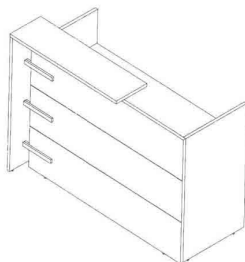


## Reception Desk with Floating Counter Assembly Instructions

BK/CH/MWAL/WH2075



### List of Hardware.

Part	Part
 Wood Dowel x 8	 Sticker/Cover x 14
 Cam Pin x 14	 Leveling Glide x 8
 Cam Lock x 14	 Grommet x 2
 Machine Bolt x 4	 Wood Screw x 4
Double Sided Tape	

### Tools Needed:

- Phillips Screwdriver (cam pins & locks)
- Power Screwdriver (for wood screws)
- A helper!

1.) Assemble on cardboard or carpet for protection. Make sure desk is room temperature before assembling, due to the adhesive tape application in Steps 8 & 10.

2.) Start by laying out all panels and inserting dowels, cam locks, pins and leveling glides.

3.) Lay the front panel on the ground and connect one of the Side Panels. Use a Phillips Screwdriver to twist each cam lock to secure each cam pin.

4.) Next, attach the desktop to the Side Panel and Front Panel.

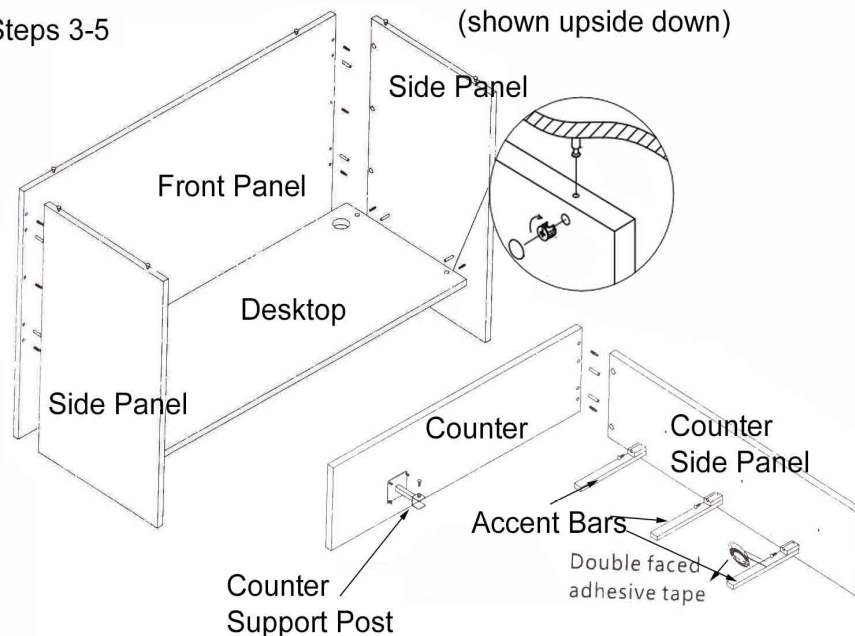
5.) Attach the other Side Panel.

6.) Stand the desk upright with a helper. Move the desk into its final place of use with a helper. Do not drag desk! Always lift to move.

7.) Attach the two panels of the floating counter next.

Steps 3-5

(shown upside down)



8.) Attach the three accent bars to the side panel using one machine bolt each. Then apply the double sided tape to the backside of the bars, leaving one side of the backing on for the final step.

9.) Attach the counter support post to the underside of the counter. Use the four self-drilling wood screws provided. Center the support under the counter and use a power screwdriver to insert the wood screws into the underside. You are drilling your own holes on this step.

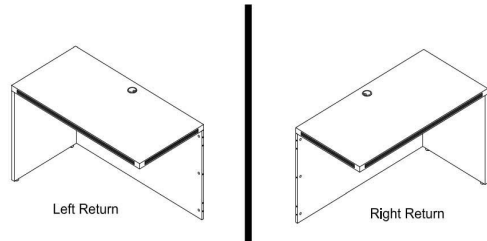
10.) With a helper, carefully turn the floating counter upright. Remove other side of backing from double sided tape. Place the counter so that the counter support post is clamping over the front panel edge and the accent bars are close enough to press the double sided tape to the front panel. It may be helpful to have something heavy, like a large box or other piece of furniture, press the bars into the front panel for a few hours to allow the tape to cure and form a strong bond. Insert the remaining machine screws into the counter support bracket, to secure the clamp to the front panel.

11.) Last step is to insert your grommet covers and apply the stickers over the cam lock holes.

Questions? Please call 1-800-443-5117.












Customer Service available 8:30 - 5:00 Central Time, Monday - Friday

# Reversible Desk Return Assembly Instructions



**Applies to:**  
BK/CH/FL/MJ/ML/WH2045

## 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

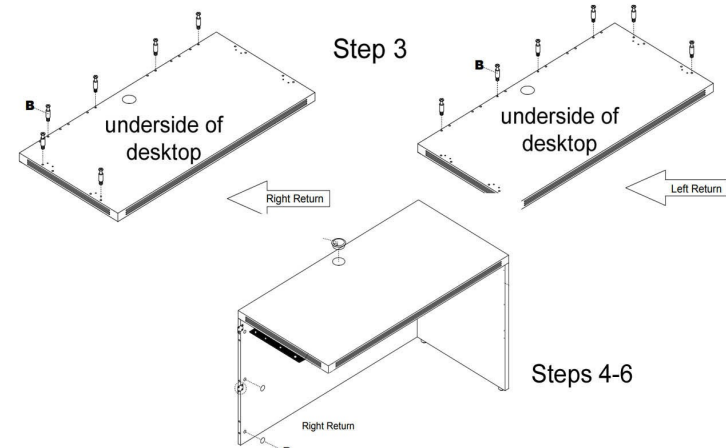
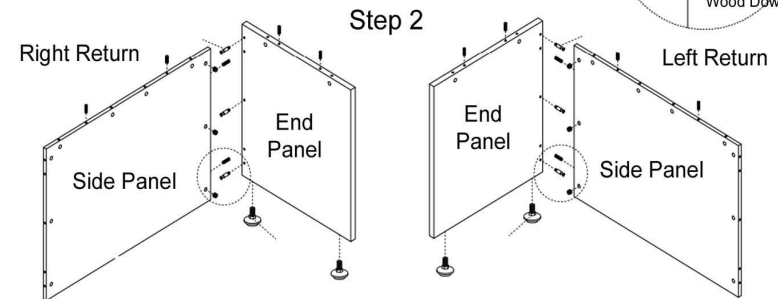
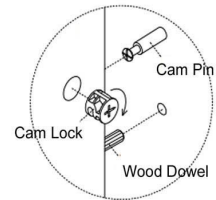
## Tools Needed:

- 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.

## Special Note:

Location & number of cam pin, cam lock and dowel holes may vary.



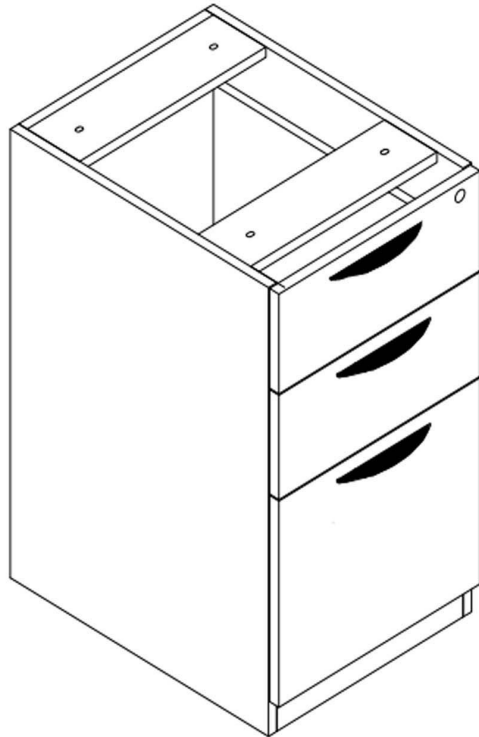
- 4.) Now it's time to attach the return to your desk. Locate the large flat bracket and M6 machine screws (it may be attached to the desktop already. If not, center the bracket over the edge and install 4 of the screws). With a helper, have one person hold the return desk stable while the other screws 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.

Questions? Please call 1-800-443-5117.




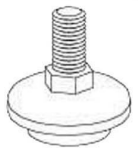
Customer Service available 8:30 - 5:00 Central Time, Monday - Friday

## 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.