

Reception desk installation manual

List of required tools for unpacking and installing the reception desk:

- pallet jack (or forklift)
- cordless drill with a Phillips screw adaptor

WARNING:

NEVER PICK UP OR HOLD THE RECEPTION DESK USING THE PLEXIGLASS RIBS!

Procedure (according to the images):

1. There's an Allen key adaptor (for 5 mm socket head screw) attached to the outer side of the transport box. Use the adaptor with your cordless drill and unscrew **ONLY** the silver socket head screws from the wide back panel marked with a big no. 1 and also from the adjacent sides of the top and side panels!

This way you'll reach the back side of the reception. There's a small wooden box at the bottom – screw the lid loose (only the lid!) using the cordless drill with a Phillips screw adaptor. Inside the box, there is another cordless drill with two batteries, a battery charger and all of the adaptors needed for the complete installation and unpacking of the reception desk. Do not lose any of these adaptors!
2. Now you can remove the ceiling. Again, unscrew **ONLY** the silver socket head screws.
3. Remove the front side of the box.
4. Now you need to remove the sides. First, unscrew the golden Phillips screws from the longitudinal anchoring batten inside the box (one on each side), then you unscrew the silver socket head screws on the outside.
5. Unpack the reception desk from the wrap (please, do not get rid of the bubble wrap!) and then open both of the inner doors of the reception desk.
6. First, you need to unscrew the turboscrews (4 pcs, star-like shape on the screw head). The reception desk feet are secured with yellow tape to prevent sliding out – remove the tape and slide the feet to the possible maximum.
7. Unscrew all of the silver bolts with washers from the scantlings marked with numbers 1-4 (no. 4 is on the opposite side). Then pull these scantlings (the reception desk will remain standing since the pallet is secured with additional scantlings).
8. (+8.1) **BEWARE!** Now you can carefully pull the bottom of the transport box away from the reception desk. As long as the reception desk keeps standing only on its feet (steps 9. -

- 11.), it can be rickety. To be safe, it needs to be secured by at least one man from the front side (where the plexiglass is) so it won't roll over.
9. Reattach scantlings 1-4 to the bottom of the transport box, so that the construction doesn't get damaged on the way to the storehouse.
 10. Run the power cords through the slot on the bottom of the reception. Inside, there are two extension cords with the adaptors, all you need to do is to connect them with the power cords.
 11. Screw the feet in, so that the bottom of the reception desk is standing on the floor entirely. This way, the reception desk regains its stability and won't roll over.