



Helping Families, One Bed At A Time

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Assembly Manual

60x80 Queen

Standard & Low Bed Height Option



*****Bed frame members are bundled & wrapped by steps*****

Product Inventory List

The Courtney Bed – Queen is comprised of 33 pieces of lumber, 100 connector bolts, 62 connector caps, 4 fabric panels

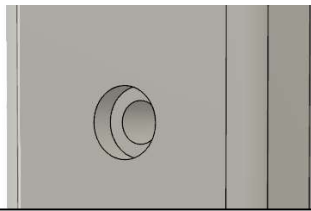
- (2) fabric end panels with corner pads
- (2) fabric front/back panels (zippered)
- (2) 80" x 6 ½" front/back bottom rails
- (2) 80" x 3 ¾" front/back top rails
- (2) 57 ½" x 6 ½" head/foot bottom rails
- (2) 57 ½" x 3 ¾" head/foot top rails
- (4) 74 ½" x 2 ⅝" upright "A" posts
- (4) 74 ½" x 2 ⅝" upright "B" posts
- (4) 78" x 2 ¼" front/back fabric clamps (top & bottom)
- (4) 55 ½" x 2 ¼" head/foot fabric clamps (top & bottom)
- (3) 57 ½" x 2 ¼" mattress support boards
- (5) 80" x 12" mattress Bunkie boards
- (62) 60 mm x ¼" connector bolts
- (6) 100 mm x ¼" connector bolts
- (16) 60 mm x ⅝" connector bolts
- (16) 100 mm x ⅝" connector bolts
- (62) ¼" connector caps
- (35) 1 ½" screws
- (50) Fabric holders
- (1) #4 mm Allen wrench
- (1) #5 mm Allen wrench
- (1) #4 mm Hex bit
- (1) #5 mm Hex bit
- (1) T20 Screw Bit
- (1) Magnetic Hex bit holder
- (1) Mattress – optional

*****The mattress can take up to 48 hours to regain shape after shipping, we recommend opening it as soon as possible*****

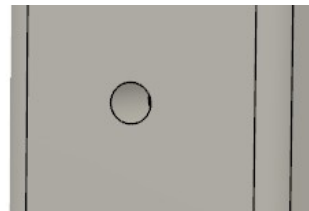
Assembling the Courtney Bed

Thank you for purchasing the Courtney Bed. This manual will guide you through the complete assembly. Although this process can be completed with one person, it is much easier to accomplish with two people. We recommend fully reading the instructions before starting.

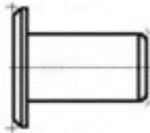
Many holes are indented. We reference these in the instructions to describe which way the boards need to be assembled. Please familiarize yourself with the difference, this will ensure the bed is assembled correctly.



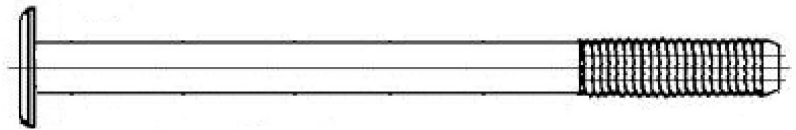
Typical Indented Hole
Creates space for grommets in panel's
NO indents are seen after proper
assembly is completed.



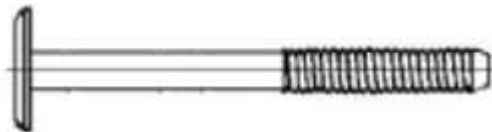
Typical Non-Indented Hole



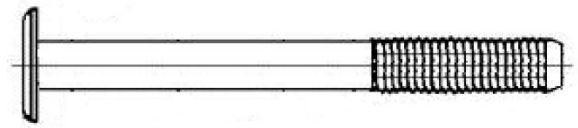
1/4" connector cap



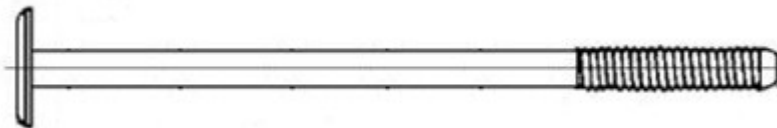
100 mm x 5/16" connector bolt



60 mm x 1/4" connector bolt



60 mm x 5/16" connector bolt

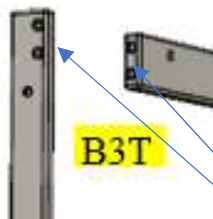


100 mm x 1/4" connector bolt

NO STICKERS NEED TO BE REMOVED, ALL WILL BE COVERED WITH PROPER ASSEMBLY



The connection points are labeled with stickers that have letter/number combinations clearly identifying the connection. These stickers will be shown in this manual as a yellow highlight: **B3T**

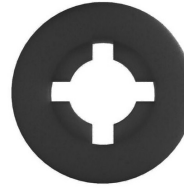


Both pieces to be connected, will have the same sticker on them.

When the connection is correct, matching stickers will be touching one another.



Extra Hands Fabric Holders



These are push on washers can be used to hold the fabric in place to make assmebly easier.

They may be white or black.

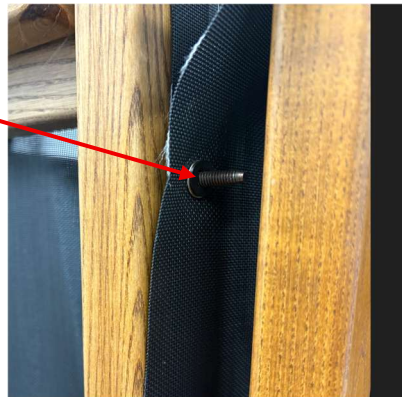
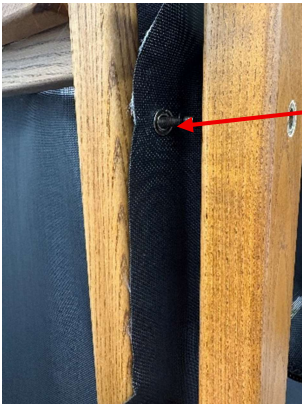
They are optional to help hold the fabric in place while you clamp it between the boards. They can stay in place and do not need to be removed..

Recommended locations of use:

Steps 6-11 - Hanging the fabric along the top rails



Step 12 – Clamping the fabric in between the posts

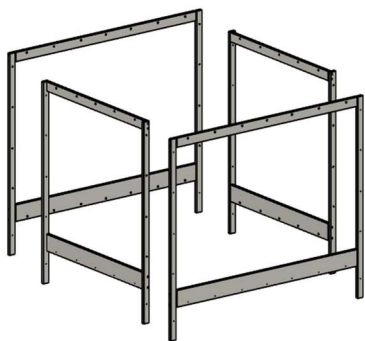


Assembly Overview

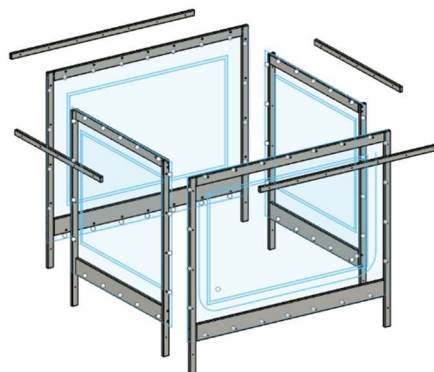
The Courtney Bed should be assembled by following the steps described in this manual. The steps below are an overview of the entire process. Please follow the detailed steps following this section.

Steps 1 - 5: Assembling the (4) independent bed frames; loosely bolting them together.

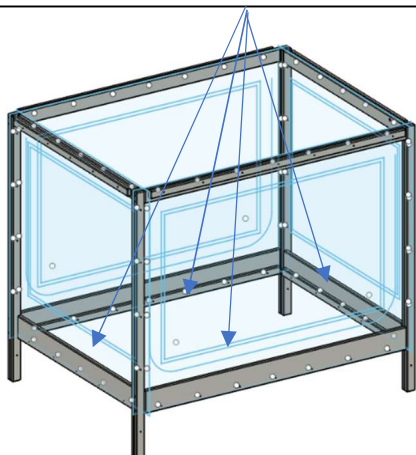
Hint: Construct the independent frames on the floor if space allows, then stand-up to connect.



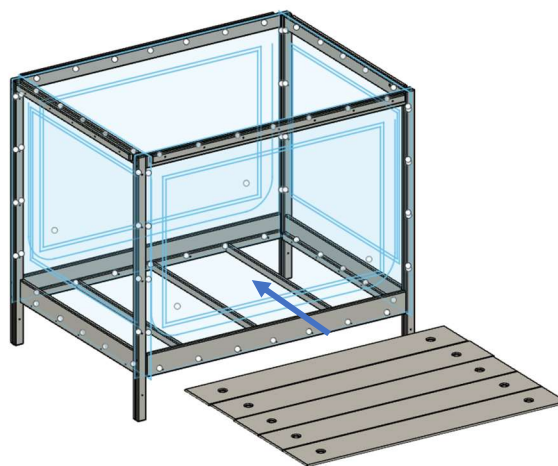
Steps 6 - 11: Hanging the (4) independent fabric panels; installing the top fabric clamps.



Steps 12 - 14 Installing (4) bottom fabric clamps; Open vertical posts to install fabric; clamp fabric edges



Steps 15 - 18: Installing (3) mattress supports boards & (4) mattress Bunkie boards; tensioning panels; installing mattress.



Detailed Assembly Steps

(2) bundles located in Box 1
Set aside fabric clamps in bundle

Step 1 – Assemble the Foot End Frame

All bolts should be fully tightened at the end of this step. These bolts will be inaccessible later and cannot be retightened.

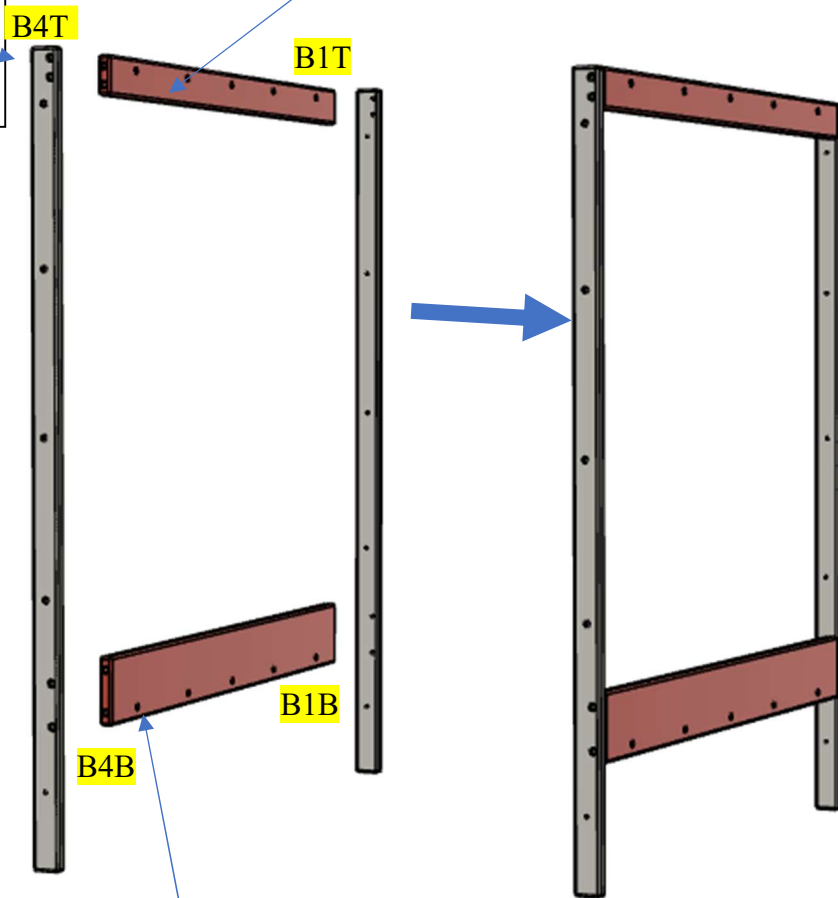
You will need:

- (1) upright **B1** post
- (1) upright **B4** post
- (1) bottom rail **B1B** & **B4B**
- (1) top rail **B1T** & **B4T**
- (8) 60 mm x $\frac{5}{16}$ " connector bolts

The upright “B’s” are assembled with **indents facing away** from the bottom & top rails.

The stickers will be covered if properly assembled.

The Top Rail is assembled with the holes up and is indented on both sides.



The Bottom Rail is assembled with the holes **down**

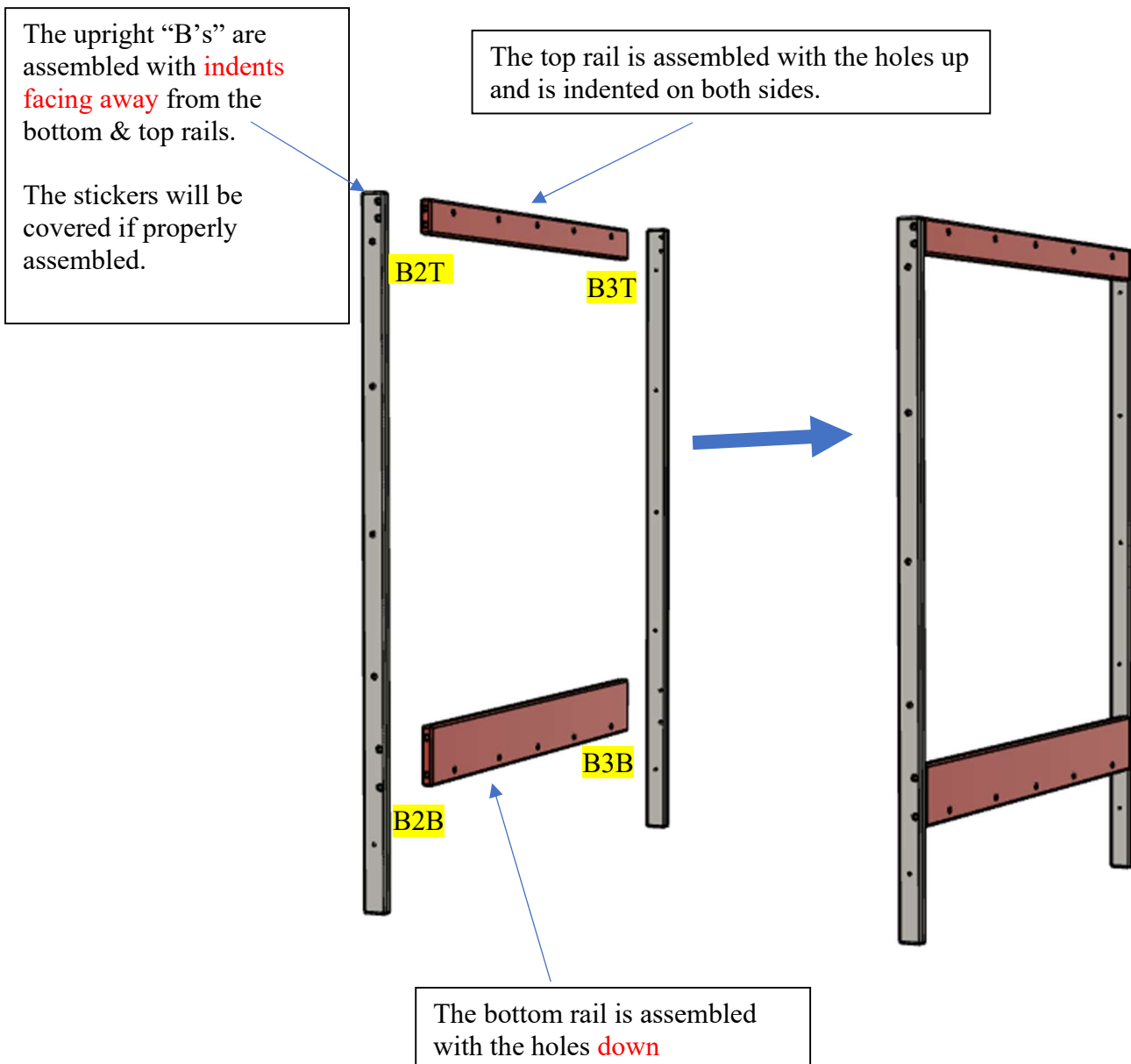
Step 2 – Assemble the Head End Frame

(2) bundles located in Box 2
Set aside fabric clamps in bundle

All bolts should be fully tightened at the end of this step. These bolts will be inaccessible later and cannot be retightened.

You will need:

- (1) upright **B2** post
- (1) upright **B3** post
- (1) bottom rail **B2B** & **B3B**
- (1) top rail **B2T** & **B3T**
- (8) 60 mm x $\frac{5}{16}$ " connector bolts



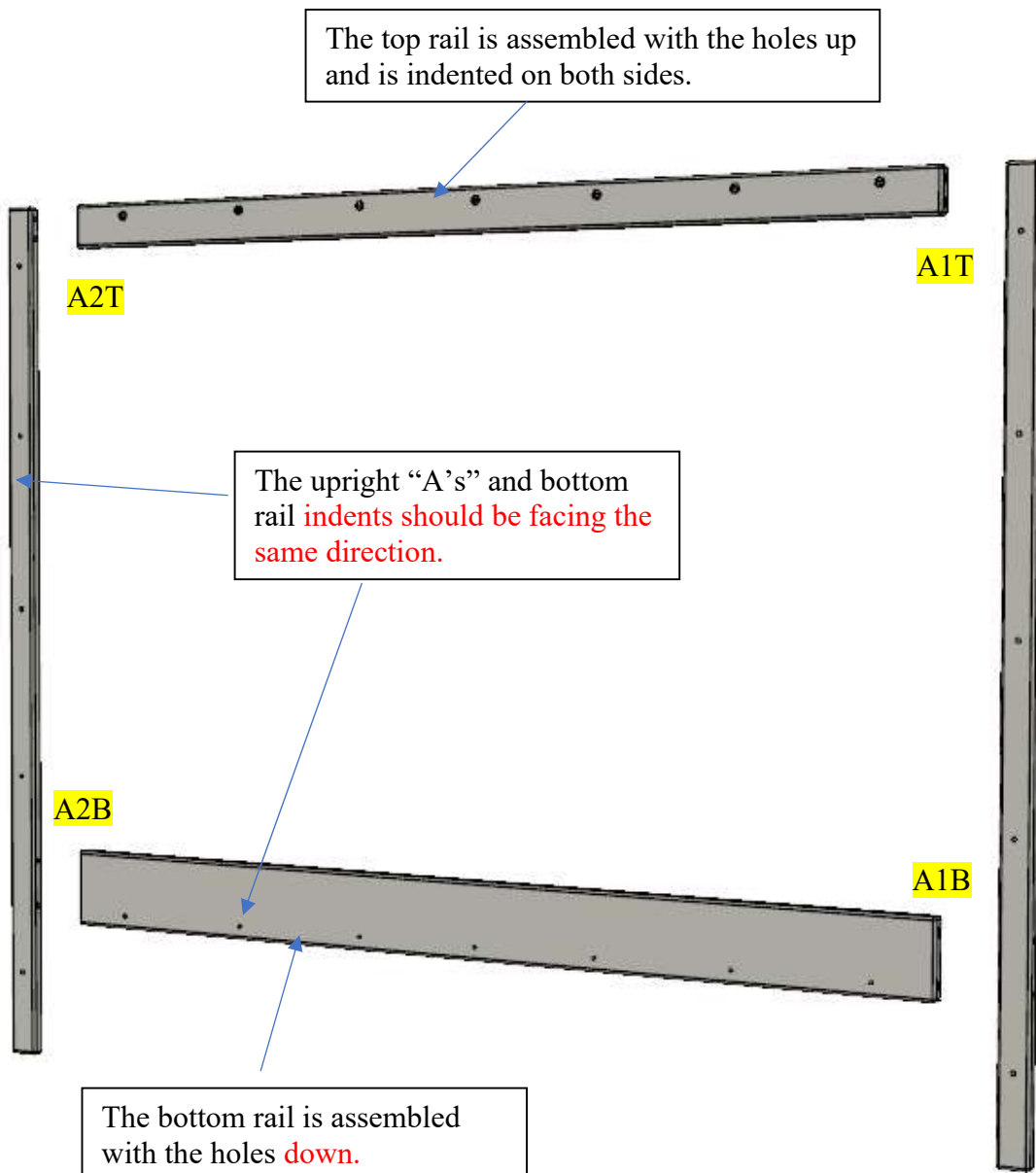
Step 3 – Assemble the Front Frame

(2) bundles located in Box 3
Set aside fabric clamps in bundle

All bolts should be fully tightened at the end of this step.

You will need:

- (1) upright **A1** post
- (1) upright **A2** post
- (1) front bottom rail **A1B** & **A2B**
- (1) front top rail **A1T** & **A2T**
- (8) 100 mm x ⁵/₁₆" connector bolts



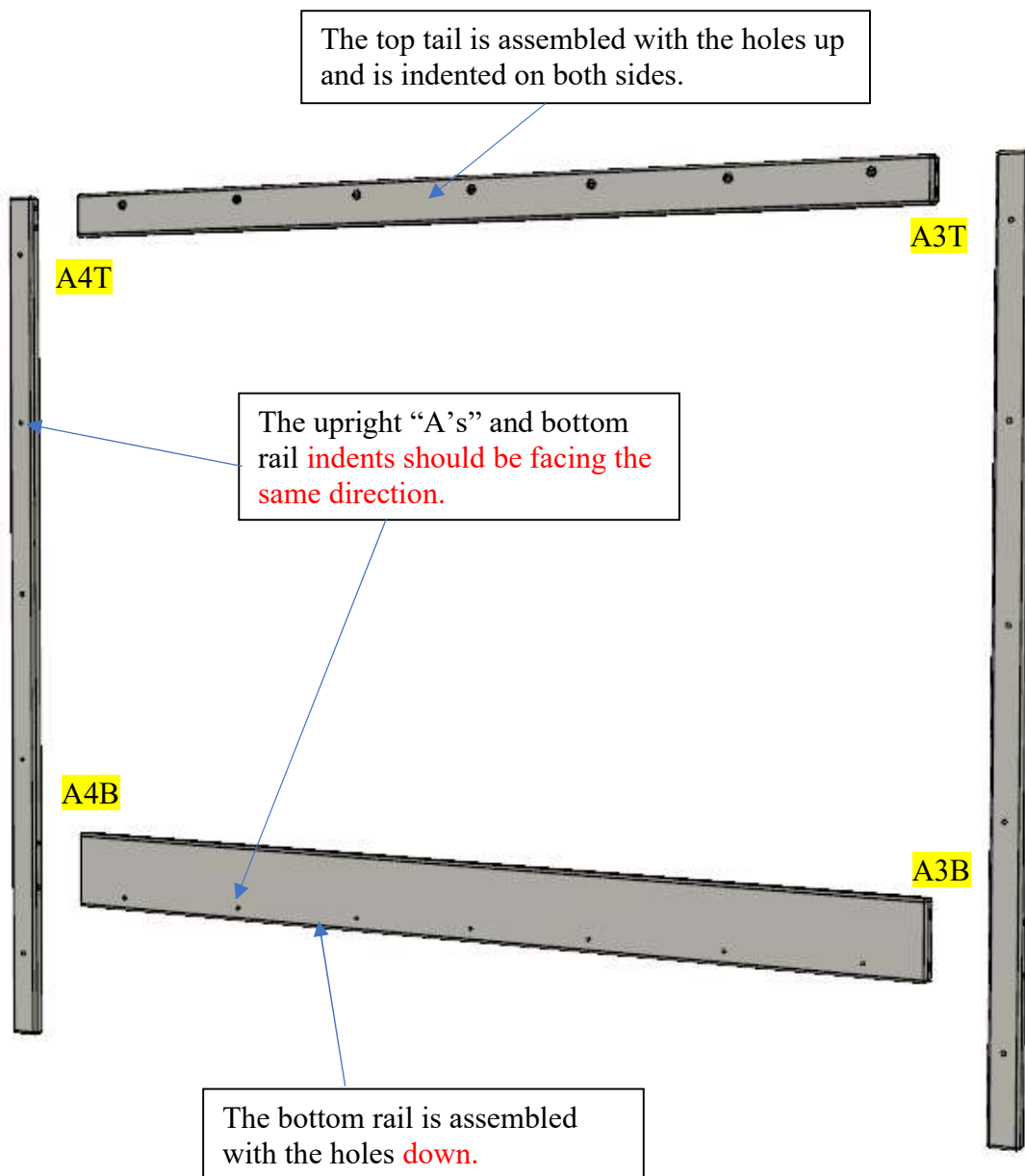
Step 4 – Assemble the Back Frame

(2) bundles located in Box 4
Set aside fabric clamps in bundle

All bolts should be fully tightened at the end of this step.

You will need:

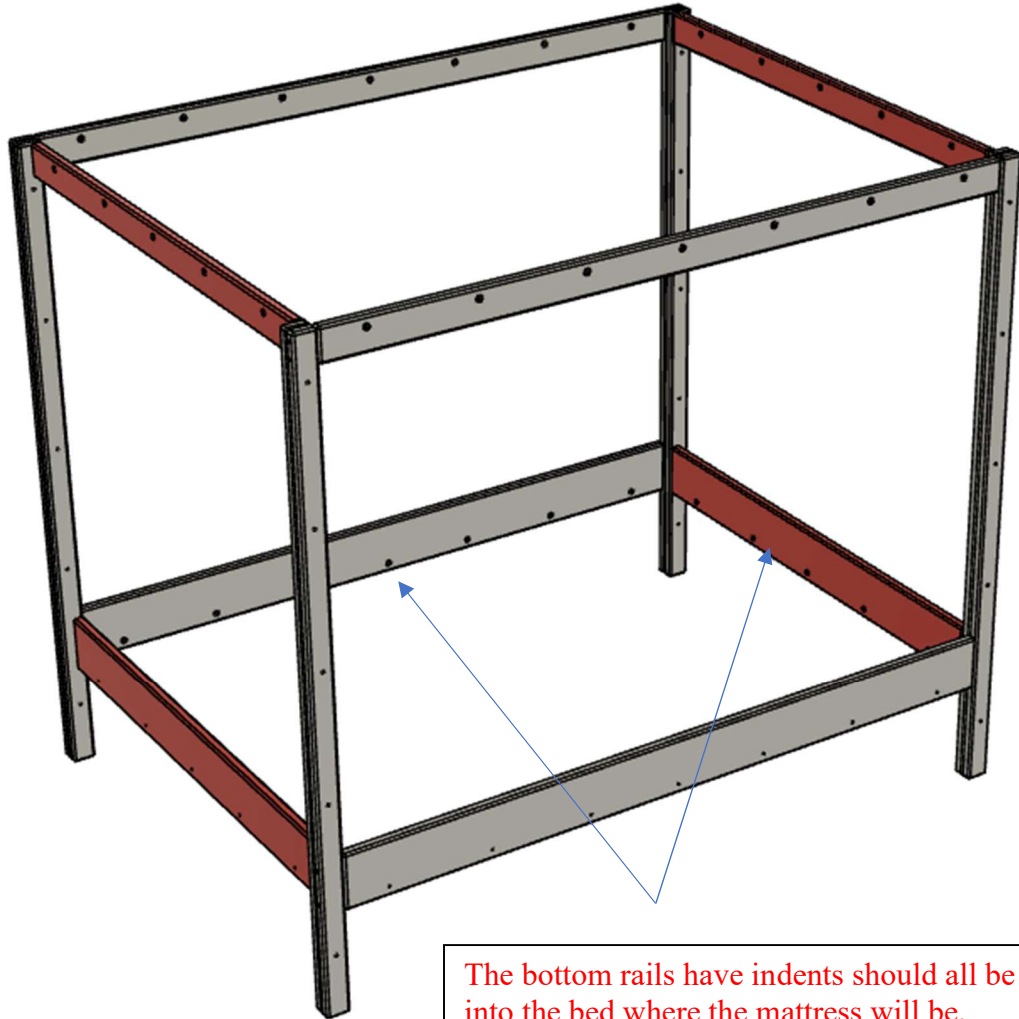
- (1) upright **A3** post
- (1) upright **A4** post
- (1) back bottom rail **A3B** & **A4B**
- (1) back top rail **A3T** & **A4T**
- (8) 100 mm x ⁵/₁₆" connector bolts



Step 5 – Continued...

The loosely assembled bed frame should be assembled and look like the below picture.

If so, you are ready to begin installing the fabric.



Step 6 – Install the End Panel(s) Fabric on the bed frame

(Repeat this step to complete both ends)

You will need:

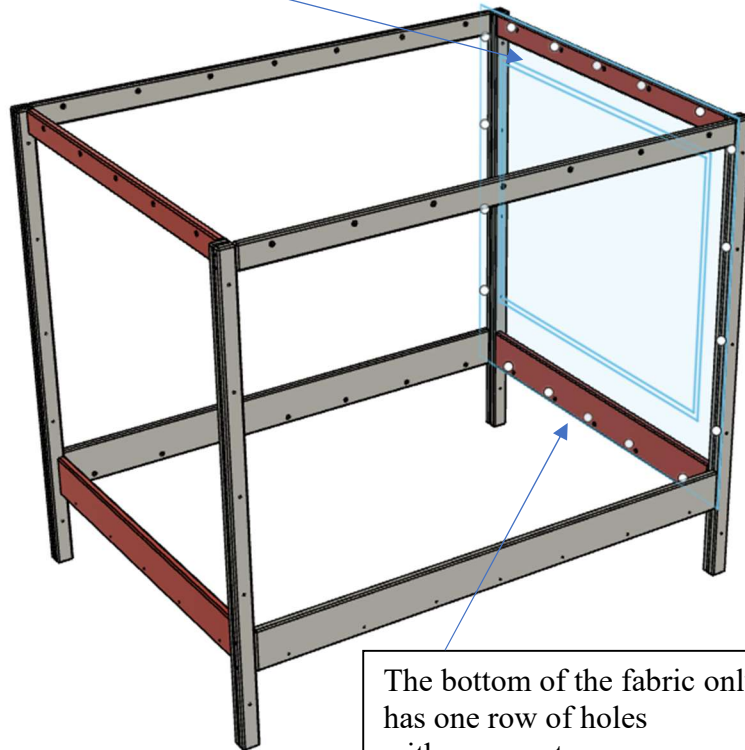
(2) fabric end panels (may have access grommet option installed)

access grommets will need the grommet placed towards the front bed frame

(10) 60 mm x ¼” connector bolts

The top of the fabric has two rows of holes with grommets.

All fabric panels get hung inside the bed frame.



Align the lower row of holes with the holes in the bedframe.

Fold the fabric over the top and install the (5) 60mm x ¼” connector bolts from the inside going out.

The bottom of the fabric only has one row of holes with grommets.



Fabric folds over top rail

REPEAT STEPS FOR OTHER END

Step 7 – Install both the Head & Foot Frame Top Fabric Clamps

Skip this step if Top Panel Option will be installed

You will need:

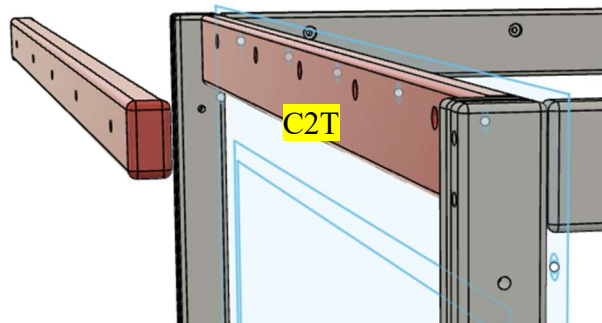
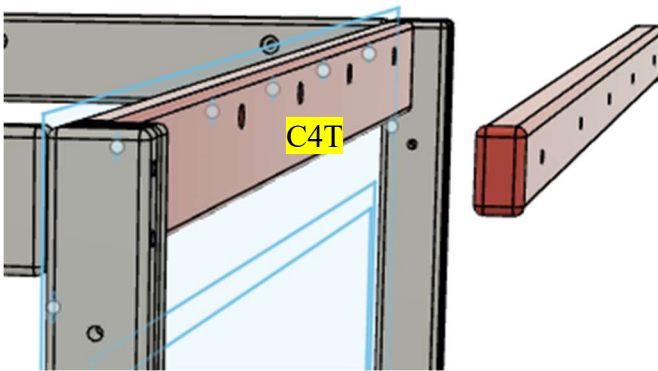
(2) end fabric clamps **C2T** & **C4T**

(10) ¼” connector caps

Install the fabric clamp over the connector bolts.

Make sure the fabric is lying flat between the boards and install the connector caps.

Tighten connector caps completely.



Step 8 – Install the Back Panel Fabric on the bed frame
(this is done very similar to the end panel(s) fabric, done in step 6)

You will need:

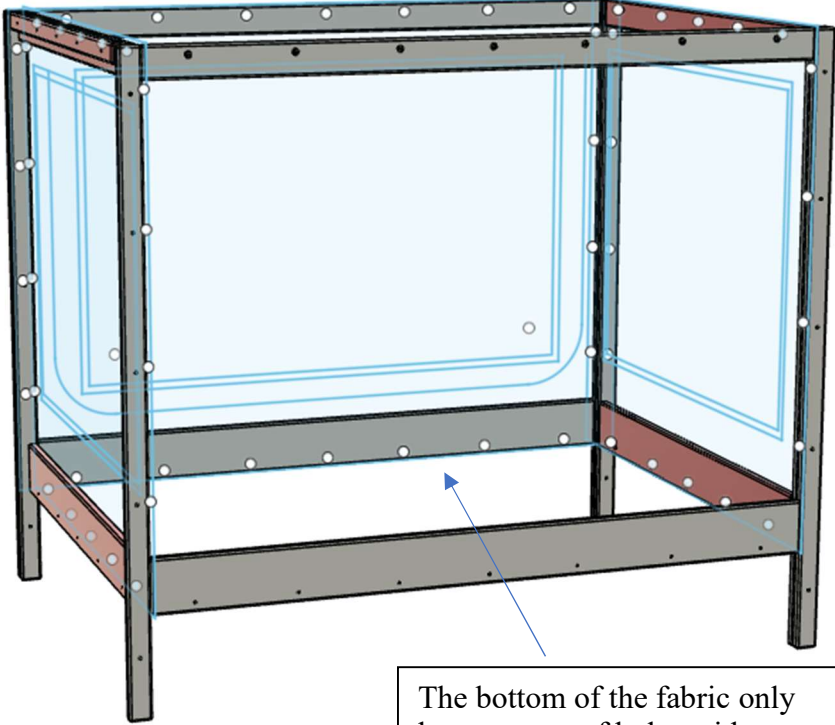
- (1) fabric zippered panel
- (7) 60 mm x 1/4" connector bolts

The top of the fabric has two rows of holes with grommets.

Make sure the zipper heads are facing out so the zipper can be operated from the outside.

Align the lower row of holes with the holes in the bedframe.
Fold the fabric over the top and install the (7) 60mm x 1/4" connector bolts from the inside going out.

The bottom of the fabric only has one row of holes with grommets.



Fabric folds over top rail



Step 9 – Install the Back Top Fabric Clamp

Skip this step if Top Panel Option will be installed

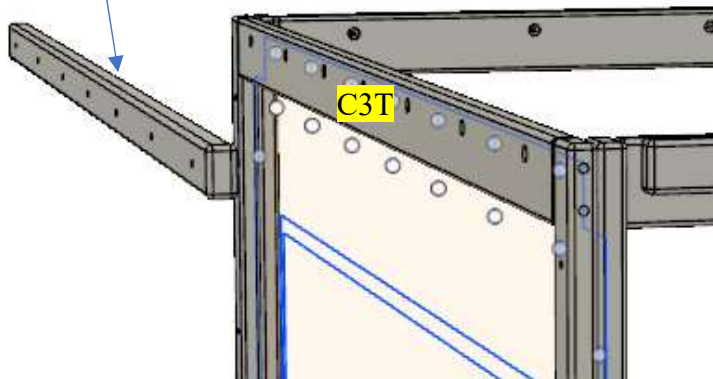
You will need:

- (1) back fabric clamp **C3T**
- (7) ¼” connector caps

Install the fabric clamp over the connector bolts.

Make sure the fabric is lying flat between the boards and install the connector caps.

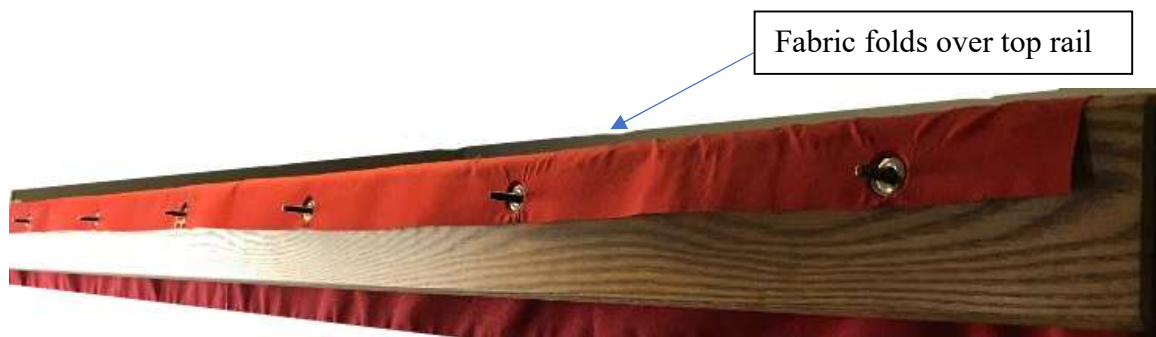
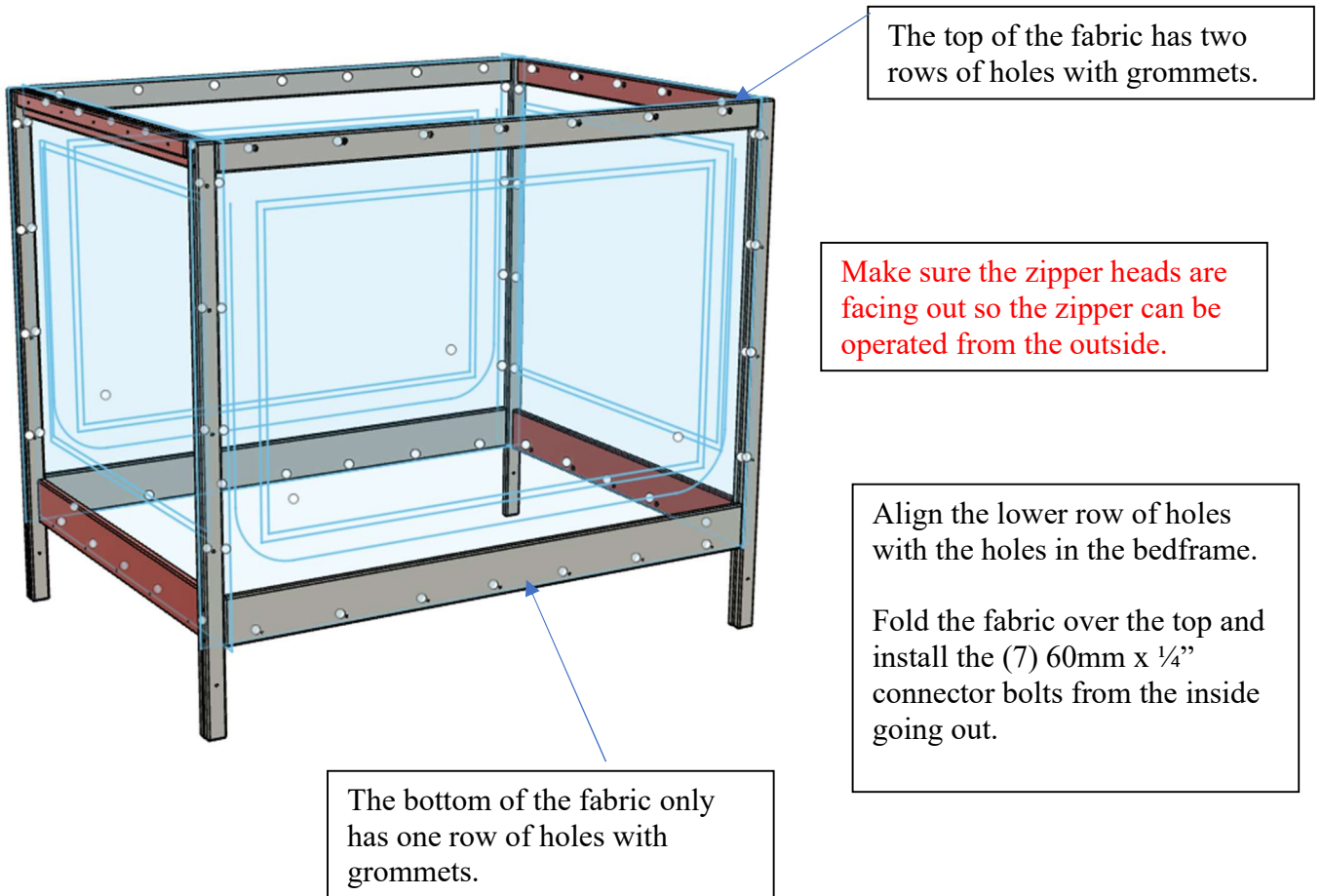
Tighten connector caps completely.



Step 10 – Install the Front Panel Fabric on the bed frame

You will need:

- (1) fabric zippered panel
- (7) 60 mm x ¼" connector bolts



Step 11 – Install the Front Top Fabric Clamp

Skip this step if Top Panel Option will be installed

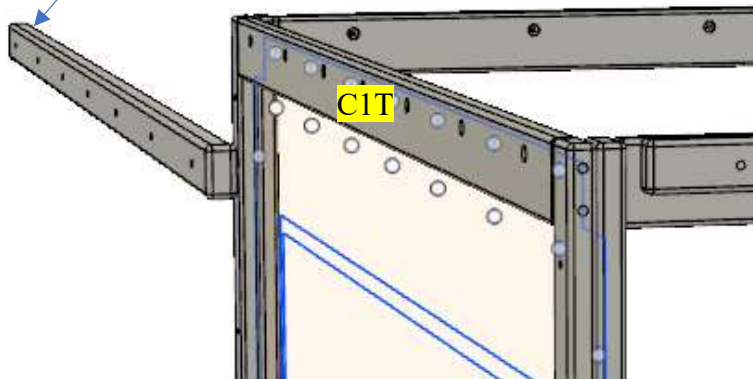
You will need:

- (1) front fabric clamp **CIT**
- (7) ¼” connector caps

Install the fabric clamp over the connector bolts.

Make sure the fabric is lying flat between the boards and install the connector caps.

Tighten connector caps completely.

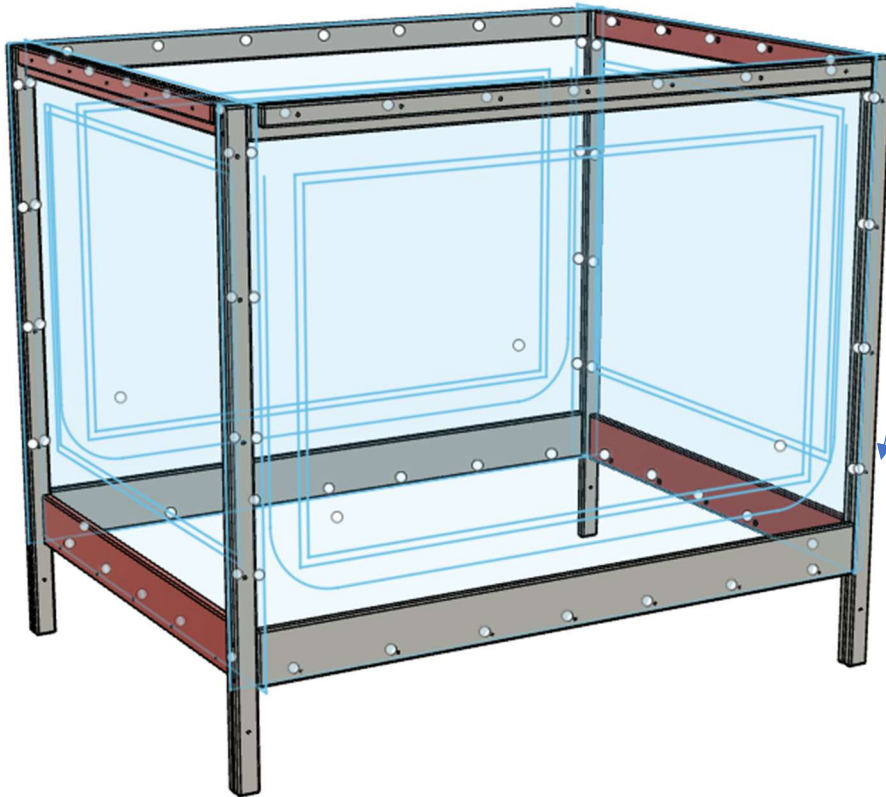


Step 12 – Secure the Fabric Edges

You will need:

- (12) 60 mm x ¼” connector bolts
- (12) ¼” connector caps

Starting at a corner, remove the two connector caps loosely installed earlier and separate the posts so the fabric can be pulled through

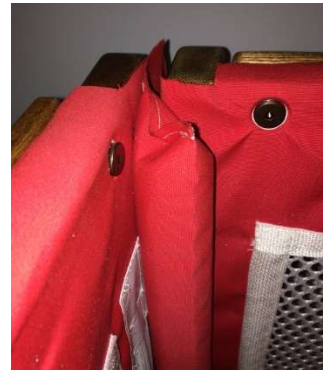


Step 12 – Continued...



Separate the two uprights by a few inches, enough to allow the fabric edges from the front and end fabric panels to be pulled through.

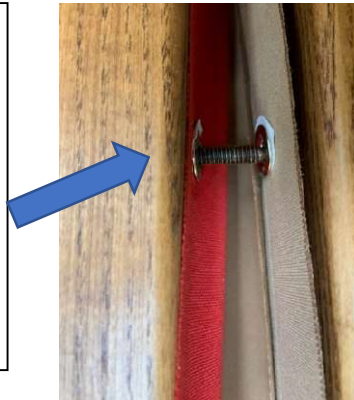
Make sure the tabs on the panels are all the way out and not folded over



Inside of bed view

One connector bolt at a time, start working them through the upright and through each of the two grommets and into the other upright.

It is very important to make sure the bolt passes through the grommets.



Do this for the upper (4) connector bolts.

The bottom one does not have any fabric between the posts, install the bolt now.

Once all (5) bolts are started through the **B** upright, passed through the grommets and into the **A** upright, install the connector caps.

Snug them up, but **DO NOT** fully tighten them.

They will be fully tightened in Step 17 – Tensioning the Panels

Repeat this Step for the remaining 3 corners

Step 13 – Install the Bottom Front/Back Fabric Clamps

You will need:

- (1) front fabric clamp **C1B**
- (1) back fabric clamp **C3B**
- (8) 60 mm x ¼” connector bolts
- (8) ¼” connector caps
- (6) 100 mm x ¼” connector bolts

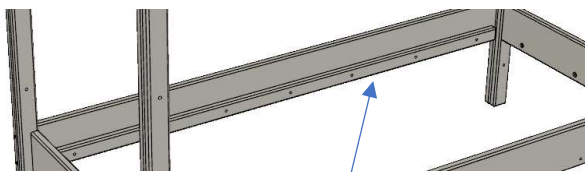
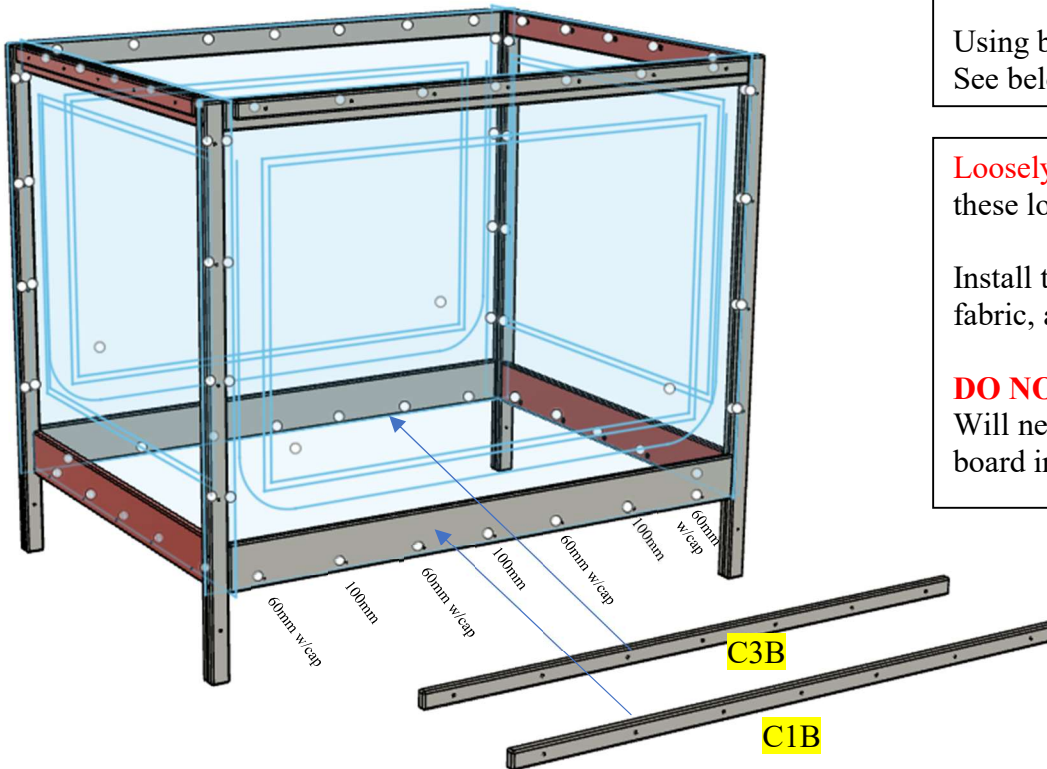
Install the bottom front and back fabric clamps **inside** the frame.

Using both 60 mm & 100 mm bolts
See below for location of bolts.

Loosely install the (3) 100mm bolts in these locations.

Install them through the bed rail, fabric, and into the clamp

DO NOT push all the way through.
Will need to be back for cross support board install.



The Clamps go on the **inside** of the frame. Shown here installed without the fabric for clarity.

Install the (4) 60 mm bolts and caps in these locations (every other)
Tighten connector caps completely.

TIP:
Put the bolts in from the outside through the bottom bed rail.

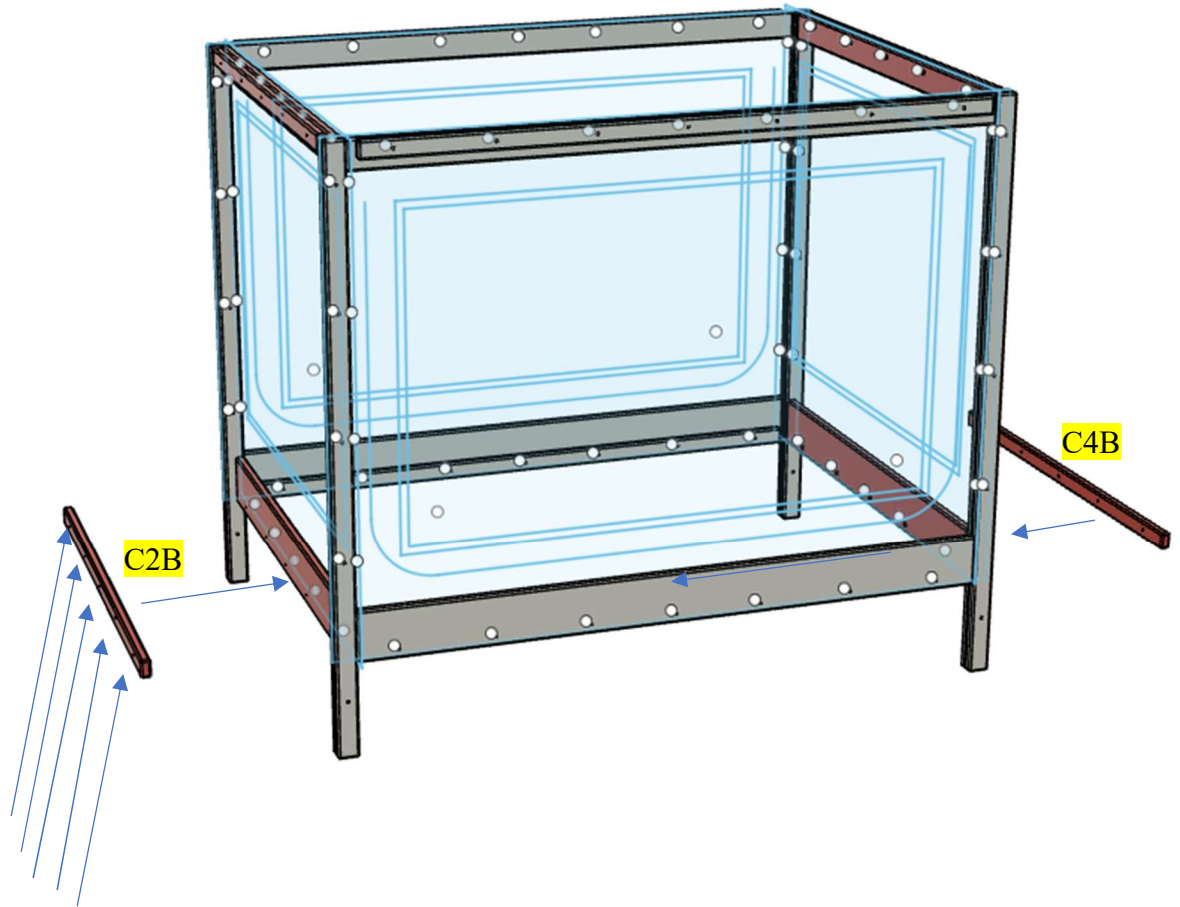
Then pull the fabric over the bolts so the bolts pass through the grommets.

Next install the clamp over the exposed bolts and install the caps

Step 14 – Install the Bottom Ends Fabric Clamps

You will need:

- (2) end fabric clamps **C2B** & **C4B**
- (10) 60 mm x ¼” connector bolts
- (10) ¼” connector caps



Install (5) connector bolts on each side.

The connector bolts install from the outside.

The caps connect on the inside of the bed frame into the fabric clamps.

Tighten connector caps completely.

Optional Top Panel

Skip to Step 15 if no Top Panel Option is to be installed

You will need:

- (8) Velcro hook strips
- (1) top panel

Apply (2) Velcro hook strips to the top of the vertical posts

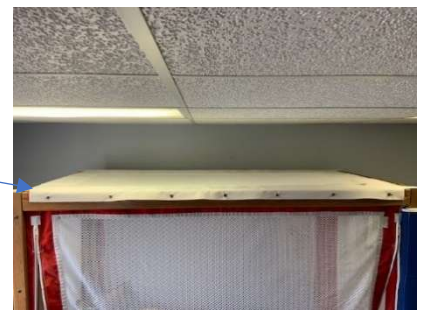
Repeat for remaining posts



Align the top panel over the bed, matching the Velcro loop sewn into the panel to the Velcro hook just applied.

Press firmly to connect

Align grommets in the top panel over the connector bolts on all sides



Return to Steps 7, 9, & 11 to install Top Fabric Clamp boards.

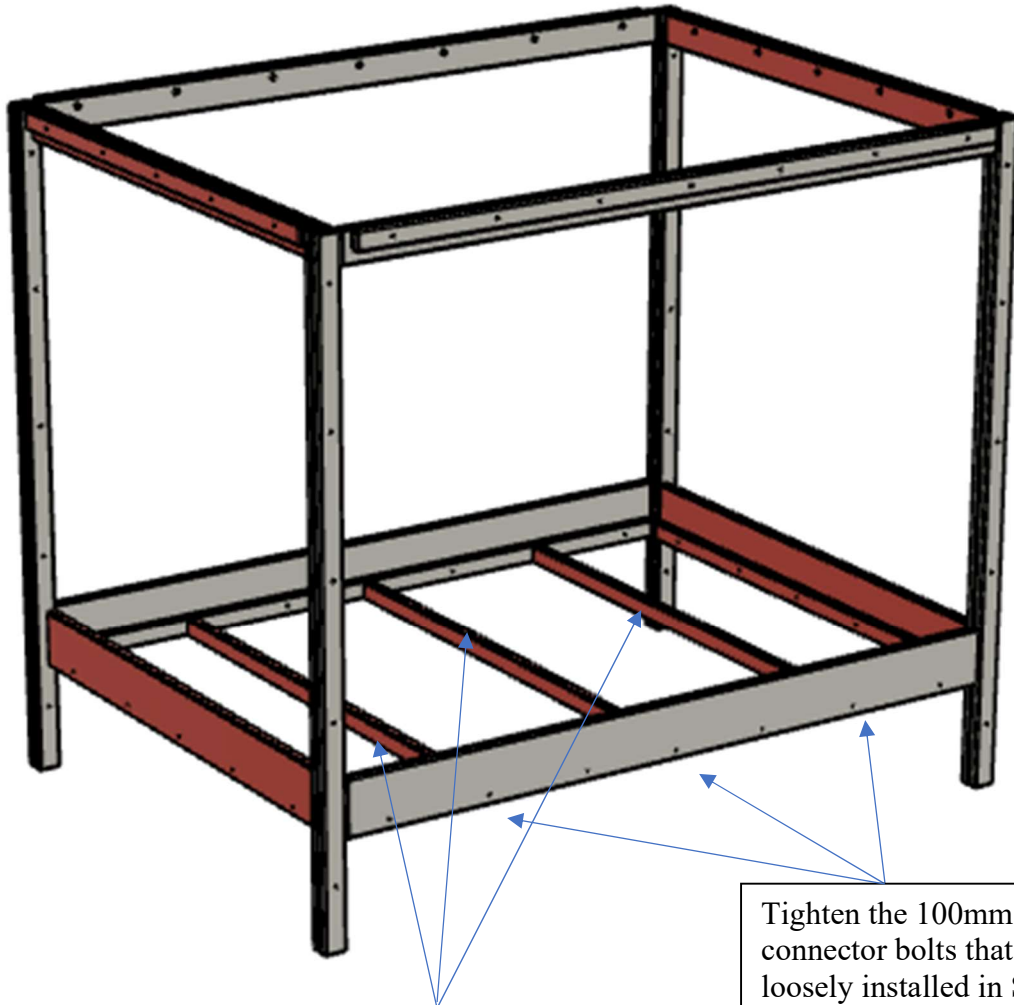
Tighten connector caps completely.

Step 15 – Install the Mattress Supports

You will need:

(3) Mattress Supports

Fabric not shown for clarity.



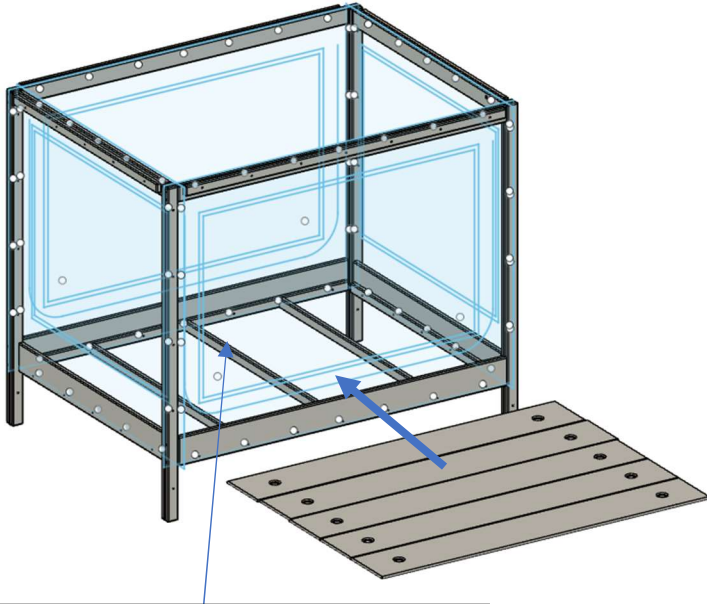
Install the 3 cross supports with the 100mm x ¼" connector bolts.

Tighten the 100mm connector bolts that you loosely installed in Step 13

Step 16 – Install the Mattress Bunkie Boards

You will need:

- (5) mattress bunkie boards
- (35) 1 ½” screws
- (1) T20 Screw Bit

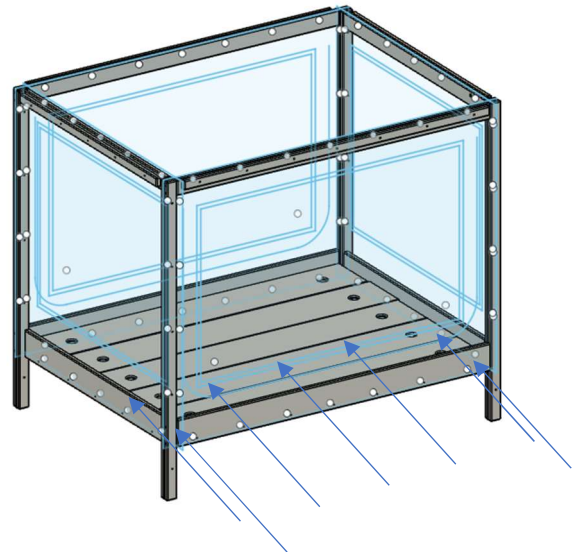


Set the (5) mattress boards on top of the support pieces installed earlier.

Each mattress board has (7) predrilled holes for securing them down.

Using a drill and the T20 bit install the screws in these 7 locations on each board.

Make sure to seat the screws into the board to prevent damage the mattress.



Step 17 – Tension the Fabric Panels

Make sure the zippered panels are zippered closed for tensioning



Each fabric panel has tension tabs on the edge.

These tabs allow for pulling the sides snug.

If zipper is left open, it is possible to add too much tension. The zipper will not function

In pairs, (2) connector bolts at a time, loosen them slightly.

They still need to be snug so they hold the tension in the panel as you pull.

When the desired tension is reached, tighten the connector bolts.

Repeat this process anywhere the tension needs to be adjusted.

Tighten connector caps completely.

Step 18 – Place a mattress in the bed

Skip this step if Exterior Padding Option will be installed



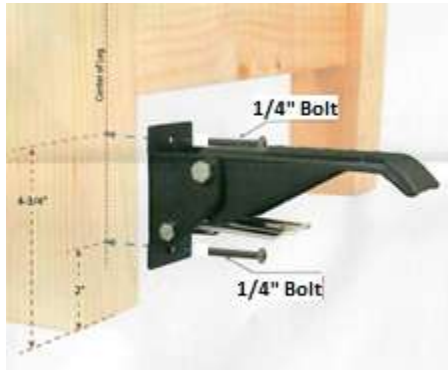
After the mattress has regained its shape, it can be installed in the bed.
It is a snug fit and will need to be pushed down in on all sides.
Once tucked in it should lay flat in the bed.

Retractable Caster Option Installation

Step 1 – Mount bracket on the bed leg (do not mount the wheel to the bracket first, it will make mounting the bracket more difficult)

The casters go under the bed and you will find pre drilled holes with threaded inserts in the legs. The threaded inserts come in from the back so they will not be seen when looking at the leg.

Use the 4mm hex and the included 1/4" bolts



Step 2 – Mount the wheel to the bracket

Using the wrenches provided, mount the wheel to the bracket.



Exterior Padding Option Installation

– Note if you have casters, you should install them first

You will need:

- (4) Vertical pads on brackets
- (2) Long horizontal pads
- (2) Short horizontal pads

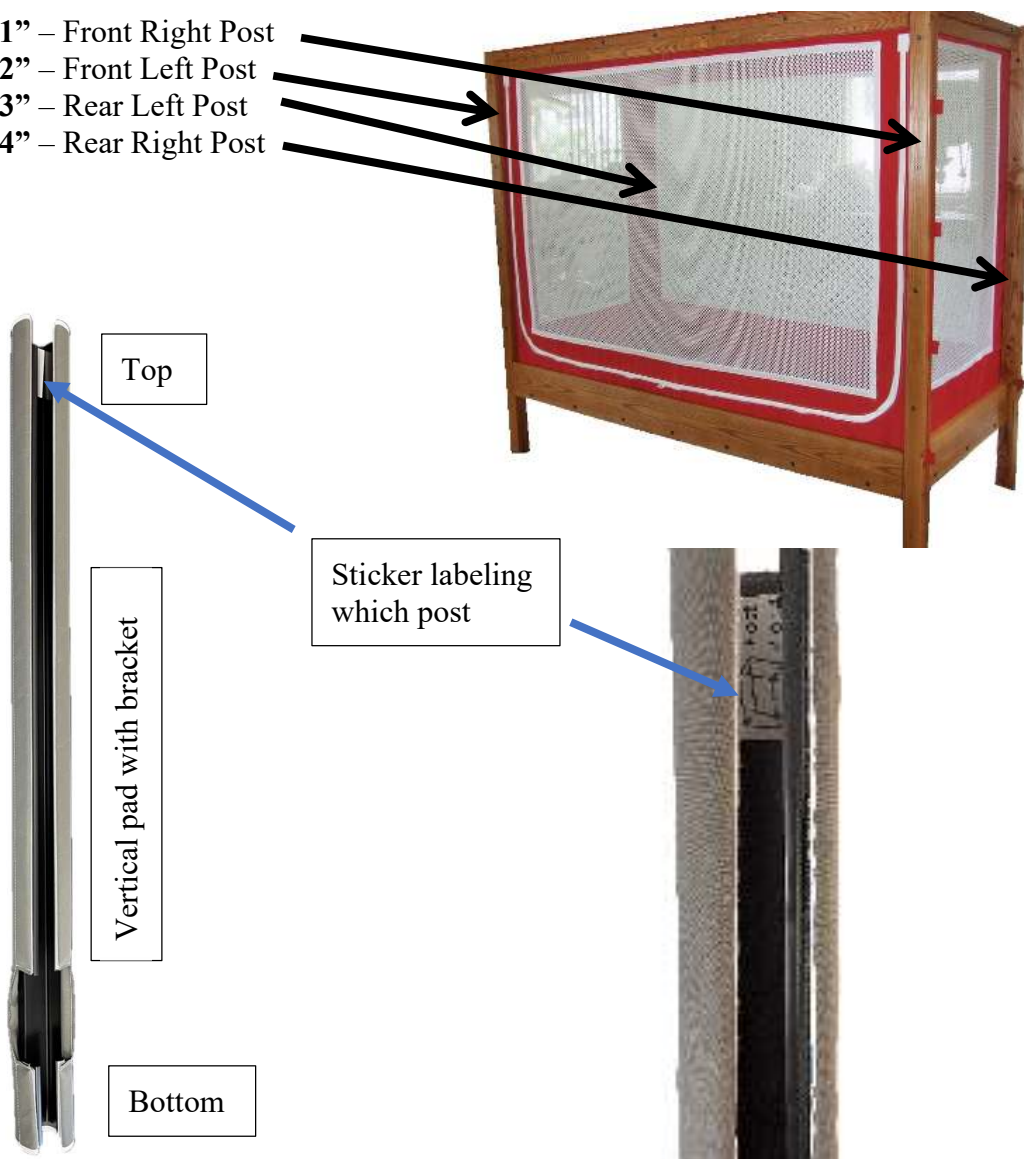
For this installation we have labeled the four corner uprights looking at the bed from the zipper side as described and pictured below:

“1” – Front Right Post

“2” – Front Left Post

“3” – Rear Left Post

“4” – Rear Right Post



Exterior Padding Installation continued...



Starting at the bottom, spread the bracket apart and slide over the bottom of the post.

Bracket will not be fully in place yet.

Work your way up the bracket, spreading and pushing as you go.

It is helpful to use a knee to apply pressure to keep the bracket from popping off in sections already spread apart.



Spread apart and push the top of the bracket onto the post



Push the bracket onto the post to ensure it is snapped in place.

Repeat this Step for the remaining 3 posts

Exterior Padding Installation continued...

Remove the mattress if already installed



Position the horizontal pad, aligning it with the Velcro (pre-applied)



Firmly push pad upward, forming a connection to the Velcro



Pull the pad up and around the top rail, tucking the pad between the rail and fabric. Push the pad into the back of the board, forming a connection to the Velcro (pre-applied)



Repeat this Step for the remaining 3 horizontal pads
Place mattress in bed (Step 18)



Finished installation of exterior padding



Care and Cleaning of the Courtney Bed

Fabric panels can be hand-washed while still attached to the bed. Use mild soap and warm water with a clean cloth. Wash both inside and outside at the same time, going in opposite directions. Gently rinse with clean water.

A hand-held upholstery or steam cleaner can be used to remove stubborn stains.

Panels can be taken off the frame if needed and machine washed on delicate cycle and hung out to dry. **The panels should not be dry-cleaned.**

Precautions

Customer assumes all responsibilities for the use of this bed and determines if this type of bed is appropriate for their loved one.

Bed should be located with at least one foot of clearance from wall or other objects.

You will need at least 1 ½ foot clearance between the top rail of bed and the ceiling.

No objects should be within reach of the bed, such as an overhead light or fan.

Avoid having objects such as shelves or bureaus within reach of the bed.

Keep mattress and bedding away from zipper when closing.

Warranty - Company declares to the original purchaser of the Courtney Bed that the device will be free from any defects in materials & workmanship for three years. This warranty is subject to the proper installation, operation, and maintenance of the device in accordance with the installation instructions. Warranty claims must be made by client through email or phone within sixty days of the development of a problem. Company's obligation under the warranty is to repair, replace or correct any part found to be defective. The warranty period begins on the date the device is delivered and continues for 36 months. Excluded from this warranty are issues related to accidents, misuse, misapplication, negligence or modification to the device or its components.

The Courtney Bed is listed with the FDA as a Class 1 Manual Hospital Bed #E544743

Courtney Bed, Inc. is FDA registered as a medical device manufacturer, #3006015254