



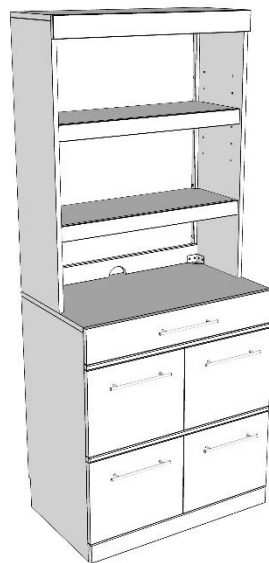
**roomandloft**

**Thank you so much for your purchase!!!**

**If you need anything – please call us at:**

**714-455-7446**

**For Fast Service!**



**Assembly Instructions**

**BR Series / IM Series / WN Series**

**File Base & Bookcase Top**



# File Base & Bookcase Top Set-up Guide

**Congratulations and Thank You for your purchase of a RoomAndLoft File Base & Top!**

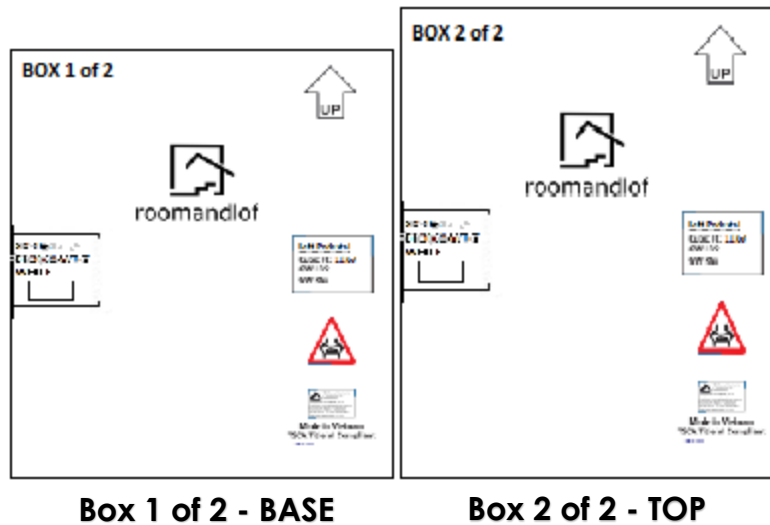
**We sincerely appreciate your business!**

**First – a few words of advice and caution:**

1. Please do this job with two people. Attempting to do it alone, though heroic, could lead to product damage or injury because some things might be too heavy or awkward for just one person to safely handle. With two people, the job will be much smoother and safer – and a lot more fun!
2. Please read and follow these written instructions carefully, as it will save time and avoid possible incorrect set-up of the product.
3. Please do not over-tighten screws and bolts, as it may lead to “stripping” the threads and make the connection weak. The best rule is “firm and snug is what we need”.
4. If you will be installing your Sit Stand Desk on a hard surface such as stone, hardwood floor, tile, (anything other than carpet), please lay down enough padding to lay the parts on while assembling. This will protect the Sit Stand Desk parts from the floor, and vice versa. We recommend enough blankets, comforters, moving blankets, etc., to cover an area of about 6 feet by 6 feet.

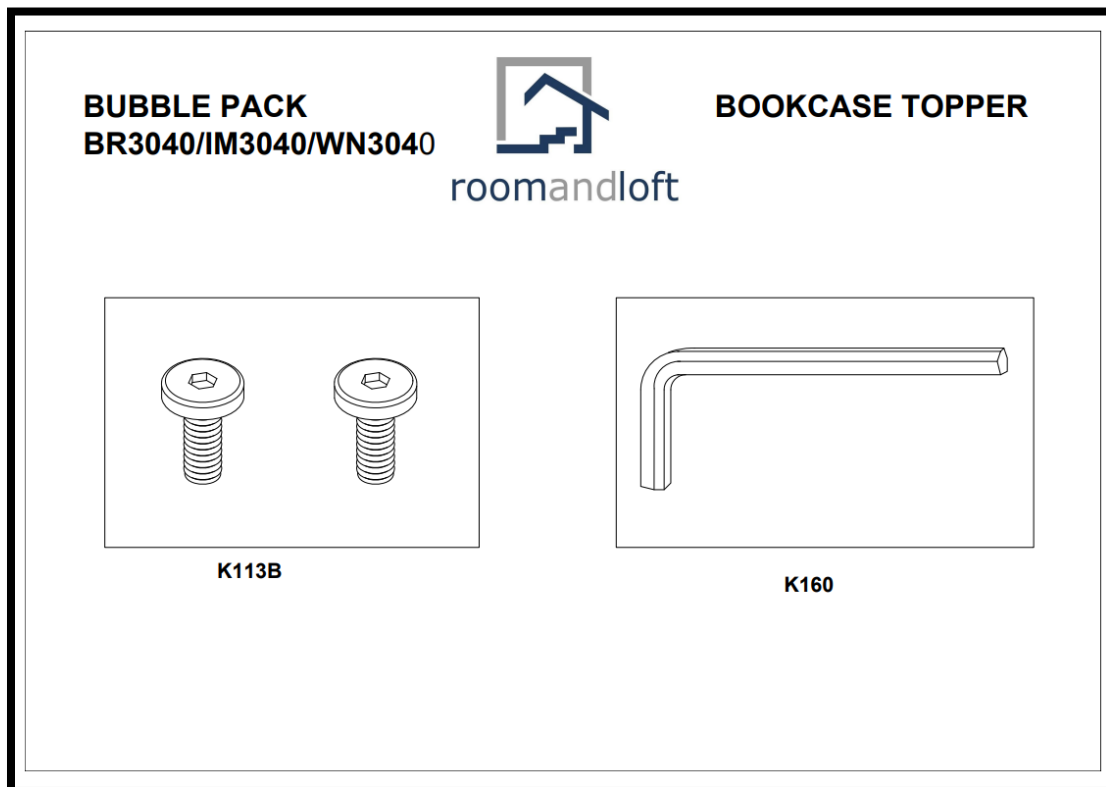
## PREPARATION FOR ASSEMBLY:

Please locate and confirm that you have the following 2 boxes to complete your Sit Stand Desk.



### TOOLS & THINGS YOU NEED TO SUPPLY:

The only tool that you need to assemble your new desk is the K160 Allan wrench that has been provided for you in the bubble pack from box #2.

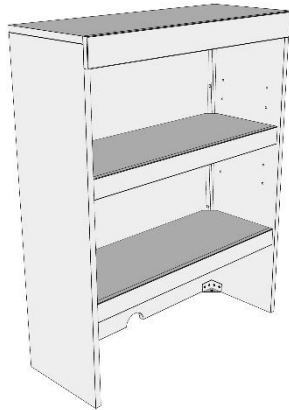


**HAVE FUN! – and call us if you need any assistance: 714-455-7446.**

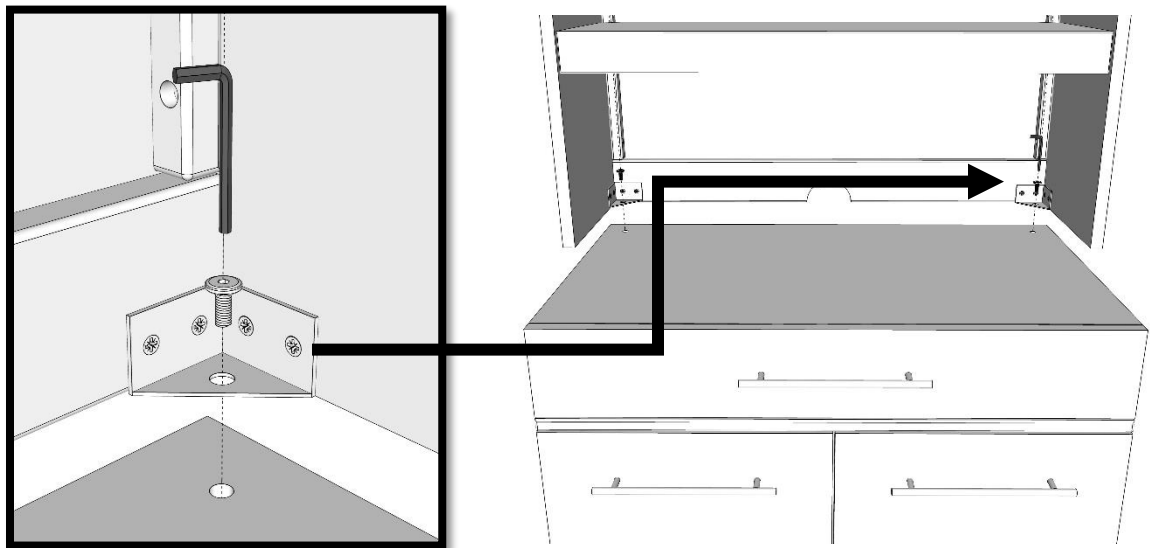
1. Unpack the File Base from carton and place it in its final position in the room



2. Unpack the Bookcase top and carefully lift it and set it on top of the file base. If you need to adjust the bookcase top's position a little, avoid sliding the top across the top of the base unit to prevent scratching the beautiful finish of the file base.



3. From the bubble pack, insert the K113B bolts through the mounting brackets at the back base of the bookcase top. Finger start the bolts and tighten them using the K160 Allan wrench provided in the bubble pack.



**Congratulations, that is all there is to it!!!**