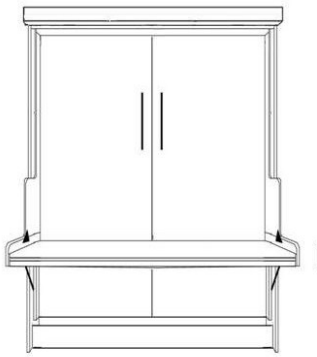


# OFFICE BED / DESK BED VERTICAL INSTALLATION GUIDE

## ITEMS NEEDED TO ASSEMBLE YOUR BED



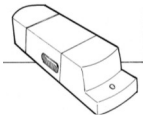
4 MM AND 10 MM ALLEN WRENCH



PHILLIPS SCREWDRIVER



DRILL



STUD FINDER



6' LADDER

## HARDWARE INCLUDED (not to scale)



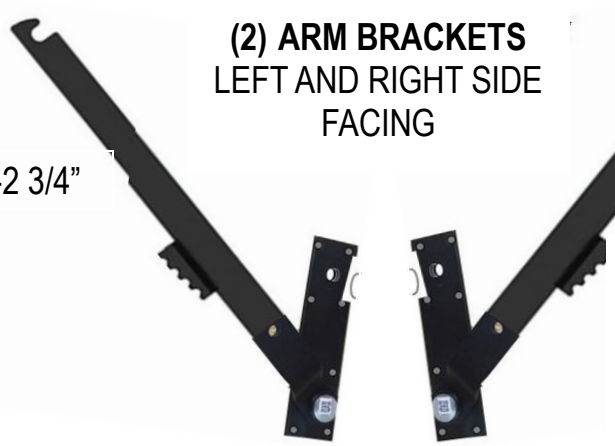
**(4) LOWER BRACKETS**



**A-**MACHINE BOLTS -2 3/4"



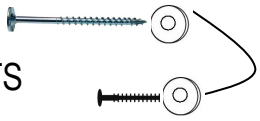
**C-**BARREL NUT



**(2) ARM BRACKETS**
LEFT AND RIGHT SIDE FACING



**B-** 2" CONFIRMAT BOLTS



SAFETY CABLE KIT



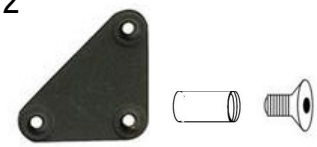
**2 WOOD PLATES**
8 BARREL NUTS **(C)**
8 MACHINE BOLTS **(A)**



**D-**6 -WOOD SCREWS -3 1/2"



12 -WOOD SCREWS –1 1/4"



**4**- LINK PIVOT PLATES
**6**- BARREL SLEEVES
**12-** 6 1/2mm MACHINE SCREWS AND (2) BOLTS



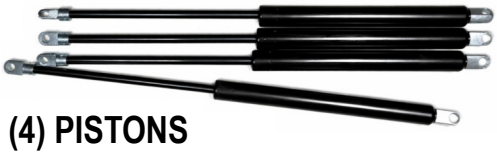
**2**-TRI-BEARERS
**2** -WASHERS
**6 -**SCREWS
**2** -MACHINE BOLTS
**2 -**NYLON LOCK NUTS



**(2)** TRUNNION SLEEVES



(2) IRON LEGS WITH BOLTS NUTS AND SCREWS



**(4) PISTONS**



4– CLEVIS PINS



4– COTTER PINS



**(4)** PISTON BARREL ARM CONNECTORS



**2**-LOCKS
**4** SCREWS

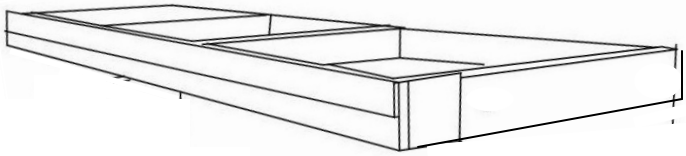


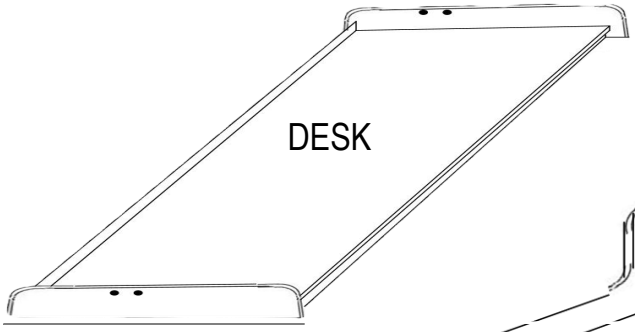
**(2)** DECORATIVE HANDLES WITH SCREWS

To operate an Office Bed it requires the ability to lift 40lbs (weight varies by weight of mattress)

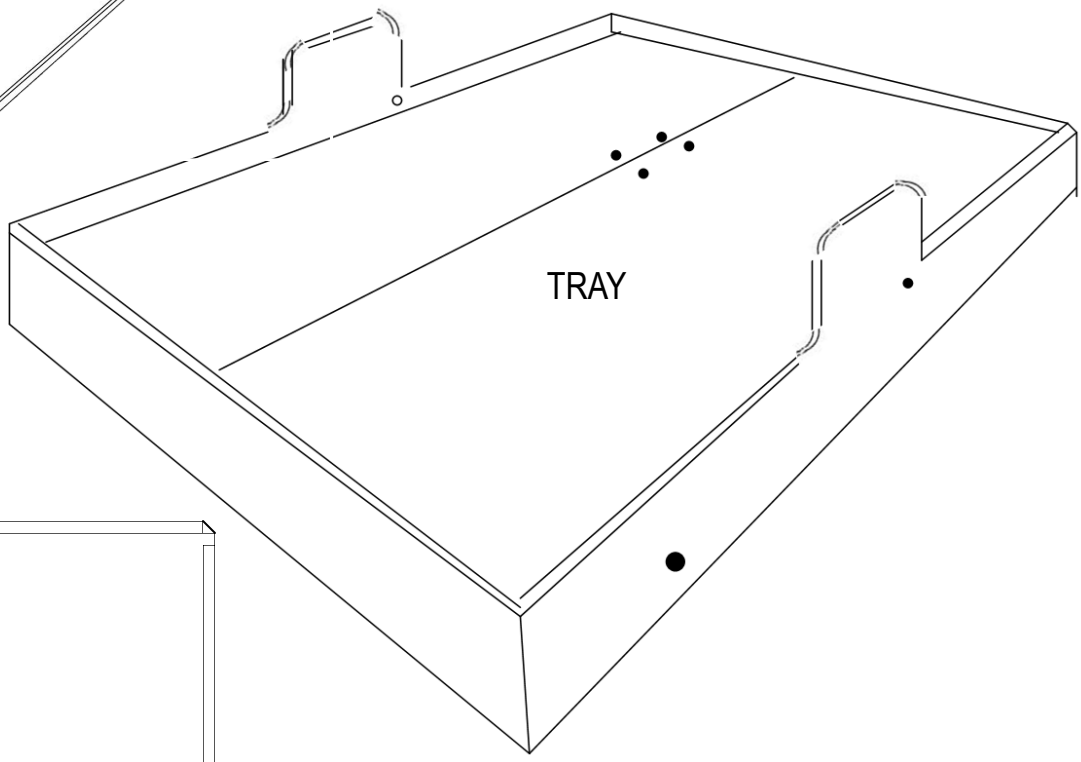
**WARNING!** ALL PISTONS CONTAIN STORED ENERGY. FAILURE TO FOLLOW THESE INSTRUCTIONS COULD RESULT IN DAMAGE TO THE PRODUCT, PERSONAL INJURY OR DEATH. PLEASE CALL 916-607-7728 WITH ANY QUESTIONS.

CABINET TOP

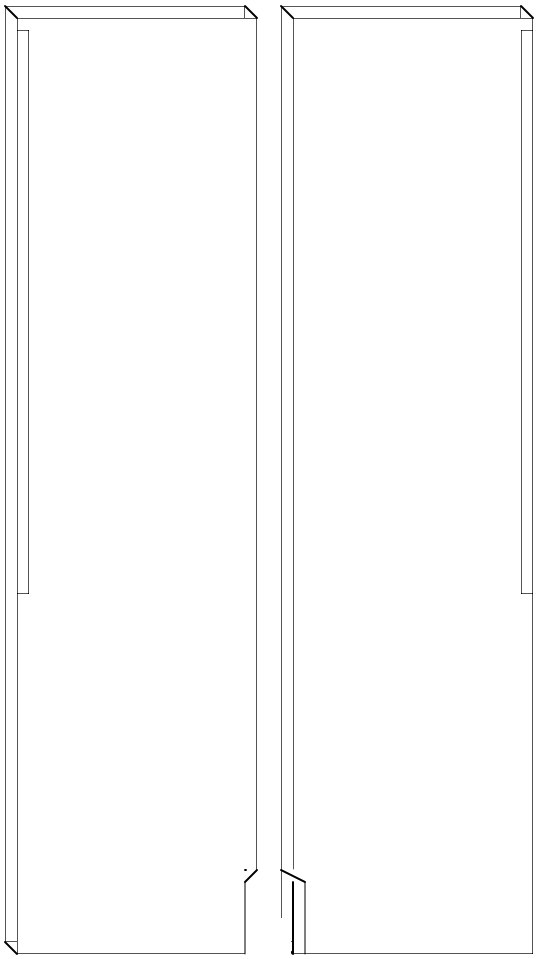




DESK



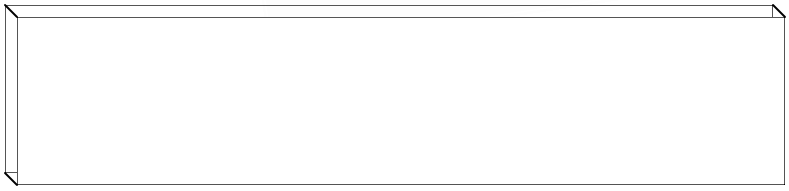
TRAY



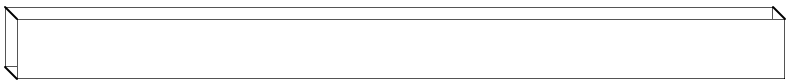
LEFT CABINET SIDE



RIGHT CABINET SIDE



HEADBOARD



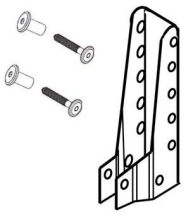
LOWER STRONGBACK BOARD

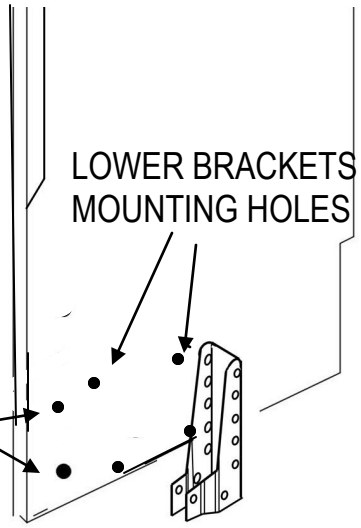
## WOOD COMPONENTS - VERTICAL DESK BED

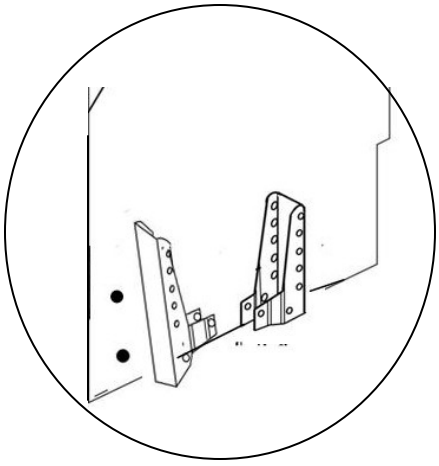
# ATTACH HARDWARE

## 1 MOUNT THE LOWER BRACKET

ATTACH TWO LOWER BRACKETS to each of the cabinet sides using 2 machine bolts (A) and 2 barrel nuts ( C) for each bracket. Brackets face each other as shown.





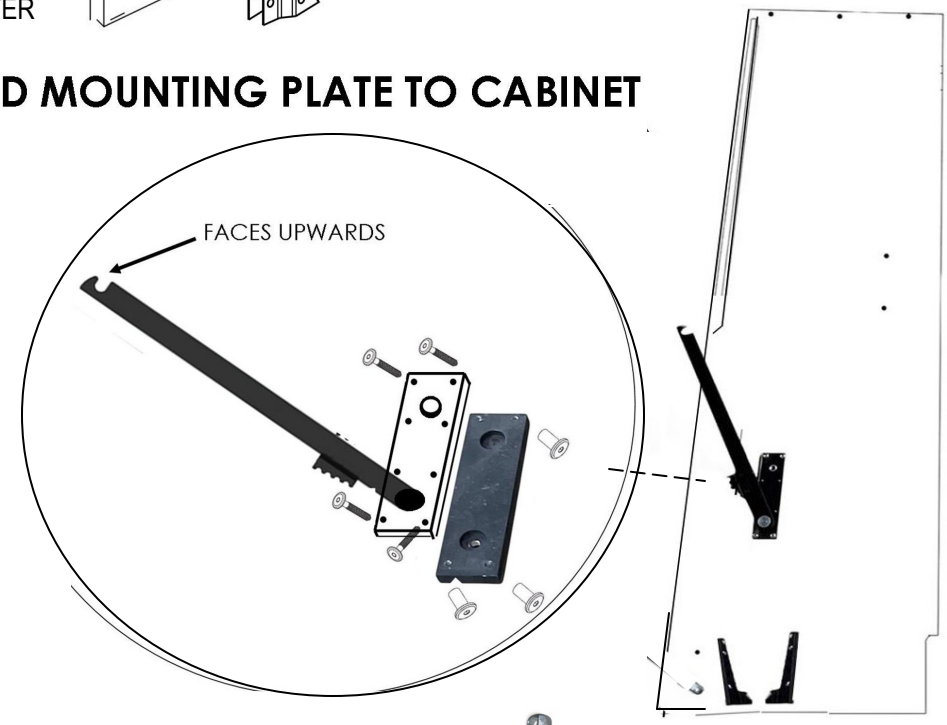



2 BRACKETS FACE EACH OTHER

## 2 MOUNT ARM AND WOOD MOUNTING PLATE TO CABINET

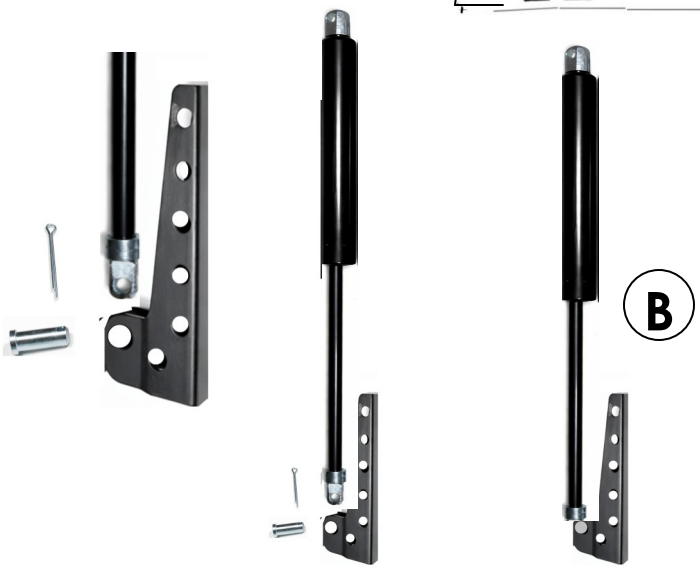
Place the ARM on top of the wood plate and secure it onto the cabinet side byusing 4 machine bolts(A) and 4 barrel nuts ( C) as shown. One in each corner. Repeat for the second side.

There is a left and a right Side arm. Make sure the Arm notch faces up.




## 2B ATTACH PISTONS TO LOWER BRACKETS ON CABINET SIDES

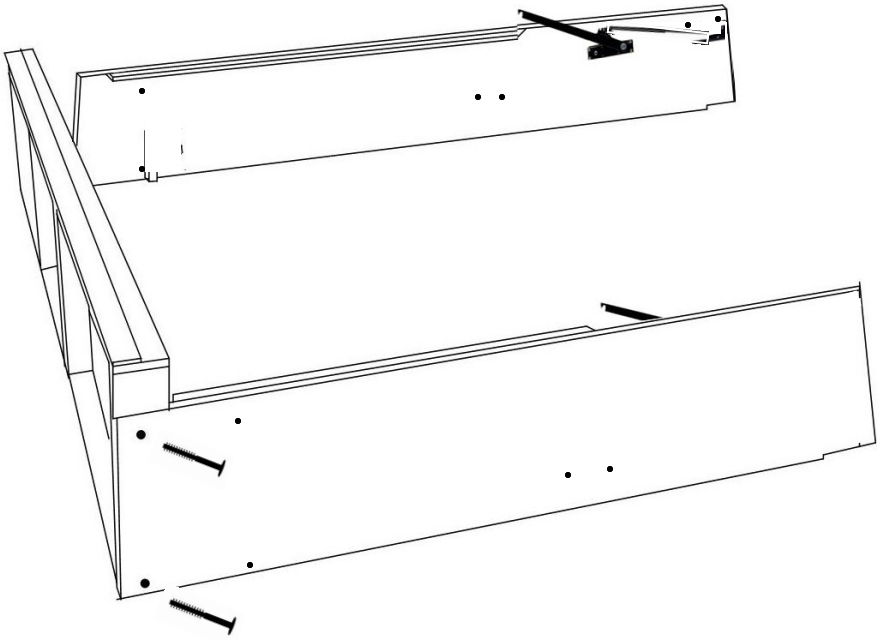
Insert the piston end into the lower bracket as shown, Insert the clevis pin into the hole and through the piston end then out the other side. Secure with cotter pin. Bend ends of the cotter pin to secure it in place. Repeat with the other 3 pistons. When attached it should look like image B.




**WARNING!** ALL PISTONS CONTAIN STORED ENERGY. FAILURE TO FOLLOW THESE INSTRUCTIONS COULD RESULT IN DAMAGE TO THE PRODUCT, PERSONAL INJURY OR DEATH. PLEASE CALL 916-607-7728 WITH ANY QUESTIONS.

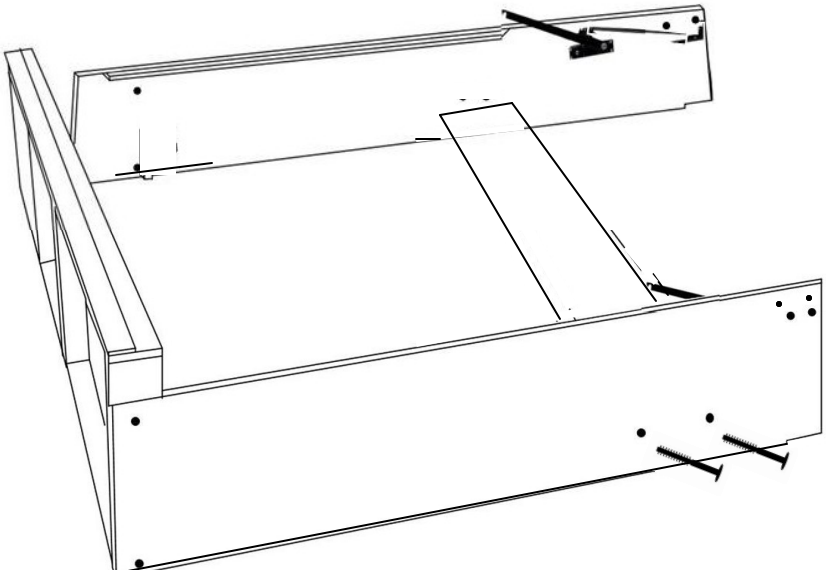
**3** ATTACH THE TOP TO THE SIDES using the MACHINE bolts **(A)**





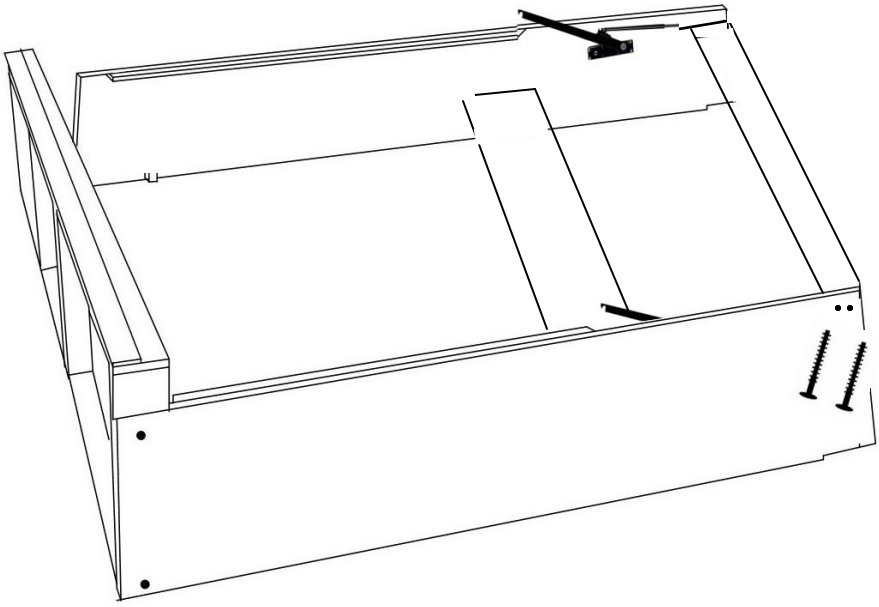
**4** ATTACH THE FLAT HEADBOARD TO THE SIDES using the CONFIRMAT bolts **(B)**





**5** ATTACH LOWER STRONGBACK Insert lower strongback between the cabinet sides and attach with confirmat bolts **(B)**keeping finished edges to front.





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# WALL ATTACHMENT SAFETY

**READ THIS ENTIRE PAGE BEFORE COMPLETING STEP 7**

## DANGER - SECURE TO STRUCTURAL FRAMING

Failure to secure the cabinet properly to the building's structural framing can allow the bed to detach or tip over, causing serious injury, death or property damage.

Attach the cabinet directly to the required wood studs or to another structural wall system using fasteners specifically approved for that construction. Drywall, plaster and decorative wall panels are not structural supports. DO NOT use drywall anchors as a substitute for structural attachment.

The installer is responsible for identifying the wall construction, locating suitable structural attachment points, selecting appropriate fasteners and verifying that every fastener is securely anchored. If the wall contains metal studs, masonry, unusually spaced framing or any condition that prevents attachment exactly as shown, STOP and obtain an attachment method from a properly qualified professional.

After fastening, verify that the cabinet is secure and cannot pull away from the wall. The safety cable is mandatory and must be installed before operating the bed, but it does not replace proper structural attachment.

## DANGER - HIDDEN PIPES, WIRING AND UTILITIES

Drilling or driving screws into a concealed water pipe, electrical wire, gas line or other utility can cause flooding, fire, electrical shock, serious injury, death and extensive property damage.

Before drilling or installing any fastener, the installer must determine that the selected location is free of plumbing, wiring, gas lines, ductwork and other concealed utilities. DO NOT rely solely on a stud finder and DO NOT assume the wall is safe because protective plates may be required by building codes. Protective plates may be missing or incorrectly installed.

Consider bathrooms, kitchens, laundry rooms, utility rooms and plumbing fixtures behind, above, below or on the opposite side of the wall. Use appropriate detection methods, plans or inspection openings when necessary. If concealed utilities cannot be ruled out with confidence, STOP and have the wall inspected by a properly qualified professional.

## INSTALLER RESPONSIBILITY

**The customer and installer are responsible for selecting safe structural attachment and drilling locations. Westcott Designs cannot inspect the customer's wall or determine its construction or concealed contents and, to the fullest extent permitted by law, is not responsible for damage, loss, injury or expense caused by improper attachment or contact with a concealed utility.**

## 6 STAND CABINET UP
## INSTALL LIGHT KIT IF PURCHASED



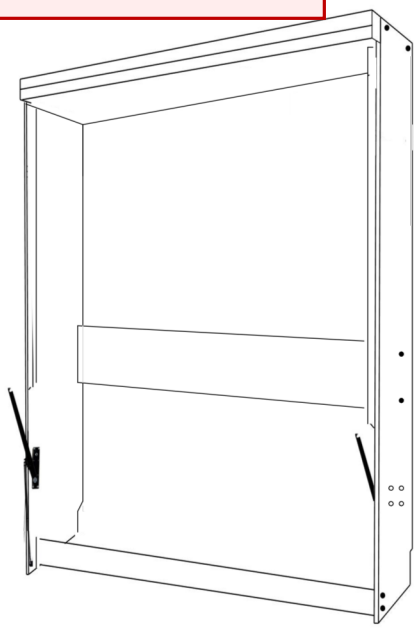
FOLLOW INSTRUCTIONS FOUND IN THE LED LIGHT KIT BOX.

## 7

MOVE CABINET TO WALL - ATTACH CABINET TO WALL

Make sure the cabinet is square and level against the wall. Locate and mark the wall studs. Using the six 3 1/2-inch wood screws (D), fasten the cabinet through the back of the cabinet top and securely into three wood studs.

**DANGER - WALL ATTACHMENT**
**Fasten only to structural framing and check every fastener location for concealed utilities. Read page 4A.**







WALL STUD

## 8

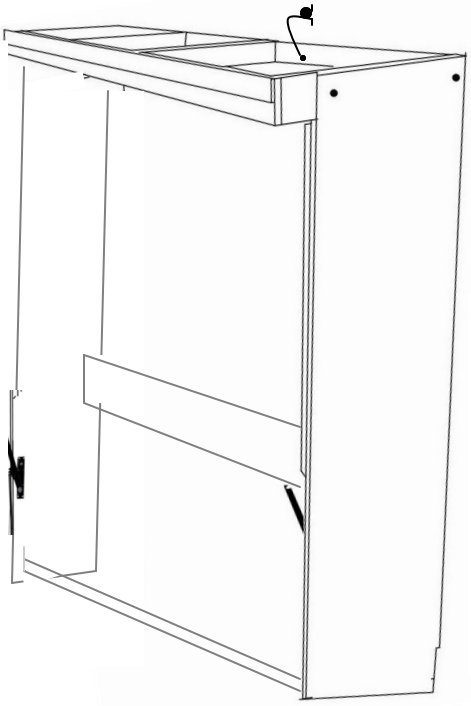
INSTALL THE SAFETY CABLE

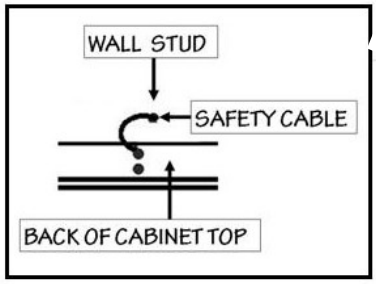
Attach one end of the safety cable to the cabinet back rail using the screw provided.

Leave approximately 3 inches of slack in the cable.

Fasten the other end directly into the nearest wood wall stud using the 2-inch washer-head screw. Position this attachment approximately 1 inch above the cabinet top.

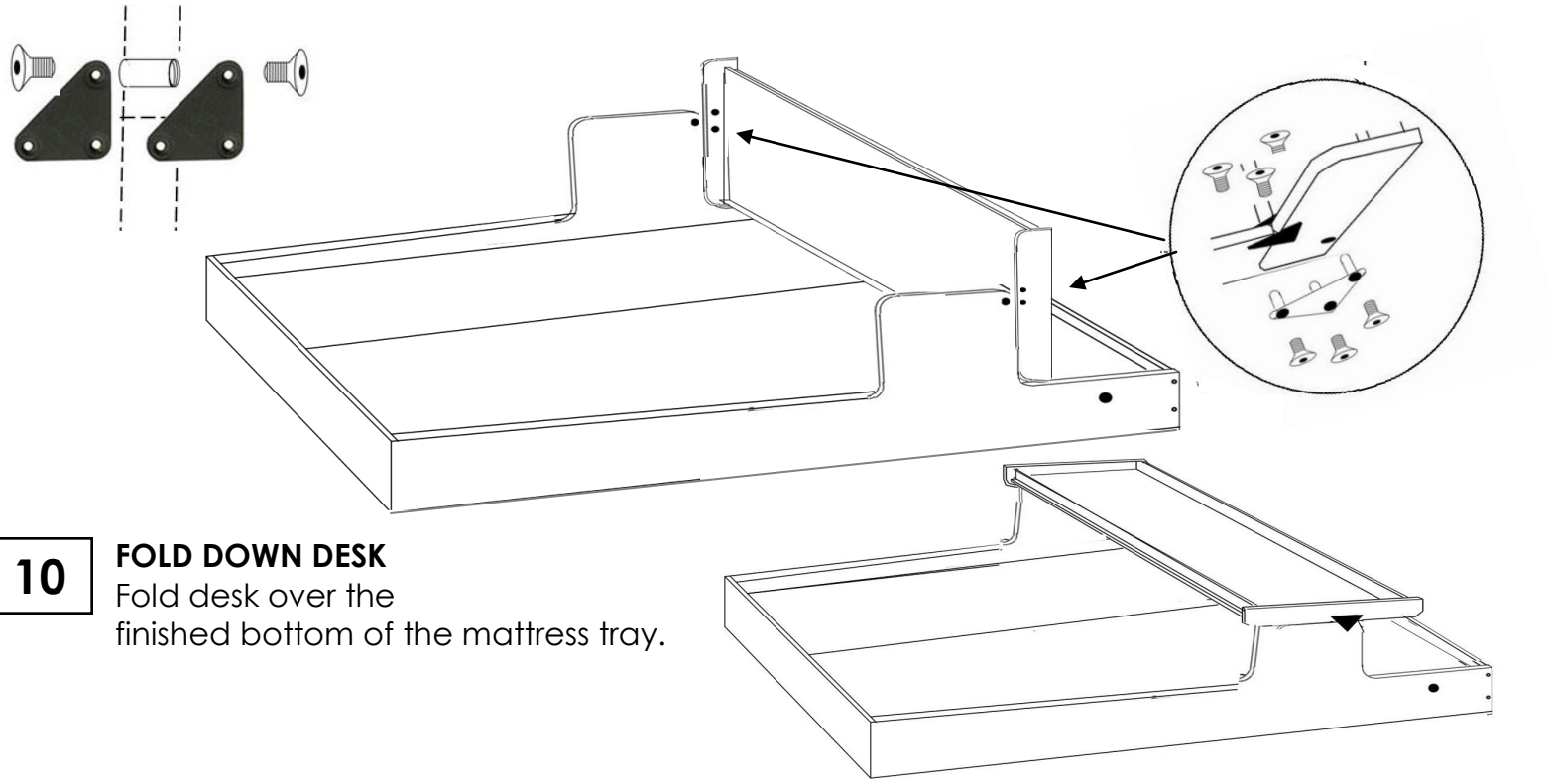
The screw should become difficult to turn as it penetrates the wood stud. If it remains easy to turn, STOP and verify that the screw is securely anchored in a wood stud.





**9** **ATTACH DESK TO TRAY**

Place desk vertically on the mattress tray and attach with link pivot plates using barrel and 6 1/2mm machine screws to plate. Insert in holes, attach remaining screws, then tighten all.



**10** **FOLD DOWN DESK**

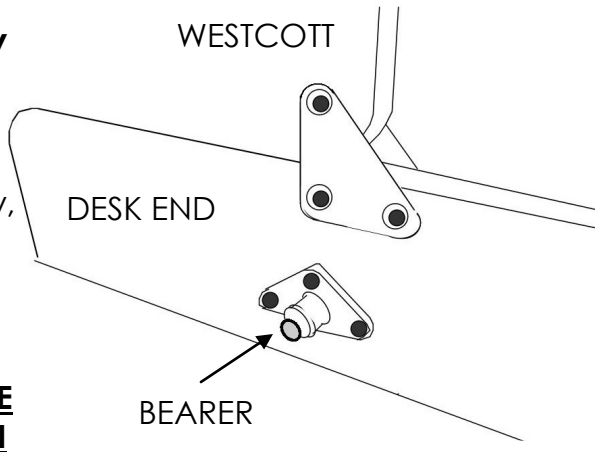
Fold desk over the finished bottom of the mattress tray.



**11** **Attach bearer assembly**

At each desk end, bolt bearer through wood through the washer into the nylon lock nut. Tighten firmly, but leave enough slack to slightly adjust the position later.

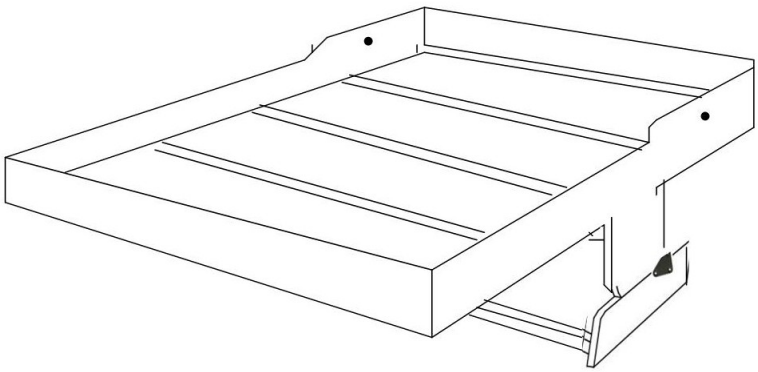
**DO NOT APPLY SCREWS INTO HOLES ON THE FLANGE NOW –YOU WILL DO THIS IN STEP 17**





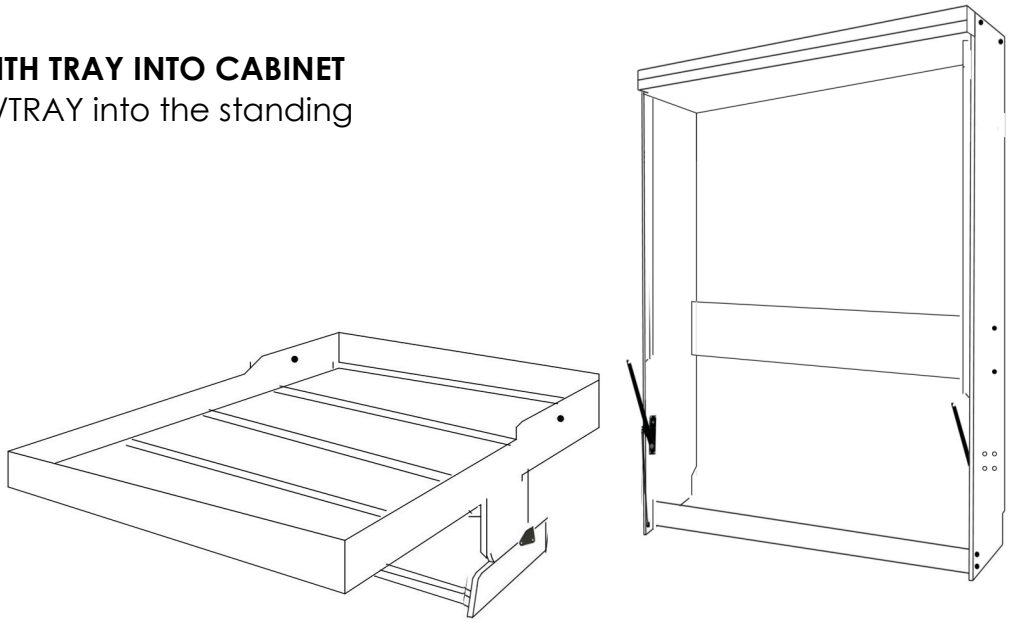


**12** **POSITION DESK TRAY-** Roll the entire assembly over so the desk bottom is on the floor and the mattress bed tray is facing up. Desk should be resting on the floor. Finished edge facing into the room.



## 13 MOVE DESK WITH TRAY INTO CABINET

Slide the DESK/TRAY into the standing cabinet.



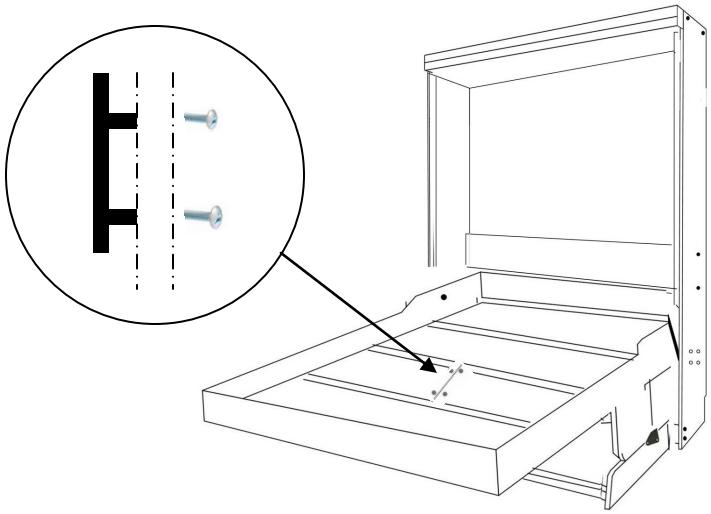
## 14 UNSCREW THE LINER TO ACCESS THE HANDLE HOLES.

Inside the mattress cavity are cross ribs that allow air to circulate around your mattress to prevent mold and mildew. Unscrew the cardboard liner so you can attach the handles

**ATTACH HANDLES**

In the center of your bed are 4 holes to
secure the decorative handles with the screws provided.

**REINSTALL THE LINER** by screwing it down in place.



## 15 INSTALL THE TRUNNION BOLTS

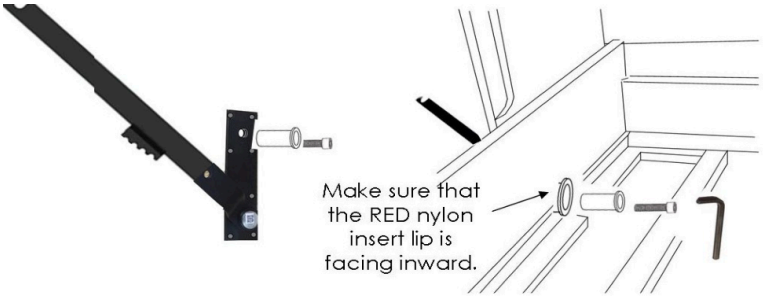
**IMPORTANT - DO NOT CROSS-THREAD THE TRUNNION BOLTS**

Before moving the desk/tray assembly into the cabinet, thread each trunnion bolt into its matching threaded hole in the lever arm. Turn each bolt several complete turns BY HAND, then remove it. This test shows you how the bolt should feel when it is correctly aligned.

Move the desk/tray assembly into the cabinet and align the trunnion holes with the threaded holes in the lever arms. Insert each trunnion sleeve, then carefully start each bolt BY HAND. Turn each bolt only a few turns until you are certain it is threading smoothly.

The bolt should turn easily when first started. If you feel significant resistance, STOP. Do not use the Allen wrench and do not force the bolt. Remove it, realign the parts, and start again. Using a wrench on a misaligned bolt can cross-thread and permanently damage the lever arm.

After both bolts have started correctly by hand, use the 10 mm Allen wrench to tighten them securely.




**WARNING!** ALL PISTONS CONTAIN STORED ENERGY. FAILURE TO FOLLOW THESE INSTRUCTIONS COULD RESULT IN DAMAGE TO THE PRODUCT, PERSONAL INJURY OR DEATH. PLEASE CALL 916-607-7728 WITH ANY QUESTIONS.

# 16 CONNECT THE PISTONS AND ARMS TO THE DESK

**TWO PEOPLE ARE REQUIRED FOR THIS STEP**

## CONNECT THE PISTONS

1. Have one person hold the bed securely in the fully closed position throughout this procedure.

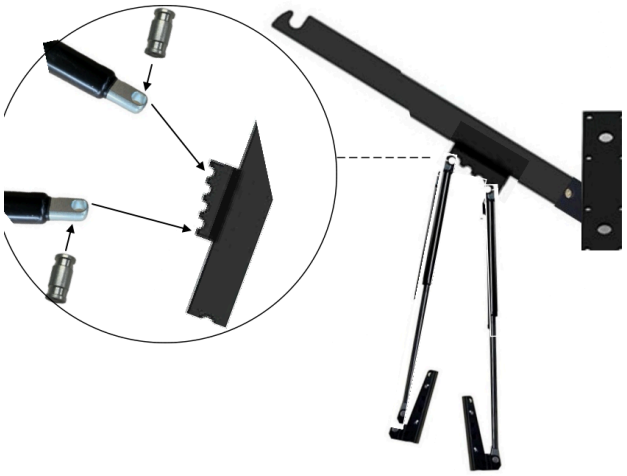
2. Have the second person sit on the floor with their feet pointing toward the wall.

3. Insert a barrel sleeve into the hole at the upper end of each piston.

4. Connect both pistons to the arm exactly as shown in the diagram.

5. Using both hands, pull the arm downward and around the bearer post until the hook at the end of the arm securely engages the triangular mounting plate. Apply significant force as needed to overcome the resistance of the pistons.

6. Repeat Steps 3 through 5 on the opposite side.



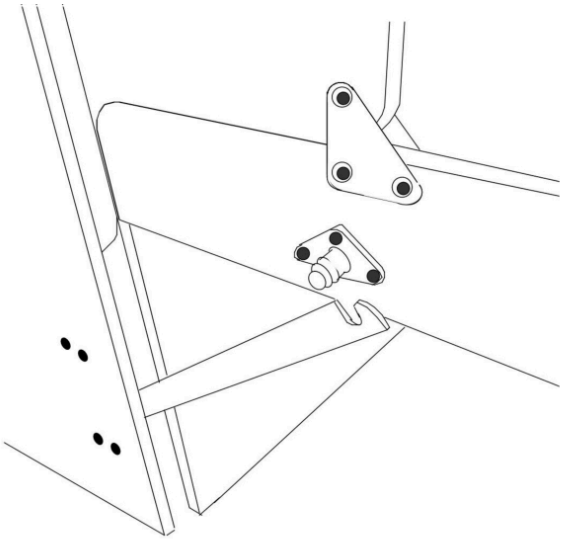
## CONNECT THE ARMS TO THE DESK

7. Verify that each arm is fully and securely engaged with its bearer post.

8. Verify that the desk sits completely against the cabinet side panel. If it does not, slightly loosen the bearer bolt, adjust the desk position, and retighten the bolt securely.

9. Install screws through all three flange holes in each bearer fitting. Temporarily release one arm at a time, if necessary, to access the screw holes.

10. Repeat Steps 7 through 9 on the opposite side.



**IMPORTANT: Do not release the bed until both arms are fully and securely connected to the desk.**

## 18 ATTACH THE SUPPORT LEGS

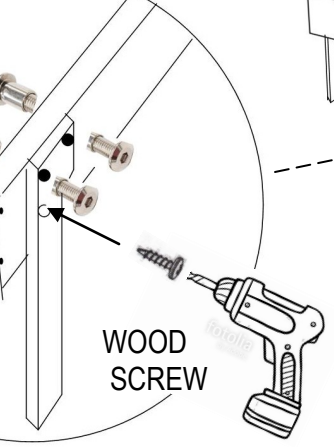
There is a left and right side facing leg.
using 2 silver flat head machine screws and
black T nuts. Use wood screw in the bottom hole
as shown below. Repeat on second side.



LEFT RIGHT

(2) METAL LEGS (LEFT AND RIGHT)
(4) SILVER FLAT MACHINE SCREWS
(4) T NUTS
(2) WOOD SCREWS

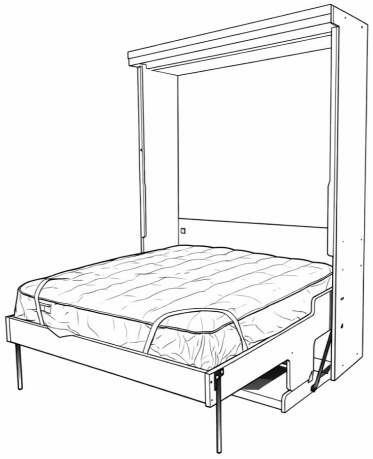







## 19 INSERT MATTRESS

**INSERT MATTRESS** place the elastic straps over the corners of the mattress. Close the Bed.

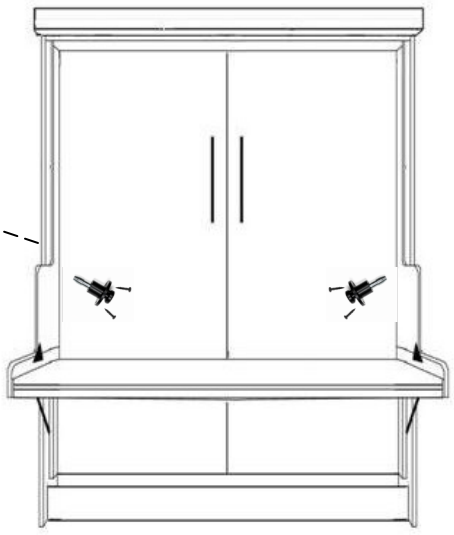


## 20

## INSTALL LOCKS

Attach black locking assembly to the inside on the bed end panels in holes provided, using screw. Retract the pins for assembly clearance.





# DESK BED OPERATION

## BEFORE OPERATING

BED MUST BE SECURELY ATTACHED INTO 3 WOOD STUDS AT THE TOP AND THE MATTRESS MUST BE SECURELY BUCKLED INTO THE BED TRAY. PILLOWS MUST BE REMOVED.

CLEAR AWAY ITEMS ON THE FLOOR UNDER THE DESKTOP. REMOVE FROM THE DESK ITEMS TALLER THAN 14" ON THE VERTICAL MODEL AND 16" ON THE HORIZONTAL MODEL

## UNLOCK THE BED

ON BOTH SIDES OF THE DESK AT THE TOP OF THE DESK ENDS THERE ARE PLUNGER LOCKS. PULL THE LOCKS TO RELEASE THE BED.

## TO OPEN THE BED

STANDING IN FRONT OF THE BED, PULL ON THE HANDLE WHILE PUSHING DOWN ON THE DESKTOP.
ONCE THE BED STARTS TO OPEN THE PISTONS WILL ASSIST IN LOWERING THE BED.

## CARE

To care for your furniture-just wipe with a soft damp cloth and then dry the surface immediately. All wood is susceptible to scratches and dings so use coasters and pads to protect your furniture.

## DO NOT SIT OR STAND ON DESK
## DESK DOES NOT FOLD UP

LIFTING UP THE DESKTOP AND SITTING OR STANDING ON THE DESKTOP WILL BEND THE MECHANISM AND BREAK THE BED.
THIS IS NOT COVERED UNDER THE WARRANTY.



## REMOVE ITEMS UNDER DESKTOP BEFORE YOU LOWER THE BED



ITEMS UNDER THE DESKTOP WILL BE DAMAGED WHEN YOU LOWER THE BED AND YOU WILL BEND THE MECHANISM MAKING THE BED INOPERABLE.
THIS IS NOT COVERED UNDER THE WARRANTY.

## REMOVE ITEMS OVER 14" FROM DESK

ITEMS TALLER THAN 14" ON THE VERTICAL MODEL AND 16" ON THE HORIZONTAL MODEL WILL BE DAMAGED WHEN YOU LOWER THE BED. LEAVING TALL ITEMS ON THE DESK CAN BEND THE MECHANISM MAKING THE BED INOPERABLE.
**NOT COVERED UNDER THE WARRANTY.**




**FAILURE TO FOLLOW THESE DIRECTIONS WILL VOID THE WARRANTY**

**WARNING!** ALL PISTONS CONTAIN STORED ENERGY. FAILURE TO FOLLOW THESE INSTRUCTIONS COULD RESULT IN DAMAGE TO THE PRODUCT, PERSONAL INJURY OR DEATH. PLEASE CALL 916-607-7728 WITH ANY QUESTIONS.