



CREATE ROOM.

oh happy day

YOU'VE RECEIVED THE CREATE ROOM CUBBY!

It's already time for your first project. Let's get to work!

To make the process simple and easy to follow, we've broken down the Cubby assembly instructions into simple steps. All of the hardware you will need can be found in one bag.

If you have questions at any point of the assembly process, don't hesitate to reach out to our customer service team. They are the friendliest bunch of furniture experts and will be happy to help you.



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WWW.CREATEROOM.COM



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We are excited for you to enjoy your inspiring new workspace and can't wait to see pictures! Share your photos on Facebook and Instagram and don't forget to tag @createroomco.







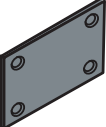

Happy crafting!

(Proprietary patented product and instructions. Do not copy or distribute.)

U0424

cubby


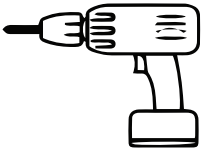
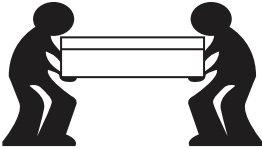
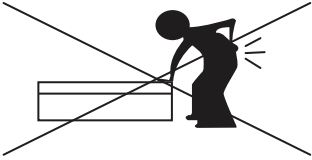
HARDWARE YOU'LL NEED:

 <p>x12 Cams</p>	 <p>x8 Dowel</p>	 <p>x6 25mm Euro Screws</p>	STACKING HARDWARE: <i>Note: if stacking you'll need this hardware from each of your 2 cubbies</i>
 <p>x4 Connecting Bolts</p>	 <p>x12 Posts</p>	 <p>x12 Tote Tracks</p>	 <p>x1 Connecting Plate</p>
			 <p>x4 Self Tapping Screws</p>

SAFETY HARDWARE:

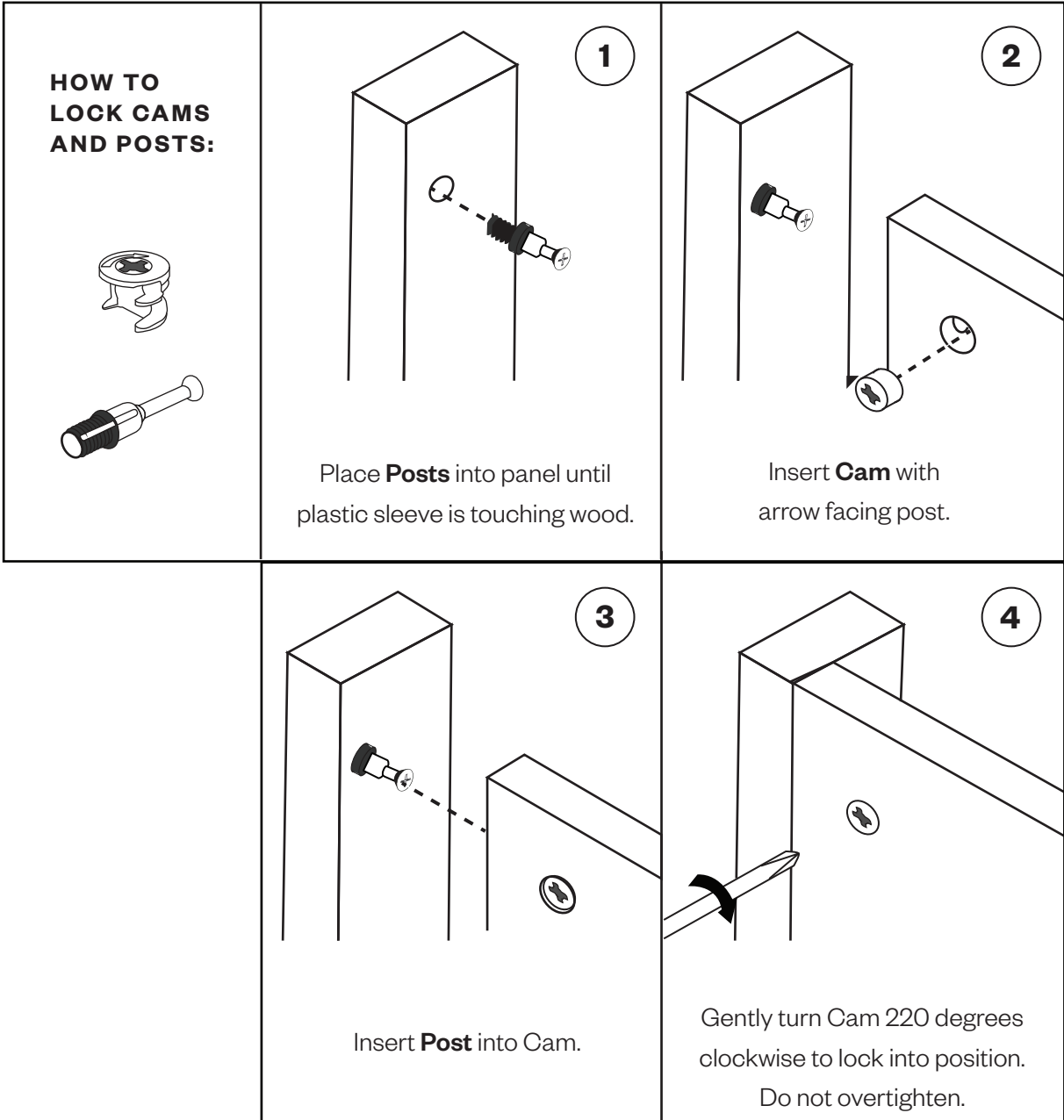
 <p>x2 Anchors</p>	 <p>x2 Drywall Screws</p>	 <p>x2 Anchor Screws</p>	 <p>x2 Wall Screws</p>	 <p>x1 Safety Wire</p>
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TOOLS YOU'LL NEED:

 <p>Phillips Screwdriver (not included)</p>	 <p>Electric Drill with Phillips ScrewDriver Extension (not included)</p>	 <p>A Friend (not included)</p>	 <p>Our furniture is designed to be built with two people. Please do not try to build alone.</p>
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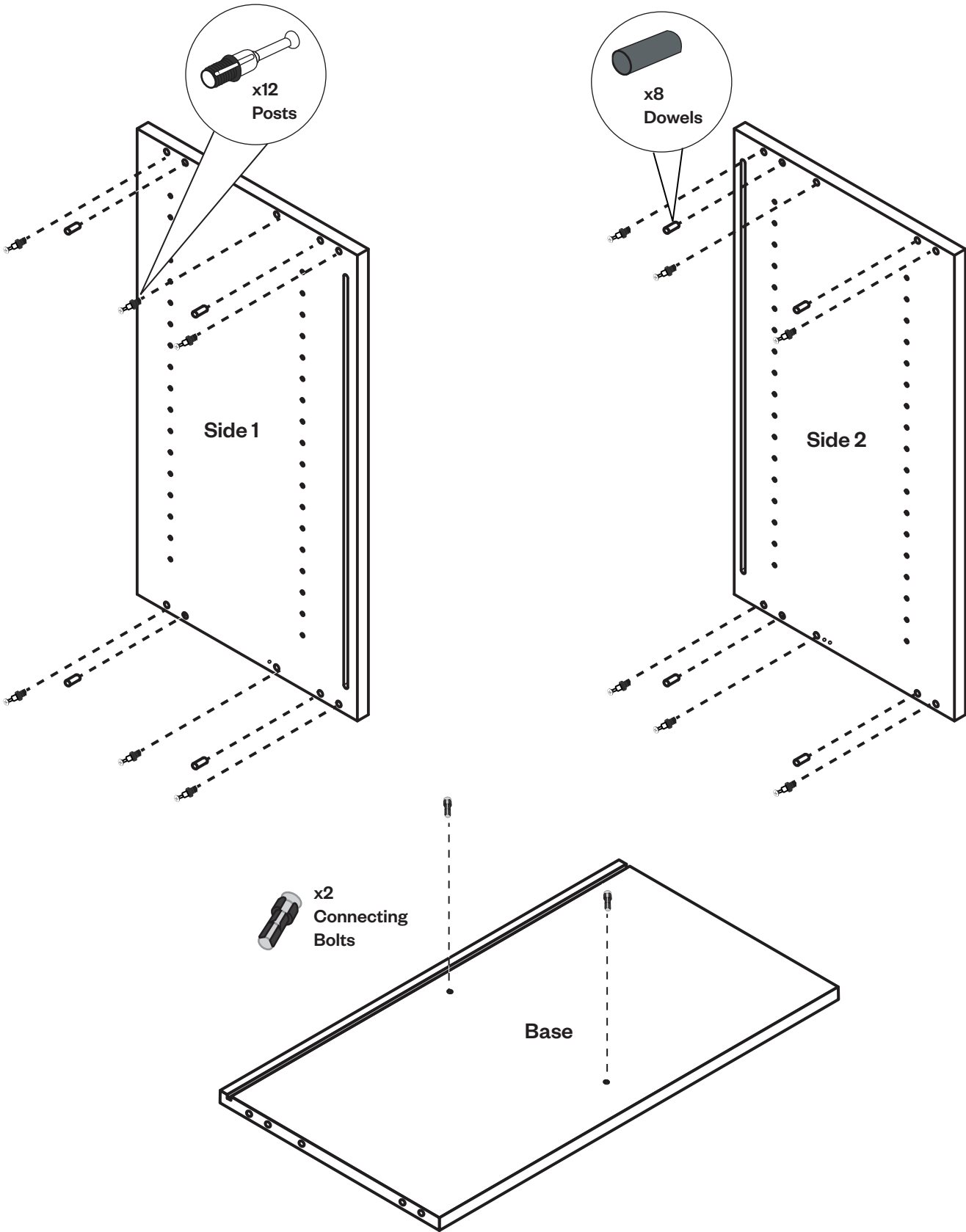
The Create Room Cubby utilizes a cam and post locking system.

Please review these general instructions before you begin.



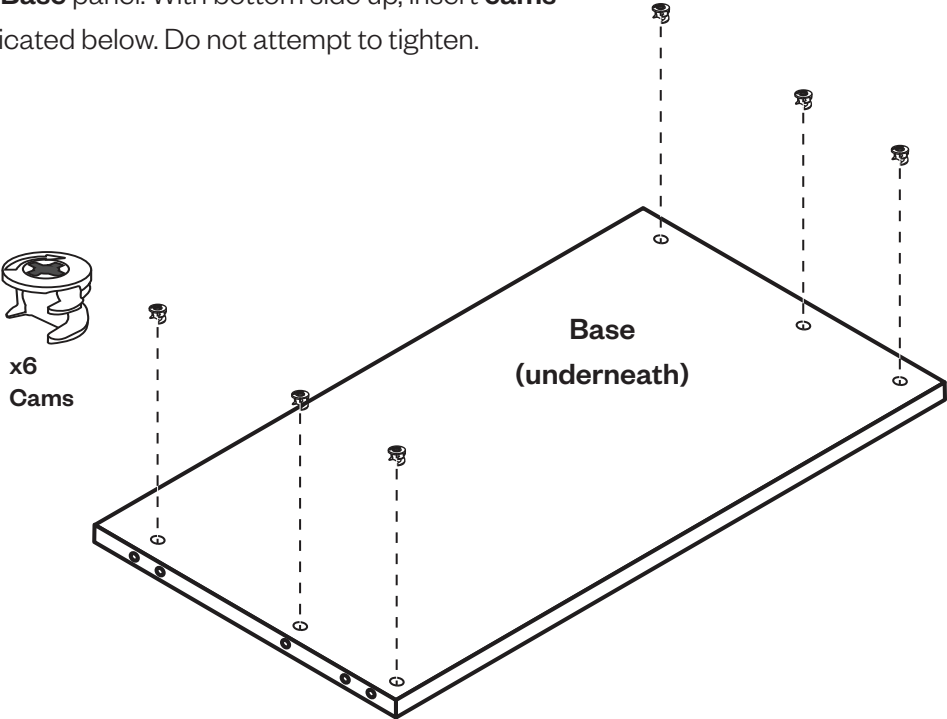
1

Start by assembling your hardware in the **Side 1**, **Side 2** and **Base** panels. Locate your **posts** and **dowels** and insert them into place by hand, as indicated below.



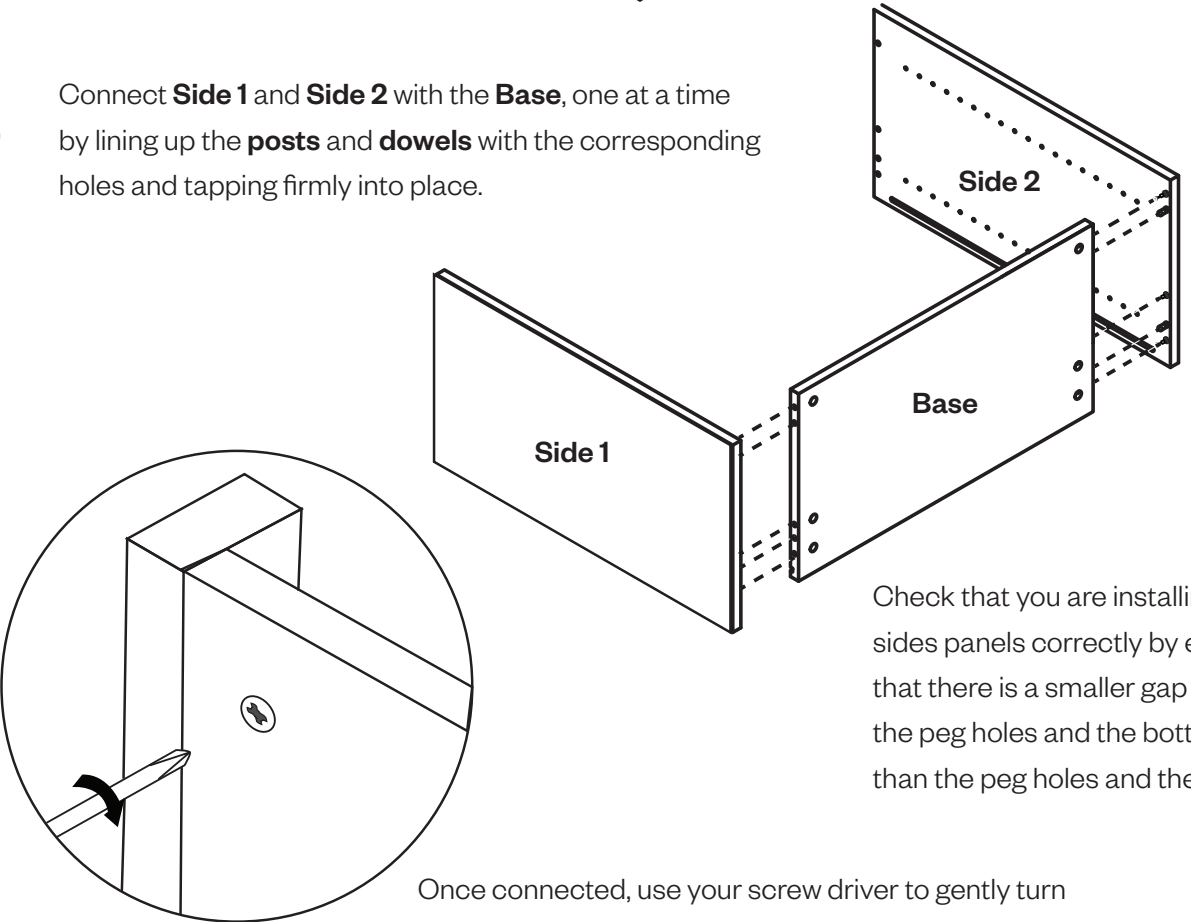
2

Turn over your **Base** panel. With bottom side up, insert **cams** by hand, as indicated below. Do not attempt to tighten.



3

Connect **Side 1** and **Side 2** with the **Base**, one at a time by lining up the **posts** and **dowels** with the corresponding holes and tapping firmly into place.

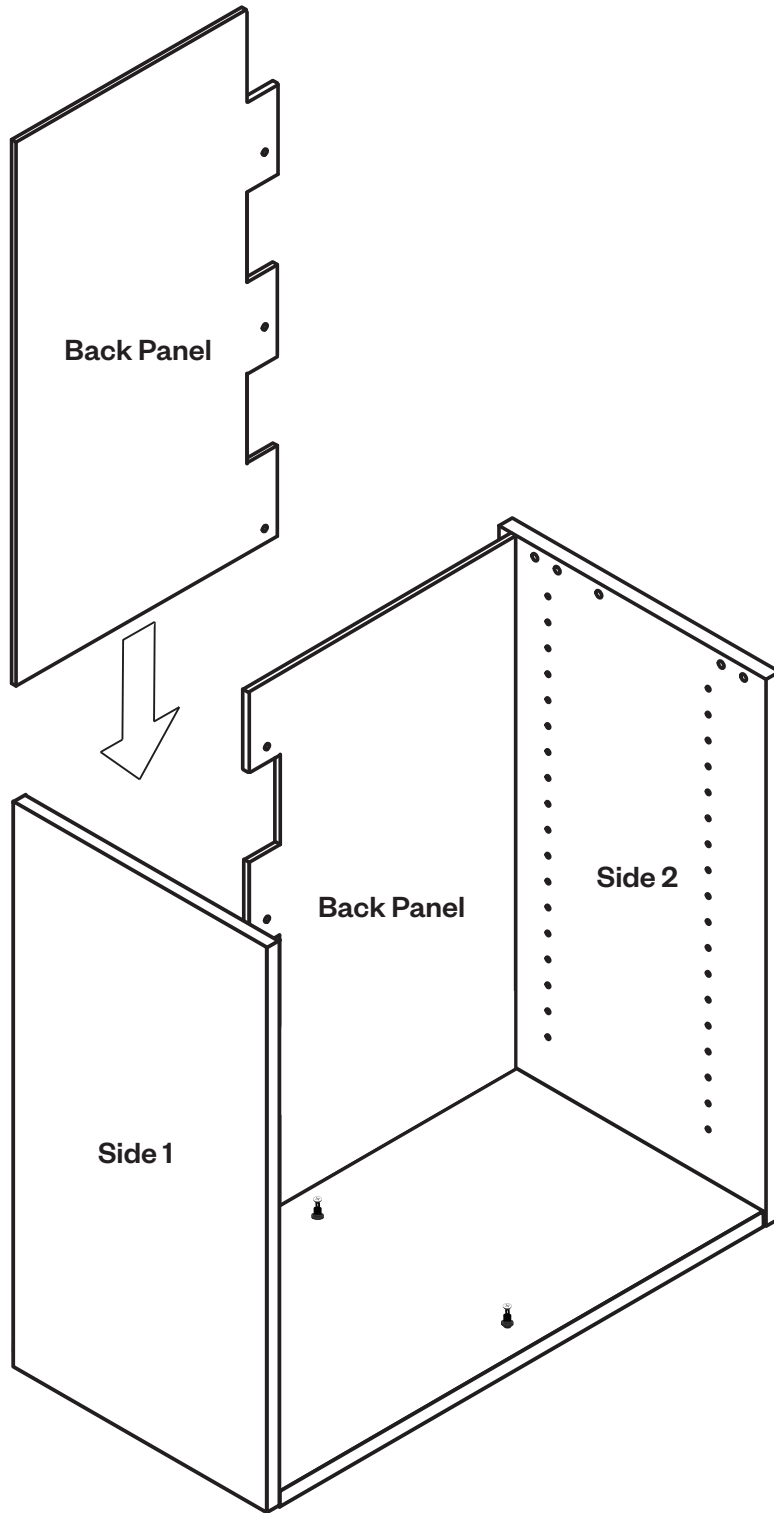


Check that you are installing the sides panels correctly by ensuring that there is a smaller gap between the peg holes and the bottom edge than the peg holes and the top edge.

Once connected, use your screw driver to gently turn cam 220 degrees clockwise to lock into position.

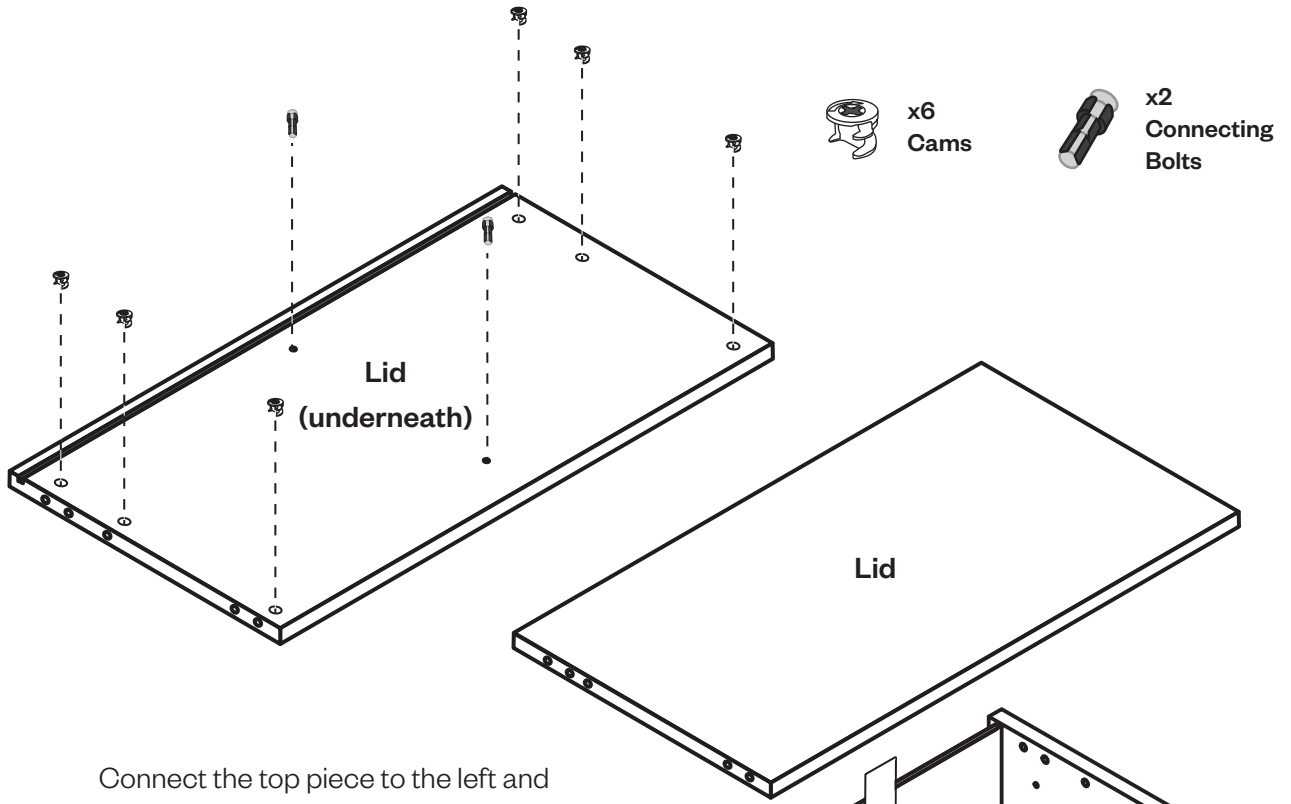
4

Turn your Cubby upright and insert one **back panel** at a time into the channels.



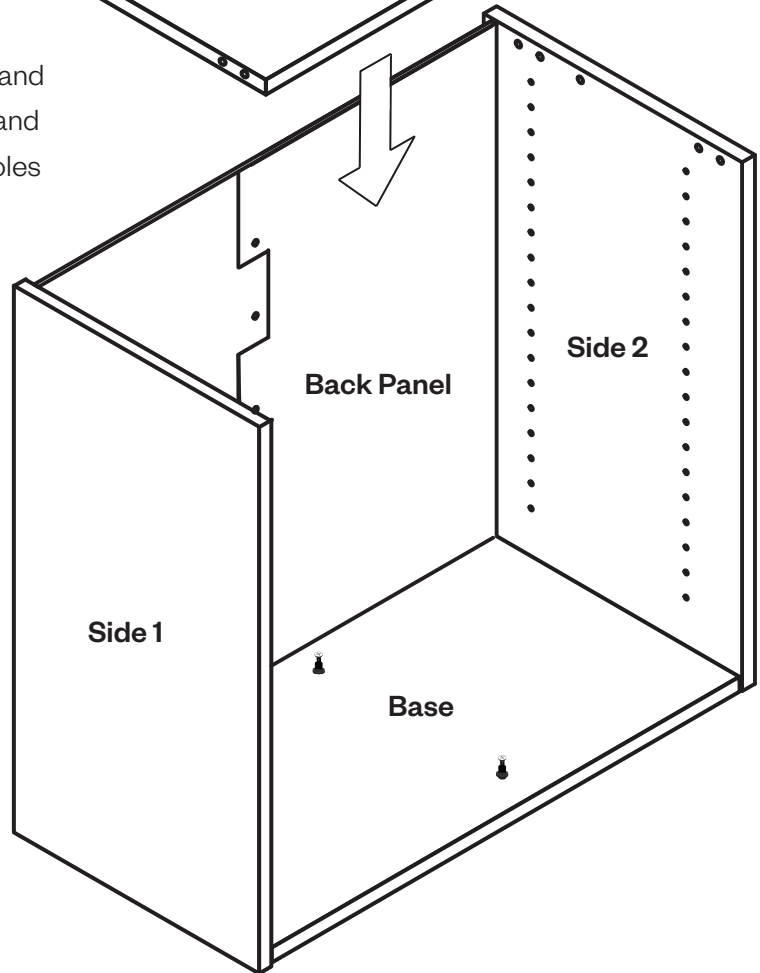
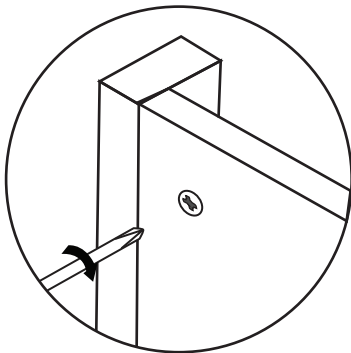
5

Locate your **Lid**. With bottom side up, push **posts** and **connecting bolts** into place, as indicated below.



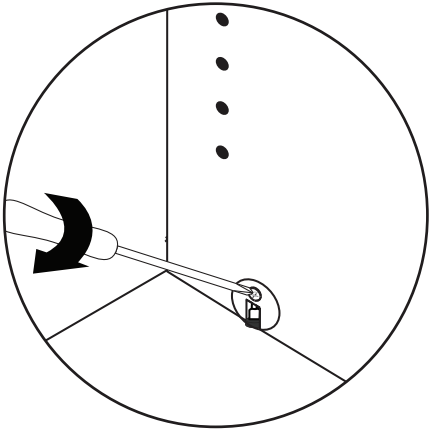
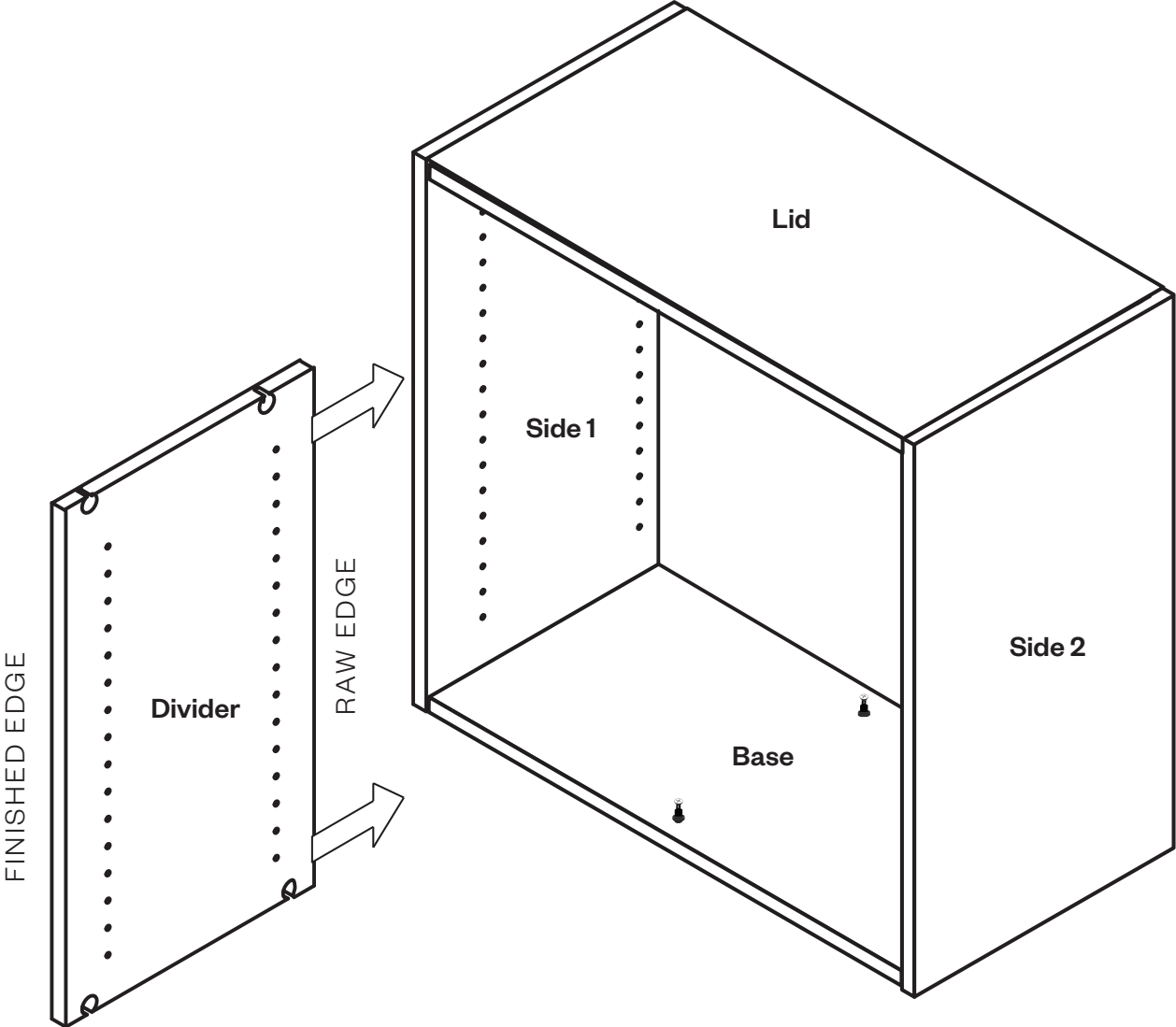
Connect the top piece to the left and right panel by lining up the posts and dowels with the corresponding holes and tapping firmly into place.

Once connected, use your screw driver to gently turn cams on Lid 220 degrees clockwise to lock into position.



6


Slide the **divider** into the Cubby beside the **connector bolts**, then gently push it into place.

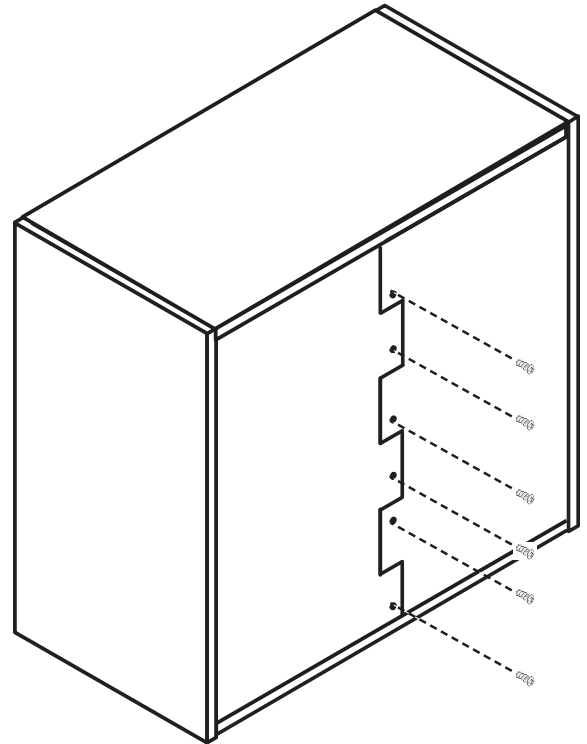


Use your screwdriver to tighten and lock the connector bolts in place by turning clockwise.

7

Use **25mm euro screws** to fasten back panels.

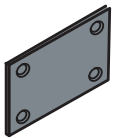
 **x6**
25mm Euro
Screws



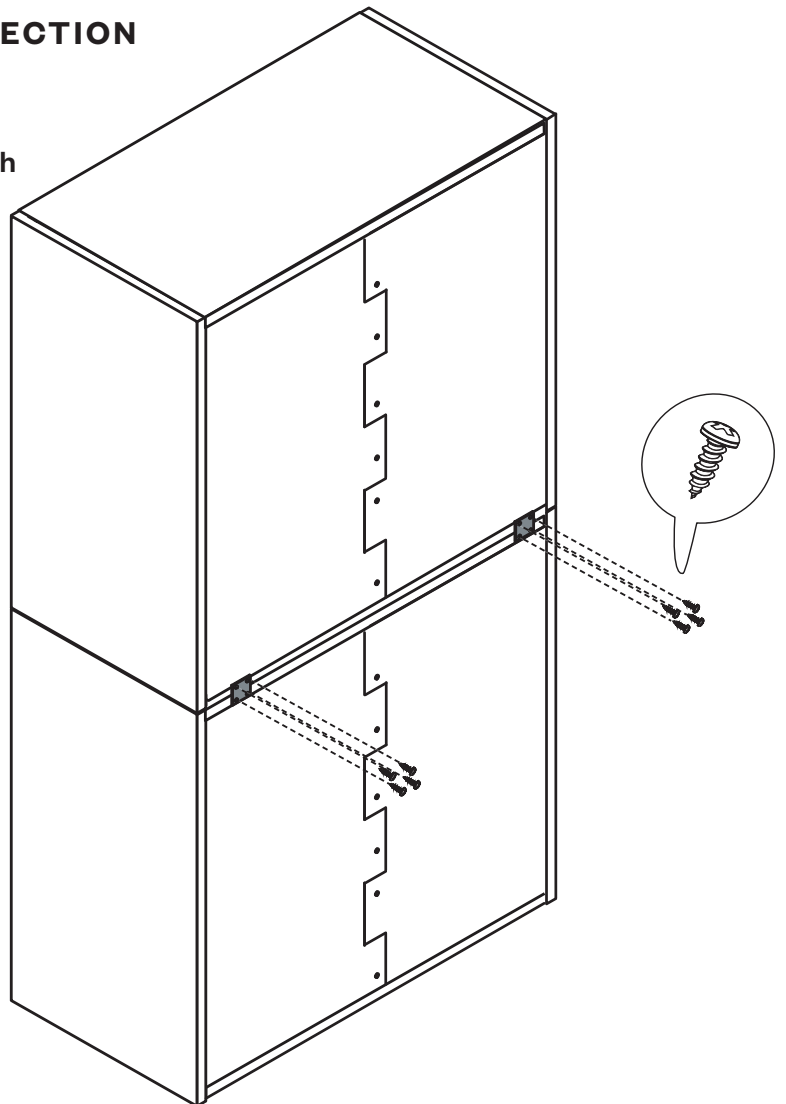
STACKING CUBBIES STEP (SKIP SECTION IF NOT APPLICABLE):

1

Use 2 connecting plates **found in each** of your Cubbies hardware and 8 self tapping screws. Follow graphic below.


x2
Connecting
Plate


x8
Self Tapping
Screws



SAFETY STEPS (RECOMMENDED):

1

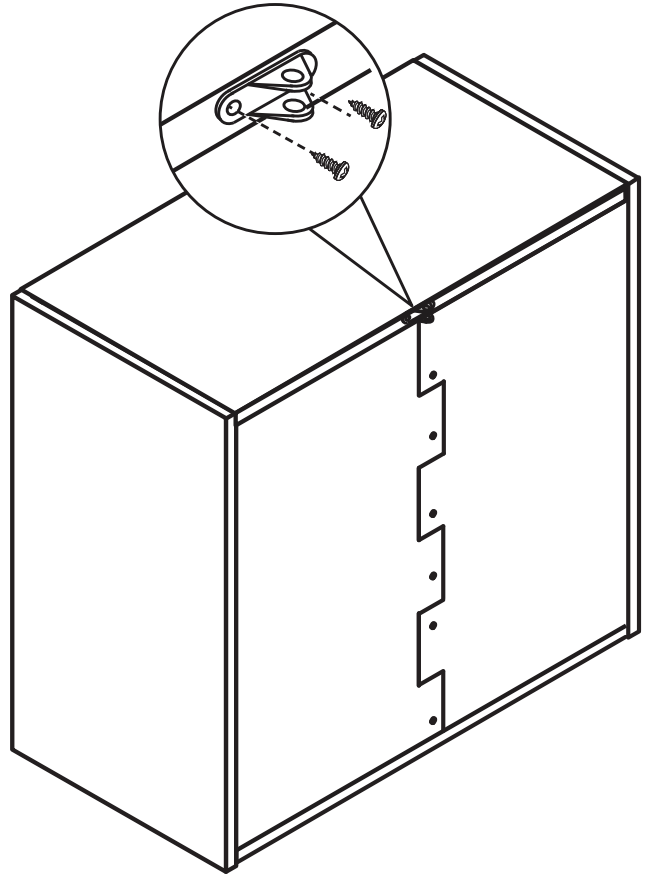
Attach **Anchors** using **Anchor Screws**.



x2
Anchors



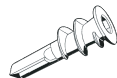
x2
Anchor Screws



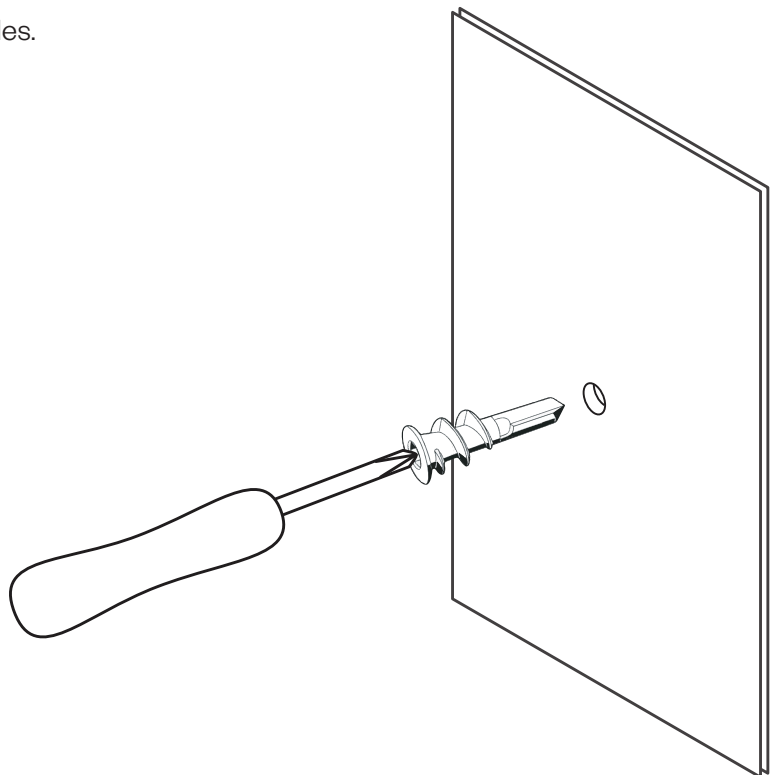
DRYWALL ANCHOR INSTRUCTIONS:

2

Insert 2 **Drywall Screws** into pilot holes.

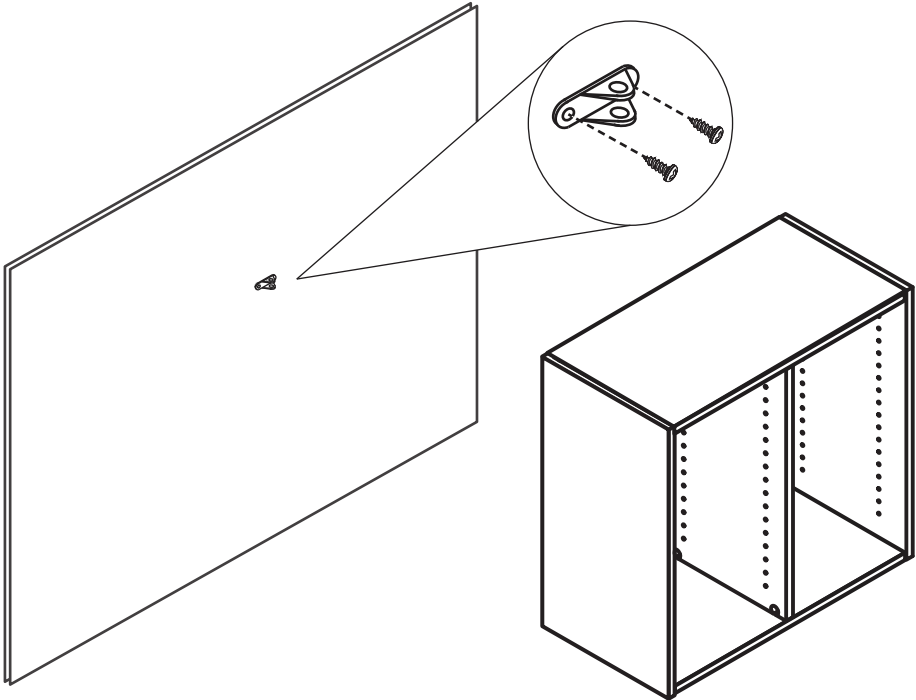
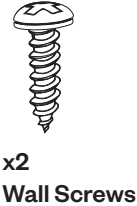


x2
Drywall Screws



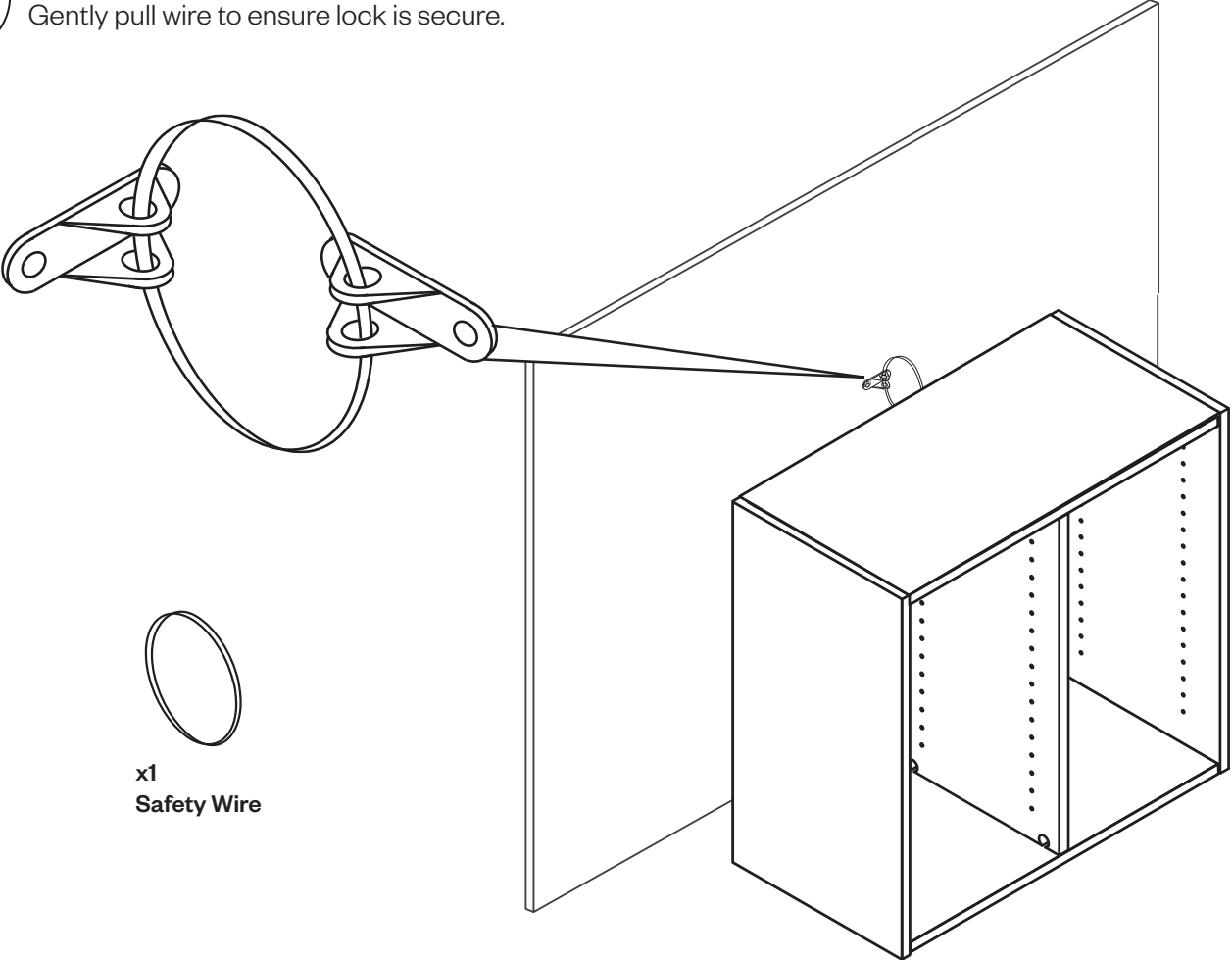
3

Mount anchor to wall using 2 **Wall Screws**.



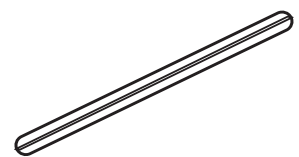
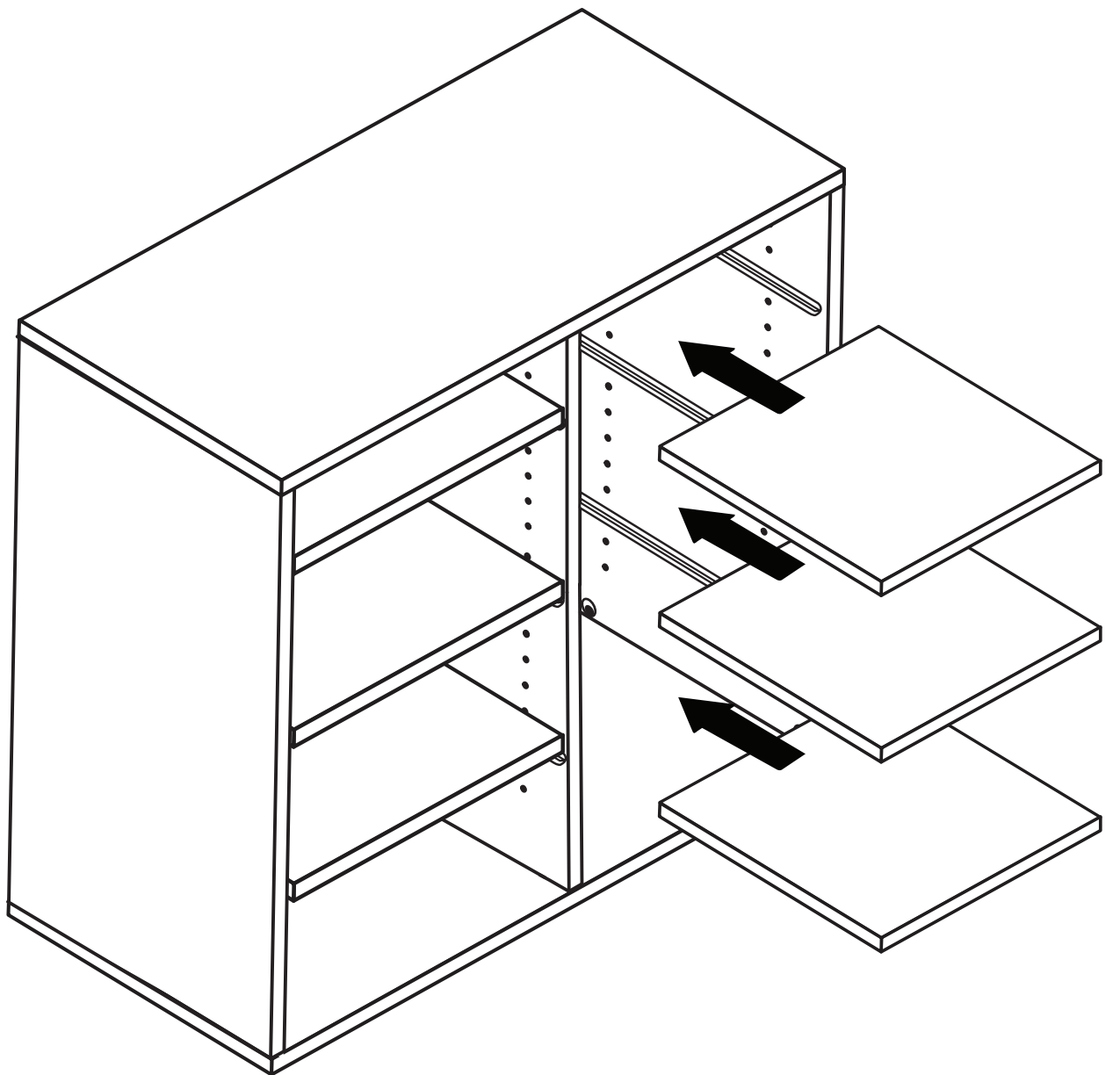
4

Open 1 **Safety Wire** and loop through the two connected anchors. Secure wire by locking into place. Gently pull wire to ensure lock is secure.



8

Insert **Tracks** and **Shelves**. See next page for our recommended tote layout. It can also be used as an organizational planogram.



x12
Tote Tracks



CREATE ROOM®



yipee!

YOU'VE DONE IT.

Now it's time to fill up your new Cubby with all your crafting goodies.

Remember to share pictures of your crafts and craft space with us on Facebook @CreateRoomFamily.

warranty

IMMEDIATE INSPECTION REQUIRED:

Upon receiving your Create Room furniture, promptly inspect the package for any external or concealed damage. Report any visible damage to the delivery driver and contact our Customer Service for both freight and parcel deliveries. For concealed damage, notify us within 5 business days with photos to ensure timely support.

30-DAY COVERAGE FOR ORDER ACCURACY:

If your order has missing or incorrect items, let us know within 30 calendar days of delivery. We want to ensure your crafting setup is complete and ready for use.

1-YEAR MANUFACTURING DEFECT WARRANTY:

This warranty covers manufacturing defects affecting use and assembly for a year from delivery. If you run into issues with part quality, including holes drilled wrong or edge banding flaws, we'll provide replacement parts.

PRE-ASSEMBLED SECTIONS SUPPORT:

For pre-assembled furniture parts requiring replacements, we cover individual parts. Our Customer Service team is available to guide you through the replacement process, offering detailed instructions or service ideas.

WARRANTY EXCLUSIONS:

- Damage from improper assembly, misuse, or accidents
- Normal wear and tear
- Shipping damage after the initial inspection period
- Not following instructions for assembly, use, or safety
- Non-manufacturing defect claims made after 30 days from delivery
- Environmental damage or inadequate storage conditions
- Damage to personal items from misusing Create Room products
- Use of wheeled furniture on unsuitable surfaces
- Accessories not part of the integral furniture package
- Secondhand purchases or gifts
- Theft
- Minor cosmetic variances

CUSTOMER SERVICE AND SUPPORT:

Contact our Customer Service for any concerns or help at **1 (801) 226-2686**, **customerservice@createroom.com**, or through **live chat on createroom.com**.