Steps to assemble desks with lowered risers

Step 1. Leg Installation

Place back panel good side down on a clean surface.

Align the pins in the legs with the pre-drilled holes in the back and lower into place. Tighten the connectors clockwise with a #2 Phillips screw driver.

Step 2. Desk Top installation

Bring the leg and back assembly to the upright position. Lower top into place and tighten the connectors clockwise with a #2 Phillips screw driver.

Step 3. Upright installation

Align the pins in the upright with the pre-drilled holes in the back and slide into position. Tighten the connectors clockwise with a #2 Phillips screw driver.
**Steps to assembled lowered counter(s)**

**Step 4. Reception Top installation**

Lower top into place and tighten the connectors clockwise with a #2 Phillips screw driver.

**Steps to assemble Reception Cap(s)**

Align the pins in the upright with the pre-drilled holes in the back, slide into place and tighten the 3 connectors clockwise.

Then position the other back and shelves (pre-assembled) in line with the first back. Align the pins and holes slide into position and tighten the 3 connectors clockwise.
Y12884 & Y12885 Reception Desk Assembly Guide

To serve as a general guide. Desk & Reception Cap sizes may vary

Tighten all the connectors clockwise.

Position assembly jigs as shown.

Lift assembled component onto the jigs. Make sure it is held in place until secured.
Place desk top assembly spacers as shown. These spacers provide the correct spacing for the connector bolts to line up.

Insert the connector bolts and tight clockwise securely.

Questions?

Customer Service is available
8:30 - 5, Central Time - Mon - Fri
Call us Toll Free at 1-800-443-5117