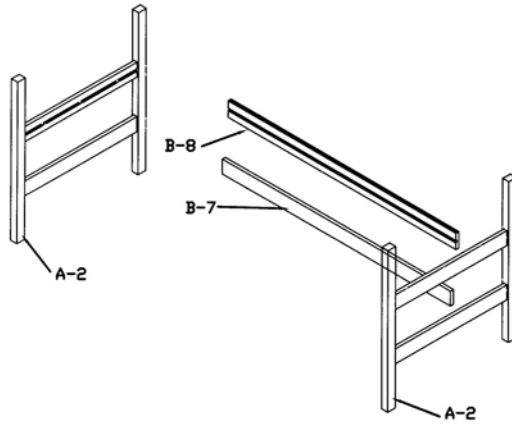
	NO.	DRAWING	DESCRIPTION	QTY
A	A-1		FOOTBOARDS	2
	A-2		LOWER BED END	2
B	B-1		DESK TOP	1
	B-2		SHELVES	4
	B-3		SHELF SIDE PANEL	4
	B-4		BOOKCASE BACK	2
	B-5		SLIDING CORK BOARD	1
	B-6		SIDE RAIL WITHOUT GROOVE ON BOTTOM	1
	B-7		BOTTOM SUPPORT RAIL	1
B	B-8		DESKTOP SUPPORT RAIL	1
	B-9		SIDE RAIL WITH GROOVE ON BOTTOM	1
E		METAL BOLT	16	
F		METAL JOINER	16	
G		LAG BOLT	9	
H		#6 WOOD SCREW	12	

Identify and count all parts using diagram above.

Assembly of Lower Desk – Please have 2 people for these steps

Step 1

Attach bottom support rail (B-7) (has no grooves or cleat to support slats), from Box 2, to the lower bed ends (A-2), from box 1. The round nuts can be facing either inside or out. Insert the four Allen head bolts through the two holes in the leg of the lower bed ends (A-2) and into the barrel nuts in the end of the bottom support rail (B-7). Tighten the bolts with the enclosed Allen wrench. Do not tighten the Allen bolts completely until all hardware is in place.

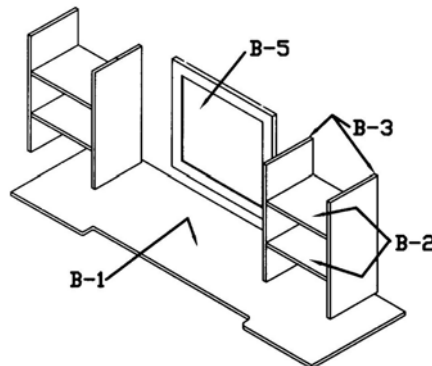


Step 2

Repeat the procedure from Step 1 with the Desktop support rail (B-8), from box 2. Make sure that the groove for the sliding corkboard is facing up. Do not tighten the Allen bolts completely until the next step is performed.

Step 3

Slide desk top (part B-1 from box 2) into grooves in lower bed ends (A-2) and the desktop support rail (B-8). Attach the desk top (B-1) using 9 lag bolts (G) by inserting the lag bolts (G) through the appropriate holes in the lower bed ends (A-2) and desktop support rail (B-8) into the desk top (B-1). Do not tighten the allen bolts completely until all lag bolts (G) are started. Now tighten the allen bolts from step 1 and 2.



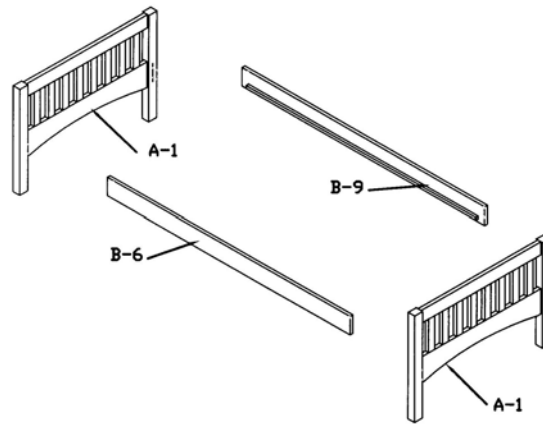
Assembly of Upper Bed

Step 1

Retrieve the 4 steel bunk pins from Box 3 Ladder/Safety rail box and insert the 4 steel pins in the holes in the top of the lower bed ends (A-2). Place footboards (A-1) on top of the steel bunk pins. Make sure labels are facing inside the bed.

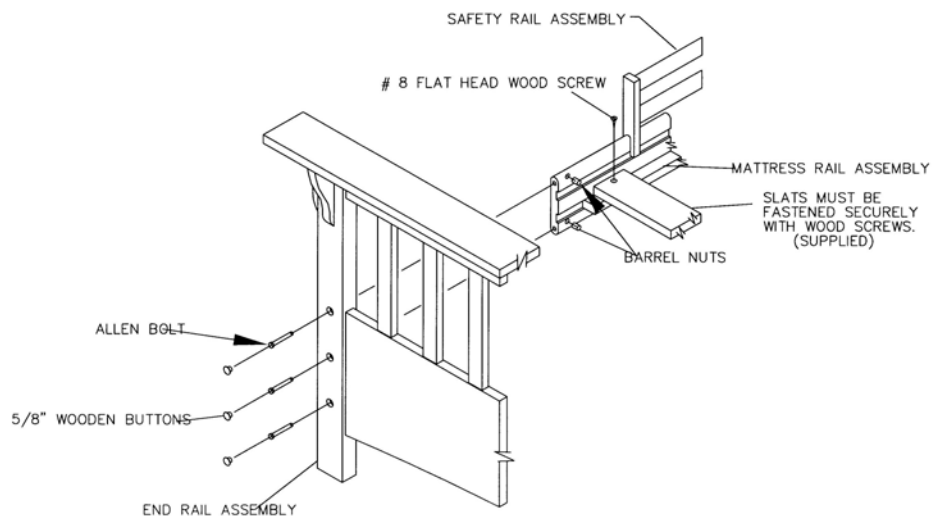
Step 2

Attach the side rail with groove on bottom (B-9) to the bed ends on the back side of the bed. The groove should be facing down for the sliding corkboard. Insert the Allen head bolts through the two **UPPER** holes in the leg of the footboards and into the barrel nuts in the end of the side rail. Repeat this step with the bed rail without groove on bottom (B-6). Tighten the bolts with the enclosed Allen wrench. Do not tighten the Allen bolts completely until all hardware is in place.



Step 3

Place the slat roll on top of the wooden cleat and secure by using all #8 wood screws. Make sure that the spacing between each bed end and first slat is no more than 3-1/2". Note: the "counter-sunk" holes should be on the top.



Assembly of Ladder/Safety rail package

Step 1

Both safety rails must be installed and secured to the side rails with hardware provided. You may have to loosen up the side rails to fit the full-length safety rail into place over the side rail. The predrilled holes on the bottom of the post must be facing the inside of the bed. Attach using four #8 wood screws.

Step 2

Attach each ladder bracket using (3) #8 screws in the pre-drilled holes in the ladder (Ladders are not to be used on the ends of the bed to climb over the bed end structure). To install the ladder, hook the top part of the bracket on the side rail by holding the base of the ladder away from the bed. Now bring the base of the ladder back toward the bed until the base rests on the floor. The lower portions of the ladder brackets must now be positioned under the bottom of the side rail. Now the ladder cannot be inadvertently dislodged while someone is climbing to or from the top bunk.

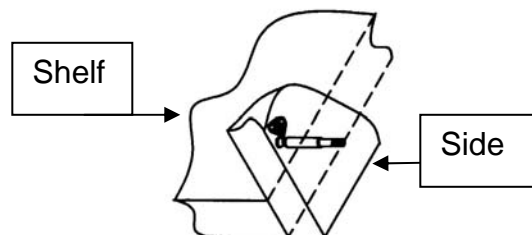
Assembly of bookcases

Step 1

Lay out two Side Panels (B-3) flat on non-abrasive surface with the inside facing up. Prepare side panels by screwing eight metal posts (E) into the metal receivers on the inside face of the side panel. Hand tighten metal posts.

Step 2

Prepare shelves (B-2) by inserting eight 2 piece metal connectors (F) into holes on the bottom of each shelf. Ensure that slots on outside edge of 2 piece metal connectors (F) are parallel to holes in edge of shelf. Also ensure that the inside piece of the 2 piece metal connector (F) is loosened sufficiently to allow the metal post (E) to pass through. This will allow the metal post (E) to slide through the shelf (B-2) and into the 2 piece metal connector (F) in the following steps.



Step 3

Attach the top shelf (B-2) to the side assembly. Align metal post (E) on inside face of side assembly (B-3) with the hole in the end of the shelf – make sure that holes are facing toward the bottom of the side assembly. Press shelf (B-2) firmly into place; tighten inside of 2 piece metal connector (F) with Phillips screwdriver. Repeat with additional shelf.

Step 4

Slide bookcase back (B-4) into grooves in side panels (B-3). Attach with six (#6) wood screws (H) using Phillips screwdriver.

REPEAT STEPS 1 THROUGH 4 WITH SECOND BOOKCASE.

Installation of sliding corkboard

Step 1

Place rigid pins on bottom of sliding corkboard (B-5) into the groove of the desktop support rail (B-8) with the cork facing inside. Gently depress the pins on the top of the sliding corkboard (B-5) and push pins into place in groove of back side of the bed.

Safety Warnings:

- 1) Follow the information on the warning label attached to the upper bunk end structure. Do not remove this label.
- 2) Always use the recommended size mattress to help prevent the likelihood of entrapment or falls. Use a mattress which is 75" long and 38 ½" wide on the top bunk.
- 3) Surface of mattress must be at least 5 inches below the upper edge of the safety rail. Ensure thickness of mattress and foundation combined does not exceed 8".
- 4) Do not allow children under 6 years of age to use the upper bunk.
- 5) Prohibit more than one person on the upper bunk.
- 6) Periodically check to ensure that the safety rails, ladder, and other components are in their proper position, free from damage and that all connectors are tight.
- 7) Do not allow horseplay on or under the bed and prohibit jumping on the bed.
- 8) Always use the ladder for entering and leaving the upper bunk.
- 9) Do not use substitute parts. Contact the manufacturer or dealer for replacement parts.
- 10) Use of a night-light may provide an added safety precaution for a child using the bunk.
- 11) If the bunk bed will be placed next to a wall, the safety rail that runs the full length of the bed should be placed against the wall to prevent entrapment.
- 12) Always use safety rails on both sides of upper bunk.
- 13) The use of water or sleep flotation mattress is prohibited.
- 14) Keep these instructions for future reference.

STRANGULATION HAZARD

- 15) Never attach or hang items to any part of the bunk bed that is not designated for use with the bed, for example, but not limited to hooks, belts, and jump ropes.

Replacement parts, including additional guardrails may be obtained from any of our Bolton Furniture or Vermont Precision Woodworks dealers.