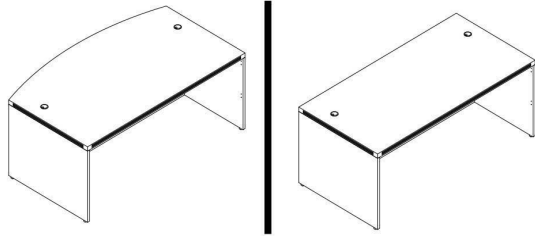


# Desk/Credenza Shell Assembly Instructions



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!

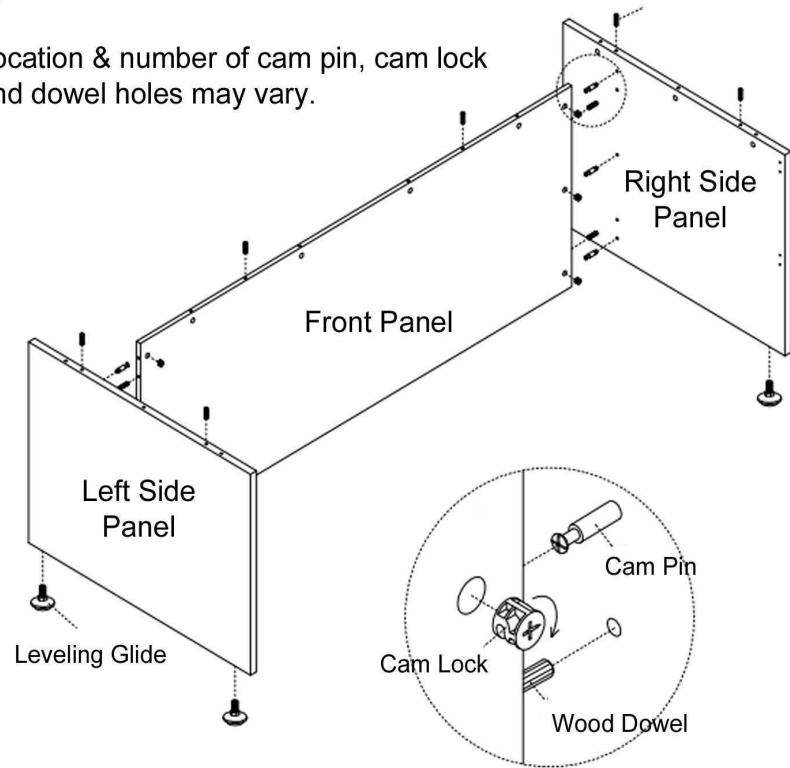
1.) Assemble on carpet or cardboard to protect parts during assembly. Assembly will require 2 people for safety.

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.

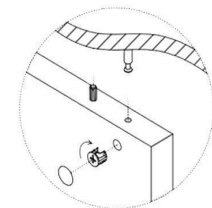
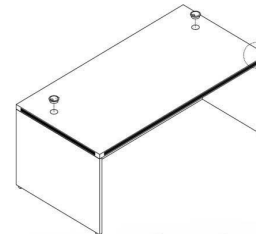
### Special Note:

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.

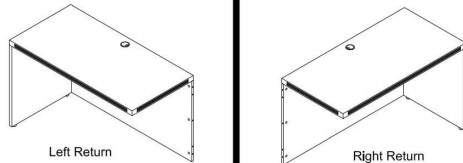
5.) Your last step is to insert the grommet(s) provided into the desktop. Cover the cam locks with the caps provided.



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

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## 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

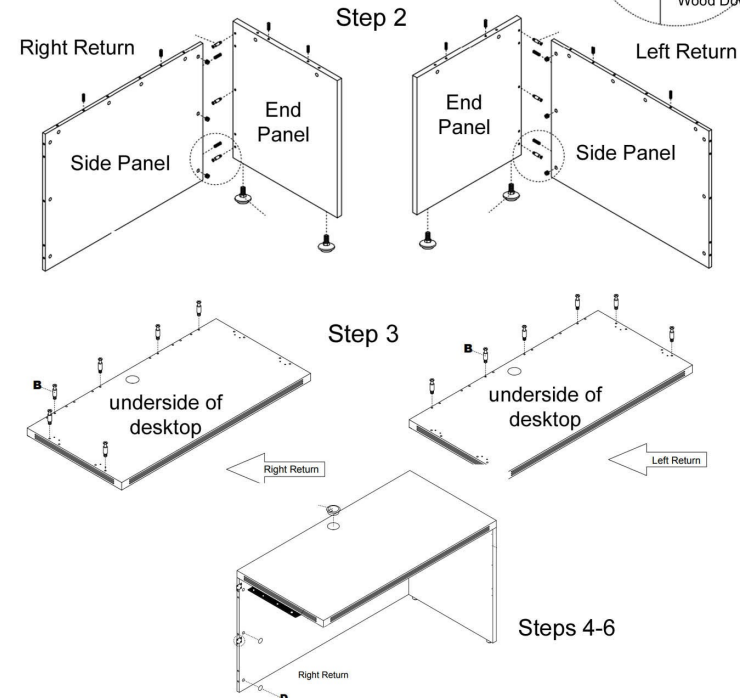
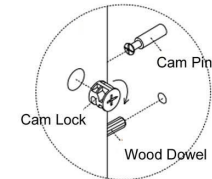
### Tools Needed:

- 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









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

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 2



Step 3



Step 4



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.

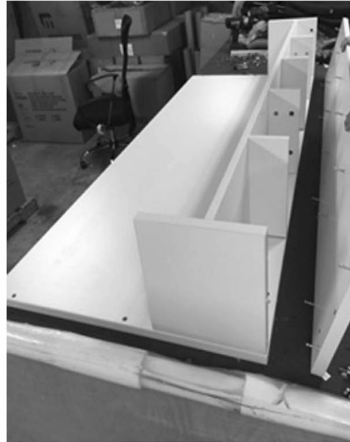


Step 6) Prepare and attach light fixture. Plug cord into end of light fixture. Attach two clips/brackets to Front Panel with two wood screws provided into predrilled holes of Front Panel. Light fixture will then clip onto brackets.

Step 6

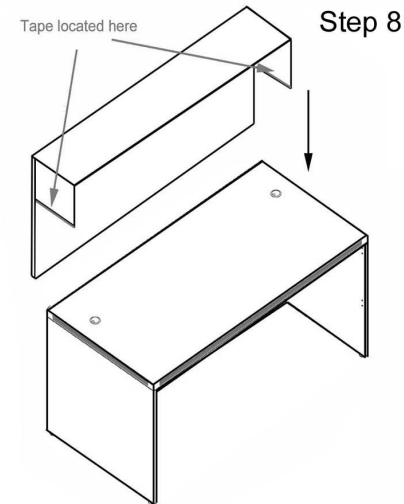


Step 7



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.



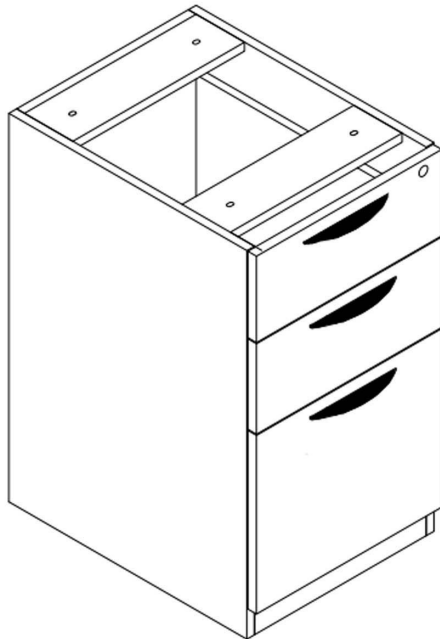
Step 9) Once reception cap is positioned and adhered, attach Glass Counter using (G) Threaded Small Top Cylinder Caps, (E) 1" Support Cylinders and (F) Threaded Cylinder Bolts. These can be tightened down by hand.






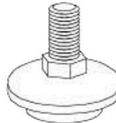
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## Box/Box/File Desk Pedestal Assembly Instructions

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.

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