















Modern Office
 6900 Shady Oak Road, Ste 120
 Eden Prairie, MN 55344
 Phone: 800.443.5117
 (In MN): 952.941.2837
 Fax: 952.949.9816
 www.modernofficefurniture.com

Assembly Instructions

for Y10349 - Glass Top & Front Reception Desk
 (OZ-831 - CH/WA
 OZ-832-CH/WA)



Parts List:

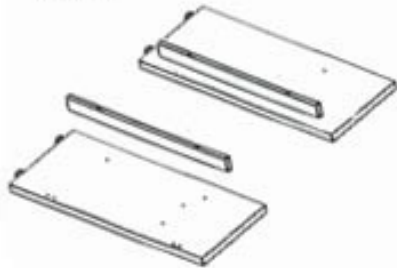
Cam Pin & Lock Set 	3-1/2" screw 	3/4" screw 
Wood Screw 	Bolts for File 	Wooden Dowel 
Grommet 	Flat Bracket 	Large L Bracket 
Small L Brackets 	Cam Lock Cover/Stickers 	Leveling Glide 

*Some desk models include a task light.
 This task light is wired for European
 electrical standards. Not for US use.*

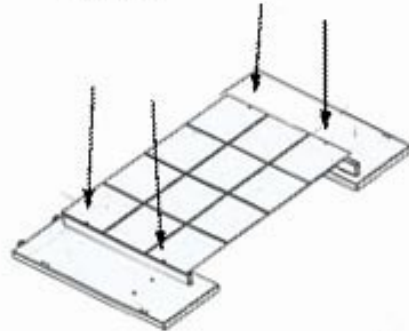
Tools needed: Phillips screwdriver and a helper.

Tip: Install in area of intended use to avoid moving
 assembled desk.

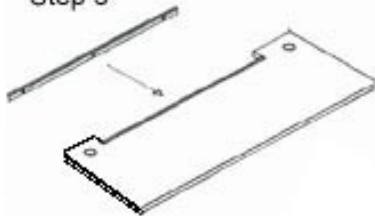
Step 2



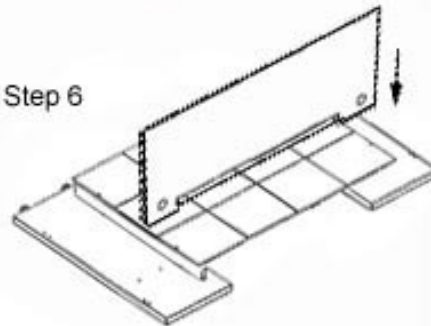
Step 3 3-1/2 screws go here



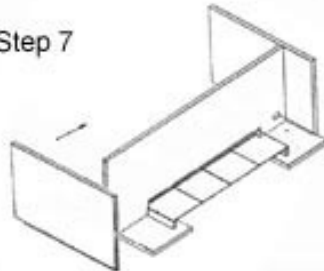
Step 5



Step 6

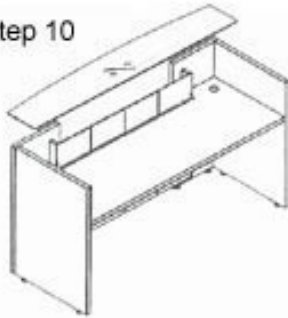


Step 7



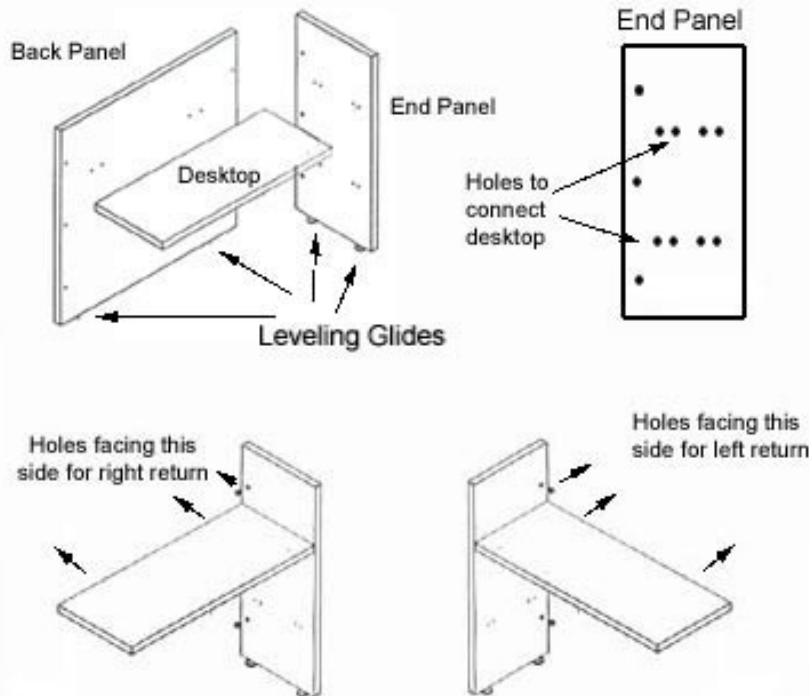
- 1.) Start with Box 2-3. Lay both front panels down, hole side face up. Attach the leveling glides at the bottom of the panel, two per panel. Then, place the cam pins in the white inserts and the wooden dowels in the larger holes without the plastic inserts. Lastly, insert cam locks into the 5/8" round holes.
- 2.) Next, lay the 2 long skinny laminate pieces (front panel spacers) on the front panels as shown in the drawing, rough edge facing out.
- 3.) Now, carefully place the tempered glass panel on top of the spacers. Using the 3-1/2 inch screws, connect the glass and the spacers to the front panel. There will be a total of 4 holes, one in each corner, to connect the glass. Hand-tighten the screws with your screwdriver. **DO NOT USE A DRILL TO TIGHTEN SCREWS!** The vibration and torque could cause the glass to break.
- 4.) Your next step is to locate the left and right side panels. Like detailed in Step 1, insert all hardware into the holes. The side panels measure about 24"W x 41-3/4"H.
- 5.) Next, locate Box 1-3, for the main desktop surface. Attach the 4' long stainless steel desktop insert using three, 3/4" screws.
- 6.) Now, attach the desk surface to the front panel/glass assembly. Center the holes along the inside edge of the desktop to the cam locks, already installed in the holes. Insert the round cam locks into the 5/8" round holes on the underside of the desk. **DO NOT YET FULLY TIGHTEN CAM LOCKS.**
- 7.) Next step is to attach one of the side panels, either the left or the right. Center the cam pins sticking out of the side panel into the holes in the side edge of the desktop. Then insert the cam locks into the 5/8" holes. Repeat process with other side.
- 8.) **NOW, TIGHTEN ALL CAM LOCKS ON DESKTOP AND SIDE PANELS!**

Step 10



9.) Once all cam locks have been secured, with helper (one person one each end of desk), carefully turn desk onto leveling glides, without putting any pressure on the leveling glides themselves. **DO NOT PIVOT THE DESK ON THE LEVELING GLIDES.** The weight of the desk could cause them to break.

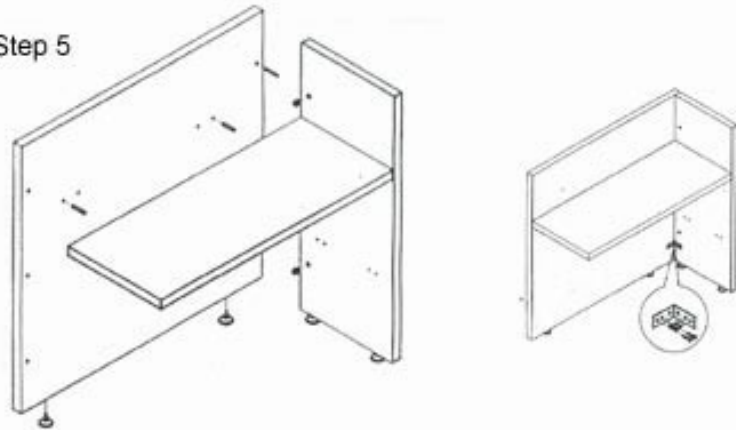
10.) Your last step to assembling the main desk is to attach the glass counter. If you haven't done so already, insert 6 cam pins into the top edge of the desk (3 on each side). Place the glass counter, with the holes of the pucks over the cam lock and set in place. Insert the round cam locks and tighten all 6 cam locks.



Assembling the Reversible Return Desk:

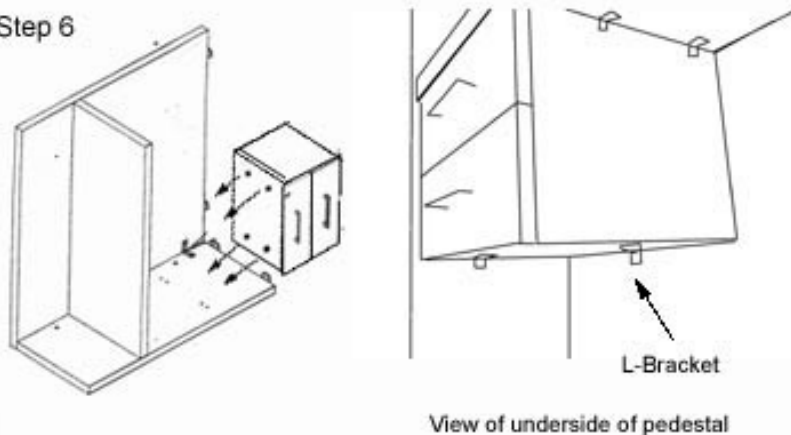
- 1.) Locate the back panel (largest panel) and lay flat on the ground, hole side face up. Insert all hardware and leveling glides.
- 2.) Locate Desktop and End Panel and insert all hardware, but do not do not install the leveling glides until you have determined if you want a left or right return.
- 3.) Your next step will be to connect the Desktop and End Panel. The end panel has 3 cam lock holes along the side of the panel. This end will connect to the Back panel. The end panel has 2 sets of holes to connect the desktop and the end panel can be flipped either side up, depending on if you need a left or right return. In short, if you need a right hand return, the 3 holes will need to be on the right side of the end panel. If you need a left return, flip the panel so that the holes are on the left side. Connect the desktop so that the edge with the holes will face the back panel. See diagram on left.
- 4.) Once you have set up the desk in your left or right return specification, install the leveling glides on the end panel. (note on end panel, your end panel may have come with 2, "tap in" glides instead of the standard leveling glides. If you received tap in glides, insert the glides as shown in the diagram by using a hammer or rubber mallet to tap the glides into the bottom panel edge.)

Step 5



5.) Once your desktop and end panel are connected and the cams tightened, the next step will be to connect this assembly to the Side Panel. Center holes on edges of End Panel and Desktop to the pins on the side panel. Then tighten all cams. Lastly, install large silver L-Bracket with wood screws as shown.

Step 6

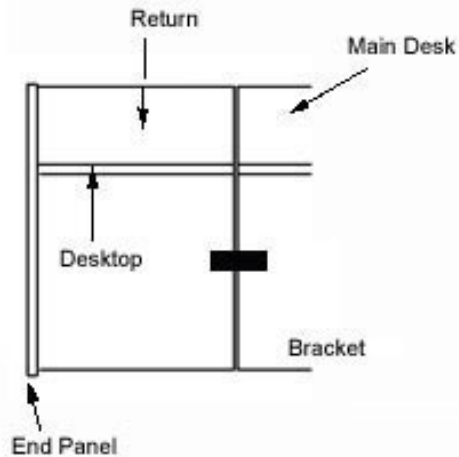


6.) Next, it is time to install the suspended drawer set. With a helper, carefully tip the return so that it is laying on the End Panel. Locate the drawer set and the 4 bolts. There will be 4 threaded inserts on the underside of the return desktop. Pull out or remove the top drawer and use your screwdriver to insert the bolt through the top of the file into the threaded insert in the desktop. Repeat this step for all 4 bolts. You will have have 4, small silver L-Brackets. Use the wood screws at the 4 points as shown for further support of the drawer set.

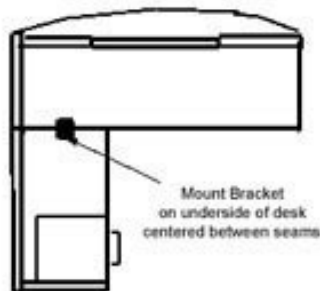
7.) Once installed, carefully turn return desk right side up.

Step 9

Grade View:



Plan View:



8.) Before attaching your return, make sure your main desk and return desk are level, and level with each other. If there should be any gaps or crooked panels, adjust the leveling glides until the desk is square.

9.) Once the desks are level, with a helper, pick up the return and butt it up against the left (or right side if you choose a right return) side of the desk. Again, any leveling should be done at this time.

Once the desks are flush and butted up against each other, install the 2 flat brackets using the wood screws. One bracket is to connect the Side Panels, the other is to connect the return desk and the main desk on the underside of the desktops. See diagrams to show bracket placement.

10.) Finally, insert your grommets into your main desk top. Use the adhesive covers over any unused holes or over any exposed silver cam locks. Install the drawer pulls on the drawer set.

Questions? Please call us at 800-443-5117