



Luoyang Hefeng Office Furniture Co., Ltd.

Tel: 86-379-63215281 Fax: 86-379-63215282
Room 1011-1013, 10/F, Bodacheng Mansion, Luoyang 471000, China

ONE SET INSTALLATION

FIRST LINE WITH DOORS INSTALLATION

A. Rails & Base

Assembly:



Rail (end socket): 2 Packages



Rail (middle): 1 Package



Base: 1 Package



Reinforcing Rod for Rail (Long): 1 Package
Reinforcing Rod for Rail (Short): 1 Package



Anti-tilt Sheet: 3-4 Pieces

Pad Sheet: Several pieces

Screw and Nut: Several pieces

Tool: Wrench

Spirit level

Step:

1. Layout the rails and base as picture below.

The base side with wheel gear on the side you will install the Drive Handle (STEP D).



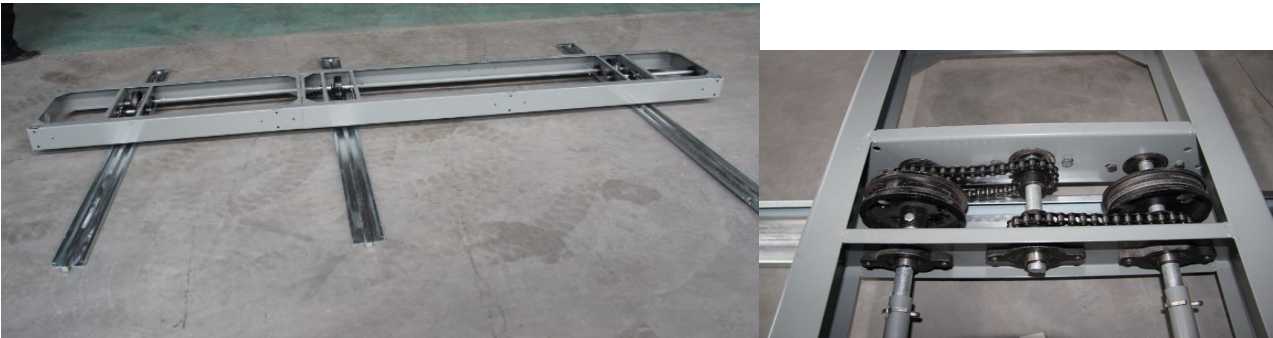


Luoyang Hefeng Office Furniture Co., Ltd.

Tel: 86-379-63215281 Fax: 86-379-63215282
Room 1011-1013, 10/F, Bodacheng Mansion, Luoyang 471000, China

2. Measure the ground with spirit level and adjust the rough with the Pad Sheet to make sure the ground is level.

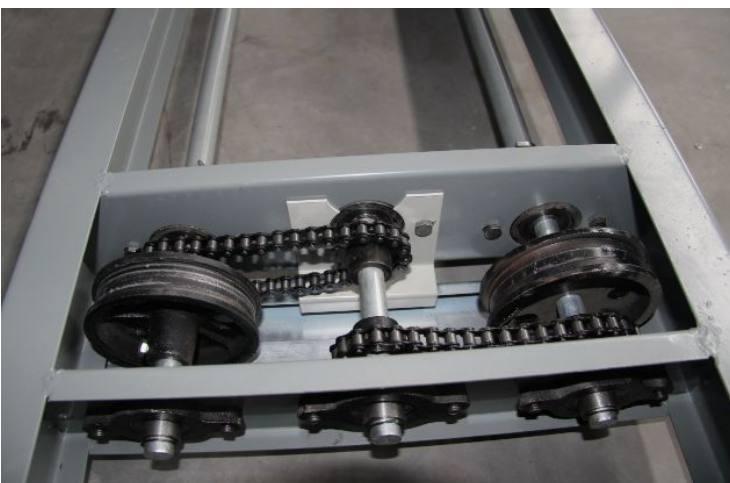
3. Assemble the Base as picture below



4. Assemble the Reinforcing Rod for Rail with Screw and Nut.(Each rail connections should be installed.)



5. Assemble the Anti-tilt Sheet. (4 Pieces)



B. Column



Assembly:

Column: 1 Package (4 pieces)

Screw and Nut: Several pieces

Tool: Wrench

Step

1. Assemble the Column into the base. Put the side with two small holes in the front. (Prepare for the installation of door border STEP G)
2. Match the main column with base as per the picture shown below. (Prepare for the installation of Drive Hanging Plate STEP D)
3. Screw on the bottom.



C. Top Plate



Assembly:

Top Plate: 1 Package (3 pieces)

Screw and Nut: Several pieces

Tool: Wrench

Step

1. Put the plate side with small hold in the front, match the hole on the column. (Prepare for the installation of door border STEP G)
2. Screw the Top Plate. (Middle connections with long screw, and side connections with short screw.)



D. Drive Hanging Plate



Assembly:

- Drive Hanging Plate: 2 Pieces (Drive Hanging Plate, Cycle Chain)
Screw and Nut: Several pieces

Tool: Screwdriver, Wrench



Step

1. Install the cycle chain on Drive Hanging Plate.
2. Install the other end of the cycle chain on base.
3. Screw the Drive Hanging Plate on the main column.

E. Side Plate



Assembly:

Side Plate: 1 Package
Screw and Nut: Several pieces

Tool: Screwdriver, Wrench

Step:

Screw the Side Plate on the side column.



F. Drive Handle



Assembly:

Drive Handle: 1 Package

Tool: Screwdriver, Wrench

Step:

1. Unscrew the screws and gaskets on Drive Hanging Plate.
2. Install the Drive Handle on the Drive Hanging Plate. Screw with the screws and gaskets which just be took off.
3. Install the brake lever in the same way.



G. Door Border



Assembly:

Door Border: 1/2 Package

(3 up, 3 middle, 3 bottom)

Up: narrow with 1 hole

Middle: narrow with 2 holes

Bottom: wide with 1 hole

Upright Door Border: 1/2 Package (1 left, 1 right)

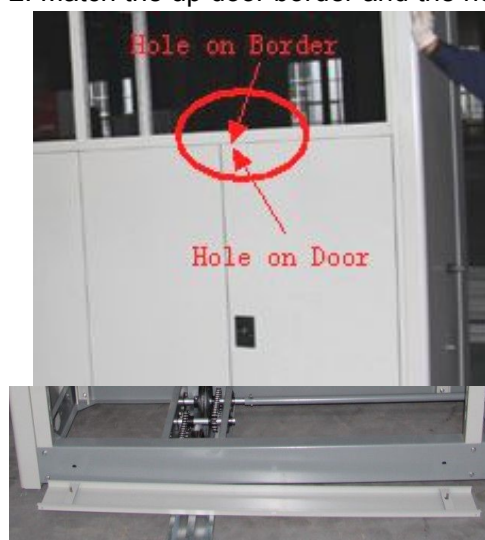
Screw and Nut: Several pieces

Self-tapping screw: Several pieces

Tool: Screwdriver, Wrench, electric pistol drill

Step:

1. Let the up door border side with hole on the bottom.
2. Match the up door border and the hole on the top plate then screw.



3. Adjust the middle door border to the correct position: Compare the bottom hole on the border and the up hole on the door. Enable them to match. (Prepare for the installation of doors STEP H)
4. Screw the middle door border on the column.



5. Let the bottom door border side with hole on the top.
6. Match the bottom door border and the hole on the base then screw.

7. Screw the left and right door border with electric pistol drill and Self-tapping screws



Luoyang Hefeng Office Furniture Co., Ltd.

Tel: 86-379-63215281 Fax: 86-379-63215282
Room 1011-1013, 10/F, Bodacheng Mansion, Luoyang 471000, China

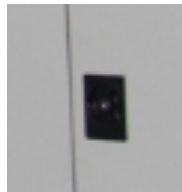


H. Door

Assembly:



Door: 3 Packages (6 left, 6 right)



Lock: 6 pieces



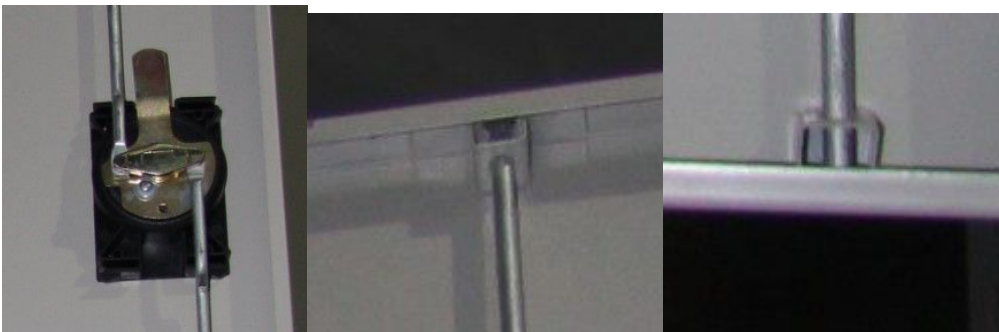
Door Lock Steel Bar: 12 pieces



Door spindle and plastic spacer: 12 pieces

Step:

1. Install the lock and steel bar to the door.



2. Install the door spindle to the middle door border and bottom door



Luoyang Hefeng Office Furniture Co., Ltd.

Tel: 86-379-63215281 Fax: 86-379-63215282
Room 1011-1013, 10/F, Bodacheng Mansion, Luoyang 471000, China

border.

3. Install the door: Match the door bottom hole and the door spindle.
Press the door shaft, insert a hole on the door border.



4. Install the six door in the same way.



I. Shelves



Assembly:

Shelves: 3 Packages
(24 shelves, 24 Hanging Plate)

Step:

1. Hang the hanging plate on the hole of the column.



Luoyang Hefeng Office Furniture Co., Ltd.

Tel: 86-379-63215281 Fax: 86-379-63215282
Room 1011-1013, 10/F, Bodacheng Mansion, Luoyang 471000, China

2. Put the shelves on the hanging plate.



J. Seal Strip



Assembly:

Seal Strip: 2 pieces

Seal Strip holder: 2 pieces

Self-tapping screw: Several pieces

Tool: Electric pistol drill



Step:

1. Put the seal strip on the side plate with seal strip holder.
2. Screw with electric pistol drill and Self-tapping screws.
3. Install another side in the same way.



K. Dust Guard Plate



Assembly:

Dust Guard Plate: 1 piece

Self-tapping screw: Several pieces

Tool: Electric pistol drill

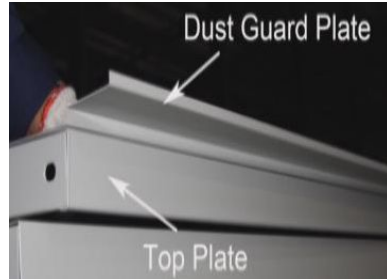


Luoyang Hefeng Office Furniture Co., Ltd.

Tel: 86-379-63215281 Fax: 86-379-63215282
Room 1011-1013, 10/F, Bodacheng Mansion, Luoyang 471000, China

Step:

Screw the Dust Guard Plate on the top of the top plate with electric pistol drill and Self-tapping screws.



Finish the First line

Repeat the above steps to install the line with doors.

Remove the step G & H to install the middle line without doors.