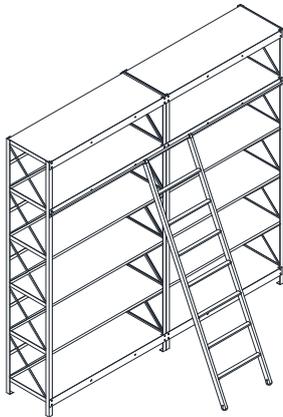


Thank you for purchasing the **HEADWAY BOOKSHELF** !

Before you start, here is some helpful advice:

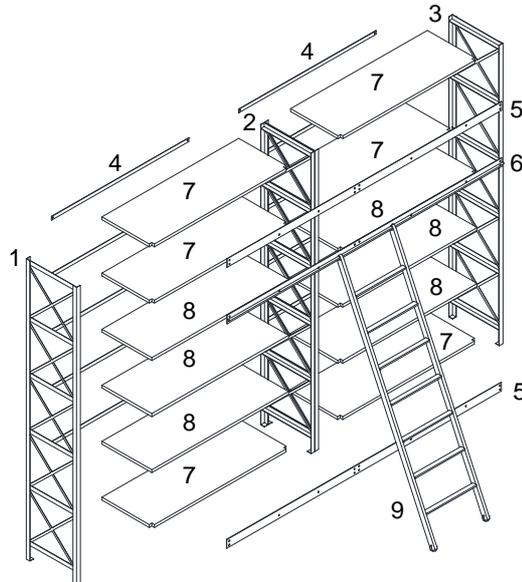
1. We suggest you spend a short time reading through this leaflet and then follow the simple step by step instructions.
2. Owing to the size and weight of the table, we recommend that it is assembled by two adults, on a carpeted or padded area, in the room that it is intended for. Approximate assembly time: 45 minutes.
3. Please do not use any tools other than those provided or recommended in these instructions.
4. Please do not throw away any of the packaging or instructions until you have checked all the components and hardware and the furniture is fully assembled.
5. Assemble all components loosely until advised to tighten. Depending on use, it may be necessary to tighten the components from time to time, so please save the tools that have been provided.
6. Please keep all pieces out of reach of small children.



Hardware:

A		Bolt	x56
B		Nut	x44
C		Screw	x48
D		Allen Wrench	x1

Component:



1	Left Frame	x1	2	Middle Frame	x1
3	Right Frame	x1	4	Back Rail	x10
5	Front Rail	x2	6	Central Rail	x1
7	Top/Bottom Shelf	x6	8	Central Shelf	x6
9	Ladder	x1			

STEP 1:

Please put the **Left Frame (1)** and the **Middle Frame (2)** on a carpeted or padded surface as shown below.

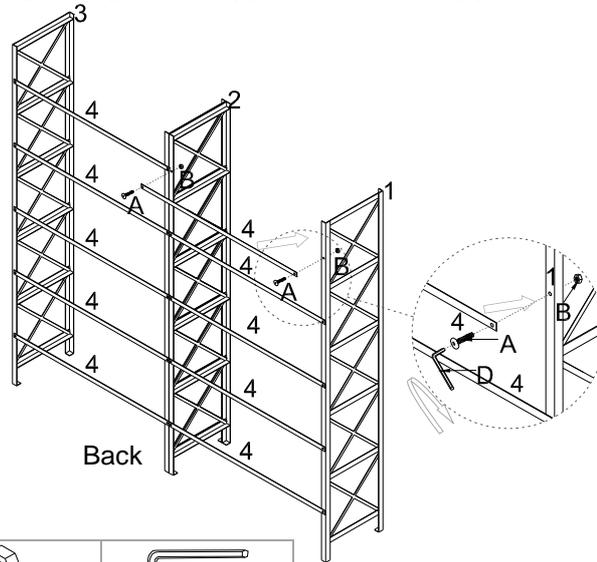
Note: The back of each shelving unit is the end with five sets of pre-drilled holes. These holes were drilled to affix the 5pcs **Back Rails (4)**.

Insert 2pcs **Bolts (A)** into the pre-drilled holes on the back of the **Left Frame (1)** and **Middle Frame (2)** through the pre-drilled holes on the **Back Rail (4)** as shown.

Use 2pcs **Nuts (B)** with the 2pcs **Bolts (A)** to attach the **Left Frame (1)** and **Middle Frame (2)** as shown.

Tighten the **Bolts (A)** and **Nut (B)** by hand at first, then use **Allen Wrench (D)** to tighten the **Bolts (A)** clockwise until secure.

Repeat the above steps for affixing the **Right Frame (3)** to **Middle Frame (2)** and the remaining 4pcs **Back Rails(4)**.



Ax20	Bx20	Dx1

Hardware & Tool required

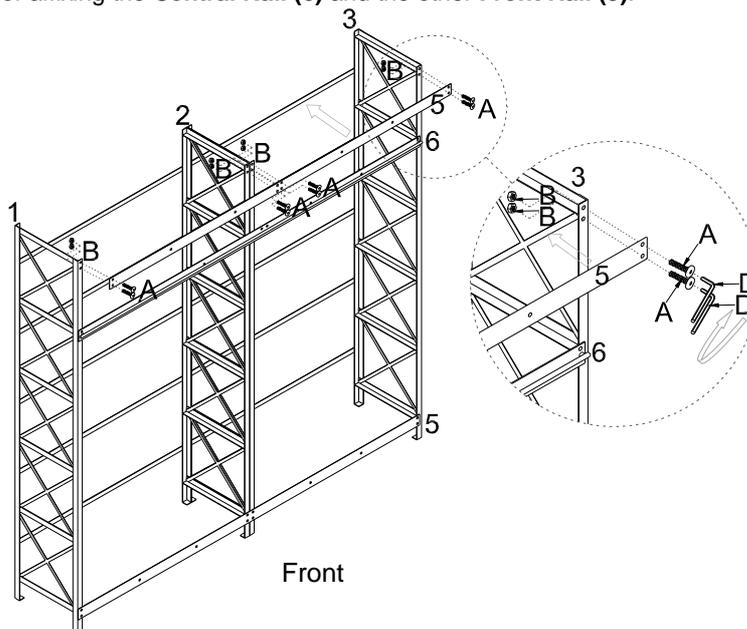
STEP 2:

Insert 8pcs **Bolts (A)** into the pre-drilled holes on the front of **Left Frame (1)**, **Right Frame (3)** and **Middle Frame (2)** through the pre-drilled holes on the **Front Rail (5)** as shown.

Use 8pcs Nuts (B) with the 2pcs Bolts (A) to attach the Left Frame (1) and Middle Frame (2) as shown.

Tighten the **Bolts (A)** and **Nut (B)** by hand at first, then use **Allen Wrench (D)** to tighten the **Bolts (A)** clockwise until secure.

Repeat the same steps for affixing the **Central Rail (6)** and the other **Front Rail (5)**.



Ax24	Cx24	Dx1

Hardware & Tool required

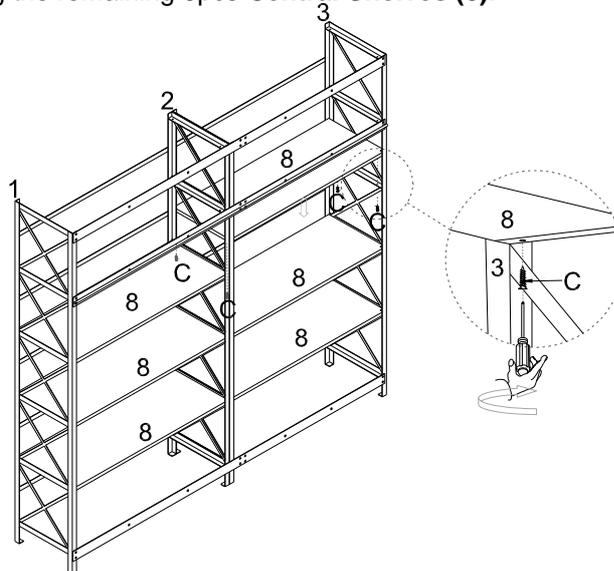
STEP 3:

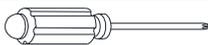
Place 1pc **Central Shelf (8)** to the **Right Frame (3)** and **Middle Frame (2)** as shown.

Attach the **Central Shelf (8)** into the **Right Frame (3)** and **Middle Frame (2)** by using 4pcs **Screws (C)** from the pre-drilled holes on the bottom frame rails as shown.

Use **Phillips Head Screwdriver** (not included) to tighten **Screws (C)** clockwise until secure.

Repeat the same steps for affixing the remaining 5pcs **Central Shelves (8)**.



	
Cx24	Phillips Head Screwdriver (not included)

Hardware & Tool required

STEP 4:

Place 1pc **Top/Bottom Shelf (7)** to the **Right Frame (3)** and **Middle Frame (2)** as shown.

Note: Pre-drilled holes on the **Top/Bottom Shelf (7)** should face front.

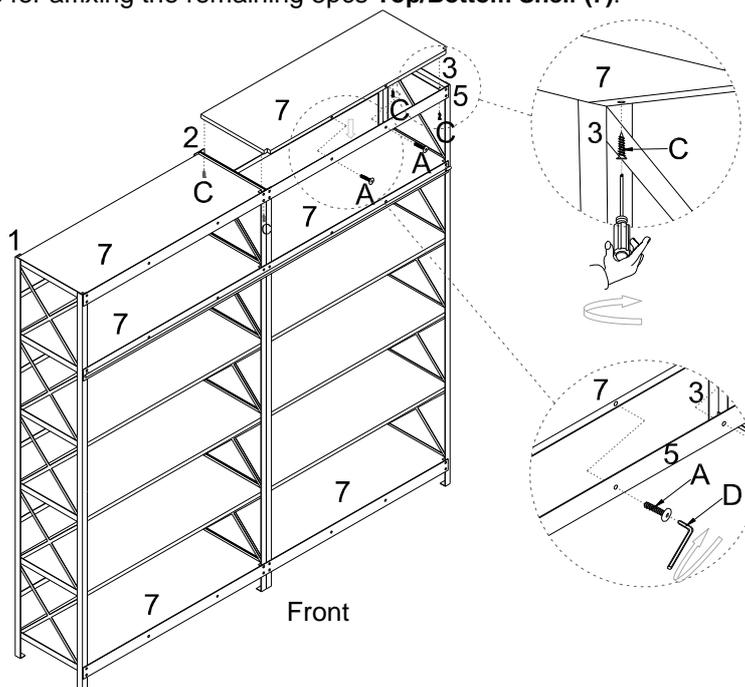
Insert 2pcs **Bolts (A)** into the pre-drilled holes on the **Top/Bottom Shelf (7)** through the pre-drilled holes on the **Front Rail (5)**.

Use **Allen Wrench (D)** to tighten the **Bolts (A)** clockwise until secure.

Attach the **Top/Bottom Shelf (7)** into the **Left Frame (1)** and **Middle Frame (2)** by using 4pcs **Screws (C)** from the pre-drilled holes on the bottom frame rails as shown.

Use **Phillips Head Screwdriver** (not included) to tighten **Screws (C)** clockwise until secure.

Repeat the same steps for affixing the remaining 5pcs **Top/Bottom Shelf (7)**.



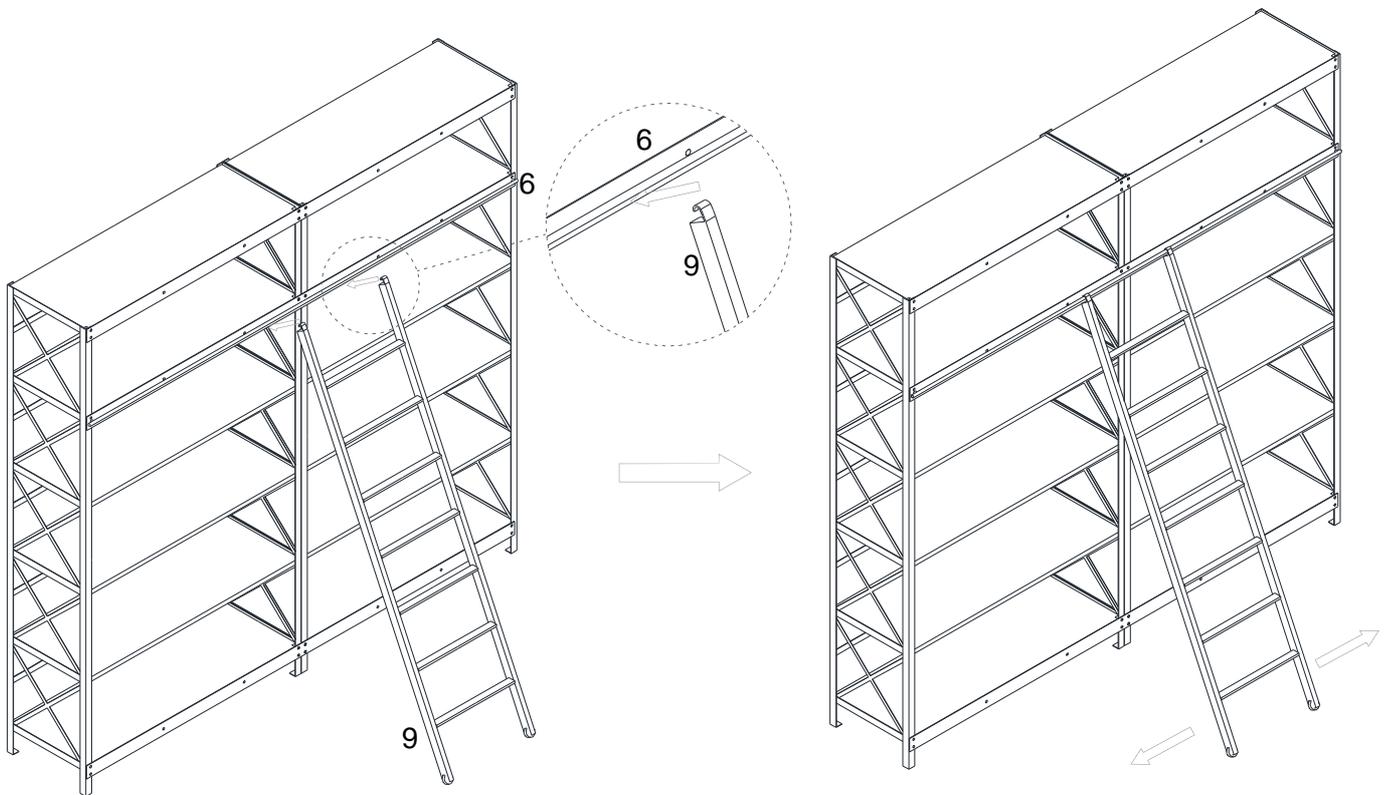
			
Ax12	Cx24	Dx1	Phillips Head Screwdriver (not included)

Hardware & Tool required

STEP 5:

Attach the **Ladder (9)** to the **Central Rail (6)** as shown.

The **Ladder (9)** is designed for adjusting. It can be moved to left or right for use.



Assembly is completed. The bookshelf is ready to enjoy now!