

TIP!
 DO NOT FULLY
 TIGHTEN SCREWS
 UNTIL ALL SCREWS
 HAVE BEEN LOOSELY
 POSITIONED.

**BEFORE ASSEMBLING,
 MAKE SURE THERE
 ARE NO
 MISSING PARTS.**

WARNING:

- **Adult Assembly Required.** Two adults recommended.
- Contains small parts, sharp points and edges.
- Do not stand, sit, kneel, climb, lean or pull on unit for support.
- Never leave children unattended.
- Do not place unit near high heat or moisture.
- Adult Supervision Recommended.

If you experience any difficulties with this product, please email us at customerservice@ecr4kids.com or call toll-free at (888) 227-9028 (Mon. through Fri., 8:00am to 4:00pm Eastern Standard Time)

Please do not return to place of purchase as Early Childhood Resources will replace defective part(s) and/or product.

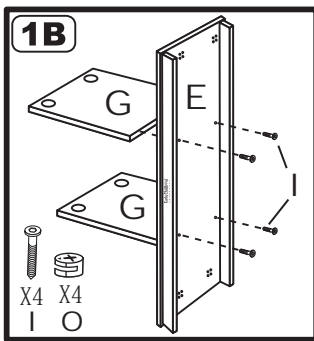
PARTS LIST

- A1** Left Side Panel-Unit 1 (1)
- A2** Right Side Panel-Unit 1 (1)
- A3** Left Side Panel-Unit 2 (1)
- A4** Right Side Panel-Unit 2 (1)
- B** Top Shelf(2)
- C** Upper Middle Shelf(2)
- D** Lower Middle Shelf(2)
- E** Bottom Shelf(2)
- F** Backs (6)
- G** Shelf Dividers (10)
- H** Metal Dowels (20)
- I** Hex Head Screws(52)
- J** Hex Key Tool
- K** Wheel Casters(8)-Optional
- L** Caster Screws(32)
- M** Hinge (1)
- N1** Posts (10)
- N2** Post Screws(10)
- O** Cams(20)
- P** Safety Hasp** & 7 Hasp Screws

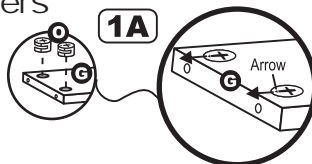
** For secure locking, a padlock must be purchased (not included).

NOTE:
 A Phillips Head Screwdriver will be needed for Assembly(not included)

1 Assemble the First Unit - Attach the 3 Bottom Dividers

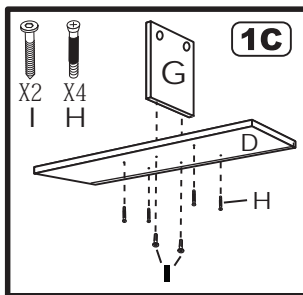


Front View



1A. Insert 4 Cams(O) into the large holes in 2 Shelf Dividers(G). Make sure arrows on Cams(O) point toward holes in the closest edge.

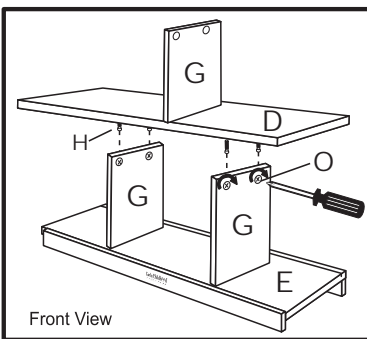
1B. Secure the 2 Dividers(G) to Bottom Shelf(E) using 2 Hex Head Screws(I) in each. Tighten with the Hex Key Tool(J).



1C. Insert 4 Metal Dowels(H) into the plastic plugs located under Lower Middle Shelf(D). Tighten with a Phillips Head Screwdriver.

1D. Secure the third Divider(G) to the Lower Middle Shelf(D) using 2 Hex Head Screws(I). Tighten with the Hex Key Tool(J).

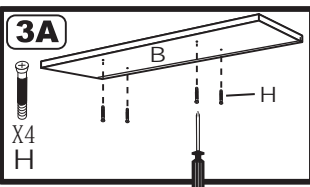
2 Attach the Lower Middle Shelf to the Base



Front View

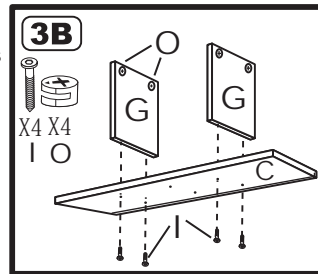
2. Position Lower Middle Shelf(D) so the attached Metal Dowels(H) enter the holes in the 2 lower Dividers(G) as shown. Turn Cams(O) with a Phillips Screwdriver until locked onto Metal Dowels(H).

3 Assemble the Top Section

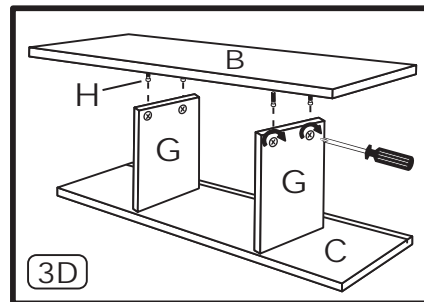


3A. Insert 4 Metal Dowels(H) into the plastic plugs located under the Top Shelf(B). Tighten with a Phillips Head Screwdriver.

3B. Insert 4 Cams(O) into 2 Dividers(G). Make sure the arrows on Cams(O) point toward holes in the closest edge.

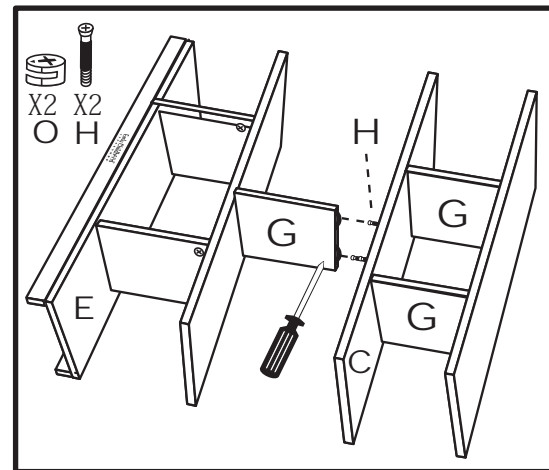


3C. Secure the 2 Dividers(G) to the top of the Upper Middle Shelf(C) using 4 Hex Head Screws(I) as shown. Tighten with the Hex Key Tool(J).



3D. Position the Top Shelf(B) so the attached Metal Dowels(H) enter holes in the top of the 2 Dividers(G) that are attached to the Upper Middle Shelf(C). Turn Cams(O) with a Phillips Head Screwdriver until locked onto the Metal Dowels(H).

4 Attach the Top Divider Section to the Bottom Divider Section



4A. Insert 2 Metal Dowels(H) into the plastic plugs located under Upper Middle Shelf(C) as shown. Tighten with a Phillips Screwdriver.

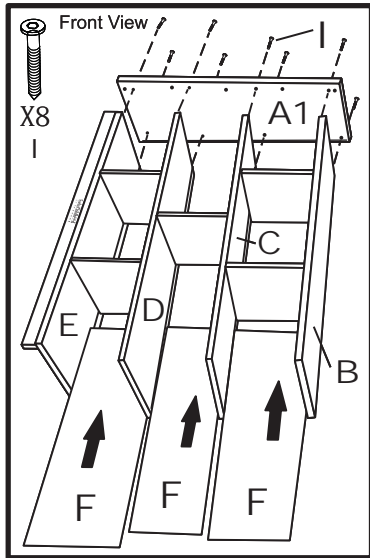
4B. Insert 2 Cams(O) into the large holes in Divider(G) as shown. Make sure arrows on Cams(O) point toward holes in closest edge.

4C. Position the Upper Divider Section(B,C,G) so the Metal Dowels(H) attached under Upper Middle Shelf(C) enter the holes in Divider(G) as shown. Turn Cams(O) with a Phillips Screwdriver until locked onto Metal Dowels(H).

5 Attach the Left Side and Back Panels

5A. Secure Left Side Panel(A1) to the Divider Section(B,C,D,E) using 8 Hex Head Screws(I). Tighten with the Hex Key Tool(J).

Important! Make sure holes in Left Side(A1) for Hinge(M) are toward the front edge.



5B. Slide the Back Panels(F) into the grooves between the Shelves(B,C,D,E) as shown, until fully inserted into the slot.

TIP:

- If the Back Panel does not slide easily into the grooves, wiggle the Back while pushing the panel into the slot.
- You may also turn the rear Cams on the shelf above or below to unlock, push the Back until fully inserted into the slot, then turn Cams to the locked position again.

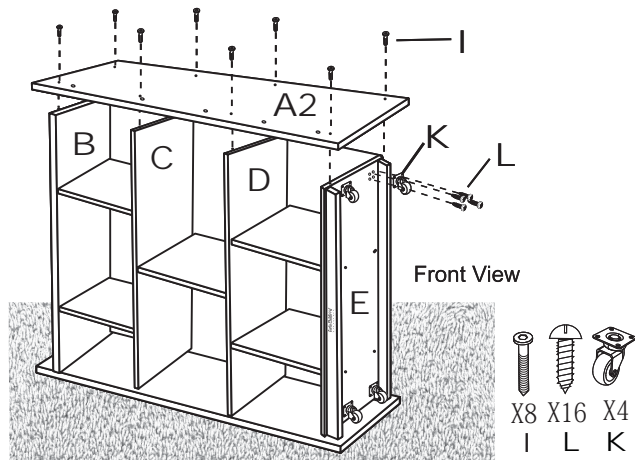
6 Attach the Right Side and Wheel Casters

6A. **Two Adults Recommended:** On a carpet or protected surface, carefully lay the unit on Left Side(A1). Attach 4 Wheel Casters(K) to Bottom Shelf(E) using 16 Small Screws(L). Tighten with a Phillips Head Screwdriver.

6B. Attach the Right Side Panel(A2) using 8 Hex Head Screws(I). Tighten with Hex Key Tool(J).

Important! Make sure holes in Right Side(A2) for Hinge(M) are toward the front of unit.

6C. **Two Adults Recommended:** Carefully turn unit upright.



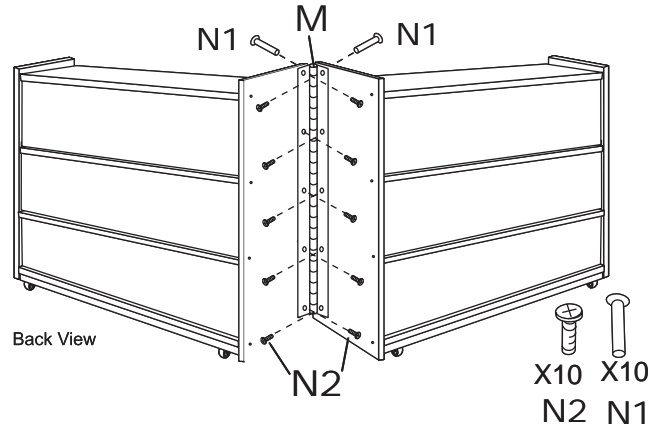
7 Assemble the Second Unit

7. Repeat Steps 1-6 to assemble the second unit, substituting parts Left Side Panel(A3) for (A1) and Right Side Panel(A4) for (A2).

Important! Make sure holes in Left Side(A4) for Hinge(M) are toward the front edge.

8 Attach the Hinge

8. Fasten Hinge(M) to Left Side(A1) of the first unit and Right Side(A4) of the second unit using 10 Posts(N1) and 10 Post Screws(N2) as shown. Tighten with a Phillips Head Screwdriver.



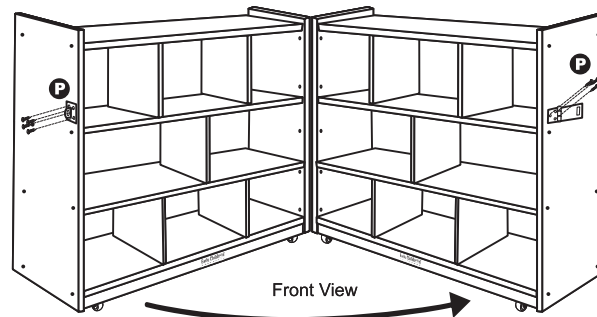
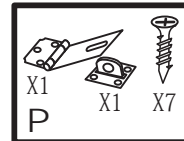
9 Attach Hasp and Tighten All Screws

9A. Install the Safety Hasp(P) with hinge barrel to the Side Panels(A1,A4) using the 7 Safety Hasp Screws(P). Tighten with a Phillips Screwdriver.

Note: Before completely tightening the Hasp Screws(P), Make sure the Hasp lines up and engages properly when the unit is folded and that the hasp folds flat when not in use.

9B. Fully tighten all screws. Secure the latch with a padlock (not included) if desired.

YOU ARE DONE!



CAUTION:

- Do not allow children to climb on shelves.
- Do not use as a ladder, seat or cart.

**Early Childhood
RESOURCES**

We appreciate your purchase of the High Fold & Lock Cabinet. Early Childhood Resources has made every effort to supply a quality product, that with proper use and care, will bring you many years of trouble free use!

Care and Cleaning

Clean wood with a damp cloth or sponge using warm water and mild soap. Wipe dry.

Do not place near heat, moisture or vaporizer which may cause wood to warp and peel.

Check for loose or worn parts periodically and tighten or replace as necessary.



"Early Childhood Resources® guarantees the quality of all of our products. You can trust the quality and safety of our furniture and materials, along with the peace of mind that our products are made to last. If for any reason, you are not satisfied with the quality and workmanship of our products, we will replace the item or refund the sale."

Record the Purchase Order Number here. Information is located on a label enclosed, and on the shipping carton. Place label and this sheet in an accessible place.

Model Number: **ELR-0630**

Purchase Order Number: _____