

Guidelines For Developing Instructions



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Version 2.0

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Guidelines for Developing Instructions

Instructions provided by the manufacturer are intended to help consumers assemble the product and use it properly. Instructions should be viewed as part of a product system that includes product design, on-product warnings, and packaging. Well-written and designed instructions can do several things. They can describe the actions and procedures necessary to assemble a product, explain how a product works, warn consumers about product hazards, and meet legal and regulatory requirements to provide warnings and certain information.

The major stages of the development process are planning the instructions, designing the instructions, and evaluating the instructions effectiveness. The following are guidelines to help develop effective assembly and operating manuals.

If you have general questions about the product instructions, please contact your Merchandising contact. For technical questions, please contact the QA department at Spec_expediter@colonybrands.com.

Instructions Planning:

- Define the scope of the instructions. Determine if the instructions are intended to cover assembly, use, storage or maintenance.
- Identify key tasks that the user must perform. Determine steps for assembly, and for use of the item.
- Identify all reasonably foreseeable hazards associated with the product. Review product analysis for potential hazards and identify them in warnings.
- Identify government regulations that relate to the product's instructions. Determine if there are any regulatory mandated warnings that need to be added to the instructions.
- Identify the needs of the consumer. Determine if written instructions, graphical instructions, or a combination are the most appropriate for the product and the user.

Instruction Design:

- Choose the most appropriate page size. Consider how the instructions will be used, and the amount of information to be included in the instructions.
- Choose a consistent format for instructions that are larger than one page.

- Include the name and number of the product on the title page.
- Include a complete parts list. Give short meaningful names and diagrams to parts, or an identifier that corresponds to a label on the individual part. Hardware diagrams should be drawn to scale to help the consumer identify parts.
- When hardware is being packed, the hardware components should be individually bagged together and labeled before being placed in a larger bag to help locate each part.
- Include any warnings that are legally required or determined to be necessary through product analysis
- Include step-by-step instructions for assembly. Develop steps for assembling and/or use of the product. Determine what will be written or presented with graphics.
- If a text and graphic style is used, place graphics next to the text in which it is referenced.
- Use graphics that are easy to understand. Use exploded diagrams if necessary to show detail of smaller objects. Use line drawings rather than photographs to show detail. Do not use hand drawn illustrations.
- Use about 12-point type for text. Smaller type can be difficult for some people to read. Avoid excessively long line lengths. Write long multiple step procedures as a series of numbered steps.

Evaluate the instructions effectiveness

- Verify that the instructions are accurate. Make sure there are no factual errors in the instructions.
- Evaluate the instructions with the product. Use test participants that are representative of the target consumer. Test should be performed in real-life settings.
- Revise and retest if needed.

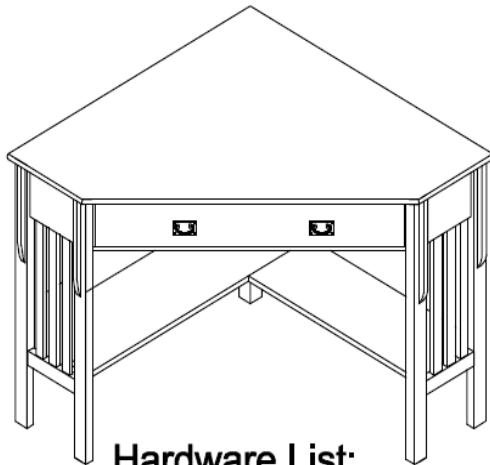
To ensure consistency in the Colony Brands, Inc. furniture assembly instructions, we are providing our suppliers with the below listed **minimum** requirements that **must** be used when creating furniture assembly instructions. As a supplier, if you want to add in other components (i.e. how many people required for assembly, etc.), that is acceptable, but not a requirement. We ask for your assistance in providing our customers with assembly instructions that are easy to follow and provide the clearest directions.

<u>Requirement</u>	<u>Evaluation method</u>	<u>Criteria</u>
Print quality	Visual	Print must be complete and dark
Font size	ruler	Minimum font size is 1/8"
Paper quality	visual/scale	Paper must be clean, no tears
Language	Visual	<i>Written in English</i>
Cover image/photo	Visual	Must show an isometric view of assembled product
Table of contents	Visual	Must include a table of contents with correct page numbers for each topic
Caution statements	Visual	Must include all required caution and warning statements related to this product
Parts list	Visual	Must list all parts and show an image/diagram of each. All screws, nuts, nails and washers must be shown in life size.
Tool list	Visual	List all tools required for assembly and include images
Part labels	Peel label	All part labels must stay on during transport and assembly but must be able to peel off without leaving adhesive
Assembly instructions	Visual; Assemble product using instructions	Must be presented in a logical order,
Sub assembly	Visual	List of hardware required for each step; show exploded view of subassembly; no more than 2 assembly images per 8 1/2" by 5 1/2" page.















Example of Assembly Instructions:

ASSEMBLY INSTRUCTION
















ITEM NO.: PD-8045 MISSION CORNER DESK



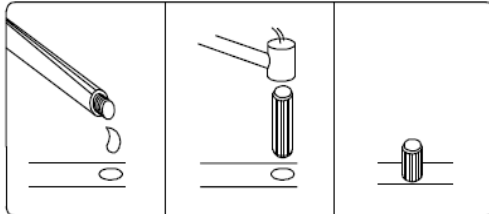
Hardware List:

ITEM	DESCRIPTION	PART	QTY
A	Wooden Dowel (ø8*30mm)		13PCS
B	screw (ø4*25mm)		15PCS
C	Flat washer (ø16*1mm)		16PCS
D	Cam lock (ø15*12mm)		4PCS
E	Camlock Bolt (ø6*72mm)		1PC
F	Bolt (ø1/4" *30mm)		22PCS
G	handle (ø25*20mm)		2PCS
H	Handle bolt (ø4*20mm)		4PCS
I	Plastics drawer glide		1PC
J	screw (ø3*12mm)		5PCS
K	Allen key (115*30mm)		1PC
L	Glue		1PC
M	Camlock Bolt		2PCS
N	Plastic stopper		1PC

Part List:

ITEM	DESCRIPTION	PART	QTY
1	Right side frame		1PC
2	Left side frame		1PC
3	Leg		1PC
4	Right Apron		1PC
5	Crossing bar		1PC
6	Front frame		1PC
7	Long shelf		1PC
8	Short shelf		1PC
9	Wooden drawer glide		1PC
10	Top panel		1PC
11	Drawer front panel		1PC
12	Drawer side wall		2PCS
13	Drawer back panel		1PC
14	Drawer bottom panel		1PC
15	Left Apron		1PC

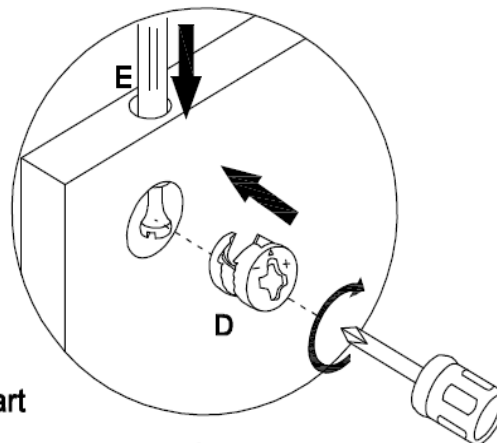
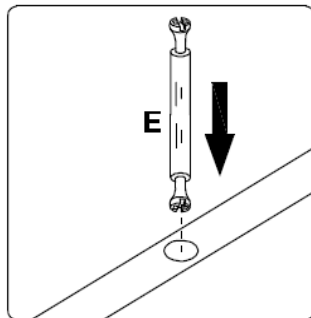
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ASSEMBLY INSTRUCTION**ITEM NO.: PD-8045 MISSION CORNER DESK****Wooden dowel installation**

APPLY GLUE INTO PRE-DRILLED HOLE,
AND GENTLY TAP WOOD DOWEL INTO
THE HOLE WITH RUBBER Mallet.

***GLUE--DO NOT PUT IN MOUTH**

- * Required screw driver & mallet, but not included
- * Before discarding packing materials, please check all parts and hardwares are presented
- * Need two persons to assemble this product
- * Please follow the instruction closely, don't tighten screws or bolts unless instructed
- * After few days of initial assembly, the product may have acclimated to new environment, please tighten all hardwares again

Guideline For Assembling of Cam Lock (D & E)

Screw camlock bolt (E) to wood part

Do not assemble camlock (D) unless is instructed

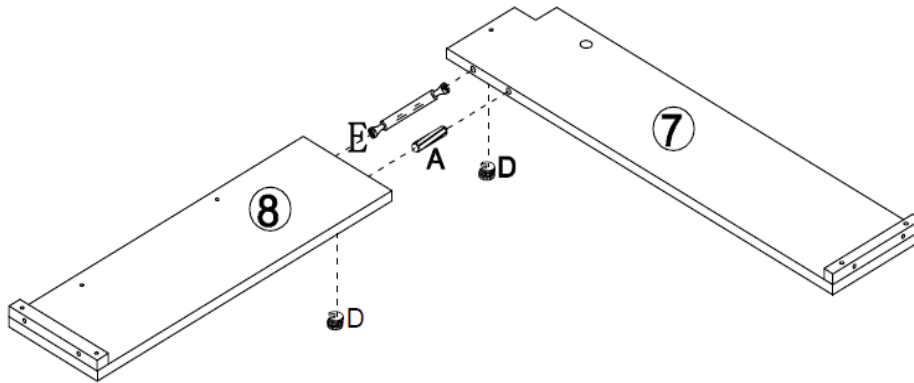
To assemble camlock (D), ensure long side of the + is facing the bolt (E) before inserting into hole

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ASSEMBLY INSTRUCTION

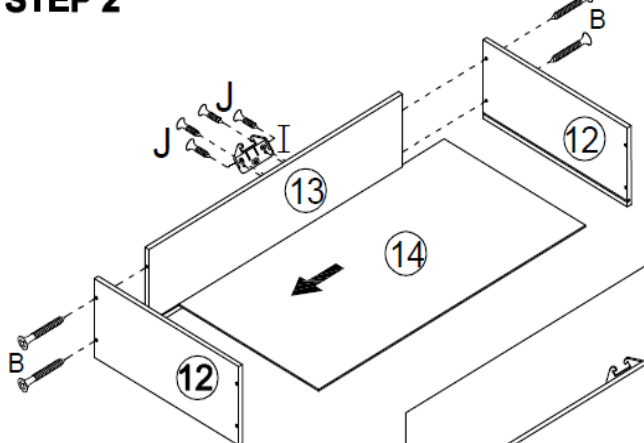
ITEM NO.: PD-8045 MISSION CORNER DESK

STEP 1



Assemble the Long Shelf (7) and Short Shelf (6) by using Dowel (A) and Camlock (D&E)

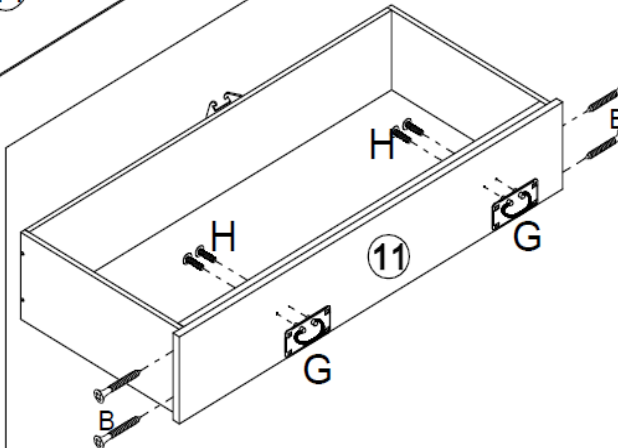
STEP 2



Install the Plastic Drawer Glide (I) to the Drawer Back (13) by using Screw (J)
Assemble the Drawer Side (12), Drawer Bottom (14) and Drawer Back (13) by using Screw (B)

STEP 3

Assemble the Drawer Front (11) to the unit from STEP2 by using Screw (B)
Install the Handle (G) to the drawer front by using Bolt (H), tighten all screws and bolts on this drawer



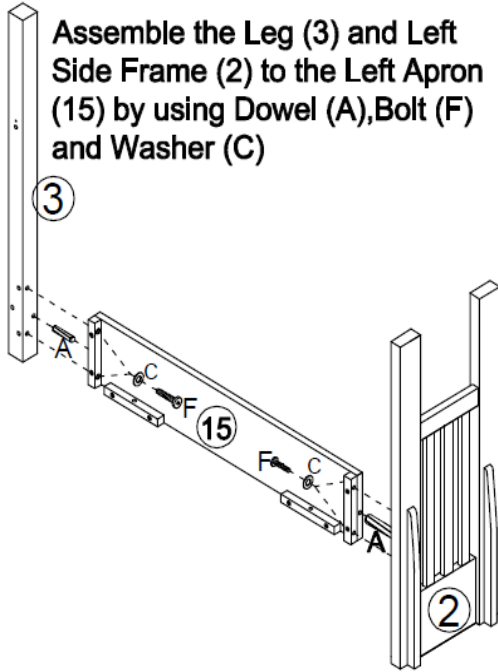
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ASSEMBLY INSTRUCTION

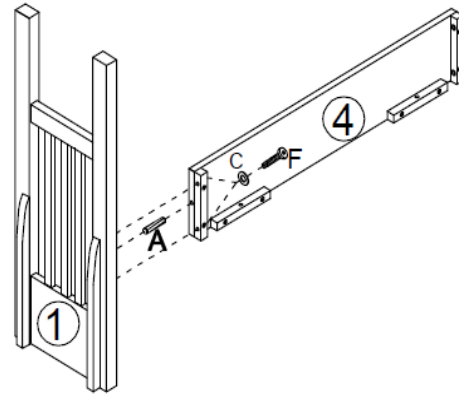
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STEP 4

Assemble the Leg (3) and Left Side Frame (2) to the Left Apron (15) by using Dowel (A), Bolt (F) and Washer (C)



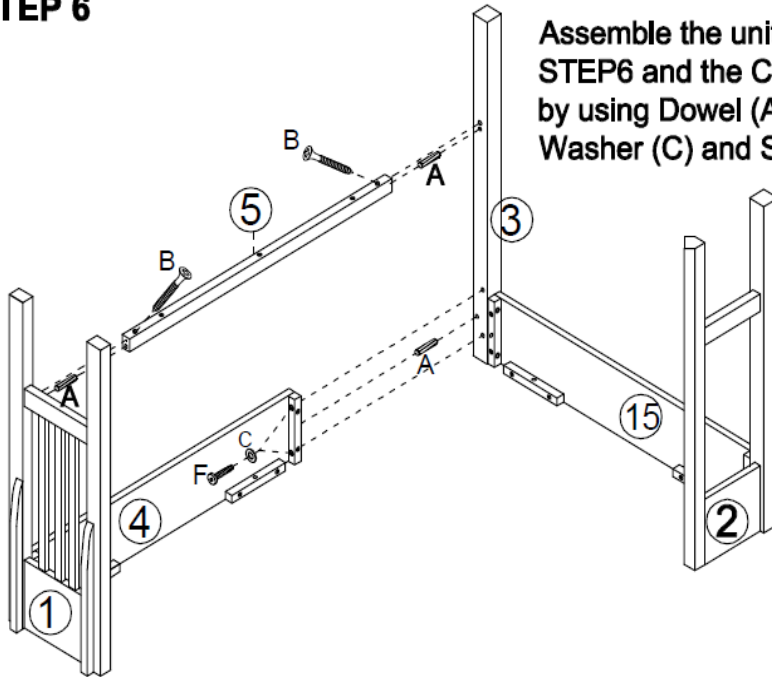
STEP 5



Assemble the Right Side Frame (1) and Right Apron (4) together by using Dowel (A), Bolt (F) and Washer (C)

STEP 6

Assemble the unit from STEP4, STEP6 and the Crossing Bar (5) by using Dowel (A), Bolt (F), Washer (C) and Screw (B)



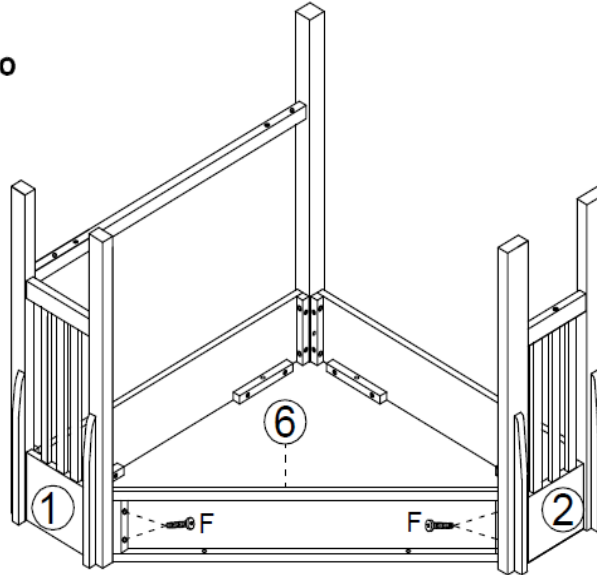
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ASSEMBLY INSTRUCTION

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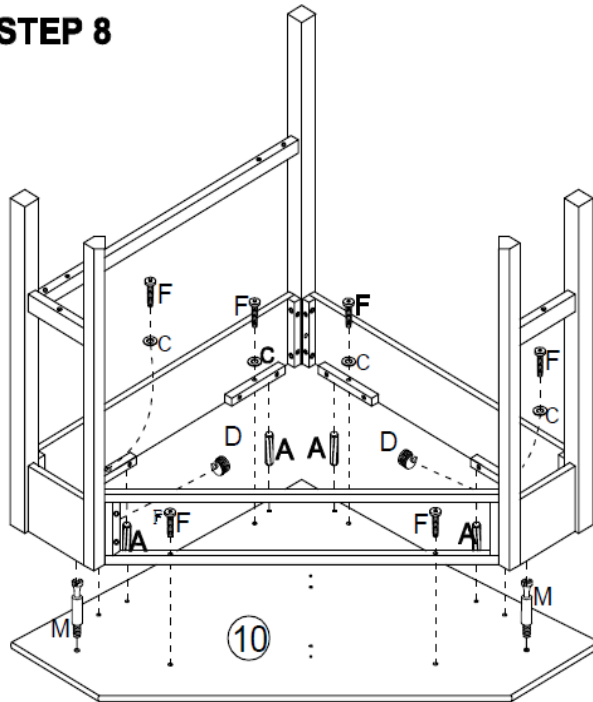
STEP 7

Assemble the Front Frame (6) to the unit from STEP6 by using Bolt (F)



STEP 8

Assemble the unit from STEP7 to the Top Panel (10) by using Dowel (A), Camlock (D&M), Bolt (F) and Washer (C)



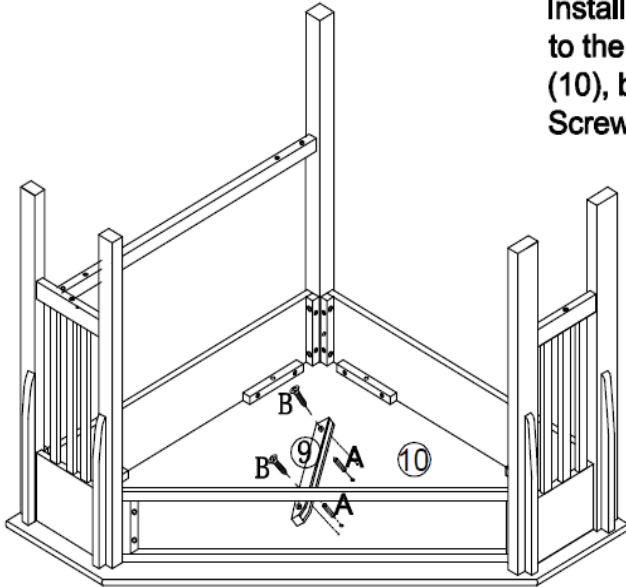
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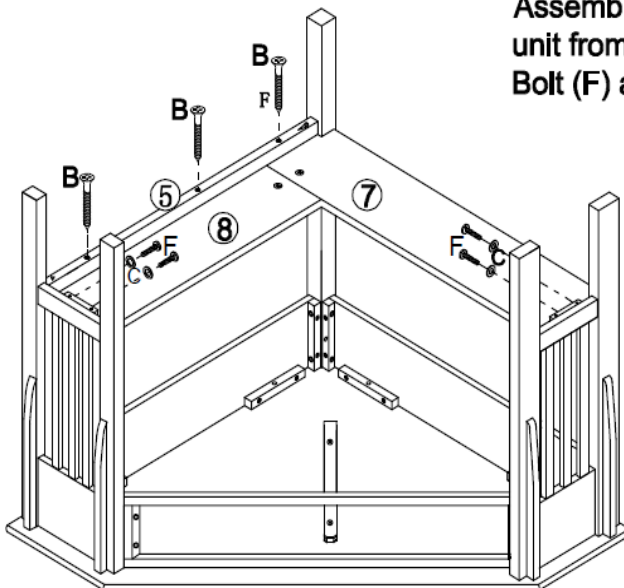
STEP 9

Install the Wooden Drawer Glide to the back side of the Top Panel (10), by using Dowel (A) and Screw (B)



STEP 10

Assemble the unit from STEP1 to the unit from STEP9 by using Screw (B), Bolt (F) and Washer (C)



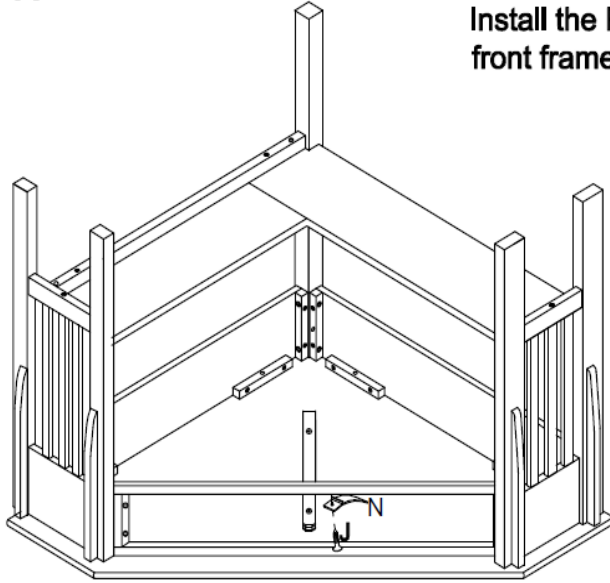
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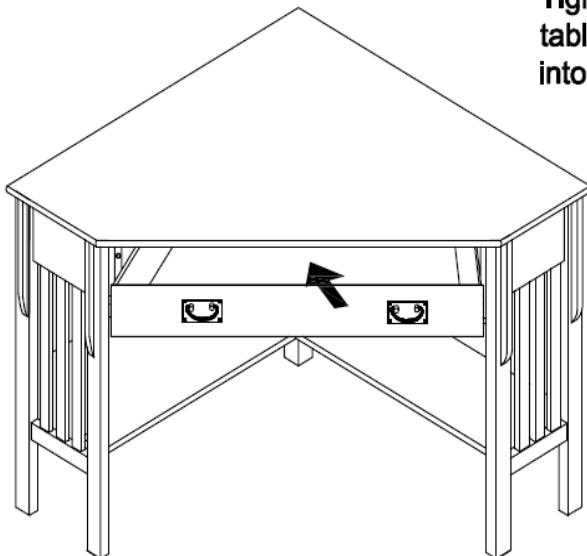
STEP 11

Install the Plastic Stoper (N) to the front frame by using Screw (J)



STEP 12

Tighten all screws and bolts, turn the table upright, then place the drawer into the case



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