

# Courtney Bed Panel Replacement Instruction

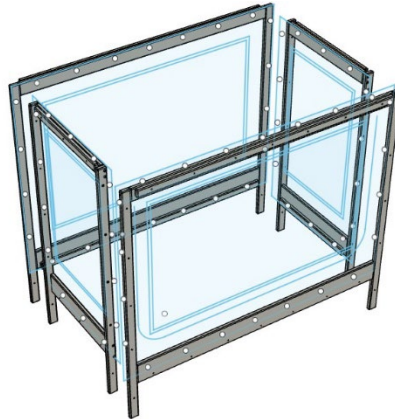


## Overview:

Scan for manuals & videos

The bed is comprised of (4) independent frames. These frames are held together by (5) connector bolts and end caps along the vertical posts and (3) horizontal boards that support the mattress platforms.

These frames can be disassembled with the fabric still attached.

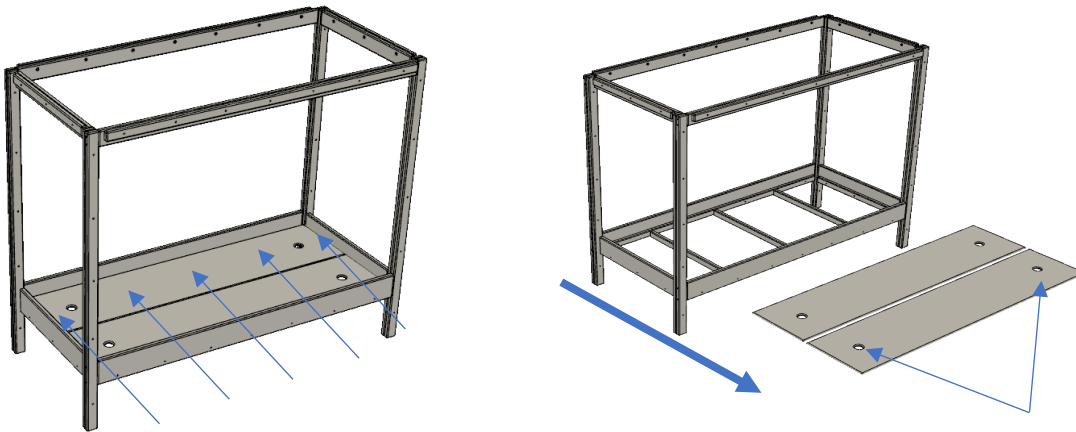


**\*\*\* If the bed has the exterior padding option it will need to be removed for panel(s) replacement. \*\*\***

## Step 1: Remove mattress support boards & mattress Bunkie boards

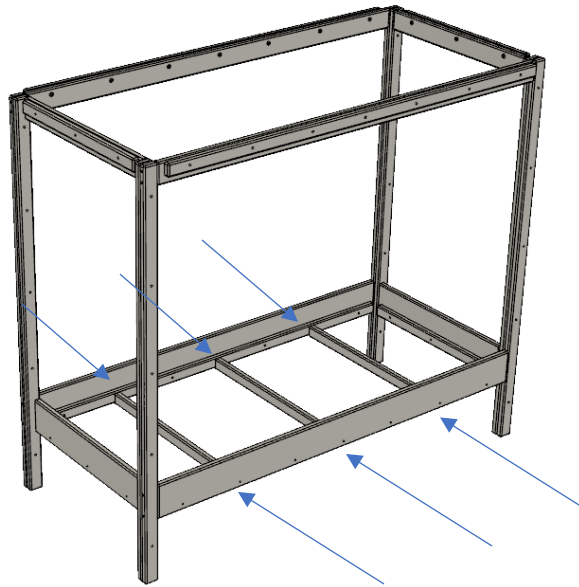
Pull out the mattress. Remove the (10) screws attaching the Bunkie boards. (5 in each) (some beds have 3 bunkie boards and will have 15 screws)

Remove the Bunkie boards.

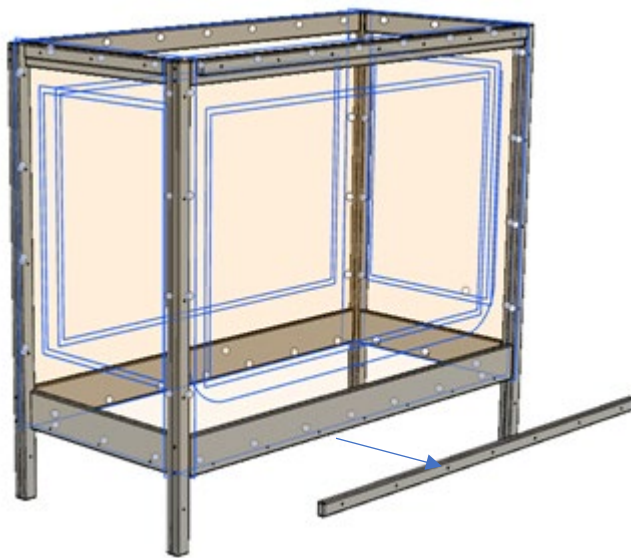


**Step 2: Remove the mattress cross support boards**

Remove the (6) 100mm connector bolts and (3) support boards.



**Step 3: Remove the bottom fabric clamps for panel(s) to be replaced**



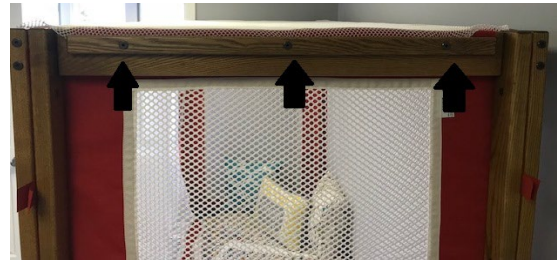
Using the 4mm & 5mm hex wrenches, remove the remaining bottom bolts; (4) for the front or back panel; (3) for the head or foot panel. This will free up the bottom edge of the panel from the inside fabric clamp board.

**Step 4: Remove the top fabric clamp from the side of the bed you are replacing the panel.**

**Note:** If the bed has a top panel and you are replacing a head or foot panel, either the front or back top clamp will need to be removed as well. One side of the top needs to be removed to be able to spread the frames for the fabric replacement.

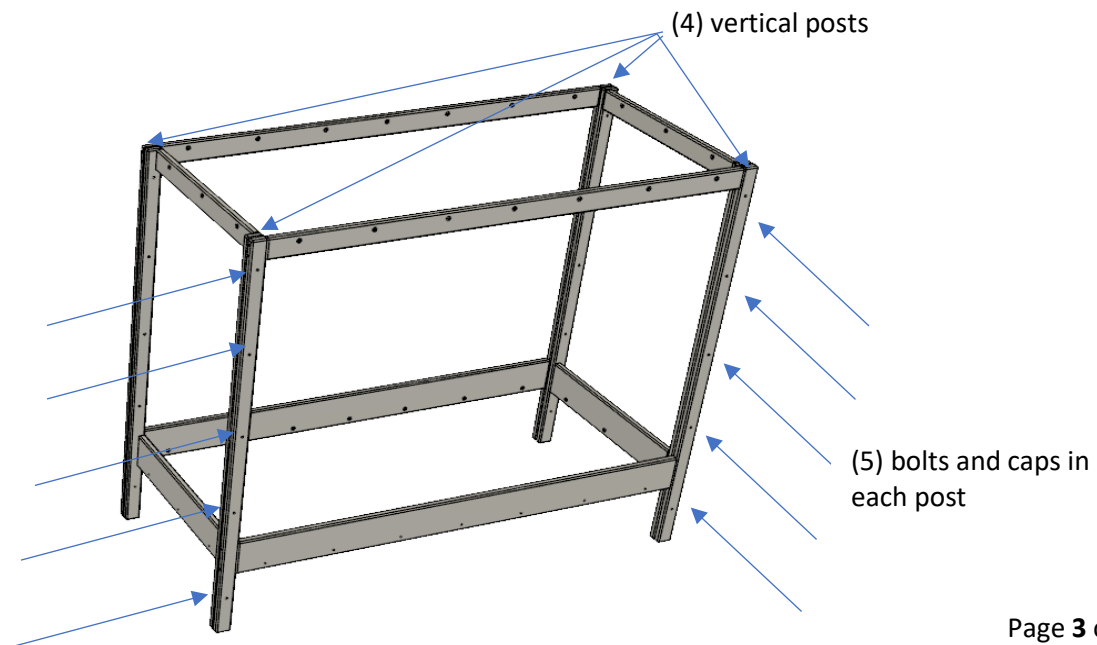
Using a 5mm hex head wrench on the outside of the fabric clamp and a 4mm hex head wrench inside the bed frame, remove the caps from the outside of the fabric clamp(s) that need to be removed.

Once all caps are removed, remove the clamp(s) and the edge of the top can be removed from the required side(s). The bolts and the fabric can be left in place at this point.



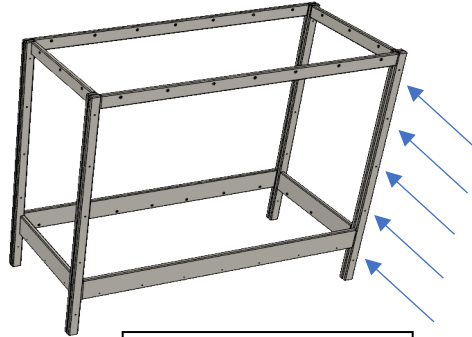
**Step 5: Loosen the vertical posts (do not remove them at this step)**

Using 5mm & 4mm hex head wrenches loosen the (5) connector bolts and caps along the 2 vertical posts on the panel to be replaced. **Example: If front panel is being replaced, only remove bolts from front 2 vertical posts**



**Step 6: Remove the fabric from between the post one side at a time.**

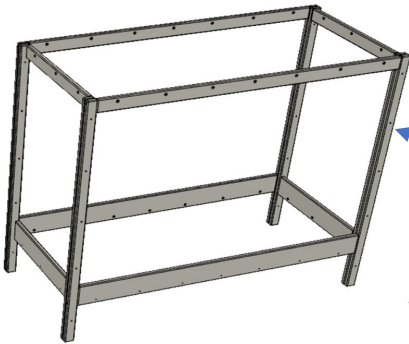
Fully remove the bolts from one corner post. Spread the post apart and remove the fabric from between the boards. Reinstall loosely one bolt and cap to hold the frame together while you do the other side.



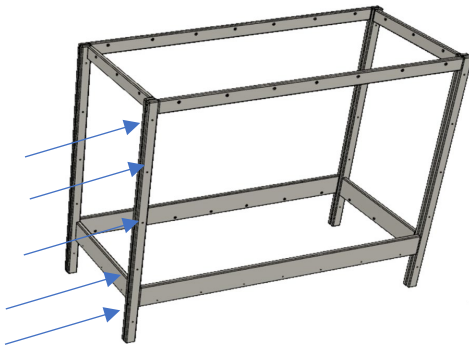
Remove the 5 bolts



Spread the posts and pull the fabric into the bed.



Install 1 bolt and cap to hold the frame together temporarily



Remove the bolts from the other post



Spread the posts and pull the fabric into the bed.

**Step 7: Remove the bolts and existing panel(s); Hang the new panel**

Remove the bolts and existing panel(s). Replace with new panel(s). Align the grommets over the top bed rail and insert bolts.



**Step 8: Secure the fabric edges**

Secure the fabric edges in corners of frame taken apart.

**\*\*\*repeat this step for all corners disassembled\*\*\***

Starting at one corner, remove bolts loosely connected. Separate the vertical posts by a few inches, enough to allow the fabric edges from the two panels to be pulled through.

Beds manufactured **after** 4/2020 will have interior vertical pads sewn into end panels; (2) edges of fabric will be pulled through



Beds manufactured **before** 4/2020 will have (3) edges of fabric will be pulled through; (2) panels & (1) interior vertical pad

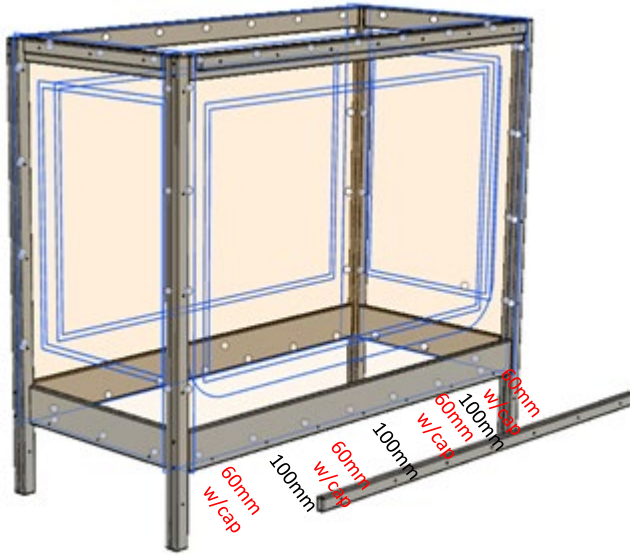


Install bolts in the vertical uprights. Making sure fabrics are flat, install one bolt at a time, working them through the back upright, through each of the grommets and into the front upright.

Once all (5) bolts are through, install the caps loosely. **DO NOT FULLY TIGHTEN**

**\*\*\*repeat step for corners disassembled\*\*\***

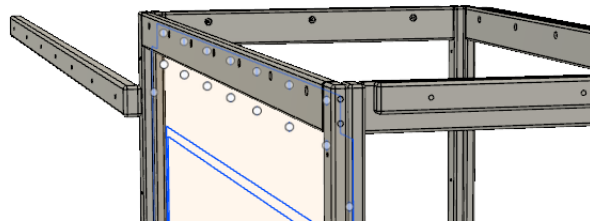
**Step 9: Install bottom fabric clamp board**



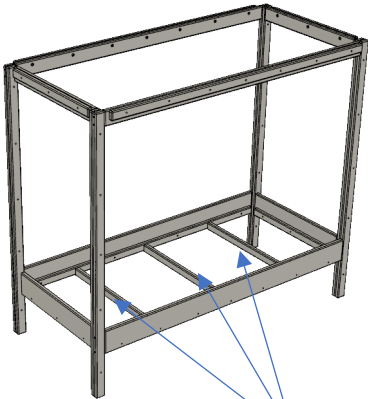
*If doing a front or back panel the bottom clamp uses alternating 60mm long bolts and longer 100mm bolts in the positions that attach to the cross supports. If replacing a head or foot panel all bolts will be the shorter 60mm.*

**Step 10: Install top fabric clamp board(s) and top panel if used**

*Install the top fabric clamp board. If bed has top mesh option, make sure to pull the top panel over the bolts prior to installing the clamp.*

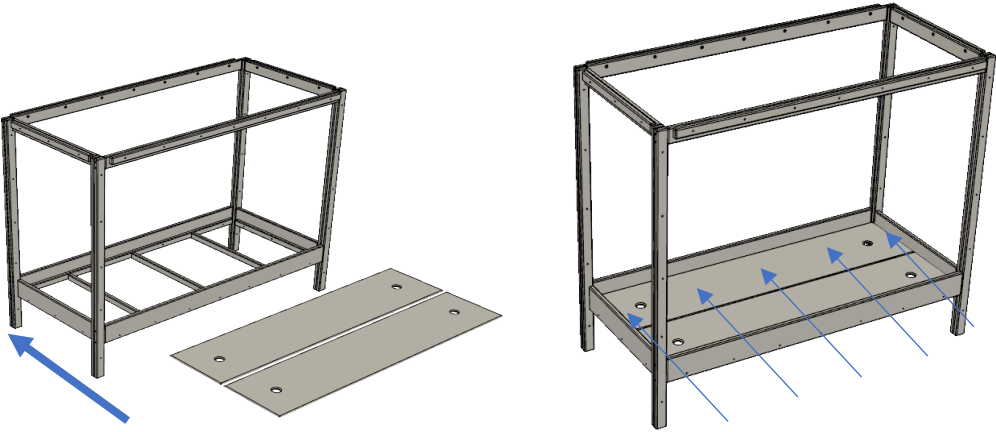


**Step 12: Install (3) mattress cross support boards**



Install the 3 Cross Supports with the 100mm x ¼" Connector bolts.

**Step 13: Install the mattress bunkie boards and screw them down.**



**Step 14: Fully tighten the post bolts.**

*Tension the fabric panels and tighten the (5) vertical bed frame bolts.*

**\*\*\*front panel must be zippered\*\*\***



Each fabric panel has (5) pull tabs on the edge. These tabs allow for pulling the sides taut.

Gently pull the tension tabs to achieve desired tautness. While pulling, tighten bolts surrounding tabs.

**Step 15: Install mattress**