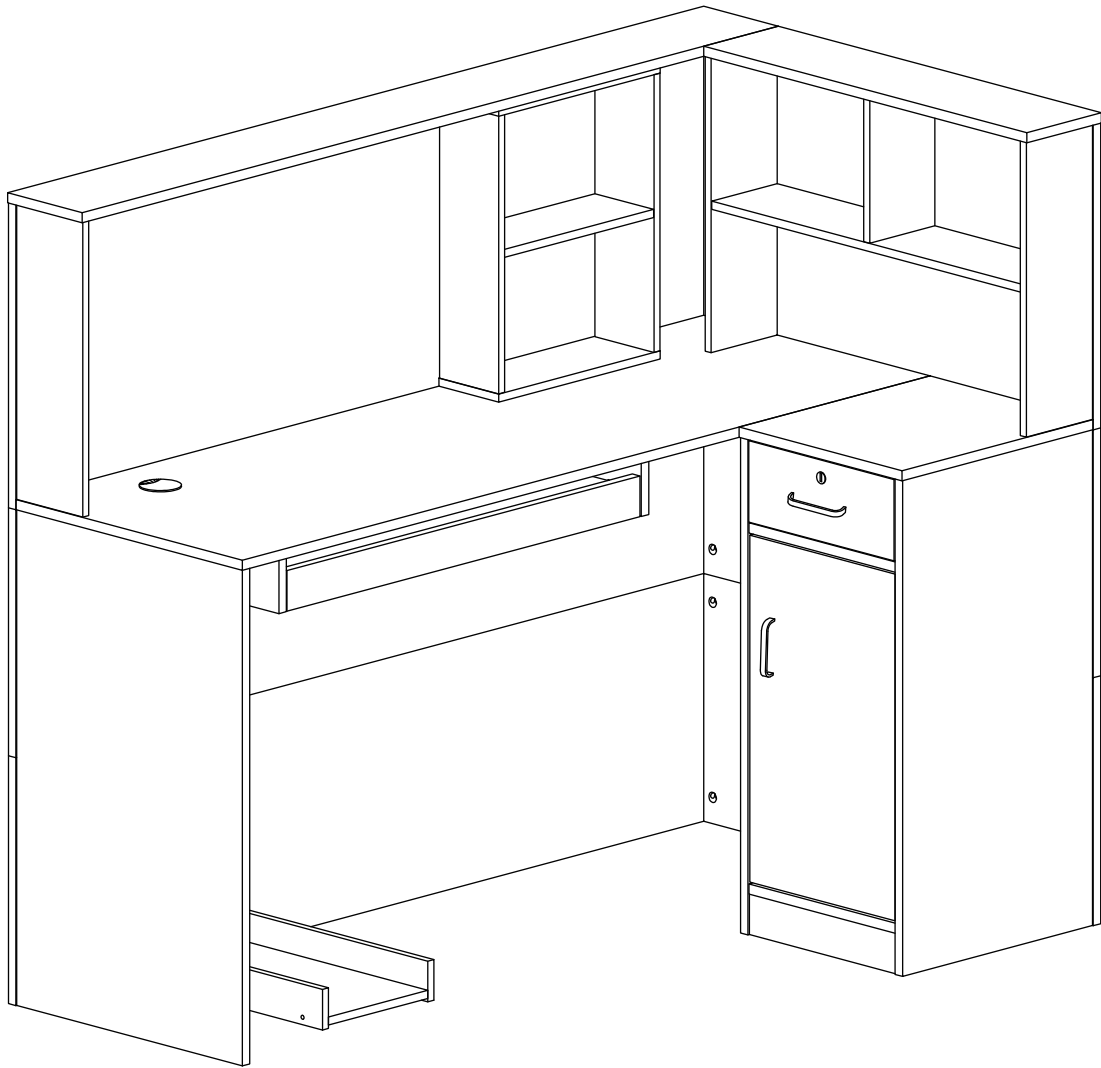
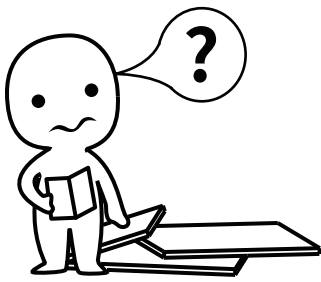


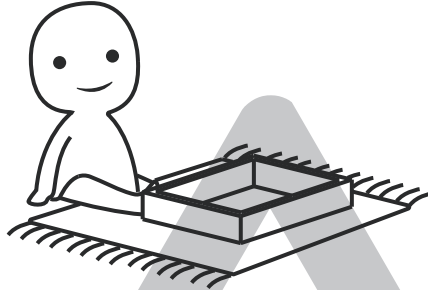
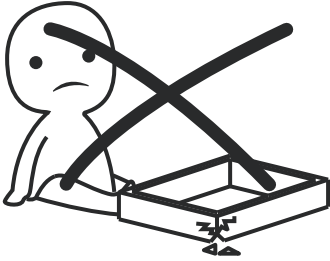
# Reception Desk





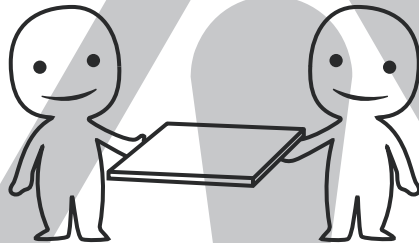
### **IMPORTANT INFORMATION!**

please read the entire manual before starting to assemble and/or using this product. follow the manual thoroughly and keep it for further reference.



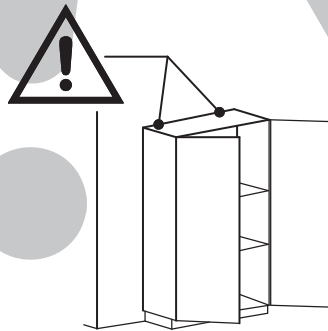
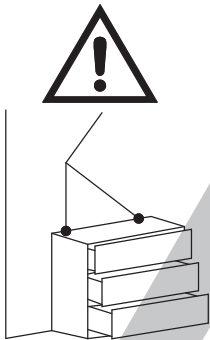
### **AVOID SCRATCHES!**

In order to avoid scratching this furniture should be assembled on a soft layer- could be a rug.



### **IMPROVE EFFICIENCY !**

Try to find a partner to install with you, which can speed up the installation efficiency and shorten the time.



### **ANTI-TOPPLE WARNING !**

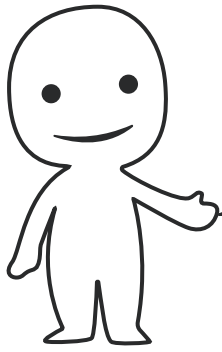
Overturnd furniture can cause serious or fatal crush injuries. To prevent tipping over, be sure to use the wall attachment, if not included with this product. Please purchase the wall attachment that fit your wall. If unsure, seek professional advice. Please read and follow each step of the instructions carefully.

### **IMPORTANT !**

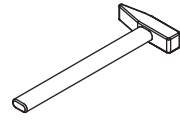
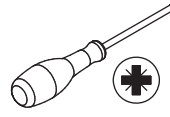
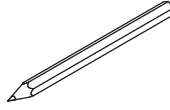
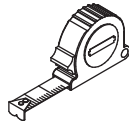
It is important that any product which is assembled using any kind of screw is re-tightened 2 weeks after assembly, and once every 3 months - in order to assure stability through-out the lifespan of the product.

For regular maintenance and cleaning of the product, for the frame, please use a rag dipped in neutral detergent to fully wipe it, and then dry it with a clean rag. For glass materials, wipe with a rag dampened with water glass cleaner, and then dry with a dry rag.

Do not use an electric screwdriver, and do not use too much force when installing, because the board is easy to break.



Please prepare the following tools



When installing, please carefully confirm whether each screw corresponds to the manual, accessories with similar shapes can be distinguished by size

A x 20



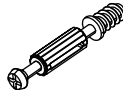
M3.5 x 12 mm

B x 18



M5 x 40 mm

C x 86



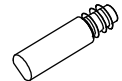
M5 x 42 mm

D x 86



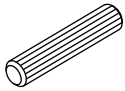
∅ 15 x 10 mm

E x 1



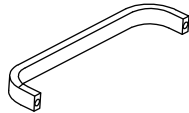
M5

F x 20



∅ 8 x 40 mm

G x 2



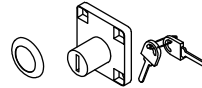
M4 x 96 mm

H x 4



M4 x 18 mm

I x 1

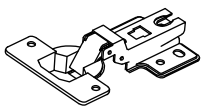


J x 4



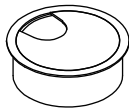
M3 x 18 mm

K x 2



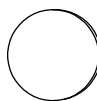
DW

L x 1

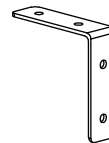


∅ 60

M x 20



N x 1



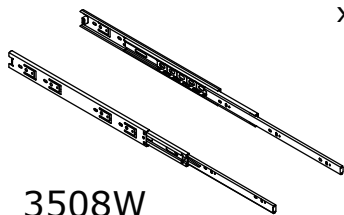
O x 12



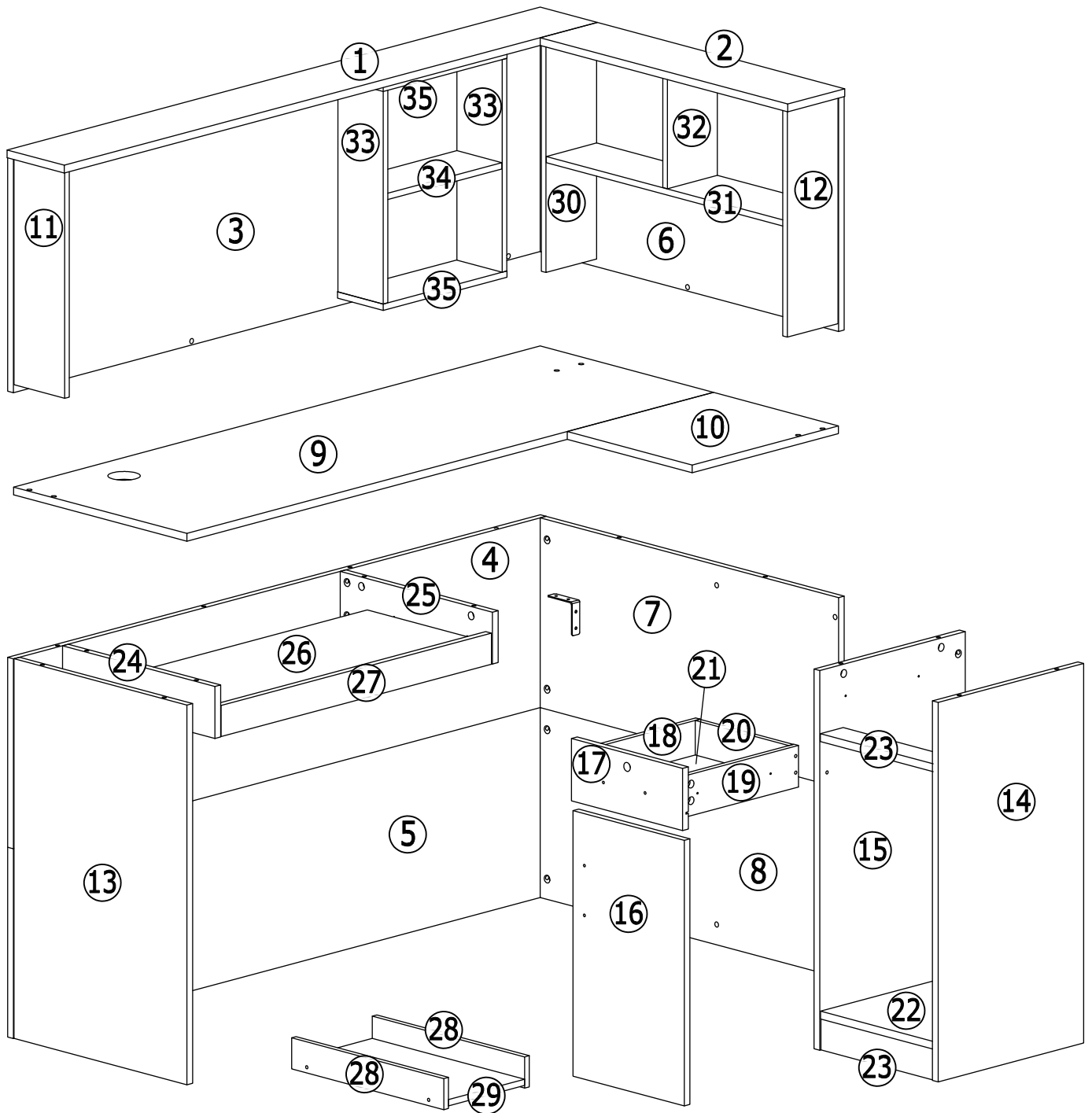
M3.5 x 14 mm

36

x 2



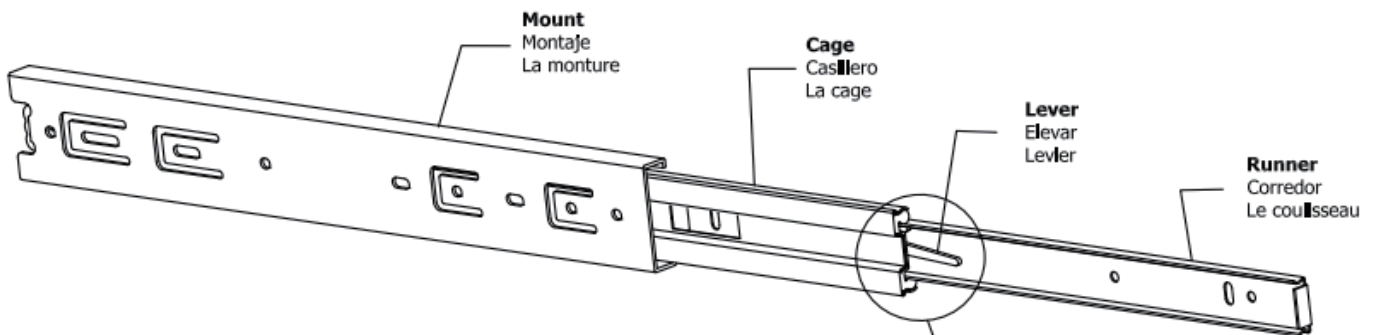
12" 3508W



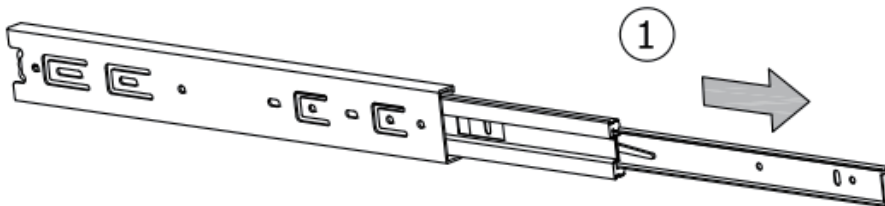
**Slides Must Be Separated Before Assembly.  
After Separated, Set Aside Until Needed for Assembly.**

Las diapositivas deben separarse antes del montaje.  
Después de la separación, déjelo a un lado hasta que sea necesario.

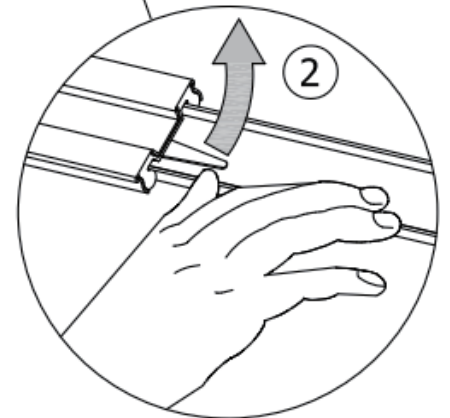
Les glissières doivent être séparées avant l'assemblage.  
Après la séparation, mettez de côté jusqu'au moment de l'assemblage. —



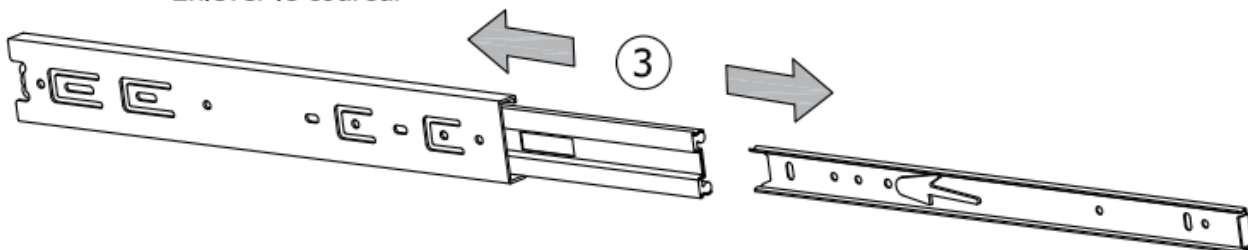
**STEP 1: Extend Slide**  
Extender la diapositiva  
Extendre la diapositive



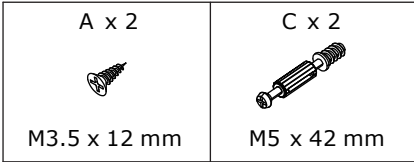
**STEP 2: Push Lever UP**  
Empujar hacia arriba  
Lever le levier



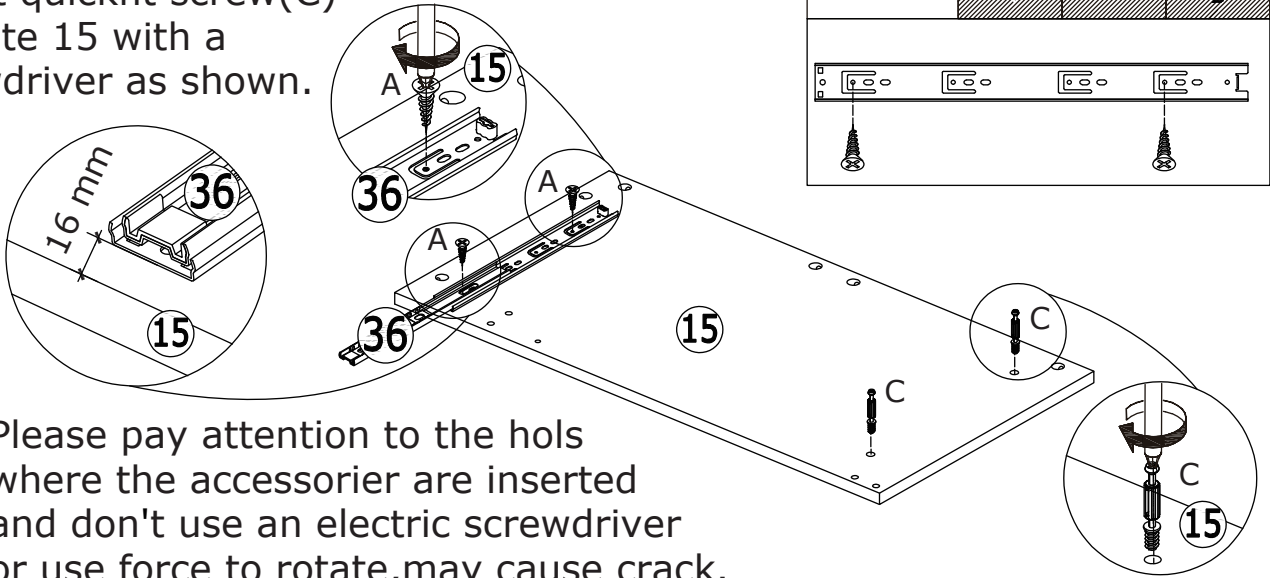
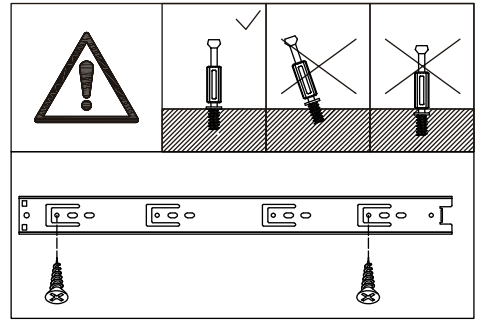
**STEP 3: Remove Runner**  
Quitar el corredor  
Enlever le coureur



1

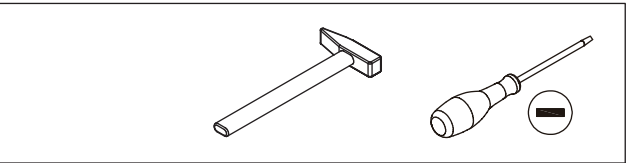
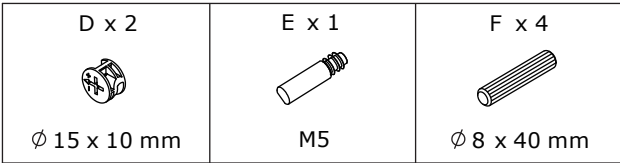


Separate glides, fix slide rail 36 to plate 15 with screw(A) as shown.  
Insert quickfit screw(C) to plate 15 with a screwdriver as shown.

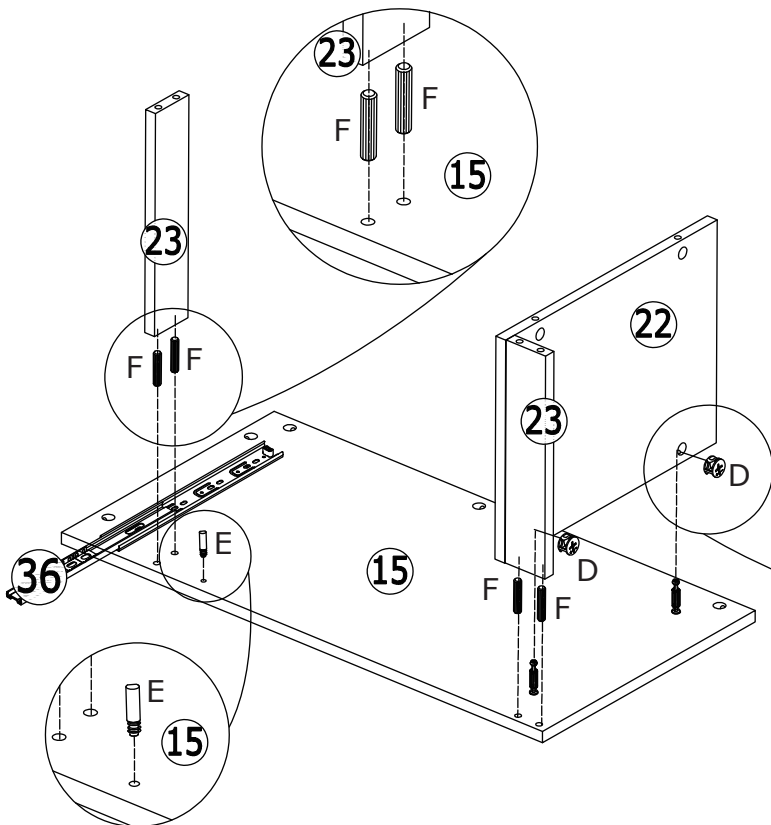
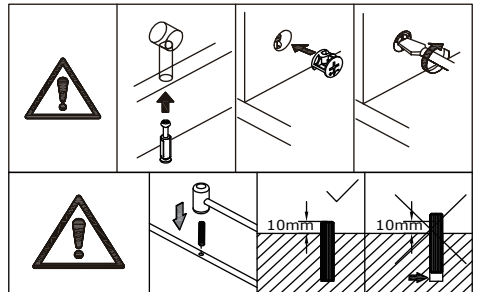


Please pay attention to the holes where the accessories are inserted and don't use an electric screwdriver or use force to rotate, may cause crack.

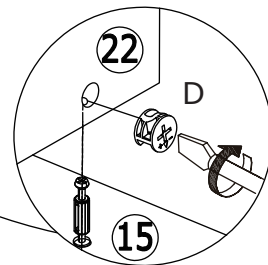
2



Attach plate 22 to plate 15, turn cam locks(D) clockwise to tighten as show.



Attach plate 23 to plate 15 with wooden dowel(F) as shown.

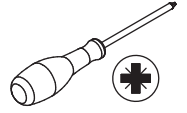


Insert screw(E) into a corresponding hole in plate 15.

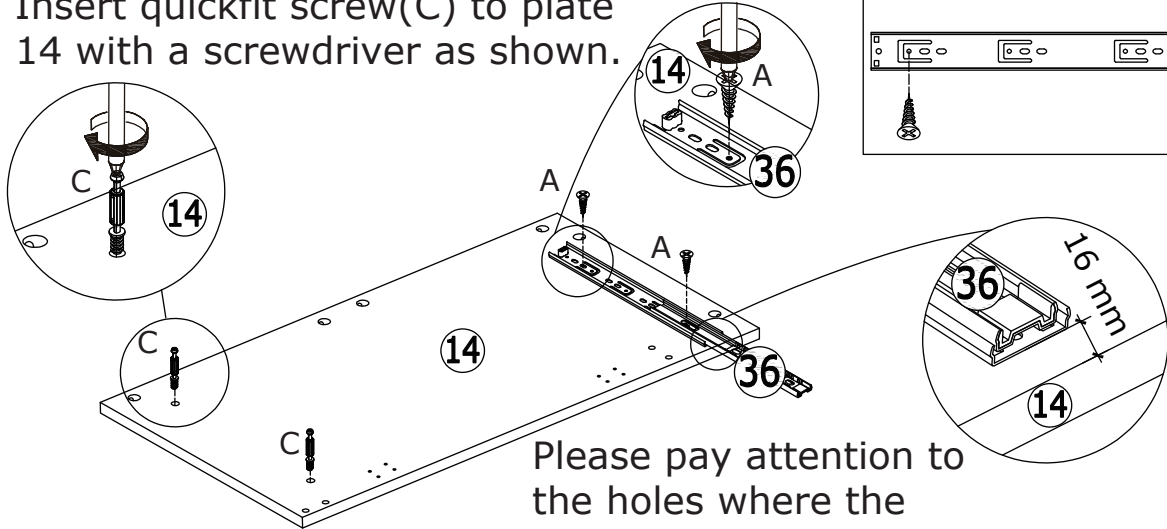
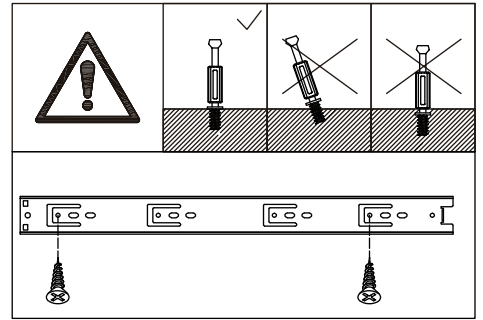
# 3

A x 2  
M3.5 x 12 mm

C x 2  
M5 x 42 mm



Fix slide rail 36 to plate 14 with screw(A) as shown.  
Insert quickfit screw(C) to plate 14 with a screwdriver as shown.

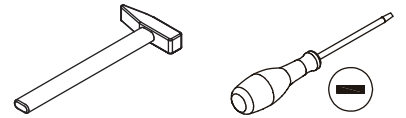


Please pay attention to the holes where the accessories are inserted.

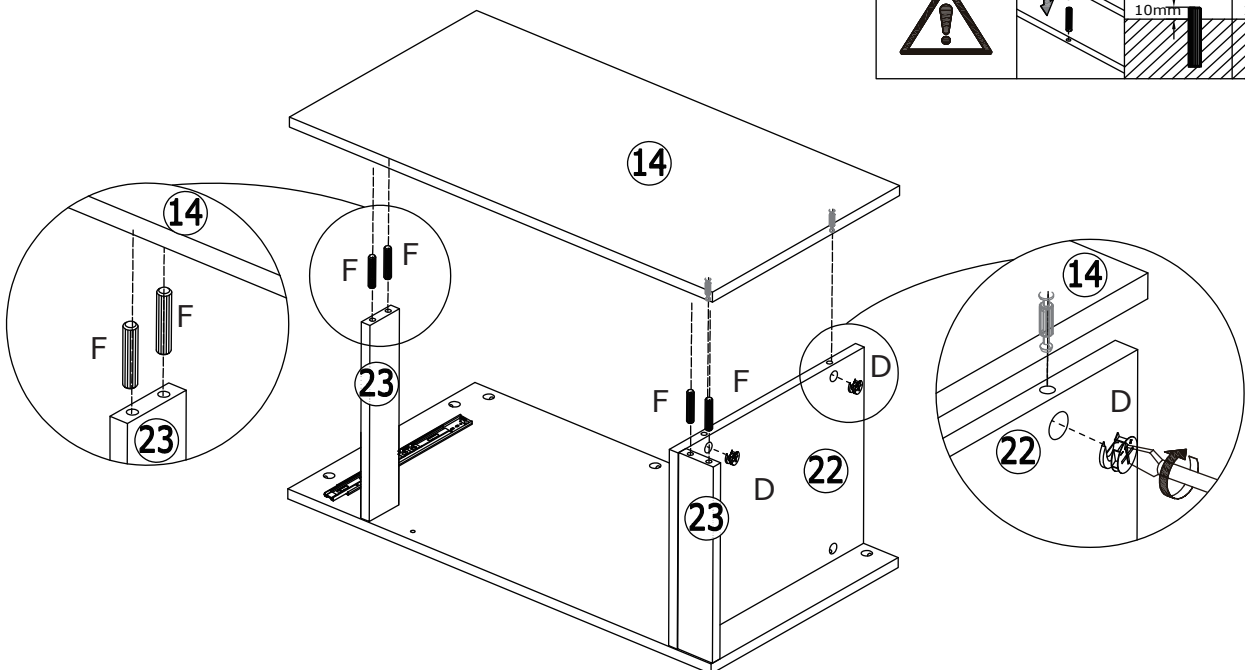
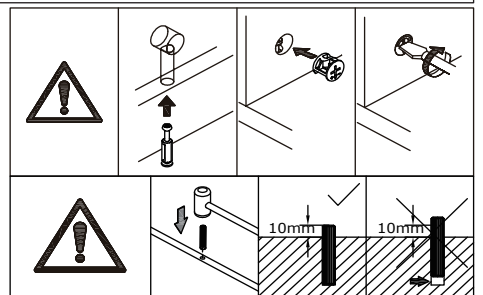
# 4

D x 2  
Ø 15 x 10 mm

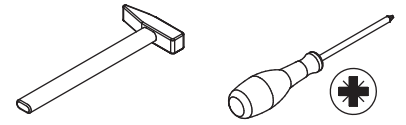
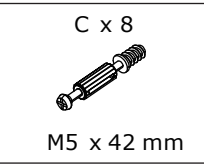
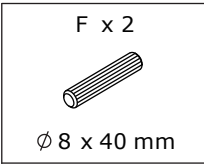
F x 4  
Ø 8 x 40 mm



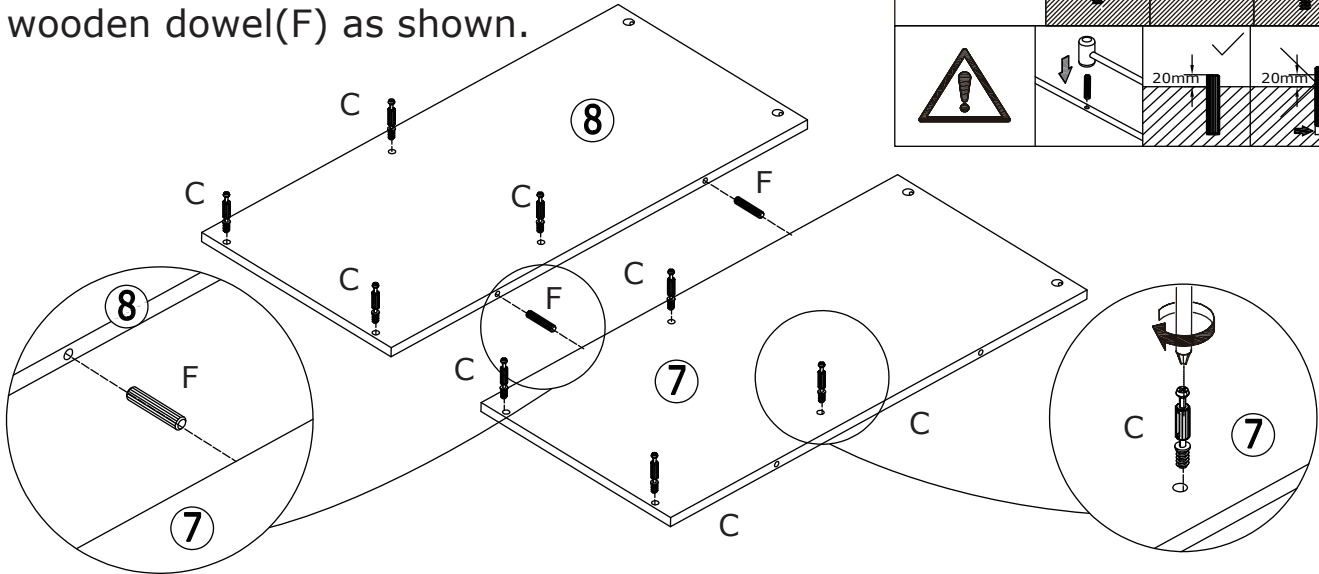
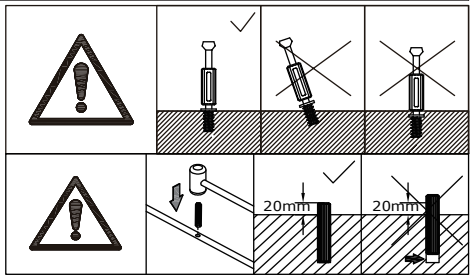
Cover plate 14 to plate 22 and 23 with wooden dowel(F), turn cam locks(D) clockwise to tighten as shown.



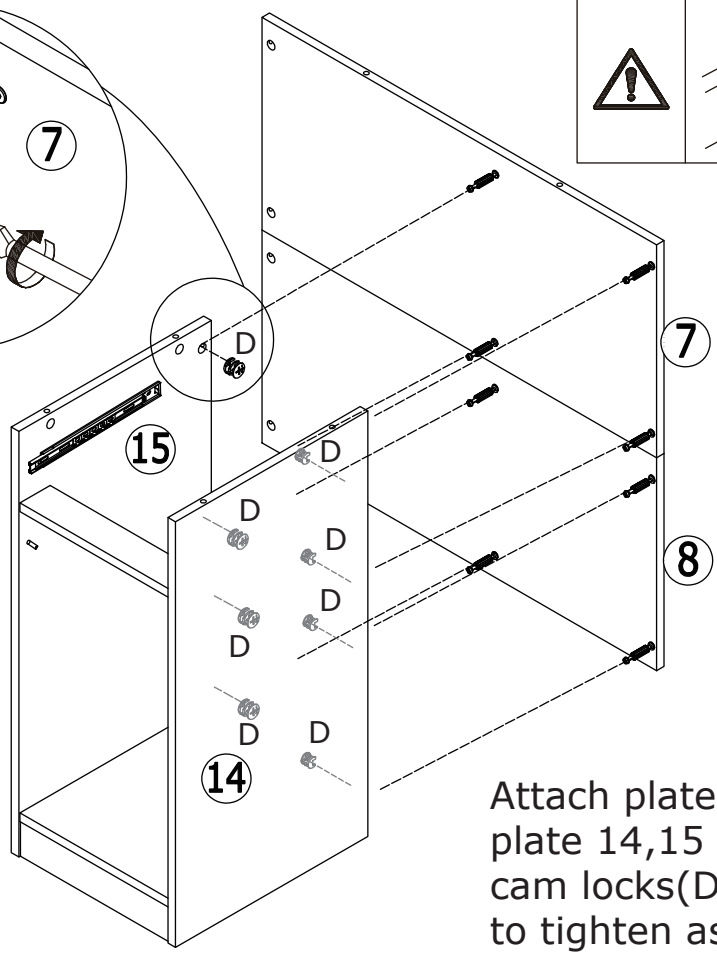
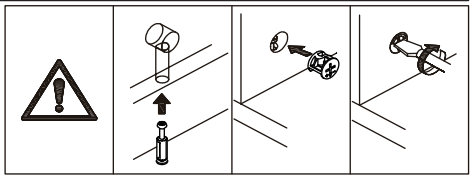
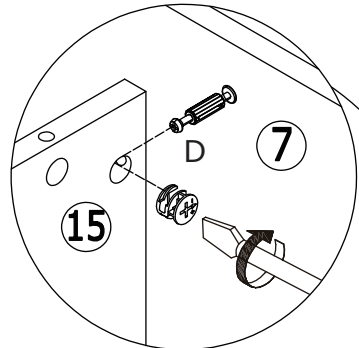
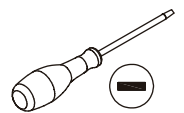
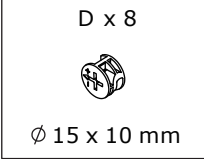
5



Insert quickfit screw(C) to plate 7 and 8.  
Connect both plates with wooden dowel(F) as shown.



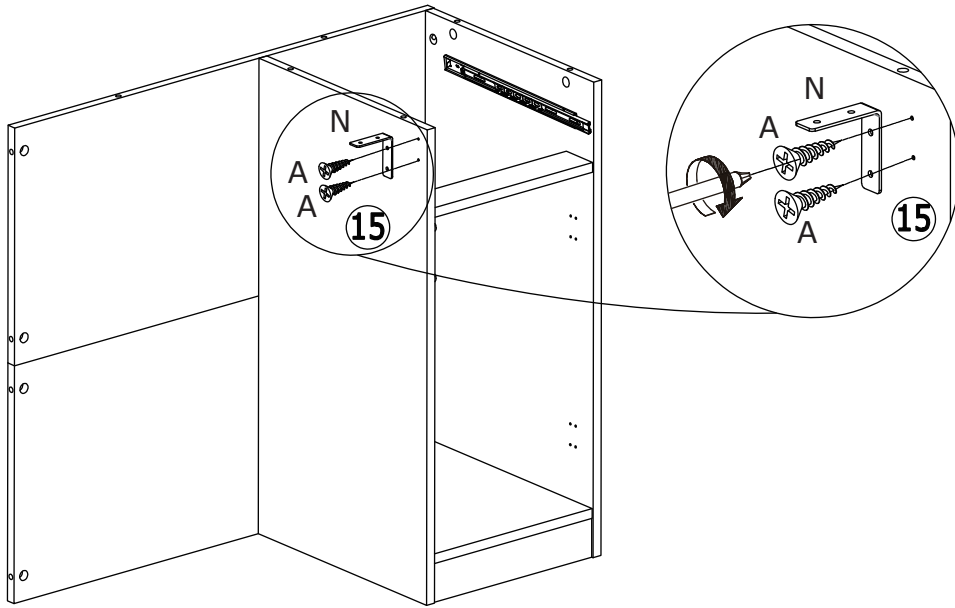
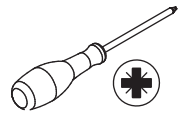
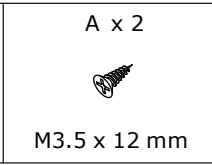
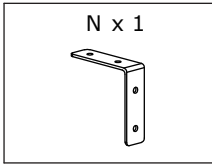
6



Attach plate 7,8 to plate 14,15 and turn cam locks(D) clockwise to tighten as shown.

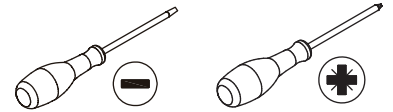
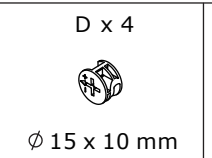
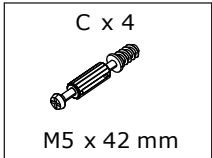


7

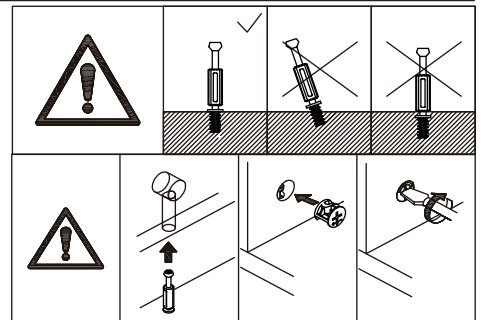
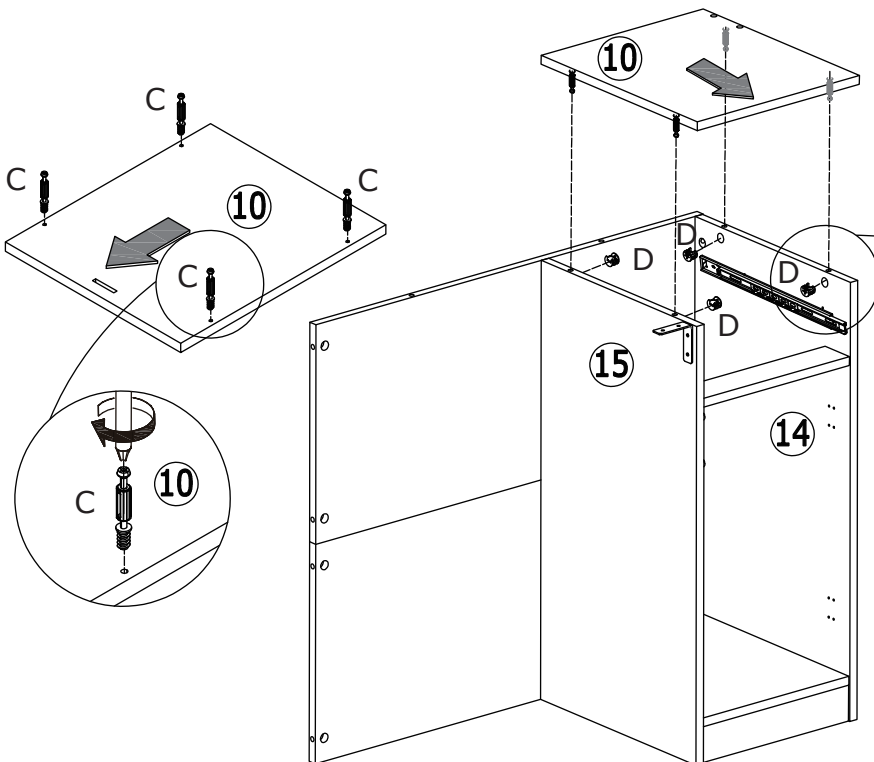


Fix part(N) to plate 15 with screw(A) as shown.

8




Insert quickfit screw(C) into plate 10 at first.

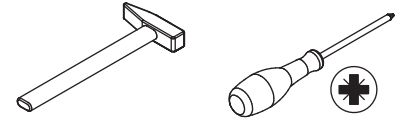


Cover plate 10 to plate 14 and 15, turn cam locks(D) clockwise to tighten as shown.

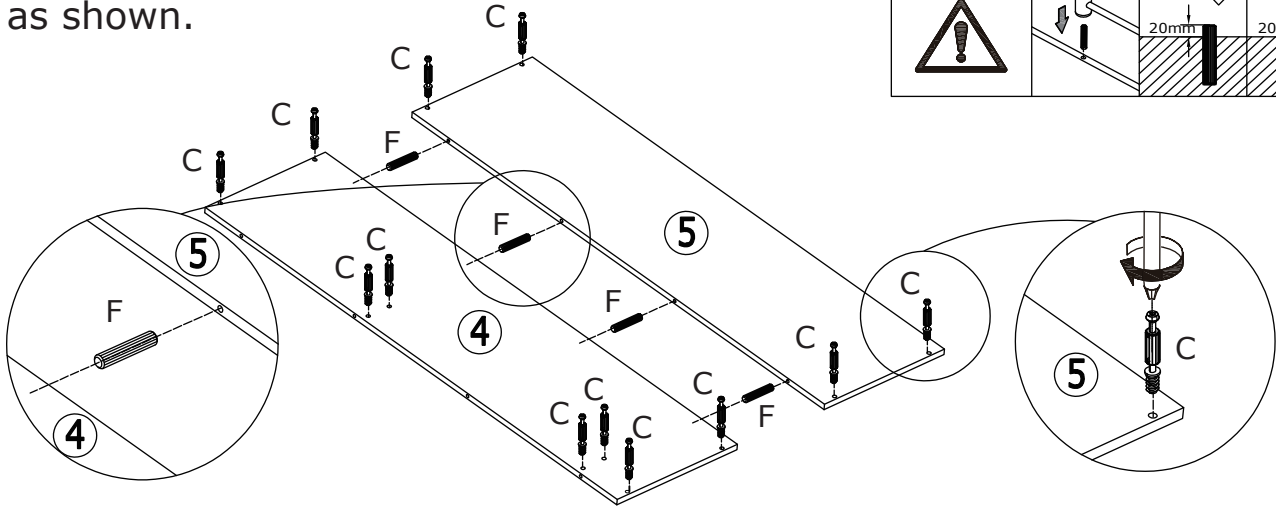
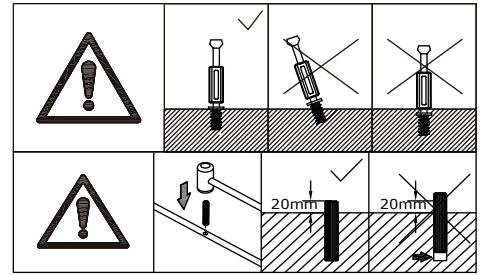
9

F x 4  
  
 Ø 8 x 40 mm


C x 12  
  
 M5 x 42 mm

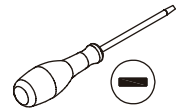


Insert quickfit screw(C) into plate 4 and 5 with a screwdriver.  
 Connect both plates with wooden dowel(F) as shown.

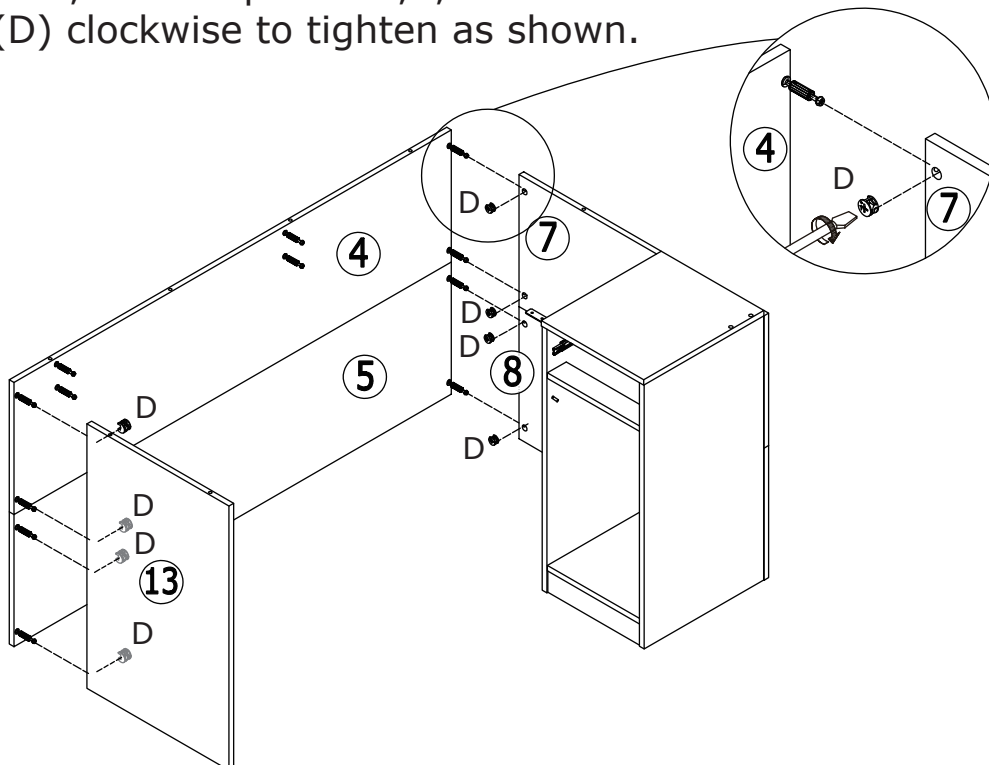
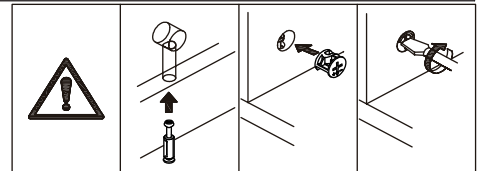


10

D x 8  
  
 Ø 15 x 10 mm



Attach plate 4,5 to the plate 13,7,8 and turn cam locks(D) clockwise to tighten as shown.

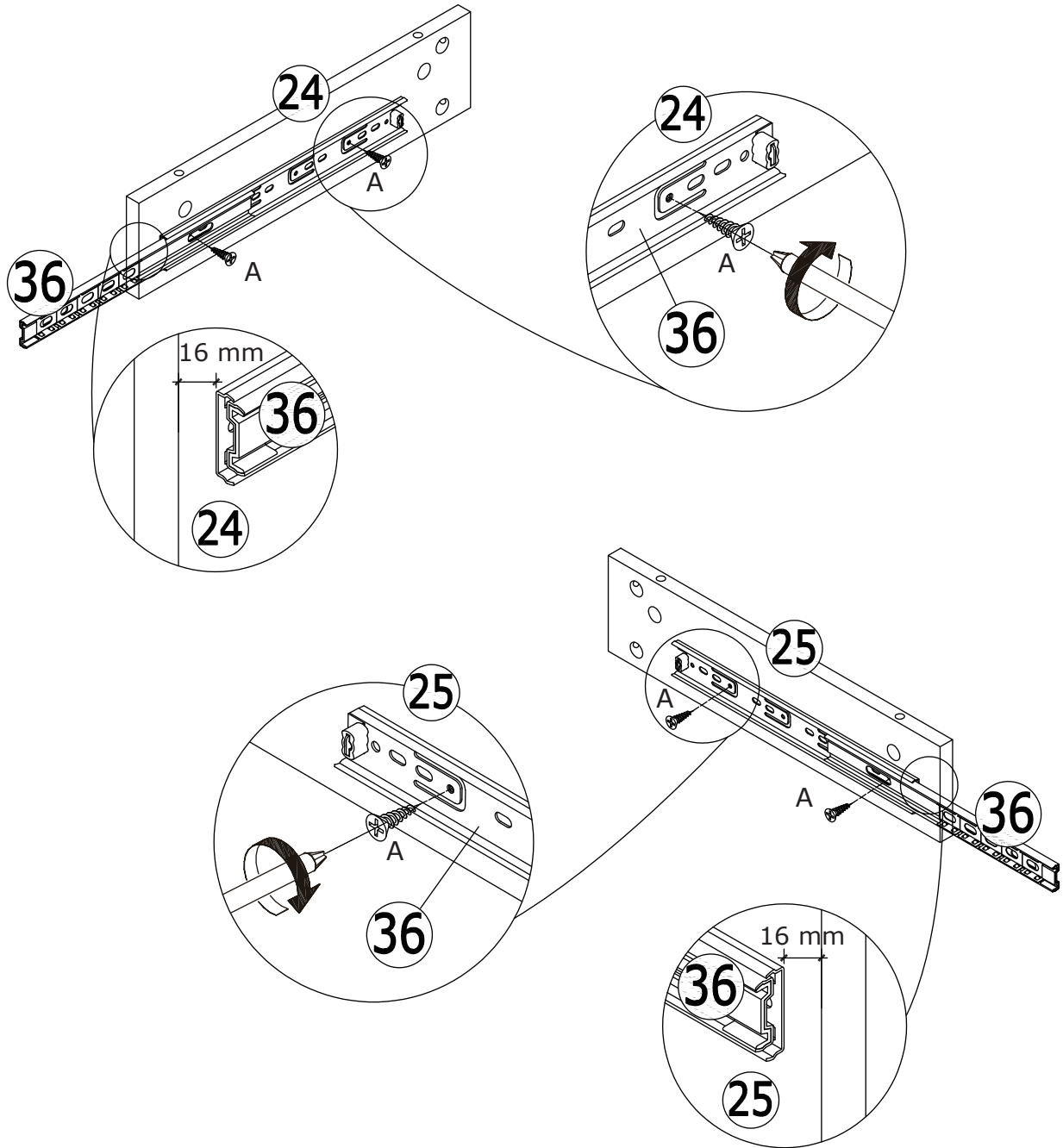
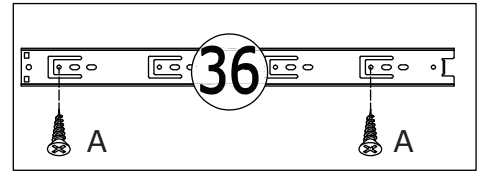
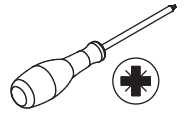


11

A x 4

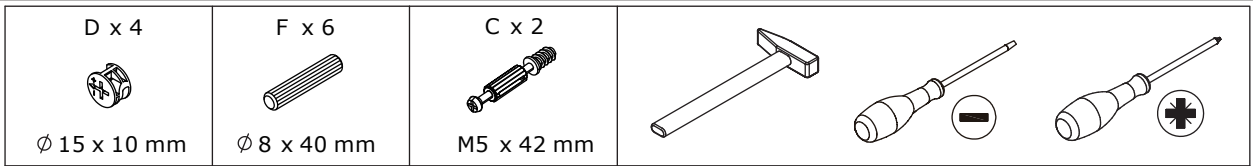


M3.5 x 12 mm

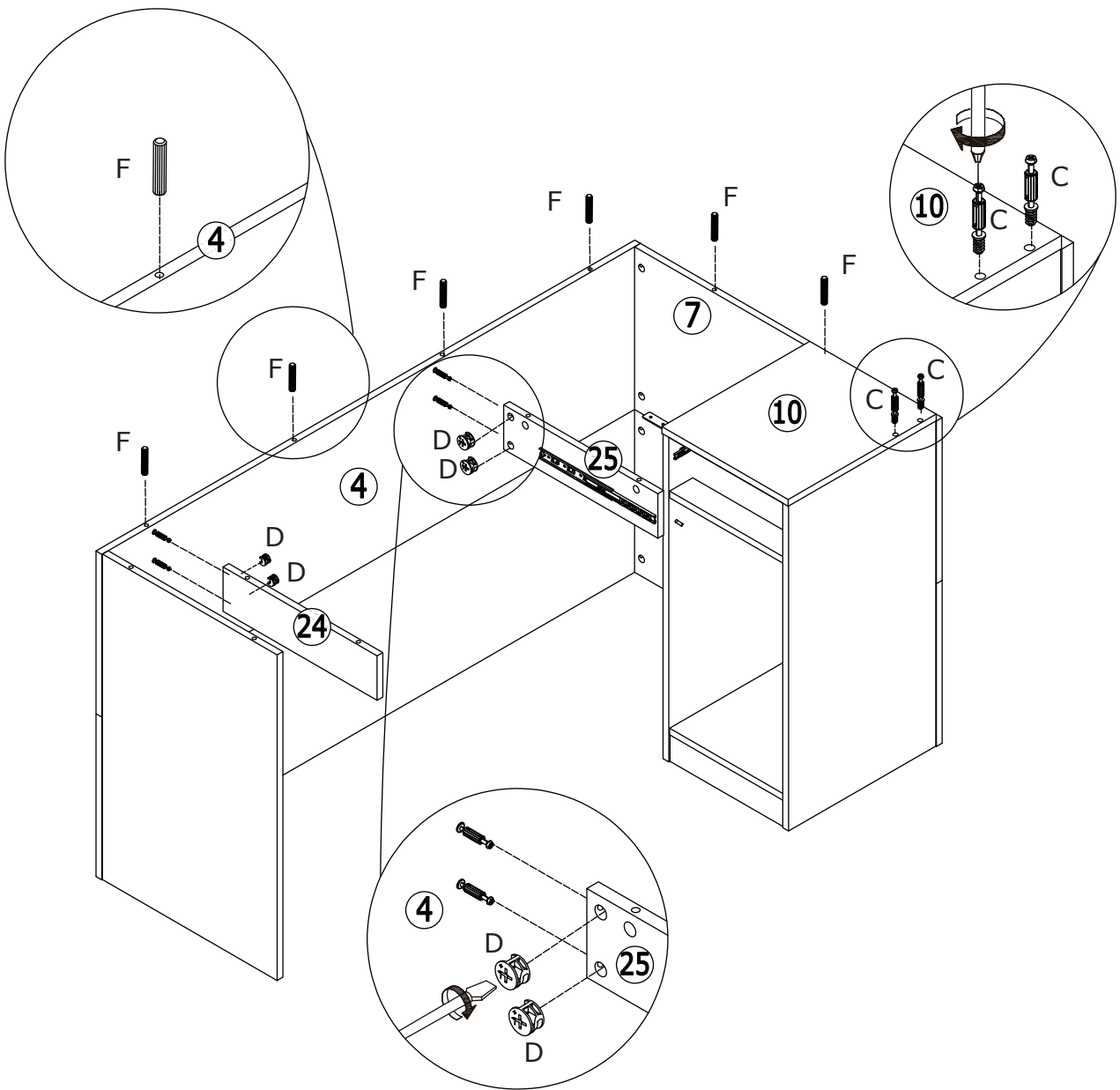
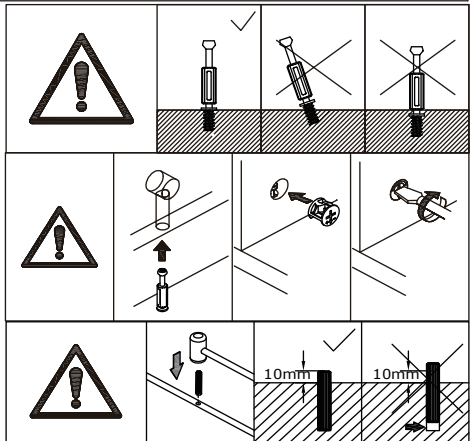


Fix slide rail 36 to plate 24,25 respectively with screw(A) as shown.




# 12

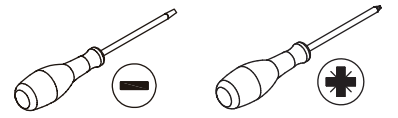


Attach plate 24 and 25 to plate 4, turn cam locks(D) clockwise to tighten as show. Insert quickfit screw(C) into plate 10 with a screwdriver. Knock wooden dowel(F) into plate 4 and 7 as shown.



# 13

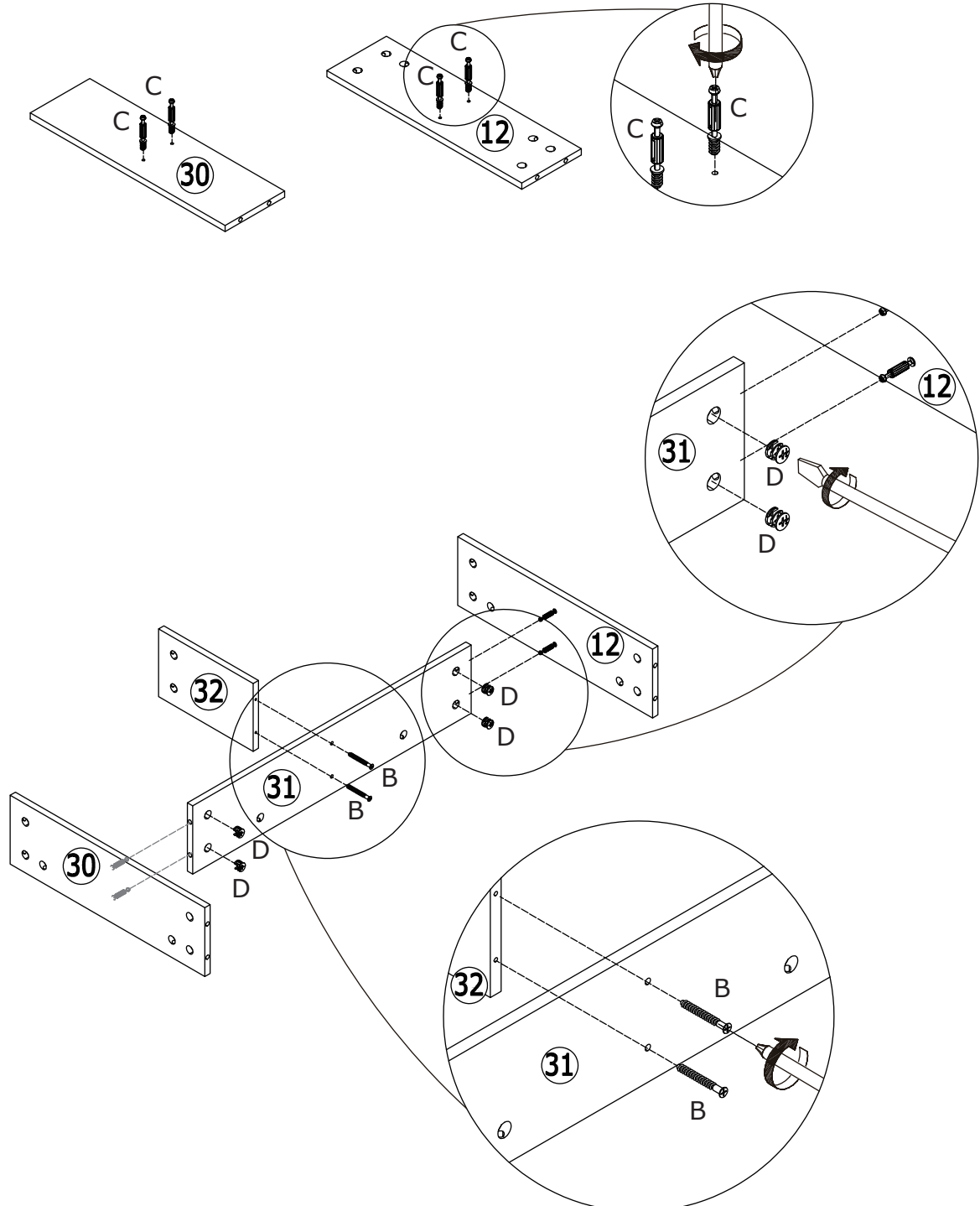
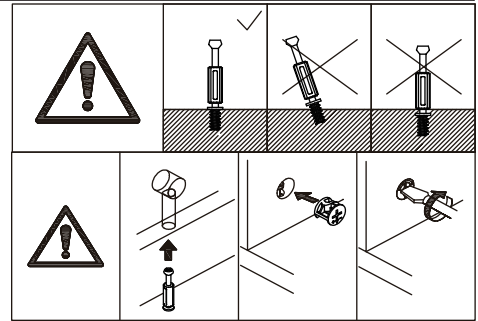
<b>C x 4</b>  M5 x 42 mm	<b>D x 4</b>  Ø 15 x 10 mm	<b>B x 2</b>  M5 x 40 mm
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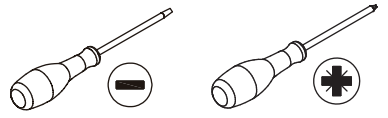
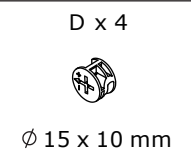
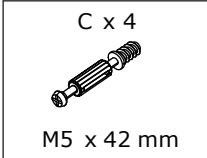
Insert quickfit screw(C) to plate 12 and 30 as shown.

Attach plate 12,30 to plate 31,turn cam locks(D) clockwise to tighten as shown.

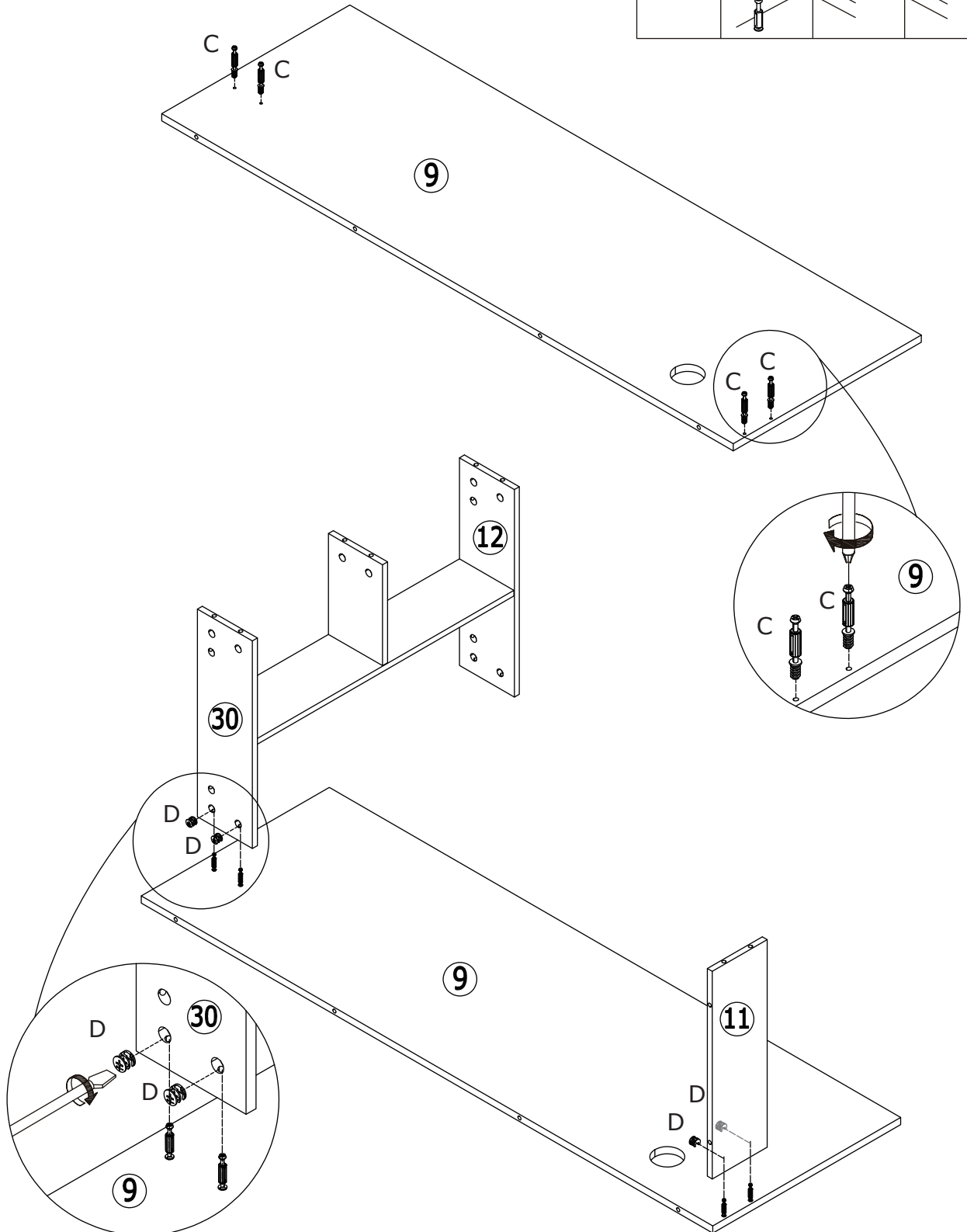
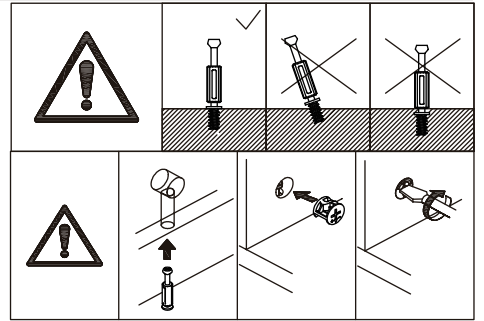
Connect plate 32 to 31 with screw(B) as shown.



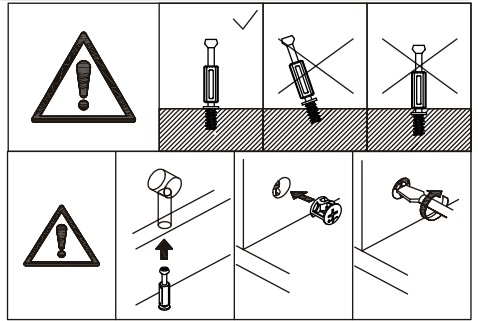
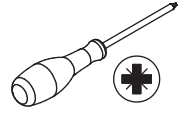
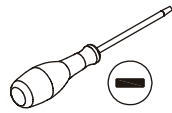
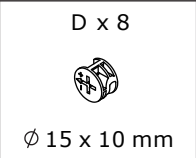
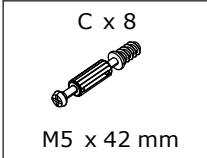
# 14



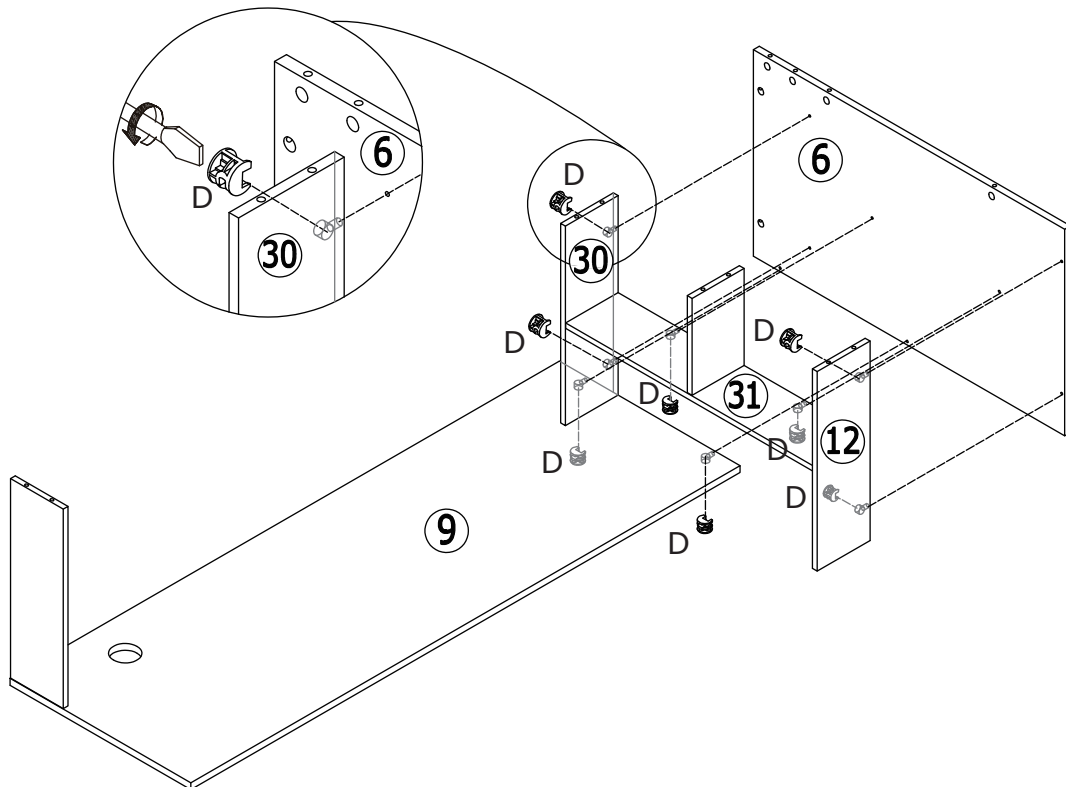
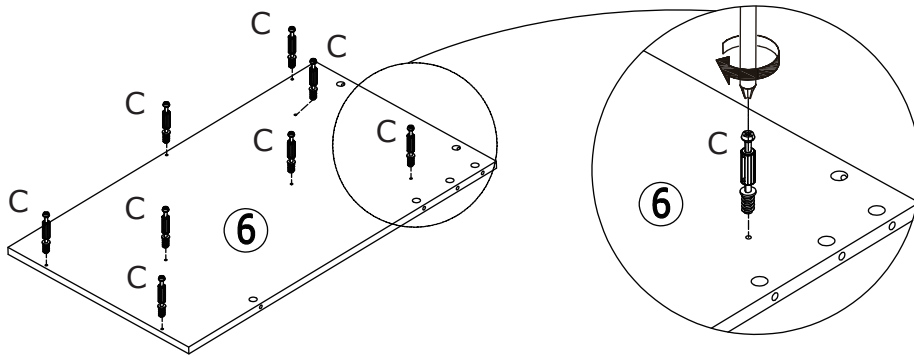
Insert quickfit screw(C) to plate 9 as shown.  
Attach plate 30 and 11 to plate 9, turn cam locks(D) clockwise to tighten as shown.



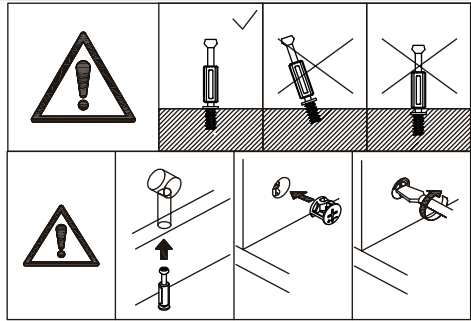
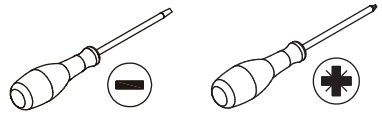
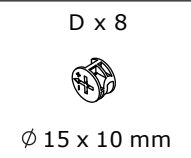
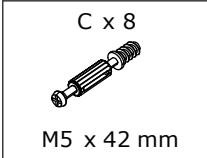
15



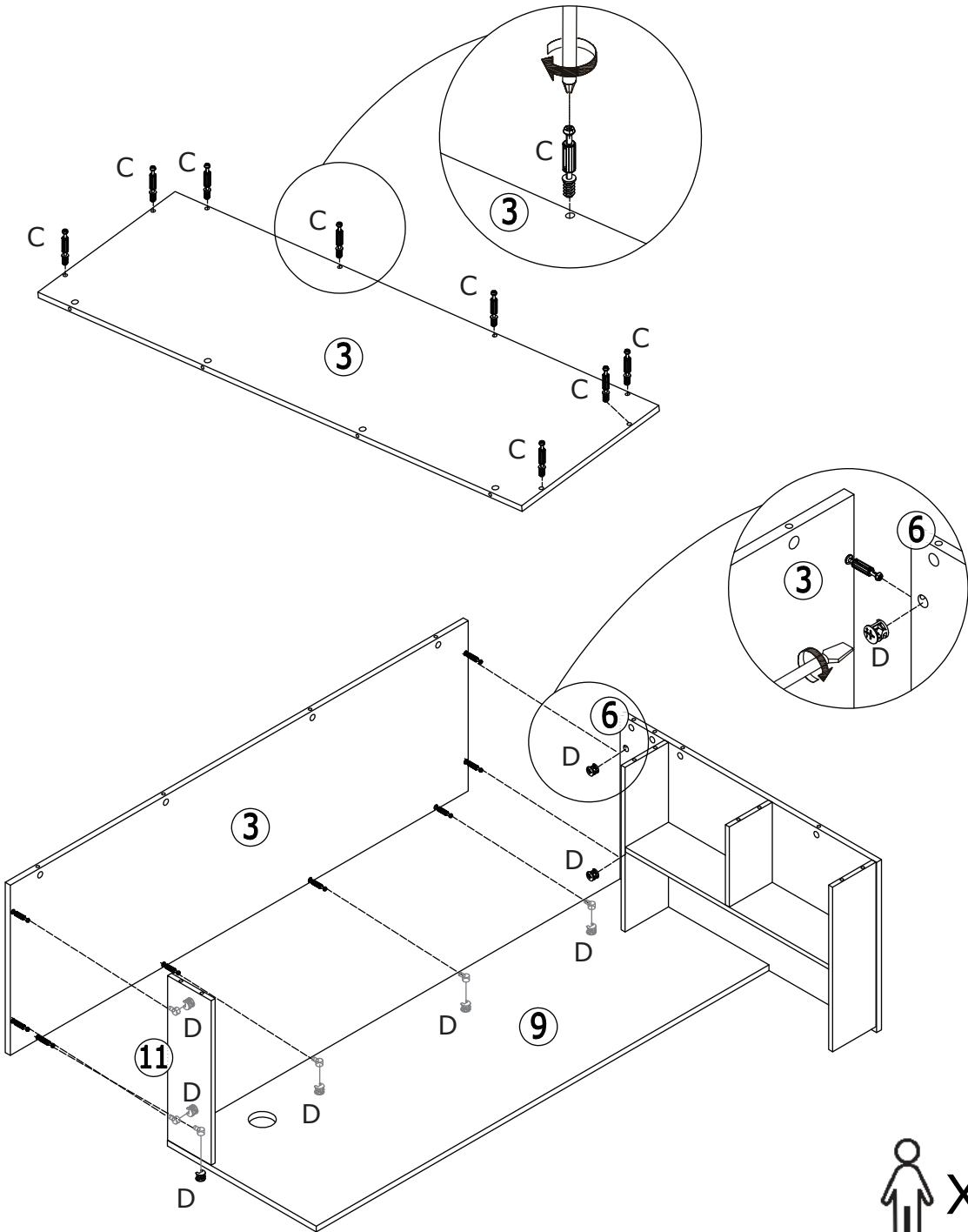
Insert quickfit screw(C) to plate 6 as shown.  
Attach plate 6 to plate 9,12,30,31 and turn  
cam locks(D) clockwise to tighten as shown.



# 16



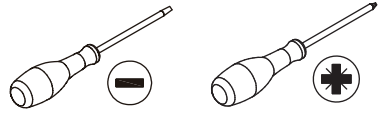
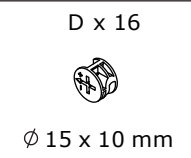
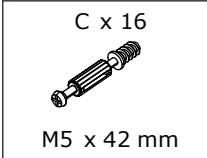
Insert quickfit screw(C) to plate 3 as shown.  
Cover plate 3 to plate 11,9,6 and turn cam  
locke(D) clockwise to tighten as shown.



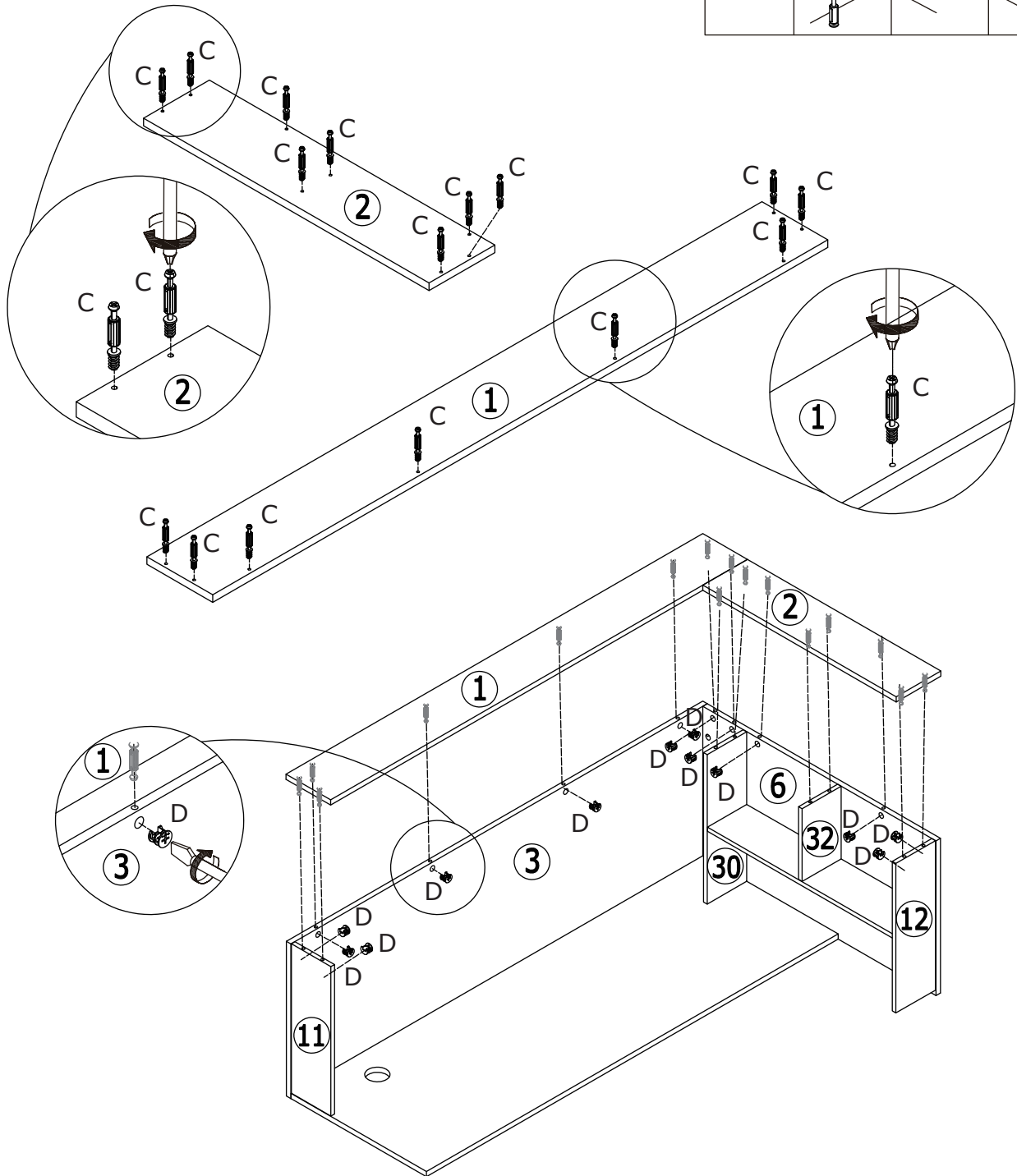
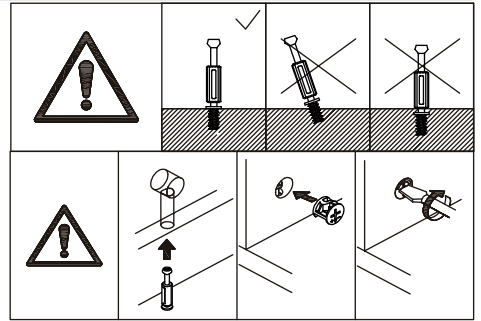
 X 3



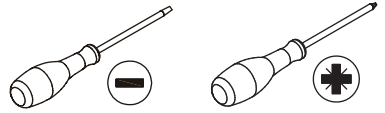
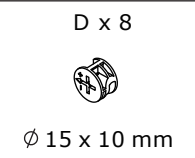
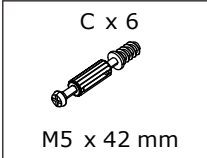
# 17



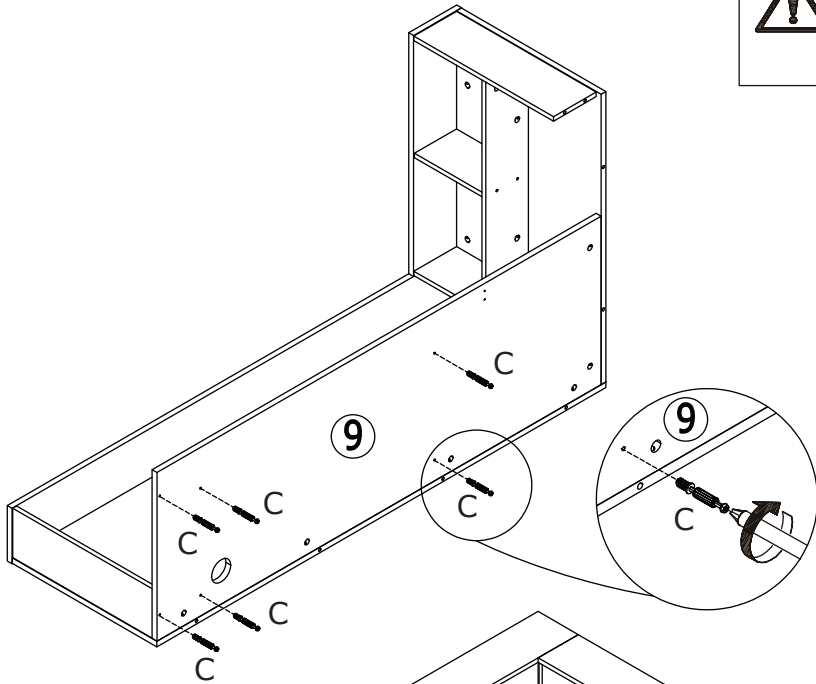
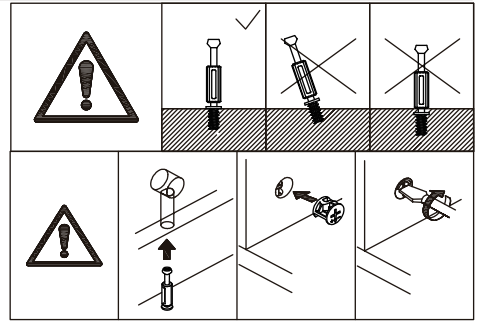
Insert quickfit screw(C) to plate 1 and 2 as shown. Cover plate 1 and 2 to plate 11,3,6,30, 32,12 and turn cam locks(D) clockwise to tighten as shown.



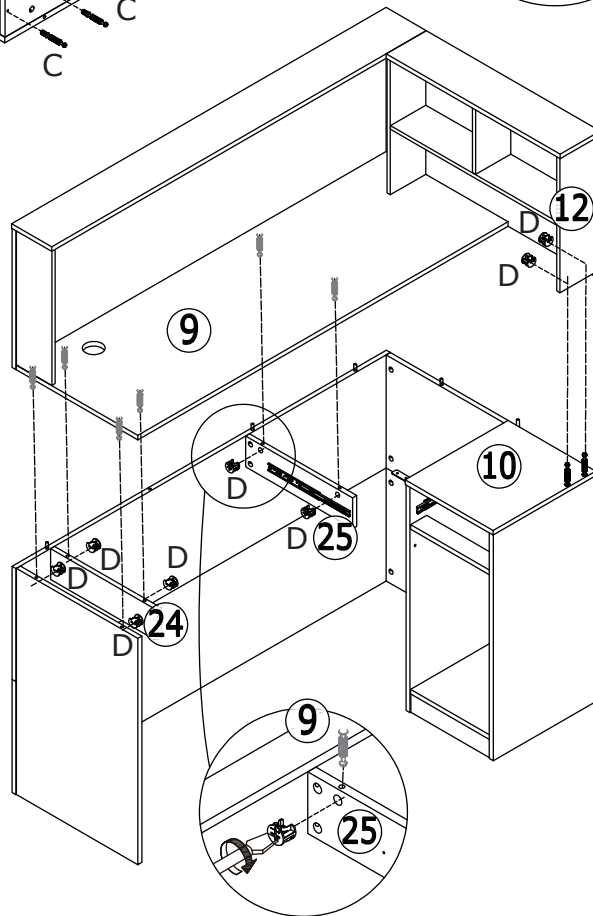
18



Insert quickfit screw(C) to plate 9 at first. Attach the hutch to the bottom component and turn cam locks(D) clockwise to tighten as shown.

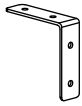


Person icon X 3



# 19

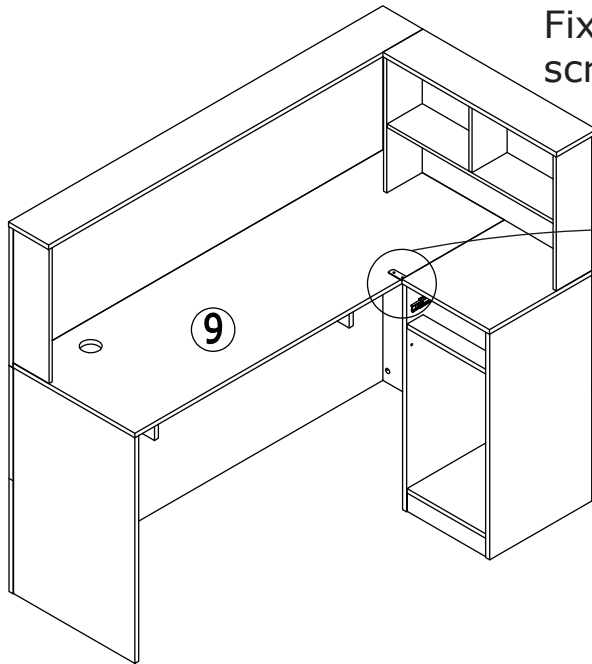
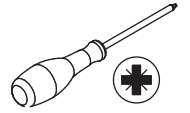
N x 1



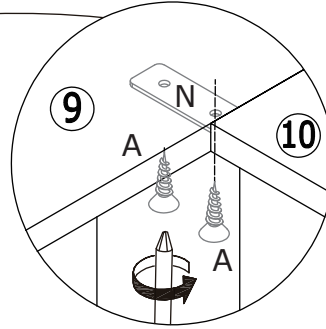
A x 2



M3.5 x 12 mm



Fix part(N) to plate 9 with screw(A) as shown.



# 20

C x 2

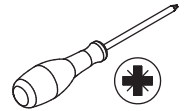
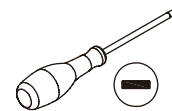


M5 x 42 mm

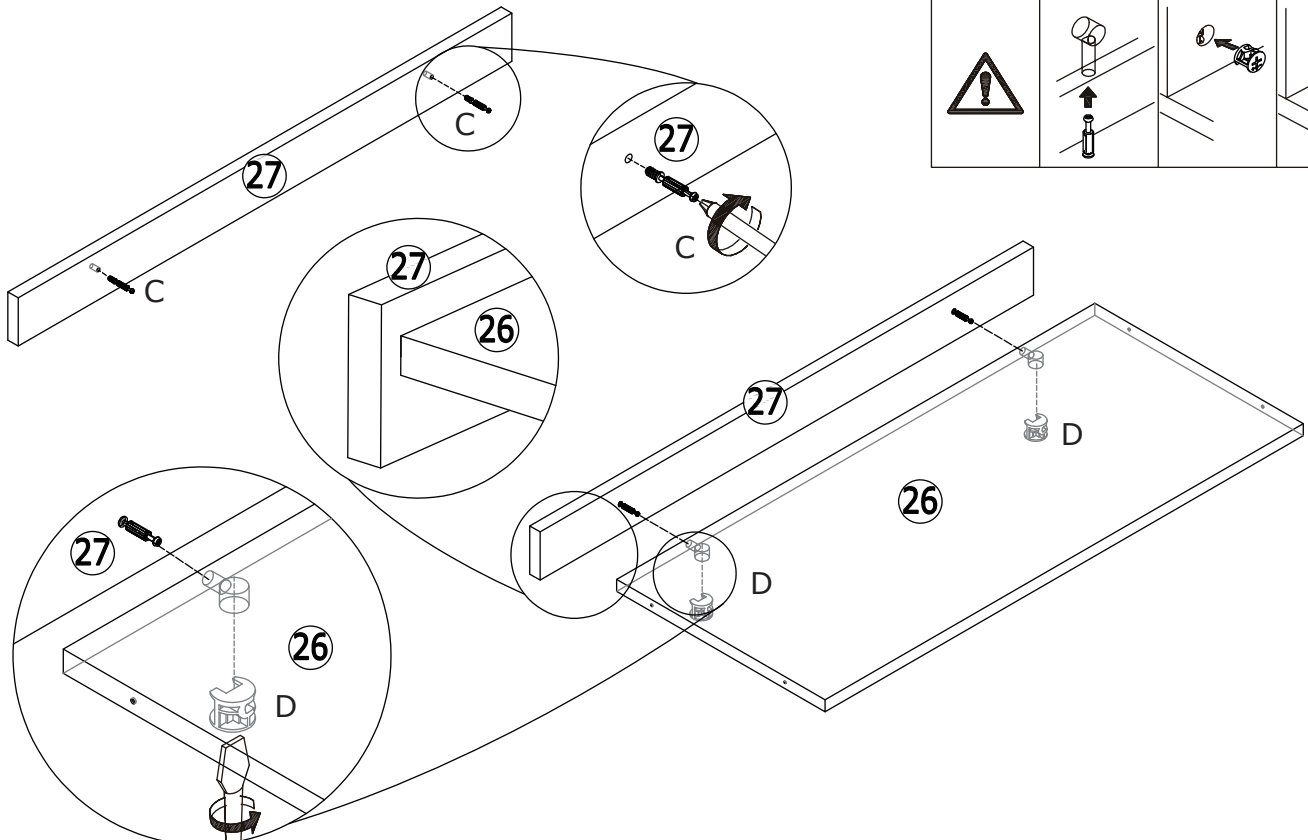
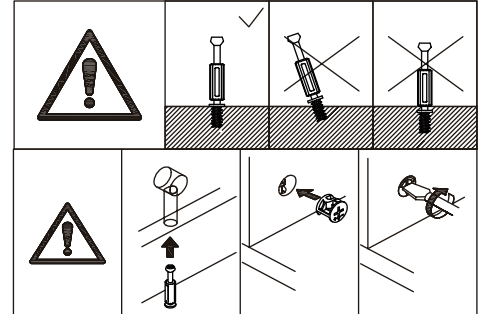
D x 2



∅ 15 x 10 mm



Insert quickfit screw(C) to plate 27 at first. Connect plate 27 with 26 and turn cam locks(D) clockwise to tighten as shown.

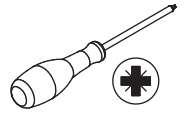


# 21

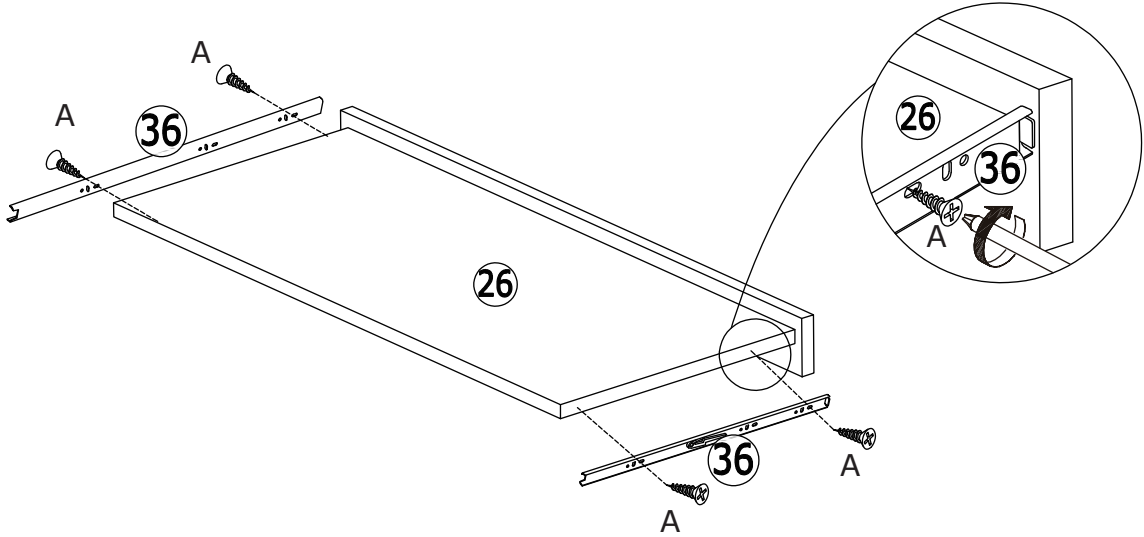
A x 4



M3.5 x 12 mm



Fix runner 36 to plate 26 with screw(A) as shown.

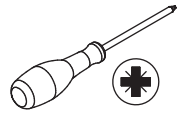


# 22

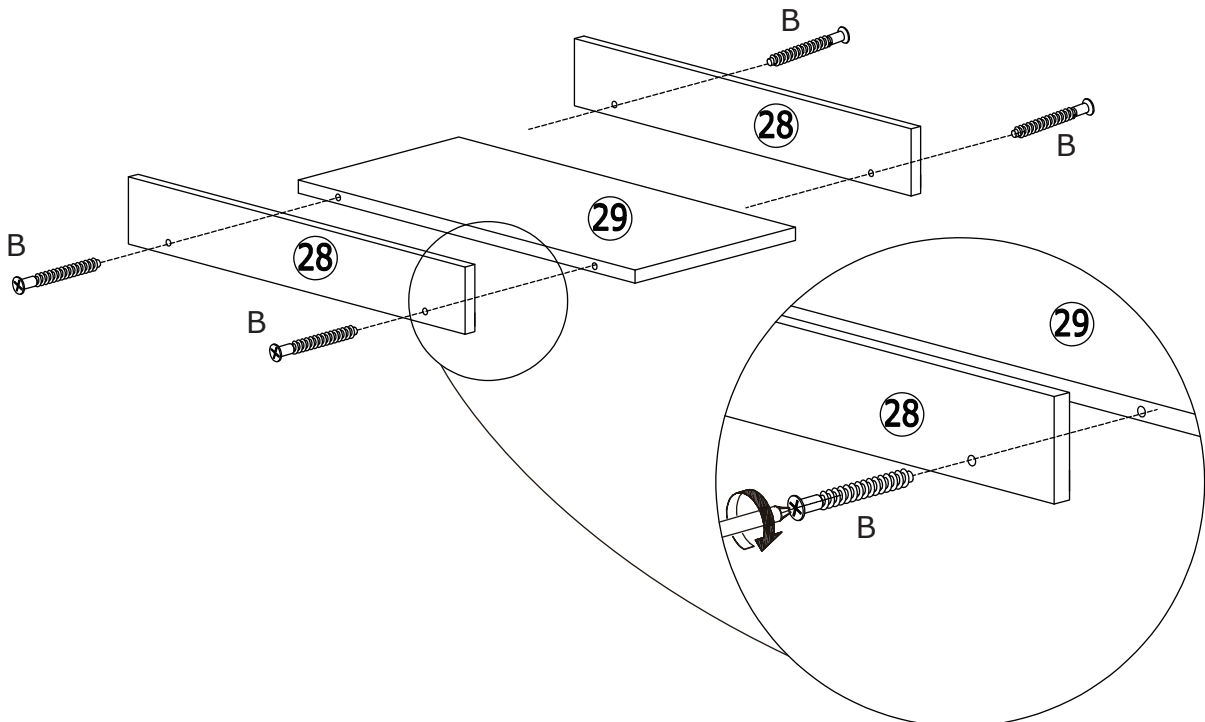
B x 4



M5 x 40 mm

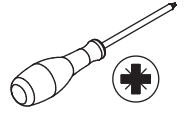


Connect plate 28 with 29 using screw(B) as shown.

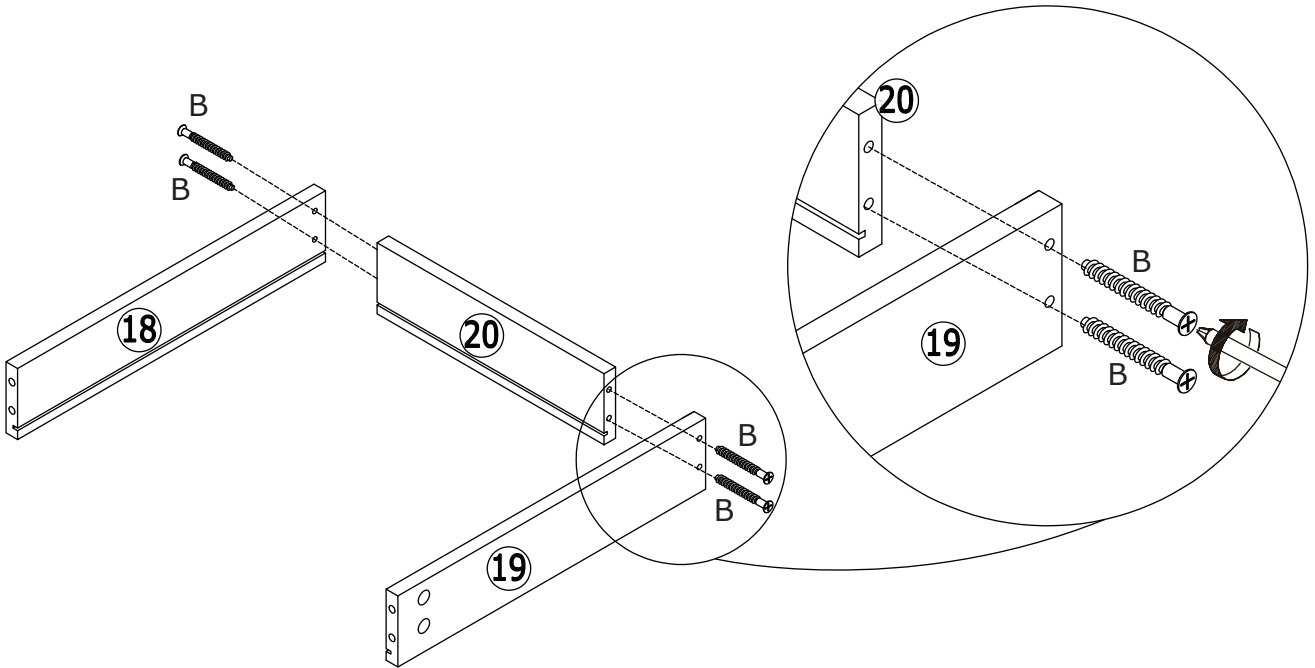


23

B x 4  
M5 x 40 mm

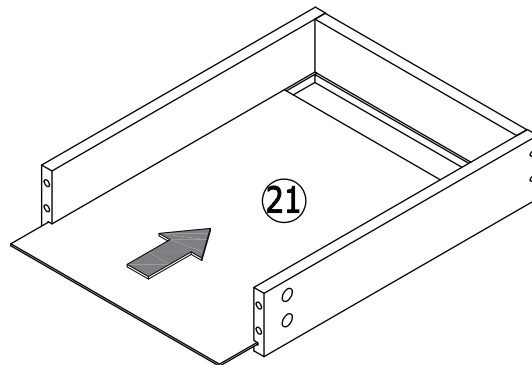


Attach plate 18,19 to plate 20 with screw(B) as shown.

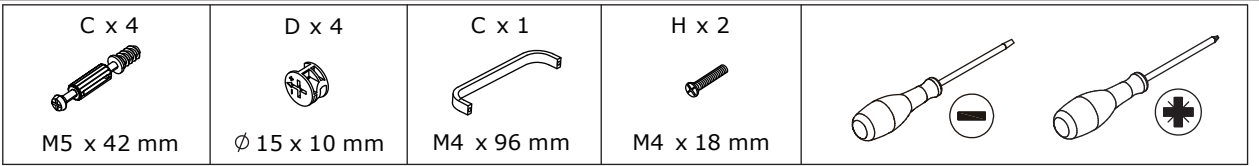


24

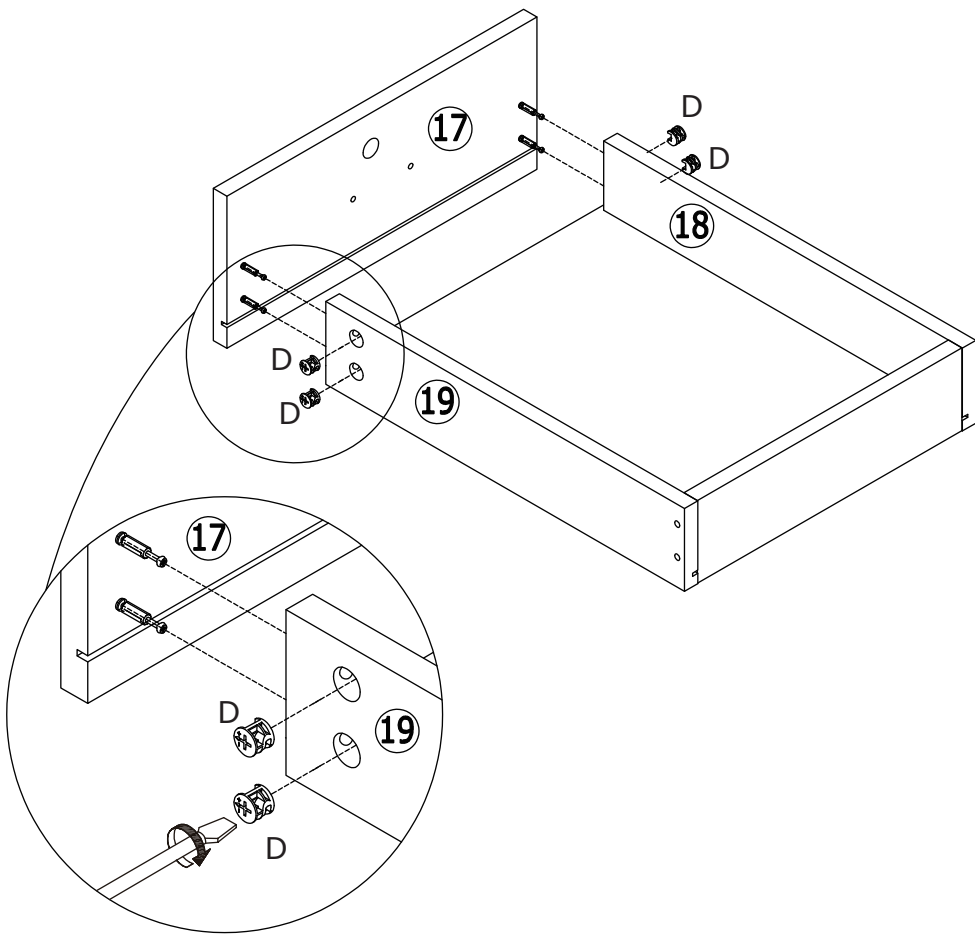
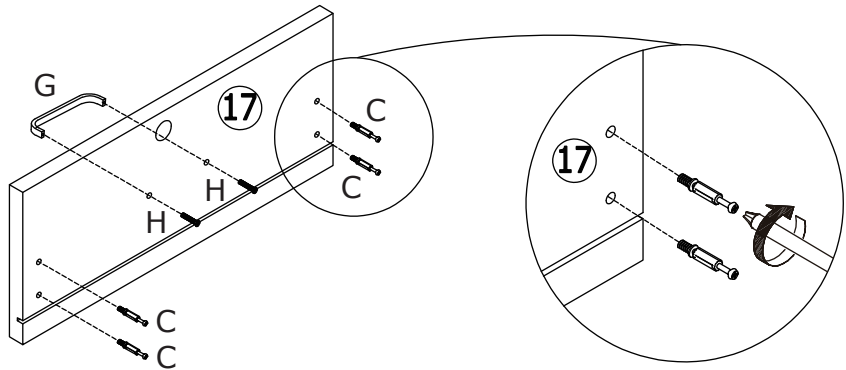
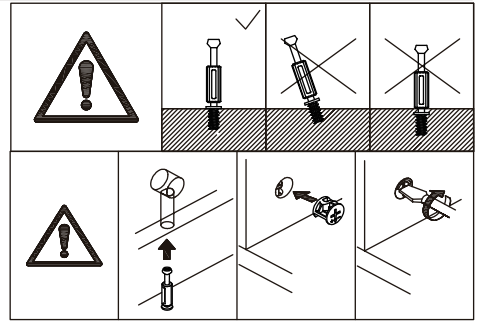
Slide plate 21 into available slots as shown.



25



Insert quickfit screw(C) to plate 17 at first.  
Fix handle(G) with screw(H) as shown.  
Attach plate 17 to the component and turn  
cam locks(D) clockwise to tighten as shown.

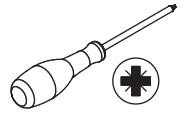


26

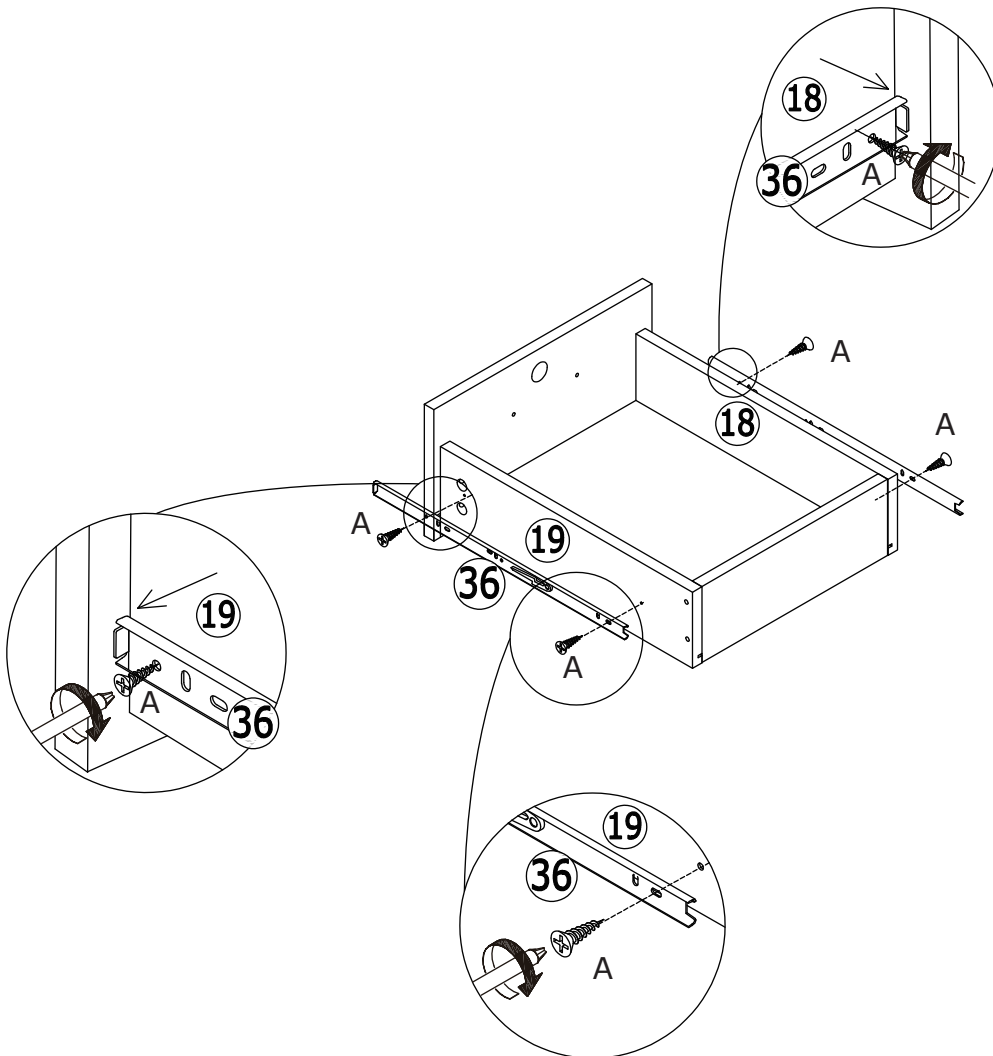
A x 4



M3.5 x 12 mm



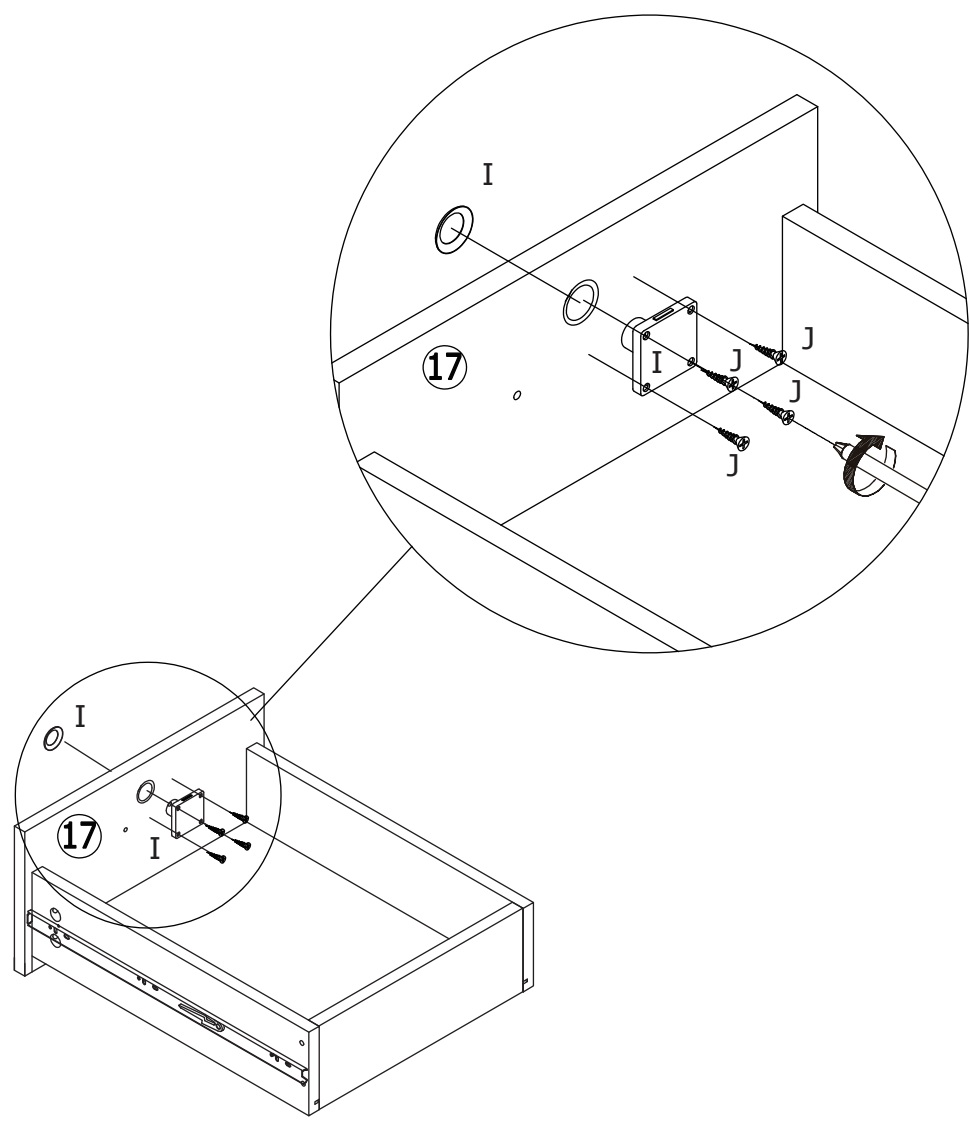
Fix slide rail 36 to plate 19,18 respectively with screw(A) as shown.



27

I x 1 	J x 4 M3 x 18 mm 	
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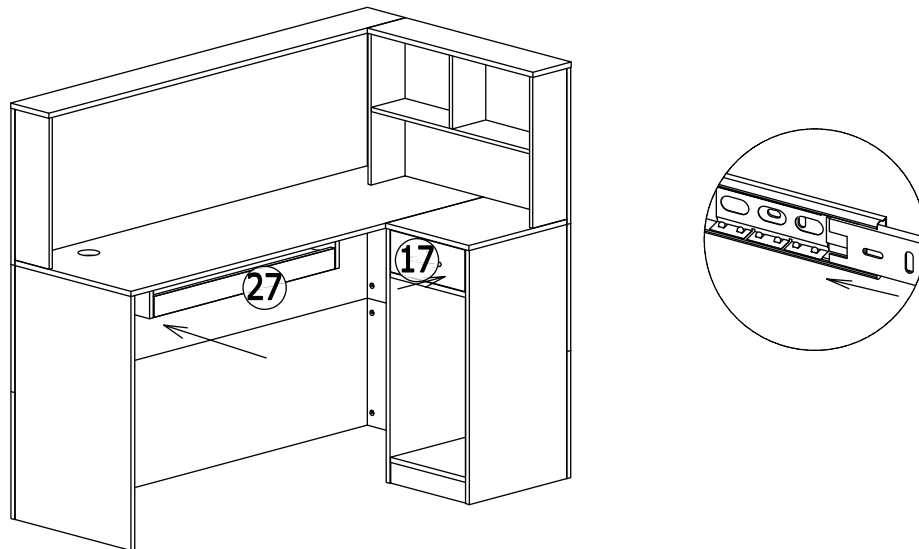
Fix part(I) to the lock hole with screw(J) as shown.







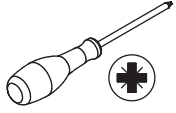


# 28

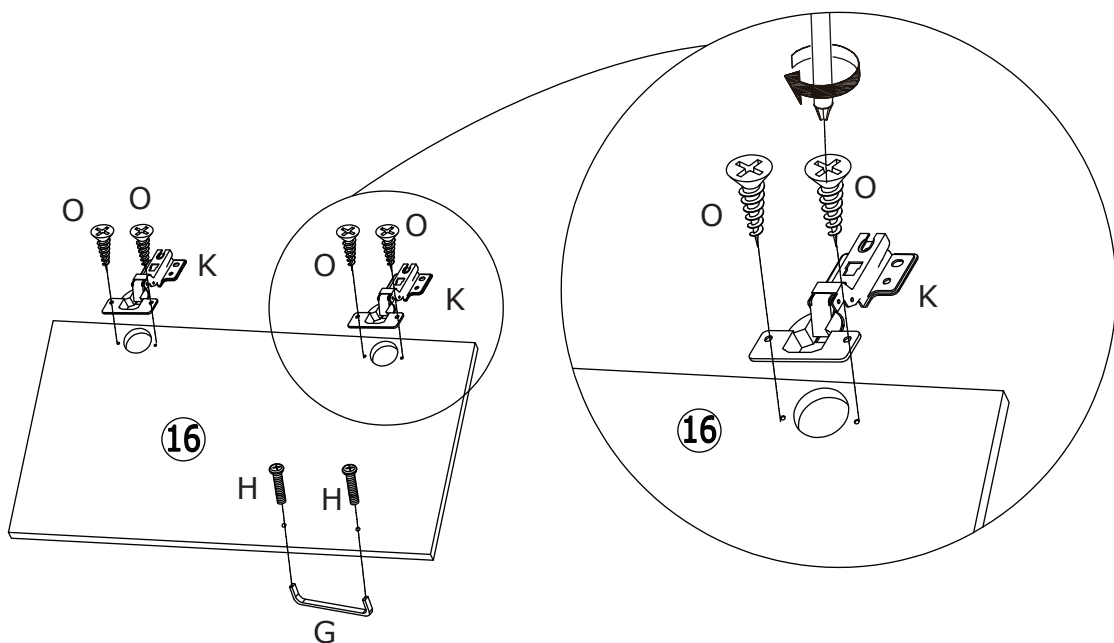
Insert the keyboard tray and drawer along the rails as shown.



# 29

<p>C x 1</p>  <p>M4 x 96 mm</p>	<p>H x 2</p>  <p>M4 x 18 mm</p>	<p>O x 4</p>  <p>M3.5 x 14 mm</p>	<p>K x 2</p>  <p>DW</p>	
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Fix hinge(K) to plate 16 with screw(O),  
fix handle(G) to plate 16 with screw(H) as shown.

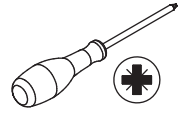


30

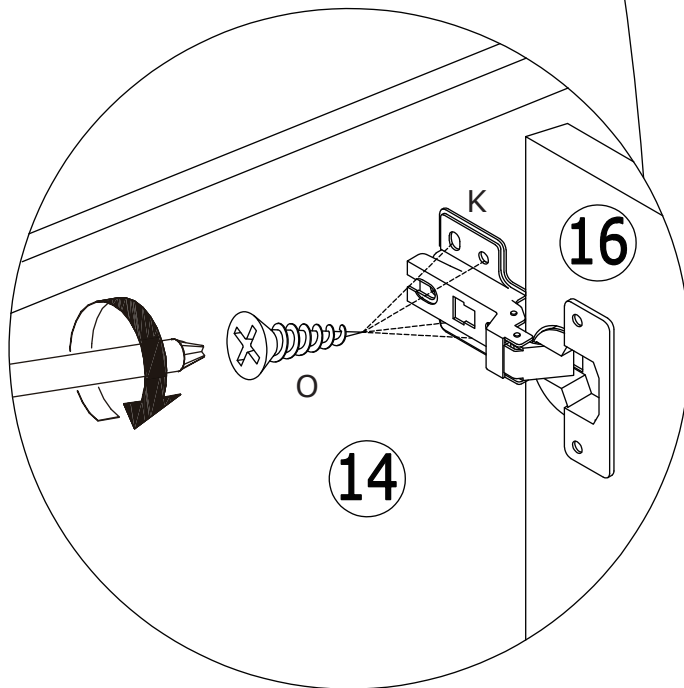
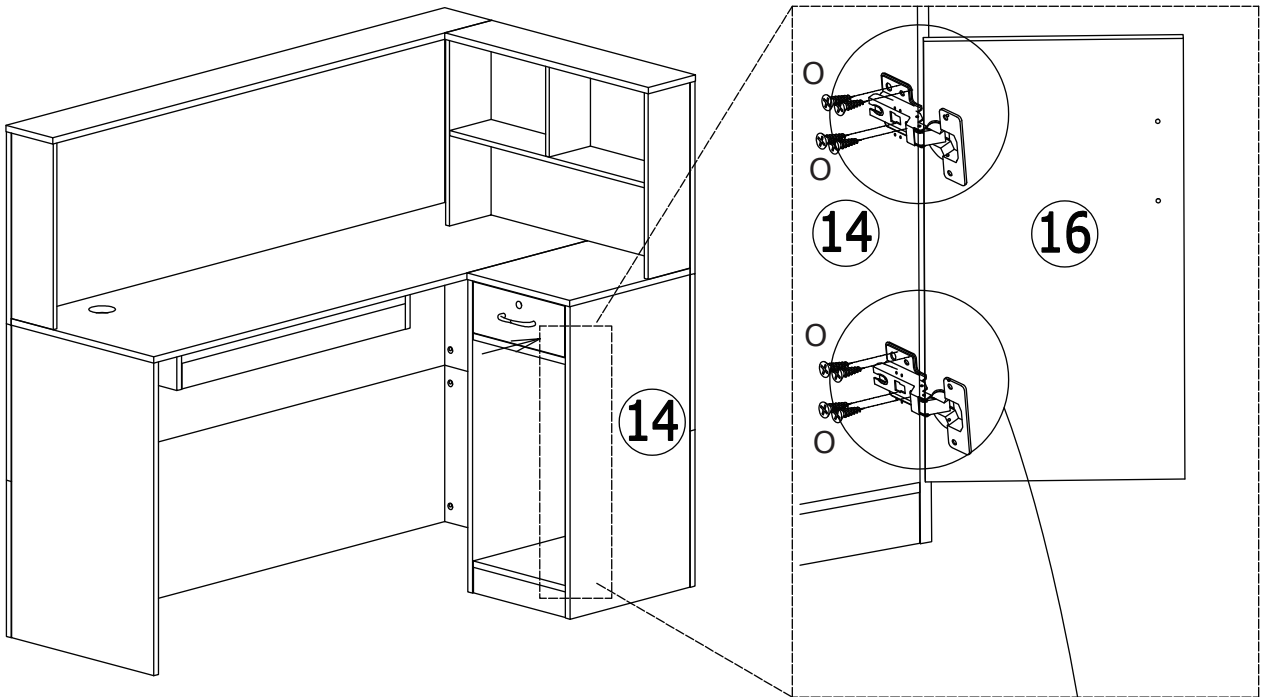
O x 8



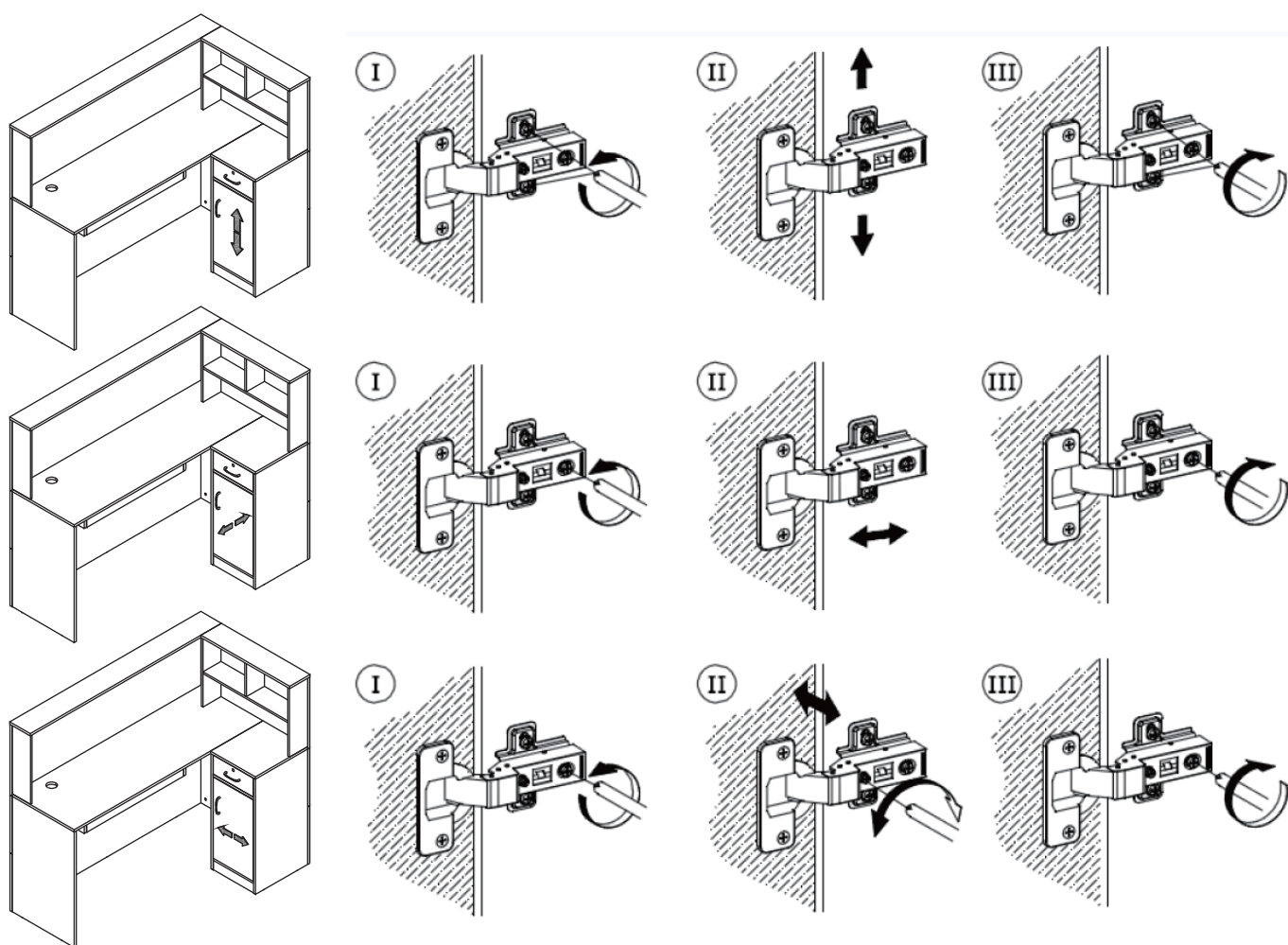
M3.5 x 14 mm



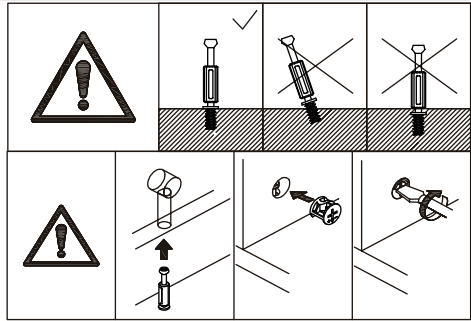
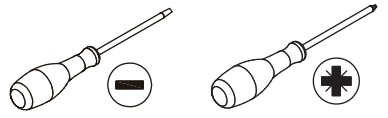
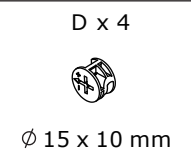
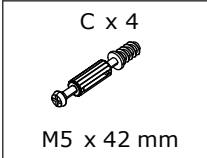
Attach plate 16 to 14 by fixing hinge with screw(O) as shown.



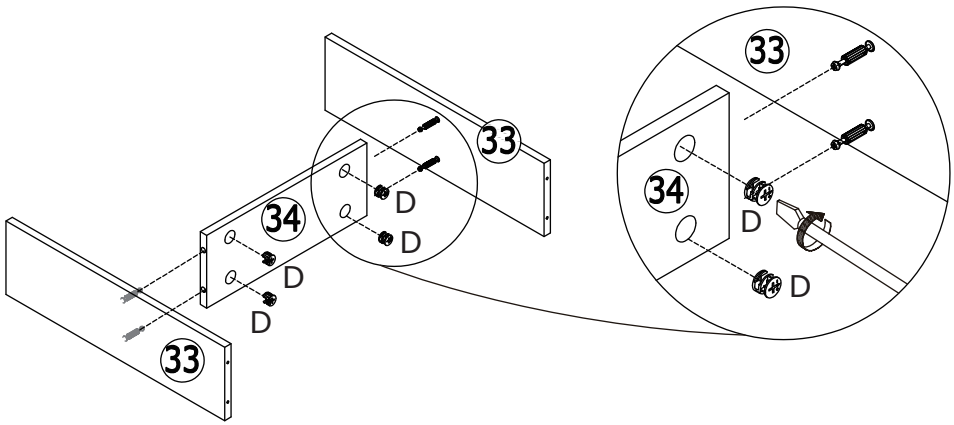
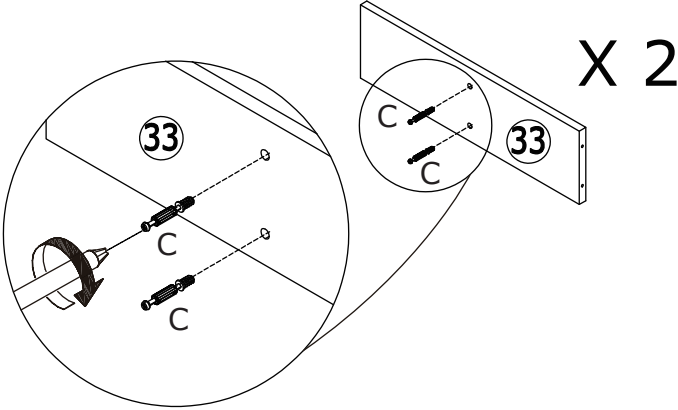
If there is misalignment after you install,  
adjust the screw to the best condition



31

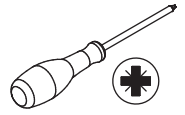


Insert quickfit screw(C) to plate 33 at first.  
Attach plate 33 to 34 and turn cam locks(D)  
clockwise to tighten as shown.

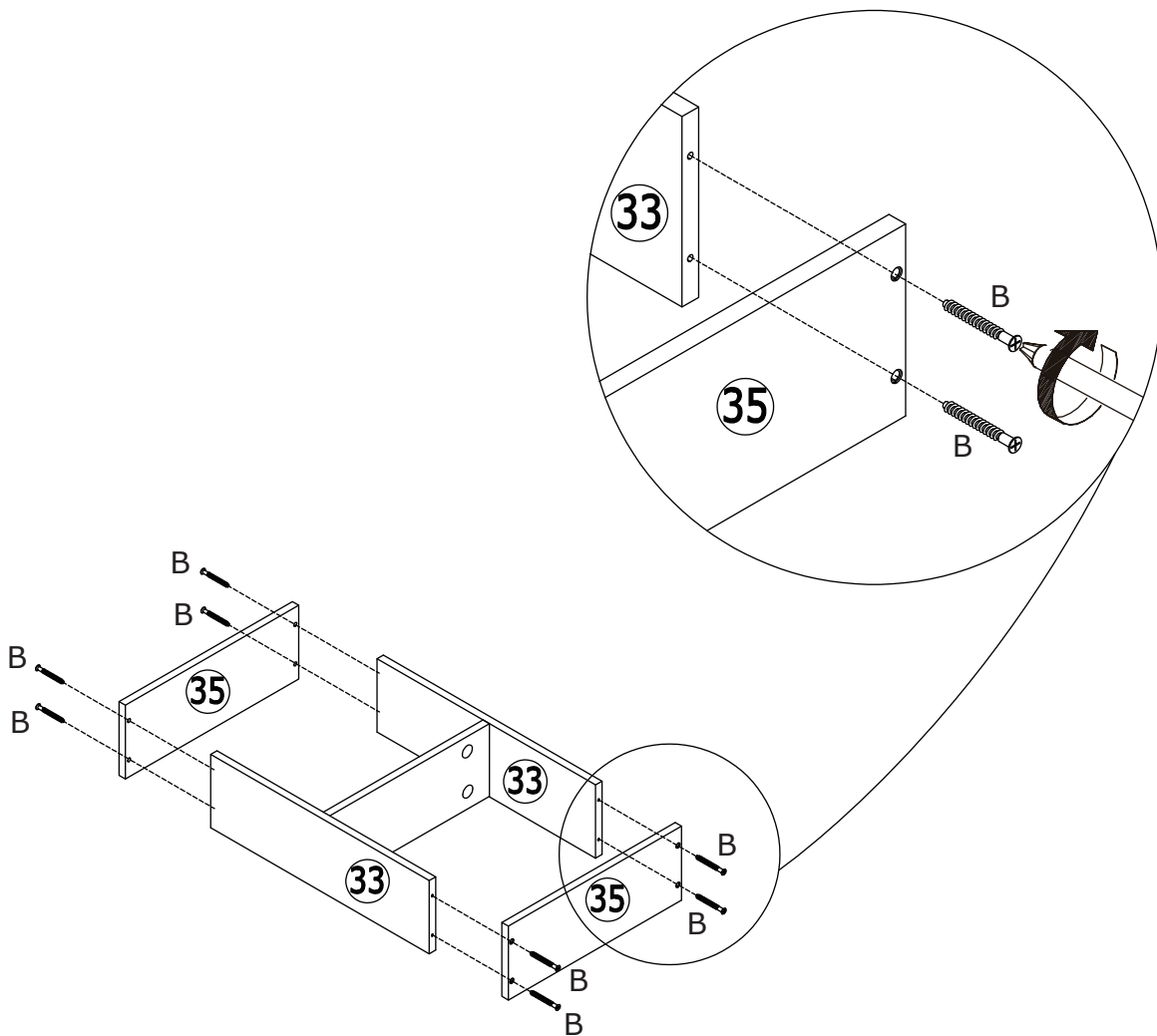


32

B x 8  
M5 x 40 mm



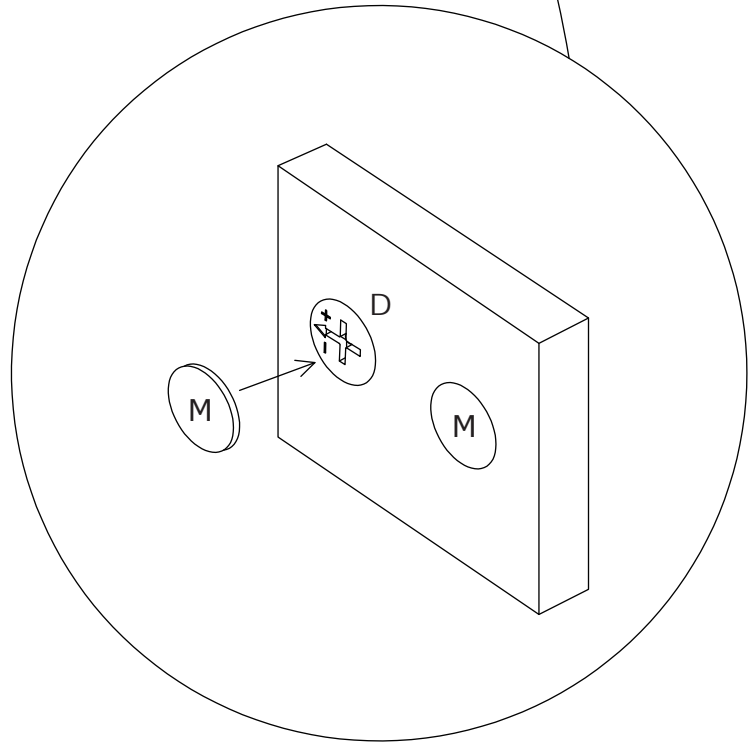
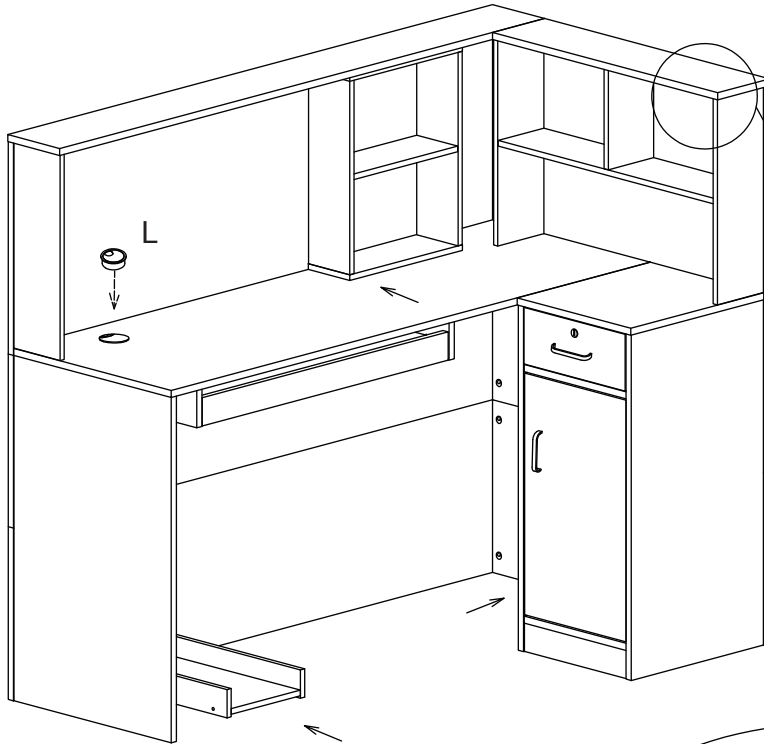
Attach plate 35 to plate 33 with screw(B) as shown.



33

L x 1  Ø 60	M x 20 	
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Put wire box(L) in to the hole as shown.  
Cover cam lock(D) using part(M) as shown.



# WARRANTY

## WARRANTY CLAIMS

- There is a 30-day warranty for broken furniture or any other problems that do not work properly. The warranty will start from the date of purchase which must be verified by proof of purchase.
- Before making a claim, we may be able to answer your query, simply call us. Please leave your purchase order number, along with some details of the problem, if you want a replacement part. We will arrange within 48 hours. If there is out of stock, we will reply with a shipping date.
- The product must be used in accordance with the instructions provided. For health reasons.
- For other reasons, if the furniture needs to be returned, it must be cleaned and dried and operated within 30 days of receipt.

## Type of Warranty Claim

- Failure to follow the furniture instructions will invalidate the warranty. Attention please.
- Does not include damage during installation, but includes damage during transportation.

## Scope of responsibility

- Shall not bear any responsibility for misuse or user damage and / or loss of parts during the installation of furniture.
- After using, the damage and scratches of the furniture are not covered by the warranty.

## The Warranty Relates to All Bought in The Us and Covers The Following Areas

- Sheet parts: 1 month from the date of purchase.
- Electrical parts: 1 month from the date of purchase.

# RETURNS

## **CHANGED YOUR MIND AND NEED TO RETURN YOU ITEM?**

### **PLEASE FOLLOW THE BELOW INSTRUCTIONS:**

- If you have purchased and have simply changed your mind, follow the retailer's instructions for returns.

### **DEFECTIVE ITEMS**

- If your item is defective in any way, i.e. it doesn't work but you can't identify why, in the first instance, please call us.

### **DAMAGED ITEMS**

- If you receive an order with obvious shipping damage from the retailer, then we suggest the delivery is refused. If the delivery has been accepted and then shipping damage is found, please follow the specific instructions advised by the retailer.  
In all circumstances please save all packaging material and paperwork for the order. Please be aware that if you dispose of packaging material or attempt to return the merchandise without contacting the fulfiller, you jeopardise your chances of making a claim, and you may not receive a credit for the return.