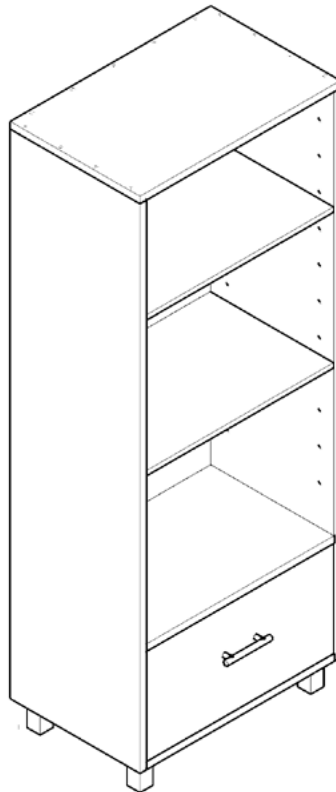




ASSEMBLY INSTRUCTIONS

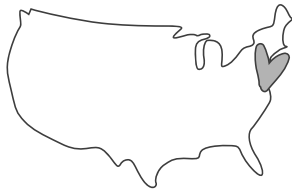
indi tall bookcase

a how-to guide that won't leave you in tears



parenting is hard.
this is easy.

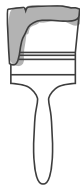
no really, it is.



MADE HERE™



MADE WELL™



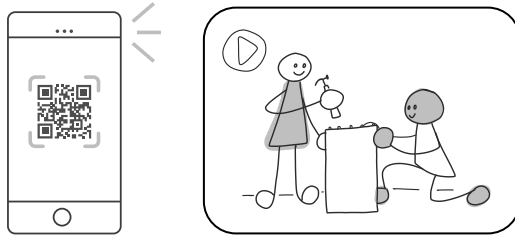
MADE SAFE



MADE SMART

want to watch this assembly IRL?

(acronym challenged? that means “in real life”.)



open the camera on your phone and place it over the QR code below to see our NYC studio dream team do all the heavy lifting (just kidding, there is none!)



or go to ducdcnyc.com/pages/assembly-instructions

**thank you for selecting a
studio duc product!**

please check contents against the components list in these instructions. also, please ensure there was no damage that may have occurred in shipping.

if any components are missing or you find any damage, please contact ducduc before continuing.

read all the instructions before use.

pay close attention to the safety warnings in these instructions.

a minimum of two people is required to safely assemble and move the bookcase. do not attempt to move this bookcase alone — dragging or sliding it across a floor may cause structural damage.

MAINTENANCE:

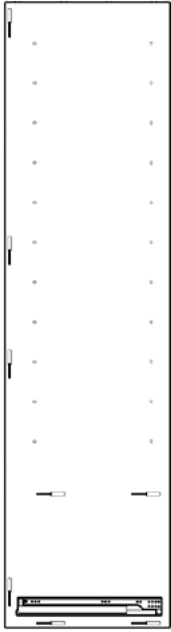
please remember to securely tighten all bolts and fasteners, and periodically check to make sure every component is properly and securely in place and all bolts and fasteners are tight.

CLEANING:

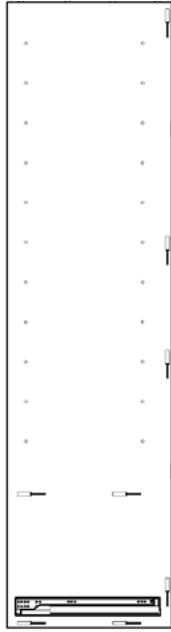
do not scratch or chip the finish. do not use abrasive chemicals for cleaning. clean with mild soap on a soft rag. rinse and dry thoroughly. if you ever refinish this furniture, be sure to use only a non-toxic finish specified for children's furniture.

KEEP INSTRUCTIONS FOR FUTURE USE

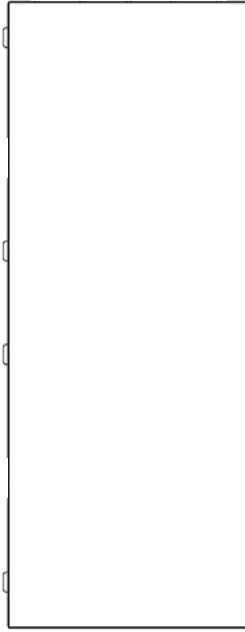
WHAT'S IN THE BOX:



A1
R side



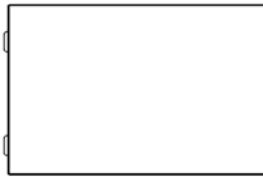
A2
L side



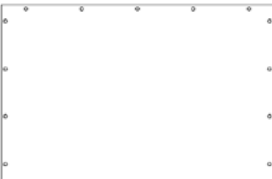
B
back



C
bottom



D
fixed shelf



E
top



F (x2)
adjustable shelf



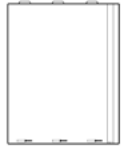
DB1
drawer face



DB2
drawer box back



DB3
L drawer box side



DB4
R drawer box side



DB5
drawer box bottom



DB6
indi pull



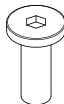
DB7 (x2)
screw for indi pull



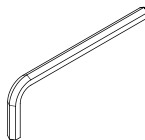
M (x13)
dowel pins



G (x4)
foot



H (x4)
JCB bolt (25mm)



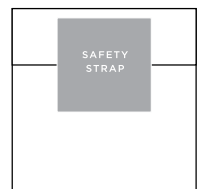
I
allen key (4mm)



J (x8)
shelf pin

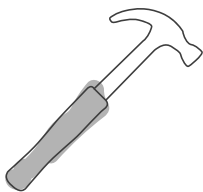


K
hammer cap

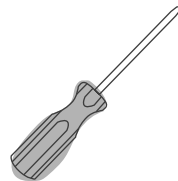


L
safety strap kit
(with hardware)

WHAT YOU'LL NEED:



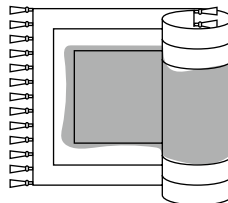
**household hammer or
rubber mallet**



phillips head screwdriver



20 minutes
(or less)



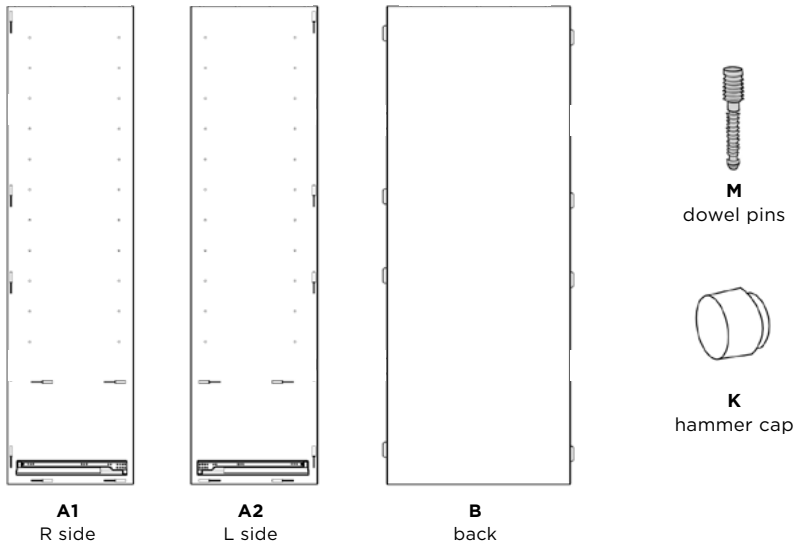
a soft surface to assemble on
*(like a rug or some of the corrugate
box your piece arrived in)*



2 people
plus a dog for moral support
(unless you're a cat person)

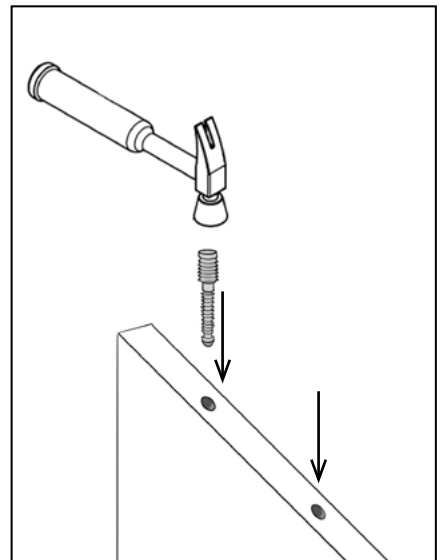
before you begin!

grab your household hammer and locate the parts listed below.

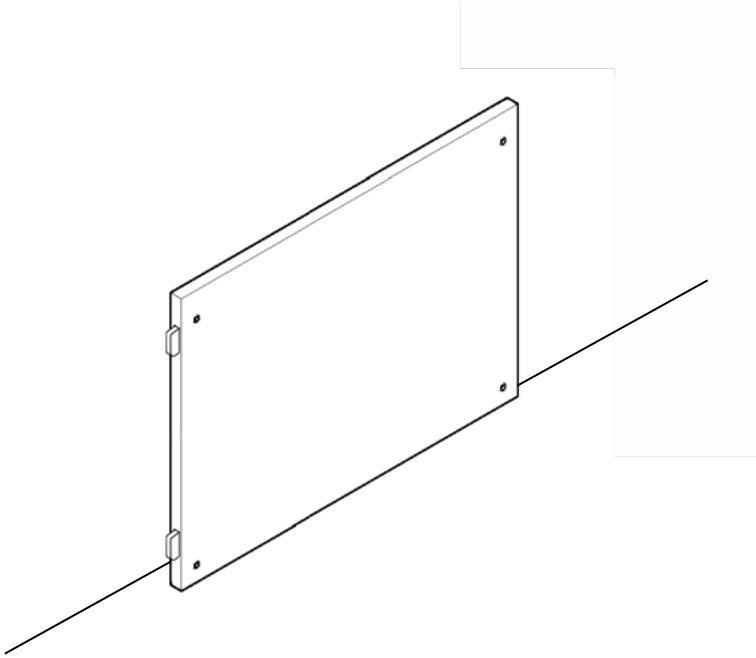


then, follow the instructions below. once completed and all dowel pins are secured, move on to step 1!

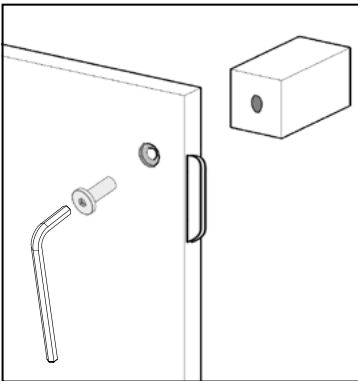
- line up the skinny end of the green dowel pins (M) with the holes located on the upper edges of the L side panel, R side panel, and back panel (parts: A1, A2, B)
- apply hammer cap (K) to the head of a household hammer and hit the top of the dowel until it is fully secure.
- repeat on all edges until there are no empty holes.



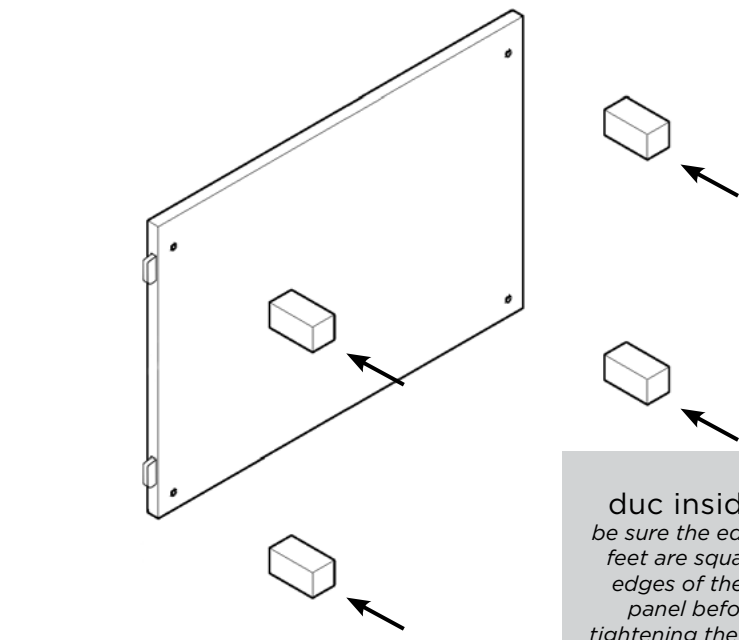
1 lean bottom (C) against a wall as shown.



2 using the provided allen key (I) and JCB bolts (H), attach feet (G) to bottom (C). once all feet are securely attached, set the assembled base aside.



important!
be sure the JCB bolts are attached to the side of the bottom panel WITH the countersink holes.



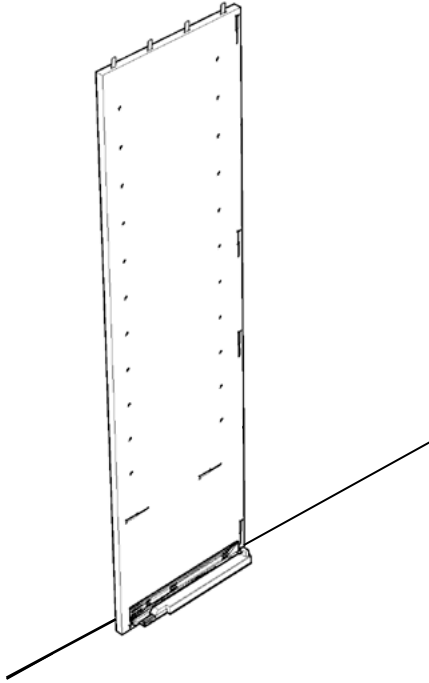
duc insider tip!
be sure the edges of the feet are square to the edges of the bottom panel before fully tightening the JCB bolts.

still confused? scan this code to watch the assembly video! →



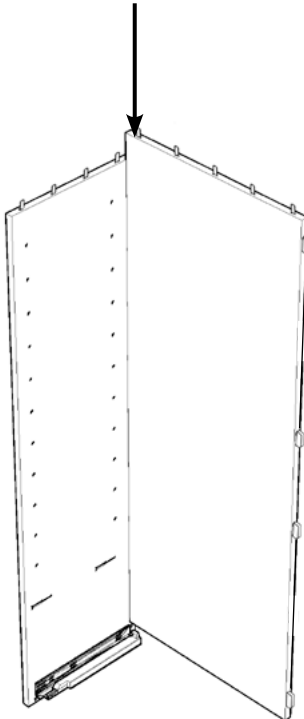
3

lean L side (A2) against a wall as shown.



4

insert connectors on back (B) into slots on L side (A2). push down at the connection to lock into place.

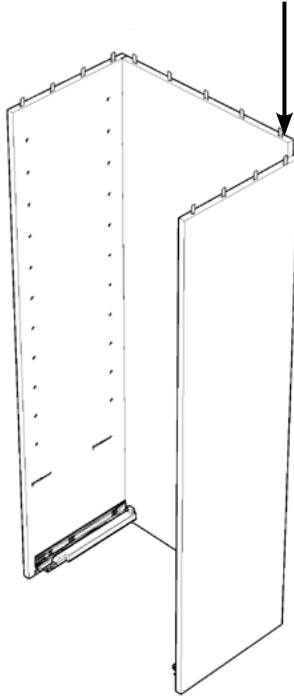


still confused? scan this code to watch the assembly video!



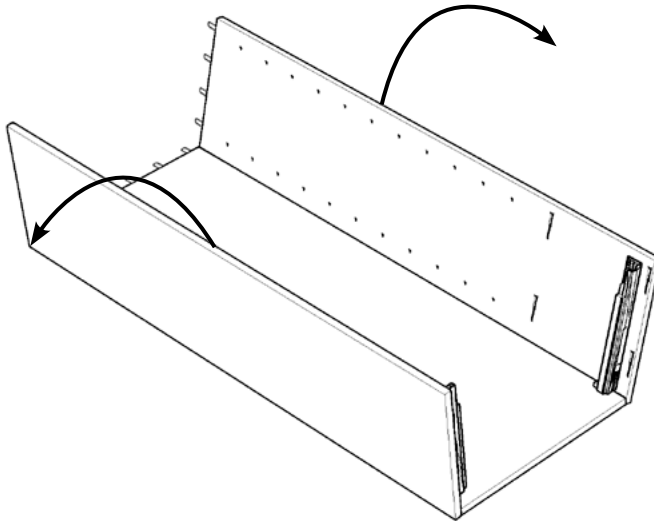
5

insert connectors on back (B) into slots on R side (A1). push down at the connection to lock into place.



6a

gently lay the partially assembled case on its back and have a friend gently flare the sides (A1 + A2) outward as shown.

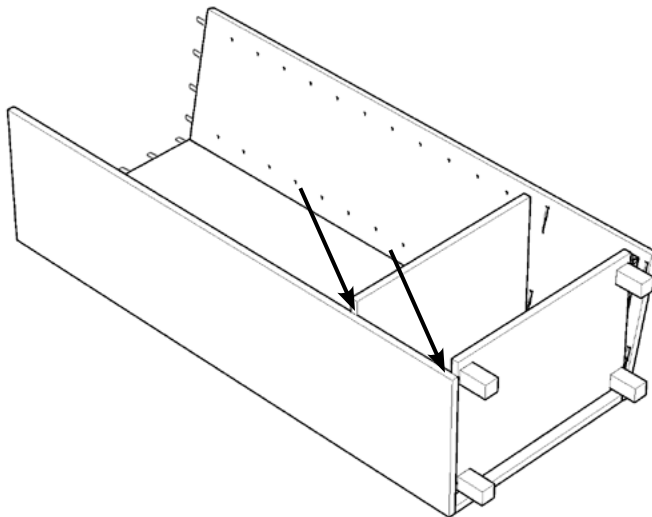
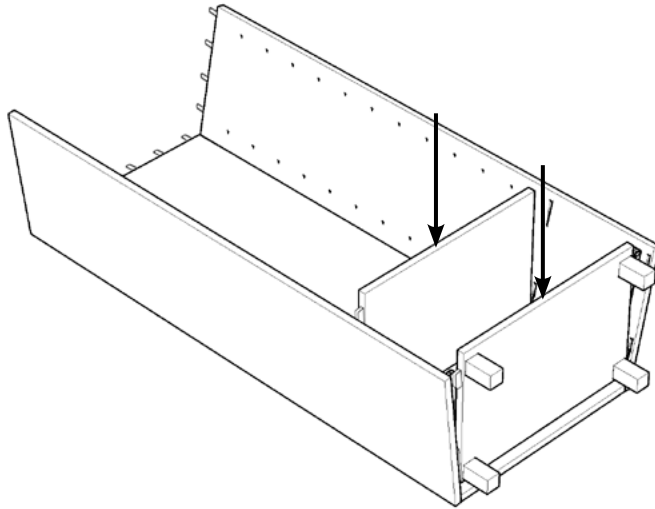


still confused? scan this code to watch the assembly video!



6b

with the side panels flared outward, insert connectors of assembled base (C + G) and fixed shelf (D) into slots on L side (A2).

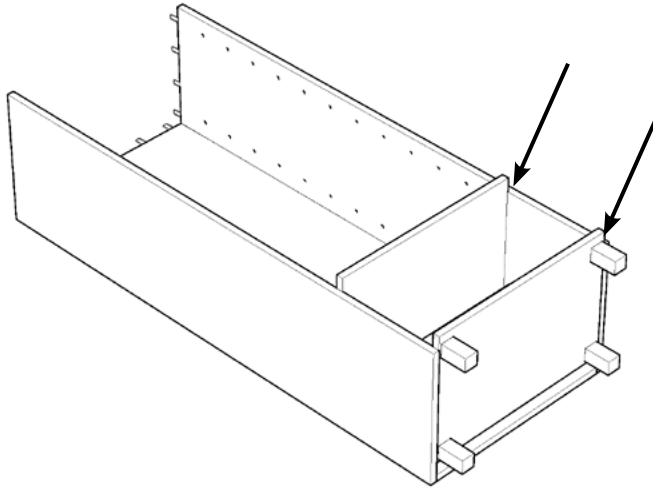


still confused? scan this code to watch the assembly video! [—————>](#)



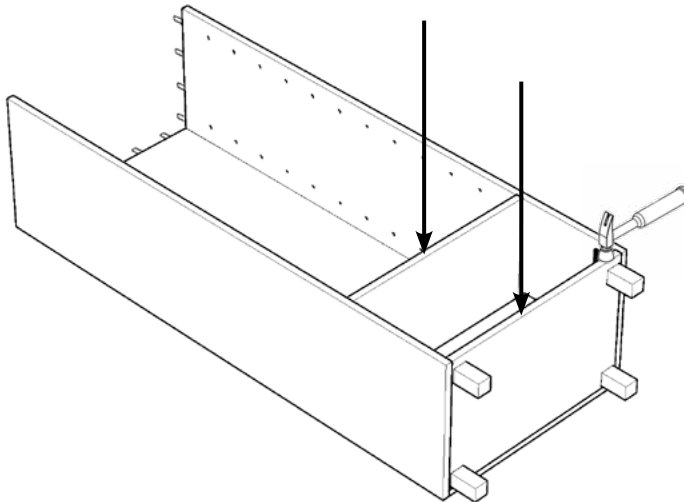
6c


insert remaining connectors on assembled base (C + G) and fixed shelf (D) into slots on R side (A1).



6d

once all connectors and slots are lined up and side panels are back to square position, use your hammer with hammer cap (K) and tap bottom (C) and fixed shelf (D) until there is no gap at the connection to back (B).

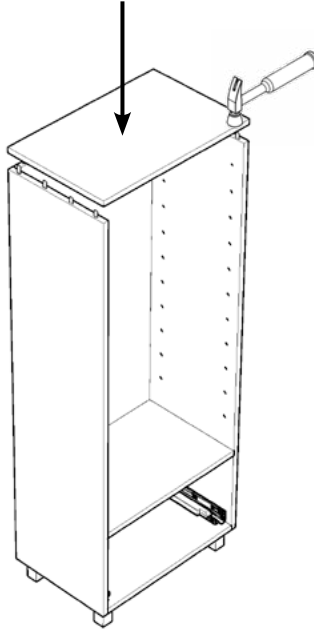


still confused? scan this code to watch the assembly video! 



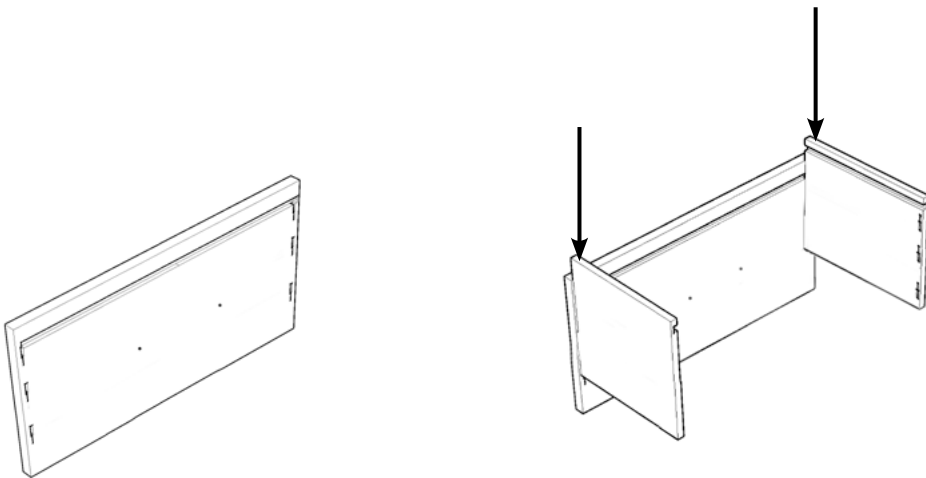
7

rotate the case into upright position. line up the connectors on both sides (A1 + A2) and back (B) with the holes on the underside of top (E). use hammer with hammer cap (K) to tap top (E) until there is no gap at the connection to the sides (A1 + A2) and back (B).



8a

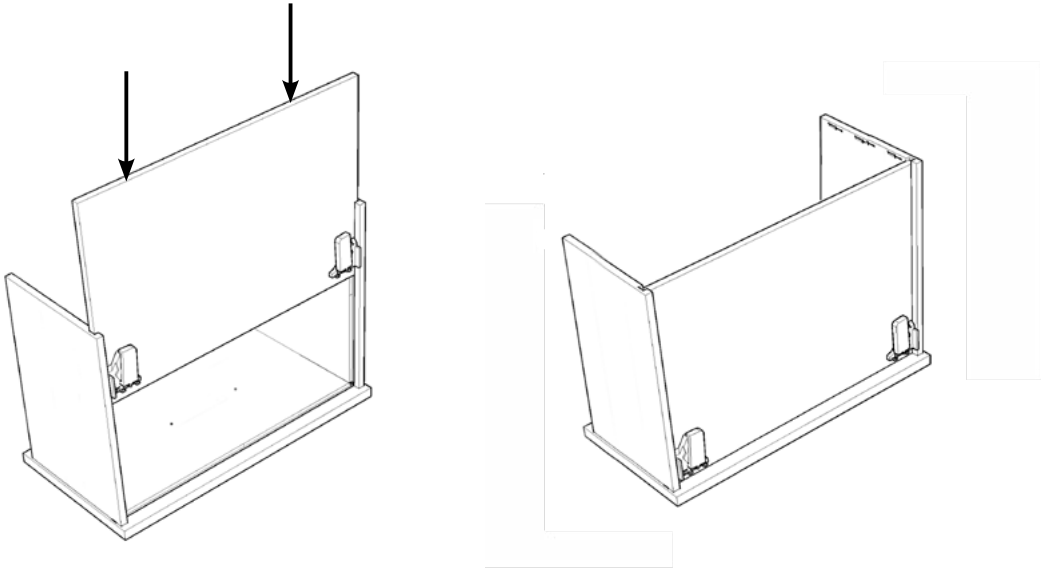
now we build the drawer! starting with drawer face (DB1) facing down, insert connectors of both drawer box side panels (DB3 + DB4) into slots on drawer face (DB1). push down at the connections to lock into place.



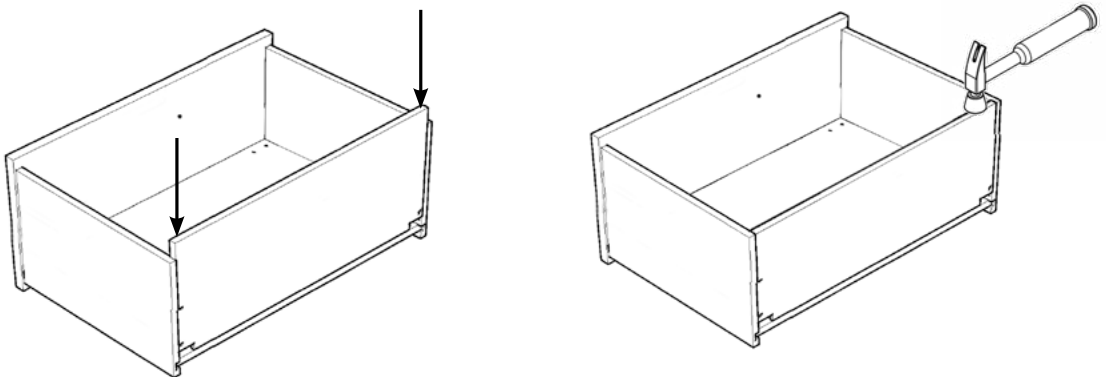
still confused? scan this code to watch the assembly video! →



8b rotate the partially assembled drawer box as shown. slide drawer box bottom (DB5) into place using grooves on the drawer box side panels (DB3 + DB4) as guides. be sure glide hardware on bottom panel (DB5) is positioned outside the drawer interior and toward the drawer face (DB1) as shown.



8c again, rotate partially assembled drawer box as shown. insert connectors of drawer box back (DB2) into slots on drawer box sides (DB3 + DB4). push down at the connections to lock into place. use hammer and hammer cap (K) if needed.

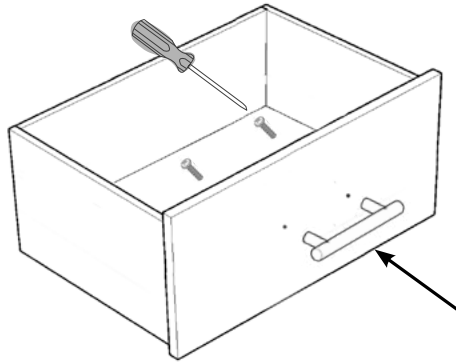


still confused? scan this code to watch the assembly video! →



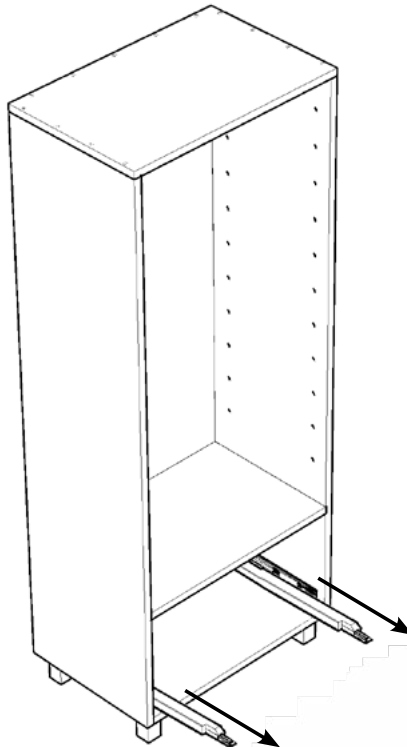
8d

using a phillips screwdriver and screws (DB7), attach the pull hardware (DB6) to the front of the drawer face.

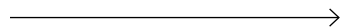


9a

pull drawer glides out to extended position as shown.

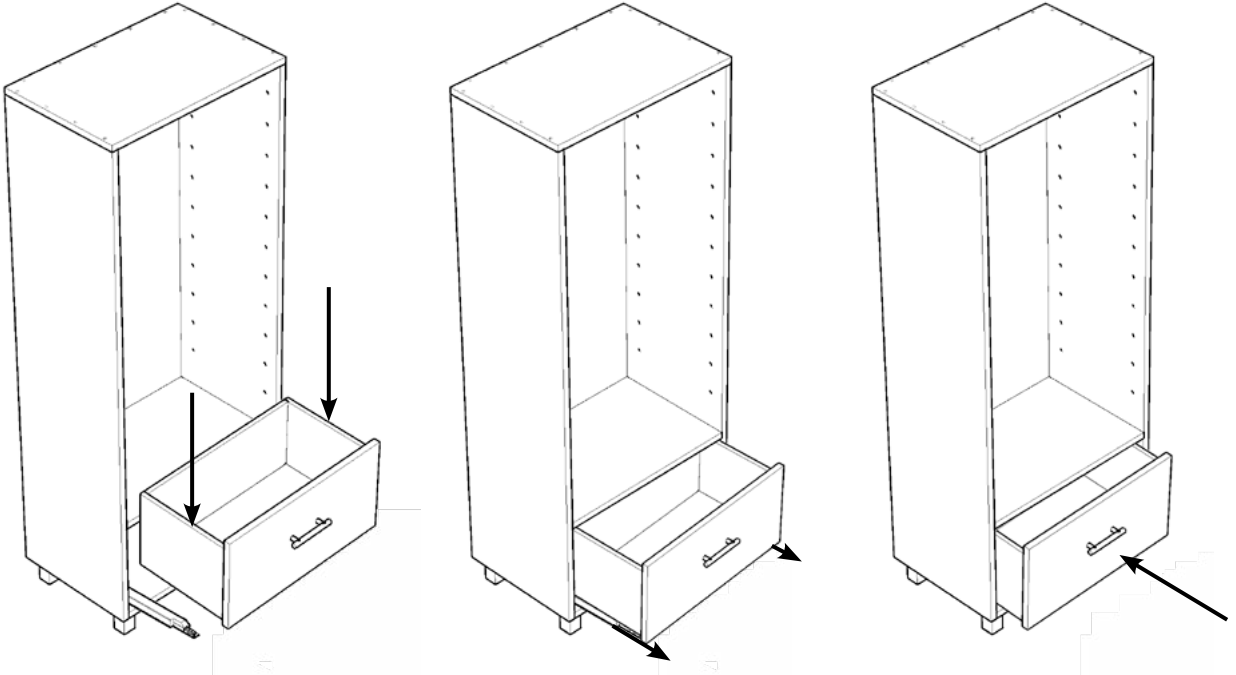


still confused? scan this code to watch the assembly video!



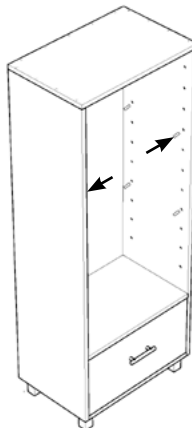
9b


place the assembled drawer box onto extended glides as shown. from underside of drawer, use hands to pull each glide forward until it locks into connection with glide hardware attached to drawer box bottom (DB5). the drawer will be secure when you hear a click on each connection. once secured, push drawer box in to close.



10a

insert 8 shelf pins (J) into holes on both sides (A1 + A2) at desired heights.

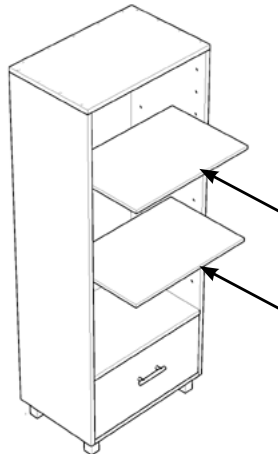


still confused? scan this code to watch the assembly video: 

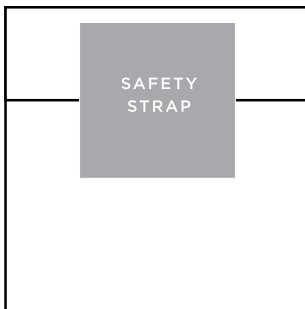


10b

one at a time, place adjustable shelf (F) on top of 4 shelf pins (J) so it sits secure and level.



11 safety strap installation



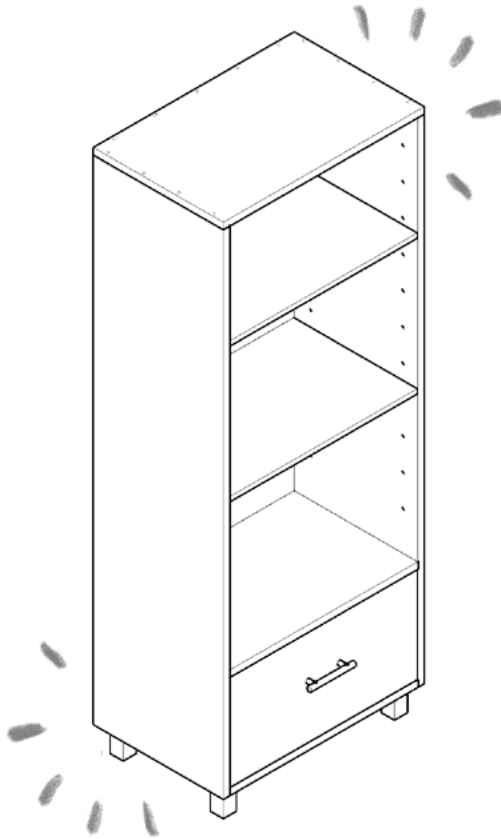
the last step for your tall bookcase is to install the safety strap included in the box. reference the separate instructions enclosed in the envelope.

still confused? scan this code to watch the assembly video! →



woohoo! you did it!

give yourself a pat on the back, take a bow,
or go home a pint of ice cream...we don't judge.



prefer to talk to a human instead? we're here for you!

contact our customer advocate team below:



212.226.1868



quack@ducducnyc.com



live chat at
ducducnyc.com



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