# MAYLINE

Medina Series ™

Reception Desk & Glass Counter

Model No. MNRD
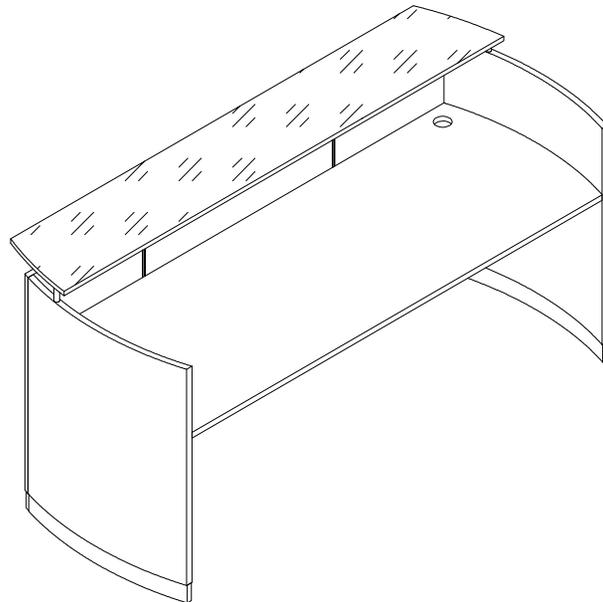
ASSEMBLY INSTRUCTIONS

CALL 1-800-822-8037 FOR ASSISTANCE

PARTS LIST

Name	Part	Qty.	Spare Qty	Name	Part	Qty.	Spare Qty
A	HB **REALS004** Wood Dowel	10	1	G	HB **REALS086** Stand-off	5	
B	HB **REALS003** Cam Post	25	1	H	HB **REALS087** Grommet	2	
C	HB **REALS001** Cam Lock	41	1	I	HB **REALS429** Leveler	8	
D	HB **REALS102**** Cam Sticker	41	1	J	HB **REALS430** Double Cam Post	8	
E	HB **REALS088** Mntg Bracket	8			HARDWARE **MNRSHB**		
F	HB **REALS267** Ø4 x 20mm Black	32	1				
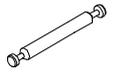
Items with HB are in hardware box.
**Denotes Color Code

PARTS LIST

Name	Part	Qty.
K	**MNRDT**** Top	1
L	**MNRDTL**** Left Modesty Panel	1
M	**MNRDTM**** Center Modesty Panel	1
N	**MNRDTN**** Right Modesty Panel	1
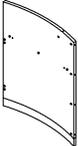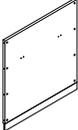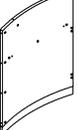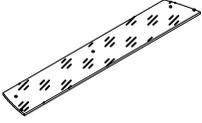
Name	Part	Qty.
O	**MNRDTO**** Metal Spacers	2
P	**MNRDE**** Left Side Panel	1
Q	**MNRDE**** Right Side Panel	1
R	**NRDC** Glass Counter	1

NOTE:
1. Reception Top & Modesty Panels packed in one carton - **MNRDT**
2. Reception End Panels packed in one carton - **MNRDE**
3. Reception Counter packed in one carton - **NRDC**

**Denotes Color Code

2

IMPORTANT!

Review ALL instructions before beginning assembly. These instructions are provided to avoid problems that may occur from improper assembly or installation. Mayline and/or its distributor are not responsible for failure resulting from improper assembly or installation of this product. Moreover, all warranties are void for failure to follow these assembly instructions.

1 Install Cam Posts (B) into Side Panels (P & Q). Insert Cams (C) to inside of the Side Panels (P & Q). Insert Cams (C) in the underside of the Top (K). Install Levelers (I) into threaded inserts in underside of Side Panels (P & Q).
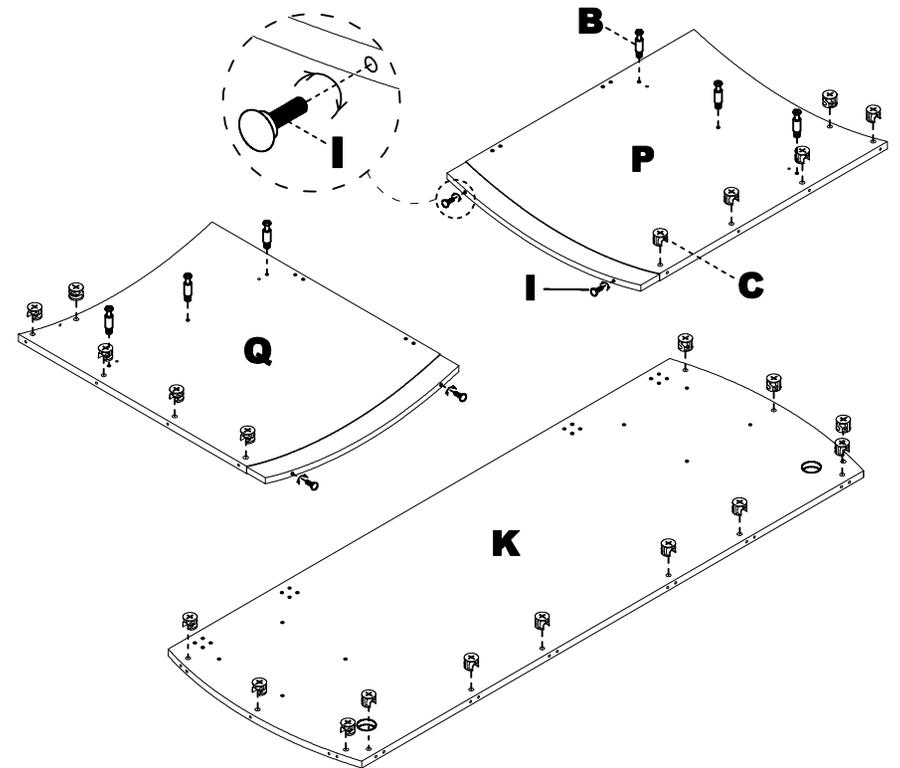
3

② Insert Wood Dowels (A) into Top (K). Insert Cams (C) in the underside of the Top (K). Install Cam Posts (B) to the inside of the Side Panels (P & Q). Attach Top (K) and Side Panels (P & Q) by turning Cams (C). Apply Cam Stickers (D) to Cams (C) of Top (K).
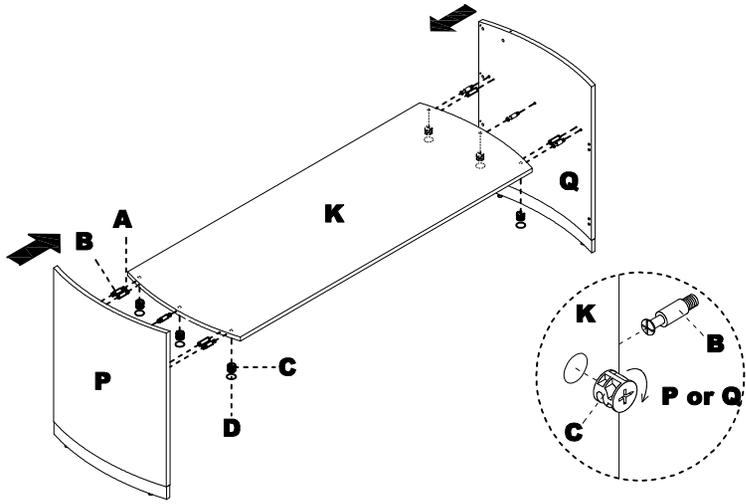
K

Q

A

B

K

B

C

P

P or Q

C

D

NOTE: The arrow on the face of the Cam (C) should point towards the Cam Post (B) for proper alignment.

4

③ Install Double Cam Posts (J) into Metal Spacers (O). Attach Modesty Panels (L & M & N) and Metal Spacers (O) by turning Cams (C). Apply Cam Stickers (D) to Cams (C) of Modesty Panels (L & M & N). Install Levelers (I) into threaded inserts in underside of Modesty Panels (L & M & N).

B

J

D

N

C

I

M

O

L

O

C

J

M

L
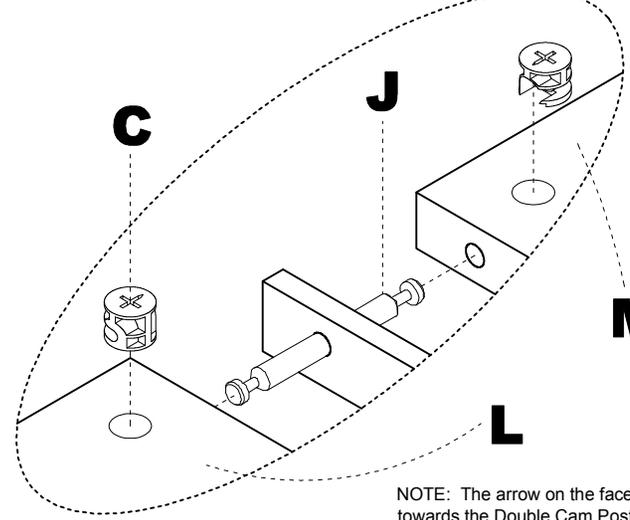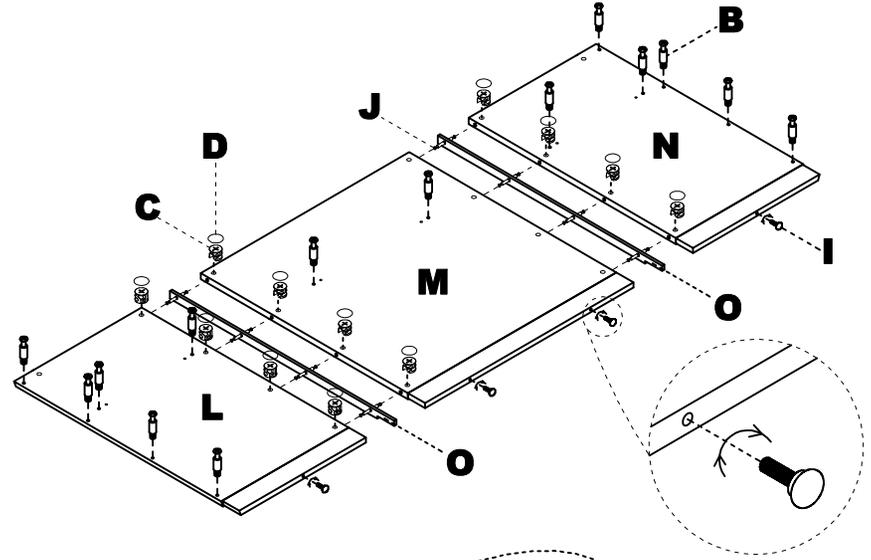
NOTE: The arrow on the face of the Cam (C) should point towards the Double Cam Post (J) for proper alignment.

5

④ Attach Top (K) and Side Panels (P & Q) and Modesty Panels (L & M & N) by turning Cams (C). Apply Cam Stickers (D) to Cams (C) of Top (K) and Side Panels (P & Q).

K or P or Q

B

C

L or M or N

NOTE: The arrow on the face of the Cam (C) should point towards the Cam Post (B) for proper alignment.
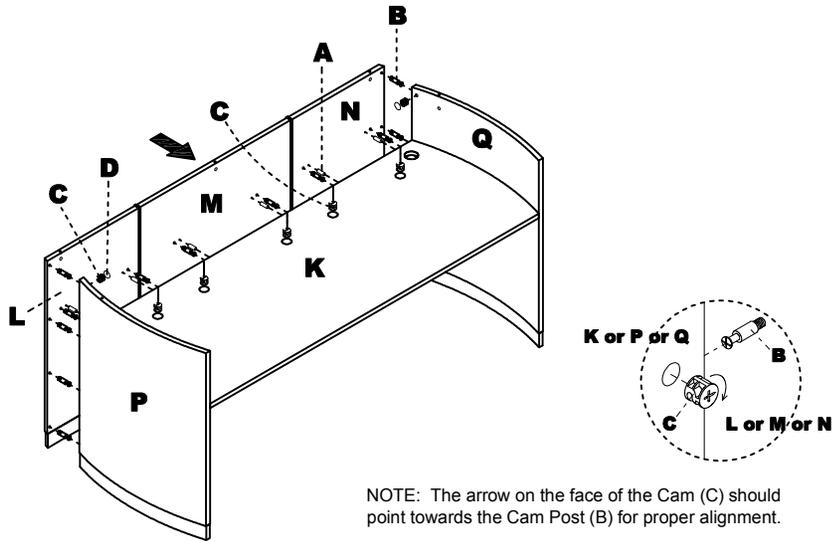
⑤ Attach Mntg Bracket (E) to the Top (K) and Side Panels (P & Q) & Modesty Panels (L & M & N) using Screws (F).

E

F

K

L or M or N or P or Q
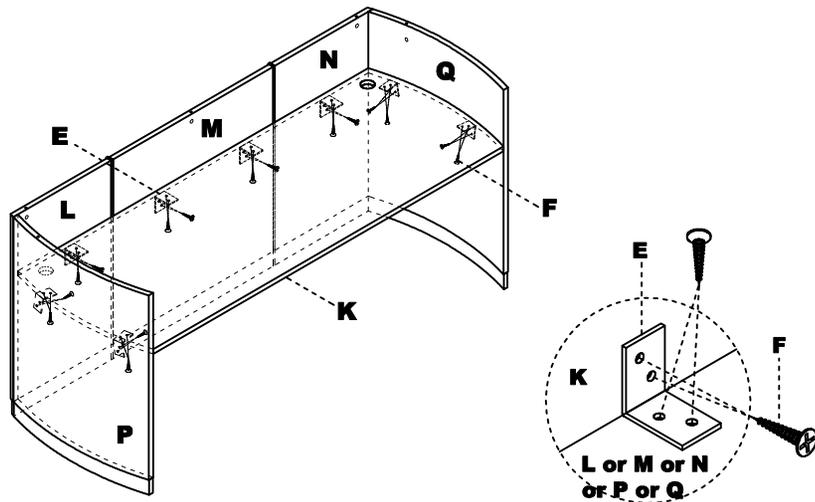
⑥ Install Cam Posts (B) to inside of the Glass Counter (R). Place Glass Counter (R) onto Side Panels (P & Q) and Modesty Panels (L & M & N) and lock in place by turning Cams (C). Apply Cam Stickers (D) onto Cams (C) of Side Panels (P & Q) and Modesty Panels (L & M & N). Insert Grommets (H) into Top holes.

L or M or N or P or Q

B

C

R

NOTE: The arrow on the face of the Cam (C) should point towards the Cam Post (B) for proper alignment.
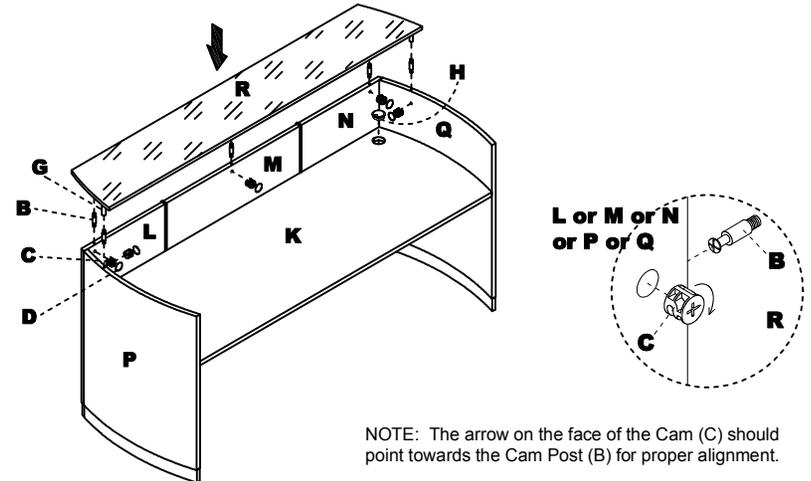
⑦ Finished the assembly of the Reception Desk.
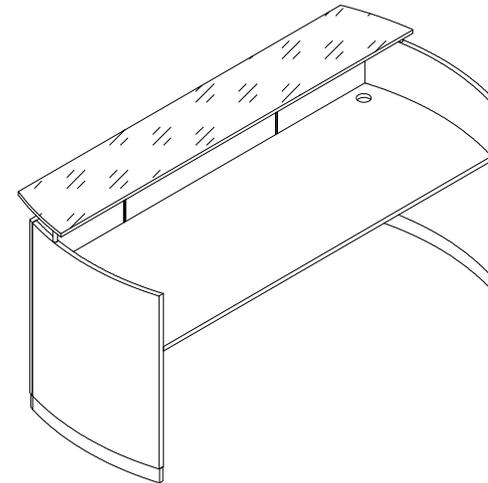
8 Attach MNRRHB to the Reception and Reception Return using Screws.

Reception Return

Reception

MNRRHB

Reception

Reception Return

MNRRHB

Reception

Reception Return

MNRRHB

Reception

MNRRHB

Reception Return

MNRRHB