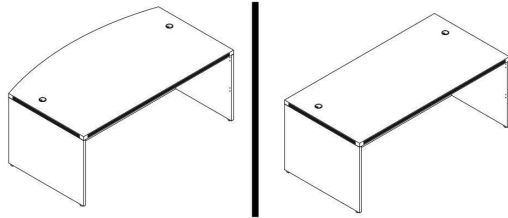


Desk/Credenza Shell Assembly Instructions



Applies to:

(BK/CH/MJ/ML/MWAL/WH) 2001/2002/2043/2089/3624/7124

List of Hardware:

| Part | Part |
|---|--|
|  Wood Dowel |  Cap |
|  Cam Pin |  Leveling Glide |
|  Cam Lock |  Grommet |

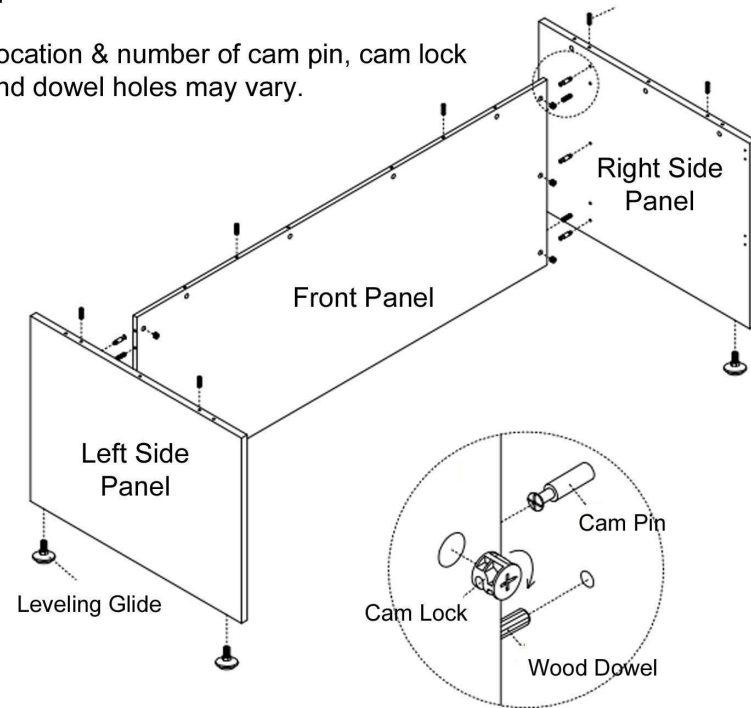
Tools Needed:

- Phillips Screwdriver
- A helper!

- 1.) Assemble on carpet or cardboard to protect parts during assembly. Assembly will require 2 people for safety.
- 2.) Locate left & right side panels. Screw in the leveling glides by hand. Then, insert wood dowels & cam pins. The wood dowels fit into the slightly larger holes, compared to the cam pin holes
- 3.) Locate front panel and insert all cam locks on the left & right sides. Then, align one of the side panels and connect the panel by inserting the cam pins into the cam locks and the dowels into the corresponding holes. (see diagram on next page). Twist the cam locks with a Phillips Screwdriver to secure.

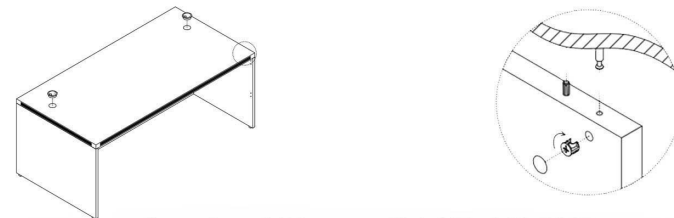
Special Note:

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



- 4.) Next, insert all cam pins, dowels and cam locks on the top edges of the side panels and front panels. Locate the desktop and with a helper, carefully set the desktop on top of the assembly shown above. Twist cam locks to secure the connection.

- 5.) Your last step is to insert the grommet(s) provided into the desktop. Cover the cam locks with the caps provided.



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

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









White Reception Cap Assembly Instructions



Tools Required:

- Phillips Screwdriver
- or
- Power Screwdriver (set on lightest setting to avoid stripping of screws)

Hardware Included:

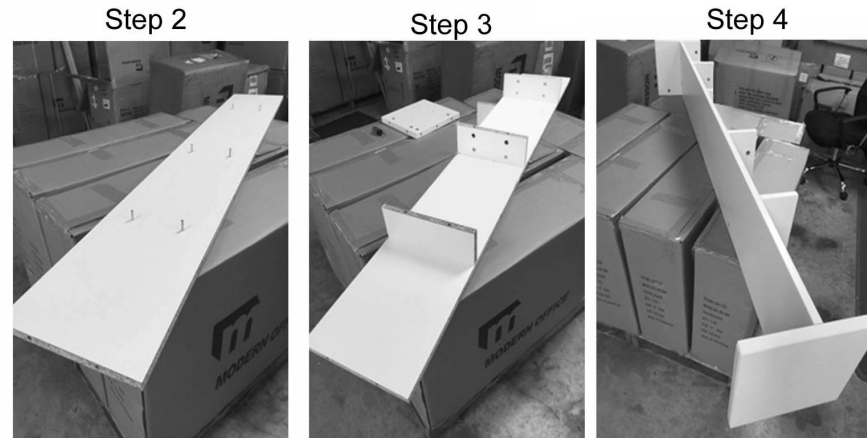
| | | | |
|---|--|---|--|
| <p>Cam Lock</p>  <p>A</p> | <p>Cam Pin</p>  <p>B</p> | <p>Wood Dowel</p>  <p>C</p> | <p>Spacer Cylinder for Rec. Cap</p>  <p>D</p> |
| <p>1" Threaded Support for Glass Counter</p>  <p>E</p> | <p>Threaded Cylinder Bolt</p>  <p>F</p> | <p>Threaded Cylinder Cap</p>  <p>G</p> | <p>Light Fixture Kit</p>  |

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

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Step 1) Uncarton and lay out components on a smooth carpeted surface to protect from scratching.

Step 2) Screw in (B) Cam Pins into 3/4" thick Riser Shelf.



Step 3) Attach Shelf Dividers using two (A) Cam Locks each.

Step 4) Attach Left and Right Sides using two (A) Cam Locks each.
Set aside until Step 7.

Step 5) Prepare Front Panel by first attaching (B) Cam Pins. Larger holes next to cam pin holes will be used for (C) Wood Dowels to add extra support. Next, screw in (D) Spacer Cylinders with threaded ends into metal inserts in Front Panel. These will serve as spacers between the front side panels of the desk and the Front Panel of the reception desk allowing the electrical cable of the light to run over desk top and back down into desk through desk top cable grommet.



Step 6) Prepare and attach light fixture. Plug cord into end of light fixture. Attach two clips/brackets to Front Panel with two wood screws provided into predrilled holes of Front Panel. Light fixture will then clip onto brackets.

Step 6

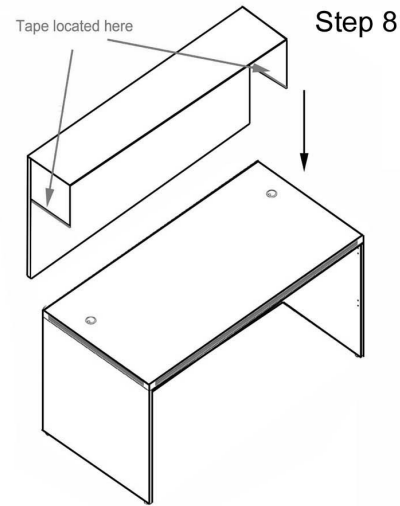


Step 7



Step 7) Mount frame assembled in steps 2-4 onto Front Panel using (A) Cam Locks. Now mount 1" thick Riser Top using (A) Cam Locks.

Step 8) Main reception cap is now complete and ready to mount to desk before final step of attaching glass. Peel 2-sided tape from underside of Left and Right Sides and carefully position on desktop. Light cable should be routed up and over desktop before adhering reception cap so that cable is not exposed from visitor's side of desk. Cable will then route through desk top cable grommets and down to floor under desk.



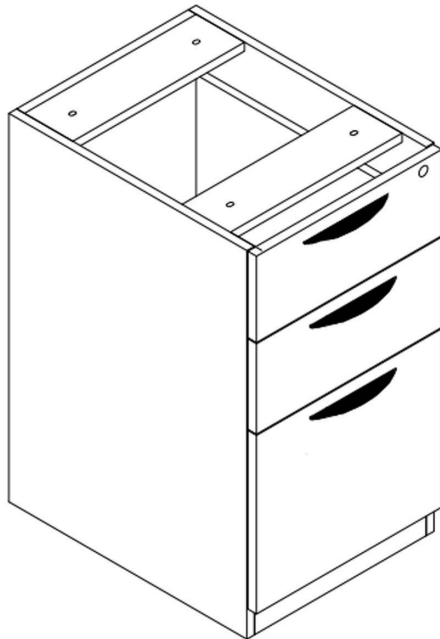
Step 9) Once reception cap is positioned and adhered, attach Glass Counter using (G) Threaded Small Top Cylinder Caps, (E) 1" Support Cylinders and (F) Threaded Cylinder Bolts. These can be tightened down by hand.






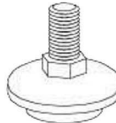
Questions? Please call 1-800-443-5117.
Customer Service available 8:30 - 5:00 Central Time, Monday - Friday

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.

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