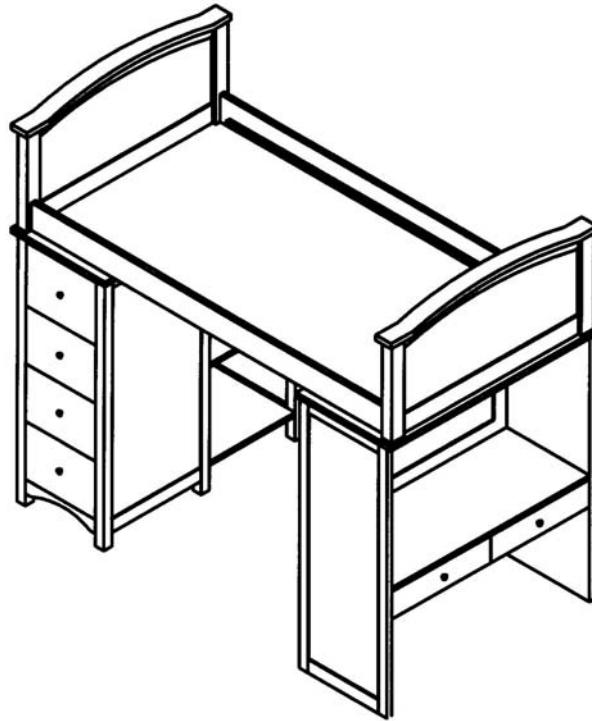




BOLTON
FURNITURE

Sleep, Study, Storage (SSS) Bed

(9916 Cooley or 9926 Mission)



Thank you for purchasing our Sleep, Study Storage Bed. The only tools needed for assembly of this product is a Phillips screwdriver and Allen wrench (provided). It is necessary and recommended to have a second person present in the assembly of this product (Cooley illustration shown above)

249 Professional Drive, Morrisville, VT 05661
boltonfurniture.biz

The Sleep, Study Storage Bed is packaged in 5 boxes as follows:

Box 1 – Drawer Unit/Bookcase – Assembly B - hardware includes (16) Allen Head connector bolts (1) Allen wrench

Box 2 – Desk End – Assembly C - hardware includes (18) Allen Head connector Bolts (1) Allen wrench







Box 3 – Two bed ends w/slats - Assembly A - hardware includes (8) 3-1/4" Allen head bolts, (8) barrel nuts, (1) Allen wrench and (28) #8 wood screws for the bed slats – (see bed instructions for details)








Box 4 – Two side rails

Box 5 – Ladder/Safety rail package - hardware includes (4) steel bunk pins and (4) #8 wood screws, (2) ladder hooks and (6) #6 wood screws – (see Ladder / Safety rail instructions for details)

Lay out parts on a non-abrasive surface to avoid scratching furniture.

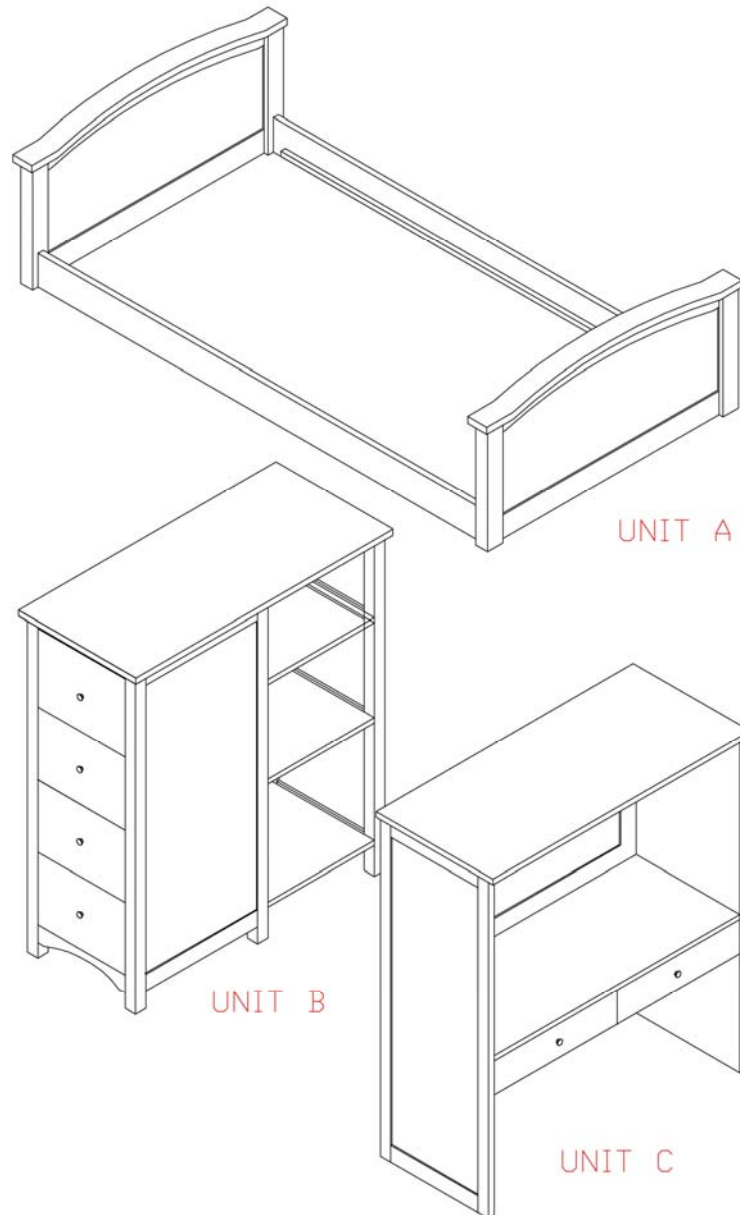
Line Drawings for components required for Assembly A, B and C

UNIT	NO.	DRAWING	DESCRIPTION	QTY
A	A-1		BED ENDS	2
	A-2		BED SIDE RAILS	2
B	B-1		DRAWER UNIT	1
	B-2		SHELVES	3
	B-3		SIDE PANEL	1
	B-4		TOP	1

UNIT	NO.	DRAWING	DESCRIPTION	QTY
C	C-1		TOP	1
	C-2		SIDE PANELS	2
	C-3		DESK DRAWERS UNIT	1
	C-4		BOTTOM PANEL SUPPORT	1
	C-5		BOTTOM PANEL	1
	C-6		CORK BOARD	1
E			CONNECTOR BOLT	34

5/15/2008

Exploded View of Mission or Cooley SSS Loft (Cooley style shown below)



Open all boxes to identify and count all parts using diagrams above.

Assembly of Box 1 (Unit B)– Drawer Unit/Bookcase

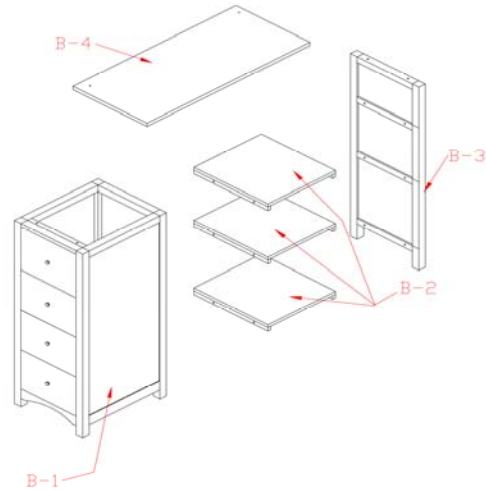
Step 1

Lay out Side Panel (B-3) on non-abrasive surface with the inside facing up. Attach three shelves (B-2) to side panel using Allen Head connector bolts (E). Do this by aligning the pre-drilled holes in the cleats on under side of the shelf to the inserts in the Side Panel. Thread the Allen bolts into the inserts - do not fully tighten at this time.

Step 2

Lay Drawer Unit (B-1) on its side. Make sure it is on a non-abrasive surface. Align the Side Panel (B-3) with shelves attached to the metal inserts in the back of the 4 drawer cabinet. Attach the shelf assembly to the back side of the 4 drawer chest by putting the Allen bolts thru the pre-drilled holes in the cleats - threading these bolts into the inserts on the back side of the drawer assembly (B1). Securely tighten all Allen Bolts at this time.

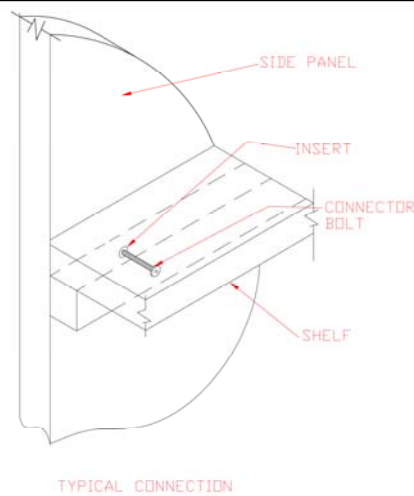
Stand Unit B Assembly Up-right.



Drawer Unit/Bookcase can be placed on the left or right side of final loft configuration. Top panel needs to be positioned with 2 through holes for steel bunk pins on the outside edge.

Step 3:

Remove the top drawer in the 4 drawer chest. Position the top (B-4) on the assembly. Align the holes in the cleats along the top edge of side panel and the cleat on the front interior of the 4 drawer chest to the inserts in the under side of top. Secure the top by threading 4 Allen bolts thru the pre-drilled holes in the cleats into the threaded inserts. Securely tighten the four Bolts. This completes the assembly of Unit B.



Shown above is a typical connection of the Allen Bolt into a threaded insert.

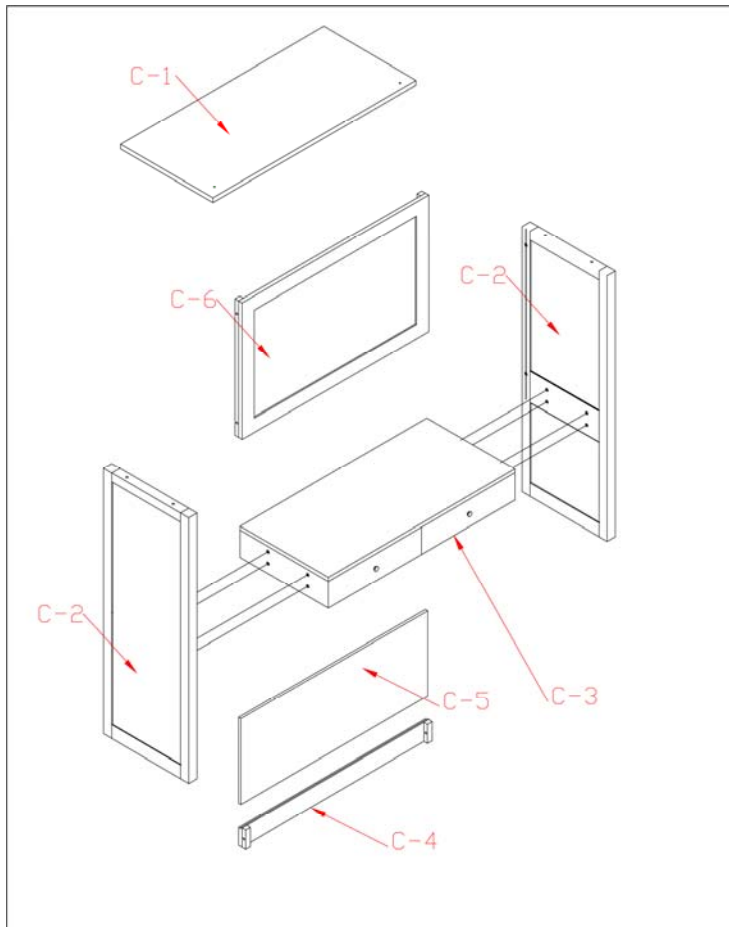
Assembly of Box 2 – Desk End – Unit C

Step 1

Lay out Side Panels (C-2) flat on a non-abrasive surface with the inside facing up. Align thru holes in cleats on cork board (C-6) to inserts in one of the sides (C-2). Cleats should be positioned to the back side of desk and the cork board facing the inside of desk. Thread Allen Head Bolt into inserts. Do not fully tighten the Allen Head Bolts.

Step 2

Remove drawers from drawer assembly C-3. With drawer openings facing towards the front edge, align pre-drilled holes in side of desk drawer assembly (C-3) to inserts in side panel (C-2). Thread Allen Head Bolts into inserts. Do not fully tighten the Allen Head Bolts.



Step 3

Attach the bottom support rail (C-4) to the side panel (C-2). Align thru holes in cleat on bottom support rail part (C-4) to inserts in one of the sides. Thread Allen Head Bolt into inserts. Do not fully tighten the Allen Head Bolts. Make sure the groove in the bottom support rails (C-4) aligns with the grooves in side panel C-2.

Step 4

Slide Modesty panel (C-5) into groove of bottom panel support (C-4) and Desk drawer unit (C-3).

Step 5

Attach second side panel (C-2) to assembly. Align pre-drilled holes in cleats and end panels to threaded inserts in side panel. Thread Allen head Bolts into inserts in the second side panel. Securely tighten all Allen Head Bolts in assembly C at this time.

Step 6

Stand the Desk up-right.

Note: Desk unit can be either facing in or out. Top panel needs to be positioned with 2 through holes for steel bunk pins on the outside edge (Front of Assembly if desk is facing out – Back of Desk if desk is facing in).

Step 7

Position the top (C-1) on the desk end assembly. Align the holes in the cleats along the top edge of both side panels. Secure the top by threading 4 Allen bolts thru the pre-drilled holes in the cleats into the threaded inserts. Securely tighten the four Bolts.

Refer to illustration on page 7 for the next 3 steps.

Assembly of Box 3 and 4 – Two low footboards, slats and side rails.

Step 1

Retrieve the 4 steel bunk pins from Box 5 Ladder/Safety rail box and insert the 4 steel pins in the holes in the top of the assembled Drawer Unit and Desk Unit (Assembly C and B). Place Bed Ends (A-1) on top of the steel bunk pins. Make sure labels are facing inside the bed.

Step 2

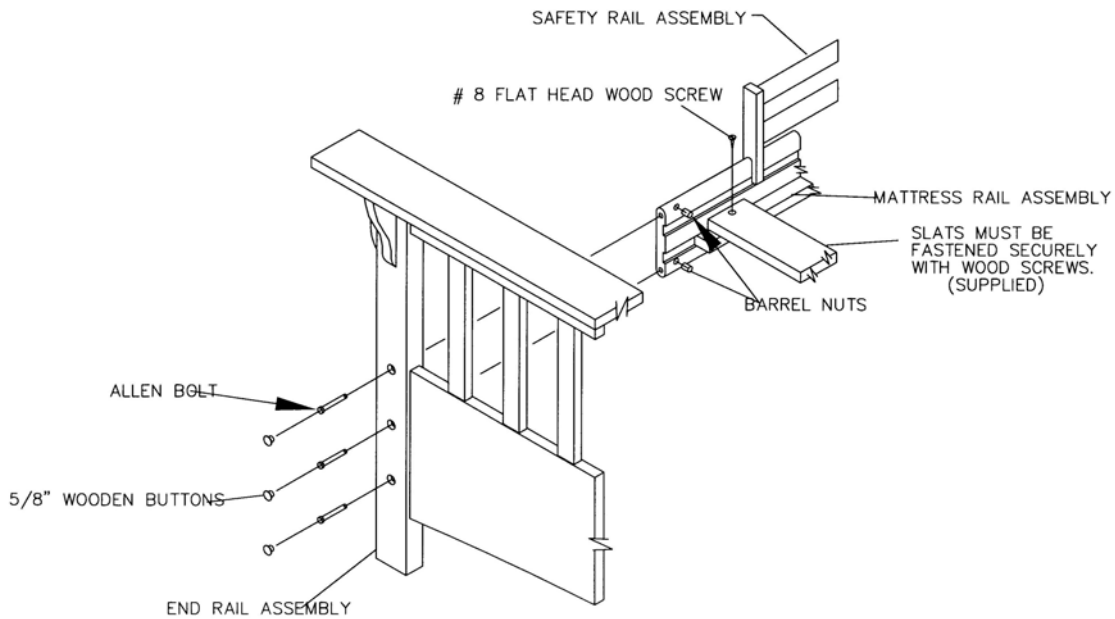
Place Drawer Unit and Desk Unit sufficiently apart (approximately 40" between assemblies) to allow the 75" side rail to be attached to the two bed ends on top of the assemblies. Insert barrel nuts into the holes in the inside of the side rails with the slot for the screwdriver facing out.

Attach the side rails to the bed ends. Insert the Allen head bolts through the two holes in the leg of the headboard and into the barrel nuts in the end of the side rails. Tighten the bolts with the enclosed Allen wrench. Attach both side rails to one end and then repeat the other side. 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 #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.

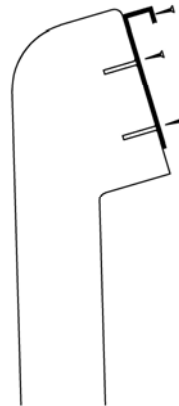
This illustration shows a typical bed assembly – line drawings may not reflect the style of bed you purchased.



Assembly of Box 5 – Ladder/Safety rail package

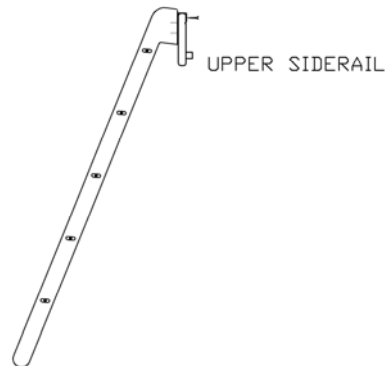
Step 1

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 (2) #6 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). Place hooks over side rail and attach using (2) #6 screws by screwing into the inside of the side rail.



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

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.