

# President/Senator

## Task/Reception Station

### Tools Required

- Level
- #2 Phillips Head Bit
- Tape Measure
- $\frac{3}{16}$ " Drill Bit
- Cordless Drill

### Package Contents

- 2 Flat Brackets (attach worksurfaces)
- 2 Flat Brackets (attach modesty panels)
- 32 #10 x 1" Panhead Screws (worksurfaces)
- 32 #8 x  $\frac{5}{8}$ " Panhead Screws (modesty panels)
- Foam tape (light blocker)

### Installation

1. Task/Reception Stations are comprised of a Corner Unit, one Left Return, and one Right Return. These units will not stand alone, nor attach to other units in the series. Position the units in their approximate desired location. (Figure A).
2. Unroll the foam tape and apply a single strip of tape, gray side down, to the center of the exposed ends of the Corner Unit. Remove the protective film from the exposed side of each piece of tape. The foam tape is used as a light blocker when panels are installed next to each other. (Figure A).
3. Level all units. Attach two flat brackets to the underside of the worksurface on the Corner Unit on each side at the locations shown in Figure B, using the provided #10 x 1" Panhead Screws. Center the brackets with the edge of the worksurface.
4. Position the Returns against the Corner Unit. Pull all Units together so that the Corner and Return Unit worksurfaces are flush and tight against each other with no gaps.

**Note:** The worksurfaces can be unscrewed from cleats and adjusted to align, if necessary.

Align the Corner Unit Modesty Panels and the Return Modesty Panels so they are flush and tight against each other with no gaps. This can be done by adjusting the leg levelers up/down on the Corner and Return Units. (Figure B).

Figure A

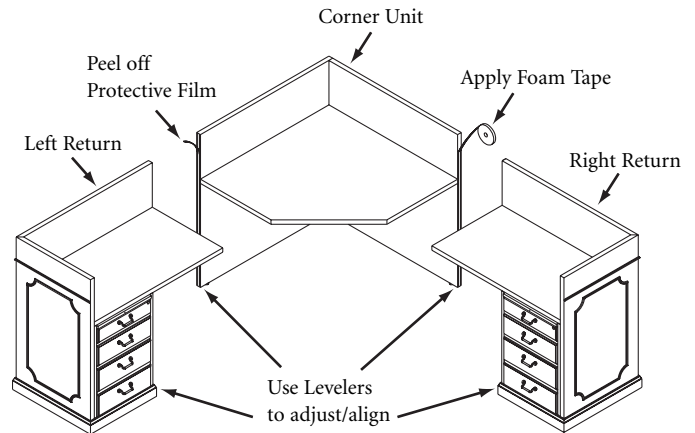
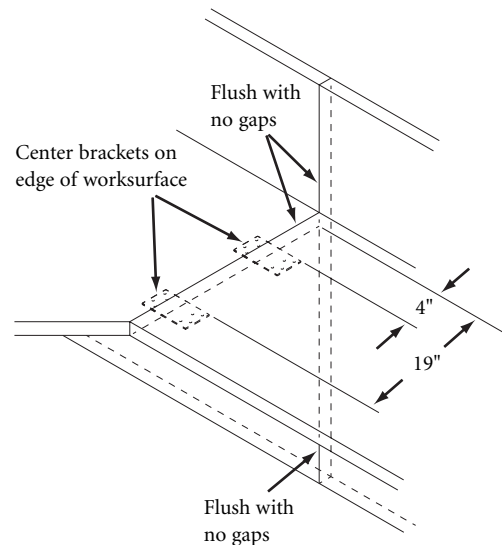


Figure B



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## Installation (continued)

- When all gaps are eliminated, attach the Corner Unit Modesty Panels to the Return Unit Modesty Panels first using two flat brackets on each side. Center the brackets between each Modesty Panel and attach one flat bracket towards the top of the Modesty Panels under the worksurface and the other flat bracket towards the bottom of the Modesty Panels using the provided #8 x 5/8" Panhead Screws. (Figure C). Fasten each Return worksurface to the Corner Unit flat brackets using the provided #10 x 1" Panhead Screws. (Figure C).

**Note:** The worksurface flat brackets are shipped on the underside of the Return worksurface.

Figure C

