

## Y12884 & Y12885 Reception Desk Assembly Guide

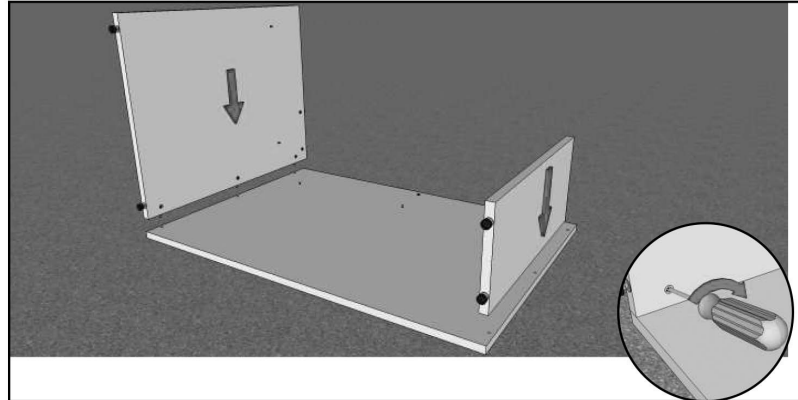
To serve as a general guide. Desk & Reception Cap sizes may vary

### Steps to assemble desks with lowered risers

#### Step 1. Leg Installation

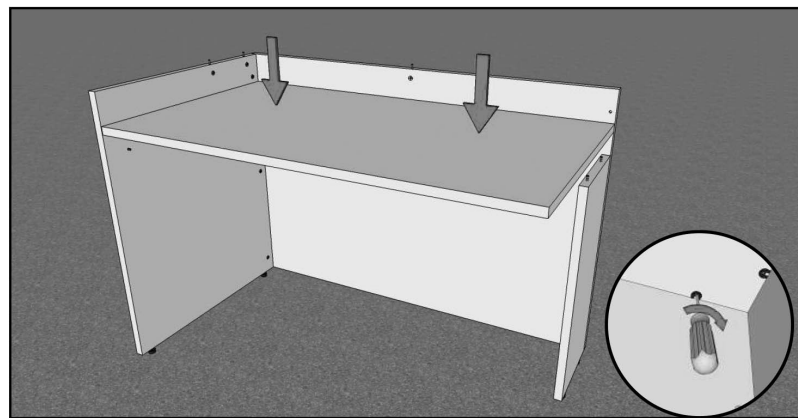
Place back panel good side down on a clean surface.

Align the pins in the legs with the pre-drilled holes in the back and lower into place. Tighten the connectors clockwise with a #2 Phillips screw driver.



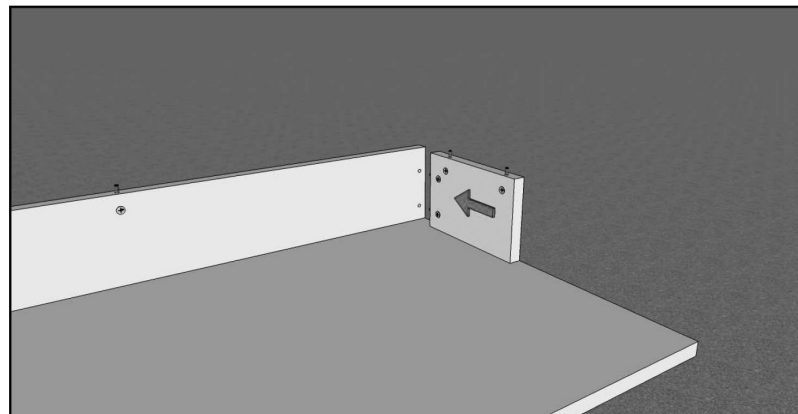
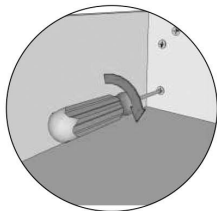
#### Step 2. Desk Top installation

Bring the leg and back assembly to the upright position. Lower top into place and tighten the connectors clockwise with a #2 Phillips screw driver.



#### Step 3. Upright installation

Align the pins in the upright with the pre-drilled holes in the back and slide into position. Tighten the connectors clockwise with a #2 Phillips screw driver.



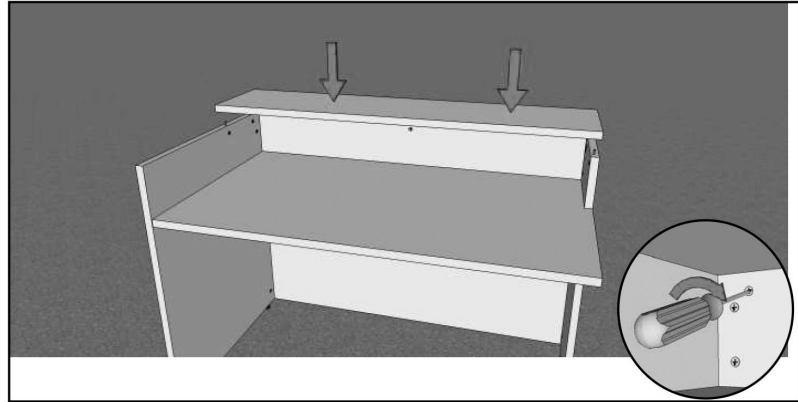
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### Steps to assembled lowered counter(s)

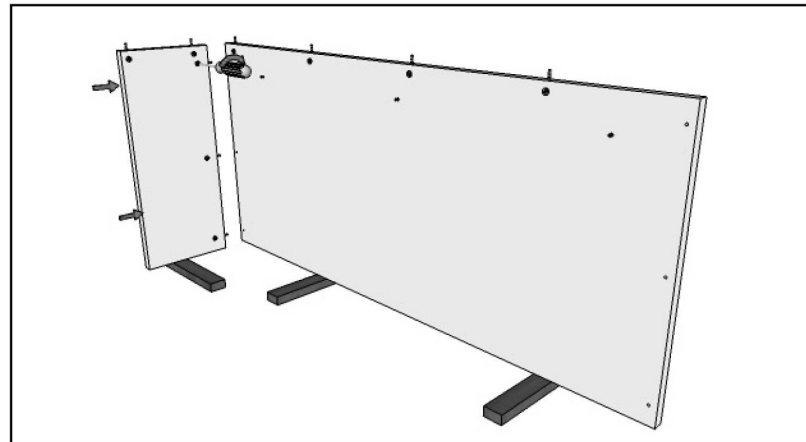
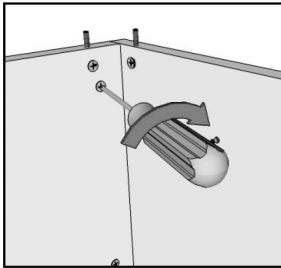
#### Step 4. Reception Top installation

Lower top into place and tighten the connectors clockwise with a #2 Phillips screw driver.

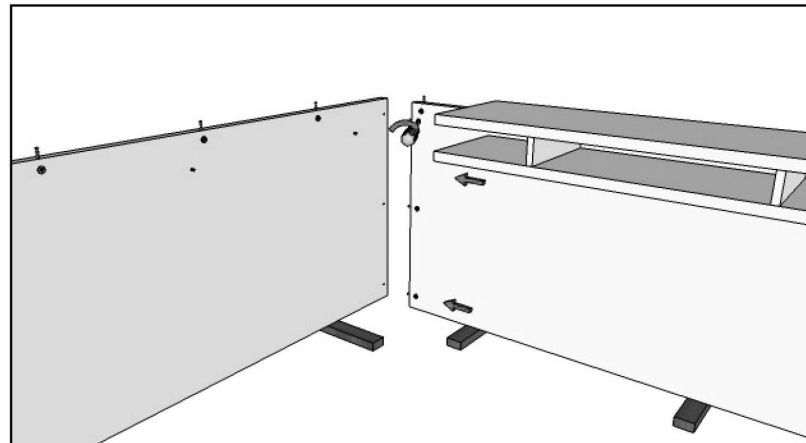
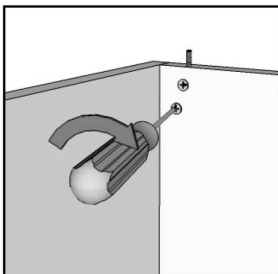


### Steps to assemble Reception Cap(s)

Align the pins in the upright with the pre-drilled holes in the back, slide into place and tighten the 3 connectors clockwise.



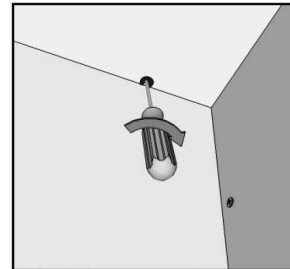
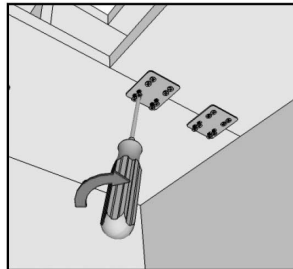
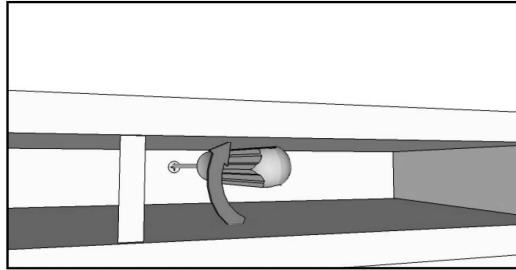
Then position the other back and shelves (pre-assembled) in line with the first back. Align the pins and holes slide into position and tighten the 3 connectors clockwise.



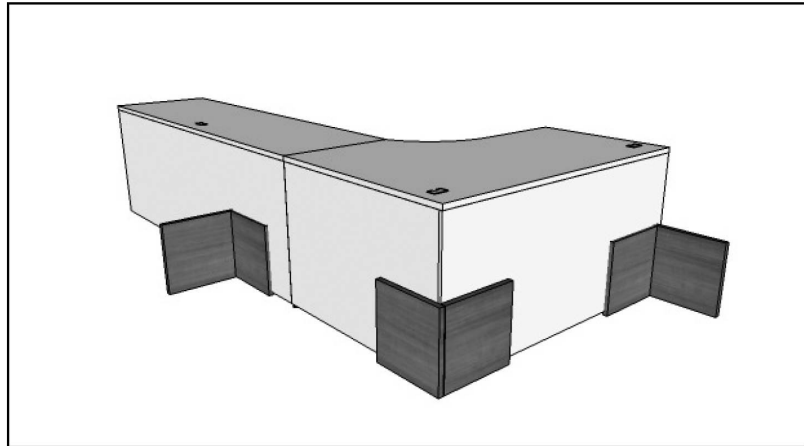
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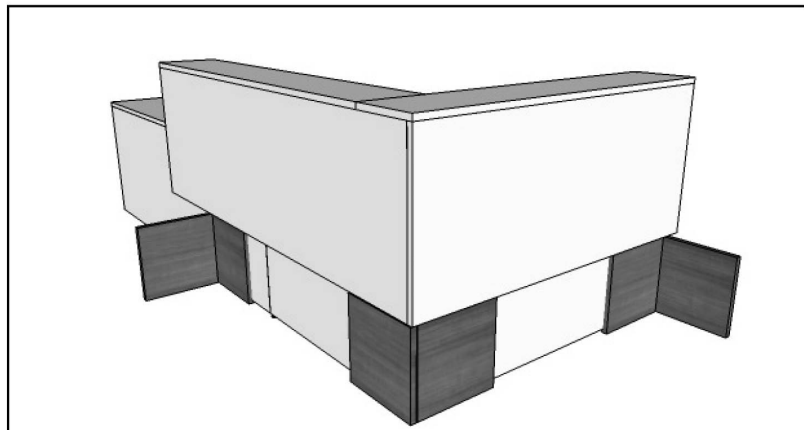
Tighten all the connectors clock-wise.



Position assembly jigs as shown.



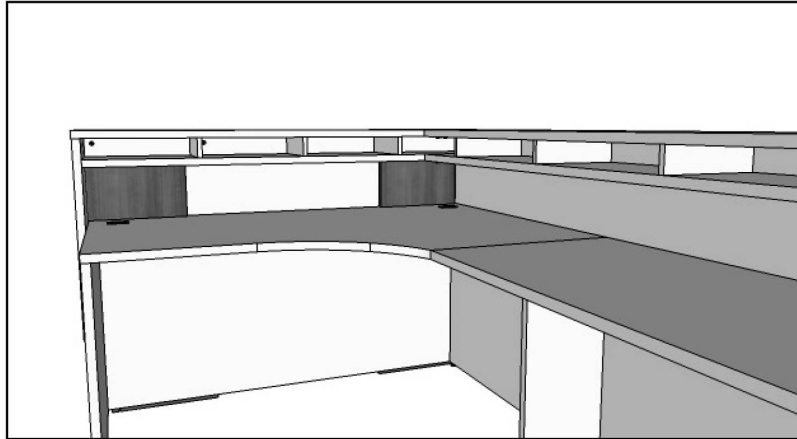
Lift assembled component onto the jigs. Make sure it is held in place until secured.



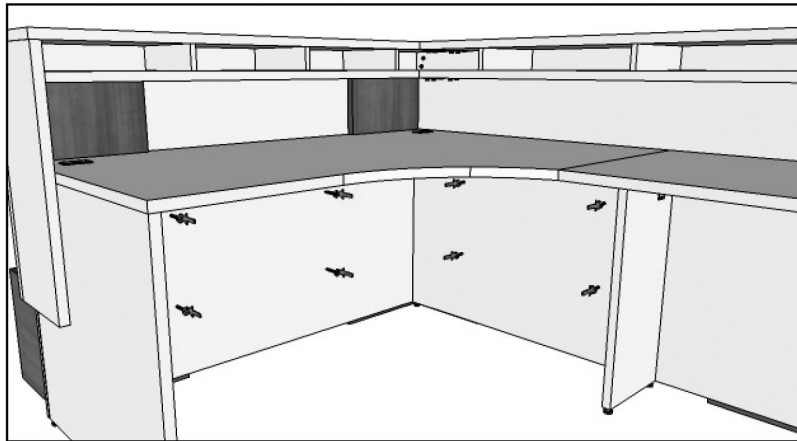
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Place desk top assembly spacers as shown. These spacers provide the correct spacing for the connector bolts to line up.



Insert the connector bolts and tight clockwise securely.



## Questions?

**Customer Service is available  
8:30 - 5, Central Time - Mon - Fri  
Call us Toll Free at 1-800-443-5117**