

Glass Front Reception Desk Assembly Instructions



List of Hardware:

Qty 6  Wood Dowel	1 Sheet  Sticker Covers
Qty 24  Cam Pin	Qty 6  Leveling Glide
Qty 30  Cam Lock	Qty 2  Grommet
Qty 4  Mounting Discs/ Dowels for Glass Front Panel	Qty 8  Cam Pins for Glass Counter

Tools Needed:
-Phillips Screwdriver
- A helper!

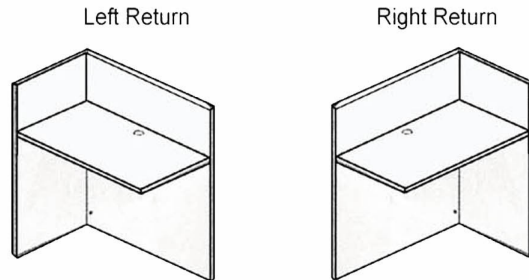
- 1.) Assemble on carpet or cardboard to protect parts during assembly. Assembly will require 2 people for safety.
- 2.) Start by laying down both laminate Front Panels. Insert Cam Pins and Leveling Glides.
- 3.) Next, locate the Spacers and insert Dowels and Cam Locks. Using a screwdriver, attach the Spacers to the Front Panels by lining up the holes, inserting the Cam Pins into the Cam Locks and twisting the Cam Locks until locked.
- 4.) Next, with a helper, carefully set the Glass Front Panel, smooth side down, on the Spacers as shown. Line up the holes on both pieces.
- 5.) Insert the mounting discs through the glass and into the spacers. Twist to screw in and secure. **MAKE SURE YOUR DESK IS LAYING FLAT ON THE GROUND FOR THIS STEP!** Aligning the holes will be much easier.



- 6.) Locate the Desk Top. Your desk has two height settings for the Desk Top surface: 29"H for seated height and 35"H for standing height. Insert all of the hardware into the holes of the Desk Top and insert the Desktop into the Front Panels and Spaces at your preferred height. **PARTIALLY TIGHTEN ONLY!! DO NOT FULLY TIGHTEN YET!!** Leave yourself wiggle room.
- 7.) Next, locate both Side Panels. Insert all hardware and attach one side like shown. Then, the other side. **NOW**, you can fully tighten all of the cams on the Desk Top and Side Panels. With a helper, turn the desk upright.
- 8.) Locate the Glass Counter Next. It will have metal discs already adhered to the glass. Turn the glass disc side up and insert one cam pin per disc. Then, turn the glass disc side down, line up the pins with the holes in the top of the desk and insert. Fully tighten cam locks.
- 9.) Lastly, insert grommets and place caps over any exposed cam lock holes.












Questions? Please call 1-800-443-5117.
Customer Service available 8:30 - 5:00 Central Time, Monday - Friday

Reception Return Desk Assembly Instructions



Applies to:
BK/CH/FL/MJ/ML/WH2080

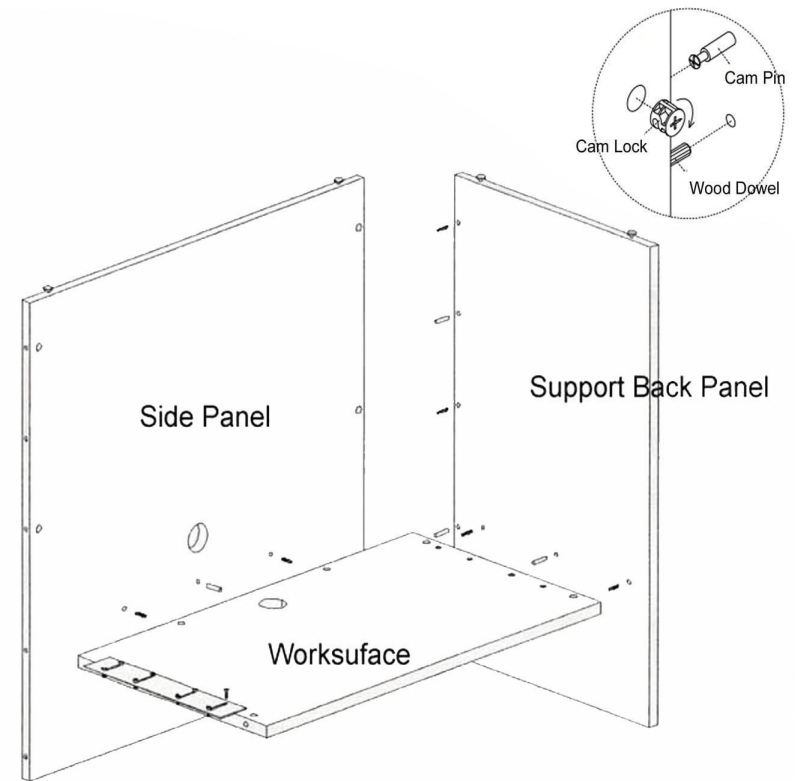
List of Hardware:

Part	Part	Part
 Wood Dowel	 Shallow Cover	 Worksurface Bracket
 Cam Pin	 Deep Cover	 Side Panel Brackets (2)
 Cam Lock	 Grommet	 M6 Screw
 Wood Screw		 Leveling Glide

Tools Needed:

- Phillips Screwdriver
- Power Screwdriver
- A Helper

- 1.) Assemble on carpet or cardboard to protect parts during assembly. Assembly will require 2 people for safety.
- 2.) Determine if the return will be left or right handed (see diagram next page). Locate Side Panel & End Panel and arrange like shown in drawing. Insert leveling glides, then insert all cam pins, cam locks and wood dowels. Then connect the panels by inserting the dowels into the holes on opposite panel and inserting cam pins into cam locks (see diagram). Then, twist the cam locks with a Phillips Screwdriver to secure connection.
- 3.) Next, locate the Desktop and insert hardware. Then, set the desktop on the lower assembly and twist cams to securely connect.



Picture shows a left return being assembled, upside down.

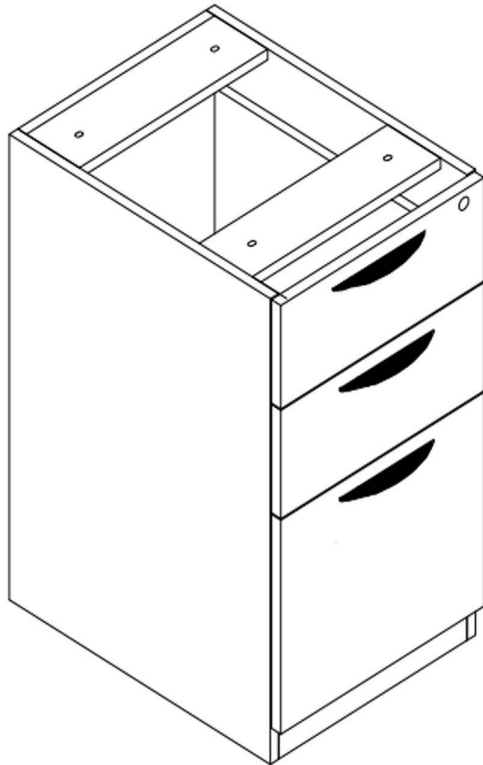
- 4.) Now it's time to attach the return to your desk. Locate the large flat bracket and M6 machine screws (it may be attached to the desktop already. If not, center the bracket over the edge and install 4 of the screws). With a helper, have one person hold the return desk stable while the other screws the machine screws into the desk.
- 5.) Once installed & leveled, use the wood screws to install the offset side panel brackets. This will further secure the side panel, but is an optional step. A power screwdriver is helpful.
- 6.) Lastly, insert the grommet into the desktop and use the caps provided to cover the cam locks.

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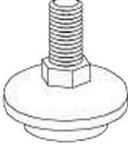
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Box/Box/File Desk Pedestal Assembly Instructions

Applies towards:
BK/CH/FL/MJ/ML/WH2066



List of Hardware:

Part	Part
 4 Large Bolts	 3 Drawer Pulls with screws
 1 set of keys	 4 Leveling Glides

- 1.) Install 4 leveling glides.
- 2.) Use the screws to attach drawer pulls.
- 3.) To install under desk, remove the top box drawer (or top two box drawers) by locating the black tabs inside of the left & right drawer slides. Push down on one and push up on the other. This will release the drawer from the slides. Use 4 large bolts to connect to threaded holes on underside of desk. Once done, simply insert drawers back into the slides. They will snap in place.