

Sleep/Study Loft Bed

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 substitute parts. Contact PBteen 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 does not exceed 9 inch and the surface of mattress must be at least 5 inch (127mm) below the upper edge of guardrails.
- Use only mattress which is 74"-75" long and 52.5"- 53.5" wide on upper 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 precautions 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 the wall.
- The use of water or sleep flotation mattresses is prohibited.
- If refinishing, use a non-toxic finish specified for children's products.

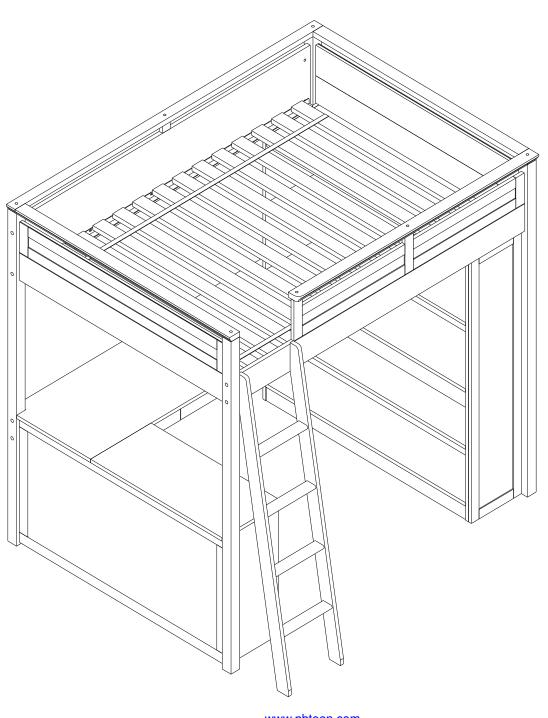
STRANGULATION HAZARD – Never attach or hang items to any part of the bunk bed that are not designed for use with the bed; for example, but not limited to, hooks, belts, and jump ropes.

KEEP THESE INSTRUCTIONS FOR FUTURE REFERENCE.

04-000066-3



Sleep/Study Loft Bed



www.pbteen.com

PRE-ASSEMBLY:

- Please read all instruction before beginning assembly. The illustrations provided allow for easier assembly when used in conjunction with the assembly instructions. Keep instructions for future use.
- Remove all parts and hardware from box and lay out on a carpeted or scratch-free work surface, as this will avoid damaging any parts during assembly. The shipping box provides an ideal work surface. Do not dispose of any contents until assembly is completed to avoid accidentally discarding small parts or hardware.
- Three adults are recommended for ease of assembly
- Use the parts and hardware lists to identify and separate each of the pieces included prior to starting assembly.
- Note: Do not fully tighten all bolts until all parts are in place. Failure to follow these instructions may cause the bolts to misalign during assembly.
- The use of power tools for assembly is not recommended. Power tools can damage hardware or split wood.

PARTS INCLUDED:

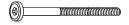
TOOLS REQUIRED (but not included):

Phillips Head Screwdriver (not included)



HARDWARE ENCLOSED:

(X) 5/16" x 4-1/2" Allen Bolts -12 pcs



(AH) #8 x 50mm Screws - 3 pcs



(Y) 1/4" x 4" Allen Bolts - 1 pc



(AI) 3/16" x 1-1/8" Screw - 1 pc



(Z) 1/4" x 2" Allen Bolts - 18 pcs



(AJ) Knob – 1 pc



(AA) 1/4" x 1-3/4" Allen Bolts - 3pcs



(AK) Shelf Support - 4 pcs



(AB) 1/4" x 1-1/2" Allen Bolts - 6pcs



(AL) L Bracket - 2 pcs



(AC) 1/4" x 1-1/4" Allen Bolts - 31 pcs



(AM) Metal Bracket – 2 pcs



(AD) 1/4" x 5/8" Allen Bolts – 24pcs



(AN) Metal Support Rails – 2 pcs





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(AF) Curve Washer - 14 pcs

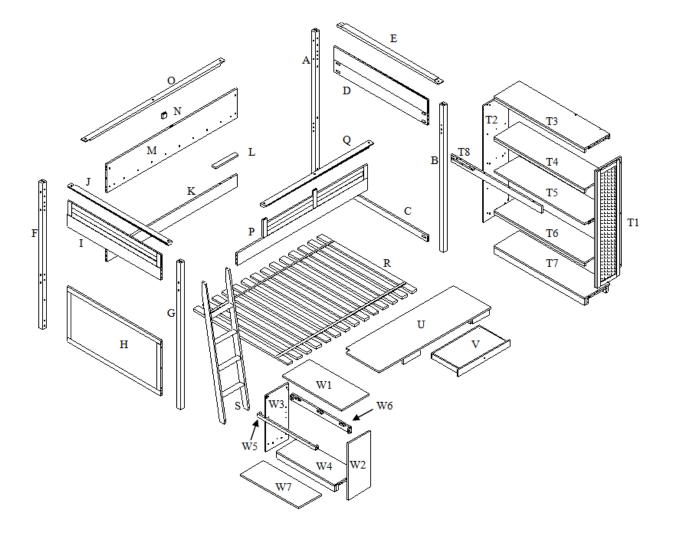


(AO) 4mm Allen Key – 1 pc



(AG) #8 x 20mm Screws - 42 pcs



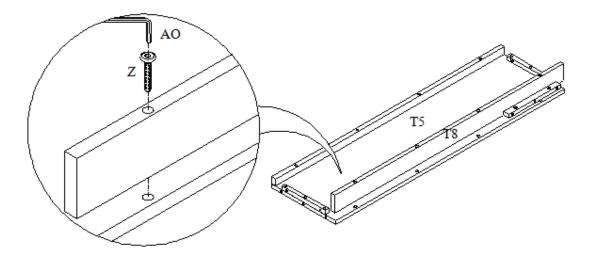


- A Headboard Back Post 1pc
- B -Headboard Front Post 1pc
- C -Headboard Bottom Rail 1pc
- D -Headboard Center Panel- 1pc
- E-Headboard Top Rail 1pc
- F-Footboard Back Post 1pc
- G -Footboard Front Post 1pc
- H-Footboard Bottom Panel 1pc
- I Footboard Center Panel 1pc
- J Footboard Top Rail 1pc
- K Back Bottom Rail 1pc
- L Block with plastic insert
- M Back Side Rail 1pc
- N Supporter 1pc
- O Back Guard Rail 1pc
- P Front Side Rail 1pc
- Q Front Guard Rail -1pc
- R Slat Roll 1set

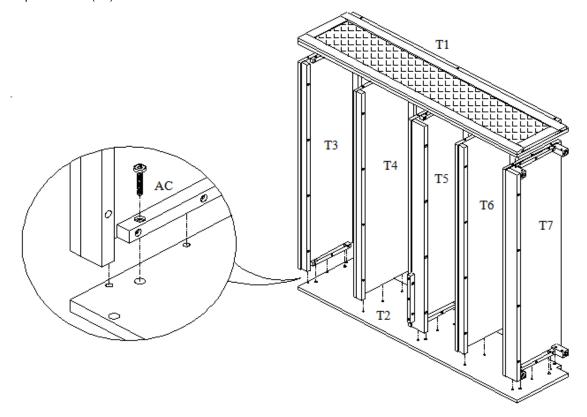
- S Ladder 1pc
- T1 Left Panel with Cork Board (of bookcase)– 1pc
- T2 Right Panel (of bookcase) 1pc
- T3 Top Bookcase 1pc
- T4 Lower Top Shelf 1pc
- T5 Center Shelf 1pc
- T6 Upper Base Shelf 1pc
- T7 Base Shelf 1pc
- T8 Shelf Support Rail 1pc
- U Desk Top 1pc
- V Pencil Box Drawer- 1pc
- W 1- Shelf Desk Top Panel 1pc
- W2 Shelf Desk Left Side Panel 1pc
- W3 Shelf Desk Right Side Panel 1pc
- W4 Shelf Desk Bottom Panel 1pc
- W5 Shelf Desk Back Rail 1pc
- W6 Shelf Desk Front Rail 1pc
- W7 Adjustable Shelf 1pc

ASSEMBLY INSTRUCTIONS:

1. Place (T5) Center Shelfon a scratch-free work surface as shown below with predrilled holes facing up. Attach the (T8) Shelf Support Rail to the (T5) Center Shelf, insert (Z) 1/4" x 2" Allen Bolts (4) through the pre-drilled holes on the (T8) Shelf Support Rail into metal inserts of (T5) Center Shelf, tighten the bolts with (AO) 4mm Allen key.

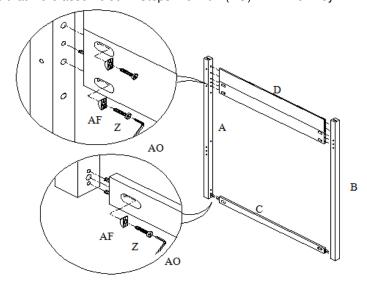


- 2. Place (T2) Right Panel on the ground as shown below with pre-drilled holes facing up. Align wooden dowels on (T3) Top Bookcase to the first set of pre-drilled holes on (T2) Right Panel, insert (AC) 1/4" x 1-1/4" Allen Bolts (2) through the cleat of the shelf and into the pre-drilled holes on the (T2) Right Panel, tighten with the (AO) 4mm Allen Key. Repeat for (T5) Center Shelfand the (T7) Base Shelf. The (T4) Lower Top Shelf and (T6) Upper Base Shelf do not require Allen Bolts; align the pre-attached dowels on the shelves to the pre-drilled holes on (T2) Right Panel as shown below.
- 3. Align the pre-drilled holes on the (T1) Left Panel to the pre-attached wooden dowels on all 5 shelves. Repeat above steps 2 for the (T1) Left Panel.

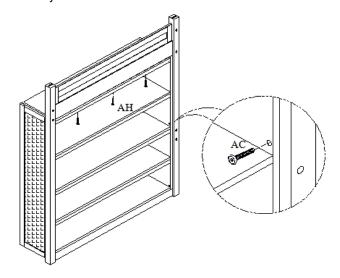


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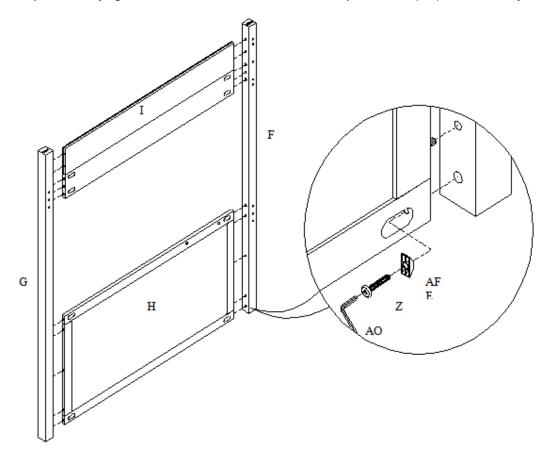
- 4. With 3 adults, attach the (D) Headboard Center Panel to the (A) Headboard Back Post and (B) Headboard Front Post by having one adult hold the (A) Headboard Back Post, another hold the (B) Headboard Front Post, and the third align the pre-attached wooden dowels on both ends of the (D) Headboard Center Panel into the pre-drilled holes on the (A) Headboard Back Post and (B) Headboard Front Post. Once (D) Headboard Center Panel is attached to the back and front posts, insert (Z) 1/4" x 2" Allen Bolts (4) through (AF) Curve Washer and pre-drilled holes on the (D) Headboard Center Panel into the metal inserts on both (A) Headboard Back Post and (B) Headboard Front Post as shown below, loosely tighten with (AO)4mm Allen key.Do not securely tighten the bolts in this step.
- 5. Insert (Z) 1/4" x 2" Allen Bolts (2) through (AF) Curve Washer and pre-drilled holes on the (C) Headboard Bottom Rail into the metal inserts on both (A) Headboard Back Post and (B) Headboard Front Post as shown below, securely tighten all bolts that were assembled in Steps 4-5 with (AO)4mm Allen key.



- 6. Align the pre-drilled holes in the pre-assembled headboard at step 5 with the pre-drilled holes on the pre-assembled bookcase at step 3. Insert (AH) #8 x 50mm Screws (3) through the top of the pre-assembled headboard and into the pre-assembled bookcase, tighten with Phillips Head Screw driver.
- 7. Insert (AC) 1/4" x 1-1/4" Allen Bolts (6) through the pre-drilled holes on the sides of the pre-assembled headboard, tighten with the (AO) 4mm Allen Key as shown below.

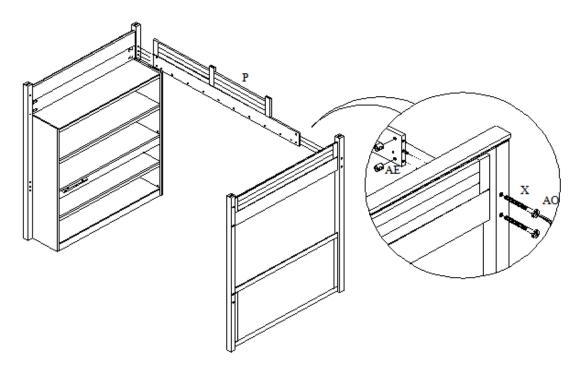


- 8. Place (G) Footboard front post on scratch free surface, align pre-attached wooden dowels of (I) Foot board center panel into pre-drilled holes on the (G) Footboard front post. Once (I) Footboard Center Panelis attached to the back and front posts, insert (Z) 1/4" x 2" Allen Bolts (2) through (AF) Curve Washer and pre-drilled holes on the (I) Footboard Center Panel into the metal inserts on (G) Footboard Front Post as shown below, loosely tighten with (AO)4mm Allen key. Then attached (H) Footboard bottom panel to (G) Footboard front post by align pre-attached wooden dowels of (H) Footboard bottom panel into pre-drilled holes of (G) Footboard front post, insert (Z) 1/4" x 2" (2) Allen Bolts through (AF) Curve Washer and pre-drilled holes on the (H) Footboard Bottom Panel into the metal inserts on (G) Footboard Front Post as shown below, loosely tighten with (AO)4mm Allen key.
- 9. Assemble other side of (I) Footboard center panel and (H) Footboard bottom panel to (F) Footboard back postsame step 8, securely tighten all bolts that were assembled in Steps 8-9 with (AO)4mm Allen key.

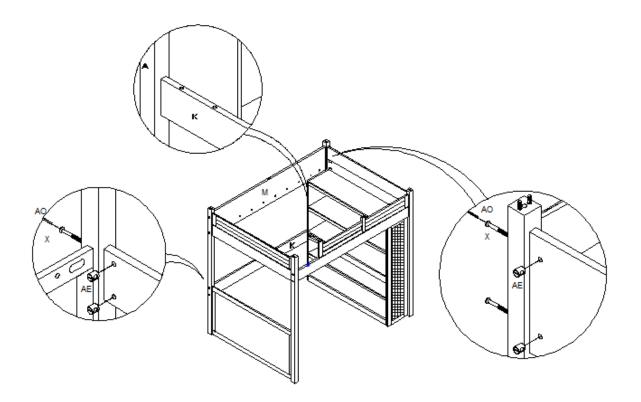


- 10. With 3 adults, attach the (P) Front Rail to the pre-assembled headboard with bookcase at step 7 and pre-assembled footboard at step 9 by having one adult hold the headboard while another hold the footboard, and the third align the pre-attached wooden dowels on both ends of the (P) Front Side Rail into the pre-drilled holes on the headboard and footboard. Once (P) Front Rail is attached to the headboard and footboard with the wooden dowels, insert (AE) Barrel Nuts (4) into the pre-drilled holes on the interior sides of the (P) Front Side Rail as shown below.

 PLEASE NOTE: Make sure the holes of the (AE) Barrel Nuts are facing toward the pre-drilled hole on the end of (P) Front Side Rail so the Allen Bolts will slide in.
- 11. Insert (X) 5/16" x 4-1/2" Allen Bolts (4) through the pre-drilled holes on the post of headboard and footboard into the (AE) Barrel Nuts inserted in the (P) Front Side Rail; loosely tighten with the (AO) 4mm Allen Key. Do not securely tighten the bolts in this step.

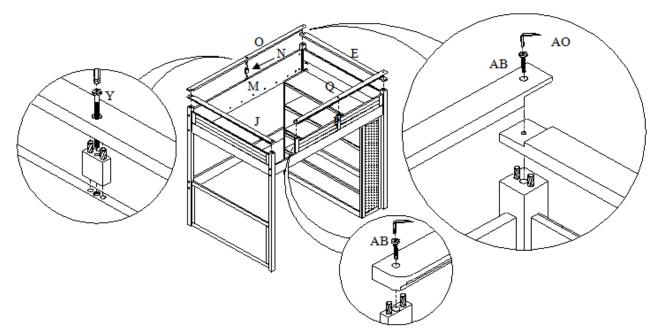


- 12. Align the pre-attached wooden dowels on both ends of the (M) Back Side Rail into the pre-drilled holes on the headboard and footboard. Once (M) Back Side Rail is attached to the headboard and footboard with the wooden dowels, insert (AE) Barrel Nuts (4) into the pre-drilled holes on the exterior side of the (M) Back Rail as shown below. PLEASE NOTE: Make sure the holes of the (AE) Barrel Nuts are facing toward the pre-drilled hole on the end of (M) Back Rail so the Allen Bolts will slide in.
- 13. Insert (X) 5/16" x 4-1/2" Allen Bolts (4) through the pre-drilled holes on the post of headboard and footboard into the (AE) Barrel Nuts in the (M) Back Side Rail; loosely tighten with the (AO) 4mm Allen Key. Do not securely tighten the bolts in this step.
- 14. Insert (AE) Barrel Nuts (4) into the pre-drilled holes on the exterior side of the (K) Back Bottom Rail as shown below, make sure the holes of the (AE)Barrel Nuts are facing toward the pre-drilled hole on the end of (K) Back Bottom Rail so the Allen Bolts will slide in. Align the pre-attached wooden dowels on both ends of the (K) Back Bottom Rail into the pre-drilled holes on the headboard and footboard with pre-installed plastic inserts facing up at the end behind bookcase as shown below. Insert (X) 5/16" x 4-1/2" Allen Bolts (4) through the pre-drilled holes on the post of headboard and footboard into the (AE) Barrel Nuts in the (K) Back Bottom Rail; loosely tighten with the (AO)4mm Allen Key. Securely tighten all bolts that were assembled in Steps 10-14 with the (AO) 4mm Allen Key.

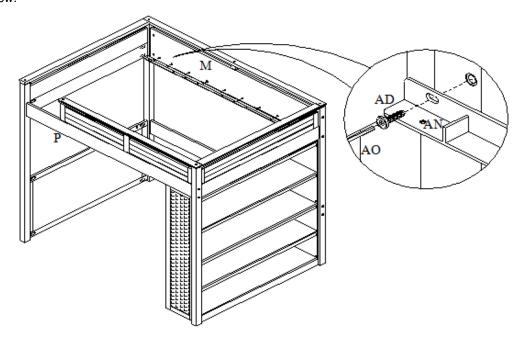


15. Attach the (N) Supporter to the (M) Back Side Rail by inserting the pre-attached wooden dowels of the (N) Supporter into the pre-drilled holes on the (M) Back Side Rail as shown below. Then, attach the (O) Back Guard Rail to the headboard and footboard by aligning the pre-drilled holes on the (O) Back Guard Rail through the pre-drilled holes on the (E) Headboard Top Rail and (J)Footboard Top Rail into the pre-drilled holes on the top of the headboard, footboard and (N) Supporter posts. Insert (Y) 1/4" x 4" Allen Bolts (1) through the pre-drilled hole at center of (O) Back Guard Rail into the pre-drilled hole on the (N) Supporter and the (M) Back Side Rail. Loosely tighten with the (AN) 4mm Allen Key. Then, insert (AB) 1/4" x 1-1/2" Allen Bolts (3) into the pre-drilled holes at both ends of the (O) Back Guard Rail and another end of (J) Footboard Top Rail into the pre-drilled holes on the top of the posts of the headboard and footboard. Once all bolts are in place, fully tighten them using the (AO) 4mm Allen Key.

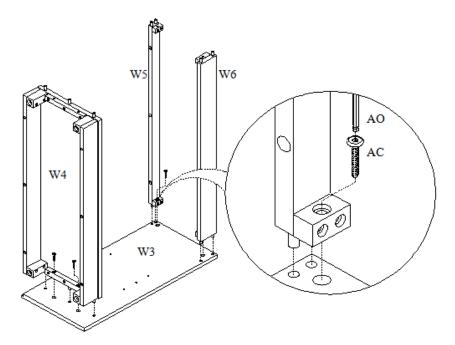
16. Attach the (Q) Front Guard Rail onto the (P) Front Side Rail by inserting the pre-attached wooden dowels on the posts of the (P) Front Side Rail into the pre-drilled holes on the (Q) Front Guard Rail as shown below. Insert (AB) 1/4" x 1-1/2" Allen Bolts (3) into the pre-drilled hole at center and both ends of the (Q) Front Guard Rail. Once all bolts are in place, fully tighten them using the (AO)4mm Allen Key.



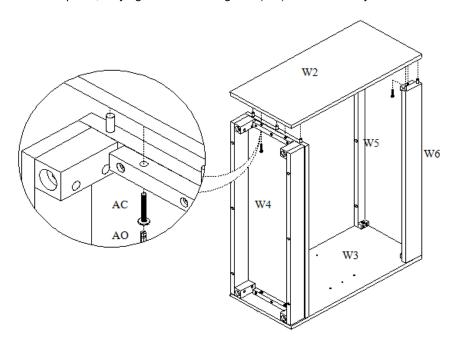
17. While one adult holds the (AN) Metal Support Rails in place as shown below, another adult must insert (AD) 1/4" x 5/8" Allen Bolts (10) through the pre-drilled holes of the (AN) Metal Support Rail and into the pre-drilled holes of the (M) Back Side Rail. Loosely tighten with (AO) 4mm Allen key. Once all the (AD 1/4" x 5/8" Allen bolts) are in place fully tighten. Repeat the same step for assembling the other (AN) Metal Support Rail to (P) Front Side Rail as shown below.



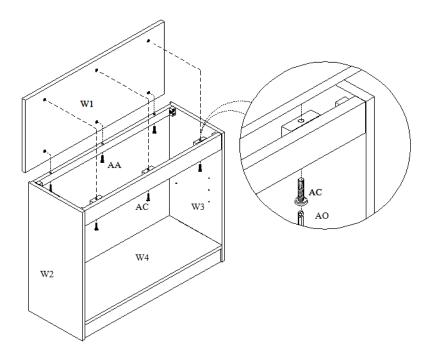
18. Lay the (W3) Shelf Desk Right Panel on the ground with pre-drilled holes facing up as shown below. Attach the (W4) Shelf Desk Bottom Panel to the (W3) Shelf Desk Right Panel by inserting the pre-attached wooden dowels on the (W4) Shelf Desk Bottom Panel into the pre-drilled holes on the (W3)Shelf Desk Right Panel. Insert (AC) 1/4" x 1-1/4" Allen Bolts (2) through the pre-drilled holes on the cleat of (W4) Shelf Desk Bottom Panel, and into the (W3) Shelf Desk Right Panel as shown below. Tighten with the (AO)4mm Allen Key. Repeat this step for (W6) Shelf Desk Front Rail and (W5) Shelf Desk Back Rail with (AC) 1/4" x 1-1/4" Allen Bolts (2) through cleat of each rail as shown below.



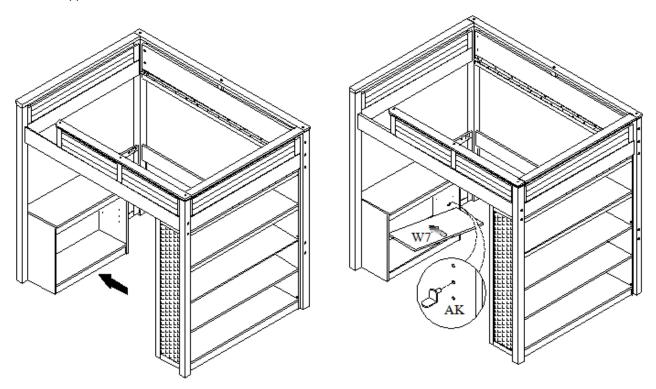
19. Place the (W2) Shelf Desk Left Panel on top of the assembled structure as shown below. Insert the pre-attached wooden dowels on the (W4)Shelf Desk Bottom Panel, (W6)Shelf Desk Front Rail and the (W5)Shelf Desk Back Rail into the pre-drilled holes on the (W2)Shelf Desk Left Panel. Insert (AC) 1/4" x 1-1/4" Allen Bolts (4) through the 2 pre-drilled holes on the cleats of the (W4)Shelf Desk Bottom Panel, and the pre-drilled hole on both the (W6) Shelf Desk Front Railand the (W5) Shelf Desk Back Rail and into the pre-drilled holes of the (W2) Shelf Desk Left Panel. Once all bolts are in place, fully tighten them using the (AO)4mm Allen Key.



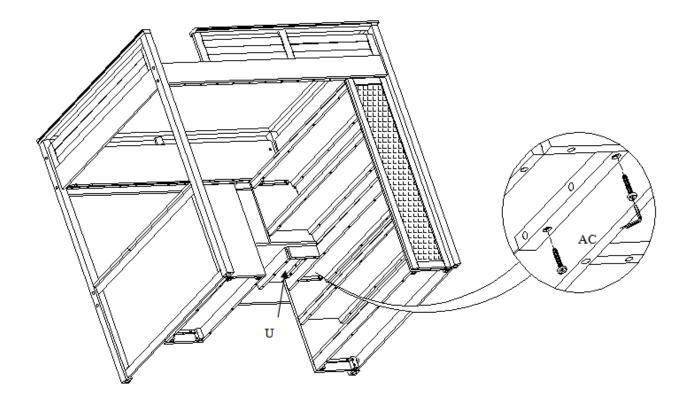
20. Turn the assembled parts upright. Place the (W1) Shelf Desk Top Panel on top of assembled structure as shown below. Align the pre-drilled holes of the (W1) Shelf Desk Top Panel with the pre-drilled holes of the assembled structure. Insert (AC) 1/4" x 1-1/4" Allen Bolts (3) through the pre-drilled holes of front cleats of assembled structure and other (AA) 1/4" x 1-3/4" Allen Bolts (3) through the pre-drilled holes of black rail of assembled structure into the pre-drilled holes of the (W1)Shelf Desk Top Panel, tighten with the (AO)4mm Allen Key.



21. Place the assembled Shelf Desk beside the post of footboard as shown below. To install the (W7)Adjustable Shelf, insert (AK) Shelf Supports (4) into the pre-drilled holes on the interior side panels of the Shelf Desk at the desired height making sure the 4 Shelf Supporters are aligned. Carefully place the (W7) Adjustable Shelf onto the (AK) Shelf Supports as shown below.

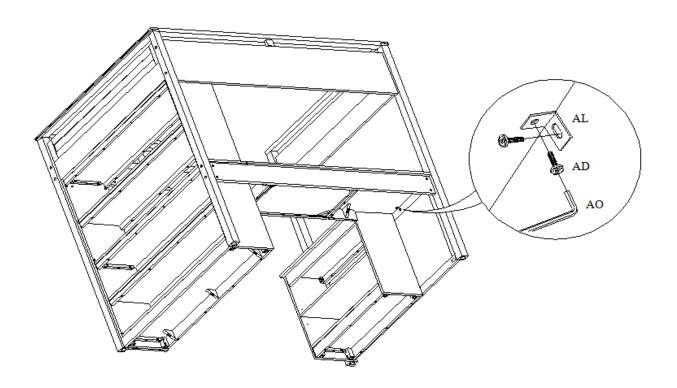


22. Place the (U) Desk Top onto the (H) Footboard Bottom Panel and (T8) Shelf Support Rail. Insert (AC) 1/4" x 1-1/4" Allen Bolts (2) through the pre-drilled holes on the cleat of (T8) Shelf Support Rail into the pre-drilled holes on the bottom of (U) Desk Top as shown below. Tighten the Bolts with (AO)4mm Allen Key.

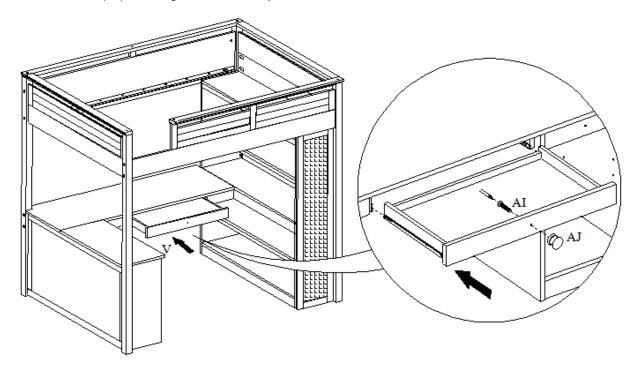


23. Attach the (AL) L Bracket (2) to the bottom of (U) Desk Top and (H) Footboard Bottom Panel as shown below.

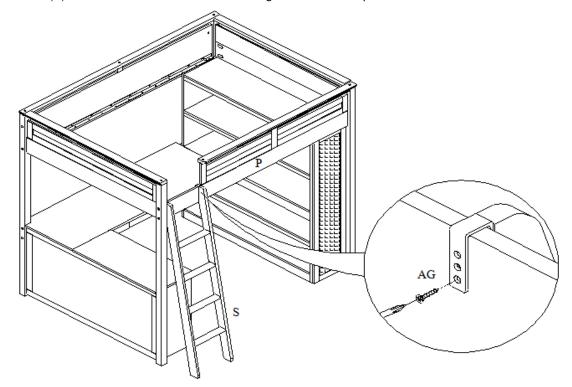
Insert (AD) 1/4" x 5/8" Allen Bolts (4) through the pre-drilled holes on the (AL) L Bracket into the bottom of (U) Desk Top and cleat of (H) Footboard Bottom Panel. Tighten the Bolts with (AO)4mm Allen Key.



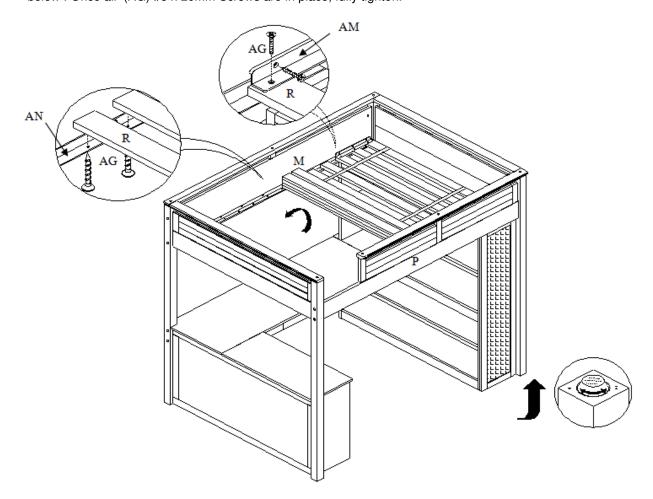
24. Adjust pre-mounted drawer's glides on inside frame of (U) Desk Top, push the (V) Pencil Box Drawer into (U) Desk Top in as shown below. Next, attach the (AJ) Knob to the drawer by placing the (AJ) Knob over the pre-drilled hole on the drawer front, insert (AI) 3/16" x 1-1/8" Screw (1) through the pre-drilled hole on the interior of the drawer front and into the (AJ) Knob, tighten with a Phillips Head Screwdriver as shown below.



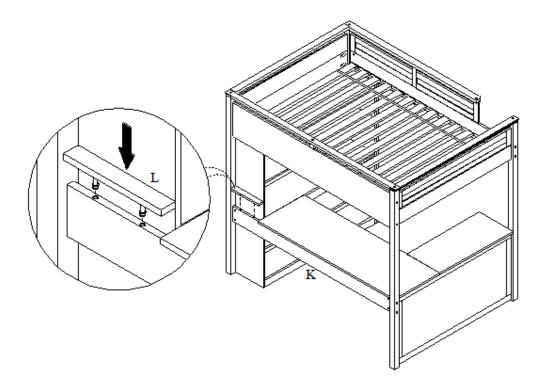
25. Fasten the (S) Ladder to the (P) Front Side Rail by placing the bracket of the (S) Ladder over the ledge of the (P) Front Rail and insert (AG) #8 x 20mm Screws (2) through the pre-drilled holes of the brackets on the (S) Ladder and into the (P) Front Side Rail as shown below. Tighten with a Phillips Head Screwdriver.



- 26. Lay the (R) Slat Roll down onto the (AN) Metal Support Rails you previously attached to the inner ledges of the (P) Front Side Rail and (M) Back Side Rail. **Using a safety step ladder,** roll slats out exposing 3 -4 slats. Make sure they are properly laid out on the (AN) Metal Support Rails, place (AM) Metal Bracket on top of exposed 3 slats as shown below. Insert (AG) #8 x 20mm Screws (3) through the pre-drilled holes on the (AM) Metal Bracket and into (M) Back Side Rail. Loosely tighten with a Phillips Head Screwdriver. Insert (AG) #8 x 20mm Screws (3) through the pre-drilled holes of (AM) Metal Bracket into the slats and loosely tighten with a Phillips Head Screwdriver. Insert (AG) #8 x 20mm Screws (3) through the pre-drilled holes of bottom of (AN) Metal Support Rails into the slats and loosely tighten with a Phillips Head Screwdriver. Repeat on the other side attaching the other (AM) Metal Bracket on top of the right 3 slats located above the bookshelf of headboard.
- 27. Roll the slats back to left as shown below. Attach all the other slats of the (R) Slat Roll by inserting the (AG) #8 x 20mm Screws (22) through the pre-drilled holes on the (AN) Metal Support Rail into the (R) Slat Roll as shown below. Once all (AG) #8 x 20mm Screws are in place, fully tighten.



28. Place the (L) Block (with plastic insert) into the pre-drilled holes on the (K) Back Bottom Rail as shown below.



<u>PLEASE NOTE:</u> If your floor is not perfectly even, the furniture may not sit level and cause it to wobble. If the piece wobbles, determine which corner does not touch the ground correctly. With two people follow these steps:

- Carefully elevate the item slightly to provide access to the levelers attached to the bottom as shown above.
- Turn the levelers in a counter-clockwise direction.
- Gently set down the piece and check stability.
- Repeat steps until the furniture sits firmly on the ground.

CARE INSTRUCTIONS:

- Dust often using a soft, dry cloth.
- Do not use glass cleaner, abrasives, wax or household cleaners on wood.
- Check fasteners periodically for tightness. Do not over tighten; this may cause distortion or breakage.

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