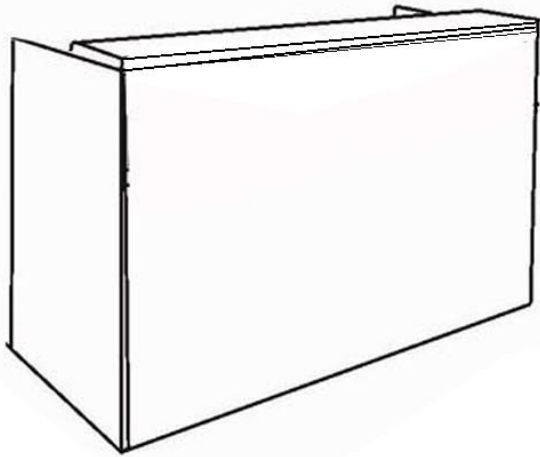


Rectangular Reception Desk

1016-CHV (Cherry) or 1016-MHV (Mahogany)



ASSEMBLY INSTRUCTIONS

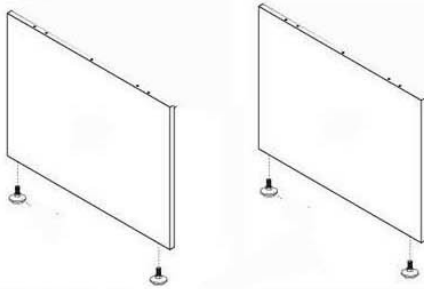
PARTS LIST

Part	Part
 Wood Dowel	 Cap
 Cam Pin	 Leveling Glide
 Cam Lock	 Grommet
 Screw	 L-Bracket

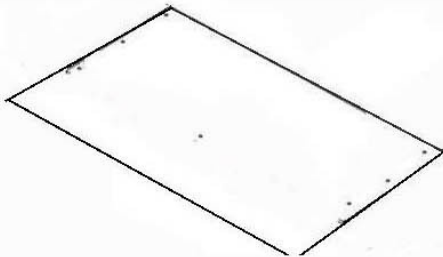


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- 1.) Assemble on a smooth, carpeted floor to prevent scratches or damage. Assembly will require 2 people for safety.
- 2.) Screw 2 leveling glides in completely on both side panels. When completed, the glides can be adjusted outward to level the desk on uneven floors.



- 3.) Lay the front panel on the floor with the side with the hardware holes facing up. Insert dowels, cam locks and cam pins into the holes. **NOTE:** the wooden dowel holes are larger than the cam pin holes.



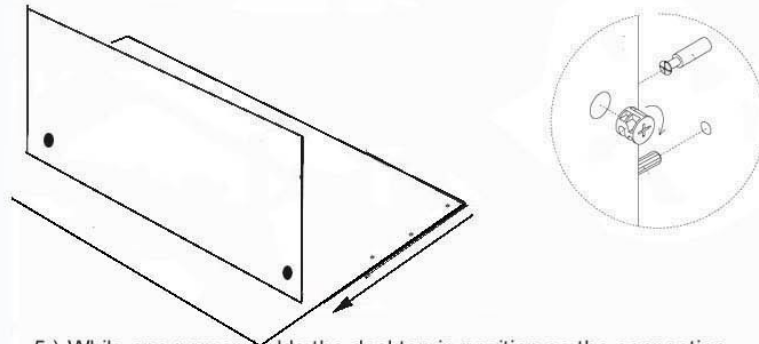
***Special Note:**

Some of the pre-drilled holes may be covered by the veneer. Feel for the holes under the veneer with your finger. You should feel a slight indentation. Poke through the veneer with a pencil or screwdriver to access the hole.

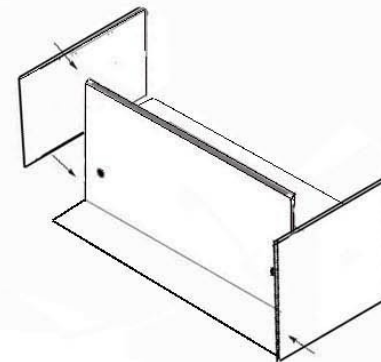


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- 4.) Attach the desktop to the front panel using the cam locks, cam pins and wooden dowels provided.



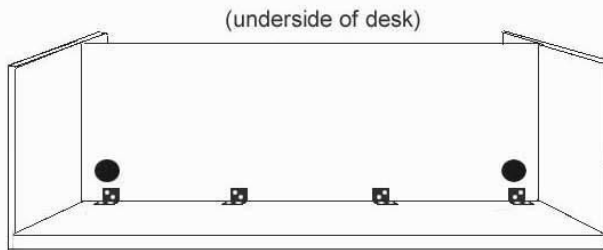
- 5.) While one person holds the desktop in position so the connection does not break, a second person will attach the left and right side panels to the desktop and the front panel with the wood dowels, cam locks and cam pins.



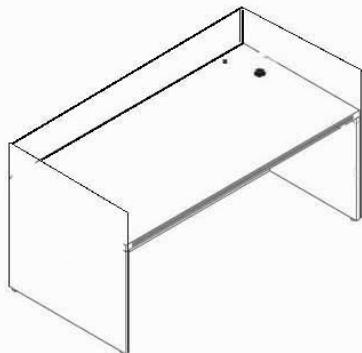


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6.) Attach 4 L-Shaped Brackets, evenly spaced between the front panel and desktop. Pointed wood screws are self-threading so no predrilled holes have been made.

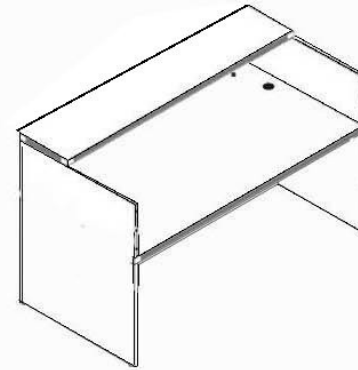


7.) With partner, tip desk upright into position.



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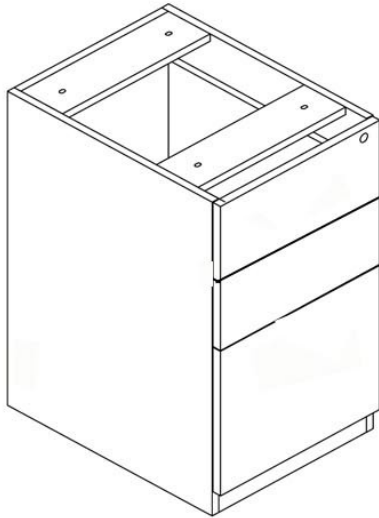
8.) Attach reception counter with 4 cam pins and 4 cam locks. Angled bow side of counter should face outward towards the visitor's side.



9.) Once desk is in place, insert grommet covers and caps for covering the cam locks.



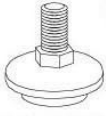
Box/Box/File Pedestal

1023-CHV (Cherry) or 1023-MHV (Mahogany)



Install Instructions

PARTS LIST

Part	Part
 Bolt	
 Keys	 Leveling Glide

1) Install 4 leveling glides and level the file

To attached under desk (optional):

1.) Remove 1 or 2 of the box drawers by locating the black tabs in the left & right side of the drawer. Pull up on one tab, push down on the other to unlock from the track and remove drawer.

2.) Use 4 bolts provided to go through the top of the file into the threaded holes on the underside of the desk.

