1. Fold up the Main Tray

- Fold up back flaps
- Fold up sides
- Fold sides over and in
- Fold back up and over

- Remove tape backing
- Push front flap in and down

2. Fold the Drawer Tray

- Fold in the flap as shown
- Fold in the side flaps
- Fold in the remaining flap and tuck in as shown

- Fold divider as shown and place into tray

3. Fold up the 2 drawers

- Fold up the side flaps
- Fold up the sides
- Fold up the front and back panels
- Fold in the remaining side flaps
4. Place each drawer into the tray

5. Build the main base

   - Fold in the 2 small back flaps
   - Fold in the big flap (without tape)
   - Then remove the tape backing and fold over the remaining flap to secure it.

6. Place Plastic shelves in base.

   - Place main supports into base as shown
   - Slide Plastic shelf into base
   - Align holes on bottom and place casters through bottom into plastic shelf unit

7. Set up Activity Center

   - Place flip chart on back of tray
   - Place clip board in side of unit

Remove tape backing on the BOTTOM of the tray and place it into the Main Top Tray as shown.

Remove the tape backing on the bottom of the top tray. Align the top tray as shown and place squarely on the top of the base.