

1800 Low Reception Hutch

Hudson Elm finish | **Model 5427455**

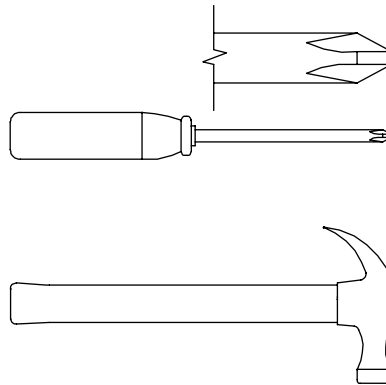
NOTE: THIS INSTRUCTION
BOOKLET CONTAINS
IMPORTANT SAFETY
INFORMATION.
PLEASE READ AND KEEP
FOR FUTURE REFERENCE.

English pg 1-15
Français pg 16-18
Español pg 19-21

Lot # **574109**
Purchased:

12/22/21

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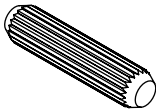
No. 2 Phillips Screwdriver
Tip Shown Actual Size

Hammer
Not actual size 😊

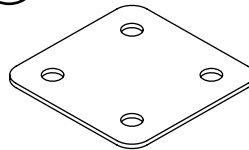
Hardware Identification

† Screws are shown actual size. You may receive extra hardware with your unit.

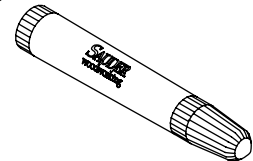
42F WOOD DOWEL - 16



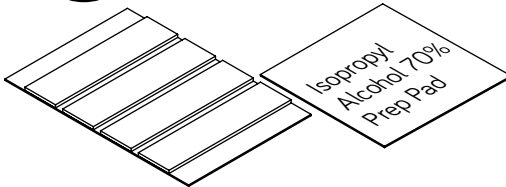
41G PLATE - 2



10M TOUCH-UP PEN - 1



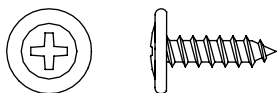
182M TAPE CARD/
PREP PAD KIT - 1



125P TWIST-LOCK®
FASTENER COVER - 23

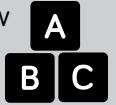


1S BLACK 9/16" LARGE HEAD SCREW - 8



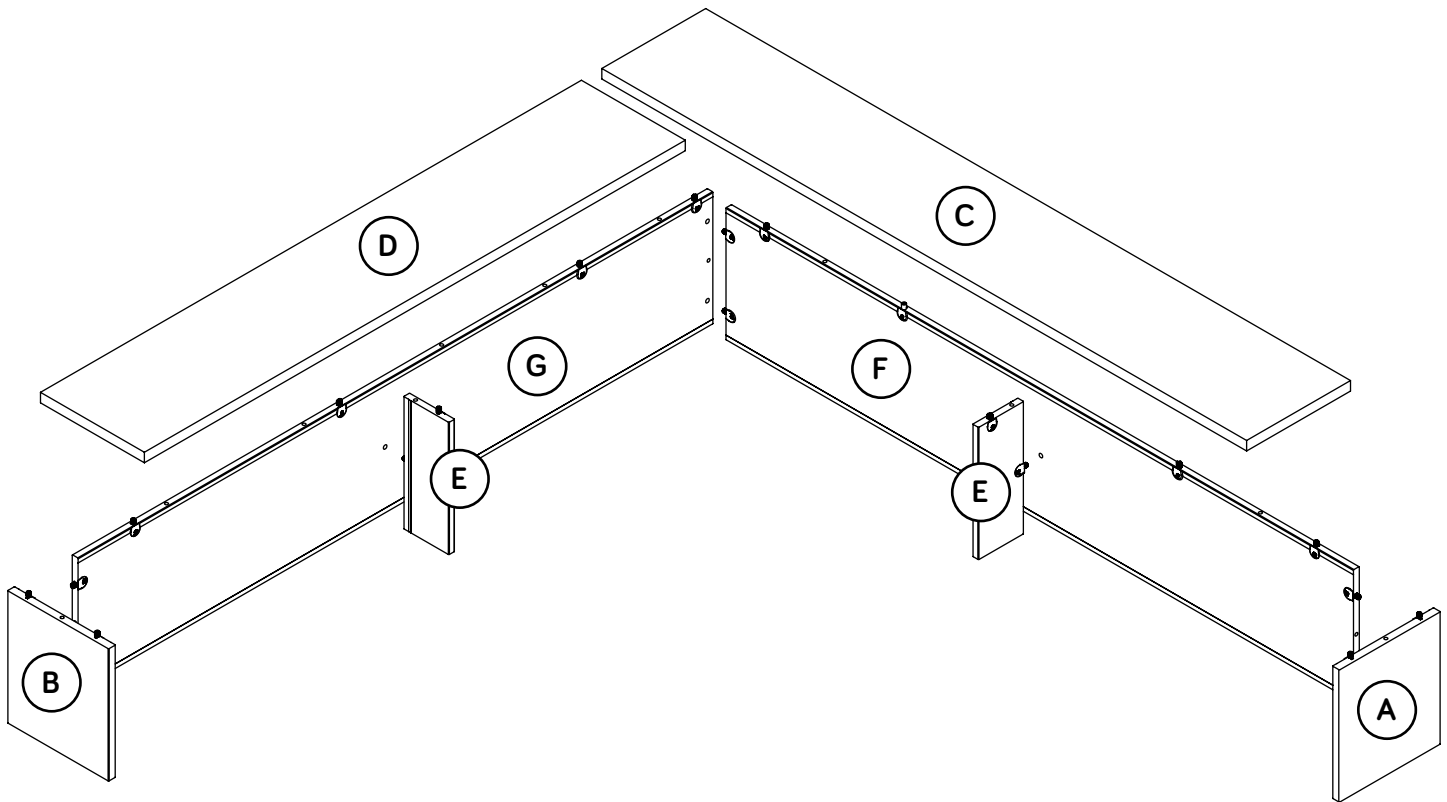
Part Identification

Now you know
our ABCs.



⚠ While not all parts are labeled, some of the parts will have a label or an inked letter on the edge to help distinguish similar parts from each other. Use this part identification to help identify similar parts.

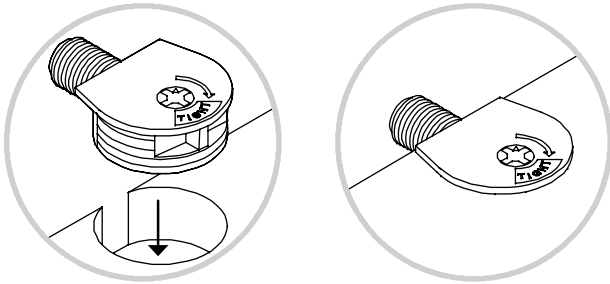
A	RIGHT END (1)
B	LEFT END (1)
C	LONG TOP (1)
D	SHORT TOP (1)
E	UPRIGHT (2)
F	SHORT BACK (1)
G	LONG BACK (1)



Hardware Usage Guide

HOW TO USE A TWIST-LOCK® FASTENER

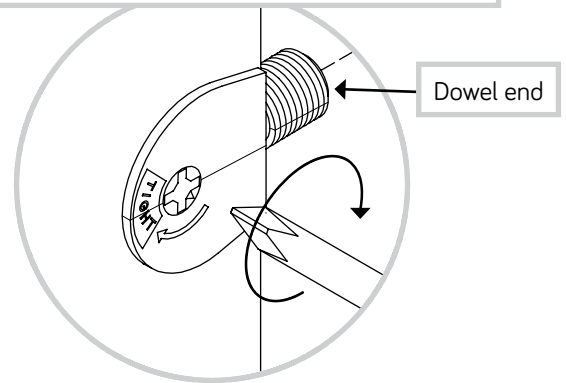
1. Push a TWIST-LOCK® FASTENER into the large hole in the part.



2. 1. Insert the dowel end of the FASTENER into the hole of the adjoining part.

NOTE: The dowel end of the FASTENER must remain fully inserted in the hole of the adjoining part while locking the FASTENER.

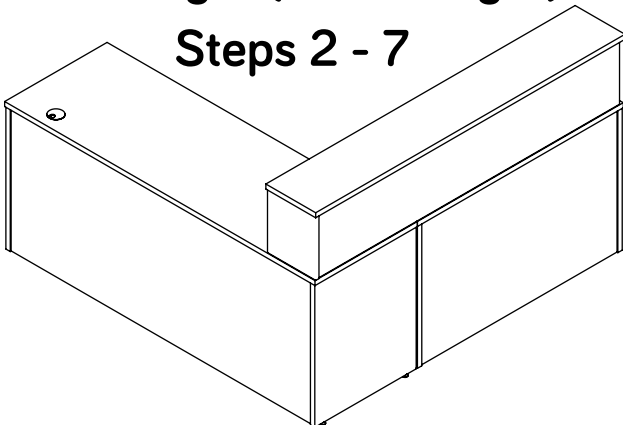
2. 2. Tighten the FASTENER with a Phillips screwdriver as tight as possible.



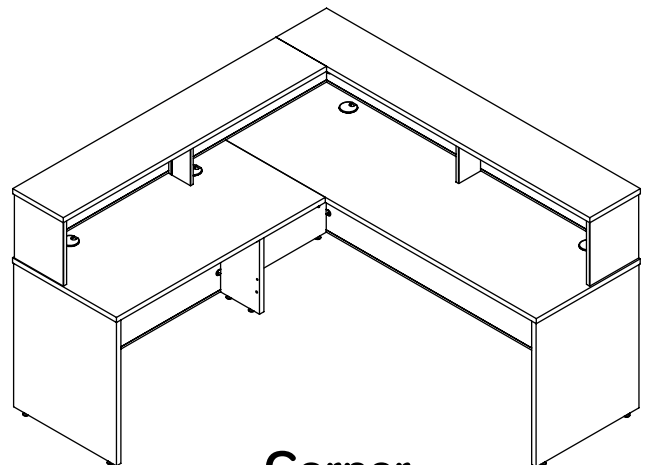
Step 1

- ⚡ You have the option to use the Reception Hutch as a Straight or a Corner.
- ⚡ If you want the Reception Hutch to be used as a Straight, go to the next step.
- ⚡ If you want the Reception Hutch to be used as a Corner, go to Step 8

Straight (Left or Right) Steps 2 - 7

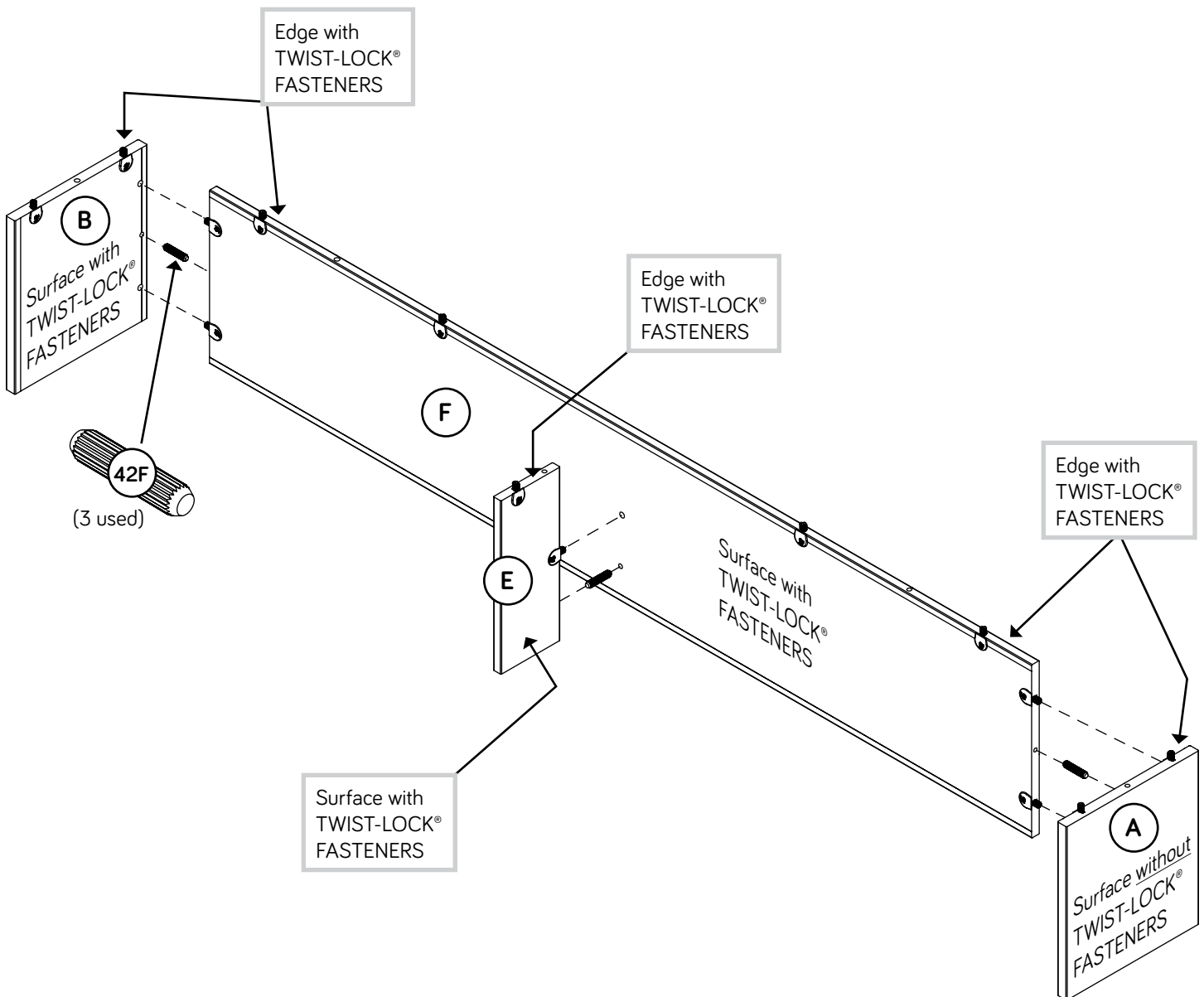


Corner Steps 8 - 18



Step 2

- ✚ Assemble your unit on a carpeted floor or on the empty carton to avoid scratching your unit or the floor.
- ✚ Insert three WOOD DOWELS (42F) into the SHORT BACK (F) exactly as shown.
- ✚ **NOTE:** You may need to gently tap the WOOD DOWEL in with your hammer.
- ✚ Fasten the ENDS (A and B) and one of the UPRIGHTS (E) to the SHORT BACK (F). Tighten five TWIST-LOCK® FASTENERS.
- ✚ **NOTE:** Be sure the WOOD DOWELS in the LONG BACK insert into the ENDS and UPRIGHT.

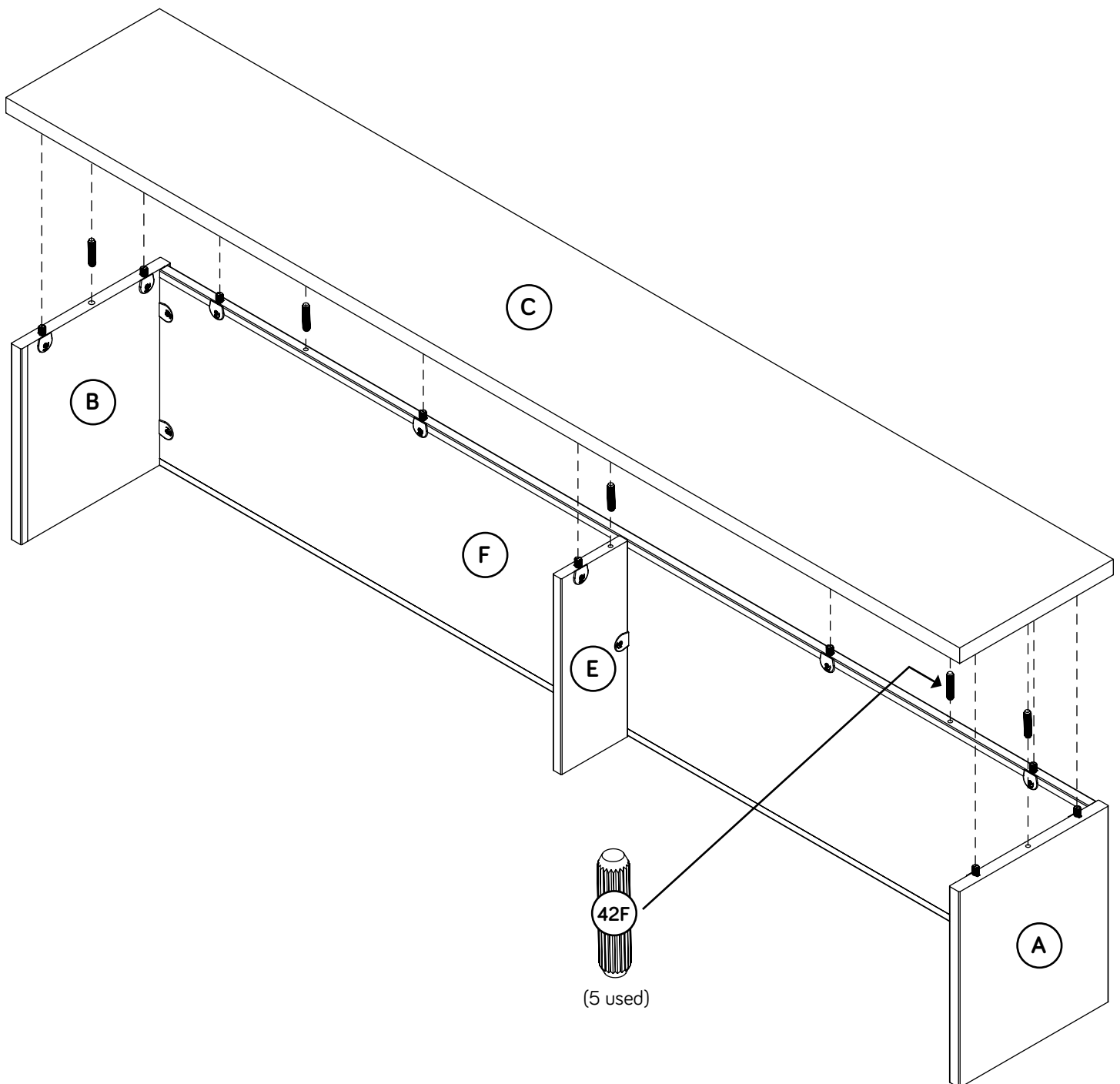


Step 3

- ✚ Insert five WOOD DOWELS (42F) into the ENDS (A and B), UPRIGHT (E), and SHORT BACK (F).
- ✚ NOTE: You may need to gently tap the WOOD DOWEL in with your hammer.
- ✚ Fasten the LONG TOP (C) to the ENDS (A and B), UPRIGHT (E), and SHORT BACK (F)

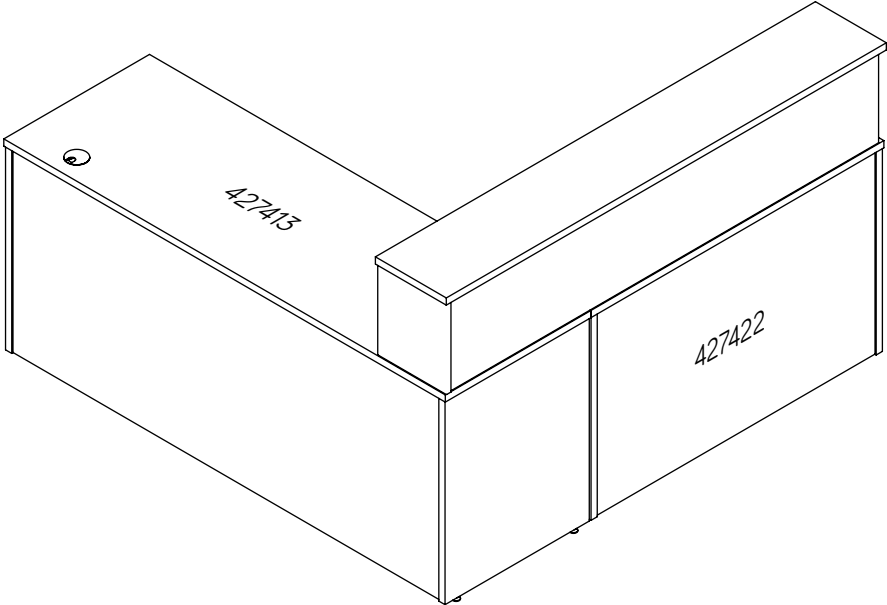
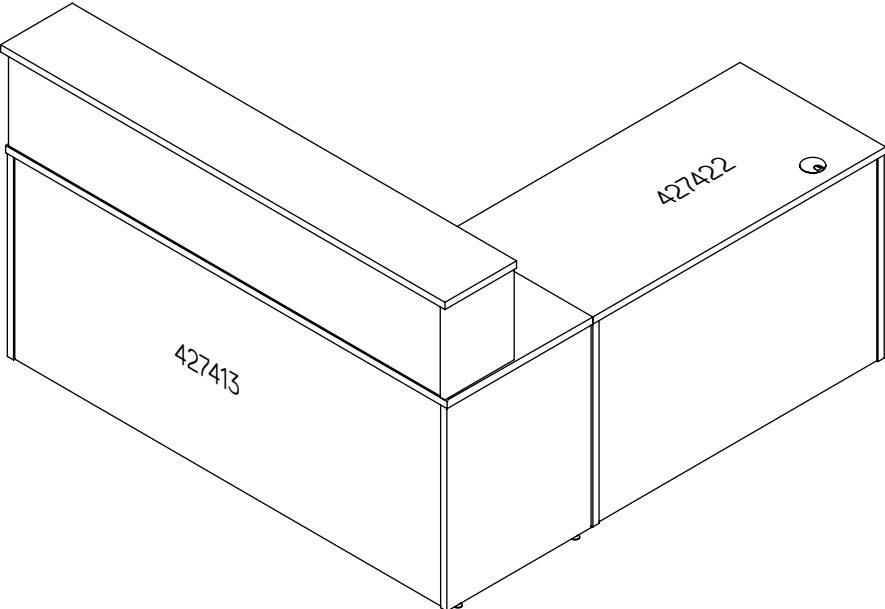


Just think. The sooner you do this, the sooner you do something else.



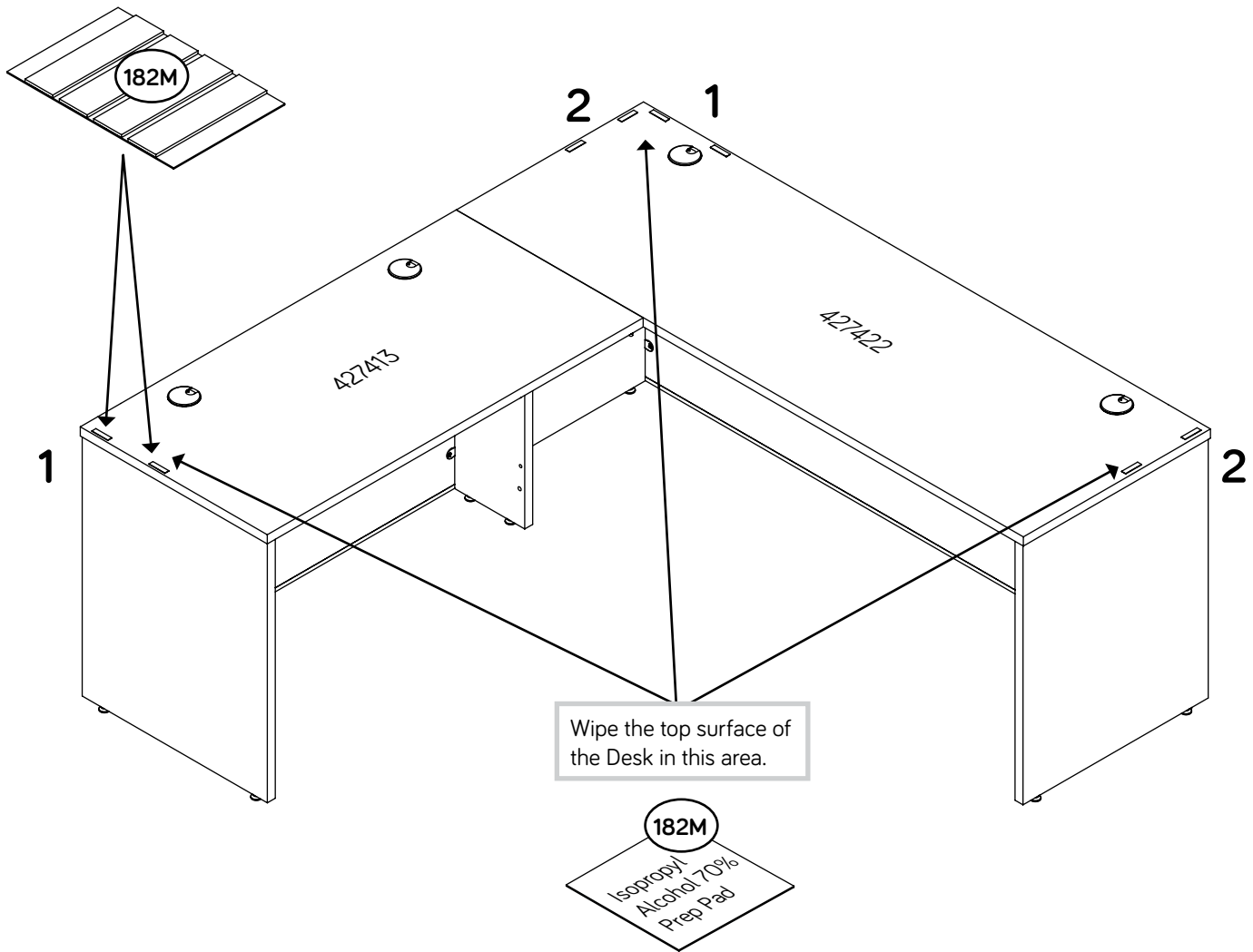
Step 4

📌 Your 427455 Reception Hutch can be fastened to a Desk/Credenza and Desk Return combo in either orientation.



Step 5

- ✦ This unit is made to sit on the 427422 Desk/Credenza and the 427413 Desk Return. Open the TAPE CARD/PREP PAD KIT (182M) and open the Alcohol Prep Pad to wipe the top surface of the Desk and Return as shown in the diagram.
- ✦ Peel four double stick strips from the TAPE CARD and stick them onto the edges of the Desk and Return as shown at the positions marked 1 if you want your unit on the left.
- ✦ Peel four double stick strips from the TAPE CARD and stick them onto the edges of the Desk and Return as shown at positions marked 2 if you want your unit on the right.
- ✦ Next, peel the paper covering from the double stick strips.



Step 6

- ⚠ **IMPORTANT:** The Reception Hutch cannot be moved after it is set in place. Pre-plan the Reception Hutch placement, then place it completely on the attaching surface.
- ⚠ With the help of another person, carefully center the Reception Hutch onto your 427422 Desk/Credenza and the 427413 Desk Return in your chosen position.
- ⚠ **NOTE:** The back edges of the Reception Hutch and Desk must be even.

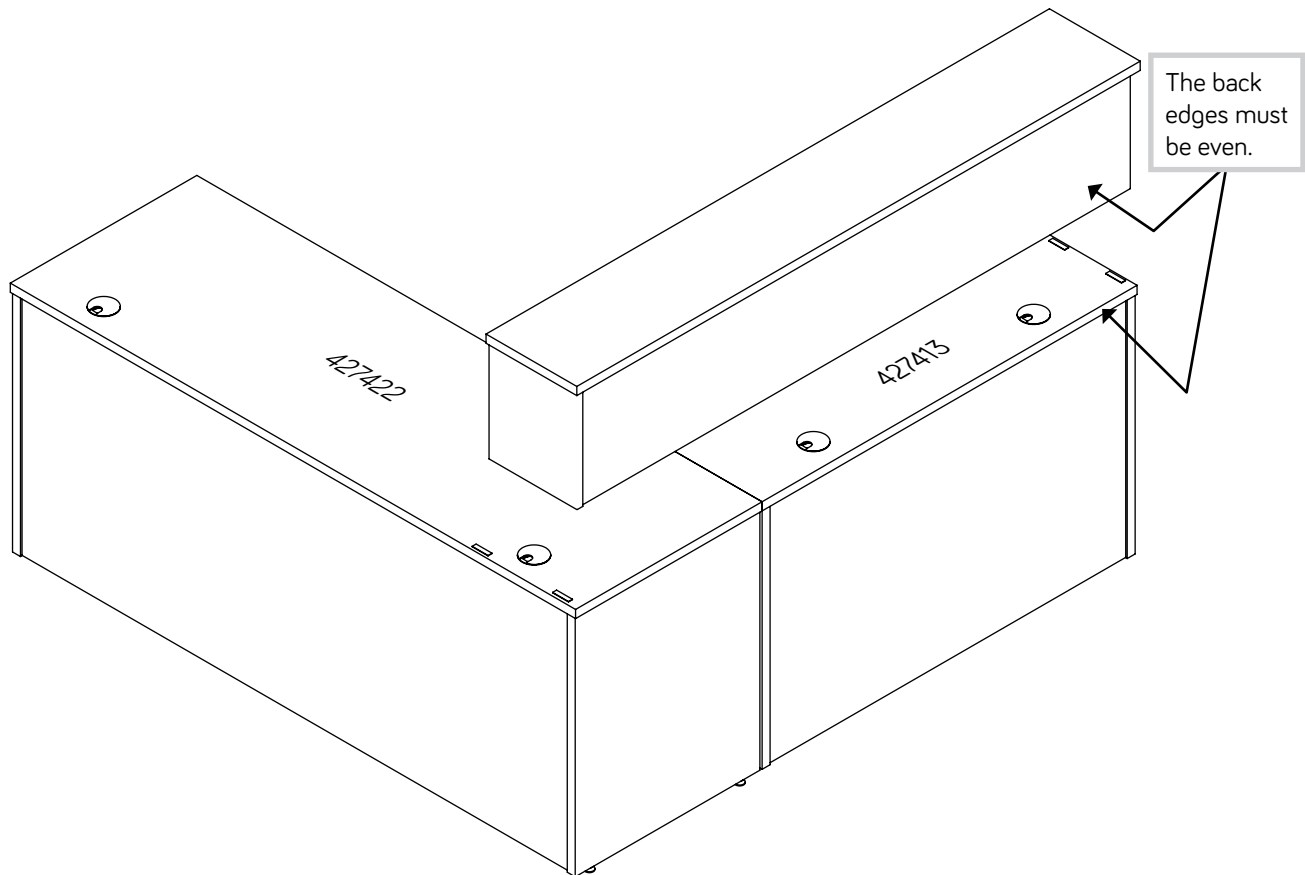
Caution



Two person lift required

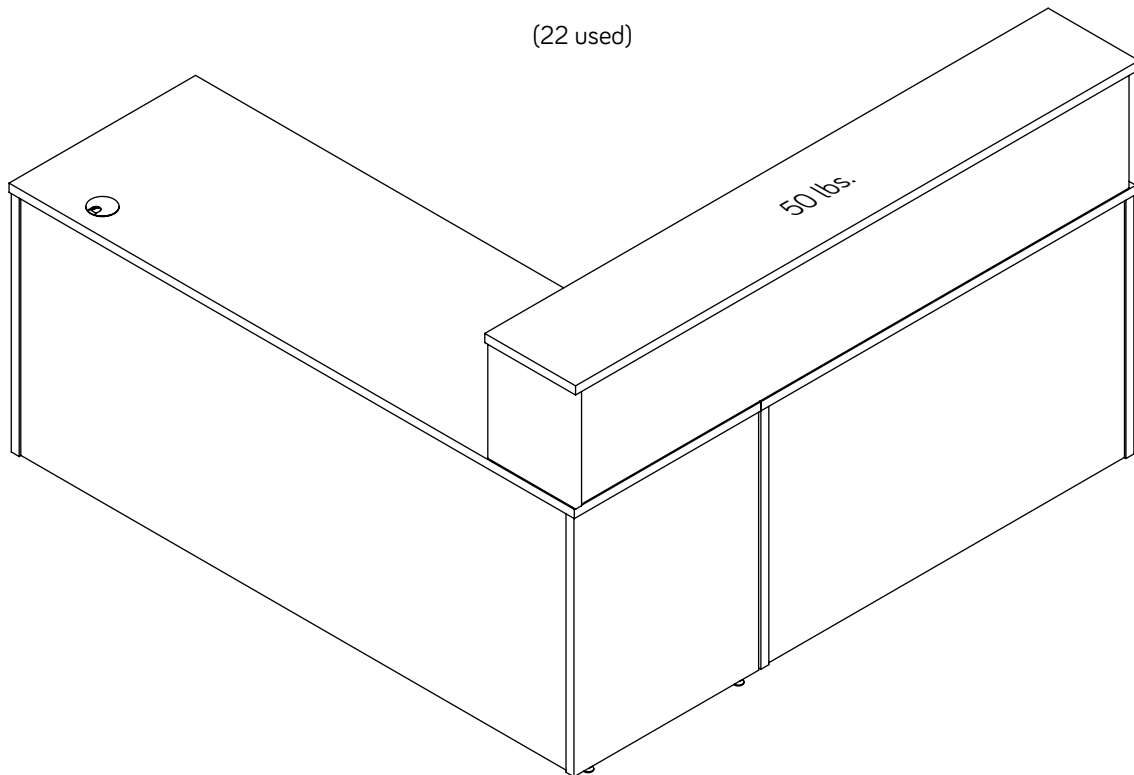
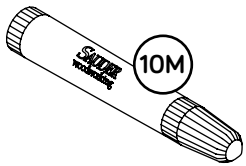
STOP

The Reception Hutch cannot be moved after it is set in place. Pre-plan the Reception Hutch placement, then place it completely on the attaching surface.



Step 7

- ✚ Using your hammer, gently tap a TWIST-LOCK® FASTENER COVER (125P) onto each visible TWIST-LOCK® FASTENER.
- ✚ For long-term care and maintenance of your unit, you may touch up the edges with the TOUCH-UP PEN (10M).
- ✚ NOTE: Please read the back pages of the instruction booklet for important safety information.
- ✚ This completes assembly. Clean with a damp cloth. Wipe dry.

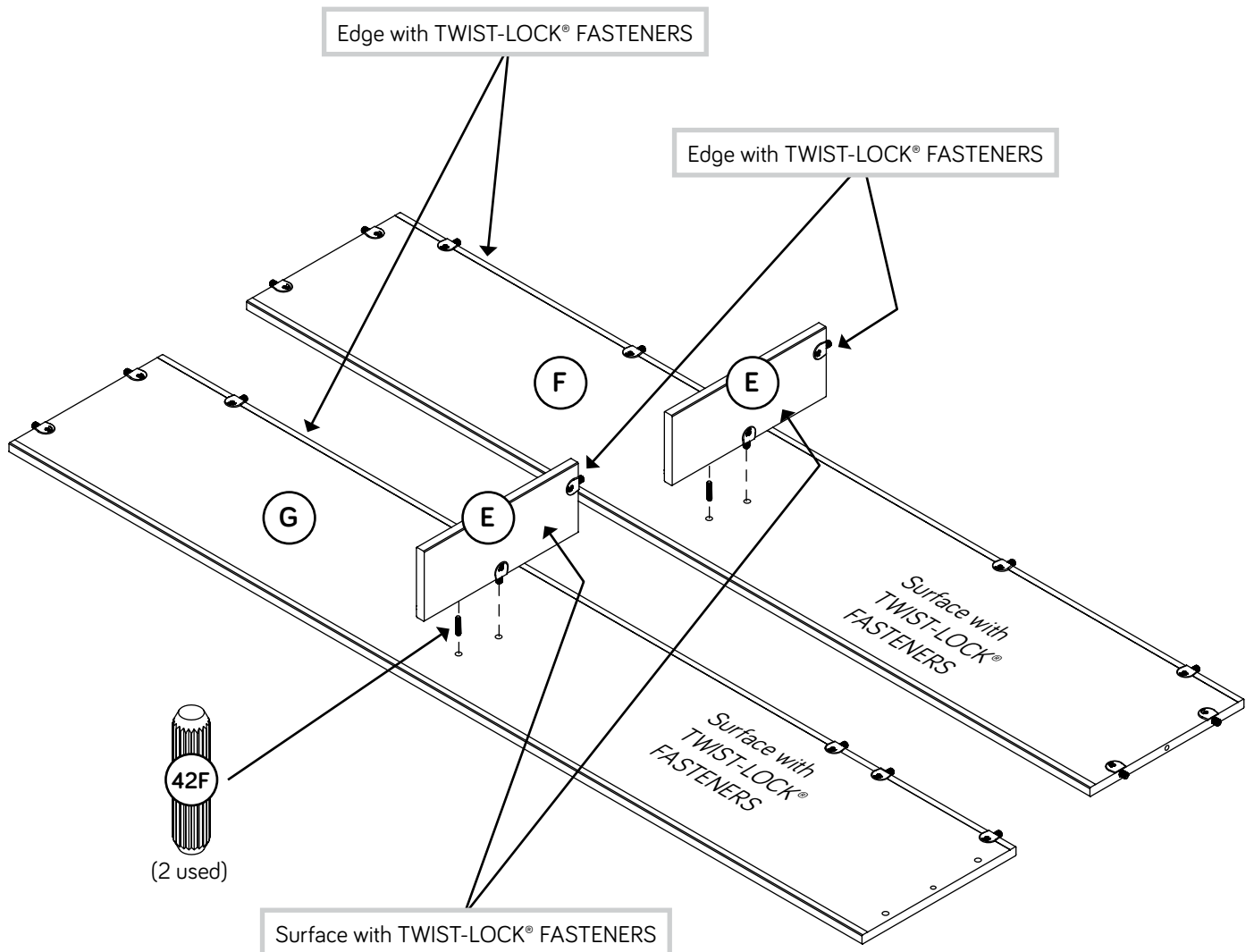


Step 8

- ✚ Insert two WOOD DOWELS (42F) into the BACKS (F and G).
- ✚ **NOTE:** You may need to gently tap the WOOD DOWEL in with your hammer.
- ✚ Fasten the UPRIGHTS (E) to the BACKS (F and G). Tighten two TWIST-LOCK® FASTENERS.
- ✚ **NOTE:** Be sure the WOOD DOWELS in the BACKS insert into the UPRIGHTS.

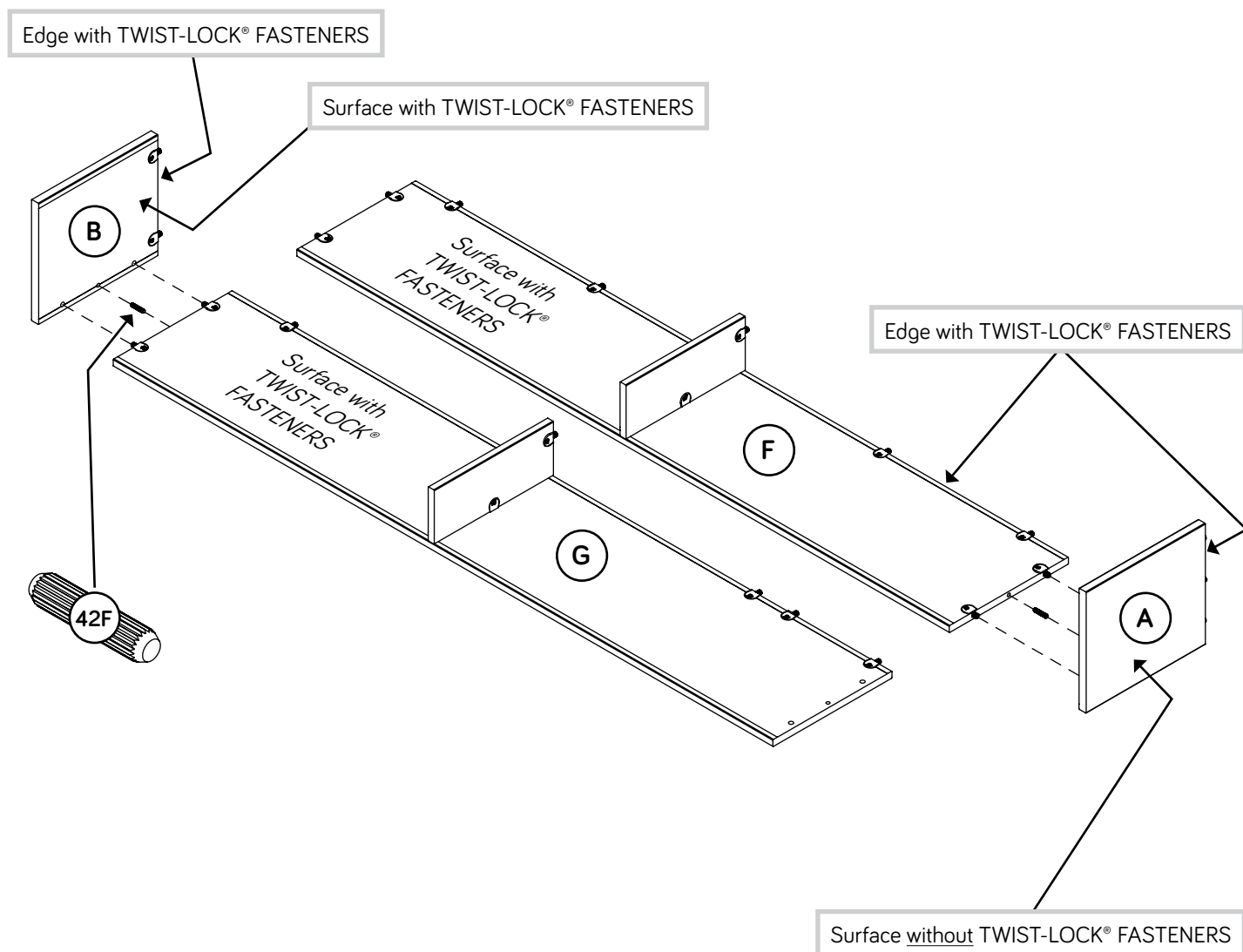


Just think. The sooner you do this, the sooner you do something else.



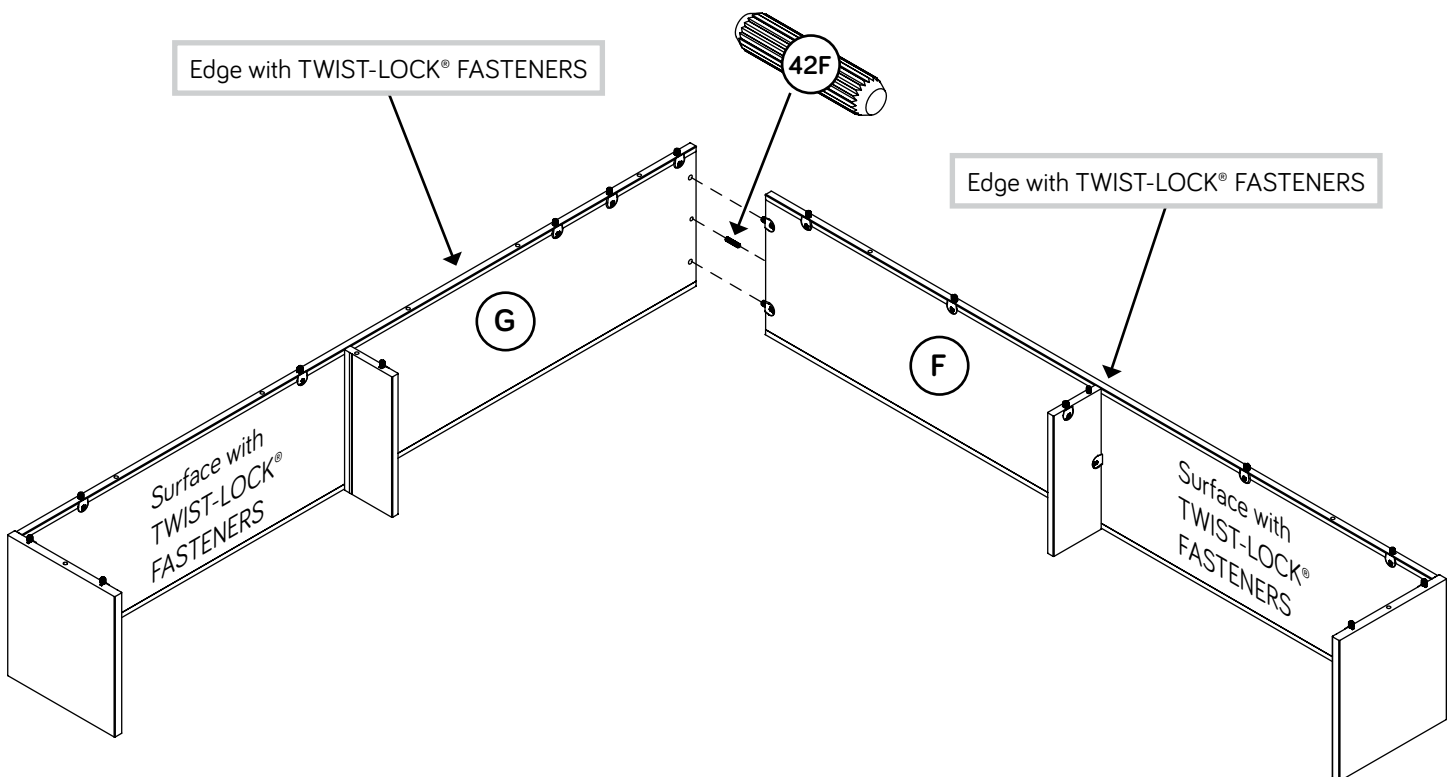
Step 9

- ✚ Insert one WOOD DOWEL (42F) into the RIGHT END (A).
- ✚ **NOTE:** You may need to gently tap the WOOD DOWEL in with your hammer.
- ✚ Fasten the RIGHT END (A) to the SHORT BACK (F). Tighten two TWIST-LOCK® FASTENERS.
- ✚ **NOTE:** Be sure the WOOD DOWEL in the RIGHT END inserts into the SHORT BACK.
- ✚ Repeat this step for the LEFT END (B) and LONG BACK (G).



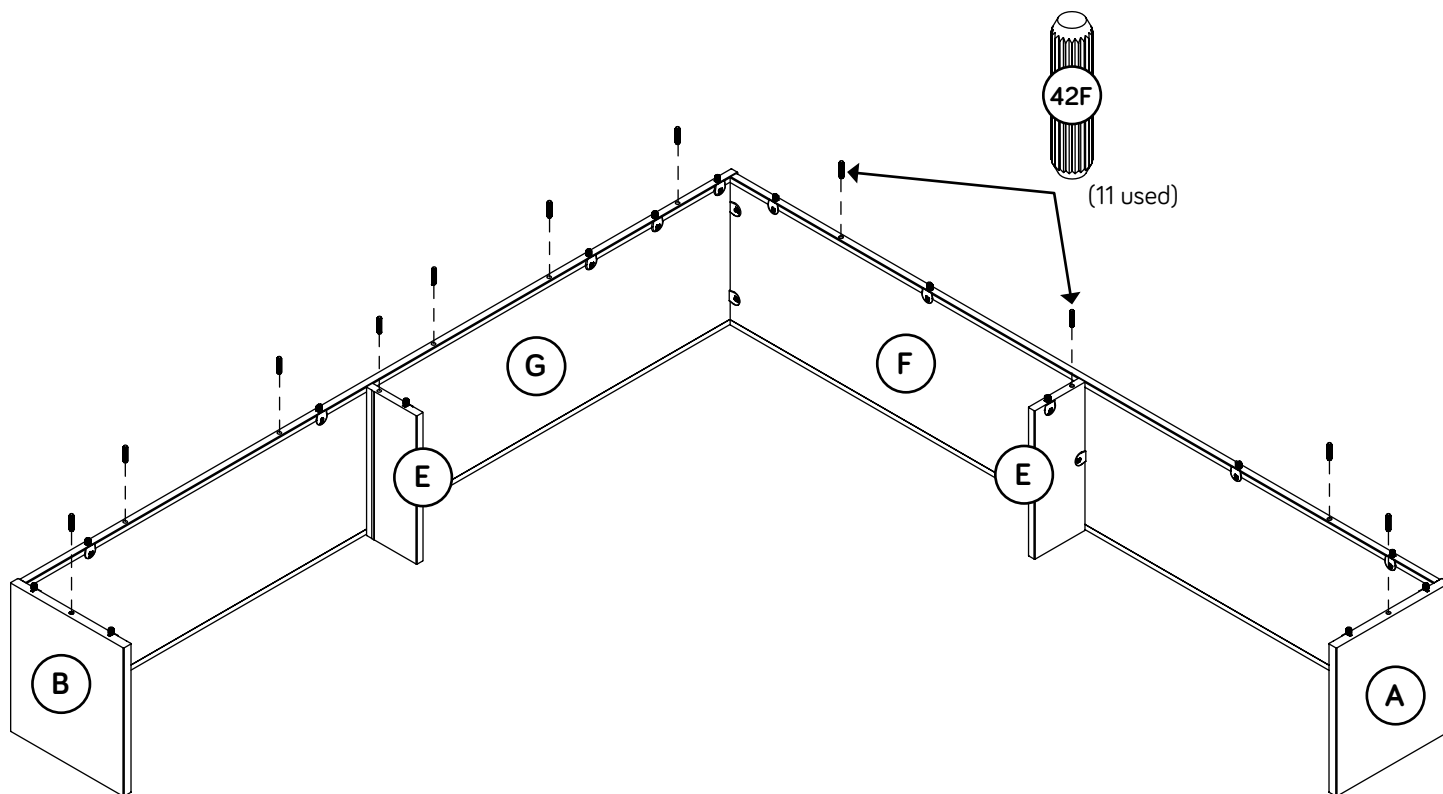
Step 10

- ✚ Insert one WOOD DOWEL (42F) into the SHORT BACK (F).
- ✚ NOTE: You may need to gently tap the WOOD DOWEL in with your hammer.
- ✚ Fasten the SHORT BACK (F) to the LONG BACK (G). Tighten two TWIST-LOCK® FASTENERS.
- ✚ NOTE: Be sure the WOOD DOWEL in the SHORT BACK inserts into the LONG BACK.



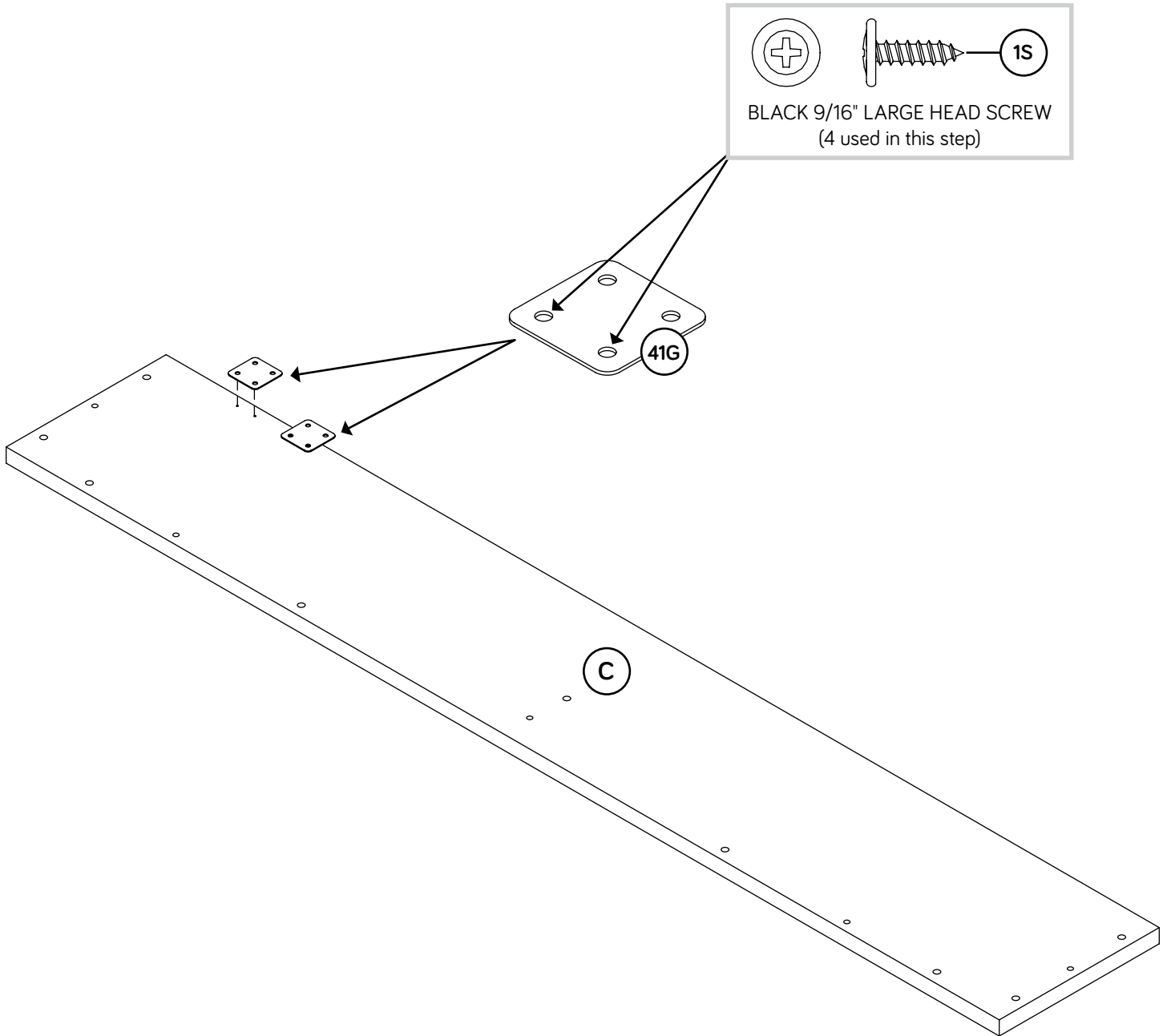
Step 11

- ✦ Insert eleven WOOD DOWELS (42F) into the ENDS (A and B), UPRIGHTS (E), and BACKS (F and G).
- ✦ NOTE: You may need to gently tap the WOOD DOWEL in with your hammer.



Step 12

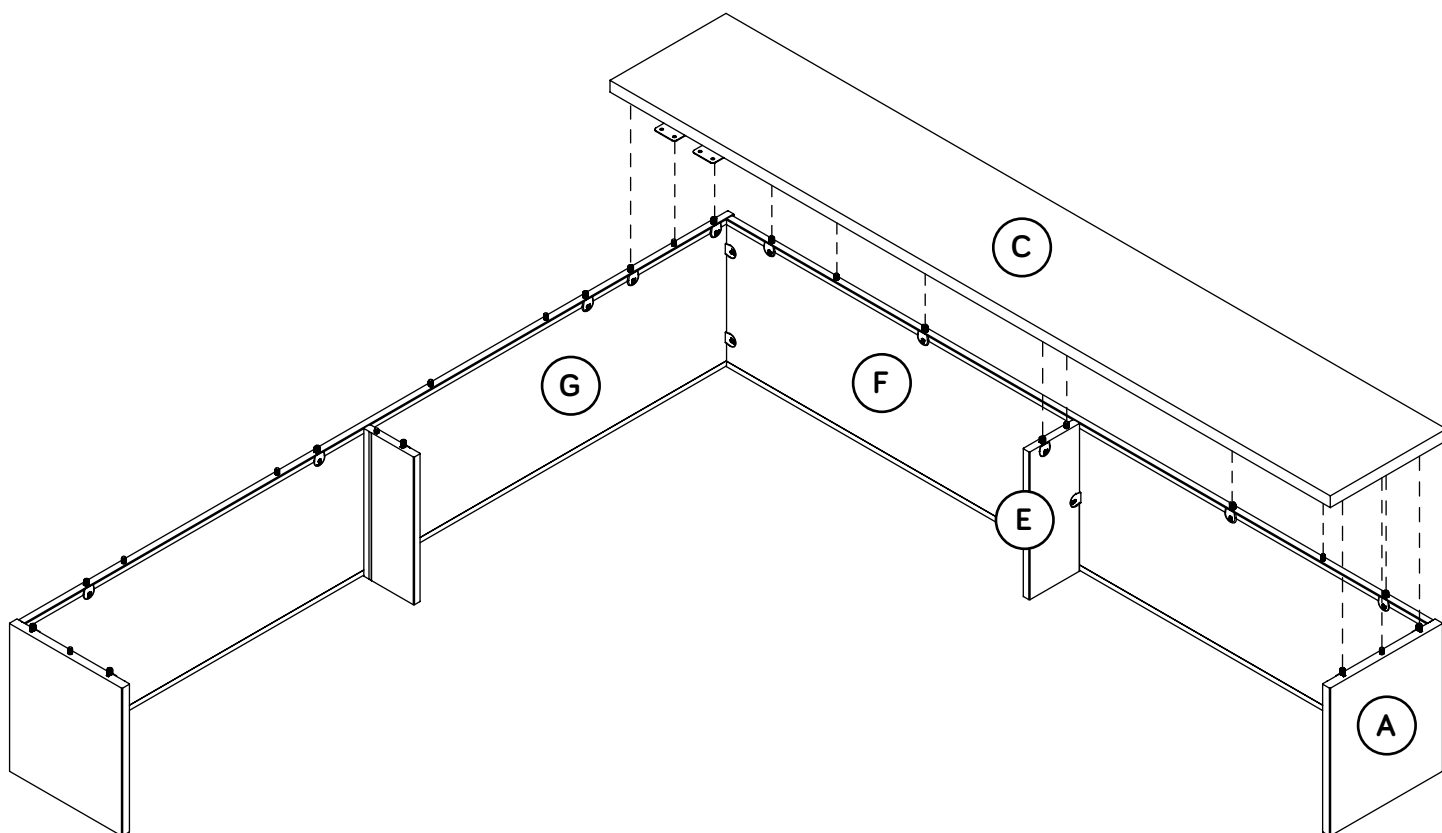
- Fasten the PLATES (41G) to the LONG TOP (C). Use four BLACK 9/16" LARGE HEAD SCREWS (1S).



Step 13

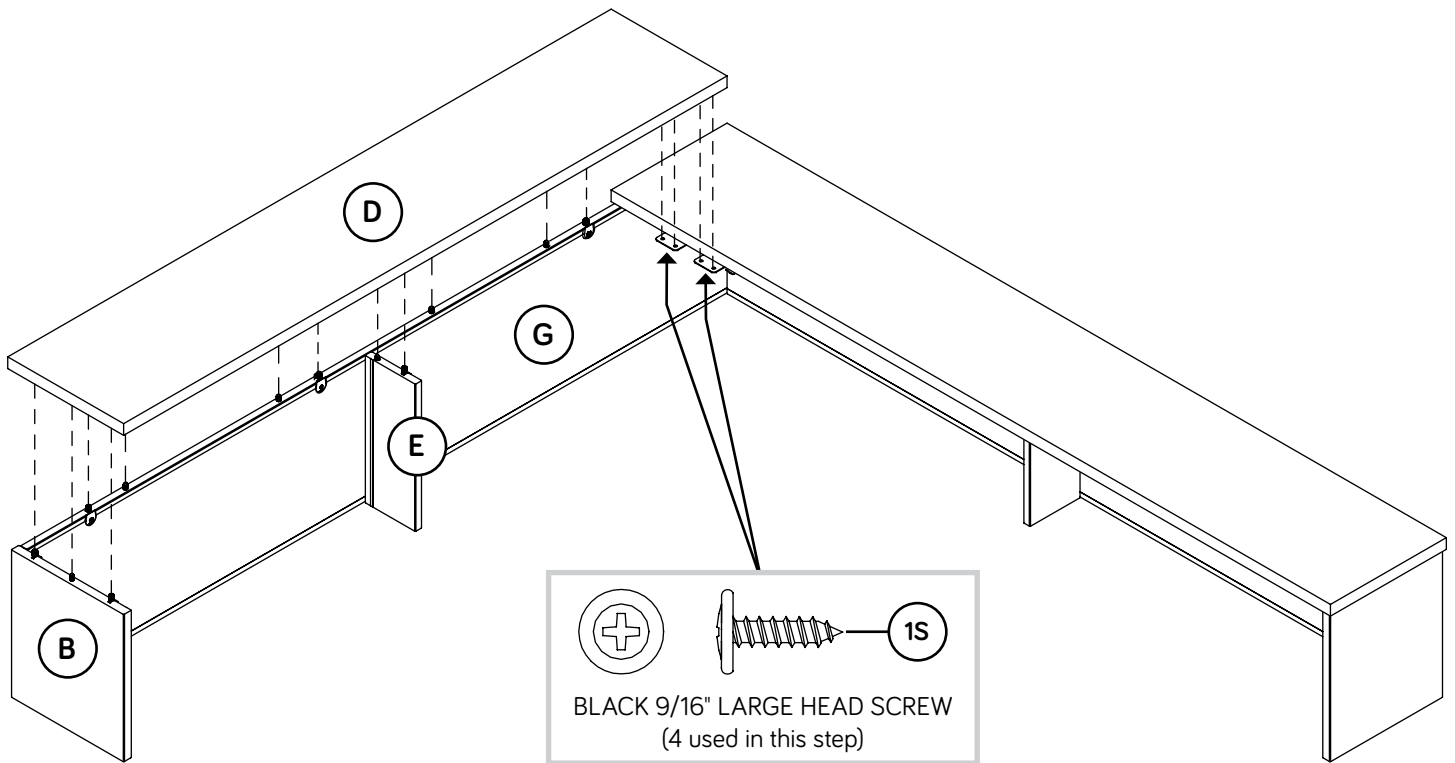
✚ Fasten the LONG TOP (C) to the RIGHT END (A), UPRIGHT (E), and BACKS (F and G). Tighten nine TWIST-LOCK® FASTENERS.

✚ NOTE: Be sure the WOOD DOWELS in the RIGHT END, UPRIGHT, and BACKS insert into the LONG TOP.



Step 14

- Fasten the SHORT TOP (D) to the LEFT END (B), UPRIGHT (E), and LONG BACK (G). Tighten six TWIST-LOCK® FASTENERS.
- NOTE:** Be sure the WOOD DOWELS in the LEFT END, UPRIGHT, and LONG BACK insert into the SHORT TOP.
- Fasten the SHORT TOP (D) to the PLATES (41G). Use four BLACK 9/16" LARGE HEAD SCREWS (1S).

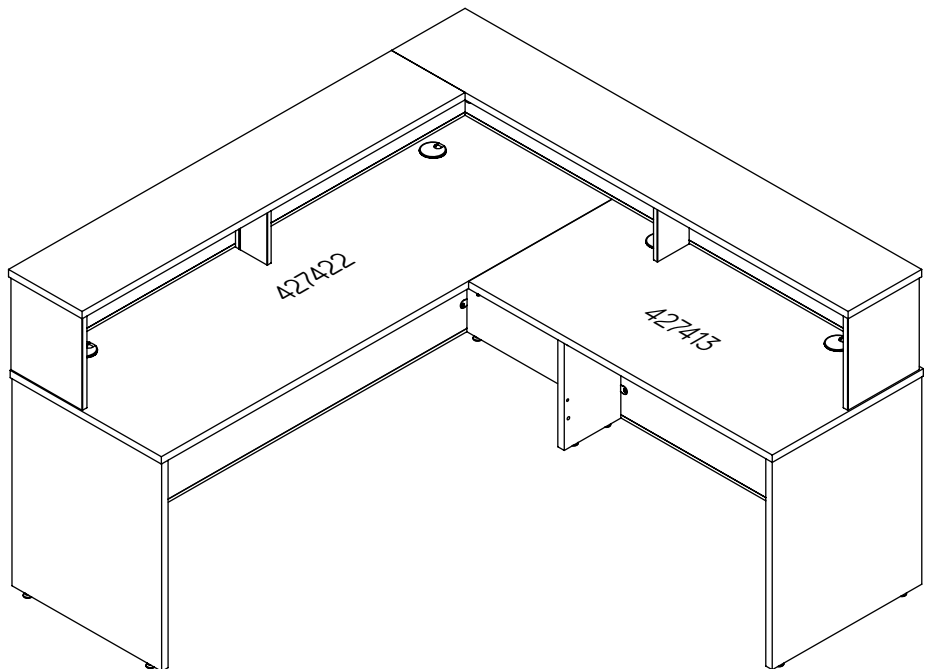
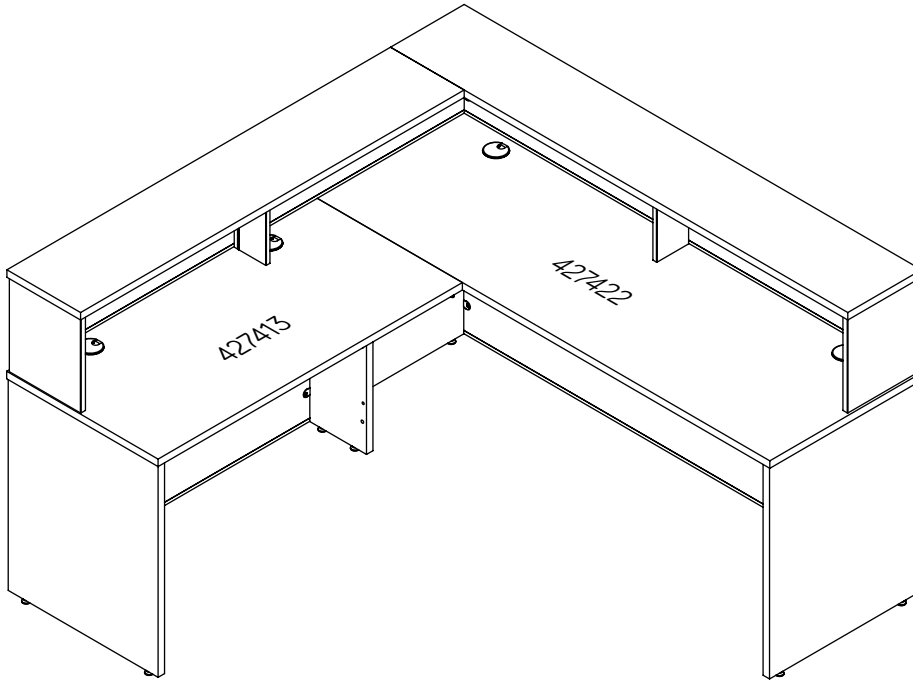


Step 15

📌 Your Reception Hutch can be fastened to the 427422 Desk/Credenza and 427413 Desk Return combo in either orientation.

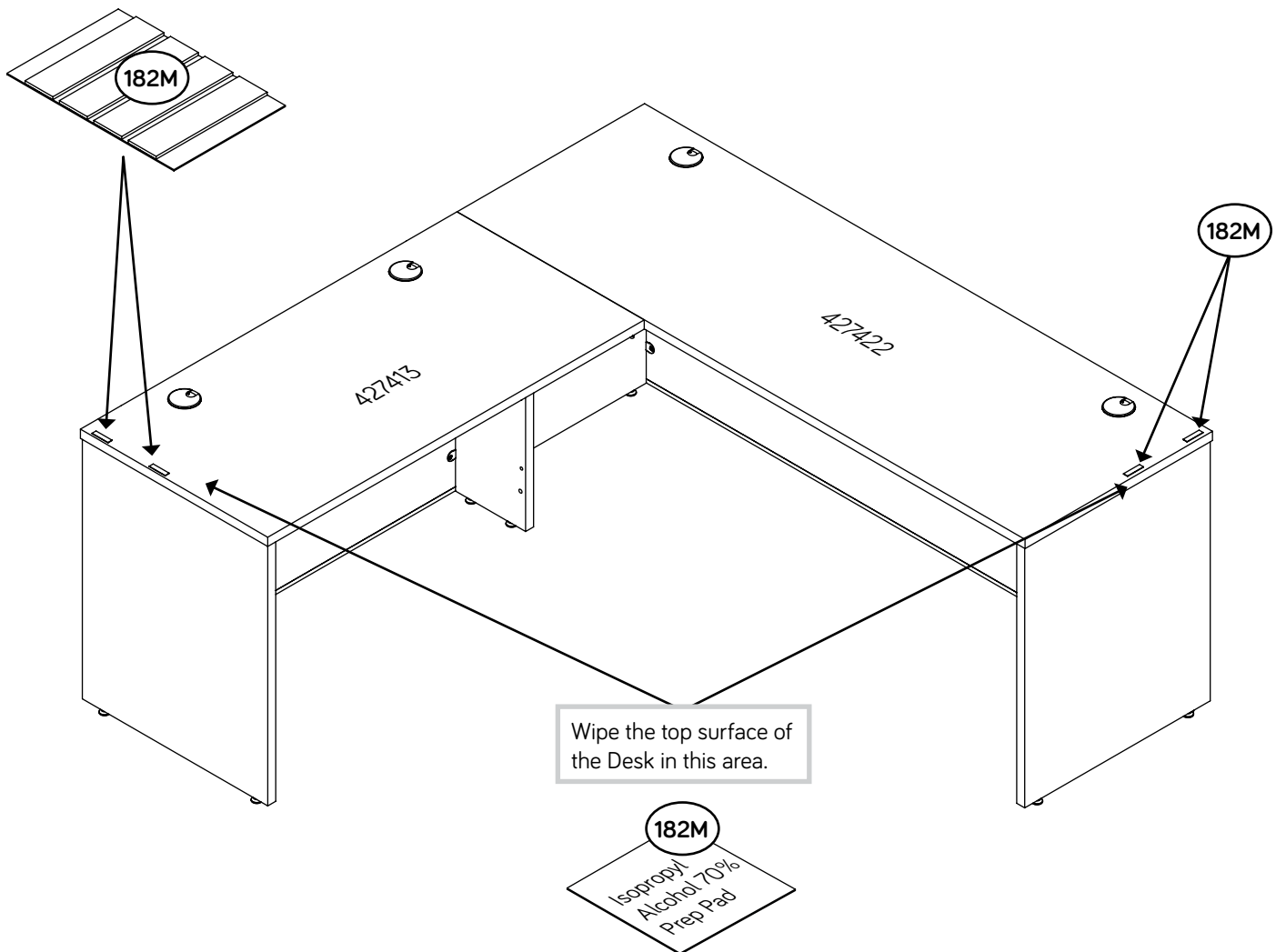


Almost time to celebrate! With a nap.



Step 16

- ✦ Carefully lay your unit onto its back edges.
- ✦ This unit is made to sit on the 427422 Desk/Credenza and the 427413 Desk Return. Open the TAPE CARD/PREP PAD KIT (182M) and open the Alcohol Prep Pad to wipe the top surface of the Desk and Return as shown in the diagram.
- ✦ Peel four double stick strips from the TAPE CARD and stick them onto the edges of the Desk and Return as shown in the diagram.
- ✦ Next, peel the paper covering from the double stick strips.



Step 17

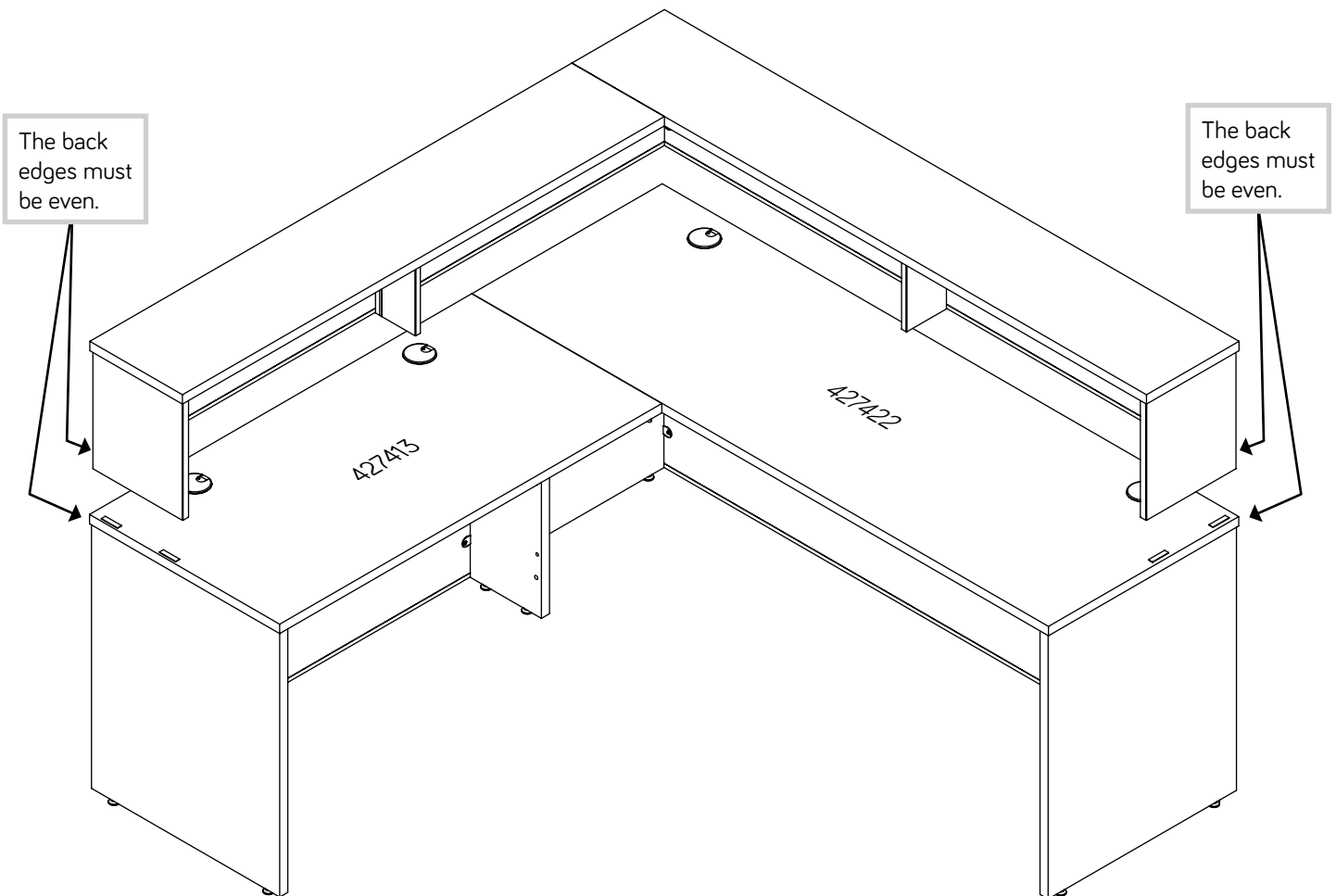
- ✦ **IMPORTANT:** The Reception Hutch cannot be moved after it is set in place. Pre-plan the Reception Hutch placement, then place it completely on the attaching surface.
- ✦ With the help of another person, carefully center the Reception Hutch onto your 427422 Desk/Credenza and the 427413 Desk Return.
- ✦ **NOTE:** The back edges of the Reception Hutch and Desk must be even.

Caution



STOP

The Reception Hutch cannot be moved after it is set in place. Pre-plan the Reception Hutch placement, then place it completely on the attaching surface.



Step 18

- ✚ Using your hammer, gently tap a TWIST-LOCK® FASTENER COVER (125P) onto each visible TWIST-LOCK® FASTENER.
- ✚ For long-term care and maintenance of your unit, you may touch up the edges with the TOUCH-UP PEN (10M).
- ✚ **NOTE:** Please read the back pages of the instruction booklet for important safety information.
- ✚ This completes assembly. Clean with a damp cloth. Wipe dry.

