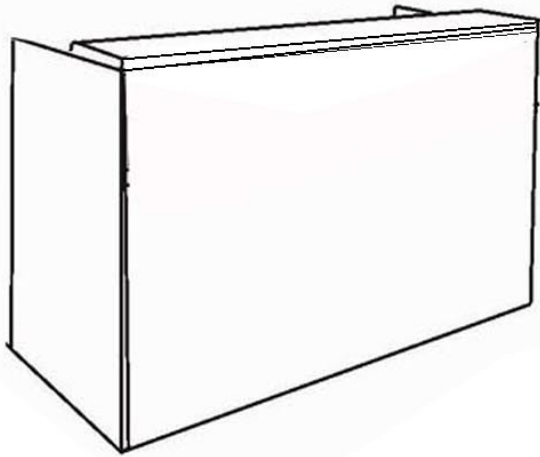


Rectangular Reception Desk

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



ASSEMBLY INSTRUCTIONS

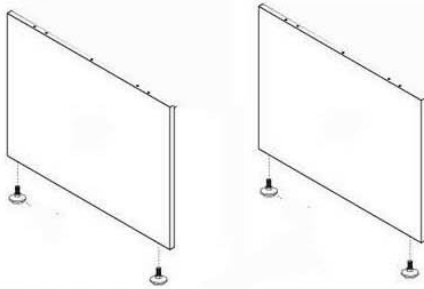
PARTS LIST

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

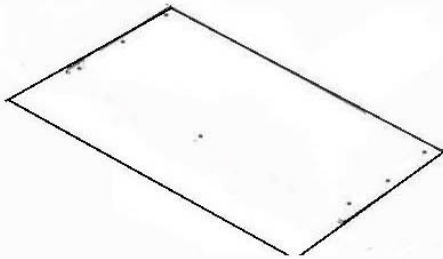


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- 1.) Assemble on a smooth, carpeted floor to prevent scratches or damage. Assembly will require 2 people for safety.
- 2.) Screw 2 leveling glides in completely on both side panels. When completed, the glides can be adjusted outward to level the desk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



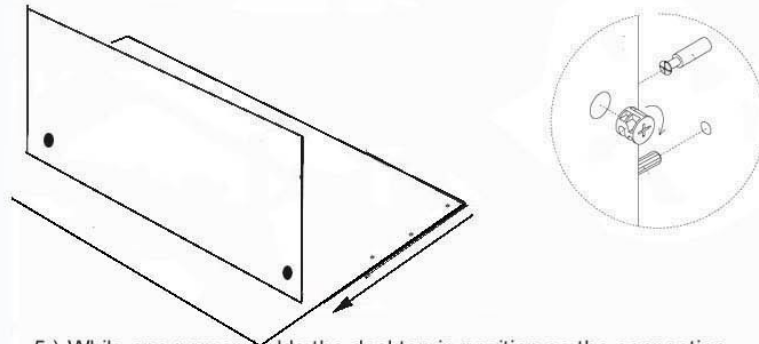
***Special Note:**

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.

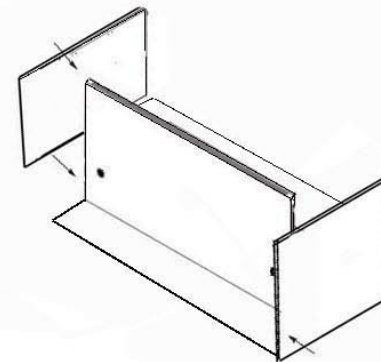


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- 4.) Attach the desktop to the front panel using the cam locks, cam pins and wooden dowels provided.



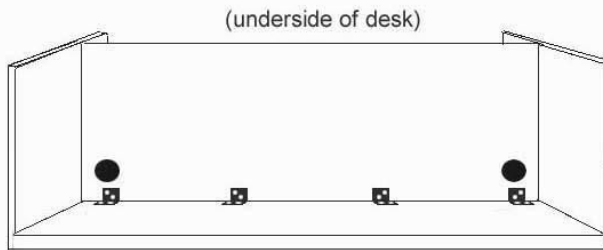
- 5.) While one person holds the desktop in position so the connection does not break, a second person will attach the left and right side panels to the desktop and the front panel with the wood dowels, cam locks and cam pins.



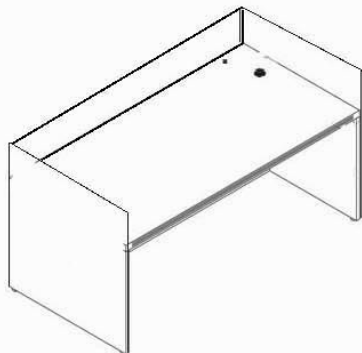


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6.) Attach 4 L-Shaped Brackets, evenly spaced between the front panel and desktop. Pointed wood screws are self-threading so no predrilled holes have been made.

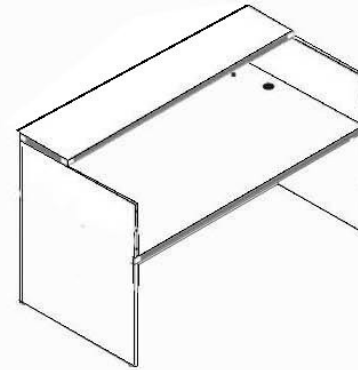


7.) With partner, tip desk upright into position.



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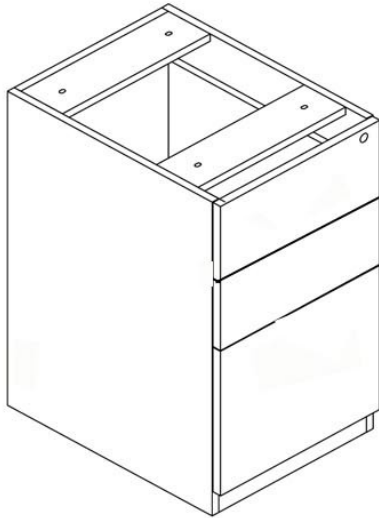
8.) Attach reception counter with 4 cam pins and 4 cam locks. Angled bow side of counter should face outward towards the visitor's side.



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



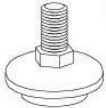
Box/Box/File Pedestal

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

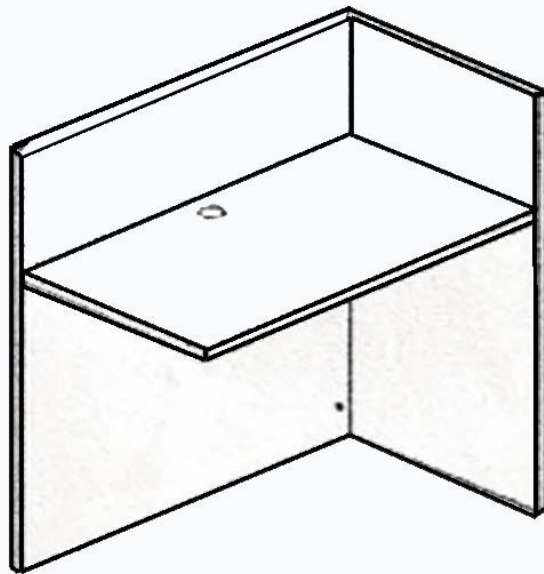
To attached under desk (optional):

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.

Reversible Reception Return

1015-CHV (Cherry) or 1015-MHV (Mahogany)



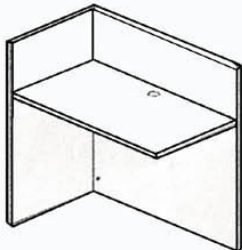
ASSEMBLY INSTRUCTIONS

PARTS LIST

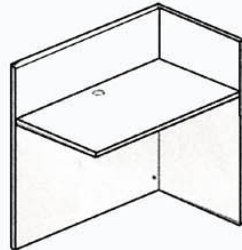
Part	Part
	
Wood Dowel	Cap
	
Cam Pin	Leveling Glide
	
Cam Lock	Grommet
	
Screw	L-Bracket

First, determine if you need a left hand or right hand return:

Left Return



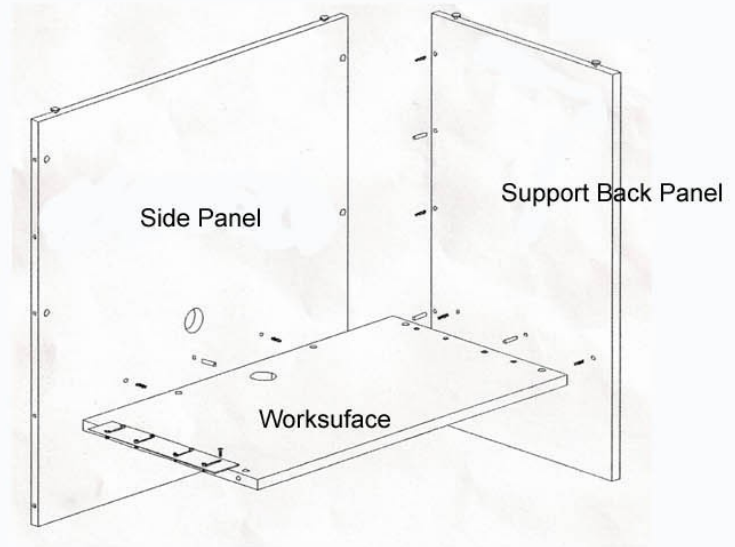
Right Return



***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.

Exploded diagram of parts:

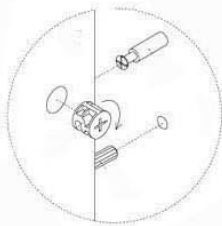


Picture shows a left return being assembled, upside down.



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- 1.) Insert all of the cam locks, cam pins and dowels on all of the panels.
- 2.) Assemble upside down. Attach the side panel to the worksurface using cam pins, cam locks and dowels.
- 3.) Attach the back support panel to the worksurface and side panel.
- 4.) Attach the flat bracket to the worksurface using the screws provided. Center the bracket over the edge/seam of the worksurface.
- 5.) Insert the leveling glides.
- 6.) Next, with a helper, turn the return right side up.
- 7.) Set return up against assembled reception desk. Make sure the return is level with the desk. If not, adjust the leveling glides as needed.
- 8.) Attach the return to the reception desk using the remaining screws to attach the flat bracket to the underside of the main desktop.
- 9.) Insert any cam lock covers and grommets as your last step.



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