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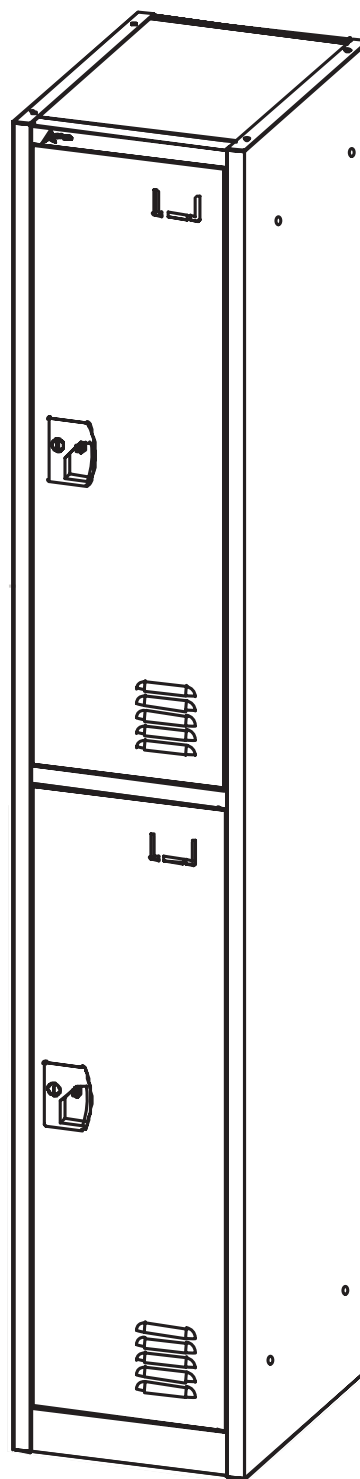
Double Tier

# Locker

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ADI629-202-SERIES

## USER GUIDE





# Thank you for your purchase.

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**AdirOffice has a commitment to  
deliver quality and stylish office  
furniture and equipment.**

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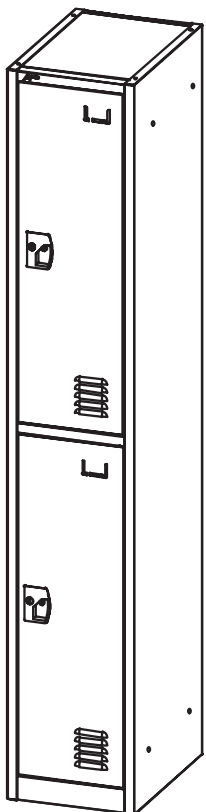
We understand starting and maintaining a business is expensive enough.  
We can help you make it cost effective and beautiful. Plus, our expert team  
makes sure everything you need works as efficiently as possible.

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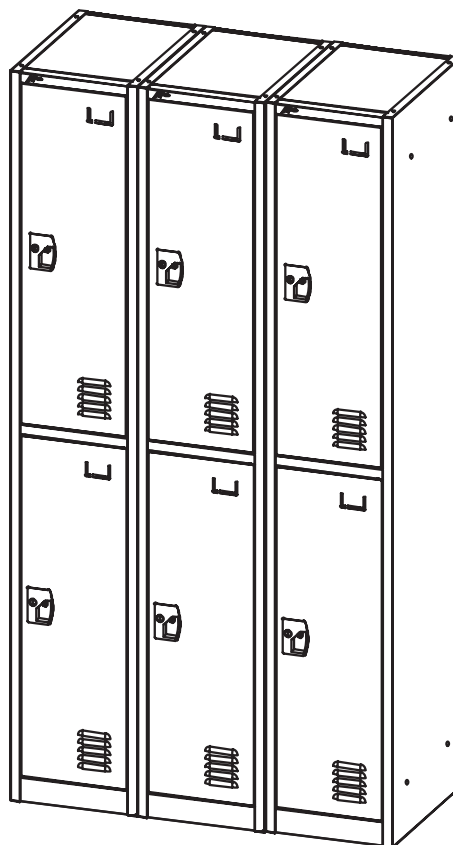
# Introduction

The AdirOffice Double Tier Locker is designed to provide storage and security for your home or office. The lockers are conveniently designed so that they can be installed with multiple units if desired.



**Single Unit**

Use a single, standalone unit.



**Multiple Units**

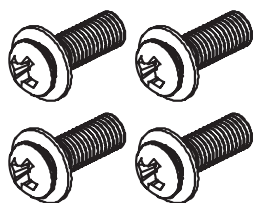
Mount multiple lockers together.



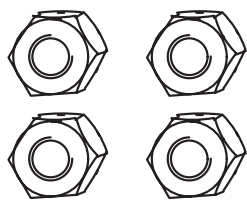
## BEFORE YOU BEGIN

- You will need a large space to assemble your locker.
- Take precaution to protect your floor by placing a carpet or pad underneath your work area.
- Panel edges can be sharp, so gloves are recommended.
- Assembly and installation can be completed by one person.
- Mount the locker(s) to a wall for optimal safety.

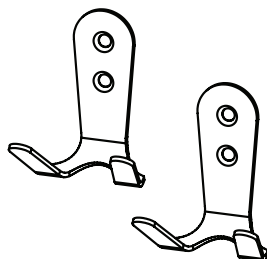
# Parts Included



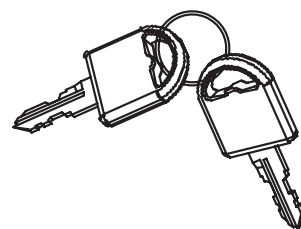
1. Bolts (x4)



3. Nuts (x4)

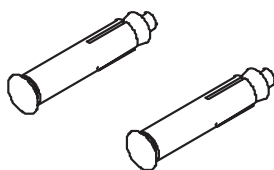


4. Double Hooks (x2)

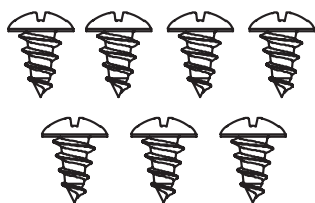


5. Keys (x2)

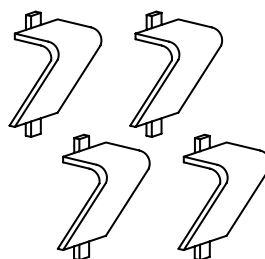
2. Washers (x4)



6. Wall Anchors (2)



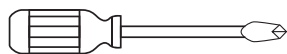
7. Round Head  
Screws (x12)



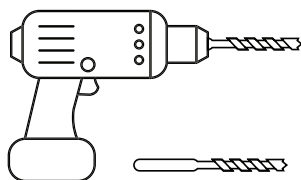
8. Shelf Brackets (x8)

## Required Tools (Not Included)

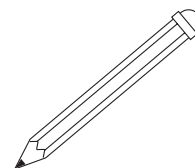
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Philips Screwdriver



Drill & Drill Bit

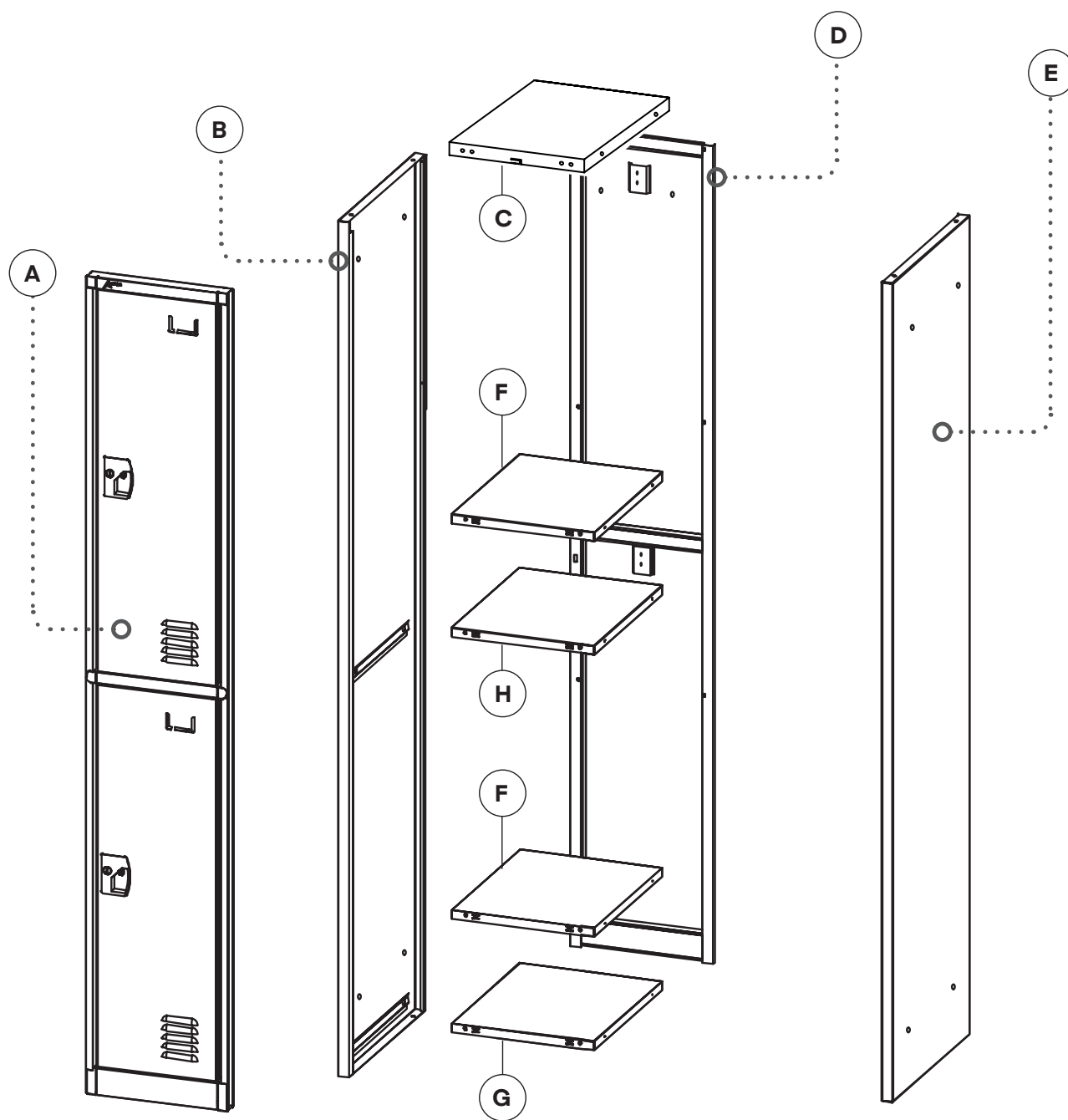


Pencil

# Parts Included

A. Door Panel  
B. Left Panel  
C. Top Panel  
D. Back Panel

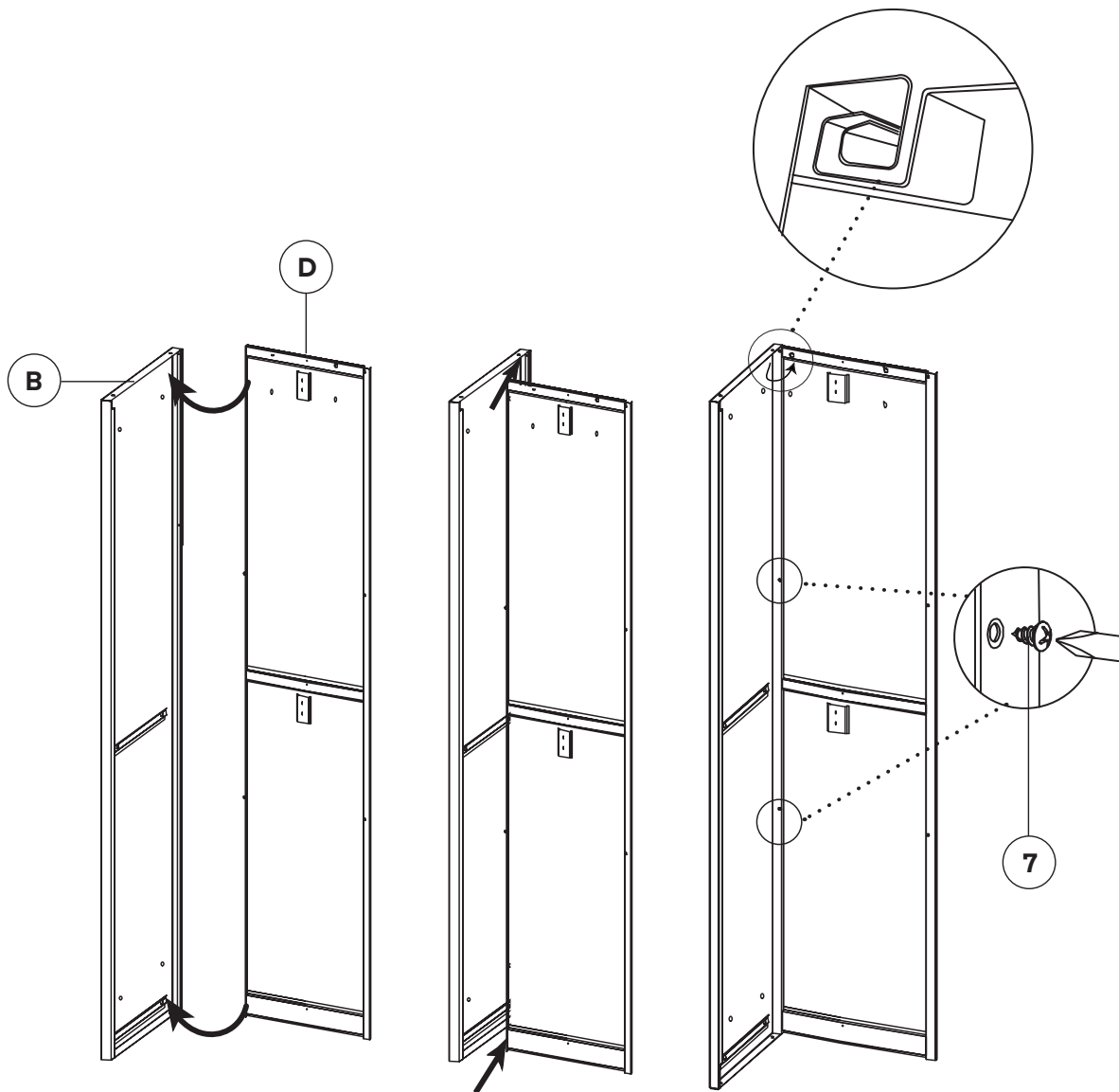
E. Right Panel  
F. Shelves  
G. Bottom Panel  
H. Middle Panel



# Assembly Instructions

## STEP 1:

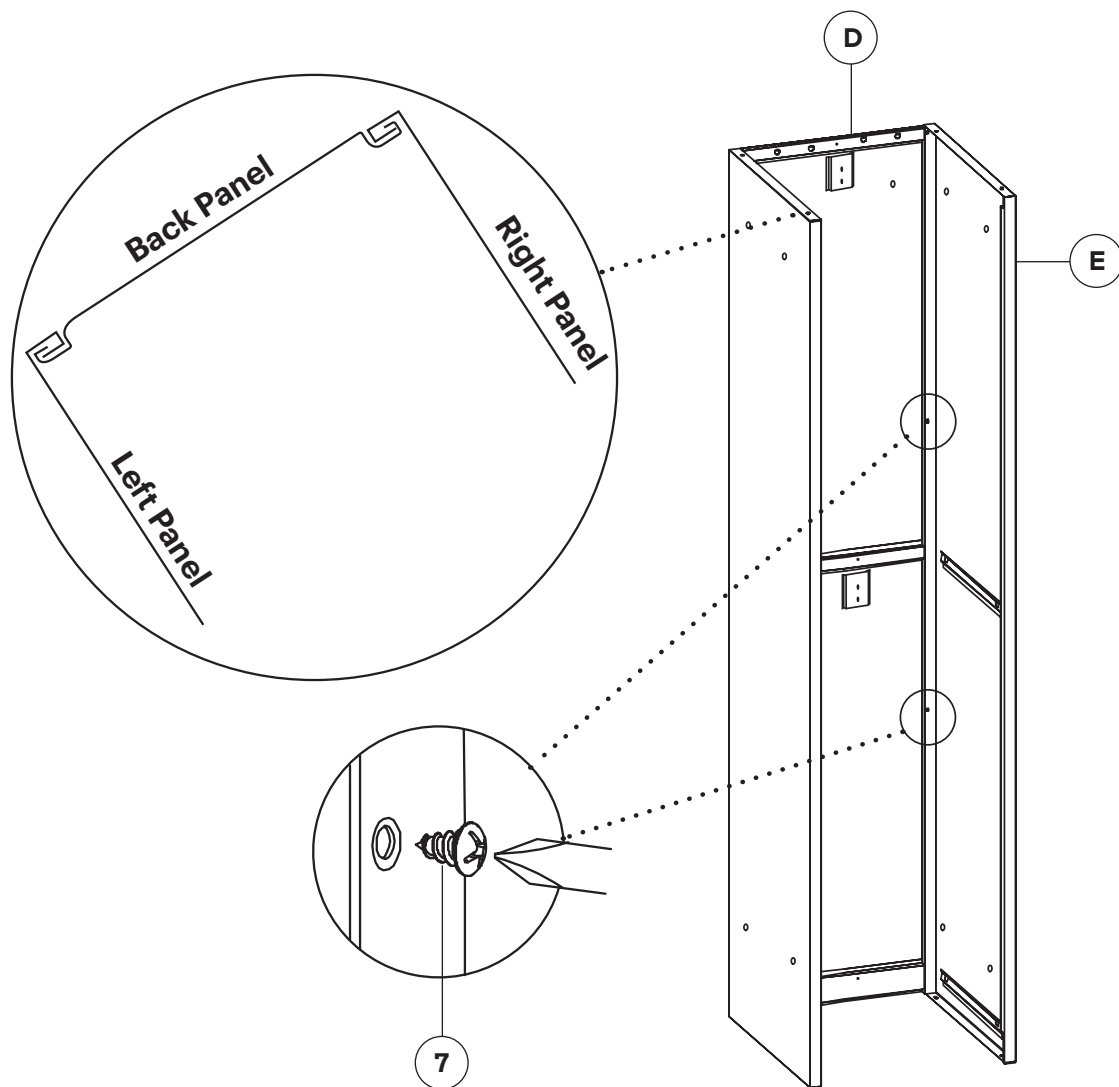
- A. Place the Left Panel (B) onto the left side of the Back Panel (D).
- B. Line up the "C" shape of the Left Panel (B) so that it hooks under the "L" shape of the Back Panel (D).
- C. Adjust as needed so that the screw holes line up. Using a Phillips screwdriver and the included Round Head Screws (7), secure the two panels together at the points shown.



# Assembly Instructions

## STEP 2:

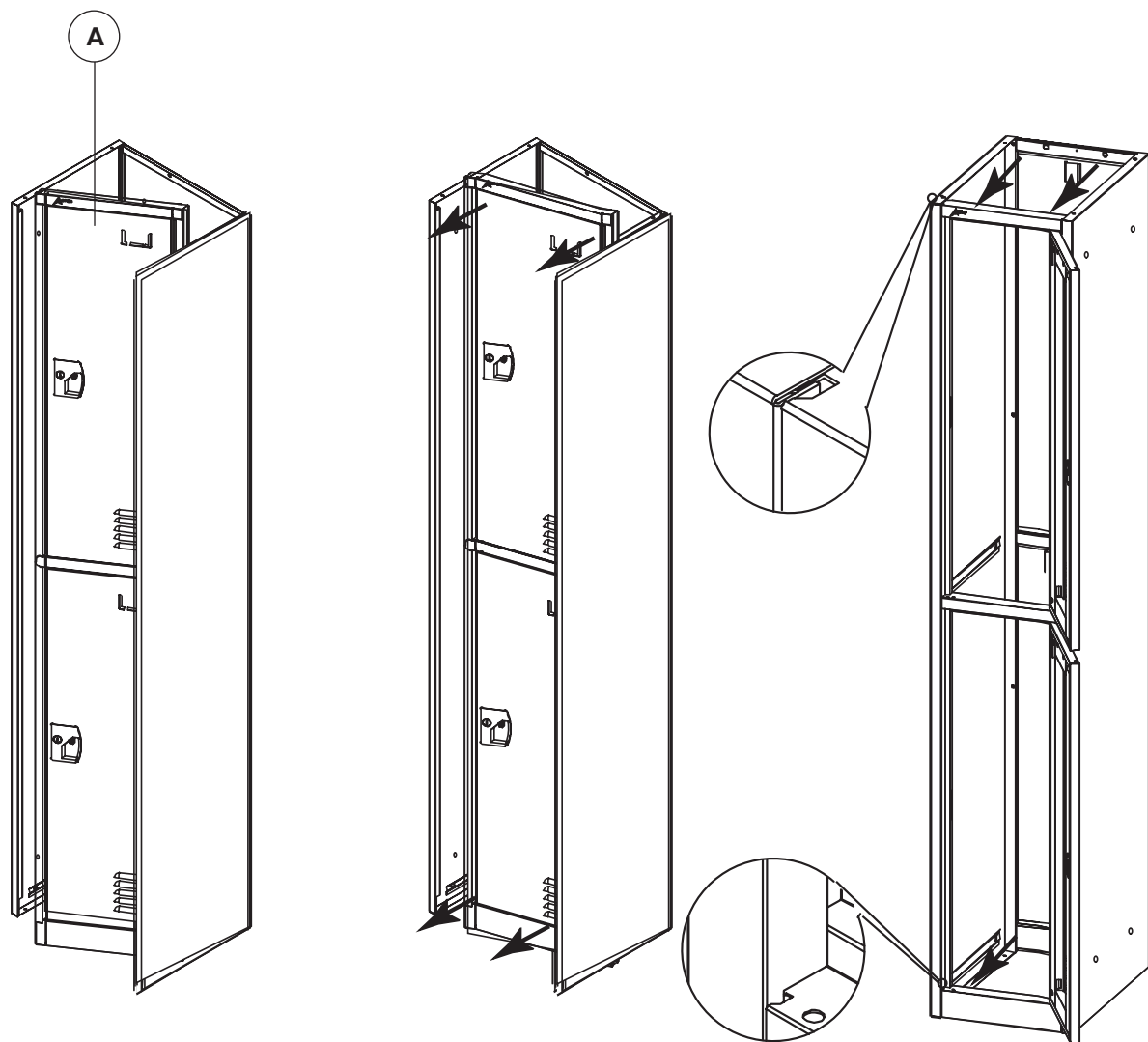
- A. Place the Right Panel (E) onto the right side of the Back Panel (D).
- B. Line it up so that the “C” shape of the Right Panel (E) hooks under the “L” shape of the Back Panel (D), as described in Step 1.
- C. Adjust as needed so that the screw holes line up. Using a Phillips screwdriver and the included Round Head Screws (7), secure the two panels together at the points shown.



# Assembly Instructions

## STEP 3:

- A. Stand the 3 assembled sides of the locker up.
- B. To attach the Door Panel (A) piece, move the Door Panel (A) into the locker at an angle so that it is completely inside of the enclosure.
- C. There is a "pocket" located at the top and bottom of each side panel into which the Door Panel (A) should insert.
- D. Pull the Door Panel (A) forward, ensuring that the panel inserts into the "pocket" on each panel, as illustrated. Ensure the panel is pressed as far forward as possible so that the locker's front is flush.

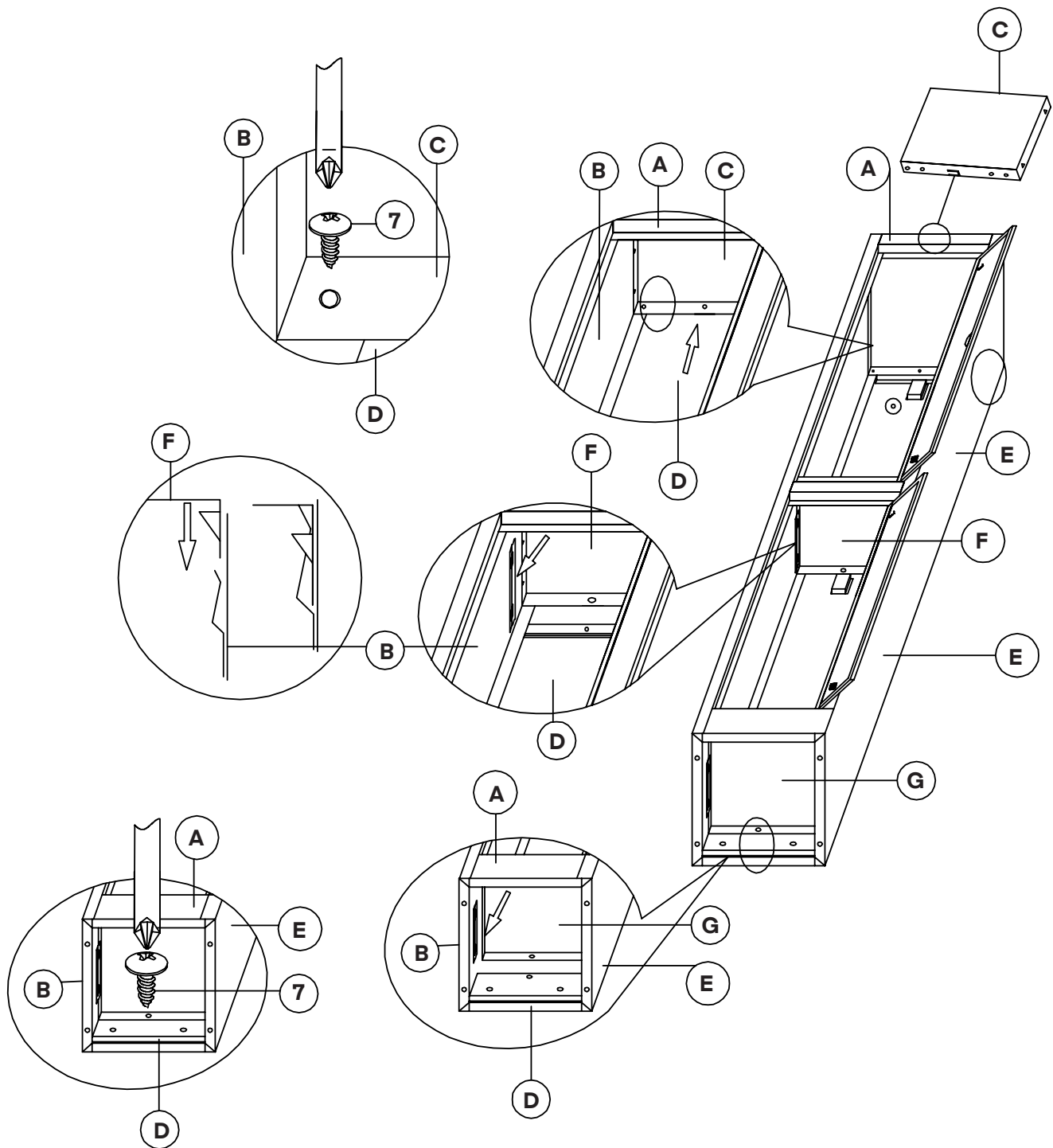


# Assembly Instructions

## **STEP 4:**

- A. Once the Door Panel (A) is attached, it is time to secure the Door Panel (A) by attaching the Top Panel (C) and Bottom Panel (G).
- B. Set the Top Panel (C) on top of the locker and screw it into place with 2 Round Head Screws (7) with the hook facing out.
- C. Open the Door Panel (A) and secure it using the screwdriver and Round Head Screws (7) at each corner, where shown.
- D. For the Middle Panels (F), press it down at the locations shown (aligned with the bottom of each door), just like you did the top unit. Screw it in at the back of the Middle Panel (H) at the end.
- E. Work the Bottom Panel (G) into the bottom of the locker. The panel should push into a narrow crevice on the bottom of the inside of the Left Panel (B) and Right Panel (E).
- F. Secure the Bottom Panel (G) using the screwdriver and a Round Head Screw (7) on the underside, as shown.

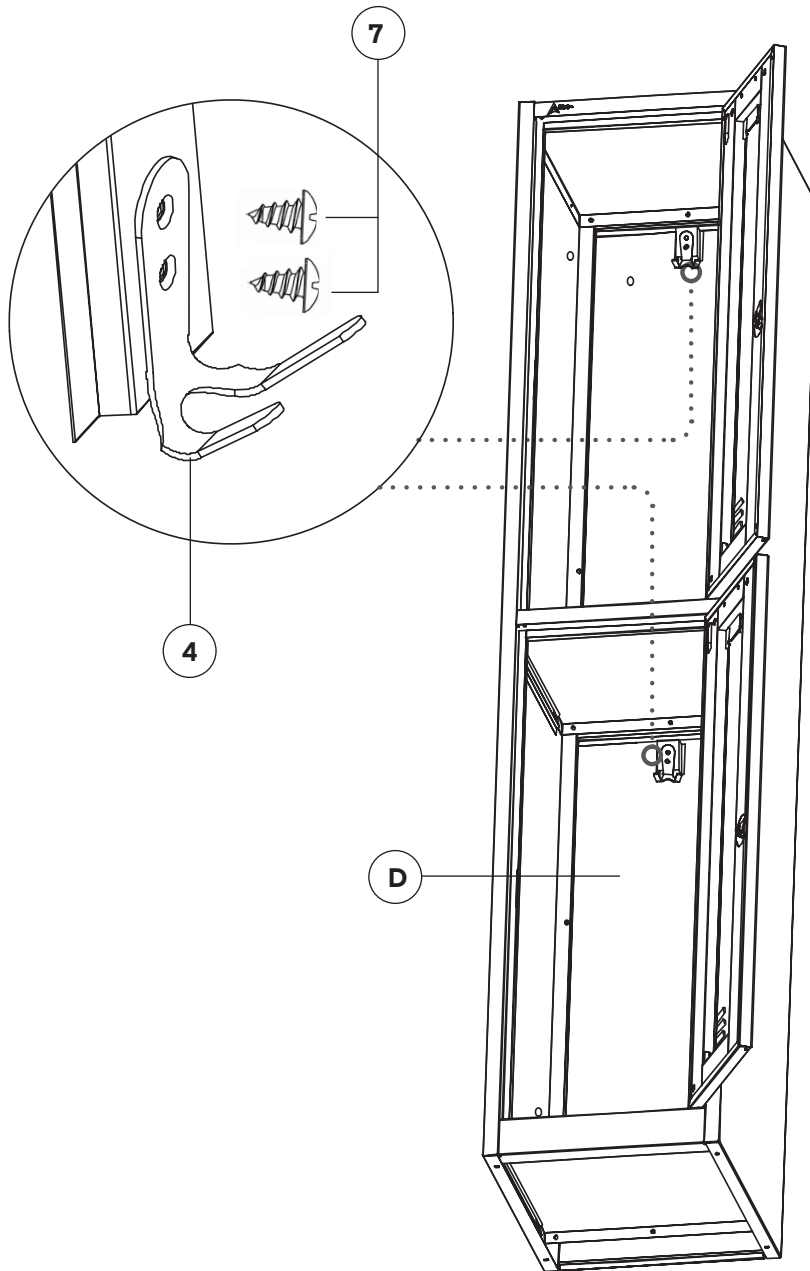
# Assembly Instructions



# Assembly Instructions

## STEP 5:

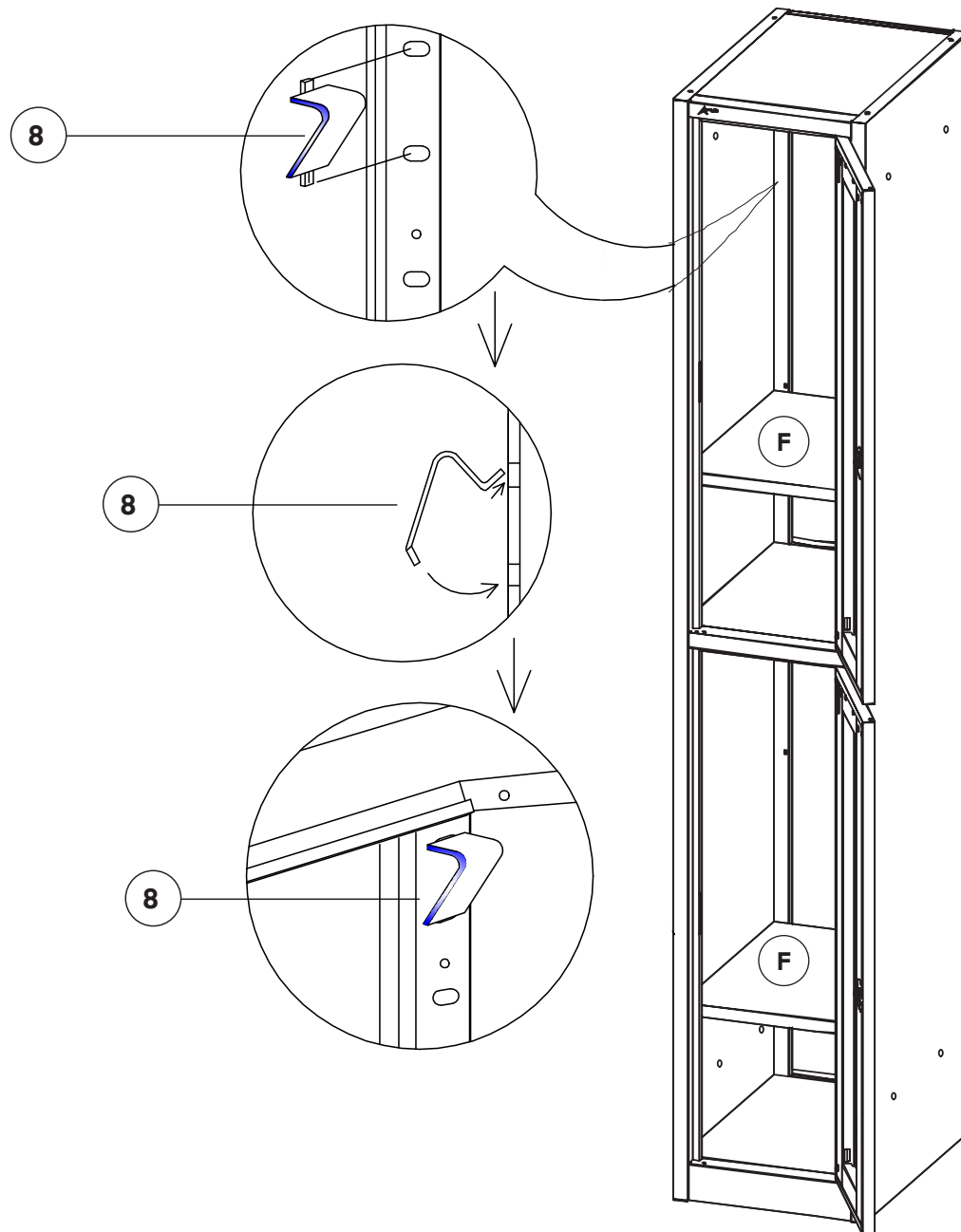
- A. Attach the Double Hooks (4) to the Back Panel (D) using a Phillips screwdriver and the included Round Head Screws (7).



# Assembly Instructions

## STEP 6:

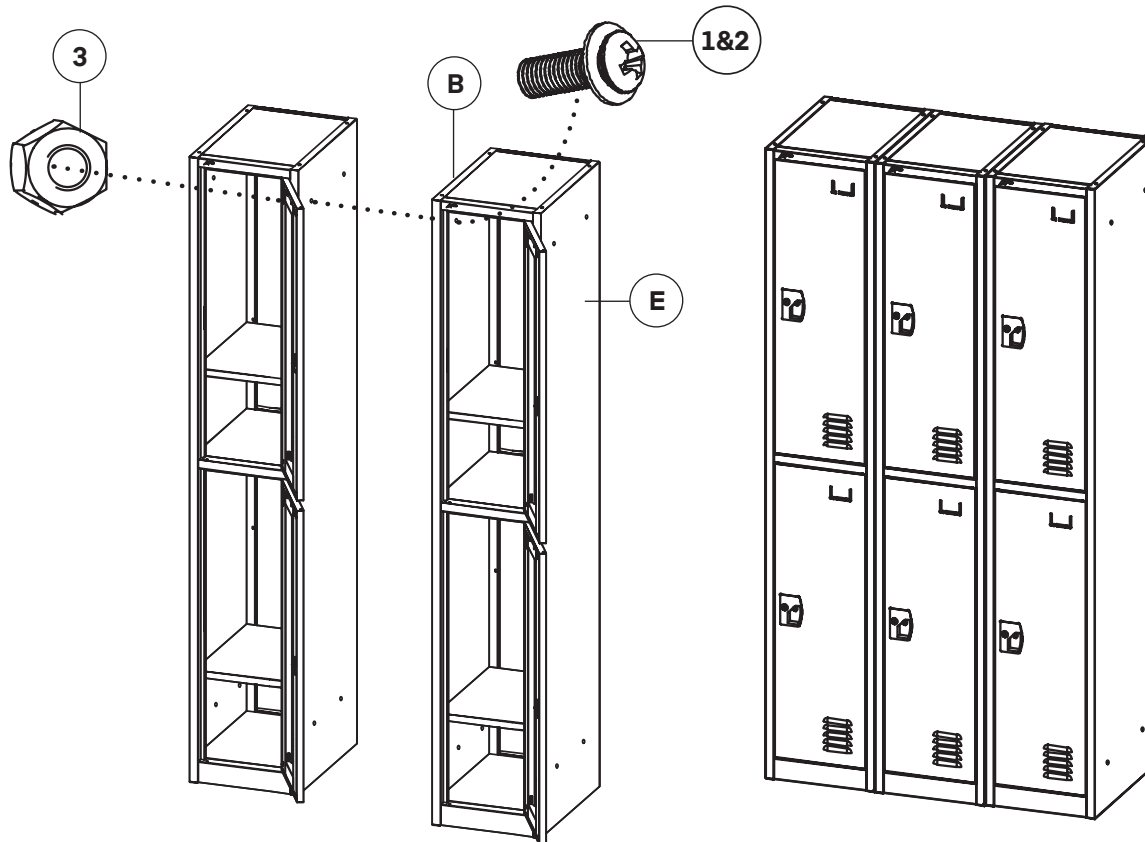
- A. Place the 4 Shelf Brackets (8) at the desired height for your Shelves (F). Ensure the brackets are at the same height on each of the rails.
- B. Set the shelf down over the Shelf Brackets (8) to secure it. Repeat for the second shelf.



# Installation Instructions

## Multiple Locker Units

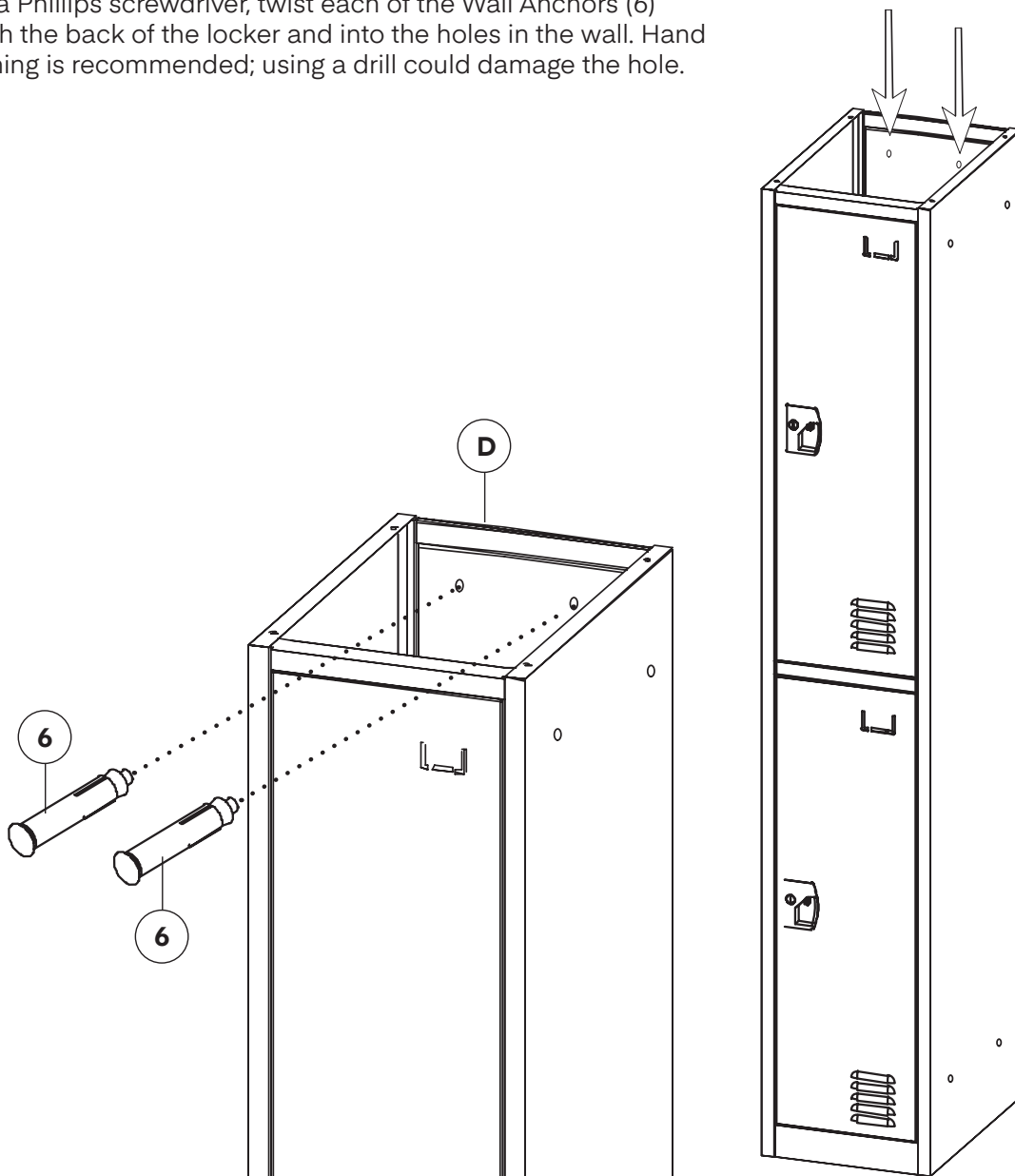
- A. If you are using multiple locker units, secure them to each other for safety and security.
- B. Set the lockers next to each other. Ensure the mounting holes towards the top of the Right Panel (E) of the left locker line up with the corresponding mounting holes on the Left Panel (B) of the right locker.
- C. Insert the included Bolt (1) through the mounting holes on both lockers as shown. Secure the Bolt (1) with the included Nut (3) and Washer (2) on the other side.
- D. Make sure you Bolt (1) the lockers together through both the front and back mounting holes. Repeat for each locker unit.



# Installation Instructions

## Mounting Locker Units

- A. There are two holes near the top of the Back Panel (D) of your locker.
- B. Place your locker where you want to install it. Using a pencil, mark the location of each of these holes on the wall.
- C. Remove the locker(s) from the wall. In the marked locations, drill a hole large enough for the Wall Anchors (6) (Make sure you don't drill it too large!)
- D. Using a Phillips screwdriver, twist each of the Wall Anchors (6) through the back of the locker and into the holes in the wall. Hand tightening is recommended; using a drill could damage the hole.



## Notes

[illegible]

## Notes

[illegible]

# Limited Warranty

1. AdirCorp (the company) warrants to the purchaser that the product will be free from defects in workmanship and materials for a period of one (1) year from the date of purchase.
2. These warranties are not assignable or transferable to any other person.
3. Any damage to the product as a result of misuse, tampering, abuse, neglect, accident, improper installation, modification, unauthorized service, destruction, or the alteration of the serial number, or use violate of the instructions furnished by the Company will void this warranty.
4. The sole responsibility of the Company shall be limited to the repair or replacement (in its sole discretion) of any component of the product which fails to conform to this warranty at no cost to the purchaser for the period of the warranty.
5. Contact the Company directly to obtain service under this warranty. If it becomes applicable to send a defective product to the Company, a Return Authorization Number must first be obtained from the company. In order to obtain service under this warranty, purchaser must provide the Company with the following items (a) proof of purchase, (b) police or fire department report, (c) photographs of damaged sad, and (d) written testimonial.
6. Products shipped without prior Return Authorization and Return Authorization Number may not be accepted, and the Company will not be responsible for their disposition and/or cost of return to the owner.
7. The Company will not assume any responsibility for any loss or damage incurred in shipping. All return authorized products should include a copy of the original invoice in order that this warranty may be Honored.
8. This warranty is not an insurance policy. The Company is not responsible for any manner of damage to or theft of the Purchaser's product or its contents.
9. We recommend that the product being returned is accompanied by the sales receipt with all relevant information regarding the purchase of the item and is returned to the Company within ten (10) days of the claim date of purchase to validate this warranty.
10. Any implied warranties that the purchaser may have are limited to the duration of the warranties described above. There are no further warranties that extend or apply beyond the face hereof, and the company expressly disclaims and excludes any and all warranties of merchantability or fitness for a particular purpose. Some states do not allow limitations on how long an implied warranty lasts, so the above limitation may not apply to you.
11. Repair or replacement shall be the sole remedy for the purchaser under this warranty. The company shall not be liable for any direct, indirect, incidental or consequential damages, losses or expense arising from the use or misuse of the product. Some states do not allow the exclusion or limitations of incidental or consequential damages, so the limitation may not apply to you.
12. This warranty gives you specific legal rights, and you may also have other rights which vary from state to state.

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Item Number: ADI629-202-SERIES

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