Reception Desk with Glass Window Assembly Instructions

**BK/CH/FL/ML/MWAL/WH2069+GLASS**

### List of Hardware:

<table>
<thead>
<tr>
<th>Part</th>
<th>Part</th>
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<tbody>
<tr>
<td>Wood Dowel</td>
<td>Cap</td>
</tr>
<tr>
<td>Cam Pin</td>
<td>Leveling Glide</td>
</tr>
<tr>
<td>Cam Lock</td>
<td>Grommet</td>
</tr>
</tbody>
</table>

**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.) First, screw in all leveling glides and insert all wooden dowels, cam locks and cam pins into the panels.

3.) Lay the front panel on the ground and connect one of the Side Panels. Use a Phillips Screwdriver to twist each cam lock to secure each cam pin.

4.) Next, attach the desktop to the Side Panel and Front Panel.

5.) Attach the other Side Panel.

6.) Stand the desk upright with a helper. Then, place the Window over the desktop, making sure the wooden dowels are inserted into the desktop to go into the window frame.

7.) Attach the counter top to the Window and Side Panels.

8.) Your last step is to insert the grommets into the desktop and caps over the cam locks.

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

Applies to:
BK/CH/FL/MJ/ML/WH2080

List of Hardware:

<table>
<thead>
<tr>
<th>Part</th>
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<tbody>
<tr>
<td>Wood Dowel</td>
<td>Shallow Cover</td>
<td>Work Surface Bracket</td>
</tr>
<tr>
<td>Cam Pin</td>
<td>Deep Cover</td>
<td>Side Panel Brackets (2)</td>
</tr>
<tr>
<td>Cam Lock</td>
<td>Grommet</td>
<td>M6 Screw</td>
</tr>
<tr>
<td>Wood Screw</td>
<td>Leveling Glide</td>
<td></td>
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</table>

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.

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.

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