



# ASSEMBLY INSTRUCTIONS

MODEL #

**CM-BK963**

**Questions?**

GIVE US CALL: 1-888-980-5122  
MON-FRI 8:30AM - 5:30PM (PST)

## TOOLS REQUIRED



**Allen Wrench**

(Included)



**Phillips  
Screwdriver**

(Not Included)



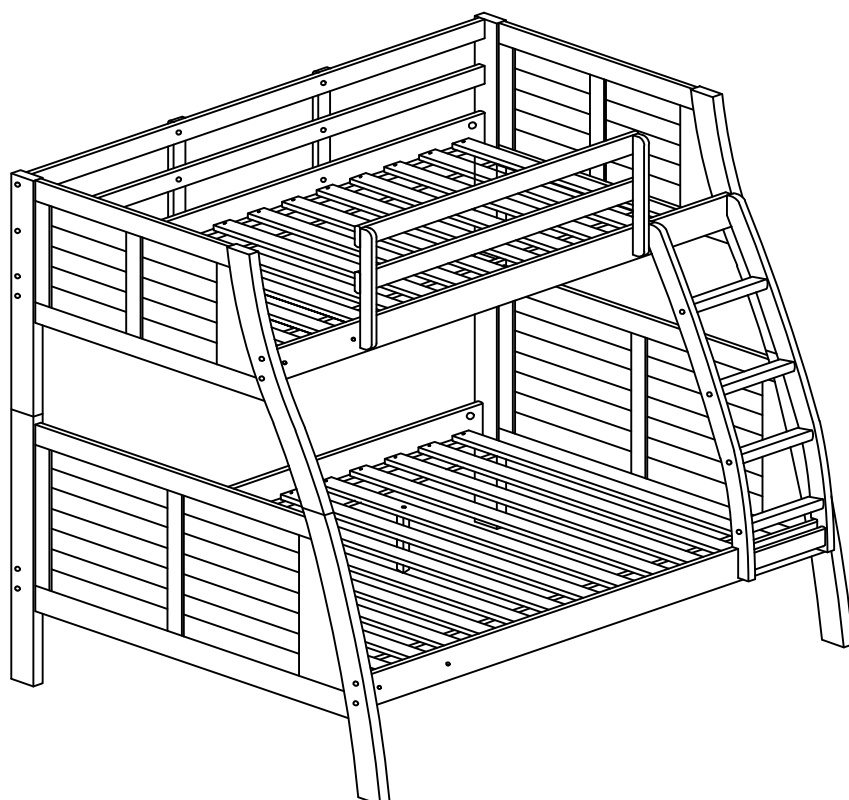
**2 - Persons  
Recommended**

## ASSEMBLY RATING



EASY ————— DIFFICULT

The Assembly Rating is a 5-point system showing the level of effort needed to assemble a specific product.





FOA Intro

Thank you for your purchase!

We hope you enjoy this new addition to your home for many years to come.

Our commitment to providing quality products does not simply end when you purchase our product. We fully stand behind our products from start to finish. Our customer service department is available Monday – Friday 8:30 AM – 5:30 PM Pacific and can help with assembly questions as well as, if necessary, replacing damaged or missing parts. To help expedite our service, please have these assembly instructions readily available, along with your order receipt.



Consumer Hotline  
Toll-Free 1-888-980-5122



WEBSITE  
[www.foagroup.com](http://www.foagroup.com)



Monday to Friday  
8:30AM- 5:30PM (PST)



E-MAIL  
[cs.ec@foagroup.com](mailto:cs.ec@foagroup.com)



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## CHECK BEFORE STARTING

☐

### Are you missing anything?

Double-check all parts, hardware and accessories listed on Page 6 are accounted for.

☐

### Check out our Quick Tips!

We recommend reviewing the pre-assembly handouts. Even experts need a refresher now and then!

☐

### Should we send any replacements?

Are there any irregularities or flaws in the parts? We can send replacements!

☐

### Prep Time!

Please review the assembly instructions and all diagrams prior to assembling. Arrange parts as recommended on Page 7 and group identical hardware together to make assembling easier.

# PRE ASSEMBLY INTRODUCTION

We understand building ready-to-assemble furniture can be a challenging experience for some. To help avoid confusion, we have provided some helpful tips that may speed up the process.



## Teamwork

ALWAYS have at least two people to help with transporting and assembling the product to avoid potential injury and/or damage.



## Suitable Location

Assembling near the area of the intended location is highly recommended.



## Sufficient Space

Make sure you have enough space to move around during the assembly.



## Avoid Scratches

Use cardboard, blankets or a carpeted area while assembling furniture to prevent scratches.



## Flat Surface

Make sure the furniture rests on a flat and level surface with each leg evenly touching the floor.

# ASSEMBLY AND CARE ADVICE



**FAILURE TO FOLLOW THE GUIDELINES BELOW MAY  
RESULT IN INJURY AND/OR PROPERTY DAMAGE.**



Position each part correctly  
and insert screws or bolts into  
their respective holes.



Turn clockwise to tighten and  
only tighten when step is  
completed or when instructed  
to do so.



Save the instructions and store  
any supplied tools for later  
maintenance.

Use the appropriate hand tools  
or power tools for assembly.  
Select steps, such as tightening  
screws and/or bolts, may require  
hand tools to avoid causing  
damage during assembly.



After two weeks, check and  
tighten any loose hardware and  
repeat again every six months  
thereafter.

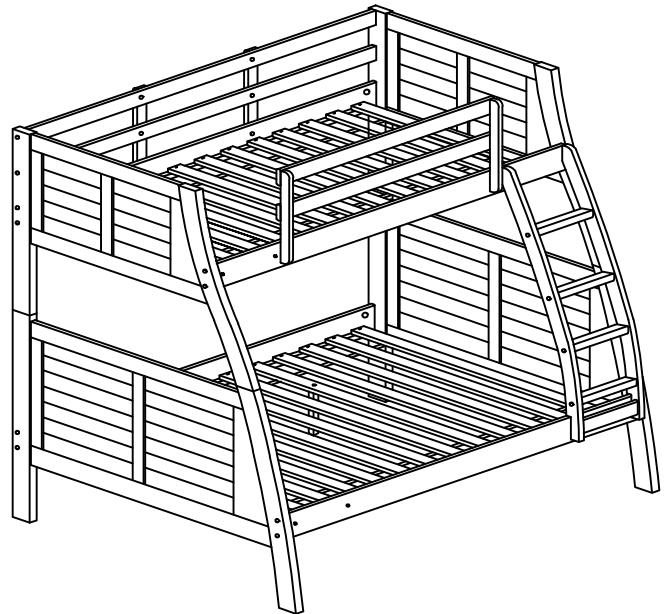
**IT IS THE USER'S RESPONSIBILITY TO MAINTAIN THE FURNITURE. THE HARDWARE MAY LOOSEN OVER TIME AND MAY CAUSE THE FURNITURE TO BE WOBBLY AND UNABLE TO SUPPORT ITS INTENDED WEIGHT CAPACITY. THIS MAY LEAD TO COLLAPSE AND MAY CAUSE SERIOUS INJURY.**

# BUNK BED

CM-BK963



- Please keep instructions for future reference.
- Check the quantity and irregularity of parts and hardware before you start.



## PARTS

#1 1pc



Lower End Guardrail(R)

#2 1pc



Lower End Guardrail(L)

#3 1pc



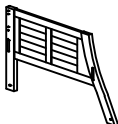
Lower Back Side Rail

#4 1pc



Lower Front Side Rail

#5 1pc



Upper End Guardrail(R)

#6 1pc



Upper End Guardrail(L)

#7 1pc



Upper Front Side Rail

#8 1pc



Upper Back Side Rail

#9 2pcs



Back Guardrail

#10 2pcs



Guardrail Support

#11 2pcs



Guardrail Support

#12 2pcs



Front Guardrail

#13 1pc



Ladder Rail (L)

#14 1pc



Ladder Rail (R)

#15 5pcs



Ladder Rung

#16 1set



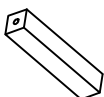
Top Slat (14pcs)

#17 1set



Bottom Slat (14pcs)

#18 2pcs



Support Leg

## HARDWARE

#A 4pcs



Dowel Ø10 x 1-5/8"

#B 16pcs



Bolt Ø1/4" x 2-3/4"

#C 16pcs



Hanger Nut Ø1/4"

#D 4pcs



Screw Ø6.5 x 3-1/8"

#E 10pcs



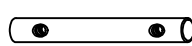
Screw Ø6.5 x 2"

#F 24pcs



Screw Ø1/4" x 1-3/16"

#G 4pcs



Connection nut  
Ø10 x 3-18"

#H 8pcs



Bolt Ø1/4" x 1"

#I 56pcs



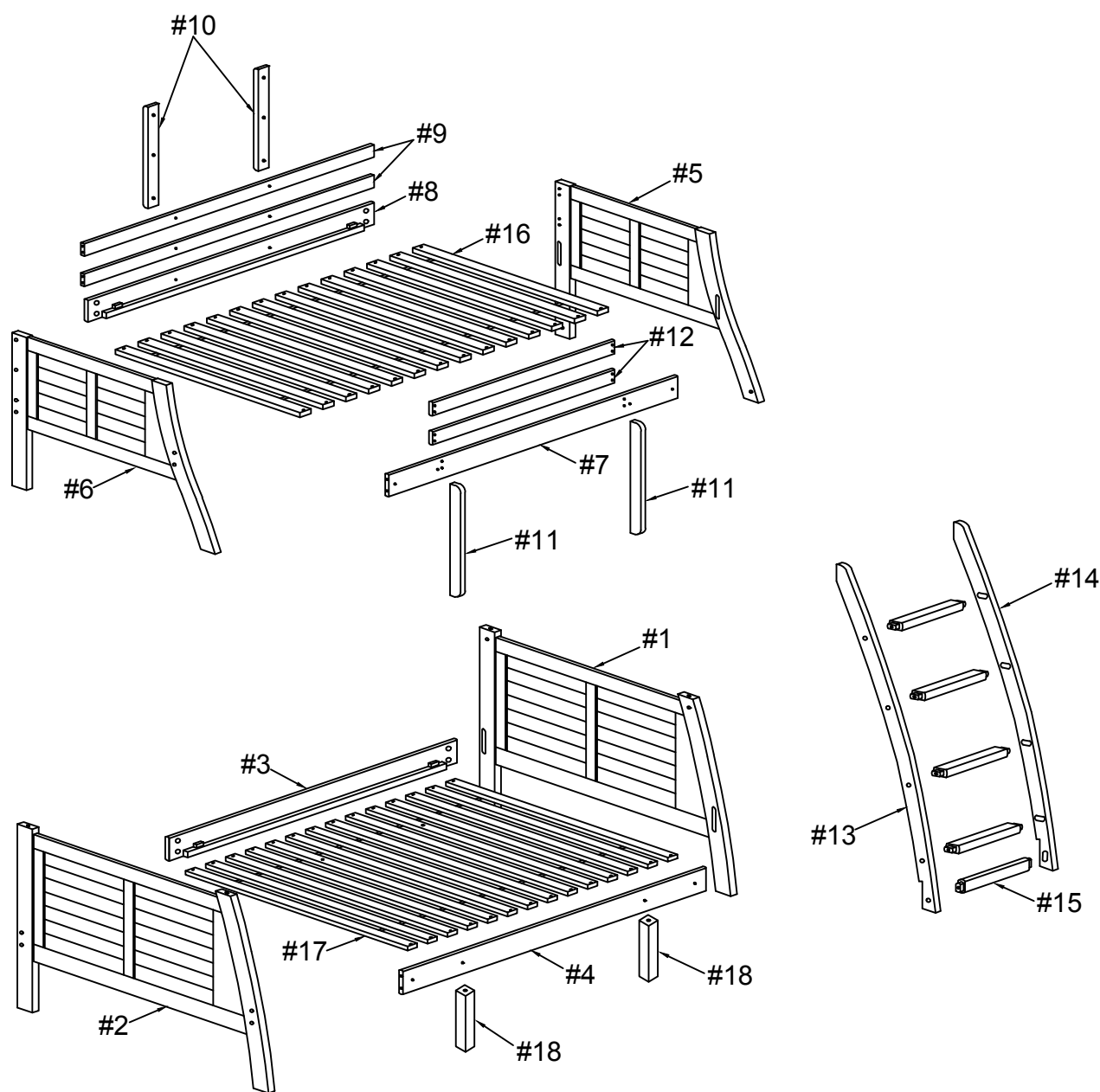
Screw #4 x 30mm

#J 1pcs



Allen Key 4mm

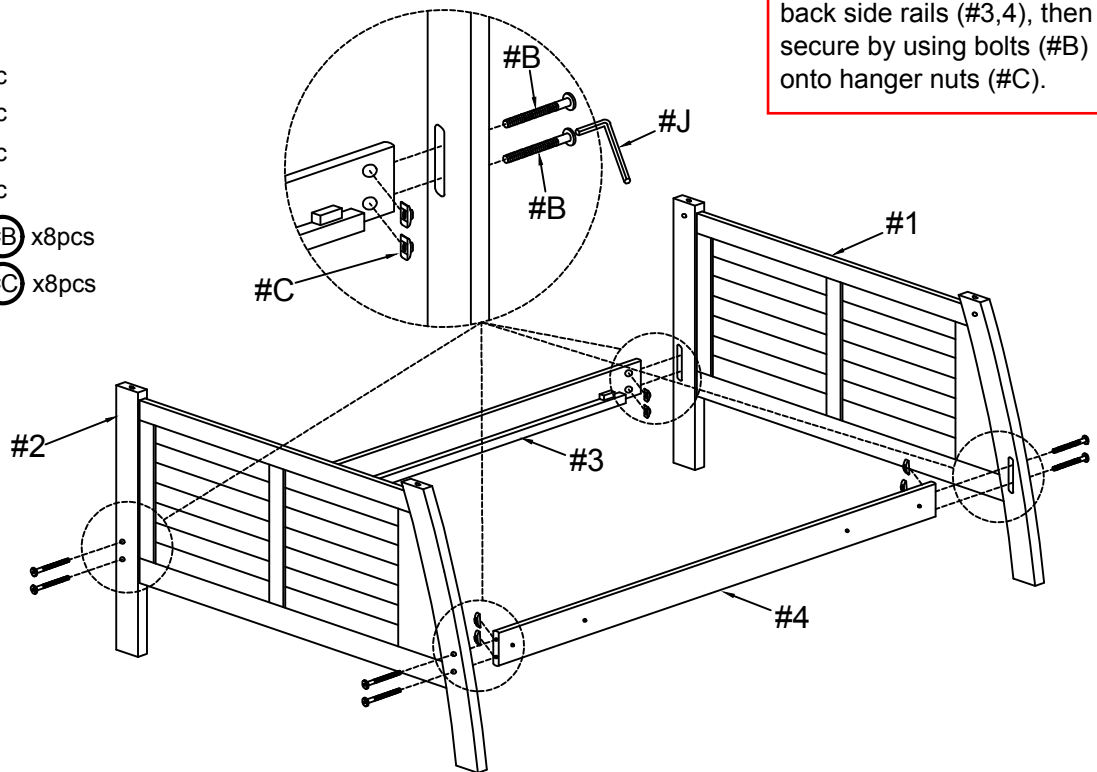
# Exploded View



# ASSEMBLY INSTRUCTIONS

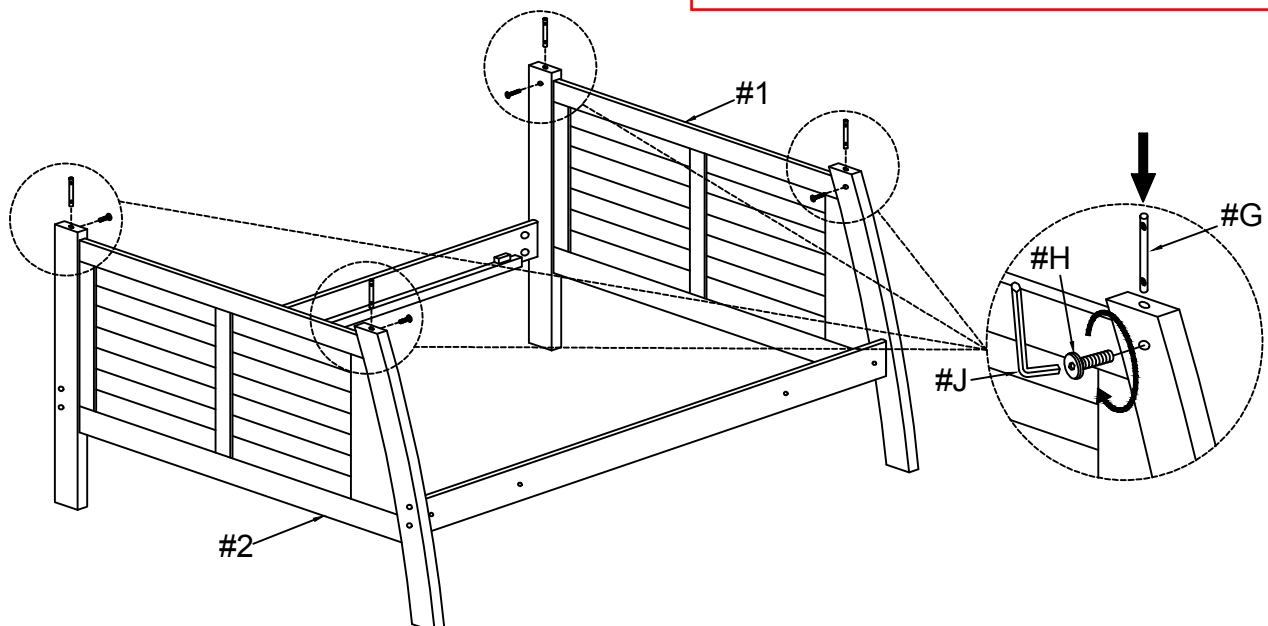
1

Part #1 x1pc  
Part #2 x1pc  
Part #3 x1pc  
Part #4 x1pc  
Hardware #B x8pcs  
Hardware #C x8pcs



2

Hardware #G x4pcs  
Hardware #H x4pcs

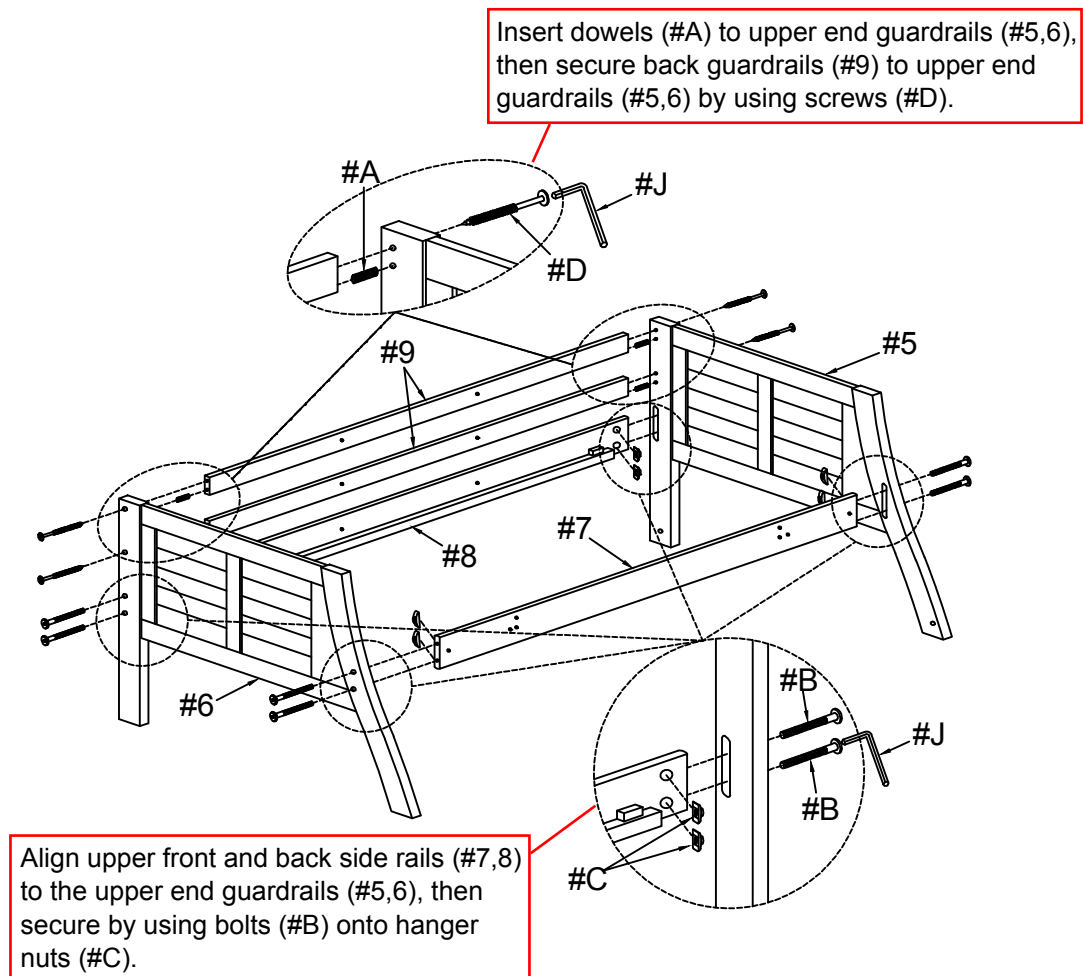




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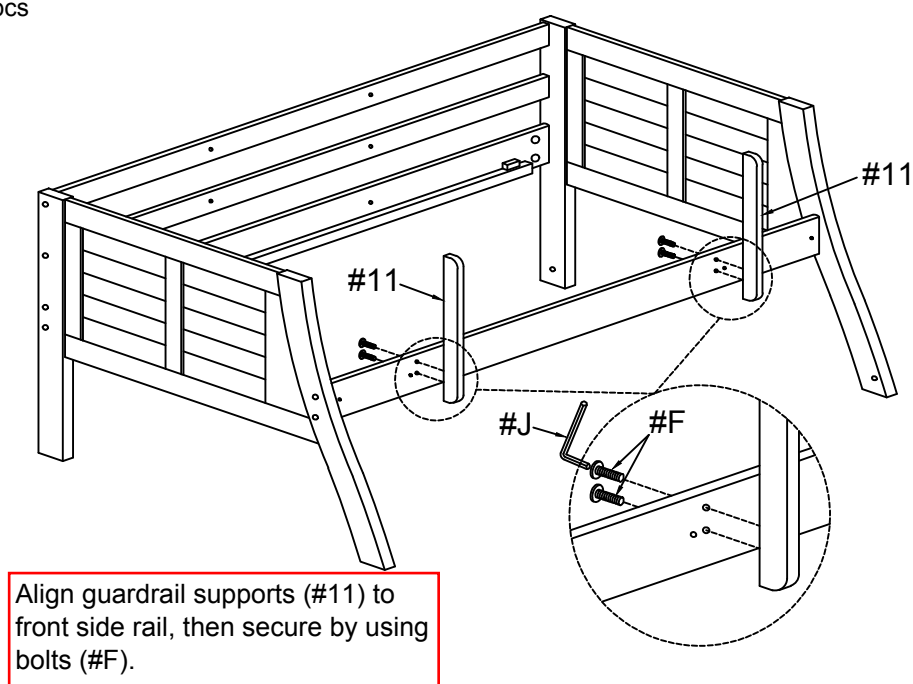
## 3

- Part #5 x1pc
- Part #6 x1pc
- Part #7 x1pc
- Part #8 x1pc
- Part #9 x2pcs
- Hardware #A x4pcs
- Hardware #B x8pcs
- Hardware #C x8pcs
- Hardware #D x4pcs



## 4

- Part #11 x2pcs
- Hardware #F x4pcs

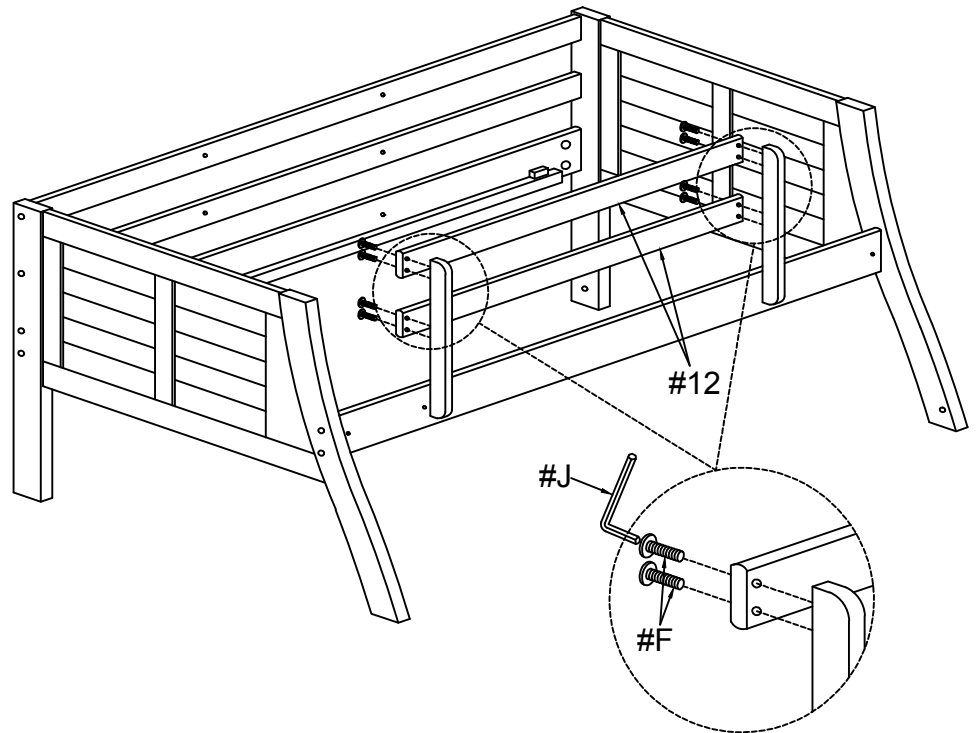


# ASSEMBLY INSTRUCTIONS

5

Part #12 x2pcs  
Hardware #F x8pcs

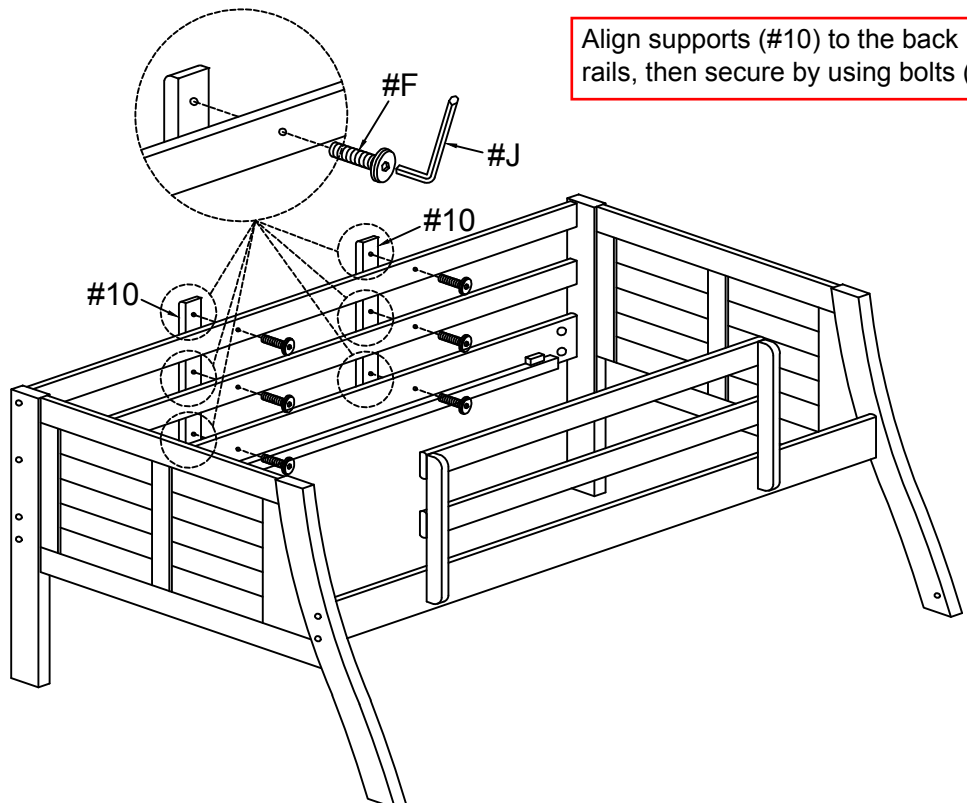
Align front guardrails (#12) to the support, then secure by using bolts (#F).



6

Part #10 x2pcs  
Hardware #F x6pcs

Align supports (#10) to the back rails, then secure by using bolts (#F).

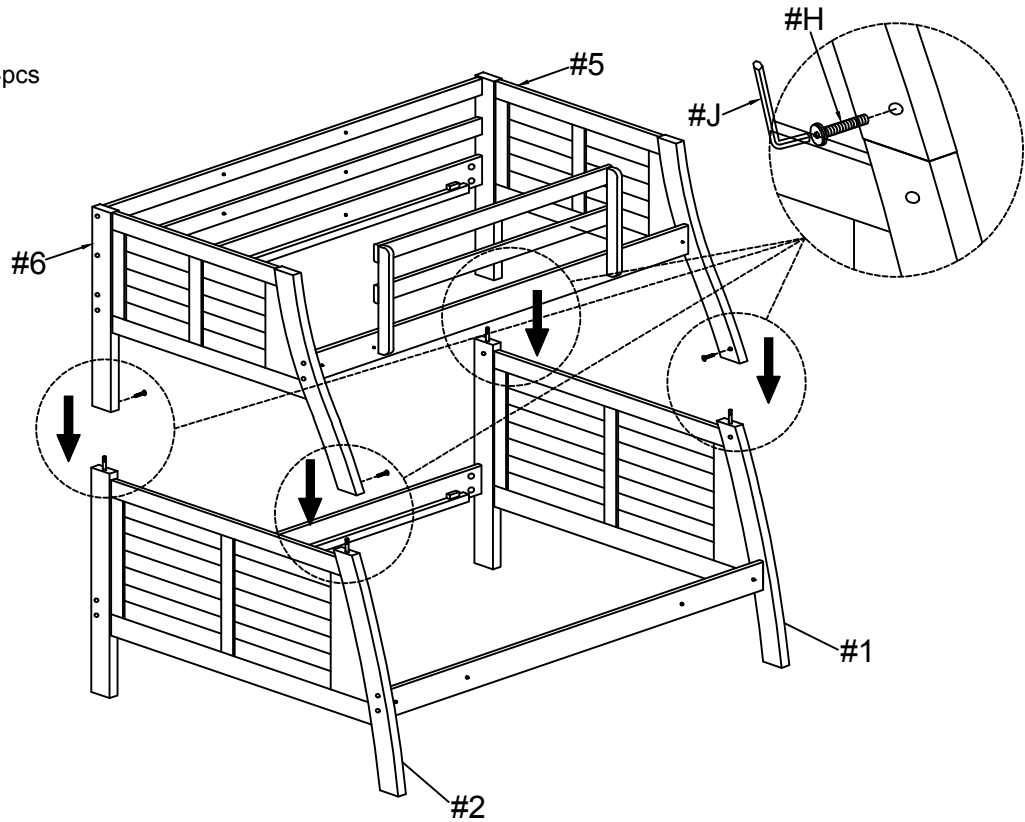


# ASSEMBLY INSTRUCTIONS

Align upper bunk to lower bunk, then secure by using bolts (#H).

## 7

Hardware (#H) x4pcs



## 8

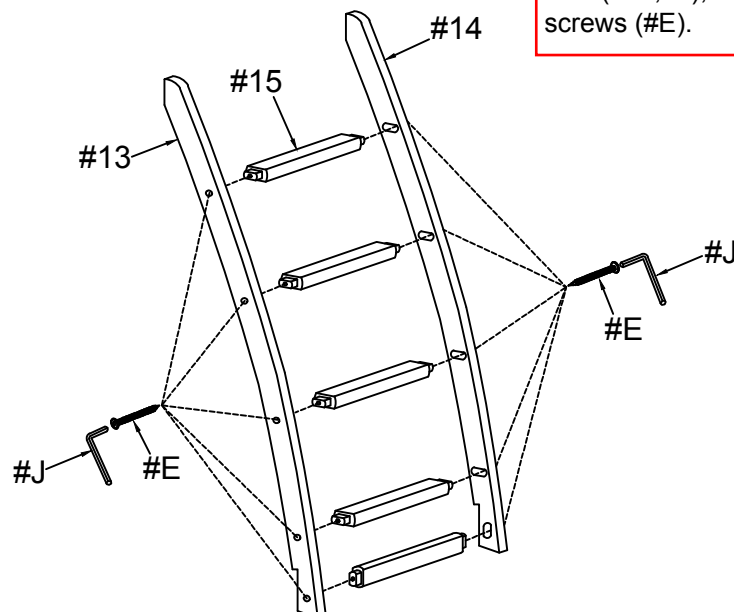
Part (#13) x1pc

Part (#14) x1pc

Part (#15) x5pcs

Hardware (#E) x10pcs

Align ladder rungs (#15) to ladder rails (#13,14), then secure by using screws (#E).

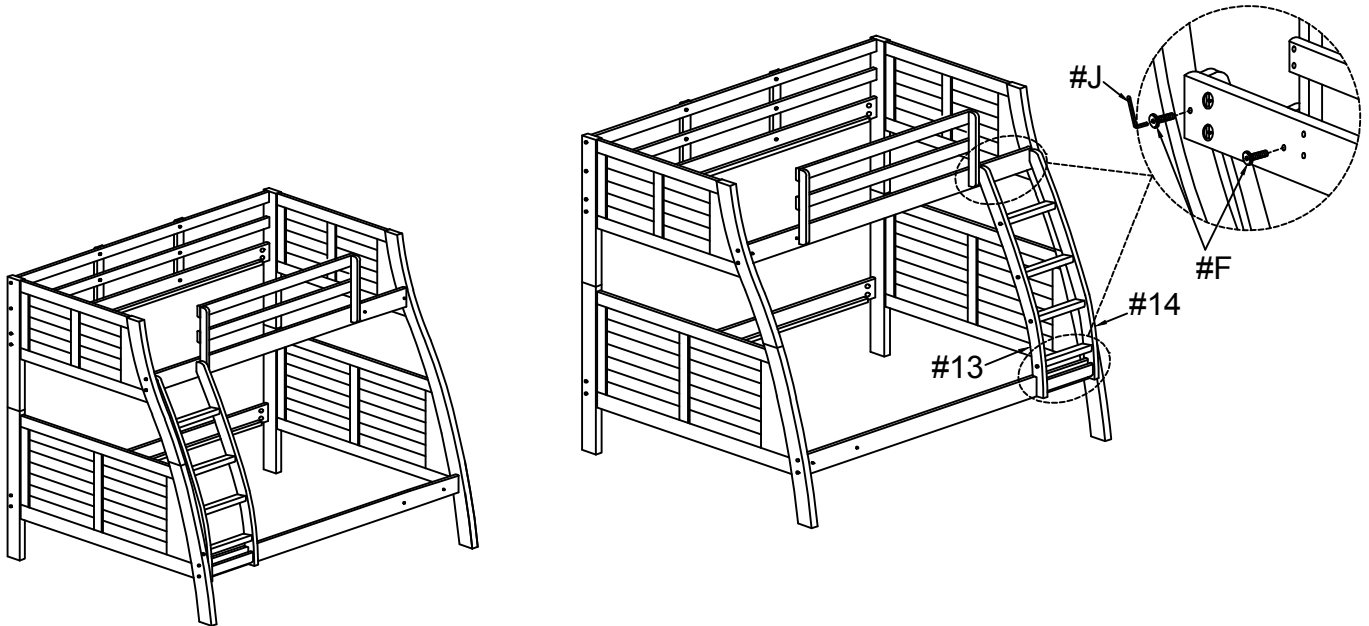


# ASSEMBLY INSTRUCTIONS

9

Hardware **#F** x4pcs

Align ladder in either side of the bunk bed, then secure by using bolts (**#F**).



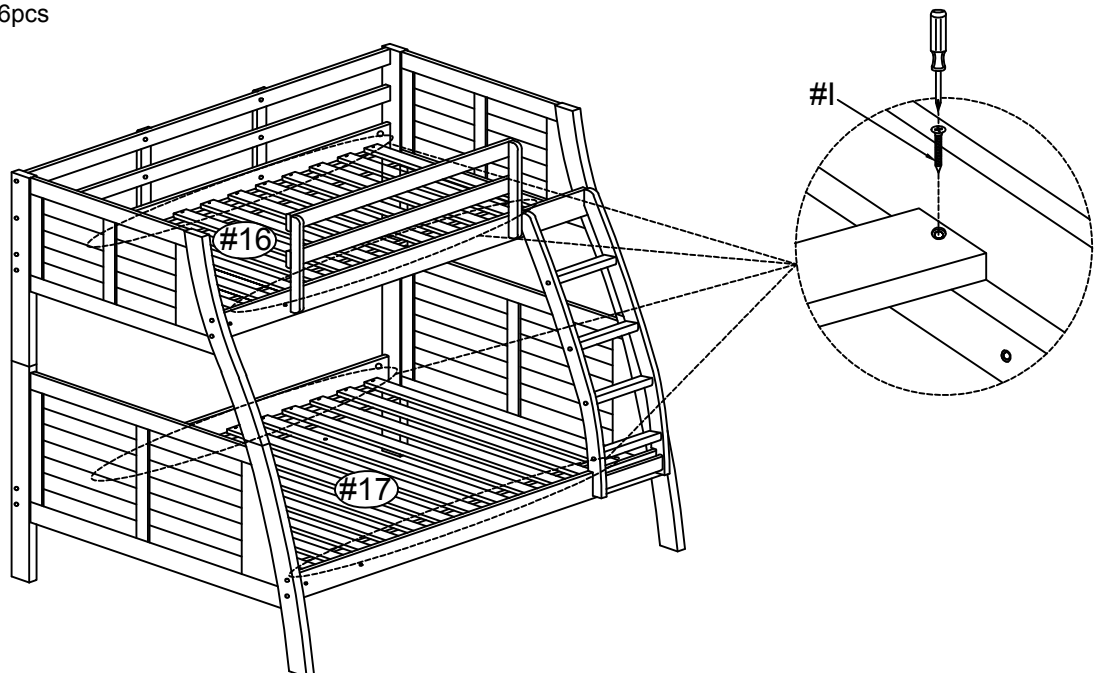
10

Part **#16** x1set

Part **#17** x1set

Hardware **#I** x56pcs

Align slat kits (**#16,17**) to the bunk bed, then secure by using screws (**#I**).

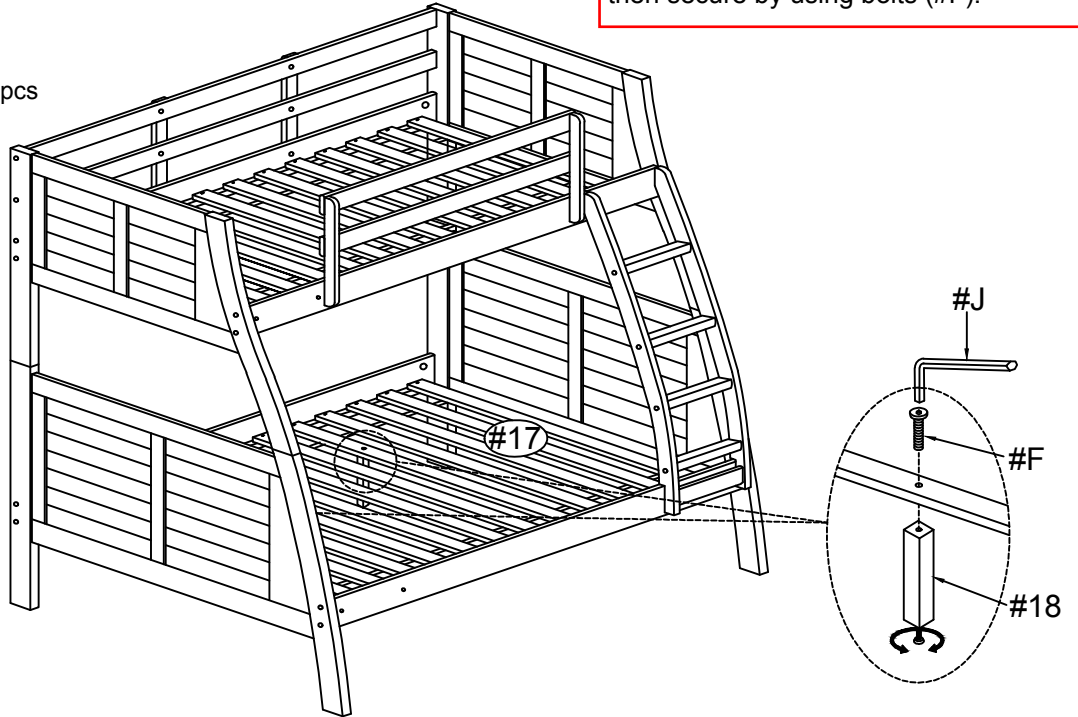


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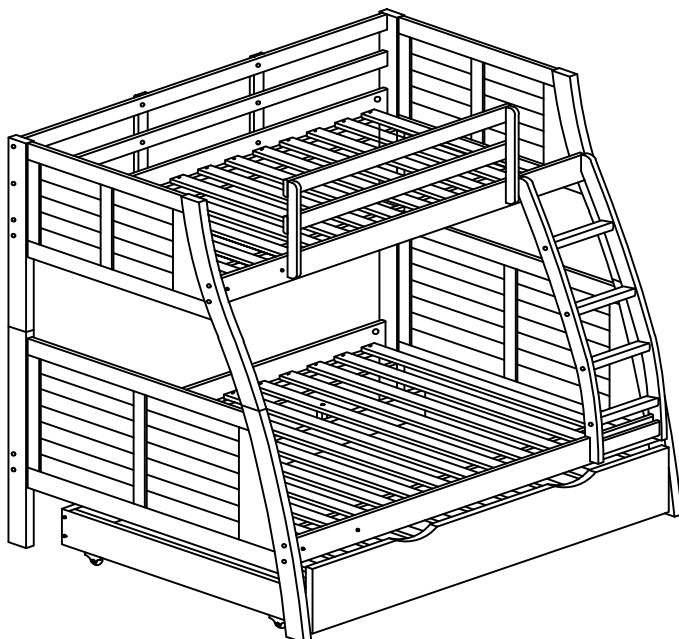
## 11

Part #18 x2pcs  
Hardware #F x 2pcs

Align support leg (#18) to the slat kit (#17), then secure by using bolts (#F).



## 12



### ASSEMBLY COMPLETED



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MODEL #

**CM-BK963-TR**

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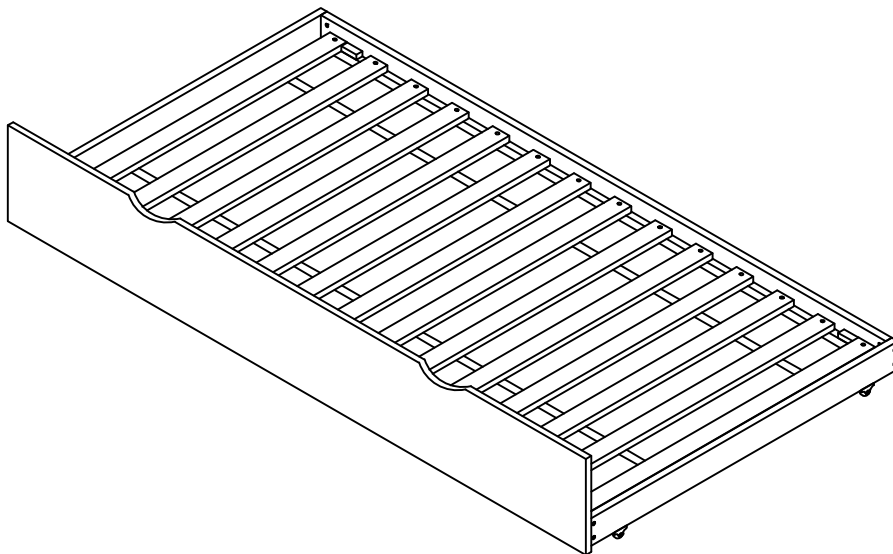
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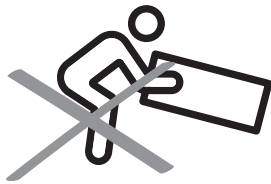
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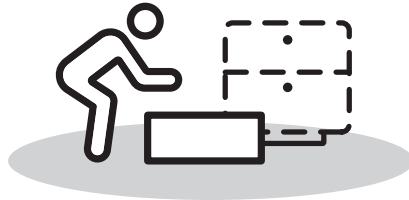
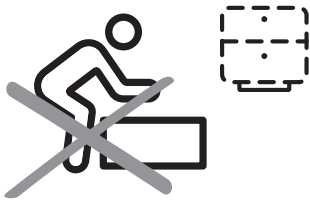
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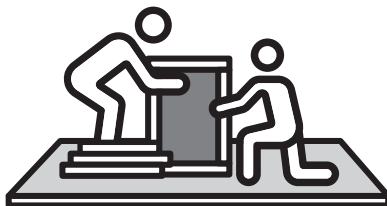
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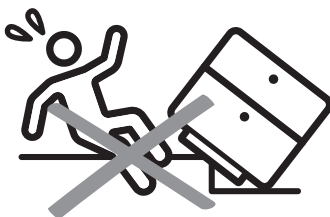
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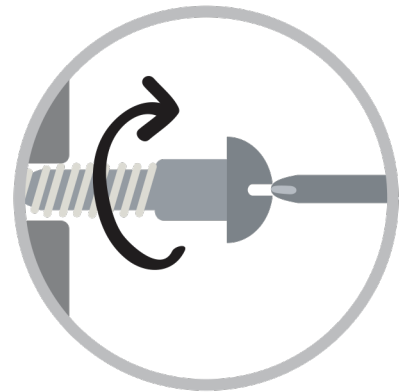
# ASSEMBLY AND CARE ADVICE



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Position each part correctly  
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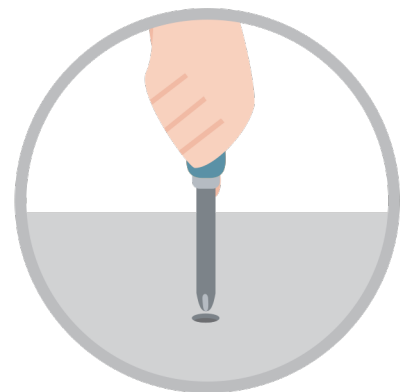


Turn clockwise to tighten and  
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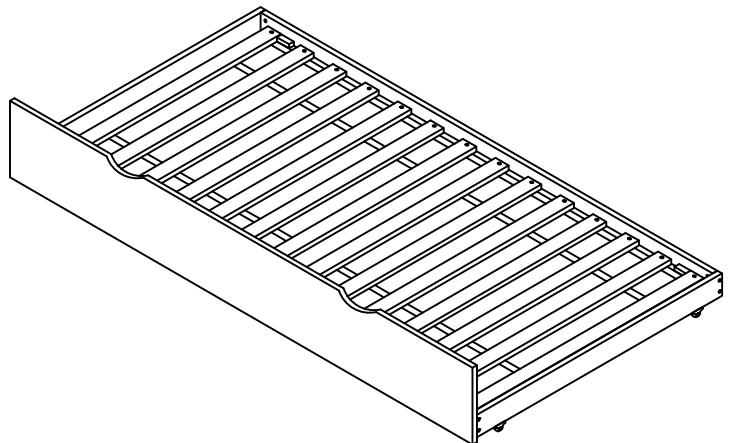
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# TRUNDLE

CM-BK963-TR

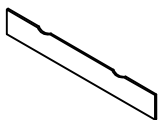


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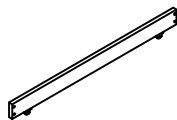
## PARTS

#1 1pc



Front Panel

#2 2pcs



Side Panel

#3 1pc



Back Panel

#4 2sets



Slat (7pcs)

## HARDWARE

#A 4pcs



Bolt Ø1/4" x 2-1/2"

#B 4pcs



Barrel Nut Ø1/4"

#C 4pcs



Bolt Ø1/4" x 1-3/16"

#D 28pcs



Screw #4 x 1-3/16"

#E 4pcs



Wheel

#F 8pcs



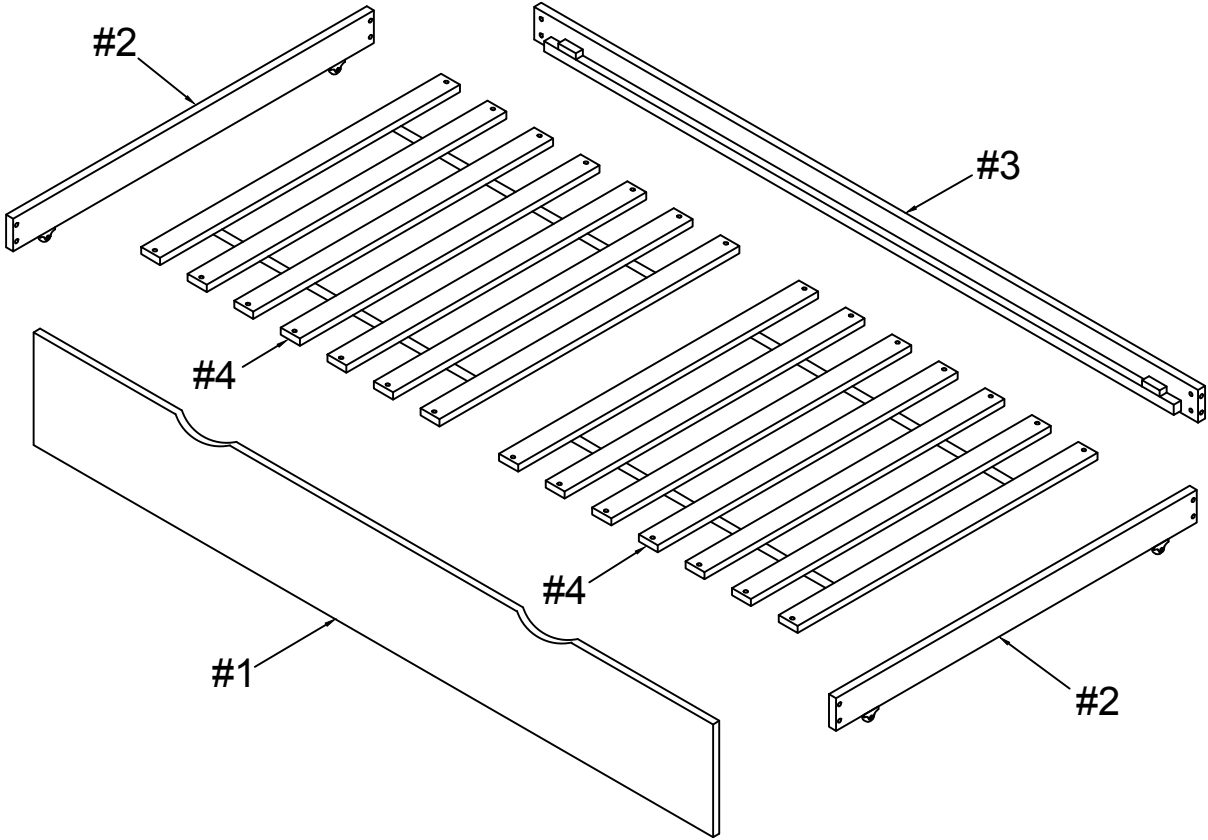
Screw #4 x 5/8"

#G 1pc



Allen Key 4mm

# Exploded View



# ASSEMBLY INSTRUCTIONS

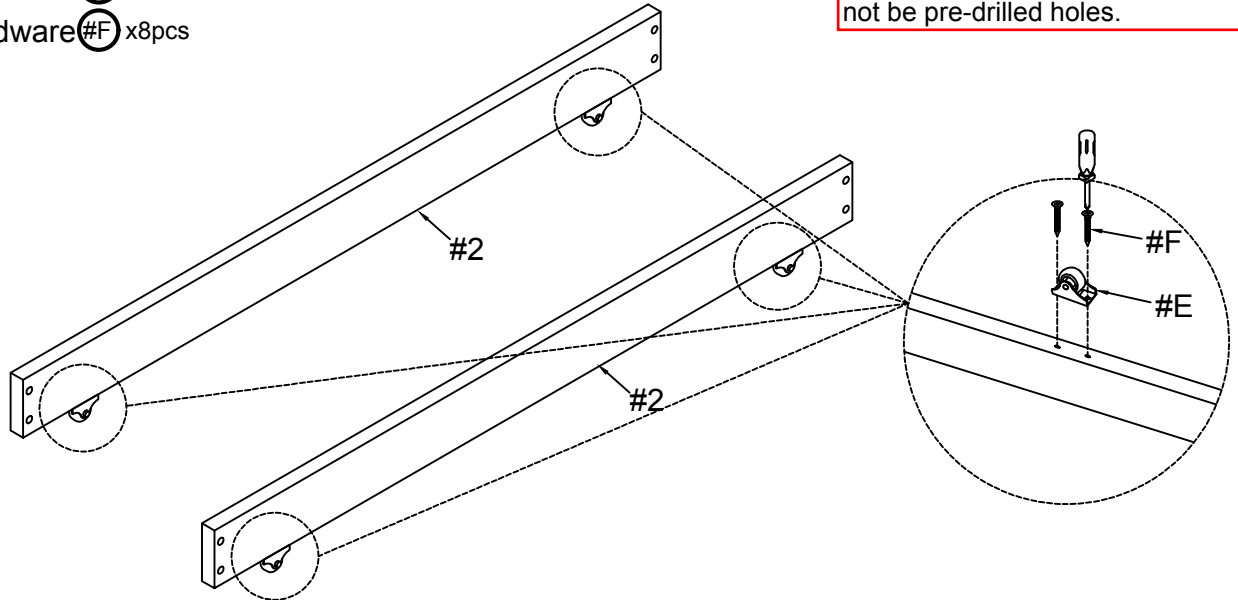
1

Part #2 x2pcs

Hardware #E x4pcs

Hardware #F x8pcs

Align wheels (#E) to the bottom of the side panels (#2), then secure by using screws (#F). There may not be pre-drilled holes.

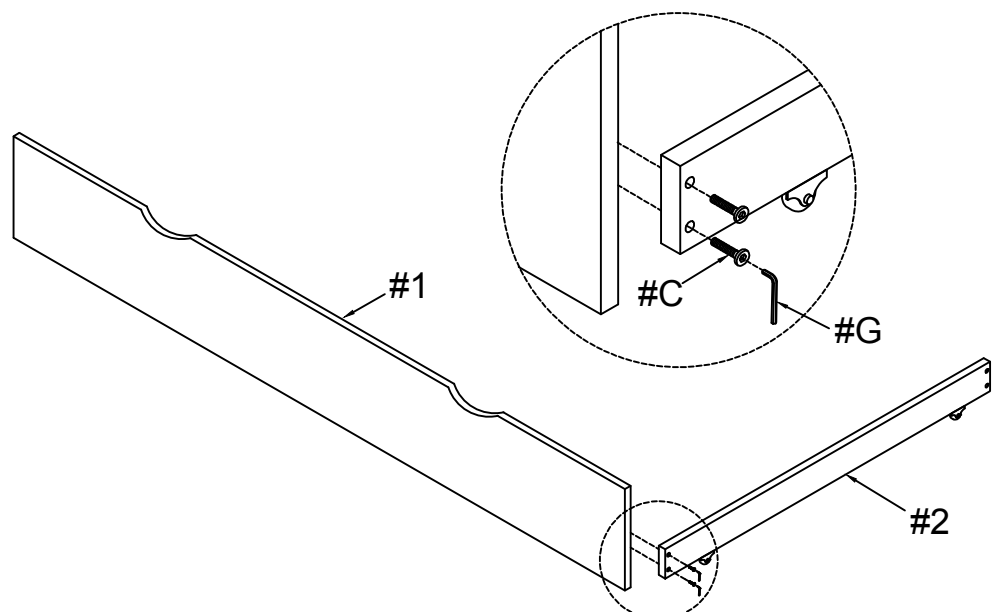


2

Part #1 x1pc

Hardware #C x2pcs

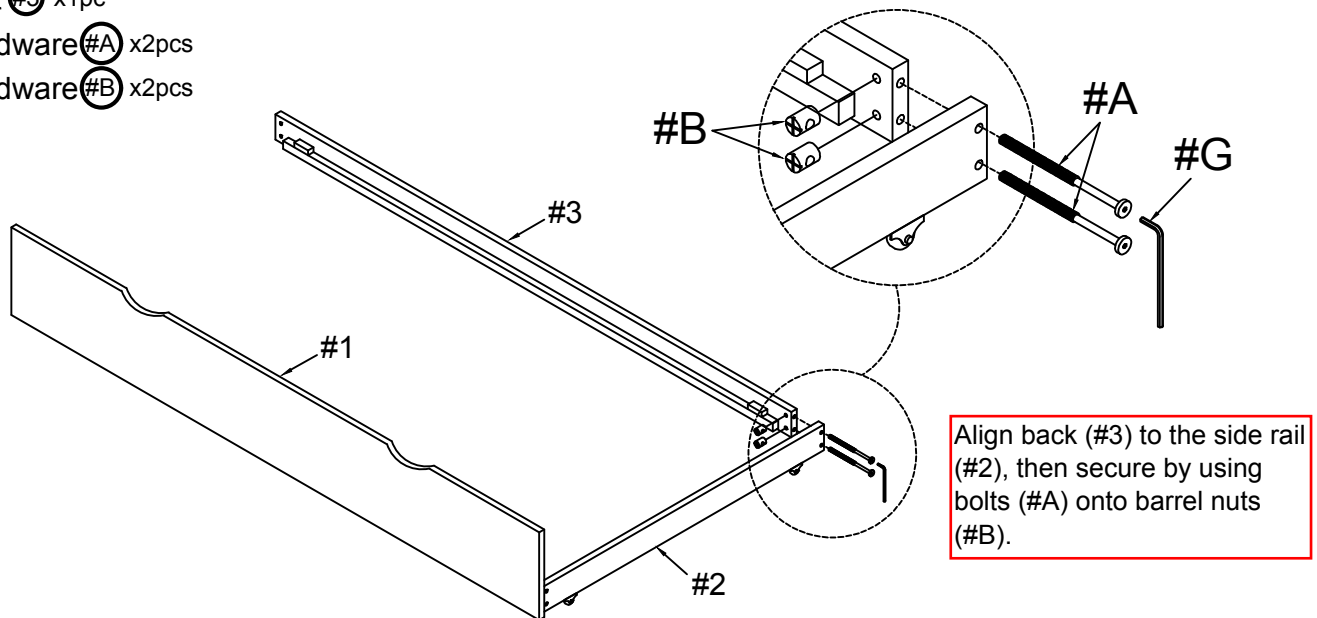
Align front (#1) to the side rail (#2), then secure by using bolts (#C).



# ASSEMBLY INSTRUCTIONS

## 3

Part #3 x1pc  
Hardware #A x2pcs  
Hardware #B x2pcs

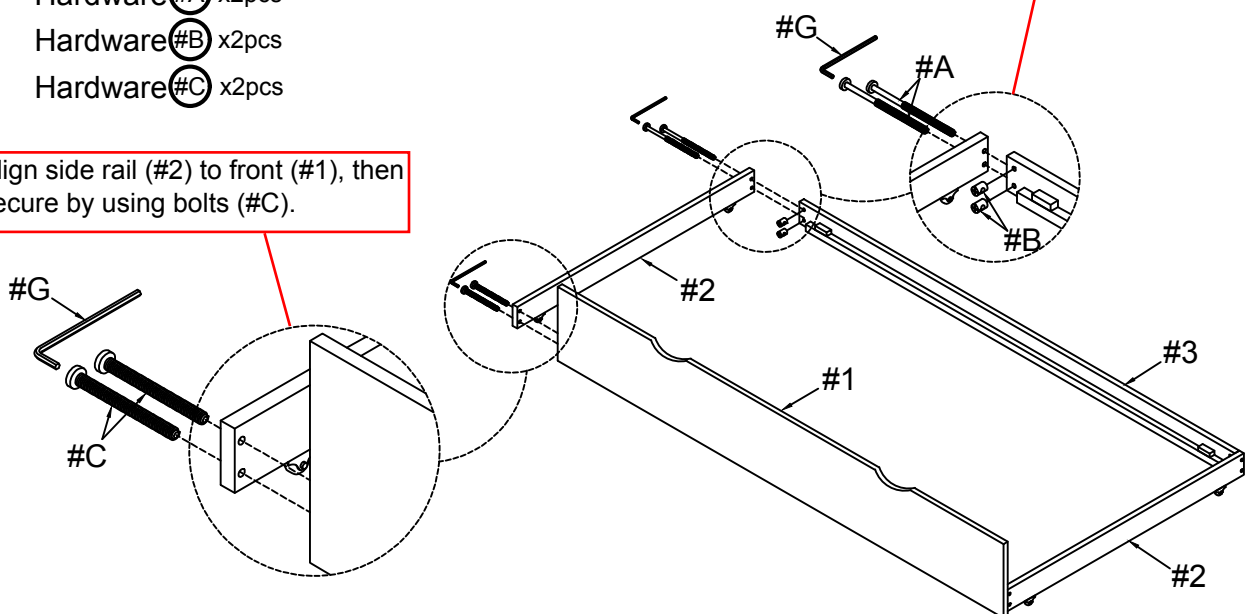


## 4

Hardware #A x2pcs  
Hardware #B x2pcs  
Hardware #C x2pcs

Align side rail (#2) to front (#1), then secure by using bolts (#C).

Align side rail (#2) to back (#3), then secure by using bolts (#C).



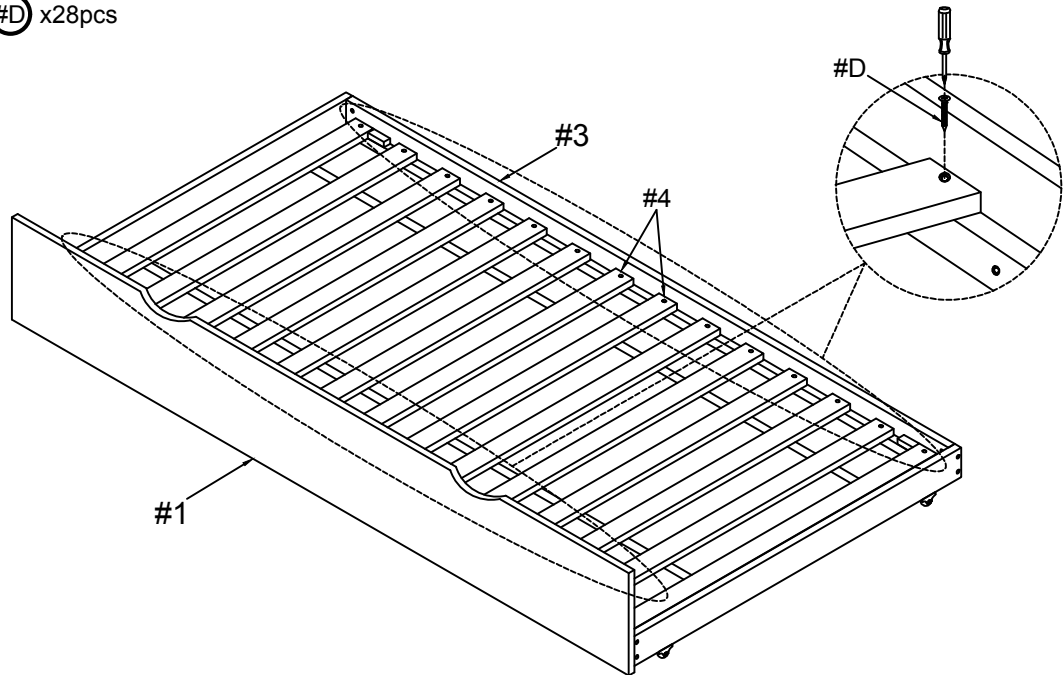
# ASSEMBLY INSTRUCTIONS

5

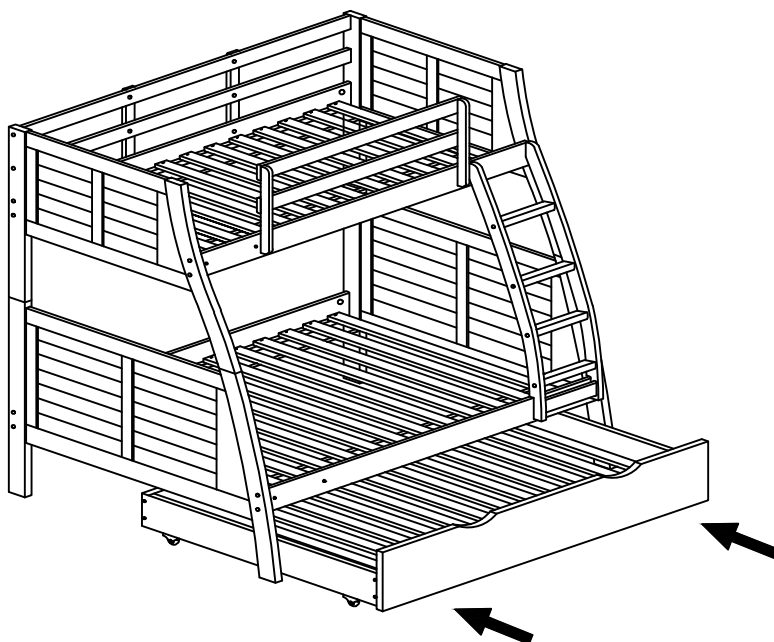
Part #4 x2sets

Hardware #D x28pcs

Align slats (#4) to the trundle, then secure by using screws (#D).



6



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