

ASSEMBLY INSTRUCTIONS

INGRID SIDEBOARD

| | | | |
|-----------------------|---|---|---|
| ASSEMBLY REQUIREMENTS | 1.5 Hours Assembly Time (Approximate) | 2 -Person Assembly  | Tools Required (Not Provided): Phillips Screwdriver  ⊕ Flat Head Screwdriver  ⊖ |
|-----------------------|---|---|---|

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 they 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 parts from getting scratched.

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

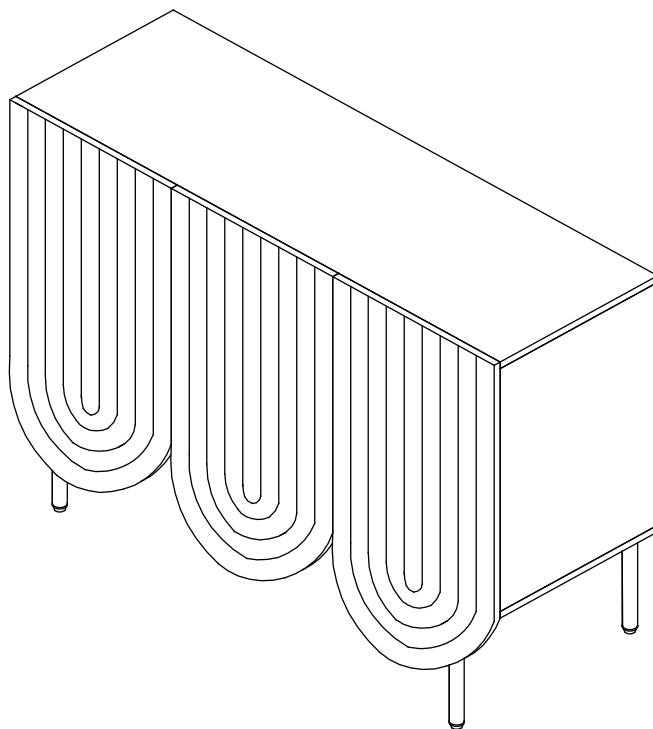
1. Allow ample room for assembly and in close proximity to where product will be placed.
2. Assemble the product on a surface that does not scratch or damage the exterior gloss and finish of the furniture.
3. Identify all of the parts, hardware and quantities required for each step.
4. During assembly, 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




















1. Wipe clean with a soft, dry cloth; avoid the use of harsh chemicals or household cleaners as they may damage the exterior finish of the furniture.
2. Hardware may loosen over time. Periodically, check that all connections are tight; re-tighten as necessary.
3. Solid wood is impacted by heat and humidity fluctuations which may cause small joint separations or hairline cracks; place the furniture away from direct sunlight and air conditioning vents, heating vents or units to protect the furniture.

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INGRID SIDEBORD



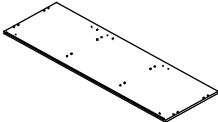
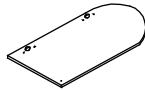
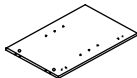
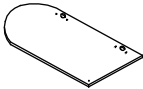
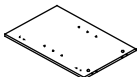
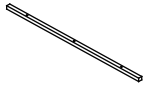
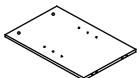

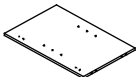
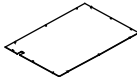
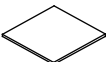
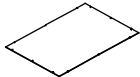
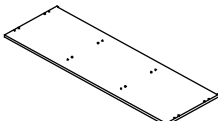
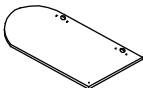
Hardware List

| ITEM | DESCRIPTION | PART | QTY | ITEM | DESCRIPTION | PART | QTY |
|------|-------------|---|--------|------|----------------|---|-------|
| A | Cam-bolt |  6*35mm | 8 pcs | K | Bolt |  6*30mm | 3 pcs |
| B | Cam-lock |  15*10mm | 8 pcs | L | Hinge |  | 4 pcs |
| C | Wood Dowel |  8*30mm | 16 pcs | M | Hinge |  | 2 pcs |
| D | Screw |  3*12mm | 3 pcs | N | Magnetic Catch |  | 3 pcs |
| E | Screw |  3.5*12mm | 8 pcs | O | Magnetic Bar |  | 3 pcs |
| F | Screw |  3.5*14mm | 36 pcs | P | Allen Key |  | 1 pc |
| G | Screw |  7*40mm | 8 pcs | Q | Plastic Anchor |  | 2 pcs |
| H | Screw |  2.5*10mm | 30 pcs | R | Screw |  3.5*40mm | 2 pcs |
| I | Shelf Clip |  | 12 pcs | S | Bracket |  | 2 pcs |
| J | Bolt |  6*14mm | 16 pcs | | | | |

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INGRID SIDEBORD ITEM# 92300

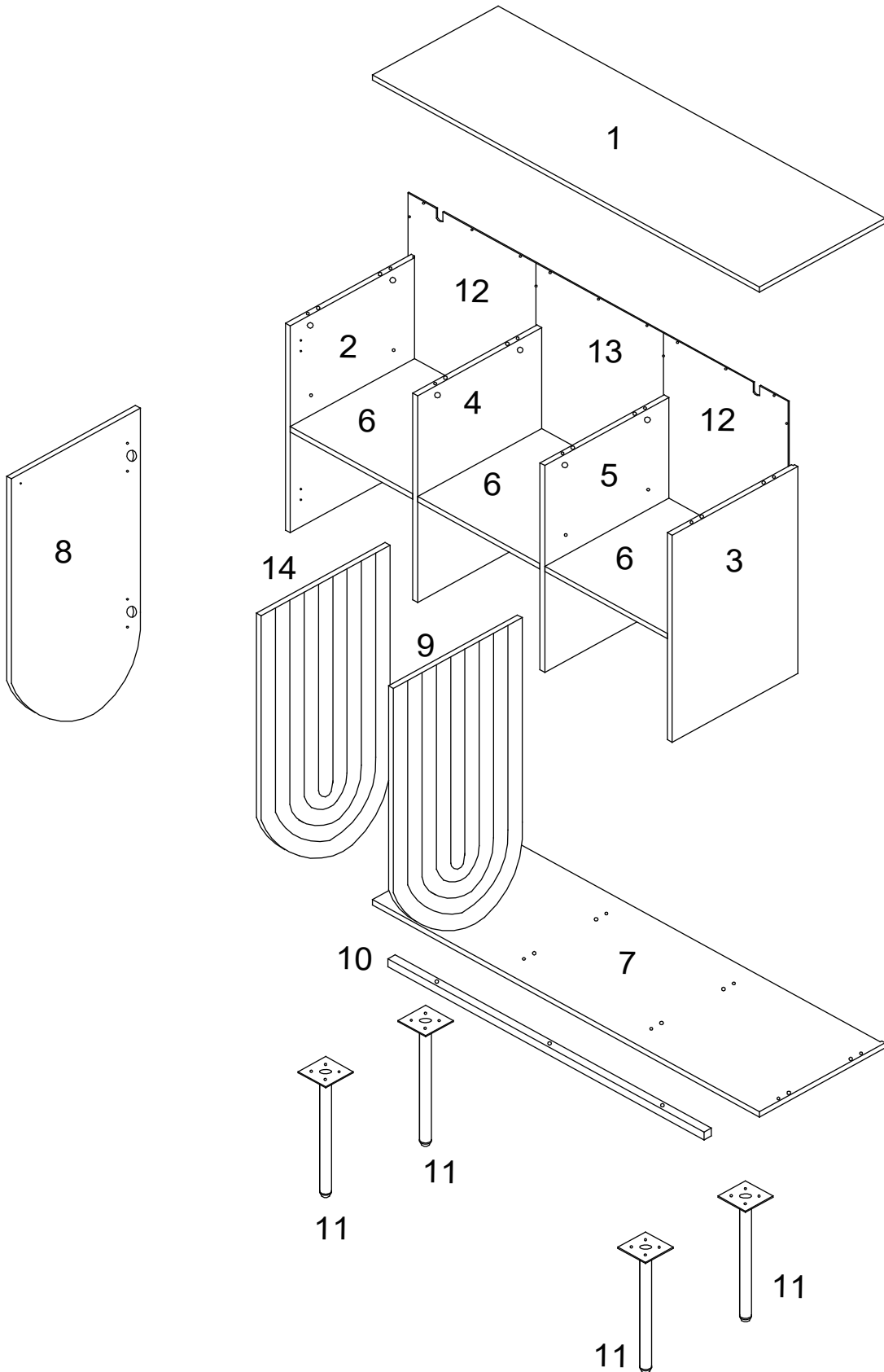
Parts List

| ITEM | DESCRIPTION | PART | QTY | ITEM | DESCRIPTION | PART | QTY |
|------|--------------------|---|-------|------|-------------------|---|-------|
| 1 | Top Panel |  | 1 pc | 8 | Left Door |  | 1 pc |
| 2 | Left Panel |  | 1 pc | 9 | Right Door |  | 1 pc |
| 3 | Right Panel |  | 1 pc | 10 | Metal Bar |  | 1 pc |
| 4 | Left Divide Panel |  | 1 pc | 11 | Leg |  | 4 pcs |
| 5 | Right Divide Panel |  | 1 pc | 12 | Side Back Panel |  | 2 pcs |
| 6 | Adjustable Shelf |  | 3 pcs | 13 | Middle Back Panel |  | 1 pc |
| 7 | Bottom Panel |  | 1 pc | 14 | Middle Door |  | 1 pc |

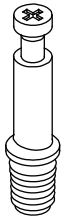
ASSEMBLY INSTRUCTIONS

INGRID SIDEBORD

ASSEMBLY OVERVIEW



Instructions For Fastening CAM-BOLT AND CAM-LOCK

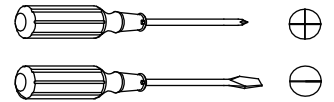


CAM-BOLT

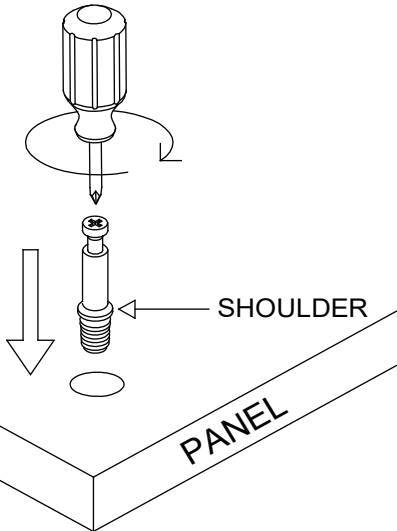


CAM-LOCK

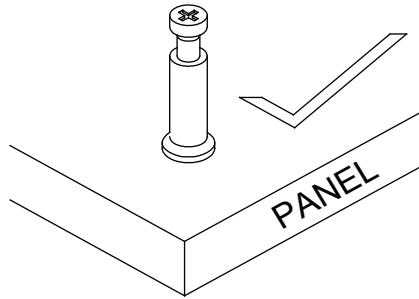
Tools Required



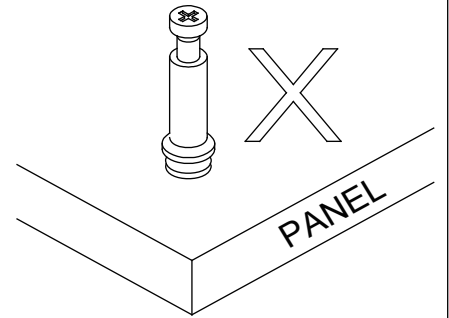
INSERTING AND TIGHTENING CAM-BOLT



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



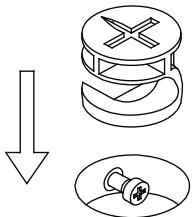
Shoulder is flushed (on the same level) with the panel.



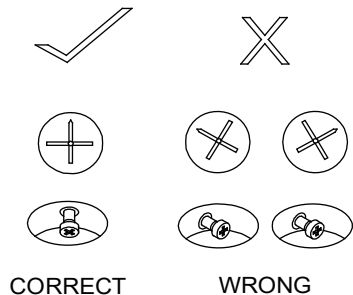
Shoulder is above the panel.

Place Cam-bolt to the designated pre-drilled holes on the panel. Use a Phillips Screwdriver to tighten Cam-bolt vertically until shoulder is flushed (on the same level) with panel. Do not over-tighten or under-tighten.

INSERTING CAM-LOCK

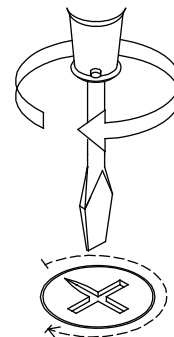


Insert Cam-lock with arrow align to Cam-bolt head.






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

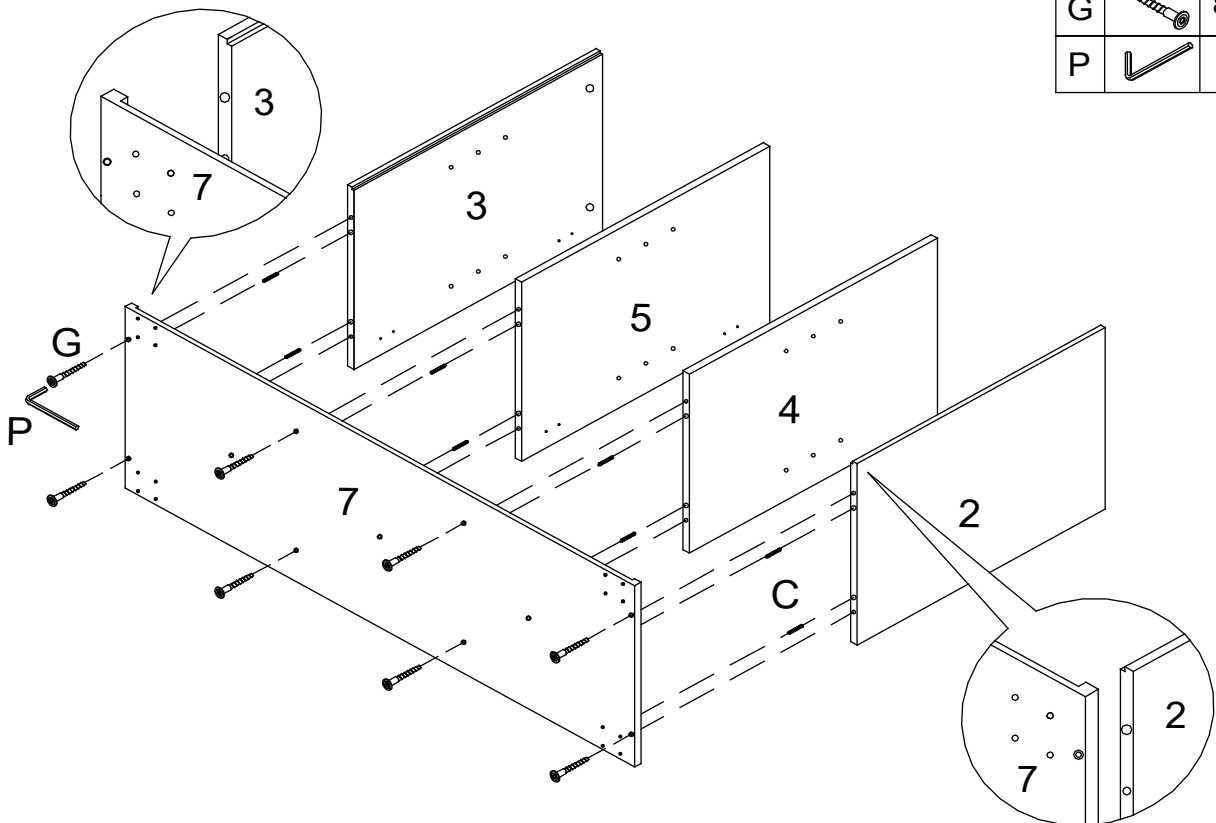
TIGHTENING CAM-LOCK



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.


STEP 1

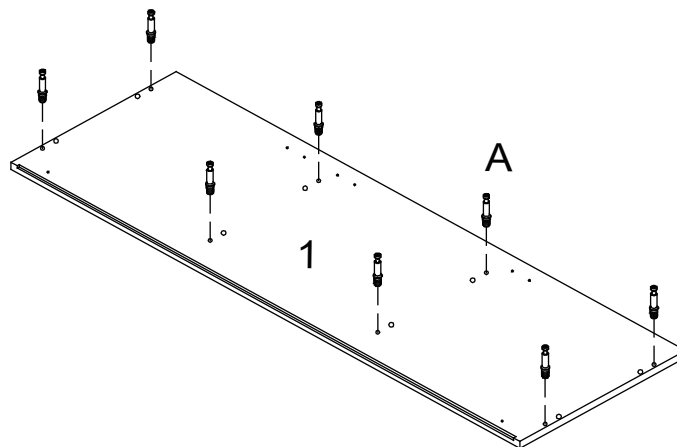

| | | |
|---|---|-------|
| C |  | 8 pcs |
| G |  | 8 pcs |
| P |  | 1 pc |



- Position the parts as shown. Check that the groove edge of Right Panel (3), Left Panel (2) and Bottom Panel (7) are aligned perpendicular to each other
- Insert Wood Dowel (C) to the inner 2 holes on (3) and attach to (7).
- Use Allen Key (P) to drive Screw (G) to fasten (3) to (7). Do not tighten (G) completely until when both screws are in place.
- Repeat Step b) to c) to fasten (2), Left and Right Divide Panel (4 & 5) to (7).

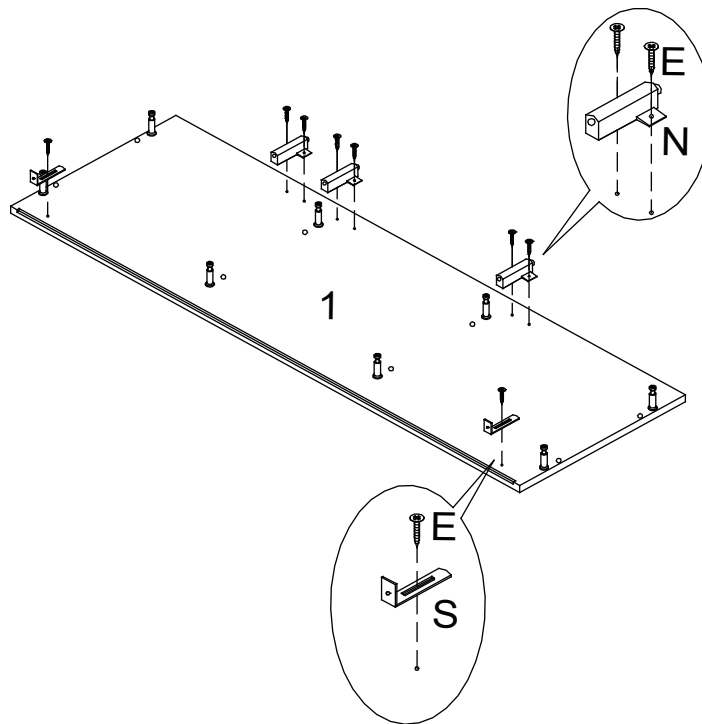
STEP 2




| | | |
|---|---|-------|
| A |  | 8 pcs |
|---|---|-------|



- Lay Top Panel (1) bottom-side on a material that does not scratch or damage the part.
- Screw in Cam-bolt (A) into the designated holes on (1). Refer to Page 5 for instructions on inserting and tightening cam-bolt.

STEP 3



| | | |
|---|--|-------|
| E |  3.5*12mm | 8 pcs |
| N |  | 3 pcs |
| S |  | 2 pcs |

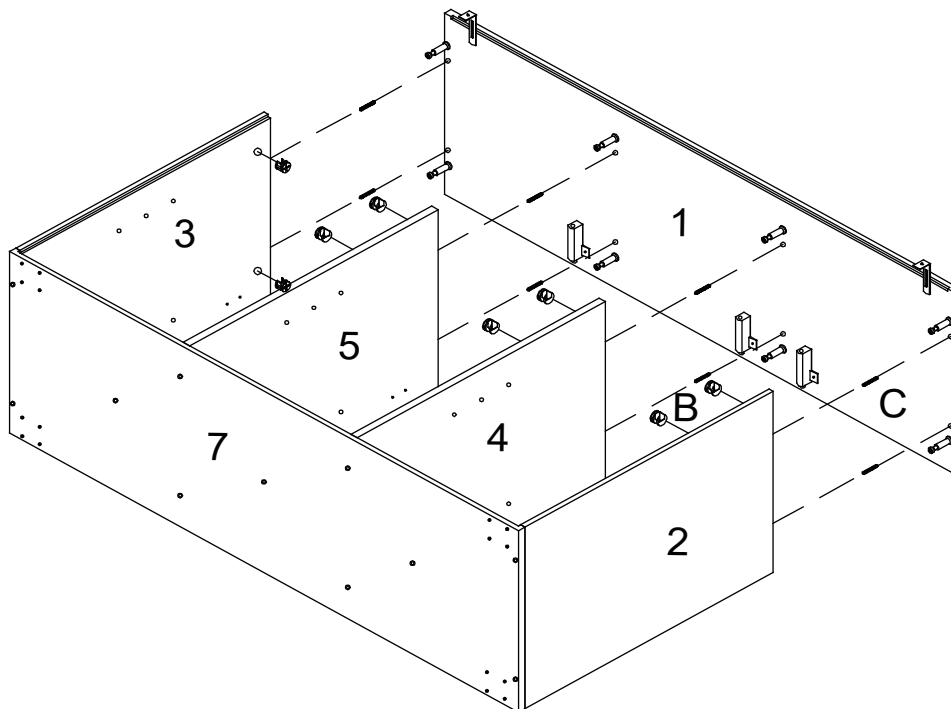




a) Attach Bracket (S) to Top Panel (1) by using Screw (E) as shown.

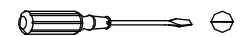
Do not tighten completely to allow the bracket to slide.

b) Fasten Magnetic Catch (N) to designated screw holes on front edge of (1) with Screw (E).

STEP 4



| | | |
|---|---|-------|
| B |  | 8 pcs |
| C |  | 8 pcs |



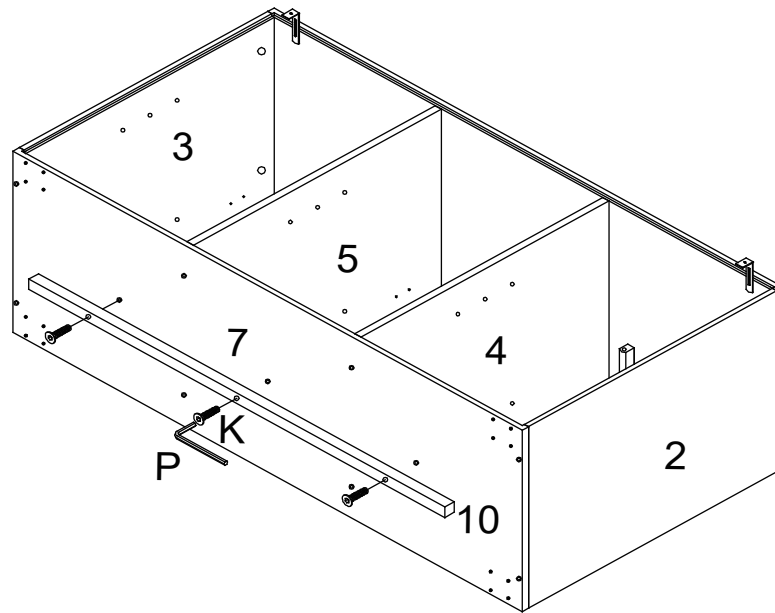
a) Insert Wood Dowel (C) into inner two holes on top edge of Side Panel (2 & 3) and Divide Panel (4 & 5).

b) Attach Top Panel (1) to (2, 3, 4 & 5) via cam-bolts and wood dowels on the the respective parts.

c) Insert Cam-lock (B) into the designated holes on (2, 3, 4 & 5) then turn clockwise to lock onto Cam-bolt. Refer to Page 5 for instructions on inserting and tightening Cam-lock.


STEP 5

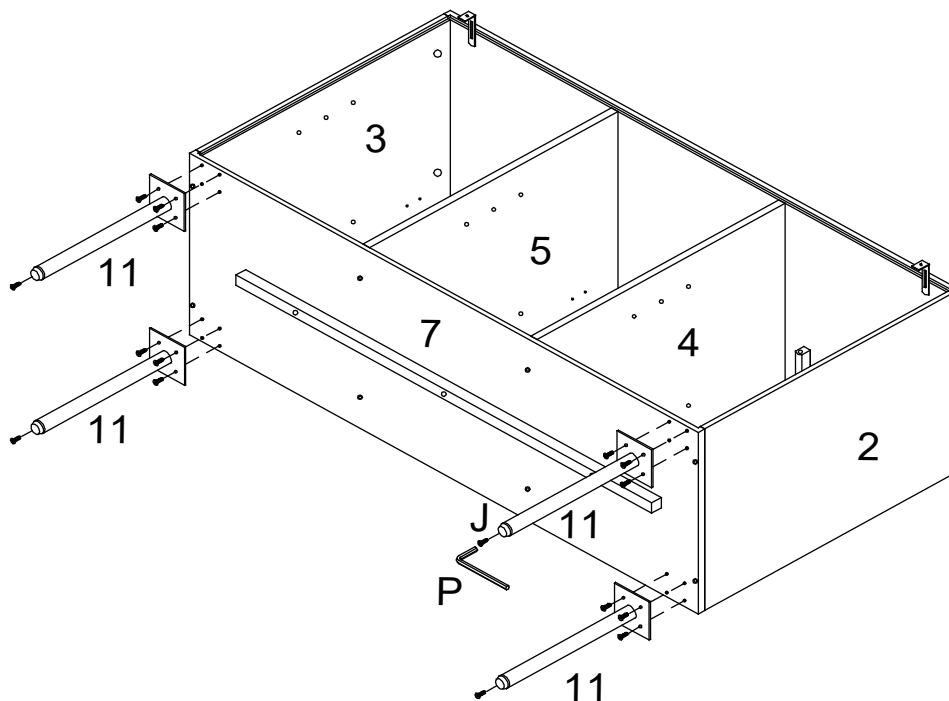
| | | |
|---|--|-------|
| K |  | 3 pcs |
|---|--|-------|



Attach Metal Bar (10) to Bottom Panel (7) with Bolt (K). Tighten Bolt (K) with Allen Key (P). Do not tighten the bolts completely until all three bolts are in place.

STEP 6

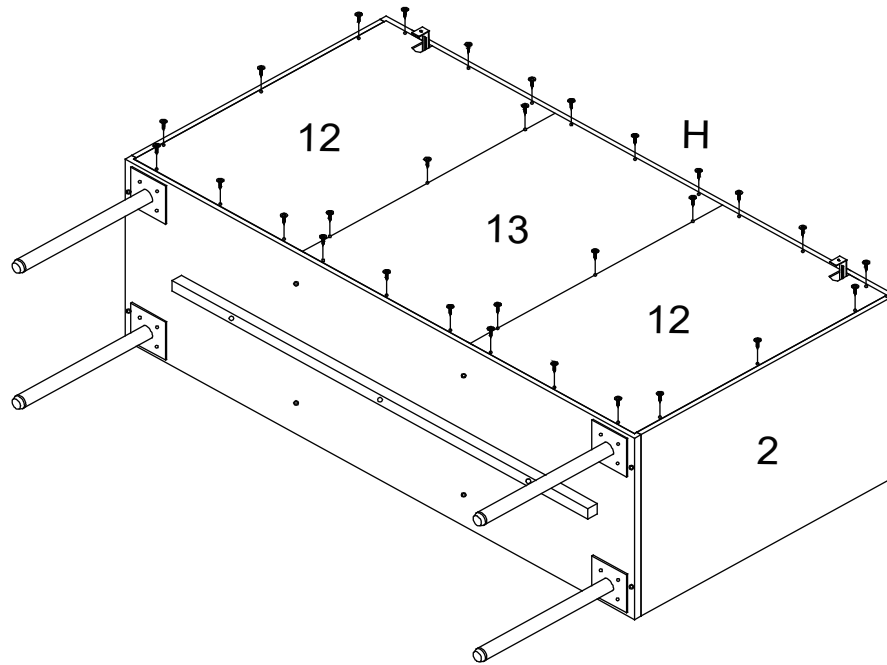
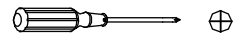
| | | |
|---|---|--------|
| J |  | 16 pcs |
|---|---|--------|



- Position Leg (11) to align the screw holes to the pilot holes on Bottom Panel (7) as shown and fasten with Bolt (J).
- Tighten Bolt (J) with Allen Key (P). Do not tighten the bolts completely until all four bolts are in place on each leg.



STEP 7

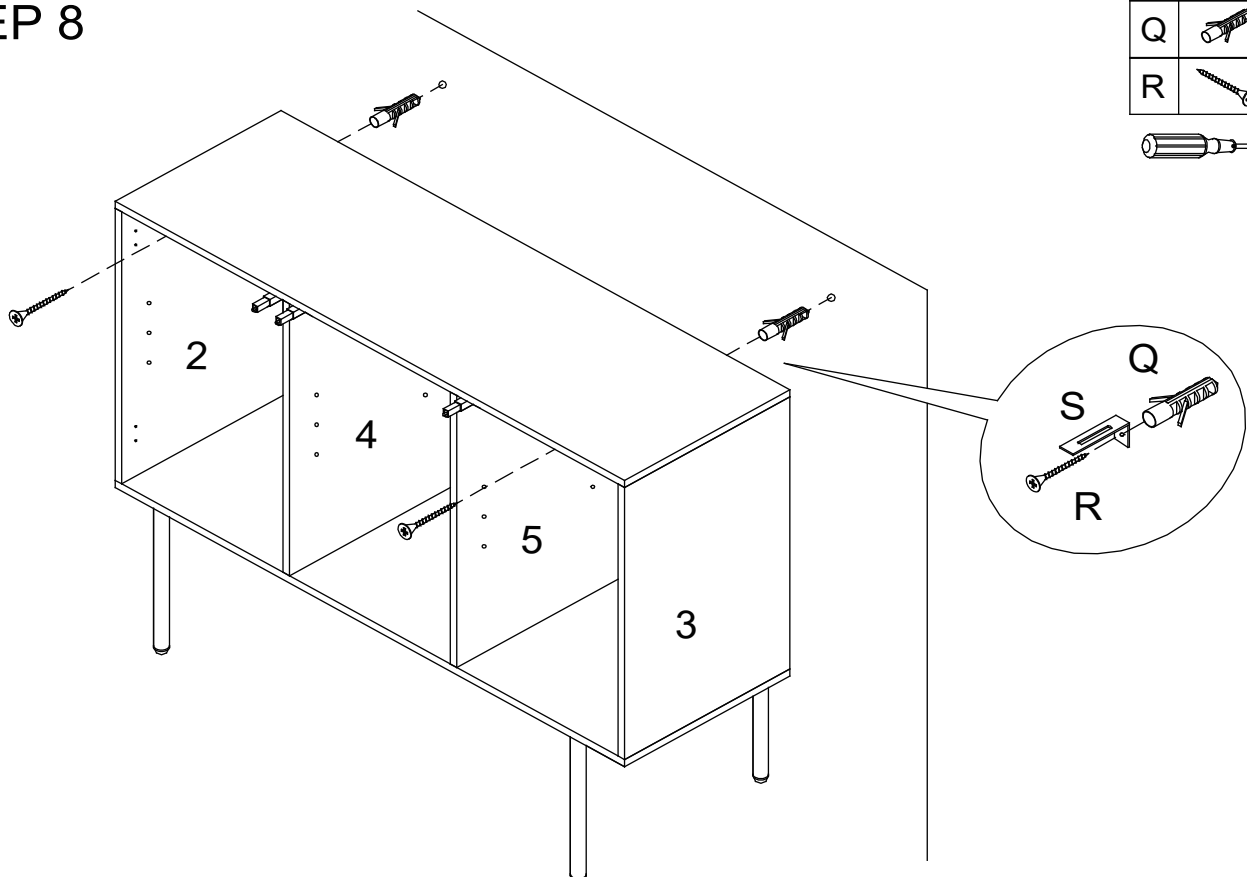
| | | |
|---|--|--------|
| H |  | 30 pcs |
|---|--|--------|



- Fit Back Panel (12 & 13) squarely between Top, Bottom and Side Panels (check that there is no gap between any of the panels) and use Screw (H) to fasten the back panels.
- Use assistance to set the unit right-side up.


STEP 8

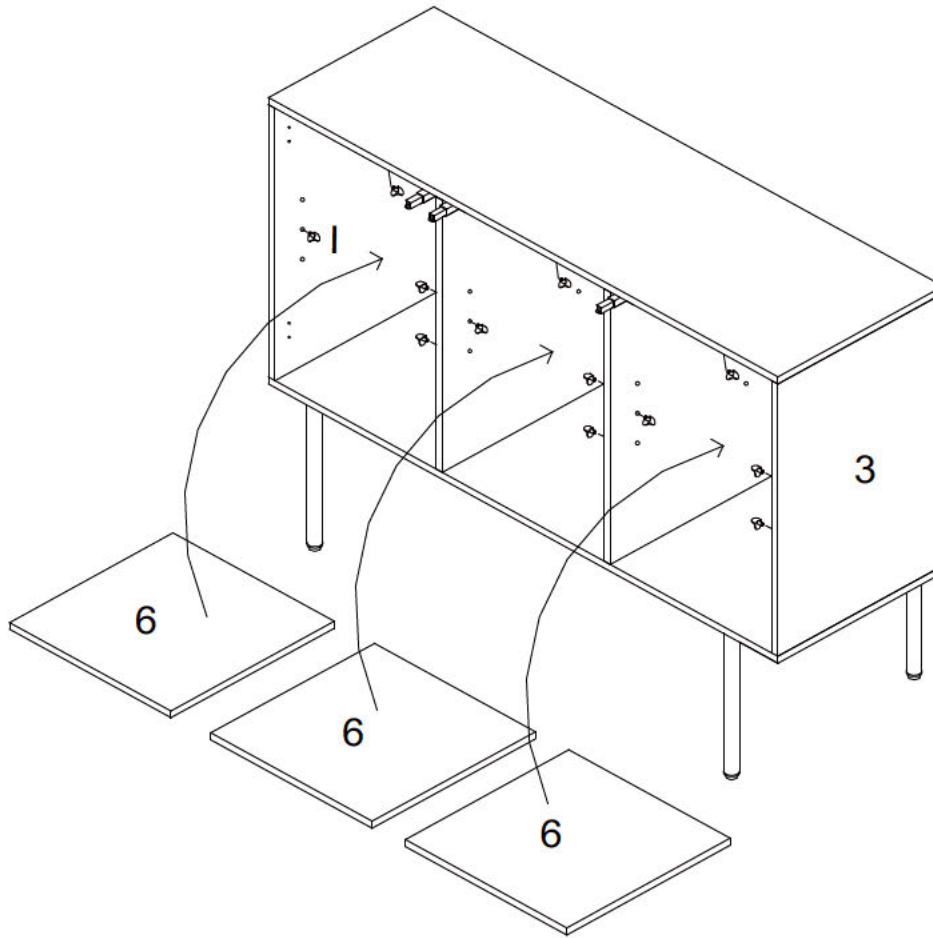
| | | |
|---|---|-------|
| Q |  | 2 pcs |
| R |  | 2 pcs |



- Drill two holes in the dry wall as per the length and diameter of Plastic Anchor (Q) and the distance between the holes and the height need to be the same as the screw holes on Bracket (S).
- Press Plastic wall anchor (Q) into the 2 drilled holes. Ensure that the anchor fits securely in the wall.
- Drive Screw (R) through the screw hole on adjustable Bracket (S) into the screw hole on (Q) to secure the Sideboard to the wall.





STEP 9

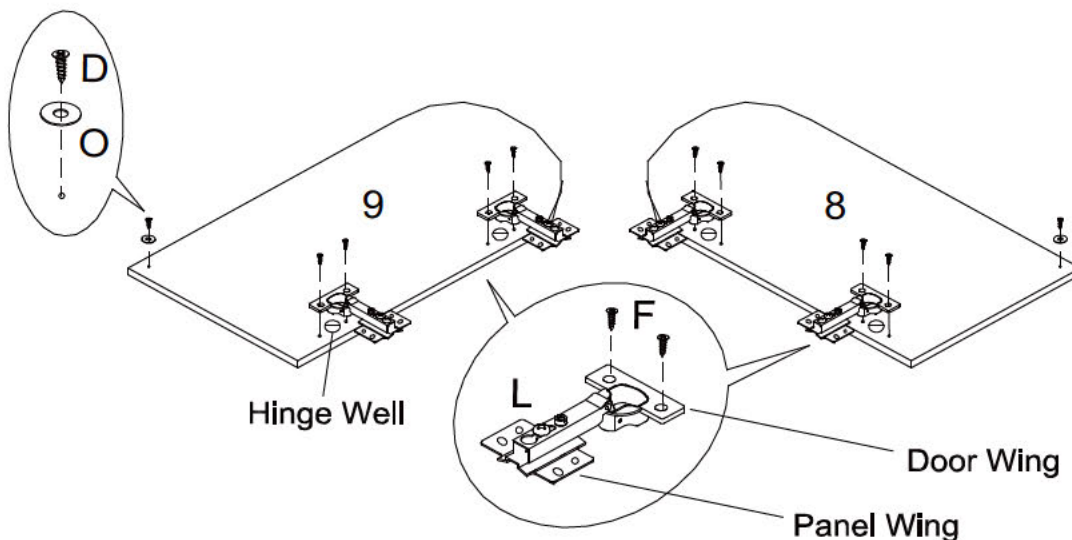
| | | |
|---|--|--------|
| I |  | 12 pcs |
|---|--|--------|



Insert Shelf Clip (I) into the designated holes on the same level at the desired height on each panel. Place Shelf (6) by tilting it to fit between each panel and then level it to sit on Shelf Clips (I).


STEP 10

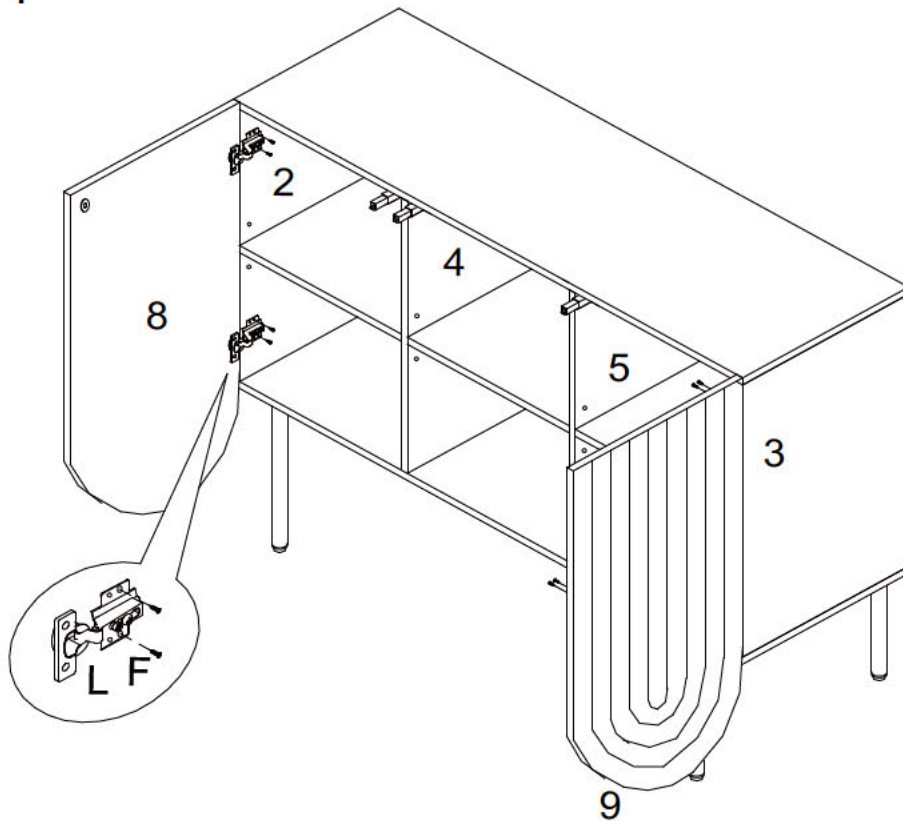
| | | |
|---|---|-------|
| D |  | 2 pcs |
| F |  | 8 pcs |
| L |  | 4 pcs |
| O |  | 2 pcs |



- Fit Door Wing of Hinge (L) to the hinge well on Left and Right Door (8 & 9).
- Align screw holes on Door Wing of (L) to the pilot holes on (8 & 9) and fasten with Screw (F).
Do not tighten (F) completely until both screws are in place on each Door Wing of the Hinge.
- Attach Magnetic Bar (O) to door (8 & 9) with Screw (D).





STEP 11

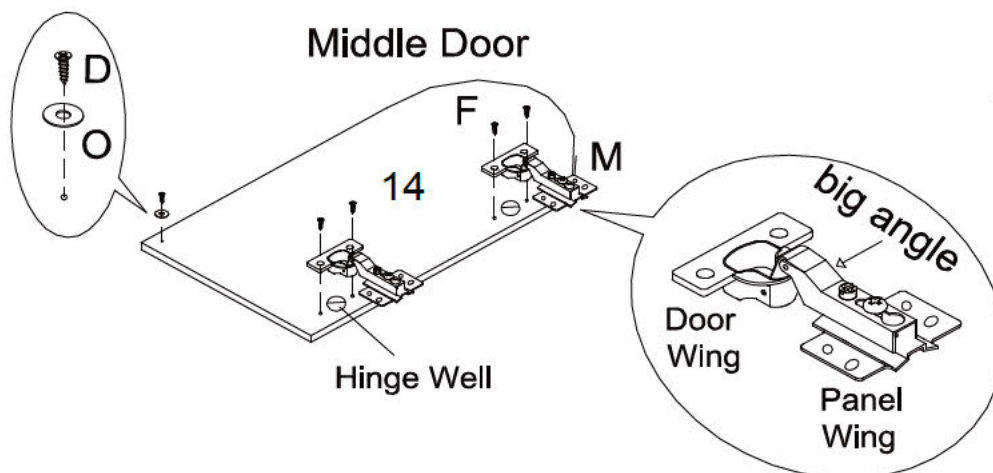
| | | |
|---|---|-------|
| F |  3.5*14mm | 8 pcs |
|---|---|-------|



- With assistance positioning Door (8 & 9) as shown and align the screw holes on Panel Wing of Hinge (L) to pilot holes on Left and Right Panel (2 & 3).
- Use a Phillips screwdriver to drive Screw (F) to fasten Panel Wing of Hinge to (2 & 3). Do not tighten (F) completely until both screws are in place.

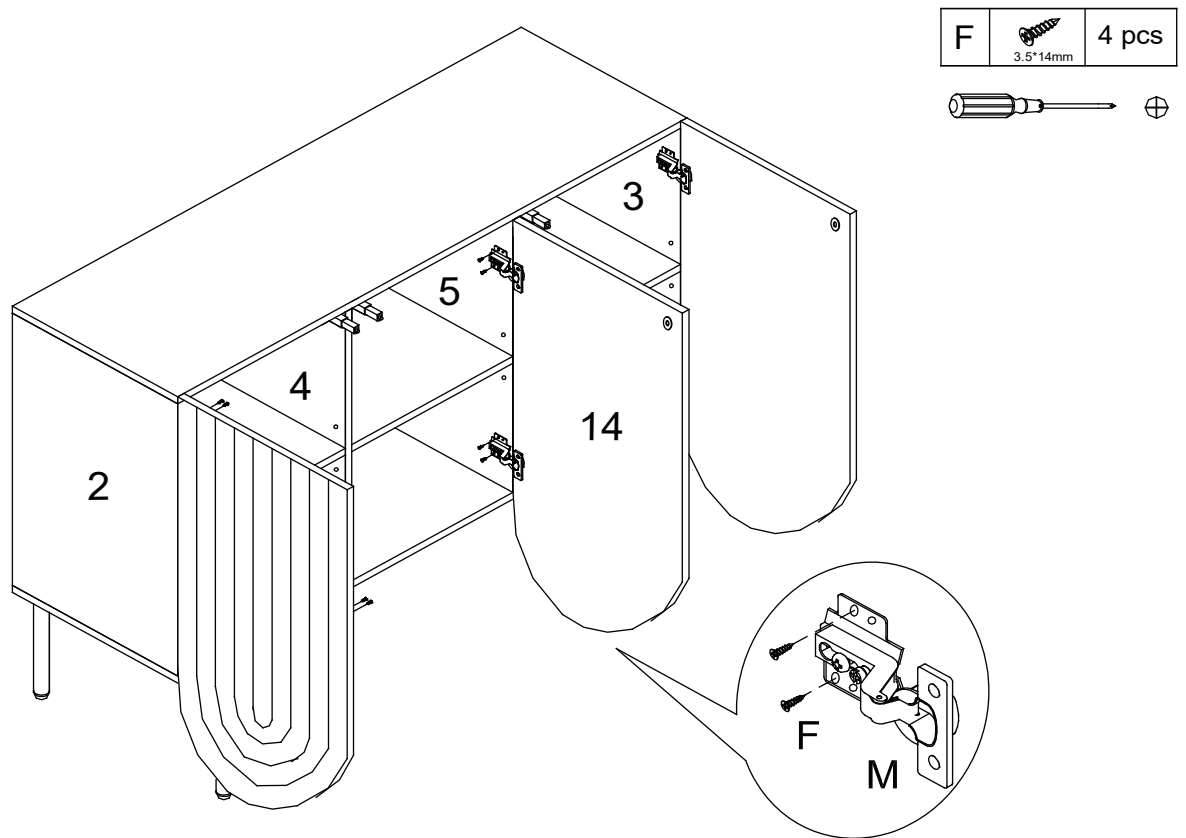
STEP 12

| | | |
|---|--|-------|
| D |  3*12mm | 1 pc |
| F |  3.5*14mm | 4 pcs |
| M |  | 2 pcs |
| O |  | 1 pc |



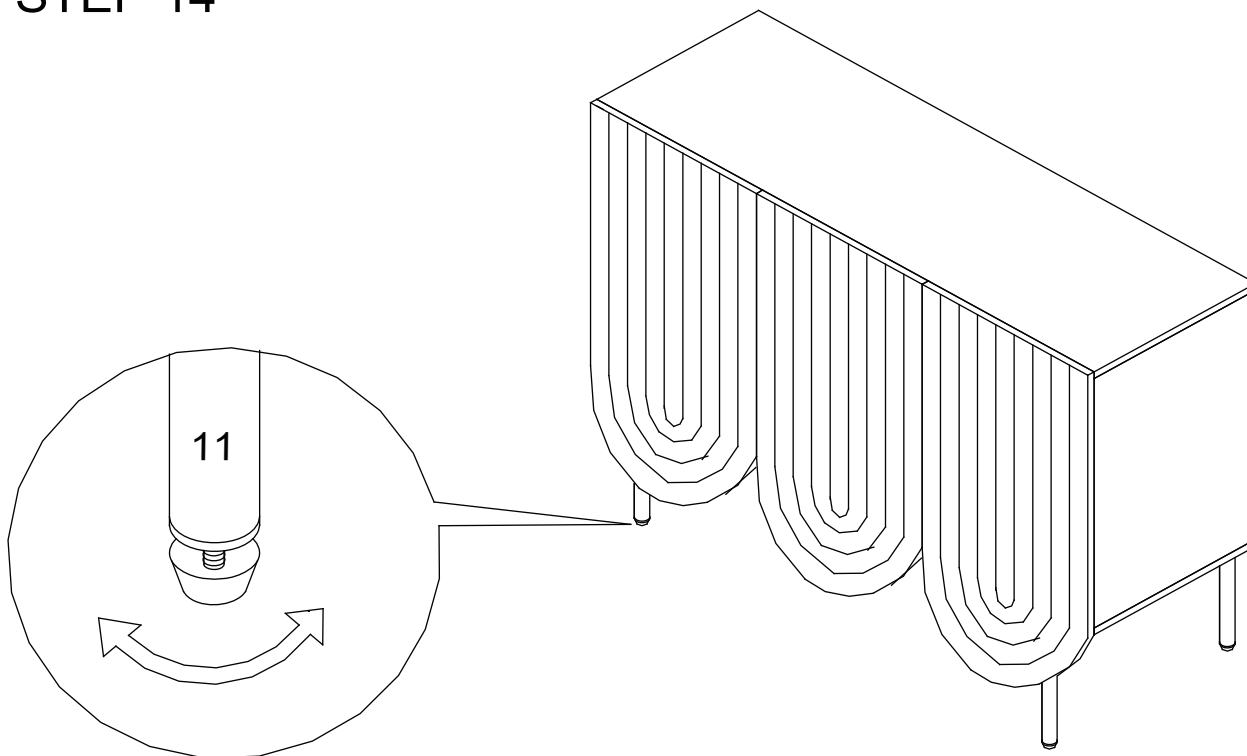
- Fit Door Wing of Hinge (M) to the hinge well on Middle Door (14).
- Align screw holes on Door Wing of (M) to the pilot holes on (14) and fasten with Screw (F). Do not tighten (F) completely until both screws are in place on each Door Wing of the Hinge.
- Attach Magnetic Bar (O) to (14) with Screw (D).

STEP 13



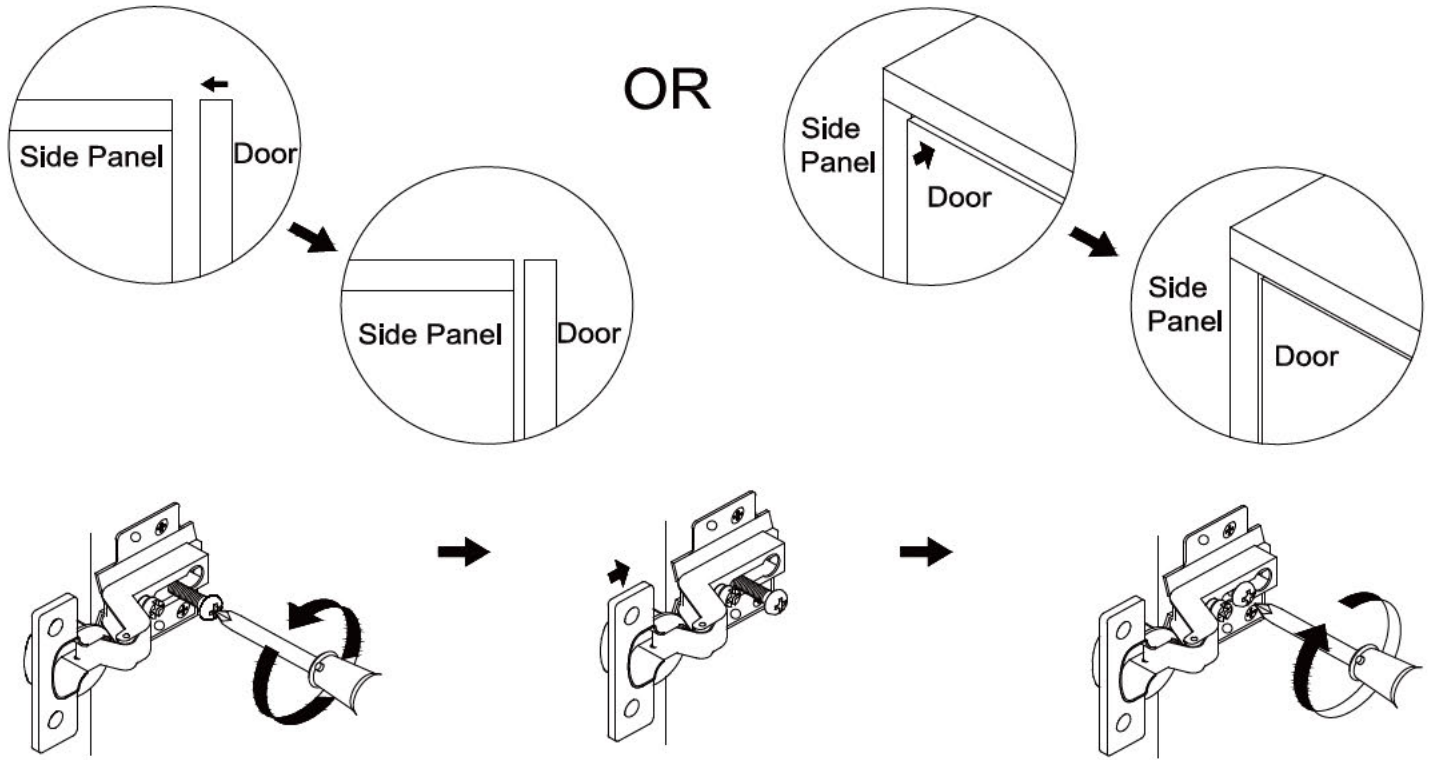
- With assistance positioning Door (14) as shown and align the screw holes on Panel Wing of Hinge (M) to pilot holes on Right Divide Panel (5).
- Use a Phillips screwdriver to drive Screw (F) to fasten Panel Wing of Hinge to (5). Do not tighten (F) completely until both screws are in place.

STEP 14

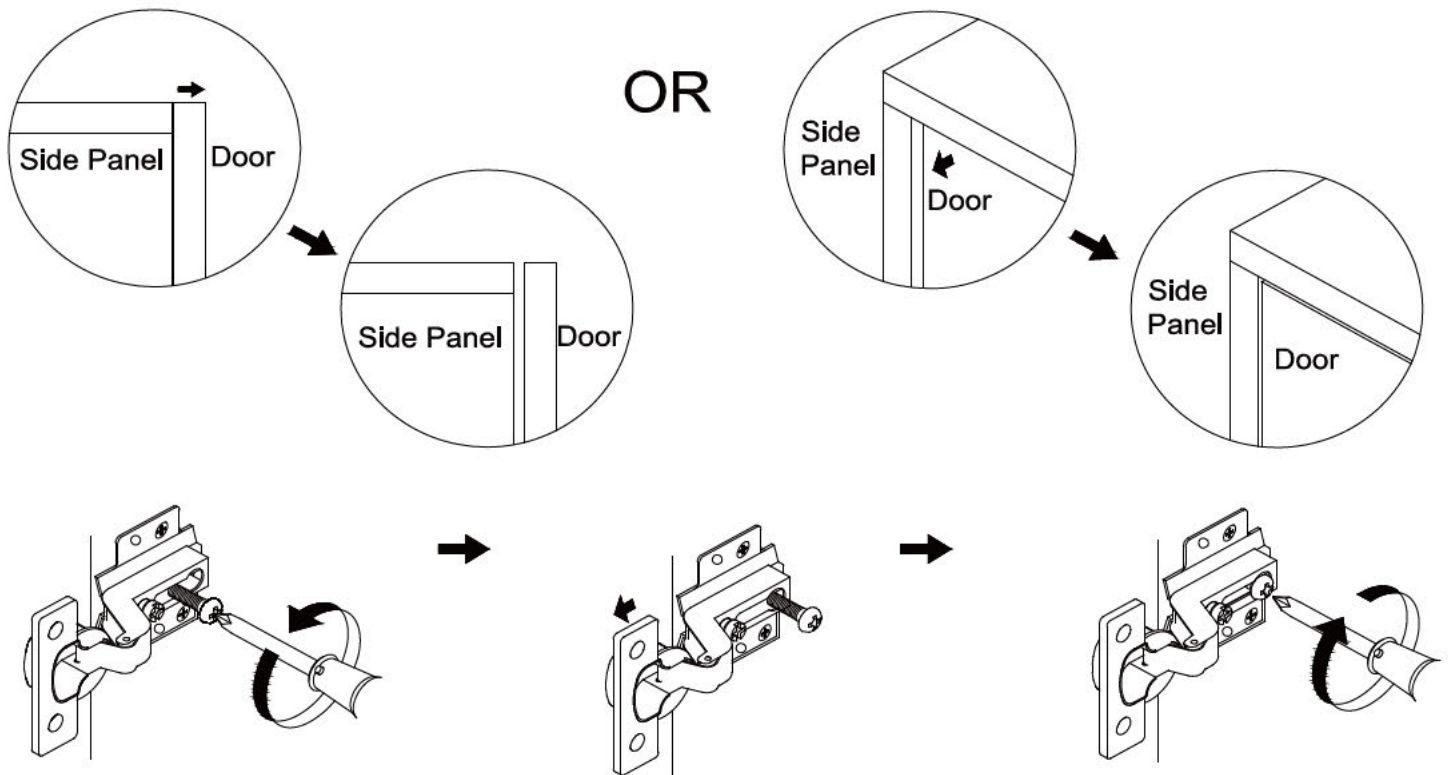


Adjust the adjustable Leg Stud on Leg (11) to level the Sideboard if necessary.

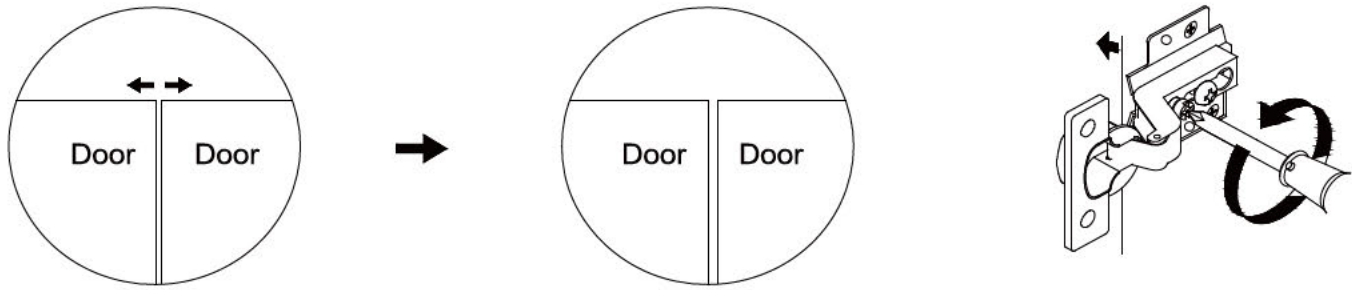
STEP 15



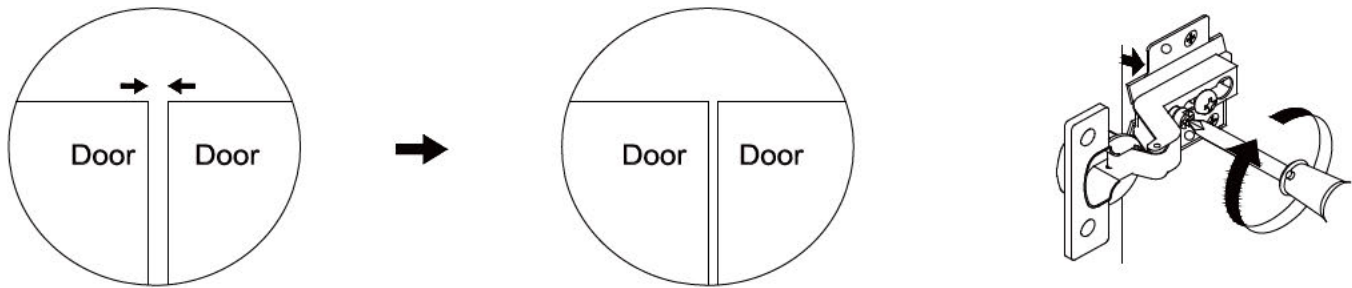
If there is gap between the side panel and the door or the top of the door is not level with the side panel, loosen the screw at the back of the hinge as shown, then move the hinge in or out until the desired gap is achieved, and then re-tighten the back screw.



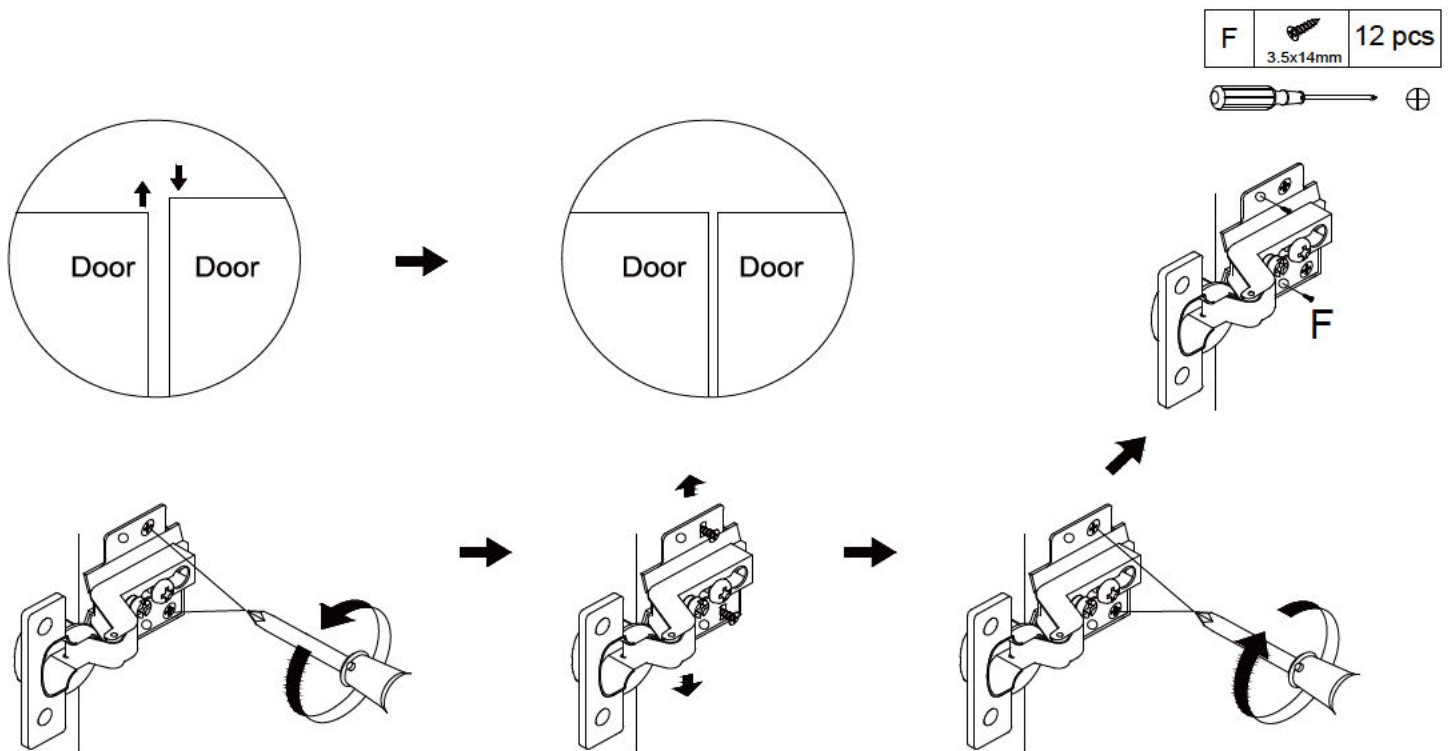
If there is gap between the side panel and the door or the top of the door is not level with the side panel, loosen the screw at the back of the hinge as shown, then move the hinge in or out until the desired gap is achieved, and then re-tighten the back screw as shown.



If the gap is too tight between the two doors, loosen the screw at the front of the hinge as shown to make the adjustment and then re-tighten the screw.



If the gap is too tight between the two doors, loosen the screw at the front of the hinge as shown to make the adjustment and then re-tighten the screw.



a) If the doors are not leveled with each other, loosen the screws (installed on STEP 11) at the Panel Wing of the hinge, then adjust the hinge up or down until the desired level or when both doors are leveled, and then re-tighten the screws.

b) When all the desired positions are in place, use the remaining twelve Screw (F) to fasten the Wing Panel using the front two screw holes on Panel Wing.

The assembly of the Cabinet is complete.