

ASSEMBLY INSTRUCTIONS

LADDER SHELF

ASSEMBLY
REQUIREMENTS

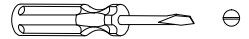
2 Hours
Assembly Time
(Approximate)

2-Person
Assembly

Tools Required:



(Not Provided)

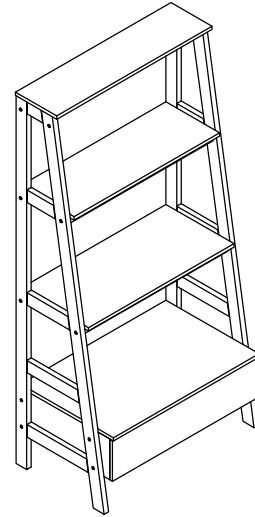


Thank you for purchasing our product!

Please refer and use this assembly instruction to assemble the product. Contact our customer service department in case there are any missing or damage parts or hardware. Replacement parts are normally shipped within 2 or 3 days.

PRODUCTS PURCHASED THROUGH OUR
AUTHORIZED VENDORS ONLY ARE ELIGIBLE
FOR REPLACEMENT PARTS.

We appreciate your business!



**THIS PRODUCT IS FOR INDOOR AND HOUSEHOLD USE ONLY -
NOT FOR COMMERCIAL USE.**

ASSEMBLY PREPARATION

1. Remove all packaging materials, staples and packing straps from the carton.
2. Refer to Parts List and Hardware List, and ensure parts and hardware are correct before assembly.
Contact customer service for missing parts.
3. Place all wooden parts on a clean, flat and soft surface (e.g. carpet or rug) to prevent scratch and damage to parts.

SAFETY PRECAUTION

1. KEEP ALL HARDWARE PARTS OUT OF REACH OF CHILDREN.
2. DISPOSE PLASTIC PACKAGING MATERIAL IMMEDIATELY TO AVOID ANY RISK OF SUFFOCATION TO CHILDREN AND ANIMALS.

TIPS FOR ASSEMBLY

1. Allow ample room for assembly and assemble the product near where product will be placed.
2. Assemble the product on a surface that does not scratch or damage the exterior gloss and finish of the furniture.
3. Identify all of the parts, hardware and quantities required for each step.
4. During assembly, do not over-tighten any fittings as this may cause damage.
5. DO NOT USE POWER TOOLS TO ASSEMBLE THIS PRODUCT.
6. Always place the product on a flat, level surface.
7. Do not sit or stand on the partially assembled product; only use the product for which it is intended.

CARE AND MAINTENANCE

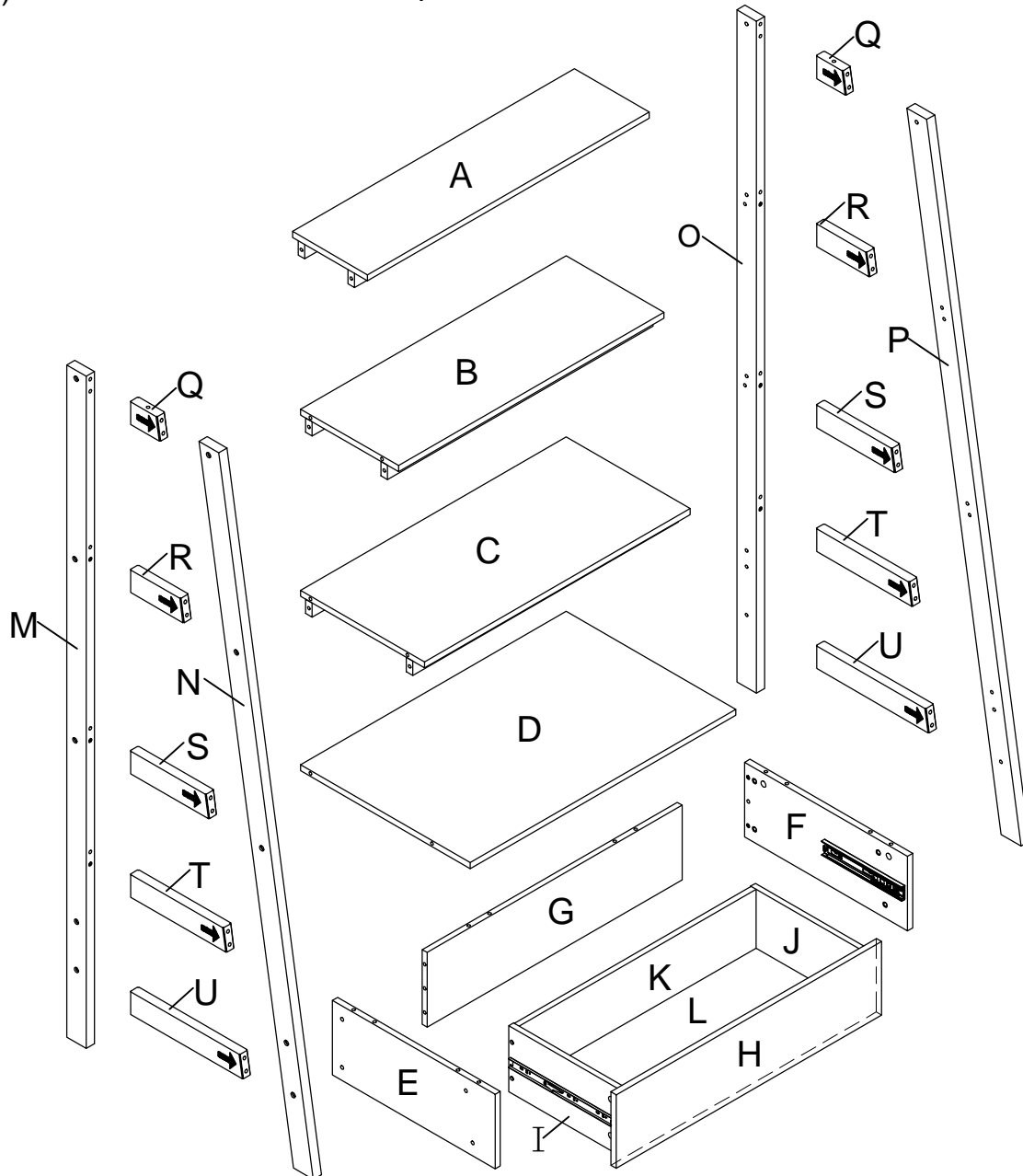
- Use a slightly damp cloth to clean the product. Do not use bleach or abrasive cleaning material.
- Check all the fittings periodically and re-tighten as necessary. Do not use the product if any of the parts is damaged or broken.
- Never allow any kind of liquid to remain on your furniture. Absorption can cause wood to warp or delaminate.
- Do not place hot items (e.g. hot drinks) directly onto the wood surface.
- Do not drag and/or pull the furniture.

ASSEMBLY INSTRUCTIONS

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PARTS LIST




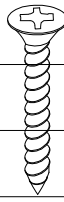
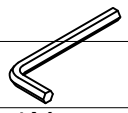

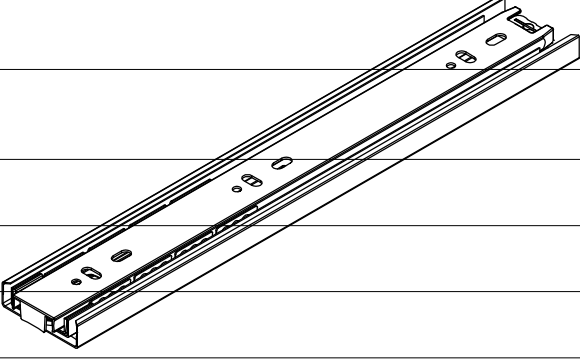
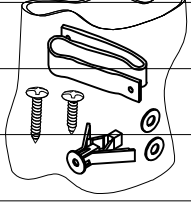
| NO. | PART NAME | QTY | NO. | PART NAME | QTY |
|-----|--------------------|-----|-----|---------------------|-----|
| (A) | Middle Top Frame | 1 | (L) | Drawer Bottom Panel | 1 |
| (B) | Middle Upper Frame | 1 | (M) | Left Back Leg | 1 |
| (C) | Middle Lower Frame | 1 | (N) | Left Front Leg | 1 |
| (D) | Fixed Shelf Panel | 1 | (O) | Right Back Leg | 1 |
| (E) | Left Panel | 1 | (P) | Right Front Leg | 1 |
| (F) | Right Panel | 1 | (Q) | Side Top Rail | 2 |
| (G) | Back Panel | 1 | (R) | Side Upper Rail | 2 |
| (H) | Drawer Front Panel | 1 | (S) | Side Middle Rail | 2 |
| (I) | Drawer Left Panel | 1 | (T) | Side Lower Rail | 2 |
| (J) | Drawer Right Panel | 1 | (U) | Side Bottom Rail | 2 |
| (K) | Drawer Back Panel | 1 | | | |



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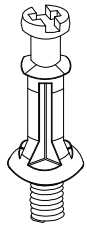
HARDWARE LIST

| | | | | | | |
|--|---|---|--|---|---|-----|
|  |  |  |  |  |  | 3CM |
| | | | | | | 2CM |
| | | | | | | 1CM |
| | | | | | | 0CM |
| 30X $\phi 6 \times 35 \text{mm}$ 1 Cam-bolt | 46X $\phi 8 \times 30 \text{mm}$ 2 Wood Dowel | 30X $\phi 15 \times 12 \text{mm}$ 3 Cam-lock | 4X $\phi 3 \times 30 \text{mm}$ 4 Screw | 1X 4mm 5 Allen Key | 12X $\phi 3 \times 12 \text{mm}$ 6 Screw | |
| | | | | | | 5CM |
|  | | | | | | 4CM |
| | | | | | | 3CM |
| | | | | | | 2CM |
| | | | | | | 1CM |
| | | | | | | 0CM |
| 1(Set)X 7 Drawer Slide | 8X $\phi 1/4 \times 35 \text{mm}$ 8 Screw | 12X $\phi 7 \times 48 \text{mm}$ 9 Screw |  1 SET 10 Safety Strap Kit | | | |

EXTRA HARDWARE

| | | |
|---|---|---|
|  |  |  |
| $\phi 6 \times 35 \text{mm}$ | $\phi 15 \times 12 \text{mm}$ | $\phi 8 \times 30 \text{mm}$ |
| 2PCS | 2PCS | 2PCS |
| Cam-bolt | Cam-lock | Wood Dowel |

INSTRUCTIONS FOR CAM-BOLT & CAM-LOCK

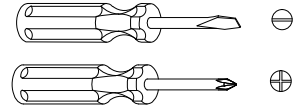


CAM-BOLT

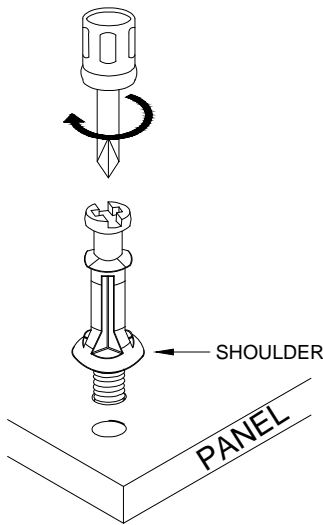


CAM-LOCK

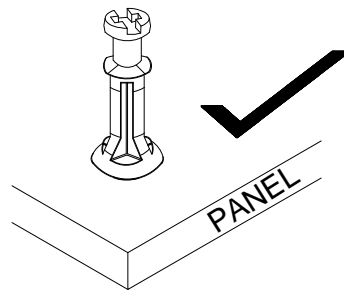
Tools Required



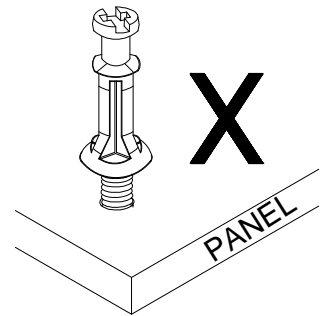
INSERTING AND TIGHTENING CAM-BOLT



Place Cam-bolt on pre-drilled hole and screw in vertically



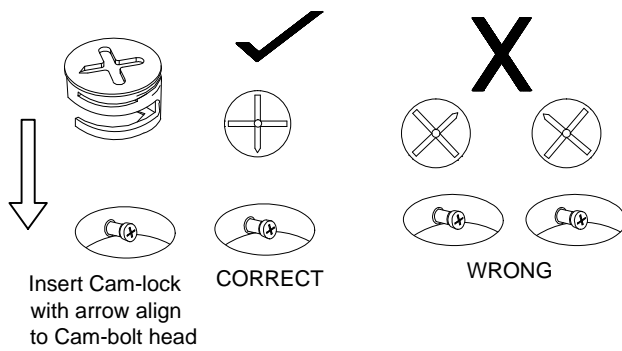
Shoulder is flushed (on the same level) with the panel.



Shoulder is above the panel.

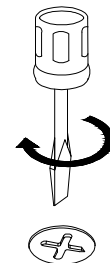
Place Cam-bolt on the designated pre-drilled holes on the panel. Use a Phillips Screwdriver to screw-in Cam-bolt vertically until shoulder is flushed (on the same level) with panel.

INSERTING CAM-LOCK



Align the arrow on the Cam-lock to the Cam-bolt head and insert the Cam-lock. Ensure Cam-lock is fully inserted.

TIGHTENING CAM-LOCK

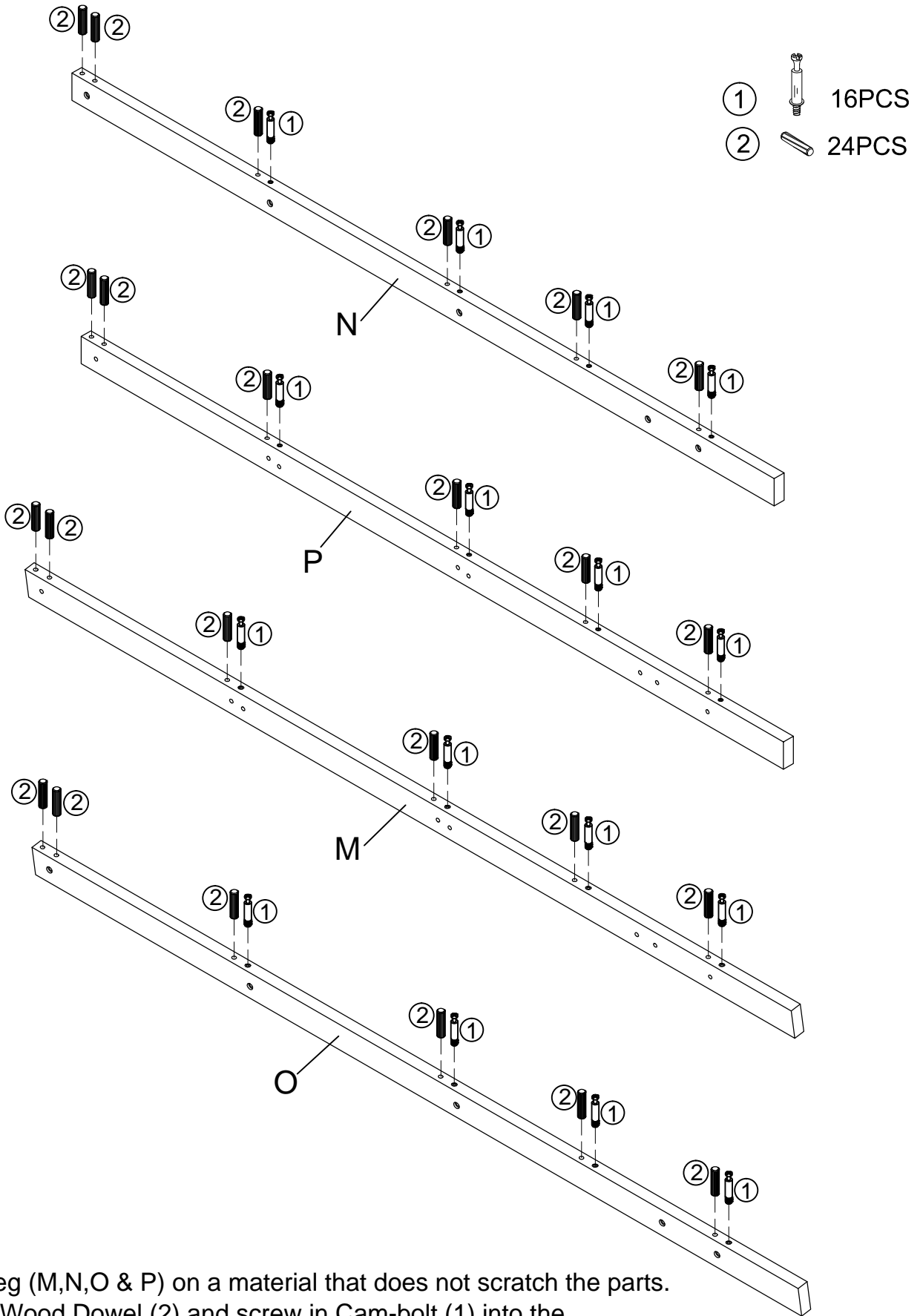


Use a Flat-head Screwdriver to turn Cam-lock clockwise so it locks onto the head of the Cam-bolt. Turn until it is snug (about 3/4ths of a turn) -- over-tightening could damage Cam-lock or/and Cam-bolt.

ASSEMBLY INSTRUCTIONS

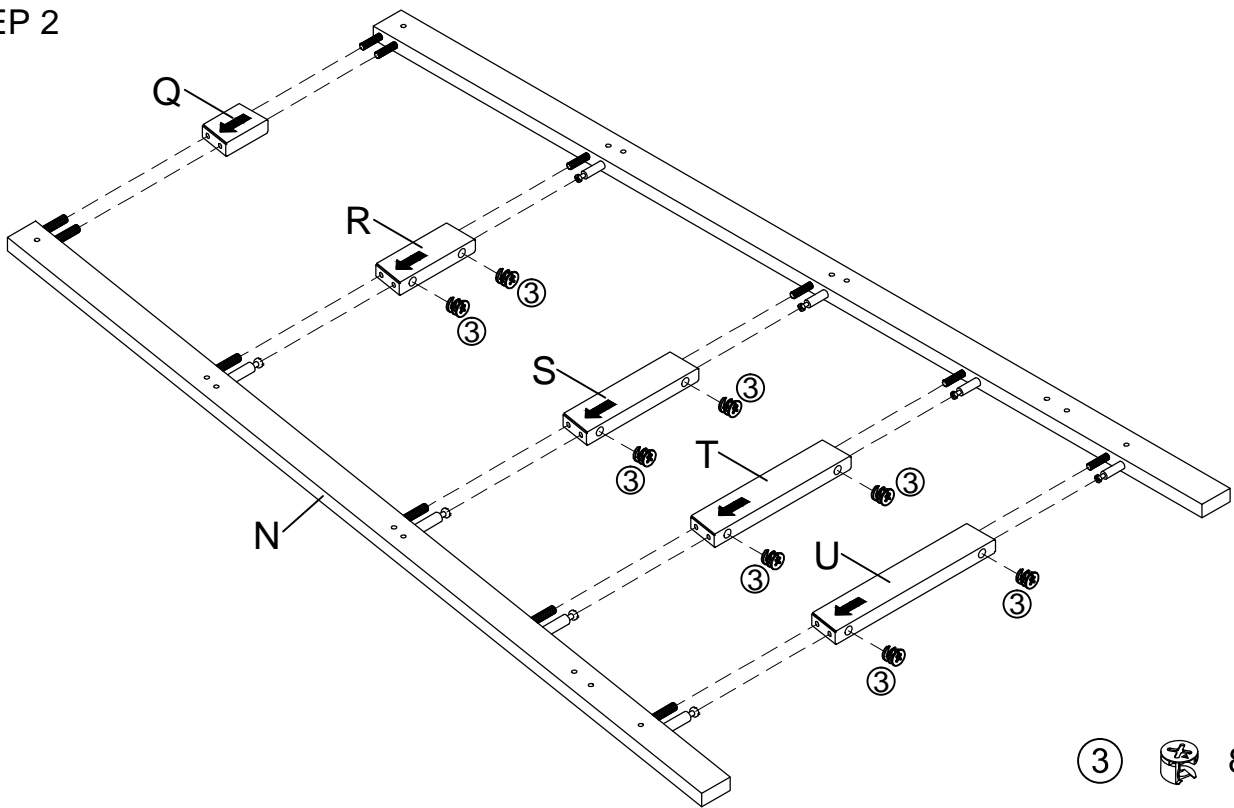
LADDER SHELF

STEP 1



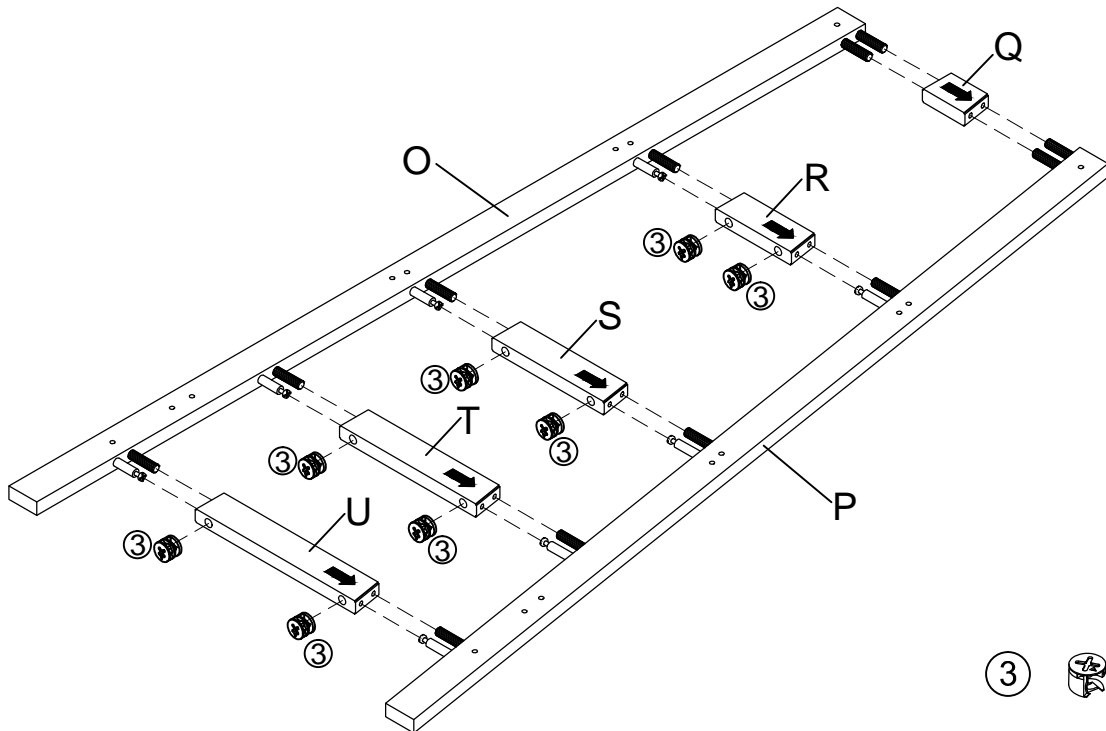
ASSEMBLY INSTRUCTIONS LADDER SHELF

STEP 2



- A. Position Leg (M & N) and Side Rail (Q, R, S T & U) as shown on a material that does not scratch the parts.
- B. Attach (M & N) to Side Rail (Q, R, S T & U) via wood dowel and cam-bolt on (M & N).
- C. Insert Cam-lock (3) into designated holes on (R, S T & U) and turn clockwise to lock onto cam-bolt.
Refer to Page 4 for instructions on inserting and tightening cam-lock.
- D. Set aside Left Leg Frame until STEP 8.

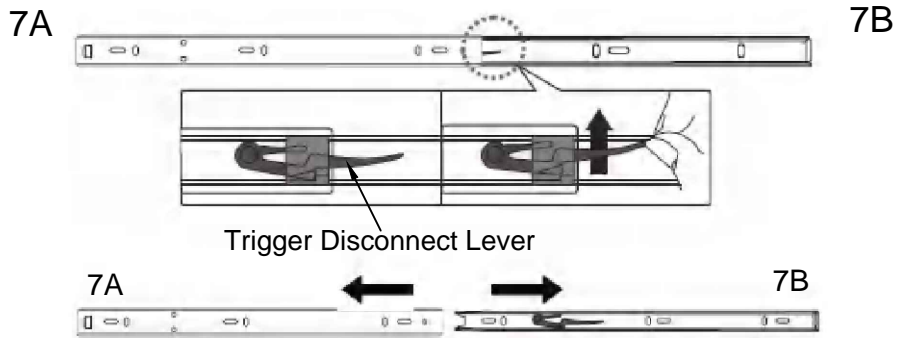
STEP 3



- A. Use the instructions in STEP 2 to assemble Leg (O & P) to Side Rail (Q, R, S T & U) .

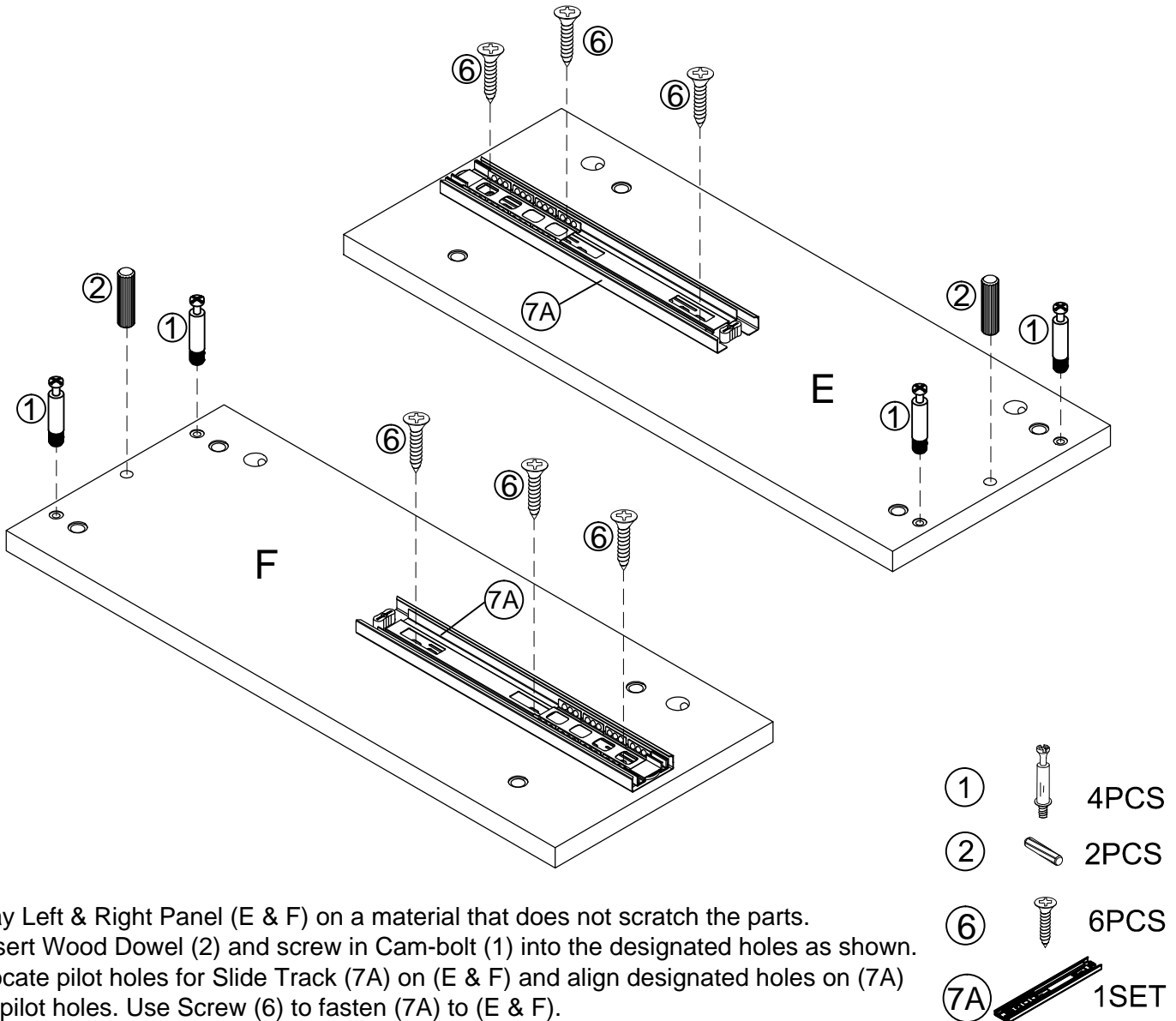
ASSEMBLY INSTRUCTIONS LADDER SHELF

STEP 4A Separate Drawer Slide Track (7A) and Drawer Slide Runner (7B) of Drawer Slide.



Procedure

1. Distinguish between Slide Track (7A) and Slide Runner (7B) of Drawer Slide (7).
2. Slide out (7B) from (7A) until Trigger Disconnect Lever is visible.
3. Push up or depress the Disconnect Lever in the groove of (7B) and at the same time slide out (7B) completely from (7A).

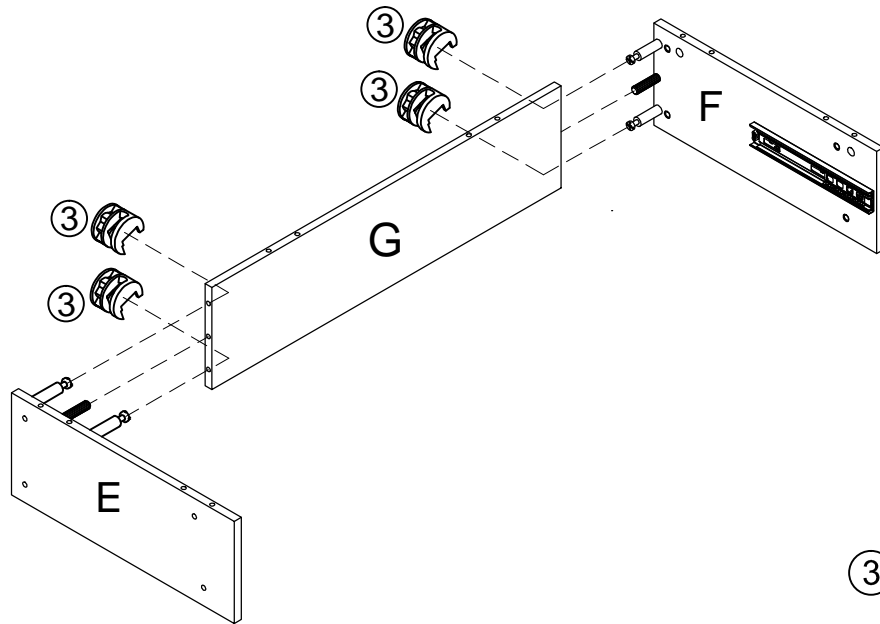


- A. Lay Left & Right Panel (E & F) on a material that does not scratch the parts.
- B. Insert Wood Dowel (2) and screw in Cam-bolt (1) into the designated holes as shown.
- C. Locate pilot holes for Slide Track (7A) on (E & F) and align designated holes on (7A) to pilot holes. Use Screw (6) to fasten (7A) to (E & F).

ASSEMBLY INSTRUCTIONS

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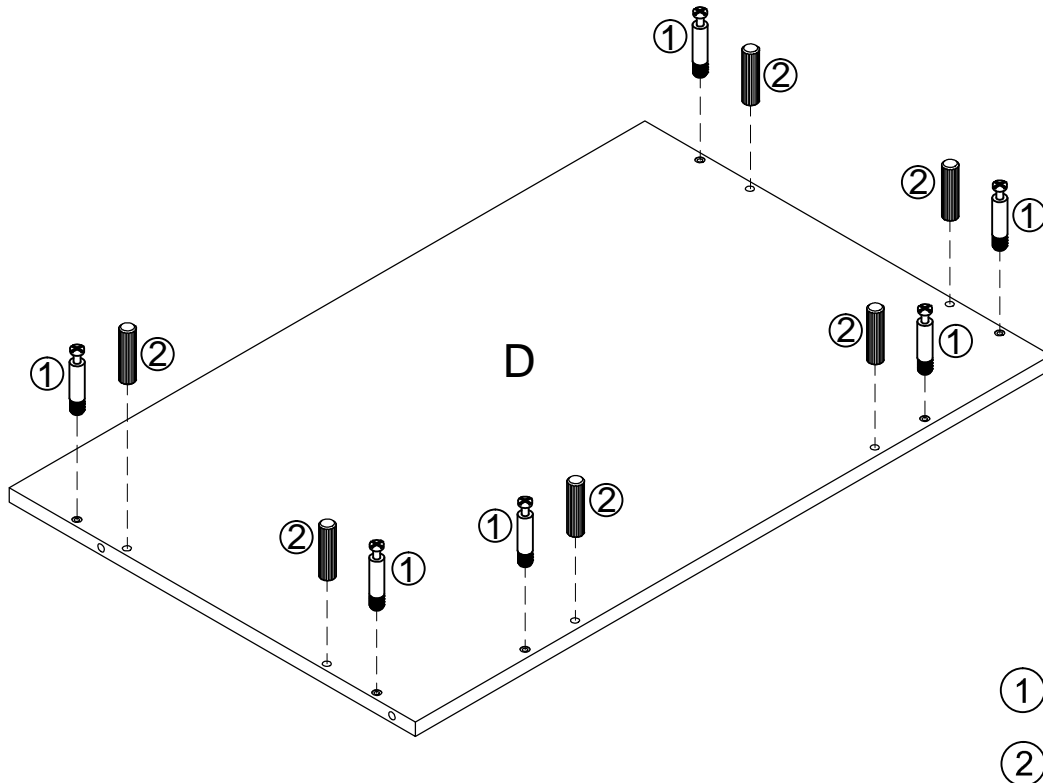
STEP 5




③  4PCS

Attach Left & Right Panel (E & F) from STEP 4B to Back Panel (G) via wood dowel and cam-bolt. Next, insert Cam-lock (3) into the designated holes on (G) and turn clockwise to lock onto cam-bolt.

STEP 6



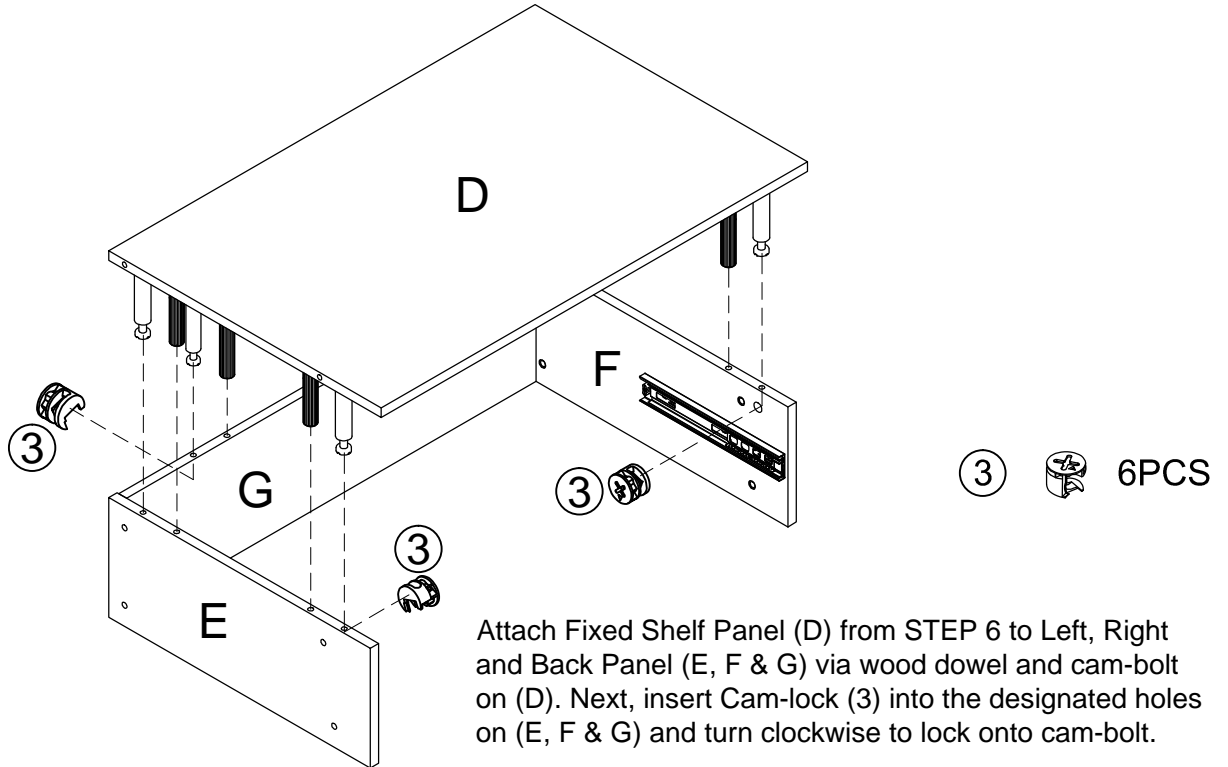
①  6PCS

②  6PCS

A. Lay Fixed Shelf Panel (D) on a material that does not scratch the part.
B. Insert Wood Dowel (2) and screw in Cam-bolt (1) into the designated holes as shown.

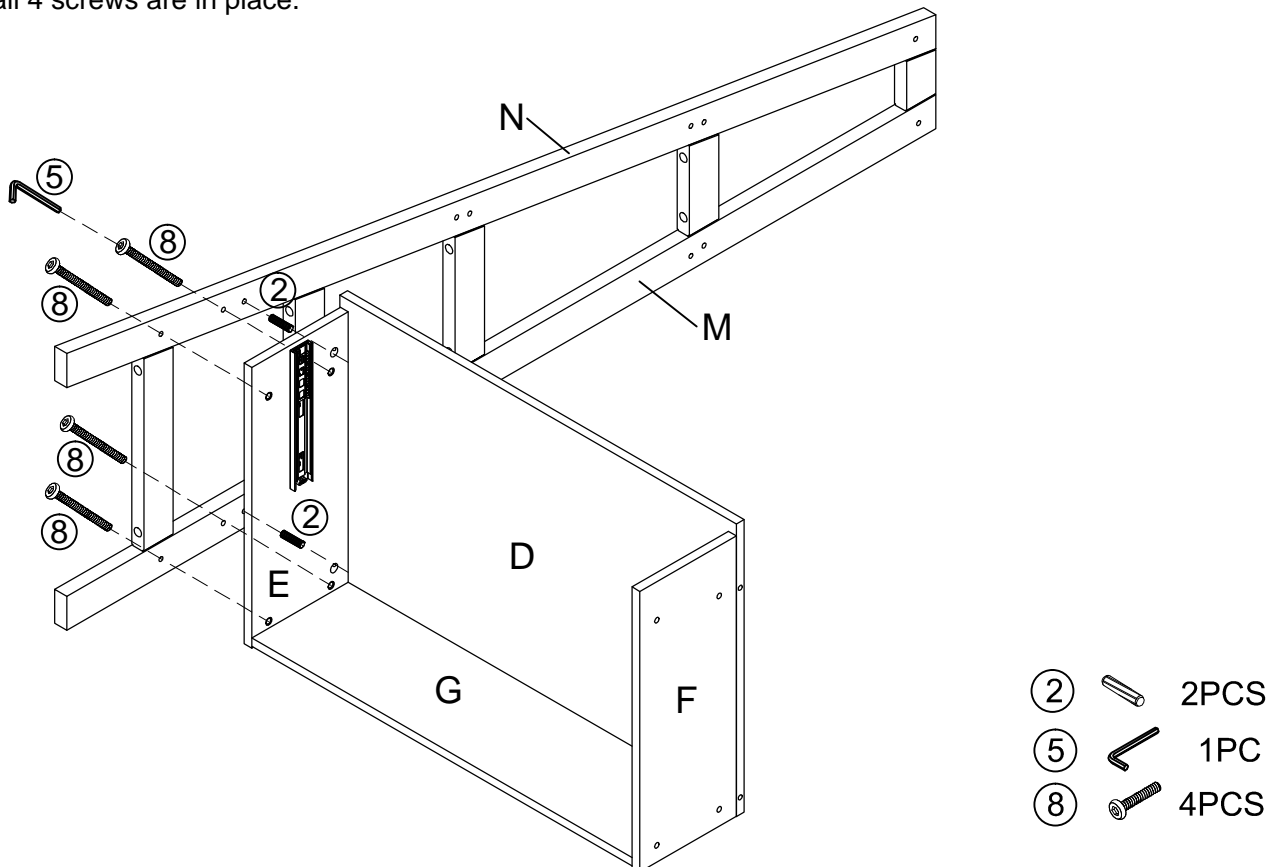
ASSEMBLY INSTRUCTIONS LADDER SHELF

STEP 7



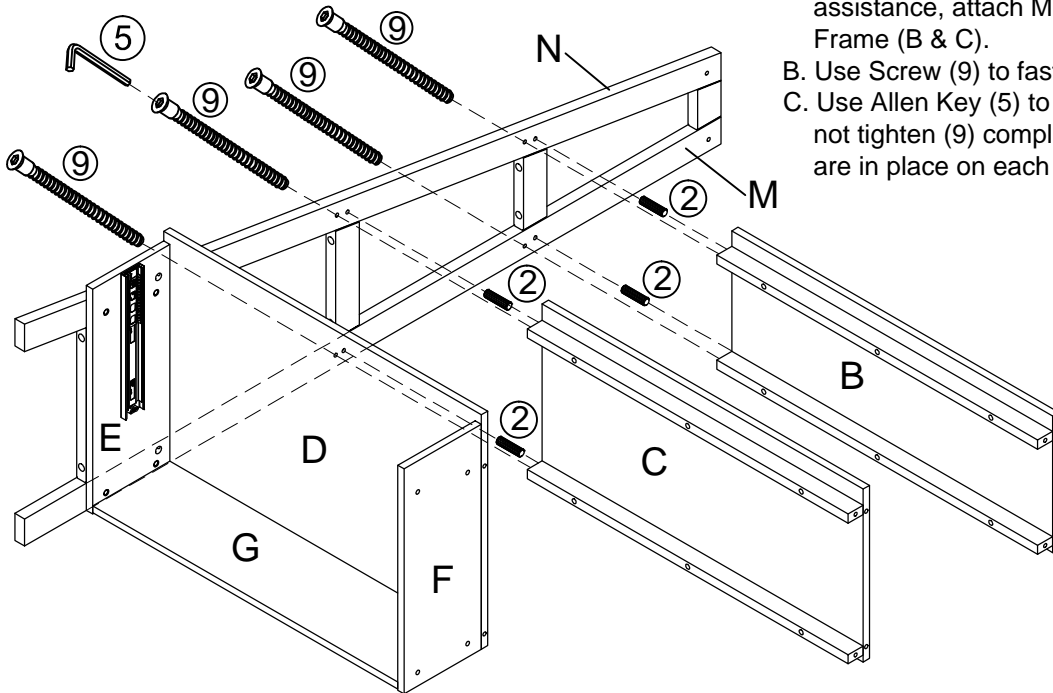
STEP 8

- A. Position Left Leg Frame from STEP 2 and assembly from STEP 7 as shown on a material that does not scratch the parts.
- B. Insert Wood Dowel (2) into the designated holes on (N & M) as shown and attach Left Panel (E) to the Leg Frame.
- C. Use Screw (8) to fasten (E) to Left Leg Frame.
- D. Use Allen Key (5) to drive and tighten (8). Do not tighten (8) completely until all 4 screws are in place.



ASSEMBLY INSTRUCTIONS LADDER SHELF

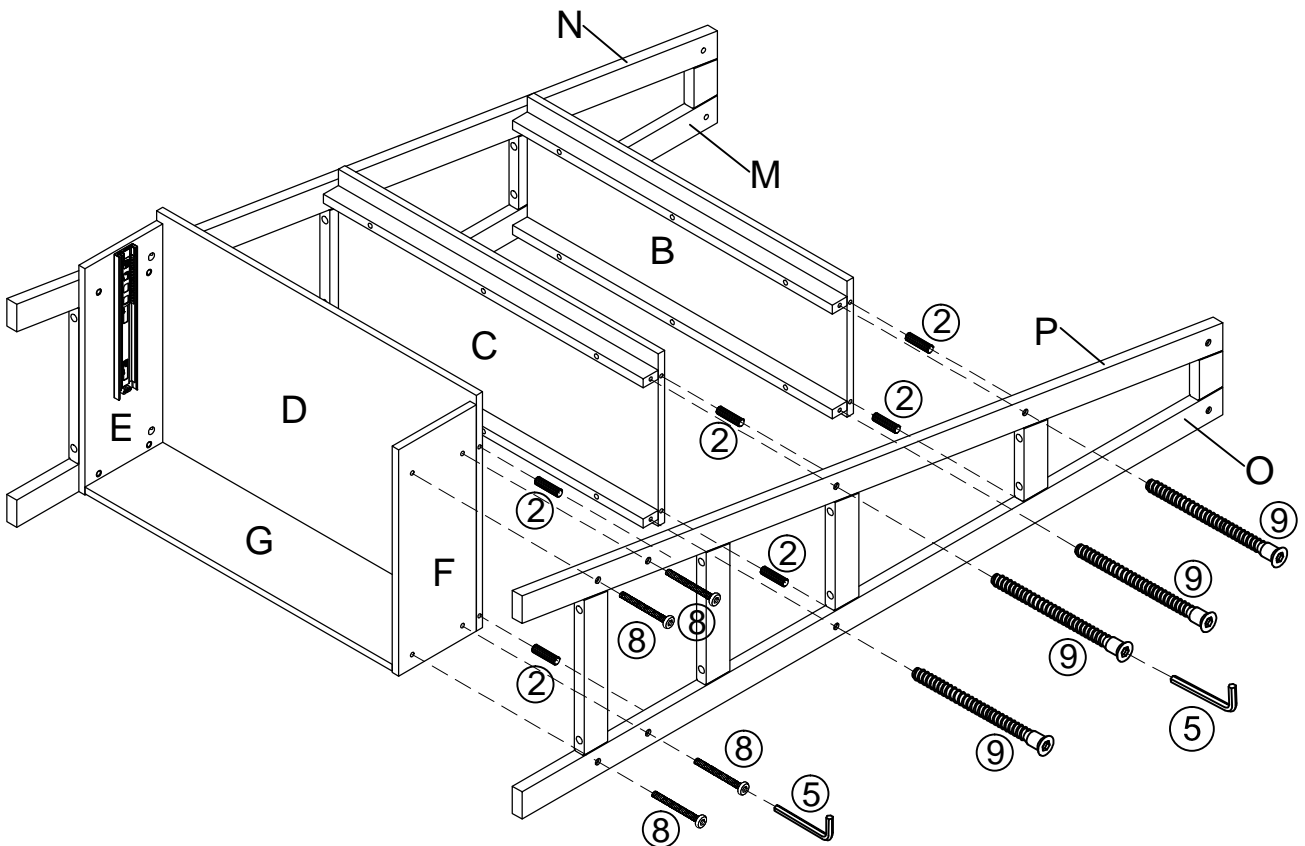
STEP 9



- A. Insert Wood Dowel (2) into the designated holes on Leg (N & M) as shown and, with assistance, attach Middle Upper and Lower Frame (B & C).
- B. Use Screw (9) to fasten (B & C) to (M & N).
- C. Use Allen Key (5) to drive and tighten (9). Do not tighten (9) completely until both screws are in place on each frame.

- | | | |
|---|--|------|
| ② | | 4PCS |
| ⑤ | | 1PC |
| ⑨ | | 4PCS |

STEP 10

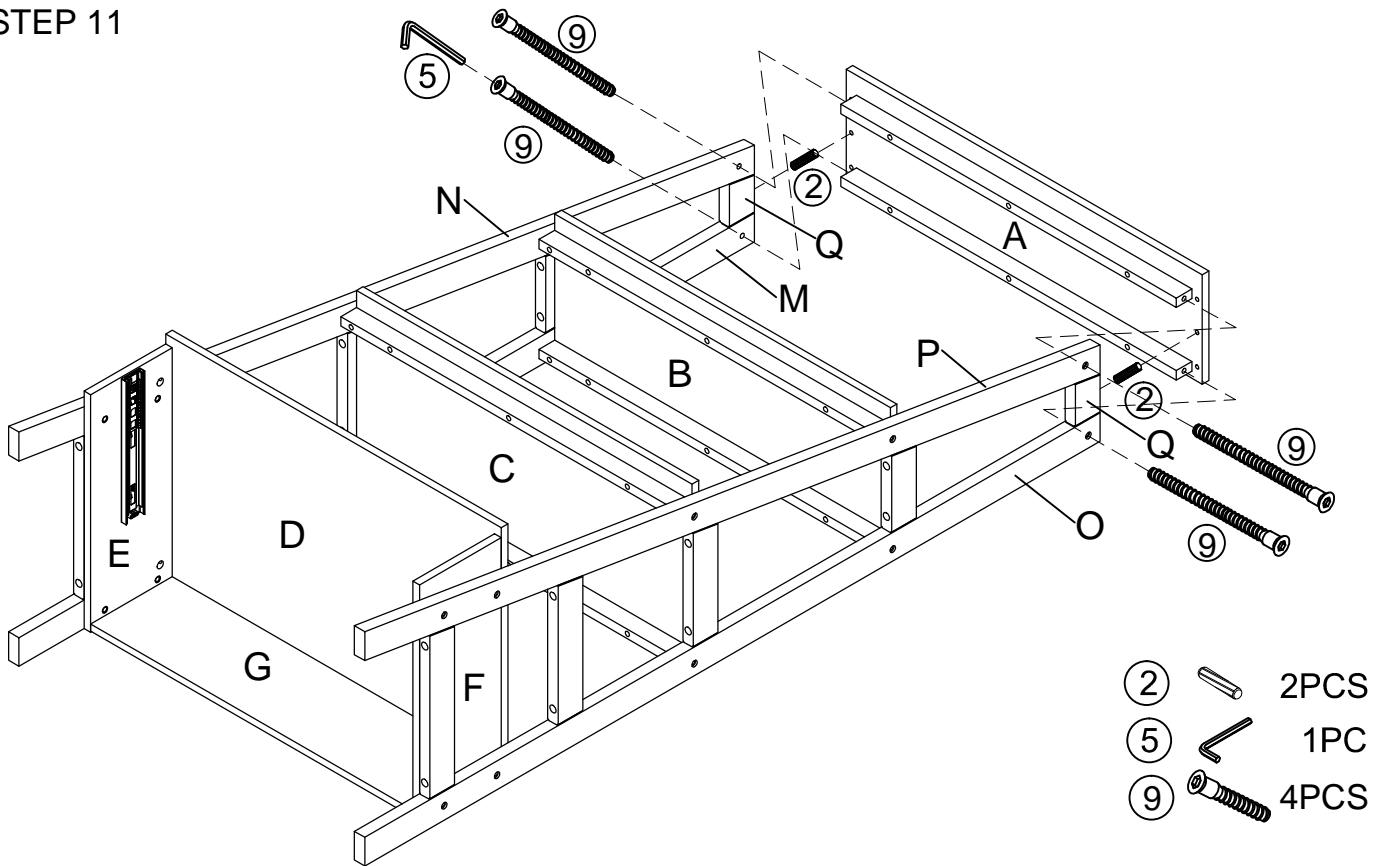


- A. Use the procedures in STEP 8 & 9 to fasten Leg (O & P) to Frame (B & D) and Right Panel (F).

- | | | | | | |
|---|--|------|---|--|------|
| ② | | 6PCS | ⑧ | | 4PCS |
| ⑤ | | 1PC | ⑨ | | 4PCS |

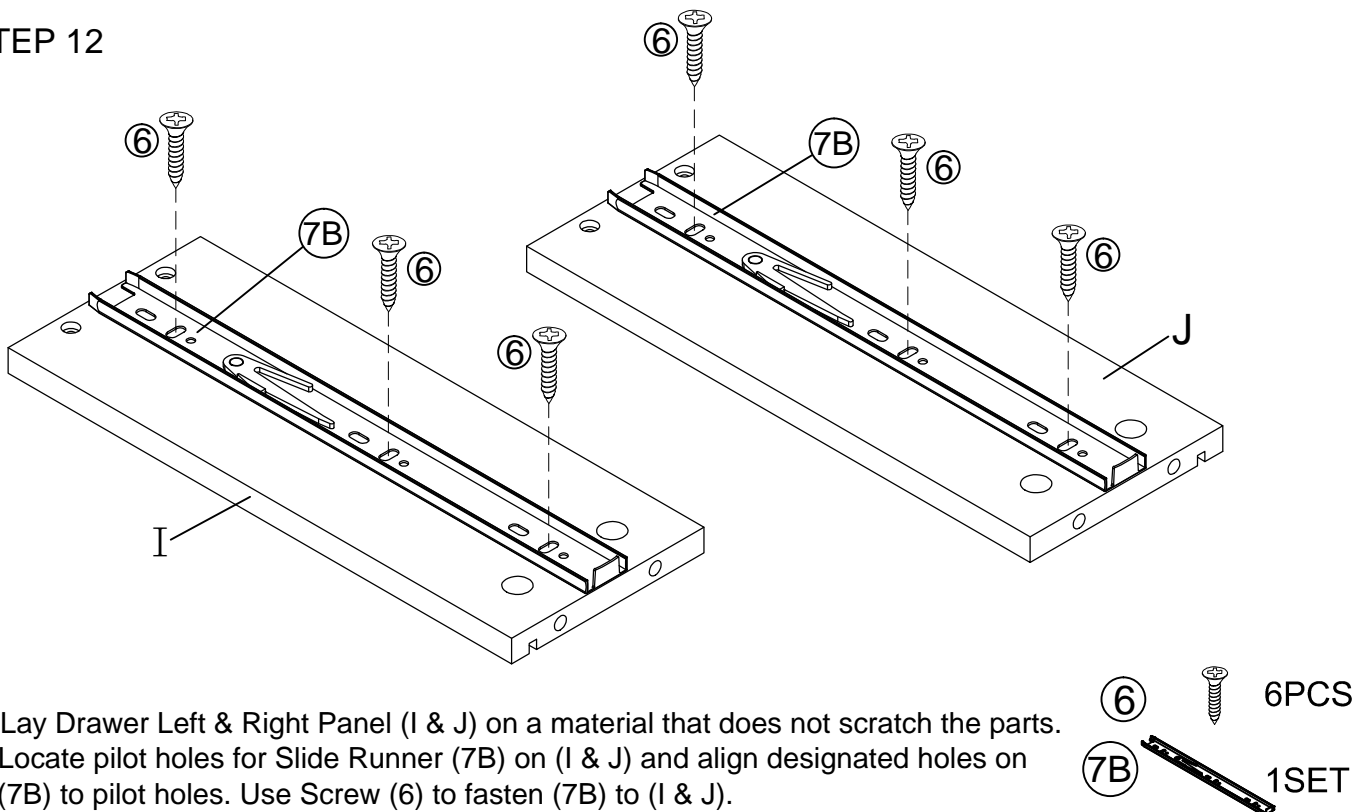
ASSEMBLY INSTRUCTIONS LADDER SHELF

STEP 11



- A. Insert Wood Dowel (2) into the designated holes on Top Rail (Q) as shown and attach Top Frame (A).
 B. Use Screw (9) to fasten (A) to (M, N, O & P).
 C. Use Allen Key (5) to drive and tighten (9). Do not tighten (9) completely until both screws are in place on each frame.

STEP 12

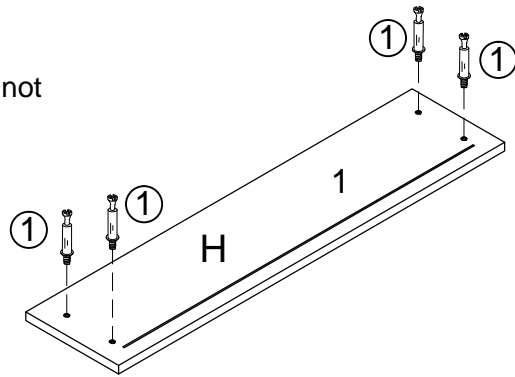


- A. Lay Drawer Left & Right Panel (I & J) on a material that does not scratch the parts.
 B. Locate pilot holes for Slide Runner (7B) on (I & J) and align designated holes on (7B) to pilot holes. Use Screw (6) to fasten (7B) to (I & J).

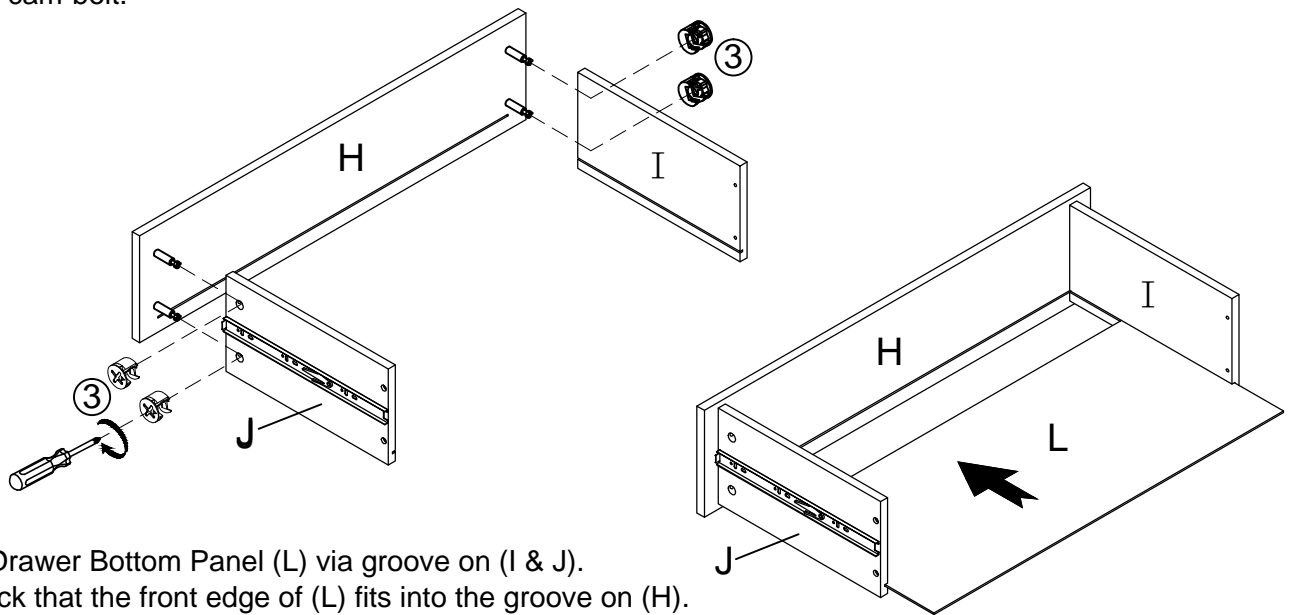
ASSEMBLY INSTRUCTIONS LADDER SHELF

STEP 13

A. Lay Drawer Front Panel (H) on a material that does not scratch the part and screw in Cam-bolt (1) into the designated holes as shown.

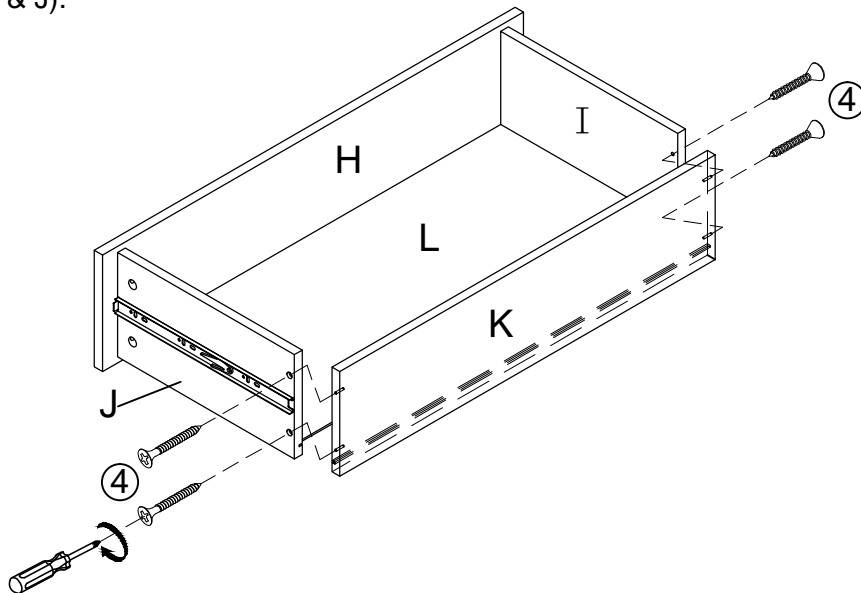





B. Attach Drawer Left & Right Panel (I & J) from STEP 12 to (H) via cam-bolt. Next, insert Cam-lock (3) into the designated holes on (I & J) and turn clockwise to lock onto cam-bolt.



C. Fit Drawer Bottom Panel (L) via groove on (I & J). Check that the front edge of (L) fits into the groove on (H).

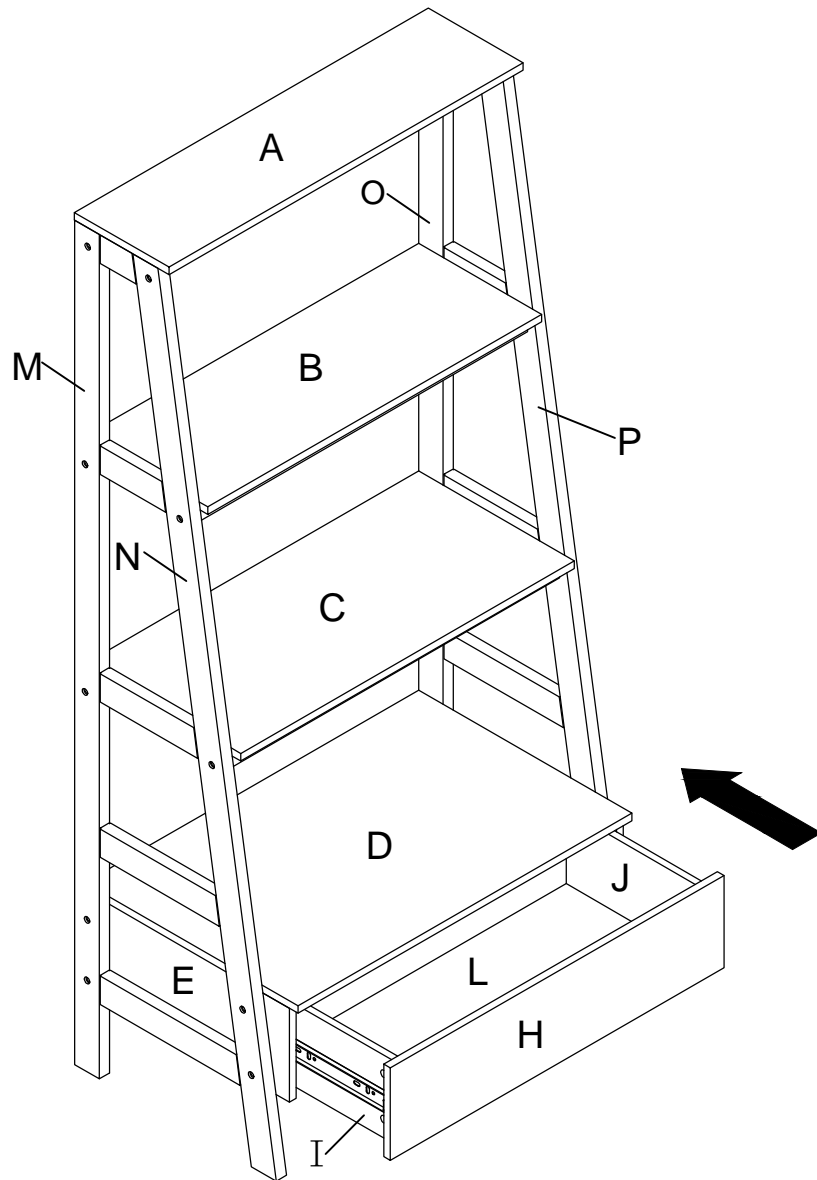
D. Fit Drawer Back Panel (K) between (I & J). Check that the back edge of (L) fits into the groove on (K). Next, use Screw (4) to fasten (K) to (I & J).



| | | |
|---|---|------|
| ① |  | 4PCS |
| ③ |  | 4PCS |
| ④ |  | 4PCS |

ASSEMBLY INSTRUCTIONS LADDER SHELF

STEP 14


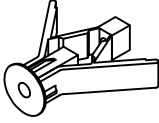



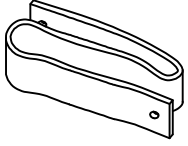


- A. With assistance, set the shelf assembly from STEP 11 right-side up.
- B. Insert Drawer completed in STEP 13.

To insert Drawers:

1. On the Left and Right Panel (E & F) bring the ball-bearing slider on Slide Track (7A) forward to the front edge of (7A) i.e. towards drawer opening.
2. Align the back open-end of the Slide Runner (7B) on each side of the drawer to fit squarely into the groove on the open front-end of (7A) on (E & F). Be sure the drawer/(7B) is not tilted or angled, and push in the drawer squarely.
3. When the drawer is pushed in about half way, the Trigger Disconnect Lever on (7B) will be engaged onto (7A) which will create a slight resistance - this is normal. Pull out the drawer a little bit and gently push in the drawer again to engage the Trigger Disconnect Lever to the slide mechanism on (7A). The drawer should now slide smoothly.
4. If the drawer cannot be pushed in or stuck, do not force it in. Remove the drawer and repeat the steps above.

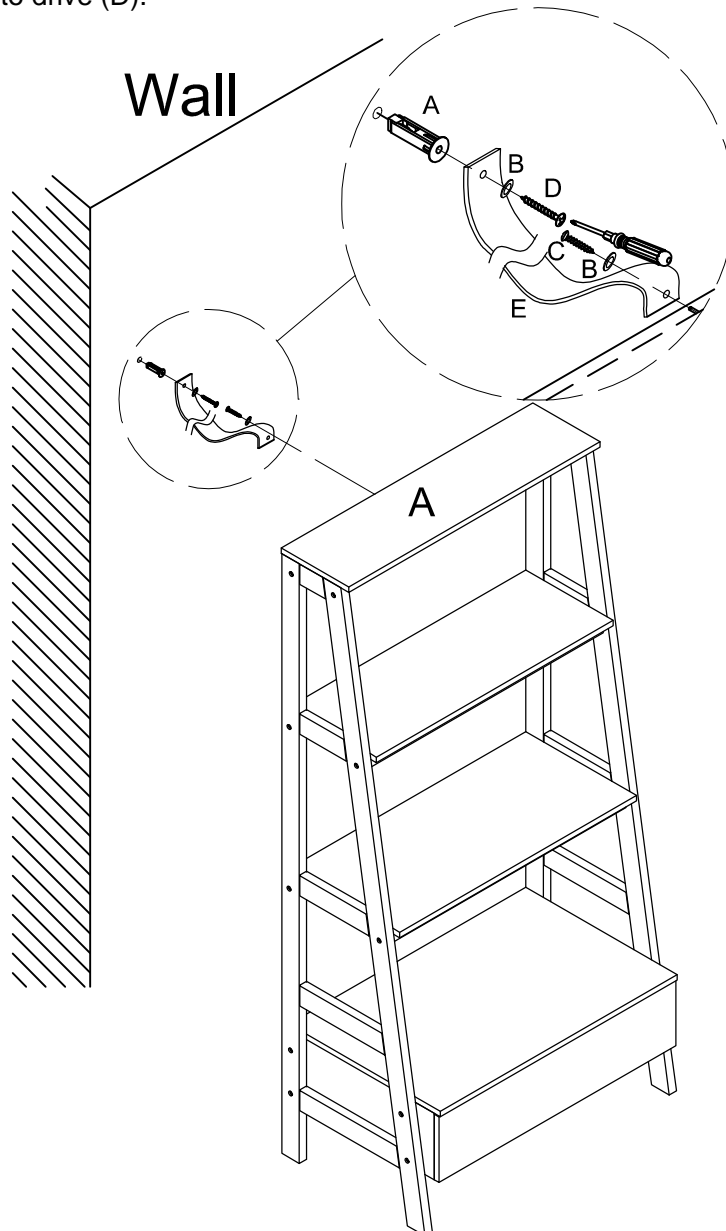
ASSEMBLY INSTRUCTIONS LADDER SHELF

| #10 | A | B | C | D | E |
|---|---|---|---|---|---|
|  |  |  |  |  |  |
| Safety Strap Kit 1 SET | Wall Anchor 1 PC | Washer 2 PCS | Short Screw 1 PC <small>D8*3/4"</small> | Long Screw 1 PC <small>D8*1-1/2"</small> | Safety Wall Strap 1 PC |

SAFETY WALL STRAP INSTALLATION

It is highly recommended to install the safety strap to prevent tip-over which can cause damage and /or injury.

1. Insert Short Screw (C) through Washer (B) and Safety Strap (E) to screw onto the back edge of Top Frame (A). Use a Phillips screwdriver to drive (C).
2. Drill a 11/32" hole at the location where the unit is to be placed and secured. The drilled hole has to level with safety strap on the back edge of (A). Next, fit Wall Anchor (A) into the drilled hole.
3. Insert Long Screw (D) through Washer (B) and Safety Strap (E) to screw into Wall Anchor (A). Use a Phillips screwdriver to drive (D).



The assembly of the buffet unit is complete.