



Parts and Damage Replacement Procedure

1. Please inspect your purchase immediately.
2. This procedure covers product purchased from an authorized Roundhill Reseller and was received in its originally sealed carton.
3. If you find a part missing or damaged, you have a 30-day window in which to order a replacement part from the date on your purchase receipt.
4. You have 3 ways to do this. You will need a copy of your purchase receipt.
 - a. By Fax: Fax the parts order form below and along with your receipt to 614-878-7918
 - b. By Email: Email the order form and along with your receipt to: parts@roundhillfurniture.com
 - c. By Mail: Fill out the parts order form below and along with a copy of your receipt send it to Roundhill furniture parts department 3640 Zane Trace Drive, Columbus OH 43228
5. Once this order is sent in, you will be notified if the part(s) you are requesting can or cannot be shipped within 7-10 business days.

**A COPY OF YOUR PURCHASE RECEIPT OR INVOICE MUST BE ATTACHED TO THIS ORDER FORM.
NO ORDERS WILL BE PROCESSED WITHOUT PROOF OF PURCHASE.**

NAME: _____
ADDRESS: _____ (No Post Office Boxes)
CITY: _____ STATE: _____ ZIP: _____
PHONE: _____ FAX: _____
EMAIL: _____

REASON FOR REPLACEMENT/PLEASE CHECK APPROPRIATE BOX.

- () Damaged /scratched, cracked, broken, crushed, etc.
- () Mechanical malfunction/ drawer glides, swivel mechanisms, lid stays, etc.
- () Missing pieces
- () Unfinished surface
- () Wrong color
- () Other

IF MORE THAN ONE MODEL NUMBER IS LISTED ABOVE, PLEASE SPECIFY THE EXACT MODEL NUMBER OF YOUR ITEM IN THE SPACE PROVIDED BELOW.

Model Number	Part Letter Code	Quantity

ITEM NO. B237Q-QUEEN BED

ASSEMBLY INSTRUCTION

MODEL : B237Q-HB&FB / FBDR / SR










DESCRIPTION : QUEEN STORAGE HEADBOARD /
FOOTBOARD AND SIDERAIL

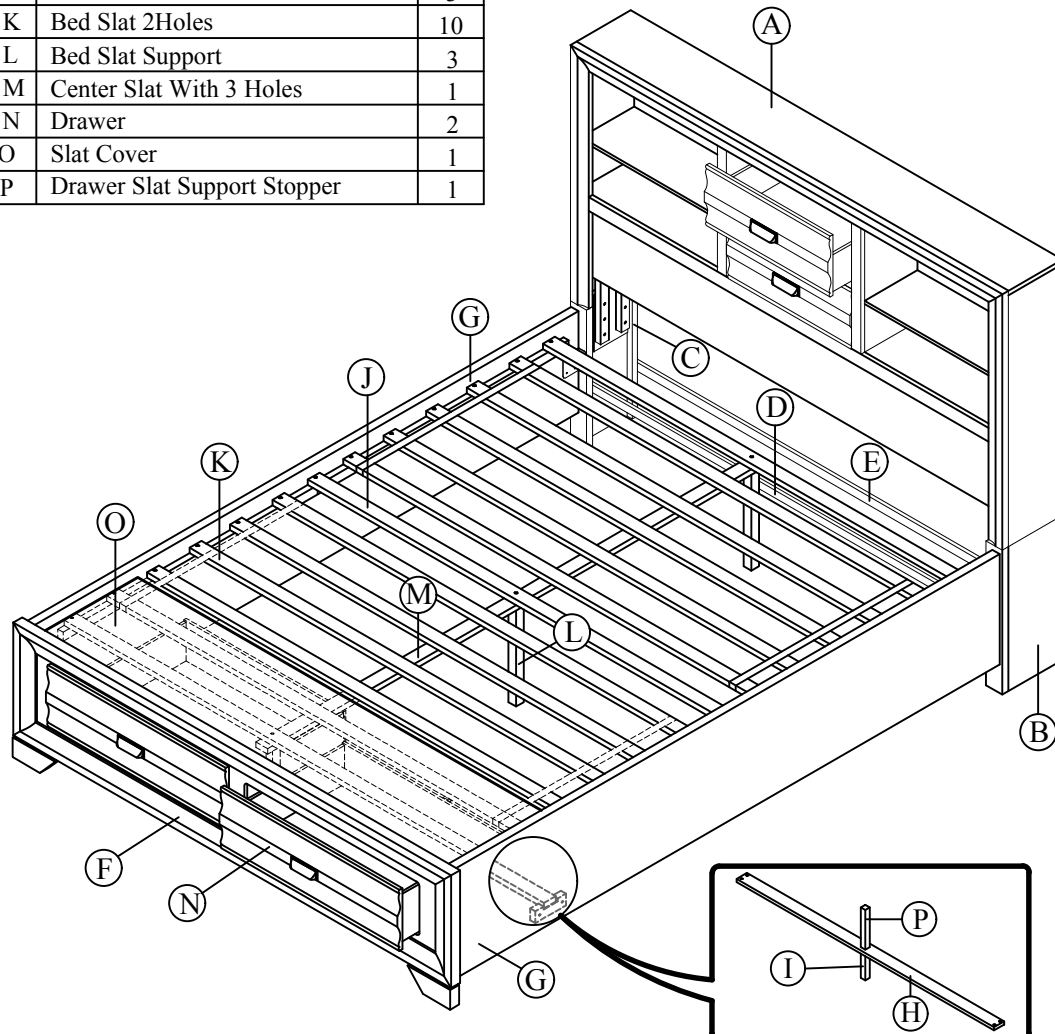
Thank you for purchasing this quality product. Be sure to check all packing material carefully for small Hardware which may have come loose inside the carton during shipment. Identify and count all Hardware and compare with the Hardware List below.

PART LIST

NO.	Descriptions	Qty.
A	Headboard Panel	1
B	Headboard Leg Left (L)	1
C	Headboard Leg Right (R)	1
D	Headboard Support Rail Front	1
E	Headboard Support Rail Back	1
F	Footboard	1
G	Bed Rail	2
H	Drawer Slat	1
I	Drawer Slat Support	1
J	Bed Slat 3Holes	3
K	Bed Slat 2Holes	10
L	Bed Slat Support	3
M	Center Slat With 3 Holes	1
N	Drawer	2
O	Slat Cover	1
P	Drawer Slat Support Stopper	1

HARDWARE HEADBOARD & FOOTBOARD

NO.	Descriptions	Qty.
1	CSK M4 x 16mm 	6
2	CSK M4 x 25mm 	8
3	CSK M4 x 32mm 	30
4	JCBC SCREW M6 x 35mm 	8
5	JCBC SCREW M6 x 60mm 	3
6	SPRING WASHER Ø $\frac{1}{4}$ " 	8
7	FLAT WASHER Ø $\frac{1}{4}$ " x 20mm 	8
8	L KEY M4 	1
9	L KEY M5 	1



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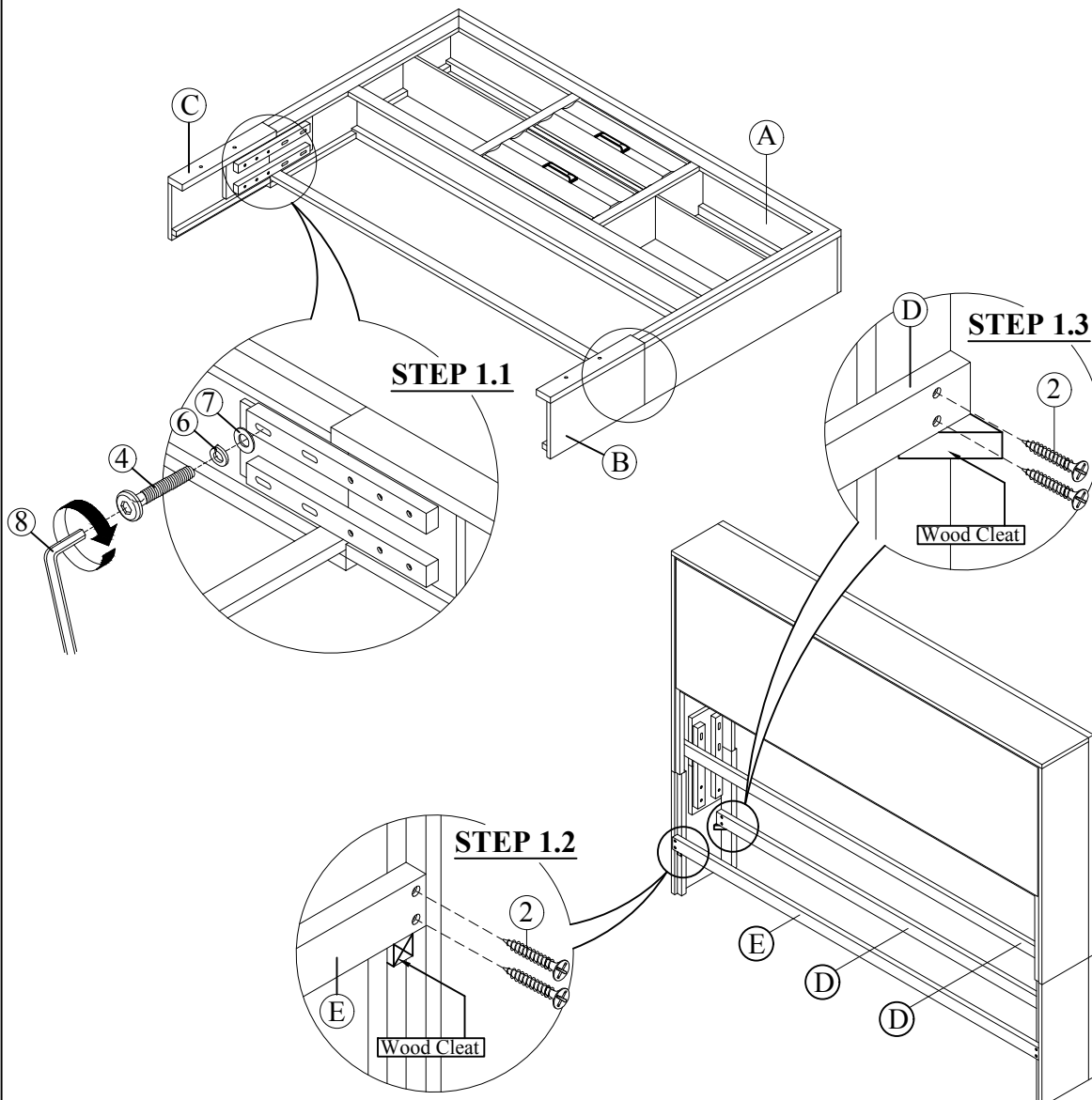
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STEP 1.1: Attach & tighten the Headboard Leg (B) & (C) to the Headboard (A). Affix Headboard & Headboard Leg using JCBC screw M6 x 35mm (4), Spring Washer (6), Flat Washer (7) using L Key (8).

STEP 1.2: Attach Headboard Support Rail Front (D) & affix using CSK Screw M4 x 25mm (2).

STEP 1.3: Followed by Attach Headboard Back Support Rail (E) & affix using CSK Screw M4 x 25mm (2). (Attach at the top of wood cleat as shown in diagram)



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STEP 2.1: Attach the Bed Rail (G) to Headboard Leg.

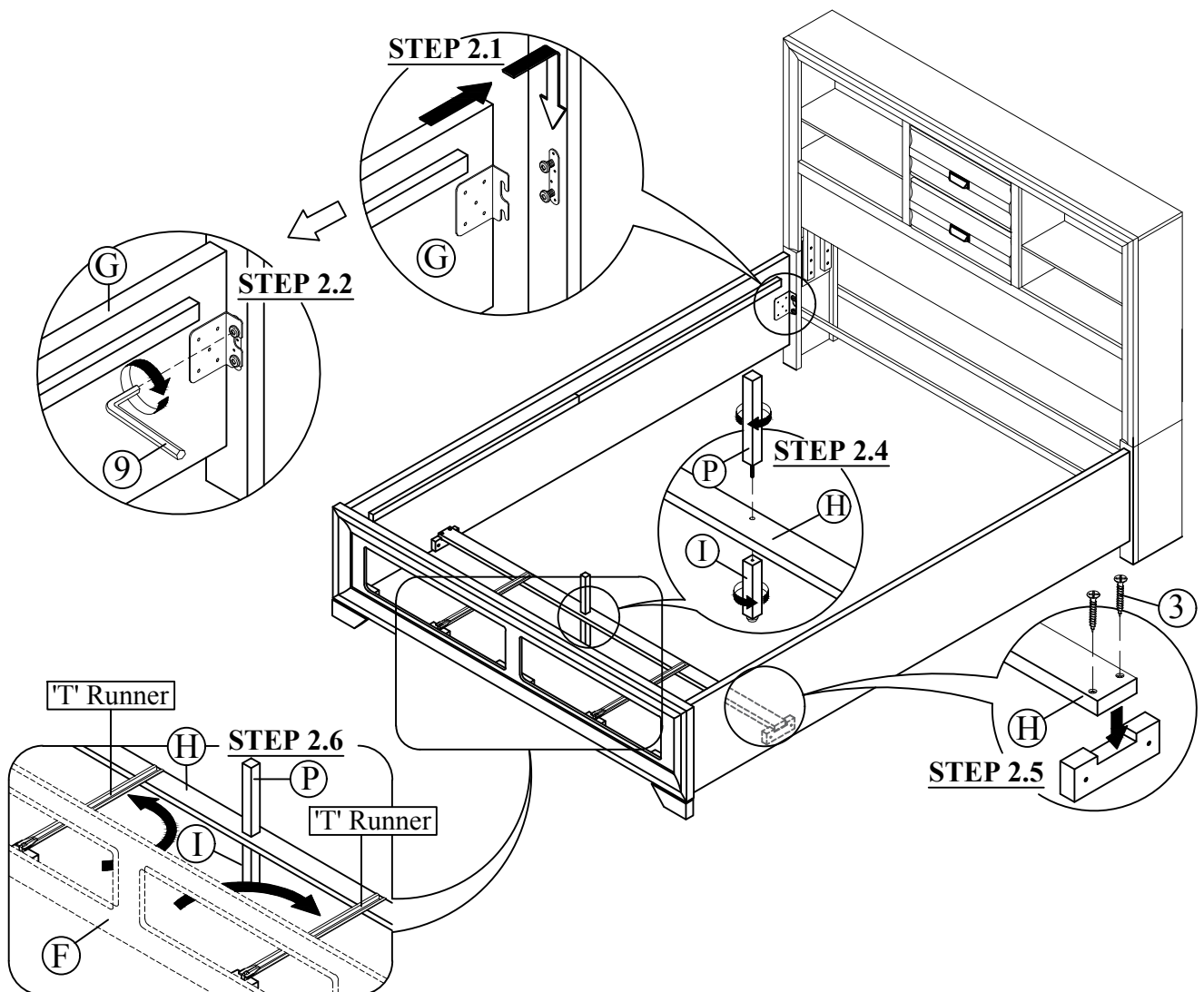
STEP 2.2: Tighten SCREW on Headboard Leg by using L KEY M5 (9) & repeat the same step on Footboard (F).

STEP 2.3: Move the bed to the desired position.

STEP 2.4: Attach the Drawer Slat (H) each to a Drawer Slat Support (I) and fix with Drawer Slat Support Stopper (P).

STEP 2.5: Fix the Drawer Slat (H) to Bed Rail (G) with CSK M4 x 32mm (3).

STEP 2.6: Move 'T' Runner at Footboard (F) to Drawer Slat (H).



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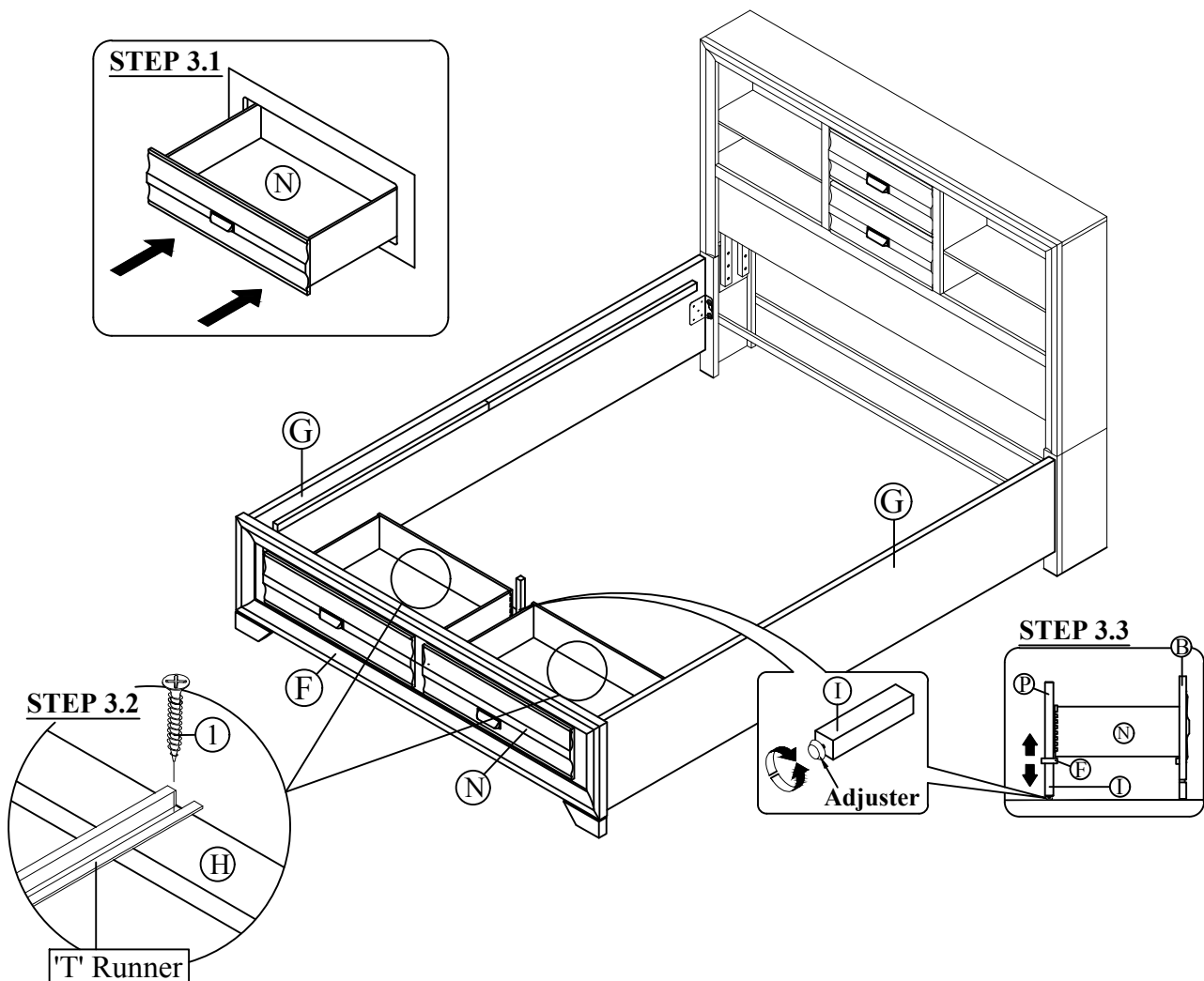
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STEP 3.1: Insert Drawer (N) to Footboard (F) until completely closed.

STEP 3.2: Tighten 'T' Runner at Footboard (F) to Drawer Slat (H) with CSK M4 x 16mm (1).

STEP 3.3: If Drawer (N) does not close properly, adjust the adjuster at the bottom of Drawer Slat Support (I) up or down until the Drawer (N) closes tightly.



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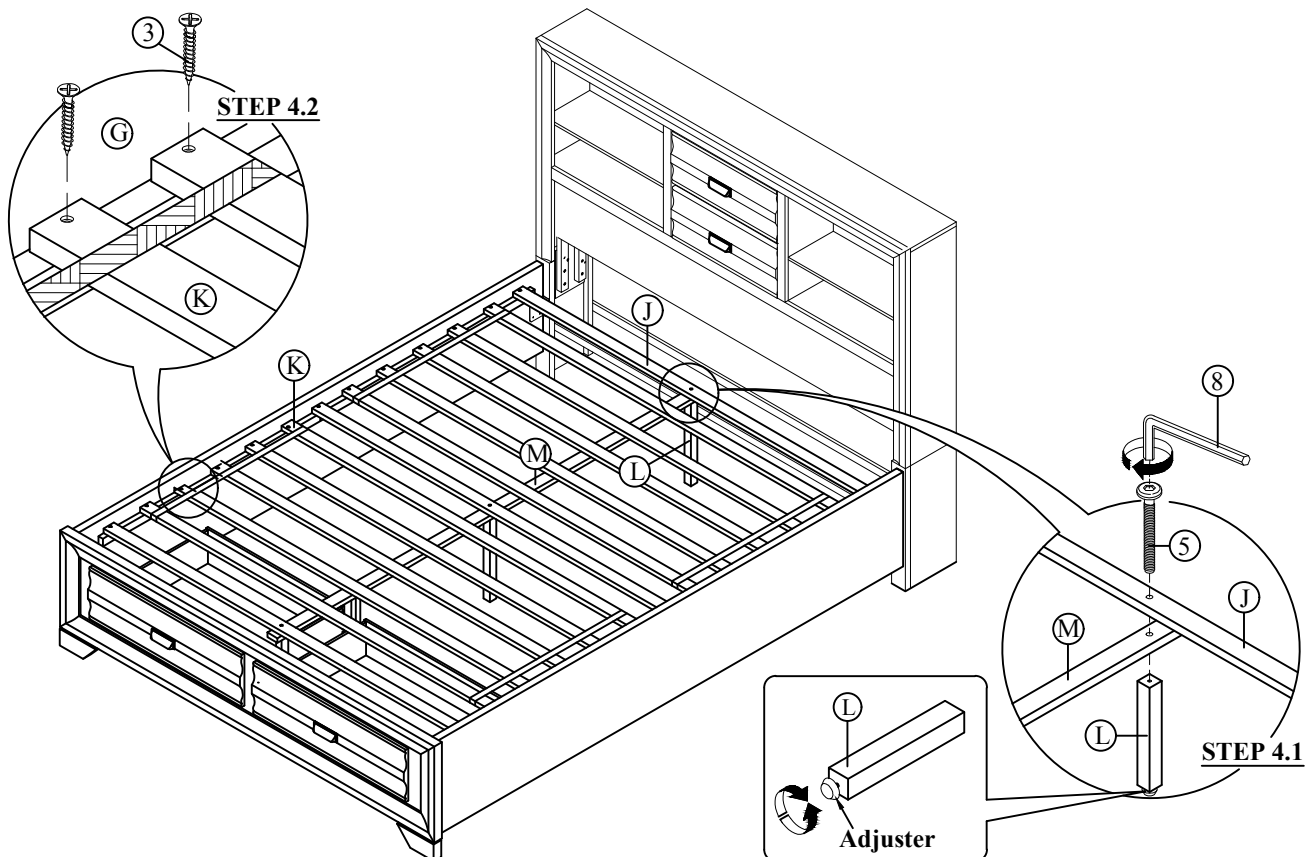
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STEP 4.1: Attach the Center Slat (M), Bed Slat (J) to Bed Slat Support (L). Tighten with JCBC M6 x 60mm (5) by using L KEY M4 (8).

STEP 4.2: Attach Bed Slat (J) & Bed Slat (K) and tighten to Bed Rail (G) with CSK M4 x 32mm (3).



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STEP 5.1: Attach the Slat Cover (O) to top Bed Slat (J & K) .

STEP 5.2: Close the distance Slat Cover (O) to Footboard (F). Tighten Slat Cover (O) to Wood at Footboard (F) with CSK M4 x 16mm (1).

